

Minutes of the Mississippi Valley Library District

Board of Trustees Fundraising Committee Minutes

Date: September 4, 2025

Time: 6:00 PM

Place: Collinsville Memorial Library's Community Room, Collinsville, IL

1. Call to Order and Roll Call

Kathy Murphy, acting Chair, called the meeting to order at 6:00 PM. Roll call was taken by Kyla Waltermire, Executive Director.

Trustees Present:

Ian J. Ashcraft, Treasurer
Kelly Balaco-Reeder, Vice President
Jeanne Lomax, President
Kathy Murphy, acting Chair

Trustees Absent: none

Also Present:

Kyla Waltermire, Executive Director

2. Pledge of Allegiance

3. Public Input - None

4. Trustee Comments

Ashcraft mentioned being excited to start with the Fundraising Committee. Murphy said to Ashcraft and Balaco-Reeder "welcome aboard."

5. Unfinished Business - None

6. New Business

a. Appointment of Committee Chair and Minutes Taker

For Committee Chair:

Lomax moved and Ashcraft seconded to appoint Murphy to the position of Fundraising Committee Chair. Murphy accepted the nomination.

A roll call vote was taken:

Ashcraft - yes
Balaco-Reeder - yes
Lomax – yes
Murphy - yes

Yes - 4; No - 0; Abstain - 0; Absent - 0

Motion carried.

For Minutes Taker:

Balaco-Reeder motioned and Lomax seconded to appoint Ashcraft to the position of Minutes Taker. Ashcraft accepted the nomination.

A roll call vote was taken:

Ashcraft - yes
Balaco-Reeder - yes
Lomax – yes
Murphy - yes

Yes - 4; No - 0; Abstain - 0; Absent - 0

Motion carried

b. Review of Completed / Ongoing Fundraisers

Waltermire provided updates on the following fundraisers:

- Clothing drop-off box (to date)
- The Great Puzzle Race
- Yearbook sale (to date)
- Table rentals during the City-Wide Garage Sale
- Legacy planning brochure and where it had been and will be distributed
- Conversations with individual donors

The amounts raised by each fundraiser was included in the meeting packet.

Additionally, Waltermire shared an update received the day of the meeting about the Donald R. Shaffner Trust that the library was included in. The MVLDD will receive a little over \$258,000 from the trust. Lomax asked for personal details about Mr. Shaffner, if he has family in the area, etc. and suggested that some of the funds help with children's library renovations based on Waltermire's responses. Lomax recommended a

commemorative plaque. Waltermire shared that the trust has specific language for honoring Mr. and Mrs. Shaffner.

Ashcraft shared that a resident had just mentioned an issue opening the clothing drop-off box. Waltermire will look into this.

Murphy asked questions about the Great Puzzle Race.

c. Upcoming Events & Events Being Planned / Considered

Ashcraft mentioned doing a cornhole (also known as bags) tournament as a fundraiser. Balaco-Reeder also mentioned a possible pickleball tournament.

Waltermire gave an update about trivia night planning. She said the VFW's large hall was being looked at for a March 2026 date. She also reviewed what was in the meeting packet. The Friends of the Library, who are the primary helpers for the trivia night, were looking for assistance with a silent auction to be held during the event. Lomax said that the committee was willing to do that.

Waltermire went on to discuss "swag sales." This would be an ongoing fundraiser. A few new designs, in addition to designs previously made available through All Pro T's, will be offered initially. More designs will be rolled out over time. She is working on selecting an online storefront. Balaco-Reeder mentioned having a swag design contest.

Ashcraft asked about the presence the library has at the Uptown Collinsville events. Waltermire says that the library has been putting a table on the front lawn with freebies and library information.

Waltermire explained the "spring for a book" fundraiser that the Joplin Friends of the Library did, where a person could donate an amount for a single book, a stack of books, or a shelf of books. Book plates would then be placed in purchased items to recognize those who donated. The idea of changing the event to "fall for a book" so that it could be done in upcoming months was discussed.

The "Taste of Collinsville" was mentioned again. Murphy mentioned doing the "Taste of Collinsville" in conjunction with the United States' 250th birthday in 2026. Waltermire said that she would share with the committee the Taste of Collinsville information previously compiled by Murphy.

Waltermire brought up prior discussion about a silent auction to occur concurrently with Tunes at Blum. Balaco-Reeder had done research for a possible raffle. Discussion about 50/50s, Queen of Hearts, quarter raffles, and similar activities occurred. Waltermire said

she would find more information about things that would be considered gambling and what the library could legally do.

Murphy mentioned a “how many books in the cart” type of fundraiser. Balaco-Reeder then suggested a “how many words in a book” guessing fundraiser/activity.

During a Personnel Committee meeting in June 2025, the Board discussed modifying the Fundraising Committee to include community development. The Fundraising Committee discussed this possible revision. Murphy had added to the meeting packet a document about possible community development activities and the upcoming America250 celebration.

Waltermire reviewed the library’s current community development activities, such as providing a community bulletin board, hosting displays, providing space for informational tables at the library, and attending community events.

Ashcraft suggested not changing the name or purpose of the committee at this time because it “muddies” what the committee is and does. Murphy agreed not to change the name or purpose at this time. Waltermire confirmed that the drafted Bylaws change for this committee would not be presented for full Board consideration until this committee was ready for it.

Murphy asked how the Board or the library could thank people. Waltermire mentioned previously held volunteer receptions at the Blum House. Waltermire said that she regularly checks in with and thanks the Friends of the Library, too.

Ashcraft asked to confirm an action plan before the meeting ended. Waltermire reviewed that she would provide the information about “Taste of Collinsville/ taste of the library,” she would get information from the library’s attorney about what kinds of activities are considered gambling or not, and Ashcraft would bring a cornhole tournament proposal to the next meeting.

7. Closed Session – None

8. Adjournment

- a. Lomax made the motion to adjourn and Ashcraft seconded the motion. A voice vote was taken. All were in favor. The meeting adjourned at 7:29 PM.

Minutes of the Mississippi Valley Library District

Public Hearing for Ordinance 26-01 Budget and Appropriations for FY2026

Date: September 15, 2025

Time: 6:30 PM

Place: Fairmont City Library, Fairmont City, IL

1. Call to Order and Roll Call

Jeanne Lomax, President, called the meeting to order at 6:34PM.

Trustees Present:

Jeanne Lomax, President
Kelly Balaco Reeder, Vice President
Ginny York, Secretary
Ian Ashcraft, Treasurer
Cathy Kulupka, Trustee
Kathy Murphy, Trustee
Ana Romero-Lizana

Trustees Absent:

None

Also Present:

Kyla Waltermire, Executive Director
Matt Harris, Assistant Director

2. Pledge of Allegiance

3. Public Input

Lomax invited comments concerning Ordinance 26-01. There were none.

4. Adjournment

Balaco-Reeder moved and Murphy seconded to adjourn the Budget and Appropriations Public Hearing.

A voice vote was taken. All were in favor of adjourning.

The public hearing adjourned at 6:37PM.

Regular Board of Trustees Meeting

Date: September 15, 2025

Time: 6:37 PM

Place: Fairmont City Library, Fairmont City, IL

1. Call to Order and Roll Call

President Lomax called the Regular Meeting of the Board of Trustees to order at 6:37PM.

Trustees Present:

Jeanne Lomax, President
Kelly Balaco Reeder, Vice President
Ginny York, Secretary
Ian Ashcraft, Treasurer
Cathy Kulupka, Trustee
Kathy Murphy, Trustee
Ana Romero-Lizana

Trustees Absent:

None

Also Present:

Kyla Waltermire, Executive Director
Matt Harris, Assistant Director

2. Pledge of Allegiance

3. Public Input

- Michael Treece – submitted written comments
- Cynthia Klein-Webb – submitted written comments
- Katerina Engle
- Cynthia Baker
- Katie Camero, on behalf of Sam Camero
- Rachel Dye
- Robin DeGuzman
- Sharon Herrin
- Chad Lomax

4. Friends of the Library Updates

The next book sale will be held November 7-8 at the Collinsville Memorial Library. They will

also be assisting with a Trivia Night fundraiser for the library in March 2026.

5. Trustee Comments

- Cathy Kulupka – spoke about programming for LGBT+ community members and prior month's Equal Employment Opportunity policy conversation.
- Kathy Murphy – stated that her comments from the prior month were taken out of context.
- Balaco-Reeder – informed members of the public that she'd reached out to elected officials in regards to federal funding for libraries
- Ian Ashcraft – mentioned the Freegal streaming music service; recognized September as suicide prevention month; mentioned Banned Books Week in October.
- Jeanne Lomax – stated it's a dark time in our country and will continue to pray for healing; mentioned Constitution Day on September 17 and a Constitution Week display at the Collinsville Memorial Library.

6. Consent Items

- a. Approval of Minutes
 - i. July 30, 2025 Building & Grounds Committee Meeting
 - ii. August 18, 2025 Regular Board Meeting
 - iii. September 4, 2025 Fundraising Committee Meeting
- b. Communications - One email received regarding needed repairs on the Blum House.
- c. Administrative Reports – Kyla Waltermire and Matthew Harris answered questions about their reports.
- d. Finances – There was some discussion.
- e. Committee Reports – Building and Grounds Committee and Fundraising Committee met; see minutes.

A motion to accept the Consent Items excluding the fundraising committee minutes was made by York and seconded by Balaco-Reeder.

A roll call vote was taken:

Ashcraft – yes
Balaco-Reeder – yes
Kulupka - yes
Lomax – yes
Murphy – yes
Romero-Lizana - yes
York – yes

Yes – 7, No – 0, Abstain – 0, Absent – 0

Motion carried.

7. Unfinished Business

None.

8. New Business

- a. Discussion and Possible Adoption of Ordinance 26-01: Budget and Appropriations for FY2026

A motion was made by Balaco-Reeder and seconded by Kulupka to adopt of Ordinance 26-01.

A roll call vote was taken:

Ashcraft – yes
Balaco-Reeder – yes
Kulupka - yes
Lomax – yes
Murphy – yes
Romero-Lizana – yes
York – yes

Yes – 7, No -0, Abstain – 0, Absent – 0

Motion carried.

- b. Discussion and Possible Adoption of Resolution 26-02: ACT Community Action Grant Application for Solar-Powered E-Bike Charging Station

A motion was made by Kulupka and seconded by Romero-Lizana to adopt Resolution 26-02.

A roll call vote was taken:

Ashcraft – yes
Balaco-Reeder - yes
Kulupka – yes
Lomax – yes
Murphy – yes
Romero-Lizana - yes
York -yes

Yes – 7, No – 0, Abstain – 0, Absent -0

Motion carried.

- c. Discussion and Possible Adoption of Revised Meeting Spaces Policy – Reading Room

A motion was made by York and seconded by Balaco-Reeder to approve the revised Meeting Spaces Policy.

A roll call vote was taken:

Ashcraft – Yes
Balaco-Reeder – Yes
Kulupka - Yes
Lomax – Yes
Murphy – Yes
Romero-Lizana – Yes
York – Yes

Yes – 7, No – 0, Abstain – 0, Absent -0

Motion carried.

- d. Review of Serving Our Public 4.0, Chapter 11
No discussion.

9. Adjournment

A motion was made by Kulupka and seconded by Romero-Lizana to adjourn the meeting.

A voice vote was taken. All were in favor.

The meeting adjourned at 7:48PM.



Kyla Waltermire <kylaw@mvlid.org>

Re: MVLD Public Comment 9-15-2025

1 message

Michael Treece Jr <miketreece@icloud.com>

Wed, Sep 17, 2025 at 12:49 PM

To: Kyla Waltermire <kylaw@mvlid.org>

I apologize for that. Sometimes attachments don't work well when I use my phone.

September 15, 2025

Re: Public Comment MVLD Board of Trustees Meeting

Good evening. My name is Michael Treece, a resident of Collinsville.

First, I would like to note that my summation from July 2025 was not included in the official minutes. According to our bylaws, Article IV, Section 10, Item 6, when a written summation is provided, it must be attached to the official minutes. This was not done, which is a violation of the bylaws. I respectfully request that the Board place this item on next month's agenda so the minutes can be amended and corrected.

Second, last month I urged this Board to reach out to our congressional representatives during their recess to advocate for the reinstatement of federal funding for IMLS and other public services. As a patron, I want to know whether those calls were made, and if not, when they will be. Our libraries rely on IMLS funding for essential programs and infrastructure, and advocacy from trustees is part of your duty to the community. Please share your action taken or intention on this matter during Trustee Comments.

For your convenience, here is a direct link to a simple web form that allows anyone to support IMLS funding with just a few clicks:

<https://www.congressweb.com/aam/84/>

Thank you.

-Michael Treece

Collinsville, IL

Summation for Minutes

Michael Treece, resident of Collinsville, addressed the Board regarding two matters. First, he noted that his summation from July 2025 was not included in the official minutes, citing Article IV, Section 10, Item 6 of the bylaws, and requested that the Board amend the minutes by placing this item on next month's agenda. Second, he asked whether trustees had contacted their congressional representatives during recess to advocate for reinstating federal IMLS funding, and if not, when they planned to do so. He also provided the Board with a link to a web form supporting IMLS.

Sent from my iPhone

On Sep 17, 2025, at 11:28 AM, Kyla Waltermire <kylaw@mvld.org> wrote:

Hello Michael,

I do not see anything attached to your message. Would you please re-send it?

Thank you,

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

On Mon, Sep 15, 2025 at 6:32 PM Michael Treece Jr <miketreece@icloud.com> wrote:

Please see a transcript of my comments from this evening and also note the summation for the minutes.

Thank you!

Sent from my iPad

September 10, 2025

This is the summation of my letter for the Mississippi Valley Library District board meeting to be held on September 15, 2025 . I am writing this so it can be included in the minutes as my letter will not be added. I am very concerned about ongoing ridicule and discrimination being perpetuated by specific library board members. I was unable to attend the August meeting but viewed/listened to it afterwards. It was very difficult to listen to what should have been a simple discussion of the Equal Employment Opportunities Act of 1972, along with the addition of the Crown Act.

Ms. Murphy proceeded to laugh and stated that the Crown Act was "ridiculous" and that she has traveled the world over and has never heard of such a thing. It is saddening/maddening that a library board member did not ask a question or simply use Google before stressing that her opinion certainly outweighed a Black employee's right to wear a protective hairstyle. Ms. Lomax was focused on potential employees/immigrants trying to use "fake IDs" to attain employment before realizing that the application process prevents this possibility. I could not figure out how this related to this discussion, but Ms. York was quick to add her concerns about the "LGBTQ agenda". I continue to ask that these library board members, probably as all library board members would, receive training in bias, so that as trustees they may best serve the diverse patrons of the Collinsville and Fairmont City libraries. Libraries are meant to be inclusive.

Sincerely,

Cynthia Klein-Webb



Kyla Waltermire <kylaw@mvid.org>

Fwd: Public Comment & Summation for 9.15 Board Meeting

1 message

Thu, Sep 18, 2025 at 8:00 AM

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

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

From: 'Kater' via Board <board@mvid.org>
Date: Mon, Sep 15, 2025 at 3:11 PM
Subject: Public Comment & Summation for 9.15 Board Meeting
To: board@mvid.org <board@mvid.org>

Hello,

Here is my public comment letter (see attached document) and summation for tonight's board meeting. Please include it with official correspondence per the bylaws. Thank you!

Summation:

Katerina Engle, a Collinsville resident, speaks to advocate for a library that reflects and celebrates all members of the community. She requests extending public speaking time from three to four minutes, adding LGBTQ+ programming such as book clubs, story times, and Pride events, and requiring diversity and ethics training for all board members. Emphasizing that inclusive programming is about human connection and safety—not politics—she highlights the library's role as a safe space for LGBTQ+ youth, who face higher risks of bullying, depression, and homelessness. She pledges to continue advocating until LGBTQ+ inclusion is realized, ensuring the library welcomes everyone.

Sent with Proton Mail secure email.



Public Comment - 9.15.docx

16K

Hi everyone, thank you for letting me speak today. My name is Katerina Engle, and I am a resident of Collinsville. First, I would like to acknowledge that it's Hispanic Heritage Month—a time to celebrate diversity, culture, and history in our community. That's exactly what brings me here today: the belief that our library should reflect and celebrate *all* of us.

Before I get to the heart of the matter, I would like to make a formal request: I ask that the board amend the bylaws to allow public speakers four minutes instead of three. This extra time ensures that members of our community can fully share their ideas, concerns, and suggestions in a meaningful way.

Now then... For many LGBTQ+ kids, teens, and even adults, libraries are one of the few safe spaces they have. Research shows these young people are more likely to face bullying, depression, and even homelessness than cisgender people. Something as simple as a book display, a support group, or a Pride celebration can send a powerful message: "*You belong. You matter. This is your space too.*" That is the kind of impact a library can have—it's not politics; it's human connection.

I'm requesting the board to add LGBTQ+ programming—things like book clubs with diverse authors, Pride Month events, or story times that show different types of families. I know some may hear "LGBTQ+ programming" and worry it's pushing an agenda. I want to be very clear: *it is not*. This is about *people*. It's about ensuring that everyone who walks through these doors feels safe, seen, and welcome—regardless of who they are or who they love.

This programming also strengthens our whole community. When we learn about each other's lives, when we see different stories, we build empathy. We build understanding. We build a stronger, more caring community. That's what libraries are for—bridging gaps, fostering curiosity, and creating spaces where every person feels included.

Right now, books and resources about LGBTQ+ people are being challenged and removed in communities across the country. By offering inclusive programming, we send a powerful message: our library stands for intellectual freedom, diversity, and respect for *everyone*.

I would also like to request that all board members complete diversity and ethics training, with documentation that each member has completed it. This ensures that our decisions reflect the values of inclusion, empathy, and ethical responsibility that our community deserves.

And finally, I want to be clear: *I will not ask just once*. I will continue advocating for LGBTQ+ inclusion in our library until it happens. Because this isn't about me—it's about the kids, the teens, and the families who need to know this library is their safe place, too.

Thank you for listening and for your commitment to making this library a true home for *all* people.

SUMMARY: Public Comment for Library Board Meeting 09-15-25 - Rachel Dye

My commit addresses the need to strengthen trust, communication, and accountability in the library system. I am commending President Lomax for her transparent fact-checking during a previous meeting, proposing extending public comment time from three to four minutes to allow for clearer public input, and urge the board to undergo bias and diversity training to support equitable governance. I am concluding by respectfully calling for Board Member Ginny York's resignation, citing her stance against LGBTQ+ families as incompatible with the inclusive mission of a public library.

Public Comment for Library Board Meeting 09-15-25 - Rachel Dye

Thank you for the opportunity to speak. I'd like to touch on three points—each connected by a common theme: strengthening trust, communication, and accountability in our library system.

First, I want to thank and acknowledge President Lomax for an important moment at our last meeting—when she paused to verify information on her phone regarding discussion centered on Equal Employment Opportunity. It might have seemed small, but it sent a powerful message. That kind of fact-checking, done transparently and without ego, is what leadership looks like. It reflects humility, openness, and a commitment to truth. I hope this becomes a standard practice here—not because anyone is expected to know everything, but because we all benefit when facts lead the way. I told President Lomax my gratitude and praise in private after the meeting last time, but I wanted to put it on public record tonight.

Second, I'd like to propose that we extend the public comment time from three minutes to four. For many, speaking at this podium is intimidating. Time goes by fast—often too fast to clearly express a concern or explain a complex issue. One additional minute would allow more thoughtful, complete public input—and it signals that this board values not just what the public says, but how well it's understood.

Finally, I urge the board to participate in bias and diversity training—as recommended and approved by the library staff union. We know libraries are trusted community spaces for all people, from all backgrounds. As stewards of that space, this board has a responsibility to ensure its own lens is continually being refined. Participating in this training isn't just symbolic; it's a necessary step toward equitable, informed governance that reflects the values our library stands for.

In all three areas—seeking truth, listening better, and learning continuously—we have an opportunity to lead by example.

And finally—with seriousness and respect—I believe it is time for Board Member Ginny York to resign. Her repeated, unwavering stance against LGBTQ+ families is not compatible with the mission of a public library. Roughly 10% of the global population identifies as LGBTQ+, and our library also serves other vulnerable and marginalized communities. This isn't about punishing her for her beliefs. On the contrary—stepping down would allow her to maintain her viewpoint without needing to compromise it, while creating space for someone who will serve *all* taxpayers with fairness and dignity.

It does not erase any good she has done—but for the greater good of the entire community, her continued service is no longer appropriate. **Thank you for your time, and for your commitment to a library that truly welcomes everyone.**



Kyla Waltermire <kylaw@mvid.org>

Collinsville Historical Museum Night at the Museum October 16

1 message

Peter Stehman <pstehman@collinsvillemuseum.org>

Mon, Sep 22, 2025 at 12:58 PM

To: Kyla Waltermire <kylaw@mvid.org>, "board@mvid.org" <board@mvid.org>

Just wanted to take this opportunity to invite Library Staff and Board members to our Night at the Museum October 16. Tickets are available at the following link. Hope to see you there.

<https://www.eventbrite.com/e/collinsville-historical-museums-night-at-the-museum-tickets-1669119343889?aff=oddtcreator>

NIGHT AT THE MUSEUM

Thursday, October 16, 2025 • 6:30 - 9 p.m.

*Join us for a not-so-frightful evening at the Museum
with beer, wine, soft drinks and appetizers provided.*

Also, meet a Special Guest from Collinsville's historic past.

*Tickets are \$25 and available at
collinsvillemuseum.org
or by scanning the QR code.*



*Paper tickets may be purchased at the Museum
from noon to 4 p.m., Wednesday through Saturday.*



**Collinsville
Historical
Museum**

406 West Main Street, Collinsville 62234
618-344-1834

Peter Stehman

Museum Manager

Collinsville Historical Museum

406 West Main Street

Collinsville, IL 62234-3018

618.344.1834

618.830.7507 cell

Report Covering September 2025

Kyla Waltermire, Executive Director

Building and Grounds Updates

- No word yet on the CM elevator's certificate of operation application to the State.
- The MVLD hasn't yet received reimbursement from JD Distributing for the FC field repairs. The trucking company says they mailed the payment about a month ago, but it hasn't been delivered.
- BH porch repairs are underway. The entire porch has been removed and will be rebuilt from the ground up to the roof. New curtains and rods were hung in the second floor front room.
- Deep cleaning of the tile floors in CM took place over three weekends in September.
- CM's cleaning schedule was shifted from Monday-Friday to Tuesday-Saturday.
- The mowing crew damaged the glass in FC's front door. They've accepted full responsibility and are working on replacing the glass panel.
- One of CM's boiler bumps was rebuilt to make the cascading system work again.
- The library is working on mitigation efforts in regards to the City of Collinsville's announcement regarding elevated PFAS levels in the water supply.

Circulation and Collection Updates

- The re-barcoding process continues at CM on the children's floor.
- Staff continue to work on multiple projects as time allows, such as increasing the font size on the Large Print spine labels, updating call numbers and spine labels with series information, and replacing faded spine labels.

Grant Updates

- 2023 Thinking Money for Kids Program Kits – Kits are to be used between Sept. 1, 2024 and Dec. 31, 2025. All activities have been held at least once and will be held again through the end of the grant period. Launchpads set up with kid-friendly money activities preloaded on them are available for checkout.
- FY2025 Per Capita Grant – Funding in the amount of \$48,794.48 was received. Grant expenses will be applied between July 1, 2025 and June 30, 2026.
- FY2026 PNG Grant – No word yet on the library's proposal.
- Walmart Spark Good Grant – "Preserving Our History" was approved for \$500, which is half of the proposed \$1,000, for the purchase of equipment to convert older media into digital formats. A series of media conversion events will be scheduled between the MVLD and the Collinsville Historical Museum.
- 2025 iREAD Summer Reading Grant – An application was submitted, to be used for the 2026 theme "Plant a Seed, Read."
- ACT Community Action Grant – The proposal for a solar-powered e-bike charging station was submitted.

Marketing and Promotions Updates

- September was Library Card Sign-Up Month and was promoted on social media.
- Information about CM's die cut equipment received a lot of positive feedback.
- Digital resource promotions included AtoZ World Travel and sports cinema on Kanopy.

- Highlighted programs include the Italian Fest film, Archaeology at the Library, Tunes at Blum, mental health talks, computer coding, notebook decorating, Hispanic Heritage Month crafts, and the Library Crawl.
- A Constitution Week display was shared on social media.

Meetings, Outreach, and Professional Development

- September 4 – Met with concrete company re: pad for ACT grant proposal.
- September 8 – Phone meeting with roofing company to review services.
- September 9 – Met with members of the Dolly Parton Imagination Library coalition to discuss next steps.
- September 10 – Covered CM's main desk (1.00 hour).
- September 11 – Instructed Assistant Director in setup of new PA systems.
- September 15 – BH walkthrough with Maintenance Technician & BH manager; met w/ CertaPro rep re: children's floor painting.
- September 16 – Attended webinar "Supporting Working Caregivers" (1.00 hour CE).
- September 22 – Conducted clerk interview; attended Uptown businesses meeting.
- September 23 – Conducted clerk interview.
- September 25 – Attended webinar "Cyber Heist Chronicles: Someone Understood the Assignment...Others Fumbled the Bag" (1.00 hour CE); attended Overdrive consortium membership meeting.
- September 29 – Covered CM's main desk (1.00 hour)
- September 30 – Conducted clerk interview; covered CM's main desk (1.00 hour)
- I continue to work with reps from the City of Collinsville, the Collinsville Food Pantry, Chestnut Health Systems, and SIUE's WE CARE mobile health unit to bring the mobile unit to Collinsville.
- We welcomed back the CHS transitional class for weekly visits, which will take place throughout the school year.
- CM is one of the Tote Me Home cereal box collection sites. This collection will take place through October.

Miscellaneous

- The on-site portion of the annual audit took place on September 3.
- The MVLD van sustained a significant crack in the windshield. An insurance claim was filed and the library received reimbursement for costs above the deductible. The windshield has been repaired.
- The MVLD is expected to received \$258,328.43 from the Donald R. Shaffner Trust. Distribution should be made in the near future.
- Busey Bank is reviewing the draft license agreement amendment for 2025-2030.

Program Updates and Other Dates of Note

- The annual Library Crawl is underway and continues through the month of October. Pick up a passport at one of the MVLD's libraries, collect stamps from at least five other libraries, and turn in your passport for a chance to win prizes. Participants will receive a free insulated lunch cooler from MVLD libraries while supplies last.
- The library will be at the City of Collinsville's Trunk or Treat on October 23 at 5:00-7:00 PM at Woodland Park.

- The Fairmont City drive-thru Trunk or Treat is October 24 at 6:00-8:00 PM by the library.
- The annual Halloween Walk takes place at CM on October 25 at 10:00 AM – 2:00 PM. This year we invite you to join Dorothy as she journeys along the Yellow Brick Road. There will be four decorated trick-or-treat stations, and the Saxophonics will be in the lobby playing Halloween-themed music. Costumes are welcomed!
- Folks who are interested in learning how to start or improve their own YouTube channel can join the weekly YouTube Creator Training & Discussion sessions. These events take place weekly on Tuesdays at 5:30-7:30 PM at CM.
- Kids can decorate sugar skull magnets at FC on November 1 to observe Dia de los Muertos. Program goes all day or until supplies are gone.
- Kids can also make a Thanksgiving story bracelet at CM on November 6 between noon and 8:00 PM. Learn the history of Thanksgiving while also making a bracelet to help remember the story.
- The Friends of the Library's next book sale will be November 7 at 9:00 AM – 5:00 PM and November 8 at 9:00 AM – 4:00 PM. Get some great new reads for \$5.00/bag – cash or check accepted.
- The library will be closed on November 11 for Veterans Day.
- Mark your calendars for March 21, 2026! The Friends of the Library are hosting a trivia night to raise the local funds needed to bring the Dolly Parton Imagination Library to children who live in the Collinsville CUSD #10 school district.
- Check out the Library's full calendar at https://mvld.org/collinsville_calendar and https://mvld.org/fairmont_calendar.

Staff and Volunteer Updates

- Clay May and Mark Glover joined the MVLD staff as Level 2 Library Clerks on September 9. Kelly Grant also joined the staff as a Level 2 Library Clerk on September 29.
- Carter Venezia is joining the staff as a Level 2 Library Clerk on October 13.
- America Gutierrez-Trejo submitted her resignation as a Level 2 Library Clerk effective October 4. The interviewing and hiring process for this vacancy will continue until the position is filled.
- There will be a hearing on January 13 & 14, 2026 to hear arguments from the library and the staff union in regards to the unit clarification petition.

Statistical Summary

9/1/2025 12:00:00 AM - 9/30/2025 11:59:59 PM

Grand Totals

Record Counts - As of 10/1/2025 8:33 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,596,224	62,229	788,845			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	70,947	74,731	2	18,736	29	27

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
6,671	944	5,046	1,012	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,291	2,094	426		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	9	2	169	50
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	29	0	531	55
Deleted by Other	n/a	n/a	n/a	n/a

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$5,020.58	\$212.96	\$0.00	\$212.96	\$3,252.24	\$0.20
Total Outstanding Fines - As of 10/1/2025 8:33 AM					\$119,185.64

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
581	0	1,675	184

March	PROGRAM / EVENT / PROMOTION	# ATTENDED
September	Activity Packet	100
September	Coloring Pages	210
September	Children's Take and Make Crafts	145
September	Computer Handouts	40
September	Childrens activity sheets	45
September	Take and Make Craft Kits	298
9/2/25	Morning Yoga	9
9/2/25	Storytime	28
9/3/25	Baby Boogie Storytime	22
9/3/25	Tunes at Blum	80
9/3/25	Yoga Time!	5
9/4/25	D&D Club	9
9/6/25	Meditation at the Blum House	85
9/6/25	Cross Stitching Club	2
9/6/25	2nd Library Great Puzzle Race	42
9/6/25	Chess Club	7
9/8/25	Body Sculpting	6
9/8/25	Writer's Discussion Night	9
9/9/25	Morning Yoga	5
9/9/25	Storytime - Amazing me	16
9/9/25	Kids Archaeology Program- What is an Archaeologist?	2
9/9/25	Basic Computer Class	2
9/10/25	Heartland Hospice Informational Table	9
9/10/25	Baby Boogie Storytime- Amazing me	22
9/10/25	Tunes at Blum	200
9/10/25	Yoga Time!	12
9/20/25	Chess Club	7
9/11/25	D&D Club	10
9/11/25	Lego Building Challenge Club -Shiptember Challenge	5
9/13/25	Meditation at the Blum House	8
9/13/25	Yarn Club-Knitting and Crochet	4
9/13/25	Cross Stitching Club	3
9/13/25	History and Genealogy Club	6
9/13/25	Chess Club	7
9/15/25	Body Sculpting	5
9/15/25	Chestnut Health System Table	7
9/15/25	Writing Night	5
9/16/25	Morning Yoga	8
9/16/25	Storytime - Apples	19
9/16/25	Make a Simple Video Game in Scratch-Teens and Adults	1
9/16/25	Kids Archaeology Program -A Day in the Lab	7
9/17/25	Baby Boogie Storytime- Apples	16
9/17/25	Metro East Every Survivor Counts Table	Canceled
9/17/25	Tunes at Blum	125
9/17/25	Yoga Time!	5
9/18/25	D&D Club	9

9/18/25	Italian Fest Film: COMANDANTE by Edoardo De Angelis	21
9/18/25	Family Storytime- Learn how to talk like a pirate	1
9/19/25	Junk Journal	12
9/20/25	Meditation at the Blum House	5
9/20/25	Cross Stitching Club	CANCELED
9/22/25	Body Sculpting	8
9/22/25	Writing Night	2
9/23/25	Morning Yoga	7
9/23/25	Storytime - Sign Language	16
9/23/25	Bring a Family Heirloom-Archeology Month Activity	5
9/24/25	Baby Boogie Storytime- Sign language	16
9/24/25	Tunes at Blum	28
9/24/25	PRC: Evening Book Club	35
9/24/25	Yoga Time!	11
9/25/25	D&D Club	9
9/25/25	Kids Sensory Play Night	8
9/26/25	Notebook Decorating-Adults and Teens	9
9/27/25	Meditation at the Blum House	8
9/27/25	Mental Health Talks: Why is mental health important?	5
9/27/25	Chess Club	5
9/29/25	Body Sculpting	2
9/29/25	Chestnut Health System Table	3
9/29/25	Writing Night	4
9/30/25	Morning Yoga	9
9/30/25	Storytime - Fall	25
TOTAL		1921

Children Ages 0-5 Synchronous in-person onsite program sessions: 183 attendance, 11 events

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

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

Children Ages 0-5 Self-Directed: 400 attendance, 3 events

Children Ages 6-11 Synchronous in-person onsite program 25 attendance, 4 events

Children Ages 6-11 Synchronous in-person offsite program sessions: 0 attendance, 0 events

Children Ages 6-11 Synchronous virtual program sessions: 0 attendance, 0 events

Children Ages 6-11 Self-Directed: 0 attendance, 0 events

Young Adults Ages 12- 18 Synchronous in-person onsite program: 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: 322 attendance, 34 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: 40 attendance, 1 events

General Interests Synchronous in-person onsite program: 553 attendance, 17 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: 398 attendance, 2 events

Month	Total # Items Requested by MVLD	# Items Received at				Total # of ILL Requests Received by MVLD	# Items Supplied by				# Items Supplied by				CM Front Door Counter	CM Side Door Counter	CM Computer Sessions
		# Items Received at		# Items Received at			# Items Supplied by		# Items Supplied by								
		MVLD via ILL - In State	MVLD via ILL - Out of State	MVLD via ILL - In State	MVLD via ILL - Out of State		MVLD via ILL - In State	MVLD via ILL - Out of State	MVLD via ILL - In State	MVLD via ILL - Out of State							
Jul-25	14	13	1	1	65	31	24	24	24	5969	3886	686					
Aug-25	12	6	1	1	67	28	27	27	27	4849	3516	656					
Sep-25	7	6	1	1	66	31	24	24	24	4891	3484	630					
Oct-25																	
Nov-25																	
Dec-25																	
Jan-26																	
Feb-26																	
Mar-26																	
Apr-26																	
May-26																	
Jun-26																	
Totals:	33	25	1	2	198	90	0	75	0	15709	10886	1972					

Freegal Usage Stats
FY 2026

	# Downloads	# Streaming Songs	Active Users (download & streaming)	New Users (download & streaming)
<u>Freegal</u>				
Jul-25	7	1,731	14	6
Aug-25	31	3,780	32	21
Sep-25	25	5,309	21	3
Oct-25				
Nov-25				
Dec-25				
Jan-26				
Feb-26				
Mar-26				
Apr-26				
May-26				
Jun-26				

TOTALS: 63 10,820

Kanopy Usage Stats
FY 2026

Kanopy

	Visits	Plays
Jul-25	1,040	217
Aug-25	925	142
Sep-25	1,177	255
Oct-25		
Nov-25		
Dec-25		
Jan-26		
Feb-26		
Mar-26		
Apr-26		
May-26		
Jun-26		
TOTALS:	3,142	614

Overdrive Usage Stats
FY 2026

[illegible]

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

Patron Activity				
New Patrons	35	26	27	88
Total Unique MVLD Patrons	541	521	502	
Total Checkouts				
eBooks	965	938	935	2,838
eAudiobooks	1,092	919	897	2,908
Video	-	-	-	-
Magazines	389	456	436	1,281

Database Stats
FY2026[illegible]

Board Report October 2025

Matthew Harris – Assistant Director – Fairmont City Library Center

Outreach and education:

September 3: Attended Fairmont City City Council Meeting

September 9: Attended Latino Roundtable Meeting

September 15: Attended MVLD Board Meeting

Building and Grounds:

Weeds were pulled from the entirety of the garden bed and work has begun on other areas of outside. The front door glass is still awaiting replacement from being broken from a rock hitting it.

Programming:

Weekly crafts for Hispanic Heritage Month began and have been getting interest. Work has begun on getting decorations ready for the upcoming Trunk-or-Treat. Work is still being done to get Oasis Tutoring Services at the building.

Stats:

September:

Door Count: 1,418

Computer Users: 196

E-Book Questions: 0

Homebound Delivery: 0

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
9/3/25	Garden Club	Canceled
9/8/25	Make a Simple Video Game in Scratch-Teens and Adults	1
9/9/25	Violence Prevention Center	2
9/10/25	Garden Club	14
9/12/25	Notebook Decorating-Adults and Teens	2
9/15/25	Monday Fun-Day Activities	13
9/16/25	Answers on Aging	0
9/17/25	Garden Club	3
9/18/25	Metro East Every Survivor Counts Table	2
9/20/25	Fairmont City History Club	2
9/22/25	Monday Fun-Day Activities	4
9/24/25	Garden Club	3
9/25/25	Guatemalan Worry Dolls- Hispanic Heritage month celebration	3
9/29/25	Monday Fun-Day Activities	2
9/30/25	Monday Funday	12
TOTAL		63

Children Ages 0-5 Synchronous in-person onsite program sessions: 0 attendance, 0 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: 31 attendance, 4 events
Children Ages 6-11 Synchronous in-person offsite program sessions: 0 attendance, 0 events
Children Ages 6-11 Synchronous virtual program sessions: 0 attendance, 0 events
Children Ages 6-11 Self-Directed: 0 attendance, 0 events
Young Adults Ages 12- 18 Synchronous in-person onsite program: 2 attendance, 1 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 in-person onsite program: 2 attendance, 2 events
Adults Ages 19+ Synchronous in-person offsite program sessions: 0 attendance, 0 events
Adults Ages 19+ Synchronous virtual program sessions: 0 attendance, 0 events
Adults Ages 19+ Self-Directed: 0 attendance, 0 events
General Interests Synchronous in-person onsite program: 28 attendance, 8 events
General Interests Synchronous in-person offsite program sessions: 0 attendance, 0 events
General Interests Synchronous virtual program sessions: 0 attendance, 0 events
General Interests Self-Directed: 0 attendance, 0 events

Expense by Vendor Detail
Mississippi Valley Library District
September 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
A&H Mechanical Contracting				
09/15/2025	Bill	Invoice # 088264 - CM left boiler pump replacement	Maintenance Services:Building	1,605.00
Total for A&H Mechanical Contracting				\$1,605.00
Amazon Capital Services				
09/04/2025	Bill	Invoice # 1GTK-PVCG-C9PF; 1H71-T7M3-FNV9, 1XWD-RXJJ-YY9V for DVDs	Materials:Adult Audio Visual Items	142.25
09/15/2025	Bill	Invoice # 11MP-N7LK-CJFH, 17QK-K467-P4CG	Materials:Adult Audio Visual Items	148.77
09/15/2025	Bill	Invoice # 16GX-4H3L-X4RK, 14T3-9RLX-9FM4	Materials:Juvenile Audio Visual Items	93.90
Total for Amazon Capital Services				\$384.92
AMEREN ILLINOIS				
09/15/2025	Bill	FCLC gas (01149)	Utilities:Natural Gas	73.72
09/15/2025	Bill	FCLC electric (01130)	Utilities:Electricity	1,574.25
09/15/2025	Bill	CMLC gas (23000)	Utilities:Natural Gas	185.65
09/15/2025	Bill	CMLC electric (04006)	Utilities:Electricity	5,158.09
09/15/2025	Bill	CMLC outdoor parking lot light (60005)	Utilities:Electricity	32.81
09/15/2025	Bill	BH gas (83007)	Utilities:Natural Gas	67.15
09/15/2025	Bill	BH electric (10414)	Utilities:Electricity	613.91
Total for AMEREN ILLINOIS				\$7,705.58
American Express				
09/15/2025	Expense	misc. supplies	Supplies:Office	688.54
09/15/2025	Expense	2 new PA/streaming setups & misc. equipment	Supplies:Equipment	1,289.65
09/15/2025	Expense		Utilities:Telephone/Fax	30.00
09/15/2025	Expense	video games	Materials:Adult Audio Visual Items	222.21
09/15/2025	Expense	renewal of THE WEEK periodical	Materials:Adult Print Materials	199.00
09/15/2025	Expense	registration for T. Beck & L. Friz to attend ILA conference; marketing materials	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	903.43
09/15/2025	Expense	monthly Zoom & GurulImporter subscriptions	Professional Services:Other Professional Services	28.99
09/15/2025	Expense	Blu-ray player	Materials:Other Materials	69.99
Total for American Express				\$3,431.81
Ancel Glink P.C.				
09/15/2025	Bill	August 2025 statement - review, analysis, revision to Borrowing Policy	Professional Services:Legal Service	176.25
Total for Ancel Glink P.C.				\$176.25
Aqua Systems				
09/04/2025	Bill	Invoice # 591993878 bottle exchange dated 8/29/2025	Supplies:Office	29.75
09/15/2025	Bill	Invoice # 594155095 monthly rental dated 9/1/2025	Supplies:Office	6.95
09/25/2025	Bill	Invoice # 577530727 monthly rental dated 7/1/2025	Supplies:Office	6.95
09/25/2025	Bill	Invoice # 595473067 bottle exchange dated 9/19/2025	Supplies:Office	21.60
Total for Aqua Systems				\$65.25
BlueCross BlueShield of Illinois				
09/04/2025	Bill	Health Insurance 9/1/2025 - 10/1/2025	Personnel:Benefits:Health/Dental Insurance	5,998.70
09/25/2025	Bill	Health Insurance 10/1/2025 - 11/1/2025	Personnel:Benefits:Health/Dental Insurance	5,998.70
Total for BlueCross BlueShield of Illinois				\$11,997.40
Book Page				
09/25/2025	Bill		Unapplied Cash Bill Payment Expense	-756.00
09/25/2025	Bill	Invoice # S86593 Magazine - 1 year October 2025 - September 2026, 100 copies/month	Materials:Adult Print Materials	756.00
09/04/2025	Bill Payment (Check)		Unapplied Cash Bill Payment Expense	756.00
Total for Book Page				\$756.00

Expense by Vendor Detail
Mississippi Valley Library District
September 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Brady Pest and Termite Management				
09/04/2025	Bill	Invoice # 0090964 Bimonthly pest control BH, CM, & FC August 2025	Maintenance Services:Grounds	275.00
Total for Brady Pest and Termite Management				\$275.00
Brian Brown				
09/04/2025	Bill	August 2025 CM/BH, FC, & Short Street mowing	Maintenance Services:Grounds	795.00
Total for Brian Brown				\$795.00
Brodart				
09/04/2025	Bill	Invoice # 662390 multi-disc cases	Supplies:Office	67.70
Total for Brodart				\$67.70
Buildingstars				
09/15/2025	Bill	Invoice # 3526326 BH September 2025 cleaning	Maintenance Services:Building	225.00
Total for Buildingstars				\$225.00
Capital One				
09/04/2025	Bill	Misc. program consumables	Other Expenditures:Donation Expenditures - Des.	41.25
09/04/2025	Bill	folders	Supplies:Office	8.43
Total for Capital One				\$49.68
Casey's General Store				
09/23/2025	Expense		Other Expenditures:Vehicles	53.29
Total for Casey's General Store				\$53.29
Caseyville Public Library District				
09/04/2025	Bill	Several items for patrons 1003500771889 & 1003500771871	Other Expenditures:Payments to Other Libraries	244.69
Total for Caseyville Public Library District				\$244.69
Center Point Large Print				
09/25/2025	Bill	Invoice # 2191943 standing order August 2025	Materials:Adult Print Materials	154.62
Total for Center Point Large Print				\$154.62
Charter Communications				
09/04/2025	Bill	CM & FC fiber internet 50 mbps August 2025 - September 2025	Professional Services:Internet Services	772.00
09/04/2025	Bill	CM elevator emergency phone line August 2025 - September 2025	Utilities:Telephone/Fax	50.00
Total for Charter Communications				\$822.00
City of Collinsville				
09/25/2025	Bill	BH water & sewer 6/27/2025 - 8/29/2025	Utilities:Water/Sewer	77.62
09/25/2025	Bill	CM water & sewer 6/27/2025 - 8/29/2025	Utilities:Water/Sewer	321.52
Total for City of Collinsville				\$399.14
Corvus of St. Louis				
09/04/2025	Bill	Invoice # 509619005-0297 September 2025 CM & FC cleaning	Maintenance Services:Building	2,700.00
09/25/2025	Bill	Invoice # 509619005-XW032 strip & wax at CM & FC	Maintenance Services:Building	5,085.72
Total for Corvus of St. Louis				\$7,785.72
Delta Dental				
09/25/2025	Bill	Dental Insurance October 2025	Personnel:Benefits:Health/Dental Insurance	296.30
Total for Delta Dental				\$296.30
Demco Inc.				
09/25/2025	Bill	Invoice # 7690408 staff name badges	Supplies:Office	54.56
Total for Demco Inc.				\$54.56

Expense by Vendor Detail
Mississippi Valley Library District
September 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Globe Life				
09/04/2025	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	215.10
Total for Globe Life				\$215.10
Green Sky Cleaning Supply				
09/04/2025	Bill	Invoice # 142792 paper towels, toilet paper, trash can liners	Supplies:Office	785.85
Total for Green Sky Cleaning Supply				\$785.85
Guin Mundorf LLC				
09/15/2025	Bill	Invoice # 507650 - work related unit clarification petition	Professional Services:Legal Service	1,575.00
Total for Guin Mundorf LLC				\$1,575.00
Hayner Public Library District				
09/04/2025	Bill	Item # 0003004460436 Lord of the Flies	Other Expenditures:Payments to Other Libraries	25.00
Total for Hayner Public Library District				\$25.00
Home Depot				
09/03/2025	Expense		Maintenance Services:Grounds	26.95
09/12/2025	Expense		Maintenance Services:Building	12.97
09/15/2025	Expense		Maintenance Services:Building	189.94
09/19/2025	Expense		Maintenance Services:Building	15.94
09/23/2025	Expense		Maintenance Services:Building	3.98
Total for Home Depot				\$249.78
Illinois American Water				
09/04/2025	Bill	FCLC water 7/9/2025-8/7/2025	Utilities:Water/Sewer	110.55
09/25/2025	Bill	FCLC water 8/8/2025 - 9/8/2025	Utilities:Water/Sewer	93.62
Total for Illinois American Water				\$204.17
IMRF				
09/03/2025	Expense		Personnel:Benefits:IMRF	11,068.91
09/09/2025	Expense		Personnel:Benefits:IMRF	39.29
Total for IMRF				\$11,108.20
InfoUSA Marketing, Inc.				
09/25/2025	Bill	Invoice # 10004329440 City Directory - Collinsville 2025 - S&H	Materials:Adult Print Materials	10.00
Total for InfoUSA Marketing, Inc.				\$10.00
INGRAM LIBRARY SERVICES				
09/04/2025	Bill	Invoices # 89765005, -006, -007, 89876015, -016, 90064607, -608, -609, 89939582, -583, -584, -585	Materials:Adult Print Materials	445.96
09/04/2025	Bill	Invoice # 89876017, 90064610, 89939586	Materials:Juvenile Print Items	55.90
09/15/2025	Bill	Invoices # 90124954, -955, 90328783, -784, 90286697, -700, -701	Materials:Adult Print Materials	605.82
09/15/2025	Bill	Invoice # 90124956, 90320131, 90328781, -782, 90286698, -699	Materials:Juvenile Print Items	132.98
09/25/2025	Bill	Invoices # 90418088, -089, 90584845, -846, 90613259, -261, -262, -263, -264,	Materials:Adult Print Materials	468.44
09/25/2025	Bill	Invoice # 90418086, -087, 90584847, 90613260	Materials:Juvenile Print Items	83.14
Total for INGRAM LIBRARY SERVICES				\$1,792.24
Interactive Sciences, Inc.				
09/04/2025	Bill	Invoice # 2025-5690-1 Wowbrary annual subscription 8/16/2025 - 8/15/2026	Materials:Virtual Items	374.69
Total for Interactive Sciences, Inc.				\$374.69
Intuit				
09/04/2025	Expense		Supplies:Office	744.90
Total for Intuit				\$744.90

Expense by Vendor Detail
Mississippi Valley Library District
September 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Johnson Controls Fire Protection LP				
09/04/2025	Bill	Invoice # 24938658 annual monitoring contract	Maintenance Services:Building	692.00
Total for Johnson Controls Fire Protection LP				\$692.00
KANOPY, INC.				
09/04/2025	Bill	Invoice # 467041 - PPU for August 2025 play credits	Materials:Virtual Items	237.00
Total for KANOPY, INC.				\$237.00
Lazerware				
09/04/2025	Bill	Invoice # 9009731 new monitor for computer lab	Professional Services:Information Technology	118.00
09/15/2025	Bill	Invoice # 7367 August 2025 services for FC	Professional Services:Information Technology	935.44
09/15/2025	Bill	Invoice # 7358 August 2025 services for CM	Professional Services:Information Technology	3,012.43
Total for Lazerware				\$4,065.87
Mark Glover				
09/26/2025	Expense		Personnel:Salaries:Part time	418.61
Total for Mark Glover				\$418.61
OverDrive				
09/15/2025	Bill	Invoice # 02064CO25268827	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	460.56
Total for OverDrive				\$460.56
Peerless Network, Inc.				
09/15/2025	Bill	FC monthly fax fees	Utilities:Telephone/Fax	78.19
09/15/2025	Bill	CM monthly fax fees	Utilities:Telephone/Fax	152.38
09/15/2025	Bill	balance rounded down to nearest penny	Utilities:Telephone/Fax	-0.01
Total for Peerless Network, Inc.				\$230.56
Security Alarm				
09/04/2025	Bill	Invoice # 234771 remote video support for FC system 9/1/2025-8/31/2025	Professional Services:Other Professional Services	600.00
Total for Security Alarm				\$600.00
Six Mile Regional Library District				
09/25/2025	Bill	Item # 000403594211 Minecraft: The Rescue	Other Expenditures:Payments to Other Libraries	6.99
Total for Six Mile Regional Library District				\$6.99
Superior Elevator Inspections, LLC				
09/25/2025	Bill	Invoice # 31841 elevator inspection	Maintenance Services:Building	275.00
Total for Superior Elevator Inspections, LLC				\$275.00
Uline				
09/04/2025	Bill	Invoice # 196938000 - Flammables storage cabinets for CM; replacement paper towel dispensers	Maintenance Services:Equipment	3,656.21
09/15/2025	Bill	Invoice # 197092128 - Flammables storage cabinet for FC	Maintenance Services:Equipment	1,260.38
Total for Uline				\$4,916.59
United States Postal Service				
09/18/2025	Expense		Supplies:Postage	73.61
Total for United States Postal Service				\$73.61
US Bank Equipment Finance				
09/04/2025	Bill	Invoice # 562314641- for 8/10/2025 - 9/10/2025 copier leasing	Maintenance Services:Equipment	738.00
09/25/2025	Bill	Invoice # 564547933 - for 9/10/2025 - 10/10/2025 copier leasing	Maintenance Services:Equipment	738.00
Total for US Bank Equipment Finance				\$1,476.00

Expense by Vendor Detail

Mississippi Valley Library District

September 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Village Locksmith				
09/03/2025	Expense		Maintenance Services:Building	114.00
Total for Village Locksmith				\$114.00
Watchfire				
09/25/2025	Bill	Verizon data plan (5 years) for CM digital marquee	Professional Services:Information Technology	520.00
Total for Watchfire				\$520.00
09/12/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	376.54
09/12/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	1,609.98
09/12/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	67.33
09/12/2025	Journal Entry	Holiday	Personnel:Salaries:Full Time	2,236.28
09/12/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	13,504.82
09/12/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	4,464.18
09/12/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	407.91
09/12/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	1,310.38
09/12/2025	Journal Entry	Regular	Personnel:Salaries:Part time	3,762.56
09/12/2025	Journal Entry	Sick	Personnel:Salaries:Part time	60.72
09/12/2025	Journal Entry	Vacation	Personnel:Salaries:Part time	316.73
09/12/2025	Journal Entry	Invoice	Professional Services:Payroll Service	104.06
09/26/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	398.00
09/26/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	1,701.79
09/26/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	85.84
09/26/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	338.40
09/26/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	15,802.84
09/26/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	4,834.48
09/26/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	301.65
09/26/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	974.29
09/26/2025	Journal Entry	Paid Leave	Personnel:Salaries:Part time	432.00
09/26/2025	Journal Entry	Regular	Personnel:Salaries:Part time	4,523.48
09/26/2025	Journal Entry	Sick	Personnel:Salaries:Part time	337.65
09/26/2025	Journal Entry	Invoice	Professional Services:Payroll Service	215.01
Total for --				\$58,166.92

Profit and Loss

Mississippi Valley Library District

September 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Charges for Services	
Fax	321.47
Printing/Copying	1,235.27
Total for Charges for Services	\$1,556.74
Fines & Forfeitures	
Fines	6.00
Lost or Damaged Books/Inhouse	219.25
Total for Fines & Forfeitures	\$225.25
Intergovernment Revenue	
Replacement Tax	7,088.89
Total for Intergovernment Revenue	\$7,088.89
Other Revenues	
Donations - Des & Undes	492.85
Interest Income	4,722.21
Miscellaneous	490.23
Reimbursements Other libraries	228.40
Rental Income	
Blum House Rental	1,612.60
Collinsville Rooms	276.00
Total for Rental Income	\$1,888.60
Sale of Items	576.46
Total for Other Revenues	\$8,398.75
Taxes	
Audit	667.68
Building Maintenance	13,577.39
FICA/Medicare	4,599.94
IMRF	2,522.54
Liability Insurance	6,083.89
Property Tax	97,935.38
Total for Taxes	\$125,386.82
Total for Income	\$142,656.45
Cost of Goods Sold	
Gross Profit	\$142,656.45
Expenses	
Maintenance Services	
Building	10,919.55
Equipment	6,392.59
Grounds	1,076.53
Total for Maintenance Services	\$18,388.67

Profit and Loss

Mississippi Valley Library District

September 2025

DISTRIBUTION ACCOUNT	TOTAL
Materials	
Adult Audio Visual Items	513.23
Adult Print Materials	2,639.84
Juvenile Audio Visual Items	93.90
Juvenile Print Items	272.02
Other Materials	69.99
Virtual Items	611.69
Total for Materials	\$4,200.67
Other Expenditures	
Donation Expenditures - Des.	41.25
Grant Expenses	
FY2024 Per Capita Grant	460.56
FY2025 Per Capita Grant	903.43
Total for Grant Expenses	\$1,363.99
Payments to Other Libraries	276.68
Vehicles	53.29
Total for Other Expenditures	\$1,735.21
Personnel	
Benefits	
FICA Company	4,086.31
Health/Dental Insurance	12,508.80
IL Unemployment Company	153.17
IMRF	11,108.20
Total for Benefits	\$27,856.48
Salaries	
Full Time	44,175.23
Part time	9,851.75
Total for Salaries	\$54,026.98
Total for Personnel	\$81,883.46
Professional Services	
Information Technology	4,585.87
Internet Services	772.00
Legal Service	1,751.25
Other Professional Services	628.99
Payroll Service	319.07
Total for Professional Services	\$8,057.18

Profit and Loss
Mississippi Valley Library District
September 2025

DISTRIBUTION ACCOUNT	TOTAL
Supplies	
Equipment	1,289.65
Office	2,415.23
Postage	164.36
Total for Supplies	\$3,869.24
Unapplied Cash Bill Payment Expense	0.00
Utilities	
Electricity	7,379.06
Natural Gas	326.52
Telephone/Fax	310.56
Water/Sewer	603.31
Total for Utilities	\$8,619.45
Total for Expenses	\$126,753.88
Net Operating Income	\$15,902.57
Other Income	
Other Expenses	
Net Other Income	
Net Income	\$15,902.57

Balance Sheet

Mississippi Valley Library District

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Checking	105,401.05
IL Funds - Audit	12,175.85
IL Funds - Building	28,875.21
IL Funds - FICA	59,606.25
IL Funds - General	750,459.88
IL Funds - Gift	24,680.66
IL Funds - IMRF	67,678.09
IL Funds - Insurance	102,214.62
IL Funds - Reserve	40,970.88
IL Funds - Working Cash	238,712.28
Suspense	0.00
Total for Bank Accounts	\$1,430,774.77
Accounts Receivable	
Other Current Assets	
Petty Cash	100.00
Prepaid Insurance	17,255.45
Total for Other Current Assets	\$17,355.45
Total for Current Assets	\$1,448,130.22
Fixed Assets	
Other Assets	
Miscellaneous Accounts Rec.	0.00
Taxes Receivable	864,041.62
Total for Other Assets	\$864,041.62
Total for Assets	\$2,312,171.84

Balance Sheet

Mississippi Valley Library District

As of September 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,676.31
Total for Accounts Payable	\$6,676.31
Credit Cards	
Other Current Liabilities	
Accrued Sick Pay	5,253.76
Accrued Vacation	18,665.72
Accrued Wages	17,753.78
Deferred Revenue	975,284.70
Manual A/P	23,347.24
Payroll Liabilities	\$1,104.05
Direct Deposit	259.15
Fed Withhold	-208.00
Garnishment	176.18
Health/Dental Insurance	342.47
Il Withhold	-807.73
IMRF - Payable	221,705.84
Liberty National	12,056.30
MC - Emp	7.68
MC - Lib	7.68
Miscellaneous	-127.44
Net Pay Offset	1,473.02
SS - Emp	32.81
SS - Lib	32.81
SUTA	4,102.99
Total for Payroll Liabilities	\$240,157.81
Total for Other Current Liabilities	\$1,280,463.01
Total for Current Liabilities	\$1,287,139.32
Long-term Liabilities	
Total for Liabilities	\$1,287,139.32
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	807,581.54
Net Income	203,411.72
Total for Equity	\$1,025,032.52
Total for Liabilities and Equity	\$2,312,171.84

IL Funds - GiftEnding Balance: \$24,680.66

Date: Custom

Date	Ref No.	Memo	Reconciliation				Type	Account
			Payment	Deposit	Status	Balance		
09/30/2025		from D. Tamburello - for supplies		20.00	Reconciled	24,680.66	Transfer	Checking
09/30/2025	INTEREST	Interest Earned		87.98	Reconciled	24,660.66	Deposit	Other Revenues:Interest Income
09/16/2025		9/4/2025 - 9/6/2025 cash & card puzzle race payments		129.00	Reconciled	24,572.68	Transfer	Checking
09/15/2025		bills paid 9/15/2025	45.39		Reconciled	24,443.68	Transfer	Checking
09/09/2025		bills paid 9/4/2025	81.17		Reconciled	24,489.07	Transfer	Checking
09/03/2025		\$60 puzzle race registration (for programming) & \$300 from C. Boulanger (for FC)		360.00	Reconciled	24,570.24	Transfer	Checking
08/31/2025	INTEREST	Interest Earned		93.37	Reconciled	24,210.24	Deposit	Other Revenues:Interest Income
08/22/2025		8/4/2025-8/16/2025 daily receipts - 2 tables for 9/6/2025 puzzle race		120.00	Reconciled	24,116.87	Transfer	Checking
08/18/2025		for 8/18/2025 bill payments: FoL (bottle filling station) & puzzle race (for programming)	1,308.74		Reconciled	23,996.87	Transfer	Checking
08/06/2025		remainder of FY2025 interest	126.27		Reconciled	25,305.61	Transfer	IL Funds - General
08/05/2025		\$89.45 for yearbook fundraiser 5/10/25 credit/debit thru 7/24/25 cash; \$45.00 from FoL for capital needs		134.45	Reconciled	25,431.88	Transfer	Checking

07/31/2025	INTEREST	Interest Earned	102.99	Reconciled	25,297.43	Deposit	Other Revenues:Interest Income
		7/30/2025 bills for Capital One (\$340.05 puzzle race/programming) and A&H partial (\$1,500 FoL & partial FY25 interest/ bottle filling station)	1,840.05	Reconciled	25,194.44	Transfer	Checking
07/16/2025		Treehouse 4/5/2024 & iREAD 12/15/2023 not previously transferred	559.82	Reconciled	27,034.49	Transfer	IL Funds - General
07/15/2025		American Express payment for 7/16/2025	79.61	Reconciled	27,594.31	Transfer	Checking
07/01/2025		Quarter round for play room flooring	90.24	Reconciled	27,673.92	Transfer	Checking

Mississippi Valley Library District

Budget vs. Actuals: FY2026 Budget - FY26 P&L

July - September, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Charges for Services				
Fax	1,041.66	3,500.00	-2,458.34	29.76 %
Non-resident Fees		82.00	-82.00	
Printing/Copying	3,013.91	11,450.00	-8,436.09	26.32 %
Total Charges for Services	4,055.57	15,032.00	-10,976.43	26.98 %
Fines & Forfeitures				
Fines	110.73	300.00	-189.27	36.91 %
Lost or Damaged Books/Inhouse	856.19	2,500.00	-1,643.81	34.25 %
Total Fines & Forfeitures	966.92	2,800.00	-1,833.08	34.53 %
Intergovernment Revenue				
E-Rate	14,084.87	15,000.00	-915.13	93.90 %
Grants				
FY2025 Per Capita Grant	48,794.48	48,794.48	0.00	100.00 %
FY2025 PNG Grant	3,423.15	3,423.15	0.00	100.00 %
FY2026 PNG Grant		6,518.00	-6,518.00	
Other Grants	500.00	5,000.00	-4,500.00	10.00 %
Total Grants	52,717.63	63,735.63	-11,018.00	82.71 %
Replacement Tax	19,816.73	45,000.00	-25,183.27	44.04 %
TIF Funds		0.00	0.00	
Total Intergovernment Revenue	86,619.23	123,735.63	-37,116.40	70.00 %
Other Revenues				
Donations - Des & Undes	734.31	20,000.00	-19,265.69	3.67 %
Interest Income	13,268.81	66,200.00	-52,931.19	20.04 %
Miscellaneous	586.58	1,600.00	-1,013.42	36.66 %
Property License Agreements	20.00	15,001.00	-14,981.00	0.13 %
Reimbursements Other libraries	359.34	2,900.00	-2,540.66	12.39 %
Rental Income				
Blum House Rental	2,600.10	14,000.00	-11,399.90	18.57 %
Collinsville Rooms	463.00	3,350.00	-2,887.00	13.82 %
FC Pavilion		100.00	-100.00	
FC Rooms		100.00	-100.00	
Total Rental Income	3,063.10	17,550.00	-14,486.90	17.45 %
Sale of Items	1,445.81	4,750.00	-3,304.19	30.44 %
Sale of Short Street Lot		12,000.00	-12,000.00	
Total Other Revenues	19,477.95	140,001.00	-120,523.05	13.91 %
Taxes				
Audit	2,861.28	6,304.12	-3,442.84	45.39 %
Building Maintenance	58,184.77	129,529.72	-71,344.95	44.92 %
FICA/Medicare	19,712.67	43,842.52	-24,129.85	44.96 %
IMRF	10,810.10	24,126.16	-13,316.06	44.81 %
Liability Insurance	26,072.02	58,058.75	-31,986.73	44.91 %

Mississippi Valley Library District

Budget vs. Actuals: FY2026 Budget - FY26 P&L

July - September, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Property Tax	419,694.06	934,647.06	-514,953.00	44.90 %
Total Taxes	537,334.90	1,196,508.33	-659,173.43	44.91 %
Total Income	\$648,454.57	\$1,478,076.96	\$ -829,622.39	43.87 %
GROSS PROFIT	\$648,454.57	\$1,478,076.96	\$ -829,622.39	43.87 %
Expenses				
Maintenance Services				
Building	29,664.72	130,000.00	-100,335.28	22.82 %
Elevator Repairs/ Modernization	39,382.46	25,000.00	14,382.46	157.53 %
Equipment	7,130.59	11,000.00	-3,869.41	64.82 %
Grounds	4,938.48	14,000.00	-9,061.52	35.27 %
Total Maintenance Services	81,116.25	180,000.00	-98,883.75	45.06 %
Materials				
Adult Audio Visual Items	2,095.99	11,000.00	-8,904.01	19.05 %
Adult Print Materials	5,709.09	27,000.00	-21,290.91	21.14 %
Juvenile Audio Visual Items	415.78	1,700.00	-1,284.22	24.46 %
Juvenile Print Items	928.22	4,500.00	-3,571.78	20.63 %
Online Databases	8,653.00	10,000.00	-1,347.00	86.53 %
Other Materials	819.99	1,250.00	-430.01	65.60 %
Virtual Items	6,444.69	10,000.00	-3,555.31	64.45 %
Total Materials	25,066.76	65,450.00	-40,383.24	38.30 %
Other Expenditures				
Donation Expenditures - Des.	3,194.65	24,000.00	-20,805.35	13.31 %
Grant Expenses				
FY2024 Per Capita Grant	466.54		466.54	
FY2025 Per Capita Grant	25,991.46	48,794.48	-22,803.02	53.27 %
FY2025 PNG Grant	1,388.62		1,388.62	
FY2026 PNG Grant		6,518.00	-6,518.00	
Other Grants		5,000.00	-5,000.00	
Total Grant Expenses	27,846.62	60,312.48	-32,465.86	46.17 %
Liability & Building Insurance		31,000.00	-31,000.00	
Miscellaneous	285.83	4,500.00	-4,214.17	6.35 %
Payments to Other Libraries	363.66	1,000.00	-636.34	36.37 %
Programming	206.23	7,000.00	-6,793.77	2.95 %
Vehicles	1,210.06	3,000.00	-1,789.94	40.34 %
Total Other Expenditures	33,107.05	130,812.48	-97,705.43	25.31 %
Personnel				
Benefits				
FICA Company	14,738.01	59,500.00	-44,761.99	24.77 %
Health/Dental Insurance	19,530.30	80,000.00	-60,469.70	24.41 %
IL Unemployment Company	791.42	12,000.00	-11,208.58	6.60 %
IMRF	25,782.32	101,000.00	-75,217.68	25.53 %
Total Benefits	60,842.05	252,500.00	-191,657.95	24.10 %

Mississippi Valley Library District

Budget vs. Actuals: FY2026 Budget - FY26 P&L

July - September, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Salaries				
Full Time	153,578.42	555,000.00	-401,421.58	27.67 %
Part time	39,941.69	196,000.00	-156,058.31	20.38 %
Total Salaries	193,520.11	751,000.00	-557,479.89	25.77 %
Total Personnel	254,362.16	1,003,500.00	-749,137.84	25.35 %
Professional Development				
Dues	350.00	1,000.00	-650.00	35.00 %
Training/Tuition		1,000.00	-1,000.00	
Travel Expenses		1,000.00	-1,000.00	
Total Professional Development	350.00	3,000.00	-2,650.00	11.67 %
Professional Services				
Audit		8,800.00	-8,800.00	
Information Technology	12,225.65	60,000.00	-47,774.35	20.38 %
Internet Services	1,544.00	10,000.00	-8,456.00	15.44 %
Legal Service	4,590.00	30,000.00	-25,410.00	15.30 %
Other Professional Services	1,488.86	7,000.00	-5,511.14	21.27 %
Payroll Service	1,065.89	5,000.00	-3,934.11	21.32 %
Publishing	398.40	2,000.00	-1,601.60	19.92 %
Total Professional Services	21,312.80	122,800.00	-101,487.20	17.36 %
Supplies				
Equipment	1,586.68	10,000.00	-8,413.32	15.87 %
Office	5,068.95	12,000.00	-6,931.05	42.24 %
Postage	587.14	3,900.00	-3,312.86	15.05 %
Total Supplies	7,242.77	25,900.00	-18,657.23	27.96 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Utilities				
Electricity	19,930.50	50,000.00	-30,069.50	39.86 %
Natural Gas	827.82	9,000.00	-8,172.18	9.20 %
Telephone/Fax	910.97	4,000.00	-3,089.03	22.77 %
Water/Sewer	815.77	4,500.00	-3,684.23	18.13 %
Total Utilities	22,485.06	67,500.00	-45,014.94	33.31 %
Total Expenses	\$445,042.85	\$1,598,962.48	\$ -1,153,919.63	27.83 %
NET OPERATING INCOME	\$203,411.72	\$ -120,885.52	\$324,297.24	-168.27 %
NET INCOME	\$203,411.72	\$ -120,885.52	\$324,297.24	-168.27 %

Mississippi Valley Library District

Profit and Loss Comparison

July - September, 2025

	TOTAL			
	JUL - SEP, 2025	JUL - SEP, 2024 (PP)	CHANGE	% CHANGE
Income				
Charges for Services				
Fax	1,041.66	892.39	149.27	16.73 %
Printing/Copying	3,013.91	2,632.76	381.15	14.48 %
Total Charges for Services	4,055.57	3,525.15	530.42	15.05 %
Fines & Forfeitures				
Fines	110.73	70.01	40.72	58.16 %
Lost or Damaged Books/Inhouse	856.19	804.20	51.99	6.46 %
Total Fines & Forfeitures	966.92	874.21	92.71	10.61 %
Intergovernment Revenue				
E-Rate	14,084.87	4,936.26	9,148.61	185.33 %
Grants				
FY2024 Per Capita Grant		49,125.29	-49,125.29	-100.00 %
FY2024 PNG Grant		2,598.89	-2,598.89	-100.00 %
FY2025 Per Capita Grant	48,794.48		48,794.48	
FY2025 PNG Grant	3,423.15		3,423.15	
Other Grants	500.00		500.00	
Total Grants	52,717.63	51,724.18	993.45	1.92 %
Replacement Tax	19,816.73	22,000.40	-2,183.67	-9.93 %
Total Intergovernment Revenue	86,619.23	78,660.84	7,958.39	10.12 %
Other Revenues				
COBRA Reimbursements		4,074.24	-4,074.24	-100.00 %
Donations - Des & Undes	734.31	2,631.69	-1,897.38	-72.10 %
Interest Income	13,268.81	18,537.62	-5,268.81	-28.42 %
Miscellaneous	586.58	108.66	477.92	439.83 %
Property License Agreements	20.00		20.00	
Reimbursements Other libraries	359.34	555.69	-196.35	-35.33 %
Rental Income				
Blum House Rental	2,600.10	1,570.77	1,029.33	65.53 %
Collinsville Rooms	463.00	650.00	-187.00	-28.77 %
Total Rental Income	3,063.10	2,220.77	842.33	37.93 %
Sale of Items	1,445.81	1,047.71	398.10	38.00 %
Sale of Vehicle		4,409.33	-4,409.33	-100.00 %
Total Other Revenues	19,477.95	33,585.71	-14,107.76	-42.01 %

Mississippi Valley Library District

Profit and Loss Comparison

July - September, 2025

	TOTAL			
	JUL - SEP, 2025	JUL - SEP, 2024 (PP)	CHANGE	% CHANGE
Taxes				
Audit	2,861.28	4,395.23	-1,533.95	-34.90 %
Building Maintenance	58,184.77	68,126.38	-9,941.61	-14.59 %
FICA/Medicare	19,712.67	32,597.91	-12,885.24	-39.53 %
IMRF	10,810.10	32,964.23	-22,154.13	-67.21 %
Liability Insurance	26,072.02	46,516.09	-20,444.07	-43.95 %
Property Tax	419,694.06	496,296.35	-76,602.29	-15.43 %
Total Taxes	537,334.90	680,896.19	-143,561.29	-21.08 %
Total Income	\$648,454.57	\$797,542.10	\$ -149,087.53	-18.69 %
GROSS PROFIT	\$648,454.57	\$797,542.10	\$ -149,087.53	-18.69 %
Expenses				
Maintenance Services				
Building	29,664.72	44,533.68	-14,868.96	-33.39 %
Elevator Repairs/ Modernization	39,382.46		39,382.46	
Equipment	7,130.59	3,316.14	3,814.45	115.03 %
Grounds	4,938.48	5,051.89	-113.41	-2.24 %
Total Maintenance Services	81,116.25	52,901.71	28,214.54	53.33 %
Materials				
Adult Audio Visual Items	2,095.99	2,767.92	-671.93	-24.28 %
Adult Print Materials	5,709.09	7,742.33	-2,033.24	-26.26 %
Juvenile Audio Visual Items	415.78	336.52	79.26	23.55 %
Juvenile Print Items	928.22	1,072.48	-144.26	-13.45 %
Online Databases	8,653.00	2,938.00	5,715.00	194.52 %
Other Materials	819.99	23.99	796.00	3,318.05 %
Virtual Items	6,444.69	6,409.97	34.72	0.54 %
Total Materials	25,066.76	21,291.21	3,775.55	17.73 %
Other Expenditures				
Donation Expenditures - Des.	3,194.65	1,117.72	2,076.93	185.82 %
Grant Expenses				
FY2024 Per Capita Grant	466.54	25,957.07	-25,490.53	-98.20 %
FY2025 Per Capita Grant	25,991.46		25,991.46	
FY2025 PNG Grant	1,388.62	1,430.25	-41.63	-2.91 %
Other Grants		150.00	-150.00	-100.00 %
Total Grant Expenses	27,846.62	27,537.32	309.30	1.12 %
Liability & Building Insurance		274.00	-274.00	-100.00 %
Miscellaneous	285.83	900.98	-615.15	-68.28 %
Payments to Other Libraries	363.66	172.90	190.76	110.33 %
Programming	206.23	2,015.38	-1,809.15	-89.77 %
Vehicles	1,210.06	932.93	277.13	29.71 %
Total Other Expenditures	33,107.05	32,951.23	155.82	0.47 %

Mississippi Valley Library District

Profit and Loss Comparison

July - September, 2025

	TOTAL			
	JUL - SEP, 2025	JUL - SEP, 2024 (PP)	CHANGE	% CHANGE
Personnel				
Benefits				
FICA Company	14,738.01	13,926.58	811.43	5.83 %
Health/Dental Insurance	19,530.30	32,466.00	-12,935.70	-39.84 %
IL Unemployment Company	791.42	988.54	-197.12	-19.94 %
IMRF	25,782.32	20,743.91	5,038.41	24.29 %
Total Benefits	60,842.05	68,125.03	-7,282.98	-10.69 %
Salaries				
Full Time	153,578.42	143,994.36	9,584.06	6.66 %
Part time	39,941.69	38,865.43	1,076.26	2.77 %
Total Salaries	193,520.11	182,859.79	10,660.32	5.83 %
Total Personnel	254,362.16	250,984.82	3,377.34	1.35 %
Professional Development				
Dues	350.00	496.67	-146.67	-29.53 %
Total Professional Development	350.00	496.67	-146.67	-29.53 %
Professional Services				
Information Technology	12,225.65	12,420.62	-194.97	-1.57 %
Internet Services	1,544.00	2,316.00	-772.00	-33.33 %
Legal Service	4,590.00		4,590.00	
Other Professional Services	1,488.86	206.75	1,282.11	620.13 %
Payroll Service	1,065.89	1,417.15	-351.26	-24.79 %
Publishing	398.40	1,332.35	-933.95	-70.10 %
Total Professional Services	21,312.80	17,692.87	3,619.93	20.46 %
Supplies				
Equipment	1,586.68	1,546.63	40.05	2.59 %
Office	5,068.95	2,700.21	2,368.74	87.72 %
Postage	587.14	1,011.73	-424.59	-41.97 %
Total Supplies	7,242.77	5,258.57	1,984.20	37.73 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Utilities				
Electricity	19,930.50	16,080.07	3,850.43	23.95 %
Natural Gas	827.82	559.69	268.13	47.91 %
Telephone/Fax	910.97	947.91	-36.94	-3.90 %
Water/Sewer	815.77	1,715.32	-899.55	-52.44 %
Total Utilities	22,485.06	19,302.99	3,182.07	16.48 %
Total Expenses	\$445,042.85	\$400,880.07	\$44,162.78	11.02 %
NET OPERATING INCOME	\$203,411.72	\$396,662.03	\$ -193,250.31	-48.72 %
NET INCOME	\$203,411.72	\$396,662.03	\$ -193,250.31	-48.72 %



ORDINANCE NO. 26-02
BUILDING AND MAINTENANCE FUND ORDINANCE

*An Ordinance to Levy and Assess a Tax for the Mississippi Valley Library District
Of the Counties of Madison and St. Clair, State of Illinois for the Fiscal Year
Beginning July 1, 2025 and Ending June 30, 2026*

Be It Ordained, that the Mississippi Valley Library District of the Counties of Madison and St. Clair in the State of Illinois shall levy a tax of .02% of the value of all taxable property within said District, for building and maintenance purposes, subject to the right of electors in said District to petition and require an election concerning the imposition of such tax, pursuant to 75 ILCS 16/35-5.

Be It Further Ordained, that within fifteen (15) days from the date of adoption of the ordinance, it shall be published in the Troy Times-Tribune, a newspaper of general circulation in the Mississippi Valley Library District and it is effective immediately upon adoption.

In Witness Whereof, we have hereunder set our hands in Collinsville, Illinois, this 20th day of October, 2025.

- (1) The specific number of voters required to sign a petition requesting that the question of adoption of the ordinance be submitted to the electors of the District is 2,231.
- (2) The petition must be filed on or before November 25, 2025.
- (3) The referendum would be held March 17, 2026.

Posted: October 20, 2025

President of the Board of Trustees

(seal)

ATTEST:

Secretary of the Board of Trustees



Resolution 26-03.A
Resolution to Determine Estimate of Funds Needed for
2025-2026 Fiscal Year

WHEREAS, the Mississippi Valley Library District must file on or before December 30, 2025 (the last Tuesday in December pursuant to 75 ILCS 16/30-85(c)) its Levy Ordinance for the 2025-2026 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 2025-2026 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 2025-2026 fiscal year upon the taxable property in said Library District is \$1,305,447;
- b. The estimate of \$1,305,447 is 5% 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 20th day of October, 2025 by a roll call vote as follows:

AYES:	_____
NAYS:	_____
ABSENT:	_____
ABSTAIN:	_____

President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees



Resolution 26-03.B
Resolution to Determine Estimate of Funds Needed for
2025-2026 Fiscal Year

WHEREAS, the Mississippi Valley Library District must file on or before December 30, 2025 (the last Tuesday in December pursuant to 75 ILCS 16/30-85(c)) its Levy Ordinance for the 2025-2026 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 2025-2026 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 2025-2026 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 20th day of October, 2025 by a roll call vote as follows:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTAIN: _____

President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

FIRST AMENDMENT TO LICENSE AGREEMENT BETWEEN THE MISSISSIPPI VALLEY LIBRARY DISTRICT AND BUSEY BANK

This First Amendment to License Agreement ("Amendment") is made and entered into by and between the Mississippi Valley Library District (hereinafter referred to as "Licensor"), a unit of local government, and Busey Bank (hereinafter referred to as "Licensee"). The Licensor and Licensee may be referred to individually as "Party" or jointly as "Parties" throughout this Agreement.

WHEREAS, the Licensor is the owner of a certain library building located at 4444 Collinsville Road, Fairmont City, IL 62201, commonly referred to as the "Fairmont City Library;" and

WHEREAS, the Licensor and Licensee previously entered into a license agreement dated November 18, 2019 and effective November 1, 2020, for the purposes of the Licensee renting space in the Fairmont City Library, for use in the operation of a bank branch, referred to as "Busey Bank" (the "Agreement"), and

WHEREAS, pursuant to Sections II.B and XX of the Agreement, unless otherwise terminated earlier by the Licensor or Licensee, the Agreement was for a term of five (5) years, and was set to terminate on November 9, 2025, and

WHEREAS, the Licensor and Licensee desire to amend and extend the Agreement as provided in this Amendment,

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

1. Section I.A of the Agreement is amended to read as follows:

"A. Licensor grants to Licensee the exclusive right and privilege for the term specified below to operate a bank branch at the Fairmont City Library, in an area of approximately 1,227 square feet and as depicted in Exhibit A, which is incorporated into this Agreement by reference (the "Busey Bank"). Licensee accepts the Bank Space in its "as is" condition. This Agreement creates a license only and Licensee acknowledges that Licensee does not and shall not claim at any time any interest or estate of any kind or extent whatsoever in the Bank Space by virtue of this Agreement or the Licensee's use of the Bank Space pursuant to this Agreement. In connection with the foregoing, Licensee further acknowledges that in no event shall the relationship between the Licensor and Licensee be deemed to be a landlord-tenant relationship and that in no

event shall Licensee be entitled to avail itself of the rights afforded to tenants of the laws of the State of Illinois.”

2. Section II.B of the Agreement is amended to read as follows:

“B. Licensee shall be open for business in this specified space for a term of five (5) years beginning on November 9, 2025 and continuing through November 9, 2030 (hereinafter the “License Term”).”

3. Section III.A of the Agreement is amended to read as follows:

“A. Licensee agrees to the following:

- Payment of \$18,750 due upon signing of this Amendment.
- Annual payment of \$18,750 due November 1 each year for the remaining four (4) years of the License Term.

The payments required by this Section III.A shall be non-refundable and non-proratable if this Agreement is terminated by the Licensee for any reason or terminated due to the default of the Licensee under the terms of this Agreement.”

4. Section V of the Agreement is amended to read as follows:

“A. Licensor, at Licensor’s expense, shall provide electricity, natural gas, water, heating and cooling, and trash removal services. Licensee shall be responsible for all other utilities and services necessary to operate Busey Bank. If, for any reason, there should be any suspension or interruption of any of the services or facilities mentioned above, Licensor shall not be under any liability to Licensee for such suspension or interruption, and shall have a reasonable time within which to correct such services. Uniforms, if any, required of the Licensee’s employees shall be acceptable to the Licensor. Licensor shall not furnish or pay for the laundering of such uniforms. Licensee shall also bear all expenses for supplies necessary for the operation of Busey Bank that have not been specifically described above.”

5. Section V of the Agreement is amended to include subsection V.B as follows:

“B. On a case-by-case basis, the Licensor may request financial assistance from the Licensee to address any necessary remediation of issues related to Section V.A that may have an adverse impact on the Licensee.”

6. Section X of the Agreement is amended to read as follows:

“X. INSURANCE

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

Insurance coverage and limits shall be no less than:

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

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

7. Section XI of the Agreement is amended to read as follows:

“XI. TAXES, FEES, LICENSES, AND PERMITS

Any and all taxes, fees, and assessments, including, but not limited to, license fee, fees for permits, sales or use taxes, or any other taxes, fees, or assessments that may be levied or assets on the assets, business, or capital, on the Licensee’s income from Busey Bank, or on the merchandise carried in Busey Bank, or on the equipment used, by any duly constituted local, city, county, state, federal, or other governmental authority, shall be borne and paid for by Licensee. If this Agreement including, without limitation, the use of the Fairmont City Library for operation of Busey Bank, is determined to not be exempt from real estate taxes, the Licensee shall be solely responsible for timely paying any and all real property taxes assessed against the Fairmont City Library or any portion thereof. If the Licensee fails to timely pay such taxes, the Licensor may, but is not required, to pay such taxes and/or take any legal action the Licensor deems appropriate to recoup any such payment made from the Licensee, plus interest. Further, in the event that the Licensee fails to timely pay any such taxes, the Licensor may immediately terminate this License.

Licensee shall obtain all required licenses and permits required for operation of a bank.”

8. Section XV of the Agreement is amended to read as follows:

“XV. INDEMNIFICATION OF LICENSOR

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

9. The Agreement is amended to add a new Section XXI, to read as follows:

“XXI. GOVERNING LAW; VENUE

This Agreement shall be governed by, and enforced in accordance with, the internal laws of the State of Illinois. Venue for disputes arising from or related to this Agreement shall be in the Illinois Circuit Court for the Twentieth Judicial Circuit, St. Clair County, Illinois.”

10. All other terms and conditions of the Agreement not otherwise modified or amended in the Amendment are hereby reaffirmed in their entirety.

IN WITNESS WHEREOF, the Parties have executed this Amendment to be effective on November 9, 2025.

Mississippi Valley Library District

Signature of Authorized Representative

Date of Approval

Busey Bank

Signature of Authorized Representative

Date of Approval

DRAFT FINANCES POLICY

Presented 10/20/2025

Bolded = new language

~~Strikethrough~~ = removed language

2.6.3 Payments and Banking

2.6.3.1 General Compliance

Library financial policies and procedures are approved and implemented in accordance with Illinois law.

- **The Board Treasurer shall be bonded in an amount and with sureties approved by the Board in accordance with 75 ILCS 16/30-45(e). The cost of the surety bond shall be borne by the Library.**
- **The current and past seven (7) years' financial records of the Library shall be maintained and kept at the Library in accordance with the Local Records Act, 50 ILCS 205/1, et seq. The Library will work closely with the Local Records Commission and the Illinois State Archives Local Records Unit to ensure compliance with records retention requirements.**
- **The Library will secure and protect employee and vendor bank data in a locked filing cabinet located in the administrative office.**
- **Vendor information will be securely stored and retained in accordance with the Local Records Act, 50 ILCS 205/1, et seq.**
- **The Library will maintain an inventory of capital purchases.**
- **Library Trustees will comply with all applicable statutes and other requirements that prohibit financial conflicts of interest.**

Reviewed and approved 10/20/2025.

2.6.3.2 Bank Accounts

At least one bank checking account in an FDIC-compliant bank will be held by the Library for the purposes of receiving and disbursing funds, including but not limited to accepting credit card payments from patrons and issuing bill payments. The checking account shall maintain a balance at least equal to one average payroll and one average bills payment. Other types of financial accounts, such as but not limited to investment accounts, may be maintained in compliance as outlined elsewhere in the Finances Policy. Account signatories are as designated in the Library's Bylaws.

Reviewed and approved 10/20/2025.

2.6.3.3 Credit Cards and Credit Accounts

The Library shall maintain at least one credit card account for use by the Executive Director and for staff members designated by the Executive Director for the purpose of conducting Library business. Use of a Library credit card for cash advances or personal transactions is strictly prohibited and may result in disciplinary action up to and including termination. Use of a Library credit card must be documented with original, itemized receipts to support all purchases.

The cardholder is responsible for the safeguarding of the Library credit card to prevent loss, theft, and unauthorized use. A cardholder must promptly report lost or stolen cards or unauthorized use to the Executive Director. It is preferred that credit card use is limited to purchases where the vendor is unable to invoice the Library.

The Library may maintain credit accounts with vendors to meet regular operating needs, with authorization of the Executive Director.

Reviewed and approved 10/20/2025.

2.6.3.4 Deposits

All revenue received by the Library will be deposited into appropriate accounts at least once monthly in accordance with internal control procedures.

The Executive Director is also authorized to transfer funds from one account to another as appropriate for payment of Library bills.

Reviewed and approved 10/20/2025.

2.6.3.5 Credit / Debit Card Transactions from Patrons

For the convenience of its patrons, the Library provides the option of paying Library bills, fines, fees, and other charges with a credit or debit card.

The Library is subject to compliance with all laws, statutes, and reasonable terms and conditions associated with accepting credit/debit card transactions. The Library does not charge a fee for credit/debit card transactions.

Credit and/or debit card payments will be accepted at designated areas within the Library or through a secure payment portal online. Facility rental fees may be paid by credit/debit card over the phone; all other transactions will be conducted in person with the card present. This service can only be used for processing credit and/or debit card payments and may not be used to provide a cash advance or add credit onto a Library patron's account.

Patrons who have paid by credit/debit card for lost materials and subsequently have found and returned the materials may be issued a refund in compliance with the terms outlined in Policy 3.1.4 FINES, FEES, CHARGES.

Reviewed and approved 10/20/2025.

2.6.3.6 Expenditures and Other Financial Transactions

- Authorized signatories are as designated in the Library's Bylaws.**
- With consent of the Board Treasurer, the Executive Director may authorize specific vendor ACH (automated clearing house) credit payments that are for routine, monthly operating expenses. ACH credit payments may also be authorized for ensuring timely payment of expenses if it is reasonably believed that a check payment will not arrive prior to the bill's due date.**

- Under no circumstances may a signatory sign a document for which that signatory is a payee.
- All financial transactions will be reported to the Library Board at its regularly scheduled meetings.
- A list of vendors paid by ACH credit will be reported to the Board at its regularly scheduled meetings. The Library will keep a record of all vendor relationships, indicating whether the vendor is paid by check, ACH credit, paid online via their website, or by auto-debit from the Library's bank account.
- The Executive Director, the Assistant Director, and/or a third-party payroll company is authorized to pay payroll wages and federal and state income taxes without further Board approval. These disbursements shall be included in the list of bills presented to the Board.
- All Trustees, the Executive Director, and the Assistant Director shall file statements of economic interest with the Madison and St. Clair County Clerks on an annual basis.

Reviewed and approved 10/20/2025.

DRAFT BYLAWS REVISION
Changes to Written Summaries of Public Comments
Presented 10/20/2025

Bolded = new language

~~Strikethrough~~ = removed language

Section 10. Public Input

The Board encourages input from the public. The purpose of this section is to ensure that interested parties representing various points of view are allowed to present those viewpoints while permitting the Board to conduct its meetings in an efficient and effective manner. In addition to Public Hearings held for receiving comments on specific issues, the Board has established a Public Input period at each Board meeting. The following serves to support this process:

1. There will be a Public Input period at each Board meeting.
2. Speakers will have a maximum of three (3) minutes for their comments, with a total of thirty (30) minutes for public input.
3. Each speaker will provide his/her name and group affiliation, if any.
4. Speakers shall act and speak with decorum and conform to conventional social manners in speech and behavior. Speakers shall speak to issues and shall refrain from personal attacks.
5. As a general rule, the Board will not respond to public comments at the time they are made. The Board may comment, take action, or not take action with respect to public input at a future Board meeting, as it deems appropriate.
6. Board minutes for the meeting will reflect **only** the names of any speakers ~~only unless a written summation is provided by the speaker of their specific input.~~
Any written summation of public comments provided by a speaker ~~The summation will then also be attached to the official~~ **retained meeting packet minutes.**

The Board President is responsible for orderly conduct of a meeting and shall rule on the appropriateness of a speaker's presentation in light of the purpose of Public Input periods. The Board as a whole shall have the final decision on such rulings.

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]
 - 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/]
 - 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].

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.