



Tuesday, February 3, 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

- 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

5. Discussion

- A. Discussion and approval of establishing a Library foundation
- B. Discussion of amended FY26 budget and request FY27 budget
- C. Update on the Bookmobile
- D. Discussion on Illinois Public Standards: Marketing, Programming, Safety & Emergency Preparedness, Technology

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
December 2, 2025

1. Meeting Called to Order at 7:02 pm

A. Roll Call - Ronda Borgmann, Brooke Cochran, Patti Nice, Dawn Ziegler, Julia Swartley Atilano, Skip Lee, and Jennifer Slaney Library Director
Guest, Abbigail McWilliams

B. Changes or Additions to the Agenda - none

C. Communication- none

2. Consent Agenda

A. Approval of November Minutes

B. Approval of November Invoices

C. Approval of November Revenue

D. Cash and Investment October Report

Motion to approve consent agenda made by Brooke Cochran, 2nd by Skip Lee,
Motion passed by all

3. Business Item -

A. Librarian's Report - as presented along with the date for the ALA (American Library Association) Conference will be 6-27-2026 in Chicago

B. November Circulation Statistics/ Story Hour Report - as presented along with

4. Discussion/ Action Items -

A. Discussion Illinois Public Library Standards - Governance and Administration / Human Resources / Information Services - as presented, we are on track with these standards

B. Memorial Donation - Summer Reading Program - Presented with a Donor Gift Receipt Agreement for the gift from the family of Wendy Marks. Also presented with a sample of a small sign for the children's section honoring her. There will also be a small ceremony at the library announcing the naming at a mutual convenient date and time

C. Approval of Upstairs Public Restroom Bid Documents - As presented this is a \$104,000.00 project, taking 100 - 120 days with a start date of 7-1-2026. Motion to proceed with the remodel made by Skip Lee, 2nd by Julia Swartley Atilano, motion passed by all, note this does not include the updates to the staff restroom.

5. Adjournment- at 7:45 pm

Next Meeting is scheduled for 1-6-2026

Respectfully Submitted
Brooke Cochran



November 18th-December 1st, AP Check Runs

G/L Date Range 11/18/25 - 12/01/25

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											
✓ 2800 - STERLING ENVIRONMENTAL, LLC - CORPORATION	111225	Carnegie Restrooms UP/Down	Paid by Check # 81833		11/21/2025	11/21/2025	11/21/2025		11/24/2025	485.00	
✓ 3796 - ELM USA, INC.	80750	November	Paid by Check # 81859		12/01/2025	12/01/2025	12/01/2025		12/01/2025	25.00	
									Account 51100 - MAINT SERVICES-BUILDING Totals	Invoice Transactions 2	<u>510.00</u>
Account 51200 - MAINT SERVICES-EQUIPMENT											
✓ 1410 - ALARM DETECTION SYSTEMS, INC.	67111-1092	Annual Fire Test	Paid by EFT # 435		11/21/2025	11/21/2025	11/21/2025		11/24/2025	951.00	
✓ 1396 - SCHUMACHER ELEVATOR CO	90664696	November 90664696	Paid by Check # 81831		11/21/2025	11/21/2025	11/21/2025		11/24/2025	195.70	
✓ 3187 - SCHMITT PLUMBING & HEATING, INC.	3982	Boiler Replaced fill valve and fixed clog in fill line	Paid by Check # 81871		12/01/2025	12/01/2025	12/01/2025		12/01/2025	2,035.01	
✓ 3187 - SCHMITT PLUMBING & HEATING, INC.	3877	Service Boiler	Paid by Check # 81871		12/01/2025	12/01/2025	12/01/2025		12/01/2025	386.52	
									Account 51200 - MAINT SERVICES-EQUIPMENT Totals	Invoice Transactions 4	<u>\$3,568.23</u>
Account 57100 - GENERAL UTILITIES											
1254 - IL AMERICAN WATER CO	10001421513N OV25	102 W 4TH STREET 10/9/25-11/10/25	Paid by Check # 81863		12/01/2025	12/01/2025	12/01/2025		12/01/2025	34.45	
									Account 57100 - GENERAL UTILITIES Totals	Invoice Transactions 1	<u>\$34.45</u>
Account 59900 - OTHER CONTRACTUAL SERVICES											
✓ 3060 - WIPFLI, LLP	3100001	November 310001	Paid by EFT # 480		12/01/2025	12/01/2025	12/01/2025		12/01/2025	943.40	
									Account 59900 - OTHER CONTRACTUAL SERVICES Totals	Invoice Transactions 1	<u>\$943.40</u>
Account 65100 - OFFICE SUPPLIES											
✓ 1371 - QUILL LLC	46582517	Coffee	Paid by EFT # 467		12/01/2025	12/01/2025	12/01/2025		12/01/2025	260.44	
✓ 1371 - QUILL LLC	46588613	Coffee/Tape/Puffs	Paid by EFT # 467		12/01/2025	12/01/2025	12/01/2025		12/01/2025	147.69	
✓ 1394 - SBM INC	INV645354	Upstairs	Paid by EFT # 470		12/01/2025	12/01/2025	12/01/2025		12/01/2025	187.00	
✓ 1394 - SBM INC	INV645353	Downstairs	Paid by EFT # 470		12/01/2025	12/01/2025	12/01/2025		12/01/2025	473.03	
									Account 65100 - OFFICE SUPPLIES Totals	Invoice Transactions 4	<u>\$1,068.16</u>
Account 65400 - JANITORIAL SUPPLIES											
1371 - QUILL LLC	46588613	Coffee/Tape/Puffs	Paid by EFT # 467		12/01/2025	12/01/2025	12/01/2025		12/01/2025	113.85	
									Account 65400 - JANITORIAL SUPPLIES Totals	Invoice Transactions 1	<u>\$113.85</u>
Account 67310 - BOOKS											
✓ 1272 - INGRAM LIBRARY SERVICES	91800856	Books/91800856	Paid by Check # 81865		12/01/2025	12/01/2025	12/01/2025		12/01/2025	204.13	



November 18th-December 1st, AP Check Runs

G/L Date Range 11/18/25 - 12/01/25

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 67310 - BOOKS											
✓ 1272 - INGRAM LIBRARY SERVICES	91839266	Books/91839268	Paid by Check # 81865		12/01/2025	12/01/2025	12/01/2025		12/01/2025	388.01	
✓ 1272 - INGRAM LIBRARY SERVICES	91758983	Book/91758983	Paid by Check # 81865		12/01/2025	12/01/2025	12/01/2025		12/01/2025	19.95	
✓ 1272 - INGRAM LIBRARY SERVICES	92012741	Books	Paid by Check # 81865		12/01/2025	12/01/2025	12/01/2025		12/01/2025	354.27	
									Account 67310 - BOOKS Totals	Invoice Transactions 4	<u>\$966.36</u>
Account 67340 - NON-PRINT BOOKS											
✓ 2853 - MIDWEST TAPE	508019236	508019236/CDBOT	Paid by EFT # 460		12/01/2025	12/01/2025	12/01/2025		12/01/2025	138.97	
✓ 2853 - MIDWEST TAPE	508046701	CDBOT	Paid by EFT # 460		12/01/2025	12/01/2025	12/01/2025		12/01/2025	132.97	
									Account 67340 - NON-PRINT BOOKS Totals	Invoice Transactions 2	<u>\$271.94</u>
Account 67410 - DONATED FUNDS/EXPENSES											
✓ 2982 - LAKESHORE LEARNING MATERIALS	92377779	92344199/Green bins	Paid by EFT # 456		12/01/2025	12/01/2025	12/01/2025		12/01/2025	13.98	
✓ 2982 - LAKESHORE LEARNING MATERIALS	92344199	92377779/Blue bins	Paid by EFT # 456		12/01/2025	12/01/2025	12/01/2025		12/01/2025	13.98	
✓ 4861 - TECHOPS SPECIALTY VEHICLES LLC	2025410	25% downpayment	Paid by EFT # 473		12/01/2025	12/01/2025	12/01/2025		12/01/2025	4,251.11	
									Account 67410 - DONATED FUNDS/EXPENSES Totals	Invoice Transactions 3	<u>\$4,279.07</u>
Account 82000 - BUILDING											
✓ 2183 - PETER D. RUSSELL	112425	Painting north wall Juvenile depart	Paid by Check # 81836		11/24/2025	11/24/2025	11/24/2025		11/24/2025	850.00	
									Account 82000 - BUILDING Totals	Invoice Transactions 1	<u>\$850.00</u>
Account 83000 - EQUIPMENT											
✓ 4861 - TECHOPS SPECIALTY VEHICLES LLC	2025410	25% downpayment	Paid by EFT # 473		12/01/2025	12/01/2025	12/01/2025		12/01/2025	56,123.34	
									Account 83000 - EQUIPMENT Totals	Invoice Transactions 1	<u>\$56,123.34</u>
									Department 41 - LIBRARY - GENERAL Totals	Invoice Transactions 24	<u>\$68,728.80</u>
									Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals	Invoice Transactions 24	<u>\$68,728.80</u>



November 18th-December 1st, AP Check Runs

G/L Date Range 11/18/25 - 12/01/25

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										
✓ 3130 - CHILDREN'S PLUS INC.	268368	Books			12/01/2025	12/01/2025	12/01/2025		12/01/2025	29.05
			Paid by EFT #							
			447							
Account 94900 - MISCELLANEOUS CHARGES Totals							Invoice Transactions 1		<u>\$29.05</u>	
Department 43 - LIBRARY - PER CAPITA Totals							Invoice Transactions 1		<u>\$29.05</u>	
Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals							Invoice Transactions 3		<u>\$0.00</u>	
Grand Totals							Invoice Transactions 27		<u>\$68,728.80</u>	



December 2nd-December 15th, AP Check Runs

G/L Date Range 12/02/25 - 12/15/25

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 52900 - MAINT SERVICES - OTHER											
4672 - ESTHERS CLEANING SERVICE	919343	November	Paid by Check # 81893		12/09/2025	12/09/2025	12/09/2025		12/09/2025	1,050.00	
									Account 52900 - MAINT SERVICES - OTHER Totals	Invoice Transactions 1	<u>\$1,050.00</u>
Account 55100 - POSTAGE & FREIGHT											
2455 - CARD SERVICE CENTER	2277-NOV25	Postage/AED/CrayoniPa d/Fold3/seeds	Paid by Check # 81892		12/09/2025	12/09/2025	12/09/2025		12/09/2025	63.90	
									Account 55100 - POSTAGE & FREIGHT Totals	Invoice Transactions 1	<u>\$63.90</u>
Account 61100 - MAINT SUPPLIES-BUILDING											
2455 - CARD SERVICE CENTER	2277-NOV25	Postage/AED/CrayoniPa d/Fold3/seeds	Paid by Check # 81892		12/09/2025	12/09/2025	12/09/2025		12/09/2025	227.00	
									Account 61100 - MAINT SUPPLIES-BUILDING Totals	Invoice Transactions 1	<u>\$227.00</u>
Account 67320 - PERIODICALS											
1047 - JENNIFER SLANEY	113025- GAZETTE	November Gazettes	Paid by Check # 81888		12/02/2025	12/02/2025	12/02/2025		12/02/2025	40.00	
									Account 67320 - PERIODICALS Totals	Invoice Transactions 1	<u>\$40.00</u>
Account 67410 - DONATED FUNDS/EXPENSES											
2455 - CARD SERVICE CENTER	8172-NOV25	Summer Reading/Prusa/Program items	Paid by Check # 81892		12/09/2025	12/09/2025	12/09/2025		12/09/2025	238.60	
									Account 67410 - DONATED FUNDS/EXPENSES Totals	Invoice Transactions 1	<u>\$238.60</u>
									Department 41 - LIBRARY - GENERAL Totals	Invoice Transactions 5	<u>\$1,619.50</u>
									Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals	Invoice Transactions 5	<u>\$1,619.50</u>



December 2nd-December 15th, AP Check Runs

G/L Date Range 12/02/25 - 12/15/25

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	2277-NOV25	Postage/AED/CrayoniPa	Paid by Check		12/09/2025	12/09/2025	12/09/2025		12/09/2025	229.17
		d/Fold3/seeds	# 81892							
2455 - CARD SERVICE CENTER	8172-NOV25	Summer	Paid by Check		12/09/2025	12/09/2025	12/09/2025		12/09/2025	309.22
		Reading/Prusa/Program	# 81892							
		items								
							Account 94900 - MISCELLANEOUS CHARGES Totals	Invoice Transactions 2		<u>\$538.39</u>
							Department 43 - LIBRARY - PER CAPITA Totals	Invoice Transactions 2		<u>\$538.39</u>
							Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals	Invoice Transactions 4		<u>\$0.00</u>



December 2nd-December 15th, AP Check Runs

G/L Date Range 12/02/25 - 12/15/25

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										
2455 - CARD SERVICE CENTER	2277-NOV25	Postage/AED/CrayoniPa d/Fold3/seeds	Paid by Check # 81892		12/09/2025	12/09/2025	12/09/2025		12/09/2025	49.95
							Account 94900 - MISCELLANEOUS CHARGES Totals	Invoice Transactions 1		<u>\$49.95</u>
							Department 47 - LIBRARY - GRAY TRUST Totals	Invoice Transactions 1		<u>\$49.95</u>
							Fund 2247 - LIBRARY-GRAY TRUST ACCOUNT Totals	Invoice Transactions 1		<u>\$49.95</u>
							Grand Totals	Invoice Transactions 10		<u>\$1,669.45</u>

December 16th - January 19th, AP Check Runs

G/L Date Range 12/16/25 - 01/19/26



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											
✓ 3796 - ELM USA, INC.	82152	January/82152	Paid by Check # 82135		01/19/2026	01/19/2026	01/19/2026		01/19/2026	25.00	
✓ 3390 - SAUK VALLEY PEST CONTROL, INC.	20078	20078	Paid by EFT # 610		01/19/2026	01/19/2026	01/19/2026		01/19/2026	45.00	
									Account 51100 - MAINT SERVICES-BUILDING Totals	Invoice Transactions 2	\$70.00
Account 51200 - MAINT SERVICES-EQUIPMENT											
1396 - SCHUMACHER ELEVATOR CO	90667740	December 90667710	Paid by Check # 82054		01/05/2026	01/05/2026	01/05/2026		01/05/2026	195.70	
✓ 1240 - WILCO RENTAL INC	167982	167982/Carburator Snowblower	Paid by Check # 82062		01/05/2026	01/05/2026	01/05/2026		01/05/2026	89.24	
✓ 1240 - WILCO RENTAL INC	167942	167942/Clean carburetor	Paid by Check # 82062		01/05/2026	01/05/2026	01/05/2026		01/05/2026	45.99	
✓ 1096 - STERLING NAPA AUTO PARTS	132493	Fuses snowblower	Paid by EFT # 578		01/13/2026	01/13/2026	01/13/2026		01/13/2026	3.39	
✓ 1096 - STERLING NAPA AUTO PARTS	132463	Battery snowblower	Paid by EFT # 578		01/13/2026	01/13/2026	01/13/2026		01/13/2026	160.39	
✓ 1396 - SCHUMACHER ELEVATOR CO	90670449	January90670449	Paid by Check # 82158		01/19/2026	01/19/2026	01/19/2026		01/19/2026	195.70	
									Account 51200 - MAINT SERVICES-EQUIPMENT Totals	Invoice Transactions 6	\$690.41
Account 52900 - MAINT SERVICES - OTHER											
✓ 4672 - ESTHERS CLEANING SERVICE	299354	December	Paid by Check # 82065		01/06/2026	01/06/2026	01/06/2026		01/06/2026	1,200.00	
									Account 52900 - MAINT SERVICES - OTHER Totals	Invoice Transactions 1	\$1,200.00
Account 55100 - POSTAGE & FREIGHT											
✓ 2455 - CARD SERVICE CENTER	2277DEC25	Postage/Chipotle	Paid by Check # 82083		01/13/2026	01/13/2026	01/13/2026		01/13/2026	71.13	
✓ 1360 - PITNEY BOWES INC	7563DEC25	Postage	Paid by EFT # 577		01/13/2026	01/13/2026	01/13/2026		01/13/2026	201.00	
									Account 55100 - POSTAGE & FREIGHT Totals	Invoice Transactions 2	\$272.13
Account 55200 - TELEPHONE/INTERNET											
✓ 1047 - JENNIFER SLANEY	122825-PHONE	December	Paid by Check # 82069		01/06/2026	01/06/2026	01/06/2026		01/06/2026	128.23	
✓ 4700 - STRATUS NETWORKS, INC.	244775	244775/January	Paid by EFT # 579		01/13/2026	01/13/2026	01/13/2026		01/13/2026	713.58	
									Account 55200 - TELEPHONE/INTERNET Totals	Invoice Transactions 2	\$841.81
Account 56200 - TRAVEL & TRAINING EXPENSE											
✓ 2455 - CARD SERVICE CENTER	2277DEC25	Postage/Chipotle	Paid by Check # 82083		01/13/2026	01/13/2026	01/13/2026		01/13/2026	274.41	
									Account 56200 - TRAVEL & TRAINING EXPENSE Totals	Invoice Transactions 1	\$274.41
Account 57100 - GENERAL UTILITIES											
1254 - IL AMERICAN WATER CO	10001421513D EC25	102 W 4TH STREET 11/11/25-12/09/25	Paid by Check # 82027		12/30/2025	12/30/2025	12/30/2025		12/30/2025	86.26	

December 16th - January 19th, AP Check Runs

G/L Date Range 12/16/25 - 01/19/26



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 57100 - GENERAL UTILITIES											
1075 - CITY OF STERLING	283010-001DEC25	102 W 4TH STREET 11/18/25-12/17/25	Paid by EFT # 589		01/19/2026	01/19/2026	01/19/2026		01/19/2026	53.50	
									Account 57100 - GENERAL UTILITIES Totals	Invoice Transactions 2	\$139.76
Account 65100 - OFFICE SUPPLIES											
✓ 4155 - AMAZON CAPITAL SERVICES, INC.	1JVM-Y17T-KX19	Books/Thankyounotes	Paid by EFT # 539		01/05/2026	01/05/2026	01/05/2026		01/05/2026	104.45	
✓ 1371 - QUILL LLC	47081056	47081056/coffeemate, paper towels, softsoap	Paid by EFT # 559		01/05/2026	01/05/2026	01/05/2026		01/05/2026	140.00	
✓ 1394 - SBM INC	INV646944	Copy Count Downstairs	Paid by EFT # 560		01/05/2026	01/05/2026	01/05/2026		01/05/2026	142.00	
✓ 1394 - SBM INC	INV646698	Final Copy Count on Old Machine	Paid by EFT # 560		01/05/2026	01/05/2026	01/05/2026		01/05/2026	162.77	
✓ 1103 - DEMCO, INC.	7746076	7746076/Covers/Cases /headphones	Paid by EFT # 593		01/19/2026	01/19/2026	01/19/2026		01/19/2026	521.29	
✓ 1394 - SBM INC	INV647686	Upstairs Copy Count/647686	Paid by EFT # 611		01/19/2026	01/19/2026	01/19/2026		01/19/2026	137.44	
									Account 65100 - OFFICE SUPPLIES Totals	Invoice Transactions 6	\$1,207.95
Account 65400 - JANITORIAL SUPPLIES											
✓ 1371 - QUILL LLC	47081056	47081056/coffeemate, paper towels, softsoap	Paid by EFT # 559		01/05/2026	01/05/2026	01/05/2026		01/05/2026	188.09	
									Account 65400 - JANITORIAL SUPPLIES Totals	Invoice Transactions 1	\$188.09
Account 67310 - BOOKS											
4155 - AMAZON CAPITAL SERVICES, INC.	1JVM-Y17T-KX19	Books/Thankyounotes	Paid by EFT # 539		01/05/2026	01/05/2026	01/05/2026		01/05/2026	77.13	
✓ 1135 - CENGAGE LEARNING INC./GALE	999101776014	LT Books/101776014	Paid by Check # 82035		01/05/2026	01/05/2026	01/05/2026		01/05/2026	54.40	
✓ 4897 - WHEATON PUBLIC LIBRARY	3514301073243	Lost book/ILL/Creative Art	Paid by Check # 82070		01/06/2026	01/06/2026	01/06/2026		01/06/2026	37.00	
✓ 1135 - CENGAGE LEARNING INC./GALE	999101812098	LT Book/101812098	Paid by Check # 82107		01/19/2026	01/19/2026	01/19/2026		01/19/2026	27.20	
✓ 1272 - INGRAM LIBRARY SERVICES	93450931	Books/93450931	Paid by Check # 82144		01/19/2026	01/19/2026	01/19/2026		01/19/2026	300.24	
✓ 1272 - INGRAM LIBRARY SERVICES	93275887	Books	Paid by Check # 82144		01/19/2026	01/19/2026	01/19/2026		01/19/2026	176.94	
✓ 1272 - INGRAM LIBRARY SERVICES	93152117	Books/93152117	Paid by Check # 82144		01/19/2026	01/19/2026	01/19/2026		01/19/2026	19.95	
✓ 1272 - INGRAM LIBRARY SERVICES	93354605	Books/93354605	Paid by Check # 82144		01/19/2026	01/19/2026	01/19/2026		01/19/2026	9.74	
✓ 1272 - INGRAM LIBRARY SERVICES	93542445	Book/93542445	Paid by Check # 82144		01/19/2026	01/19/2026	01/19/2026		01/19/2026	10.49	
									Account 67310 - BOOKS Totals	Invoice Transactions 9	\$713.09

December 16th - January 19th, AP Check Runs

G/L Date Range 12/16/25 - 01/19/26



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 67320 - PERIODICALS											
✓ 1047 - JENNIFER SLANEY	123025-GAZETTE	Gazette/Chicago Tribune/December	Paid by Check # 82069		01/06/2026	01/06/2026	01/06/2026		01/06/2026	84.50	
									Account 67320 - PERIODICALS Totals	Invoice Transactions 1	\$84.50
Account 67330 - AUDIO/VISUAL											
✓ 2853 - MIDWEST TAPE	508143807	DVD/CDBOT508143807	Paid by EFT # 554		01/05/2026	01/05/2026	01/05/2026		01/05/2026	26.99	
✓ 2853 - MIDWEST TAPE	508278701	CDBOT/DVD/508278701	Paid by EFT # 602		01/19/2026	01/19/2026	01/19/2026		01/19/2026	102.71	
✓ 2853 - MIDWEST TAPE	508209558	DVD/508209558	Paid by EFT # 602		01/19/2026	01/19/2026	01/19/2026		01/19/2026	19.49	
✓ 2853 - MIDWEST TAPE	508245997	DVDs/508245997	Paid by EFT # 602		01/19/2026	01/19/2026	01/19/2026		01/19/2026	55.03	
									Account 67330 - AUDIO/VISUAL Totals	Invoice Transactions 4	\$204.22
Account 67340 - NON-PRINT BOOKS											
✓ 2853 - MIDWEST TAPE	508172837	CDBOT/508172837	Paid by EFT # 554		01/05/2026	01/05/2026	01/05/2026		01/05/2026	49.99	
✓ 2853 - MIDWEST TAPE	508143807	DVD/CDBOT508143807	Paid by EFT # 554		01/05/2026	01/05/2026	01/05/2026		01/05/2026	39.99	
✓ 2853 - MIDWEST TAPE	508278701	CDBOT/DVD/508278701	Paid by EFT # 602		01/19/2026	01/19/2026	01/19/2026		01/19/2026	89.98	
2853 - MIDWEST TAPE	508225378	CDBOT/508225378	Paid by EFT # 602		01/19/2026	01/19/2026	01/19/2026		01/19/2026	39.99	
✓ 3159 - OVERDRIVE, INC.	H-0120027	Omni Fees	Paid by EFT # 607		01/19/2026	01/19/2026	01/19/2026		01/19/2026	3,000.00	
									Account 67340 - NON-PRINT BOOKS Totals	Invoice Transactions 5	\$3,219.95
Account 67410 - DONATED FUNDS/EXPENSES											
✓ 4898 - ELIZABETH GROVER	20251230	Bookmobile Art Contest	Paid by Check # 82066		01/06/2026	01/06/2026	01/06/2026		01/06/2026	50.00	
✓ 2455 - CARD SERVICE CENTER	8172DEC25	3D Printer/KAB Book Boxes	Paid by Check # 82083		01/13/2026	01/13/2026	01/13/2026		01/13/2026	107.12	
									Account 67410 - DONATED FUNDS/EXPENSES Totals	Invoice Transactions 2	\$157.12
Account 67420 - SUMMER READING EXPENSES											
✓ 1341 - NIEMANN FOODS INC.	2540218	Storytime Supplies	Paid by Check # 82052		01/05/2026	01/05/2026	01/05/2026		01/05/2026	8.88	
									Account 67420 - SUMMER READING EXPENSES Totals	Invoice Transactions 1	\$8.88
Account 82000 - BUILDING											
✓ 1243 - WILLETT HOFMANN & ASSOCIATES, INC.	40200	Designs for Carnegie Bathroom	Paid by EFT # 570		01/05/2026	01/05/2026	01/05/2026		01/05/2026	14,138.25	
									Account 82000 - BUILDING Totals	Invoice Transactions 1	\$14,138.25

December 16th - January 19th, AP Check Runs

G/L Date Range 12/16/25 - 01/19/26



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 83000 - EQUIPMENT										
✓ 1394 - SBM INC	INV646705	New Downstairs copy machine	Paid by EFT # 560		01/05/2026	01/05/2026	01/05/2026		01/05/2026	9,488.00
							Account 83000 - EQUIPMENT Totals		Invoice Transactions 1	\$9,488.00
							Department 41 - LIBRARY - GENERAL Totals		Invoice Transactions 47	\$32,898.57
							Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals		Invoice Transactions 47	\$32,898.57



December 16th - January 19th, AP Check Runs

G/L Date Range 12/16/25 - 01/19/26

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										
✓ 1272 - INGRAM LIBRARY SERVICES	92937704	Books/92937704	Paid by Check # 82045		01/05/2026	01/05/2026	01/05/2026		01/05/2026	48.87
✓ 1272 - INGRAM LIBRARY SERVICES	93561002	Books	Paid by Check # 82144		01/19/2026	01/19/2026	01/19/2026		01/19/2026	234.67
✓ 1272 - INGRAM LIBRARY SERVICES	93528256	Books/93528256	Paid by Check # 82144		01/19/2026	01/19/2026	01/19/2026		01/19/2026	301.43
✓ 1272 - INGRAM LIBRARY SERVICES	92330029	Book/92330029	Paid by Check # 82144		01/19/2026	01/19/2026	01/19/2026		01/19/2026	12.60
							Account 94900 - MISCELLANEOUS CHARGES Totals	Invoice Transactions	4	<u>\$597.57</u>
							Department 43 - LIBRARY - PER CAPITA Totals	Invoice Transactions	4	<u>\$597.57</u>
							Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals	Invoice Transactions	8	<u>\$0.00</u>

December 16th - January 19th, AP Check Runs

G/L Date Range 12/16/25 - 01/19/26



Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 2250 - LIBRARY - RRLC FUND										
Account 10101 - SAUK VALLEY-A/P & DEPOSITS										
3060 - WIPFLI, LLP	3125095	December/3125095	Paid by EFT # 571		01/05/2026	01/05/2026	01/05/2026		01/05/2026	(943.40)
Account 10101 - SAUK VALLEY-A/P & DEPOSITS Totals							Invoice Transactions		1	(943.40)
Fund 2250 - LIBRARY - RRLC FUND Totals							Invoice Transactions		1	(943.40)
Grand Totals							Invoice Transactions		56	\$31,955.17



January 20th, AP Check Runs

G/L Date Range 01/20/26 - 01/20/26

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										
4904 - JOLEE GOODWIN	3364257	Notary Journal	Paid by Check # 82166		01/20/2026	01/20/2026	01/20/2026		01/20/2026	9.99
							Account 94900 - MISCELLANEOUS CHARGES Totals	Invoice Transactions 1		<u>\$9.99</u>
							Department 43 - LIBRARY - PER CAPITA Totals	Invoice Transactions 1		<u>\$9.99</u>
							Fund 2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals	Invoice Transactions 2		<u>\$0.00</u>
							Grand Totals	Invoice Transactions 2		<u>\$0.00</u>



LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 01/31/25
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	233,647.00	.00	233,647.00	17,972.38	.00	179,532.97	54,114.03	77	171,868.74
41200	SALARIES-TEMP/PARTTIME	138,667.00	.00	138,667.00	7,843.20	.00	81,254.62	57,412.38	59	65,983.56
45100	HEALTH INSURANCE	51,700.00	.00	51,700.00	.00	.00	38,775.00	12,925.00	75	35,250.00
45600	WORKER'S COMPENSATION	1,600.00	.00	1,600.00	.00	.00	1,762.58	(162.58)	110	1,446.52
51100	MAINT SERVICES-BUILDING	18,000.00	.00	18,000.00	70.00	.00	12,074.67	5,925.33	67	12,993.47
51200	MAINT SERVICES-EQUIPMENT	11,000.00	.00	11,000.00	380.00	.00	12,764.45	(1,764.45)	116	2,375.86
52900	MAINT SERVICES - OTHER	16,800.00	.00	16,800.00	1,050.00	1,350.00	10,050.00	5,400.00	68	9,900.00
53100	ACCOUNTING SERVICE	2,300.00	.00	2,300.00	.00	.00	1,725.00	575.00	75	1,725.00
54900	OTHER PROFESSIONAL SERVICE	10,510.00	.00	10,510.00	890.00	.00	5,653.63	4,856.37	54	7,654.50
55100	POSTAGE & FREIGHT	2,000.00	.00	2,000.00	143.71	.00	1,027.90	972.10	51	1,025.39
55200	TELEPHONE/INTERNET	4,000.00	.00	4,000.00	838.39	.00	7,386.43	(3,386.43)	185	10,129.56
55400	PRINTING	500.00	.00	500.00	.00	.00	357.25	142.75	71	382.50
56100	DUES	900.00	.00	900.00	.00	.00	672.40	227.60	75	612.00
56200	TRAVEL & TRAINING EXPENSE	3,000.00	.00	3,000.00	208.00	.00	2,746.20	253.80	92	3,241.87
57100	GENERAL UTILITIES	2,000.00	.00	2,000.00	100.24	.00	942.34	1,057.66	47	819.45
58200	GENERAL INSURANCE	32,000.00	.00	32,000.00	.00	.00	35,976.31	(3,976.31)	112	29,586.46
59900	OTHER CONTRACTUAL SERVICES	14,000.00	.00	14,000.00	.00	.00	4,917.22	9,082.78	35	19,098.90
61100	MAINT SUPPLIES-BUILDING	1,200.00	.00	1,200.00	.00	.00	1,963.89	(763.89)	164	960.87
65100	OFFICE SUPPLIES	15,000.00	.00	15,000.00	1,036.39	896.69	9,673.16	4,430.15	70	9,984.36
65400	JANITORIAL SUPPLIES	2,200.00	.00	2,200.00	133.99	367.45	2,390.03	(557.48)	125	1,894.78
66800	BANK EXPENSE	500.00	.00	500.00	37.10	.00	371.05	128.95	74	321.52
67310	BOOKS	36,000.00	.00	36,000.00	931.14	354.16	19,548.81	16,097.03	55	26,143.03
67320	PERIODICALS	4,000.00	.00	4,000.00	44.00	44.00	847.00	3,109.00	22	618.00
67330	AUDIO/VISUAL	3,000.00	.00	3,000.00	134.21	26.99	1,038.49	1,934.52	36	754.97
67340	NON-PRINT BOOKS	15,000.00	.00	15,000.00	3,133.97	.00	4,252.25	10,747.75	28	9,682.85
67410	DONATED FUNDS/EXPENSES	26,000.00	.00	26,000.00	8,409.55	13.77	28,443.16	(2,456.93)	109	23,854.08
67420	SUMMER READING EXPENSES	2,500.00	.00	2,500.00	.00	.00	1,306.58	1,193.42	52	2,187.67
67440	YOUNG ADULT EXPENSES	1,000.00	.00	1,000.00	.00	.00	41.08	958.92	4	189.76
82000	BUILDING	20,000.00	.00	20,000.00	1,200.00	.00	5,210.00	14,790.00	26	20,587.81
83000	EQUIPMENT	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
	EXPENSE TOTALS	\$689,024.00	\$0.00	\$689,024.00	\$44,556.27	\$3,053.06	\$472,704.47	\$213,266.47	69%	\$471,273.48
	Department 41 - LIBRARY - GENERAL Totals	(\$689,024.00)	\$0.00	(\$689,024.00)	(\$44,556.27)	(\$3,053.06)	(\$472,704.47)	(\$213,266.47)	69%	(\$471,273.48)
Fund	2241 - LIBRARY-GENERAL ACCOUNT Totals	\$689,024.00	\$0.00	\$689,024.00	\$44,556.27	\$3,053.06	\$472,704.47	\$213,266.47		\$471,273.48



LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 01/31/25

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	21,777.00	.00	21,777.00	354.43	.00	18,156.61	3,620.39	83	22,157.26
	EXPENSE TOTALS	\$21,777.00	\$0.00	\$21,777.00	\$354.43	\$0.00	\$18,156.61	\$3,620.39	83%	\$22,157.26
	Department 43 - LIBRARY - PER CAPITA Totals	(\$21,777.00)	\$0.00	(\$21,777.00)	(\$354.43)	\$0.00	(\$18,156.61)	(\$3,620.39)	83%	(\$22,157.26)
Fund 2243	LIBRARY-PER CAPITA GRANT ACCOUNT Totals	\$21,777.00	\$0.00	\$21,777.00	\$354.43	\$0.00	\$18,156.61	\$3,620.39		\$22,157.26



LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 01/31/25
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	550.00	.00	550.00	51.67	.00	415.03	134.97	75	395.03
94900	MISCELLANEOUS CHARGES	30,000.00	.00	30,000.00	101.81	500.88	21,137.83	8,361.29	72	10,313.84
	EXPENSE TOTALS	\$30,550.00	\$0.00	\$30,550.00	\$153.48	\$500.88	\$21,552.86	\$8,496.26	72%	\$10,708.87
Department	47 - LIBRARY - GRAY TRUST Totals	(\$30,550.00)	\$0.00	(\$30,550.00)	(\$153.48)	(\$500.88)	(\$21,552.86)	(\$8,496.26)	72%	(\$10,708.87)
Fund	2247 - LIBRARY-GRAY TRUST ACCOUNT Totals	\$30,550.00	\$0.00	\$30,550.00	\$153.48	\$500.88	\$21,552.86	\$8,496.26		\$10,708.87



LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 01/31/25
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									
65100	OFFICE SUPPLIES	.00	.00	.00	.00	236.45	.00	(236.45)	+++	.00
83000	EQUIPMENT	.00	.00	.00	1,489.96	.00	5,584.63	(5,584.63)	+++	.00
94900	MISCELLANEOUS CHARGES	.00	.00	.00	.00	.00	5,244.00	(5,244.00)	+++	.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$1,489.96	\$236.45	\$10,828.63	(\$11,065.08)	+++	\$0.00
	Department 48 - LIBRARY - LSTA Totals	\$0.00	\$0.00	\$0.00	(\$1,489.96)	(\$236.45)	(\$10,828.63)	\$11,065.08	+++	\$0.00
Fund	2248 - LIBRARY-LSTA/OTHER STATE GRANTS Totals	\$0.00	\$0.00	\$0.00	\$1,489.96	\$236.45	\$10,828.63	(\$11,065.08)		\$0.00



LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 01/31/25
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									
99900	INTERFUND OPERATING TRANSFER	.00	.00	.00	.00	.00	.00	.00	+++	8,628.29
99910	CAPITAL PROJECT EXPENSE	.00	.00	.00	.00	.00	.00	.00	+++	39,555.75
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$48,184.04
Department	49 - LIBRARY-BUILDING Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$48,184.04)
Fund	2249 - LIBRARY-BUILDING PROJECT Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$48,184.04



LIBRARY FUNDS EXPENSE PERFORMANCE

Fiscal Year to Date 01/31/25

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	33,000.00	.00	33,000.00	.00	.00	16,991.50	16,008.50	51	32,283.13
94920	OTHER GRANTS	67,000.00	.00	67,000.00	.00	.00	58,651.78	8,348.22	88	77,130.50
	EXPENSE TOTALS	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$75,643.28	\$24,356.72	76%	\$109,413.63
Department	50 - LIBRARY - RRLC FUND Totals	(\$100,000.00)	\$0.00	(\$100,000.00)	\$0.00	\$0.00	(\$75,643.28)	(\$24,356.72)	76%	(\$109,413.63)
Fund	2250 - LIBRARY - RRLC FUND Totals	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$75,643.28	\$24,356.72		\$109,413.63
	Grand Totals	\$841,351.00	\$0.00	\$841,351.00	\$46,554.14	\$3,790.39	\$598,885.85	\$238,674.76		\$661,737.28



LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 01/31/25
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	423,734.00	.00	423,734.00	.00	.00	422,448.31	1,285.69	100	407,019.93
31120	FIRE PROTECTION/LIBRARY BLDG	38,521.00	.00	38,521.00	.00	.00	38,478.08	42.92	100	37,004.38
31180	TORT & LIABILITY TAX	42,026.00	.00	42,026.00	.00	.00	48,011.91	(5,985.91)	114	45,661.98
34200	STATE REPLACEMENT TAX	204,270.00	.00	204,270.00	17,832.26	.00	110,907.37	93,362.63	54	176,345.13
35300	LIBRARY FINES	900.00	.00	900.00	131.72	.00	973.66	(73.66)	108	691.17
36710	LIBRARY CARDS	7,500.00	.00	7,500.00	765.00	.00	6,625.00	875.00	88	6,853.55
36720	COPY SERVICE	5,500.00	.00	5,500.00	450.31	.00	4,891.30	608.70	89	4,176.15
36730	PASSPORTS	3,000.00	.00	3,000.00	720.00	.00	2,015.00	985.00	67	1,960.00
38110	SV, VR & MM INTEREST	13,000.00	.00	13,000.00	2,095.32	.00	20,393.30	(7,393.30)	157	18,517.43
38300	DONATIONS	28,000.00	.00	28,000.00	600.00	.00	37,535.00	(9,535.00)	134	30,225.00
38700	REIMBURSEMENTS	700.00	.00	700.00	675.00	.00	1,769.40	(1,069.40)	253	1,093.99
39200	SALE OF PROPERTY	1,000.00	.00	1,000.00	174.50	.00	2,166.55	(1,166.55)	217	1,474.21
39900	INTERFUND OPERATING TRANSFERS	.00	.00	.00	.00	.00	.00	.00	+++	8,628.29
REVENUE TOTALS		\$768,151.00	\$0.00	\$768,151.00	\$23,444.11	\$0.00	\$696,214.88	\$71,936.12	91%	\$739,651.21
Department 00 - REVENUE Totals		\$768,151.00	\$0.00	\$768,151.00	\$23,444.11	\$0.00	\$696,214.88	\$71,936.12	91%	\$739,651.21
Fund 2241 - LIBRARY-GENERAL ACCOUNT Totals		\$768,151.00	\$0.00	\$768,151.00	\$23,444.11	\$0.00	\$696,214.88	\$71,936.12		\$739,651.21



LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 01/31/25

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	21,924.54	(148.54)	101	21,776.90
	REVENUE TOTALS	\$21,776.00	\$0.00	\$21,776.00	\$0.00	\$0.00	\$21,924.54	(\$148.54)	101%	\$21,776.90
Department	00 - REVENUE Totals	\$21,776.00	\$0.00	\$21,776.00	\$0.00	\$0.00	\$21,924.54	(\$148.54)	101%	\$21,776.90
Fund	2243 - LIBRARY-PER CAPITA GRANT ACCOUNT Totals	\$21,776.00	\$0.00	\$21,776.00	\$0.00	\$0.00	\$21,924.54	(\$148.54)		\$21,776.90



LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 01/31/25
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	4,000.00	.00	4,000.00	384.54	.00	4,526.75	(526.75)	113	4,776.81
38120	INVESTMENT INTEREST	8,000.00	.00	8,000.00	1,028.63	.00	8,260.99	(260.99)	103	7,125.95
38140	REALIZED GAIN/LOSS ON INV	.00	.00	.00	.00	.00	493.10	(493.10)	+++	349.80
38190	UNREALIZED GAIN/LOSS ON INV	.00	.00	.00	(122.60)	.00	4,009.72	(4,009.72)	+++	1,839.48
REVENUE TOTALS		\$12,000.00	\$0.00	\$12,000.00	\$1,290.57	\$0.00	\$17,290.56	(\$5,290.56)	144%	\$14,092.04
Department 00 - REVENUE Totals		\$12,000.00	\$0.00	\$12,000.00	\$1,290.57	\$0.00	\$17,290.56	(\$5,290.56)	144%	\$14,092.04
Fund 2247 - LIBRARY-GRAY TRUST ACCOUNT Totals		\$12,000.00	\$0.00	\$12,000.00	\$1,290.57	\$0.00	\$17,290.56	(\$5,290.56)		\$14,092.04



LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 01/31/25
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	27,500.00	(27,500.00)	+++	.00
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,500.00	(\$27,500.00)	+++	\$0.00
Department	00 - REVENUE Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,500.00	(\$27,500.00)	+++	\$0.00
Fund 2248	LIBRARY-LSTA/OTHER STATE GRANTS Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,500.00	(\$27,500.00)		\$0.00



LIBRARY FUNDS REVENUE PERFORMANCE

Fiscal Year to Date 01/31/25

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	70,215.00	.00	70,215.00	17,553.85	.00	52,661.55	17,553.45	75	50,127.00
38110	SV, VR & MM INTEREST	.00	.00	.00	8.82	.00	32.64	(32.64)	+++	35.70
38700	REIMBURSEMENTS	18,000.00	.00	18,000.00	.00	.00	16,991.44	1,008.56	94	16,137.57
REVENUE TOTALS		\$88,215.00	\$0.00	\$88,215.00	\$17,562.67	\$0.00	\$69,685.63	\$18,529.37	79%	\$66,300.27
Department 00 - REVENUE Totals		\$88,215.00	\$0.00	\$88,215.00	\$17,562.67	\$0.00	\$69,685.63	\$18,529.37	79%	\$66,300.27
Fund 2250 - LIBRARY - RRLC FUND Totals		\$88,215.00	\$0.00	\$88,215.00	\$17,562.67	\$0.00	\$69,685.63	\$18,529.37		\$66,300.27
Grand Totals		\$890,142.00	\$0.00	\$890,142.00	\$42,297.35	\$0.00	\$832,615.61	\$57,526.39		\$841,820.42

STERLING PUBLIC LIBRARY
REPORT OF CASH & INVESTMENTS
December 31, 2025

	General Operating 2241	Per Capita 2243	Bookmobile 2245	Gray Trust 2247	LSTA Grant 2248	Building Project 2249	RRLC 2250	Total
Cash	1,443,681.34	11,389.92	126,000.00	88,364.16	3,841.31	-	62,758.46	1,736,035.19
Investments	0.35			286,208.93				286,209.28
Current Receivables	26,668.38	-	-	3,847.00	-			30,515.38
Current Payables	(11,547.67)	-	-	-	-			(11,547.67)
Cash Available Balance	1,458,802.40	11,389.92	126,000.00	378,420.09	3,841.31	-	62,758.46	2,041,212.18
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
December 31, 2025

	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	(108,485.23)	(858.37)	-	(157.57)	-	-	-	(109,501.17)
12/31/25 Cash Avail Bal	1,458,802.40	11,389.92	126,000.00	378,420.09	3,841.31	-	62,758.46	2,041,212.18

Director's Report
December 2025 January 2026

The past two months have passed quickly, due in part to the colder weather. December was dedicated primarily to staff training and professional development. Staff members were recertified to issue passports, and Josh Borton has joined the team as our newest passport agent. The staff training day was highly successful, featuring presentations from the Sterling Police Department on de-escalation techniques and working with unhoused residents. Staff also completed NARCAN training, which is now a required component of library staff preparedness. Additional training included circulation system updates, a review of patron policies and responsibilities, and opportunities for team building.

The Summer Reading Program has been formally renamed. The Sterling Public Library is proud to introduce the Wendy Marks Summer Reading Program, established in honor of former Board Member Wendy Marks. Wendy was a strong advocate for literacy at all ages, with a special passion for children's programming. A commemorative plaque recognizing her service and wishes has been installed in the Juvenile Department.

Illinois State Humanities Council reached out to the library in November as part of their mission to get programs back in libraries that once conducted them. SPL conducted the Illinois Road Scholars program which provide speakers to present programs free of charge to the library on topics ranging from art, culture, history, and contemporary art. Ben was able to partner with the Sterling Historical society to conduct three programs to held at the Lincoln Learning center. Please mark your calendars for these Sundays at 2 p.m.

2/8/2026 [Anna Sielaff - Women's Baseball in Illinois and the Midwest](#)

3/8/2026 [Cynthia Clampett - Wild Boar to Baconfest: Pigs in History and Popular Culture](#)

8/9/2026 [Jamie Poorman - From New York to the Heartland: The Orphan Train](#)

[Experience](#)

In addition, the grant application for the Carnegie Bathrooms renovation was submitted to the State Library at the end of December. The review committee is expected to convene in March. The Per Capita Grant was also submitted to the State Library.

Other building issues:

- I investigated installing a back flow preventor (ensures water flows in one direction) in the pipe in the pit drain. The estimated cost to install this would be \$10,000. The backflow preventor would indeed prevent the water from flowing through the drain and coming back into the pit, but it would also prevent any water from flowing

through the drain from the pit, if there is a substantial downpour. The water would gradually fill the pit and flow under the door into the children's room.

- All the wind we had in December once again caused the chimney cap to get blown off; the only positive was it did not cause any damage to property. Sterling Commercial roofing once again installed the cap, and this time reinforced the chimney cap to the chimney brick.

The Northern District of Illinois is the third-largest federal court in the United States and comprises the 18 northernmost counties in Illinois contact the library. The District Court has two courthouses, the Dirksen Courthouse in Chicago and the Roszkowski Courthouse in Rockford, IL. They wished to allow them to install a locked iPad kiosk in the library that would enable individuals to file documents and pay their federal court expenses remotely.

The federal court's goal is to allow individuals to have access to the federal court in their community. They understand that not everyone has internet access or the means to travel to downtown Chicago or Rockford. Patrons would be able to interact remotely with court clerk staff via a TEAMS meeting and file their documents on the iPad and the attached scanner. This interaction would be via video chat, with the individual in the library speaking with the Clerk's Office staff via a TEAMS meeting. You will find this kiosk located in front of the adult circulation desk.

Beth and I met with personnel from WIPFLI, library's tech support, about phone service or other possible options to connect the bookmobile to the library's circulation system. We still have a couple of months but since there are different options, we decided to start early and select a provider in April.

Well, that seems to be all my news for now, I'm sure there will be more exciting news on Tuesday night to share with you.

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	3,946	4,264	0	0	0	0	35,700
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	2,276	2,335	-	-	-	-	23,753
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					2492
Materials borrowed by Rock Falls patrons	400	480	473	362	361	301	206	218					2801
Materials borrowed by Dixon Patrons	63	88	74	144	59	90	80	158					756
Materials borrowed by Milledgeville Patrons	53	87	62	57	71	43	57	80					510
Materials borrowed by Chadwick Patrons								27					27
Materials borrowed by Reciprocal patrons	14	9	21	92	28	12	2	3					181
Interlibrary Loan													
Received	112	565	497	501	500	466	414	392					3447
Sent	11	113	126	117	144	279	107	129					1026
Conference room use	424	698	476	345	573	938	704	328					
Juvenile Dept. Study Room	68	83	112	88	59	113	68	64					655
Book Subscription Boxes	40	39	41	48	42	42	48	43					343
Picture book bundles (Bookworm Bags)	17	25	29	27	25	23	24	25					195
Virtual													
Facebook-1-Minute Views	238	212	198	207	210	245	338	181					1829
YouTube Views	1224	316	547	542	2803	564	443	104					6543
TikTok Views	7493	6579	3519	5664	6359	5503	5950	6992					48059
Homepage Distinct Users	1427	894	1342	942	813	1550	3800	2787					13555
Homepage Page Views	1615	1669	2530	1652	1446	1473	1450	1601					13436
Newsbank	97	35	10	42	15	0	63	66					328
Wireless Access Points	537	497	488	495	423	423	346	288					3497
Princh mobile print jobs	170	151	235	224	166	142	124	130					1342
Hoopla (circ)	347	316	351	373	305	328	345	397					2762
Hoopla (users)	126	129	126	128	117	125	117	138					1006

Mango (usage)	9	19	17	29	29	17	17	6					143
Mango (sessions)	15	17	22	29	33	21	15	11					163
MyLibro (new patrons)	23	15	28	19	31	12	13	9					150
MyLibro (usage)	7378	7060	8140	7780	7596	8312	5672	6688					58626
Locker usage	84	99	123	138	111	136	113	104					908
Door Count	4468	5471	5582	4752	4752	5049	4101	3319					37494
BrainFuse (usage)	0	0	29	11	6	41	1	5					93
Chicago Tribune (Views)	103	16	48	46	51	46	48	31					389
Chicago Tribune (Users)	5	1	3	5	2	1	2	3					22

Sterling Public Library Circulation Statistics By Collection to December 2025

Adult Collection	Month Total	FYTD 2026	FYTD 2025
Books on CD	39	447	418
Fiction	664	5,767	6,458
Internet	207	2,158	2,827
Large Type	653	5,152	4,488
Microfilm/Equipment	5	32	42
Non-Fiction	277	2,484	2,306
Interlibrary Loan	44	724	466
Intralibrary Loan-Schools	46	269	260
Intra-Library Loan-Public	228	2,308	2,089
Find More Illinois	74	551	970
Paperback Exchange	22	183	391
Periodicals	106	642	631
Reference	0	1	2
History Room	9	245	206
Spanish	44	278	176
DVD's	250	2,021	1,950
E-Books/Audio/Stream	1,282	10,383	9,295
Graphic Novels	161	1,262	1,003
Puzzles	54	335	317
Kits/Media	0	0	2
Adult Totals	4,165	35,242	34,297

YA Collection	Month Total	FYTD 2026	FYTD 2025
Fiction	99	1,221	1,450
Non-Fiction	0	26	26
YA Totals	99	1,247	1,476

Juvenile Collection	Month Total	FYTD 2026	FYTD 2025
Books On CD	16	209	189
Compact Discs	3	47	60
Nintendo Switch	12	105	58
Fiction	602	7,302	5,739
Non-Fiction	304	3,301	3,605
Picture Books	1,262	11,553	11,009
Spanish	32	222	142
DVDs	94	840	602
GoGo Gadgets*	10	174	132
Juvenile Totals	2,335	23,753	21,536

Grand Totals	6,599	60,242	57,309
---------------------	--------------	---------------	---------------

Sterling Public Library Circulation Statistics By Collection to January 2026

Adult Collection	Month Total	FYTD 2026	FYTD 2025
Books on CD	60	507	473
Fiction	674	6,441	7,188
Internet	300	2,458	3,105
Large Type	671	5,823	5,105
Microfilm/Equipment	5	37	42
Non-Fiction	303	2,787	2,582
Interlibrary Loan	104	828	557
Intralibrary Loan-Schools	47	316	319
Intra-Library Loan-Public	305	2,613	2,406
Find More Illinois	85	636	1,061
Paperback Exchange	20	203	431
Periodicals	70	712	711
Reference	2	3	2
History Room	14	259	223
Spanish	28	306	196
DVD's	244	2,265	2,177
E-Books/Audio/Stream	1,324	11,707	10,648
Graphic Novels	160	1,422	1,137
Puzzles	60	395	366
Kits/Media	0	0	2
Adult Totals	4,476	39,718	38,731

YA Collection	Month Total	FYTD 2026	FYTD 2025
Fiction	102	1,323	1,625
Non-Fiction	4	30	31
YA Totals	106	1,353	1,656

Juvenile Collection	Month Total	FYTD 2026	FYTD 2025
Books On CD	28	237	199
Compact Discs	2	49	61
Nintendo Switch	14	119	59
Fiction	576	7,878	6,484
Non-Fiction	296	3,597	4,022
Picture Books	1,204	12,757	12,305
Spanish	34	256	183
DVDs	64	904	647
GoGo Gadgets*	14	188	145
Juvenile Totals	2,232	25,985	24,105

Grand Totals	6,814	67,056	64,492
---------------------	--------------	---------------	---------------

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	3,946	4,264	4,582	0	0	0	40,282
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	2,276	2,335	2,232	-	-	-	25,985
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				2792
Materials borrowed by Rock Falls patrons	400	480	473	362	361	301	206	218	274				3075
Materials borrowed by Dixon Patrons	63	88	74	144	59	90	80	158	82				838
Materials borrowed by Milledgeville Patrons	53	87	62	57	71	43	57	80	47				557
Materials borrowed by Chadwick Patrons								27	12				39
Materials borrowed by Reciprocal patrons	14	9	21	92	28	12	2	3	12				193
Interlibrary Loan													
Received	112	565	497	501	500	466	414	392	554				4001
Sent	11	113	126	117	144	279	107	129	213				1239
Conference room use	424	698	476	345	573	938	704	328	489				
Juvenile Dept. Study Room	68	83	112	88	59	113	68	64	97				752
Book Subscription Boxes	40	39	41	48	42	42	48	43	44				387
Picture book bundles (Bookworm Bags)	17	25	29	27	25	23	24	25	26				221
Virtual													
Facebook-1-Minute Views	238	212	198	207	210	245	338	181	293				2122
YouTube Views	1224	316	547	542	2803	564	443	104	384				6927
TikTok Views	7493	6579	3519	5664	6359	5503	5950	6992	7857				55916
Website Distinct Users	1427	894	1342	942	813	1550	3800	2787	3446				17001
Homepage Page Views	1615	1669	2530	1652	1446	1473	1450	1601	1993				15429
Newsbank	97	35	10	42	15	0	63	66	59				387
Wireless Access Points	537	497	488	495	423	423	346	288	344				3841
Princh mobile print jobs	170	151	235	224	166	142	124	130	188				1530
Hoopla (circ)	347	316	351	373	305	328	345	397	405				3167
Hoopla (users)	126	129	126	128	117	125	117	138	138				1144

Mango (usage)	9	19	17	29	29	17	17	6	11				154
Mango (sessions)	15	17	22	29	33	21	15	11	13				176
MyLibro (new patrons)	23	15	28	19	31	12	13	9					150
MyLibro (usage)	7378	7060	8140	7780	7596	8312	5672	6688	6752				65378
Locker usage	84	99	123	138	111	136	113	104	131				1039
Door Count	4468	5471	5882	4752	4752	5049	4101	3319	4012				41506
BrainFuse (usage)	0	0	29	11	6	41	1	5					93
Chicago Tribune (Views)	103	16	48	46	51	46	48	31	12				401
Chicago Tribune (Users)	5	1	3	5	2	1	2	3	3				25

January 2026 Children's Statistics

Scavenger Hunt – 98 kids

Stay and Play

- January 9 – 15 kids, 16 adults
- January 16 – 19 kids, 15 adults
- January 23 – Cancelled because library closed
- January 30 – 9 kids, 11 adults

Pokémon Club – 12 kids, 8 adults

Drawing Club – 9 kids, 3 adults

Lego Club

- January 3 – 8 kids, 6 adults
- January 17 – 19 kids, 16 adults

Kids Advisory Board (KAB) -- 3 kids

ARKS Book Club (Adult Program) – 5 adults

Bookworm Bags – 26 kids

Head Start Visits

- January 14 – Caitlin's Class – 11 kids, 2 adults
- January 14 – other Head Start Class – 9 kids, 1 adult

LIBRARY BOARD				FY 2026/2027 BUDGET		
REVENUE ESTIMATES						
ACCOUNT TITLE	ACCT NO.	ACTUAL 2023-24	ACTUAL 2024-25	BUDGET 2025-26	AMENDED 2025-26	REQUEST 2026-27
2241-00 General Account						
Library Tax	31110	\$ 407,020	\$ 422,448	\$ 461,618	\$ 455,693	\$ 486,113
Building & Maintenance Tax	31120	37,004	38,478	41,965	41,596	44,192
Tort & Liability Tax	31180	45,662	48,012	44,135	49,915	46,784
State Replacement Tax	34200	181,611	120,424	120,450	120,450	120,600
Library Fines	35300	897	1,287	900	1,200	1,200
Library Cards	36710	8,239	9,017	8,000	8,500	8,500
Copy Service	36720	5,968	6,555	6,000	7,000	7,000
Passports	36730	3,400	3,450	3,000	2,500	2,500
Interest Income	38110	24,096	25,885	15,000	45,000	45,000
Donations	38300	32,370	42,843	30,000	50,000	30,000
Reimbursements	38700	3,004	1,769	500	-	-
Sale of Property	39200	2,764	3,319	2,500	2,500	2,500
Interfund Operating Transfer	39900	8,628	-	-	-	-
General Account Total:		\$ 760,663	\$ 723,487	\$ 734,068	\$ 784,354	\$ 794,389
2243-00 - Per Capita Grant Account						
State Grants	34400	\$ 22,157	\$ 21,047	\$ 21,776	\$ 21,776	\$ 21,776
Per Capita Grant Total:		\$ 22,157	\$ 21,047	\$ 21,776	\$ 21,776	\$ 21,776
2245-00 Bookmobile						
Donations	38300	\$ -	\$ -	\$ -	126400	-
Interfund Operating Transfer	39900	\$ -	\$ -	\$ -	-	-
Bookmobile Total:		\$ -	\$ -	\$ -	\$ 126,400	\$ -
2247-00 Gray Trust Account						
Interest Income	38110	\$ 6,633	\$ 5,616	\$ 4,500	\$ 5,500	\$ 5,000
Investment Income	38120	9,135	11,333	8,000	8,000	9,000
Realized Gain/Loss On Investments	38140	666	1,045	700	1,000	1,000
Unrealized Gain/Loss On Investments	38190	(1,084)	4,411	-	6,000	6,000
Gray Trust Total:		\$ 15,350	\$ 22,405	\$ 13,200	\$ 20,500	\$ 21,000
2248-00 LSTA-Other State Grants						
State Grants	34400	\$ -	\$ 23,160	\$ -	-	\$ 52,125
LSTA Total:		\$ -	\$ 23,160	\$ -	\$ -	\$ 52,125
¹ State Grants			Carnegie Restroom upgrade			
2249-00 Building Project Acct						
Donations	38300	\$ -	\$ -	\$ -	-	-
Interfund Operating Transfer	39900	-	-	30,000	-	52,125
Building Project Total:		\$ -	\$ -	\$ 30,000	\$ -	\$ 52,125

LIBRARY BOARD			FY 2026/2027 BUDGET			
REVENUE ESTIMATES						
ACCOUNT TITLE	ACCT NO.	ACTUAL 2023-24	ACTUAL 2024-25	BUDGET 2025-26	AMENDED 2025-26	REQUEST 2026-27
2250-00 Consortium Revenue						
State Grants	34400	\$ 108,183	\$ 74,789	\$ 71,504	\$ 71,504	\$ 75,776
Federal Grants	34420	-	-	-	-	-
Interest Income	38110	56	163	-	1,800	1,800
Reimbursements	38700	32,275	33,129	18,000	15,039	18,000
Building Project Total:		\$ 140,514	\$ 108,081	\$ 89,504	\$ 88,343	\$ 95,576
TOTAL LIBRARY BOARD REVENUES:		\$ 938,684	\$ 898,180	\$ 888,548	\$ 1,041,373	\$ 1,036,991
² Reimbursements		Rock River Library Consortium				

LIBRARY BOARD		FY 2026/2027 BUDGET				
EXPENSE ESTIMATES						
ACCOUNT TITLE	ACCT NO.	ACTUAL 2023-24	ACTUAL 2024-25	BUDGET 2025-26	AMENDED 2025-26	REQUEST 2026-27
2241-41 General Account						
Personnel						
Salaries-Regular	41100	\$ 223,800	\$ 235,457	\$ 247,926	\$ 247,926	\$ 263,222
Salaries-Temp/Part-time	41200	88,695	108,498	157,455	157,455	159,363
Health Insurance	45100	47,000	51,700	55,000	55,000	59,000
Worker's Compensation	45600	1,446	1,763	1,850	1,850	1,943
Personnel Subtotal:		\$ 360,941	\$ 397,418	\$ 462,231	\$ 462,231	\$ 483,528
Materials & Services						
Maint Services-Building	51100	\$ 16,979	\$ 13,529	\$ 18,000	\$ 22,000	\$ 22,000
Maint Services-Equipment	51200	8,411	13,841	16,000	14,000	15,000
Maint Services-Other	52900	14,850	15,150	16,800	16,800	1,845
Accounting Services	53100	2,300	2,300	2,300	2,300	2,300
Other Professional Services	54900	10,206	8,324	11,000	11,332	12,000
Postage & Freight	55100	1,600	1,546	2,000	1,700	2,000
Telephone	55200	17,058	9,767	10,225	10,225	10,200
Printing	55400	382	357	500	500	500
Dues	56100	612	664	900	670	900
Travel Expense	56200	3,242	2,746	3,500	3,500	3,500
General Utilities	57100	1,425	1,552	2,000	1,500	1,500
General Insurance	58200	29,586	35,976	40,000	36,200	44,000
Other Contractual Services	59900	36,543	5,925	14,000	7,000	14,000
Maint Supplies-Building	61100	961	1,964	3,000	2,000	3,000
Office Supplies	65100	13,941	12,744	15,000	16,000	16,000
Janitorial Supplies	65400	2,286	3,514	3,000	3,500	3,500
Bank Expense	66800	443	512	500	550	550
Books	67310	38,176	35,231	37,000	37,000	37,000
Periodicals	67320	4,759	4,422	4,000	4,000	4,000
Audio/Visual/Software	67330	2,056	1,620	4,000	4,500	4,500
Non-Print Books	67340	12,879	9,364	15,000	12,000	15,000
Donated Funds Expenses	67410	26,675	30,545	27,000	154,100	35,000
Summer Reading Expenses	67420	2,313	1,528	2,000	2,000	5,000
Young Adult Expenses	67440	190	41	500	300	500
Building	82000	20,588	5,210	20,000	13,000	20,000 ¹
Equipment	83000	760	-	20,000	120,400	20,000 ²
Misc Charges-Storytelling Fest	94977	-	-	-		
Interfund Operating Transfer	99900	-	-	-		
Materials & Services Subtotal:		\$ 269,221	\$ 218,372	\$ 288,225	\$ 497,077	\$ 293,795
General Account Total:		\$ 630,162	\$ 615,790	\$ 750,456	\$ 959,308	\$ 777,323
¹ Building		FY25/26	20,000	Miscellaneous items		
		Amended		Miscellaneous items		
		FY26/27		Miscellaneous items		

LIBRARY BOARD		FY 2026/2027 BUDGET				
EXPENSE ESTIMATES						
	ACCT	ACTUAL	ACTUAL	BUDGET	AMENDED	REQUEST
² Equipment		FY25/26	20,000	Miscellaneous items		
		Amended		Miscellaneous items		
		FY26/27		Miscellaneous items		
2243-43 Per Capita Grant Account						
Miscellaneous Charges	94900	\$ 22,157	\$ 21,047	\$ 21,776	\$ 21,776	\$ 21,776
Per Capita Grant Total:		\$ 22,157	\$ 21,047	\$ 21,776	\$ 21,776	\$ 21,776
2245-14 Bookmobile Account						
Maintenance Services-Equipment	51200	\$ -	\$ -	\$ -		\$ 8,000
Telephone/Internet	55200	-	-	-		1,200
Maintenance Supplies-Vehicle	61300	-	-	-		2,000
Office Supplies	65100					2,000
Operating Supplies	65200	-	-	-		\$ 2,000
Automotive Fuel/Oil	65500	-	-	-		5,000
Equipment	83000	-	-	-		
Miscellaneous Charges	94900	-	-	-		
Bookmobile Total		\$ -	\$ -	\$ -	\$ -	\$ 20,200
2247-47 Gray Trust Account						
Services						
Bank Expense	66800	\$ 520	\$ 540	\$ 500	\$ 500	\$ 600
Miscellaneous Charges	94900	11,381	24,670	20,000	20,000	25,000 ¹
Services Subtotal:		\$ 11,901	\$ 25,210	\$ 20,500	\$ 20,500	\$ 25,600
Gray Trust Total:		\$ 11,901	\$ 25,210	\$ 20,500	\$ 20,500	\$ 25,600
2248-48 LSTA/Other State Grants						
Office Supplies	65100	\$ -	\$ 263	\$ -		
Operating Supplies	65200	-	-	-		
Equipment	83000	-	5,585	-		
Miscellaneous Charges	94900	-	17,312	-		52,125
LSTA/Other State Grants Total		\$ -	\$ 23,160	\$ -	\$ -	\$ 52,125
2249-49 Building Project Account						
Other Professional Services	54900	\$ -	\$ -	\$ -	\$ -	
Capital Projects	99910	39,556	-	30,000	-	52,125 ¹
Interfund Operating Transfer	99900	8,628	-	-	-	
Building Project Total		\$ 48,184	\$ -	\$ 30,000	\$ -	\$ 52,125

LIBRARY BOARD		FY 2026/2027 BUDGET				
EXPENSE ESTIMATES						
	ACCT	ACTUAL	ACTUAL	BUDGET	AMENDED	REQUEST
1 Capital Projects		Remodel Carnege Public Restroom				
<u>2250-50 Consortium</u>						
Other Professional Services	54900	\$ 32,283	\$ 16,992	\$ 30,000	\$ 21,780	\$ 25,000
Software	83000	-	-	-		
Grant expense	94920	108,184	74,789	59,000	61,670	62,000
Consortium Total		\$ 140,467	\$ 91,781	\$ 89,000	\$ 83,450	\$ 87,000
TOTAL LIBRARY BOARD EXPENSES:		\$ 852,871	\$ 776,988	\$ 911,732	\$ 1,085,034	\$ 1,036,149

Illinois Public Library Standards: Marketing & Promotion

Marketing and promotion play a critical role in the success and sustainability of public libraries. It is more important than ever for public libraries to tell their stories, collect data and measure success in order to sustain interest and support within their communities. When libraries utilize a variety of digital, print and face-to-face interactions, they not only raise awareness of their services, programs and collections but also retain and increase library users. Libraries that invest in marketing and promotion practices will successfully showcase value, impact, and return on investment to their communities.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	The library adopts a formal marketing plan.
2	The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).	The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	The library has one or more dedicated employees for marketing and graphic design.
3	The library allocates funds for marketing and promotion.		

4	The library adopts an easily recognizable logo that represents the library's brand.	The library uses its logo consistently across all print and digital marketing platforms.	The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).
5	The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.	
6	The library understands the community it serves and designs its marketing efforts to reach all residents.	The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.	
7	The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).		
8	The library collects data, stories and photos that illustrate the value of the library.	The library uses collected data, stories, and photos to communicate the value of the library to the community.	The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.

9	The library regularly evaluates the effectiveness of its marketing efforts.	The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.	
---	---	---	--

Illinois Public Library Standards – Marketing & Promotion: 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 uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	<input type="checkbox"/> The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	<input type="checkbox"/> The library adopts a formal marketing plan.	

2	<input checked="" type="checkbox"/> The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).	<input type="checkbox"/> The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	<input type="checkbox"/> The library has one or more dedicated employees for marketing and graphic design.	
3	<input checked="" type="checkbox"/> The library allocates funds for marketing and promotion.			

4	<input type="checkbox"/> The library adopts an easily recognizable logo that represents the library's brand.	<input checked="" type="checkbox"/> The library uses its logo consistently across all print and digital marketing platforms.	<input type="checkbox"/> The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).	
5	<input checked="" type="checkbox"/> The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	<input type="checkbox"/> The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.		
6	<input checked="" type="checkbox"/> The library understands the community it serves and designs its marketing efforts to reach all residents.	<input type="checkbox"/> The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.		

7	<input checked="" type="checkbox"/> The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).			
8	<input type="checkbox"/> The library collects data, stories and photos that illustrate the value of the library.	<input checked="" type="checkbox"/> The library uses collected data, stories, and photos to communicate the value of the library to the community.	<input type="checkbox"/> The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.	
9	<input checked="" type="checkbox"/> The library regularly evaluates the effectiveness of its marketing efforts.	<input type="checkbox"/> The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.		

Illinois Public Library Standards: Programming

Programming is one of the channels through which libraries fulfill their mission of bringing people together for educational, recreational, and civic or community purposes. Literacy initiatives such as storytimes and book discussions encourage a love of reading and provide an opportunity to highlight library collections. Lifelong learning programs empower patrons with new information and improved skills that support their academic and vocational advancement, as well as their personal growth. Cultural programs promote appreciation of the arts and introduce participants to a variety of world traditions. Arts and crafts and do-it-yourself workshops foster creativity and ingenuity. Recreational programs combat social isolation and encourage interaction with others in the community. Programming can also serve as outreach to the community and promotion of the library's services by offering a wide variety of events that appeal to both regular and new users. Programs may be in-person, virtual, or hybrid; they may include traditional presenter-led events as well as opportunities for self-directed activities by patrons. Programming must strive to welcome people of all ages, abilities, identities, and backgrounds.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library provides programs for all ages free of charge or on a cost recovery basis.	The library provides virtual or hybrid programs where appropriate.	
2	The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).
3	The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.		

4	The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.
5	The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.		
6	The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	The library provides staff training in best practices for meeting the programming needs of a diverse community.	The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.

Illinois Public Library Standards – Programming: Action Plan

Library Name

Completed by

Date

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 provides programs for all ages free of charge or on a cost recovery basis. <input checked="" type="checkbox"/> The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	<input type="checkbox"/> The library provides virtual or hybrid programs where appropriate. <input type="checkbox"/> The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	<input type="checkbox"/> The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).	
3	<input checked="" type="checkbox"/> The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.			

4	<input type="checkbox"/> The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	<input checked="" type="checkbox"/> The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	<input type="checkbox"/> The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.	
5	<input checked="" type="checkbox"/> The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.			

6	<input checked="" type="checkbox"/> The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	<input type="checkbox"/> The library provides staff training in meeting the programming needs of a diverse community.	<input type="checkbox"/> The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.	
---	---	---	---	--

Notes/Comments:

Illinois Public Library Standards: Safety & Emergency Preparedness

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

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

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

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

Illinois Public Library Standards – Safety & Emergency Preparedness: 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 communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.			
2	<input checked="" type="checkbox"/> Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	<input type="checkbox"/> The library staff have ready access to all library key service providers (plumbing, electric, roofing).	<input type="checkbox"/> The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.	

3	<input checked="" type="checkbox"/> The library provides training for staff on safety and emergency preparedness.	<input type="checkbox"/> The library includes safety and emergency training in new employee on-boarding procedures.	<input type="checkbox"/> In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).	
4	<input type="checkbox"/> The library has a board approved Patron Conduct Policy.	<input checked="" type="checkbox"/> The library staff is aware of the Patron Conduct Policy and understands how to implement it.	<input type="checkbox"/> The library has a dedicated security staff person and/or a security surveillance system.	
5	<input checked="" type="checkbox"/> Library entrances, exits, evacuation routes, locations of shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	<input type="checkbox"/> Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	<input type="checkbox"/> The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.	

6	<input checked="" type="checkbox"/> The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.			
7	<input checked="" type="checkbox"/> The library has an emergency and disaster preparedness manual that is easily accessible to staff.	<input type="checkbox"/> The library annually reviews and updates the library emergency and preparedness manual.	<input type="checkbox"/> The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.	
8	<input type="checkbox"/> The library has a disaster recovery plan that is kept in an off-site location.	<input type="checkbox"/> The library has a technology recovery plan, in the event of a physical disaster or cyberattack.		

9	<input checked="" type="checkbox"/> The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	<input type="checkbox"/> The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.	<input type="checkbox"/> The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.	
10	<input checked="" type="checkbox"/> The library follows all local and state requirements for emergency systems and equipment inspections.	<input type="checkbox"/> The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.		

Notes/Comments:

Illinois Public Library Standards: Technology

Technology is an integral part of any library. Technology transforms the library into a dynamic hub of information, learning and community engagement. Libraries offer a wide array of digital services and tools that cater to the diverse needs of their communities. From providing access to e-books, high-speed internet and online learning platforms to offering maker spaces equipped with 3D printers and coding workshops, technology has expanded the role of libraries far beyond traditional boundaries. By bridging the digital divide, fostering lifelong learning and supporting innovation, technology ensures that libraries remain relevant and accessible in an increasingly digital world.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a dedicated budget for technology equipment and services.	The library has a technology replacement schedule and/or a technology plan.	The library conducts a technology needs assessment that examines current and emerging trends and includes community input.
2	The library has a board approved internet and computer use policy.	The library reviews and updates computer use policies on a regular basis.	
3	The library provides a sufficient number of public use computers.	The library offers laptops or tablets for the public to use in-house.	The library allows laptops or tablets to be checked-out by the public.
4	The library has access to a trained individual to maintain all technology.	The library has a trained staff person or contractual service to maintain the technology infrastructure.	The library has a dedicated IT department.

5	The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.
6	Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	The library provides adaptive equipment for individuals of all abilities for checkout.
7	The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.
8	The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	The library offers facsimile, mobile printing, and scanners.	The library offers video conferencing equipment and space.

9	The library is aware of emerging technology trends such as the maker movement.	The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.	The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.
---	--	---	---

Illinois Public Library Standards – Technology: 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 dedicated budget for technology equipment and services.	<input checked="" type="checkbox"/> The library has a technology replacement schedule and/or a technology plan.	<input type="checkbox"/> The library conducts a technology needs assessment that examines current and emerging trends and includes community input.	
2	<input type="checkbox"/> The library has a board approved internet and computer use policy.	<input checked="" type="checkbox"/> The library reviews and updates computer use policies on a regular basis.		
3	<input type="checkbox"/> The library provides a sufficient number of public use computers.	<input checked="" type="checkbox"/> The library offers laptops or tablets for the public to use in-house.	<input type="checkbox"/> The library allows laptops or tablets to be checked-out by the public.	

4	<input type="checkbox"/> The library has access to a trained individual to maintain all technology.	<input checked="" type="checkbox"/> The library has a trained staff person or contractual service to maintain the technology infrastructure.	<input type="checkbox"/> The library has a dedicated IT department.
5	<input type="checkbox"/> The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	<input type="checkbox"/> The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	<input checked="" type="checkbox"/> The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.

6	<input checked="" type="checkbox"/> Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	<input type="checkbox"/> The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	<input type="checkbox"/> The library provides adaptive equipment for individuals of all abilities for checkout.	
7	<input type="checkbox"/> The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	<input checked="" type="checkbox"/> The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	<input type="checkbox"/> The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.	
8	<input type="checkbox"/> The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	<input checked="" type="checkbox"/> The library offers facsimile, mobile printing, and scanners.	<input checked="" type="checkbox"/> The library offers video conferencing equipment and space.	

9	<input checked="" type="checkbox"/> The library is aware of emerging technology trends such as the maker movement.	<input type="checkbox"/> The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.	<input type="checkbox"/> The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.
---	--	--	--

Notes/Comments: