

**Notice & Agenda – Mississippi Valley Library District  
Board of Trustees Meeting  
February 12, 2024 at 6:30 PM**

**On-Site at the Collinsville Memorial Library, 408 West Main Street, Collinsville, IL 62234**

**Via Zoom: <https://us02web.zoom.us/j/81830005306?pwd=QVNPMIZlcEZ5NjNjUHIXWkt4T2xxUT09>**

**Regular Monthly Board of Trustees Meeting**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Input

*Public comment policies as approved and included in the Board of Trustees Bylaws can be found online at <https://mvlld.org/pdf/2021/MVLD%20Bylaws%20as%20of%209.20.2021.pdf>*
4. Friends of the Library Updates
5. Trustee Comments
6. Consent Items
  - a. Approval of Minutes
    - i. Decennial Committee Meeting of January 8, 2024
    - ii. Regular Board Meeting of January 8, 2024
    - iii. Finance Committee Meeting of February 1, 2024
  - b. Communications
  - c. Administrative Reports
  - d. Finances
    - i. January 2024 Expenses by Vendor, Profit & Loss, and Funds Balances
    - ii. Gift Fund Transactions
    - iii. FY2024 Profit & Loss Budget vs. Actual
    - iv. Profit & Loss Previous Year Comparison
  - e. Committee Reports
    - i. Finance
    - ii. Personnel
    - iii. Fundraiser
    - iv. Decennial Committee on Local Government Efficiency Act
7. Unfinished Business
  - a. Possible Bylaws Revisions Regarding Public Comment
8. New Business
  - a. Request from Trustee York to Retain Closed Session Recording for July 19, 2021
  - b. Dissolution of Decennial Committee
  - c. Finance Committee Proposal to Move MVLD Savings Accounts to Illinois Funds Money Market Accounts
  - d. Revisions to Employee Internet, Email, and Telephone Use Policy
  - e. Revisions to Vacation and Personal Leave/ Paid Leave for All Workers Policies
  - f. Revisions to Victims' Economic Safety and Security Act (VESSA) Policy
  - g. Revisions to Employee Discipline and Separations Policies
  - h. Review of Serving Our Public 4.0 Chapters 3 and 4
9. Closed Session

- a. Closed session, if necessary, for any lawful exemption pursuant to Section 2(c) of the Illinois Open Meetings Act

10. Action for Items Discussed in Closed Session

- a. Action(s), if necessary, for any lawfully exempt matter discussed in closed session

11. Adjournment

The Mississippi Valley Library District is subject to the requirements of the Americans with Disabilities Act. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact the library administrator (618-344-1112) promptly to allow the Mississippi Valley Library District to make reasonable accommodations for those patrons.

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT  
BOARD OF TRUSTEES DECENNIAL COMMITTEE on GOVERNMENT  
EFFICIENCY MEETING**

DATE: January 8, 2024

TIME: 6:00 PM

PLACE: Fairmont City Library, Fairmont City, IL

**Call to Order**

Jeanne Lomax, Chair, called the meeting to order at 6:00 PM.

**Roll Call**

Committee members present:

Jeanne Lomax, President  
Ginny York, Vice-President  
Cathy Kulupka, Treasurer  
Lisa McCormick, Secretary  
Kathy Murphy, Trustee  
Ana Romero-Lizana, Trustee  
Mark Schusky, Trustee  
Kyla Waltermire, Executive Director  
Laura Gottschalk, Public Member  
Killian Weir, Public Member

Committee members absent:

Also present:

Matt Harris, Assistant Director

**Pledge of Allegiance**

**Public Input** - None

**Trustee Comment** - None

**Old Business**

- a. Review of the Efficiencies and Increased Accountability of the MLVD to Prepare the Report for the Board of Madison and St. Clair Counties
  - Waltermire provided the committee with the completed draft report. The committee was happy with the content.

**New Business**

- a. Approve Report on Government Efficiency.

A motion was made by Weir and seconded by Schusky to approve the Report on Government Efficiency.

A roll call vote was taken on the motion.

Laura Gottschalk - Yes  
Cathy Kulupka - Yes  
Jeanne Lomax - Yes  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero - Yes  
Mark Schusky - Yes  
Kyla Waltermire - Yes  
Killian Weir - Yes  
Ginny York – Yes

Yes- 10, No – 0, Abstained – 0, Absent – 0

Motion carried.

### **Adjournment**

A motion was made by Weir and seconded by McCormick to adjourn.

A voice vote was taken on the motion.

Laura Gottschalk - Yes  
Cathy Kulupka - Yes  
Jeanne Lomax - Yes  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero - Yes  
Mark Schusky - Yes  
Kyla Waltermire - Yes  
Killian Weir - Yes  
Ginny York – Yes

Yes- 10, No – 0, Abstained – 0, Absent – 0

Motion carried. The meeting adjourned at 6:08 PM.

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING**

DATE: January 8, 2024

TIME: 6:30 PM

PLACE: Fairmont City Library, Fairmont City, IL

**Call to Order**

Jeanne Lomax, President, called the meeting to order at 6:30 PM.

**Roll Call**

Trustees present:

Jeanne Lomax, President  
Ginny York, Vice-President  
Cathy Kulupka, Treasurer  
Lisa McCormick, Secretary  
Kathy Murphy, Trustee  
Ana Romero-Lizana, Trustee  
Mark Schusky, Trustee

Trustees absent:

Also present:

Kyla Waltermire, Executive Director  
Matt Harris, Assistant Director

**Pledge of Allegiance**

**Public Input**

The following public spoke:

Michael Treece, Jr.

Larry Ingram

Cindy Klein-Webb

Mike Aden

Traci Vanek

Brad Sowell

Lee Wathan

Elizabeth Willnow

DeeAnna Beckham

Molly Halasey

Scott Biggers

Gary Fogelman

Ashley Stewart

## **Friends of the Library - None**

### **Trustee Comment**

Kulupka spoke about her connection to the library as a patron and trustee.

Lomax asked Waltermire several questions such as did any trustee request or express an interest in the removal of any books or to defund the library. Waltermire answered the questions.

Romero-Lizana thanked the community for the coat and toy giveaway at the Fairmont City Library. Over 600 families benefitted.

### **Consent Items**

A motion to approve Consent Items, excluding the minutes, was made by McCormick and seconded by Romero-Lizana.

- a. Approval of Minutes – Finance Committee Meeting of November 14, 2023; Truth in Taxation Hearing November 20, 2023; Regular Board Meeting of November 20, 2023 18, 2023

- Tabled for separate vote.

- b. Communications:

- None

- c. Administrative Reports

Executive Director:

- Waltermire informed the Board that the library doors are continuing to be a problem. They fail to engage to completely close and patrons opened the door after closing, setting off the alarm. If maintenance cannot correct the issues, alternate solution may need to be found.

- Waltermire offered employment to one clerk and is still hiring for three other clerk positions.

- Kulupka offered congratulations to staff member Leslee Hamilton, who was named “December’s Heartbeat of the Month” by Collinsville Township and Collinsville Daily news.

- AmeriCorps’ America Reads program at SIUE provides tutors for library. Patrons can find details on the library’s event calendar. It is on a first-come, first-serve basis.

Assistant Director:

- Harris offered thanks to staff members Lee Friz and Theresa Beck for their support of the Fairmont City tree lighting event.

- Harris reported that over Fairmont City Library had over 600 attendees at the coat and toy giveaway event.

- d. Finances – Finances reviewed

- Waltermire reported that she had to use two different newspapers to comply with a publication requirement, causing a cost increase for the service. The State requires publications to be made in print format and the previous publication used by the library no longer offers print.

-Lomax had line-item questions that were addressed by Waltermire.

e. Committee Reports

- Finance Committee meeting will occur on January 16, 2024 at 5:00 PM.

A roll call vote was taken on the motion to approve consent items, excluding the minutes:

Cathy Kulupka – Yes  
Jeanne Lomax – Yes  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York - Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried.

Lomax moved and Kulupka seconded to approve the minutes as modified:

- Due to existing bylaws, only the names of public speakers would be included in the minutes. Additionally, one instance of Lomax's name was misspelled and needed to be corrected.

A roll call vote was taken on the motion to

Cathy Kulupka – Yes  
Jeanne Lomax – Yes  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York - Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried.

**Unfinished Business**

- a. Recommendation to Dispose of Closed Session Recordings Older than 18 months
  - Waltermire explained that two closed session dates were accidentally combined into one date on the prior list provided to the board. The corrected date was presented for disposal consideration at this meeting.

McCormick motioned and Schusky seconded to approve the disposal of the presented closed session recordings that are eligible for disposal.

A roll call vote was taken on the motion:

Cathy Kulupka – Yes  
Jeanne Lomax – No  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York - No

Yes- 5, No – 2, Abstained – 0, Absent – 0

Motion carried.

#### **New Business**

- a. Review and Adoption of FY2023 Audit
  - Kevin Tepen, CPA from C.J. Schlosser & Company, LLC reviewed the audit with the board.
  - Tepen provided a draft copy of the audit to the library in early Nov. The final copy was supplied to the board Jan 5, 2024. It was decided that in the future the director will provide the draft audit to the board upon receipt.
  - Tepen explained the balance sheet and answered questions pertaining to the audit. Some percentages on page 6 were noted to be incorrect; Tepen will provide a corrected page.

Romero-Lizana motioned and Murphy seconded to adopt the FY2023 Audit with corrections to page 6.

A roll call was taken on the motion:

Cathy Kulupka – Yes  
Jeanne Lomax – Yes  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York. – Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried.

- b. Possible Bylaws Revision to Modify Length of Public Comment.



- Discussion occurred about modifying public comments. Item tabled pending additional wording to be provided by Lomax.

c. Review of Serving Our Public 4.0 Chapter 12 & 13 – no discussion.

**Closed Session** – None.

**Adjournment**

A motion was made by Kulupka and seconded by Romero-Lizana to adjourn.

A voice vote was taken on the motion.

Cathy Kulupka – Yes  
Jeanne Lomax – Yes  
Lisa McCormick - Yes  
Kathy Murphy - Yes  
Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York – Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried. The meeting adjourned at 8:30 PM.

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT  
BOARD OF TRUSTEES FINANCE COMMITTEE MEETING**

DATE: February 1, 2024

TIME: 5:00 PM

PLACE: Community Room, Collinsville Library, Collinsville, IL

**Call to Order**

Cathy Kulupka, Committee Chair, called the meeting to order at 5:00 PM.

**Roll Call**

Committee members present:

Cathy Kulupka

Lisa McCormick

Jeanne Lomax, Ex-Officio member

Also present:

Kathy Murphy, Trustee

Kyla Waltermire, Executive Director

Ginny York, Trustee

**Pledge of Allegiance**

**Public Input**

- Mike Aden

**Trustee Comment - None**

**Unfinished Business**

- a. Proposal from Sustainability Partners re: Option for Collinsville Library Elevator
  - Waltermire will research elevator maintenance and issues for the last 5 years and provide details and costs.
  - Waltermire will contact Mike Pappas from Sustainability Partners to provide the committee with further details about the proposal, including cost.
- b. Possible investment of MVLD Funds
  - MVLD funds are currently held by Busey Bank in the form of one checking account, which is solely a pass-through account for bill payment, and nine savings accounts for separate designated funds. The savings accounts' interest rate was 0.75%, but after reaching out to Busey they increased the rate to 3.00%.
  - The committee agreed to recommend to the full Board moving MVLD funds to The Illinois Funds' money market accounts. The Illinois Funds is backed by the Illinois government and is currently earning an interest rate of over 5%.

- The committee also agreed to recommend that each of the nine savings accounts currently held at Busey Bank will be transferred in their entirety into nine accounts with The Illinois Funds for the purposes of clean bookkeeping and fund management.

A motion was made by Kulupka and seconded by McCormick to recommend the full transfer of the nine Busey Bank savings accounts into nine accounts with The Illinois Funds.

A roll call vote was taken on the motion:

Cathy Kulupka – Yes  
Lisa McCormick - Yes

Yes- 2, No – 0, Abstained – 0, Absent – 0

Motion carried.

### **New Business**

#### **a. Approval of January 16, 2024 Finance Committee Meeting Minutes**

A motion was made by McCormick and seconded by Kulupka to approve the January 16, 2024 Finance Committee Meeting Minutes.

A roll call vote was taken on the motion:

Cathy Kulupka – Yes  
Lisa McCormick - Yes

Yes- 2, No – 0, Abstained – 0, Absent – 0

Motion carried.

#### **b. Busey Bank's Positive Pay Option**

- Waltermire explained that Positive Pay is a protection program against fraudulent checks written on a checking account. It costs \$40 per month.
- Waltermire will contact Busey Bank to determine if they will offer a better deal.
- Waltermire will contact other banks to see if they have checking protection programs, the cost of those programs, and if they offer a rate of return on the checking account.

**Closed Session** – None.

### **Adjournment**

A motion was made by Kulupka and seconded by McCormick to adjourn.

A roll call vote was taken on the motion:

Cathy Kulupka – Yes  
Lisa McCormick - Yes

Yes- 2, No – 0, Abstained – 0, Absent – 0

Motion carried. The meeting adjourned at 5:34 PM.



Kyla Waltermire <kylaw@mvlid.org>

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**Fwd: Writing / publishing a parent's / citizens guide to the ALA top ten banned books**

1 message

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**Jeanne Lomax** <jeannelomax67@gmail.com>

Tue, Jan 23, 2024 at 11:30 AM

To: Kyla Waltermire <kylaw@mvlid.org>

----- Forwarded message -----

From: **'Larry Ingram' via Board** <board@mvlid.org>

Date: Wed, Jan 10, 2024 at 8:08 PM

Subject: Writing / publishing a parent's / citizens guide to the ALA top ten banned books

To: <board@mvlid.org>

Correspondence received.

Dear board president / trustees:

In examining / researching the American Library Association web site, the ALA provides no information, outline, guide, description for the Top Ten banned books (other than claimed to be sexually graphic). If the ALA is really concerned with parental responsibility and rights at local libraries, it should be willing to publish a description of the books to assist parents and help them decide if the books are worth checking out or might be destructive or harmful for their children to read.

In lieu of this guide on the ALA web site, I will be researching and writing descriptions of each of the banned books so that the library can have it as a resource if a parent visits the library. Our local librarian should not object to this, and should even encourage it, whether it's supported by the ALA or not.

As I stated at the library board meeting, the only description listed on the ALA web site is claimed to be sexually graphic. I will also be communicating with the ALA to determine if it is willing to provide such a descriptive guide for parents who visit the library.

Larry Ingram

(314) 604-3445

# **Report Covering January 2024**

**Kyla Waltermire, Executive Director**

## **Building and Grounds Updates**

- The annual fire systems inspection (including extinguishers, sprinklers, exit signs, and alarm system) was conducted on January 10.
- The backflow prevention device inspection was completed January 15.
- A Security Alarm tech installed viewing software and fixed a camera connection on January 25.
- An appraisal of MVLD property is scheduled for March and is being conducted by the LIRA insurance pool.
- The Collinsville Library's front doors continue to be problematic. Maintenance Technician Zeke Pennington continues to troubleshoot this issue as needed.

## **Circulation and Collection Updates**

- Circulation staff are working on a library account cleanup project. They ran a report to identify accounts with inconsistent information on them and are in the process of correcting the information.
- The MVLD libraries will be more actively helping Caseyville Library cardholders starting February 1 through approximately late May while the Caseyville Library is closed for construction.

## **Grant Updates**

- ACT Community Action Grant – The library purchased a new bike rack for the Collinsville Library's main entrance. The concrete pad for the bike rack is scheduled for installation in early February. Additionally, the library purchased a limited number of bike locks to be given away to bike riders in need of a way to secure their bikes to the rack.
- Ameren "Love Your Library" Grant – The library received a check in the amount of \$2,225.00, which covers the cost of enrolling in the ILA's Fund for Illinois Libraries 501(c)(3) and the amount of the grant. This grant was used to replace/repair a point-to-point wireless internet connection between the Collinsville Library and the Blum House.
- FY2024 IL Reading Council Grant – A reimbursement request was submitted and received in January.
- FY2023 Per Capita Grant – The MVLD was awarded \$48,794.48 for this grant, with eligible expenses being applied between July 1, 2023 and June 30, 2024.
- FY2024 Per Capita Grant - The application was submitted in December. No update.
- FY2024 PNG Grant –Activities are underway. The library is awaiting its Q2 reimbursement.
- 2023 Thinking Money for Kids Program Kits – The MVLD has been awarded one of these kits. Kits will be distributed in summer 2024 to be used between Sept. 1, 2024 and Dec. 31, 2025.

## **Meetings, Outreach, and Professional Development**

- January 3 – covered CM's main desk (6.00 hours)
- January 4 – covered FC's service desk (3.00 hours)
- January 5 – covered CM's main desk (1.00 hours)

- January 8 – led an ILA Public Policy Committee meeting and participated in an ILA Advocacy Committee meeting
- January 9 – met with clerk candidate to discuss job offer; interviewed a clerk candidate
- January 10 – met with two trustees to review closed session recordings
- January 11 – attended ILA Executive Board meeting
- January 16 – met with new clerk for onboarding; covered FC's service desk (2.75 hours); attended Collinsville Faith in Action new board member orientation
- January 17 – interviewed a clerk candidate
- January 18 – attended an HR Source webinar "Lessons from Litigation" (1.00 hour CE); attended a MEPL meeting in Alton (2.00 hours CE)
- January 19 – interviewed a clerk candidate
- January 22 – met with Busey Bank reps to discuss MVLD accounts and possible investment avenues
- January 24 – attended annual SHARE meeting
- January 25 – attended an Illinois Department of Labor webinar about the Paid Leave for All Workers Act (1.00 hour CE); attended a Collinsville Faith in Action executive board meeting
- January 26 – participated in an ILA strategic planning session
- January 30 – attended a Chamber of Commerce networking event; attended a Webjunction webinar "Building Authentic Relationships with Underserved Communities" (1.00 hour CE)
- January 31 – met with Assistant Director; met with Collinsville Historical Museum rep
- Weekly visits at the Collinsville Library from the CHS transitional students continue. The students are doing great work on sanding, priming, and painting tables and chairs for the children's floor.

### **Marketing and Promotions Updates**

- Kids who have completed the "1,000 Books Before Kindergarten" initiative continue to be celebrated on the library's social media. They also receive a dozen free donuts from Kruta Bakery through a partnership between the library and the bakery.
- Social media spotlights on Collinsville history continue to be popular.
- New arrivals, library events, giveaways, information about library services, and more continue to be promoted on social media.

### **Miscellaneous**

- The FY2023 Annual Financial Report and FY2023 audit have been filed with the Illinois Comptroller and county clerks. The corrected audit page is incorporated into this report.
- The annual library system membership certification was completed on January 2.
- The Library implemented Square point-of-sale products districtwide. In addition to streamlining processes to reduce human error, using Square to process credit card payments will reduce the card processing fees incurred by the Library by an average of 80%.

### **Program Updates and Other Dates of Note**

- Collinsville calendar – [https://mvld.org/collinsville\\_calendar](https://mvld.org/collinsville_calendar)

- Fairmont City calendar – [https://mvld.org/fairmont\\_calendar](https://mvld.org/fairmont_calendar)
- Upcoming highlights:
  - The Fairmont City Library is hosting a bilingual FAFSA night on Monday, February 26 at 4:00-7:00 PM. Families needing support in filling out the FAFSA for their college-bound children - especially families that speak Spanish as their first language and/or are preparing for a first-generation college student - can receive help at this event. Please call the Fairmont City Library at 618-482-3966 for more details.
  - The library offers free tutoring for students in kindergarten through 8th grades. An America Reads tutor is available on Tuesdays and Thursdays at 4:00-8:00 PM and Fridays at 3:00-6:00 PM. America Reads tutors are students at Southern Illinois University at Edwardsville who have received special training to assist them in their roles. The America Reads program is sponsored by AmeriCorps.
  - The AARP Free Tax Service returns to the Fairmont City Library in February. From February 13 (changed from February 6) to April 13, trained tax return preparers will be on-site and available by appointment. Appointments are available on Tuesdays at 12:30-8:00 PM, Wednesdays at 12:30-6:00 PM, and Saturdays at 9:00 AM-noon. Please call the Fairmont City Library at 618-482-3966 to make an appointment.
  - The MVLD is celebrating Leap Day with a special Leaping Frogs kids craft. Drop into either library on Thursday, February 29 to make a leaping frog out of origami.
  - Did you know that the Collinsville Library offers basic computer classes? These classes offer both instruction on computer basics and dedicated time to work on attendees' specific questions. Dates and times vary; please call the library at 618-344-1112 for more information.
  - Youth in grades 5-12 are invited to learn about the stars at the Collinsville Library on Thursday, March 7 at 7:00 PM. Attendees will learn about different types of stars and how to use telescopes. They will also help with a "citizen science" activity and use their new knowledge about telescopes to examine the night sky. This activity is part of the Project Next Generation grant program, which focuses on closing the digital divide for at-risk youth; however, all youth in grades 5-12 are welcome.
  - On National Genealogy Day - Saturday, March 9 - at 2:00 PM, kids and their families are invited to the Collinsville Library to learn about the Berenstain Bears' family tree and how to begin creating their own family tree. Crafts and snacks will be provided.
  - The Friends of the Library are hosting their next book sale at the Collinsville Library on Friday, March 8 at 9:00 AM - 5:00 PM and Saturday, March 9 at 9:00 AM - 4:00 PM. Price is \$5.00/bag. The Friends are also collecting an optional donation to help the MVLD cover some upcoming capital improvements.
  - Check out these exciting upcoming *Illinois Libraries Present* events! These are online events and many, if not all, will be recorded. If you can't attend during the live event, sign up anyway so you'll receive the recording link.
    - Tues., Feb. 20, 2024 @ 7:00 PM - "Romance & Regency with Bridgerton's Julia Quinn." #1 New York Times bestselling author Julia Quinn helps us feel the romance all



month with a discussion about Bridgerton and all things romance. Register at:

[https://bit.ly/ILP\\_JuliaQuinn](https://bit.ly/ILP_JuliaQuinn)

- Wed., March 20, 2024 @ 7:00 PM - “Ruth E. Carter: Interweaving Tradition and Imagination through Costume Design.” Academy Award-winning costume designer [Ruth E. Carter](#) explores the passion that inspires her costume design pieces spanning from Spike Lee movies to Marvel’s Wakanda. Register at: [https://bit.ly/ILP\\_RuthCarter](https://bit.ly/ILP_RuthCarter)

### Staff Updates

- Children’s Librarian Theresa Beck and Program Coordinator Lee Friz will serve as judges for the statewide Letters About Literature contest. Judging takes place in March.
- Josephine (Jo) Doersam started training as a Level 2 Library Clerk on January 16.
- Angel Fabian accepted one of the Level 2 Library Clerk positions. He begins training on February 12.
- Interviews for the vacant Level 2 Library Clerk positions continue. There is one Level 2 vacancy to fill.

**MISSISSIPPI VALLEY LIBRARY DISTRICT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS (CONTINUED)**

**EXPENDITURES BY CATEGORY**

<u>Expenditures by category</u>	<u>2023</u>		<u>2022</u>	
	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>
Personal services	59.6%	\$ 799,691	60.0%	\$ 708,496
Contractual services	18.6%	249,930	17.9%	211,868
Commodities	6.3%	84,849	6.2%	73,502
Miscellaneous/grant expenses	7.0%	93,742	7.5%	88,968
Depreciation	8.4%	113,152	8.4%	98,709
	<u>100.0%</u>	<u>\$ 1,341,364</u>	<u>100.0%</u>	<u>\$ 1,181,543</u>

Total expenses increased by \$159,821 in the year ended June 30, 2023. The primary reason for the increase relates to an increase in personal services in the current year.

As a result of the above revenues and expenses, the Library District's governmental activities reported an increase in net position of \$19,276 in the current year.

**FINANCIAL ANALYSIS OF THE GOVERNMENTAL FUNDS**

As noted earlier, the Library District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The focus of the Library District's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the Library District's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Library District's governmental funds reported an ending fund balance of \$1,035,173, an increase of \$89,477 in comparison with the prior year. The total amount constitutes unreserved, undesignated fund balance, which is available for spending at the Library District's discretion.

The primary difference in income between the government-wide financial statements and the governmental funds results from the different method of expensing capital outlay as opposed to capitalizing the assets and depreciating the assets over the estimated useful lives. Other differences arise from the accounting policies related to long term liabilities and deferred revenues.

# Statistical Summary

1/1/2024 12:00:00 AM - 1/31/2024 11:59:59 PM

## Grand Totals

### Record Counts - As of 2/7/2024 11:54 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,621,962	40,691	767,781			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	72,334	76,184	0	18,051	30	27

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
7,739	983	5,709	1,055	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,549	2,531	343		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	10	0	335	59
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	52	0	1,471	38
Deleted by Other	n/a	n/a	n/a	n/a

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$3,986.55	\$330.90	\$0.00	\$330.90	\$3,680.94	\$0.00
			Total Outstanding Fines - As of 2/7/2024 11:54 AM		
			\$132,734.07		

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
3,228	2	1,770	121

<b>PROGRAM / EVENT / PROMOTION</b>	<b># ATTENDED</b>
Activity Packet	100
Coloring Pages	73
Teen Winter Check Out Challenge	5
Children's Winter Check Out Challenge	10
Adult Winter Check Out Challenge	50
Teen 3d Printing Night (Ciara)	CANCELED
Children's Baby Boogie	19
Yoga Time!	10
Children's Free Tutoring	1
DIY Planner Craft	5
Children's Free Tutoring	2
Meditation at the Blum House	7
Cross Stitching Club (Leslee)	2
Children's Bingo-Theresa	3
Body Sculpting	5
Morning Yoga	7
Children's Preschool Storytime (Theresa)	12
Metro East Every Survivor Counts Table	0
Children's Free Tutoring	1
Basic Computer Class	Canceled due to technical issues
Children's Baby Boogie (Lee)	27
Graphic Novel Club (Ciara)	Canceled
Acoustic Jam with the Collinsville Ramblers	2
Yoga Time!	3
Daytime Book Club	6
Children's Free Tutoring	1
DIY Planner Craft	2
Children's Lego Building Challenge Club (Theresa)	17

Speculating About Our AI Future: An "Illinois Libraries Present" Event	0
Children's Free Tutoring	2
Children's Open Gaming	2
Meditation at the Blum House	3
Cross Stitching Club (Leslee)	2
Morning Yoga	3
Children's Preschool Storytime (Theresa)	11
snowman soup cups	25
Children's Free Tutoring	2
Children's Baby Boogie (Theresa)	21
Open Gaming (Ciara)	1
Yoga Time!	6
Children's Free Tutoring	2
Children's- Sensory Playtime	41
Book and an Appetizer Club	6
Liquid Dynamics in Flight-Teen PNG (Le	12
Children's Free Tutoring	2
CR- Children's What's for Breakfast Storytime- Theresa	14
Meditation at the Blum House	4
Cross Stitching Club (Leslee)	2
History and Genealogy Club (Leslee)	5
Body Sculpting	Canceled due to weather
Morning Yoga	8
Children's Preschool Storytime (Theresa)	15
Children's Free Tutoring	2
Children's Baby Boogie (Theresa)	27
Yoga Time!	5
Children's Free Tutoring	2
Family Evening Storytime (Theresa)	14
Children's Free Tutoring	2

Preschool Storytime	22
Baby Boogie	23
Evening Book Club	5
Yoga Time!	6
<b>TOTAL</b>	<b>667</b>

Children Ages 0-5 Synchronous: 191 attendance, 10 events

Children Ages 0-5 Self-Directed: 73 attendance, 1 events

Children Ages 6-11 Synchronous: 94 attendance, 14 events

Children Ages 6-11 Self-Directed: 37 attendance, 3 events

Young Adults Ages 12- 18 Synchoronous: 13 attendance, 3 events

Young Adults Ages 12-18 Self-Directed: 5 attendance, 1 event

Adults Ages 19+ Synchronous: 101 attendance, 23 events

Adults Ages 19+ Self-Directed: 52 attendance, 2 event

General Interests Synchronous: 5 attendance, 3 events

General Interests Self-Directed: 100 attendance, 1 event

Month	Total # Items Requested by MVL	# Items				Total # of ILL Requests Received by MVL	# Items				CM Door Counter	Computer Sessions
		Received at MVL via ILL - In State		Received at MVL via ILL - Out of State			Supplied by MVL via ILL - In State		Supplied by MVL via ILL - Out of State			
		Returnables	Non-Returnables	Returnables	Non-Returnables		Returnables	Non-Returnables	Returnables	Non-Returnables		
Jul-23	1					65	27	23		5294	2737	654
Aug-23	20	9	1	1	102	30	30	40		5265	3437	632
Sep-23	16	17		1	69	26	26	25		4933	2962	548
Oct-23	11	8	4		82	28	28	38		5708	3683	711
Nov-23	10	3			69	20	20	29		4215	3384	567
Dec-23	10	8		1	52	12	12	22		3470	2561	474
Jan-24	12	5	1	1	65	23	23	31		4025	2792	511
Feb-24												
Mar-24												
Apr-24												
May-24												
Jun-24												
Totals:	80	50	6	4	504	166	0	208	0	32910	21556	4097

## **Board Report February, 2024**

### **Matthew Harris – Assistant Director – Fairmont City Library Center**

#### **Grants, awards, donations, and special stories:**

The ESL classes offered through SWIC have started the new semester and continue to be well attended and appreciated. We are gearing up for AARP Tax Assistance beginning in February and already have entirely booked appointments on a few days.

#### **Outreach and education:**

**January 8:** Attended Decennial Committee and MVLD Board Meetings

**January 11:** Attended MVLD Finance Committee Meeting

**January 26:** Attended Webinar with the United Congregations of the Metro East

#### **Building and Grounds:**

Zeke has continued the installation process of the security door.

#### **Programming:**

**January (Mondays):** Monday Fun-Days

**January 19:** Fluid Dynamics in Flight

#### **Stats:**

##### **January:**

**Days Open:**24

**Door Count:** 1762

**Computer Users:** 164

**E-Book Questions:** 0

**Homebound Delivery:** 0



DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
January	Adult Winter Check Out Challenge	9
January	Children's Winter Check Out Challenge	3
January	Teen Winter Check Out Challenge	8
1/3/24	Kids Corner	2
1/8/24	Kids Corner (Theresa)-	0
1/8/24	Mondays Fun-Day- sugar cone bird feeders	6
1/10/24	Kids Corner	3
1/11/24	Speculating About Our AI Future: An "Illinois Libraries Present" Event	0
1/17/24	Kids Corner	4
1/18/24	Metro East Every Survivor Counts Table	2
1/19/24	Fluid Dynamics in Flight-Teen PNG (Lee)	1
1/20/24	Kids Bingo-Theresa	3
1/22/24	Kids Corner (Theresa)	3
1/22/24	Mondays Fun-Day- LEGOS	3
1/24/24	Kids Corner	3
1/29/24	Kids Corner (Theresa)	5
1/29/24	Mondays Fun-Day	6
1/31/24	Kids Corner	3
<b>TOTAL</b>		<b>42</b>
	Children Ages 0-5 Synchronous: 23 attendance, 8 events	
	Children Ages 0-5 Self-Directed: 0 attendance, 0 events	
	Children Ages 6-11 Synchronous: 18 attendance, 3 events	
	Children Ages 6-11 Self-Directed: 3 attendance, 1 event	
	Young Adults Ages 12- 18 Synchronous: 1 attendance, 1 event	
	Young Adults Ages 12-18 Self-Directed: 8 attendance, 1 events	
	Adults Ages 19+ Synchronous: 0 attendance, 1 event	
	Adults Ages 19+ Self-Directed: 9 attendance, 1 events	
	General Interests Synchronous: 2 attendance, 1 events	
	General Interests Self-Directed: 0 attendance, 0 events	

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02/07/24

Accrual Basis

**Mississippi Valley Library District**  
**Expenses by Vendor Detail**  
**January 2024**

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
<b>AMEREN ILLINOIS</b>								
Bill	01/10/2024		FCLC gas (01...	Natural Gas		Accounts Paya...	260.96	260.96
Bill	01/10/2024		FCLC electric ...	Electricity		Accounts Paya...	739.47	1,000.43
Bill	01/10/2024		CMLC gas (2...	Natural Gas		Accounts Paya...	395.50	1,395.93
Bill	01/10/2024		CMLC electric...	Electricity		Accounts Paya...	1,973.81	3,369.74
Bill	01/10/2024		CMLC outdoo...	Electricity		Accounts Paya...	38.44	3,408.18
Bill	01/10/2024		BH gas (83007)	Natural Gas		Accounts Paya...	253.76	3,661.94
Bill	01/10/2024		BH electric (1...	Electricity		Accounts Paya...	197.18	3,859.12
Total AMEREN ILLINOIS							3,859.12	3,859.12
<b>American Express</b>								
Bill	01/25/2024		Misc. office su...	Office		Accounts Paya...	171.26	171.26
Bill	01/25/2024		ILLs, certified ...	Postage		Accounts Paya...	58.79	230.05
Bill	01/25/2024		Misc. program...	Programming		Accounts Paya...	34.84	264.89
Bill	01/25/2024		DVDs and vid...	Adult Audio Visual It...		Accounts Paya...	583.29	848.18
Bill	01/25/2024		tough totes fo...	Equipment		Accounts Paya...	95.94	944.12
Bill	01/25/2024		monthly Zoom...	Other Professional ...		Accounts Paya...	15.99	960.11
Bill	01/25/2024		DVDs	Juvenile Audio Visu...		Accounts Paya...	146.76	1,106.87
Bill	01/25/2024		USB extensio...	Equipment		Accounts Paya...	44.60	1,151.47
Bill	01/25/2024		annual Aqua ...	Other Materials		Accounts Paya...	705.00	1,856.47
Bill	01/25/2024		Acct 3-92001	Telephone/Fax		Accounts Paya...	30.00	1,886.47
Bill	01/25/2024		interest fee	Miscellaneous		Accounts Paya...	111.00	1,997.47
Bill	01/25/2024		ACT Commu...	Other Grants		Accounts Paya...	168.40	2,165.87
Total American Express							2,165.87	2,165.87
<b>Americom Imaging Systems Inc.</b>								
Bill	01/06/2024		Monthly copie...	Equipment		Accounts Paya...	496.20	496.20
Total Americom Imaging Systems Inc.							496.20	496.20
<b>Americom Imaging Systems Inc. - Maint</b>								
Bill	01/18/2024		Overages for ...	Equipment		Accounts Paya...	197.27	197.27
Total Americom Imaging Systems Inc. - Maint							197.27	197.27
<b>Aqua Systems</b>								
Bill	01/03/2024		Invoice # 221...	Office		Accounts Paya...	20.10	20.10
Bill	01/17/2024		Invoice # 223...	Office		Accounts Paya...	6.95	27.05
Bill	01/17/2024		Invoice # 223...	Office		Accounts Paya...	20.10	47.15
Total Aqua Systems							47.15	47.15
<b>Barco Products</b>								
Bill	01/04/2024		ACT Commu...	Other Grants		Accounts Paya...	350.71	350.71
Total Barco Products							350.71	350.71
<b>Belleville Public Library</b>								
Bill	01/31/2024		Item # 00007...	Payments to Other L...		Accounts Paya...	32.00	32.00
Total Belleville Public Library							32.00	32.00
<b>Blue Cross / Blue Shield</b>								
Bill	01/20/2024		Health Insura...	Health/Dental Insura...		Accounts Paya...	7,335.90	7,335.90
Total Blue Cross / Blue Shield							7,335.90	7,335.90
<b>Brian Brown</b>								
Bill	01/24/2024		January 2024 ...	Grounds		Accounts Paya...	1,090.00	1,090.00
Total Brian Brown							1,090.00	1,090.00
<b>Buildingstars</b>								
Bill	01/24/2024		Invoice # 338...	Building		Accounts Paya...	225.00	225.00
Total Buildingstars							225.00	225.00
<b>C.J. Schlosser &amp; Company</b>								
Bill	01/03/2024		Audit FY2023	Audit		Accounts Paya...	8,360.00	8,360.00
Total C.J. Schlosser & Company							8,360.00	8,360.00
<b>Cain &amp; Associates, P.C.</b>								
Bill	01/24/2024		2023 1099s	Other Professional ...		Accounts Paya...	225.00	225.00
Total Cain & Associates, P.C.							225.00	225.00
<b>Capital One</b>								
Bill	01/31/2024		Misc. program...	Programming		Accounts Paya...	225.00	225.00

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Accrual Basis

**Mississippi Valley Library District**  
**Expenses by Vendor Detail**  
**January 2024**

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Total Capital One							225.00	225.00
<b>Casey's General Store</b>								
Check	01/11/2024		Gasoline	Vehicles		Checking	58.49	58.49
Check	01/29/2024		Gasoline	Vehicles		Checking	58.44	116.93
Total Casey's General Store							116.93	116.93
<b>Casey's Rebate</b>								
Deposit	01/17/2024		Deposit	Miscellaneous		Checking	-0.58	-0.58
Total Casey's Rebate							-0.58	-0.58
<b>Center Point Large Print</b>								
Bill	01/16/2024		standing orde...	Adult Print Materials		Accounts Paya...	147.42	147.42
Total Center Point Large Print							147.42	147.42
<b>Charter Communications</b>								
Bill	01/03/2024		CM & FC fiber...	Internet Services		Accounts Paya...	772.00	772.00
Bill	01/03/2024		CM elevator e...	Telephone/Fax		Accounts Paya...	49.99	821.99
Bill	01/31/2024		CM & FC fiber...	Internet Services		Accounts Paya...	772.00	1,593.99
Bill	01/31/2024		CM elevator e...	Telephone/Fax		Accounts Paya...	49.99	1,643.98
Total Charter Communications							1,643.98	1,643.98
<b>City of Collinsville</b>								
Bill	01/20/2024		CM & BH wat...	Water/Sewer		Accounts Paya...	295.33	295.33
Total City of Collinsville							295.33	295.33
<b>Collinsville Chamber of Commerce</b>								
Bill	01/16/2024		Membership -...	Other Professional ...		Accounts Paya...	77.00	77.00
Total Collinsville Chamber of Commerce							77.00	77.00
<b>Delta Dental</b>								
Bill	01/17/2024		Dental Insura...	Health/Dental Insura...		Accounts Paya...	377.73	377.73
Total Delta Dental							377.73	377.73
<b>Demco</b>								
Bill	01/10/2024		subject classif...	Office		Accounts Paya...	221.84	221.84
Total Demco							221.84	221.84
<b>Edwardsville Public Library</b>								
Bill	01/31/2024		Item # 00008...	Payments to Other L...		Accounts Paya...	49.94	49.94
Total Edwardsville Public Library							49.94	49.94
<b>First Data Global Leasing</b>								
Check	01/07/2024		FC credit card...	Other Professional ...		Checking	39.98	39.98
Total First Data Global Leasing							39.98	39.98
<b>Glen Carbon Centennial Library</b>								
Bill	01/17/2024		Item # 00042...	Payments to Other L...		Accounts Paya...	27.99	27.99
Bill	01/31/2024		Item # 00042...	Payments to Other L...		Accounts Paya...	9.99	37.98
Total Glen Carbon Centennial Library							37.98	37.98
<b>Globe Life</b>								
Bill	01/31/2024		Supplemental...	Health/Dental Insura...		Accounts Paya...	198.02	198.02
Total Globe Life							198.02	198.02
<b>Green Sky Cleaning Supply</b>								
Bill	01/10/2024		toilet tissue; tr...	Office		Accounts Paya...	381.22	381.22
Total Green Sky Cleaning Supply							381.22	381.22
<b>Home Depot</b>								
Check	01/04/2024		tough totes	Building		Checking	81.94	81.94
Check	01/11/2024		hardware for ...	Building		Checking	16.42	98.36
Check	01/23/2024		anti-glare win...	Building		Checking	87.88	186.24
Check	01/23/2024		drill bits, velcr...	Building		Checking	44.48	230.72
Check	01/24/2024		anti-glare win...	Building		Checking	93.37	324.09
Check	01/26/2024		cutter pliers, ...	Building		Checking	66.26	390.35
Check	01/29/2024		sheeting, scis...	Building		Checking	55.75	446.10
Check	01/31/2024		dremel set, cl...	Building		Checking	72.42	518.52
Total Home Depot							518.52	518.52

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Accrual Basis

**Mississippi Valley Library District**  
**Expenses by Vendor Detail**  
**January 2024**

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
<b>Illinois American Water</b>								
Bill	01/16/2024		FCLC water 1...	Water/Sewer		Accounts Paya...	38.04	38.04
Total Illinois American Water							38.04	38.04
<b>Illinois Heartland Library System</b>								
Bill	01/11/2024		Invoice # 202...	FY2023 Per Capita ...		Accounts Paya...	310.17	310.17
Bill	01/11/2024		Invoice # 202...	Other Professional ...		Accounts Paya...	400.00	710.17
Total Illinois Heartland Library System							710.17	710.17
<b>Illinois State Police</b>								
Bill	01/05/2024		volunteer bac...	Miscellaneous		Accounts Paya...	10.00	10.00
Total Illinois State Police							10.00	10.00
<b>IMRF</b>								
Check	01/26/2024		monthly IMRF...	IMRF		Checking	5,982.69	5,982.69
Total IMRF							5,982.69	5,982.69
<b>INGRAM LIBRARY SERVICES</b>								
Bill	01/10/2024		Invoice # 797...	Adult Print Materials		Accounts Paya...	1,214.63	1,214.63
Bill	01/10/2024		Invoice # 798...	Juvenile Print Items		Accounts Paya...	257.24	1,471.87
Bill	01/31/2024		Invoice # 796...	Adult Print Materials		Accounts Paya...	340.26	1,812.13
Total INGRAM LIBRARY SERVICES							1,812.13	1,812.13
<b>Johnson Controls Fire Protection LP</b>								
Bill	01/20/2024		Invoice # 515...	Building		Accounts Paya...	1,236.57	1,236.57
Bill	01/20/2024		Invoice # 515...	Building		Accounts Paya...	227.01	1,463.58
Total Johnson Controls Fire Protection LP							1,463.58	1,463.58
<b>Kane Consulting Group</b>								
Bill	01/29/2024		Datto backup ...	Information Technol...		Accounts Paya...	340.00	340.00
Total Kane Consulting Group							340.00	340.00
<b>KANOPY, INC.</b>								
Bill	01/31/2024		Invoice # 386...	Virtual Items		Accounts Paya...	278.00	278.00
Total KANOPY, INC.							278.00	278.00
<b>Lazerware</b>								
Bill	01/04/2024		Invoice # 490...	Information Technol...		Accounts Paya...	2,608.38	2,608.38
Bill	01/04/2024		Invoice # 491...	Information Technol...		Accounts Paya...	803.42	3,411.80
Bill	01/31/2024		Invoice # 900...	Information Technol...		Accounts Paya...	516.25	3,928.05
Bill	01/31/2024		Invoice # 900...	Other Grants		Accounts Paya...	1,969.30	5,897.35
Bill	01/31/2024		Invoice # 501...	Information Technol...		Accounts Paya...	2,732.96	8,630.31
Bill	01/31/2024		Invoice # 502...	Information Technol...		Accounts Paya...	880.27	9,510.58
Total Lazerware							9,510.58	9,510.58
<b>Madison County Treasurer</b>								
Deposit	01/10/2024		Deposit	Property Tax		General PI	-22,082.90	-22,082.90
Deposit	01/10/2024		Deposit	Building Maintenance		Building	-2,952.69	-25,035.59
Deposit	01/10/2024		Deposit	IMRF		IMRF	-1,025.66	-26,061.25
Deposit	01/10/2024		Deposit	Audit		Audit	-217.57	-26,278.82
Deposit	01/10/2024		Deposit	Liability Insurance		Insurance Fund	-1,522.95	-27,801.77
Deposit	01/10/2024		Deposit	FICA/Medicare		FICA	-1,398.65	-29,200.42
Total Madison County Treasurer							-29,200.42	-29,200.42
<b>McClatchy</b>								
Check	01/10/2024		Notice of avail...	Publishing		Checking	147.00	147.00
Total McClatchy							147.00	147.00
<b>Metro East Sanitary District</b>								
Bill	01/16/2024		FC water Dec...	Water/Sewer		Accounts Paya...	12.71	12.71
Total Metro East Sanitary District							12.71	12.71
<b>Otis Elevator</b>								
Bill	01/10/2024		Annual servic...	Building		Accounts Paya...	3,509.04	3,509.04
Total Otis Elevator							3,509.04	3,509.04
<b>OverDrive</b>								
Bill	01/03/2024		Invoice # 020...	FY2023 Per Capita ...		Accounts Paya...	8.97	8.97
Bill	01/03/2024		Invoice # 020...	FY2023 Per Capita ...		Accounts Paya...	588.00	596.97

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Accrual Basis

**Mississippi Valley Library District**  
**Expenses by Vendor Detail**  
**January 2024**

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Total OverDrive							596.97	596.97
<b>Peerless Network, Inc.</b>								
Bill	01/16/2024		CM monthly f...	Telephone/Fax		Accounts Paya...	118.64	118.64
Bill	01/16/2024		FC monthly fa...	Telephone/Fax		Accounts Paya...	61.94	180.58
Total Peerless Network, Inc.							180.58	180.58
<b>Rural King</b>								
Check	01/08/2024		snow shovel	Building		Checking	39.98	39.98
Total Rural King							39.98	39.98
<b>Security Alarm</b>								
Bill	01/20/2024		50% payment...	Building		Accounts Paya...	10,375.00	10,375.00
Bill	01/20/2024		monthly remot...	Building		Accounts Paya...	570.00	10,945.00
Total Security Alarm							10,945.00	10,945.00
<b>Six Mile Regional Library District</b>								
Bill	01/24/2024		Item # 00004...	Payments to Other L...		Accounts Paya...	26.00	26.00
Total Six Mile Regional Library District							26.00	26.00
<b>St. Louis Business Journal</b>								
Bill	01/10/2024		Magazine - 1 ...	Adult Print Materials		Accounts Paya...	135.00	135.00
Total St. Louis Business Journal							135.00	135.00
<b>The New Yorker</b>								
Bill	01/31/2024		Magazine ren...	Adult Print Materials		Accounts Paya...	169.99	169.99
Total The New Yorker							169.99	169.99
<b>Times Tribune</b>								
Bill	01/20/2024		Invoice # 103...	Adult Print Materials		Accounts Paya...	19.20	19.20
Total Times Tribune							19.20	19.20
<b>TransFirst</b>								
Check	01/10/2024		CM Credit car...	Other Professional ...		General PI	79.00	79.00
Total TransFirst							79.00	79.00
<b>Transworld Systems Inc</b>								
Bill	01/31/2024		100 collection...	Miscellaneous		Accounts Paya...	1,475.00	1,475.00
Total Transworld Systems Inc							1,475.00	1,475.00
<b>United States Postal Service</b>								
Check	01/05/2024		ILLs	Postage		Checking	24.45	24.45
Check	01/17/2024		ILLs	Postage		Checking	57.93	82.38
Check	01/29/2024		ILLs	Postage		Checking	67.62	150.00
Check	01/29/2024		stamps	Postage		Checking	108.80	258.80
Total United States Postal Service							258.80	258.80
<b>Who Does Your Concrete, LLC</b>								
Bill	01/31/2024		ACT Commu...	Other Grants		Accounts Paya...	1,440.00	1,440.00
Total Who Does Your Concrete, LLC							1,440.00	1,440.00
<b>TOTAL</b>							<b>38,693.57</b>	<b>38,693.57</b>

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Cash Basis

## Mississippi Valley Library District

## Profit &amp; Loss

January 2024

	Jan 24
Ordinary Income/Expense	
Income	
Taxes	
Audit	217.57
Building Maintenance	2,952.69
FICA/Medicare	1,398.65
IMRF	1,025.66
Liability Insurance	1,522.95
Property Tax	22,082.90
Total Taxes	29,200.42
Intergovernment Revenue	
Grants	
Other Grants	2,225.00
Total Grants	2,225.00
Total Intergovernment Revenue	2,225.00
Fines & Forfeitures	
Fines	18.85
Lost or Damaged Books/Inhouse	281.69
Total Fines & Forfeitures	300.54
Charges for Services	
Fax	251.00
Printing/Copying	850.46
Total Charges for Services	1,101.46
Other Revenues	
COBRA Reimbursements	1,393.20
Donations - Des & Undes	871.08
Sale of Items	292.34
Reimbursements Other libraries	197.93
Interest Income	1,743.25
Miscellaneous	0.58
Rental Income	
Collinsville Rooms	125.00
Blum House Rental	450.00
Total Rental Income	575.00
Total Other Revenues	5,073.38
Total Income	37,900.80
Gross Profit	37,900.80
Expense	
Personnel	
Benefits	
IL Unemployment Company	1,135.02
FICA Company	3,694.88
Health/Dental Insurance	15,217.77
IMRF	5,982.69
Total Benefits	26,030.36
Salaries	
Full Time	39,646.75
Part time	8,830.26
Total Salaries	48,477.01
Total Personnel	74,507.37
Maintenance Services	

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02/07/24  
Cash Basis

**Mississippi Valley Library District**  
**Profit & Loss**  
**January 2024**

	Jan 24
Building	20,288.82
Equipment	1,041.21
Grounds	1,365.00
<b>Total Maintenance Services</b>	<b>22,695.03</b>
<b>Professional Services</b>	
Publishing	147.00
Payroll Service	267.74
Internet Services	772.00
Information Technology	3,914.97
Audit	8,360.00
Legal Service	100.00
Other Professional Services	852.96
<b>Total Professional Services</b>	<b>14,414.67</b>
<b>Utilities</b>	
Natural Gas	910.22
Telephone/Fax	290.57
Water/Sewer	416.24
Electricity	2,948.90
<b>Total Utilities</b>	<b>4,565.93</b>
<b>Supplies</b>	
Equipment	554.60
Office	1,396.04
Postage	327.61
<b>Total Supplies</b>	<b>2,278.25</b>
<b>Materials</b>	
Other Materials	705.00
Virtual Items	250.00
Adult Audio Visual Items	1,584.00
Adult Print Materials	1,957.67
Juvenile Audio Visual Items	400.72
Juvenile Print Items	327.92
<b>Total Materials</b>	<b>5,225.31</b>
<b>Other Expenditures</b>	
Liability & Building Insurance	24,053.48
Vehicles	116.93
Miscellaneous	300.08
Programming	206.78
Donation Expenditures - Des.	450.62
Grant Expenses	
FY2023 Per Capita Grant	907.14
Other Grants	519.11
<b>Total Grant Expenses</b>	<b>1,426.25</b>
<b>Payments to Other Libraries</b>	<b>53.99</b>
<b>Total Other Expenditures</b>	<b>26,608.13</b>
<b>Total Expense</b>	<b>150,294.69</b>
<b>Net Ordinary Income</b>	<b>-112,393.89</b>
<b>Net Income</b>	<b>-112,393.89</b>

Mississippi Valley Library District  
**Balance Sheet**  
As of January 31, 2024

	Jan 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Working Cash	221,143.33
Checking	53,877.33
General PI	939,066.39
Audit	8,847.37
IMRF	70,629.50
Building	15,693.34
Insurance Fund	146,330.95
FICA	61,490.00
Reserve	37,940.44
Gift Fund	10,630.04
<b>Total Checking/Savings</b>	<b>1,565,648.69</b>
<b>Other Current Assets</b>	
Prepaid Insurance	17,255.45
Petty Cash	100.00
<b>Total Other Current Assets</b>	<b>17,355.45</b>
<b>Total Current Assets</b>	<b>1,583,004.14</b>
<b>Other Assets</b>	
Taxes Receivable	864,041.62
<b>Total Other Assets</b>	<b>864,041.62</b>
<b>TOTAL ASSETS</b>	<b>2,447,045.76</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	-13,326.30
<b>Total Accounts Payable</b>	<b>-13,326.30</b>
<b>Other Current Liabilities</b>	
Manual A/P	23,347.24
Deferred Revenue	975,284.70
Accrued Vacation	18,665.72
Accrued Sick Pay	5,253.76
Accrued Wages	17,753.78
<b>Payroll Liabilities</b>	
Garnishment	131.60
Liberty National	6,434.60
Net Pay Offset	883.10
Miscellaneous	-127.44
Fed Withhold	-208.00
II Withhold	-823.96
Direct Deposit	-190.69
IMRF - Payable	163,917.78
SUTA	4,101.99
Payroll Liabilities - Other	1,720.68
<b>Total Payroll Liabilities</b>	<b>175,839.66</b>
<b>Total Other Current Liabilities</b>	<b>1,216,144.86</b>
<b>Total Current Liabilities</b>	<b>1,202,818.56</b>
<b>Total Liabilities</b>	<b>1,202,818.56</b>
<b>Equity</b>	
Opening Bal Equity	14,039.26
Retained Earnings	839,957.03
Net Income	390,230.91



Mississippi Valley Library District  
Balance Sheet  
As of January 31, 2024

	Jan 31, 24
Total Equity	1,244,227.20
TOTAL LIABILITIES & EQUITY	2,447,045.76

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# Mississippi Valley Library District FY2024 Gift Fund

02/07/24

Accrual Basis

Type	Date	Memo	Account	Class	Split	Amount	Balance
<b>Jul '23 - Jan 24</b>							
Transfer	07/13/2023	FY2023 interest	Gift Fund		General PI	-40.66	-40.66
Deposit	07/16/2023	Interest	Gift Fund	Gift	Interest Income	6.49	-34.17
Transfer	07/28/2023	Funds Transfer	Gift Fund		Checking	-16.37	-50.54
Transfer	08/03/2023	Funds Transfer	Gift Fund		Checking	-242.38	-292.92
Deposit	08/16/2023	Interest	Gift Fund	Gift	Interest Income	7.30	-285.62
Deposit	09/16/2023	Interest	Gift Fund	Gift	Interest Income	7.46	-278.16
Transfer	09/29/2023	Funds Transfer	Gift Fund		Checking	-39.98	-318.14
Deposit	10/16/2023	Interest	Gift Fund	Gift	Interest Income	6.74	-311.40
Deposit	11/14/2023	Deposit	Gift Fund		Donations - De...	1,095.00	783.60
Deposit	11/16/2023	Interest	Gift Fund	Gift	Interest Income	7.28	790.88
Transfer	11/22/2023	Funds Transfer	Gift Fund		Checking	-4,774.58	-3,983.70
Transfer	11/22/2023	reimb. for Tru...	Gift Fund		Building	-702.09	-4,685.79
Deposit	12/04/2023	Deposit	Gift Fund		Donations - De...	4,774.58	88.79
Deposit	12/13/2023	Deposit	Gift Fund		Donations - De...	200.00	288.79
Deposit	12/16/2023	Interest	Gift Fund	Gift	Interest Income	6.37	295.16
Transfer	12/20/2023	Funds Transfer	Gift Fund		Checking	-1,095.00	-799.84
Deposit	12/28/2023	Deposit	Gift Fund		Donations - De...	250.00	-549.84
Transfer	01/09/2024	Funds Transfer	Gift Fund		Checking	-450.62	-1,000.46
Deposit	01/16/2024	Interest	Gift Fund	Gift	Interest Income	6.74	-993.72
<b>Jul '23 - Jan 24</b>						<b>-993.72</b>	<b>-993.72</b>

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02/07/24

Cash Basis

**Mississippi Valley Library District**  
**Profit & Loss Budget vs. Actual**  
**FY2024**

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
Taxes				
Audit	7,850.00	7,768.13	81.87	101.1%
Building Maintenance	106,532.60	103,575.02	2,957.58	102.9%
FICA/Medicare	50,462.81	52,823.26	-2,360.45	95.5%
IMRF	37,005.82	38,840.63	-1,834.81	95.3%
Liability Insurance	54,947.77	58,002.01	-3,054.24	94.7%
Property Tax	796,748.35	776,812.63	19,935.72	102.6%
<b>Total Taxes</b>	<b>1,053,547.35</b>	<b>1,037,821.68</b>	<b>15,725.67</b>	<b>101.5%</b>
Intergovernment Revenue				
E-Rate	4,176.00	20,000.00	-15,824.00	20.9%
TIF Funds	0.00	0.00	0.00	0.0%
Grants				
FY2024 PNG Grant	0.00	6,474.00	-6,474.00	0.0%
FY2023 Per Capita Grant	48,794.48	48,794.48	0.00	100.0%
FY2023 PNG Grant	2,572.05			
Other Grants	2,225.00	5,000.00	-2,775.00	44.5%
<b>Total Grants</b>	<b>53,591.53</b>	<b>60,268.48</b>	<b>-6,676.95</b>	<b>88.9%</b>
Replacement Tax	31,918.00	60,000.00	-28,082.00	53.2%
<b>Total Intergovernment Revenue</b>	<b>89,685.53</b>	<b>140,268.48</b>	<b>-50,582.95</b>	<b>63.9%</b>
Fines & Forfeitures				
Fines	357.79	500.00	-142.21	71.6%
Lost or Damaged Books/Inhouse	1,531.15	1,800.00	-268.85	85.1%
<b>Total Fines &amp; Forfeitures</b>	<b>1,888.94</b>	<b>2,300.00</b>	<b>-411.06</b>	<b>82.1%</b>
Charges for Services				
Fax	1,979.65	3,350.00	-1,370.35	59.1%
Non-resident Fees	0.00	81.00	-81.00	0.0%
Printing/Copying	5,748.46	9,100.00	-3,351.54	63.2%
<b>Total Charges for Services</b>	<b>7,728.11</b>	<b>12,531.00</b>	<b>-4,802.89</b>	<b>61.7%</b>
Other Revenues				
COBRA Reimbursements	9,752.40	16,720.00	-6,967.60	58.3%
Sale of Short Street Lot	0.00	12,000.00	-12,000.00	0.0%
Sale of Vehicle	0.00	1,200.00	-1,200.00	0.0%
Property License Agreements	15,000.00	15,001.00	-1.00	100.0%
Donations - Des & Undes	8,098.43	20,000.00	-11,901.57	40.5%
Sale of Items	2,715.22	3,750.00	-1,034.78	72.4%
Reimbursements Other libraries	926.31	1,300.00	-373.69	71.3%
Interest Income	7,266.30	9,000.00	-1,733.70	80.7%
Miscellaneous	499.05	2,500.00	-2,000.95	20.0%
Rental Income				
FC Rooms	50.00	100.00	-50.00	50.0%
FC Pavilion	550.00	100.00	450.00	550.0%
Collinsville Rooms	1,125.00	1,600.00	-475.00	70.3%
Blum House Rental	8,191.25	12,500.00	-4,308.75	65.5%
<b>Total Rental Income</b>	<b>9,916.25</b>	<b>14,300.00</b>	<b>-4,383.75</b>	<b>69.3%</b>
<b>Total Other Revenues</b>	<b>54,173.96</b>	<b>95,771.00</b>	<b>-41,597.04</b>	<b>56.6%</b>
<b>Total Income</b>	<b>1,207,023.89</b>	<b>1,288,692.16</b>	<b>-81,668.27</b>	<b>93.7%</b>
<b>Gross Profit</b>	<b>1,207,023.89</b>	<b>1,288,692.16</b>	<b>-81,668.27</b>	<b>93.7%</b>
Expense				
Personnel				
Benefits				
IL Unemployment Company	2,831.89	8,100.00	-5,268.11	35.0%
FICA Company	28,598.19	55,200.00	-26,601.81	51.8%
Health/Dental Insurance	53,766.86	97,000.00	-43,233.14	55.4%
IMRF	52,228.85	92,000.00	-39,771.15	56.8%
<b>Total Benefits</b>	<b>137,425.79</b>	<b>252,300.00</b>	<b>-114,874.21</b>	<b>54.5%</b>
Salaries				
Full Time	287,426.02	501,500.00	-214,073.98	57.3%
Part time	87,683.74	200,900.00	-113,216.26	43.6%
<b>Total Salaries</b>	<b>375,109.76</b>	<b>702,400.00</b>	<b>-327,290.24</b>	<b>53.4%</b>

**Mississippi Valley Library District**  
**Profit & Loss Budget vs. Actual**  
FY2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>Total Personnel</b>	512,535.55	954,700.00	-442,164.45	53.7%
<b>Maintenance Services</b>				
Building	90,013.25	120,000.00	-29,986.75	75.0%
Equipment	5,477.86	10,000.00	-4,522.14	54.8%
Grounds	9,005.16	11,000.00	-1,994.84	81.9%
<b>Total Maintenance Services</b>	104,496.27	141,000.00	-36,503.73	74.1%
<b>Professional Services</b>				
Publishing	1,182.60	600.00	582.60	197.1%
Payroll Service	2,082.74	4,100.00	-2,017.26	50.8%
SHARE Membership	0.00	0.00	0.00	0.0%
OCLC Interlibrary Loan	0.00	0.00	0.00	0.0%
Internet Services	6,047.30	9,300.00	-3,252.70	65.0%
Information Technology	27,071.13	55,000.00	-27,928.87	49.2%
Audit	8,360.00	8,300.00	60.00	100.7%
Legal Service	1,040.00	3,000.00	-1,960.00	34.7%
Other Professional Services	1,697.64	3,600.00	-1,902.36	47.2%
<b>Total Professional Services</b>	47,481.41	83,900.00	-36,418.59	56.6%
<b>Professional Development</b>				
Dues	170.00	600.00	-430.00	28.3%
Training/Tuition	0.00	1,000.00	-1,000.00	0.0%
Travel Expenses	1,220.81	1,200.00	20.81	101.7%
<b>Total Professional Development</b>	1,390.81	2,800.00	-1,409.19	49.7%
<b>Utilities</b>				
Natural Gas	2,392.76	9,750.00	-7,357.24	24.5%
Telephone/Fax	1,835.17	3,600.00	-1,764.83	51.0%
Water/Sewer	1,784.05	3,000.00	-1,215.95	59.5%
Electricity	30,257.16	56,000.00	-25,742.84	54.0%
<b>Total Utilities</b>	36,269.14	72,350.00	-36,080.86	50.1%
<b>Supplies</b>				
Equipment	1,888.58	10,000.00	-8,111.42	18.9%
Office	6,678.72	11,000.00	-4,321.28	60.7%
Postage	2,269.55	4,200.00	-1,930.45	54.0%
<b>Total Supplies</b>	10,836.85	25,200.00	-14,363.15	43.0%
<b>Materials</b>				
Other Materials	809.86	1,250.00	-440.14	64.8%
Virtual Items	2,046.74	5,000.00	-2,953.26	40.9%
Adult Audio Visual Items	7,084.76	11,000.00	-3,915.24	64.4%
Adult Print Materials	14,416.08	27,000.00	-12,583.92	53.4%
Juvenile Audio Visual Items	1,321.98	2,000.00	-678.02	66.1%
Juvenile Print Items	2,131.60	4,500.00	-2,368.40	47.4%
Online Databases	3,284.00	11,000.00	-7,716.00	29.9%
<b>Total Materials</b>	31,095.02	61,750.00	-30,654.98	50.4%
<b>Other Expenditures</b>				
Liability & Building Insurance	24,758.48	30,000.00	-5,241.52	82.5%
Vehicles	3,482.02	12,500.00	-9,017.98	27.9%
Miscellaneous	2,673.53	2,750.00	-76.47	97.2%
Programming	2,624.44	5,000.00	-2,375.56	52.5%
Donation Expenditures - Des.	7,340.53	6,000.00	1,340.53	122.3%
Grant Expenses				
FY2024 PNG Grant	2,904.48	6,474.00	-3,569.52	44.9%
FY2023 Per Capita Grant	26,563.46	48,794.48	-22,231.02	54.4%
Other Grants	1,524.81	3,000.00	-1,475.19	50.8%
<b>Total Grant Expenses</b>	30,992.75	58,268.48	-27,275.73	53.2%
<b>Payments to Other Libraries</b>	816.18	1,600.00	-783.82	51.0%
<b>Total Other Expenditures</b>	72,687.93	116,118.48	-43,430.55	62.6%
<b>Total Expense</b>	816,792.98	1,457,818.48	-641,025.50	56.0%
<b>Net Ordinary Income</b>	390,230.91	-169,126.32	559,357.23	-230.7%
<b>Net Income</b>	390,230.91	-169,126.32	559,357.23	-230.7%

# Mississippi Valley Library District Profit & Loss Prev Year Comparison

July 2023 through January 2024

	Jul '23 - Jan 24	Jul '22 - Jan 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Taxes</b>				
Audit	7,850.00	4,806.00	3,044.00	63.3%
Building Maintenance	106,532.60	89,400.15	17,132.45	19.2%
FICA/Medicare	50,462.81	43,258.25	7,204.56	16.7%
IMRF	37,005.82	36,048.22	957.60	2.7%
Liability Insurance	54,947.77	90,361.37	-35,413.60	-39.2%
Property Tax	796,748.35	720,969.48	75,778.87	10.5%
<b>Total Taxes</b>	<b>1,053,547.35</b>	<b>984,843.47</b>	<b>68,703.88</b>	<b>7.0%</b>
<b>Intergovernment Revenue</b>				
E-Rate	4,176.00	9,086.09	-4,910.09	-54.0%
<b>Grants</b>				
FY2023 Per Capita Grant	48,794.48	0.00	48,794.48	100.0%
FY2023 Penny Severns Grant	0.00	2,680.75	-2,680.75	-100.0%
FY2023 PNG Grant	2,572.05	7,024.19	-4,452.14	-63.4%
FY2022 Per Capita Grant	0.00	48,794.48	-48,794.48	-100.0%
FY2022 PNG Grant	0.00	8,034.51	-8,034.51	-100.0%
Other Grants	2,225.00	0.00	2,225.00	100.0%
<b>Total Grants</b>	<b>53,591.53</b>	<b>66,533.93</b>	<b>-12,942.40</b>	<b>-19.5%</b>
Replacement Tax	31,918.00	46,383.96	-14,465.96	-31.2%
<b>Total Intergovernment Revenue</b>	<b>89,685.53</b>	<b>122,003.98</b>	<b>-32,318.45</b>	<b>-26.5%</b>
<b>Fines &amp; Forfeitures</b>				
Fines	357.79	304.19	53.60	17.6%
Lost or Damaged Books/Inhouse	1,531.15	813.97	717.18	88.1%
<b>Total Fines &amp; Forfeitures</b>	<b>1,888.94</b>	<b>1,118.16</b>	<b>770.78</b>	<b>68.9%</b>
<b>Charges for Services</b>				
Fax	1,979.65	1,835.30	144.35	7.9%
Non-resident Fees	0.00	87.00	-87.00	-100.0%
Printing/Copying	5,748.46	4,710.48	1,037.98	22.0%
<b>Total Charges for Services</b>	<b>7,728.11</b>	<b>6,632.78</b>	<b>1,095.33</b>	<b>16.5%</b>
<b>Other Revenues</b>				
COBRA Reimbursements	9,752.40	0.00	9,752.40	100.0%
Property License Agreements	15,000.00	15,000.00	0.00	0.0%
Donations - Des & Undes	8,098.43	14,970.25	-6,871.82	-45.9%
Sale of Items	2,715.22	2,158.69	556.53	25.8%
Online Sales	0.00	31.27	-31.27	-100.0%
Reimbursements Other libraries	926.31	868.44	57.87	6.7%
Interest Income	7,266.30	4,247.77	3,018.53	71.1%
Miscellaneous	499.05	1,850.00	-1,350.95	-73.0%
<b>Rental Income</b>				
FC Rooms	50.00	0.00	50.00	100.0%
FC Pavilion	550.00	0.00	550.00	100.0%
Collinsville Rooms	1,125.00	650.00	475.00	73.1%
Blum House Rental	8,191.25	7,675.00	516.25	6.7%
<b>Total Rental Income</b>	<b>9,916.25</b>	<b>8,325.00</b>	<b>1,591.25</b>	<b>19.1%</b>
<b>Total Other Revenues</b>	<b>54,173.96</b>	<b>47,451.42</b>	<b>6,722.54</b>	<b>14.2%</b>
<b>Total Income</b>	<b>1,207,023.89</b>	<b>1,162,049.81</b>	<b>44,974.08</b>	<b>3.9%</b>
<b>Gross Profit</b>	<b>1,207,023.89</b>	<b>1,162,049.81</b>	<b>44,974.08</b>	<b>3.9%</b>
<b>Expense</b>				
<b>Personnel</b>				
<b>Benefits</b>				
IL Unemployment Company	2,831.89	756.21	2,075.68	274.5%
FICA Company	28,598.19	26,527.59	2,070.60	7.8%
Health/Dental Insurance	53,766.86	39,609.43	14,157.43	35.7%
IMRF	52,228.85	44,521.91	7,706.94	17.3%
<b>Total Benefits</b>	<b>137,425.79</b>	<b>111,415.14</b>	<b>26,010.65</b>	<b>23.4%</b>
<b>Salaries</b>				
Full Time	287,426.02	267,383.25	20,042.77	7.5%
Part time	87,683.74	80,861.33	6,822.41	8.4%
<b>Total Salaries</b>	<b>375,109.76</b>	<b>348,244.58</b>	<b>26,865.18</b>	<b>7.7%</b>
<b>Total Personnel</b>	<b>512,535.55</b>	<b>459,659.72</b>	<b>52,875.83</b>	<b>11.5%</b>
<b>Maintenance Services</b>				
Building	90,013.25	39,894.04	50,119.21	125.6%
Equipment	5,477.86	5,981.35	-503.49	-8.4%
Grounds	9,005.16	5,060.00	3,945.16	78.0%
<b>Total Maintenance Services</b>	<b>104,496.27</b>	<b>50,935.39</b>	<b>53,560.88</b>	<b>105.2%</b>
<b>Professional Services</b>				
Publishing	1,182.60	492.80	689.80	140.0%
Payroll Service	2,082.74	1,995.43	87.31	4.4%
Internet Services	6,047.30	5,245.93	801.37	15.3%

# Mississippi Valley Library District Profit & Loss Prev Year Comparison

July 2023 through January 2024

	Jul '23 - Jan 24	Jul '22 - Jan 23	\$ Change	% Change
Information Technology	27,071.13	32,570.97	-5,499.84	-16.9%
Audit	8,360.00	8,200.00	160.00	2.0%
Legal Service	1,040.00	460.00	580.00	126.1%
Other Professional Services	1,697.64	1,647.51	50.13	3.0%
<b>Total Professional Services</b>	<b>47,481.41</b>	<b>50,612.64</b>	<b>-3,131.23</b>	<b>-6.2%</b>
Professional Development				
Dues	170.00	319.64	-149.64	-46.8%
Travel Expenses	1,220.81	855.98	364.83	42.6%
<b>Total Professional Development</b>	<b>1,390.81</b>	<b>1,175.62</b>	<b>215.19</b>	<b>18.3%</b>
Utilities				
Natural Gas	2,392.76	3,601.91	-1,209.15	-33.6%
Telephone/Fax	1,835.17	2,084.66	-249.49	-12.0%
Water/Sewer	1,784.05	1,820.93	-36.88	-2.0%
Electricity	30,257.16	35,409.55	-5,152.39	-14.6%
<b>Total Utilities</b>	<b>36,269.14</b>	<b>42,917.05</b>	<b>-6,647.91</b>	<b>-15.5%</b>
Supplies				
Equipment	1,888.58	9,918.71	-8,030.13	-81.0%
Office	6,678.72	6,799.46	-120.74	-1.8%
Postage	2,269.55	2,499.00	-229.45	-9.2%
<b>Total Supplies</b>	<b>10,836.85</b>	<b>19,217.17</b>	<b>-8,380.32</b>	<b>-43.6%</b>
Materials				
Other Materials	809.86	320.00	489.86	153.1%
Virtual Items	2,046.74	1,561.88	484.86	31.0%
Adult Audio Visual Items	7,084.76	6,432.93	651.83	10.1%
Adult Print Materials	14,416.08	14,945.07	-528.99	-3.5%
Juvenile Audio Visual Items	1,321.98	963.05	358.93	37.3%
Juvenile Print Items	2,131.60	2,367.52	-235.92	-10.0%
Online Databases	3,284.00	6,304.00	-3,020.00	-47.9%
<b>Total Materials</b>	<b>31,095.02</b>	<b>32,894.45</b>	<b>-1,799.43</b>	<b>-5.5%</b>
Other Expenditures				
Liability & Building Insurance	24,758.48	27,211.72	-2,453.24	-9.0%
Vehicles	3,482.02	764.77	2,717.25	355.3%
Miscellaneous	2,673.53	1,242.38	1,431.15	115.2%
Programming	2,624.44	1,823.34	801.10	43.9%
Donation Expenditures - Des.	7,340.53	3,582.70	3,757.83	104.9%
Grant Expenses				
FY2024 PNG Grant	2,904.48	0.00	2,904.48	100.0%
FY2023 Per Capita Grant	26,563.46	0.00	26,563.46	100.0%
FY2023 Penny Severns Grant	0.00	2,814.75	-2,814.75	-100.0%
FY2023 PNG Grant	0.00	10,211.30	-10,211.30	-100.0%
FY2022 Per Capita Grant	0.00	36,212.71	-36,212.71	-100.0%
FY2022 PNG Grant	0.00	480.37	-480.37	-100.0%
Other Grants	1,524.81	0.00	1,524.81	100.0%
<b>Total Grant Expenses</b>	<b>30,992.75</b>	<b>49,719.13</b>	<b>-18,726.38</b>	<b>-37.7%</b>
Payments to Other Libraries	816.18	535.35	280.83	52.5%
<b>Total Other Expenditures</b>	<b>72,687.93</b>	<b>84,879.39</b>	<b>-12,191.46</b>	<b>-14.4%</b>
<b>Total Expense</b>	<b>816,792.98</b>	<b>742,291.43</b>	<b>74,501.55</b>	<b>10.0%</b>
<b>Net Ordinary Income</b>	<b>390,230.91</b>	<b>419,758.38</b>	<b>-29,527.47</b>	<b>-7.0%</b>
<b>Net Income</b>	<b>390,230.91</b>	<b>419,758.38</b>	<b>-29,527.47</b>	<b>-7.0%</b>

**DRAFT BYLAWS REVISION**  
**Presented 1/8/2024**  
**Revised and Presented 2/12/2024**

KEY:

**Bolded** = new wording

~~Strikethrough~~ = removed wording

Section 10. Public Input

The Board encourages input from the public. The purpose of this section is to ensure that interested parties representing various points of view are allowed to present those viewpoints while permitting the Board to conduct its meetings in an efficient and effective manner. In addition to Public Hearings held for receiving comments on specific issues, the Board has established a Public Input period at each Board meeting. The following serves to support this process:

1. There will be a Public Input period at each Board meeting.
2. Speakers will have a maximum of ~~five (5)~~ **three (3)** minutes for their comments, **with a total of thirty (30) minutes for public input.**
3. Each speaker will provide his/her name and group affiliation, if any.
4. **Speakers shall act and speak with decorum and conform to conventional social manners in speech and behavior. Speakers shall speak to issues and shall refrain from personal attacks.**
5. As a general rule, the Board will not respond to public comments at the time they are made. The Board may comment, take action, or not take action with respect to public input at a future Board meeting, as it deems appropriate.
6. Board minutes for the meeting will reflect the names of any speakers only unless a written summation is provided by the speaker of their specific input. The summation will then also be attached to the official minutes.

The Board President is responsible for orderly conduct of a meeting and shall rule on the appropriateness of a speaker's presentation in light of the purpose of Public Input periods. The Board as a whole shall have the final decision on such rulings.

**ILLINOIS FUNDS**  
**Investment Information**  
**As of February 7, 2024**

- Illinois Funds is a money market investment pool for local governments.
- Transfers to/from Illinois Funds accounts are free of charge.
- Interest compounds daily.
- Local government investment pools (LGIPs) like Illinois Funds have policies that establish that they operate in a manner consistent with SEC Rule 2a-7. LGIPs are also bound by the Public Funds Investment Act [30 ILCS 235] that limit what Illinois Funds may invest in. Additionally, Illinois Funds' own investment policy prohibits investments in bankers' acceptances, derivatives, asset-backed corporate obligations, and non-Illinois-based municipal securities.
- From the Illinois Funds website:

*The Illinois Funds*, which is managed in a manner generally consistent with SEC regulated Rule 2a-7 money market funds, has earned Fitch's highest rating (AAAmmf). The rating is based on Fitch's analysis of the pool's credit quality, maturity, diversification, and management. The rating demonstrates that the fund has an extremely strong capacity to maintain principal stability and limit exposure to losses due to interest rate and/or credit risk. The Illinois Funds has continuously received the highest prime investment grade for a government money market fund since 1996.





*Administered by the Office of the Illinois State Treasurer*

## **Local Government Investment Pool**

*Monthly Rate History for: January 2024*

<u>DATE</u>	<u>ANNUALIZED NET RATE</u>
1/1/2024	5.402%
1/2/2024	5.351%
1/3/2024	5.388%
1/4/2024	5.373%
1/5/2024	5.384%
1/6/2024	5.384%
1/7/2024	5.384%
1/8/2024	5.371%
1/9/2024	5.378%
1/10/2024	5.378%
1/11/2024	5.402%
1/12/2024	5.388%
1/13/2024	5.388%
1/14/2024	5.388%
1/15/2024	5.388%
1/16/2024	5.394%
1/17/2024	5.358%
1/18/2024	5.386%
1/19/2024	5.409%
1/20/2024	5.409%
1/21/2024	5.409%
1/22/2024	5.374%
1/23/2024	5.389%
1/24/2024	5.401%
1/25/2024	5.408%
1/26/2024	5.403%
1/27/2024	5.403%
1/28/2024	5.403%
1/29/2024	5.383%
1/30/2024	5.418%
1/31/2024	5.451%

### AVERAGE DAILY YIELD

**January 2024**

**5.392%**

# February 2024

## Local Government Investment Pool Fund Daily Rates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 5.422%	2 5.400%	3 5.400%
4 5.400%	5 5.398%	6 5.397%	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

[Download Adobe Reader](#) which is required to view (PDF) files

## Local Government Investment Pool Fund Daily Rates

## DRAFT EMPLOYEE INTERNET, EMAIL, AND TELEPHONE POLICY

CONTEXT: A mobile videoconferencing ban while driving was added to the Illinois Vehicle Code effective January 1, 2024. This change is added to bans on texting and using cell phones without hands-free devices. Additionally, decisions made by the IL PAC and/or case law have expanded what types of communications are considered FOIA-able.

KEY:

**Bolded** = new wording

~~Strikethrough~~ = removed wording

### 6.10.4 Employee Internet, Email, and Telephone Use Policy

The Mississippi Valley Library District (hereafter "Library") furnishes computers for employees' use in conducting official business. This includes access to email and the Internet. The Library also has software and systems in place that can monitor and record all Internet usage. The email and Internet access systems in place are the sole property of the Library. The technology is in place for business related to the Library. The technology may not be used for any purpose which would violate the Library's policies or state or federal law. If an employee is found to be abusing the technology, his or her access may be limited or eliminated altogether. Nothing on the Internet system or any property of the Library, including phones or voicemail, is or can become the private property of any employee.

Employees may use the technology for some limited personal use as long as that use does not result in cost to the Library, does not interfere with the performance of duties, is brief in duration and frequency, does not distract from the conduct of the Library's business, and does not compromise the security or integrity of the Library's information or software. Such limited use shall not occur on paid time, but is permitted immediately before or after work hours and during an employee's breaks. Any personal use of Library computers, Internet, telephones, and email service must comply with all applicable laws and employer policies.

There can be no expectation of privacy or assurance of confidentiality for any messages or for any use or pattern of usage of the Library's Internet, phones, or any other property. Work related **and personal** social media, ~~and work~~ **and personal** email accounts, **and work and personal text messages may be** are Freedom of Information Act requestable and work related content must be retained **in compliance with the Local Records Act**.

### A. MANAGEMENT AND ADMINISTRATION OF THE INTERNET AND PHONE SYSTEMS

The library reserves the right to record the digital activities of each and every user, including but not limited to Internet site visits, chat activity, newsgroups, email

messages, and file transfers into and out of the Library's internal networks. The Library reserves at all times the right to monitor such activity. No employee should have any expectation of privacy as to any Internet usage or telephone system. The Library's Executive Director and Assistant Director may analyze usage patterns and review Internet activity and voicemail messages in an effort to maintain the highest levels of productivity. The Library reserves the right to inspect any and all files stored in private areas of its network in order to assure compliance with this policy.

The system must never be used to create or access offensive or disruptive messages. The display or access of any kind of sexually explicit image or document on any Library system (other than for legitimate law enforcement purposes) is a violation of both this Internet policy and the Library's Policy Prohibiting Sexual Harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using **Library** ~~our~~ network or computing resources except for a legitimate law enforcement purpose. The Library may use independently-supplied software and data to identify inappropriate or sexually-explicit Internet sites. The Library may block access from within its networks to all such sites. If an employee inadvertently connected to a site that contains sexually explicit or offensive material, he or she must immediately disconnect from that site, regardless of whether that site has been previously deemed acceptable by any monitoring, screening, or rating program.

The Library's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, province, or other local jurisdiction in any material way. Use of any Library resources for illegal activity is grounds for immediate dismissal, and the Library will cooperate with any legitimate law enforcement agency in the investigation of such activity.

The safety and security of the Library's network and resources must be considered at all times when using the Internet. Employees may not download or install programs or software onto computers without prior permission from a supervisor and without the programs or software being properly scanned for viruses.

## **B. TECHNICAL**

No employee may create or implement any password other than the password issued by the Library for voicemail, network, or Internet access, without permission of the Executive Director and/or the Assistant Director. Employees are not to share or reveal individual passwords to anyone other than a supervisor or authorized contractor.

## **C. SECURITY**

The Library has installed a variety of firewalls, proxies, address screening programs, and other security systems to assure the safety and security of the Library's networks. Any employee who attempts to disable, defeat, or circumvent any Library security facility will be subject to discipline, including immediate termination.

Employees who misuse the Library's Internet, email, and/or telephone system may be subject to discipline up to and including termination. Employees have no expectation of privacy on any of the Library's equipment or property, including but not limited to desks, computers, Internet access, voicemail, or email.

#### **D. USE OF DEVICES WHILE DRIVING**

**In compliance with the Illinois Vehicle Code, Library staff will not text, use a mobile phone without a hands-free device, or participate in videoconferencing while operating a motor vehicle during work hours. For the purpose of this policy, "motor vehicle" applies to both a personal vehicle owned by Library staff and/or a vehicle owned by the Library.**

Reviewed and Approved 9/17/2018. Revised 2/12/2024.

## DRAFT VACATION AND PERSONAL LEAVE POLICIES

CONTEXT: These policies have been updated to comply with the Illinois Paid Leave for All Workers Act and other labor laws. Amendments to the Vacation section were reviewed and vetted by an HR specialist at HR Source. Wording in the Paid Leave for All Workers section was provided by HR Source's attorneys via a sample policy, with minor modifications made by the Library to reflect the specifics of the Library.

Removed wording is ~~struck through~~  
Added wording is **bolded**

### 6.8.1 Vacation

After ~~one year~~ **90 days** (computed from date of employment), employees shall become eligible for vacation with pay as defined in this section. Eligible employees will be compensated for ~~the number of hours usually worked on the day for which vacation is taken~~ **up to eight hours per vacation day**. All vacations ~~leave~~ credited to an employee must be used **prior to the start of the first full pay period of the next calendar year** ~~by December 31st of the same year~~ or be forfeited. There is no vacation **rollover** ~~accrual~~ from year to year.

#### *Full-Time Employees:*

Vacation leave for the Executive Director and Assistant Director will be negotiated at time of hire. The Executive Director and Assistant Director will be granted an additional week of vacation at 5 years, and again at 10 years (not to exceed 5 weeks).

Vacation leave for full-time employees, excluding the Executive Director and Assistant Director, will be based on the following schedule and credited to each employee **to use initially after the first 90 calendar days of employment and thereafter** at the beginning of the first full pay period in January:

Length of Service	Vacation
<del>After 1 year</del> <b>Date of employment</b> to 23 months	1 week <b>(40 hours)</b> per year
2 years to 4 years	2 weeks <b>(80 hours)</b> per year
5 years to 9 years	3 weeks <b>(120 hours)</b> per year
10 years and over	4 weeks <b>(160 hours)</b> per year

#### *Level 1 Part-Time Employees:*

Level 1 part-time employees will receive paid vacation leave based on the following schedule and credited to each employee **to use initially after the first 90 calendar days of employment and thereafter** at the beginning of the first full pay period in January:

Length of Service	Vacation
<del>After 1 year</del> <b>Date of employment</b> to 9 5 years	1 week prorated
<del>40</del> <b>6+</b> years	2 weeks prorated

The prorated vacation leave will be based on the average number of hours an employee works in a typical week.

#### *Level 2 Part-Time Employees*

Level 2 part-time employees will receive 18 hours of paid vacation **that will be available initially** after ~~one year~~ **the first 90 calendar days** of employment, ~~credited and thereafter~~ at the beginning of the first full pay period in January.

#### *Vacation scheduling:*

Requests for vacation will be submitted to the Executive Director in accordance with current Library procedures. Requests should be submitted as far in advance as possible. In cases of two or more requests being received for the same period, priority will be given to the request(s) received first. Employees may not take more than two (2) weeks of vacation leave at one time. Final approval is at the discretion of the Executive Director after giving due consideration to the needs of the Library.

### 6.8.3 Personal Paid Leave for All Workers [ NOTE: replaces Personal Leave in entirety]

**This paid leave policy applies to all employees who are not entitled to at least 40 hours of paid time off (which can be used for any purpose) under other Library policies. This paid leave policy is provided pursuant to the Illinois Paid Leave for All Workers Act.**

#### **6.8.3.1 Basic Leave Entitlement/ Accrual Methods**

**All employees are eligible to earn one (1) hour of paid leave for every 40 hours worked with accrual capped at 40 hours of paid leave per 12-month period. This approximately equates to annual accruals of:**

- **40 hours for full-time employees**
- **36 hours for Level 1 part-time employees**
- **25 hours for Level 2 part-time employees**

**The 12-month “accrual period” is as follows:**

- **A STANDARDIZED PERIOD USING THE FRONT-LOAD METHOD. The Library will award paid leave annually at the beginning of the first full pay period in January. The Library will front-load all paid leave time the employee is entitled to earn for the upcoming calendar year, based on their current work schedule through the remainder of the year. The Library may increase the available paid leave time for any employees that substantially change their work schedule at any time during the calendar year in order to ensure that the Library is providing the correct amount of leave earned by the employees based on their hours worked. Employees who begin work on or after October 2 will receive their full hours for immediate use at the beginning of the first full pay period in the following January.**

#### **6.8.3.2 Notice of Leave**

If the use of paid leave is foreseeable, the employee must give the Library at least seven (7) days' notice of the planned leave in accordance with the Library's usual procedure for requesting time off. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon as practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures.

#### **6.8.3.3 Use of Paid Leave**

Paid leave may be used starting on April 1, 2023, or after an employee has been employed for at least 90 days, whichever is later. Paid leave must be used in increments of at least two (2) hours.

Employees may use their paid leave for any reason. Employees are not required to provide the Library with a reason for the leave, nor are they required to provide documentation or certification in support of the leave. Additionally, employees are not required to search for or locate a replacement worker to cover the employee's use of personal leave.

However, there may be times when the Library is unable to grant a request for time off under this policy; for example, to meet the operational needs of the organization, to maintain required staffing levels, to meet patron/seasonal demands, and/or to ensure that safety objectives are met. The MVLDD will provide to the employee, and maintain a record of, the leave request and the reason for denial. In the event an employee's request is denied for one of these reasons, employees can: 1) check to see if their request is covered under another Library policy, or 2) re-submit their request for an alternative date.

#### **6.8.3.4 Carryover**

Employees must use all paid leave prior to the start of the first full pay period of the next calendar year. No carryover of unused paid leave will be granted and any unused leave will be forfeited.

#### **6.8.3.5 Payment of Leave/ Reinstatement of Leave**

Paid leave will be at the employee's base pay rate at the time the leave is taken, or the required minimum wage, whichever is higher. Paid leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Employees will not be paid any accrued but unused paid leave upon termination of employment.

If an employee separates from the MVLDD and returns within the same 12-month period, with the first day of the period defined as the first date of the first full pay period in January, the employee is entitled to reinstatement of their unused, front-loaded paid leave.



## DRAFT VESSA LEAVE POLICY

Presented February 12, 2024

CONTEXT: The Victims' Economic Security and Safety Act was amended to allow for time off to attend the funeral or funeral alternative and to grieve the death of a family/household member killed in a crime of violence.

KEY:

**Bolded** = new wording

~~Strikethrough~~ = removed wording

### 6.8.5 Victims' Economic Security and Safety Act (VESSA)

The Library complies with the Victims' Economic Security and Safety Act (VESSA). Any part- or full-time employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence, or who has a family or household member who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence, may take an unpaid VESSA leave up to ~~8~~ 42 work weeks during any 12 month period to:

- Seek medical attention for, or recovery from, physical or psychological injuries;
- Obtain victim services;
- Obtain psychological or other counseling;
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future crimes of violence or domestic, sexual, or gender violence or ensuring economic security; or
- Seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in any civil or criminal legal proceeding related to the violence.

**Additionally, any part- or full-time employee may take an unpaid VESSA leave up to 2 work weeks to:**

- **Attend the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;**
- **Make arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or**
- **Grieve the death of a family or household member who is killed in a crime of violence.**

**Leave for the death of a family or household member who is killed in a crime of violence must be completed within 60 days after the date on which the employee receives notice of the death of the victim. Leave under this provision will run concurrently with bereavement leave under the Family Bereavement Leave Act (FBLA), if FBLA leave is applicable. Leave under this provision is in addition to the 8 work weeks allowed under this policy for other purposes, if the precipitating event qualifies for both types of VESSA leave.**

“Family or household member” as defined by the Act means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household. [820 ILCS 180/10]

Employees taking leave under this policy may elect to substitute accrued paid vacation, sick, or personal time or any other applicable paid time off for any part of the victims’ economic security and safety leave. Such substitution will not extend the employee’s total allotment of time off under this policy.

An employee requesting VESSA leave is required to give 48 hours’ notice in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Upon return from VESSA leave, the employee shall be reinstated to their original job or a job of like status and pay. The employee may be required to submit a certification demonstrating the need for leave. The certification must be provided by the employee as soon as reasonably possible and within 15 days after leave is requested. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual, or gender violence and/or its effects;
- A police or court record; ~~or~~
- **A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency, documenting that a victim was killed in a crime of violence; or**
- Other corroborating evidence.

All documentation related to the employee’s need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

The Library will require the employee to report periodically on their status and intent to return to work.

VESSA leave will be counted on a 12-month period rolling forward from the date of the first day of VESSA leave. VESSA leave may be taken intermittently or on a reduced work schedule. If elected by the employee, VESSA leave will run concurrently with other

eligible paid leaves of absence (for example, sick leave, paid vacation, personal day). When the employee's need for leave also qualifies as FMLA leave, or for long-time disability, these leaves will run concurrently. The Library will attempt to provide reasonable accommodations for VESSA, unless such accommodations would present undue hardship. Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating arrangement, installation of a lock, implementation of a safety procedure or assistance in documenting domestic violence, sexual violence, gender violence, or any other crime of violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic violence, sexual violence, gender violence, or any other crime of violence. To request a reasonable accommodation, the employee should give a written request to the Executive Director at the earliest possible time.

Reviewed and Approved 3/19/2018. Revised 2/10/2020; 9/20/2021, **2/12/2024**.

## **DRAFT EMPLOYEE DISCIPLINE POLICY**

**Presented February 12, 2024**

**KEY:**

**Bolded** = new wording

~~Strikethrough~~ = removed wording

### **6.5 ~~Disciplinary Actions~~ Employee Discipline**

#### **6.5.1 PURPOSE**

It is expected that employees maintain high quality service in the performance of their job duties. Failure to do so may subject an employee to disciplinary action. Although the immediate purpose of disciplinary action is to correct unacceptable behavior(s), it is also intended that discipline be viewed as an opportunity to help employees strengthen their work performance and achieve personal growth in the work environment.

#### **6.5.2 DISCIPLINARY ACTIONS**

Should performance, work habits, conduct, or demeanor become unsatisfactory in the judgment of the Library, as based on violations of Library policies, procedures, rules, or regulations, an employee may be subject to disciplinary actions as outlined below.

The discipline administered will depend on the circumstances in each case. The Library is not necessarily required to go through the entire disciplinary action process. Depending on the severity of the employee's behavior, discipline may begin at any step, including immediate termination. The disciplinary action process and failure to follow the process in every situation do not in any way create a contractual right to continued employment.

- **Initial Warning** - An initial warning may be given for relatively minor infractions. The warning may be verbal or in writing, such as via email.
- **Written Warning / Write-Up** - A written warning, also known as a write-up, constitutes a formal reprimand. A write-up may be issued by the Executive Director and/or Assistant Director after an initial warning if the employee fails to correct their behavior, or in lieu of an initial warning if the employee's behavior is more severe than applies to an initial warning. The write-up will detail the reason(s) for the action and, when appropriate, the results of any inquiry or investigation of the incident. A copy of the write-up will be placed in the employee's personnel file and a copy will be provided to the employee. The employee may submit a written response to be added to the employee's personnel file.

- **Suspension Without Pay - At the discretion of the Executive Director, an employee may be placed on suspension without pay in order to investigate an infraction for which an employee may face termination. The reason(s) for such action will be detailed in writing and, when appropriate, include the details of any inquiry or investigation of the incident. A copy of the suspension action will be placed in the employee's personnel file and a copy will be provided to the employee. The employee may submit a written response to be added to the employee's personnel file.**
- **Termination - This form of disciplinary action results in permanent separation from Library employment. The Executive Director may terminate the employment of an employee for serious misconduct, incompetence, or failure to perform duties in a satisfactory manner. The reason(s) for such action will be detailed in writing. A copy of the termination action will be placed in the employee's personnel file and a copy will be provided to the employee.**

Reviewed and Approved 1/22/2018. Revised 2/12/2024.

#### ~~6.5.1 Disciplinary Probation~~

~~An employee who receives a poor performance evaluation at any time after the initial probationary period may be placed on disciplinary probation. This probationary period will last for a minimum of three months and will not exceed six months. Anytime during disciplinary probation a decision may be made to take the employee off probation or dismiss the employee.~~

~~Reviewed and Approved, 1/22/2018~~

#### ~~6.5.2 Suspension~~

~~An employee charged with an offense that might require dismissal for cause may be suspended without pay pending the outcome of an investigation. If the employee is cleared by investigation, restitution of unpaid salary will be made.~~

~~Reviewed and Approved, 1/22/2018~~

### 6.6 Separations

Upon separation from employment, all employees are required to return Library keys and any Library property that might be in their possession **responsible for the return of all Library property in their possession, including but not limited to building keys, name badges, and technological equipment. Failure to return Library property is a crime and could result in legal action.** Library materials checked out on an individual's personal Library account are not subject to early return.

**Employees separating from Library employment and who have accrued and unused vacation leave shall be monetarily reimbursed for such accrued and unused vacation leave at their final regular rate of pay.**

Reviewed and Approved, 1/22/2018. **Revised 2/12/2024.**

#### 6.6.1 Resignation

Employees resigning their position should notify the Executive Director in writing, including their anticipated last day of work. A minimum of two weeks written notice is customary for support staff, and four weeks written notice for professional staff is preferred. Failure to give proper notice will be recorded in the employee's personnel file.

Reviewed and Approved, 1/22/2018

#### 6.6.2 Dismissal Termination

**See Policy 6.5.2 DISCIPLINARY ACTIONS regarding termination.**

~~The employment relationship may be terminated at any time by the Executive Director. When desirable, the administration and the employee may mutually agree on separation of employment. If a staff member fails to perform adequately or does not respond to corrective job instructions or disciplinary measures the employee may be dismissed. Instances of serious misconduct will result in immediate dismissal.~~

Reviewed and Approved, 1/22/2018. **Revised 2/12/2024.**

#### 6.6.3 Retirement

Retirement from the Mississippi Valley Library District is governed by the retirement rules of the Illinois Municipal Retirement Fund and the Social Security Administration. ~~Unused vacation and sick leave will be paid to the employee at the time of retirement.~~

Reviewed and Approved, 1/22/2018. **Revised 2/12/2024.**

## Chapter 3 (Personnel)

A good public library has a qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

### Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service versus assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix E)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the Americans with Disabilities Act.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. If the library does not have the means to do such a study it should seek advice from their library system for guidance.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for

registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.

9. The library provides access to library journals and other professional literature for the staff.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:
  - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
  - Illinois Human Rights Act* [775 ILCS 5/1-101 *et seq.*]
  - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
  - Illinois Collective Bargaining Successor Employer Act* [820 ILCS 10/0.01 *et seq.*]
  - Illinois Public Labor Relations Act* [5 ILCS 315/1 *et seq.*]
  - Occupational Safety and Health Act* [29 U.S.C. 651 *et seq.*]
  - Family and Medical Leave Act of 1993* [29 U.S.C. 2601 to 2654]
  - Civil Rights Act (Title VII)* [42 U.S.C. 2000e]
11. The library complies with state and federal laws and codes that affect library operations. These laws include:
  - Environment Barriers Act* [410 ILCS 25/1 *et seq.*]
  - Illinois Accessibility Code* [71 Adm. Code 400 *et seq.*]
  - Open Meetings Act* [5 ILCS 120/1 *et seq.*]
  - Freedom of Information Act* [5 ILCS 140/1 *et seq.*]
  - Local Records Act* [50 ILCS 205/1 *et seq.*]
  - State Records Act* [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
  - Library Records Confidentiality Act* [75 ILCS 70/1 *et seq.*]
  - Drug Free Workplace Act* [30 ILCS 580/1 *et seq.*]
  - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
  - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
  - Bloodborne Pathogens Standard* [29 C.F.R. 1910.1030]
  - Wage Payment and Collection Act* [820 ILCS 115/1 *et seq.*]
  - Minimum Wage Act* [820 ILCS 105/1 *et seq.*]
  - Public Officer Prohibited Activities Act* [50 ILCS 105/3 *et seq.*]
  - Illinois Governmental Activities* [5 ILCS 420/4A-101 *et seq.*]
  - Personnel Record Review Act* [820 ILCS 40/0.01 *et seq.*]
  - Local Governmental Employees Political Rights Act* [50 ILCS 135/1 *et seq.*]
  - Right to Privacy in the Workplace Act* [820 ILCS 55/1 *et seq.*]
  - Victims' Economic Security and Safety Act* [820 ILCS 180/1 *et seq.*]
  - School Visitation Rights Act* [820 ILCS 147 *et seq.*]
  - Identity Protection Act* [5 ILCS 179/1 *et seq.*]



## Personnel Checklist

- ☐ Library has a board-approved personnel policy.
- ☐ Library has staffing levels that are sufficient to carry out the library's mission.
- ☐ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- ☐ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- ☐ Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- ☐ Library gives each new employee a thorough orientation.
- ☐ Library evaluates staff annually.
- ☐ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- ☐ Library provides staff access to library literature and other professional development materials.
- ☐ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- ☐ The library complies with state and federal laws that affect library operations.

## Chapter 4 (Access)

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible space to house and circulate the collections, comfortable and light filled spaces for the public and staff, meeting and study spaces for both group and individual use, and youth spaces that inspire and teach children of all ages. Every five years the board should review the long term space needs of the library in conjunction with the library's strategic plan. While planning for the expanding mission of public libraries, flexible space with a high degree of connectivity should be a central idea for future programs to be accommodated with minimal physical change.

### Access Standards

1. To the greatest extent possible, the library should aim to meet the requirements of the *Americans with Disabilities Act* (ADA) in order to provide a universal experience for all patrons. This shall include parking and building access along with internal circulation including elevators, toilet rooms, and seating for both staff and patrons. Available grants should also be explored as applicable.
2. The library should provide adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries should provide one space per 500 square feet of library area.
3. The library's entrance should be clearly visible, easily identified, and well illuminated for both arriving vehicles and pedestrians. When possible, the entrance should face the direction used by the majority of the patrons.
4. The library should be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.
5. The library should have clear wayfinding and adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.
6. Service points within the library should be clearly marked and visible for intuitive wayfinding relative to function and collections.
7. The ability for the public library to provide either access to current technologies is key to both the staff and patron efficiency and experience. The library should allocate funds annually as part of the capital assessment report in order to remain relevant and provide adequate services in this ever-changing environment.
8. Visually and/or physically separate spaces should be allocated for both the youth and adult collections and seating, including separate computing areas, along with a separation between the public computers for each age group. When possible, additional spaces for either teen or tween patrons can also be created with age appropriate services such as furniture for hanging out, collaboration, gaming, and art projects, gaming consoles, and dedicated AV computers.
9. The library should provide enough appropriate shelving and other types of display and storage to provide patrons with easy access and clear understanding of a variety of different materials. Shelving in each area should be appropriately scaled relative to the specific use and function.

10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.
11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.

## Access Checklist

- ☐ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- ☐ At least once every five years, the board directs a review of the library's long-term space needs.
- ☐ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- ☐ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- ☐ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- ☐ The library has the minimum required number of parking spaces.
- ☐ The library's entrance is easily identified, clearly visible, and well lighted.
- ☐ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- ☐ The library has adequate internal signage.
- ☐ The library's lighting levels comply with lighting standards.
- ☐ All signage is in compliance with applicable federal, state, and local regulations.
- ☐ The library building supports the implementation of current and future telecommunications and electronic information technologies.
- ☐ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- ☐ Space is allocated for child and family use with furniture and equipment designed for use by children.
- ☐ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- ☐ Shelving in the areas serving young children is scaled to their needs.