



**REPORT FOR COMPLIANCE WITH
DECENNIAL COMMITTEES ON LOCAL
GOVERNMENT EFFICIENCY ACT**

I. Unit of government submitting this report:

Mississippi Valley Library District (hereafter, "MVL D" or "Library")

Includes: Collinsville Memorial Library, 408 West Main Street, Collinsville, IL 62234
Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201

II. Information about the Library

- A. The Library is located in Madison and St. Clair Counties. There are 15 public libraries in Madison County and 19 public libraries in St. Clair County, with some library service areas (such as the MVL D) overlapping county lines and being accounted for in each county.
- B. The population of the territory in which the Library is located is 33,081 as of the 2020 census.
- C. The Library has 23 employees and 7 elected trustees.
- D. The annual budget for FY2024 is \$1,288,692.16.
- E. The Library's equalized assessed valuation (EAV) for tax year 2022 is \$613,839,197.

III. Information about the Committee

A. Committee Members

Board President	Jeanne Lomax
Board Vice President	Ginny York
Board Secretary	Lisa McCormick
Board Treasurer	Cathy Kulupka

Trustee	Kathy Murphy
Trustee	Ana Romero-Lizana
Trustee	Mark Schusky
Executive Director	Kyla Waltermire
Library Resident	Laura Gottschalk
Library Resident	Killian Weir

Note: Per 50 ILCS 70/10(b), the committee must include all the elected or appointed members of the library board of trustees (President and Trustees), the Executive Director or other official of the Library, and two residents appointed by the Board President. The President may appoint more than two residents if deemed appropriate.

B. Dates that the Committee Met (50 ILCS 70/20)

First Meeting (must occur prior to June 10, 2023): June 8, 2023

Second Meeting: October 23, 2023

Third Meeting: January 8, 2024

Additional Meetings: None

IV. Core Programs or Services Offered by the Library

A. Our Library offers the following core services and programs:

- Free borrowing of books, movies, kits, magazines, technology, e-resources, and other resources that support the personal, educational, intellectual, and entertainment needs of the community
- Free events and activities for all ages and for a diverse range of interests and needs
- Assisting patrons with technology questions/support
- Assisting patrons with applying for governmental, medical, social, educational, financial, and other similar services
- Providing homebound delivery service for eligible residents
- Providing a safe and welcoming “third space” within the communities served by the library

B. Other core services/programs we could possibly provide:

- Exploring and possibly expanding additional outreach and partnership opportunities
- Partnering with a social worker or social work agency to provide more targeted assistance for patrons needing advanced help navigating social services

V. Awards and Recognitions

Our Library has received the following awards, distinctions, and recognitions:

- 2017 – LibraryAware Community Award
This national, competitive award is given to one library a year. The award recognizes a library that has demonstrated its ability to make its community aware of what the library can do for it, and how the library has delivered on that promise.

<https://www.libraryjournal.com/story/finding-and-filling-needs-2017-libraryaware-community-award>

VI. Intergovernmental Agreements

We partner with or have intergovernmental agreements with the following other governments:

ENTITY	SERVICES OFFERED
Illinois Libraries Present / Northbrook Public Library	<ul style="list-style-type: none">• Provides quality virtual events featuring high interest speakers
Illinois State Library	<ul style="list-style-type: none">• OCLC database access and cataloging features• Project Next Generation grant

VII. Community Partnerships

We partner with the following organizations:

ORGANIZATION	SERVICES OFFERED
Children's Dyslexia Center	<ul style="list-style-type: none"> • Currently collaborating with the Library on Illinois Reading Council grant to provide and use "decodables" for both organizations
City of Collinsville	<ul style="list-style-type: none"> • Library participates on a committee re: homelessness
Collinsville Chamber of Commerce	<ul style="list-style-type: none"> • Library staff member serves as an ex officio member of the Chamber Board
Collinsville CUSD #10	<ul style="list-style-type: none"> • CUSD incorporated public library card applications as part of school registration • Library conducts outreach at CUSD events & schools
Collinsville Faith in Action	<ul style="list-style-type: none"> • Library hosts Answers on Aging events • Library staff member currently serving as a Board member
Collinsville Historical Museum	<ul style="list-style-type: none"> • Library leases land to the museum • Library assists museum volunteers and staff with visits from local students
Collinsville Italian Festival	<ul style="list-style-type: none"> • Library hosts themed displays, an Italian movie event, and a kids craft annually • Library previously participated in the parade; now provides lawn activities and giveaways before and during the parade

<p>Collinsville Parks & Recreation Department</p>	<ul style="list-style-type: none"> • Library receives discounted Aqua Park passes to be cataloged and checked out by MVLD patrons • Library provided cart of books for Camp Kahok attendees (2023) • Library hosts Tunes at Blum concert series annually • Department hosts library events at local parks such as Willoughby Farm • Library provides shredded paper to Willoughby Farm for composting and use in animals' enclosures
<p>Elected State and Federal Officials</p>	<ul style="list-style-type: none"> • Library hosts the State Treasurer, the Secretary of State, and other elected representatives for events related to the performance of their official duties • Library acts as drop-off location for elected officials' diaper/toiletry/etc. drives
<p>HHH (Homework Help & Hoops)</p>	<ul style="list-style-type: none"> • Library staff visit throughout the summer to provide educational activities for participants
<p>Illinois Heartland Library System and SHARE</p>	<ul style="list-style-type: none"> • Library participates in system-wide resource sharing program and inter-library delivery service

Latino Roundtable	<ul style="list-style-type: none"> • Library collaborates with the Roundtable on Easter events in Fairmont City
Puentes de Esperanza / Hoyleton Youth and Family Services	<ul style="list-style-type: none"> • Library and Puentes collaborate on Penny Severns Family Literacy Grant
Village of Fairmont City	<ul style="list-style-type: none"> • Library collaborates with the Fire Department on Fire Safety Week activities • Library collaborates with the Fire Department to receive toys for the Library's annual December coat and toy giveaway • Library collaborates with the Village to provide activities at annual Christmas tree lighting event • Library, Village, and other stakeholders worked together to bring a consistent bus route and reliable internet service to the Village
Villas at Holly Brook	<ul style="list-style-type: none"> • Library staff conduct outreach to lead entertaining activities for Holly Brook residents

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and Other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training manuals, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

These materials are available online and/or in the Library's administrative office.

- State Laws Applicable to Libraries
- Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
- Policy on Public Comment
- Designation of OMA Officer (5 ILCS 120/1.05(a))
- Board Members' Completion of OMA Training (5 ILCS 120/1.05(b))
- Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
- Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
- Designation of FOIA Officer (5 ILCS 140/3.5(a))
- FOIA Officer Training (5 ILCS 140/3.5(b))
- Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
- Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06 (d))
- IMRF Total Compensation Postings (5 ILCS 120/7.3)
- Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
- Filing of Statements of Economic Interest by Applicable Officials (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)
- Sexual Harassment Prevention Training (775 ILCS 5/2-109(C))
- The Library's Intergovernmental Agreements
- The Library's Budget and Financial Documents
- State Ethics Laws – including, but not limited to, the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)
- Reports on Government Efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016, <https://www.toi.org/Resources/233dd69f-b58c-471c-9c26->

- Others (*list below or attach*):
 - [Serving Our Public 4.0: Standards for Illinois Public Libraries](#)

IX. What Have We Done Well?

- The MVLD's computers and network operate more efficiently due to a change in IT service providers.
- The MVLD hired a maintenance technician, who is able to handle many routine and special projects in a more cost-effective and quicker manner than hiring a contractor or specialist.
- The MVLD switched payroll services in 2019 from QuickBooks to Integrated Payroll Services. This change reduced the amount of time needed to complete payroll services from 1 ½ days to 1-2 hours.
- The MVLD streamlined its administrative team in 2020, moving from a model with three administrators (Executive Director and two Center Managers) to a model with two administrators (Executive Director and Assistant Director).
- The MVLD combined the library clerk and library page positions into one position, creating more staffing flexibility with the same number of employees.
- The MVLD consistently responds quickly and efficiently to Freedom of Information Act requests.
- The MVLD negotiated lower electricity rates and locked the pricing in for five years.
- The MVLD removed the barrier of charging overdue fines for juvenile items in 2019, then removed overdue fines for all MVLD patrons in 2021.
- The MVLD has reduced its overall tax rate for each of the past four years. Additionally, some of the special funds (Audit, IMRF, and Liability Insurance) have seen levy-specific decreases in the past few years as the result of decreasing larger-than-needed fund balances.

- The MVLD led a partnership with the Caseyville Public Library District and the Maryville Community Library District to create a uniform application to be used by all three libraries, including the ability of each participating library to register patrons from the other two libraries. From there, the libraries partnered with Collinsville CUSD #10 to allow families/guardians to opt their children into receiving a public library card as part of the school registration process.
- The number of unexpired MVLD cardholders has more than doubled in the past four years.
- The MVLD utilizes the skills and talents of volunteers to assist with special projects and/or to lead or assist with activities for all ages.
- The MVLD continues to receive overall positive feedback on the programs and activities provided.
- The MVLD has a strong and positive social media presence with many engaged followers.

X. What Inefficiencies Were Identified/What Can the Library Do Better or More Efficiently?

- The MVLD has several known, even pressing, maintenance projects and technology needs in the short- and long-term, but doesn't have adequate funding to address the needs.
- The license agreement with Busey Bank ends in 2025. There is no plan at this time for how to utilize the portion of the Fairmont City Library currently occupied by the bank beyond that time.
- The SHARE consortium's online catalog is confusing to use.
- The MVLD's website can be confusing.
- Staff are not always easily identifiable / do not consistently wear name badges.
- Sometimes mistakes made by staff recur because information is not being appropriately documented or shared.

XI. What Are the Next Steps?

- Capital planning and fundraising efforts need to take place to address the short- and long-term funding needs of the MVLD.
- Consider long-term plans for the use of space currently occupied by Busey Bank.
- The confusion caused by the online catalog is currently being addressed by the implementation of the Aspen discovery layer, of which the MVLD is in the first cohort to be trained and implement the product. This service went live on December 18, 2023.
- Better promote resources available through the MVLD website, including where to find the resources and possible tutorials. Library staff also continue to tweak the website as opportunities arise.
- Remind staff that name badge use is required and that lost badges should be reported immediately for remedy.
- Better staff documentation and communication procedures will be considered and implemented as feasible.

XII. Committee's Recommendations Regarding Increased Accountability and Efficiency

Using the next steps outlined above, the Library will continue to work on providing better services through better funding and better communication.

Additionally, the Library will support efficiency-enhancing legislative efforts, such as, but not limited to, the Illinois Library Association's current proposed legislation to raise the competitive bidding threshold for libraries in response to recent inflation and to adjust bonding requirements for library treasurers. Both of these efforts would reduce costs and assist in streamlining administrative operations for all libraries.

Other matters to be considered for legislative support are the automatic disposal of certain record types without needing to submit a disposal application to the State for approval, changing publication requirements in light of increasing newspaper publication costs and unavailability of local

newspapers for many local governments, and changing the Open Meetings Act to allow virtual attendance by Board members as a “normal” option instead of an exception.

Note: This report must be filed with the Madison and St. Clair County Clerks’ offices no later than 18 months after the first committee meeting.

Submitted by: Jeane Lomas
Chair, Decennial Efficiency Committee

Date of Committee’s Approval of Report: 1/8/2024

