

**Notice & Agenda – Mississippi Valley Library District  
Finance Committee Meeting  
June 5, 2024 at 4:30 PM**

**On-Site at the Collinsville Library (Community Room), 408 W. Main St., Collinsville, IL 62234**  
**Via Zoom: <https://us02web.zoom.us/j/83302284304?pwd=Qie1S4OjxrGvWLSUlzKPeZovnpInTS.1>**

**Finance Committee 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://mvld.org/pdf/2021/MVLD%20Bylaws%20as%20of%209.20.2021.pdf>*
4. Trustee Comments
5. Unfinished Business
  - a. Review of FY2025 Draft Budget
6. New Business
7. Closed Session
  - a. Closed session, if necessary, for any lawful exemption pursuant to Section 2(c) of the Illinois Open Meetings Act
8. Action for Items Discussed in Closed Session
  - a. Action(s), if necessary, for any lawfully exempt matter discussed in closed session
9. 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.

Chart of Accounts / Budget Line	2022 Levied	2022 Verified Extensions	FY2024 Budget	FY2024 to Date 5/31/2024	% Taxes Rcvd vs. Extended	Levied Fall 2023	2023 Verified Extensions	FY2025 Budget (taxes usually 95% received)	Notes	Fund Assignments								
										General	Building & Maintenance	IMRF	Liability Insurance	Audit	FICA	Gift	Reserve	Working Cash
<b>Fund Balances Estimated for 6/30/2024</b>										\$ 600,000.00	\$ -	\$ 45,500.00	\$ 122,500.00	\$ 9,500.00	\$ 46,000.00	\$ 7,000.00	\$ 40,000.00	\$ 225,000.00
<b>INCOME</b>																		
<b>Taxes</b>																		
Audit	\$ 8,000.00	\$ 8,094.33	\$ 7,768.13	\$ 8,093.51	99.99%	\$ 8,000.00	\$ 8,069.01	\$ 7,665.56						\$ 7,665.56				
Building & Maintenance	\$ 116,181.00	\$ 107,924.37	\$ 103,575.02	\$ 109,837.46	101.77%	\$ 124,186.00	\$ 124,138.66	\$ 117,931.73		\$ 117,931.73								
FICA/Medicare	\$ 55,000.00	\$ 55,041.43	\$ 52,823.26	\$ 52,028.29	94.53%	\$ 59,000.00	\$ 59,586.56	\$ 56,607.23							\$ 56,607.23			
IMRF	\$ 40,000.00	\$ 40,471.64	\$ 38,840.63	\$ 38,153.84	94.27%	\$ 60,000.00	\$ 60,207.25	\$ 57,196.89			\$ 57,196.89							
Liability Insurance	\$ 60,000.00	\$ 60,437.65	\$ 58,002.01	\$ 56,652.37	93.74%	\$ 85,000.00	\$ 85,034.98	\$ 80,783.23				\$ 80,783.23						
General Property Tax	\$ 872,007.00	\$ 809,432.77	\$ 776,812.63	\$ 821,465.31	101.49%	\$ 907,097.00	\$ 907,453.60	\$ 862,080.92				\$ 862,080.92						
					100.45%													
<b>Intergovernmental Revenue</b>																		
TIF Funds			\$ -	\$ -				\$ -	Apply when capital projects arise	\$ -								
E-Rate			\$ 20,000.00	\$ 9,551.00				\$ 15,000.00		\$ 15,000.00								
Replacement Tax			\$ 60,000.00	\$ 55,329.42				\$ 45,000.00	Advised that FY2025 amt will be somewhat less than FY2024	\$ 45,000.00								
Other			\$ -	\$ -				\$ -		\$ -								
<b>Grants:</b>																		
FY2023 PNG Grant			\$ -	\$ 2,572.05					Replaced by new FY grant									
FY2023 Per Capita Grant			\$ 48,794.48	\$ 48,794.48					Replaced by new FY grant	\$ -								
FY2024 PNG Grant			\$ 6,474.00	\$ 2,180.11					Replaced by new FY grant	\$ -								
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	\$ 4,934.11				\$ 5,000.00		\$ 5,000.00								
<b>Fines &amp; Forfeitures</b>																		
Fines			\$ 500.00	\$ 408.70				\$ 500.00		\$ 500.00								
Lost or Damaged Books/Inhouse			\$ 1,800.00	\$ 2,145.46				\$ 2,300.00		\$ 2,300.00								
<b>Charges for Services</b>																		
Fax			\$ 3,350.00	\$ 3,237.31				\$ 3,450.00		\$ 3,450.00								
Non-Resident Fees			\$ 81.00	\$ 81.00				\$ 82.00		\$ 82.00								
Printing/Copying			\$ 9,100.00	\$ 9,986.91				\$ 10,500.00		\$ 10,500.00								
<b>Other Revenues</b>																		
Interest Income			\$ 9,000.00	\$ 19,537.00				\$ 60,000.00	increased significantly based on current interest rates	\$ 60,000.00								
Rental Income: Blum House			\$ 12,500.00	\$ 14,532.39				\$ 16,000.00		\$ 16,000.00								
Rental Income: Collinsville Rooms			\$ 1,600.00	\$ 2,185.57				\$ 2,300.00		\$ 2,300.00								
Rental Income: FC Pavilion			\$ 100.00	\$ 550.00				\$ 100.00		\$ 100.00								
Rental Income: FC Rooms			\$ 100.00	\$ 50.00				\$ 100.00		\$ 100.00								
Reimbursement from Other Libraries			\$ 1,300.00	\$ 1,155.16				\$ 1,200.00		\$ 1,200.00								
Sale of Items			\$ 3,750.00	\$ 4,635.00				\$ 5,000.00		\$ 5,000.00								
Donations (des. & undes.)			\$ 20,000.00	\$ 11,342.75				\$ 20,000.00	includes likely receipt of outstanding bequest payment	\$ 10,000.00					\$ 10,000.00			
Sale of Vehicle			\$ 1,200.00	\$ -				\$ 4,300.00	sale of the old van and sedan	\$ 4,300.00								
Sale of Short Street Lot			\$ 12,000.00	\$ -				\$ 12,000.00		\$ 12,000.00								
Miscellaneous			\$ 2,500.00	\$ 1,354.51				\$ 1,600.00		\$ 1,600.00								
Property License Payments			\$ 15,001.00	\$ 15,000.00				\$ 15,001.00	Busey Bank license; Collinsville Historical Museum lease	\$ 15,001.00								
COBRA Reimbursements			\$ 16,720.00	\$ 15,325.20				\$ 6,750.00	from D. Heaton - COBRA lapses 11/30/2024	\$ 6,750.00								
<b>TOTAL ALL INCOME:</b>			\$ 1,288,692.16	\$ 1,311,118.91				\$ 1,468,952.04		\$ 1,738,767.40	\$ 117,931.73	\$ 102,696.89	\$ 203,283.23	\$ 17,165.56	\$ 102,607.23	\$ 17,000.00	\$ 40,000.00	\$ 225,000.00
<b>EXPENSES</b>																		
<b>Personnel</b>																		
<b>Benefits:</b>																		
FICA/Medicare Company			\$ 55,200.00	\$ 45,627.64				\$ 59,000.00	ER portion - paid from FICA Fund. EE portion included in Salaries					\$ 59,000.00				
Health/Dental Insurance			\$ 97,000.00	\$ 85,737.03				\$ 92,000.00	BCBSIL, Delta Dental, Liberty National, Incl. COBRA	\$ 92,000.00								
IMRF			\$ 92,000.00	\$ 73,247.70				\$ 80,000.00	Employer amount paid F/IMRF Tax Fund, Employee amount from General.	\$ 37,600.00		\$ 54,400.00						

Total All FY Start Estimated Fund Balances

\$ 1,095,500.00

Total All Funds Income Plus Year Start Balances

\$ 2,564,452.04

MVLD Draft FY2025 Budget  
last revised 5/31/2024

Illinois Unemployment		\$ 8,100.00	\$ 6,765.88			\$ 12,000.00	Employer SUTA	\$ 12,000.00										
Salaries:																		
Full Time		\$ 501,500.00	\$ 464,873.89			\$ 550,000.00	Changes to salaries/wages on July 1, 2024. Includes regular wages (net wages incl. EE income taxes), holiday bonuses, & health insurance reimbursements. Certain positions partially or fully paid by Liability Fund	\$ 471,000.00	\$ 79,000.00									
Part Time		\$ 200,900.00	\$ 133,168.48			\$ 195,000.00	Changes to wages on July 1, 2024. Includes regular wages (net wages incl. EE income taxes) & holiday bonuses	\$ 195,000.00										
Maintenance Services																		
Building		\$ 120,000.00	\$ 112,238.24			\$ 130,000.00	Includes continuation of VAV replacements (3 VAVs), replacement of FC security camera system, new cleaning service for CM & FC (not the BH), contractor repairs, etc.	\$ 13,000.00	\$ 117,000.00									
Grounds		\$ 10,000.00	\$ 12,435.16			\$ 13,000.00	Includes lawn maint./landscaping and pest control	\$ 13,000.00										
Equipment		\$ 11,000.00	\$ 8,826.07			\$ 10,000.00	Includes monthly copier leasing, etc.	\$ 10,000.00										
Professional Services																		
Internet Services		\$ 9,300.00	\$ 9,907.30			\$ 10,000.00		\$ 10,000.00										
Information Technology		\$ 55,000.00	\$ 44,021.35			\$ 55,000.00	Includes website domains, IT support, IT repairs/replacements (incl. OS upgrades in FC)	\$ 55,000.00										
Audit		\$ 8,300.00	\$ 8,360.00			\$ 8,500.00			\$ 8,500.00									
Legal Service		\$ 3,000.00	\$ 1,560.00			\$ 3,000.00		\$ 3,000.00										
Payroll Service		\$ 4,100.00	\$ 3,798.95			\$ 4,000.00		\$ 4,000.00										
Other Professional Services		\$ 3,600.00	\$ 4,007.50			\$ 7,000.00	Includes E-Rate consultant, security camera system monitoring, Quickbooks Online subscription, & Zoom subscription	\$ 7,000.00										
Publishing		\$ 600.00	\$ 1,182.60			\$ 2,200.00	Legal notices - B&A Ordinance, property sale, TITA hearing, etc.	\$ 2,200.00										
Professional Development																		
Dues		\$ 600.00	\$ 420.00			\$ 500.00		\$ 500.00										
Training/Tuition		\$ 1,000.00	\$ -			\$ 1,000.00	Mostly included in FY2024 Per Capita Grant. Includes reimbursements for AD's MLIS classes	\$ 1,000.00										
Travel Expenses		\$ 1,200.00	\$ 1,220.81			\$ 1,500.00		\$ 1,500.00										
Utilities																		
Natural Gas		\$ 9,750.00	\$ 6,350.73			\$ 7,500.00		\$ 7,500.00										
Telephone/Fax		\$ 3,600.00	\$ 3,799.93			\$ 4,000.00		\$ 4,000.00										
Water/Sewer		\$ 3,000.00	\$ 2,762.95			\$ 2,700.00		\$ 2,700.00										
Electricity		\$ 56,000.00	\$ 41,974.02			\$ 52,000.00		\$ 52,000.00										
Supplies																		
Equipment		\$ 10,000.00	\$ 7,815.13			\$ 10,000.00	Receipt printers, disc cleaning kits, headphones, etc.	\$ 10,000.00										
Office		\$ 11,000.00	\$ 11,422.94			\$ 12,000.00	Includes cleaning supplies, paper & other consumables, etc.	\$ 12,000.00										
Postage		\$ 4,200.00	\$ 3,497.66			\$ 3,900.00	Includes stamps & ILLs	\$ 3,900.00										
Materials																		
Virtual Items		\$ 5,000.00	\$ 2,930.74			\$ 8,500.00	Includes addition of Freegal (streaming/ downloadable music)	\$ 8,500.00										
Adult Audio Visual		\$ 11,000.00	\$ 10,963.34			\$ 11,000.00		\$ 11,000.00										
Adult Print		\$ 27,000.00	\$ 28,683.57			\$ 27,000.00		\$ 27,000.00										
Juvenile Audio Visual		\$ 2,000.00	\$ 1,978.83			\$ 2,000.00		\$ 2,000.00										
Juvenile Print		\$ 4,500.00	\$ 3,761.16			\$ 4,500.00		\$ 4,500.00										
Online Databases		\$ 11,000.00	\$ 7,701.93			\$ 10,000.00		\$ 10,000.00										

MVLD Draft FY2025 Budget  
last revised 5/31/2024

Other Materials		\$ 1,250.00	\$ 953.26			\$ 1,250.00	For kits, circulating equipment, etc.	\$ 1,250.00											
<b>Other Expenses</b>																			
Liability & Building Insurance		\$ 30,000.00	\$ 24,766.48			\$ 26,000.00					\$ 26,000.00								
Vehicles		\$ 12,500.00	\$ 3,990.15			\$ 3,000.00	Registration, gasoline, maintenance	\$ 3,000.00											
Miscellaneous		\$ 2,750.00	\$ 4,979.03			\$ 5,500.00		\$ 5,500.00											
Programming		\$ 5,000.00	\$ 4,881.88			\$ 6,000.00	Includes Illinois Libraries Present membership & misc. supplies	\$ 6,000.00											
Donation Expenditures (Des.)		\$ 6,000.00	\$ 11,526.88			\$ 15,000.00	Includes donations for FC HVAC replacements											\$ 15,000.00	
FY2023 Per Capita Grant		\$ 48,794.48	\$ 42,671.93				Replaced by new FY grant												
FY2024 PNG Grant		\$ 6,474.00	\$ 4,765.78				Replaced by new FY grant												
FY2024 Per Capita Grant						\$ 48,794.48	Includes SHARE fees, OCLC fees, large print, ebook, marketing, and other eligible costs	\$ 48,794.48											
FY2025 PNG Grant						\$ 11,709.00		\$ 11,709.00											
Other Grants		\$ 3,000.00	\$ 4,934.11			\$ 5,000.00		\$ 5,000.00											
Payments to Other Libraries		\$ 1,600.00	\$ 1,161.50			\$ 1,350.00		\$ 1,350.00											
<b>TOTAL ALL EXPENSES:</b>		\$ 1,457,818.48	\$ 1,255,672.53			\$ 1,512,403.48		\$ 1,165,503.48	\$ 117,000.00	\$ 54,400.00	\$ 105,000.00	\$ 8,500.00	\$ 59,000.00	\$ 15,000.00	\$ -	\$ -			\$ 1,524,403.48
<b>NET INCOME / YEAR END FUND BALANCES:</b>		\$ (169,126.32)	\$ 55,446.38			\$ (43,451.44)		\$ 573,263.92	\$ 931.73	\$ 48,296.89	\$ 98,283.23	\$ 8,665.56	\$ 43,607.23	\$ 2,000.00	\$ 40,000.00	\$ 225,000.00			\$ 1,040,048.56
<b>END OF FY TRANSFERS:</b>								\$ (100,000.00)								\$ 100,000.00			
<b>END OF FY BALANCES AFTER TRANSFERS:</b>								\$ 473,263.92	\$ 931.73	\$ 48,296.89	\$ 98,283.23	\$ 8,665.56	\$ 43,607.23	\$ 2,000.00	\$ 140,000.00	\$ 225,000.00			
								General	Building & Maintenance	IMRF	Liability Insurance	Audit	FICA	Gift	Reserve	Working Cash			