



## Library Board of Trustees Meeting

Regular Meeting Monday, November 8, 2021 at 6:30pm

Galena Public Library – Historical Room

### AGENDA

1. Call to order, roll call
2. Presentation by Devin Patterson, First Community Bank
3. Citizen comments
4. Consent agenda
  - a. Approval of minutes for Regular Meeting October 11, 2021
  - b. Approval of bills paid/payable: 10/09/2021-11/05/2021
5. Financial report
6. Treasurer's report
7. Friends report
8. Library Director's report
  - a. Per Capita Grant
9. Board President's report
10. Committees
  - a. Building & Grounds
  - b. Finance
  - c. HR
  - d. Policy
11. Unfinished business
  - a. Discussion on Strategic Plan
  - b. Discussion and possible action on possible building renovations
  - c. Discussion and possible action on investment of Diew's donation
12. New business
  - a. Discussion and possible action on calendar year 2022 closed dates
13. Motions, resolutions, ordinances
  - a. Ordinance #22-02 Tax Levy
14. 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.
15. Discussion and possible action on Closed Session discussions
16. Items for next agenda
17. Announcements

18. Adjournment

19. Next meeting – Monday, December 13th, 2021, at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

## CONSENT AGENDA

### 3.A APPROVAL OF MINTUES FOR REGULAR MEETING OCTOBER 11, 2021

#### Minutes of the Galena Library Board of Trustees October 11, 2021

Draft

#### Call to Order

President Craig Albaugh called the meeting to order at 6:30 pm. Roll call of Trustees present: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Walker – Aye, Albaugh – Aye. Others present: Jenna Diedrich, Library Director, Tracy Furlong, Tim Doser, Kathy Leonard, Brandon Behlke and Library Attorney Terry Kurt. President Albaugh asked that those who wanted to speak during the meeting should raise their hand to be recognized.

#### Oath of Office

Terry Kurt administered the oath of office to appointed trustee Tracy Furlong.

#### No Citizens Comments

#### Discussion of Investments

Terry Kurt gave an overview of the powers held by the Library Trustees given by (30 ILCS 235/) Public Funds Investment Act. Statutes regarding (75 ILCS5/) the Illinois Local Library Act and (75 ILCS16/) Public Library District Act were also referenced. His interpretations were that the trustees have all powers, duties and rights set forth in the acts. According to Sec. 1 of 235 any funds received fall under the act. Any monetary gifts should be treated the same as tax dollars and be conservative.

#### Closed Session

Thompson moved at 6:58pm the closed session be moved up on the agenda. Cox had the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye. Motion carried. Diedrich, Doser, Leonard and Behlke left the room at 7:02 pm. At 7:18 pm Diedrich entered the session by invitation. Terry Kurt left the session at 7:31 pm. At 7:41pm Rector moved to leave closed session. Thompson had the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

#### Consent Agenda

Cox moved to accept the consent agenda. Johnson made the second. Diedrich noted some minor changes were needed to the September minutes. In the second paragraph of her report, strategic plan needs to read strategic plan survey. Under Motions, Resolutions, Ordinances item b. majority of libraries nationwide needs to read many libraries system wide and the dates should be October 12, not November

12. Cox moved to accept the corrections for the consent agenda. Johnson made the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

### **Financial Report**

Diedrich said the audit may be done by Zoom in December. Auditor O'Connor will come in-person. Aaron Cullen an accountant from Honkamp will come via Zoom.

### **Treasurer's Report**

President Albaugh did not receive info regarding the interest to the operating fund from DUPACO. In follow up \$410 has been added to the account. The CD is due March 2022. Special reserve fund can be used for capital improvement.

### **Friends Report**

Kathy Leonard said the Friends efforts on sales continues. The Friends hope to have the annual book sale next year 2022.

### **Library Director's Report**

Diedrich reported the fireplace restoration project is close to finalizing the color of the glazes for the project. A question on the low numbers for monthly attendance was answered by referring to the five-day closure due to covid exposure in the building.

### **Board President's Report**

President Albaugh said the law requires a sound system for meetings. He would like to have one with a recorder. Cox will look up the citation and get it to the Library Director. Albaugh suggested to keep things moving forward the Library Director get pricing for systems.

### **Committees**

- a. Building & Grounds no meeting
- b. Finance no meeting
- c. HR no meeting
- d. Policy - Cox reported the Policy committee met 2 times and is a work in progress. Regarding the mention of an investment policy by Terry Kurt, they will look at incorporating that and a conflict-of-interest policy and bring that to the full board for consideration. Albaugh asked about the agenda for meetings. Cox referenced section 2.02 of the open meetings act that said additional items can be discussed during the meetings even if they were not set forth in the agenda. Cox hopes to have the policy manual ready for discussion at the board meeting at the beginning of the year.

### **Unfinished Business**

- a. Library Hours

With input from the library staff, Diedrich suggested the library open at 10am on all days starting November 1. Cox made the motion to accept the recommendation, Johnson had the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye.

Motion carried.

b. Digitization Vendor

Diedrich had received the test of the Jeffersonian 1953-1955 back from the company. There were issues. She suggested another test using the Jeffersonian with Crowley, it would be a bit more expensive with shipping since they are in Maryland, but thought their product will be more comparable to what the library had with the previous vendor MMT.

Cox moved to send a test to Crowley. Rector made the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

c. Renovation and Building Addition

Floor plans for the proposed 1991 renovation were reviewed. Cox mentioned old plans might run into problems with historic preservation criteria. There were still questions regarding adequate parking. There was discussion on the former Baranski report. All projects are currently on hold due to the time frame of the library director assuming the role full time and then COVID became a pandemic.

## **New Business**

a. Policy Changes

Cox moved to accept the recommended policy changes for the Circulation Policy. Johnson made the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

b. Investment of private donation

Thompson will have a staff member of the bank come to talk to the board regarding options.

## **No Motions, resolutions, ordinances**

## **No Discussion and possible action on Closed Session discussions**

## **No Items for the next agenda**

## **Announcements**

President Albaugh appointed Furlong to the Buildings & Grounds committee and the HR committee. Walker was removed from Building & Grounds. Diedrich will send an updated committee assignments to the board.

## **Adjournment**

Furlong adjourned the meeting at 9pm.

**Next meeting – Monday, November 8<sup>th</sup>, 2021 at 6:30 pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room**

Respectfully submitted,  
Katherine Walker  
Secretary

3.B APPROVAL OF BILLS PAID/PAYBLE 10/9/21-11/5/21

**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

October 9 - November 5, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
10/12/2021	Expense		Baker & Taylor	Adult & Youth books	R	-178.97
				Adult & Youth books		152.32
				Adult & Youth books		26.65
10/12/2021	Expense		Ingram Library Services	Adult & Youth Books	R	-712.66
						712.66
10/12/2021	Bill Payment (Check)	22578	Kanopy			-186.00
						-186.00
10/12/2021	Bill Payment (Check)	22579	Dubuque Glass Company		R	-584.66
						-584.66
10/12/2021	Bill Payment (Check)	22580	KONE CHICAGO		R	-1,964.00
						-1,964.00
10/12/2021	Bill Payment (Check)	22581	National Elevator Inspection Services		R	-396.00
						-396.00
10/12/2021	Bill Payment (Check)	22582	Sherwin Williams		R	-101.36
						-101.36
10/12/2021	Bill Payment (Check)	22583	Blacktop Driveway Services, Inc.		R	-850.00
						-850.00
10/12/2021	Bill Payment (Check)	22584	Joe Bayer		R	-4,800.00
						-4,800.00
10/12/2021	Bill Payment (Check)	22585	Verizon		R	-216.22
						-216.22
10/12/2021	Bill Payment (Check)	22586	Galena Gazette Publications	02100179	R	-180.95
						-180.95
10/12/2021	Bill Payment (Check)	22587	Advantage Archives, LLC		R	-904.00
						-904.00
10/12/2021	Bill Payment (Check)	22588	Findaway World LLC		R	-461.14
						-461.14
10/12/2021	Bill Payment (Check)	22589	iFiber		R	-165.00
						-165.00
10/12/2021	Bill Payment (Check)	22590	Jeff Upmann		R	-195.00
						-195.00
10/12/2021	Bill Payment (Check)	22591	Murphy Lawn Care		R	-70.00
						-70.00
10/12/2021	Bill Payment (Check)	22592	Hammer Law Firm, PLC		R	-625.00
						-625.00
10/12/2021	Bill Payment (Check)	22593	ID Label Inc		R	-746.00
						-746.00
10/12/2021	Bill Payment (Check)	22594	Prairie Cat		R	-2,111.50
						-2,111.50
10/14/2021	Expense	EFT	Payroll		R	-7,745.38

Friday, November 5, 2021 01:46 PM GMT-05:00

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## Galena Public Library District

### Check Detail

October 9 - November 5, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-7,745.38
10/15/2021	Expense		City of Galena		R	-34.90
				Water & sewer 8/24/21-9/23/21		34.90
10/20/2021	Expense	EFT	Mitel		R	-176.00
				Telephone		176.00
10/22/2021	Expense	525283	Honkamp Krueger & Co, PC		R	-900.00
				Financial statements and software subscription for October 2021		900.00
10/26/2021	Expense		Card Services - Galena State Bank		R	-776.05
				Adult/youth AV		453.22
				office supplies		119.55
				Adult: 42.95/Youth: 48.35		91.30
				Adult books		27.98
				Camera for archiving/programs		84.00
10/27/2021	Expense		Culligan		R	-7.00
				Water 10/1/21-10/31/21		7.00
10/28/2021	Expense	EFT	Payroll		R	-7,884.21
						-7,884.21
10/28/2021	Expense	EFT	AT&T		R	-90.94
				Elevator Phone		90.94
11/01/2021	Expense		Baker & Taylor			-99.84
				Adult & Youth books		35.68
				Adult & Youth books		64.16
11/02/2021	Expense		Nicor Gas			-135.78
				Gas for 8/17/21-9/16/21		135.78



6. FINANCIAL REPORT

# Financial Statements

Galena Public Library District  
For the periods ended October 31, 2021 and 2020

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

Prepared on  
November 5, 2021

No Assurance Provided / All Disclosures Omitted

## Statement of Net Position - Modified Cash Basis

	Total	
	As of Oct 31, 2021	As of Oct 31, 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	92,880.31	93,816.75
1013 Dupaco CD 138560-Endow	145,514.93	145,514.93
1014 First Community Bank 166379	73,151.40	73,151.40
<b>Total 1011 Endowment Fund</b>	<b>311,546.64</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	7,957.93	8,023.36
1032 Dupaco CD 138578 Klein-M.R	1,484.25	1,484.25
<b>Total 1030 Restricted Memorial Reserve</b>	<b>9,442.18</b>	<b>9,507.61</b>
<b>Total 1010 Certificates of Deposit</b>	<b>396,189.88</b>	<b>397,191.75</b>
1050 IB&T Checking		
1051 IB&T-Corporate Fund	216,982.30	177,314.90
1052 IB&T-FICA	11,440.23	12,373.69
1053 IB&T-IMRF	18,452.60	29,519.05
1054 IB&T-Insurance	6,920.36	23,905.61
1057 IB&T-Per Capita	-1,952.58	7,027.42
<b>Total 1050 IB&amp;T Checking</b>	<b>251,842.91</b>	<b>250,140.67</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	161,439.97	154,495.61
1069 Endowment-IB&T Savings 170035	535.63	535.63
<b>Total 1060 IB&amp;T Savings 170035</b>	<b>238,933.68</b>	<b>230,088.95</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>1,087,961.39</b>	<b>877,446.39</b>
<b>Total Current Assets</b>	<b>1,087,961.39</b>	<b>877,446.39</b>
<b>TOTAL ASSETS</b>	<b>\$1,087,961.39</b>	<b>\$877,446.39</b>

## LIABILITIES AND EQUITY

## Liabilities

## Current Liabilities

## Other Current Liabilities

## Galena Public Library District

	<b>As of Oct 31, 2021</b>	<b>As of Oct 31, 2020 (PY)</b>	<b>Total</b>
2300 Payroll Liabilities	0.00		0.00
2380 IMRF Payroll Liabilities			
2381 IMRF - 403B	2,583.52		2,496.48
<b>Total 2380 IMRF Payroll Liabilities</b>	<b>2,583.52</b>		<b>2,496.48</b>
<b>Total 2300 Payroll Liabilities</b>	<b>2,583.52</b>		<b>2,496.48</b>
<b>Total Other Current Liabilities</b>	<b>2,583.52</b>		<b>2,496.48</b>
<b>Total Current Liabilities</b>	<b>2,583.52</b>		<b>2,496.48</b>
<b>Total Liabilities</b>	<b>2,583.52</b>		<b>2,496.48</b>
<b>Equity</b>			
2800 Unrestricted Net Assets	0.00		0.00
2810 Corporate Fund Balance	409,716.34		191,796.59
2815 Endowment Fund Balance	321,508.29		313,548.03
2820 FICA Fund Balance	11,440.23		10,843.37
2830 IMRF Fund Balance	15,869.08		25,492.25
2835 Insurance Fund Balance	6,920.36		16,013.72
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	-1,952.58		7,027.42
2860 Reserve Fund Balance	242,289.98		230,817.41
2900 Contra Net Income Account	-369,335.64		-169,575.37
Net Margin	369,335.64		169,575.37
<b>Total Equity</b>	<b>1,085,377.87</b>		<b>874,949.91</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,087,961.39</b>		<b>\$877,446.39</b>

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

	Total	
	Oct 2021	Oct 2020 (PY)
<b>INCOME</b>		
3030 Digitization Project		20.00
3040 Donations	10.00	110.00
3050 Fines/Overdues	70.84	5.00
3090 Historical Department		15.25
3100 Interest Income		
3101 Corporate Interest	2.29	2.25
3106 Memorial Reserve Interest	65.43	65.43
3108 Reserve Interest	131.29	134.83
3109 Endowment Interest	132.89	129.27
<b>Total 3100 Interest Income</b>	<b>331.90</b>	<b>331.78</b>
3110 Item Replacements	28.98	
3130 Non-Resident Fee	668.79	110.24
3140 Other Income		
3141 Better World Books		231.36
3146 Insurance Other Income		58.00
<b>Total 3140 Other Income</b>		<b>289.36</b>
3200 Royalty Income	1,555.45	796.45
3230 Service Charges	51.00	12.50
<b>Total Income</b>	<b>2,716.96</b>	<b>1,690.58</b>
<b>GROSS PROFIT</b>	<b>2,716.96</b>	<b>1,690.58</b>
<b>EXPENSES</b>		
5100 Personnel Services		
5120 Payroll Taxes	1,739.56	1,620.91
5130 Pension Contributions	1,634.67	1,543.61
5150 Salaries	22,739.55	21,189.01
<b>Total 5100 Personnel Services</b>	<b>26,113.78</b>	<b>24,353.53</b>
5200 Capital Outlay		
5210 Books	919.61	2,215.50
5220 Equipment	84.00	51.02
5240 Improvements	6,234.66	
5260 Materials/Non-Printed/A-V	914.36	2,119.46
<b>Total 5200 Capital Outlay</b>	<b>8,152.63</b>	<b>4,385.98</b>
5300 Commodities		
5310 Databases	186.00	25.00
5320 Periodicals	195.00	
5330 Supplies	865.55	887.18
<b>Total 5300 Commodities</b>	<b>1,246.55</b>	<b>912.18</b>
5400 Contractual Services		
5410 Accounting	1,215.41	1,168.55
5430 Legal	625.00	
5440 Maintenance	2,430.00	238.40

No Assurance Provided / All Disclosures Omitted

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## Galena Public Library District

	<b>Total</b>	
	<b>Oct 2021</b>	<b>Oct 2020 (PY)</b>
5460 PrairieCat Consortium	2,111.50	2,079.00
5480 Technical Services		125.00
5485 Other Contractual Services		29.98
<b>Total 5400 Contractual Services</b>	<b>6,381.91</b>	<b>3,640.93</b>
5500 Historical Digitization	904.00	
5700 Other Expenditures		
5730 Misc Charges		150.00
<b>Total 5700 Other Expenditures</b>		<b>150.00</b>
5800 Other Services		
5850 Marketing		100.00
5860 Outreach		30.48
5870 Programming	192.66	47.86
5880 Public Notice/Legal	180.95	
5900 Utilities	1,123.67	1,165.62
<b>Total 5800 Other Services</b>	<b>1,497.28</b>	<b>1,343.96</b>
<b>Total Expenses</b>	<b>44,296.15</b>	<b>34,786.58</b>
<b>NET OPERATING MARGIN</b>	<b>-41,579.19</b>	<b>-33,096.00</b>
<b>NET MARGIN</b>	<b>\$ -41,579.19</b>	<b>\$ -33,096.00</b>

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

	Total	
	Jul - Oct, 2021	Jul - Oct, 2020 (PY)
<b>INCOME</b>		
3030 Digitization Project	575.00	670.00
3040 Donations	201,410.90	195.19
3050 Fines/Overdues	92.49	34.20
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	35.25
3100 Interest Income		
3101 Corporate Interest	7.05	7.00
3106 Memorial Reserve Interest	65.43	65.43
3108 Reserve Interest	537.30	544.48
3109 Endowment Interest	1,482.58	1,465.76
<b>Total 3100 Interest Income</b>	<b>2,092.36</b>	<b>2,082.67</b>
3110 Item Replacements	168.56	16.60
3120 Lit Fest		600.00
3130 Non-Resident Fee	2,153.04	1,009.96
3140 Other Income		
3141 Better World Books		231.36
3142 Corporate Other Income	112.96	
3146 Insurance Other Income		58.00
<b>Total 3140 Other Income</b>	<b>112.96</b>	<b>289.36</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	5,683.99	2,831.76
3230 Service Charges	293.70	192.50
<b>Total Income</b>	<b>506,946.42</b>	<b>290,473.03</b>
<b>GROSS PROFIT</b>	<b>506,946.42</b>	<b>290,473.03</b>
<b>EXPENSES</b>		
5100 Personnel Services		
5120 Payroll Taxes	5,172.87	4,854.18
5130 Pension Contributions	4,786.10	4,627.76
5150 Salaries	67,619.42	63,453.40
<b>Total 5100 Personnel Services</b>	<b>77,578.39</b>	<b>72,935.34</b>
5200 Capital Outlay		
5210 Books	7,558.68	7,634.95
5220 Equipment	1,158.53	233.11
5240 Improvements	15,578.33	1,082.00

No Assurance Provided / All Disclosures Omitted

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## Galena Public Library District

	<b>Total</b>	
	<b>Jul - Oct, 2021</b>	<b>Jul - Oct, 2020 (PY)</b>
5260 Materials/Non-Printed/A-V	4,202.03	6,333.04
<b>Total 5200 Capital Outlay</b>	<b>28,497.57</b>	<b>15,283.10</b>
5300 Commodities		
5310 Databases	2,593.16	2,548.16
5320 Periodicals	390.00	195.00
5330 Supplies	1,788.69	1,425.25
5340 Postage/Shipping	3.80	72.17
<b>Total 5300 Commodities</b>	<b>4,775.65</b>	<b>4,240.58</b>
5400 Contractual Services		
5410 Accounting	4,583.64	4,625.65
5430 Legal	687.50	587.50
5440 Maintenance	3,940.50	3,147.17
5460 PrairieCat Consortium	4,223.00	4,158.00
5475 HR Source	275.00	
5480 Technical Services		125.00
5485 Other Contractual Services		394.92
<b>Total 5400 Contractual Services</b>	<b>13,709.64</b>	<b>13,038.24</b>
5500 Historical Digitization	904.00	3,814.55
5700 Other Expenditures		
5730 Misc Charges	152.00	150.00
<b>Total 5700 Other Expenditures</b>	<b>152.00</b>	<b>150.00</b>
5800 Other Services		
5820 Continuing Education		100.00
5830 General Insurance (Bonding)	6,407.00	6,217.00
5850 Marketing		100.00
5860 Outreach		30.48
5870 Programming	963.97	415.94
5880 Public Notice/Legal	218.49	84.70
5890 Travel	104.61	
5900 Utilities	4,299.46	4,487.73
<b>Total 5800 Other Services</b>	<b>11,993.53</b>	<b>11,435.85</b>
<b>Total Expenses</b>	<b>137,610.78</b>	<b>120,897.66</b>
NET OPERATING MARGIN	<b>369,335.64</b>	<b>169,575.37</b>
NET MARGIN	<b>\$369,335.64</b>	<b>\$169,575.37</b>

**Supplementary Information**

Supplementary Information

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Preliminary Draft



## Galena Public Library District

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

October 2021

	Current Month	Year-to-Date	Budget	Balance
<b>INCOME</b>				
Digitization Project		575.00	15,000.00	(14,425.00)
Donations	10.00	201,410.90	201,969.90	(559.00)
Auction Income				-
Fines/Overdues	70.84	92.49	500.00	(407.51)
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	-	115.00	250.00	(135.00)
Interest Income				
Corporate Interest	2.29	7.05	12,000.00	(11,992.95)
Memorial Reserve Interest	65.43	65.43		65.43
Reserve Interest	131.29	537.30		537.30
Endowment Interest	132.89	1,482.58		1,482.58
<b>Total Interest Income</b>	<b>331.90</b>	<b>2,092.36</b>	<b>12,000.00</b>	<b>(9,907.64)</b>
Item Replacements	28.98	168.56	200.00	(31.44)
Lit Fest			5,000.00	(5,000.00)
Non-Resident Fee	668.79	2,153.04	2,000.00	153.04
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	-	270,188.01	338,512.00	(68,323.99)
FICA Property Tax	-	13,323.81	16,693.00	(3,369.19)
IMRF Property Tax	-	2,363.17	2,961.00	(597.83)
Insurance Property Tax	-	1,579.58	1,979.00	(399.42)
<b>Total Property Taxes</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	1,555.45	5,683.99	10,000.00	(4,316.01)
Service Charges	51.00	293.70	500.00	(206.30)
<b>Total Income</b>	<b>2,716.96</b>	<b>506,946.42</b>	<b>628,458.90</b>	<b>(121,512.48)</b>
<b>GROSS PROFIT</b>	<b>2,716.96</b>	<b>506,946.42</b>	<b>628,458.90</b>	<b>(121,512.48)</b>
<b>EXPENSES</b>				
66000 Personnel Services				
Employee Health Plan				-
Payroll Taxes	1,739.56	5,172.87	16,000.00	(10,827.13)

No Assurance Provided / All Disclosures Omitted

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## Galena Public Library District

Pension Contributions	1,634.67	4,786.10	14,000.00	(9,213.90)
Reimbursements				-
Salaries				-
Corporate Wages	22,739.55	67,619.42	205,350.00	(137,730.58)
<b>Total Salaries</b>	<b>22,739.55</b>	<b>67,619.42</b>	<b>205,350.00</b>	<b>(137,730.58)</b>
<b>Total 66000 Personnel Services</b>	<b>26,113.78</b>	<b>77,578.39</b>	<b>235,350.00</b>	<b>(157,771.61)</b>
Capital Outlay				
Books	919.61	7,558.68	24,000.00	(16,441.32)
Equipment	84.00	1,158.53	5,400.00	(4,241.47)
Improvements	6,234.66	15,578.33	110,150.00	(94,571.67)
Materials/Non-Printed/A-V	914.36	4,202.03	19,200.00	(14,997.97)
<b>Total Capital Outlay</b>	<b>8,152.63</b>	<b>28,497.57</b>	<b>158,750.00</b>	<b>(130,252.43)</b>
Commodities				
Databases	186.00	2,593.16	8,401.00	(5,807.84)
Periodicals	195.00	390.00	2,790.00	(2,400.00)
Supplies	865.55	1,788.69	4,000.00	(2,211.31)
Postage/Shipping		3.80	500.00	(496.20)
<b>Total Commodities</b>	<b>1,246.55</b>	<b>4,775.65</b>	<b>15,691.00</b>	<b>(10,915.35)</b>
Contractual Services				
Accounting	1,215.41	4,583.64	15,000.00	(10,416.36)
Audit Fees			7,725.00	(7,725.00)
Legal	625.00	687.50	4,000.00	(3,312.50)
Maintenance	2,430.00	3,940.50	8,500.00	(4,559.50)
PrairieCat Corporate			1,000.00	(1,000.00)
PrairieCat Consortium	2,111.50	4,223.00	8,446.00	(4,223.00)
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>6,381.91</b>	<b>13,709.64</b>	<b>57,671.00</b>	<b>(43,961.36)</b>
Historical Digitization	904.00	904.00	40,000.00	(39,096.00)
Lit Fest Expenditures				-
Other Expenditures				
Contingencies			30,000.00	(30,000.00)
Misc Charges	-	152.00	1,500.00	(1,348.00)
<b>Total Other Expenditures</b>	<b>-</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	192.66	963.97	17,000.00	(16,036.03)
Public Notice/Legal	180.95	218.49	500.00	(281.51)
Travel		104.61	800.00	(695.39)
Utilities	1,123.67	4,299.46	13,500.00	(9,200.54)

No Assurance Provided / All Disclosures Omitted

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Galena Public Library District

<b>Total Other Services</b>	<b>1,497.28</b>	<b>11,993.53</b>	<b>45,800.00</b>	<b>(33,806.47)</b>
<b>Total Expenses</b>	<b>44,296.15</b>	<b>137,610.78</b>	<b>584,762.00</b>	<b>(447,151.22)</b>
NET OPERATING MARGIN	(41,579.19)	369,335.64	43,696.90	325,638.74
NET MARGIN	(41,579.19)	369,335.64	43,696.90	325,638.74

Preliminary Draft

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

October 2021

	Actual	Budget	Corporate Fund over Budget
<b>INCOME</b>			
3030 Digitization Project		1,250.00	-1,250.00
3040 Donations	10.00	83.33	-73.33
3050 Fines/Overdues	70.84	41.67	29.17
3060 Friends (Other Grants)		666.67	-666.67
3090 Historical Department		20.83	-20.83
<b>3100 Interest Income</b>			
3101 Corporate Interest	2.29	1,000.00	-997.71
3106 Memorial Reserve Interest	65.43		65.43
<b>Total 3100 Interest Income</b>	<b>67.72</b>	<b>1,000.00</b>	<b>-932.28</b>
3110 Item Replacements	28.98	16.67	12.31
3120 Lit Fest		416.67	-416.67
3130 Non-Resident Fee	668.79	166.67	502.12
<b>3140 Other Income</b>			
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
<b>3180 Property Taxes</b>			
3181 Corporate Property Tax		67,702.40	-67,702.40
<b>Total 3180 Property Taxes</b>		<b>67,702.40</b>	<b>-67,702.40</b>
3190 Replacement Tax		416.67	-416.67
3200 Royalty Income	673.11		673.11
3230 Service Charges	51.00	41.67	9.33
<b>Total Income</b>	<b>1,570.44</b>	<b>71,914.91</b>	<b>-70,344.47</b>
<b>GROSS PROFIT</b>	<b>1,570.44</b>	<b>71,914.91</b>	<b>-70,344.47</b>
<b>EXPENSES</b>			
<b>5100 Personnel Services</b>			
5150 Salaries	22,739.55	17,112.50	5,627.05
<b>Total 5100 Personnel Services</b>	<b>22,739.55</b>	<b>17,112.50</b>	<b>5,627.05</b>
5200 Capital Outlay			

No Assurance Provided / All Disclosures Omitted

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## Galena Public Library District

		<b>Corporate Fund</b>	
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>
5210 Books	919.61	2,000.00	-1,080.39
5220 Equipment	84.00	450.00	-366.00
5240 Improvements	6,234.66	9,179.16	-2,944.50
5260 Materials/Non-Printed/A-V	914.36	1,600.00	-685.64
<b>Total 5200 Capital Outlay</b>	<b>8,152.63</b>	<b>13,229.16</b>	<b>-5,076.53</b>
5300 Commodities			
5310 Databases	186.00	700.08	-514.08
5320 Periodicals	195.00	232.50	-37.50
5330 Supplies	865.55	333.33	532.22
5340 Postage/Shipping		41.67	-41.67
<b>Total 5300 Commodities</b>	<b>1,246.55</b>	<b>1,307.58</b>	<b>-61.03</b>
5400 Contractual Services			
5410 Accounting	1,215.41	1,250.00	-34.59
5420 Audit Fees		643.75	-643.75
5430 Legal	625.00	333.33	291.67
5440 Maintenance	2,430.00	708.33	1,721.67
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>4,270.41</b>	<b>4,102.07</b>	<b>168.34</b>
5500 Historical Digitization	904.00	3,333.33	-2,429.33
5700 Other Expenditures			
5710 Contingencies		2,500.00	-2,500.00
5730 Misc Charges		125.00	-125.00
<b>Total 5700 Other Expenditures</b>		<b>2,625.00</b>	<b>-2,625.00</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	192.66	1,416.67	-1,224.01
5880 Public Notice/Legal	180.95	41.67	139.28

No Assurance Provided / All Disclosures Omitted

13/31

## Galena Public Library District

	<b>Actual</b>	<b>Budget</b>	<b>Corporate Fund over Budget</b>
5890 Travel		66.67	-66.67
5900 Utilities	1,123.67	1,125.00	-1.33
<b>Total 5800 Other Services</b>	<b>1,497.28</b>	<b>3,233.34</b>	<b>-1,736.06</b>
<b>Total Expenses</b>	<b>38,810.42</b>	<b>44,942.98</b>	<b>-6,132.56</b>
NET OPERATING MARGIN	-37,239.98	26,971.93	-64,211.91
NET MARGIN	\$ -37,239.98	\$26,971.93	\$ -64,211.91

Preliminary Draft

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

July - October, 2021

	Actual	Budget	Corporate Fund over Budget
<b>INCOME</b>			
3030 Digitization Project	575.00	5,000.00	-4,425.00
3040 Donations	201,410.90	201,303.26	107.64
3050 Fines/Overdues	92.49	166.64	-74.15
3060 Friends (Other Grants)		2,666.64	-2,666.64
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	83.36	31.64
3100 Interest Income			
3101 Corporate Interest	7.05	4,000.00	-3,992.95
3106 Memorial Reserve Interest	65.43		65.43
<b>Total 3100 Interest Income</b>	<b>72.48</b>	<b>4,000.00</b>	<b>-3,927.52</b>
3110 Item Replacements	168.56	66.64	101.92
3120 Lit Fest		1,666.64	-1,666.64
3130 Non-Resident Fee	2,153.04	666.64	1,486.40
3140 Other Income			
3142 Corporate Other Income	112.96	333.36	-220.40
<b>Total 3140 Other Income</b>	<b>112.96</b>	<b>333.36</b>	<b>-220.40</b>
3160 Prairie Cat		33.36	-33.36
3180 Property Taxes			
3181 Corporate Property Tax	270,188.01	338,512.00	-68,323.99
<b>Total 3180 Property Taxes</b>	<b>270,188.01</b>	<b>338,512.00</b>	<b>-68,323.99</b>
3190 Replacement Tax		1,666.64	-1,666.64
3200 Royalty Income	1,274.92		1,274.92
3230 Service Charges	293.70	166.64	127.06
<b>Total Income</b>	<b>483,250.91</b>	<b>556,331.82</b>	<b>-73,080.91</b>
<b>GROSS PROFIT</b>	<b>483,250.91</b>	<b>556,331.82</b>	<b>-73,080.91</b>
<b>EXPENSES</b>			
5100 Personnel Services			

No Assurance Provided / All Disclosures Omitted

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## Galena Public Library District

			<b>Corporate Fund</b>
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>
5150 Salaries	67,619.42	68,450.00	-830.58
<b>Total 5100 Personnel Services</b>	<b>67,619.42</b>	<b>68,450.00</b>	<b>-830.58</b>
5200 Capital Outlay			
5210 Books	7,558.68	8,000.00	-441.32
5220 Equipment	1,158.53	1,800.00	-641.47
5240 Improvements	15,578.33	36,716.72	-21,138.39
5260 Materials/Non-Printed/A-V	4,202.03	6,400.00	-2,197.97
<b>Total 5200 Capital Outlay</b>	<b>28,497.57</b>	<b>52,916.72</b>	<b>-24,419.15</b>
5300 Commodities			
5310 Databases	2,593.16	2,800.36	-207.20
5320 Periodicals	390.00	930.00	-540.00
5330 Supplies	1,788.69	1,333.36	455.33
5340 Postage/Shipping	3.80	166.64	-162.84
<b>Total 5300 Commodities</b>	<b>4,775.65</b>	<b>5,230.36</b>	<b>-454.71</b>
5400 Contractual Services			
5410 Accounting	4,583.64	5,000.00	-416.36
5420 Audit Fees		2,575.00	-2,575.00
5430 Legal	687.50	1,333.36	-645.86
5440 Maintenance	3,940.50	2,833.36	1,107.14
5450 Prairie Cat/Corporate		333.36	-333.36
5475 HR Source	275.00		275.00
5480 Technical Services		3,333.36	-3,333.36
5485 Other Contractual Services		1,000.00	-1,000.00
<b>Total 5400 Contractual Services</b>	<b>9,486.64</b>	<b>16,408.44</b>	<b>-6,921.80</b>
5500 Historical Digitization	904.00	13,333.36	-12,429.36
5700 Other Expenditures			
5710 Contingencies		10,000.00	-10,000.00
5730 Misc Charges	152.00	500.00	-348.00
<b>Total 5700 Other Expenditures</b>	<b>152.00</b>	<b>10,500.00</b>	<b>-10,348.00</b>
5800 Other Services			
5810 Association Dues		166.64	-166.64
5820 Continuing Education		833.36	-833.36

No Assurance Provided / All Disclosures Omitted

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## Galena Public Library District

		<b>Corporate Fund</b>	
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>
5850 Marketing		833.36	-833.36
5860 Outreach		500.00	-500.00
5870 Programming	963.97	5,666.64	-4,702.67
5880 Public Notice/Legal	218.49	166.64	51.85
5890 Travel	104.61	266.64	-162.03
5900 Utilities	4,299.46	4,500.00	-200.54
<b>Total 5800 Other Services</b>	<b>5,586.53</b>	<b>12,933.28</b>	<b>-7,346.75</b>
<b>Total Expenses</b>	<b>117,021.81</b>	<b>179,772.16</b>	<b>-62,750.35</b>
NET OPERATING MARGIN	366,229.10	376,559.66	-10,330.56
NET MARGIN	\$366,229.10	\$376,559.66	\$ -10,330.56

No Assurance Provided / All Disclosures Omitted

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

October 2021

	Actual	Budget	Endowment over Budget
INCOME			
3100 Interest Income			
3109 Endowment Interest	132.89		132.89
<b>Total 3100 Interest Income</b>	<b>132.89</b>		<b>132.89</b>
<b>Total Income</b>	<b>132.89</b>	<b>0.00</b>	<b>132.89</b>
GROSS PROFIT			
	<b>132.89</b>	<b>0.00</b>	<b>132.89</b>
EXPENSES			
<b>Total Expenses</b>			<b>0.00</b>
NET OPERATING MARGIN	<b>132.89</b>	<b>0.00</b>	<b>132.89</b>
NET MARGIN	<b>\$132.89</b>	<b>\$0.00</b>	<b>\$132.89</b>

Preliminary Draft

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

July - October, 2021

	<b>Actual</b>	<b>Budget</b>	<b>Endowment over Budget</b>
<b>INCOME</b>			
3100 Interest Income			
3109 Endowment Interest	1,482.58		1,482.58
<b>Total 3100 Interest Income</b>	<b>1,482.58</b>		<b>1,482.58</b>
<b>Total Income</b>	<b>1,482.58</b>	<b>0.00</b>	<b>1,482.58</b>
<b>GROSS PROFIT</b>	<b>1,482.58</b>	<b>0.00</b>	<b>1,482.58</b>
<b>EXPENSES</b>			
<b>Total Expenses</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>1,482.58</b>	<b>0.00</b>	<b>1,482.58</b>
<b>NET MARGIN</b>	<b>\$1,482.58</b>	<b>\$0.00</b>	<b>\$1,482.58</b>

Preliminary Draft

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

October 2021

	Actual	Budget	FICA Fund over Budget
<b>INCOME</b>			
3180 Property Taxes			
3182 FICA Property Tax		3,338.60	-3,338.60
<b>Total 3180 Property Taxes</b>		<b>3,338.60</b>	<b>-3,338.60</b>
<b>Total Income</b>	<b>0.00</b>	<b>3,338.60</b>	<b>-3,338.60</b>
<b>GROSS PROFIT</b>	<b>0.00</b>	<b>3,338.60</b>	<b>-3,338.60</b>
<b>EXPENSES</b>			
5100 Personnel Services			
5120 Payroll Taxes	1,739.56	1,333.33	406.23
<b>Total 5100 Personnel Services</b>	<b>1,739.56</b>	<b>1,333.33</b>	<b>406.23</b>
<b>Total Expenses</b>	<b>1,739.56</b>	<b>1,333.33</b>	<b>406.23</b>
<b>NET OPERATING MARGIN</b>	<b>-1,739.56</b>	<b>2,005.27</b>	<b>-3,744.83</b>
<b>NET MARGIN</b>	<b>\$ -1,739.56</b>	<b>\$2,005.27</b>	<b>\$ -3,744.83</b>

No Assurance Provided / All Disclosures Omitted

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

July - October, 2021

	<b>Actual</b>	<b>Budget</b>	<b>FICA Fund over Budget</b>
<b>INCOME</b>			
3180 Property Taxes			
3182 FICA Property Tax	13,323.81	16,693.00	-3,369.19
<b>Total 3180 Property Taxes</b>	<b>13,323.81</b>	<b>16,693.00</b>	<b>-3,369.19</b>
<b>Total Income</b>	<b>13,323.81</b>	<b>16,693.00</b>	<b>-3,369.19</b>
<b>GROSS PROFIT</b>	<b>13,323.81</b>	<b>16,693.00</b>	<b>-3,369.19</b>
<b>EXPENSES</b>			
5100 Personnel Services			
5120 Payroll Taxes	5,172.87	5,333.36	-160.49
<b>Total 5100 Personnel Services</b>	<b>5,172.87</b>	<b>5,333.36</b>	<b>-160.49</b>
<b>Total Expenses</b>	<b>5,172.87</b>	<b>5,333.36</b>	<b>-160.49</b>
<b>NET OPERATING MARGIN</b>	<b>8,150.94</b>	<b>11,359.64</b>	<b>-3,208.70</b>
<b>NET MARGIN</b>	<b>\$8,150.94</b>	<b>\$11,359.64</b>	<b>\$ -3,208.70</b>

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

October 2021

	Actual	Budget	IMRF Fund over Budget
INCOME			
3180 Property Taxes			
3183 IMRF Property Tax		592.20	-592.20
<b>Total 3180 Property Taxes</b>		<b>592.20</b>	<b>-592.20</b>
<b>Total Income</b>	<b>0.00</b>	<b>592.20</b>	<b>-592.20</b>
GROSS PROFIT	<b>0.00</b>	<b>592.20</b>	<b>-592.20</b>
EXPENSES			
5100 Personnel Services			
5130 Pension Contributions	1,634.67	1,166.67	468.00
<b>Total 5100 Personnel Services</b>	<b>1,634.67</b>	<b>1,166.67</b>	<b>468.00</b>
<b>Total Expenses</b>	<b>1,634.67</b>	<b>1,166.67</b>	<b>468.00</b>
NET OPERATING MARGIN	<b>-1,634.67</b>	<b>-574.47</b>	<b>-1,060.20</b>
NET MARGIN	<b>\$ -1,634.67</b>	<b>\$ -574.47</b>	<b>\$ -1,060.20</b>

No Assurance Provided / All Disclosures Omitted

22/31

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

July - October, 2021

	<b>Actual</b>	<b>Budget</b>	<b>IMRF Fund over Budget</b>
<b>INCOME</b>			
3180 Property Taxes			
3183 IMRF Property Tax	2,363.17	2,961.00	-597.83
<b>Total 3180 Property Taxes</b>	<b>2,363.17</b>	<b>2,961.00</b>	<b>-597.83</b>
<b>Total Income</b>	<b>2,363.17</b>	<b>2,961.00</b>	<b>-597.83</b>
<b>GROSS PROFIT</b>	<b>2,363.17</b>	<b>2,961.00</b>	<b>-597.83</b>
<b>EXPENSES</b>			
5100 Personnel Services			
5130 Pension Contributions	4,786.10	4,666.64	119.46
<b>Total 5100 Personnel Services</b>	<b>4,786.10</b>	<b>4,666.64</b>	<b>119.46</b>
<b>Total Expenses</b>	<b>4,786.10</b>	<b>4,666.64</b>	<b>119.46</b>
<b>NET OPERATING MARGIN</b>	<b>-2,422.93</b>	<b>-1,705.64</b>	<b>-717.29</b>
<b>NET MARGIN</b>	<b>\$ -2,422.93</b>	<b>\$ -1,705.64</b>	<b>\$ -717.29</b>

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

October 2021

	Actual	Budget	Insurance Fund over Budget
<b>INCOME</b>			
3180 Property Taxes			
3184 Insurance Property Tax		395.80	-395.80
<b>Total 3180 Property Taxes</b>		<b>395.80</b>	<b>-395.80</b>
<b>Total Income</b>	<b>0.00</b>	<b>395.80</b>	<b>-395.80</b>
<b>GROSS PROFIT</b>	<b>0.00</b>	<b>395.80</b>	<b>-395.80</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 MARGIN</b>	<b>0.00</b>	<b>-187.53</b>	<b>187.53</b>
<b>NET MARGIN</b>	<b>\$0.00</b>	<b>\$ -187.53</b>	<b>\$187.53</b>



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

July - October, 2021

	Actual	Budget	Insurance Fund over Budget
<b>INCOME</b>			
3180 Property Taxes			
3184 Insurance Property Tax	1,579.58	1,979.00	-399.42
<b>Total 3180 Property Taxes</b>	<b>1,579.58</b>	<b>1,979.00</b>	<b>-399.42</b>
<b>Total Income</b>	<b>1,579.58</b>	<b>1,979.00</b>	<b>-399.42</b>
GROSS PROFIT	1,579.58	1,979.00	-399.42
<b>EXPENSES</b>			
5800 Other Services			
5830 General Insurance (Bonding)	6,407.00	2,333.36	4,073.64
<b>Total 5800 Other Services</b>	<b>6,407.00</b>	<b>2,333.36</b>	<b>4,073.64</b>
<b>Total Expenses</b>	<b>6,407.00</b>	<b>2,333.36</b>	<b>4,073.64</b>
NET OPERATING MARGIN	-4,827.42	-354.36	-4,473.06
NET MARGIN	\$ -4,827.42	\$ -354.36	\$ -4,473.06

No Assurance Provided / All Disclosures Omitted

25/31

Galena Public Library District

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

October 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 - October, 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**

October 2021

	Actual	Budget	Per Capita Fund 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	2,111.50	703.83	1,407.67
<b>Total 5400 Contractual Services</b>	<b>2,111.50</b>	<b>703.83</b>	<b>1,407.67</b>
<b>Total Expenses</b>	<b>2,111.50</b>	<b>703.83</b>	<b>1,407.67</b>
<b>NET OPERATING MARGIN</b>	<b>-2,111.50</b>	<b>-137.66</b>	<b>-1,973.84</b>
<b>NET MARGIN</b>	<b>\$ -2,111.50</b>	<b>\$ -137.66</b>	<b>\$ -1,973.84</b>

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

July - October, 2021

	Actual	Budget	Per Capita Fund over Budget
<b>INCOME</b>			
3070 Grants			
3077 Per Capita Grant		2,264.64	-2,264.64
<b>Total 3070 Grants</b>		<b>2,264.64</b>	<b>-2,264.64</b>
<b>Total Income</b>	<b>0.00</b>	<b>2,264.64</b>	<b>-2,264.64</b>
<b>GROSS PROFIT</b>	<b>0.00</b>	<b>2,264.64</b>	<b>-2,264.64</b>
<b>EXPENSES</b>			
5400 Contractual Services			
5460 PrairieCat Consortium	4,223.00	2,815.36	1,407.64
<b>Total 5400 Contractual Services</b>	<b>4,223.00</b>	<b>2,815.36</b>	<b>1,407.64</b>
<b>Total Expenses</b>	<b>4,223.00</b>	<b>2,815.36</b>	<b>1,407.64</b>
<b>NET OPERATING MARGIN</b>	<b>-4,223.00</b>	<b>-550.72</b>	<b>-3,672.28</b>
<b>NET MARGIN</b>	<b>\$ -4,223.00</b>	<b>\$ -550.72</b>	<b>\$ -3,672.28</b>

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

October 2021

	Actual	Budget	Reserve Fund over Budget
INCOME			
3100 Interest Income			
3108 Reserve Interest	131.29		131.29
<b>Total 3100 Interest Income</b>	<b>131.29</b>		<b>131.29</b>
3200 Royalty Income	882.34	833.33	49.01
<b>Total Income</b>	<b>1,013.63</b>	<b>833.33</b>	<b>180.30</b>
GROSS PROFIT	<b>1,013.63</b>	<b>833.33</b>	<b>180.30</b>
EXPENSES			
<b>Total Expenses</b>			<b>0.00</b>
NET OPERATING MARGIN	<b>1,013.63</b>	<b>833.33</b>	<b>180.30</b>
NET MARGIN	<b>\$1,013.63</b>	<b>\$833.33</b>	<b>\$180.30</b>

Preliminary Draft

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

July - October, 2021

	<b>Actual</b>	<b>Budget</b>	<b>Reserve Fund over Budget</b>
<b>INCOME</b>			
3100 Interest Income			
3108 Reserve Interest	537.30		537.30
<b>Total 3100 Interest Income</b>	<b>537.30</b>		<b>537.30</b>
3200 Royalty Income	4,409.07	3,333.36	1,075.71
<b>Total Income</b>	<b>4,946.37</b>	<b>3,333.36</b>	<b>1,613.01</b>
<b>GROSS PROFIT</b>	<b>4,946.37</b>	<b>3,333.36</b>	<b>1,613.01</b>
<b>EXPENSES</b>			
<b>Total Expenses</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>4,946.37</b>	<b>3,333.36</b>	<b>1,613.01</b>
<b>NET MARGIN</b>	<b>\$4,946.37</b>	<b>\$3,333.36</b>	<b>\$1,613.01</b>

Preliminary Draft

## 6. FRIENDS' REPORT

### Board of Friends of Galena Library Meeting Minutes Thursday, October 21, 2021

Call to order 10:05 AM at the Library, present Betsy Hansen, Jane Yoder, Maria Rector, Kathy Leonard, Sheila Wells, Debbie Kizior, Sue Jirkovsky, Barb Miller, Barb Liles. Not present Mary Kay Holmes.

- I. Welcome – Betsy Hansen
- II. Report of Officers
  - A. Betsy Hansen
    1. Motion to accept Minutes September 14, 2021 meeting
      - a. Motion made by Shelia Wells, Kathy Leonard second
      - b. Minutes approved
    2. Update on review of By-Laws – no report, Jane Yoder will team with Betsy Hansen to assist in rewriting bylaws
    3. Calendar
      - a. Add Holiday Book Sale December 4, 2021
      - b. Talk to Alice Erickson about the schedule for the Book Sale beginning and ending of book collection
      - c. Talk to Alice Erickson about confirming dates for Book Sale at Crossroads venue
      - d. Leave all meeting dates on calendar, Betsy Hansen will decide if winter date will be cancelled
  - B. Barb Miller, Vice President – inquired regarding communication with National Board
    1. Shelia Wells will renew our membership with ALA
    2. Motion to renew membership to ALA made by Barb Miller, second Debbie Kizior, Approved
  - C. Sheila Wells, Treasurer
    1. Presented September report
    2. Motion to approve financial report Kathy Leonard moved, Jane Yoder second,
    3. Motion approved
  - D. Kathy Leonard, Hospitality Co-Chair – no report
  - E. Debbie Kizior, Membership
    1. Still receiving new memberships
  - F. Sue Jirkovsky, Publicity
    1. Will send announcement about Holiday Market
  - G. Mary Kay Holmes, Corresponding Secretary
    1. Betsy Hansen reported in Mary Kay's absence on notes sent for contributions
- III. Jenna Diedrich, Library Director
  - A. Team space painted
  - B. New furniture purchased
  - C. Working on Virtual Lit Fest – Jan 10-22<sup>nd</sup>



- D. STEAM Club – once a week during school year on Mondays, 3<sup>rd</sup>-6<sup>th</sup> grades
  
- IV. Galena Library Trustees
  - A. Report on the recent meeting by Maria Rector
    - 1. New trustee – Tracy Furlong
    - 2. Jenna announced Web site is almost finished
    - 3. Library hours are changing
  
- V. Old Business
  - A. Holiday Sale at Territory Owners Club
    - 1. Volunteers recruited to work shifts
  
- VI. New Business- none discussed
  
- VII. Next Meeting: Thursday, November 11, 2021 10 AM
  
- VIII. Meeting Adjourned at 11:12am, Sue Jirkovsky made motion, Kathy Leonard second, motion passed

## Notes for Trustees' Meeting

November 8, 2021

In September, we brought in **revenue of \$845.13** from

GoFundMe/Pay Pal donations

Memberships

Employee Donations from 1<sup>st</sup> Community Bank (Jean's Day)

Culver's Share Night and Tips from Culver's Share Night

Interest

Will learn October revenue at our meeting on November 11

**Expenses** in September were **\$60.89** for envelopes and stamps

### **Next major activity:**

Mini-book sale at the Galena Territory Holiday Market: Saturday, December 4, 8:30 AM – 1:30 PM

### **Ongoing projects:**

Beginning preparation for summer book sales: checking contracts, calendars, scheduling, etc.

Revising Friends' brochure to align with new web site

Review by-laws and agreement with Trustees to see if any adjustments needed

Review and adjust job descriptions for Friends' Board members

We are re-joining American Library Association, Friends of Library sub-group

**Next meeting:** Thursday, November 11 at 10 AM at the library

## 9. LIBRARY DIRECTOR'S REPORT



### Director's Report October 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.

There is also a short webinar (18 minutes) on OMA that is viewable [here](#).

#### Circulation

The library is now fine free! I had outstanding fines expunged from patron records. The only fees patrons will now be responsible for are material replacement costs.

#### Adult Services

Larissa is working on creating community collections in Biblioboard, [Remember Your Library](#). If you have a collection you would like to share with community members, you can submit [online](#) or to Larissa directly.

LitFest 2022 lineup is complete. There will be no ticketed events this year, but the headliner is an Indie Author Panel featuring writers from the [Soon to be Famous Illinois Author Project](#). Previous presenter, Keziah Frost (under new pen name Sylvie Perry) will be discussing her new book, *The Hawthorne School*. There will also be workshops on journaling, poetry, and brainstorming. All will be virtual.

The third Saturday from November to March will offer a new series of programming: Self-Care Saturdays. November will host Cindy Tegtmeyer with Awake4Yoga doing virtual yoga from the library.

#### Youth Services

STEAM Club is off to a great start this school year with anywhere from 10-13 kids in weekly attendance. We've partnered with Jo Daviess County Transit to transport kids from school to the library every Monday.

Rachel partnered with Riverview Center to host a Teen Art Night in the new teen space. This is planned for November 18<sup>th</sup>.

Outreach with Little Learners and ARC is also going well. This month, both Little Learners and ARC, will visit the library for storytime. Rachel also visits ARC for storytime once a month.

#### Historical Room

None.

#### Marketing/Publicity

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

## Director

- **Building**
  - Plumbing: The restrooms have had reoccurring issues. Five Star recommended replacing the toilet in the women's accessible stall to one with a high-powered flush (current toilets are made for residential purposes). This will cost up to \$700.00, but will be worth not having Five Star regularly visiting the library. Other plumbing issues may need to be addressed in the future.
  - Electric: The outside lampposts need to be rewired. The current wiring is not safe. Evan Pinnow will be providing a quote in the near future.
- **Finances**
  - Still waiting to hear on status of Audit.
- **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!
    - A draft is included in this packet
  - 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
    - This had been put off due to the plumbing issues and the uncertainty of potential issue and cost. Shelving will be ordered this month.
  - Website redesign
    - A go live date of November 12 has been tentatively set. You can view it [here](#).
  - Digitization:
    - Working on getting 1869 and 1868 sent to Crowley. Proper shipping boxes have been ordered. Once they have been arrived papers will be shipped. Crowley is providing a free sample of 1-2 issues. Once those have been received, we will move forward with digitizing both years.

## Trainings/Continuing Education

Jenna Diedrich attended:

- Tech Services Committee Meeting
- PrairieCat Delegates Assembly

## Patron Feedback

"I love this so much!!!" – comment on a photo on Facebook

"This is such a nice service" – comment regarding Historical Room services

# OCTOBER 2021 STATISTICS

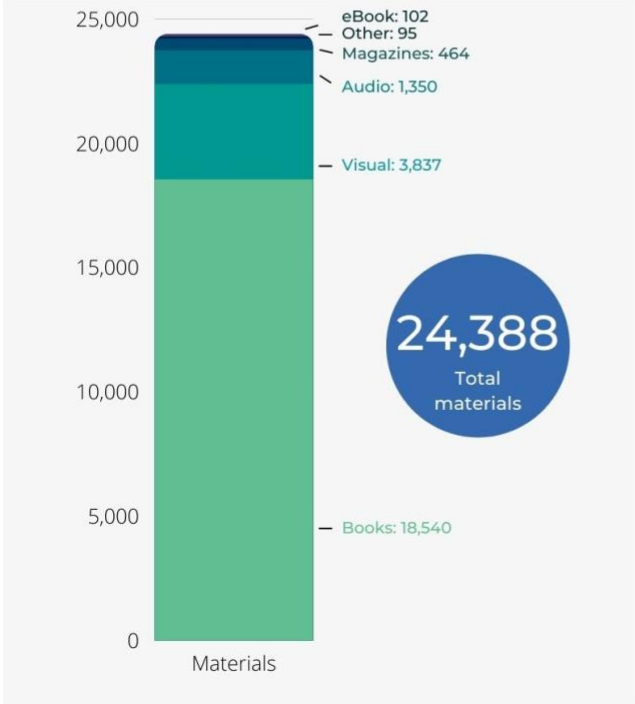
## Card Holders



## Checkouts



## Collection



## Visits



# OCTOBER 2021 STATISTICS

### Programming

28 programs

206 total attendance\*

7 Average attendance per program

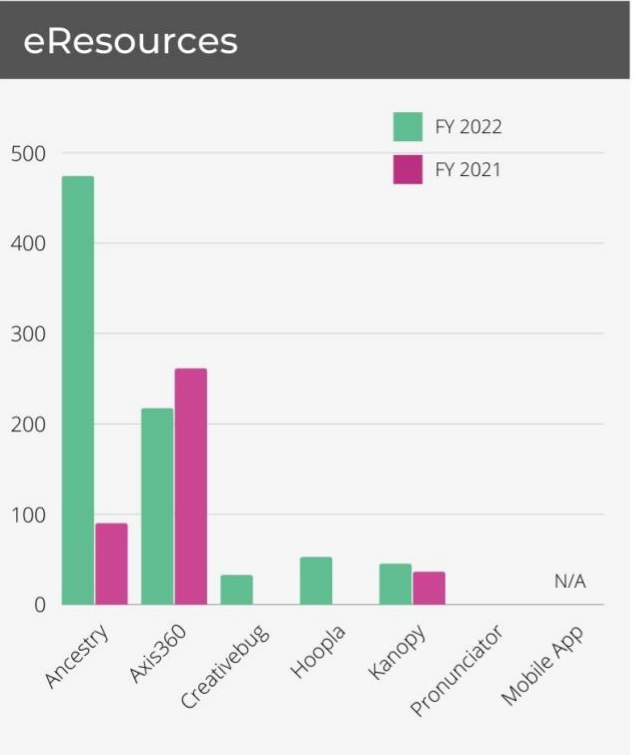
\*Program stats does not include when multiple people view under one Zoom user

### Technology

130 wifi sessions  
▲ 110%

134 computer sessions  
▲ 56%

1,119 website sessions  
▲ .01%



### Social Media

1,166 total followers + 7 new

311 engagements

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622 total followers + 5 new

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187 total views

50 total subscribers + 6 new



## STRATEGIC PLAN

2022-2026

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DRAFT

## ACKNOWLEDGEMENTS

The Galena Public Library District's purpose is to understand the needs of our community and identify ways to meet those needs. During the strategic planning process, a great deal of information was collected from many community members. The library staff and Board of Trustees are grateful for the many valuable insights received and the generous time given by completing surveys and attending focus groups. The feedback gathered was the cornerstone in development of this strategic plan. Thank you all very much!

The success of a public library depends on the commitment of its staff and its Board of Trustees. The Galena Public Library is privileged to have two groups with a deep sense of dedication to the building and the greater community. Staff and trustees attended two joint brainstorming sessions to identify the strengths, weaknesses, opportunities, threats, and future goals of the library. All were instrumental in the planning and implementation of this process and plan. We are incredibly thankful for their time, ideas, and devotion to our library.

### *Library staff:*

Annette Anderson, Library Clerk  
Hillary Dickerson, Library Clerk  
Jenna Dickerson, Library Director  
Larissa Distler, Adult Services Librarian  
Dale Glick, Historical Librarian  
Linda Klug, Circulation Librarian  
Dayna Lapidus, Library Clerk  
Rachel Lenstra, Youth Services Librarian/Archivist  
Sara Millhouse, Substitute  
Kathleen Pedersen, ILL Librarian  
Steve Repp, Historical Librarian

### *Library Board of Trustees*

Craig Albaugh  
Maria Rector  
Earl Thompson  
Katherine Walker  
John Cox  
Walter Johnson  
Tracy Furlong (Appointed October 2021)  
Dianne Allendorf (Resigned May 2021)  
Gloria Junge (Resigned August 2021)



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## INTRODUCTION

In January 2021, amid a temporary closure due to COVID-19, it was decided the library was in need of a new strategic plan in order to better align with a changing community. Discussions between the Board of Trustees and Library Director found the best way to start was by working with library staff. Avenues to connect with the community could then be identified and the real work could begin.

Galena is a diverse small town filled with people from all different backgrounds and interests.

To best gauge the needs of our community, library staff needed to expand its previously identified forms of communication in order to reach more residents. We recognized that when implementing a survey, we must disseminate it widely throughout the community. To do this effectively, the planning process was broken into the following six phases:

### PHASE 1: COMMUNITY SURVEY

The community survey consisted of 25 questions that inquired how members of the community use the library and how they would like to use the library in the future. Understanding how people currently use the library and what else they would like to see, provides us with path to increase connection with users and non-users. Another key component of the survey was to identify how the library can inform the community of its services. Awareness of how and where the community intakes information is beneficial to the library.

The community survey was disseminated (online and paper surveys) to the following places: library, Galena Unit School District, Facebook, Instagram, Galena Gazette print and online, Friends of the Galena Public Library membership list, local churches, library website, and library newsletter link. The survey was also available in Spanish.

### PHASE 2: FOCUS GROUPS

We held two virtual focus groups, which were advertised in the Galena Gazette, social media, and the library's website. The first was held on May 27, 2021 and the second on June 17, 2021.

### PHASE 3: COMMUNITY POST IT WALL

The Community Post It Wall began as a project Larissa Distler completed as part of a graduate course through University of Wisconsin-Madison. As data was gathered through the Community Survey and the focus groups, it was written on post its and shared to the wall. Patrons were encouraged to add their own feedback to the Post It Wall. This engagement was a third way we could gather information.



Photo credit: Larissa Distler

### PHASE 4: COMMUNITY RESOURCE SCAN

An environmental scan, or a community resource scan, is the process of gathering information on the greater community to provide a snapshot of the context in which the library operates. Organizations, businesses, schools, and more were included in the scan. Data gathered on individual institutions included the type of resource, the services offered, the monetary value (if services are free or have a fee), whether a current partnership with the library is in place, and what kind of partnership could be established. This data will assist the library in developing programs and services.

PHASE 5: BOARD AND STAFF SESSION/SWOT ANALYSIS

On July 27, 2021, the Board of Trustees and library staff convened to discuss the Strengths, Weaknesses, Opportunities, and Threats (SWOT) of the library. The findings of this session are included in Appendix A.

PHASE 6: SYNTHESIS/IDENTIFICATION OF GOALS & OBJECTIVES

Information gathered from the survey, focus groups, community resource scan, and the SWOT Analysis were compiled and synthesized in order to identify future goals.

#### MISSION

The mission of the Galena Public Library District is to inspire lifelong learning, advance knowledge, provide cultural and recreational opportunities, and strengthen our community.

#### VISION

The vision of the Galena Public Library District communicates what a successful future will look like. The library is committed to:

- Being a thriving community center for information, inspiration, and ideas that empower personal growth and provides a welcoming space that improves lives and connections;
- Being a leading resource for educational support, self-directed, lifelong learning opportunities and literacy;
- Being an outward-thinking organization that believes in the potential of each employee and invests in their professional success;
- Preserving

#### VALUES

**Innovation:** We strive to identify innovative ways to approach new and familiar problems and provide value to our community.

**Inclusion:** We create a welcoming, safe environment for everyone and provide a variety of services and resources in respect to our diverse community.

**Historical Preservation:** We invest in the preservation of information in all media and formats and are committed to our local history.

**Collaboration:** We place importance on the library's ability to form and sustain partnerships with businesses and organizations in our community.

**Patron-focused Service:** We listen to and learn from our patrons in order to provide the best services and experience possible.

## STRATEGIC GOALS & OBJECTIVES

### I. EXPAND LIBRARY REACH

- a. Evaluate the tax base and its ability to adequately serve future library operation.
  - i. Evaluate current tax base and consider possible expansion.
  - ii. Determine future demographic of community.
- b. Implement a multi-step marketing strategy for library services and resources.
  - i. Develop a plan that will diversify library promotional strategies.
  - ii. Investigate new ways to reach current, underserved, and unserved patrons.
  - iii. Develop a communication plan that will keep staff and trustees up to date on library offerings.
- c. Preserve and build on proven programs and services offerings.
  - i. Schedule high demand, well received programs that receive consistent attendance.
  - ii. Utilize the Public Library Association (PLA) Project Outcome or other evaluation metric for program evaluation to assist in determining what is successful and what can be discontinued.
- d. Continue to build relationships and collaborate with local businesses and organizations.
  - i. Develop a list of community stakeholders that the library can partner with.
  - ii. Explore the option to hold annual meetings with community stakeholders to assist in evaluating library's response to community needs.

### II. EQUITABLE ACCESS TO INFORMATION AND LIBRARY SERVICES

- a. Diversification
  - i. Develop an Equity, Diversity, Inclusion Statement that includes definition and priorities of EDI.
  - ii. Partner with community stakeholders to assist in expanding library's offering of multicultural programming.
  - iii. Develop services that address the unique needs of specific communities.
  - iv. Expand library collections that accurately and authentically reflect the perspectives of diverse communities.
- b. Accessibility
  - i. Expand delivery service program
  - ii. Incorporate accessibility features into new library website such as, but not limited to, the ability to change font size, translation, image recognition, and contextual understanding.
- c. Historical Preservation
  - i. Continue digitization project of historical documents, including issues *Galena Gazette*.
  - ii. Identify possible funding opportunities for large digitization projects.
  - iii. Identify and obtain technology equipment needed for access to historical information.

- iv. Promote historical artifacts held by library through programming opportunities.

### III. PRIORITIZE LIBRARY BUILDING

- a. Develop a capital improvement plan that identifies future needs and is in alignment with budgetary constraints.
  - i. Identify what the current building can and cannot provide for community needs.
  - ii. Compile past building projects in order to plan for future updates.
  - iii. Identify potential funding opportunities for building renovations and construction.
  - iv. Develop a policy and procedure for procuring and opening bids.
  - v. Continue to perform upgrades on building and technology needs.
- b. Continual exploration of community needs from the library building
  - i. Develop a schedule for annual evaluation of community's response to library offerings
  - ii. Townhalls, focus groups, and/or surveys may be used to gather data.
- c. Expand library services to library grounds
  - i. Create a unique outdoor space for socialization and program needs
  - ii. Implement sustainable landscaping

### IV. ORGANIZATIONAL INFRASTRUCTURE

- a. Investment in library staff.
  - i. Research continuing education opportunities for staff of all levels.
  - ii. Continue to implement a competitive salary schedule.
  - iii. Create and implement technology competencies for staff including training on digital resources.
- b. Define critical library outcomes and measure them annually.
  - i. Define what critical library outcomes are.
  - ii. Develop a long-range facilities plan that aligns with patron and service needs.
- c. Streamline policies and procedures to ensure clarity and smooth workflow.
  - i. Create an internal process for policy and procedure review.
  - ii. Identify and create necessary policies not currently implemented by library.
  - iii. Create and revise procedures for routine tasks performed throughout the library.

OBJECTIVE TIMELINE



APPENDIX A: SWOT ANALYSIS

Board Attendance: Craig Albaugh, Walter Johnson, Katherine Walker, Earl Thompson, Maria Rector, Gloria Junge, John Cox

Staff Attendance: Jenna Diedrich, Sara Millhouse, Rachel Lenstra, Dayna Lapidus, Hillary Dickerson, Steve Repp, Larissa Distler, Dale Glick, Annette Anderson

Strengths	Ideas to build upon strengths
<ul style="list-style-type: none"> <li>• Access to ILL</li> <li>• Dedicated staff who works cohesively</li> <li>• High visibility of traditional services and building</li> <li>• Community understands purpose of library</li> <li>• Tech help</li> <li>• Facility well cared for and welcoming</li> <li>• Knowledgeable staff and director</li> <li>• Cohesive board</li> <li>• Varied programs reach variety of populations within community</li> <li>• Special Events: LitFest, Dr. Who</li> <li>• Stable funding - allows to offer free events</li> <li>• Historical Room - preservation</li> <li>• Database subscriptions</li> <li>• Ability to connect with patrons and visitors</li> <li>• Ability to establish partnerships with other organizations/businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Tech help: book a Librarian, tech tutors (teens, older adults)</li> <li>• Preservation: continued digitization</li> <li>•</li> <li>•</li> </ul>

Weaknesses	Ideas for repairing weaknesses
<ul style="list-style-type: none"> <li>• Access to building - limited parking (city-wide issue)</li> <li>• Space - meeting/quiet space, inability to grow. Library is landlocked by historical buildings.</li> <li>• Hours - don't necessarily align with community need; very little to no traffic in late evening hours</li> <li>• Current staff not fluent in additional language - primarily Spanish</li> <li>• Teen usage is low</li> <li>• Marketing/Visibility - ability to inform community of library events and services</li> </ul>	<ul style="list-style-type: none"> <li>• Inability to grow: potential satellite location that could be used for programming, meeting space, Historical, storage, etc.</li> <li>• Inability to grow: Addition to northside of building over the parking lot</li> <li>• Meeting/quiet space: revisit Baranski's plan</li> <li>• Meeting/quiet space: revisit 2nd floor of downtown Post Office (could invite own set of difficulties as it is a federal building)</li> <li>• Hours: change hours (10-7) to eliminate late evening lull</li> <li>• Teen Usage: return focus to create unique usable space</li> <li>• Marketing: inquire patrons how they obtain community news; mailing list by township</li> <li>• Changing presentation of newspaper articles - move from press releases to personal stories and include photographs</li> </ul>

Opportunities	Ideas for Investigating opportunities
<ul style="list-style-type: none"> <li>• Intergovernmental Agreement with area schools</li> <li>• Expand Outreach services - connect with homeschooling groups; expand homebound program; create local collections in assisted living</li> <li>• Outreach: Hispanic community</li> <li>• Prairie Ridge</li> <li>• Meeting Space - Social Service needs</li> <li>• Increase partnership with schools</li> <li>• Cross Promotion</li> <li>• Close digital divide</li> <li>• Continual assessment of community needs</li> <li>• Library grounds</li> <li>• Spread visibility throughout areas of community</li> </ul>	<ul style="list-style-type: none"> <li>• IGA: RAILS provides continuing education on topic and sample contract. Connect with schools to identify an equal exchange</li> <li>• Outreach: Partner with leaders in Hispanic community; bilingual volunteers; expand promotion of employment opportunities to attract diverse candidates</li> <li>• Prairie Ridge: bringing program opportunities there; partnering with transportation to library for programs/events</li> <li>• Meeting space: Revisit Baranski plan</li> <li>• Schools: Partner with superintendent and board; find out what school needs from community/library</li> <li>• Digital divide: Exterior repeater to extend WiFi connection in back parking lot</li> <li>• Assessment of community needs: include as a regular board agenda item. Allows for greater board awareness</li> <li>• Library grounds: increase accessibility; make usable for programs; make inviting as a free outdoor public space (better seating, updated gardens, sensory areas, etc).</li> <li>• Visibility: storywalks at parks/walking trails, JDCF, Hospital, etc.</li> </ul>

Threats	Ideas for minimizing/overcoming threats
<ul style="list-style-type: none"> <li>• Funding: budget projections show expenditures will bypass revenues in future</li> <li>• 2025 minimum wage</li> <li>• Inability to evolve at necessary speed</li> <li>• Inability to see larger community</li> <li>• Library grounds</li> <li>• Inability to appeal to younger audience - IL residents can purchase a card at Carnegie Stout, which has more services of interest for younger library users</li> </ul>	<ul style="list-style-type: none"> <li>• Funding: Referendum to increase tax levy</li> <li>• Funding: Referendum to expand district (inclusion of additional townships)</li> <li>• Inability to evolve: Identify ways to adapt more quickly; quick initiative to see changes that community currently wants/needs</li> <li>• Redirect from “what we have always done” to channel library founders wish of being “aggressively modern”</li> <li>• Younger audience: teen space, updated children’s library, makers equipment for all ages,</li> <li>• Marketing: target younger audience through updated marketing strategies</li> </ul>

## 11.A DISCUSSION AND POSSIBLE ACTION ON CALENDAR YEAR 2022 CLOSED DATES



TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

DATE: November 8, 2021

RE: Closing dates for calendar year 2022

The library is closed for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day. In the Employee Handbook, it states "Holidays that fall on a Sunday will be observed by the library on the Monday that immediately follows." In accordance with this, the library will be closed the following dates:

Saturday, January 1, 2022

Monday, May 30, 2022

(Monday, June 20, 2022)

Monday, July 4, 2022

Monday, September 5, 2022

Thursday, November 24, 2022

Saturday, December 24, 2022

Monday, December 26, 2022

Saturday, December 31, 2022

With the United States recently recognizing Juneteenth, June 19<sup>th</sup>, as a federal holiday, I propose the library follow suit and include it in the list of closed dates. Juneteenth falls on a Monday in 2022, so it would be recognized by the library the Monday immediately following, June 20<sup>th</sup>.

**12.A ORDINANCE #22-02 TAX LEVY**

Last year’s levy request: \$367,137

Last year’s extension: \$360,144.53 (funds we are using this current fiscal year)

Levy Option 1: Previous year multiplied by 4.9%

A \$17,647 increase

Levy Option 2: Previous year multiplied by 4.994%

A \$17,985 increase

The highlighted column is what is in the draft Tax Levy Ordinance.

Fund	EY 2022 Estimated Balance	Levy Request	FY 2023 Estimated Expense	FY 2023 Available Funds	Levy Option 1 4.9%	Levy Option 2 4.994%
Corporate					\$357,292	\$357,630
IMRF	\$8,256	\$9,000	\$15,500	\$17,256	\$9,000	\$9,000
Insurance	\$6,726	\$1,500	\$7,000	\$8,226	\$1,500	\$1,500
FICA	\$5,068	\$10,000	\$14,200	\$15,068	\$10,000	\$10,000
<b>Total</b>					<b>\$377,792</b>	<b>\$378,130</b>



# **GALENA PUBLIC LIBRARY DISTRICT**

**TAX LEVY ORDINANCE #22-02**

**July 1, 2021 - June 30, 2022**

**DRAFT**

CERTIFICATION OF TAX LEVY ORDINANCE  
IN ACCORDANCE WITH CHAPTER 81, PARAGRAPH 1004-11  
OF THE ILLINOIS REVISED STATUTES

The undersigned, duly qualified and acting Secretary of the Galena Public Library District, Jo Daviess County, Illinois, does hereby certify that the attached hereto is a true and correct copy of the Tax Levy Ordinance of said district for the fiscal year 2022 as adopted on November 8, 2021.

This certification is made and filed pursuant to the requirements of Public Act 84-1308 and on behalf of the Galena Public Library District, Jo Daviess County, Illinois.

Dated this \_\_\_\_\_ day of November 2021.

\_\_\_\_\_

Secretary

Filed this \_\_\_\_\_ day of \_\_\_\_\_ 2021

\_\_\_\_\_

County Clerk



Ordinance No. 21-02

ORDINANCE LEVYING AND ASSESSING TAX FOR GALENA  
PUBLIC LIBRARY DISTRICT OF THE COUNTY OF JO DAVIESS  
STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING  
THE 1<sup>ST</sup> DAY OF JULY, 2021 AND ENDING  
THE 30<sup>TH</sup> DAY OF JUNE, 2022

WHEREAS, the President and Board of Trustees of the Galena Public Library District, in the County of Jo Daviess and State of Illinois, did on the 13<sup>th</sup> day of September, 2021 pass the Annual Budget and Appropriation Ordinance (Ordinance no. 22-01) for said Library District for the fiscal year commencing on July 1, 2021 and ending June 30, 2022; and

WHEREAS, said Annual Budget and Appropriation Ordinance was duly published as provided by law after its passage;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE GALENA PUBLIC LIBRARY DISTRICT, IN THE COUNTY OF JO DAVIESS AND STATE OF ILLINOIS, as follows:

Section 1: That the total sum of THREE HUNDRED SEVENTY-EIGHT THOUSAND ONE HUNDRED THIRTY DOLLARS (\$378,130.00) composed as follows: The sum of THREE HUNDRED FIFTY-SEVEN THOUSAND SIX HUNDRED THIRTY (\$357,130.00), being the amount deemed required for the necessary corporate purposes of the Galena Public Library District, Jo Daviess County, Illinois; the sum of TEN THOUSAND (\$10,000.00), being required for the payment of employer contributions of Galena Public Library District to the Social Security Fund; the sum of NINE THOUSAND DOLLARS (\$9,000.00) being required for the payment of employer contributions of Galena Public Library District to the Illinois Municipal Retirement Fund; the sum of ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00) for the purpose of payments of premiums due for the purchase of liability insurance, property damage (fire) insurance and legal fees for defending or otherwise protecting itself against liability from a Liability Fund, be and the same is hereby levied and assessed upon and against all taxable property within this Library District according to the full fair value as established and ascertained for State and County purposes for the fiscal year beginning July 1, 2021 and ending June 30, 2022 and the Board of Trustees of the Galena

Public Library District having on the 13<sup>th</sup> day of September, 2021 duly passed and adopted the Annual Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2021 and ending June 30, 2022 and said Ordinance having been duly published in a newspaper of general circulation within this Public Library District, this Board finds that the specific purposes and the specific amounts provided for in said Annual Budget and Appropriation Ordinance, a copy of which is attached hereto and by this reference made a part hereof, are required to be levied for the necessary purposes of the Galena Public Library District.

Section 2: The Secretary of the Board of Trustees of the Galena Public Library District is hereby directed to file a duly certified copy of this Ordinance with the County Clerk of Jo Daviess County, Illinois, in accordance with the laws of the State of Illinois, on or before the last Tuesday of December 2020; and said County Clerk is hereby authorized and directed to extend the said tax so levied by this Ordinance, according to law, against all taxable property within the Galena Public Library District. The Secretary of Galena Public Library District shall also file on or before the last Tuesday of December 2020, duly certified copies of the Annual Budget and Appropriation Ordinance and this Ordinance with the Galena Public Library District where they shall be available for public inspection as provided by law.

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the Board of Trustees of the Galena Public Library District and approved by the President thereof this \_\_\_\_ day of November 2021.

BOARD OF TRUSTEES OF THE  
GALENA PUBLIC LIBRARY DISTRICT

BY: \_\_\_\_\_

PRESIDENT

ATTEST: \_\_\_\_\_

SECRETARY

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF JO DAVIESS )

CERTIFICATE OF LEVY

I, \_\_\_\_\_, do hereby certify that I am the duly appointed, qualified and now acting Secretary of the Galena Public Library District in the County of Jo Daviess and State of Illinois; that attached hereto is a true and correct copy of the Tax Levy Ordinance No. 22-02 as passed by the Board of Trustees of said Library District at our meeting held on the 8<sup>th</sup> day of November, 2021; and that said Ordinance was duly passed by ye and nay vote thereon with at least a majority of all the Board of Trustees having voted ye on the adoption and passage thereof.

I further certify that attached hereto as part of said Tax Levy Ordinance No. 22-02 is a correct copy of the Annual Budget and Appropriation Ordinance No. 22-01 as passed by the Board of Trustees of said Library District at a meeting thereof held on the 13<sup>th</sup> day of September, 2021; that said Ordinance was duly passed by ye and nay vote thereon with at least a majority of all the Board of Trustees having voted ye on the adoption and passage thereof; and that thereafter said Annual Budget and Appropriation Ordinance was printed and published in a public secular newspaper with general circulation in said Library District.

I further certify that the Galena Public Library District requires the sum of \$378,130 as is more fully shown in said Tax Levy Ordinance No. 22-02 and the Annual Budget and Appropriation Ordinance to be levied on the taxable property in said District for the year 2021-2022.

I further certify that said Ordinances have not been amended or repealed but remain in full force and effect at this time.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the Secretary of the Board of Trustees of the Galena Public Library District, at Galena, Illinois, this 8<sup>th</sup> day of November, 2021.

\_\_\_\_\_  
Secretary

Galena Public Library District

**TRUTH IN TAXATION**  
**CERTIFICATE OF COMPLIANCE**

I, the undersigned, hereby certify that I am the presiding officer of the GALENA PUBLIC LIBRARY DISTRICT and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions Sections 18-60 through 18-85 of the "Truth in Taxation" law.

**CHECK ONE OF THE CHOICES BELOW**

- 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law.
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.
- 3) The proposed aggregate levy did not exceed a 5% increase over the year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Certificate applies to the 2021 levy.

Date: \_\_\_\_\_

Presiding Officer: \_\_\_\_\_

Signature

ADOPTED this 8<sup>th</sup> day of November, 2021, pursuant to a roll call vote as follows:

AYES

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NAYS

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ABSENT

APPROVED this 8<sup>th</sup> day of November, 2021.

BY: \_\_\_\_\_

President

ATTEST: \_\_\_\_\_

Secretary