

Minutes of the Mississippi Valley Library District Public Hearing and Regular Board Meeting

Date: September 21, 2026

Time: 6:30 PM

Place: Collinsville Library

Public Hearing for Ordinance 27-01 Budget and Appropriations for FY2027

1. Call to Order

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

Trustees Present:

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

Trustees Absent:

Ana Romero-Lizana, Trustee

Also Present:

Kyla Waltermire, Executive Director
Matthew Harris, Assistant Director

2. Pledge of Allegiance

3. Public Input – none

4. Adjournment

President Lomax called for a motion to adjourn the Public Hearing for Ordinance 27-01 Budget and Appropriations for FY2027. Balaco-Reeder made a motion and

Kulupka seconded it. A voice vote was taken. All were in favor. Meeting adjourned at 6:35 PM.

Regular Board of Trustees Meeting

1. Call to Order

President Lomax called the Regular Board Meeting to Order at 6:35 PM.

2. Public Input

- Cindy Klein-Webb
- Margo Crowell
- Robin D.

3. Friends of the Library Updates

The next book sale is September 25 & 26, 2026.

4. Trustee Comments

- Kulupka – Diversity training is something we could all learn from.
- Ashcraft – Libraries are for everyone. Strong libraries build strong communities. Commented on Constitution Week, gave kudos to the Fundraising Committee, mentioned outreach at the Tunes at Blum events, thanked Lomax for getting donated prizes for Tunes at Blum, mentioned the Friends' upcoming book sale and that 9/25 is "Give like Dolly Day." Everyone can benefit from diversity training.
- Balaco-Reeder expressed appreciation for the library supporting The Blessings Box Network supplies drive and announced an upcoming fundraiser for it. Also spoke about the recent Volunteers Appreciation reception.
- Lomax – Addressed the ACLU letter and thanked the trustees who attended the Volunteers Appreciation reception. She also expressed disappointment over the low attendance of the storytime held by the DAR for Constitution Week and believed had it been announced earlier and been set later in the day more would have been able to attend.
- York – Agreed with Lomax's statements because of personal interaction with some people who would have attended had there been more notice and the time late enough for kids to get out of school and to the library.

5. Consent Items

Lomax called for a motion to accept the Consent Items except for the Profit and Loss Report Budget vs. Actual and Profit & Loss Previous Year Comparison reports, which need to be updated. Murphy motioned and York seconded to approve the consent items with the amendment.

- a. Approval of Minutes – August 17, 2026 Regular Board of Trustees Meeting
- b. Communications – none
- c. Administrative Reports

Waltermire spoke of the Culver's dine-to-donate fundraiser on 10/2/2026 and the Night at the Museum event for the Collinsville Historical Museum on 10/15/2026.

Harris answered York's question about the Spice Club and gave a CSI: Library update.

Murphy asked about promotions for the Dolly Parton's Imagination Library.

- d. Finances – all but the Profit & Loss reports were reviewed.
- e. Committee Reports – none

A roll call vote was taken:

Ashcraft – Yes
Balaco-Reeder – Yes
Kulupka – Yes
Lomax = Yes
Murphy – Yes
York – Yes

Yes – 6, No - 0, Absent – 1, Abstain - 0.

Motion carried.

6. Unfinished Business

- a. Discussion and Possible Action on Board Diversity and Bias Training

Further information about the specifics of the training was requested. More information will be provided to the trustees.

- b. Discussion and Possible Action about Bylaws Modification re: Definition of “Liaison”

Waltermire suggested additional wording for the bylaws that would clarify the issue. She will send out draft wording before the October 2026 regular meeting.

7. New Business

- a. Discussion and Possible Action on Ordinance 27-01 FY2027 Budget and Appropriations

Waltermire reminded trustees that this ordinance was tentatively adopted two months prior and that no changes were made to the ordinance since then.

A motion was made by Balaco-Reeder and seconded by York to approve Ordinance 27-01 FY2027 Budget and Appropriations

A roll call vote was taken:

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

Yes – 6; No - 0; Absent – 1; Abstain – 0.

Motion carried.

- b. Discussion and Possible Action on Ordinance 27-02 FY2027 Building and Maintenance Fund

Waltermire reminded trustees that this ordinance authorizes the library to levy a tax specifically for building and maintenance needs. A motion was

made by Kulupka and seconded by Balaco-Reeder to approve Ordinance 27-02 FY2027.

A roll call vote was taken:

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

Yes - 6; No - 0; Absent – 1; Abstain – 0.

Motion carried.

c. Discussion on Draft Jury Duty Policy

More information about the existing policy is needed. The topic is tabled until the next regular meeting.

d. Discussion and Possible Action on Closed Session Minutes

A motion was made by Balaco-Reeder and seconded by Murphy to keep the closed session minutes from May 19, 2025 and June 18, 2025 closed at this time.

A roll call vote was taken:

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

Yes – 6; No – 0; Absent – 1; Abstain – 0.

Motion carried.

- e. Review of Illinois Public Library Standards, Marketing and Promotion – no discussion.

8. Closed Session – none

9. Action for Items Discussed in Closed Session – none

10. Adjournment

President Lomax called for a motion to adjourn. York moved and Balaco-Reeder seconded to adjourn the meeting. A voice vote **was** taken. All were in favor.

Meeting adjourned at 7:44 PM.

Report Covering September 2026

Kyla Waltermire, Executive Director

Building and Grounds Updates

- FC's new HVAC unit was installed. The new unit replaces the ground unit that was no longer operable/repairable.
- FC's rooftop HVAC units are missing filter racks and/or have filters mounted in difficult to access locations. Work will be undertaken to install new filter racks for each of the two units.
- One of the BH's A/C units stopped working. Staff are contacting companies to provide quotes for either repairs or replacement.
- CM's annual elevator inspection took place and the conveyance passed. The library is working on getting the certificate of conveyance issued. However, the elevator has had temporary lapses in service since the inspection. MEI Elevator's technician advised the library that the controller unit, which includes panels inside the car, each floor's call buttons, and equipment inside the shaft, is at end-of-life and will need to be replaced sooner than later.
- A semi-truck ran over some of the poles protecting FC's field. The library filed an insurance claim and was given the go-ahead by the claims adjustor to complete repairs.
- Library staff continued to work with ARF Solar on the library's Illinois Solar for All application(s).
- New assisted door opener equipment was installed on CM's side entrance.
- CM's community room men's restroom continues to be under renovation.
- The library is finalizing details on a phone system switch, including options for the conversion of existing POTS lines. POTS lines are actively being phased out by service providers.

Circulation and Collection Updates

- Barcode duplication at FC is continuing.
- New arrivals continue to be promoted on social media.

Grant Updates

- FY2026 Per Capita Grant – Funds in the amount of \$56,237.70 were received and will be applied to eligible expenses between July 1, 2026 and June 30, 2027.
- FY2026 PNG Grant –Due to the bus not showing up for the scheduled September 19 field trip to SIUE's forensics labs, the trip is rescheduled for October 17.
- FY2026 Security Grant for Public Libraries – The library received grant funds in the amount of \$44,492.00 for its proposal to expand the existing security camera systems at CM & FC. Work on a bid package / bid advertisement continues.
- Walmart Spark Good Grant – No updates.

- The library is collaborating with Kreitner and Caseyville Elementary Schools on a grant for after-school activities.

Marketing and Promotions Updates

- Information about displays, new arrivals, and events was shared on social media and in the libraries.
- Information about National Library Card Sign-Up Month, an upcoming fundraiser, and how to set up a class trip to the library was shared.
- Online services like Kanopy and Freegal were highlighted.

Meetings, Outreach, and Professional Development

- September 2 – Attended Chamber of Commerce’s networking lunch
- September 13 – Set up and attended a library volunteer thank-you open house
- September 17 – Met w/ Corvus rep; conducted a clerk interview
- September 18 – Conducted a clerk interview
- September 22 – Met with SIUE CODES students for feedback on proposed FC programs
- September 23 – Introductory meeting with Ed LaPorte of AFSCME
- September 30 – Met w/ a trustee

Miscellaneous

- No update on the Digital Library Protection Act (HB 5236).
- The on-site portion of the annual audit took place in early September.
- LIRA, the library’s liability insurance pool, conducted an on-site visit. The loss control agent provided suggestions for things the library can do to reduce its liability.
- The homebound delivery collaboration with CFiA is in effect. CFiA volunteers took over the weekly delivery of items to the library’s homebound patrons.
- The library received a Request for Review from the Illinois Attorney General’s Public Access Counselor (PAC) in regards to the library’s response to a 404 Media FOIA request. The requested information and documents were submitted to the PAC for review.
- The library submitted a letter to the FCC supporting continuation of the E-Rate program, for which the FCC is currently considering proposals to sunset or drastically reduce.
- CM and FC now offer free toner/ink cartridge recycling and cell phone recycling. There are special bins for each item type in both library branches.
- The van’s muffler and tail pipe assembly were replaced after the original muffler’s fiberglass lining came loose and fell out the tail pipe.

Program Updates and Other Dates of Note

- Check out the Library’s full calendar at https://mvld.org/collinsville_calendar and https://mvld.org/fairmont_calendar.
- After School Activities for Kids
 - After School Pitstop. Every Monday at 4:30-5:30 PM at FC, kids can make a “pitstop” after school to transition from their busy school day to their evening routine. The library is the ultimate zone to unwind, hang out with friends, and recharge. Whether a kid needs a quiet space to tackle assignments, or wants to challenge friends to video games, or just grab some delicious free snacks, the library has them covered.
 - After School Storytime. Every Wednesday at 3:00-4:00 PM at CM when school is in session, kids and their grownups are invited to enjoy one or two engaging stories tailored to the age group, foster comprehension and critical thinking by discussing the themes and characters in the books, make a theme-related craft, and eat a light snack. Kids can socialize, enhance their reading skills, and express their creativity in a fun, supportive environment.
- The annual Halloween Walk takes place at CM during the Fall Festival on Saturday, October 24. From 9:00 AM to 3:00 PM (or until supplies run out, whichever comes first), come to the library for a Pokemon-themed trick-or-treating event in the library. Visit four “habitats” to catch some goodies and level up your stats.

Staff and Volunteer Updates

- Lydia Vineyard started training as a Level 2 Library Clerk. However, training is on pause as she manages some unexpected health issues.
- Aya Dahhou accepted the vacant Level 2 Library Clerk position and will begin training in early October.
- I had an introductory meeting with Ed LaPorte of AFSCME on September 23 and gave him the library’s legal counsel contact information.

Statistical Summary

9/1/2026 12:00:00 AM - 10/1/2026 12:00:00 AM

Grand Totals

Record Counts - As of 10/9/2026 10:11 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,591,565	63,162	807,160			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	70,014	73,134	1	17,367	31	28

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
6,941	1,028	8,281	967	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,059	1,995	422		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	80	30	265	55
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	7	0	536	595
Deleted by Other	n/a	n/a	n/a	n/a

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$3,342.25	\$207.95	\$1.00	\$206.95	\$1,805.74	\$29.30
Total Outstanding Fines - As of 10/9/2026 10:11 AM					\$124,632.78

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
455	0	1,337	90

	PROGRAM / EVENT / PROMOTION	# ATTENDED
September	Activity Packet	100
September	Coloring Pages	180
September	Children's Take and Make Crafts	139
September	Computer Handouts	55
September	Take and Make Crafts	25
9/1/26	Morning Yoga	7
9/1/26	Storytime	22
9/1/26	Metro East Every Survivor Counts Table	7
9/1/26	"Citizen Archaeologists " Family and Children's Activities	16
9/1/26	YouTube Creator Training & Discussion	1
9/2/26	Baby Boogie Storytime	48
9/2/26	After School Storytime	7
9/2/26	Tunes at Blum	CANCELED
9/2/26	Yoga Time!	9
9/3/26	D&D Club	9
9/4/26	Epilepsy Foundation of Greater Southern Illinois	11
9/5/26	Cross Stitching Club	3
9/5/26	Pokémon Club-Teens	9
9/5/26	Author Talk with Nicki Ehrlich	5
9/5/26	Code a Lego Maze (kids Program)	6
9/5/26	Chess Club	32
9/8/26	Morning Yoga	5
9/8/26	Storytime	22
9/8/26	Bring a Family Heirloom	7
9/8/26	YouTube Creator Training & Discussion	1
9/9/26	Baby Boogie Storytime	40
9/9/26	After School Storytime	10
9/9/26	Tunes at Blum	CANCELED
9/9/26	Yoga Time!	5
9/10/26	Daytime Book Club	4
9/10/26	D&D Club	12
9/10/26	Lego Building Challenge Club -	0
9/12/26	Meditation at the Blum House	11
9/12/26	Yarn Club-Knitting and Crochet	7
9/12/26	Cross Stitching Club	5
9/12/26	Craft Club-adults	14
9/12/26	Financial Wellness Class: Debt Management	0
9/14/26	Body Sculpting	8
9/14/26	Chestnut Health System Table	8
9/15/26	Morning Yoga	6
9/15/26	Storytime	12
9/15/26	YouTube Creator Training & Discussion	CANCELED
9/16/26	Baby Boogie Storytime	39
9/16/26	After School Storytime	11
9/16/26	Tunes at Blum	CANCELED
9/16/26	Yoga Time!	8

9/17/26	D&D Club	12
9/17/26	Italian Fest Film: A WORLD APART	25
9/18/26	Cake Walk	50
9/18/26	Holy Cross field trip	17
9/19/26	CSL: Library - Field Trip to SIUE *Registration Required*	CANCELED
9/19/26	Meditation at the Blum House	12
9/19/26	Cross Stitching Club	5
9/21/26	Body Sculpting	7
9/22/26	Morning Yoga	6
9/22/26	Storytime	28
9/22/26	Silent Book Club-adults	1
9/22/26	YouTube Creator Training & Discussion	1
9/23/26	Baby Boogie Storytime	38
9/23/26	After School Storytime	15
9/23/26	Tunes at Blum	100
9/23/26	Yoga Time!	8
9/24/26	D&D Club	CANCELED
9/25/26	Crafting 9 to 5: A Dolly Parton Celebration- Kids Program	12
9/25/26	Dolly Day Movie Marathon and Rhinestone Craft	11
9/26/26	Meditation at the Blum House	10
9/26/26	Cross Stitching Club	8
9/28/26	Body Sculpting	8
9/28/26	Chestnut Health System Table	12
9/29/26	Morning Yoga	4
9/29/26	Storytime	26
9/30/26	Baby Boogie Storytime	17
9/30/26	After School Storytime	10
9/30/26	Manga and Graphic Novel Club -Teens	3
9/30/26	Tunes at Blum	60
9/30/26	Evening Book Club	11
9/30/26	Yoga Time!	6
		1449

Children Ages 0-5 Synchronous in-person onsite program sessions: 292 attendance, 10 events

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

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

Children Ages 0-5 Self-Directed: 319 attendance, 2 events

Children Ages 6-11 Synchronous in-person onsite program 92 attendance, 9 events

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

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

Children Ages 6-11 Self-Directed: 12 attendance, 1 event

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

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

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

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

Adults Ages 19+ Synchronous in-person onsite program: 229 attendance, 33 events

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

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

Adults Ages 19+ Self-Directed: 55 attendance, 1 event

General Interests Synchronous in-person onsite program: 313 attendance, 16 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: 125 attendance, 2 events

[illegible]

Freegal Usage Stats
FY 2027

<u>Freegal</u>	# Downloads	# Streaming Songs	Active Users (download & streaming)	New Users (download & streaming)
Jul-26	40	3,989	24	3
Aug-26	60	4,356	36	8
Sep-26	40	5,113	31	4
Oct-26				
Nov-26				
Dec-26				
Jan-27				
Feb-27				
Mar-27				
Apr-27				
May-27				
Jun-27				
TOTALS:	140	13,458	30	5
Average monthly users:				

Kanopy Usage Stats
FY 2027

Kanopy

	Visits	Plays
Jul-26	903	187
Aug-26	1,570	249
Sep-26	1,060	207
Oct-26		
Nov-26		
Dec-26		
Jan-27		
Feb-27		
Mar-27		
Apr-27		
May-27		
Jun-27		
TOTALS:	3,533	643

**CUSD #10
Partnership
(Entire FY)**

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

New Patrons	36	30	24	90
Total Unique MVLD Patrons	544	543	535	
Total Checkouts				
eBooks	1,001	971	890	2,862
eAudiobooks	1,068	1,025	1,037	3,130
External Service				
Magazines	529	527	566	1,622

Database Stats
FY2027[illegible]

Board Report October, 2026

Matthew Harris – Assistant Director – Fairmont City Library Center

Outreach and education:

September 1: Phone call with Lakeview Books representative

September 10: Attended LIRA walkthrough at Collinsville branch

September 16: Attended Fairmont City City Council meeting

September 17: Attended webinar with Bibliotele representative

September 18: Phone call with Penworthy Books representative

September 21: Attended MVLD Board meeting

Building and Grounds:

The new HVAC was installed on September 3rd and is working well. We are still awaiting repair to the posts in the back field.

Programming:

The decision was made to wrap up the 2026 Garden Club meetings on October 14th.

Stats:

September:

Days Open: 25

Door Count: 1645

Computer Users: 158

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
September	Kids Take and Make	25
9/2/26	Crafter Afternoon-Adults	1
9/2/26	Garden Club	CANCELED
9/4/26	Every Survivor Counts Table	5
9/8/26	Violence Prevention Center	0
9/9/26	Garden Club	CANCELED
9/10/26	Lego Club-	0
9/14/26	After School Pit-Stop (kids program)	4
9/16/26	Garden Club	CANCELED
9/17/26	Crafting Cultura: Explore Hispanic Traditions Through Art (kids Program)	4
9/19/26	Fairmont City History Club	2
9/19/26	CSI: Library - Field Trip to SIUE	CANCELED
9/19/26	Financial Wellness Class: Debt Management	3
9/21/26	After School Pit-Stop (kids program)	0
9/23/26	Clay Play- Kid program	0
9/23/26	Garden Club	4
9/25/26	Crafting 9 to 5: A Dolly Parton Celebration- Kids Program	1
9/25/26	Dolly Day Movie Marathon and Rhinestone Craft	2
9/25/26	Coding a Lego Maze (Kids program)	0
9/26/26	Manga and Graphic Novel Club-Teens	1
9/28/26	After School Pit-Stop (kids program)	4
9/30/26	Garden Club	9
		65

Children Ages 0-5 Synchronous in-person onsite program sessions: 0 attendance, 1 event
 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 event
 Children Ages 0-5 Self-Directed: 1 attendance, 1 events
 Children Ages 6-11 Synchronous in-person onsite program: 12 attendance, 6 events
 Children Ages 6-11 Synchronous in-person offsite program sessions: 0 attendance, 0 events
 Children Ages 6-11 Synchronous virtual program sessions: 0 attendance, 0 events
 Children Ages 6-11 Self-Directed: 25 attendance, 1 event
 Young Adults Ages 12- 18 Synchronous in-person onsite program: 1 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: 17 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: 9 attendance, 6 events
 General Interests Synchronous in-person offsite program sessions: 0 attendance, 0 events
 General Interests Synchronous virtual program sessions: 0 attendance, 0 events
 General Interests Self-Directed: 0 attendance, 0 events

Mississippi Valley Library District

Expense by Vendor Detail

September 2026

Transaction date	Transaction type	Description	Account Name	Amount
Amazon Capital Services				
09/02/2026	Bill	Invoice # 1QQW-CMW1-7CDX	Supplies:Office	16.65
09/02/2026	Bill	Invoice # 1WFF-CPC4-3X66 (partial) yearbook fundraiser; 1RRP-4WMF-3PT4 (partial) Springer, et al.	Other Expenditures:Donation Expenditures - Des.	74.92
09/02/2026	Bill	1WFF-CPC4-3X66 (partial); 1RRP-4WMF-3PT4 (partial)	Other Expenditures:Programming	61.55
09/02/2026	Bill	Invoice # 1J7F-RD4Y-XYNT; 1NVQ-LDXH-TNX6	Materials:Adult Audio Visual Items	432.02
09/02/2026	Bill	Invoice # 1WX3-DK4G-4LKV	Materials:Other Materials	39.97
09/21/2026	Bill	Invoice # 11VV-Q646-6TKK; 1JQR-6X1Q-FFHN; 1XLL-3GRL-P1HP; 1K61-T6M3-YJ7K; 1NPH-P4PH-NFD6; 1Q6G-647K-JPH4; 1TD1-1XPX-KNR9; 1QG3-LQLF-VTV1	Materials:Adult Audio Visual Items	1,024.43
09/21/2026	Bill	Invoice # 1VHX-RHRJ-6L4K; 1T1G-FTLX-6Q49; 1WNN-JJ4R-QJQL; 1CGD-4WXJ-HPLQ; 1P3F-93JM-7X1Q; 1GJC-CCK6-C79J; 1D37-YXD4-D9K4; 1R6J-661N-DNDR; 1WY3-DDCL-DVNK; 11NY-J3H9-FVJF; 17GK-FP3W-F7WP	Supplies:Office	930.82
09/21/2026	Bill	Invoice # 1GM9-VYC9-9YXM (partial) (FoL for Halloween Walk)	Other Expenditures:Donation Expenditures - Des.	16.99
09/21/2026	Bill	Invoice # 1GM9-VYC9-9YXM (partial)	Other Expenditures:Programming	194.28
09/21/2026	Bill	Invoice # 1QPT-FHDQ-GRWJ	Materials:Juvenile Audio Visual Items	39.90
Total for Amazon Capital Services				\$2,831.53
AMEREN ILLINOIS				
09/02/2026	Bill	FC gas (01149)	Utilities:Natural Gas	133.54
09/02/2026	Bill	FC electric (01130)	Utilities:Electricity	2,013.04
09/02/2026	Bill	CM gas (23000)	Utilities:Natural Gas	112.84
09/02/2026	Bill	CM electric (04006)	Utilities:Electricity	5,647.18
09/02/2026	Bill	CM outdoor parking lot light (60005)	Utilities:Electricity	33.94
09/02/2026	Bill	BH gas (83007)	Utilities:Natural Gas	76.80
09/02/2026	Bill	BH electric (10414)	Utilities:Electricity	362.89
09/02/2026	Bill	CM electric - indirect PNG costs	Other Expenditures:Grant Expenses:FY2026 PNG Grant	296.00
09/21/2026	Bill	FC gas (01149)	Utilities:Natural Gas	82.94
09/21/2026	Bill	FC electric (01130)	Utilities:Electricity	1,665.47
09/21/2026	Bill	CM gas (23000)	Utilities:Natural Gas	73.52
09/21/2026	Bill	CM electric (04006)	Utilities:Electricity	4,954.88
09/21/2026	Bill	CM outdoor parking lot light (60005)	Utilities:Electricity	33.67
09/21/2026	Bill	BH gas (83007)	Utilities:Natural Gas	76.76
09/21/2026	Bill	BH electric (10414)	Utilities:Electricity	330.81
Total for AMEREN ILLINOIS				\$15,894.28

Mississippi Valley Library District

Expense by Vendor Detail

September 2026

Transaction date	Transaction type	Description	Account Name	Amount
American Express				
09/21/2026	Expense		Supplies:Postage	243.45
09/21/2026	Expense		Other Expenditures:Programming	82.94
09/21/2026	Expense	monthly Zoom and Gurulporter subscriptions	Professional Services:Other Professional Services	28.99
09/21/2026	Expense		Supplies:Office	297.56
09/21/2026	Expense		Utilities:Telephone/Fax	30.00
Total for American Express				\$682.94
Ancel Glink P.C.				
09/21/2026	Bill	August 2026 statement - K. Waltermire - review of draft Jury Duty policy; assistance with bidding for security camera grant	Professional Services:Legal Service	371.25
Total for Ancel Glink P.C.				\$371.25
Ashley Banks				
09/02/2026	Bill	BH rental refund	Other Expenditures:Miscellaneous	150.00
Total for Ashley Banks				\$150.00
Better Homes and Gardens				
09/02/2026	Bill	Magazine - 2 year	Materials:Adult Print Materials	60.00
Total for Better Homes and Gardens				\$60.00
BlueCross BlueShield of Illinois				
09/02/2026	Bill	Health Insurance 9/1/2026 - 10/1/2026	Personnel:Benefits:Health/Dental Insurance	6,429.40
Total for BlueCross BlueShield of Illinois				\$6,429.40
BookPage				
09/02/2026	Bill	Invoice # S89567 Magazine - 1 year October 2026 - September 2027, 50 copies/month	Materials:Adult Print Materials	438.00
Total for BookPage				\$438.00
Brady Pest Solutions				
09/02/2026	Bill	Invoice # 0096044 Bimonthly pest control BH, CM, & FC August 2026	Maintenance Services:Grounds	275.00
Total for Brady Pest Solutions				\$275.00

Mississippi Valley Library District

Expense by Vendor Detail
September 2026

Transaction date	Transaction type	Description	Account Name	Amount
Brian Brown				
09/02/2026	Bill	August 2026 CM, BH, & FC grass trimming	Maintenance Services:Grounds	1,300.00
Total for Brian Brown				\$1,300.00
Brodart				
09/02/2026	Bill	Invoice # 682139 book jackets (various sizes)	Supplies:Office	272.34
Total for Brodart				\$272.34
Bryan-Bennett Library				
09/21/2026	Bill	Item # 301830****1356 The High King; 301830****2987 The Book of Three	Other Expenditures:Payments to Other Libraries	28.95
Total for Bryan-Bennett Library				\$28.95
Center Point Large Print				
09/02/2026	Bill	Invoice # 2264438 standing order July 2026	Materials:Adult Print Materials	154.62
Total for Center Point Large Print				\$154.62
Charter Communications				
09/02/2026	Bill	CM & FC fiber internet 50 mbps 8/23/2026 - 9/22/2026	Professional Services:Internet Services	666.00
09/02/2026	Bill	CM elevator emergency phone line 8/23/2026 - 9/22/2026	Utilities:Telephone/Fax	65.05
Total for Charter Communications				\$731.05
City of Collinsville				
09/21/2026	Bill	BH water/sewer 7/3/2026 - 8/28/2026	Utilities:Water/Sewer	37.60
09/21/2026	Bill	CM water/sewer 7/3/2026 - 8/28/2026	Utilities:Water/Sewer	445.46
Total for City of Collinsville				\$483.06
Corvus of St. Louis				
09/02/2026	Bill	Invoice # 609711001-0256 CM, FC, & BH September 2026 cleaning services	Maintenance Services:Building	3,275.40
09/02/2026	Bill	Credit Memo # 6087111001-CM05 - partial refund for incomplete services at CM in August 2026	Maintenance Services:Building	-566.89
Total for Corvus of St. Louis				\$2,708.51
Daily Receipts				
09/15/2026	Deposit	withheld for bus trip	Other Expenditures:Grant Expenses:FY2026 PNG Grant	300.00
Total for Daily Receipts				\$300.00

Mississippi Valley Library District

Expense by Vendor Detail
September 2026

Transaction date	Transaction type	Description	Account Name	Amount
Delta Dental				
09/02/2026	Bill	Dental Insurance September 2026	Personnel:Benefits:Health/Dental Insurance	296.30
09/21/2026	Bill	Dental Insurance October 2026	Personnel:Benefits:Health/Dental Insurance	296.30
Total for Delta Dental				\$592.60
Demetrius Coleman				
09/02/2026	Bill	BH rental refund	Other Expenditures:Miscellaneous	262.50
Total for Demetrius Coleman				\$262.50
E-rate Funding Services				
09/02/2026	Bill	Invoice # 1093 - FY2025 category 2 services	Professional Services:Other Professional Services	186.07
Total for E-rate Funding Services				\$186.07
Fairmont Exxon				
09/14/2026	Expense		Other Expenditures:Vehicles	90.53
Total for Fairmont Exxon				\$90.53
G. Bradley Publishing, Inc.				
09/21/2026	Bill	Digitization of Collinsville: A Pictorial History	Materials:Virtual Items	215.00
Total for G. Bradley Publishing, Inc.				\$215.00
Globe Life				
09/02/2026	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	286.02
Total for Globe Life				\$286.02
Green Sky Cleaning Supply				
09/02/2026	Bill	Invoice # 150018 toilet paper and paper towels	Supplies:Office	752.75
Total for Green Sky Cleaning Supply				\$752.75
Home Depot				
09/21/2026	Expense		Maintenance Services:Building	58.50
09/04/2026	Expense		Maintenance Services:Building	2.77
Total for Home Depot				\$61.27

Mississippi Valley Library District

Expense by Vendor Detail
September 2026

Transaction date	Transaction type	Description	Account Name	Amount
Illinois American Water				
09/21/2026	Bill	FC water 8/9/2026 - 9/8/2026	Utilities:Water/Sewer	88.58
Total for Illinois American Water				\$88.58
Illinois State Police				
09/02/2026	Bill	background check - employee S. Luster	Other Expenditures:Miscellaneous	10.00
Total for Illinois State Police				\$10.00
IMRF				
09/02/2026	Expense		Personnel:Benefits:IMRF	8,492.51
Total for IMRF				\$8,492.51
Infobip Voice, Inc.				
09/02/2026	Bill	FC monthly fax fees	Utilities:Telephone/Fax	98.07
09/02/2026	Bill	CM monthly fax fees	Utilities:Telephone/Fax	203.84
09/02/2026	Bill	CM - penny rounded down on bill	Utilities:Telephone/Fax	-0.01
09/21/2026	Bill	FC monthly fax fees	Utilities:Telephone/Fax	98.34
09/21/2026	Bill	CM monthly fax fees	Utilities:Telephone/Fax	202.53
09/21/2026	Bill	penny rounded up	Utilities:Telephone/Fax	0.01
Total for Infobip Voice, Inc.				\$602.78
Ingram Book Company				
09/02/2026	Bill	Invoice # 98666172 (partial); 98710908 (partial); 98567369 (partial); 98540319 (partial)	Materials:Adult Print Materials	455.94
09/02/2026	Bill	Invoice # 98666172 (partial); 98710908 (partial); 98567369 (partial); 98540319 (partial)	Materials:Juvenile Print Items	103.64
09/21/2026	Bill	Invoice # 98963415, 98904145 (partial); 98725150 (partial); 99160568; 99160567; 99179905; 99041223; 99160566 (partial); 99318932 (partial)	Materials:Adult Print Materials	1,890.51
09/21/2026	Bill	Invoice # 98904145 (partial); 98725150 (partial); 99059238; 99160566 (partial); 99318932 (partial)	Materials:Juvenile Print Items	241.91
Total for Ingram Book Company				\$2,692.00
Interactive Sciences, Inc.				
09/02/2026	Bill	Invoice # 2026-5690-1 Wowbrary annual subscription 8/16/2026 - 8/15/2027	Other Expenditures:Grant Expenses:FY2026 Per Capita	375.00
Total for Interactive Sciences, Inc.				\$375.00

Mississippi Valley Library District

Expense by Vendor Detail

September 2026

Transaction date	Transaction type	Description	Account Name	Amount
Johnson Controls Fire Protection LP				
09/21/2026	Bill	Invoice # 25636360 alarm & detection monitoring 10/1/2026 - 9/30/2027	Maintenance Services:Building	692.12
Total for Johnson Controls Fire Protection LP				\$692.12
KANOPY, INC.				
09/02/2026	Bill	Invoice # 520166 - PPU for August 2026 play credits	Materials:Virtual Items	313.00
Total for KANOPY, INC.				\$313.00
Lazerware				
09/02/2026	Bill	Invoice # 9011863 - CM monthly service August 2026	Professional Services:Information Technology	3,481.99
09/02/2026	Bill	Invoice # 9011875 - FC monthly service August 2026	Professional Services:Information Technology	1,013.45
Total for Lazerware				\$4,495.44
LPT Mechanical LLC				
09/21/2026	Bill	Invoice # 2101 - 2nd part of annual service contract	Maintenance Services:Building	1,440.00
Total for LPT Mechanical LLC				\$1,440.00
NewsBank, Inc.				
09/02/2026	Bill	Invoice # 2016180 subscription October 2026 - September 2027	Materials:Online Databases	5,967.00
Total for NewsBank, Inc.				\$5,967.00
Permacard				
09/21/2026	Bill	5,000 library cards	Supplies:Office	1,298.58
Total for Permacard				\$1,298.58
Primo Brands				
09/21/2026	Bill	Invoice # 06H9500000608 - bottle exchange 8/7/2026; rental fees for 8/10/2026 - 9/6/2026	Supplies:Office	81.92
Total for Primo Brands				\$81.92
Security Alarm				
09/02/2026	Bill	Invoice # 258676 CM - replaced shorted switch & back hill camera	Maintenance Services:Building	1,860.00
09/02/2026	Bill	Invoice # 260395 - FC annual remote video support	Professional Services:Other Professional Services	618.00
Total for Security Alarm				\$2,478.00
St. Louis Post Dispatch				
09/21/2026	Bill	CM subscription Thurs-Sun 9/6/2026 - 10/31/2026	Materials:Adult Print Materials	193.84
Total for St. Louis Post Dispatch				\$193.84

Mississippi Valley Library District

Expense by Vendor Detail

September 2026

Transaction date	Transaction type	Description	Account Name	Amount
US Bank				
Equipment				
Finance				
09/02/2026	Bill	Invoice # 588973099 - for 8/10/2026 - 9/10/2026 copier leasing	Maintenance Services:Equipment	753.86
Total for US Bank Equipment Finance				\$753.86
Village Locksmith				
09/22/2026	Expense		Maintenance Services:Building	9.00
Total for Village Locksmith				\$9.00
WalMart				
09/02/2026	Expense		Other Expenditures:Donation Expenditures - Des.	51.02
09/21/2026	Expense		Maintenance Services:Building	91.44
09/03/2026	Expense		Other Expenditures:Programming	9.74
09/23/2026	Expense		Other Expenditures:Programming	77.11
09/23/2026	Expense	trashbags	Supplies:Office	10.32
Total for WalMart				\$239.63
09/11/2026	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	429.14
09/11/2026	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	1,834.95
09/11/2026	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	35.47
09/11/2026	Journal Entry	Overtime	Personnel:Salaries:Full Time	51.76
09/11/2026	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	11.25
09/11/2026	Journal Entry	Regular	Personnel:Salaries:Full Time	17,549.66
09/11/2026	Journal Entry	Salary	Personnel:Salaries:Full Time	5,467.39
09/11/2026	Journal Entry	Sick	Personnel:Salaries:Full Time	614.90
09/11/2026	Journal Entry	Vacation	Personnel:Salaries:Full Time	180.00
09/11/2026	Journal Entry	Regular	Personnel:Salaries:Part time	5,809.21
09/11/2026	Journal Entry	Sick	Personnel:Salaries:Part time	31.82
09/11/2026	Journal Entry	Invoice	Professional Services:Payroll Service	113.81

Mississippi Valley Library District

Expense by Vendor Detail

September 2026

Transaction date	Transaction type	Description	Account Name	Amount
09/25/2026	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	421.74
09/25/2026	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	1,803.44
09/25/2026	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	26.55
09/25/2026	Journal Entry	Holiday	Personnel:Salaries:Full Time	2,384.62
09/25/2026	Journal Entry	Overtime	Personnel:Salaries:Full Time	9.04
09/25/2026	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	174.40
09/25/2026	Journal Entry	Regular	Personnel:Salaries:Full Time	15,180.27
09/25/2026	Journal Entry	Salary	Personnel:Salaries:Full Time	4,270.59
09/25/2026	Journal Entry	Sick	Personnel:Salaries:Full Time	803.78
09/25/2026	Journal Entry	Vacation	Personnel:Salaries:Full Time	945.80
09/25/2026	Journal Entry	Paid Leave	Personnel:Salaries:Part time	15.91
09/25/2026	Journal Entry	Regular	Personnel:Salaries:Part time	5,028.69
09/25/2026	Journal Entry	Sick	Personnel:Salaries:Part time	362.69
09/25/2026	Journal Entry	Vacation	Personnel:Salaries:Part time	31.82
09/25/2026	Journal Entry	Invoice	Professional Services:Payroll Service	216.33
Total for --				\$63,805.03

Mississippi Valley Library District

Profit and Loss
September 2026

	Total
Income	
Charges for Services	
Fax	223.56
Printing/Copying	824.02
Total for Charges for Services	\$1,047.58
Fines & Forfeitures	
Fines	21.50
Lost or Damaged Books/Inhouse	246.38
Total for Fines & Forfeitures	\$267.88
Intergovernment Revenue	
Replacement Tax	8,878.20
Total for Intergovernment Revenue	\$8,878.20
Other Revenues	
Donations - Des & Undes	66.42
Interest Income	5,571.52
Reimbursements Other libraries	25.99
Rental Income	
Blum House Rental	1,484.87
Collinsville Rooms	50.00
Total for Rental Income	\$1,534.87
Sale of Items	478.89
Total for Other Revenues	\$7,677.69
Taxes	
Audit	969.74
Building Maintenance	22,402.12
FICA/Medicare	6,860.65
IMRF	8,426.66
Liability Insurance	22,417.73
Property Tax	132,893.32
Total for Taxes	\$193,970.22
Total for Income	\$211,841.57
Gross Profit	\$211,841.57
Expenses	
Maintenance Services	
Building	6,862.34
Equipment	753.86
Grounds	1,575.00
Total for Maintenance Services	\$9,191.20
Materials	
Adult Audio Visual Items	1,456.45

Mississippi Valley Library District

Profit and Loss
September 2026

	Total
Adult Print Materials	3,192.91
Juvenile Audio Visual Items	39.90
Juvenile Print Items	345.55
Online Databases	5,967.00
Other Materials	39.97
Virtual Items	528.00
Total for Materials	\$11,569.78
Other Expenditures	
Donation Expenditures - Des.	142.93
Grant Expenses	
FY2026 Per Capita	375.00
FY2026 PNG Grant	596.00
Total for Grant Expenses	\$971.00
Miscellaneous	422.50
Payments to Other Libraries	28.95
Programming	425.62
Vehicles	90.53
Total for Other Expenditures	\$2,081.53
Personnel	
Benefits	
FICA Company	4,489.27
Health/Dental Insurance	7,308.02
IL Unemployment Company	62.02
IMRF	8,492.51
Total for Benefits	\$20,351.82
Salaries	
Full Time	47,643.46
Part time	11,280.14
Total for Salaries	\$58,923.60
Total for Personnel	\$79,275.42
Professional Services	
Information Technology	4,495.44
Internet Services	666.00
Legal Service	371.25
Other Professional Services	833.06
Payroll Service	330.14
Total for Professional Services	\$6,695.89
Supplies	
Office	3,660.94
Postage	243.45
Total for Supplies	\$3,904.39

Mississippi Valley Library District

Profit and Loss
September 2026

		Total
Utilities		
Electricity		15,041.88
Natural Gas		556.40
Telephone/Fax		697.83
Water/Sewer		571.64
Total for Utilities		\$16,867.75
Total for Expenses		\$129,585.96
Net Operating Income		\$82,255.61
Net Income		\$82,255.61

Mississippi Valley Library District

Balance Sheet
As of Sep 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Checking	74,876.10
IL Funds - Audit	10,797.15
IL Funds - Building	100,549.59
IL Funds - FICA	54,251.97
IL Funds - General	913,968.49
IL Funds - Gift	251,522.01
IL Funds - IMRF	50,238.41
IL Funds - Insurance	87,611.64
IL Funds - Reserve	143,692.03
IL Funds - Working Cash	248,106.63
Suspense	0.00
Total for Bank Accounts	\$1,935,614.02
Other Current Assets	
Petty Cash	0.00
Prepaid Insurance	13,356.00
Total for Other Current Assets	\$13,356.00
Total for Current Assets	\$1,948,970.02
Other Assets	
Miscellaneous Accounts Rec.	3,423.15
Taxes Receivable	1,241,555.00
Total for Other Assets	\$1,244,978.15
Total for Assets	\$3,193,948.17
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total for Accounts Payable	\$0.00
Other Current Liabilities	
Accounts Payable CJS	12,043.00
Accrued Sick Pay	0.00
Accrued Vacation	21,495.00
Accrued Wages	27,941.00
Deferred Revenue	1,246,078.00
Manual A/P	0.00
Payroll Liabilities	\$0.00
Direct Deposit	0.00
Fed Withhold	0.00
Garnishment	0.00
Health/Dental Insurance	402.03
II Withhold	0.00

Mississippi Valley Library District

Balance Sheet
As of Sep 30, 2026

	Total
IMRF - Payable	55,380.09
Liberty National	4,571.88
MC - Emp	0.00
MC - Lib	0.00
Miscellaneous	0.00
Net Pay Offset	418.61
SS - Emp	0.00
SS - Lib	0.00
SUTA	0.00
Total for Payroll Liabilities	\$60,772.61
Prepaid Health Insurance	-6,264.00
Total for Other Current Liabilities	\$1,362,065.61
Total for Current Liabilities	\$1,362,065.61
Total for Liabilities	\$1,362,065.61
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	1,444,942.96
Net Income	372,900.34
Total for Equity	\$1,831,882.56
Total for Liabilities and Equity	\$3,193,948.17

Mississippi Valley Library District

IL Funds - Gift Ending Balance: \$251,470.99

Date	Ref No. Type	Payee Account	Memo	Class Location	Payment	Deposit	Stat	Balance
09/30/2026	INTEREST	Interest Earned					Auto	
	Deposit	Other Revenues:Interest Income				\$797.78	R	\$251,522.01
09/21/2026			bills paid 9/21/2026 - Amazon (partial) - FoL for Halloween Walk		\$16.99		R	\$250,724.23
09/02/2026	Transfer	Checking	bills paid 9/2/2026 - \$60.00 yearbook fundraiser; \$14.92 Springer, et al.; \$48.04 FoL for SRP		\$122.96		R	\$250,741.22
09/02/2026	Transfer	Checking	DPIL - 8/26/2026 A. Kief (\$15.50) and \$20.00 (E. Arrowsmith) ; 8/30/2026 C. Garrett (\$15.50)			\$51.00	R	\$250,864.18
09/02/2026	Transfer	Checking	8/17/2026 Walmart debit - from A. Anderson gift for storytime snacks		\$49.07		R	\$250,813.18
08/31/2026	INTEREST	Interest Earned				\$803.87	R	\$250,862.25
	Deposit	Other Revenues:Interest Income						
08/12/2026			bills paid 8/12/2026		\$105.18		R	\$250,058.38
08/05/2026	Transfer	Checking	\$160.00 (Springer, et al. for children's library); \$30.00 (yearbook fundraiser for programming)			\$190.00	R	\$250,163.56
07/31/2026	INTEREST	Interest Earned				\$802.05	R	\$249,973.56
	Deposit	Other Revenues:Interest Income						
07/29/2026	Transfer	Checking	7/25/2026 yearbook fundraiser pd by c.c.			\$30.00	R	\$249,171.51

Date	Ref No. Type	Payee Account	Memo	Class Location	Payment	Deposit	Stat	Balance
07/22/2026	Transfer	Checking	bills paid 7/22/2026 (C. Boulanger & FoL)		\$137.34		R	\$249,141.51
07/13/2026	Transfer	IL Funds - Building	D. Peters - reimbursement for Metro Glass 6/26/2026 payment		\$288.14		R	\$249,278.85
07/13/2026	Transfer	Checking	A. Anderson for storytime snacks (\$75.00); D. Peters for c. lab window repair (\$288.14)			\$363.14	R	\$249,566.99
07/07/2026	Transfer	IL Funds - General	FY2026 interest		\$7,377.59		R	\$249,203.85

Mississippi Valley Library District

Budget vs. Actuals: FY2027 Budget - FY27 P&L

July - September, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Charges for Services				
Fax	851.64	3,800.00	-2,948.36	22.41 %
Non-resident Fees		84.00	-84.00	
Printing/Copying	2,896.19	12,000.00	-9,103.81	24.13 %
Total Charges for Services	3,747.83	15,884.00	-12,136.17	23.60 %
Fines & Forfeitures				
Fines	59.88	250.00	-190.12	23.95 %
Lost or Damaged Books/Inhouse	525.56	2,700.00	-2,174.44	19.47 %
Total Fines & Forfeitures	585.44	2,950.00	-2,364.56	19.85 %
Intergovernment Revenue				
E-Rate	6,029.47	20,000.00	-13,970.53	30.15 %
Grants				
FY2026 Per Capita	56,237.70	48,794.48	7,443.22	115.25 %
FY2027 PNG		10,000.00	-10,000.00	
Other Grants	44,492.00	5,000.00	39,492.00	889.84 %
Total Grants	100,729.70	63,794.48	36,935.22	157.90 %
Replacement Tax	17,875.35	42,200.00	-24,324.65	42.36 %
TIF Funds		0.00	0.00	
Total Intergovernment Revenue	124,634.52	125,994.48	-1,359.96	98.92 %
Other Revenues				
Donations - Des & Undes	898.81	20,000.00	-19,101.19	4.49 %
Interest Income	15,485.56	56,800.00	-41,314.44	27.26 %
Miscellaneous	162.70	2,200.00	-2,037.30	7.40 %
Property License Agreements		18,750.00	-18,750.00	
Reimbursements Other libraries	721.79	1,500.00	-778.21	48.12 %
Rental Income				
Blum House Rental	2,803.32	10,700.00	-7,896.68	26.20 %
Collinsville Rooms	600.00	3,000.00	-2,400.00	20.00 %
FC Pavilion		100.00	-100.00	
FC Rooms		100.00	-100.00	
Total Rental Income	3,403.32	13,900.00	-10,496.68	24.48 %
Sale of Items	1,402.38	5,200.00	-3,797.62	26.97 %
Sale of Short Street Lot		12,000.00	-12,000.00	
Total Other Revenues	22,074.56	130,350.00	-108,275.44	16.93 %
Taxes				
Audit	3,224.39	6,357.00	-3,132.61	50.72 %
Building Maintenance	74,408.21	146,789.82	-72,381.61	50.69 %
FICA/Medicare	22,785.02	44,952.28	-22,167.26	50.69 %
IMRF	27,986.71	55,214.12	-27,227.41	50.69 %
Liability Insurance	74,468.62	146,899.03	-72,430.41	50.69 %
Property Tax	441,428.22	870,804.71	-429,376.49	50.69 %

Mississippi Valley Library District

Budget vs. Actuals: FY2027 Budget - FY27 P&L

July - September, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total Taxes	644,301.17	1,271,016.96	-626,715.79	50.69 %
Total Income	\$795,343.52	\$1,546,195.44	\$ -750,851.92	51.44 %
GROSS PROFIT	\$795,343.52	\$1,546,195.44	\$ -750,851.92	51.44 %
Expenses				
Maintenance Services				
Building	26,014.27	130,000.00	-103,985.73	20.01 %
Equipment	1,507.72	14,000.00	-12,492.28	10.77 %
Grounds	4,971.86	15,700.00	-10,728.14	31.67 %
Total Maintenance Services	32,493.85	159,700.00	-127,206.15	20.35 %
Materials				
Adult Audio Visual Items	2,420.81	11,000.00	-8,579.19	22.01 %
Adult Print Materials	8,065.99	25,000.00	-16,934.01	32.26 %
Juvenile Audio Visual Items	116.84	1,300.00	-1,183.16	8.99 %
Juvenile Print Items	1,216.03	4,200.00	-2,983.97	28.95 %
Online Databases	8,905.00	15,000.00	-6,095.00	59.37 %
Other Materials	77.95	2,500.00	-2,422.05	3.12 %
Virtual Items	6,248.00	12,000.00	-5,752.00	52.07 %
Total Materials	27,050.62	71,000.00	-43,949.38	38.10 %
Other Expenditures				
Donation Expenditures - Des.	542.56	40,000.00	-39,457.44	1.36 %
Grant Expenses				
FY2025 Per Capita Grant	978.78		978.78	
FY2026 Per Capita	25,381.38	48,794.48	-23,413.10	52.02 %
FY2026 PNG Grant	3,199.30	3,600.03	-400.73	88.87 %
FY2027 PNG		10,000.00	-10,000.00	
Other Grants	916.52	5,000.00	-4,083.48	18.33 %
Total Grant Expenses	30,475.98	67,394.51	-36,918.53	45.22 %
Liability & Building Insurance		30,000.00	-30,000.00	
Miscellaneous	632.75	4,500.00	-3,867.25	14.06 %
Payments to Other Libraries	226.62	1,000.00	-773.38	22.66 %
Programming	1,575.26	7,000.00	-5,424.74	22.50 %
Vehicles	411.18	4,250.00	-3,838.82	9.67 %
Total Other Expenditures	33,864.35	154,144.51	-120,280.16	21.97 %
Personnel				
Benefits				
FICA Company	16,304.01	59,500.00	-43,195.99	27.40 %
Health/Dental Insurance	14,605.76	85,000.00	-70,394.24	17.18 %
IL Unemployment Company	300.67	9,000.00	-8,699.33	3.34 %
IMRF	29,528.86	110,000.00	-80,471.14	26.84 %
Total Benefits	60,739.30	263,500.00	-202,760.70	23.05 %
Salaries				
Full Time	165,312.43	590,000.00	-424,687.57	28.02 %

Mississippi Valley Library District

Budget vs. Actuals: FY2027 Budget - FY27 P&L

July - September, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Part time	48,251.38	200,000.00	-151,748.62	24.13 %
Total Salaries	213,563.81	790,000.00	-576,436.19	27.03 %
Total Personnel	274,303.11	1,053,500.00	-779,196.89	26.04 %
Professional Development				
Dues	450.00	1,000.00	-550.00	45.00 %
Training/Tuition	425.00	1,500.00	-1,075.00	28.33 %
Travel Expenses		1,000.00	-1,000.00	
Total Professional Development	875.00	3,500.00	-2,625.00	25.00 %
Professional Services				
Audit		9,500.00	-9,500.00	
Information Technology	16,890.65	65,000.00	-48,109.35	25.99 %
Internet Services	2,026.26	10,000.00	-7,973.74	20.26 %
Legal Service	1,477.50	25,000.00	-23,522.50	5.91 %
Other Professional Services	891.04	7,500.00	-6,608.96	11.88 %
Payroll Service	1,112.25	5,000.00	-3,887.75	22.25 %
Publishing	30.40	1,200.00	-1,169.60	2.53 %
Total Professional Services	22,428.10	123,200.00	-100,771.90	18.20 %
Supplies				
Equipment	627.79	10,000.00	-9,372.21	6.28 %
Office	5,876.51	15,000.00	-9,123.49	39.18 %
Postage	1,095.18	3,900.00	-2,804.82	28.08 %
Total Supplies	7,599.48	28,900.00	-21,300.52	26.30 %
Utilities				
Electricity	20,488.74	63,000.00	-42,511.26	32.52 %
Natural Gas	921.94	13,000.00	-12,078.06	7.09 %
Telephone/Fax	1,189.26	4,000.00	-2,810.74	29.73 %
Water/Sewer	1,228.73	4,500.00	-3,271.27	27.31 %
Total Utilities	23,828.67	84,500.00	-60,671.33	28.20 %
Total Expenses	\$422,443.18	\$1,678,444.51	\$ -1,256,001.33	25.17 %
NET OPERATING INCOME	\$372,900.34	\$ -132,249.07	\$505,149.41	-281.97 %
NET INCOME	\$372,900.34	\$ -132,249.07	\$505,149.41	-281.97 %

Mississippi Valley Library District

Profit and Loss Comparison

July - September, 2026

	TOTAL			
	JUL - SEP, 2026	JUL - SEP, 2025 (PP)	CHANGE	% CHANGE
Income				
Charges for Services				
Fax	851.64	1,041.66	-190.02	-18.24 %
Printing/Copying	2,896.19	3,013.91	-117.72	-3.91 %
Total Charges for Services	3,747.83	4,055.57	-307.74	-7.59 %
Fines & Forfeitures				
Fines	59.88	110.73	-50.85	-45.92 %
Lost or Damaged Books/Inhouse	525.56	856.19	-330.63	-38.62 %
Total Fines & Forfeitures	585.44	966.92	-381.48	-39.45 %
Intergovernment Revenue				
E-Rate	6,029.47	14,084.87	-8,055.40	-57.19 %
Grants				
FY2025 Per Capita Grant		48,794.48	-48,794.48	-100.00 %
FY2025 PNG Grant		3,423.15	-3,423.15	-100.00 %
FY2026 Per Capita	56,237.70		56,237.70	
Other Grants	44,492.00	500.00	43,992.00	8,798.40 %
Total Grants	100,729.70	52,717.63	48,012.07	91.07 %
Replacement Tax	17,875.35	19,816.73	-1,941.38	-9.80 %
Total Intergovernment Revenue	124,634.52	86,619.23	38,015.29	43.89 %
Other Revenues				
Donations - Des & Undes	898.81	734.31	164.50	22.40 %
Interest Income	15,485.56	13,268.81	2,216.75	16.71 %
Miscellaneous	162.70	586.58	-423.88	-72.26 %
Property License Agreements		20.00	-20.00	-100.00 %
Reimbursements Other libraries	721.79	359.34	362.45	100.87 %
Rental Income				
Blum House Rental	2,803.32	2,600.10	203.22	7.82 %
Collinsville Rooms	600.00	463.00	137.00	29.59 %
Total Rental Income	3,403.32	3,063.10	340.22	11.11 %
Sale of Items	1,402.38	1,445.81	-43.43	-3.00 %
Total Other Revenues	22,074.56	19,477.95	2,596.61	13.33 %
Taxes				
Audit	3,224.39	2,861.28	363.11	12.69 %
Building Maintenance	74,408.21	58,184.77	16,223.44	27.88 %
FICA/Medicare	22,785.02	19,712.67	3,072.35	15.59 %
IMRF	27,986.71	10,810.10	17,176.61	158.89 %
Liability Insurance	74,468.62	26,072.02	48,396.60	185.63 %
Property Tax	441,428.22	419,694.06	21,734.16	5.18 %
Total Taxes	644,301.17	537,334.90	106,966.27	19.91 %
Total Income	\$795,343.52	\$648,454.57	\$146,888.95	22.65 %
GROSS PROFIT	\$795,343.52	\$648,454.57	\$146,888.95	22.65 %
Expenses				

Mississippi Valley Library District

Profit and Loss Comparison

July - September, 2026

	TOTAL			
	JUL - SEP, 2026	JUL - SEP, 2025 (PP)	CHANGE	% CHANGE
Maintenance Services				
Building	26,014.27	29,664.72	-3,650.45	-12.31 %
Elevator Repairs/ Modernization		39,382.46	-39,382.46	-100.00 %
Equipment	1,507.72	7,130.59	-5,622.87	-78.86 %
Grounds	4,971.86	4,938.48	33.38	0.68 %
Total Maintenance Services	32,493.85	81,116.25	-48,622.40	-59.94 %
Materials				
Adult Audio Visual Items	2,420.81	2,095.99	324.82	15.50 %
Adult Print Materials	8,065.99	5,396.13	2,669.86	49.48 %
Juvenile Audio Visual Items	116.84	415.78	-298.94	-71.90 %
Juvenile Print Items	1,216.03	928.22	287.81	31.01 %
Online Databases	8,905.00	8,653.00	252.00	2.91 %
Other Materials	77.95	819.99	-742.04	-90.49 %
Virtual Items	6,248.00	6,444.69	-196.69	-3.05 %
Total Materials	27,050.62	24,753.80	2,296.82	9.28 %
Other Expenditures				
Donation Expenditures - Des.	542.56	3,194.65	-2,652.09	-83.02 %
Grant Expenses				
FY2025 Per Capita Grant	978.78	26,770.96	-25,792.18	-96.34 %
FY2025 PNG Grant		1,388.62	-1,388.62	-100.00 %
FY2026 Per Capita	25,381.38		25,381.38	
FY2026 PNG Grant	3,199.30		3,199.30	
Other Grants	916.52		916.52	
Total Grant Expenses	30,475.98	28,159.58	2,316.40	8.23 %
Miscellaneous	632.75	285.83	346.92	121.37 %
Payments to Other Libraries	226.62	363.66	-137.04	-37.68 %
Programming	1,575.26	206.23	1,369.03	663.84 %
Vehicles	411.18	1,210.06	-798.88	-66.02 %
Total Other Expenditures	33,864.35	33,420.01	444.34	1.33 %
Personnel				
Benefits				
FICA Company	16,304.01	14,738.01	1,566.00	10.63 %
Health/Dental Insurance	14,605.76	19,530.30	-4,924.54	-25.21 %
IL Unemployment Company	300.67	791.42	-490.75	-62.01 %
IMRF	29,528.86	25,782.32	3,746.54	14.53 %
Total Benefits	60,739.30	60,842.05	-102.75	-0.17 %
Salaries				
Full Time	165,312.43	153,578.42	11,734.01	7.64 %
Part time	48,251.38	39,941.69	8,309.69	20.80 %
Total Salaries	213,563.81	193,520.11	20,043.70	10.36 %
Total Personnel	274,303.11	254,362.16	19,940.95	7.84 %
Professional Development				

Mississippi Valley Library District

Profit and Loss Comparison

July - September, 2026

	TOTAL			
	JUL - SEP, 2026	JUL - SEP, 2025 (PP)	CHANGE	% CHANGE
Dues	450.00	350.00	100.00	28.57 %
Training/Tuition	425.00		425.00	
Total Professional Development	875.00	350.00	525.00	150.00 %
Professional Services				
Information Technology	16,890.65	12,225.65	4,665.00	38.16 %
Internet Services	2,026.26	1,544.00	482.26	31.23 %
Legal Service	1,477.50	4,590.00	-3,112.50	-67.81 %
Other Professional Services	891.04	1,488.86	-597.82	-40.15 %
Payroll Service	1,112.25	1,065.89	46.36	4.35 %
Publishing	30.40	398.40	-368.00	-92.37 %
Total Professional Services	22,428.10	21,312.80	1,115.30	5.23 %
Supplies				
Equipment	627.79	1,586.68	-958.89	-60.43 %
Office	5,876.51	5,068.95	807.56	15.93 %
Postage	1,095.18	587.14	508.04	86.53 %
Total Supplies	7,599.48	7,242.77	356.71	4.93 %
Utilities				
Electricity	20,488.74	19,930.50	558.24	2.80 %
Natural Gas	921.94	827.82	94.12	11.37 %
Telephone/Fax	1,189.26	910.97	278.29	30.55 %
Water/Sewer	1,228.73	815.77	412.96	50.62 %
Total Utilities	23,828.67	22,485.06	1,343.61	5.98 %
Total Expenses	\$422,443.18	\$445,042.85	\$ -22,599.67	-5.08 %
NET OPERATING INCOME	\$372,900.34	\$203,411.72	\$169,488.62	83.32 %
NET INCOME	\$372,900.34	\$203,411.72	\$169,488.62	83.32 %



Building Public Trust Through Respectful Governance

Introduction

Libraries serve incredibly diverse communities, and trustees often discuss topics people care deeply about. Those conversations can be challenging, especially when community members have different expectations or viewpoints.

This presentation isn't meant to revisit past conversations or decide who was right or wrong. Instead, I'd like us to consider one question:

How can a library board continue to earn and maintain the trust of everyone it serves?

Why This Matters

As public library trustees, you represent every resident in your district. That includes people with different backgrounds, cultures, races, religions, family structures, sexual orientations, gender identities, abilities, and political viewpoints.

Trustees are not expected to share every perspective represented in the community. They are expected to ensure every resident feels that the library belongs to them and that decisions are made fairly and respectfully.

Public Trust Is Earned

Public trust is built when people believe they will be treated fairly, respectfully, and consistently—even when they disagree with a board decision.

A trustee's words matter because they shape how the community perceives the library. Comments intended one way may be heard differently by others with different life experiences.

Good governance does not require avoiding difficult conversations. It requires discussing difficult issues with respect, focusing on policy, mission, and service rather than assumptions about individuals or groups.

Looking Ahead

This introduction is intended to begin a conversation. A 90-minute iLEAD workshop can provide practical tools for:

- Respectful communication during board discussions
- Recognizing how unconscious bias can influence decision-making
- Understanding the board's responsibility to serve the entire community
- Navigating controversial issues while remaining focused on governance
- Building public trust through effective leadership

Closing

Libraries have always been places where people with different backgrounds, beliefs, and experiences come together.

When a board models respectful dialogue, thoughtful decision-making, and a commitment to serving everyone, it strengthens not only the library, but also the community's confidence in its leadership.

We look forward to continuing this conversation and supporting your board as it continues serving the entire community.

90-Minute iLEAD Workshop



Workshop Purpose

Public library boards serve communities made up of people with different backgrounds, experiences, beliefs, and perspectives. Trustees do not have to share every viewpoint represented in their communities. Still, they do have a responsibility to govern fairly, respectfully, and in the best interests of the library and the community it serves.

This interactive workshop explores how trustees can navigate difficult conversations, recognize the influence of assumptions and bias, remain focused on their governance responsibilities, and strengthen public confidence in library leadership.

Central Question

How can a library board continue to earn and maintain the trust of everyone it serves?

Learning Objectives

By the end of the workshop, participants will be able to:

- Identify behaviors that help build or weaken public trust.
 - Use respectful communication strategies during difficult board discussions.
 - Recognize how assumptions and unconscious bias can influence discussion and decision-making.
 - Distinguish personal perspectives from the board's governance responsibilities.
 - Apply a governance-focused approach to controversial or emotionally charged issues.
 - Identify practical ways trustees and boards can strengthen public confidence.
-

Workshop Outline

1. Welcome & Setting the Stage

Approximately 10 minutes

- Why public trust matters to library governance
- The trustee's responsibility to the entire community
- The difference between disagreement and disrespect
- Establishing expectations for productive discussion

Opening Reflection:

What makes you trust a public institution—even when you disagree with one of its decisions?

2. Understanding Public Trust

Approximately 10 minutes

- How public trust is earned over time
- Fairness, consistency, transparency, and respect
- Why trustee words and actions matter
- Intent versus impact
- The board's role in modeling effective public leadership

Discussion:

What actions or behaviors make community members feel confident that a board will treat them fairly?



3. The Trustee's Governance Role

Approximately 10 minutes

- Serving the whole community
- Governing rather than reacting
- Separating personal beliefs from governance responsibilities
- Keeping discussions connected to:
 - Library mission
 - Policy
 - Community service
 - Stewardship
 - Board responsibility

Governance Question:

What is the board being asked to decide?

4. Assumptions, Perspective & Unconscious Bias

Approximately 15 minutes

- Understanding unconscious bias
- How experience and assumptions influence decision-making
- Moving from assumptions to questions
- Recognizing generalizations about individuals or groups
- Using curiosity and evidence to improve board deliberation

Individual Reflection:

What assumptions might we make about our community without realizing it?

Practice Activity:

Participants examine common statements and practice reframing them into neutral, governance-focused questions.

5. Communicating Through Disagreement

Approximately 15 minutes

- Disagreeing without becoming personal
- Listening to understand
- Asking clarifying questions
- Returning conversations to policy and governance
- Language that de-escalates rather than escalates
- The board chair's role in maintaining productive discussion

Communication Tool:

Instead of asking:

“Who is right?”

Consider asking:

“What information does the board need to make a fair and responsible decision?”



6. Governance Scenarios

Approximately 15 minutes

Participants work through realistic situations that a public library board might encounter.

Possible scenarios include:

A Controversial Library Program

Community members strongly disagree about a proposed library program.

A Difficult Board Discussion

A trustee makes a broad statement about a group of people in the community.

A Heated Public Meeting

Public comments become emotional, and trustees begin responding defensively.

For each scenario, participants consider:

1. What is the board's governance responsibility?
2. What assumptions may be influencing the conversation?
3. Who in the community may be affected?
4. What policy, evidence, or additional information should guide the decision?
5. How can the board respond while maintaining public trust?

7. A Public Trust Decision-Making Lens

Approximately 10 minutes

Before making a difficult decision, boards can ask:

Mission — How does this relate to the library's mission?

Policy — What existing policies apply?

Evidence — What facts or information do we have?

Community — Who may be affected by this decision?

Consistency — Would we apply the same reasoning in a similar situation involving different people, groups, or viewpoints?

These questions help move conversations away from personalities and toward responsible governance.

8. From Discussion to Action

Approximately 5 minutes

Participants identify:

- One communication practice they want to strengthen.
- One question they want their board to ask more often.
- One action their board could take to strengthen community trust.

Key Takeaway



Public trust does not require everyone to agree with every library board decision.

Trust grows when community members believe they will be heard, treated respectfully, and governed fairly and consistently.

When library boards model thoughtful dialogue, responsible decision-making, and a commitment to serving the entire community, they strengthen both the library and the community's confidence in its leadership.

iLEAD Trustee Learning

Leadership • Empowerment • Accessibility • Development

Supporting Illinois public library trustees with practical tools, training, and resources for effective governance.

DRAFT BYLAWS REVISION - AGENDAS (Option 1)

Bold - new language

~~Strikethrough~~ - removed language

Article III Trustees, Term of Office, Vacancies

Section 5. Duties - Board

[...]

~~D. The agenda and information packet for the meetings will be distributed to the Board by the Executive Director prior to meetings. Any Board member wishing to have an item placed on the agenda will contact the Executive Director one week prior to the meeting to have the item placed. [NOTE: Move to section below]~~

[renumber subsequent bullet points]

Article IV Meetings

[...]

Section 3. ~~Annual Meeting~~ **Agendas**

~~An annual meeting shall be held in June for the purpose of approval of the upcoming fiscal year's budget and to approve the regular meeting dates. [NOTE: Recommend to remove since all monthly meetings are regular meetings; seems like an unnecessary distinction]~~

The agenda and information packet for the meetings will be distributed to the Board by the Executive Director prior to meetings. Any Board member wishing to have an item placed on the agenda will contact the Executive Director **no later than** one week prior to the meeting to have the item placed.

The Board President is responsible for approving regular and special Board meeting agendas after they are prepared by the Executive Director. In the absence of the Board President, the agenda approval process will follow the order of succession as follows: Vice President, Secretary, Treasurer.

Committee chairs will approve committee meeting agendas after they are prepared by the Executive Director.

In the event that a special or emergency meeting is called and there is not enough practical time to approve the agenda through the means outlined above, the Executive Director will prepare and approve the agenda.

DRAFT BYLAWS REVISION - AGENDAS (Option 2)

Bold - new language

~~Strikethrough~~ - removed language

Article III Trustees, Term of Office, Vacancies

Section 5. Duties - Board

[...]

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The Board President is responsible for approving regular and special Board meeting agendas after they are prepared by the Executive Director. In the absence of the Board President, the agenda approval process will follow the order of succession as follows: Vice President, Secretary, Treasurer. If an agenda item requested by another trustee is removed from the final agenda, the President or Board officer acting in lieu of the President will notify the trustee in writing of the agenda item's removal and provide an explanation for the removal.

Committee chairs will approve committee meeting agendas after they are prepared by the Executive Director.

In the event that a special or emergency meeting is called and there is not enough practical time to approve the agenda through the means outlined above, the Executive Director will prepare and approve the agenda.



Resolution 27-01
Resolution to Determine Estimate of Funds Needed for
2026-2027 Fiscal Year

WHEREAS, the Mississippi Valley Library District must file on or before December 29, 2026 (the last Tuesday in December pursuant to 75 ILCS 16/30-85(c)) its Levy Ordinance for the 2026-2027 fiscal year; and

WHEREAS, pursuant to "The Truth in Taxation Act" (35 ILCS 200/18-55 et. seq.), the Mississippi Valley Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2026-2027 fiscal year upon the taxable property in said Library District;

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

- a. The amount of money estimated to be necessary to be raised by taxation for the 2026-2027 fiscal year upon the taxable property in said Library District is \$1,280,581;
- b. The estimate of \$1,280,581 is 0% higher than last year's tax extension of \$1,280,581;
- c. According to the Truth in Taxation Act, the estimated amount is not greater than 105% of the preceding year's aggregate extension and therefore a public hearing and publication of notice of the proposed levy amount are not required.

ADOPTED this 19th day of October, 2026 by a roll call vote as follows:

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

President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

Illinois Public Library Standards: Safety & Emergency Preparedness

Public libraries strive to be welcoming community centers safe for all who enter. Libraries should have written plans and policies to manage safety and security concerns, emergencies, and disaster recovery. Library staff should be well-versed in all emergency and safety plans, policies and protocols and have training on how to handle difficult situations with patrons. Local, state and federal safety and emergency laws should be reviewed on a regular basis. It is also critical that libraries maintain open lines of communication with the community and first responders.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.		
2	Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	The library staff have ready access to all library key service providers (plumbing, electric, roofing).	The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.
3	The library provides training for staff on safety and emergency preparedness.	The library includes safety and emergency training in new employee on-boarding procedures.	In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).
4	The library has a board approved Patron Conduct Policy.	The library staff is aware of the Patron Conduct Policy and understands how to implement it.	The library has a dedicated security staff person and/or a security surveillance system.

5	Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.
6	The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.		
7	The library has an emergency and disaster preparedness manual that is easily accessible to staff.	The library annually reviews and updates the library emergency and preparedness manual.	The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.
8	The library has a disaster recovery plan that is kept in an off-site location.	The library has a technology recovery plan, in the event of a physical disaster or cyberattack.	
9	The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.	

10	The library follows all local and state requirements for emergency systems and equipment inspections.	The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.	
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