

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

DATE: April 15, 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.

## **ROLL CALL**

Trustees present:

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

Trustees absent: none

Also present: Kyla Waltermire, Executive Director and  
Matt Harris, Assistant Director

## **2. Pledge of Allegiance**

## **3. Public Input**

The following members of the public spoke: none

## **4. Friends Update**

The Friends of the Library have a Book Sale on May 2, 9-5 and May 3, 9 -4, at Collinsville Library. There will be a donation box available as well.

## **5. Trustee Comments:**

Romero-Lizana - the Drive-Thru Easter egg was a big success.

Robison - commends library on Community involvement

- Tax preparation available - many, many took advantage of this.
- Valentines to Seniors Card Drive -Thank you letter from Senator Erica Harris

- City Code books available at library now
- Lomax - congratulations to the 3 newly elected Board members
- Thanked Mark Schusky for his 12 years on the Library Board
- Murphy - also thanked Schusky for his service on the Board.

## **6. Consent Items:**

### **Motion to accept Consent Items**

#### **Moved by Schusky, seconded by York.**

- a. Approval of Minutes
  - i. Special Board Meeting - February 12, 2025 - Closed Session - approve and open

Lomax had a question, this item was moved to the Closed Session.

Schusky and York agreed that their original motion could include this move.

- ii. Regular Board Meeting of March 17, 2025

Lomax - change "Kulupka approached by patron about Valentines Day" to "Black History Month."

Waltermire - can we accept that as a scrivener's error and it will be corrected, and we can proceed? All agreed.

- b. Communication - received one from Michael Treece

- c. Administrative Reports -

Waltermire - PolarAire is testing the pumps for the fountain to find leak.

- Looking into Tax incentives for Solar Panels.
- DMV booked up for time slots at Library
- IHLS - funding paused, inter-library delivery, etc., PNG Grant. Can reach out to elected officials and ask for that funding to be reinstated as it does impact our library.
- City Wide Garage Sale Fundraiser - only a few have signed up for tables so far.

Harris - Thank you to the organizations and vendors who made the Easter egg event in Fairmont City possible. Over 100 cars. Would do it like this again.

d. Finances -

i. March 2025 Expense by Vendor, Profit & Loss, and Funds Balances

Robison - Suggests you could do a line item on the Budget for Contingency items.

ii. Gift Fund Transactions

iii. FY2025 Profit & Loss Budget vs Actual and Profit & Loss year Comparison

Robison - Budget vs. Actual - we are doing well. Have spent 73.8% and are 75% of the way through the fiscal year.

e. Committee Reports

i. Finance - no meetings

ii. Personnel - no meetings

iii. Fundraiser - no meetings

**Roll call Vote to accept consent items, excluding the Closed Session Minutes for February 12, 2025**

Kulupka - yes

Lomax - yes

Murphy - yes

Robison - yes

Romero- Lizana - yes

Schusky - yes

York - yes

Yes 7, No: 0, Abstain - 0. Motion passed.

**7. Unfinished Business**

a. Elevator Repairs Update. Waltermire: Moving ahead. Parts are in production. Components shipped to MEI sometime next month. Installation early to mid-summer.

b. Update on Executive Director Annual Evaluation Process

- Romero-Lizana - it will be ready for the May Board meeting.

c. Discussion and Possible Action on Combination of Whistleblower Policy and Anti-Harassment & Non-Discrimination Policy

Waltermire - new draft policy will be ready next month. Legal Council recommends keeping it separate because their purposes are separate.

## **8. New Business**

a. Discussion and Possible Action on Disposal of Library records in Compliance with Application for Authority to Dispose of Local Records.

Waltermire - procedure by State Archives, give retention schedule for categories of items. Does there need to be Board approval for continuing this regular process? Closed Session recordings already require Board approval. The Board would need to draft a new policy for any new procedures.

Lomax - would like to know more details of this process and what is being destroyed. What has to be disposed of and what needs to be retained. Waltermire will share the Applications in the future.

Robison - is very familiar with process. You try to hang on to everything, but storage becomes a big issue. She believes it is good to follow their recommendations

Waltermire - goes through everything very carefully and lets the Board know if anything is in question.

b. Discussion and Possible Action on Creation of and Appointments to Building and Grounds Committee

Lomax - would like to see a committee formed. Prioritize needs.

Waltermire - need to vote to set up Committee and what their charge would be. She would need to revise the Bylaws to include that. Waltermire and the contractor would explain needs to the Committee.

York - what would they do?

Lomax - prioritize and budget for needed repairs and improvements. Looking and planning ahead for some of the needs. Create a budget for those needs.

### **Motion to Create a Building and Grounds Committee:**

Motion by Kulupka, Seconded by York.

### **Roll Call Vote:**

Kulupka - yes

Lomax - yes

Murphy - no  
Robison - yes  
Romero- Lizana - no  
Schusky - yes  
York - yes  
Yes - 5, No - 2, Abstain - 0. Motion passed.

c. Discuss and Possible Action on Legal Action Regarding Damage to Fairmont City Library's Field

Waltermire - Trucking Company across the street made ruts and damage to grass. Harris talked to them. Harris got the run-around and a "no". He showed them security video of their trucks making the ruts. They offered to fill it with rock and cover it with grass. But it needs dirt and grass in some areas. Waltermire got estimates of around \$1,100 to repair the damage properly. She said Kulupka suggested have our lawyer send the trucking company a letter with the estimates.

Harris - They filed Police Report. The Police assessed the damage cost as a felony. City not willing nor responsible to repair damage or put up any barrier to prevent future recurrence of damage. It's the library property and responsibility.

**Motion to have our Lawyer send a letter with estimates to the trucking company.**

Motion made by York, seconded by Robison.

**Roll Call Vote:**

Kulupka - yes  
Lomax - yes  
Murphy - yes  
Robison - yes  
Romero- Lizana - yes  
Schusky - yes  
York - yes  
Yes 7, No: 0, Abstain - 0. Motion passed.

d. Review of Serving Our Public 4.0, Chapter 6 - Safety Standards

Waltermire - the library does Fire, Tornado, and Active Assailant drills. Has NARCAN, has an AED, and First Aid kits at both libraries. And all staff at both library locations have CPR and AED training. Some have First Aid training as well.

**Motion to adjourn Open Session and go into Closed Session for the Discussion of Closed Session Minutes of February 12, 2025.**

**Motion made by York, seconded by Murphy.**

**Roll Call Vote:**

Kulupka - yes

Lomax - yes

Murphy - yes

Robison - yes

Romero- Lizana - yes

Schusky - yes

York - yes

Yes 7, No: 0, Abstain - 0. Motion passed. 7:40 pm

## **9. Closed Session**

a. Discussion of Closed Session Minutes of February 12, 2025.

**Motion to Leave Closed Session**

**Motion made by Kulupka and seconded by Schusky.**

**Roll Call Vote:**

Kulupka - yes

Lomax - yes

Murphy - yes

Robison - yes

Romero- Lizana - yes

Schusky - yes

York - yes

Yes 7, No: 0, Abstain - 0. Motion passed.

## **10. Action for items Discussed in Closed Session**

**Motion to Approve and Open the Closed Session Minutes of February 12, 2025 Minutes**

**Motion made by Schusky and seconded by Robison.**

**Roll Call Vote:**

Kulupka - yes

Lomax - yes

Murphy - yes

Robison - yes

Romero- Lizana - yes

Schusky - yes

York - yes

Yes 7, No: 0, Abstain - 0. Motion passed.

**11. Motion to Adjourn:** Motion by Romero-Lizana, seconded by Kulupka

**Voice Vote:**

Yes, 7, No -0, Abstain 0. Motion passed, **Adjournment at 7:57 pm.**

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**Re: to board of directors**

1 message

**Kyla Waltermire** <kylaw@mvlid.org>

Thu, Apr 17, 2025 at 5:23 PM

To: Carla Thompson &lt;carla86thompson@yahoo.com&gt;

Hello Carla,

Thank you for reaching out about the community room's drinking fountain. We've attempted to shut off the water to the fountain, but the water is coming from a source that can only be shut off if we turn off water to the whole building. Thankfully the cost of water coming from it has had no discernable impact on our water bill. This year's building maintenance allowance was thrown off by the necessary elevator repairs, which took priority over the drinking fountain. We do intend to replace the drinking fountain in the near future, potentially as part of next fiscal year's budget and/or pending receipt of a donation(s) to cover its replacement, whichever comes first.

Sincerely,

---  
Mx. Kyla Waltermire, MS LIS (she/her - What's this?)  
Executive Director  
Mississippi Valley Library District  
408 West Main Street, Collinsville, IL 62234  
P: 618-344-1112 ext. 201  
F: 618-345-6401

On Tue, Apr 15, 2025 at 12:43 PM Carla Thompson <carla86thompson@yahoo.com> wrote:

i attend class in the room in the basement which has a water fountain, and water has been coming out of it for the last 6 months, it has a sign out of order, yet water continues to run all the time. i think your water bill must be very large, why has this not been fixed or the water shut off from the fountain? concerned carla thompson



Virus-free.www.avg.com



Friday, April 18, 2025

Fairmont City Library  
4444 Collinsville Road  
Fairmont City, Illinois 62201

Mr. Matt Harris,

Tax season can be daunting and confusing, especially for financially challenged older Americans. It can be very intimidating and often complex. There are rebates and credits that could benefit older adults they may not know about. But we know about them and Leslie S., and his team of IRS certified consultants can maximize their returns.

Our service was created to make sure these people could get the help they need.

AARP Foundation Tax-Aide has been helping people get through the process for more than half a century. Our Tax-Aide program is the largest free tax assistance and preparation service in the U.S. It primarily helps older adults with low to moderate income, but there are no eligibility requirements. In addition, you don't need to be an AARP member to use this service.

This service for people from Fairmont, East St. Louis and other surrounding communities could not have occurred without the support and help received from you and your staff. We were able to expand our footprint at your site with the addition of two new Tax-Aide volunteers. We greatly appreciate your efforts to provide the space for the team to work.

*This season 397 clients were greeted and helped, which is a 21% increase over the prior season. Federal and Illinois, and some Missouri returns were successfully submitted. Using the average cost for a paid tax service, these clients saved approximately \$109,175. We also pushed back \$336,152 in Federal refunds and \$62,304 State refunds.*

*On behalf of AARP Foundation Tax-Aide, we **THANK YOU** for your help and hospitality and we hope we can continue to partner with the Fairmont City Library and continue to provide this service next Tax season.*

*Best regards,*



*Terry J.*

*AARP Foundation Tax-Aide*

*Illinois 2 Districts Five and Seven Coordinator, TRS*

*C: 630-649-8307*

*Bcc: Leslie S., AARP Tax-Aide Local Coordinator and Consultant*

# **Report Covering April 2025**

## **Kyla Waltermire, Executive Director**

### **Building and Grounds Updates**

- Elevator – Production is still on track to install the new components in early-to-mid summer. MEI has received a required permit from the State Fire Marshal's Office to conduct the repair work.
- While continuing to test the Pan fountain to identify where the leak(s) is, the pump seized up. It has a crack on its lid. The Board (perhaps the new Building and Grounds Committee) will need to discuss how to proceed with the fountain.
- A children's floor toilet overflowed and water spilled through the ceiling onto the main desk area below. This was cleaned up and the clog in the toilet removed.
- The phone servers were updated at both libraries.
- Unfortunately the recent heavy rains have caused more leaking in the CM lobby. We're checking with Lakeside Roofing to ensure that their recent cupola repairs are not the cause.
- Library staff continue to explore a no-cost solar array as time allows.
- Thanks to the efforts of library staff, CM has new study carrels on the main floor and some additional seating placed throughout the floor. These items were obtained for free from other libraries.
- Maintenance Technician Zeke Pennington completed the annual carpet deep-cleaning over Easter weekend.
- The new security camera system at FC keeps freezing. Lazerware both reinstalled the operating system on the original computer and replaced the hardware when that didn't work, and the issue is still happening. Based on Lazerware's observations that other libraries using the same system are having the same issue, it appears to be an issue with the camera monitoring software.

### **Circulation and Collection Updates**

- The magazines and sheet music have been moved to new places in CM's lobby.
- 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. About 2/3 of CM's collections are re-barcoded, after which the supplies will be sent to FC to begin their process.
- Staff continue to replace the spine labels on Large Print materials so that the labels themselves are in a large font and to add series information to fiction items' spine labels and call numbers as time allows.

### **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 Q3 report and additional reimbursements were submitted.

- iREAD Summer Reading Grant –Supplies purchased through this grant have arrived. This grant is completed.
- 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.
- 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**

- April 1 – Covered CM main desk (1.00 hour)
- April 4 – Covered CM main desk (4.00 hours)
- April 7 – Participated in meeting with state & federal legislators re: impact of IMLS elimination; attended Overdrive consortium's member meeting
- April 8 – Reviewed payroll processes & introduced Quickbooks Online to Assistant Director; attended strategic planning webinar (1.00 hour CE); met with potential donor
- April 11 – Attended Human Resources Round Table meeting (1.00 hour CE); met with staff member re: potential ADA accommodations
- April 15 – Conducted clerk interview; meeting with StraightUp Solar rep
- April 16 – Met with staff member re: potential ADA accommodations
- April 17 – Attended IHLS Third Thursday training and system update meeting (1.00 hour CE); conducted two clerk interviews
- April 24 – Attended Collinsville Faith in Action executive board meeting
- April 28 – Covered CM's children's floor (1.00 hour) and main desk (1.00 hour)
- April 30 – Phone meeting with Ancel Glink attorney re: FC field
- The last visit of the school year from the CHS transitional class was on April 29. Funding permitting, we look forward to having them back in the fall.

### **Marketing and Promotions Updates**

- In addition to the usual marketing efforts, staff have been working hard to prepare for the annual summer reading challenges and activities. Information is going out to local schools through on-site visits and flyers, and will be hitting the library's social media around mid-May.

### **Miscellaneous**

- CM continues to manage holds for Fairview Heights Public Library patrons while FHPL is closed for carpet replacement.
- A few library tables were rented during Collinsville's City-Wide Garage Sale on April 25-26.
- Thanks to a generous donor, the library received a \$20,000 donation to replace the children's play room flooring and to spruce up CM's side entrance.
- The MVLD's E-Rate applications for Funding Year 2025 have been committed in the amounts of \$8,337.60 for internet connectivity and \$4,576.23 for eligible IT maintenance costs.

- CM is one of several Madison County libraries to partner with Madison County Transit during the month of May for a bike drive. Bikes can be donated at the library during normal hours of operation.

### **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 begins May 27. 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.
- Unfortunately funding for the America Reads tutoring program, of which both library centers receive support, was defunded and shut down immediately. The library does not have any plans at this time to replace the service, pending efforts from others in the community to fill the gap in service.
- 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](https://mvld.org/collinsville_calendar) and [https://mvld.org/fairmont\\_calendar](https://mvld.org/fairmont_calendar).

### **Staff and Volunteer Updates**

- Angel Fabian resigned from a Level 2 Library Clerk position on May 4 and Nathaly Lamas-Marquez resigned from a Level 2 Library Clerk position on May 9.
- Ricki Nicewander was hired to fill a prior vacant Level 2 Library Clerk position. She begins on May 12.
- I continue to interview and hire for the two newly vacant clerk positions. At least one will need to be filled by a bilingual English/Spanish speaker.
- Katy Reichert was promoted to a Level 1 Library Clerk position, to take effect May 19.
- The library's staff have ratified a bargaining unit through AFSCME. It is still unknown at the time of this writing whether or not the union will file a unit clarification petition to argue for the inclusion of disputed managerial/supervisory positions.
- CHS transitional student Bethany McCullar works her last shift on May 6. We appreciate her work and hope to welcome her back school year.
- The staff member who has been taking a leave of absence as an approved ADA accommodation will be returning to work on May 12.

# LEVEL UP AT THE LIBRARY THIS SUMMER!

SUMMER READING KICK OFF EVENT - SATURDAY, MAY 31ST FROM 11AM-4PM

MAD SCIENCE - SATURDAY, JUNE 21ST AT 2PM

COOKING CLASSES FOR KIDS IN JULY

PUZZLE AND GAME SWAP - SATURDAY, AUGUST 2ND FROM 12-2PM

## SUMMER READING

is Coming



Reading program and checkout challenge for all ages!  
Avoid the summer slump, support the library,  
and win prizes for tracking your progress.

Collinsville Library



**Collinsville Library**

[mvld.org](http://mvld.org) for more information.

# ***SUMMER EVENTS***

**June - Kids and Families**



**Storytime**

Every Tuesday at 10am

**Baby Boogie**

Every Wednesday at 10am

**Roll for Art**

Monday, June 2<sup>nd</sup> (all day)

**Retro Gaming**

Wednesday, June 4<sup>th</sup> (all day)

**Minute to Win It Challenge**

Thursday, June 5<sup>th</sup> from 5-7pm

**Best Friends Celebration (registration required)**

Saturday, June 7<sup>th</sup> from 2-4pm

**Cardboard Box DIY Games**

Tuesday, June 10<sup>th</sup> (all day)

**Mario Kart Tournament (registration required)**

Friday, June 13<sup>th</sup> from 2-4pm

**Spectroscope Craft**

Wednesday, June 18<sup>th</sup> (all day)

**Mad Science**

Saturday, June 21<sup>st</sup> at 2pm

**Sensory Playtime**

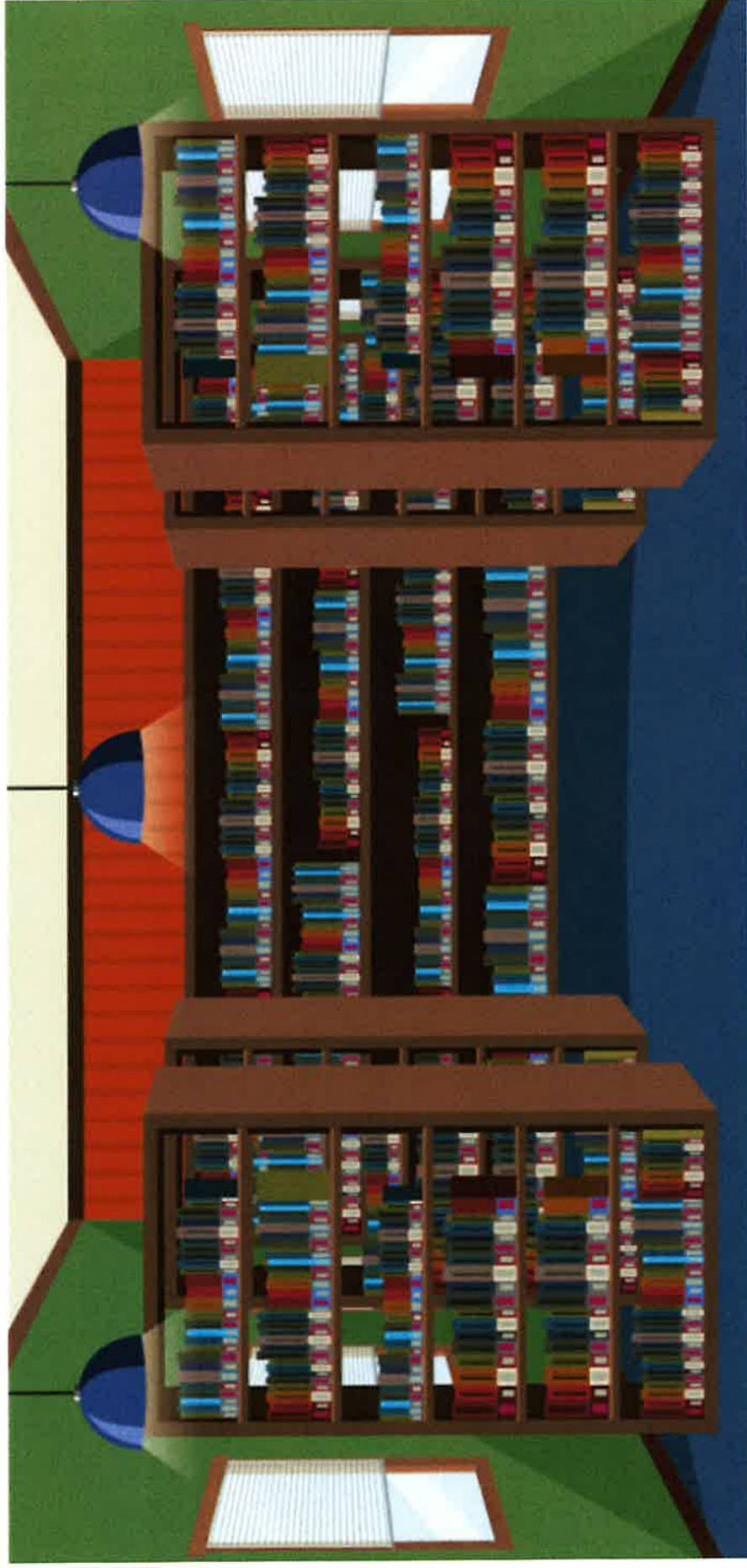
Thursday, June 26<sup>th</sup> from 5-7pm



**Level Up Your**

*Learn about using the library!*

# **Library Skills**



**Collinsville Library**  
*During the Hwiseiadish Festival!*

**Saturday,**  
**June 7<sup>th</sup> 3pm**

# Life Size Game Day

All ages  
summer reading  
kickoff!

Play giant versions of popular games!

**Saturday,  
May 31<sup>st</sup>  
11am-4pm**

**Collinsville  
Library**



# Statistical Summary

4/1/2025 12:00:00 AM - 4/30/2025 11:59:59 PM

## Grand Totals

### Record Counts - As of 5/9/2025 1:58 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,605,634	54,858	781,702			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	71,295	75,224	1	18,698	29	27

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
6,561	940	4,975	978	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,021	1,925	358		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	16	3	220	43
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	89	0	272	3
Deleted by Other	n/a	n/a	n/a	n/a

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$2,994.28	\$267.77	\$0.00	\$267.77	\$2,366.47	\$0.00
Total Outstanding Fines - As of 5/9/2025 1:58 PM					\$141,027.53

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
496	0	1,266	106



<b>March</b>	<b>PROGRAM / EVENT / PROMOTION</b>	<b># ATTENDED</b>
April	Activity Packet	150
April	Coloring Pages	350
April	Computer Handouts	15
April	Children's Take and Make Crafts	50
4/1/25	BH: Morning Yoga	7
4/1/25	Preschool Storytime - Silly Stories and songs	10
4/1/25	Free Tutoring	0
4/2/25	Baby Boogie - silly stories and songs	42
4/2/25	Free Tutoring	8
4/2/25	Yoga Time!	9
4/3/25	Free Tutoring	1
4/3/25	Guilding and Exploring: D&D Night	11
4/4/25	Free Tutoring	1
4/5/25	Meditation at the Blum House	CANCELED
4/5/25	Thinking Money for kids Program- Pet Cents	0
4/5/25	Cross Stitching Club	3
4/5/25	Thinking Money for kids Program- Making Moo-Lah	5
4/5/25	Making Reality with 3D Objects- Teen PNG	1
4/7/25	Body Sculpting	6
4/7/25	Learning Microsoft Suite -Teens	14
4/7/25	Chestnut Health System Table	3
4/7/25	Free Tutoring	1
4/7/25	NAMI Peer-to-Peer Education Program	10
4/8/25	Morning Yoga	4
4/8/25	Preschool Storytime - National Library week -library theme	23
4/8/25	Free Tutoring	1
4/8/25	AI or Reality-Teens and Adults	6
4/9/25	Baby Boogie -National Library week -library theme	42
4/9/25	Free Tutoring	1
4/9/25	Renfro outreach	194
4/9/25	Acoustic Jam with the Collinsville Ramblers	10
4/9/25	Yoga Time!	3
4/10/25	PRC: Daytime Book Club	13
4/10/25	Free Tutoring	1
4/10/25	D&D Club	10
4/10/25	CR- Lego Building Challenge Club	7
4/10/25	The Art of Foraging with Alexis Nikole Nelson - Illinois Libraries Present	2
4/11/25	Free Tutoring	1
4/12/25	Meditation at the Blum House	7
4/12/25	Yarn Club-Knitting and Crochet	6
4/12/25	Cross Stitching Club	2
4/14/25	Body Sculpting	7
4/14/25	Learning Microsoft Suite -Teens	14
4/14/25	Chestnut Health System Table	CANCELED
4/14/25	Free Tutoring	1
4/14/25	NAMI Peer-to-Peer Education Program	9

4/15/25	Morning Yoga	11
4/15/25	Preschool Storytime Rain Theme	23
4/15/25	Free Tutoring	1
4/16/25	Making Reality with Virtual Reality-Teen PNG	1
4/16/25	Baby Boogie - Rain Theme	34
4/16/25	Metro East Every Survivor Counts Table	9
4/16/25	Free Tutoring	1
4/16/25	Yoga Time!	9
4/17/25	Free Tutoring	1
4/17/25	D&D Club	6
4/17/25	Family Storytime- Poetry Themed for National Poetry Month	3
4/18/25	Mobile DMV	50
4/18/25	Junk Journal Club	3
4/19/25	Meditation at the Blum House	8
4/19/25	Mystery Munchies- Kids Taste Test of Snacks	15
4/19/25	Cross Stitching Club	2
4/19/25	History and Genealogy Club	5
4/22/25	Morning Yoga	6
4/22/25	Preschool Storytime - Bunny Theme	25
4/22/25	Free Tutoring	1
4/23/25	Baby Boogie - Bunny Theme	22
4/23/25	Free Tutoring	1
4/23/25	Yoga Time!	5
4/24/25	Free Tutoring	1
4/24/25	D&D Club	7
4/24/25	Stuffy Storytime and Sleep over	6
4/25/25	Free Tutoring	1
4/26/25	Meditation at the Community Room	5
4/26/25	Cross Stitching Club	2
4/28/25	Body Sculpting	5
4/28/25	Microsoft Suite Class-Teen Tech Class	14
4/28/25	Chestnut Health System Table	8
4/28/25	Free Tutoring	1
4/28/25	NAMI Peer-to-Peer Education Program	8
4/29/25	Morning Yoga	3
4/29/25	Preschool Storytime - Elephant Theme	19
4/29/25	Free Tutoring	1
4/30/25	Baby Boogie - Elephant Theme	24
4/30/25	Free Tutoring	1
4/30/25	PRC: Evening Book Club	5
4/30/25	Yoga Time!	6
<b>TOTAL</b>		<b>1420</b>

Children Ages 0-5 Synchronous in-person onsite program sessions: 264 attendance, 10 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: 350 attendance, 1 event

Children Ages 6-11 Synchronous in-person onsite program 53 attendance, 26 events

Children Ages 6-11 Synchronous in-person offsite program sessions: 189 attendance, 1 event

Children Ages 6-11 Synchronous virtual program sessions: 0 attendance, 0 events
Children Ages 6-11 Self-Directed: 50 attendance, 1 events
Young Adults Ages 12- 18 Synchoronous in-person onsite program: 64 attendance, 4 events
Young Adults Ages 12- 18 Synchoronous in-person offsite program sessions: 0 attendance, 0 events
Young Adults Ages 12- 18 Synchoronous virtual program sessions: 0 attendance, 0 events
Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 events
Adults Ages 19+ Synchronous in-person onsite program: 227 attendance, 30 events
Adults Ages 19+ Synchronous in-person offsite program sessions: 0 attendance, 0 events
Adults Ages 19+ Synchronous virtual program sessions: 2 attendance, 1 events
Adults Ages 19+ Self-Directed: 15 attendance, 1 event
General Interests Synchronous in-person onsite program: 56 attendance, 8 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: 150 attendance, 1 event



## **Board Report May, 2025**

### **Matthew Harris – Assistant Director – Fairmont City Library Center**

#### **Outreach and education:**

**April 2:** Attended Fairmont City City Council meeting

**April 8:** Ran payroll with Kyla for extra training at Collinsville

**April 8:** Attended Latino Roundtable meeting

**April 15:** Attended MVLD Board meeting

**April 24:** Covered SWIC ESL evening class

#### **Building and Grounds:**

Weeds have continued to be pulled by various groups and volunteers in the community garden. The cameras have been looked into by both our IT and the camera company as why they continue to freeze.

#### **Programming:**

AARP tax help wrapped up on April 15<sup>th</sup>. They sent their letter of final stats for the patrons they were able to help. They had some 397 clients and pushed back \$336,152 in federal refunds and \$62,304 in state refunds.

#### **Stats:**

##### **April:**

**Days Open:** 24

**Door Count:** 2,004

**Computer Users:** 122

**E-Book Questions:** 0

**Homebound Delivery:** 0



DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
April	AARP Free Tax Help	91
4/1/25	Free Tutoring	1
4/3/25	Free Tutoring	1
4/5/25	Free Tutoring	1
4/7/25	Kids Corner	2
4/7/25	Monday Funday	0
4/8/25	Free Tutoring	1
4/10/25	Free Tutoring	1
4/12/25	Free Tutoring	1
4/12/25	Drive-Thru Egg Hunt	500
4/14/25	Kids Corner	7
4/14/25	Monday Funday- Kid Activities- National Look up at the sky day	1
4/15/25	Free Tutoring	1
4/15/25	Answers on Aging	2
4/17/25	Free Tutoring	1
4/18/25	Egg Decorating	5
4/18/25	Metro East Every Survivor Counts Table	2
4/19/25	Free Tutoring	1
4/19/25	Mystery Munchies- Kids Blind Taste Test of snacks	4
4/22/25	Free Tutoring	1
4/24/25	Free Tutoring	1
4/26/25	Free Tutoring	1
4/28/25	Kids Corner	3
4/28/25	Monday Funday- Kid Activities- BINGO	3
4/29/25	Free Tutoring	1
<b>TOTAL</b>		<b>633</b>

Children Ages 0-5 Synchronous in-person onsite program sessions: 12 attendance, 3 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, 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 event

Young Adults Ages 12- 18 Synchoronous in-person onsite program: 0 attendance, 0 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 event

Adults Ages 19+ Synchronous in-person onsite program: 93 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: 502 attendance, 2 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

### April 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Amazon Capital Services				
04/11/2025	Bill	DVDs	Materials:Adult Audio Visual Items	183.59
04/11/2025	Bill	DVDs	Materials:Juvenile Audio Visual Items	73.76
04/29/2025	Bill	DVDs	Materials:Adult Audio Visual Items	149.80
04/29/2025	Bill	DVDs	Materials:Juvenile Audio Visual Items	79.82
<b>Total for Amazon Capital Services</b>				<b>\$486.97</b>
AMEREN ILLINOIS				
04/29/2025	Bill	FCLC gas (01149)	Utilities:Natural Gas	202.03
04/29/2025	Bill	FCLC electric (01130)	Utilities:Electricity	668.58
04/29/2025	Bill	CMLC gas (23000)	Utilities:Natural Gas	532.56
04/29/2025	Bill	CMLC electric (04006)	Utilities:Electricity	2,255.24
04/29/2025	Bill	CMLC outdoor parking lot light (60005)	Utilities:Electricity	33.17
04/29/2025	Bill	BH gas (83007)	Utilities:Natural Gas	296.14
04/29/2025	Bill	BH electric (10414)	Utilities:Electricity	190.50
<b>Total for AMEREN ILLINOIS</b>				<b>\$4,178.22</b>
American Express				
04/29/2025	Bill	Misc. office supplies / consumables	Supplies:Office	277.17
04/29/2025	Bill		Utilities:Telephone/Fax	30.00
04/29/2025	Bill	monthly Zoom subscription; Guru Importer monthly subscription; QBO annual subscription	Professional Services:Other Professional Services	197.99
04/29/2025	Bill	misc. supplies	Other Expenditures:Programming	45.01
04/29/2025	Bill	digital voice recorder; spine label printer; flash drives; cassette tapes & player; computer cables	Supplies:Equipment	275.87
04/29/2025	Bill	video games	Materials:Adult Audio Visual Items	352.81
04/29/2025	Bill	ILLS	Supplies:Postage	70.47
04/29/2025	Bill	bus trip deposit	Other Expenditures:Grant Expenses:FY2025 PNG Grant	103.25
04/29/2025	Bill	plugs for Pan fountain jets	Other Expenditures:Donation Expenditures - Des.	19.79
04/29/2025	Bill	licenses for new server	Professional Services:Information Technology	904.00
<b>Total for American Express</b>				<b>\$2,276.36</b>

# Expense by Vendor Detail

## Mississippi Valley Library District

### April 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Ana Maria Cruz-Figueroa				
04/29/2025	Bill	refund for lost and found item #0003503203212 Northern Snakeheads	Other Expenditures:Miscellaneous	16.66
<b>Total for Ana Maria Cruz-Figueroa</b>				<b>\$16.66</b>
Aqua Systems				
04/11/2025	Bill	Invoice # 568088372 bottle exchange dated 4/4/2025	Supplies:Office	21.60
04/11/2025	Bill	Invoice # 568416264 monthly rental dated 4/1/2025	Supplies:Office	6.95
04/29/2025	Bill	Invoice # 569929207 bottle exchange dated 4/25/2025	Supplies:Office	21.60
<b>Total for Aqua Systems</b>				<b>\$50.15</b>
Archaeology				
04/29/2025	Bill	Magazine - 2 yr renewal	Materials:Adult Print Materials	39.97
<b>Total for Archaeology</b>				<b>\$39.97</b>
Blue Cross / Blue Shield				
04/29/2025	Bill	Health Insurance 5/1/2025 - 6/1/2025	Personnel:Benefits:Health/Dental Insurance	6,405.60
<b>Total for Blue Cross / Blue Shield</b>				<b>\$6,405.60</b>
Brady Pest and Termite Management				
04/29/2025	Bill	Invoice # 0089178 Bimonthly pest control BH, CM, & FC April 2025	Maintenance Services:Grounds	275.00
<b>Total for Brady Pest and Termite Management</b>				<b>\$275.00</b>
Buildingstars				
04/11/2025	Bill	Invoice # 3491379 BH April 2025 cleaning	Maintenance Services:Building	225.00
<b>Total for Buildingstars</b>				<b>\$225.00</b>
Capital One				
04/29/2025	Bill	Misc. program consumables	Other Expenditures:Programming	36.42
<b>Total for Capital One</b>				<b>\$36.42</b>
Center Point Large Print				
04/29/2025	Bill	Invoice # 2158272 standing order March 2025	Materials:Adult Print Materials	151.02
<b>Total for Center Point Large Print</b>				<b>\$151.02</b>

# Expense by Vendor Detail

## Mississippi Valley Library District

### April 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Charter Communications				
04/11/2025	Bill	CM & FC fiber internet 50 mbps March 2025 - April 2025	Professional Services:Internet Services	772.00
04/11/2025	Bill	CM elevator emergency phone line March 2025 - April 2025	Utilities:Telephone/Fax	50.00
04/29/2025	Bill	CM & FC fiber internet 50 mbps April 2025 - May 2025	Professional Services:Internet Services	772.00
04/29/2025	Bill	CM elevator emergency phone line April 2025 - May 2025	Utilities:Telephone/Fax	50.00
<b>Total for Charter Communications</b>				<b>\$1,644.00</b>
Corvus of St. Louis				
04/11/2025	Bill	Invoice # 504619005-0312 April 2025 CM & FC cleaning	Maintenance Services:Building	2,700.00
<b>Total for Corvus of St. Louis</b>				<b>\$2,700.00</b>
Delta Dental				
04/29/2025	Bill	Dental Insurance May 2025	Personnel:Benefits:Health/Dental Insurance	347.10
<b>Total for Delta Dental</b>				<b>\$347.10</b>
Demco Inc.				
04/11/2025	Bill	Invoice # 7627128 staff name badge	Supplies:Office	23.94
<b>Total for Demco Inc.</b>				<b>\$23.94</b>
Edwardsville Public Library				
04/29/2025	Bill	Item # 0000803861038 Mrs. Nash's Ashes	Other Expenditures:Payments to Other Libraries	19.00
<b>Total for Edwardsville Public Library</b>				<b>\$19.00</b>
Foam & Flight				
04/29/2025	Bill	family/ all ages foam party	Other Expenditures:Donation Expenditures - Des.	375.00
<b>Total for Foam &amp; Flight</b>				<b>\$375.00</b>
Gallagher				
04/11/2025	Bill	Invoice # 5400483 - workers comp - fee left off of prior bill	Other Expenditures:Liability & Building Insurance	160.00
<b>Total for Gallagher</b>				<b>\$160.00</b>
Globe Life				
04/11/2025	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	215.10
<b>Total for Globe Life</b>				<b>\$215.10</b>

# Expense by Vendor Detail

## Mississippi Valley Library District

### April 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Guin Mundorf LLC				
04/11/2025	Bill	Invoice # 505326 work related to ILRB petition	Professional Services:Legal Service	675.00
<b>Total for Guin Mundorf LLC</b>				<b>\$675.00</b>
Heyl, Royster, Voelker, & Allen, P.C.				
04/29/2025	Bill	Invoice # INTERIM 1757309- whistleblower policy assistance	Professional Services:Legal Service	300.00
<b>Total for Heyl, Royster, Voelker, &amp; Allen, P.C.</b>				<b>\$300.00</b>
Home Depot				
04/02/2025	Expense		Maintenance Services:Building	99.00
04/01/2025	Expense		Maintenance Services:Building	8.97
04/10/2025	Expense		Maintenance Services:Building	84.78
04/19/2025	Expense		Maintenance Services:Building	45.96
<b>Total for Home Depot</b>				<b>\$238.71</b>
Illinois American Water				
04/29/2025	Bill	FCLC water 3/8/2025-4/7/2025	Utilities:Water/Sewer	82.84
<b>Total for Illinois American Water</b>				<b>\$82.84</b>
Illinois Heartland Library System				
04/11/2025	Bill	Invoice # 2025-1151 March 2025 ebooks	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	314.48
04/29/2025	Bill	Invoice # 2025-1227 cataloging	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	192.00
<b>Total for Illinois Heartland Library System</b>				<b>\$506.48</b>
Illinois Library Association				
04/11/2025	Bill	K. Waltermire membership thru 4/30/2026	Professional Development:Dues	100.00
04/08/2025	Expense		Professional Development:Dues	100.00
<b>Total for Illinois Library Association</b>				<b>\$200.00</b>
IMRF				
04/03/2025	Expense		Personnel:Benefits:IMRF	6,756.61
<b>Total for IMRF</b>				<b>\$6,756.61</b>
INGRAM LIBRARY SERVICES				
04/11/2025	Bill	Invoices # 87448679, -680, -681, 87312922, -923, -924	Materials:Adult Print Materials	670.79

# Expense by Vendor Detail

## Mississippi Valley Library District

April 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
04/11/2025	Bill	Invoice # 87448682, -683	Materials:Juvenile Print Items	182.99
04/11/2025	Bill	Account credit	Materials:Adult Print Materials	-311.25
04/29/2025	Bill	Invoices # 87546435, -436, -437, -438, 87555754, -755, 87571201, 87597906, 87674892, -893, -894, 87696679, -680, -682, -683, 87747116, -117	Materials:Adult Print Materials	639.06
04/29/2025	Bill	Invoice # 87546439, -440, 87555756, -757, 87571202, 87597907, -908, 87674895, -896, 87696681, -684	Materials:Juvenile Print Items	215.88
<b>Total for INGRAM LIBRARY SERVICES</b>				<b>\$1,397.47</b>
iRead				
04/29/2025	Bill	Invoice # 302957 SRP 2025 supplies	Other Expenditures:Donation Expenditures - Des.	37.50
<b>Total for iRead</b>				<b>\$37.50</b>
Johnson Controls Fire Protection LP				
04/11/2025	Bill	Invoice # 52822576 CM alarm battery malfunction / replacement / reset	Maintenance Services:Building	422.00
<b>Total for Johnson Controls Fire Protection LP</b>				<b>\$422.00</b>
Kane Consulting Group				
04/11/2025	Bill	Invoice # 6393 monthly Datto backup	Professional Services:Information Technology	325.00
<b>Total for Kane Consulting Group</b>				<b>\$325.00</b>
KANOPY, INC.				
04/11/2025	Bill	Invoice # 446517 - PPU for March 2025 play credits	Materials:Virtual Items	213.00
<b>Total for KANOPY, INC.</b>				<b>\$213.00</b>
LazerWare				
04/11/2025	Bill	Invoice # 6712 - CM March 2025	Professional Services:Information Technology	2,859.08
04/11/2025	Bill	Invoice # 6730 - FC March 2025	Professional Services:Information Technology	919.92
<b>Total for Lazerware</b>				<b>\$3,779.00</b>
MADE Makerspace				
04/11/2025	Bill	bus trip	Other Expenditures:Grant Expenses:FY2025 PNG Grant	621.12
<b>Total for MADE Makerspace</b>				<b>\$621.12</b>
Peerless Network, Inc.				

Expense by Vendor Detail

Mississippi Valley Library District

April 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
04/29/2025	Bill	FC monthly fax fees	Utilities: Telephone/Fax	77.59
04/29/2025	Bill	CM monthly fax fees	Utilities: Telephone/Fax	150.14
Total for Peerless Network, Inc.				\$227.73



# Expense by Vendor Detail

## Mississippi Valley Library District

April 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Proquest				
04/11/2025	Bill	HeritageQuest Online 4/1/2025 - 3/31/2026	Materials:Online Databases	1,098.06
<b>Total for Proquest</b>				<b>\$1,098.06</b>
SWANK Movie Licensing USA				
04/29/2025	Bill	Annual Copy Compliance Site License (for both centers) 5/18/2025-5/17/2026	Other Expenditures:Grant Expenses:FY2023 Per Capita Grant	616.00
<b>Total for SWANK Movie Licensing USA</b>				<b>\$616.00</b>
United States Postal Service				
04/04/2025	Expense		Supplies:Postage	52.43
04/25/2025	Expense		Supplies:Postage	27.11
<b>Total for United States Postal Service</b>				<b>\$79.54</b>
US Bank Equipment Finance				
04/29/2025	Bill	Invoice # 553696329 for 4/10/2025 - 5/10/2025 copier leasing	Maintenance Services:Equipment	738.00
<b>Total for US Bank Equipment Finance</b>				<b>\$738.00</b>
Vandalia Bus Lines, LLC				
04/11/2025	Bill	Booking ID 8465-0 MADE Makerspace field trip - remaining balance	Other Expenditures:Grant Expenses:FY2025 PNG Grant	900.00
<b>Total for Vandalia Bus Lines, LLC</b>				<b>\$900.00</b>
Village of Fairmont City				
04/11/2025	Bill	FC sewer 4/1/2025 - 6/25/2025	Utilities:Water/Sewer	30.00
<b>Total for Village of Fairmont City</b>				<b>\$30.00</b>
Professional Services:Payroll Service				
04/11/2025	Journal Entry	Invoice	Professional Services:Payroll Service	104.70
04/11/2025	Journal Entry	Vacation	Personnel:Salaries:Part time	274.50
04/11/2025	Journal Entry	Sick	Personnel:Salaries:Part time	45.00
04/11/2025	Journal Entry	Regular	Personnel:Salaries:Part time	4,500.38
04/11/2025	Journal Entry	Paid Leave	Personnel:Salaries:Part time	246.00
04/11/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	492.00
04/11/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	1,164.46
04/11/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	4,954.20

# Expense by Vendor Detail

Mississippi Valley Library District

April 2025

TRANSACTION DATE	TRANSACTION TYPE	LINE DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
04/11/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	14,192.42
04/11/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	799.94
04/11/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	444.09
04/11/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	1,646.56
04/11/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	385.05
04/25/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	373.05
04/25/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	1,595.01
04/25/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	313.72
04/25/2025	Journal Entry	Overtime	Personnel:Salaries:Full Time	14.59
04/25/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	14,841.90
04/25/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	4,769.83
04/25/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	1,154.86
04/25/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	636.00
04/25/2025	Journal Entry	Bereavement	Personnel:Salaries:Part time	105.00
04/25/2025	Journal Entry	Paid Leave	Personnel:Salaries:Part time	126.00
04/25/2025	Journal Entry	Regular	Personnel:Salaries:Part time	4,005.31
04/25/2025	Journal Entry	Sick	Personnel:Salaries:Part time	183.75
04/25/2025	Journal Entry	Invoice	Professional Services:Payroll Service	196.92
<b>Total for --</b>				<b>\$57,565.24</b>

# Mississippi Valley Library District

## Profit and Loss

April 2025

	TOTAL
Income	
Charges for Services	
Fax	415.31
Printing/Copying	1,322.11
<b>Total Charges for Services</b>	<b>1,737.42</b>
Fines & Forfeitures	
Fines	16.95
Lost or Damaged Books/Inhouse	229.67
<b>Total Fines &amp; Forfeitures</b>	<b>246.62</b>
Intergovernment Revenue	
Replacement Tax	9.58
<b>Total Intergovernment Revenue</b>	<b>9.58</b>
Other Revenues	
Donations - Des & Undes	863.67
Interest Income	5,001.60
Miscellaneous	75.42
Reimbursements Other libraries	262.84
Rental Income	
Blum House Rental	675.00
Collinsville Rooms	100.00
<b>Total Rental Income</b>	<b>775.00</b>
Sale of Items	561.27
<b>Total Other Revenues</b>	<b>7,539.80</b>
<b>Total Income</b>	<b>\$9,533.42</b>
<b>GROSS PROFIT</b>	<b>\$9,533.42</b>
Expenses	
Maintenance Services	
Building	3,585.71
Equipment	738.00
Grounds	275.00
<b>Total Maintenance Services</b>	<b>4,598.71</b>
Materials	
Adult Audio Visual Items	686.20
Adult Print Materials	1,189.59
Juvenile Audio Visual Items	153.58
Juvenile Print Items	398.87
Online Databases	1,098.06
Virtual Items	213.00
<b>Total Materials</b>	<b>3,739.30</b>
Other Expenditures	
Donation Expenditures - Des.	432.29

	TOTAL
Grant Expenses	
FY2023 Per Capita Grant	616.00
FY2024 Per Capita Grant	506.48
FY2025 PNG Grant	1,624.37
<b>Total Grant Expenses</b>	<b>2,746.85</b>
Liability & Building Insurance	160.00
Miscellaneous	16.66
Payments to Other Libraries	19.00
Programming	81.43
<b>Total Other Expenditures</b>	<b>3,456.23</b>
Personnel	
Benefits	
FICA Company	3,999.67
Health/Dental Insurance	6,967.80
IL Unemployment Company	757.81
IMRF	6,756.61
<b>Total Benefits</b>	<b>18,481.89</b>
Salaries	
Full Time	43,020.20
Part time	9,485.94
<b>Total Salaries</b>	<b>52,506.14</b>
<b>Total Personnel</b>	<b>70,988.03</b>
Professional Development	
Dues	200.00
<b>Total Professional Development</b>	<b>200.00</b>
Professional Services	
Information Technology	5,008.00
Internet Services	1,544.00
Legal Service	975.00
Other Professional Services	197.99
Payroll Service	301.62
<b>Total Professional Services</b>	<b>8,026.61</b>
Supplies	
Equipment	275.87
Office	351.26
Postage	150.01
<b>Total Supplies</b>	<b>777.14</b>
Utilities	
Electricity	3,147.49
Natural Gas	1,030.73
Telephone/Fax	357.73
Water/Sewer	112.84
<b>Total Utilities</b>	<b>4,648.79</b>
<b>Total Expenses</b>	<b>\$96,434.81</b>
NET OPERATING INCOME	<b>\$ -86,901.39</b>
NET INCOME	<b>\$ -86,901.39</b>

# Mississippi Valley Library District

## Balance Sheet

As of April 30, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking	83,221.77
IL Funds - Audit	9,105.65
IL Funds - Building	6,000.25
IL Funds - FICA	61,570.57
IL Funds - General	767,329.06
IL Funds - Gift	11,637.67
IL Funds - IMRF	80,029.58
IL Funds - Insurance	116,360.26
IL Funds - Reserve	40,220.46
IL Funds - Working Cash	234,339.68
Suspense	0.00
<b>Total Bank Accounts</b>	<b>\$1,409,814.95</b>
Other Current Assets	
Petty Cash	100.00
Prepaid Insurance	17,255.45
<b>Total Other Current Assets</b>	<b>\$17,355.45</b>
<b>Total Current Assets</b>	<b>\$1,427,170.40</b>
Other Assets	
Miscellaneous Accounts Rec.	0.00
Taxes Receivable	864,041.62
<b>Total Other Assets</b>	<b>\$864,041.62</b>
<b>TOTAL ASSETS</b>	<b>\$2,291,212.02</b>

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,676.31
<b>Total Accounts Payable</b>	<b>\$6,676.31</b>
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	312.69
II Withhold	-807.73
IMRF - Payable	206,639.12
Liberty National	10,663.70
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
<b>Total Payroll Liabilities</b>	<b>223,250.10</b>
<b>Total Other Current Liabilities</b>	<b>\$1,263,555.30</b>
<b>Total Current Liabilities</b>	<b>\$1,270,231.61</b>
<b>Total Liabilities</b>	<b>\$1,270,231.61</b>
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	859,304.61
Net Income	147,636.54
<b>Total Equity</b>	<b>\$1,020,980.41</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,291,212.02</b>

## Mississippi Valley Library District

### IL Funds - Gift Ending Balance: \$11,637.67

Date	Ref No.	Payee Account	Memo	Class Location	Payment	Deposit	Stat Auto	Balance
04/30/2025		Transfer Checking	checks dated 4/29/2025 - for Pan fountain (\$19.79 AmEx) and programming (\$375.00 Foam & Flight and \$37.50 IREAD)		\$432.29		R	\$11,637.67
04/30/2025	INTEREST	Other Revenues:Interest	Interest Earned			\$41.50	R	\$12,069.96
04/29/2025	Deposit	Income	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	Checking	Interest Earned			\$39.78	R	\$10,655.74
03/17/2025	Deposit	Other Revenues:Interest	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
02/27/2025	INTEREST	Other Revenues:Interest	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. 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	Checking	Interest Earned			\$48.64	R	\$12,511.76
01/30/2025	Deposit	Other Revenues:Interest						
01/30/2025	Transfer	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
01/21/2025	Transfer	IL Funds - General						

Date	Ref No.	Payee	Memo	Class	Payment	Deposit	Stat	Balance
	Type	Account		Location			Auto	
01/14/2025	Transfer	Checking	correction to over-transfer on 1/9/2024		\$7.19		R	\$12,495.93
01/14/2025	Transfer	Checking				\$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	Checking	Interest Earned			\$44.96	R	\$12,687.65
	Deposit	Other Revenues:Interest Income						
12/26/2024			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	Transfer	Checking	IL Funds' interest calc. error reversal	Gift	\$2.66		R	\$10,250.69
	Expense	Illinois Funds						
		Other Revenues:Interest Income						
11/30/2024	INTEREST	Checking	Interest Earned			\$42.90	R	\$10,253.35
	Deposit	Other Revenues:Interest Income						
10/31/2024	INTEREST	Checking	Interest Earned			\$42.10	R	\$10,210.45
	Deposit	Other Revenues:Interest Income						
10/29/2024			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
	Transfer	Checking	Interest Earned			\$39.55	R	\$9,921.35
09/30/2024	INTEREST	Checking						
	Deposit	Other Revenues:Interest Income						
09/09/2024			FoL donation for StoryWalk posts			\$2,000.00	R	\$9,881.80
	Transfer	Checking	Interest Earned			\$35.74	R	\$7,881.80
08/31/2024	INTEREST	Checking						
	Deposit	Other Revenues:Interest Income						
08/12/2024			from Sherri Blair, for genealogy			\$20.00	R	\$7,846.06
	Transfer	Checking						



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

# Mississippi Valley Library District

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

July 2024 - April 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Charges for Services				
Fax	2,996.52	3,450.00	-453.48	86.86 %
Non-resident Fees		82.00	-82.00	
Printing/Copying	9,742.81	10,500.00	-757.19	92.79 %
<b>Total Charges for Services</b>	<b>12,739.33</b>	<b>14,032.00</b>	<b>-1,292.67</b>	<b>90.79 %</b>
Fines & Forfeitures				
Fines	174.66	500.00	-325.34	34.93 %
Lost or Damaged Books/Inhouse	2,068.85	2,300.00	-231.15	89.95 %
<b>Total Fines &amp; Forfeitures</b>	<b>2,243.51</b>	<b>2,800.00</b>	<b>-556.49</b>	<b>80.13 %</b>
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	6,814.09	11,709.00	-4,894.91	58.20 %
Other Grants	900.00	5,000.00	-4,100.00	18.00 %
<b>Total Grants</b>	<b>59,438.27</b>	<b>68,433.18</b>	<b>-8,994.91</b>	<b>86.86 %</b>
Replacement Tax	40,862.20	45,000.00	-4,137.80	90.80 %
TIF Funds		0.00	0.00	
<b>Total Intergovernment Revenue</b>	<b>105,236.73</b>	<b>128,433.18</b>	<b>-23,196.45</b>	<b>81.94 %</b>
Other Revenues				
COBRA Reimbursements	6,084.09	6,084.09	0.00	100.00 %
Donations - Des & Undes	10,341.00	20,000.00	-9,659.00	51.71 %
Interest Income	60,155.48	82,000.00	-21,844.52	73.36 %
Miscellaneous	1,143.11	1,600.00	-456.89	71.44 %
Property License Agreements	15,000.00	15,001.00	-1.00	99.99 %
Reimbursements Other libraries	2,178.65	2,700.00	-521.35	80.69 %
Rental Income				
Blum House Rental	9,516.57	16,000.00	-6,483.43	59.48 %
Collinsville Rooms	2,496.74	3,200.00	-703.26	78.02 %
FC Pavilion		100.00	-100.00	
FC Rooms		100.00	-100.00	
<b>Total Rental Income</b>	<b>12,013.31</b>	<b>19,400.00</b>	<b>-7,386.69</b>	<b>61.92 %</b>
Sale of Items	3,897.49	5,000.00	-1,102.51	77.95 %
Sale of Short Street Lot		12,000.00	-12,000.00	
Sale of Vehicle	4,409.33	4,409.33	0.00	100.00 %
<b>Total Other Revenues</b>	<b>115,222.46</b>	<b>168,194.42</b>	<b>-52,971.96</b>	<b>68.51 %</b>
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 %
<b>Total Taxes</b>	<b>1,192,812.30</b>	<b>1,182,265.56</b>	<b>10,546.74</b>	<b>100.89 %</b>
<b>Total Income</b>	<b>\$1,428,254.33</b>	<b>\$1,495,725.16</b>	<b>\$ -67,470.83</b>	<b>95.49 %</b>
<b>GROSS PROFIT</b>	<b>\$1,428,254.33</b>	<b>\$1,495,725.16</b>	<b>\$ -67,470.83</b>	<b>95.49 %</b>
Expenses				
Maintenance Services				
Building	133,625.28	130,000.00	3,625.28	102.79 %
Elevator Repairs/ Modernization	33,594.03	90,000.00	-56,405.97	37.33 %
Equipment	9,388.75	12,000.00	-2,611.25	78.24 %
Grounds	11,620.63	16,000.00	-4,379.37	72.63 %
<b>Total Maintenance Services</b>	<b>188,228.69</b>	<b>248,000.00</b>	<b>-59,771.31</b>	<b>75.90 %</b>
Materials				
Adult Audio Visual Items	10,584.63	11,000.00	-415.37	96.22 %
Adult Print Materials	19,859.04	27,000.00	-7,140.96	73.55 %
Juvenile Audio Visual Items	1,468.72	2,000.00	-531.28	73.44 %
Juvenile Print Items	3,294.57	4,500.00	-1,205.43	73.21 %
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	8,075.97	8,500.00	-424.03	95.01 %
<b>Total Materials</b>	<b>48,119.96</b>	<b>64,250.00</b>	<b>-16,130.04</b>	<b>74.89 %</b>
Other Expenditures				
Donation Expenditures - Des.	4,065.93	15,000.00	-10,934.07	27.11 %
Grant Expenses				
FY2023 Per Capita Grant	616.00		616.00	
FY2024 Per Capita Grant	45,220.29	49,125.29	-3,905.00	92.05 %
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 %
<b>Total Grant Expenses</b>	<b>56,590.96</b>	<b>65,834.29</b>	<b>-9,243.33</b>	<b>85.96 %</b>
Liability & Building Insurance	26,939.84	26,779.84	160.00	100.60 %
Miscellaneous	2,136.86	5,500.00	-3,363.14	38.85 %
Payments to Other Libraries	532.74	1,350.00	-817.26	39.46 %
Programming	5,695.58	7,000.00	-1,304.42	81.37 %
Vehicles	1,655.44	3,000.00	-1,344.56	55.18 %
<b>Total Other Expenditures</b>	<b>97,617.35</b>	<b>124,464.13</b>	<b>-26,846.78</b>	<b>78.43 %</b>
Personnel				
Benefits				
FICA Company	45,425.81	59,000.00	-13,574.19	76.99 %
Health/Dental Insurance	81,371.52	96,000.00	-14,628.48	84.76 %
IL Unemployment Company	6,356.19	12,000.00	-5,643.81	52.97 %
IMRF	69,099.43	80,000.00	-10,900.57	86.37 %
<b>Total Benefits</b>	<b>202,252.95</b>	<b>247,000.00</b>	<b>-44,747.05</b>	<b>81.88 %</b>
Salaries				
Full Time	467,722.24	550,000.00	-82,277.76	85.04 %
Part time	128,131.29	195,000.00	-66,868.71	65.71 %
<b>Total Salaries</b>	<b>595,853.53</b>	<b>745,000.00</b>	<b>-149,146.47</b>	<b>79.98 %</b>
<b>Total Personnel</b>	<b>798,106.48</b>	<b>992,000.00</b>	<b>-193,893.52</b>	<b>80.45 %</b>
Professional Development				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Dues	746.67	500.00	246.67	149.33 %
Training/Tuition	1,275.00	1,000.00	275.00	127.50 %
Travel Expenses	382.56	1,500.00	-1,117.44	25.50 %
<b>Total Professional Development</b>	<b>2,404.23</b>	<b>3,000.00</b>	<b>-595.77</b>	<b>80.14 %</b>
Professional Services				
Audit	8,650.00	8,650.00	0.00	100.00 %
Information Technology	44,455.72	55,000.00	-10,544.28	80.83 %
Internet Services	8,492.00	10,000.00	-1,508.00	84.92 %
Legal Service	7,367.00	5,000.00	2,367.00	147.34 %
Other Professional Services	1,550.68	7,000.00	-5,449.32	22.15 %
Payroll Service	3,997.15	5,100.00	-1,102.85	78.38 %
Publishing	1,581.15	2,200.00	-618.85	71.87 %
<b>Total Professional Services</b>	<b>76,093.70</b>	<b>92,950.00</b>	<b>-16,856.30</b>	<b>81.87 %</b>
Supplies				
Equipment	2,838.10	10,000.00	-7,161.90	28.38 %
Office	9,750.21	12,000.00	-2,249.79	81.25 %
Postage	3,194.33	3,900.00	-705.67	81.91 %
<b>Total Supplies</b>	<b>15,782.64</b>	<b>25,900.00</b>	<b>-10,117.36</b>	<b>60.94 %</b>
Utilities				
Electricity	39,869.91	52,000.00	-12,130.09	76.67 %
Natural Gas	7,661.61	7,500.00	161.61	102.15 %
Telephone/Fax	3,210.06	4,000.00	-789.94	80.25 %
Water/Sewer	3,523.16	4,500.00	-976.84	78.29 %
<b>Total Utilities</b>	<b>54,264.74</b>	<b>68,000.00</b>	<b>-13,735.26</b>	<b>79.80 %</b>
<b>Total Expenses</b>	<b>\$1,280,617.79</b>	<b>\$1,618,564.13</b>	<b>\$ -337,946.34</b>	<b>79.12 %</b>
<b>NET OPERATING INCOME</b>	<b>\$147,636.54</b>	<b>\$ -122,838.97</b>	<b>\$270,475.51</b>	<b>-120.19 %</b>
<b>NET INCOME</b>	<b>\$147,636.54</b>	<b>\$ -122,838.97</b>	<b>\$270,475.51</b>	<b>-120.19 %</b>

# Mississippi Valley Library District

## Profit and Loss Comparison

July 2024 - April 2025

	TOTAL			
	JUL 2024 - APR 2025	JUL 2023 - APR 2024 (PP)	CHANGE	% CHANGE
Income				
Charges for Services				
Fax	2,996.52	2,897.26	99.26	3.43 %
Printing/Copying	9,742.81	8,734.91	1,007.90	11.54 %
<b>Total Charges for Services</b>	<b>12,739.33</b>	<b>11,632.17</b>	<b>1,107.16</b>	<b>9.52 %</b>
Fines & Forfeitures				
Fines	174.66	405.00	-230.34	-56.87 %
Lost or Damaged Books/Inhouse	2,068.85	2,027.64	41.21	2.03 %
<b>Total Fines &amp; Forfeitures</b>	<b>2,243.51</b>	<b>2,432.64</b>	<b>-189.13</b>	<b>-7.77 %</b>
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	900.00	4,934.11	-4,034.11	-81.76 %
<b>Total Grants</b>	<b>59,438.27</b>	<b>59,205.12</b>	<b>233.15</b>	<b>0.39 %</b>
Replacement Tax	40,862.20	45,176.29	-4,314.09	-9.55 %
<b>Total Intergovernment Revenue</b>	<b>105,236.73</b>	<b>113,932.41</b>	<b>-8,695.68</b>	<b>-7.63 %</b>
Other Revenues				
COBRA Reimbursements	6,084.09	13,932.00	-7,847.91	-56.33 %
Donations - Des & Undes	10,341.00	9,613.35	727.65	7.57 %
Interest Income	60,155.48	19,537.00	40,618.48	207.91 %
Miscellaneous	1,143.11	577.51	565.60	97.94 %
Property License Agreements	15,000.00	15,000.00	0.00	0.00 %
Reimbursements Other libraries	2,178.65	1,019.21	1,159.44	113.76 %
Rental Income				
Blum House Rental	9,516.57	13,494.89	-3,978.32	-29.48 %
Collinsville Rooms	2,496.74	1,837.62	659.12	35.87 %
FC Pavilion		550.00	-550.00	-100.00 %
FC Rooms		50.00	-50.00	-100.00 %
<b>Total Rental Income</b>	<b>12,013.31</b>	<b>15,932.51</b>	<b>-3,919.20</b>	<b>-24.60 %</b>
Sale of Items	3,897.49	4,137.81	-240.32	-5.81 %
Sale of Vehicle	4,409.33		4,409.33	
<b>Total Other Revenues</b>	<b>115,222.46</b>	<b>79,749.39</b>	<b>35,473.07</b>	<b>44.48 %</b>
Taxes				
Audit	7,699.59	8,093.51	-393.92	-4.87 %
Building Maintenance	119,345.64	109,837.46	9,508.18	8.66 %

TOTAL				
	JUL 2024 - APR 2025	JUL 2023 - APR 2024 (PP)	CHANGE	% CHANGE
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 %
<b>Total Taxes</b>	<b>1,192,812.30</b>	<b>1,086,230.78</b>	<b>106,581.52</b>	<b>9.81 %</b>
<b>Total Income</b>	<b>\$1,428,254.33</b>	<b>\$1,293,977.39</b>	<b>\$134,276.94</b>	<b>10.38 %</b>
<b>GROSS PROFIT</b>	<b>\$1,428,254.33</b>	<b>\$1,293,977.39</b>	<b>\$134,276.94</b>	<b>10.38 %</b>
Expenses				
Maintenance Services				
Building	133,625.28	105,318.32	28,306.96	26.88 %
Elevator Repairs/ Modernization	33,594.03		33,594.03	
Equipment	9,388.75	7,638.52	1,750.23	22.91 %
Grounds	11,620.63	10,020.16	1,600.47	15.97 %
<b>Total Maintenance Services</b>	<b>188,228.69</b>	<b>122,977.00</b>	<b>65,251.69</b>	<b>53.06 %</b>
Materials				
Adult Audio Visual Items	10,584.63	8,985.03	1,599.60	17.80 %
Adult Print Materials	19,859.04	20,110.16	-251.12	-1.25 %
Juvenile Audio Visual Items	1,468.72	1,901.82	-433.10	-22.77 %
Juvenile Print Items	3,294.57	3,335.57	-41.00	-1.23 %
Online Databases	4,036.06	4,344.93	-308.87	-7.11 %
Other Materials	800.97	921.36	-120.39	-13.07 %
Virtual Items	8,075.97	2,706.74	5,369.23	198.37 %
<b>Total Materials</b>	<b>48,119.96</b>	<b>42,305.61</b>	<b>5,814.35</b>	<b>13.74 %</b>
Other Expenditures				
Donation Expenditures - Des.	4,065.93	7,872.43	-3,806.50	-48.35 %
Grant Expenses				
FY2023 Per Capita Grant	616.00	45,972.17	-45,356.17	-98.66 %
FY2024 Per Capita Grant	45,220.29		45,220.29	
FY2024 PNG Grant		5,676.61	-5,676.61	-100.00 %
FY2025 PNG Grant	9,854.67		9,854.67	
Other Grants	900.00	4,934.11	-4,034.11	-81.76 %
<b>Total Grant Expenses</b>	<b>56,590.96</b>	<b>56,582.89</b>	<b>8.07</b>	<b>0.01 %</b>
Liability & Building Insurance	26,939.84	24,766.48	2,173.36	8.78 %
Miscellaneous	2,136.86	4,790.95	-2,654.09	-55.40 %
Payments to Other Libraries	532.74	1,092.50	-559.76	-51.24 %
Programming	5,695.58	2,989.92	2,705.66	90.49 %
Vehicles	1,655.44	3,925.01	-2,269.57	-57.82 %
<b>Total Other Expenditures</b>	<b>97,617.35</b>	<b>102,020.18</b>	<b>-4,402.83</b>	<b>-4.32 %</b>
Personnel				
Benefits				
FICA Company	45,425.81	41,763.23	3,662.58	8.77 %
Health/Dental Insurance	81,371.52	70,148.20	11,223.32	16.00 %
IL Unemployment Company	6,356.19	6,403.55	-47.36	-0.74 %
IMRF	69,099.43	67,285.97	1,813.46	2.70 %
<b>Total Benefits</b>	<b>202,252.95</b>	<b>185,600.95</b>	<b>16,652.00</b>	<b>8.97 %</b>

TOTAL				
	JUL 2024 - APR 2025	JUL 2023 - APR 2024 (PP)	CHANGE	% CHANGE
Salaries				
Full Time	467,722.24	425,775.89	41,946.35	9.85 %
Part time	128,131.29	121,697.10	6,434.19	5.29 %
<b>Total Salaries</b>	<b>595,853.53</b>	<b>547,472.99</b>	<b>48,380.54</b>	<b>8.84 %</b>
<b>Total Personnel</b>	<b>798,106.48</b>	<b>733,073.94</b>	<b>65,032.54</b>	<b>8.87 %</b>
Professional Development				
Dues	746.67	320.00	426.67	133.33 %
Training/Tuition	1,275.00		1,275.00	
Travel Expenses	382.56		382.56	
<b>Total Professional Development</b>	<b>2,404.23</b>	<b>320.00</b>	<b>2,084.23</b>	<b>651.32 %</b>
Professional Services				
Audit	8,650.00	8,360.00	290.00	3.47 %
Information Technology	44,455.72	39,232.74	5,222.98	13.31 %
Internet Services	8,492.00	8,363.30	128.70	1.54 %
Legal Service	7,367.00	1,360.00	6,007.00	441.69 %
Other Professional Services	1,550.68	3,029.51	-1,478.83	-48.81 %
Payroll Service	3,997.15	3,289.57	707.58	21.51 %
Publishing	1,581.15	1,182.60	398.55	33.70 %
<b>Total Professional Services</b>	<b>76,093.70</b>	<b>64,817.72</b>	<b>11,275.98</b>	<b>17.40 %</b>
Supplies				
Equipment	2,838.10	7,367.48	-4,529.38	-61.48 %
Office	9,750.21	9,458.15	292.06	3.09 %
Postage	3,194.33	3,367.16	-172.83	-5.13 %
<b>Total Supplies</b>	<b>15,782.64</b>	<b>20,192.79</b>	<b>-4,410.15</b>	<b>-21.84 %</b>
Unapplied Cash Bill Payment Expense		0.00	0.00	
Utilities				
Electricity	39,869.91	38,785.50	1,084.41	2.80 %
Natural Gas	7,661.61	5,741.58	1,920.03	33.44 %
Telephone/Fax	3,210.06	3,451.87	-241.81	-7.01 %
Water/Sewer	3,523.16	2,288.60	1,234.56	53.94 %
<b>Total Utilities</b>	<b>54,264.74</b>	<b>50,267.55</b>	<b>3,997.19</b>	<b>7.95 %</b>
<b>Total Expenses</b>	<b>\$1,280,617.79</b>	<b>\$1,135,974.79</b>	<b>\$144,643.00</b>	<b>12.73 %</b>
<b>NET OPERATING INCOME</b>	<b>\$147,636.54</b>	<b>\$158,002.60</b>	<b>\$ -10,366.06</b>	<b>-6.56 %</b>
<b>NET INCOME</b>	<b>\$147,636.54</b>	<b>\$158,002.60</b>	<b>\$ -10,366.06</b>	<b>-6.56 %</b>

**DRAFT BYLAWS REVISION**  
**ADDITION OF BUILDING & GROUNDS COMMITTEE**

Presented May 19, 2025

New wording - **bolded and underlined**

ARTICLE VI            COMMITTEES

In general, the committees make reports and recommendations to the full Board, which are subject to full Board approval.

Section 1. Standing Committees

The President shall appoint committees of two or more Trustees. The Executive Director is ex-officio on all committees. Appointments to standing committees will be made biennially following the reorganization of the Board. These committees will remain in effect for a period of two years. The committees will meet as needed. The Standing Committees are:

1. **Building and Grounds: The Building and Grounds Committee's responsibilities include, but may not be limited to, assisting with the prioritization of the MVLD's building and grounds needs/ projects, recommending to the full Board any large repairs that are deemed necessary, and providing support for time-sensitive projects.**
2. ~~4.~~ Finance: The Finance Committee's responsibilities include, but are not limited to, working with the Executive Director to prepare the annual budget to be submitted to the Board for approval.
3. ~~2.~~ Personnel: The Personnel Committee's responsibilities include, but are not limited to, preparation of the annual review of the Executive Director, and assuming a leadership role in the resolution of any personnel conflict that cannot be resolved by the Executive Director. The Executive Director is responsible for the annual review of all other library employees.
4. ~~3.~~ Fundraising: The Fundraising Committee's responsibilities include, but are not limited to, procuring donations from local businesses, organizing large fundraising events, and organizing capital campaigns.

Section 2. Special Committees

The President may appoint ad hoc committees for specific purposes as the business of the Board may require from time to time. Each committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.



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

Presented May 19, 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

- 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 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*):

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

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Signature

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Date





April 29, 2025

Mx. Kyla Waltermire  
Executive Director  
Mississippi Valley Library District  
408 West Main Street  
Collinsville, IL 62234

Dear Kyla,

At the April 28 meeting of the Collinsville Historical Museum Board, the matter of the Lease Agreement between the Museum Board and Library District Board was discussed. After this discussion, the Board directed me to inquire whether the Library Board would consider continuing the lease under the provisions of Page 2, Item Number 4.

This portion of the Lease stipulates a period of 20 years and does not increase the rental fee to the Museum. (I should note that Item Number 3 does require a token rental fee of one dollar (\$1) per year.

Therefore, what we would propose would be a 20-year extension of the lease, at a rate of one dollar (\$1) per year.

The Board does appreciate its partnership with the Library and its full intention is to remain in this wonderful facility.

Thanks for your consideration and the consideration of the Mississippi Valley Library District Board of Trustees. Please advise if I can provide any further information.

Yours truly,

Peter Stehman  
Museum Manager

cc: MVLD Board President Jeanne Lomax  
CHM Board President Larry Shasteen

**Proposed Salary and Wage Scales for FY2026**

Pay Grade	FLSA	Position Title	CURRENT			% Increase	PROPOSED/NEW		
			Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
7	E	Executive Director	\$74,263.00	\$79,567.50	\$84,872.00	3.00%	\$76,490.89	\$81,954.53	\$87,418.16
6	E	Assistant Director	\$35.70	\$38.25	\$40.80	3.00%	\$36.77	\$39.40	\$42.03
			\$53,045.00	\$60,683.48	\$67,303.50	3.00%	\$54,636.35	\$62,503.98	\$69,322.61
			\$25.50	\$29.17	\$32.36		\$26.27	\$30.05	\$33.33
5	NE	Circulation Supervisor	\$40,495.10	\$44,994.56	\$49,494.02	3.00%	\$41,709.95	\$46,344.40	\$50,978.84
			\$19.47	\$21.63	\$23.80		\$20.05	\$22.28	\$24.51
4	NE	Maintenance Technician	\$39,370.24	\$43,869.70	\$48,369.15	3.00%	\$40,551.35	\$45,185.79	\$49,820.22
			\$18.20	\$20.28	\$22.36		\$18.93	\$21.09	\$23.25
3	NE	Librarian: Children's Librarian, Local History & Genealogy Librarian, Marketing Coordinator, Program Coordinator, Cataloger, Office Coordinator, Computer Lab & ILL Coordinator	\$38,245.38	\$42,744.83	\$47,244.29	3.00%	\$39,392.74	\$44,027.17	\$48,661.62
			\$18.39	\$20.55	\$22.71		\$18.94	\$21.17	\$23.40
2	NE	Level 1 Library Clerk (39>18 hrs/wk)	\$24,078.60	\$26,494.10	\$28,894.32	3.00%	\$24,800.96	\$27,288.92	\$29,761.15
			\$16.54	\$18.20	\$19.85		\$17.03	\$18.74	\$20.44
1	NE	Level 2 Library Clerk (<18 hrs/wk)	\$15,000.00	\$17,121.80	\$18,892.22	3.00%	\$15,450.00	\$17,635.45	\$19,458.99
			\$15.00	\$17.12	\$18.89		\$15.45	\$17.64	\$19.46

\*As of 4/17/2023,  
Executive Director's  
salary determined  
according to  
employment contract.  
Currently (FY2025)  
\$78,795; 3% for FY2026  
is \$81,158. Effective  
through 4/17/2027.

**FY2026 Non-Resident Fee Calculation**  
**General Mathematical Formula**

The minimum fee for a non-resident library card is calculated using a formula outlined in the Illinois General Assembly's Administrative Code:  
<http://www.ilga.gov/commission/jcar/admincode/023/023030500000600R.html>

FY2024 Tax Income (All Funds)	\$ 1,243,283.00	* Amount of taxes levied in fall 2024 for collection in 2025
<u>/ Population Served</u>	<u>33,081</u>	* From Census data
Per Capita Cost	\$ 37.58	
Average Household Size	2.16	* From Census data
<u>x Per Capita Cost</u>	<u>\$ 37.58</u>	
Minimum Nonresident Fee:	\$ 81.18	per household/annual
Rounded up:	\$ 82.00	per household/annual

**The Cards for Kids Act**

The Cards for Kids Act requires libraries that offer Non-Resident accounts to provide free accounts for non-resident students whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines. A summary of the Act and how it came to be can be found at:  
[https://www.citizenadvocacycenter.org/uploads/8/8/4/0/8840743/cards\\_for\\_kids\\_act\\_citizen\\_guide.pdf](https://www.citizenadvocacycenter.org/uploads/8/8/4/0/8840743/cards_for_kids_act_citizen_guide.pdf)

In Spring 2022, both IL Houses passed a bill that expands the Cards for Kids initiative. Rather than limit free nonresident cards to specific low-income youth, P.A. 102-0843 allows library boards to decide if they want to expand the free nonresident cards to all nonresident youth under age 18.

## **FY2026 Non-Resident Fee Calculation General Mathematical Formula**

### **Free Library Accounts for Disabled Non-Resident Veterans**

In addition to the Cards for Kids Act, disabled non-resident veterans may also be eligible for a free non-resident library account. Eligible veterans have a service-related disability of at least 70% and are exempt from paying property taxes. Details about this rule can be found starting on page 46 of this PDF (page 18660 of the document):  
[https://www.cyberdriveillinois.com/departments/index/register/volume44\\_issue\\_48.pdf#page=46](https://www.cyberdriveillinois.com/departments/index/register/volume44_issue_48.pdf#page=46)

### **E-Resources for Non-Residents**

An optional service that a local Board of Trustees can decide whether to participate in or not is to provide free e-resources accounts for non-residents. These accounts offer online services only; checking out physical items is not permitted. It is not advisable to approve this service because SHARE does not have a way to limit use of accounts set up under this service. Details about this optional service can be found starting on page 46 of this PDF (page 18660 of the document):  
[https://www.cyberdriveillinois.com/departments/index/register/volume44\\_issue\\_48.pdf#page=46](https://www.cyberdriveillinois.com/departments/index/register/volume44_issue_48.pdf#page=46)



Kyla Waltermire <kylaw@mvlid.org>

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## McDonough Horseshoe Service Center - Discovery Enterprise Zone Request

1 message

**Jessica Short** <jshort@collinsvilleil.org>

Mon, Apr 7, 2025 at 11:46 AM

To: Kyla Waltermire <kylaw@mvlid.org>

Cc: Travis Taylor <ttaylor@collinsvilleil.org>, Tom Helmkamp <TomH@hcs-stl.com>

Dear Executive Director Waltermire,

City staff have been working with the developer of McDonough Horseshoe Service Center, Tom Helmkamp, (cc'd on this message). Mr. Helmkamp is proposing a 48,000 square foot flexible warehouse and office space development with 16,800 square foot outdoor storage area. The location of the development is known as 1001 and 1003 McDonough Lake Road, is currently vacant, and is located within the Discovery Enterprise Zone. This email is a virtual introduction as the developer would like to discuss receiving abatement of the Library's portion of real estate taxes for their development. The City will be presenting the request for abatement of our portion of the real estate taxes at City Council on April 22, 2025.

Attached is the recent Planning Commission staff report regarding the overall project, the 20 year tax projections for the development, as well as a copy of Mr. Helmkamp's Enterprise Zone Tax Abatement Application to the City. If you have any questions at all, please do not hesitate to reach out.

Additionally, I have included Travis Taylor on this message as he will be covering Enterprise Zone Tax Abatements while I am out on maternity leave (roughly beginning of May – end of July).

Thank you!

Jessica Short

Assistant City Manager/

Economic Development Manager

125 South Center Street

Collinsville, IL 62234

618-346-5200 ext. 1155

jshort@collinsvilleil.org

The City needs your input in the 2045 Comprehensive Plan.

Click below to visit [www.plancollinsville.com](http://www.plancollinsville.com) and learn more!



## REPORT TO PLANNING COMMISSION CITY OF COLLINSVILLE

<b>APPLICATION NUMBERS:</b>	RZ 25-02, SP 25-01
<b>APPLICATION NAME:</b>	McDonough Horseshoe Service Center (Rezoning & Site Plan)
<b>APPLICANT:</b>	Tom Helmkampf ZGSX, LLC 1177 Bella Vista Drive St. Louis, MO 63131
<b>PROPERTY OWNER:</b>	Lavern James Fournie 436 North Aurora Street Collinsville, IL 62234
<b>APPLICANT REQUEST:</b>	A request to rezone property located at PIN: 13-1-21-19-00-000-008.001 and PIN 13-1-21-20-00-000-013.001 from "BP-3" Business Park District to "P-BP-3" Planned Business Park District to permit the development of office/warehousing buildings.
<b>SITE ADDRESS:</b>	To be addressed: 1001 & 1003 McDonough Lake Road
<b>PARCEL ID NUMBER:</b>	13-1-21-19-00-000-008.001 & 13-1-21-20-00-000-013.001
<b>EXISTING ZONING DISTRICT:</b>	"BP-3" Business Park District
<b>PROPOSED ZONING DISTRICT:</b>	"P-BP-3" Planned Business Park District
<b>TOTAL SITE AREA:</b>	9.38 acres
<b>COMMISSION MEETING DATE:</b>	April 3, 2025
<b>CASE MANAGER:</b>	Caitlin Rice, AICP, Senior Planner
<b>RECOMMENDATION:</b>	<b>REZONING &amp; SITE PLAN : APPROVAL</b>





# REPORT TO PLANNING COMMISSION

## CITY OF COLLINSVILLE



### EXISTING CONDITIONS AND SITE HISTORY

The subject property is a single parcel with a total area of 9.38 acres. The property is split by a section line, however remains one legal lot of record. Property is currently vacant and used for agriculture.

### REQUEST

The applicant is requesting rezoning and site plan approval for to develop a flex warehouse with office space and service retail. The development is planned for two buildings, both 48,000 sq. ft in size with multiple tenant space. 16,800 sq. ft. of outdoor storage area is proposed between the two buildings. The primary use of the property is NAICS 493 Warehousing and Storage, with outdoor storage as an accessory use.

The zoning map amendment to "P-BP-3" Planned Business Park District will permit two primary structures on one lot and outdoor storage as an accessory use. The request also includes the following deviations to the underlying municipal code:

1. Total lot coverage of buildings and parking areas = 71.9%. Maximum lot coverage for underlying "BP-3" District is 65%. Total request for 6.9% increase in impervious area.
2. 29 gauge galvanized corrugated metal panel fence with wood grain texture to enclose outdoor storage area and dumpster enclosure.
3. The west façade of Building 1 (1001 McDonough Lake Road) and east façade of Building 2 (1003 McDonough Lake Road) shall be exempt from the full design requirements of Section 17.060.260 and are permitted as per approved site plan.
4. Increase graphic area allowance for a 120 sq. ft. office park monument sign and eighty (80) square feet of graphic area per tenant. With the ten (10) tenants, the total graphic area for the entire site will be 920 sq. ft. instead of a maximum of 300 square feet.

### ZONING MAP

The site under consideration is currently zoned "BP-3" Business Park District. The applicant is requesting a Zoning Map Amendment to rezone the subject property "P-BP-3" Planned Business Park District. The "BP-3" Business Park District is intended to accommodate a variety of office and warehousing uses on a smaller scale and their related activities at a scale and intensity of use that is compatible with high quality development.





## REPORT TO PLANNING COMMISSION CITY OF COLLINSVILLE

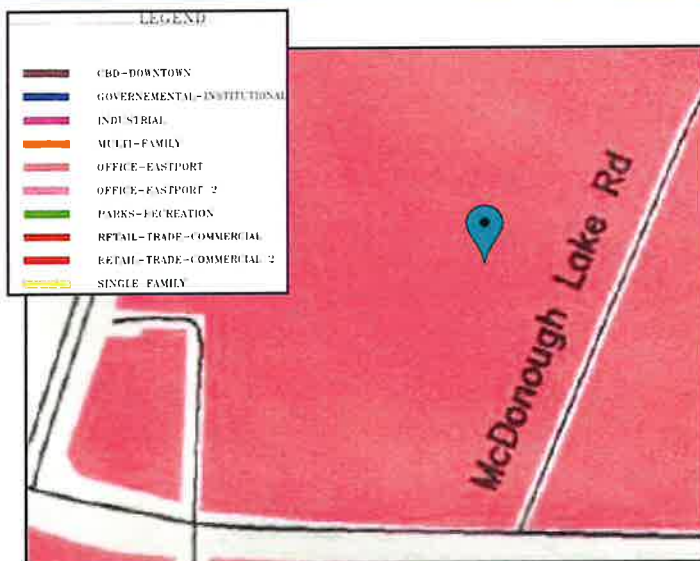
### ZONING & LAND USE MATRIX

DIRECTION	ZONING DISTRICT DESIGNATION	EXISTING LAND USE
North	"BP-3" Business Park District & "P-BP-4" Planned Business Park District	Vacant, Dayton Freight
East	"R-1" Single Family Residential & Unincorporated	Soccer Field, Residential
South	"P-CP-2" Planned Commercial Park District, "P-BP-3" Planned Business Park District	Vacant, Residential
West	"P-CP-2" Planned Commercial Park District	Volvo, Gateway Refrigeration

### PLANNING ANALYSIS

The following section provides an overview of the goals, objectives, and policies of the Comprehensive Plan as it relates to the subject request.

### COMPREHENSIVE PLAN & FUTURE LANDUSE MAP (FLUM) CONSIDERATOINS



#### Comprehensive Plan 2020:

*"Sustainable Growth and Urban Image of the Community are Vital to the City of Collinsville's Economic Future."*

⇒ Contributes to economic development and the diversification of the City's economic base.

⇒ Promotes the aesthetic quality of development through proposed improvements and landscaping.

*"Development & Environmental Compliance ."*

⇒ The proposed development adheres to the stormwater ordinance, and the developers have provided engineering evidence that stormwater will be properly accommodated.

#### Satisfied:

The subject property is identified as Office-Eastport in the Comprehensive Plan's Future Land Use Map. The plan further identifies the development area along I-255 to be identified as different development neighborhoods. The subject property would lend into the Eastport Campus that serves as mixed offices, light warehousing and some retail/services. The proposed rezoning is located within the Comprehensive Plan 2020 Future Land Use category "Office-Eastport". Per the Land Management Plan for Eastport, this area is designated as Eastport Industrial Campus (Distribution/Assembly) and identified as BP-3 District. This follows the development trends of the Eastport area as small-medium scale office, warehousing and hospitality uses are to the South of Horseshoe Lake Road and higher intensity distribution or industrial uses to the North of Horseshoe Lake Road. The proposed development complements these development trends and the surrounding area.

Chapter 4 of the Comprehensive Plan, *Community Improvement Strategies*, encourages the annexation of property in the Eastport Development Area, enhancement of the office parks, and planned district developments to promote innovative, sustainable and mixed use development. The proposed zoning map amendment is consistent with the Future Land Use Map as well as the goals and objectives put forth in the City's Comprehensive Plan.



# REPORT TO PLANNING COMMISSION

## CITY OF COLLINSVILLE



### DEVIATION REQUEST ANALYSIS:

The zoning map amendment to "P-BP-3" Planned Business Park District (Exhibit B) will permit two primary structures on one lot and outdoor storage as an accessory use. The request also includes the following deviations to the underlying municipal code. Below is an analysis of each request:

#### 1. Lot Coverage:

The proposed Planned District states the total lot coverage of buildings and parking areas can equal 71.9%. The maximum lot coverage for underlying "BP-3" District is 65%. The request is for a 6.9% increase in impervious area. The applicant states that a 65% maximum lot coverage for this property would not make the project economically viable. In order to meet the requirement, the building's and/or parking would need to be reduced an additional 28,000 sq. ft. or .64 acres. Each building is 48,000 sq. ft with ten (10) tenants with approximately 9,600 sq. ft. per tenant bay. Below is a parking table showing the required vs provided spaces. And a table showing the surrounding zoning districts and lot coverages.

*Table 1: Parking Requirements*

Building Size	Parking Requirement	Use Area	Spaces Required	Spaces Provided
96,000 SF	4 spaces / 1000 SF Office	10% or 9,600 SF	82	129
	0.5 spaces / 1000 SF Warehouse	90% or 86,400 SF		

Development	Zoning District	Maximum Lot Coverage
Dayton Freight	P-BP-4	75%
Trans Merge	P-BP-4	75%
Vermeer Midwest	P-BP-3	65%
Volvo/Gateway Refrigeration	P-CP-2	85%

The applicant states that the layout and needs of the site have been analyzed several times and the current configuration is the lowest acceptable level to provide economic return on the project and efficiently and effectively serve the future tenants. Four (4) 10'Wx15'H green wall trellis's have been included on the east elevation of Building 1 (facing McDonough Lake Road). A wet detention basin is located to the rear of the property designed to mitigate additional runoff and mimic predevelopment drainage conditions as outlined in the attached Drainage Report. A water quality basin has also been provided on the east end of the site to provide treatment for all the proposed impervious area.

The property is adjacent to Volvo to the west, zoned P-CP-2 which is permitted up to 85% lot coverage and near Dayton Freight, zoned P-BP-4 which is permitted up to 75% lot coverage. The site plan has been reviewed by the City Engineer to ensure that stormwater management and water quality design standards are met.

The applicant has worked extensively with staff to reduce lot coverage where feasible and has reduced up to 10-15 percent from what was originally proposed.

**Staff finds that the applicant has provided sufficient evidence that the increased lot coverage will not negatively impact the quality of life, public health or general welfare and therefore staff recommends approval of this deviation.**



# REPORT TO PLANNING COMMISSION CITY OF COLLINSVILLE

## DEVIATION REQUEST ANALYSIS:

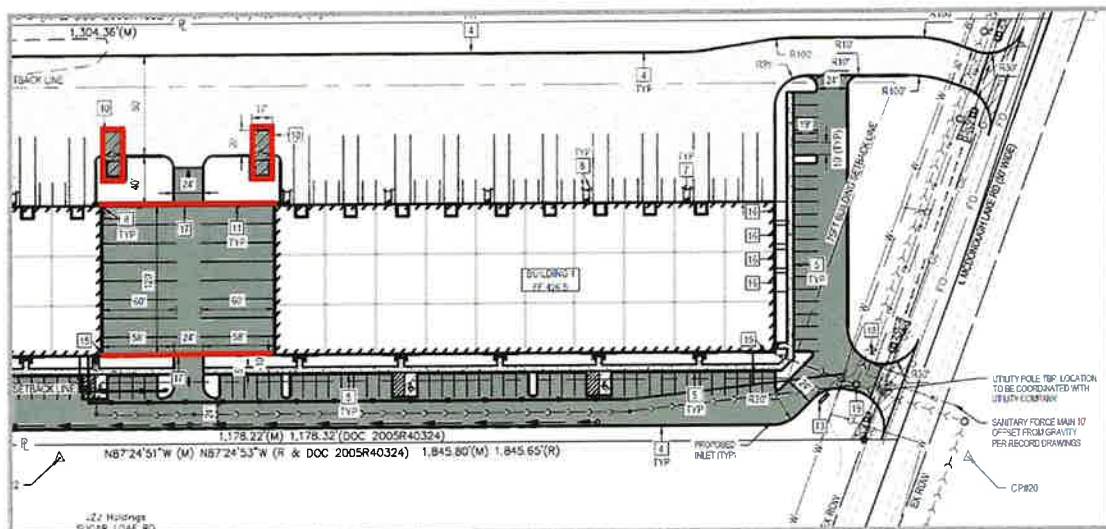
### 2. Fence Material:

The applicant is requesting a 29 gauge galvanized corrugated metal panel fence to enclose outdoor storage area and dumpster enclosure.



The City typically does not permit corrugated metal in any facet, however, architectural corrugated metal panels were permitted as an accent material on the office façade for Dayton Freight, and shipping containers have been approved to be repurposed for commercial use in Uptown. Currently staff interprets that some metal fencing may be permitted, provided it is flush panels and mimic more Hardie plank or vinyl aesthetic as shown in the image above to the right. The proposed request is for a corrugated panel in a finish that will complement the building colors, and mostly a stylistic choice by the developer.

This property is located within the Eastport Industrial Complex and will be over 500 feet from public right-of-way and in between the two 48,000 sq. ft. buildings. With those factors in mind, staff recognizes the impact from permitting this material will be minimal, and at such distance, the corrugation will be difficult, or unable to distinguish. **Staff asks the Planning Commission to consider precedent and site factors.** Below in red are the proposed fence locations.



# REPORT TO PLANNING COMMISSION CITY OF COLLINSVILLE



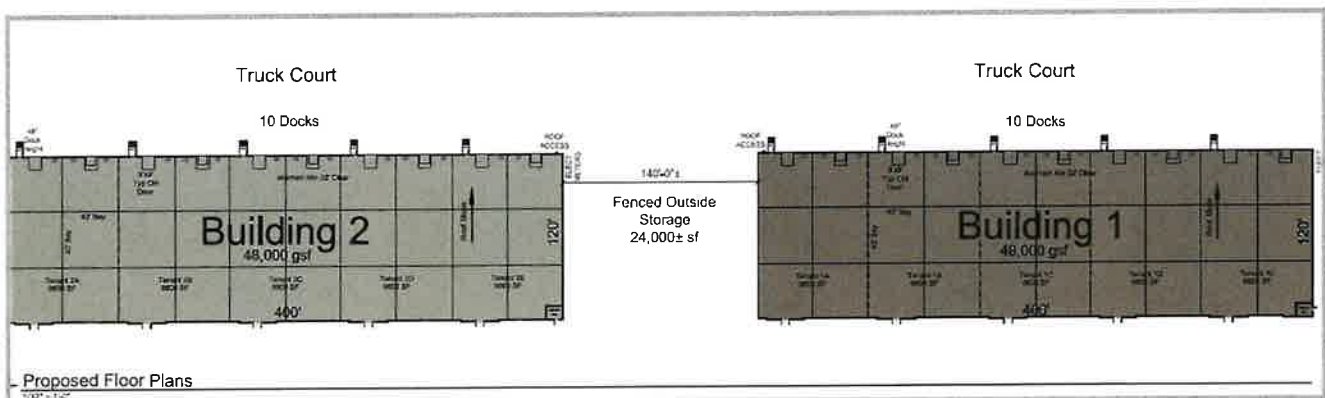
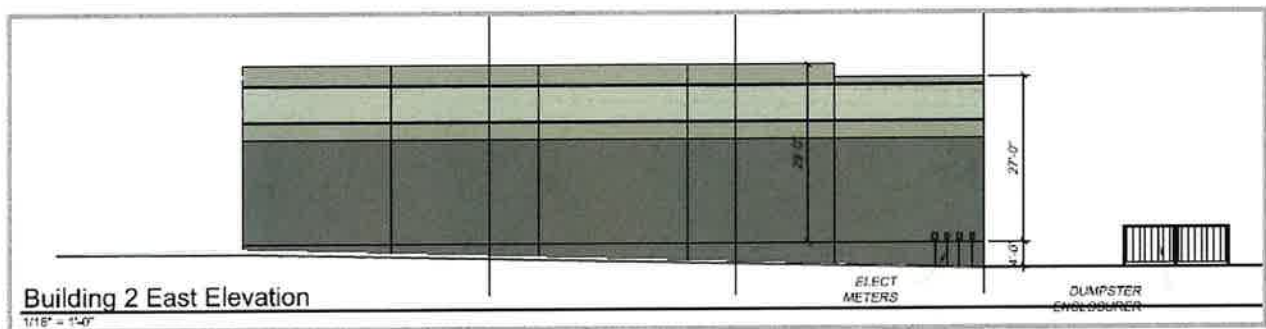
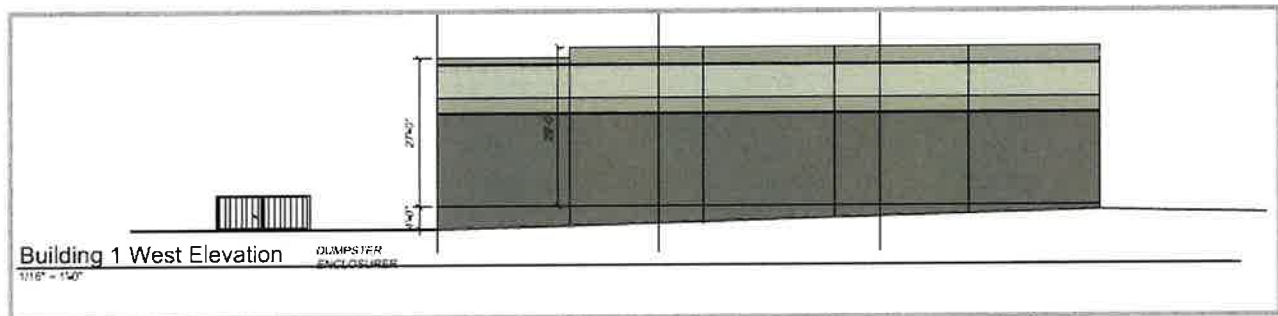
## DEVIATION REQUEST ANALYSIS:

### 3. Design Requirements:

The proposed Planned District states, the west façade of Building 1 (1001 McDonough Lake Road) and east façade of Building 2 (1003 McDonough Lake Road) shall be exempt from the full design requirements of Section 17.060.260 and are permitted as per approved site plan.

These two facades are interior, facing the outdoor storage area which is screened by a 6' fence and the buildings themselves. Staff finds that since these two facades are screened and facing outdoor storage, it is a reasonable request to lessen design requirements for facades that are not public facing and allowing the developer to reduce development costs. Below are the proposed elevations for both facades.

**Staff recommends approval of this request.**







## REPORT TO PLANNING COMMISSION CITY OF COLLINSVILLE

### DEVIATION REQUEST ANALYSIS:

#### 4. Signage

The proposed Planned district will increase the total graphic area allowance for the office park and is proposing a 120 sq. ft. office park monument sign and eighty (80) square feet of graphic area per tenant. With the ten (10) tenants, the total graphic area for the entire site will be 920 sq. ft. instead of a maximum of 300 square feet.

The City's graphic area allowance is based upon street frontage with a maximum graphic area per frontage of 300 sq. ft. The subject property has approximately 370 feet of frontage along McDonough Lake Road. There are no other public roads planned to access this development, limiting the property to 300 sq. feet for both buildings. With ten (10) separate tenants and on a building of this scale, that is simply not enough graphic area allowance to successfully promote each business. Staff recommends that an increase in graphic area allowance is permitted through the Planned District Ordinance to simplify sign permit requests as tenants occupy. With the existing allowance, each tenant would be allowed 30 sq. ft, not accounting for any office park sign.

The current shopping center/office park sign code restricts shopping /office center signs to 100 sq. ft. for just the center itself, and 200 sq. ft for all tenant spaces and limits one (1) freestanding sign per center. The proposed office center sign will be a total area of 120 sq. ft with 32 sq. ft. being an electronic message center sign rather than a traditional panel for each tenant. The 80 sq. ft. per tenant would be allowed to be split and shared among front, rear or side facades, as the tenant decides. Below are some examples of signs close to 80 sq. ft. to help provide some context and scale.



Overall, staff finds that based on the limiting site factors, including only one (1) frontage and multiple tenant spaces, the signage requests are reasonable a suitable for the character of the area and recommends approval.

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# REPORT TO PLANNING COMMISSION

## CITY OF COLLINSVILLE

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### ZONING ANALYSIS

When reviewing applications for changes in zoning, or amendments thereto, the Planning Commission is required to hold a hearing, review, and make recommendations and report a recommendation to the City Council.

#### Matters to be Considered for Zoning District Amendments (Sec. 17.150.080)

In order to recommend approval or disapproval of a proposed zoning district amendment, the Planning Commission shall consider the following matters:

##### ***A. Character of the Neighborhood.***

Considering the subject property's location on McDonough Lake Road, straddled by Interstate I-255 and industrial uses to the north and east, staff finds that the proposed development is consistent with the character of the surrounding area.

##### ***B. Whether the proposed amendment promotes the health, safety, quality of life, comfort, and general welfare of the City and its planning area.***

Staff finds that the proposed amendment allows only minor variations from the underlying zoning district regulations, which are consistent with the surrounding area within the Eastport Industrial Complex and that the development will further promote the health, safety, quality of life, comfort, and general welfare of the City.

##### ***C. Consistency with the comprehensive plan and regulations of the City of Collinsville.***

As outlined previously in this report, the proposed rezoning will further the Comprehensive Plan's future land use goals in this area. The subject property is designated Office Eastport in the Comprehensive Plan FLUM. Staff finds that the proposed rezoning and site plan are consistent with the Comprehensive Plan and regulations of the City with minor deviations.

##### ***D. Adequacy of public utilities and other needed public services.***

All necessary public utilities are available to the site from McDonough Lake Road. Staff has verified through the Site Plan review process that said utilities and services are adequate to serve the proposed use.

##### ***E. Suitability of the uses to which the property has been restricted under its existing zoning.***

The proposed use of distribution and warehousing and outdoor storage are suitable for the proposed zoning district and surrounding area.

##### ***F. Compatibility of the proposed district classification with nearby properties.***

The properties immediately to the north and east of the subject property are zoned "BP-3" Business Park, "P-BP-4" Business Park District and "P-CP-2" Planned Commercial Park District and are developed with similar developments and land uses as the proposed development. The proposed underlying "BP-3" District is intended to accommodate a variety of flex office and smaller scale warehousing developments. Staff finds that the proposed zoning district is compatible with the surrounding area.



## REPORT TO PLANNING COMMISSION CITY OF COLLINSVILLE

***G. The extent to which the zoning amendment may detrimentally affect nearby property.***

The proposed zoning district and land use is appropriate within the context of the surrounding area and for the property's location in the Eastport Industrial Campus and proximity to the interstate. Staff finds that the proposed zoning designation will not have a detrimental impact on nearby property.

***H. Whether the proposed amendment provides a disproportionately great loss to the individual landowner nearby relative to the public gain.***

Staff finds that the proposed map amendment, zoning upon annexation to "P-BP-3" Planned Business Park District will result in a relative public gain for the area and the City. Staff finds that the rezoning does not result in a disproportionate loss to nearby landowners. The proposed planned zoning district is designed in a manner that recognizes adjacent commercial uses and infrastructure plans for McDonough Lake Road and Horseshoe Lake Road, while enabling a commercial development that is fitting with the location along McDonough Lake Road, proximity to I-255, and surrounding industrial uses.

**Zoning Regulation Consistency**

The applicant is requesting a zoning map amendment to rezone the subject property to "P-BP-3" upon annexation. This request requires the Planning Commission to review and analyze both the existing and proposed zoning district designations as they relate to the proposed land use.

***Existing Zoning District:***

*"BP-3" Business Park District*

***Proposed Zoning District:***

*"P-BP-3" Planned Business Park District*

*Intent. The "BP-3" Business Park District provides for the development of professional offices, general office space, and small size warehousing and distribution. The uses are for a hybrid development of businesses in a planned setting. The intent of this district is to accommodate a variety of office and warehousing uses on a smaller scale and their related activities at a scale and intensity of use that is compatible with high quality development. The location factors of the formation of this district relate to present and past land use and development trends and the proximity to major transportation routes.*

The "BP-3" Business Park District is intended for small to medium intensity office and warehousing uses that benefit from or require proximity to interstate highway system and related businesses. The proposed flex warehouse/office development complements similar uses to the Eastport Industrial area. Staff finds that the proposed underlying "BP-3" Business Park District is the most suitable zoning designation for the subject property due to future land use plans, existing development and zoning within the surrounding area, the location of the site with proximity to the interstate.

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## REPORT TO PLANNING COMMISSION

### CITY OF COLLINSVILLE

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#### Purpose of the Planned Development District (Section 17.040.230)

*A. Intent: One of the principal objectives of the Zoning Ordinance is to provide for a compatible arrangement of uses of land and buildings that is consistent with the requirements and welfare of the City. To accomplish this objective, most uses are classified as permitted or special uses in one (1) or more of the districts established by the Zoning Ordinance. However, it is recognized that there are certain uses that, because of their scope, location, or specific characteristics, give rise to a need for a more comprehensive consideration of their impact, both with regard to the neighboring land and the City in general. Such uses fall within the provisions of this section and shall only be permitted if authorized as a planned development.*

*B. Objective: The objective of the Planned District Procedure is to enable the granting of certain allowances or modifications from the basic provisions of the Zoning Ordinance to achieve attractive and timely development in furtherance of the City of Collinsville's objectives and proposed land uses as stated in the Comprehensive Plan. Through the flexibility of the planned development process, the City seeks to achieve one (1) or more of the following specific objectives:*

- 1. Creation of a more desirable environment than may be possible through the strict application of other City land use regulations.*
- 2. Promotion of a creative approach to the use of and related physical facilities resulting in better design and development implementation, including aesthetic amenities.*
- 3. Combination and coordination of the character, the form, and the relationship of structures to one another.*
- 4. Preservation and enhancement of desirable site characteristics such as natural topography, vegetation and geologic features.*
- 5. The beneficial use of open space.*
- 6. Encouragement of land use or combination of uses that maintain the existing character and property values of the City and promote the public health, safety, comfort, and general welfare of its residents.**
- 7. Promotion of long-term planning pursuant to a site plan that will allow harmonious and compatible land uses or combination of uses with surrounding areas.*
- 8. Promotion of economic development within the City.**

#### Planner's Comments

The intent of the City's Zoning Ordinance is to promote development and land uses that are consistent with and contribute to the quality of development within the surrounding area. The proposed development and land use is compatible with the surrounding area, promotes economic development, and provides a site design that is complementary with the surrounding area. It is staff's opinion that the requested deviations from the underlying district's requirements are reasonable and meet the purpose and intent of the "Planned Development District" and site characteristics.





## REPORT TO PLANNING COMMISSION CITY OF COLLINSVILLE

### REZONING RECOMMENDATION

Staff finds that the proposed rezoning request meets or exceeds the review criteria and advances the intent of the Comprehensive Plan, Future Land Use Map (FLUM), Zoning Ordinance and other City Plans. ***Based on this finding, staff recommends that the Planning Commission 'Approve' The Rezoning Application RZ 25-02 McDonough Horseshoe Service Center (MHSC) rezone "BP-3" Business Park District to "P-BP-3" Planned Business Park District Ordinance pending Site Plan Approval with the following deviations noted within the proposed Planned District Ordinance and Site Plan Analysis:***

1. Maximum lot coverage of building and parking areas shall be 71.9%.
2. 29 gauge galvanized corrugated metal fence shall be permitted to enclose the outdoor storage area and dumpster enclosure.
3. The west façade of Building 1 (1001 McDonough Lake Road) and east façade of Building 2 (1003 McDonough Lake Road) shall be exempt from the full design requirements of Section 17.060.260 and are permitted as per approved site plan.
4. Increase graphic area allowance for the entire site as 920 sq. ft.



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# REPORT TO PLANNING COMMISSION

## CITY OF COLLINSVILLE

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### SITE PLAN ANALYSIS

Site Plan review is required for this site per Section 17.120.030.A.1 which indicate that "the grading of any site for development or the issuance of any building permit for the construction of any principal structure other than a single-family detached structure " and Planned Use Procedures are each cause for site plan review.

#### REVIEW CRITERIA (SECTION 17.120.070.A)

***1. Extent to which the proposal conforms to the previous sections of these regulations.***

The plan submitted substantially conforms to the requirements of the Zoning Ordinance with the exceptions of the deviations analyzed in pages 4 through 7 of this report and as per the proposed Planned District Ordinance.

***2. Extent to which the development would be compatible with the surrounding area and the Development Guidelines of this section.***

The subject property is bordered by commercial uses of similar scale and intensity such as Vermeer Midwest and higher intensity such as Dayton Freight and Volvo. The proposed development of this property will conform with the city's development guidelines in a manner that is consistent with the proposed zoning district, location within the Eastport Industrial Complex and surrounding commercial uses. The proposed use and site plan adhere to the City's plans for this area and are compatible and consistent with the surrounding area and development guidelines.

***3. Extent to which the proposal conforms to the provisions of the City's Subdivision Regulations.***

The proposal is for a single lot of record. No subdivision of lots, public utilities or right-of-way is being dedication with the project, therefore subdivision review or process is not required.

***4. Extent to which the proposal conforms to customary engineering standards used in the City.***

The City Engineer has reviewed the Site Plan and finds the Site Plan conforms with customary engineering standards used within the City of Collinsville.

***5. Extent to which the location of streets, paths, walkways, and driveways are located so as to enhance safety and minimize any adverse traffic impact on the surrounding area.***

The development does not include any public streets, paths, walkways or driveways. The property will be accessed by two separate entrances/exits on McDonough Lake Road. The southern drive is constructed of asphalt and intended for passenger vehicles to access the site. The northern drive is constructed of concrete and intended for truck traffic. The site is connected and allows for full fire apparatus access around the entire building. The outdoor storage area as gates to the north and south, allowing full access. Sidewalks are provided along the entirety of the passenger vehicle parking spaces to access each tenant space.



## REPORT TO PLANNING COMMISSION CITY OF COLLINSVILLE

### SITE PLAN RECOMMENDATION

Staff finds that the Site Plan proposed for Eastport Commerce Center substantially meets or exceeds the review criteria and advances the intent of the Zoning Ordinance. ***Staff recommends that the Planning Commission 'Approve' the Site Plan Application SP 25-01 McDonough Horseshoe Service Center (1001 & 1003 McDonough Lake Road),*** subject to the proposed Planned District Ordinance as included in the Zoning Analysis section of this staff report.



## **EXHIBITS**

- A. DRAFT PLANNED DISTRICT ORDINANCE**
- B. SITE PHOTOS**

## **ATTACHMENTS**

- A. SITE PLAN**
- B. APPLICANT NARRATIVE—INCLUDES THE  
FOLLOWING:**
  - TURNING MOVEMENTS**
  - ARCHITECTURAL ELEVATIONS**



## REPORT TO PLANNING COMMISSION CITY OF COLLINSVILLE

### EXHIBIT A: DRAFT PLANNED DISTRICT ORDINANCE

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE REZONING CERTAIN PROPERTY  
OWNED BY LAVERN JAMES FOURNIE FROM "BP-3" BUSINESS PARK DISTRICT  
TO A "P-BP-3" PLANNED BUSINESS PARK DISTRICT  
(1001 & 1003 McDonough Lake Road)**

WHEREAS, Tom Helmkampf, on behalf of property owner, Lavern James Fournie, has filed with the City of Collinsville, Illinois (hereinafter "the City") an application for rezoning of real estate located at 1001 & 1003 McDonough Lake Road (PIN: 13-2-21-19-00-000-008.001 & 13-1-21-20-00-000-013.001) from "BP-3" Business Park District to "P-BP-3" Planned Business Park District; and

WHEREAS, prior to the presentation of this ordinance to the City Council, all hearings required to be held before agencies of the city took place pursuant to proper legal notice and all petitions, documents and other necessary legal requirements were fulfilled in compliance with the law in such cases made and provided, including Title 17 of the Collinsville Municipal Code and Section 5/11-13-14 of the Illinois Municipal Code (65 ILCS 5/11-13-14).

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COLLINSVILLE AS FOLLOWS:

**SECTION 1:** That the following legally described land located in the City of Collinsville, Illinois will be zoned "P-BP-3" Planned Business Park District, to wit:

**1001 & 1003 McDonough Lake Road, Collinsville, Illinois 62234  
Parcel ID# 13-2-21-19-00-000-008.001 & 13-1-21-20-00-000-013.001  
Current Owner: Lavern James Fournie**

The land referred to herein below is situated in the County of Madison, State of Illinois, and is described as follows:

A tract of land in U.S. Survey 509, Claim 1653, Township 3 North, Range 8 West of the Third Principal Meridian, Madison County Illinois, being more particularly described as follows, to wit:

Commencing at the northeast corner of U.S. Survey 509, Claim 1653; thence north 87 degrees 24 minutes 53 seconds west (based on Grid North, Illinois State Plane Coordinate System West Zone) along the north line of said U.S. Survey 64.99 feet to a railroad spike set on the centerline of Sugar Loaf Road; thence south 22 degrees 40 minutes 07 seconds west along the centerline of said road 336.68 feet to the point of beginning of the tract herein described; thence continuing south 22 degrees 40 minutes 07 seconds west along said centerline 358.25 feet; thence north 87 degrees 24 minutes 53 seconds west and parallel with the north line of said U.S. Survey 1845.65 feet to an iron rod on the west line of the east half of said U.S. Survey; thence north 2 degrees 03 minutes 18 seconds east 336.48 feet to



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## REPORT TO PLANNING COMMISSION

### CITY OF COLLINSVILLE

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#### EXHIBIT A: DRAFT PLANNED DISTRICT ORDINANCE

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an iron rod; thence south 87 degrees 24 minutes 53 seconds east and parallel with the north line of said U.S. Survey 1971.78 feet to the point of beginning.

EXCEPT THEREFROM that portion conveyed to IZI Holdings, L.L.C. by deed recorded July 21, 2005 as document 2005R40324, described as follows, to-wit:

Commencing at the northeast corner of U.S. Survey 509, Claim 1653; thence on an assumed bearing of north 87 degrees 24 minutes 53 seconds west on the north line of said U.S. Survey 509, Claim 1653 a distance of 64.99 feet to the centerline of Sugar Loaf Road; thence south 22 degrees 40 minutes 47 seconds west on said centerline of Sugar Loaf Road a distance of 694.93 feet; thence north 87 degrees 24 minutes 53 seconds west parallel to said northerly line of U.S. Survey 509 Claim 1653 a distance of 1178.32 feet to the point of beginning.

From said point of beginning thence north 87 degrees 24 minutes 53 seconds west on the northerly line of a tract of land described in deed book 4359 page 2704 a distance of 667.38 feet to the westerly line of a tract of land described in deed book 3222 on page 2318; thence north 02 degrees 03 minutes 18 seconds east on said westerly line of a tract of land described in deed book 3222 on page 2318 a distance of 336.46 feet; thence south 87 degrees 24 minutes 53 seconds east a distance of 667.38 feet; thence south 02 degrees 03 minutes 18 seconds west a distance of 336.46 feet to the point of beginning.

Except the coal, oil, gas and other minerals as may have been heretofore excepted, reserved or conveyed and all rights and easements in favor of said mineral estate.  
Situating in Madison County, Illinois.

**SECTION 2:** The authority and approval provided in this Ordinance is granted subject to all ordinances, rules, and regulations of the city of Collinsville and the following conditions:

#### **A. PERMITTED USES**

Permitted Uses for this planned development district shall be in accordance with the corresponding use permissibility of the BP-3 Business Park Zoning District per Section 17.050, *Use Regulations* of the City of Collinsville Zoning Ordinance.

#### **B. SPECIAL USES**

Special Uses for this planned development district shall be in accordance with the corresponding use permissibility of the BP-3 Business Park Zoning District per Section 17.050, *Use Regulations* and 17.100, *Special Uses* of the City of Collinsville Zoning Ordinance.

#### **C. ACCESSORY USES**

Accessory uses clearly associated with and supplementary to the principal use of the lot or tract of land shall be permitted in accordance with Section 17.050, *Use*



## REPORT TO PLANNING COMMISSION CITY OF COLLINSVILLE

### EXHIBIT A: DRAFT PLANNED DISTRICT ORDINANCE

Regulations, and per the requirements contained in Section 17.060, Supplementary District Regulations.

1. Outdoor storage area of 16,800 sq. ft. shall be permitted as accessory use as per approved site plan.

#### D. PLANNED USES

This planned development district shall comply with the planned development district requirements in Section 17.040.230, Planned Development Districts, as well as the requirements of Section 17.120, Site Plan Review with the exception of those provisions specifically stated herein.

#### E. INTENSITY OF USE REGULATIONS

Intensity of Use for this planned district shall comply with the corresponding Intensity of Use Regulations in the BP-3 Business Park Zoning District per Section 17.040.210.F., with the following exception(s):

1. Lot coverage: maximum total coverage by structures and parking shall be no greater than seventy-one and nine (71.9) percent.
2. Two (2) 48,000 sq. foot primary structures on one legal lot of record is permitted by adoption of this ordinance.

#### F. YARD REGULATIONS

Yard Regulations for this planned district shall be in accordance with the corresponding Yard Regulations in the BP-3 Zoning District per Section 17.040.210.G.

#### G. HEIGHT REGULATIONS

Subject to plan review.

#### H. USE LIMITATIONS

This planned development district shall comply with the provisions set forth in Section 17.040.210.I, *Use Limitations* of the City of Collinsville Zoning Ordinance.

#### I. SITE PLAN REVIEW

All development plans shall be in accordance with Section 17.120, *Site Plan Review*.

#### J. PARKING REGULATIONS

Parking shall be in accordance with Section 17.070, *Off-street Parking and Loading Requirements*, and Section 17.050.010, *Use Table* of the City of Collinsville Zoning Ordinance.



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# REPORT TO PLANNING COMMISSION

## CITY OF COLLINSVILLE

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### EXHIBIT A: DRAFT PLANNED DISTRICT ORDINANCE

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#### K. LANDSCAPE REGULATIONS

Landscaping shall be in accordance with Section 17.080, *Landscaping, Screening and Buffering*.

#### L. STREET AND ROADWAY STANDARDS

All streets and roads shall comply with the City's Subdivision Control Ordinance except where established roads are provided, any road improvements or right-of-way widths shall be approved by the City's Street Director.

#### M. DESIGN GUIDELINES

This planned development shall comply with all design requirements from Section 17.060.260. – Development guidelines; nonresidential uses in all districts with the following exception(s):

1. 29 gauge galvanized corrugated metal panel fence with wood grain texture shall be permitted to screen outdoor storage area and dumpster enclosure.
2. The west façade of Building 1 (1001 McDonough Lake Road) and east façade of Building 2 (1003 McDonough Lake Road) shall be exempt from the full design requirements of Section 17.060.260 and are permitted as per approved site plan.

#### N. SIGNAGE

This planned development shall comply with all signage requirements from Section 17.190. – Signage; districts with the following exception(s):

1. One (1) 10'x12' (120 sq. ft) office park identification sign is permitted.
2. Each tenant shall be permitted a total of eighty (80) square feet of graphic area for the entire building.

SECTION 3: That the City Clerk is hereby authorized to note the zoning grant made by this Ordinance upon the official map of the City.

SECTION 4: That this ordinance shall take effect upon its passage, approval, and publication in pamphlet form, as provided by law.

PASSED by the Council and Approved by the Mayor on \_\_, 2025.

Ayes:

Nays:

Absent:

Approved: \_\_\_\_\_, 2025.



## REPORT TO PLANNING COMMISSION CITY OF COLLINSVILLE

### EXHIBIT B: SITE PHOTOS







The City of Collinsville allows certain real estate located within the Discovery Enterprise Zone to be considered for abatement of the City of Collinsville's portion of ad valorem real estate taxes. The abatement schedule is as follows:

- One Hundred percent (100%) of the value of the improvements, for the first assessment year in which the improvements are fully assessed, and the six assessment years immediately following the year in which the improvements were fully assessed;
- Seventy percent (70%) of the value of the improvements on the seventh year following the year in which the improvements were fully assessed;
- Forty percent (40%) of the value of the improvements on the eighth year following the year in which the improvements were fully assessed;
- Ten percent (10%) of the value of the improvements on the ninth year following the year in which the improvements were fully assessed; and,
- In the tenth year following the year in which the improvements were fully assessed, and for all subsequent years, the County Clerk will no longer abate ad valorem taxes on the improvements.

To be considered for such real estate tax abatement, please review the minimum eligibility requirements on page two and complete the application fields below. City staff shall review all applications for eligibility and make recommendations to the City Council for consideration. The City Council shall approve all requests for tax abatement prior to the commencement of any on-site improvements or construction activities. The City is not authorized to abate ad valorem real estate taxes for any other taxing body; it shall be the responsibility of the applicant to obtain separate abatements from all other taxing bodies.

**Property Details:**

Common Address(es): Parcel # 1 - 13-1-21-19-00-000-008.001

Parcel Number(s): Parcel # 2 - 13-1-21-20-00-000-013.001

Associated Business/Development Name: McDonough Horseshoe Service Center

Anticipated New Jobs Created in Collinsville (Full & Part-Time): 50-100

Total Cash Investment (Land, Building, Hard Costs): \$                     

**Applicant:**

Applicant Name: Tom Helmkamp Phone: 314-581-2667

Address: 1177 Bella Vista Dr. St. Louis, MO 63131

Email: TomH@HCS-STL.com

**Property Owner (if different):**

Property Owner Name: Lavern James Fournie Phone:                     

Address: 436 N. Aurora St., Collinsville, IL 62234

Email:                     

**Required Documents**

☐ 20-year real estate tax projection based upon proposed improvement

**Authorization Section:**

By signing below, I hereby certify that the statements on this application are true and complete to the best of my knowledge and belief, and that I will comply with all applicable City of Collinsville Illinois ordinances. I acknowledge that this application does not guarantee any incentives, benefits, or approvals of any kind. Further, the City of Collinsville cannot abate real estate taxes for any other taxing body and makes no guarantees of abatements from such taxing bodies.

Owner/Authorized Agent Signature Lavern James Fournie Date 15 FEB 2025

Base EAV	\$7,480
Estimated Investment (Land)	\$820,000
Estimated Investment (Buildings)	\$10,600,000
Estimated Investment (Soft Costs)	\$2,015,000
Estimated Total Project Cost	\$13,435,000
Estimated Net Assessed Value <sup>1</sup>	\$2,269,333
Multiplier	1.01

\*Based on assumed property acquisition costs and estimated taxable value of \$20/Sq. Ft. Actual costs and assessments may vary.

<sup>2</sup>Tax Code 931 - #10: COLLINSVILLE CITY: MES. 2023 Tax Rate. Projections assume tax rate remains constant based on assumed property acquisition costs and estimated taxable value of \$260/sq. ft. Actual costs and assessments may vary.

TAXING DISTRICT	20-YEAR SUMMARY		
	TAX RATE	TOTAL TAX	ABATED
CITY OF COLLINSVILLE	0.6192%	\$191,949	\$120,192
METRO EAST SANITARY	0.3426%	\$106,205	\$66,501
SW IL COLLEGE #522	0.3983%	\$123,471	\$77,313
MISS VALLEY LIBRARY	0.1859%	\$57,628	\$36,085
COLLINSVILLE AREA RECR	0.1963%	\$60,852	\$38,103
MADISON COUNTY	0.4371%	\$135,499	\$84,845
COLLINSVILLE ROAD	0.2961%	\$91,790	\$57,475
COLLINSVILLE CU #10	4.3219%	\$1,339,771	\$839,915
COLLINSVILLE TOWNSHIP	0.1266%	\$39,245	\$24,574
TOTAL	6.9240%	\$2,146,411	\$1,344,004
			\$802,407





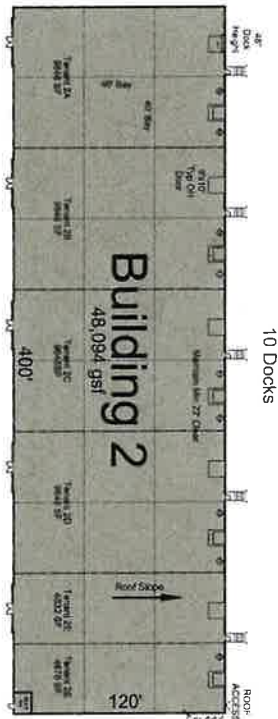


Building 2 Square Footage Summary			
Space	GSF	Load Factor	RSF
Tenant 2A	9,619 sf	1.0028	9,646 rsf
Tenant 2B	9,619 sf	1.0028	9,646 rsf
Tenant 2C	9,619 sf	1.0028	9,646 rsf
Tenant 2D	9,619 sf	1.0028	9,646 rsf
Tenant 2E	4,818 sf	1.0028	4,832 rsf
Tenant 2F	4,818 sf	1.0028	4,832 rsf
Roof Room	153 sf		4,878 rsf
Total	48,094 sf		

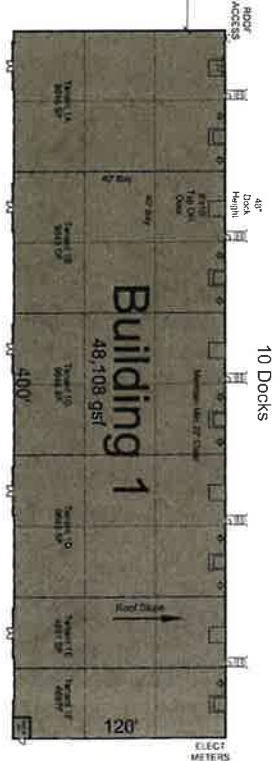
Load Factor = 48094 / 47995 (gsf/rsf room) = 1.0028

Building 1 Square Footage Summary			
Space	GSF	Load Factor	RSF
Tenant 1A	9,619 sf	1.0027	9,645 rsf
Tenant 1B	9,619 sf	1.0027	9,645 rsf
Tenant 1C	9,619 sf	1.0027	9,645 rsf
Tenant 1D	9,619 sf	1.0027	9,645 rsf
Tenant 1E	4,818 sf	1.0027	4,831 rsf
Tenant 1F	4,818 sf	1.0027	4,831 rsf
Roof Room	150 sf		4,897 rsf
Total	48,108 sf		

Load Factor = 48108 / 47978 (gsf/rsf room) = 1.0027

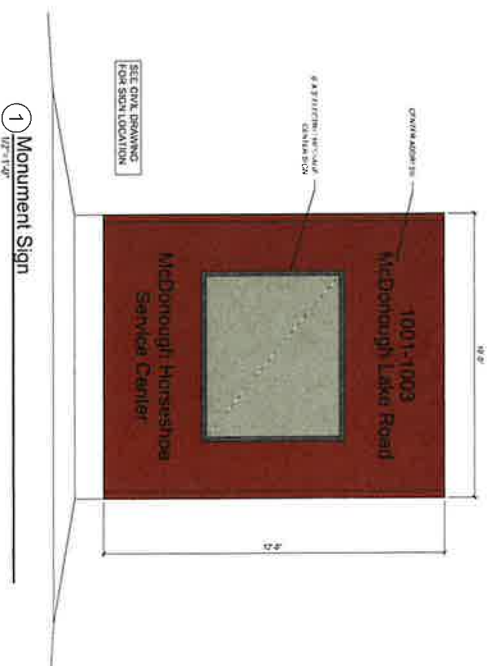


Truck Court



Truck Court

### Proposed Floor Plans



1 Monument Sign

CONFIDENTIAL  
FOR HCS  
USE ONLY



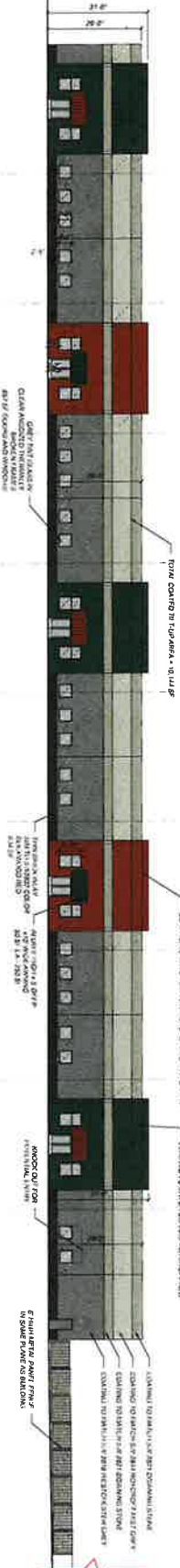
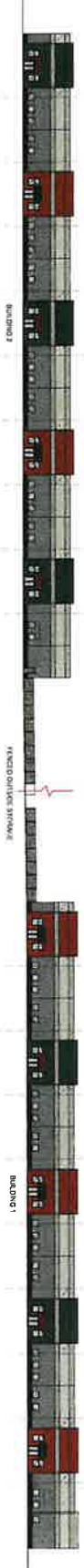
Proposed Development  
McDough  
Horsehoe  
Service  
Center

1001-1003 McDough Lake Road  
Chillicothe, IL

2.18.25  
3.26.25

Proposed  
Floor Plans  
A1.0  
McDough Horsehoe  
Service Center  
2024.187

0100

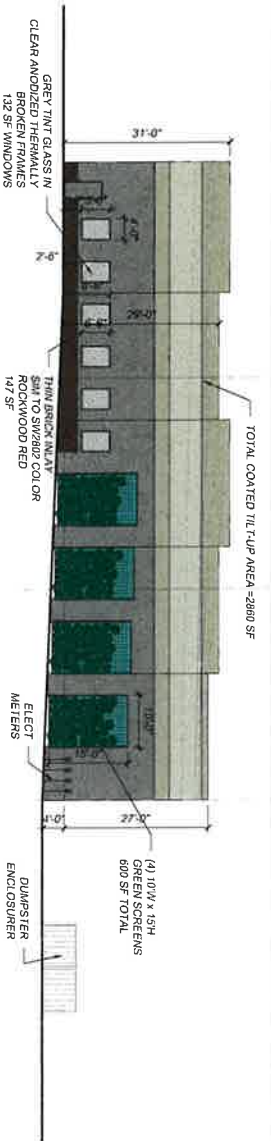

$$1/16'' = 1'-0''$$
2-10-25  
3-25-25 $1032^\circ = 1^\circ 40'$ 

# Proposed Elevations A2.0



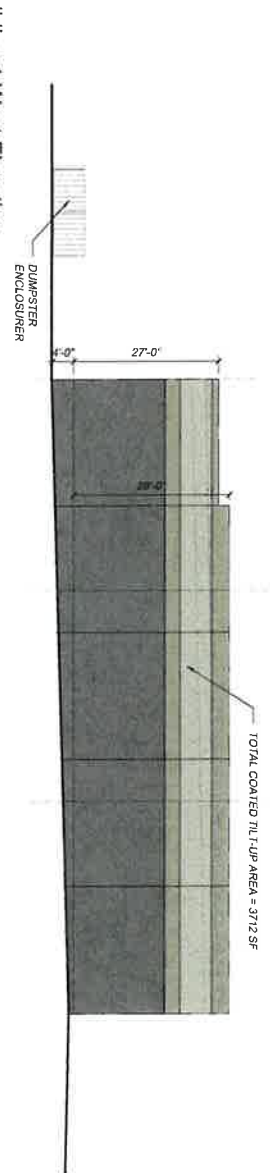
## 11.165 = 11.0"

 $\frac{1}{0.16} = 6.25$ 
$$\frac{1}{\sqrt{32}} = 1.40$$

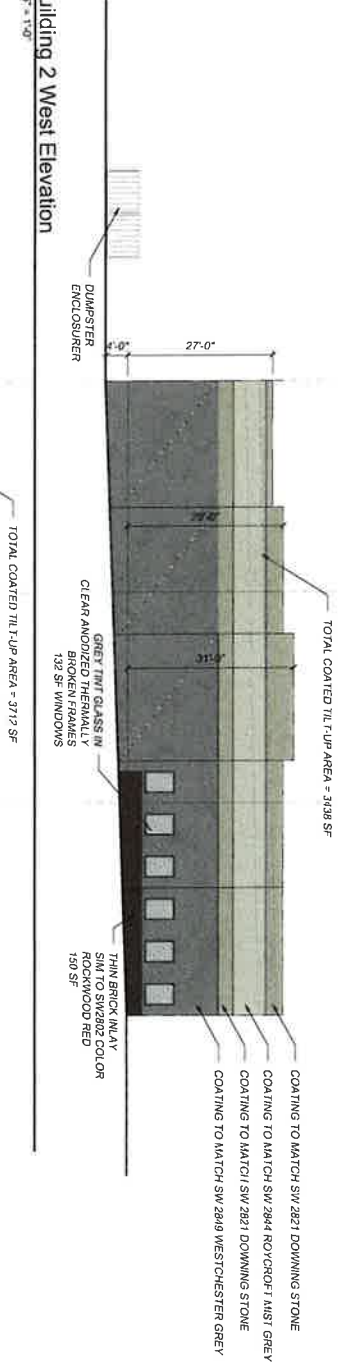
Building 1 East Elevation

1/16" = 1'-0"



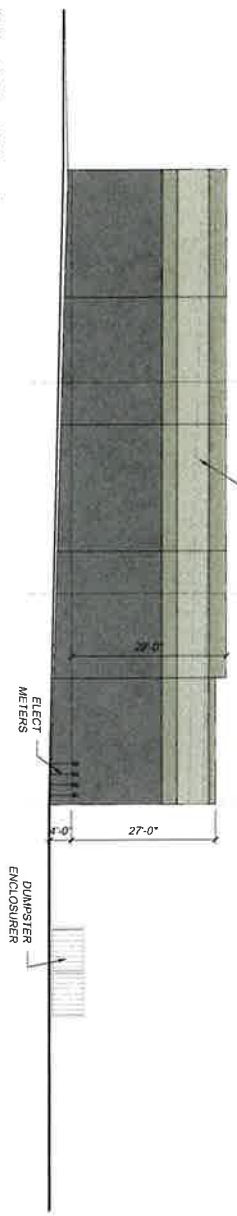
Building 1 West Elevation

1/16" = 1'-0"



Building 2 West Elevation

1/16" = 1'-0"



Building 2 East Elevation

1/16" = 1'-0"

## Chapter 7 (Collection Management)

The purpose of the collection management standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy should address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs. Of utmost importance, community members must have a means by which they can participate in the selection of materials.

The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible for people with disabilities. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership and WorldCat, as well as regional library system and other consortial group purchase opportunities as outlined in the following chapter. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

### Collection Management Standards

1. The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons. For the purposes of calculating spending on materials refer to Appendix I (Collection Management Worksheet).
2. The library has a board-approved, written collection management policy based on community needs and interests, demographic makeup, the diversity of American society, and on professional standards. The library's collection development policy shall address the following issues: materials selection; request for reconsideration of materials; handling of print donations, collection specialties and purchase priorities; and evaluation and weeding of the collection.
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools including both print and web-based sources.



5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.
6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.
  - a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
  - b. Library budgets should put priority on purchasing materials that best serve their community.
  - c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
  - d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes*.

## Collection Management Checklist

- ☐ The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
- ☐ Library budgets should put priority on purchasing materials that best serve their community.
- ☐ The library has a written collection development policy approved by the board.
- ☐ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- ☐ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- ☐ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.

## Collection Management

- ☐ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- ☐ The library publicizes and promotes interlibrary loan to its patrons.
- ☐ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.