



Tuesday, November 4, 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

- A. Roll Call
- B. Communications

2. Consent Agenda

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

3. Items Removed from the Consent Agenda

4. Business Items

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

5. Discussion

- A. Discussion Illinois Public Library Standards
Access, Advocacy/Community Engagement/Buildings and Grounds/Collection Management/Finance & Budget
- B. Discussion and approval of new copy machines.
- C. Discussion of a donation to library

D. Approval of Non-resident fee

6. Adjourn

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
October 7, 2025

Meeting called to order at 7:05 p.m.

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 Skip Lee, Motion passed by all.

3. Business Items

A. Librarian's Report - as presented

B. Circulation Statistics/ Story Hour Report - as presented

C. Staff Reports: As presented and appreciated. The Board encouraged the Director to implement some of the recommendations presented by Beth.

4. Discussion/ Action Items

A. Discussion Illinois Public Library Standards

Board reviewed Standards 1-3 of the revised standards.

B. Discussion and approval of Bookmobile van design contest

Discussion on if enough students in grades 6-8th would submit a design. The board decided to expand the students to grades 6th-12th in Sterling High School, Newman High School, St. Marys Grade School, Christ Lutheran, Challand Middle School, Sauk Valley Christian Academy or be a homeschool student with a home address within the Sterling School District.

Motion to approve the design contest after making the changes made by John Kirchoff, second by Carol Siefken. Motion carried

C. Discussion of new copy machines.

Board members are concerned about the cost and requested more information on Library's current machines. This action item was tabled until the next meeting.

D. Discussion and approval of the closing of December 17, 2025, for all day staff training.

Motion to approve closing the library on December 17, 2025, made by John Kirchoff, second by Dawn Ziegler. Motion carried

The meeting was adjourned at 7:40 p.m.

Respectfully submitted

Jennifer Slaney

Director



October 6th, AP Check Run

G/L Date Range 10/06/25 - 10/06/25

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											
✓ 3796 - ELM USA, INC.	79316	September	Paid by Check # 81444		10/06/2025	10/06/2025	10/06/2025		10/06/2025	25.00	
✓ 1310 - ELECTRONICS INC	89988	Fire Alarm Service Annual	Paid by Check # 81459		10/06/2025	10/06/2025	10/06/2025		10/06/2025	348.00	
									Account 51100 - MAINT SERVICES-BUILDING Totals	Invoice Transactions 2	<u>\$373.00</u>
Account 61100 - MAINT SUPPLIES-BUILDING											
✓ 1225 - GRUMMERTS HARDWARE 366	A555128	Screen	Paid by Check # 81451		10/06/2025	10/06/2025	10/06/2025		10/06/2025	27.66	
									Account 61100 - MAINT SUPPLIES-BUILDING Totals	Invoice Transactions 1	<u>\$27.66</u>
Account 65100 - OFFICE SUPPLIES											
✓ 1371 - QUILL LLC	45824711	Coffe/Mop handle	Paid by EFT # 287		10/06/2025	10/06/2025	10/06/2025		10/06/2025	125.03	
✓ 1394 - SBM INC	INV641264	Downstairs	Paid by EFT # 289		10/06/2025	10/06/2025	10/06/2025		10/06/2025	295.38	
✓ 1394 - SBM INC	INV641265	Upstairs	Paid by EFT # 289		10/06/2025	10/06/2025	10/06/2025		10/06/2025	195.81	
									Account 65100 - OFFICE SUPPLIES Totals	Invoice Transactions 3	<u>\$616.22</u>
Account 65400 - JANITORIAL SUPPLIES											
✓ 1225 - GRUMMERTS HARDWARE 366	B95471	TP	Paid by Check # 81451		10/06/2025	10/06/2025	10/06/2025		10/06/2025	99.98	
✓ 1371 - QUILL LLC	45824711	Coffe/Mop handle	Paid by EFT # 287		10/06/2025	10/06/2025	10/06/2025		10/06/2025	29.91	
									Account 65400 - JANITORIAL SUPPLIES Totals	Invoice Transactions 2	<u>\$129.89</u>
Account 67320 - PERIODICALS											
✓ 1047 - JENNIFER SLANEY	093025-GAZETTE	Sept Gazettes	Paid by Check # 81478		10/06/2025	10/06/2025	10/06/2025		10/06/2025	44.00	
									Account 67320 - PERIODICALS Totals	Invoice Transactions 1	<u>\$44.00</u>
Account 67330 - AUDIO/VISUAL											
✓ 2853 - MIDWEST TAPE	507697206	DVDs	Paid by EFT # 282		10/06/2025	10/06/2025	10/06/2025		10/06/2025	105.56	
✓ 2853 - MIDWEST TAPE	507764338	DVD/CDBOT	Paid by EFT # 282		10/06/2025	10/06/2025	10/06/2025		10/06/2025	96.72	
✓ 2853 - MIDWEST TAPE	507750502	DVDs/CDBOT	Paid by EFT # 282		10/06/2025	10/06/2025	10/06/2025		10/06/2025	104.21	
									Account 67330 - AUDIO/VISUAL Totals	Invoice Transactions 3	<u>\$306.49</u>
Account 67340 - NON-PRINT BOOKS											
✓ 2853 - MIDWEST TAPE	507764338	DVD/CDBOT	Paid by EFT # 282		10/06/2025	10/06/2025	10/06/2025		10/06/2025	200.96	
✓ 2853 - MIDWEST TAPE	507750502	DVDs/CDBOT	Paid by EFT # 282		10/06/2025	10/06/2025	10/06/2025		10/06/2025	82.98	
									Account 67340 - NON-PRINT BOOKS Totals	Invoice Transactions 2	<u>\$283.94</u>



October 6th, AP Check Run

G/L Date Range 10/06/25 - 10/06/25

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 67410 - DONATED FUNDS/EXPENSES										
✓ 2982 - LAKESHORE LEARNING MATERIALS	91987403	Barn and animals	Paid by EFT # 278		10/06/2025	10/06/2025	10/06/2025		10/06/2025	218.99
✓ 2982 - LAKESHORE LEARNING MATERIALS	91976423	Toys	Paid by EFT # 278		10/06/2025	10/06/2025	10/06/2025		10/06/2025	496.92
✓ 2982 - LAKESHORE LEARNING MATERIALS	92038352	Bins	Paid by EFT # 278		10/06/2025	10/06/2025	10/06/2025		10/06/2025	89.90
✓ 2982 - LAKESHORE LEARNING MATERIALS	92058694	Ladybug match/92058694	Paid by EFT # 278		10/06/2025	10/06/2025	10/06/2025		10/06/2025	29.99
✓ 4852 - MERCEDES SANCHEZ	20003083	Spanish class refund	Paid by Check # 81474		10/06/2025	10/06/2025	10/06/2025		10/06/2025	75.00
✓ 2021 - SCHOLASTIC INC.	73790668	Giveaway books	Paid by Check # 81476		10/06/2025	10/06/2025	10/06/2025		10/06/2025	532.10
✓ 4861 - TECHOPS SPECIALTY VEHICLES LLC	2025345	BookVan 50%	Paid by EFT # 293		10/06/2025	10/06/2025	10/06/2025		10/06/2025	120,748.89
							Account 67410 - DONATED FUNDS/EXPENSES Totals		Invoice Transactions 7	<u>\$122,191.79</u>
							Department 41 - LIBRARY - GENERAL Totals		Invoice Transactions 21	<u>\$123,972.99</u>
							Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals		Invoice Transactions 21	<u>\$123,972.99</u>



October 6th, AP Check Run

G/L Date Range 10/06/25 - 10/06/25

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										
✓1027 - BAKER & TAYLOR BOOKS	2039281298	Books	Paid by EFT #		10/06/2025	10/06/2025	10/06/2025		10/06/2025	126.22
			273							
✓3130 - CHILDREN'S PLUS INC.	265829	Juvenile books	Paid by EFT #		10/06/2025	10/06/2025	10/06/2025		10/06/2025	217.96
			275							
Account 94900 - MISCELLANEOUS CHARGES Totals							Invoice Transactions	2		<u>\$344.18</u>
Department 43 - LIBRARY - PER CAPITA Totals							Invoice Transactions	2		<u>\$344.18</u>
Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals							Invoice Transactions	6		<u>\$0.00</u>



October 6th, AP Check Run

G/L Date Range 10/06/25 - 10/06/25

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										
✓ 1027 - BAKER & TAYLOR BOOKS	2039280752	Books	Paid by EFT # 273		10/06/2025	10/06/2025	10/06/2025		10/06/2025	92.80
✓ 4080 - WORLD ARCHIVES HOLDINGS, CORPORATION	275234	NewspaperArchive	Paid by Check # 81488		10/06/2025	10/06/2025	10/06/2025		10/06/2025	2,247.00
Account 94900 - MISCELLANEOUS CHARGES Totals							Invoice Transactions	2		<u>\$2,339.80</u>
Department 47 - LIBRARY - GRAY TRUST Totals							Invoice Transactions	2		<u>\$2,339.80</u>
Fund 2247 - LIBRARY-GRAY TRUST ACCOUNT Totals							Invoice Transactions	2		<u>\$2,339.80</u>
Grand Totals							Invoice Transactions	29		<u>\$126,312.79</u>



September 30th, Manual Check Run

G/L Date Range 09/30/25 - 09/30/25

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 51200 - MAINT SERVICES-EQUIPMENT										
✓ 1410 - ALARM DETECTION SYSTEMS, INC.	67111-1091	Oct-Dec			09/30/2025	09/30/2025	09/30/2025		09/30/2025	157.59
					Paid by Check # 81414					
Account 51200 - MAINT SERVICES-EQUIPMENT Totals							Invoice Transactions 1		<u>\$157.59</u>	
Department 41 - LIBRARY - GENERAL Totals							Invoice Transactions 1		<u>\$157.59</u>	
Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals							Invoice Transactions 1		<u>\$157.59</u>	
Grand Totals							Invoice Transactions 1		<u>\$157.59</u>	



October 7th, Manual Check Run

G/L Date Range 10/07/25 - 10/07/25

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 51200 - MAINT SERVICES-EQUIPMENT										
✓2455 - CARD SERVICE CENTER	2277 SEPT25	Postage/books/humanity/art paint	Paid by Check # 81503		10/07/2025	10/07/2025	10/07/2025		10/07/2025	786.45
								Account 51200 - MAINT SERVICES-EQUIPMENT Totals	Invoice Transactions 1	<u>\$786.45</u>
Account 52900 - MAINT SERVICES - OTHER										
✓4672 - ESTHERS CLEANING SERVICE	919329	Sept	Paid by Check # 81504		10/07/2025	10/07/2025	10/07/2025		10/07/2025	1,350.00
								Account 52900 - MAINT SERVICES - OTHER Totals	Invoice Transactions 1	<u>\$1,350.00</u>
Account 55100 - POSTAGE & FREIGHT										
2455 - CARD SERVICE CENTER	2277 SEPT25	Postage/books/humanity/art paint	Paid by Check # 81503		10/07/2025	10/07/2025	10/07/2025		10/07/2025	71.13
								Account 55100 - POSTAGE & FREIGHT Totals	Invoice Transactions 1	<u>\$71.13</u>
Account 55200 - TELEPHONE/INTERNET										
1047 - JENNIFER SLANEY	092825-PHONE	Phone Sept	Paid by Check # 81509		10/07/2025	10/07/2025	10/07/2025		10/07/2025	127.26
								Account 55200 - TELEPHONE/INTERNET Totals	Invoice Transactions 1	<u>\$127.26</u>
Account 65100 - OFFICE SUPPLIES										
2455 - CARD SERVICE CENTER	2277 SEPT25	Postage/books/humanity/art paint	Paid by Check # 81503		10/07/2025	10/07/2025	10/07/2025		10/07/2025	48.27
								Account 65100 - OFFICE SUPPLIES Totals	Invoice Transactions 1	<u>\$48.27</u>
Account 67310 - BOOKS										
2455 - CARD SERVICE CENTER	2277 SEPT25	Postage/books/humanity/art paint	Paid by Check # 81503		10/07/2025	10/07/2025	10/07/2025		10/07/2025	298.50
								Account 67310 - BOOKS Totals	Invoice Transactions 1	<u>\$298.50</u>
Account 67410 - DONATED FUNDS/EXPENSES										
2455 - CARD SERVICE CENTER	8172SEPT25	Bookboxes,storytime,KAB,Pathways,Vacuum	Paid by Check # 81503		10/07/2025	10/07/2025	10/07/2025		10/07/2025	29.42
								Account 67410 - DONATED FUNDS/EXPENSES Totals	Invoice Transactions 1	<u>\$29.42</u>
								Department 41 - LIBRARY - GENERAL Totals	Invoice Transactions 7	<u>\$2,711.03</u>
								Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals	Invoice Transactions 7	<u>\$2,711.03</u>



October 7th, Manual Check Run

G/L Date Range 10/07/25 - 10/07/25

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										
Account 10101 - SAUK VALLEY-A/P & DEPOSITS										
2455 - CARD SERVICE CENTER	8172SEPT25	Bookboxes,storytime,K AB,Pathways,Vacuum	Paid by Check # 81503		10/07/2025	10/07/2025	10/07/2025		10/07/2025	(265.02)
							Account 10101 - SAUK VALLEY-A/P & DEPOSITS Totals		Invoice Transactions 1	<u>(\$265.02)</u>
Account 29915 - ACCOUNTS PAYABLE										
2455 - CARD SERVICE CENTER	8172SEPT25	Bookboxes,storytime,K AB,Pathways,Vacuum	Paid by Check # 81503		10/07/2025	10/07/2025	10/07/2025		10/07/2025	.00
							Account 29915 - ACCOUNTS PAYABLE Totals		Invoice Transactions 1	<u>\$0.00</u>



October 7th, Manual Check Run

G/L Date Range 10/07/25 - 10/07/25

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										
2455 - CARD SERVICE CENTER	8172SEPT25	Bookboxes,storytime,K AB,Pathways,Vacuum	Paid by Check # 81503		10/07/2025	10/07/2025	10/07/2025		10/07/2025	265.02
							Account 94900 - MISCELLANEOUS CHARGES Totals		Invoice Transactions 1	<u>\$265.02</u>
							Department 43 - LIBRARY - PER CAPITA Totals		Invoice Transactions 1	<u>\$265.02</u>
							Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals		Invoice Transactions 3	<u>\$0.00</u>
							Grand Totals		Invoice Transactions 10	<u>\$2,711.03</u>



October 14th, Manual Check Run

G/L Date Range 10/14/25 - 10/14/25

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 55200 - TELEPHONE/INTERNET										
✓ 4700 - STRATUS NETWORKS, INC.	238441	October	Paid by EFT # 306		10/14/2025	10/14/2025	10/14/2025		10/14/2025	714.07
								Account 55200 - TELEPHONE/INTERNET Totals	Invoice Transactions 1	<u>714.07</u>
Account 56200 - TRAVEL & TRAINING EXPENSE										
✓ 1047 - JENNIFER SLANEY	101325- OUTREACH	Ass. Bookmobile Outreach Conference	Paid by Check # 81526		10/14/2025	10/14/2025	10/14/2025		10/14/2025	416.10
								Account 56200 - TRAVEL & TRAINING EXPENSE Totals	Invoice Transactions 1	<u>416.10</u>
								Department 41 - LIBRARY - GENERAL Totals	Invoice Transactions 2	<u>\$1,130.17</u>
								Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals	Invoice Transactions 2	<u>\$1,130.17</u>
								Grand Totals	Invoice Transactions 2	<u>\$1,130.17</u>



October 20th, AP Check Run

G/L Date Range 10/20/25 - 10/20/25

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 67330 - AUDIO/VISUAL											
✓ 2853 - MIDWEST TAPE	507813100	DVDs/CDBOT	Paid by EFT # 328		10/20/2025	10/20/2025	10/20/2025		10/20/2025	77.22	
									Account 67330 - AUDIO/VISUAL Totals	Invoice Transactions 1	<u>77.22</u>
Account 67340 - NON-PRINT BOOKS											
✓ 2853 - MIDWEST TAPE	507813100	DVDs/CDBOT	Paid by EFT # 328		10/20/2025	10/20/2025	10/20/2025		10/20/2025	214.45	
									Account 67340 - NON-PRINT BOOKS Totals	Invoice Transactions 1	<u>214.45</u>
Account 67410 - DONATED FUNDS/EXPENSES											
✓ 2982 - LAKESHORE LEARNING MATERIALS	92202046	Purple Storage Box 92202046	Paid by EFT # 322		10/20/2025	10/20/2025	10/20/2025		10/20/2025	13.98	
									Account 67410 - DONATED FUNDS/EXPENSES Totals	Invoice Transactions 1	<u>13.98</u>
Account 67420 - SUMMER READING EXPENSES											
✓ 1341 - NIEMANN FOODS INC.	2503225	Spooky Stories night treats	Paid by Check # 81599		10/20/2025	10/20/2025	10/20/2025		10/20/2025	83.34	
									Account 67420 - SUMMER READING EXPENSES Totals	Invoice Transactions 1	<u>83.34</u>
Account 82000 - BUILDING											
✓ 3187 - SCHMITT PLUMBING & HEATING, INC.	3808	Water Heater	Paid by Check # 81606		10/20/2025	10/20/2025	10/20/2025		10/20/2025	1,242.58	
									Account 82000 - BUILDING Totals	Invoice Transactions 1	<u>1,242.58</u>
									Department 41 - LIBRARY - GENERAL Totals	Invoice Transactions 19	<u>4,035.70</u>
									Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals	Invoice Transactions 19	<u>4,035.70</u>
									Grand Totals	Invoice Transactions 19	<u>4,035.70</u>



October 20th, AP Check Run

G/L Date Range 10/20/25 - 10/20/25

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.	258-2025	Sept Maintenance	Paid by Check # 81572		10/20/2025	10/20/2025	10/20/2025		10/20/2025	313.12	
✓ 3796 - ELM USA, INC.	79862	Oct	Paid by Check # 81573		10/20/2025	10/20/2025	10/20/2025		10/20/2025	25.00	
✓ 3390 - SAUK VALLEY PEST CONTROL, INC.	19417	19417	Paid by Check # 81605		10/20/2025	10/20/2025	10/20/2025		10/20/2025	45.00	
									Account 51100 - MAINT SERVICES-BUILDING Totals	Invoice Transactions 3	<u>\$383.12</u>
Account 51200 - MAINT SERVICES-EQUIPMENT											
✓ 3670 - ENVISIONWARE, INC.	INV-US-78421	Mobile Printing	Paid by Check # 81574		10/20/2025	10/20/2025	10/20/2025		10/20/2025	603.75	
✓ 1396 - SCHUMACHER ELEVATOR CO	90661981	October	Paid by Check # 81607		10/20/2025	10/20/2025	10/20/2025		10/20/2025	195.70	
									Account 51200 - MAINT SERVICES-EQUIPMENT Totals	Invoice Transactions 2	<u>\$799.45</u>
Account 55100 - POSTAGE & FREIGHT											
✓ 1360 - PITNEY BOWES INC	7563-1025	Postage	Paid by Check # 81602		10/20/2025	10/20/2025	10/20/2025		10/20/2025	201.00	
									Account 55100 - POSTAGE & FREIGHT Totals	Invoice Transactions 1	<u>\$201.00</u>
Account 57100 - GENERAL UTILITIES											
1075 - CITY OF STERLING	283010-001-925	102 W 4TH STREET 8/18/25-9/17/25	Paid by EFT # 313		10/20/2025	10/20/2025	10/20/2025		10/20/2025	47.50	
									Account 57100 - GENERAL UTILITIES Totals	Invoice Transactions 1	<u>\$47.50</u>
Account 65100 - OFFICE SUPPLIES											
✓ 1394 - SBM INC	INV643286	Upstairs	Paid by EFT # 335		10/20/2025	10/20/2025	10/20/2025		10/20/2025	140.34	
✓ 1394 - SBM INC	INV643285	Downstairs	Paid by EFT # 335		10/20/2025	10/20/2025	10/20/2025		10/20/2025	264.03	
									Account 65100 - OFFICE SUPPLIES Totals	Invoice Transactions 2	<u>\$404.37</u>
Account 67310 - BOOKS											
4155 - AMAZON CAPITAL SERVICES, INC.	1X3Y-GMGJ-9C9H	Books/1X3Y-GMGJ-9C9H	Paid by EFT # 310		10/20/2025	10/20/2025	10/20/2025		10/20/2025	275.17	
✓ 3130 - CHILDREN'S PLUS INC.	266475	YA Books	Paid by EFT # 312		10/20/2025	10/20/2025	10/20/2025		10/20/2025	31.09	
✓ 3130 - CHILDREN'S PLUS INC.	266568	Books	Paid by EFT # 312		10/20/2025	10/20/2025	10/20/2025		10/20/2025	110.91	
✓ 1272 - INGRAM LIBRARY SERVICES	91150333	Books	Paid by Check # 81587		10/20/2025	10/20/2025	10/20/2025		10/20/2025	38.03	
✓ 1272 - INGRAM LIBRARY SERVICES	90983850	Books	Paid by Check # 81587		10/20/2025	10/20/2025	10/20/2025		10/20/2025	113.49	
									Account 67310 - BOOKS Totals	Invoice Transactions 5	<u>\$568.69</u>



October 21st, Manual Check Run

G/L Date Range 10/21/25 - 10/21/25

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 57100 - GENERAL UTILITIES										
1254 - IL AMERICAN WATER CO	100014215130	102 W 4TH STREET	Paid by Check		10/21/2025	10/21/2025	10/21/2025		10/21/2025	108.69
	CT25	9/6/25-10/28/25	# 81631							
							Account 57100 - GENERAL UTILITIES Totals	Invoice Transactions	1	<u>\$108.69</u>
							Department 41 - LIBRARY - GENERAL Totals	Invoice Transactions	1	<u>\$108.69</u>
							Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals	Invoice Transactions	1	<u>\$108.69</u>
							Grand Totals	Invoice Transactions	1	<u>\$108.69</u>



October 28th, Manual Check Run

G/L Date Range 10/28/25 - 10/28/25

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 56200 - TRAVEL & TRAINING EXPENSE										
4767 - BEN KNAPP	102425	Mileage to ILA/Rosemont	Paid by Check # 81653		10/28/2025	10/28/2025	10/28/2025		10/28/2025	154.00
							Account 56200 - TRAVEL & TRAINING EXPENSE Totals	Invoice Transactions 1		<u>\$154.00</u>
							Department 41 - LIBRARY - GENERAL Totals	Invoice Transactions 1		<u>\$154.00</u>
							Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals	Invoice Transactions 1		<u>\$154.00</u>
							Grand Totals	Invoice Transactions 1		<u>\$154.00</u>



LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 10/31/25
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	2241 - LIBRARY-GENERAL ACCOUNT									
Department	41 - LIBRARY - GENERAL									
	EXPENSE									
41100	SALARIES-REGULAR	247,926.00	.00	247,926.00	28,818.15	.00	133,864.84	114,061.16	54	116,444.29
41200	SALARIES-TEMP/PARTTIME	157,455.00	.00	157,455.00	12,221.92	.00	63,776.28	93,678.72	41	53,873.77
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	756.12	.00	15,963.60	2,036.40	89	10,464.67
51200	MAINT SERVICES-EQUIPMENT	16,000.00	.00	16,000.00	1,585.90	.00	6,342.18	9,657.82	40	9,911.35
52900	MAINT SERVICES - OTHER	16,800.00	.00	16,800.00	1,350.00	.00	6,300.00	10,500.00	38	6,450.00
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	2,983.63
55100	POSTAGE & FREIGHT	2,000.00	.00	2,000.00	272.13	.00	807.04	1,192.96	40	651.45
55200	TELEPHONE/INTERNET	10,225.00	.00	10,225.00	841.33	.00	5,020.89	5,204.11	49	4,874.22
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	570.10	.00	2,195.48	1,304.52	63	1,676.95
57100	GENERAL UTILITIES	2,000.00	.00	2,000.00	156.19	.00	729.67	1,270.33	36	605.01
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	.00	943.40	6,212.27	6,844.33	51	4,917.22
61100	MAINT SUPPLIES-BUILDING	3,000.00	.00	3,000.00	27.66	.00	530.60	2,469.40	18	1,355.82
65100	OFFICE SUPPLIES	15,000.00	.00	15,000.00	1,068.86	1,176.44	7,715.97	6,107.59	59	7,489.07
65400	JANITORIAL SUPPLIES	3,000.00	.00	3,000.00	129.89	305.02	1,422.05	1,272.93	58	1,488.26
66800	BANK EXPENSE	500.00	.00	500.00	41.68	.00	291.03	208.97	58	251.69
67310	BOOKS	37,000.00	.00	37,000.00	867.19	3,181.95	16,047.95	17,770.10	52	16,484.46
67320	PERIODICALS	4,000.00	.00	4,000.00	44.00	.00	714.00	3,286.00	18	705.00
67330	AUDIO/VISUAL	4,000.00	.00	4,000.00	383.71	52.48	1,571.11	2,376.41	41	689.90
67340	NON-PRINT BOOKS	15,000.00	.00	15,000.00	498.39	178.96	5,518.15	9,302.89	38	883.30
67410	DONATED FUNDS/EXPENSES	27,000.00	.00	27,000.00	122,235.19	.00	127,106.20	(100,106.20)	471	18,992.56
67420	SUMMER READING EXPENSES	2,000.00	.00	2,000.00	83.34	.00	1,887.54	112.46	94	921.34
67440	YOUNG ADULT EXPENSES	500.00	.00	500.00	.00	.00	628.88	(128.88)	126	41.08
82000	BUILDING	20,000.00	.00	20,000.00	1,242.58	.00	7,850.47	12,149.53	39	4,010.00
83000	EQUIPMENT	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
	EXPENSE TOTALS	\$750,456.00	\$0.00	\$750,456.00	\$173,194.33	\$5,838.25	\$479,528.98	\$265,088.77	65%	\$331,252.93
	Department 41 - LIBRARY - GENERAL Totals	(\$750,456.00)	\$0.00	(\$750,456.00)	(\$173,194.33)	(\$5,838.25)	(\$479,528.98)	(\$265,088.77)	65%	(\$331,252.93)
Fund	2241 - LIBRARY-GENERAL ACCOUNT Totals	\$750,456.00	\$0.00	\$750,456.00	\$173,194.33	\$5,838.25	\$479,528.98	\$265,088.77		\$331,252.93



LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 10/31/25
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 - LIBRARY-PER CAPITA GRANT ACCOUNT									
Department	43 - LIBRARY - PER CAPITA									
	EXPENSE									
94900	MISCELLANEOUS CHARGES	21,776.00	.00	21,776.00	609.20	1,220.00	12,914.69	7,641.31	65	15,229.12
	EXPENSE TOTALS	\$21,776.00	\$0.00	\$21,776.00	\$609.20	\$1,220.00	\$12,914.69	\$7,641.31	65%	\$15,229.12
	Department 43 - LIBRARY - PER CAPITA Totals	(\$21,776.00)	\$0.00	(\$21,776.00)	(\$609.20)	(\$1,220.00)	(\$12,914.69)	(\$7,641.31)	65%	(\$15,229.12)
Fund	2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals	\$21,776.00	\$0.00	\$21,776.00	\$609.20	\$1,220.00	\$12,914.69	\$7,641.31		\$15,229.12



LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 10/31/25
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	2247 - LIBRARY-GRAY TRUST ACCOUNT									
Department	47 - LIBRARY - GRAY TRUST									
	EXPENSE									
66800	BANK EXPENSE	500.00	.00	500.00	.00	.00	238.35	261.65	48	270.02
94900	MISCELLANEOUS CHARGES	20,000.00	.00	20,000.00	2,339.80	186.03	9,968.94	9,845.03	51	18,668.36
	EXPENSE TOTALS	\$20,500.00	\$0.00	\$20,500.00	\$2,339.80	\$186.03	\$10,207.29	\$10,106.68	51%	\$18,938.38
	Department 47 - LIBRARY - GRAY TRUST Totals	(\$20,500.00)	\$0.00	(\$20,500.00)	(\$2,339.80)	(\$186.03)	(\$10,207.29)	(\$10,106.68)	51%	(\$18,938.38)
Fund	2247 - LIBRARY-GRAY TRUST ACCOUNT Totals	\$20,500.00	\$0.00	\$20,500.00	\$2,339.80	\$186.03	\$10,207.29	\$10,106.68		\$18,938.38



LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 10/31/25

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 48	LIBRARY - LSTA									
	EXPENSE									
83000	EQUIPMENT	.00	.00	.00	.00	.00	498.99	(498.99)	+++	4,094.67
94900	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	5,244.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$498.99	(\$498.99)	+++	\$9,338.67
	Department 48 - LIBRARY - LSTA Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$498.99)	\$498.99	+++	(\$9,338.67)
Fund 2248	LIBRARY-LSTA/OTHER STATE GRANTS Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$498.99	(\$498.99)		\$9,338.67



LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 10/31/25

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	2249 - LIBRARY-BUILDING PROJECT									
Department	49 - LIBRARY-BUILDING									
	EXPENSE									
99910	CAPITAL PROJECT EXPENSE	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
	EXPENSE TOTALS	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$0.00
	Department 49 - LIBRARY-BUILDING Totals	(\$30,000.00)	\$0.00	(\$30,000.00)	\$0.00	\$0.00	\$0.00	(\$30,000.00)	0%	\$0.00
Fund	2249 - LIBRARY-BUILDING PROJECT Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00		\$0.00



LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 10/31/25
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	2250 - LIBRARY - RRLC FUND									
Department	50 - LIBRARY - RRLC FUND									
	EXPENSE									
54900	OTHER PROFESSIONAL SERVICE	30,000.00	.00	30,000.00	.00	.00	47,432.76	(17,432.76)	158	16,991.50
94920	OTHER GRANTS	59,000.00	.00	59,000.00	12,167.00	.00	35,996.49	23,003.51	61	58,651.78
	EXPENSE TOTALS	\$89,000.00	\$0.00	\$89,000.00	\$12,167.00	\$0.00	\$83,429.25	\$5,570.75	94%	\$75,643.28
Department	50 - LIBRARY - RRLC FUND Totals	(\$89,000.00)	\$0.00	(\$89,000.00)	(\$12,167.00)	\$0.00	(\$83,429.25)	(\$5,570.75)	94%	(\$75,643.28)
Fund	2250 - LIBRARY - RRLC FUND Totals	\$89,000.00	\$0.00	\$89,000.00	\$12,167.00	\$0.00	\$83,429.25	\$5,570.75		\$75,643.28
	Grand Totals	\$911,732.00	\$0.00	\$911,732.00	\$188,310.33	\$7,244.28	\$586,579.20	\$317,908.52		\$450,402.38



LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 10/31/25
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 2241 - LIBRARY-GENERAL ACCOUNT										
Department 00 - REVENUE										
REVENUE										
31110	CORPORATE TAXES	461,618.00	.00	461,618.00	6,300.44	.00	445,700.02	15,917.98	97	413,687.86
31120	FIRE PROTECTION/LIBRARY BLDG	41,965.00	.00	41,965.00	575.11	.00	40,683.63	1,281.37	97	37,680.17
31180	TORT & LIABILITY TAX	44,135.00	.00	44,135.00	690.12	.00	48,820.10	(4,685.10)	111	47,016.27
34200	STATE REPLACEMENT TAX	120,450.00	.00	120,450.00	19,904.86	.00	69,102.37	51,347.63	57	86,356.74
35300	LIBRARY FINES	900.00	.00	900.00	10.00	.00	610.92	289.08	68	719.85
36710	LIBRARY CARDS	8,000.00	.00	8,000.00	135.00	.00	4,990.00	3,010.00	62	5,035.00
36720	COPY SERVICE	6,000.00	.00	6,000.00	526.11	.00	4,760.29	1,239.71	79	3,639.31
36730	PASSPORTS	3,000.00	.00	3,000.00	70.00	.00	1,505.00	1,495.00	50	945.00
38110	SV, VR & MM INTEREST	15,000.00	.00	15,000.00	.00	.00	16,685.84	(1,685.84)	111	13,555.07
38300	DONATIONS	30,000.00	.00	30,000.00	.00	.00	154,100.00	(124,100.00)	514	35,435.00
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	859.50	.00	1,526.50	973.50	61	1,711.05
REVENUE TOTALS		\$734,068.00	\$0.00	\$734,068.00	\$29,071.14	\$0.00	\$788,484.67	(\$54,416.67)	107%	\$646,275.72
Department 00 - REVENUE Totals		\$734,068.00	\$0.00	\$734,068.00	\$29,071.14	\$0.00	\$788,484.67	(\$54,416.67)	107%	\$646,275.72
Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals		\$734,068.00	\$0.00	\$734,068.00	\$29,071.14	\$0.00	\$788,484.67	(\$54,416.67)		\$646,275.72



LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 10/31/25

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 - LIBRARY-PER CAPITA GRANT ACCOUNT									
Department	00 - REVENUE									
	REVENUE									
34400	STATE GRANTS	21,776.00	.00	21,776.00	.00	.00	21,776.90	(.90)	100	21,924.54
	REVENUE TOTALS	\$21,776.00	\$0.00	\$21,776.00	\$0.00	\$0.00	\$21,776.90	(\$0.90)	100%	\$21,924.54
Department	00 - REVENUE Totals	\$21,776.00	\$0.00	\$21,776.00	\$0.00	\$0.00	\$21,776.90	(\$0.90)	100%	\$21,924.54
Fund	2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals	\$21,776.00	\$0.00	\$21,776.00	\$0.00	\$0.00	\$21,776.90	(\$0.90)		\$21,924.54



LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 10/31/25
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 2247 - LIBRARY-GRAY TRUST ACCOUNT										
Department 00 - REVENUE										
REVENUE										
38110	SV, VR & MM INTEREST	4,500.00	.00	4,500.00	.00	.00	1,929.68	2,570.32	43	3,255.58
38120	INVESTMENT INTEREST	8,000.00	.00	8,000.00	.00	.00	4,978.82	3,021.18	62	4,428.68
38140	REALIZED GAIN/LOSS ON INV	700.00	.00	700.00	.00	.00	6.10	693.90	1	493.10
38190	UNREALIZED GAIN/LOSS ON INV	.00	.00	.00	.00	.00	994.43	(994.43)	+++	5,447.59
REVENUE TOTALS		\$13,200.00	\$0.00	\$13,200.00	\$0.00	\$0.00	\$7,909.03	\$5,290.97	60%	\$13,624.95
Department 00 - REVENUE Totals		\$13,200.00	\$0.00	\$13,200.00	\$0.00	\$0.00	\$7,909.03	\$5,290.97	60%	\$13,624.95
Fund 2247 - LIBRARY-GRAY TRUST ACCOUNT Totals		\$13,200.00	\$0.00	\$13,200.00	\$0.00	\$0.00	\$7,909.03	\$5,290.97		\$13,624.95



LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 10/31/25

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
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$27,500.00
	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 10/31/25
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	2249 - LIBRARY-BUILDING PROJECT									
Department	00 - REVENUE									
	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 00 - REVENUE Totals	\$30,000.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0%	\$0.00
Fund	2249 - LIBRARY-BUILDING PROJECT 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 10/31/25
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 2250 - LIBRARY - RRLC FUND										
Department 00 - REVENUE										
REVENUE										
34400	STATE GRANTS	71,504.00	.00	71,504.00	.00	.00	.00	71,504.00	0	35,107.70
38110	SV, VR & MM INTEREST	.00	.00	.00	.00	.00	703.35	(703.35)	+++	11.88
38700	REIMBURSEMENTS	18,000.00	.00	18,000.00	31,645.63	.00	54,684.49	(36,684.49)	304	6,232.03
REVENUE TOTALS		\$89,504.00	\$0.00	\$89,504.00	\$31,645.63	\$0.00	\$55,387.84	\$34,116.16	62%	\$41,351.61
Department 00 - REVENUE Totals		\$89,504.00	\$0.00	\$89,504.00	\$31,645.63	\$0.00	\$55,387.84	\$34,116.16	62%	\$41,351.61
Fund 2250 - LIBRARY - RRLC FUND Totals		\$89,504.00	\$0.00	\$89,504.00	\$31,645.63	\$0.00	\$55,387.84	\$34,116.16		\$41,351.61
Grand Totals		\$888,548.00	\$0.00	\$888,548.00	\$60,716.77	\$0.00	\$873,558.44	\$14,989.56		\$750,676.82

STERLING PUBLIC LIBRARY
REPORT OF CASH & INVESTMENTS
September 30, 2025

	General Operating 2241	Per Capita 2243	Gray Trust 2247	LSTA Grant 2248	Building Project 2249	RRLC 2250	Total
Cash	1,827,159.49	14,181.45	86,160.59	3,841.31	-	42,896.62	1,974,239.46
Investments	0.35		280,938.40				280,938.75
Current Receivables	26,668.38	-	3,847.00	-			30,515.38
Current Payables	(11,461.51)	-	-	-	-	-	(11,461.51)
Cash Available Balance	1,842,366.71	14,181.45	370,945.99	3,841.31	-	42,896.62	2,274,232.08
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

**STERLING PUBLIC LIBRARY
REPORT OF CASH & INVESTMENTS
September 30, 2025**

	General Operating 2241	Per Capita 2243	Gray Trust 2247	LSTA Grant 2248	Building Project 2249	RRLC 2250	Total
Revenue - Sep	306,464.35	-	1,190.33	-	-	4,223.31	311,877.99
Expense - Sep	(42,441.98)	(879.90)	(227.70)	-	-	(38,535.18)	(82,084.76)
09/30/25 Cash Avail Bal	1,842,366.71	14,181.45	370,946.00	3,841.31	-	42,896.62	2,274,232.09

Librarian's Report
October 2025

Thank you for the opportunity to attend the Association of Bookmobile and Outreach Services (ABOS) Conference in St. Louis. It was one of the best conferences I've attended in a long time. The event was relatively small, with around 400 attendees, which made it feel more personal and engaging. The programs were excellent, and I came away with many ideas and considerations that will shape our work over the next couple of years. These include van maintenance, staffing, community outreach, and prioritizing programs and visits. One recurring theme among presenters was the importance of being mindful of patrons who may not be eligible for a library card due to residency restrictions or who have a history of not returning items. In these cases, donated and weeded books can be a valuable resource—allowing individuals to take items without the pressure of returning them. Some of the things that will need to be addressed in the coming months; mobile phone service, circulation rules for items, marketing items (announcements, giveaway swag), where and what we will be visiting.

We've officially transitioned from working with the sales department to the production team for the transit van build. I received confirmation from TechOps that the van has been ordered and is expected to arrive on their lot by the end of 2025. However, the completed build will not be ready for delivery until May 2026. The van will include a 360-degree camera system integrated with the main screen, along with an additional dash cam equipped with DVR functionality—enhancing both safety and operational oversight. In other news, the design contest rules have been distributed to local schools and are now available on our website and Facebook page. We're looking forward to seeing the creative ideas our community comes up with!

As mentioned last month, Baker & Taylor has filed for bankruptcy. As a result, they've announced that the ERead Illinois/Boundless e-audiobook and eBook collection will be shut down on **November 17th**.

In response, **RAILS** is working to transition the collection to a new platform called **Palace Project**. While the migration has already begun, it will take time to fully connect all the consortiums across the state. Once complete, patrons will be able to check out materials seamlessly through the new system.

We'll continue to monitor the transition and share updates as they become available to ensure minimal disruption for our users.

I hope you all had the time to read the email that RAILS sent out on Senate resolution encouraging training for board members. This is only encouragement, but they are trying to make training a requirement for board members. I will keep you posted on further developments as they become available. Hopefully, this will not discourage you from continuing to be awesome board members.

I spoke with Tom Houck, Willett Hoffman about the bathroom remodel. They are progressing on the design and bid specs with plans to have it for me and the board by the December meeting. He also arranged to have Sterling Environmental Agency come to test the bathroom for asbestos since we will be destroying the walls and such.

Let's end this report with the good news! The announcement that we will be receiving \$10,000 from the Carnegie Foundation in celebration of the country's 250th birthday and still being used as a library. There are no restrictions on the use of funds. Maybe we can have a celebration with some of the funds?

We also received the Chamber customer service award for the month of October for home delivery and providing events for the public. Thank you, Chamber, for the award.

See you all on Tuesday!

Sterling Public Library Circulation Statistics By Collection to October 2025

Adult Collection	Month Total	FYTD 2026	FYTD 2025
Books on CD	60	377	323
Fiction	704	4,502	5,006
Internet	307	1,730	2,113
Large Type	721	4,003	3,352
Microfilm/Equipment	4	25	26
Non-Fiction	311	1,938	1,740
Interlibrary Loan	101	593	370
Intralibrary Loan-Schools	45	166	168
Intra-Library Loan-Public	320	1,849	1,578
Find More Illinois	72	438	838
Paperback Exchange	15	134	316
Periodicals	70	466	490
Reference	0	1	2
History Room	10	205	175
Spanish	27	215	146
DVD's	230	1,569	1,403
E-Books/Audio/Stream	1,214	7,877	7,273
Graphic Novels	180	934	800
Puzzles	44	246	223
Kits/Media	0	0	2
Adult Totals	4,435	27,268	26,344

YA Collection	Month Total	FYTD 2026	FYTD 2025
Fiction	97	1,004	1,122
Non-Fiction	3	25	23
YA Totals	100	1,029	1,145

Juvenile Collection	Month Total	FYTD 2026	FYTD 2025
Books On CD	19	175	150
Compact Discs	10	37	51
Nintendo Switch	12	78	53
Fiction	794	6,037	4,493
Non-Fiction	344	2,711	2,783
Picture Books	1,407	9,104	8,319
Spanish	24	170	115
DVDs	77	681	441
GoGo Gadgets*	26	148	111
Juvenile Totals	2,713	19,141	16,516

Grand Totals	7,248	47,438	44,005
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Sterling Public Library Circulation Statistics 2025-2026													
	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	YTD
Total Adult/YA materials 2025-2026	4,772	5,047	5,233	4,612	4,405	3,421	0	0	0	0	0	0	27,490
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
Total Children's Materials 2025-2026	2,530	3,921	3,948	3,334	2,696	2,713	-	-	-	-	-	-	19,142
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	307							2037
Materials borrowed by Rock Falls patrons	400	480	473	362	361	301							2377
Materials borrowed by Dixon Patrons	63	88	74	144	59	90							518
Materials borrowed by Milledgeville Patrons	53	87	62	57	71	43							373
Materials borrowed by Reciprocal patrons	14	9	21	92	28	12							176
Interlibrary Loan													
Received	112	565	497	501	500	466							2641
Sent	11	113	126	117	144	279							790
Conference room use	424	698	476	345	573	938							
Juvenile Dept. Study Room	68	83	112	88	59	113							523
Book Subscription Boxes	40	39	41	48	42	42							252
Picture book bundles (Bookworm Bags)	17	25	29	27	25	23							146
Virtual													
Facebook-1-Minute Views	238	212	198	207	210	245							1310
YouTube Views	1224	316	547	542	2803	564							5996
TikTok Views	7493	6579	3519	5664	6359	5503							35117
Homepage Distinct Users	1427	894	1342	942	813	1550							6968
Homepage Page Views	1615	1669	2530	1652	1446	1473							10385
Newsbank	97	35	10	42	15	0							199
Wireless Access Points	537	497	488	495	423	423							2863
Princh mobile print jobs	170	151	235	224	166	142							1088
Hoopla (circ)	347	316	351	373	305	328							2020
Hoopla (users)	126	129	126	128	117	125							751
Mango (usage)	9	19	17	29	29	17							120
Mango (sessions)	15	17	22	29	33	21							137

October 2025 Children's Statistics

Scavenger Hunt – 109 kids

Toddler Time

- October 3 – 7 kids, 10 adults
- October 10 – 16 kids, 17 adults
- October 17 – Cancelled for Pathways Playground
- October 24 – 3 kids, 5 adults
- October 31 – 5 kids, 6 adults

Preschool Storytime

- October 3 – 5 kids, 5 adults
- October 10 – 34 kids, 20 adults
- October 17 – Cancelled for Pathways Playground
- October 24 – 8 kids, 8 adults
- October 31 – 8 kids, 7 adults

Pokémon Club – October 21 – 12 kids, 7 adults

Drawing Club -- October 18 – Cancelled (Abbigail was sick)

Lego Club

- October 4 – Cancelled

Kids Advisory Board (KAB) -- 4 kids

ARKS Book Club (Adult Program) – Cancelled (Abbigail was sick)

Bookworm Bags – 23 kids

Pathways Playground at Sauk Valley Community College – October 17 – 1,300 teens

Fright Night at SPL – October 13

- Spooky Storytime – 10 kids, 9 adults
- Creepy Cookie Decorating – 17 kids, 1 teen, 13 adults
- Scary Stories – 13 kids, 1 teen, 8 adults

Head Start Visits

- Melissa – October 29 – Cancelled
- Caitlin – October 22 – 9 kids, 4 adults

Parent-Teacher Conferences

- Washington – October 9 – 46 people, 2 new library cards
- Jefferson – October 14 – 39 people, 2 new library cards
- Lincoln – October 23 – 38 people, 2 new library cards

Sauk Valley Hispanic Heritage Month Event (Kery) -- October 13 -- 37 people

First let me say thank you for allowing me to attend the Illinois Library Association Conference this year. There are so many things to learn and this conference is a place to learn many things in a short amount of time. The networking opportunities are great as well. So once again, thank you for the opportunity.

The theme of the conference was "You Belong Here" and the sessions stayed on theme. I'll try not to bore you terribly so let me share that I attended as many sessions as I could and viewed every poster session available. I attended the Opening General Session at 9 am on Tuesday morning, the ILA membership meeting on Tuesday, and the DiversiTEA Closing Keynote. I collected materials from as many sessions as I could, even sessions I did not attend.

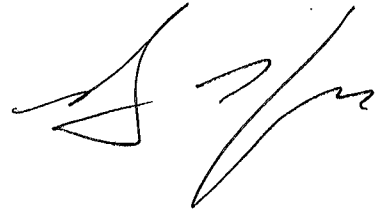
I can honestly say that there was something worthwhile in every session that I attended. There were too many sessions I wanted to attend but simply couldn't. Some of the sessions included: Spanish Literacy, Self-Censorship, Imposter Syndrome, Fundraising, Dementia, Neurodiversity, Disability, Passive Programming, Illinois Public Library Standards, and Programming for Grief. I have accumulated so many notes that it will take me a few weeks, if not months, to go through all of them and create plans for the near and distant future.

Some of the sessions I went to came from thinking of the new transit van that we are purchasing and how they could be incorporated into outreach as well as modifying our current programming for our patrons. One of the programs that I am currently in charge of is a story hour with a group that is bused here from Self Help Industries every Wednesday. If you look back to the previous paragraph, I'm sure you can see that I had that specific program in mind going to the conference. I also was thinking about the monthly craft program that I facilitate as I have been getting more disabled and handicapable patrons attending those as well.

The Imposter Syndrome session blew me away. The room was larger than the reading room, the rotunda, and the genealogy room all put together, and it was packed full of people. Not an empty seat in the room with a few people standing in the back. I went in there for myself and found that I was not the only one who sometimes feels like they aren't worthy of the position they are in. The ILA president and three others formed a panel that lead this session and talked about how they all felt like imposters at times and how to combat it and continue doing the job we all love. It was perhaps my favorite session of the week, and it was only the second session I attended.

There is so much more that I could tell you about what I learned at ILA and what I would like to incorporate here at our historic library. But your time is important and the

meeting must go on to discuss other matters as well. I welcome any questions, thoughts, or concerns you may have. You know where to find me if you'd like to discuss anything further. You also have my email if you would prefer that option.



Ben Knapp

10/23/2025

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

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

8	<input checked="" type="checkbox"/> The library provides signage to identify collections, services, and amenities.	<input type="checkbox"/> In multilingual communities, signage is provided in relevant languages throughout the building.		
9	<input type="checkbox"/> The library provides designated spaces for youth and adults.	<input checked="" type="checkbox"/> The library provides dedicated space for teens.	<input type="checkbox"/> The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).	
10	<input checked="" type="checkbox"/> The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.			
11	<input checked="" type="checkbox"/> The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.			

12	<input type="checkbox"/> The library provides accessible spaces for library programs, meetings, and individual and group study.	<input checked="" type="checkbox"/> 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: 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	<input type="checkbox"/> The director and board are knowledgeable of state-wide advocacy training tools.	<input checked="" type="checkbox"/> Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	<input type="checkbox"/> Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.	

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

5	<input checked="" type="checkbox"/> 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.	<input type="checkbox"/> The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	<input type="checkbox"/> The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.	
6	<input type="checkbox"/> The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	<input type="checkbox"/> The director, staff and board use their community engagement to inform the library's strategic plan.	<input type="checkbox"/> The library is a sought after partner in working with and developing community initiatives.	

Notes/Comments:

Illinois Public Library Standards – 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 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	<input checked="" type="checkbox"/> The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	<input type="checkbox"/> The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	<input type="checkbox"/> The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.	
2	<input type="checkbox"/> The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	<input checked="" type="checkbox"/> The library regularly reviews the capital improvement plan.	<input type="checkbox"/> The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.	

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

7	<input type="checkbox"/> The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.			
9	<input checked="" type="checkbox"/> The library has a master key box and a password list for access to the building and its systems.	<input type="checkbox"/> The library has a security protocol for the distribution of keys and passwords, including regular password changes.		

10	<input checked="" type="checkbox"/> 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).	<input type="checkbox"/> The library has a plan to improve environmental efficiency and sustainability.	<input type="checkbox"/> The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).	
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Notes/Comments:

Illinois Public Library Standards – Collection Management: 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	<input checked="" type="checkbox"/> The library has a Board-approved collection management policy that affirms of 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]			
2	<input type="checkbox"/> The library’s budget has a designated budget line item for collection management.	<input checked="" type="checkbox"/> Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.		

3	<input type="checkbox"/> The library has a process in place for collection management.	<input type="checkbox"/> The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	<input checked="" type="checkbox"/> Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.	
4	<input checked="" type="checkbox"/> 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	<input type="checkbox"/> The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	<input type="checkbox"/> The library publicizes and promotes interlibrary loan to its patrons.	<input checked="" type="checkbox"/> The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.	

6	<input type="checkbox"/> The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	<input checked="" type="checkbox"/> The library regularly reviews the collection to ensure its inclusivity.	<input type="checkbox"/> 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	<input type="checkbox"/> 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).	<input checked="" type="checkbox"/> The library circulates physical objects and digital tools (a.k.a. "Library of Things").		
8	<input type="checkbox"/> Materials are cataloged according to standard library practices.	<input checked="" type="checkbox"/> Staff are aware of the importance of culturally sensitive cataloging terminology.		
9	<input checked="" type="checkbox"/> The library has a reconsideration of materials policy and process.			

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

Notes/Comments:

Illinois Public Library Standards – Finance & Budget: 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	<input type="checkbox"/> The library has a written budget that is developed by administration and approved by the board.	<input type="checkbox"/> The library has the budget in an electronic spreadsheet format.	<input checked="" type="checkbox"/> The library includes legacy data in the spreadsheet to project future revenues and expenditures.	
2	<input type="checkbox"/> The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	<input checked="" type="checkbox"/> The board reviews actual revenues and expenses against the monthly budget, and discusses variances with the director.		

3	<input checked="" type="checkbox"/> The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	<input type="checkbox"/> The library board regularly reviews and updates financial policies to reflect best practices.	<input type="checkbox"/> The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.	
4	<input checked="" type="checkbox"/> The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).			
5	<input checked="" type="checkbox"/> The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	<input type="checkbox"/> The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.		

6	<input checked="" type="checkbox"/> The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	<input type="checkbox"/> The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.		
7	<input type="checkbox"/> The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	<input type="checkbox"/> The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	<input checked="" type="checkbox"/> The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.	

8	<input checked="" type="checkbox"/> The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	<input type="checkbox"/> The library board reviews and approves the annual audit, making the audit findings available to the public.	<input type="checkbox"/> The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.	
9	<input type="checkbox"/> The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	<input checked="" type="checkbox"/> The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.		
10	<input checked="" type="checkbox"/> The library utilizes internal controls to prevent fraud.	<input type="checkbox"/> The board and director regularly review the library's internal controls.	<input type="checkbox"/> If the library utilizes an auditor, they review the library's internal controls.	

11	<input type="checkbox"/> The library securely stores financial documents (e.g., checks, payroll, credit cards).	<input checked="" type="checkbox"/> The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).		
12	<input type="checkbox"/> The library has a long-term financial plan.	<input type="checkbox"/> The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses	<input type="checkbox"/> The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).	

Notes/Comments:

Proposal For:

Sterling Public Library

Sharp BP-71C31

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-51C26

Features

Prints 26 pages per minute b/w and color

Automatic document feeder

(4) 550-sheet paper cassettes

Network printing

Scan to email and network folders





QUO-03477-X5Q6P3

Pricing *ABS Company*

Matt Hudgin
10/30/2025

Purchase	\$14,391.00
60mo Lease	\$286.00

Service Pricing

Includes parts, labor, supplies, and all service calls. Monthly service payment is \$174.25, includes 4,000 b/w prints and 3,250 color prints each month. B/W overage rate is \$0.0070, color overage rate is \$0.0450.

INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: JENNIFER
SUBJECT: FAMILY NON-RESIDENT FEE
DATE NOVEMBER 4, 2025

Each year the law requires Public Library Boards to review their non-resident fee and whether to honor non-resident cards from other libraries.

Library Boards can establish the fee based on one of the three methods established by the Illinois State Library.

- 1) The mathematical formula, which is tax receipts received by the library (FY25) divided by the population served (14,764) times the average size household (taken from the 2020 census figures).

\$508,938 divided by 14,764 times 2.41=\$83.08

Our current rate is \$80.00

- 2) The tax bill method, where the patron brings in their current bill or staff looks on the county accessors web page and multiplies the assessed evaluation times the library rate.

Other cards that we issue to non-residents are:

- | | |
|--|------------------------------------|
| 1) Senior citizen (62 years old and above) | \$30.00/person (honored here only) |
| 2) Student card | Free |
| 3) Digital card | \$45.00/person (honored here only) |

The library received \$9,017 in non-resident fees broken down to 164 non-resident cards, 67 senior cards and 1 digital cards. The non-resident fee at Dixon Library is \$80 and Rock Falls is \$60.

I recommend the Board not increase the non-resident fee for the coming year. I also recommend the Board approves honoring other libraries' non-resident cards.

According to the new library law, students who reside outside the city limits but reside in the Sterling School district receive free library cards. Also, veterans also receive a free library card if they are classified as 70-100% disabled by the veteran's affair or listed under exemptions on their tax bill will be accepted as proof.