

**Notice & Agenda – Mississippi Valley Library District  
Board of Trustees Meeting  
October 21, 2024 at 6:30 PM**

**On-Site at the Collinsville Memorial Library, 408 W. Main St., Collinsville, IL 62234 and  
Via Zoom**

## Regular Monthly Board of Trustees Meeting Agenda

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Input - *Public comment policies are found in the Board of Trustees Bylaws*
4. Friends of the Library Updates
5. Trustee Comments
6. Consent Items
  - a. Approval of Minutes
    - i. Regular Board Meeting of September 16, 2024
    - ii. Finance Committee Meeting of October 4, 2024
  - b. Communications
  - c. Administrative Reports
  - d. Finances
    - i. September 2024 Expenses by Vendor, Profit & Loss, and Funds Balances
    - ii. Gift Fund Transactions
    - iii. FY2025 Profit & Loss Budget vs. Actual and Profit & Loss Previous Year Comparison
  - e. Committee Reports
    - i. Finance
    - ii. Personnel
    - iii. Fundraiser
7. Unfinished Business
8. New Business
  - a. Adoption of Resolution 25-03 to Determine Estimate of Funds Needed for FY2025
  - b. Discussion and Possible Action Regarding Bidding for Repairs to the Collinsville Memorial Library's Elevator
  - c. Discussion and Possible Action about Addressing Collinsville Memorial Library's Capital Projects Needs
  - d. Review of Serving Our Public 4.0 Chapter 12-13
9. Closed Session
  - a. Closed session, if necessary, for any lawful exemption pursuant to Section 2(c) of the Illinois Open Meetings Act
10. Action for Items Discussed in Closed Session
  - a. Action(s), if necessary, for any lawfully exempt matter discussed in closed session
11. Adjournment

The Mississippi Valley Library District is subject to the requirements of the Americans with Disabilities Act. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact the library administrator (618-344-1112) promptly to allow the Mississippi Valley Library District to make reasonable accommodations for those patrons.

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT  
BOARD OF TRUSTEES PUBLIC HEARING – FY2025 BUDGET & APPROPRIATIONS ORDINANCE**

DATE: September 16, 2024

TIME: 6:30 PM

PLACE: Fairmont City Library, Fairmont City, IL

**Call to Order**

Jeanne Lomax, President, called the meeting to order at 6:30 PM.

**Roll Call**

Trustees present:

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

Trustees absent:

Lisa McCormick, Secretary

Also present:

Kyla Waltermire, Executive Director  
Matt Harris, Assistant Director

**Pledge of Allegiance**

**Public Input**

No public input.

**Adjournment**

Romero-Lizana moved and York seconded to adjourn the public hearing. A voice vote was taken on the motion.

Cathy Kulupka – Yes  
Jeanne Lomax – Yes  
Lisa McCormick - Absent  
Kathy Murphy - Yes

Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York - Yes

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

Motion carried.

The public hearing adjourned at 6:32 PM.

MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING

DATE: September 16, 2024

TIME: Immediately after the Public Hearing

PLACE: Fairmont City Library, Fairmont City, IL

**Call to Order**

Jeanne Lomax, President, called the meeting to order at 6:33 PM.

**Roll Call**

Trustees present:

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

Trustees absent:

Lisa McCormick, Secretary

Also present:

Kyla Waltermire, Executive Director  
Matt Harris, Assistant Director

**Public Input**

The following members of the public spoke:

- Myles Holmes
- David Sheahan
- Katie Reddig
- Norah Pierce
- Carla Hall
- Paul Nicolussi
- Ron Jedda
- Cindy Klein-Webb
- Ian J. Ashcraft
- Renee Coney

- Tom Pierce
- Michael Treece
- Dorothy Joyce
- Traci Vanek
- Leroy Adamove
- Chad Lomax
- Margie Wright
- DeeAnna Beckam, for CUSD Parents4Change

### **Friends of the Library**

- The book sale held on September 13-14, 2024 was the most successful sale yet.

### **Trustee Comment**

- Kulupka apologized to the public for speaking during public input; gave kudos to the library administration; noted that mistakes happen.
- Lomax shared that she checked out the book about Satanism which many members of the public commented on and will be returning it; expressed disappointment that library procedures weren't followed and thinks it was done intentionally; noted the book will go through proper procedures when it's returned.
- Murphy stated that Christian Story Hour (an event organized by Lomax in early 2023) was the only thing attempted to be banned by the library.

### **Consent Items**

A motion to approve Consent Items in their entirety was made by York and seconded by Kulupka.

- a. Approval of Minutes –Regular Board Meeting of August 19, 2024.
- b. Communications - Received one.
- c. Administrative Reports

Executive Director:

- Provided a brief update on trying to obtain quotes for the Pan fountain repairs.
- The Collinsville Memorial Library's elevator stopped working on September 14. Staff are working with Otis to identify needed repairs and costs.

Assistant Director:

- A new security camera system was installed and it's working very well.
- The removal of a dead/dying tree along 44<sup>th</sup> Street is approved and will be completed soon.

- d. Finances – Some discussion occurred.

- e. Committee Reports – A Finance Committee meeting is scheduled for the end of September.

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

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

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

Motion carried.

### **Unfinished Business**

- a. Discussion and Possible Adoption of Resolution 25-02 Authorizing the Filing of an Application with ACT for CY24 ACT Community Action Grants Program Funds

Waltermire reviewed the one additional concrete quote received and noted that it was higher than the quote previously included in the grant application.

Romero-Lizana moved and Schusky seconded to approve Resolution 25-02 as presented. A roll call vote was taken on the motion.

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

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

Motion carried.

### **New Business**

- a. Adoption of Ordinance 25-01 FY2025 Budget and Appropriations Ordinance

No changes since the tentative approval in July 2024.

Kulupka moved and Romero-Lizana seconded to approve Ordinance 25-01 as presented. A roll call vote was taken on the motion.

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

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

Motion carried.

b. Adoption of Ordinance 25-02 FY2025 Building and Maintenance Ordinance

York moved and Murphy seconded to approve Ordinance 25-02 as presented. A roll call vote was taken on the motion.

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

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

Motion carried.

c. Review of Closed Session Minutes – None to review.

d. Review of Serving Our Public 4.0 Chapters 11  
- Some discussion occurred.

**Closed Session** – None.

### **Adjournment**

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

A voice vote was taken on the motion.

Cathy Kulupka – Yes

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

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

Motion carried. The meeting adjourned at 7:49 PM.



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

DATE: October 4, 2024

TIME: 4:30 PM

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

**Call to Order**

Cathy Kulupka, Chair, called the meeting to order at 4:30 PM.

**Roll Call**

Committee members present:

Cathy Kulupka

Lisa McCormick

Also present:

Jeanne Lomax, Ex-Officio member

Mark Schusky, Trustee

Kyla Waltermire, Executive Director

**Pledge of Allegiance**

**Public Input**

None

**Trustee Comment**

None

**Unfinished Business**

None

**New Business**

- a. Initial Review of Information and Discussion about FY2025 Tax Levy
  - Waltermire reviewed tax levy spreadsheets. Options for 0-3% increases were presented.
  - Waltermire explained that the elevator and roof will need to get funding outside of tax levy revenue stream because a levy won't be enough to cover those needs.
  - The committee agreed to no tax levy increase.

A motion was made by McCormick and seconded by Kulupka to move forward with a FY2025 tax levy with no increase.

A roll call vote was taken on the motion:

Cathy Kulupka – Yes  
Lisa McCormick - Yes

Yes- 2, No – 0, Abstained – 0, Absent – 0

Motion carried.

### **Closed Session**

None

### **Adjournment**

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

A voice vote was taken on the motion:

Cathy Kulupka – Yes  
Jeanne Lomax - Yes  
Lisa McCormick - Yes

Yes- 3, No – 0, Abstained – 0, Absent – 0

Motion carried. The meeting adjourned at 4:53 PM.

**Fwd: Book removal**

1 message

**Jeanne Lomax** <jeannelomax67@gmail.com>

Wed, Sep 18, 2024 at 9:05 AM

To: Kyla Waltermire &lt;kylaw@mvlid.org&gt;

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

From: **Liz Compton** <compton.liz@gmail.com>

Date: Tue, Sep 17, 2024 at 7:31 PM

Subject: Book removal

To: &lt;board@mvlid.org&gt;

Dear Library Trustees,

It has come to my attention that an incident has occurred whereby a book called At Satan's Altar has been removed from your library. While this is not a book I would personally check out, I passionately believe in the rights of all people to be represented by our public libraries. If there is a subject I'm not interested in, I simply don't loan the book. This viewpoint is supported by the State of Illinois, who last year successfully passed a bill against book banning. I support the inclusion of this book and respectfully request you return it to your collection.

Kind regards,

**Liz Compton**

10 Autumn Oaks Ct. Troy IL 62294

compton.liz@gmail.com

618-494-2271



Kyla Waltermire <kylaw@mvlid.org>

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## Fwd: Stolen book versus book banning

1 message

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**Jeanne Lomax** <jeannelomax67@gmail.com>

Wed, Sep 18, 2024 at 9:05 AM

To: Kyla Waltermire <kylaw@mvlid.org>

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

From: **maryellen akridge** <meakridge1947@gmail.com>

Date: Tue, Sep 17, 2024 at 8:11 PM

Subject: Stolen book versus book banning

To: <board@mvlid.org>

While Ms Lomax is very clever she is also a thief and she has made a deliberate attempt to force her views on the population of an entire community

My question is simple why do her rights supersede those of others

Their religious opinions are theirs but As a so called Christian, obviously, Ms Lomax has failed to heed Jesus message about judging others. The gospel also very clearly states that the greatest commandment is love your neighbor as yourself. It doesn't specify only neighbors you approve of it says all neighbors

The library director has my full support. She is following Illinois law while Ms Lomax is a thief. Shouldn't criminal charges be brought against Ms Lomax Perhaps another copy should be purchased and another and another as they disappear how many times would this book even have been checked out Ms Lomax and her followers have now made it a public curiosity. They have given it more notice than it would have received otherwise.

In this wonderful country of ours we have laws about freedoms and separation of church and state

The library director is within her right to build a collection that reflects the broad interests of her patrons.

I repeat - why do the rights of a few overrule the rights of others

Mary Ellen Akridge

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**Issue with book "removal"**

1 message

Dawn Lopez &lt;dawnlopez29@yahoo.com&gt;

Mon, Sep 23, 2024 at 4:42 PM

To: "board@mvlid.org" &lt;board@mvlid.org&gt;, "kylaw@mvlid.org" &lt;kylaw@mvlid.org&gt;

Dear Library Trustees,

I have heard of a book being checked out and not returned for reasons of not wanting it in circulation.

I firmly oppose any efforts to ban or restrict books in public libraries. The beliefs of a **few** should never limit the freedom of access for **all**. A library is a place of knowledge and exploration, not censorship. I also believe deeply in the separation of church and state; no single ideology should dictate the choices available to an entire community. Every individual deserves the freedom to explore diverse ideas and perspectives in a public library, without barriers.

It is unacceptable and disgusting for any board member to bypass the established rules and withhold a book simply because they personally disagree with it. This undermines the very principles of a public library. The withheld book must be returned to the shelves immediately. Furthermore, there should be no repercussions for the staff or director for fulfilling their responsibilities and upholding the library's mission. Illinois was the first state to pass legislation addressing book bans in public libraries, and this board has a duty to become familiar with and adhere to these regulations. Our commitment must be to intellectual freedom and the integrity of the library.

Even if a board member or individual would not personally read a particular book or watch certain content, it should still be available for others who seek it. Public libraries serve diverse communities, and everyone has the right to access materials that reflect a broad range of experiences, beliefs, and identities—including but not limited to LGBTQIA topics, religious beliefs, spiritual practices, and discussions around trans identities. Just because something may not align with one's personal views doesn't mean it should be withheld from others. **Libraries exist to provide open access to knowledge and perspectives for all, without bias or censorship.**

Regards,

Dawn Henry

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**Fwd: The Goal of a Library**

1 message

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**Jeanne Lomax** <jeannelomax67@gmail.com>

Tue, Sep 24, 2024 at 12:02 PM

To: Kyla Waltermire &lt;kylaw@mvlid.org&gt;

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

From: **Robert Shawn Schmid** <gafitc@hotmail.com>

Date: Wed, Sep 18, 2024 at 11:25 AM

Subject: The Goal of a Library

To: &lt;board@mvlid.org&gt;

- provide books to the public•

The end. Everything else you try to do is above your pay grade. Please stop.

Sermons by Christian nationalists(?) are certainly not among your duties. Can you imagine if you tried to be fair, and booked a Muslim Imam, then Hindu, Chinese communist, Native American spiritual beliefs, Buddhism, and any other cult who demanded equal time to speak?

That might be more fair—if your job was preaching spiritual beliefs to your customers.

Since it's not your job, please keep providing the public with books.

Just check out the books. Every book that anyone requests through ILL

Sincerely,

The General Public

# Report Covering September 2024

Kyla Waltermire, Executive Director

## Building and Grounds Updates

- To date, no contractor has submitted quotes for the Pan fountain repairs.
- Security Alarm Co. installed the new security camera system in FC.
- Maintenance staff have been trying to meet with roofing companies to review repairs needed to CM's flat roof. To date, one company has provided a quote. The cost indicates that this project will need to go out to bid. Additionally, repairs are also needed for the sloped roof, which is leaking into the main lobby.
- CM's elevator stopped working on September 14. Upon receipt of a repair quote from Otis Elevator, it was determined that this project needs to go out to bid. Information about possibly hiring an architect to help with this process will be presented separately.
- CM's front doors are acting up again, with locking mechanisms engaging while the library is open and coming loose when the library is closed.
- FC's dead tree was removed on September 17.
- The replacement of 3 VAVs in CM began September 30.

## Circulation and Collection Updates

- Item displays included, although were not limited to: Patriot Day (9/11); Italian Fest; Constitution Week; Hispanic Heritage Month
- The book At Satan's Altar, which had been added erroneously to the collection without undergoing proper evaluation, was reviewed in accordance with library policies and procedures. Upon review, it was determined that the book was not a good fit for the library's collection and was removed.

## Grant Updates

- 2023 Thinking Money for Kids Program Kits –Kits are to be used between Sept. 1, 2024 and Dec. 31, 2025. Supplies have started to arrive.
- FY2024 Per Capita Grant - The MVLD has been awarded this grant in the amount of \$49,125.29. Grant expenses are to be applied between July 1, 2024 and June 30, 2025.
- FY2025 PNG Grant – The MVLD was awarded \$11,709.00 for the "Making Reality" activity series. Supplies purchasing is underway.
- REFORMA Noche de Cuentos (Night of Stories) Grant – The Library's application was approved in the amount of \$500. These funds will be for a cultural storytelling event at FC. Planning is underway for an October 12 event.
- ACT Community Action Grant – The application for replacing CM's front walkways was submitted September 18.

## Meetings, Outreach, and Professional Development

- September 3: Met with contractor re: Pan fountain; conducted a staff evaluation
- September 5: Completed LIRA loss control visit with LIRA rep; with Lee Friz and Theresa Beck, met with CUSD #10 EPIC Camp reps to discuss incorporation of summer reading program; met with trustee
- September 6: Conducted a staff evaluation

- September 7: Covered FC service desk (1.00 hour)
- September 9: Conducted a staff evaluation
- September 10: Conducted 3 staff evaluations
- September 11: Attended mandatory Thinking Money for Kids webinar
- September 13: Conducted a staff evaluation; covered CM's main desk (3.00 hours)
- September 14: Attended Tri-Township Library District's grand reopening & toured facility
- September 16: With Matt Harris, met with Illinois Broadband Lab rep to discuss Digital Navigator program; conducted a staff evaluation
- September 17: Conducted a staff evaluation; attended Collinsville Chamber of Commerce meeting
- September 18: Attended LIRA webinar re: copyright protections and AI; attended informational webinar for Illinois Metropolitan Investment Fund (IMET)
- September 20-21: MVLD staff hosted a table on CM's front lawn with giveaways and info about library services
- September 25: Attended Illinois State Library webinar re: new statewide databases program
- September 26: Attended informational webinar about free Amazon Business account through ILA; met with trustee
- The weekly visits from the CHS transitional class began September 3 and will continue through the school year.

#### Marketing and Promotions Updates

- A search bar was added to the top of the library's website (<https://mvld.org>). The search defaults to the library's online catalog, but you can toggle between the catalog and website by clicking on the corresponding word above the search bar.
- Digital resources that were highlighted include: weekly newsletter; Freegal; Libby/Overdrive; CloudLibrary; Kanopy
- Highlighted activities include: S'more Storytime; Monday Fun Days; PBS Kids Reading with Molina!; Hispanic Heritage Month crafts; FC's bonfire and firefighter storytime; activities for Italian Fest; Tunes at Blum; LEGO Challenge Club; Dungeons & Dragons; teddy bear storytime; Friends of the Library book sale; kids and teens art clubs; local history & genealogy club; Pirate Party for kids; preschool storytime; baby boogie; kids BINGO; Halloween kids crafts; Teen Tech Night
- Library Card Sign-Up Month and Banned Books Week were highlighted.
- A "1000 Books Before Kindergarten" participant who completed the program was celebrated.

#### Miscellaneous

- The on-site portion of the annual audit was completed on September 3.
- Candidate packets for the April 1, 2025 election are available for pickup. The packet filing period begins at 8:30 AM on November 12 and continues until 8:00 PM on November 18.
- Reminder - the MVLD now offers Freegal (<https://mvld.freegalmusic.com/>), a free streaming music service. Listen to ad-free, unlimited music just by entering your library card number and PIN. You can also download up to 3 songs per week. Freegal offers premade playlists, and you can also create your own.



**Program Updates and Other Dates of Note**

- October 22 at 7:00 PM (virtual) – “Raise Your Voice with Jason Reynolds” by Illinois Libraries Present. Reynolds is a #1 NYT bestselling author and recipient of the Newbery Honor, Printz Honor, Carnegie Medal, and multiple Coretta Scott King honors. Reynolds will be discussing the short documentary *Dear, Dreamer* and his podcast *My Mother Made Me*. Register at: [https://bit.ly/ILP\\_JasonReynolds](https://bit.ly/ILP_JasonReynolds)
- The MVLD will be closing at noon on October 25 for a staff meeting and setup for the FC Trunk or Treat and CM Halloween Walk.
  - The Trunk or Treat is October 25 at 6:00-8:00 PM (or until candy runs out) behind FC. Costumes encouraged.
  - The Halloween Walk is October 26 at 10:00 AM – 2:00 PM (or until goodies run out) at CM.
- November 2 at noon (FC) – Veterans Storytime
- November 2 at 2:00-4:00 PM (CM) – Soapmaking: Melt & Pour Class. Registration required.
- November 5 at 6:00 PM (CM) – Computer Basics Class
- November 6 at 1:00-4:00 PM (CM) – iCash unclaimed property event. More about the statewide program at <https://icash.illinoistreasurer.gov/>
- November 9 at 2:00-4:00 PM (CM) – Soapmaking: Hot Process Class. Registration required.
- The MVLD will be closed on November 11 for Veterans Day.
- November 16 at 2:00-4:00 PM (FC) – “Dinovember” Dinosaur Party, featuring crafts, activities, and games.
- November 16 at 2:00-4:00 PM (CM) – Soapmaking: Cold Process Class. Registration required.
- 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 Updates**

- Selena Rivera- Cereno and Georgia Gillson joined the library as Level 2 Library Clerks.

# Statistical Summary

9/1/2024 12:00:00 AM - 9/30/2024 11:59:59 PM

## Grand Totals

### Record Counts - As of 10/2/2024 11:24 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,615,008	47,802	770,199			
Branch Specific	72,269	76,260	18	Patrons	Active Staff	Active Workstations
				18,387	31	27

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
6,690	974	5,529	1,110	0
Holdings Placed	Holdings Satisfied	Holdings Cancelled		
2,069	1,883	436		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	1	0	262	65
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	3	0	112	3
Deleted by Other	n/a	n/a	n/a	n/a

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$8,783.78	\$194.65	\$0.00	\$194.65	\$3,852.17	\$5.00
Total Outstanding Fines - As of 10/2/2024 11:24 AM					
\$135,985.95					

### PAC Statistics

Logins	Online Registrations	Holdings Placed	Holdings Cancelled
1,076	1	1,420	147

<b>DATE</b>	<b>PROGRAM / EVENT / PROMOTION</b>	<b># ATTENDED</b>
September	Activity Packet	95
September	Coloring Pages	110
September	Computer handouts	35
September	Take and Make Crafts	44
9/3/24	Morning Yoga	7
9/3/24	Preschool Storytime - library Theme	28
9/4/24	Baby Boogie -Library Theme	22
9/4/24	Tunes at Blum	125
9/4/24	3d Printer Night	3
9/4/24	Yoga Time!	9
9/5/24	Guiding and Exploring: D&D Night	8
9/7/24	Meditation at the Blum House	9
9/7/24	Cross Stitching Club	2
9/7/24	Soapmaking Basics Class	10
9/9/24	Body Sculpting	11
9/9/24	Vasily Kandinsky-Children's Art Club	Canceled
9/10/24	Morning Yoga	8
9/10/24	Teddy Bear-Preschool Storytime	27
9/11/24	Teddy Bear - Baby Boogie	30
9/11/24	Tunes at Blum	140
9/11/24	Slime Time	4
9/11/24	Yoga Time!	5
9/12/24	Daytime Book Club	4
9/12/24	Guiding and Exploring: D&D Night	3
9/12/24	Lego Building Challenge Club - Children's	6
9/14/24	Meditation at the Blum House	7
9/14/24	Cross Stitching Club	3
9/14/24	History and Genealogy Club	5
9/16/24	Degas Children's Art Club	16
9/17/24	Morning Yoga	9
9/17/24	Shake, Shimmy and Dance-Preschool Storytime	11
9/18/24	Shake, Shimmy and Dance - Baby Boogie	28
9/18/24	Tunes at Blum	85
9/18/24	Open Gaming	7
9/18/24	Yoga Time!	8
9/19/24	Pirate Party- Children's	31
9/20/24	Italian Fest - Kids Craft	21
9/20/24	Mosaic All Ages Craft	8
9/20/24	DIEC: an Italian Film Showing	15
9/21/24	Italian Fest - Kids Craft	4
9/21/24	Meditation at the Blum House	7
9/21/24	Cross Stitching Club	2
9/23/24	Body Sculpting	9
9/24/24	Morning Yoga	8
9/24/24	Preschool Storytime - Fall Theme	23
9/25/24	Baby Boogie - Children's	35

9/25/24	Tunes at Blum	150
9/25/24	Evening Book Club	7
9/25/24	Yoga Time!	7
9/26/24	Guilding and Exploring: D&D Night	Canceled
9/26/24	Family Evening Storytime	9
9/28/24	Mosaics- Teen Art Club	3
9/28/24	My First Sweater Knit-Along	11
9/28/24	Meditation at the Blum House	0
9/28/24	Pine Cone bird feeders with Marion Nichols	10
9/30/24	Body Sculpting	7
<b>TOTAL</b>		<b>1291</b>
	Children Ages 0-5 Synchronous: 157 attendance, 7 events	
	Children Ages 0-5 Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	Children Ages 0-5 Synchronous virtual program sessions: 0 attendance, 0 events	
	Children Ages 0-5 Self-Directed: 110 attendance, 1 events	
	Children Ages 6-11 Synchronous:129 attendance, 8 events	
	Children Ages 6-11 Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	Children Ages 6-11 Synchronous virtual program sessions: 0 attendance, 0 events	
	Children Ages 6-11 Self-Directed: 25 attendance, 2 events	
	Young Adults Ages 12- 18 Synchronous: 17 attendance, 4 events	
	Young Adults Ages 12- 18 Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	Young Adults Ages 12- 18 Synchronous virtual program sessions: 0 attendance, 0 events	
	Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 event	
	Adults Ages 19+ Synchronous: 281 attendance, 5 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: 35 attendance, 1 event	
	General Interests Synchronous: 379 attendance, 6 events	
	General Interests Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	General Interests Synchronous virtual program sessions: 0 attendance, 0 events	
	General Interests Self-Directed: 239 attendance, 2 event	

Month	Total # Items Requested by MVL	# Items Received at MVL		# Items Received at ILL - In State		# Items Received at ILL - Out of State		Total # of ILL Requests Received by MVL	# Items Supplied by MVL - In State		# Items Supplied by ILL - Out of State		# Items Supplied by MVL via ILL - Out of State	CM Front Door Counter		CM Side Door Counter		CM Computer Sessions
		In State	Non-Returnables	In State	Non-Returnables	In State	Non-Returnables		Returnables	Non-Returnables	Returnables	Non-Returnables		Returnables	Non-Returnables	Returnables	Non-Returnables	
Jul-24	23	15	2	2	22	32	76	22	32	5346	4125	798	5346	4125	798	5346	4125	798
Aug-24	5	2	1	1	17	23	50	17	23	5049	3250	732	5049	3250	732	5049	3250	732
Sep-24	8	1			15	28	63	15	28	5128	3284	637	5128	3284	637	5128	3284	637
Oct-24																		
Nov-24																		
Dec-24																		
Jan-25																		
Feb-25																		
Mar-25																		
Apr-25																		
May-25																		
Jun-25																		
Totals:	36	18	0	3	0	189	54	83	0	15523	10659	2167	15523	10659	2167	15523	10659	2167



Freegal Usage Stats  
FY 2025

	# Downloads	# Streaming Songs	Active Users (download & streaming)	New Users (download & streaming)
Jul-24	not yet set up			
Aug-24	8	369	14	14
Sep-24	9	604	9	5
Oct-24				
Nov-24				
Dec-24				
Jan-25				
Feb-25				
Mar-25				
Apr-25				
May-25				
Jun-25				

TOTALS: 17 973

Kanopy Usage Stats  
FY 2025

<u>Kanopy</u>	Visits	Plays
Jul-24	933	170
Aug-24	1,107	207
Sep-24	1,277	172
Oct-24		
Nov-24		
Dec-24		
Jan-25		
Feb-25		
Mar-25		
Apr-25		
May-25		
Jun-25		
<b>TOTALS:</b>	<b>3,317</b>	<b>549</b>



Overdrive Usage Stats  
FY 2025

CUSD #10  
Partnership  
(Entire FY)

Annual Totals:

Jun-25  
May-25  
Apr-25  
Mar-25  
Feb-25  
Jan-25  
Dec-24  
Nov-24  
Oct-24  
Sep-24  
Aug-24  
Jul-24

Collection

Owned Items

eBooks	34,730	34,797	34,363																	
eAudiobooks	7,173	7,255	7,249																	
Video	-	-	-																	
Magazines	5,346	5,491	5,556																	

Total Unique Titles Owned

eBooks	26,239	26,368	26,368																	
eAudiobooks	4,385	4,503	4,529																	
Video	-	-	-																	
Magazines	5,346	5,491	5,556																	

Total Items Circulated

Owned eBooks	14,483	14,630	14,222																	
Owned eAudiobooks	11,689	11,322	11,210																	
Owned Video	-	-	-																	
Magazines	1,852	1,616	2,125																	
External Service	1	-	2																	

Total Holds

eBooks	5,579	5,379	5,315																	
eAudiobooks	5,765	5,757	5,519																	
Video	-	-	-																	
Magazines	-	-	-																	
External Service	-	-	-																	

NOTE: All statistics above reflect the entire Overdrive shared collection.

Patron Activity

New Patrons	37	35	22																	
Total Unique MVLN Patrons	454	463	462																	

Total Checkouts

eBooks	1,021	1,073	1,045																	
eAudiobooks	1,034	957	995																	
Video	1	-	2																	
Magazines	309	293	379																	

94

3,139  
2,986  
3  
981



## **Board Report October, 2024**

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

#### **Grants, awards, donations, and special stories:**

ESL classes continue to be a hit and have a large attendance.

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

September 10- Attended Latino Roundtable meeting

September 16- Meeting with Illinois Broadband Lab

September 16- Attended MVLD Board meeting

September 18- Attended Attorney General's Office Open Meetings Act webinar

September 26- Attended Attorney General's Office FOIA webinar

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

New security cameras installed. The dying tree from the front lawn has been cut down and hauled away.

#### **Programming:**

Mondays/Wednesdays- Kids Corner

Wednesdays- Garden Club

#### **Stats:**

##### **September**

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**Days Open: 24**

**Door Count: 2172**

**Computer Users: 93**

**E-Book Questions: 0**

**Homebound Delivery: 0**

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
9/4/24	Kids Corner	0
9/4/24	Garden Club	3
9/9/24	Kids Corner	6
9/9/24	Monday Funday Kid Activities	5
9/11/24	Violence Prevention Center	4
9/11/24	Kids Corner	7
9/11/24	Garden Club	1
9/13/24	Bird Feeder Craft- Children	3
9/16/24	Kids Corner	9
9/16/24	Monday funday	2
9/16/24	Garden Club	5
9/17/24	Papel Picado Banners- Children	20
9/17/24	Answers on Aging	2
9/18/24	Kids Corner	6
9/18/24	Garden Club	1
9/19/24	Pirate Crafts- Children	0
9/20/24	Metro East Every Survivor Counts Table	2
9/21/24	Huichol Yarn Painting- Children's	0
9/23/24	Hojalata- Mexican Folk Art - Tin Plate Craft	0
9/23/24	Kids Corner	3
9/23/24	PBS KIDS Storytime with Molina	12
9/23/24	Monday Funday Kid Activities	5
9/25/24	Amate Bag Painting Craft- Children	15
9/25/24	Kids Corner	0
9/25/24	Garden Club	1
9/27/24	Tissue box Guitar Craft- Children's	0
9/30/24	Kids Corner	8
9/30/24	Monday Funday Kid Activities	0
		<b>120</b>

	Children Ages 0-5 Synchronous in-person onsite program sessions: 52 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: 0 attendance, 0 events
	Children Ages 6-11 Synchronous in-person onsite program: 22 attendance, 8 events
	Children Ages 6-11 Synchronous in-person offsite program sessions: 0 attendance, 0 events
	Children Ages 6-11 Synchronous virtual program sessions: 0 attendance, 0 events
	Children Ages 6-11 Self-Directed: 22 attendance, 7 events
	Young Adults Ages 12- 18 Synchronous in-person onsite program: 0 attendance, 0 events
	Young Adults Ages 12- 18 Synchronous in-person offsite program sessions: 0 attendance, 0 events
	Young Adults Ages 12- 18 Synchronous virtual program sessions: 0 attendance, 0 events
	Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 events
	Adults Ages 19+ Synchronous in-person onsite program: 6 attendance, 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: 2 attendance, 1 event
	General Interests Synchronous in-person offsite program sessions: 0 attendance, 0 events
	General Interests Synchronous virtual program sessions: 0 attendance, 0 events
	General Interests Self-Directed: 0 attendance, 0 events

# Mississippi Valley Library District

## Expense by Vendor Detail

September 2024

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
AMEREN ILLINOIS					
AMEREN ILLINOIS	09/16/2024	Bill	FCLC gas (01149)	Utilities:Natural Gas	\$57.29
AMEREN ILLINOIS	09/16/2024	Bill	FCLC electric (01130)	Utilities:Electricity	\$1,192.02
AMEREN ILLINOIS	09/16/2024	Bill	CMLC electric (04006)	Utilities:Electricity	\$2,182.94
AMEREN ILLINOIS	09/16/2024	Bill	CMLC outdoor parking lot light (60005)	Utilities:Electricity	\$28.80
AMEREN ILLINOIS	09/16/2024	Bill	BH electric (10414)	Utilities:Electricity	\$288.71
<b>Total for AMEREN ILLINOIS</b>					<b>\$3,749.76</b>
American Express					
American Express	09/05/2024	Bill	Misc. office supplies / consumables	Supplies:Office	\$525.59
American Express	09/05/2024	Bill	Misc. equipment	Supplies:Equipment	\$225.95
American Express	09/05/2024	Bill	movies and video games	Materials:Adult Audio Visual Items	\$1,096.13
American Express	09/05/2024	Bill	movies and TV shows	Materials:Juvenile Audio Visual Items	\$60.22
American Express	09/05/2024	Bill	flower arrangement for library retiree's funeral	Utilities:Telephone/Fax	\$30.00
American Express	09/05/2024	Bill	misc. office supplies / consumables	Other Expenditures:Miscellaneous	\$174.14
American Express	09/05/2024	Bill	monthly Zoom subscription; Guru	Professional Services:Other	\$27.99
American Express	09/05/2024	Bill	Importer monthly subscription	Professional Services	
American Express	09/05/2024	Bill	2002 Ford Windstar - camshaft repairs	Other Expenditures:Vehicles	\$464.17
American Express	09/05/2024	Bill	fiction book	Materials:Adult Print Materials	\$26.93
American Express	09/05/2024	Bill	misc. supplies	Other Expenditures:Programming	\$142.33
American Express	09/05/2024	Bill	K. Waltermire ALA membership	Professional Development:Dues	\$162.00
American Express	09/05/2024	Bill	ILA conference registration for M. Harris & K. Waltermire; LMCC registration for T. Pierson	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	\$1,149.00
American Express	09/26/2024	Bill	Misc. office supplies / consumables	Supplies:Office	\$141.76
American Express	09/26/2024	Bill	Misc. equipment	Supplies:Equipment	\$292.47
American Express	09/26/2024	Bill	movies and video games	Materials:Adult Audio Visual Items	\$973.81
American Express	09/26/2024	Bill	movies and TV shows	Materials:Juvenile Audio Visual Items	\$143.78
American Express	09/26/2024	Bill		Utilities:Telephone/Fax	\$60.00
American Express	09/26/2024	Bill		Other Expenditures:Miscellaneous	\$100.34
American Express	09/26/2024	Bill	monthly Zoom subscription; Guru	Professional Services:Other	\$27.99
American Express	09/26/2024	Bill	Importer monthly subscription	Professional Services	
American Express	09/26/2024	Bill	one-year magazine subscription	Materials:Adult Print Materials	\$149.00
American Express	09/26/2024	Bill	misc. supplies	Other Expenditures:Programming	\$414.23
American Express	09/26/2024	Bill		Maintenance Services:Building	\$469.11

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
American Express	09/26/2024	Bill	supplies for PNG activities	Other Expenditures:Grant	\$1,430.25
American Express	09/26/2024	Bill	pickelball set	Expenses:FY2025 PNG Grant Materials:Other Materials	\$23.99
<b>Total for American Express</b>					<b>\$8,311.18</b>
Americom Imaging Systems Inc.					
Americom Imaging Systems Inc.	09/16/2024	Bill	Invoice # 537220451 Monthly copier / printer lease contract - September 2024	Maintenance Services:Equipment	\$496.20
<b>Total for Americom Imaging Systems Inc.</b>					<b>\$496.20</b>
Americom Imaging Systems Inc. - Maint					
Americom Imaging Systems Inc. - Maint	09/05/2024	Bill	Overages for 7/20/2024 - 8/19/2024	Maintenance Services:Equipment	\$334.65
Americom Imaging Systems Inc. - Maint	09/26/2024	Bill	Overages for 8/20/2024 - 9/19/2024	Maintenance Services:Equipment	\$431.90
<b>Total for Americom Imaging Systems Inc. - Maint</b>					<b>\$766.55</b>
Amy Noakes					
Amy Noakes	09/05/2024	Bill	Halloween Walk supplies	Other Expenditures:Programming	\$42.50
<b>Total for Amy Noakes</b>					<b>\$42.50</b>
Aqua Systems					
Aqua Systems	09/05/2024	Bill	Invoice # 306685238 bottle exchange dated 8/16/2024	Supplies:Office	\$29.00
Aqua Systems	09/26/2024	Bill	Invoice # 310339628 monthly rental	Supplies:Office	\$6.95
<b>Total for Aqua Systems</b>					<b>\$35.95</b>
Ballet 314					
Ballet 314	09/05/2024	Bill	Inv # 1036 Noche de Cuentos performance	Other Expenditures:Grant Expenses:Other Grants	\$150.00
<b>Total for Ballet 314</b>					<b>\$150.00</b>
Bayscan Technologies					
Bayscan Technologies	09/16/2024	Bill	Inv. # 78234 wireless barcode duplicator and supplies	Supplies:Equipment	\$987.25
<b>Total for Bayscan Technologies</b>					<b>\$987.25</b>
Belleville Public Library					
Belleville Public Library	09/05/2024	Bill	Item # 0000703490144 Outlet (partial payment)	Other Expenditures:Payments to Other Libraries	\$10.00
<b>Total for Belleville Public Library</b>					<b>\$10.00</b>
Blue Cross / Blue Shield					
Blue Cross / Blue Shield	09/05/2024	Bill	Health Insurance 9/1/2024 - 10/1/2024	Personnel:Benefits:Health/Dental Insurance	\$7,686.72
Blue Cross / Blue Shield	09/26/2024	Bill	Health Insurance 10/1/2024 - 11/1/2024	Personnel:Benefits:Health/Dental Insurance	\$7,686.72

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
<b>Total for Blue Cross / Blue Shield</b>					<b>\$15,373.44</b>
Book Page					
Book Page	09/16/2024	Bill	Inv. # S83664 Magazine - 1 year October 2024 - September 2025, 100 copies/month	Materials:Adult Print Materials	\$744.00
<b>Total for Book Page</b>					<b>\$744.00</b>
<b>Brady Pest and Termite Management</b>					
Brady Pest and Termite Management	09/05/2024	Bill	Invoice # 0086150 Bimonthly pest control BH, CM, & FC August 2024	Maintenance Services:Grounds	\$275.00
<b>Total for Brady Pest and Termite Management</b>					<b>\$275.00</b>
<b>Brian Brown</b>					
Brian Brown	09/05/2024	Bill	August 2024 grass cutting	Maintenance Services:Grounds	\$875.00
<b>Total for Brian Brown</b>					<b>\$875.00</b>
<b>Brianna Davidson</b>					
Brianna Davidson	09/16/2024	Bill	reimbursement for lost/paid and returned items	Other Expenditures:Miscellaneous	\$44.85
<b>Total for Brianna Davidson</b>					<b>\$44.85</b>
<b>Buildingstars</b>					
Buildingstars	09/16/2024	Bill	Invoice # 3441983 BH September 2024	Maintenance Services:Building	\$225.00
<b>Total for Buildingstars</b>					<b>\$225.00</b>
<b>Capital One</b>					
Capital One	09/05/2024	Bill	Misc. program consumables	Other Expenditures:Programming	\$277.36
Capital One	09/26/2024	Bill	Misc. program consumables	Other Expenditures:Programming	\$83.24
Capital One	09/26/2024	Bill		Other Expenditures:Miscellaneous	\$4.16
<b>Total for Capital One</b>					<b>\$364.76</b>
<b>Casey's General Store</b>					
Casey's General Store	09/17/2024	Check		Other Expenditures:Vehicles	\$57.73
<b>Total for Casey's General Store</b>					<b>\$57.73</b>
<b>Center Point Large Print</b>					
Center Point Large Print	09/26/2024	Bill	Invoice # 2116282 standing order August 2024	Materials:Adult Print Materials	\$151.02
<b>Total for Center Point Large Print</b>					<b>\$151.02</b>
<b>Charter Communications</b>					
Charter Communications	09/05/2024	Bill	CM & FC fiber internet 50 mbps August 2024 - September 2024	Professional Services:Internet Services	\$772.00
Charter Communications	09/05/2024	Bill	CM elevator emergency phone line August 2024 - September 2024	Utilities:Telephone/Fax	\$49.99



NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
<b>Total for Charter Communications</b>					
City of Collinsville					
City of Collinsville	09/26/2024	Bill	BH water & sewer 06/28/2024-08/30/2024	Utilities:Water/Sewer	\$28.56
City of Collinsville	09/26/2024	Bill	CM water & sewer 06/28/2024-08/30/2024	Utilities:Water/Sewer	\$328.65
<b>Total for City of Collinsville</b>					
Corvus of St. Louis					
Corvus of St. Louis	09/05/2024	Bill	Invoice # 409165050-328 September 2024 CM & FC cleaning	Maintenance Services:Building	\$2,700.00
Corvus of St. Louis	09/05/2024	Bill	Credit Memo # 408635005-CM7 missed cleanings Aug. 12-14	Maintenance Services:Building	-\$368.19
<b>Total for Corvus of St. Louis</b>					
Danville Public Library					
Danville Public Library	09/05/2024	Bill	Item #31205004950703 The Year's Best Science Fiction Vol. 1	Other Expenditures:Payments to Other Libraries	\$18.00
<b>Total for Danville Public Library</b>					
Delta Dental					
Delta Dental	09/05/2024	Bill	Dental Insurance September 2024	Personnel:Benefits:Health/Dental Insurance	\$377.73
Delta Dental	09/26/2024	Bill	Dental Insurance October 2024	Personnel:Benefits:Health/Dental Insurance	\$377.73
<b>Total for Delta Dental</b>					
Doris E. Lugo Ramirez					
Doris E. Lugo Ramirez	09/16/2024	Bill	Noche de Cuentos - 2 copies of book Chocolat/Mi Ama porque me ama	Other Expenditures:Grant Expenses:Other Grants	\$36.00
<b>Total for Doris E. Lugo Ramirez</b>					
East St. Louis Monitor					
East St. Louis Monitor	09/13/2024	Check		Materials:Adult Print Materials	\$150.00
<b>Total for East St. Louis Monitor</b>					
Evans Public Library					
Evans Public Library	09/16/2024	Bill	Item # 30183011533575 The Dragons of Eden	Other Expenditures:Payments to Other Libraries	\$8.95
<b>Total for Evans Public Library</b>					
Glen Carbon Centennial Library					
Glen Carbon Centennial Library	09/05/2024	Bill	Item # 0004201257583 The Therapist	Other Expenditures:Payments to Other Libraries	\$37.99
<b>Total for Glen Carbon Centennial Library</b>					
Globe Life					

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Globe Life	09/16/2024	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	\$284.54
<b>Total for Globe Life</b>					<b>\$284.54</b>
Home Depot					
Home Depot	09/23/2024	Check		Maintenance Services:Building	\$22.95
Home Depot	09/05/2024	Check		Supplies:Office	\$24.95
Home Depot	09/06/2024	Check		Maintenance Services:Building	\$43.41
Home Depot	09/24/2024	Check		Maintenance Services:Building	\$94.68
<b>Total for Home Depot</b>					<b>\$185.99</b>
Illinois American Water					
Illinois American Water	09/05/2024	Bill	FCLC water 7/9/2024 - 8/7/2024	Utilities:Water/Sewer	\$48.66
Illinois American Water	09/26/2024	Bill	FCLC water 8/8/2024 - 9/9/2024	Utilities:Water/Sewer	\$47.54
<b>Total for Illinois American Water</b>					<b>\$96.20</b>
Illinois Dept. of Revenue					
Illinois Dept. of Revenue	09/04/2024	Check		Personnel:Benefits:IL Unemployment Company	\$26.15
<b>Total for Illinois Dept. of Revenue</b>					<b>\$26.15</b>
Illinois Library Association					
Illinois Library Association	09/26/2024	Bill	Invoice # 298952 2024 Metro East Legislative Breakfast	Other Expenditures:Miscellaneous	\$40.00
<b>Total for Illinois Library Association</b>					<b>\$40.00</b>
Illinois State Police					
Illinois State Police	09/16/2024	Bill	background checks - volunteer M. Tojo/M. Cassidy and C. Leffler	Other Expenditures:Miscellaneous	\$30.00
<b>Total for Illinois State Police</b>					<b>\$30.00</b>
IMRF					
IMRF	09/05/2024	Check		Personnel:Benefits:IMRF	\$9,056.00
<b>Total for IMRF</b>					<b>\$9,056.00</b>
INGRAM LIBRARY SERVICES					
INGRAM LIBRARY SERVICES	09/05/2024	Bill	Invoice # 83142038, -039, -040, 83187361, -362, -363, 83164786, 83274423, 83300709	Materials:Adult Print Materials	\$289.35
INGRAM LIBRARY SERVICES	09/05/2024	Bill	Invoice # 83142041, 83164787, 83253068, 83274424, -425, 83300710, -711	Materials:Juvenile Print Items	\$101.34
INGRAM LIBRARY SERVICES	09/16/2024	Bill	Invoice # 83596759, 83639098, -099, -100, 83403714, -715, -716, -717, 83512256	Materials:Adult Print Materials	\$509.15
INGRAM LIBRARY SERVICES	09/16/2024	Bill	Invoice # 83639101, -102, 83512257, -258	Materials:Juvenile Print Items	\$284.65

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
INGRAM LIBRARY SERVICES	09/26/2024	Bill	Invoice # 83662884, -883, -885, 83784086, -087, -088, -089, 83808128, 83512254, -255	Materials:Adult Print Materials	\$799.07
INGRAM LIBRARY SERVICES	09/26/2024	Bill	Invoice # 83662886, 83732123, 83784090, 83808129, 83187364	Materials:Juvenile Print Items	\$89.15
<b>Total for INGRAM LIBRARY SERVICES</b>					<b>\$2,072.71</b>
Interactive Sciences, Inc.					
Interactive Sciences, Inc.	09/16/2024	Bill	Inv. # 2024-5690-1 Wowbrary annual subscription 8/16/2024 - 8/15/2025	Materials:Virtual Items	\$375.00
<b>Total for Interactive Sciences, Inc.</b>					<b>\$375.00</b>
Johnson Controls Fire Protection LP					
Johnson Controls Fire Protection LP	09/16/2024	Bill	Invoice # 24317929 October 2024-September 2025 fire panel monitoring	Maintenance Services:Building	\$692.00
<b>Total for Johnson Controls Fire Protection LP</b>					<b>\$692.00</b>
Kane Consulting Group					
Kane Consulting Group	09/26/2024	Bill	Invoice # 6021 - monthly Datto backup	Professional Services:Information Technology	\$325.00
<b>Total for Kane Consulting Group</b>					<b>\$325.00</b>
KANOPY, INC.					
KANOPY, INC.	09/16/2024	Bill	Invoice # 414760 - PPU for August 2024 play credits	Materials:Virtual Items	\$217.00
<b>Total for KANOPY, INC.</b>					<b>\$217.00</b>
Kruta Bakery					
Kruta Bakery	09/17/2024	Check		Other Expenditures:Programming	\$17.95
Kruta Bakery	09/24/2024	Check		Other Expenditures:Programming	\$22.70
Kruta Bakery	09/10/2024	Check		Other Expenditures:Programming	\$15.60
<b>Total for Kruta Bakery</b>					<b>\$56.25</b>
Lazerware					
Lazerware	09/16/2024	Bill	Invoice # 5860 - August 2024 CM	Professional Services:Information Technology	\$2,809.47
Lazerware	09/16/2024	Bill	Invoice # 5869 - August 2024 FC	Professional Services:Information Technology	\$942.07
Lazerware	09/26/2024	Bill	Invoice # 9009124 two computer monitors	Professional Services:Information Technology	\$236.00
<b>Total for Lazerware</b>					<b>\$3,987.54</b>
Library Journal					
Library Journal	09/16/2024	Bill	Magazine - 2 years	Materials:Adult Print Materials	\$188.00
<b>Total for Library Journal</b>					<b>\$188.00</b>
McClatchy					
McClatchy	09/18/2024	Check		Professional Services:Publishing	\$262.90

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
McClatchy	09/26/2024	Check		Professional Services:Publishing	\$84,175
<b>Total for McClatchy</b>					<b>\$1,104.65</b>
Metro East Sanitary District					
Metro East Sanitary District	09/05/2024	Bill	FC water July 2024	Utilities:Water/Sewer	\$24.59
Metro East Sanitary District	09/26/2024	Bill	FC water August 2024	Utilities:Water/Sewer	\$18.17
<b>Total for Metro East Sanitary District</b>					<b>\$42.76</b>
Peerless Network, Inc.					
Peerless Network, Inc.	09/26/2024	Bill	FC monthly fax fees	Utilities:Telephone/Fax	\$77.09
Peerless Network, Inc.	09/26/2024	Bill	CM monthly fax fees	Utilities:Telephone/Fax	\$149.68
<b>Total for Peerless Network, Inc.</b>					<b>\$226.77</b>
Quill LLC					
Quill LLC	09/16/2024	Bill	Invoice # 40243261 copy paper	Supplies:Office	\$194.95
<b>Total for Quill LLC</b>					<b>\$194.95</b>
Real Simple					
Real Simple	09/16/2024	Bill	Magazine - 2 years	Materials:Adult Print Materials	\$43.00
<b>Total for Real Simple</b>					<b>\$43.00</b>
Security Alarm					
Security Alarm	09/26/2024	Bill	Invoice # 211774 FC system install & 1-year remote video support (9/4/24 - 8/31/25)	Maintenance Services:Building	\$14,085.00
<b>Total for Security Alarm</b>					<b>\$14,085.00</b>
Sherri Moury					
Sherri Moury	09/26/2024	Bill	BH refund	Other Expenditures:Miscellaneous	\$187.50
<b>Total for Sherri Moury</b>					<b>\$187.50</b>
St. Louis Post Dispatch					
St. Louis Post Dispatch	09/05/2024	Bill	CM annual subscription 8/28/2024-8/26/2025	Materials:Adult Print Materials	\$1,553.99
<b>Total for St. Louis Post Dispatch</b>					<b>\$1,553.99</b>
Theresa Beck					
Theresa Beck	09/16/2024	Bill	reimbursement for wage garnishment overages	Other Expenditures:Programming	\$312.06
<b>Total for Theresa Beck</b>					<b>\$312.06</b>
Times Tribune					
Times Tribune	09/16/2024	Bill	Invoice # 1042648 Notice of B&A public hearing	Professional Services:Publishing	\$31.20
<b>Total for Times Tribune</b>					<b>\$31.20</b>
Travelers					
Travelers	09/05/2024	Bill	Acct # 2546K7256 Treasurer's bond	Other Expenditures:Liability & Building	\$274.00

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
<b>Total for Travelers</b>				Insurance	<b>\$274.00</b>
United States Postal Service					
United States Postal Service	09/04/2024	Check		Supplies:Postage	\$38.75
United States Postal Service	09/11/2024	Check		Supplies:Postage	\$37.33
United States Postal Service	09/16/2024	Check		Supplies:Postage	\$4.40
United States Postal Service	09/23/2024	Check		Supplies:Postage	\$57.91
United States Postal Service	09/25/2024	Check		Supplies:Postage	\$87.60
United States Postal Service	09/30/2024	Check		Supplies:Postage	\$27.59
<b>Total for United States Postal Service</b>					<b>\$253.58</b>
U.S. Government Publishing Office					
U.S. Government Publishing Office	09/26/2024	Check		Materials:Adult Print Materials	\$6.00
<b>Total for U.S. Government Publishing Office</b>					<b>\$6.00</b>
Village Locksmith					
Village Locksmith	09/25/2024	Check		Supplies:Office	\$5.41
<b>Total for Village Locksmith</b>					<b>\$5.41</b>
Personnel:Benefits:FICA Company	09/13/2024	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	\$386.30
Personnel:Benefits:FICA Company	09/13/2024	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	\$1,651.82
Personnel:Benefits:Health/Dental Insurance	09/13/2024	Journal Entry	Dental	Personnel:Benefits:Health/Dental Insurance	-\$14.89
Personnel:Benefits:IL Unemployment Company	09/13/2024	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	\$123.20
Personnel:Salaries:Full Time	09/13/2024	Journal Entry	Holiday	Personnel:Salaries:Full Time	\$2,160.78
Personnel:Salaries:Full Time	09/13/2024	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	\$328.00
Personnel:Salaries:Full Time	09/13/2024	Journal Entry	Regular	Personnel:Salaries:Full Time	\$12,790.46
Personnel:Salaries:Full Time	09/13/2024	Journal Entry	Salary	Personnel:Salaries:Full Time	\$4,608.83
Personnel:Salaries:Full Time	09/13/2024	Journal Entry	Sick	Personnel:Salaries:Full Time	\$981.38
Personnel:Salaries:Full Time	09/13/2024	Journal Entry	Vacation	Personnel:Salaries:Full Time	\$646.00
Personnel:Salaries:Part time	09/13/2024	Journal Entry	COVID Leave Part Time	Personnel:Salaries:Part time	\$123.00
Personnel:Salaries:Part time	09/13/2024	Journal Entry	Regular	Personnel:Salaries:Part time	\$4,819.34
Personnel:Salaries:Part time	09/13/2024	Journal Entry	Sick	Personnel:Salaries:Part time	\$300.32
Professional Services:Payroll Service	09/13/2024	Journal Entry	Invoice	Professional Services:Payroll Service	\$104.70
Personnel:Benefits:FICA Company	09/27/2024	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	\$394.45
Personnel:Benefits:FICA Company	09/27/2024	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	\$1,686.65
Personnel:Benefits:Health/Dental Insurance	09/27/2024	Journal Entry	Dental	Personnel:Benefits:Health/Dental Insurance	-\$14.89
Personnel:Benefits:IL Unemployment Company	09/27/2024	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	\$138.22
Personnel:Salaries:Full Time	09/27/2024	Journal Entry	Bereavement	Personnel:Salaries:Full Time	\$164.00

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
	09/27/2024	Journal Entry	Overtime	Personnel:Salaries:Full Time	\$22.60
	09/27/2024	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	\$374.41
	09/27/2024	Journal Entry	Regular	Personnel:Salaries:Full Time	\$14,687.18
	09/27/2024	Journal Entry	Salary	Personnel:Salaries:Full Time	\$4,627.40
	09/27/2024	Journal Entry	Sick	Personnel:Salaries:Full Time	\$942.13
	09/27/2024	Journal Entry	Vacation	Personnel:Salaries:Full Time	\$621.06
	09/27/2024	Journal Entry	Paid Leave	Personnel:Salaries:Part time	\$120.00
	09/27/2024	Journal Entry	Regular	Personnel:Salaries:Part time	\$5,586.77
	09/27/2024	Journal Entry	Sick	Personnel:Salaries:Part time	\$174.50
	09/27/2024	Journal Entry	Invoice	Professional Services:Payroll Service	\$199.23
<b>Total for --</b>					<b>\$58,732.95</b>

# Mississippi Valley Library District

## Profit and Loss

September 2024

	TOTAL
Income	
Charges for Services	
Fax	335.49
Printing/Copying	883.64
<b>Total Charges for Services</b>	<b>1,219.13</b>
Fines & Forfeitures	
Fines	1.10
Lost or Damaged Books/Inhouse	223.25
<b>Total Fines &amp; Forfeitures</b>	<b>224.35</b>
Intergovernment Revenue	
Replacement Tax	10,346.25
<b>Total Intergovernment Revenue</b>	<b>10,346.25</b>
Other Revenues	
COBRA Reimbursements	1,340.52
Donations - Des & Undes	2,105.13
Interest Income	6.97
Miscellaneous	101.41
Reimbursements Other libraries	62.90
Rental Income	
Blum House Rental	758.27
Collinsville Rooms	150.00
<b>Total Rental Income</b>	<b>908.27</b>
Sale of Items	378.35
<b>Total Other Revenues</b>	<b>4,903.55</b>
Taxes	
Audit	1,314.83
Building Maintenance	20,379.84
FICA/Medicare	9,751.58
IMRF	9,861.16
Liability Insurance	13,915.17
Property Tax	148,465.76
<b>Total Taxes</b>	<b>203,688.34</b>
<b>Total Income</b>	<b>\$220,381.62</b>
<b>GROSS PROFIT</b>	<b>\$220,381.62</b>
Expenses	
Maintenance Services	
Building	17,963.96
Equipment	1,262.75
Grounds	1,150.00
<b>Total Maintenance Services</b>	<b>20,376.71</b>

	TOTAL
<b>Materials</b>	
Adult Audio Visual Items	2,069.94
Adult Print Materials	4,609.51
Juvenile Audio Visual Items	204.00
Juvenile Print Items	475.14
Other Materials	23.99
Virtual Items	592.00
<b>Total Materials</b>	<b>7,974.58</b>
<b>Other Expenditures</b>	
Grant Expenses	
FY2024 Per Capita Grant	1,149.00
FY2025 PNG Grant	1,430.25
Other Grants	186.00
<b>Total Grant Expenses</b>	<b>2,765.25</b>
Liability & Building Insurance	274.00
Miscellaneous	580.99
Payments to Other Libraries	74.94
Programming	1,327.97
Vehicles	521.90
<b>Total Other Expenditures</b>	<b>5,545.05</b>
<b>Personnel</b>	
Benefits	
FICA Company	4,119.22
Health/Dental Insurance	16,383.66
IL Unemployment Company	287.57
IMRF	9,056.00
<b>Total Benefits</b>	<b>29,846.45</b>
Salaries	
Full Time	42,954.23
Part time	11,123.93
<b>Total Salaries</b>	<b>54,078.16</b>
<b>Total Personnel</b>	<b>83,924.61</b>
Professional Development	
Dues	162.00
<b>Total Professional Development</b>	<b>162.00</b>
Professional Services	
Information Technology	4,312.54
Internet Services	772.00
Other Professional Services	55.98
Payroll Service	303.93
Publishing	1,135.85
<b>Total Professional Services</b>	<b>6,580.30</b>
Supplies	
Equipment	1,505.67
Office	928.61
Postage	253.58
<b>Total Supplies</b>	<b>2,687.86</b>



	TOTAL
Utilities	
Electricity	3,692.47
Natural Gas	57.29
Telephone/Fax	366.76
Water/Sewer	496.17
<b>Total Utilities</b>	<b>4,612.69</b>
<b>Total Expenses</b>	<b>\$131,863.80</b>
NET OPERATING INCOME	<b>\$88,517.82</b>
NET INCOME	<b>\$88,517.82</b>

# Mississippi Valley Library District

## Balance Sheet

As of September 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Building	0.00
Checking	73,404.43
General PI	2,920.23
IL Funds - Audit	14,111.62
IL Funds - Building	43,352.77
IL Funds - FICA	68,485.15
IL Funds - General	919,642.20
IL Funds - Gift	9,921.35
IL Funds - IMRF	82,272.80
IL Funds - Insurance	156,312.77
IL Funds - Reserve	39,156.33
IL Funds - Working Cash	228,139.64
<b>Total Bank Accounts</b>	<b>\$1,637,719.29</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>\$1,655,074.74</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>\$2,519,116.36</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
II Withhold	-807.73
IMRF - Payable	187,669.17
Liberty National	8,720.96
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>202,024.72</b>
<b>Total Other Current Liabilities</b>	<b>\$1,242,329.92</b>
<b>Total Current Liabilities</b>	<b>\$1,249,006.23</b>
<b>Total Liabilities</b>	<b>\$1,249,006.23</b>
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	859,304.61
Net Income	396,766.26
<b>Total Equity</b>	<b>\$1,270,110.13</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,519,116.36</b>

# Mississippi Valley Library District

**IL Funds - Gift Ending Balance: \$9,998.35**

Date	Ref No. Type	Payee Account	Memo	Class Location	Payment	Deposit
09/30/2024	INTEREST Deposit	Other Revenues:Interest Income	Interest Earned			\$39.55
09/09/2024	Transfer	Checking	FoL donation for StoryWalk posts			\$2,000.00
08/31/2024	INTEREST Deposit	Other Revenues:Interest Income	Interest Earned from Sherri Blair, for genealogy			\$35.74
08/12/2024	Transfer	Checking				\$20.00
07/31/2024	INTEREST Deposit	Other Revenues:Interest Income	Interest Earned			\$36.36
07/22/2024	Transfer	Checking	E. Janel Dyer - for book			\$40.00
07/15/2024	Transfer	Checking	FoL donation for capital needs			\$105.12
07/05/2024	Transfer	Checking	over-transfer for Marion Nichols event			\$18.17
07/05/2024	Transfer	Checking	7/5/2024 bills - FC HVAC donations (12 total)		\$1,062.72	
07/03/2024	Transfer	Checking	FY2024 Gift Fund interest		\$245.61	
07/02/2024	Transfer	IL Funds - General	6/29/24 donation F. Gatewood			\$5.00
07/01/2024	Transfer	Checking	6/21/24 T. Zeisler online donation			\$10.00
07/01/2024	Transfer	Checking				

# Mississippi Valley Library District

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

July - September, 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Income</b>			
Charges for Services			
Fax	892.39	3,450.00	25.87 %
Non-resident Fees		82.00	
Printing/Copying	2,632.76	10,500.00	25.07 %
<b>Total Charges for Services</b>	<b>3,525.15</b>	<b>14,032.00</b>	<b>25.12 %</b>
Fines & Forfeitures			
Fines	70.01	500.00	14.00 %
Lost or Damaged Books/Inhouse	804.20	2,300.00	34.97 %
<b>Total Fines &amp; Forfeitures</b>	<b>874.21</b>	<b>2,800.00</b>	<b>31.22 %</b>
Intergovernment Revenue			
E-Rate	4,936.26	15,000.00	32.91 %
Grants			
FY2024 Per Capita Grant	49,125.29	49,125.29	100.00 %
FY2024 PNG Grant	2,598.89	2,598.85	100.00 %
FY2025 PNG Grant		11,709.00	
Other Grants		5,000.00	
<b>Total Grants</b>	<b>51,724.18</b>	<b>68,433.14</b>	<b>75.58 %</b>
Replacement Tax	22,000.40	45,000.00	48.89 %
TIF Funds		0.00	
<b>Total Intergovernment Revenue</b>	<b>78,660.84</b>	<b>128,433.14</b>	<b>61.25 %</b>
Other Revenues			
COBRA Reimbursements	4,074.24	6,750.00	60.36 %
Donations - Des & Undes	2,631.69	20,000.00	13.16 %
Interest Income	18,537.62	82,000.00	22.61 %
Miscellaneous	108.66	1,600.00	6.79 %
Property License Agreements		15,001.00	
Reimbursements Other libraries	555.69	1,200.00	46.31 %
Rental Income			
Blum House Rental	1,570.77	16,000.00	9.82 %
Collinsville Rooms	650.00	2,300.00	28.26 %
FC Pavilion		100.00	
FC Rooms		100.00	
<b>Total Rental Income</b>	<b>2,220.77</b>	<b>18,500.00</b>	<b>12.00 %</b>
Sale of Items	1,047.71	5,000.00	20.95 %
Sale of Short Street Lot		12,000.00	
Sale of Vehicle	4,409.33	4,300.00	102.54 %
<b>Total Other Revenues</b>	<b>33,585.71</b>	<b>166,351.00</b>	<b>20.19 %</b>
Taxes			
Audit	4,395.23	7,665.56	57.34 %
Building Maintenance	68,126.38	117,931.73	57.77 %
FICA/Medicare	32,597.91	56,607.23	57.59 %
IMRF	32,964.23	57,196.89	57.63 %

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Liability Insurance	46,516.09	80,783.23	57.58 %
Property Tax	496,296.35	862,080.92	57.57 %
<b>Total Taxes</b>	<b>680,896.19</b>	<b>1,182,265.56</b>	<b>57.59 %</b>
<b>Total Income</b>	<b>\$797,542.10</b>	<b>\$1,493,881.70</b>	<b>53.39 %</b>
GROSS PROFIT	<b>\$797,542.10</b>	<b>\$1,493,881.70</b>	<b>53.39 %</b>
Expenses			
Maintenance Services			
Building	44,533.68	130,000.00	34.26 %
Equipment	3,316.14	10,000.00	33.16 %
Grounds	5,051.89	13,000.00	38.86 %
<b>Total Maintenance Services</b>	<b>52,901.71</b>	<b>153,000.00</b>	<b>34.58 %</b>
Materials			
Adult Audio Visual Items	3,189.84	11,000.00	29.00 %
Adult Print Materials	7,811.35	27,000.00	28.93 %
Juvenile Audio Visual Items	336.52	2,000.00	16.83 %
Juvenile Print Items	1,036.48	4,500.00	23.03 %
Online Databases	2,938.00	10,000.00	29.38 %
Other Materials	23.99	1,250.00	1.92 %
Virtual Items	6,409.97	8,500.00	75.41 %
<b>Total Materials</b>	<b>21,746.15</b>	<b>64,250.00</b>	<b>33.85 %</b>
Other Expenditures			
Donation Expenditures - Des.	1,117.72	15,000.00	7.45 %
Grant Expenses			
FY2023 Per Capita Grant	1,942.18		
FY2024 Per Capita Grant	24,113.95	49,125.29	49.09 %
FY2025 PNG Grant	1,430.25	11,709.00	12.21 %
Other Grants	186.00	5,000.00	3.72 %
<b>Total Grant Expenses</b>	<b>27,672.38</b>	<b>65,834.29</b>	<b>42.03 %</b>
Liability & Building Insurance	274.00	26,000.00	1.05 %
Miscellaneous	900.98	5,500.00	16.38 %
Payments to Other Libraries	172.90	1,350.00	12.81 %
Programming	1,650.38	6,000.00	27.51 %
Vehicles	932.93	3,000.00	31.10 %
<b>Total Other Expenditures</b>	<b>32,721.29</b>	<b>122,684.29</b>	<b>26.67 %</b>
Personnel			
Benefits			
FICA Company	13,926.58	59,000.00	23.60 %
Health/Dental Insurance	32,361.77	92,000.00	35.18 %
IL Unemployment Company	988.54	12,000.00	8.24 %
IMRF	20,743.91	80,000.00	25.93 %
<b>Total Benefits</b>	<b>68,020.80</b>	<b>243,000.00</b>	<b>27.99 %</b>
Salaries			
Full Time	143,994.36	550,000.00	26.18 %
Part time	38,865.43	195,000.00	19.93 %
<b>Total Salaries</b>	<b>182,859.79</b>	<b>745,000.00</b>	<b>24.54 %</b>
<b>Total Personnel</b>	<b>250,880.59</b>	<b>988,000.00</b>	<b>25.39 %</b>
Professional Development			
Dues	271.67	500.00	54.33 %

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Training/Tuition		1,000.00	
Travel Expenses		1,500.00	
<b>Total Professional Development</b>	<b>271.67</b>	<b>3,000.00</b>	<b>9.06 %</b>
Professional Services			
Audit		8,500.00	
Information Technology	12,420.62	55,000.00	22.58 %
Internet Services	2,316.00	10,000.00	23.16 %
Legal Service		3,000.00	
Other Professional Services	206.75	7,000.00	2.95 %
Payroll Service	1,417.15	4,000.00	35.43 %
Publishing	1,332.35	2,200.00	60.56 %
<b>Total Professional Services</b>	<b>17,692.87</b>	<b>89,700.00</b>	<b>19.72 %</b>
Supplies			
Equipment	1,546.63	10,000.00	15.47 %
Office	2,700.21	12,000.00	22.50 %
Postage	1,011.73	3,900.00	25.94 %
<b>Total Supplies</b>	<b>5,258.57</b>	<b>25,900.00</b>	<b>20.30 %</b>
Utilities			
Electricity	16,080.07	52,000.00	30.92 %
Natural Gas	559.69	7,500.00	7.46 %
Telephone/Fax	947.91	4,000.00	23.70 %
Water/Sewer	1,715.32	2,700.00	63.53 %
<b>Total Utilities</b>	<b>19,302.99</b>	<b>66,200.00</b>	<b>29.16 %</b>
<b>Total Expenses</b>	<b>\$400,775.84</b>	<b>\$1,512,734.29</b>	<b>26.49 %</b>
NET OPERATING INCOME	<b>\$396,766.26</b>	<b>\$ -18,852.59</b>	<b>-2,104.57 %</b>
NET INCOME	<b>\$396,766.26</b>	<b>\$ -18,852.59</b>	<b>-2,104.57 %</b>

# Mississippi Valley Library District

## Profit and Loss Comparison

July - September, 2024

	TOTAL	
	JUL - SEP, 2024	JUL - SEP, 2023 (PY YTD)
<b>Income</b>		
Charges for Services		
Fax	892.39	746.10
Printing/Copying	2,632.76	2,152.48
<b>Total Charges for Services</b>	<b>3,525.15</b>	<b>2,898.58</b>
Fines & Forfeitures		
Fines	70.01	147.99
Lost or Damaged Books/Inhouse	804.20	830.95
<b>Total Fines &amp; Forfeitures</b>	<b>874.21</b>	<b>978.94</b>
Intergovernment Revenue		
E-Rate	4,936.26	4,176.00
Grants		
FY2023 Per Capita Grant		48,794.48
FY2023 PNG Grant		2,572.05
FY2024 Per Capita Grant	49,125.29	
FY2024 PNG Grant	2,598.89	
<b>Total Grants</b>	<b>51,724.18</b>	<b>51,366.53</b>
Replacement Tax	22,000.40	15,940.95
<b>Total Intergovernment Revenue</b>	<b>78,660.84</b>	<b>71,483.48</b>
Other Revenues		
COBRA Reimbursements	4,074.24	4,179.60
Donations - Des & Undes	2,631.69	272.05
Interest Income	18,537.62	2,556.59
Miscellaneous	108.66	1.25
Reimbursements Other libraries	555.69	431.94
Rental Income		
Blum House Rental	1,570.77	4,028.75
Collinsville Rooms	650.00	487.50
FC Pavilion		550.00
<b>Total Rental Income</b>	<b>2,220.77</b>	<b>5,066.25</b>
Sale of Items	1,047.71	1,130.13
Sale of Vehicle	4,409.33	
<b>Total Other Revenues</b>	<b>33,585.71</b>	<b>13,637.81</b>
Taxes		
Audit	4,395.23	4,607.16
Building Maintenance	68,126.38	62,524.06
FICA/Medicare	32,597.91	29,616.64
IMRF	32,964.23	21,718.76
Liability Insurance	46,516.09	32,248.87



	TOTAL	
	JUL - SEP, 2024	JUL - SEP, 2023 (PY YTD)
Property Tax	496,296.35	467,612.13
<b>Total Taxes</b>	<b>680,896.19</b>	<b>618,327.62</b>
<b>Total Income</b>	<b>\$797,542.10</b>	<b>\$707,326.43</b>
GROSS PROFIT	<b>\$797,542.10</b>	<b>\$707,326.43</b>
Expenses		
Maintenance Services		
Building	44,533.68	52,456.90
Equipment	3,316.14	2,344.18
Grounds	5,051.89	5,150.16
<b>Total Maintenance Services</b>	<b>52,901.71</b>	<b>59,951.24</b>
Materials		
Adult Audio Visual Items	3,189.84	2,169.97
Adult Print Materials	7,811.35	7,112.07
Juvenile Audio Visual Items	336.52	313.88
Juvenile Print Items	1,036.48	1,010.04
Online Databases	2,938.00	3,284.00
Other Materials	23.99	27.38
Virtual Items	6,409.97	1,152.74
<b>Total Materials</b>	<b>21,746.15</b>	<b>15,070.08</b>
Other Expenditures		
Donation Expenditures - Des.	1,117.72	1,020.33
Grant Expenses		
FY2023 Per Capita Grant	1,942.18	21,983.99
FY2024 Per Capita Grant	24,113.95	
FY2025 PNG Grant	1,430.25	
Other Grants	186.00	1,005.70
<b>Total Grant Expenses</b>	<b>27,672.38</b>	<b>22,989.69</b>
Liability & Building Insurance	274.00	705.00
Miscellaneous	900.98	892.01
Payments to Other Libraries	172.90	633.25
Programming	1,650.38	759.80
Vehicles	932.93	923.96
<b>Total Other Expenditures</b>	<b>32,721.29</b>	<b>27,924.04</b>
Personnel		
Benefits		
FICA Company	13,926.58	12,877.21
Health/Dental Insurance	32,361.77	22,239.38
IL Unemployment Company	988.54	1,072.20
IMRF	20,743.91	26,999.94
<b>Total Benefits</b>	<b>68,020.80</b>	<b>63,188.73</b>
Salaries		
Full Time	143,994.36	119,723.52
Part time	38,865.43	49,229.71
<b>Total Salaries</b>	<b>182,859.79</b>	<b>168,953.23</b>
<b>Total Personnel</b>	<b>250,880.59</b>	<b>232,141.96</b>

	TOTAL	
	JUL - SEP, 2024	JUL - SEP, 2023 (PY YTD)
Professional Development		
Dues	271.67	170.00
<b>Total Professional Development</b>	<b>271.67</b>	<b>170.00</b>
Professional Services		
Information Technology	12,420.62	11,967.16
Internet Services	2,316.00	2,959.30
Legal Service		940.00
Other Professional Services	206.75	445.56
Payroll Service	1,417.15	924.46
Publishing	1,332.35	34.40
<b>Total Professional Services</b>	<b>17,692.87</b>	<b>17,270.88</b>
Supplies		
Equipment	1,546.63	934.57
Office	2,700.21	2,154.62
Postage	1,011.73	830.13
<b>Total Supplies</b>	<b>5,258.57</b>	<b>3,919.32</b>
Utilities		
Electricity	16,080.07	14,727.53
Natural Gas	559.69	519.68
Telephone/Fax	947.91	790.99
Water/Sewer	1,715.32	915.57
<b>Total Utilities</b>	<b>19,302.99</b>	<b>16,953.77</b>
<b>Total Expenses</b>	<b>\$400,775.84</b>	<b>\$373,401.29</b>
<b>NET OPERATING INCOME</b>	<b>\$396,766.26</b>	<b>\$333,925.14</b>
<b>NET INCOME</b>	<b>\$396,766.26</b>	<b>\$333,925.14</b>



Resolution 25-03

Resolution to Determine Estimate of Funds Needed for 2024-2025 Fiscal Year

WHEREAS, the Mississippi Valley Library District must file on or before December 31, 2024 (the last Tuesday in December pursuant to 75 ILCS 16/30-85(c)) its Levy Ordinance for the 2024-2025 fiscal year; and

WHEREAS, pursuant to "The Truth in Taxation Act" (35 ILCS 200/18-55 et. seq.), the Mississippi Valley Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2024-2025 fiscal year upon the taxable property in said Library District;

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Trustees of the Mississippi Valley Library District as follows:

- a. The amount of money estimated to be necessary to be raised by taxation for the 2024-2025 fiscal year upon the taxable property in said Library District is \$1,243,283;
- b. The estimate of \$1,243,283 is 0% higher than last year's tax extension of \$1,243,283;
- c. According to the Truth in Taxation Act, the estimated amount is not greater than 105% of the preceding year's aggregate extension and therefore a public hearing and publication of notice of the proposed levy amount are not required.

ADOPTED this 21<sup>st</sup> day of October, 2024 by a roll call vote as follows:

AYES: \_\_\_\_\_  
 NAYS: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_  
 ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President of the Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary of the Board of Trustees



Mississippi Valley Library District

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

**TO:** MVL D Board of Trustees  
**FROM:** Kyla Waltermire, MS LIS, Executive Director  
**DATE:** October 16, 2024  
**SUBJECT:** Elevator Repairs and Bids

Trustees,

Enclosed please find the following documents related to conversation about the needed elevator repairs and bidding for work:

- Otis Elevator’s Capital Planner proposal from March 1, 2024
- Quotes for repairs from Otis Elevator dated September 25, 2024
- Repair agreement from AllRise Elevator Company dated October 15, 2024
- Proposals from two architect firms for assistance with elevator bidding and/or repairs

**BACKGROUND**

Around 2018, Otis Elevator identified that the MVL D’s elevator is at end-of-life and that replacement parts would be increasingly difficult to source and replace. At that time, a modernization proposal was provided for a base cost of \$90,000. It was recommended that the MVL D budget an additional \$20,000-30,000 for incidental electrical, plumbing, and/or masonry work.

A revised proposal was requested in early 2024 and Otis provided a Capital Planner proposal with a base cost of \$135,000 and optional cab interior updates of \$18,000. It is likely that the previously indicated incidental work may need to be considered on top of this proposal.

Over the past several years, the elevator has had a known hydraulic oil leak. Until recently it was managed with an occasional “topping off” by Otis technicians and/or the MVL D’s maintenance technician.

On September 14, 2024, the elevator was placed out of service. The elevator was making loud noises and vibrating violently as it went up. An Otis technician evaluated the elevator on September 16 and noted that the hydraulic oil was leaking at a quick rate, as it had been topped off the prior week and was at a noticeably lower level than before. The technician set up an



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overnight test of the elevator. Upon returning on September 17, the technician identified that the hydraulic cylinder jack assembly had completely drained 40-50 gallons of oil since the prior day, indicating a major rupture of the mechanism. To date the elevator is inoperable.

### REPAIR QUOTES

Otis Elevator provided three quotes on September 25 for repairs and upgrades.

- Proposal QTE-002012175 is for the replacement of the hydraulic cylinder jack assembly.
- Proposal QUE-002005440 is for optional updates to the power unit (which was also identified in the March 1, 2024 Capital Planner proposal) and solid state starter.
- Proposal QTE-002013451 combines the necessary repairs and optional updates at a discounted cost.

The MVL D has been in contact with the following elevator companies to attempt to receive additional quotes for informational purposes:

- TK Elevator (ThyssenKrupp)
- Schindler Elevators & Escalators
- AllRise Elevator Company - An agreement for a service call to inspect the elevator was received October 15, 2024. The cost is \$250/hour for a minimum of 2 hours.
- Dover Elevator
- Century Elevator Service - Verbally shared that a service call is \$245/hour for a minimum of 2 hours, plus mileage and supplies

To date, AllRise and Century are the only two companies to respond to requests for service visits.

### BIDDING

By law, the MVL D must go out to bid for any anticipated construction or repair costs of \$25,000 or more [75 ILCS 16/40-45(b)]. Additionally, the Illinois Public Library District Act of 1991 authorizes the Board to "retain...professional consultants as needed" [75 ILCS 16/30-55.35] and states that "[c]ontracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to: (1) contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part..." [75 ILCS 16/40-45(b)].



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Although it would be an additional cost, I recommend hiring an architect or engineer to assist with creating and evaluating the bid documents. I do not have experience with creating bid documents, and elevator repair is far outside the scope of my or my staff's expertise. I believe investing in the process in this manner will ensure that the library is requesting and receiving the correct type of service to keep the elevator functional for as long as possible.

For your consideration, I have reached out to the following architectural firms:

- AAIC
- Civil Design, Inc.
- Randy Mitchell Architectural Design
- REspace

Two firms - AAIC and Randy Mitchell Architectural Design - provided proposals for your consideration (see enclosed).

**FUNDING**

The MVLD has about \$39,000 in its Capital Reserve Fund. Additional funding may be available through state grants. I am attending a meeting about the FY2025 Illinois State Library Public Library Construction Grant Program on October 17 and will have a verbal update at the October 21 Board meeting about the viability of this program for the MVLD's needs.

Regardless of possible grant funding, I recommend the MVLD undertake a capital projects campaign. In addition to the elevator, the following areas at the Collinsville Library are in need of increasingly urgent attention:

- Both the sloped and flat roofs are leaking and need repairs
- The Pan fountain remains inoperable
- If the MVLD's ACT grant application is denied, the MVLD will need to fund repairs to the curved walkways leading to the main entrance
- The locking mechanisms on the main entrance doors need to be replaced
- Black mold continues to be found - and attempts at spot mitigation undertaken - throughout the building, most recently in the lower level reading room

Thank you for your consideration.



**OTIS**

# Capital Planner

**Prepared for:**

Kyla Waltermire

Collinsville Memorial Library Center

408 W Main St.

Collinsville, IL 62234

**Created by:**

Jake Viviani

Otis Elevator Company

Date: March 1st 2024

## Standard HydroAccel package

### 1. HydroAccel Controller

Our microprocessor-based system ensures precise car leveling, while the solid-state starter delivers complete reliability.

### 2. Otis Glide A Door Operator

Designed to ensure passenger safety and quiet reliable operation.

### 3. OptiGuard Door Detector

An infrared safety zone senses passengers and prevents doors from closing on them.

### 4. Power Unit

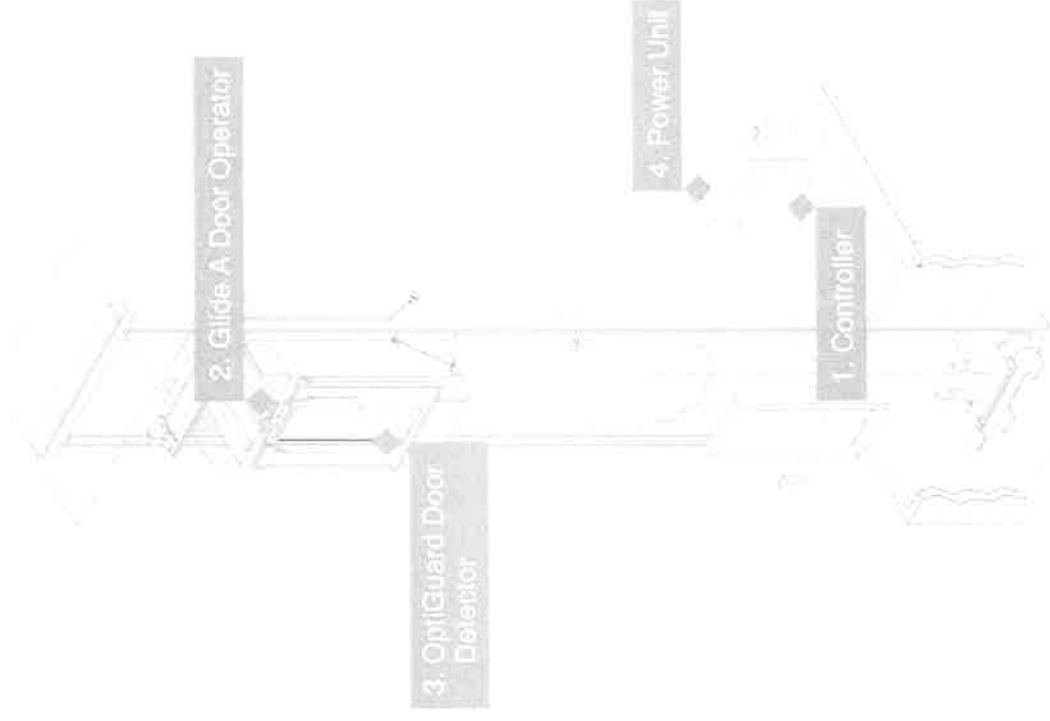
The pump is submerged inside the oil tank for quieter operation and reduced smell from the machine room.

### Otis Hall & Cab Fixtures

New buttons and lighting enhance your building's style and improve passenger experience.

### Options

Otis track, locks and hanger / Cab upgrades / Aut-O-Safe (Emergency power/rescue).





## Standard HydroAccel package



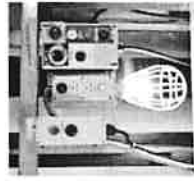
### HydroAccel Controller

A microprocessor-based control system shall be provided to perform all the functions of safe elevator motion and elevator door control. This shall include all the hardware required to connect, transfer and interrupt power, and protect the motor against overloading. The system shall also perform group operational control.



### Hydraulic Power Unit

Power units are a key component of your hydraulic elevator. Much like the engine in your car, they provide the power to move the elevator. The Otis Hydraulic Power Unit replaces your existing hydraulic machine with the latest technology for improved reliability and performance.



### AccessAlert

The AccessAlert alarm is a practical and industry-first safety enhancement that can be applied to elevator equipment worldwide. Similar to the seatbelt alarm found in your car, an alarm sounds when anyone enters the hoistway. The alarm continues to sound until it is physically switched off.



### Optional: Cab Interiors

Cab Interior budget price includes new Modern I or Corporate I side wall panels, Stainless Steel reveals, Stainless Steel Handrails, and Modular Ceiling.

## Standard HydroAccel package



### OptiGuard Door Protection System

The OptiGuard door protection system uses 154 infrared emitters and detectors to create an invisible safety net across the elevator entrance. The OptiGuard system continuously scans for interrupted beams. If any beam in the curtain is interrupted, the OptiGuard system will reopen the elevator door instantly.



### Glide A Door Operator

The Otis Glide A door operator is one of the most reliable door systems in the world. With door open times as fast as 1.9 seconds with 42" center-opening doors, the system allows passengers to enter and exit elevators more quickly for faster floor-to-floor travel times. This innovative door operator features a single motor and permanent magnet technology that provides smooth, quiet and reliable operation.



### Fixtures

All new fixtures shall be solid-state NEL-style buttons with LED illumination. All key switches shall be standard Direct Fixtures design with appropriate indications for each function. The following features shall be included: flush-style stainless steel or bronze and digital style indicators.

## Pricing Breakdown

Name	Price	QTY	Subtotal
Standard HydroAccel Package	\$135,000.00	1	\$135,000.00
• HydroAccel Controller			
• Glide A Door Operator			
• OptiGuard Door Detector			
• Hydraulic Power Unit			
• Otis Hall & Cab Fixtures			
• AccessAlert			
<b>OPTIONALS</b>			
<input type="checkbox"/> Cab Interior	\$18,000.00	1	\$18,000.00

**Total**      **\$135,000.00**

Some of the below scope of work may need to be completed with this modernization. This work is not included in the above budget number.

~~We can provide a price to contract this work out for the customer at their request~~

# Work by Others - Not in contract

# OTIS

The following items must be performed by others and you agree to provide this work in accordance with the applicable codes and enforcing authorities:

**WORK BY OTHERS SCHEDULING** – All "Work by Others" must either be completed prior to our manning the job or be properly scheduled as to not obstruct the progress of the project.

**AIR CONDITIONING** – Provide suitable ventilation and cooling equipment, if required, to maintain the machine-room temperature between 45°F and 95°F. The relative humidity should not exceed 85 percent non-condensing.

**BUILDING POWER** – Provide electrical power for light, tools, hoists, etc. during installation as well as electric current for starting, testing and adjusting the elevator. Power of permanent characteristics to be provided to properly operate all of the elevators concurrently scheduled to be modernized. Power must be a 3-phase 4 wire system with ground and bonded disconnects. Grounded leg delta systems are not acceptable.

**SMOKE & HEAT SYSTEM** – Provide a smoke and heat detector system, located as required with wiring from the sensing devices to each elevator controller.

**SPRINKLERS** – Provide code compliant sprinkler system, as required, in the hoistway, pit and machine room.

**CUTTING & PATCHING** – Do any cutting, (including cutouts to accommodate hall signal fixtures, entrances and/or machine room access) patching and painting of walls, floors or partitions.

**MAIN DISCONNECT** – Provide a fused lockable disconnect switch or circuit breaker for each elevator per the National Electrical Code with feeder or branch wiring to the transformer. Size to suit elevator contractor. Provide a **SHUNT TRIP** disconnect, as required, if sprinklers are being provided. Provide suitable connections from the main disconnect to the elevator control equipment. Electrical Feeder system to limit available short circuit to not more than 10k amps at the load side of the elevator main line disconnect.

**GROUND WIRE** – Provide a properly sized ground wire from the elevator controller(s) to the primary building ground.

**CAR LIGHT POWER SUPPLY & DISCONNECT** – Provide a 120 volt AC, 15 amp, single-phase power supply with fused SPST disconnect switch for each elevator, with feeder wiring to each controller for car lights.

**REMOTE MONITORING POWER SUPPLY & DISCONNECT** – Provide a separate 120 volt, 15 ampere single phase-phase power supply with a SPST with a fused disconnect switch or circuit breaker for remote monitoring capable of being locked in the open position.

**REMOTE MONITORING MAINTENANCE TELEPHONE LINE REQUIREMENTS** – Provide one (1) outside telephone line to the elevator machine room that allows data calls to and from a toll-free number at a dispatching center. The telephone line may be either a separate line dedicated to the remote monitoring maintenance equipment or may be an existing line that is shared between another telephone and the remote monitoring maintenance equipment.

**INFORMATION DISPLAY POWER SUPPLY & DISCONNECT** – Provide a separate 120 volt, AC, 15 amp single-phase power supply with fused SPST disconnect switch with duplex outlets in the machine room or other locations as required, for information display terminal and controller of information display when provided. Also provide one (1) pair of shielded/twisted conductors between controller and machine room.

**REMOTE PANELS** – Provide required conduit, with adequate pull boxes and ells from the elevator hoistway(s) to the location or locations required to facilitate the installation of Lobby Panels, Fire Control Room Panels or Elevator Monitoring Systems. Size and number as specified by Otis. Leave a measured pull tape in the conduit. Otis to furnish and pull required conductors.

**STANDBY POWER REQUIREMENTS** – Provide a standby power unit and a means for starting it that will deliver sufficient power to the elevator disconnect switches to operate one or more elevators at a time at full-rated speed. Provide a transfer switch for each feeder for switching from normal power to standby (emergency) power and a contact on each transfer switch closed on normal power supply with two wires from this contact to one elevator controller. Provide a means for absorbing power regenerated by the elevator system when running with overhauling loads such as full load down.

**LIGHTING** – Any modification or installation of lights and/or GFI electrical outlets in the machine room, secondary level and/or pit to be performed by others. Provide sufficient lighting in the buildings common areas to facilitate a safe working environment.

## Work by Others - Not in contract

**PROJECT BEING "DRIED-IN"** – Work, as required, to keep the elevator lobbies, hoistway, machine room and storage area "dried-in" for the entire length of the project.

**MACHINE ROOM ACCESS** – Provide a self-locking and self-closing door for the elevator machine room. Access door to be adequately sized to accept our equipment.

Modify machine room access, as required, to comply with code and facilitate safe egress of all equipment.

**FIRE EXTINGUISHER** – Provide fire extinguisher in elevator machine room.

**NON-ELEVATOR MATERIAL IN HOISTWAY** – Remove or encapsulate, as required, any non-elevator related pipes or wiring located in the elevator machine room or hoistway.

**HOISTWAY VENTILATION** – Provide code compliant hoistway ventilation. Code requires a means to prevent the accumulation of hot air and gasses at the top of the hoistway. Pressurizing the hoistways, or providing vents from the top of the hoistway to the outside of the building usually accomplishes this. Vents shall not be less than 3 1/2% of the area of the hoistway nor less than 3 sq. ft. for each elevator car, whichever is greater. You may not vent the hoistway to the machine room. If the hoistway vents must run through the machine room, they must be enclosed in a fire rated structure and not violate clearances around our equipment.

**HOISTWAY LEDGES** – Provide a 75-degree angle constructed of a non-combustible material on all ledges that are 2" or greater in the hoistway, excluding multi-hatch divider beams.

**SUMP HOLE GRATING** – Provide a flush grating over the sump hole located in the elevator pit.

**STORAGE** – Provide dry, protected and secure storage space adjacent to the hoistway(s). Otis shall be compensated for material delivered that is stolen or removed from the jobsite.

**DISPOSAL** – The disposal of removed elevator components; machines, controllers, ropes, hydraulic fluid, oils, buffers and packing materials from the new equipment and any and all related materials shall be the sole responsibility of the Owner. If a dumpster is provided on site, we will deposit waste materials in the dumpster or at an agreed upon on-site location for removal by the owner.

**PIT LADDERS** – Provide a pit ladder, as required, in each pit that does not have walk in access doors. Ladder shall extend 48" above first landing access door.

**OPERATING ELEVATORS FOR OTHER TRADES** – If we are required to operate an elevator to facilitate the work of other trades (i.e. sprinklers, smoke sensors, ledges, etc.) then we shall be compensated for this lost time and the project schedule shall also be modified.

**ADDITIONAL STOPS/OPENINGS** – Extend the existing hoistways and add additional landing (s) and new machine room. Hoistway and machine room shall be constructed in accordance with applicable building codes and ANSI A17.1 Ledges over 2" wide shall have a 75° bevel on top. (Except separate beams) Hoistway shall be fire rated and may require patching of holes. No other pipes or electrical conduit not associated with the elevator equipment are allowed in the hoistway. Power feeders may not run up the

hoistway, except by special permission of the governing authority, and shall not contain splices or junction boxes in the hoistway.

Provide crane to bring new material and removal of the machine room equipment to new machine room.

Provide temporary roof as required to provide continuously dry hoistways and machine rooms.

Perform all demolition of old machine room slab and structure. Protect existing elevator cars and equipment from demolition damage, dust and debris.

Supply new machine beams and beam supports per reactions supplied by Otis.

Provide new machine room slab to suit reactions. Remove any construction forms, scaffold or decking from hoistway not placed by Otis. Cut and patch hoistways as required to provide a legal hoistway.

Provide, maintain and remove any temporary barricades per OSHA or local authority requirements and furnish barricades to protect the public from access to construction areas.

Supply and install adequate support for guide rail fasting, including separator beams were required.

Provide adequate fastening for hoistway entrances and sills.

Provide finished floor elevation reference height at time of installation of new entrance sills.

Provide legal access to new machine room (and temporary access per OSHA requirements during construction).

Grout or finish blocking of new entrances to provide fire rated closure.

Provide hoist beams over each elevator hoistway in machine room rated to hoist elevator machines.

Finish painting of new hoistway entrances shall be by others, if prime entrances are selected.

## Work by Others - Not in contract

**EMERGENCY RETURN UNIT (ERU)** – If an ERU battery operated lowering device is being provided with your hydraulic elevator modernization then others are to provide an auxiliary contact in either the existing lockable disconnect (if currently code compliant) or in a new code compliant lockable disconnect.

**ASBESTOS** – Should any asbestos be found to be present in the building which is related to any of our work, it shall be the responsibility of others to abate, contain or prepare the workplace as safe for our employees to work within or about. Otis will not be responsible for working with asbestos which may be disturbed or uncontained. Otis will not be responsible for any costs associated with delay of the job should asbestos be detected or require addressing by others for us to proceed. This includes but is not limited to re-mobilization charges which may be applied.

**MATERIAL RESPONSIBILITY** – Material delivered to the jobsite is the property of the Owner and/or Customer. Otis maintains no responsibility for this material. The Customer is financially responsible for all cost to replace any damaged, stolen or missing material or equipment. Otis will not be responsible for deductibles on "Builder's Risk" insurance policies. Otis will provide a change order, police report, and affidavits as needed to substantiate the claim. Otis will not procure replacement equipment until a signed change order is received.

**LOCKOUT TAG OUT** – In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures

whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at [www.otis.com](http://www.otis.com) by (1) clicking on "The Americas" tab on the left side of the website; (2) choosing "US/English" to take you to the "USA" web page; (3) clicking on the "Otis Safety" link on the left side of the page; and (4) downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," both of which are in .pdf format on the right side of the website page. Customer agrees that it will disseminate these procedures throughout its organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at Customer's facility.

**CONFINED SPACES** – The machine room, hoistway, pit, and mezzanine ("Elevator Spaces") may be considered Permit- Required Confined Spaces as defined by the Occupational Safety and Health Organization ("OSHA"), 29 C.F.R. § 1910.146(b) and § 1926 Subpart AA. Otis has a documented process to control or eliminate hazards and classify such Elevator Spaces as non-permit required confined spaces. In the event that the customer/general contractor or unique site conditions or hazards (such as chemical manufacturing sites) require Otis to handle such Elevator Spaces as Permit-Required Confined Spaces, the customer/general contractor will be responsible for supplying, at its expense, all resources, including monitoring, permitting, attendants, and rescue planning associated with handling such Elevator Spaces as Permit-Required Confined Spaces. The customer/general

contractor is required to inform Otis of all known or potential hazards related to Elevator Spaces that Otis may be required to access prior to Otis performing any work in such spaces. Further, the customer/general contractor is required to communicate any changes in the conditions associated with such Elevator Spaces or activities in or around such spaces that could introduce a hazard into such spaces.

**OTIS**

# Otis Service and Repair Order

9/25/2024

**CUSTOMER NAME**

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

**OTIS ELEVATOR COMPANY**

1976 Congressional Dr  
St. Louis, MO 63146

**OTIS CONTACT**

Joshua Schroeder  
Phone:  
Email:  
Joshua.Schroeder@otis.com

**PROJECT LOCATION**

COLLINSVILLE LIBRARY  
408 W MAIN ST  
COLLINSVILLE, IL 62234-3018

**PROPOSAL NUMBER**

QTE-002012175

We propose to furnish the necessary material and labor on the following units:

Unit	Customer Designation
F60044	ONLY ELV

**SCOPE OF WORK****HYDRAULIC CYLINDER JACK ASSEMBLY REPLACEMENT**

We propose to furnish the necessary material and labor to remove and replace the existing hydraulic cylinder jack assembly on the elevator listed herein based on the following installation: The plunger and new cylinder shall be installed plumb and shall operate freely with minimum friction. Sealed PVC Protection helps protect the cylinder from corrosion, permits monitoring and evacuation of liquids to make sure the cylinder does not come in contact with water, and helps contain oil should the cylinder leak. The sealed PVC Protection can help protect your property against possible environmental contamination and clean-up costs.

**CLEAR HOLE**

Otis will provide one day or 8-hours for the subcontractor to perform hole clean out with a vacuum truck. Additional time required for hole clean out will require a change order.

**PIT WORK**

A new car buffer assembly and related piping as needed will be provided.

**INSPECTION**

Otis will coordinate and provide an inspection and subsequent permitting as required.

**WATER IN THE PIT**

The process of replacing a jack requires that the concrete on the pit floor around the jack is broken. This opens the possibility for water to enter the elevator pit. This event is unpredictable, and Otis has no control on the conditions that lead water to water entering the pit. Regardless of the reason, if water enters the pit, it is the building's responsibility to remove all water from the pit, cement around the jack, and to waterproof the pit. In such an event, Otis shall not be held liable for any costs or associated labor. This requires the work of an outside vendor to remove the water and control the intrusion of future water by sealing the pit. Otis does not perform this work and it will involve an additional cost for the building. Any ground water in the pit must be addressed in a satisfactory manner for your elevator to pass inspection. If you have any questions regarding the building's responsibilities for ground water in the pit, please contact us in advance of signing this agreement.

OTIS SERVICE AND REPAIR ORDER



**WORK NOT INCLUDED**

When needed, we will provide protection for floors, wall, and elevator entrances for normal activities associated with this work. If special drilling or excavation of contaminant material equipment is required, the owner will be responsible for all building protection and alterations needed to bring this equipment in, use, and take off the premises. To complete this installation, the following items must be performed or furnished by the owners or their agent according to governing codes. The price and installation schedule of the elevator contractor is based on the following conditions prevailing at the beginning and during installation of the elevator equipment and includes the following: Provide electric power for light, tools, hoists, welding, drilling rig (if necessary), etc. required for the duration of this project.

In addition, if existing cylinder is not freed from current impacted condition within an eight (8) hour period then a supplemental proposal shall be provided for any additional labor to remove the cylinder from its impacted condition. The owner is responsible for deactivating and reactivating all fire, smoke and/or combustion sensors in the work area that may be activated by the effects of the operations required to complete this work.

Owner will provide full access to the work area for the contractors works and their agents at all times during the agreed upon work hours for the duration of the project. The owner will provide onsite storage space adequate to store cylinder, PVC, oil, tools, etc. during the project. The storage space should be within close proximity to the work area. The owner will provide all necessary permits for welding, gas burning, and cutting in the elevator hoistway. The owner is responsible for deactivating and reactivating all fire, smoke and/or combustion sensors in the work area that may be activated by the effects of the operations required to complete this work. Any pit monitoring during the execution of the work is by the owner.

Notes: Any alteration or deviations from the specifications involving extra costs will become a billable charge over and above this provided price. If any concrete, rock, or unusual debris is encountered, there will be added charges for removal. We will not be responsible for ground water oil, soil oil. This proposal does not include any overtime hours. If any hours outside the elevator trade are required, this must be brought to our attention PRIOR TO THIS CONTRACT BEING SIGNED so the price can be adjusted accordingly. This contract price is only good for two (2) months from the date of this proposal. Please consider that this job can be noisy, disrupt building occupants, or normal day to day operations while work is being performed.

Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators. The customer will be responsible for paying local inspection fees if applicable.

Your account representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above. The price quoted below does not include sales tax and is valid for 30 days from the date specified above. The work will be scheduled based on the availability of material and manpower to complete the job efficiently.

The scope proposed herein represents the entire scope that we are contracted for, if additional work is required by others to allow for completion of this work and/or for the inspection to occur, that work is not included. If additional labor and material are needed, a supplemental proposal will be sent.

**PRICE**

\$82,734.90

Eighty-two thousand seven hundred thirty-four and 90/100 dollars

This price is based on a **seventy percent (70%) downpayment** in the amount of \$57,914.43.

**PAYMENT TERMS:**

- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.
- If you choose the alternative downpayment amount listed below, the corresponding adjustment shall be applied to the base contract amount.

Downpayment Amount	Price Adjustment	Authorization (Initial)
100%	-\$2,734.90	

In the event 100% of the contract price is not paid up front, we must be paid the remaining balance no later than the completion of work. Final invoice will be submitted once work is scheduled.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

**SUGGESTED BY:** THOMAS MOORE

**TITLE:** Mechanic

Accepted in Duplicate

**OTIS SERVICE AND REPAIR ORDER**

**Collinsville Memorial Library Center**

**Otis Elevator Company**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: Leslie Kittredge

Title: \_\_\_\_\_

Title: Sr Manager & GM, St Louis

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Company Name: Collinsville Memorial Library Center

Principal, Owner or Authorized Representative of Principal or Owner

Agent \_\_\_\_\_  
(Name of Principal or Owner)

**TERMS AND CONDITIONS**

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
3. Payments shall be made as follows: A down payment of Seventy percent (70.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
5. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
6. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
7. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
8. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
9. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.  
 THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.
10. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from

the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

11. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cartop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cartop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least \$2,000,000 for personal injury or death, and \$2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
12. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
13. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at [www.otis.com](http://www.otis.com) by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
14. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
15. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
16. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.

# Otis Service and Repair Order

9/26/2024

**CUSTOMER NAME**

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

**OTIS ELEVATOR COMPANY**

1976 Congressional Dr  
St. Louis, MO 63146

**OTIS CONTACT**

Joshua Schroeder  
Phone:  
Email:  
Joshua.Schroeder@otis.com

**PROJECT LOCATION**

COLLINSVILLE LIBRARY  
408 W MAIN ST  
COLLINSVILLE, IL 62234-3018

**PROPOSAL NUMBER**

QTE-002005440

We propose to furnish the necessary material and labor on the following units:

Unit	Customer Designation
F60044	ONLY ELV

**SCOPE OF WORK****POWER UNIT**

The existing power unit will be replaced with a new power unit. The new power unit consists of a positive displacement pump, motor, integral 4-coil control valve, oil tank and muffler.

The pump and motor are submerged and are mounted to the tank with rubber isolators to reduce vibration and noise. A muffler is provided to dissipate pulsations and noise from the flow of hydraulic fluid. The valve consists of up, up leveling, down and down leveling controls along with manual lowering and a pressure relief valve.

**SOLID STATE STARTER**

We shall furnish and install the new Solid-State Starter to control the motor starting and limit the in-rush current. The new starter shall have built-in protection for overload conditions, reverse phase, loss of phase, and shorted SCR. We shall remove the existing mechanical starter contactor assembly and wire and adjust and test the new starter for smooth operation.

Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

The customer will be responsible for paying local inspection fees if applicable.

Your account representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above. The price quoted below does not include sales tax and is valid for 30 days from the date specified above. The work will be scheduled based on the availability of material and manpower to complete the job efficiently.

The scope proposed herein represents the entire scope that we are contracted for, if additional work is required by others to allow for completion of this work and/or for the inspection to occur, that work is not included. If additional labor and material are needed, a supplemental proposal will be sent.

**PRICE**

\$41,185.26

Forty-one thousand one hundred eighty-five and 26/100 dollars

This price is based on a **one hundred percent (100%) downpayment** in the amount of \$41,185.26.

**PAYMENT TERMS:**

- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.
- In the event 100% of the contract price is not paid up front, we must be paid the remaining balance no later than the completion of work. Final invoice will be submitted once work is scheduled.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

**SUGGESTED BY:** THOMAS MOORE

**TITLE:** Mechanic

Accepted in Duplicate

**OTIS SERVICE AND REPAIR ORDER**

**Collinsville Memorial Library Center**

**Otis Elevator Company**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: Leslie Kittredge

Title: \_\_\_\_\_

Title: Sr Manager & GM, St Louis

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Company Name: Collinsville Memorial Library Center

Principal, Owner or Authorized Representative of Principal or Owner

Agent \_\_\_\_\_  
(Name of Principal or Owner)

**TERMS AND CONDITIONS**

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
3. Payments shall be made as follows: A down payment of One Hundred percent (100.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
5. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
6. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
7. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
8. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
9. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.  
 THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.
10. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from

the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

11. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cartop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cartop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least \$2,000,000 for personal injury or death, and \$2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
12. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
13. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at [www.otis.com](http://www.otis.com) by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
14. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
15. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
16. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.



# Otis Service and Repair Order

9/26/2024

**CUSTOMER NAME**

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

**OTIS ELEVATOR COMPANY**

1976 Congressional Dr  
St. Louis, MO 63146

**OTIS CONTACT**

Joshua Schroeder  
Phone:  
Email:  
Joshua.Schroeder@otis.com

**PROJECT LOCATION**

COLLINSVILLE LIBRARY  
408 W MAIN ST  
COLLINSVILLE, IL 62234-3018

**PROPOSAL NUMBER**

QTE-002013451

We propose to furnish the necessary material and labor on the following units:

Unit	Customer Designation
F60044	ONLY ELV

**SCOPE OF WORK**

**POWER UNIT**

The existing power unit will be replaced with a new power unit. The new power unit consists of a positive displacement pump, motor, integral 4-coil control valve, oil tank and muffler. The pump and motor are submerged and are mounted to the tank with rubber isolators to reduce vibration and noise. A muffler is provided to dissipate pulsations and noise from the flow of hydraulic fluid. The valve consists of up, up leveling, down and down leveling controls along with manual lowering and a pressure relief valve.

**SOLID STATE STARTER**

We shall furnish and install the new Solid-State Starter to control the motor starting and limit the in-rush current. The new starter shall have built-in protection for overload conditions, reverse phase, loss of phase, and shorted SCR. We shall remove the existing mechanical starter contactor assembly and wire and adjust and test the new starter for smooth operation.

**HYDRAULIC CYLINDER JACK ASSEMBLY REPLACEMENT**

We propose to furnish the necessary material and labor to remove and replace the existing hydraulic cylinder jack assembly on the elevator listed herein based on the following installation: The plunger and new cylinder shall be installed plumb and shall operate freely with minimum friction. Sealed PVC Protection helps protect the cylinder from corrosion, permits monitoring and evacuation of liquids to make sure the cylinder does not come in contact with water, and helps contain oil should the cylinder leak. The sealed PVC Protection can help protect your property against possible environmental contamination and clean-up costs.

**CLEAR HOLE**

Otis will provide one day or 8-hours for the subcontractor to perform hole clean out with a vacuum truck. Additional time required for hole clean out will require a change order.

**PIT WORK**

A new car buffer assembly and related piping as needed will be provided.

**INSPECTION**

Otis will coordinate and provide an inspection and subsequent permitting as required.

OTIS SERVICE AND REPAIR ORDER

**WATER IN THE PIT**

The process of replacing a jack requires that the concrete on the pit floor around the jack is broken. This opens the possibility for water to enter the elevator pit. This event is unpredictable, and Otis has no control on the conditions that lead water to water entering the pit. Regardless of the reason, if water enters the pit, it is the building's responsibility to remove all water from the pit, cement around the jack, and to waterproof the pit. In such an event, Otis shall not be held liable for any costs or associated labor. This requires the work of an outside vendor to remove the water and control the intrusion of future water by sealing the pit. Otis does not perform this work and it will involve an additional cost for the building. Any ground water in the pit must be addressed in a satisfactory manner for your elevator to pass inspection. If you have any questions regarding the building's responsibilities for ground water in the pit, please contact us in advance of signing this agreement.

**WORK NOT INCLUDED**

When needed, we will provide protection for floors, wall, and elevator entrances for normal activities associated with this work. If special drilling or excavation of contaminant material equipment is required, the owner will be responsible for all building protection and alterations needed to bring this equipment in, use, and take off the premises. To complete this installation, the following items must be performed or furnished by the owners or their agent according to governing codes. The price and installation schedule of the elevator contractor is based on the following conditions prevailing at the beginning and during installation of the elevator equipment and includes the following: Provide electric power for light, tools, hoists, welding, drilling rig (if necessary), etc. required for the duration of this project.

In addition, if existing cylinder is not freed from current impacted condition within an eight (8) hour period then a supplemental proposal shall be provided for any additional labor to remove the cylinder from its impacted condition. The owner is responsible for deactivating and reactivating all fire, smoke and/or combustion sensors in the work area that may be activated by the effects of the operations required to complete this work.

Owner will provide full access to the work area for the contractors works and their agents at all times during the agreed upon work hours for the duration of the project. The owner will provide onsite storage space adequate to store cylinder, PVC, oil, tools, etc. during the project. The storage space should be within close proximity to the work area. The owner will provide all necessary permits for welding, gas burning, and cutting in the elevator hoistway. The owner is responsible for deactivating and reactivating all fire, smoke and/or combustion sensors in the work area that may be activated by the effects of the operations required to complete this work. Any pit monitoring during the execution of the work is by the owner.

Notes: Any alteration or deviations from the specifications involving extra costs will become a billable charge over and above this provided price. If any concrete, rock, or unusual debris is encountered, there will be added charges for removal. We will not be responsible for ground water oil, soil oil. This proposal does not include any overtime hours. If any hours outside the elevator trade are required, this must be brought to our attention PRIOR TO THIS CONTRACT BEING SIGNED so the price can be adjusted accordingly. This contract price is only good for two (2) months from the date of this proposal. Please consider that this job can be noisy, disrupt building occupants, or normal day to day operations while work is being performed.

Your account representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above. The price quoted below does not include sales tax and is valid for 30 days from the date specified above. The work will be scheduled based on the availability of material and manpower to complete the job efficiently.

The scope proposed herein represents the entire scope that we are contracted for, if additional work is required by others to allow for completion of this work and/or for the inspection to occur, that work is not included. If additional labor and material are needed, a supplemental proposal will be sent.

**PRICE**

\$119,600.00

One hundred nineteen thousand six hundred dollars

This price is based on a **seventy percent (70%) downpayment** in the amount of \$83,720.00.

**PAYMENT TERMS:**

- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.
- If you choose the alternative downpayment amount listed below, the corresponding adjustment shall be applied to the base contract amount.

Downpayment Amount	Price Adjustment	Authorization (Initial)
100%	-\$6,000.00	

In the event 100% of the contract price is not paid up front, we must be paid the remaining balance no later than the completion of work. Final invoice will be submitted once work is scheduled.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

**SUGGESTED BY:** THOMAS MOORE

**TITLE:** Mechanic

Accepted in Duplicate

<b>Collinsville Memorial Library Center</b>	<b>Otis Elevator Company</b>
---	------------------------------

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: Leslie Kittredge

Title: \_\_\_\_\_

Title: Sr Manager & GM, St Louis

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Company Name: Collinsville Memorial Library Center

Principal, Owner or Authorized Representative of Principal or Owner

Agent \_\_\_\_\_  
(Name of Principal or Owner)

**TERMS AND CONDITIONS**

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
3. Payments shall be made as follows: A down payment of Seventy percent (70.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
5. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
6. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
7. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
8. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
9. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.  
 THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.
10. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from

the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

11. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cartop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cartop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least \$2,000,000 for personal injury or death, and \$2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
12. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
13. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at [www.otis.com](http://www.otis.com) by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
14. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
15. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
16. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.



Allrise Elevator Company  
 11999 Borman Drive  
 St. Louis, MO 63146

10/15/2024

**ELEVATOR REPAIR AGREEMENT**

**ALLRISE ELEVATOR COMPANY** ("Allrise") offers to provide elevator repairs and/or services in accordance with this Summary Page and the General Terms and Conditions and any riders attached hereto.

**CUSTOMER:**

Collinsville Memorial Library  
 408 West Main  
 Collinsville, IL 62234

**BUILDING LOCATION:**

Collinsville Memorial Library  
 408 West Main  
 Collinsville, IL 62234

**ELEVATOR:**

STATE ID	MAKE	TYPE	OPERATION	STOPS	CAPACITY
H019097	Montgomery	Hydraulic	Passenger	4	2500

**RECOMMENDED INSTALLATION AND/OR SERVICES:** Allrise Elevator Company proposes to provide the necessary parts, labor, and supervision to make the following repairs.

Assessment of the elevator to provide a proposal for the repair.

A two-hour minimum is due for all non-contract customers. Please send a check or use the credit card authorization form attached to the email. (\$500)

**Billing rate is:**

\$250 per man hour, Monday – Friday (7am-3:30pm); \$340 per man hour, Monday – Friday (3:30pm-7am) & weekends

**CONTRACT PRICE AND TERMS:** Customer agrees to pay Allrise Elevator Company for the above materials and/or labor, the total contract price list at the rate above. Please keep in mind that this is an estimate. If additional labor and parts are required, we will contact you immediately for a revision of scope and price. The Summary Page, together with the General Terms and Conditions and any riders attached hereto, constitute the entire agreement and understanding between the parties and no prior agreements or representations, whether written or verbal, shall be of any force or effect unless specifically set forth herein. Amendment hereto shall be effective unless in writing and signed by the party to be charged therewith.

**ACCEPTED:**

CUSTOMER: Collinsville Memorial Library

ALLRISE ELEVATOR COMPANY

By: \_\_\_\_\_

By: \_\_\_\_\_

Signature of Authorized Official

Signature of Officer

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Allrise Elevator Company  
11999 Borman Drive  
St. Louis, MO 63146

## General Terms and Conditions

1. Allrise will perform the specified repairs and/or services to the covered elevators and/or escalator(s) described on the Summary Page to which this Agreement is attached (hereinafter the "Elevators").
2. Allrise shall not be responsible or obligated to provide any services or materials except as specifically set forth herein.
3. Allrise will provide all services to be performed thereunder during Allrise's regular working hours. If overtime work is necessary or requested by Customer, additional charges at Allrise's usual overtime rates will be added to the total contract price, and customer agrees to pay for such additional services upon receipt of the Allrise invoice.
4. Unless otherwise specified on the Summary Page to which this agreement is attached, payments shall be due in full within thirty (30) days after date of invoice. In addition to the total contract price and any other charges pursuant hereto, Customer agrees to pay any sales, use or similar taxes imposed on or with respect to the services and/or materials to be provided thereunder. Customer also agrees to pay for any services or materials requested by Customer, which are not included in this Agreement at Allrise's regular rates (or overtime rates if applicable).
5. All payments due from Customer thereunder shall accrue interest from the original due date thereof until paid at the rate of 1 1/2% per month or portion thereof. In the event the Customer fails to make any payment required of Customer thereunder, including interest charges, within five (5) days from the due date thereof, or if Customer fails to cure a default of any other provision of this Agreement within ten (10) days following written notice thereof, Customer shall be deemed to be in material breach of this Agreement and Allrise shall be immediately and automatically relieved of any further obligation thereunder. Customer shall remain liable for all amounts, including accrued and accruing interest, due thereunder and for damages suffered by Allrise as a result of such breach, including lost profits, reasonably foreseeable consequential damages, court costs and attorney fees.
6. Customer agrees to indemnify and hold Allrise harmless from and against any and all liabilities, losses, expenses, suits, and claims of any kind or nature asserted against, imposed on, or injury or property damage in any way associated with the maintenance or installation of the elevators no matter what the cause, unless such injury or damage is finally determined by a court of competent jurisdiction to have been caused by the gross negligence of Allrise, its agents or employees. The provisions of this paragraph shall survive the termination of this agreement.
7. Allrise shall have no responsibility or liability for any loss, delay, expense or damage caused by strikes, lockouts or other labor disputes, fire, flood, weather, insurrection, riot, accidents, material shortages, acts of civil or military authorities, acts of God or any other cause which is unavoidable or beyond Allrise's control.
8. Allrise will not examine, nor shall Allrise have any responsibility for or with respect to any part of the elevator equipment except that necessary to do the work described in this agreement. Without limiting the generality of the foregoing, Allrise shall have no duty to warn Customer or those likely to use the elevators of any potentially unsafe conditions existing with the elevators or to perform safety examinations with respect to the elevators, except for those safety examinations specifically provided for in this agreement. It is not the responsibility of Allrise to make certain that the elevators are in a safe condition for operation or in compliance with applicable laws, statutes, building codes and regulations except that necessary to do the work described in this agreement.
9. Allrise makes no warranties, whether oral, written, express or implied, with respect to the services to be provided under this agreement, including, without limitation, any warranty of merchantability or fitness for a particular purpose. In no event will Allrise be liable to Customer or any other person for connection with this agreement or the performance or nonperformance of the service by Allrise, unless such loss, liability, damage or expense shall be due to the gross negligence or willful misconduct of Allrise Inc. In no event will Allrise be liable for incidental, indirect, special, exemplary or consequential damages or whatever nature, including by not limited to damages resulting from loss of use, loss of profits, or loss of business arising out of or in connection with the performance to the service by Allrise even if Allrise has been advised of the possibility of such damages. Customer acknowledges that Allrise's sole obligation and Customer's exclusive remedy in the event of any non-conformity or defect in the service shall be to take reasonable corrective actions upon discovery of the problem.
10. There are no understandings, agreements, representations, or warranties, express or implied (including but not limited to any regarding the merchantability or fitness for a particular purpose), unless specifically set forth herein, respecting any equipment, materials, goods, services or articles delivered pursuant hereto.



# DESIGN SERVICES PROPOSAL

## COLLINSVILLE ELEVATOR MODERNIZATION | MISSISSIPPI VALLEY LIBRARY DISTRICT

October 14, 2024

Kyla Waltermire, MS LIS  
Executive Director  
**MISSISSIPPI VALLEY LIBRARY DISTRICT**  
408 West Main Street  
Collinsville, IL 62234  
(618) 344 1112 ext. 201

Dear Kyla,

Thank you for giving AAIC Inc. the opportunity to submit a proposal for the Collinsville Elevator Modernization project located at 408 West Main Street, Collinsville, IL. We are pleased to submit this Proposal for architectural and engineering services for your review and consideration. We have outlined our understanding of the Project and requested scope of services as follows:



### PROJECT DESCRIPTION

The Mississippi Library District needs an elevator modernization for the Collinsville location. The elevator is currently out of service. The project consists of elevator evaluation of existing conditions, design documents and specifications. Coordination with Client to issue documents for City of Collinsville building permit and issue to prospective bidders for selection of contractor.

### SCOPE OF SERVICES

Professional Services provided under this proposal include the following:

- Architectural Design: **AAIC Inc.**
- Civil Engineering: **N/A**
- Structural Engineering: **TBD**
- Mechanical, Electrical, and Plumbing Engineering: **TBD**
- Fire Protection Criteria: **N/A**
- Environmental: **N/A**

### ARCHITECTURAL SCOPE OF SERVICES

1. Design Phase Services
  - 1.1. Review the program and other information furnished by the Client for implementation into the Design.
  - 1.2. Assist Client in the refinement of the building program for implementation into the design documents.
    - Elevator Modernization to remove and replace the existing hydraulic cylinder jack assembly and sealed to protect from corrosion including new car buffer assembly and related piping.
  - 1.3. Review laws, codes, and regulations applicable to the Architect's services.
  - 1.4. Coordinate with local building officials.
  - 1.5. Based on the Client's approval, the Architect shall prepare one set of Construction Documents setting forth in detail the working drawings and technical specifications of the architectural work. Such documents shall be used by the Client to prepare final estimates



and submit the drawings to the City of Collinsville to obtain necessary building permits. Included shall be drawings, specifically: floor plans of area of work, elevator wall sections and details including elevator cab finishes.

- 1.6. We anticipate the following meetings to occur during this phase:
    - Weekly virtual design review meetings with the Owner and Client.
    - One (1) in-person visit to coordinate with local building officials (if necessary).
  - 1.7. Assist in obtaining building permits and other approvals from agencies that have jurisdiction over the project.
  - 1.8. Incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents (incorporation of building permit review comments).
2. Bidding Phase Services
    - 2.1. The project is intended to be publicly bid. Bidding services will include attending a pre-bid meeting, answering RFCs, and processing any required addenda, assisting with the bid opening and making any recommendations on acceptance to the Client Board of Trustees.
3. Construction Administration Phase Services
    - 3.1. Review and approve Contractor's Submittals for general conformance with the Project's design intent.
    - 3.2. Provide consultation for the purpose of document clarification and interpretation, and if determined necessary by AAIC Inc., issue supplemental information to clarify portions of the documents.
    - 3.3. Review Contractor Monthly Applications for Payment and issue Certificates of Payment.
    - 3.4. Assist in the review of Contractor's requests for Change Orders.
    - 3.5. Assist with project closeout procedures including one (1) Punch List site visits with the Client and Owner and prepare a Certificate of Substantial Completion.
    - 3.6. Attend OAC (Owner/Client, Architect, Contractor) Meetings monthly.
    - 3.7. The Architect will make up to two (2) periodic on-site visits at appropriate intervals to the stage of construction to observe the progress of the Work for General Conformance with the Design Documents. Additional site visits, if requested by the Client, will be provided as an Additional Service.

#### CIVIL ENGINEERING SCOPE OF SERVICES

1. It is our understanding that Civil engineering services are not required for this project and have been excluded from proposal.

#### STRUCTURAL SCOPE OF SERVICES

1. The scope of structural engineering services includes the following, if required:
  - 1.1. Evaluation of existing elevator shaft opening and pit conditions.
  - 1.2. Preparation of design documents and specifications.
  - 1.3. Review of elevator attachment methods provided by elevator manufacturer / contractor.
  - 1.4. Conduct one (1) site visit during the course of construction.

#### ELECTRICAL and PLUMBING SCOPE OF SERVICES

1. The scope of electrical engineering services includes the following, if required:
  - 1.1. Electrical scope includes investigating the existing elevator electrical power unit and replacing if required.
  - 1.2. Coordinate new Solid-State starter to control the motor starting and limit the in-rush current. New start to have built-in protection for overload conditions, reverse phase, loss of phase, and shorter SCR.
2. The scope of plumbing engineering services includes the following, if required:
  - 2.1. Plumbing scope includes investigating existing elevator equipment and recommending replacement if required.

- 2.2. Coordinate with electrical power unit with positive displacement pump, motor, integral 4-coil control valve, oil tank and muffler are required.
3. Engineering Construction Administration Phase Services
  - 3.1. Review Contractor bids for general compliance with project requirements.
  - 3.2. Review shop drawing submittals only for conformance with the quality stipulated in the design documents.
  - 3.3. Conduct site observations during construction for observation of the installation and review for conformance with the design documents. For the purposes of this proposal, one (1) job site observation visit during construction has been included. Site observations will be attended by one representative to cover all disciplines.
  - 3.4. Conduct a Punch List review near the end of construction and document such items for Owner and Client review.

## EXCLUSIONS

The scope of services does not include:

1. Rendering and/or animations (photo-realistic/fully rendered), except as indicated above.
2. Services and work associated with value engineering and required drawings revisions after the Design Development Phase.
3. Furniture, furnishings, and equine equipment design and specification.
4. We do not include permit fees or fees to procure permits for this project.
5. Determination of Contractor construction means and methods.
6. Testing and inspection services and the related fees/costs during construction, including private utility locates and coordination.
7. Management of testing agencies providing inspection services.
8. Final acceptance walkthrough to ensure Punch List items have been completed.
9. Other services provided by Specialty Consultants not indicated above.
10. LEED Certification or sustainable project services including energy modeling services and photovoltaic systems. Energy modeling services can be provided as an additional service upon request.
11. Energy or similar rebate submissions.
12. Fire protection engineering and fire alarm: services to be contracted directly by Client's Contractor.
13. Telecommunications/data design, security evaluation and planning
14. Development of Building Information Models for post construction use.
15. Commissioning services. Commissioning services can be provided as an additional service upon request.
16. Investigation, metering, flow test or calculation of pressure or loads by means other than observation. Video inspections of utilities are excluded.
17. Design of propane systems.
18. Structural support for major equipment hanging from structure and seismic bracing / anchorage. Seismic Calculations including seismic design required to connect mechanical equipment or bases to building structure, or other engineering services not specifically included in this proposal. Seismic design will be specified to be provided by contractor's seismic restraint manufacturer's licensed engineer.
19. Emergency power generation systems and temporary power plans.
20. Any applicable requirements for a registered NACE Specialist for Cathodic Protection Engineering and any associated design for cathodic protection.
21. This proposal does not include completing or ordering a title search, if a title commitment is needed to investigate and certify property information, such as utility easements, access agreements, etc. and the owner cannot provide one for the property.
22. Services relating to negotiation and acquisition of easements or right of way include land surveys and preparation of related documents.
23. This proposal does not include subsurface locates of any private utilities that are not indicated in record drawings or marked by an 811 utility locate request. The Civil Engineer can contract a private utility locator to provide this information as an additional service.
24. Construction Staking: This proposal does not include construction staking, construction as-built surveys, or any other construction related surveying items as standard service. As-built drawings and/or construction staking can be provided as an additional service by the Civil Engineer.

- 25. Furnishing Archaeological services in connection with the further evaluation of the property as requested by Illinois SHPO.
- 26. Design and detailing of temporary or permanent bracing or shoring systems used during construction.
- 27. Detailing of structural steel, concrete, or rebar for shop drawing purposes.

**FEE PROPOSAL**

For the Scope of Services outlined above and the attached Terms & Conditions, we propose a fixed fee, stipulated sum of **THIRTY-FIVE THOUSAND EIGHT HUNDRED EIGHTY DOLLARS (\$38,880.00)** plus reimbursable expenses incurred. The fee will be billed monthly per percentage completed.

Schematic Design Phase:	\$	7,520.00
Construction Documents Phase:	\$	16,590.00
<b>Total (SD, CD)</b>	<b>\$</b>	<b>24,110.00</b>
Construction Admin. Phase:	\$	11,770.00
<b>Total (SD, CD, CA)</b>	<b>\$</b>	<b>35,880.00</b>

**REIMBURSABLES**

Reimbursable Expenses are in addition to the fees outlined above and include costs associated with printing, courier, overnight deliveries, milage, drawing reproductions for Client review, bid documents, construction sets, and any travel expenses including meals, and lodging. Design material testing may consist of sewer camera inspections, roof core samples, or other necessary testing of materials for the development of construction documents. Design Material Testing will need to be approved by Client prior to commencement. For Reimbursable Expenses, the compensation shall be the direct expenses incurred by the Architect with no mark-up. Reimbursable expenses will be tracked and billed with monthly invoices.

We suggest budgeting an amount of **ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00)**, which is allocated approximately as follows:

Printing, Delivery, Travel Expenses	\$	1,500.00
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**HOURLY RATE SCHEDULE**

For services beyond the scope identified in this proposal, or services considered as Additional Services, the following hourly rate schedule will apply:

<b>AAIC Inc.</b>	
Principal	\$230.00
Sr. Project Manager	\$190.00
Project Manager	\$155.00
Project Architect	\$145.00
Design Professional	\$125.00
Administrative	\$80.00

**SCHEDULE**

Upon approval of the full design team start, we propose a design schedule (SD, and CDs) of **twelve (12) weeks** with a breakdown as indicated below.

- Design Start
- + 4 weeks = schematic design package
- + 6 weeks = design development package
- + 2 weeks = permit / bid package
- \*Issued for Construction Set to follow upon permit approval and AHJ comments incorporated.

Thank you for your confidence in AAIC Inc. We are very excited about the opportunity to work with you on this project. We trust you will find this proposal to meet with your approval. Until the time as the Owner-Architect Agreement is executed, this Proposal and Terms and Conditions shall constitute the entire written agreement of the parties. Please return one signed copy as our authorization to proceed.

Sincerely,  
AAIC Inc.

Accepted by:  
MISSISSIPPI VALLEY LIBRARY DISTRICT

Grant Ramsey  
(Signature)

\_\_\_\_\_  
(Signature)

Grant Ramsey - Director of Operations  
(Printed name and title)

\_\_\_\_\_  
(Printed name and title)                      (Date)

cc:        L.E. Morris - emorris@aaicinc.com  
            Mindy Lee - mindyl@aaicinc.com

# TERMS & CONDITIONS

## COLLINSVILLE ELEVATOR MODERNIZATION | MISSISSIPPI VALLEY LIBRARY DISTRICT

This Agreement is effective between AAIC Inc. (Architect) and MISSISSIPPI VALLEY LIBRARY DISTRICT (Client). For and in consideration of the benefits flowing to each party by the terms of this Agreement, the Architect and Client agree as follows:

### CLIENT'S RESPONSIBILITIES

The Client shall provide full information about the objectives, schedule, constraints, and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Client shall provide decisions and furnish the required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Client's information. The Client shall furnish consulting services not provided by the Architect, but required for the Project, as noted in the Design Proposal - Exclusions. The Client shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

### ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in the Design Proposal. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Client in determining consulting services required for the Project. The Architect's services include the following consulting services:

- Civil Engineering
- Structural Engineering
- Mechanical, Electrical, Plumbing Engineering

### BASIC SERVICES

Client hereby authorizes AAIC Inc. to perform the Basic Services described in the attached Design Proposal to this Agreement for the Project identified therein. The Basic Services shall be performed consistently with the milestone schedule reflected in the Proposal.

### ADDITIONAL SERVICES

Additional Services shall be authorized in writing, however, AAIC Inc. may perform Additional Services without written authorization from Client so long as AAIC Inc. promptly notifies Client that the services involved are Additional Services and will be billed per the Hourly Rate Table provided in the Design Proposal or a mutually agreed upon lump sum.

### STANDARD OF CARE

The Architect will endeavor to perform its services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same professional practicing under similar circumstances. AAIC Inc. makes no warranty, express or implied, as to its professional services rendered under this Agreement.

### BETTERMENT/UNJUST ENRICHMENT

If, due to AAIC Inc.'s negligence, a required item or component of the Project is inadvertently omitted from or considered an error in AAIC's Contract Documents and the required item or component is included in AAIC's written scope of services, AAIC shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original Contract Documents. In no event will AAIC Inc. be responsible for any cost or expense that provides betterment to, enrichment to or upgrades or enhances the value of the Project. Client shall provide

documentation or information beyond that which is apparent by non-intrusive observations of the existing facility/site. The Client shall assume sole responsibility for all unforeseen issues.

#### COMPENSATION

Architect's Fee for the performance of the Basic Services will be invoiced to the Client monthly based on percentage completed. Reimbursable expenses will be invoiced as incurred. Hourly rates are subject to adjustment annually. If Client disputes any items in Architect's invoice for any reason, including the lack of supporting documentation, Client may temporarily delete the disputed item and pay the remaining amount to of the invoice. All invoices are due within 30 days of the invoice date. Architect reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

#### INSURANCE

Architect agrees to procure and maintain, at its expense Worker's compensation insurance as required by Statute; Automobile Liability insurance; Commercial General Liability insurance and, Professional Liability insurance for claims arising out of the performance of services under this Agreement cause by negligent acts, errors, or omissions for with Architect is legally liable. Upon request, Client shall be made and additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the Client for the claims covered by the Architect's insurance, subject to the limitation of liability contained in that Section as it appears within these Terms and Conditions. Nothing in this Agreement prohibits Architect from changing insurance carriers as long as the insurance provided by the new carrier is comparable to that provided by the previous carrier.

#### OWNERSHIP OF DOCUMENTS

All drawings, specifications and other documents prepared by or generated by the Architect for the Project (the "Documents") shall be treated as Architect's property, and Architect maintains and preserves all copyrights and other rights in the Documents. The Client is granted a conditional nonexclusive license to utilize the materials produced under this Agreement on this Project on this site only, which license is conditional upon payment in full to the Architect for all services performed or to be performed under this Agreement. The Client's license may be revoked upon any Client breach of this Agreement.

#### CONTROLLING LAW

This Agreement is to be governed by the laws of the State where the Project is located.

#### CLIENT'S NOTICE OF CLAIM, LIMITATION OF LIABILITY & DISCLAIMER OF CONSEQUENTIAL & SPECIAL DAMAGES

Client shall furnish Architect written notice of a claim that Architect has caused Client to suffer additional expenses or damages within five (5) days of the event or occurrence giving rise to the claim; otherwise, the claim shall be deemed waived.

#### DISPUTE RESOLUTION

Any and all claims and disputes and other matters in question timely preserved shall be subject to the following dispute resolution procedure: Project level representatives of the Client and the Architect, respectively, shall attempt to amicably resolve the matter; if the Project level representatives are unsuccessful, top level management of the Client and the Architect, respectively, shall attempt to amicably resolve the matter; if the top level management representatives are unsuccessful, the claim(s), dispute(s), breach(es), or other matter(s) shall be decided by Arbitration in accordance with the Construction Industry Arbitration Rules of American Arbitration Association, unless the parties mutually agree otherwise. The award rendered by the arbitrators shall be final, and judgement may be entered upon in accordance with applicable law in any court having jurisdiction thereof. The venue for the arbitration of any disputes shall be in St. Clair County, Illinois. This agreement shall be interpreted and enforced according to the laws of the State of Illinois.

#### TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Client, the Architect shall be compensated for the services performed. The Client's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Client may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

#### SUBSTANTIAL COMPLETION

Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Client can occupy or utilize the Work for its intended use.

#### WAIVER OF CONSEQUENTIAL DAMAGES

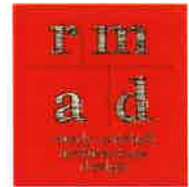
The Architect and Client waive claims against each other for consequential damages arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damage due to either party's termination.

#### LIMITATION OF LIABILITY

To the fullest extent permitted by law, the Client shall indemnify and hold harmless the Architect, and its agents and employees from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of, or resulting from performance of the Work.

October 07, 2024

Collinsville Memorial Library  
Mx. Kyla Waltermire, Executive Director  
408 West Main Street  
Collinsville, IL 62234



RE: Elevator Evaluation  
Discovery Stage

Mx. Waltermire:

I am pleased to provide the proposal for the aforementioned project. The initial effort is considered as a Discovery Phase. A report will be generated outlining the findings and will present a list of options for consideration by the Trustees. Once the Trustees select the preferred option, I will provide a separate proposal for providing construction documents and specifications for executing the project.

**Services/Deliverables**

- Review of existing elevator conditions.
- Review of utilities related to the elevator.
- Review of existing elevator and compliance with the Illinois Accessibility Code and ADA.
- Report outlining options for upgrading or replacing the elevator.

**Not included**

- Bidding services.
- Fees for demolition and construction permits.
- Testing or abatement of materials that may be considered hazardous.
- Any specialized design services such as Civil, Mechanical, Electrical, Structural or Environmental engineering. If necessary or desired, this agreement can be amended to include those services.

**Terms**

- Work will be billed at an hourly rate of \$80.00 with a not to exceed amount of \$5,000.00. Billing will be invoiced monthly and will include a listing of the hours and service provided. If you decide to pursue the project, this agreement can be modified to include the necessary services for completing the design.

**Schedule**

- This work can be started immediately and will take approximately 30 - 60 days to complete.

If agreeable, please sign and return to me.

Sincerely,

Randy L. Mitchell, AIA, NCARB

Signature

Date:

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## Chapter 12 (Technology)

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on users' expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- an informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- an adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- a long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- communications conduit(s): telephone, fax, chat, email, social media;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, email, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real-time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

### Technology Standards

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have:
  - a telephone, with a listing in the phone book and via Internet search engine;
  - a telephone voice mail and/or answering machine;
  - a fax and/or scanner;
  - a photocopier;
  - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
  - library and/or departmental email accounts for patron communication with the library (email must be read and responded to during library hours.)
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
  - up-to-date computers with sufficient capacity to meet needs for staff and public access;

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
  - up-to-date anti-virus protection and Internet security software installed on every library computer;
  - up-to-date Internet browsers, web applications, and plug-ins;
  - a valid email address, accessible via the library's website, for the library administrator; and
  - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
  4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.
  5. The library provides 24/7 remote access to library services and resources through:
    - a web-accessible library catalog;
    - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
    - appropriate regional, state, national, and international bibliographic databases;
    - other authenticated electronic resources that are available for direct patron use; and
    - virtual reference service, instant or text messaging services, and/or library email account.
  6. The library staff must be:
    - computer literate;
    - trained to use and assist patrons in the use of electronic resources and materials; and,
    - accessible via phone, email, and/or through messaging services.
  7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
  8. The library provides web links and access to regional and/or statewide initiatives including:
    - regional library system consortial web-based catalogs;
    - the CARLI academic library catalog (I-Share);
    - Illinois State Library-sponsored databases/e-resources;
    - other electronic collections as available; and
    - virtual reference service.
  9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
  10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
  11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [[www.universalservice.org/sl/applicants/step01/default.aspx](http://www.universalservice.org/sl/applicants/step01/default.aspx)]
  - goals and realistic strategy for using telecommunications and information technology;
  - a professional development strategy;
  - an assessment of telecommunications and information technology services, hardware, software, and other services needed;
  - budget resources; and
  - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
  - wireless access (Wi-Fi);
  - Internet connectivity upgrades sufficient for patron and staff use;
  - networking (local vs. wide area);
  - library Intranet;
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
  - patron self-checkout functionality;
  - new technologies/potential services; for example, social networking, makerspaces, and mobile apps;
  - current and functional meeting room technology;
  - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
  - ongoing staff continuing education/training related to all aspects of technological services.
15. The library protects the integrity, safety, and security of its technological environment via:
  - anti-virus software and other Internet security software;
  - Firewalls with advanced threat protection;
  - authentication;
  - routine installation of upgrades, patches, etc.;
  - scheduled data backup; and
  - remote/off-site storage of data backups with a plan for redundancy in case of backup failure.

16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
  - Illinois statewide cataloging standards [<http://www.cyberdriveillinois.com/departments/library/grants/cmc.html>]
  - MARC 21 (Machine Readable Cataloging) formats [[www.dublincore.org/](http://www.dublincore.org/)]
  - ANSI (American National Standards Institute);
  - NISO (National Information Standards Organization);
  - ISO (International Organization for Standardization); and
  - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) and applies as determined by the local library board [[www.usac.org/sl](http://www.usac.org/sl)].

## Technology Checklist

- Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- The library has:
  - a telephone, with a listing in the phone book;
  - a telephone voice mail and/or answering machine;
  - a fax and/or scanner;
  - a photocopier;
  - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
  - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
  - up-to-date computers for staff and public access with sufficient capacity to meet needs;
  - up-to-date printers for staff and public access with sufficient capacity to meet needs;
  - up-to-date antivirus and Internet security software protection installed on every library computer;
  - up-to-date Internet browsers, web applications, and plug-ins;
  - a valid email address, accessible via the library's website, for the library administrator; and
  - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
  - a web-accessible library catalog;
  - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
  - appropriate regional, state, national, and international bibliographic databases;
  - other authenticated electronic resources that are available for direct patron use; and
  - virtual reference service, and/or text messaging services, and/or a library email account.
- The library staff must be:
  - computer literate;
  - trained to use and assist patrons in the use of electronic resources and materials; and
  - accessible via email and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
  - regional library system consortial web-based catalogs;
  - the CARLI academic library catalog (I-Share);
  - Illinois State Library-sponsored databases/e-resources;
  - other electronic collections as available; and
  - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
  - wireless access (Wi-Fi);
  - Internet connectivity upgrades sufficient for patron and staff use;
  - networking (local area vs. wide area);
  - library Intranet;
  - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
  - patron self-checkout functionality;
  - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
  - current and functional meeting room technology;
  - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
  - ongoing staff continuing education/training related to all aspects of technological services.
- The library protects the integrity, safety, and security of its technological environment.
- The library's automated catalog and its components comply with current state, national, and international standards.
- The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

## Chapter 13 (Marketing, Promotion, and Collaboration)

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of their community is the ideal achieved through an effective public relations and marketing program. In a hyper-connected, on-demand world, libraries must market and promote their services and demonstrate all they offer to the public. The library patron must be the center of every program or service the library provides. The library staff must be aware of the variety of programs and services and learn to promote them to library patrons during reference interviews and the check out process. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

### Marketing, Promotion, and Collaboration Standards

1. The library staff develops, adopts, and reviews a marketing plan at regular intervals that supports the library's long-range and strategic plan.
2. The library staff and trustees participate in two or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, newsletters, brochures, library website, social networking, community calendars, posters, banners, displays, billboards, and presentations and speeches.
4. The library should maintain a social media presence on at least one of their community's most used platforms.
5. Information about library programs and services is provided to the community either through a print newsletter or email newsletter at least three times per year.
6. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
7. The library's website is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
8. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
9. The board, administration, and appropriate staff visit other libraries at least once a year, or review other libraries' publications and websites to learn what services and programs other libraries offer their patrons.
10. The operating budget includes funds for public relations and marketing.
11. The library considers persons with special needs when developing and delivering information about the library's collections and services.
12. The library develops strategies to reach those groups that do not use the library.
13. One member of the staff coordinates the library's marketing efforts, but all staff receive customer service and marketing training.

14. The library includes public relations and customer service as part of the orientation of all new staff and board members.
15. The library develops a brand identity and all collateral material adheres to the library's brand for the most effective messaging.
16. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.
17. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

### Marketing, Promotion, and Collaboration Checklist

- The library has a communications plan that supports the library's long-range/strategic plan.
- The library staff and trustees participate in two or more cooperative activities with other community organizations.
- The library's services and programs are promoted in the community. Check the applicable publicity methods.
  - flyers
  - brochures
  - website
  - newsletter
  - posters
  - banners
  - displays
  - podcasting
  - presentations
  - speeches
  - billboards
  - other
- The library maintains at least one social media account.
- The library invites local, state, and federal officials to visit the library.
- The library's website is updated at least monthly.
- The board, administration, and staff conduct an annual library walk-through.
- The board, administration, and appropriate staff visit other libraries.
- The budget includes funds for public relations and marketing activities.
- The library's promotional methods and services are ADA compliant.
- A designated staff member coordinates the library's marketing efforts.



### *Marketing, Promotion, and Collaboration*

- The library's staff receives customer service and marketing training.
- The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- The library surveys patrons and the community to judge awareness of the library's programs and services.