



## Library Board of Trustees Meeting

Regular Meeting Tuesday, January 11, 2022 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 December 13, 2021
  - b. Approval of bills paid/payable: 12/11/2021-01/07/2021
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
    - i. Discussion and possible action on recommendation of exterior work bid package
  - b. Finance
  - c. HR
  - d. Policy
10. Unfinished business
  - a. Discussion and possible action on digitization
  - b. Discussion and possible action on equipment purchase for Historical Room
11. New business
  - a. Discussion and possible action on Draft ADA Policy
  - b. Discussion and possible action on Draft Investment Policy
  - c. Discussion and possible action on Draft Library Theft Policy
  - d. Discussion and possible action on Draft Patron Privacy Policy
  - e. Discussion and possible action on Draft Photographing & Recording Policy
  - f. Discussion and possible action on Draft Purchasing Policy
  - g. Discussion and possible action on Draft Record Retention Policy
12. Motions, resolutions, ordinances
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 – Tuesday, February 8th, 2021, at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

### 3. CONSENT AGENDA

#### 3.A APPROVAL OF MINUTES FOR REGULAR MEETING DECEMBER 13, 2021

##### Minutes of Library Trustee Meeting

December 13, 2021 **Draft**

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

2. No citizens comments

3. Consent Agenda

Cox moved to approve the consent agenda with a change to the minutes that Furlong had abstained on the Meritorious Service award at the November meeting. Rector made the second. Vote: Cox – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

4. No Financial report

5. No Treasurer's report

6. Friends report

Kathy Leonard reported that the Friends of the Library will hold their annual sale July 27 – 30, 2022. Drop off of books will begin February 1. The Friends earned \$300 from the mini book sale at the Galena Territory Association Holiday Market.

7. Library Director's report

Rector asked about the story trail. Diedrich explained the posts have pages of books that are switched out during the year. Books are typically about 32 pages, so 18 posts are usually needed. Rachel is looking at other different grants to cover the costs. Albaugh mentioned that grants from the Country Fair are due by May. The book drop will be painted in January. Albaugh asked about furniture. Diedrich has ordered four chairs, a coffee table and a slipcover for the red couch. The DVD shelving will not happen. Staff will be arranging the current DVD shelves for better use. The window egress for the children's area will begin next year. The digitization project from 1870 -1929 is complete and readability is good. Diedrich is hoping to send the 1930-1939 decade next to extend the project. The samples have been received from the new company and look good. The usual cycle begins in January and ends in March. Albaugh liked the idea of sending five years and asked about the schedule. Furlong asked about any monetary issues. Cox commented about doing the Gazette first and that it made sense to stretch the current sequence out. Furlong would like the library to have a company commitment about doing the work. Cox asked about the security of the new facility mentioning the recent tornado destruction in Kentucky and Edwardsville, Illinois. Furlong suggested an action plan and dates for deliverables. Diedrich showed the new whiteboard screen. All the trustees thought it was good technology. It was ordered when the old TV broke. Recording meetings was asked about and Walker volunteered to do some research on it. Lit Fest is on the horizon for January. All events are free.

## 8. Board President's report

President Albaugh asked about having promotion of the historical room online with video. Diedrich mentioned that Larissa has videos in the pipeline and one for the historical room is included. In the spring, video of Dale cleaning a tombstone and then there is a history of that person will be shot. They are using Instagram Reels which are tiny videos. Some are also on YouTube which archives longer videos.

## 9. Committees

- a. Building & Grounds no report
- b. Finance no report
- c. HR no report
- d. Policy will be meeting on Wednesday morning

## 10. No Unfinished business

## 11. New business

a. IGA with Illinois Libraries Present will have programming that is affordable, cost is \$75 for January thru June. Three great authors will be presented. January will have Ms. Silvia Moreno-Garcia with Velvet Was the Night. February will have author Jasmine Guillory and March will have author Jenny Lawson. Walker moved to provide the \$75 for the 6 months pilot program. Furlong had the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Cox – Aye, Albaugh – Aye. Motion carried.

b. Cox moved to change the trustee meeting dates for January thru April 2022. Rector had the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Cox – Aye, Albaugh – Aye. Motion carried.

## 12. Strategic Plan

Furlong asked about measurables. Diedrich displayed the color chart. Johnson moved to accept the Strategic Plan. Cox made the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Cox – Aye, Albaugh – Aye. Motion carried.

## 13. Closed session

Leonard and Diedrich left the meeting. Rector moved to enter closed session at 7:50 pm. Cox made the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Cox – Aye, Albaugh – Aye. Motion carried. Discussion. Diedrich rejoined the meeting at 8:12 pm. Discussion. Johnson moved to end close session. Rector made the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Cox – Aye, Albaugh – Aye. There was no other action.

Meeting adjourned 8:25 pm.

Respectfully submitted,  
Katherine Walker  
Secretary

3.B APPROVAL OF BILLS PAID/PAYABLE: 12/11/2021 – 01/07/2022

**Galena Public Library District**

A/P Aging Summary

As of January 7, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
EBSCO	877.04					\$877.04
Galena Gazette Publications	303.90					\$303.90
Heid E. Erdrich	500.00					\$500.00
JL Tech	1,097.50					\$1,097.50
Joe Beyer	2,000.00					\$2,000.00
Kanopy	128.00					\$128.00
Louise k. Waakaa'igan	250.00					\$250.00
Maria Rector	40.00					\$40.00
Meredith Doench	100.00					\$100.00
Midwest Tape	98.10					\$98.10
Nicholas Ward	200.00					\$200.00
Pascuala Herrera	250.00					\$250.00
Prairie Cat	2,111.50					\$2,111.50
TH Media	300.00					\$300.00
Verizon	157.26					\$157.26
<b>TOTAL</b>	<b>\$8,413.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,413.30</b>

# Galena Public Library District

## Check Detail

December 11, 2021 - January 7, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
12/14/2021	Bill Payment (Check)	22612	Putnam Museum		R	-80.00 -80.00
12/14/2021	Bill Payment (Check)	22613	American Library Association		R	-355.00 -355.00
12/14/2021	Bill Payment (Check)	22614	Kavanaugh Scully Sudow White & Frederick		R	-80.00 -80.00
12/14/2021	Bill Payment (Check)	22615	Midwest Tape		R	-149.11 -149.11
12/14/2021	Bill Payment (Check)	22616	Murphy Lawn Care		R	-35.00 -35.00
12/14/2021	Bill Payment (Check)	22617	Uline		R	-87.48 -87.48
12/14/2021	Bill Payment (Check)	22618	Arrow Digital		R	-4,375.00 -4,375.00
12/14/2021	Bill Payment (Check)	22619	Findaway World LLC		R	-556.85 -556.85
12/14/2021	Bill Payment (Check)	22620	Jenna R. Diedrich		R	-33.72 -33.72
12/14/2021	Bill Payment (Check)	22621	Signcraft Screenprint, Inc			-58.74 -58.74
12/14/2021	Bill Payment (Check)	22622	Five Star Plumbing		R	-959.56 -959.56
12/14/2021	Bill Payment (Check)	22623	Access Systems		R	-87.70 -87.70
12/14/2021	Bill Payment (Check)	22624	D & D Heating/Cooling			-480.00 -480.00
12/14/2021	Bill Payment (Check)	22625	Kanopy			-83.00 -83.00
12/14/2021	Bill Payment (Check)	22626	Jo Daviess County GIS		R	-270.00 -270.00
12/14/2021	Bill Payment (Check)	22627	RAILS		R	-556.00 -556.00
12/14/2021	Bill Payment (Check)	22628	Hammer Law Firm, PLC		R	-150.00 -150.00
12/14/2021	Bill Payment (Check)	22629	B. L. Murray Co, Inc.		R	-29.75 -29.75
12/14/2021	Bill Payment (Check)	22630	Verizon		R	-216.06 -216.06
12/14/2021	Bill Payment (Check)	22631	Galena Area Chamber of Commerce			-95.00 -95.00

Friday, January 7, 2022 12:34 PM GMT-06:00

1/2

## Galena Public Library District

Check Detail  
December 11, 2021 - January 7, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/15/2021	Expense		City of Galena		R	-34.90
				Water & sewer 10/27/21 - 11/19/21		34.90
12/21/2021	Expense		Card Services - Galena State Bank		R	-4,361.33
				Adult/youth AV		532.41
				office supplies		446.39
				Adult/Youth programming supplies		139.67
				Posters and rack cards		193.71
				Vibe interactive smartboard		3,049.15
12/22/2021	Expense	528975	Honkamp Krueger & Co, PC		R	-900.00
				Financial statements and software subscription for December 2021		900.00
12/23/2021	Expense		Payroll		R	-7,605.19
						-7,605.19
12/23/2021	Expense		Mitel		R	-176.00
				Telephone		176.00
12/27/2021	Expense		Culligan		R	-44.00
				Water 11/1/21-11/30/21		44.00
12/30/2021	Expense		AT&T		R	-90.94
				Elevator Phone		90.94
01/03/2022	Expense		Ingram Library Services			-2,813.17
				Adult & Youth Books - December 2021		2,813.17
01/03/2022	Expense		Baker & Taylor			-42.39
				Adult & Youth books		42.39
01/04/2022	Expense		Nicor Gas			-296.56
				Gas for 10/15/21-11/16/21		296.56
1053 IB&T-IMRF						
01/04/2022	Expense	31144	Illinois Municipal Retirement Fund			-1,703.56
				December 2021		-1,703.56

#### 4. FINANCIAL REPORT

## Financial Statements

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

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

Prepared on  
January 5, 2022

No Assurance Provided / All Disclosures Omitted



## Statement of Net Position - Modified Cash Basis

	As of Dec 31, 2021	As of Dec 31, 2020
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1010 Certificates of Deposit		
1011 Endowment Fund		
1012 Dupaco CD 117002-Endowment	92,880.31	93,816.75
1013 Dupaco CD 138560-Endow	145,514.93	147,774.28
1014 First Community Bank 166379	73,151.40	73,151.40
<b>Total 1011 Endowment Fund</b>	<b>311,546.64</b>	<b>314,742.43</b>
1020 Reserve Fund		
1021 First Community Bank 166378	75,201.06	75,201.06
<b>Total 1020 Reserve Fund</b>	<b>75,201.06</b>	<b>75,201.06</b>
1030 Restricted Memorial Reserve		
1031 Dupaco CD 136309 Virtue-MemRes	7,957.93	8,023.36
1032 Dupaco CD 138578 Klein-M.R	1,484.25	1,506.55
<b>Total 1030 Restricted Memorial Reserve</b>	<b>9,442.18</b>	<b>9,529.91</b>
<b>Total 1010 Certificates of Deposit</b>	<b>396,189.88</b>	<b>399,473.40</b>
1050 IB&T Checking		
1051 IB&T-Corporate Fund	229,506.17	170,623.79
1052 IB&T-FICA	12,396.12	10,103.83
1053 IB&T-IMRF	15,880.00	26,828.17
1054 IB&T-Insurance	7,320.30	11,091.78
1057 IB&T-Per Capita	4,841.27	6,428.42
<b>Total 1050 IB&amp;T Checking</b>	<b>269,943.86</b>	<b>225,075.99</b>
1060 IB&T Savings 170035		
1061 Corporate-IB&T Savings 170035	6,883.76	5,088.77
1065 Memorial - IB&T Savings 170035	67,923.50	67,923.50
1066 Mem Reserve-IB&T Savings 170035	2,150.82	2,045.44
1068 Reserve - IB&T Savings 170035	163,075.14	155,267.45
1069 Endowment-IB&T Savings 170035	535.63	535.63
<b>Total 1060 IB&amp;T Savings 170035</b>	<b>240,568.85</b>	<b>230,860.79</b>
1070 Dupaco Savings		
1071 Dupaco Savings 200921104-Corp	25.02	25.02
<b>Total 1070 Dupaco Savings</b>	<b>25.02</b>	<b>25.02</b>
1080 First Community Bank Checking	200,969.90	
<b>Total Bank Accounts</b>	<b>1,107,697.51</b>	<b>855,435.20</b>
<b>Total Current Assets</b>	<b>1,107,697.51</b>	<b>855,435.20</b>
<b>TOTAL ASSETS</b>	<b>\$1,107,697.51</b>	<b>\$855,435.20</b>

As of Dec 31, 2021      As of Dec 31, 2020

LIABILITIES AND EQUITY

	As of Dec 31, 2021	As of Dec 31, 2020
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		
2381 IMRF - 403B	1,703.57	1,926.65
<b>Total 2380 IMRF Payroll Liabilities</b>	<b>1,703.57</b>	<b>1,926.65</b>
<b>Total 2300 Payroll Liabilities</b>	<b>1,703.57</b>	<b>1,926.65</b>
<b>Total Other Current Liabilities</b>	<b>1,703.57</b>	<b>1,926.65</b>
<b>Total Current Liabilities</b>	<b>1,703.57</b>	<b>1,926.65</b>
<b>Total Liabilities</b>	<b>1,703.57</b>	<b>1,926.65</b>
<b>Equity</b>		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	418,607.97	173,270.86
2815 Endowment Fund Balance	324,037.85	316,070.23
2820 FICA Fund Balance	12,396.12	10,103.83
2830 IMRF Fund Balance	14,176.43	24,901.52
2835 Insurance Fund Balance	7,320.30	11,091.78
2845 Memorial Fund Balance	67,923.50	67,923.50
2850 Memorial Reserve Fund Balance	11,684.97	11,575.35
2855 Per Capita Fund Balance	4,841.27	6,428.42
2860 Reserve Fund Balance	245,005.53	232,143.06
2900 Contra Net Income Account	-389,951.71	-148,134.01
Net Margin	389,951.71	148,134.01
<b>Total Equity</b>	<b>1,105,993.94</b>	<b>853,508.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,107,697.51</b>	<b>\$855,435.20</b>

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

	Dec 2021	Dec 2020
<b>INCOME</b>		
3030 Digitization Project		6,050.00
3040 Donations	526.18	35.00
3090 Historical Department		60.00
3100 Interest Income		
3101 Corporate Interest	2.44	2.02
3106 Memorial Reserve Interest	22.30	
3108 Reserve Interest	131.31	134.84
3109 Endowment Interest	2,392.24	129.27
<b>Total 3100 Interest Income</b>	<b>2,548.29</b>	<b>266.13</b>
3120 Lit Fest		340.00
3200 Royalty Income	1,398.83	900.96
3230 Service Charges	46.57	3.00
<b>Total Income</b>	<b>4,519.87</b>	<b>7,655.09</b>
<b>GROSS MARGIN</b>	<b>4,519.87</b>	<b>7,655.09</b>
<b>EXPENSES</b>		
5100 Personnel Services		
5120 Payroll Taxes	1,106.52	1,297.10
5130 Pension Contributions	1,096.06	1,199.59
5150 Salaries	14,587.28	16,955.58
<b>Total 5100 Personnel Services</b>	<b>16,789.86</b>	<b>19,452.27</b>
5200 Capital Outlay		
5210 Books	1,042.21	1,736.14
5220 Equipment	3,136.85	258.09
5260 Materials/Non-Printed/A-V	1,089.26	1,420.82
<b>Total 5200 Capital Outlay</b>	<b>5,268.32</b>	<b>3,415.05</b>
5300 Commodities		
5310 Databases	1,058.11	1,810.00
5330 Supplies	534.88	497.15
5340 Postage/Shipping		60.92
<b>Total 5300 Commodities</b>	<b>1,592.99</b>	<b>2,368.07</b>
5400 Contractual Services		
5410 Accounting	1,109.45	1,303.55
5420 Audit Fees		6,490.00
5430 Legal	230.00	1,025.00
5440 Maintenance	1,474.56	300.00
5460 PrairieCat Consortium		599.00
5480 Technical Services	4,375.00	
5485 Other Contractual Services	175.00	29.98
<b>Total 5400 Contractual Services</b>	<b>7,364.01</b>	<b>9,747.53</b>
5500 Historical Digitization	87.48	
5600 Lit Fest Expenditures	193.71	237.08
5700 Other Expenditures		

No Assurance Provided / All Disclosures Omitted

4/29

	Dec 2021	Dec 2020
5730 Misc Charges	33.72	50.00
<b>Total 5700 Other Expenditures</b>	<b>33.72</b>	<b>50.00</b>
5800 Other Services		
5810 Association Dues	355.00	
5870 Programming	139.67	64.42
5900 Utilities	860.90	1,004.00
<b>Total 5800 Other Services</b>	<b>1,355.57</b>	<b>1,068.42</b>
<b>Total Expenses</b>	<b>32,685.66</b>	<b>36,338.42</b>
NET OPERATING MARGIN	<b>-28,165.79</b>	<b>-28,683.33</b>
NET MARGIN	<b>\$ -28,165.79</b>	<b>\$ -28,683.33</b>

Preliminary Draft

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

	Jul - Dec, 2021	Jul - Dec, 2020
<b>INCOME</b>		
3030 Digitization Project	1,275.00	6,720.00
3040 Donations	201,962.08	250.19
3050 Fines/Overdues	92.49	453.30
3070 Grants		
3077 Per Capita Grant	6,793.85	5,757.50
<b>Total 3070 Grants</b>	<b>6,793.85</b>	<b>5,757.50</b>
3090 Historical Department	115.00	95.25
3100 Interest Income		
3101 Corporate Interest	141.22	11.04
3106 Memorial Reserve Interest	87.73	87.73
3108 Reserve Interest	804.15	818.53
3109 Endowment Interest	4,012.14	3,987.96
<b>Total 3100 Interest Income</b>	<b>5,045.24</b>	<b>4,905.26</b>
3110 Item Replacements	168.56	16.60
3120 Lit Fest		940.00
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
<b>Total 3140 Other Income</b>	<b>112.96</b>	<b>289.36</b>
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
<b>Total 3180 Property Taxes</b>	<b>360,238.94</b>	<b>350,075.26</b>
3190 Replacement Tax	2,207.72	
3200 Royalty Income	8,953.64	4,161.52
3230 Service Charges	392.27	218.50
<b>Total Income</b>	<b>589,624.16</b>	<b>375,039.33</b>
<b>GROSS MARGIN</b>	<b>589,624.16</b>	<b>375,039.33</b>
<b>EXPENSES</b>		
5100 Personnel Services		
5120 Payroll Taxes	7,590.61	7,227.21
5130 Pension Contributions	7,077.10	6,851.98
5150 Salaries	99,346.84	94,473.09
<b>Total 5100 Personnel Services</b>	<b>114,014.55</b>	<b>108,552.28</b>
5200 Capital Outlay		
5210 Books	10,981.13	11,109.90
5220 Equipment	4,371.68	491.20
5240 Improvements	15,578.33	43,253.14

No Assurance Provided / All Disclosures Omitted

6/29

	Jul - Dec, 2021	Jul - Dec, 2020
5260 Materials/Non-Printed/A-V	6,281.75	8,671.03
<b>Total 5200 Capital Outlay</b>	<b>37,212.89</b>	<b>63,525.27</b>
5300 Commodities		
5310 Databases	5,176.13	4,439.16
5320 Periodicals	390.00	195.00
5330 Supplies	2,437.14	2,057.17
5340 Postage/Shipping	62.96	133.09
<b>Total 5300 Commodities</b>	<b>8,066.23</b>	<b>6,824.42</b>
5400 Contractual Services		
5410 Accounting	6,802.54	6,999.90
5420 Audit Fees		6,490.00
5430 Legal	2,005.00	1,612.50
5440 Maintenance	5,746.71	3,482.17
5460 PrairieCat Consortium	4,722.00	4,757.00
5475 HR Source	275.00	
5480 Technical Services	4,375.00	125.00
5485 Other Contractual Services	175.00	454.88
<b>Total 5400 Contractual Services</b>	<b>24,101.25</b>	<b>23,921.45</b>
5500 Historical Digitization	991.48	9,728.01
5600 Lit Fest Expenditures	193.71	237.08
5700 Other Expenditures		
5730 Misc Charges	267.72	200.00
<b>Total 5700 Other Expenditures</b>	<b>267.72</b>	<b>200.00</b>
5800 Other Services		
5810 Association Dues	355.00	
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	1,194.04	591.88
5880 Public Notice/Legal	218.49	84.70
5890 Travel	104.61	
5900 Utilities	6,545.48	6,792.75
<b>Total 5800 Other Services</b>	<b>14,824.62</b>	<b>13,916.81</b>
<b>Total Expenses</b>	<b>199,672.45</b>	<b>226,905.32</b>
<b>NET OPERATING MARGIN</b>	<b>389,951.71</b>	<b>148,134.01</b>
<b>NET MARGIN</b>	<b>\$389,951.71</b>	<b>\$148,134.01</b>

## 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

December 2021

	Current Month	Year-to-Date	Budget	Balance
<b>INCOME</b>				
Digitization Project		1,275.00	15,000.00	(13,725.00)
Donations	526.18	201,962.08	201,969.90	(7.82)
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)
<b>Total Grants</b>	-	<b>6,793.85</b>	<b>6,794.00</b>	<b>(0.15)</b>
Historical Department		115.00	250.00	(135.00)
Interest Income				
Corporate Interest	2.44	141.22	12,000.00	(11,858.78)
Memorial Reserve Interest	22.30	87.73		87.73
Reserve Interest	131.31	804.15		804.15
Endowment Interest	2,392.24	4,012.14		4,012.14
<b>Total Interest Income</b>	<b>2,548.29</b>	<b>5,045.24</b>	<b>12,000.00</b>	<b>(6,954.76)</b>
Item Replacements		168.56	200.00	(31.44)
Lit Fest			5,000.00	(5,000.00)
Non-Resident Fee		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			-	-
<b>Total Other Income</b>	-	<b>112.96</b>	<b>1,000.00</b>	<b>(887.04)</b>
Prairie Cat			100.00	(100.00)
Property Taxes				
Corporate Property Tax		338,600.46	338,512.00	88.46
FICA Property Tax		16,697.44	16,693.00	4.44
IMRF Property Tax		2,961.52	2,961.00	0.52
Insurance Property Tax		1,979.52	1,979.00	0.52
<b>Total Property Taxes</b>	-	<b>360,238.94</b>	<b>360,145.00</b>	<b>93.94</b>
Replacement Tax		2,207.72	5,000.00	(2,792.28)
Royalty Income	1,398.83	8,953.64	10,000.00	(1,046.36)
Service Charges	46.57	392.27	500.00	(107.73)
<b>Total Income</b>	<b>4,519.87</b>	<b>589,624.16</b>	<b>628,458.90</b>	<b>(38,834.74)</b>
<b>GROSS MARGIN</b>	<b>4,519.87</b>	<b>589,624.16</b>	<b>628,458.90</b>	<b>(38,834.74)</b>
<b>EXPENSES</b>				
66000 Personnel Services				
Employee Health Plan				-
Payroll Taxes	1,106.52	7,590.61	16,000.00	(8,409.39)

No Assurance Provided / All Disclosures Omitted

9/29



## Galena Public Library District

Pension Contributions	1,096.06	7,077.10	14,000.00	(6,922.90)
Reimbursements				-
Salaries			-	-
Corporate Wages	14,587.28	99,346.84	205,350.00	(106,003.16)
<b>Total Salaries</b>	<b>14,587.28</b>	<b>99,346.84</b>	<b>205,350.00</b>	<b>(106,003.16)</b>
<b>Total 66000 Personnel Services</b>	<b>16,789.86</b>	<b>114,014.55</b>	<b>235,350.00</b>	<b>(121,335.45)</b>
Capital Outlay				
Books	1,042.21	10,981.13	24,000.00	(13,018.87)
Equipment	3,136.85	4,371.68	5,400.00	(1,028.32)
Improvements		15,578.33	110,150.00	(94,571.67)
Materials/Non-Printed/A-V	1,089.26	6,281.75	19,200.00	(12,918.25)
<b>Total Capital Outlay</b>	<b>5,268.32</b>	<b>37,212.89</b>	<b>158,750.00</b>	<b>(121,537.11)</b>
Commodities				
Databases	1,058.11	5,176.13	8,401.00	(3,224.87)
Periodicals	-	390.00	2,790.00	(2,400.00)
Supplies	534.88	2,437.14	4,000.00	(1,562.86)
Postage/Shipping		62.96	500.00	(437.04)
<b>Total Commodities</b>	<b>1,592.99</b>	<b>8,066.23</b>	<b>15,691.00</b>	<b>(7,624.77)</b>
Contractual Services				
Accounting	1,109.45	6,802.54	15,000.00	(8,197.46)
Audit Fees			7,725.00	(7,725.00)
Legal	230.00	2,005.00	4,000.00	(1,995.00)
Maintenance	1,474.56	5,746.71	8,500.00	(2,753.29)
PrairieCat Corporate			1,000.00	(1,000.00)
PrairieCat Consortium		4,722.00	8,446.00	(3,724.00)
Security Services				-
HR Source		275.00		275.00
Technical Services	4,375.00	4,375.00	10,000.00	(5,625.00)
Other Contractual Services	175.00	175.00	3,000.00	(2,825.00)
<b>Total Contractual Services</b>	<b>7,364.01</b>	<b>24,101.25</b>	<b>57,671.00</b>	<b>(33,569.75)</b>
Historical Digitization	87.48	991.48	40,000.00	(39,008.52)
Lit Fest Expenditures	193.71	193.71	-	193.71
Other Expenditures				
Contingencies			30,000.00	(30,000.00)
Misc Charges	33.72	267.72	1,500.00	(1,232.28)
<b>Total Other Expenditures</b>	<b>33.72</b>	<b>267.72</b>	<b>31,500.00</b>	<b>(31,232.28)</b>
Other Services				
Association Dues	355.00	355.00	500.00	(145.00)
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	139.67	1,194.04	17,000.00	(15,805.96)
Public Notice/Legal		218.49	500.00	(281.51)
Travel		104.61	800.00	(695.39)
Utilities	860.90	6,545.48	13,500.00	(6,954.52)

No Assurance Provided / All Disclosures Omitted

10/29

Galena Public Library District

<b>Total Other Services</b>	<b>1,355.57</b>	<b>14,824.62</b>	<b>45,800.00</b>	<b>(30,975.38)</b>
<b>Total Expenses</b>	<b>32,685.66</b>	<b>199,672.45</b>	<b>584,762.00</b>	<b>(385,089.55)</b>
NET OPERATING MARGIN	(28,165.79)	389,951.71	43,696.90	346,254.81
NET MARGIN	(28,165.79)	389,951.71	43,696.90	346,254.81

Preliminary Draft

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

December 2021

		Corporate Fund	
	Actual	Budget	over Budget
<b>INCOME</b>			
3030 Digitization Project		1,250.00	-1,250.00
3040 Donations	526.18	83.33	442.85
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	2.44	1,000.00	-997.56
<b>Total 3100 Interest Income</b>	<b>2.44</b>	<b>1,000.00</b>	<b>-997.56</b>
3110 Item Replacements		16.67	-16.67
3120 Lit Fest		416.67	-416.67
3130 Non-Resident Fee		166.67	-166.67
3140 Other Income			
3142 Corporate Other Income		83.33	-83.33
<b>Total 3140 Other Income</b>		<b>83.33</b>	<b>-83.33</b>
3160 Prairie Cat		8.33	-8.33
3190 Replacement Tax		416.67	-416.67
3200 Royalty Income	820.95		820.95
3230 Service Charges	46.57	41.67	4.90
<b>Total Income</b>	<b>1,396.14</b>	<b>4,212.51</b>	<b>-2,816.37</b>
<b>GROSS MARGIN</b>	<b>1,396.14</b>	<b>4,212.51</b>	<b>-2,816.37</b>
<b>EXPENSES</b>			
5100 Personnel Services			
5150 Salaries	14,587.28	17,112.50	-2,525.22
<b>Total 5100 Personnel Services</b>	<b>14,587.28</b>	<b>17,112.50</b>	<b>-2,525.22</b>
5200 Capital Outlay			
5210 Books	1,042.21	2,000.00	-957.79
5220 Equipment	3,136.85	450.00	2,686.85
5240 Improvements		9,179.16	-9,179.16
5260 Materials/Non-Printed/A-V	1,089.26	1,600.00	-510.74
<b>Total 5200 Capital Outlay</b>	<b>5,268.32</b>	<b>13,229.16</b>	<b>-7,960.84</b>
5300 Commodities			
5310 Databases	1,058.11	700.08	358.03
5320 Periodicals		232.50	-232.50
5330 Supplies	534.88	333.33	201.55
5340 Postage/Shipping		41.67	-41.67
<b>Total 5300 Commodities</b>	<b>1,592.99</b>	<b>1,307.58</b>	<b>285.41</b>
5400 Contractual Services			
5410 Accounting	1,109.45	1,250.00	-140.55
5420 Audit Fees		643.75	-643.75
5430 Legal	230.00	333.33	-103.33
5440 Maintenance	1,474.56	708.33	766.23

No Assurance Provided / All Disclosures Omitted

12/29

		Corporate Fund	
	Actual	Budget	over Budget
5450 Prairie Cat/Corporate		83.33	-83.33
5480 Technical Services	4,375.00	833.33	3,541.67
5485 Other Contractual Services	175.00	250.00	-75.00
<b>Total 5400 Contractual Services</b>	<b>7,364.01</b>	<b>4,102.07</b>	<b>3,261.94</b>
5500 Historical Digitization	87.48	3,333.33	-3,245.85
5600 Lit Fest Expenditures	193.71		193.71
5700 Other Expenditures			
5710 Contingencies		2,500.00	-2,500.00
5730 Misc Charges	33.72	125.00	-91.28
<b>Total 5700 Other Expenditures</b>	<b>33.72</b>	<b>2,625.00</b>	<b>-2,591.28</b>
5800 Other Services			
5810 Association Dues	355.00	41.67	313.33
5820 Continuing Education		208.33	-208.33
5850 Marketing		208.33	-208.33
5860 Outreach		125.00	-125.00
5870 Programming	139.67	1,416.67	-1,277.00
5880 Public Notice/Legal		41.67	-41.67
5890 Travel		66.67	-66.67
5900 Utilities	860.90	1,125.00	-264.10
<b>Total 5800 Other Services</b>	<b>1,355.57</b>	<b>3,233.34</b>	<b>-1,877.77</b>
<b>Total Expenses</b>	<b>30,483.08</b>	<b>44,942.98</b>	<b>-14,459.90</b>
NET OPERATING MARGIN	-29,086.94	-40,730.47	11,643.53
NET MARGIN	<b>\$ -29,086.94</b>	<b>\$ -40,730.47</b>	<b>\$11,643.53</b>

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

July - December, 2021

	Actual	Budget	Corporate Fund over Budget
<b>INCOME</b>			
3030 Digitization Project	1,275.00	7,500.00	-6,225.00
3040 Donations	201,962.08	201,469.92	492.16
3050 Fines/Overdues	92.49	249.98	-157.49
3060 Friends (Other Grants)		3,999.98	-3,999.98
3090 Historical Department	115.00	125.02	-10.02
3100 Interest Income			
3101 Corporate Interest	141.22	6,000.00	-5,858.78
3106 Memorial Reserve Interest	65.43		65.43
<b>Total 3100 Interest Income</b>	<b>206.65</b>	<b>6,000.00</b>	<b>-5,793.35</b>
3110 Item Replacements	168.56	99.98	68.58
3120 Lit Fest		2,499.98	-2,499.98
3130 Non-Resident Fee	2,266.41	999.98	1,266.43
3140 Other Income			
3142 Corporate Other Income	112.96	500.02	-387.06
<b>Total 3140 Other Income</b>	<b>112.96</b>	<b>500.02</b>	<b>-387.06</b>
3160 Prairie Cat		50.02	-50.02
3180 Property Taxes			
3181 Corporate Property Tax	338,600.46	338,512.00	88.46
<b>Total 3180 Property Taxes</b>	<b>338,600.46</b>	<b>338,512.00</b>	<b>88.46</b>
3190 Replacement Tax	2,207.72	2,499.98	-292.26
3200 Royalty Income	2,095.87		2,095.87
3230 Service Charges	392.27	249.98	142.29
<b>Total Income</b>	<b>549,495.47</b>	<b>564,756.84</b>	<b>-15,261.37</b>
<b>GROSS MARGIN</b>	<b>549,495.47</b>	<b>564,756.84</b>	<b>-15,261.37</b>
<b>EXPENSES</b>			
5100 Personnel Services			
5150 Salaries	99,346.84	102,675.00	-3,328.16
<b>Total 5100 Personnel Services</b>	<b>99,346.84</b>	<b>102,675.00</b>	<b>-3,328.16</b>
5200 Capital Outlay			
5210 Books	10,981.13	12,000.00	-1,018.87
5220 Equipment	4,371.68	2,700.00	1,671.68
5240 Improvements	15,578.33	55,075.04	-39,496.71
5260 Materials/Non-Printed/A-V	6,281.75	9,600.00	-3,318.25
<b>Total 5200 Capital Outlay</b>	<b>37,212.89</b>	<b>79,375.04</b>	<b>-42,162.15</b>
5300 Commodities			
5310 Databases	5,176.13	4,200.52	975.61
5320 Periodicals	390.00	1,395.00	-1,005.00
5330 Supplies	2,437.14	2,000.02	437.12
5340 Postage/Shipping	62.96	249.98	-187.02
<b>Total 5300 Commodities</b>	<b>8,066.23</b>	<b>7,845.52</b>	<b>220.71</b>
5400 Contractual Services			

No Assurance Provided / All Disclosures Omitted

14/29

		Corporate Fund	
	Actual	Budget	over Budget
5410 Accounting	6,802.54	7,500.00	-697.46
5420 Audit Fees		3,862.50	-3,862.50
5430 Legal	2,005.00	2,000.02	4.98
5440 Maintenance	5,746.71	4,250.02	1,496.69
5450 Prairie Cat/Corporate		500.02	-500.02
5460 PrairieCat Consortium	499.00		499.00
5475 HR Source	275.00		275.00
5480 Technical Services	4,375.00	5,000.02	-625.02
5485 Other Contractual Services	175.00	1,500.00	-1,325.00
<b>Total 5400 Contractual Services</b>	<b>19,878.25</b>	<b>24,612.58</b>	<b>-4,734.33</b>
5500 Historical Digitization	991.48	20,000.02	-19,008.54
5600 Lit Fest Expenditures	193.71		193.71
5700 Other Expenditures			
5710 Contingencies		15,000.00	-15,000.00
5730 Misc Charges	267.72	750.00	-482.28
<b>Total 5700 Other Expenditures</b>	<b>267.72</b>	<b>15,750.00</b>	<b>-15,482.28</b>
5800 Other Services			
5810 Association Dues	355.00	249.98	105.02
5820 Continuing Education		1,250.02	-1,250.02
5850 Marketing		1,250.02	-1,250.02
5860 Outreach		750.00	-750.00
5870 Programming	1,194.04	8,499.98	-7,305.94
5880 Public Notice/Legal	218.49	249.98	-31.49
5890 Travel	104.61	399.98	-295.37
5900 Utilities	6,545.48	6,750.00	-204.52
<b>Total 5800 Other Services</b>	<b>8,417.62</b>	<b>19,399.96</b>	<b>-10,982.34</b>
<b>Total Expenses</b>	<b>174,374.74</b>	<b>269,658.12</b>	<b>-95,283.38</b>
NET OPERATING MARGIN	<b>375,120.73</b>	<b>295,098.72</b>	<b>80,022.01</b>
NET MARGIN	<b>\$375,120.73</b>	<b>\$295,098.72</b>	<b>\$80,022.01</b>

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

December 2021

	Actual	Budget	Endowment over Budget
INCOME			
3100 Interest Income			
3109 Endowment Interest	2,392.24		2,392.24
<b>Total 3100 Interest Income</b>	<b>2,392.24</b>		<b>2,392.24</b>
<b>Total Income</b>	<b>2,392.24</b>	<b>0.00</b>	<b>2,392.24</b>
GROSS MARGIN			
	<b>2,392.24</b>	<b>0.00</b>	<b>2,392.24</b>
EXPENSES			
<b>Total Expenses</b>			<b>0.00</b>
NET OPERATING MARGIN			
	<b>2,392.24</b>	<b>0.00</b>	<b>2,392.24</b>
NET MARGIN			
	<b>\$2,392.24</b>	<b>\$0.00</b>	<b>\$2,392.24</b>



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

July - December, 2021

	Actual	Budget	Endowment over Budget
INCOME			
3100 Interest Income			
3109 Endowment Interest	4,012.14		4,012.14
<b>Total 3100 Interest Income</b>	<b>4,012.14</b>		<b>4,012.14</b>
<b>Total Income</b>	<b>4,012.14</b>	<b>0.00</b>	<b>4,012.14</b>
GROSS MARGIN			
	4,012.14	0.00	4,012.14
EXPENSES			
			0.00
<b>Total Expenses</b>			<b>0.00</b>
NET OPERATING MARGIN	4,012.14	0.00	4,012.14
NET MARGIN	\$4,012.14	\$0.00	\$4,012.14



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

December 2021

	Actual	Budget	FICA Fund over Budget
INCOME			
<b>Total Income</b>			<b>0.00</b>
GROSS MARGIN	0.00	0.00	0.00
EXPENSES			
5100 Personnel Services			
5120 Payroll Taxes	1,106.52	1,333.33	-226.81
<b>Total 5100 Personnel Services</b>	<b>1,106.52</b>	<b>1,333.33</b>	<b>-226.81</b>
<b>Total Expenses</b>	<b>1,106.52</b>	<b>1,333.33</b>	<b>-226.81</b>
NET OPERATING MARGIN	-1,106.52	-1,333.33	226.81
NET MARGIN	\$ -1,106.52	\$ -1,333.33	\$226.81

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

July - December, 2021

	Actual	Budget	FICA Fund over Budget
<b>INCOME</b>			
3180 Property Taxes			
3182 FICA Property Tax	16,697.44	16,693.00	4.44
<b>Total 3180 Property Taxes</b>	<b>16,697.44</b>	<b>16,693.00</b>	<b>4.44</b>
<b>Total Income</b>	<b>16,697.44</b>	<b>16,693.00</b>	<b>4.44</b>
<b>GROSS MARGIN</b>	<b>16,697.44</b>	<b>16,693.00</b>	<b>4.44</b>
<b>EXPENSES</b>			
5100 Personnel Services			
5120 Payroll Taxes	7,590.61	8,000.02	-409.41
<b>Total 5100 Personnel Services</b>	<b>7,590.61</b>	<b>8,000.02</b>	<b>-409.41</b>
<b>Total Expenses</b>	<b>7,590.61</b>	<b>8,000.02</b>	<b>-409.41</b>
<b>NET OPERATING MARGIN</b>	<b>9,106.83</b>	<b>8,692.98</b>	<b>413.85</b>
<b>NET MARGIN</b>	<b>\$9,106.83</b>	<b>\$8,692.98</b>	<b>\$413.85</b>

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

December 2021

	Actual	Budget	IMRF Fund over Budget
INCOME			
<b>Total Income</b>			<b>0.00</b>
GROSS MARGIN	0.00	0.00	0.00
EXPENSES			
5100 Personnel Services			
5130 Pension Contributions	1,096.06	1,166.67	-70.61
<b>Total 5100 Personnel Services</b>	<b>1,096.06</b>	<b>1,166.67</b>	<b>-70.61</b>
<b>Total Expenses</b>	<b>1,096.06</b>	<b>1,166.67</b>	<b>-70.61</b>
NET OPERATING MARGIN	-1,096.06	-1,166.67	70.61
NET MARGIN	\$ -1,096.06	\$ -1,166.67	\$70.61

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

July - December, 2021

	Actual	Budget	IMRF Fund over Budget
<b>INCOME</b>			
3180 Property Taxes			
3183 IMRF Property Tax	2,961.52	2,961.00	0.52
<b>Total 3180 Property Taxes</b>	<b>2,961.52</b>	<b>2,961.00</b>	<b>0.52</b>
<b>Total Income</b>	<b>2,961.52</b>	<b>2,961.00</b>	<b>0.52</b>
<b>GROSS MARGIN</b>	<b>2,961.52</b>	<b>2,961.00</b>	<b>0.52</b>
<b>EXPENSES</b>			
5100 Personnel Services			
5130 Pension Contributions	7,077.10	6,999.98	77.12
<b>Total 5100 Personnel Services</b>	<b>7,077.10</b>	<b>6,999.98</b>	<b>77.12</b>
<b>Total Expenses</b>	<b>7,077.10</b>	<b>6,999.98</b>	<b>77.12</b>
<b>NET OPERATING MARGIN</b>	<b>-4,115.58</b>	<b>-4,038.98</b>	<b>-76.60</b>
<b>NET MARGIN</b>	<b>\$ -4,115.58</b>	<b>\$ -4,038.98</b>	<b>\$ -76.60</b>

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

December 2021

	Actual	Budget	Insurance Fund over Budget
INCOME			
<b>Total Income</b>			<b>0.00</b>
GROSS MARGIN	0.00	0.00	0.00
EXPENSES			
5800 Other Services			
5830 General Insurance (Bonding)		583.33	-583.33
<b>Total 5800 Other Services</b>		<b>583.33</b>	<b>-583.33</b>
<b>Total Expenses</b>	<b>0.00</b>	<b>583.33</b>	<b>-583.33</b>
NET OPERATING MARGIN	0.00	-583.33	583.33
NET MARGIN	\$0.00	\$ -583.33	\$583.33

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

July - December, 2021

	Actual	Budget	Insurance Fund over Budget
<b>INCOME</b>			
3180 Property Taxes			
3184 Insurance Property Tax	1,979.52	1,979.00	0.52
<b>Total 3180 Property Taxes</b>	<b>1,979.52</b>	<b>1,979.00</b>	<b>0.52</b>
<b>Total Income</b>	<b>1,979.52</b>	<b>1,979.00</b>	<b>0.52</b>
<b>GROSS MARGIN</b>	<b>1,979.52</b>	<b>1,979.00</b>	<b>0.52</b>
<b>EXPENSES</b>			
5800 Other Services			
5830 General Insurance (Bonding)	6,407.00	3,500.02	2,906.98
<b>Total 5800 Other Services</b>	<b>6,407.00</b>	<b>3,500.02</b>	<b>2,906.98</b>
<b>Total Expenses</b>	<b>6,407.00</b>	<b>3,500.02</b>	<b>2,906.98</b>
<b>NET OPERATING MARGIN</b>	<b>-4,427.48</b>	<b>-1,521.02</b>	<b>-2,906.46</b>
<b>NET MARGIN</b>	<b>\$ -4,427.48</b>	<b>\$ -1,521.02</b>	<b>\$ -2,906.46</b>

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

December 2021

	Actual	Budget	Memorial Reserve over Budget
INCOME			
3100 Interest Income			
3106 Memorial Reserve Interest	22.30		22.30
<b>Total 3100 Interest Income</b>	<b>22.30</b>		<b>22.30</b>
<b>Total Income</b>	<b>22.30</b>	<b>0.00</b>	<b>22.30</b>
GROSS MARGIN			
EXPENSES			
<b>Total Expenses</b>			<b>0.00</b>
NET OPERATING MARGIN	22.30	0.00	22.30
NET MARGIN	\$22.30	\$0.00	\$22.30

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

July - December, 2021

	Actual	Budget	Memorial Reserve over Budget
INCOME			
3100 Interest Income			
3106 Memorial Reserve Interest	22.30		22.30
<b>Total 3100 Interest Income</b>	<b>22.30</b>		<b>22.30</b>
<b>Total Income</b>	<b>22.30</b>	<b>0.00</b>	<b>22.30</b>
GROSS MARGIN			
	<b>22.30</b>	<b>0.00</b>	<b>22.30</b>
EXPENSES			
<b>Total Expenses</b>			<b>0.00</b>
NET OPERATING MARGIN	<b>22.30</b>	<b>0.00</b>	<b>22.30</b>
NET MARGIN	<b>\$22.30</b>	<b>\$0.00</b>	<b>\$22.30</b>



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

December 2021

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

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

July - December, 2021

	Actual	Budget	Per Capita Fund over Budget
<b>INCOME</b>			
3070 Grants			
3077 Per Capita Grant	6,793.85	3,396.98	3,396.87
<b>Total 3070 Grants</b>	<b>6,793.85</b>	<b>3,396.98</b>	<b>3,396.87</b>
<b>Total Income</b>	<b>6,793.85</b>	<b>3,396.98</b>	<b>3,396.87</b>
<b>GROSS MARGIN</b>	<b>6,793.85</b>	<b>3,396.98</b>	<b>3,396.87</b>
<b>EXPENSES</b>			
5400 Contractual Services			
5460 PrairieCat Consortium	4,223.00	4,223.02	-0.02
<b>Total 5400 Contractual Services</b>	<b>4,223.00</b>	<b>4,223.02</b>	<b>-0.02</b>
<b>Total Expenses</b>	<b>4,223.00</b>	<b>4,223.02</b>	<b>-0.02</b>
<b>NET OPERATING MARGIN</b>	<b>2,570.85</b>	<b>-826.04</b>	<b>3,396.89</b>
<b>NET MARGIN</b>	<b>\$2,570.85</b>	<b>\$ -826.04</b>	<b>\$3,396.89</b>

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

December 2021

	Actual	Budget	Reserve Fund over Budget
INCOME			
3100 Interest Income			
3108 Reserve Interest	131.31		131.31
<b>Total 3100 Interest Income</b>	<b>131.31</b>		<b>131.31</b>
3200 Royalty Income	577.88	833.33	-255.45
<b>Total Income</b>	<b>709.19</b>	<b>833.33</b>	<b>-124.14</b>
GROSS MARGIN	<b>709.19</b>	<b>833.33</b>	<b>-124.14</b>
EXPENSES			
<b>Total Expenses</b>			<b>0.00</b>
NET OPERATING MARGIN	<b>709.19</b>	<b>833.33</b>	<b>-124.14</b>
NET MARGIN	<b>\$709.19</b>	<b>\$833.33</b>	<b>\$ -124.14</b>

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

July - December, 2021

	Actual	Budget	Reserve Fund over Budget
INCOME			
3100 Interest Income			
3108 Reserve Interest	804.15		804.15
<b>Total 3100 Interest Income</b>	<b>804.15</b>		<b>804.15</b>
3200 Royalty Income	6,857.77	5,000.02	1,857.75
<b>Total Income</b>	<b>7,661.92</b>	<b>5,000.02</b>	<b>2,661.90</b>
GROSS MARGIN	<b>7,661.92</b>	<b>5,000.02</b>	<b>2,661.90</b>
EXPENSES			
<b>Total Expenses</b>			<b>0.00</b>
NET OPERATING MARGIN	<b>7,661.92</b>	<b>5,000.02</b>	<b>2,661.90</b>
NET MARGIN	<b>\$7,661.92</b>	<b>\$5,000.02</b>	<b>\$2,661.90</b>

## 7. LIBRARY DIRECTOR'S REPORT



### Director's Report December 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 statistics for calendar year 2021 included in this report. December 2021 statistics included in this report.

#### Adult Services

LitFest 2022 kicks off on Tuesday, January 11<sup>th</sup>. If you are interested in any of the events, you may register [here](#).

Along with the Vibe interactive smartboard, a 360-degree webcam was purchased for hybrid programming. The webcam will allow attendees in the library building participate with those connecting via Zoom. It was used for the first time for the weekly Stitchers meeting with great success. It can be used in conjunction with the Vibe screen.

#### Youth Services

The children's library was recently painted! The new color is much more child-friendly and creates an inviting, playful environment. Rachel is researching some new manipulatives to install on the endcaps of book shelves. She is looking at interactive Lego mounts, Manga Tile mounts, and other [sensory wall panels](#).

STEAM Club is going well, especially with the new purchase of the interactive smart board. There are 10-15 regular attendees.

#### 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](#).

If you are not subscribing to the library's monthly newsletter you can do so by scrolling to the bottom of the [library's homepage](#).

Instagram Reels and YouTube shorts are engaging the age bracket of 35-44, which is typically another hard-to-reach demographic.

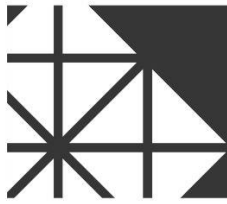
## Director

- **Building**
  - Electric: Rewiring of front entrance lamp posts is been postponed until spring.
  - Egress: Quote recently received and reviewed by Building committee
  - Book drop: Delivered to Kieffer in East Dubuque on January 4<sup>th</sup>. Should be done within one week.
- **Finances**
  - Accounting: For calendar year 2022, monthly accounting fees have increased from \$900 to \$925 per month.
  - Audit: Scott Roberts at O'Connor filed a 60-day extension with the Comptroller as it was not completed by the file date of December 27, 2021.
  - Per Capita Grant was submitted on December 16, 2021
- **Personnel**
- **Project Updates**
  - Library Minutes: currently in the mid 2000s
  - Demco Furniture Design
    - Chairs and coffee table for the seating area were ordered in November. The shipping date got pushed to early February. Hopefully we can expect the furniture by mid-February
    - Table and chairs for study area – this order has not yet been confirmed but is in process. Wood finish and fabric swatches were recently received and chosen. Order will be submitted as soon as possible.
  - Digitization:
    - Project Managers: Kristina and Mike
    - A timeline at this point is unable to be identified as they have not finished the two test papers. Once 1868 & 1869 have been completed they will have a better understanding of turnaround time.
    - A Project Plan was never created for digitization. One is attached to this report.
    - Reasons for long turnaround time:
      - Oversized volumes
      - Unbinding process – Crowley does not have a large enough cutter to unbind, so it must be done by hand.
      - Scanning machines – Crowley has only two scanning machines large enough for the papers (compared to six for smaller documents).
      - Large queue of projects
    - Current Plan:
      - Send out five years (1863-1867), watch tracking and send out another five years (1930-1934). The ten years will be entered into the queue at the same time.

- Newspaper storage: papers are stored in a locked cage with enough space for the ten years outlined above.
- Once 1868 & 1869 are completed, Kristina, Mike, and I will reassess and create a project timeline.
- **Strategic Plan Objective Timeline**
  - December 2021
    - 2.b.ii: Incorporate accessibility features into new library website
      - The library website has the ability to be translated into multiple languages, can be enlarged for easier viewing, mobile accessibility.
      - A few issues currently being worked on are contrast errors (color differences are not clear enough), redirects from old website, and the calendar needs reworking.
    - 4.c: Streamline policies and procedures to ensure clarity and smooth workflow
      - A Library Policy Review Schedule was created and the Policy Committee is currently on target for the creation and revision of policies on the schedule. The Review Schedule is available on the Board iPads.
  - January 2022 will focus on continuing education opportunities for staff.

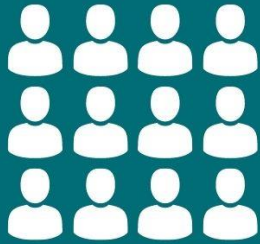
#### Trainings/Continuing Education

Annette Anderson is in the process of getting her barcode certification. She will be able to catalog materials once certified.



# 2021 GALENA PUBLIC LIBRARY IN REVIEW

**12,210 VISITS**



**1,506**  
card  
holders

**47,886**

items checked out



**40,513** books + other items  
**7,373** ebooks + digital items

**CIRCULATION**

## PROGRAMMING



**276**  
programs

**2,700**  
attendees

**210**



**VOLUNTEER  
HOURS**

**136**



library cards  
issued

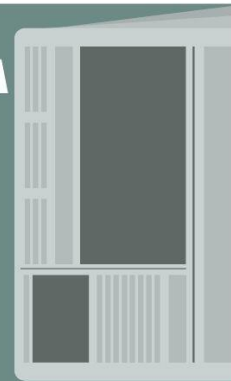
## HISTORICAL ROOM

**750**  
visitors

**416**  
archiving  
hours

**810**  
research  
requests

**10,182**  
documents  
digitized



## COMPUTER USAGE



**1,249**  
wifi  
sessions



**1,316**  
computer  
sessions



**13,539**  
website  
views



# DECEMBER 2021 STATISTICS

## Card Holders



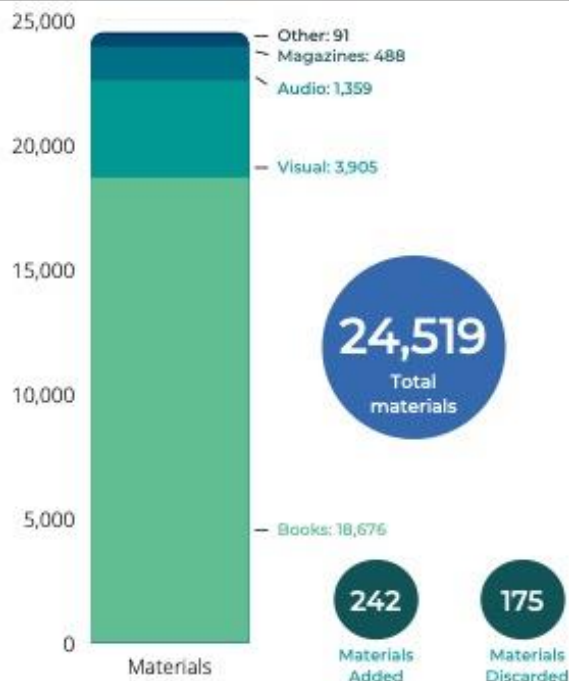
## Checkouts

3,433 ▲ 42%

TOTAL CHECKOUTS



## Collection

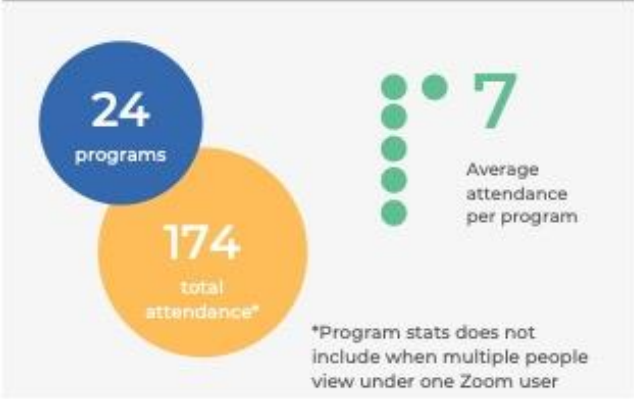


## Visits

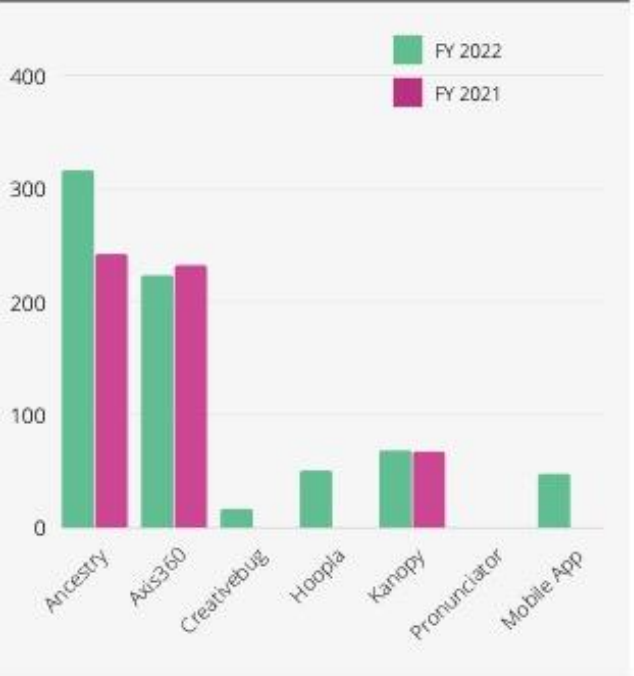


# DECEMBER 2021 STATISTICS

## Programming



## eResources



## Social Media



## 9. COMMITTEES

### 9.A BUILDING & GROUNDS JANUARY 7, 2022 MINUTES

#### **Building & Grounds Committee Meeting**

January 7, 2022 Minutes – **DRAFT**

Meeting called to order at 1:30pm 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.

#### Review of Agenda

Thompson stated that he was recusing himself from the discussion of the exterior work bid packet. He stated that, though he helped put the packet together, nothing in that process gave him an advantage in possibly bidding the job. However, discussion regarding the packet could give him an advantage, so he will not stay for that portion of the meeting.

#### Public Comments

None

#### December 2, 2021 Minutes

Furlong moved to approve the minutes of the December 2, 2021 Building & Grounds Committee meeting. Rector seconded. Roll call vote: Furlong-aye; Rector-aye; Thompson-aye.

#### Discussion of Building Renovation and Expansion

Thompson asked what information had been gathered regarding the potential of moving to part of the Galena Primary School (GPS) or purchasing the house behind the library.

Diedrich stated that she met with Tim Vincent of the Galena Schools and went over what the library is looking for and needs in a new space. He seemed intrigued and thinks it would be great for kids and teachers. However, he had not yet discussed it with his full board nor was he able to share a definitive timeline for the school's projects with the GPS building. He thought that it would be 2024 or 2025 before GPS could even be available to house the library.

Thompson stated that the library would need a proposal with an understanding of the costs of rent, renovation and so forth before any decision could be made. Lenstra mentioned that an Intergovernmental Agreement could abate part of the rent if we offered library cards to all unserved children in the school district. Thompson stated that the committee should compile lists of things the library needs to think about regarding this potential project: plans, costs, pros and cons, what happens to the current library building, etc. to figure out if it's a real possibility.

Albaugh stated that he has a problem with renting because the library could lose the space if the school district decides they want it back. His calculations are that renovation would be approximately \$2 million

dollars with a rental cost of \$20,000 a month at GPS. Discussion was had about a referendum and potential grants.

Albaugh spoke with the owners of the house behind the library. They are not interested in possibly selling for at least two to three years and could not estimate the price they would ask for the building. He asked the committee what they felt the community uproar would be if the library left this building. Furlong asked that the committee assess all options with an open mind and investigate for putting any option off the table. Albaugh stated he was not for moving to GPS. Albaugh asked why not just add a second level addition to the current building. Thompson stated that everything is on the table and can be reviewed in the committee. If the committee feels it is feasible, next steps can be taken.

Discussion was had about how many people the library currently serves and the potential for serving more in a different space or space configuration at the current building

Rector asked about redistricting. Diedrich said that is a long-term goal, but that the library has to serve its current community and that is not entirely possible in this building and its current layout.

Thompson asked Albaugh to share his idea of new building construction for the library. Albaugh said he thought of the land behind Piggly-Wiggly as a site for new construction. He is scared of renting and does not want to lose the rented space in the future. Rector agreed. Albaugh is not against moving per se but is not sold on renting.

Thompson estimated the cost of a new building with prevailing wage is at least \$10 million, not including the lot. Lenstra asked how owns the lot. Albaugh state he believes Karpinsky Enterprises owns the lot. Thompson said that we cannot approach the lot owner until we have cursory drawings with square footage, prices and a demonstrated ability to afford that price.

Thompson asked the committee if they felt it was worth looking at new construction. Diedrich and Lenstra stated that grants are available for the state for new construction. Discussion was had about materials costs and whether they will improve. The committee is open to exploring the idea of new construction. Diedrich will document the lot size, proposed square footage with a two-story building and possibly the going rate for commercial property in the area.

Diedrich is going to tour the school soon but is at a pausing point with the GPS idea because she cannot get any more information from the school district at the time

The committee will plan a date for the next building committee based on when information regarding new construction is available.

Thompson designated Rector interim committee chair and recused himself from the meeting.

#### Discussion of Exterior Repairs Bid Package

Diedrich created her package from other bids and is open to suggestions. The timeframe for the bid

process is not set yet. Amendments to document: cut item number 7 on page 2; cut item number 2 on page 5 and items 3aIII, 3aIV, and 3b; change "Comp" to "Compensation" on page 5; cut item 3 on page 6; change "reserve" to "reserves" in item 4 on page 6; change "proposal" to "bid" throughout the document.

Albaugh asked if Dubuque contractors could bid on the package. He was under the impression that they may not be able to under state law. Diedrich will investigate. Furlong motioned to approve the bid package with the discussed changes. Rector seconded. Roll call vote: Furlong-aye; Rector-aye.

#### Adjournment

Meeting adjourned at 2:41pm.



# **GALENA PUBLIC LIBRARY DISTRICT**

## REQUEST FOR BIDS FOR REPAIRS TO THE EXTERIOR BUILDING ENVELOPE

Galena Public Library District  
601 S. Bench St.  
Galena, IL 61036

## NOTICE TO BIDDERS

The Board of Trustees of the Galena Public Library District is accepting sealed bids for repairs to the exterior building envelope. Bid packages are available for pickup at Galena Public Library District at 601 S. Bench St., Galena, IL 6103, on the Library's website [www.galenalibrary.org](http://www.galenalibrary.org), or by emailing Library Director, Jenna Diedrich, at [diedrichj@galenalibrary.org](mailto:diedrichj@galenalibrary.org). Sealed bids will be accepted on weekdays between 10:00 am and 4:00 pm beginning on DATE and ending on DATE.

The bid opening is scheduled for DATE at TIME on the Main Floor of the Galena Public Library District. A non-mandatory pre-bid submittal meeting and walkthrough will occur on DATE at TIME.

Contact Person: Jenna Diedrich, Library Director  
[diedrichj@galenalibrary.org](mailto:diedrichj@galenalibrary.org)  
815-777-0200

Date of Issue: DATE

Due Date: DATE

Submittals to: Galena Public Library District  
ATTN: Jenna Diedrich, Director  
Exterior Building Envelope RFB  
601 S. Bench St.  
Galena, IL 61036

### GENERAL

1. This Request for Bids (RFB) and addenda are available on the Library's website: [www.galenalibrary.org](http://www.galenalibrary.org)
2. Any changes to the RFB or addenda will be posted no later than DATE. Companies are responsible for checking the website or contacting the Library Director to ensure they have the most current information regarding the RFB.
3. All questions pertaining to the solicitation must be in writing and may be sent via post or email to the library Director.
4. The library is not liable for any costs incurred by any firm in connection with this RFP. Expenses incurred by the responding firms are the sole responsibility of the firm and may not be charged to the Library.
5. All bids submitted shall be binding for ninety (90) calendar days following the deadline for receipt and may not be revoked or withdrawn during that period.
6. The library reserves the right to accept or reject any and all bids, to waive technicalities, and to accept or reject any item of any bid.

## SCOPE OF WORK

The necessary repairs to the exterior building envelope of the Galena Public Library District are:

1. Front (east side) of building
  - a. Patch front limestone step treads and risers using approved limestone patching compound; on front steps, remove existing and install new expansion joint compound with bond breaker at rear of caulk joints. Color to match existing.
  - b. Replace parget section on two front buttresses with new limestone to match original panels.
  - c. Remove existing damaged mortar joints removing no material from existing limestone blocks and tuck point limestone field with Type O mortar to match original. Sample mortar submittal required for approval.
  - d. On existing limestone coping, corbelling, and water table remove existing caulk and mortar joints and install new expansion joint compound with bond breaker at rear of caulk joints. Color sample submittal required for approval.
  - e. Remove and salvage existing steel handrail at concrete steps at front of building. Repair concrete as necessary to reinstall steel handrail. Reinstall steel handrail.
2. Rear (west side) of building
  - a. Remove damaged mortar joints and tuck point limestone field
  - b. Remove caulk and mortar joints and install new expansion joint compound at limestone coping, corbelling, and water table
  - c. Repair damaged limestone corner near elevator addition using new or salvaged limestone to match existing. Mortar color to match other new masonry repairs.
  - d. Repair two limestone chimneys. Removing and resetting exterior limestone blocks as necessary. Remove and replace all damaged mortar joints as necessary. Removing no material from existing limestone blocks. All tuck pointing to be executed with Type O mortar to match original. Sample mortal submittal required for approval.
3. North and south sides of building
  - a. Remove existing damaged mortar joints and tuck point limestone field Type O mortar to match original. Sample mortar submittal required for approval.
  - b. On existing limestone coping, corbelling, and water table remove existing caulk and mortar joints and install new expansion joint compound with bond breaker at rear of caulk joints. Color sample submittal required for approval.
  - c. Repair door threshold at storeroom door
  - d. Power wash organic material from stone and infill around drains in sidewalk (on north side only). Any cleaners or chemicals to be submitted for approval prior to execution of work.



## Prevailing Wage

Some or all the work herein may be subject to the provision of the Prevailing Wage Act [820 ILCS 130/.01 *et seq*] providing for the payment of prevailing rate wages to all employees and subcontractors. The Contractor shall agree to indemnify the Library for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said laws.

### EXPECTED SCHEDULE

	<b>Item</b>	<b>Due Date</b>
	Request for Bid released	DATE/TIME
	Non-mandatory pre-submittal meeting and walk-through at Galena Public Library	DATE/TIME
	Deadline for respondents to send clarifications/questions	DATE/TIME
	Submissions due: evaluation of qualifications by Building & Grounds committee begins	DATE/TIME
	Recommendations presented to the full Board of Trustees	DATE/TIME
	Bidding Completed – Board votes to approve contractor	DATE/TIME
	Project start (tentative)	DATE/TIME
	Project completion (tentative)	DATE/TIME

## REQUIREMENTS FOR SUBMITTING BID

Submittal of one (1) printed copy and (1) electronic copy **no later than DATE by TIME** to:

Galena Public Library District  
ATTN: Jenna Diedrich, Director  
Exterior Building Envelope RFP  
601 S. Bench St.  
Galena, IL 61036

Faxed bids are not able to be accepted.

Late submissions will not be accepted. Qualifications will be taken under advisement and reviewed by the Library following the submittal deadline.

Statement of Qualification must include the following information in the stated order:

1. Information about the Firm
  - a. Firm name, address, and telephone number
  - b. Primary contact name with email and telephone number
  - c. Information about workload and availability
2. Representative projects
  - a. Provide three examples of similar projects completed by the assigned personnel.  
Include the following information:
    - i. Name and address of client
    - ii. Name, telephone number, and email of primary contact
3. Insurance Requirements
  - a. Liability Policy minimum insured value \$3,000,000.00
  - b. Active Workers' Compensation Policy

## SELECTION PROCESS

1. Submittal Requirements/Statement of Qualifications: The Library Director will present the bid(s), which were received prior to the acceptance deadline, to the Library's Building and Grounds Committee for review and evaluation.
2. Selection: The Building and Grounds Committee will consider the responsiveness of the materials submitted, qualifications, ability of professional personnel, past record and experience, performance, ability to meet time requirements, workload, availability, and other factors deemed relevant. Recommendations will be presented to the full Board of Trustees.
3. Acceptance/Rejection of Bids. The Board of Trustees reserves the right to reject any or all bids at its sole discretion. The Board of Trustees reserves the right to select a firm in the best interest of the Library at its sole discretion. The Board of Trustees reserves the right to waive or modify any provisions of this request for bid.
4. Procurement requirement. Procurement of services for this project will be in accordance with the Public Library District Act of 1991 [75 ILCS 16/] and the Illinois Procurement Code [30 ILCS 500/].

## 9.D POLICY DECEMBER 15, 2021 MINUTES

### Policy Committee Minutes

December 15, 2021

DRAFT

#### Call to order

Meeting called to order by John Cox at 9:30am

Trustees Present: John Cox, Katherine Walker, Walter Johnson, Craig Albaugh (non-voting)  
Also present: Jenna Diedrich, Library Director

#### Public Comments

None

#### Approval of September 28, 2021 minutes

Johnson moved to approve the September 28, 2021 minutes. Walker seconded.

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

Motion passed

#### ADA Policy

In the second paragraph, Cox added the sentence “The Board of Trustees shall be kept fully informed of any issues which may arise regarding ADA compliance requirements.” Walker thought this sentence would better fit at the end of Effective Communication section.

Johnson noted in the second paragraph “ADA Compliance Office” ought to read “ADA Compliance Officer.”

In the Service Animals section, third paragraph, “Staff, trustees...” ought to read “All library staff, trustees...”

In the ADA Grievance procedure section, Walker noted that 60 calendar days seemed too long and suggested 45 days. Cox and Diedrich stated that the 60 days was taken from the ADA. In this same section, Cox suggested adding the sentence, “All such communications shall be shared with the President of the Board of Trustees of the library coincident with the communication to the complainant” at the end of the fourth paragraph. In the fifth paragraph, “with 15 calendar days...” ought to read “within 15 calendar days...”

At 9:43, due to technological needs, the committee requested a brief recess. The meeting resumed at 9:47.

Johnson moved to recommend the ADA Policy with the suggested changes to the full board. Walker seconded.

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

Motion passed.

#### Investment Policy

In the first paragraph, Cox changed “It’s scope is all public funds of the library” to “The scope of this policy is all public funds of the library.”

In the second paragraph, Walker found confusion with the sentence “The Chief Investment Officer, and by designation, by the Chief Investment Officer, the Library Director, is responsible for establishing internal controls and written procedures for the operation of the investment procedure.” After different iterations, the committee decided to split into two sentences, “The Chief Investment Officer shall be responsible for establishing internal controls and written procedures for the operation of the investment procedure. When designated by the Chief Investment Officer, the Library Director shall be responsible.”

In the Delegation of Authority section, the first sentence states, “The Board of Trustees may employ...” Walker prefers different language than employ. The committee agreed to change it to “The Board of Trustees may contract with...” In the third paragraph of this section, parentheses was added to “...investment advisor(s).” The last change in this section was to add “as designated by the Chief Investment Officer” at the end of the sentence in the third paragraph.

In Authorized and Suitable Investments, two grammatical errors: “United States of America” and adding parentheses to “Investment advisor(s).” In the second paragraph, Federal Insurance Corporation was changed to Federal Deposit Insurance Corporation.

In Investment Guidelines, Walker suggests that the order of the objectives ought to be changed to liquidity before safety of principal. Diedrich stated that most of the language drafted for this policy was taken from the sample created by Phil Lenzini. Cox finds that maintaining the principal is must be prioritized. The committee decided to keep the order as is: safety of principal, liquidity, return on investment, and periodic review. Walker would like to see a timeframe for the periodic review. Diedrich highlighted that the financial statement, including investments, are reviewed every month. The sentence was modified to read, “The Board of Trustees shall review, at least annually, investment...”

In Diversification, Albaugh found the second sentence to be missing the word “than.” Cox had originally struck “than” in his revisions, it was added back to the draft. Walker would like the second sentence, “The library shall invest a majority of its funds in authorized...” to be changed to “The library shall invest a minimum of 51% of its funds in authorized...”

In Ethics & Conflict of Interest, the second sentence “Such individuals shall disclose to the library and material financial interest...” ought to read “Such individuals shall disclose to the library any material financial interest...” Walker requested clarification that if a board members holds checking/savings account at the same bank that the library holds investments, if that information needs to be disclosed. Cox stated that personal accounts do not conflict with library investments. Albaugh clarified that if a person is being paid by the institution, this clause would be applicable.

In Reporting, the first sentence “Financial reports shall be presented to the Board of Trustees by the Library Director or Chief Investment Officer on a monthly basis” Cox modified to read, “Financial reports shall be presented to the Board of Trustees by the Chief Investment Officer working in conjunction with the Library Director on a monthly basis.”

Walker moved to recommend the Investment Policy with the suggested changes to the full board.

Johnson seconded.

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

Motion passed.

### **Library Theft Policy**

Cox added the sentence, "It shall be the policy and practice of the Library District to prosecute anyone in violation of this policy as approved by the Board of Trustees on a case by case basis."

Walker inquired whether destruction of property should be included. Diedrich said destruction is in the Patron Code of Conduct.

Johnson moved to recommend the ADA Policy with the suggested changes to the full board. Walker seconded.

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

Motion passed.

**The next two agenda items were accidentally swapped during discussion. Library Records Retention Policy was before Patron Privacy Policy on the agenda. The order of discussion is reflected in these minutes.**

### **Patron Privacy Policy**

In the Confidentiality section, Cox suggests to change the sentence "The Library Director will confer with the Board of Trustees and legal counsel before determining the proper response" to "The Library Director will confer with the Board of Trustees and legal counsel to determine the proper response."

Walker moved to recommend the Investment Policy with the suggested changes to the full board.

Johnson seconded.

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

Motion passed

### **Library Records Retention Policy**

Walker suggested to add "not limited to those." Diedrich informed the committee that the library follows state record retention, which includes a wide variety of documentation. The draft was left as presented.

Walker moved to recommend the Investment Policy with the suggested changes to the full board.

Johnson seconded.

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

Motion passed

### **Photography & Recording Policy**

Walker suggested explicitly including exhibits and signage stating "photographs allowed" or "not allowed." Diedrich shared that most visitors/patrons ask for permission to take photographs. Adding that signage is difficult – visitors/patrons typically do not read signs. Discussion moved onto photographing and recording in the children's library. In the section Performer Photography, Videos, and Recordings touches on children's library. It is left up to caregivers to inform the library if they do not want their child(ren) included in photos/recordings. The library does have a photo release form that has used.

Cox suggested to add "Failure to comply with such request shall lead to expulsion from the library premises" at the end of the Compliance with Policy section.

Johnson moved to recommend the ADA Policy with the suggested changes to the full board. Walker seconded.

Vote: Johnson – aye, Walker – aye, Cox – aye.  
Motion passed.

**Purchasing Policy**

Cox shared that when he received this policy it was difficult to read and edit. Cox said the formatting was off.

Diedrich proposes that due to time and the difficulty to view the Purchasing Policy, that this meeting should conclude and the committee should schedule a second meeting for the Purchasing Policy. Diedrich will send a new copy of the draft policy for committee members to edit. Cox is leaving for vacation on December 26<sup>th</sup>, so a meeting will need to be held before then in order to recommend the policy to the board. The next meeting will only include Purchasing, the Bylaws will be pushed out until after the January regular meeting.

Next meeting scheduled for Monday, December 20 at 1:00pm on the Main Floor.

**Items for next agenda**

Purchasing Policy

**Adjournment**

Adjourned at 10:42am

## 9.D POLICY DECEMBER 20, 2021 MINUTES

### Policy Committee Minutes

December 20, 2021

**DRAFT**

#### Call to order

Meeting called to order by John Cox at 1:02 pm

Trustees Present: John Cox, Katherine Walker, Walter Johnson, Craig Albaugh (non-voting)

Also present: Jenna Diedrich, Library Director

#### Public Comments

None

#### Approval of December 15, 2021 minutes

Johnson moved to approve the December 15, 2021 minutes. Walker seconded.

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

Motion carried.

#### Purchasing Policy

In the first section (1.) second sentence states “currently require many contracts in excess of...” Cox inquired whether it should be “many” or “any.” Albaugh suggested to drop the word all together. The sentence now reads, “currently require contracts in excess of...”

1.f: Walker thought duplication ought to read copier in the sentence “contracts for duplication machines and supplies” as it sounds like the policy is referring to mimeographs. Cox suggested omitting duplication to read “**contracts for machines and supplies**” as to not limit to only copy machines.

1.g: Walker inquired whether garbage removal was included. Diedrich and Albaugh confirmed refuse is include in the water bill to the City.

1.i: Walker suggested to add individual to “...previously owned by some entity other than the library itself...” Cox agreed. Sentence was change to “...previously owned by some entity or individual other than the library itself...”

#### Items for next agenda

Bylaws

#### Adjournment

Meeting adjourned at 2:07pm

Respectfully submitted,

Jenna Diedrich



## 10. UNFINISHED BUSINESS

### 10.A DISCUSSION AND POSSIBLE ACTION ON DIGITIZATION



**Project Name:** Digitization of Galena's Historic Newspapers

**Current Date:** January 11, 2022

**Project Start Date:** 2018

**Estimated Project End Date:** 2023

**Project Manager:** Jenna Diedrich, Library Director

**Crowley Contacts:** Kristina Bane, Mike Musser, Scott Pechacek

#### Executive Summary

The Digitization of Galena's Historic Newspapers is a project that aims to increase access to local, historical information. The Galena Public Library District is the storage site for newspapers dating back to 1834. Due to the deterioration and overall fragility of the papers, it is vital to Galena's history to save the information held in these primary sources.

#### Project Background

In 2018, an ad hoc committee was created under the umbrella of the Library's Building & Grounds Committee. The ad hoc committee included Trustees, library staff, and community stakeholders. The committee concluded that those in the poorest condition be digitized first, identifying the time frame 1870-1915. To ensure the safety of and ability to reference papers, only those that were to be digitized within six months ought to be gone from the Library at a time.

Northern Micrographics, located in La Crosse, WI, was chosen as the initial vendor for digitization. Scott Wolfe, former Historical Librarian, and Dale Glick, former volunteer, current Historical Librarian, volunteered hours and time to drive batches of papers to La Crosse. *Galena Gazette* staff also contributed hours and time to transportation.

In early 2021, the Library was informed that Northern Micrographics would be closing due to the owner's retirement. Advantage Archives, located in Cedar Rapids, IA, was identified as a possible vendor and a volume of the *Jeffersonian* was sent as a test batch. Due to their limitations in digitizing only from microfilm, the test batch was not well received. In early fall 2021, The Crowley Company, located in Frederick, MD, was identified as another potential vendor. A test batch of the *Daily Gazette* from 1868-

1869 was sent. The initial scans were well received and on par with the work previously completed by NMT. The Board approved changing vendors to The Crowley Company.

### **Statement of Work**

The scope of this project includes many elements from preparing papers for shipment to the final step of viewing the finished product online.

Preparing papers: Archival boxes have the ability to fit two volumes of the oversized volumes. Papers are carefully packed, two volumes, or one full year, into one archival box. Three archival boxes fit into a large shipping box. Archival boxes will be labeled with the paper name and month and year of issue.

Shipment: The Library will coordinate with Crowley for a FedEx pick up of large shipping boxes. Shipping costs accrued will be included on the invoice. A shipping manifest will be created and included in each shipping box. Tracking will be monitored. Once shipment has been confirmed as arrived, a second shipment will be sent. This process will repeat as papers are digitized and returned to the Library until the project is complete.

Crowley Project Queue: Upon confirmation of the second shipment, the entire set of years will enter the project queue. Turnaround time from arrival to complete digitization is estimated at 4-6 months.

Return Shipment: Crowley will return the papers as they were sent, carefully packaged into archival boxes and then into the shipping boxes. Return shipping costs will be included on the invoice.

Archive/Storage of Hard Drive: Each batch of digitized papers will be loaded onto two separate external hard drives. One hard drive will be sent to University of Illinois-Urbana-Champaign and the other will be sent to the Library and stored in the safety deposit box at Illinois Bank & Trust.

University of Illinois Urbana-Champaign: Will Schlaak and his team are responsible for the acceptance of the hard drive from Crowley. They will upload the metadata and digital file of the newspapers to the Illinois Digital Newspaper Collection. Depending on student availability and project load this can take anywhere from 4-6 months. UIUC hosts and uploads this information at no cost to the library.

Illinois Digital Newspaper Collection: All newspapers are hosted and accessed on the Illinois Digital Newspaper Collection.

### **Project Objectives**

The project is divided into four phases:

Phase One: The ad hoc committee identified the first papers to be digitized were from 1870-1915. This was completed in early 2021, with the original set of years being stretched to 1929. The few issues of the *Couriers* and *Jeffersonians* were completed as well, all of which were digitized by Northern Micrographics.

Phase Two: Advantage Archives sample of *Jeffersonian* 1853/8 - 1855/4. This paper will be digitized by Crowley in the future.

Phase Three: The Crowley Company will digitize the following:

- *Northwestern Gazette & Galena Advertiser* 1834 - 1846
- *Galena Daily Advertiser* 1840 - 1868
- *Galena Daily Gazette* 1866 - 1867
- *Industrial Press* 1874 - 1890
- *Galena Daily Gazette* 1921 - 1939
- *Galena Advertiser* 1940 – 1949

Phase Four of Future Work:

- *Miner's Journal* 9/1829 - 12/1830

### Project Constraints

- Shipping costs and time
- Long project queue at Crowley
- Only two scanning machines that have the ability to scan oversized volumes
- Lower number of staff with the ability to use the larger scanners
- Disbinding process - Crowley does not have a large enough cutter; papers need to be disbound by hand.
- Limited staff at UIUC to upload to IDNC

### Potential Risks

- No control over shipping issues (car accident, lost shipment)
- Natural disasters
- No control over storage of papers at Crowley

### General Project Timeline

The following is a tentative timeline as nothing concrete has been decided upon between the Library and Crowley. Due to the number of projects and unknown amount of time it takes to digitize the library's newspaper volumes, this could be longer or shorter. This timeline will be updated once Crowley has a better understanding of how long our materials take from start to finish. The timeline would repeat as new papers are sent and returned.

Date	Objective	Completion
January 2022	Ship <i>Galena Daily Gazette</i> 1867-1863	Notification of arrival
January 2022	Ship <i>Galena Daily Gazette</i> 1930-1934	Notification of arrival

February 2022	Potential disbinding of newspapers	
March-May 2022	Scanning of papers	
May 2022	Ship <i>Galena Daily Gazette</i> 1862-1858	Notification of arrival
May 2022	Ship <i>Galena Daily Gazette</i> 1935-1939	Notification of arrival
June 2022	Return shipment of <i>Galena Daily Gazette</i> 1867-1863 and 1930-1934; Return shipment of hard drive	Materials received
June 2022	Shipment of hard drive from Crowley to UIUC	
July-September 2022	Uploading of papers to IDNC	
Date unknown	Publicity of new papers available for public viewing	

### Budget & Other Key Financial Information

The budget table shows an estimated cost per item (paper, hard drive, shipping, etc.). The below totals are for two years (four volumes). Shipping costs will be updated once that information is made available by Crowley.

Task	Unit Type	QTY	Unit Price	Total
Manifest Creation	Hours	0	\$60.00	\$0.00
Disbinding	Hours	4	\$60.00	\$240.00
NDNP Output	Each	2,660	\$0.64	\$1,702.40
External Had Drive	Each	2	\$200.00	\$400.00
Manual Custom Crop	Each	0	\$0.03	0
Shipping to/from	Round Trip	1	TBD	TBD

The following budget table is for the 69 issues outlined in the Project Objectives Phase Three

Task	Unit Type	QTY	Unit Price	Total
Manifest Creation	Hours	0	\$60.00	\$0.00
Disbinding	Hours	142	\$60.00	\$8,520.00
NDNP Output	Each	105,218	\$0.64	\$67,339.52
External Hard Drive	Each	24	\$200.00	\$4,800.00
Manual Custom Crop	Each	0	\$0.03	0
Shipping to/from	Round Trip	12	\$2,000.00	\$2,000.00
Archival Boxes	Each	70	\$19.25	\$1,347.50
Shipping Boxes	Each	30	\$5.83	\$174.96
Total				\$84,181.98

### Communication Plan

The Library Director will oversee the digitization project and remain the point of contact. Information will be routinely shared with the library's staff and Board of Trustees.

Periodic publicity for the project will occur via newspaper articles, social media posts, in-person communications, and the Library's Historical Room.

## 11. NEW BUSINESS

### 11.A DISCUSSION AND POSSIBLE ACTION ON DRAFT ADA POLICY



#### Americans with Disabilities Act (ADA) Policy **DRAFT**

In accordance with the requirement of Title II of the American with Disabilities Act of 1990, the library will not discriminate against qualified individuals with disabilities based on disability in the library's services, programs, or activities.

The Library Director is the library's ADA Compliance Office. Implementing this Policy is the responsibility of all library staff.

#### EMPLOYMENT

The library does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act of 1990.

#### EFFECTIVE COMMUNICATION

The library will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the library's programs, services, and activities.

#### MODIFICATIONS TO POLICIES & PROCEDURES

The library is committed to act in accordance with the ADA by providing policies, practices, and procedures for nondiscrimination and accommodation to qualified individuals with disabilities.

Qualified individuals with disabilities may make requests for reasonable accommodations from the library. The library will make all reasonable modifications to policies, practices, and programs to ensure that people with disabilities have an equal opportunity to enjoy all library programs, services, and activities. However, the ADA does not require the library to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Any persons who require reasonable accommodation should contact the library as soon as possible but no later than 72 hours before the scheduled event.

The library will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing any services or reasonable accommodations and modifications.

#### SERVICE ANIMALS

In addition, the library acts as a facilitator between the patron and services to the blind and physically

handicapped and welcomes all service animals in the library. According to Illinois law and the ADA, a service animal can be either a dog or a miniature horse.

Service animals are not required to be certified or equipped with any identifying markers to be allowed in the library. There will be no charges or restrictions on the use of service animals within any public area of the library. Patrons or visitors can be held responsible for any behavior or clean up issued caused by the service animal.

Staff, trustees, and volunteers will not discriminate against patrons or visitors with service animals or require information on any disability. Patrons and visitors with service animals may be asked the two following questions:

- Is the dog a service animal because of a disability?
- What work or task has the dog been trained to perform?

#### ADA GRIEVANCE PROCEDURE

The Grievance Procedure is to be used by anyone who wishes to file a complaint alleging discrimination based on disability in the provision of services, activities, programs, or benefits by the library. The library's Employee Handbook governs employment-related complaints of disability discrimination.

The complaint may be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the occurrence. Alternative means of filing complaints, such as library staff filing it on behalf of the complainant, personal interview, or a recording, will be accepted for persons with disabilities.

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Jenna Diedrich  
Library Director  
601 S Bench Street  
Galena, IL 61036  
[diedrichj@galenalibrary.org](mailto:diedrichj@galenalibrary.org)

Within 15 calendar days after receipt of the complaint, the Library Director or their designee will arrange to meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Library Director or their designee, will respond in writing, and where appropriate, in format accessible to the complainant. The response will explain the position of the library and offer options for substantive resolution of the complaint.

If the response of the Library Director or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision with 15 calendar days after receipt of the response to the Board of Trustees.

Within 15 calendar days after receipt of the appeal, the Board of Trustees will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Board of Trustees will respond in writing, and, where appropriate in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Library Director or their designee, appeals to the Board of Trustees, and responses from these two offices will be retained by the library in accordance with the Local Records Act [50 ILCS 2015/1 et seq.].



## 11.B DISCUSSION AND POSSIBLE ACTION ON DRAFT INVESTMENT POLICY



### INVESTMENT POLICY DRAFT

#### PURPOSE & SCOPE

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Galena Public Library District. It's scope is all public funds of the library.

#### RESPONSIBILITIES

All investment policies and procedures of the Galena Public Library District will be in accordance with Illinois Law. The authority of the Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act [30 ILCS 235/1 *et seq.*] and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the Chief Investment Officer of the library acting under the authority of the Board of Trustees. The Chief Investment Officer, and by designation, the Library Director, is responsible for establishing internal controls and written procedures for the operation of the investment procedure.

#### DELEGATION OF AUTHORITY

The Board of Trustees may employ one or more investment advisors possessing superior capabilities in the management of assets of governmental bodies. The Board of Trustees shall require the investment advisor(s) selected and working on behalf of the library to meet the following conditions:

1. To take actions in the exercise of its discretion which in its best professional judgement are in the best interests of the library and in accordance with this policy
2. To execute all investment transactions on behalf of the library at the best net price, utilizing such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the library
3. Such additional responsibilities as are set forth in the investment advisor's written contract with the library

The library's investment advisors shall be responsible for establishing internal controls in written procedures for the operation of the library's investment program as set forth in this policy.

Until the Board of Trustees appoints one or more investment advisors, management responsibility for the investment program set forth in this policy is delegated to the Chief Investment Officer and/or the Library Director.

#### PRUDENCE

Investments shall be made with the judgement and care under the circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable preservation of their capital as well as the

probable income to be derived. This “prudent person” standard shall be used by all investment officers of the library and shall be followed in making and managing investments for the library.

#### AUTHORIZED AND SUITABLE INVESTMENTS

Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.

Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Bank Act [205 ILCS 5/1 *et seq.*] provided, however, that such investments may be made only in banks which are insured by the Federal Insurance Corporation.

Any investment advisors, money managers, and financial institutions shall be considered and authorized only by the action of the Board of Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions authorized to provide investment services.

#### INVESTMENT GUIDELINES

The primary objective in the investment of library funds is to ensure the safety of principal, while managing liquidity to pay financial obligations, and providing the highest investment return using authorized instruments

##### Safety of principal

The safety of principal is the foremost objective of the investment program. To attain this objective, diversification and internal controls, as defined in the policy, are required to ensure that the library prudently manages market, interest rate, and credit risk.

##### Liquidity

The investment portfolio shall remain sufficiently liquid to enable the library to meet all operating requirements which might be reasonably projected.

##### Return on Investment

The investment portfolio shall be designed to obtain the highest available return, taking into account the library’s investment risk constraints and cash flow needs and the library’s desire to promote fiscal responsibility. The rate of return achieved on the library’s portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

##### Periodic Review of Investment Portfolio

The Board of Trustees shall review investment safety, liquidity, rate of return, diversification and general performance.

#### DIVERSIFICATION

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of

assets with a specific maturity date. The library shall invest the majority of its funds in authorized investments of less than (1) year maturity. No investment shall exceed two (2) years maturity.

#### COLLATERALIZATION

Collateral securities guaranteed by the full faith and credit of the United States of America shall be required for deposits in excess of \$100,000 per institution. The percentage of collateralization shall be in conformance with all State statutes governing the investment of public funds.

#### INTERNAL CONTROLS

The library's Chief Investment Officer, in conjunction with the Library Director, shall establish a system of internal controls, which shall be documented in writing, reviewed by the auditor, and filed with the Board of Trustees for Review and approval. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by the employees of the entity.

#### ETHICS & CONFLICT OF INTEREST

Authorized investment officers of the library and employees in policy-making positions shall refrain from personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the library and material financial interest in financial institutions which conduct business with the library, and they shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

No person acting as Treasurer or financial officer for the library, or who is employed in any similar capacity by or for the library, may do any of the following:

1. Have any interest, directly or indirectly, in any investments in which the library is authorized to invest;
2. Have any interest, directly or indirectly, in the sellers, sponsors or managers of those investments;
3. Receive, in any manner, compensation of any kind from any investments in which the library is authorized to invest.

#### REPORTING

Financial reports shall be presented to the Board of Trustees by the Library Director or Chief Investment Officer on a monthly basis. This report shall include the following:

1. Type of investment
2. Liquidity
3. Rate of Return
4. Location of Investment
5. Impact of any material change in investment policy adopted

## 11.C DISCUSSION AND POSSIBLE ACTION ON DRAFT LIBRARY THEFT POLICY



### LIBRARY THEFT POLICY DRAFT

#### PURPOSE

The purpose of this policy is to establish provisions for the theft of library property. This policy is in accordance with [720 ILCS 5/16-3].

A person commits theft when he or she borrows from a library facility library material which as an aggregate value of \$50 or more pursuant to an agreement with or procedure established by the library facility for the return of such library material, and knowingly without good cause fails to return the library material so borrowed in accordance with such agreement or procedure, and further knowingly without good cause fails to return such library material within 42 days after receiving written notice by certified mail from the library facility requesting the return of such library material.

A person convicted of theft under subsection (a) is guilty of a Class A misdemeanor, except when the theft of library material exceeds the aggregate value of \$300, in which case it is a Class 3 felony. A person convicted of theft under subsection (b) of this Section is guilty of a Class 4 felony. A person convicted of theft under subsection (c) is guilty of a petty offense for which the offender may be fined an amount not to exceed \$500 and shall be ordered to reimburse the library for postage costs, attorney's fees, and actual replacement costs of the materials not returned, except when theft under subsection (c) exceeds the aggregate value of \$300, in which case it is a Class 3 felony. For the purpose of sentencing on theft of library material, separate transactions totaling more than \$300 within a 90-day period shall constitute a single offense.

## 11.D DISCUSSION AND POSSIBLE ACTION ON DRAFT PATRON PRIVACY POLICY



### PATRON PRIVACY & CONFIDENTIALITY POLICY

The Board of Trustees seeks to protect the privacy and confidentiality of all who use the library in the pursuit of free speech, thought, and association.

#### Right to Privacy

The library is committed to protecting personally identifiable information. The library will not collect or maintain personal information without consent. The information gathered is used only to provide or improve library service. Library patrons have the right to access their own information through the online card catalog or in person. In both instances, the library user will be required to provide proof of identity. Personally identifiable information will not be disclosed except upon a library user's request or consent.

#### Confidentiality

The Illinois Library Records Confidentiality Act [75 ILCS 70/] mandates the confidentiality of all records containing personally identifiable information relating to an individual's use of the library, its resources, facilities, and services. Confidentiality includes, but is not limited to, circulation of materials, electronic resources searches, interlibrary loan transactions, reference request, and use of audio/visual materials. The library will not sell, lease, or disclose confidential information to outside parties unless required to do so by law.

Library records containing personally identifiable information will not be made available to any agency of state, federal, or local government unless a warrant or court order is issued and presented. The Library Director will confer with the Board of Trustees and legal counsel before determining the proper response.

#### Information Collected by the Library

Types of information collected:

- Name
- Telephone number
- Email
- Library barcode number
- Date of birth
- Materials currently checked out
- Materials currently placed on hold
- Overdue materials (until returned)
- Unpaid fees (until paid)

### Safeguarding Personal Information

In protecting personal information, the library will:

1. Avoid keeping unnecessary records
2. Remove the correlation between personal information and materials borrowed once these items are returned
3. Purge and shred outdated records
4. Remove from public computers daily: cookies, search histories, cached files, and other records of internet use
5. Not collect personal information from individuals using public access computers in library
6. Not collect personal information from individuals visiting the library website from home

### Links to Other Sites

The library website contains links to sites not maintained by the library. The library is not responsible for the privacy practices of any other sites. The library encourages individuals to become familiar with these privacy practices and be mindful when asked to disclose personal information.

### Public Computers

The library has computers available for public use for all ages. Public access computers do not save any personal information, such as websites visited, email addresses, passwords, etc. After each user session, public computers are restored to the initial configuration. While the library takes the necessary steps to protect personal information, the library is not responsible for an individual's use of the internet.

### Children's Privacy

The library considers the privacy and safety of children to be very important. Personal information collected by the library is not shared with any other agency or organization. The library is not responsible for information accessed by children. Parents are urged to supervise their children's use of the internet while in the library.

## 11.E DISCUSSION AND POSSIBLE ACTION ON DRAFT PHOTOGRAPHING & RECORDING POLICY



### PHOTOGRAPHING & RECORDING POLICY

The library has adopted the following policy regarding taking of photographs or videos of the library building and grounds. Permission is not required for taking photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. However, there may be library locations and/or exhibition areas where taking of photographs or videos is restricted or prohibited (i.e., restrooms, rooms reserved for nursing, child care areas, exhibitions, and archival materials). Taking photographs or videos of, or in, areas reserved for staff use only is also prohibited. If tripods, lights, or other specialized equipment is to be used, requests must be made at least 24 hours in advance. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block library aisles, walkways, stairwells, doors or exits.

#### Exterior Photography and Videos

Taking photographs and videos outside of the library building and/or of the library grounds does not require permission. However, activity may not impede the ingress or egress of persons going to or from the library building.

#### Commercial Photography and Videos

The library may permit use of its facilities for the taking of commercial photographs or videos if the project does not interfere with the mission of the library and is in accordance with the rest of this policy. The library may charge a fee to offset costs incurred by the library to provide access to the facility. Permission to utilize the library building and grounds for commercial purposes must be requested at least one week in advance.

#### Photography and Videos of Materials and Resources

The library permits the taking of photographs and videos of its publicly-available collections. However, patrons are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

#### Library Photography, Videos, and Recordings

The library may take photos, videos, and audio recording at the library and during library events to use in its publicity materials and on its website and social media sites. The library reserves the right to document its services and the public's use of the library building and grounds (including on the library website and social media platforms). Any individual that does not wish the library to use a photograph, video, or audio recording of them or their child should inform the library prior to or while such photographs, videos, or audio recordings are being taken.

### Performer Photography, Videos, and Recordings

Any performer that wishes to bring in professional recording equipment to record their performance or presentation must make the request in the program contract. The library reserves the right, in its sole discretion, to deny use of recording equipment, and will determine where any permitted recording equipment is allowed in the space.

Additionally, the library will not assume any liability for the damage/destruction of any equipment brought in by performers, presenters, or audio/video engineers. A certificate of liability insurance listing the library as an additional insured is required for any recordings that are permitted by the library.

### Library Board Meetings

In accordance with Section 120/2.05 of the Illinois Open Meetings Act [5 ILCS 120/1 *et seq.*], any person may record the proceedings of the Board of Trustees and other meetings required by the Act to be open to the public. The recordings may be made by audio, video, or other means and shall not disrupt the meeting or create a safety hazard.

### Liability

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The library undertakes no responsibility for obtaining these releases or permissions.

### Compliance with Policy

The library reserves the right to ask any individual or group violating this policy to cease the taking of photographs or videos.



## 11.F DISCUSSION AND POSSIBLE ACTION ON DRAFT PURCHASING POLICY



### PURCHASING POLICY (BIDS/QUOTES)

1. Purchases of the Library are governed by the State of Illinois statutes. The statutes [30 ILCS 500/1 *et seq*] currently require contracts in excess of \$25,000 to be let by sealed bidding. It is the policy of the Board of Trustees to use, in addition to any statutory requirements, the most responsible business practices in its purchases. It is the policy that all purchases, contracts, and expenditure of funds shall be awarded to the lowest responsible bidder considering conformity with established specifications, terms of delivery, quality, and serviceability requirements. However, contracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding, including but not limited to:
  - a. Contracts for the services of individuals possessing a high degree of professional skill where the ability of fitness of the individual plays an important part;
  - b. Contracts for the printing of finance committee reports and departmental reports;
  - c. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
  - d. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
  - e. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
  - f. Contracts for machines and supplies;
  - g. Contracts for utility services such as water, light, heat, or telephone;
  - h. Contracts for goods or services procured from another governmental agency;
  - i. Purchases of equipment previously owned by some entity or individual other than the library itself;
  - j. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports;
  - k. Contracts for emergency expenditures when the emergency expenditure is approved by a majority of the members of the Board of Trustees; and
  - l. Purchases as identified by this policy of less than \$25,000
    - i. The staff, as required by board directive, shall seek bids (or quotes if bids are not specifically required) from the widest array of contractors, suppliers, and material providers that time permits. This practice will produce the most competitive offers and terms available from the widest number of interested firms or individuals.
2. The library may utilize a system of solicitation lists of the names, addresses, and phone numbers of the firms or individuals who have expressed an interest in being notified as to particular types of contracts, equipment, supplies, or materials, which the Library seeks to purchase. The staff will add to the list of those expressing an interest, any firm or individual doing business which the

staff determines would be added to such list. The staff may remove a firm or individual from a list for cause, with Board approval, or the firm or individual may request its removal. The firms or individuals on any such lists will be solicited directly by the staff to bid or quote on appropriate purchases, in addition to the requirements of advertising or other notification mandated. The Library shall, when advisable, publicize its system of lists so that any interested person or firm can ask to be added to the appropriate listing.

- a. The inclusion of a firm or individual on a solicitation list shall not constitute any prequalification for bidding or release, in any fashion, the firm or individual from meeting any and all requirements set out in a particular contract, bid, quotation, or proposal. This system of solicitation lists is solely for purposes of supplementing the advertisement or notification requirements otherwise used, in order to avoid even the appearance of favoritism or lack of fair competition in the Library's purchases.
- b. No commitment for expenditures of Library monies, except from the petty cash fund, shall be made without authorization issued according to the following conditions:
  - i. **\$25,000 or More**
    1. All expenditures of \$25,000 or more shall be made only with prior Board approval in the manner prescribed by State law and Board rules and regulations. Advertisements for sealed bids or requests for proposals will be properly handled through the public media. Sealed bids based on authorized specifications, or requests for proposals shall be received at a public bid opening and include all costs for labor and materials, Bid Bond, Performance Bid, and Certificate on Insurance. Bidders will need to adhere to a date and time deadline. When received, the bid envelope shall be time stamped and initialed by two staff. If a bid submission is a late submission that bid will be disqualified. A disqualified bid may not be opened or considered. Bids will then be tabulated and submitted to the Board along with staff's recommendation for action. Formal contracts with appropriate signatures for both Board and Contractor required.
  - ii. **\$15,000 to \$24,999**
    1. All expenditures of less than \$24,999, but more than \$15,000 shall be made only with prior Board approval. Staff shall obtain at least three (3) formal written quotations with the Contractor's signature applied to be submitted to the Board. Administrative staff will also submit a recommendation for Board action.
  - iii. **Emergency Expenditures**
    1. Emergency expenditures over \$25,000 can be made only with the written approval of the Library Director and Board President and approved by a majority of the members of the Board. The initial Board inquiry may be by phone, which is then to be ratified at the next Board meeting.
    2. Emergency expenditures between \$15,000 and \$24,999 can be made only with the written approval of the Library Director and Board President. No Board pre-approval is required but the emergency purchase should be reported at the next meeting of the Board.

## 11.G DISCUSSION AND POSSIBLE ACTION ON DRAFT RECORD RETENTION POLICY



### LOCAL RECORDS RETENTION POLICY DRAFT

The Galena Public Library District retains records in accordance with directives from the Local Records Unit, Record Management Section, Illinois State Archives, Springfield, IL 62756. It is the policy of the library that its records be retained only so long as they are:

- Necessary to the current conduct of the library; or
  - Required to be retained by statute or government regulation
1. The responsibility for administering record retention management, in accordance with the laws of the State of Illinois, is designated to the Library Director
  2. Destruction of specific records shall be carried out only in accordance with the rules and guidelines set down by the State of Illinois
  3. This policy includes all records maintained on electronic data processing storage media as well as printed records
  4. All records shall be retained for at least the minimum period as stated in applicable State or Federal laws or regulations. Once the period for office retention of records has passed, a determination will be made regarding whether the records fall under the Records Retention schedule supplied by the State of Illinois.
  5. With the approval of the Illinois State Archives, records no longer needed shall be approved for disposal and removed from the library.