

**Minutes of the Mississippi Valley Library District
Board of Trustees Regular Meeting**

DATE: January 21, 2025

TIME: 6:30 PM

PLACE: COLLINSVILLE MEMORIAL LIBRARY, COLLINSVILLE, IL.

CALL TO ORDER

Ginny York, Vice President, called the meeting to order at 6:30 pm

ROLL CALL

Trustees present:

Ginny York, Vice-President

Kathy Murphy, Secretary

Cathy Kulupka, Treasurer

Mark Schusky, Trustee

Trustees absent:

Jeanne Lomax, President

Ana Romero-Lizana, Trustee

Also present:

Kyla Waltermire, Executive Director

Matt Harris - Assistant Director

Pledge of Allegiance

Public Input

The following members of the public spoke:

* Ian Ashcraft

* Cindy Klein-Webb

Friends of the Library - no report

Trustee Comment

* Kulupka brought up the whistleblower policy. What if someone blows the whistle on the whistle blower?

Consent Items

A motion to approve Consent Items in their entirety was made by Schusky and seconded by Murphy.

Roll call vote was taken:

Kulupka -yes, Murphy -yes, Schusky -yes, York, yes.

Yes: 4, Abstain, 0, Absent -2 . Motion passed.

a. Approval of minutes - regular Board meeting of November 18, 2024

b. Communications - received 3. There was a correction of the date for the Board to approve a replacement for McCormick's resignation. The corrected date to have this finalized is February 16, 2025

c. Administrative reports -

Executive Director:

- A staff member is on medical leave for a few months
- Library staff are Unionizing through AFSCME, American Federation of State, County, And Municipal Employees.
- Waltermire is looking to hire a circulation supervisor at the Fairmont City Library.
- Condolences to family of Pat Gibbs, a long time volunteer at the Fairmont City Library.
- Due to increased number of requests, a Purchase Request Form is now available for people who want to request items for the libraries to order.
- Waltermire was able to get a copier lease cost reduction
- Lomax and Waltermire attended a TIF Joint Review Board meeting 12/23/24.

Assistant Director -

- Harris also expressed his condolences for the Gibbs family
- Tree lighting was well attended - Theresa and Lee, library staff, attended as well.
- Coat and Toy Giveaway was the biggest one yet.

d. Finances -

- Waltermire expressed appreciation for the \$2,000+ we have received for the elevator repairs. There is almost \$39,000 in reserve and \$100,000 from an intended end-of-year transfer to the Reserve Fund to be applied to the cost.

e. No committee reports

Unfinished business -

- Waltermire sent a Request for Proposal (RFP) to 9 elevator repair companies. They have a deadline of February 1, to submit their RFP.
- Executive Director Evaluation has been postponed till next meeting. Evaluations are turned in, Schusky has helped Romero-Lizana consolidate the data.

New Business -

a. Kevin Topen of C.J.Schlosser and Company, LLC. CPA, the audit agency, gave an overview of the Audit. He said we had a solid year. And were pretty even with last years audit/budget process.

- IMRF contribution rates will increase this coming year. Retirements do affect this rate.
- On page 5, Revenues Comparison by Type - the State of Illinois has recalculated and increased the property tax rate. There is a slight increase from 2023 to 2024.

Roll call Vote to approve FY 2024 audit-

Motion by Kulupka, seconded by Schusky.

Kulupka - yes

Murphy - yes

Schusky - yes

York - yes

Yes - 4, Abstain - 0, Absent - 2

Motion Passed

b. Discussion of Resolution 25-04 to Authorize Property Tax Abatement for Teklab, Inc. A representative of the company presented his report. They analyze dirt. Family owned company. Would like to stay local.

- Schusky had a question about Property Tax Abatement charts, we were given a revised one that seemed to be the same as the original. The representative is going to look into it and get back to us.

- Murphy asked Waltermire if we could afford to allow another tax abatement since we have already voted to allow two others this year. Waltermire said she thought it was good to encourage new business investment in Collinsville. It will help us in the long run. Murphy asked about the short term, Waltermire did not see it harming the library's operations.

- The vote for this has been tabled for the next Board meeting in February.

c. MVLD- issued email addresses/accounts for Trustees. Instead of using their personal email accounts, the library would offer trustees MVLD accounts. Would this avoid confusion and increase privacy when sending and receiving MVLD communications, was discussed.

Motion to approve MVLD to issue email accounts for Trustees. Made by York seconded by Kulupka.

Roll call vote was taken:

Kulupka - yes

Murphy - yes

Schusky - yes

York - yes.

Yes - 4, abstain - none, absent - 2

Motion passed. Waltermire will get to work on that.

d. No questions or discussion regarding the review of Serving Our Public 4.0 intro through Chapter 2.

9. /10. No closed session

11. Adjournment -

Motion to adjourn - Kulupka, seconded by Schusky.

Voice vote taken:

Yes, 4, Abstain: none, Absent 2. Motion carried.

Meeting adjourned at 7:28 pm.



Kyla Waltermire <kylaw@mvlid.org>

Fwd: Collinsville Board of Trustees

1 message

Jeanne Lomax <jeannelomax67@gmail.com>
To: Kyla Waltermire <kylaw@mvlid.org>

Tue, Jan 28, 2025 at 9:10 AM

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

From: **Ryan Jouett** <rajouett92@gmail.com>
Date: Mon, Jan 27, 2025 at 10:31 AM
Subject: Collinsville Board of Trustees
To: <board@mvlid.org>

Hello,

My name is Ryan Jouett. While browsing the library's website I noticed that there was a vacancy for a trustee position. I was wondering what all the position entails and how to potentially sign up.

Thank you,

Ryan Jouett

Report Covering January 2025

Kyla Waltermire, Executive Director

Building and Grounds Updates

- Elevator – An RFP was released January 7 and the addendum was released on January 21. Proposals were due by February 1 and evaluation by the Executive Director in accordance with the RFP took place February 2-8. The proposals will be discussed more in-depth during the regular February 2025 Board meeting.
- CM's sprinkler system underwent annual inspection on January 8.
- Johnson Controls did troubleshooting on the HVAC monitoring system on January 9.
- Johnson Controls visited CM again on January 17 & 21 to address inadequate heating.
- The backflow prevention device's annual inspection was on January 21.
- The grandfather clock received a tune-up on January 23.

Circulation and Collection Updates

- Library staff and community service workers continue to work on an extensive project to re-barcode the library's collections in preparation for Illinois Heartland Library System's deployment of an automated materials handling system. The automated materials handling machines will be installed at each of IHLS's three delivery hubs starting around April 2025.
- Staff are adding series information to fiction items' spine labels and call numbers as time allows. This is being done to help patrons better find items within a series, especially when an author has multiple series and multiple titles within a series.

Grant Updates

- 2025 Better World Books Literacy Grant – An application was submitted for \$2,000 in funding to help the most at-risk students in the school district retain, if not develop, their English literacy skills over the summer.
- 2023 Thinking Money for Kids Program Kits –Kits are to be used between Sept. 1, 2024 and Dec. 31, 2025. Most of the activities have occurred, with one more currently scheduled in February.
- FY2024 Per Capita Grant - The MVLD has been awarded this grant in the amount of \$49,125.29. Grant expenses are being applied between July 1, 2024 and June 30, 2025.
- FY2025 PNG Grant – The Q2 report and reimbursement request were submitted in early January 2025. While most of the grant activities will continue as planned, at least one program and any expenditures needed beyond January 27 are halted due to the federal grant funding freeze (this grant is provided through the LSTA federal grant program). An interim report and reimbursement request were submitted at the request of the Illinois State Library.
- iREAD Summer Reading Grant – The MVLD was awarded a \$250 grant to purchase iREAD materials for the 2025 summer reading program. The MVLD applied on behalf of the Fairmont City community, so the grant will primarily go towards supplies to be used in that community. Supplies through this grant were purchased, to be delivered in the spring.
- FY2025 IHLS Marketing Microgrant – The MVLD submitted an application for the microgrant with a requested amount of \$600 to create a Ready-To-Go Kit for outreach events. A winner(s) will be announced around mid-February.

Meetings, Outreach, and Professional Development

- January 7 – Completed a staff member’s evaluation.
- January 9 – Met with staff member re: change of position; attended a mental disorder informational webinar; completed a staff member’s evaluation; attended City of Collinsville’s comprehensive plan open house.
- January 13 – Met with Assistant Director and Program Coordinator re: teen programs and programs at FC; met with rep from Allrise Elevator.
- January 14 – Covered CM’s main desk (1.00 hr); attended ALA virtual membership meeting.
- January 15 – Met with reps from TK Elevator and Midwest Elevator; covered FC’s desk (1.00 hr)
- January 16 – Attended IHLS webinar re: statewide database package (2.00 hrs CE); met with rep from MADE maker lab re: PNG field trip.
- January 17 – Met with rep from Century Elevator.
- January 21 – Attended Collinsville Chamber of Commerce board meeting; covered CM’s main desk (3.00 hrs)
- January 23 – Met with Assistant Director and rep from the American Heart Association re: Libraries with Heart initiative; completed barcoding refresher training (2.50 hrs CE)
- January 24 – Attended Collinsville Faith in Action executive board meeting; completed annual Open Meetings Act training (3.00 hrs CE)
- January 29 – Met with Lazerware rep re: needed server replacement; covered CM’s main desk (1.50 hrs); met with Marketing Coordinator and Moonlight Computing re: making MVLD website more accessible in alignment with the Americans with Disabilities Act.
- January 30 – Met with staff member re: offer for FC Circulation Supervisor position.
- January 31 – Met with a trustee.
- The weekly visits from the CHS transitional class are back in full swing.

Marketing and Promotions Updates

- A video about the library’s free spiral binding supplies was viewed over 10,000 times. I spoke with a family visiting the library who had seen the video and came in to use the binding machine and supplies to secure their child’s Young Authors submission.
- Historic photos of Collinsville continue to draw attention on social media.
- Marketing Coordinator Terry Pierson was at the CMT YMCA on January 9 to promote the library’s services.

Miscellaneous

- The library will be partnering with the American Heart Association to provide blood pressure monitors for checkout through the Libraries with Heart initiative. This program is in its early stages, with the monitors and informational materials to be available for checkout later in the year.
- A limited number of federal and state tax forms are available for pickup in CM’s computer lab.

Program Updates and Other Dates of Note

- Bookmark Design Contest – districtwide; all ages through February 28. The library is looking for talented and/or budding artists of all ages to help design bookmarks to be distributed as part of the summer reading

program. Pick up the contest rules at any library service station, create a design, and turn it in by the end of the month. Bookmark entries will be shared on the library's Facebook pages, with voting to take place March 3-31. The winning bookmark in each age category will be printed and distributed during the summer.

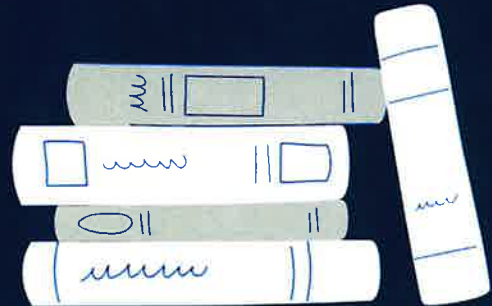
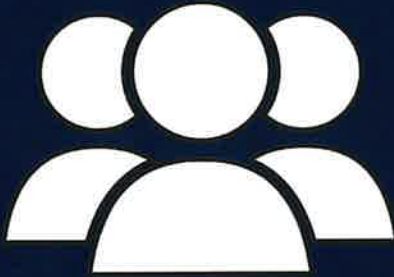
- Winter Checkout Challenge – districtwide; all ages through March 20. Check out at least 10 items and record them on a prize entry sheet. Each person can submit up to three sheets. Prize winners will be selected from the returned sheets and will receive a basket with books, puzzles, and candy.
- Thinking Money for Kids series (part of Thinking Money for Kids grant)
 - Pet Cents –Feb. 22 @ 2:00-3:00 PM (FC). Players adopt a pet – and take on the financial responsibilities of pet ownership – as they visit various stations. Along the way, they are faced with unexpected events that could result in a financial windfall or expense. The goal is to meet a pet's needs while retaining as much money as possible. Recommended for ages 8-11. Includes basic reading, writing, addition, and subtraction.
- Teen & tween tech activities (part of the PNG grant). All activities are for kids in 5th-12th grades.
 - Making Reality with Conductive Cloth – Feb. 27 @ 4:00-6:00 PM (FC). Learn about conductive thread and how to use it in projects. Make a felt Pokeball or Among Us character that lights up using conductive thread.
 - Making Virtual Reality – Jan. 31 @ 4:40-5:40 PM (CM), Feb. 1 @ 3:00-4:00 PM (FC), Feb. 3 @ 10:00-11:00 AM (CM). Learn what augmented and virtual reality are and how they work. Explore augmented and virtual reality through the use of VR systems.
 - Making Reality with Coding – Feb. 28 @ 4:40-5:40 PM (CM), Mar. 1 @ 3:40-4:40 PM (FC), Mar. 3 @ 10:00-11:00 AM (CM). Learn computer coding basics, such as terms and logic. Build your own program using the coding skills learned.
- The MVLD will be closed on February 7 for an all-day staff training and February 17 for Presidents' Day.
- Executive Director's upcoming time off (scheduled to date): Feb. 26, July 5-13, Sept. 18-19, Dec. 6-14.
- Check out the Library's full calendar at https://mvld.org/collinsville_calendar and https://mvld.org/fairmont_calendar.

Staff Updates

- One staff member continues to take extended leave under the Family and Medical Leave Act.
- Michelle Olivares, FC Circulation Supervisor, resigned effective January 31.
- Selena Rivera-Cereno, currently a Level 1 Library Clerk, will take over the FC Circulation Supervisor position effective February 24.



2024 Year in Review



127,691

VISITED

88,167

PHYSICAL ITEMS OUT

21,759

ATTENDED EVENTS

37,630

DIGITAL ITEMS OUT

38,101

USED WI-FI

10,426

COMPUTER SESSIONS

PATRONS SAVED

\$1,875,879

Statistical Summary

1/1/2025 12:00:00 AM - 1/31/2025 11:59:59 PM

Grand Totals

Record Counts - As of 2/11/2025 4:41 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,614,832	46,183	776,184			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	72,188	75,705	200	18,585	32	27

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
6,715	895	4,689	1,062	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,133	2,097	350		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	11	7	252	45
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	13	0	177	3
Deleted by Other	n/a	n/a	n/a	n/a

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$3,424.57	\$181.98	\$0.00	\$181.98	\$3,814.07	\$0.00
Total Outstanding Fines - As of 2/11/2025 4:41 PM					
\$138,382.84					

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
769	0	1,445	100

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
November	Activity Packet	140
November	Coloring Pages	240
November	Computer handouts	35
November	Children's Take and Make Crafts	35
November	Take and Make Crafts	7
11/2/24	Meditation at the Blum House	10
11/2/24	Cross Stitching Club	2
11/2/24	Soapmaking: Melt & Pour Soap Class	0
11/4/24	Body Sculpting	4
11/4/24	Chestnut Health System Table	5
11/4/24	Free Tutoring	1
11/5/24	Morning Yoga	7
11/5/24	Preschool Storytime - Children's	13
11/5/24	Free Tutoring	1
11/5/24	Basic Computer Classes	Canceled due to illness
11/6/24	Baby Boogie	Canceled
11/6/24	iCash Event	9
11/6/2024	Free Tutoring	1
11/6/24	Yoga Time!	4
11/7/24	Guiding and Exploring: D&D Night	13
11/7/24	Free Tutoring	1
11/9/24	My First Sweater Knit-Along	Canceled
11/9/24	Meditation at the Blum House	11
11/9/24	Cross Stitching Club	2
11/9/24	Soap Making Hot Process *Registration Required*	11
11/12/24	Morning Yoga	10
11/12/24	Preschool Storytime - Children's	20
11/12/24	Free Tutoring	1
11/13/2024	Baby Boogie - Children's	24
11/13/24	Free Tutoring	1
11/13/24	Slime Time	6
11/13/24	Acoustic Jam with the Collinsville Ramblers	10
11/13/24	Yoga Time!	4
11/14/24	Daytime Book Club	6
11/14/24	Guiding and Exploring: D&D Night	13
11/14/24	Free Tutoring	1
11/14/24	Lego Building Challenge Club - Children's	5
11/15/24	Pottery Teen Art Club	4
11/15/24	Junk Journal Club	2
11/15/24	Paranormal Investigation After Hours- Teens & Adults	20
11/16/24	Soap Making : Cold Process *Registration Required*	12
11/16/24	Meditation at the Blum House	9
11/16/24	Cross Stiching Club	2
11/16/24	History and Geneology Club	5
11/18/24	Body Sculpting	6
11/18/24	Free Tutoring	2

11/19/24	Morning Yoga	2
11/19/24	Preschool Storytime - Children's	2
11/19/24	Fall Paper Crafts -All Ages	1
11/19/24	Free Tutoring	2
11/20/24	Baby Boogie - Children's	35
11/20/24	Metro East Every Survivor Counts	4
11/20/24	Free Tutoring	1
11/20/24	Yoga Time!	7
11/20/24	Holiday Tips and Tricks with Chef Art Smith- Illinois Libraries Present	1
11/21/24	Guiding and Exploring: D&D Night	13
11/21/24	Free Tutoring	1
11/21/24	Family Reading Night	4
11/23/24	My First Sweater Knit-Along	6
11/23/24	Meditation at the Blum House	9
11/23/24	Cross Stching Club	2
11/23/24	Dinovember - Dinosaur Party	124
11/25/24	Body Sculpting	5
11/26/24	Morning Yoga	9
11/26/24	Preschool Storytime - Children's	14
11/27/24	Baby Boogie - Children's	9
11/27/24	Evening Book Club	6
11/30/24	Cross Stching Club	2
TOTAL		974

Children Ages 0-5 Synchronous in-person onsite program sessions: 109 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: 240 attendance, 1 events
Children Ages 6-11 Synchronous in-person onsite program: 154 attendance, 14 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: 35 attendance, 1 events
Young Adults Ages 12- 18 Synchronous in-person onsite program: 10 attendance, 2 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: 207 attendance, 31 events
Adults Ages 19+ Synchronous in-person offsite program sessions: 0 attendance, 0 events
Adults Ages 19+ Synchronous virtual program sessions: 1 attendance, 1 events
Adults Ages 19+ Self-Directed: 35 attendance, 1 events
General Interests Synchronous in-person onsite program: 23 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: 239 attendance, 2 events

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
January	Activity Packet	150
January	Coloring Pages	210
January	Computer handouts	35
January	Children's Take and Make Crafts	55
January	Take and Make Crafts	55
1/2/25	Guiding and Exploring: D&D Night	9
1/2/25	Free Tutoring	1
1/2/25	Thinking Money for Kids Program series- Penny Pincher's Party	29
1/3/25	Free Tutoring	1
1/3/25	Making Reality with 3D Objects- Teen PNG	10
1/6/25	Body Sculpting	Canceled Due to Weather
1/6/25	Making Reality with 3D Objects- Teen PNG	Canceled Due to Weather
1/6/25	Chestnut Health System Table	Canceled Due to Weather
1/7/25	Morning Yoga	2
1/7/25	Preschool Storytime	6
1/7/25	Free Tutoring	1
1/7/25	Computer Basics Class	1
1/8/25	Baby Boogie	19
1/8/25	Acoustic Jam with the Collinsville Ramblers	Canceled
1/8/25	Yoga Time!	4
1/9/25	Making Reality with Conductive Cloth - Teen PNG	1
1/9/25	Daytime Book Club	3
1/9/25	Guiding and Exploring: D&D Night	7
1/9/25	Free Tutoring	2
1/9/25	Thinking Money for Kids Program series- Currency Conga	7
1/9/25	Chicago Pizza - Past, Present & Future with Steve Dolinsky (Illinois Libraries Present)	2
1/10/25	Free Tutoring	1
1/11/25	Suncatcher Snowflakes- All Day Craft	6
1/11/25	Cross Stitching Club	2
1/13/25	Body Sculpting	4
1/14/25	Morning Yoga	8
1/14/25	Free Tutoring	2
1/15/25	Baby Boogie	12
1/15/25	Yoga Time!	4
1/15/25	Free Tutoring	3
1/16/25	Guiding and Exploring: D&D Night	10
1/16/25	Free Tutoring	2
1/16/25	Thinking Money for Kids Program series- Making Moo-Lah	10
1/17/25	Free Tutoring	2
1/17/25	Junk Journal Club	1
1/18/25	My First Sweater Knit-Along	12
1/18/25	Meditation at the PRC	10
1/18/25	Cross Stitching Club	3
1/18/25	History and Genealogy Club	9
1/21/25	Morning Yoga	8
1/21/25	Preschool Storytime	5

1/21/25	Metro East Every Survivor Counts Table	9
1/21/25	Free Tutoring	6
1/22/25	Baby Boogie	14
1/22/25	Free Tutoring	1
1/22/25	Yoga Time!	9
1/23/25	Guilding and Exploring: D&D Night	11
1/23/25	Free Tutoring	1
1/23/25	Thinking Money for Kids Program series- Pet Cents	16
1/23/25	Love and Laughs with Michelle Buteau (Illinois Libraries Present)	1
1/24/25	Free Tutoring	0
1/25/25	Meditation at the Blum House	17
1/25/25	Kids BINGO	7
1/25/25	Cross Stching Club	2
1/27/25	Body Sculpting	7
1/27/25	Chestnut Health System Table	Canceled
1/27/25	Free Tutoring	3
1/28/25	Morning Yoga	7
1/28/25	Preschool Storytime	19
1/28/25	Free Tutoring	1
1/29/25	Baby Boogie	19
1/29/25	Free Tutoring	2
1/29/25	Evening Book Club	5
1/29/25	Yoga Time!	4
1/30/25	Guilding and Exploring: D&D Night	11
1/30/25	Free Tutoring	0
1/30/25	Thinking Money for Kids Program series- Piggy Bank Theater	6
1/31/25	Making Virtual Reality- Teen PNG	7
1/31/25	Free Tutoring	1
TOTAL		910

Children Ages 0-5 Synchronous in-person onsite program sessions: 77 attendance, 5 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: 265 attendance, 2 events
Children Ages 6-11 Synchronous in-person onsite program: 145 attendance, 27 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: 61 attendance, 2 events
Young Adults Ages 12- 18 Synchoronous in-person onsite program: 18 attendance, 3 events
Young Adults Ages 12- 18 Synchoronous in-person offsite program sessions: 0 attendance, 0 events
Young Adults Ages 12- 18 Synchoronous 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: 135 attendance, 22 events
Adults Ages 19+ Synchronous in-person offsite program sessions: 0 attendance, 0 events
Adults Ages 19+ Synchronous virtual program sessions: 2 attendance, 1 events
Adults Ages 19+ Self-Directed: 35 attendance, 1 event
General Interests Synchronous in-person onsite program: 57 attendance, 6 events
General Interests Synchronous in-person offsite program sessions: 0 attendance, 0 events
General Interests Synchronous virtual program sessions: 1 attendance, 1 events
General Interests Self-Directed: 205 attendance, 2 events

Month	Total # Items Requested by MVL	# Items Received at MVL		# Items Received at ILL		# Items Received at MVL		Total # of ILL Requests Received by MVL	# Items Supplied by MVL		# Items Supplied by ILL		# Items Supplied by MVL		CM Front Door Counter		CM Side Door Counter		CM Computer Sessions
		- In State Returnables	- In State Non-Returnables	- In State Returnables	- In State Non-Returnables	- In State Returnables	- In State Non-Returnables		- In State Returnables	- In State Non-Returnables	- In State Returnables	- In State Non-Returnables	- In State Returnables	- In State Non-Returnables	- In State Returnables	- In State Non-Returnables	5346	4125	
Jul-24	23	15	2	2	2	2	2	76	22	22	32	32	5346	4125	798				
Aug-24	5	2	1	1	1	1	50	17	17	23	23	5049	3250	732					
Sep-24	8	1					63	15	15	28	28	5128	3284	637					
Oct-24	16	9					61	22	22	21	21	5950	3805	655					
Nov-24	11	7			1	1	59	20	20	22	22	4662	3144	579					
Dec-24	11	5			1	1	51	15	15	21	21	2369	3331	474					
Jan-25	9	7					89	30	30	32	32	3189	2981	521					
Feb-25																			
Mar-25																			
Apr-25																			
May-25																			
Jun-25																			
Totals:	83	46	0	5	0	0	449	141	141	0	179	0	31693	23920	4396				

Board Report February, 2025

Matthew Harris – Assistant Director – Fairmont City Library Center

Grants, awards, donations, and special stories:

With the departure of former Head of Circulation Michelle Olivares, we are excited for Selena Rivera-Cereno to step into the Head of Circulation position at Fairmont City beginning on February 24th.

Outreach and education:

January 13: Attended Meeting in Collinsville with Kyla and Lee

January 14: Attended Latino Roundtable meeting

January 15: Attended Fairmont City City Council Meeting

January 16: Phone meeting with the American Heart Association for Libraries with Heart

January 21: Attended MVLD Board Meeting

January 23: Webinar with the American Heart Association for Libraries with Heart

January 29: Attended virtual Latino Roundtable Meeting

Building and Grounds:

Programming:

The Winter Checkout Challenge and Bookmark Design Contest began on February 1st. AARP Tax Help also began February 1st and spots have been filling up fast. AARP will be at the library on Tuesdays, Wednesdays, and Saturdays during tax time.

Stats:

January:

Days Open: 22

Door Count: 1407

Computer Users: 128

E-Book Questions: 0

Homebound Delivery: 0

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
1/4/25	Making Reality with 3D Objects- Teen PNG	3
1/6/25	Monday Funday- Kid Activities	0
1/11/25	Thinking Money for Kids series- Penny Pincher's Party	5
1/13/25	Kids Corner	2
1/13/25	Monday Funday- Kid Activities	0
1/17/25	Metro East Every Survivor Counts Table	4
1/21/25	Free Tutoring	3
1/21/25	Answers on Aging	0
1/23/25	Free Tutoring	1
1/23/25	Making Reality with Conductive Cloth - Teen PNG	2
1/25/25	Thinking Money for Kids series - Currency Conga	4
1/27/25	Kids Corner	4
1/27/25	Monday Funday Kids Activities- Pipe Cleaner Art	3
1/28/25	Free Tutoring	1
1/30/25	Free Tutoring	1
TOTAL		33

Children Ages 0-5 Synchronous in-person onsite program sessions: 2 attendance, 1 event
 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: 23 attendance, 11 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, 0 events

Young Adults Ages 12- 18 Synchronous in-person onsite program: 5 attendance, 12 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: 0 attendance, 0 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: 4 attendance, 1 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

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Albers Heating & Air Conditioning, Inc.				
01/31/2025	Bill	Invoice # 3966 1/16/2025 FC fall 2024 prev. maint. - delayed by vendor	Maintenance Services:Building	\$350.00
Total for Albers Heating & Air Conditioning, Inc.				\$350.00
AMEREN ILLINOIS				
01/16/2025	Bill	FCLC gas (01149)	Utilities:Natural Gas	\$393.94
01/16/2025	Bill	FCLC electric (01130)	Utilities:Electricity	\$700.74
01/16/2025	Bill	CMLC gas (23000)	Utilities:Natural Gas	\$575.83
01/16/2025	Bill	CMLC electric (04006)	Utilities:Electricity	\$2,080.01
01/16/2025	Bill	CMLC outdoor parking lot light (60005)	Utilities:Electricity	\$40.54
01/16/2025	Bill	BH gas (83007)	Utilities:Natural Gas	\$416.01
01/16/2025	Bill	BH electric (10414)	Utilities:Electricity	\$196.28
Total for AMEREN ILLINOIS				\$4,403.35
American Express				
01/16/2025	Bill	Misc. office supplies / consumables	Supplies:Office	\$961.12
01/16/2025	Bill	movies and video games	Materials:Adult Audio Visual Items	\$1,070.25
01/16/2025	Bill		Utilities:Telephone/Fax	\$30.00
01/16/2025	Bill		Other Expenditures:Miscellaneous	\$39.77
01/16/2025	Bill	monthly Zoom subscription; Guru Importer monthly subscription	Professional Services:Other Professional Services	\$27.99
01/16/2025	Bill	misc. supplies	Other Expenditures:Programming	\$155.25
01/16/2025	Bill	board game replacement pieces	Other Expenditures:Payments to Other Libraries	\$16.99
01/16/2025	Bill	book	Materials:Other Materials	\$6.99
01/16/2025	Bill	The Atlantic - 1 year subscription	Other Expenditures:Donation Expenditures - Des.	\$39.95
01/16/2025	Bill	FC phone power supply; replacement heavy duty stapler	Materials:Adult Print Materials	\$99.99
01/16/2025	Bill	supplies for conductive thread activity	Supplies:Equipment	\$40.10
01/16/2025	Bill		Other Expenditures:Grant Expenses:FY2025 PNG Grant	\$5.79
Total for American Express				\$2,494.19

Mississippi Valley Library District

Expense by Vendor Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Americom Imaging Systems Inc.				
01/31/2025	Bill	Invoice # 545980443 Monthly copier / printer lease contract - January 2025	Maintenance Services:Equipment	\$496.20
Total for Americom Imaging Systems Inc.				\$496.20
Aqua Systems				
01/16/2025	Bill	Invoice # 435324443 monthly rental dated 1/1/2025	Supplies:Office	\$6.95
01/16/2025	Bill	Invoice # 436884419 bottle exchange dated 1/1/2025	Supplies:Office	\$21.10
Total for Aqua Systems				\$28.05
Blue Cross / Blue Shield				
01/16/2025	Bill	Health Insurance 1/1/2025 - 2/1/2025	Personnel:Benefits:Health/Dental Insurance	\$6,405.60
01/31/2025	Bill	Health Insurance 2/1/2025 - 3/1/2025	Personnel:Benefits:Health/Dental Insurance	\$6,405.60
Total for Blue Cross / Blue Shield				\$12,811.20
Brian Brown				
01/31/2025	Bill	1/17/2025 CM & BH snow & ice removal and salting	Maintenance Services:Grounds	\$300.00
Total for Brian Brown				\$300.00
Buildingstars				
01/16/2025	Bill	Invoice # 3470551 BH January 2025	Maintenance Services:Building	\$225.00
Total for Buildingstars				\$225.00
Capital One				
01/16/2025	Bill	Misc. program consumables	Other Expenditures:Programming	\$40.87
Total for Capital One				\$40.87
Casey's General Store				
01/24/2025	Expense		Other Expenditures:Vehicles	\$50.21
Total for Casey's General Store				\$50.21
Center Point Large Print				
01/16/2025	Bill	Invoice # 2143905 large print	Materials:Adult Print Materials	\$21.00
01/31/2025	Bill	Invoice # 2140345 standing order December 2024	Materials:Adult Print Materials	\$151.02
Total for Center Point Large Print				\$172.02

Mississippi Valley Library District

Expense by Vendor Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Charter Communications				
01/16/2025	Bill	CM & FC fiber internet 50 mbps December 2024 - January 2025	Professional Services:Internet Services	\$772.00
01/16/2025	Bill	CM elevator emergency phone line December 2024 - January 2025	Utilities:Telephone/Fax	\$49.99
Total for Charter Communications				\$821.99
City of Collinsville				
01/31/2025	Bill	30 Aqua Park passes for 2025 season	Materials:Other Materials	\$720.00
01/31/2025	Bill	CM water & sewer 11/1/2024-12/27/2024	Utilities:Water/Sewer	\$265.47
Total for City of Collinsville				\$985.47
C.J. Schlosser & Company				
01/16/2025	Bill	Invoice # 222468 Audit FY2024	Professional Services:Audit	\$8,650.00
Total for C.J. Schlosser & Company				\$8,650.00
Corvus of St. Louis				
01/16/2025	Bill	Invoice # 501619005-0321 January 2025 CM & FC cleaning	Maintenance Services:Building	\$2,700.00
Total for Corvus of St. Louis				\$2,700.00
Delta Dental				
01/16/2025	Bill	Dental Insurance February 2025	Personnel:Benefits:Health/Dental Insurance	\$318.33
Total for Delta Dental				\$318.33
Globe Life				
01/16/2025	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	\$284.54
01/31/2025	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	\$284.54
Total for Globe Life				\$569.08
Heyl, Royster, Voelker, & Allen, P.C.				
01/31/2025	Bill	Invoice # INTERIM 1739239 - assistance with elevator RFP	Professional Services:Legal Service	\$440.00
Total for Heyl, Royster, Voelker, & Allen, P.C.				\$440.00
Home Depot				
01/13/2025	Expense		Maintenance Services:Building	\$20.40
01/02/2025	Expense		Maintenance Services:Building	\$42.44

Mississippi Valley Library District

Expense by Vendor Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
01/23/2025	Expense		Maintenance Services:Building	\$91.75
Total for Home Depot				\$154.59
Illinois American Water				
01/31/2025	Bill	FCLC water 12/7/2024-1/8/2025	Utilities:Water/Sewer	\$56.73
Total for Illinois American Water				\$56.73
Illinois Heartland Library System				
01/16/2025	Bill	Invoice # 2025-0901 December 2024 ebooks	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	\$298.94
01/16/2025	Bill	Invoice # 2025-0951 &2025-0982 October-December 2024 cataloging	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	\$300.00
Total for Illinois Heartland Library System				\$598.94
Illinois Library Association				
01/16/2025	Bill	Invoice # 302674 T. Pierson RFS registration	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	\$45.00
Total for Illinois Library Association				\$45.00
IMRF				
01/02/2025	Expense		Personnel:Benefits:IMRF	\$6,718.81
Total for IMRF				\$6,718.81
INGRAM LIBRARY SERVICES				
01/16/2025	Bill	Invoice # 85603575, -576, -577, 85251317, -318, -319, 85696618, -619, 85730756, -757, 85799573, -574, 85812002, -003, -004, -005, 85853337, -338, 85914300, 85880774, -775	Materials:Adult Print Materials	\$919.42
01/16/2025	Bill	Invoice # 85251320, 85746406, -407, 85799575, 85812006, 85853339, 85880776	Materials:Juvenile Print Items	\$203.74
01/31/2025	Bill	Invoice # 85978854, -855, -856, 86050764, -765, 86126502, -503, -504, 86288177	Materials:Adult Print Materials	\$457.45
01/31/2025	Bill	Invoice # 85978857, 86155501, 86126505, -506	Materials:Juvenile Print Items	\$41.25
Total for INGRAM LIBRARY SERVICES				\$1,621.86
Johnson Controls				
01/31/2025	Bill	Invoice # 1-135121287222 - replacement of actuator in lower level restroom closet	Maintenance Services:Building	\$1,255.49
Total for Johnson Controls				\$1,255.49
Johnson Controls Fire Protection LP				
01/31/2025	Bill	Invoice # 52649587 CM fire extinguisher inspection	Maintenance Services:Building	\$541.73
Total for Johnson Controls Fire Protection LP				\$541.73

Mississippi Valley Library District

Expense by Vendor Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Kane Consulting Group				
01/16/2025	Bill	Invoice # 6272 monthly Datto backup	Professional Services:Information Technology	\$325.00
Total for Kane Consulting Group				\$325.00
KANOPY, INC.				
01/16/2025	Bill	Invoice # 432250 - PPU for December 2024 play credits	Materials:Virtual Items	\$233.00
Total for KANOPY, INC.				\$233.00
Keil's Clock Shop				
01/16/2025	Bill	CM grandfather clock - 3yr maintenance service	Maintenance Services:Building	\$140.00
Total for Keil's Clock Shop				\$140.00
Lazerware				
01/16/2025	Bill	Invoice # 9009288 CM switch replacements	Professional Services:Information Technology	\$2,036.32
01/16/2025	Bill	Invoice # 9009289 FC switch replacements	Professional Services:Information Technology	\$938.24
01/16/2025	Bill	Invoice # 6355 CM December 2024	Professional Services:Information Technology	\$2,756.72
01/16/2025	Bill	Invoice # 6363 FC December 2024	Professional Services:Information Technology	\$928.03
Total for Lazerware				\$6,659.31
Mad Science of St. Louis				
01/31/2025	Bill	Invoice # 11013 Summer Reading CM event 6/21/2025	Other Expenditures:Programming	\$345.00
Total for Mad Science of St. Louis				\$345.00
Metro East Sanitary District				
01/31/2025	Bill	FC water November 1-12, 2024 (closing statement - bought out by IL American Water)	Utilities:Water/Sewer	\$15.98
Total for Metro East Sanitary District				\$15.98
Michelle Pickering				
01/16/2025	Bill	Blum House refund - event cancellation	Other Expenditures:Miscellaneous	\$150.00
Total for Michelle Pickering				\$150.00
Midwest Tape				
01/16/2025	Bill	Invoice # 506536504 December 2024 audiobooks	Materials:Adult Audio Visual Items	\$452.91
01/16/2025	Bill	Credit Memo # 506425636 returned audiobook	Materials:Adult Audio Visual Items	-\$78.99
01/16/2025	Bill	Invoice # 506566338 December 2024 audiobooks	Materials:Adult Audio Visual Items	\$149.97

Mississippi Valley Library District

Expense by Vendor Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
01/31/2025	Bill	Invoice # 506607625 & 506592344 December 2024 audiobooks	Materials:Adult Audio Visual Items	\$188.95
Total for Midwest Tape				\$712.84
Peerless Network, Inc.				
01/16/2025	Bill	FC monthly fax fees	Utilities:Telephone/Fax	\$77.02
01/16/2025	Bill	CM monthly fax fees	Utilities:Telephone/Fax	\$149.23
Total for Peerless Network, Inc.				\$226.25
Quill LLC				
01/31/2025	Bill	Invoice # 42362979 copy paper	Supplies:Office	\$303.92
Total for Quill LLC				\$303.92
Thomas Garage Towing LLC				
01/31/2025	Bill	Invoice # 1667 snow removal CM (1 time) & FC (2 times) in January 2025	Maintenance Services:Grounds	\$1,050.00
Total for Thomas Garage Towing LLC				\$1,050.00
Trenton Public Library				
01/16/2025	Bill	Item # *****0603 I Loved Her in the Movies	Other Expenditures:Payments to Other Libraries	\$22.00
Total for Trenton Public Library				\$22.00
United States Postal Service				
01/13/2025	Expense		Supplies:Postage	\$420.64
01/03/2025	Expense		Supplies:Postage	\$68.84
01/27/2025	Expense		Supplies:Postage	\$35.20
01/22/2025	Expense		Supplies:Postage	\$13.91
Total for United States Postal Service				\$538.59
University of Illinois Press				
01/31/2025	Bill	Magazine - 1 year : IL State Historical Society Journal	Materials:Adult Print Materials	\$75.00
Total for University of Illinois Press				\$75.00
Vanity Fair				
01/16/2025	Bill	Magazine - 2 years	Materials:Adult Print Materials	\$59.95
Total for Vanity Fair				\$59.95

Mississippi Valley Library District

Expense by Vendor Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Village of Fairmont City				
01/16/2025	Bill	FC sewer 1/1/2025 - 3/27/2025	Utilities:Water/Sewer	\$30.00
Total for Village of Fairmont City				\$30.00
01/03/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	\$399.23
01/03/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	\$1,706.96
01/03/2025	Journal Entry	Dental	Personnel:Benefits:Health/Dental Insurance	-\$14.89
01/03/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	\$647.00
01/03/2025	Journal Entry	Holiday	Personnel:Salaries:Full Time	\$5,533.80
01/03/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	\$718.92
01/03/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	\$9,796.21
01/03/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	\$2,043.78
01/03/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	\$352.71
01/03/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	\$2,932.51
01/03/2025	Journal Entry	Paid Leave	Personnel:Salaries:Part time	\$435.00
01/03/2025	Journal Entry	Regular	Personnel:Salaries:Part time	\$4,950.57
01/03/2025	Journal Entry	Sick	Personnel:Salaries:Part time	\$123.46
01/03/2025	Journal Entry	Vacation	Personnel:Salaries:Part time	\$760.80
01/03/2025	Journal Entry	Invoice	Professional Services:Payroll Service	\$111.16
01/17/2025	Journal Entry	Invoice	Professional Services:Payroll Service	\$210.76
01/17/2025	Journal Entry	Vacation	Personnel:Salaries:Part time	\$350.22
01/17/2025	Journal Entry	Sick	Personnel:Salaries:Part time	\$131.52
01/17/2025	Journal Entry	Regular	Personnel:Salaries:Part time	\$5,360.25
01/17/2025	Journal Entry	Paid Leave	Personnel:Salaries:Part time	\$595.44
01/17/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	\$527.36
01/17/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	\$676.50
01/17/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	\$4,012.92
01/17/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	\$10,653.20
01/17/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	\$868.73
01/17/2025	Journal Entry	Holiday	Personnel:Salaries:Full Time	\$4,321.57

Mississippi Valley Library District

Expense by Vendor Detail

January 2025

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
01/17/2025	Journal Entry	COVID Leave Full Time	Personnel:Salaries:Full Time	\$462.00
01/17/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	\$654.32
01/17/2025	Journal Entry	Dental	Personnel:Benefits:Health/Dental Insurance	-\$14.89
01/17/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	\$1,726.31
01/17/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	\$403.72
01/31/2025	Journal Entry	Invoice	Professional Services:Payroll Service	\$111.16
01/31/2025	Journal Entry	Vacation	Personnel:Salaries:Part time	\$805.17
01/31/2025	Journal Entry	Sick	Personnel:Salaries:Part time	\$258.08
01/31/2025	Journal Entry	Regular	Personnel:Salaries:Part time	\$4,816.88
01/31/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	\$917.70
01/31/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	\$463.04
01/31/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	\$4,769.83
01/31/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	\$12,397.72
01/31/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	\$817.38
01/31/2025	Journal Entry	Overtime	Personnel:Salaries:Full Time	\$7.69
01/31/2025	Journal Entry	Holiday	Personnel:Salaries:Full Time	\$2,160.78
01/31/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	\$641.51
01/31/2025	Journal Entry	Dental	Personnel:Benefits:Health/Dental Insurance	-\$14.89
01/31/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	\$1,692.46
01/31/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	\$395.82
Total for --				\$91,677.48

Mississippi Valley Library District

Profit and Loss

January 2025

	TOTAL
Income	
Charges for Services	
Fax	103.00
Printing/Copying	731.92
Total Charges for Services	834.92
Fines & Forfeitures	
Fines	43.00
Lost or Damaged Books/Inhouse	111.78
Total Fines & Forfeitures	154.78
Intergovernment Revenue	
Replacement Tax	2,468.48
Total Intergovernment Revenue	2,468.48
Other Revenues	
Donations - Des & Undes	846.86
Reimbursements Other libraries	275.79
Rental Income	
Blum House Rental	712.50
Collinsville Rooms	250.00
Total Rental Income	962.50
Sale of Items	279.19
Total Other Revenues	2,364.34
Taxes	
Audit	202.18
Building Maintenance	3,133.71
FICA/Medicare	1,499.45
IMRF	1,516.30
Liability Insurance	2,139.66
Property Tax	22,828.87
Total Taxes	31,320.17
Total Income	\$37,142.69
GROSS PROFIT	\$37,142.69
Expenses	
Maintenance Services	
Building	5,366.81
Equipment	496.20
Grounds	1,350.00
Total Maintenance Services	7,213.01

	TOTAL
Materials	
Adult Audio Visual Items	1,783.09
Adult Print Materials	1,783.83
Juvenile Print Items	244.99
Other Materials	726.99
Virtual Items	233.00
Total Materials	4,771.90
Other Expenditures	
Donation Expenditures - Des.	39.95
Grant Expenses	
FY2024 Per Capita Grant	643.94
FY2025 PNG Grant	5.79
Total Grant Expenses	649.73
Miscellaneous	189.77
Payments to Other Libraries	38.99
Programming	541.12
Vehicles	50.21
Total Other Expenditures	1,509.77
Personnel	
Benefits	
FICA Company	6,324.50
Health/Dental Insurance	13,653.94
IL Unemployment Company	1,942.83
IMRF	6,718.81
Total Benefits	28,640.08
Salaries	
Full Time	64,434.35
Part time	18,587.39
Total Salaries	83,021.74
Total Personnel	111,661.82
Professional Services	
Audit	8,650.00
Information Technology	6,984.31
Internet Services	772.00
Legal Service	440.00
Other Professional Services	27.99
Payroll Service	433.08
Total Professional Services	17,307.38
Supplies	
Equipment	40.10
Office	1,293.09
Postage	538.59
Total Supplies	1,871.78
Utilities	
Electricity	3,017.57
Natural Gas	1,385.78
Telephone/Fax	306.24

	TOTAL
Water/Sewer	368.18
Total Utilities	5,077.77
Total Expenses	\$149,413.43
NET OPERATING INCOME	\$ -112,270.74
NET INCOME	\$ -112,270.74

Mississippi Valley Library District

Balance Sheet

As of January 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	78,840.74
IL Funds - Audit	8,683.43
IL Funds - Building	12,476.24
IL Funds - FICA	70,528.83
IL Funds - General	977,602.47
IL Funds - Gift	12,513.12
IL Funds - IMRF	91,587.24
IL Funds - Insurance	134,563.96
IL Funds - Reserve	39,633.33
IL Funds - Working Cash	230,918.65
Suspense	0.00
Total Bank Accounts	\$1,657,348.01
Other Current Assets	
Petty Cash	100.00
Prepaid Insurance	17,255.45
Total Other Current Assets	\$17,355.45
Total Current Assets	\$1,674,703.46
Other Assets	
Miscellaneous Accounts Rec.	0.00
Taxes Receivable	864,041.62
Total Other Assets	\$864,041.62
TOTAL ASSETS	\$2,538,745.08

LIABILITIES AND EQUITY

Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,676.31
Total Accounts Payable	\$6,676.31
Other Current Liabilities	
Accrued Sick Pay	5,253.76
Accrued Vacation	18,665.72
Accrued Wages	17,753.78
Deferred Revenue	975,284.70
Manual A/P	23,347.24
Payroll Liabilities	1,104.05
Direct Deposit	259.15
Fed Withhold	-208.00
Garnishment	176.18
II Withhold	-807.73
IMRF - Payable	199,285.64
Liberty National	9,904.10
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	214,824.33
Total Other Current Liabilities	\$1,255,129.53
Total Current Liabilities	\$1,261,805.84
Total Liabilities	\$1,261,805.84
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	859,304.61
Net Income	403,595.37
Total Equity	\$1,276,939.24
TOTAL LIABILITIES AND EQUITY	\$2,538,745.08

Mississippi Valley Library District

IL Funds - Gift Ending Balance: \$12,513.12

Date	Ref No.	Payee Account	Type	Memo	Class Location	Payment	Deposit	Stat	Balance
01/31/2025		Checking	Transfer	1/24/2025 L. Dassow capital needs donation			\$50.00	Auto	\$12,513.12
01/30/2025		Checking	Transfer				\$7.19		\$12,463.12
01/21/2025		IL Funds - General	Transfer	donation from E. Janel Dyer for book donation, plus remaining \$0.05		\$40.00			\$12,455.93
01/14/2025		Checking	Transfer	correction to over-transfer on 1/9/2024			\$7.19		\$12,495.93
01/14/2025		Checking	Transfer				\$0.62		\$12,503.12
01/13/2025		Checking	Transfer	Reversal of over-transfer (donation fees) from 12/10/24 Gift Fund transfer		\$35.15			\$12,502.50
01/13/2025		Checking	Transfer	Tienda El Maguey donation, for Ballet Ollin performance on 10/12/2024		\$150.00			\$12,537.65
12/31/2024	INTEREST	Other Revenues:Interest	Deposit	Interest Earned			\$44.96	R	\$12,687.65
12/26/2024		Other Revenues:Interest	Deposit	12/7 FoL capital needs donation f/ book sale; 12/8-12/21 deposit 2 capital needs donations & FoL StoryWalk donation			\$1,097.00	R	\$12,642.69
12/10/2024		Checking	Transfer	11 capital needs donations 11/27-12/3/2024			\$1,295.00	R	\$11,545.69
12/06/2024		Illinois Funds	Transfer	IL Funds' interest calc. error reversal	Gift	\$2.66		R	\$10,250.69
11/30/2024	INTEREST	Other Revenues:Interest	Expense	Interest Earned			\$42.90	R	\$10,253.35
10/31/2024	INTEREST	Other Revenues:Interest	Deposit	Interest Earned			\$42.10	R	\$10,210.45
10/29/2024		Other Revenues:Interest	Deposit	Tienda El Maguey donation			\$150.00	R	\$10,168.35
10/07/2024		Checking	Transfer	9/11/2024 Cathy Boulanger for FC garden club			\$20.00	R	\$10,018.35
10/04/2024		Checking	Transfer	from FoL for capital needs			\$77.00	R	\$9,998.35
09/30/2024	INTEREST	Checking	Transfer	Interest Earned			\$39.55	R	\$9,921.35

Date	Ref No.	Type	Payee Account	Memo	Class Location	Payment	Deposit	Stat	Balance
09/09/2024		Deposit	Other Revenues:Interest Income	FoL donation for StoryWalk posts		\$2,000.00	R	\$9,881.80	
08/31/2024		Transfer	Checking	Interest Earned		\$35.74	R	\$7,881.80	
08/12/2024		Deposit	Other Revenues:Interest Income	from Sherri Blair, for genealogy		\$20.00	R	\$7,846.06	
07/31/2024		Transfer	Checking	Interest Earned		\$36.36	R	\$7,826.06	
07/22/2024		Deposit	Other Revenues:Interest Income	E. Janel Dyer - for book		\$40.00	R	\$7,789.70	
07/15/2024		Transfer	Checking	FoL donation for capital needs		\$105.12	R	\$7,749.70	
07/05/2024		Transfer	Checking	over-transfer for Marion Nichols event		\$18.17	R	\$7,644.58	
07/05/2024		Transfer	Checking	7/5/2024 bills - FC HVAC donations (12 total)		\$1,062.72	R	\$7,626.41	
07/03/2024		Transfer	Checking	FY2024 Gift Fund interest		\$245.61	R	\$8,689.13	
07/02/2024		Transfer	IL Funds - General	6/29/24 donation F. Gatewood		\$5.00	R	\$8,934.74	
07/01/2024		Transfer	Checking	6/21/24 T. Zeisler online donation		\$10.00	R	\$8,929.74	
		Transfer	Checking						

Mississippi Valley Library District

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

July 2024 - January 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Charges for Services				
Fax	2,115.33	3,450.00	-1,334.67	61.31 %
Non-resident Fees		82.00	-82.00	
Printing/Copying	6,450.79	10,500.00	-4,049.21	61.44 %
Total Charges for Services	8,566.12	14,032.00	-5,465.88	61.05 %
Fines & Forfeitures				
Fines	141.31	500.00	-358.69	28.26 %
Lost or Damaged Books/Inhouse	1,426.78	2,300.00	-873.22	62.03 %
Total Fines & Forfeitures	1,568.09	2,800.00	-1,231.91	56.00 %
Intergovernment Revenue				
E-Rate	4,936.26	15,000.00	-10,063.74	32.91 %
Grants				
FY2024 Per Capita Grant	49,125.29	49,125.29	0.00	100.00 %
FY2024 PNG Grant	2,598.89	2,598.85	0.04	100.00 %
FY2025 PNG Grant	1,485.80	11,709.00	-10,223.20	12.69 %
Other Grants	500.00	5,000.00	-4,500.00	10.00 %
Total Grants	53,709.98	68,433.14	-14,723.16	78.49 %
Replacement Tax	34,289.23	45,000.00	-10,710.77	76.20 %
TIF Funds		0.00	0.00	
Total Intergovernment Revenue	92,935.47	128,433.14	-35,497.67	72.36 %
Other Revenues				
COBRA Reimbursements	6,084.09	6,750.00	-665.91	90.13 %
Donations - Des & Undes	7,599.31	20,000.00	-12,400.69	38.00 %
Interest Income	38,087.45	82,000.00	-43,912.55	46.45 %
Miscellaneous	452.73	1,600.00	-1,147.27	28.30 %
Property License Agreements	15,000.00	15,001.00	-1.00	99.99 %
Reimbursements Other libraries	1,566.88	1,200.00	366.88	130.57 %
Rental Income				
Blum House Rental	6,611.25	16,000.00	-9,388.75	41.32 %
Collinsville Rooms	1,875.00	2,300.00	-425.00	81.52 %
FC Pavilion		100.00	-100.00	
FC Rooms		100.00	-100.00	
Total Rental Income	8,486.25	18,500.00	-10,013.75	45.87 %
Sale of Items	2,609.31	5,000.00	-2,390.69	52.19 %
Sale of Short Street Lot		12,000.00	-12,000.00	
Sale of Vehicle	4,409.33	4,300.00	109.33	102.54 %
Total Other Revenues	84,295.35	166,351.00	-82,055.65	50.67 %
Taxes				
Audit	7,429.23	7,665.56	-236.33	96.92 %
Building Maintenance	115,154.22	117,931.73	-2,777.51	97.64 %
FICA/Medicare	55,100.36	56,607.23	-1,506.87	97.34 %
IMRF	55,719.52	57,196.89	-1,477.37	97.42 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Liability Insurance	78,626.27	80,783.23	-2,156.96	97.33 %
Property Tax	838,890.99	862,080.92	-23,189.93	97.31 %
Total Taxes	1,150,920.59	1,182,265.56	-31,344.97	97.35 %
Total Income	\$1,338,285.62	\$1,493,881.70	\$ -155,596.08	89.58 %
GROSS PROFIT	\$1,338,285.62	\$1,493,881.70	\$ -155,596.08	89.58 %
Expenses				
Maintenance Services				
Building	118,633.84	130,000.00	-11,366.16	91.26 %
Equipment	6,362.95	10,000.00	-3,637.05	63.63 %
Grounds	10,113.64	13,000.00	-2,886.36	77.80 %
Total Maintenance Services	135,110.43	153,000.00	-17,889.57	88.31 %
Materials				
Adult Audio Visual Items	7,960.73	11,000.00	-3,039.27	72.37 %
Adult Print Materials	14,916.75	27,000.00	-12,083.25	55.25 %
Juvenile Audio Visual Items	1,129.56	2,000.00	-870.44	56.48 %
Juvenile Print Items	2,307.85	4,500.00	-2,192.15	51.29 %
Online Databases	2,938.00	10,000.00	-7,062.00	29.38 %
Other Materials	750.98	1,250.00	-499.02	60.08 %
Virtual Items	7,306.97	8,500.00	-1,193.03	85.96 %
Total Materials	37,310.84	64,250.00	-26,939.16	58.07 %
Other Expenditures				
Donation Expenditures - Des.	1,307.67	15,000.00	-13,692.33	8.72 %
Grant Expenses				
FY2023 Per Capita Grant	590.00		590.00	
FY2024 Per Capita Grant	31,325.56	49,125.29	-17,799.73	63.77 %
FY2025 PNG Grant	6,758.54	11,709.00	-4,950.46	57.72 %
Other Grants	500.00	5,000.00	-4,500.00	10.00 %
Total Grant Expenses	39,174.10	65,834.29	-26,660.19	59.50 %
Liability & Building Insurance	26,779.84	26,000.00	779.84	103.00 %
Miscellaneous	1,855.10	5,500.00	-3,644.90	33.73 %
Payments to Other Libraries	380.80	1,350.00	-969.20	28.21 %
Programming	4,793.13	6,000.00	-1,206.87	79.89 %
Vehicles	1,488.05	3,000.00	-1,511.95	49.60 %
Total Other Expenditures	75,778.69	122,684.29	-46,905.60	61.77 %
Personnel				
Benefits				
FICA Company	33,459.07	59,000.00	-25,540.93	56.71 %
Health/Dental Insurance	61,215.51	92,000.00	-30,784.49	66.54 %
IL Unemployment Company	3,720.30	12,000.00	-8,279.70	31.00 %
IMRF	45,599.86	80,000.00	-34,400.14	57.00 %
Total Benefits	143,994.74	243,000.00	-99,005.26	59.26 %
Salaries				
Full Time	340,809.36	550,000.00	-209,190.64	61.97 %
Part time	98,356.33	195,000.00	-96,643.67	50.44 %
Total Salaries	439,165.69	745,000.00	-305,834.31	58.95 %
Total Personnel	583,160.43	988,000.00	-404,839.57	59.02 %
Professional Development				
Dues	271.67	500.00	-228.33	54.33 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Training/Tuition	771.00	1,000.00	-229.00	77.10 %
Travel Expenses	60.00	1,500.00	-1,440.00	4.00 %
Total Professional Development	1,102.67	3,000.00	-1,897.33	36.76 %
Professional Services				
Audit	8,650.00	8,500.00	150.00	101.76 %
Information Technology	31,604.97	55,000.00	-23,395.03	57.46 %
Internet Services	5,404.00	10,000.00	-4,596.00	54.04 %
Legal Service	1,080.00	3,000.00	-1,920.00	36.00 %
Other Professional Services	918.71	7,000.00	-6,081.29	13.12 %
Payroll Service	2,824.10	4,000.00	-1,175.90	70.60 %
Publishing	1,561.15	2,200.00	-638.85	70.96 %
Total Professional Services	52,042.93	89,700.00	-37,657.07	58.02 %
Supplies				
Equipment	2,312.00	10,000.00	-7,688.00	23.12 %
Office	6,687.76	12,000.00	-5,312.24	55.73 %
Postage	2,409.81	3,900.00	-1,490.19	61.79 %
Total Supplies	11,409.57	25,900.00	-14,490.43	44.05 %
Utilities				
Electricity	31,045.29	52,000.00	-20,954.71	59.70 %
Natural Gas	2,872.33	7,500.00	-4,627.67	38.30 %
Telephone/Fax	2,208.54	4,000.00	-1,791.46	55.21 %
Water/Sewer	2,648.53	2,700.00	-51.47	98.09 %
Total Utilities	38,774.69	66,200.00	-27,425.31	58.57 %
Total Expenses	\$934,690.25	\$1,512,734.29	\$ -578,044.04	61.79 %
NET OPERATING INCOME	\$403,595.37	\$ -18,852.59	\$422,447.96	-2,140.80 %
NET INCOME	\$403,595.37	\$ -18,852.59	\$422,447.96	-2,140.80 %

Mississippi Valley Library District

Profit and Loss Comparison

July 2024 - January 2025

	TOTAL			
	JUL 2024 - JAN 2025	JUL 2023 - JAN 2024 (PP)	CHANGE	% CHANGE
Income				
Charges for Services				
Fax	2,115.33	1,979.65	135.68	6.85 %
Printing/Copying	6,450.79	5,748.46	702.33	12.22 %
Total Charges for Services	8,566.12	7,728.11	838.01	10.84 %
Fines & Forfeitures				
Fines	141.31	357.79	-216.48	-60.50 %
Lost or Damaged Books/Inhouse	1,426.78	1,531.15	-104.37	-6.82 %
Total Fines & Forfeitures	1,568.09	1,888.94	-320.85	-16.99 %
Intergovernment Revenue				
E-Rate	4,936.26	4,176.00	760.26	18.21 %
Grants				
FY2023 Per Capita Grant		48,794.48	-48,794.48	-100.00 %
FY2023 PNG Grant		2,572.05	-2,572.05	-100.00 %
FY2024 Per Capita Grant	49,125.29		49,125.29	
FY2024 PNG Grant	2,598.89		2,598.89	
FY2025 PNG Grant	1,485.80		1,485.80	
Other Grants	500.00	2,225.00	-1,725.00	-77.53 %
Total Grants	53,709.98	53,591.53	118.45	0.22 %
Replacement Tax	34,289.23	31,918.00	2,371.23	7.43 %
Total Intergovernment Revenue	92,935.47	89,685.53	3,249.94	3.62 %
Other Revenues				
COBRA Reimbursements	6,084.09	9,752.40	-3,668.31	-37.61 %
Donations - Des & Undes	7,599.31	8,098.43	-499.12	-6.16 %
Interest Income	38,087.45	7,266.30	30,821.15	424.17 %
Miscellaneous	452.73	499.05	-46.32	-9.28 %
Property License Agreements	15,000.00	15,000.00	0.00	0.00 %
Reimbursements Other libraries	1,566.88	926.31	640.57	69.15 %
Rental Income				
Blum House Rental	6,611.25	8,191.25	-1,580.00	-19.29 %
Collinsville Rooms	1,875.00	1,125.00	750.00	66.67 %
FC Pavilion		550.00	-550.00	-100.00 %
FC Rooms		50.00	-50.00	-100.00 %
Total Rental Income	8,486.25	9,916.25	-1,430.00	-14.42 %
Sale of Items	2,609.31	2,715.22	-105.91	-3.90 %
Sale of Vehicle	4,409.33		4,409.33	
Total Other Revenues	84,295.35	54,173.96	30,121.39	55.60 %
Taxes				
Audit	7,429.23	7,850.00	-420.77	-5.36 %

	TOTAL			
	JUL 2024 - JAN 2025	JUL 2023 - JAN 2024 (PP)	CHANGE	% CHANGE
Building Maintenance	115,154.22	106,532.60	8,621.62	8.09 %
FICA/Medicare	55,100.36	50,462.81	4,637.55	9.19 %
IMRF	55,719.52	37,005.82	18,713.70	50.57 %
Liability Insurance	78,626.27	54,947.77	23,678.50	43.09 %
Property Tax	838,890.99	796,748.35	42,142.64	5.29 %
Total Taxes	1,150,920.59	1,053,547.35	97,373.24	9.24 %
Total Income	\$1,338,285.62	\$1,207,023.89	\$131,261.73	10.87 %
GROSS PROFIT	\$1,338,285.62	\$1,207,023.89	\$131,261.73	10.87 %
Expenses				
Maintenance Services				
Building	118,633.84	90,013.25	28,620.59	31.80 %
Equipment	6,362.95	5,477.86	885.09	16.16 %
Grounds	10,113.64	9,005.16	1,108.48	12.31 %
Total Maintenance Services	135,110.43	104,496.27	30,614.16	29.30 %
Materials				
Adult Audio Visual Items	7,960.73	6,092.97	1,867.76	30.65 %
Adult Print Materials	14,916.75	14,416.08	500.67	3.47 %
Juvenile Audio Visual Items	1,129.56	1,311.96	-182.40	-13.90 %
Juvenile Print Items	2,307.85	2,131.60	176.25	8.27 %
Online Databases	2,938.00	3,284.00	-346.00	-10.54 %
Other Materials	750.98	809.86	-58.88	-7.27 %
Virtual Items	7,306.97	2,046.74	5,260.23	257.01 %
Total Materials	37,310.84	30,093.21	7,217.63	23.98 %
Other Expenditures				
Donation Expenditures - Des.	1,307.67	7,340.53	-6,032.86	-82.19 %
Grant Expenses				
FY2023 Per Capita Grant	590.00	29,494.88	-28,904.88	-98.00 %
FY2024 Per Capita Grant	31,325.56		31,325.56	
FY2024 PNG Grant		3,002.11	-3,002.11	-100.00 %
FY2025 PNG Grant	6,758.54		6,758.54	
Other Grants	500.00	1,524.81	-1,024.81	-67.21 %
Total Grant Expenses	39,174.10	34,021.80	5,152.30	15.14 %
Liability & Building Insurance	26,779.84	24,758.48	2,021.36	8.16 %
Miscellaneous	1,855.10	2,673.53	-818.43	-30.61 %
Payments to Other Libraries	380.80	816.18	-435.38	-53.34 %
Programming	4,793.13	2,109.44	2,683.69	127.22 %
Vehicles	1,488.05	3,482.02	-1,993.97	-57.26 %
Total Other Expenditures	75,778.69	75,201.98	576.71	0.77 %
Personnel				
Benefits				
FICA Company	33,459.07	28,598.19	4,860.88	17.00 %
Health/Dental Insurance	61,215.51	53,766.86	7,448.65	13.85 %
IL Unemployment Company	3,720.30	2,831.89	888.41	31.37 %
IMRF	45,599.86	52,228.85	-6,628.99	-12.69 %
Total Benefits	143,994.74	137,425.79	6,568.95	4.78 %

	TOTAL			
	JUL 2024 - JAN 2025	JUL 2023 - JAN 2024 (PP)	CHANGE	% CHANGE
Salaries				
Full Time	340,809.36	287,328.39	53,480.97	18.61 %
Part time	98,356.33	87,683.74	10,672.59	12.17 %
Total Salaries	439,165.69	375,012.13	64,153.56	17.11 %
Total Personnel	583,160.43	512,437.92	70,722.51	13.80 %
Professional Development				
Dues	271.67	170.00	101.67	59.81 %
Training/Tuition	771.00		771.00	
Travel Expenses	60.00		60.00	
Total Professional Development	1,102.67	170.00	932.67	548.63 %
Professional Services				
Audit	8,650.00	8,360.00	290.00	3.47 %
Information Technology	31,604.97	27,071.13	4,533.84	16.75 %
Internet Services	5,404.00	6,047.30	-643.30	-10.64 %
Legal Service	1,080.00	1,040.00	40.00	3.85 %
Other Professional Services	918.71	1,697.64	-778.93	-45.88 %
Payroll Service	2,824.10	2,082.74	741.36	35.60 %
Publishing	1,561.15	1,182.60	378.55	32.01 %
Total Professional Services	52,042.93	47,481.41	4,561.52	9.61 %
Supplies				
Equipment	2,312.00	1,888.58	423.42	22.42 %
Office	6,687.76	6,484.92	202.84	3.13 %
Postage	2,409.81	2,269.55	140.26	6.18 %
Total Supplies	11,409.57	10,643.05	766.52	7.20 %
Utilities				
Electricity	31,045.29	30,257.16	788.13	2.60 %
Natural Gas	2,872.33	2,392.76	479.57	20.04 %
Telephone/Fax	2,208.54	1,835.17	373.37	20.35 %
Water/Sewer	2,648.53	1,784.05	864.48	48.46 %
Total Utilities	38,774.69	36,269.14	2,505.55	6.91 %
Total Expenses	\$934,690.25	\$816,792.98	\$117,897.27	14.43 %
NET OPERATING INCOME	\$403,595.37	\$390,230.91	\$13,364.46	3.42 %
NET INCOME	\$403,595.37	\$390,230.91	\$13,364.46	3.42 %



Resolution 25-04
Resolution to Authorize Property Tax Abatement for Teklab, Inc.
Facility Development

WHEREAS, pursuant to 20 ILCS 655/1 et. seq. (formerly Ill. Rev. Stat. 1991, ch. 67 1/2, Section 601 et. seq.) (the "Act"), the Madison County Discovery Enterprise Zone, which includes certain real estate located in the City of Collinsville ("Collinsville"), the City of Troy, Illinois ("Troy"), the Village of St. Jacob, Illinois ("St. Jacob"), the Village of Maryville, Illinois ("Maryville"), the Village of Glen Carbon, Illinois ("Glen Carbon"), and the City of Highland, Illinois ("Highland"), (the "Municipalities"); and the County of Madison, Illinois (the "County"), was approved and certified by the Illinois Department of Commerce and Economic Opportunity ("DCEO") to commence January 1, 2016;

WHEREAS, the Municipalities and County determined it was necessary and in the best interest of the Municipalities and economic development interests countywide, to expand incentives offered by the Madison County Discovery Enterprise Zone;

WHEREAS, such application to expand incentives was approved and certified by DCEO on May 22, 2020;

WHEREAS, the success of the Madison County Discovery Enterprise Zone depends upon community support and the nature of incentives to be offered; and,

WHEREAS, the City of Collinsville finds that the enterprise zone will serve the interest of all local taxing authorities and the entire community by stimulating economic revitalization.

NOW, THEREFORE, BE IT RESOLVED BY THE MISSISSIPPI VALLEY LIBRARY DISTRICT as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the Board of Trustees of the Mississippi Valley Library District, Illinois.

Section 2. The Mississippi Valley Library District hereby authorizes and directs the County Clerk to abate that portion of its taxes on real property located within the Madison County Discovery Enterprise Zone resulting from an increase in assessed valuation which is attributable to the construction of improvements and subject to the following limitations:

- a. The tax abatement shall apply only to the taxes corresponding to an increase in assessed valuation after improvements (either new construction, renovation, or rehabilitation) have been duly assessed and said abatement shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements.
- b. The tax abatement shall pertain only to that parcel within the Enterprise Zone which has been improved after the designation of the Enterprise Zone provided, however, no such abatement shall be applicable to any such improvement project located within the boundaries of a Tax Increment Financing District.
- c. That such abatement shall be at the rate of : 100 percent of the value of the improvements, for the first assessment year in which the improvements are fully assessed, and the six assessment years immediately following the year in which the

improvements were fully assessed; 70 percent of the value of the improvements on the seventh year following the year in which the improvements were fully assessed; 40 percent of the value of the improvements on the eighth year following the year in which the improvements were fully assessed; and 10 percent of the value of the improvements on the ninth year following the year in which the improvements were fully assessed; and in the tenth year following the year in which the improvements were fully assessed, the County Clerk will no longer abate ad valorem taxes on the improvements.

- d. The tax abatement shall apply only to improvements for which a building permit is issued.
- e. The tax abatement shall apply only to improvements to industrial, manufacturing, and commercial property. Residential property of any kind is not eligible for tax abatement benefits.
- f. While the abatement is in effect, this public taxing authority will continue to receive all taxes corresponding to the equalized assessed valuation for the tax year immediately preceding commencement of the project.
- g. That such abatement can apply to other taxing districts within the Enterprise Zone but only after said taxing district passes a separate resolution/ordinance authorizing that the taxes levied and extended on behalf of the taxing district be abated. Said resolution/ordinance shall be filed with the County Clerk and Madison County Community Development; and
- h. The tax abatement shall only apply to property identified in Exhibit A;

Section 3. This Resolution shall become effective immediately after its passage and approval by the Board of Trustees of the Mississippi Valley Library District.

AYES: _____
NAYS: _____
ABSENT: _____
ABSTENTIONS: _____

PASSED and APPROVED by the Board of Trustees of the Mississippi Valley Library District this ____ day of _____, 202__.

President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

EXHIBIT A
PROPERTY DESCRIPTION – TEKLAB, INC. FACILITY DEVELOPMENT

MADISON COUNTY ASSESSOR'S PARCEL IDs (there are 4 parcels being combined):

13-2-21-20-00-000-047

13-2-21-20-00-000-048

13-2-21-20-00-000-049

13-2-21-20-00-000-050

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February 13, 2025

VIA DOCUSIGN to kylaw@mvlid.org

**PRIVILEGED & CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION**

Mx. Kyla Waltermire, MS LIS
Executive Director
Mississippi Valley Library District
408 West Main Street
Collinsville, IL 62234
P: 618-344-1112 ext. 201

Re: Engagement of Ford & Harrison LLP
General Advice and Counsel

Dear Mx. Waltermire:

I am pleased to have the opportunity to represent Mississippi Valley Library District in matters of general labor and employment advice and counsel, and any future matters which may be assigned to our Firm, including general advice and counsel. Under your guidance, we will do our utmost to provide your company with the highest level of professional legal services and counseling. This letter sets forth and confirms the terms under which we have been retained to represent Mississippi Valley Library District (hereinafter "you" or "MVLID").

Our Representation

The attorneys in our firm limit their practices to specific employment-related areas such as the defense of employers in employment litigation, benefits, business immigration, and labor law. All of our attorneys are well-versed in their areas of practice, although some have greater experience in particular areas. Generally, we assign case responsibilities and tasks based on the degree of experience and expertise required for a particular component of your defense. As a result, various attorneys may participate in representing your interests. We may also utilize our paralegals and other support staff as needed. In doing so, we strive to assign your work to the most effective and economical level in the legal team. Of course, the scope of our representation may expand from the work described above as agreed by you in writing or to the extent of the work actually rendered and billed.

Our Fees

Rates

I will have overall responsibility for the firm's representation of MVL. We have agreed to offer you a 15% discount to our hourly rates. Rates will be subject to automatic annual increases.

<u>FH Attorney</u>	<u>Title</u>	<u>Rates</u>
Corey Franklin	Partner	525
Rebecca James	Associate	335
Dohen Gallagher	Associate	320
Ashlyn Brown	Paralegal	210

Invoices

Prompt Payment and Resolution of Issues – We will send a monthly invoice directly to you for our services and expenses and you agree to pay our invoice within 30 days of its date. We strive to make our invoices simple and clear so that you may use them, along with our other communications with you, to keep apprised of the progress of your matter. However, we encourage you to contact us immediately if you have any questions, concerns, or objections relating to your invoice. After 60 days from the date we transmit your invoice to you, all billings not previously objected to in writing shall be deemed accepted by you and any objections not raised will be deemed waived.

Expenses – We will furnish itemized statements to include all necessary and reasonable expenses incurred and disbursements made by us in the performance of such services, including expenses for any courier and express services, copying, printing, travel, court costs, court reporter fees and other expenses. Unlike many firms, we do not bill for long-distance telephone expense or computerized research services. In addition to our legal services, we bill our clients for all costs advanced and expenses incurred on their behalf. We will advance and pay invoices or statements for all minor or incidental costs, such as depositions, printing, etc., under \$500. Any invoices or statements that are in excess of this amount will normally be sent directly to you for payment. We expect that all statements will be timely paid.

Attorney Fee Awards – In some matters, it is possible the Court, an Agency, or an arbitrator may order the opposing party to pay all or a portion of your attorney fees and costs. In such a case, if those fees are paid to us, we will credit the amount against any outstanding balances you may owe us. You will remain responsible for any remaining balance owed. If you are ordered to pay the attorney fees and/or costs incurred by the opposing party, you will be required to pay those fees separate and apart from, and in addition to, any amounts due us.

Zealous Representation, but No Guarantees

The American Bar Association's Model Rules of Professional Conduct and most state bar associations require us, as advocates on your behalf, to represent your interests zealously. We take our obligations seriously and will always strive to protect your interests to the best of our abilities. However, neither we nor any other law firm can guarantee the success of any given

venture or the outcome of any legal dispute. Although we will do our best to provide you with our opinion, when requested, about the possible outcome of any matter in which we represent you, our opinion can never equate to a guarantee of success.

Likewise, we cannot guarantee in advance what your total fees may be in this litigation. During the course of this litigation, we may be required to comment on the projected costs and fees involved or you may ask us to submit one or more budgets to you. Although we make every effort to be accurate, you agree that these projections and budgets, as well as any other comments we may make in this context, are not guarantees.

Your Obligations to Us

In addition to your duty to pay our invoices timely, we expect that you will assist us and cooperate with us to the greatest extent possible in the course of our representation. You agree to respond fully to any inquiries we make and to provide us necessary written materials, documents or any and all other information we require during your representation. You understand and acknowledge that failure to provide us with this information in a timely fashion could prejudice your case, increase your attorneys' fees and costs, expose you to possible court sanctions and ultimately interfere with our ability to represent you effectively.

Termination of Representation

We will always strive to earn and retain your business. In so doing, we will make every effort to provide you with the best client service possible. As a result, we cannot foresee any circumstances that would lead us to terminate our attorney-client relationship, except our successful completion of this representation. Nevertheless, you have the right to terminate our relationship at any time and for any reason. Likewise, we retain the right to discontinue work on pending matters or terminate our attorney-client relationship at any time for any reason, subject to our giving you reasonable notice to obtain alternative counsel. In particular, we reserve the right to stop working on any or all pending matters or to terminate our attorney-client relationship when an invoice remains due and unpaid 60 days after it has been sent, at any time we feel our relationship with you puts us in violation of the applicable Rules of Professional Conduct, or at any time termination is required or permitted by law. Under these circumstances, you agree not to contest our withdrawal from any court or administrative proceeding.

Your Property

You own all files and/or documents retained at our firm that relate to your representation, except for our internal and/or administrative documents, such as attorney and paralegal time sheets. You may access these materials at any reasonable time, and upon termination of our relationship, you may withdraw these materials at any time with prior written notice to us. We reserve the right to make a copy of any files and/or documents you wish to remove at your expense. We will usually destroy all files 10 years after the cessation of representation in a matter unless you request their return.

Disputes

Generally, we try to operate on the principle that "the client is always right." In the event a

dispute arises between us, you may be assured that we will make every reasonable effort to resolve it to your satisfaction. For this reason, we encourage you to bring any concerns you may have regarding our representation, including, but not limited to the quality of our work, the adequacy of our representation or the fees we charge to our attention promptly. Nevertheless, we recognize that a dispute may arise that is not subject to an amicable resolution despite the good faith efforts by all involved.

Final and Binding Arbitration – You and we agree that all disputes regarding our legal services provided pursuant to this agreement or otherwise will be submitted exclusively to final and binding arbitration as described below. In addition, you and we agree that such disputes regarding our legal services that may be advanced properly through the appropriate Bar association's mandatory dispute resolution procedures may first proceed through those procedures, though if waived or when exhausted, these disputes shall also be subject to final and binding arbitration as described below.

The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures and in accordance with the Expedited Procedures in those Rules (or pursuant to JAMS' Streamlined Arbitration Rules and Procedures for matters with less than \$250,000.00 in dispute). Judgment on the Award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction.

No Jury Trial – For the most part, arbitration is faster and less expensive than civil litigation; however, there is no right to a jury trial, and the arbitrator's legal and factual determinations are generally not subject to appellate review.

Arbitrator Selection Process – It is further agreed and understood that initial resort to the courts by either party shall not be considered a waiver of that party's right to compel binding arbitration under this provision. When the amount in controversy is \$100,000 or greater, each side will select an arbitrator. Those arbitrators shall then select a retired judge or justice as a neutral arbitrator. The three arbitrators shall decide all disputed matters and render an award. When the amount in controversy is less than \$100,000, a single neutral arbitrator who shall be a retired judge or justice shall decide the matter.

Arbitration Procedure – Any arbitration arising out of or related to this Agreement shall be conducted in accordance with the expedited procedures set forth in the JAMS Comprehensive Arbitration Rules and Procedures as those Rules exist on the effective date of this Agreement, including Rules 16.1 and 16.2 of those Rules.

Venue – Any legal action or arbitral proceeding hereunder shall be commenced where the firm performed the majority of the legal services that are subject to the dispute or where payment of fees and costs for those services is due.

Applicable law – Arbitration shall be in accordance with the law of the state in which the proceedings are commenced.

Attorneys' Fees and Costs – Each side shall bear its own attorney fees and costs incurred as the result of any arbitral or civil litigation arising from a dispute under this agreement.

Kyla Waltermire
February 13, 2025

Right to Independent Counsel – You have the right to discuss this agreement, including the pros and cons of arbitration with us or with independent counsel or with any other advisor you may have. We encourage you to ask any questions you may have prior to signing this agreement.

Please sign and date this agreement and return it to us, keeping a signed copy for your records. We appreciate the confidence you have in our firm and we look forward to working with you.

Sincerely,



Corey L. Franklin

CLF/anb

ACKNOWLEDGMENT

APPROVED, ACCEPTED AND AGREED TO _____

Mississippi Valley Library District

By: _____
Mx. Kyla Waltermire, MS LIS
Executive Director

Chapter 3 (Personnel)

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

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

Personnel Standards

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

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

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

Personnel Checklist

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

Chapter 4 (Access)

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

Access Standards

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

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

Access Checklist

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