

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

Date: March 16, 2016

Time: 6:30 PM

Place: Collinsville Memorial Public Library

## 1. Call to Order and Roll Call

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

### Trustees Present:

Jeanne Lomax, President  
Ginny York, Secretary  
Cathy Kulupka, Trustee  
Kathy Murphy, Trustee

### Trustees Absent:

Kelly Balaco-Reeder, Vice President  
Ian Ashcraft, Treasurer  
Ana Romero-Lizana, Trustee

### Also Present:

Kyla Waltermire, Executive Director  
Matt Harris, Assistant Director

## 2. Pledge of Allegiance

## 3. Public Input

- Rachel Dye
- Cynthia Baker
- Michael Treece
- Katerina Engle
- Mariah Taylor

## 4. Friends of the Library Updates

Waltermire shared a reminder about the Dolly Parton's Imagination Library trivia night to be held the upcoming weekend. She also shared that the recent book sale

was one of the best ones the Friends have had.

## **5. Trustee Comments**

Kulupka provided feedback on A/V challenges of listening to recorded meetings, affirmed the right of the public to provide comments to the Board, and discussed trustee training information.

Murphy commented on required trustee training and wished Kulupka a happy birthday.

## **6. Consent Items**

Kulupka motioned and York seconded to approve the consent items in their entirety.

a. Minutes of the February 17, 2026 Regular Board of Trustees Meeting

b. Communications – One email received from Cindy Klein-Webb.

c. Administrative Reports

Waltermire addressed public comments regarding the process for adding public comments to the meeting packets and the legal training requirements for trustees. Trustees commented on the “618 Illinois Libraries” photography project, activities for America 250, new Library Page Bethany McCullar, the “Voices of 1776” program to be held in June, the online library store designs, and the \$100,000+ saved by a patron who allowed the library to share their “you saved” receipt on social media.

Harris reported that tax help was being utilized and appreciated by patrons and that there were a few appointments still available. Trustees asked about the annual egg hunts.

d. Finances

There was some discussion.

e. Committee Reports – none.

A roll call vote was taken:

Kulupka – yes

Lomax – yes

Murphy – yes  
York – yes

Yes – 4, No – 0, Absent – 3, Abstain - 0

Motion carried.

**7. Unfinished Business – none**

**8. New Business**

a. Discussion about MVL D Meeting Spaces

Lomax asked about the policy for groups using rental spaces without renting them, and Waltermire said that the meeting spaces were open for public use when not utilized for library programs or private rentals. The meeting spaces policy is being reviewed by the library's attorney.

b. Review of the Illinois Public Standards, Building and Grounds

**9. Closed Session – none.**

**10. Action for Items Discussed in Closed Session – none.**

**11. Adjournment**

Kulupka made a motion, seconded by Murphy, to adjourn.

A roll call vote was taken:

Kulupka – yes  
Lomax – yes  
Murphy – yes  
York – yes

Yes – 4, No – 0, Absent – 3, Abstain - 0

Motion carried.

The meeting adjourned at 7:15 PM.



Kyla Waltermire <kylaw@mvlid.org>

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## Quick Action Requested: Support HB5236 (Digital Library Protection Act)

1 message

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**Michael Treece Jr** <miketreece@icloud.com>

Tue, Mar 24, 2026 at 4:09 PM

To: board@mvlid.org

Cc: Kyla Waltermire <kylaw@mvlid.org>

Dear Trustees,

I wanted to make you aware of House Bill 5236, the *Digital Library Protection Act*, which is currently before the House Consumer Protection Committee. This legislation aims to protect libraries from restrictive and costly licensing agreements for e-books, digital audiobooks, and other digital materials. In short, it would help ensure libraries can provide broader digital access to our communities while being better stewards of taxpayer dollars.

The Illinois Library Association is encouraging strong support, and one of the most effective ways to help right now is by signing a witness slip. If you're willing, please take a moment to add your support using the link below. I would appreciate you addressing the public with your stance on this legislation during Trustee Comments at the next stated regular board meeting. This is a quick but meaningful way to advocate for improved access and cost savings for the libraries we serve: <https://www.ila.org/news/6983/sign-a-witness-slip-supporting-the-digital-library-protection-act>

Thank you for your continued leadership and advocacy.

Michael Treece  
miketreece@icloud.com



# ERICA HARRISS

STATE SENATOR • 56<sup>TH</sup> DISTRICT

[WWW.SENATORERICAHARRISS.COM](http://WWW.SENATORERICAHARRISS.COM)

March 14, 2026

Collinsville Memorial Library  
40 W Main St  
Collinsville, IL 62234

Dear Collinsville Memorial Library,

Thank you for participating in this year's Valentine's for Seniors Card Drive. Your gift of creativity, time and kindness made a real difference in the lives of seniors throughout our community.

Because of your heartfelt contributions, more than 2,100 residents across nursing homes, assisted living facilities, and long-term care centers in the 56th District received beautiful Valentine's cards. Each one delivered more than a cheerful message. They reminded each person that they are valued, appreciated, and not forgotten.

There is something especially meaningful about taking a few moments to create a card for someone you may never meet. That simple act of compassion speaks volumes. It is inspiring to see students, scout groups, churches, families, and community members come together year after year to share in this effort.

Thank you again for helping spread warmth and encouragement to our senior neighbors. I am truly grateful for your continued support and look forward to carrying on this tradition together.

As always, please do not hesitate to reach out to my office if we can ever be of assistance.

Sincerely,

Erica Harriss  
Illinois Senator | District 56

**DISTRICT OFFICE:**  
120 North Main Street, Suite 1B  
Edwardsville, IL 62025  
(618) 307-5789

**SPRINGFIELD OFFICE:**  
Stratton Office Building  
Section B, Office C  
Springfield, IL 62706  
(217) 782-5247

April 6, 2026

Dear MVLD Board and Library Directors,

I am resubmitting my March summation as my April summation (as I found out later it had to be sent farther in advance according to the newest guidelines) and am looking forward to seeing it in the MVLD records. I am using the phrase "people with disabilities" to substitute for the "LGBTQ+ population" in an exercise to bring about a greater understanding of why discrimination does not just disappear, because of ongoing denial. I also used this exercise as not only are people with disabilities another population that is often discriminated against, as there is often an intersectionality amongst marginalized populations. Let's just say that a library trustee made it clear from the beginning of her tenure that people with disabilities "should seek role models elsewhere" (outside of the library). Let's just say that this board member has repeated her concerns about the disabilities "agenda" again just on 2/17/26. Let's say in the Fall of 2025, there was an incident of this trustee claiming it was their First Amendment right as a public representative to express their discriminatory remarks (because other people think the same) regardless of the harm to people with disabilities.

To take this exercise one step further, let's just say that another trustee went to a church asking that the pastor come out to speak against particular books. However, this pastor vaguely mentioned these books and proceeded to address people with disabilities as being "...shameful experiments...". Most of this has been recorded in library minutes/recordings and even on this church's very own You Tube recording. Because this discrimination has been specifically recorded, it is essential for the trustees to begin addressing this via bias training as soon as possible. The library patrons have been asking for this for a good two years, if not longer. I hope that library trustees will make the concerns of the patrons a priority and move ahead on the necessary training as public representatives. Thanks again for printing my concerns.

Sincerely,

Cindy Klein-Webb, M.S. Ed

# Report Covering March 2026

## Kyla Waltermire, Executive Director

### Building and Grounds Updates

- The children's floor at CM is getting updated! During the month of April, the children's department will be temporarily set up in the community room while the children's floor is painted and new flooring is installed. Tentatively, the children's floor will reopen in early May. Keep an eye on the library's social media accounts for relevant updates.
- Germantown Seamless Gutting replaced CM's damaged downspout.
- CM's elevator stopped working again on March 6. A new spirator was installed on the basement level. The elevator has worked well since then.
- The CAVC's landscaping management class is working with FC to provide options for sprucing up a few small landscaping areas around the building.
- Charter Communications replaced equipment at CM and FC as part of a planned services upgrade.

### Circulation and Collection Updates

- Have you checked out the over 50 new-to-us databases made available through IRIS (Illinois Reliable Information Sources)? IRIS sources offer everything from auto repair manuals to practice tests for higher education and careers. Check them out at [https://mvld.org/databases\\_iris](https://mvld.org/databases_iris).

### Grant Updates

- FY2025 Per Capita Grant – Funding in the amount of \$48,794.48 was received. Grant expenses will be applied between July 1, 2025 and June 30, 2026.
- FY2026 Per Capita Grant – No decision yet.
- FY2026 PNG Grant – Grant funds in the amount of \$6,518.00 were received. Supplies for “CSI: Library” are being purchased. The Q1 report is submitted.
- FY2026 Security Grant for Public Libraries – An application was submitted for the expansion of both libraries' security camera systems. If awarded, the expanded systems will allow staff to better address potential issues in hard-to-see areas.
- Walmart Spark Good Grant – No updates.
- Dollar General Literacy Foundation – No word yet on the application for summer reading program support.
- Neighborhood Forest grant - The library will be receiving several saplings to distribute closer to Earth Day. Information about signing up to get a tree was shared on social media.

### Marketing and Promotions Updates

- Announcements about the Dolly Parton's Imagination Library and the Friends of the Library trivia night fundraiser for the DPIL on March 21 were shared.
- Activities like the American flags scavenger hunt, what's new with SNAP, the Friends of the Library book sale, AARP Tax Aide service, the annual FC egg hunts, author presentations, the Divorce Compass series, a local history roundtable, a Thinking Money for Kids event, crafts for kids and adults, and a yo-yo making craft / St. Louis Yo-Yo Club demo were shared.
- Information about the new IRIS databases and other e-resources was shared.
- Information about CM's children's floor updates was posted.
- Photos shared from the local history collection continue to receive lots of positive feedback.

### Meetings, Outreach, and Professional Development

- March 1 – Met w/ a trustee; covered CM's main desk (1.00 hr); presented Dolly Parton's Imagination Library (DPIL) information to the Collinsville Junior Service Club
- March 4 – Met w/ the library's E-Rate consultant
- March 6 – Covered CM's main desk (2.00 hours)
- March 9 – Met w/ Security Alarm rep re: security camera system expansions; met w/ Friends of the Library Treasurer re: trivia night planning
- March 10 – Met w/ reps from Ampion re: community solar options
- March 13 – Met w/ Corvus rep; covered CM's main desk (1.50 hours)
- March 17 – Attended Collinsville Chamber of Commerce meeting; attended Overdrive consortium's membership meeting
- March 18 – Completed annual FOIA and OMA trainings (3.50 hours CE)
- March 19 – Met w/ Matt Harris and Anthony Pettiford to provide feedback on potential location for the Washington Park library (just providing professional consultation about the facility; NOT to discuss incorporation into the MVLD)
- March 20 – Met w/ Friends of the Library Treasurer re: last-minute trivia night to-dos
- March 23 – Attended Uptown Collinsville businesses meeting
- March 24 – Presented DPIL information to the CMC Rotary Club
- March 25 – Met w/ staff member re: planning parental leave
- March 26 – Attended ILA Noon Network webinar re: updates on proposed e-book legislation (more info under "Miscellaneous"); met w/ St. Clair County rep & Bethany McCullar re: worksite inspection
- March 27 – Attended Collinsville Chamber of Commerce's Coffee Talk; met w/ Collinsville Faith in Action reps to discuss possible collaboration on homebound delivery services

### Miscellaneous

- DPIL – within its first two months, the Madison County DPIL has become one of the top ten DPIL programs in Illinois. Over a quarter of the eligible children in the Collinsville CUSD #10 service area are already

enrolled. Ongoing financial support for this program is a necessity. Thanks goes to the Friends of the Library for hosting a DPIL trivia night fundraiser on March 21 – which raised \$3,454 – and to the Collinsville Junior Service Club for a donation toward the DPIL. The CMC Rotary Club is also looking into a Rotary literacy grant for the program.

- A bill is moving through the Illinois House of Representatives which would restrict publishers from “requir[ing] the library to acquire a license for any electronic literacy material at a price greater than that charged to the public for the same item.” The bill (HB 5236 – The Digital Library Protection Act) passed out of the Consumer Protection Committee and will now go before the full House. Please consider contacting the MVLD’s elected state officials to provide support for the bill. Information about the current terms and costs of e-materials for libraries is attached; please use the information to explain why this bill would improve the use of local tax funds through fair pricing and terms. It’s also worth noting that 2025 was the first time in the MVLD’s history where the use of digital resources surpassed the use of physical resources. The demand for more e-books and e-audiobooks is there and we need to continue to prioritize these resources financially.
- The library is hosting a “Spring into a Book” fundraiser in April – see attached flyer.

### **Program Updates and Other Dates of Note**

- America 250:
  - April: The Great American Community Quilt (CM). Stop by this month to pick up a paper quilt block to design at home. Whether you use paint, markers, or crayons for decorating the squares, we want to see your patriotic spirit. Bring the finished block back to the library to be pieced together with others into a community quilt. The collective work will be displayed in the lower level hallway through July.
  - April 27 – July 4: Birthday Wishes for America (CM & FC). Write your birthday wish for America and give it to a staff member to be displayed in the library.
  - May: “What Freedom Means to Me” Art Exhibition (CM). Artists of all ages are invited to submit a piece for the “What Freedom Means to Me” exhibit. A variety of media (photography, sculpture, poetry, drawing, and painting) will be accepted for this exhibit. The exhibit will be on display from June 1 to July 31. Submission applications can be picked up starting May 1. All artwork must be submitted by May 30.
  - May 1 @ 11:30 AM – 4:30 PM (CM) and May 7 @ 11:30 AM – 4:30 PM (FC): America 250 Movie Marathon. Drop in anytime during the marathon to enjoy movies about the founding of America and the Declaration of Independence.
  - May 23 all day: “Yesterday’s Toy Box” craft (CM & FC). The May craft is a Capture the Flag flag. Capture the Flag is a perennial favorite outdoor sport where strategy meets speed. Make your own Capture the Flag flag and take it home to play with your friends and family.
  - June 13 @ 2:00 PM: “Voices of 1776: The Diverse Faces Behind America’s Founding” (CM). This program goes beyond the Founding Fathers to tell the stories of women, enslaved and free African

Americans, Native peoples, and immigrants whose contributions shaped the Revolution and the new nation.

- May 1 all day: God’s Eye / Ojo de Dios craft. Learn how to weave an Ojo de Dios, which is a colorful weaving originally created as symbolic prayers.
- May 4 @ noon-4:00 PM: iCash Claims (CM). The Illinois State Treasurer’s Office will be at the library to help see if you are owed any unclaimed property and to start the claims process if you are.
- May 6 @ 4:00-5:30 PM (FC): “Adult Crafter Afternoon” Flower Crowns. The Adult Crafter Afternoon series takes place on the first Wednesday of every month. This month, participants will learn how to make simple flower crowns.
- Adjusted service hours - The MVLD will be closed Friday, May 15 for staff training and Monday, May 25 for Memorial Day.
- Check out the Library’s full calendar at [https://mvld.org/collinsville\\_calendar](https://mvld.org/collinsville_calendar) and [https://mvld.org/fairmont\\_calendar](https://mvld.org/fairmont_calendar).

#### **Staff and Volunteer Updates**

- There are two vacant Level 2 Library Clerk position. Filling these positions will begin after the CM Circulation Supervisor’s training is completed.
- No updates on the union petition hearing.
- Bethany McCullar is working as a Library Page (shelving, shelf reading, pulling the paging list) through a St. Clair County workforce development program.

## Why can't my library buy more e-books and audiobooks?



Print books are owned by the library and can be used for decades until they're worn out.

**e-books and digital audiobooks are licensed—libraries don't own them.**

Plus, publishers put limits on how long the content can be used:



1 or 2 years

**OR**



26 or 52 checkouts

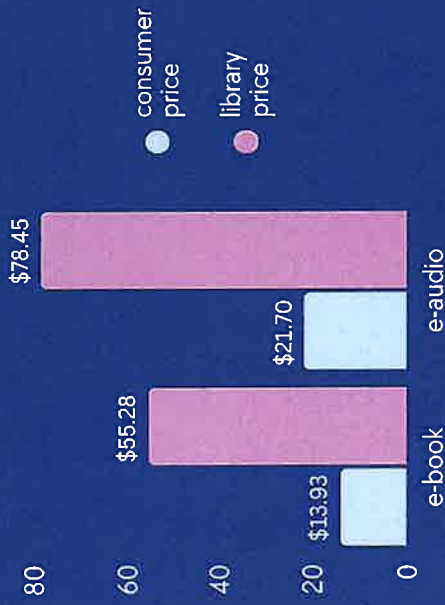
**e-book and digital audiobook costs are too high for libraries, and access is limited.**



LIBRARY OF CONGRESS




# e-books and audiobooks are free for patrons to use, but not free for libraries to offer.

An average e-book costs a library **3.9x more** than what you would pay to buy it on your Kindle.



# Let's see some real-time examples:

\*library costs reflect single user, 2-year limit agreement

Format	Consumer Cost	Library Cost
	\$32.00	\$32.00
	\$16.99	\$67.99
	\$19.99	\$84.99



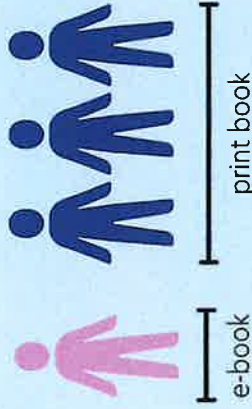
Format	Consumer Cost	Library Cost
	\$32.00	\$29.00
	\$14.99	\$55.00
	\$14.99	\$95.00



The cost per circulation of an electronic title is **3.7x higher** than a physical title.



Three people could check out the same print book for **less than the cost of a single e-book checkout.**



LIBRARAILS

## e-content usage is increasing

In **2024**, a mid-size, suburban public library saw:

 **25%**

increase in e-book circulation

 **15%**

increase in audiobook circulation



Libraries spend nearly **one-third of their budget** on digital content so their patrons can enjoy these popular titles.

LIBRARAILS

\* Update: Libraries spend nearly one-third of their materials budget on digital content.

## How does this affect my community?



Libraries will reach their **budget breaking point**



You'll have **limited options**



Hold wait lists will get **even longer**

**Illinois is known for its leadership in support of libraries, but...**

if publishers continue to control the terms of digital content for libraries, we'll see an erosion of resource sharing across the state.



**We will lose one of the best things that makes Illinois stand out in the national library landscape.**

# How can I help?

## Keep borrowing e-content from your local library.

The numbers help us advocate for funding

### Stay informed and support your library-serving organizations:

*American Library Association*

*Illinois Library Association*

*Reaching Across Illinois Library System*

# Vote Yes **HB5236:** The Digital Library Protection Act

***Publishers force libraries into short-term licenses that expire after a set number of checkouts, the book then disappears and must be repurchased at inflated prices.***

## WHAT DOES HB5236 DO?

- ✓ Safeguards patron privacy
- ✓ Ensures fair acquisition terms
- ✓ Restores digital equity
- ✓ Protects interlibrary sharing

## WORKING FAMILIES, STUDENTS, AND UNDERSERVED COMMUNITIES ARE LOSING ACCESS

Digital lending is often the **only** way these communities access materials.

**662M+** eBooks borrowed nationally in 2023

\*up 19% in just one year

## TAX PAYER DOLLARS ARE VANISHING

HB5236 ensures fair acquisition terms so taxpayer investments build lasting collections.

**3.9x**

Library eBook  
VS.  
consumer  
cost

## Illinois's 50-Year Legacy of Library Leadership Is at risk

Publisher contracts prohibit interlibrary eBook loans, ban libraries from sharing contract terms, and block long-term digital preservation.

HB 5236 extends Illinois' commitment to library access into the digital age.

# OUTREACH SCRIPTS

Digital Library Protection Act  
House Bill 5236

Illinois Library Association  
**READY SET  
ADVOCATE**  
eBook Legislation



## LEGISLATOR PICKS UP DIRECTLY

**YOU:** Representative [LAST NAME], thank you for taking my call. My name is [YOUR NAME] — I'm the [YOUR TITLE] of [LIBRARY NAME], which serves residents in your district. I'm calling to ask for your yes vote on HB 5236.

**IF THEY ENGAGE:** Right now, publishers charge libraries nearly four times the consumer price for a single e-book license — and those licenses expire after a year or two, so we have to buy the same book again and again. Nearly 30% of our entire materials budget goes to digital content, and our patrons are still waiting months for popular titles because we simply can't afford enough copies. HB 5236 doesn't regulate prices — it gives libraries fair contract protections so we can negotiate.

**IF THEY PUSH BACK ON COPYRIGHT / PUBLISHER CONCERNS:** The bill is structured specifically to work within existing copyright law — it addresses contract terms, not licensing rights. Illinois has an opportunity to lead here, and the libraries in your district are counting on it.

**CLOSE:** I'd love to send you a quick summary and some local numbers from [LIBRARY NAME] if that would be helpful. Would that be useful to you or your staff?

Offer to send IHLS or RAILS flyer as follow-up

## SCRIPT FOR SPEAKING WITH STAFFER OR AIDE

**YOU:** Hi, my name is [YOUR NAME], and I'm the [YOUR TITLE] of [LIBRARY NAME]. I'm calling to ask Representative [LAST NAME] to vote yes on HB 5236, the Digital Library Protection Act.

**IF ASKED WHAT IT DOES:** HB 5236 establishes fair contract term protections for libraries purchasing digital content. Right now, publishers charge libraries nearly four times the consumer price for e-books, and those licenses expire — so we're forced to repurchase the same content year after year. This bill gives libraries the ability to negotiate on a level playing field.

**CLOSE:** I'd appreciate if you could pass along that [LIBRARY NAME] serves [X] residents in Representative [LAST NAME]'s district, and this directly affects what we can offer them. Is there a good way to follow up in writing?

Get a name and email for follow-up if possible

## VOICEMAIL MESSAGE

**LEAVE:** Hi, this message is for Representative [LAST NAME]. My name is [YOUR NAME], [YOUR TITLE] of [LIBRARY NAME]. I'm calling to ask the Representative to vote yes on HB 5236, the Digital Library Protection Act.

Libraries in Illinois are paying nearly four times the consumer price for e-books — and publishers limit how long we can use them, so we're forced to repurchase the same titles year after year. HB 5236 gives libraries fair contract protections. Our [X,XXX] cardholders are counting on us to make digital content accessible, and this bill will help us do that. I'm happy to answer any questions. My name again is [YOUR NAME] at [LIBRARY NAME], and my number is [PHONE]. Thank you.



# Spring into a Book

Help the Mississippi Valley Library District purchase new books this spring!

**\$25 - One book**

**\$100 - A stack of books**

**\$250+ - A shelf of books**

**Cash, check, and card accepted**

Please consider adding 3.3% to help offset card processing fees



**Make checks out to:  
Mississippi Valley Library District**



# Statistical Summary

3/1/2026 12:00:00 AM - 3/31/2026 12:00:00 AM

## Grand Totals

### Record Counts - As of 4/1/2026 2:34 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,592,898	57,844	797,088			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	71,111	74,728	0	19,082	31	27

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
6,869	1,024	4,884	885	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,351	2,016	421		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	113	42	286	61
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	16	0	498	1
Deleted by Other	n/a	n/a	n/a	n/a

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$3,544.25	\$672.13	\$0.00	\$672.13	\$2,669.15	\$5.00
Total Outstanding Fines - As of 4/1/2026 2:34 PM					
\$122,625.21					

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
639	1	1,486	138

<b>March</b>	<b>PROGRAM / EVENT / PROMOTION</b>	<b># ATTENDED</b>
March	Activity Packet	115
March	Coloring Pages	215
March	Children's Take and Make Crafts	120
March	Children's Activity Sheets	25
March	Computer Handouts	55
March	Find the Flags Scavenger Hunt:America 250-All Ages	12
3/2/26	Body Sculpting	14
3/2/26	Chestnut Health System Table	7
3/2/26	Writer's Discussion Night	4
3/3/26	Morning Yoga	6
3/3/26	Storytime	27
3/3/26	YouTube Creator Training & Discussion	2
3/3/26	Computer Basics Class	1
3/4/26	Baby Boogie	22
3/4/26	After School Storytime	10
3/4/26	Yoga Time!	10
3/5/26	D&D Club	8
3/5/26	SNAP In 2026: What's New?	4
3/6/26	Rainbow Shamrocks- Kids Craft	20
3/6/26	Hangul: The Alphabet of Compassion *Registration Required*	5
3/7/26	Meditation at the Blum House	7
3/7/26	Chess Club	12
3/9/26	Body Sculpting	10
3/9/26	Writing Night	7
3/9/26	Dead End: Inside the Hunt for the Interstate 70 Serial Killer Author	15
3/10/26	Morning Yoga	8
3/10/26	Storytime	17
3/10/26	YouTube Creator Training & Discussion	2
3/11/26	Baby Boogie Storytime	23
3/11/26	After School Storytime	8
3/11/26	Acoustic Jam with the Collinsville Ramblers	15
3/11/26	Yoga Time!	12
3/12/26	Daytime Book Club	9
3/12/26	D&D Club	8
3/12/26	Lego Building Challenge Club -	6
3/12/26	ONLINE Author Talk with Kate Quinn	19
3/13/26	Book Bedazzling-Adults	8
3/14/26	Yesterday's Toy Box Craft	0
3/14/26	Meditation at the Blum House	8
3/14/26	Yarn Club-Knitting and Crochet	10
3/14/26	Cross Stitching Club	4
3/14/26	Chess Club	6
3/16/26	Body Sculpting	9
3/16/26	Chestnut Health System Table	4
3/16/26	Writing Night	8
3/17/26	Morning Yoga	5
3/17/26	Storytime	36
3/17/26	YouTube Creator Training & Discussion	1
3/17/26	Community Grief Support Group	3
3/18/26	Epilepsy Foundation Informational Table	14

3/18/26	Baby Boogie Storytime	30
3/18/26	After School Storytime	10
3/18/26	Starfinder Club-Teens and Adults *Registration Required*	2
3/18/26	Yoga Time!	25
3/19/26	D&D Club	9
3/20/26	Spring Bloom Paper Flower Wreath- kids Activiy	7
3/20/26	Junk Journal	3
3/21/26	Divorce Compass Speaker Series: Rebuilding Confidence & Emotional Stability During Divorce	9
3/21/26	Meditation at the Blum House	7
3/21/26	Cross Stitching Club	4
3/21/26	History and Genealogy Club	1
3/21/26	Chess Club	3
3/23/26	Body Sculpting	7
3/23/26	Writing Night	6
3/23/26	Patri-rock-ic Painting-Teens	1
3/24/26	Morning Yoga	3
3/24/26	Storytime	31
3/24/26	YouTube Creator Training & Discussion	3
3/25/26	Baby Boogie Storytime	34
3/25/26	After School Storytime	8
3/25/26	Evening Book Club	10
3/25/26	Yoga Time!	10
3/26/26	D&D Club	9
3/26/26	Kids Sensory Play Night	4
3/28/26	Metro East Every Survivor Counts Table	7
3/28/26	Meditation at the Blum House	8
3/28/26	Cross Stitching Club	2
3/28/26	Chess Club	8
3/30/26	Body Sculpting	7
3/30/26	Chestnut Health System Table (Canceled)	0
3/30/26	Writing Night	6
3/31/26	Morning Yoga	7
3/31/26	Storytime	22
3/31/26	YouTube Creator Training & Discussion	2
		<b>1281</b>

	Children Ages 0-5 Synchronous in-person onsite program sessions: 268 attendance, 12 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: 360 attendance, 3 events
	Children Ages 6-11 Synchronous in-person onsite program 20 attendance, 3 events
	Children Ages 6-11 Synchronous in-person offsite program sessions: 0 attendance, 0 event
	Children Ages 6-11 Synchronous virtual program sessions: 0 attendance, 0 events
	Children Ages 6-11 Self-Directed: 27 attendance, 3 event
	Young Adults Ages 12- 18 Synchrononus in-person onsite program: 1 attendance, 1 event
	Young Adults Ages 12- 18 Synchrononus in-person offsite program sessions: 0 attendance, 0 events
	Young Adults Ages 12- 18 Synchrononus 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: 315 attendance, 46 events
	Adults Ages 19+ Synchronous in-person offsite program sessions: 0 attendance, 0 events
	Adults Ages 19+ Synchronous virtual program sessions: 19 attendance, 1 event
	Adults Ages 19+ Self-Directed: 55 attendance, 1 event

General Interests Synchronous in-person onsite program: 89 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: 127 attendance, 2 event

Month	Total # Items Requested by MVL	# Items Received at		# Items Received at		# Items Received at		# Items Supplied by		# Items Supplied by		# Items Supplied by		CM Front Door Counter	CM Side Door Counter	CM Computer Sessions
		MVL - In State Returnables	MVL - In State Non-Returnables	MVL - In State Returnables	MVL - In State Non-Returnables	MVL - In State Returnables	MVL - In State Non-Returnables	MVL - In State Returnables	MVL - In State Non-Returnables	MVL - In State Returnables	MVL - In State Non-Returnables	MVL - In State Returnables	MVL - In State Non-Returnables			
Jul-25	14	13		1		1		31	24	24		5969	3886	686		
Aug-25	12	6		1		1		28	27	27		4849	3516	656		
Sep-25	7	6	1					31	24	24		4891	3484	630		
Oct-25	18	13		1		1		22	37	37		5085	3432	579		
Nov-25	18	11		1		1		9	19	19		3652	2743	414		
Dec-25	9	7	1					11	10	10		3881	2568	417		
Jan-26	10	8						17	36	36		4121	2802	541		
Feb-26	13	12						15	24	24		4465	3101	606		
Mar-26	17	13						25	26	26	1	5260	4548	721		
Apr-26																
May-26																
Jun-26																
Totals:	118	89	2	4	0	528	189	0	227	227	1	42173	30080	5250		

Database Stats  
FY2026

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Annual Total:
ABCmouse - home (visits)	191	129	119	149	131	163	185	161	139				1367
ABCMouse - in library (users)	6	5	7	4	2	2	1	2	7				36
AtoZ Databases (logins)	23	55	37	17	11	11	21	14	23				212
AtoZ Food America (users)	0	0	1	0	0	0	0	1	3				5
AtoZ Maps (users)	0	5	0	0	0	0	0	0	4				9
AtoZ the USA (users)	0	0	0	0	0	0	0	1	3				4
AtoZ World Culture (users)	0	0	0	0	0	0	0	0	2				2
AtoZ World Food (users)	0	1	1	0	0	0	0	1	1				4
AtoZ World Travel (users)	0	0	0	0	0	0	0	0	1				1
Heritage Quest (searches)	0	0	23	1	0	8	6	33	5				76
NewsBank (searches - all products)	12	77	1	41	10	206	78	35	1				461
Explore More Illinois!	0	0	0	0	0	0	0	0	0				2,177
SHARE Mobile Library App (devices)	206	209	205	196	187	194	227	200	218				1,842
SHARE Mobile Library App (launches)	2122	1765	2030	1717	1618	1546	1957	1600	1927				16,282

All databases:

2,177

\*

Cloud Library Usage Stats  
FY2026

TOTALS:

**Collection**  
Owned Items

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26
eBooks	44,504	44,522	44,584	44,747	44,860	44,797	44,857	44,827	44,827			
eAudiobooks	12,747	12,840	13,011	13,155	13,283	13,361	13,495	13,564	13,626			
PPU eAudio Titles	203,260	206,472	209,233	210,031	209,233	212,989	217,519	222,373	221,810			
Total All Content Available	260,511	263,834	266,828	267,933	267,376	271,147	275,871	280,764	280,263			

Total Items Circulated

Owned eBooks	14,848	15,269	14,008	14,197	13,075	13,119	14,954	12,310	13,700			
Owned eAudiobooks	12,376	12,742	12,039	12,577	11,569	11,743	13,060	11,014	12,572			
PPU eAudio	1,551	1,526	1,556	2,326	2,323	2,325	2,294	2,271	2,262			
<b>TOTALS:</b>												

**NOTE: All statistics above reflect the entire CloudLibrary shared collection.**

**Patron Activity**

Total Unique MVLD Patrons	108	105	122	141	109	111	118	114	137			
Total MVLD Usage	554	606	567	614	546	518	589	553	701			5,248
Total Checkouts	351	416	385	407	382	367	380	352	480			
eBooks	153	197	176	148	160	153	189	168	207			
eAudiobooks	198	219	209	259	222	214	191	184	273			
Total Holds	167	183	172	196	146	140	189	156	192			
eBooks	61	57	55	76	48	50	72	38	64			
eAudiobooks	106	126	117	120	98	90	117	118	128			
Total Suggest-to-Library	36	7	10	11	18	11	20	45	29			
eBooks	24	1	4	2	2		2	31	19			
eAudiobooks	12	6	6	9	16	11	18	14	10			

Freegal Usage Stats  
FY 2026

<u>Freegal</u>	# Downloads	# Streaming Songs	Active Users (download & streaming)	New Users (download & streaming)
Jul-25	7	1,731	14	6
Aug-25	31	3,780	32	21
Sep-25	25	5,309	21	3
Oct-25	41	4,733	22	8
Nov-25	43	4,579	25	8
Dec-25	34	6,552	28	9
Jan-26	38	3,889	33	10
Feb-26	31	3,887	22	3
Mar-26	46	5,654	25	4
Apr-26				
May-26				
Jun-26				

TOTALS: 296 40,114

Kanopy Usage Stats  
FY 2026

<u>Kanopy</u>	Visits	Plays
Jul-25	1,040	217
Aug-25	925	142
Sep-25	1,177	255
Oct-25	1,491	254
Nov-25	1,037	204
Dec-25	694	172
Jan-26	1,241	247
Feb-26	893	120
Mar-26	959	155
Apr-26		
May-26		
Jun-26		
<b>TOTALS:</b>	<b>9,457</b>	<b>1,766</b>

Overdrive Usage Stats  
FY 2026

Collection	Owned Items	CUSD #10 Partnership (Entire FY)												Annual Totals:			
		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26				
	eBooks	36,514	39,331	39,165	39,042	39,054	39,285	39,160	39,266	39,702							
	eAudiobooks	8,136	8,601	8,613	8,572	8,472	8,570	8,775	9,516	9,205							
	Magazines	6,110	6,201	6,242	6,341	6,451	6,559	6,580	6,548	6,548							
	<b>Total Unique Titles Owned</b>	<b>27,858</b>	<b>27,981</b>	<b>28,029</b>	<b>28,011</b>	<b>28,028</b>	<b>28,044</b>	<b>27,998</b>	<b>28,024</b>	<b>28,055</b>							
	eBooks	4,882	4,911	4,990	5,013	5,015	5,041	5,056	5,121	5,170							
	eAudiobooks	6,110	6,201	6,242	6,341	6,451	6,559	6,580	6,548	6,548							
	<b>Total Items Circulated</b>	<b>15,741</b>	<b>15,166</b>	<b>14,601</b>	<b>14,424</b>	<b>13,794</b>	<b>14,032</b>	<b>15,962</b>	<b>13,471</b>	<b>14,338</b>							
	Owned eBooks	13,748	13,749	13,669	13,898	13,307	13,062	15,213	13,467	14,689							
	Owned eAudiobooks	3,196	3,199	3,174	3,308	3,116	3,322	3,703	3,349	3,626							
	Magazines	-	-	-	-	-	-	2	-	2							
	External Service	-	-	-	-	-	1	-	-	-							
	<b>Total Holds</b>	<b>6,172</b>	<b>5,280</b>	<b>5,162</b>	<b>4,961</b>	<b>5,004</b>	<b>5,066</b>	<b>7,398</b>	<b>5,359</b>	<b>5,810</b>							
	eBooks	7,531	7,025	7,630	7,534	7,162	7,076	9,450	7,588	8,517							
	eAudiobooks	-	-	-	-	-	-	-	-	-							
	Magazines	-	-	-	-	-	-	-	-	-							
	External Service	-	-	-	-	-	-	-	-	-							
	<b>Patron Activity</b>	<b>35</b>	<b>26</b>	<b>27</b>	<b>19</b>	<b>24</b>	<b>22</b>	<b>31</b>	<b>32</b>	<b>29</b>							
	New Patrons	541	521	502	491	465	459	521	502	523							
	<b>Total Unique MVLD Patrons</b>	<b>965</b>	<b>938</b>	<b>935</b>	<b>871</b>	<b>738</b>	<b>748</b>	<b>971</b>	<b>833</b>	<b>901</b>							
	eBooks	1,092	919	897	929	888	912	962	871	942							
	eAudiobooks	-	-	-	-	-	1	2	-	2							
	External Service	389	456	436	478	333	410	503	473	452							
	Magazines	-	-	-	-	-	-	-	-	-							

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

## **Board Report April, 2026**

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

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

**March 4:** Attended Fairmont City City Council meeting

**March 10:** Attended Latino Roundtable meeting

**March 16:** Attended MVL D Board meeting

**March 19:** Met with Anthony Pettiford at HOPTAN Church for help with Washington Park Library

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

Our recycling dumpster was finally emptied! It was completely full within about three days. We are in the process of trying to get it emptied again and possibly switching companies.

#### **Programming:**

The Egg Hunt was a huge success. We estimated around 400 in attendance. Thanks to all of the vendors, volunteers, and donations for making it possible!

#### **Stats:**

##### **March:**

**Days Open:** 26

**Door Count:** 2,435

**Computer Users:** 214

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
March	Find the Flags Scavenger Hunt:America 250	0
March	FC Kids Take and Make	65
3/2/26	Tiny Time Story hour	6
3/2/26	Monday Fun-Day Activities	15
3/3/26	AARP Free Tax Help (Registration Required)	15
3/3/26	Feather Quills and Oak Galls: the Materials of the Declaration of Independence	6
3/4/26	AARP Free Tax Help	10
3/6/26	Friday Fun Crafts	7
3/7/26	AARP Free Tax Help (Registration Required)	9
3/9/26	Tiny Time Story hour	0
3/9/26	Monday Fun-Day Activities	0
3/10/26	AARP Free Tax Help (Registration Required)	14
3/10/26	Violence Prevention Center	0
3/12/26	Lego Club	0
3/13/26	Friday Fun Crafts	0
3/14/26	Patri-rock-ic Painting-Teens	1
3/16/26	Tiny Time Story hour	0
3/16/26	Monday Funday	0
3/17/26	AARP Free Tax Help (Registration Required)	17
3/18/26	AARP Free Tax Help (Registration Required)	13
3/18/26	Metro East Every Survivor Counts Table	6
3/20/26	Friday Fun Crafts	0
3/21/26	AARP Free Tax Help (Registration Required)	8
3/21/26	Fairmont City History Club	2
3/23/26	Tiny Time Story hour	0
3/23/26	Monday Fun-Day Activities	0
3/24/26	AARP Free Tax Help (Registration Required)	11
3/25/26	AARP Free Tax Help (Registration Required)	14
3/27/26	Friday Fun Crafts	4
3/28/26	Community Easter Egg Hunt	400
3/30/26	Tiny Time Story hour	3
3/30/26	Monday Fun-Day Activities	4
3/31/26	AARP Free Tax Help (Registration Required)	16
		<b>646</b>

	Children Ages 0-5 Synchronous in-person onsite program sessions: 20 attendance, 9 events
	Children Ages 0-5 Synchronous in-person offsite program sessions: 0 attendance, 0 events
	Children Ages 0-5 Synchronous virtual program sessions: 0 attendance, 0 events
	Children Ages 0-5 Self-Directed: 0 attendance, 0 events
	Children Ages 6-11 Synchronous in-person onsite program: 19 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: 65 attendance, 1 events
	Young Adults Ages 12- 18 Synchrononus in-person onsite program: 1 attendance,1 event
	Young Adults Ages 12- 18 Synchrononus 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: 129 attendance, 11 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: 412 attendance, 4 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, 1 events

## Expense by Vendor Detail

Mississippi Valley Library District  
March 2026

Transaction date	Transaction type	Memo/Description	Account full name	Amount
<b>Amazon Capital Services</b>				
03/19/2026	Bill	Invoice # 1VLQ-GMGH-1CP9; 1GWQ-VGMC-FP61; 1JQJ-W7TY-YHC9	Materials:Adult Audio Visual Items	404.69
03/19/2026	Bill	Invoice # 19GH-HPXM-7F6R	Materials:Other Materials	25.95
03/19/2026	Bill	Invoice # 169T-J1TV-9RQP; 1FCN-WWPP-LVKV	Supplies:Office	125.46
03/19/2026	Bill	Invoice # 1QT1-XFP9-FJV3; 1TDG-39WH-CJKR; 13NF-YHF4-3JD4; 1TKM-7XNX-17J3	Other Expenditures:Programming	57.19
03/19/2026	Bill	Invoice # 1FW4-X7KD-KXN7; 1W4L-YMNW-F9JX	Materials:Juvenile Print Items	59.96
03/19/2026	Bill	Invoice # 17V4-GQHY-1L9V	Materials:Juvenile Audio Visual Items	9.69
<b>Total for Amazon Capital Services</b>				<b>\$682.94</b>
<b>AMEREN ILLINOIS</b>				
03/19/2026	Bill	FCLC gas (01149)	Utilities:Natural Gas	455.70
03/19/2026	Bill	FCLC electric (01130)	Utilities:Electricity	627.34
03/19/2026	Bill	CMLC gas (23000)	Utilities:Natural Gas	1,207.96
03/19/2026	Bill	CMLC electric (04006)	Utilities:Electricity	2,239.04
03/19/2026	Bill	CMLC outdoor parking lot light (60005)	Utilities:Electricity	39.23
03/19/2026	Bill	BH gas (83007)	Utilities:Natural Gas	516.56
03/19/2026	Bill	BH electric (10414)	Utilities:Electricity	228.43
<b>Total for AMEREN ILLINOIS</b>				<b>\$5,314.26</b>
<b>American Express</b>				
03/20/2026	Expense	RFS conference; DU Advanced	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	1,292.00
03/20/2026	Expense	misc. consumables	Other Expenditures:Programming	356.04
03/20/2026	Expense		Supplies:Equipment	203.99
03/20/2026	Expense		Supplies:Office	594.26
03/20/2026	Expense	monthly Zoom &	Professional Services:Other	28.99

## Expense by Vendor Detail

Mississippi Valley Library District  
March 2026

Transaction date	Transaction type	Memo/Description	Account full name	Amount
		GuruImporter subscriptions	Professional Services	
03/20/2026	Expense		Utilities:Telephone/Fax	60.00
03/20/2026	Expense	handicap door opener - push button transmitter component	Maintenance Services:Building	41.46
03/20/2026	Expense	8 mm film viewer / scanner (replacement)	Materials:Other Materials	299.99
03/20/2026	Expense	video games	Materials:Adult Audio Visual Items	129.94
<b>Total for American Express</b>				<b>\$3,006.67</b>
<b>America's Best Cleaning, LLC</b>				
03/19/2026	Bill	CM & BH annual carpet deep clean	Maintenance Services:Building	2,078.00
<b>Total for America's Best Cleaning, LLC</b>				<b>\$2,078.00</b>
<b>Ancel Glink P.C.</b>				
03/19/2026	Bill	February 2026 statement - continued work on draft policies; assistance with Judicocracy FOIA request	Professional Services:Legal Service	735.00
<b>Total for Ancel Glink P.C.</b>				<b>\$735.00</b>
<b>Arielle Houltts</b>				
03/19/2026	Bill	Refund for double payment of billed items	Other Expenditures:Miscellaneous	34.94
<b>Total for Arielle Houltts</b>				<b>\$34.94</b>
<b>Belleville Public Library</b>				
03/19/2026	Bill	Item # 0002900765401 A Deadly Distance	Other Expenditures:Payments to Other Libraries	15.00
<b>Total for Belleville Public Library</b>				<b>\$15.00</b>
<b>Brady Pest Solutions</b>				
03/19/2026	Bill	Invoice # 0093332 Bimonthly pest control BH, CM, & FC February 2026	Maintenance Services:Grounds	275.00
<b>Total for Brady Pest Solutions</b>				<b>\$275.00</b>

## Expense by Vendor Detail

Mississippi Valley Library District  
March 2026

Transaction date	Transaction type	Memo/Description	Account full name	Amount
<b>Brodart</b>				
03/19/2026	Bill	Invoice # 672491 & 672564 book jacket covers	Supplies:Office	239.25
<b>Total for Brodart</b>				<b>\$239.25</b>
<b>Casey's General Store</b>				
03/17/2026	Expense		Other Expenditures:Vehicles	59.73
<b>Total for Casey's General Store</b>				<b>\$59.73</b>
<b>Center Point Large Print</b>				
03/19/2026	Bill	Invoice # 2230714 standing order February 2026	Materials:Adult Print Materials	154.62
<b>Total for Center Point Large Print</b>				<b>\$154.62</b>
<b>Charter Communications</b>				
03/19/2026	Bill	CM & FC fiber internet 50 mbps 2/23/2026 - 3/22/2026	Professional Services:Internet Services	785.90
03/19/2026	Bill	CM elevator emergency phone line 2/23/2026 - 3/22/2026	Utilities:Telephone/Fax	50.00
<b>Total for Charter Communications</b>				<b>\$835.90</b>
<b>City of Collinsville</b>				
03/19/2026	Bill	Acct # *****0000 BH water/sewer 12/26/2025 - 2/27/2026	Utilities:Water/Sewer	52.63
<b>Total for City of Collinsville</b>				<b>\$52.63</b>
<b>Corvus of St. Louis</b>				
03/19/2026	Bill	Invoice # 603619005-0280 CM, FC, & BH March 2025 cleaning services	Maintenance Services:Building	3,180.00
<b>Total for Corvus of St. Louis</b>				<b>\$3,180.00</b>
<b>Foam &amp; Flight</b>				
03/19/2026	Bill	family/ all ages foam party	Other	300.00

## Expense by Vendor Detail

Mississippi Valley Library District

March 2026

Transaction date	Transaction type	Memo/Description	Account full name	Amount
				<b>Expenditures:Programming</b>
<b>Total for Foam &amp; Flight</b>				<b>\$300.00</b>
<b>Guin Mundorf LLC</b>				
03/19/2026	Bill	Invoice # 510225 - follow up on transcript from union hearing in February	Professional Services:Legal Service	695.00
<b>Total for Guin Mundorf LLC</b>				<b>\$695.00</b>
<b>Holy Rosary Catholic Church</b>				
03/19/2026	Bill	ad for annual parish picnic	Other Expenditures:Miscellaneous	100.00
<b>Total for Holy Rosary Catholic Church</b>				<b>\$100.00</b>
<b>Home Depot</b>				
03/02/2026	Expense		Maintenance Services:Building	59.95
03/03/2026	Expense		Maintenance Services:Building	173.01
03/26/2026	Expense		Supplies:Office	39.91
03/23/2026	Expense		Other Expenditures:Programming	11.48
03/25/2026	Expense	supplies to block off FC field for egg hunts	Other Expenditures:Programming	49.16
03/25/2026	Expense	saw blades to clear brush on Short Street property	Maintenance Services:Grounds	30.97
<b>Total for Home Depot</b>				<b>\$364.48</b>
<b>Illinois American Water</b>				
03/19/2026	Bill	FCLC water 1/9/2026 - 2/6/2026	Utilities:Water/Sewer	119.16
<b>Total for Illinois American Water</b>				<b>\$119.16</b>
<b>Illinois Heartland Library System</b>				
03/19/2026	Bill	Invoice # 2026-1066 CloudLibrary purchases February 2026	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	313.71
<b>Total for Illinois Heartland Library System</b>				<b>\$313.71</b>

## Expense by Vendor Detail

Mississippi Valley Library District  
March 2026

Transaction date	Transaction type	Memo/Description	Account full name	Amount
<b>Illinois Reading Council</b>				
03/19/2026	Bill	1-year membership	Professional Development:Dues	50.00
<b>Total for Illinois Reading Council</b>				<b>\$50.00</b>
<b>Illinois State Police</b>				
03/19/2026	Bill	background checks - employee K. Noble & volunteers H. Binkley, D. Marshall, & M. Parker	Other Expenditures:Miscellaneous	40.00
<b>Total for Illinois State Police</b>				<b>\$40.00</b>
<b>IMRF</b>				
03/03/2026	Expense		Personnel:Benefits:IMRF	7,800.55
<b>Total for IMRF</b>				<b>\$7,800.55</b>
<b>INGRAM LIBRARY SERVICES</b>				
03/19/2026	Bill	Invoices # 94723737; -738 (partial); 94755680; -681; 94824086; 95036451 (partial); 95001559 (partial); 95018816 (partial)	Materials:Adult Print Materials	661.38
03/19/2026	Bill	Invoices # 94723738 (partial); 95036451 (partial); 95001559 (partial); 9508816 (partial); Credit Memo # 94955276	Materials:Juvenile Print Items	215.21
<b>Total for INGRAM LIBRARY SERVICES</b>				<b>\$876.59</b>
<b>JG Construction and Painting</b>				
03/19/2026	Bill	CM side entrance - 2 load- bearing column replacements; power wash; paint. Repair broken column base on historical museum	Other Expenditures:Donation Expenditures - Des.	5,045.00
<b>Total for JG Construction and Painting</b>				<b>\$5,045.00</b>

## Expense by Vendor Detail

Mississippi Valley Library District  
March 2026

Transaction date	Transaction type	Memo/Description	Account full name	Amount
<b>KANOPY, INC.</b>				
03/19/2026	Bill	Invoice # 494431 - PPU for February 2026 play credits	Materials:Virtual Items	169.00
<b>Total for KANOPY, INC.</b>				<b>\$169.00</b>
<b>Lazerware</b>				
03/19/2026	Bill	Invoice # 9010731 - CM monthly service February 2026	Professional Services:Information Technology	3,340.14
03/19/2026	Bill	Invoice # 9010745 - FC monthly service February 2026	Professional Services:Information Technology	962.29
<b>Total for Lazerware</b>				<b>\$4,302.43</b>
<b>LPT Mechanical LLC</b>				
03/19/2026	Bill	HVAC monitoring systems contract - term 1 (4/1/2026 - 9/30/2026)	Maintenance Services:Building	1,440.00
<b>Total for LPT Mechanical LLC</b>				<b>\$1,440.00</b>
<b>OverDrive</b>				
03/19/2026	Bill	Invoice # H-0121500 LOTG annual consortium fees	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	3,600.00
03/19/2026	Bill	Invoice # 020644MG26074806 annual e-magazine subscriptions (6,513 titles)	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	5,000.00
03/19/2026	Bill	Invoice # 02064CO26070942 ebooks licensed March 2026	Other Expenditures:Grant Expenses:FY2025 Per Capita Grant	406.67
<b>Total for OverDrive</b>				<b>\$9,006.67</b>
<b>Peerless Network, Inc.</b>				
03/19/2026	Bill	FC monthly fax fees	Utilities:Telephone/Fax	90.92
03/19/2026	Bill	CM monthly fax fees	Utilities:Telephone/Fax	178.05
03/19/2026	Bill	CM monthly fax fees - rounded down adjustment to match statement	Utilities:Telephone/Fax	-0.01
<b>Total for Peerless Network, Inc.</b>				<b>\$268.96</b>

## Expense by Vendor Detail

Mississippi Valley Library District

March 2026

Transaction date	Transaction type	Memo/Description	Account full name	Amount
<b>Primo Brands</b>				
03/19/2026	Bill	Invoice # 06B9500000608- bottle exchange 2/20/2026; rental fees for 2/23/2026 - 3/22/2026	Supplies:Office	37.27
<b>Total for Primo Brands</b>				<b>\$37.27</b>
<b>Real Simple</b>				
03/19/2026	Bill	Magazine - 1 year	Materials:Adult Print Materials	27.00
<b>Total for Real Simple</b>				<b>\$27.00</b>
<b>Smithton Public Library District</b>				
03/19/2026	Bill	Item # 0008400395151 Canada	Other Expenditures:Payments to Other Libraries	25.00
<b>Total for Smithton Public Library District</b>				<b>\$25.00</b>
<b>STEM Supplies</b>				
03/19/2026	Bill	Invoice # IN501609 - forensics & art forgery investigation kits & refills	Other Expenditures:Grant Expenses:FY2026 PNG Grant	1,660.26
<b>Total for STEM Supplies</b>				<b>\$1,660.26</b>
<b>Thomas Garage Towing LLC</b>				
03/19/2026	Bill	Invoice # 2149 snow removal FC (1 time) in January 2026	Maintenance Services:Grounds	350.00
<b>Total for Thomas Garage Towing LLC</b>				<b>\$350.00</b>
<b>United States Postal Service</b>				
03/06/2026	Expense		Supplies:Postage	13.46
03/20/2026	Expense		Supplies:Postage	21.96
03/13/2026	Expense		Supplies:Postage	296.35
03/27/2026	Expense		Supplies:Postage	30.46
<b>Total for United States Postal Service</b>				<b>\$362.23</b>
<b>Village Locksmith</b>				

## Expense by Vendor Detail

Mississippi Valley Library District  
March 2026

Transaction date	Transaction type	Memo/Description	Account full name	Amount
03/06/2026	Expense		Maintenance Services:Building	193.00
<b>Total for Village Locksmith</b>				<b>\$193.00</b>
<b>WalMart</b>				
03/09/2026	Expense		Other Expenditures:Donation Expenditures - Des.	24.82
03/05/2026	Expense		Other Expenditures:Programming	8.94
03/12/2026	Expense		Other Expenditures:Programming	62.19
03/17/2026	Expense		Other Expenditures:Grant Expenses:FY2026 PNG Grant	3.31
03/26/2026	Expense		Other Expenditures:Donation Expenditures - Des.	28.38
03/19/2026	Expense		Other Expenditures:Programming	17.12
<b>Total for WalMart</b>				<b>\$144.76</b>
03/13/2026	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	424.10
03/13/2026	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	1,813.36
03/13/2026	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	196.03
03/13/2026	Journal Entry	Overtime	Personnel:Salaries:Full Time	25.15
03/13/2026	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	328.01
03/13/2026	Journal Entry	Regular	Personnel:Salaries:Full Time	15,736.06
03/13/2026	Journal Entry	Salary	Personnel:Salaries:Full Time	5,146.62
03/13/2026	Journal Entry	Sick	Personnel:Salaries:Full Time	896.27
03/13/2026	Journal Entry	Vacation	Personnel:Salaries:Full Time	312.15

## Expense by Vendor Detail

Mississippi Valley Library District  
March 2026

Transaction date	Transaction type	Memo/Description	Account full name	Amount
03/13/2026	Journal Entry	Paid Leave	Personnel:Salaries:Part time	355.35
03/13/2026	Journal Entry	Regular	Personnel:Salaries:Part time	5,885.17
03/13/2026	Journal Entry	Retro Pay	Personnel:Salaries:Part time	314.44
03/13/2026	Journal Entry	Sick	Personnel:Salaries:Part time	97.80
03/13/2026	Journal Entry	Vacation	Personnel:Salaries:Part time	247.20
03/13/2026	Journal Entry	Invoice	Professional Services:Payroll Service	113.68
03/27/2026	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	418.34
03/27/2026	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	1,788.68
03/27/2026	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	177.96
03/27/2026	Journal Entry	Overtime	Personnel:Salaries:Full Time	23.79
03/27/2026	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	440.82
03/27/2026	Journal Entry	Regular	Personnel:Salaries:Full Time	16,503.53
03/27/2026	Journal Entry	Salary	Personnel:Salaries:Full Time	5,205.15
03/27/2026	Journal Entry	Sick	Personnel:Salaries:Full Time	351.43
03/27/2026	Journal Entry	Paid Leave	Personnel:Salaries:Part time	236.85
03/27/2026	Journal Entry	Regular	Personnel:Salaries:Part time	5,850.42
03/27/2026	Journal Entry	Sick	Personnel:Salaries:Part time	283.05
03/27/2026	Journal Entry	Vacation	Personnel:Salaries:Part time	30.90
03/27/2026	Journal Entry	Invoice	Professional Services:Payroll Service	207.70
03/27/2026	Journal Entry	L. Friz PNG wages	Other Expenditures:Grant Expenses:FY2026 PNG	19.85

# Expense by Vendor Detail

Mississippi Valley Library District

March 2026

Transaction date	Transaction type	Memo/Description	Account full name	Amount
			Grant	
<b>Total for --</b>				<b>\$63,429.86</b>

# Profit and Loss

Mississippi Valley Library District  
March 2026

	Total
<b>Income</b>	
Charges for Services	
Fax	465.93
Printing/Copying	1,319.50
<b>Total for Charges for Services</b>	<b>\$1,785.43</b>
Fines & Forfeitures	
Fines	23.99
Lost or Damaged Books/Inhouse	646.59
<b>Total for Fines &amp; Forfeitures</b>	<b>\$670.58</b>
Intergovernment Revenue	
Grants	
FY2026 PNG Grant	6,518.00
<b>Total for Grants</b>	<b>\$6,518.00</b>
Replacement Tax	12,812.34
<b>Total for Intergovernment Revenue</b>	<b>\$19,330.34</b>
Other Revenues	
Donations - Des & Undes	785.17
Interest Income	5,530.95
Miscellaneous	130.60
Reimbursements Other libraries	135.95
Rental Income	
Blum House Rental	662.50
Collinsville Rooms	350.00
<b>Total for Rental Income</b>	<b>\$1,012.50</b>
Sale of Items	509.17
<b>Total for Other Revenues</b>	<b>\$8,104.34</b>
Taxes	
Audit	21.20
Building Maintenance	431.08
FICA/Medicare	146.05
IMRF	80.09
Liability Insurance	193.16
Property Tax	3,109.40
<b>Total for Taxes</b>	<b>\$3,980.98</b>
<b>Total for Income</b>	<b>\$33,871.67</b>
<b>Gross Profit</b>	<b>\$33,871.67</b>
<b>Expenses</b>	

# Profit and Loss

Mississippi Valley Library District  
March 2026

	Total
Maintenance Services	
Building	7,165.42
Grounds	655.97
<b>Total for Maintenance Services</b>	<b>\$7,821.39</b>
Materials	
Adult Audio Visual Items	534.63
Adult Print Materials	843.00
Juvenile Audio Visual Items	9.69
Juvenile Print Items	275.17
Other Materials	325.94
Virtual Items	169.00
<b>Total for Materials</b>	<b>\$2,157.43</b>
Other Expenditures	
Donation Expenditures - Des.	5,098.20
Grant Expenses	
FY2025 Per Capita Grant	10,612.38
FY2026 PNG Grant	1,683.42
<b>Total for Grant Expenses</b>	<b>\$12,295.80</b>
Miscellaneous	174.94
Payments to Other Libraries	40.00
Programming	862.12
Vehicles	59.73
<b>Total for Other Expenditures</b>	<b>\$18,530.79</b>
Personnel	
Benefits	
FICA Company	4,444.48
IL Unemployment Company	373.99
IMRF	7,800.55
<b>Total for Benefits</b>	<b>\$12,619.02</b>
Salaries	
Full Time	44,968.98
Part time	13,301.18
<b>Total for Salaries</b>	<b>\$58,270.16</b>
<b>Total for Personnel</b>	<b>\$70,889.18</b>
Professional Development	
Dues	50.00
<b>Total for Professional Development</b>	<b>\$50.00</b>

# Profit and Loss

Mississippi Valley Library District  
March 2026

	Total
Professional Services	
Information Technology	4,302.43
Internet Services	785.90
Legal Service	1,430.00
Other Professional Services	28.99
Payroll Service	321.38
<b>Total for Professional Services</b>	<b>\$6,868.70</b>
Supplies	
Equipment	203.99
Office	1,036.15
Postage	362.23
<b>Total for Supplies</b>	<b>\$1,602.37</b>
Utilities	
Electricity	3,134.04
Natural Gas	2,180.22
Telephone/Fax	378.96
Water/Sewer	171.79
<b>Total for Utilities</b>	<b>\$5,865.01</b>
<b>Total for Expenses</b>	<b>\$113,784.87</b>
<b>Net Operating Income</b>	<b>-\$79,913.20</b>
<b>Net Other Income</b>	
<b>Net Income</b>	<b>-\$79,913.20</b>

# Balance Sheet

Mississippi Valley Library District  
As of Mar 31, 2026

	Total
<b>Assets</b>	
Current Assets	
Bank Accounts	
Checking	81,632.12
IL Funds - Audit	7,035.89
IL Funds - Building	65,724.92
IL Funds - FICA	57,595.57
IL Funds - General	903,405.78
IL Funds - Gift	255,172.61
IL Funds - IMRF	52,340.15
IL Funds - Insurance	56,075.56
IL Funds - Reserve	41,784.51
IL Funds - Working Cash	243,453.04
Suspense	0.00
<b>Total for Bank Accounts</b>	<b>\$1,764,220.15</b>
Other Current Assets	
Petty Cash	0.00
Prepaid Insurance	13,356.00
<b>Total for Other Current Assets</b>	<b>\$13,356.00</b>
<b>Total for Current Assets</b>	<b>\$1,777,576.15</b>
Other Assets	
Miscellaneous Accounts Rec.	3,423.15
Taxes Receivable	1,241,555.00
<b>Total for Other Assets</b>	<b>\$1,244,978.15</b>
<b>Total for Assets</b>	<b>\$3,022,554.30</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
<b>Total for Accounts Payable</b>	<b>\$0.00</b>
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

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# Balance Sheet

Mississippi Valley Library District  
As of Mar 31, 2026

	Total
Payroll Liabilities	\$0.00
Direct Deposit	0.00
Fed Withhold	0.00
Garnishment	0.00
Health/Dental Insurance	402.03
II Withhold	0.00
IMRF - Payable	35,753.24
Liberty National	2,532.00
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
<b>Total for Payroll Liabilities</b>	<b>\$39,105.88</b>
Prepaid Health Insurance	-6,264.00
<b>Total for Other Current Liabilities</b>	<b>\$1,340,398.88</b>
<b>Total for Current Liabilities</b>	<b>\$1,340,398.88</b>
<b>Total for Liabilities</b>	<b>\$1,340,398.88</b>
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	1,146,298.01
Net Income	521,818.15
<b>Total for Equity</b>	<b>\$1,682,155.42</b>
<b>Total for Liabilities and Equity</b>	<b>\$3,022,554.30</b>

IL Funds - Gift  
Ending Balance: \$255,144.23  
Date: 7/1/2025 - 3/31/2026

Date	Ref No.	Memo	Payment	Deposit	Balance	Type	Account
03/31/2026	INTEREST	Interest Earned		841.55	255,172.61	Deposit	Other Revenues:Interest Income
03/26/2026		from Jarod Burdess, for DPIL		150.00	254,331.06	Transfer	Checking
03/19/2026		bills paid 3/19/2026; 3/9 Walmart debit	5,069.82		254,181.06	Transfer	Checking
03/17/2026		\$300 from Collinsville Jr. Service Club for DPIL; \$100 from J. Buchana for genealogy		400.00	259,250.88	Transfer	Checking
03/09/2026		Home Depot bill for CM children's flooring - from Shaffner Trust (reimbursement for bill paid from General on 2/25/2026)	18,964.68		258,850.88	Transfer	IL Funds - General
03/03/2026		Yearbook Fundraiser - deposited 3/3/2026		60.00	277,815.56	Transfer	Checking
02/28/2026	INTEREST	Interest Earned		806.46	277,755.56	Deposit	Other Revenues:Interest Income
02/13/2026		American Express statement paid 2/13/2026	87.82		276,949.10	Transfer	Checking
02/04/2026		Delta Epsilon, in memory of Dan Homes - for children's library		25.00	277,036.92	Transfer	Checking
01/31/2026	INTEREST	Interest Earned		904.70	277,011.92	Deposit	Other Revenues:Interest Income
01/29/2026		bills paid 1/29/2026	117.88		276,107.22	Transfer	Checking
01/20/2026		for 1/20/2026 checks	3,285.12		276,225.10	Transfer	Checking
01/02/2026		reversal of duplicate transfer of two 10/23/2025 Walmart debit transactions - 1st transfer on 10/30/25 & 2nd transfer on 11/5/25		14.01	279,510.22	Transfer	Checking
01/02/2026		12/3/2025 Walmart debit transaction - for FC coat/toy giveaway	148.90		279,496.21	Transfer	Checking
12/31/2025	INTEREST	Interest Earned		939.61	279,645.11	Deposit	Other Revenues:Interest Income
12/30/2025		12/11/2025 yearbook fundraiser c.c. payment		30.00	278,705.50	Transfer	Checking
12/17/2025		checks printed 12/17/2025	250.00		278,675.50	Transfer	Checking
12/16/2025		AmEx paid 12/16/2025, less \$2,144.82 counted twice in 10/30/2025 transfer	3,131.24		278,925.50	Transfer	Checking
12/15/2025		part of 11/24/2025 - 12/6/2025 deposit. Donation from unknown woman for FC coat / toy giveaway		150.00	282,056.74	Transfer	Checking
12/02/2025		from Delta Epsilon - for children's programming		25.00	281,906.74	Transfer	Checking
12/02/2025		AmEx (partial) paid 12/2/2025	428.61		281,881.74	Transfer	Checking
12/02/2025		Walmart 11/20/2025 debit - left off of 12/1/2025 transfer	0.03		282,310.35	Transfer	Checking
12/01/2025		Walmart debits 11/6, 11/13, & 11/20/2025	27.00		282,310.38	Transfer	Checking
11/30/2025	INTEREST	Interest Earned		947.80	282,337.38	Deposit	Other Revenues:Interest Income
11/05/2025		Walmart debits x 2 on 10/23/2025	14.01		281,389.58	Transfer	Checking
11/03/2025		Walmart debits 10/15 & 10/31/2025	97.68		281,403.59	Transfer	Checking
10/31/2025	INTEREST	Interest Earned		363.11	281,501.27	Deposit	Other Revenues:Interest Income

IL Funds - Gift  
Ending Balance: \$255,144.23  
Date: 7/1/2025 - 3/31/2026

10/30/2025		debit card transactions, AmEx payment, and checks pd 10/23/2025 - 10/30/2025	5,264.16		281,138.16	Transfer	Checking
10/21/2025		Donald R. Shaffner Trust		258,328.43	286,402.32	Transfer	Checking
10/21/2025		\$500 Collinsville Womans Club; \$3,000 FoL		3,500.00	28,073.89	Transfer	Checking
10/10/2025		Bills paid 10/10/2025	106.77		24,573.89	Transfer	Checking
09/30/2025		from D. Tamburello - for supplies		20.00	24,680.66	Transfer	Checking
09/30/2025	INTEREST	Interest Earned		87.98	24,660.66	Deposit	Other Revenues:Interest Income
09/16/2025		9/4/2025 - 9/6/2025 cash & card puzzle race payments		129.00	24,572.68	Transfer	Checking
09/15/2025		bills paid 9/15/2025	45.39		24,443.68	Transfer	Checking
09/09/2025		bills paid 9/4/2025	81.17		24,489.07	Transfer	Checking
09/03/2025		\$60 puzzle race registration (for programming) & \$300 from C. Boulanger (for FC)		360.00	24,570.24	Transfer	Checking
08/31/2025	INTEREST	Interest Earned		93.37	24,210.24	Deposit	Other Revenues:Interest Income
08/22/2025		8/4/2025-8/16/2025 daily receipts - 2 tables for 9/6/2025 puzzle race		120.00	24,116.87	Transfer	Checking
08/18/2025		for 8/18/2025 bill payments: FoL (bottle filling station) & puzzle race (for programming)	1,308.74		23,996.87	Transfer	Checking
08/06/2025		remainder of FY2025 interest	126.27		25,305.61	Transfer	IL Funds - General
08/05/2025		\$89.45 for yearbook fundraiser 5/10/25 credit/debit thru 7/24/25 cash; \$45.00 from FoL for capital needs		134.45	25,431.88	Transfer	Checking
07/31/2025	INTEREST	Interest Earned		102.99	25,297.43	Deposit	Other Revenues:Interest Income
07/30/2025		7/30/2025 bills for Capital One (\$340.05 puzzle race/programming) and A&H partial (\$1,500 FoL & partial FY25 interest/ bottle filling station)	1,840.05		25,194.44	Transfer	Checking
07/16/2025		Treehouse 4/5/2024 & IREAD 12/15/2023 not previously transferred	559.82		27,034.49	Transfer	IL Funds - General
07/15/2025		American Express payment for 7/16/2025	79.61		27,594.31	Transfer	Checking
07/01/2025		Quarter round for play room flooring	90.24		27,673.92	Transfer	Checking

# Mississippi Valley Library District

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

July 2025 - March 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
<b>Charges for Services</b>				
Fax	2,871.17	3,500.00	-628.83	82.03 %
Non-resident Fees		82.00	-82.00	
Printing/Copying	8,790.10	11,450.00	-2,659.90	76.77 %
<b>Total Charges for Services</b>	<b>11,661.27</b>	<b>15,032.00</b>	<b>-3,370.73</b>	<b>77.58 %</b>
<b>Fines &amp; Forfeitures</b>				
Fines	198.12	300.00	-101.88	66.04 %
Lost or Damaged Books/Inhouse	2,194.49	2,500.00	-305.51	87.78 %
<b>Total Fines &amp; Forfeitures</b>	<b>2,392.61</b>	<b>2,800.00</b>	<b>-407.39</b>	<b>85.45 %</b>
<b>Intergovernment Revenue</b>				
E-Rate	20,640.88	15,000.00	5,640.88	137.61 %
<b>Grants</b>				
FY2025 Per Capita Grant	48,794.48	48,794.48	0.00	100.00 %
FY2025 PNG Grant	3,423.15	3,423.15	0.00	100.00 %
FY2026 PNG Grant	6,518.00	6,518.00	0.00	100.00 %
Other Grants	500.00	5,000.00	-4,500.00	10.00 %
<b>Total Grants</b>	<b>59,235.63</b>	<b>63,735.63</b>	<b>-4,500.00</b>	<b>92.94 %</b>
Replacement Tax	41,179.08	45,000.00	-3,820.92	91.51 %
TIF Funds		0.00	0.00	
<b>Total Intergovernment Revenue</b>	<b>121,055.59</b>	<b>123,735.63</b>	<b>-2,680.04</b>	<b>97.83 %</b>
<b>Other Revenues</b>				
Donations - Des & Undes	264,064.26	20,000.00	244,064.26	1,320.32 %
Interest Income	47,049.67	66,200.00	-19,150.33	71.07 %
Miscellaneous	2,657.83	1,600.00	1,057.83	166.11 %
Property License Agreements	18,770.00	15,001.00	3,769.00	125.12 %
Reimbursements Other libraries	923.12	2,900.00	-1,976.88	31.83 %
<b>Rental Income</b>				
Blum House Rental	6,614.09	14,000.00	-7,385.91	47.24 %
Collinsville Rooms	2,416.50	3,350.00	-933.50	72.13 %
FC Pavilion		100.00	-100.00	
FC Rooms		100.00	-100.00	
<b>Total Rental Income</b>	<b>9,030.59</b>	<b>17,550.00</b>	<b>-8,519.41</b>	<b>51.46 %</b>
Sale of Items	4,141.52	4,750.00	-608.48	87.19 %
Sale of Short Street Lot		12,000.00	-12,000.00	
<b>Total Other Revenues</b>	<b>346,636.99</b>	<b>140,001.00</b>	<b>206,635.99</b>	<b>247.60 %</b>
<b>Taxes</b>				
Audit	6,511.18	6,304.12	207.06	103.28 %
Building Maintenance	130,125.55	129,529.72	595.83	100.46 %
FICA/Medicare	44,858.27	43,842.52	1,015.75	102.32 %
IMRF	24,599.54	24,126.16	473.38	101.96 %
Liability Insurance	59,329.63	58,058.75	1,270.88	102.19 %

# Mississippi Valley Library District

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

July 2025 - March 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Property Tax	955,057.77	934,647.06	20,410.71	102.18 %
<b>Total Taxes</b>	<b>1,220,481.94</b>	<b>1,196,508.33</b>	<b>23,973.61</b>	<b>102.00 %</b>
<b>Total Income</b>	<b>\$1,702,228.40</b>	<b>\$1,478,076.96</b>	<b>\$224,151.44</b>	<b>115.17 %</b>
<b>GROSS PROFIT</b>	<b>\$1,702,228.40</b>	<b>\$1,478,076.96</b>	<b>\$224,151.44</b>	<b>115.17 %</b>
<b>Expenses</b>				
<b>Maintenance Services</b>				
Building	62,467.62	130,000.00	-67,532.38	48.05 %
Elevator Repairs/ Modernization	39,382.46	25,000.00	14,382.46	157.53 %
Equipment	10,857.70	11,000.00	-142.30	98.71 %
Grounds	10,624.45	14,000.00	-3,375.55	75.89 %
<b>Total Maintenance Services</b>	<b>123,332.23</b>	<b>180,000.00</b>	<b>-56,667.77</b>	<b>68.52 %</b>
<b>Materials</b>				
Adult Audio Visual Items	6,400.09	11,000.00	-4,599.91	58.18 %
Adult Print Materials	16,297.57	27,000.00	-10,702.43	60.36 %
Juvenile Audio Visual Items	904.71	1,700.00	-795.29	53.22 %
Juvenile Print Items	2,754.11	4,500.00	-1,745.89	61.20 %
Online Databases	12,025.38	10,000.00	2,025.38	120.25 %
Other Materials	1,958.43	1,250.00	708.43	156.67 %
Virtual Items	7,901.69	10,000.00	-2,098.31	79.02 %
<b>Total Materials</b>	<b>48,241.98</b>	<b>65,450.00</b>	<b>-17,208.02</b>	<b>73.71 %</b>
<b>Other Expenditures</b>				
Donation Expenditures - Des.	39,996.25	24,000.00	15,996.25	166.65 %
<b>Grant Expenses</b>				
FY2025 Per Capita Grant	44,334.18	48,794.48	-4,460.30	90.86 %
FY2025 PNG Grant	1,388.62		1,388.62	
FY2026 PNG Grant	1,683.42	6,518.00	-4,834.58	25.83 %
Other Grants	500.00	5,000.00	-4,500.00	10.00 %
<b>Total Grant Expenses</b>	<b>47,906.22</b>	<b>60,312.48</b>	<b>-12,406.26</b>	<b>79.43 %</b>
Liability & Building Insurance	26,205.03	31,000.00	-4,794.97	84.53 %
Miscellaneous	1,026.31	4,500.00	-3,473.69	22.81 %
Payments to Other Libraries	696.44	1,000.00	-303.56	69.64 %
Programming	1,603.07	7,000.00	-5,396.93	22.90 %
Vehicles	2,970.39	3,000.00	-29.61	99.01 %
<b>Total Other Expenditures</b>	<b>120,403.71</b>	<b>130,812.48</b>	<b>-10,408.77</b>	<b>92.04 %</b>
<b>Personnel</b>				
<b>Benefits</b>				
FICA Company	43,120.02	59,500.00	-16,379.98	72.47 %
Health/Dental Insurance	50,377.77	80,000.00	-29,622.23	62.97 %
IL Unemployment Company	2,856.98	12,000.00	-9,143.02	23.81 %
IMRF	74,587.89	101,000.00	-26,412.11	73.85 %
<b>Total Benefits</b>	<b>170,942.66</b>	<b>252,500.00</b>	<b>-81,557.34</b>	<b>67.70 %</b>
<b>Salaries</b>				

# Mississippi Valley Library District

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

July 2025 - March 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Full Time	436,735.86	555,000.00	-118,264.14	78.69 %
Part time	129,022.64	196,000.00	-66,977.36	65.83 %
<b>Total Salaries</b>	<b>565,758.50</b>	<b>751,000.00</b>	<b>-185,241.50</b>	<b>75.33 %</b>
<b>Total Personnel</b>	<b>736,701.16</b>	<b>1,003,500.00</b>	<b>-266,798.84</b>	<b>73.41 %</b>
Professional Development				
Dues	400.00	1,000.00	-600.00	40.00 %
Training/Tuition	1,038.00	1,000.00	38.00	103.80 %
Travel Expenses		1,000.00	-1,000.00	
<b>Total Professional Development</b>	<b>1,438.00</b>	<b>3,000.00</b>	<b>-1,562.00</b>	<b>47.93 %</b>
Professional Services				
Audit	9,000.00	8,800.00	200.00	102.27 %
Information Technology	39,273.37	60,000.00	-20,726.63	65.46 %
Internet Services	5,886.04	10,000.00	-4,113.96	58.86 %
Legal Service	18,915.00	30,000.00	-11,085.00	63.05 %
Other Professional Services	4,666.65	7,000.00	-2,333.35	66.67 %
Payroll Service	3,430.49	5,000.00	-1,569.51	68.61 %
Publishing	611.20	2,000.00	-1,388.80	30.56 %
<b>Total Professional Services</b>	<b>81,782.75</b>	<b>122,800.00</b>	<b>-41,017.25</b>	<b>66.60 %</b>
Supplies				
Equipment	3,669.16	10,000.00	-6,330.84	36.69 %
Office	10,940.66	12,000.00	-1,059.34	91.17 %
Postage	2,597.52	3,900.00	-1,302.48	66.60 %
<b>Total Supplies</b>	<b>17,207.34</b>	<b>25,900.00</b>	<b>-8,692.66</b>	<b>66.44 %</b>
Unapplied Cash Bill Payment Expense	0.00		0.00	
Utilities				
Electricity	43,127.39	50,000.00	-6,872.61	86.25 %
Natural Gas	8,458.40	9,000.00	-541.60	93.98 %
Telephone/Fax	2,912.15	4,000.00	-1,087.85	72.80 %
Water/Sewer	2,171.83	4,500.00	-2,328.17	48.26 %
<b>Total Utilities</b>	<b>56,669.77</b>	<b>67,500.00</b>	<b>-10,830.23</b>	<b>83.96 %</b>
<b>Total Expenses</b>	<b>\$1,185,776.94</b>	<b>\$1,598,962.48</b>	<b>\$ -413,185.54</b>	<b>74.16 %</b>
<b>NET OPERATING INCOME</b>	<b>\$516,451.46</b>	<b>\$ -120,885.52</b>	<b>\$637,336.98</b>	<b>-427.22 %</b>
Other Expenses				
Interest Expense	-5,366.69		-5,366.69	
<b>Total Other Expenses</b>	<b>\$ -5,366.69</b>	<b>\$0.00</b>	<b>\$ -5,366.69</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>\$5,366.69</b>	<b>\$0.00</b>	<b>\$5,366.69</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$521,818.15</b>	<b>\$ -120,885.52</b>	<b>\$642,703.67</b>	<b>-431.66 %</b>

# Mississippi Valley Library District

## Profit and Loss Comparison

July 2025 - March 2026

	TOTAL			
	JUL 2025 - MAR 2026	JUL 2024 - MAR 2025 (PP)	CHANGE	% CHANGE
<b>Income</b>				
<b>Charges for Services</b>				
Fax	2,871.17	2,581.21	289.96	11.23 %
Printing/Copying	8,790.10	8,420.70	369.40	4.39 %
<b>Total Charges for Services</b>	<b>11,661.27</b>	<b>11,001.91</b>	<b>659.36</b>	<b>5.99 %</b>
<b>Fines &amp; Forfeitures</b>				
Fines	198.12	157.71	40.41	25.62 %
Lost or Damaged Books/Inhouse	2,194.49	1,839.18	355.31	19.32 %
<b>Total Fines &amp; Forfeitures</b>	<b>2,392.61</b>	<b>1,996.89</b>	<b>395.72</b>	<b>19.82 %</b>
<b>Intergovernment Revenue</b>				
E-Rate	20,640.88	4,936.26	15,704.62	318.15 %
<b>Grants</b>				
FY2024 Per Capita Grant		49,125.29	-49,125.29	-100.00 %
FY2024 PNG Grant		2,598.89	-2,598.89	-100.00 %
FY2025 Per Capita Grant	48,794.48		48,794.48	
FY2025 PNG Grant	3,423.15	6,814.09	-3,390.94	-49.76 %
FY2026 PNG Grant	6,518.00		6,518.00	
Other Grants	500.00	900.00	-400.00	-44.44 %
<b>Total Grants</b>	<b>59,235.63</b>	<b>59,438.27</b>	<b>-202.64</b>	<b>-0.34 %</b>
Replacement Tax	41,179.08	40,852.62	326.46	0.80 %
<b>Total Intergovernment Revenue</b>	<b>121,055.59</b>	<b>105,227.15</b>	<b>15,828.44</b>	<b>15.04 %</b>
<b>Other Revenues</b>				
COBRA Reimbursements		6,084.09	-6,084.09	-100.00 %
Donations - Des & Undes	264,064.26	9,477.33	254,586.93	2,686.27 %
Interest Income	47,049.67	55,153.88	-8,104.21	-14.69 %
Miscellaneous	2,657.83	1,067.69	1,590.14	148.93 %
Property License Agreements	18,770.00	15,000.00	3,770.00	25.13 %
Reimbursements Other libraries	923.12	1,915.81	-992.69	-51.82 %
<b>Rental Income</b>				
Blum House Rental	6,614.09	8,841.57	-2,227.48	-25.19 %
Collinsville Rooms	2,416.50	2,396.74	19.76	0.82 %
<b>Total Rental Income</b>	<b>9,030.59</b>	<b>11,238.31</b>	<b>-2,207.72</b>	<b>-19.64 %</b>
Sale of Items	4,141.52	3,336.22	805.30	24.14 %
Sale of Vehicle		4,409.33	-4,409.33	-100.00 %
<b>Total Other Revenues</b>	<b>346,636.99</b>	<b>107,682.66</b>	<b>238,954.33</b>	<b>221.91 %</b>
<b>Taxes</b>				
Audit	6,511.18	7,699.59	-1,188.41	-15.43 %
Building Maintenance	130,125.55	119,345.64	10,779.91	9.03 %
FICA/Medicare	44,858.27	57,105.91	-12,247.64	-21.45 %
IMRF	24,599.54	57,747.63	-33,148.09	-57.40 %
Liability Insurance	59,329.63	81,488.15	-22,158.52	-27.19 %
Property Tax	955,057.77	869,425.38	85,632.39	9.85 %

# Mississippi Valley Library District

## Profit and Loss Comparison

July 2025 - March 2026

	TOTAL			
	JUL 2025 - MAR 2026	JUL 2024 - MAR 2025 (PP)	CHANGE	% CHANGE
<b>Total Taxes</b>	<b>1,220,481.94</b>	<b>1,192,812.30</b>	<b>27,669.64</b>	<b>2.32 %</b>
<b>Total Income</b>	<b>\$1,702,228.40</b>	<b>\$1,418,720.91</b>	<b>\$283,507.49</b>	<b>19.98 %</b>
<b>GROSS PROFIT</b>	<b>\$1,702,228.40</b>	<b>\$1,418,720.91</b>	<b>\$283,507.49</b>	<b>19.98 %</b>
Expenses				
Maintenance Services				
Building	62,467.62	130,039.57	-67,571.95	-51.96 %
Elevator Repairs/ Modernization	39,382.46	33,594.03	5,788.43	17.23 %
Equipment	10,857.70	8,650.75	2,206.95	25.51 %
Grounds	10,624.45	11,345.63	-721.18	-6.36 %
<b>Total Maintenance Services</b>	<b>123,332.23</b>	<b>183,629.98</b>	<b>-60,297.75</b>	<b>-32.84 %</b>
Materials				
Adult Audio Visual Items	6,400.09	8,236.78	-1,836.69	-22.30 %
Adult Print Materials	16,297.57	18,600.43	-2,302.86	-12.38 %
Juvenile Audio Visual Items	904.71	979.24	-74.53	-7.61 %
Juvenile Print Items	2,754.11	2,895.70	-141.59	-4.89 %
Online Databases	12,025.38	2,938.00	9,087.38	309.30 %
Other Materials	1,958.43	800.97	1,157.46	144.51 %
Virtual Items	7,901.69	7,862.97	38.72	0.49 %
<b>Total Materials</b>	<b>48,241.98</b>	<b>42,314.09</b>	<b>5,927.89</b>	<b>14.01 %</b>
Other Expenditures				
Donation Expenditures - Des.	39,996.25	3,633.64	36,362.61	1,000.72 %
Grant Expenses				
FY2024 Per Capita Grant		47,544.38	-47,544.38	-100.00 %
FY2025 Per Capita Grant	44,334.18		44,334.18	
FY2025 PNG Grant	1,388.62	8,230.30	-6,841.68	-83.13 %
FY2026 PNG Grant	1,683.42		1,683.42	
Other Grants	500.00	900.00	-400.00	-44.44 %
<b>Total Grant Expenses</b>	<b>47,906.22</b>	<b>56,674.68</b>	<b>-8,768.46</b>	<b>-15.47 %</b>
Liability & Building Insurance	26,205.03	26,779.84	-574.81	-2.15 %
Miscellaneous	1,026.31	2,120.20	-1,093.89	-51.59 %
Payments to Other Libraries	696.44	513.74	182.70	35.56 %
Programming	1,603.07	5,614.15	-4,011.08	-71.45 %
Vehicles	2,970.39	1,655.44	1,314.95	79.43 %
<b>Total Other Expenditures</b>	<b>120,403.71</b>	<b>96,991.69</b>	<b>23,412.02</b>	<b>24.14 %</b>
Personnel				
Benefits				
FICA Company	43,120.02	41,426.14	1,693.88	4.09 %
Health/Dental Insurance	50,377.77	74,418.61	-24,040.84	-32.30 %
IL Unemployment Company	2,856.98	5,598.38	-2,741.40	-48.97 %
IMRF	74,587.89	62,342.82	12,245.07	19.64 %
<b>Total Benefits</b>	<b>170,942.66</b>	<b>183,785.95</b>	<b>-12,843.29</b>	<b>-6.99 %</b>
Salaries				

# Mississippi Valley Library District

## Profit and Loss Comparison

July 2025 - March 2026

	TOTAL			
	JUL 2025 - MAR 2026	JUL 2024 - MAR 2025 (PP)	CHANGE	% CHANGE
Full Time	436,735.86	424,702.04	12,033.82	2.83 %
Part time	129,022.64	118,645.35	10,377.29	8.75 %
<b>Total Salaries</b>	<b>565,758.50</b>	<b>543,347.39</b>	<b>22,411.11</b>	<b>4.12 %</b>
<b>Total Personnel</b>	<b>736,701.16</b>	<b>727,133.34</b>	<b>9,567.82</b>	<b>1.32 %</b>
Professional Development				
Dues	400.00	546.67	-146.67	-26.83 %
Training/Tuition	1,038.00	511.00	527.00	103.13 %
Travel Expenses		382.56	-382.56	-100.00 %
<b>Total Professional Development</b>	<b>1,438.00</b>	<b>1,440.23</b>	<b>-2.23</b>	<b>-0.15 %</b>
Professional Services				
Audit	9,000.00	8,650.00	350.00	4.05 %
Information Technology	39,273.37	39,447.72	-174.35	-0.44 %
Internet Services	5,886.04	6,948.00	-1,061.96	-15.28 %
Legal Service	18,915.00	6,392.00	12,523.00	195.92 %
Other Professional Services	4,666.65	1,352.69	3,313.96	244.99 %
Payroll Service	3,430.49	3,695.53	-265.04	-7.17 %
Publishing	611.20	1,581.15	-969.95	-61.34 %
<b>Total Professional Services</b>	<b>81,782.75</b>	<b>68,067.09</b>	<b>13,715.66</b>	<b>20.15 %</b>
Supplies				
Equipment	3,669.16	2,562.23	1,106.93	43.20 %
Office	10,940.66	9,398.95	1,541.71	16.40 %
Postage	2,597.52	3,044.32	-446.80	-14.68 %
<b>Total Supplies</b>	<b>17,207.34</b>	<b>15,005.50</b>	<b>2,201.84</b>	<b>14.67 %</b>
Unapplied Cash Bill Payment Expense	0.00		0.00	
Utilities				
Electricity	43,127.39	36,722.42	6,404.97	17.44 %
Natural Gas	8,458.40	6,630.88	1,827.52	27.56 %
Telephone/Fax	2,912.15	2,852.33	59.82	2.10 %
Water/Sewer	2,171.83	3,410.32	-1,238.49	-36.32 %
<b>Total Utilities</b>	<b>56,669.77</b>	<b>49,615.95</b>	<b>7,053.82</b>	<b>14.22 %</b>
<b>Total Expenses</b>	<b>\$1,185,776.94</b>	<b>\$1,184,197.87</b>	<b>\$1,579.07</b>	<b>0.13 %</b>
<b>NET OPERATING INCOME</b>	<b>\$516,451.46</b>	<b>\$234,523.04</b>	<b>\$281,928.42</b>	<b>120.21 %</b>
Other Expenses				
Interest Expense	-5,366.69		-5,366.69	
<b>Total Other Expenses</b>	<b>\$ -5,366.69</b>	<b>\$0.00</b>	<b>\$ -5,366.69</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>\$5,366.69</b>	<b>\$0.00</b>	<b>\$5,366.69</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$521,818.15</b>	<b>\$234,523.04</b>	<b>\$287,295.11</b>	<b>122.50 %</b>

### 4.3 Meeting Spaces

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

Reviewed and Approved, 3/19/2018

#### 4.3.1 Availability

- The availability of meeting spaces changes as Library programs and private rentals are booked.
- When meeting spaces are not in use for Library programming or private rentals, the Library may open the spaces for public use.
- Individuals or groups accessing a meeting space without a rental may be displaced by Library programs and will be displaced by private rentals.
- Library programming has priority, and the Library reserves the right to cancel or relocate any previously scheduled meeting.
- Available rental spaces are the Community Room, Programming Resource Center, and Blum House in Collinsville and the Pavilion, Community Room, and Meeting Rooms in Fairmont City. Occasionally other spaces may be rented or reserved on a case-by-case basis as approved by the Assistant Director or Executive Director.
- Maximum capacity for each space is as follows:
  - Collinsville Programming Resource Center - 73 occupants with tables and chairs; 155 occupants with chair seating
  - Collinsville Community Room - 115 occupants with tables and chairs; 245 occupants with chair seating
  - Collinsville Blum House - 42 occupants for tables and chairs; 104 occupants for chair seating (occupancies are combined totals for the main floor - individual rooms' occupancies are posted in the kitchen)
  - Fairmont City Community Room - TBD
  - Fairmont City Meeting Rooms - TBD
  - Fairmont City Pavilion – 150 occupants
  - Although maximum capacities as determined by local fire authorities will be observed, recommended capacities will be determined by the Library based on criteria including but not limited to room setup and the comfort of the attendees.
- Booking of a meeting space will be on a first come, first served basis.
- Standing reservations for groups may be made for up to a one year period. It is the responsibility of the group to re-apply for a reservation at the end of this time.
- Meeting space requests must be submitted to and approved by the Assistant Director, Circulation Supervisor, or Blum House Manager (as applicable) at least one week prior to the event.
- Meeting space may be provided for groups of children under 18 that are supervised by adults at the ratio of one adult for every seven children. Groups with any member under the age of 18 must have an adult sponsor in attendance at all times during their meetings.

#### 4.3.2 Sponsorship, Promotion, and Advertisement

- Permission to use a Library meeting space does not imply Library endorsement of the aims, policies, viewpoints, or activities of any individual, group, or organization. Advertisements or announcements implying such endorsement are not permitted.
- Rentals that open attendance to the public must include the following wording on all advertisements, promotional materials, social media posts, and other similar promotional materials: "While open to the public, this event is a private rental. The

Mississippi Valley Library District does not endorse the aims, policies, [viewpoints](#) or activities of any individual, group, or organization renting space in the Library.”

- The Library will not be the phone contact for the event or activity. The [Library's](#) name, address, telephone number, or URL may not be used as the address or headquarters for any group using the [Library](#).

#### **4.3.3 General Limitations**

- Solicitation, [charging](#) admission or other [chargesfees](#), [money-fund](#)raising activities, and/~~er~~ sales are not allowed. This guideline is waived for all [Library-sponsored](#) related programs or Library fundraising activities.
- [Meeting spaces may not be used for electioneering activities or political events held to support or oppose a candidate for elective office or for or against a referendum.](#)
- ~~Standing reservations for groups may be made for up to a one year period. It is the responsibility of the group to re-apply at the end of this time.~~
- ~~Meeting space requests need to be submitted to and approved by the Assistant Director, Circulation Supervisor, or Blum House Manager at least one week prior to the activity.~~
- ~~Meeting space may be provided for groups of children that are supervised by adults at the ratio of one adult for every seven children. Groups with members under the age of 18 must have an adult sponsor in attendance at all times during their meetings.~~
- Rentals for private gatherings will be charged a fee as set [by the Executive Directorforth in the rental agreement applicable to the space.](#)
- [Public information meetingsMeetings are to be](#) must be open to the public and free of charge for attendees. No fee shall be charged or donation solicited as a condition of entry.

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

#### **4.3.2-4 Scheduling and Payment**

Reservations are to be made in writing on the appropriate rental application and returned to the Assistant Director, Circulation Supervisor, or Blum House Manager. Reservations will be confirmed upon receipt of the completed rental application and payment in full of any applicable fees. All effort will be made by the applicant to complete registration and pay fees in full no later than one week prior to the event; otherwise the Library reserves the right to deny the request. If [an event is canceled by the requestora requestor cancels an event](#), the Library ~~is to~~ must be notified ~~no later than~~ [at least](#) 48 hours prior to the scheduled event for a full refund. The Library will retain half the rental fee for notice [of cancellation](#) given less than 48 hours in advance. The Library will refund the fees in full if the Library initiates the cancellation and a suitable alternative date or time cannot be arranged. [These refund policies do not apply to the Blum House or Chano Pavilion, which are subject to different terms provided in the rental agreement for those facilities.](#)

Reviewed and Approved, 3/19/2018

#### **4.3.3-5 General Rules for Use of Meeting Spaces**

- Meeting spaces must be left in neat, clean, orderly condition with all chairs, tables and equipment returned to their original position.
- Arrangements need to be made to use Library equipment. Library staff ~~will~~ may assist with setup of the equipment [depending on their availability as available.](#)
- The Library does not provide service to carry supplies, provide refreshments, or provide office supplies or photocopies. All groups must provide their own support for preparation and cleanup. Groups may not store supplies on Library property without the permission of the Assistant Director or Executive Director.

- ~~It is not permissible to~~ Groups are prohibited from affixing or adhering anything to the walls, doors, windows, or other surfaces in a manner that inhibits the safety and security of Library facilities.
- The use of firearms or hazardous materials is ~~not permitted at any time~~ prohibited.
- Use of tobacco or ~~vaping products~~ cigarettes inside Library facilities or within 15 feet of any entrance is ~~not permitted at any time~~ prohibited.
- Use or possession of alcohol is ~~not allowed~~ prohibited unless otherwise specified below.
- Use or possession of illegal substances is ~~not allowed~~ prohibited.
- No event shall ~~last later than the~~ extend past the Library's closing time unless by special permission.
- No group may ~~reassign or transfer~~ a reserved time to another group.
- ~~It is the responsibility of the applicant to give public notice that signing (sign language) will be made available upon reasonable request if the meeting is open to the public. It is the responsibility of the applicant to provide a qualified interpreter. It is the responsibility of the applicant to advise Library staff of any other special needs arrangements. The applicant is solely responsible for ensuring their event complies with the requirements of the Americans with Disabilities Act, including responding to requests for reasonable accommodations (including interpretation and similar services).~~
- Meetings, programs, or events may not disrupt Library operations, patrons, or staff. The Library reserves the right to terminate meetings, programs, and events that disrupt or interfere with normal Library operations.
- Group members bringing children to the Library are responsible for the supervision of their children attending the meeting and using the Library during the meeting.
- Groups that hold children's programs are responsible for the care of the participating children and their siblings before, during, and after the programs. Group supervisors must stay until all children have been picked up by their parents.
- Group members using the Library's equipment must leave all equipment in the condition in which it was found, including but not limited to stacking and rearranging chairs and cleaning and storing tables. The applicant is responsible for ensuring that all participants use the equipment in accordance with the Library District's policies.
- Food and nonalcoholic beverages may be served. Groups must ~~furnish~~ provide their own utensils, plates, cups, napkins, and other serving items. Groups will ensure all spills and debris are cleaned up before leaving the Library.
- Future requests to use Library meeting spaces will be denied if the above requirements are not met. A fee separate from the rental fee may be assessed for cleaning or the actual cost of repairs if it is deemed necessary by the Assistant Director, Circulation Supervisor, Blum House Manager, and/or Executive Director.
- Library staff are authorized to monitor ~~the use of the~~ meeting spaces and to enforce all policies concerning their use. All meetings shall be open to the Executive Director and Library staff. ~~This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.~~
- Individuals or organizations must provide to the Library a copy of a Certificate of Insurance for Special Events Liability with the Library listed as an Additional Insured.

Reviewed and Approved, 3/19/2018

#### **4.3.35.1 Rules for Specific Meeting Spaces**

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

- Collinsville Community Room:
  - The kitchen is intended to assist with serving previously prepared food and drink. It is not a commercial kitchen and ~~is not to~~ may not be used for cooking. Groups

using the kitchen are expected to leave the space clean of food, beverage, dirty dishes, and trash; failure to do so may result in an additional cleaning charge.

- Collinsville Blum House:
  - Alcoholic beverages are permitted at private rentals upon ~~furnishment providing~~ to the Library of a ~~Homeowner's Liquor Liability/Dramshop~~ Insurance certificate for events with host liquor liability insurance with a limit of \$500,000 or a special proof of insurance providing similar coverage for the rental event. Proof of coverage must be furnished at least one (1) week prior to the event.
  - Because of the age and condition of the Blum House, no decorations may be hung or affixed to the walls or ceilings.
  - Individuals utilizing the Blum House ~~will be respectful of the Library's neighbors in their volume and actions. must not disrupt the Library or owners of neighboring property before, during, or after events.~~
  - Individuals utilizing the Blum House are welcome to use the kitchen's appliances, dishes, and utensils. Renters are responsible for proper use, cleaning, and storage of these resources.
  
- Fairmont City ~~Chano~~ Pavilion:
  - Alcoholic beverages are permitted at private rentals upon ~~furnishment providing~~ to the Library of a ~~Liquor Liability/Dramshop Homeowner's~~ Insurance certificate for events with host liquor liability ~~insurance coverage~~ with a limit of \$500,000 or a special proof of insurance providing similar coverage for the rental event. Proof of coverage must be furnished at least one (1) week prior to the event.
  - Individuals utilizing the Pavilion ~~must not disrupt the Library or owners of neighboring property before, during, or after events. will be respectful of the Library's neighbors in their volume and actions.~~

Reviewed and Approved, 3/19/2018

#### **4.3.4 Liability**

~~Granting of permission to use Library facilities does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board of Trustees.~~ The Library is not responsible for any loss, theft, or damage to any owned or rented equipment or to the personal

belongings of any ~~meeting~~ attendee. The individual signing the room rental application and/or the organization they represent will assume legal responsibility for the cost of repair or replacement of damaged Library property. The accountable person and/or organization will also assume responsibility for the cost of any special cleaning necessary after the use of the room.

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

Reviewed and Approved, 3/19/2018



Mississippi Valley Library District

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

Fairmont City Library Center  
4444 Collinsville Road  
Fairmont City, IL 62201

Historic Blum House  
414 West Main Street  
Collinsville, IL 62234

**ROOM RENTAL APPLICATION – FAIRMONT CITY LIBRARY CENTER**

Organization/Renter's Name: \_\_\_\_\_

Approximate Size of Group: \_\_\_\_\_

Date(s) and Time(s) Needed (including setup and cleanup):  
\_\_\_\_\_

Available Spaces:

- **Small Meeting Room** – One (1) conference table with six (6) chairs and a whiteboard.
- **Community Room** - Multiple room setups available, can hold up to 50 people, tables, chairs, large TV with HDMI connections, projection screen, vending machines, microwave, toaster, access to restrooms

Preferred space for rental (please check one):

- Small Meeting Room - \$25/hour
- Community Room - \$25/hour

**Room will be reserved upon receipt of payment in full.**

**I agree and acknowledge that:**

I accept responsibility for the actions of my group. I will comply with all Mississippi Valley Library District (MVLD) policies and procedures and will follow MVLD staff instructions. Failure to comply with MVLD policies, procedures, or staff instructions may result in the termination of my and/or my group's right to use the MVLD's meeting spaces. If my reservation extends beyond the agreement's listed time(s), I will pay ~~the library~~MVLD for each additional hour (rounded up) at the time of extension. Extensions will not exceed ~~the library's~~MVLD's normal business hours.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address (Street, City, State, ZIP)

Applicant 18 years of age or older? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Phone Number

\*\*\*\*\*

Librarian's Signature: \_\_\_\_\_

Date registration received: \_\_\_\_\_

Total rental cost: \_\_\_\_\_ Paid on: \_\_\_\_\_



Mississippi Valley Library District

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

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4444 Collinsville Road
Fairmont City, IL 62201

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Collinsville, IL 62234

ROOM RENTAL APPLICATION – COLLINSVILLE MEMORIAL LIBRARY CENTER

Organization/Renter's Name: \_\_\_\_\_

Approximate Size of Group: \_\_\_\_\_

Date(s) and Time(s) Needed (including setup and cleanup): \_\_\_\_\_

Available Spaces:

- Programming Resource Center (PRC) - Classroom style, can hold up to 30 people, large TV with HDMI connections, overhead projector and projection screen (requires use of library's laptop)
● Community Room - Multiple room setups available, can hold up to 150 people, tables, chairs, large TV with HDMI connections, access to small kitchen and restrooms

Preferred space for rental (please check one):

- [ ] PRC - \$25/hour
[ ] Community Room (full room) - \$50/hour

Room will be reserved upon receipt of payment in full.

I agree and acknowledge that:

I accept responsibility for the actions of my group. I will comply with all Mississippi Valley Library District (MVL D) policies and procedures and will follow MVL D staff instructions. Failure to comply with MVL D policies, procedures, or staff instructions may result in the termination of my and/or my group's right to use the MVL D's meeting spaces. If my reservation extends beyond the agreement's listed time(s), I will pay the library MVL D for each additional hour (rounded up) at the time of extension. Extensions will not exceed the library's MVL D's normal business hours.

Printed Name

Signature

Address (Street, City, State, ZIP)

Applicant 18 years of age or older? Yes \_\_\_ No \_\_\_

Phone Number

\*\*\*\*\*

Librarian's Signature: \_\_\_\_\_

Date registration received: \_\_\_\_\_

Total rental cost: \_\_\_\_\_ Paid on: \_\_\_\_\_



**The Chano Pavilion**  
 Part of the Mississippi Valley Library District  
 Fairmont City Library Center  
 4444 Collinsville Road  
 Fairmont City, IL 62201  
 Library Phone: 618-482-3966

## Rental Agreement

This agreement for rental of the **Chano Pavilion** is hereby entered into being conducted between the **Mississippi Valley Library District (MVL D)** and the **Renter listed below**, who is at least eighteen (18) years of age or older. The Renter warrants that they have agrees to be the legal authority to sign this agreement on behalf of the group ordanization using the pavilion-Chano Pavilion (Organization) and has sufficient power, authority, and capacity to bind the Organizationgroup.

Renter's Name \_\_\_\_\_

Organization (if any): \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Event Description \_\_\_\_\_

Event Date \_\_\_\_\_ Number of Guests \_\_\_\_\_

Start (Time you will arrive) \_\_\_\_\_ End (Time you expect to complete clean up and leave) \_\_\_\_\_

**Will liquor or alcohol be served / consumed at your event? Y / N**

- If yes, see Terms and Conditions #3. This must be provided one (1) week before the event.

**Will a bounce house, carnival rides, animal rides, and/or a petting zoo be used during the event? Y / N**

- If yes, see Terms and Conditions #4. This must be provided one (1) week before the event.

**Please use additional sheets to describe special needs or conditions.**

### Rental fees:

- \$25.00 per hour for non-profit groups during MVL D service hours.
- \$50.00 per hour for businesses.
- \$50.00 per hour for rentals extending beyond MVL D service hours (applicable only for hours beyond normal service hours). **All rentals must be completed and MVL D grounds vacated by 9:00 PM in compliance with Village of Fairmont City's curfew.**
- \$25 key deposit (cash or check) required if event is scheduled beyond MVL D service hours. Key will-must be picked up by the Renter 24 hours prior (or 48 hours if the FCLC is closed 24 hours prior) to rental and returned the next business day.

- 50% payment to MVLD is required at the time of application to confirm event registration. Final payment is due to MVLD the week prior to the event.

# Terms and Conditions

This contract is for a period and conditions as defined in this contract.

1. The fee includes The Chano Pavilion, (14 1/2) unmovable picnic tables, (2) trashcans, cigarette butt receptacle, electricity, lights, large grill, playground, yard. Inside access to drinking fountains, bathrooms, and mop closet with supplies.
- ~~2. Should the MVLD cancel this event after one hundred and twenty (120) hours five (5) days of the date of execution of this Agreement from its execution, a full refund will be due to the Renter. Should the Renter cancel after five (5) days of the date of execution of this Agreement one hundred and twenty (120) hours from its execution, the MVLD will retain 1/2 of the rental charge.~~
2. If the Renter cancels the event, the MVLD must be notified at least 48 hours prior to the scheduled event for a full refund. The MVLD will retain half the rental fee for notice of cancellation given less than 48 hours in advance. The MVLD will refund the fees in full if the MVLD initiates the cancellation and a suitable alternative date or time cannot be arranged.
3. If liquor or alcohol will be served during the event, the Renter shall provide to the MVLD a ~~Home Owner's Insurance~~ Liquor Liability/Dramshop Certificate for Events with host liquor and/or alcohol liability insurance coverage with a limit of \$500,000 or shall provide a special proof of insurance for this particular event.
4. If a bounce house, carnival rides, animal rides, and/or a petting zoo will be used during the event, the Renter shall provide to the MVLD a ~~Home Owner's~~ Commercial General Liability Insurance Certificate for such events with a limit of \$500,000 or shall provide a special proof of insurance for this particular event.
5. Any and all damage to the pavilion, Fairmont City Library Center (FCLC), furnishings, playground, or grounds and/or failure to return key shall be the responsibility of the Renter to pay for repair or replacement. The Renter accepts the premises in an "as is" condition.
6. Renter shall release, discharge, indemnify, defend and hold harmless the MVLD, its Directors, Officers, Employees, and/or Agents from any and all claims, causes of action, losses, judgments, costs (including attorney's fees), or other damages resulting from, arising out of, or relating in any way to the Renter's activities on the grounds and use of facilities. Renter understands and acknowledges the inherent nature danger of using a playground and ~~the nature~~ of walking on and placing folding chairs on the grassy areas. and Renter acknowledges that the grounds of the Chano Pavilion are not level surfaces and MVLD does not guarantee safety of the Chano Pavilion.
7. The Renter has read, understands, and acknowledges Exhibit A attached to this Agreement and will abide by all of the conditions and have all guests abide by all of the conditions outlined thereof.
8. The Renter has received a copy of the MVLD's Meeting Spaces Policy and will abide by all of the conditions of this Policy.

This Agreement has been read and accepted by the Renter:

Date:

Representative of Mississippi Valley Library District:

Date:

Key picked up/deposit paid (date): \_\_\_\_\_ By: \_\_\_\_\_ Staff:

Pavilion and all areas were cleaned up per agreement. Staff initials: \_\_\_\_\_  
Key returned on (date): \_\_\_\_\_ . Deposit returned on (date): \_\_\_\_\_ .

**Payment accepted in cash, credit, or checks payable to Mississippi Valley Library District**

Deposit Payment: \_\_\_\_\_ has been received. Staff \_\_\_\_\_ Date: \_\_\_\_\_  
Final Payment: \_\_\_\_\_ has been received. Staff \_\_\_\_\_ Date: \_\_\_\_\_

## Exhibit A: Rules for Use of the Chano Pavilion

- The Chano Pavilion shall not be occupied before 9:00 AM and shall be totally vacated by 9:00 PM.
- Inside the FCLC is a smoke-free environment. Outside, smokers must use the cigarette butt receptacle. Do not throw butts on the floor of the pavilion, in the playground, or on the grounds.
- There shall be no open flames used inside the FCLC.
- The Renter is allowed to hang decorations in the pavilion using tape or string. No tacks, nails, or any other attachments that may leave holes, residue, or damage may be used.
- ~~No p~~arking of vehicles on the grass areas is prohibited.
- The Renter agrees to keep areas clean and safe during the rental and to use areas in a reasonable manner.
- The Renter and/or guests shall not deliberately or negligently destroy, deface, damage, impair, or remove a part of the premises – including but not limited to trees and landscaping – or knowingly permit any other person to do so.
- The Renter and/or guests shall not use any ~~abusive, threatening, and/or insulting~~ language, nor disturb the peace of neighbors with loud music, drunkenness, any indecentary disruptive or unlawful act, or behavior including public urination.
- The Renter and/or guests shall not create or maintain a threat constituting a clear and present danger to the health and safety of others or knowingly permit any other person on the premises to perform any of the above acts. Clear and present danger includes, but is not limited to, physical assault or the possession of a controlled substance unless obtained pursuant to a valid prescription.
- Animals must be kept on a leash. All animal waste must be picked up.
- The use of the playground equipment by adults is prohibited unless accompanying a child.
- No glass bottles or containers, fireworks, or open burning (example: bonfires) are allowed.
- The Renter must return the area to the original set-up and is responsible for cleanup, including bagging up trash and placing all trash in the trash cans located behind the library near the alley.
- Please leave hot coals in the grill. Do not put hot coals in any trash containers or on the ground.
- All persons while on the Chano Pavilion property shall also be subject to the ordinances of the Village of Fairmont City and all laws of the State of Illinois and the United States of America.
- FCLC building and grounds will be inspected by MVL D staff after the rental is completed. If any damage or personal items are found the MVL D will contact the person listed on the rental contract within 48 hours. It is the responsibility of the Renter to reimburse the MVL D in full for damage that results in cost to the MVL D.
- Keys must be returned before the key deposit will be refunded. Failure to return keys will result in loss of the key deposit, plus the responsibility of the Renter to reimburse the MVL D for any additional costs above and beyond the deposit amount incurred by the MVL D as a result of re-keying the FCLC.
- Failure to follow these rules will cause loss of deposit, bill for damages, and loss of future rentals.



## Blum House

Part of the Mississippi Valley Library District  
414 West Main Street  
Collinsville, IL 62234  
Collinsville Library Phone: 618-344-1112

### Rental Agreement

This agreement for rental of the Blum House is ~~hereby entered into being conducted~~ between the Mississippi Valley Library District (MVLD) and the Renter listed below, who is at least eighteen (18) years of age or older. The Renter ~~agrees to be warrants that they have~~ the legal authority to sign this agreement on behalf of the ~~group organization~~ using the ~~pavilion Blum House (Organization)~~ and has sufficient power, authority, and capacity to bind the ~~group Organization~~.

Renter's Name \_\_\_\_\_

Organization (if any): \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Event Description \_\_\_\_\_

Event Date \_\_\_\_\_ Number of Guests \_\_\_\_\_

Start (Time you will arrive) \_\_\_\_\_ End (Time you expect to complete clean up and leave)

In addition to the main floor rental space, please check all items and areas **requested** to be used:

- Yard surrounding the Blum House \_\_\_\_\_
- Handicap-accessible lift \_\_\_\_\_
- Television and/or DVD player \_\_\_\_\_
- 2<sup>nd</sup> floor (requires MVLD permission) \_\_\_\_\_
- WiFi \_\_\_\_\_
- MVLD staff initials: \_\_\_\_\_

Will liquor or alcohol be served / consumed at your event? Y / N

- If yes, see Terms and Conditions #4. This must be provided one (1) week before the event.

Will a bounce house, carnival rides, animal rides, and/or a petting zoo be used during the event? Y / N

- If yes, see Terms and Conditions #5. This must be provided one (1) week before the event.

Please use additional sheets to describe special needs or conditions.

#### Rental fees:

- Minimum of two (2)-hour rentals.
- \$25.00 per hour for non-profit groups.
- \$75.00 per hour for family / social events and for businesses.
- \$700.00 for an all-day rental (6:00 AM – 12:00 AM).
- \$25 key deposit (cash or check) required for handicap-accessible lift access key. Key **will must** be picked up **by the Renter** 24 hours prior (or 48 hours if the MVLD is closed 24 hours prior) to rental and returned the next business day.
- **50% payment to MVLD is required at the time of application to confirm event registration. Final payment is due to MVLD the week prior to the event.**

# Terms and Conditions

This contract is for a period and conditions as defined in this contract.

1. The fee includes eight (8) round tables, five (5) rectangular tables, and fifty (50) chairs. If more tables or chairs are needed, an additional fee of \$50.00 per 25 chairs and \$5.00 per table will be required. The Renter may commence setup no earlier than the stated start time listed in this agreement and must complete the event, including cleanup, by the stated end time.
2. White tablecloths are available, if requested. However, there will be a \$10 charge for each tablecloth which is damaged or stained during the event.
- ~~3. Should the MVLD cancel this event after one hundred and twenty (120) hours five (5) days from of the date of its execution of this agreement, a full refund will be due to the Renter. Should the Renter cancel after one hundred and twenty (120) hours from its execution five (5) days of the date of execution of this agreement, the MVLD will retain  $\frac{1}{2}$  of the rental charge.~~
3. If the Renter cancels the event, the MVLD must be notified at least 48 hours prior to the scheduled event for a full refund. The MVLD will retain half the rental fee for notice of cancellation given less than 48 hours in advance. The MVLD will refund the fees in full if the MVLD initiates the cancellation and a suitable alternative date or time cannot be arranged.
4. If liquor or alcohol will be served during the event, the Renter shall provide to the MVLD a Home Owner's Liquor Liability/Dramshop Insurance Certificate for Events with host liquor and/or alcohol liability insurance coverage with a limit of \$500,000 or shall provide a special proof of insurance for this particular event.
5. If a bounce house, carnival rides, animal rides, and/or a petting zoo will be used during the event, the Renter shall provide to the MVLD a Home Owner's Commercial General Liability Insurance Certificate for such events with a limit of \$500,000 or shall provide a special proof of insurance for this particular event.
6. Any and all damage to the grounds, facility, or furnishings and/or failure to return the lift access key shall be the responsibility of the Renter to pay for repair or replacement. The Renter accepts the premises in an "as is" condition.
7. Renter shall release, discharge, indemnify, defend, and hold harmless the MVLD, its Directors, Officers, Employees, and/or Agents from any and all claims, causes of action, losses, judgments, costs (including attorney's fees), or other damages resulting from, arising out of, or relating in any way to the Renter's activities on the grounds and use of facilities. Renter understands and acknowledges the inherent nature danger of using stairs, and of the nature of walking on and placing folding chairs on the grassy areas and. Renter acknowledges that the Blum House grounds are not level surfaces and MVLD does not guarantee safety of the Blum House or its grounds.
8. The Renter has read, understands, and acknowledges Exhibit A and B attached to this Agreement and will abide by all of the conditions and have all guests abide by all of the conditions outlined thereof.
9. The Renter has received a copy of the MVLD's Meeting Spaces Policy and will abide by all of the conditions of this Policy.

This Agreement has been read and accepted by the Renter:

Date:

Representative of Mississippi Valley Library District:

Date:

Key picked up/deposit paid (date): \_\_\_\_\_ By: \_\_\_\_\_ Staff: \_

Key returned on (date): \_\_\_\_\_ . Deposit returned on (date): \_\_\_\_\_ .

**Payment accepted in cash, credit, or checks payable to Mississippi Valley Library District**

Deposit Payment: \_\_\_\_\_ has been received. Staff \_\_\_\_\_ Date: \_\_\_\_\_

Final Payment: \_\_\_\_\_ has been received. Staff \_\_\_\_\_ Date: \_\_\_\_\_

## Exhibit A: Rules for Use of the Blum House

- The Blum House shall not be occupied before 6:00 AM and shall be totally vacated by 12:00 AM (midnight).
- The Blum House is a smoke-free environment. Smokers must use cigarette butt receptacles and observe posted distances from the Blum House entrances.
- There shall be no open flames such as candles used inside or near the Blum House.
- The Renter is not allowed to hang decorations from the walls or ceilings using tacks, nails, or any other attachments that may leave holes, residue, or damage the walls, ceilings, or interior in any way.
- ~~No p~~arking of vehicles on the grass areas is prohibited.
- The Renter agrees to keep the Blum House premises clean and safe during the rental and to use the premises and its furnishings and fixtures in a reasonable manner.
- The Renter and/or guests shall not deliberately or negligently destroy, deface, damage, impair, or remove a part of the premises – including but not limited to trees and landscaping – or knowingly permit any other person to do so.
- The Renter and/or guests shall not use any ~~abusive, threatening, and/or insulting~~ language, nor disturb the peace of neighbors with loud music, drunkenness, ~~any indecent act~~, or any disruptive or unlawful act or behavior including public urination. The Renter and/or guests shall not act in a manner or allow other to act in a manner that will disturb a neighbor's peaceful enjoyment of their premises.
- The Renter and/or guests shall not create or maintain a threat constituting a clear and present danger to the health and safety of others or knowingly permit any other person on the premises to perform any of the above acts. Clear and present danger includes, but is not limited to, physical assault or the possession of a controlled substance unless obtained pursuant to a valid prescription.
- Animals must be kept on a leash. All animal waste must be picked up. Only ADA service animals are allowed inside the Blum House.
- No fireworks or open burning (example: bonfires) are allowed.
- The Renter is responsible for cleanup as outlined in Exhibit B.
- All persons while on the Blum House property shall also be subject to the ordinances of the City of Collinsville and all laws of the State of Illinois and the United States of America.
- The Blum House building and grounds will be inspected by MVLD staff after the rental is completed. If any damage or personal items are found the MVLD will contact the person listed on the rental contract within 48 hours. It is the responsibility of the Renter to reimburse the MVLD in full for damage that results in cost to the MVLD.
- ~~Lift~~-The lift access key must be returned before the key deposit will be refunded. Failure to return key will result in loss of the key deposit, plus the responsibility of the Renter to reimburse the MVLD for any additional costs above and beyond the deposit amount incurred by the MVLD as a result of re-keying the Blum House.
- Failure to follow these rules will cause loss of deposit, bill for damages, and loss of future rentals.

## Exhibit B: Checklists and Cleanup List

- The Blum House kitchen contains two (2) microwaves, one (1) refrigerator, one (1) dishwasher, one (1) electric stove with oven, and three (3) large and one (1) small coffee makers. Renter may use these appliances in accordance with their intended uses and in a reasonable manner.
- The Blum House contains for Renter's use the following types of dinnerware and utensils. Renter is responsible for reimbursing the MVLD for costs associated with replacing lost or broken dinnerware and/or utensils.

Dinner Plates	Forks
Salad Plates	Knives
Dessert Plates	Spoons
Saucers	Glass Creamers
Coffee Cups	Glass Sugar Packet Holders
Stemmed Glasses	Glass Salt & Pepper Shakers

- Located in the Blum House for Renter's use are eight (8) round tables, five (5) rectangular tables, and fifty (50) chairs.
- Other items in the kitchen available for Renter's use are bud vases, pitchers, trays, bowls of various sizes, and an assortment of serving utensils.
- The following Cleanup List must be completed by Renter prior to the end of the rental period.
  - Collect all trash from the premises in trash bags, tie closed the bags, and put bags in trash bin(s) outside the back door. Additional trash bags are located underneath the kitchen sink. **If outdoor trash bin becomes full, please put trash bags into the blue dumpster at the bottom of the hill behind the library.**
  - Wash, dry, and put away all used dishes, utensils, vases, etc.
  - Return tables, chairs, and other furnishings to their original locations.
  - Place all laundry (tablecloths, dish towels, and dishcloths) on the kitchen island.
  - Check that the bathroom toilet is flushed.
  - Close and lock all windows and doors.
  - Set the lift to the highest position, if lift was used.
  - Turn off all lights, including exterior lights.
  - Ensure that the back door is closed and locked behind you upon final exit.

# Memorandum of Understanding

This memorandum of understanding (MOU) is established between the Mississippi Valley Library District ("MVL D") and Collinsville Faith in Action ("CFiA") as a provision for the engagement of CFiA to assist with the MVL D's homebound delivery service. The undersigned parties agree as follows:

- 1. Designated Organization.** The MVL D considers CFiA a designated support organization.
- 2. MVL D Support and Responsibilities.** The MVL D will be the party responsible for vetting homebound delivery service applicants in compliance with its established policies and procedures.

The MVL D will assign homebound delivery service recipients to designated staff members.

MVL D staff will contact homebound delivery service recipients to prepare requested items for delivery and to arrange for item delivery and pickup.

The MVL D will provide training resources for CFiA volunteers and staff to ensure their knowledge of and compliance with applicable MVL D policies and procedures.

In the event that CFiA is unable to provide the needed volunteers to complete a week's delivery service, the MVL D will attempt to deliver the items to homebound delivery service recipients.

- 3. CFiA Support and Responsibilities.** CFiA is responsible for the vetting and training of its volunteers in compliance with its established policies and procedures.

CFiA is solely responsible for ensuring that volunteer drivers maintain adequate and current liability insurance for their vehicles and for resolving any insurance claims that might arise from their volunteers' involvement in the homebound delivery service program. The MVL D will not be held liable for any insurance claims arising from CFiA volunteers' participation in the homebound delivery service program.

CFiA will provide an adequate number of volunteers to deliver MVL D materials to homebound delivery service participants on a weekly basis. In the event that CFiA is unable to provide the needed volunteers to complete a week's delivery service, CFiA will inform the MVL D in a timely manner.

CFiA will utilize appropriate volunteer management resources to ensure efficient and effective volunteer deployment.

CFiA may authorize its volunteers to offer information about its services to homebound delivery service recipients, upon recipients' express permission to receive such information.

- 4. Joint Support and Responsibilities.** In the spirit of providing the best services possible, both parties will provide feedback to each other as needed regarding the implementation of the homebound delivery services, compliance with each others' policies and procedures, and information about homebound delivery service recipients.

Both parties will establish agreed-upon procedures for communicating effectively and efficiently with each other.

Both parties will implement measures to protect the dignity and confidentiality of homebound delivery service recipients.

- 5. Expenses.** The MVLD is responsible for expenses related to its part of the homebound delivery service, including but not limited to payment of staff, reimbursement for lost or damaged items to other libraries, and delivery bags.

CFiA is responsible for expenses related to its part of the homebound delivery service, including but not limited to payment of staff, background checks, and volunteer software fees.

- 6. Liaison.** Each party will designate and make known to each other a liaison for the purposes of coordinating homebound delivery service efforts.
- 7. Effective Date.** This MOU becomes effective upon being signed by the duly authorized representatives of the MVLD and CFiA, and will be in effect until further notice.
- 8. Amendment.** This MOU may be amended upon agreement of both parties. Amendments must be in writing and signed by the duly authorized representatives of the MVLD and CFiA.
- 9. Termination.** This MOU may be terminated in writing with or without cause by either party at any time. Termination is effective thirty (30) days after written notice by the terminating party to the other party, unless both parties agree in writing to terminate the MOU sooner.
- 10. Agents, Employees and Volunteers.** The MVLD may employ such agents and employees as it desires and the MVLD shall have sole responsibility for its agents and employees. CFiA may employ such agents and employees and utilize such volunteers as it desires and CFiA shall have sole responsibility for its agents, employees, and volunteers.

**11. Not a Joint Venture.** The MVLD and CFiA do not undertake a partnership or a joint venture in this or any other agreement. Instead, they will operate as separate legal entities, carrying out responsibilities as specified in this MOU or in other project-specific agreements.

**12. Total Agreement.** The MVLD and CFiA understand and agree that this MOU constitutes the total agreement between them and that any promises, terms, or conditions not recited, incorporated, or referenced herein are not binding upon the MVLD or CFiA.

**13. Additional Agreements.** This MOU outlines the general responsibilities of each party. Notwithstanding the terms of Section 12 TOTAL AGREEMENT, additional agreements may be entered into after this MOU is executed for specific projects or undertakings. These additional agreements may be in the form of letter agreements or may take a more detailed and formal character, but must be consistent with the terms of this MOU. In the event of a conflict, this MOU supersedes the terms and conditions of any future agreement unless the future agreement specifically acknowledges that the future agreement controls such a conflict or this MOU is amended as provided by Section 8 AMENDMENT of this MOU.

**14. Notice.** All notices herein shall be in writing. Delivery of any such notices may be by personal delivery or by U.S. Certified Mail, Return Receipt Requested, to the administrative office address of the MVLD or the administrative office address of CFiA.

**15. Counterparts.** This MOU may be signed in counterparts. Each counterpart shall, for all purposes for which an original of this MOU must be produced or exhibited, be the MOU. All such counterparts constitute one and the same instrument.

The undersigned hereby acknowledge and agree to the foregoing.

**FOR: Mississippi Valley Library District**

_____	_____
Print/Type Name	Title
_____	_____
Signature	Date

**FOR: Collinsville Faith in Action**

_____	_____
Print/Type Name	Title
_____	_____
Signature	Date

## Illinois Public Library Standards: Collection Management

Libraries select, maintain, and provide access to information and materials in a variety of formats for all ages of the community to fulfill their educational, informational, recreational, and cultural needs. Libraries have a policy that addresses the selection and evaluation of materials and their weeding process.

Collections may be expanded beyond the physical boundaries of libraries through resource sharing, cooperative collection management, electronic resources and virtual collections. Libraries are encouraged to enhance their collections by participating in interlibrary loan practices and utilizing digital resources through national, state, regional, and local cooperative programs.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	<p>The library has a Board-approved collection management policy that affirms the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]</p>		
2	<p>The library's budget has a designated budget line item for collection management.</p>	<p>Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.</p>	
3	<p>The library has a process in place for collection management.</p>	<p>The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.</p>	<p>Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.</p>

4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.		
5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.
6	The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	The library regularly reviews the collection to ensure its inclusivity.	The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.
7	The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	The library circulates physical objects and digital tools (a.k.a. "Library of Things").	
8	Materials are cataloged according to standard library practices.	Staff are aware of the importance of culturally sensitive cataloging terminology.	
9	The library has a reconsideration of materials policy and process.		

<b>10</b>	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.
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