



Library Board of Trustees Meeting

Regular Meeting Monday, December 13, 2021 at 6:30pm

Galena Public Library – Historical Room

AGENDA

1. Call to order, roll call
2. Citizen comments
3. Consent agenda
 - a. Approval of minutes for Regular Meeting November 8, 2021
 - b. Approval of bills paid/payable: 11/06/2021-12/10/2021
4. Financial report
5. Treasurer's report
6. Friends report
7. Library Director's report
8. Board President's report
9. Committees
 - a. Building & Grounds
 - b. Finance
 - c. HR
 - d. Policy
10. Unfinished business
11. New business
 - a. Discussion and possible action on IGA with Illinois Libraries Present
 - b. Discussion and possible action on changing regular meeting dates January-April
12. Motions, resolutions, ordinances
 - a. Motion to approve 2022-2026 Strategic Plan
13. 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;
14. Discussion and possible action on Closed Session discussions
15. Items for next agenda
16. Announcements
17. Adjournment
18. Next meeting – Monday, January 10th, 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 NOVEMBER 8, 2021

Minutes of Library Trustees Meeting

November 8, 2021 **Draft**

Call to Order, roll call

President Albaugh called the meeting to order at 6:30 pm. Trustees present were Maria Rector, Earl Thompson, Walter Johnson, John Cox, Tracy Furlong, Katherine Walker and Craig Albaugh. Also present were Jenna Diedrich, Library Director, Kathy Leonard, Tim Doser and Devin Patterson.

Devin Patterson, First Community Bank was introduced. He had reviewed information and thought that no public funds could be invested in stocks in Illinois. Bank products such as bonds, government bills, treasury bonds and municipal bonds would be allowed. He cautioned that interest rates were low on bonds. There are lots of options but not necessarily ones that offer a great deal of return, not even on pace with inflation. Thompson mentioned he would review the legal aspects of investing for a public body. Patterson thought an investment ladder of bonds might be a consideration. If stocks were allowed a mixture of bonds and stocks would be good. He also urged having a policy in place for investment. The library does have one from 1999. Diedrich suggested a revision and update to the policy might be in order. Patterson gave a sample to Diedrich, which seemed to be close to what the library has in place. It will be double checked with Terry Kurt. Patterson said the bank does charge a management fee and may discount it. Albaugh mentioned library CDs mature in March.

Thompson moved to go to item 11 b on the agenda, discussion and possible action of possible building renovations. Cox made the second. Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Jim Baranski of Baranski Hammer Moretta & Sheehy Architect & Planners handed out hard copies of the Preliminary Master Planning Report October 22, 2018 revised. He presented a review of past efforts, interviews conducted and conclusions. Space between the pilasters could have a glass wall and be ideal for multiple use configurations. A glass wall would also allow for visual sight of the room. Page 11 of the report showed possible uses. The historical room could be divided into separate areas using folding walls and could also remain as one room. If digitization of materials continues this could be a functional space with options. The state historical preservation agency has been very positive about the possible changes and sanctioned what was proposed for the building. Baranski referred to the life and story of the building. You can be compatible, add to the story and be respectful of the old. Cox asked about any safety issues that might need to be considered. Baranski said the glass for the wall would be tempered for safety and sound. Rector asked about movable walls and if they could also be motorized. Baranski noted they could and they would offer more flexibility for any space. Diedrich asked about suggestions for maximum square footage of the building. The answer was to have measurements of space, how much was needed, for what purposes would the space be used and strive to use space more efficiently. Albaugh mentioned the possibility of acquiring PUD status and if it would be difficult. Baranski said it was a special zoning process and would be a city decision. Walker asked about the use of meeting space

and if there were 45 people attending where would they park? Baranski said the addition of more parking is a problem and shuttle service would be difficult. Albaugh mentioned the possibility of adding more spaces in the front, utilizing the front space. Parking in general seemed to be a greater issue due to the closure of Main Street during COVID. Thompson suggested the ideas and discussion transition to the Buildings and Ground Committee. Baranski will be available if there are any questions, just let him know. Diedrich said they could also use the input from the strategic plan. Thompson said revisions might be in the future. Baranski mentioned the possibility of a buttress wall, also of glass above the glass wall between the pilasters.

Diedrich asked about going back to the agenda items or staying with 11b. Thompson said since we were on 11b it would be good to finish. Building and Grounds committee will meet and make recommendations and see where the vote goes. Albaugh encouraged making a decision and discuss options and come back to the board with them. Thompson will call a meeting of the committee.

Adult Services Librarian Larissa Distler entered the meeting.

Citizens comments

Tim Doser is anxious to see the digitization move forward. Investigate other websites if necessary to have someone on board. He was pleased about using Crowley but concerned about shipping. He was concerned about the university having the documents and copies for six months. He would like to see the information available on our servers and asked if it was possible to move information for the computer by the door to the Mac computer.

Consent agenda

Walker made the motion to approve the consent agenda with two corrections to the minutes. Under treasurer's report the amount of \$410 should be \$4100, and under unfinished business the dates of 1953-1955 should be 1853-1855. Cox had the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Financial Report

There is a question of where in the financial report the \$4100 is listed. Albaugh thought the deposit was on October 8 at Dupaco. He has emailed Kurt. Diedrich will follow up. The word profit needs to be eliminated for item titles. Albaugh questioned the use of maintenance vs. improvement. Cox mentioned currently the budget has been approved and cannot be changed. Diedrich will check the details.

Treasurer's Report

Thompson met with Diedrich and reviewed the levy ordinance. They are looking into getting the Dupaco statements to Honkamp in a timely fashion. They would have access to observe the information but not full access.

Friends Report

Kathy Leonard noted that President Betsy Hanson had sent a report and information. December 4th the Friends will have a mini sale at the Territory holiday market. The Friends pay for Playaway and magazines. Leonard displayed a new brochure for the Friends.

Library Director's Report

All the recent events have been free and well received. Using Zoom, all the presenters liked doing things virtually. Attendees also liked the virtual presentations. Plans are underway for a ticketed event on May 22 at Grant Park. They hope to have seats for 65 and a portrayal of Mary Shelly. Albaugh asked about the new toilet. Diedrich has ordered it. For the digitization project, items will be double packed in both archival boxes and then shipping boxes. There was a brief discussion regarding the use of Iowa library cards and acceptance at Illinois libraries. Going over the per capita grant submission, items in green are board responsibilities.

Board President's Report

Albaugh said there was nothing right now.

Committees

- a. Buildings & Grounds
Thompson is shooting for a meeting next week or very soon. Diedrich will canvas members and look at possible dates.
- b. Finance no meeting
- c. HR no meeting
- d. Policy no meeting.
Cox and Diedrich will try and set a meeting up for the committee.

Unfinished Business

- a. Strategic Plan is completed. Diedrich and Distler presented a large sheet with post-it information. It was a large visual representation of responses from the community survey, focus groups, SWOT analysis and patrons adding their own ideas. It began with a community survey that was sent to multiple places including the Gazette, Friends membership, churches, Galena Center for the Arts, Chamber of Commerce and others. Most of the responses came from library users; non library users were a minority. Points mentioned were that goals could be put on calendar and measured. Albaugh liked the inclusion of items for digitization and asked about the library grounds. Diedrich is looking at outside places to sit and possible inclusion of prairie gardens. Furlong asked about better awareness and programming. Diedrich hopes to attract youth 12-13 with the teen efforts. Cox said he was proud to have his name attached to the plan, it was awesome and helps to identify metrics to move forward. All the trustees concurred that it was an excellent job and contained a lot of thought and effort.
- b. Done
- c. Thompson will review the investment account and double check things. He will talk to both Terry and Devin at the bank and put something in writing but felt there should be an investment policy first. Cox would like to balance the good rise in stocks with the risk of return. Short term CD's might be the answer. Johnson would like to continue certificates of deposits with a 6 month or 1 year maturity date.

New Business

Cox moved to approve the presented dates of closures for 2022 calendar year which includes Juneteenth. Johnson had the second. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Motions

Thompson made the motion to file Ordinance #22-02 Tax Levy as presented. Cox made the second. Vote - Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Closed Session

Attendees left the meeting room. Closed session began at 8:40 pm on a motion from Thompson and second by Rector. Vote: Rector – Aye, Thompson – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. A motion to come out of closed session was made at 8:59 pm by Thompson with a second by Cox. Vote: Rector – Aye, Thompson – Aye. Johnson – Aye, Cox – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Diedrich entered the meeting and there was a second part for the closed session. Thompson moved to go into closed session at 9:01 pm. Rector made the second. Vote: Rector – Aye, Thomspon – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye. Walker – Aye, Albaugh – Aye. After a brief discussion Cox moved to end closed session at 9:13 pm. Thompson had the second. Vote: Rector – Aye, Thomspon – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye. Walker – Aye, Albaugh – Aye. Motion carried.

Action from Closed Session

Thompson moved to award \$125 to staff members and \$250 to Diedrich for the annual Meritorious Award. Rector made the second. Vote: Rector – Aye, Thomspon – Aye, Johnson – Aye, Cox – Aye, Furlong – Aye. Walker – Aye, Albaugh – Aye. Motion carried.

Meeting adjourned 9:15 pm.

Respectfully submitted

Katherine Walker

Secretary

3.B APPROVAL OF BILLS PAID/PAYBLE 11/6/2021 – 12/10/2021

Galena Public Library District

A/P Aging Summary
As of December 10, 2021

| | CURRENT | 1 - 30 | 31 - 60 | 61 - 90 | 91 AND OVER | TOTAL |
|--|-------------------|-----------------|---------------|---------------|---------------|-------------------|
| Access Systems | 87.70 | | | | | \$87.70 |
| American Library Association | | 355.00 | | | | \$355.00 |
| Arrow Digital | 4,375.00 | | | | | \$4,375.00 |
| B. L. Murray Co, Inc. | 29.75 | | | | | \$29.75 |
| D & D Heating/Cooling | 480.00 | | | | | \$480.00 |
| Findaway World LLC | 556.85 | | | | | \$556.85 |
| Five Star Plumbing | 959.56 | | | | | \$959.56 |
| Galena Area Chamber of Commerce | 95.00 | | | | | \$95.00 |
| Hammer Law Firm, PLC | 150.00 | | | | | \$150.00 |
| Jenna R. Diedrich | 33.72 | | | | | \$33.72 |
| Jo Daviess County GIS | 270.00 | | | | | \$270.00 |
| Kanopy | 83.00 | | | | | \$83.00 |
| Kavanaugh Scully Sudow White & Frederick | | 80.00 | | | | \$80.00 |
| Midwest Tape | | 149.11 | | | | \$149.11 |
| Murphy Lawn Care | | 35.00 | | | | \$35.00 |
| Putnam Museum | | 80.00 | | | | \$80.00 |
| RAILS | 556.00 | | | | | \$556.00 |
| Signcraft Screenprint, Inc | 58.74 | | | | | \$58.74 |
| Uline | | 87.48 | | | | \$87.48 |
| Verizon | 216.06 | | | | | \$216.06 |
| TOTAL | \$7,951.38 | \$786.59 | \$0.00 | \$0.00 | \$0.00 | \$8,737.97 |

Galena Public Library District

Check Detail

November 6 - December 10, 2021

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | CLR | AMOUNT |
|--------------------------|----------------------|-------|------------------------------|----------------------------------|-----|-----------|
| 1050 IB&T Checking | | | | | | |
| 1051 IB&T-Corporate Fund | | | | | | |
| 11/09/2021 | Bill Payment (Check) | 22595 | Midwest Tape | | R | -12.86 |
| | | | | | | -12.86 |
| 11/09/2021 | Bill Payment (Check) | 22596 | Rachel M. Lenstra | | R | -14.37 |
| | | | | | | -14.37 |
| 11/09/2021 | Bill Payment (Check) | 22597 | Fieldview Farm | | | -82.00 |
| | | | | | | -82.00 |
| 11/09/2021 | Bill Payment (Check) | 22598 | Jo-Ann Stores, LLC | | R | -950.00 |
| | | | | | | -950.00 |
| 11/09/2021 | Bill Payment (Check) | 22599 | Palos Heights Public Library | | R | -23.80 |
| | | | | | | -23.80 |
| 11/09/2021 | Bill Payment (Check) | 22600 | Access Systems | | R | -76.30 |
| | | | | | | -76.30 |
| 11/09/2021 | Bill Payment (Check) | 22601 | B. L. Murray Co, Inc. | | R | -43.29 |
| | | | | | | -43.29 |
| 11/09/2021 | Bill Payment (Check) | 22602 | Findaway World LLC | | R | -457.42 |
| | | | | | | -457.42 |
| 11/09/2021 | Bill Payment (Check) | 22603 | Five Star Plumbing | | R | -175.00 |
| | | | | | | -175.00 |
| 11/09/2021 | Bill Payment (Check) | 22604 | Hammer Law Firm, PLC | | R | -1,087.50 |
| | | | | | | -1,087.50 |
| 11/09/2021 | Bill Payment (Check) | 22605 | Kanopy | | R | -72.00 |
| | | | | | | -72.00 |
| 11/09/2021 | Bill Payment (Check) | 22606 | Murphy Lawn Care | | R | -70.00 |
| | | | | | | -70.00 |
| 11/09/2021 | Bill Payment (Check) | 22607 | Northern Illinois University | | R | -300.00 |
| | | | | | | -300.00 |
| 11/09/2021 | Bill Payment (Check) | 22608 | Petty Cash | | R | -9.96 |
| | | | | | | -9.96 |
| 11/09/2021 | Bill Payment (Check) | 22609 | Prairie Cat | | R | -499.00 |
| | | | | | | -499.00 |
| 11/09/2021 | Bill Payment (Check) | 22610 | Pronunciator LLC | | | -490.00 |
| | | | | | | -490.00 |
| 11/09/2021 | Bill Payment (Check) | 22611 | Verizon | | R | -216.10 |
| | | | | | | -216.10 |
| 11/09/2021 | Expense | | Ingram Library Services | Adult & Youth Books | R | -2,280.40 |
| | | | | | | 2,280.40 |
| 11/10/2021 | Expense | | Payroll | | R | -7,953.76 |
| | | | | | | -7,953.76 |
| 11/12/2021 | Expense | | Jo Carroll Energy | Electricity 9/3/21-10/5/21 | R | -299.00 |
| | | | | | | 299.00 |
| 11/15/2021 | Expense | | City of Galena | Water & sewer 9/23/21 - 10/27/21 | R | -24.26 |
| | | | | | | 24.26 |

Friday, December 10, 2021 01:44 PM GMT-06:00

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Galena Public Library District

Check Detail

November 6 - December 10, 2021

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | CLR | AMOUNT |
|----------------|------------------|--------------|------------------------------------|--|-----|---|
| 11/22/2021 | Expense | 527463 | Honkamp Krueger & Co, PC | Financial statements and software subscription for November 2021 | R | -900.00 900.00 |
| 11/22/2021 | Expense | | Card Services - Galena State Bank | Adult/youth AV office supplies Youth programming supplies stamps/shipping Annual elevator certificate of operation | R | -791.40 533.04 70.28 52.23 59.16 76.69 |
| 11/23/2021 | Expense | | Mitel | Telephone | R | -176.00 176.00 |
| 11/24/2021 | Expense | ACH | Payroll | | R | -7,975.01 -7,975.01 |
| 11/26/2021 | Expense | 111120 | Culligan | Water 11/1/21-11/30/21 | R | -7.00 7.00 |
| 11/26/2021 | Expense | 815777154211 | AT&T | Elevator Phone | R | -90.94 90.94 |
| 11/26/2021 | Expense | ACH | Payroll | | R | -2,046.48 -2,046.48 |
| 11/30/2021 | Expense | | Nicor Gas | Gas for 9/16/21-10/14/21 | R | -136.04 136.04 |
| 12/06/2021 | Expense | 2036247248 | Baker & Taylor | Adult & Youth books | | -37.82 37.82 |
| 12/06/2021 | Expense | | Ingram Library Services | Adult & Youth Books - November 2021 | | -1,004.39 1,004.39 |
| 12/10/2021 | Expense | | Jo Carroll Energy | Electricity 10/5/21 - 11/3/21 | | -299.00 299.00 |
| 1053 IB&T-IMRF | | | | | | |
| 11/09/2021 | Expense | | Illinois Municipal Retirement Fund | October 2021 | R | -2,583.53 -2,583.53 |

Financial Statements

Galena Public Library District

For the periods ended November 30, 2021 and 2020

Prepared by

Honkamp Krueger & Co., P.C.

Prepared on

December 9, 2021

No Assurance Provided / All Disclosures Omitted

Statement of Net Position - Modified Cash Basis

| | Total | |
|---|-----------------------|-------------------------|
| | As of Nov 30, 2021 | As of Nov 30, 2020 (PY) |
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 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 | 147,774.28 |
| 1014 First Community Bank 166379 | 73,151.40 | 73,151.40 |
| Total 1011 Endowment Fund | 311,546.64 | 314,742.43 |
| 1020 Reserve Fund | | |
| 1021 First Community Bank 166378 | 75,201.06 | 75,201.06 |
| Total 1020 Reserve Fund | 75,201.06 | 75,201.06 |
| 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 | 1,506.55 |
| Total 1030 Restricted Memorial Reserve | 9,442.18 | 9,529.91 |
| Total 1010 Certificates of Deposit | 396,189.88 | 399,473.40 |
| 1050 IB&T Checking | | |
| 1051 IB&T-Corporate Fund | 256,049.30 | 190,346.18 |
| 1052 IB&T-FICA | 13,502.64 | 11,400.93 |
| 1053 IB&T-IMRF | 17,152.98 | 27,757.36 |
| 1054 IB&T-Insurance | 7,320.30 | 17,581.78 |
| 1057 IB&T-Per Capita | 4,841.27 | 7,027.42 |
| Total 1050 IB&T Checking | 298,866.49 | 254,113.67 |
| 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 | 162,495.22 | 154,642.70 |
| 1069 Endowment-IB&T Savings 170035 | 535.63 | 535.63 |
| Total 1060 IB&T Savings 170035 | 239,988.93 | 230,236.04 |
| 1070 Dupaco Savings | | |
| 1071 Dupaco Savings 200921104-Corp | 25.02 | 25.02 |
| Total 1070 Dupaco Savings | 25.02 | 25.02 |
| 1080 First Community Bank Checking | 200,969.90 | |
| Total Bank Accounts | 1,136,040.22 | 883,848.13 |
| Total Current Assets | 1,136,040.22 | 883,848.13 |
| TOTAL ASSETS | \$1,136,040.22 | \$883,848.13 |

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

No Assurance Provided / All Disclosures Omitted

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Galena Public Library District

| | Total | |
|--|---------------------------|--------------------------------|
| | As of Nov 30, 2021 | As of Nov 30, 2020 (PY) |
| 2300 Payroll Liabilities | 0.00 | 0.00 |
| 2380 IMRF Payroll Liabilities | | |
| 2381 IMRF - 403B | 1,880.49 | 1,656.25 |
| Total 2380 IMRF Payroll Liabilities | 1,880.49 | 1,656.25 |
| Total 2300 Payroll Liabilities | 1,880.49 | 1,656.25 |
| Total Other Current Liabilities | 1,880.49 | 1,656.25 |
| Total Current Liabilities | 1,880.49 | 1,656.25 |
| Total Liabilities | 1,880.49 | 1,656.25 |
| Equity | | |
| 2800 Unrestricted Net Assets | 0.00 | 0.00 |
| 2810 Corporate Fund Balance | 454,488.76 | 193,255.41 |
| 2815 Endowment Fund Balance | 321,645.61 | 315,940.96 |
| 2820 FICA Fund Balance | 13,502.64 | 11,400.93 |
| 2830 IMRF Fund Balance | 15,272.49 | 26,101.11 |
| 2835 Insurance Fund Balance | 7,320.30 | 17,581.78 |
| 2845 Memorial Fund Balance | 67,923.50 | 67,923.50 |
| 2850 Memorial Reserve Fund Balance | 11,662.67 | 11,575.35 |
| 2855 Per Capita Fund Balance | -1,952.58 | 7,027.42 |
| 2860 Reserve Fund Balance | 244,296.34 | 231,385.42 |
| 2900 Contra Net Income Account | -418,117.50 | -176,817.34 |
| Net Margin | 418,117.50 | 176,817.34 |
| Total Equity | 1,134,159.73 | 882,191.88 |
| TOTAL LIABILITIES AND EQUITY | \$1,136,040.22 | \$883,848.13 |

Statement of Activities - Modified Cash Basis (MTD)

| | | Total |
|--------------------------------------|------------------|------------------|
| | Nov 2021 | Nov 2020 (PY) |
| INCOME | | |
| 3030 Digitization Project | 700.00 | |
| 3040 Donations | 25.00 | 20.00 |
| 3050 Fines/Overdues | | 419.10 |
| 3100 Interest Income | | |
| 3101 Corporate Interest | 131.73 | 2.02 |
| 3106 Memorial Reserve Interest | | 22.30 |
| 3108 Reserve Interest | 135.54 | 139.21 |
| 3109 Endowment Interest | 137.32 | 2,392.93 |
| Total 3100 Interest Income | 404.59 | 2,556.46 |
| 3130 Non-Resident Fee | 113.37 | 146.63 |
| 3180 Property Taxes | | |
| 3181 Corporate Property Tax | 68,412.45 | 68,416.75 |
| 3182 FICA Property Tax | 3,373.63 | 1,633.49 |
| 3183 IMRF Property Tax | 598.35 | 1,633.49 |
| 3184 Insurance Property Tax | 399.94 | 1,633.49 |
| Total 3180 Property Taxes | 72,784.37 | 73,317.22 |
| 3190 Replacement Tax | 2,207.72 | |
| 3200 Royalty Income | 1,870.82 | 428.80 |
| 3230 Service Charges | 52.00 | 23.00 |
| Total Income | 78,157.87 | 76,911.21 |
| GROSS MARGIN | 78,157.87 | 76,911.21 |
| EXPENSES | | |
| 5100 Personnel Services | | |
| 5120 Payroll Taxes | 1,311.22 | 1,075.93 |
| 5130 Pension Contributions | 1,194.94 | 1,024.63 |
| 5150 Salaries | 17,140.14 | 14,064.11 |
| Total 5100 Personnel Services | 19,646.30 | 16,164.67 |
| 5200 Capital Outlay | | |
| 5210 Books | 2,380.24 | 1,738.81 |
| 5220 Equipment | 76.30 | |
| 5240 Improvements | | 42,171.14 |
| 5260 Materials/Non-Printed/A-V | 990.46 | 917.17 |
| Total 5200 Capital Outlay | 3,447.00 | 44,827.12 |
| 5300 Commodities | | |
| 5310 Databases | 1,524.86 | 81.00 |
| 5330 Supplies | 113.57 | 134.77 |
| 5340 Postage/Shipping | 59.16 | |
| Total 5300 Commodities | 1,697.59 | 215.77 |
| 5400 Contractual Services | | |
| 5410 Accounting | 1,109.45 | 1,070.70 |
| 5430 Legal | 1,087.50 | |

No Assurance Provided / All Disclosures Omitted

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Galena Public Library District

| | Total | |
|--|--------------------|----------------------|
| | Nov 2021 | Nov 2020 (PY) |
| 5440 Maintenance | 331.65 | 35.00 |
| 5460 PrairieCat Consortium | 499.00 | |
| 5485 Other Contractual Services | | 29.98 |
| Total 5400 Contractual Services | 3,027.60 | 1,135.68 |
| 5500 Historical Digitization | | 5,913.46 |
| 5700 Other Expenditures | | |
| 5730 Misc Charges | 82.00 | |
| Total 5700 Other Expenditures | 82.00 | |
| 5800 Other Services | | |
| 5870 Programming | 90.40 | 111.52 |
| 5900 Utilities | 1,385.12 | 1,301.02 |
| Total 5800 Other Services | 1,475.52 | 1,412.54 |
| Total Expenses | 29,376.01 | 69,669.24 |
| NET OPERATING MARGIN | 48,781.86 | 7,241.97 |
| NET MARGIN | \$48,781.86 | \$7,241.97 |

Statement of Activities - Modified Cash Basis (YTD)

| | Total | |
|--------------------------------------|-------------------|----------------------|
| | Jul - Nov, 2021 | Jul - Nov, 2020 (PY) |
| INCOME | | |
| 3030 Digitization Project | 1,275.00 | 670.00 |
| 3040 Donations | 201,435.90 | 215.19 |
| 3050 Fines/Overdues | 92.49 | 453.30 |
| 3070 Grants | | |
| 3077 Per Capita Grant | 6,793.85 | 5,757.50 |
| Total 3070 Grants | 6,793.85 | 5,757.50 |
| 3090 Historical Department | 115.00 | 35.25 |
| 3100 Interest Income | | |
| 3101 Corporate Interest | 138.78 | 9.02 |
| 3106 Memorial Reserve Interest | 65.43 | 87.73 |
| 3108 Reserve Interest | 672.84 | 683.69 |
| 3109 Endowment Interest | 1,619.90 | 3,858.69 |
| Total 3100 Interest Income | 2,496.95 | 4,639.13 |
| 3110 Item Replacements | 168.56 | 16.60 |
| 3120 Lit Fest | | 600.00 |
| 3130 Non-Resident Fee | 2,266.41 | 1,156.59 |
| 3140 Other Income | | |
| 3141 Better World Books | | 231.36 |
| 3142 Corporate Other Income | 112.96 | |
| 3146 Insurance Other Income | | 58.00 |
| Total 3140 Other Income | 112.96 | 289.36 |
| 3180 Property Taxes | | |
| 3181 Corporate Property Tax | 338,600.46 | 326,639.77 |
| 3182 FICA Property Tax | 16,697.44 | 7,811.83 |
| 3183 IMRF Property Tax | 2,961.52 | 7,811.83 |
| 3184 Insurance Property Tax | 1,979.52 | 7,811.83 |
| Total 3180 Property Taxes | 360,238.94 | 350,075.26 |
| 3190 Replacement Tax | 2,207.72 | |
| 3200 Royalty Income | 7,554.81 | 3,260.56 |
| 3230 Service Charges | 345.70 | 215.50 |
| Total Income | 585,104.29 | 367,384.24 |
| GROSS MARGIN | 585,104.29 | 367,384.24 |
| EXPENSES | | |
| 5100 Personnel Services | | |
| 5120 Payroll Taxes | 6,484.09 | 5,930.11 |
| 5130 Pension Contributions | 5,981.04 | 5,652.39 |
| 5150 Salaries | 84,759.56 | 77,517.51 |
| Total 5100 Personnel Services | 97,224.69 | 89,100.01 |
| 5200 Capital Outlay | | |
| 5210 Books | 9,938.92 | 9,373.76 |
| 5220 Equipment | 1,234.83 | 233.11 |

No Assurance Provided / All Disclosures Omitted

6/31

Galena Public Library District

| | Total | |
|--|------------------------|-----------------------------|
| | Jul - Nov, 2021 | Jul - Nov, 2020 (PY) |
| 5240 Improvements | 15,578.33 | 43,253.14 |
| 5260 Materials/Non-Printed/A-V | 5,192.49 | 7,250.21 |
| Total 5200 Capital Outlay | 31,944.57 | 60,110.22 |
| 5300 Commodities | | |
| 5310 Databases | 4,118.02 | 2,629.16 |
| 5320 Periodicals | 390.00 | 195.00 |
| 5330 Supplies | 1,902.26 | 1,560.02 |
| 5340 Postage/Shipping | 62.96 | 72.17 |
| Total 5300 Commodities | 6,473.24 | 4,456.35 |
| 5400 Contractual Services | | |
| 5410 Accounting | 5,693.09 | 5,696.35 |
| 5430 Legal | 1,775.00 | 587.50 |
| 5440 Maintenance | 4,272.15 | 3,182.17 |
| 5460 PrairieCat Consortium | 4,722.00 | 4,158.00 |
| 5475 HR Source | 275.00 | |
| 5480 Technical Services | | 125.00 |
| 5485 Other Contractual Services | | 424.90 |
| Total 5400 Contractual Services | 16,737.24 | 14,173.92 |
| 5500 Historical Digitization | 904.00 | 9,728.01 |
| 5700 Other Expenditures | | |
| 5730 Misc Charges | 234.00 | 150.00 |
| Total 5700 Other Expenditures | 234.00 | 150.00 |
| 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 | 1,054.37 | 527.46 |
| 5880 Public Notice/Legal | 218.49 | 84.70 |
| 5890 Travel | 104.61 | |
| 5900 Utilities | 5,684.58 | 5,788.75 |
| Total 5800 Other Services | 13,469.05 | 12,848.39 |
| Total Expenses | 166,986.79 | 190,566.90 |
| NET OPERATING MARGIN | 418,117.50 | 176,817.34 |
| NET MARGIN | \$418,117.50 | \$176,817.34 |

Supplementary Information

Supplementary Information

Preliminary Draft

Galena Public Library District

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

November 2021

| | Current Month | Year-to-Date | Budget | Balance |
|------------------------------|------------------|-------------------|-------------------|--------------------|
| INCOME | | | | |
| Digitization Project | 700.00 | 1,275.00 | 15,000.00 | (13,725.00) |
| Donations | 25.00 | 201,435.90 | 201,969.90 | (534.00) |
| Auction Income | | | | - |
| Fines/Overdues | - | 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) |
| Total Grants | - | 6,793.85 | 6,794.00 | (0.15) |
| Historical Department | - | 115.00 | 250.00 | (135.00) |
| Interest Income | | | | |
| Corporate Interest | 131.73 | 138.78 | 12,000.00 | (11,861.22) |
| Memorial Reserve Interest | - | 65.43 | | 65.43 |
| Reserve Interest | 135.54 | 672.84 | | 672.84 |
| Endowment Interest | 137.32 | 1,619.90 | | 1,619.90 |
| Total Interest Income | 404.59 | 2,496.95 | 12,000.00 | (9,503.05) |
| Item Replacements | - | 168.56 | 200.00 | (31.44) |
| Lit Fest | | | 5,000.00 | (5,000.00) |
| Non-Resident Fee | 113.37 | 2,266.41 | 2,000.00 | 266.41 |
| Other Income | | | | - |
| Better World Books | | | | - |
| Corporate Other Income | | 112.96 | 1,000.00 | (887.04) |
| Insurance Other Income | | | - | - |
| Total Other Income | - | 112.96 | 1,000.00 | (887.04) |
| Prairie Cat | | | 100.00 | (100.00) |
| Property Taxes | | | | |
| Corporate Property Tax | 68,412.45 | 338,600.46 | 338,512.00 | 88.46 |
| FICA Property Tax | 3,373.63 | 16,697.44 | 16,693.00 | 4.44 |
| IMRF Property Tax | 598.35 | 2,961.52 | 2,961.00 | 0.52 |
| Insurance Property Tax | 399.94 | 1,979.52 | 1,979.00 | 0.52 |
| Total Property Taxes | 72,784.37 | 360,238.94 | 360,145.00 | 93.94 |
| Replacement Tax | 2,207.72 | 2,207.72 | 5,000.00 | (2,792.28) |
| Royalty Income | 1,870.82 | 7,554.81 | 10,000.00 | (2,445.19) |
| Service Charges | 52.00 | 345.70 | 500.00 | (154.30) |
| Total Income | 78,157.87 | 585,104.29 | 628,458.90 | (43,354.61) |
| GROSS MARGIN | 78,157.87 | 585,104.29 | 628,458.90 | (43,354.61) |
| EXPENSES | | | | |
| 66000 Personnel Services | | | | - |
| Employee Health Plan | | | | - |
| Payroll Taxes | 1,311.22 | 6,484.09 | 16,000.00 | (9,515.91) |

No Assurance Provided / All Disclosures Omitted

9/31

Galena Public Library District

| | | | | |
|---------------------------------------|------------------|------------------|-------------------|---------------------|
| Pension Contributions | 1,194.94 | 5,981.04 | 14,000.00 | (8,018.96) |
| Reimbursements | | | | - |
| Salaries | | | - | - |
| Corporate Wages | 17,140.14 | 84,759.56 | 205,350.00 | (120,590.44) |
| Total Salaries | 17,140.14 | 84,759.56 | 205,350.00 | (120,590.44) |
| Total 66000 Personnel Services | 19,646.30 | 97,224.69 | 235,350.00 | (138,125.31) |
| Capital Outlay | | | | |
| Books | 2,380.24 | 9,938.92 | 24,000.00 | (14,061.08) |
| Equipment | 76.30 | 1,234.83 | 5,400.00 | (4,165.17) |
| Improvements | - | 15,578.33 | 110,150.00 | (94,571.67) |
| Materials/Non-Printed/A-V | 990.46 | 5,192.49 | 19,200.00 | (14,007.51) |
| Total Capital Outlay | 3,447.00 | 31,944.57 | 158,750.00 | (126,805.43) |
| Commodities | | | | |
| Databases | 1,524.86 | 4,118.02 | 8,401.00 | (4,282.98) |
| Periodicals | - | 390.00 | 2,790.00 | (2,400.00) |
| Supplies | 113.57 | 1,902.26 | 4,000.00 | (2,097.74) |
| Postage/Shipping | 59.16 | 62.96 | 500.00 | (437.04) |
| Total Commodities | 1,697.59 | 6,473.24 | 15,691.00 | (9,217.76) |
| Contractual Services | | | | |
| Accounting | 1,109.45 | 5,693.09 | 15,000.00 | (9,306.91) |
| Audit Fees | | | 7,725.00 | (7,725.00) |
| Legal | 1,087.50 | 1,775.00 | 4,000.00 | (2,225.00) |
| Maintenance | 331.65 | 4,272.15 | 8,500.00 | (4,227.85) |
| PrairieCat Corporate | | | 1,000.00 | (1,000.00) |
| PrairieCat Consortium | 499.00 | 4,722.00 | 8,446.00 | (3,724.00) |
| 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) |
| Total Contractual Services | 3,027.60 | 16,737.24 | 57,671.00 | (40,933.76) |
| Historical Digitization | - | 904.00 | 40,000.00 | (39,096.00) |
| Lit Fest Expenditures | | | - | - |
| Other Expenditures | | | | |
| Contingencies | | | 30,000.00 | (30,000.00) |
| Misc Charges | 82.00 | 234.00 | 1,500.00 | (1,266.00) |
| Total Other Expenditures | 82.00 | 234.00 | 31,500.00 | (31,266.00) |
| 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 | 90.40 | 1,054.37 | 17,000.00 | (15,945.63) |
| Public Notice/Legal | - | 218.49 | 500.00 | (281.51) |
| Travel | | 104.61 | 800.00 | (695.39) |
| Utilities | 1,385.12 | 5,684.58 | 13,500.00 | (7,815.42) |

No Assurance Provided / All Disclosures Omitted

10/31

Galena Public Library District

| | | | | |
|-----------------------------|------------------|-------------------|-------------------|---------------------|
| Total Other Services | 1,475.52 | 13,469.05 | 45,800.00 | (32,330.95) |
| Total Expenses | 29,376.01 | 166,986.79 | 584,762.00 | (417,775.21) |
| NET OPERATING MARGIN | 48,781.86 | 418,117.50 | 43,696.90 | 374,420.60 |
| NET MARGIN | 48,781.86 | 418,117.50 | 43,696.90 | 374,420.60 |

Preliminary Draft

Statement of Activities - Modified Cash Basis - Corporate Fund

November 2021

| | Actual | Budget | Corporate Fund over Budget |
|--------------------------------------|------------------|------------------|-------------------------------|
| INCOME | | | |
| 3030 Digitization Project | 700.00 | 1,250.00 | -550.00 |
| 3040 Donations | 25.00 | 83.33 | -58.33 |
| 3050 Fines/Overdues | | 41.67 | -41.67 |
| 3060 Friends (Other Grants) | | 666.67 | -666.67 |
| 3090 Historical Department | | 20.83 | -20.83 |
| 3100 Interest Income | | | |
| 3101 Corporate Interest | 131.73 | 1,000.00 | -868.27 |
| Total 3100 Interest Income | 131.73 | 1,000.00 | -868.27 |
| 3110 Item Replacements | | 16.67 | -16.67 |
| 3120 Lit Fest | | 416.67 | -416.67 |
| 3130 Non-Resident Fee | 113.37 | 166.67 | -53.30 |
| 3140 Other Income | | | |
| 3142 Corporate Other Income | | 83.33 | -83.33 |
| Total 3140 Other Income | | 83.33 | -83.33 |
| 3160 Prairie Cat | | 8.33 | -8.33 |
| 3180 Property Taxes | | | |
| 3181 Corporate Property Tax | 68,412.45 | 0.00 | 68,412.45 |
| Total 3180 Property Taxes | 68,412.45 | 0.00 | 68,412.45 |
| 3190 Replacement Tax | 2,207.72 | 416.67 | 1,791.05 |
| 3230 Service Charges | 52.00 | 41.67 | 10.33 |
| Total Income | 71,642.27 | 4,212.51 | 67,429.76 |
| GROSS MARGIN | 71,642.27 | 4,212.51 | 67,429.76 |
| EXPENSES | | | |
| 5100 Personnel Services | | | |
| 5150 Salaries | 17,140.14 | 17,112.50 | 27.64 |
| Total 5100 Personnel Services | 17,140.14 | 17,112.50 | 27.64 |
| 5200 Capital Outlay | | | |
| 5210 Books | 2,380.24 | 2,000.00 | 380.24 |
| 5220 Equipment | 76.30 | 450.00 | -373.70 |

No Assurance Provided / All Disclosures Omitted

12/31

Galena Public Library District

| | | Corporate Fund | |
|--|-----------------|------------------|------------------|
| | Actual | Budget | over Budget |
| 5240 Improvements | | 9,179.16 | -9,179.16 |
| 5260 Materials/Non-Printed/A-V | 990.46 | 1,600.00 | -609.54 |
| Total 5200 Capital Outlay | 3,447.00 | 13,229.16 | -9,782.16 |
| 5300 Commodities | | | |
| 5310 Databases | 1,524.86 | 700.08 | 824.78 |
| 5320 Periodicals | | 232.50 | -232.50 |
| 5330 Supplies | 113.57 | 333.33 | -219.76 |
| 5340 Postage/Shipping | 59.16 | 41.67 | 17.49 |
| Total 5300 Commodities | 1,697.59 | 1,307.58 | 390.01 |
| 5400 Contractual Services | | | |
| 5410 Accounting | 1,109.45 | 1,250.00 | -140.55 |
| 5420 Audit Fees | | 643.75 | -643.75 |
| 5430 Legal | 1,087.50 | 333.33 | 754.17 |
| 5440 Maintenance | 331.65 | 708.33 | -376.68 |
| 5450 Prairie Cat/Corporate | | 83.33 | -83.33 |
| 5460 PrairieCat Consortium | 499.00 | | 499.00 |
| 5480 Technical Services | | 833.33 | -833.33 |
| 5485 Other Contractual Services | | 250.00 | -250.00 |
| Total 5400 Contractual Services | 3,027.60 | 4,102.07 | -1,074.47 |
| 5500 Historical Digitization | | 3,333.33 | -3,333.33 |
| 5700 Other Expenditures | | | |
| 5710 Contingencies | | 2,500.00 | -2,500.00 |
| 5730 Misc Charges | 82.00 | 125.00 | -43.00 |
| Total 5700 Other Expenditures | 82.00 | 2,625.00 | -2,543.00 |
| 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 | 90.40 | 1,416.67 | -1,326.27 |
| 5880 Public Notice/Legal | | 41.67 | -41.67 |
| 5890 Travel | | 66.67 | -66.67 |

No Assurance Provided / All Disclosures Omitted

13/31

Galena Public Library District

| | Actual | Budget | Corporate Fund over Budget |
|----------------------------------|------------------|------------------|-------------------------------|
| 5900 Utilities | 1,385.12 | 1,125.00 | 260.12 |
| Total 5800 Other Services | 1,475.52 | 3,233.34 | -1,757.82 |
| Total Expenses | 26,869.85 | 44,942.98 | -18,073.13 |
| NET OPERATING MARGIN | 44,772.42 | -40,730.47 | 85,502.89 |
| NET MARGIN | \$44,772.42 | \$ -40,730.47 | \$85,502.89 |

Preliminary Draft

Statement of Activities - Modified Cash Basis - Corporate Fund

July - November, 2021

| | Actual | Budget | Corporate Fund over Budget |
|--------------------------------------|-------------------|-------------------|-------------------------------|
| INCOME | | | |
| 3030 Digitization Project | 1,275.00 | 6,250.00 | -4,975.00 |
| 3040 Donations | 201,435.90 | 201,386.59 | 49.31 |
| 3050 Fines/Overdues | 92.49 | 208.31 | -115.82 |
| 3060 Friends (Other Grants) | | 3,333.31 | -3,333.31 |
| 3090 Historical Department | 115.00 | 104.19 | 10.81 |
| 3100 Interest Income | | | |
| 3101 Corporate Interest | 138.78 | 5,000.00 | -4,861.22 |
| 3106 Memorial Reserve Interest | 65.43 | | 65.43 |
| Total 3100 Interest Income | 204.21 | 5,000.00 | -4,795.79 |
| 3110 Item Replacements | 168.56 | 83.31 | 85.25 |
| 3120 Lit Fest | | 2,083.31 | -2,083.31 |
| 3130 Non-Resident Fee | 2,266.41 | 833.31 | 1,433.10 |
| 3140 Other Income | | | |
| 3142 Corporate Other Income | 112.96 | 416.69 | -303.73 |
| Total 3140 Other Income | 112.96 | 416.69 | -303.73 |
| 3160 Prairie Cat | | 41.69 | -41.69 |
| 3180 Property Taxes | | | |
| 3181 Corporate Property Tax | 338,600.46 | 338,512.00 | 88.46 |
| Total 3180 Property Taxes | 338,600.46 | 338,512.00 | 88.46 |
| 3190 Replacement Tax | 2,207.72 | 2,083.31 | 124.41 |
| 3200 Royalty Income | 1,274.92 | | 1,274.92 |
| 3230 Service Charges | 345.70 | 208.31 | 137.39 |
| Total Income | 548,099.33 | 560,544.33 | -12,445.00 |
| GROSS MARGIN | 548,099.33 | 560,544.33 | -12,445.00 |
| EXPENSES | | | |
| 5100 Personnel Services | | | |
| 5150 Salaries | 84,759.56 | 85,562.50 | -802.94 |
| Total 5100 Personnel Services | 84,759.56 | 85,562.50 | -802.94 |
| 5200 Capital Outlay | | | |

No Assurance Provided / All Disclosures Omitted

15/31

Galena Public Library District

| | | Corporate Fund | |
|--|------------------|------------------|-------------------|
| | Actual | Budget | over Budget |
| 5210 Books | 9,938.92 | 10,000.00 | -61.08 |
| 5220 Equipment | 1,234.83 | 2,250.00 | -1,015.17 |
| 5240 Improvements | 15,578.33 | 45,895.88 | -30,317.55 |
| 5260 Materials/Non-Printed/A-V | 5,192.49 | 8,000.00 | -2,807.51 |
| Total 5200 Capital Outlay | 31,944.57 | 66,145.88 | -34,201.31 |
| 5300 Commodities | | | |
| 5310 Databases | 4,118.02 | 3,500.44 | 617.58 |
| 5320 Periodicals | 390.00 | 1,162.50 | -772.50 |
| 5330 Supplies | 1,902.26 | 1,666.69 | 235.57 |
| 5340 Postage/Shipping | 62.96 | 208.31 | -145.35 |
| Total 5300 Commodities | 6,473.24 | 6,537.94 | -64.70 |
| 5400 Contractual Services | | | |
| 5410 Accounting | 5,693.09 | 6,250.00 | -556.91 |
| 5420 Audit Fees | | 3,218.75 | -3,218.75 |
| 5430 Legal | 1,775.00 | 1,666.69 | 108.31 |
| 5440 Maintenance | 4,272.15 | 3,541.69 | 730.46 |
| 5450 Prairie Cat/Corporate | | 416.69 | -416.69 |
| 5460 PrairieCat Consortium | 499.00 | | 499.00 |
| 5475 HR Source | 275.00 | | 275.00 |
| 5480 Technical Services | | 4,166.69 | -4,166.69 |
| 5485 Other Contractual Services | | 1,250.00 | -1,250.00 |
| Total 5400 Contractual Services | 12,514.24 | 20,510.51 | -7,996.27 |
| 5500 Historical Digitization | 904.00 | 16,666.69 | -15,762.69 |
| 5700 Other Expenditures | | | |
| 5710 Contingencies | | 12,500.00 | -12,500.00 |
| 5730 Misc Charges | 234.00 | 625.00 | -391.00 |
| Total 5700 Other Expenditures | 234.00 | 13,125.00 | -12,891.00 |
| 5800 Other Services | | | |
| 5810 Association Dues | | 208.31 | -208.31 |
| 5820 Continuing Education | | 1,041.69 | -1,041.69 |
| 5850 Marketing | | 1,041.69 | -1,041.69 |
| 5860 Outreach | | 625.00 | -625.00 |

No Assurance Provided / All Disclosures Omitted

16/31

Galena Public Library District

| | | | Corporate Fund |
|----------------------------------|---------------------|---------------------|-----------------------|
| | Actual | Budget | over Budget |
| 5870 Programming | 1,054.37 | 7,083.31 | -6,028.94 |
| 5880 Public Notice/Legal | 218.49 | 208.31 | 10.18 |
| 5890 Travel | 104.61 | 333.31 | -228.70 |
| 5900 Utilities | 5,684.58 | 5,625.00 | 59.58 |
| Total 5800 Other Services | 7,062.05 | 16,166.62 | -9,104.57 |
| Total Expenses | 143,891.66 | 224,715.14 | -80,823.48 |
| NET OPERATING MARGIN | 404,207.67 | 335,829.19 | 68,378.48 |
| NET MARGIN | \$404,207.67 | \$335,829.19 | \$68,378.48 |

No Assurance Provided / All Disclosures Omitted

17/31

Statement of Activities - Modified Cash Basis - Endowment Fund

November 2021

| | Actual | Budget | Endowment over Budget |
|-----------------------------------|-----------------|---------------|--------------------------|
| INCOME | | | |
| 3100 Interest Income | | | |
| 3109 Endowment Interest | 137.32 | | 137.32 |
| Total 3100 Interest Income | 137.32 | | 137.32 |
| Total Income | 137.32 | 0.00 | 137.32 |
| GROSS MARGIN | 137.32 | 0.00 | 137.32 |
| EXPENSES | | | |
| Total Expenses | | | 0.00 |
| NET OPERATING MARGIN | 137.32 | 0.00 | 137.32 |
| NET MARGIN | \$137.32 | \$0.00 | \$137.32 |

Statement of Activities - Modified Cash Basis - Endowment Fund

July - November, 2021

| | Actual | Budget | Endowment over Budget |
|-----------------------------------|-------------------|---------------|--------------------------|
| INCOME | | | |
| 3100 Interest Income | | | |
| 3109 Endowment Interest | 1,619.90 | | 1,619.90 |
| Total 3100 Interest Income | 1,619.90 | | 1,619.90 |
| Total Income | 1,619.90 | 0.00 | 1,619.90 |
| GROSS MARGIN | 1,619.90 | 0.00 | 1,619.90 |
| EXPENSES | | | |
| Total Expenses | | | 0.00 |
| NET OPERATING MARGIN | 1,619.90 | 0.00 | 1,619.90 |
| NET MARGIN | \$1,619.90 | \$0.00 | \$1,619.90 |

Statement of Activities - Modified Cash Basis - FICA Fund

November 2021

| | Actual | Budget | FICA Fund over Budget |
|--------------------------------------|-------------------|---------------------|--------------------------|
| INCOME | | | |
| 3180 Property Taxes | | | |
| 3182 FICA Property Tax | 3,373.63 | 0.00 | 3,373.63 |
| Total 3180 Property Taxes | 3,373.63 | 0.00 | 3,373.63 |
| Total Income | 3,373.63 | 0.00 | 3,373.63 |
| GROSS MARGIN | 3,373.63 | 0.00 | 3,373.63 |
| EXPENSES | | | |
| 5100 Personnel Services | | | |
| 5120 Payroll Taxes | 1,311.22 | 1,333.33 | -22.11 |
| Total 5100 Personnel Services | 1,311.22 | 1,333.33 | -22.11 |
| Total Expenses | 1,311.22 | 1,333.33 | -22.11 |
| NET OPERATING MARGIN | 2,062.41 | -1,333.33 | 3,395.74 |
| NET MARGIN | \$2,062.41 | \$ -1,333.33 | \$3,395.74 |

Statement of Activities - Modified Cash Basis - FICA Fund

July - November, 2021

| | Actual | Budget | FICA Fund over Budget |
|--------------------------------------|--------------------|--------------------|--------------------------|
| INCOME | | | |
| 3180 Property Taxes | | | |
| 3182 FICA Property Tax | 16,697.44 | 16,693.00 | 4.44 |
| Total 3180 Property Taxes | 16,697.44 | 16,693.00 | 4.44 |
| Total Income | 16,697.44 | 16,693.00 | 4.44 |
| GROSS MARGIN | 16,697.44 | 16,693.00 | 4.44 |
| EXPENSES | | | |
| 5100 Personnel Services | | | |
| 5120 Payroll Taxes | 6,484.09 | 6,666.69 | -182.60 |
| Total 5100 Personnel Services | 6,484.09 | 6,666.69 | -182.60 |
| Total Expenses | 6,484.09 | 6,666.69 | -182.60 |
| NET OPERATING MARGIN | 10,213.35 | 10,026.31 | 187.04 |
| NET MARGIN | \$10,213.35 | \$10,026.31 | \$187.04 |

Statement of Activities - Modified Cash Basis - IMRF Fund

November 2021

| | Actual | Budget | IMRF Fund over Budget |
|--------------------------------------|-----------------|-----------------|--------------------------|
| INCOME | | | |
| 3180 Property Taxes | | | |
| 3183 IMRF Property Tax | 598.35 | 0.00 | 598.35 |
| Total 3180 Property Taxes | 598.35 | 0.00 | 598.35 |
| Total Income | 598.35 | 0.00 | 598.35 |
| GROSS MARGIN | 598.35 | 0.00 | 598.35 |
| EXPENSES | | | |
| 5100 Personnel Services | | | |
| 5130 Pension Contributions | 1,194.94 | 1,166.67 | 28.27 |
| Total 5100 Personnel Services | 1,194.94 | 1,166.67 | 28.27 |
| Total Expenses | 1,194.94 | 1,166.67 | 28.27 |
| NET OPERATING MARGIN | -596.59 | -1,166.67 | 570.08 |
| NET MARGIN | \$ -596.59 | \$ -1,166.67 | \$570.08 |

Statement of Activities - Modified Cash Basis - IMRF Fund

July - November, 2021

| | Actual | Budget | IMRF Fund over Budget |
|--------------------------------------|---------------------|---------------------|--------------------------|
| INCOME | | | |
| 3180 Property Taxes | | | |
| 3183 IMRF Property Tax | 2,961.52 | 2,961.00 | 0.52 |
| Total 3180 Property Taxes | 2,961.52 | 2,961.00 | 0.52 |
| Total Income | 2,961.52 | 2,961.00 | 0.52 |
| GROSS MARGIN | 2,961.52 | 2,961.00 | 0.52 |
| EXPENSES | | | |
| 5100 Personnel Services | | | |
| 5130 Pension Contributions | 5,981.04 | 5,833.31 | 147.73 |
| Total 5100 Personnel Services | 5,981.04 | 5,833.31 | 147.73 |
| Total Expenses | 5,981.04 | 5,833.31 | 147.73 |
| NET OPERATING MARGIN | -3,019.52 | -2,872.31 | -147.21 |
| NET MARGIN | \$ -3,019.52 | \$ -2,872.31 | \$ -147.21 |

Statement of Activities - Modified Cash Basis - Insurance Fund

November 2021

| | | Insurance Fund | |
|----------------------------------|-----------------|-----------------------|--------------------|
| | Actual | Budget | over Budget |
| INCOME | | | |
| 3180 Property Taxes | | | |
| 3184 Insurance Property Tax | 399.94 | 0.00 | 399.94 |
| Total 3180 Property Taxes | 399.94 | 0.00 | 399.94 |
| Total Income | 399.94 | 0.00 | 399.94 |
| GROSS MARGIN | 399.94 | 0.00 | 399.94 |
| EXPENSES | | | |
| 5800 Other Services | | | |
| 5830 General Insurance (Bonding) | | 583.33 | -583.33 |
| Total 5800 Other Services | | 583.33 | -583.33 |
| Total Expenses | 0.00 | 583.33 | -583.33 |
| NET OPERATING MARGIN | 399.94 | -583.33 | 983.27 |
| NET MARGIN | \$399.94 | \$-583.33 | \$983.27 |

Statement of Activities - Modified Cash Basis - Insurance Fund

July - November, 2021

| | | | Insurance Fund |
|----------------------------------|---------------------|-------------------|-----------------------|
| | Actual | Budget | over Budget |
| INCOME | | | |
| 3180 Property Taxes | | | |
| 3184 Insurance Property Tax | 1,979.52 | 1,979.00 | 0.52 |
| Total 3180 Property Taxes | 1,979.52 | 1,979.00 | 0.52 |
| Total Income | 1,979.52 | 1,979.00 | 0.52 |
| GROSS MARGIN | 1,979.52 | 1,979.00 | 0.52 |
| EXPENSES | | | |
| 5800 Other Services | | | |
| 5830 General Insurance (Bonding) | 6,407.00 | 2,916.69 | 3,490.31 |
| Total 5800 Other Services | 6,407.00 | 2,916.69 | 3,490.31 |
| Total Expenses | 6,407.00 | 2,916.69 | 3,490.31 |
| NET OPERATING MARGIN | -4,427.48 | -937.69 | -3,489.79 |
| NET MARGIN | \$ -4,427.48 | \$ -937.69 | \$ -3,489.79 |

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

November 2021

This report contains no data for your specified date range.

Preliminary Draft

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

July - November, 2021

This report contains no data for your specified date range.

Preliminary Draft

Statement of Activities - Modified Cash Basis - Per Capita Fund

November 2021

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

Statement of Activities - Modified Cash Basis - Per Capita Fund

July - November, 2021

| | Actual | Budget | Per Capita Fund over Budget |
|--|-----------------|-----------------|--------------------------------|
| INCOME | | | |
| 3070 Grants | | | |
| 3077 Per Capita Grant | 6,793.85 | 2,830.81 | 3,963.04 |
| Total 3070 Grants | 6,793.85 | 2,830.81 | 3,963.04 |
| Total Income | 6,793.85 | 2,830.81 | 3,963.04 |
| GROSS MARGIN | 6,793.85 | 2,830.81 | 3,963.04 |
| EXPENSES | | | |
| 5400 Contractual Services | | | |
| 5460 PrairieCat Consortium | 4,223.00 | 3,519.19 | 703.81 |
| Total 5400 Contractual Services | 4,223.00 | 3,519.19 | 703.81 |
| Total Expenses | 4,223.00 | 3,519.19 | 703.81 |
| NET OPERATING MARGIN | 2,570.85 | -688.38 | 3,259.23 |
| NET MARGIN | \$2,570.85 | \$ -688.38 | \$3,259.23 |

Statement of Activities - Modified Cash Basis - Reserve Fund

November 2021

| | Actual | Budget | Reserve Fund over Budget |
|-----------------------------------|-------------------|-----------------|-----------------------------|
| INCOME | | | |
| 3100 Interest Income | | | |
| 3108 Reserve Interest | 135.54 | | 135.54 |
| Total 3100 Interest Income | 135.54 | | 135.54 |
| 3200 Royalty Income | 1,870.82 | 833.33 | 1,037.49 |
| Total Income | 2,006.36 | 833.33 | 1,173.03 |
| GROSS MARGIN | 2,006.36 | 833.33 | 1,173.03 |
| EXPENSES | | | |
| Total Expenses | | | 0.00 |
| NET OPERATING MARGIN | 2,006.36 | 833.33 | 1,173.03 |
| NET MARGIN | \$2,006.36 | \$833.33 | \$1,173.03 |

Statement of Activities - Modified Cash Basis - Reserve Fund

July - November, 2021

| | Actual | Budget | Reserve Fund over Budget |
|-----------------------------------|-------------------|-------------------|-----------------------------|
| INCOME | | | |
| 3100 Interest Income | | | |
| 3108 Reserve Interest | 672.84 | | 672.84 |
| Total 3100 Interest Income | 672.84 | | 672.84 |
| 3200 Royalty Income | 6,279.89 | 4,166.69 | 2,113.20 |
| Total Income | 6,952.73 | 4,166.69 | 2,786.04 |
| GROSS MARGIN | 6,952.73 | 4,166.69 | 2,786.04 |
| EXPENSES | | | |
| Total Expenses | | | 0.00 |
| NET OPERATING MARGIN | 6,952.73 | 4,166.69 | 2,786.04 |
| NET MARGIN | \$6,952.73 | \$4,166.69 | \$2,786.04 |

6. FRIENDS REPORT

Board of Friends of Galena Library Meeting Minutes Thursday, November 11, 2021

Call to order at 10:04 AM at the Library, Present: Betsy Hansen, Barb Liles via zoom, Sheila Wells, Jane Yoder, Alice Ericksen, Kathy Leonard, Barb Miller, Sue Jirkovsky, Maria Rector, Larisa Distler

- I. Welcome
- II. Report of Officers
 - A. Betsy Hansen
 - 1. Motion to accept Minutes October 21, 2021 meeting
 - 2. Moved by Jane Yoder, Kathy Leonard second, minutes accepted
 - B. Sheila Wells, Treasurer
 - 1. Presented budget
 - 2. Bank is crediting \$5 paper charge for each month
- III. Book Sale, Alice Ericksen
 - A. Mini Book Sale at Holiday Market at Territory, Dec 4, 2021
 - B. Alice contracted Church for Book Sale venue
 - C. Book Sale dates:
 - 1. Set-up is July 27, 2021
 - 2. Friends Night on Thurs July 28
 - 3. Sale Friday and Saturday
 - 4. Take down on July 30, 2021
 - D. Official collection of books starts on Feb 1, 2022, cutoff June 30, 2022
 - E. Alice is determining committees for schleppers, weeders and sorters
 - F. Raffle will be separate from the Book Sale
 - G. Bake Sale will still be a part of the Bake Sale, check on getting chair and with health department
 - H. Betsy will send an email to Friends to solicit a Book Sale Co-Chair
 - I. Begin publicity regarding upcoming Book Collection and Book Sale
- IV. New Friends Brochure, Kathy Leonard, Barb Miller, Betsy Hansen
 - A. Discussion about Books for Babies program which has been cancelled because of logistics.
 - B. Friends will support 1000 Books Before Kindergarten
 - 1. Barb Liles moved, Jane Yoder second, motion passed
 - 2. In the budget Books for Babies will be replaced by 1000 Books Before Kindergarten
 - C. Further discussion about Brochure tabled until next meeting
- V. Items to vote on - tabled
 - A. Funds for new brochure
 - B. Posting minutes on library web site

- VI. Report of Officer (cont.)
 - A. Betsy Hansen, President - tabled
 - B. Barb Miller, Vice President - none
 - C. Barb Liles, Recording Secretary - none
 - D. Mary Kay Holmes, Corresponding Secretary – absent
 - E. Sue Jirkovsky, Publicity - tabled
 - F. Debbie Kizior, Membership - absent
 - G. Kathy Leonard, Hospitality - tabled

- VII. Jenna Diedrich, Library Director – absent, Larissa Distler gave report on new programs within the Library

- VIII. Galena Library Trustees
 - A. Report on the recent meeting

- IX. Next Meeting: Thursday, December 9, 2021 10 AM

- X. Adjournment, 11:12 am, moved by Jane Yoder, second Kathy Leonard

7. LIBRARY DIRECTOR'S REPORT

Director's Report

November 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

Circulation has been steady throughout the fall.

Adult Services

LitFest is around the corner! The LitFest committee picked up marketing materials and began disseminating around town and in the Territory. Larissa is creating ads for the *Gazette*, *Territory Times*, and the *Telegraph Herald*. A full lineup of events is attached to this report.

An interactive smart board was purchased for programming needs. The television that we had used for programming, recently stopped operating and we decided to replace with something more technologically current. The smartboard will allow be utilized for both adult and youth programming and meetings.

Youth Services

We did not receive the Theisen's Community Grant for the approved Story Trail at Gateway Park. Rachel is currently working with JDCF on other grant opportunities to assist with purchasing the needed materials.

The Northwest Illinois Gender and Sexuality Alliance, a program of Riverview Center, hosted a Teen Art Night in the new teen space. A photo can be seen in the December 1st issue of the [Gazette](#).

Historical Room

The museum provided us with an inventory list of items that were held at the museum but are no longer there. Dale has been going through the list locating whether those items were returned to the library.

Marketing/Publicity

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

We have started utilizing Instagram Reels to reach a wider audience. So far, it has given us a boost in engagements and reach on the platform. Larissa has also identified TikTok as a way to reach community members under the age of 30. There is a large following of #booktok where readers share book picks.

Director

- Building

- Plumbing: New toilet in the women's restroom installed
- Electric: The outside lampposts need to be rewired. Evan Pinnow will be doing the work as a donation to the library hopefully by the end of the year.
- Egress: No word from Mike Harris
- Signage: Signcraft created new hour signs for the front, back, and historical room doors. New signage is still needed for the book drop
- Book drop: Scheduled to be repainted in January.
- Fireplace: Anna, the conservator, is checking in with Ted Ellison to see where he is at with the samples. A December visit was initially planned, but it is looking more like January at this point.
- **Finances**
 - Still waiting to hear on status of Audit.
 - Per Capita Grant is almost finished and will be submitted soon. The due date is January 15, 2022.
- **Personnel**
 - Kathy Pedersen will be on an extended leave from December 13 – February 8.
 - Annual Meritorious awards were given to all staff.
- **Project Updates**
 - Library Minutes: currently in the mid 2000s
 - Demco Furniture Design
 - Furniture purchase had been put off due to the ongoing plumbing issues we had been experiencing September-November (as referenced in the October report). Now that the issue has been solved, this project has been continued. Seating for the fireplace area has been purchased and the adult study area is in progress. The DVD shelves have been put off as the company had provided me with incorrect information and the manufacturer is ceasing production of the shelving units at the end of December.
 - Digitization:
 - Crowley received the test batch on November 22nd. I am waiting for the sample issues to be sent. The two years they currently have are due to be finished in March 2022.
 - I discussed with Dale about a time table for sending papers. Crowley has 1868 & 1869. Because the 1930s are more fragile than the 1860s, the next batch will be 1930-1934. I am working with Crowley to figure out a realistic timeframe for sending out additional batches.

Trainings/Continuing Education

Jenna Diedrich attended:

- Illinois Notary Training – November 12th

Patron Feedback

"I loved it!" – teen on the Teen Art Night program

NOVEMBER 2021 STATISTICS

Card Holders



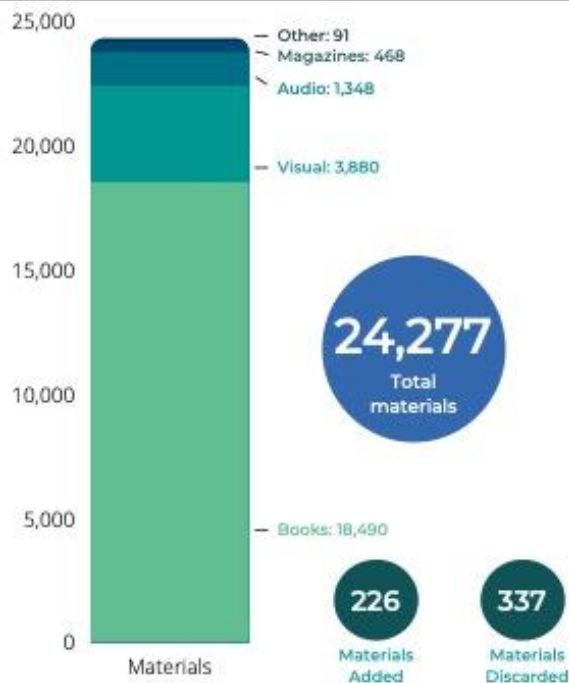
Checkouts

3,992 ▲ 7%

TOTAL CHECKOUTS



Collection



Visits

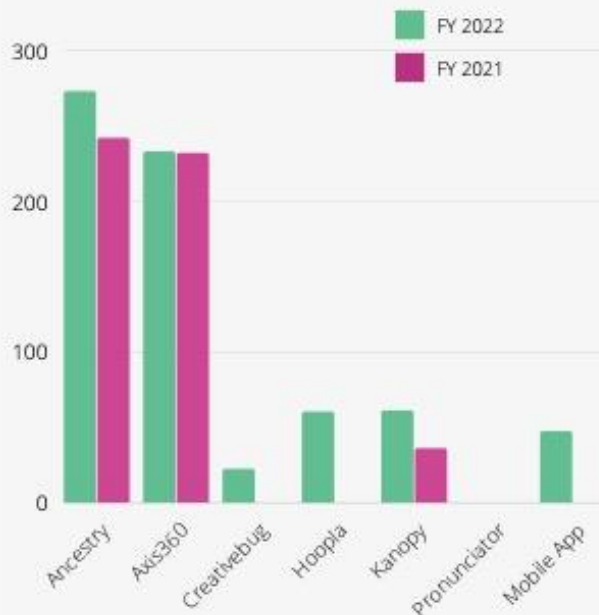


NOVEMBER 2021 STATISTICS

Programming



eResources



Social Media



GALENA LIT FEST

A Virtual Festival for Readers & Writers

For registration & info:
www.GalenaLibrary.org or
815-777-0200



Lunch in the park with
Mary Shelley coming
May 22, 2022!!

GALENA PUBLIC
LIBRARY DISTRICT

Friends
of Galena Public Library

Tuesday, January 11 @ 6 pm



Indie Author Panel

featuring the
Soon to be Famous Illinois
Author Project

Wednesday, January 12 @ 6 pm



Not Always a Valley of Tears: Miracles Discovered

Pascuala Herrera - Author, Educator

Thursday, January 13 @ 6 pm



An Evening with Sylvie Perry: Author of *The Hawthorne School*

Saturday, January 15 @ 10 am



Creative Journaling: A Workshop

Meredith Doench - Author, Lecturer, University of Dayton

Wednesday, January 19 @ 6 pm



She Speaks: An Evening of Indigenous Poetry & Conversation

Heid E. Erdich
Poet, Ojibwe enrolled at Turtle Mountain

Louise K. Waakaa'igan
Poet, enrolled at Ojibwa Zaaga'iganing

Thursday, January 20 @ 6 pm



All Who Belong May Enter: A Reading

Nicholas Ward - Award Winning Essayist

Saturday, January 22 @ 10 am



Brainstorming: How to Unstick What's Stuck

Hollie Smurthwaite - Award Winning Author

soon to be famous
Illinois Author Project



8. BOARD PRESIDENT'S REPORT

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



December 14, 2021

RE: City of Galena Proposed Annexation

Dear Public Official,

You are hereby notified that the City of Galena, County of Jo Daviess, Illinois, is considering the annexation of a parcel of land adjacent to US Route 20 in Galena.

The contemplated action is pursuant to the provisions of the Illinois Compiled Statutes (65 ILCS 5/7-1) and a proposed annexation agreement between the owner of the property and the City of Galena. The parcel subject to the annexation agreement and annexation is as follows:

| Owner | Township | Address | Legal Description | Acres |
|--|-------------|----------------------|------------------------|-------|
| Rily LLC c/o John Wilson and Rosean Schromen | West Galena | 10840 US Rte 20 West | S13 T28N R1W PT W ½ SW | 2.45 |

A petition for annexation from John Wilson and Rosean Schromen was submitted to the City on November 4, 2021. A plat highlighting the parcel is attached and made part hereof. The proposed annexation agreement will be considered concurrently with a rezoning petition by the owner.

The Galena City Council will conduct a public hearing on the annexation agreement at its regular meeting at **6:30 PM on Tuesday December 28, 2021**, or at any subsequent meeting of the City Council to which it may be continued, at City Hall, 101 Green Street, Galena, Illinois.

Please feel free to contact me at 815-777-1050 or mmoran@cityofgalena.org if you have any questions. Thank you.

Sincerely,

Mark Moran
City Administrator

Encl. Annexation Plat and Legal Description

Telephone: 815-777-1050 • Facsimile: 815-777-3083 • www.cityofgalena.org

9. COMMITTEES

9.A BUILDING & GROUNDS

Building & Grounds Committee Meeting

December 2, 2021 Minutes – **DRAFT**

Meeting called to order at 10:30am by Earl Thompson

Roll call attendance: Earl Thompson-aye; Tracy Furlong-aye; Maria Rector-aye. Also present: Jenna Diedrich, Craig Albaugh and Rachel Lenstra. Charles Holmes excused.

Public Comments

None

August 6, 2021 Minutes

Furlong moved to approve the minutes of the August 6, 2021 Building & Grounds Committee meeting. Rector seconded. Roll call vote: Furlong-aye; Rector-aye; Thompson-aye.

Discussion of Current Building Projects

Discussion was had about whether Thompson could bid exterior repair projects. Thompson said he was fine with either bidding or not bidding but would hate to see the library have to overpay for work. No conclusion was reached.

It was decided that Diedrich and Thompson will work on a bid package for the exterior repairs to present to the full board at the January meeting.

Albaugh noted that Mike Harris should have a proposal for Diedrich on the egress window in the children's room before Christmas.

Discussion was had about the radiator in the all-gender restroom. If the tune-up from D&D did not solve the problem, Thompson will reach out to them.

Discussion of Possible Renovation

Thompson opened the discussion by stating that his goal was to present a precise recommendation to the board regarding renovations/expansion so that the full board does not end up doing detailed committee work.

Discussion was had about the possibility of moving the Galena Primary School (GPS) building. Albaugh felt it was budgetarily out of reach. Diedrich said she felt the library could use a space of about 12,000 to 15,000 sq ft, so the library would only need a fraction of the total GPS space. Diedrich has talked to superintendent Tim Vincent about the timeline. Any move of this sort would not be feasible until at least 2024. Discussion was had about parking at the current library and possibly adding it to the front of the property on Bench. However, this would not solve issues with the need for programming/meeting space. Albaugh cited utility costs at GPS as an issue. Thompson noted there were ways to mitigate those

costs. The idea of using the current library as all historical room space was also brought up. Diedrich will confer with Vincent to see if moving the library is even an option, given the school district's plans.

Furlong asked Diedrich to present her views on Baranski's plans. Diedrich said any plan that puts collections in the same space as program/meeting space is not workable because it bars access to collections during programming and meetings. Albaugh noted an idea he had to move the teen area downstairs. He expressed being upset at the idea of cutting the historical room in half. Discussion moved back to Diedrich's concerns with Baranski's ideas. She said a 90 seat programming space is not feasible because the fire code for the first floor only allows us 86 people. Diedrich said the only part of Baranski's plan she could support is cutting the historical room in half because it creates dedicated program/meeting space that does not house collections, but the room could still be used by researchers in the historical room. Discussion was had about scheduling use of the meeting space ahead of time.

Thompson commented that the 90 seat space was requested by a specific board member and wasn't a recommendation from Baranski. Thompson agreed that collections in meeting space was not feasible. Discussion was had about a DVD dispenser to condense DVD storage, but Diedrich said she spoke with other libraries and those do not work well. Thompson said he did not want to totally abandon the idea of a larger meeting room in the library without due consideration to all factors.

Albaugh suggested revisiting the proposed plan from 1992 and getting a PUD from the City for an addition on the back of the building. Parking considerations were brought up. It was mentioned that that would cost a lot of money for not much gained space. Thompson said he was hearing that there was not a realistic way to add a meeting room for 25 plus people in the current building. Lenstra and Diedrich agreed.

Rector brought up the idea of purchasing the building at 225 Magazine Street. Staffing concerns were discussed, with the need to add staff members so two staff were always in each building. It was proposed that the building could function solely as storage space or as storage and meeting space only. Albaugh said he was told by the current owners that they may be interested in selling in two years. Albaugh and Diedrich will call the current owners to discuss the possibility further.

It was agreed that, since the committee has no actionable items to bring to the full board, the full board did not need to discuss these ideas yet.

Items for Next Agenda

Bid package for exterior work and any additional information on possible expansion or renovations.

Adjournment

Meeting adjourned at 10:45am.

11. NEW BUSINESS

11.A DISCUSSION AND POSSIBLE ACTION ON IGA WITH ILLINOIS LIBRARIES PRESENT

Memorandum

DATE: October 6, 2021

TO: Board of Trustees

FROM: Steering Committee, Illinois Libraries Present

Jennifer Czajka, Arlington Heights Memorial Library
Kate Hall, Northbrook Public Library
Kate Niehoff, Schaumburg Township District Library
Jill Pifer, Fairview Heights Public Library
Arielle Raybuck, Northbrook Public Library
Shalyn Rodriguez, Shorewood-Troy District Library
Alexandra Skinner, Oak Park Public Library

RE: Illinois Libraries Present Intergovernmental Agreement

The pandemic has been challenging, but has also opened up doors to new opportunities. For the past few months, a group of Illinois libraries has been working on launching a new Illinois cooperative called Illinois Libraries Present (ILP) to provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. We are offering public libraries in Illinois the chance to participate in the pilot program from January – June 2022.

In order to start this initiative, the Northbrook Public Library Board of Trustees has passed the attached intergovernmental agreement. Libraries can join for the pilot project by approving the attached intergovernmental agreement which outlines your responsibilities. Libraries will be responsible for paying the fees as outlined below:

| | # in State | Total Cost |
|-------------------------|------------|------------|
| Operating Budget | | |
| \$0-\$249,999 | 312 | \$40.00 |
| \$250,000-\$749,999 | 127 | \$75.00 |
| \$750,000-\$1,499,999 | 53 | \$200.00 |
| \$1,500,000-\$2,999,999 | 36 | \$375.00 |
| \$3,000,000-\$4,999,999 | 36 | \$750.00 |
| \$5,000,000+ | 44 | \$1,150.00 |

Upon approval, your library will be a full participant in the pilot program from January-June 2022 receive access to the programs offered. Your library will remain a member beyond the pilot period unless you notify us in writing of your intent to withdraw from the cooperative. Your library will be billed in January 2022.

We look forward to partnering with your library to bring patrons across Illinois access to nationally recognized and high-profile speakers and authors.

**ILLINOIS LIBRARIES PRESENT:
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement ("Agreement") also known as "Illinois Libraries Present" is entered into this _____, 202__, by and between the Northbrook Public Library an Illinois public library, ("Northbrook Library"), and _____ LIBRARY an Illinois public Library or Library District (the "Library"), and the Reaching Across Illinois Library System ("RAILS"), for the purpose of facilitating the joint purchasing of programming, events and services for the parties' use.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

WHEREAS, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

WHEREAS, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programming, events and services;

WHEREAS, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library's and the LIBRARY'S jointly negotiating and contracting for programming

NOW, THEREFORE, IN CONSIDERATION for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties' intent for this agreement to rest on the other power which they are lawfully exercising.

Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

If to the

If to RAILS:

Reaching Across Illinois Library System
Re: Illinois Libraries Present
125 Tower Dr
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.

H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY LIBRARY



By: Jay Glaubinger, Board President

Date: September 23, 2021

By:

Date: _____

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By:



Date:

EXHIBIT A

SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

SAMPLE CONTRACT

Service Contract
Northbrook Public Library
c/o Illinois Libraries Present
1201 Cedar Lane
Northbrook, Illinois 60062
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of
Northbrook (Library) and _____ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through _____, (Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ _____.

Payment is due within 30 days of the program date and payable to _____.

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive _____ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the [National Association of Court Reporters and Captioners Code of Ethics](#). Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

Force Majeure:

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

Governing Law:

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

Waiver:

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

Termination:

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

Library Recordings:

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- ☐ Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- ☐ Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until _____(insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:

I, the undersigned, agree that I _____ will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: _____ DATE: _____

CONTRACTOR: _____ DATE: _____

EXHIBIT B

PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

| |
|-------------------------|
| \$0-\$249,999 |
| \$250,000-\$749,999 |
| \$750,000-\$1,499,999 |
| \$1,500,000-\$2,999,999 |
| \$3,000,000-\$4,999,999 |
| \$5,000,000+ |

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

| Library's Operating Budget | Total Pilot Cost |
|-----------------------------------|-------------------------|
| \$0-\$249,999 | \$40.00 |
| \$250,000-\$749,999 | \$75.00 |
| \$750,000-\$1,499,999 | \$200.00 |
| \$1,500,000-\$2,999,999 | \$375.00 |
| \$3,000,000-\$4,999,999 | \$750.00 |
| \$5,000,000+ | \$1,150.00 |

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.

Steering and Programming Committee Library Members:

Algonquin
Arlington Heights
Downers Grove

Effingham
Evanston
Fairview Heights
Fox River Valley
Niles
Northbrook
Oak Park
Schaumburg
Shorewood-Troy

11.B DISCUSSION AND POSSIBLE ACTION ON CHANGING REGULAR MEETING DATES JANUARY – APRIL



TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

DATE: December 13, 2021

RE: Regular meeting date change from January 2022 to April 2022

The Board previously approved meeting dates in the above time frame for the following dates:

Monday, January 10th, 2022

Monday, February 14th, 2022

Monday, March 7th, 2022

Monday, April 11th, 2022

Due to a scheduling conflict, it is proposed that the four listed meeting dates be changed from the second Monday of the month to the second Tuesday of the month. The new meeting dates would be as follows:

Tuesday, January 11th, 2022

Tuesday, February 15th, 2022

Tuesday, March 8th, 2022

Tuesday, April 12th, 2022

After April's meeting, the day would revert back to the previously approved second Monday of the month.



GALENA PUBLIC LIBRARY DISTRICT

STRATEGIC PLAN

2022-2026

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 Diedrich, Library Director
Larissa Distler, Adult Services Librarian
Emma Furlong, Library Page
Dale Glick, Historical Librarian
Charles Holmes, Custodian
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 the process was to involve library staff. Avenues to connect with the community could then be identified and the real work could begin.

Our goal was to make the strategic planning process as all-encompassing as possible. Early involvement with library staff helped identify the key ways in which data was gathered: a survey, focus groups, real time engagement with current users, joint sessions between staff and the Board of Trustees, and a Strength, Weakness, Opportunity, Threat (SWOT) Analysis.

To best gauge the needs of our community, library staff believed it necessary to expand its previously identified forms of communication in order to reach more residents. We recognized that to gain traction and engage the greatest number of participants, we needed to explore multiple data gathering tools. Once those tools were identified, 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, on social media, and the library's website. The first was held on May 27, 2021 and the second on June 17, 2021. Both sessions were facilitated by library staff.

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 gathered information.



Photo credit: Larissa Distler

PHASE 4: COMMUNITY RESOURCE SCAN

An environmental scan, or 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;
- Preservation of local history

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. 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

| | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | ##### | Jun-22 | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | ##### | Jun-23 | Jul-23 | Aug-23 | Sep-23 |
|----------------------|--------|--------|--------|--------|--------|--------|---------|--------|--------|---------|----------|---------|--------|---------|--------|--------|--------|--------|--------|--------|--------|---------|
| EXPAND LIBRARY REACH | | | | | | 1.a | | 1.c | | | 1.b.i-ii | 1.b.iii | 1.d | | | | | | | 1.c | | |
| EQUITABLE ACCESS | 2.b.ii | | | 2.a | 2.b.i | | 2.c.iv | | | 2.c.iii | | | | | | 2.a | | | | 2.c.iv | | 2.c.iii |
| LIBRARY BUILDING | | | 3.a.i | 3.a.ii | | | 3.a.iii | 3.b.i | 3.b.ii | | | | | 3.a.iii | | | | 3.c.i | | 3.b.i | 3.b.ii | |
| ORG INFRASTRUCTURE | 4.c | 4.a.i | | 4.b.i | 4.b.ii | 4.a.ii | | | | | 4.a.iii | | | 4.a.i | | | | 4.a.ii | | | | |

| | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | ##### | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 | Jan-26 | Feb-26 | Mar-26 | Apr-26 |
|----------------------|--------|--------|---------|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|----------|--------|--------|--------|--------|--------|--------|
| EXPAND LIBRARY REACH | 1.c | | | 1.b.i-ii | | 1.d | | | | | | | 1.c | | | 1.b.i-ii | | 1.d | | | | |
| EQUITABLE ACCESS | | | 2.c.iii | | | | | | 2.a | | | 2.c.iv | | | 2.c.iii | | | | | | 2.a | |
| LIBRARY BUILDING | 3.b.i | 3.b.ii | | | | | | | | | | | 3.b.i | 3.b.ii | | | | | | | | |
| ORG INFRASTRUCTURE | | | | 4.a.iii | | | 4.a.i | | | | 4.a.ii | | | | | 4.a.iii | | | 4.a.i | | | |

*2.c.i and 2.c.ii are not included in the objective timeline as it an ongoing project that requires continual attention

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

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

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

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