

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

Date: October 20, 2025

Time: 6:30 PM

Place: Collinsville Memorial Library, Collinsville, IL

1. Call to Order and Roll Call

Vice President Kelly Balaco-Reeder called the meeting to order at 6:31 PM.

Trustees Present:

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

Trustees Absent:

Jeanne Lomax, President
Kathy Murphy, Trustee

Also Present:

Kyla Waltermire, Executive Director
Matt Harris, Assistant Director

2. Pledge of Allegiance

3. Public Input

- Cynthia Klein-Webb
- Katerina Engle
- Rachel Dye
- Cindy Baker

4. Friends of the Library Updates

The next book sale is November 7-8, 2025.

There was discussion about the Friends being re-established as a 501(c)(3) organization. Trustees present were comfortable with the Friends' affairs being billed to the MVLD, to be reimbursed by the Friends, until the Friends are re-established as a legally billable entity.

5. Trustee Comments

- Ginny York – responded to public comments
- Ian Ashcraft – spoke on several topics including the ongoing Library Crawl and the resolution of the Fairmont City Library's field repairs, and responded to public comments

6. Consent Items

- a. Approval of Minutes – September 4, 2025 Fundraising Committee Meeting and September 15, 2025 Regular Meeting
Romero-Lizana requested that "Trustee" be added after her name in the roll call for the 9/15/2025 minutes.
- b. Communications
One email was received regarding Blum House repairs.
- c. Administrative Reports
Waltermire and Harris answered questions about their reports.
- d. Finances
There was some discussion.
- e. Committee Reports
No updates.

A motion was made by Ashcraft and seconded by Kulupka to approve the consent items with the corrected 9/15/2025 minutes.

A roll call vote was taken:

Ashcraft – yes

Balaco-Reeder – yes

Kulupka – yes
Romero -Lizana – yes
York – yes

Yes- 5, No – 0, Abstain – 0; Absent – 2

Motion carried.

7. Unfinished Business

None.

8. New Business

- a. Discussion and Possible Adoption of Ordinance 26-02: Building and Maintenance for 2026
Romero-Lizana motioned and Ashcraft seconded to accept the ordinance as presented.

A roll-call vote was taken:

Ashcraft – yes
Balaco-Reeder – yes
Kulupka – yes
Romero -Lizana – yes
York – no

Yes- 4, No – 1, Abstain – 0; Absent – 2

Motion carried.

- b. Discussion and Possible Adoption of Resolution 26-03 to Determine Estimate of Funds Needed for FY2026
Waltermire explained that the information needed for the Finance Committee to meet and make an educated decision had not been available until that afternoon, so what was presented were two placeholders – one with a 0% increase and one with a 5% increase.

There was discussion about the options presented

Ashcraft made a motion to approve Resolution 26-03.A with a 5% increase and Romero-Lizana seconded the motion.

A roll-call vote was taken:

Ashcraft – yes
Balaco-Reeder – no
Kulupka – yes
Romero -Lizana – yes
York – no

Yes- 3, No – 2, Abstain – 0; Absent – 2

Motion carried.

c. Discussion and Possible Approval of Busey Bank License Agreement
Amendment for 2025-2030

Waltermire shared that Busey Bank had submitted changes to the draft agreement that needed to be reviewed and recommended that the item be tabled.

A motion was made by Ashcraft and seconded by York to table the item.

A roll-call vote was taken:

Ashcraft – yes
Balaco-Reeder – yes
Kulupka – yes
Romero -Lizana – yes
York – no

Yes- 4, No – 1, Abstain – 0; Absent – 2

Motion carried.

d. Discussion and Possible Adoption of Revised Finances Policy

Kulupka moved and Ashcraft seconded to approve the revisions as presented.

A roll-call vote was taken:

Ashcraft – yes

Balaco-Reeder – yes
Kulupka – yes
Romero -Lizana – yes
York – no

Yes- 4, No – 1, Abstain – 0; Absent – 2

Motion carried.

e. Discussion and Possible Approval of Bylaws Revision re: Written Summations of Public Comments

A motion was made by Ashcraft and seconded by Kulupka to approve the Bylaws revision as presented.

A roll-call vote was taken:

Ashcraft – yes
Balaco-Reeder – yes
Kulupka – yes
Romero -Lizana – yes
York – no

Yes- 4, No – 1, Abstain – 0; Absent – 2

Motion carried.

f. Review and Possible Action on Closed Session Minutes

Romero-Lizana motioned and Ashcraft seconded to approve keeping the closed session minutes of May 19, 2025 and June 18, 2025 closed.

A roll-call vote was taken:

Ashcraft – yes
Balaco-Reeder – yes
Kulupka – yes
Romero -Lizana – yes
York – no

Yes- 4, No – 1, Abstain – 0; Absent – 2

Motion carried.

g. Review of Serving Our Public 4.0, Chapters 12-13

No discussion.

9. Closed Session

None.

10. Action for Items Discussed in Closed Session

None.

11. Adjournment

Ashcraft moved and Romero-Lizana seconded to adjourn the meeting.

A voice vote was taken. All were in favor. Motion carried.

The meeting adjourned at 7:40 PM.

Mississippi Valley Library District

Special Board of Trustees Meeting

Date: November 7, 2025

Time: 3:30 PM

Location: Collinsville Memorial Library, 408 West Main Street, Collinsville, IL 62234

1. **Call to Order and Roll Call**

Jeanne Lomax, President, called the meeting to order at 3:30 PM and a roll call was taken.

Present:

Jeanne Lomax, President

Ginny York, Secretary

Ian Ashcraft, Treasurer

Kathy Murphy, Trustee

Cathy Kulupka, Trustee

Also Present:

Kyla Waltermire, Executive Director

Absent:

Kelly Balaco-Reeder, Vice President

Ana Romero-Lizana, Trustee

2. **Pledge of Allegiance**

3. **Public Input**

None

4. **Trustee Comments**

Ashcraft – thanks to everyone for being able to meet on short notice.

5. **Unfinished Business**

None

6. New Business

- a. Discussion and Possible Approval of Busey Bank License Agreement Amendment for 2025-2030

A motion was made by Kulupka and seconded by Murphy to approve the Busey Bank License Agreement Amendment for 2025-2030 as presented.

A roll call vote was taken.

Ashcraft – yes

Kulupka – yes

Lomax – yes

Murphy – yes

York – yes

Yes – 5, No – 0, Abstain – 0, Absent - 2

Motion carried.

7. Closed Session

None

8. Action for Items Discussed in Closed Session

None

9. Adjournment

A motion was made was made by Murphy and seconded by Kulupka to adjourn the meeting. A voice vote was taken. All were in favor. Motion carried.

The meeting adjourned at 3:34 PM.

Senate Resolution 104 Adopted October 15, 2025

1 message

ISLServices <ISLServices@ilsos.gov>

Thu, Oct 23, 2025 at 4:26 PM

On behalf of the Secretary of State and State Librarian, Alexi Giannoulis, I would like to share with you a copy of Senate Resolution 104, adopted by the Illinois Senate on October 15, 2025. The resolution, sponsored by Senator Laura Murphy, recognizes the vital role of library trustees in operating our great public libraries across the state. It also recognizes the importance of library trustees getting the training and support needed to perform their trustee functions to the best of their abilities.

Please share this resolution with your board of trustees and also share this link to the iLEAD Trustee Training portal, iLEAD Trustee | iLEAD TRUSTEES, developed through the Illinois Heartland Library System with funding from this office.

**Greg McCormick**

Director, Illinois State Library

Secretary of State Alexi Giannoulis

Gwendolyn Brooks Building, 300 South Second St., Springfield, IL
62701

217.782.2994 (o)

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ILSOS.gov

Keep Informed! Learn more about the products and services the Secretary of State's Office provides throughout Illinois by signing up for our newsletter by clicking [here](#).

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Senate Resolution 104 104th General Assembly.pdf

656K

State of Illinois



Senate Resolution

ONE HUNDRED FOURTH GENERAL ASSEMBLY

Senate Resolution No. 104

Offered by Senator Laura M. Murphy

WHEREAS, Public libraries serve as essential community institutions that provide access to information, education, and cultural resources to all residents; and

WHEREAS, The governance and oversight of public libraries is entrusted to library trustees who play a critical role in ensuring that libraries operate efficiently, equitably, and in the best interests of the public; and

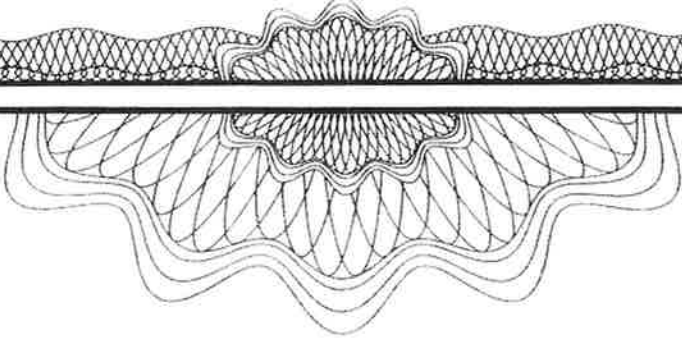
WHEREAS, Library trustees must navigate complex legal, financial, and policy matters, including issues of intellectual freedom, budgeting, and community engagement; and

WHEREAS, The Office of the Illinois Secretary of State provides training and educational resources for library trustees to enhance their knowledge of their responsibilities and the best practices in library governance; and

WHEREAS, Continuing education and training for library trustees is vital to maintaining strong and well-functioning libraries that serve the diverse needs of Illinois residents; therefore, be it

RESOLVED, BY THE SENATE OF THE ONE HUNDRED FOURTH GENERAL ASSEMBLY OF THE STATE OF ILLINOIS, that we urge all public library trustees to participate in ongoing training programs provided by the Illinois Secretary of State to strengthen their ability to effectively oversee library operations and services; and be it further

RESOLVED, That we encourage the Illinois Secretary of State to expand and enhance library trustee training opportunities, ensuring that all library board members have access to comprehensive education on governance, ethics, and policy matters; and be it further



RESOLVED, That suitable copies of this resolution be delivered to Illinois Secretary of State Alexi Giannoulas, the Illinois State Library, and all public library boards in the State of Illinois.

Adopted by the Senate, October 15, 2025.



President of the Senate



Secretary of the Senate



Report Covering October 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 library received reimbursement from JD Distributing for the FC field repairs. This matter is resolved.
- The BH porch was rebuilt from the ground to the roof. It has new support beams, new flooring, new columns, new lattice, and new railings. The ceiling was also given a fresh coat of paint.
- We are still waiting for FC's front door to be repaired. The panel was broken by the lawn maintenance crew.
- Maintenance Technician Zeke Pennington and I met with the CAVC's landscape management class to look at options for re-landscaping the Pan fountain area. I'm awaiting their designs.
- Pennington power-washed CM's front steps so that volunteer Steve York could work on repairing the iron railings. This work is underway.
- Mr. York also asked and received permission to repair the rotted wood trim next to CM's front doors.
- After an electrician repaired the circuit that it was attached to, Pennington installed a new light fixture at CM's side entrance.
- As time and other projects allow, Pennington is removing wallpaper from CM's children's floor to prepare for a painting project.
- The seating area that was moved from the reading room to the main floor elevator lobby was well received.
- Pennington installed in-line PFAS filtration systems on CM and BH sinks that are used for drinking and cooking water. We're still working on options for the drinking fountains.

Circulation and Collection Updates

- Baker & Taylor is closing operations by the end of the calendar year. The library uses their Sustainable Shelves and Rotating Reads services. I'm working with our rep on how to wind down these services.
- The re-barcoding process is finished at CM on the children's floor. The only collections left are those on the lower level.
- Staff finished registering CUSD #10 students whose parents opted them into receiving a public library card as part of school registration.

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 – The Illinois State Library has advised applicants that awarding of the grants is on hold due to their funding being impacted by the federal government shutdown.
- Walmart Spark Good Grant – I started purchasing equipment to be used with this grant project.

- 2025 iREAD Summer Reading Grant – The library was not awarded this grant.
- ACT Community Action Grant – The proposal for a solar-powered e-bike charging station, which was slightly modified based on engineering feedback, is under review.

Marketing and Promotions Updates

- Looking for gifts for the book lovers in your life? Check out the library's new online store! We have swag from shirts to stickers and will be adding more designs in the coming months. Support your library while working on your holiday gifts list by visiting <https://librarystore.myspreadshop.com/>.
- Digital resource promotions included CloudLibrary, NewBank's online newspapers, Freegal, the SHARE Mobile Library app, AtoZdatabases, Libby/Overdrive, and Kanopy.
- A social media post about all the non-books services offered by the library received a lot of positive feedback.
- Information about FC's freebies table and reading tutors (through Oasis) was shared.
- Highlighted programs included the Library Crawl, Soda Tab Creations, Writer's Group, Halloween Walk, Frightfully Fun Storytime, Alebrije Art Craft, YouTube Creators Training & Discussion Group, the Friends of the Library's book sale, Meet the Author: Erin Litteken, Family Storytime, Mola Art Craft, Drive-Thru Trunk or Treat, Teen Lock-In, and Bonfire & Lawn Games.

Meetings, Outreach, and Professional Development

- October 6 – Assistant Director Matt Harris shared information about the Talking Book and Braille Service with the Collinsville Lions Club.
- October 7 – Children's Librarian Theresa Beck gave a presentation about the library's educational programs to the Collinsville Woman's Club.
- October 14-16 – Beck and Program Coordinator Lee Friz attended the annual Illinois Library Association Conference. I led storytime and baby boogie in their absence.
- October 23 – Marketing Coordinator Terry Pierson gave away free books and information about library services at the City of Collinsville's Trunk or Treat
- CM will be a collection site for Rep. Katie Stuart's coat drive during the month of November.

Miscellaneous

- The MVLD received \$258,328.43 from the Donald R. Shaffner Trust.
- Three FOIA requests were received in October: 404 Media, SmartProcure (commercial request), and Stadford Johnson. All requests have received responses.
- Busey Bank reviewed and approved the draft license agreement amendment for 2025-2030.

Program Updates and Other Dates of Note

- The library is collecting new and gently used coats, hats, gloves, scarfs, and other "stay warm" items for its annual Coat and Toy Giveaway. Please drop off donations at either library by Wednesday, November 26 (the day before Thanksgiving). The giveaway takes place at the Fairmont City Library on Saturday,

December 6 starting at 10:30 AM and goes until 2:30 PM or until we run out of donations, whichever comes first.

- Come see the library at the annual Fairmont City tree lighting in Roselake Park on November 22! The library will be offering gingerbread house crafts for kids, and the event features other family friendly activities like pictures with Santa (reservations required), roasting marshmallows, food trucks, and caroling. Activities begin at 2:00 PM and the tree lighting takes place at 5:15 PM.
- As part of a series of activities celebrating the USA's 250th anniversary, kids and their families are invited to monthly "Yesterday's Toy Box" crafts. On Saturday, December 6 at 2:00-4:00 PM at the Collinsville Memorial Library and Wednesday, December 10 at 4:00-5:00 PM at the Fairmont City Library, we'll be making a cup-and-ball toy like those that were popular in the 1800s.
- Want to add some sparkle to your home decor? Come to a Book Bedazzling at the Fairmont City Library on Saturday, January 3, 2026 at 2:00 PM and Friday, January 9, 2026 at 4:00 PM at the Collinsville Memorial Library. Bedazzling supplies and some books will be provided; feel free to bring a book of your own if you'd like.
- 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.
- The library will be closed:
 - Thursday, November 27 and Friday, November 28 for Thanksgiving
 - Friday, December 12 for a staff training and meeting
 - Wednesday, December 24 and Thursday, December 25 for Christmas
 - Wednesday, December 31 and Thursday, January 1, 2026 for New Year's
- Check out the Library's full calendar at https://mvld.org/collinsville_calendar and https://mvld.org/fairmont_calendar.

Staff and Volunteer Updates

- Carter Venezia started training as a Level 2 Library Clerk on October 13.
- Joanna Beauchamp has changed position from Cataloger to Level 1 Library Clerk, effective October 26. I am reviewing applications from internal candidates seeking to fill the Cataloger position.
- There is still a vacant Level 2 Library Clerk position. Filling this position is on hold until the Cataloger 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

10/1/2025 12:00:00 AM - 10/31/2025 11:59:59 PM

Grand Totals

Record Counts - As of 11/12/2025 11:38 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,594,024	57,276	790,854			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	70,772	74,506	0	18,828	31	27

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
7,142	985	4,959	1,002	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,155	1,942	430		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	23	6	167	65
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	5	0	415	7
Deleted by Other	n/a	n/a	n/a	n/a

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$3,868.86	\$129.56	\$0.00	\$129.56	\$3,561.98	\$0.60
Total Outstanding Fines - As of 11/12/2025 11:38 AM					\$120,163.00

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
626	0	1,550	134

March	PROGRAM / EVENT / PROMOTION	# ATTENDED
October	Activity Packet	140
October	Coloring Pages	245
October	Children's Take and Make Crafts	125
October	Computer Handouts	40
October	Childrens activity sheets	45
October	Library Crawl Partipants	147
October	Library Crawl Visitors	553
10/1/25	Baby Boogie Storytime- Fall	47
10/1/25	Giant Board Game Day	10
10/1/25	Yoga Time!	9
10/2/25	D&D Club	9
10/3/25	Soda Can Tab Creations-teens	1
10/4/25	Meditation at the Blum House	8
10/4/25	Mental Health Talk: What is depression and what does it do?	2
10/4/25	Cross Stitching Club	3
10/4/25	Chess Club	5
10/6/25	Body Sculpting	7
10/7/25	storytime	24
10/9/25	Lego Club	4
10/11/25	Meditation at the Blum House	5
10/11/25	Yarn Club-Knitting and Crochet	4
10/11/25	Cross Stitching Club	10
10/11/25	Chess Club	2
10/13/25	Chestnut Health Services	0
10/13/25	Writing Night	5
10/14/25	Storytime - pumpkins	29
10/14/25	YouTube Creator Training & Discussion	2
10/15/25	Baby Boogie Storytime- Pumpkins	26
10/15/25	Yoga Time!	9
10/17/25	Kids Spider Web Craft	7
10/17/25	Junk Journal	3
10/18/25	Meditation at the Blum House	5
10/18/25	Mental Heath Talk: What is anxiety and what does it do?	(CANCELED)
10/18/25	Cross Stitching Club	2
10/18/25	History and Genealogy Club	5
10/18/25	Chess Club	(CANCELED)
10/18/25	Sensory Playtime	19
10/20/25	Body Sculpting	6
10/20/25	Writing Night	5
10/21/25	Morning Yoga	8
10/21/25	Storytime - Monster Mischief	23
10/21/25	YouTube Creator Training & Discussion	1
10/22/25	Baby Boogie Storytime- Monster Mischief	35
10/22/25	Metro East Every Survivor Counts	21
10/22/25	Yoga Time!	12
10/23/25	D&D Club	6
10/23/25	Epliepsy Table	CANCELED
10/23/25	Kids Sensory Play Night	19
10/25/25	Halloween Walk	300
10/25/25	Meditation at the Blum House	7

10/25/25	Cross Stitching Club	2
10/25/25	Chess Club	4
10/27/25	Body Sculpting	9
10/27/25	Chestnut Health System Table	CANCELED
10/27/25	Writing Night	5
10/28/25	Morning Yoga	8
10/28/25	Storytime - Costume/Dress up party	30
10/28/25	YouTube Creator Training & Discussion	2
10/29/25	Baby Boogie Storytime- Costume/ Dress up party	25
10/29/25	PRC: Evening Book Club	12
10/29/25	Yoga Time!	9
10/30/25	D&D Club	9
10/30/25	Frightfully Fun Family Storytime	16
TOTAL		2131

Children Ages 0-5 Synchronous in-person onsite program sessions: 258 attendance, 9 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: 415 attendance, 3 events

Children Ages 6-11 Synchronous in-person onsite program sessions: 35 attendance, 2 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: 7 attendance, 1 events

Young Adults Ages 12- 18 Synchronous in-person onsite program sessions: 11 attendance, 2 events

Young Adults Ages 12- 18 Synchronous in-person offsite program sessions: 0 attendance, 0 events

Young Adults Ages 12- 18 Synchronous virtual program sessions: 0 attendance, 0 events

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

Adults Ages 19+ Synchronous in-person onsite program sessions: 190 attendance, 31 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 sessions: 335 attendance, 7 events

General Interests Synchronous in-person offsite program sessions: 0 attendance, 0 events

General Interests Synchronous virtual program sessions: 0 attendance, 0 events

General Interests Self-Directed: 840 attendance, 3 events

Board Report November 2025

Matthew Harris – Assistant Director – Fairmont City Library Center

Outreach and education:

October 10: Meeting with Oasis Tutoring representative

October 14: Attended Latino Roundtable meeting

October 20: Attended MVLD Board Meeting

October 21: Attended virtual Per Capita webinar

October 22: Met with Collinsville Faith in Action representative

Building and Grounds:

The outside is looking great as we have two community service members pulling weeds and working on yardwork when they are here. We are still awaiting the front door glass panel to be fixed.

Programming:

The IHLS Library Crawl was eventful as there were some 79 visitors and participants this year at Fairmont City. The Drive-thru Trunk-or-Treat was another hit. The libraries theme was “Roblox” which the youth loved. We had some 130 cars and an estimated 300 make their way through the event.

Stats:

October:

Days Open: 26

Door Count: 1978

Computer Users: 230

E-Book Questions: 0

Homebound Delivery: 0

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
October	Week 1 Attendance Drawing	45
October	Library Crawl Participants	3
October	Library Crawl Visitors	79
October	Week 2 Attendance Drawing	22
October	Week 3 Attendance Drawing	30
October	Week 4 Attendance Drawing	23
10/1/25	Garden Club	3
10/2/25	Mola Art with Construction Paper - Hispanic Heritage month celebration	7
10/4/25	Soda Can Tab Creations-teens	4
10/6/25	Monday Fun-cd scratch Art	4
10/7/25	Halloween Tealight Lantern Craft-Teens and Adults	1
10/8/25	Garden Club	0
10/9/25	Alebrije Art with Paper - Hispanic Heritage month celebration	6
10/13/25	Monday Fun-Day- Letter Wrapping	0
10/14/25	Violence Prevention Center	0
10/15/25	Metro East Every Survivor Counts Table	3
10/15/25	Garden Club	5
10/15/25	Pinata Craft- Hispanic Heritage month celebration	13
10/17/25	Teen Lock in *Registration Required*	5
10/17/25	Kids Spider web Craft	0
10/18/25	Fairmont City History Club	2
10/20/25	Monday Fun-Day BINGO	2
10/21/25	Answers on Aging	0
10/24/25	Drive-thru Trunk or Treat	300
10/27/25	Monday Fun-Day - Halloween Trick or Treat Bag Decorating.	0
10/29/25	Metro East Every Survivor Counts	2
		559

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: 6 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, 1 events

Young Adults Ages 12- 18 Synchronous in-person onsite program: 9 attendance, 2 events

Young Adults Ages 12- 18 Synchronous in-person offsite program sessions: 0 attendance, 0 events

Young Adults Ages 12- 18 Synchronous virtual program sessions: 0 attendance, 0 events

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

Adults Ages 19+ Synchronous in-person onsite program: 7 attendance, 5 events

Adults Ages 19+ Synchronous in-person offsite program sessions: 0 attendance, 0 events

Adults Ages 19+ Synchronous virtual program sessions: 0 attendance, 0 events

Adults Ages 19+ Self-Directed: 0 attendance, 0 events

General Interests Synchronous in-person onsite program:	335 attendance, 9 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:	202 attendance, 6 events

Expense by Vendor Detail
Mississippi Valley Library District
October 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
A&H Mechanical Contracting				
10/30/2025	Bill	Invoice # 089012 - repaired switches & wiring to side entrance exterior light fixture	Other Expenditures:Donation Expenditures - Des.	140.00
Total for A&H Mechanical Contracting				\$140.00
Amazon Capital Services				
10/10/2025	Bill	Invoice # 1965-PPLL-Y7YC, 17RV-DMYK-PXVV	Materials:Adult Audio Visual Items	150.67
10/30/2025	Bill	Invoices # 1WGY-FFDG-C6MN, 13G7-WFK1-V1WG	Materials:Adult Audio Visual Items	238.63
10/30/2025	Bill	Invoice # 13QR-3C6K-YK43, 136D-1LMW-X1KW	Materials:Juvenile Audio Visual Items	71.80
10/30/2025	Bill	Credit Memos # 1N9F-XQFH-436K, 1G1P-NHD9-3QMJ	Materials:Adult Audio Visual Items	-11.47
Total for Amazon Capital Services				\$449.63
AMEREN ILLINOIS				
10/30/2025	Bill	FCLC gas (01149)	Utilities:Natural Gas	73.82
10/30/2025	Bill	FCLC electric (01130)	Utilities:Electricity	1,121.69
10/30/2025	Bill	CMLC gas (23000)	Utilities:Natural Gas	84.27
10/30/2025	Bill	CMLC electric (04006)	Utilities:Electricity	4,195.18
10/30/2025	Bill	CMLC outdoor parking lot light (60005)	Utilities:Electricity	33.12
10/30/2025	Bill	BH gas (83007)	Utilities:Natural Gas	68.16
10/30/2025	Bill	BH electric (10414)	Utilities:Electricity	301.63
Total for AMEREN ILLINOIS				\$5,877.87
American Express				
10/23/2025	Expense	co. clerk filings; ILLs; stamps	Supplies:Postage	430.59
10/23/2025	Expense	misc.	Supplies:Office	889.95
10/23/2025	Expense	large trash cans for BH; water filters for CM & BH sinks	Maintenance Services:Building	777.33
10/23/2025	Expense	windshield replacement	Other Expenditures:Vehicles	1,470.26
10/23/2025	Expense	monthly Zoom & GurulImporter subscriptions	Professional Services:Other Professional Services	28.99
10/23/2025	Expense	Microsoft Office licenses	Professional Services:Information Technology	1,870.00
10/23/2025	Expense	video games	Materials:Adult Audio Visual Items	555.76
10/23/2025	Expense		Utilities:Telephone/Fax	30.00
10/23/2025	Expense	phone charging blocks	Supplies:Equipment	69.74
10/23/2025	Expense	marketing supplies; ILA conference travel costs	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	119.58
10/23/2025	Expense	misc. program consumables; Halloween Walk; misc. supplies	Other Expenditures:Donation Expenditures - Des.	2,844.04
Total for American Express				\$9,086.24
Ancel Glink P.C.				
10/10/2025	Bill	September 2025 statement - Busey Bank license agreement; allowable fundraising activities; draft Finances and Social Media policies review	Professional Services:Legal Service	1,953.75
Total for Ancel Glink P.C.				\$1,953.75
Belleville Public Library				
10/30/2025	Bill	Item # 0000704328418 I Survived the Joplin Tornado	Other Expenditures:Payments to Other Libraries	5.99
Total for Belleville Public Library				\$5.99
BlueCross BlueShield of Illinois				
10/30/2025	Bill	Health Insurance 11/1/2025 - 12/1/2025	Personnel:Benefits:Health/Dental	5,398.83

Expense by Vendor Detail
Mississippi Valley Library District
October 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
			Insurance	
Total for BlueCross BlueShield of Illinois				\$5,398.83
Brian Brown				
10/10/2025	Bill	September 2025 CM/BH, FC, & Short Street mowing	Maintenance Services:Grounds	795.00
Total for Brian Brown				\$795.00

Expense by Vendor Detail
Mississippi Valley Library District
October 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Buildingstars				
10/10/2025	Bill	Invoice # 3534511 BH October 2025 cleaning	Maintenance Services:Building	225.00
Total for Buildingstars				\$225.00
Capital One				
10/10/2025	Bill	Misc. program consumables (puzzle race); Library Crawl prizes (C. Boulanger)	Other Expenditures:Donation Expenditures - Des.	106.77
10/10/2025	Bill	BH curtains & curtain rods	Maintenance Services:Building	83.59
10/30/2025	Bill	Misc. program consumables (puzzle race)	Other Expenditures:Donation Expenditures - Des.	47.73
Total for Capital One				\$238.09
Case-Halstead Library				
10/10/2025	Bill	Item # 0001900637750 Romancing the Vampire	Other Expenditures:Payments to Other Libraries	20.00
Total for Case-Halstead Library				\$20.00
Casey's General Store				
10/22/2025	Expense		Other Expenditures:Vehicles	63.20
Total for Casey's General Store				\$63.20
Center Point Large Print				
10/30/2025	Bill	Invoice # 2199778 standing order September 2025	Materials:Adult Print Materials	154.62
Total for Center Point Large Print				\$154.62
Central Citizens' Library District				
10/30/2025	Bill	Item # 361100****6055	Other Expenditures:Payments to Other Libraries	24.95
Total for Central Citizens' Library District				\$24.95
Charter Communications				
10/10/2025	Bill	CM & FC fiber internet 50 mbps September 2025 - October 2025	Professional Services:Internet Services	602.40
10/10/2025	Bill	CM elevator emergency phone line September 2025 - October 2025	Utilities:Telephone/Fax	50.00
10/30/2025	Bill	CM & FC fiber internet 50 mbps October 2025 - November 2025	Professional Services:Internet Services	666.00
10/30/2025	Bill	CM elevator emergency phone line October 2025 - November 2025	Utilities:Telephone/Fax	50.00
Total for Charter Communications				\$1,368.40
Corvus of St. Louis				
10/10/2025	Bill	Invoice # 510619005-0295 CM & FC October 2025 cleaning services	Maintenance Services:Building	2,700.00
Total for Corvus of St. Louis				\$2,700.00
Delta Dental				
10/30/2025	Bill	Dental Insurance November 2025	Personnel:Benefits:Health/Dental Insurance	266.67
Total for Delta Dental				\$266.67
Eventbrite				
10/14/2025	Expense		Other Expenditures:Miscellaneous	25.00
Total for Eventbrite				\$25.00
Fairview Heights Public Library				
10/10/2025	Bill	Item # 0001500924863 Bulletproof Soul	Other Expenditures:Payments to Other Libraries	14.95
Total for Fairview Heights Public Library				\$14.95

Expense by Vendor Detail
Mississippi Valley Library District
October 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Globe Life				
10/10/2025	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	215.10
10/30/2025	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	215.10
Total for Globe Life				\$430.20

Expense by Vendor Detail
Mississippi Valley Library District
October 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Guin Mundorf LLC				
10/10/2025	Bill	Invoice # 508059- scheduling of hearing for unit clarification petition	Professional Services:Legal Service	300.00
Total for Guin Mundorf LLC				\$300.00
Home Depot				
10/01/2025	Expense		Maintenance Services:Building	150.38
10/24/2025	Expense		Maintenance Services:Building	5.60
Total for Home Depot				\$155.98
Illinois Heartland Library System				
10/30/2025	Bill	Invoices # 2026-0693 & 2026-0766 cataloging service	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	494.00
Total for Illinois Heartland Library System				\$494.00
Illinois State Police				
10/30/2025	Bill	background checks - employees C. Mayo, M. Glover, & K. Grant and volunteers A. Hamrick and G. Jordan	Other Expenditures:Miscellaneous	70.00
Total for Illinois State Police				\$70.00
IMRF				
10/03/2025	Expense		Personnel:Benefits:IMRF	7,463.63
Total for IMRF				\$7,463.63
INGRAM LIBRARY SERVICES				
10/10/2025	Bill	Invoices # 90698028, -029, -032, -033, -034, 90761357, -360, -361, 90883373, -374, 90927180, -181, -182, -183	Materials:Adult Print Materials	583.32
10/10/2025	Bill	Invoice # 90728760, 90698030, -031, 90761356, -358, -359, -362, 90800232	Materials:Juvenile Print Items	185.19
10/30/2025	Bill	Invoices # 91097835, -838, -839, -840, -841, -842, -843, 90987687, 91267792, -793, -796, -797, 91296162, -163, -184	Materials:Adult Print Materials	573.09
10/30/2025	Bill	Invoice # 91097834, -836, -837, 91267794, -795, 91296160, -161	Materials:Juvenile Print Items	152.91
Total for INGRAM LIBRARY SERVICES				\$1,494.51
Jerseyville Public Library				
10/10/2025	Bill	Item # 0003301534016 Atomic Habits	Other Expenditures:Payments to Other Libraries	27.00
Total for Jerseyville Public Library				\$27.00
KANOPY, INC.				
10/10/2025	Bill	Invoice # 471732 - PPU for September 2025 play credits	Materials:Virtual Items	263.00
Total for KANOPY, INC.				\$263.00
Lazerware				
10/10/2025	Bill	Invoice # 7452 September 2025 services for FC	Professional Services:Information Technology	935.44
10/10/2025	Bill	Invoice # 7443 September 2025 services for CM	Professional Services:Information Technology	3,041.23
Total for Lazerware				\$3,976.67
Marion Nichols				
10/30/2025	Bill	Snowflakey Lady - paper plate mask making activity	Other Expenditures:Donation Expenditures - Des.	73.56
Total for Marion Nichols				\$73.56
MEI Total Elevator Solutions				
10/10/2025	Bill	Invoice # 1151528 October-November 2025 maintenance agreement	Maintenance Services:Building	360.00
Total for MEI Total Elevator Solutions				\$360.00

Expense by Vendor Detail

Mississippi Valley Library District

October 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Mt. Zion District Library 10/30/2025	Bill	Item # 318080****7546 Ember Falls	Other Expenditures:Payments to Other Libraries	14.00
Total for Mt. Zion District Library				\$14.00

Expense by Vendor Detail
Mississippi Valley Library District
October 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Peerless Network, Inc.				
10/30/2025	Bill	FC monthly fax fees	Utilities:Telephone/Fax	77.52
10/30/2025	Bill	CM monthly fax fees	Utilities:Telephone/Fax	152.17
Total for Peerless Network, Inc.				\$229.69
St. Louis Post Dispatch				
10/30/2025	Bill	CM subscription Thurs-Sun 10/17/2025 - 12/11/2025	Materials:Adult Print Materials	114.00
Total for St. Louis Post Dispatch				\$114.00
United States Postal Service				
10/03/2025	Expense		Supplies:Postage	30.35
10/10/2025	Expense		Supplies:Postage	34.00
Total for United States Postal Service				\$64.35
US Bank Equipment Finance				
10/30/2025	Bill	Invoice # 566736120 - for 10/10/2025 - 11/10/2025 copier leasing	Maintenance Services:Equipment	738.00
Total for US Bank Equipment Finance				\$738.00
Village of Fairmont City				
10/30/2025	Bill	FC sewer 10/1/2025 - 12/26/2025	Utilities:Water/Sewer	30.00
Total for Village of Fairmont City				\$30.00
WalMart				
10/23/2025	Expense		Other Expenditures:Donation Expenditures - Des.	9.04
10/23/2025	Expense		Other Expenditures:Donation Expenditures - Des.	4.97
10/31/2025	Expense		Other Expenditures:Donation Expenditures - Des.	23.30
10/15/2025	Expense		Other Expenditures:Donation Expenditures - Des.	74.38
Total for WalMart				\$111.69
10/10/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	415.83
10/10/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	1,777.95
10/10/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	118.72
10/10/2025	Journal Entry	Overtime	Personnel:Salaries:Full Time	31.73
10/10/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	1,168.65
10/10/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	14,030.99
10/10/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	3,977.97
10/10/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	333.74
10/10/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	2,695.40
10/10/2025	Journal Entry	Regular	Personnel:Salaries:Part time	6,024.60
10/10/2025	Journal Entry	Vacation	Personnel:Salaries:Part time	509.85
10/10/2025	Journal Entry	Invoice	Professional Services:Payroll Service	119.24
10/24/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	421.39
10/24/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	1,801.81
10/24/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	123.79
10/24/2025	Journal Entry	Overtime	Personnel:Salaries:Full Time	15.86
10/24/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	676.80
10/24/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	14,107.32
10/24/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	4,376.01

Expense by Vendor Detail
Mississippi Valley Library District
October 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
10/24/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	1,443.45
10/24/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	1,656.37
10/24/2025	Journal Entry	Regular	Personnel:Salaries:Part time	6,603.78
10/24/2025	Journal Entry	Sick	Personnel:Salaries:Part time	278.10
10/24/2025	Journal Entry	Invoice	Professional Services:Payroll Service	207.70
Total for --				\$62,917.05

Profit and Loss

Mississippi Valley Library District

October 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Charges for Services	
Fax	373.92
Printing/Copying	978.46
Total for Charges for Services	\$1,352.38
Fines & Forfeitures	
Fines	44.10
Lost or Damaged Books/Inhouse	43.93
Total for Fines & Forfeitures	\$88.03
Intergovernment Revenue	
Replacement Tax	1,218.44
Total for Intergovernment Revenue	\$1,218.44
Other Revenues	
Donations - Des & Undes	261,871.71
Interest Income	5,008.10
Miscellaneous	1,371.29
Reimbursements Other libraries	120.00
Rental Income	
Blum House Rental	775.00
Collinsville Rooms	49.50
Total for Rental Income	\$824.50
Sale of Items	433.07
Total for Other Revenues	\$269,628.67
Taxes	
Audit	1,004.85
Building Maintenance	20,433.78
FICA/Medicare	6,922.84
IMRF	3,796.38
Liability Insurance	9,156.19
Property Tax	147,391.45
Total for Taxes	\$188,705.49
Total for Income	\$460,993.01
Gross Profit	\$460,993.01
Expenses	
Maintenance Services	
Building	4,301.90
Equipment	738.00
Grounds	795.00
Total for Maintenance Services	\$5,834.90

Profit and Loss

Mississippi Valley Library District

October 2025

DISTRIBUTION ACCOUNT	TOTAL
Materials	
Adult Audio Visual Items	933.59
Adult Print Materials	1,425.03
Juvenile Audio Visual Items	71.80
Juvenile Print Items	338.10
Virtual Items	263.00
Total for Materials	\$3,031.52
Other Expenditures	
Donation Expenditures - Des.	3,323.79
Grant Expenses	
FY2025 Per Capita Grant	613.58
Total for Grant Expenses	\$613.58
Miscellaneous	95.00
Payments to Other Libraries	106.89
Vehicles	1,533.46
Total for Other Expenditures	\$5,672.72
Personnel	
Benefits	
FICA Company	4,416.98
Health/Dental Insurance	6,095.70
IL Unemployment Company	242.51
IMRF	7,463.63
Total for Benefits	\$18,218.82
Salaries	
Full Time	44,514.29
Part time	13,416.33
Total for Salaries	\$57,930.62
Total for Personnel	\$76,149.44
Professional Services	
Information Technology	5,846.67
Internet Services	1,268.40
Legal Service	2,253.75
Other Professional Services	28.99
Payroll Service	326.94
Total for Professional Services	\$9,724.75
Supplies	
Equipment	69.74
Office	889.95

Profit and Loss

Mississippi Valley Library District

October 2025

DISTRIBUTION ACCOUNT	TOTAL
Postage	494.94
Total for Supplies	\$1,454.63
Utilities	
Electricity	5,651.62
Natural Gas	226.25
Telephone/Fax	359.69
Water/Sewer	30.00
Total for Utilities	\$6,267.56
Total for Expenses	\$108,135.52
Net Operating Income	\$352,857.49
Net Other Income	
Net Income	\$352,857.49

Balance Sheet

Mississippi Valley Library District

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Checking	108,107.36
IL Funds - Audit	13,225.21
IL Funds - Building	45,119.87
IL Funds - FICA	62,322.51
IL Funds - General	825,253.85
IL Funds - Gift	281,501.27
IL Funds - IMRF	67,114.88
IL Funds - Insurance	103,414.96
IL Funds - Reserve	41,118.61
IL Funds - Working Cash	239,573.04
Suspense	0.00
Total for Bank Accounts	\$1,786,751.56
Other Current Assets	
Petty Cash	100.00
Prepaid Insurance	17,255.45
Total for Other Current Assets	\$17,355.45
Total for Current Assets	\$1,804,107.01
Other Assets	
Miscellaneous Accounts Rec.	0.00
Taxes Receivable	864,041.62
Total for Other Assets	\$864,041.62
Total for Assets	\$2,668,148.63

Balance Sheet

Mississippi Valley Library District

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,676.31
Total for Accounts Payable	\$6,676.31
Other Current Liabilities	
Accrued Sick Pay	5,253.76
Accrued Vacation	18,665.72
Accrued Wages	17,753.78
Deferred Revenue	975,284.70
Manual A/P	23,347.24
Payroll Liabilities	\$1,104.05
Direct Deposit	259.15
Fed Withhold	-208.00
Garnishment	176.18
Health/Dental Insurance	342.47
II Withhold	-807.73
IMRF - Payable	224,571.94
Liberty National	12,309.50
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	\$243,277.11
Total for Other Current Liabilities	\$1,283,582.31
Total for Current Liabilities	\$1,290,258.62
Total for Liabilities	\$1,290,258.62
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	807,581.54
Net Income	556,269.21
Total for Equity	\$1,377,890.01
Total for Liabilities and Equity	\$2,668,148.63

IL Funds - Gift

Ending Balance: \$281,389.58

Date: 7/1/2025 - 10/31/2025

Date	Ref No.	Memo	Payment	Deposit	Balance	Type	Account
10/31/2025	INTEREST	Interest Earned		363.11	281,501.27	Deposit	Other Revenues:Interest Income
10/30/2025		debit card transactions, AmEx payment, and checks pd 10/23/2025 - 10/30/2025	5,264.16		281,138.16	Transfer	Checking
10/21/2025		Donald R. Shaffner Trust	258328.43		286,402.32	Transfer	Checking
10/21/2025		\$500 Collinsville Womans Club; \$3,000 FoL	3500		28,073.89	Transfer	Checking
10/10/2025		Bills paid 10/10/2025	106.77		24,573.89	Transfer	Checking
09/30/2025		from D. Tamburello - for supplies		20	24,680.66	Transfer	Checking
09/30/2025	INTEREST	Interest Earned		87.98	24,660.66	Deposit	Other Revenues:Interest Income
09/16/2025		9/4/2025 - 9/6/2025 cash & card puzzle race payments		129	24,572.68	Transfer	Checking
09/15/2025		bills paid 9/15/2025	45.39		24,443.68	Transfer	Checking
09/09/2025		bills paid 9/4/2025	81.17		24,489.07	Transfer	Checking

09/03/2025	\$60 puzzle race registration (for programming) & \$300 from C. Boulanger (for FC)	360	24,570.24	Transfer	Checking
08/31/2025	INTEREST Interest Earned	93.37	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	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	23,996.87	Transfer	Checking
08/06/2025	remainder of FY2025 interest	126.27	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	25,431.88	Transfer	Checking
07/31/2025	INTEREST Interest Earned	102.99	25,297.43	Deposit	Other Revenues:Interest Income
07/30/2025	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	25,194.44	Transfer	Checking

07/16/2025	Treehouse 4/5/2024 & iREAD 12/15/2023 not previously transferred	559.82	27,034.49	Transfer	IL Funds - General
07/15/2025	American Express payment for 7/16/2025	79.61	27,594.31	Transfer	Checking
07/01/2025	Quarter round for play room flooring	90.24	27,673.92	Transfer	Checking

Mississippi Valley Library District

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

July - October, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Charges for Services				
Fax	1,415.58	3,500.00	-2,084.42	40.45 %
Non-resident Fees		82.00	-82.00	
Printing/Copying	3,992.37	11,450.00	-7,457.63	34.87 %
Total Charges for Services	5,407.95	15,032.00	-9,624.05	35.98 %
Fines & Forfeitures				
Fines	154.83	300.00	-145.17	51.61 %
Lost or Damaged Books/Inhouse	900.12	2,500.00	-1,599.88	36.00 %
Total Fines & Forfeitures	1,054.95	2,800.00	-1,745.05	37.68 %
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	21,035.17	45,000.00	-23,964.83	46.74 %
TIF Funds		0.00	0.00	
Total Intergovernment Revenue	87,837.67	123,735.63	-35,897.96	70.99 %
Other Revenues				
Donations - Des & Undes	262,606.02	20,000.00	242,606.02	1,313.03 %
Interest Income	18,276.91	66,200.00	-47,923.09	27.61 %
Miscellaneous	1,957.87	1,600.00	357.87	122.37 %
Property License Agreements	20.00	15,001.00	-14,981.00	0.13 %
Reimbursements Other libraries	479.34	2,900.00	-2,420.66	16.53 %
Rental Income				
Blum House Rental	3,375.10	14,000.00	-10,624.90	24.11 %
Collinsville Rooms	512.50	3,350.00	-2,837.50	15.30 %
FC Pavilion		100.00	-100.00	
FC Rooms		100.00	-100.00	
Total Rental Income	3,887.60	17,550.00	-13,662.40	22.15 %
Sale of Items	1,878.88	4,750.00	-2,871.12	39.56 %
Sale of Short Street Lot		12,000.00	-12,000.00	
Total Other Revenues	289,106.62	140,001.00	149,105.62	206.50 %
Taxes				
Audit	3,866.13	6,304.12	-2,437.99	61.33 %
Building Maintenance	78,618.55	129,529.72	-50,911.17	60.70 %
FICA/Medicare	26,635.51	43,842.52	-17,207.01	60.75 %
IMRF	14,606.48	24,126.16	-9,519.68	60.54 %
Liability Insurance	35,228.21	58,058.75	-22,830.54	60.68 %

Mississippi Valley Library District

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

July - October, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Property Tax	567,085.51	934,647.06	-367,561.55	60.67 %
Total Taxes	726,040.39	1,196,508.33	-470,467.94	60.68 %
Total Income	\$1,109,447.58	\$1,478,076.96	\$ -368,629.38	75.06 %
GROSS PROFIT	\$1,109,447.58	\$1,478,076.96	\$ -368,629.38	75.06 %
Expenses				
Maintenance Services				
Building	33,966.62	130,000.00	-96,033.38	26.13 %
Elevator Repairs/ Modernization	39,382.46	25,000.00	14,382.46	157.53 %
Equipment	7,868.59	11,000.00	-3,131.41	71.53 %
Grounds	5,733.48	14,000.00	-8,266.52	40.95 %
Total Maintenance Services	86,951.15	180,000.00	-93,048.85	48.31 %
Materials				
Adult Audio Visual Items	3,029.58	11,000.00	-7,970.42	27.54 %
Adult Print Materials	7,134.12	27,000.00	-19,865.88	26.42 %
Juvenile Audio Visual Items	487.58	1,700.00	-1,212.42	28.68 %
Juvenile Print Items	1,266.32	4,500.00	-3,233.68	28.14 %
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	6,707.69	10,000.00	-3,292.31	67.08 %
Total Materials	28,098.28	65,450.00	-37,351.72	42.93 %
Other Expenditures				
Donation Expenditures - Des.	6,518.44	24,000.00	-17,481.56	27.16 %
Grant Expenses				
FY2025 Per Capita Grant	27,071.58	48,794.48	-21,722.90	55.48 %
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	28,460.20	60,312.48	-31,852.28	47.19 %
Liability & Building Insurance		31,000.00	-31,000.00	
Miscellaneous	380.83	4,500.00	-4,119.17	8.46 %
Payments to Other Libraries	470.55	1,000.00	-529.45	47.06 %
Programming	206.23	7,000.00	-6,793.77	2.95 %
Vehicles	2,743.52	3,000.00	-256.48	91.45 %
Total Other Expenditures	38,779.77	130,812.48	-92,032.71	29.65 %
Personnel				
Benefits				
FICA Company	19,154.99	59,500.00	-40,345.01	32.19 %
Health/Dental Insurance	25,626.00	80,000.00	-54,374.00	32.03 %
IL Unemployment Company	1,033.93	12,000.00	-10,966.07	8.62 %
IMRF	33,245.95	101,000.00	-67,754.05	32.92 %
Total Benefits	79,060.87	252,500.00	-173,439.13	31.31 %
Salaries				

Mississippi Valley Library District

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

July - October, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Full Time	198,092.71	555,000.00	-356,907.29	35.69 %
Part time	53,358.02	196,000.00	-142,641.98	27.22 %
Total Salaries	251,450.73	751,000.00	-499,549.27	33.48 %
Total Personnel	330,511.60	1,003,500.00	-672,988.40	32.94 %
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	18,072.32	60,000.00	-41,927.68	30.12 %
Internet Services	2,812.40	10,000.00	-7,187.60	28.12 %
Legal Service	6,843.75	30,000.00	-23,156.25	22.81 %
Other Professional Services	1,517.85	7,000.00	-5,482.15	21.68 %
Payroll Service	1,392.83	5,000.00	-3,607.17	27.86 %
Publishing	398.40	2,000.00	-1,601.60	19.92 %
Total Professional Services	31,037.55	122,800.00	-91,762.45	25.27 %
Supplies				
Equipment	1,656.42	10,000.00	-8,343.58	16.56 %
Office	5,958.90	12,000.00	-6,041.10	49.66 %
Postage	1,082.08	3,900.00	-2,817.92	27.75 %
Total Supplies	8,697.40	25,900.00	-17,202.60	33.58 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Utilities				
Electricity	25,582.12	50,000.00	-24,417.88	51.16 %
Natural Gas	1,054.07	9,000.00	-7,945.93	11.71 %
Telephone/Fax	1,270.66	4,000.00	-2,729.34	31.77 %
Water/Sewer	845.77	4,500.00	-3,654.23	18.79 %
Total Utilities	28,752.62	67,500.00	-38,747.38	42.60 %
Total Expenses	\$553,178.37	\$1,598,962.48	\$ -1,045,784.11	34.60 %
NET OPERATING INCOME	\$556,269.21	\$ -120,885.52	\$677,154.73	-460.16 %
NET INCOME	\$556,269.21	\$ -120,885.52	\$677,154.73	-460.16 %

Mississippi Valley Library District

Profit and Loss Comparison

July - October, 2025

	TOTAL			
	JUL - OCT, 2025	JUL - OCT, 2024 (PP)	CHANGE	% CHANGE
Income				
Charges for Services				
Fax	1,415.58	1,246.89	168.69	13.53 %
Printing/Copying	3,992.37	3,553.76	438.61	12.34 %
Total Charges for Services	5,407.95	4,800.65	607.30	12.65 %
Fines & Forfeitures				
Fines	154.83	85.01	69.82	82.13 %
Lost or Damaged Books/Inhouse	900.12	921.18	-21.06	-2.29 %
Total Fines & Forfeitures	1,054.95	1,006.19	48.76	4.85 %
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	0.00	0.00 %
Total Grants	52,717.63	52,224.18	493.45	0.94 %
Replacement Tax	21,035.17	23,921.24	-2,886.07	-12.06 %
Total Intergovernment Revenue	87,837.67	81,081.68	6,755.99	8.33 %
Other Revenues				
COBRA Reimbursements		5,414.76	-5,414.76	-100.00 %
Donations - Des & Undes	262,606.02	2,899.18	259,706.84	8,957.94 %
Interest Income	18,276.91	25,154.92	-6,878.01	-27.34 %
Miscellaneous	1,957.87	349.55	1,608.32	460.11 %
Property License Agreements	20.00		20.00	
Reimbursements Other libraries	479.34	629.67	-150.33	-23.87 %
Rental Income				
Blum House Rental	3,375.10	4,877.75	-1,502.65	-30.81 %
Collinsville Rooms	512.50	1,000.00	-487.50	-48.75 %
Total Rental Income	3,887.60	5,877.75	-1,990.15	-33.86 %
Sale of Items	1,878.88	1,482.70	396.18	26.72 %
Sale of Vehicle		4,409.33	-4,409.33	-100.00 %
Total Other Revenues	289,106.62	46,217.86	242,888.76	525.53 %

Mississippi Valley Library District

Profit and Loss Comparison

July - October, 2025

	TOTAL			
	JUL - OCT, 2025	JUL - OCT, 2024 (PP)	CHANGE	% CHANGE
Taxes				
Audit	3,866.13	5,835.41	-1,969.28	-33.75 %
Building Maintenance	78,618.55	90,449.38	-11,830.83	-13.08 %
FICA/Medicare	26,635.51	43,279.28	-16,643.77	-38.46 %
IMRF	14,606.48	43,765.63	-29,159.15	-66.63 %
Liability Insurance	35,228.21	61,758.03	-26,529.82	-42.96 %
Property Tax	567,085.51	658,917.96	-91,832.45	-13.94 %
Total Taxes	726,040.39	904,005.69	-177,965.30	-19.69 %
Total Income	\$1,109,447.58	\$1,037,112.07	\$72,335.51	6.97 %
GROSS PROFIT	\$1,109,447.58	\$1,037,112.07	\$72,335.51	6.97 %
Expenses				
Maintenance Services				
Building	33,966.62	47,724.22	-13,757.60	-28.83 %
Elevator Repairs/ Modernization	39,382.46		39,382.46	
Equipment	7,868.59	3,812.34	4,056.25	106.40 %
Grounds	5,733.48	7,566.89	-1,833.41	-24.23 %
Total Maintenance Services	86,951.15	59,103.45	27,847.70	47.12 %
Materials				
Adult Audio Visual Items	3,029.58	2,767.92	261.66	9.45 %
Adult Print Materials	7,134.12	8,876.03	-1,741.91	-19.62 %
Juvenile Audio Visual Items	487.58	336.52	151.06	44.89 %
Juvenile Print Items	1,266.32	1,388.58	-122.26	-8.80 %
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	6,707.69	6,591.97	115.72	1.76 %
Total Materials	28,098.28	22,923.01	5,175.27	22.58 %
Other Expenditures				
Donation Expenditures - Des.	6,518.44	1,117.72	5,400.72	483.19 %
Grant Expenses				
FY2024 Per Capita Grant		26,806.98	-26,806.98	-100.00 %
FY2025 Per Capita Grant	27,071.58		27,071.58	
FY2025 PNG Grant	1,388.62	1,430.25	-41.63	-2.91 %
Other Grants		420.00	-420.00	-100.00 %
Total Grant Expenses	28,460.20	28,657.23	-197.03	-0.69 %
Liability & Building Insurance		274.00	-274.00	-100.00 %
Miscellaneous	380.83	922.53	-541.70	-58.72 %
Payments to Other Libraries	470.55	198.89	271.66	136.59 %
Programming	206.23	2,224.99	-2,018.76	-90.73 %
Vehicles	2,743.52	1,032.35	1,711.17	165.75 %
Total Other Expenditures	38,779.77	34,427.71	4,352.06	12.64 %

Mississippi Valley Library District

Profit and Loss Comparison

July - October, 2025

	TOTAL			
	JUL - OCT, 2025	JUL - OCT, 2024 (PP)	CHANGE	% CHANGE
Personnel				
Benefits				
FICA Company	19,154.99	18,139.87	1,015.12	5.60 %
Health/Dental Insurance	25,626.00	33,097.64	-7,471.64	-22.57 %
IL Unemployment Company	1,033.93	1,252.94	-219.01	-17.48 %
IMRF	33,245.95	26,825.33	6,420.62	23.93 %
Total Benefits	79,060.87	79,315.78	-254.91	-0.32 %
Salaries				
Full Time	198,092.71	186,480.88	11,611.83	6.23 %
Part time	53,358.02	51,687.12	1,670.90	3.23 %
Total Salaries	251,450.73	238,168.00	13,282.73	5.58 %
Total Personnel	330,511.60	317,483.78	13,027.82	4.10 %
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	18,072.32	16,172.16	1,900.16	11.75 %
Internet Services	2,812.40	3,088.00	-275.60	-8.92 %
Legal Service	6,843.75		6,843.75	
Other Professional Services	1,517.85	206.75	1,311.10	634.15 %
Payroll Service	1,392.83	1,744.31	-351.48	-20.15 %
Publishing	398.40	1,332.35	-933.95	-70.10 %
Total Professional Services	31,037.55	22,543.57	8,493.98	37.68 %
Supplies				
Equipment	1,656.42	1,685.63	-29.21	-1.73 %
Office	5,958.90	2,918.67	3,040.23	104.16 %
Postage	1,082.08	1,083.55	-1.47	-0.14 %
Total Supplies	8,697.40	5,687.85	3,009.55	52.91 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Utilities				
Electricity	25,582.12	21,310.79	4,271.33	20.04 %
Natural Gas	1,054.07	730.60	323.47	44.27 %
Telephone/Fax	1,270.66	1,227.58	43.08	3.51 %
Water/Sewer	845.77	1,745.32	-899.55	-51.54 %
Total Utilities	28,752.62	25,014.29	3,738.33	14.94 %
Total Expenses	\$553,178.37	\$487,680.33	\$65,498.04	13.43 %
NET OPERATING INCOME	\$556,269.21	\$549,431.74	\$6,837.47	1.24 %
NET INCOME	\$556,269.21	\$549,431.74	\$6,837.47	1.24 %



ORDINANCE NO. 26-03
FY2026 TAX LEVY

AN ORDINANCE LEVYING AND ASSESSING MUNICIPAL 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

WHEREAS, the President and the Board of Trustees of the Mississippi Valley Library District, in the Counties of Madison and St. Clair, State of Illinois, did on the 15th day of September, 2025 pass the Annual Budget and Appropriation Ordinance (Ordinance No. 26-01) for said Library District for the fiscal year commencing on July 1, 2025 and ending June 30, 2026; and

WHEREAS, said Annual Budget and Appropriation Ordinance was duly published as provided by law after its passage;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE MISSISSIPPI VALLEY LIBRARY DISTRICT, IN THE COUNTIES OF MADISON AND ST. CLAIR, STATE OF ILLINOIS, as follows:

Section 1: That the total sum of ONE MILLION, TWO HUNDRED FIFTY-FIVE THOUSAND, SEVEN HUNDRED SIXTEEN DOLLARS (\$1,255,716), composed as follows: The sum of EIGHT HUNDRED FIFTY-FOUR THOUSAND, ONE HUNDRED NINE DOLLARS (\$854,109), being the amount deemed required for the necessary corporate purposes of the Mississippi Valley Library District, Madison and St. Clair Counties, Illinois; the sum of FORTY-FIVE THOUSAND DOLLARS (\$45,000), being required for the payment of employer contributions of the Mississippi Valley Library District to the Social Security Fund; the sum of FIFTY-FIVE THOUSAND DOLLARS (\$55,000), being required for payment of employer contributions of the Mississippi Valley Library District to the Illinois Municipal Retirement Fund; the sum of SIX THOUSAND DOLLARS (\$6,000), being required for the payment of the professional opinion of an accountant and other auditing expenses from an Audit Fund; the sum of ONE HUNDRED FORTY-EIGHT

THOUSAND DOLLARS (\$148,000) for the purpose of payments of premiums due for the purchase of liability insurance, worker's compensation and unemployment insurance, property damage (fire) insurance, expenditures for risk management, and legal fees for defending or otherwise protecting itself against liability from a Liability Fund; the sum of ONE HUNDRED FORTY-SEVEN THOUSAND, SIX HUNDRED SEVEN DOLLARS (\$147,607), being required for the maintenance, repairs and alterations of library buildings and equipment from a Maintenance Fund, be and the same is hereby levied and assessed upon and against all taxable property within this Library District according to the full fair value as established and ascertained for State and County purposes for the fiscal year beginning July 1, 2025 and ending June 30, 2026 and the Board of Trustees of the Mississippi Valley Library District having on the 15th day of September, 2025 duly passed and adopted the Annual Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2025 and ending June 30, 2026 and said Ordinance having been duly published in a newspaper of general circulation within this Public Library District, this Board finds that the specific purposes and the specific amounts provided for in said Annual Budget and Appropriation Ordinance, a copy of which is attached hereto and by this reference made a part hereof, are required to be levied for the necessary purposes of the Mississippi Valley Library District.

Section 2: The Secretary of the Board of Trustees of the Mississippi Valley Library District is hereby directed to file a duly certified copy of this Ordinance with the County Clerks of Madison and St. Clair Counties, Illinois, in accordance with the laws of the State of Illinois, on or before the last Tuesday of December 2025; and said County Clerks are hereby authorized and directed to extend the said tax so levied by this Ordinance according to law, against all taxable property within the Mississippi Valley Library District. The Secretary of the Mississippi Valley Library District shall also file on or before the last Tuesday of December 2025, duly certified copies of the Annual Budget and Appropriation Ordinance and this Ordinance with the Mississippi Valley Library District where they shall be available for public inspection as provided by law.

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the Board of Trustees of the Mississippi Valley Library District and approved by the President thereof this 17th day of November, 2025.

President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees



ADVANCED
RENEWABLE
CONCEPTS

Solar Proposal

For



Mississippi Valley Library District

408 West Main St., Collinsville, IL 62234

4444 Collinsville Rd., Fairmont City, IL 62201

September 12, 2025

Erik Schultz – Energy Advisor
Advanced Renewable Concepts, ARC
201 Hughes Lane, St. Charles, MO 63301
314-499-6725
eschultz@joinarc.io
www.joinarc.io



ADVANCED
RENEWABLE
CONCEPTS

THANK YOU

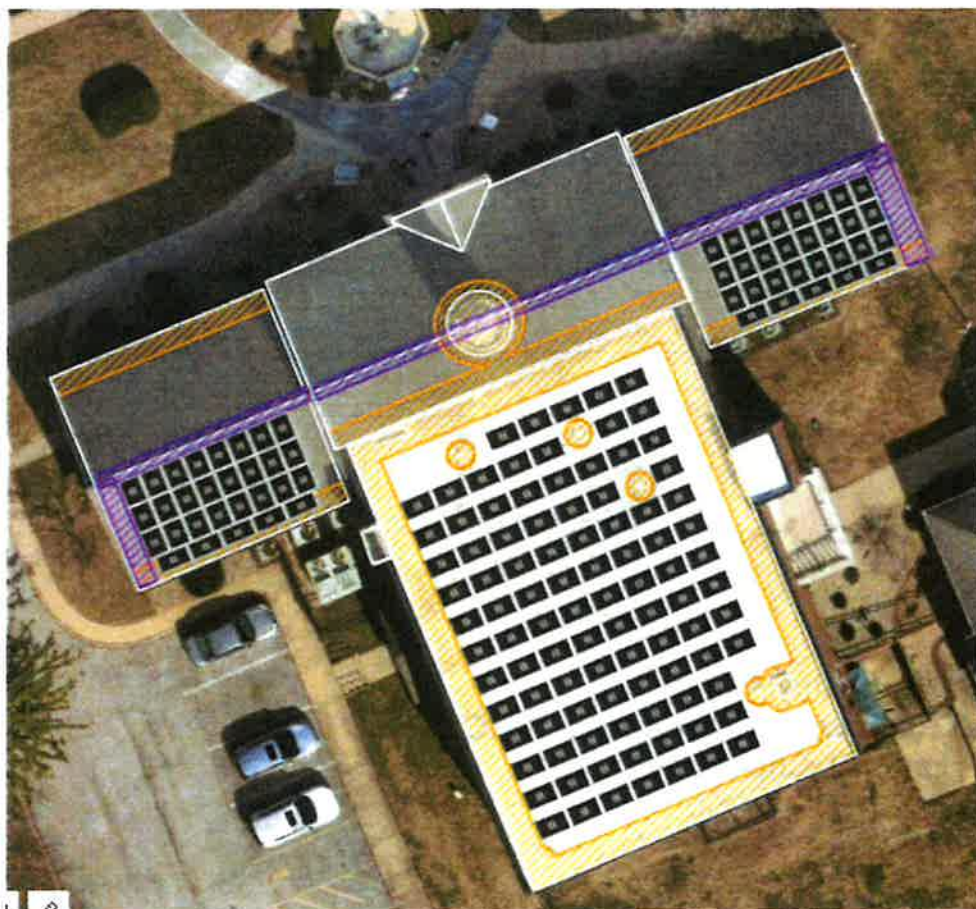
Thank you for your time and attention to this solar evaluation.

Advanced Renewable Concepts (ARC) is providing this solution utilizing the Illinois Solar for All (ILSFA) and other incentive programs. This summary includes system, production, warranty, process and pricing information. Please review and feel free to call with questions.

SOLAR SOLUTION – 408 W Main St., Collinsville, IL 62234

66.22 kW Roof Mount Solar System

1. 154 Jinko 430N BLK/BLK Panels or similar to maximize roof production
2. **Performance Monitoring**
3. Grid-Tied Configuration – 3 Phase
4. Engineering, permitting, all parts, **standard racking**, switches, conduit and installation needed to install a code compliant system
5. 15-year ARC Warranty – All Parts, Labor, Production, Monitoring and Penetrations
6. 25-year manufactures warranty



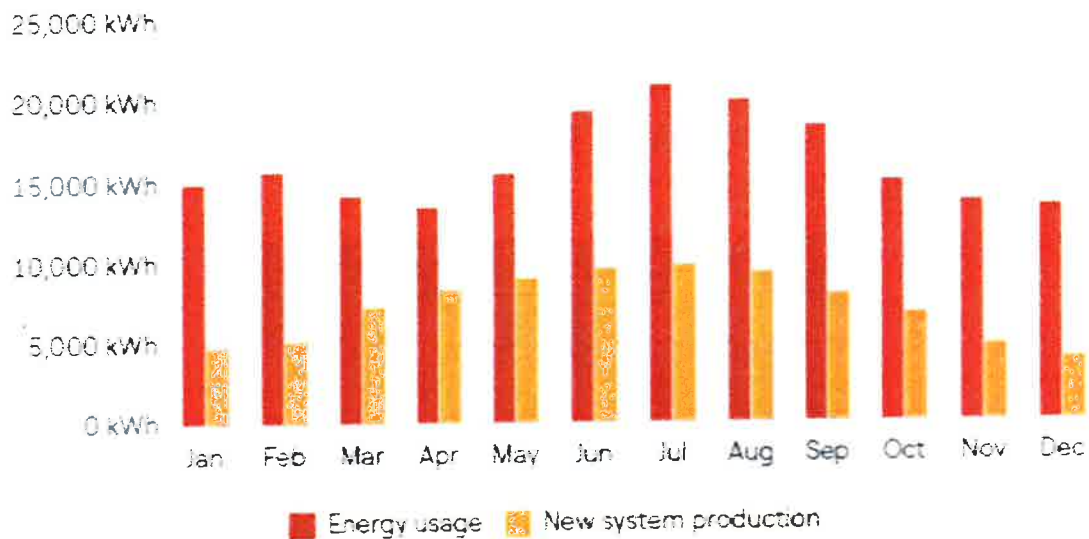
ENERGY PRODUCTION – 408 W Main St., Collinsville, IL 62234

194,480 kWh/yr *Estimated Historic Energy Use – last 12 months*

86,300 kWh/yr *Estimated Solar Energy Production – from Aurora design tool*

44 % *Energy Offset – roof size is a limitation*

Production vs. Consumption



ALTERNITIVE SOLAR SOLUTION

408 W Main St., Collinsville, IL 62234

This is a possible solution if it is determined that mounting to the synthetic slate is not a good idea. A site survey is required to review structure and mounting options.

41.28 kW Roof Mount Solar System

1. 96 Jinko 430N BLK/BLK Panels or similar to maximize roof production
2. **Performance Monitoring**
3. Grid-Tied Configuration – 3 Phase
4. Engineering, permitting, all parts, standard racking, switches, conduit and installation needed to install a code compliant system
5. 15-year ARC Warranty – All Parts, Labor, Production, Monitoring and Penetrations
6. 25-year manufactures warranty

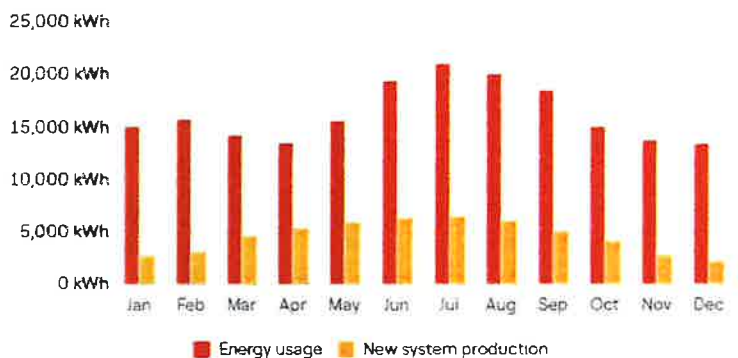


ENERGY PRODUCTION

194,480 kWh/yr - *Estimated Historic Energy Use*
– last 12 months

54,335 kWh/yr - *Estimated Solar Energy*
Production – *from Aurora design tool*

28 % - Energy Offset – *roof size is a limitation*



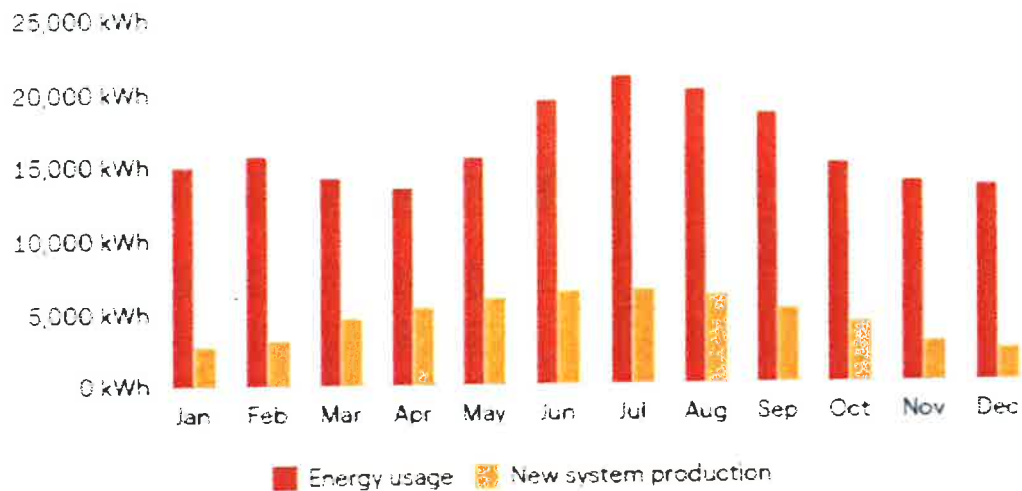
ENERGY PRODUCTION – 408 W Main St., Collinsville, IL 62234

194,480 kWh/yr *Estimated Historic Energy Use – last 12 months*

54,335 kWh/yr *Estimated Solar Energy Production – from Aurora design tool*

28 % *Energy Offset – roof size is a limitation*

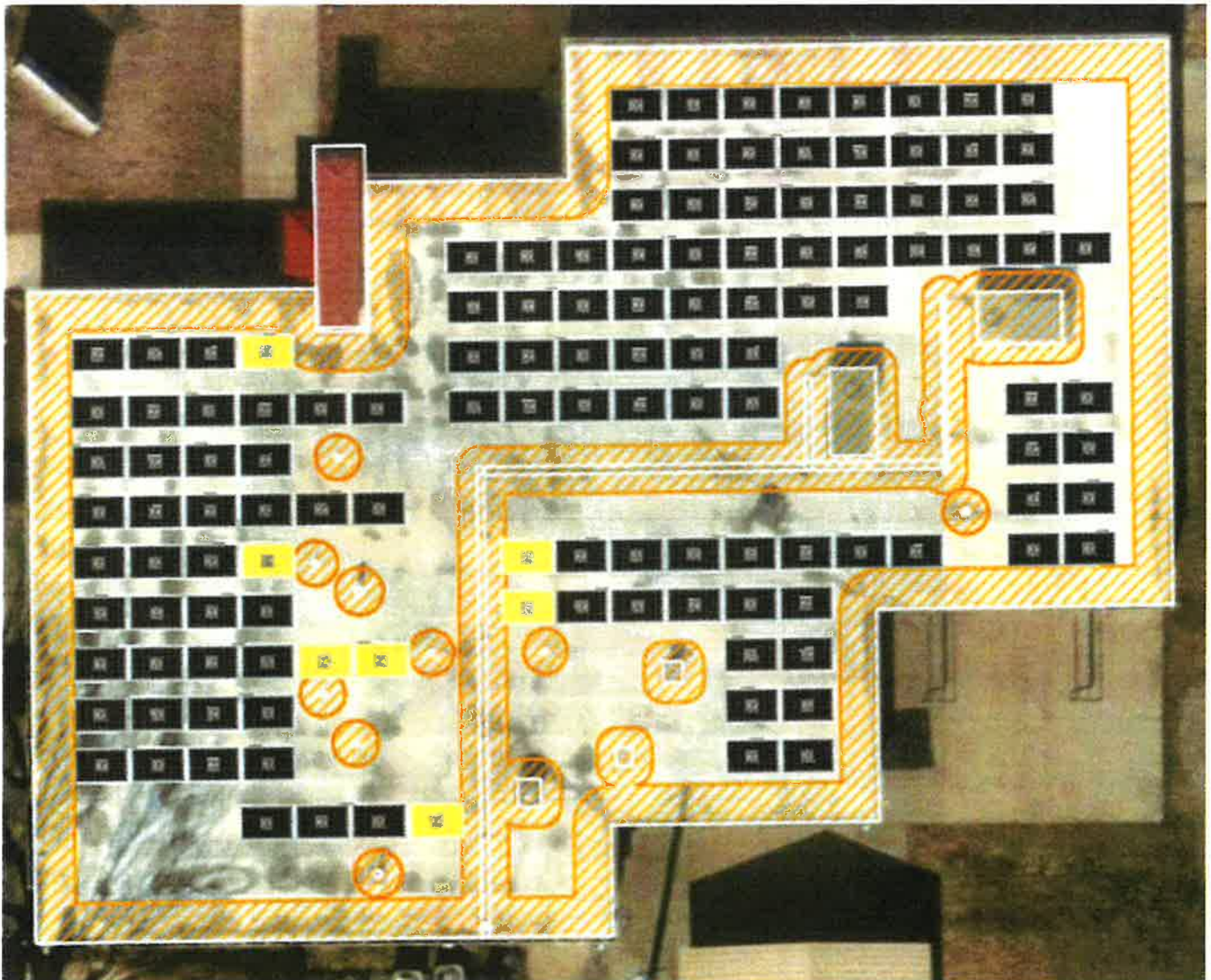
Production vs. Consumption



SOLAR SOLUTION – 4444 Collinsville Rd., Fairmont City, IL 62201

55.90 kW Roof Mount Solar System

1. 130 Jinko 430N BLK/BLK Panels or similar to maximize roof production
2. **Performance Monitoring**
3. Grid-Tied Configuration
4. Engineering, permitting, all parts, **standard racking**, switches, conduit and installation needed to install a code compliant system
5. 15-year ARC Warranty – All Parts, Labor, Production, Monitoring and Penetrations
6. 25-year manufactures warranty



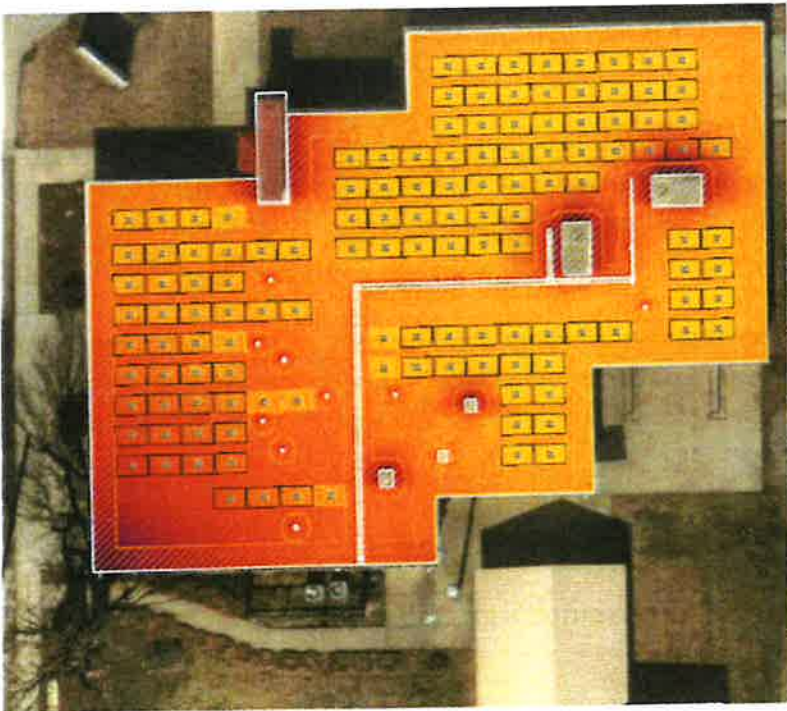
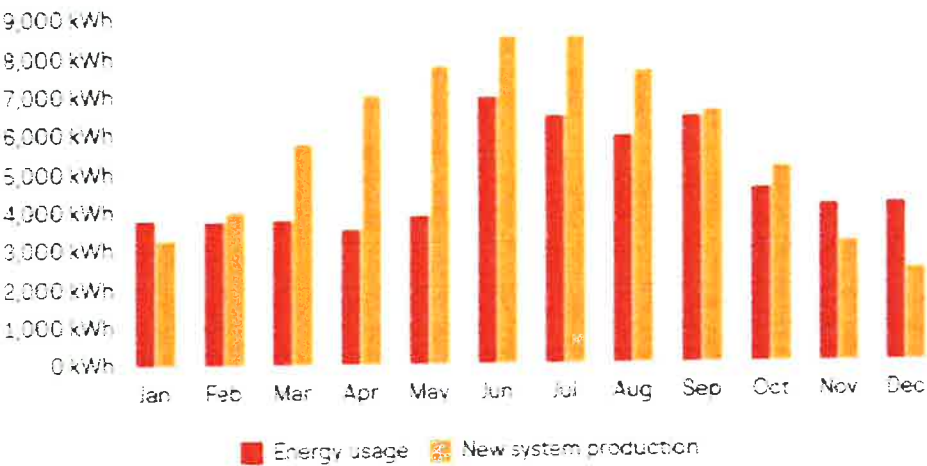
ENERGY PRODUCTION – 4444 Collinsville Rd, Fairmont City, IL

57,131 kWh/yr *Estimated Historic Energy Use – last 12 months*

69,509 kWh/yr *Estimated Solar Energy Production – from Aurora design tool*

122 % *Energy Offset – roof size is a limitation*

Production vs. Consumption



FINANCIAL CONSIDERATIONS

Advanced Renewable Concepts (ARC) is providing this solar solution utilizing the Illinois Solar for All (ILSFA) and other incentive programs.

\$0.00 – Cost per Project

As proposed, the incentives received will cover the cost of the project. When this happens, ARC does not bill the customer.

The Advanced Renewable Concept's (ARC) 15-year Power Purchase Agreement (PPA) is unique and does not follow industry standard expectations. The PPA financial model allows ARC to accumulate all available incentives into a single transaction to minimize customer investment and simplify project budgeting. The customer maintains 100% of the benefit of the energy produced.

***A 15-year agreement minimizes customer commitment and maximizes flexibility.

Monthly Payment	\$0.00
Number of Payments	0
Upfront Costs	\$0.00
Cost / kWh Produced	\$0.00
Access to Energy Produced	100%

Disclaimers

Pricing is based on standard installation expectations. ARC will determine if there is any deviation required and additional costs after the site survey. We have identified the following list of initial concerns to give special attention during the site survey. Additional items may be found during the site survey. All amounts will be disclosed and agreed upon before moving the project forward.

1. Standard pitched and ballasted flat roof racking is included. If the synthetic slate roofing and roof structure requires specialized racking at additional cost, this cost will need to be passed onto the customer. An additional option for 408 W Main was provided that avoids the synthetic slate roofing.
2. The electrical interconnections need review
3. Ground Mounts – If it determined a ground mount system is preferred, there are additional costs

NET METERING – Ameren IL

Net metering allows customers to send excess solar energy to the grid in exchange for energy credits to be used later. Ameren IL net metering currently provides a SUPPLY kilowatt credit for each kilowatt provided (1:1 Supply Only). Net metering terms and credit amounts could change over time.

Website link & details:

<https://www.ameren.com/illinois/residential/supply-choice/renewables/solar>

Estimated Savings

Option 1	<u>Supply Size</u>	<u>Consumption</u>	<u>Production</u>	<u>Year 1 Savings</u>	<u>15-Year Savings</u>
408 W Main St.	66.22 kW	194,480	86,298	\$11,818.51	\$236,648.99
4444 Collinsville Rd.	55.90 kW	57,131	69,508	\$6,822.09	\$136,602.72
Totals				\$18,640.60	\$373,251.71

Option 2 - Flat Only	<u>Supply Size</u>	<u>Consumption</u>	<u>Production</u>	<u>Year 1 Savings</u>	<u>15-Year Savings</u>
408 W Main St.	41.28 kW	194,480	54,335	\$7,441.18	\$148,999.08
4444 Collinsville Rd.	55.90 kW	57,131	69,508	\$6,822.09	\$136,602.72
Totals				\$14,263.27	\$285,601.80

Savings are based on a 4% energy supply cost escalator.

PROCESS

The typical approval and installation process takes 45-120 days. ARC will do the work and documentation needed to process the order. However, the customer needs to review and approve the documents. A Project Manager (PM) will be assigned to assist with the installation process.

1. Discovery Process & Site Surveys
2. Review & approve the ARC solution
3. Contracting
4. ILSFA Part 1 Submission
5. Local permitting
6. Utility Net-Metering agreement
7. Installation
8. Local inspection
9. Utility inspection & activation

Thank you,

Erik Schultz – Energy Advisor
Advanced Renewable Concepts, ARC
201 Hughes Lane, St. Charles, MO 63301
314-499-6725
eschultz@joinarc.io
www.joinarc.io



4. FACILITIES

4.1 Exhibits and Displays

The exhibit and display spaces of the Library are first and foremost a Library resource to be utilized in the fulfillment of the Library's mission. When not being utilized for Library purposes, exhibit and display spaces may be used to highlight collections owned by community members or organizations. Exhibits or displays that interfere with Library operations will not be permitted. Exhibits or displays will not promote commercial endeavors unless the endeavor is specifically related to the Library's goals.

All permanent or semi-permanent exhibits and displays will be approved by the Board of Trustees. Temporary displays (up to two months' duration) may be placed on exhibit at the discretion of the Executive Director or Assistant Director.

All materials displayed in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and Board of Trustees do not assume responsibility for damage or loss suffered on its premises, nor for the cost of insurance coverage. Such costs, losses, damages, etc. are understood to be the responsibility of the organization or individual providing the exhibit or display. A signed statement of insurance coverage or, if it is uninsured, a statement releasing the Library from responsibility should be provided when the display is established.

Reviewed and Approved, 3/19/2018

4.2 Community Bulletin Boards and Brochure Racks

Community bulletin boards and brochure racks are located in both Library Centers. Because space may become limited, the following guidance will be enforced:

- Dated materials will be removed within the week following the listed date. Materials without a date will be removed after three months, with Library staff placing the date of posting on the material for reference.
- Petitions and electioneering materials will not be allowed.

Reviewed and Approved, 3/19/2018

4.3 Meeting Spaces

The meeting spaces of the Library are a resource to be utilized in the fulfillment of the Library's mission and for the community's educational and entertainment needs. Permission to use the facility is revocable and does not constitute a lease. The Library reserves the right to deny applications for use based on availability of space, availability of Library staff, frequency of use, or as further outlined in this policy.

Reviewed and Approved, 3/19/2018. Revised 9/15/2025.

4.3.1 Availability

- Library programming has priority, and the Library reserves the right to cancel or relocate any previously scheduled meeting.
- Available rental spaces are the Community Room, Programming Resource Center, and Blum House in Collinsville and the Pavilion, Community Room, and Meeting Rooms in Fairmont City. Occasionally other spaces may be rented or reserved on a case-by-case basis as approved by the Assistant Director or Executive Director.

- Maximum capacity for each space is as follows:
 - Collinsville Programming Resource Center - 73 occupants with tables and chairs; 155 occupants with chair seating
 - Collinsville Community Room - 115 occupants with tables and chairs; 245 occupants with chair seating
 - Collinsville Blum House - 42 occupants for tables and chairs; 104 occupants for chair seating (occupancies are combined totals for the main floor - individual rooms' occupancies are posted in the kitchen)
 - Fairmont City Community Room - TBD
 - Fairmont City Meeting Rooms - TBD
 - Fairmont City Pavilion – 150 occupants
 - Although maximum capacities as determined by local fire authorities will be observed, recommended capacities will be determined by the Library based on criteria including but not limited to room setup and the comfort of the attendees.
- Booking of a meeting space will be on a first come, first served basis.
- Permission to use a Library meeting space does not imply Library endorsement of the aims, policies, or activities of any individual, group, or organization. Advertisements or announcements implying such endorsement are not permitted.
- Rentals that open attendance to the public must include the following wording on all advertisements, promotional materials, social media posts, and other similar promotions: "While open to the public, this event is a private rental. The Mississippi Valley Library District does not endorse the aims, policies, or activities of any individual, group, or organization renting space in the Library."
- The Library will not be the phone contact for the event or activity. The library's name, address, telephone number, or URL may not be used as the address or headquarters for any group using the library.
- Solicitation, admission or other charges, money raising activities, and/or sales are not allowed. This guideline is waived for all Library related programs or Library fundraising activities.
- Standing reservations for groups may be made for up to a one year period. It is the responsibility of the group to re-apply at the end of this time.
- Meeting space requests need to be submitted to and approved by the Assistant Director, Circulation Supervisor, or Blum House Manager at least one week prior to the activity.
- Meeting space may be provided for groups of children that are supervised by adults at the ratio of one adult for every seven children. Groups with members under the age of 18 must have an adult sponsor in attendance at all times during their meetings.
- Rentals for private gatherings will be charged a fee as set by the Executive Director.
- Public information meetings are to be open to the public and free of charge for attendees. No fee shall be charged or donation solicited as a condition of entry.

Reviewed and Approved, 3/19/2018. Revised 7/17/2023.

4.3.2 Scheduling and Payment

Reservations are to be made in writing on the appropriate rental application and returned to the Assistant Director, Circulation Supervisor, or Blum House Manager. Reservations will be confirmed upon receipt of the completed rental application and payment in full of any applicable fees. All effort will be made by the applicant to complete registration and pay fees in full no later than one week prior to the event; otherwise the Library reserves the right to deny the request. If an event is canceled by the requestor, the Library is to be notified no later than 48 hours prior to the scheduled event for a full refund. The Library will retain half the rental fee for notice given less than 48 hours in advance. The Library will refund the fees in full if the Library initiates the cancellation and a suitable alternative date or time cannot be arranged.

4.3.3 General Rules for Use of Meeting Spaces

- Meeting spaces must be left in neat, clean, orderly condition with all chairs, tables and equipment returned to their original position.
- Arrangements need to be made to use Library equipment. Library staff will assist with setup of the equipment as available.
- The Library does not provide service to carry supplies, provide refreshments, or provide office supplies or photocopies. All groups must provide their own support for preparation and cleanup. Groups may not store supplies on Library property without the permission of the Assistant Director or Executive Director.
- It is not permissible to affix or adhere anything to the walls, doors, windows, or other surfaces in a manner that inhibits the safety and security of Library facilities.
- The use of firearms or hazardous materials is not permitted at any time.
- Use of tobacco or vaping products inside Library facilities or within 15 feet of any entrance is not permitted at any time.
- Use or possession of alcohol is not allowed unless otherwise specified below.
- Use or possession of illegal substances is not allowed.
- No event shall last later than the Library's closing time unless by special permission.
- No group may reassign a reserved time to another group.
- It is the responsibility of the applicant to give public notice that signing (sign language) will be made available upon reasonable request if the meeting is open to the public. It is the responsibility of the applicant to provide a qualified interpreter. It is the responsibility of the applicant to advise Library staff of any other special needs arrangements.
- Meetings, programs, or events may not disrupt Library operations, patrons, or staff. The Library reserves the right to terminate meetings, programs, and events that disrupt or interfere with normal Library operations.
- Group members bringing children to the Library are responsible for the supervision of their children attending the meeting and using the Library during the meeting.
- Groups that hold children's programs are responsible for the care of the participating children and their siblings before, during, and after the programs. Group supervisors must stay until all children have been picked up by their parents.
- Group members using the Library's equipment must leave all equipment in the condition in which it was found, including but not limited to stacking and rearranging chairs and cleaning and storing tables. The applicant is responsible for ensuring that all participants use the equipment in accordance with the Library District's policies.
- Food and nonalcoholic beverages may be served. Groups must furnish their own utensils, plates, cups, napkins, and other serving items. Groups will ensure all spills and debris are cleaned up before leaving the Library.
- Future requests will be denied if the above requirements are not met. A fee separate from the rental fee may be assessed for cleaning or the actual cost of repairs if it is deemed necessary by the Assistant Director, Circulation Supervisor, Blum House Manager, and/or Executive Director.
- Library staff are authorized to monitor the use of the meeting space and to enforce all policies concerning their use. All meetings shall be open to the Executive Director and Library staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
- Individuals or organizations must provide to the Library a copy of a Certificate of Insurance for Special Events Liability with the Library listed as an Additional Insured.

4.3.3.1 Rules for Specific Meeting Spaces

These rules, which pertain to specific meeting spaces, are in addition to the general rules outlined above.

- Collinsville Community Room:
 - The kitchen is intended to assist with serving previously prepared food and drink. It is not a commercial kitchen and is not to be used for cooking. Groups using the kitchen are expected to leave the space clean of food, beverage, dirty dishes, and trash; failure to do so may result in an additional cleaning charge.
- Collinsville Blum House:
 - Alcoholic beverages are permitted at private rentals upon furnishment to the Library of a Homeowner's Insurance certificate for events with host liquor liability insurance with a limit of \$500,000 or a special proof of insurance providing similar coverage for the rental event. Proof of coverage must be furnished at least one (1) week prior to the event.
 - Because of the age and condition of the Blum House, no decorations may be hung or affixed to the walls or ceilings.
 - Individuals utilizing the Blum House will be respectful of the Library's neighbors in their volume and actions.
 - Individuals utilizing the Blum House are welcome to use the kitchen's appliances, dishes, and utensils. Renters are responsible for proper use, cleaning, and storage of these resources.
- Fairmont City Pavilion:
 - Alcoholic beverages are permitted at private rentals upon furnishment to the Library of a Homeowner's Insurance certificate for events with host liquor liability insurance with a limit of \$500,000 or a special proof of insurance providing similar coverage for the rental event. Proof of coverage must be furnished at least one (1) week prior to the event.
 - Individuals utilizing the Pavilion will be respectful of the Library's neighbors in their volume and actions.

Reviewed and Approved, 3/19/2018

4.3.4 Liability

Granting of permission to use Library facilities does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board of Trustees. The Library is not responsible for any loss, theft, or damage to any owned or rented equipment or to the personal belongings of any meeting attendee. The individual signing the room rental application and/or the organization they represent will assume legal responsibility for the cost of repair or replacement of damaged Library property. The accountable person and/or organization will also assume responsibility for the cost of any special cleaning necessary after the use of the room.

Individuals, groups, or organizations utilizing the Library's meeting spaces fully release and discharge the Library Board of Trustees and its officers, agents, and employees from any and all claims from injuries which may arise or which may be alleged to have arisen out of or in connection with the meeting. Individuals, groups, or organizations utilizing the Library's meeting spaces further indemnify and hold harmless the Library Board of Trustees and its officers, agents, and employees from any and all claims from injuries, including but not limited to the general public, which may arise or which may be alleged to have arisen out of or in connection with the meeting.

Reviewed and Approved, 3/19/2018

4.3.5 Study Areas

Study areas are available for use on a first come, first served basis. Available space ranges from single-person study rooms to spaces for six individuals, depending on each Library Center's physical arrangements.

Reviewed and Approved, 3/19/2018

4.4 Policy Review

This policy will be reviewed by the Library's Board of Trustees at least once every two years pursuant to 75 ILCS 16/30-60, Resolution Concerning Library Materials and Facilities:

The board of each district shall adopt, and review at least every 2 years, a resolution for the selection of library materials and the use of library materials and facilities. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the resolution required to be adopted under this Section.

Reviewed and Approved 3/20/2023.

5. COLLECTION DEVELOPMENT

A public library attempts to provide an accessible setting for a variety of materials. Since no individual can buy and store all of the material one may need or want, the community pools its resources to create a public collection for the community's benefit.

A primary goal of the Mississippi Valley Library District (hereafter "Library") is to develop a collection of excellence. The library strives, within the limitations of budget and space, to provide a wide range of materials which meet the diverse education, informational, cultural, and recreational needs of the community.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints.

The selection of any material or electronic resource for the collection of the Library does not constitute an endorsement of its contents. The Library recognizes that many materials and electronic resources are controversial and that any given item may offend some patrons. Decisions are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of patrons. The Mississippi Valley Library District Board of Trustees endorses the American Library Association's (ALA) Library Bill of Rights, with interpretations, the ALA's Freedom to Read statement, and the ALA's Freedom to View statement, which recognize the right of persons to free and convenient access to information and ideas, and incorporates them as part of this policy.

Reviewed and Approved, 9/18/2017. Revised 1/10/2022; 2/13/2023.

5.1 Selection and Maintenance of Materials

The Executive Director is responsible for all materials in the Library's collections. Designated staff use professional judgment to choose and discard items in the collections within the scope of assigned areas.

A variety of factors influence the selection of materials, both print and electronic. These include accuracy of information, interest, authority, demand, value to the existing collection, timeliness, significance of the subject, format, and price. In selection, consideration will be given to the work as a whole. No work shall be excluded because of specific passages or pieces taken out of context. It is not possible to read, view, listen, and analyze every item before it is added to the collections. Selection of materials is accomplished in a variety of ways. Extensive use is made of reviews in professional and other journals. Recommendations by staff and/or residents of the community are seriously considered.

Reviewed and Approved 2/13/2023.

5.2 Library Collection Gifts and Donations

The Library will accept donated materials with the understanding that donated materials will be added to the collection only if they meet the same standard required of purchased materials. Gift materials not meeting those standards will be handled and/or disposed of in the best interest of the Library. The classification and display of donated materials is solely at the discretion of Library staff. Donors may not restrict access to or use of donated materials.

Materials purchased with gift funds, including memorial donations, and materials presented as memorials must meet the same criteria as Library-purchased materials. The responsibility for

selection of memorial materials rests with Library staff following consultation with the donor on appropriate subjects. A memorial bookplate may be placed in each item. Acknowledgment is made to the donor; immediate family will be notified of the gift at the donor's request only. Materials not added to the collection or withdrawn will not be returned to the donor.

Receipts for donated materials are available upon request, but the Library will not appraise the value of the donation, suggest a value, provide an appraisal service, or recommend professional appraisers.

Reviewed and Approved, 9/18/2017. Revised 2/13/2023.

5.3 Materials Withdrawal Policy

As materials are regularly added to the Library's collections, ongoing maintenance is necessary to ensure the collections are maintained in good condition with relevant and up-to-date information. Part of maintaining the collections is performing regular deselection. Deselection is a vital process for an active collection because it ensures the collection stays current, relevant, and in good condition. Library staff perform deselection on a continual, ongoing basis. The withdrawal of books is based on, but not limited to, the following guidelines:

- To remove physically worn out or damaged volumes.
- To eliminate books containing obsolete, inaccurate, misleading, mis-, and/or dis-information.
- To remove duplicate copies of titles which have waned in popularity.
- To remove materials which have not been checked out for several years and/or that have a low lifetime circulation history.

The Executive Director will make the final decision regarding the disposition of books withdrawn from the collection. Whenever gift or memorial materials are no longer needed, they will be disposed of in the same manner and using the same considerations as other materials.

Reviewed and Approved, 9/18/2017. Revised 1/10/2022, 2/13/2023.

5.4 Request for Reconsideration

The Library endeavors to build a collection representing varying points of view. The choice of library materials by patrons is an individual matter. Responsibility for the materials used by children rests with their parents, guardians, and/or caregivers. While a person may reject materials for themselves and for their children, they cannot exercise censorship to restrict the use of materials by others.

A request to remove Library materials creates complex legal and ethical questions for both the Library and the community. Consequently, this issue is taken very seriously by the Library.

When a patron objects to the presence or absence of any Library material, they have the right to bring the objection forward to Library staff. If, after discussing the objection with Library staff, the patron wishes to progress their complaint, the patron may complete the "Request for Reconsideration of Library Materials" form. The party making the complaint must be a resident of the Mississippi Valley Library District. No form will be processed without it being filled out completely and signed by the complainant.

Upon receipt of a completed Request for Reconsideration of Library Materials form, a committee consisting of the Executive Director, a Library staff member, and a Library trustee will be formed to review the material within the context of the patron's concern, the context of the Library's collection as a whole, in consideration of community use and interest, and other factors as outlined in the "Selection and Maintenance of Materials" section of this policy. The committee will make a determination concerning the complaint within sixty (60) days and will report the committee's decision to the Board of Trustees. If a patron is unsatisfied with the committee's response, the patron may appeal in writing to the Board of Trustees within thirty (30) days.

Appeals will be reviewed by the Board of Trustees within sixty (60) days and a decision made at a regularly scheduled meeting. The Board will make the final decision as to the retention, elimination, or relocation of the material. A response in writing will be sent to the complainant within five (5) days after the meeting stating the Board's decision regarding the Request for Reconsideration of Library Materials.

Reasonable adjustments to the timeline due to the number of pending requests are permitted. Materials undergoing the reconsideration process will remain available for public use and continue to circulate, pending the final decision of the reconsideration request.
Reviewed and Approved, 9/18/2017. Revised 1/10/2022, 2/13/2023.

5.5 Interlibrary Loan and E-Resources

Interlibrary loan (ILL) is the process by which a library requests materials from, or supplies materials to, another library. See Policy 3.4 Services: Interlibrary Loan.

The Library affirms that ILL is an adjunct to, not a substitute for, the Library's own collection. As the Library does not have the authority to oversee collection development at other libraries, requests for reconsideration that involve materials that are only available through ILL (as opposed to owned by the Library) will be denied.

The Library participates in e-resources consortia, such as but not limited to the CloudLibrary service. Library staff, as well as the staff of other member libraries, contribute to the development of these collections for the benefit of all member libraries and their communities. As such, no single library has authority to make decisions regarding reconsideration requests impacting these e-resources consortia. These consortia have their own policies regarding requests for reconsideration. Requests for reconsideration received by the Library involving consortial collections will be denied by the Library. Information about submitting a request for reconsideration to the appropriate entity will be provided upon request.
Reviewed and Approved 2/13/2023.

5.6 Policy Review

This policy will be reviewed by the Library's Board of Trustees at least once every two years pursuant to 75 ILCS 16/30-60, Resolution Concerning Library Materials and Facilities:

The board of each district shall adopt, and review at least every 2 years, a resolution for the selection of library materials and the use of library materials and facilities. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the resolution required to be adopted under this Section.

Reviewed and Approved 2/13/2023.

Mississippi Valley Library District

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

rev. 2/13/2023

If you wish to request reconsideration of library materials or resources, please complete and return this form to the Executive Director, Mississippi Valley Library District, 408 West Main Street, Collinsville, IL 62234. A staff member will contact you.

Confirm: are you a resident of the Mississippi Valley Library District? ☐ Yes ☐ No

Respond: do you have a Mississippi Valley Library District account in good standing? ☐ Yes ☐ No

Name: _____

Address: _____

Phone: _____

Email: _____

Is this request made on behalf of:

Yourself? _____

An organization? _____ Name of Organization: _____

1. Resource on which you are commenting:

TITLE: _____

AUTHOR/PRODUCER: _____

Book _____ Video _____ Magazine _____ Library Program _____
Newspaper _____ Display _____ Other (explain) _____

2. What brought this resource to your attention?

3. Have you read, listened to, viewed, or examined the whole resource? ☐ Yes ☐ No

a. If not, why not?

4. What concerns you about the resource? Please be specific, including page numbers, time stamps, disc numbers. etc.

5. What value is there in the work?

6. Are you aware of reviews of the work by professional critics?
7. What do you believe is the purpose or theme of this work?
8. What do you feel might be the result of reading, listening to, or viewing the work?
9. Are there other resources you could suggest that might provide additional information and/or other viewpoints on this topic?
10. Please read the attached Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. The Library supports the principles set forth in these documents. Do you feel your request is in conflict with these documents and why?
11. What would you like the Library to do about this work?

Signature: _____
Date: _____

Constitutional principles that libraries work under regarding banning books, etc.:

1. Children have 1st Amendment rights: *Tinker v. Des Moines Independent Community School District*, 393 U.S. 503 (1969)
2. 1st Amendment rights include access to information: *Board of Education v. Pico*, 457 U.S. 853 (1982)
3. Suitability for minors must be judged according to appropriateness for the oldest minors (17 year olds) not younger ages: *American Booksellers Assn. v. Virginia*, 882 F.2d 125, 127 (4th Cir. 1989), cert. denied, 494 U.S. 1056 (1990) and *American Booksellers v. Webb*, 919 F.2d 1493, 1504-05 (11th Cir.), cert. denied, 494 U.S. 1056 (1990).
4. The value of the work must be considered as a whole, not just focus on the most worrying parts: *Miller v. California*, 413 U.S. 15 (1973)
5. Courts have laid out standards for censoring in any public forum, including a public library ("a limited or designated public forum"). See, e.g. *Sund v. City of Wichita Falls, Tex.*, 121 F. Supp. 2d 530, 547 (N.D. Tex. 2000).
 - a. Removal based on viewpoint is strictly prohibited.
 - b. If removal is based on content, governmental entity must establish that the removal of material meets strict scrutiny.
- i. Strict scrutiny test: (1) compelling interest; (2) narrowly tailored to achieve compelling interest; and (3) no less restrictive alternative.

Board of Education v. Pico, 457 U.S. 853 (1982): "[i]f petitioners intended by their removal decision to deny respondents access to ideas with which petitioners disagreed, and if this intent was the decisive factor in petitioner's decision, then petitioners have exercised their discretion in violation of the Constitution." Id. At 871

Obscenity is defined in the "Miller test": *Miller v. California*, 413 U.S. 15 (1973) Test: (1) that the average person, applying "contemporary community standards" would find the work, as a whole, appeals to the "prurient interest," (2) that the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law, and (3) that the work, taken as a whole, lacks serious literary, artistic, political or scientific value. *Miller v. California*, 413 U.S. 15 (1973)(emphasis added).

Harmful to Minors is defined: *Ginsberg v. New York*, 390 U.S. 629 (1968), and also see citations in point 3) above. The test parallels the Miller test, but the considerations are in the context of offensiveness and serious value for minors. *Ginsberg v. New York*, 390 U.S. 629 (1968). Determination must be made in the context of whether the material would be harmful to the oldest of minors. Material cannot be deemed harmful to minors if it would be constitutionally protected for a seventeen-year-old even if one might conclude that it was "harmful" for a five-year old.



Resolution 26-01

Resolution Regarding Review of the Facilities and Collection Development Policies of the Mississippi Valley Library District

WHEREAS, the Mississippi Valley Library District is a public library district established under the Illinois Public Library District Act of 1991 (hereafter “Act”); and,

WHEREAS, the Act requires the Mississippi Valley Library District’s Board of Trustees to “adopt, and review at least every 2 years, a resolution for the selection of library materials and the use of library materials and facilities” [75 ILCS 16/30-60]; and,

WHEREAS, the Board of Trustees last reviewed and approved the Collection Development Policy in calendar year 2023; and,

WHEREAS, the Board of Trustees last modified the Facilities Policy in September 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MISSISSIPPI VALLEY LIBRARY DISTRICT THAT:

1. The Mississippi Valley Library District Board of Trustees has completed a review of the Facilities and Collection Development Policies in compliance with the Act.
2. No revisions to the Facilities and Collection Development Policies are recommended at this time.
3. The next review of the Facilities and Collection Development Policies will take place no later than calendar year 2027.

ADOPTED by the Mississippi Valley Library District Board of Trustees on this 17th of November, 2025.

President, Board of Trustees

(seal)

Secretary, Board of Trustees

DRAFT SOCIAL MEDIA POLICY

Presented 10/20/2025

Bolded = new language

~~Strikethrough~~ = removed language

2.4 Social Media Policy

2.4.1 Purpose of the Library's Social Media **Accounts**

The Mississippi Valley Library District (hereafter "Library") has established social media ~~sites~~ **accounts** in order to communicate with the public about Library programs, educational opportunities, events, promotions, materials, and to encourage dialogue and the exchange of information and knowledge between ~~users~~ **patrons** and Library staff about these programs, events and materials. The Library's social media ~~sites~~ **accounts** may also be used to notify the general public of Library employment **and volunteer** opportunities. ~~The Library's social media sites are not intended to be public forums for the general exchange of ideas and viewpoints. The Library does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on its social media accounts. While the Library encourages dialogue, it respectfully requests that commenters be mindful that its social media sites accounts are open to the public and that commenters be courteous toward the Library, staff, and one another.~~

Reviewed and Approved, 9/17/2018. Revised 3/20/2023; **10/20/2025**.

2.4.2 Definitions

- "Posting" shall mean any writing, image, video, audio file, and hyperlinks to other websites, or media which is downloaded, referenced, inserted, or placed upon any Library social media ~~site~~ **account**.
- "Social media" in this context refers to any of a number of platforms where an account holder can post written messages, images, audio, video, or multimedia files with the intention of sharing that information with other individuals or external groups. Examples include, **but are not limited to**, Facebook, ~~Twitter, Tumblr, Flickr, Google+,~~ Instagram, **X, TikTok, and YouTube** ~~and many others.~~

Reviewed and Approved, 9/17/2018. **Revised 10/20/2025.**

2.4.3 Postings and Restrictions

The Library reserves the right to restrict or remove any content that is deemed to be in violation of this policy or any applicable law. Content that is deemed not suitable for posting by the Library because it ~~is not topically related to the particular subject being commented on,~~ or is deemed prohibited content based on the criteria below, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content was deleted. Content and comments on the Library's social media accounts containing any of the following forms of content and postings shall not be allowed:

- ~~Commercial promotions, charitable solicitations, organized political activity,~~
Political campaigns or ballot measures.
- ~~or s~~ Spam, **viruses, or malware.**
- ~~Personal attacks, insults, or threatening language.~~ **Threats of violence against a person.**
- Private or personal information submitted without consent.
- Obscenity or pornography.
- Content that violates a copyright, trademark, or any other law.
- Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, color, marital status, religion, national origin, sex **or gender**, disability, age, sexual orientation, creed, ancestry, or any other protected category.
- **Illegal content and content that encourages illegal activity.**
- Slanderous, libelous, or defamatory statements.

Reviewed and Approved, 9/17/2018. **Revised 10/20/2025.**

2.4.4 **Employees' Professional Use and Personal Use, and ~~Employee Postings of Social Media~~**

All employees are responsible for knowing and understanding the policy.

Use of the Library's social media accounts is limited to staff whose job descriptions explicitly include use of the accounts in the performance of their duties and/or who have been granted permission to use the accounts by the Executive Director and/or Assistant Director. Before engaging in social media as a representative of the Mississippi Valley Library District, employees must be authorized to comment on behalf of the Library.

Library employees are allowed to **interact with posts** on the Library's social media ~~sites~~ **accounts** from personal accounts, **and to make posts about the Library on their personal accounts.** The Library recognizes that public employees do not surrender all their First Amendment rights by reason of their employment and that the First Amendment protects a public employee's right, in certain circumstances, to speak as a citizen addressing matters of public concern. However, when a public employee makes statements pursuant to ~~his/her~~ **their** official duties, the employee is not speaking as a citizen for First Amendment purposes, ~~and the Constitution does not insulate his or her communications from potential discipline by the Library.~~ **Therefore, an employee's activities on social media, done in accordance with their official duties, may be subject to First Amendment limitations as if done by the Library itself.** Employees must be aware that information they display or comments they make on Library social media ~~sites~~ **accounts and/or their personal accounts** may be viewed by other users as representing official Library-sponsored information or ~~communications~~ **communications and thus may be subject to disciplinary action.** ~~Before engaging in social media as a representative of the Mississippi Valley Library District, employees must be authorized to comment on behalf of the Library.~~

Employees should keep in mind the following best practices when posting content ~~about Library-related subjects and issues:~~

- Employees ~~that~~ **who** identify themselves as employees of the Library shall make it clear that the views expressed are their personal views and do not represent the views of the Library.
- **Employees should not use their personal accounts in a manner that can be construed as acting in an official Library capacity. Doing so creates a de facto Library account, which is subject to the same applicable laws and regulations as official Library accounts.**
- Employees shall respect the Library's confidential and proprietary information and shall not post information that is still in draft form or is confidential.
- Employees shall respect all Library patrons online as they do in person and on the phone. Comments about patrons in general, about specific questions from patrons, or about patron behavior are not appropriate.

Employees will not use personal social media accounts while on work time. Employees will not use Library-issued email addresses to register for social media accounts, blogs, or other online tools utilized for personal use.

A violation of this policy may subject an employee to discipline, up to and including termination.

Reviewed and Approved, 9/17/2018. **Revised 10/20/2025.**

2.4.5 Record Management and Preservation

The Library will preserve the content of all social media postings in accordance with applicable laws and regulations. ~~Comments and posts put on an agency's account by members of the public or other outside entities are not by default considered to be records, unless those comments trigger some action by the Library.~~ The Library may turn comments on and off ~~when appropriate~~ **individual posts in its own discretion, provided that this decision is not based on the content or viewpoint of any member of the public commenting or anticipated to comment on a post.**

Disclaimer:

All content posted on Library social media sites is subject to the Illinois Freedom of Information Act (FOIA) (5 ILCS 140/3(c)) and the State of Illinois record retention laws. Therefore, all Library social media sites shall clearly indicate that any articles and content posted or submitted for posting are subject to public disclosure.

The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and third party postings do not reflect the opinions or positions of the Mississippi Valley Library District, its employees, or the Library Board of Trustees.

By posting on the Library's social media sites, ~~you~~ **patrons** give the Library permission to use ~~your~~ **their** name, profile picture, and the content of any posting ~~you make~~ **made** without compensation to ~~you~~ **them** or liability on the part of the Library. ~~Users~~ **Patrons** should be aware that third party websites have their own privacy policies and should proceed accordingly.

Users are personally responsible for their commentary. Users should be aware that they may be held personally liable for commentary that is defamatory, obscene, proprietary, or libelous by any offended party.

By joining, utilizing, and/or posting on the Library's social media sites, ~~users~~ **patrons** agree to comply with this Policy and the Mississippi Valley Library District's Internet Use Agreement as applicable.

Violations of this policy:

Postings that ~~the Executive Director or Assistant Director~~ **Library administration** deem to have violated this policy may be removed in whole or in part by the Executive Director or Assistant Director. The Library reserves the right to terminate accounts, ban, or block users who have posted in violation of this policy on more than one occasion.

Reporting Violations:

~~Users may report v~~ Violations of the Library's social media site's policies **may be reported** to the Executive Director by emailing **kylaw@mvlid.org** ~~vickyh@mvlid.org~~.

Reviewed and Approved, 9/17/2018. **Revised 10/20/2025.**

Closed Session Verbatim Records to Recommend for Disposal 11/17/2025

All closed session recordings listed here meet the following criteria: they are older than 18 months, have approved and opened written minutes, and the meetings do not have any pending or real legal action associated with them. Upon approval for disposal, a request will be submitted to the IL State Archives' Records Management Section for their approval to dispose in compliance with local records retention laws.

RECORDING DATE:	# OF RECORDINGS:	DATE WRITTEN MINUTES OPENED/ APPROVED:	TOPIC DISCUSSED
July 19, 2021	1	September 20, 2021	Personnel
November 21, 2022	1	January 13, 2023	Board Vacancy
February 13, 2023	1	March 20, 2023	Personnel

Appendices

The appendices contain a variety of documents such as a list of topics for new trustee orientation, records retention guidance, recommended staffing levels, a glossary, and more. *For Serving Our Public 4.0*, the task force opted to eliminate appendices that consisted solely of web-published statements from ALA, ILA, and the like, in recognition that the online versions will always be more current than what would have appeared here in print. Illinois public libraries operate under the *Illinois Compiled Statutes* [ILCS], generally chapter 75 [75 ILCS], but other statutes also impact libraries. As librarians and their library board must be familiar with Illinois statutes, this appendix provides a quick reference; for further information, consult *Illinois Library Laws & Rules*, published regularly by and available from the Illinois Library Association.

New appendices in *Serving Our Public 4.0* include a collection management worksheet, a set of facility management checklists, and guidance for new facility planning.

The recommended service level tables retained the minimum, growing, established, and advanced levels to allow library boards to self-select the appropriate goals for their library. Minimum is the foundation level where all Illinois public libraries begin, but should not remain. As each chapter is read, the accompanying appendices should also be reviewed to determine the library's current service level and to decide the target level of service.

Appendix A (Useful Illinois Statutes with Citations to the Illinois Compiled Statutes)

The Illinois Compiled Statutes (ILCS) are posted online at www.ilga.gov/legislation/ilcs/ilcs.asp

Illinois Statute or Topic	Legal Citation
General Provisions	
<i>Open Meetings Act</i>	5 ILCS 120/1
<i>Freedom of Information Act (FOIA)</i>	5 ILCS 140/1
<i>State Records Act</i>	5 ILCS 160/1 (see also 50 ILCS 205/1)
<i>Electronic Commerce Security Act (digital signature)</i>	5 ILCS 175/1
<i>Identity Protection Act</i>	5 ILCS 179/1
<i>Intergovernmental Cooperative Act</i>	5 ILCS 220/1
<i>Oaths and Affirmations Act</i>	5 ILCS 255/0.01
<i>Illinois Public Labor Relations Act</i>	5 ILCS 315/1
<i>Illinois Governmental Ethics Act</i> (Disclosure of Economic Interests)	5 ILCS 420/4A-101
<i>State Officials and Employees Ethics Act</i>	5 ILCS 430/1-1
Elections	
Election Code	10 ILCS 5/1-1
Campaign Finance Reporting	10 ILCS 5/10-6.1
Executive Officers	
<i>State Library Act</i>	15 ILCS 320/1
<i>Illinois Literacy Act</i>	15 ILCS 322/1
Finance	
<i>Public Funds Statement Publication Act</i>	30 ILCS 15/1 (see also 50 ILCS 305/1)
Statement of Receipts and Disbursements	30 ILCS 15/1 (see also 50 ILCS 305/1)
<i>Public Funds Investment Act</i>	30 ILCS 235/1 (see also 50 ILCS 340/1)
Interest Rate on Public Debt	30 ILCS 305/2
<i>Local Government Debt Reform Act</i>	30 ILCS 350/1
Illinois Procurement Code	30 ILCS 500/1
<i>Joint Purchasing Act (Governmental)</i>	30 ILCS 525/1
<i>Architectural, Engineering, and</i> <i>Land Surveying Qualifications Based Selection Act</i>	30 ILCS 535/1 & 50 ILCS 510/0.01
<i>Drug Free Workplace Act</i>	30 ILCS 580/1
Revenue	
Property Tax Code (formerly <i>Revenue Act</i>)	35 ILCS 200/1-1
Estimate of Revenues	35 ILCS 200/18-50
<i>Truth in Taxation Law</i>	35 ILCS 200/18-55
<i>Property Tax Extension Limitation Law (PTELL)</i>	35 ILCS 200/18-185
<i>Fiscal Responsibility Report Card</i>	35 ILCS 200/30-30
Pensions	
Illinois Municipal Retirement Fund (IMRF)	40 ILCS 5/7-171
Local Government	
Conflict of Interest (<i>Public Officer Prohibited Activities Act</i>)	50 ILCS 105/3
<i>Public Officers Simultaneous Tenure Act</i>	50 ILCS 110/1
<i>Time Off for Official Meetings Act</i>	50 ILCS 115/1

<i>Local Government Employees Political Rights Act</i>	50 ILCS 135/1
<i>Local Government Wage Increase Transparency Act</i>	50 ILCS 155
<i>Local Records Act</i>	50 ILCS 205/1 (see also 5 ILCS 160/1)
<i>Local Government Financial Statement Act</i>	50 ILCS 305/1 (see also 30 ILCS 15/1)
<i>Governmental Account Audit Act</i>	50 ILCS 310/1
<i>Illinois Municipal Budget Law</i>	50 ILCS 330/1
<i>Investment of Municipal Funds Act</i>	50 ILCS 340/1 (see also 30 ILCS 235/1)
<i>Tax Anticipation Note Act</i>	50 ILCS 420/0.01
<i>Local Government Prompt Payment Act</i>	50 ILCS 505/1
<i>Local Government Professional Services Selection Act</i> (exempted in 720 ILCS 5/33E-13)	50 ILCS 510/0.01
Municipalities	
Removal of Officer (appointed library board member)	65 ILCS 5/3.1-35-10
Levy and Collection of Taxes	65 ILCS 5/8-3-2
Time for Paying over of Tax Monies	65 ILCS 5/8-3-3
<i>Tax Increment Allocation Redevelopment Act (TIF)</i>	65 ILCS 5/11-74.4-1
Libraries	
<i>Illinois Local Library Act</i>	75 ILCS 5/1-0.1
<i>Illinois Library System Act</i>	75 ILCS 10/1
<i>Public Library District Act of 1991</i>	75 ILCS 16/1
Nomination of Candidates (<i>Public Library District Act</i>)	75 ILCS 16/30-20
Ownership of Library Building	75 ILCS 16/10-45 & 75 ILCS 16/5-40
<i>Library Records Confidentiality Act</i>	75 ILCS 70/1
Public Health	
<i>Environmental Barriers Act</i> (Illinois Accessibility Code)	410 ILCS 25/1
<i>Equitable Restrooms Act</i>	410 ILCS 35/1
<i>Smoke Free Illinois Act</i>	410 ILCS 82/1
Public Safety	
<i>Firearm Concealed Carry Act</i>	430 ILCS 66/1
Notices	
<i>Notice by Publication Act</i>	715 ILCS 5/1
<i>Newspaper Legal Notice Act</i>	715 ILCS 10/1
Criminal Offenses	
Theft of (Library Material)	720 ILCS 5/16-0.1 & 720 ILCS 5/16-3
<i>Official Misconduct</i>	720 ILCS 5/33-1
<i>Public Contracts Act</i> (Interference, bid rigging)	720 ILCS 5/33E-1
Civil Liabilities	
<i>Parental Responsibility Law</i>	740 ILCS 115/1
<i>Right to Breastfeed Act</i>	740 ILCS 137/1
<i>Illinois Wage Assignment Act</i>	740 ILCS 170/1
Civil Immunities	
<i>Local Government Employee Tort Immunity Act</i>	745 ILCS 10/1-101
<i>Employment Record Disclosure Act</i>	745 ILCS 46/1
Property	
<i>Right of Publicity Act</i>	765 ILCS 1075/1

Human Rights

Illinois Human Rights Act 775 ILCS 5/1-101

Business Transactions

Personal Information Protection Act 815 ILCS 530/5

Employment

Illinois Collective Bargaining Successor Employer Act 820 ILSC 10/0.01

Personnel Record Review Act 820 ILCS 40/0.01

Right to Privacy in the Workplace Act 820 ILCS 55/1

Employee Credit Privacy Act 820 ILCS 70/1

Minimum Wage Act 820 ILCS 105/1

Equal Pay Act 820 ILCS 112/1

Wage Payment and Collection Act 820 ILCS 115/1

Prevailing Wage Act 820 ILCS 130/0.01

One Day Rest in Seven Act 820 ILCS 140/3

School Visitation Rights Act 820 ILCS 147

Victims' Economic Security and Safety Act 820 ILCS 180/1

Workers' Compensation Act 820 ILCS 305/1

Military Related Acts

Family Military Leave Act 820 ILCS 151/1

Military Leave of Absence Act 5 ILCS 325/0.01

Public Employee Armed Services Rights Act 5 ILCS 330/1

Service Member's Employment Tenure Act 330 ILCS 60/1

Appendix B (Records to Be Retained and Disposed)

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

For more information and forms, go to Illinois State Archives website at www.cyberdriveillinois.com/departments/archives/records_management/home.html.

For information about the procedures to dispose of state records call (217) 782-2647. To dispose of local government records call (217) 782-7075.

Inquiries can be mailed, faxed, or emailed (via an email form on the website noted above) to the Illinois State Archives:

Records Management Section
Illinois State Archives
Springfield, IL 62756
Fax: (217) 557-1928

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library
2. Trustees
 - Method of election or appointment
 - Length of terms
 - Duties and responsibilities
 - Filling a vacancy
 - Conflict of interest/ethics provision
 - Removal
3. Officers
 - Definition
 - Duties
 - Nomination and election procedure and meeting
 - Filling a vacancy
 - Removal
4. Committees
 - Standing
 - Appointment of ad hoc
5. Meetings
 - Time and place of regular meetings
 - Method for calling special meeting
 - Quorum for making decisions
 - Compliance with the *Open Meetings Act*
 - Quorum for board action
 - Follow a current edition of a standard parliamentary procedure manual
6. Order of business
 - Roll call
 - Approval of previous meeting minutes
 - Correspondence and communications
 - Officers' reports
 - Committee reports
 - Financial report and approval of expenditures
 - Library administrator's report
 - Unfinished business
 - New business
 - Adjournment
7. Minutes
 - Reflect attendance and actions taken

8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

Appendix D (Topics Recommended for New Trustee Orientation)

1. Mission statement, long-range/strategic plan, technology plan, and all library policies
2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 4th ed. Chicago: Illinois Library Association, 2012; or current edition
4. ALA's *Freedom to Read Statement* and *Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
7. *Serving Our Public 4.0: Standards for Illinois Public Libraries*, State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)
8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association
9. Latest edition of a standard parliamentary procedure manual
10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
11. *Illinois Open Meetings Act*; *Illinois Ethics Act*; *Freedom of Information Act*
12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
13. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: Illinois Library Association, 2007

Appendix E (Recommended Staffing Levels)

	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE
POPULATION	BASE	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	.15*	.25	.50	.75	1.00
1,000-2,499	1.00	.25	.50	1.00	1.50
2,500-4,999	1.00	.25	.50	1.00	1.00
5,000-9,999	2.00	.25	.50	1.00	1.50
10,000-14,999	4.00	.25	.50	1.00	1.25
15,000-24,999	8.00	.25	.50	.90	1.25
25,000-49,999	18.00	.25	.50	.75	1.00
50,000-74,999	30.00	.25	.50	.75	1.00
75,000-99,999	45.00	.25	.50	.75	1.00
Over 100,000	60.00	.25	.50	.75	1.00

Example

1. The library's jurisdictional population is 8,500.
2. The library wishes to achieve the "growing" level.
3. The library's population places it in the 5,000–9,999 population range. The "base" for this range is 2 FTE.
4. The number of additional FTEs needed to reach the "growing" level is .5 per 1,000 population. Multiply 8.5 (the library's jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.
5. Add this number (4.25 FTE) to the base (2 FTE). To reach the "growing" level, the library will need a staff of 6.25 FTE.

Note: The "base" is not a level. It is a number to be used in the calculation. For the purposes of this document, an FTE works 37.5 hours per week exclusive of any meal breaks of a half hour or more but including all other breaks.

*The minimum hours a library should be open per week is 15, according to *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110]; these standards recommend 25 in Chapter 4 (Access).

Appendix F (Topics Recommended for Public Use of the Library Policy)

1. Days and hours of service
2. Borrowing privileges
 - Eligibility
 - Fees for nonresidents
 - Registration
 - Reciprocal borrowing
3. Circulation
 - Length of loans
 - Limits on number of items
 - Renewals
 - Reserves
 - Interlibrary loans
 - Lost or damaged materials
 - Fines and fees
4. Access to materials
5. Reference
6. Service to patrons with disabilities
7. Confidentiality of library/patron records
8. Library property
 - Computers
 - Bathroom facilities
 - Furniture
 - Equipment
9. Use of meeting rooms, exhibit areas, bulletin boards
10. Behavior in the library

Appendix G (Recommended Hours of Service by Population)

POPULATION	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	25	28	32	36
1,000-2,499	28	36	40	48
2,500-4,999	36	40	56	64*
5,000-9,999	48	56	64*	72*
10,000-24,999	56	64*	68*	72**
25,000-49,999	64*	68*	72**	72**
50,000-74,999	72*	72**	72**	75**
75,000-99,999	75**	75**	75**	75**
Over 100,000	75**	75**	75**	75**

*Open Sunday, September through May

**Open Sunday all year

Note: Consideration should be given to the convenience of users in establishing hours of operation. Every library should have some evening hours past 5:00 p.m. and some weekend hours including a minimum of four hours on Saturday.

Appendix H (Topics Recommended for Collection Management Policy)

1. Description of community to be served
2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
3. Purpose of the collection
4. Responsibility for collection management
5. Parameters of the collection, including subject areas, formats, etc.
6. Criteria for selection, replacement, and withdrawal
7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)
8. Gifts
9. Provision for user requests
10. Reconsideration of materials
11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

Appendix I (Collection Management Worksheet)

Chapter 7 (Collection Management) includes a standard that states: "The library spends a minimum of 8 to 12% of its operating budget on materials for patrons." This worksheet is provided for library staff to determine how much of the operating budget is actually spent on materials.

Enter total costs for each line reflecting library's fiscal year. The costs will mirror the costs used on IPLAR for prior fiscal year if it is a question on the report. No two libraries are alike and some libraries will have other "special" collections that be added to this checklist or might not have some of the collections listed below, and therefore those collection types should be removed.

<i>Materials:</i>	<i>Cost:</i>
Books (print)	\$
E-Books	
Magazines/newspapers (print)	
Magazines/newspapers (electronic)	
Audio CDs	
Audio CDs (downloadable)	
DVDs	
DVDs (downloadable/streaming)	
Electronic Databases (available in-house & remotely)	
Computer Software	
Microfilm	
Local History resources	
Photographs	
Video Games	
Non-Book or Media	
<i>Automation:</i>	<i>Cost:</i>
Annual Cost for local automation system (including cataloging/circulation software as well as hardware necessary for operation)	\$
OCLC Membership costs	
MARC Records costs	
Additional consortia cost	
Virtual reference service	

Supplies:**Cost:**

Barcodes for circulating items and for patrons' cards \$ _____

User library cards _____

Processing supplies (example: spine labels, book covers,
book table, RF tags, property stamps, etc.) _____

Staffing:**Cost:**

Based on a 40-hour week, determine approximately
how many hours staff spend on task and multiply it
by pay rate x 52 weeks. (Example: Cataloger—
25 hours per week X \$10 X 52=\$13,000) \$ _____

Collection development/ordering staff _____

Cataloging staff _____

Circulation staff _____

ILL staff _____

Book page or shelver _____

Training for staff _____

Appendix J (New Facility Planning)

The construction of a new facility or expansion of an existing facility is a major milestone for any public library. When planning for construction the following guidelines should be followed.

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.
2. The library, unless it is part of a home rule unit of government, must select an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILCS 510/0.01 *et seq.*]
3. The library's attorney should review all contracts related to any construction project.
4. Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.
5. The facility should provide the maximum possible flexibility for future changes in design, furnishings, and technology.
6. Access to the internet through data/Wi-Fi and power should be available throughout the facility.
7. All construction shall comply with federal, state, and local codes and regulations.
8. All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)
9. Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.
10. Sustainable (Green) Design: Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design.

The U.S. Green Building Council (USGBC) provides a method to measure sustainability in the form of the "LEED" (Leadership in Energy and Environmental Design) program, aimed at both quantifying and promoting green design. Another measurement of sustainability is offered by the "Green Globes" program put forth by the Green Building Initiative.

Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.

11. Technology and Library Design: Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.

12. *Serving Our Public 4.0* and other library design standards can provide a starting point for determining library design goals. It is important to note that in terms of library design, the industry is changing so quickly that published standards should be seen as a point of departure rather than a destination. A design team that is versed in the changing library environment and abreast of current trends and technology is your best asset.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

- ☐ The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- ☐ Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- ☐ Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- ☐ The building facade should be inspected once a year.
- ☐ Parking lot resealing and restriping should be performed every one to three years.
- ☐ HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- ☐ Alarm system should be checked for proper operation at least once a year.
- ☐ Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- ☐ Emergency lighting should be checked once a month.
- ☐ Sprinkler systems should be inspected as required by code, but at least once per year.
- ☐ Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- ☐ Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- ☐ Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- ☐ Landscaping sprinklers should be checked and maintained twice a year.
- ☐ Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- ☐ Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- ☐ Window cleaning should be performed at least once per year.

- ☐ Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- ☐ Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- ☐ Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.
- ☐ Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- ☐ Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- ☐ Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- ☐ Tuck pointing of masonry: On an as-needed basis.
- ☐ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- ☐ Interior painting and wall coverings: On an as-needed basis.
- ☐ Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- ☐ Wood and trim components: On an as-needed basis.
- ☐ Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- ☐ Windows: Replace broken seals broken glass, caulking and glazing as needed.
- ☐ Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- ☐ Landscaping: Inspect trees and sod replacement every one to two years.
- ☐ Graffiti removal: Perform on an as-needed basis.
- ☐ Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- ☐ Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

*Warranties and professional consultation should determine capital project items.

- ☐ Parking lot reconstruction (not routine sealing)
- ☐ Re-roofing
- ☐ Window replacement
- ☐ HVAC equipment replacement
- ☐ Lighting replacements and upgrades
- ☐ Building additions
- ☐ Interior remodeling (carpeting, walls, furnishings, etc.)
- ☐ Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- ☐ Major facade repairs
- ☐ Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

- ☐ Building structure
- ☐ Site elements such as parking lots, paving, site furnishings and signs
- ☐ HVAC systems
- ☐ Plumbing
- ☐ Elevators
- ☐ Building envelope including facade, windows, and roofs
- ☐ Furnishings

Environmentally Friendly Components

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- ☐ Roof
- ☐ Mechanical systems
- ☐ Windows
- ☐ Library façade repair or replacement
- ☐ Lighting/LED
- ☐ Low-flow/water saving