

**Notice & Agenda – Mississippi Valley Library District
Board of Trustees Meeting
May 20, 2024 at 6:30 PM**

On-Site at the Fairmont City Library Center, 4444 Collinsville Road, Fairmont City, IL 62201
Via Zoom: <https://us02web.zoom.us/j/86953857980?pwd=VHdadjM2TUlzUFoyT1JlOGtzeVB3UT09>

Meeting Agenda

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://mvl.org/pdf/2024/MVLD%20Bylaws%20as%20of%202.12.2024.pdf>
4. Friends of the Library Updates
5. Trustee Comments
6. Consent Items
 - a. Approval of Minutes
 - i. Regular Board Meeting of April 15, 2024
 - b. Communications
 - c. Administrative Reports
 - d. Finances
 - i. April 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
7. Unfinished Business
8. New Business
 - a. Approval of Designation of Vehicle Surplus
 - b. Review and Adoption of FY2025 Non-Resident Fee
 - c. Discussion of Meeting Dates, Times, and Locations for FY2025
 - d. Presentation and Feedback on Draft FY2025 Budget
 - e. Review of Serving Our Public 4.0 Chapter 7
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 REGULAR MEETING**

DATE: April 16, 2024

TIME: 6:30 PM

PLACE: Collinsville Memorial Library, Collinsville, 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 at the meeting:

- Brad Sewell
- Michael Treece
- Cindy Klein-Webb
- Traci Vanek for DeeAnna Beckham
- Rachel Fleming
- Elizabeth Willnow for Cindy Young
- Larry Ingram
- Elliot Peterson
- Mike Aden
- Ashley Stewart

Friends of the Library Updates

- Friends of the Library are working on selecting a weekend for the next book sale. They are currently in the process of donating approximately \$1,100 to the library.

Trustee Comments

- Lomax spoke on the need for diversity of thought and all are welcome in the library. She believes the round display on the main floor of the library should reflect balanced and alternate views.

Consent Items

A motion to approve Consent Items in their entirety was made by McCormick and seconded by York.

- a. Approval of Minutes –Regular Board Meeting of Mar 18, 2024 with the correction to reflect an absence in the adjournment vote
- b. Communications: received one.
- c. Administrative Reports

Executive Director:

- A field trip to the St. Louis Science Center is scheduled as part of the Project Next Generation (PNG) grant. Waltermire has applied for another PNG grant for next year.
- ACT grant is completed. Bike rack is being used regularly.
- Both libraries will have shortened hours on April 19 due to the Reaching Forward South Conference, which staff will be attending.
- Reida Buscemi was promoted to a Level 1 Library Clerk position.
- A new Level 2 Library Clerk, Martin McMahan, is starting April 16.
- The MVLDD's liability insurance was audited by the insurance company and it was found that MVLDD has been overcharged. A credit of \$777 will be applied to next year.
- The health insurance premiums for continuing with the same plan in 2024-2025 have decreased, but Waltermire is continuing to investigate other options anyway.

Assistant Director:

- Security door has been installed with minor finishing still to be done.
- Approximately 700 people showed up for Fairmont City Easter Parade and Egg Hunts.
- AARP working with Fairmont City Library helped approximately 300 people with their taxes.
- The library is going to give the Baker & Taylor leasing program a try for a year. Popular new books are typically bought in quantity and then after a period of time the extra books are removed from the stacks. Hopefully, this is a more cost-effective alternative.

- d. Finances – some discussion occurred.
- e. Committee Reports - None

A roll call vote was taken on the motion to approve consent items with the correction to reflect an absence in the adjournment vote in the March 18, 2024 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.

Unfinished Business

- a. Resolution 24-02 to Authorize Property Tax Abatement for BHMGE Engineers Eastport Plaza Center Development.
 - Holly Klausing from Madison County Community Development Department explained the Madison County Discovery Zone and how each taxing body is required to vote for the tax abatement.
 - All taxing bodies except CARD and Metro East Sanitary District approved abatement. MVLD is the last to make a decision.
 - Eric Gowen from Contegra, also spoke, offering further details on the proposed project.
 - Much discussion occurred.

Romero-Lizana motioned and Schusky seconded to approve Resolution 24-02 to Authorize Property Tax Abatement for BHMGE Engineers Eastport Plaza Center Development.

A roll call was taken on the motion:

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

Yes- 6, No –1, Abstained – 0, Absent – 0

Motion carried.

New Business

- a. Review and Possible Adoption of FY2025 Salary Scales
-Yearly review of salary scales. Due to the minimum wage increase beginning Jan 2025, salary scales have been adjusted accordingly.
- Discussion occurred regarding how the numbers were determined.

Romero-Lizana motioned and Schusky seconded to approve the FY2025 Salary Scales.

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 –, Abstained – 0, Absent – 0
Motion carried.

- b. Review and Possible Adoption of Revisions to Application, Selection, and Employment Policy
-Policy updated to reflect current standards and procedures.

Kulupka motioned and Romero-Lizana seconded to approve revisions to the Application, Selection, and Employment Policy.

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.

- c. Review and Possible Adoption of Revisions to Interlibrary Loan Policy
-Policy updated to clarify current policy.

McCormick motioned and York seconded to adopt the revisions to the Interlibrary Loan Policy.

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.

- d. Review of Serving Our Public 4.0 Chapters 6.
- Some discussion occurred

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 8:05 PM.



ROGER BALDWIN FOUNDATION
OF ACLU, INC.

Illinois

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April 14, 2024

Via email

Mississippi Valley Board of Library Trustees
408 West Main Street
Collinsville, Illinois 62234
board@mvl.org

Re: Public Comment Policy

Dear Missouri Valley Board of Library Trustees:

We have recently become aware, including through the public meetings of the Mississippi Valley Board of Library Trustees (“Board”), that the Board recently revised its public comment policy, as contained in the “Mississippi Valley Library District Bylaws.” This letter provides a brief overview of relevant statutory and constitutional law constraining the Board’s authority to regulate public comment at open meetings, followed by a discussion of why certain of the Board’s policies are unconstitutional.

A. The First Amendment and Open Meetings Act Restrict the Board’s Ability to Regulate Speech During Public Comment Periods at Public Board Meetings

The Board’s authority to regulate speech at public meetings is constrained by the United States Constitution.¹ At its core, “the First Amendment means that government has no power to restrict expression because of its message, its ideas, its subject matter, or its content.” *Ashcroft v. Am. Civil Liberties Union*, 535 U.S. 564, 573 (2002). As a result, content-based restrictions on speech are presumed to be invalid. *United States v. Alvarez*, 567 U.S. 709, 716–17 (2012).

Because the Board’s public meetings are “meetings” subject to the Open Meetings Act, 5 ILCS 120/1.02) the Board is required to provide an opportunity for public comment at these meetings. This requirement necessarily makes public comment during Board meetings, in First Amendment terms, speech in a “designated public forum,” *i.e.* a location or channel of communication that the government opens up for use by the public for expressive activity. *See, e.g., City of Madison Joint Sch. Dist. No. 8 v. Wis. Emp’t Relations Comm’n*, 429 U.S. 167, 176, (1976) (“[W]hen the board sits in public meetings to conduct public business and hear the views of citizens, it may not be required to discriminate between speakers on the basis of ... their

¹ Article I, Sections 4 and 5 of the Illinois Constitution also constrain the Board’s ability to limit speech.

speech.”); *Surita v. Hyde*, 665 F.3d 860 (7th Cir. 2011) (holding that public comment period during city council meeting was designated public forum entitled to First Amendment protection).

Board members have limited authority to regulate expressive activity in designated public forums. Any content-based exclusion of speech in such forums is subject to strict scrutiny, meaning that it is “is necessary to serve a compelling state interest and that it is narrowly drawn to achieve that end.” *Perry Educ. Ass’n v. Perry Local Educators Ass’n*, 460 U.S. 37, 45 (1983); *accord Ark. Educ. Television Comm’n*, 523 U.S. 666, 677 (1998). Government may enforce reasonable time, place, and manner restrictions only if they are content neutral, they are narrowly tailored to serve a significant government interest, and ample alternative channels of communication exist. *Perry Educ. Ass’n*, 460 U.S. at 45.

In particular, government officials may not discriminate among speakers in designated public forums. *United States v. Playboy Entm’t Grp., Inc.*, 529 U.S. 803, 812 (2000); *City of Madison Joint Sch. Dist. No. 8*, 429 U.S. at 176, 97 S.Ct. 421; *First Nat’l Bank of Bos. v. Bellotti*, 435 U.S. 765, 784–85 (1978) (“In the realm of protected speech, the legislature is constitutionally disqualified from dictating ... the speakers who may address a public issue.”) “The government violates the Free Speech Clause of the First Amendment when it excludes a speaker from a speech forum the speaker is entitled to enter.” *Christian Legal Soc’y v. Walker*, 453 F.3d 853, 865 (7th Cir. 2006).

Finally, to the extent the Board imposes any time, place, and manner restrictions on constitutionally-protected First Amendment speech at Board meetings, those restrictions must be governed by clear and definite standards unrelated to the content of the speech, so as to avoid delegating unlimited discretion to public officials to make content-based distinctions. *See Forsyth County, Georgia v. The Nationalist Movement*, 505 U.S. 123 (1992). In other words, regardless of whether the Board intends to engage in content-based discrimination, it may not enact policies that grant it undue discretion to do so.

B. The Board’s Revised Bylaws Invite Public Officials to Engage in Content-Based Discrimination Between Speakers in Violation of the First Amendment

The Board’s revised bylaws contain at least two restrictions on public comment that vest the Board with undue discretion to restrict speech based on content.

First, the Board now requires that during public comment periods:

“Speakers shall act and speak with decorum and conform to conventional social manners in speech and behavior.”

This imposes an inherently content-based standard on constitutionally protected speech. The question whether public comments “conform to conventional social manners” demands distinction between different types of speech based on the ideas they communicate. It flies in the face of the core First Amendment principle that officials may not wield their power to “...prescribe what shall be orthodox in politics, nationalism, religion, or other matters of

opinion.” *Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico*, 457 U.S. 853, 868, 872 (1982) citing *West Virginia Board of Education v. Barnette*, 319 U.S. 624, 642 (1943).

Further, the “conventional social manners” standard is neither “clear” nor “definite.” To the contrary, it is nearly impossible to define, let alone apply. “Conventional social manners” are contextually and culturally specific, and members of the Board are in no position to prescribe them for others. In any event, speech that insufficiently hews to “conventional manners” will inevitably include a broad swath of constitutionally protected speech the Board may not restrict.

Second, the Board’s policy states that:

“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.”

This provision appears to give members of the Board the authority to take action to prohibit speech that runs afoul of “conventional social manners.” In fact, it sweeps even more broadly, allowing the President to “rule” on any speech he or she deems “inappropriate” for any reason at all. This, too, is an inherently content-based standard that is neither “clear” nor “definite,” and thus unconstitutional for all the reasons discussed above.

These unconstitutional standards are especially dangerous because, we understand, they will be applied to a series of contentious public debates currently playing out at Board meetings. For example, we understand there has been broad disagreement among the Board and the community over appropriate use of transgender people’s preferred pronouns. Will Board members declare use of certain pronouns to be “unconventional” and violative of the Board’s policy? Doing so would clearly be unconstitutional. But regardless of whether Board members take such an action, the Board policies empower them to do so. Because the policies’ vague standards create such ample space for viewpoint discrimination among speakers on crucial issues of community interest, they are inappropriate and unconstitutional.

The fact that the policies in question impact the community’s discussion of its libraries is significant. Public libraries occupy an exalted place in the public square: “a place dedicated to quiet, to knowledge, and to beauty.” *Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico*, 457 U.S. 853, 868 (1982), quoting *Brown v. Louisiana*, 383 U.S. 131, 142 (1966). It is difficult to imagine a forum where a free and unfettered exchange of ideas is more important. Accordingly, the Board should immediately remove or substantially revise the provisions identified above to ensure that deliberation about the community’s libraries abides by constitutional principles.

Please contact me at (312) 593-7760 or at kfee@aclu-il.org if you have any questions regarding these requests or the information contained in this letter. Thank you for your prompt attention.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Fee', written in a cursive style.

Kevin M. Fee

Report Covering April 2024

Kyla Waltermire, Executive Director

Building and Grounds Updates

- While setting up the Pan fountain for the warmer months, it was discovered that the fountain's valves are both leaking and unable to be turned on due to corrosion. A proposal from A&H was approved to replace the valves. Funding for this project is covered by a designated gift specifically for the care and upkeep of the fountain.
- Signs indicating where the severe storm shelters are in each library were added to the doors leading to the shelters.
- Maintenance staff continues to finish the security door for the FC secure room. The masonry work and shifted, off-square prior door frame made this work particularly challenging, but it is close to completion.

Circulation and Collection Updates

- The MVLD libraries continue to help Caseyville Library cardholders while the Caseyville Library is closed for construction. MVLD libraries are helping to place and fill holds, check items in and out, and create or renew Caseyville Library cardholder accounts.
- Paperwork to start a leased books program with Baker & Taylor was submitted. The Library is trying out the smallest quantity for a year to see if it works well for the Library's needs. Theoretically, this program will allow the library to provide more copies of high-demand items while the titles have long request lists, then trade the titles out for new high-demand items when demand on the first titles is met.

Grant Updates

- 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.
- ACT Community Action Grant –The MVLD received reimbursement; this grant is completed.
- FY2024 IL Reading Council Grant – Work on this grant with the Children's Dyslexia Center continues.
- 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 –The final grant activity – a field trip to the Saint Louis Science Center – took place on April 27. After all final grant costs are paid, the Library will submit its final reports and reimbursement request.
- FY2025 PNG Grant – The grant application was submitted.
- Walmart Spark Good Grant – The Library submitted an application to start a community garden at the Collinsville Library and to expand the garden at the Fairmont City Library. \$2,600 is requested for this project.

Meetings, Outreach, and Professional Development

- April 1 – Attended ILA Public Policy Committee and Advocacy Committee meetings
- April 3 – Met with Collinsville Historical Museum staff re: ongoing flooding issue
- April 4 – Interview with clerk candidate; covered FC's desk

- April 9 – Interview with clerk candidate; QuickBooks Online orientation meeting
- April 10 – Led Baby Boogie
- April 12 – Covered FC’s desk
- April 16 – Attended Collinsville Chamber of Commerce board meeting; mystery reader at Twin Echo
- April 18 – Attended IHLS Members Matter meeting (2.00 hours CE); attended SHARE budget review meeting
- April 19 – Covered CM’s main desk
- April 22 – Attended meeting between IHLS members and Secretary of State Giannoulis
- April 25 – Attended Collinsville Faith in Action executive board meeting
- Weekly visits at the Collinsville Library from the CHS transitional students wrapped up on April 25. We look forward to the students’ visit in school year 2024-2025!

Marketing and Promotions Updates

- Activities highlighted on social media included: information about the Smokey Bear Reading Challenge; a mermaid storytime; a bilingual storytime; National Library Week “love your library” notes; sensory play time; donations for the upcoming No-Sale Yard Sale; and board games to check out.
- Kids and their families who are working towards 1000 Books Before Kindergarten continue to have their progress celebrated on social media as they hit reading goals.
- A link & QR code for donating to the MVLD’s capital needs was shared.
- New arrivals, themed displays, giveaways (such as Cardinals items on the day of the home opener), Collinsville history tidbits, and information about library services continue to be promoted on social media.

Miscellaneous

- Eight of the Busey bank accounts have been closed, with funds fully transferred into their corresponding Illinois Funds accounts. Two remain: Checking and General. I continue to identify and update payments being made to the General account so that it can be closed, too.

Program Updates and Other Dates of Note

- The MVLD is closed May 27 for Memorial Day.
- Over 1,000 eclipse glasses were distributed between both MVLD libraries. Glasses were also collected after the eclipse to be given to Astronomers Without Borders.
- Registration for the “Read Renew Repeat” summer reading activities kick off on Tuesday, May 28. Activities continue through the end of July. There are reading and checkout challenges for all ages:
 - Kids (birth to entering grade 4) will receive small prizes for registering and tracking their reading time to achieve progress goals. Upon completing a whole tracking sheet, the kid will be entered into a drawing for Cardinals tickets.
 - Teens and tweens (entering grades 5-12) are challenged to check out items throughout the summer. After a tracking sheet is completed, the participant will be entered into prize drawings. Participants can complete up to three tracking sheets for three chances to win.
 - The challenge for adults (age 18+) is set up the same way as the teen/tween challenge.
- Some of the special activities and shows going on over the summer at both MVLD libraries include:

- Mindful Monday Painting activities, alternating weekly between kids and teens
- A Maker Club for teens and adults
- Kids' cooking classes
- Upcycled/recycled materials craft activities for all ages
- Illinois Humanities' Road Scholar presentation "Creating Our Future" on June 7 at 6:00 PM at the Collinsville Memorial Library
- Cardboard Box Puppets with The Snowflakey Lady - June 14 at 2:00 PM at the Collinsville Memorial Library
- Annual Local Author and Artist Market - June 15 at 10:00 AM - 5:00 PM at the Collinsville Memorial Library
- No-Sale Yard Sale - June 29 at 10:00 AM - 2:00 PM at the Collinsville Memorial Library and July 6 at 10:00 AM - 4:00 PM at the Fairmont City Library
- Treehouse Wildlife Center's ambassador animal show - July 20 at 2:00 PM at the Fairmont City Library and July 27 at 2:00 PM at the Collinsville Memorial Library.
- ...and more! Check out our full lineup at https://mvld.org/collinsville_calendar and https://mvld.org/fairmont_calendar (also attached to this report).
- The last *Illinois Libraries Present* event of Season 3 is coming up soon! If you can't attend during the live event, sign up anyway so you'll receive the recording link.
 - Tues., June 4, 2024 @ 7:00 PM – "Dr. Temple Grandin: The Hidden Gifts of Visual Thinkers." Prominent speaker and professor [Dr. Temple Grandin](#) shares insights on the gifts of neurodiversity. Register at: bit.ly/ILP_TempleGrandin. You do not need to re-register if you previously registered for the original April date.

Staff Updates

- Reida Buscemi was promoted to Level 1 Library Clerk.
- Martin McMahan and Aidan McAfee were selected to fill the open Level 2 Library Clerk positions.
- Office Coordinator Diane Wolfe has announced her retirement effective May 30. We thank Diane for over 23 years of service to our community and wish her well in this next phase of life.

CM June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	Library Closed	Summer reading Sign up starts 9am - Morning Yoga @ 10am - Preschool	10am - Baby Boogie - 6:30pm - Evening Book 6:30pm - Yoga Time! @		Friends of the Library Book Sale	10am - Meditation at the 1pm - Cross Stitching 3pm - Smash
2	3	4	5	6	7	8
	9am - Body Sculpting @ 11am - Tye-dye - 3pm - Mindful Monday	9am - Morning Yoga @ 10am - Preschool 5pm - How local tax 7pm - Dr. Temple Grandin	10am - Baby Boogie - 4:30pm - Teen Club to 6pm - 3d Printer Night 6:30pm - Yoga Time! @	4pm - T-Shirt Pillow 5pm - Biota & Pests: A	12pm - Pocket Pouches- 3pm - Maker Club-Teens 6pm - Creating Our	10 Year Anniversary Tin Can Crafts- Children's 10am - Meditation at the 1pm - Cross Stitching
9	10	11	12	13	14	15
	9am - Body Sculpting @ 3pm - Mindful Monday	9am - Morning Yoga @ 10am - Preschool 12pm - Metro East Every 1pm - Father's Day Craft- 3pm - Windowsill 6pm - Basic Computer	10am - Baby Boogie - 11am - Art Club: Acrylic 4:30pm - Teen Club to 6pm - Slime Time (Ciara) 6:30pm - Acoustic Jam 6:30pm - Yoga Time! @	15th Anniversary Watch 1pm - Paper Mache Bowl 1:30pm - Daytime Book 5pm - Biota & Pests: A 6pm - Lego Building	2pm - Cardboard Box	Recycled paper making - 10am - Author & Artist 10am - Meditation at the 1pm - Cross Stitching 2pm - History and
16	17	18	19	20	21	22
	9am - Body Sculpting @ 11am - Cave Art - 3pm - Mindful Monday 6:30pm - MVL D Board of	9am - Morning Yoga @ 10am - Preschool	Library Closed 12pm - Metro East Every	3pm - Vinyl Record 5pm - Biota & Pests: A	Friends of the Library Book Sale CD Suncatcher Craft- 4pm - Junk Journal Club	10am - Meditation at the 1pm - Cross Stitching
23	24	25	26	27	28	29
	9am - Body Sculpting @ 3pm - Mindful Monday	9am - Morning Yoga @ 10am - Preschool 1pm - Galaxy Jar Craft-	10am - Baby Boogie - 4:30pm - Teen Club to 6:30pm - Evening Book 6:30pm - Yoga Time! @	1pm - Stained Glass Jar 5pm - Biota & Pests: A 5pm - Family Evening	3:30pm - Sculpting -	10am - Meditation at the 10am - No Sale Yard Sale 1pm - Cross Stitching
30	1	2	3	4	5	6
	9am - Body Sculpting @ 11am - Mosaics - 3pm - Mindful Monday	9am - Morning Yoga @ 10am - Preschool 1pm - Kaleidoscope	4th of July Party Popper 10am - Baby Boogie - 4:30pm - Teen Club to 6pm - 3d Printer Night 6:30pm - Yoga Time! @	Library Closed 5pm - Biota & Pests: A	3pm - Maker Club-Teens	1pm - Cross Stitching
Get Outside Photo Challenge						

CM July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
Get Outside Photo Challenge						
9am - Body Sculpting @ 11am - Mosaics - 3pm - Mindful Monday	9am - Morning Yoga @ 10am - Preschool 1pm - Kaleidoscope	4th of July Party Popper 10am - Baby Boogie - 4:30pm - Teen Club to 6pm - 3d Printer Night 6:30pm - Yoga Time! @	Library Closed 5pm - Biota & Pests: A	3pm - Maker Club-Teens	1pm - Cross Stitching	
7	8	9	10	11	12	13
Get Outside Photo Challenge						
Cardboard Airplanes- 9am - Body Sculpting @ 3pm - Mindful Monday	9am - Morning Yoga @ 10am - Preschool 12pm - Metro East Every 6pm - Computer Basics:	DIY Travel Art Cases- 10am - Baby Boogie - 4:30pm - Teen Club to 6pm - Slime Time (Ciara) 6:30pm - Acoustic Jam 6:30pm - Yoga Time! @	Penny Spinner- Craft- 1:30pm - Daytime Book 5pm - Biota & Pests: A 6pm - Lego Building	Yarn Mandalas- Craft- 1pm - Pottery - Teen Art	10am - Meditation at the 1pm - Cross Stitching 3pm - Crafted	
14	15	16	17	18	19	20
Get Outside Photo Challenge						
9am - Body Sculpting @ 11am - CR- Kids in the 3pm - Mindful Monday 4:30pm - Da Vinci -	9am - Morning Yoga @ 10am - Preschool 12pm - CR- Kids Cooking	10am - Baby Boogie - 12pm - CR- Kids in the 12pm - Metro East Every 4:30pm - Teen Club to 6pm - Open Gaming 6:30pm - Yoga Time! @	12pm - CR- Kids in the 5pm - Biota & Pests: A	12pm - CR- Kids in the 4pm - Junk Journal Club	10am - Meditation at the 1pm - Cross Stitching 2pm - History and	
21	22	23	24	25	26	27
Get Outside Photo Challenge						
9am - Body Sculpting @ 3pm - Mindful Monday	Butterfly Crafts- 9am - Morning Yoga @ 10am - Preschool	10am - Baby Boogie - Zoo 4:30pm - Teen Club to 6:30pm - Yoga Time! @	1pm - Puzzle Piece Art- 5pm - Biota & Pests: A 5pm - Family Evening	Pastels - Teens (Raïda) @	10am - Meditation at the 1pm - Cross Stitching 2pm - CR- Treehouse	
28	29	30	31	1	2	3
Get Outside Photo Challenge						
9am - Body Sculpting @ 3pm - Mindful Monday 4:30pm - Degas -	9am - Morning Yoga @ 10am - Preschool	10am - Baby Boogie - 4:30pm - Teen Club to 6:30pm - Evening Book 6:30pm - Yoga Time! @	5pm - Biota & Pests: A	3pm - Art Conservation -	10am - Meditation at the 1pm - Cross Stitching	

FC June 2024

Jun 2024 (Central Time - Chicago)

Laurel City Parks

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	Library Closed	Summer Reading Sign up Starts	4pm - Garden Club @			3:20pm - Teen Club to
2	3	4	5	6	7	8
	3pm - Splash Footmanent	7pm - Dr. Temple Granth	10 Year Anniversary 2pm - Pocket Pouches- 4pm - Garden Club @	3:30pm - Teen Club to		Tan Can Craft- Children's 3pm - Beads & Pearls A
9	10	11	12	13	14	15
	11am - Storytime - 1pm - Lego Club 3pm - Maker Monday 3pm - T-Shirt Pillow	3:30pm - Teen Club to	Women's History Watch 2pm - Paper Wische Bowl 4pm - Garden Club @	2pm - Father's Day Craft- 3:30pm - Teen Club to	18 Year Anniversary	
16	17	18	19	20	21	22
	11am - Storytime - 1pm - Recycled Paper 6:30pm - NWI D Board of	1:30pm - Answers on 3pm - Vinyl Record Clock	Library Closed		CD Sweetchair Craft- 12pm - Metro East Exoty	2pm - WinWesell
23	24	25	26	27	28	29
	11am - Storytime - 1pm - Galaxy Jar Craft		2pm - Stain Glass Jar 4pm - Garden Club @			2pm - Teen Club to Relax
30	1	2	3	4	5	6
	1pm - Kaleidoscope		4th of July Popper 4pm - Garden Club @	Library Closed		10am - No Sale / Yard Sale 2pm - Baker Club (Lac)

FC July 2024

Fairfield City Program

Jul 2024 (Central Time - Chicago)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1 1pm - Kaleidoscope	2	3 4th of July Party Popper 4pm - Garden Club @	4 Library Closed	5	6 10am - No. Side Yard Sale 2pm - Market Club (Lea)
7	8 1pm - Kids in the	9 12pm - Kids in the	10 4pm - Garden Club @	11 12pm - Kids in the	12 12pm - Kids in the	13
14	15 Cardboard Airplanes-	16 1:30pm - Answers on	17 DIY Travel Cases- Craft- 4pm - Garden Club @	18 Penny Spinners- Craft-	19 Year Mandalas- Craft- 12pm - Nitro East Every	20 2pm - Backhouse Wildlife
21	22 Beaded Crafts-	23	24 4pm - Garden Club @	25 4pm - Back to School	26	27 9am - Farmer's Market
28	29	30	31 4pm - Garden Club @	1	2	3



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Funding for this project was awarded to Illinois Heartland Library System by the Illinois State Library, a Department of the Office of Secretary of State, using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act (LSTA).



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**MISSISSIPPI VALLEY LIBRARY DISTRICT
KYLA WALTERMIRE OR CURRENT LIBRARY DIRECTOR**

408 W MAIN ST
COLLINSVILLE, IL 62234-3018

Statistical Summary

4/1/2024 12:00:00 AM - 4/30/2024 11:59:59 PM

Grand Totals

Record Counts - As of 5/15/2024 1:14 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,620,800	45,540	769,320			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	72,103	75,874	12	18,247	30	27

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
7,190	1,048	5,750	1,108	0
Holds Placed	Holds Satisfied	Holds Cancelled		
1,991	2,033	371		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	4	0	273	81
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	1	0	516	3
Deleted by Other	n/a	n/a	n/a	n/a

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$4,959.91	\$179.33	\$0.00	\$179.33	\$3,370.19	\$11.00
Total Outstanding Fines - As of 5/15/2024 1:14 PM					
\$135,168.58					

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
2,170	1	1,307	110

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
April	Activity Packet	120
April	Coloring Pages	256
April	Computer handouts	56
April	Take and Make Crafts	48
4/2/24	Preschool Storytime - Rain Showers Theme Children's (Theresa)	15
4/2/24	Morning Yoga	10
4/2/24	Free Tutoring- Children's	2
4/2/24	How to plan a vacation on the internet: Tips and Tricks (Katy R)	1
4/3/24	Baby Boogie - Rain Showers Theme Children's(Theresa)	32
4/3/24	Senator Harriss Traveling Office Hours	9
4/3/24	3d Printer Night (Ciara)	5
4/3/24	Yoga Time!	3
4/4/24	Eclipse Movie Marathon	83
4/4/24	Free Tutoring- Children's	2
4/5/24	Kids Eclipse Crafts	29
4/6/24	Kids Eclipse Crafts	74
4/6/24	Cross Stitching Club (Leslee)	2
4/8/2024	Solar Eclipse Crafts: -Children's	1
4/8/24	Body Sculpting	2
4/9/24	Preschool Storytime	13
4/9/24	Morning Yoga	17
4/9/24	Preschool Storytime - Moon and Stars theme Children's (Lee)	18
4/9/24	Metro East Every Survivor Counts Table	5
4/9/24	Free Tutoring- Children's	1
4/10/24	Baby Boogie	31
4/10/24	Graphic Novel Club (Ciara)	1
4/10/24	Acoustic Jam with the Collinsville Ramblers	18
4/10/24	Yoga Time!	12
4/11/24	Daytime Book Club	4
4/11/2024	Free Tutoring- Children's	2
4/11/24	Lego Building Challenge Club - Spaceship theme	7
4/13/24	CR- Mermaid Family Storytime (Theresa)	65
4/13/24	Meditation at the Blum House	9
4/13/24	Cross Stitching Club (Leslee)	2
4/15/24	Body Sculpting	7
4/16/24	Morning Yoga	5
4/16/24	Preschool Storytime - Bird Theme- Children's (Theresa)	27
4/16/24	Free Tutoring- Children's	2
4/17/24	Baby Boogie -Birds theme- Children's(Theresa)	32
4/17/24	Metro East Every Survivor Counts Table	10
4/17/24	Open Gaming (Ciara)	1
4/17/2024	Yoga Time!	4
4/18/24	Sensory Play Night-Children's (Theresa)	15
4/18/24	Free Tutoring- Children's	2
4/19/24	Bariatric Support Group (BH)	1

4/20/24	Meditation at the Blum House	9
4/20/24	Cross Stitching Club (Leslee)	2
4/20/2024	History and Genealogy Club (Leslee)	5
4/22/24	Body Sculpting	6
4/23/24	Morning Yoga	10
4/23/24	Preschool Storytime - Insect Theme- Children's (Theresa)	18
4/23/24	Free Tutoring- Children's	1
4/24/24	Baby Boogie - Insect Theme- Children's(Theresa)	30
4/24/24	Evening Book Club	8
4/24/24	Yoga Time!	6
4/25/24	Family Evening Storytime Garden theme(Theresa)	8
4/25/24	Free Tutoring- Children's	2
4/27/2024	PNG Field Trip	6
4/27/24	Meditation at the Blum House	5
4/27/24	BINGO!- Children's (Theresa)	7
4/27/24	Cross Stitching Club (Leslee)	2
4/29/24	Body Sculpting	8
4/30/24	Morning Yoga	12
4/30/24	Preschool Storytime - Librarian's Favorites - Children's (Theresa)	17
TOTAL		1223
	Children Ages 0-5 Synchronous: 253 attendance, 10 events	
	Children Ages 0-5 Self-Directed: 256 attendance, 1 event	
	Children Ages 6-11 Synchronous: 116 attendance, 12 events	
	Children Ages 6-11 Self-Directed: 132 attendance, 4 events	
	Young Adults Ages 12- 18 Synchronous: 13 attendance, 4 events	
	Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 events	
	Adults Ages 19+ Synchronous: 88 attendance, 16 events	
	Adults Ages 19+ Self-Directed: 56 attendance, 1 event	
	General Interests Synchronous: 116 attendance, 4 events	
	General Interests Self-Directed: 120 attendance, 1event	

Month	Total # Items Requested by MVL	# Items Received at			# Items Received at			Total # of ILL Requests Received by MVL	# Items Supplied by			# Items Supplied by			CM Front Door Counter	CM Side Door Counter	CM Computer Sessions
		MVL - In State Returnables	ILL - In State Non-Returnables	MVL - In State Returnables	ILL - In State Non-Returnables	MVL - In State Returnables	ILL - In State Non-Returnables		MVL - In State Returnables	ILL - In State Non-Returnables	MVL - In State Returnables	ILL - In State Non-Returnables	MVL - In State Returnables	ILL - In State Non-Returnables			
Jul-23	1						65	27	23					5294	2737	654	
Aug-23	20	9	1	1			102	30	40					5265	3437	632	
Sep-23	16	17		1			69	26	25					4933	2962	548	
Oct-23	11	8	4				82	28	38					5708	3683	711	
Nov-23	10	3					69	20	29					4215	3384	567	
Dec-23	10	8		1			52	12	22					3470	2561	474	
Jan-24	12	5	1		1		65	23	31					4025	2792	511	
Feb-24	23	17		2			58	15	19					4135	3186	629	
Mar-24	11	5	1		1		63	12	31					5265	3449	724	
Apr-24	12	3					61	14	20					5180	2855	631	
May-24																	
Jun-24																	
Totals:	126	75	7	7	0	0	686	207	278	0	0	0	47490	31046	6081		

Board Report May, 2024
Matthew Harris – Assistant Director – Fairmont City Library Center

Grants, awards, donations, and special stories:

AARP finished their free tax help on April 15th. They helped 329 clients this year and were able to help patrons file for \$315,895 in federal returns and \$35,075 in state returns.

Outreach and education:

- April 9:** Attended Latino Roundtable meeting
- April 12:** Attended LRT Health Fair webinar
- April 15:** Attended MVLD Board Meeting
- April 19:** Attended LRT Health Fair webinar
- April 26:** Attended Hispanic Health Fair webinar

Building and Grounds:

Zeke has continued the installation process of the security door
Quotes have been requested for new HVAC units

Programming:

- April (Mondays):** Monday Fun-Days
- April (Tuesdays, Wednesdays, and Saturdays until April 15):** AARP Tax Help

Stats:

April

-
- Days Open: 25**
 - Door Count: 2327**
 - Computer Users: 214**
 - E-Book Questions: 0**
 - Homebound Delivery: 0**

AARP Foundation®

For a future without senior poverty.

April 20, 2024

Fairmont City Library
4444 Collinsville Road
Fairmont City, Illinois 62201

Mr. Matt Harris,

On behalf of AARP Foundation Tax-Aide program I want to express our gratitude for the help provided by you and the library staff this Tax Season.

Together we helped provide peace of mind and increased financial security for numerous people from Fairmont City, East St. Louis, and several other surrounding communities.

This year 329 clients were helped, which is a 19% increase over the prior year. Federal and Illinois, and some Missouri returns were successfully submitted. Using the average cost for a paid tax service, these clients saved approximately \$90,475. We also pushed back \$315,895 in Federal refunds and \$35,075 in State refunds.

Additionally, there were numerous people who asked questions. Leslie and his team of trained volunteers were able to provide answers as well as reassurance about their tax liabilities.

This service and these accomplishments could not have occurred without the help and leadership from sponsoring sites, and without volunteers who each year lend their time and talent to this program.

Once Again, THANK YOU for your help and hospitality!!

We look forward to providing these services again next year.

Sincerest regards,



Terry Jordan
AARP Foundation Tax-Aide
IL2 District Five & Seven Coordinator, TRS
C: 630-649-8307

Bcc: Mr. Leslie Smith, Local Coordinator

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
4/2/24	AARP Free Tax Help	18
4/3/24	AARP Free Tax Help	18
4/3/24	Kids Corner	3
4/5/24	Solar Eclipse Crafts: Children's	0
4/5/24	3D Printer Night (Ciara)	3
4/6/24	Solar Eclipse Crafts: Children's	0
4/6/24	AARP Free Tax Help	18
4/8/24	Solar Eclipse Crafts: Children's	0
4/8/24	Mondays Fun-Day- Movie, crafts and popcorn	6
4/8/24	Kids Corner	2
4/9/24	AARP Free Tax Help	18
4/10/24	AARP Free Tax Help	18
4/10/24	Kids Corner	3
4/11/24	Bilingual Storytime (English and Spanish)	4
4/15/24	Kids Corner	5
4/15/24	Monday Fun Day	0
4/22/24	Mondays Fun-Day- Earth Day Mini Terrarium	12
4/22/24	Kids Corner (Theresa)	4
4/24/24	Kids Corner	1
4/25/24	Bilingual Storytime (English and Spanish)	1
4/25/24	Impact of Alzheimer's and Dementia in our Community	17
4/27/24	PNG Field Trip	6
4/29/24	Kids Corner (Theresa)	4
4/29/24	Mondays Fun-Day	5
TOTAL		127
	Children Ages 0-5 Synchronous: 22 attendance, 7 events	
	Children Ages 0-5 Self-Directed: 0 attendance, 0 events	
	Children Ages 6-11 Synchronous: 28 attendance, 6 events	
	Children Ages 6-11 Self-Directed: 0 attendance, 3 events	
	Young Adults Ages 12- 18 Synchronous: 9 attendance, 2 events	
	Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 events	
	Adults Ages 19+ Synchronous: 97 attendance, 60 events	
	Adults Ages 19+ Self-Directed: 0 attendance, events	
	General Interests Synchronous:0 attendance,0 events	
	General Interests Self-Directed: 0 attendance, 0 events	

Mississippi Valley Library District

Expense by Vendor Detail

April 2-30, 2024

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	BALANCE
AMEREN ILLINOIS						
04/15/2024	Bill	AMEREN ILLINOIS	CMLC outdoor parking lot light (60005)	Utilities:Electricity	33.35	33.35
04/15/2024	Bill	AMEREN ILLINOIS	CMLC electric (04006)	Utilities:Electricity	1,945.65	1,979.00
04/15/2024	Bill	AMEREN ILLINOIS	BH gas (83007)	Utilities:Natural Gas	242.01	2,221.01
04/15/2024	Bill	AMEREN ILLINOIS	FCCLC gas (01149)	Utilities:Natural Gas	136.13	2,357.14
04/15/2024	Bill	AMEREN ILLINOIS	BH electric (10414)	Utilities:Electricity	252.70	2,609.84
04/15/2024	Bill	AMEREN ILLINOIS	CMLC gas (23000)	Utilities:Natural Gas	311.95	2,921.79
04/15/2024	Bill	AMEREN ILLINOIS	FCCLC electric (01130)	Utilities:Electricity	718.87	3,640.66
Total for AMEREN ILLINOIS					\$3,640.66	
American Express						
04/05/2024	Bill	American Express	misc. program consumables	Other Expenditures:Programming	66.26	66.26
04/05/2024	Bill	American Express	tent weights; organizer bins; UBS adapter cable	Utilities:Telephone/Fax	60.00	126.26
04/05/2024	Bill	American Express	movies and video games	Supplies:Equipment	147.98	274.24
04/05/2024	Bill	American Express	monthly Zoom subscription	Materials:Adult Audio Visual Items	878.66	1,152.90
04/05/2024	Bill	American Express	ILLs	Professional Services:Other Professional Services	15.99	1,168.89
04/05/2024	Bill	American Express	movies and TV shows	Supplies:Postage	32.06	1,200.95
04/05/2024	Bill	American Express	Misc. office supplies / consumables	Materials:Juvenile Audio Visual Items	190.07	1,391.02
04/05/2024	Bill	American Express	annual registration - FC car	Supplies:Office	501.10	1,892.12
04/05/2024	Bill	American Express	monthly Zoom subscription; QuickBooks Online annual subscription & migration support	Other Expenditures:Vehicles	154.40	2,046.52
04/19/2024	Bill	American Express	Misc. office supplies / consumables	Other Expenditures:Miscellaneous	225.86	2,272.38
04/19/2024	Bill	American Express	misc. program consumables	Professional Services:Other Professional Services	555.99	2,828.37
04/19/2024	Bill	American Express	shock & algicide for Pan fountain	Supplies:Office	248.42	3,076.79
04/19/2024	Bill	American Express	misc. supplies	Other Expenditures:Miscellaneous	122.93	3,199.72
04/19/2024	Bill	American Express	weather alert radios; barcode scanner; book display easels	Other Expenditures:Programming	79.43	3,279.15
04/19/2024	Bill	American Express	ILLs	Other Expenditures:Donation Expenditures - Des.	86.96	3,366.11
04/19/2024	Bill	American Express	movies and TV shows	Maintenance Services:Building	41.04	3,407.15
04/19/2024	Bill	American Express	movies and video games	Supplies:Equipment	359.84	3,766.99
04/19/2024	Bill	American Express		Supplies:Postage	13.63	3,780.62
04/19/2024	Bill	American Express		Materials:Juvenile Audio Visual Items	95.46	3,876.08
04/19/2024	Bill	American Express		Materials:Adult Audio Visual Items	904.35	4,780.43
04/19/2024	Bill	American Express		Utilities:Telephone/Fax	30.00	4,810.43
Total for American Express					\$4,810.43	

American Imaging Systems Inc.

Mississippi Valley Library District

Expense by Vendor Detail

April 2-30, 2024

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	BALANCE
04/05/2024	Bill	Americom Imaging Systems Inc.	Monthly copier / printer lease contract - April 2024	Maintenance Services:Equipment	496.20	496.20
Total for Americom Imaging Systems Inc.						
04/05/2024	Bill	Americom Imaging Systems Inc. - Maint	Overages for 2/20/2024 - 3/19/2024	Maintenance Services:Equipment	367.17	367.17
Total for Americom Imaging Systems Inc. - Maint						
Aqua Systems						
04/05/2024	Bill	Aqua Systems	Invoice # 238280440 bottle exchange dated 3/22/2024	Supplies:Office	29.00	29.00
04/15/2024	Bill	Aqua Systems	Invoice # 242357122 monthly rental fee	Supplies:Office	6.95	35.95
04/15/2024	Bill	Aqua Systems	Invoice # 241863946 bottle exchange dated 4/12/2024	Supplies:Office	21.10	57.05
Total for Aqua Systems						
Blue Cross / Blue Shield						
04/05/2024	Bill	Blue Cross / Blue Shield	Health Insurance 4/1/2024 - 5/1/2024	Personnel:Benefits:Health/Dental Insurance	7,335.90	7,335.90
Total for Blue Cross / Blue Shield						
Brian Brown						
04/05/2024	Bill	Brian Brown	March 2024 grass cutting	Maintenance Services:Grounds	305.00	305.00
Total for Brian Brown						
Brodart						
04/05/2024	Bill	Brodart	Invoice # 636830 book jacket covers	Supplies:Office	217.96	217.96
04/15/2024	Bill	Brodart	Invoice # 638177 book jacket covers	Supplies:Office	246.71	464.67
Total for Brodart						
Buildingstars						
04/05/2024	Bill	Buildingstars	Invoice # 3402792 BH cleaning March 2024	Maintenance Services:Building	225.00	225.00
04/05/2024	Bill	Buildingstars	Invoice # 3404160 CM cleaning April 2024	Maintenance Services:Building	1,900.00	2,125.00
04/05/2024	Bill	Buildingstars	Invoice # 3403070 Bio clean up 3/20/2024	Maintenance Services:Building	125.00	2,250.00
04/05/2024	Bill	Buildingstars	Invoice # 3404223 FC cleaning April 2024	Maintenance Services:Building	425.00	2,675.00
Total for Buildingstars						
Capital One						
04/05/2024	Bill	Capital One	Misc. program consumables	Other Expenditures:Programming	352.24	352.24
04/05/2024	Bill	Capital One	Kleenex & cleaning supplies	Supplies:Office	43.32	395.56
Total for Capital One						
Carbondale Public Library						
04/15/2024	Bill	Carbondale Public Library	Item # 30183049414343 The Foundation Center's Guide to Proposal Writing	Other Expenditures:Payments to Other Libraries	35.95	35.95

Mississippi Valley Library District

Expense by Vendor Detail

April 2-30, 2024

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	BALANCE
Total for Carbondale Public Library						
04/24/2024	Check	Casey's General Store		Other Expenditures:Vehicles	73.14	73.14
Total for Casey's General Store					\$73.14	
Caseyville Public Library District						
04/15/2024	Bill	Caseyville Public Library District	Item # 0008200347428 Minecraft Combat Handbook	Other Expenditures:Payments to Other Libraries	14.99	14.99
Total for Caseyville Public Library District					\$14.99	
Center Point Large Print						
04/19/2024	Bill	Center Point Large Print	standing order March 2024	Materials:Adult Print Materials	147.42	147.42
Total for Center Point Large Print					\$147.42	
Charter Communications						
04/05/2024	Bill	Charter Communications	CM elevator emergency phone line March 2024 - April 2024	Utilities:Telephone/Fax	49.99	49.99
04/05/2024	Bill	Charter Communications	CM & FC fiber internet 50 mbps March 2024 - April 2024	Professional Services:Internet Services	772.00	821.99
Total for Charter Communications					\$821.99	
City of Collinsville						
04/05/2024	Bill	City of Collinsville	CM & BH water & sewer 12/29/2023 - 03/01/2024	Utilities:Water/Sewer	303.67	303.67
Total for City of Collinsville					\$303.67	
Collinsville Fire Department						
04/15/2024	Bill	Collinsville Fire Department	5/1/2024 CPRI/AED class for A. Fabian	Other Expenditures:Grant Expenses:FY2023 Per Capita Grant	25.00	25.00
Total for Collinsville Fire Department					\$25.00	
Delta Dental						
04/19/2024	Bill	Delta Dental	Dental Insurance May 2024	Personnel:Benefits:Health/Dental Insurance	377.73	377.73
Total for Delta Dental					\$377.73	
Demco						
04/05/2024	Bill	Demco	staff name badges	Supplies:Office	86.51	86.51
Total for Demco					\$86.51	
ELM USA, Inc.						
04/15/2024	Bill	ELM USA, Inc.	Invoice # 66373 - disc cleaning kit	Supplies:Office	103.95	103.95
Total for ELM USA, Inc.					\$103.95	
Empathy Studios, LLC						
04/05/2024	Bill	Empathy Studios, LLC	4/2024 - 4/2025 staff training access	Other Expenditures:Grant Expenses:FY2023 Per Capita Grant	499.00	499.00

Mississippi Valley Library District

Expense by Vendor Detail

April 2-30, 2024

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	BALANCE
Total for Empathy Studios, LLC						
		Globe Life	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	284.54	284.54
					\$284.54	
Total for Heroic Adventures						
		Heroic Adventures	100 comics for Free Comic Book Day	Other Expenditures:Programming	27.80	27.80
					\$27.80	
Total for Heyl, Royster, Voelker, & Allen, P.C.						
		Heyl, Royster, Voelker, & Allen, P.C.	Invoice # 1663396 March 2024 FOIA response	Professional Services:Legal Service	320.00	320.00
					\$320.00	
Total for Home Depot						
		Home Depot		Maintenance Services:Building	105.39	105.39
				Maintenance Services:Building	41.74	147.13
				Other Expenditures:Donation Expenditures - Des.	44.94	192.07
					\$192.07	
Total for Horticulture						
		Horticulture	Magazine - 2 years	Materials:Adult Print Materials	49.95	49.95
					\$49.95	
Total for Illinois American Water						
		Illinois American Water	FCLC water 2/8/2024 - 3/7/2024	Utilities:Water/Sewer	41.89	41.89
			FCLC water 3/8/2024 - 4/5/2024	Utilities:Water/Sewer	47.14	89.03
					\$89.03	
Total for Illinois Heartland Library System						
		Illinois Heartland Library System	Invoice # 2024-1407 Cataloging Jan-Mar 2024	Other Expenditures:Grant Expenses:FY2023 Per Capita Grant	700.00	700.00
			Invoice # 2024-1322 March 2024 Cloud Library ebooks	Other Expenditures:Grant Expenses:FY2023 Per Capita Grant	299.60	999.60
			Invoice # 2024-1468 Cataloging Jan-Mar 2024	Other Expenditures:Grant Expenses:FY2023 Per Capita Grant	10.00	1,009.60
					\$1,009.60	
Total for Illinois Heartland Library Association						
		Illinois Library Association		Professional Development:Dues	100.00	100.00
			T. Pierson - present at 2024 Marketing Forum Mini-Conference	Other Expenditures:Grant Expenses:FY2023	32.50	132.50

Mississippi Valley Library District

Expense by Vendor Detail

April 2-30, 2024

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	BALANCE
Total for Illinois Library Association						
		IMRF		Per Capita Grant	\$132.50	
04/12/2024	Check	IMRF		Personnel:Benefits:IMRF	8,931.27	8,931.27
Total for IMRF					\$8,931.27	
INGRAM LIBRARY SERVICES						
04/05/2024	Bill	INGRAM LIBRARY SERVICES	Invoice # 80978401, 81041855, -856, -857, 81091908, 81155453	Materials:Adult Print Materials	196.50	196.50
04/05/2024	Bill	INGRAM LIBRARY SERVICES	Invoice # 80978402, 81041858, -859, 81155454	Materials:Juvenile Print Items	58.86	255.36
04/15/2024	Bill	INGRAM LIBRARY SERVICES	Invoice # 81312332, 81387773, -774	Materials:Juvenile Print Items	387.71	643.07
04/15/2024	Bill	INGRAM LIBRARY SERVICES	Invoice # 81312330, -331, 81366853, -854, -855, -856	Materials:Adult Print Materials	328.15	971.22
04/19/2024	Bill	INGRAM LIBRARY SERVICES	Invoice # 81481524, -525	Materials:Adult Print Materials	106.30	1,077.52
04/19/2024	Bill	INGRAM LIBRARY SERVICES	Invoice # 81481522, -523	Materials:Juvenile Print Items	81.30	1,158.82
Total for INGRAM LIBRARY SERVICES					\$1,158.82	
Johnson Controls						
04/05/2024	Bill	Johnson Controls	Invoice # 1-132445033308 annual Metasys contract 4-1-2024 to 3-31-2024	Maintenance Services:Building	4,392.00	4,392.00
Total for Johnson Controls					\$4,392.00	
KANOPIY, INC.						
04/05/2024	Bill	KANOPIY, INC.	Invoice # 394789 - PPU for March 2024 play credits	Materials:Virtual Items	218.00	218.00
Total for KANOPIY, INC.					\$218.00	
Lazenware						
04/05/2024	Bill	Lazenware	Invoice # 5270 - March 2024 FC	Professional Services:Information Technology	880.27	880.27
04/05/2024	Bill	Lazenware	Invoice # 5261 - March 2024 CM	Professional Services:Information Technology	2,718.92	3,599.19
Total for Lazenware					\$3,599.19	
Madison County CCAO Maps & Plats						
04/15/2024	Bill	Madison County CCAO Maps & Plats	for genealogy - history cards on CD	Materials:Adult Print Materials	250.00	250.00
Total for Madison County CCAO Maps & Plats					\$250.00	
Mascoutah Public Library						
04/05/2024	Bill	Mascoutah Public Library	Item # 32258000259263 Man O' War	Other Expenditures:Payments to Other Libraries	17.00	17.00

Mississippi Valley Library District

Expense by Vendor Detail

April 2-30, 2024

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	BALANCE
Total for Mascoutah Public Library						
		Metro East Sanitary District				
04/15/2024	Bill	Metro East Sanitary District	FC water March 2024	Utilities:Water/Sewer	14.15	14.15
Total for Metro East Sanitary District						
		Midwest Tape				
04/05/2024	Bill	Midwest Tape	Invoice # 505204146 & item "Wandering Stars" February 2024 adult audiobooks	Materials:Adult Audio Visual Items	112.97	112.97
Total for Midwest Tape						
		Moonlight Computing LLC				
04/05/2024	Bill	Moonlight Computing LLC	Annual website hosting	Professional Services:Information Technology	360.00	360.00
Total for Moonlight Computing LLC						
		O'Fallon Public Library				
04/05/2024	Bill	O'Fallon Public Library	Item # 0001602767707 Dog Man Unleashed	Other Expenditures:Payments to Other Libraries	12.99	12.99
Total for O'Fallon Public Library						
		OverDrive				
04/05/2024	Bill	OverDrive	Invoice # 02064SV24099957	Other Expenditures:Grant Expenses:FY2023 Per Capita Grant	5.98	5.98
04/05/2024	Bill	OverDrive	Invoice # 02064CO24104352	Other Expenditures:Grant Expenses:FY2023 Per Capita Grant	389.94	395.92
Total for OverDrive						
		Peerless Network, Inc.				
04/15/2024	Bill	Peerless Network, Inc.	FC fax line repair	Utilities:Telephone/Fax	782.50	782.50
04/15/2024	Bill	Peerless Network, Inc.	FC monthly fax fees	Utilities:Telephone/Fax	64.53	847.03
04/15/2024	Bill	Peerless Network, Inc.	CM monthly fax fees	Utilities:Telephone/Fax	123.51	970.54
Total for Peerless Network, Inc.						
		Rural King				
04/24/2024	Check	Rural King		Maintenance Services:Building	101.43	101.43
Total for Rural King						
		Second Chance Cardiac Solutions, Inc.				
04/05/2024	Bill	Second Chance Cardiac Solutions, Inc.	Replacement AED pads - for expired pads	Supplies:Equipment	137.00	137.00
Total for Second Chance Cardiac Solutions, Inc.						
		St. Louis Magazine				
04/05/2024	Bill	St. Louis Magazine	Magazine - 3 years	Materials:Adult Print Materials	28.00	28.00
Total for St. Louis Magazine						

Mississippi Valley Library District

Expense by Vendor Detail

April 2-30, 2024

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	BALANCE
TreeHouse Wildlife Center						
04/05/2024	Bill	TreeHouse Wildlife Center	SRP - two 1-hour programs CM & FC	Other Expenditures:Programming	400.00	400.00
Total for TreeHouse Wildlife Center					\$400.00	
United States Postal Service						
04/03/2024	Check	United States Postal Service		Supplies:Postage	476.74	476.74
04/08/2024	Check	United States Postal Service		Supplies:Postage	21.00	497.74
04/15/2024	Check	United States Postal Service		Supplies:Postage	13.16	510.90
04/22/2024	Check	United States Postal Service		Supplies:Postage	37.38	548.28
04/29/2024	Check	United States Postal Service		Supplies:Postage	17.08	565.36
Total for United States Postal Service					\$565.36	
Village Locksmith						
04/05/2024	Check	Village Locksmith		Supplies:Office	11.88	11.88
04/23/2024	Check	Village Locksmith		Supplies:Office	9.00	20.88
04/29/2024	Check	Village Locksmith		Supplies:Office	2.50	23.38
04/29/2024	Check	Village Locksmith		Supplies:Office	2.19	25.57
Total for Village Locksmith					\$25.57	
Village of Fairmont City						
04/15/2024	Bill	Village of Fairmont City	FC sewer 4/1/2024 - 6/27/2024	Utilities:Water/Sewer	30.00	30.00
Total for Village of Fairmont City					\$30.00	
Not Specified						
04/12/2024	Journal Entry			Personnel:Salaries:Part time	154.00	154.00
04/12/2024	Journal Entry			Personnel:Salaries:Part time	4,376.39	4,530.39
04/12/2024	Journal Entry			Professional Services:Payroll Service	98.09	4,628.48
04/12/2024	Journal Entry			Personnel:Salaries:Part time	84.00	4,712.48
04/12/2024	Journal Entry			Personnel:Benefits:IL Unemployment Company	464.50	5,176.98
04/12/2024	Journal Entry			Personnel:Benefits:FICA Company	357.62	5,534.60
04/12/2024	Journal Entry			Personnel:Benefits:FICA Company	1,529.20	7,063.80
04/12/2024	Journal Entry			Personnel:Benefits:Health/Dental Insurance	-14.89	7,048.91
04/12/2024	Journal Entry			Personnel:Salaries:Full Time	2,024.31	9,073.22
04/12/2024	Journal Entry			Personnel:Salaries:Full Time	7.69	9,080.91
04/12/2024	Journal Entry			Personnel:Salaries:Full Time	701.00	9,781.91
04/12/2024	Journal Entry			Personnel:Salaries:Full Time	20.00	9,801.91
04/12/2024	Journal Entry			Personnel:Salaries:Full Time	10,940.84	20,742.75
04/12/2024	Journal Entry			Personnel:Salaries:Full Time	3,638.46	24,381.21
04/12/2024	Journal Entry			Personnel:Salaries:Full Time	2,834.31	27,215.52
04/26/2024	Journal Entry			Personnel:Salaries:Full Time	4,785.16	32,000.68

Mississippi Valley Library District

Expense by Vendor Detail

April 2-30, 2024

DATE	TRANSACTION TYPE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT	BALANCE
04/26/2024	Journal Entry		Sick	Personnel:Salaries:Full Time	537.42	32,538.10
04/26/2024	Journal Entry		Vacation	Personnel:Salaries:Full Time	636.00	33,174.10
04/26/2024	Journal Entry		Regular	Personnel:Salaries:Part time	4,580.50	37,754.60
04/26/2024	Journal Entry		Dental	Personnel:Benefits:Health/Dental Insurance	-14.89	37,739.71
04/26/2024	Journal Entry		ER Medicare	Personnel:Benefits:FICA Company	338.40	38,078.11
04/26/2024	Journal Entry		ER OASDI	Personnel:Benefits:FICA Company	1,446.97	39,525.08
04/26/2024	Journal Entry		ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	358.30	39,883.38
04/26/2024	Journal Entry		Invoice	Professional Services:Payroll Service	186.47	40,069.85
04/26/2024	Journal Entry		Overtime	Personnel:Salaries:Full Time	7.69	40,077.54
04/26/2024	Journal Entry		Paid Leave	Personnel:Salaries:Full Time	152.00	40,229.54
04/26/2024	Journal Entry		Regular	Personnel:Salaries:Full Time	12,755.51	52,985.05
Total for Not Specified					\$52,985.05	
TOTAL					\$99,847.74	

Mississippi Valley Library District

Profit and Loss

April 2-30, 2024

	TOTAL
Income	
Charges for Services	
Fax	298.81
Printing/Copying	839.14
Total Charges for Services	1,137.95
Fines & Forfeitures	
Fines	1.20
Lost or Damaged Books/Inhouse	170.17
Total Fines & Forfeitures	171.37
Intergovernment Revenue	
Grants	
FY2024 PNG Grant	-1,695.00
Other Grants	1,959.11
Total Grants	264.11
Replacement Tax	55.43
Total Intergovernment Revenue	319.54
Other Revenues	
COBRA Reimbursements	1,393.20
Donations - Des & Undes	650.22
Interest Income	5,697.25
Miscellaneous	76.36
Reimbursements Other libraries	57.95
Rental Income	
Blum House Rental	3,059.69
Collinsville Rooms	-37.50
Total Rental Income	3,022.19
Sale of Items	587.18
Total Other Revenues	11,484.35
Total Income	\$13,113.21
GROSS PROFIT	\$13,113.21
Expenses	
Maintenance Services	
Building	7,356.60
Equipment	863.37
Grounds	305.00
Total Maintenance Services	8,524.97
Materials	
Adult Audio Visual Items	1,895.98
Adult Print Materials	1,106.32
Juvenile Audio Visual Items	285.53

Mississippi Valley Library District

Profit and Loss

April 2-30, 2024

	TOTAL
Juvenile Print Items	527.87
Virtual Items	218.00
Total Materials	4,033.70
Other Expenditures	
Donation Expenditures - Des.	131.90
Grant Expenses	
FY2023 Per Capita Grant	1,962.02
Total Grant Expenses	1,962.02
Miscellaneous	348.79
Payments to Other Libraries	80.93
Programming	925.73
Vehicles	227.54
Total Other Expenditures	3,676.91
Personnel	
Benefits	
FICA Company	3,672.19
Health/Dental Insurance	7,968.39
IL Unemployment Company	822.80
IMRF	8,931.27
Total Benefits	21,394.65
Salaries	
Full Time	39,040.39
Part time	9,194.89
Total Salaries	48,235.28
Total Personnel	69,629.93
Professional Development	
Dues	100.00
Total Professional Development	100.00
Professional Services	
Information Technology	3,959.19
Internet Services	772.00
Legal Service	320.00
Other Professional Services	571.98
Payroll Service	284.56
Total Professional Services	5,907.73
Supplies	
Equipment	644.82
Office	1,530.59
Postage	611.05
Total Supplies	2,786.46

Mississippi Valley Library District

Profit and Loss

April 2-30, 2024

	TOTAL
Utilities	
Electricity	2,950.57
Natural Gas	690.09
Telephone/Fax	1,110.53
Water/Sewer	436.85
Total Utilities	5,188.04
Total Expenses	\$99,847.74
NET OPERATING INCOME	\$ -86,734.53
NET INCOME	\$ -86,734.53

Mississippi Valley Library District

Balance Sheet

As of April 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Audit	0.00
Building	0.00
Checking	5,304.45
FICA	0.00
General Pl	24,549.47
Gift Fund	0.00
IL Funds - Audit	9,165.98
IL Funds - Building	2,629.53
IL Funds - FICA	54,100.42
IL Funds - General	775,684.90
IL Funds - Gift	11,577.64
IL Funds - IMRF	64,024.79
IL Funds - Insurance	135,313.28
IL Funds - Reserve	38,287.05
IL Funds - Working Cash	223,075.01
IMRF	0.00
Insurance Fund	0.00
Working Cash	0.00
Total Bank Accounts	\$1,343,712.52
Other Current Assets	
Petty Cash	100.00
Prepaid Insurance	17,255.45
Total Other Current Assets	\$17,355.45
Total Current Assets	\$1,361,067.97
Other Assets	
Miscellaneous Accounts Rec.	0.00
Taxes Receivable	864,041.62
Total Other Assets	\$864,041.62
TOTAL ASSETS	\$2,225,109.59

Mississippi Valley Library District

Balance Sheet

As of April 30, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,676.31
Total Accounts Payable	\$6,676.31
Other Current Liabilities	
Accrued Sick Pay	5,253.76
Accrued Vacation	18,665.72
Accrued Wages	17,753.78
Deferred Revenue	975,284.70
Manual A/P	23,347.24
Payroll Liabilities	1,104.05
Direct Deposit	259.15
Fed Withhold	-208.00
Garnishment	176.18
II Withhold	-807.73
IMRF - Payable	173,393.62
Liberty National	7,274.90
MC - Emp	7.68
MC - Lib	7.68
Miscellaneous	-127.44
Net Pay Offset	883.10
SS - Emp	32.81
SS - Lib	32.81
SUTA	4,102.99
Total Payroll Liabilities	186,131.80
Total Other Current Liabilities	\$1,226,437.00
Total Current Liabilities	\$1,233,113.31
Total Liabilities	\$1,233,113.31
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	819,954.42
Net Income	158,002.60
Total Equity	\$991,996.28
TOTAL LIABILITIES AND EQUITY	\$2,225,109.59

Mississippi Valley Library District
FY2024 Gift Fund

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
07/13/2023	Transfer			FY2023 Interest	Gift Fund	General PI	-40.66	-40.66
07/16/2023	Deposit			Interest	Gift Fund	Other Revenues:Interest Income	6.49	-34.17
07/28/2023	Transfer			Funds Transfer	Gift Fund	Checking	-16.37	-50.54
08/03/2023	Transfer			Funds Transfer	Gift Fund	Checking	-242.38	-292.92
08/16/2023	Deposit			Interest	Gift Fund	Other Revenues:Interest Income	7.30	-285.62
09/16/2023	Deposit			Interest	Gift Fund	Other Revenues:Interest Income	7.46	-278.16
09/29/2023	Transfer			Funds Transfer	Gift Fund	Checking	-39.98	-318.14
10/16/2023	Deposit			Interest	Gift Fund	Other Revenues:Interest Income	6.74	-311.40
11/14/2023	Deposit		Daily Receipts	Deposit	Gift Fund	Other Revenues:Donations - Des & Undes	1,095.00	783.60
11/16/2023	Deposit			Interest	Gift Fund	Other Revenues:Interest Income	7.28	790.88
11/22/2023	Transfer			Funds Transfer	Gift Fund	Checking	-4,774.58	-3,983.70
11/22/2023	Transfer			reimb. for Trudoor (partial) - C. Boulanger gift donation	Gift Fund	Building	-702.09	-4,685.79
12/04/2023	Deposit		Daily Receipts	Deposit	Gift Fund	Other Revenues:Donations - Des & Undes	4,774.58	88.79
12/13/2023	Deposit		Daily Receipts	Deposit	Gift Fund	Other Revenues:Donations - Des & Undes	200.00	288.79
12/16/2023	Deposit			Interest	Gift Fund	Other Revenues:Interest Income	6.37	295.16
12/20/2023	Transfer			Funds Transfer	Gift Fund	Checking	-1,095.00	-799.84
12/28/2023	Deposit		Daily Receipts	Deposit	Gift Fund	Other Revenues:Donations - Des & Undes	250.00	-549.84
01/09/2024	Transfer			Funds Transfer	Gift Fund	Checking	-450.62	-1,000.46
01/16/2024	Deposit			Interest	Gift Fund	Other Revenues:Interest Income	6.74	-993.72
02/16/2024	Deposit			Interest	Gift Fund	Other Revenues:Interest Income	25.05	-968.67
02/21/2024	Deposit		Daily Receipts	Deposit	Gift Fund	Other Revenues:Donations - Des & Undes	100.00	-868.67
03/07/2024	Deposit		Daily Receipts	Deposit	Gift Fund	Other Revenues:Donations - Des & Undes	250.00	-618.67
03/08/2024	Transfer			Funds Transfer	Gift Fund	General PI	144.79	-473.88
03/15/2024	Deposit			Interest	Gift Fund	Other Revenues:Interest Income	24.14	-449.74
03/21/2024	Deposit		Daily Receipts	Deposit	Gift Fund	Other Revenues:Donations - Des & Undes	211.59	-238.15
03/26/2024	Transfer			for IL Funds setup	Gift Fund	Checking	-9,885.61	-10,123.76
04/16/2024	Deposit		INTEREST	Interest Earned	Gift Fund	Other Revenues:Interest Income	10.12	-10,113.64
04/19/2024	Transfer			closing Busey gift acct	Gift Fund	IL Funds - Gift	-1,510.12	-11,623.76
TOTAL							\$ -11,623.76	

Mississippi Valley Library District

Budget vs. Actuals: FY_2023_2024

July 2023 - April 2024

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
Income				
Charges for Services				
Fax	2,897.26	3,350.00	-452.74	86.49 %
Non-resident Fees		81.00	-81.00	
Printing/Copying	8,734.91	9,100.00	-365.09	95.99 %
Total Charges for Services	11,632.17	12,531.00	-898.83	92.83 %
Fines & Forfeitures				
Fines	405.00	500.00	-95.00	81.00 %
Lost or Damaged Books/Inhouse	2,027.64	1,800.00	227.64	112.65 %
Total Fines & Forfeitures	2,432.64	2,300.00	132.64	105.77 %
Intergovernment Revenue				
E-Rate	9,551.00	20,000.00	-10,449.00	47.76 %
Grants				
FY2023 Per Capita Grant	48,794.48	48,794.48	0.00	100.00 %
FY2023 PNG Grant	2,572.05		2,572.05	
FY2024 PNG Grant	1,209.48	6,474.00	-5,264.52	18.68 %
Other Grants	4,934.11	5,000.00	-65.89	98.68 %
Total Grants	57,510.12	60,268.48	-2,758.36	95.42 %
Replacement Tax	45,176.29	60,000.00	-14,823.71	75.29 %
TIF Funds		0.00	0.00	
Total Intergovernment Revenue	112,237.41	140,268.48	-28,031.07	80.02 %
Other Revenues				
COBRA Reimbursements	13,932.00	16,720.00	-2,788.00	83.33 %
Donations - Des & Undes	9,613.35	20,000.00	-10,386.65	48.07 %
Interest Income	19,537.00	9,000.00	10,537.00	217.08 %
Miscellaneous	577.51	2,500.00	-1,922.49	23.10 %
Property License Agreements	15,000.00	15,001.00	-1.00	99.99 %
Reimbursements Other libraries	1,019.21	1,300.00	-280.79	78.40 %
Rental Income				
Blum House Rental	13,494.89	12,500.00	994.89	107.96 %
Collinsville Rooms	1,837.62	1,600.00	237.62	114.85 %
FC Pavilion	550.00	100.00	450.00	550.00 %
FC Rooms	50.00	100.00	-50.00	50.00 %
Total Rental Income	15,932.51	14,300.00	1,632.51	111.42 %
Sale of Items	4,137.81	3,750.00	387.81	110.34 %
Sale of Short Street Lot		12,000.00	-12,000.00	
Sale of Vehicle		1,200.00	-1,200.00	
Total Other Revenues	79,749.39	95,771.00	-16,021.61	83.27 %
Taxes				
Audit	8,093.51	7,768.13	325.38	104.19 %
Building Maintenance	109,837.46	103,575.02	6,262.44	106.05 %
FICA/Medicare	52,028.29	52,823.26	-794.97	98.50 %

Mississippi Valley Library District

Budget vs. Actuals: FY_2023_2024

July 2023 - April 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
IMRF	38,153.84	38,840.63	-686.79	98.23 %
Liability Insurance	56,652.37	58,002.01	-1,349.64	97.67 %
Property Tax	821,465.31	776,812.63	44,652.68	105.75 %
Total Taxes	1,086,230.78	1,037,821.68	48,409.10	104.66 %
Total Income	\$1,292,282.39	\$1,288,692.16	\$3,590.23	100.28 %
GROSS PROFIT	\$1,292,282.39	\$1,288,692.16	\$3,590.23	100.28 %
Expenses				
Maintenance Services				
Building	105,318.32	120,000.00	-14,681.68	87.77 %
Equipment	7,638.52	10,000.00	-2,361.48	76.39 %
Grounds	10,020.16	11,000.00	-979.84	91.09 %
Total Maintenance Services	122,977.00	141,000.00	-18,023.00	87.22 %
Materials				
Adult Audio Visual Items	9,976.82	11,000.00	-1,023.18	90.70 %
Adult Print Materials	20,110.16	27,000.00	-6,889.84	74.48 %
Juvenile Audio Visual Items	1,911.84	2,000.00	-88.16	95.59 %
Juvenile Print Items	3,335.57	4,500.00	-1,164.43	74.12 %
Online Databases	4,344.93	11,000.00	-6,655.07	39.50 %
Other Materials	921.36	1,250.00	-328.64	73.71 %
Virtual Items	2,706.74	5,000.00	-2,293.26	54.13 %
Total Materials	43,307.42	61,750.00	-18,442.58	70.13 %
Other Expenditures				
Donation Expenditures - Des.	7,472.43	6,000.00	1,472.43	124.54 %
Grant Expenses				
FY2023 Per Capita Grant	41,812.50	48,794.48	-6,981.98	85.69 %
FY2024 PNG Grant	3,875.11	6,474.00	-2,598.89	59.86 %
Other Grants	4,934.11	3,000.00	1,934.11	164.47 %
Total Grant Expenses	50,621.72	58,268.48	-7,646.76	86.88 %
Liability & Building Insurance	24,766.48	30,000.00	-5,233.52	82.55 %
Miscellaneous	4,790.95	2,750.00	2,040.95	174.22 %
Payments to Other Libraries	1,092.50	1,600.00	-507.50	68.28 %
Programming	4,004.92	5,000.00	-995.08	80.10 %
Vehicles	3,925.01	12,500.00	-8,574.99	31.40 %
Total Other Expenditures	96,674.01	116,118.48	-19,444.47	83.25 %
Personnel				
Benefits				
FICA Company	41,763.23	55,200.00	-13,436.77	75.66 %
Health/Dental Insurance	70,148.20	97,000.00	-26,851.80	72.32 %
IL Unemployment Company	6,403.55	8,100.00	-1,696.45	79.06 %
IMRF	67,285.97	92,000.00	-24,714.03	73.14 %
Total Benefits	185,600.95	252,300.00	-66,699.05	73.56 %
Salaries				

Mississippi Valley Library District

Budget vs. Actuals: FY_2023_2024

July 2023 - April 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Full Time	425,882.39	501,500.00	-75,617.61	84.92 %
Part time	121,697.10	200,900.00	-79,202.90	60.58 %
Total Salaries	547,579.49	702,400.00	-154,820.51	77.96 %
Total Personnel	733,180.44	954,700.00	-221,519.56	76.80 %
Professional Development				
Dues	320.00	600.00	-280.00	53.33 %
Training/Tuition		1,000.00	-1,000.00	
Travel Expenses	1,220.81	1,200.00	20.81	101.73 %
Total Professional Development	1,540.81	2,800.00	-1,259.19	55.03 %
Professional Services				
Audit	8,360.00	8,300.00	60.00	100.72 %
Information Technology	39,748.99	55,000.00	-15,251.01	72.27 %
Internet Services	8,363.30	9,300.00	-936.70	89.93 %
Legal Service	1,360.00	3,000.00	-1,640.00	45.33 %
OCLC Interlibrary Loan		0.00	0.00	
Other Professional Services	3,029.51	3,600.00	-570.49	84.15 %
Payroll Service	3,289.57	4,100.00	-810.43	80.23 %
Publishing	1,182.60	600.00	582.60	197.10 %
SHARE Membership		0.00	0.00	
Total Professional Services	65,333.97	83,900.00	-18,566.03	77.87 %
Supplies				
Equipment	7,367.48	10,000.00	-2,632.52	73.67 %
Office	10,263.95	11,000.00	-736.05	93.31 %
Postage	3,367.16	4,200.00	-832.84	80.17 %
Total Supplies	20,998.59	25,200.00	-4,201.41	83.33 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Utilities				
Electricity	38,785.50	56,000.00	-17,214.50	69.26 %
Natural Gas	5,741.58	9,750.00	-4,008.42	58.89 %
Telephone/Fax	3,451.87	3,600.00	-148.13	95.89 %
Water/Sewer	2,288.60	3,000.00	-711.40	76.29 %
Total Utilities	50,267.55	72,350.00	-22,082.45	69.48 %
Total Expenses	\$1,134,279.79	\$1,457,818.48	\$ -323,538.69	77.81 %
NET OPERATING INCOME	\$158,002.60	\$ -169,126.32	\$327,128.92	-93.42 %
NET INCOME	\$158,002.60	\$ -169,126.32	\$327,128.92	-93.42 %

Mississippi Valley Library District

Profit and Loss Comparison

July 2023 - April 2024

	TOTAL	
	JUL 2023 - APR 2024	JUL 2022 - APR 2023 (PY YTD)
Income		
Charges for Services		
Fax	2,897.26	2,512.80
Non-resident Fees		87.00
Printing/Copying	8,734.91	7,565.12
Total Charges for Services	11,632.17	10,164.92
Fines & Forfeitures		
Fines	405.00	348.69
Lost or Damaged Books/Inhouse	2,027.64	1,337.11
Total Fines & Forfeitures	2,432.64	1,685.80
Intergovernment Revenue		
E-Rate	9,551.00	14,633.69
Grants		
FY2022 Per Capita Grant		48,794.48
FY2022 PNG Grant		8,034.51
FY2023 Penny Severns Grant		3,905.38
FY2023 Per Capita Grant	48,794.48	
FY2023 PNG Grant	2,572.05	9,952.51
FY2024 PNG Grant	1,209.48	
Other Grants	4,934.11	
Total Grants	57,510.12	70,686.88
Replacement Tax	45,176.29	69,515.74
Total Intergovernment Revenue	112,237.41	154,836.31
Other Revenues		
COBRA Reimbursements	13,932.00	
Donations - Des & Undes	9,613.35	17,998.65
Interest Income	19,537.00	6,746.30
Miscellaneous	577.51	2,203.65
Online Sales (deleted)		31.27
Property License Agreements	15,000.00	15,000.00
Reimbursements Other libraries	1,019.21	1,186.28
Rental Income		
Blum House Rental	13,494.89	10,256.25
Collinsville Rooms	1,837.62	1,230.00
FC Pavilion	550.00	
FC Rooms	50.00	50.00
Total Rental Income	15,932.51	11,536.25
Sale of Items	4,137.81	3,120.45
Total Other Revenues	79,749.39	57,822.85

Mississippi Valley Library District

Profit and Loss Comparison

July 2023 - April 2024

	TOTAL	
	JUL 2023 - APR 2024	JUL 2022 - APR 2023 (PY YTD)
Taxes		
Audit	8,093.51	4,968.88
Building Maintenance	109,837.46	92,429.61
FICA/Medicare	52,028.29	44,724.15
IMRF	38,153.84	37,269.78
Liability Insurance	56,652.37	93,423.38
Property Tax	821,465.31	745,400.54
Total Taxes	1,086,230.78	1,018,216.34
Total Income	\$1,292,282.39	\$1,242,726.22
GROSS PROFIT	\$1,292,282.39	\$1,242,726.22
Expenses		
Maintenance Services		
Building	105,318.32	80,056.45
Equipment	7,638.52	8,039.05
Grounds	10,020.16	5,905.00
Total Maintenance Services	122,977.00	94,000.50
Materials		
Adult Audio Visual Items	9,976.82	8,710.93
Adult Print Materials	20,110.16	21,214.62
Juvenile Audio Visual Items	1,911.84	1,344.54
Juvenile Print Items	3,335.57	2,975.94
Online Databases	4,344.93	10,701.43
Other Materials	921.36	320.00
Virtual Items	2,706.74	2,731.66
Total Materials	43,307.42	47,999.12
Other Expenditures		
Donation Expenditures - Des.	7,472.43	4,111.10
Grant Expenses		
FY2022 Per Capita Grant		48,295.48
FY2022 PNG Grant		480.37
FY2023 Penny Severns Grant		4,402.88
FY2023 Per Capita Grant	41,812.50	
FY2023 PNG Grant		11,812.94
FY2024 PNG Grant	3,875.11	
Other Grants	4,934.11	
Total Grant Expenses	50,621.72	64,991.67
Liability & Building Insurance	24,766.48	27,211.72
Miscellaneous	4,790.95	2,595.50
Payments to Other Libraries	1,092.50	667.46

Mississippi Valley Library District

Profit and Loss Comparison

July 2023 - April 2024

	TOTAL	
	JUL 2023 - APR 2024	JUL 2022 - APR 2023 (PY YTD)
Programming	4,004.92	2,194.30
Vehicles	3,925.01	1,044.16
Total Other Expenditures	96,674.01	102,815.91
Personnel		
Benefits		
FICA Company	41,763.23	39,281.68
Health/Dental Insurance	70,148.20	49,973.87
IL Unemployment Company	6,403.55	5,222.12
IMRF	67,285.97	64,840.57
Total Benefits	185,600.95	159,318.24
Salaries		
Full Time	425,882.39	388,705.02
Part time	121,697.10	126,849.00
Total Salaries	547,579.49	515,554.02
Total Personnel	733,180.44	674,872.26
Professional Development		
Dues	320.00	464.64
Travel Expenses	1,220.81	855.98
Total Professional Development	1,540.81	1,320.62
Professional Services		
Audit	8,360.00	8,200.00
Information Technology	39,748.99	46,676.24
Internet Services	8,363.30	7,561.93
Legal Service	1,360.00	2,100.00
Other Professional Services	3,029.51	3,003.00
Payroll Service	3,289.57	3,083.15
Publishing	1,182.60	492.80
Total Professional Services	65,333.97	71,117.12
Supplies		
Equipment	7,367.48	11,621.84
Office	10,263.95	8,866.41
Postage	3,367.16	3,191.10
Total Supplies	20,998.59	23,679.35
Unapplied Cash Bill Payment Expense	0.00	0.00
Utilities		
Electricity	38,785.50	43,413.97
Natural Gas	5,741.58	8,127.80
Telephone/Fax	3,451.87	2,860.78

Mississippi Valley Library District

Profit and Loss Comparison

July 2023 - April 2024

	TOTAL	
	JUL 2023 - APR 2024	JUL 2022 - APR 2023 (PY YTD)
Water/Sewer	2,288.60	2,245.14
Total Utilities	50,267.55	56,647.69
Total Expenses	\$1,134,279.79	\$1,072,452.57
NET OPERATING INCOME	\$158,002.60	\$170,273.65
NET INCOME	\$158,002.60	\$170,273.65



Mississippi Valley Library District

Collinsville Memorial Library Center
408 West Main Street
Collinsville, IL 62234

Fairmont City Library Center
4444 Collinsville Road
Fairmont City, IL 62201

Historic Blum House
414 West Main Street
Collinsville, IL 62234

TO: Mississippi Valley Library District Board of Trustees
FROM: Kyla Waltermire, Executive Director
DATE: April 26, 2024
RE: Vehicle Surplus

Listed below are vehicles with a proposed minimum bid amount for the vehicle's sale, which necessitates approval from the Board. The minimum bid value has been established by determining 75% of the Kelley Blue Book private sale price with the anticipated mileage in May 2024.

<u>Year</u>	<u>Make/Model</u>	<u>License Plate #</u>	<u>Mileage (projected)</u>	<u>VIN</u>	<u>Proposed Minimum Bid</u>
2002	Ford Windstar	G435119	99,933	2FMZA504X2BB27923	\$1,806.75
2028	Pontiac G6	AA37127	121,502	1G2ZH57N884124668	\$2,542.50

The vehicles will be displayed at the Collinsville Memorial Library. Notice of the vehicle's availability for purchase and the sale location will be posted in both MVL D libraries, on the MVL D website, and on social media along with the date and terms of the proposed sale. Notice will be posted consecutively for two weeks in MVL D libraries and on the MVL D website and once a week for two weeks on social media. By the date of the sale, interested parties must submit a closed bid with their name, address, phone number, email address, date of bid, and bid amount. At the posted date and time, the Library will open the bids and determine the winning bid based on the highest offer and compliance with providing required information. The chosen bidder must make payment in full within a week of the sale in order to receive the vehicle; payment the day of the sale is preferred.

RECOMMENDATIONS

I recommend approval of the Board to denote the above-listed vehicles as surplus and to dispose of the surplus as outlined.

**FY2025 Non-Resident Fee Calculation
General Mathematical Formula**

The minimum fee for a non-resident library card is calculated using a formula outlined in the Illinois General Assembly's Administrative Code:
<http://www.ilga.gov/commission/jcar/admincode/023/023030500000600R.html>

FY2023 Tax Income (All Funds)	\$	1,243,283.00	*Amount of taxes levied in fall 2023 for collection in 2024
<u>/ Population Served</u>		<u>33,081</u>	*From Census data
Per Capita Cost	\$	37.58	

Average Household Size	2.18	*From Census data
<u>x Per Capita Cost</u>	<u>\$ 37.58</u>	
Minimum Nonresident Fee:	\$ 81.93	per household/annual
Rounded up:	\$ 82.00	per household/annual

The Cards for Kids Act

The Cards for Kids Act requires libraries that offer Non-Resident accounts to provide free accounts for non-resident students whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines.

A summary of the Act and how it came to be can be found at:

https://www.citizenadvocacycenter.org/uploads/8/8/4/0/8840743/cards_for_kids_act_citizen_guide.pdf

In Spring 2022, both IL Houses passed a bill that expands the Cards for Kids initiative. Rather than limit free nonresident cards to specific low-income youth, P.A. 102-0843 allows library boards to decide if they want to expand the free nonresident cards to all nonresident youth under age 18.

FY2025 Non-Resident Fee Calculation General Mathematical Formula

Free Library Accounts for Disabled Non-Resident Veterans

In addition to the Cards for Kids Act, disabled non-resident veterans may also be eligible for a free non-resident library account. Eligible veterans have a service-related disability of at least 70% and are exempt from paying property taxes.

Details about this rule can be found starting on page 46 of this PDF (page 18660 of the document):
https://www.cyberdriveillinois.com/departments/index/register/volume44/register_volume44_issue_48.pdf#page=46

E-Resources for Non-Residents

An optional service that a local Board of Trustees can decide whether to participate in or not is to provide free e-resources accounts for non-residents. These accounts offer online services only; checking out physical items is not permitted. It is not advisable to approve this service because SHARE does not have a way to limit use of accounts set up under this service.

Details about this optional service can be found starting on page 46 of this PDF (page 18660 of the document):
https://www.cyberdriveillinois.com/departments/index/register/volume44/register_volume44_issue_48.pdf#page=46

MVLD Draft FY2025 Budget
last revised 5/15/2024

Chart of Accounts / Budget Line	Levied Fall 2023	Verified Extensions	FY2024 Budget (taxes usually 95% received)	Notes	General	Building & Maintenance	IMRF
Fund Balances Estimated for 6/30/2024					\$ 600,000.00	\$ -	\$ 45,500.00
INCOME							
Taxes							
Audit	\$ 8,000.00	\$ 8,069.01	\$ 7,665.56				
Building & Maintenance	\$ 124,186.00	\$ 124,138.66	\$ 117,931.73			\$ 117,931.73	
FICA/Medicare	\$ 59,000.00	\$ 59,586.56	\$ 56,607.23				
IMRF	\$ 60,000.00	\$ 60,207.25	\$ 57,196.89				\$ 57,196.89
Liability Insurance	\$ 85,000.00	\$ 85,034.98	\$ 80,783.23				
General Property Tax	\$ 907,097.00	\$ 907,453.60	\$ 862,080.92		\$ 862,080.92		
Intergovernmental Revenue							
TIF Funds			\$ -	Apply when capital projects arise	\$ -		
E-Rate			\$ 15,000.00		\$ 15,000.00		
Replacement Tax			\$ 45,000.00	Advised that FY2025 amt will be slightly less than FY2024	\$ 45,000.00		
Other			\$ -		\$ -		
Grants:							
FY2024 Per Capita Grant			\$ 48,794.48	Current funding level is \$1.475 per capita. 2020 Census pop. - 33,081	\$ 48,794.48		
FY2025 PNG Grant			\$ 11,709.00		\$ 11,709.00		
Other Grants			\$ 5,000.00		\$ 5,000.00		
Fines & Forfeitures							
Fines			\$ 500.00		\$ 500.00		
Lost or Damaged Books/Inhouse			\$ 2,300.00		\$ 2,300.00		
Charges for Services							
Fax			\$ 3,450.00		\$ 3,450.00		
Non-Resident Fees			\$ 82.00		\$ 82.00		
Printing/Copying			\$ 10,500.00		\$ 10,500.00		
Other Revenues							
Interest Income			\$ 60,000.00	increased significantly based on current interest rates	\$ 60,000.00		
Rental Income: Blum House			\$ 16,000.00		\$ 16,000.00		
Rental Income: Collinsville Rooms			\$ 2,300.00		\$ 2,300.00		
Rental Income: FC Pavilion			\$ 100.00		\$ 100.00		
Rental Income: FC Rooms			\$ 100.00		\$ 100.00		
Reimbursement from Other Libraries			\$ 1,200.00		\$ 1,200.00		

MVLD Draft FY2025 Budget
last revised 5/15/2024

Building				\$ 130,000.00	Includes continuation of VAV replacements (3 VAVs), camera system, new cleaning service for CM & FC, contractor repairs, etc.	\$ 13,000.00	\$ 117,000.00
Grounds				\$ 13,000.00	Includes lawn maint./landscaping and pest control	\$ 13,000.00	
Equipment				\$ 10,000.00	Includes monthly copier leasing, etc.	\$ 10,000.00	
Professional Services							
Internet Services				\$ 10,000.00		\$ 10,000.00	
Information Technology							
Audit				\$ 55,000.00	Includes website domains, IT support, IT repairs/replacements (incl. OS upgrades in FC)	\$ 55,000.00	
Legal Service				\$ 8,500.00			
Payroll Service				\$ 3,000.00		\$ 3,000.00	
				\$ 4,000.00		\$ 4,000.00	
Other Professional Services							
				\$ 7,000.00	Includes E-Rate consultant, security camera system monitoring, Quickbooks Online subscription, & Zoom subscription	\$ 7,000.00	
Publishing				\$ 2,200.00	Legal notices - B&A Ordinance, property sale, TITA hearing, etc.	\$ 2,200.00	
Professional Development							
Dues				\$ 500.00		\$ 500.00	
Training/Tuition					Mostly included in FY2024 Per Capita Grant. Includes reimbursements for AD's MLIS classes	\$ 1,000.00	
Travel Expenses				\$ 1,500.00		\$ 1,500.00	
Utilities							
Natural Gas				\$ 7,500.00		\$ 7,500.00	
Telephone/Fax				\$ 4,000.00		\$ 4,000.00	
Water/Sewer				\$ 2,700.00		\$ 2,700.00	
Electricity				\$ 52,000.00		\$ 52,000.00	
Supplies							

MVLD Draft FY2025 Budget
last revised 5/15/2024

Equipment					Receipt printers, disc cleaning kits, headphones, etc.	\$ 10,000.00	\$ 10,000.00	
Office Postage					Includes cleaning supplies, paper & other consumables, etc. Includes stamps & ILLs	\$ 12,000.00 \$ 3,900.00	\$ 12,000.00 \$ 3,900.00	
Materials								
Virtual Items					Includes addition of Freegal (streaming/ downloadable music)	\$ 8,500.00	\$ 8,500.00	
Adult Audio Visual						\$ 11,000.00	\$ 11,000.00	
Adult Print						\$ 27,000.00	\$ 27,000.00	
Juvenile Audio Visual						\$ 2,000.00	\$ 2,000.00	
Juvenile Print						\$ 4,500.00	\$ 4,500.00	
Online Databases						\$ 10,000.00	\$ 10,000.00	
Other Materials					For kits, circulating equipment, etc.	\$ 1,250.00	\$ 1,250.00	
Other Expenses								
Liability & Building Insurance						\$ 26,000.00		
Vehicles					Registration, gasoline, maintenance	\$ 3,000.00	\$ 3,000.00	
Miscellaneous						\$ 5,500.00	\$ 5,500.00	
Programming					Includes Illinois Libraries Present membership & misc. supplies	\$ 6,000.00	\$ 6,000.00	
Donation Expenditures (Des.)					Includes donations for FC HVAC replacements	\$ 15,000.00		
FY2024 Per Capita Grant					Includes SHARE fees, OCLC fees, large print, ebook, marketing, and other eligible costs	\$ 48,794.48	\$ 48,794.48	
FY2025 PNG Grant						\$ 11,709.00	\$ 11,709.00	
Other Grants						\$ 5,000.00	\$ 5,000.00	
Payments to Other Libraries						\$ 1,350.00	\$ 1,350.00	
TOTAL ALL EXPENSES:						\$ 1,512,403.48	\$ 1,165,503.48	\$ 54,400.00
NET INCOME:						\$ (43,451.44)	\$ 931.73	\$ 48,296.89
END OF FY TRANSFERS:							\$ (100,000.00)	
END OF FY BALANCES:							\$ 473,263.92	\$ 48,296.89
							General	Building & Maintenance
								IMRF

Chapter 7 (Collection Management)

The purpose of the collection management standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy should address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs. Of utmost importance, community members must have a means by which they can participate in the selection of materials.

The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible for people with disabilities. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership and WorldCat, as well as regional library system and other consortial group purchase opportunities as outlined in the following chapter. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

Collection Management Standards

1. The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons. For the purposes of calculating spending on materials refer to Appendix I (Collection Management Worksheet).
2. The library has a board-approved, written collection management policy based on community needs and interests, demographic makeup, the diversity of American society, and on professional standards. The library's collection development policy shall address the following issues: materials selection; request for reconsideration of materials; handling of print donations, collection specialties and purchase priorities; and evaluation and weeding of the collection.
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools including both print and web-based sources.

5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.
6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.
 - a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
 - b. Library budgets should put priority on purchasing materials that best serve their community.
 - c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
 - d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes*.

Collection Management Checklist

- The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
- Library budgets should put priority on purchasing materials that best serve their community.
- The library has a written collection development policy approved by the board.
- Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

Collection Management

- The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- The library publicizes and promotes interlibrary loan to its patrons.
- Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.