



## Library Board of Trustees Meeting

Regular Meeting Monday, October 11, 2021 at 6:30pm

Galena Public Library – Historical Room

### AGENDA

1. Call to order, roll call
2. Citizen comments
3. Oath of Office for Appointed Trustee, Tracy Furlong
4. Discussion on Investments by Terry Kurt
5. Consent agenda
  - a. Approval of minutes for Regular Meeting September 13, 2021
  - b. Approval of minutes for Emergency Meeting September 21, 2021
  - c. Approval of bills paid/payable: 09/11/2021-10/08/2021
6. Financial report
7. Treasurer's report
8. Friends report
9. Library Director's report
10. Board President's report
11. Committees
  - a. Building & Grounds
  - b. Finance
  - c. HR
  - d. Policy
12. Unfinished business
  - a. Discussion and possible action on library hours
  - b. Discussion and possible action on digitization project vendor
  - c. Discussion and possible action on building renovation and building addition
13. New business
  - a. Discussion and possible action on Circulation Policy 2021
  - b. Discussion and possible action on Investment of private donation
14. Motions, resolutions, ordinances
15. Closed session
  - a. The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body;
  - b. Pending or probable litigation against, affecting or on behalf of the public body;
  - c. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
16. Discussion and possible action on Closed Session discussions
17. Items for next agenda

18. Announcements
19. Adjournment
20. Next meeting – Monday, November 8th, 2021, at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

Posted on 10/8/21 by J. Diedrich at 3:00pm

## CONSENT AGENDA

### 5.A APPROVAL OF MINTUES FOR REGULAR MEETING SEPTEMBER 13, 2021

#### **Minutes of the Library Board of Trustees Meeting September 13, 2021 Draft**

##### **Call to order, roll call**

President Craig Albaugh called the meeting to order at 6:30 pm. Trustees present: Earl Thompson, Walter Johnson, John Cox, Katherine Walker and Craig Albaugh. Also present: Jenna Diedrich, Library Director and Kathy Leonard from the Friends of the Library.

##### **No citizens comments**

##### **Consent Agenda**

John Cox moved to approve the consent agenda and the minutes of the Diedrich draft. Earl Thompson made the second. Diedrich clarified that there were two versions for July 12 & 27. She had compiled draft minutes to make a more robust written record. Vote: Johnson – Aye, Thompson – Aye, Cox – Aye, Albaugh – Aye, Walker – Aye. Motion carried.

##### **Financial Report**

Everything is preliminary until the audit is complete. No discussion.

##### **Treasurer's Report**

Thompson referred to the Diews donation and that he had talked to Terry Kurt about investing the money. Since the donation was made without any conditions, investments could be made as the board sees fit. He is waiting on a final written approval to invest. When that is received, a representative from First Community Bank can come to a meeting and explain what other groups are doing with their funds and some invest guidelines. As this happens some funds need to be renamed.

##### **Friends of the Library**

Kathy Leonard reported that Culver's Share night is tomorrow with proceeds of drive through orders good for all week. The Friends have had 3 book sales this year and another is scheduled for October 8 out at the Territory. They have raised \$800 so far and have a membership of 154.

##### **Library Director Report**

Diedrich said the mural with the kids has been started. John Cox asked about some of the items from the past and if there had been consideration of adding a staff person to the historical room. Diedrich said it was considered and how it could work, but felt at the current time there is no need for a third staff person. Cox was also mentioned net operating profit, noting that profit should not be partnered with government and we are government. He suggested the possible wording of net operating margin. Thompson said he would touch base with the auditor about it. His final question about First Community Bank had been answered by Thompson's report.

Diedrich reported that the strategic plan has been closed. The next step is to identify goals and objectives. She suggested one more session with staff and board. All agreed that would be a good idea.

Cox asked about finishing projects. Diedrich said nothing has been done to the exterior of the building. Thompson would be interested in bidding some of the work, providing it would not be conflict of interest. Albaugh commented that something in writing from Terry Kurt would be needed.

## **Committees**

Building and Grounds No Report.

Finance No Report.

HR No Report.

Policy No Report.

Special Committee: Secretary's Audit No Report.

Cox would like to have a meeting with the policy committee. He will go through the by laws to review them and prepare recommendations to the board. It needs to be held ten days before the next meeting. October 1 is the due date. Status of the fireplace tiles was questioned. Diedrich said the process was finalizing the colors to match the existing tiles. The two artists involved are in different time zones, one in Chicago and one in California. The missing tiles are all done. Albaugh would like to stay on top of things and urged people to be pushed to finish the project. Diedrich will continue to handle things.

## **Unfinished Business**

Thompson had spoken with Baranski regarding renovation to the building. Baranski thought it would be very difficult with onerous cost and not a good idea. Baranski is willing to come talk to the board if necessary. Discussion concurred with being historically appropriate. If digitization could be done in a timely fashion, the historical room could have more options. Planned Unit Development also needs to be considered. A possible November meeting with Baranski was mentioned.

## **New Business**

- a. Diedrich explained the giant picture frame in the hallway has no purpose and is not historical to the building. Her suggestion was that it be sold. Cox moved to proceed with the possible sale of the frame. Second by Thompson. Vote: Johnson – Aye, Cox – Aye, Thompson – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
- b. Diedrich said that the 8 pm closing time was not working for the library patrons or staff. While it been popular in years past. The current use from 7 to 8 pm is very little. There have been more requests to open earlier. She suggested changing the open hours to 10 am to 7 pm and keep the hours on Friday and Saturday the same. Cox asked about the time frame for possible implementation. Diedrich thought November 1 would be good. Cox made the motion to change the hours of library operation from 10 am to 7 pm Monday thru Thursday on November 1. Walker made the second. Vote: Thompson – Aye, Cox – Aye, Johnson – Aye, Waker – Aye, Albaugh – Aye. Motion carried.

- c. Cox asked about making some of the part time positions to be full time positions. Diedrich said that could be achieved over time. Some could be consolidated at the time of retirement in the future.
- d. Cox suggested a policy meeting be held in the near future.
- e. Diedrich said that the staff had been paid for the days the library closed due to covid quarantine. But that they also understood if not approved by the board that those dollars would need to be refunded. Cox moved to ratify the staff payments for September 7, 8 and 9. Thompson had the second. Vote: Thompson – Aye, Cox – Aye, Johnson – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

#### **Motions, resolutions, ordinances**

a. Johnson moved to approve the ordinance for the budget appropriation FY 2022. Cox made the second. Vote: Thompson – Aye, Cox – Aye, Johnson – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

b. Diedrich said that since June 2020 the library has been fine free. If it would discontinue it would create a barrier for borrowers. The majority of libraries nationwide are fine free. Implementation could be official on November 12 if approved. Cox moved to approve the recommendation to go fine free on November 12. Johnson had the second. Vote: Thompson – Aye, Cox – Aye, Johnson – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

#### **Closed Session**

Diedrich left the meeting at 7:25 pm. Thompson made the motion for the Board to enter closed session. Cox made the second. Vote: Thompson – Aye, Cox – Aye, Johnson – Aye, Walker – Aye, Albaugh – Aye. Motion carried. The Board ended closed session at 8:11 pm.

#### **Discussion and possible action on Closed Session discussion**

There was no action from the closed session.

#### **Items for next agenda**

Thompson will see about having a bank representative at the next meeting to discuss investments.

#### **No announcements**

#### **Adjournment**

Adjournment was at 8:14 pm.

**Next meeting** – Monday, October 11, 2021 at 6:30 pm. Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room.

Respectfully submitted,

Katherine Walker

5.B APPROVAL OF MINUTES OF EMERGENCY MEETING SEPTEMBER 21, 2021

5.C APPROVAL OF BILLS PAID/PAYBLE 9/11/21-10/8/21

# Galena Public Library District

## A/P Aging Summary

As of October 8, 2021

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Advantage Archives, LLC	904.00					\$904.00
Blacktop Driveway Services, Inc.	850.00					\$850.00
Dubuque Glass Company	584.66					\$584.66
Findaway World LLC	461.14					\$461.14
Galena Gazette Publications	180.95					\$180.95
Hammer Law Firm, PLC	625.00					\$625.00
ID Label Inc	746.00					\$746.00
iFiber	165.00					\$165.00
Jeff Upmann	195.00					\$195.00
Joe Beyer	4,800.00					\$4,800.00
Kanopy		186.00				\$186.00
KONE CHICAGO	1,964.00					\$1,964.00
Murphy Lawn Care	70.00					\$70.00
National Elevator Inspection Services	396.00					\$396.00
Prairie Cat	2,111.50					\$2,111.50
Sherwin Williams	101.36					\$101.36
<b>TOTAL</b>	<b>\$14,154.61</b>	<b>\$186.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,340.61</b>



# Galena Public Library District

## Check Detail

September 11 - October 8, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
09/14/2021	Bill Payment (Check)	22567	Demco, Inc.		R	-3,107.90 -3,107.90
09/14/2021	Bill Payment (Check)	22568	Dubuque Area Steamatic		R	-800.00 -800.00
09/14/2021	Bill Payment (Check)	22569	Findaway World LLC		R	-506.13 -506.13
09/14/2021	Bill Payment (Check)	22570	Verizon		R	-226.39 -226.39
09/14/2021	Bill Payment (Check)	22571	UW Stevens Point		R	-200.00 -200.00
09/14/2021	Bill Payment (Check)	22572	Access Systems		R	-263.12 -263.12
09/14/2021	Bill Payment (Check)	22573	B. L. Murray Co, Inc.		R	-177.08 -177.08
09/14/2021	Bill Payment (Check)	22574	Kanopy			-142.00 -142.00
09/14/2021	Bill Payment (Check)	22575	Maria Rector			-75.00 -75.00
09/14/2021	Bill Payment (Check)	22576	Murphy Lawn Care		R	-105.00 -105.00
09/14/2021	Bill Payment (Check)	22577	Hammer Law Firm, PLC		R	-62.50 -62.50
09/15/2021	Expense		City of Galena	Water & sewer 7/27/2021 - 8/24/2021	R	-24.26 24.26
09/16/2021	Expense		Payroll		R	-7,794.09 -7,794.09
09/21/2021	Expense		Mitel	Telephone	R	-176.27 176.27
09/22/2021	Expense	524039	Honkamp Krueger & Co, PC	Financial Statement & software subscription September 2021	R	-900.00 900.00
09/22/2021	Expense	523450	Honkamp Krueger & Co, PC	Assistance with providing necessary data to audit firm	R	-195.00 195.00
09/24/2021	Expense		Culligan	Water 9/1/21 - 9/30/2021	R	-18.75 18.75
09/27/2021	Expense		Card Services - Galena State Bank	Adult/youth AV office supplies	R	-988.35 498.88 489.47
09/29/2021	Expense	54554528	Ingram Library Services	Adult & Youth Books	R	-606.24 606.24
09/30/2021	Expense		Payroll		R	-8,216.07 -8,216.07

# Galena Public Library District

## Check Detail

September 11 - October 8, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
09/30/2021	Expense		AT&T		R	-91.32
				Elevator Phone		91.32
10/04/2021	Expense		Nicor Gas			-134.61
				Gas for 7/19/21-8/16/21		134.61
10/08/2021	Expense		Jo Carroll Energy			-299.00
				Electricity 8/4/21-9/3/21		299.00
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1053 IB&T-IMRF						
10/05/2021	Expense		Illinois Municipal Retirement Fund			-1,694.50
				September 2021		-1,694.50
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# Financial Statements

Galena Public Library District

For the periods ended September 30, 2021 and 2020

Prepared by  
Honkamp Krueger & Co., P.C.

Prepared on  
October 7, 2021

No Assurance Provided / All Disclosures Omitted

## Statement of Net Position - Modified Cash Basis

	Total	
	As of Sep 30, 2021	As of Sep 30, 2020 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1010 Certificates of Deposit		
1011 Endowment Fund		
1012 Dupaco CD 117002-Endowment	94,752.54	93,816.75
1013 Dupaco CD 138560-Endow	147,744.88	145,514.93
1014 First Community Bank 166379	73,151.40	73,151.40
<b>Total 1011 Endowment Fund</b>	<b>315,648.82</b>	<b>312,483.08</b>
1020 Reserve Fund		
1021 First Community Bank 166378	75,201.06	75,201.06
<b>Total 1020 Reserve Fund</b>	<b>75,201.06</b>	<b>75,201.06</b>
1030 Restricted Memorial Reserve		
1031 Dupaco CD 136309 Virtue-MemRes	8,023.25	7,957.93
1032 Dupaco CD 138578 Klein-M.R	1,506.25	1,484.25
<b>Total 1030 Restricted Memorial Reserve</b>	<b>9,529.50</b>	<b>9,442.18</b>
<b>Total 1010 Certificates of Deposit</b>	<b>400,379.38</b>	<b>397,126.32</b>
1050 IB&T Checking		
1051 IB&T-Corporate Fund	241,554.55	198,208.50
1052 IB&T-FICA	13,179.79	13,994.60
1053 IB&T-IMRF	19,198.24	30,221.64
1054 IB&T-Insurance	6,920.36	23,905.61
1057 IB&T-Per Capita	158.92	9,106.42
<b>Total 1050 IB&amp;T Checking</b>	<b>281,011.86</b>	<b>275,436.77</b>
1060 IB&T Savings 170035		
1061 Corporate-IB&T Savings 170035	6,883.76	5,088.77
1065 Memorial - IB&T Savings 170035	67,923.50	67,923.50
1066 Mem Reserve-IB&T Savings 170035	2,150.82	2,045.44
1068 Reserve - IB&T Savings 170035	160,555.61	153,988.08
1069 Endowment-IB&T Savings 170035	535.63	535.63
<b>Total 1060 IB&amp;T Savings 170035</b>	<b>238,049.32</b>	<b>229,581.42</b>
1070 Dupaco Savings		
1071 Dupaco Savings 200921104-Corp	25.02	25.02
<b>Total 1070 Dupaco Savings</b>	<b>25.02</b>	<b>25.02</b>
1080 First Community Bank Checking	200,969.90	
<b>Total Bank Accounts</b>	<b>1,120,435.48</b>	<b>902,169.53</b>
<b>Other Current Assets</b>		
1840 Prepaid Wages	8,216.07	7,531.84
<b>Total Other Current Assets</b>	<b>8,216.07</b>	<b>7,531.84</b>
<b>Total Current Assets</b>	<b>1,128,651.55</b>	<b>909,701.37</b>
<b>TOTAL ASSETS</b>	<b>\$1,128,651.55</b>	<b>\$909,701.37</b>

## LIABILITIES AND EQUITY

## Galena Public Library District

	As of Sep 30, 2021	As of Sep 30, 2020 (PY)	Total
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
2300 Payroll Liabilities	0.00		0.00
2380 IMRF Payroll Liabilities			
2381 IMRF - 403B	1,694.49		1,655.46
<b>Total 2380 IMRF Payroll Liabilities</b>	<b>1,694.49</b>		<b>1,655.46</b>
<b>Total 2300 Payroll Liabilities</b>	<b>1,694.49</b>		<b>1,655.46</b>
<b>Total Other Current Liabilities</b>	<b>1,694.49</b>		<b>1,655.46</b>
<b>Total Current Liabilities</b>	<b>1,694.49</b>		<b>1,655.46</b>
<b>Total Liabilities</b>	<b>1,694.49</b>		<b>1,655.46</b>
<b>Equity</b>			
2800 Unrestricted Net Assets	0.00		0.00
2810 Corporate Fund Balance	446,956.32		220,484.19
2815 Endowment Fund Balance	321,375.40		313,418.76
2820 FICA Fund Balance	13,179.79		12,464.28
2830 IMRF Fund Balance	17,503.75		27,035.86
2835 Insurance Fund Balance	6,920.36		15,948.29
2845 Memorial Fund Balance	67,923.50		67,923.50
2850 Memorial Reserve Fund Balance	11,662.67		11,487.62
2855 Per Capita Fund Balance	158.92		9,106.42
2860 Reserve Fund Balance	241,276.35		230,176.99
2900 Contra Net Income Account	-410,914.83		-202,671.37
Net Income	410,914.83		202,671.37
<b>Total Equity</b>	<b>1,126,957.06</b>		<b>908,045.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,128,651.55</b>		<b>\$909,701.37</b>

## Statement of Activities - Modified Cash Basis (MTD)

	Sep 2021	Total Sep 2020 (PY)
<b>INCOME</b>		
3030 Digitization Project		150.00
3040 Donations	50.00	85.19
3070 Grants		
3077 Per Capita Grant		5,757.50
<b>Total 3070 Grants</b>		<b>5,757.50</b>
3090 Historical Department	25.00	
3100 Interest Income		
3101 Corporate Interest	1.91	1.96
3108 Reserve Interest	135.53	139.20
3109 Endowment Interest	1,083.10	1,070.02
<b>Total 3100 Interest Income</b>	<b>1,220.54</b>	<b>1,211.18</b>
3110 Item Replacements	60.02	16.60
3120 Lit Fest		350.00
3130 Non-Resident Fee	699.60	309.55
3180 Property Taxes		
3181 Corporate Property Tax	67,836.95	68,553.19
3182 FICA Property Tax	3,345.25	1,640.23
3183 IMRF Property Tax	593.33	1,640.23
3184 Insurance Property Tax	396.59	1,640.23
<b>Total 3180 Property Taxes</b>	<b>72,172.12</b>	<b>73,473.88</b>
3200 Royalty Income	1,349.12	931.67
3230 Service Charges	53.70	31.00
<b>Total Income</b>	<b>75,630.10</b>	<b>82,316.57</b>
<b>GROSS PROFIT</b>	<b>75,630.10</b>	<b>82,316.57</b>
<b>EXPENSES</b>		
5100 Personnel Services		
5120 Payroll Taxes	1,136.39	1,084.28
5130 Pension Contributions	1,070.35	1,024.25
5150 Salaries	14,854.91	14,173.18
<b>Total 5100 Personnel Services</b>	<b>17,061.65</b>	<b>16,281.71</b>
5200 Capital Outlay		
5210 Books	2,635.62	1,109.04
5220 Equipment	263.12	133.74
5240 Improvements	3,907.90	
5260 Materials/Non-Printed/A-V	1,005.01	856.41
<b>Total 5200 Capital Outlay</b>	<b>7,811.65</b>	<b>2,099.19</b>
5300 Commodities		
5310 Databases	142.00	1,484.16
5330 Supplies	666.55	84.12
5340 Postage/Shipping		17.17
<b>Total 5300 Commodities</b>	<b>808.55</b>	<b>1,585.45</b>

## Galena Public Library District

		<b>Total</b>
	<b>Sep 2021</b>	<b>Sep 2020 (PY)</b>
5400 Contractual Services		
5410 Accounting	1,301.98	1,220.70
5430 Legal	62.50	225.00
5440 Maintenance	105.00	70.00
5485 Other Contractual Services		29.98
<b>Total 5400 Contractual Services</b>	<b>1,469.48</b>	<b>1,545.68</b>
5500 Historical Digitization		3,814.55
5700 Other Expenditures		
5730 Misc Charges	75.00	
<b>Total 5700 Other Expenditures</b>	<b>75.00</b>	
5800 Other Services		
5830 General Insurance (Bonding)		5,834.00
5870 Programming	200.00	
5900 Utilities	971.28	1,027.53
<b>Total 5800 Other Services</b>	<b>1,171.28</b>	<b>6,861.53</b>
<b>Total Expenses</b>	<b>28,397.61</b>	<b>32,188.11</b>
NET OPERATING INCOME	<b>47,232.49</b>	<b>50,128.46</b>
NET INCOME	<b>\$47,232.49</b>	<b>\$50,128.46</b>

## Statement of Activities - Modified Cash Basis (YTD)

	Jul - Sep, 2021	Jul - Sep, 2020 (PY)	Total
<b>INCOME</b>			
3030 Digitization Project	575.00		650.00
3040 Donations	201,400.90		85.19
3050 Fines/Overdues	21.65		29.20
3070 Grants			
3077 Per Capita Grant	6,793.85		5,757.50
<b>Total 3070 Grants</b>	<b>6,793.85</b>		<b>5,757.50</b>
3090 Historical Department	115.00		20.00
3100 Interest Income			
3101 Corporate Interest	4.76		4.75
3108 Reserve Interest	406.01		409.65
3109 Endowment Interest	1,349.69		1,336.49
<b>Total 3100 Interest Income</b>	<b>1,760.46</b>		<b>1,750.89</b>
3110 Item Replacements	139.58		16.60
3120 Lit Fest			600.00
3130 Non-Resident Fee	1,484.25		899.72
3140 Other Income			
3142 Corporate Other Income	112.96		
<b>Total 3140 Other Income</b>	<b>112.96</b>		
3180 Property Taxes			
3181 Corporate Property Tax	270,188.01		258,223.02
3182 FICA Property Tax	13,323.81		6,178.34
3183 IMRF Property Tax	2,363.17		6,178.34
3184 Insurance Property Tax	1,579.58		6,178.34
<b>Total 3180 Property Taxes</b>	<b>287,454.57</b>		<b>276,758.04</b>
3200 Royalty Income	4,128.54		2,035.31
3230 Service Charges	242.70		180.00
<b>Total Income</b>	<b>504,229.46</b>		<b>288,782.45</b>
<b>GROSS PROFIT</b>	<b>504,229.46</b>		<b>288,782.45</b>
<b>EXPENSES</b>			
5100 Personnel Services			
5120 Payroll Taxes	3,433.31		3,233.27
5130 Pension Contributions	3,151.43		3,084.15
5150 Salaries	44,879.87		42,264.39
<b>Total 5100 Personnel Services</b>	<b>51,464.61</b>		<b>48,581.81</b>
5200 Capital Outlay			
5210 Books	6,639.07		5,419.45
5220 Equipment	1,074.53		182.09
5240 Improvements	9,343.67		1,082.00
5260 Materials/Non-Printed/A-V	3,287.67		4,213.58
<b>Total 5200 Capital Outlay</b>	<b>20,344.94</b>		<b>10,897.12</b>
5300 Commodities			



## Galena Public Library District

		<b>Total</b>
	<b>Jul - Sep, 2021</b>	<b>Jul - Sep, 2020 (PY)</b>
5310 Databases	2,407.16	2,523.16
5320 Periodicals	195.00	195.00
5330 Supplies	923.14	538.07
5340 Postage/Shipping	3.80	72.17
<b>Total 5300 Commodities</b>	<b>3,529.10</b>	<b>3,328.40</b>
5400 Contractual Services		
5410 Accounting	3,368.23	3,457.10
5430 Legal	62.50	587.50
5440 Maintenance	1,510.50	2,908.77
5460 PrairieCat Consortium	2,111.50	2,079.00
5475 HR Source	275.00	
5485 Other Contractual Services		364.94
<b>Total 5400 Contractual Services</b>	<b>7,327.73</b>	<b>9,397.31</b>
5500 Historical Digitization		3,814.55
5700 Other Expenditures		
5730 Misc Charges	152.00	
<b>Total 5700 Other Expenditures</b>	<b>152.00</b>	
5800 Other Services		
5820 Continuing Education		100.00
5830 General Insurance (Bonding)	6,407.00	6,217.00
5870 Programming	771.31	368.08
5880 Public Notice/Legal	37.54	84.70
5890 Travel	104.61	
5900 Utilities	3,175.79	3,322.11
<b>Total 5800 Other Services</b>	<b>10,496.25</b>	<b>10,091.89</b>
<b>Total Expenses</b>	<b>93,314.63</b>	<b>86,111.08</b>
NET OPERATING INCOME	<b>410,914.83</b>	<b>202,671.37</b>
NET INCOME	<b>\$410,914.83</b>	<b>\$202,671.37</b>



## Supplementary Information

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Supplementary Information

Preliminary Draft

## Galena Public Library District

## Month and Year-to-Date Statement of Activities Compared to 12 Month Budget - Modified Cash Basis

September 2021

	Current Month	Year-to-Date	Budget	Balance
<b>INCOME</b>				
Digitization Project		575.00	15,000.00	(14,425.00)
Donations	50.00	201,400.90	201,969.90	(569.00)
Auction Income				-
Fines/Overdues		21.65	500.00	(478.35)
Friends (Other Grants)			8,000.00	(8,000.00)
Grants				
Corporate Grant				-
Per Capita Grant		6,793.85	6,794.00	(0.15)
<b>Total Grants</b>	-	<b>6,793.85</b>	<b>6,794.00</b>	<b>(0.15)</b>
Historical Department	25.00	115.00	250.00	(135.00)
Interest Income				
Corporate Interest	1.91	4.76	12,000.00	(11,995.24)
Memorial Reserve Interest				-
Reserve Interest	135.53	406.01		406.01
Endowment Interest	1,083.10	1,349.69		1,349.69
<b>Total Interest Income</b>	<b>1,220.54</b>	<b>1,760.46</b>	<b>12,000.00</b>	<b>(10,239.54)</b>
Item Replacements	60.02	139.58	200.00	(60.42)
Lit Fest			5,000.00	(5,000.00)
Non-Resident Fee	699.60	1,484.25	2,000.00	(515.75)
Other Income				-
Better World Books				-
Corporate Other Income		112.96	1,000.00	(887.04)
Insurance Other Income			-	-
<b>Total Other Income</b>	-	<b>112.96</b>	<b>1,000.00</b>	<b>(887.04)</b>
Prairie Cat			100.00	(100.00)
Property Taxes				
Corporate Property Tax	67,836.95	270,188.01	338,512.00	(68,323.99)
FICA Property Tax	3,345.25	13,323.81	16,693.00	(3,369.19)
IMRF Property Tax	593.33	2,363.17	2,961.00	(597.83)
Insurance Property Tax	396.59	1,579.58	1,979.00	(399.42)
<b>Total Property Taxes</b>	<b>72,172.12</b>	<b>287,454.57</b>	<b>360,145.00</b>	<b>(72,690.43)</b>
Replacement Tax			5,000.00	(5,000.00)
Royalty Income	1,349.12	4,128.54	10,000.00	(5,871.46)
Service Charges	53.70	242.70	500.00	(257.30)
<b>Total Income</b>	<b>75,630.10</b>	<b>504,229.46</b>	<b>628,458.90</b>	<b>(124,229.44)</b>
<b>GROSS PROFIT</b>	<b>75,630.10</b>	<b>504,229.46</b>	<b>628,458.90</b>	<b>(124,229.44)</b>
<b>EXPENSES</b>				
66000 Personnel Services				
Employee Health Plan				-
Payroll Taxes	1,136.39	3,433.31	16,000.00	(12,566.69)

## Galena Public Library District

Pension Contributions	1,070.35	3,151.43	14,000.00	(10,848.57)
Reimbursements				-
Salaries				-
Corporate Wages	14,854.91	44,879.87	205,350.00	(160,470.13)
<b>Total Salaries</b>	<b>14,854.91</b>	<b>44,879.87</b>	<b>205,350.00</b>	<b>(160,470.13)</b>
<b>Total 66000 Personnel Services</b>	<b>17,061.65</b>	<b>51,464.61</b>	<b>235,350.00</b>	<b>(183,885.39)</b>
Capital Outlay				
Books	2,635.62	6,639.07	24,000.00	(17,360.93)
Equipment	263.12	1,074.53	5,400.00	(4,325.47)
Improvements	3,907.90	9,343.67	110,150.00	(100,806.33)
Materials/Non-Printed/A-V	1,005.01	3,287.67	19,200.00	(15,912.33)
<b>Total Capital Outlay</b>	<b>7,811.65</b>	<b>20,344.94</b>	<b>158,750.00</b>	<b>(138,405.06)</b>
Commodities				
Databases	142.00	2,407.16	8,401.00	(5,993.84)
Periodicals		195.00	2,790.00	(2,595.00)
Supplies	666.55	923.14	4,000.00	(3,076.86)
Postage/Shipping		3.80	500.00	(496.20)
<b>Total Commodities</b>	<b>808.55</b>	<b>3,529.10</b>	<b>15,691.00</b>	<b>(12,161.90)</b>
Contractual Services				
Accounting	1,301.98	3,368.23	15,000.00	(11,631.77)
Audit Fees			7,725.00	(7,725.00)
Legal	62.50	62.50	4,000.00	(3,937.50)
Maintenance	105.00	1,510.50	8,500.00	(6,989.50)
PrairieCat Corporate			1,000.00	(1,000.00)
PrairieCat Consortium		2,111.50	8,446.00	(6,334.50)
Security Services				-
HR Source		275.00		275.00
Technical Services			10,000.00	(10,000.00)
Other Contractual Services			3,000.00	(3,000.00)
<b>Total Contractual Services</b>	<b>1,469.48</b>	<b>7,327.73</b>	<b>57,671.00</b>	<b>(50,343.27)</b>
Historical Digitization			40,000.00	(40,000.00)
Lit Fest Expenditures				-
Other Expenditures				
Contingencies			30,000.00	(30,000.00)
Misc Charges	75.00	152.00	1,500.00	(1,348.00)
<b>Total Other Expenditures</b>	<b>75.00</b>	<b>152.00</b>	<b>31,500.00</b>	<b>(31,348.00)</b>
Other Services				
Association Dues			500.00	(500.00)
Continuing Education			2,500.00	(2,500.00)
General Insurance (Bonding)		6,407.00	7,000.00	(593.00)
Marketing			2,500.00	(2,500.00)
Outreach			1,500.00	(1,500.00)
Programming	200.00	771.31	17,000.00	(16,228.69)
Public Notice/Legal		37.54	500.00	(462.46)
Travel		104.61	800.00	(695.39)
Utilities	971.28	3,175.79	13,500.00	(10,324.21)

Galena Public Library District

<b>Total Other Services</b>	<b>1,171.28</b>	<b>10,496.25</b>	<b>45,800.00</b>	<b>(35,303.75)</b>
<b>Total Expenses</b>	<b>28,397.61</b>	<b>93,314.63</b>	<b>584,762.00</b>	<b>(491,447.37)</b>
NET OPERATING INCOME	47,232.49	410,914.83	43,696.90	367,217.93
NET INCOME	47,232.49	410,914.83	43,696.90	367,217.93

Preliminary Draft

## Statement of Activities - Modified Cash Basis - Corporate Fund

September 2021

	Actual	Budget	Corporate Fund over Budget
<b>INCOME</b>			
3030 Digitization Project		1,250.00	-1,250.00
3040 Donations	50.00	83.33	-33.33
3050 Fines/Overdues		41.67	-41.67
3060 Friends (Other Grants)		666.67	-666.67
3090 Historical Department	25.00	20.83	4.17
3100 Interest Income			
3101 Corporate Interest	1.91	1,000.00	-998.09
<b>Total 3100 Interest Income</b>	<b>1.91</b>	<b>1,000.00</b>	<b>-998.09</b>
3110 Item Replacements	60.02	16.67	43.35
3120 Lit Fest		416.67	-416.67
3130 Non-Resident Fee	699.60	166.67	532.93
3140 Other Income			
3142 Corporate Other Income		83.33	-83.33
<b>Total 3140 Other Income</b>		<b>83.33</b>	<b>-83.33</b>
3160 Prairie Cat		8.33	-8.33
3180 Property Taxes			
3181 Corporate Property Tax	67,836.95	67,702.40	134.55
<b>Total 3180 Property Taxes</b>	<b>67,836.95</b>	<b>67,702.40</b>	<b>134.55</b>
3190 Replacement Tax		416.67	-416.67
3230 Service Charges	53.70	41.67	12.03
<b>Total Income</b>	<b>68,727.18</b>	<b>71,914.91</b>	<b>-3,187.73</b>
<b>GROSS PROFIT</b>	<b>68,727.18</b>	<b>71,914.91</b>	<b>-3,187.73</b>
<b>EXPENSES</b>			
5100 Personnel Services			
5150 Salaries	14,854.91	17,112.50	-2,257.59
<b>Total 5100 Personnel Services</b>	<b>14,854.91</b>	<b>17,112.50</b>	<b>-2,257.59</b>
5200 Capital Outlay			
5210 Books	2,635.62	2,000.00	635.62
5220 Equipment	263.12	450.00	-186.88

No Assurance Provided / All Disclosures Omitted

12/31

## Galena Public Library District

	Actual	Budget	Corporate Fund over Budget
5240 Improvements	3,907.90	9,179.16	-5,271.26
5260 Materials/Non-Printed/A-V	1,005.01	1,600.00	-594.99
<b>Total 5200 Capital Outlay</b>	<b>7,811.65</b>	<b>13,229.16</b>	<b>-5,417.51</b>
5300 Commodities			
5310 Databases	142.00	700.08	-558.08
5320 Periodicals		232.50	-232.50
5330 Supplies	666.55	333.33	333.22
5340 Postage/Shipping		41.67	-41.67
<b>Total 5300 Commodities</b>	<b>808.55</b>	<b>1,307.58</b>	<b>-499.03</b>
5400 Contractual Services			
5410 Accounting	1,301.98	1,250.00	51.98
5420 Audit Fees		643.75	-643.75
5430 Legal	62.50	333.33	-270.83
5440 Maintenance	105.00	708.33	-603.33
5450 Prairie Cat/Corporate		83.33	-83.33
5480 Technical Services		833.33	-833.33
5485 Other Contractual Services		250.00	-250.00
<b>Total 5400 Contractual Services</b>	<b>1,469.48</b>	<b>4,102.07</b>	<b>-2,632.59</b>
5500 Historical Digitization		3,333.33	-3,333.33
5700 Other Expenditures			
5710 Contingencies		2,500.00	-2,500.00
5730 Misc Charges	75.00	125.00	-50.00
<b>Total 5700 Other Expenditures</b>	<b>75.00</b>	<b>2,625.00</b>	<b>-2,550.00</b>
5800 Other Services			
5810 Association Dues		41.67	-41.67
5820 Continuing Education		208.33	-208.33
5850 Marketing		208.33	-208.33
5860 Outreach		125.00	-125.00
5870 Programming	200.00	1,416.67	-1,216.67
5880 Public Notice/Legal		41.67	-41.67
5890 Travel		66.67	-66.67
5900 Utilities	971.28	1,125.00	-153.72



Galena Public Library District

	Actual	Budget	Corporate Fund over Budget
<b>Total 5800 Other Services</b>	1,171.28	3,233.34	-2,062.06
<b>Total Expenses</b>	26,190.87	44,942.98	-18,752.11
NET OPERATING INCOME	42,536.31	26,971.93	15,564.38
NET INCOME	\$42,536.31	\$26,971.93	\$15,564.38

Preliminary Draft

## Statement of Activities - Modified Cash Basis - Corporate Fund

July - September, 2021

	Actual	Budget	Corporate Fund over Budget
<b>INCOME</b>			
3030 Digitization Project	575.00	3,750.00	-3,175.00
3040 Donations	201,400.90	201,219.93	180.97
3050 Fines/Overdues	21.65	124.97	-103.32
3060 Friends (Other Grants)		1,999.97	-1,999.97
3070 Grants			
3077 Per Capita Grant	6,793.85		6,793.85
<b>Total 3070 Grants</b>	<b>6,793.85</b>		<b>6,793.85</b>
3090 Historical Department	115.00	62.53	52.47
3100 Interest Income			
3101 Corporate Interest	4.76	3,000.00	-2,995.24
<b>Total 3100 Interest Income</b>	<b>4.76</b>	<b>3,000.00</b>	<b>-2,995.24</b>
3110 Item Replacements	139.58	49.97	89.61
3120 Lit Fest		1,249.97	-1,249.97
3130 Non-Resident Fee	1,484.25	499.97	984.28
3140 Other Income			
3142 Corporate Other Income	112.96	250.03	-137.07
<b>Total 3140 Other Income</b>	<b>112.96</b>	<b>250.03</b>	<b>-137.07</b>
3160 Prairie Cat		25.03	-25.03
3180 Property Taxes			
3181 Corporate Property Tax	270,188.01	270,809.60	-621.59
<b>Total 3180 Property Taxes</b>	<b>270,188.01</b>	<b>270,809.60</b>	<b>-621.59</b>
3190 Replacement Tax		1,249.97	-1,249.97
3200 Royalty Income	601.81		601.81
3230 Service Charges	242.70	124.97	117.73
<b>Total Income</b>	<b>481,680.47</b>	<b>484,416.91</b>	<b>-2,736.44</b>
<b>GROSS PROFIT</b>			
	<b>481,680.47</b>	<b>484,416.91</b>	<b>-2,736.44</b>
<b>EXPENSES</b>			
5100 Personnel Services			
5150 Salaries	44,879.87	51,337.50	-6,457.63

No Assurance Provided / All Disclosures Omitted

15/31

	Actual	Budget	Corporate Fund over Budget
<b>Total 5100 Personnel Services</b>	<b>44,879.87</b>	<b>51,337.50</b>	<b>-6,457.63</b>
5200 Capital Outlay			
5210 Books	6,639.07	6,000.00	639.07
5220 Equipment	1,074.53	1,350.00	-275.47
5240 Improvements	9,343.67	27,537.56	-18,193.89
5260 Materials/Non-Printed/A-V	3,287.67	4,800.00	-1,512.33
<b>Total 5200 Capital Outlay</b>	<b>20,344.94</b>	<b>39,687.56</b>	<b>-19,342.62</b>
5300 Commodities			
5310 Databases	2,407.16	2,100.28	306.88
5320 Periodicals	195.00	697.50	-502.50
5330 Supplies	923.14	1,000.03	-76.89
5340 Postage/Shipping	3.80	124.97	-121.17
<b>Total 5300 Commodities</b>	<b>3,529.10</b>	<b>3,922.78</b>	<b>-393.68</b>
5400 Contractual Services			
5410 Accounting	3,368.23	3,750.00	-381.77
5420 Audit Fees		1,931.25	-1,931.25
5430 Legal	62.50	1,000.03	-937.53
5440 Maintenance	1,510.50	2,125.03	-614.53
5450 Prairie Cat/Corporate		250.03	-250.03
5475 HR Source	275.00		275.00
5480 Technical Services		2,500.03	-2,500.03
5485 Other Contractual Services		750.00	-750.00
<b>Total 5400 Contractual Services</b>	<b>5,216.23</b>	<b>12,306.37</b>	<b>-7,090.14</b>
5500 Historical Digitization		10,000.03	-10,000.03
5700 Other Expenditures			
5710 Contingencies		7,500.00	-7,500.00
5730 Misc Charges	152.00	375.00	-223.00
<b>Total 5700 Other Expenditures</b>	<b>152.00</b>	<b>7,875.00</b>	<b>-7,723.00</b>
5800 Other Services			
5810 Association Dues		124.97	-124.97
5820 Continuing Education		625.03	-625.03
5850 Marketing		625.03	-625.03

Galena Public Library District

	Actual	Budget	Corporate Fund over Budget
5860 Outreach		375.00	-375.00
5870 Programming	771.31	4,249.97	-3,478.66
5880 Public Notice/Legal	37.54	124.97	-87.43
5890 Travel	104.61	199.97	-95.36
5900 Utilities	3,175.79	3,375.00	-199.21
<b>Total 5800 Other Services</b>	<b>4,089.25</b>	<b>9,699.94</b>	<b>-5,610.69</b>
<b>Total Expenses</b>	<b>78,211.39</b>	<b>134,829.18</b>	<b>-56,617.79</b>
NET OPERATING INCOME	403,469.08	349,587.73	53,881.35
NET INCOME	\$403,469.08	\$349,587.73	\$53,881.35

Preliminary Draft

**Statement of Activities - Modified Cash Basis - Endowment Fund**

September 2021

	Actual	Budget	Endowment over Budget
INCOME			
3100 Interest Income			
3109 Endowment Interest	1,083.10		1,083.10
<b>Total 3100 Interest Income</b>	<b>1,083.10</b>		<b>1,083.10</b>
<b>Total Income</b>	<b>1,083.10</b>	<b>0.00</b>	<b>1,083.10</b>
GROSS PROFIT	1,083.10	0.00	1,083.10
EXPENSES			
<b>Total Expenses</b>			<b>0.00</b>
NET OPERATING INCOME	1,083.10	0.00	1,083.10
NET INCOME	<b>\$1,083.10</b>	<b>\$0.00</b>	<b>\$1,083.10</b>

Preliminary Draft

**Statement of Activities - Modified Cash Basis - Endowment Fund**

July - September, 2021

	Actual	Budget	Endowment over Budget
INCOME			
3100 Interest Income			
3109 Endowment Interest	1,349.69		1,349.69
<b>Total 3100 Interest Income</b>	<b>1,349.69</b>		<b>1,349.69</b>
<b>Total Income</b>	<b>1,349.69</b>	<b>0.00</b>	<b>1,349.69</b>
GROSS PROFIT	1,349.69	0.00	1,349.69
EXPENSES			
<b>Total Expenses</b>			<b>0.00</b>
NET OPERATING INCOME	1,349.69	0.00	1,349.69
NET INCOME	<b>\$1,349.69</b>	<b>\$0.00</b>	<b>\$1,349.69</b>

Preliminary Draft

**Statement of Activities - Modified Cash Basis - FICA Fund**

September 2021

	<b>Actual</b>	<b>Budget</b>	<b>FICA Fund over Budget</b>
<b>INCOME</b>			
3180 Property Taxes			
3182 FICA Property Tax	3,345.25	3,338.60	6.65
<b>Total 3180 Property Taxes</b>	<b>3,345.25</b>	<b>3,338.60</b>	<b>6.65</b>
<b>Total Income</b>	<b>3,345.25</b>	<b>3,338.60</b>	<b>6.65</b>
<b>GROSS PROFIT</b>	<b>3,345.25</b>	<b>3,338.60</b>	<b>6.65</b>
<b>EXPENSES</b>			
5100 Personnel Services			
5120 Payroll Taxes	1,136.39	1,333.33	-196.94
<b>Total 5100 Personnel Services</b>	<b>1,136.39</b>	<b>1,333.33</b>	<b>-196.94</b>
<b>Total Expenses</b>	<b>1,136.39</b>	<b>1,333.33</b>	<b>-196.94</b>
<b>NET OPERATING INCOME</b>	<b>2,208.86</b>	<b>2,005.27</b>	<b>203.59</b>
<b>NET INCOME</b>	<b>\$2,208.86</b>	<b>\$2,005.27</b>	<b>\$203.59</b>

**Statement of Activities - Modified Cash Basis - FICA Fund**

July - September, 2021

	Actual	Budget	FICA Fund over Budget
<b>INCOME</b>			
3180 Property Taxes			
3182 FICA Property Tax	13,323.81	13,354.40	-30.59
<b>Total 3180 Property Taxes</b>	<b>13,323.81</b>	<b>13,354.40</b>	<b>-30.59</b>
<b>Total Income</b>	<b>13,323.81</b>	<b>13,354.40</b>	<b>-30.59</b>
<b>GROSS PROFIT</b>	<b>13,323.81</b>	<b>13,354.40</b>	<b>-30.59</b>
<b>EXPENSES</b>			
5100 Personnel Services			
5120 Payroll Taxes	3,433.31	4,000.03	-566.72
<b>Total 5100 Personnel Services</b>	<b>3,433.31</b>	<b>4,000.03</b>	<b>-566.72</b>
<b>Total Expenses</b>	<b>3,433.31</b>	<b>4,000.03</b>	<b>-566.72</b>
<b>NET OPERATING INCOME</b>	<b>9,890.50</b>	<b>9,354.37</b>	<b>536.13</b>
<b>NET INCOME</b>	<b>\$9,890.50</b>	<b>\$9,354.37</b>	<b>\$536.13</b>

Preliminary Draft



**Statement of Activities - Modified Cash Basis - IMRF Fund**

September 2021

	Actual	Budget	IMRF Fund over Budget
<b>INCOME</b>			
3180 Property Taxes			
3183 IMRF Property Tax	593.33	592.20	1.13
<b>Total 3180 Property Taxes</b>	<b>593.33</b>	<b>592.20</b>	<b>1.13</b>
<b>Total Income</b>	<b>593.33</b>	<b>592.20</b>	<b>1.13</b>
GROSS PROFIT	593.33	592.20	1.13
<b>EXPENSES</b>			
5100 Personnel Services			
5130 Pension Contributions	1,070.35	1,166.67	-96.32
<b>Total 5100 Personnel Services</b>	<b>1,070.35</b>	<b>1,166.67</b>	<b>-96.32</b>
<b>Total Expenses</b>	<b>1,070.35</b>	<b>1,166.67</b>	<b>-96.32</b>
NET OPERATING INCOME	-477.02	-574.47	97.45
NET INCOME	\$ -477.02	\$ -574.47	\$97.45

## Statement of Activities - Modified Cash Basis - IMRF Fund

July - September, 2021

	Actual	Budget	IMRF Fund over Budget
<b>INCOME</b>			
3180 Property Taxes			
3183 IMRF Property Tax	2,363.17	2,368.80	-5.63
<b>Total 3180 Property Taxes</b>	<b>2,363.17</b>	<b>2,368.80</b>	<b>-5.63</b>
<b>Total Income</b>	<b>2,363.17</b>	<b>2,368.80</b>	<b>-5.63</b>
<b>GROSS PROFIT</b>			
<b>EXPENSES</b>			
5100 Personnel Services			
5130 Pension Contributions	3,151.43	3,499.97	-348.54
<b>Total 5100 Personnel Services</b>	<b>3,151.43</b>	<b>3,499.97</b>	<b>-348.54</b>
<b>Total Expenses</b>	<b>3,151.43</b>	<b>3,499.97</b>	<b>-348.54</b>
<b>NET OPERATING INCOME</b>	<b>-788.26</b>	<b>-1,131.17</b>	<b>342.91</b>
<b>NET INCOME</b>	<b>\$ -788.26</b>	<b>\$ -1,131.17</b>	<b>\$ 342.91</b>

**Statement of Activities - Modified Cash Basis - Insurance Fund**

September 2021

		<b>Insurance Fund</b>	
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>
<b>INCOME</b>			
3180 Property Taxes			
3184 Insurance Property Tax	396.59	395.80	0.79
<b>Total 3180 Property Taxes</b>	<b>396.59</b>	<b>395.80</b>	<b>0.79</b>
<b>Total Income</b>	<b>396.59</b>	<b>395.80</b>	<b>0.79</b>
<b>GROSS PROFIT</b>	<b>396.59</b>	<b>395.80</b>	<b>0.79</b>
<b>EXPENSES</b>			
5800 Other Services			
5830 General Insurance (Bonding)		583.33	-583.33
<b>Total 5800 Other Services</b>		<b>583.33</b>	<b>-583.33</b>
<b>Total Expenses</b>	<b>0.00</b>	<b>583.33</b>	<b>-583.33</b>
<b>NET OPERATING INCOME</b>	<b>396.59</b>	<b>-187.53</b>	<b>584.12</b>
<b>NET INCOME</b>	<b>\$396.59</b>	<b>\$-187.53</b>	<b>\$584.12</b>

Preliminary Draft

Galena Public Library District  
**Statement of Activities - Modified Cash Basis - Insurance Fund**

July - September, 2021

	Actual	Budget	Insurance Fund over Budget
<b>INCOME</b>			
3180 Property Taxes			
3184 Insurance Property Tax	1,579.58	1,583.20	-3.62
<b>Total 3180 Property Taxes</b>	<b>1,579.58</b>	<b>1,583.20</b>	<b>-3.62</b>
<b>Total Income</b>	<b>1,579.58</b>	<b>1,583.20</b>	<b>-3.62</b>
<b>GROSS PROFIT</b>			
<b>EXPENSES</b>			
5800 Other Services			
5830 General Insurance (Bonding)	6,407.00	1,750.03	4,656.97
<b>Total 5800 Other Services</b>	<b>6,407.00</b>	<b>1,750.03</b>	<b>4,656.97</b>
<b>Total Expenses</b>	<b>6,407.00</b>	<b>1,750.03</b>	<b>4,656.97</b>
<b>NET OPERATING INCOME</b>	<b>-4,827.42</b>	<b>-166.83</b>	<b>-4,660.59</b>
<b>NET INCOME</b>	<b>\$ -4,827.42</b>	<b>\$ -166.83</b>	<b>\$ -4,660.59</b>

**Statement of Activities - Modified Cash Basis - Memorial Reserve Fund**

September 2021

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This report contains no data for your specified date range.

Preliminary Draft

**Statement of Activities - Modified Cash Basis - Memorial Reserve Fund**

July - September, 2021

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This report contains no data for your specified date range.

Preliminary Draft

**Statement of Activities - Modified Cash Basis - Per Capita Fund**

September 2021

			Per Capita Fund
	Actual	Budget	over Budget
<b>INCOME</b>			
3070 Grants			
3077 Per Capita Grant		566.17	-566.17
<b>Total 3070 Grants</b>		<b>566.17</b>	<b>-566.17</b>
<b>Total Income</b>	<b>0.00</b>	<b>566.17</b>	<b>-566.17</b>
<b>GROSS PROFIT</b>	<b>0.00</b>	<b>566.17</b>	<b>-566.17</b>
<b>EXPENSES</b>			
5400 Contractual Services			
5460 PrairieCat Consortium		703.83	-703.83
<b>Total 5400 Contractual Services</b>		<b>703.83</b>	<b>-703.83</b>
<b>Total Expenses</b>	<b>0.00</b>	<b>703.83</b>	<b>-703.83</b>
<b>NET OPERATING INCOME</b>	<b>0.00</b>	<b>-137.66</b>	<b>137.66</b>
<b>NET INCOME</b>	<b>\$0.00</b>	<b>\$ -137.66</b>	<b>\$137.66</b>

**Statement of Activities - Modified Cash Basis - Per Capita Fund**

July - September, 2021

	Actual	Budget	Per Capita Fund over Budget
<b>INCOME</b>			
3070 Grants			
3077 Per Capita Grant		1,698.47	-1,698.47
<b>Total 3070 Grants</b>		<b>1,698.47</b>	<b>-1,698.47</b>
<b>Total Income</b>	<b>0.00</b>	<b>1,698.47</b>	<b>-1,698.47</b>
<b>GROSS PROFIT</b>			
<b>EXPENSES</b>			
5400 Contractual Services			
5460 PrairieCat Consortium	2,111.50	2,111.53	-0.03
<b>Total 5400 Contractual Services</b>	<b>2,111.50</b>	<b>2,111.53</b>	<b>-0.03</b>
<b>Total Expenses</b>	<b>2,111.50</b>	<b>2,111.53</b>	<b>-0.03</b>
<b>NET OPERATING INCOME</b>	<b>-2,111.50</b>	<b>-413.06</b>	<b>-1,698.44</b>
<b>NET INCOME</b>	<b>\$ -2,111.50</b>	<b>\$ -413.06</b>	<b>\$ -1,698.44</b>



**Statement of Activities - Modified Cash Basis - Reserve Fund**

September 2021

	<b>Actual</b>	<b>Budget</b>	<b>Reserve Fund over Budget</b>
<b>INCOME</b>			
3100 Interest Income			
3108 Reserve Interest	135.53		135.53
<b>Total 3100 Interest Income</b>	<b>135.53</b>		<b>135.53</b>
3200 Royalty Income	1,349.12	833.33	515.79
<b>Total Income</b>	<b>1,484.65</b>	<b>833.33</b>	<b>651.32</b>
<b>GROSS PROFIT</b>	<b>1,484.65</b>	<b>833.33</b>	<b>651.32</b>
<b>EXPENSES</b>			
<b>Total Expenses</b>			<b>0.00</b>
<b>NET OPERATING INCOME</b>	<b>1,484.65</b>	<b>833.33</b>	<b>651.32</b>
<b>NET INCOME</b>	<b>\$1,484.65</b>	<b>\$833.33</b>	<b>\$651.32</b>

Preliminary Draft

**Statement of Activities - Modified Cash Basis - Reserve Fund**

July - September, 2021

	Actual	Budget	Reserve Fund over Budget
<b>INCOME</b>			
3100 Interest Income			
3108 Reserve Interest	406.01		406.01
<b>Total 3100 Interest Income</b>	<b>406.01</b>		<b>406.01</b>
3200 Royalty Income	3,526.73	2,500.03	1,026.70
<b>Total Income</b>	<b>3,932.74</b>	<b>2,500.03</b>	<b>1,432.71</b>
<b>GROSS PROFIT</b>	<b>3,932.74</b>	<b>2,500.03</b>	<b>1,432.71</b>
<b>EXPENSES</b>			
<b>Total Expenses</b>			<b>0.00</b>
<b>NET OPERATING INCOME</b>	<b>3,932.74</b>	<b>2,500.03</b>	<b>1,432.71</b>
<b>NET INCOME</b>	<b>\$3,932.74</b>	<b>\$2,500.03</b>	<b>\$1,432.71</b>

Preliminary Draft

## 9. LIBRARY DIRECTOR'S REPORT



### Director's Report September 2021

#### Board News

Although the PAC web page to complete the OMA online training is still under repair, it may be of use to revisit the [OMA](#) statute at your convenience.

On Thursday, October 14 at 10am, Joe Filapek, RAILS Director of Consulting & Continuing Education, and Becky Spratford, RAILS Board Member will be presenting the following webinar: "Walk the Line: How Trustees Can Best Lead Their Libraries without Overstepping Their Authority." If any of you are interested, please let me know and I can help you register.

#### Circulation

None.

#### Adult Services

Larissa secured two authors for the book clubs this month. Ian Ferguson and Keziah Frost joined the morning and evening book clubs during their discussions. This September was the third September in a row where authors have joined the book clubs. Both discussions were well received by the respective participants.

LitFest 2022 is coming together and is currently being planned for January 10-22. An Indie Author Panel will be the main event consisting of the Manuscript Winner, Adult Fiction Winner, and the Young Adult Fiction Winner from the [Soon to be Famous Illinois Author Project](#). Also in the lineup are workshops and two additional author visits. LitFest may extend into May with a outdoor in-person event featuring Deb Miller.

#### Youth Services

The Teen Space has been painted! We are looking at a few more additions to the space and then it will be complete. These include: a gaming system, monitor, and more makerspace equipment. Be sure to check out the space!

STEAM Club moved to Mondays after school and started on October 4<sup>th</sup>. We are working with County Transit to transport kids from school to the library due to COVID limitations on the school buses.

#### Historical Room

The Westminster Presbyterian Church loaned the library old church documents to scan and include in our collection. Rachel has been sifting through them and has found quite a bit of valuable information. These documents will be useful for many research requests.

The Jo Daviess County Historical Society gifted the library the bound volume of the Miner's Journal January 1828-January 1833. Tessa Flak, the Executive Director, presented the volume to Rachel and I. She will archive it and it will be added to our digitization to-do list.

The move of the Galena Gazette unearthed boxes of old photographs. Dale Glick, Steve Repp, Tim Doser, and Craig Albaugh have been going through the photos and assisting with identification.

### Marketing/Publicity

Larissa and Rachel continually share content on multiple social media platforms: [Facebook](#), [Instagram](#), [YouTube](#), and our [website](#).

Both the Morning and Evening Book Clubs had author visits in September. The *Galena Gazette* featured a [press release](#).

An article about the Story Trail in Gateway Park and the Teen/Tween space was in the *Telegraph Herald* and the *Galena Gazette*. You can view [here](#) and [here](#), respectively.

### Director

- **Building**
  - Parking lot: Completed.
  - Window painting: Completed.
  - Window replacement: Completed.
  - Tile Replacement: Completed.
  - Fireplace: Ted Ellison is close to finalizing sheens and colors for the glass tile replications. Anna and her team are ready with materials needed for crack filling and structural work. Anna is hoping to make the next visit the first week of December
- **Finances**
  - Audit: All documents needed for the audit have been given to O'Connor & Brooks.
- **Personnel**
  - None
- **Project Updates**
  - Library project history: The process of combing through decades of library minutes to create a full report of large building projects/finances is still underway.
  - Strategic Planning: Show Up for Your Library!
    - Larissa and I have begun to identify goals and potential objectives. A draft will be presented to the board soon.
  - Demco Furniture Design
    - Next order will be for new DVD shelving. The new shelves will allow for a larger DVD collection. Current shelves hold roughly 3,000 DVDs; new shelving will hold up to 6,000.
  - Website redesign
    - Website is in the final stages before the go live date. You can view it [here](#).
  - Digitization:

- The sample paper, the Jeffersonian, is finished. We should be receiving the hard drives soon; we will send one to UIUC. The paper was shipped back to the library.
- A price quote was received from Crowley in Massachusetts – an employee of NMT went to Crowley and reached out about our project. The quote is included in the packet.

#### Trainings/Continuing Education=

Larissa Distler attended the following trainings:

- Get Back in Here: Library Promotional Ideas to Draw People Back into the Library
- The Library After COVID-19
- Technology on a Shoestring Budget

Jenna Diedrich attended the following trainings:

- Strategic Planning 101: Key Considerations for a Successful Plan
- RAILS Member Update

#### Patron Feedback

“The get to know your librarian videos are great! I had no idea how much each of you do!”

# SEPTEMBER 2021 STATISTICS

## Card Holders



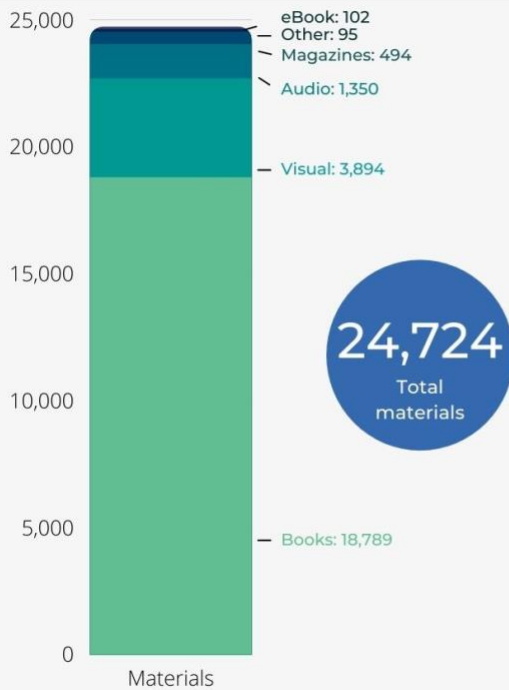
## Checkouts

3,807 ▲ 14%

TOTAL CHECKOUTS



## Collection

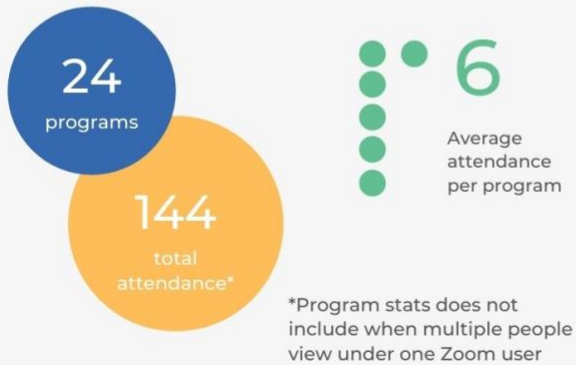


## Visits



# SEPTEMBER 2021 STATISTICS

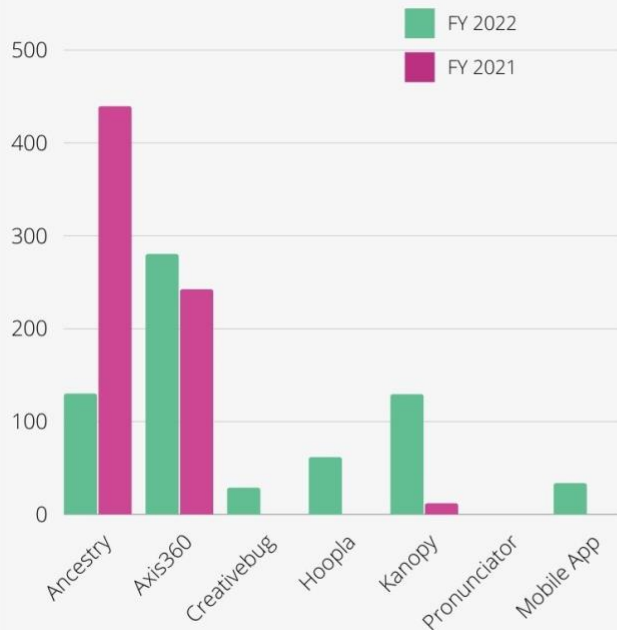
## Programming



## Technology



## eResources



## Social Media



## 11.D POLICY COMMITTEE

### Policy Committee Minutes

September 28, 2021

DRAFT

#### Call to order

Meeting called to order by John Cox at 12:00pm

Trustees Present: Walter Johnson, Katherine Walker, John Cox

Also present: Jenna Diedrich, Library Director

#### Public Comments

None

#### Approval of September 20, 2021 Minutes

Walker motioned to approve the September 20, 2021 minutes. Johnson seconded.

Vote: Johnson -aye, Walker-aye, Cox-aye

Motion passed.

#### Discussion on Amending Bylaws

Walker and Cox presented their recommended revisions to Articles I, II, and III of the Bylaws.

Article I: No changes

#### Article II

*Section 1*:

“Newly elected trustees take office on the second Monday **on** the month” ought to be changed to “Newly elected trustees take office on the second Monday **of** the month”

Johnson motioned to recommend the change of the word “on” to “of” in Article II, Section 1, paragraph two, sentence two. Walker seconded.

Vote: Johnson-aye, Walker-aye, Cox-aye

Motion passed.

Walker motions to discuss formatting the bylaws to conform the bylaws to the Illinois State Library’s sample of bylaws published in the Illinois Public Library Trustee Manual. Johnson seconded.

Discussion: Cox inquires the committee how they would like to tackle the project. The committee would continue looking over the changes that Walker and Cox brought to today’s committee meeting. No document would be presented at the October regular meeting. Instead, these changes would be included in the new format. Reprot to the board that the bylaw revisions are a work in progress with the goal of presentation at the November meeting.

Vote: Johnson – aye, Walker-aye, Cox-aye

Motion passed.



*Section 2:*

Paragraph one: "(iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon **him or her** by the Act" ought to be changed to "(iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon **them** by the Act"

Paragraph two: After the first sentence, the following sentence ought to be added, "**Any board member who is unable to attend a meeting shall contact the Library Director or Board President to be excused.**" This sentence ought to be moved from Article III, section 3.

Paragraph two: "Attendance at meetings via **telephone conferencing** shall not constitute an absence" ought to be changed to "Attendance at meetings via **electronic means** shall not constitute an absence"

Walker motioned to approve the changes as stated. Johnson seconded.

Vote: Johnson-aye, Walker-aye, Cox-aye

Motion passed.

Article III

*Section 1:*

Paragraph one: "**The board shall call not fewer than 5 regular meetings each fiscal year. Each year, the board by ordinance shall specify the time, place, and date of the regular meetings. Special meetings may be called by the president or the secretary or by any 4 trustees. All meetings shall comply with the Illinois Open Meetings Act. The regular meeting of the Board shall be on the second Monday of each month usually at 6:30 pm. All regular** The meetings shall **may** be held at the Galena Public Library building, 601 S. Bench Street, Galena, Illinois."

Johnson motioned to approve the changes as stated. Walker seconded.

Vote: Johnson-aye, Walker-aye, Cox-aye

Motion passed.

*Section 2:*

Special meetings ~~may shall~~ be held at any time when called by the president or secretary or by any **four (4) three** trustees of the Board, provided that the notice and the agenda of the special meeting is posted at the library and on the library's website at least 48 hours in advance of such special meeting, except in the case of a bona fide emergency. No business except as stated in the notice and agenda for the special meeting shall be transacted at said meeting. **All special meetings may be held at the Galena Public Library building, 601 S. Bench Street, Galena, Illinois unless otherwise published by the Board of Trustees.**

Walker motioned to approve the changes as stated. Johnson seconded.

Vote: Johnson-aye, Walker-aye, Cox-aye

Motion passed.

#### Section 4:

Order of Business for Regular meetings:

1. Call to order, roll call
2. **Approval of Agenda**
3. Citizen comments
4. Consent Agenda
  - a. Approval of minutes of prior meeting
  - b. Approval of bills paid/payable
5. Financial Report
6. Treasurer's Report
7. **Friend's Report**
8. Library Director's report (~~change in sequence~~)
9. Board President's Report (~~added as suggested~~)
10. Committee Reports
11. ~~Strategic Plan~~
12. ~~Friends Report~~
13. Unfinished Business
14. New Business
15. Motions, resolutions, Ordinances
16. ~~Executive (Closed) Session (if applicable)~~
17. Items for Next Agenda
18. Announcements (~~announcement of date, time, and place of next meeting~~)
19. Adjournment

Walker motioned to approve the changes as stated. Johnson seconded.

Vote: Johnson-aye, Walker-aye, Cox-aye

Motion passed.

#### Section 6

Heading: "Section 6 – **Telephone, video or audio conferencing**" ought to be changed to "Section 6 – **Meetings via Electronic Means**"

Paragraph one: "The use of **telephone , video or audio conferencing** for meeting attendance..." ought to be changed to "The use of **electronic means** for meeting attendance..."

Subsection A: "...shall be in compliance with the Open Meetings Act" ought to be changed to "...shall be in compliance with the **Illinois** Open Meetings Act"

Johnson motioned to approve the changes as stated. Walker seconded.

Vote: Johnson-aye, Walker-aye, Cox-aye

Motion passed.

#### Items for Next Agenda

Bylaws Article IV through Article IX

Cox suggests adding an article regarding Conflicts of Interests

**Adjournment**

Adjournment at 1:01pm

Respectfully submitted,

Jenna Diedrich  
Library Director

## 12.A DISCUSSION AND POSSIBLE ACTION ON LIBRARY HOURS



TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

DATE: October 8, 2021

RE: Library Hours

At the September 13, 2021 regular meeting, the Board of Trustees approved the change of library hours from Monday-Thursday 11am – 8pm to Monday-Thursday 10am – 7pm. At the time of the meeting, it was thought to keep the Friday and Saturday hours the same of 11am – 5pm. For consistency, I propose that the library open at 10 am on those days as well. The library operating hours would be as follows:

Monday – Thursday: 10am – 7pm

Friday & Saturday: 10am – 5pm

Historical Room:

Monday, Tuesday, Thursday, Friday: 1pm – 5pm

Wednesday: 1pm – 7pm

Saturday: 1pm – 4pm

12.B DISCUSSION AND POSSIBLE ACTION ON DIGITIZATION PROJECT VENDOR



TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

DATE: October 8, 2021

RE: Digitization Vendor

A vendor change for the digitization project from Northern Micrographics (NMT) to Advantage Archives (AA) was approved at the May 17<sup>th</sup>, 2021 regular meeting. Advantage recently finished the test paper, a Jeffersonian, and the library will receive the hard drives soon. Because Advantage uses a different digitization technique, it was suggested that I reach out to Crowley Digitization Services, located in Maryland. Attached is a quote and proposal for Crowley.



**OVERHEAD DOCUMENT CONVERSION PROPOSAL  
Statement of Work**

<b>Proposal/Job #</b>	202112299
<b>Date</b>	Thursday, September 23, 2021
<b>Sales Person</b>	Scott Pechacek
<b>Client</b>	Galena Public Library
<b>Address</b>	601 S Bench St Galena, IL 61036
<b>Customer Shipping Acct. #</b>	
<b>Contact Name</b>	Jenna Diedrich
<b>Title</b>	Library Director
<b>Phone</b>	815-777-0200
<b>Email</b>	<a href="mailto:diedrich@galenalibrary.org">diedrich@galenalibrary.org</a>
<b>1. Period of Performance</b>	Approximately 120 days from receipt of material and sample approval.
<b>2. Security</b>	All materials will be treated as confidential whether marked so or not

**PRICING LINE ITEMS**

<b>Task Description</b>	<b>Unit Type</b>	<b>QTY</b>	<b>Unit Price</b>	<b>Total</b>
Manifest Creation (if not provided)	Hours	0	\$ 60.00	\$ 0.00
Disbound Grayscale scanning, NDNP Output	Each	650	\$0.64	\$ 416.00
External Hard Drive (2TB)	Each	1	\$ 200.00	\$ 200.00
Manual Custom Crop (optional)	Each	0	\$ 0.03	\$ 0.00
<b>Total</b>				<b>\$ 616.00</b>

**NOTE: All prices are for planning purposes only. Actual prices can only be determined after the project scope is finalized and the source materials are analyzed.**

**NOTE: The estimated project costs does not include shipping.**

**NOTE: A minimum of \$1,000 is required for each order.**

**Deliverables**

- The Crowley Company (Crowley) will provide uncompressed TIFF images scanned as grayscale (8-bit) up to 400dpi and saved according to current NDNP standards.
- All digital files will be returned on an external hard drive.

**Client Supplied**

- The Galena Public Library (Galena) will provide a collection of newspapers for digital imaging services.
- The number of pages to be included within this project has not yet been determined.
- Galena will provide a spreadsheet with title and issue level information for each shipment.

**Prep & Reconstruction**

- Crowley will perform inventory of material at time of arrival against customer manifest. If a manifest is not provided, Crowley will create one at a rate of \$60.00/hour.
- On arrival, Crowley may place temporary removeable labels on customer boxes for security and production tracking. Labels will be removed prior to shipment back to the customer.
- All newspapers are in good condition and can be disbound for scanning.
- Document Reconstruction will not be performed.

**Scanning (newspapers)**

- All pages will be grayscale (8-bit) scanned up to 400dpi and saved as an uncompressed TIFF
- If we find any random 'loose' pages that may be found inside the issue, they will be scanned in order where they are located and returned to the same location.
- Removable page attachments (sticky notes, etc.) will be scanned twice. One scan will be on the page and one without.
- Folded corners will only be unfolded if they are covering text.
- Deskew and Crop Options:
  - Semi-automatic deskew and crop: Only problematic deskew and crop images will be manually corrected (up to 30% of collection). Depending on the source material, border size/existence may vary.
  - Manual deskew and crop: All images will be manually deskewed and cropped. If manual cropping becomes necessary, it will increase scanning costs by \$0.03/image.
- Custom cropping will not be performed.
- All images will be OCR'd and develop output according to current NDNP specifications.
  - Digital images in TIFF, JPEG2000 and PDF format
  - OCR text files in ALTO schema
  - Issue/Edition, page and reel metadata
- Image rotations:
  - Rotate for right reading

- Do NOT rotate any images
- Material containing any metal objects or debris (folio clips, staples, etc..) may only be scanned without glass and may show distortions where material will not lay flat.
- Any process or filter changes requested by the client once production has begun must be submitted in writing and will be undertaken at the rate of \$60.00 per hour.

**Metadata**

- Galena will provide a spreadsheet with title and issue level information for each shipment.

**Quality Control**

- 10% Post process review of all output data and files
- Crowley will make every effort to ensure the quality of all deliverables according to project requirements. If any deliverables do not meet project requirements, Crowley will make necessary corrections at no cost to the customer.

**Delivery Media or Method**

- The Crowley Company will deliver the data on external hard drives at a charge to the client of \$200 per 2TB hard drive. If the client requires their own media for delivery, the client will provide media by the time of delivery.
- The client is responsible for delivery of customer material to and from The Crowley Company. If the client requests delivery and pickup to be managed by The Crowley Company, we will charge the client the actual shipping cost plus handling.

**Retention of Material**

- Materials must stay at The Crowley Company through completion of our QA process as it may be required for corrections.
- The Crowley Company will maintain a backup copy of the delivered product for a period of no longer than 30 days free of charge. These 30 days are intended to allow the client time to review the delivery and notify us of any issues requiring re-work. If the client requests the Crowley Company to store a backup copy of delivered material longer than 30 days, we can do so at a cost of \$50 per month per terabyte; minimum of \$50 per month if less than one TB.

**Standard Proposal Conditions**

1. A purchase order (PO) or signed proposal must be received prior to the commencement of work.
2. Quoted prices remain in effect for a 30-day period from the date of the proposal.
3. Invoicing will occur with each deliverable or milestone.
4. Document conversion pricing contained in this proposal is based upon volume estimates supplied by the client. If actual volume is more than 10% lower than the supplied estimates, the price per unit may be subject to increase.



5. Samples provided by the client for the purpose of preparing the related proposal must be representative of the document structures for the complete data set. Should The Crowley Company encounter hard copy or electronic material that is significantly different than the samples provided or described, The Crowley Company reserves the right to terminate the contract or re-negotiate the pricing structure.
6. The client must provide a signed release for any and all copyright material that is provided to The Crowley Company to be scanned or converted electronically.
7. The client and The Crowley Company will agree to a start date and schedule of production upon contract award. In the event of client deviations from the schedule, The Crowley Company will be notified at least 5 (five) days prior to the change. New setup charges may apply.
8. The client shall, upon the receipt of contract deliverables, have 10 (ten) working days to provide The Crowley Company, in writing, a list of any changes that are required to the material in order to meet the proposed Statement of Work.
9. Prior to, and during the implementation process, the client will make available a Subject Matter Expert (SME) who processes adequate decision-making authority for consultation on all structural issues that may arise. To avoid delivery delays, the SME will respond within 2 (two) business days to any questions raised by The Crowley Company.
10. On all conversion projects over 1000 pages, a sample of the material will be converted to validate the conversion process and the automated filters. This sample deliverable will be reviewed by the client and must be signed off before full production may proceed. Delays in approval will impact upon the delivery schedule.
11. Any client-approved purchases from third parties will be charged to the client at cost plus 15%.
12. The client will ensure that any electronic material provided to The Crowley Company will be scanned for viruses. The client assumes responsibility for delays in delivery resulting from client-introduced viruses.
13. To the extent that there is any inconsistency between the Standard Conditions, the Statement of Work and a Contract, PO or Proposal, then the Statement of Work and these Standard Conditions shall govern.
14. If any provision of these conditions is held to be unenforceable, the parties shall substitute for the affected provision an enforceable provision that approximates the intent and economic impact of the effected provision. The failure or delay of The Crowley Company to enforce any of these conditions shall not be construed as a waiver of the same.
15. This agreement shall be governed by, subject to and interpreted in all respects in accordance with the laws of the United States of America and the State of Maryland. In the event of a dispute, both parties agree to mediation before litigation. In the event of litigation initiated by either party, the unsuccessful litigant shall be responsible for all legal or other fees associated with such litigation.

**Rights and Restrictions**

This document contains confidential information of The Crowley Company, which is provided for the sole purpose of permitting the recipient to evaluate the proposal submitted herewith. In consideration of receipt of this document, the recipient agrees to maintain such information in confidence and not reproduce or otherwise disclose this information to any person outside the group directly responsible for evaluation of its contents. There is no obligation to maintain the confidentiality of any information which was known to the recipient prior to receipt of such information from The Crowley Company, or become publicly known through no fault of recipient, or is received without obligation of confidentiality to The Crowley Company. All conditions in this proposal are valid for a period not to exceed (thirty) 30-days unless extended in writing.

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_____	_____
Name	Name
_____	_____
Signature	Signature
_____	_____
Date	Date



# **GALENA PUBLIC LIBRARY DISTRICT**

## CIRCULATION POLICY

Approved: 3/17/2009

Revised: 11/19/2013

Revised: 12/17/2014

Revised: 4/18/2017

Revised: 2/10/2020

DRAFT: 10/11/2021

## TABLE OF CONTENTS

Library Cards	3
<hr/>	
Confidentiality of Records	4
<hr/>	
Circulation of Materials	5
<hr/>	
Wireless Hotspot Policy	7
<hr/>	
Wireless Hotspot User Agreement	8
<hr/>	
EPSON EX3210 Projector User Agreement	9
<hr/>	
Wireless Combo Microphone System User Agreement	10
<hr/>	
Photography Light Kit User Agreement	11
<hr/>	
Green Screen Kit User Agreement	12
<hr/>	
Angler LED Port-O-Cube User Agreement	13
<hr/>	

## LIBRARY CARDS

The Galena Public Library District is supported by property taxes assessed within East and West Galena Townships. A library card is available to anyone who lives within the limits of these townships. Anyone living outside these townships, who does not support another public library in Illinois, may purchase a non-resident library card (see Non-Residents).

### **Residents of East or West Galena Township**

Adults must present two forms of identification including a current photo ID, name, and address to apply for a library card. Documents accepted include driver's license, voter registration, utility bill, checkbook, passport, lease, etc. Adult age is 18 years and older.

A parent or legal guardian must be present to apply for a minor's library card. Parents or legal guardians are responsible for checked out materials on a minor's card. Parents and legal guardians are to understand that the library will not be responsible for the content in materials checked out from the library or requested from another library. The Galena Public Library does not serve as in loco parentis.

All library cards are valid for one year. Upon expiration, proof of residence is required. If the cardholder's residence is no longer in district, they must acquire a library card from the new home library. The library must be notified of a residence change as soon as possible.

If any library account becomes delinquent (unpaid damaged materials, unpaid lost materials, etc.), all accounts listed in the same household are also considered delinquent. Circulation for all accounts is suspended, meaning cardholders may not borrow materials or placed holds until assessed fees have been paid.

### **Non-Residents**

A person or family residing outside East or West Galena Township may purchase a non-resident card. A person residing outside of the district may apply for a non-resident card at the public library closest to their personal residence. This is in accordance with the Public Library District Act ([75 ILCS 16/30-55.6](#)),

A non-resident card is valid for one year from the date of purchase. Multiple cards may be issued to members of the same residence. To obtain a card, the individual must present a current photo ID along with either a tax bill or renter's information. A non-resident cardholder is provided all the same services provided to those reside within the district, including reciprocal borrowing privileges.

#### *Non-Resident Fee for Renters:*

The non-resident fee for renters is determined by multiplying the monthly rent by 0.15. The renter shall provide a copy of the current lease or rent receipt. The fee is non-refundable.

#### *Non-Resident Fee for Property Owners*

The non-resident fee for property owners is determined by the tax rate method. The property owner shall provide a copy of the current tax bill. The net taxable value of the residential property is multiplied by the library's current tax rate. The fee is non-refundable.

#### *Exceptions*

The non-resident fee is waived for any individual who resides outside the library district but owns property

within the district. Only one card will be issued per taxable property and may be used by that person only. The card is valid for one year. Upon expiration, proof of paid taxes on the property is required.

### **Reciprocal Borrower**

The Galena Public Library District participates in the Reciprocal Borrowing Program operated under the auspices of Reaching Across Illinois Library System (RAILS) and the Illinois State Library. Any valid library card from another public library in Illinois will be honored pending verification from the home library.

Individuals seeking to become reciprocal borrowers will register the library card issued by their home library with the Galena Public Library. Reciprocal borrowers do not have privileges to place holds or request materials through interlibrary loan.

Library cardholders of fully participating or basic online libraries within the PrairieCat consortium are entitled to full library services except for interlibrary loan requests through WorldCat. These searches must be initiated at the home library.

### **Staff (new)**

A Galena Public Library District card may be issued to library staff members who reside outside the library district's boundaries. Staff library cards are valid until the staff member leaves the library's employment.

### **Lost Cards**

It is the responsibility of the cardholder or the parent or legal guardian of a cardholder to notify the library if the card is lost or stolen. The cardholder or the parent or legal guardian is responsible for materials checked out on the card.

### **CONFIDENTIALITY**

All records at the Galena Public Library District relating to patron registration and circulation of materials are considered to be confidential in nature and in accordance with the Library Records Confidentiality Act (75 ILCS 70/1). The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law.

## CIRCULATION OF MATERIAL

Galena Public Library cardholders may present their library card or card number in order to check out materials. Cardholders will be allowed to check out materials without a card or card number if they present a valid photo ID. Children under the age of 18 will be allowed to check out materials without a card, card number or photo ID if they can provide their name and one of the following: address, telephone number, or birth date.

### **Loan Periods**

Materials have a two-week check out period with the exception of museum passes. Museum passes check out for one-week.

The only materials with quantity limits are DVDs and CDs. DVD and CD checkouts are limited to ten per library card.

### **Renewal of Materials**

Materials may be renewed two times if the item has no holds. Hotspots may be renewed one time if the item has no holds. To renew:

- Visit the library in person
- Calling the library at 815-777-0200
- Emailing [info@galenalibrary.org](mailto:info@galenalibrary.org)
- Online by logging into the cardholder's account at [support.prairiecat.info](http://support.prairiecat.info)
- Downloading the app

### **Notifications**

Patrons will be notified of due dates, overdue materials, hold pickups, and interlibrary loan materials by choosing one of the following preferred notifications:

- Phone number
- Email
- Text message
- Push notification through PrairieCat App

### **Interlibrary Loan/Holds**

Materials borrowed through interlibrary loan have a circulation period and renewal policy, which are determined by the lending library. Interlibrary loan requests and hold requests may be made with library staff, through the online card catalog, PrairieCat, the PrairieCat App, or via email.

All materials, whether secured through interlibrary loan or from the Galena Public Library, will be held for six days. In order to place a hold, the cardholder must be in good standing. Patrons may put up to 20 items on hold.

### **Overdue Material**

All materials are considered overdue if not returned by the due date presented at time of checkout. If an overdue item(s) is not returned by 21 days after the due date, the cardholder's account will be blocked from use until the item(s) is returned.

If an overdue item (s) is not returned by 44 days after the due date, the item will be considered lost and the cardholder will be billed as described in the Lost/Damaged Materials section below. The library will contact the patron with overdue notices before billing the patron for the items. A friendly reminder notice will be sent at 7 days after due date, the first overdue notice at 14 days, the second overdue notice at 21 days, final overdue notice at 30 days, and a bill notice at 44 days. At 44 days past the due date, the patron is financially responsible for lost or damaged materials.

The Galena Public Library will make a good faith effort to notify cardholders when their items become overdue according to their communication preferences and contact information set up at the time of library card registration. Overdue notification is a courtesy and does non-receipt does not exempt the cardholder from bills concerning overdue materials. The library is not responsible if the notification is not received by the cardholder.

### **Lost/Damaged Materials**

It is the responsibility of the cardholder to pay for lost or damaged or damaged materials. If the cardholder loses library materials, the cardholder will be charged for the full replacement cost of the materials. If the lost materials, which have been paid for, are found within 60 days, the library will refund the original amount paid by the patron. Materials borrowed through interlibrary loan will be billed according to the policies of the lending library.

If returned material is damaged and unsuitable for further circulation, the cardholder will be charged for the full replacement cost of the material. Damaged materials that have been paid for may be returned to the patron.

Library materials that are lost or damaged in a fire, flood, or by theft, documented by a police or insurance report, are not subjected to replacement costs.

The library does not accept a substitute or replacement of lost or damaged materials by patrons. It is at the library's discretion to replace lost or damaged items as needed.

### **Items Claimed Returned**

If an item is claimed as returned, the item will be marked as such. If the item is found at the library, the record will be cleared. If the patron finds the item, they must return the item to the library. If, after three months, the item is not returned, the patron will be billed.

### **Returning Library Materials**

Cardholders are expected to return material on or before its due date. The library maintains an outside drop box for the convenience to return library materials. The drop box is emptied daily, except on Sundays and days the library is closed. Materials returned outside after 11 am will be checked in the next day the library is open to the public.

Items including the hotspots, projector, microphone, photography lights, green screen, and light box are not to be returned to the outside drop box.

### **Service Fees**

Prints and copies are \$0.25 per page. A maximum of 10 prints and copies may be made by a patron per day.

Laminations are \$1.00 per 8.5" x 11" paper.



No fee for scans.

**Fines**

As of 10/12/2021 the Galena Pubic Library District is a Fine Free Library.

## WIRELESS HOTSPOT POLICY

Wireless hotspots may only be checked out to Galena Public Library cardholders in good standing who are 18 years of age or older. Since the Wi-Fi Hotspot benefits the whole household, ALL members of a household must have cards in good standing (no fines or overdue items and no history of a delinquent account) in order to be eligible to checkout a Wi-Fi hotspot. Hotspot checkout is limited to one per household at a time.

Each time a patron checks out a hotspot, they will sign the Wireless Hotspot User Agreement. Patrons will comply with all federal and state laws regarding internet use, as well as the Galena Public Library Computer and Internet Use Policy.

Galena Public Library will not be held liable for data loss or breach of confidential information while the patron uses the hotspot. Further, the patron releases Galena Public Library of all liability associated with the viewing of, use of, or exposure to any information, picture, or graphical representation the patron may encounter while using the wireless connection.

The patron assumes responsibility for the hotspot, including loss, damage, or theft thereof. Replacement cost for a lost, damaged, or stolen hotspot will be \$200. Overdue hotspots will be charged \$2.00 per day, for which the maximum fine may accumulate to replacement cost. Service to the device will be turned off should it become overdue. Hotspots must be returned to the Circulation Desk inside the library during open hours and not to the drop box. A \$5 fee will be placed on the patron's account if returned to the outside drop box.

Failure to comply with this policy may result in suspension of borrowing privileges at the library or other appropriate legal action.

Approved: 02/10/2020



WIRELESS HOTSPOT USER AGREEMENT

I, \_\_\_\_\_, am an adult Galena Public Library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will comply with the Galena Public Library Wireless Hotspot Policy and the Computer and Internet Use Policy (available upon request).
2. I will not violate any state or federal statutes pertaining to internet use while using this hotspot.
3. I absolve Galena Public Library of liability for any loss of data or breach of confidential information that occurs while using this hotspot. I release the Galena Public Library of all liabilities associated with the viewing of, use of, or exposure to any information, picture, or graphical representation I may encounter while using this wireless connection.
4. I assume responsibility for the hotspot, including loss, damage, or theft thereof. Replacement cost for a lost, damaged, or stolen hotspot will be \$200. Service to the device will be turned off should it become overdue.
5. I will return the hotspot to the Circulation Desk inside the library during open hours and not to the outside drop box. Hotspots returned in the outside drop box will result in a \$5 fee placed on my account.
6. Failure to comply with this policy may result in suspension of borrowing privileges at the library or other appropriate legal action.

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Patron's Printed Name

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Patron's Signature and date

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Staff Signature and date

Approved: 02/10/2020



## EPSON EX3210 PROJECTOR USER AGREEMENT

I, \_\_\_\_\_, am an adult Galena library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will return the Epson EX3210 projector and all the included equipment parts and instructions to the Galena Public Library within two weeks of the checkout date. The following parts and instructions are included:
  - a. EPSON EX3210 Projector
  - b. Power adapter
  - c. 1 HDMI cable
  - d. 1 component cable
  - e. 1 VGA cable
  - f. 1 Mini Display Port to HDMI adaptor
  - g. Two instruction booklets
2. If any part of the system is damaged or lost during the checkout period, I will reimburse the library for the cost of replacement.
3. I will report any malfunctions to the library staff.
4. I will return the items to the Circulation Desk inside the library during open hours and not to the outside drop box.
5. I understand the total cost of replacement is \$260.

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Patron's Printed Name

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Patron's Signature and date

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Staff Signature and date

Approved: 04/18/2017

Revised: 02/10/2020

Revised:



SHURE WIRELESS COMBO MICROPHONE SYSTEM USER AGREEMENT

I, \_\_\_\_\_, am an adult Galena Public Library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will return the Shure Wireless Combo Microphone System and all the included equipment parts and instructions within two weeks of the checkout date. The following parts and instructions are included:
  - a. Shure PG58 Handheld Wireless Microphone, two AA batteries, and mount
  - b. Shure CVL-BIC Lavalier Microphone, two foam wind guards, and clip
  - c. Shure BLXT-J10 Wireless Transmitter and two AA batteries
  - d. Shure BLX88-J10 Dual Channel Receiver and power cable
  - e. Roland MA-12 Speaker Set
  - f. Microphone Cable with two ¼ inch adapters
  - g. Four instruction booklets
2. If any part of the system is damaged or lost during the checkout period, I will reimburse the library for the cost of replacement.
3. I will report any malfunctions of the library staff.
4. I will return the system to the Circulation Desk inside the library during open hours and not to the outside drop box.
5. I understand the total cost of replacement is \$549.

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Patron's Printed Name

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Patron's Signature and date

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Staff Signature and date

Approved: 02/10/2020

Revised:



PHOTOGRAPHY LIGHT KIT USER AGREEMENT

I, \_\_\_\_\_, am an adult Galena Public Library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will return the Photography Light Kit and all the included equipment parts and instructions within two weeks of the checkout date. The following parts and instructions are included:
  - a. 1 x Neewer Photo Studio Equipment Carrying Case (Replacement cost \$60)
  - b. 2 x 45W Photography CFL light bulbs (Replacement cost \$28.99/6)
  - c. 2 x 33" White Photography Umbrella (Replacement cost \$22.99/2)
  - d. 2 x Photo Light Bulb Holder (Replacement cost \$12.60/2)
  - e. 2x7ft Photography Light Stand (Replacement cost \$32/1)
2. If any part of the system is damaged or lost during the checkout period, I will reimburse the library for the cost of replacement.
3. I will report any malfunctions to the library staff.
4. I will return the kit to the Circulation Desk inside the library during open hours and not to the outside drop box. Kits returned to the outside drop box will result in a \$5 fee placed on my account.
5. I understand the total cost of replacement is up to \$200.

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Patron's Printed Name

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Patron's Signature and date

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Staff Signature and date



GREEN SCREEN KIT USER AGREEMENT

I, \_\_\_\_\_, am an adult Galena Public Library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will return the Green Screen Kit and all the included equipment parts and instructions within two weeks of the checkout date. The following parts and instructions are included:
  - a. 1 x 8.5ft x 10ft Backdrop Stand (Replacement cost \$38.99)
  - b. 1 x Chromakey Green Backdrops Background 6x9ft (Replacement cost \$12.95)
  - c. 2 x 4.5 inch Heavy Duty Spring Backdrop Clamps (Replacement cost \$8.99/6)
  - d. 1 x Carrying Case (Replacement cost \$15)
2. If any part of the system is damaged or lost during the checkout period, I will reimburse the library for the cost of replacement.
3. I will report any malfunctions to the library staff.
4. I will return the kit to the Circulation Desk inside the library during open hours and not to the outside drop box. Kits returned to the outside drop box will result in a \$5 fee placed on my account.
5. I understand the total cost of replacement is up to \$100.

\_\_\_\_\_  
Patron's Printed Name

\_\_\_\_\_  
Patron's Signature and date

\_\_\_\_\_  
Staff Signature and date



ANGLER LED PORT-O-CUBE KIT USER AGREEMENT

I, \_\_\_\_\_, am an adult Galena Public Library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will return the Angler LED Port-O-Cube Kit and all the included equipment parts and instructions within two weeks of the checkout date. The following parts and instructions are included:
  - a. 1 x 27 inch Light Tent
  - b. 1 x Gray Background
  - c. 1 x Green Background
  - d. 1 x White Background
  - e. 1 x Black Background
  - f. 2 x Diffusers
  - g. 1 x Power Adaptor with Dimmer
  - h. 1 x Power cable
2. If any part of the system is damaged or lost during the checkout period, I will reimburse the library for the cost of replacement.
3. I will report any malfunctions to the library staff.
4. I will return the kit to the Circulation Desk inside the library during open hours and not to the outside drop box. Kits returned to the outside drop box will result in a \$5 fee placed on my account.
5. I understand the total cost of replacement is up to \$120.

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Patron's Printed Name

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Patron's Signature and date

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Staff Signature and date.