



**Tuesday, April 7, 2026**  
**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

**5. Discussion**

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- A. Discussion and Approval of Establishing a Library Foundation
- B. Discussion and approval for the Library to be Closed Saturday June 27th

**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 Meeting  
March 3, 2026

1. Meeting called to order: 7 p.m.
  - a. Roll Call: Ronda Borgmann, Brooke Cochran, Patti Nice, Carol Siefken, Dawn Ziegler, Julia Swartley-Atilano, Skip Lee, John Kirchoff, Jennifer Slaney, Director and guest Abbigail McWilliams.
  - b. Communications: None
  
2. Consent Agenda
  - a. Approval of minutes
  - b. Approval of invoices
  - c. Approval of receipts
  - d. Approval of Cash & Investment ReportMotion to approve the consent agenda made by Skip Lee, 2<sup>nd</sup> by Patti Nice, motion passed by all
  
3. Items removed from Consent agenda: None
  
4. Business Items
  - a. Librarian's report: As presented
  - b. Circulation Statistics/Story Hour Report: As presented
  
5. Discussion items
  - a. Discussion and Approval of Establishing a Library Foundation - tabled to next meeting attorney was not present.
  - b. Discussion and Approval of the Amended FY26 Budget - as presented, noted revenues increase due to higher interest earnings and donations (Marks and Bookmobile) and with expenses higher due to Bookmobile, motion to approve the amended FY26 budget made by Brooke Cochran, 2<sup>nd</sup> by Carol Siefken, motion passed by all.
  - c. Discussion and Approval of FY27 Budget - as presented, noted the FY27 budget includes raises for all employees, the creation of new revenue and expenses accounts for Bookmobile and an increase to the book line, funds allocated for the remodel public restroom and funding for security equipment per LSTA / other State Grants.  
Motion to approve the FY27 budget in the amount of \$1,477,159.00, made by John Kirchoff, 2<sup>nd</sup> by Skip Lee, motion passed by all.

Adjourn: 7:45 p.m.

Next meeting April 7, 2026

Submitted by Brooke Cochran

# March 4th-16th, AP Check Runs

G/L Date Range 03/04/26 - 03/16/26



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										
3390 - SAUK VALLEY PEST CONTROL, INC.	20322	20322/feb	Paid by EFT # 777		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	50.00
Account 51100 - MAINT SERVICES-BUILDING Totals Invoice Transactions 1 \$50.00										
1209 - FYR-FYTER INC	88924	Annual Service/88924	Paid by Check # 82487		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	146.10
1396 - SCHUMACHER ELEVATOR CO	90675459	March/90675459	Paid by Check # 82503		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	201.57
Account 51200 - MAINT SERVICES-EQUIPMENT Totals Invoice Transactions 2 \$347.67										
1047 - JENNIFER SLANEY	022826-PHONE	Phone March	Paid by Check # 82470		03/10/2026	03/10/2026	03/10/2026	03/10/2026	03/10/2026	128.16
4700 - STRATUS NETWORKS, INC.	249057	March Phone/249057	Paid by EFT # 779		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	713.58
Account 55200 - TELEPHONE/INTERNET Totals Invoice Transactions 2 \$841.74										
1075 - CITY OF STERLING	283010-001FEB26	102 W 4TH STREET 01/8/26-2/17/26	Paid by EFT # 762		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	65.50
Account 57100 - GENERAL UTILITIES Totals Invoice Transactions 1 \$65.50										
1225 - GRUMMERTS HARDWARE 366	B97056	Hooks/B97056	Paid by Check # 82489		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	27.98
Account 61100 - MAINT SUPPLIES-BUILDING Totals Invoice Transactions 1 \$27.98										
1371 - QUILL LLC	47996405	Clock/47996405	Paid by EFT # 775		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	27.27
1371 - QUILL LLC	47996877	Newletter paper/47996877	Paid by EFT # 775		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	112.60
1371 - QUILL LLC	47989026	Trash bags/coffee/clock/pape r/soap/47989026	Paid by EFT # 775		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	95.86
Account 65100 - OFFICE SUPPLIES Totals Invoice Transactions 3 \$235.73										
1324 - MENARDS	29919	Dust mop/29919	Paid by EFT # 771		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	25.97
1371 - QUILL LLC	47989026	Trash bags/coffee/clock/pape r/soap/47989026	Paid by EFT # 775		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	359.76
Account 65400 - JANITORIAL SUPPLIES Totals Invoice Transactions 2 \$385.73										
4155 - AMAZON CAPITAL SERVICES, INC.	1JQC-P96R-KFLR	Book/1JQC-P96R-KFLR	Paid by EFT # 758		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	11.39

# March 4th-16th, AP Check Runs

G/L Date Range 03/04/26 - 03/16/26

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 67310 - BOOKS										
3130 - CHILDREN'S PLUS INC.	274992	Book/274992	Paid by EFT # 761		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	9.09
✓ 1272 - INGRAM LIBRARY SERVICES	94716722	94716722/Books	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	19.95
✓ 1272 - INGRAM LIBRARY SERVICES	94818106	Books/94818106	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	120.18
1272 - INGRAM LIBRARY SERVICES	94751440	Books/94751440	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	144.92
✓ 1272 - INGRAM LIBRARY SERVICES	94716721	Books/94716721	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	152.66
✓ 1272 - INGRAM LIBRARY SERVICES	94996202	Books/94996202	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	199.55
1272 - INGRAM LIBRARY SERVICES	94931260	Books/94931260	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	249.04
Account 67310 - BOOKS Totals Invoice Transactions 8										
✓ 1047 - JENNIFER SLANEY	022826-GAZETTE	February Gazettes	Paid by Check # 82470		03/10/2026	03/10/2026	03/10/2026	03/10/2026	03/10/2026	44.00
Account 67320 - PERIODICALS Totals Invoice Transactions 1										
✓ 2853 - MIDWEST TAPE	508515135	DVD/508515135	Paid by EFT # 772		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	17.84
2853 - MIDWEST TAPE	508491565	DVDS/5081491565	Paid by EFT # 772		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	120.75
Account 67330 - AUDIO/VISUAL Totals Invoice Transactions 2										
✓ 2455 - CARD SERVICE CENTER	8172FEB27	Pokemon/Barcode scanners/Farmers market	Paid by Check # 82456		03/10/2026	03/10/2026	03/10/2026	03/10/2026	03/10/2026	305.99
4155 - AMAZON CAPITAL SERVICES, INC.	IKYH-T3RT-NMNY	Giant Tower/1KYHT3RTNMNY	Paid by EFT # 758		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	69.99
✓ 2021 - SCHOLASTIC INC.	81756571	Giveaway books/81756571	Paid by Check # 82502		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	445.19
Account 67410 - DONATED FUNDS/EXPENSES Totals Invoice Transactions 3										
✓ 2455 - CARD SERVICE CENTER	8172FEB27	Pokemon/Barcode scanners/Farmers market	Paid by Check # 82456		03/10/2026	03/10/2026	03/10/2026	03/10/2026	03/10/2026	371.06
Account 83000 - EQUIPMENT Totals Invoice Transactions 1										
Department 41 - LIBRARY - GENERAL Totals Invoice Transactions 27										
Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals Invoice Transactions 27										
										\$906.78
										\$44.00
										\$138.59
										\$371.06
										\$4,235.95
										\$4,235.95



# March 4th-16th, AP Check Runs

G/L Date Range 03/04/26 - 03/16/26

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	2277FEB26	Putnam/lincoln highway/canva	Paid by Check # 82456		03/10/2026	03/10/2026	03/10/2026		03/10/2026	45.00
Account 94900 - MISCELLANEOUS CHARGES Totals								Invoice Transactions 1		\$45.00
Department 47 - LIBRARY - GRAY TRUST Totals								Invoice Transactions 1		\$45.00
Fund 2247 - LIBRARY-GRAY TRUST ACCOUNT Totals								Invoice Transactions 1		\$45.00

# March 16th-April 6th, AP Check Runs

G/L Date Range 03/16/26 - 04/06/26

Vendor	Invoice No.	Invoice Description	Status	Hold 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										
✓ 3390 - SAUK VALLEY PEST CONTROL, INC.	20322	20322/Feb	Paid by EFT # 777		03/16/2026	03/16/2026	03/16/2026		03/16/2026	50.00
✓ 3796 - ELM USA, INC.	83616	March/83616	Paid by Check # 82592		04/06/2026	04/06/2026	04/06/2026		04/06/2026	25.00
Account 51100 - MAINT SERVICES-BUILDING Totals Invoice Transactions 2										
✓ 1209 - FYR-FYTER INC	88924	Annual Service/88924	Paid by Check # 82487		03/16/2026	03/16/2026	03/16/2026		03/16/2026	146.10
✓ 1396 - SCHUMACHER ELEVATOR CO	90675459	March/90675459	Paid by Check # 82503		03/16/2026	03/16/2026	03/16/2026		03/16/2026	201.57
Account 51200 - MAINT SERVICES-EQUIPMENT Totals Invoice Transactions 2										
✓ 4700 - STRATUS NETWORKS, INC.	249057	March Phone/249057	Paid by EFT # 779		03/16/2026	03/16/2026	03/16/2026		03/16/2026	713.58
Account 55200 - TELEPHONE/INTERNET Totals Invoice Transactions 1										
✓ 1236 - HERITAGE PRINTING	17202	Adult Registration Cards/17202	Paid by Check # 82596		04/06/2026	04/06/2026	04/06/2026		04/06/2026	70.25
Account 55400 - PRINTING Invoice Transactions 1										
1075 - CITY OF STERLING	283010-001FEB26	102 W 4TH STREET 01/8/26-2/17/26	Paid by EFT # 762		03/16/2026	03/16/2026	03/16/2026		03/16/2026	65.50
1254 - IL AMERICAN WATER CO	10001421513M AR26	102 W 4TH STREET 2/12/26-3/11/26	Paid by Check # 82550		03/31/2026	03/31/2026	03/31/2026		03/31/2026	84.21
Account 57100 - GENERAL UTILITIES Totals Invoice Transactions 2										
✓ 1225 - GRUMMERTS HARDWARE 366	B97056	Hooks/B97056	Paid by Check # 82489		03/16/2026	03/16/2026	03/16/2026		03/16/2026	27.98
✓ 4827 - NATIONAL FLAG & POLE, LLC	4240	5x7 flag/4240	Paid by Check # 82514		03/17/2026	03/17/2026	03/17/2026		03/17/2026	158.09
Account 61100 - MAINT SUPPLIES-BUILDING Totals Invoice Transactions 2										
✓ 1371 - QUIJILL LLC	47996405	Clock/47996405	Paid by EFT # 775		03/16/2026	03/16/2026	03/16/2026		03/16/2026	27.27
✓ 1371 - QUIJILL LLC	47996877	Newletter paper/47996877	Paid by EFT # 775		03/16/2026	03/16/2026	03/16/2026		03/16/2026	112.60
✓ 1371 - QUIJILL LLC	47989026	Trash bags/coffee/clock/pape r/soap/47989026	Paid by EFT # 775		03/16/2026	03/16/2026	03/16/2026		03/16/2026	95.86
✓ 1394 - SBM INC	INV465887	Upstairs/465887	Paid by EFT # 843		04/06/2026	04/06/2026	04/06/2026		04/06/2026	151.85
Account 65100 - OFFICE SUPPLIES Totals Invoice Transactions 4										
Account 65100 - OFFICE SUPPLIES Totals Invoice Transactions 4										

# March 16th-April 6th, AP Check Runs

G/L Date Range 03/16/26 - 04/06/26

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 65400 - JANITORIAL SUPPLIES										
1324 - MENARDS	29919	Dust mop/29919	Paid by EFT # 771		03/16/2026	03/16/2026	03/16/2026		03/16/2026	25.97
✓ 1371 - QUIJILL LLC	47989026	Trash bags/coffee/clock/paper/soap/47989026	Paid by EFT # 775		03/16/2026	03/16/2026	03/16/2026		03/16/2026	359.76
Account 65400 - JANITORIAL SUPPLIES Totals Invoice Transactions 2										
										\$385.73
Account 67310 - BOOKS										
4155 - AMAZON CAPITAL SERVICES, INC.	1JQC-P96-KFLR	Book/1JQCP96RKFRLR	Paid by EFT # 758		03/16/2026	03/16/2026	03/16/2026		03/16/2026	11.39
3130 - CHILDREN'S PLUS INC.	274992	Book/274992	Paid by EFT # 761		03/16/2026	03/16/2026	03/16/2026		03/16/2026	9.09
1272 - INGRAM LIBRARY SERVICES	94716722	94716722/Books	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026		03/16/2026	19.95
✓ 1272 - INGRAM LIBRARY SERVICES	94818106	Books/94818106	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026		03/16/2026	120.18
✓ 1272 - INGRAM LIBRARY SERVICES	94751440	Books/94751440	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026		03/16/2026	144.92
1272 - INGRAM LIBRARY SERVICES	94716721	Books/94716721	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026		03/16/2026	152.66
1272 - INGRAM LIBRARY SERVICES	94996202	Books/94996202	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026		03/16/2026	199.55
✓ 1272 - INGRAM LIBRARY SERVICES	94931260	Books/94931260	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026		03/16/2026	249.04
✓ 3713 - GR8 SOLUTIONS, CORP.	84780	Database/84780	Paid by Check # 82511		03/17/2026	03/17/2026	03/17/2026		03/17/2026	4,713.00
✓ 3130 - CHILDREN'S PLUS INC.	272691	Books/272691	Paid by EFT # 806		03/24/2026	03/24/2026	03/24/2026		03/26/2026	284.06
✓ 1272 - INGRAM LIBRARY SERVICES	95136010	Books/95136010	Paid by Check # 82601		04/06/2026	04/06/2026	04/06/2026		04/06/2026	83.12
1272 - INGRAM LIBRARY SERVICES	95362171	Books/95362171	Paid by Check # 82601		04/06/2026	04/06/2026	04/06/2026		04/06/2026	188.67
1272 - INGRAM LIBRARY SERVICES	95265097	95265097/Books	Paid by Check # 82601		04/06/2026	04/06/2026	04/06/2026		04/06/2026	151.06
✓ 1272 - INGRAM LIBRARY SERVICES	95167548	Books/95167548	Paid by Check # 82601		04/06/2026	04/06/2026	04/06/2026		04/06/2026	69.89
1272 - INGRAM LIBRARY SERVICES	95257704	95257704/Credit	Paid by Check # 82601		04/06/2026	04/06/2026	04/06/2026		04/06/2026	(16.95)
1272 - INGRAM LIBRARY SERVICES	95257703	95257703/Credit	Paid by Check # 82601		04/06/2026	04/06/2026	04/06/2026		04/06/2026	(29.50)
✓ 1272 - INGRAM LIBRARY SERVICES	95128165	Credit 95128165	Paid by Check # 82601		04/06/2026	04/06/2026	04/06/2026		04/06/2026	(33.90)
✓ 1272 - INGRAM LIBRARY SERVICES	95215523	Books/95215523	Paid by Check # 82601		04/06/2026	04/06/2026	04/06/2026		04/06/2026	107.68



# March 16th-April 6th, AP Check Runs

G/L Date Range 03/16/26 - 04/06/26

Vendor	Invoice No.	Invoice Description	Status	Hold 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 67310 - BOOKS										
✓ 1272 - INGRAM LIBRARY SERVICES	95057894	Credit/95057894	Paid by Check # 82601		04/06/2026	04/06/2026	04/06/2026		04/06/2026	(28.80)
✓ 1272 - INGRAM LIBRARY SERVICES	95069364	Books/95069364	Paid by Check # 82601		04/06/2026	04/06/2026	04/06/2026		04/06/2026	80.35
Account 67310 - BOOKS Totals										
										Invoice Transactions 20
										\$6,475.46
Account 67330 - AUDIO/VISUAL										
2853 - MIDWEST TAPE	508515135	DVD/508515135	Paid by EFT # 772		03/16/2026	03/16/2026	03/16/2026		03/16/2026	17.84
✓ 2853 - MIDWEST TAPE	508491565	DVDS/5081491565	Paid by EFT # 772		03/16/2026	03/16/2026	03/16/2026		03/16/2026	120.75
2853 - MIDWEST TAPE	508586002	508586002/DVDS CDBOT	Paid by EFT # 835		04/06/2026	04/06/2026	04/06/2026		04/06/2026	104.81
✓ 2853 - MIDWEST TAPE	5085518535	DVD/CDBOT 508551835	Paid by EFT # 835		04/06/2026	04/06/2026	04/06/2026		04/06/2026	26.99
Account 67330 - AUDIO/VISUAL Totals										
										Invoice Transactions 4
										\$270.39
Account 67340 - NON-PRINT BOOKS										
2853 - MIDWEST TAPE	508586002	508586002/DVDS CDBOT	Paid by EFT # 835		04/06/2026	04/06/2026	04/06/2026		04/06/2026	85.98
✓ 2853 - MIDWEST TAPE	5085518535	DVD/CDBOT 508551835	Paid by EFT # 835		04/06/2026	04/06/2026	04/06/2026		04/06/2026	44.99
Account 67340 - NON-PRINT BOOKS Totals										
										Invoice Transactions 2
										\$130.97
Account 67410 - DONATED FUNDS/EXPENSES										
✓ 4155 - AMAZON CAPITAL SERVICES, INC.	1KYH-T3RT-NIMNY	Giant Tower/1KYHT3RTMMN Y	Paid by EFT # 758		03/16/2026	03/16/2026	03/16/2026		03/16/2026	69.99
✓ 2021 - SCHOLASTIC INC.	81756571	Giveaway books/81756571	Paid by Check # 82502		03/16/2026	03/16/2026	03/16/2026		03/16/2026	445.19
✓ 3713 - GR8 SOLUTIONS, CORP.	84780	Database/84780	Paid by Check # 82511		03/17/2026	03/17/2026	03/17/2026		03/17/2026	5,000.00
Account 67410 - DONATED FUNDS/EXPENSES Totals										
										Invoice Transactions 3
										\$5,515.18
Department 41 - LIBRARY - GENERAL Totals										
										Invoice Transactions 45
										\$14,707.59
Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals										
										Invoice Transactions 45
										\$14,707.59

# March 16th-April 6th, AP Check Runs

G/L Date Range 03/16/26 - 04/06/26

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										
✓ 4155 - AMAZON CAPITAL SERVICES, INC.	1P97-99X4-33K7	Nerf/Fire stick/1P9799X4J3K7	Paid by EFT # 758		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	51.09
✓ 4155 - AMAZON CAPITAL SERVICES, INC.	INPK-T19N-NMX4	Graphic Novels/1NPKT19NNMX4	Paid by EFT # 758		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	429.57
✓ 4155 - AMAZON CAPITAL SERVICES, INC.	13C9-CKGM-C1LD	Books/13C9CKGMC1LD	Paid by EFT # 758		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	381.95
✓ 3130 - CHILDREN'S PLUS INC.	275300	book/275300	Paid by EFT # 761		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	14.24
✓ 1272 - INGRAM LIBRARY SERVICES	94923545	Credit/94923545	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	(102.27)
✓ 1272 - INGRAM LIBRARY SERVICES	94879922	Credit/94879922	Paid by Check # 82494		03/16/2026	03/16/2026	03/16/2026	03/16/2026	03/16/2026	(70.68)
✓ 3130 - CHILDREN'S PLUS INC.	275764	Books/275764	Paid by EFT # 806		03/24/2026	03/24/2026	03/24/2026	03/24/2026	03/26/2026	311.84
✓ 4155 - AMAZON CAPITAL SERVICES, INC.	1XLD-TQNG-X1MM	Book/1XLDTQNGX1MM	Paid by EFT # 822		04/06/2026	04/06/2026	04/06/2026	04/06/2026	04/06/2026	16.49
✓ 1272 - INGRAM LIBRARY SERVICES	95103285	Books/95103285	Paid by Check # 82601		04/06/2026	04/06/2026	04/06/2026	04/06/2026	04/06/2026	304.63
Account 94900 - MISCELLANEOUS CHARGES Totals										Invoice Transactions 9
Department 43 - LIBRARY - PER CAPITA Totals										Invoice Transactions 9
Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals										Invoice Transactions 18
										\$1,336.86
										\$1,336.86
										\$0.00



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 03/31/26  
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	19,212.10	.00	229,925.34	18,000.66	93	215,477.73
41200	SALARIES-TEMP/PARTTIME	157,455.00	.00	157,455.00	8,539.68	.00	105,779.77	51,675.23	67	98,658.32
45100	HEALTH INSURANCE	55,000.00	.00	55,000.00	.00	.00	51,700.00	3,300.00	94	51,700.00
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	50.00	25.00	17,967.60	7.40	100	12,169.67
51200	MAINT SERVICES-EQUIPMENT	16,000.00	.00	16,000.00	347.67	.00	11,416.78	4,583.22	71	13,492.95
52900	MAINT SERVICES - OTHER	16,800.00	.00	16,800.00	1,200.00	.00	12,450.00	4,350.00	74	12,600.00
53100	ACCOUNTING SERVICE	2,300.00	.00	2,300.00	.00	.00	2,300.00	.00	100	2,300.00
54900	OTHER PROFESSIONAL SERVICE	11,000.00	.00	11,000.00	.00	.00	4,727.50	6,272.50	43	6,543.63
55100	POSTAGE & FREIGHT	2,000.00	.00	2,000.00	.00	.00	1,441.36	558.64	72	1,456.81
55200	TELEPHONE/INTERNET	10,225.00	.00	10,225.00	841.74	.00	9,229.54	995.46	90	8,936.38
55400	PRINTING	500.00	.00	500.00	.00	70.25	.00	429.75	14	357.25
56100	DUES	900.00	.00	900.00	.00	.00	634.00	266.00	70	664.40
56200	TRAVEL & TRAINING EXPENSE	3,500.00	.00	3,500.00	.00	.00	3,336.44	163.56	95	2,746.20
57100	GENERAL UTILITIES	2,000.00	.00	2,000.00	149.71	.00	1,427.80	572.20	71	1,216.69
58200	GENERAL INSURANCE	40,000.00	.00	40,000.00	.00	.00	36,190.38	3,809.62	90	35,976.31
59900	OTHER CONTRACTUAL SERVICES	14,000.00	.00	14,000.00	.00	.00	6,632.27	7,367.73	47	5,924.85
61100	MAINT SUPPLIES-BUILDING	3,000.00	.00	3,000.00	186.07	.00	946.81	2,053.19	32	1,963.89
65100	OFFICE SUPPLIES	15,000.00	.00	15,000.00	282.16	151.85	13,737.58	1,110.57	93	11,427.47
65400	JANITORIAL SUPPLIES	3,000.00	.00	3,000.00	385.73	.00	2,756.39	243.61	92	3,181.01
66800	BANK EXPENSE	500.00	.00	500.00	31.83	.00	525.67	(25.67)	105	459.98
67310	BOOKS	37,000.00	.00	37,000.00	6,776.95	571.62	34,559.87	1,868.51	95	22,732.04
67320	PERIODICALS	4,000.00	.00	4,000.00	44.00	.00	1,042.00	2,958.00	26	4,239.73
67330	AUDIO/VISUAL	4,000.00	.00	4,000.00	273.54	131.80	2,510.13	1,358.07	66	1,343.17
67340	NON-PRINT BOOKS	15,000.00	.00	15,000.00	85.98	130.97	14,789.04	79.99	99	9,153.61
67410	DONATED FUNDS/EXPENSES	27,000.00	.00	27,000.00	5,821.17	.00	16,983.76	10,016.24	63	28,859.27
67420	SUMMER READING EXPENSES	2,000.00	.00	2,000.00	.00	.00	2,213.52	(213.52)	111	1,469.17
67440	YOUNG ADULT EXPENSES	500.00	.00	500.00	.00	.00	730.35	(230.35)	146	41.08
82000	BUILDING	20,000.00	.00	20,000.00	2,450.34	.00	11,150.81	8,849.19	56	5,210.00
83000	EQUIPMENT	20,000.00	.00	20,000.00	371.06	.00	9,859.06	10,140.94	49	.00
	<b>EXPENSE TOTALS</b>	<b>\$750,456.00</b>	<b>\$0.00</b>	<b>\$750,456.00</b>	<b>\$47,049.73</b>	<b>\$1,081.49</b>	<b>\$608,739.87</b>	<b>\$140,634.64</b>	<b>81%</b>	<b>\$562,064.19</b>
	Department 41 - LIBRARY - GENERAL Totals	(\$750,456.00)	\$0.00	(\$750,456.00)	(\$47,049.73)	(\$1,081.49)	(\$608,739.87)	(\$140,634.64)	81%	(\$562,064.19)
	Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals	\$750,456.00	\$0.00	\$750,456.00	\$47,049.73	\$1,081.49	\$608,739.87	\$140,634.64		\$562,064.19



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 03/31/26  
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	1,595.88	321.12	19,461.32	1,993.56	91	19,615.80
	<b>EXPENSE TOTALS</b>	<b>\$21,776.00</b>	<b>\$0.00</b>	<b>\$21,776.00</b>	<b>\$1,595.88</b>	<b>\$321.12</b>	<b>\$19,461.32</b>	<b>\$1,993.56</b>	<b>91%</b>	<b>\$19,615.80</b>
Department 43	<b>LIBRARY - PER CAPITA Totals</b>	<b>(\$21,776.00)</b>	<b>\$0.00</b>	<b>(\$21,776.00)</b>	<b>(\$1,595.88)</b>	<b>(\$321.12)</b>	<b>(\$19,461.32)</b>	<b>(\$1,993.56)</b>	<b>91%</b>	<b>(\$19,615.80)</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>\$1,595.88</b>	<b>\$321.12</b>	<b>\$19,461.32</b>	<b>\$1,993.56</b>		<b>\$19,615.80</b>



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 03/31/26  
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>2245 - LIBRARY - BOOKMOBILE</b>									
Department	<b>14 - LIBRARY - BOOKMOBILE</b>									
	EXPENSE									
83000	EQUIPMENT	.00	.00	.00	.00	.00	181,123.34	(181,123.34)	+++	.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$181,123.34	(\$181,123.34)	+++	\$0.00
Department	<b>14 - LIBRARY - BOOKMOBILE</b> Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$181,123.34)	\$181,123.34	+++	\$0.00
Fund	<b>2245 - LIBRARY - BOOKMOBILE</b> Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$181,123.34	(\$181,123.34)		\$0.00



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 03/31/26  
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>									
	EXPENSE									
66800	BANK EXPENSE	500.00	.00	500.00	.00	.00	456.70	43.30	91	498.37
94900	MISCELLANEOUS CHARGES	20,000.00	.00	20,000.00	389.24	186.03	15,880.11	3,933.86	80	24,089.45
	<b>EXPENSE TOTALS</b>	<b>\$20,500.00</b>	<b>\$0.00</b>	<b>\$20,500.00</b>	<b>\$389.24</b>	<b>\$186.03</b>	<b>\$16,336.81</b>	<b>\$3,977.16</b>	<b>81%</b>	<b>\$24,587.82</b>
	Department <b>47 - LIBRARY - GRAY TRUST</b> Totals	<b>(\$20,500.00)</b>	<b>\$0.00</b>	<b>(\$20,500.00)</b>	<b>(\$389.24)</b>	<b>(\$186.03)</b>	<b>(\$16,336.81)</b>	<b>(\$3,977.16)</b>	<b>81%</b>	<b>(\$24,587.82)</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>\$389.24</b>	<b>\$186.03</b>	<b>\$16,336.81</b>	<b>\$3,977.16</b>		<b>\$24,587.82</b>



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 03/31/26

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									
65100	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	+++	236.45
83000	EQUIPMENT	.00	.00	.00	.00	.00	498.99	(498.99)	+++	5,584.63
94900	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	7,793.66
	<b>EXPENSE TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$498.99</b>	<b>(\$498.99)</b>	<b>+++</b>	<b>\$13,614.74</b>
	Department 48 - LIBRARY - LSTA Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$498.99)	\$498.99	+++	(\$13,614.74)
Fund 2248 - LIBRARY-LSTA/OTHER STATE GRANTS	Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$498.99	(\$498.99)		\$13,614.74



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 03/31/26

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									
54900	OTHER PROFESSIONAL SERVICE	.00	.00	.00	.00	.00	14,138.25	(14,138.25)	+++	.00
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>\$14,138.25</b>	<b>\$15,861.75</b>	<b>47%</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>(\$14,138.25)</b>	<b>(\$15,861.75)</b>	<b>47%</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>\$14,138.25</b>	<b>\$15,861.75</b>		<b>\$0.00</b>



# LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 03/31/26

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	2,830.20	.00	24,592.89	5,407.11	82	16,991.50
94920	OTHER GRANTS	59,000.00	.00	59,000.00	.00	.00	61,666.56	(2,666.56)	105	58,651.78
	<b>EXPENSE TOTALS</b>	<b>\$89,000.00</b>	<b>\$0.00</b>	<b>\$89,000.00</b>	<b>\$2,830.20</b>	<b>\$0.00</b>	<b>\$86,259.45</b>	<b>\$2,740.55</b>	<b>97%</b>	<b>\$75,643.28</b>
Department	<b>50 - LIBRARY - RRLC FUND Totals</b>	<b>(\$89,000.00)</b>	<b>\$0.00</b>	<b>(\$89,000.00)</b>	<b>(\$2,830.20)</b>	<b>\$0.00</b>	<b>(\$86,259.45)</b>	<b>(\$2,740.55)</b>	<b>97%</b>	<b>(\$75,643.28)</b>
Fund	<b>2250 - LIBRARY - RRLC FUND Totals</b>	<b>\$89,000.00</b>	<b>\$0.00</b>	<b>\$89,000.00</b>	<b>\$2,830.20</b>	<b>\$0.00</b>	<b>\$86,259.45</b>	<b>\$2,740.55</b>		<b>\$75,643.28</b>
	<b>Grand Totals</b>	<b>\$911,732.00</b>	<b>\$0.00</b>	<b>\$911,732.00</b>	<b>\$51,865.05</b>	<b>\$1,588.64</b>	<b>\$926,558.03</b>	<b>(\$16,414.67)</b>		<b>\$695,525.83</b>



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 03/31/26  
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	.00	.00	455,693.32	5,924.68	99	422,448.31
31120	FIRE PROTECTION/LIBRARY BLDG	41,965.00	.00	41,965.00	.00	.00	41,595.82	369.18	99	38,478.08
31180	TORT & LIABILITY TAX	44,135.00	.00	44,135.00	.00	.00	49,914.72	(5,779.72)	113	48,011.91
34200	STATE REPLACEMENT TAX	120,450.00	.00	120,450.00	6,032.10	.00	109,996.18	10,453.82	91	118,254.82
35300	LIBRARY FINES	900.00	.00	900.00	27.59	.00	1,252.56	(352.56)	139	1,124.66
36710	LIBRARY CARDS	8,000.00	.00	8,000.00	155.00	.00	9,088.00	(1,088.00)	114	8,321.00
36720	COPY SERVICE	6,000.00	.00	6,000.00	601.72	.00	8,070.46	(2,070.46)	135	5,868.49
36730	PASSPORTS	3,000.00	.00	3,000.00	560.00	.00	3,745.00	(745.00)	125	2,715.00
38110	SV, VR & MM INTEREST	15,000.00	.00	15,000.00	.00	.00	40,954.43	(25,954.43)	273	24,156.77
38300	DONATIONS	30,000.00	.00	30,000.00	2,500.00	.00	46,236.00	(16,236.00)	154	40,135.00
38700	REIMBURSEMENTS	500.00	.00	500.00	.00	.00	.00	500.00	0	1,769.40
39200	SALE OF PROPERTY	2,500.00	.00	2,500.00	147.00	.00	2,219.26	280.74	89	3,175.15
	<b>REVENUE TOTALS</b>	<b>\$734,068.00</b>	<b>\$0.00</b>	<b>\$734,068.00</b>	<b>\$10,023.41</b>	<b>\$0.00</b>	<b>\$768,765.75</b>	<b>(\$34,697.75)</b>	<b>105%</b>	<b>\$714,458.59</b>
	Department 00 - REVENUE Totals	\$734,068.00	\$0.00	\$734,068.00	\$10,023.41	\$0.00	\$768,765.75	(\$34,697.75)	105%	\$714,458.59
Fund 2241 - LIBRARY-GENERAL ACCOUNT	Totals	\$734,068.00	\$0.00	\$734,068.00	\$10,023.41	\$0.00	\$768,765.75	(\$34,697.75)		\$714,458.59



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 03/31/26

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 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>
Fund	<b>2243 - LIBRARY-PER CAPITA GRANT ACCOUNT 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>\$21,924.54</b>



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 03/31/26

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>2245 - LIBRARY - BOOKMOBILE</b>									
Department	<b>00 - REVENUE</b>									
	REVENUE									
38300	DONATIONS	.00	.00	.00	.00	.00	126,400.00	(126,400.00)	+++	.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>\$126,400.00</b>	<b>(\$126,400.00)</b>	<b>+++</b>	<b>\$0.00</b>
	Department <b>00 - REVENUE</b> Totals	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$126,400.00</b>	<b>(\$126,400.00)</b>	<b>+++</b>	<b>\$0.00</b>
Fund	<b>2245 - LIBRARY - BOOKMOBILE</b> Totals	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$126,400.00</b>	<b>(\$126,400.00)</b>		<b>\$0.00</b>



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 03/31/26

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	4,032.63	467.37	90	5,248.04
38120	INVESTMENT INTEREST	8,000.00	.00	8,000.00	.00	.00	11,070.23	(3,070.23)	138	8,305.04
38140	REALIZED GAIN/LOSS ON INV	700.00	.00	700.00	.00	.00	(165.35)	865.35	-24	493.10
38190	UNREALIZED GAIN/LOSS ON INV	.00	.00	.00	.00	.00	1,262.25	(1,262.25)	+++	5,253.92
38300	DONATIONS	.00	.00	.00	.00	.00	4,879.13	(4,879.13)	+++	.00
<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>\$21,078.89</b>	<b>(\$7,878.89)</b>	<b>160%</b>	<b>\$19,300.10</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>\$21,078.89</b>	<b>(\$7,878.89)</b>	<b>160%</b>	<b>\$19,300.10</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>\$21,078.89</b>	<b>(\$7,878.89)</b>		<b>\$19,300.10</b>



# LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 03/31/26  
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	<b>LIBRARY-LSTA/OTHER STATE GRANTS</b>									
Department	<b>00 - REVENUE</b>									
	REVENUE									
34400	STATE GRANTS	.00	.00	.00	.00	.00	.00	.00	+++	27,500.00
	<b>REVENUE TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$27,500.00
Department	<b>00 - REVENUE</b> Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$27,500.00
Fund 2248	<b>LIBRARY-LSTA/OTHER STATE GRANTS</b> 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 03/31/26

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 03/31/26  
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	53,628.00	17,876.00	75	52,661.55
38110	SV, VR & MM INTEREST	.00	.00	.00	.00	.00	1,319.16	(1,319.16)	+++	50.46
38700	REIMBURSEMENTS	18,000.00	.00	18,000.00	.00	.00	18,932.49	(932.49)	105	16,991.44
	<b>REVENUE TOTALS</b>	<b>\$89,504.00</b>	<b>\$0.00</b>	<b>\$89,504.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$73,879.65</b>	<b>\$15,624.35</b>	<b>83%</b>	<b>\$69,703.45</b>
	Department <b>00 - REVENUE</b> Totals	<b>\$89,504.00</b>	<b>\$0.00</b>	<b>\$89,504.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$73,879.65</b>	<b>\$15,624.35</b>	<b>83%</b>	<b>\$69,703.45</b>
	Fund <b>2250 - LIBRARY - RRLC FUND</b> Totals	<b>\$89,504.00</b>	<b>\$0.00</b>	<b>\$89,504.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$73,879.65</b>	<b>\$15,624.35</b>		<b>\$69,703.45</b>
	Grand Totals	<b>\$888,548.00</b>	<b>\$0.00</b>	<b>\$888,548.00</b>	<b>\$10,023.41</b>	<b>\$0.00</b>	<b>\$1,011,901.19</b>	<b>(\$123,353.19)</b>		<b>\$852,886.68</b>

**STERLING PUBLIC LIBRARY**  
**REPORT OF CASH & INVESTMENTS**  
**February 28, 2026**

	General Operating 2241	Per Capita 2243	Bookmobile 2245	Gray Trust 2247	LSTA Grant 2248	Building Project 2249	RRLC 2250	Total
Cash	1,571,269.18	8,621.50	(54,723.34)	84,318.69	3,841.31	(14,138.25)	80,867.06	1,680,056.15
Investments	0.35			287,870.09				287,870.44
Current Receivables	26,668.38	-	-	3,847.00	-	-	-	30,515.38
Current Payables	(11,597.88)	-	-	-	-	-	-	(11,597.88)
<b>Cash Available Balance</b>	<b>1,586,340.03</b>	<b>8,621.50</b>	<b>(54,723.34)</b>	<b>376,035.78</b>	<b>3,841.31</b>	<b>(14,138.25)</b>	<b>80,867.06</b>	<b>1,986,844.09</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

**STERLING PUBLIC LIBRARY**  
**REPORT OF CASH & INVESTMENTS**  
**February 28, 2026**

	General Operating 2241	Per Capita 2243	Bookmobile 2245	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
Revenue - Oct	35,776.75	-	-	1,710.81	-	-	31,779.09	69,266.65
Expense - Oct	(173,207.65)	(609.20)	-	(2,381.47)	-	-	(12,167.00)	(188,365.32)
10/31/25 Cash Avail Bal	1,704,935.81	13,572.25	-	370,275.34	3,841.31	-	62,508.71	2,155,133.42
Revenue - Nov	(106,434.91)	-	125,000.00	3,380.97	-	-	125.06	22,071.12
Expense - Nov	(54,470.68)	(1,323.96)	-	(856.92)	-	-	-	(56,651.56)
11/30/25 Cash Avail Bal	1,544,030.22	12,248.29	125,000.00	372,799.39	3,841.31	-	62,633.77	2,120,552.98
Revenue - Dec	23,257.41	-	1,000.00	5,778.27	-	-	124.69	30,160.37
Expense - Dec	72,638.11	(858.37)	(181,123.34)	(157.57)	-	-	-	(109,501.17)
12/31/25 Cash Avail Bal	1,639,925.74	11,389.92	(55,123.34)	378,420.09	3,841.31	-	62,758.46	2,041,212.18
Revenue - Jan	30,024.19	-	400.00	1,277.29	-	-	17,998.68	49,700.16
Expense - Jan	(47,316.42)	(607.56)	-	(51.67)	-	(14,138.25)	-	(62,113.90)
01/31/26 Cash Avail Bal	1,622,633.51	10,782.36	(54,723.34)	379,645.71	3,841.31	(14,138.25)	80,757.14	2,028,798.44
Revenue - Feb	16,705.37	-	-	1,022.52	-	-	109.92	17,837.81
Expense - Feb	(52,998.85)	(2,160.86)	-	(4,632.45)	-	-	-	(59,792.16)
02/28/26 Cash Avail Bal	1,586,340.03	8,621.50	(54,723.34)	376,035.78	3,841.31	(14,138.25)	80,867.06	1,986,844.09

## Director's Report March 2026

March came in like a lion—and someone should have told the library building it didn't need to follow the old adage. On the first of the month, I walked into the Juvenile Department and was informed by the cleaning staff that there was standing water in the picture book room. This was surprising, as it hadn't rained overnight. It was soon discovered that the water fountain near the business office had sprung a leak.

Maintenance staff member Alan Peck shut off the water to the entire building and dismantled the fountain to locate the shut-off valves. Once the water was successfully turned back on, it was determined that the valves were not located beneath the fountain as expected but were instead buried behind its internal components. After consulting with a plumber to investigate the source of the leak, it was found that the issue originated in the refrigerator tank. As a result, the fountain will be replaced during the first week of May.

The next round of excitement came courtesy of the elevator during a storm that caused several power outages. Staff contacted me to report that an alarm was sounding in the elevator, and they were unable to get it to stop. After giving the situation some thought and not wanting to place an after-hours service call to Schumacher Elevator, I contacted the Fire Department to see if they could assist.

I am happy to report that they were able to shut off the alarm, and the elevator returned to normal operation. I subsequently notified our regular elevator service technician of the incident. He confirmed that calling the Fire Department was the correct course of action to reset the elevator. He followed up a couple of weeks later to inspect the elevator, and everything is functioning properly.

Bookmobile update: We are now four months away from the bookmobile's arrival. I have approved the design wrap for the van and will be presenting it at the meeting on Tuesday evening. I have also drafted an Outreach Agreement to be shared with organizations interested in hosting the library bookmobile. This agreement outlines the library's expectations during visits to help ensure that operations run smoothly for both staff and host sites.

In addition, I have been working with The Library Corporation to establish circulation rules for items checked out from the bookmobile.

Grant update: The State Library has provided the review date for the Construction Grant related to the Carnegie bathroom remodel, which is scheduled for May 27. I have informed Tom Houck at Willett Hoffman, as his attendance will be required to answer any questions regarding the remodel.

In addition, I plan to submit the Security Grant application later this week for a new camera system. I have been working with the City IT Director, and together we have identified a new system that will expand camera coverage throughout the building as well as exterior areas. Another component of the grant will request funding to install wireless entry points on approximately eight doors.

The grant will also cover assistance from the City IT Department with the installation of both the cameras and the entry points, as well as hiring a contractor to install the necessary new wiring for the camera system.

Arrangements have been completed for the bus trip to the ALA Conference on June 27. At this time, the bus appears to be full and will include attendees from the Dixon, Walnut, and Chadwick libraries, as well as our wonderful staff and board members. As we get closer to the event, I will share the schedule for the day.

You should have also received an email from Beth containing your QR code, which will provide access to your badge upon arrival at the exhibit hall. Please be sure to have this QR code readily available on your phone that day.

That seems to be all my news for the month. See you Tuesday night.

## Sterling Public Library Circulation Statistics By Collection to March 2026

<b>Adult Collection</b>	<b>Month Total</b>	<b>FYTD 2026</b>	<b>FYTD 2025</b>
Books on CD	30	559	586
Fiction	727	8,004	8,478
Internet	300	3,046	3,683
Large Type	770	7,103	6,281
Microfilm/Equipment	6	47	45
Non-Fiction	275	3,345	3,141
Interlibrary Loan	78	982	777
Intralibrary Loan-Schools	60	394	435
Intra-Library Loan-Public	240	3,058	2,895
Find More Illinois	74	800	1,210
Paperback Exchange	69	298	515
Periodicals	53	807	755
Reference	0	3	3
History Room	2	270	300
Spanish	28	358	247
DVD's	223	2,703	2,656
E-Books/Audio/Stream	1,338	14,224	13,180
Graphic Novels	203	1,806	1,441
Puzzles	62	511	484
Kits/Media	0	0	2
<b>Adult Totals</b>	<b>4,538</b>	<b>48,318</b>	<b>47,114</b>

<b>YA Collection</b>	<b>Month Total</b>	<b>FYTD 2026</b>	<b>FYTD 2025</b>
Fiction	108	1,557	1,956
Non-Fiction	4	35	45
<b>YA Totals</b>	<b>112</b>	<b>1,592</b>	<b>2,001</b>

<b>Juvenile Collection</b>	<b>Month Total</b>	<b>FYTD 2026</b>	<b>FYTD 2025</b>
Books On CD	24	272	217
Compact Discs	6	60	67
Nintendo Switch	11	135	82
Fiction	727	9,205	7,811
Non-Fiction	390	4,372	4,717
Picture Books	1,172	15,089	14,783
Spanish	24	307	220
DVDs	101	1,062	790
GoGo Gadgets*	12	2,025	167
<b>Juvenile Totals</b>	<b>2,467</b>	<b>32,527</b>	<b>28,854</b>

<b>Grand Totals</b>	<b>7,117</b>	<b>82,437</b>	<b>77,969</b>
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<b>Sterling Public Library Circulation Statistics 2025-2026</b>													
	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>	<b>YTD</b>
<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>3,421</b>	<b>3,946</b>	<b>4,264</b>	<b>4,582</b>	<b>3,989</b>	<b>4,650</b>	<b>0</b>	<b>48,921</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>2,713</b>	<b>2,276</b>	<b>2,335</b>	<b>2,232</b>	<b>2,323</b>	<b>2,467</b>	<b>-</b>	<b>30,775</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	307	248	207	300	288	300		3380
Materials borrowed by Rock Falls patrons	400	480	473	362	361	301	206	218	274	267	256		3598
Materials borrowed by Dixon Patrons	63	88	74	144	59	90	80	158	82	67	167		1072
Materials borrowed by Milledgeville Patrons	53	87	62	57	71	43	57	80	47	45	48		650
Materials borrowed by Chadwick Patrons								27	12	19	20		78
Materials borrowed by Reciprocal patrons	14	9	21	92	28	12	2	3	12	24	2		219
Interlibrary Loan													
Received	112	565	497	501	500	466	414	392	554	378	452		4831
Sent	11	113	126	117	144	279	107	129	213	186	146		1571
Conference room use	424	698	476	345	573	938	704	328	489	693	864		
Juvenile Dept. Study Room	68	83	112	88	59	113	68	64	97	73	113		938
Book Subscription Boxes	40	39	41	48	42	42	48	43	44	41	42		470
Picture book bundles (Bookworm Bags)	17	25	29	27	25	23	24	25	26	22	21		264
Virtual													
Facebook-1-Minute Views	238	212	198	207	210	245	338	181	293	254	292		2668
YouTube Views	1224	316	547	542	2803	564	443	104	384	662	2378		9967
TikTok Views	7493	6579	3519	5664	6359	5503	5950	6992	7857	7414	6948		70278
Website Distinct Users	1427	894	1342	942	813	1550	3800	2787	3446	3625	3977		24603
Homepage Page Views	1615	1669	2530	1652	1446	1473	1450	1601	1993	1806	1830		19065
Newsbank	97	35	10	42	15	0	63	66	59	22	107		516
Wireless Access Points	537	497	488	495	423	423	346	288	344	348	372		4561
Princh mobile print jobs	170	151	235	224	166	142	124	130	188	154	188		1872
Hoopla (circ)	347	316	351	373	305	328	345	397	405	347	360		3874
Hoopla (users)	126	129	126	128	117	125	117	138	138	133	127		1404

Mango (usage)	9	19	17	29	29	17	17	6	11	14	7	175
Mango (sessions)	15	17	22	29	33	21	15	11	13	25	11	212
MyLibro (new patrons)	23	15	28	19	31	12	13	9	14	10	18	192
MyLibro (usage)	7378	7060	8140	7780	7596	8312	5672	6688	6752	5138	6628	77144
Locker usage	84	99	123	138	111	136	113	104	131	101	115	1255
Door Count	4468	5471	5582	4752	4752	5049	4101	3319	4012	3924	4756	50186
BrainFuse (usage)	0	0	29	11	6	41	1	5	0	71	129	293
Chicago Tribune (Views)	103	16	48	46	51	46	48	31	12	36	18	455
Chicago Tribune (Users)	5	1	3	5	2	1	2	3	3	5	4	34

## March 2026 Children's Statistics

**Scavenger Hunt** – 112 kids

### **Toddler Time**

- March 6 – 12 kids, 16 adults
- March 13 – 10 kids, 12 adults
- March 20 – 10 kids, 14 adults
- March 27 – 10 kids, 11 adults

### **Preschool Storytime**

- March 6 – 17 kids, 13 adults
- March 13 – 7 kids, 6 adults
- March 20 – 10 kids, 9 adults
- March 27 – 9 kids, 11 adults

**Drawing Club** – March 21 – 8 kids

### **Lego Club**

- March 7 – 17 kids, 13 adults
- March 21 – 21 kids, 10 adults

**Kids Advisory Board (KAB)** -- March 23 – 3 kids

**ARKS** (moved to first week of April, so technically no ARKS this month)

**Bookworm Bags** – 21 kids

**Library Egg Hunt** – March 26 – 120 kids, 80 adults

### **Outreach Visits**

- Franklin Parent Teacher Conferences – March 3 – 14 adults, 16 kids, 2 new library cards
- Franklin Parent Teacher Conferences – March 6 – 10 adults, 9 kids

**Item:** Discussion and approval of Establishing a Library Foundation

**Public Content:**

Attorney Mitchell Kavanagh, Ward, Murray, Pace & Johnson, will be present to discuss establishing a foundation for the library. The estimated cost to establish a foundation, assuming minimal meetings and a straightforward filing process is \$2,500. This estimate encompasses all legal fees and expenses and includes preparation of the necessary organizational documents for the NFP corporation, the tax exemption and charitable registration paperwork to acquire 501(c)(3) status and filing fees.

**Recommended Action:**

Director recommends Board approve the Director taking the steps to create a foundation and to expend the funds to accomplish the creation.

# ***Establishing a Library Foundation: Planning, Persistence, Progress***

Each person, family, and business in our community faces a daunting challenge: the rapid pace of change. Compounding this challenge is the growth and array of information sources from which to choose so that wise decisions can be made. To cope and succeed, we need trusted information easily and quickly.

The answer: the public library.

The public library faces enormous challenges, too. Challenges in reaching and serving all members of our community, especially those who may not be aware of how the library can help them find community resources, and better their lives. And, challenges in funding library facilities, collections, services, and programs.

Library foundations provide opportunities for an array of revenue sources to supplement tax support. And, libraries have significant advantages in fundraising:

- Our doors are open every day, and our service is offered to all residents. People drive by, come in our doors daily, and log on for information, which is an advantage to attracting additional funding.
- Our mission is pure, understandable, and embraced by the community. We'll be here tomorrow, and in future decades. This is extremely important to people who are considering current and legacy gifts.
- Our service is trusted. With the abundance of data available electronically, there is a need for librarians' expertise in locating the most correct and helpful sources.
- Our service is valued. Even if adults haven't set foot in a library for a long time, they know and appreciate the library's value in our democratic society.
- Our service is integral and vital in people's busy lives. The ability to access information and resources is essential. Our services make it easy for people to incorporate library visits (real and virtual) into their active schedules.
- And, our service is memorable and positive. People can fondly recount the library of their childhood, and the joy of taking their children and grandchildren to the library to check out books and listen to storytellers.

*Libraries provide essential services that change lives.* A library foundation provides a structure for people to show their appreciation for and support of extended library services. It is a win-win-win situation: the donor has confidence in the organization and how their dollars will be spent and can receive tax benefits, the library gains support for needed projects, and the foundation achieves its goal of providing additional resources to the library.

## ***Benefits of Foundations***

By raising private dollars, library foundations are able to leverage and stretch public dollars. Donors may have a strong belief in the value of the public library yet do not wish to give their

philanthropic gift to a public entity. They will, however, contribute to a non-profit, tax-exempt private organization: a library foundation.

A library foundation is a separate legal entity formed for the purpose of enhancing and expanding library programs and services. Its primary function is to secure financial and in-kind donations for programs, services, collections, and capital projects. The foundation offers donors a familiar and reliable vehicle for tax-deductible contributions in support of the library.

The benefits of a foundation are many:

- **Grant Eligibility** - Foundations have the advantage of being eligible for grants for which public libraries may not qualify. Most grantors require that recipients be qualified 501(c)(3) non-profit organizations. Also, many major grantors have a policy against funding tax-supported institutions, but will provide grants to foundations.
- **Sponsorships and Partnerships** - Finding the right partner for your project is an art, and many companies like to be associated with the types of programs created by libraries.
- **Planned Giving Opportunities** - Planned giving is a way for donors to make gifts to an organization and receive financial and tax benefits. There are many options including Charitable Gift Annuities, Deferred Gift Annuities, Pooled Income Funds, Charitable Remainder Trusts, Charitable Lead Trusts, and the most common, Bequests. Retirement assets (including IRAs, annuities, pension plans, etc.) make a wonderful gift, because they pass tax-free to your library foundation.
- **Cash, Stocks, Real Estate, and Life Insurance** - Foundations can accept gifts for restricted and unrestricted purposes, providing donors a tax exemption (to extent qualified by law).
- **Endowments** - Gifts to create endowed funds are invested and only the income is spent on library needs. Endowments may be restricted by the donor, or available for spending on programs or other uses as needed.
- **Investment Opportunities** - Foundations have the flexibility to invest their funds to maximize the benefit for the foundation and, eventually, the library. Investment options available to public agencies are usually much more restrictive.
- **Community Support and Confidence** - When people give to a foundation they know that their gifts will be used as intended. Gifts may be restricted, making the giving even more appealing. For example, specified uses may include collections, branches, reading programs, etc.

Foundations and Friends of the Library groups can happily co-exist and significantly leverage community support. Each locale is different, and depending on the size and structure of the library, there can be several friends groups and a foundation. In these cases, the friends, provides significant financial support for their local branch while the foundation focuses its efforts on the entire system.

### ***Establishing A Foundation***

A library foundation is relatively easy to establish. It takes planning, persistence, and patience. First, a few basic legal steps need to take place. These include selecting a Board of Directors and officers, preparing Articles of Incorporation and By-Laws and finally, applying for tax-exempt status with the Internal Revenue Service. Some private funding or fund raising will be necessary to cover legal fees and document filing fees; public funds may not be used to organize and establish a foundation.

## ***Organization***

The size and organization of the foundation board will vary depending on the needs and resources in the community. The key is to attract, recruit, and involve dedicated individuals in the community who will raise funds and visibility on behalf of the foundation. Operating policies, practices, and committees will evolve as the foundation grows and matures.

Communication between the library board of trustees and the foundation board of directors is essential for success. There are numerous structures: some foundations include and involve all library trustees on the board, some include a designated liaison from the library trustees, and some favor total separation of the boards with other communications systems in place.

The staffing and support of library foundations also varies. In some cases, the library provides the staffing and office support; in other instances, the foundation totally supports its staff and office. And in some libraries, a mix of library resources and private funding is the preferred structure.

Advice is available from attorneys and accountants regarding laws governing foundation activities and fiscal management. Bar associations, accounting firms, educational institutions, and fund development organizations offer seminars and workshops on board recruitment and development, financial issues, etc. which provide valuable insight and information for both new and established foundations.

## ***Programs and Priorities***

Library foundations support the goals and priorities of the library and work closely with the administration in the planning and funding of projects that benefit users and potential users. Library foundations focus on capital projects, collections, programs, and services that are not funded through public dollars. For example, foundations can raise part or all of the resources for a new building, buy books to give away as part of a reading readiness program, and supplement collection and/or programming funds. Funds raised by the foundation are in addition to the library's tax-supported funding and do not replace public support.

Foundations - and foundation board members - extend the library's reach into the community, both in spreading the word and in bringing information and issues back to the library. Foundations also contribute to political campaigns in support of library levies or bond measures. And, Foundation board members are excellent advocates for library election measures.

## ***Tell Your Story - Now!***

"A man can wait for a long time with his mouth open before a duck flies in," is a Chinese proverb that impels us to action. Libraries have excellent stories to tell and numerous opportunities to let people know that their support is valued and needed. Libraries are more important than ever as they meet the challenges of today and tomorrow. The pace of change will continue to accelerate, and a foundation can help the library mobilize resources to provide vital library services in our communities today and in the future.

## ***Resources***

- Library foundation directors throughout the country are generous in sharing information as to how their organizations are structured and funded.
- Library Web sites usually include a link to their foundations and provide information on funding priorities and programs.

**Item:** Discussion and approval to close library June 27th

**Public Content:**

Requesting approval to close the library on Saturday, June 27th, so the staff may attend the ALA conference exhibit hall. This is a great opportunity for the staff to see new and exciting things available to libraries.

**Recommended Action:**

**Attachments:**