

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

DATE: February 12, 2025

TIME: 4:00 PM

PLACE: COLLINSVILLE MEMORIAL LIBRARY, COLLINSVILLE, IL.

1. CALL TO ORDER

Jeanne Lomax, President, called the meeting to order at 4:00 pm

ROLL CALL

Trustees present:

Jeanne Lomax, President
Ginny York, Vice-President
Kathy Murphy, Secretary
Cathy Kulupka, Treasurer
Mark Schusky, Trustee
Ana Romero-Lizana, Trustee

Trustees absent:

none

Also present:

Kyla Waltermire, Executive Director

2. Pledge of Allegiance

3. Public Input

The following members of the public spoke:

- * Uta Robison
- * Michael Treece
- * Ken Norsworthy

4. Trustee Comments

- * Lomax mentioned, and had a flyer to pass out, about the upcoming Culver's fundraiser for the Library Feb 26, 2025, 10% of all sales between 5-8 pm, will go to the library.

5. Unfinished Business - none

6. New Business - none

7. Closed Session - Discussion Regarding the Filling of Vacancy on the Board of Trustees [5 ILCS 120/2(c)(3)]

Motion to go into closed session:

York made a motion, Romero-Lizana seconded.

Roll call vote:

Kulupka -yes

Lomax - yes

Murphy -yes

Romero-Lizana - yes

Schusky -yes

York - yes.

Yes: 6 , No: 0, Abstain: 0. Motion passed. Closed Session began at 4:09 pm

Open Session resumed at 4:25pm.

8. Action for items discussed in Closed Session:

a. Possible Action Regarding the Filling of a Vacancy on the Board of Trustees.

Motion by Romero-Lizana, seconded by York, to appoint Uta Robison to the vacant seat.

Roll Call Vote:

Kulupka - yes

Lomax - yes

Murphy - yes

Romero- Lizana - yes

Schusky - yes

York - yes

Yes - 6, No - 0, Abstain - 0. Motion passed.

9. Motion to Adjourn:

Motion by Schusky, seconded by Romero-Lizana.

Voice Vote: Yes: 6 , No: 0, Abstain, 0. Motion passed.

Adjourned at 4:30 pm.

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES FUNDRAISING COMMITTEE MEETING**

DATE: 3/6/2025

TIME: 4:00 PM

PLACE: Community Room, Collinsville Memorial Library, Collinsville, IL

Call to Order

Jeanne Lomax, Ex-Officio member, called the meeting to order at 4:00 PM.

Roll Call

Committee members present:

Jeanne Lomax, Ex-Officio member

Ginny York

Committee members absent:

Kathy Murphy, Chair

Also present:

Kyla Waltermire, Executive Director

Pledge of Allegiance

Public Input

None

Trustee Comments

None

Unfinished Business

a. Discussion and next steps for fundraising

Flyer on Puzzle Race scheduled for 3/22 was provided

Trivia night was agreed upon, but the timing is not settled

Extra Yearbook sale was agreed on with availability and possible prices

Silent Auction in the Blum House in conjunction with Tunes on Blum in September was discussed, with opening to the public to donate toward baskets with different themes

Discussion on renting tables to the public for yard sale in conjunction with the city-wide yard sale April 25-26, 2025

Continued discussion about Taste of Collinsville to possibly occur in the summer with the next step being composing a letter to be given to each vendor on a list

New Business

a. Review of completed / on-going fundraisers

Giving Tuesday, 12/3/2024 raised \$1,709.85, which led to an additional \$100 for capital needs and \$250 in undesignated gifts, totaling \$2,059.85

STL Sheds – no takers on this offer

Clothing Drop-Off Box - \$113.23 raised for mid-November thru December 2024

Culver's Donate While You Dine – raised \$461, plus \$80 added donations for a total of \$541

Closed Session

None

Adjournment

A motion was made to adjourn by Lomax and seconded by York.

All were in favor and the meeting adjourned at 4:46 PM.

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

DATE: February 18, 2025

TIME: 6:30 PM

PLACE: Fairmont City Library, Fairmont City, IL.

1. CALL TO ORDER

Jeanne Lomax, President, called the meeting to order at 6:30 pm.
Swearing in of Board Trustee Uta Robinson performed by Matt Harris.

ROLL CALL

Trustees present:

Jeanne Lomax, President
Ginny York, Vice-President
Kathy Murphy, Secretary
Cathy Kulupka, Treasurer
Mark Schusky, Trustee
Uta Robison, Trustee

Trustees absent: Ana Romero-Lizana

Also absent: Kyla Waltermire, Executive Director

Also present: Matt Harris, Assistant Director

2. Pledge of Allegiance

3. Public Input

The following members of the public spoke:

* Michael Treece

* Ian Ashcraft

4. Friends Update

Harris reminded us that the Friends have a Book Sale this coming Friday and Saturday at Collinsville Library.

5. Trustee Comments

* Kulupka was surprised to not find a Valentine display nor a Black History Month display. When she inquired to a staff member she was directed to the two end caps for the displays. * Kulupka made a FOIA request for Lomax's communications to the Director about her removing line items from the agenda when Lomax wasn't able to attend. Kulupka is concerned Lomax is asking Waltermire to do extra work for her.

* Lomax replied that she found nothing on display for President's Day. She reminded us that Waltermire had decided to only put **Fiction** displays on the circular display shelves in the front of the library, therefore, excluding Black History month displays from there. The other topics would be on the end caps.

* Lomax asked Waltermire for the applications of those applying for the Board replacement position, since we had not received those in a timely manner. A special meeting was set for this. * Board President sets the agenda.

* Lomax asked Waltermire for the information regarding the unionizing issue since it had been 21 days before the Board heard anything about this. She is not asking Waltermire to draft any documents the Board should not have already received, but had not.

* Lomax asked for the RFPs for the elevator, since we had not received those after they were due in.

6. Consent Items: Moved by Murphy, seconded by York

a. Approval of January 21, 2025 minutes

b. Communications - 2 received

c. Administration Reports - Harris had 2 comments from Waltermire:

- We have received a partial funding IHLS marketing micro grant, in process

- Limited Engagement with lawyer regarding unionization.

Lomax had a question about door counts on reports.

Murphy had question about the amount saved by patrons. By checking out items, these items have a cost per item. This amount is the approx. cost savings by using the library instead of buying the item.

d. Finances

Robison has found the reports to be very straightforward. Kudos that they are really easy to read. Water bill high, due to leak in fountain in the past.

- Percentages by this time of our fiscal year, compare it to 58%, is a good “guesstimate” of where we should be. Blum House rental a little lower, but Collinsville room rentals are up. Audit expense is just once a year.

York - expense by vendor - fire extinguisher inspection. Once a year cost.

- Professional Legal service for elevator. For RFPs.

Lomax - 30 Aqua park passes. A very popular commodity with the public.

Lomax - elevator phone line. Too difficult to have turned off and on.

- Mad Science program very popular. Come once to each facility.
- Lazerware is our IT company. Switch replacements.
- Covid leave fund - staff members out recently.

Roll call Vote to accept consent items:

Kulupka - yes

Lomax - yes

Murphy - yes

Robison - yes

Romero- Lizana - absent

Schusky - yes

York - yes

Yes 6, No: 0, Abstain - 0. Motion passed.

e. Committee Reports

i. Finance - none

ii. Personnel - none

iii. Fundraiser - Culver's Night February 26

- 2 staff member are hosting a Puzzle Race March 22, 2- 4 pm. 15 teams, prizes for fastest. \$60 per table.

7. Unfinished Business

- a. Elevator repair proposals - Waltermire recommends MEI.

Discussion of the various proposals. Length of time in business, etc. Lomax spoke to some of their references. Very good reports for MEI and have recently replaced 3 jacks. Unfortunately all had long lead times, due to need to order parts. Good warranty. MEI were the cheapest on the maintenance agreement as well. Load test has been done once. They do maintenance on many properties.

Harris said: Waltermire asked for two motions:

1. MEI for the repairs
2. Adopt MEI as our regular maintenance contractor as well.

Motion to accept MEI to replace jack assembly, power unit, and solid state starter on the elevator: Schusky moved, Kulupka seconded.

Roll call vote:

Kulupka - yes
Lomax - yes
Murphy - yes
Robison - yes
Romero- Lizana - absent
Schusky - yes
York - yes
Yes - 6, No - 0, Abstain - 0. Motion passed

Motion to give MEI Maintenance Contract for Elevator: Schusky moved, York seconded.

Roll call vote:

Kulupka - yes
Lomax - yes
Murphy - yes
Robison - yes
Romero- Lizana - absent
Schusky - yes
York - yes
Yes - 6, No - 0, Abstain - 0. Motion passed.

b, Update on Executive Director Evaluation Process - Romero-Lizana not present. Postponed until next Board meeting.

c. Discussion and Action of Resolution 24-04 to authorize Property tax Abatement for Teklab, Inc.

One representative and the owner of Teklab were present and reiterated their request. Updated tax proposal. TIF no longer available. Adding 40 jobs to this area. They test soil and water. They have already started groundwork on the site. Hope to finish the project by end of year.

Schusky thanked them for being a family owned business and staying the area.

Murphy asked why 20 years of tax abatement? Representatives response was - It is only 10 years for this project.

Robison had a pie chart showing they will only receive 2.8% of their tax abatement from the library. They already receive 66% for the School district and another large percentage from the City and Township of Collinsville. So, since we have just voted for a costly elevator repair, she does not think Teklab will be hurt by our voting to not give them a tax abatement. And if we would vote yes, the Library would have to pass it's abatement cost loss on to the tax payers.

Motion to approve Resolution 25-04 : Schusky moved, Kulupka seconded.

Roll call vote:

Kulupka - yes

Lomax - no

Murphy - no

Romero-Lizana - absent

Schusky - yes

York - no

Robison - no

Yes: 2, No: 4, Abstain - 0. Motion does not pass.

8. New Business

a. Discussion and action on Legal Counsel

Two proposals: a. FordHarrison Group and b. Guin Mundorf, LLC

Lomax - looked into references and was directed to Guin Mundorf, LLC. Which ever lawyer we use, it is the Board's lawyer. She does not have confidence in our current lawyer who is based in Peoria. And he does not do Labor Law, so Waltermire had to look around for a different lawyer for the Unionization. Lomax would like to have the same Law Firm for the Board as well as for the Labor issue. She would also prefer a local group.

Caleb Mundorf from Guin Mundorf presented. Many clients of School Districts (60 across the state), collective bargaining for Police officers and other clients, and other Municipal governments. They are local. Caleb Mundorf focuses on collective bargain, personnel.

Schusky had question as to voting for current Labor issue, but Lomax is wanting to hire Guin Mundorf for the Board as well as Labor issue.

Further discussion on to how often the Board uses a lawyer. What policy issues we have need of legal council. FordHarrison is not part of the Peoria group.

We will postpone voting on hiring general counsel for the Board until next Board meeting.

Motion to hire Guin Mundorf for the Labor law issue only at an hourly rate:

York: motioned, Murphy seconded.

Roll call vote:

Kulupka - yes

Lomax - yes

Murphy - yes

Robison - yes

Romero- Lizana - absent

Schusky - yes

York - yes

Yes - 6, No - 0, Abstain - 0. Motion passed

b. Review Serving Our Public 4.0 , Chapters 3 & 4

Lomax mentioned it might be time to review our personnel policy.

9. Closed Session - none

10. Action for items discussed in Closed Session: none

11. Adjournment

Motion by Murphy, seconded by Kulupka.

Voice Vote:

Yes: 6, No - 0, Abstain, 0. Motion passed.

Adjourned at 8:06 pm.

Report Covering February 2025

Kyla Waltermire, Executive Director

Building and Grounds Updates

- Elevator – An agreement with MEI Total Elevator Solutions for the replacement of the jack assembly, power unit, and solid state starter was signed by all parties. The down payment of 40% was issued at the end of February. MEI visited the site to confirm final measurements.
- A new server was installed at CM. The replaced server, which was at least 10 years old, wasn't able to adequately provide security measures and backup services.
- Maintenance Technician Zeke Pennington and staff from The Village Locksmith replaced the locks on CM's front doors. The locking mechanisms had worn out and weren't functioning correctly. This issue has been resolved.

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.
 - Additionally, CHS transitional student Bethany McCullar will be helping with this project through the Secondary Transition Experience Program.
- Staff are replacing the spine labels on Large Print materials so that the labels themselves are in a large font.
- Staff continue to add series information to fiction items' spine labels and call numbers as time allows.
- Due to a multi-year, ongoing decrease in use and a dramatic decrease in product quality, the library will no longer purchase physical audiobooks. Those that are in the collection will remain available, and library staff are ready to help order audiobooks from other libraries as needed.

Grant Updates

- 2023 Thinking Money for Kids Program Kits – Kits are to be used between Sept. 1, 2024 and Dec. 31, 2025. All activities have been held at least once and will be held again through the end of the grant period.
- 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 – Q2 and interim Q3 reimbursements were received. The library received word from the Illinois State Library that purchasing for this grant project can resume.
- 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 was awarded partial funding (\$400 of the \$600 requested) to create a Ready-To-Go Kit for outreach events. Purchasing of supplies has begun.
- 2025 Better World Books Literacy Grant – An application was submitted to request \$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.

- FY2026 PNG Grant – Usually this is the time of year when the next fiscal year’s grant applications are accepted; however, the grant program is on hold pending funding confirmation. The MVLD has a draft proposal ready to go in the event that funding is confirmed and applications can be received.

Meetings, Outreach, and Professional Development

- February 3 – Covered CM’s main desk (2.00 hours)
- February 4 – Covered CM’s main desk (1.00 hour); met with 2 staff re: fundraising idea
- February 5 – Completed annual FOIA Officer training (3.25 hours CE)
- February 6 – Attended Collinsville Faith In Action executive board meeting; attended a webinar about local governments and immigration enforcement (1.00 hour CE); attended a webinar about implications of federal Executive Orders on employers
- February 7 – Led an all-day, all-staff training/meeting
- February 10 – Met with a patron; met with a trustee
- February 12 – Attended IHLS Member Day (6.00 hours CE)
- February 13 – Attended Collinsville Faith In Action full board meeting
- February 19 – Met with staff member for ongoing evaluation
- February 20 – Met with staff member to update employment form
- February 21 – Met with new trustee for orientation
- February 24 – Attended Uptown Businesses meeting
- February 25 – Attended Chamber of Commerce’s Coffee Talk; covered CM’s main desk (1.00 hour); attended Collinsville City Council meeting and gave a brief presentation
- February 26 – Program Coordinator Lee Friz attended DIS’s Family Reading Night
- February 28 – Covered main desk (1.50 hours)

Marketing and Promotions Updates

- The library promoted the February 21-22 Friends of the Library book sale, February 26 Culver’s dine-out fundraiser, and March 22 puzzle race fundraiser.
- The MVLD’s 2024 Year in Review was shared.
- Programs like the Winter Checkout Challenge, free tutoring, and AARP Tax Aide were highlighted.

Miscellaneous

- The transition from FordHarrison to Guin Mundorf as the MVLD’s labor law counsel is completed.
- The Culver’s dine-out fundraiser resulted in \$461 raised by diners. A few other donations were received directly by the library as a result of the fundraiser, bringing the event total to \$531.
- 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 remain available for pickup in CM’s computer lab.

Program Updates and Other Dates of Note

- The Great Library Puzzle Race fundraiser is March 22 starting at 2:00 PM. Teams of 4 put together a 500-piece puzzle as quickly as possible. Registration is \$60.00/table and prizes will be given to the 1st, 2nd, and 3rd place teams.
- Bookmark Design Contest – Submitted bookmark designs are shared on the library’s Facebook pages, with voting to take place March 3-31. “Like” the designs you want to win. 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.
- Additional sessions for the Thinking Money for Kids series (part of Thinking Money for Kids grant)
 - April 5 @ 11:00 AM (CM) – Pet Cents
 - April 5 @ 2:00 PM (CM) – Making Moo-Lah
- Teen & tween tech activities (part of the PNG grant). Activities are for kids in 5th-12th grades.
 - Making Reality with 3D Objects – April 5 @ 4:30 PM (CM). Learn the basics of 3D modeling and how to use a 3D printer.
- Illinois Libraries Present virtual events
 - March 21-23 – Documentary screening of 9 to 5: The Story of a Movement. This award-winning documentary highlights the creation of the 9to5 movement, which was established to fight for workplace equity and against wage discrepancy. The movement was the basis for the feature film 9 to 5 starring Jane Fonda, Dolly Parton, and Lily Tomlin. Register at: https://bit.ly/ILP_9to5.
 - April 10 @ 7:00 PM – The Art of Foraging with Alexis Nikole Nelson. Nelson is a forager and outdoor educator who uses her social media platforms to celebrate all the edible plants hiding in plain sight. Nelson received the James Beard Award for “Best Social Media 2022,” was chosen for the Forbes “30 Under 30” list, and was honored as part of Fortune Magazine’s Creator 25 in 2021. Nelson will be in conversation with Natalie Evans, a wild edible foods instructor. Register at: https://bit.ly/ILP_AlexisNikoleNelson.
- CM will serve as a polling place for the April 1 Consolidated Election.
- CM will be opened modified hours on Friday, April 4 (9:00 AM – 5:00 PM) due to several staff attending the one-day Reaching Forward South conference.
- Executive Director’s upcoming time off (scheduled to date): 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. Options for accommodations under the ADA are being investigated.
- Selena Rivera-Cereno stepped into the FC Circulation Supervisor position on February 24.

Statistical Summary

2/1/2025 12:00:00 AM - 2/28/2025 11:59:59 PM

Grand Totals

Record Counts - As of 3/6/2025 2:06 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,611,406	52,783	777,581			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	71,709	75,620	2	18,586	32	27

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
6,232	894	4,582	776	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,021	1,931	315		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	11	19	205	35
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	0	0	40	33
Deleted by Other	n/a	n/a	n/a	n/a

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$2,449.03	\$151.75	\$0.00	\$151.75	\$1,991.91	\$9.16
Total Outstanding Fines - As of 3/6/2025 2:06 PM					
\$138,975.40					

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
619	0	1,357	92

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
February	Activity Packet	100
February	Coloring Pages	120
February	Computer handouts	21
February	Children's Take and Make Crafts	100
February	Take and Make Crafts	19
2/1/25	Meditation at the Blum House	10
2/1/25	Cross Stitching Club	3
2/3/25	Body Sculpting	7
2/3/25	Making Virtual Reality-Teen PNG	CANCELED
2/3/25	Chestnut Health System Table	3
2/3/25	Free Tutoring	2
2/4/25	Morning Yoga	7
2/4/25	Preschool Storytime - Children's	9
2/4/25	Free Tutoring	0
2/4/25	Computer Basics Class	3
2/4/25	James McBride - Illinois Libraries Present	3
2/5/25	Baby Boogie - Children's	21
2/5/25	Making Reality with 3D Objects- Teen PNG	CANCELED
2/5/25	Free Tutoring	5
2/5/25	Yoga Time!	6
2/6/25	Guilding and Exploring: D&D Night	12
2/6/25	Free Tutoring	4
2/8/25	Meditation at the Blum House	7
2/8/2025	Yarn Club	4
2/8/25	Cross Stitching Club	2
2/10/24	Body Sculpting	10
2/10/25	Free Tutoring	0
2/11/25	Free Tutoring	0
2/11/25	Preschool Storytime - Children's	15
2/11/25	Free Tutoring	3
2/12/25	Baby Boogie	14
2/12/25	Free Tutoring	1
2/12/25	Acoustic Jam with the Collinsville Ramblers	9
2/12/24	Yoga Time!	8
2/13/25	Daytime Book Club	12
2/13/24	Guilding and Exploring: D&D Night	5
2/13/25	Free Tutoring	2
2/13/25	Lego Building Challenge Club - Children's	8
2/14/25	Free Tutoring	4
2/14/25	AI or Reality: Educational Game-All Ages	1
2/15/25	Meditation at the Blum House	7
2/15/25	Cross Stitching Club	2
2/18/25	Morning Yoga	4
2/18/25	Preschool Storytime - Children's	0
2/18/24	Free Tutoring	6
2/19/25	Baby Boogie - Children's	CANCELED DUE TO WEATHER

2/19/24	Metro East Every Survivor Counts Table	4
2/19/25	Free Tutoring	1
2/19/25	Yoga Time!	9
2/19/24	Amy Tan - Illinois Libraries Present	1
2/20/25	Guiding and Exploring: D&D Night	11
2/20/25	Free Tutoring	1
2/20/25	Family Storytime	0
2/21/25	Free Tutoring	1
2/21/25	Junk Journal Club	1
2/22/25	Meditation at the Blum House	8
2/22/24	Cross Stitching Club	2
2/22/25	History and Genealogy Club	7
2/24/25	Body Sculpting	7
2/24/25	Free Tutoring	2
2/25/25	Morning Yoga	5
2/25/25	Preschool Storytime - Children's	13
2/25/25	Making Reality with Conductive Cloth- Teen PNG	2
2/26/25	Baby Boogie - Children's	28
2/26/25	Free Tutoring	3
2/26/25	Evening Book Club	7
2/26/25	Yoga Time!	9
2/27/25	Guiding and Exploring: D&D Night	8
2/27/25	Free Tutoring	1
2/28/25	Free Tutoring	2
2/28/25	Making Reality with Coding- Teen PNG	0
TOTAL		712

Children Ages 0-5 Synchronous in-person onsite program sessions: 184 attendance, 11 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: 120 attendance, 1 event
Children Ages 6-11 Synchronous in-person onsite program: 46 attendance, 20 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: 100 attendance, 1 event
Young Adults Ages 12- 18 Synchoronous in-person onsite program: 2 attendance, 1 event
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: 178 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 event
Adults Ages 19+ Self-Directed: 21 attendance, 1 event
General Interests Synchronous in-person onsite program: 41 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: 119 attendance, 2 events

Month	Total # Items Requested by MVL	# Items Received at			# Items Received at			# Items Supplied by			# Items Supplied by			CM Computer Sessions
		MVL - In State Returnables	MVL - In State Non-Returnables	MVL via ILL - Out of State	MVL - In State Returnables	MVL - In State Non-Returnables	MVL via ILL - Out of State	MVL - In State Returnables	MVL - In State Non-Returnables	MVL via ILL - Out of State	MVL - In State Returnables	MVL - In State Non-Returnables	MVL via ILL - Out of State	
Jul-24	23	15	2	76	22	22	32	5346	4125	798	32	5346	4125	798
Aug-24	5	2	1	50	17	17	23	5049	3250	732	23	5049	3250	732
Sep-24	8	1		63	15	15	28	5128	3284	637	28	5128	3284	637
Oct-24	16	9		61	22	22	21	5950	3805	655	21	5950	3805	655
Nov-24	11	7	1	59	20	20	22	4662	3144	579	22	4662	3144	579
Dec-24	11	5	1	51	15	15	21	2369	3331	474	21	2369	3331	474
Jan-25	9	7		89	30	30	32	3189	2981	521	32	3189	2981	521
Feb-25	18	15	1	72	26	26	32	3843	2601	524	32	3843	2601	524
Mar-25														
Apr-25														
May-25														
Jun-25														
Totals:	101	61	6	521	167	167	211	35536	26521	4920	211	35536	26521	4920

Board Report March, 2025

Matthew Harris – Assistant Director – Fairmont City Library Center

Grants, awards, donations, and special stories:

The Dine-Out night at Culver's was a fun and successful night. Thanks everyone for coordinating this event.

Outreach and education:

February 5: Attended Fairmont City City Council Meeting
February 6: Attended virtual ILA immigration enforcement webinar
February 7: Attended MVLD staff meeting
February 11: Attended Latino Roundtable Meeting
February 12: Attended virtual IHLS Members Day
February 18: Attended MVLD Board Meeting
February 26: Attended Culver's Fundraiser night for the MVLD

Building and Grounds:

Programming:

The Winter Checkout Challenge is still going on with several sign-ups. AARP free tax help has continued on Tuesdays, Wednesdays, and Saturdays with every day being full so far and future dates filling in fast. The 2025 Egg Hunt has been still in the works with planning as of this report. The planned date will be Saturday, April 12th. Final details are still pending with the Village of Fairmont City and members of the Latino Roundtable that help coordinate the event.

Stats:

February:

Days Open: 22

Door Count: 1815

Computer Users: 142

E-Book Questions: 0

Homebound Delivery: 0

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
2/1/25	Free Tutoring	4
2/1/25	Thinking Money for Kids- Making Moo-lah	4
2/1/25	AARP Free Tax Help	5
2/1/25	Making Virtual Reality- Teen PNG	4
2/3/25	Kids Corner	0
2/3/25	Monday Funday- Kid Activities- Shadow Puppet Theater	3
2/4/25	AARP Free Tax Help	12
2/4/25	Free Tutoring	2
2/5/25	AARP Free Tax Help	12
2/5/25	Kids Corner	3
2/6/25	Free Tutoring	1
2/8/25	AARP Free Tax Help	9
2/8/25	Free Tutoring	1
2/10/25	Kids Corner	5
2/10/25	Monday Funday- Kid Activities- Lego Building	4
2/11/25	AARP Free Tax Help	15
2/11/25	Free Tutoring	2
2/12/25	AARP Free Tax Help	8
2/13/25	Free Tutoring	1
2/15/25	AARP Free Tax Help	9
2/15/25	Free Tutoring	3
2/18/25	AARP Free Tax Help	14
2/18/25	Free Tutoring	4
2/19/25	AARP Free Tax Help	10
2/20/25	Free Tutoring	3
2/22/25	Free Tutoring	1
2/22/25	Thinking Kids money series- Pet Cents	2
2/22/25	AARP Free Tax Help	9
2/24/25	Kids Corner	2
2/24/25	Monday Funday- Kid Activities- Mexican Flag Day	3
2/25/25	AARP Free Tax Help	17
2/25/25	Free Tutoring	4
2/25/25	Metro East Every Survivor Counts	7
2/26/25	AARP Free Tax Help	13
2/27/25	Free Tutoring	3
2/27/25	Making Reality with Conductive Cloth - Teen PNG	0
TOTAL		155

Children Ages 0-5 Synchronous in-person onsite program sessions: 10 attendance, 4 events

Children Ages 0-5 Synchronous in-person onsite 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: 47 attendance, 18 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: 4 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: 170 attendance, 14 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: 7 attendance, 7 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

Expense by Vendor Detail

Mississippi Valley Library District

February 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	CATEGORY/PRODUCT/SERVICE	AMOUNT
Amazon Capital Services					
02/11/2025	Bill	movie	Materials:Juvenile Audio Visual Items		\$7.58
02/11/2025	Bill	movies	Materials:Adult Audio Visual Items		\$218.17
02/11/2025	Bill	books	Materials:Juvenile Print Items		\$26.97
02/11/2025	Bill	book	Materials:Adult Print Materials		\$15.95
02/27/2025	Bill	movies	Materials:Juvenile Audio Visual Items		\$22.38
02/27/2025	Bill	movies	Materials:Adult Audio Visual Items		\$148.48
Total for Amazon Capital Services					\$439.53
AMEREN ILLINOIS					
02/27/2025	Bill	FCLC gas (01149)	Utilities:Natural Gas		\$456.62
02/27/2025	Bill	FCLC electric (01130)	Utilities:Electricity		\$669.97
02/27/2025	Bill	CMLC gas (23000)	Utilities:Natural Gas		\$770.53
02/27/2025	Bill	CMLC electric (04006)	Utilities:Electricity		\$2,378.38
02/27/2025	Bill	CMLC outdoor parking lot light (60005)	Utilities:Electricity		\$39.21
02/27/2025	Bill	BH gas (83007)	Utilities:Natural Gas		\$487.88
02/27/2025	Bill	BH electric (10414)	Utilities:Electricity		\$246.64
Total for AMEREN ILLINOIS					\$5,049.23
American Express					
02/27/2025	Bill	Misc. office supplies / consumables	Supplies:Office		\$243.86
02/27/2025	Bill	movies and video games	Materials:Adult Audio Visual Items		\$441.62
02/27/2025	Bill		Utilities:Telephone/Fax		\$30.00
02/27/2025	Bill	monthly Zoom subscription; Guru Importer monthly subscription	Professional Services:Other Professional Services		\$27.99
02/27/2025	Bill	misc. supplies	Other Expenditures:Programming		\$34.65
02/27/2025	Bill	replacement staff chairs	Supplies:Equipment		\$219.98
02/27/2025	Bill	duplicate keys for FC	Maintenance Services:Building		\$7.50
02/27/2025	Bill	movies	Materials:Juvenile Audio Visual Items		\$75.34
02/27/2025	Bill	ILLs, AFRs & audits for county clerks	Supplies:Postage		\$50.64
Total for American Express					\$1,131.58
Aqua Systems					
02/11/2025	Bill	Invoice # 439721419 bottle exchange dated 1/31/2025	Supplies:Office		\$21.10

Expense by Vendor Detail

Mississippi Valley Library District

February 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	CATEGORY/PRODUCT/SERVICE	AMOUNT
02/27/2025	Bill	Invoice # 441073612 monthly rental dated 2/1/2025	Supplies:Office		\$6.95
02/27/2025	Bill	Invoice # 562090770 bottle exchange dated 2/21/2025	Supplies:Office		\$29.00
Total for Aqua Systems					
Bayscan Technologies					
02/27/2025	Bill	Inv. # 79603 barcode duplicator supplies - blank labels & resin ribbons	Supplies:Office		\$150.50
Total for Bayscan Technologies					
Belleville Public Library					
02/27/2025	Bill	Item # 0000704235746 Long Way Down	Other Expenditures:Payments to Other Libraries		\$22.99
Total for Belleville Public Library					
Blue Cross / Blue Shield					
02/27/2025	Bill	Health Insurance 3/1/2025 - 4/1/2025	Personnel:Benefits:Health/Dental Insurance		\$5,765.04
Total for Blue Cross / Blue Shield					
Brian Brown					
02/27/2025	Bill	February 2025 CM, FC, & BH snow & ice removal and salting	Maintenance Services:Grounds		\$950.00
Total for Brian Brown					
Buildingstars					
02/11/2025	Bill	Invoice # 3472027 BH January 2025 extra cleanings	Maintenance Services:Building		\$75.00
02/11/2025	Bill	Invoice # 3477491 BH February 2025 cleaning	Maintenance Services:Building		\$225.00
Total for Buildingstars					
Capital One					
02/19/2025	Bill		Unapplied Cash Bill Payment Expense		-\$49.91
02/19/2025	Bill	Misc. program consumables	Other Expenditures:Programming		\$49.91
02/11/2025	Bill Payment (Check)		Unapplied Cash Bill Payment		\$49.91

Expense by Vendor Detail
Mississippi Valley Library District
 February 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	CATEGORY/PRODUCT/SERVICE AMOUNT
Total for Capital One				
Center Point Large Print 02/27/2025	Bill	Invoice # 2146917 standing order January 2025	Materials:Adult Print Materials	\$151.02
Total for Center Point Large Print				
Charter Communications				
02/19/2025	Bill		Unapplied Cash Bill Payment Expense	-\$821.99
02/19/2025	Bill	CM & FC fiber internet 50 mbps January 2025 - February 2025	Professional Services:Internet Services	\$772.00
02/19/2025	Bill	CM elevator emergency phone line January 2025 - February 2025	Utilities:Telephone/Fax	\$49.99
02/11/2025	Bill Payment (Check)		Unapplied Cash Bill Payment Expense	\$821.99
Total for Charter Communications				
City of Collinsville				
02/27/2025	Bill	BH water & sewer 1/1/2024- 12/27/2024	Utilities:Water/Sewer	\$34.94
Total for City of Collinsville				
Collinsville Chamber of Commerce				
02/11/2025	Bill	Invoice # 5289 Membership - Civic Organization 2025	Professional Services:Other Professional Services	\$88.00
Total for Collinsville Chamber of Commerce				
Consumer Reports On Health				
02/11/2025	Bill	Magazine - 1 year. Originally issued 12/26/24; reissue approved 2/10/2025	Materials:Adult Print Materials	\$26.00
Total for Consumer Reports On Health				
Corvus of St. Louis				
02/11/2025	Bill	Invoice # 502619005-0313 February 2025 CM & FC cleaning	Maintenance Services:Building	\$2,700.00
Total for Corvus of St. Louis				

Expense by Vendor Detail

Mississippi Valley Library District

February 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	CATEGORY/PRODUCT/SERVICE	AMOUNT
Delta Dental 02/27/2025	Bill	Dental Insurance March 2025	Personnel:Benefits:Health/Dental Insurance		\$289.56
Total for Delta Dental					\$289.56
Flags USA, LLC 02/27/2025	Bill	Invoice # INV-04113 two U.S. flags and one state flag	Supplies:Office		\$365.00
Total for Flags USA, LLC					\$365.00
Globe Life 02/27/2025	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance		\$215.10
Total for Globe Life					\$215.10
Green Sky Cleaning Supply 02/11/2025	Bill	Invoice # 138232 & 138507 mop heads, toilet paper, paper towels, trash can liners, hand soap	Supplies:Office		\$915.04
Total for Green Sky Cleaning Supply					\$915.04
Heyl, Royster, Voelker, & Allen, P.C. 02/27/2025	Bill	Invoice # INTERIM 1745292 - assistance with elevator RFP & re: union petition/representation	Professional Services:Legal Service		\$440.00
Total for Heyl, Royster, Voelker, & Allen, P.C.					\$440.00
Home Depot 02/06/2025	Expense		Maintenance Services:Building		\$19.61
02/24/2025	Expense		Maintenance Services:Building		\$46.34
02/18/2025	Expense		Maintenance Services:Building		\$9.98
02/21/2025	Expense		Maintenance Services:Building		\$117.20
02/27/2025	Expense		Maintenance Services:Building		\$27.82
02/24/2025	Expense		Maintenance Services:Building		\$76.28
Total for Home Depot					\$297.23
Illinois American Water 02/27/2025	Bill	FCLC water 1/9/2025-2/7/2025	Utilities:Water/Sewer		\$75.11

Expense by Vendor Detail
Mississippi Valley Library District
 February 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	CATEGORY/PRODUCT/SERVICE AMOUNT
Total for Illinois American Water				
Illinois Heartland Library System 02/11/2025	Bill	Invoice # 2025-1040 January 2025 ebooks	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	\$326.94
Total for Illinois Heartland Library System				
Illinois Library Association 02/27/2025	Bill	Invoice # 304665 maintenance fee for Fund for Illinois Libraries	Other Expenditures:Miscellaneous	\$100.00
Total for Illinois Library Association				
Illioopolis Niantic Public Library District 02/27/2025	Bill	Item # *****8319 Saint Nicholas: A Veggie Christmas Story	Other Expenditures:Payments to Other Libraries	\$9.00
Total for Illioopolis Niantic Public Library District				
IMRF				
02/04/2025	Expense		Personnel:Benefits:IMRF	\$10,333.22
Total for IMRF				
INGRAM LIBRARY SERVICES				
02/11/2025	Bill	Invoice # 86426722, -723, -724, -727, -728, 86441314, -315, -316, 86473156, -157, 86502841, -842	Materials:Adult Print Materials	\$980.51
02/11/2025	Bill	Invoice # 86426725, -726, -729, 86441317, -318, 86473158, 86502843, -844,	Materials:Juvenile Print Items	\$354.21
02/27/2025	Bill	Invoice # 86683133, -134, -136, 86715331, 86191844	Materials:Adult Print Materials	\$207.70
02/27/2025	Bill	Invoice # 86683135, 86191845	Materials:Juvenile Print Items	\$36.12
Total for INGRAM LIBRARY SERVICES				
Kane Consulting Group 02/27/2025	Bill	Invoice # 6315 monthly Datto backup	Professional Services:Information Technology	\$325.00
Total for Kane Consulting Group				
KANOPY, INC.				

Expense by Vendor Detail

Mississippi Valley Library District

February 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	CATEGORY/PRODUCT/SERVICE	AMOUNT
02/11/2025	Bill	Invoice # 437332 - PPU for January 2025 play credits	Materials:Virtual Items		\$315.00
Total for KANOPY, INC.					\$315.00
02/27/2025	Bill	Item # *****1580 Sherlock Bones and the Natural History Mystery	Other Expenditures:Payments to Other Libraries		\$15.00
Total for Kimmundy Public Library					\$15.00
02/11/2025	Bill	Returned 2 lost/billed items after paying; refund issued	Other Expenditures:Miscellaneous		\$28.00
Total for Latasha Battle					\$28.00
02/11/2025	Bill	Invoice # 6476 CM January 2025	Professional Services:Information Technology		\$2,756.72
02/11/2025	Bill	Invoice # 6485 FC January 2025	Professional Services:Information Technology		\$919.92
Total for Lazerware					\$3,676.64
02/27/2025	Bill	Invoice # 1115099 - 40% down payment on elevator repairs/modernization	Maintenance Services:Building		\$33,594.03
02/27/2025	Bill	Invoice # 1115099 - 40% down payment on elevator repairs/modernization - 16 donations designated for capital needs	Other Expenditures:Donation Expenditures - Des.		\$2,325.97
Total for MEI Total Elevator Solutions					\$35,920.00
02/11/2025	Bill	Invoice # 506670686 & 506697881 December 2024 audiobooks	Materials:Adult Audio Visual Items		\$112.98
Total for Midwest Tape					\$112.98
02/27/2025	Bill	Invoice # 92541 - 1,000 branded envelopes	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant		\$193.80

Expense by Vendor Detail

Mississippi Valley Library District

February 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	CATEGORY/PRODUCT/SERVICE	AMOUNT
Total for M.O.W. Printing, Inc.					\$193.80
OverDrive					
02/11/2025	Bill	Invoice # 02064SV25034523 January 2025 streaming video services	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant		\$5.98
02/11/2025	Bill	Invoice # 02064CO25036670 February 2025 ebooks	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant		\$408.35
Total for OverDrive					\$414.33
Peerless Network, Inc.					
02/27/2025	Bill	FC monthly fax fees	Utilities:Telephone/Fax		\$77.26
02/27/2025	Bill	CM monthly fax fees	Utilities:Telephone/Fax		\$149.77
Total for Peerless Network, Inc.					\$227.03
People					
02/11/2025	Bill	Magazine - 2 years	Materials:Adult Print Materials		\$104.00
Total for People					\$104.00
Republic Services					
02/27/2025	Bill	Waste overage picked up 2/13/2025	Maintenance Services:Grounds		\$6.99
Total for Republic Services					\$6.99
Sidell District Library					
02/11/2025	Bill	Item # *****9915 Heir of Fire	Other Expenditures:Payments to Other Libraries		\$30.00
Total for Sidell District Library					\$30.00
Tech Logic					
02/11/2025	Bill	Invoice # INV21002494 selfCIRC self-checkout station software renewal (eligible under Technology standard #12)	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant		\$424.32
Total for Tech Logic					\$424.32
Times Tribune					
02/11/2025	Bill	1-year subscription renewal	Professional Services:Publishing		\$50.00
Total for Times Tribune					\$50.00
United States Postal Service					

Expense by Vendor Detail
Mississippi Valley Library District
 February 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	CATEGORY/PRODUCT/SERVICE	AMOUNT
02/10/2025	Expense		Supplies:Postage		\$46.13
02/10/2025	Expense		Supplies:Postage		\$20.44
02/21/2025	Expense		Supplies:Postage		\$50.53
Total for United States Postal Service					\$117.10
<hr/>					
US Bank Equipment Finance					
02/27/2025	Bill	Invoice #549227593 for 1/10/2025 - 3/10/2025 copier leasing (includes 1/10-2/10 invoice # 547011734	Maintenance Services:Equipment		\$1,476.00
Total for US Bank Equipment Finance					\$1,476.00
<hr/>					
Worden Public Library District					
02/11/2025	Bill	Reimbursement for lost/paid and later returned items	Other Expenditures:Payments to Other Libraries		\$24.95
Total for Worden Public Library District					\$24.95
<hr/>					
02/14/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company		\$381.44
02/14/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company		\$1,631.14
02/14/2025	Journal Entry	Dental	Personnel:Benefits:Health/Dental Insurance		-\$14.89
02/14/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company		\$618.23
02/14/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time		\$723.50
02/14/2025	Journal Entry	Regular	Personnel:Salaries:Full Time		\$12,609.23
02/14/2025	Journal Entry	Salary	Personnel:Salaries:Full Time		\$5,257.26
02/14/2025	Journal Entry	Sick	Personnel:Salaries:Full Time		\$1,398.03
02/14/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time		\$1,018.85
02/14/2025	Journal Entry	Regular	Personnel:Salaries:Full Time		\$5,180.82
02/14/2025	Journal Entry	Sick	Personnel:Salaries:Part time		\$231.64
02/14/2025	Journal Entry	Invoice	Professional Services:Payroll Service		\$359.05
02/28/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company		\$363.26
02/28/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company		\$1,553.14
02/28/2025	Journal Entry	Dental	Personnel:Benefits:Health/Dental Insurance		-\$14.89
02/28/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company		\$560.67

Expense by Vendor Detail

Mississippi Valley Library District

February 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	CATEGORY/PRODUCT/SERVICE	AMOUNT
02/28/2025	Journal Entry	Holiday	Personnel:Salaries:Full Time		\$1,996.78
02/28/2025	Journal Entry	Overtime	Personnel:Salaries:Full Time		\$7.69
02/28/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time		\$692.69
02/28/2025	Journal Entry	Regular	Personnel:Salaries:Full Time		\$12,140.53
02/28/2025	Journal Entry	Salary	Personnel:Salaries:Full Time		\$4,646.72
02/28/2025	Journal Entry	Sick	Personnel:Salaries:Full Time		\$178.26
02/28/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time		\$358.50
02/28/2025	Journal Entry	Paid Leave	Personnel:Salaries:Part time		\$110.25
02/28/2025	Journal Entry	Regular	Personnel:Salaries:Part time		\$4,580.76
02/28/2025	Journal Entry	Sick	Personnel:Salaries:Part time		\$197.75
02/28/2025	Journal Entry	Vacation	Personnel:Salaries:Part time		\$252.00
02/28/2025	Journal Entry	Invoice	Professional Services:Payroll Service		\$204.30
Total for --					\$57,222.71

Mississippi Valley Library District

Profit and Loss

February 2025

	TOTAL
Income	
Charges for Services	
Fax	198.71
Printing/Copying	813.29
Total Charges for Services	1,012.00
Fines & Forfeitures	
Fines	14.00
Lost or Damaged Books/Inhouse	168.33
Total Fines & Forfeitures	182.33
Intergovernment Revenue	
Grants	
FY2025 PNG Grant	5,328.29
Total Grants	5,328.29
Total Intergovernment Revenue	5,328.29
Other Revenues	
Donations - Des & Undes	197.67
Interest Income	5,388.22
Miscellaneous	118.23
Reimbursements Other libraries	206.93
Rental Income	
Blum House Rental	1,017.82
Collinsville Rooms	275.00
Total Rental Income	1,292.82
Sale of Items	304.68
Total Other Revenues	7,508.55
Taxes	
Audit	109.43
Building Maintenance	1,696.30
FICA/Medicare	811.66
IMRF	820.78
Liability Insurance	1,158.21
Property Tax	12,357.39
Total Taxes	16,953.77
Total Income	\$30,984.94
GROSS PROFIT	\$30,984.94
Expenses	
Maintenance Services	
Building	36,898.76
Equipment	1,476.00
Grounds	956.99
Total Maintenance Services	39,331.75

	TOTAL
Materials	
Adult Audio Visual Items	921.25
Adult Print Materials	1,485.18
Juvenile Audio Visual Items	105.30
Juvenile Print Items	417.30
Virtual Items	315.00
Total Materials	3,244.03
Other Expenditures	
Donation Expenditures - Des.	2,325.97
Grant Expenses	
FY2024 Per Capita Grant	1,359.39
Total Grant Expenses	1,359.39
Miscellaneous	128.00
Payments to Other Libraries	101.94
Programming	84.56
Total Other Expenditures	3,999.86
Personnel	
Benefits	
FICA Company	3,928.98
Health/Dental Insurance	6,239.92
IL Unemployment Company	1,178.90
IMRF	10,333.22
Total Benefits	21,681.02
Salaries	
Full Time	41,028.04
Part time	10,553.22
Total Salaries	51,581.26
Total Personnel	73,262.28
Professional Services	
Information Technology	4,001.64
Internet Services	772.00
Legal Service	440.00
Other Professional Services	115.99
Payroll Service	563.35
Publishing	50.00
Total Professional Services	5,942.98
Supplies	
Equipment	219.98
Office	1,731.45
Postage	167.74
Total Supplies	2,119.17
Unapplied Cash Bill Payment Expense	0.00
Utilities	
Electricity	3,334.20
Natural Gas	1,715.03
Telephone/Fax	307.02

	TOTAL
Water/Sewer	110.05
Total Utilities	5,466.30
Total Expenses	\$133,366.37
NET OPERATING INCOME	\$ -102,381.43
NET INCOME	\$ -102,381.43

Mississippi Valley Library District

Balance Sheet

As of February 28, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	80,978.93
IL Funds - Audit	8,878.16
IL Funds - Building	10,134.28
IL Funds - FICA	67,933.65
IL Funds - General	895,636.77
IL Funds - Gift	10,515.96
IL Funds - IMRF	86,516.06
IL Funds - Insurance	130,721.40
IL Funds - Reserve	39,924.08
IL Funds - Working Cash	232,612.76
Suspense	0.00
Total Bank Accounts	\$1,563,852.05
Other Current Assets	
Petty Cash	100.00
Prepaid Insurance	17,255.45
Total Other Current Assets	\$17,355.45
Total Current Assets	\$1,581,207.50
Other Assets	
Miscellaneous Accounts Rec.	0.00
Taxes Receivable	864,041.62
Total Other Assets	\$864,041.62
TOTAL ASSETS	\$2,445,249.12

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	201,674.45
Liberty National	10,157.30
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	217,466.34
Total Other Current Liabilities	\$1,257,771.54
Total Current Liabilities	\$1,264,447.85
Total Liabilities	\$1,264,447.85
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	859,304.61
Net Income	307,457.40
Total Equity	\$1,180,801.27
TOTAL LIABILITIES AND EQUITY	\$2,445,249.12

Mississippi Valley Library District

IL Funds - Gift Ending Balance: \$10,515.96

Date	Ref No.	Type	Payee Account	Memo	Class Location	Payment	Deposit	Stat	Balance
02/28/2025	INTEREST	Deposit	Other Revenues:Interest Income	Interest Earned			\$43.17	R	\$10,515.96
02/27/2025		Transfer	Checking	Bills paid 2/27/2025 - 16 donations for capital needs for elevator down payment		\$2,325.97		R	\$10,472.79
02/24/2025		Transfer	Checking	2/12/2025 K. Waltemire & 2/22/2025 FoL		\$237.00		R	\$12,798.76
01/31/2025		Transfer	Checking	1/24/2025 L. Dassow capital needs donation		\$50.00		R	\$12,561.76
01/31/2025	INTEREST	Deposit	Other Revenues:Interest Income	Interest Earned			\$48.64	R	\$12,511.76
01/30/2025		Transfer	Checking	donation from E. Janel Dyer for book donation, plus remaining \$0.05		\$40.00		R	\$12,455.93
01/14/2025		Transfer	Checking	correction to over-transfer on 1/9/2024		\$7.19		R	\$12,495.93
01/14/2025		Transfer	Checking	Reversal of over-transfer (donation fees) from 12/10/24 Gift Fund transfer		\$0.62		R	\$12,503.12
01/13/2025		Transfer	Checking	Tienda El Maguey donation, for Ballet Ollin performance on 10/12/2024		\$35.15		R	\$12,502.50
01/13/2025		Transfer	Checking	Interest Earned		\$150.00		R	\$12,337.65
12/31/2024	INTEREST	Deposit	Other Revenues:Interest Income	Interest Earned			\$44.96	R	\$12,687.65
12/26/2024		Transfer	Checking	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		Transfer	Checking	11 capital needs donations 11/27-12/3/2024			\$1,295.00	R	\$11,545.69
12/06/2024		Expense	Illinois Funds	IL Funds' interest calc. error reversal	Gift	\$2.66		R	\$10,250.69
11/30/2024	INTEREST	Deposit	Other Revenues:Interest Income	Interest Earned			\$42.90	R	\$10,253.35
10/31/2024	INTEREST	Deposit	Other Revenues:Interest Income	Interest Earned			\$42.10	R	\$10,210.45

Date	Ref No.	Payee	Memo	Class	Payment	Deposit	Stat	Balance
	Type	Account		Location			Auto	
10/29/2024	Deposit	Other Revenues:Interest Income	Tienda El Maguey donation		\$150.00	R		\$10,168.35
10/07/2024	Transfer	Checking	9/11/2024 Cathy Boulanger for FC garden club		\$20.00	R		\$10,018.35
10/04/2024	Transfer	Checking	from FoL for capital needs		\$77.00	R		\$9,998.35
09/30/2024	Transfer	Checking	Interest Earned		\$39.55	R		\$9,921.35
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

Mississippi Valley Library District

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

July 2024 - February 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Charges for Services				
Fax	2,314.04	3,450.00	-1,135.96	67.07 %
Non-resident Fees		82.00	-82.00	
Printing/Copying	7,264.08	10,500.00	-3,235.92	69.18 %
Total Charges for Services	9,578.12	14,032.00	-4,453.88	68.26 %
Fines & Forfeitures				
Fines	155.31	500.00	-344.69	31.06 %
Lost or Damaged Books/Inhouse	1,595.11	2,300.00	-704.89	69.35 %
Total Fines & Forfeitures	1,750.42	2,800.00	-1,049.58	62.52 %
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	6,814.09	11,709.00	-4,894.91	58.20 %
Other Grants	500.00	5,000.00	-4,500.00	10.00 %
Total Grants	59,038.27	68,433.14	-9,394.87	86.27 %
Replacement Tax	34,289.23	45,000.00	-10,710.77	76.20 %
TIF Funds		0.00	0.00	
Total Intergovernment Revenue	98,263.76	128,433.14	-30,169.38	76.51 %
Other Revenues				
COBRA Reimbursements	6,084.09	6,750.00	-665.91	90.13 %
Donations - Des & Undes	7,796.98	20,000.00	-12,203.02	38.98 %
Interest Income	49,719.13	82,000.00	-32,280.87	60.63 %
Miscellaneous	570.96	1,600.00	-1,029.04	35.69 %
Property License Agreements	15,000.00	15,001.00	-1.00	99.99 %
Reimbursements Other libraries	1,773.81	1,200.00	573.81	147.82 %
Rental Income				
Blum House Rental	7,629.07	16,000.00	-8,370.93	47.68 %
Collinsville Rooms	2,150.00	2,300.00	-150.00	93.48 %
FC Pavilion		100.00	-100.00	
FC Rooms		100.00	-100.00	
Total Rental Income	9,779.07	18,500.00	-8,720.93	52.86 %
Sale of Items	2,913.99	5,000.00	-2,086.01	58.28 %
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	98,047.36	166,351.00	-68,303.64	58.94 %
Taxes				
Audit	7,538.66	7,665.56	-126.90	98.34 %
Building Maintenance	116,850.52	117,931.73	-1,081.21	99.08 %
FICA/Medicare	55,912.02	56,607.23	-695.21	98.77 %
IMRF	56,540.30	57,196.89	-656.59	98.85 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Liability Insurance	79,784.48	80,783.23	-998.75	98.76 %
Property Tax	851,248.38	862,080.92	-10,832.54	98.74 %
Total Taxes	1,167,874.36	1,182,265.56	-14,391.20	98.78 %
Total Income	\$1,375,514.02	\$1,493,881.70	\$ -118,367.68	92.08 %
GROSS PROFIT	\$1,375,514.02	\$1,493,881.70	\$ -118,367.68	92.08 %
Expenses				
Maintenance Services				
Building	155,532.60	130,000.00	25,532.60	119.64 %
Equipment	7,838.95	10,000.00	-2,161.05	78.39 %
Grounds	11,070.63	13,000.00	-1,929.37	85.16 %
Total Maintenance Services	174,442.18	153,000.00	21,442.18	114.01 %
Materials				
Adult Audio Visual Items	8,881.98	11,000.00	-2,118.02	80.75 %
Adult Print Materials	16,401.93	27,000.00	-10,598.07	60.75 %
Juvenile Audio Visual Items	1,234.86	2,000.00	-765.14	61.74 %
Juvenile Print Items	2,725.15	4,500.00	-1,774.85	60.56 %
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	7,621.97	8,500.00	-878.03	89.67 %
Total Materials	40,554.87	64,250.00	-23,695.13	63.12 %
Other Expenditures				
Donation Expenditures - Des.				
Grant Expenses	3,633.64	15,000.00	-11,366.36	24.22 %
FY2024 Per Capita Grant				
FY2025 PNG Grant	33,274.95	49,125.29	-15,850.34	67.73 %
Other Grants	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	40,533.49	65,834.29	-25,300.80	61.57 %
Liability & Building Insurance	26,779.84	26,000.00	779.84	103.00 %
Miscellaneous	1,983.10	5,500.00	-3,516.90	36.06 %
Payments to Other Libraries	482.74	1,350.00	-867.26	35.76 %
Programming	4,877.69	6,000.00	-1,122.31	81.29 %
Vehicles	1,488.05	3,000.00	-1,511.95	49.60 %
Total Other Expenditures	79,778.55	122,684.29	-42,905.74	65.03 %
Personnel				
Benefits				
FICA Company	37,388.05	59,000.00	-21,611.95	63.37 %
Health/Dental Insurance	67,455.43	92,000.00	-24,544.57	73.32 %
IL Unemployment Company	4,899.20	12,000.00	-7,100.80	40.83 %
IMRF	55,933.08	80,000.00	-24,066.92	69.92 %
Total Benefits	165,675.76	243,000.00	-77,324.24	68.18 %
Salaries				
Full Time	381,837.40	550,000.00	-168,162.60	69.42 %
Part time	108,909.55	195,000.00	-86,090.45	55.85 %
Total Salaries	490,746.95	745,000.00	-254,253.05	65.87 %
Total Personnel	656,422.71	988,000.00	-331,577.29	66.44 %
Professional Development				
Dues	271.67	500.00	-228.33	54.33 %
Training/Tuition	771.00	1,000.00	-229.00	77.10 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
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	35,606.61	55,000.00	-19,393.39	64.74 %
Internet Services	6,176.00	10,000.00	-3,824.00	61.76 %
Legal Service	1,520.00	3,000.00	-1,480.00	50.67 %
Other Professional Services	1,034.70	7,000.00	-5,965.30	14.78 %
Payroll Service	3,387.45	4,000.00	-612.55	84.69 %
Publishing	1,611.15	2,200.00	-588.85	73.23 %
Total Professional Services	57,985.91	89,700.00	-31,714.09	64.64 %
Supplies				
Equipment	2,531.98	10,000.00	-7,468.02	25.32 %
Office	8,419.21	12,000.00	-3,580.79	70.16 %
Postage	2,577.55	3,900.00	-1,322.45	66.09 %
Total Supplies	13,528.74	25,900.00	-12,371.26	52.23 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Utilities				
Electricity	34,379.49	52,000.00	-17,620.51	66.11 %
Natural Gas	4,587.36	7,500.00	-2,912.64	61.16 %
Telephone/Fax	2,515.56	4,000.00	-1,484.44	62.89 %
Water/Sewer	2,758.58	2,700.00	58.58	102.17 %
Total Utilities	44,240.99	66,200.00	-21,959.01	66.83 %
Total Expenses	\$1,068,056.62	\$1,512,734.29	\$ -444,677.67	70.60 %
NET OPERATING INCOME	\$307,457.40	\$ -18,852.59	\$326,309.99	-1,630.85 %
NET INCOME	\$307,457.40	\$ -18,852.59	\$326,309.99	-1,630.85 %

Mississippi Valley Library District

Profit and Loss Comparison

July 2024 - February 2025

	TOTAL			
	JUL 2024 - FEB 2025	JUL 1, 2023 - FEB 28, 2024 (PP)	CHANGE	% CHANGE
Income				
Charges for Services				
Fax	2,314.04	2,271.81	42.23	1.86 %
Printing/Copying	7,264.08	6,775.75	488.33	7.21 %
Total Charges for Services	9,578.12	9,047.56	530.56	5.86 %
Fines & Forfeitures				
Fines	155.31	367.79	-212.48	-57.77 %
Lost or Damaged Books/Inhouse	1,595.11	1,654.26	-59.15	-3.58 %
Total Fines & Forfeitures	1,750.42	2,022.05	-271.63	-13.43 %
Intergovernment Revenue				
E-Rate	4,936.26	9,551.00	-4,614.74	-48.32 %
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	2,904.48	-305.59	-10.52 %
FY2025 PNG Grant	6,814.09		6,814.09	
Other Grants	500.00	2,975.00	-2,475.00	-83.19 %
Total Grants	59,038.27	57,246.01	1,792.26	3.13 %
Replacement Tax	34,289.23	31,918.00	2,371.23	7.43 %
Total Intergovernment Revenue	98,263.76	98,715.01	-451.25	-0.46 %
Other Revenues				
COBRA Reimbursements	6,084.09	11,145.60	-5,061.51	-45.41 %
Donations - Des & Undes	7,796.98	8,465.38	-668.40	-7.90 %
Interest Income	49,719.13	7,390.87	42,328.26	572.71 %
Miscellaneous	570.96	499.93	71.03	14.21 %
Property License Agreements	15,000.00	15,000.00	0.00	0.00 %
Reimbursements Other libraries	1,773.81	926.31	847.50	91.49 %
Rental Income				
Blum House Rental	7,629.07	9,535.20	-1,906.13	-19.99 %
Collinsville Rooms	2,150.00	1,350.00	800.00	59.26 %
FC Pavilion		550.00	-550.00	-100.00 %
FC Rooms		50.00	-50.00	-100.00 %
Total Rental Income	9,779.07	11,485.20	-1,706.13	-14.86 %
Sale of Items	2,913.99	3,071.46	-157.47	-5.13 %
Sale of Vehicle	4,409.33		4,409.33	
Total Other Revenues	98,047.36	57,984.75	40,062.61	69.09 %
Taxes				
Audit	7,538.66	7,986.45	-447.79	-5.61 %

	TOTAL			
	JUL 2024 - FEB 2025	JUL 1, 2023 - FEB 28, 2024 (PP)	CHANGE	% CHANGE
Building Maintenance	116,850.52	108,384.32	8,466.20	7.81 %
FICA/Medicare	55,912.02	51,339.95	4,572.07	8.91 %
IMRF	56,540.30	37,649.06	18,891.24	50.18 %
Liability Insurance	79,784.48	55,902.87	23,881.61	42.72 %
Property Tax	851,248.38	810,597.35	40,651.03	5.01 %
Total Taxes	1,167,874.36	1,071,860.00	96,014.36	8.96 %
Total Income	\$1,375,514.02	\$1,239,629.37	\$135,884.65	10.96 %
GROSS PROFIT	\$1,375,514.02	\$1,239,629.37	\$135,884.65	10.96 %
Expenses				
Maintenance Services				
Building	155,532.60	92,916.33	62,616.27	67.39 %
Equipment	7,838.95	5,974.06	1,864.89	31.22 %
Grounds	11,070.63	9,715.16	1,355.47	13.95 %
Total Maintenance Services	174,442.18	108,605.55	65,836.63	60.62 %
Materials				
Adult Audio Visual Items	8,881.98	6,092.97	2,789.01	45.77 %
Adult Print Materials	16,401.93	16,497.02	-95.09	-0.58 %
Juvenile Audio Visual Items	1,234.86	1,486.91	-252.05	-16.95 %
Juvenile Print Items	2,725.15	2,462.16	262.99	10.68 %
Online Databases	2,938.00	3,284.00	-346.00	-10.54 %
Other Materials	750.98	809.86	-58.88	-7.27 %
Virtual Items	7,621.97	2,324.74	5,297.23	227.86 %
Total Materials	40,554.87	32,957.66	7,597.21	23.05 %
Other Expenditures				
Donation Expenditures - Des.	3,633.64	7,340.53	-3,706.89	-50.50 %
Grant Expenses				
FY2023 Per Capita Grant		31,504.99	-31,504.99	-100.00 %
FY2024 Per Capita Grant	33,274.95		33,274.95	
FY2024 PNG Grant		3,715.36	-3,715.36	-100.00 %
FY2025 PNG Grant	6,758.54		6,758.54	
Other Grants	500.00	4,934.11	-4,434.11	-89.87 %
Total Grant Expenses	40,533.49	40,154.46	379.03	0.94 %
Liability & Building Insurance	26,779.84	24,766.48	2,013.36	8.13 %
Miscellaneous	1,983.10	4,168.53	-2,185.43	-52.43 %
Payments to Other Libraries	482.74	922.09	-439.35	-47.65 %
Programming	4,877.69	2,334.44	2,543.25	108.94 %
Vehicles	1,488.05	3,511.90	-2,023.85	-57.63 %
Total Other Expenditures	79,778.55	83,198.43	-3,419.88	-4.11 %
Personnel				
Benefits				
FICA Company	37,388.05	32,414.07	4,973.98	15.35 %
Health/Dental Insurance	67,455.43	54,312.83	13,142.60	24.20 %
IL Unemployment Company	4,899.20	4,004.07	895.13	22.36 %
IMRF	55,933.08	52,228.85	3,704.23	7.09 %
Total Benefits	165,675.76	142,959.82	22,715.94	15.89 %

	TOTAL			
	JUL 2024 - FEB 2025	JUL 1, 2023 - FEB 28, 2024 (PP)	CHANGE	% CHANGE
Salaries				
Full Time	381,837.40	327,731.71	54,105.69	16.51 %
Part time	108,909.55	97,215.19	11,694.36	12.03 %
Total Salaries	490,746.95	424,946.90	65,800.05	15.48 %
Total Personnel	656,422.71	567,906.72	88,515.99	15.59 %
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	35,606.61	31,349.36	4,257.25	13.58 %
Internet Services	6,176.00	6,819.30	-643.30	-9.43 %
Legal Service	1,520.00	1,040.00	480.00	46.15 %
Other Professional Services	1,034.70	1,945.62	-910.92	-46.82 %
Payroll Service	3,387.45	2,594.68	792.77	30.55 %
Publishing	1,611.15	1,182.60	428.55	36.24 %
Total Professional Services	57,985.91	53,291.56	4,694.35	8.81 %
Supplies				
Equipment	2,531.98	1,888.58	643.40	34.07 %
Office	8,419.21	6,862.96	1,556.25	22.68 %
Postage	2,577.55	2,624.77	-47.22	-1.80 %
Total Supplies	13,528.74	11,376.31	2,152.43	18.92 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Utilities				
Electricity	34,379.49	32,811.98	1,567.51	4.78 %
Natural Gas	4,587.36	4,012.74	574.62	14.32 %
Telephone/Fax	2,515.56	2,073.09	442.47	21.34 %
Water/Sewer	2,758.58	1,797.58	961.00	53.46 %
Total Utilities	44,240.99	40,695.39	3,545.60	8.71 %
Total Expenses	\$1,068,056.62	\$898,201.62	\$169,855.00	18.91 %
NET OPERATING INCOME	\$307,457.40	\$341,427.75	\$ -33,970.35	-9.95 %
NET INCOME	\$307,457.40	\$341,427.75	\$ -33,970.35	-9.95 %



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March 7, 2025

VIA E-MAIL: kylaw@mvlid.org

Kyla Waltermire, Executive Director
Mississippi Valley Library District
408 West Main Street
Collinsville, Illinois 62234

Re: Legal Services for Mississippi Valley Library District

Dear Director Waltermire:

Ancel Glink greatly appreciates the opportunity to present our qualifications to provide general counsel legal services to the Mississippi Valley Library District (Library). This letter provides information about our firm and services. If the Library desires to move forward with our representation, this letter would serve to memorialize the terms of our engagement so we all have a clear understanding of our relationship:

1. Introduction to Ancel Glink. Ancel Glink has represented Illinois public entities, including municipal libraries, library districts, municipalities, park and school districts, townships, and other government entities for nearly 100 years. We are a well-respected law firm with approximately 45 attorneys who focus their legal practice on all facets of law affecting Illinois government entities. We have offices in Chicago, Bloomington-Normal, Naperville, Crystal Lake, Moline, Vernon Hills, and Oak Lawn. Our goal is to provide effective and efficient representation at a reasonable cost. We currently serve as regular counsel to dozens of library districts and municipal libraries, as well as serving as counsel to RAILS and LIRA. A copy of our library client list is included with this letter. We are also enclosing a copy of our firm brochure which describes in greater detail the comprehensive services provided by Ancel Glink to local public entities.

2. Approach to Legal Representation. Because Ancel Glink has many governmental clients, we are not tempted to give marginal legal opinions. Where there are legal risks involved in moving forward in a particular area, we view our job as providing realistic alternatives to the client and explaining the risks involved in each potential course of action. We see ourselves as legal problem solvers and believe that government attorneys are to serve the policymakers of the community and not become the policymakers themselves.

Our role is to provide prompt, accurate, and well-reasoned legal advice that avoids legal challenges or lawsuits wherever possible. We keep our clients informed of new legal requirements, including those that require affirmative action. We also provide training to Library officials and employees on a number of legal topics when requested by our clients, including sexual harassment, FOIA, First Amendment audits, meeting procedures, social media training, among many other topics.

3. Client; Scope of Representation. Our client in this matter will be the Mississippi Valley Library District. The scope of our engagement will be to provide legal assistance to the Library on

various matters as requested by the Library. You may limit, eliminate, or expand the scope of our representation provided that any substantial expansion must be first reviewed for conflicts and agreed to by us.

4. Term of Engagement. Either of us may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional responsibility. Following such termination, any otherwise non-public information you have supplied to the firm which is retained by us will be kept confidential in accordance with applicable rules of professional responsibility. If, upon such termination, you wish to have any documents delivered to you, please advise us. Otherwise, all such documents will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents retained by us, absent contrary instructions from you.

5. Key Personnel. **Kurt Asprooth**, a partner with Ancel Glink, will be the lead attorney for the Library. Kurt has represented units of local government throughout his entire 13-year career. Kurt has extensive experience representing public libraries in Illinois, and currently serves as the lead counsel for numerous local libraries and public library districts.

Erin Monforti, an associate attorney at Ancel Glink, will be the primary attorney assisting Kurt in the representation of the Library. Erin has extensive experience in reviewing and drafting construction, vendor, and consultant contracts for our library clients, as well as reviewing and drafting library policies. She also advises our library and other government clients on ethics, social media use by government clients, First Amendment issues, and zoning and land use matters, among many other legal topics.

Julie Tappendorf, an equity partner with Ancel Glink, will also assist the Library on legal matters. Julie has 25 years of experience advising and representing local government bodies, including public libraries and library districts, in a variety of legal matters. She is also the author of the popular local government blog [Municipal Minute](#) where she writes about cases, laws, and other topics of interest to government officials and employees.

Kurt, Erin, and Julie would be assisted by other attorneys in the firm with specialized experience including finance, employment law, and litigation matters, when needed.

6. Fees and Expenses. Our fees are based on time spent providing services to the client by our professional staff at each person's applicable hourly billing rate. Our schedule of hourly billing rates is based upon years of experience, specialization and training and practice, and level of professional attainment. Our rates that would be effective through the end of 2025 are as follows:

- Partners will be billed at \$250 per hour.
- Associate and other non-partner attorneys \$235 per hour
- Paralegals and law clerks will be billed at \$150 per hour.

The firm typically increases its billing rates on an annual basis. Any expenses, disbursements, and other charges incurred on your behalf will be billed to you in addition to our charges for professional services in accordance with our regularly established procedures. We are reimbursed standard charges for copies, computer research, and messenger/courier delivery charges. You will be responsible for the payment of all costs incurred on your behalf.

On our invoices, all of our time and expenses are fully itemized and documented. Our time is billed in quarter-hour increments. Each monthly bill for services includes the initials of the individual performing the assigned task, the date on which the work was performed, a description of the work and the amount of time spent completing the assignment. Our billing invoices are prepared monthly, and payment is due within 30 days of the date of statement.

Again, we are so pleased to have this opportunity to be of service to you and the Mississippi Valley Library District. If you would like any additional information about Ancel Glink or myself, please feel free to contact me. If the Library is in agreement with the above, please have an authorized representative of the Library Board sign a copy of this letter in the space provided below and return it to me. We truly look forward to working with you.

If you have any questions about the terms set forth above, please do not hesitate to call me.

Very truly yours,



Kurt S. Asprooth

Enclosures:

- Library Client List
- Firm Brochure

Please date and sign and below if you agree to the terms of this proposed engagement:

ACCEPTED

Signature: _____

Date: _____

Name: _____


Title: _____

4929-0677-6099, v. 1

Ancel
Glink

OUR LIBRARY CLIENTS






ATLANTA LIBRARY DISTRICT
BARCLAY PUBLIC LIBRARY
BENSENVILLE COMMUNITY PUBLIC LIBRARY
BLOOMINGTON PUBLIC LIBRARY
BRIGHTON MEMORIAL LIBRARY DISTRICT
BYRON PUBLIC LIBRARY DISTRICT
CAROL STREAM PUBLIC LIBRARY
CHICAGO RIDGE PUBLIC LIBRARY
COLONA DISTRICT PUBLIC LIBRARY (SPECIAL COUNSEL)
CORDOVA DISTRICT LIBRARY
CRESTWOOD PUBLIC LIBRARY DISTRICT
DEER CREEK DISTRICT LIBRARY
DEERFIELD PUBLIC LIBRARY
DEKALB PUBLIC LIBRARY
DES PLAINES PUBLIC LIBRARY
DOWNERS GROVE PUBLIC LIBRARY (SPECIAL COUNSEL)
EFFINGHAM PUBLIC LIBRARY
ELA AREA PUBLIC LIBRARY DISTRICT
ELIZABETH TOWNSHIP PUBLIC LIBRARY
ELK GROVE VILLAGE PUBLIC LIBRARY
ELLA JOHNSON MEMORIAL PUBLIC LIBRARY DISTRICT
EVANSTON PUBLIC LIBRARY
FLEWELLIN MEMORIAL LIBRARY (SPECIAL COUNSEL)
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT
(SPECIAL COUNSEL)
FREMONT PUBLIC LIBRARY DISTRICT
GAIL BORDEN PUBLIC LIBRARY DISTRICT
GLENVIEW PUBLIC LIBRARY
GLENWOOD-LYNWOOD LIBRARY
GOOSE CREEK DISTRICT LIBRARY
HARVARD DIGGINS LIBRARY (SPECIAL COUNSEL)
HAVANA LIBRARY DISTRICT
HAVANA LIBRARY FOUNDATION
HIGHWOOD PUBLIC LIBRARY
HILLSIDE PUBLIC LIBRARY
INDIAN PRAIRIE PUBLIC LIBRARY
ILLINOIS LIBRARY ASSOCIATION (ILA)
JULIA HULL DISTRICT LIBRARY
KEWANEE PUBLIC LIBRARY DISTRICT



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LA GRANGE PUBLIC LIBRARY
LAKE BLUFF PUBLIC LIBRARY
LIBRARY INTEGRATED NETWORK CONSORTIUM
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
LIBRARIES OF ILLINOIS RISK AGENCY (LIRA)
LISLE LIBRARY DISTRICT
MAYWOOD PUBLIC LIBRARY DISTRICT
MCHENRY PUBLIC LIBRARY DISTRICT (SPECIAL COUNSEL)
MESSENGER PUBLIC LIBRARY OF NORTH AURORA (SPECIAL
COUNSEL)
NIPPERSINK PUBLIC LIBRARY DISTRICT
NORTHBROOK PUBLIC LIBRARY
NORTH PIKE DISTRICT LIBRARY
OAK PARK PUBLIC LIBRARY
OREGON PUBLIC LIBRARY
PAW PAW PUBLIC LIBRARY DISTRICT
PEORIA PUBLIC LIBRARY (SPECIAL COUNSEL)
POLO PUBLIC LIBRARY DISTRICT
POPLAR CREEK PUBLIC LIBRARY DISTRICT
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)
RIVER VALLEY DISTRICT LIBRARY
SANDWICH PUBLIC LIBRARY DISTRICT
SCHAUMBURG TOWNSHIP DISTRICT LIBRARY
SHERRARD PUBLIC LIBRARY DISTRICT
SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
SIX MILE LIBRARY DISTRICT
SKOKIE PUBLIC LIBRARY
STOCKTON TOWNSHIP PUBLIC LIBRARY
TALCOTT FREE LIBRARY
TOLONO PUBLIC LIBRARY DISTRICT
VERNON AREA PUBLIC LIBRARY DISTRICT
VESPASIAN WARNER PUBLIC LIBRARY DISTRICT
WESTERN DISTRICT LIBRARY
WOOD DALE LIBRARY DISTRICT (SPECIAL COUNSEL)



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Ancel Glink

ABOUT OUR FIRM

For over 90 years, Ancel Glink has built and modernized the practice of local government law in Illinois. From litigation to land use and labor relations—our clients enjoy access to top attorneys and large firm resources in a small, personalized setting. Our specialized legal staff has one fundamental goal: Empower our clients. We present legal advice in a form that can be easily understood, evaluated and applied. We tailor our services to your unique needs and give clients tools to reduce their reliance on legal advisors. Every step of the way, Ancel Glink is working for your success.

Chicago Office

140 S. Dearborn Street, 6th Floor
Chicago, IL 60603
312.782.7606

DuPage County Office

1979 N. Mill Street, Suite 207
Naperville, IL 60563
630.596.4610

North Suburban Office

175 E. Hawthorn Parkway, Suite 145
Vernon Hills, IL 60061
847.247.7400

McHenry County Office

101 N. Main Street, Suite 2
Crystal Lake, IL 60014
815.477.8980

Central Illinois Office

202 N. Prospect Drive, Suite 203
Bloomington, IL 61704
309.828.1990

Western Illinois Office

1515 5th Avenue, Suite 320
Moline, IL 61265
309.585.4672

Southwest Suburban Office

4544 West 103rd Street, #2NE
Oak Lawn, IL 60453
708.581.3670





THE FIRM AND ITS ATTORNEYS

ANCEL GLINK, P.C. was founded more than 85 years ago. As one of the preeminent local government law firms in Illinois, our firm has a tradition of excellence and innovation. ANCEL GLINK has adhered to the principle of providing the quality of work normally associated with the largest firms within a small firm environment. Our goal is to offer our clients effective and comprehensive representation at a reasonable cost. Our legal services and strategies match our clients' needs and resources. We represent and advise clients statewide, often serving as special counsel in assisting local attorneys with complex matters.

ANCEL GLINK attorneys bring to our clients diverse educational and occupational backgrounds. Our attorneys have joined ANCEL GLINK from the fields of government, education, business and insurance. Others served as members of governmental boards and administrators, hearing officers, court arbitrators, and law clerks for both trial and appellate courts. Several attorneys have taught at universities and law schools in the Chicago area. Our attorneys regularly lecture on each area of law practiced by the firm, and the firm periodically sponsors seminars on new developments affecting local officials and practitioners.

Our lawyers have chaired the local government committees of both the Chicago and Illinois State Bar Associations, and have served in various capacities for the Illinois Municipal League, the Illinois Association of School Boards, and the Illinois Association of Park Districts. ANCEL GLINK enjoys the highest rating, "AV," given by Martindale Hubbell and is listed by the A.M. Best Company in its Directory of Recommended Insurance Attorneys.

We advise elected and appointed officials in a nonpartisan manner and are successful in creating practical and lawful ways to accomplish the objectives of our clients. We are not hesitant to suggest new and innovative ideas and approaches while, at the same time, we are conscious of the need to contain the costs of representation.

Perhaps the best way to learn about ANCEL GLINK is to visit our web site at www.ancelglink.com. There you will find a description of the history of the firm and our current attorney roster. You can also review dozens of commonly asked questions and answers and download materials and publications from the ANCEL GLINK Resource Center, including our 10 pamphlets relating to local governmental issues.



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OUR CLIENTS

The essence of our practice is the representation of governmental entities of all types both as general corporate counsel and as special counsel on a wide variety of legal issues. The firm also represents businesses and real estate owners and developers, particularly in their relationships with and before governments.

Municipalities

Our clients include cities, villages, and towns throughout the state. We serve as the regular corporate attorney for many municipalities and as special counsel to communities that seek our assistance for particular matters. We have represented communities with fewer than 1,000 residents and those with over 100,000 residents. We have originated, written, updated or edited many publications, including the *Illinois Municipal Handbook*, published by the Illinois Municipal League, and the four volume *Illinois Municipal Law Series*, published by the Illinois Institute for Continuing Legal Education.

Townships

In the last decade, ANCEL GLINK has become a premier firm in the representation of townships. The firm can offer not only legal assistance, but practical expertise for both standard and complex issues. We can assist our township clients in complex and mixed questions of law, economics, finance, general assistance, open space, personnel and collective bargaining. ANCEL GLINK attorneys are the authors of the Township of Illinois Laws and Duties Handbook. The firm also assisted in the Creation of the Illinois Township Supervisors Guide.

Park Districts

Illinois park districts recognize ANCEL GLINK's expertise in this field. We currently represent

more than 50 park districts and special recreation associations as general counsel or special counsel in unusual or complex matters. Our attorneys author the handbook *Illinois Park District Law*, published by the Illinois Association of Park Districts. The firm has been awarded the Lifetime Appreciation Award by the Illinois Association of Park Districts.

School Districts

We represent school districts as their general attorney and as counsel on special matters. Creative and innovative approaches to problem solving are what these difficult and constantly changing circumstances demand and what the firm's experience makes possible. Our firm also serves as chief defense attorney for several educational self-insurance pools, which keeps us in constant contact with the problems faced by more than 100 Illinois school districts. One of our partners is the founding General Editor and current Co-Editor of the two volume treatise published by the Illinois Institute for Continuing Legal Education entitled *Illinois School Law*.

Libraries

ANCEL GLINK represents a number of library districts and boards throughout the state. Whether a library operates as a separate district or as a municipal library board, it is no longer possible to maintain and operate a library without developing substantial knowledge of finance, personnel issues, zoning and property questions, and liability



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concerns. We have the resources to assist in all of these areas, either on a day-to-day or consulting basis.

ANCEL GLINK attorneys are authors of the Financial Manual for Illinois Public Libraries, which is published by and available through the Illinois Library Association.

Fire Protection Districts

ANCEL GLINK helps fire protection districts, whether big or small, volunteer, full-time or a combination, solve any number of problems involved in the operation of a fire department. Our attorneys have decades of experience providing advice and assistance to Chiefs and Board of Trustees to control district affairs and the provision of fire prevention services. The firm is the author of a financial manual for fire departments published by the Northern Illinois Alliance of Fire Protection Districts.

Special Districts and Other Units of Local Government

ANCEL GLINK attorneys are experienced in the representation of community colleges, sanitary and water districts, and specialized intergovernmental agencies. Generally, only sketchy statutory language and sparse case

law govern the operations of these important governmental bodies. Our experience is extremely important in guiding these special districts through uncharted areas. As one example, we represented a water agency which financed and constructed, under budget and on time, a system serving more than one hundred thousand users.

Self-Insurance Pools

ANCEL GLINK has helped organize and has represented more governmental self-insurance pools than any other law firm in the United States. In 1978, we wrote the contract and by-laws for one of the first comprehensive governmental self-insurance pools in the country. In addition to developing general liability defense pools, the firm has developed specialized pools to provide high-level excess coverage, for workers' compensation and for group health and accident coverage of employees.



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OUR GOVERNMENT PRACTICE

ANCEL GLINK offers full service representation to our clients. We have substantial experience in general and litigation matters involving all aspects of government law including:

- Policies and Meeting Practices
- Ordinance and Resolution Drafting
- Governmental Finance
- Purchase and Sale of Property
- Eminent Domain
- Liability and Civil Rights Defense
- Special Service Areas and Special Assessments
- Business Development Districts
- Tax Increment Financing
- Economic Development
- Contracts for Goods and Services
- Contracts
- Collective Bargaining and Personnel
- Workers' Compensation
- Zoning and Planning
- Annexations
- Insurance
- Risk Management
- Intergovernmental Agreements
- Cable Television and Telecommunications
- Public Relations
- Recreational Programs
- Student Issues

Our areas of practice are described in more detail in the individual practice group materials that follow, including descriptions of our local government, land use, labor and employment (including workers' compensation), litigation, and election practice groups.



THE FUTURE

Although our firm's history is very important to us, so is our future. Recently, we opened additional offices to better serve our growing and diverse client base. We updated our technology so we can respond to our clients. We continue to employ attorneys with special experience and interest in serving our clients.

We pledge to continue our long tradition of scholarship and innovation and to offer superior services at prices that governments can afford. We are confident that we can provide the highest quality legal services to local governments at a reasonable cost.

If you would like to discuss what we can do for you, please contact one of our senior

partners Thomas DiCianni, Keri-Lyn Krafthefer, Derke Price, Scott Puma, Julie Tappendorf, Margaret Kostopoulos or David Silverman. We would be happy to visit with you to discuss our services.

We also invite you to review our website at WWW.ANCELGLINK.COM. There, you can learn more about the firm and download many pamphlets and articles from the Resource Center.



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GUIN MUNDORF

LLC

Attorneys at Law

Caleb J. Mundorf
cmundorf@gmschoollaw.com
<http://www.gmschoollaw.com>
310 Regency Centre
Collinsville, Illinois 62234
Office (618) 301-4060
Fax (618) 301-4080
Mobile (314) 703-3012

February 14, 2025

Jeanne Lomax
President, Board of Trustees
Mississippi Valley Library District
Collinsville Memorial Library
408 W. Main St.
Collinsville, IL 62234
Exclusively via Email: Jeannelomax67@gmail.com

Re: Legal Services Proposal

Dear Ms. Lomax:

Guin Mundorf, LLC, is pleased to present the following Proposal for Legal Services to the Mississippi Valley Library District ("MVL D").

FIRM QUALIFICATIONS AND EXPERIENCE

Guin Mundorf, LLC, is a preeminent public entity law firm that represents more than 60 public entities throughout Illinois. Our firm is a full service, civil practice law firm whose practice includes one of the largest public entity law groups in the mid-west. Our firm has individual firm offices in Collinsville, Illinois, and Kansas City, Missouri.

The Collinsville, Illinois, office includes attorneys Barney R. Mundorf, Eugene J. Hanses, Jr., Dana Bond, Caleb Mundorf, and Mitchel Maglione. The firm and its members provide unparalleled legal services to public entities throughout Illinois.

Barney Mundorf is the principal attorney in our Collinsville office. Mr. Mundorf has over twenty-nine years of legal experience, serving eight years as an attorney for the Federal Government and twenty-one years in private practice, devoting 100% of his time to representing Illinois public entities. This experience includes representation of public entities in contested matters, advising and assisting public Boards and management staff in legal matters, providing legal opinions to public entities in matters of operating practice, policy and contractual matters, representation of the public entities in contested matters before state agencies, and acting as general counsel to public entities in all matters.

Caleb Mundorf will serve as the lead attorney for the MVL D. Caleb has dedicated his practice to servicing Illinois public entities. Caleb focuses his practice on labor and employment, policy development, and labor negotiations. Caleb has represented public entities in Illinois Human Rights complaints, EEOC complaints, employee dismissal hearings, and has successfully bargained multiple labor contracts. Additionally, Caleb routinely presents on complex legal issues across the State of Illinois, including topics on collective bargaining, FMLA, and Title IX.

General Counsel

Our attorneys regularly provide public entities, their boards, and their staff with detailed legal guidance and represent them in all aspects of their legal matters. Our attorneys are skilled in identifying legal issues for public entities and overseeing the resolution of legal issues to avoid potential liability, including but not limited to areas of governance, policy, personnel, labor, competitive bidding, construction, real estate, taxation, and federal and state law compliance.

Our firm will provide advice and assistance in the preparation and review of all legal documents, leases, papers, deeds, contracts, specifications, bonds, waivers, and other legal drafting as may be required and useful or necessary in the conduct of public entity's operations.

Our attorneys are well versed at providing detailed and accessible legal opinions to public entities with respect to a wide range of compliance issues, including state and federal laws, administrative regulations, and best practices.

Enforcing Rights

Our attorneys assist public entities in enforcing their rights through the filing of lawsuits on behalf of public entities and individuals. We are experienced and capable in serving as counsel on any matters pertaining to a lawsuit filed on behalf of the public entity, including throughout filing, discovery, trial, post-trial, and any appellate practice that is required by the case. Likewise, we are adept at counseling public entities through a variety of administrative actions or arbitrations that are required to enforce and defend the rights of a public entity.

Our firm will institute and bring to conclusion in courts or administrative tribunals all actions for the recovery or possession of dwelling units or for the collection of rent. We will handle all legal matters relating to tenant/landlord aspects of leases.

Legal Defense

Our attorneys have a breadth of experience in the defense of all types of civil litigation claims. Our experience in this area spans the entire spectrum from defending public entities in basic administrative proceedings through complex litigation, including through federal investigations, administrative hearings, arbitrations, and state and federal litigation culminating in settlement, trial, or resolution on appeal. Recent claims our firm has defended against include personal injury, civil rights, breach of contract, wrongful death, and construction and real estate litigation.

Our firm ensures that we have sufficient staffing and expertise to respond promptly and comprehensively to any complaints and cases filed against a public entity.

Construction

Our representation of public entities in the area of construction law involves two phases. First, is the pre-construction phase. In this area, we prepare or review and revise bidding specifications, general conditions, architects, construction manager, and builder contracts. Standard construction contracts always favor the architects and contractors. Our revisions to standard contract language ensure that public entities receive the quality they pay for and that the service providers are accountable for their work.

The second phase of construction law is litigation over construction disputes. We routinely represent public entities in construction disputes involving all aspects of projects from failure to timely complete, construction defects, construction bids to construction inquiries.

Our firm is familiar with residential and commercial leases, Americans with Disabilities Act, Uniform Federal Accessibility Standards, licenses, titles, easements, and local and state codes.

Employment Law

Much of the litigation that our attorneys handle involves allegations that a public entity discriminated against an employee in some employment decision. By law these suits must originate with an investigation by the Illinois Department of Human Rights or U.S. Equal Employment Opportunity Commission.

In addition, we provide in-service training to staff to ensure they understand professional boundaries and legal obligations, and that they do not violate the trust placed in them by their communities and the Board of Commissioners.

FMLA

Family and Medical Leave Act (FMLA) litigation matters are best avoided by developing appropriate and effective policies and practices. We have prepared and/or reviewed and revised FMLA policies for numerous public entities. Establishing the "plan year" limits the employee's absences from work by avoiding back-to-back FMLA leave. Requiring FMLA leave to run concurrently with sick leave, personal leave, and/or vacations limits the disruption to business operations. Most FMLA suits involve allegations that employees were retaliated against for exercising their FMLA rights. These suits generally occur because of poor timing and lack of documentation. Our attorneys have successfully counseled clients at this pre-litigation stage to avoid lawsuits and ensure that the public entity's decisions are upheld in Court. Where litigation has

ensued, we have successfully defended public entities in FMLA actions.

ADA

Americans with Disabilities Act (ADA) cases often interrelate with FMLA and Workers' Comp issues. In analyzing ADA matters, care must be taken to consider the interplay of other federal and state statutes. Firm attorneys are frequently called upon to provide training on the interplay of these statutes. We have assisted employers and public entities in developing accurate job descriptions setting out the "essential functions" of each job category – the key to successfully resolving ADA accommodation issues. Firm attorneys have regularly and successfully defended public entities in ADA and ADA retaliation suits.

Contracts

Our firm has experience in negotiating contracts for service, which includes but is not limited to, the procurement of supplies, services, professional services and construction.

Firm attorneys regularly provide legal counsel in the negotiation, construction and legal review of contracts. This includes providing contract interpretation and representing the public entities in any commercial claims matters, including in any litigation.

Policies

Frequently the success of a public entity in litigation depends upon the quality of policies and the awareness of these policies by the staff. We routinely review, revise and prepare policies for our clients to ensure the policies remain current with ever-changing federal and state laws.

Open Meetings Act

Firm attorneys work with public entity clients to address Open Meeting Act issues by providing training to Board members and staff; by preparing policies involving public entity records, and in litigating alleged violations of the Act.

Vendor Actions

Firm attorneys are often called upon to assist public entities in disputes with individual vendors. However, we can help public entities minimize these disputes by reviewing and revising vendor contracts to minimize the likelihood of vendor-initiated litigation. For example, contractually requiring that disputes be litigated in the county where the public entity is located rather than where the vendor's office is located is a deterrent to companies to bring suit against the public entity. Our attorneys are trained and experienced in modifying vendor contracts to protect our clients.

***Personnel and
Employee Relations***

A significant portion of the Firm's practice is devoted to assisting public entities in dealing effectively with problem employees. Our attorneys not only advise public entities on legal requirements in terminating incompetent employees, they also help draft warning

letters, notices of deficiencies, statements of charges, and other statutorily required notices.

In addition, the Firm's attorneys have experience representing public entities in the whole gamut of employment problems: non-renewals of contractual employees, employee arbitrations, sexual harassment, overtime, Fair Labor Standards Act issues, unemployment compensation appeals, reductions in force, Americans with Disabilities Act issues, worker's compensation, and discrimination complaints by employees and former employees.

Labor Relations

Our Firm's attorneys are experienced in the negotiation of agreements with labor groups. We have experience in the administration of collective bargaining agreements and in the defense and prosecution of unfair labor practice charges, grievances and arbitrations. Although our attorneys aggressively represent our clients' interests, our relationship with labor organizations remains professional and positive. Our attorneys have successfully represented many public entities in union representation elections and in bargaining with employee groups.

LICENSE

All attorneys in the Collinsville office of Guin Mundorf, LLC, are currently licensed to practice law in the States of Illinois. These licenses to practice law, issued by the Illinois Supreme Court, are currently in good standing.

FEES AND RATES

We understand your concern with legal fees. Therefore, we regularly work with clients to assess and identify legal issues and develop economically effective solutions to resolve these issues to your satisfaction. Our practice of law is geared to serving public entity clients in a way that conserves their limited financial resources. We are confident that our firm is the best source for high quality, responsive and affordable legal services.

Guin Mundorf, LLC, is pleased to be able to offer you a "non-retainer" proposal and a retainer proposal for your consideration, as follows:

Non-Retainer Proposal. In the event that the MVLD decides not to utilize our retainer option, we provide legal services at the hourly rate of between \$280.00 and \$300.00 per hour (depending on the attorney assigned to the project) billed in quarter-hour increments. Our non-retainer billings include travel time.

Retainer Proposals. If the MVLD elects to engage us on a retainer basis, we will bill the MVLD at reduced hourly rates (discussed below) in quarter-hour increments. We would

also refrain from billing the MVLD for mileage or travel time to the MVLD's offices. Additional retainer benefits are described in more detail, below:

- **\$350.00 Monthly Retainer Fee.**
 - The MVLD will receive a \$10.00 per hour rate discount, bringing hourly rates to \$270.00 to \$290.00 (billed in quarter-hour increments), depending on the attorney providing the service;
 - Administrators and Board Members may attend any of our seminars at no cost;
 - We will review your Board meeting agendas and materials at no cost;
 - We answer unlimited routine telephone inquiries that do not require legal research at no charge. This includes general questions concerning procurement, collective bargaining negotiations and other legal issues;
 - We will not charge for mileage, long-distance telephone calls, facsimiles, postal costs, or copying charges; and
 - We will not charge for travel time to/from your Office.

WE WANT YOU TO BE SATISFIED

In addition to these affordable rates, we guarantee your satisfaction. If the MVLD is ever dissatisfied with any service provided, there will be no charge to the MVLD. We ask only that you inform us of your concern so that we can improve our level of service. We provide the highest quality service – satisfaction guaranteed!

CONCLUSION

We are confident that our firm has the depth of experience, knowledge and expertise to successfully represent the MVLD, and we would be honored by the opportunity to do so.

As legal counsel to the Board of Trustees, one of our primary goals would be to ensure that efficient and effective communication with us helps the Board of Trustees in implementing its policy objectives. As part of your team, we hope to help you provide the best possible quality of services to the community you serve.

Sincerely,

GUIN MUNDORF, LLC

By: Caleb J. Mundorf

Enclosures: Attorney Biographies
Representative List of Illinois Client References
Representative List of Labor Contracts Negotiated
Representative List of Available In-Services
Representative List of Recent Law Presentations and Publications

GUIN MUNDORF

LLC

Attorneys at Law



**Barney
Mundorf**

Barney R. Mundorf is a founding partner of Guin Mundorf, LLC, and provides comprehensive legal services and general representation to Illinois public entities. His practice focuses on labor and employment law, representing clients in collective bargaining, contract maintenance, and grievance arbitration matters. With over twenty-nine (29) years of experience, Barney has represented and protected public bodies against claims involving discrimination, wrongful discharge, sexual harassment and labor/management relations issues. He also represents public entities in all phases of litigation in Illinois State and Federal Courts, including trials, settlements, and appeals. Barney frequently represents clients in state and federal courts and before the U.S. Equal Employment Opportunity Commission, the Illinois Department of Human Rights, and the Illinois Educational Labor Relations Board. Barney also counsels clients on a wide variety of board governance issues such as FOIA, OMA, and financial transactions. Barney is a frequent guest speaker throughout the State of Illinois. Barney has extensive experience in service as general counsel for public entities on all matters.

Prior to entering private practice, Barney served on active duty in the U.S. Army JAG Corps as Chief of Justice and Special Assistant U.S. Attorney at Ft. Leavenworth, Kansas. He also served as Senior Defense Counsel at Fort Campbell, KY where he represented soldiers in Courts Martial. After completing his military service, Barney served as a staff attorney with the U.S. Department of Veterans Affairs.

Bar Admissions:

Illinois (Bar Number: 6271814)

Missouri (Bar Number: 38875)

U.S. District Court Northern District of Illinois

U.S. District Court Southern District of Illinois

U.S. Army Court of Criminal Appeals

Education:

J.D., Saint Louis University School of Law (1991)

B.A., Northwestern College (1998)

GUIN MUNDORF

LLC

Attorneys at Law



*Eugene
Hanses*

Eugene J. Hanses, Jr. is a partner at Guin Mundorf, LLC, and has devoted his legal practice to the service of public school districts, municipal corporations, county officials, townships, community colleges, and other similar public bodies. Since first volunteering as a legal intern while he was still in law school, Gene has been helping public bodies address their legal needs for over 35 years.

Gene provides advice to clients with contractual, fiscal, and governance projects, with a substantial emphasis on commercial transactions, contract negotiation and implementation, competitive bidding and other procurement options, budget adoption and fund management, real property transactions, property tax assessment and exemption proceedings, risk management programs, construction contracting, and related enforcement efforts. He also helps public bodies develop operational policies and procedures to ensure their compliance with regulatory and statutory mandates, including compliance with the Open Meetings Act, the Freedom of Information Act, and other laws applicable to their missions. Gene is a frequent speaker on these topics, and often conducts workshops designed to help public bodies improve their contracting and operational practices.

Early in his career, Gene spent 10 years working as a civil servant and an in-house attorney for the City of St. Louis. He provided legal advice directly to elected officials in both the executive and legislative branches of government, and his practice required collaboration among policy makers, department heads, and technical experts. Since entering private practice over 20 years ago, Gene has found that this type of team-based approach remains an efficient and effective way to advance a public body's goals

Bar Admissions:

Illinois (Bar Number 6278805)

Missouri (Bar Number 37906)

Education:

J.D., Washington University School of Law (1990)

B.A., Northwestern University (1987)

GUIN MUNDORF

LLC

Attorneys at Law



***Dana
Bond***

Dana Bond practices in the areas of student and special education law, labor and employment law, insurance defense, civil litigation, public entity board governance, and transactional law. She has represented public bodies against claims involving discrimination, wrongful discharge, retaliation, unemployment appeals, and labor/management relations issues. Dana frequently represents clients before judges in state courts, the U.S. Equal Employment Opportunity Commission, the Illinois Department of Human Rights, the Illinois Department of Employment Security, and the Illinois Educational Labor Relations Board.

In addition to her litigation experience, Dana counsels clients on pre-litigation student and employment matters, including the proper handling of disciplinary matters, Family and Medical Leave Act, wage and hour practices, and workplace investigations. Additionally, she advises public entities on matters involving construction and bidding matters, real estate purchases, policies and procedures, the Open Meetings Act, and Freedom of Information Act requests.

Prior to joining the firm, Dana practiced civil litigation with a focus on insurance and employment defense. While in law school, Dana gained a variety of experience through internships with Lavelle Law, Ltd. and the National Basketball Retired Players' Association. She was also an editor on the Journal of Law, Technology and Policy. She graduated law school with honors. Prior to law school, Dana attended the University of Illinois where she graduated with honors and was the graduation speaker.

Bar Admissions:

Illinois (Bar Number 6323852)

Missouri (Bar Number 69701)

U.S. District Court Eastern District of Missouri U.S. District Court
Southern District of Illinois

Education:

J.D., University of Illinois College of Law, *magna cum laude* (2016)

B.A., University of Illinois, *highest honors* (2013)

GUIN MUNDORF

LLC

Attorneys at Law



**Caleb
Mundorf**

Caleb Mundorf recently graduated from Drake University Law School earning his Juris Doctor with Honors. Caleb practices in the area of Education law, labor and employment, insurance defense, and litigation.

While attending law school Caleb was appointed Vice President of the National Association of Consumer Advocates and served on the Executive Board of Delta Theta Phi. Prior to joining the firm, Caleb was a Student Attorney for Drake Legal Clinic. While a student attorney Caleb represented criminal defendants in a wide variety of legal matters. Including arguing multiple motions to dismiss in open court. Caleb was also chosen for a Judicial Externship for Justice David Overstreet with the Illinois Supreme Court. During his Externship with Justice Overstreet, Caleb drafted Court opinions, wrote bench memos, and conducted legal research on issues of first impression.

Bar Admissions:

Illinois State (Bar Number 6342586)
U.S. District Court Southern District of Illinois

Education:

J.D., Drake University Law School, (2022)
B.A., Dordt College, (2019)

GUIN MUNDORF

LLC

Attorneys at Law

Mitchel Maglione

Mitchel T. Maglione is an Associate at Guin Mundorf out of the Collinsville Illinois office where his practice focuses on complex Civil Litigation, Education, Intellectual Property, Labor/Employment, Eviction, and Workers Compensation law. Previously Mitchel worked as a Senior Associate at Rynearson, Suess, Schnurbusch & Champion (RSSC), in St. Louis, Missouri where he also focused on Complex Litigation which includes a Defense verdict on a \$1.2 million dollar automobile claim in which he represented the defendant. Mitchel has been a member of the Missouri Bar since 2021 and Illinois Bar since 2023.

A graduate of Saint Louis University School of Law, Mitchel specialized and received concentrations of law in Employment and Intellectual Property. While in law school, he was involved in many organizations including being a member of First Chair Society, I.P. Society, and was an executive member of the Employment/Labor Law Society. During law school Mitchel worked as a clerk at both RSSC and Guin Mundorf.

Mitchel received an undergraduate degree from The University of Alabama where he graduated Summa Cum Laude with degrees in Criminology, Psychology, and Sociology. Originally from St. Louis, Missouri Mitchel graduated with honors from Christian Brothers College High school.

Bar Admissions:

Illinois Bar (6344749)

Missouri Bar (73829)

Education:

J.D., Saint Louis University School of Law (2021)

B.A., The University of Alabama (2018)

Representative List of Illinois Client References

Alton CUSD No. 11

Ms. Elaine Kane, Superintendent
(618) 474-2600
550 Landmarks Blvd, Suite A
Alton, IL 62002

Alton Housing Authority

Mr. Gregory Denton, Executive Director
(618) 465-4269
2406 Crawford Street
P.O. Box 844
Alton, IL 62002
Edwardsville, IL 62025

Belleville Public School District No. 118

Dr. Ryan Boike, Superintendent
(618) 233-2830
105 West A. Street
Belleville, IL 62220

Belleville Township High School District 201

Dr. Brian Mentzer, Superintendent
(618) 222-8200
2600 West Main Street, Suite 150
Belleville, IL 62226

Career Center of Southern Illinois

Ms. Stephanie Mohr, Director
(618) 473-2222
6137 Beck Road
Red Bud, IL 62278

City of Cahokia Heights

Mr. Curtis McCall, Sr
(618) 332-4258
103 Main St
Cahokia, IL 62206

City of Venice

Mr. Tyrone Echols, Mayor
(618) 410-3982
329 Broadway
Venice, IL 62090

Collinsville CUSD No. 10

Dr. Brad Skertich, Superintendent
(618) 346-6350
201 W Clay St
Collinsville, IL 62234

Edwardsville CUSD No. 7

Dr. Patrick Shelton, Superintendent
(618) 656-1182
708 St. Louis St
Edwardsville, IL 62025

Madison County Housing Authority

Mr. Andy Hightower, Executive Director
(618) 345-5142
2 Eastport Plaza Drive
Collinsville, IL 62234

Metro East Sewer District

Mr. Michael Nordstrom, Executive Director
(618) 452-9400
Metro East Sanitary District
1800 Edison Avenue
Granite City, IL 62040

Venice Township

Mr. Mark Crochrell, Sr., Township Supervisor
(618) 452-3033
910 Madison Avenue
Madison, IL 62060

Village of Shiloh

Mr. Robert Weilmuenster, Mayor
(618) 624-6101
#1 Park Drive
Shiloh, IL 62269

Representative List of Labor Contracts Negotiated

Anna-Jonesboro Community HS 81 and Anna-Jonesboro Education Association, IEA/NEA

Bond County Community Unit School District No. 2 and Greenville Education Association, IEA/NEA

Belleville Area Special Services Cooperative and Belleville Teachers Union, IFT/AFT

Belleville Township High School District 201 and Federation of Teachers, Local 434, IFT/AFT (Teachers)

Belleville Township High School District 201 and Federation of Teachers, Local 434, IFT/AFT (Teacher Assistants)

Buncombe Consolidated School District #43 and Buncombe Education Association, IEA/NEA

Career Center of Southern Illinois and Southwestern Illinois Federation of Teachers Local 6600, IFT-AFT, AFL-CIO

Chester CUSD 139 and Chester Education Association, IEA/NEA

City of Red Bud and Illinois FOP Labor Council

Cobden Unit School District 10 and Cobden Education Association, IEA/NEA

Collinsville CUSD 10 and Collinsville Education Association, IEA/NEA

Collinsville CUSD 10 and Collinsville Educational Assistants Association, IEA/NEA

Collinsville CUSD 10 and Service Employees International Union, Local 316, Custodians and Maintenance, AFL-CIO

Columbia CUSD 4 and Columbia Education Association, IEA/NEA

Columbia CUSD 4 and Columbia Educational Support Professionals Association, IEA/NEA

Dupo CUSD 196 and Dupo Federation of Teachers, IFT/AFT

Edwardsville CUSD 7 and Edwardsville Education Association, IEA/NEA

Edwardsville CUSD 7 and Edwardsville School Service Personnel Association, IEA/NEA

Edwardsville CUSD 7 and Edwardsville Federation of Secretarial Employees, IFT/AFT

Ewing-Northern Grade School District 115 and Ewing-Northern Federation of Teachers, Local 4342, IFT/AFT

Giant City School District No. 130 and Giant City Education Association, IEA/NEA

Giant City School District No. 130 and Laborers' International Union of North America, Local 773, AFL-CIO

Grant CCSD 110 and Grant Federation of Teachers, IFT/AFT

Grant CCSD 110 and Local Union #116 Service Employees Union, Cafeteria Employees, AFL-CIO

Grant CCSD 110 and Local Union #116 Service Employees Union, Custodial and Maintenance Employees, AFL/CIO

Hamilton County CUD 10 and Hamilton County Federation of Teachers, Local 4148, IFT/AFT

Joppa Maple Grove School District No. 38 and Joppa Education Association (Unaffiliated)

Jonesboro Elementary District 43 and Jonesboro Education Association, IEA/NEA

Madison CUSD 12 and Madison Federation of Support Personnel, Local 4992, IFT/AFT, AFL-CIO

Madison CUSD 12 and Madison Federation of Teachers, Local 763, IFT/AFT

Madison CUSD 12 and Service Employees' International Union No. 98, Secretaries, SEIU

Madison CUSD 12 and Service Employees' International Union No. 98, Custodians and Maintenance, SEIU

Marissa CUSD 40 and Marissa Education Association, IEA/NEA

Meridian CUSD No. 1 and Meridian Teaches Association, IEA/NEA

New Simpson Hill Board of Education and New Simpson Hill Education Association, IEA/NEA

Pope County CUSD 1 and Pope County Education Association, IEA/NEA

Red Bud CUSD 132 and Red Bud Education Association, IEA/NEA

Stewardson-Strasburg District 5A and Stewardson Strasburg Education Association, IEA/NEA

Tri-County Special Education District and Tri-County Education Association, IEA/NEA

Valmeyer CUSD 3 and Valmeyer Education Association, IEA/NEA

Venice CUSD 3 and Venice Federation of Teachers, IFT/AFT

Vienna High School District 133 and Vienna High School Education Association, IEA/NEA

Vienna School District 55 and Vienna Grade School Education Association, IEA/NEA

Wolf-Branch School District 113 and Wolf Branch Association of Teachers, Local 6117, IFT/AFF

REPRESENTATIVE LIST OF AVAILABLE IN-SERVICES

Guin Mundorf regularly provides in-service training. We work with you to customize the topic(s) covered and to provide the scope and depth of coverage you desire. Our in-services are normally conducted on-site or at your preferred location and are typically available on a fixed-fee basis. Examples of in-services provided by Guin Mundorf include:

Board Governance – General

- Open Meetings Act Compliance
- Freedom of Information Act Compliance and Procedures
- Bidding Primer
- Mandated Reporter Duties under the Abused and Neglected Child Reporting Act
- School Technology Use and Internet Liability Issues
- Sensitivity
- Notary
- Document Retention

Labor & Employment/Personnel

- Sexual Harassment and General Harassment Training
- Anti-discrimination – Title VII, ADA and Illinois Human Rights Act
- Employee Leave Issues
- Effective Evaluation and Discipline of Employees and Protocols For The Hiring Process
- New Teacher Best Practices
- Evaluation and Remediation of Employees
- Teacher Performance Evaluation
- Managing Employee Misconduct Investigations
- Effective Employee Discipline
- Do's and Don'ts of Interviewing and Hiring
- Guide to the Family and Medical Leave Act Military Leave and Updated Regulations
- FLSA and Wage Issues
- Collective Bargaining

Commercial and Financial Issues

- Local Tax Assessment Initiatives and Property Tax Appeals
- Procurement, Public Bidding and School Contracting
- Construction Contracting and Dispute Resolution

REPRESENTATIVE LIST OF RECENT PRESENTATIONS AND PUBLICATIONS

The attorneys of Guin Mundorf, LLC, are regularly conducting presentations and training sessions for educators, administrators, board members, professional associations, and regional offices of education on current education law topics and trends. Barney Mundorf, Eugene Hanses, and Dana Bond are also approved by the Illinois State Board of Education to provide training to new School Board members.

On an annual basis, we conduct a comprehensive school law seminar that is free to clients. Topics that our attorneys have presented on recently include:

- *COVID-19 and Illinois School District Reopening Requirements and Guidance*
- *Illinois Cannabis Regulation and Taxation Act (Recreational Marijuana)*
- *Legislative Update Impacting School Districts*
- *New Board Member Workshop*
- *Board Member Training (OMA, FOIA, Roles and Responsibilities)*
- *Legal Obligations Regarding Transgender Students*
- *School Safety: Policies, Procedures, and Threat Assessment Teams*
- *School Safety: Practical Strategies to Assess, Prevent, and Respond*
- *Background Checks, Charges of Abuse, and Abuse Investigations*
- *Negotiating Superintendent's Contracts*
- *The Administrator's Role in Collective Bargaining*
- *Federal and Illinois Student Records Laws*
- *Minimum Teacher Salary Change*
- *Illinois Minimum Hourly Wage Changes*
- *Teacher Evaluations and Evaluation Appeals*
- *Dismissal of Tenured Teachers and the Dismissal Hearing Process*
- *Best Practices for Protecting Student Records Electronically*
- *Obligations of Public Entities Under Title II, Title VI, and Title IX*
- *Best Practices for Investigating Employees*
- *Student Discipline under SB100*
- *Residency Requirements*
- *Property Acquisition*
- *Family and Medical Leave Act: Fact and Fiction*
- *Social Networking Do's and Don'ts for Public Employees*
- *Affordable Care Act Implications for School Districts*
- *Illinois Special Education Law Made Easy*

License Agreement

Agreement made effective as of November 1, 2020 by and between the Mississippi Valley Library District, a unit of local government duly organized and existing under the Public Library District Act of the State of Illinois, with its principal place of business currently located at 408 West Main St., Collinsville, IL 62234, (hereinafter referred to as Licensor), and Busey Bank (hereinafter referred to as Licensee).

In consideration of the mutual covenants, agreements, and stipulations contained in this agreement, the parties agree as follows:

I. LICENSE

- A. Licensor grants to Licensee the exclusive right and privilege for the term specified below of operating a bank at the Fairmont City Library Center, located at 2870 North 44th Street, Fairmont City, IL 62201 of approximately 1,227 square feet of floor space at the Licensor's public library building (hereinafter referred to as Busey Bank).
- B. Licensee shall have the right to display and distribute such products as are customarily sold at financial institutions.

II. OPERATION AND LICENSE TERM

- A. Licensee shall not allow Busey Bank, to be used for any purpose other than that specified above in this agreement, or permit Busey Bank to be used, in whole or in part, by any other firm, person, or corporation.
- B. Licensee shall be open for business in this specified space for a term of five (5) years beginning on November 9, 2020 and continuing through, November 9, 2025 (hereinafter the License Term).

III. LICENSE FEE

- A. Licensee agrees to the following:
 - Payment of \$10,000 due upon signing of this license agreement.
 - Payment of \$5,000 due November 1, 2020.
 - Annual payment of \$15,000 due November 1 each year for the next four years.

This investment shall be non-refundable and non-pro-ratable if this license is terminated by the Licensee for any reason or terminated due to the default of the Licensee under the terms of this License Agreement.

Busey 1

IV. FIXTURES AND EQUIPMENT

- A. Licensee shall be entitled to use all of the Licensor's equipment, furniture and fixtures located at Busey Bank and shared space, i.e. two conference rooms during the term of this Agreement and at no other location. The Licensor does not warrant or represent that the Licensor's furniture and equipment will be satisfactory, in working order or that it will be suitable for Licensee's use. Licensee shall keep the licensor's equipment, furniture, and fixtures clean and in good working order and repair and return all of the Licensor's equipment, furniture, and fixtures to Licensor at the end of the License Term in the same or better condition, ordinary wear and tear accepted.
- B. It shall be the responsibility of Licensee to supply and furnish any of the necessary furniture, fixtures, equipment and appliances needed for the operation of Licensee's bank beyond that furnished from the Licensor, and shall bear any additional expenses of fitting Busey Bank for business. Any added fixtures, furniture, equipment, and appliances that will require modification to Busey Bank shall be approved by Licensor before installation and shall be the property of Licensee at all times, except that title to any fixtures, and modifications that are built into or permanently fastened to Busey Bank shall pass to Licensor at the termination of this license, whether by expiration or pursuant to any of the provisions of this agreement, without any payment from Licensor to Licensee for such fixtures, furniture, and equipment.
- C. Licensee shall be permitted to modify the schedule of the Busey Bank operation to be open less or more than the open hours of the Library. Busey Bank's anticipated hours of operation shall be Monday through Friday 10:00am - 6:00pm and Saturdays from 9:00am - 12:00pm. Modification of these hours may be made after securing prior permission of the Licensor, which permission shall not be unreasonably withheld.
- D. Licensee shall be entitled to a key or access device to Busey Bank and any lockable cabinets or drawers within Busey Bank. The Licensee shall provide a single duplicate for a single door lock to be kept in the Knox box. The Licensor shall be entitled to access Busey Bank in the event of emergency or agreed upon times only, but otherwise agrees to keep said key in the Knox box.

V. SERVICES PROVIDED TO LICENSEE

Licensor at Licensor's expense, shall provide electricity, gas, water, and trash removal services. Licensee shall be responsible for all other utilities and services necessary to operate Busey Bank. If, for any reason, there should be any suspension or interruption of any of the services or facilities mentioned above, Licensor shall not be under any liability to Licensee for such suspension or interruption, and shall have a reasonable time within which to correct such services. Uniforms, if any, required of Licensee's employees shall be acceptable to Licensor. Licensor shall not furnish or pay for the laundering of such

uniforms. Licensee shall also bear all expenses for supplies necessary for the operation of Busey Bank that have not been specifically described above.

VI. MAINTENANCE AND UPKEEP OF BANK AND IMMEDIATE AREA

Licensee shall keep Busey Bank and the immediate surrounding area in a clean, sanitary, and orderly condition. The immediate surrounding area of ingress and egress shall be kept clean and all trash and litter shall be cleaned up as necessary during business hours.

VII. MERCHANDISE PURCHASES

All purchases and shipments of merchandise, supplies, equipment, and fixtures for use or sale in Licensee's bank shall be made by Licensee in its own name, payment for which shall be made promptly by Licensee. Licensor shall not be liable or responsible, in any way, for any debts contracted by Licensee.

VIII. EMPLOYEES

- A. All employees of Licensee shall conform to the rules and regulations established by the Licensor for its Library employees and patrons.
- B. Licensor shall have the right to require the removal from Licensor's property any employee of Licensee whose conduct shall be unsatisfactory to Licensor. Licensee shall have the right to require the removal from Licensee's premises any employee or patron of Licensor whose conduct shall be unsatisfactory to Licensee.
- C. All employees of Busey Bank shall be employees of the Licensee. Licensee shall have the right to fix and regulate the salaries, commissions, bonuses, gratuities, vacations, and other benefits of Licensee's employees.
- D. Licensee shall conform to all laws and regulations now in force or which any governmental authority may enact.
- E. Licensee agrees to maintain a staff of employees sufficient to conduct the operations of Busey Bank in a proper manner.

IX. COMPLAINTS AND ADJUSTMENTS

Claims for damages arising out of the operation of Licensee's business that are covered by insurance shall be promptly addressed by Licensee and Licensor shall exercise due diligence in effecting settlement of such claims.

X. INSURANCE

Licensee agrees at all times to carry adequate casualty insurance on its property or that of its employees on Licensor's premises; to carry Workers' Compensation insurance to the full requirements of the State of Illinois for its employees; to carry public liability insurance (occurrence coverage) for the benefit of Licensor and Licensee as their interest may appear, in an amount of not less than \$1,000,000.00 and to pay the premiums for such insurance and furnish Licensor with certificates from the insurance companies for all the above policies, with insurance companies acceptable to Licensor. Prior to renewal date of November 1, 2020, certificates of insurance must be presented to Licensor demonstrating that Licensee has obtained the necessary insurance coverage for the next twelve (12) months of the License Term.

Licensor agrees at all times to carry adequate casualty insurance on its property or that of its employees on Licensor's premises; to carry Workers' Compensation insurance to the full requirements of the State of Illinois for its employees; to carry public liability insurance (occurrence coverage) for the benefit of Licensor and Licensee as their interest may appear, in an amount of not less than \$1,000,000.00 and to pay the premiums for such insurance and furnish Licensee with certificates from the insurance companies for all the above policies, with insurance companies acceptable to Licensee. Prior to renewal date of November 1, 2020, certificates of insurance must be presented to Licensee demonstrating that Licensor has obtained the necessary insurance coverage for the next twelve (12) months of the License Term.

XI. TAXES, FEES, LICENSES, AND PERMITS

Any and all taxes, fees, and assessments, including, but not limited to, license fee, fees for permits, sales or use taxes, or any other taxes, fees, or assessments that may be levied or assessed on the assets, business, or capital, on the Licensee's income from the bank, or on the merchandise carried in Busey Bank, or on the equipment used, by any duly constituted local, city, county, state, federal, or other governmental authority, shall be borne and paid for by Licensee. Licensee shall obtain all required licenses and permits required for operation of a bank.

XII. EMPLOYEES' WAGES AND BENEFITS

Licensee agrees to assume exclusive liability for the payment of all wages and any sums imposed by federal, state, and local authorities on its employees or others, for or relating to unemployment insurance, pensions and retirement benefits, health or life insurance, or the social security of employees or other persons who perform work or services for Licensee.

XIII. LOSS OR PARTIAL LOSS OF BUILDING

If Busey Bank is rendered untenable by fire or other casualty, and Licensor cannot, with a reasonable time place the bank in a suitable condition for business purposes because of the extensive damage by fire or other casualty, this agreement shall terminate. In the event of the termination of this agreement as the result of such a casualty, the

unearned portion of the license fee shall be refunded to Licensee from casualty insurance proceeds.

XIV. ASSIGNMENT

It is expressly agreed that Licensee shall not have the right to assign its rights under this agreement except on the prior, express, and written consent of Licensor.

XV. INDEMNIFICATION OF LICENSOR

Licensee will at all times indemnify Licensor against all actions, claims, demands, liabilities, and damages that may in any manner be imposed on or incurred by Licensor as a consequence of, or arising out of any act, default, or omission on the part of Licensee or any of its employees, or agents.

XVI. DEFAULT

Each agreement of Licensee contained in this agreement is material and of the essence of this agreement, and if Licensee shall default or permit a breach in whole or in part of any covenant, agreement or stipulation specified in this agreement to be kept by it, and in the event of such breach or default and Licensee's failure to rectify the same, as provided above. Licensor is authorized, with or without process of law, to enter onto the premises, and to expel, remove, and put off Licensee, together with all property of every kind belonging to it, and to repossess and enjoy the premises in the same manner as before the execution of this agreement, to order Licensee to immediately cease operations and/or to exercise any other right or remedy provided by law or equity.

XIII. NO PARTNERSHIP AGENCY OR JOINT VENTURE

It is understood and agreed that nothing contained in this agreement shall be considered as in any way constituting Licensor and Licensee as agents for each other, or that a partnership or joint venture exists between Licensor and Licensee. Licensee shall post a sign or plaque able to be viewed by customers of the Busey Bank identifying the Licensee.

XIX. SURRENDER OF POSSESSION AT END OF TERM

Within thirty days after the end of the License Term, Licensee (unless alternative arrangements are made with the Licensor) shall remove all of Licensee's fixtures, furniture, equipment, and merchandise from Busey Bank if any, return possession of Busey Bank licensed premises to the Licensor in clean condition and any and all keys to Busey Bank licensed premises shall be turned over to the Licensor. Unless alternative arrangements are made with Licensor, any fixtures, furniture, equipment, or merchandise remaining thirty days after the License Term at Busey Bank shall be deemed the property of Licensor and the Licensor may use or dispose of the equipment, furniture, fixtures, or merchandise as it deems fit in its sole discretion.

XX. OPTION TO RENEW LICENSE

If Licensee is not in default under the terms of this License Agreement the Licensee shall have the first option to give notice of its intent to renew this License Agreement. If Licensee provides a notice of its exercise of its option to renew, the Licensor and Licensee shall then negotiate the License term and fee for that period.

MISSISSIPPI VALLEY LIBRARY DISTRICT
Licensor

Mark Schuchy
Name

President
Title

11/18/19
Date

BUSEY BANK
Licensee

Stu L. Boby
Name

SVP
Title

11-18-19
Date

**A LEASE AGREEMENT
BETWEEN THE COLLINSVILLE MEMORIAL PUBLIC LIBRARY DISTRICT AND
THE COLLINSVILLE HISTORICAL MUSEUM
REGARDING A MUSEUM BUILDING**

This Lease Agreement ("Agreement") is made and entered into this 28th day of June 2005 by and between the Collinsville Memorial Public Library District, Collinsville, a unit of local government (the "Library") and the Collinsville Historical Museum, a not for profit corporation created pursuant to the Laws of the State of Illinois (the "Museum").

WHEREAS, the Library recognizes that the entire community benefits from the Museum providing historical, educational, museum and other related services to the Collinsville residents and other persons residing within the Library district boundaries, and

WHEREAS, the Library and Museum have applied for a grant from the Illinois State Museum for purposes of constructing a museum building within the Library owned property, and

WHEREAS, the Museum and Library are desirous of documenting, by written lease agreement, the understandings, duties, responsibilities and obligations of each party with reference to the construction, use, and maintenance of a new museum building,

NOW THEREFORE, in consideration of the mutual promises contained herein, the adequacy and sufficiency of which are hereby acknowledged, the Museum and the Library hereby agree as follows:

1. The costs and expenses, any bonds, debt, and the obligation to repay the debt associated with a museum building, shall be the sole and exclusive responsibility of the Museum, which shall hold harmless the Library for any debt re-payment associated with that building. The Library shall have no obligation to re-pay any bond or debt of the Museum.

1
Museum

2. The Library owns certain improved real property located in the city of Collinsville the County of Madison, and the State of Illinois, which is commonly known as 408 West Main Street, Collinsville, Illinois 62234 and which contains a portion more fully shown on and described on Exhibit A, attached hereto, and made a part hereof (the "Leased Premises").
3. The Library hereby leases to the Museum and the Museum hereby leases from the Library, upon and subject to the terms and conditions hereinafter set forth, the Leased Premises together with the improvements thereon and any improvements which may hereafter be made to the premises, such as a newly constructed museum building, and all appurtenances, rights, privileges, rights-of-way, and easements thereunto belonging or pertaining to the premises, at an annual rental cost of ONE DOLLAR (\$1.00).
4. Unless otherwise terminated earlier as hereinafter provided, the term of this Lease shall be for an initial period of twenty (20) years commencing on the date hereof and terminating at midnight on June 28, 2025. Thereafter, unless otherwise terminated as herein provided, this Lease shall automatically renew for successive twenty (20) year periods.
5. Should the Museum remain in possession of the Leased Premises after the expiration of the Lease terms, or any automatic extension thereof as stated in Paragraph 4, or should the Museum remain in possession after any termination date as herein provided, the tenancy under this Lease shall be deemed a tenancy from month to month at a monthly rental rate of \$100.00.
6. It is understood that the Museum will utilize the building for museum purposes only. The

Museum and its Board of Directors shall have total proprietary control over the museum building, including the use of the building, as long as it is used exclusively for museum-related functions and purposes. The Museum and its Board of Directors shall have exclusive control over all of the interior furnishings and museum materials and shall be the sole authority to determine what items are allowed to enter and leave the museum building.

7. Throughout the term of this Lease, the Museum shall pay all charges, fees and costs incurred for installation and use in connection with water, gas, electricity, telephone, computer, sewer service, trash collection, and all of the utilities and services supplied to, or for, the Leased Premises, and for all tap-on fees, permits, licenses, and authorizations in connection therewith.
8. Throughout the term of this Lease, the Museum shall, at the Museum's sole cost and expense, keep and maintain in good order, condition and repair, the Leased Premises and every part thereof including, without limitation, the electrical, plumbing, sewage, alarm, HVAC, and other systems serving the Leased Premises and all glass and signage. The Museum shall also promptly make, at the Museum's sole cost and expense, all structural repairs to the roof, walls, and exterior of the improvements and museum building which are needed during the term of this Lease.
9. The Museum shall have no right to mortgage or otherwise create a security interest in the Museum's interest in this Lease or in the Leased Premises. In addition, the Museum shall not, during the term of this Lease, create or permit to exist any other liens or encumbrances against the Leased Premises except for liens and encumbrances created by

the Library.

10. The Museum shall not, without the Library's written consent, assign, convey, mortgage, pledge, encumber or otherwise transfer this Lease or any interest under it, shall not allow any transfer thereof by operation of law, shall not sublet the Leased Premises or any part thereof, or permit the use or occupancy of the Leased Premises, or any part thereof, for any purpose other than those to which the Library has consented under the provisions of this Lease.
11. If, for any reason, the Museum should determine to cease and terminate its services and/or functions, and choose to vacate the building, then the ownership and/or transfer of the Museum building and land shall revert to the Library.
12. This Lease shall be binding upon and inure to the benefit of the Library and its officers, agents, successors and assigns and shall be binding upon and inure to the benefit of the Museum and its successors and permitted assigns.
13. Whenever the word "Library" is used herein, it is construed to include the officers, agents, successors and assigns of the Library, and the word "Museum" is construed to include the successors and permitted assigns of the Museum, and the words Library and Museum shall include the singular and plural, subject always to the restrictions herein contained as to the subletting or assignment of this Lease.
14. This Lease may be amended or modified by agreement of the parties hereto. However, no amendment or modification of this Lease shall be effective unless evidenced by an agreement in writing signed by both of the Museum and the Library.
15. No party shall be deemed to have waived any right or remedy hereunder unless such

waiver is in writing and signed by the party against whom the waiver is asserted. A waiver on any one occasion shall not be construed as a waiver with respect to any subsequent default of any provision of this Lease, nor shall any delay or omission by either party to seek a remedy for any such default or to exercise a right hereunder be deemed a waiver by such party of such remedy or right.

16. If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall be held to be invalid or unenforceable, the remainder of this Lease or the application of such term, covenant, or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant or condition of this Lease shall be valid and be enforced to the fullest extent permitted by law.

17. This Lease shall be interpreted in accordance with the laws of the State of Illinois.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date first above written.

Passed and approved by the Collinsville
Memorial Public Library District
this 20th day of June 2005

AYES: McChristian, Schiller, Herr,
Fedder, Keller, Hayes
NAYS: None

ABSENT: Darth

Collinsville Memorial Public Library District

Patricia McChristian
By its duly authorized representative

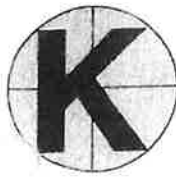
Passed and approved by the Collinsville
Historical Museum
this 28th day of June 2005

AYES: Kirby, LaSurs, Sperino, Pitol
NAYS: None

ABSENT: Herr, Stamer

Collinsville Historical Museum

Robert L. Kirby
By its duly authorized representative



KOCH

SURVEYING & ENGINEERING, INC.

850 VANDALIA - SUITE 100
COLLINSVILLE, IL 62234
618-345-1327
618-345-1329 (FAX)

200 EAST MILL ST.
WATERLOO, IL 62298
618-939-3888
618-939-2902 (FAX)

**LAND DESCRIPTION
FOR
COLLINSVILLE MEMORIAL
PUBLIC LIBRARY**

PROPOSED MUSEUM

PART OF LOTS 21,22,24 AND PART OF THE ALLEY LYING BETWEEN THE LOTS, IN "LOOK'S SECOND ADDITION TO COLLINSVILLE, AS RECORDED IN THE RECORDER'S OFFICE OF MADISON COUNTY, ILLINOIS, IN PLAT BOOK 19 ON PAGE 83 AND BEING PART OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 3 NORTH, RANGE 8 WEST OF THE THIRD PRINCIPAL MERIDIAN, CITY OF COLLINSVILLE, MADISON COUNTY, ILLINOIS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 24 OF "LOOK'S SECOND ADDITION TO THE CITY OF COLLINSVILLE," REFERENCE BEING MADE TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 19, PAGE 33, OF THE MADISON COUNTY RECORDER'S OFFICE; THENCE SOUTH 72 DEGREES 00 SECONDS 53 SECONDS WEST (BEARINGS ASSUMED), ALONG THE NORTH LINE OF SAID LOT 24, ALSO BEING THE SOUTHERLY LINE OF GROVE ALLEY, VACATED PER ORDINANCE IN BOOK 1816, PAGE 504, OF SAID RECORDER'S OFFICE, A DISTANCE OF 7.10 FEET TO THE POINT OF BEGINNING OF THE TRACT DESCRIBED HEREIN; THENCE NORTH 18 DEGREES 05 MINUTES 42 SECONDS WEST A DISTANCE OF 55.65 FEET; THENCE SOUTH 71 DEGREES 54 MINUTES 18 SECONDS WEST A DISTANCE OF 50.00 FEET; THENCE SOUTH 18 DEGREES 05 MINUTES 42 SECONDS EAST A DISTANCE OF 70.00 FEET; THENCE NORTH 71 DEGREES 54 MINUTES 18 SECONDS EAST A DISTANCE OF 50.00 FEET; THENCE NORTH 18 DEGREES 05 MINUTES 42 SECONDS WEST A DISTANCE OF 14.35 FEET TO THE POINT OF BEGINNING OF THE TRACT DESCRIBED HEREIN, AND CONTAINING 3,500 SQUARE FEET, MORE OR LESS.

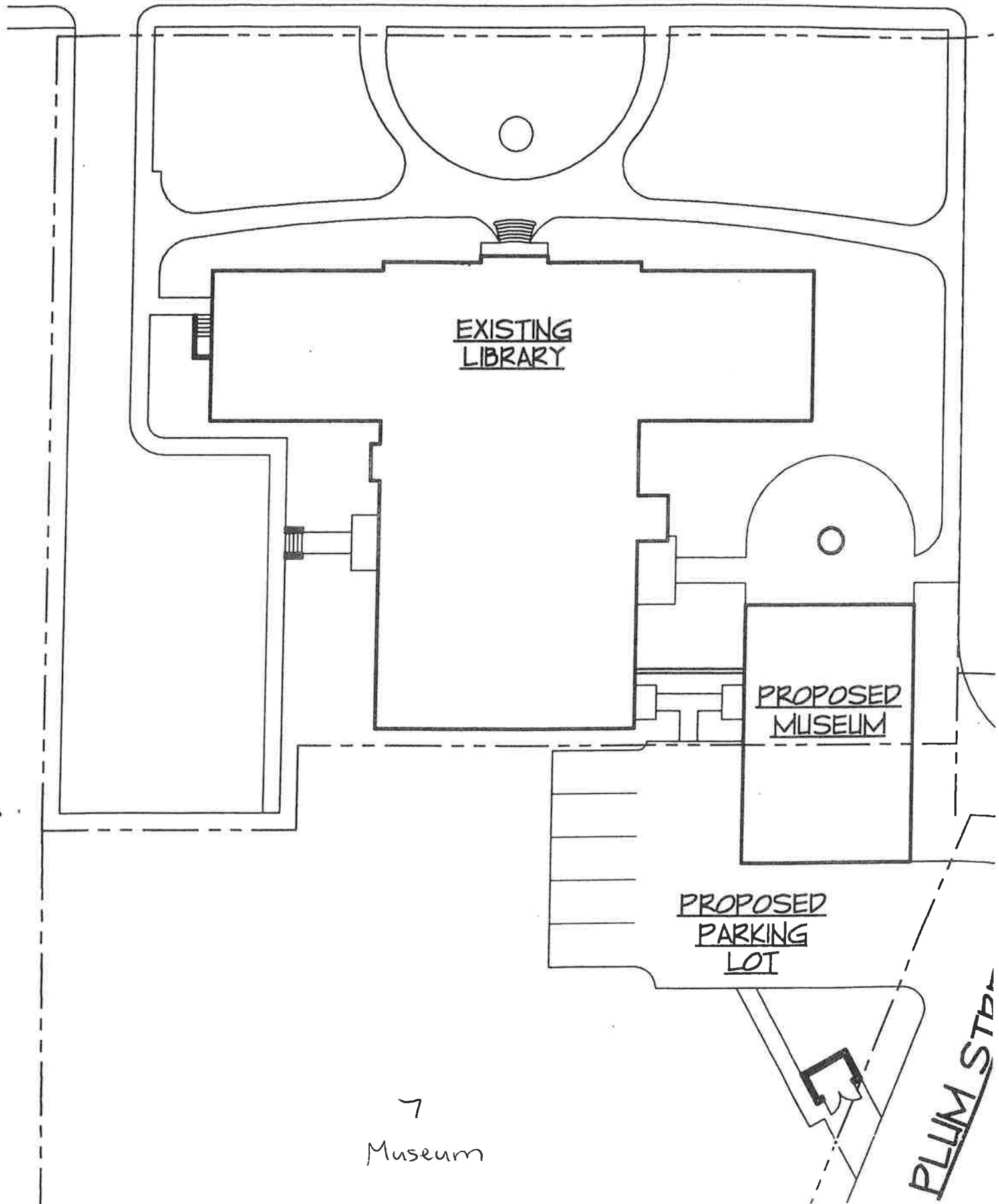
SUBJECT TO EASEMENTS CONVEYED TO ILLINOIS POWER COMPANY, AS RECORDED IN BOOK 3319 ON PAGE 1094 AND BOOK 3319 ON PAGE 1096, AND AN EASEMENT CONVEYED TO THE CITY OF COLLINSVILLE, ILLINOIS AS RECORDED IN BOOK 596 ON PAGE 60 AND TO EASEMENTS, RIGHTS, AND RESTRICTIONS OF RECORD OR EXISTENCE, IF ANY.

DK/rwk
03/09/05
JOB NO. 115

6

Museum

WEST MA



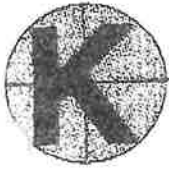
EXISTING
LIBRARY

PROPOSED
MUSEUM

PROPOSED
PARKING
LOT

PLUM ST

7
Museum



KOCH

SURVEYING & ENGINEERING, INC.

850 VANDALIA - SUITE 100
COLLINSVILLE, IL 62234
618-345-1327
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200 EAST MILL ST.
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**LAND DESCRIPTION
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PROPOSED MUSEUM

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DK/rwk
03/09/05
JOB NO. 115

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Museum

ACCOMMODATION AGREEMENT

This Accommodation Agreement made this 30 day of September 2006, by and between the Collinsville Historical Museum, an Illinois Not-for-Profit Corporation, herein referred to as "Museum," and the Mississippi Valley Public Library District, a unit of local government organized and existing under the Public Library District Act of the State of Illinois, herein referred to as "Library."

RECITALS

WHEREAS, it is in the best interests of the health, safety and welfare of the residents of the Library, and the Museum that the relationship between the parties as it pertains to the existence and relocation of a certain 12" water main line be established and continue under a formal written arrangement; and

WHEREAS, the Library now owns and operates a library building and surrounding real estate in the City of Collinsville commonly known as 408 West Main Street, and, to complete a facility for the use and operation of the Museum on a portion of the real estate adjoining said library building commonly known as 406 West Main Street, has previously agreed to permit the use and occupancy on a portion of the Library owned property for the Museum; and

WHEREAS, following the initiation of plans and construction by the Museum, it became known that a 12" water main line of the City of Collinsville, intersected the portion of property upon which the Museum construction has begun, and said water main line would present a risk and threat to the safety and security of the use and enjoyment of both the Library and Museum facilities in the event it ruptured or needed repair or replacement; and

WHEREAS, the Library wishes to accommodate the Museum in the use of the property and construction of the Museum facility, and specifically in the relocation of the water main line in order to eliminate any risk or threat of loss or damage in the future, and the City of Collinsville Water Department wishes to obtain an easement for the location of a relocated water main line and a temporary easement for the purpose of the closure and relocation of the existing water main line from the Library as the property owner.

NOW, THEREFORE, for and in consideration of the mutual and several promises and undertakings herein contained, and for other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the parties freely and voluntarily agree as follows:

SECTION ONE:

To accommodate the Museum and the City of Collinsville, the Library will grant a Temporary Easement to the City of Collinsville for the purpose of the water main line relocation, and the Library will grant a perpetual Easement to the City of Collinsville for the replacement water main line as requested by the City, along an acceptable course of the real estate owned by the Library.

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Museum

SECTION TWO:

The Museum shall, at its sole expense, or in conjunction with the City of Collinsville and its Water Department, provide for all of the costs and expenses for the relocation and replacement of the water main line, and such work shall be at no cost to the Library.

SECTION THREE:

The Museum shall keep all and every part of the premises and all improvements thereon free and clear of any and all mechanics', material suppliers' and any other liens for or arising out of or in connection with its use of the premises.

SECTION FOUR:

The Museum agrees that, in conjunction with activities pertaining to the water main line relocation and replacement and other improvements constructed by the Museum or the City of Collinsville on its behalf, upon the Library premises, to not interfere with Library's programs and the Library's use thereof. The parties agree to make every reasonable attempt to coordinate such scheduling as to avoid any time conflicts.

SECTION THREE:

The Library shall not be liable for any loss, injury, death or damage to persons or property that at any time may be suffered or sustained by any person who may at any time be using, occupying or visiting the involved premises or be in, on or about those premises, for any cause, through out the relocation and replacement of the water main line project, and the Museum shall indemnify and hold the Library harmless on any and all such claims, liability, loss or damage whatever, including the costs of defense thereof.

SECTION FOUR:

This Agreement shall be construed under and pursuant to the laws of the State of Illinois. This Agreement is binding upon and inures to the benefit of the parties hereto, their successors and assigns. In the event any term of this Agreement shall be held invalid, illegal, or unenforceable, in whole or in part, neither the validity of the remaining part of that term nor the validity of any other terms of this Agreement shall in any way be affected thereby. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which taken together shall constitute a single document.

No change or modification of this Agreement shall be valid unless it is in writing and is signed by the parties hereto. The parties have participated jointly in negotiating and drafting this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the parties and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date and year first above written.

COLLINSVILLE HISTORICAL MUSEUM, an Illinois Not for Profit corporation

MISSISSIPPI VALLEY PUBLIC LIBRARY DISTRICT, an Illinois public library district

By: *Robert E. Gierke*, President

By: *Patricia McChristian*, President

ATTEST:

Mat Zogla, Secretary

ATTEST:

Jay A. Kehr, Secretary

MUSEUM

DISTRICT

10/27/2020

Memorandum of Understanding

1. Parties to this agreement: Collinsville Historical Museum (the Museum) and the Mississippi Valley Library District (the Library).
2. Purpose of this agreement. This agreement defines the responsible party for the care and landscaping immediately in front of the Museum.
3. Scope of this agreement. The area in question is bounded on the east (the left side when facing the Museum) by the Library Drop Box. It is bounded on the west (the right side when facing the Museum) by the wooden landscape barrier installed by the Museum. It is bounded on the south by the Museum building itself, and on the north by the shared sidewalk.
4. The Museum and Library agree that the maintenance and upkeep of this area defined in item #3 above becomes the sole responsibility of the Museum. This includes trimming, pruning, weeding, mulching, and any other activities necessary.
5. The duration of this agreement is intended to be in perpetuity. The Museum understands that if for some reason the Museum is not able to discharge its duties as defined in item #4 above, they must immediately notify the Library in writing and this agreement may become voided.
6. Disclaimers.
 - a. This agreement is not meant to address any other areas of the Library grounds or any contract the Library may have for maintenance of those grounds.
 - b. This agreement means that the Library will not hire or otherwise engage staff, volunteers, community service workers, or another third party to perform any landscape maintenance in the area defined in item #3.

c. It is intended by both parties that this agreement supersedes certain past contractual terms concerning Library ground maintenance as outlined in the June 28, 2005 lease agreement.

FOR: Mississippi Valley Library District

_____ Date _____

FOR: Collinsville Historical Museum

_____ Date _____

Chapter 5 (Building Infrastructure and Maintenance)

A library facility includes building and grounds, furnishings, building related equipment such as mechanical and HVAC equipment, elevators, etc. Every library is different. Some library facilities are simpler than others and may not include every component listed in these standards. These standards are written to apply to large and small libraries. In some cases, smaller library facilities are simpler, and with some basic knowledge, can be maintained by the staff.

Good facility management is fiscally responsible and will result in fewer emergencies, lowered risk, and more attractive surroundings for staff and patrons, and leads to better planning. A well-managed facility is safer, more predictable, and less stressful to manage. A well-managed facility also increases the community's trust in the library and how the community's resources are spent.

The standards indicated in this manual are primarily the library administrator's responsibility. However, the library administrator can assign certain tasks to other personnel or vendors, and implement a system to ensure they are performed. In order to properly manage the library facility, the library administrator should have sufficient knowledge and familiarity with the facility systems to decide when it is appropriate to retain a professional to assist in the inspection, evaluation, and design of various repairs to the facility.

Building Infrastructure and Maintenance Standards

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept. Ongoing maintenance is a preventative measure to ensure that facility systems do not fall into a state of disrepair. Ongoing maintenance can extend the service life of many items and reduce frequency of breakdowns. As an example, elevator inspections and maintenance are typically performed based on a regular schedule and contracted through an annual maintenance contract.
4. The library's operating budget should include funds for all ongoing maintenance costs.
5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals. Periodic repairs should be performed to extend service life of certain facility systems, and to prevent further deterioration of the systems. When performed in a timely fashion, periodic repairs can address small issues before they become larger and more costly problems.
6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.

8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

Building Infrastructure and Maintenance Checklists

See Appendix J (New Facility Planning) and Appendix K (Facility Management Checklists) for in-depth building infrastructure and maintenance checklists.