



**Tuesday, October 7, 2025**  
**Sterling Public Library Board Meeting at 7:00 PM**

**STERLING PUBLIC LIBRARY BOARD MEETING AGENDA**  
**102 W. 3rd St., Sterling, IL**  
**Community Room**

**1. Meeting Opening**

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- A. Roll Call
- B. Communications

**2. Consent Agenda**

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- A. Approval of Minutes
- B. Approval of Invoices
- C. Approval of Receipts
- D. Cash & Investment Report

**3. Items Removed from the Consent Agenda**

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**4. Business Items**

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- A. Librarian's Report
- B. Circulation Statistics / Story Hour Report
- C. Staff Report

**5. Discussion**

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- A. Discussion Illinois Public Library Standards
- B. Discussion and approval of Bookmobile van design contest
- C. Discussion and approval of new copy machines
- D. Discussion and approval to close December 17, 2025 for all day staff training

**6. Adjourn**

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The City of Sterling in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of this meeting or facilities, contact the ADA Coordinator at (815) 632-6630 to allow the City of Sterling to make reasonable accommodations for these persons.

Library Board of Trustees Minutes  
August 5, 2025

Meeting called to order at 7:05 pm.

Members Present: Ronda Borgmann, Skip Lee, Patti Nice, John Kirchoff, Carol Siefken, Julia Swartley-Atilano, City Council Representative Alan Przysucha, Director Jennifer Slaney.

1. Meeting Opening

A. Call to Order - 7:00 pm

B. Roll Call - Ronda Borgmann, Patti Nice, Carol Siefken, Julia Swartley-Atilano, Skip Lee, John Kirchoff, Jennifer Slaney Library Director

Guest - Abbigail McWilliams

C. Changes/Additions to the Agenda - none

D. Communication/Presentation - none

2. Consent Agenda

A. Approval of Minutes

B. Approval of Bills Payable

C. Approval of Receipts

D. Cash and Investment Report

Motion to approve Consent agenda made by Carol Siefken, 2nd by Julia Atilano, Motion passed by all.

3. Business Items

A. Librarian's Report - as presented

B. Circulation Statistics/ Story Hour Report - as presented

4. Discussion/ Action Items

A. Discussion and approval of bookmobile.

The Bookmobile committee met on July 25<sup>th</sup> to discuss the bids from TechOps and Matthews for the bookmobile. The committee recommended the Board request the City Council to waive the bid process, sign the agreement on behalf of the library purchase a 2026 Ford Transit to be built as Book cart hauler at a cost not to exceed \$250,000 from TechOps Specialty Vehicles.

Motion to approve the Bookmobile Committee's recommendation to approach the City Council made by Skip Lee, Second by John Kirchoff. Motion passed.

B. Discussion on remodeling of Upstairs public restroom.

Director Slaney once again asked the Board if they still wanted to move forward with the remodel of the upstairs bathroom if the State Library did not offer construction grants. The consensus of the Board was to have Willett Hoffman continue moving on designing and cost figures for the bathroom.

The meeting was adjourned at 7:35 p.m.

Respectfully submitted

Jennifer Slaney

Bookmobile Committee Meeting  
Tuesday, Sept 2, 2026  
Community Room  
6 p.m.

Present: Board Members Carol Siefken, Patti Nice, Julia Atilano and Director Jennifer Slaney

Discussion ensued about a contest for design ideas for the book transit van. Consensus of the group:

- Open to students in grades 6<sup>th</sup>-8<sup>th</sup> grades that either attend St. Mary's or Challand Middle school.
- Colors that need to be include Teal, Blue, purple
- Sterling Public Library, phone # and web address needs to be included on the van
- No reference to area schools (Colors or images)
- Contest will run 4 weeks
- Winner will receive a cash award not to exceed \$200
- Decided not to give the students a theme or ideas, wanting to see what they come up with when thinking of the library,

Jenni will locate a drawing of the side of the van to give students a reference point for drawing.

Need to contact TechoOps about what format the drawing needs to be submitted in. Jenni informed the committee that the drawing submitted by the student will be manipulated by the Commercial Design team to fit on the van.

Respectfully Submitted  
Jennifer Slaney



# August 12th, Manual Check Run

Payment Date Range 08/12/25 - 08/12/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 2241 - LIBRARY-GENERAL ACCOUNT</b>										
Department <b>41 - LIBRARY - GENERAL</b>										
Account <b>51100 - MAINT SERVICES-BUILDING</b>										
✓ 2597 - ILLINOIS OFFICE OF THE STATE FIRE MARSHAL	9714648	Boiler Inspection	Paid by Check # 81055		08/12/2025	08/12/2025	08/12/2025		08/12/2025	100.00
								Account <b>51100 - MAINT SERVICES-BUILDING</b> Totals	Invoice Transactions 1	<u>\$100.00</u>
Account <b>55100 - POSTAGE &amp; FREIGHT</b>										
✓ 1360 - PITNEY BOWES INC	7563-JUL25	Postage	Paid by Check # 81061		08/12/2025	08/12/2025	08/12/2025		08/12/2025	201.00
								Account <b>55100 - POSTAGE &amp; FREIGHT</b> Totals	Invoice Transactions 1	<u>\$201.00</u>
Account <b>55200 - TELEPHONE/INTERNET</b>										
✓ 1047 - JENNIFER SLANEY	073125-PHONE	July Telephone	Paid by Check # 81064		08/12/2025	08/12/2025	08/12/2025		08/12/2025	127.26
								Account <b>55200 - TELEPHONE/INTERNET</b> Totals	Invoice Transactions 1	<u>\$127.26</u>
Account <b>59900 - OTHER CONTRACTUAL SERVICES</b>										
✓ 2455 - CARD SERVICE CENTER	8172JUL25	Quick Books/Summer reading program	Paid by Check # 81038		08/12/2025	08/12/2025	08/12/2025		08/12/2025	799.20
								Account <b>59900 - OTHER CONTRACTUAL SERVICES</b> Totals	Invoice Transactions 1	<u>\$799.20</u>
Account <b>65100 - OFFICE SUPPLIES</b>										
✓ 2455 - CARD SERVICE CENTER	8172JUL25	Quick Books/Summer reading program	Paid by Check # 81038		08/12/2025	08/12/2025	08/12/2025		08/12/2025	39.60
								Account <b>65100 - OFFICE SUPPLIES</b> Totals	Invoice Transactions 1	<u>\$39.60</u>
Account <b>67310 - BOOKS</b>										
✓ 2455 - CARD SERVICE CENTER	2277JUL25	Books/Summer Reading/1000 Books	Paid by Check # 81038		08/12/2025	08/12/2025	08/12/2025		08/12/2025	38.07
								Account <b>67310 - BOOKS</b> Totals	Invoice Transactions 1	<u>\$38.07</u>
Account <b>67340 - NON-PRINT BOOKS</b>										
✓ 2853 - MIDWEST TAPE	507545845	Hoopla507545845	Paid by EFT # 139		08/12/2025	08/12/2025	08/12/2025		08/12/2025	4,000.00
								Account <b>67340 - NON-PRINT BOOKS</b> Totals	Invoice Transactions 1	<u>\$4,000.00</u>
Account <b>67420 - SUMMER READING EXPENSES</b>										
✓ 2455 - CARD SERVICE CENTER	8172JUL25	Quick Books/Summer reading program	Paid by Check # 81038		08/12/2025	08/12/2025	08/12/2025		08/12/2025	217.10
2455 - CARD SERVICE CENTER	2277JUL25	Books/Summer Reading/1000 Books	Paid by Check # 81038		08/12/2025	08/12/2025	08/12/2025		08/12/2025	135.00
								Account <b>67420 - SUMMER READING EXPENSES</b> Totals	Invoice Transactions 2	<u>\$352.10</u>
Account <b>67440 - YOUNG ADULT EXPENSES</b>										
2455 - CARD SERVICE CENTER	8172JUL25	Quick Books/Summer reading program	Paid by Check # 81038		08/12/2025	08/12/2025	08/12/2025		08/12/2025	60.00
2455 - CARD SERVICE CENTER	2277JUL25	Books/Summer Reading/1000 Books	Paid by Check # 81038		08/12/2025	08/12/2025	08/12/2025		08/12/2025	45.94
								Account <b>67440 - YOUNG ADULT EXPENSES</b> Totals	Invoice Transactions 2	<u>\$105.94</u>
								Department <b>41 - LIBRARY - GENERAL</b> Totals	Invoice Transactions 11	<u>\$5,763.17</u>
								Fund <b>2241 - LIBRARY-GENERAL ACCOUNT</b> Totals	Invoice Transactions 11	<u>\$5,763.17</u>



# August 12th, Manual Check Run

Payment Date Range 08/12/25 - 08/12/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT</b>										
Account <b>10101 - SAUK VALLEY-A/P &amp; DEPOSITS</b>										
2455 - CARD SERVICE CENTER	8172JUL25	Quick Books/Summer reading program	Paid by Check # 81038		08/12/2025	08/12/2025	08/12/2025		08/12/2025	(120.56)
								Account <b>10101 - SAUK VALLEY-A/P &amp; DEPOSITS</b> Totals	Invoice Transactions 1	<u>(\$120.56)</u>
Account <b>29915 - ACCOUNTS PAYABLE</b>										
2455 - CARD SERVICE CENTER	8172JUL25	Quick Books/Summer reading program	Paid by Check # 81038		08/12/2025	08/12/2025	08/12/2025		08/12/2025	.00
								Account <b>29915 - ACCOUNTS PAYABLE</b> Totals	Invoice Transactions 1	<u>\$0.00</u>



# August 12th, Manual Check Run

Payment Date Range 08/12/25 - 08/12/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT</b>										
Department <b>43 - LIBRARY - PER CAPITA</b>										
Account <b>94900 - MISCELLANEOUS CHARGES</b>										
2455 - CARD SERVICE CENTER	8172JUL25	Quick Books/Summer reading program	Paid by Check # 81038		08/12/2025	08/12/2025	08/12/2025		08/12/2025	120.56
							Account <b>94900 - MISCELLANEOUS CHARGES</b> Totals	Invoice Transactions 1		<u>\$120.56</u>
							Department <b>43 - LIBRARY - PER CAPITA</b> Totals	Invoice Transactions 1		<u>\$120.56</u>
							Fund <b>2243 - LIBRARY-PER CAPITA GRANT ACCOUNT</b> Totals	Invoice Transactions 3		<u>\$0.00</u>
							Grand Totals	Invoice Transactions 14		<u>\$5,763.17</u>



# August 18th, AP Check Run

Payment Date Range 08/18/25 - 08/18/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2241 - LIBRARY-GENERAL ACCOUNT											
Department 41 - LIBRARY - GENERAL											
Account 51100 - MAINT SERVICES-BUILDING											
✓ 2330 - DISTINCTIVE GARDENS, INC.	000228	July services	Paid by Check # 81100		08/18/2025	08/18/2025	08/18/2025		08/18/2025	4,511.25	
✓ 3796 - ELM USA, INC.	78449	August	Paid by Check # 81104		08/18/2025	08/18/2025	08/18/2025		08/18/2025	25.00	
3390 - SAUK VALLEY PEST CONTROL, INC.	19056	July	Paid by Check # 81128		08/18/2025	08/18/2025	08/18/2025		08/18/2025	45.00	
									Account 51100 - MAINT SERVICES-BUILDING Totals	Invoice Transactions 3	<u>\$4,581.25</u>
Account 51200 - MAINT SERVICES-EQUIPMENT											
✓ 1396 - SCHUMACHER ELEVATOR CO	90655994	August	Paid by Check # 81130		08/18/2025	08/18/2025	08/18/2025		08/18/2025	195.70	
									Account 51200 - MAINT SERVICES-EQUIPMENT Totals	Invoice Transactions 1	<u>\$195.70</u>
Account 57100 - GENERAL UTILITIES											
1075 - CITY OF STERLING	283010-001-JUL25	102 W 4TH STREET 6/18/25-7/17/25	Paid by EFT # 147		08/18/2025	08/18/2025	08/18/2025		08/18/2025	83.50	
									Account 57100 - GENERAL UTILITIES Totals	Invoice Transactions 1	<u>\$83.50</u>
Account 65100 - OFFICE SUPPLIES											
✓ 1103 - DEMCO, INC.	7680854	Supplies	Paid by EFT # 148		08/18/2025	08/18/2025	08/18/2025		08/18/2025	302.79	
✓ 1371 - QUILL LLC	45203815	Coffee/pens/trash bags	Paid by EFT # 161		08/18/2025	08/18/2025	08/18/2025		08/18/2025	204.64	
1371 - QUILL LLC	45065755	Cash register paper	Paid by EFT # 161		08/18/2025	08/18/2025	08/18/2025		08/18/2025	44.34	
1394 - SBM INC	INV638456	3 cases copy paper	Paid by EFT # 164		08/18/2025	08/18/2025	08/18/2025		08/18/2025	143.97	
✓ 1394 - SBM INC	IN639256	Downstairs	Paid by EFT # 164		08/18/2025	08/18/2025	08/18/2025		08/18/2025	418.56	
✓ 1394 - SBM INC	INV639257	Upstairs	Paid by EFT # 164		08/18/2025	08/18/2025	08/18/2025		08/18/2025	238.27	
									Account 65100 - OFFICE SUPPLIES Totals	Invoice Transactions 6	<u>\$1,352.57</u>
Account 65400 - JANITORIAL SUPPLIES											
✓ 1371 - QUILL LLC	45203815	Coffee/pens/trash bags	Paid by EFT # 161		08/18/2025	08/18/2025	08/18/2025		08/18/2025	131.62	
									Account 65400 - JANITORIAL SUPPLIES Totals	Invoice Transactions 1	<u>\$131.62</u>
Account 67310 - BOOKS											
✓ 1027 - BAKER & TAYLOR BOOKS	2039220758	Books	Paid by Check # 81072		08/18/2025	08/18/2025	08/18/2025		08/18/2025	250.46	
✓ 1027 - BAKER & TAYLOR BOOKS	0003316999	Credit00316999	Paid by Check # 81072		08/18/2025	08/18/2025	08/18/2025		08/18/2025	(38.18)	
1027 - BAKER & TAYLOR BOOKS	2039211809	Books	Paid by Check # 81072		08/18/2025	08/18/2025	08/18/2025		08/18/2025	194.48	
✓ 3130 - CHILDREN'S PLUS INC.	264065	Books	Paid by EFT # 146		08/18/2025	08/18/2025	08/18/2025		08/18/2025	21.21	



# August 18th, AP Check Run

Payment Date Range 08/18/25 - 08/18/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 2241 - LIBRARY-GENERAL ACCOUNT</b>											
Department <b>41 - LIBRARY - GENERAL</b>											
Account <b>67310 - BOOKS</b>											
✓ 3130 - CHILDREN'S PLUS INC.	264426	Books	Paid by EFT # 146		08/18/2025	08/18/2025	08/18/2025		08/18/2025	74.93	
									Account <b>67310 - BOOKS</b> Totals	Invoice Transactions 5	<u>\$502.90</u>
Account <b>67330 - AUDIO/VISUAL</b>											
2853 - MIDWEST TAPE	507507216	DVDs/CDBOT	Paid by EFT # 158		08/18/2025	08/18/2025	08/18/2025		08/18/2025	67.88	
✓ 2853 - MIDWEST TAPE	507550662	DVD	Paid by EFT # 158		08/18/2025	08/18/2025	08/18/2025		08/18/2025	26.99	
									Account <b>67330 - AUDIO/VISUAL</b> Totals	Invoice Transactions 2	<u>\$94.87</u>
Account <b>67340 - NON-PRINT BOOKS</b>											
2853 - MIDWEST TAPE	507507216	DVDs/CDBOT	Paid by EFT # 158		08/18/2025	08/18/2025	08/18/2025		08/18/2025	42.99	
✓ 2853 - MIDWEST TAPE	507550660	CDBOT	Paid by EFT # 158		08/18/2025	08/18/2025	08/18/2025		08/18/2025	52.99	
									Account <b>67340 - NON-PRINT BOOKS</b> Totals	Invoice Transactions 2	<u>\$95.98</u>
Account <b>67440 - YOUNG ADULT EXPENSES</b>											
✓ 1341 - NIEMANN FOODS INC.	2498068	Lock-in	Paid by Check # 81123		08/18/2025	08/18/2025	08/18/2025		08/18/2025	54.25	
									Account <b>67440 - YOUNG ADULT EXPENSES</b> Totals	Invoice Transactions 1	<u>\$54.25</u>
									Department <b>41 - LIBRARY - GENERAL</b> Totals	Invoice Transactions 22	<u>\$7,092.64</u>
									Fund <b>2241 - LIBRARY-GENERAL ACCOUNT</b> Totals	Invoice Transactions 22	<u>\$7,092.64</u>



# August 18th, AP Check Run

Payment Date Range 08/18/25 - 08/18/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT											
Department 43 - LIBRARY - PER CAPITA											
Account 94900 - MISCELLANEOUS CHARGES											
✓ 3598 - RAILS	15012	Find More Illinois			08/18/2025	08/18/2025	08/18/2025		08/18/2025	1,000.00	
			Paid by EFT #								
			162								
			Account 94900 - MISCELLANEOUS CHARGES Totals					Invoice Transactions	1		\$1,000.00
			Department 43 - LIBRARY - PER CAPITA Totals					Invoice Transactions	1		\$1,000.00
			Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals					Invoice Transactions	3		\$0.00
			Grand Totals					Invoice Transactions	25		\$7,092.64



# August 19th-August 26 Manual Check Run

Payment Date Range 08/19/25 - 08/26/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 2241 - LIBRARY-GENERAL ACCOUNT</b>											
Department 41 - LIBRARY - GENERAL											
Account 55200 - TELEPHONE/INTERNET											
✓ 4700 - STRATUS NETWORKS, INC.	234314	Phone August	Paid by EFT # 175		08/19/2025	08/19/2025	08/19/2025		08/19/2025	701.07	
									Account 55200 - TELEPHONE/INTERNET Totals	Invoice Transactions 1	<u>\$701.07</u>
Account 57100 - GENERAL UTILITIES											
✓ 1254 - IL AMERICAN WATER CO	10001421513JU L25	102 W 4TH STREET 7/10/25-8/4/25	Paid by Check # 81194		08/26/2025	08/26/2025	08/26/2025		08/26/2025	102.41	
									Account 57100 - GENERAL UTILITIES Totals	Invoice Transactions 1	<u>\$102.41</u>
Account 67410 - DONATED FUNDS/EXPENSES											
✓ 4853 - CONSTANCE DORATHY	072825	Spanish class refund	Paid by Check # 81146		08/19/2025	08/19/2025	08/19/2025		08/19/2025	75.00	
✓ 4855 - GORDON MARSH	080825	Spanish class refund	Paid by Check # 81156		08/19/2025	08/19/2025	08/19/2025		08/19/2025	75.00	
✓ 4852 - MERCEDES SANCHEZ	081125	Spanish class refund	Paid by Check # 81160		08/19/2025	08/19/2025	08/19/2025		08/19/2025	75.00	
✓ 4854 - BRANDI WILLEY	080825	Spanish class refund	Paid by Check # 81165		08/19/2025	08/19/2025	08/19/2025		08/19/2025	75.00	
✓ 3713 - GR8 SOLUTIONS, CORP.	84500	Database	Paid by Check # 81191		08/26/2025	08/26/2025	08/26/2025		08/26/2025	4,367.00	
									Account 67410 - DONATED FUNDS/EXPENSES Totals	Invoice Transactions 5	<u>\$4,667.00</u>
									Department 41 - LIBRARY - GENERAL Totals	Invoice Transactions 7	<u>\$5,470.48</u>
									Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals	Invoice Transactions 7	<u>\$5,470.48</u>



# August 19th-August 26 Manual Check Run

Payment Date Range 08/19/25 - 08/26/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT										
Department 43 - LIBRARY - PER CAPITA										
Account 94900 - MISCELLANEOUS CHARGES										
✓ 3713 - GR8 SOLUTIONS, CORP.	84500	Database	Paid by Check # 81191		08/26/2025	08/26/2025	08/26/2025		08/26/2025	4,367.00
							Account 94900 - MISCELLANEOUS CHARGES Totals		Invoice Transactions 1	<u>\$4,367.00</u>
							Department 43 - LIBRARY - PER CAPITA Totals		Invoice Transactions 1	<u>\$4,367.00</u>
							Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals		Invoice Transactions 3	<u>\$0.00</u>
							Grand Totals		Invoice Transactions 10	<u>\$5,470.48</u>



# September 1st, 2025 AP Check Run

Payment Date Range 09/01/25 - 09/01/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 2241 - LIBRARY-GENERAL ACCOUNT</b>											
Department <b>41 - LIBRARY - GENERAL</b>											
Account <b>51200 - MAINT SERVICES-EQUIPMENT</b>											
✓ 4679 - SMIOTA INC.	13278	Annual Renewal for lockers	Paid by Check # 81243		09/01/2025	09/01/2025	09/01/2025		09/01/2025	1,428.00	
									Account <b>51200 - MAINT SERVICES-EQUIPMENT</b> Totals	Invoice Transactions 1	<u>\$1,428.00</u>
Account <b>67310 - BOOKS</b>											
✓ 1027 - BAKER & TAYLOR BOOKS	2039242725	Books	Paid by Check # 81216		09/01/2025	09/01/2025	09/01/2025		09/01/2025	345.26	
1027 - BAKER & TAYLOR BOOKS	2039255481	Books	Paid by Check # 81216		09/01/2025	09/01/2025	09/01/2025		09/01/2025	245.70	
✓ 3130 - CHILDREN'S PLUS INC.	264562	Books	Paid by EFT # 193		09/01/2025	09/01/2025	09/01/2025		09/01/2025	25.22	
									Account <b>67310 - BOOKS</b> Totals	Invoice Transactions 3	<u>\$616.18</u>
Account <b>67330 - AUDIO/VISUAL</b>											
✓ 2853 - MIDWEST TAPE	507614686	DVD/CDBOT	Paid by EFT # 202		09/01/2025	09/01/2025	09/01/2025		09/01/2025	148.15	
✓ 2853 - MIDWEST TAPE	507614688	DVD	Paid by EFT # 202		09/01/2025	09/01/2025	09/01/2025		09/01/2025	26.99	
✓ 2853 - MIDWEST TAPE	507583640	DVD/CDBOT	Paid by EFT # 202		09/01/2025	09/01/2025	09/01/2025		09/01/2025	24.74	
									Account <b>67330 - AUDIO/VISUAL</b> Totals	Invoice Transactions 3	<u>\$199.88</u>
Account <b>67340 - NON-PRINT BOOKS</b>											
✓ 2853 - MIDWEST TAPE	507614686	DVD/CDBOT	Paid by EFT # 202		09/01/2025	09/01/2025	09/01/2025		09/01/2025	35.99	
✓ 2853 - MIDWEST TAPE	507583640	DVD/CDBOT	Paid by EFT # 202		09/01/2025	09/01/2025	09/01/2025		09/01/2025	44.99	
									Account <b>67340 - NON-PRINT BOOKS</b> Totals	Invoice Transactions 2	<u>\$80.98</u>
									Department <b>41 - LIBRARY - GENERAL</b> Totals	Invoice Transactions 9	<u>\$2,325.04</u>
									Fund <b>2241 - LIBRARY-GENERAL ACCOUNT</b> Totals	Invoice Transactions 9	<u>\$2,325.04</u>



# September 1st, 2025 AP Check Run

Payment Date Range 09/01/25 - 09/01/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>2243 - LIBRARY-PER CAPITA GRANT ACCOUNT</b>										
Department <b>43 - LIBRARY - PER CAPITA</b>										
Account <b>94900 - MISCELLANEOUS CHARGES</b>										
✓ 1027 - BAKER & TAYLOR BOOKS	2039232704	Books	Paid by Check		09/01/2025	09/01/2025	09/01/2025		09/01/2025	305.44
			# 81216							
✓ 1027 - BAKER & TAYLOR BOOKS	2039247740	Books	Paid by Check		09/01/2025	09/01/2025	09/01/2025		09/01/2025	52.57
			# 81216							
Account <b>94900 - MISCELLANEOUS CHARGES</b> Totals							Invoice Transactions	2		<u>\$358.01</u>
Department <b>43 - LIBRARY - PER CAPITA</b> Totals							Invoice Transactions	2		<u>\$358.01</u>
Fund <b>2243 - LIBRARY-PER CAPITA GRANT ACCOUNT</b> Totals							Invoice Transactions	6		<u>\$0.00</u>



# September 1st, 2025 AP Check Run

Payment Date Range 09/01/25 - 09/01/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2247 - LIBRARY-GRAY TRUST ACCOUNT										
Department 47 - LIBRARY - GRAY TRUST										
Account 94900 - MISCELLANEOUS CHARGES										
✓ 1317 - CAVENDISH SQUARE	CAL353032I	Cultures of the world	Paid by Check # 81221		09/01/2025	09/01/2025	09/01/2025		09/01/2025	186.03
Account 94900 - MISCELLANEOUS CHARGES Totals								Invoice Transactions	1	<u>\$186.03</u>
Department 47 - LIBRARY - GRAY TRUST Totals								Invoice Transactions	1	<u>\$186.03</u>
Fund 2247 - LIBRARY-GRAY TRUST ACCOUNT Totals								Invoice Transactions	1	<u>\$186.03</u>
Grand Totals								Invoice Transactions	16	<u>\$2,511.07</u>



# September 9th Manual Check Run

Payment Date Range 09/09/25 - 09/09/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 2241 - LIBRARY-GENERAL ACCOUNT</b>											
Department <b>41 - LIBRARY - GENERAL</b>											
Account <b>51200 - MAINT SERVICES-EQUIPMENT</b>											
2455 - CARD SERVICE CENTER	2277-AUG25	Domain/ABOS/Books/	Paid by Check # 81282		09/09/2025	09/09/2025	09/09/2025		09/09/2025	66.18	
									Account <b>51200 - MAINT SERVICES-EQUIPMENT</b> Totals	Invoice Transactions 1	<u>\$66.18</u>
Account <b>56200 - TRAVEL &amp; TRAINING EXPENSE</b>											
2455 - CARD SERVICE CENTER	8172-AUG25	ILA/SRP	Paid by Check # 81282		09/09/2025	09/09/2025	09/09/2025		09/09/2025	912.99	
2455 - CARD SERVICE CENTER	2277-AUG25	Domain/ABOS/Books/	Paid by Check # 81282		09/09/2025	09/09/2025	09/09/2025		09/09/2025	475.00	
									Account <b>56200 - TRAVEL &amp; TRAINING EXPENSE</b> Totals	Invoice Transactions 2	<u>\$1,387.99</u>
Account <b>67310 - BOOKS</b>											
2455 - CARD SERVICE CENTER	2277-AUG25	Domain/ABOS/Books/	Paid by Check # 81282		09/09/2025	09/09/2025	09/09/2025		09/09/2025	47.36	
									Account <b>67310 - BOOKS</b> Totals	Invoice Transactions 1	<u>\$47.36</u>
Account <b>67410 - DONATED FUNDS/EXPENSES</b>											
2455 - CARD SERVICE CENTER	8172-AUG25	ILA/SRP	Paid by Check # 81282		09/09/2025	09/09/2025	09/09/2025		09/09/2025	120.00	
2455 - CARD SERVICE CENTER	2277-AUG25	Domain/ABOS/Books/	Paid by Check # 81282		09/09/2025	09/09/2025	09/09/2025		09/09/2025	21.66	
									Account <b>67410 - DONATED FUNDS/EXPENSES</b> Totals	Invoice Transactions 2	<u>\$141.66</u>
Account <b>67420 - SUMMER READING EXPENSES</b>											
2455 - CARD SERVICE CENTER	8172-AUG25	ILA/SRP	Paid by Check # 81282		09/09/2025	09/09/2025	09/09/2025		09/09/2025	30.95	
									Account <b>67420 - SUMMER READING EXPENSES</b> Totals	Invoice Transactions 1	<u>\$30.95</u>
Account <b>67440 - YOUNG ADULT EXPENSES</b>											
2455 - CARD SERVICE CENTER	8172-AUG25	ILA/SRP	Paid by Check # 81282		09/09/2025	09/09/2025	09/09/2025		09/09/2025	67.34	
2455 - CARD SERVICE CENTER	2277-AUG25	Domain/ABOS/Books/	Paid by Check # 81282		09/09/2025	09/09/2025	09/09/2025		09/09/2025	73.54	
									Account <b>67440 - YOUNG ADULT EXPENSES</b> Totals	Invoice Transactions 2	<u>\$140.88</u>
Account <b>82000 - BUILDING</b>											
1369 - QUALITY CLEANING SERVICE, CORP.	090625	Picture Bk Rm/Caregie Section upstairs	Paid by Check # 81290		09/09/2025	09/09/2025	09/09/2025		09/09/2025	2,377.76	
									Account <b>82000 - BUILDING</b> Totals	Invoice Transactions 1	<u>\$2,377.76</u>
									Department <b>41 - LIBRARY - GENERAL</b> Totals	Invoice Transactions 10	<u>\$4,192.78</u>
									Fund <b>2241 - LIBRARY-GENERAL ACCOUNT</b> Totals	Invoice Transactions 10	<u>\$4,192.78</u>
									Grand Totals	Invoice Transactions 10	<u>\$4,192.78</u>



# September 15th AP Check Run

Payment Date Range 09/15/25 - 09/15/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 2241 - LIBRARY-GENERAL ACCOUNT</b>										
Department <b>41 - LIBRARY - GENERAL</b>										
Account <b>51100 - MAINT SERVICES-BUILDING</b>										
2330 - DISTINCTIVE GARDENS, INC.	000255	August	Paid by Check # 81330		09/15/2025	09/15/2025	09/15/2025		09/15/2025	1,765.00
3390 - SAUK VALLEY PEST CONTROL, INC.	19318	19318	Paid by Check # 81356		09/15/2025	09/15/2025	09/15/2025		09/15/2025	45.00
								Account <b>51100 - MAINT SERVICES-BUILDING</b> Totals	Invoice Transactions 2	<u>\$1,810.00</u>
Account <b>51200 - MAINT SERVICES-EQUIPMENT</b>										
1396 - SCHUMACHER ELEVATOR CO	90658697	Sept	Paid by Check # 81357		09/15/2025	09/15/2025	09/15/2025		09/15/2025	195.70
								Account <b>51200 - MAINT SERVICES-EQUIPMENT</b> Totals	Invoice Transactions 1	<u>\$195.70</u>
Account <b>55200 - TELEPHONE/INTERNET</b>										
4700 - STRATUS NETWORKS, INC.	236368	September	Paid by EFT # 247		09/15/2025	09/15/2025	09/15/2025		09/15/2025	711.66
								Account <b>55200 - TELEPHONE/INTERNET</b> Totals	Invoice Transactions 1	<u>\$711.66</u>
Account <b>57100 - GENERAL UTILITIES</b>										
1075 - CITY OF STERLING	283010-0825	102 W 4TH STREET 7/18/25-8/17/25	Paid by EFT # 223		09/15/2025	09/15/2025	09/15/2025		09/15/2025	59.50
								Account <b>57100 - GENERAL UTILITIES</b> Totals	Invoice Transactions 1	<u>\$59.50</u>
Account <b>61100 - MAINT SUPPLIES-BUILDING</b>										
1324 - MENARDS	15570	Toilet seat	Paid by EFT # 233		09/15/2025	09/15/2025	09/15/2025		09/15/2025	18.99
								Account <b>61100 - MAINT SUPPLIES-BUILDING</b> Totals	Invoice Transactions 1	<u>\$18.99</u>
Account <b>65100 - OFFICE SUPPLIES</b>										
1371 - QUILL LLC	45513848	Paper towels/Card stock/coffee	Paid by EFT # 240		09/15/2025	09/15/2025	09/15/2025		09/15/2025	79.02
								Account <b>65100 - OFFICE SUPPLIES</b> Totals	Invoice Transactions 1	<u>\$79.02</u>
Account <b>65400 - JANITORIAL SUPPLIES</b>										
1324 - MENARDS	15927	Febreze	Paid by EFT # 233		09/15/2025	09/15/2025	09/15/2025		09/15/2025	18.67
1371 - QUILL LLC	45513848	Paper towels/Card stock/coffee	Paid by EFT # 240		09/15/2025	09/15/2025	09/15/2025		09/15/2025	223.98
								Account <b>65400 - JANITORIAL SUPPLIES</b> Totals	Invoice Transactions 2	<u>\$242.65</u>
Account <b>67330 - AUDIO/VISUAL</b>										
2853 - MIDWEST TAPE	507646858	CDBOT/DVD	Paid by EFT # 235		09/15/2025	09/15/2025	09/15/2025		09/15/2025	123.41
2853 - MIDWEST TAPE	507669200	DVD/CDBOT	Paid by EFT # 235		09/15/2025	09/15/2025	09/15/2025		09/15/2025	128.20
								Account <b>67330 - AUDIO/VISUAL</b> Totals	Invoice Transactions 2	<u>\$251.61</u>
Account <b>67340 - NON-PRINT BOOKS</b>										
2853 - MIDWEST TAPE	507646858	CDBOT/DVD	Paid by EFT # 235		09/15/2025	09/15/2025	09/15/2025		09/15/2025	42.99



# September 15th AP Check Run

Payment Date Range 09/15/25 - 09/15/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>2241 - LIBRARY-GENERAL ACCOUNT</b>										
Department <b>41 - LIBRARY - GENERAL</b>										
Account <b>67340 - NON-PRINT BOOKS</b>										
2853 - MIDWEST TAPE	507669200	DVD/CDBOT	Paid by EFT # 235		09/15/2025	09/15/2025	09/15/2025		09/15/2025	39.99
							Account <b>67340 - NON-PRINT BOOKS</b> Totals	Invoice Transactions 2	<u>\$82.98</u>	
							Department <b>41 - LIBRARY - GENERAL</b> Totals	Invoice Transactions 13	<u>\$3,452.11</u>	
							Fund <b>2241 - LIBRARY-GENERAL ACCOUNT</b> Totals	Invoice Transactions 13	<u>\$3,452.11</u>	



# September 15th AP Check Run

Payment Date Range 09/15/25 - 09/15/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>2243 - LIBRARY-PER CAPITA GRANT ACCOUNT</b>										
Department <b>43 - LIBRARY - PER CAPITA</b>										
Account <b>94900 - MISCELLANEOUS CHARGES</b>										
1027 - BAKER & TAYLOR BOOKS	2039266722	Books	Paid by EFT # 220		09/15/2025	09/15/2025	09/15/2025		09/15/2025	203.41
1027 - BAKER & TAYLOR BOOKS	2039265588	Books	Paid by EFT # 220		09/15/2025	09/15/2025	09/15/2025		09/15/2025	191.44
3130 - CHILDREN'S PLUS INC.	265192	Books	Paid by EFT # 222		09/15/2025	09/15/2025	09/15/2025		09/15/2025	127.04
Account <b>94900 - MISCELLANEOUS CHARGES</b> Totals							Invoice Transactions	3		<u>\$521.89</u>
Department <b>43 - LIBRARY - PER CAPITA</b> Totals							Invoice Transactions	3		<u>\$521.89</u>
Fund <b>2243 - LIBRARY-PER CAPITA GRANT ACCOUNT</b> Totals							Invoice Transactions	9		<u>\$0.00</u>
Grand Totals							Invoice Transactions	22		<u>\$3,452.11</u>



# September 23rd, Manual Check Run

G/L Date Range 09/23/25 - 09/23/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 2241 - LIBRARY-GENERAL ACCOUNT</b>										
Department <b>41 - LIBRARY - GENERAL</b>										
Account <b>57100 - GENERAL UTILITIES</b>										
1254 - IL AMERICAN WATER CO	10001421513A UG25	102 W 4TH ST 8/8/25- 9/5/25	Paid by Check # 81398		09/23/2025	09/23/2025	09/23/2025		09/23/2025	84.99
							Account <b>57100 - GENERAL UTILITIES</b> Totals	Invoice Transactions 1		<u>\$84.99</u>
							Department <b>41 - LIBRARY - GENERAL</b> Totals	Invoice Transactions 1		<u>\$84.99</u>
							Fund <b>2241 - LIBRARY-GENERAL ACCOUNT</b> Totals	Invoice Transactions 1		<u>\$84.99</u>
							Grand Totals	Invoice Transactions 1		<u>\$84.99</u>



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 09/30/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2241 - LIBRARY-GENERAL ACCOUNT</b>									
Department	<b>41 - LIBRARY - GENERAL</b>									
	<b>EXPENSE</b>									
41100	SALARIES-REGULAR	247,926.00	.00	247,926.00	19,212.10	.00	105,046.69	142,879.31	42	98,471.91
41200	SALARIES-TEMP/PARTTIME	157,455.00	.00	157,455.00	7,427.26	.00	51,554.36	105,900.64	33	45,883.22
45100	HEALTH INSURANCE	55,000.00	.00	55,000.00	.00	.00	25,850.00	29,150.00	47	25,850.00
45600	WORKER'S COMPENSATION	1,850.00	.00	1,850.00	.00	.00	1,776.10	73.90	96	1,762.58
51100	MAINT SERVICES-BUILDING	18,000.00	.00	18,000.00	1,810.00	373.00	15,207.48	2,419.52	87	10,394.67
51200	MAINT SERVICES-EQUIPMENT	16,000.00	.00	16,000.00	1,847.47	.00	4,756.28	11,243.72	30	9,559.35
52900	MAINT SERVICES - OTHER	16,800.00	.00	16,800.00	1,200.00	.00	4,950.00	11,850.00	29	5,250.00
53100	ACCOUNTING SERVICE	2,300.00	.00	2,300.00	.00	.00	1,150.00	1,150.00	50	1,150.00
54900	OTHER PROFESSIONAL SERVICE	11,000.00	.00	11,000.00	.00	.00	1,897.30	9,102.70	17	2,030.03
55100	POSTAGE & FREIGHT	2,000.00	.00	2,000.00	.00	.00	529.73	1,470.27	26	566.04
55200	TELEPHONE/INTERNET	10,225.00	.00	10,225.00	838.92	.00	4,179.56	6,045.44	41	4,037.54
55400	PRINTING	500.00	.00	500.00	.00	.00	.00	500.00	0	287.00
56100	DUES	900.00	.00	900.00	.00	.00	169.00	731.00	19	120.00
56200	TRAVEL & TRAINING EXPENSE	3,500.00	.00	3,500.00	1,536.24	.00	1,625.38	1,874.62	46	968.22
57100	GENERAL UTILITIES	2,000.00	.00	2,000.00	144.49	.00	573.48	1,426.52	29	343.32
58200	GENERAL INSURANCE	40,000.00	.00	40,000.00	.00	.00	36,190.38	3,809.62	90	35,918.31
59900	OTHER CONTRACTUAL SERVICES	14,000.00	.00	14,000.00	4,082.86	.00	6,212.27	7,787.73	44	1,031.48
61100	MAINT SUPPLIES-BUILDING	3,000.00	.00	3,000.00	18.99	27.66	502.94	2,469.40	18	1,005.33
65100	OFFICE SUPPLIES	15,000.00	.00	15,000.00	79.02	616.22	6,647.11	7,736.67	48	5,535.61
65400	JANITORIAL SUPPLIES	3,000.00	.00	3,000.00	242.65	129.89	1,292.16	1,577.95	47	1,123.39
66800	BANK EXPENSE	500.00	.00	500.00	52.56	.00	249.35	250.65	50	212.64
67310	BOOKS	37,000.00	.00	37,000.00	663.54	.00	15,180.76	21,819.24	41	15,148.03
67320	PERIODICALS	4,000.00	.00	4,000.00	49.00	44.00	670.00	3,286.00	18	663.00
67330	AUDIO/VISUAL	4,000.00	.00	4,000.00	451.49	306.49	1,187.40	2,506.11	37	537.46
67340	NON-PRINT BOOKS	15,000.00	.00	15,000.00	163.96	283.94	5,019.76	9,696.30	35	623.87
67410	DONATED FUNDS/EXPENSES	27,000.00	.00	27,000.00	66.66	122,191.79	4,871.01	(100,062.80)	471	8,800.52
67420	SUMMER READING EXPENSES	2,000.00	.00	2,000.00	30.95	.00	1,804.20	195.80	90	721.34
67440	YOUNG ADULT EXPENSES	500.00	.00	500.00	140.88	.00	628.88	(128.88)	126	41.08
82000	BUILDING	20,000.00	.00	20,000.00	2,377.76	.00	6,607.89	13,392.11	33	4,010.00
83000	EQUIPMENT	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
	<b>EXPENSE TOTALS</b>	<b>\$750,456.00</b>	<b>\$0.00</b>	<b>\$750,456.00</b>	<b>\$42,436.80</b>	<b>\$123,972.99</b>	<b>\$306,329.47</b>	<b>\$320,153.54</b>	<b>57%</b>	<b>\$282,045.94</b>
	Department <b>41 - LIBRARY - GENERAL</b> Totals	<b>(\$750,456.00)</b>	<b>\$0.00</b>	<b>(\$750,456.00)</b>	<b>(\$42,436.80)</b>	<b>(\$123,972.99)</b>	<b>(\$306,329.47)</b>	<b>(\$320,153.54)</b>	<b>57%</b>	<b>(\$282,045.94)</b>
	Fund <b>2241 - LIBRARY-GENERAL ACCOUNT</b> Totals	<b>\$750,456.00</b>	<b>\$0.00</b>	<b>\$750,456.00</b>	<b>\$42,436.80</b>	<b>\$123,972.99</b>	<b>\$306,329.47</b>	<b>\$320,153.54</b>		<b>\$282,045.94</b>



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 09/30/25

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 2243	<b>LIBRARY-PER CAPITA GRANT ACCOUNT</b>									
Department 43	<b>LIBRARY - PER CAPITA EXPENSE</b>									
94900	MISCELLANEOUS CHARGES	21,776.00	.00	21,776.00	879.90	344.18	12,305.49	9,126.33	58	14,924.01
	<b>EXPENSE TOTALS</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>\$879.90</b>	<b>\$344.18</b>	<b>\$12,305.49</b>	<b>\$9,126.33</b>	<b>58%</b>	<b>\$14,924.01</b>
Department 43	<b>LIBRARY - PER CAPITA Totals</b>	<b>(\$21,776.00)</b>	<b>\$0.00</b>	<b>(\$21,776.00)</b>	<b>(\$879.90)</b>	<b>(\$344.18)</b>	<b>(\$12,305.49)</b>	<b>(\$9,126.33)</b>	<b>58%</b>	<b>(\$14,924.01)</b>
Fund 2243	<b>LIBRARY-PER CAPITA GRANT ACCOUNT Totals</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>\$879.90</b>	<b>\$344.18</b>	<b>\$12,305.49</b>	<b>\$9,126.33</b>		<b>\$14,924.01</b>



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 09/30/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2247 - LIBRARY-GRAY TRUST ACCOUNT</b>									
Department	<b>47 - LIBRARY - GRAY TRUST</b>									
	<b>EXPENSE</b>									
66800	BANK EXPENSE	500.00	.00	500.00	.00	.00	196.68	303.32	39	218.35
94900	MISCELLANEOUS CHARGES	20,000.00	.00	20,000.00	186.03	2,525.83	7,629.14	9,845.03	51	17,792.06
	<b>EXPENSE TOTALS</b>	<b>\$20,500.00</b>	<b>\$0.00</b>	<b>\$20,500.00</b>	<b>\$186.03</b>	<b>\$2,525.83</b>	<b>\$7,825.82</b>	<b>\$10,148.35</b>	<b>50%</b>	<b>\$18,010.41</b>
	Department <b>47 - LIBRARY - GRAY TRUST</b> Totals	<b>(\$20,500.00)</b>	<b>\$0.00</b>	<b>(\$20,500.00)</b>	<b>(\$186.03)</b>	<b>(\$2,525.83)</b>	<b>(\$7,825.82)</b>	<b>(\$10,148.35)</b>	<b>50%</b>	<b>(\$18,010.41)</b>
Fund	<b>2247 - LIBRARY-GRAY TRUST ACCOUNT</b> Totals	<b>\$20,500.00</b>	<b>\$0.00</b>	<b>\$20,500.00</b>	<b>\$186.03</b>	<b>\$2,525.83</b>	<b>\$7,825.82</b>	<b>\$10,148.35</b>		<b>\$18,010.41</b>



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 09/30/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2248 - LIBRARY-LSTA/OTHER STATE GRANTS</b>									
Department	<b>48 - LIBRARY - LSTA</b>									
	EXPENSE									
83000	EQUIPMENT	.00	.00	.00	.00	.00	498.99	(498.99)	+++	4,094.67
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$498.99	(\$498.99)	+++	\$4,094.67
	Department <b>48 - LIBRARY - LSTA</b> Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$498.99)	\$498.99	+++	(\$4,094.67)
Fund	<b>2248 - LIBRARY-LSTA/OTHER STATE GRANTS</b> Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$498.99	(\$498.99)		\$4,094.67



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 09/30/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2249 - LIBRARY-BUILDING PROJECT</b>									
Department	<b>49 - LIBRARY-BUILDING</b>									
	EXPENSE									
99910	CAPITAL PROJECT EXPENSE	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
	<b>EXPENSE TOTALS</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>0%</b>	<b>\$0.00</b>
	Department <b>49 - LIBRARY-BUILDING</b> Totals	<b>(\$30,000.00)</b>	<b>\$0.00</b>	<b>(\$30,000.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$30,000.00)</b>	<b>0%</b>	<b>\$0.00</b>
Fund	<b>2249 - LIBRARY-BUILDING PROJECT</b> Totals	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>		<b>\$0.00</b>



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 09/30/25

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2250 - LIBRARY - RRLC FUND</b>									
Department	<b>50 - LIBRARY - RRLC FUND</b>									
	<b>EXPENSE</b>									
54900	OTHER PROFESSIONAL SERVICE	30,000.00	.00	30,000.00	20,682.69	.00	47,432.76	(17,432.76)	158	16,991.50
94920	OTHER GRANTS	59,000.00	.00	59,000.00	17,852.49	.00	23,829.49	35,170.51	40	54,569.78
	<b>EXPENSE TOTALS</b>	<b>\$89,000.00</b>	<b>\$0.00</b>	<b>\$89,000.00</b>	<b>\$38,535.18</b>	<b>\$0.00</b>	<b>\$71,262.25</b>	<b>\$17,737.75</b>	<b>80%</b>	<b>\$71,561.28</b>
Department	<b>50 - LIBRARY - RRLC FUND Totals</b>	<b>(\$89,000.00)</b>	<b>\$0.00</b>	<b>(\$89,000.00)</b>	<b>(\$38,535.18)</b>	<b>\$0.00</b>	<b>(\$71,262.25)</b>	<b>(\$17,737.75)</b>	<b>80%</b>	<b>(\$71,561.28)</b>
Fund	<b>2250 - LIBRARY - RRLC FUND Totals</b>	<b>\$89,000.00</b>	<b>\$0.00</b>	<b>\$89,000.00</b>	<b>\$38,535.18</b>	<b>\$0.00</b>	<b>\$71,262.25</b>	<b>\$17,737.75</b>		<b>\$71,561.28</b>
	<b>Grand Totals</b>	<b>\$911,732.00</b>	<b>\$0.00</b>	<b>\$911,732.00</b>	<b>\$82,037.91</b>	<b>\$126,843.00</b>	<b>\$398,222.02</b>	<b>\$386,666.98</b>		<b>\$390,636.31</b>



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 09/30/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund <b>2241 - LIBRARY-GENERAL ACCOUNT</b>										
Department <b>00 - REVENUE</b>										
REVENUE										
31110	CORPORATE TAXES	461,618.00	.00	461,618.00	.00	.00	293,341.64	168,276.36	64	403,036.00
31120	FIRE PROTECTION/LIBRARY BLDG	41,965.00	.00	41,965.00	.00	.00	26,776.31	15,188.69	64	36,709.95
31180	TORT & LIABILITY TAX	44,135.00	.00	44,135.00	.00	.00	32,131.41	12,003.59	73	45,805.67
34200	STATE REPLACEMENT TAX	120,450.00	.00	120,450.00	.00	.00	49,197.51	71,252.49	41	64,882.38
35300	LIBRARY FINES	900.00	.00	900.00	30.00	.00	524.98	375.02	58	466.13
36710	LIBRARY CARDS	8,000.00	.00	8,000.00	250.00	.00	4,335.00	3,665.00	54	4,445.00
36720	COPY SERVICE	6,000.00	.00	6,000.00	397.87	.00	4,075.13	1,924.87	68	3,228.56
36730	PASSPORTS	3,000.00	.00	3,000.00	140.00	.00	1,295.00	1,705.00	43	875.00
38110	SV, VR & MM INTEREST	15,000.00	.00	15,000.00	.00	.00	12,411.07	2,588.93	83	10,860.20
38300	DONATIONS	30,000.00	.00	30,000.00	125,000.00	.00	154,100.00	(124,100.00)	514	34,435.00
38700	REIMBURSEMENTS	500.00	.00	500.00	.00	.00	.00	500.00	0	494.40
39200	SALE OF PROPERTY	2,500.00	.00	2,500.00	86.00	.00	665.00	1,835.00	27	723.00
<b>REVENUE TOTALS</b>		<b>\$734,068.00</b>	<b>\$0.00</b>	<b>\$734,068.00</b>	<b>\$125,903.87</b>	<b>\$0.00</b>	<b>\$578,853.05</b>	<b>\$155,214.95</b>	<b>79%</b>	<b>\$605,961.29</b>
Department <b>00 - REVENUE</b> Totals		<b>\$734,068.00</b>	<b>\$0.00</b>	<b>\$734,068.00</b>	<b>\$125,903.87</b>	<b>\$0.00</b>	<b>\$578,853.05</b>	<b>\$155,214.95</b>	<b>79%</b>	<b>\$605,961.29</b>
Fund <b>2241 - LIBRARY-GENERAL ACCOUNT</b> Totals		<b>\$734,068.00</b>	<b>\$0.00</b>	<b>\$734,068.00</b>	<b>\$125,903.87</b>	<b>\$0.00</b>	<b>\$578,853.05</b>	<b>\$155,214.95</b>		<b>\$605,961.29</b>



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 09/30/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2243 - LIBRARY-PER CAPITA GRANT ACCOUNT</b>									
Department	<b>00 - REVENUE</b>									
	REVENUE									
34400	STATE GRANTS	21,776.00	.00	21,776.00	.00	.00	21,776.90	(.90)	100	21,924.54
	<b>REVENUE TOTALS</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,776.90</b>	<b>(\$0.90)</b>	<b>100%</b>	<b>\$21,924.54</b>
Department	<b>00 - REVENUE</b> Totals	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,776.90</b>	<b>(\$0.90)</b>	<b>100%</b>	<b>\$21,924.54</b>
Fund	<b>2243 - LIBRARY-PER CAPITA GRANT ACCOUNT</b> Totals	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,776.90</b>	<b>(\$0.90)</b>		<b>\$21,924.54</b>



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 09/30/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund <b>2247 - LIBRARY-GRAY TRUST ACCOUNT</b>										
Department <b>00 - REVENUE</b>										
REVENUE										
38110	SV, VR & MM INTEREST	4,500.00	.00	4,500.00	.00	.00	1,572.33	2,927.67	35	2,799.89
38120	INVESTMENT INTEREST	8,000.00	.00	8,000.00	.00	.00	4,854.23	3,145.77	61	3,008.15
38140	REALIZED GAIN/LOSS ON INV	700.00	.00	700.00	.00	.00	6.10	693.90	1	117.60
38190	UNREALIZED GAIN/LOSS ON INV	.00	.00	.00	.00	.00	286.04	(286.04)	+++	6,766.59
<b>REVENUE TOTALS</b>		<b>\$13,200.00</b>	<b>\$0.00</b>	<b>\$13,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,718.70</b>	<b>\$6,481.30</b>	<b>51%</b>	<b>\$12,692.23</b>
Department <b>00 - REVENUE</b> Totals		<b>\$13,200.00</b>	<b>\$0.00</b>	<b>\$13,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,718.70</b>	<b>\$6,481.30</b>	<b>51%</b>	<b>\$12,692.23</b>
Fund <b>2247 - LIBRARY-GRAY TRUST ACCOUNT</b> Totals		<b>\$13,200.00</b>	<b>\$0.00</b>	<b>\$13,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,718.70</b>	<b>\$6,481.30</b>		<b>\$12,692.23</b>



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 09/30/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 2248 - LIBRARY-LSTA/OTHER STATE GRANTS										
Department 00 - REVENUE										
	REVENUE									
34400	STATE GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	27,500.00
	<b>REVENUE TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$27,500.00</b>
	Department 00 - REVENUE Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$27,500.00
Fund 2248 - LIBRARY-LSTA/OTHER STATE GRANTS	Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$27,500.00



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 09/30/25  
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund	<b>2249 - LIBRARY-BUILDING PROJECT</b>									
Department	<b>00 - REVENUE</b>									
	REVENUE									
39900	INTERFUND OPERATING TRANSFERS	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
	REVENUE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$0.00
	Department <b>00 - REVENUE</b> Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$0.00
Fund	<b>2249 - LIBRARY-BUILDING PROJECT</b> Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00		\$0.00



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 09/30/25

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund <b>2250 - LIBRARY - RRLC FUND</b>										
Department <b>00 - REVENUE</b>										
REVENUE										
34400	STATE GRANTS	71,504.00	.00	71,504.00	.00	.00	.00	71,504.00	0	17,553.85
38110	SV, VR & MM INTEREST	.00	.00	.00	.00	.00	562.90	(562.90)	+++	8.55
38700	REIMBURSEMENTS	18,000.00	.00	18,000.00	4,082.86	.00	23,038.86	(5,038.86)	128	.00
<b>REVENUE TOTALS</b>		<b>\$89,504.00</b>	<b>\$0.00</b>	<b>\$89,504.00</b>	<b>\$4,082.86</b>	<b>\$0.00</b>	<b>\$23,601.76</b>	<b>\$65,902.24</b>	<b>26%</b>	<b>\$17,562.40</b>
Department <b>00 - REVENUE</b> Totals		<b>\$89,504.00</b>	<b>\$0.00</b>	<b>\$89,504.00</b>	<b>\$4,082.86</b>	<b>\$0.00</b>	<b>\$23,601.76</b>	<b>\$65,902.24</b>	<b>26%</b>	<b>\$17,562.40</b>
Fund <b>2250 - LIBRARY - RRLC FUND</b> Totals		<b>\$89,504.00</b>	<b>\$0.00</b>	<b>\$89,504.00</b>	<b>\$4,082.86</b>	<b>\$0.00</b>	<b>\$23,601.76</b>	<b>\$65,902.24</b>		<b>\$17,562.40</b>
Grand Totals		<b>\$888,548.00</b>	<b>\$0.00</b>	<b>\$888,548.00</b>	<b>\$129,986.73</b>	<b>\$0.00</b>	<b>\$630,950.41</b>	<b>\$257,597.59</b>		<b>\$685,640.46</b>

**STERLING PUBLIC LIBRARY**  
**REPORT OF CASH & INVESTMENTS**  
**July 31, 2025**

	General Operating 2241	Per Capita 2243	Gray Trust 2247	LSTA Grant 2248	Building Project 2249	RRLC 2250	Total
Cash	1,576,244.39	(377.99)	85,706.71	3,841.31	-	75,987.27	1,741,401.69
Investments	0.35		279,237.27				279,237.62
Current Receivables	26,668.38	-	3,847.00	-			30,515.38
Current Payables	(11,593.50)	-	-	-	-	-	(11,593.50)
<b>Cash Available Balance</b>	<b>1,591,319.62</b>	<b>(377.99)</b>	<b>368,790.98</b>	<b>3,841.31</b>	<b>-</b>	<b>75,987.27</b>	<b>2,039,561.19</b>
05/01/25 Beg Balance	1,389,287.83	4,710.04	370,904.46	4,340.30	-	90,416.66	1,859,659.29
Revenue - May	30,388.41	-	2,899.86	-	-	142.22	33,430.49
Expense - May	(99,764.25)	-	(30.06)	-	-	-	(99,794.31)
05/31/25 Cash Avail Bal	1,319,911.99	4,710.04	373,774.26	4,340.30	-	90,558.88	1,793,295.47
Adjs to Beg Bal		-	-	-	-	-	-
Revenue - June	277,087.37	-	1,503.49	-	-	136.17	278,727.03
Expense - June	(40,897.26)	(4,398.64)	(6,769.43)	-	-	-	(52,065.33)
06/30/25 Cash Avail Bal	1,556,102.10	311.40	368,508.32	4,340.30	-	90,695.05	2,019,957.17
Adjs to Beg Bal		-	-				-
Revenue - July	94,683.84	-	1,081.29	-	-	18,019.29	113,784.42
Expense - July	(59,466.32)	(689.39)	(798.63)	(498.99)	-	(32,727.07)	(94,180.40)
07/31/25 Cash Avail Bal	1,591,319.62	(377.99)	368,790.98	3,841.31	-	75,987.27	2,039,561.19

**STERLING PUBLIC LIBRARY**  
**REPORT OF CASH & INVESTMENTS**  
**August 31, 2025**

	General Operating 2241	Per Capita 2243	Gray Trust 2247	LSTA Grant 2248	Building Project 2249	RRLC 2250	Total
Cash	1,563,252.70	15,061.35	86,033.76	3,841.31	-	77,208.49	1,745,397.61
Investments	0.35		280,102.61				280,102.96
Current Receivables	26,668.38	-	3,847.00	-			30,515.38
Current Payables	(11,577.09)	-	-	-	-	-	(11,577.09)
<b>Cash Available Balance</b>	<b>1,578,344.34</b>	<b>15,061.35</b>	<b>369,983.37</b>	<b>3,841.31</b>	<b>-</b>	<b>77,208.49</b>	<b>2,044,438.86</b>
05/01/25 Beg Balance	1,389,287.83	4,710.04	370,904.46	4,340.30	-	90,416.66	1,859,659.29
Revenue - May	30,388.41	-	2,899.86	-	-	142.22	33,430.49
Expense - May	(99,764.25)	-	(30.06)	-	-	-	(99,794.31)
05/31/25 Cash Avail Bal	1,319,911.99	4,710.04	373,774.26	4,340.30	-	90,558.88	1,793,295.47
Adjs to Beg Bal		-	-	-	-	-	-
Revenue - June	277,087.37	-	1,503.49	-	-	136.17	278,727.03
Expense - June	(40,897.26)	(4,398.64)	(6,769.43)	-	-	-	(52,065.33)
06/30/25 Cash Avail Bal	1,556,102.10	311.40	368,508.32	4,340.30	-	90,695.05	2,019,957.17
Adjs to Beg Bal		-	-				-
Revenue - July	94,683.84	-	1,081.29	-	-	18,019.29	113,784.42
Expense - July	(59,466.32)	(689.39)	(798.63)	(498.99)	-	(32,727.07)	(94,180.40)
07/31/25 Cash Avail Bal	1,591,319.62	(377.99)	368,790.98	3,841.31	-	75,987.27	2,039,561.19
Revenue - Aug	50,789.56	21,776.90	1,234.06	-	-	1,221.22	75,021.74
Expense - Aug	(63,764.84)	(6,337.56)	(41.67)	-	-	-	(70,144.07)
08/31/25 Cash Avail Bal	1,578,344.34	15,061.35	369,983.37	3,841.31	-	77,208.49	2,044,438.86

Director's Report  
August/September 2025

Well, let's start off the good news for the month of August. I made a presentation to the Dillon Foundation board on Saturday, August 16<sup>th</sup> for a one-time donation to help fund the purchase of the Bookmobile van. On Monday, August 18<sup>th</sup> I received a text from MaryEllen Wilkenson, President of Dillon Foundation, the library would be receiving a donation in the amount of \$125,000 (half) of the total cost to purchase the van. Later that evening, I requested the City Council meeting waive the bid process and allow the City Manager to sign the contract with TechOps Specialty Vehicles (TechOps) to purchase a 2026 Transit van on behalf of the library. They approved the library's request.

The State Library announced construction grants would be available again this fiscal year with funding coming in FY27. I am moving forward to submitting the grant for the remodel/update of the upstairs public bathroom. I contacted Tom Houck, Willett Hoffman, and requested they move forward to the bathroom with the necessary documents for me in the first two weeks in December. I plan to submit the grant to the State Library at the end of December. The grant is based on funding available, and priority is given to those who score high and submit early.

Building news seems to be the next item update. You may have noticed the bench on the north side (Juvenile entrance) has been removed. Public works will lay a cement pad and install a brand-new bench. I have also asked them to replace the bench on the south ramp, in hopes of blocking individuals coming up/down the ramp and then cutting across the plants as they head to the parking lot. Public works also installed no smoking signs around the perimeter of the library to cut down on loitering. This has made a big difference in the amount of trash the maintenance person picks up. Plus, it has been nice not to get complaints from patrons about individuals smoking and having to walk by/through it as they come into the library.

It appears the plumbing issue that was occurring at the main water line in my office is officially fixed. No more brief showers happening when someone flushes the commode in the staff bathroom.

Staff update for the month. I was able to hire two individuals this month, unfortunately I had to let one go after two days. They did not call or show up for work. I called once and left a message requesting they call me back. Since I was unable to locate the individual and the police were unable to locate them as well, I had to re-key the staff entrance. Since we issue keys to the employees the first day. I was able to hire another employee, and they seem to be working out.

The library also entered into an agreement with Illinois Humanities to be a priority host for 2026-27 Road Scholars speakers (no cost to the library). The Road Scholars Speakers Bureau program supports local nonprofit organizations including libraries, museums, arts

councils, historical societies, civic groups, and many others — by presenting high-quality cultural programs at no cost to attendees or host organizations. Each cycle, Illinois Humanities establishes several priority partner partnerships across the state that allow for early selection of Road Scholar presentations. The library agrees to: • Schedule, promote, and host 3 Road Scholar presentations in 2026 that are free and open to the public. The library has done this in the past. Ben has already tentatively scheduled the Illinois Poet Laureate for 2026.

Well, August came and went and now September is continuing the fun. Let's start with the good news, I received the check from the Dillon Foundation for the bookmobile. I managed to get Scott to sign the contract with TechOps and submitted it to them. They in turn issued the invoice for half and the City will issue the check on October 6<sup>th</sup>. TechOps plans to order the van in December and place it in their schedule for delivery in May 2026. TechOps stated they could have the van delivered in February, but I decided it wasn't enough time to get things ready, nor did I wish the staff to learn to drive the van in the winter.

As a requirement for the construction grant I must submit a letter to the Illinois Preservation Agency to verify that we are not doing anything to a historically registered building. Hopefully in the next 8 weeks I will receive a confirmation letter back saying our project is approved. According to the State Library, the Preservation Agency only has two workers due to budget cuts and that is why there is a long turnaround time.

Update on building issues. The water heater had to be replaced this month. I found it was slowly leaking. You may have noticed the tree was cut down to the stump that is located behind the June Shearer appreciation garden. They will remove the stump in the spring and level out the bricks thus removing the low spots where water tends to collect. Hope you all notice the new bench on the north side when you come to the meeting. It looks really nice.

If you happen to go by the library at night and look in, you may notice a glow. Ogle County Health Department has granted a giant rack of microgreens that we're going to be growing. There are at least four different kinds of microgreens hydroponically (meaning just with water, not in soil) on paper towels and mesh trays with a little bit of liquid nutrients. The individual trays will be labeled once they're planted so folks can see them during the stages of their growth. Currently, we're planning kale, broccoli, radish, and kohlrabi to start. Once the microgreens are at harvesting stage, Staff member Jolee will bag them up and place them in a container for patrons to take home with them free of charge. They're packed full of nutrients and are wonderful in soups, salads, sandwiches, and even smoothies! I'm sure folks will ask – they're not organic, but they are tasty! And since you only grow them to a certain stage, there's no pesticides involved. The microgreens take about 8-12 days to be ready for harvest, so we'll have new batches often. They're different from sprouts as microgreens tend to be a little more mature of a plant and you don't eat the seed / roots, only the shoot and leaves. The grow lights are made locally in Oregon, and

specifically with color wavelengths for growing plants. They're LED lights set on a timer of 16hrs a day.

Over the past couple of weeks, the library book jobber Baker & Taylor was in the process of being acquired by another company, but it was terminated, not sure why. One action that was required by Baker & Taylor prior to the acquisition was to cancel all orders with publishers during the transition period. What does this mean to the library? Well, all the books we had on order will not be fulfilled by Baker & Taylor. So, I must order them from Ingram (which is a competitor of Baker & Taylor) or through Amazon. Currently, we have over 100 books on backorder. Currently, there is no timeline for if or when Baker & Taylor will come back. In the coming months, you will see in the bills payable report Ingram and Amazon invoices.

Rock River Library Consortium met this month. Here are the highlights: invoices for the coming fiscal year were distributed to members. Chadwick Public Library is slowly being entered into the currently they have 2300 titles entered, the consortium approved hiring a company to clean up the database (subjects, punctuation, subjects).

Other things, I have committed time to is a succession plan so when I retire the person who comes in after me will be able locate items. Beth has graciously agreed to help with this document. It will also come to the Board for approval when completed. I was also approached by TLC to join The Library Corporation Users group conference committee; they caught me at a weak moment and I agreed. This committee meets once a month via Zoom to plan next year's conference, which is also virtual.

I will be out of the office to attend the Association of Bookmobile and Outreach conference in St. Louis Wednesday Oct 8<sup>th</sup>-Friday, Oct 10<sup>th</sup>.

August 2025 Children's Statistics

**Scavenger Hunt** – 15 kids

**1,000 Books Before Kindergarten Storytime** – August 1 – 18 kids, 15 adults

- As of August 27, **29 kids** are signed up for the reading program

**ARKS Book Club (Adult Program)** -- August 26 – 6 adults

**Bookworm Bags** – 27 kids

## September 2025 Children's Statistics

**Scavenger Hunt** – 44 kids

### **Toddler Time**

- September 5 – 5 kids, 8 adults
- September 12 – 5 kids, 8 adults
- September 19 – Cancelled
- September 26 – 10 kids, 9 adults

### **Preschool Storytime**

- September 5 – 6 kids, 4 adults
- September 12 – 4 kids, 5 adults
- September 19 – Cancelled
- September 26 – 10 kids, 8 adults

**Pokémon Club** – September 16 – Cancelled

### **Drawing Club**

- September 6 – 6 kids
- September 8 – 2 kids, 3 adults

### **Lego Club**

- September 6 – 9 kids, 4 adults
- September 20 – 10 kids, 10 adults

**Kids Advisory Board (KAB)** -- September 29 – 9 kids

**ARKS Book Club (Adult Program)** – September 30 – 5 adults

**Bookworm Bags** – 25 kids

**Taste of Fiesta** – September 13 – 30 children's books given away, 70 people

## Sterling Public Library Circulation Statistics By Collection to September 2025

<b>Adult Collection</b>	<b>Month Total</b>	<b>FYTD 2026</b>	<b>FYTD 2025</b>
Books on CD	66	317	258
Fiction	642	3,798	4,110
Internet	295	1,730	1,672
Large Type	697	3,282	2,777
Microfilm/Equipment	0	21	26
Non-Fiction	280	1,627	1,403
Interlibrary Loan	95	492	301
Intralibrary Loan-Schools	57	121	90
Intra-Library Loan-Public	283	1,529	1,261
Find More Illinois	89	366	265
Paperback Exchange	33	119	259
Periodicals	97	396	402
Reference	0	1	2
History Room	15	195	132
Spanish	16	188	111
DVD's	216	1,339	1,138
E-Books/Audio/Stream	1,201	6,663	6,095
Graphic Novels	148	754	656
Puzzles	52	202	191
Kits/Media	0	0	0
<b>Adult Totals</b>	<b>4,282</b>	<b>23,140</b>	<b>21,149</b>

<b>YA Collection</b>	<b>Month Total</b>	<b>FYTD 2026</b>	<b>FYTD 2025</b>
Fiction	120	907	939
Non-Fiction	3	22	20
<b>YA Totals</b>	<b>123</b>	<b>929</b>	<b>959</b>

<b>Juvenile Collection</b>	<b>Month Total</b>	<b>FYTD 2026</b>	<b>FYTD 2025</b>
Books On CD	19	156	120
Compact Discs	3	27	49
Nintendo Switch	11	66	53
Fiction	863	5,243	3,805
Non-Fiction	306	2,367	2,319
Picture Books	1,333	7,697	6,556
Spanish	58	148	80
DVDs	76	604	358
GoGo Gadgets*	27	122	98
<b>Juvenile Totals</b>	<b>2,696</b>	<b>16,430</b>	<b>13,438</b>

<b>Grand Totals</b>	<b>7,101</b>	<b>40,499</b>	<b>35,546</b>
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Sterling Public Library Circulation Statistics 2025-2026													
	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	YTD
<b>Total Adult/YA materials 2025-2026</b>	<b>4,772</b>	<b>5,047</b>	<b>5,233</b>	<b>4,612</b>	<b>4,405</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,069</b>
Total Adult/YA materials 2024-2025	4,209	4,519	4,565	4,446	4,172	5,381	4,188	4,099	4,613	4,441	4,389	4,570	53,592
<b>Total Children's Materials 2025-2026</b>	<b>2,530</b>	<b>3,921</b>	<b>3,948</b>	<b>3,334</b>	<b>2,696</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,429</b>
Total Children's Materials 2024-2025	2,047	3,274	3,136	2,598	2,382	3,078	2,881	2,140	2,569	2,251	2,498	2,878	31,732
Internet Usage	328	368	398	341	295								1730
Materials borrowed by Rock Falls patrons	400	480	473	362	361								2076
Materials borrowed by Dixon Patrons	63	88	74	144	59								428
Materials borrowed by Milledgeville Patrons	53	87	62	57	71								330
Materials borrowed by Reciprocal patrons	14	9	21	92	28								164
Interlibrary Loan													
Received	112	565	497	501	500								2175
Sent	11	113	126	117	144								511
Conference room use	424	698	476	345	573								
Juvenile Dept. Study Room	68	83	112	88	59								410
Book Subscription Boxes	40	39	41	48	42								210
Picture book bundles (Bookworm Bags)	17	25	29	27	25								123
Virtual													
Facebook-1-Minute Views	238	212	198	207	210								1065
YouTube Views	1224	316	547	542	2803								5432
TikTok Views	7493	6579	3519	5664	6359								29614
Homepage Distinct Users	1427	894	1342	942	813								5418
Homepage Page Views	1615	1669	2530	1652	1446								8912
Newsbank	97	35	10	42	15								199
Wireless Access Points	537	497	488	495	423								2440
Princh mobile print jobs	170	151	235	224	166								946
Hoopla (circ)	347	316	351	373	305								1692
Hoopla (users)	126	129	126	128	117								626
Mango (usage)	9	19	17	29	29								103
Mango (sessions)	15	17	22	29	33								116

MyLibro (new patrons)	23	15	28	19	31								116
MyLibro (usage)	7378	7060	8140	7780	7596								37954
Locker usage	84	99	123	138	111								555
Door Count	4468	5471	5582	4752	4336								24609
BrainFuse (usage)	0	0	29	11	6								46
Chicago Tribune (Views)	103	16	48	46									213
Chicago Tribune (Users)	5	1	3	5									14

To: SPL Board

From: Beth Dettman

On Thursday, Sept 11, I went to a RAILS seminar at Helen Plum Library in Lombard, IL called Reimagining Library Spaces on a Budget. It was presented by David Vinjamuri from Third Way Space. They do space audits and consult on renovations in libraries.

Basically, I was riveted the whole time he spoke. He comes from a retail background so he focused on the way the library appears to the patrons as they move through the space. Also on how best to present our 'product' to get what people want into their hands.

Here are some of the ideas I got:

1. More displays of books that would normally be in the stacks. This would boost circulation of these books. I would like to purchase one or two free standing display carts. We could put these near the new book displays. Some of the chairs there are in bad shape and need to go. We could remove half of them and put the displays there. We could also get displays that hang off the end of the Large Type shelves.
2. I would like to have a staff member sitting at the adult circ desk more often than just sitting in the office. It would be more welcoming, and we would see the patrons come to the desk.
3. The signage should be more uniform throughout the building. I know colorful signs are pretty, but it works better when all the display signs are the same and all the directional signs are the same and all the shelf label signs are the same. Colorful signs on bookshelves look like book covers and can be overlooked easily. We need to think more about how patrons understand the signs. (eg the dewey numbers on signs in the nonfiction don't mean much to the average patron). Signs could be put up on the catalog computer saying "Search for a book here", or "Get a copy made here" at the adult desk.
4. Some of the patron seating tables are larger. People don't like to share tables with strangers, so getting more smaller tables would be more patron friendly.
5. For the nonfiction sections, we could display books using a technique called 'windowing.' We would clear a shelf at eye level to put 3 face out books from that section. The shelves above and below would still be spine out. This helps patrons to easily see what types of books are in that section. Since Jenni just weeded these sections, we have enough shelf space to do this. We would need to purchase several book easels to display these.
6. Speaking of 3 face out books, we could use this method in the picture book room. Instead of having a long line of face out books on the top of the shelves, we would put them in groups of 3 reflecting what kind of books are in the shelves below. This would be more appealing and easier for staff to see when they need replacing.
7. If we don't do the 'windowing' we could change the bottom or top shelf to be face out instead of spine out. Some patrons have a hard time reading the spines on the top or bottom shelf. (We could also use signs in the stacks directing people to ask for help with items on the top or bottom shelves)
8. Having relevant book displays at programs might help circulation also. (e.g. gardening books displayed at a gardening program)

9. Understanding patron's needs really helps us to be able to meet them. I know we did surveys and focus groups for the strategic plan, but those don't work as well as one-on-one discussions. We could have a short list of 3 or 4 questions that the staff would randomly ask patrons who come in to see more of what they want/need.

## Illinois Public Library Standards: Access

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible layouts to house and circulate the collections, comfortable and light filled areas for the public and staff, meeting and study rooms for both group and individual use, and youth spaces that inspire children and teens. Libraries should review the long-term spatial needs of the library in conjunction with their current strategic plan.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.		
2	The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	The library is open to the public with daytime, evening and weekend hours.	The library is open 7 days a week, for most of the year.
3	The library regularly reviews long term space needs.	The library addresses long term space needs in its strategic plan.	The library conducts a community needs survey and includes library spaces in the questionnaire.
4	The library provides an exterior book return that is open 24/7.	The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).
5	The library provides adequate, safe, well-lit, and convenient parking during all hours of service.		

<b>6</b>	The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.		
<b>7</b>	The library's interior spaces are adequately illuminated.	Natural light is utilized as much as possible.	The library has energy efficient lighting throughout its buildings.
<b>8</b>	The library provides signage to identify collections, services, and amenities.	In multilingual communities, signage is provided in relevant languages throughout the building.	
<b>9</b>	The library provides designated spaces for youth and adults.	The library provides dedicated space for teens.	The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).
<b>10</b>	The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.		
<b>11</b>	The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.		
<b>12</b>	The library provides accessible spaces for library programs, meetings, and individual and group study.	The library has rooms designated for programs, meetings, and individual and group study.	

## Illinois Public Library Standards – Access: Action Plan

**Library Name**

**Date**

**Completed by**

**Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
<b>1</b>	The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.			
<b>2</b>	The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	The library is open to the public with daytime, evening and weekend hours.	The library is open 7 days a week, for most of the year.	
<b>3</b>	The library regularly reviews long term space needs.	The library addresses long term space needs in its strategic plan.	The library conducts a community needs survey and includes library spaces in the questionnaire.	

4	The library provides an exterior book return that is open 24/7.	The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).	
5	The library provides adequate, safe, well-lit, and convenient parking during all hours of service.			
6	The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.			
7	The library's interior spaces are adequately illuminated.	Natural light is utilized as much as possible.	The library has energy efficient lighting throughout its buildings.	

<b>8</b>	The library provides signage to identify collections, services, and amenities.	In multilingual communities, signage is provided in relevant languages throughout the building.		
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<b>10</b>	The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.			
<b>11</b>	The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.			

12	The library provides accessible spaces for library programs, meetings, and individual and group study.	The library has rooms designated for programs, meetings, and individual and group study.		
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**Notes/Comments:**

## Illinois Public Library Standards: Advocacy & Community Engagement

Advocacy and community engagement are vital for libraries to ensure continued support, relevance and sustainability. Advocacy helps secure necessary funding and public support by demonstrating the library’s value to policymakers and stakeholders. Community engagement fosters deeper connections and ensures that programs and services address the evolving needs of the people it serves. By actively engaging with diverse populations, libraries promote the message that they provide learning opportunities, services, and programs that are free, inclusive and welcoming to all. Together, advocacy and community engagement ensure that libraries remain essential resources.

STANDARD	CORE	INTERMEDIATE	ADVANCED
<b>1</b>	The director and board are knowledgeable of state-wide advocacy training tools.	Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.
<b>2</b>	The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.
<b>3</b>	The director and staff collect and analyze data to measure how community members use the library.	Using data collected and analyzed, the director and staff communicate the library’s impact and advocate for programs, personnel, and spaces.	The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.

<b>4</b>	The director and board know their local, state and federal elected officials.	The library includes local, state and federal elected officials on mailing lists and invites them to events.	The library partners with elected officials to co-host events and informational sessions to promote civic engagement.
<b>5</b>	The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.
<b>6</b>	The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	The director, staff and board use their community engagement to inform the library's strategic plan.	The library is a sought after partner in working with and developing community initiatives.

## Illinois Public Library Standards – Advocacy & Community Engagement: Action Plan

**Library Name**

**Date**

**Completed by**

**Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	The director and board are knowledgeable of state-wide advocacy training tools.	Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.	

2	The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.	
3	The director and staff collect and analyze data to measure how community members use the library.	Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.	
4	The director and board know their local, state and federal elected officials.	The library includes local, state and federal elected officials on mailing lists and invites them to events.	The library partners with elected officials to co-host events and informational sessions to promote civic engagement.	

5	The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.	
6	The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	The director, staff and board use their community engagement to inform the library's strategic plan.	The library is a sought after partner in working with and developing community initiatives.	

**Notes/Comments:**

## Illinois Public Library Standards: Buildings & Grounds

Stewardship of public library buildings involves designing, constructing and preserving facilities to ensure accessibility, safety, and functionality, for staff and users. This includes site selection, architectural planning for space efficiency, furniture and fixtures that meet patron and staff needs, and incorporating modern technology and sustainability features. Operational responsibilities include routine cleaning, grounds maintenance, structural repairs, HVAC upkeep, and technology updates to provide a comfortable and welcoming interior and exterior environment. Long-term financial planning is needed for libraries to ensure that it remains a well-equipped and inviting space for learning, research and community engagement.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library’s operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.
2	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.
3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.

<b>4</b>	The library has liability insurance that will cover replacement costs of the facility and its contents.	The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.	
<b>5</b>	Staff and trustees receive a tour of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.	
<b>6</b>	The library has a building and grounds maintenance checklist that is annually reviewed and updated.	The library has a facilities maintenance manual that includes instructions for operation of all building systems.	
<b>7</b>	The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.	
<b>8</b>	The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.		

<p><b>9</b></p>	<p>The library has a master key box and a password list for access to the building and its systems.</p>	<p>The library has a security protocol for the distribution of keys and passwords, including regular password changes.</p>	
<p><b>10</b></p>	<p>The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).</p>	<p>The library has a plan to improve environmental efficiency and sustainability.</p>	<p>The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).</p>

**Serving Our Public 5.0 – Buildings & Grounds: Action Plan**

**Library Name**

**Date**

**Completed by**

**Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Serving Our Public standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

<b>STANDARD</b>	<b>CORE</b>	<b>INTERMEDIATE</b>	<b>ADVANCED</b>	<b>ACTION/PROGRESS</b>
<b>1</b>	The library’s operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.	
<b>2</b>	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.	

3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.	
4	The library has liability insurance that will cover replacement costs of the facility and its contents.	The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.		
5	Staff and trustees receive a tour of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.		
6	The library has a building and grounds maintenance checklist that is annually reviewed and updated.	The library has a facilities maintenance manual that includes instructions for operation of all building systems.		

7	The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.		
8	The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.			
9	The library has a master key box and a password list for access to the building and its systems.	The library has a security protocol for the distribution of keys and passwords, including regular password changes.		

10	The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	The library has a plan to improve environmental efficiency and sustainability.	The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).	
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**Notes/Comments:**

Last updated July 28, 2025

## Sterling Public Library Mobile Library Art Design Contest

Sterling Public Library is purchasing a bookmobile transit van to be used around the community. To make the van stand out in the community and at locations, the library is asking students in 6<sup>th</sup>-8<sup>th</sup> grade to design a wrap that will cover the van.

### Rules:

- A student must be a registered student at one of the following locations in Sterling: St. Marys Grade School, Christ Lutheran, Challand Middle School or be a homeschool student with a home address within the Sterling School District.
- Each student or team of students (no more than 2) can submit ONE drawing.
- The drawing should express some key concepts of the library.
- Artwork should be original. The library will not accept artwork that uses other artists' work in any way. Artwork should be fine art and in color. No clip art.
- No reference to area schools (Colors or images)
- No photographs will be accepted.
- The artwork should include the following:
  - a. Colors: Teal, Blue, Purple (See the Sterling Public Library webpage for reference)
  - b. "Sterling Public Library" should be predominately shown in the design.

**Designs are due on or before Monday, December 1, 2025 at 5 p.m.**

### Criteria:

- The criteria for choosing the best design are:
  - The design must illustrate clearly the key concepts of the library.
  - The best quality, neatness and innovation will be valued.
  - The design must be easy to reproduce in different formats.
- Sterling Public Library retains the authority to adapt the selected design for various printing formats and material types.
- The winner will be awarded \$200.
- The Sterling Public Library reserves the right, should none of the entries meet their needs and/or specifications, to not choose a winner.
- The Library Board will select the winning design and all rights to the usage shall be transferred to the Sterling Public Library.
- The winner must consent to use of their image and likeness in promoting the design and bookmobile transit van.

**STERLING PUBLIC LIBRARY MOBILE LIBRARY ART CONTEST ENTRY FORM**

Contestant First, Last

Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Age: \_\_\_\_\_

I hereby irrevocably grant the Sterling Public Library permission to display, use, or recreate my child's submitted art for purposes of this contest including but not limited to use of the design on the Mobile Library van or for future library purposes. Further, I assign all rights to my child's submitted art to Sterling Public Library in perpetuity. I understand that my submission of my child's art does not create any kind of business relationship between myself or my child and Sterling Public Library and that Sterling Public Library may use my child's submitted art without owing any further award or compensation to myself or my child for its use.

I further grant permission to use my child's name and grade for use in any and all media publication in connection with the above identified contest for purposes such as publicity, illustration, advertising, and web/social media content.

My signature below denotes that I have read and understand the above and agree to the official contest rules.

Parent/Guardian

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

**Contest Deadline: Designs are due on or before Monday, December 1, 2025 at 5 p.m.**

Proposal For:

## Sterling Public Library

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### Sharp BP-70C31 ↓

#### Features

Prints 31 pages per minute b/w and color  
Single Pass Document Feeder  
(4) 550-sheet Paper Cassettes  
Inner Staple Finisher  
Faxing  
Network and Mobile Printing  
Scan to Email and Network Folders



### Sharp BP-50C31 ↑

#### Features

Prints 31 pages per minute b/w and color  
Automatic Document Feeder  
(4) 550-sheet Paper Cassettes  
Network and Mobile Printing  
Scan to Email and Network Folders





Matt Hudgin  
8/4/2025  
QUO-03248-P9P1S9

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**Pricing**

Purchase	\$13,390.00
60mo Lease	\$266.00 x 60 = \$15,960 <sup>00</sup>

**Service Pricing**

Includes parts, labor, supplies, and all service calls. Monthly service payment is \$177.75, includes 4,500 b/w prints and 3,250 color prints each month. B/W overage rate is \$0.0070, color overage rate is \$0.0450.