

**Notice & Agendas – Mississippi Valley Library District
Public Hearing & Board of Trustees Meeting
September 16, 2024 at 6:30 PM**

**On-Site at the Fairmont City Library Center, 4444 Collinsville Road, Fairmont City, IL 62201 and
[Via Zoom](#)**

Public Hearing– FY2025 Budget and Appropriations Ordinance

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Input
Public comment policies are found in the [Board of Trustees Bylaws](#)
4. Adjournment

Regular Monthly Board of Trustees Meeting

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Input
Public comment policies are found in the [Board of Trustees Bylaws](#)
4. Friends of the Library Updates
5. Trustee Comments
6. Consent Items
 - a. Approval of Minutes
 - i. Regular Board Meeting of August 19, 2024
 - b. Communications
 - c. Administrative Reports
 - d. Finances
 - i. August 2024 Expenses by Vendor, Profit & Loss, and Funds Balances
 - ii. Gift Fund Transactions
 - iii. FY2025 Profit & Loss Budget vs. Actual and Profit & Loss Previous Year Comparison
 - e. Committee Reports
 - i. Finance
 - ii. Personnel
 - iii. Fundraiser
7. Unfinished Business
 - a. Discussion and Possible Adoption of Resolution 25-02 Authorizing the Filing of an Application with ACT for CY24 ACT Community Action Grants Program Funds
8. New Business
 - a. Adoption of Ordinance 25-01 FY2025 Budget and Appropriations Ordinance
 - b. Adoption of Ordinance 25-02 FY2025 Building and Maintenance Ordinance
 - c. Review of Closed Session Minutes – None
 - d. Review of [Serving Our Public 4.0](#) Chapter 11
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: August 19, 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
Lisa McCormick, Secretary
Kathy Murphy, Trustee
Ana Romero-Lizana, Trustee
Mark Schusky, Trustee

Trustees absent:

Cathy Kulupka, Treasurer

Also present:

Kyla Waltermire, Executive Director
Matt Harris, Assistant Director

Pledge of Allegiance

Public Input

The following public spoke at the meeting:

- Michael Treece
- Cindy Klein-Webb
- DeeAnna Beckham

Friends of the Library

- Friends of the Library continue to sort through donations for the next book sale to be held September 13-14, 2024.

Trustee Comment

- Lomax addressed public concern regarding public input modifications to policy manual and about a mailer used in last election.

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 July 15, 2024.
- b. Communications-Received two.
- c. Administrative Reports

Executive Director:

- Project Next Generation Grant “Making Reality” was approved. The grant is for \$11,709.00.
- Packets for candidates running in the 2025 consolidated election will be ready for pickup Aug 20, 2024.
- New cleaning company started. There was a bit of a bumpy start but they were very proactive and communicative.
- Two Level 2 clerk positions were filled.

Assistant Director:

- Harris Thanked Theresa Beck for her leadership with No Sale Yard Sale, Back to School Bash, and Treehouse Wildlife center events. They were a big hit.
 - Harris started classes today to begin his studies toward a Master of Library and Information Science degree.
 - Fairmont City patrons are concerned with rumors that the Fairmont City Library will be closing. It will not be closing; they are unfounded rumors. The MVL staff will post a notice on Fairmont City Library’s and Fairmont Fair’mount Facebook pages assuring patrons that the Fairmont City Library will not be closing.
 - Two new HVAC rooftop units were installed at the Fairmont City Library and are working great.
- d. Finances – some discussion occurred.
 - e. Committee Reports – Setting up a Finance Committee meeting for end of September

A roll call vote was taken on the motion to approve consent items.

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

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

Motion carried.

Unfinished Business

- a. Annual Appointment of Whistleblower Auditor.
-Lomax appointed herself as the Whistleblower Auditor.

New Business

- a. Informational – FY2024 Illinois Public Library Annual Report (IPLAR)
 - The report has been submitted to the state. A couple of small errors in the trustee information section were found, so Waltemire will submit an update to the State.
- b. Discussion and Possible Adoption of Resolution 25-02 Authorizing the Filing of an Application with ACT for CY24 ACT Community Action grants Program Funds.
 - Some discussion occurred regarding how many contractors submitted bids. Waltemire reached out to 4 or 5 contractors and only received one bid. Lomax suggested trying to contact more contractors to try and save tax payer money. After some discussion, tabling the motion was put to a vote.

McCormick motioned and York seconded to Table Adoption of Resolution 25-02 Authorizing the Filing of an Application with ACT for CY24 ACT Community Action grants Program Funds

A roll call was taken on the motion:

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

Yes- 5, No – 1, Abstained – 0, Absent – 1

Motion carried.

- c. Review of Serving Our Public 4.0 Chapters 10
 - Some discussion occurred.

Closed Session – None.

Adjournment

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

A voice vote was taken on the motion.

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

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

Motion carried. The meeting adjourned at 7:19 PM.

Follow-up re: ACLU notice

1 message

Cindy Klein-Webb <ckleinwebb@gmail.com>

Tue, Aug 20, 2024 at 7:55 PM

To: Kyla Waltermire <kylaw@mvlid.org>

Dear Kyla,

Could you please send this out to all the board members? If you and/or the board members would like to respond that would be great, If not, I understand and I hope to hear more at the next board meeting. Thanks for your consideration in this matter,

Cynthia Klein-Webb, M.S. Ed

**Follow-up letter library ACLU-Lomax.docx**

15K

August 19, 2024

Dear Kyla and all MVLD board members,

I am following up regarding Jeanne Lomax's statement in which she stated the new bylaws are "constitutional". I (wrongly?) assumed that it had taken 127 days and 3 months of questioning before receiving an answer to the ACLU's letter as it was being reviewed by the library lawyer. Since the ACLU is a well-known legal advocacy organization, (very well-versed in the First Amendment and the overall Constitution) and this is a legal matter, I presumed that it would be reviewed by someone well-versed in law. In my last 4 letters, I emphasized that Mr. Kevin Fee cited 14 specific court cases related to the issue of the new bylaws. However, I have not heard any mention that the letter was reviewed by the library lawyer, and he decided that the ACLU is faulty in their findings.

I am curious if there has been any discussion amongst the board members as to what is the most appropriate manner to deal with this legal issue. The library's lawyer was discussed in quite a bit of length last summer and what type of situations might occur that would make his involvement necessary. It appears that a notification from the ACLU would certainly be cause for a lawful assessment. It is unfortunate that someone without a legal background can arbitrarily decide what is unconstitutional and what is constitutional. I would like to request that the ACLU letter be sent to the library lawyer immediately (if it has not already been), since so much time has already passed since the board received the legal notice. I appreciate your consideration in this important matter.

Cynthia Klein-Webb, M.S., Ed

Report Covering August 2024

Kyla Waltermire, Executive Director

Building and Grounds Updates

- The Pan fountain has a leak underneath the concrete. MVL D staff continue to reach out to contractors to get pricing for repairing or replacing the fountain. To date, no contractor has submitted quotes for review.
- A Home Landscaping added a swale to the back side of CM in order to address flooding at the historical museum was approved.
- Security Alarm Co. will be installing the new security camera system in FC during the first week of September.
- Maintenance staff have been trying to meet with roofing companies to review repairs needed to CM's roof.

Circulation and Collection Updates

- The SHARE Mobile Library app's issues with placing holds has been resolved.

Grant Updates

- 2023 Thinking Money for Kids Program Kits – The MVL D has been awarded one of these kits. Kits are to be used between Sept. 1, 2024 and Dec. 31, 2025.
- FY2024 Per Capita Grant - The MVL D has been awarded this grant in the amount of \$49,125.29. Grant expenses are to be applied between July 1, 2024 and June 30, 2025.
- FY2024 PNG Grant –The final reports were submitted. The grant project is completed.
- FY2025 PNG Grant – The MVL D was awarded \$11,709.00 for the “Making Reality” activity series.
- REFORMA Noche de Cuentos (Night of Stories) Grant – The Library's application was approved in the amount of \$500. These funds will be for a cultural storytelling event at FC. Planning is underway for an October 12 event.

Meetings, Outreach, and Professional Development

- August 2: Covered CM's main desk (1.00 hour)
- August 12: Program Coordinator Terry Pierson and Children's Librarian Theresa Beck attended the Webster Elementary and Renfro Elementary open houses, respectively
- August 15: HR webinar from HR Source (1.00 hour CE); met with programming staff to review the summer reading program
- August 19: Two interviews for Level 2 Library Clerk positions.
- August 20: Met with a contractor re: Pan fountain; met with Collinsville Parks and Recreation staff and Children's Librarian to discuss installing a StoryWalk at Glidden Park and getting Camp Kahok involved with next year's summer reading program.
- August 21: Met with a contractor re: Pan fountain
- August 27: Attended Chamber of Commerce's Coffee Talk; conducted a staff evaluation
- August 28: Covered CM's main desk (1.00 hour); met with concrete contractor re: ACT grant application; attended “Creating Accessible PDFs” webinar (1.00 hour CE)
- August 30: Toured the new Caseyville Public Library building
- The weekly visits from the CHS transitional class will begin September 3.

Marketing and Promotions Updates

- Digital resources that were highlighted include: Libby's audiobooks, ebooks, and magazines; Kanopy's movies and documentaries; the SHARE catalog; HeritageQuest Online; Freegal Music+; and the MVLD's weekly email newsletter.
- Highlighted activities include: Kid's BINGO; a visit from Treehouse Wildlife Center; the September Friends of the Library book sale; Acoustic Jam; Teddy Bear Storytime; Yoga Time and Morning Yoga; Meditation Meetings; Body Sculpting; Junk Journal Club; friendship bracelet crafts; sensory playtime; Dungeons & Dragons club; S'more Storytime; a knitted sweater-making series; Tunes at Blum; Preschool Storytime; Baby Boogie; Pirate Party; kids' and teens' Art Clubs; River Quest kids activity; 3D printing class; Monday Fun Days; Garden Club; and Kids' Corner.
- Highlighted services include: voter registration; LED projector, video game consoles, and GoPro rentals.
- Summer reading prize winners and 1000 Books Before Kindergarten participants were celebrated.
- Book and puzzle giveaways were held on social media.

Miscellaneous

- Candidate packets for the April 1, 2025 election are available for pickup.
- The minor errors identified in the FY2024 IPLAR were submitted to and updated by the State.
- Reminder - the MVLD now offers Freegal (<https://mvld.freegalmusic.com/>), a free streaming music service. Listen to ad-free, unlimited music just by entering your library card number and PIN. You can also download up to 3 songs per week. Freegal offers hundreds, if not thousands, of premade playlists, and you can also create your own.
- In the fall the Library will be rolling out about 50 new databases offered by EBSCO. From auto repair guides to health information, and from job and career tools to NOLO legal forms, these databases have something for everyone. Keep an eye out for how to access these. Our thanks to the Illinois Secretary of State's office for negotiating and funding this resources package for all libraries in the state.

Program Updates and Other Dates of Note

- CM is hosting the annual Italian Fest film showing on Friday, September 20 at 4:00 PM. This year's film is "Dieç," the story of Illegio, which opens its doors to the world once a year with an exhibition of paintings and sculptures from all over Europe, attracting thousands of visitors to the small village in the Carnic Alps that is home to "three hundred inhabitants and forty-seven chickens."
- CM will close at 3:45 PM on Saturday, September 21 due to the Italian Fest parade.
- Starting Saturday, September 28 at 10:00 AM and going every other week until December 21, folks can learn how to knit their first sweater. A pattern in sizes infant-5x will be provided along with technique demonstrations and troubleshooting help. No registration required; please bring your own yarn and circular needles.
- A series of Hispanic Heritage Month arts and crafts activities for kids will take place at FC between September 16 and October 10. Activities include making a piñata, papel picado banners, Huichol yarn painting, hojalata tin art, amate bag painting, Mayan kites, and God's Eyes.

August 2024 – MVLD

- A Hispanic/ Latinx Cultural Celebration will be at FC on Saturday, October 12 at 2:00-4:00 PM. This event features Marcela Gomez Lugo narrating and performing an adaptation of a children's book (*Chocolat and the Master* by Doris E. Lugo Ramírez) for all ages and *Alma de Mexico*, a Mexican folklore dance group that has been active in the St. Louis region for nearly two decades. Funding for this event provided by REFORMA (The National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking).
- Assistant Director Matt Harris and I will be attending the ILA Annual Conference October 8-10.
- Check out the Library's full calendar at https://mvld.org/collinsville_calendar and https://mvld.org/fairmont_calendar.

Staff Updates

- Selena Rivera- Cereno and Georgia Gillson will be joining the library as Level 2 Library Clerks in September.

Statistical Summary

8/1/2024 12:00:00 AM - 8/31/2024 11:59:59 PM

Grand Totals

Record Counts - As of 9/11/2024 9:26 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,615,683	54,349	769,947			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	72,172	76,113	0	18,334	31	27

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
8,056	1,136	6,627	1,285	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,050	2,391	422		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	17	0	290	74
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	11	0	196	147
Deleted by Other	n/a	n/a	n/a	n/a

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$3,883.64	\$369.51	\$0.00	\$369.51	\$3,913.19	\$0.00

Total Outstanding Fines - As of 9/11/2024 9:26 AM

\$134,800.74

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
2,069	3	1,232	90

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
August	Activity Packet	100
August	Coloring Pages	280
August	Take and Make Crafts	126
August	Children's Take and Make Crafts	65
8/1/24	Biota & Pests: A D&D Campaign - Teens & Adults	Canceled
8/2/24	CANCELED: Pottery - Teen Art Club	Canceled
8/3/24	Meditation at the Blum House	5
8/3/24	Cross Stitching Club	2
8/3/24	BINGO- Children's	21
8/5/24	Body Sculpting	7
8/6/24	Storytime- Theme: Senses	23
8/6/24	Voter Service Event	30
8/6/24	Basics of Microsoft Word	3
8/7/2024	Baby Boogie - Theme: Senses	23
8/7/24	3d Printer Night	18
8/7/24	Yoga Time!	4
8/8/24	PRC: Daytime Book Club	11
8/8/24	Guilding and Exploring: D&D Night	5
8/8/24	Lego Building Challenge Club - Children's	3
8/10/24	Meditation at the Blum House	3
8/10/24	Cross Stitching Club	2
8/10/2024	CR- Treehouse Wildlife Center- Live animal show and tell	32
8/12/24	Book givaway at Renfro Open House	75
8/12/24	Body Sculpting	6
8/13/24	Morning Yoga	8
8/13/24	Preschool Storytime - Theme: Back to School	16
8/14/24	Baby Boogie -Theme: Counting, shapes and colors	27
8/14/24	Slime Time	9
8/14/24	Acoustic Jam with the Collinsville Ramblers	19
8/14/24	Yoga Time!	6
8/15/24	Guilding and Exploring: D&D Night	4
8/16/24	Friendship Bracelet Craft- Children's	3
8/16/24	Junk Journal Club	3
8/17/24	Friendship Bracelet Craft- Children's	0
8/17/24	Meditation at the Blum House	9
8/17/24	Cross Stitching Club	2
8/17/24	History and Genealogy Club	7
8/19/24	Body Sculpting	7
8/20/24	Morning Yoga	8
8/20/24	Preschool Storytime - Theme: Teeth and Tooth Fairies	26
8/20/24	Toothbrush and dental kits giveaway for national tooth fairy day	40
8/21/24	Baby Boogie - Theme: Teeth and Tooth Fairies	21
8/21/24	Metro East Every Survivor Counts Table	6
8/21/24	Open Gaming	0
8/21/24	Yoga Time!	6
8/21/24	Toothbrush and dental kits giveaway for national tooth fairy day	40

8/22/24	Guiding and Exploring: D&D Night	9
8/22/24	Family Evening Storytime- Teeth for National Tooth Fairy day	1
8/23/24	Charcoal -Teen Art Club	4
8/24/24	Meditation at the Blum House	9
8/24/24	Cross Stitching Club	2
8/26/24	Body Sculpting	5
8/27/24	Morning Yoga	8
8/27/24	Preschool Storytime - Theme: Fables and Fairytales	39
8/28/24	Baby Boogie - Theme: Fables and Fairytales	21
8/28/24	PRC: Evening Book Club	9
8/28/24	Yoga Time!	4
8/29/24	Guiding and Exploring: D&D Night	10
8/29/24	Sensory Play Night- Children's	7
8/30/24	Labor Day Wreath Craft- Children's	5
8/31/24	Labor Day Wreath Craft- Children's	5
8/31/24	Cubing at the Library	8
8/31/2024	Cross Stitching Club	2
8/31/24	S'more Storytime	23
TOTAL		1282
	Children Ages 0-5 Synchronous in-person onsite program sessions: 185 attendance, 7 events	
	Children Ages 0-5 Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	Children Ages 0-5 Synchronous virtual program sessions: 0 attendance, 0 events	
	Children Ages 0-5 Self-Directed: 0 attendance, 0 events	
	Children Ages 6-11 Synchronous in-person onsite program: 72 attendance, 9 events	
	Children Ages 6-11 Synchronous in-person offsite program sessions: 75 attendance, 1 event	
	Children Ages 6-11 Synchronous virtual program sessions: 0 attendance, 0 events	
	Children Ages 6-11 Self-Directed: 475 attendance, 7 events	
	Young Adults Ages 12- 18 Synchronous in-person onsite program: 49 attendance, 5 events	
	Young Adults Ages 12- 18 Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	Young Adults Ages 12- 18 Synchronous virtual program sessions: 0 attendance, 0 events	
	Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 events	
	Adults Ages 19+ Synchronous in-person onsite program: 163 attendance, 25 events	
	Adults Ages 19+ Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	Adults Ages 19+ Synchronous virtual program sessions: 0 attendance, 0 events	
	Adults Ages 19+ Self-Directed: 0 attendance, 0 events	
	General Interests Synchronous in-person onsite program: 51 attendance, 6 events	
	General Interests Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	General Interests Synchronous virtual program sessions: 0 attendance, 0 events	
	General Interests Self-Directed: 226 attendance, 2 events	

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		# Items Supplied by		
		Received at MVL via ILL - In State Non-Return ables	Received at MVL via ILL - Out of State Returnables	Received at MVL via ILL - In State Non-Return ables	Received at MVL via ILL - Out of State Returnables		Supplied by MVL via ILL - In State Non-Return ables	Supplied by MVL via ILL - Out of State Returnables	Supplied by MVL via ILL - Out of State Non-Return ables	Supplied by MVL via ILL - Out of State Non-Return ables	Supplied by MVL via ILL - Out of State Non-Return ables	Supplied by MVL via ILL - Out of State Non-Return ables	
Jul-24	23	15	2	22	76	22	32	5346	4125	798	5346	4125	798
Aug-24	5	2	1	17	50	17	23	5049	3250	732	5049	3250	732
Sep-24													
Oct-24													
Nov-24													
Dec-24													
Jan-25													
Feb-25													
Mar-25													
Apr-25													
May-25													
Jun-25													
Totals:	28	17	3	39	126	39	55	10395	7375	1530	10395	7375	1530

Board Report September, 2024

Matthew Harris – Assistant Director – Fairmont City Library Center

Grants, awards, donations, and special stories:

I have started my online classes for school beginning on August 19th. The class is “Intro to Libraries and Info Age.” ESL classes offered privately through SWIC began on August 16th. The daytime classes are going well with a usual attendance, but the evening classes are going extremely well with some 48 students between the two evening classes!

Outreach and education:

August 13- Attended Latino Roundtable meeting
August 19- Intro to Libraries and Info Age Class
August 19- Attended MVL D Board meeting
August 26- - Intro to Libraries and Info Age Class
August 29- Meeting with World Book representative

Building and Grounds:

Extensive weeding has begun outside the building and is still a work in progress.

Programming:

Mondays/Wednesdays- Kids Corner
Wednesdays- Garden Club

Stats:

August

Days Open: 27

Door Count: 2454

Computer Users: 231

E-Book Questions: 0

Homebound Delivery: 0

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
8/5/24	Storytime- Theme: Senses	0
8/5/24	BINGO- Children's	3
8/7/24	Garden Club	5
8/10/24	River Quest	35
8/10/24	Garden Club	4
8/12/24	Storytime - Theme: Back to School	7
8/12/24	Monday Funday Kid Activities	4
8/14/24	Violence Prevention Center	6
8/14/24	Garden Club	4
8/16/24	Friendship Bracelet Craft- Children's	0
8/16/24	Metro East Every Survivor Counts Table	5
8/17/24	Friendship Bracelet Craft- Children's	0
8/19/24	Kids Corner	6
8/19/24	Monday Funday Kid Activities	1
8/20/24	Answers on Aging	4
8/21/24	Kids Corner	10
8/21/24	Garden Club	7
8/24/24	Farmer's Market	9
8/24/24	STEM Comic Giveaway	12
8/26/24	Kids Corner	9
8/26/24	Monday Funday Kid Activities	12
8/28/24	Kids Corner	4
8/28/24	Garden Club	20
8/30/24	Labor Day Wreath Craft- Children's	0
8/31/24	Labor Day Wreath Craft- Children's	0
		167

	Children Ages 0-5 Synchronous in-person onsite program sessions: 36 attendance, 6 events
	Children Ages 0-5 Synchronous in-person offsite program sessions: 0 attendance, 0 events
	Children Ages 0-5 Synchronous virtual program sessions: 0 attendance, 0 events
	Children Ages 0-5 Self-Directed: 0 attendance, 0 events
	Children Ages 6-11 Synchronous in-person onsite program: 76 attendance, 12 events
	Children Ages 6-11 Synchronous in-person offsite program sessions: 0 attendance, 0 events
	Children Ages 6-11 Synchronous virtual program sessions: 0 attendance, 0 events
	Children Ages 6-11 Self-Directed: 0 attendance, 3 events
	Young Adults Ages 12- 18 Synchronous in-person onsite program: 0 attendance, 0 events
	Young Adults Ages 12- 18 Synchronous in-person offsite program sessions: 0 attendance, 0 events
	Young Adults Ages 12- 18 Synchronous virtual program sessions: 0 attendance, 0 events
	Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 events
	Adults Ages 19+ Synchronous in-person onsite program: 6 attendance, 1 event
	Adults Ages 19+ Synchronous in-person offsite program sessions: 0 attendance, 0 events
	Adults Ages 19+ Synchronous virtual program sessions: 0 attendance, 0 events
	Adults Ages 19+ Self-Directed: 0 attendance, 0 events
	General Interests Synchronous in-person onsite program: 49 attendance, 3 events

	General Interests Synchronous in-person offsite program sessions: 0 attendance, 0 events
	General Interests Synchronous virtual program sessions: 0 attendance, 0 events
	General Interests Self-Directed: 0 attendance, 0 events

Mississippi Valley Library District

Expense by Vendor Detail

August 2024

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
A Home Landscaping Co.					
A Home Landscaping Co.	08/15/2024	Bill	Swale behind library/historical museum	Maintenance Services:Grounds	\$1,420.00
Total for A Home Landscaping Co.					\$1,420.00
AMEREN ILLINOIS					
AMEREN ILLINOIS	08/15/2024	Bill	FCLC gas (01149)	Utilities:Natural Gas	\$123.24
AMEREN ILLINOIS	08/15/2024	Bill	FCLC electric (01130)	Utilities:Electricity	\$2,595.81
AMEREN ILLINOIS	08/15/2024	Bill	CMLC gas (23000)	Utilities:Natural Gas	\$102.33
AMEREN ILLINOIS	08/15/2024	Bill	CMLC electric (04006)	Utilities:Electricity	\$4,072.53
AMEREN ILLINOIS	08/15/2024	Bill	CMLC outdoor parking lot light (60005)	Utilities:Electricity	\$56.53
AMEREN ILLINOIS	08/15/2024	Bill	BH gas (83007)	Utilities:Natural Gas	\$106.59
AMEREN ILLINOIS	08/15/2024	Bill	BH electric (10414)	Utilities:Electricity	\$679.12
Total for AMEREN ILLINOIS					\$7,736.15
Americom Imaging Systems Inc.					
Americom Imaging Systems Inc.	08/15/2024	Bill	Invoice # 534964663 Monthly copier / printer lease contract - August 2024	Maintenance Services:Equipment	\$538.91
Total for Americom Imaging Systems Inc.					\$538.91
Aqua Systems					
Aqua Systems	08/15/2024	Bill	Invoice # 302986940 bottle exchange dated 7/26/2024	Supplies:Office	\$36.90
Aqua Systems	08/15/2024	Bill	Invoice # 306327056 monthly rental	Supplies:Office	\$6.95
Total for Aqua Systems					\$43.85
Brian Brown					
Brian Brown	08/15/2024	Bill	July 2024 grass cutting	Maintenance Services:Grounds	\$1,185.00
Total for Brian Brown					\$1,185.00
Buildingstars					
Buildingstars	08/15/2024	Bill	Invoice # 3430168 bio cleanup FC bathroom	Maintenance Services:Building	\$125.00
Buildingstars	08/15/2024	Bill	Invoice # 3431278 BH August 2024	Maintenance Services:Building	\$225.00
Buildingstars	08/15/2024	Bill	Credit Memo # 48827485 for missed BH cleanings July 2024	Maintenance Services:Building	-\$125.00
Buildingstars	08/15/2024	Bill	Invoice # 3436006 BH July 2024	Maintenance Services:Building	\$225.00
Total for Buildingstars					\$450.00
Casey's General Store					

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Casey's General Store	08/16/2024	Check		Other Expenditures:Vehicles	\$66.06
Total for Casey's General Store					\$66.06
Center Point Large Print					
Center Point Large Print	08/15/2024	Bill	Invoice # 2110197 standing order July 2024	Materials:Adult Print Materials	\$151.02
Total for Center Point Large Print					\$151.02
Charter Communications					
Charter Communications	08/15/2024	Bill	CM & FC fiber internet 50 mbps July 2024 - August 2024	Professional Services:Internet Services	\$772.00
Charter Communications	08/15/2024	Bill	CM elevator emergency phone line July 2024 - August 2024	Utilities:Telephone/Fax	\$49.99
Total for Charter Communications					\$821.99
City of Collinsville					
City of Collinsville	08/15/2024	Bill	BH water & sewer 04/26/2024 - 06/28/2024	Utilities:Water/Sewer	\$40.44
Total for City of Collinsville					\$40.44
Corvus of St. Louis					
Corvus of St. Louis	08/15/2024	Bill	Invoice # 408635005-336 August 2024 CM & FC cleaning	Maintenance Services:Building	\$2,700.00
Total for Corvus of St. Louis					\$2,700.00
ELM USA, Inc.					
ELM USA, Inc.	08/15/2024	Bill	Invoice # 69223 - disc cleaning kit	Supplies:Office	\$88.95
Total for ELM USA, Inc.					\$88.95
E-rate Funding Services					
E-rate Funding Services	08/15/2024	Bill	Invoice # 819 - FY2023 Category 2 services	Professional Services:Other Professional Services	\$122.78
Total for E-rate Funding Services					\$122.78
Globe Life					
Globe Life	08/15/2024	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	\$284.54
Total for Globe Life					\$284.54
Green Sky Cleaning Supply					
Green Sky Cleaning Supply	08/15/2024	Bill	Invoice # 134359 toilet tissue, trash can liners, paper towels, hand soap	Supplies:Office	\$1,230.66
Total for Green Sky Cleaning Supply					\$1,230.66
Home Depot					
Home Depot	08/05/2024	Check		Maintenance Services:Building	\$72.19
Home Depot	08/07/2024	Check		Maintenance Services:Building	\$44.97
Home Depot	08/13/2024	Check		Maintenance Services:Building	\$362.73

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Home Depot	08/14/2024	Check		Maintenance Services:Grounds	\$166.89
Total for Home Depot					\$646.78
IHLS-OCLC					
IHLS-OCLC	08/15/2024	Bill	Invoice # 30660 FY2025 OCLC annual fee	Other Expenditures:Grant Expenses:FY2023 Per Capita Grant	\$936.18
Total for IHLS-OCLC					\$936.18
INGRAM LIBRARY SERVICES					
INGRAM LIBRARY SERVICES	08/15/2024	Bill	Invoice # 82853192, 82572263, -264, -261, -262, 82960390, -391, -392, -393, 8298905, -906, 83017323, -324, -325, 83060815, -816, 83088988, -989, 83097506	Materials:Adult Print Materials	\$1,316.29
INGRAM LIBRARY SERVICES	08/15/2024	Bill	Invoice # 82853193, 82572265, 82960394, 0395, 82988907, 83040551, -552, 83060817, 83079469, 83088990, -991, 83097507	Materials:Juvenile Print Items	\$321.21
INGRAM LIBRARY SERVICES	08/15/2024	Bill	Credit Memo # 82677699	Materials:Adult Print Materials	-\$81.30
Total for INGRAM LIBRARY SERVICES					\$1,556.20
Kane Consulting Group					
Kane Consulting Group	08/15/2024	Bill	Invoice # 5974 - monthly Datto backup	Professional Services:Information Technology	\$325.00
Total for Kane Consulting Group					\$325.00
KANOPIY, INC.					
KANOPIY, INC.	08/15/2024	Bill	Invoice # 410175 - PPU for July 2024 play credits	Materials:Virtual Items	\$175.00
Total for KANOPIY, INC.					\$175.00
Lazerware					
Lazerware	08/15/2024	Bill	Invoice # 5733 - July 2024 CM	Professional Services:Information Technology	\$2,809.47
Lazerware	08/15/2024	Bill	Invoice # 5742 - July 2024 FC	Professional Services:Information Technology	\$942.07
Total for Lazerware					\$3,751.54
Marion Nichols					
Marion Nichols	08/15/2024	Bill	Snowflakey Lady - paper plate masks	Other Expenditures:Donation Expenditures - Des.	\$55.00
Total for Marion Nichols					\$55.00
Midwest Tape					
Midwest Tape	08/15/2024	Bill	Invoice # 505813812 & 505850139 August 2024 adult audiobooks	Materials:Adult Audio Visual Items	\$342.93
Total for Midwest Tape					\$342.93
National Geographic					

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
National Geographic	08/15/2024	Bill	1-year subscription	Materials:Adult Print Materials	\$26.00
Total for National Geographic					\$26.00
OverDrive					
OverDrive	08/15/2024	Bill	Invoice # 020664SV24226033 July 2024 streaming video	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	\$2.99
OverDrive	08/15/2024	Bill	Invoice # 02064CO24233528 August 2024 ebooks	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	\$520.91
Total for OverDrive					\$523.90
Peerless Network, Inc.					
Peerless Network, Inc.	08/15/2024	Bill	FC monthly fax fees	Utilities:Telephone/Fax	\$76.81
Peerless Network, Inc.	08/15/2024	Bill	CM monthly fax fees	Utilities:Telephone/Fax	\$148.83
Peerless Network, Inc.	08/15/2024	Bill	monthly fax - rounding adjustment	Utilities:Telephone/Fax	-\$0.01
Total for Peerless Network, Inc.					\$225.63
Troy Times Tribune					
Troy Times Tribune	08/15/2024	Bill	Invoice # 1042648 - B&A ordinance public hearing notice	Professional Services:Publishing	\$31.20
Total for Troy Times Tribune					\$31.20
United States Postal Service					
United States Postal Service	08/05/2024	Check		Supplies:Postage	\$9.26
United States Postal Service	08/12/2024	Check		Supplies:Postage	\$29.95
United States Postal Service	08/19/2024	Check		Supplies:Postage	\$17.60
United States Postal Service	08/26/2024	Check		Supplies:Postage	\$29.24
Total for United States Postal Service					\$86.05
Village Locksmith					
Village Locksmith	08/01/2024	Check		Supplies:Office	\$5.00
Total for Village Locksmith					\$5.00
Walmart					
Walmart	08/26/2024	Check		Other Expenditures:Programming	\$23.70
Total for Walmart					\$23.70
West Frankfort Public Library					
West Frankfort Public Library	08/15/2024	Bill	Item # *****8114 Fulgrim: Visions of Treachery	Other Expenditures:Payments to Other Libraries	\$12.99
Total for West Frankfort Public Library					\$12.99
World Trade Press					
World Trade Press	08/15/2024	Bill	Invoice # INV680889 AtoZ Maps, World Culture, The USA, World Food, World Travel, Food America 9/1/2024 - 8/31/2025	Materials:Online Databases	\$400.00

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Total for World Trade Press					\$400.00
	08/02/2024	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	\$388.95
	08/02/2024	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	\$1,663.01
	08/02/2024	Journal Entry	Dental	Personnel:Benefits:Health/Dental Insurance	-\$14.89
	08/02/2024	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	\$155.22
	08/02/2024	Journal Entry	Overtime	Personnel:Salaries:Full Time	\$15.06
	08/02/2024	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	\$1,107.53
	08/02/2024	Journal Entry	Regular	Personnel:Salaries:Full Time	\$13,619.78
	08/02/2024	Journal Entry	Salary	Personnel:Salaries:Full Time	\$4,845.96
	08/02/2024	Journal Entry	Sick	Personnel:Salaries:Full Time	\$845.88
	08/02/2024	Journal Entry	Vacation	Personnel:Salaries:Full Time	\$492.00
	08/02/2024	Journal Entry	Bereavement	Personnel:Salaries:Full Time	\$105.00
	08/02/2024	Journal Entry	COVID Leave Part Time	Personnel:Salaries:Part time	\$285.00
	08/02/2024	Journal Entry	Paid Leave	Personnel:Salaries:Part time	\$226.03
	08/02/2024	Journal Entry	Regular	Personnel:Salaries:Part time	\$4,929.33
	08/02/2024	Journal Entry	Sick	Personnel:Salaries:Part time	\$246.75
	08/02/2024	Journal Entry	Vacation	Personnel:Salaries:Part time	\$220.50
	08/02/2024	Journal Entry	Invoice	Professional Services:Payroll Service	\$104.70
	08/16/2024	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	\$386.48
	08/16/2024	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	\$1,652.66
	08/16/2024	Journal Entry	Dental	Personnel:Benefits:Health/Dental Insurance	-\$14.89
	08/16/2024	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	\$131.58
	08/16/2024	Journal Entry	COVID Leave Full Time	Personnel:Salaries:Full Time	\$1,060.70
	08/16/2024	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	\$82.00
	08/16/2024	Journal Entry	Regular	Personnel:Salaries:Full Time	\$13,755.51
	08/16/2024	Journal Entry	Salary	Personnel:Salaries:Full Time	\$3,832.25
	08/16/2024	Journal Entry	Sick	Personnel:Salaries:Full Time	\$1,621.98
	08/16/2024	Journal Entry	Vacation	Personnel:Salaries:Full Time	\$820.00
	08/16/2024	Journal Entry	COVID Leave Part Time	Personnel:Salaries:Part time	\$624.39
	08/16/2024	Journal Entry	Paid Leave	Personnel:Salaries:Part time	\$110.25
	08/16/2024	Journal Entry	Regular	Personnel:Salaries:Part time	\$4,696.86
	08/16/2024	Journal Entry	Sick	Personnel:Salaries:Part time	\$168.00
	08/16/2024	Journal Entry	Invoice	Professional Services:Payroll Service	\$196.00
	08/30/2024	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	\$391.80
	08/30/2024	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	\$1,675.24
	08/30/2024	Journal Entry	Dental	Personnel:Benefits:Health/Dental Insurance	-\$14.89

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
	08/30/2024	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	\$130.79
	08/30/2024	Journal Entry	Bereavement	Personnel:Salaries:Full Time	\$181.68
	08/30/2024	Journal Entry	Overtime	Personnel:Salaries:Full Time	\$6.90
	08/30/2024	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	\$112.42
	08/30/2024	Journal Entry	Regular	Personnel:Salaries:Full Time	\$14,158.34
	08/30/2024	Journal Entry	Salary	Personnel:Salaries:Full Time	\$4,873.64
	08/30/2024	Journal Entry	Sick	Personnel:Salaries:Full Time	\$1,150.45
	08/30/2024	Journal Entry	Vacation	Personnel:Salaries:Full Time	\$1,086.75
	08/30/2024	Journal Entry	Bereavement	Personnel:Salaries:Part time	\$110.25
	08/30/2024	Journal Entry	COVID Leave Part Time	Personnel:Salaries:Part time	\$522.00
	08/30/2024	Journal Entry	Paid Leave	Personnel:Salaries:Part time	\$30.00
	08/30/2024	Journal Entry	Regular	Personnel:Salaries:Part time	\$4,840.79
	08/30/2024	Journal Entry	Sick	Personnel:Salaries:Part time	\$63.00
	08/30/2024	Journal Entry	Invoice	Professional Services:Payroll Service	\$104.70
Total for --					\$87,783.44

Mississippi Valley Library District

Profit and Loss

August 2024

	TOTAL
Income	
Charges for Services	
Fax	299.05
Printing/Copying	879.65
Total Charges for Services	1,178.70
Fines & Forfeitures	
Fines	9.85
Lost or Damaged Books/Inhouse	296.14
Total Fines & Forfeitures	305.99
Intergovernment Revenue	
Grants	
FY2024 PNG Grant	2,598.89
Total Grants	2,598.89
Replacement Tax	16.90
Total Intergovernment Revenue	2,615.79
Other Revenues	
COBRA Reimbursements	1,340.52
Donations - Des & Undes	90.15
Interest Income	6,532.74
Miscellaneous	6.51
Reimbursements Other libraries	379.84
Rental Income	
Blum House Rental	400.00
Collinsville Rooms	200.00
Total Rental Income	600.00
Sale of Items	329.63
Sale of Vehicle	1,400.00
Total Other Revenues	10,679.39
Taxes	
Audit	752.08
Building Maintenance	11,657.26
FICA/Medicare	5,577.90
IMRF	5,640.58
Liability Insurance	7,959.46
Property Tax	84,922.33
Total Taxes	116,509.61
Total Income	\$131,289.48
GROSS PROFIT	\$131,289.48

	TOTAL
Expenses	
Maintenance Services	
Building	3,629.89
Equipment	538.91
Grounds	2,771.89
Total Maintenance Services	6,940.69
Materials	
Adult Audio Visual Items	342.93
Adult Print Materials	1,412.01
Juvenile Print Items	321.21
Online Databases	400.00
Virtual Items	175.00
Total Materials	2,651.15
Other Expenditures	
Donation Expenditures - Des.	55.00
Grant Expenses	
FY2023 Per Capita Grant	936.18
FY2024 Per Capita Grant	523.90
Total Grant Expenses	1,460.08
Payments to Other Libraries	12.99
Programming	23.70
Vehicles	66.06
Total Other Expenditures	1,617.83
Personnel	
Benefits	
FICA Company	6,158.14
Health/Dental Insurance	239.87
IL Unemployment Company	417.59
Total Benefits	6,815.60
Salaries	
Full Time	63,668.83
Part time	17,178.15
Total Salaries	80,846.98
Total Personnel	87,662.58
Professional Services	
Information Technology	4,076.54
Internet Services	772.00
Other Professional Services	122.78
Payroll Service	405.40
Publishing	31.20
Total Professional Services	5,407.92
Supplies	
Office	1,368.46
Postage	86.05
Total Supplies	1,454.51

	TOTAL
Utilities	
Electricity	7,403.99
Natural Gas	332.16
Telephone/Fax	275.62
Water/Sewer	40.44
Total Utilities	8,052.21
Total Expenses	\$113,786.89
NET OPERATING INCOME	\$17,502.59
NET INCOME	\$17,502.59

Mississippi Valley Library District

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	106,614.18
General PI	2,913.26
IL Funds - Audit	12,450.74
IL Funds - Building	37,407.37
IL Funds - FICA	60,430.54
IL Funds - General	826,130.41
IL Funds - Gift	7,881.80
IL Funds - IMRF	75,196.84
IL Funds - Insurance	144,927.37
IL Funds - Reserve	38,988.78
IL Funds - Working Cash	227,163.52
Total Bank Accounts	\$1,540,104.81
Other Current Assets	
Petty Cash	100.00
Prepaid Insurance	17,255.45
Total Other Current Assets	\$17,355.45
Total Current Assets	\$1,557,460.26
Other Assets	
Miscellaneous Accounts Rec.	0.00
Taxes Receivable	864,041.62
Total Other Assets	\$864,041.62
TOTAL ASSETS	\$2,421,501.88

	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
Il Withhold	-807.73
IMRF - Payable	185,129.75
Liberty National	8,458.04
MC - Emp	7.68
MC - Lib	7.68
Miscellaneous	-127.44
Net Pay Offset	1,054.41
SS - Emp	32.81
SS - Lib	32.81
SUTA	4,102.99
Total Payroll Liabilities	199,222.38
Total Other Current Liabilities	\$1,239,527.58
Total Current Liabilities	\$1,246,203.89
Total Liabilities	\$1,246,203.89
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	859,304.61
Net Income	301,954.12
Total Equity	\$1,175,297.99
TOTAL LIABILITIES AND EQUITY	\$2,421,501.88

Mississippi Valley Library District

IL Funds - Gift Ending Balance: \$9,881.80

Date	Ref No. Type	Payee Account	Memo	Class Location	Payment	Deposit
08/31/2024	INTEREST	Other Revenues:Interest Income	Interest Earned			\$35.74
08/12/2024	Transfer	Checking	from Sherri Blair, for genealogy			\$20.00
07/31/2024	INTEREST	Other Revenues:Interest Income	Interest Earned			\$36.36
07/22/2024	Transfer	Checking	E. Janel Dyer - for book			\$40.00
07/15/2024	Transfer	Checking	FoL donation for capital needs			\$105.12
07/05/2024	Transfer	Checking	over-transfer for Marion Nichols event			\$18.17
07/05/2024	Transfer	Checking	7/5/2024 bills - FC HVAC donations (12 total)		\$1,062.72	
07/03/2024	Transfer	Checking	FY2024 Gift Fund interest		\$245.61	
07/02/2024	Transfer	IL Funds - General	6/29/24 donation F. Gatewood			\$5.00
07/01/2024	Transfer	Checking	6/21/24 T. Zeisler online donation			\$10.00
07/01/2024	Transfer	Checking				

Mississippi Valley Library District

Budget vs. Actuals: FY2025 Budget - FY25 P&L

July - August, 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
Charges for Services			
Fax	556.90	3,450.00	16.14 %
Non-resident Fees		82.00	
Printing/Copying	1,749.12	10,500.00	16.66 %
Total Charges for Services	2,306.02	14,032.00	16.43 %
Fines & Forfeitures			
Fines	68.91	500.00	13.78 %
Lost or Damaged Books/Inhouse	580.95	2,300.00	25.26 %
Total Fines & Forfeitures	649.86	2,800.00	23.21 %
Intergovernment Revenue			
E-Rate	4,936.26	15,000.00	32.91 %
Grants			
FY2024 Per Capita Grant	49,125.29	49,125.29	100.00 %
FY2024 PNG Grant	2,598.89	2,598.85	100.00 %
FY2025 PNG Grant		11,709.00	
Other Grants		5,000.00	
Total Grants	51,724.18	68,433.14	75.58 %
Replacement Tax	11,654.15	45,000.00	25.90 %
TIF Funds		0.00	
Total Intergovernment Revenue	68,314.59	128,433.14	53.19 %
Other Revenues			
COBRA Reimbursements	2,733.72	6,750.00	40.50 %
Donations - Des & Undes	526.56	20,000.00	2.63 %
Interest Income	12,236.33	82,000.00	14.92 %
Miscellaneous	7.25	1,600.00	0.45 %
Property License Agreements		15,001.00	
Reimbursements Other libraries	492.79	1,200.00	41.07 %
Rental Income			
Blum House Rental	812.50	16,000.00	5.08 %
Collinsville Rooms	500.00	2,300.00	21.74 %
FC Pavilion		100.00	
FC Rooms		100.00	
Total Rental Income	1,312.50	18,500.00	7.09 %
Sale of Items	669.36	5,000.00	13.39 %
Sale of Short Street Lot		12,000.00	
Sale of Vehicle	4,409.33	4,300.00	102.54 %
Total Other Revenues	22,387.84	166,351.00	13.46 %
Taxes			
Audit	3,080.40	7,665.56	40.18 %
Building Maintenance	47,746.54	117,931.73	40.49 %
FICA/Medicare	22,846.33	56,607.23	40.36 %
IMRF	23,103.07	57,196.89	40.39 %

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Liability Insurance	32,600.92	80,783.23	40.36 %
Property Tax	347,830.59	862,080.92	40.35 %
Total Taxes	477,207.85	1,182,265.56	40.36 %
Total Income	\$570,866.16	\$1,493,881.70	38.21 %
GROSS PROFIT	\$570,866.16	\$1,493,881.70	38.21 %
Expenses			
Maintenance Services			
Building	26,569.72	130,000.00	20.44 %
Equipment	2,053.39	10,000.00	20.53 %
Grounds	3,901.89	13,000.00	30.01 %
Total Maintenance Services	32,525.00	153,000.00	21.26 %
Materials			
Adult Audio Visual Items	1,119.90	11,000.00	10.18 %
Adult Print Materials	3,201.84	27,000.00	11.86 %
Juvenile Audio Visual Items	132.52	2,000.00	6.63 %
Juvenile Print Items	561.34	4,500.00	12.47 %
Online Databases	2,938.00	10,000.00	29.38 %
Other Materials		1,250.00	
Virtual Items	5,817.97	8,500.00	68.45 %
Total Materials	13,771.57	64,250.00	21.43 %
Other Expenditures			
Donation Expenditures - Des.			
Grant Expenses			
FY2023 Per Capita Grant	1,942.18		
FY2024 Per Capita Grant	22,964.95	49,125.29	46.75 %
FY2025 PNG Grant		11,709.00	
Other Grants		5,000.00	
Total Grant Expenses	24,907.13	65,834.29	37.83 %
Liability & Building Insurance			
Miscellaneous	319.99	5,500.00	5.82 %
Payments to Other Libraries	97.96	1,350.00	7.26 %
Programming	322.41	6,000.00	5.37 %
Vehicles	411.03	3,000.00	13.70 %
Total Other Expenditures	27,176.24	122,684.29	22.15 %
Personnel			
Benefits			
FICA Company	9,807.36	59,000.00	16.62 %
Health/Dental Insurance	15,978.11	92,000.00	17.37 %
IL Unemployment Company	700.97	12,000.00	5.84 %
IMRF	11,687.91	80,000.00	14.61 %
Total Benefits	38,174.35	243,000.00	15.71 %
Salaries			
Full Time	101,040.13	550,000.00	18.37 %
Part time	27,741.50	195,000.00	14.23 %
Total Salaries	128,781.63	745,000.00	17.29 %
Total Personnel	166,955.98	988,000.00	16.90 %
Professional Development			
Dues	109.67	500.00	21.93 %

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Training/Tuition		1,000.00	
Travel Expenses		1,500.00	
Total Professional Development	109.67	3,000.00	3.66 %
Professional Services			
Audit		8,500.00	
Information Technology	8,108.08	55,000.00	14.74 %
Internet Services	1,544.00	10,000.00	15.44 %
Legal Service		3,000.00	
Other Professional Services	150.77	7,000.00	2.15 %
Payroll Service	1,113.22	4,000.00	27.83 %
Publishing	196.50	2,200.00	8.93 %
Total Professional Services	11,112.57	89,700.00	12.39 %
Supplies			
Equipment	40.96	10,000.00	0.41 %
Office	1,771.60	12,000.00	14.76 %
Postage	758.15	3,900.00	19.44 %
Total Supplies	2,570.71	25,900.00	9.93 %
Utilities			
Electricity	12,387.60	52,000.00	23.82 %
Natural Gas	502.40	7,500.00	6.70 %
Telephone/Fax	581.15	4,000.00	14.53 %
Water/Sewer	1,219.15	2,700.00	45.15 %
Total Utilities	14,690.30	66,200.00	22.19 %
Total Expenses	\$268,912.04	\$1,512,734.29	17.78 %
NET OPERATING INCOME	\$301,954.12	\$ -18,852.59	-1,601.66 %
NET INCOME	\$301,954.12	\$ -18,852.59	-1,601.66 %

Mississippi Valley Library District

Profit and Loss Comparison

July - August, 2024

	TOTAL	
	JUL - AUG, 2024	JUL - AUG, 2023 (PY YTD)
Income		
Charges for Services		
Fax	556.90	566.10
Printing/Copying	1,749.12	1,508.18
Total Charges for Services	2,306.02	2,074.28
Fines & Forfeitures		
Fines	68.91	106.20
Lost or Damaged Books/Inhouse	580.95	592.52
Total Fines & Forfeitures	649.86	698.72
Intergovernment Revenue		
E-Rate	4,936.26	4,176.00
Grants		
FY2023 Per Capita Grant		48,794.48
FY2023 PNG Grant		2,572.05
FY2024 Per Capita Grant	49,125.29	
FY2024 PNG Grant	2,598.89	
Total Grants	51,724.18	51,366.53
Replacement Tax	11,654.15	15,940.95
Total Intergovernment Revenue	68,314.59	71,483.48
Other Revenues		
COBRA Reimbursements	2,733.72	2,786.40
Donations - Des & Undes	526.56	240.49
Interest Income	12,236.33	1,694.12
Miscellaneous	7.25	1.25
Reimbursements Other libraries	492.79	174.99
Rental Income		
Blum House Rental	812.50	1,573.75
Collinsville Rooms	500.00	300.00
FC Pavilion		350.00
Total Rental Income	1,312.50	2,223.75
Sale of Items	669.36	808.40
Sale of Vehicle	4,409.33	
Total Other Revenues	22,387.84	7,929.40
Taxes		
Audit	3,080.40	3,023.79
Building Maintenance	47,746.54	41,035.98
FICA/Medicare	22,846.33	19,438.08
IMRF	23,103.07	14,254.52
Liability Insurance	32,600.92	21,165.67

	TOTAL	
	JUL - AUG, 2024	JUL - AUG, 2023 (PY YTD)
Property Tax	347,830.59	306,904.59
Total Taxes	477,207.85	405,822.63
Total Income	\$570,866.16	\$488,008.51
GROSS PROFIT	\$570,866.16	\$488,008.51
Expenses		
Maintenance Services		
Building	26,569.72	16,787.61
Equipment	2,053.39	750.74
Grounds	3,901.89	1,575.16
Total Maintenance Services	32,525.00	19,113.51
Materials		
Adult Audio Visual Items	1,119.90	501.74
Adult Print Materials	3,201.84	2,301.16
Juvenile Audio Visual Items	132.52	34.97
Juvenile Print Items	561.34	352.68
Online Databases	2,938.00	3,284.00
Other Materials		16.99
Virtual Items	5,817.97	547.61
Total Materials	13,771.57	7,039.15
Other Expenditures		
Donation Expenditures - Des.	1,117.72	278.26
Grant Expenses		
FY2023 Per Capita Grant	1,942.18	19,706.85
FY2024 Per Capita Grant	22,964.95	
Total Grant Expenses	24,907.13	19,706.85
Miscellaneous	319.99	530.90
Payments to Other Libraries	97.96	237.30
Programming	322.41	222.72
Vehicles	411.03	496.39
Total Other Expenditures	27,176.24	21,472.42
Personnel		
Benefits		
FICA Company	9,807.36	7,318.26
Health/Dental Insurance	15,978.11	7,354.44
IL Unemployment Company	700.97	685.73
IMRF	11,687.91	18,114.94
Total Benefits	38,174.35	33,473.37
Salaries		
Full Time	101,040.13	67,206.69
Part time	27,741.50	28,812.97
Total Salaries	128,781.63	96,019.66
Total Personnel	166,955.98	129,493.03
Professional Development		
Dues	109.67	15.00
Total Professional Development	109.67	15.00

	TOTAL	
	JUL - AUG, 2024	JUL - AUG, 2023 (PY YTD)
Professional Services		
Information Technology	8,108.08	7,955.76
Internet Services	1,544.00	2,187.30
Other Professional Services	150.77	334.60
Payroll Service	1,113.22	549.28
Publishing	196.50	
Total Professional Services	11,112.57	11,026.94
Supplies		
Equipment	40.96	576.87
Office	1,771.60	845.75
Postage	758.15	488.37
Total Supplies	2,570.71	1,910.99
Utilities		
Electricity	12,387.60	4,510.92
Natural Gas	502.40	180.20
Telephone/Fax	581.15	311.31
Water/Sewer	1,219.15	446.12
Total Utilities	14,690.30	5,448.55
Total Expenses	\$268,912.04	\$195,519.59
NET OPERATING INCOME	\$301,954.12	\$292,488.92
NET INCOME	\$301,954.12	\$292,488.92



Resolution 25-02
Resolution Authorizing the Filing of an Application with Agency for
Community Transit (ACT) for CY24 ACT Community Action Grants
Program Funds for Mississippi Valley Library District

WHEREAS, ACT has dedicated \$2,000,000 in CY2024 to the Community Action Grants Program to fund eligible transportation related projects and programs implemented by any 501(c)(3), village, township, city, park district, or transit district that serves residents of Madison County, Illinois; and,

WHEREAS, the Illinois Library Association on behalf of the Mississippi Valley Library District is an eligible 501(c)(3) serving residents in Madison County through public library services; and,

WHEREAS, the Illinois Library Association on behalf of the Mississippi Valley Library District has identified a need to implement the Accessible Walkways project to improve accessibility and mobility for the clients/residents; and,

WHEREAS, it has been determined to be in the best interest of the Mississippi Valley Library District to submit an application to this competitive grant process in the amount of EIGHT THOUSAND TWO HUNDRED FIFTY DOLLARS (\$8,250.00) to ACT, in order to obtain grant funds in the amount of EIGHT THOUSAND TWO HUNDRED FIFTY DOLLARS (\$8,250.00) to assist with the cost of Accessible Walkways.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MISSISSIPPI VALLEY LIBRARY DISTRICT THAT:

1. The Mississippi Valley Library District submit an application to ACT in order to obtain grant funds in the amount of EIGHT THOUSAND TWO HUNDRED FIFTY DOLLARS (\$8,250.00) to assist with the cost of Accessible Walkways.
2. Jeanne Lomax, President; Lisa McCormick, Secretary; and/or Kyla Waltermire, Executive Director, of the Mississippi Valley Library District, are hereby authorized to execute, complete, administer, and perform all obligations associated with the filing of said application and to execute, complete and perform all obligations associated with any resulting contracts, furnish such additional information as may reasonably be required in connection with the aforesaid actions, and to take any and all such further actions as are necessary and appropriate, including any and all amendments on behalf of and in a manner most beneficial to the Mississippi Valley Library District.

ADOPTED by the Mississippi Valley Library District, Madison County, Illinois, on this sixteenth of September, 2024.

Jeanne Lomax, President

(seal)

Lisa McCormick, Secretary



Community Action Grants Program Application - CY24

Project Sponsor: Illinois Library Association, on behalf of the Mississippi Valley Library District
(List one entity)

Project Name: Accessible Walkways

Applications requesting more than \$10,000 in funding maintain a quarterly deadline and are due by 11:00pm CT January 2, April 1, July 1, October 1 or until 100% of the quarterly allocated CY24 grant funds are pledged, whichever is sooner. All projects are prioritized based on available funding and scoring criteria. Applications for projects with a dollar value of \$10,000 or less can be submitted throughout the year.

Project Sponsor is a:

501(c)(3) Nonprofit City, Village, Township Park, Library, Transit, or Airport District

Submit application to:

Agency for Community Transit
Attention: Miriam Bell
1 Transit Way
Pontoon Beach, IL 62040
ACTgrants@insideact.org

FOR OFFICE USE ONLY

Date and Time Received: _____

ACT Community Action Grants Program Information

Organizational Information: Agency for Community Transit, Inc. (ACT) is a private, non-profit 501(c)(3) agency incorporated in the State of Illinois. ACT provides transportation services for Madison County residents through the operation of fixed route and paratransit services for Madison County Transit (MCT).

Funding: ACT has committed \$2 million for the CY24 Community Action Grant with a maximum of \$100,000 per project and maximum of \$100,000 per entity.

Program Intent: To provide multi-modal transportation services to the people, organizations, and communities of Madison County to enhance mobility for the elderly and disabled, improve ADA accessibility, and promote alternative transportation modes to improve the quality of life of Madison County residents. ACT's Community Action Grant intends to provide technical and financial assistance and assist in securing funds for impactful transportation related projects.

Submittal Details: Applications requesting more than \$10,000 are due by 11:00pm CT January 2, April 1, July 1, October 1 or until 100% of the quarterly allocated CY24 grant funds are pledged, whichever is sooner. All projects are prioritized based on available funding and scoring criteria. Applications for projects with a dollar of \$10,000 or less can be submitted throughout the year.

Notification: ACT will review each application and provide notification of the Board of Directors decision to approve or deny requested funding. The ACT Board reserves the right to fund smaller portions of projects than requested.

Eligible Applicants: The following entities are eligible to apply:

- City, Village, or Township located in Madison County, Illinois.
- 501(c)(3) nonprofit organizations, parks districts, (including Metro East Park and Recreation District) transit districts, library districts, and airport districts which are based in and/or provide service within Madison County, Illinois.

Ineligible Applicants: Universities/colleges, schools/school districts, special taxing districts, and Madison County government are not eligible to apply.

Examples of Eligible Project Types: Transportation / Bicycle / Pedestrian / ADA Accessibility Improvements / Related Projects. All shared use path and trails infrastructure projects must be included in the Project Sponsor's Bicycle/Pedestrian Master Plan and adhere to American Association of State Highway and Transportation Officials (AASHTO) standards. Projects examples include, but are not limited to the following:

- Purchase of an accessible vehicle for transporting the public, and not eligible for MCT's program
- Funds to operate a vehicle used to transport the public
- Purchase of MCT fare products for distribution
- Construction of an ADA accessible bus stop
- Construction of wheelchair ramps or other ADA improvements
- Funds to provide shuttle service for community festivals and events
- Addition of amenities or safety features to a bus stop
- Construction or improvement of a trail or shared use path
- Construction of a connector to a MCT Trail
- Addition of amenities, enhancements, or safety features to a shared use path or bike trail
- Flashing beacons or other equipment to facilitate safe bicycle/pedestrian crossings
- Funds to support a bicycle or pedestrian event
- Development of a bicycle/pedestrian master plan
- Bicycle/pedestrian marketing and/or education materials
- Support for a program which promotes bicycle/pedestrian development, safety, or education
- Funds to purchase and/or distribute helmets or other bicycle safety gear
- Funds for land acquisition to allow a community to build a trail
- Funds to provide transportation services for elderly and disabled residents
- Funds for transportation services for youth programs

Eligible Project Components

- Components of projects eligible for reimbursement include, but are not limited to, acquisition, development, restoration, education, maintenance, planning, programmatic, or operations expenses.

Ineligible Project Types: Projects which are neither transportation related OR accessibility related are NOT eligible for assistance. Such ineligible projects include, but are not limited to the following. Sidewalks are NOT eligible. Non ADA accessible shared use paths are NOT eligible. Parks and roadways are NOT eligible. Non-ADA accessible vehicles are NOT eligible.

Project Scope and Budget: Project Sponsors should make every effort to obtain an accurate project scope and budget for their application. Changes to scope must be approved by ACT prior to implementation to ensure reimbursement.

Application Process: Upon receipt of application, ACT staff will score the application for presentation of the information to the ACT Board. The board will review the subjective score and take discretionary action at its next regular Board meeting. If approved, a Project Agreement will be sent to the applicant for execution. Applicant will have 90 days to sign and execute the Project Agreement.

The project period begins upon the date the last person signs the Project Agreement. Expiration of the Project Agreement will be based upon the type and circumstances of the project.

Costs incurred prior to a fully executed Project Agreement are ineligible for reimbursement, unless at the discretion of ACT's Board, such costs are specifically approved. ACT reserves the right to terminate the Project Agreement if the Project Sponsor fails to start the project within one (1) year of the Project Agreement's execution date. The Project Sponsor shall make reasonable and timely progress on the project and advise ACT of project's status on a regular basis. Projects not completed, in whole or in part regardless of reason, may be ineligible for funding in future ACT grant cycles.

Application Review: The ACT Board of Directors will receive submitted applications with a score sheet completed by ACT Staff. The Board will review the information presented and take action to award funds as its discretion.

Application Scoring: The application scoring process will award points for the following categories:

- Project Applicability- Project is transportation related. (20%)
- Project Impact- Significant impact on residents in community. (20%)
- Local Support- Board/Governance support through action or commitment of funds. (20%)
- Leveraging Funds- Project leverages funds from local, state, federal, or other grants. (16%)
- ADA Accessibility- Project improves ADA accessibility within the community. (10%)
- Minority & Low-Income Equity- Project benefits Title VI community and/or low-income community. (8%)
- Geographic Equity-Project is located in, or positively impacting, a census tract that is disadvantaged as defined by the U.S. Department of Transportation's Equitable Transportation Community (ETC) Explorer. (6%)

Awarded Funds: Funds approved by the Board may be used toward the local match for transportation related projects or used toward 100% of the project's cost. The ACT Board reserves the right to fund smaller portions of projects than requested. Use of funds must be approved by the ACT Board.

Reimbursement: Payment by ACT shall be made on a reimbursement basis for a completed project. The Project Sponsor shall complete and submit an ACT Grant Reimbursement Request Form along with applicable supporting documentation. Final inspection and acceptance of the completed project must be made by an ACT representative for reimbursement to be issued. ACT's payment will be made payable to the Project Sponsor.

Application Checklist

A complete ACT Community Action Grant Application for CY24 should contain an application and each of the following required components, in this order:

- Project Scope: Written narrative describing the project including a detail description of how this project improves equitable and inclusive transportation opportunities for residents of Madison County, Illinois.
- Cost Estimate: Bids, quotes, or documentation supporting the estimated project costs identified within the application.
- Project Timeline: Timeline for the project along with an estimated start date and completion date.
- Resolution in support of the project and/or request for funding signed by the Project Sponsor's governing body.
- Bicycle/Pedestrian Master Plan, when relevant.
- Project Location Map, when relevant.
- Project Photos, when relevant.
- Certification Statement found on page 7 of this application signed by the Mayor, Board President, or Chief Executive of the Project Sponsor

Application Form

Please fill out this form in its entirety. Incomplete applications will not be considered for funding.

1. Project Sponsor (list only one entity): Illinois Library Association, on behalf of the Mississippi Valley
2. Project Sponsor Address: 560 W. Washington Blvd, Ste. 300
Chicago, IL 60661
3. Project Sponsor FEIN: 36-2324945
4. Project Title: Accessible Walkways
5. Project Address/Location: Collinsville Memorial Library, 408 W. Main St., Collinsville, IL 62234
6. Project Contact Name and Title: Kyla Waltermire, Executive Director
7. Project Contact Address: 408 West Main Street
Collinsville, IL 62234
8. Project Contact Phone: 618-344-1112 x 201
9. Project Contact Email: kylaw@mvlid.org
10. Is the project located within Madison County? Yes No
11. Estimated project completion date (month and year): 11/30/2024
12. Total Estimated Project Cost: \$ \$ 8,250.00
13. Requested ACT Grant: \$ \$ 8,250.00

14. Briefly explain how the proposed project is transportation related and will enhance existing public transportation services and/or improve bicycle/pedestrian access and/or ADA accessibility.

The Mississippi Valley Library District is seeking funding to replace the curved walkways in front of the Collinsville Memorial Library. The existing walkways are laid with roughly hewn stones, making for an uneven surface that is difficult for unsteady visitors and/or those using bicycles, strollers, mobility assistive devices, etc. to navigate. It is also challenging for library staff to effectively clear snow and ice from the uneven surface. The mortar between the stones is eroding, leaving stones loose and more likely to cause tripping. Replacing the existing walkways with a stamped concrete walkway will create an easy-to-navigate and -maintain path for pedestrians.

15. Briefly explain how this project addresses a transportation need in Madison County and how many Madison County residents will be positively impacted.

Library visitors walking to the building will be able to access the library in a safer manner through the removal of tripping and slipping hazards. The library serves around 25,000 Madison County residents. In its most recently completed fiscal year, the library welcomed over 97,000 visitors.

16. Describe the Project Sponsor's support for the proposed project in the form of contributions of funds and/or support or action taken by the board.

The Board of Trustees reviewed the proposed project and approved it by resolution at a regular meeting on August 19, 2024.

17. If applicable, provide details on any other current or potential local, state, or federal or grant funding sources for this project. Include funding information such as timeline, terms, conditions, and amount.

N/A

18. If applicable, explain how the proposed project improves ADA accessibility within Madison County.

The proposed stamped concrete walkways will improve ADA accessibility by providing a more easily navigable and safer path for those with unsteady balance and/or those who use mobility assistive devices.

19. If applicable, please explain how the proposed project serves a Title VI community, low income community, or transportation disadvantaged community. (For assistance or questions contact the Grants Coordinator.)

While the project does not specifically target low-income or transportation disadvantaged individuals, it is common for individuals in these categories to visit the library, thus making this project more likely to positively impact these individuals.

Title VI Low Income Transportation Disadvantaged

Certification Statement

In WITNESS WHEREOF, the undersigned parties have caused this grant application to be executed by their duly designated and authorized representatives.

I do hereby certify that I have the legal authority to represent the Project Sponsor and submit this grant application on behalf of the Project Sponsor and that the information presented in this grant application and the referenced attachments are true and correct. I do further certify that the project will be completed in accordance with the provisions set forth in this grant application and the ACT Project Agreement and that the Project Sponsor has the financial resources to fund one hundred percent (100%) of the proposed project costs. The award may be less than what is requested but may not exceed the amount requested. It is understood that the project must be completed within the timeframe established in this application and the Project Agreement, and the reimbursement request must be submitted within ninety (90) days of project completion, unless extenuating circumstances prevent such a request and are discussed with and approved by ACT. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves ACT from further payment obligations of the grant.

(Certification must be signed by Mayor, Board President, or Chief Executive of Project Sponsor)

Project Sponsor: Illinois Library Association, on behalf of the Mississippi Valley Library District

Print Name: Kyla Waltermire

Print Title: Executive Director, Mississippi Valley Library District

Signature and Date:

Attested by: Jeanne Lomax, President, Mississippi Valley Library District Board of Trustees

Signature and Date:

[This space left intentionally blank.]

Project Agreement

This Project Agreement is entered into on ____ day of _____, 20____ between **AGENCY FOR COMMUNITY TRANSIT ("ACT")** and _____ ("**Project Sponsor**").

Whereas the Project Sponsor has submitted an application to ACT for the Community Action Grant concerning the project named _____, Whereas this grant is for the exclusive purpose of supporting the Project Sponsor's transportation related project within Madison County, Illinois. Now, therefore, ACT has approved the project and agrees to award a grant for the sum of _____ dollars (\$_____). The Parties to this Project Agreement agree to the following:

Execution & Termination: The project period begins upon the date the last person signs this Project Agreement. Expiration of this Project Agreement shall be _____. Costs incurred prior to a fully executed Project Agreement are ineligible for reimbursement. ACT reserves the right to terminate this Project Agreement if the Project Sponsor fails to start the project within one (1) year of the Project Agreement's execution date. The Project Sponsor shall make reasonable and timely progress on the project and advise ACT of project's status on a regular basis. Projects not completed, in whole or in part regardless of reason, may be ineligible for funding in future ACT grant cycles.

Reimbursement: Payment by ACT shall be made on a reimbursement basis for a completed project. The Project Sponsor shall complete and submit an ACT Grant Reimbursement Request Form along with applicable supporting documentation. Final inspection and acceptance of the completed project must be made by an ACT representative for reimbursement to be issued. ACT's payment will be made payable to the Project Sponsor.

Financial Records: All funds expended by the Project Sponsor in conjunction with the project must comply with Local, State, and Federal laws pertaining to the expenditure of public funds. Documentation of project costs and payments may be requested by ACT. All project records must be maintained for a period of no less than five (5) years, or longer if required by law.

Acknowledgment: Upon ACT Board approval of the Application and receipt of the executed Project Agreement with ACT, all press/public communications in reference to the project by the Project Sponsor shall state that it is funded in-part by ACT. Acknowledgment must be included in any publicly shared drafts of the plan, as well as the final version. To satisfy this requirement, the Project Sponsor must insert, where deemed appropriate, ACT's logo. If ACT logo is used, ACT must review all public materials prior to release to ensure all brand standards are observed.

Insurance: Project Sponsor and any contractor hired or retained by the Project Sponsor in connection with this project shall maintain all necessary insurance in full force and effect throughout the term of Project Agreement.

Indemnification: The Project Sponsor and contractors shall indemnify, defend, and hold harmless ACT, its board members, employees and agents from all claims, liabilities, obligations, and causes of action in connection with this Project.

Assignment: Project Sponsor agrees that this Project Agreement shall not be assigned or transferred without the written consent of ACT and that any successor to the Project Sponsor's rights under this Project Agreement will be required to accede to all of the terms, conditions and requirements of the Agreement as a condition precedent to such succession.

Amendment: The parties agree that no change or modification to this Project Agreement shall be of any force or effect unless the amendment is dated and is reduced to writing and executed by both parties.

Compliance with Law: The Project Sponsor shall comply with all applicable laws, ordinances, and codes of the United States, the State of Illinois, and local governments, including, but not limited to, Title VII of the Civil Rights Act of 1964, and no person shall, on the grounds of race, color, national origin, sex, age, religion, sexual orientation, veteran status, or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any grant, program, or activity for which the Project Sponsor receives assistance from ACT. Project Sponsor acknowledges that it has performed due diligence to assure its Project complies with the requirements of the Americans with Disabilities Act of 1990.

On behalf of Project Sponsor, I understand this fully executed agreement serves as a Notice to Proceed and agree to the foregoing terms and conditions of the ACT Community Action Grant, and hereby certify my authority to execute this agreement.

Project Sponsor:

(Printed Name and Title)

(Signature of Authorized Representative)

(Date)

Agency for Community Transit:

Steven J. Morrison, Executive Director

(Signature of Executive Director)

(Date)

Mississippi Valley Library District - Application

Project Scope

The Collinsville Memorial Library is fortunate to be conveniently accessed through a variety of transportation methods. There are parking lots on two sides of the building and street parking along the front. A bus stop is located directly in front of the library, and a bus station is just a few blocks away. There are bike racks located at both entrances. As part of the Uptown District, the city's streets and sidewalks along Main Street are well-maintained and used.

However, the curved, stone walkways leading from Main Street to the library's main entrance are in need of attention. The existing walkways are laid with roughly hewn stones, making for an uneven surface that is difficult for unsteady visitors and/or those using bicycles, strollers, mobility assistive devices, etc. to navigate. The uneven nature of the stones makes it difficult for library staff to effectively clear away snow and ice in the colder months, resulting in slick patches. Adding to the tripping and slipping factors is the fact that the mortar between the stones is eroding, leaving many stones loose and more likely to cause a trip or fall.

In order to provide safer walkways for library visitors, the Collinsville Memorial Library is requesting funding to replace the existing walkways with stamped concrete walkways. Replacing the stone walkways will result in fewer tripping hazards and make the walkways easier for library staff to clear of slipping hazards.

The Illinois Library Association (ILA) is the Project Sponsor while the Mississippi Valley Library District (MVLD) is the entity in charge of the project and responsible for providing any and all supplementary documentation about the Accessible Walkways project. ILA's sole responsibility as Project Sponsor will be to accept the grant money on the MVLD's behalf and then disburse the funds to the MVLD upon receipt from ACT. The ILA will provide the 501(c)3 documentation, W-9, and any other necessary information for the transfer of the grant money. The MVLD will be responsible for maintaining and providing project documentation ACT requires including but not limited to bids, quotes, documentation supporting the estimated project costs, financial statements, project timeline, project map, project photos, and certification statement.

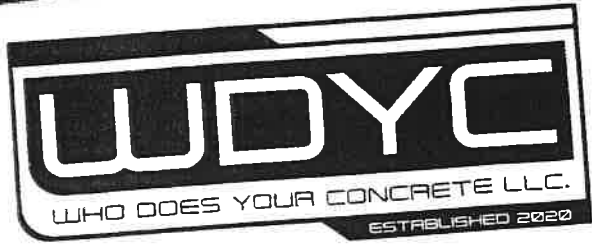
Mississippi Valley Library District - Application

Cost Estimate

Excavation of current walkways and installation of new walkways with stamping and color added

TOTAL COST: \$8,250.00

See attached for quote.



**Driveways & Patios, Decks, Fences,
Retaining Walls, Demo, Concrete
Pumping, Hardscape & More!**

Owner: Emilio P. Perkins
Fully Insured - Locally Owned & Operated
www.whodoesyourconcrete.com

Contact: 618-567-2521
infowdyc@gmail.com



COLLINSVILLE CONCRETE

Concrete Flatwork- QUOTE

Job Description

PREPARED FOR:

Client: Collinsville Library

Address: 408 W Main St. Collinsville, IL

PREPARED DATE
8/4/24

PREPARED BY
Emilio Perkins - Owner

Flatwork/Job Notes: Demo current concrete and/or earth to prep site for install of new concrete pad. Excavate 550 and set forms. Install CA-6 rock base and tamper with a 2 ton Wacker Nelson Compactor. Pour new 4k PSI Concrete with fibre, reinforcement and 5 year sealer. Install joints with a Standard broom finish. Strip Foams and complete a final clean-up. End result will be (See Measure Section) @ _____ inch thick concrete pad(s).

Measure Section:

- 1) 5x110 Walk
- 2) _____
- 3) _____

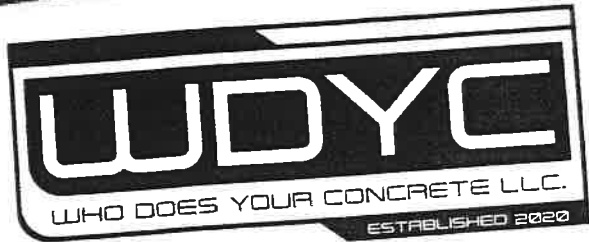
Total Sq/Ft. 550

ITEM LIST	TOTAL Sq/Ft.	PRICE per Sq/Ft.	TOTAL Cost
Excavate/Haul, Prep, Form & Prepare	Total: 550	\$3.00	\$1,650.00
New Install Concrete w/4,000psi 6 Slump Includes: Rebar/Fibre/Rock	550	\$9.00	\$4,950.00
Stamp and Color (Optional Add On)	ONLY \$ 12 SQ. FT. INSTALLED!	\$3.00	\$1,650.00

JOB TOTAL = \$6,600.00

*\$8,250.00
with stamp
and color*

AGREED AND ACCEPTED:



**Driveways & Patios, Decks, Fences,
Retaining Walls, Demo, Concrete
Pumping, Hardscape & More!**
Owner: Emilio P. Perkins
Fully Insured - Locally Owned & Operated
www.whodoesyourconcrete.com
Contact: 618-567-2521



COLLINSVILLE CONCRETE

**THIS QUOTATION IS SUBJECT TO THE FOLLOWING
TERMS AND CONDITIONS:**

Delivery of payment must be in the form of Cash, Money Order, Cashiers Check, Credit, Debit or Venmo/Cash App. If you are paying by check, please make out to: **Who Does Your Concrete?, LLC**.

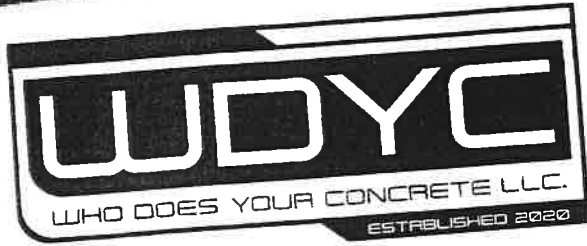
- **Payment:** We require 50% down at the start of the job and the remaining 50% upon completion.
- **Receipt:** Independent Contractor will provide an invoice for your record after each payment has been accepted via email and/or text message to mobile device.
- **Weather Depending** - Much of the material used for pavement preservation treatments and resurfacing grounds is **weather** and temperature **dependent** and therefore cannot be applied until conditions; including soil, are **warm** and **dry**.

We **are not** responsible for any damage caused to landscaping from any use of our construction equipment/machines outside of the target area. Or any use from our subcontractors. Although, we will ALL try our best to be thoughtful and considerate before, during and after the job is complete. Customer is responsible for replacing and/or backfilling new soil against the new concrete. Independent contractors of hire will need access to the homeowners water & electrical source for equipment clean up from work.

We **do not** guarantee the life of the concrete nor guarantee any future cracking, pitting, sinking, discoloration, etc. of material will not happen. These factors have **many** different variations and cannot be controlled, here are the steps we take in order to help prevent this from happening.

- a. **Product:** Concrete will be poured at a minimum of 4 inches w/ a 4,000 p.s.i. Concrete mix. (unless otherwise stated)
- b. **Base:** We use CA-6 rock base - 2" thick - before concrete is laid. Rock will then be compacted tight with a 2 TON Wacker Nelson vibrator compactor. (Indicated on Item List)

AGREED AND ACCEPTED:



Driveways & Patios, Decks, Fences,
Retaining Walls, Demo, Concrete
Pumping, Hardscape & More!

Owner: Emilio P. Perkins
Fully Insured - Locally Owned & Operated
www.whodoesyourconcrete.com

Contact: 618-567-2521



COLLINSVILLE CONCRETE

- c. **Strength:** (Indicated in Item List)
 - i. #3 Rebar will be added throughout at a reasonable amount
 - ii. 6x6 Wire Mesh - Will be laid throughout
 - iii. Fibre Mesh - Additive to concrete at the ready-mix cement plant
- d. **Forms:** 2x4's will be used for 4" pads and 2x6's will be used for 6" pads. All forms will be made of standard construction wood then stripped and removed from property after completion.
- e. **Expansion Joints:** Saw Cuts or Groves will be applied to help maintain cracks inside joints. Concrete does two things, gets hard & cracks. Ideally we would like cracks to happen inside the joints - that is the goal but this is never guaranteed.
- f. **Finish:** (Broom by default unless otherwise Indicated on Item List)
 - i. Horse Hair Broom finish will allow for an added slip resistant texture (Outdoors)
 - ii. Hand Trowel will allow for a smooth finish (Indoors)

****IS IT NOT RECOMMENDED TO PUT ICE MELT/SALT ON YOUR CONCRETE! IT WILL DAMAGE SURFACE & VOID SEALER LIFE!!!**

This quote may be accepted to form a binding contract upon any one of the following options:

- g. Signature below and payment to Who Does Your Concrete?, LLC for the items listed in this quote prior to the start of job.
- h. Issuance of this purchase order to Who Does Your Concrete?, LLC referencing this quote and the terms and conditions herein prior to the start of this job.
- i. Any changes made post-start will reflect in a price adjustment accordingly and be agreeable to both parties in writing.

Please Contact Emilio Perkins @ (618) 567-2521 for scheduling. We would love to get you on our schedule and look forward to completing your project. Thank you!

AGREED AND ACCEPTED:

Mississippi Valley Library District - Application

Project Timeline

- September 2024 - Submit application
- October 2024 - Complete project agreement; schedule installation upon receipt of fully executed agreement
- October-November 2024 - Complete installation
- November-December 2024 - Submit reimbursement request and applicable supporting documentation or reports
- Spring 2025 - Backup timeframe if needed due to scheduling or weather constraints: complete installation, reimbursement request, and applicable supporting documentation or reports

Mississippi Valley Library District - Application

Project Location Map



Mississippi Valley Library District - Application

Project Photos, when relevant



View from library's steps



Missing stone and mortar

Mississippi Valley Library District - Application



Missing mortar / loose stones



Missing mortar / loose stones

Mississippi Valley Library District - Application



View from street



View from street

Mississippi Valley Library District - Application



Uneven stonework



Uneven stonework



**ORDINANCE NO. 25-01
BUDGET AND APPROPRIATIONS ORDINANCE**

**ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE FOR THE MISSISSIPPI VALLEY LIBRARY DISTRICT
OF THE COUNTIES OF MADISON AND ST. CLAIR, STATE OF ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025**

WHEREAS, the Board of Trustees of the Mississippi Valley Library District, of the Counties of Madison and St. Clair, State of Illinois, has prepared or caused to be prepared a tentative form of the Annual Budget and Appropriation for said Public Library District for the fiscal year beginning July 1, 2024 and ending June 30, 2025 and the same has been conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Annual Budget and Appropriation Ordinance on September 16, 2024, notice of which was given at least thirty (30) days prior thereto by publishing notice thereof in a newspaper of general circulation in the Mississippi Valley Library District; and

WHEREAS, all other legal requirements have been duly complied with by the Board of Trustees of Mississippi Valley Library District;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE TRUSTEES OF THE MISSISSIPPI VALLEY LIBRARY DISTRICT, IN THE COUNTIES OF MADISON AND ST. CLAIR, STATE OF ILLINOIS, AS FOLLOWS:

Section 1: That the following sums, or so much thereof as by law may be authorized, be and the same are hereby budgeted, set aside and appropriated for the specified Library Purposes for the fiscal year beginning July 1, 2024 and ending June 30, 2025; and the objects and purposes for which said appropriations are made, and the amounts thereby appropriated are as follows; to-wit:

FOR CORPORATE PURPOSES [75 ILCS 16/35-5]:

- | | | |
|----|---|------------|
| 1. | For personnel salaries | \$ 700,000 |
| 2. | For health insurance benefits | \$ 100,000 |
| 3. | For state unemployment insurance | \$ 15,000 |
| 4. | For Illinois Municipal Retirement Fund (Employee) | \$ 40,000 |
| 5. | For maintenance services | \$ 60,000 |
| 6. | For professional services | |
| | a. Internet services | \$ 13,000 |
| | b. Info. technology | \$ 65,000 |

	c.	Legal service	\$ 10,000	
	d.	Payroll service	\$ 6,000	
	e.	Publishing	\$ 800	
	f.	Publishing	\$ 3,000	
	g.	Other prof. services	\$ 10,000	
				\$ 107,800
7.		For professional development		\$ 4,000
8.		For utilities		
	a.	Electricity	\$ 65,000	
	b.	Natural gas	\$ 10,000	
	c.	Telephone/Fax	\$ 5,000	
	d.	Water/sewer	\$ 3,500	
				\$ 83,500
9.		For supplies (office/building/equipment)		\$ 26,000
10.		For postage		\$ 5,000
11.		For materials		
	a.	Adult print items	\$ 35,000	
	b.	Adult audio/visual	\$ 15,000	
	c.	Online databases	\$ 15,000	
	d.	Juvenile print items	\$ 7,000	
	e.	Juvenile audio/visual	\$ 3,000	
	f.	Virtual	\$ 11,000	
	g.	Other materials	\$ 3,000	
				\$ 89,000
12.		For grant expenses		\$ 85,000
13.		For payments to other libraries		\$ 2,500
14.		Programming		\$ 10,000
15.		For vehicles		\$ 4,000
16.		For miscellaneous expenses		\$ 10,000
				TOTAL
				\$ 1,341,800

FOR SOCIAL SECURITY FUND PURPOSES [40 ILCS 5/21-110; 40 ILCS 5/21-110.1]:

Social Security and Medicare Taxes \$ 65,000

TOTAL \$ 65,000

FOR ILLINOIS MUNICIPAL RETIREMENT FUND [40 ILCS 5/ 7-171]:

Illinois Municipal Retirement Fund (Employer) \$ 60,000

TOTAL \$ 60,000

FOR AUDIT PURPOSES [50 ILCS 310/9]:

Contractual Services - Audit \$ 10,000

TOTAL \$ 10,000

FOR LIABILITY AND WORKERS' COMPENSATION INSURANCE [745 ILCS 10/9-107]:

Insurance

a. Liability & Workers Comp. Insurance \$ 30,000

b. Risk Management and Loss Control Program \$ 90,000

TOTAL \$ 120,000

FOR BUILDING MAINTENANCE FUND [75 ILCS 16/35-5]:

Building Maintenance Cost

a. Building expenses \$ 130,000

TOTAL \$ 130,000

FOR SPECIAL RESERVE FUND [75 ILCS 16/40-40; 75 ILCS 5/5-8]:

1. Emergency and/or designated projects \$ 100,000

2. Contingency \$ 10,000

TOTAL \$ 110,000

FOR THE PURPOSE OF A GIFT FUND [75 ILCS 16/30-75]

Designated donations \$ 30,000

TOTAL \$ 30,000

FOR THE PURPOSE OF A WORKING CASH FUND [75 ILCS 16/30-95; 75 ILCS 16/35-35]:

Working Cash Fund	\$ 230,000
	TOTAL \$ 230,000

Section 2: Appropriated for the foregoing expenses from the following estimate of revenues, by source, anticipated to be received by the Library District in the fiscal year:

Projected cash on hand July 1, 2024	\$1,300,000
Special Reserve Fund	\$ 110,000
Working Cash Fund	\$ 230,000
Gift Fund	\$ 30,000
Miscellaneous gifts and donations	\$ 50,000
Interest Income	\$ 95,000
Special purpose grants	\$ 85,000
Fees and charges	\$ 20,000
Miscellaneous income	\$ 30,000
Reimbursements (COBRA, E-Rate, other libraries)	\$ 27,000
Rentals and leases	\$ 40,000
Personal property replacement taxes	\$ 55,000
Tax for General Corporate Library purposes	\$ 890,000
Tax for Social Security purposes	\$ 62,000
Tax for IL Municipal Retirement Fund	\$ 62,000
Tax for Audit purposes	\$ 8,500
Tax for Liability and Insurance	\$ 86,000
Tax for Maintenance purposes	\$ 125,000

Expected cash on hand June 30, 2025

\$ 1,300,000

Section 3: Any unexpended balances in the General Library Fund and Maintenance Fund appropriations will be deposited into the Special Reserve Fund pursuant to a plan in accordance with 75 ILCS 16/40-50.

Section 4: The Secretary of the Mississippi Valley Library District is hereby authorized and directed to have this Ordinance published at least once in a newspaper of general circulation within this library district.

Section 5: This Ordinance shall be in full force and effect from its passage, approval and publication as provided by law.

Passed by the Board of Trustees of the Mississippi Valley Library District and approved by the President thereof this 16th day of September, 2024.

BOARD OF TRUSTEES OF
MISSISSIPPI VALLEY LIBRARY DISTRICT

President

ATTEST:

Secretary

STATE OF ILLINOIS)
) SS:
COUNTIES OF MADISON AND ST. CLAIR)

CERTIFICATE OF AUTHENTICITY

(Budget and Appropriations Ordinance)

I, Lisa McCormick, do hereby certify that I am the duly appointed, qualified, and now acting Secretary of the Board of Trustees of the Mississippi Valley Library District in the Counties of Madison and St. Clair and State of Illinois; that attached hereto is a true and correct copy of the Annual Budget and Appropriations Ordinance No. 25-01 for the fiscal year July 1, 2024 to June 30, 2025.

I further certify that the Annual Budget and Appropriations Ordinance was duly passed by the Board of Trustees of said Library District at a meeting thereof held on the 16th day of September, 2024; that said Ordinance was duly passed by ye and nay vote thereon with at least a majority of all the Board of Trustees having voted ye on the adoption and passage thereof and approved in accordance with the laws of the State of Illinois pursuant to the notice and publication thereof as required by law.

I further certify that said Annual Budget and Appropriations Ordinance contains an estimate of revenues, by sources, anticipated to be received by the Mississippi Valley Library District in the fiscal year.

In Witness Whereof, I have signed my name in my official capacity as the Secretary of the Board of Trustees of the Mississippi Valley Library District, at Collinsville, Illinois, this 16th day of September, 2024.

Lisa McCormick, Secretary

Mississippi Valley Library District

(District Seal)

Date Signed: _____



**ORDINANCE NO. 25-02
BUILDING AND MAINTENANCE FUND ORDINANCE**

*An Ordinance to Levy and Assess a Tax for the Mississippi Valley Library District
Of the Counties of Madison and St. Clair, State of Illinois for the Fiscal Year
Beginning July 1, 2024 and Ending June 30, 2025*

Be It Ordained, that the Mississippi Valley Library District of the Counties of Madison and St. Clair in the State of Illinois shall levy a tax of .02% of the value of all taxable property within said District, for building and maintenance purposes, subject to the right of electors in said District to petition and require an election concerning the imposition of such tax, pursuant to 75 ILCS 16/35-5.

Be It Further Ordained, that within fifteen (15) days from the date of adoption of the ordinance, it shall be published in the Belleville News-Democrat, a newspaper of general circulation in the Mississippi Valley Library District and it is effective immediately upon adoption.

In Witness Whereof, we have hereunder set our hands in Collinsville, Illinois, this 16th day of September, 2024.

- (1) The specific number of voters required to sign a petition requesting that the question of adoption of the ordinance be submitted to the electors of the District is 2,115.
- (2) The petition must be filed on or before October 22, 2024.
- (3) The referendum would be held April 1, 2025.

Posted: September 17, 2024

President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

Chapter 11 (Youth/Young Adult Services)

Service for youth is the provision of all library services to young people ages 0 through 18 in the library and the community. Youth services should meet recreation and education needs with programs, print and digital collections, reader's advisory, reference, outreach, library space and furniture, and library staff.

All Illinois public libraries should provide services to youth.

Youth/Young Adult Services Standards

1. All basic services are available to all youth regardless of age, ability, gender, or sexual orientation when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If services are provided to youth and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff with thorough knowledge of the various developmental needs of youth, and offers services including collections and programs to reflect these needs.
3. The library has board-approved policies towards serving youth developed by administration and staff who serve children and/or young adults, which is reviewed every two years.
4. The library actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.
5. The library strives to provide staff trained in serving youth to meet the needs of patrons who have challenges with disabilities, language, and literacies, including support for use of adaptive equipment and software.
6. The library seeks to eliminate barriers to provision of services and information access to youth and families, including examining content restrictions, library card signup, and Internet policies.
7. The library evaluates its services to youth for popularity, effectiveness, accuracy, timeliness, and patron ease at least once annually.
8. The library provides developmentally-appropriate educational, cultural, recreational, and entertainment programs for youth that reflect community needs and interests. Programming is designed to address the diversity within the community. Community members should be encouraged to offer suggestions.
9. Library programs should strive to be free of charge.
10. Provisions should be made to enable persons with disabilities to participate in programs. The availability of these provisions is noted with other information about the program.
11. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services. Libraries are encouraged to partner with community organizations to offer programs.
12. The library provides services to instruct youth in research and to develop information literacy. This may include tours, training sessions, or one-on-one instruction.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.
14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.
15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.
16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.
17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.
18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.
19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.
20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.
21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.
22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.
23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.
24. The library provides a summer reading opportunity to encourage reading and learning during the summer.
25. The library provides a flexible and welcoming environment for young adults both individually and in groups.
26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.
27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.
28. The library fosters young adult leadership and civic engagement.
29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

Youth/Young Adult Services Checklist

- All basic youth services are available when the library is open.
- The library provides staff trained in serving youth.
- The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- The library's programming is designed to reflect the needs and interests of youth in the community.
- Library programs are provided free of charge or on a cost-recovery basis.
- The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- The library strives to partner with youth-facing organizations in the community.
- The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

- The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- The library strives to partner with and support local schools, including private schools and homeschoolers.
- Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- The library provides a space specifically for use by children and families.
- The shelving used for housing children's materials is appropriately sized to allow for easier access.
- The library provides early literacy programming, including regular story time, for children and families.
- The library provides programming which facilitates play and fun for children and families.
- The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- The library provides a summer reading opportunity to encourage reading and learning during the summer.
- The library provides a welcoming environment for young adults both individually and in groups.
- The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- The library provides materials both physical and digital for young adults that are intended for them.
- The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.