

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

Date: July 21, 2025

Time: 6:30 PM

Place: Fairmont City Library

1. Call to Order and Roll Call

Jeanne Lomax, President, called the meeting to order at 6:31PM.

Trustees Present:

Jeanne Lomax, President
Kelly Balaco-Reeder, Vice President (arrived at 6:35 PM)
Ginny York, Secretary
Ian Ashcraft, Treasurer
Kathy Murphy, Trustee

Trustees Absent:

Cathy Kulupka, Trustee
Ana Romero-Lizana, Trustee

Also Present:

Kyla Waltermire, Executive Director
Matt Harris, Assistant Director

2. Pledge of Allegiance

3. Public Input

- Michael Treece
- Cindy Klein Webb
- Rachel Dye

4. Friends of the Library Updates

Next Friends of the Library Book Sale : 8/1/2025 - 8/2/2025

5. Trustee Comments

- Ashcraft: Wished everyone a happy disability pride month
- Lomax: Mentioned the Collinsville Library's Independence Day decorations and related history display.

6. Consent Items

A motion to accept the Consent Items, with the closed session minutes to be approved and kept closed, was made by Murphy and seconded by Ashcraft.

a. Approval of Minutes

- i. June 11, 2025 Finance Committee Meeting
- ii. June 16, 2025 Regular Monthly Meeting
- iii. June 18, 2025 Personnel Committee Meeting – Open Session
- iv. June 18, 2025 Personnel Committee Meeting – Closed Session

b. Communications – none.

c. Administrative Reports

d. Finances – There was some discussion.

e. Committee Reports – none.

A roll call vote was taken:

Ashcraft – yes

Balaco-Reeder – yes

Lomax – yes

Murphy – yes

York – yes

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

Motion carried.

7. Unfinished Business

a. Repairs to Collinsville Library's Elevator and Fairmont City Library's Field - Repairs to the Fairmont City Library field will be completed within the week. The elevator is very close to being operational, pending repairs to the emergency call system's phone line.

- i. Discussion and Possible Action on MEI Total Elevator Solutions Change Order #33584

The change order reflects extra expense and time involved in completing the repairs on the elevator beyond the scope of the original agreement. The change order total is \$16,932.46.

A motion was made by York and seconded by Ashcraft to approve the change order.

A roll call vote was taken:

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

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

Motion carried.

8. New Business

a. Discussion and Possible Action on Revised FOIA Policy

There was some discussion about the revised FOIA Policy.

A motion was made by Balaco-Reeder and seconded by Ashcraft to adopt the revised FOIA Policy.

A roll call vote was taken:

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

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

Motion carried.

b. Appointment of 2 Trustees to Complete Annual Audit of Secretary's Records

Ashcraft and Balaco-Reeder volunteered and were appointed by Lomax.

c. Appointment of Alternate Whistleblower Auditor for a 1-year term

Lomax appointed herself.

d. Discussion and Possible Action on Tentative Budget & Appropriations Ordinance (Ordinance # 26-01)

Some discussion occurred.

A motion was made by Ashcraft and seconded by Balaco-Reeder to approve Ordinance #26-01.

A roll call vote was taken:

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

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

Motion carried.

e. Review of Serving Our Public 4.0, Ch. 9

9. Closed Session and 10. Action for Items Discussed in Closed Session

No closed session.

11. Adjournment

A motion was made by York and seconded by Murphy to adjourn the meeting.

A voice vote was taken:

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

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

Motion carried.

The meeting adjourned at 7:39 PM.

Report Covering July 2025

Kyla Waltermire, Executive Director

Building and Grounds Updates

- The elevator is up and running! While it still needs to undergo third-party testing for its operational certificate application, we've been given the OK to use it pending an upcoming inspection. An annual maintenance agreement between the MVLD and MEI Total Elevator Solutions goes into effect August 1, 2025.
- CM's fire alarm system passed its annual inspection.
- AJD Landscaping repaired FC's field. The MVLD will submit a reimbursement request to JD Distributing.
- A combo drinking fountain & bottle filling station was installed in CM's community room.
- Blum House porch work did not begin when anticipated due to a requirement from the City of Collinsville that the contractor clear their plans with the Historic Preservation Commission.
- A&H Mechanical repaired or provided quotes for several issues: cold zones in CM related to the boilers' cascading system, a corroded heater pipe in CM's basement, an annual preventative maintenance agreement for the MVLD's HVAC systems, emptying full overflow drain pans in CM's lobby ceiling, repairing a leaky pipe above the CM Circulation Supervisor's desk, repairing a malfunctioning toilet at FC, and addressing FC's sewer alarm system.
- A security camera system tech came to CM to address an offline camera and recorded data gaps that weren't there before. Both issues are resolved. The system at FC is still undergoing troubleshooting, the most recent efforts of which are looking promising.
- The Building and Grounds Committee met on July 30 and discussed: no-cost solar panel arrays/installation at CM & FC, the Pan fountain, replacement of the oldest or most worn out HVAC units, a leak in CM's lobby ceiling, painting quotes for CM's children's floor, updates/repairs to CM's side entrance, and a possible ACT grant for e-bikes.

Circulation and Collection Updates

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

Grant Updates

- 2023 Thinking Money for Kids Program Kits – Kits are to be used between Sept. 1, 2024 and Dec. 31, 2025. All activities have been held at least once and will be held again through the end of the grant period. Specially set up Launchpads with kid-friendly money activities preloaded on them are available for checkout.
- FY2025 Per Capita Grant – The MVLD has been awarded this grant in the amount of \$48,794.48. Grant expenses will be applied between July 1, 2025 and June 30, 2026.
- FY2025 PNG Grant – The Q4 report and reimbursement request was submitted, with the final activity reports to be completed before September 1.
- FY2026 PNG Grant – The Illinois State Library announced the program and began accepting applications. The MVLD had a proposal ready to go and submitted it.

- 2025 Better World Books Literacy Grant – An application was submitted in January to request \$2,000 in funding to help the most at-risk students in the school district retain, if not develop, their English literacy skills over the summer. No word on this proposal. At this point, it is assumed that the MVLD did not receive this grant.
- 2025 STEM Supplies Grant – An application for a STEM-Supplies.com grant was submitted to request \$250 for the purchase of grade school-appropriate STEM kits. No word on this proposal yet. At this point, it is assumed that the MVLD did not receive this grant.
- Walmart Spark Good Grant – “Preserving Our History” was approved for \$500, which is half of the proposed \$1,000, for the purchase of equipment to convert older media into digital formats. A series of media conversion events will be scheduled between the MVLD and the Collinsville Historical Museum.

Marketing and Promotions Updates

- Marketing efforts continued to focus heavily on summer reading program activities.
- Category and genre signs were added to CM’s adult nonfiction section to make it easier to browse. Large and commonly requested sections like cooking, true crime, religion, business, and health have signs indicating where those items begin on the shelves. Thanks goes to CM Circulation Supervisor Amy Noakes for designing and making the signs.

Meetings, Outreach, and Professional Development

- July 1 – Met w/ a trustee.
- July 15 – Attended the Chamber of Commerce Board of Directors meeting.
- July 18 – Met with service techs from A&H Mechanical, Johnson Controls, MEI, and Security Alarm; met with sales rep from Swing City Music; covered CM’s main desk (2.00 hours).
- July 22 – Met with service reps from A&H Mechanical & Lazerware; met with reps from the City of Collinsville, Chestnut Health Systems, and the Collinsville Food Pantry to discuss logistics of bringing the WE CARE mobile health unit to Collinsville.
- July 25 – Met with Newsbank database rep re: renewal and possible add-on services; met w/ a trustee.
- July 28 – Attended Collinsville Uptown businesses meeting.
- July 29 – Attended Chamber’s Coffee Talk.

Miscellaneous

- Swing City Music was approached to provide the MVLD with options for an improved, portable audiovisual system to be used for board meetings and other events.
- Disbursement of funds from the Donald R. Shaffner Trust should be forthcoming within the next few months. Mr. Shaffner passed away in 2022 and named the library as one of his beneficiaries in the Declaration of Trust.
- Statements and receipts for the FY2024 E-Rate reimbursement cycle were submitted.
- FC staff are still investigating an option for reading tutors to help out at the library starting with the new school year.
- I responded to two FOIA requests – one from Don Koonce and one commercial request from SmartProcure.

Program Updates and Other Dates of Note

- Saturday, August 23 @ 3:00 PM (CM) – Family Storytime. Join us for National Book Lovers Day Storytime. Children's Librarian Theresa Beck will share some of her favorite stories and crafts. At the end of the event attendees will be able to take home a free book.
- The MVLD is closed on Monday, September 1 for Labor Day.
- Tunes at Blum is back on Wednesday nights at 6:00 PM through the month of September.
- On Saturday, September 6 at 2:00 PM, we challenge you to the library's 2nd Great Puzzle Race. Register your team of 4 to put together a 500-piece puzzle in less than 2 hours. Prizes for 1st, 2nd, and 3rd place will be given. \$60.00/table is due at the time of registration. Funds raised by this event will support future library activities.
- Monday, September 8 @ 5:00 PM (CM) – Writer's Discussion Night. Enjoy discussions about writing with other writers. Attendees will receive handouts with writing tips and tricks, talk about writing concepts, and discuss trends in writing, publishing, and books in general.
- Tuesday, September 9 @ 5:00 PM (CM) – Kids Archaeology Program: What Is an Archaeologist? Join Alicia Karrick, Scientific Specialist for the Illinois State Archaeological Survey American Bottom Field Station, to learn what an archaeologist is and does. This program includes reading a short picture book, drawing a picture, and a hands-on activity. The program is for kids 3+ years old and their families.
- Tuesday, September 9 @ 6:00 PM (CM) – Basic Computer Class. Increase your computer skills and bring questions for the end of the class.
- Check out the Library's full calendar at https://mvld.org/collinsville_calendar and https://mvld.org/fairmont_calendar.

Staff and Volunteer Updates

- Level 1 Library Clerk Reida Buscemi resigned on July 21. Level 2 Library Clerks Ciara Summers and Martin McMahan have tendered their resignations for August 13 and August 28 respectively.
- The interviewing and hiring process for four new clerks will continue until all positions are filled.
- The AFSCME union filed a unit clarification petition, which law firm Guin Mundorf responded to on behalf of the MVLD.

Statistical Summary

7/1/2025 12:00:00 AM - 7/31/2025 11:59:59 PM

Grand Totals

Record Counts - As of 8/5/2025 2:45 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,597,257	53,166	786,095			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	71,395	75,184	2	18,666	29	27

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
8,407	1,182	6,309	1,244	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,380	2,221	435		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	36	44	208	86
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	5	0	622	212
Deleted by Other	n/a	n/a	n/a	n/a

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$5,927.30	\$148.54	\$0.00	\$148.54	\$4,736.15	\$0.00
Total Outstanding Fines - As of 8/5/2025 2:45 PM					\$116,994.71

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
698	1	1,532	165

March	PROGRAM / EVENT / PROMOTION	# ATTENDED
July	Activity Packet	100
July	Coloring Pages	340
July	Computer Handouts	40
July	Children's Take and Make Crafts	55
July	Take and Make Craft Kits	298
July	Adult SRP Turned In	77
July	Teen SRP Turned In	27
7/1/25	Morning Yoga	8
7/1/25	Storytime - 4th of July Theme	20
7/1/25	Bouncy Ball Craft- Children's	15
7/1/25	Board Game Night-Adults and Teens	1
7/1/25	Basic Computer Class	3
7/2/25	4th of July Crafts- Children's	77
7/2/25	Baby Boogie Storytime- 4th of July Theme	41
7/2/25	Yoga Time!	7
7/2/25	Retro Games Night-adults and teens	18
7/3/25	D&D Club	12
7/5/25	Chess Club	7
7/7/25	Pool Noodle Monsters Craft- Kids Program	15
7/7/25	Chestnut Health System Table	4
7/7/25	Body Sculpting	8
7/7/25	Pompom Pocket Monsters-Teens and Adults	1
7/8/25	Epilepsy Foundation of Greater Southern Illinois Informational Table	2
7/8/25	Morning Yoga	8
7/8/25	Storytime - Ice Cream Theme	42
7/9/25	Summer Fan Craft- Kids Program	42
7/9/25	Baby Boogie Storytime- Ice Cream Theme	49
7/9/25	Acoustic Jam with the Collinsville Ramblers	13
7/9/25	Yoga Time!	4
7/10/25	D&D Club	8
7/10/25	PRC: Daytime Book Club	5
7/10/25	Lego Building Challenge Club - Children's	12
7/12/25	Chess Club	9
7/12/25	Meditation at the Blum House	5
7/12/25	Yarn Club-Knitting and Crochet	4
7/12/25	Cross Stitching Club	2
7/14/25	Body Sculpting	9
7/14/25	Kids In The Kitchen - Cooking Class- Minecraft Theme Day 1 of 2	13
7/14/25	Old School Dungeon Crawling: Basic Fantasy Roleplaying Game	CANCELED
7/15/25	Morning Yoga	6
7/15/25	Storytime - Travel Theme	28
7/15/25	Kids In The Kitchen - Cooking Class- Minecraft Theme day 2 of 2	13
7/16/25	Baby Boogie Storytime- Travel Theme	36

7/16/25	Metro East Every Survivor Counts Table	10
7/16/25	Kids In The Kitchen - Cooking Class- Fortnite Theme	14
7/16/25	Yoga Time!	6
7/17/25	Kids In The Kitchen - Cooking Class- Pokemon Theme	14
7/17/25	Family Storytime- Feelings Theme	19
7/17/25	D&D Club	11
7/18/25	Kids In The Kitchen - Cooking Class- Super Mario Brother Theme	14
7/19/25	Meditation at the Blum House	8
7/19/25	Cross Stitching Club	2
7/19/25	History and Genealogy Club	5
7/19/25	Chess Club	9
7/19/25	Arts and Crafts Club-Adults	18
7/21/25	Body Sculpting	8
7/21/25	Chestnut Health System Table	CANCELED
7/22/25	Morning Yoga	5
7/22/25	Storytime - camping Theme	25
7/22/25	Balloon Olympics- kids program	59
7/23/25	Baby Boogie Storytime- Camping Theme	43
7/23/25	Yoga Storytime- Family Program	4
7/23/25	Yoga Time!	5
7/24/25	D&D Club	9
7/24/25	Kids Sensory Play Night	CANCELED
7/25/25	VR Basics-Adults	2
7/26/25	Chess Club	10
7/26/25	Meditation at the Blum House	8
7/26/25	Cross Stitching Club	2
7/28/25	Body Sculpting	7
7/28/25	DIY Pixel Art Squishies	20
7/29/25	Morning Yoga	8
7/29/25	Storytime - Park Theme	24
7/30/25	Baby Boogie Storytime- Parks Theme	56
7/30/25	PRC: Evening Book Club	9
7/30/25	Yoga Time!	7
7/31/25	D&D Club	9
TOTAL		1934

Children Ages 0-5 Synchronous in-person onsite program sessions: 383 attendance, 11 events

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

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

Children Ages 0-5 Self-Directed: 340 attendance, 1 events

Children Ages 6-11 Synchronous in-person onsite program 158 attendance, 9 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: 189 attendance, 4 events

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

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

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

Young Adults Ages 12-18 Self-Directed: 27 attendance, 1 event

Adults Ages 19+ Synchronous in-person onsite program: 197 attendance, 32 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: 117 attendance, 2 events
General Interests Synchronous in-person onsite program: 125 attendance, 12 events
General Interests Synchronous in-person offsite program sessions: 0 attendance, 0 events
General Interests Synchronous virtual program sessions: 0 attendance, 0 events
General Interests Self-Directed: 398 attendance, 2 events

Board Report August 2025

Matthew Harris – Assistant Director – Fairmont City Library Center

Outreach and education:

July 8: Attended Latino Roundtable meeting

July 21: Attended MVLD Board meeting

July 30: Attended MVLD Building and Grounds committee meeting

Building and Grounds:

Zeke has been working on installing the posts in the front and back of the library to help vehicles avoid driving into the grass. The back lot has been repaired and new grass has been planted. A&H Plumbing was here and dealt with some issues with one of the men's toilets and the lift pump smell.

Programming:

Epic Camp wrapped up. This was the 3 day-a-week program that Kreitner and Caseyville Elementary offered. Theresa's Foam Party was a huge success. The Back-to-School Bash and Health Fair was another success. There were vision and hearing screenings, dental checks, school supplies, and more at the event. We estimated there to be some 700 people in attendance!

Stats:

July:

Days Open: 26

Door Count: 3,258

Computer Users: 333

E-Book Questions: 0

Homebound Delivery: 0

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
July	Take and Make Craft Kits	10
July	Adult SRP Returned	3
7/2/25	4th of July Crafts	5
7/2/25	Garden Club	4
7/5/25	Gaming Papercraft-All Ages	0
7/7/25	Family Storytime- Ice Cream Theme	0
7/7/25	Kids in the Kitchen- Minecraft foods	8
7/8/25	Violence Prevention Center	2
7/8/25	Board Game Night-Adults and Teens	4
7/9/25	Staying Active and Learning about Health	8
7/9/25	Kids in the Kitchen-Science in the kitchen theme	9
7/9/25	Garden Club	10
7/11/25	Level Up Your Library Skills-Adults & Teens	1
7/12/25	Pompom Pocket Monsters-Teens and adults	5
7/14/25	Pool noodle Monster Craft- Kids Program	10
7/14/25	Family Storytime- Travel Theme	0
7/15/25	Answers on Aging	2
7/16/25	Summer Fan Craft- Kids Program	4
7/16/25	Garden Club	3
7/17/25	Staying Active and Learning About Health	8
7/18/25	Metro East Every Survivor Counts Table	1
7/19/25	Retro Games Night-teens and adults	2
7/21/25	Family Storytime- Camping Theme	0
7/21/25	Indoor Board Games and Popsicles	2
7/23/25	Garden Club	4
7/24/25	Balloon Olympics	34
7/24/25	Back to School Bash and Hispanic Health Fair	600
7/26/25	Huge Foam Craze Party with Foam and Flight	51
7/28/25	Family Storytime- Parks Theme	3
7/28/25	Cooking Camp	4
7/29/25	Cooking Camp	3
7/30/25	Cooking Camp	3
7/30/25	Garden Club	CANCELED
7/31/25	Cooking Camp	2
TOTAL		805
	Children Ages 0-5 Synchronous in-person onsite program sessions: 3 attendance, 4 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: 132 attendance, 11 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: 19 attendance, 3 events

Young Adults Ages 12- 18 Synchoronous in-person onsite program: 11 attendance, 3 events

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

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

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

Adults Ages 19+ Synchronous in-person onsite program: 2 attendance, 1 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: 3 attendance, 1 events

General Interests Synchronous in-person onsite program: 625 attendance, 8 events

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

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

General Interests Self-Directed: 10 attendance, 2 events

Expense by Vendor Detail

Mississippi Valley Library District

July 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
A&H Mechanical Contracting				
07/30/2025	Bill	Invoice # 087400 - community room drinking fountain - capped off leaking fountain	Other Expenditures:Donation Expenditures - Des.	100.00
07/30/2025	Bill	Invoice # 087500 - drinking fountain replace w/ combo fountain/bottle filling unit	Other Expenditures:Donation Expenditures - Des.	1,400.00
07/30/2025	Bill	Invoice # 087502- boilers causing cold zones	Maintenance Services:Building	600.00
Total for A&H Mechanical Contracting				\$2,100.00
Amazon Capital Services				
07/15/2025	Bill	DVDs	Materials:Juvenile Audio Visual Items	217.50
07/15/2025	Bill	DVDs	Materials:Adult Audio Visual Items	218.57
07/30/2025	Bill	DVDs	Materials:Adult Audio Visual Items	58.85
Total for Amazon Capital Services				\$494.92
AMEREN ILLINOIS				
07/30/2025	Bill	FCLC gas (01149)	Utilities:Natural Gas	75.38
07/30/2025	Bill	FCLC electric (01130)	Utilities:Electricity	1,349.90
07/30/2025	Bill	CMLC gas (23000)	Utilities:Natural Gas	148.06
07/30/2025	Bill	CMLC electric (04006)	Utilities:Electricity	3,384.99
07/30/2025	Bill	CMLC outdoor parking lot light (60005)	Utilities:Electricity	29.50
07/30/2025	Bill	BH gas (83007)	Utilities:Natural Gas	70.69
07/30/2025	Bill	BH electric (10414)	Utilities:Electricity	187.26
Total for AMEREN ILLINOIS				\$5,245.78
American Express				
07/16/2025	Expense	Edwardsville Children's Museum pass	Materials:Other Materials	750.00
07/16/2025	Expense	activity consumables	Other Expenditures:Programming	115.07
07/16/2025	Expense	monthly Zoom and Gurulmporier subscriptions	Professional Services:Other Professional Services	28.99
07/16/2025	Expense	Canva annual subscription	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	119.99
07/16/2025	Expense	field trip per diem; conductive thread sewing kits	Other Expenditures:Grant Expenses:FY2025 PNG Grant	409.37
07/16/2025	Expense		Supplies:Office	1,018.45
07/16/2025	Expense	2024 IL Compiled Statutes	Materials:Adult Print Materials	290.70
07/16/2025	Expense		Maintenance Services:Building	33.88

Expense by Vendor Detail

Mississippi Valley Library District

July 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
07/16/2025	Expense	SRP supplies (Fol SRP 2025 & 3/2025 puzzle race fundraiser); refund of unused quarter round for play room floor (DAFgiving360)	Other Expenditures:Donation	79.61
07/16/2025	Expense	Video games	Expenditures - Des.	
07/16/2025	Expense		Materials:Adult Audio Visual Items	605.76
07/16/2025	Expense	annual credit card fees	Utilities:Telephone/Fax	30.00
			Other Expenditures:Miscellaneous	215.83
Total for American Express				\$3,697.65
Ancel Glink P.C.				
07/15/2025	Bill	June 2025 statement - work on museum lease agreement; analysis & advisement on loteria/bingo fundraising event	Professional Services:Legal Service	888.75
Total for Ancel Glink P.C.				\$888.75
Aqua Systems				
07/15/2025	Bill	Invoice # 577110564 bottle exchange dated 6/27/2025	Supplies:Office	21.60
07/30/2025	Bill	Invoice # 578961083 bottle exchange dated 7/18/2025	Supplies:Office	21.60
Total for Aqua Systems				\$43.20
AtoZdatabases				
07/15/2025	Bill	Invoice # 140281 subscription for 7/1/2025 - 6/30/2026 - 2nd year in 3-year agreement	Materials:Online Databases	2,538.00
Total for AtoZdatabases				\$2,538.00
BlueCross BlueShield of Illinois				
07/30/2025	Bill	Health Insurance 8/1/2025 - 9/1/2025	Personnel:Benefits:Health/Dental Insurance	5,998.70
Total for BlueCross BlueShield of Illinois				\$5,998.70
Brady Pest and Termite Management				
07/15/2025	Bill	Invoice # 0090132 Bimonthly pest control BH, CM, & FC June 2025	Maintenance Services:Grounds	275.00
Total for Brady Pest and Termite Management				\$275.00
Brian Brown				
07/15/2025	Bill	June 2025 CM, FC, & BH mowing	Maintenance Services:Grounds	960.00
Total for Brian Brown				\$960.00
Buildingstars				
07/15/2025	Bill	Invoice # 35055512 BH June 2025 extra cleaning	Maintenance Services:Building	150.00
07/15/2025	Bill	Invoice # 3512266 BH July 2025 cleaning	Maintenance Services:Building	225.00

Expense by Vendor Detail

Mississippi Valley Library District

July 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
07/30/2025	Bill	Invoice # 3513703 BH July 2025 extra cleaning	Maintenance Services:Building	25.00
Total for Buildingstars				\$400.00
Capital One				
07/30/2025	Bill	Misc. program consumables	Other Expenditures:Donation Expenditures - Des.	340.05
Total for Capital One				\$340.05
Casey's General Store				
07/11/2025	Expense		Other Expenditures:Vehicles	40.17
Total for Casey's General Store				\$40.17
Center Point Large Print				
07/15/2025	Bill	Invoice # 2180322 standing order June 2025	Materials:Adult Print Materials	154.62
Total for Center Point Large Print				\$154.62
Charter Communications				
07/30/2025	Bill	CM & FC fiber internet 50 mbps July 2025 - August 2025	Professional Services:Internet Services	772.00
07/30/2025	Bill	CM elevator emergency phone line July 2025 - August 2025	Utilities:Telephone/Fax	50.00
Total for Charter Communications				\$822.00
City of Collinsville				
07/30/2025	Bill	CM water & sewer 5/2/2025 - 6/27/2025	Utilities:Water/Sewer	35.19
Total for City of Collinsville				\$35.19
Corvus of St. Louis				
07/15/2025	Bill	Invoice # 507619005-0303 July 2025 CM & FC cleaning	Maintenance Services:Building	2,700.00
Total for Corvus of St. Louis				\$2,700.00
Delta Dental				
07/30/2025	Bill	Dental Insurance August 2025	Personnel:Benefits:Health/Dental Insurance	296.30
Total for Delta Dental				\$296.30
Flags USA, LLC				
07/30/2025	Bill	Invoice # INV-17396 - one state flag	Supplies:Office	178.20
Total for Flags USA, LLC				\$178.20

Expense by Vendor Detail

Mississippi Valley Library District

July 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Globe Life				
07/15/2025	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	215.10
07/30/2025	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	215.10
Total for Globe Life				\$430.20
Green Sky Cleaning Supply				
07/15/2025	Bill	Invoice # 141614 toilet paper, trash can liners, paper towels	Supplies:Office	645.87
Total for Green Sky Cleaning Supply				\$645.87
Home Depot				
07/03/2025	Expense		Maintenance Services:Building	8.98
07/14/2025	Expense		Maintenance Services:Building	11.96
07/02/2025	Expense		Maintenance Services:Building	77.91
07/23/2025	Expense		Maintenance Services:Building	93.80
07/29/2025	Expense		Maintenance Services:Building	55.91
Total for Home Depot				\$248.56
IHLS-OCLC				
07/30/2025	Bill	Invoice # 32586 FY2026 OCLC annual fee	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	936.18
Total for IHLS-OCLC				\$936.18
Illinois American Water				
07/30/2025	Bill	FCLC water 6/7/2025-7/8/2025	Utilities:Water/Sewer	110.31
Total for Illinois American Water				\$110.31
Illinois Heartland Library System				
07/15/2025	Bill	Invoice # 2025-1427 June 2025 CloudLibrary purchases	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	208.23
07/15/2025	Bill	Invoice # 2026-0073 SHARE bibliographic services - RDA Toolkit (cataloging)	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	90.00
07/15/2025	Bill	Invoice # 2026-0043 SHARE Mobile Library app - customized	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	250.00
07/15/2025	Bill	Invoice # 2026-1513 cataloging services	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	588.00
07/30/2025	Bill	Invoice # 2026-0390 SHARE membership fee - base fee	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	21,374.57
07/30/2025	Bill	Invoice # 2026-0254 SHARE membership fee - branch fee	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	950.00

Expense by Vendor Detail

Mississippi Valley Library District

July 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Total for Illinois Heartland Library System			Grant	\$23,460.80

Expense by Vendor Detail

Mississippi Valley Library District

July 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Illinois State Police				
07/15/2025	Bill	background checks - employees A. Gutierrez-Trejo & M. Alvarado	Other Expenditures:Miscellaneous	20.00
Total for Illinois State Police				\$20.00
IMRF				
07/02/2025	Expense		Personnel:Benefits:IMRF	7,277.44
Total for IMRF				\$7,277.44
INGRAM LIBRARY SERVICES				
07/15/2025	Bill	Invoices # 88854005, -006, -007, 88975978, -979, 88982397, -398, 89064548, -551, -552	Materials:Adult Print Materials	773.58
07/15/2025	Bill	Invoices # 88854008, -009, 88924357, -358, 88951604, -605, 88982399, 89064549, -550	Materials:Juvenile Print Items	263.31
07/15/2025	Bill	Invoices # 88924359, 88982400	Other Expenditures:Grant Expenses:FY2025 PNG Grant	550.70
07/30/2025	Bill	Invoices # 89136334, 89249206, -209, -210, 89272119, -121, 89355971, -972, 89342354, -355, 89377934, -935, 89398895, -896	Materials:Adult Print Materials	543.45
07/30/2025	Bill	Invoices # 89249207, -208, 89272120, 89355970, 89342352, -353, 89377932, -933	Materials:Juvenile Print Items	112.59
07/30/2025	Bill	Invoice # 89342351	Other Expenditures:Grant Expenses:FY2025 PNG Grant	115.60
Total for INGRAM LIBRARY SERVICES				\$2,359.23
Johnson Controls Fire Protection LP				
07/15/2025	Bill	Invoice # 24804875 annual inspections contract	Maintenance Services:Building	4,124.00
Total for Johnson Controls Fire Protection LP				\$4,124.00
KANOPY, INC.				
07/15/2025	Bill	Invoice # 458545 - PPU for June 2025 play credits	Materials:Virtual Items	274.00
Total for KANOPY, INC.				\$274.00
Lazerware				
07/15/2025	Bill	Invoice # 7101 CM June 2025	Professional Services:Information Technology	2,875.97
07/15/2025	Bill	Invoice # 7110 FC June 2025	Professional Services:Information Technology	919.92
Total for Lazerware				\$3,795.89
MEI Total Elevator Solutions				
07/30/2025	Bill	Invoice # 1129486 - final balance (25%) of original elevator repairs contract	Maintenance Services:Elevator Repairs/ Modernization	22,450.00

Expense by Vendor Detail

Mississippi Valley Library District

July 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
07/30/2025	Bill	Invoice # 1138553 - change order for oil pipe	Maintenance Services:Elevator Repairs/ Modernization	16,932.46
Total for MEI Total Elevator Solutions				\$39,382.46
OverDrive				
07/15/2025	Bill	Invoice # 02064SV25207829 & 02064SV25207840 June 2025 streaming videos	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	5.98
Total for OverDrive				\$5.98
Peerless Network, Inc.				
07/15/2025	Bill	FC monthly fax fees	Utilities:Telephone/Fax	77.83
07/15/2025	Bill	CM monthly fax fees	Utilities:Telephone/Fax	151.99
Total for Peerless Network, Inc.				\$229.82
Security Alarm				
07/30/2025	Bill	Invoice # 231256 repair unresponsive camera & re-indexing for data gaps	Professional Services:Other Professional Services	230.00
Total for Security Alarm				\$230.00
Trenton Public Library				
07/30/2025	Bill	Item # 0008500040459 The Measure	Other Expenditures:Payments to Other Libraries	28.00
Total for Trenton Public Library				\$28.00
United States Postal Service				
07/02/2025	Expense		Supplies:Postage	9.51
07/18/2025	Expense		Supplies:Postage	59.50
07/25/2025	Expense		Supplies:Postage	25.50
Total for United States Postal Service				\$94.51
US Bank Equipment Finance				
07/30/2025	Bill	Invoice # 560149981 - for 7/10/2025 - 8/10/2025 copier leasing	Maintenance Services:Equipment	738.00
Total for US Bank Equipment Finance				\$738.00
Village of Fairmont City				
07/15/2025	Bill	FC sewer 7/1/2025 - 9/24/2025	Utilities:Water/Sewer	30.00
Total for Village of Fairmont City				\$30.00

Expense by Vendor Detail

Mississippi Valley Library District

July 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
World Trade Press				
07/30/2025	Bill	Invoice # INV682597 AtoZ Maps, World Culture, The USA, World Food, World Travel, Food America 9/1/2025 - 8/31/2026	Materials:Online Databases	400.00
Total for World Trade Press				\$400.00
07/03/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	403.75
07/03/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	1,726.40
07/03/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	134.31
07/03/2025	Journal Entry	Holiday	Personnel:Salaries:Full Time	2,160.78
07/03/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	61.50
07/03/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	12,352.53
07/03/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	4,701.83
07/03/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	1,709.01
07/03/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	482.00
07/03/2025	Journal Entry	Regular	Personnel:Salaries:Part time	6,230.99
07/03/2025	Journal Entry	Sick	Personnel:Salaries:Part time	15.75
07/03/2025	Journal Entry	Invoice	Professional Services:Payroll Service	116.46
07/03/2025	Journal Entry	M. Harris - prep for and leading the field trip	Other Expenditures:Grant Expenses:FY2025 PNG Grant	226.96
07/18/2025	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	406.89
07/18/2025	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	1,739.73
07/18/2025	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	140.99
07/18/2025	Journal Entry	Holiday	Personnel:Salaries:Full Time	2,236.28
07/18/2025	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	168.96
07/18/2025	Journal Entry	Regular	Personnel:Salaries:Full Time	11,940.88
07/18/2025	Journal Entry	Salary	Personnel:Salaries:Full Time	3,293.63
07/18/2025	Journal Entry	Sick	Personnel:Salaries:Full Time	471.13
07/18/2025	Journal Entry	Vacation	Personnel:Salaries:Full Time	3,488.41
07/18/2025	Journal Entry	Paid Leave	Personnel:Salaries:Part time	46.35
07/18/2025	Journal Entry	Regular	Personnel:Salaries:Part time	6,321.89
07/18/2025	Journal Entry	Sick	Personnel:Salaries:Part time	189.26

Expense by Vendor Detail

Mississippi Valley Library District

July 2025

TRANSACTION DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
07/18/2025	Journal Entry	Invoice	Professional Services: Payroll Service	207.70
Total for --				\$60,974.37

Profit and Loss

Mississippi Valley Library District

July 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	0
Charges for Services	486.56
Fax	810.81
Printing/Copying	\$1,297.37
Total for Charges for Services	0
Fines & Forfeitures	48.95
Fines	301.02
Lost or Damaged Books/Inhouse	\$349.97
Total for Fines & Forfeitures	0
Intergovernment Revenue	0
Grants	500.00
Other Grants	\$500.00
Total for Grants	12,727.84
Replacement Tax	\$13,227.84
Total for Intergovernment Revenue	0
Other Revenues	56.50
Donations - Des & Undes	4,352.78
Interest Income	20.00
Property License Agreements	78.00
Reimbursements Other libraries	0
Rental Income	325.00
Blum House Rental	25.00
Collinsville Rooms	\$350.00
Total for Rental Income	444.35
Sale of Items	\$5,301.63
Total for Other Revenues	0
Taxes	897.98
Audit	18,260.55
Building Maintenance	6,186.57
FICA/Medicare	3,392.61
IMRF	8,182.38
Liability Insurance	131,715.70
Property Tax	\$168,635.79
Total for Taxes	\$188,812.60
Total for Income	
Cost of Goods Sold	\$188,812.60
Gross Profit	

Profit and Loss

Mississippi Valley Library District

July 2025

DISTRIBUTION ACCOUNT	TOTAL
Expenses	0
Maintenance Services	8,106.44
Building	39,382.46
Elevator Repairs/ Modernization	738.00
Equipment	1,235.00
Grounds	
Total for Maintenance Services	\$49,461.90
Materials	0
Adult Audio Visual Items	883.18
Adult Print Materials	1,762.35
Juvenile Audio Visual Items	217.50
Juvenile Print Items	375.90
Online Databases	2,938.00
Other Materials	750.00
Virtual Items	274.00
Total for Materials	\$7,200.93
Other Expenditures	0
Donation Expenditures - Des.	1,919.66
Grant Expenses	0
FY2024 Per Capita Grant	5.98
FY2025 Per Capita Grant	24,516.97
FY2025 PNG Grant	1,302.63
Total for Grant Expenses	\$25,825.58
Miscellaneous	235.83
Payments to Other Libraries	28.00
Programming	115.07
Vehicles	40.17
Total for Other Expenditures	\$28,164.31
Personnel	0
Benefits	0
FICA Company	4,276.77
Health/Dental Insurance	6,725.20
IL Unemployment Company	275.30
IMRF	7,277.44
Total for Benefits	\$18,554.71
Salaries	0
Full Time	43,066.94
Part time	12,804.24
Total for Salaries	\$55,871.18
Total for Personnel	\$74,425.89

Profit and Loss

Mississippi Valley Library District

July 2025

DISTRIBUTION ACCOUNT	TOTAL
Professional Services	0
Information Technology	3,795.89
Internet Services	772.00
Legal Service	888.75
Other Professional Services	258.99
Payroll Service	324.16
Total for Professional Services	\$6,039.79
Supplies	0
Office	1,885.72
Postage	94.51
Total for Supplies	\$1,980.23
Utilities	0
Electricity	4,951.65
Natural Gas	294.13
Telephone/Fax	309.82
Water/Sewer	175.50
Total for Utilities	\$5,731.10
Total for Expenses	\$173,004.15
Net Operating Income	\$15,808.45
Other Income	
Other Expenses	
Net Other Income	0
Net Income	\$15,808.45

Balance Sheet
Mississippi Valley Library District
As of July 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Checking	114,725.86
IL Funds - Audit	10,131.49
IL Funds - Building	10,401.01
IL Funds - FICA	53,967.19
IL Funds - General	572,307.32
IL Funds - Gift	25,297.43
IL Funds - IMRF	71,195.24
IL Funds - Insurance	99,345.82
IL Funds - Reserve	40,671.10
IL Funds - Working Cash	236,965.55
Suspense	
Total for Bank Accounts	\$1,235,008.01
Accounts Receivable	
Other Current Assets	
Petty Cash	100.00
Prepaid Insurance	17,255.45
Total for Other Current Assets	\$17,355.45
Total for Current Assets	\$1,252,363.46
Fixed Assets	
Other Assets	
Miscellaneous Accounts Rec.	
Taxes Receivable	864,041.62
Total for Other Assets	\$864,041.62
Total for Assets	\$2,116,405.08

Balance Sheet

Mississippi Valley Library District

As of July 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
Credit Cards	
Other Current Liabilities	
Accrued Sick Pay	5,253.76
Accrued Vacation	18,665.72
Accrued Wages	17,753.78
Deferred Revenue	975,284.70
Manual A/P	23,347.24
Payroll Liabilities	\$1,104.05
Direct Deposit	259.15
Fed Withhold	-208.00
Garnishment	176.18
Health/Dental Insurance	342.47
II Withhold	-807.73
IMRF - Payable	214,593.96
Liberty National	11,423.30
MC - Emp	7.68
MC - Lib	7.68
Miscellaneous	-127.44
Net Pay Offset	1,054.41
SS - Emp	32.81
SS - Lib	32.81
SUTA	4,102.99
Total for Payroll Liabilities	\$231,994.32
Total for Other Current Liabilities	\$1,272,299.52
Total for Current Liabilities	\$1,278,975.83
Long-term Liabilities	
Total for Liabilities	\$1,278,975.83
Equity	
Retained Earnings	807,581.54
Net Income	15,808.45
Opening Bal Equity	14,039.26
Total for Equity	\$837,429.25
Total for Liabilities and Equity	\$2,116,405.08

IL Funds - Gift Ending Balance: \$25,431.88
Date: Last month to: Tue Jul 01 2025 from: Thu Jul 31 2025

Date	Ref No.	Memo	Payment	Deposit	Reconciliati on Status	Balance	Type	Account
07/31/2025	INTEREST	Interest Earned		102.99	Reconciled	25,297.43	Deposit	Other Revenues: Int erest 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		Reconciled	25,194.44	Transfer	Checking
07/16/2025		Treehouse 4/5/2024 & iREAD 12/15/2023 not previously transferred	559.82		Reconciled	27,034.49	Transfer	IL Funds - General
07/15/2025		American Express payment for 7/16/2025	79.61		Reconciled	27,594.31	Transfer	Checking
07/01/2025		Quarter round for play room flooring	90.24		Reconciled	27,673.92	Transfer	Checking

Mississippi Valley Library District
Budget vs. Actuals: FY2026 Budget - FY26 P&L
 July 2025

	JUL 2025			TOTAL		
	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET
Income						
Charges for Services				\$0.00	\$0.00	0.00%
Fax	486.56	3,500.00	13.90 %	\$486.56	\$3,500.00	13.90 %
Non-resident Fees		82.00		\$0.00	\$82.00	0.00%
Printing/Copying	810.81	11,450.00	7.08 %	\$810.81	\$11,450.00	7.08 %
Total Charges for Services	1,297.37	15,032.00	8.63 %	\$1,297.37	\$15,032.00	8.63 %
Fines & Forfeitures				\$0.00	\$0.00	0.00%
Fines	48.95	300.00	16.32 %	\$48.95	\$300.00	16.32 %
Lost or Damaged Books/Inhouse	301.02	2,500.00	12.04 %	\$301.02	\$2,500.00	12.04 %
Total Fines & Forfeitures	349.97	2,800.00	12.50 %	\$349.97	\$2,800.00	12.50 %
Intergovernment Revenue				\$0.00	\$0.00	0.00%
E-Rate		15,000.00		\$0.00	\$15,000.00	0.00%
Grants				\$0.00	\$0.00	0.00%
FY2025 Per Capita Grant		48,794.48		\$0.00	\$48,794.48	0.00%
FY2025 PNG Grant		3,423.15		\$0.00	\$3,423.15	0.00%
FY2026 PNG Grant		6,518.00		\$0.00	\$6,518.00	0.00%
Other Grants	500.00	5,000.00	10.00 %	\$500.00	\$5,000.00	10.00 %
Total Grants	500.00	63,735.63	0.78 %	\$500.00	\$63,735.63	0.78 %
Replacement Tax	12,727.84	45,000.00	28.28 %	\$12,727.84	\$45,000.00	28.28 %
TIF Funds		0.00		\$0.00	\$0.00	0.00%
Total Intergovernment Revenue	13,227.84	123,735.63	10.69 %	\$13,227.84	\$123,735.63	10.69 %
Other Revenues				\$0.00	\$0.00	0.00%
Donations - Des & Undes	56.50	20,000.00	0.28 %	\$56.50	\$20,000.00	0.28 %
Interest Income	4,352.78	66,200.00	6.58 %	\$4,352.78	\$66,200.00	6.58 %
Miscellaneous		1,600.00		\$0.00	\$1,600.00	0.00%
Property License Agreements	20.00	15,001.00	0.13 %	\$20.00	\$15,001.00	0.13 %
Reimbursements Other libraries	78.00	2,900.00	2.69 %	\$78.00	\$2,900.00	2.69 %
Rental Income				\$0.00	\$0.00	0.00%
Blum House Rental	325.00	14,000.00	2.32 %	\$325.00	\$14,000.00	2.32 %
Collinsville Rooms	25.00	3,350.00	0.75 %	\$25.00	\$3,350.00	0.75 %
FC Pavilion		100.00		\$0.00	\$100.00	0.00%
FC Rooms		100.00		\$0.00	\$100.00	0.00%
Total Rental Income	350.00	17,550.00	1.99 %	\$350.00	\$17,550.00	1.99 %
Sale of Items	444.35	4,750.00	9.35 %	\$444.35	\$4,750.00	9.35 %
Sale of Short Street Lot		12,000.00		\$0.00	\$12,000.00	0.00%
Total Other Revenues	5,301.63	140,001.00	3.79 %	\$5,301.63	\$140,001.00	3.79 %
Taxes				\$0.00	\$0.00	0.00%
Audit	897.98	6,304.12	14.24 %	\$897.98	\$6,304.12	14.24 %
Building Maintenance	18,260.55	129,529.72	14.10 %	\$18,260.55	\$129,529.72	14.10 %
FICA/Medicare	6,186.57	43,842.52	14.11 %	\$6,186.57	\$43,842.52	14.11 %
IMRF	3,392.61	24,126.16	14.06 %	\$3,392.61	\$24,126.16	14.06 %
Liability Insurance	8,182.38	58,058.75	14.09 %	\$8,182.38	\$58,058.75	14.09 %
Property Tax	131,715.70	934,647.06	14.09 %	\$131,715.70	\$934,647.06	14.09 %
Total Taxes	168,635.79	1,196,508.33	14.09 %	\$168,635.79	\$1,196,508.33	14.09 %
Total Income	\$188,812.60	\$1,478,076.96	12.77 %	\$188,812.60	\$1,478,076.96	12.77 %
GROSS PROFIT	\$188,812.60	\$1,478,076.96	12.77 %	\$188,812.60	\$1,478,076.96	12.77 %
Expenses						
Maintenance Services				\$0.00	\$0.00	0.00%
Building	8,106.44	130,000.00	6.24 %	\$8,106.44	\$130,000.00	6.24 %
Elevator Repairs/ Modernization	39,382.46	25,000.00	157.53 %	\$39,382.46	\$25,000.00	157.53 %
Equipment	738.00	11,000.00	6.71 %	\$738.00	\$11,000.00	6.71 %

Mississippi Valley Library District
Budget vs. Actuals: FY2026 Budget - FY26 P&L
 July 2025

	JUL 2025			TOTAL		
	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET
Grounds	1,235.00	14,000.00	8.82 %	\$1,235.00	\$14,000.00	8.82 %
Total Maintenance Services	49,461.90	180,000.00	27.48 %	\$49,461.90	\$180,000.00	27.48 %
Materials				\$0.00	\$0.00	0.00%
Adult Audio Visual Items	883.18	11,000.00	8.03 %	\$883.18	\$11,000.00	8.03 %
Adult Print Materials	1,762.35	27,000.00	6.53 %	\$1,762.35	\$27,000.00	6.53 %
Juvenile Audio Visual Items	217.50	1,700.00	12.79 %	\$217.50	\$1,700.00	12.79 %
Juvenile Print Items	375.90	4,500.00	8.35 %	\$375.90	\$4,500.00	8.35 %
Online Databases	2,938.00	10,000.00	29.38 %	\$2,938.00	\$10,000.00	29.38 %
Other Materials	750.00	1,250.00	60.00 %	\$750.00	\$1,250.00	60.00 %
Virtual Items	274.00	10,000.00	2.74 %	\$274.00	\$10,000.00	2.74 %
Total Materials	7,200.93	65,450.00	11.00 %	\$7,200.93	\$65,450.00	11.00 %
Other Expenditures				\$0.00	\$0.00	0.00%
Donation Expenditures - Des.	1,919.66	24,000.00	8.00 %	\$1,919.66	\$24,000.00	8.00 %
Grant Expenses				\$0.00	\$0.00	0.00%
FY2024 Per Capita Grant	5.98			\$5.98	\$0.00	0.00%
FY2025 Per Capita Grant	24,516.97	48,794.48	50.25 %	\$24,516.97	\$48,794.48	50.25 %
FY2025 PNG Grant	1,302.63			\$1,302.63	\$0.00	0.00%
FY2026 PNG Grant		6,518.00		\$0.00	\$6,518.00	0.00%
Other Grants		5,000.00		\$0.00	\$5,000.00	0.00%
Total Grant Expenses	25,825.58	60,312.48	42.82 %	\$25,825.58	\$60,312.48	42.82 %
Liability & Building Insurance		31,000.00		\$0.00	\$31,000.00	0.00%
Miscellaneous	235.83	4,500.00	5.24 %	\$235.83	\$4,500.00	5.24 %
Payments to Other Libraries	28.00	1,000.00	2.80 %	\$28.00	\$1,000.00	2.80 %
Programming	115.07	7,000.00	1.64 %	\$115.07	\$7,000.00	1.64 %
Vehicles	40.17	3,000.00	1.34 %	\$40.17	\$3,000.00	1.34 %
Total Other Expenditures	28,164.31	130,812.48	21.53 %	\$28,164.31	\$130,812.48	21.53 %
Personnel				\$0.00	\$0.00	0.00%
Benefits				\$0.00	\$0.00	0.00%
FICA Company	4,276.77	59,500.00	7.19 %	\$4,276.77	\$59,500.00	7.19 %
Health/Dental Insurance	6,725.20	80,000.00	8.41 %	\$6,725.20	\$80,000.00	8.41 %
IL Unemployment Company	275.30	12,000.00	2.29 %	\$275.30	\$12,000.00	2.29 %
IMRF	7,277.44	101,000.00	7.21 %	\$7,277.44	\$101,000.00	7.21 %
Total Benefits	18,554.71	252,500.00	7.35 %	\$18,554.71	\$252,500.00	7.35 %
Salaries				\$0.00	\$0.00	0.00%
Full Time	43,066.94	555,000.00	7.76 %	\$43,066.94	\$555,000.00	7.76 %
Part time	12,804.24	196,000.00	6.53 %	\$12,804.24	\$196,000.00	6.53 %
Total Salaries	55,871.18	751,000.00	7.44 %	\$55,871.18	\$751,000.00	7.44 %
Total Personnel	74,425.89	1,003,500.00	7.42 %	\$74,425.89	\$1,003,500.00	7.42 %
Professional Development				\$0.00	\$0.00	0.00%
Dues		1,000.00		\$0.00	\$1,000.00	0.00%
Training/Tuition		1,000.00		\$0.00	\$1,000.00	0.00%
Travel Expenses		1,000.00		\$0.00	\$1,000.00	0.00%
Total Professional Development		3,000.00		\$0.00	\$3,000.00	0.00%
Professional Services				\$0.00	\$0.00	0.00%
Audit		8,800.00		\$0.00	\$8,800.00	0.00%
Information Technology	3,795.89	60,000.00	6.33 %	\$3,795.89	\$60,000.00	6.33 %
Internet Services	772.00	10,000.00	7.72 %	\$772.00	\$10,000.00	7.72 %
Legal Service	888.75	30,000.00	2.96 %	\$888.75	\$30,000.00	2.96 %
Other Professional Services	258.99	7,000.00	3.70 %	\$258.99	\$7,000.00	3.70 %
Payroll Service	324.16	5,000.00	6.48 %	\$324.16	\$5,000.00	6.48 %
Publishing		2,000.00		\$0.00	\$2,000.00	0.00%

Mississippi Valley Library District
Budget vs. Actuals: FY2026 Budget - FY26 P&L
 July 2025

	JUL 2025			TOTAL		
	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET
Total Professional Services	6,039.79	122,800.00	4.92 %	\$6,039.79	\$122,800.00	4.92 %
Supplies				\$0.00	\$0.00	0.00%
Equipment		10,000.00		\$0.00	\$10,000.00	0.00%
Office	1,885.72	12,000.00	15.71 %	\$1,885.72	\$12,000.00	15.71 %
Postage	94.51	3,900.00	2.42 %	\$94.51	\$3,900.00	2.42 %
Total Supplies	1,980.23	25,900.00	7.65 %	\$1,980.23	\$25,900.00	7.65 %
Utilities				\$0.00	\$0.00	0.00%
Electricity	4,951.65	50,000.00	9.90 %	\$4,951.65	\$50,000.00	9.90 %
Natural Gas	294.13	9,000.00	3.27 %	\$294.13	\$9,000.00	3.27 %
Telephone/Fax	309.82	4,000.00	7.75 %	\$309.82	\$4,000.00	7.75 %
Water/Sewer	175.50	4,500.00	3.90 %	\$175.50	\$4,500.00	3.90 %
Total Utilities	5,731.10	67,500.00	8.49 %	\$5,731.10	\$67,500.00	8.49 %
Total Expenses	\$173,004.15	\$1,598,962.48	10.82 %	\$173,004.15	\$1,598,962.48	10.82 %
NET OPERATING INCOME	\$15,808.45	\$ -120,885.52	-13.08 %	\$15,808.45	\$ -120,885.52	-13.08 %
NET INCOME	\$15,808.45	\$ -120,885.52	-13.08 %	\$15,808.45	\$ -120,885.52	-13.08 %

Mississippi Valley Library District

Profit and Loss Comparison

July 2025

	TOTAL			
	JUL 2025	JUL 2024 (PP)	CHANGE	% CHANGE
Income				
Charges for Services				
Fax	486.56	257.85	228.71	88.70 %
Printing/Copying	810.81	869.47	-58.66	-6.75 %
Total Charges for Services	1,297.37	1,127.32	170.05	15.08 %
Fines & Forfeitures				
Fines	48.95	59.06	-10.11	-17.12 %
Lost or Damaged Books/Inhouse	301.02	284.81	16.21	5.69 %
Total Fines & Forfeitures	349.97	343.87	6.10	1.77 %
Intergovernment Revenue				
E-Rate		4,936.26	-4,936.26	-100.00 %
Grants				
FY2024 Per Capita Grant		49,125.29	-49,125.29	-100.00 %
Other Grants	500.00		500.00	
Total Grants	500.00	49,125.29	-48,625.29	-98.98 %
Replacement Tax	12,727.84	11,637.25	1,090.59	9.37 %
Total Intergovernment Revenue	13,227.84	65,698.80	-52,470.96	-79.87 %
Other Revenues				
COBRA Reimbursements		1,393.20	-1,393.20	-100.00 %
Donations - Des & Undes	56.50	436.41	-379.91	-87.05 %
Interest Income	4,352.78	5,703.59	-1,350.81	-23.68 %
Miscellaneous		0.74	-0.74	-100.00 %
Property License Agreements	20.00		20.00	
Reimbursements Other libraries	78.00	112.95	-34.95	-30.94 %
Rental Income				
Blum House Rental	325.00	412.50	-87.50	-21.21 %
Collinsville Rooms	25.00	300.00	-275.00	-91.67 %
Total Rental Income	350.00	712.50	-362.50	-50.88 %
Sale of Items	444.35	339.73	104.62	30.80 %
Sale of Vehicle		3,009.33	-3,009.33	-100.00 %
Total Other Revenues	5,301.63	11,708.45	-6,406.82	-54.72 %
Taxes				
Audit	897.98	2,328.32	-1,430.34	-61.43 %
Building Maintenance	18,260.55	36,089.28	-17,828.73	-49.40 %
FICA/Medicare	6,186.57	17,268.43	-11,081.86	-64.17 %
IMRF	3,392.61	17,462.49	-14,069.88	-80.57 %
Liability Insurance	8,182.38	24,641.46	-16,459.08	-66.79 %

Mississippi Valley Library District

Profit and Loss Comparison

July 2025

	TOTAL			
	JUL 2025	JUL 2024 (PP)	CHANGE	% CHANGE
Property Tax	131,715.70	262,908.26	-131,192.56	-49.90 %
Total Taxes	168,635.79	360,698.24	-192,062.45	-53.25 %
Total Income	\$188,812.60	\$439,576.68	\$ -250,764.08	-57.05 %
GROSS PROFIT	\$188,812.60	\$439,576.68	\$ -250,764.08	-57.05 %
Expenses				
Maintenance Services				
Building	8,106.44	22,939.83	-14,833.39	-64.66 %
Elevator Repairs/ Modernization	39,382.46		39,382.46	
Equipment	738.00	1,514.48	-776.48	-51.27 %
Grounds	1,235.00	1,130.00	105.00	9.29 %
Total Maintenance Services	49,461.90	25,584.31	23,877.59	93.33 %
Materials				
Adult Audio Visual Items	883.18	697.98	185.20	26.53 %
Adult Print Materials	1,762.35	1,720.81	41.54	2.41 %
Juvenile Audio Visual Items	217.50	132.52	84.98	64.13 %
Juvenile Print Items	375.90	240.13	135.77	56.54 %
Online Databases	2,938.00	2,538.00	400.00	15.76 %
Other Materials	750.00		750.00	
Virtual Items	274.00	5,642.97	-5,368.97	-95.14 %
Total Materials	7,200.93	10,972.41	-3,771.48	-34.37 %
Other Expenditures				
Donation Expenditures - Des.	1,919.66	1,062.72	856.94	80.64 %
Grant Expenses				
FY2024 Per Capita Grant	5.98	23,005.06	-22,999.08	-99.97 %
FY2025 Per Capita Grant	24,516.97		24,516.97	
FY2025 PNG Grant	1,302.63		1,302.63	
Total Grant Expenses	25,825.58	23,005.06	2,820.52	12.26 %
Miscellaneous	235.83	319.99	-84.16	-26.30 %
Payments to Other Libraries	28.00	84.97	-56.97	-67.05 %
Programming	115.07	663.71	-548.64	-82.66 %
Vehicles	40.17	344.97	-304.80	-88.36 %
Total Other Expenditures	28,164.31	25,481.42	2,682.89	10.53 %
Personnel				
Benefits				
FICA Company	4,276.77	3,649.22	627.55	17.20 %
Health/Dental Insurance	6,725.20	15,768.02	-9,042.82	-57.35 %
IL Unemployment Company	275.30	283.38	-8.08	-2.85 %
IMRF	7,277.44	11,687.91	-4,410.47	-37.74 %
Total Benefits	18,554.71	31,388.53	-12,833.82	-40.89 %

Mississippi Valley Library District

Profit and Loss Comparison

July 2025

	TOTAL			
	JUL 2025	JUL 2024 (PP)	CHANGE	% CHANGE
Salaries				
Full Time	43,066.94	37,371.30	5,695.64	15.24 %
Part time	12,804.24	10,563.35	2,240.89	21.21 %
Total Salaries	55,871.18	47,934.65	7,936.53	16.56 %
Total Personnel	74,425.89	79,323.18	-4,897.29	-6.17 %
Professional Development				
Dues		334.67	-334.67	-100.00 %
Total Professional Development		334.67	-334.67	-100.00 %
Professional Services				
Information Technology	3,795.89	4,031.54	-235.65	-5.85 %
Internet Services	772.00	772.00	0.00	0.00 %
Legal Service	888.75		888.75	
Other Professional Services	258.99	27.99	231.00	825.29 %
Payroll Service	324.16	707.82	-383.66	-54.20 %
Publishing		165.30	-165.30	-100.00 %
Total Professional Services	6,039.79	5,704.65	335.14	5.87 %
Supplies				
Equipment		40.96	-40.96	-100.00 %
Office	1,885.72	403.14	1,482.58	367.76 %
Postage	94.51	672.10	-577.59	-85.94 %
Total Supplies	1,980.23	1,116.20	864.03	77.41 %
Utilities				
Electricity	4,951.65	4,983.61	-31.96	-0.64 %
Natural Gas	294.13	170.24	123.89	72.77 %
Telephone/Fax	309.82	305.53	4.29	1.40 %
Water/Sewer	175.50	1,178.71	-1,003.21	-85.11 %
Total Utilities	5,731.10	6,638.09	-906.99	-13.66 %
Total Expenses	\$173,004.15	\$155,154.93	\$17,849.22	11.50 %
NET OPERATING INCOME	\$15,808.45	\$284,421.75	\$ -268,613.30	-94.44 %
NET INCOME	\$15,808.45	\$284,421.75	\$ -268,613.30	-94.44 %

DRAFT EQUAL EMPLOYMENT OPPORTUNITY POLICY

Presented 8/18/2025

KEY:

Bolded = new wording

~~Strikethrough~~ = removed wording

6.2 Application, Selection, and Employment

6.2.1 Equal Employment Opportunity

The Library will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, reproductive health decisions, family responsibilities, or any other category protected by applicable law. Such action shall include but is not limited to: initial consideration for employment, job placement and assignment of responsibilities, performance evaluation, promotion and advancement, compensation and fringe benefits, training and professional development opportunities, formulation and application of human resource policies and rules, facility and service accessibility, and discipline and termination.

Any employee who believes this policy has been violated should report the situation to the appropriate supervisor or manager. All such matters will be held in confidence, thoroughly investigated, and rectified if a policy violation is identified. Refer to *Policy 2.7 Non-Discrimination and Anti-Harassment* for more detailed information concerning the Library's reporting and investigative procedures.

Reviewed and approved 8/18/2025.

6.2.2 (and subsequent renumbering) ~~6-2-4~~ Application and Interview

The Library provides equal employment and advancement opportunities for all employees and applicants for employment. All personnel actions and employee programs are administered on a nondiscriminatory basis. The Library employs individuals aged 16 and over. The Library recruits both internally and externally for vacant positions. Appropriate media are used to advertise for available positions. Application may be made by resume. Applicants may be asked to supply additional support documentation based on the requirements of the position.

Reviewed and Approved, 1/22/2018. Revised 4/15/2024.

DRAFT BORROWING POLICY

Presented August 18, 2025

Bolded & underlined - new language

~~Struck through~~ = removed language

3.1.5 Delinquency and Inactivity/Record Purging

A Library account becomes delinquent when outstanding charges total \$5.00 or more. Delinquent accounts will be suspended from Library privileges until the outstanding issues are resolved; accounts linked to delinquent accounts may be suspended on a case-by-case basis.

The Library issues a series of notices to patrons with overdue items in an attempt to have the items returned to the Library. If an item remains overdue three weeks past the due date, **the cost of its replacement** will be billed to the borrower's account along with a billing fee.

The Library utilizes a collection agency for severely delinquent accounts. Accounts sent to collections have a minimum of \$75.00 in accumulated charges. The Library will add a \$10 nonrefundable **administration** fee to delinquent accounts that are submitted to a collection agency.

An account that is submitted to a collection agency more than once will be subject to restrictions on the number of items that can be checked out.

An inactive account is one that has expired or has an unresolved address check and has had no activity on it after the expiration date or date that the address check was added. **Inactive a**Accounts without any outstanding issues will be purged from the Library's database after two years of inactivity. Under special circumstances, an account may be deemed inactive and/or purged prior to the two-year timeline. Reviewed and Approved, 11/20/2017. Revised 1/11/2021; **8/18/2025**.

Chapter 10 (Programming)

A library can reach out to its entire community through programming. Educational, recreational, informational, and cultural programs sponsored by the library or cosponsored with other community organizations are offered to help attract new users to the library, to welcome people from all cultures and people with disabilities, to increase awareness and use of library resources and services, and to provide a neutral public forum for the debate of issues. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their caregivers to use the library and its resources. Young adult programs help teens understand some of the intellectual, emotional, and social changes they are experiencing. Programs for adults and senior citizens can provide the lifelong learning skills and recreation needed in our changing society.

If the library opens its meeting rooms, display cases, and other exhibit areas to non-library-sponsored programs and non-library-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. The library's attorney should review this policy as well as other library policies.

Programming Standards

1. Library programs should strive to be free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable people with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
4. The library presents educational, cultural, and recreational programs that reflect community needs and interests. Community members should be encouraged to offer suggestions.
5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
6. The library provides outreach programs to targeted populations who cannot visit the library.
7. The library's programming seeks to serve groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.
8. The library provides programs that will instruct their community on how to use the library. This will include training sessions or one-on-one instruction on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.
9. Libraries are encouraged to partner with other organizations to offer programs.

Programming Checklist

- ☐ Library programs are provided free of charge, or on a cost recovery basis.
- ☐ Library programs are located in a physically accessible location.
- ☐ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
- ☐ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
- ☐ The library presents educational, cultural, and recreational programs that reflect community needs and interests.
- ☐ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
- ☐ The library provides outreach programs to specific populations who cannot visit the library.
- ☐ The library has programming that seeks to serve children and their caregivers.
- ☐ The library has programming that seeks to serve young adults.
- ☐ The library has programming that seeks to serve adults and senior citizens.
- ☐ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
- ☐ The library is encouraged to partner with other organizations to offer programs.