

Report Covering May 2025

Kyla Waltermire, Executive Director

Building and Grounds Updates

- Elevator – All components are received by MEI Elevator, with delivery scheduled for the first week in June and the start of work to commence shortly after that.
- New flooring for CM's children's floor play room is ordered. Installation is scheduled to begin on June 19.
- A new thermostat was installed at FC by Tettaton on May 22.
- A new natural gas meter was installed at CM by Ameren on May 29.
- The sink in one of CM's restrooms was pulling away from the wall. Maintenance Technician Zeke Pennington reinstalled it.
- The FC field will be repaired by AJD Landscaping, with JD Distributing reimbursing the MVLD for the costs.
- The Collinsville Library Foundation has agreed to help freshen up the Blum House's yard sign, as well as to renew their previously-approved efforts to repair the Blum House porch. Porch work is tentatively scheduled for July.
- The Pan fountain remains inoperable. The Building & Grounds Committee or Board will need to provide input on how to proceed.
- Library staff continue to explore a no-cost solar array as time allows.
- The security camera system at FC continues to randomly freeze. Security Alarm continues to troubleshoot the issue.

Circulation and Collection Updates

- The re-barcoding process continues. We requested to borrow two more duplication kits from IHLS so that we can assign more staff to continue the work at CM and begin the work at FC.
- Staff continue to work on multiple projects, such as increasing the font size on the Large Print spine labels, updating call numbers and spine labels with series information, and replacing faded spine labels 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. Specially set up Launchpads with kid-friendly money activities preloaded on them are available for checkout.
- FY2024 Per Capita Grant - The MVLD has been awarded this grant in the amount of \$49,125.29. Grant expenses are being applied between July 1, 2024 and June 30, 2025.
- FY2025 PNG Grant – The bus trip to MADE Makerspace is rescheduled for June 24 from June 3. The May 16 tornado impacted the makerspace's building and they needed extra time to get their operations back up and running.
- 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. No word on this proposal yet.
- 2025 STEM Supplies Grant – An application for a STEM-Supplies.com grant was submitted to request \$250 for the purchase of grade school-appropriate STEM kits. No word on this proposal yet.

- FY2026 PNG Grant – 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

- May 1 – Met w/ two staff members re: performance
- May 2 – Covered CM main desk (1.00 hour)
- May 7 – Met w/ workers comp auditor
- May 8 – Attended Collinsville Faith in Action board meeting
- May 9 – Led a new trustee orientation; met w/ staff member re: medical leave & ADA options
- May 12 – Led a new trustee orientation; attended an update on federal library services
- May 13 – Observed storytime; met w/ a Murphy Co. (HVAC) rep
- May 14 – Met w/ health insurance broker to review renewal options; covered CM children's floor (1.00 hour)
- May 15 – Attended IMRF 2025 Employer Rates webinar; met w/ City of Collinsville staff re: tentative StoryWalk
- May 16 – Covered CM main desk (2.00 hours); met w/ Americom rep for a services check-in; led an all-staff meeting (3.50 hours CE)
- May 20 – Led storytime; attended monthly Chamber of Commerce Board meeting
- May 23 – Conducted two clerk interviews
- May 27 – Attended IHLS Edwardsville's ribbon cutting for the automated materials handling system; attended Collinsville City Council meeting to share information about the summer reading program
- May 28 – Met w/ patron; met w/ two trustees
- May 29 – Met w/ a trustee
- May 30 – Met w/ a trustee; covered CM main desk (1.50 hours)

Marketing and Promotions Updates

- The MVLD has an updated gifts and legacy planning brochure.
- Staff have been working hard to promote the upcoming summer reading/checkout challenges and numerous activities taking place over the next few months.

Miscellaneous

- The last tasks needed to remove the old server and run solely on the new server were completed on May 16.
- The number of reference questions received were tallied the week of May 19-24. This information is collected a few times a year and extrapolated to provide the annual tally used in the annual report.
- The Fairview Heights Public Library reopened May 19 after a carpet replacement project and CM is no longer managing their patrons' holds.
- CM was one of several Madison County libraries to partner with Madison County Transit during the month of May for a bike drive.

Program Updates and Other Dates of Note

- The annual summer reading program is here! You're invited to "Level Up at Your Library" this June and July. Registration is underway. There are checkout challenges for kids, teens, and adults. Help your kids prevent "summer slide" by reading for fun (and prizes!) throughout the summer. Here are just a few of the fantastic activities we have lined up this summer:
 - We're kicking things off with a life-size game day at the Collinsville Memorial Library on Saturday, May 31 at noon-4:00 PM and at the Fairmont City Library on Monday, June 2 at noon-5:00 PM. Candyland, Connect 4, Battleship, Yahtzee, bowling, putt putt golf...we've got something for everyone!
 - Kids can celebrate their best friends on Saturday, June 7 at 2:00-4:00 PM at the Collinsville Memorial Library. BFFs can do arts and crafts, make face masks, decorate cookies, take photos at a photo station, and decorate a best friends picture frame to take home. Registration is required for this event.
 - Did you know that the State Treasurer's Office might be holding unclaimed property in your name? Come to an I-Cash event at the Collinsville Memorial Library on Wednesday, June 11 at 1:00-4:00 PM and the Fairmont City Library on Thursday, June 12 at 2:00-5:00 PM to see if the State has any unclaimed property like uncashed checks, unclaimed bank accounts and safe deposit boxes, and insurance payments to be returned to you or a loved one.
 - Kids and teens ages 5-15 can test their skills to see who will come out on top at our Mario Kart Tournaments: Wednesday, June 11 at 2:00-4:00 PM at the Fairmont City Library and Friday, June 13 at 2:00-4:00 PM at the Collinsville Memorial Library. Advance registration is required to ensure your spot in the tournament.
 - All ages will enjoy the always enjoyable Mad Science of St. Louis show, "Up, Up, and Away," at the Collinsville Memorial Library on Saturday, June 21 at 2:00 PM. Learn about floating science, like the principles of air and pressure. Audience volunteers will help demonstrate how hot air can really get things going up, enjoy the swoosh and whoosh of an incredible exothermic reaction, and even see a hovercraft in action.
 - All skill levels are invited to the Collinsville Memorial Library every Saturday at 3:30-5:30 PM to play casual yet competitive games of chess as part of the Chess Club.
- Executive Director's upcoming time off (scheduled to date): June 20 (comp time for working the 6/19 holiday), 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 and Volunteer Updates

- Ricki Nicewander started training as a Level 2 Library Clerk.
- America Gutierrez-Torres will be joining the MVLD as a Level 2 Library Clerk. Her training begins June 16.
- Level 2 Library Clerk Jasmary Carcamo-Torres resigned effective May 29.
- I continue to interview and hire for two vacant clerk positions.
- No update on the staff union.

Statistical Summary

5/1/2025 12:00:00 AM - 5/31/2025 11:59:59 PM

Grand Totals

Record Counts - As of 6/4/2025 10:57 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,600,214	63,625	782,768			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	71,408	75,432	0	18,775	28	27

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
6,995	1,062	5,025	1,008	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,271	2,109	451		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	70	54	232	104
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	10	0	166	11
Deleted by Other	n/a	n/a	n/a	n/a

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$6,804.33	\$252.39	\$0.00	\$252.39	\$4,194.10	\$6.99
Total Outstanding Fines - As of 6/4/2025 10:57 AM					\$138,145.26

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
522	0	1,438	125

March	PROGRAM / EVENT / PROMOTION	# ATTENDED
May	Activity Packet	75
May	Coloring Pages	120
May	Computer Handouts	25
May	Children's Take and Make Crafts	50
5/1/25	Epilepsy Foundation of Greater Southern Illinois Informational Table	9
5/1/25	Free Tutoring	3
5/1/25	D&D Club	8
5/2/25	Madison County Community Health Assessment	9
5/2/25	Free Tutoring	3
5/3/25	Meditation at the Blum House	7
5/3/25	Cross Stitching Club	2
5/3/25	Art and Adventures with Author/Illustrator Dan Santat	1
5/3/25	Chess Club	10
5/5/25	Body Sculpting	4
5/5/25	Making Reality with 3d Objects- Teen PNG	1
5/6/25	Morning Yoga	6
5/6/25	Preschool Storytime - Pets Theme-Children's	25
5/6/25	Computer Basics	6
5/7/25	Baby Boogie - Pets Theme-Children's	35
5/7/25	Yoga Time!	10
5/8/25	PRC: Daytime Book Club	4
5/8/25	D&D Club	13
5/8/25	CR- Lego Building Challenge Club - Children's	17
5/10/25	Meditation at the Blum House	8
5/10/25	Yarn Club-Knitting and Crochet	1
5/10/25	Cross Stitching Club	2
5/10/25	Chess Club	17
5/12/25	Body Sculpting	4
5/12/25	Resume and Tech-Teen Class	5
5/12/25	Chestnut Health System Table	7
5/13/25	Morning Yoga	6
5/13/25	Preschool Storytime - Mom Theme-Children's	34
5/13/25	AI or Reality- Teens and Adults	2
5/13/25	Poverty: A Discussion with Matthew Desmond (Illinois Libraries Present)	1
5/14/25	Baby Boogie - Mom Theme- Children's	31
5/14/25	Acoustic Jam with the Collinsville Ramblers	14
5/14/25	Yoga Time!	13
5/15/25	D&D Club	7
5/15/25	Family Storytime- Celebrate National Chocolate Chip Day	14
5/17/25	Meditation at the Blum House	4
5/17/25	Cross Stitching Club	2
5/17/25	History and Genealogy Club	8
5/17/25	Chess Club	13
5/19/25	Body Sculpting	4
5/20/25	Morning Yoga	3

5/20/25	Preschool Storytime - Space Theme- Children's	28
5/21/25	Baby Boogie - Space Theme Children's	22
5/21/25	Metro East Every Survivor Counts Table	Canceled
5/21/25	Yoga Time!	9
5/22/25	D&D Club	6
5/24/25	Cross Stitching Club	2
5/24/25	Chess Club	10
5/27/25	Morning Yoga	6
5/27/25	Preschool Storytime - Swimming Theme -Children's	41
5/28/25	Baby Boogie Storytime- Swimming Theme- Children's	35
5/28/25	PRC: Evening Book Club	3
5/28/25	Yoga Time!	5
5/29/25	D&D Club	8
5/29/25	Kids Sensory Play Night	15
5/31/25	Meditation at the Blum House	5
TOTAL		838

Children Ages 0-5 Synchronous in-person onsite program sessions: 259 attendance, 8 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 42 attendance, 5 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: 50 attendance, 1 event

Young Adults Ages 12- 18 Synchronous in-person onsite program: 6 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: 1 attendance, 1 event

Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 events

Adults Ages 19+ Synchronous in-person onsite program: 163 attendance, 27 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: 25 attendance, 1 event

General Interests Synchronous in-person onsite program: 96 attendance, 11 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: 75 attendance, 1 event

Board Report June 2025

Matthew Harris – Assistant Director – Fairmont City Library Center

Outreach and education:

May 7: Attended Fairmont City City Council meeting

May 12: Meeting with Danayka from PBS Kids regarding Summer Kits

May 13: Attended Latino Roundtable Meeting

May 19: Attended MVL D Board Meeting

May 21: Webinar with Oasis Literacy Tutoring opportunity

Building and Grounds:

The A/C unit is working again after some troubleshooting with the thermostats in the building.

The field is awaiting AJD Landscaping to repair.

Zeke has been actively trimming bushes, spraying weeds, and removing dead bushes from the property. New bushes are awaiting planting.

Programming:

The Garden Club has returned. It is off to a good start and has been consistently getting multiple kids each week. New this year though, it has been opened up to all ages. The Summer Reading Program has kicked off.

Stats:

May:

Days Open: 26

Door Count: 1607

Computer Users: 179

E-Book Questions: 0

Homebound Delivery: 0

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
5/1/25	Free Tutoring	1
5/3/25	Comic Collages-Teens and Adults	1
5/5/25	Kids Corner	2
5/5/25	Monday Funday-Nerf Gun Obstacle course- Kid Activity	3
5/7/25	Garden Club	4
5/10/25	Making Reality with 3D Objects- Teen PNG	2
5/12/25	Kids Corner	1
5/12/25	Monday Funday- Escape Room- Unlock the Box-Kid Activity	4
5/13/25	Violence Prevention Center	1
5/14/25	Garden Club	4
5/17/25	Sports and Sun-Teens and Tweens	2
5/19/25	Monday Funday- Legos- Minecraft builds- Kids Activity	2
5/20/25	Answers on Aging	1
5/21/25	Garden Club	8
5/28/25	Garden Club	6
5/31/25	Making Reality With Coding-Teen PNG	1
TOTAL		43

Children Ages 0-5 Synchronous in-person onsite program sessions: 9 attendance, 2 events

Children Ages 0-5 Synchronous in-person offsite program sessions: 0 attendance, 0 events

Children Ages 0-5 Synchronous virtual program sessions: 0 attendance, 0 events

Children Ages 0-5 Self-Directed: 0 attendance, 0 events

Children Ages 6-11 Synchronous in-person onsite program: 26 attendance, 8 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 event

Young Adults Ages 12- 18 Synchronous in-person onsite program: 6 attendance, 4 event

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 event

Adults Ages 19+ Synchronous in-person onsite program: 2 attendance, 2 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: 0 attendance, 0 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

May 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Amazon Capital Services				
05/16/2025	Bill	book	Materials:Adult Print Materials	\$14.99
05/16/2025	Bill	DVDs	Materials:Adult Audio Visual Items	\$18.20
05/16/2025	Bill	DVDs	Materials:Juvenile Audio Visual Items	\$37.92
05/29/2025	Bill	DVDs	Materials:Adult Audio Visual Items	\$283.51
05/29/2025	Bill	DVDs	Materials:Juvenile Audio Visual Items	\$51.88
Total for Amazon Capital Services				\$406.50
AMEREN ILLINOIS				
05/16/2025	Bill	FCLC gas (01149)	Utilities:Natural Gas	\$103.13
05/16/2025	Bill	FCLC electric (01130)	Utilities:Electricity	\$627.77
05/16/2025	Bill	CMLC gas (23000)	Utilities:Natural Gas	\$329.64
05/16/2025	Bill	CMLC electric (04006)	Utilities:Electricity	\$2,143.91
05/16/2025	Bill	CMLC outdoor parking lot light (60005)	Utilities:Electricity	\$31.16
05/16/2025	Bill	BH gas (83007)	Utilities:Natural Gas	\$199.01
05/16/2025	Bill	BH electric (10414)	Utilities:Electricity	\$185.33
Total for AMEREN ILLINOIS				\$3,619.95
American Express				
05/29/2025	Bill	Misc. office supplies / consumables	Supplies:Office	\$507.92
05/29/2025	Bill		Utilities:Telephone/Fax	\$60.00
05/29/2025	Bill	monthly Zoom subscription; Guru Importer monthly subscription	Professional Services:Other Professional Services	\$27.99
05/29/2025	Bill	misc. supplies	Other Expenditures:Programming	\$161.71
05/29/2025	Bill	digital photo frames	Supplies:Equipment	\$81.67
05/29/2025	Bill	video games	Materials:Adult Audio Visual Items	\$333.87
05/29/2025	Bill	ILLs	Supplies:Postage	\$48.40
05/29/2025	Bill	website domain renewal	Professional Services:Information Technology	\$23.17
05/29/2025	Bill		Maintenance Services:Building	\$216.17
05/29/2025	Bill	landscaping supplies	Maintenance Services:Grounds	\$332.42
05/29/2025	Bill	REFORMA	Professional Development:Dues	\$100.00

Expense by Vendor Detail

May 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
05/29/2025	Bill	annual credit card maintenance fee	Other Expenditures:Miscellaneous	\$75.00
Total for American Express				\$1,968.32
Ancel Glink P.C.				
05/16/2025	Bill	April 2025 statement - policy reviews & drafting letter to trucking company	Professional Services:Legal Service	\$1,498.75
Total for Ancel Glink P.C.				\$1,498.75
Aqua Systems				
05/16/2025	Bill	Invoice # 571087306 monthly rental dated 5/1/2025	Supplies:Office	\$6.95
05/29/2025	Bill	Invoice # 571861639 bottle exchange dated 5/16/2025	Supplies:Office	\$21.60
Total for Aqua Systems				\$28.55
BAKER & TAYLOR				
05/16/2025	Bill	Invoice # LS25040105 - leasing program May 2025-April 2026	Materials:Adult Print Materials	\$2,460.00
05/16/2025	Bill	Credit # 0003311713	Materials:Adult Print Materials	-\$36.08
05/16/2025	Bill	Credit # 0003309009	Materials:Adult Print Materials	-\$42.95
05/16/2025	Bill	Credit # 0003300931	Materials:Adult Print Materials	-\$148.74
Total for BAKER & TAYLOR				\$2,232.23
Belleville News-Democrat				
05/16/2025	Bill	CM periodical - 1 year (Sunday delivery)	Materials:Adult Print Materials	\$725.93
Total for Belleville News-Democrat				\$725.93
Blue Cross / Blue Shield				
05/29/2025	Bill	Health Insurance 6/1/2025 - 7/1/2025	Personnel:Benefits:Health/Dental Insurance	\$6,405.60
Total for Blue Cross / Blue Shield				\$6,405.60
Brian Brown				
05/16/2025	Bill	March & April 2025 CM, FC, & BH mowing	Maintenance Services:Grounds	\$1,020.00
Total for Brian Brown				\$1,020.00
Brodart				
05/16/2025	Bill	Invoice # 657310 book jackets	Supplies:Office	\$102.61
Total for Brodart				\$102.61

Expense by Vendor Detail

May 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Buildingstars				
05/16/2025	Bill	Invoice # 3497594 BH May 2025 cleaning	Maintenance Services:Building	\$225.00
Total for Buildingstars				\$225.00
Capital One				
05/29/2025	Bill	Misc. program consumables	Other Expenditures:Programming	\$24.70
Total for Capital One				\$24.70
Casey's General Store				
05/21/2025	Expense		Other Expenditures:Vehicles	\$50.10
Total for Casey's General Store				\$50.10
Center Point Large Print				
05/16/2025	Bill	Invoice # 2164028 standing order April 2025	Materials:Adult Print Materials	\$151.02
Total for Center Point Large Print				\$151.02
Central Citizens' Library District				
05/16/2025	Bill	Item # *****0425 Everything You Need to Know About Custody	Other Expenditures:Payments to Other Libraries	\$22.95
Total for Central Citizens' Library District				\$22.95
City of Collinsville				
05/01/2025	Bill	BH & CH water & sewer 12/27/2024 - 2/28/2025 - replacement for missing check #15292 dated 3/28/2025	Utilities:Water/Sewer	\$536.95
05/29/2025	Bill	BH water & sewer 2/28/2025 - 5/2/2025	Utilities:Water/Sewer	\$38.31
Total for City of Collinsville				\$575.26
Collinsville Mini Mart				
05/01/2025	Expense		Other Expenditures:Vehicles	\$56.03
Total for Collinsville Mini Mart				\$56.03
Corvus of St. Louis				
05/16/2025	Bill	Invoice # 505619005-0311 May 2025 CM & FC cleaning	Maintenance Services:Building	\$2,700.00
Total for Corvus of St. Louis				\$2,700.00

Expense by Vendor Detail

May 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Costless Copy Center				
05/14/2025	Expense		Other Expenditures:Donation Expenditures - Des.	\$141.50
Total for Costless Copy Center				\$141.50
Delta Dental				
05/29/2025	Bill	Dental Insurance June 2025	Personnel:Benefits:Health/Dental Insurance	\$318.33
Total for Delta Dental				\$318.33
Demco Inc.				
05/16/2025	Bill	Invoice # 7643490 clear label protectors	Supplies:Office	\$138.58
Total for Demco Inc.				\$138.58
Dollar Tree				
05/30/2025	Expense		Other Expenditures:Programming	\$3.75
Total for Dollar Tree				\$3.75
East Alton Public Library District				
05/16/2025	Bill	Item # 0000500399365 The Golf of Your Dreams	Other Expenditures:Payments to Other Libraries	\$22.00
Total for East Alton Public Library District				\$22.00
E-rate Funding Services				
05/29/2025	Bill	Invoice # 895 - FY2026 services	Professional Services:Other Professional Services	\$950.00
Total for E-rate Funding Services				\$950.00
Glen Carbon Centennial Library				
05/29/2025	Bill	Item # 0004201289867 Fine: A Comic About Gender	Other Expenditures:Payments to Other Libraries	\$21.00
Total for Glen Carbon Centennial Library				\$21.00
Globe Life				
05/16/2025	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	\$215.10
05/29/2025	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	\$215.10
Total for Globe Life				\$430.20

Expense by Vendor Detail
May 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Green Sky Cleaning Supply				
05/16/2025	Bill	Invoice # 140405 toilet paper, trash can liners, paper towels	Supplies:Office	\$662.78
Total for Green Sky Cleaning Supply				\$662.78
Guin Mundorf LLC				
05/16/2025	Bill	Invoice # 505936 work related to ILRB petition	Professional Services:Legal Service	\$150.00
Total for Guin Mundorf LLC				\$150.00
Home Depot				
05/02/2025	Expense		Maintenance Services:Building	\$24.94
05/28/2025	Expense		Maintenance Services:Building	\$35.94
05/29/2025	Expense		Maintenance Services:Grounds	\$7.50
05/30/2025	Expense		Maintenance Services:Grounds	\$47.12
05/16/2025	Expense		Maintenance Services:Building	\$74.91
05/19/2025	Expense		Maintenance Services:Grounds	\$23.90
Total for Home Depot				\$214.31
HR Source				
05/29/2025	Bill	Invoice # FY26-101452	Materials:Adult Print Materials	\$990.00
Total for HR Source				\$990.00
Illinois American Water				
05/29/2025	Bill	FCLC water 4/8/2025-5/7/2025	Utilities:Water/Sewer	\$86.87
Total for Illinois American Water				\$86.87
Illinois Heartland Library System				
05/16/2025	Bill	Invoice # 2025-1287 April 2025 CloudLibrary purchases	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	\$222.97
Total for Illinois Heartland Library System				\$222.97
Illinois Secretary of State				
05/21/2025	Expense		Other Expenditures:Vehicles	\$222.91
Total for Illinois Secretary of State				\$222.91

Expense by Vendor Detail

May 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
IMRF				
05/02/2025	Expense		Personnel:Benefits:IMRF	\$6,722.45
Total for IMRF				\$6,722.45
INGRAM LIBRARY SERVICES				
05/16/2025	Bill	Invoices # 87948451, -452, 87991596, -597, -598, -599, -600, 88062440, -441, -442	Materials:Adult Print Materials	\$845.68
05/16/2025	Bill	Invoices # 87991601, -602, 88062443, -444, 88040740, -741	Materials:Juvenile Print Items	\$311.74
05/29/2025	Bill	Invoices # 88141800, -801, -802, 88185226, 88238223, -224, -225, -226	Materials:Adult Print Materials	\$369.96
05/29/2025	Bill	Invoices # 88141803, -804, 88185227, 88264724	Materials:Juvenile Print Items	\$88.63
Total for INGRAM LIBRARY SERVICES				\$1,616.01
Jerseyville Public Library				
05/16/2025	Bill	Item # 0003301549295 Mile High with a Vampire	Other Expenditures:Payments to Other Libraries	\$27.99
Total for Jerseyville Public Library				\$27.99
Kane Consulting Group				
05/16/2025	Bill	Invoice # 6438 monthly Datto backup (March & April 2025)	Professional Services:Information Technology	\$650.00
Total for Kane Consulting Group				\$650.00
KANOPY, INC.				
05/16/2025	Bill	Invoice # 450734 - PPU for April 2025 play credits	Materials:Virtual Items	\$223.00
Total for KANOPY, INC.				\$223.00
Lazerware				
05/16/2025	Bill	Invoice # 6845 - CM April 2025	Professional Services:Information Technology	\$2,859.08
05/16/2025	Bill	Invoice # 6854 - FC April 2025	Professional Services:Information Technology	\$919.92
Total for Lazerware				\$3,779.00
Matthew Harris				
05/29/2025	Bill	M. Harris tuition reimbursement for spring 2025 class	Professional Development:Training/Tuition	\$446.00
Total for Matthew Harris				\$446.00

Expense by Vendor Detail

May 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
MEI Total Elevator Solutions				
05/29/2025	Bill	Invoice # 1129486 - 35% payment on elevator repairs/modernization (2nd payment overall)	Maintenance Services:Elevator Repairs/Modernization	\$31,430.00
Total for MEI Total Elevator Solutions				\$31,430.00
Moonlight Computing LLC				
05/29/2025	Bill	Annual website hosting	Professional Services:Information Technology	\$360.00
Total for Moonlight Computing LLC				\$360.00
Peerless Network, Inc.				
05/29/2025	Bill	FC monthly fax fees	Utilities:Telephone/Fax	\$76.98
05/29/2025	Bill	CM monthly fax fees	Utilities:Telephone/Fax	\$150.09
Total for Peerless Network, Inc.				\$227.07
Quill LLC				
05/16/2025	Bill	Invoice # 43935907 copy paper	Supplies:Office	\$199.95
Total for Quill LLC				\$199.95
Smithsonian Institution				
05/29/2025	Bill	Magazine - 1 year	Materials:Adult Print Materials	\$44.99
Total for Smithsonian Institution				\$44.99
Tettaton Heating and Air Conditioning				
05/29/2025	Bill	Invoice # 25930 - replace thermostat at FC	Maintenance Services:Building	\$891.00
Total for Tettaton Heating and Air Conditioning				\$891.00
Today's Business Solutions				
05/16/2025	Bill	Invoice # 18136 - Migration of software to new server; conversion of ePRINTit from Classic to SaaS	Professional Services:Information Technology	\$300.00
Total for Today's Business Solutions				\$300.00
United States Postal Service				
05/02/2025	Expense		Supplies:Postage	\$30.80
05/09/2025	Expense		Supplies:Postage	\$31.51
Total for United States Postal Service				\$62.31

Expense by Vendor Detail

May 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
US Bank Equipment Finance				
05/29/2025	Bill	Invoice # 555816693 - for 5/10/2025 - 6/10/2025 copier leasing	Maintenance Services:Equipment	\$738.00
Total for US Bank Equipment Finance				\$738.00
Village Locksmith				
05/16/2025	Bill	new hardware for CM front doors - materials & installation	Maintenance Services:Building	\$544.00
05/28/2025	Expense		Maintenance Services:Building	\$246.40
Total for Village Locksmith				\$790.40
Wood River Public Library				
05/16/2025	Bill	Item # 0001001501731 Master the ASVAB	Other Expenditures:Payments to Other Libraries	\$28.95
Total for Wood River Public Library				\$28.95
Personnel:Benefits:FICA Company				
05/09/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	\$363.00
05/09/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	\$1,552.18
05/09/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	\$144.17
05/09/2025	Journal Entry	Holiday	Personnel:Salaries:Full Time	\$2,160.78
05/09/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	\$134.75
05/09/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	\$12,989.13
05/09/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	\$2,841.37
05/09/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	\$463.21
05/09/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	\$2,858.00
05/09/2025	Journal Entry	Paid Leave	Personnel:Salaries:Part time	\$60.00
05/09/2025	Journal Entry	Regular	Personnel:Salaries:Part time	\$3,344.69
05/09/2025	Journal Entry	Sick	Personnel:Salaries:Part time	\$47.25
05/09/2025	Journal Entry	Vacation	Personnel:Salaries:Part time	\$247.05
05/09/2025	Journal Entry	Invoice	Professional Services:Payroll Service	\$98.24
05/23/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	\$374.62
05/23/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	\$1,601.90
05/23/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	\$130.47

Expense by Vendor Detail

May 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
05/23/2025	Journal Entry	Overtime	Personnel:Salaries:Full Time	\$50.38
05/23/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	\$303.06
05/23/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	\$15,329.01
05/23/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	\$4,651.14
05/23/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	\$550.14
05/23/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	\$636.00
05/23/2025	Journal Entry	Regular	Personnel:Salaries:Part time	\$4,396.82
05/23/2025	Journal Entry	Vacation	Personnel:Salaries:Part time	\$31.50
05/23/2025	Journal Entry	Invoice	Professional Services:Payroll Service	\$196.00
Total for --				\$55,554.86

Mississippi Valley Library District

Profit and Loss

May 2025

	TOTAL
Income	
Charges for Services	
Fax	212.41
Printing/Copying	715.86
Total Charges for Services	928.27
Fines & Forfeitures	
Fines	2.50
Lost or Damaged Books/Inhouse	208.15
Total Fines & Forfeitures	210.65
Intergovernment Revenue	
Grants	
FY2025 PNG Grant	1,471.76
Total Grants	1,471.76
Replacement Tax	2,699.61
Total Intergovernment Revenue	4,171.37
Other Revenues	
Donations - Des & Undes	21,481.77
Interest Income	4,850.21
Miscellaneous	107.50
Reimbursements Other libraries	512.26
Rental Income	
Blum House Rental	1,860.02
Collinsville Rooms	575.00
Total Rental Income	2,435.02
Sale of Items	394.10
Total Other Revenues	29,780.86
Total Income	\$35,091.15
GROSS PROFIT	\$35,091.15
Expenses	
Maintenance Services	
Building	4,958.36
Elevator Repairs/ Modernization	31,430.00
Equipment	738.00
Grounds	1,430.94
Total Maintenance Services	38,557.30

	TOTAL
Materials	
Adult Audio Visual Items	635.58
Adult Print Materials	5,374.80
Juvenile Audio Visual Items	89.80
Juvenile Print Items	400.37
Virtual Items	223.00
Total Materials	6,723.55
Other Expenditures	
Donation Expenditures - Des.	141.50
Grant Expenses	
FY2024 Per Capita Grant	222.97
Total Grant Expenses	222.97
Miscellaneous	75.00
Payments to Other Libraries	122.89
Programming	190.16
Vehicles	329.04
Total Other Expenditures	1,081.56
Personnel	
Benefits	
FICA Company	3,891.70
Health/Dental Insurance	7,154.13
IL Unemployment Company	274.64
IMRF	6,722.45
Total Benefits	18,042.92
Salaries	
Full Time	42,966.97
Part time	8,127.31
Total Salaries	51,094.28
Total Personnel	69,137.20
Professional Development	
Dues	100.00
Training/Tuition	446.00
Total Professional Development	546.00
Professional Services	
Information Technology	5,112.17
Legal Service	1,648.75
Other Professional Services	977.99
Payroll Service	294.24
Total Professional Services	8,033.15
Supplies	
Equipment	81.67
Office	1,640.39
Postage	110.71
Total Supplies	1,832.77

	TOTAL
Utilities	
Electricity	2,988.17
Natural Gas	631.78
Telephone/Fax	287.07
Water/Sewer	662.13
Total Utilities	4,569.15
Total Expenses	\$130,480.68
NET OPERATING INCOME	\$ -95,389.53
NET INCOME	\$ -95,389.53

Mississippi Valley Library District

Balance Sheet

As of May 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	84,228.06
IL Funds - Audit	9,139.79
IL Funds - Building	1,108.81
IL Funds - FICA	57,901.10
IL Funds - General	670,996.16
IL Funds - Gift	32,944.65
IL Funds - IMRF	76,070.21
IL Funds - Insurance	109,205.10
IL Funds - Reserve	40,371.26
IL Funds - Working Cash	235,218.41
Suspense	0.00
Total Bank Accounts	\$1,317,183.55
Other Current Assets	
Petty Cash	100.00
Prepaid Insurance	17,255.45
Total Other Current Assets	\$17,355.45
Total Current Assets	\$1,334,539.00
Other Assets	
Miscellaneous Accounts Rec.	0.00
Taxes Receivable	864,041.62
Total Other Assets	\$864,041.62
TOTAL ASSETS	\$2,198,580.62

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,676.31
Total Accounts Payable	\$6,676.31
Other Current Liabilities	
Accrued Sick Pay	5,253.76
Accrued Vacation	18,665.72
Accrued Wages	17,753.78
Deferred Revenue	975,284.70
Manual A/P	23,347.24
Payroll Liabilities	1,104.05
Direct Deposit	259.15
Fed Withhold	-208.00
Garnishment	176.18
Health/Dental Insurance	342.47
II Withhold	-807.73
IMRF - Payable	209,114.27
Liberty National	10,916.90
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	226,008.23
Total Other Current Liabilities	\$1,266,313.43
Total Current Liabilities	\$1,272,989.74
Total Liabilities	\$1,272,989.74
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	859,304.61
Net Income	52,247.01
Total Equity	\$925,590.88
TOTAL LIABILITIES AND EQUITY	\$2,198,580.62

Mississippi Valley Library District

IL Funds - Gift Ending Balance: \$32,944.65

Date	Ref No.	Payee Type	Account	Memo	Class Location	Payment	Deposit	Stat Auto	Balance
05/31/2025		INTEREST		Interest Earned					
		Deposit	Other Revenues:Interest Income				\$87.26	R	\$32,944.65
05/29/2025		Transfer	Checking	checks paid 5/29/2025		\$24.70		R	\$32,857.39
05/28/2025				\$10.00 min balance for keeping Busey acct open; \$0.08 FY2021 interest not previously transferred		\$10.08		R	\$32,882.09
05/28/2025		Transfer	Checking	from Julianna Gruber - for genealogy			\$100.00	R	\$32,892.17
05/19/2025		Transfer	Checking	printing of bookmark contest winners - from FoL 2025 SRP donation		\$141.50		R	\$32,792.17
05/13/2025		Transfer	Checking	gifts received 4/28/2025 - 5/10/2025			\$21,296.00	R	\$32,933.67
04/30/2025		Transfer	Checking	checks dated 4/29/2025 - for Pan fountain (\$19.79 AmEx) and SRP (\$375.00 Foam & Flight and \$37.50 iREAD)		\$432.29		R	\$11,637.67
04/30/2025		INTEREST		Interest Earned			\$41.50	R	\$12,069.96
		Deposit	Other Revenues:Interest Income						
04/29/2025				yearbook fundraiser transfer for cash sales for 3/27 (x2), 3/29 (x 4), 4/1 (x 2), 4/2, 4/7, 4/8, 4/10, & 4/11			\$390.00	R	\$12,028.46
04/29/2025		Transfer	IL Funds - General	yearbook fundraiser transfers for c.c. payments 3/26, 3/27, 3/29, & 4/17 (x2)			\$233.72	R	\$11,638.46
04/03/2025		Transfer	Checking	cash/check portion of 3/22/2025 Puzzle Race Fundraiser			\$449.00	R	\$11,404.74
04/03/2025		Transfer	IL Funds - General	credit card portion of 3/22/2025 Puzzle Race Fundraiser			\$300.00	R	\$10,955.74
03/31/2025		INTEREST		Interest Earned			\$39.78	R	\$10,655.74
		Deposit	Other Revenues:Interest Income						
03/17/2025				3/16/2025 capital needs donation from Jeffrey May			\$100.00	R	\$10,615.96
02/28/2025		Transfer	Checking	Interest Earned			\$43.17	R	\$10,515.96
		INTEREST							
		Deposit	Other Revenues:Interest Income						
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

Date	Ref No. Type	Payee Account	Memo	Class Location	Payment Deposit	Stat Auto	Balance
02/24/2025	Transfer	Checking	2/12/2025 K. Waltermire & 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		Interest Earned		\$48.64	R	\$12,511.76
01/30/2025	Deposit	Other Revenues:Interest Income			\$7.19	R	\$12,463.12
01/21/2025	Transfer	Checking	donation from E. Janel Dyer for book donation, plus remaining \$0.05		\$40.00	R	\$12,455.93
01/14/2025	Transfer	IL Funds - General			\$7.19	R	\$12,495.93
01/14/2025	Transfer	Checking	correction to over-transfer on 1/9/2024		\$0.62	R	\$12,503.12
01/13/2025	Transfer	Checking	Reversal of over-transfer (donation fees) from 12/10/24 Gift Fund transfer		\$35.15	R	\$12,502.50
01/13/2025	Transfer	Checking	Tienda El Maguey donation, for Ballet Ollin performance on 10/12/2024		\$150.00	R	\$12,537.65
12/31/2024	INTEREST		Interest Earned		\$44.96	R	\$12,687.65
12/26/2024	Deposit	Other Revenues:Interest Income			\$1,097.00	R	\$12,642.69
12/10/2024	Transfer	Checking	12/7 FoL capital needs donation f/ book sale; 12/8- 12/21 deposit 2 capital needs donations & FoL StoryWalk donation		\$1,295.00	R	\$11,545.69
12/06/2024	Transfer	Checking	11 capital needs donations 11/27-12/3/2024				
	Expense	Illinois Funds	IL Funds' interest calc. error reversal	Gift	\$2.66	R	\$10,250.69
11/30/2024	INTEREST		Interest Earned		\$42.90	R	\$10,253.35
10/31/2024	Deposit	Other Revenues:Interest Income			\$42.10	R	\$10,210.45
10/29/2024	Deposit	Other Revenues:Interest Income					
10/29/2024	Transfer	Checking	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	INTEREST		Interest Earned		\$39.55	R	\$9,921.35

Date	Ref No.	Payee	Memo	Class Location	Payment	Deposit	Stat Balance
	Type	Account					Auto
09/09/2024	Deposit	Other Revenues:Interest Income	FoL donation for StoryWalk posts				
08/31/2024	Transfer	Checking	Interest Earned		\$2,000.00	R	\$9,881.80
08/12/2024	Deposit	Other Revenues:Interest Income			\$35.74	R	\$7,881.80
07/31/2024	Transfer	Checking	from Sherri Blair, for genealogy		\$20.00	R	\$7,846.06
07/22/2024	Deposit	Other Revenues:Interest Income	Interest Earned		\$36.36	R	\$7,826.06
07/15/2024	Transfer	Checking	E. Janel Dyer - for book		\$40.00	R	\$7,789.70
07/05/2024	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
07/03/2024	Transfer	Checking	7/5/2024 bills - FC HVAC donations (12 total)		\$1,062.72	R	\$7,626.41
07/02/2024	Transfer	IL Funds - General	FY2024 Gift Fund interest		\$245.61	R	\$8,689.13
07/01/2024	Transfer	Checking	6/29/24 donation F. Gatewood		\$5.00	R	\$8,934.74
	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 - May 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Charges for Services				
Fax	3,208.93	3,450.00	-241.07	93.01 %
Non-resident Fees		82.00	-82.00	
Printing/Copying	10,458.67	10,500.00	-41.33	99.61 %
Total Charges for Services	13,667.60	14,032.00	-364.40	97.40 %
Fines & Forfeitures				
Fines	177.16	500.00	-322.84	35.43 %
Lost or Damaged Books/Inhouse	2,277.00	2,300.00	-23.00	99.00 %
Total Fines & Forfeitures	2,454.16	2,800.00	-345.84	87.65 %
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	2,598.89	0.00	100.00 %
FY2025 PNG Grant	8,285.85	11,709.00	-3,423.15	70.76 %
Other Grants	900.00	5,000.00	-4,100.00	18.00 %
Total Grants	60,910.03	68,433.18	-7,523.15	89.01 %
Replacement Tax	43,561.81	45,000.00	-1,438.19	96.80 %
TIF Funds		0.00	0.00	
Total Intergovernment Revenue	109,408.10	128,433.18	-19,025.08	85.19 %
Other Revenues				
COBRA Reimbursements	6,084.09	6,084.09	0.00	100.00 %
Donations - Des & Undes	31,822.77	20,000.00	11,822.77	159.11 %
Interest Income	65,005.69	82,000.00	-16,994.31	79.28 %
Miscellaneous	1,250.61	1,600.00	-349.39	78.16 %
Property License Agreements	15,000.00	15,001.00	-1.00	99.99 %
Reimbursements Other libraries	2,690.91	2,700.00	-9.09	99.66 %
Rental Income				
Blum House Rental	11,376.59	16,000.00	-4,623.41	71.10 %
Collinsville Rooms	3,071.74	3,200.00	-128.26	95.99 %
FC Pavilion		100.00	-100.00	
FC Rooms		100.00	-100.00	
Total Rental Income	14,448.33	19,400.00	-4,951.67	74.48 %
Sale of Items	4,291.59	5,000.00	-708.41	85.83 %
Sale of Short Street Lot		12,000.00	-12,000.00	
Sale of Vehicle	4,409.33	4,409.33	0.00	100.00 %
Total Other Revenues	145,003.32	168,194.42	-23,191.10	86.21 %
Taxes				
Audit	7,699.59	7,665.56	34.03	100.44 %
Building Maintenance	119,345.64	117,931.73	1,413.91	101.20 %
FICA/Medicare	57,105.91	56,607.23	498.68	100.88 %
IMRF	57,747.63	57,196.89	550.74	100.96 %

TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Liability Insurance	81,488.15	80,783.23	704.92	100.87 %
Property Tax	869,425.38	862,080.92	7,344.46	100.85 %
Total Taxes	1,192,812.30	1,182,265.56	10,546.74	100.89 %
Total Income	\$1,463,345.48	\$1,495,725.16	\$ -32,379.68	97.84 %
GROSS PROFIT	\$1,463,345.48	\$1,495,725.16	\$ -32,379.68	97.84 %
Expenses				
Maintenance Services				
Building	138,583.64	130,000.00	8,583.64	106.60 %
Elevator Repairs/ Modernization	65,024.03	90,000.00	-24,975.97	72.25 %
Equipment	10,126.75	12,000.00	-1,873.25	84.39 %
Grounds	13,051.57	16,000.00	-2,948.43	81.57 %
Total Maintenance Services	226,785.99	248,000.00	-21,214.01	91.45 %
Materials				
Adult Audio Visual Items	11,220.21	11,000.00	220.21	102.00 %
Adult Print Materials	25,233.84	27,000.00	-1,766.16	93.46 %
Juvenile Audio Visual Items	1,558.52	2,000.00	-441.48	77.93 %
Juvenile Print Items	3,694.94	4,500.00	-805.06	82.11 %
Online Databases	4,036.06	10,000.00	-5,963.94	40.36 %
Other Materials	800.97	1,250.00	-449.03	64.08 %
Virtual Items	8,298.97	8,500.00	-201.03	97.63 %
Total Materials	54,843.51	64,250.00	-9,406.49	85.36 %
Other Expenditures				
Donation Expenditures - Des.	4,207.43	15,000.00	-10,792.57	28.05 %
Grant Expenses				
FY2024 Per Capita Grant	45,443.26	49,125.29	-3,682.03	92.50 %
FY2025 PNG Grant	9,854.67	11,709.00	-1,854.33	84.16 %
Other Grants	900.00	5,000.00	-4,100.00	18.00 %
Total Grant Expenses	56,197.93	65,834.29	-9,636.36	85.36 %
Liability & Building Insurance	26,939.84	26,779.84	160.00	100.60 %
Miscellaneous	2,211.86	5,500.00	-3,288.14	40.22 %
Payments to Other Libraries	655.63	1,350.00	-694.37	48.57 %
Programming	6,501.74	7,000.00	-498.26	92.88 %
Vehicles	1,984.48	3,000.00	-1,015.52	66.15 %
Total Other Expenditures	98,698.91	124,464.13	-25,765.22	79.30 %
Personnel				
Benefits				
FICA Company	49,317.51	59,000.00	-9,682.49	83.59 %
Health/Dental Insurance	88,525.65	96,000.00	-7,474.35	92.21 %
IL Unemployment Company	6,630.83	12,000.00	-5,369.17	55.26 %
IMRF	75,821.88	80,000.00	-4,178.12	94.78 %
Total Benefits	220,295.87	247,000.00	-26,704.13	89.19 %
Salaries				
Full Time	510,689.21	550,000.00	-39,310.79	92.85 %
Part time	136,258.60	195,000.00	-58,741.40	69.88 %
Total Salaries	646,947.81	745,000.00	-98,052.19	86.84 %
Total Personnel	867,243.68	992,000.00	-124,756.32	87.42 %
Professional Development				
Dues	846.67	500.00	346.67	169.33 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Training/Tuition	1,721.00	1,000.00	721.00	172.10 %
Travel Expenses	382.56	1,500.00	-1,117.44	25.50 %
Total Professional Development	2,950.23	3,000.00	-49.77	98.34 %
Professional Services				
Audit	8,650.00	8,650.00	0.00	100.00 %
Information Technology	49,567.89	55,000.00	-5,432.11	90.12 %
Internet Services	8,492.00	10,000.00	-1,508.00	84.92 %
Legal Service	9,015.75	5,000.00	4,015.75	180.32 %
Other Professional Services	2,528.67	7,000.00	-4,471.33	36.12 %
Payroll Service	4,291.39	5,100.00	-808.61	84.14 %
Publishing	1,581.15	2,200.00	-618.85	71.87 %
Total Professional Services	84,126.85	92,950.00	-8,823.15	90.51 %
Supplies				
Equipment	2,919.77	10,000.00	-7,080.23	29.20 %
Office	11,390.60	12,000.00	-609.40	94.92 %
Postage	3,305.04	3,900.00	-594.96	84.74 %
Total Supplies	17,615.41	25,900.00	-8,284.59	68.01 %
Utilities				
Electricity	42,858.08	52,000.00	-9,141.92	82.42 %
Natural Gas	8,293.39	7,500.00	793.39	110.58 %
Telephone/Fax	3,497.13	4,000.00	-502.87	87.43 %
Water/Sewer	4,185.29	4,500.00	-314.71	93.01 %
Total Utilities	58,833.89	68,000.00	-9,166.11	86.52 %
Total Expenses	\$1,411,098.47	\$1,618,564.13	\$ -207,465.66	87.18 %
NET OPERATING INCOME	\$52,247.01	\$ -122,838.97	\$175,085.98	-42.53 %
NET INCOME	\$52,247.01	\$ -122,838.97	\$175,085.98	-42.53 %

Mississippi Valley Library District

Profit and Loss Comparison

July 2024 - May 2025

	TOTAL			
	JUL 2024 - MAY 2025	JUL 2023 - MAY 2024 (PP)	CHANGE	% CHANGE
Income				
Charges for Services				
Fax	3,208.93	3,237.31	-28.38	-0.88 %
Non-resident Fees		81.00	-81.00	-100.00 %
Printing/Copying	10,458.67	9,987.00	471.67	4.72 %
Total Charges for Services	13,667.60	13,305.31	362.29	2.72 %
Fines & Forfeitures				
Fines	177.16	408.70	-231.54	-56.65 %
Lost or Damaged Books/Inhouse	2,277.00	2,145.46	131.54	6.13 %
Total Fines & Forfeitures	2,454.16	2,554.16	-100.00	-3.92 %
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	3,875.11	-1,276.22	-32.93 %
FY2025 PNG Grant	8,285.85		8,285.85	
Other Grants	900.00	4,934.11	-4,034.11	-81.76 %
Total Grants	60,910.03	60,175.75	734.28	1.22 %
Replacement Tax	43,561.81	55,329.42	-11,767.61	-21.27 %
Total Intergovernment Revenue	109,408.10	125,056.17	-15,648.07	-12.51 %
Other Revenues				
COBRA Reimbursements	6,084.09	15,325.20	-9,241.11	-60.30 %
Donations - Des & Undes	31,822.77	11,342.75	20,480.02	180.56 %
Interest Income	65,005.69	25,432.83	39,572.86	155.60 %
Miscellaneous	1,250.61	1,355.17	-104.56	-7.72 %
Property License Agreements	15,000.00	15,000.00	0.00	0.00 %
Reimbursements Other libraries	2,690.91	1,155.16	1,535.75	132.95 %
Rental Income				
Blum House Rental	11,376.59	14,532.39	-3,155.80	-21.72 %
Collinsville Rooms	3,071.74	2,285.57	786.17	34.40 %
FC Pavilion		550.00	-550.00	-100.00 %
FC Rooms		50.00	-50.00	-100.00 %
Total Rental Income	14,448.33	17,417.96	-2,969.63	-17.05 %
Sale of Items	4,291.59	4,639.00	-347.41	-7.49 %
Sale of Vehicle	4,409.33		4,409.33	
Total Other Revenues	145,003.32	91,668.07	53,335.25	58.18 %
Taxes				
Audit	7,699.59	8,093.51	-393.92	-4.87 %

	TOTAL			
	JUL 2024 - MAY 2025	JUL 2023 - MAY 2024 (PP)	CHANGE	% CHANGE
Building Maintenance	119,345.64	109,837.46	9,508.18	8.66 %
FICA/Medicare	57,105.91	52,028.29	5,077.62	9.76 %
IMRF	57,747.63	38,153.84	19,593.79	51.35 %
Liability Insurance	81,488.15	56,652.37	24,835.78	43.84 %
Property Tax	869,425.38	821,465.31	47,960.07	5.84 %
Total Taxes	1,192,812.30	1,086,230.78	106,581.52	9.81 %
Total Income	\$1,463,345.48	\$1,318,814.49	\$144,530.99	10.96 %
GROSS PROFIT	\$1,463,345.48	\$1,318,814.49	\$144,530.99	10.96 %
Expenses				
Maintenance Services				
Building	138,583.64	112,393.33	26,190.31	23.30 %
Elevator Repairs/ Modernization	65,024.03		65,024.03	
Equipment	10,126.75	8,826.07	1,300.68	14.74 %
Grounds	13,051.57	12,435.16	616.41	4.96 %
Total Maintenance Services	226,785.99	133,654.56	93,131.43	69.68 %
Materials				
Adult Audio Visual Items	11,220.21	9,971.55	1,248.66	12.52 %
Adult Print Materials	25,233.84	28,683.57	-3,449.73	-12.03 %
Juvenile Audio Visual Items	1,558.52	1,968.81	-410.29	-20.84 %
Juvenile Print Items	3,694.94	3,761.16	-66.22	-1.76 %
Online Databases	4,036.06	7,701.93	-3,665.87	-47.60 %
Other Materials	800.97	953.26	-152.29	-15.98 %
Virtual Items	8,298.97	2,930.74	5,368.23	183.17 %
Total Materials	54,843.51	55,971.02	-1,127.51	-2.01 %
Other Expenditures				
Donation Expenditures - Des.	4,207.43	11,526.88	-7,319.45	-63.50 %
Grant Expenses				
FY2023 Per Capita Grant		47,447.60	-47,447.60	-100.00 %
FY2024 Per Capita Grant	45,443.26		45,443.26	
FY2024 PNG Grant		6,460.78	-6,460.78	-100.00 %
FY2025 PNG Grant	9,854.67		9,854.67	
Other Grants	900.00	4,934.11	-4,034.11	-81.76 %
Total Grant Expenses	56,197.93	58,842.49	-2,644.56	-4.49 %
Liability & Building Insurance	26,939.84	24,766.48	2,173.36	8.78 %
Miscellaneous	2,211.86	4,979.03	-2,767.17	-55.58 %
Payments to Other Libraries	655.63	1,161.50	-505.87	-43.55 %
Programming	6,501.74	3,677.87	2,823.87	76.78 %
Vehicles	1,984.48	4,055.68	-2,071.20	-51.07 %
Total Other Expenditures	98,698.91	109,009.93	-10,311.02	-9.46 %
Personnel				
Benefits				
FICA Company	49,317.51	45,627.64	3,689.87	8.09 %
Health/Dental Insurance	88,525.65	85,737.03	2,788.62	3.25 %
IL Unemployment Company	6,630.83	6,765.88	-135.05	-2.00 %
IMRF	75,821.88	73,247.70	2,574.18	3.51 %
Total Benefits	220,295.87	211,378.25	8,917.62	4.22 %

TOTAL				
	JUL 2024 - MAY 2025	JUL 2023 - MAY 2024 (PP)	CHANGE	% CHANGE
Salaries				
Full Time	510,689.21	464,873.89	45,815.32	9.86 %
Part time	136,258.60	133,339.79	2,918.81	2.19 %
Total Salaries	646,947.81	598,213.68	48,734.13	8.15 %
Total Personnel	867,243.68	809,591.93	57,651.75	7.12 %
Professional Development				
Dues	846.67	420.00	426.67	101.59 %
Training/Tuition	1,721.00		1,721.00	
Travel Expenses	382.56		382.56	
Total Professional Development	2,950.23	420.00	2,530.23	602.44 %
Professional Services				
Audit	8,650.00	8,360.00	290.00	3.47 %
Information Technology	49,567.89	43,505.10	6,062.79	13.94 %
Internet Services	8,492.00	9,907.30	-1,415.30	-14.29 %
Legal Service	9,015.75	1,560.00	7,455.75	477.93 %
Other Professional Services	2,528.67	4,007.50	-1,478.83	-36.90 %
Payroll Service	4,291.39	3,798.95	492.44	12.96 %
Publishing	1,581.15	1,182.60	398.55	33.70 %
Total Professional Services	84,126.85	72,321.45	11,805.40	16.32 %
Supplies				
Equipment	2,919.77	7,815.13	-4,895.36	-62.64 %
Office	11,390.60	10,671.75	718.85	6.74 %
Postage	3,305.04	3,921.66	-616.62	-15.72 %
Total Supplies	17,615.41	22,408.54	-4,793.13	-21.39 %
Unapplied Cash Bill Payment Expense		0.00	0.00	
Utilities				
Electricity	42,858.08	41,974.02	884.06	2.11 %
Natural Gas	8,293.39	6,350.73	1,942.66	30.59 %
Telephone/Fax	3,497.13	3,799.93	-302.80	-7.97 %
Water/Sewer	4,185.29	2,762.95	1,422.34	51.48 %
Total Utilities	58,833.89	54,887.63	3,946.26	7.19 %
Total Expenses	\$1,411,098.47	\$1,258,265.06	\$152,833.41	12.15 %
NET OPERATING INCOME	\$52,247.01	\$60,549.43	\$ -8,302.42	-13.71 %
NET INCOME	\$52,247.01	\$60,549.43	\$ -8,302.42	-13.71 %

DRAFT NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY AND WHISTLEBLOWER POLICY

Presented May 19, 2025 & June 16, 2025

2.7 NON-DISCRIMINATION AND ANTI-HARASSMENT

Non-Discrimination and Anti-Harassment

The Mississippi Valley Library District (hereafter "Library") is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the Library will not tolerate discrimination against or harassment by anyone, including any supervisor, employee, vendor, consultant, contractor, or trustee of the Library.

Conduct prohibited by this policy is unacceptable on Library property and in connection with any Library-related activity outside the Library's property, such as but not limited to during Library-sponsored activities at local parks.

Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

2.7.1 Discrimination

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, ancestry, national origin, citizenship status, work authorization status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law.

2.7.2 Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, ancestry, national origin, citizenship status, work authorization status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law that has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to:

1. Epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and
2. Written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of their protected status.

2.7.3 Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's performance of duties or creating an intimidating, hostile, or offensive work environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks, or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another individual, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

For purposes of this policy, the phrase "work environment" is not limited to a physical location where an employee is assigned to perform their duties and the prohibition of harassment does not require an employment relationship. For purposes of this policy, "nonemployees" in the workplace means a person who is not otherwise an employee of the Library and is directly performing services for the Library pursuant to a contract with the Library and includes contractors and consultants.

Sexual harassment of nonemployees in the workplace by Library employees and sexual harassment of Library employees by nonemployees in the workplace will not be tolerated. Any employee or nonemployee who either observes or believes that they are being subjected to or are the object of sexual harassment is urged to immediately report such conduct in accordance with this policy's Reporting Procedure.

Sexual harassment prohibited by this policy includes verbal, electronic, written, or physical conduct. The terms intimidating, hostile, or offensive as used above include conduct which has the effect of humiliation, embarrassment, or discomfort.

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another individual who witnesses or overhears the conduct.

2.7.4 Reporting Procedure

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. It is the express policy of the Library to encourage reporting of any perceived harassment or discrimination. An individual who believes that they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint as follows:

1. **Employee:** Employees are encouraged to report any incidents of harassment or discrimination to their supervisor or any other manager or supervisor. If a manager or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Executive Director for investigation. In the case of the offending person being the Executive Director, the report should be made to a Library trustee.
2. **Trustee:** All members of the Library's Board of Trustees, whether elected or appointed, are subject to this policy and are prohibited from harassing or discriminating against another trustee or another elected or appointed official of a governmental unit, or any employee, nonemployee, or patron in any Library work environment. Any member of the Board who violates this policy shall be liable for their individual conduct. Any allegation of harassment or discrimination made by an elected or appointed official against another elected or appointed official is to be reported to the Executive Director.
3. **Contractor:** Any employee or nonemployee who either observes or believes that they are being subjected to or is the object of harassment or discrimination is urged to immediately report such conduct to the Executive Director for investigation. In the case of the offending person being the Executive Director or a Library trustee, the report should be made to another Library trustee.

The Library encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken.

2.7.5 Investigation Procedure

The Executive Director, or their designee, shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. The Library may put reasonable interim measures in place, such as a leave of absence (with or without pay), while the investigation takes place.

For complaints by an elected/appointed official against another elected/appointed official, the Executive Director shall, in consultation with legal counsel for the Library, ensure that an independent review is conducted with respect to such allegations.

Employees and officials are required to cooperate with investigations conducted by the Library.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. While the Library will strive to maintain confidentiality under this policy, a proper investigation requires informing the accused of a complaint, and may involve informing others who may have information relevant to the investigation.

A substantiated complaint against an employee will subject the individual to disciplinary action, up to and including termination. The Library will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or nonemployee.

If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of termination.

2.7.6 Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an individual because they have (1) opposed conduct which they reasonably and in good faith believe to be unlawful discrimination, sexual harassment in employment, or discrimination in employment, or (2) made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing related to conduct prohibited under this policy is strictly prohibited. Any individual who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination. The Library will also take appropriate action to address a third party or nonemployee who engages in retaliation.

2.7.7 Resolution Outside Employer

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 2 years of the alleged incident(s), and an EEOC complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. Refer directly to the agency websites for the most timely information.

Contact information:

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; Chicago TTY: 866-740-3953
- Springfield: 217-785-5100; Springfield TTY: 866-740-3953
- Marion: 618-993-7463; Marion TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; Chicago TTY: 312-814-4760
- Springfield: 217-785-4350; Springfield TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; Chicago TTY: 800-869-8001

2.7.8 Annual Training

The Library will provide annual sexual harassment prevention training for all employees and elected or appointed officials in accordance with Illinois law. All employees shall annually take the Sexual Harassment Prevention Training course developed by the IDHR or another competent vendor meeting the training requirements as set by law, and elected and appointed officials are encouraged to attend. Evidence of annual completion of the required training shall be maintained by the Executive Director.

Adopted by Ordinance 18-04 01/08/2018; Revised 11/18/2019, 5/19/2025

6.9 WHISTLEBLOWING

Definitions

“Auditing official” or “auditor” as applied to this policy is the Library’s Executive Director. If the auditor is unable or unavailable to serve, the alternate auditor will be a member of the Library’s Board of Trustees as appointed annually by the Board President. If the primary or alternate auditors are unable or unavailable to serve, the tertiary auditor will be an attorney-at-law from the Guin Mundorf firm. The auditor or their designee has the authority to appoint other members of the management team, Board members, and/or outside counsel/consultants to assist with the investigation.

“Improper governmental action” means any action by a Library employee or appointed or elected official that is undertaken in violation of a federal, state, or local law or rule; is an abuse of authority; violates the public’s trust or expectation of their conduct; or is of substantial and specific danger to the public’s health or safety; is a gross waste of public funds. The action need not be within the scope of the official’s or employee’s official duties to be subject to a claim of improper governmental action. This definition does not include personnel actions such as, but not limited to, employee grievances, performance evaluations, promotions, transfers, demotions, suspensions, dismissals, reductions in pay, or reinstatements.

“Retaliate,” “retaliation,” or “retaliatory action” means any adverse change in an employee’s employment status or the terms and conditions of employment that results from an employee’s protected activity under this policy. It includes, but is not limited to, denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, reduction in pay, denial of promotion, transfer or reassignment, suspension or dismissal, or other disciplinary action made because of an employee’s protected activity under this policy.

“Whistleblower” as defined by this policy is an employee or contractor of the Mississippi Valley Library District (hereafter “Library”) who reports an activity that they consider to be an improper governmental action to the auditor or their designee.

False Reporting

The employee or contractor filing a whistleblower report must exercise sound judgment to avoid baseless allegations. An employee or contractor who intentionally files a false report of wrongdoing will be subject to disciplinary action up to and including termination.

Whistleblower Protections

Whistleblower protections are provided in two important areas: maintaining confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower and any witnesses will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and/or to provide accused individuals their legal rights of defense. A whistleblower may also waive confidentiality in writing.

The Library will not retaliate against a whistleblower for:

- Reporting an improper governmental action pursuant to this policy,
- Cooperating with an investigation by an auditing official related to a report of improper governmental action, or
- Testifying in a proceeding or prosecution arising out of an improper governmental action

Any whistleblower who believes they are being retaliated against should contact the auditor or their designee immediately. Reports of retaliation must be made within 60 days of gaining knowledge of the retaliatory action. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Process for Reporting Illegal or Dishonest Activity, Review of Report, and Resolution of Investigation

- Whistleblower and retaliation claims should be reported to the designated auditor or, if they are unable or unavailable to serve, the alternate auditor. Claims must be submitted in writing. A designated Whistleblower Reporting Form is attached to this policy for convenience, but use of this form is not required for a claim to be made.
- Upon receiving such a report, the auditor or their designee will consult with others (such as the Board of Trustees or outside counsel) to determine whether the claim falls under the whistleblower policy and, if so, how to proceed. Employment-related concerns, including but not limited to harassment, discrimination, bullying, and other such work-related complaints are not covered by these whistleblowing protections and should follow the reporting procedure for non-discrimination and anti-harassment and the Library's grievance policy.
- After a written report is received by the auditor and determined to be covered by this policy, a written acknowledgement may be sent to the complainant including a timeline for review, investigation, and resolution.
- The auditor or their designee may meet with the complainant, the subject(s) of the investigation, and/or other witnesses as part of the investigation. The auditor or their designee has the authority to conduct multiple interviews, if needed. The auditor or their designee may also request written statements and/or other documentation that may be pertinent to the resolution of the complaint.
- If it is determined that the conduct that is the subject of the complaint involves fraud, illegal, and/or egregious conduct, the auditor or their designee has the authority to conduct the

investigation in a more formal manner. This may include a report to law enforcement agencies.

- Upon completion of the investigation, the complainant and the subject(s) of the investigation will be notified in writing that the investigation is complete and what the determination is. If the auditor or their designee determines this policy has been violated, the Board of Trustees will be notified. Remedies and discipline for policy violations will be in accordance with applicable law.



Collinsville Memorial Library Center
408 West Main Street
Collinsville, IL 62234

Fairmont City Library Center
4444 Collinsville Road
Fairmont City, IL 62201

Historic Blum House
414 West Main Street
Collinsville, IL 62234

Whistleblower Reporting Form

Instructions:

- All requested information must be provided so that an investigation can be conducted.
- All information in this form will be kept confidential to the fullest extent possible. Please review the attached Whistleblower Policy.
- If you are reporting multiple individuals or incidents, please fill out a separate form for each individual and/or occurrence.
- Submit this form to Whistleblower Policy Auditing Official, % Mississippi Valley Library District, 408 West Main Street, Collinsville, IL 62234.

Your name: _____

Telephone: _____ Email: _____

Name of Person You Are Reporting: _____

Date of Incident: _____

Type of Incident:

- ☐ Incorrect financial reporting
- ☐ Unlawful activity
- ☐ Activities that are inconsistent with Library policies and/or local, state, and/or federal law
- ☐ Other serious improper conduct: _____

Description of Incident (*attach additional pages if needed*):

CERTIFICATION: I certify that the information in this form is true and accurate to the best of my knowledge.

Signature

Date

A LEASE AGREEMENT BETWEEN THE MISSISSIPPI VALLEY LIBRARY DISTRICT AND THE COLLINSVILLE HISTORICAL MUSEUM

This Lease Agreement ("Agreement") is made and entered into this ____ day of June, 2025 by and between the Mississippi Valley Library District ("Library;" previously known as the Collinsville Memorial Public Library District), a unit of local government, and the Collinsville Historical Museum ("Museum"), a not-for-profit corporation created pursuant to the Laws of the State of Illinois. The Library and Museum may be referred to individually as "Party" or jointly as "Parties" throughout this Agreement.

WHEREAS, the Library and Museum have previously entered into a lease agreement, dated June 28, 2005 ("Lease"), for the purposes of constructing and maintaining a Museum building on Library property, and

WHEREAS, pursuant to Section 4 of the Lease, unless otherwise terminated earlier by the Library or Museum, the Lease was for a term of twenty (20) years, and was set to terminate on June 28, 2025, and

WHEREAS, the Library and Museum have agreed to renew the lease agreement with amendments,

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

1. This Agreement incorporates the terms and conditions of a Memorandum of Understanding entered into between the Library and the Museum on October 27, 2020 regarding the maintenance of landscaping on the north side of the Museum building ("Maintenance MOU"). The Maintenance MOU is attached to this Agreement as Exhibit A.
2. Paragraph 4 under the prior Lease is amended to read as follows:
"Unless otherwise terminated earlier as hereinafter provided, the term of this Lease shall be for a period of twenty (20) years commencing on the date hereof and terminating on midnight on June ___, 2045. Thereafter, the Parties may agree to renew or extend this Agreement in writing."
3. Paragraph 5 under the prior Lease is amended to read as follows: "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 continue at an annual rental cost of ONE DOLLAR (\$1.00)."

4. To the fullest extent permitted by law, the Museum shall indemnify and hold harmless the Library and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with (i) the conduct or management of the Leased Premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the Leased Premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Museum or any of its partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Library property or facility, regardless of whether or not it is caused in part by the Museum. This obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Museum shall similarly protect, indemnify and hold and save harmless the Library, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Museum breach of any of its obligations under, or its default of, any provision of this Lease.

5. The Museum shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damage to property, which may arise from or in connection with its obligations and rights under this Agreement. The cost of such insurance shall be born by the Museum.

Insurance coverage and limits shall be no less than:

- i. Comprehensive General Liability: \$1,000,000.00 combined single limit per occurrence for bodily injury, personal injury, and property damage. The general aggregate limit shall apply to the Leased Premises.
- ii. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by statute and Employers Liability limits of \$1,000,000.00 per accident and \$1,000,000.00 per disease.

All insurance under this Paragraph shall name the Museum and Library as insureds, with loss payable clauses in favor of the Museum or Library as their interests may appear. The Museum shall, within sixty (60) days of the date of this Agreement, provide the Library with a copy of all certificates of insurance or other evidence of coverage.

6. Except as described in Item 1 above, maintenance of property surrounding the Museum building is the responsibility of the Library. On a case-by-case basis, the Library may request financial assistance from the Museum to address any necessary remediation of issues related to drainage, etc. that may have an adverse impact on the Museum building.

7. Unless as stipulated above, the terms and conditions of the prior Lease are in effect.

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

Mississippi Valley Library District

Collinsville Historical Museum

Signature of Authorized Representative

Signature of Authorized Representative

Date of Approval

Date of Approval

Exhibit A

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

Kyle Walton Date 10-27-2020

FOR: Collinsville Historical Museum

Fred Geary Date 10/28/2020



ORDINANCE NO. 25-04

**ADOPTION OF REGULAR MEETING DATES, TIMES, AND LOCATIONS
FOR FISCAL YEAR 2025-2026**

Pursuant to Illinois Compiled Statutes, Chapter 75, Act 16, 30-50 (a), the Mississippi Valley Library District Board of Trustees sets the following times and places for regularly scheduled meetings, effective July 1, 2025 through June 30, 2026.

The regularly scheduled board meetings shall be held on the third Monday of the month unless otherwise noted below. Board meetings start at 6:30 PM unless otherwise noted.

Date	Location
July 21, 2025	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
August 18, 2025	Collinsville Memorial Library, 408 W. Main St., Collinsville, IL 62234
September 15, 2025	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
October 20, 2025	Collinsville Memorial Library, 408 W. Main St., Collinsville, IL 62234
November 17, 2025	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
January 20, 2026 (3 rd Tuesday)	Collinsville Memorial Library, 408 W. Main St., Collinsville, IL 62234
February 17, 2026 (3 rd Tuesday)	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
March 16, 2026	Collinsville Memorial Library, 408 W. Main St., Collinsville, IL 62234
April 20, 2026	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
May 19, 2026 (3 rd Tuesday)	Collinsville Memorial Library, 408 W. Main St., Collinsville, IL 62234
June 15, 2026	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201

This Ordinance is effective immediately upon adoption.

Adopted at the Regular Meeting, June 16, 2025.

Board of Trustees of the Mississippi Valley
Library District

President, Board of Trustees

ATTESTED:

Secretary, Board of Trustees

Chapter 8 (System Member Responsibilities and Resource Sharing)

Illinois has a rich history and a national reputation as a leader in library resource sharing, thanks in large part to the ongoing partnership between the Illinois State Library, Illinois library systems, and individual system members from libraries of all types (public, academic, school, and special) throughout the state.

A watershed moment in this history was the creation of library systems through the 1965 *Library System Act* [75 ILCS 10/]. The visionaries who established library systems knew that resource sharing would make all libraries stronger and able to provide better services to their users. Other statewide alliances that came after the creation of systems went several steps further in achieving these goals, including the Illinois Library and Information Network (ILLINET), representing the more than 3,000 Illinois library system members, and the Libraries Very Interested in Resource Sharing (LVIS) initiative, which represents the first global OCLC no charge Resource Sharing Group agreement began out of a shared goal of the Illinois State Library and the Missouri Library Network Corporation (MLNC) for the Midwest region. During the first year, LVIS members included more than 200 multi-type libraries in Illinois and Missouri. There are now more than 2,700 members, worldwide.

Illinois library systems work with their member libraries to provide services that no one library would be able to offer on its own. As a system member, a public library must agree to participate in resource sharing to the fullest extent possible through interlibrary loan, reciprocal borrowing, reciprocal access, and other cooperative activities.

Systems help libraries meet these responsibilities by administering and providing ongoing support for shared online catalogs, providing delivery service to transport materials between libraries across the state and beyond, spearheading cooperative e-book initiatives, offering continuing education designed to help libraries learn more about resource sharing philosophies and processes, and by consulting and sharing expertise between member libraries and strongly encouraging them to share their expertise and other resources with each other.

Resource sharing is fundamental to maintaining the top-notch library service the state of Illinois is known for and every library benefits from sharing resources to the fullest extent possible. The director of one of the largest libraries in Illinois who was nationally known for his innovations in library automation and cooperation, Hugh Atkinson (b.1933- d. 1986), then director of libraries at the University of Illinois at Urbana/Champaign, wrote, “My point is that one should not try to reach some kind of theoretical balance or fairness, but to build a network that will provide, by its services and arrangement, the library activities that will satisfy each of the participants, although not necessarily in the same way.” (Atkinson, H. (1987). Atkinson on networks. *American Libraries*, 18, 433.)

By continuing to work together in partnership, the Illinois library community can further these ideals and most importantly, better meet the diverse information needs of all those who live in the state.

Support for Illinois Library Systems is provided through the Secretary of State’s office with funds appropriated by the Illinois General Assembly. Library systems are governed by representatives from their member libraries as detailed in *Illinois Compiled Statutes* [75 ILCS 10/5] and system bylaws.

System Member Responsibilities and Resource Sharing Standards

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.
2. All Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.
3. All Illinois public libraries abide by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
4. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.
6. Every public library has a responsibility to offer its residents quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

System Member Responsibilities and Resource Sharing Checklist

- ☐ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- ☐ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- ☐ The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
- ☐ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- ☐ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
- ☐ If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.