SYCAMORE PUBLIC LIBRARY

Agenda BOARD OF TRUSTEES MEETING
Date: October 13, 2026, 5:30 p.m.
Sycamore Public Library, 103 E. State St. Sycamore, IL

I. Call to Order
II. Changes to and Approval of Agenda:
III. Public Comment and Visitors Present:
IV. Announcements: Upcoming events
V. Library & Trustee Reports:
   a. Treasurer's Report for 9/26
   b. Business Manager's and Building Report 9/26
      i. Sprinkler repair
      ii. Blind install
   c. Library Report for 9/26
   d. Friends of the Library Report covering 9/26
VI. Consent Agenda: *Board Approval Required*
   a. Regular minutes from 08/11/26, Personnel Committee minutes from 08/11/26, Closed Session minutes from 08/11/26
   b. Regular minutes from 09/08/26
   c. Board Retreat minutes from 09/11/26
   d. Finance Committee minutes 09/29/26
   e. Library bills for 09/26
VII. Old Business –
   a. Meeting Room Policy-*Board approval required*
   b. Marketing and Communication Policy-*Board approval required*
   c. Board Committees
VIII. New Business –
   a. FY27 Budget – *Board approval required*
   b. Library closures for 2027-*Board approval required*
   c. Boiler replacement-*Board approval required*
   d. Director Recruitment
IX. Closed Session
   5 ILCS 120 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
X. Adjournment

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.

Future Meetings and Events:

- *Pumpkin Festival Celebration 10/22/26*
- *Library closure 10/24/26-10/25/26*
- *Regular Board Meeting 11/10/26*

Sycamore LIBRARY

SEPTEMBER 2026 LIBRARY REPORT

LIBRARY BUSINESS

News & Announcements

- Anniversaries: Congratulations to Jeannie B. on 23 years (9/15), Abby R. on 1 year (9/15), and Cindy C. on 5 years (9/20).
- Samantha Van Us was hired as Youth and Teen Services Library Assistant. Her first day was September 15.

Finances

- As of 09/30/2026, 3/4 or **75%** of the budget should be expended.
- Operating income year-to-date is $1,750,954, which is **91%** of anticipated income.
- Total expenses YTD at the end of September 2026 were $1,318,025 which is **69%** of the FY2026 budget.
- SPL received September 5 property tax installment in the amount of $581,095.
- SPL received a donation from Dan and Denise Setchell in memory of Patsy Sue "Pat" Ramala and a donation from David and Matt Norris for a memorial in honor of Debbie Norris.

Professional Development & Community Engagement

- SPL staff were able to attend PUG (PrairieCat Users Group) Day, a free virtual conference for members of our SPL consortium on September 24 & 25.
- Jacqui, Jill, and Lauren attended DCNP NonProfit Day on September 23, featuring an excellent lineup of presenters who shared practical strategies for strengthening nonprofit work and improving communication.
- Kelsey attended the Rails webinar *From Invisible Labor to Line Items: Budgeting for the Library Work That's Actually Happening* and ALA's *Inside ALA's AI Guidance: A Conversation*.
- Tracy attended both days of the OCLC Cataloging Community Meeting, as well as LACONI Modern MARC and both PCC Funnel and ILA Reporter Advisory meetings.
- Lauren attended and ran Lincoln Story League's September Meeting at the Crystal Lake Public Library on September 2. Lauren attended and ran the Laconi Youth Services Section meeting at the Frankfort Public Library on September 4. Lauren attend the following webinars in September: *New Books: Four Publishers, One Hour* and *Spanish Collections That Connect: Selección, traducción y autenticidad.*
- Jacqui attended the webinar: *Library Beat Mystery and Thriller Webinar* on September 17.

STRATEGIC PRIORITIES

ACCESS, EQUITY, & SERVICE EXCELLENCE

- Circulation provided 11 Curbside services and 24 Notary services. Adult Services provided 22 Notary services.
- After giving the patron a reminder phone call - 38 items were returned totaling $1,024.49
  After sending a print bill to the patron - 34 items were returned totaling $ 787.62
  Total amount of items 72 - totaling $1,812.11

- YTS began this year's outreach visits to Little Spartans Preschool, St. Mary's School, and Two Rivers Headstart, reaching hundreds of children ages 3yo- 5th grade during the month of September.
- YTS welcomed students and teachers from the K-5th, 6th – 8th, and high school ABLE program into SPL. Students in the ABLE program, in each age group, will be visiting the SPL once a month for throughout the school year.
- YTS began circulating puzzles in the youth department and the teen department.

Collections Stats:
Materials Added: 543 Materials Withdrawn: 547 Collection Size: 84,505

Tech has completed 557 J DVDs in the re-sleeving project.

COMMUNITY PRESENCE & PARTNERSHIPS

- Kim hosted a table for the Sycamore Lion's 2nd Annual Cookie Crawl on Saturday, September 12 and handed out FoSL Andale fundraiser information along with bookmarks with the upcoming FoSL booksale dates.
- Angry Pickle Pub reached out to the Friends of SPL with a last-minute opportunity to receive proceeds from a Dolly Parton-themed evening September 25, with the goal of supporting community literacy.
- Andale Taco Shop supported the Friends of SPL with a special fundraiser on September 30, donating 15% of all sales to support SPL.
- The Friends of SPL had a very successful book sale on September 24 and 25. The next book sale is Saturday, December 5.
- Kelsey, Maya, Becky, and Abby represented the SPL at the 3rd annual Chalk Walk at the DeKalb County Courthouse on September 12.
- A new patron-led Chess Club is starting. They meet upstairs on Wednesdays at 3:00.
- YTS hosted a table at the South Prairie Family Literacy Night on September 24 over 200 parents and children stopped at our table for information on SPL resources and events.
- YTS was invited to collaborate with our community partner, the Kishwaukee YMCA to lead their Illinois Literacy Day. It was celebrated on September 30, through a statewide initiative partnering the Illinois State Alliance of YMCAs and the Illinois Literacy Foundation.
- YTS hosted our first GOAT Night for teens 12-18yo on September 18. The activity was Lazer Tag and we had over 60 teens participate!
- YTS partnered with Daughters of the American Revolution on September 3 for the final 250th program of our summer series. Participants were able to experience artifacts from long ago.

Social Media / Engagement Stats:
Facebook: 4,658 Instagram: 1,503 Website Interactions: 10,931

TECHNOLOGY & INNOVATION

- SPL website now includes links to IRIS (Illinois Reliable Information Sources) e-resources, including Explora, EBSCO Host, Novelist, and LearningExpress Library. These resources are free to anyone in Illinois as part of a new initiative by the IL Secretary of State's office. This replaces our existing EBSCO/Novelist subscriptions and will save us nearly $4,000 next year.

PEOPLE & ORGANIZATIONAL CAPACITY

- We continue to work on organization culture despite staff turnover and look forward to the upcoming October staff development day and new onboarding of YTS members.

SPACES & CAPITAL PLANNING

- Facilities & Organization: Maintenance completed the stairwell project by painting the walls and pillars around the stairwell.
- The backflow inspection was completed.
- Mary met with Tracy Lesiak of LIRA for property risk avoidance inspection is to discuss property risk and proactive plans to reduce the potential for property claims. An exterior hazard survey was conducted as part of this meeting. Tracy reports back that our exterior building is in very good condition. We will schedule gutter cleaning in the spring.
- We are in the process of obtaining an updated quote for a new boiler.

FINANCIAL SUSTAINABILITY & STEWARDSHIP

- Lauren, Jacqui, Tracy, Tracy's friend, Akina, and Kim met at the annual Follett warehouse book sale at 7:00 a.m. on Saturday, September 26 where we connected with hundreds of educators and librarians from across the state. This enabled SPL to supplement the YTS collection with hundreds of items for our Reading Programs, foreign language and main collections, BOB materials and our AV collection. SPL spent $380 for what would have cost the Library $12,000.

Respectfully Submitted,

Kim Halsey, Jill Carter, Jeannie Barry, Tracy Evans, Kelsey Graham, Mary Holtrop, and Lauren Manu.

Sycamore Library Statistics	25-Sep	26-Sep	% Change	YTD (FY25)	YTD (FY26)	YTD % Change
Visitors & Room Usage						
Library Visitors	8,757	8,799	**0%**	70,389	77,214	**10%**
Meeting Rooms Reservations	9	17	**89%**	105	97	**-8%**
Meeting Room Attendance	108	235	**118%**	1,208	1,218	**1%**
Circulation & Use						
Physical Items	10,965	10,642	**-3%**	104,832	104,933	**0%**
E-Resources	3,530	4,743	**34%**	33,673	39,267	**17%**
Total Circulation	14,495	15,385	**6%**	138,505	144,200	**4%**
Library Cards						
Resident Cards	6,423	6,651	**4%**			
Non-Resident Cards	415	456	**10%**			
Total Library Cards	6,838	7,107	**4%**			
Reference Questions & 1:1's						
Reference Questions	1,609	1,415	**-12%**	15,336	15,199	**-1%**
1:1's	0	4	**#DIV/0!**	34	49	**44%**
Programs						
Programs	72	63	**-13%**	616	681	**11%**
Program Attendees	910	860	**-5%**	10,039	11,874	**18%**
Outreach Events	12	10	**-17%**	73	78	**7%**
Outreach Attendees	526	685	**30%**	2,850	5,741	**101%**
Computers & Technology						
Computer Users	590	518	**-12%**	5,160	4,822	**-7%**
Wi-Fi Connections	1,248	528	**-58%**	11,716	4,738	**-60%**
Database Sessions	1,197	1,146	**-4%**	11,439	11,564	**1%**
PR & Marketing						
Website Hits	8,977	10,931	**22%**	106,817	92,235	**-14%**
Facebook Followers	4,279	4,658	**9%**			
Instagram Followers	1,371	1,503	**10%**			

Sycamore Public Library
Bills List
September, 2026

Vendor	Total	Purpose
Adam Wagner	35.26	Mileage
Adam Wagner	44.08	Mileage
Alarm Detection Systems	1,146.69	Quarterly payment
Amazon Capital Services, Inc	829.34	Misc charges
Blackstone Publishing	224.94	Audio books
Cengage Learning	271.20	Large print books
Cengage Learning	20.90	Large print books
Chef Cherise LLC	495.00	AS Program
City of Sycamore	9384.5	Health Insurance
CMJ Technologies	3,780.00	Project block hours
Cori Trolinger	800.00	Chair yoga
Follett Content Solutions, LLC	3,039.24	Youth and adult books
Follett Content Solutions, LLC	1,572.67	YT-AS books
Gordon Flesch	416.10	Copiers
Image One Facility Solutions	400.00	Building cleaning
Image One Facility Solutions	400.00	Library cleaning
Ingram Library Services	8.26	Youth books
Ingram Library Services	2,828.14	AS books
IntelliCorp	92.70	Background checks
J & J Handyman	1,595.00	Contract cleaning
Jacqui Williams	11.87	Sunshine
Kim Halsey	390.26	Mileage and Youth books
Lee Murdock	350.00	AS Program
Linda Braun	12.82	Sunshine committee
Mary Holtrop	57.52	Board retreat, gift card
Mary Holtrop	290.37	Gift cards
Maya Stevens	26.42	AS Program
Melin's Lock & Key	517.58	Keyless entry for staff door
Metronet	239.21	Internet
Midwest Tape	1,047.14	Hoopla
NCPERS	32	Health Insurance
Nelson Fire Protection	805.00	Yearly inspection
NiCor Gas	198.79	Utilities
Office Pro	237.45	Copy paper
Ovation Performing Arts Studio	125.00	AS Program
OverDrive, Inc	1,610.59	Eresources
PrairieCat	7,028.50	Web hosting
Record-A-Hit Entertainment	675.00	Pumpkin fest program
Sara Twitty	25.19	Adult program
Service Concepts, Inc.	3,054.42	Condenser replacement and inspection
Sidecar Publications LLC	384.00	Gimlet
Soft Water City	40.50	Bottled water
Tapa La Luna	200.00	AS Program
Tech Soup	704.00	Server license

Sycamore Public Library
Bills List
September, 2026

Vendor	Total	Purpose
The Greenhouse	225.00	Plant care
United World Life	1150.45	Health insurance
Waste Management West	299.77	Garbage
Wessels' Family Farm	600.00	Mums for grounds
	47,722.87	

Sycamore Public Library
Ordinary Income / Expense - Monthly vs. YTD
September 2026

	Sep 26	Jan - Sep 26
Ordinary Income/Expense		
Income		
ACCT EARNINGS		
3700 · Interest		
3700.01 · Operating	2	16
3700.02 · Money Market Operating	2,573	19,864
3700.03 · Money Market Contingency	203	2,046
Total 3700 · Interest	2,778	21,926
Total ACCT EARNINGS	2,778	21,926
GRANTS		
3900 · Per Capita	0	31,581
Total GRANTS	0	31,581
MISCELLANEOUS REVENUE		
3800 · Donation Jar	0	496
3810 · Meeting room fees	30	885
3830 · Sycamore Library Fund - DCCF	0	1,230
3840 · Lillian Boynton Book Fund	0	8,930
3880 · Restricted Income		
3880.01 · Grants	0	14,857
3880 · Restricted Income - Other	40	23,406
Total 3880 · Restricted Income	40	38,263
Total MISCELLANEOUS REVENUE	70	49,804
OPERATIONS		
3600 · Fines		
3600.01 · Lost and Damage Materials	70	1,242
3600 · Fines - Other	60	1,517
Total 3600 · Fines	130	2,759
3620 · Sales		
3620.01 · Merchandise sales	0	382
3620.02 · Friends Book Sale	1,012	4,843
Total 3620 · Sales	1,012	5,225
3630 · Non-Resident Fee Cards	1,692	13,314
3650 · Copies/Printing		
3650.01 · Scan Station Income	37	819
3650 · Copies/Printing - Other	463	4,497
Total 3650 · Copies/Printing	500	5,316
Total OPERATIONS	3,334	26,614
TAX REVENUE		
3400 · PPR Tax	6,229	91,397
3410 · Property	581,096	1,528,606
Total TAX REVENUE	587,325	1,620,003
Total Income	593,507	1,749,928

Sycamore Public Library
Ordinary Income / Expense - Monthly vs. YTD
September 2026

	Sep 26	Jan - Sep 26
Gross Profit	593,507	1,749,928
Expense		
ADMINISTRATION		
8200 · Memberships & Commissions	0	2,580
8211 · Legal fees	0	400
8212 · Hiring & Placement	93	571
8213 · LIMRiCC Unemployment Insuranc	0	932
8214 · Professional Development	0	1,970
8215 · PR/Publicity		
8215.01 · Event Planning	1,067	3,120
8215 · PR/Publicity - Other	0	19,920
Total 8215 · PR/Publicity	1,067	23,040
8216 · Mileage Reimbursement	99	2,181
8217 · Postage & Shipping	26	1,257
8219 · Insurance	0	29,951
8220 · Lost and Damage Materials	0	74
8221 · Friends Book Sale	485	4,163
Total ADMINISTRATION	1,770	67,119
CONTRACTUAL SERVICES		
8300 · Phone System Maintenance	494	4,256
8310 · Photocopiers	416	3,726
8311 · Pest Control	0	108
8312 · Cleaning Service	1,595	14,355
8313 · Elevator	0	4,337
8314 · HVAC Maintenance	0	4,031
8316 · Alarm Service/Security	1,147	3,440
Total CONTRACTUAL SERVICES	3,652	34,253
FURNISHINGS		
8410 · Equipment/Furniture	8,407	8,967
Total FURNISHINGS	8,407	8,967
MAINTENANCE		
8420 · Building	5,744	25,008
8422 · Grounds	600	6,565
8424 · Trash	300	2,657
Total MAINTENANCE	6,644	34,230
MATERIALS		
Adult Materials		
8203.01 · Adult Foreign Language	29	274
8203.03 · Adult Books	3,755	31,035
8203.07 · Adult Multimedia	604	4,192
Total Adult Materials	4,388	35,501
Children's Materials		

Sycamore Public Library
Ordinary Income / Expense - Monthly vs. YTD
September 2026

	Sep 26	Jan - Sep 26
8201.04 · Child and Teen Foreign Lang	95	95
8201.06 · Child and Teen Books	2,802	22,515
8201.07 · Child and Teen Multimedia	0	3,748
Total Children's Materials	2,897	26,358
8204 · Periodicals	105	5,862
8205 · Lillian Boynton Book Fund	1,431	3,148
8206 · E-Resources	3,498	31,734
8207 · Automated Subscriptions	0	11,679
Total MATERIALS	12,319	114,282
MISCELLANEOUS EXPENSES		
8601 · Financial Service Fees	326	3,930
8602 · Contingency	486	3,877
8610 · Restrict Expenses		
8610.01 · Donation/Gift Expense/Mat	0	3,360
8610.06 · SPLAG Expenses	0	20
8610.07 · Friends of Sycamore Library	0	1,666
8610 · Restrict Expenses - Other	0	1,050
Total 8610 · Restrict Expenses	0	6,096
8613 · Per Capita Grant Expense	0	6,934
Total MISCELLANEOUS EXPENSES	812	20,837
PROGRAMS		
Adult		
8303.01 · Programming	2,380	9,627
Total Adult	2,380	9,627
Children		
8301.01 · Programming	1,130	11,933
Total Children	1,130	11,933
Total PROGRAMS	3,510	21,560
SUPPLIES		
8400 · Office	352	2,292
8401 · Materials and Collections	21	2,999
8402 · Janitorial	0	2,808
8404 · Building/Decor/Signage	0	101
Total SUPPLIES	373	8,200
TECHNOLOGY		
8330.01 · OPAC/Prairie Cat	7,029	28,003
8330.02 · Tech Maintenance/Supplies	0	3,880
8330.03 · Telecommunications	251	3,429
8330.04 · Software	411	3,396
8330.06 · Technical Support	4,484	45,501
8330.07 · Hardware/Equipment	0	5,023
Total TECHNOLOGY	12,175	89,232

Sycamore Public Library
Ordinary Income / Expense - Monthly vs. YTD
September 2026

	Sep 26	Jan - Sep 26
UTILITIES		
8432 · Gas	199	5,660
Total UTILITIES	199	5,660
WAGE EXPENSES		
8100 · Gross Wages	77,346	701,179
8101.1 · Paid Time Off Wages	642	7,341
8170 · Payroll Fees	501	7,616
8171 · FICA	4,731	43,148
8173 · IMRF	4,583	40,206
8175 · Health Insurance	8,938	60,242
8177 · Medicare	1,106	10,091
Total WAGE EXPENSES	97,847	869,823
Total Expense	147,708	1,274,163
Net Ordinary Income	445,799	475,765
Net Income	445,799	475,765

Sycamore Public Library
Ordinary Income / Expense - YTD vs. Budget
January through December 2026

	Jan - Dec 26	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
ACCT EARNINGS				
3700 · Interest				
3700.01 · Operating	16	17	-1	94%
3700.02 · Money Market Operating	19,864	20,000	-136	99%
3700.03 · Money Market Contingency	2,046			
Total 3700 · Interest	21,926	20,017	1,909	110%
Total ACCT EARNINGS	21,926	20,017	1,909	110%
GRANTS				
3900 · Per Capita	31,581	27,400	4,181	115%
Total GRANTS	31,581	27,400	4,181	115%
MISCELLANEOUS REVENUE				
3800 · Donation Jar	529	500	29	106%
3810 · Meeting room fees	975	1,000	-25	98%
3830 · Sycamore Library Fund - DCCF	1,230	1,025	205	120%
3840 · Lillian Boynton Book Fund	8,930	7,200	1,730	124%
3880 · Restricted Income				
3880.01 · Grants	14,857			
3880 · Restricted Income - Other	23,906	5,000	18,906	478%
Total 3880 · Restricted Income	38,763	5,000	33,763	775%
Total MISCELLANEOUS REVENUE	50,427	14,725	35,702	342%
OPERATIONS				
3600 · Fines				
3600.01 · Lost and Damage Materials	1,242	2,100	-858	59%
3600 · Fines - Other	1,517	1,200	317	126%
Total 3600 · Fines	2,759	3,300	-541	84%
3620 · Sales				
3620.01 · Merchandise sales	385	150	235	257%
3620.02 · Friends Book Sale	5,002	4,300	702	116%
Total 3620 · Sales	5,387	4,450	937	121%
3630 · Non-Resident Fee Cards	13,366	12,000	1,366	111%
3650 · Copies/Printing				
3650.01 · Scan Station Income	825	1,000	-175	83%
3650 · Copies/Printing - Other	4,680	5,000	-320	94%
Total 3650 · Copies/Printing	5,505	6,000	-495	92%
Total OPERATIONS	27,017	25,750	1,267	105%
TAX REVENUE				
3400 · PPR Tax	91,397	126,400	-35,003	72%
3410 · Property	1,528,606	1,700,000	-171,394	90%
Total TAX REVENUE	1,620,003	1,826,400	-206,397	89%
Total Income	1,750,954	1,914,292	-163,338	91%
Gross Profit	1,750,954	1,914,292	-163,338	91%
Expense				

Sycamore Public Library
Ordinary Income / Expense - YTD vs. Budget
January through December 2026

	Jan - Dec 26	Budget	$ Over Budget	% of Budget
ADMINISTRATION				
8200 · Memberships & Commissions	2,730	3,750	-1,020	73%
8210 · Audit Fees	0	4,500	-4,500	0%
8211 · Legal fees	400	2,150	-1,750	19%
8212 · Hiring & Placement				
8212.01 · New Hire/Staff Supplies	0	320	-320	0%
8212 · Hiring & Placement - Other	571	1,050	-479	54%
Total 8212 · Hiring & Placement	571	1,370	-799	42%
8213 · LIMRiCC Unemployment Insurance	932	1,480	-548	63%
8214 · Professional Development	1,970	4,800	-2,830	41%
8215 · PR/Publicity				
8215.01 · Event Planning	2,220	5,250	-3,030	42%
8215 · PR/Publicity - Other	19,920	32,000	-12,080	62%
Total 8215 · PR/Publicity	22,140	37,250	-15,110	59%
8216 · Mileage Reimbursement	2,181	1,200	981	182%
8217 · Postage & Shipping	1,257	2,300	-1,043	55%
8219 · Insurance	29,951	29,000	951	103%
8220 · Lost and Damage Materials	74			
8221 · Friends Book Sale	4,163			
Total ADMINISTRATION	66,369	87,800	-21,431	76%
CONTRACTUAL SERVICES				
8300 · Phone System Maintenance	4,750	6,430	-1,680	74%
8310 · Photocopiers	3,726	3,300	426	113%
8311 · Pest Control	108	555	-447	19%
8312 · Cleaning Service	14,355	19,000	-4,645	76%
8313 · Elevator	4,337	4,500	-163	96%
8314 · HVAC Maintenance	4,031	6,800	-2,769	59%
8316 · Alarm Service/Security	3,440	5,890	-2,450	58%
8317 · Besam - Automatic Door	0	922	-922	0%
Total CONTRACTUAL SERVICES	34,747	47,397	-12,650	73%
FURNISHINGS				
8410 · Equipment/Furniture	8,967	5,400	3,567	166%
Total FURNISHINGS	8,967	5,400	3,567	166%
MAINTENANCE				
8420 · Building	25,515	35,000	-9,485	73%
8421 · Equipment	0	1,600	-1,600	0%
8422 · Grounds	6,565	6,000	565	109%
8424 · Trash	2,657	2,750	-93	97%
Total MAINTENANCE	34,737	45,350	-10,613	77%
MATERIALS				
Adult Materials				
8203.01 · Adult Foreign Language	274	350	-76	78%
8203.03 · Adult Books	31,035	45,000	-13,965	69%
8203.07 · Adult Multimedia	4,192	8,000	-3,808	52%

Sycamore Public Library
Ordinary Income / Expense - YTD vs. Budget
January through December 2026

	Jan - Dec 26	Budget	$ Over Budget	% of Budget
Total Adult Materials	35,501	53,350	-17,849	67%
Children's Materials				
8201.04 · Child and Teen Foreign Lang	95	300	-205	32%
8201.06 · Child and Teen Books	22,515	22,500	15	100%
8201.07 · Child and Teen Multimedia	3,748	4,950	-1,202	76%
Total Children's Materials	26,358	27,750	-1,392	95%
8204 · Periodicals	5,967	5,300	667	113%
8205 · Lillian Boynton Book Fund	3,148	7,300	-4,152	43%
8206 · E-Resources	31,734	39,000	-7,266	81%
8207 · Automated Subscriptions	11,679	28,000	-16,321	42%
Total MATERIALS	114,387	160,700	-46,313	71%
MISCELLANEOUS EXPENSES				
8601 · Financial Service Fees	3,955	3,900	55	101%
8602 · Contingency	4,616	5,000	-384	92%
8604 · Consultant/Outside Services	0	5,500	-5,500	0%
8606 · Capital Improvment	0	206,000	-206,000	0%
8610 · Restrict Expenses				
8610.01 · Donation/Gift Expense/Mat	3,360			
8610.06 · SPLAG Expenses	20			
8610.07 · Friends of Sycamore Library	1,666			
8610 · Restrict Expenses - Other	1,050	11,000	-9,950	10%
Total 8610 · Restrict Expenses	6,096	11,000	-4,904	55%
8613 · Per Capita Grant Expense	6,934			
Total MISCELLANEOUS EXPENSES	21,601	231,400	-209,799	9%
PROGRAMS				
Adult				
8303.01 · Programming	9,627	12,500	-2,873	77%
Total Adult	9,627	12,500	-2,873	77%
Children				
8301.01 · Programming	12,194	12,500	-306	98%
Total Children	12,194	12,500	-306	98%
Total PROGRAMS	21,821	25,000	-3,179	87%
SUPPLIES				
8400 · Office	2,290	5,500	-3,210	42%
8401 · Materials and Collections	2,999	3,750	-751	80%
8402 · Janitorial	2,808	3,230	-422	87%
8404 · Building/Decor/Signage	101	1,080	-979	9%
Total SUPPLIES	8,198	13,560	-5,362	60%
TECHNOLOGY				
8330.01 · OPAC/Prairie Cat	28,003	28,000	3	100%
8330.02 · Tech Maintenance/Supplies	3,880	6,000	-2,120	65%
8330.03 · Telecommunications	3,441	7,300	-3,859	47%
8330.04 · Software	3,422	1,600	1,822	214%
8330.06 · Technical Support	45,501	38,000	7,501	120%

Sycamore Public Library
Ordinary Income / Expense - YTD vs. Budget
January through December 2026

	Jan - Dec 26	Budget	$ Over Budget	% of Budget
8330.07 · Hardware/Equipment	5,023	10,800	-5,777	47%
8330.08 · Website	0	1,600	-1,600	0%
Total TECHNOLOGY	89,270	93,300	-4,030	96%
UTILITIES				
8432 · Gas	5,660	10,000	-4,340	57%
Total UTILITIES	5,660	10,000	-4,340	57%
WAGE EXPENSES				
8100 · Gross Wages	739,915	964,590	-224,675	77%
8101.1 · Paid Time Off Wages	8,106	12,000	-3,894	68%
8170 · Payroll Fees	7,616	5,000	2,616	152%
8171 · FICA	45,534	73,800	-28,266	62%
8173 · IMRF	40,206	51,500	-11,294	78%
8175 · Health Insurance	60,242	79,000	-18,758	76%
8177 · Medicare	10,649	11,000	-351	97%
Total WAGE EXPENSES	912,268	1,196,890	-284,622	76%
Total Expense	1,318,025	1,916,797	-598,772	69%
Net Ordinary Income	432,929	-2,505	435,434	-17,283%
Net Income	432,929	-2,505	435,434	-17,283%

Sycamore Public Library
Special Income / Expense - Monthly vs YTD
September 2026

	Sep 26	Jan - Sep 26
Other Income/Expense		
Other Income		
DONATIONS		
4300 · Building Fund Donations	0	240
Total DONATIONS	0	240
IMPACT FEE ACCT		
4400 · Impact Fees	1,703	11,687
Total IMPACT FEE ACCT	1,703	11,687
INTEREST INCOME		
4600 · Money Market Restricte	162	1,595
4610 · Impact Fees Savings	15	31
4630 · Special Reserve Fund	178	1,793
Total INTEREST INCOME	355	3,419
Total Other Income	2,058	15,346
Other Expense		
RESTRICTED FUNDS EXPENSE		
5140 · SPLAG Projects Expendit	0	779
Total RESTRICTED FUNDS EXPEN	0	779
Total Other Expense	0	779
Net Other Income	2,058	14,567
Net Income	2,058	14,567

Sycamore Public Library
Balance Sheet
As of September 30, 2026

	Sep 30, 26
ASSETS	
Current Assets	
Checking/Savings	
1011 · Operating Checking	5,147
1020 · Library Cash on Hand	213
1028 · Impact Fees Savings Account	154,999
1031 · Special Reserve Fund Money Mkt	
1031.01 · Capital Improvement Funds	101,481
1031 · Special Reserve Fund Money Mkt - (	47,155
Total 1031 · Special Reserve Fund Money Mkt	148,636
1075 · 1st Mid Operating Money Market	2,291,065
1076 · 1st Mid RestrictedOperating MM	134,877
1078 · 1st Mid Contingency & Bldg MM	169,490
1080 · 1st Midwest Epay Savings	493
Total Checking/Savings	2,904,920
Accounts Receivable	
ACCOUNTS RECEIVABLE	
1220 · Property Tax Receivables	1,287,783
Total ACCOUNTS RECEIVABLE	1,287,783
Total Accounts Receivable	1,287,783
Other Current Assets	
INVESTMENTS	
1310 · B & R Hackett Endowment Fund	204,488
Total INVESTMENTS	204,488
1510.01 · Due From General Fund	73,411
Total Other Current Assets	277,899
Total Current Assets	4,470,602
Fixed Assets	
FIXED ASSETS	
1410 · BUILDING	5,778,372
1420 · LAND	114,391
1430 · EQUIPMENT	1,700,330
1440 · ACCUMULATED DEPRECIATION	-4,702,203
Total FIXED ASSETS	2,890,890
Total Fixed Assets	2,890,890
Other Assets	
1900 · Deferred Outflows	340,477
Total Other Assets	340,477
TOTAL ASSETS	7,701,969
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Sycamore Public Library
Balance Sheet
As of September 30, 2026

	Sep 30, 26
Accounts Payable	
2000 · Accounts Payable	47,931
Total Accounts Payable	47,931
Other Current Liabilities	
2100 · Payroll Liabilities	
2130 · Federal p/r tax payable	535
2140 · IL p/r tax payable	220
2160 · IMRF Withholdings	1,880
2162 · Health Insurance W/H	-15,133
2171 · NCPER Withholdings	1,340
2173 · Dental Vision, Life Withholding	1,551
2175 · YMCA Membership	249
2100 · Payroll Liabilities - Other	54
Total 2100 · Payroll Liabilities	-9,304
2210 · A/P	0
2220 · Accrued Payroll	26,316
2270 · Unclaimed Property	1,203
2280 · Deferred Property Taxes	1,287,782
2290 · Compensated Absences	32,669
Total Other Current Liabilities	1,338,666
Total Current Liabilities	1,386,597
Long Term Liabilities	
2295 · Net Pension Liability	849,126
2555 · Loan - Construction	33,110
2900 · Deferred Inflows	-344,689
Total Long Term Liabilities	537,547
Total Liabilities	1,924,144
Equity	
2940 · Retained Earnings	5,287,491
Net Income	490,331
Total Equity	5,777,822
TOTAL LIABILITIES & EQUITY	7,701,966

BOARD OF TRUSTEES MEETING MINUTES
SEPTEMBER 8, 2026
Sycamore Public Library

Call to Order

Vice President Mary Fischer called the meeting to order at 5:30 p.m.

Roll Call

Trustees present: Mary Fischer, Jill Franke, Terese Dudek (remote), Marcy Biletzky, Jenn McCormick, and Kimberly Stallworth (remote).
Trustees absent were: A. J. Hofer, Kevin White, and Carrie McCormick
Visitors present were: Keith Salis, representing the Friends of the Library
Staff present were: Kim Halsey and Mary Holtrop

Approval of Agenda

Motion to approve the agenda with the following changes; item **a**. regular minutes from 08/11/26 **b.** Personnel Committee minutes from 08/11/26 and **c**. Closed session minutes from 08/11/26 will be approved at the 10/13/26 meeting. Item **VII** Old Business-item **a**. and **b**. policies are not ready to be approved and item **c.** accounting partnership with City of Sycamore to be discussed at the Board retreat on Friday, 09/11/26. Moved by J. McCormick**.** Seconded by J. Franke. Confirmed by voice vote. Motion carried.

Announcements

K. Halsey reviewed the upcoming library events including; 1) the board retreat is scheduled for 09/11/26 from 9:00-3:00. The location has been moved to meeting room 3. 2) Lions Club cookie walk is Saturday 09/12/2026 at the Library and around town and the Chalk Walk which is held at the court hours. 3)The Friends of the Library book sale is scheduled for 09/25-26/26 and the Friends of the Library fundraiser at Andale is on 09/30/26 4) Pumpkin Fest celebration and downtown Trick or Treating is on 10/22/26 . A discussion followed on current books being read.

Finance, Library, and Trustees Reports

Treasurer's Report: In the absence of K. White, the financial reports were reviewed by M. Holtrop including the Ordinary Income and Expense Report and the budget. The Library is on target for most budget lines.

Business Manager/Building Report: M. Holtrop reported the sprinkler system was inspected and there were no issues found. The repairs will be completed in October.

Library Report: The Board reviewed the Library Report.

Friends of the Library: Friends representative Keith Salis shared that the Friends will hold a fundraiser at Andale on 09/30/26, and the book sale will be held 09/25-26/26. Friends tote bags will be sold at the book sale and at pop-up events prior to the sale. The Friends also participated in the summer reading party.

Consent Agenda – *Vote Required*

a. August 2026 bills

Motion to approve the Consent Agenda. Moved by J. Franke. Seconded by J. McCormick. Confirmed by voice vote. Motion carried.

Old Business No old business.

New Business No new business

Closed Session

a. The Board did not go into closed session.

Adjournment

The meeting was adjourned at 5:48 p.m. by M. Fischer.

Submitted by:
Jill Franke, Secretary Mary Holtrop, Secretary Pro-Temp

FINANCE COMMITTEE MEETING MINUTES
SEPTEMBER 29, 2026
Sycamore Public Library

Call to Order

President A.J. Hofer called the meeting to order at 5:31 p.m.

Roll Call

Trustees present: A.J. Hofer, Jill Franke, Terese Dudek, and Jenn McCormick
Trustees absent: Committee chair, Kevin White
Staff present: Kim Halsey, Jill Carter and Mary Holtrop

Approval of Agenda

Motion to approve the agenda. Moved by J. Franke. Seconded by J. McCormick Confirmed by voice vote. Motion carried.

Announcements

No announcements

Old Business

No old business

New Business

Budget for FY27

The first draft of the FY27 budget was presented to the committee. Before her review K. Halsey shared the following 1. This draft does not have the numbers for the PPRT or the Tax Revenue. This information will be added later. 2. This draft will be approved at the 10/13/26 board meeting after review from the committee. 3. K. Halsey is waiting on additional information from the City of Sycamore.

K. Halsey walked the committee through the budget addressing each line and explaining the increase or decrease with comparison to FY26 budget and FY26 expenses and income. Specific areas addressed were gross wages, staffing, memberships, professional development and technology. Specific increases discussed were materials, programs, and capital improvement. Also discussed the impact to the budget based on the current economy which includes increase in the cost of goods and materials and fuel cost.

The committee addressed questions in regards to the wages and comparison to other libraries, staff turnover, salary ranges, Medicare and capital improvements.

K. Halsey will make necessary adjustments from this discussion and send the draft to the board prior to the October board meeting.

Closed Session

The Committee did not go into closed session.

Adjournment

The meeting was adjourned at 7:03 p.m. by A.J. Hofer

Submitted by:
Jill Franke, Secretary

Mary Holtrop, Secretary Pro-Temp

BOARD OF TRUSTEES MEETING MINUTES
SEPTEMBER 8, 2026
Sycamore Public Library

Call to Order

Vice President Mary Fischer called the meeting to order at 5:30 p.m.

Roll Call

Trustees present: Mary Fischer, Jill Franke, Terese Dudek (remote), Marcy Biletzky, Jenn McCormick, and Kimberly Stallworth (remote).
Trustees absent were: A. J. Hofer, Kevin White, and Carrie McCormick
Visitors present were: Keith Salis, representing the Friends of the Library
Staff present were: Kim Halsey and Mary Holtrop

Approval of Agenda

Motion to approve the agenda with the following changes; item **a**. regular minutes from 08/11/26 **b.** Personnel Committee minutes from 08/11/26 and **c**. Closed session minutes from 08/11/26 will be approved at the 10/13/26 meeting. Item **VII** Old Business-item **a**. and **b**. policies are not ready to be approved and item **c.** accounting partnership with City of Sycamore to be discussed at the board retreat on Friday, 09/11/26. Moved by J. McCormick**.** Seconded by J. Franke. Confirmed by voice vote. Motion carried.

Announcements

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Consent Agenda – *Vote Required*

August 2026 bills

Motion to approve the Consent Agenda. Moved by J. Franke. Seconded by J. McCormick. Confirmed by voice vote. Motion carried.

Old Business No old business.

New Business No new business

Closed Session

The board did not go into closed session.

Adjournment

The meeting was adjourned at 5:48 p.m. by M. Fischer.

Submitted by:
Jill Franke, Secretary Mary Holtrop, Secretary Pro-Temp