



Library Board of Trustees Meeting

Regular Meeting Tuesday, February 15, 2022 at 6:30pm

Galena Public Library – Historical Room

AGENDA

1. Call to order, roll call
2. Citizen comments
3. Consent Agenda (ACTION)
 - a. Approval of minutes for Regular Meeting January 11, 2022
 - b. Approval of bills paid/payable: 01/08/2022-02/11/2022
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 – Earl Thompson
 - b. Finance – Earl Thompson
 - c. HR – Maria Rector
 - d. Policy – John Cox
10. Unfinished business
11. New business
 - a. Discussion and possible action on Friends book disposal
 - b. Discussion and possible action on Director Evaluation
 - c. Discussion and possible action on library investments
 - d. Discussion and possible action on renewal of VFW lease
12. Motions, resolutions, ordinances (ACTION)
 - a. Resolution #22-02: Approval of Bank Signatories
 - b. Resolution #22-03: Authority to Contact Library Attorney
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;
 - c. Discussion of minutes of meetings lawfully closed under the OMA, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes.
14. Discussion and possible action on Closed Session discussions
15. Items for next agenda
16. Announcements
17. Adjournment

18. Next meeting – Tuesday, March 8th, 2021, at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

3. CONSENT AGENDA (ACTION)

3.A APPROVAL OF MINUTES FOR REGULAR MEETING JANUARY 11, 2021

Library Board of Trustees Minutes

January 11, 2022

Draft

President Albaugh called the meeting to order at 6:32pm. Board members present for roll call: John Cox, Maria Rector, Earl Thompson, Walter Johnson, Tracy Furlong and Katherine Walker. Quorum was present. Others present were Library Director Jenna Diedrich, Betsy Hansen, President of Friends of the Library and Tim Doser.

2. No comments

3. Consent agenda

a. There were no changes to the minutes.

b. Diedrich asked that two bills be added for approval. IFiber for \$165 and \$1,745 to Thompson Masonry. As of Dec 21st expenses were \$3,049.80

Cox moved the consent agenda be approved with the addition of the two payments. Rector made the second. Vote: Cox – Aye, Rector – Aye, Thompson – Abstain, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

4. Financial Report

Thompson reported that nothing stood out in the report.

5. Treasurer's report

The semi annual report is being filed.

6. Friends report

Betsy Hansen, Friends of the Library President reported the book sale committee chairs met last week to discuss the planning of the 2022 event. They will have the bake sale in conjunction with the sale but no raffle. Alice Ericksen will be attending the February Library Board meeting. Hansen passed out a first draft of their new brochure. They plan to have bookmarks printed with the book sale info. Friends are doing a new fundraiser with Poopsie's. A percentage of sales for a week is donated to the organization. The date is to be determined by their board. They are also working on an agreement with Better World Books for the books not sold.

7. Library Director's report

Diedrich has concerns regarding the filing extension of the audit and has asked about the status with O'Conner & Brooks. The library has been using the company for twenty years. She has checked with the County Clerk and the library is fine there. She will pursue the status and extension filing. Plans for egress still need to be seen. Digitization is moving along. Over 10,000 documents have been done. One average

10-18 new patron cards are being issued per month. Attendance is figured by the electronic counts from the doors.

8. Board president's report

Cox made a motion to move item 8 to be discussed before item 14. Johnson had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Abstain. Motion carried.

9. Committees

a. Buildings & Grounds

They had met but there are no recommendations. There is a need for space, that could be by altering the current space, expanding or changing. Thompson recused himself and left the meeting at 7:03pm. For building repairs Jenna has completed the bid. She is planning to have a walk through of the building for possible bidders and the selection process will be followed. Albaugh mentioned the state laws and requirements. Walker asked about a conflict of interest. Cox said there is nothing to stop a person from bidding. Cox moved the bid package be approved. Johnson had the second. Vote: Cox – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Abstain, Albaugh – Aye. Motion carried.

b. Finance did not meet

c. HR did not meet

d. Policy

Cox reported the policy committee met on December 15th and the 20th. Everyone contributed and he was pleased with the seven policies submitted for approval under item 11.

10. Unfinished business

a. Digitization

Diedrich shared a Project Outline for digitization. Diedrich reported 1930-1934 and 1867-1863 should be completed by June 2022. The plan calls for stretching the dates from both ends. Issues include: shipping costs & time, long project queue, disbinding needs to be done by hand, etc.. The previous vendor often took five months and the current send may take as long as 9 months. However, there should be a better sense of the period after the first batch with Crowley is completed. It is possible that 60 issues could be completed by December 2023. The usual digitization is 20-30 issues a year. Thompson mentioned the matching funds from the Galena Foundation. There was discussion regarding the future of storage of the already digitized materials. Cox mentioned the possibility of an ad hoc committee. Furlong asked about previous funding. There is an agreement with the Gazette on storage and another on ownership and one on shipping as well. Cox requested copies of the agreements.

b. equipment purchase for Historical Room

Discussion began with the possible purchase of a new large computer for the Historical Room. Thompson asked how to decide on process of computer purchase. Is the purchase because of being in the budget or based on need? Cox spoke that once it is in the budget it is approved.

Albaugh said he had asked that the budget include the computer purchase. Discussion centered on if an item is in the budget does that guarantee it is to be purchased. Diedrich cited the Board votes on appropriation not on specific line items. Furlong mentioned the question of the smart board as a replacement for the large TV. Albaugh asked about the differences between contingency or emergency. There was continued discussion on budget and specific budget items. Cox motioned to clarify the decision of budget and purchase a computer for the Historical Room. There was no second. Motion died. Thompson moved the board clarify whether the computer in question had been approved. Cox made the second. Vote: Cox – Aye, Rector – Aye, Thompson – Nay, Johnson – Nay, Furlong – Abstain, Walker – Nay, Albaugh did not vote. Motion failed 3 – 2.

11. New business

Cox chairs the Policy committee and presented all the policies with a brief of overview of process and content.

a. Thompson moved to approve the draft on ADA Policy as presented. Rector had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

b. Thompson moved to approve the Draft Investment Policy as presented. Rector had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

c. Thompson moved to approve the Draft Library Theft Policy as presented. Rector had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

d. Rector moved to approve the Draft Patron Privacy Policy as presented. Thompson made the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

e. Thompson moved to approve the Draft Photographing and Recording Policy as presented. Rector had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

f. Rector moved to approve the Draft Purchasing Policy as presented. Thompson had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

g. Cox moved to approve the Draft Record Retention Policy as presented. Johnson made the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

12. Motions, resolutions, ordinances

Walker reported information about a microphone system she had received from Mark Moran, the City Administrator. Total cost for their system was \$15,500 in 2014.

13. Closed Session

Thompson moved for closed session to discuss employment issues at 8:40pm. Cox made the second.

Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. Move to end close session at 9:03pm. by Thompson. Second by Johnson. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

There was no further action.

Meeting adjourned at 9:18pm.

Respectfully submitted
Katherine Walker
Secretary

3.B APPROVAL OF BILLS PAID/PAYABLE: 01/08/2022 – 02/11/2022

Galena Public Library District

A/P Aging Summary

As of February 11, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	113.57					\$113.57
Cortland Community Library	25.25					\$25.25
Findaway World LLC	530.66					\$530.66
Galena First Community Bank		60.00				\$60.00
Galena Gazette Publications	283.69					\$283.69
Hammer Law Firm, PLC	537.50					\$537.50
Illinois Library Association	85.00					\$85.00
Kanopy	227.00					\$227.00
Kieffer Body Shop	416.00					\$416.00
Midwest Tape		166.98				\$166.98
Petty Cash	8.17					\$8.17
TH Media		250.00				\$250.00
Verizon	180.05					\$180.05
TOTAL	\$2,406.89	\$476.98	\$0.00	\$0.00	\$0.00	\$2,883.87

Galena Public Library District

Check Detail

January 8 - February 11, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
01/12/2022	Bill Payment (Check)	22632	JL Tech			-1,097.50
						-1,097.50
01/12/2022	Bill Payment (Check)	22633	Heid E. Erdrich			-500.00
						-500.00
01/12/2022	Bill Payment (Check)	22634	Louise k. Waakaa'igan			-250.00
						-250.00
01/12/2022	Bill Payment (Check)	22635	Meredith Doench			-100.00
						-100.00
01/12/2022	Bill Payment (Check)	22636	Nicholas Ward			-200.00
						-200.00
01/12/2022	Bill Payment (Check)	22637	Pascuala Herrera			-250.00
						-250.00
01/12/2022	Bill Payment (Check)	22638	TH Media		R	-300.00
						-300.00
01/12/2022	Bill Payment (Check)	22639	Joe Beyer		R	-2,000.00
						-2,000.00
01/12/2022	Bill Payment (Check)	22640	Galena Gazette Publications	02100179	R	-303.90
						-303.90
01/12/2022	Bill Payment (Check)	22641	EBSCO		R	-877.04
						-877.04
01/12/2022	Bill Payment (Check)	22642	Midwest Tape		R	-98.10
						-98.10
01/12/2022	Bill Payment (Check)	22643	Kanopy		R	-128.00
						-128.00
01/12/2022	Bill Payment (Check)	22644	Prairie Cat		R	-2,111.50
						-2,111.50
01/12/2022	Bill Payment (Check)	22645	Maria Rector			-40.00
						-40.00
01/12/2022	Bill Payment (Check)	22646	Verizon		R	-157.26
						-157.26
01/12/2022	Bill Payment (Check)	22647	Access Systems		R	-63.52
						-63.52
01/12/2022	Bill Payment (Check)	22648	B. L. Murray Co, Inc.		R	-67.39
						-67.39
01/12/2022	Bill Payment (Check)	22649	Book Page		R	-390.00
						-390.00
01/12/2022	Bill Payment (Check)	22650	Findaway World LLC		R	-371.19
						-371.19
01/12/2022	Bill Payment (Check)	22651	Galena High School		R	-100.00
						-100.00
01/12/2022	Bill Payment (Check)	22652	Jeff Upmann		R	-195.00
						-195.00

Friday, February 11, 2022 03:12 PM GMT-06:00

1/2

Galena Public Library District

Check Detail

January 8 - February 11, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/12/2022	Bill Payment (Check)	22654	Earl Thompson Masonry		R	-1,745.00 -1,745.00
01/12/2022	Bill Payment (Check)	22655	iFiber		R	-165.00 -165.00
01/14/2022	Expense		Jo Carroll Energy	Electricity 11/3/21 - 12/6/21	R	-406.29 406.29
01/15/2022	Expense		City of Galena	Water & sewer 11/19/21 - 12/20/21		-26.69 26.69
01/18/2022	Expense		City of Galena	Water & sewer	R	-24.26 24.26
01/20/2022	Expense		Payroll		R	-8,073.15 -8,073.15
01/21/2022	Expense	38559319	Mitel	Telephone	R	-176.80 176.80
01/25/2022	Expense		Culligan	Water 1/1/22-1/31/22	R	-18.75 18.75
01/25/2022	Expense	530891	Honkamp Krueger & Co, PC	Financial statements and software subscription for January 2022	R	-925.00 925.00
01/27/2022	Expense	815777154201	AT&T	Elevator Phone	R	-90.62 90.62
01/27/2022	Expense		Card Services - Galena State Bank	archival supplies, office supplies, paper Adult/Youth AV Zoom license 12/15/21-12/14/22 Newspapers.com 12/15/21-6/15/22 Stamps Rack cards 2021 Holiday cards 360 degree webcam, wireless headset	R	-1,426.83 171.24 495.98 299.80 74.90 58.00 68.88 78.10 179.93
02/01/2022	Expense		Nicor Gas	Gas for 11/16/21 -12/16/21		-540.31 540.31
02/03/2022	Expense		Ingram Library Services	Adult & Youth Books - January 2022		-1,636.08 1,636.08
02/11/2022	Expense		Jo Carroll Energy	Electricity 12/6/21-1/4/22		-473.00 473.00
1053 IB&T-IMRF						
02/04/2022	Expense		Illinois Municipal Retirement Fund	January 2022		-1,342.93 -1,342.93

4. FINANCIAL REPORT

Financial Statements

Galena Public Library District

For the periods ended January 31, 2022 and 2021

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

Prepared on
February 9, 2022

No Assurance Provided / All Disclosures Omitted

Statement of Net Position - Modified Cash Basis

	As of Jan 31, 2022	As of Jan 31, 2021
ASSETS		
Current Assets		
Bank Accounts		
1010 Certificates of Deposit		
1011 Endowment Fund		
1012 Dupaco CD 117002-Endowment	92,880.31	92,880.31
1013 Dupaco CD 138560-Endow	145,514.93	145,514.93
1014 First Community Bank 166379	73,151.40	73,151.40
Total 1011 Endowment Fund	311,546.64	311,546.64
1020 Reserve Fund		
1021 First Community Bank 166378	75,201.06	75,201.06
Total 1020 Reserve Fund	75,201.06	75,201.06
1030 Restricted Memorial Reserve		
1031 Dupaco CD 136309 Virtue-MemRes	7,957.93	7,957.93
1032 Dupaco CD 138578 Klein-M.R	1,484.25	1,484.25
Total 1030 Restricted Memorial Reserve	9,442.18	9,442.18
Total 1010 Certificates of Deposit	396,189.88	396,189.88
1050 IB&T Checking		
1051 IB&T-Corporate Fund	205,931.37	137,779.94
1052 IB&T-FICA	11,234.14	9,028.00
1053 IB&T-IMRF	14,825.79	25,462.13
1054 IB&T-Insurance	7,320.30	17,581.78
1057 IB&T-Per Capita	2,729.77	6,428.42
Total 1050 IB&T Checking	242,041.37	196,280.27
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	164,258.56	156,115.51
1069 Endowment-IB&T Savings 170035	535.63	535.63
Total 1060 IB&T Savings 170035	241,752.27	231,708.85
1070 Dupaco Savings		
1071 Dupaco Savings 200921104-Corp	25.02	25.02
Total 1070 Dupaco Savings	25.02	25.02
1080 First Community Bank Checking	200,969.90	
Total Bank Accounts	1,080,978.44	824,204.02
Total Current Assets	1,080,978.44	824,204.02
TOTAL ASSETS	\$1,080,978.44	\$824,204.02

As of Jan 31, 2022

As of Jan 31, 2021

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		
2381 IMRF - 403B	1,342.91	1,669.27
Total 2380 IMRF Payroll Liabilities	1,342.91	1,669.27
Total 2300 Payroll Liabilities	1,342.91	1,669.27
Total Other Current Liabilities	1,342.91	1,669.27
Total Current Liabilities	1,342.91	1,669.27
Total Liabilities	1,342.91	1,669.27
Equity		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	393,968.61	143,362.59
2815 Endowment Fund Balance	324,308.75	316,207.55
2820 FICA Fund Balance	11,234.14	9,028.00
2830 IMRF Fund Balance	13,482.88	23,792.86
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	2,729.77	6,428.42
2860 Reserve Fund Balance	246,982.61	233,124.70
2900 Contra Net Income Account	-363,593.30	-117,160.21
Net Margin	363,593.30	117,160.21
Total Equity	1,079,635.53	822,534.75
TOTAL LIABILITIES AND EQUITY	\$1,080,978.44	\$824,204.02

Statement of Activities - Modified Cash Basis (MTD)

	Jan 2022	Jan 2021
INCOME		
3030 Digitization Project	5,100.00	5,475.00
3040 Donations		25.00
3050 Fines/Overdues		2.00
3060 Friends (Other Grants)	1,140.00	
3090 Historical Department		20.00
3100 Interest Income		
3101 Corporate Interest	2.18	1.81
3108 Reserve Interest	2.05	135.54
3109 Endowment Interest	270.90	137.32
Total 3100 Interest Income	275.13	274.67
3110 Item Replacements		11.00
3120 Lit Fest		165.00
3130 Non-Resident Fee	231.10	481.04
3200 Royalty Income	1,975.03	1,137.05
3230 Service Charges	104.10	22.00
Total Income	8,825.36	7,612.76
GROSS MARGIN	8,825.36	7,612.76
EXPENSES		
5100 Personnel Services		
5120 Payroll Taxes	1,161.98	1,075.83
5130 Pension Contributions	693.55	1,108.66
5150 Salaries	15,189.24	14,063.13
Total 5100 Personnel Services	17,044.77	16,247.62
5200 Capital Outlay		
5210 Books	2,855.56	1,224.12
5220 Equipment	243.45	49.67
5240 Improvements	3,745.00	
5260 Materials/Non-Printed/A-V	867.17	1,053.15
Total 5200 Capital Outlay	7,711.18	2,326.94
5300 Commodities		
5310 Databases	226.10	89.00
5320 Periodicals	1,536.94	390.00
5330 Supplies	238.63	243.75
5340 Postage/Shipping	58.00	63.00
Total 5300 Commodities	2,059.67	785.75
5400 Contractual Services		
5410 Accounting	1,306.24	1,244.52
5440 Maintenance		203.14
5460 PrairieCat Consortium	2,111.50	
5480 Technical Services	1,097.50	
5485 Other Contractual Services	299.80	294.80
Total 5400 Contractual Services	4,815.04	1,742.46

Galena Public Library District

	Jan 2022	Jan 2021
5500 Historical Digitization		10,270.00
5600 Lit Fest Expenditures	1,918.88	1,761.86
5700 Other Expenditures		
5710 Contingencies		4,226.26
5730 Misc Charges	118.10	
Total 5700 Other Expenditures	118.10	4,226.26
5800 Other Services		
5850 Marketing	100.00	
5860 Outreach		32.20
5870 Programming		80.00
5880 Public Notice/Legal	53.90	
5900 Utilities	1,362.23	1,113.47
Total 5800 Other Services	1,516.13	1,225.67
Total Expenses	35,183.77	38,586.56
NET OPERATING MARGIN	-26,358.41	-30,973.80
NET MARGIN	\$ -26,358.41	\$ -30,973.80

Statement of Activities - Modified Cash Basis (YTD)

	Jul 2021 - Jan 2022	Jul 2020 - Jan 2021
INCOME		
3030 Digitization Project	6,375.00	12,195.00
3040 Donations	201,962.08	275.19
3050 Fines/Overdues	92.49	455.30
3060 Friends (Other Grants)	1,140.00	
3070 Grants		
3077 Per Capita Grant	6,793.85	5,757.50
Total 3070 Grants	6,793.85	5,757.50
3090 Historical Department	115.00	115.25
3100 Interest Income		
3101 Corporate Interest	143.40	12.85
3106 Memorial Reserve Interest	87.73	87.73
3108 Reserve Interest	806.20	954.07
3109 Endowment Interest	4,283.04	4,125.28
Total 3100 Interest Income	5,320.37	5,179.93
3110 Item Replacements	168.56	27.60
3120 Lit Fest		1,105.00
3130 Non-Resident Fee	2,497.51	1,637.63
3140 Other Income		
3141 Better World Books		231.36
3142 Corporate Other Income	112.96	
3146 Insurance Other Income		58.00
Total 3140 Other Income	112.96	289.36
3180 Property Taxes		
3181 Corporate Property Tax	338,600.46	326,639.77
3182 FICA Property Tax	16,697.44	7,811.83
3183 IMRF Property Tax	2,961.52	7,811.83
3184 Insurance Property Tax	1,979.52	7,811.83
Total 3180 Property Taxes	360,238.94	350,075.26
3190 Replacement Tax	2,207.72	
3200 Royalty Income	10,928.67	5,298.57
3230 Service Charges	496.37	240.50
Total Income	598,449.52	382,652.09
GROSS MARGIN	598,449.52	382,652.09
EXPENSES		
5100 Personnel Services		
5120 Payroll Taxes	8,752.59	8,303.04
5130 Pension Contributions	7,770.65	7,960.64
5150 Salaries	114,536.08	108,536.22
Total 5100 Personnel Services	131,059.32	124,799.90
5200 Capital Outlay		
5210 Books	13,836.69	12,334.02
5220 Equipment	4,615.13	540.87

Galena Public Library District

	Jul 2021 - Jan 2022	Jul 2020 - Jan 2021
5240 Improvements	19,323.33	43,253.14
5260 Materials/Non-Printed/A-V	7,148.92	9,724.18
Total 5200 Capital Outlay	44,924.07	65,852.21
5300 Commodities		
5310 Databases	5,402.23	4,528.16
5320 Periodicals	1,926.94	585.00
5330 Supplies	2,675.77	2,300.92
5340 Postage/Shipping	120.96	196.09
Total 5300 Commodities	10,125.90	7,610.17
5400 Contractual Services		
5410 Accounting	8,108.78	8,244.42
5420 Audit Fees		6,490.00
5430 Legal	2,005.00	1,612.50
5440 Maintenance	5,746.71	3,685.31
5460 PrairieCat Consortium	6,833.50	4,757.00
5475 HR Source	275.00	
5480 Technical Services	5,472.50	125.00
5485 Other Contractual Services	474.80	749.68
Total 5400 Contractual Services	28,916.29	25,663.91
5500 Historical Digitization	991.48	19,998.01
5600 Lit Fest Expenditures	2,112.59	1,998.94
5700 Other Expenditures		
5710 Contingencies		4,226.26
5730 Misc Charges	385.82	200.00
Total 5700 Other Expenditures	385.82	4,426.26
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	100.00
5860 Outreach		62.68
5870 Programming	1,194.04	671.88
5880 Public Notice/Legal	272.39	84.70
5890 Travel	104.61	
5900 Utilities	7,907.71	7,906.22
Total 5800 Other Services	16,340.75	15,142.48
Total Expenses	234,856.22	265,491.88
NET OPERATING MARGIN	363,593.30	117,160.21
NET MARGIN	\$363,593.30	\$117,160.21

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

January 2022

	Current Month	Year-to-Date	Budget	Balance
INCOME				
Digitization Project	5,100.00	6,375.00	15,000.00	(8,625.00)
Donations	-	201,962.08	201,969.90	(7.82)
Auction Income				-
Fines/Overdues		92.49	500.00	(407.51)
Friends (Other Grants)	1,140.00	1,140.00	8,000.00	(6,860.00)
Grants				
Corporate Grant				-
Per Capita Grant		6,793.85	6,794.00	(0.15)
Total Grants	-	6,793.85	6,794.00	(0.15)
Historical Department		115.00	250.00	(135.00)
Interest Income				
Corporate Interest	2.18	143.40	12,000.00	(11,856.60)
Memorial Reserve Interest		87.73		87.73
Reserve Interest	2.05	806.20		806.20
Endowment Interest	270.90	4,283.04		4,283.04
Total Interest Income	275.13	5,320.37	12,000.00	(6,679.63)
Item Replacements		168.56	200.00	(31.44)
Lit Fest			5,000.00	(5,000.00)
Non-Resident Fee	231.10	2,497.51	2,000.00	497.51
Other Income				-
Better World Books				-
Corporate Other Income		112.96	1,000.00	(887.04)
Insurance Other Income			-	-
Total Other Income	-	112.96	1,000.00	(887.04)
Prairie Cat			100.00	(100.00)
Property Taxes				
Corporate Property Tax		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
Total Property Taxes	-	360,238.94	360,145.00	93.94
Replacement Tax		2,207.72	5,000.00	(2,792.28)
Royalty Income	1,975.03	10,928.67	10,000.00	928.67
Service Charges	104.10	496.37	500.00	(3.63)
Total Income	8,825.36	598,449.52	628,458.90	(30,009.38)
GROSS MARGIN	8,825.36	598,449.52	628,458.90	(30,009.38)
EXPENSES				
66000 Personnel Services				
Employee Health Plan				-
Payroll Taxes	1,161.98	8,752.59	16,000.00	(7,247.41)

Galena Public Library District

Pension Contributions	693.55	7,770.65	14,000.00	(6,229.35)
Reimbursements				-
Salaries			-	-
Corporate Wages	15,189.24	114,536.08	205,350.00	(90,813.92)
Total Salaries	15,189.24	114,536.08	205,350.00	(90,813.92)
Total 66000 Personnel Services	17,044.77	131,059.32	235,350.00	(104,290.68)
Capital Outlay				
Books	2,855.56	13,836.69	24,000.00	(10,163.31)
Equipment	243.45	4,615.13	5,400.00	(784.87)
Improvements	3,745.00	19,323.33	110,150.00	(90,826.67)
Materials/Non-Printed/A-V	867.17	7,148.92	19,200.00	(12,051.08)
Total Capital Outlay	7,711.18	44,924.07	158,750.00	(113,825.93)
Commodities				
Databases	226.10	5,402.23	8,401.00	(2,998.77)
Periodicals	1,536.94	1,926.94	2,790.00	(863.06)
Supplies	238.63	2,675.77	4,000.00	(1,324.23)
Postage/Shipping	58.00	120.96	500.00	(379.04)
Total Commodities	2,059.67	10,125.90	15,691.00	(5,565.10)
Contractual Services				
Accounting	1,306.24	8,108.78	15,000.00	(6,891.22)
Audit Fees			7,725.00	(7,725.00)
Legal		2,005.00	4,000.00	(1,995.00)
Maintenance		5,746.71	8,500.00	(2,753.29)
PrairieCat Corporate			1,000.00	(1,000.00)
PrairieCat Consortium	2,111.50	6,833.50	8,446.00	(1,612.50)
Security Services				-
HR Source		275.00		275.00
Technical Services	1,097.50	5,472.50	10,000.00	(4,527.50)
Other Contractual Services	299.80	474.80	3,000.00	(2,525.20)
Total Contractual Services	4,815.04	28,916.29	57,671.00	(28,754.71)
Historical Digitization		991.48	40,000.00	(39,008.52)
Lit Fest Expenditures	1,918.88	2,112.59	-	2,112.59
Other Expenditures				
Contingencies			30,000.00	(30,000.00)
Misc Charges	118.10	385.82	1,500.00	(1,114.18)
Total Other Expenditures	118.10	385.82	31,500.00	(31,114.18)
Other Services				
Association Dues		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	100.00	100.00	2,500.00	(2,400.00)
Outreach			1,500.00	(1,500.00)
Programming		1,194.04	17,000.00	(15,805.96)
Public Notice/Legal	53.90	272.39	500.00	(227.61)
Travel		104.61	800.00	(695.39)
Utilities	1,362.23	7,907.71	13,500.00	(5,592.29)

Galena Public Library District

Total Other Services	1,516.13	16,340.75	45,800.00	(29,459.25)
Total Expenses	35,183.77	234,856.22	584,762.00	(349,905.78)
NET OPERATING MARGIN	(26,358.41)	363,593.30	43,696.90	319,896.40
NET MARGIN	(26,358.41)	363,593.30	43,696.90	319,896.40

Statement of Activities - Modified Cash Basis - Corporate Fund

January 2022

	Corporate Fund		
	Actual	Budget	over Budget
INCOME			
3030 Digitization Project	5,100.00	1,250.00	3,850.00
3040 Donations		83.33	-83.33
3050 Fines/Overdues		41.67	-41.67
3060 Friends (Other Grants)	1,140.00	666.67	473.33
3090 Historical Department		20.83	-20.83
3100 Interest Income			
3101 Corporate Interest	2.18	1,000.00	-997.82
Total 3100 Interest Income	2.18	1,000.00	-997.82
3110 Item Replacements		16.67	-16.67
3120 Lit Fest		416.67	-416.67
3130 Non-Resident Fee	231.10	166.67	64.43
3140 Other Income			
3142 Corporate Other Income		83.33	-83.33
Total 3140 Other Income		83.33	-83.33
3160 Prairie Cat		8.33	-8.33
3190 Replacement Tax		416.67	-416.67
3230 Service Charges	104.10	41.67	62.43
Total Income	6,577.38	4,212.51	2,364.87
GROSS MARGIN	6,577.38	4,212.51	2,364.87
EXPENSES			
5100 Personnel Services			
5150 Salaries	15,189.24	17,112.50	-1,923.26
Total 5100 Personnel Services	15,189.24	17,112.50	-1,923.26
5200 Capital Outlay			
5210 Books	2,855.56	2,000.00	855.56
5220 Equipment	243.45	450.00	-206.55
5240 Improvements	3,745.00	9,179.16	-5,434.16
5260 Materials/Non-Printed/A-V	867.17	1,600.00	-732.83
Total 5200 Capital Outlay	7,711.18	13,229.16	-5,517.98
5300 Commodities			
5310 Databases	226.10	700.08	-473.98
5320 Periodicals	1,536.94	232.50	1,304.44
5330 Supplies	238.63	333.33	-94.70
5340 Postage/Shipping	58.00	41.67	16.33
Total 5300 Commodities	2,059.67	1,307.58	752.09
5400 Contractual Services			
5410 Accounting	1,306.24	1,250.00	56.24
5420 Audit Fees		643.75	-643.75
5430 Legal		333.33	-333.33
5440 Maintenance		708.33	-708.33
5450 Prairie Cat/Corporate		83.33	-83.33

Galena Public Library District

	Corporate Fund		
	Actual	Budget	over Budget
5480 Technical Services	1,097.50	833.33	264.17
5485 Other Contractual Services	299.80	250.00	49.80
Total 5400 Contractual Services	2,703.54	4,102.07	-1,398.53
5500 Historical Digitization		3,333.33	-3,333.33
5600 Lit Fest Expenditures	1,918.88		1,918.88
5700 Other Expenditures			
5710 Contingencies		2,500.00	-2,500.00
5730 Misc Charges	118.10	125.00	-6.90
Total 5700 Other Expenditures	118.10	2,625.00	-2,506.90
5800 Other Services			
5810 Association Dues		41.67	-41.67
5820 Continuing Education		208.33	-208.33
5850 Marketing	100.00	208.33	-108.33
5860 Outreach		125.00	-125.00
5870 Programming		1,416.67	-1,416.67
5880 Public Notice/Legal	53.90	41.67	12.23
5890 Travel		66.67	-66.67
5900 Utilities	1,362.23	1,125.00	237.23
Total 5800 Other Services	1,516.13	3,233.34	-1,717.21
Total Expenses	31,216.74	44,942.98	-13,726.24
NET OPERATING MARGIN	-24,639.36	-40,730.47	16,091.11
NET MARGIN	\$ -24,639.36	\$ -40,730.47	\$16,091.11

Statement of Activities - Modified Cash Basis - Corporate Fund

July 2021 - January 2022

		Corporate Fund	
	Actual	Budget	over Budget
INCOME			
3030 Digitization Project	6,375.00	8,750.00	-2,375.00
3040 Donations	201,962.08	201,553.25	408.83
3050 Fines/Overdues	92.49	291.65	-199.16
3060 Friends (Other Grants)	1,140.00	4,666.65	-3,526.65
3090 Historical Department	115.00	145.85	-30.85
3100 Interest Income			
3101 Corporate Interest	143.40	7,000.00	-6,856.60
3106 Memorial Reserve Interest	65.43		65.43
Total 3100 Interest Income	208.83	7,000.00	-6,791.17
3110 Item Replacements	168.56	116.65	51.91
3120 Lit Fest		2,916.65	-2,916.65
3130 Non-Resident Fee	2,497.51	1,166.65	1,330.86
3140 Other Income			
3142 Corporate Other Income	112.96	583.35	-470.39
Total 3140 Other Income	112.96	583.35	-470.39
3160 Prairie Cat		58.35	-58.35
3180 Property Taxes			
3181 Corporate Property Tax	338,600.46	338,512.00	88.46
Total 3180 Property Taxes	338,600.46	338,512.00	88.46
3190 Replacement Tax	2,207.72	2,916.65	-708.93
3200 Royalty Income	2,095.87		2,095.87
3230 Service Charges	496.37	291.65	204.72
Total Income	556,072.85	568,969.35	-12,896.50
GROSS MARGIN	556,072.85	568,969.35	-12,896.50
EXPENSES			
5100 Personnel Services			
5150 Salaries	114,536.08	119,787.50	-5,251.42
Total 5100 Personnel Services	114,536.08	119,787.50	-5,251.42
5200 Capital Outlay			
5210 Books	13,836.69	14,000.00	-163.31
5220 Equipment	4,615.13	3,150.00	1,465.13
5240 Improvements	19,323.33	64,254.20	-44,930.87
5260 Materials/Non-Printed/A-V	7,148.92	11,200.00	-4,051.08
Total 5200 Capital Outlay	44,924.07	92,604.20	-47,680.13
5300 Commodities			
5310 Databases	5,402.23	4,900.60	501.63
5320 Periodicals	1,926.94	1,627.50	299.44
5330 Supplies	2,675.77	2,333.35	342.42
5340 Postage/Shipping	120.96	291.65	-170.69
Total 5300 Commodities	10,125.90	9,153.10	972.80

Galena Public Library District

		Corporate Fund	
	Actual	Budget	over Budget
5400 Contractual Services			
5410 Accounting	8,108.78	8,750.00	-641.22
5420 Audit Fees		4,506.25	-4,506.25
5430 Legal	2,005.00	2,333.35	-328.35
5440 Maintenance	5,746.71	4,958.35	788.36
5450 Prairie Cat/Corporate		583.35	-583.35
5460 PrairieCat Consortium	499.00		499.00
5475 HR Source	275.00		275.00
5480 Technical Services	5,472.50	5,833.35	-360.85
5485 Other Contractual Services	474.80	1,750.00	-1,275.20
Total 5400 Contractual Services	22,581.79	28,714.65	-6,132.86
5500 Historical Digitization	991.48	23,333.35	-22,341.87
5600 Lit Fest Expenditures	2,112.59		2,112.59
5700 Other Expenditures			
5710 Contingencies		17,500.00	-17,500.00
5730 Misc Charges	385.82	875.00	-489.18
Total 5700 Other Expenditures	385.82	18,375.00	-17,989.18
5800 Other Services			
5810 Association Dues	355.00	291.65	63.35
5820 Continuing Education		1,458.35	-1,458.35
5850 Marketing	100.00	1,458.35	-1,358.35
5860 Outreach		875.00	-875.00
5870 Programming	1,194.04	9,916.65	-8,722.61
5880 Public Notice/Legal	272.39	291.65	-19.26
5890 Travel	104.61	466.65	-362.04
5900 Utilities	7,907.71	7,875.00	32.71
Total 5800 Other Services	9,933.75	22,633.30	-12,699.55
Total Expenses	205,591.48	314,601.10	-109,009.62
NET OPERATING MARGIN	350,481.37	254,368.25	96,113.12
NET MARGIN	\$350,481.37	\$254,368.25	\$96,113.12

Statement of Activities - Modified Cash Basis - Endowment Fund

January 2022

	Actual	Budget	Endowment over Budget
INCOME			
3100 Interest Income			
3109 Endowment Interest	270.90		270.90
Total 3100 Interest Income	270.90		270.90
Total Income	270.90	0.00	270.90
GROSS MARGIN	270.90	0.00	270.90
EXPENSES			
Total Expenses			0.00
NET OPERATING MARGIN	270.90	0.00	270.90
NET MARGIN	\$270.90	\$0.00	\$270.90

Statement of Activities - Modified Cash Basis - Endowment Fund

July 2021 - January 2022

	Actual	Budget	Endowment over Budget
INCOME			
3100 Interest Income			
3109 Endowment Interest	4,283.04		4,283.04
Total 3100 Interest Income	4,283.04		4,283.04
Total Income	4,283.04	0.00	4,283.04
GROSS MARGIN	4,283.04	0.00	4,283.04
EXPENSES			
Total Expenses			0.00
NET OPERATING MARGIN	4,283.04	0.00	4,283.04
NET MARGIN	\$4,283.04	\$0.00	\$4,283.04

Statement of Activities - Modified Cash Basis - FICA Fund

January 2022

	Actual	Budget	FICA Fund over Budget
INCOME			
Total Income			0.00
GROSS MARGIN	0.00	0.00	0.00
EXPENSES			
5100 Personnel Services			
5120 Payroll Taxes	1,161.98	1,333.33	-171.35
Total 5100 Personnel Services	1,161.98	1,333.33	-171.35
Total Expenses	1,161.98	1,333.33	-171.35
NET OPERATING MARGIN	-1,161.98	-1,333.33	171.35
NET MARGIN	\$ -1,161.98	\$ -1,333.33	\$171.35

Statement of Activities - Modified Cash Basis - FICA Fund

July 2021 - January 2022

	Actual	Budget	FICA Fund over Budget
INCOME			
3180 Property Taxes			
3182 FICA Property Tax	16,697.44	16,693.00	4.44
Total 3180 Property Taxes	16,697.44	16,693.00	4.44
Total Income	16,697.44	16,693.00	4.44
GROSS MARGIN	16,697.44	16,693.00	4.44
EXPENSES			
5100 Personnel Services			
5120 Payroll Taxes	8,752.59	9,333.35	-580.76
Total 5100 Personnel Services	8,752.59	9,333.35	-580.76
Total Expenses	8,752.59	9,333.35	-580.76
NET OPERATING MARGIN	7,944.85	7,359.65	585.20
NET MARGIN	\$7,944.85	\$7,359.65	\$585.20

Statement of Activities - Modified Cash Basis - IMRF Fund

January 2022

			IMRF Fund
	Actual	Budget	over Budget
INCOME			
Total Income			0.00
GROSS MARGIN	0.00	0.00	0.00
EXPENSES			
5100 Personnel Services			
5130 Pension Contributions	693.55	1,166.67	-473.12
Total 5100 Personnel Services	693.55	1,166.67	-473.12
Total Expenses	693.55	1,166.67	-473.12
NET OPERATING MARGIN	-693.55	-1,166.67	473.12
NET MARGIN	\$ -693.55	\$ -1,166.67	\$473.12

Statement of Activities - Modified Cash Basis - IMRF Fund

July 2021 - January 2022

	Actual	Budget	IMRF Fund over Budget
INCOME			
3180 Property Taxes			
3183 IMRF Property Tax	2,961.52	2,961.00	0.52
Total 3180 Property Taxes	2,961.52	2,961.00	0.52
Total Income	2,961.52	2,961.00	0.52
GROSS MARGIN	2,961.52	2,961.00	0.52
EXPENSES			
5100 Personnel Services			
5130 Pension Contributions	7,770.65	8,166.65	-396.00
Total 5100 Personnel Services	7,770.65	8,166.65	-396.00
Total Expenses	7,770.65	8,166.65	-396.00
NET OPERATING MARGIN	-4,809.13	-5,205.65	396.52
NET MARGIN	\$ -4,809.13	\$ -5,205.65	\$396.52

Statement of Activities - Modified Cash Basis - Insurance Fund

January 2022

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

Statement of Activities - Modified Cash Basis - Insurance Fund

July 2021 - January 2022

		Insurance Fund	
	Actual	Budget	over Budget
INCOME			
3180 Property Taxes			
3184 Insurance Property Tax	1,979.52	1,979.00	0.52
Total 3180 Property Taxes	1,979.52	1,979.00	0.52
Total Income	1,979.52	1,979.00	0.52
GROSS MARGIN	1,979.52	1,979.00	0.52
EXPENSES			
5800 Other Services			
5830 General Insurance (Bonding)	6,407.00	4,083.35	2,323.65
Total 5800 Other Services	6,407.00	4,083.35	2,323.65
Total Expenses	6,407.00	4,083.35	2,323.65
NET OPERATING MARGIN	-4,427.48	-2,104.35	-2,323.13
NET MARGIN	\$ -4,427.48	\$ -2,104.35	\$ -2,323.13

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

January 2022

This report contains no data for your specified date range.

Preliminary Draft

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

July 2021 - January 2022

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

Statement of Activities - Modified Cash Basis - Per Capita Fund

January 2022

		Per Capita Fund	
	Actual	Budget	over Budget
INCOME			
3070 Grants			
3077 Per Capita Grant		566.17	-566.17
Total 3070 Grants		566.17	-566.17
Total Income	0.00	566.17	-566.17
GROSS MARGIN	0.00	566.17	-566.17
EXPENSES			
5400 Contractual Services			
5460 PrairieCat Consortium	2,111.50	703.83	1,407.67
Total 5400 Contractual Services	2,111.50	703.83	1,407.67
Total Expenses	2,111.50	703.83	1,407.67
NET OPERATING MARGIN	-2,111.50	-137.66	-1,973.84
NET MARGIN	\$ -2,111.50	\$ -137.66	\$ -1,973.84

Statement of Activities - Modified Cash Basis - Per Capita Fund

July 2021 - January 2022

		Per Capita Fund	
	Actual	Budget	over Budget
INCOME			
3070 Grants			
3077 Per Capita Grant	6,793.85	3,963.15	2,830.70
Total 3070 Grants	6,793.85	3,963.15	2,830.70
Total Income	6,793.85	3,963.15	2,830.70
GROSS MARGIN	6,793.85	3,963.15	2,830.70
EXPENSES			
5400 Contractual Services			
5460 PrairieCat Consortium	6,334.50	4,926.85	1,407.65
Total 5400 Contractual Services	6,334.50	4,926.85	1,407.65
Total Expenses	6,334.50	4,926.85	1,407.65
NET OPERATING MARGIN	459.35	-963.70	1,423.05
NET MARGIN	\$459.35	\$ -963.70	\$1,423.05

Statement of Activities - Modified Cash Basis - Reserve Fund

January 2022

	Actual	Budget	Reserve Fund over Budget
INCOME			
3100 Interest Income			
3108 Reserve Interest	2.05		2.05
Total 3100 Interest Income	2.05		2.05
3200 Royalty Income	1,975.03	833.33	1,141.70
Total Income	1,977.08	833.33	1,143.75
GROSS MARGIN	1,977.08	833.33	1,143.75
EXPENSES			
Total Expenses			0.00
NET OPERATING MARGIN	1,977.08	833.33	1,143.75
NET MARGIN	\$1,977.08	\$833.33	\$1,143.75

Statement of Activities - Modified Cash Basis - Reserve Fund

July 2021 - January 2022

	Actual	Budget	Reserve Fund over Budget
INCOME			
3100 Interest Income			
3108 Reserve Interest	806.20		806.20
Total 3100 Interest Income	806.20		806.20
3200 Royalty Income	8,832.80	5,833.35	2,999.45
Total Income	9,639.00	5,833.35	3,805.65
GROSS MARGIN	9,639.00	5,833.35	3,805.65
EXPENSES			
Total Expenses			0.00
NET OPERATING MARGIN	9,639.00	5,833.35	3,805.65
NET MARGIN	\$9,639.00	\$5,833.35	\$3,805.65

7. LIBRARY DIRECTOR'S REPORT



Director's Report January 2022

Board News

If you have not completed your OMA training you can do so [here](#)

Circulation

Circulation is up! Last month the library had 3,433 total checkouts (this includes digital checkouts). January had 4,042 total checkouts. January 2021 had 2,919 checkouts.

Adult Services

LitFest 2022 was a resounding success. Statistics are included with this report and will be presented by Larissa. Reorganization of adult fiction and non-fiction is underway. A fourth iron shelving unit will be added to the fiction section. The non-fiction section was condensed and three shelving units were emptied. These shelving units will be used in a different part of the library to allow for more programming space by the fireplace. Larissa is hoping to have more in-person programming this spring and summer.

Youth Services

STEAM Club continues to be attended by a regular group of kids ranging in age from 10-14. Although smaller than past years, the kids are enjoying the program. Rachel has been partnering with Riverview Center to co-host teen programming. They are geared towards kids 12 and older.

The non-fiction and picture book collections recently swapped locations. This was done to allow more shelf space for picture books. Non-fiction is now to the immediate left when entering the children's room and picture books are along the southeast wall.

Historical Room

Dale and Steve are working on organization of the Historical and Archival rooms. Rachel has continued to catalog and scan photos and documents.

Marketing/Publicity

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

The library was featured in a recent article in the *Telegraph Herald* regarding local library's Equity, Diversity, and Inclusion initiatives.

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](#).

Director

- **Building**
 - Egress: Joe Werner was contacted to see if he could quote the project. He is currently working with Spahn & Rose to figure out material costs. Hopefully a quote will be ready in mid-February.
 - Book drop: Painting completed and is reinstalled for use. New decals will be ordered once the weather warms up. Temperatures need to be above 55 degrees in order for decals to stick.
 - Bid for exterior repairs will be published in the paper on February 16th. The timeline will be as follows:
 - February 16th: bid notice published and bids will now be accepted
 - March 1st: non-mandatory walk through
 - April 1st: last day to submit bids (acceptance ends at 4pm)
 - April 4th: bid opening
- **Finances**
 - Audit: No update. Craig will contact O'Connor & Brooks.
- **Personnel**
 - Kathy has returned from her leave.
- **Project Updates**
 - Library Minutes: currently in the mid 2000s
 - Demco Furniture Design
 - Chairs and coffee table are set to ship in early February
 - Study tables and chairs were ordered. Do not have a ship date yet.
 - Digitization:
 - A new shipment of newspapers, March 1861 to December 1867, for a total of 12 volumes, was prepped for shipment. Upon receipt of arrival, a third batch will be shipped. The Galena Foundation is apprised of the recent set back due to vendor change.
 - An updated Hold Harmless Agreement with Galena Gazette Publications was initialed by Craig Albaugh and Carter Newton. The updates are in regards to the vendor change from NMT to Crowley.
 - Recording equipment
 - After speaking with other library directors, they use a simple digital recorder and then back it up on an external hard drive. One in particular has good reviews and is inexpensive can be viewed [here](#).
- **Strategic Plan Objective Timeline**
 - January 2022
 - 4.a.i: Research continuing education opportunities for staff of all levels
 - Multiple staff are currently in the process of participating in library-related webinars and learning new skills.
 - February 2022 will focus on continuing education opportunities for staff.
 - 3.a.i: Develop a capital improvement plan / identifying what the building can and cannot provide for community needs

JANUARY 2022 STATISTICS

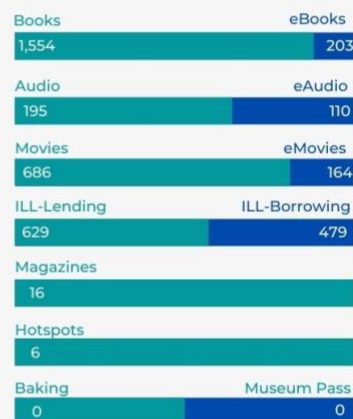
Card Holders



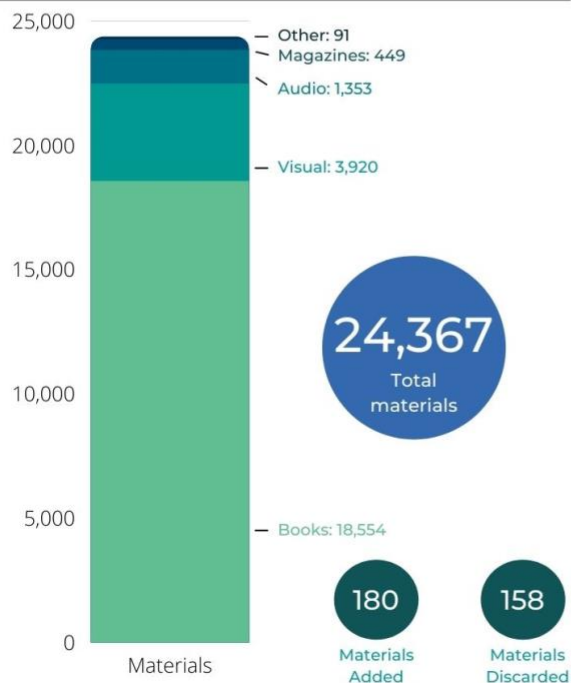
Checkouts

4,042 ▲ 38%

TOTAL CHECKOUTS



Collection



Visits



JANUARY 2022 STATISTICS

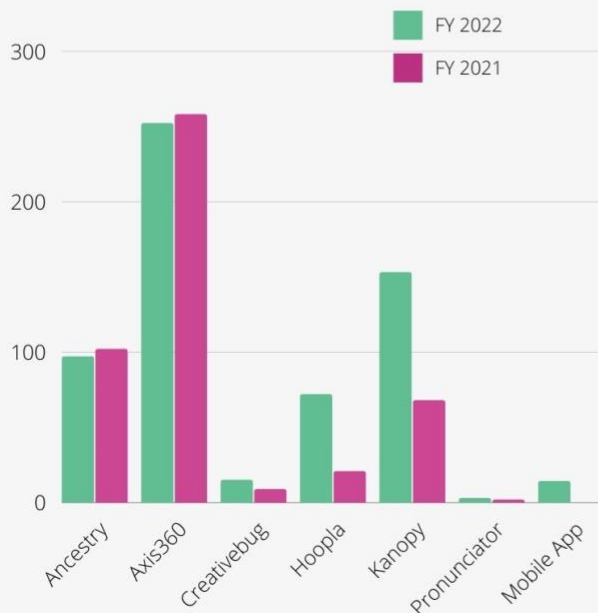
Programming



Computer Use



eResources



Social Media



GALENA LIT FEST

2022 IMPACT REPORT

7 Virtual Programs
10 Authors/Presenters
2 Weeks (1/11- 1/22)



FEEDBACK

I will definitely sign up for your next series. Born and raised in Dubuque, and I am always seeking great workshops to hone my craft. Thanks for providing a well-curated event. - *Brainstorming*

Highly engaging and informative! - *Brainstorming*

Applause for Larissa Distler for making LitFest something to look forward to each midwinter. - *Creative Journaling*

Being a writer can be overwhelming and the business end of things can seem impossible. Panels like this are a huge help to authors to gain confidence and have access to trusted information. They could have talked for another hour and it would have been cool! - *Indie Author Panel*

Keep doing things like this panel. Libraries are an amazing resource for all communities. I thank the library, too, for hosting this. - *Indie Author Panel*

This was a very enjoyable event. Pascuala was so delightful and down to earth, telling her story just as it was and is. Thanks for this easy and free way to meet an author! - *Not Always a Valley of Tears*

ABOUT LITFEST

Galena LitFest began in 2015 as a one day literary festival by Adult Services Librarian, Larissa Distler. Since then the festival has grown to include multiple events over a two week period. LitFest has been able to continue for seven consecutive years despite moving to a virtual format due to the COVID-19 pandemic. Funding comes from a variety of sources including the Friends of the Galena Public Library, ticket sales, & private donors.



LARISSA DISTLER

Adult Services Librarian
Galena Public Library



108 Unique Attendees

12 States
4 Countries

ATTENDANCE



66%
Registrants vs. Attendees
233 vs. 153

These numbers do not account for multiple participants watching at one screen or device.



SOCIAL REACH



125 1 Minute Views

Unique views that lasted at least 1 minute

289 Engagements

Post clicks, likes, reactions, comments, shares

3,484 Accounts Reached

Exposure to video with or without views

151 1 Minute Views

Unique views that lasted at least 1 minute

20.6 Hours of Watchtime

Cumulative watch time of all videos

714 Accounts Reached

Exposure to video with or without views

+ 11 Newsletter Subscribers from 34 Event Evaluations



Pascuala Herrera of Franklin Park Wins 'Soon to be Famous' author search contest for Spanish-language book
Chicago Tribune, December 18, 2021

Writers Talk Value of Brainstorming at 2022 Galena LitFest
Dubuque Telegraph Herald, January 22, 2022

Recordings Available for STBF Conversations from Galena LitFest 2022
RAILS e-News, January 26, 2022

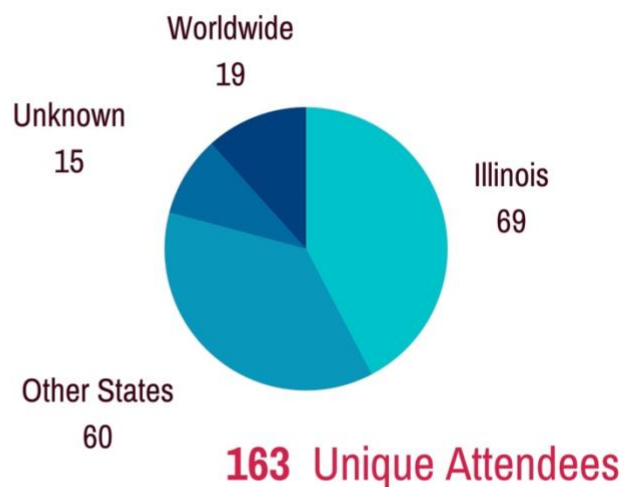
IN THE NEWS

IN COMPARISON: LITFEST 2021

6 Virtual Programs
7 Authors/Presenters
2 Weeks (1/16-1/30)

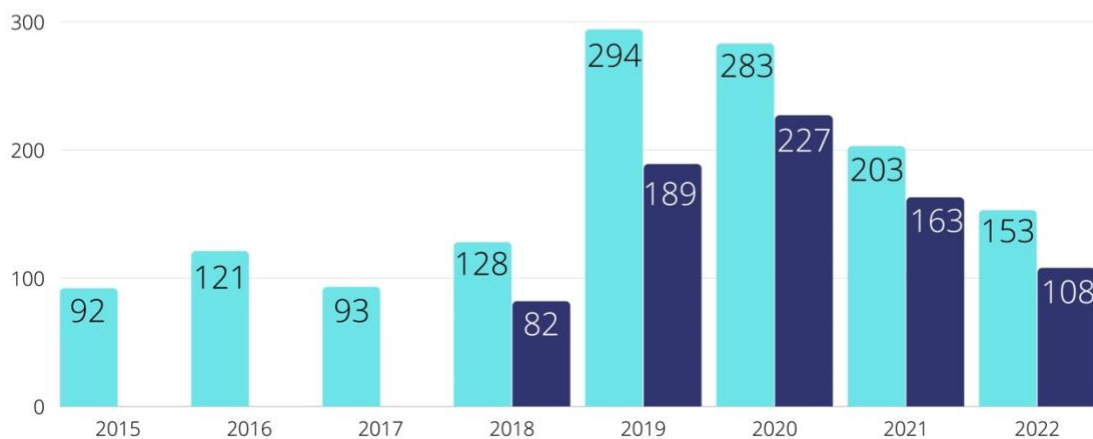
Registrants vs. Attendees
338 vs. 203

60%



2015 - 2022

2022 numbers will increase after May 22, 2022





GALENA LIT FEST

Picnic with
Mary Shelley

Picnic & Performance at the Grant Park Pavilion

Sunday, May 22 @ 11 am

Tickets include picnic brunch from The Galena Bakehouse
For more information visit www.GalenaLibrary.org



9. COMMITTEES

9.C. HR MINUTES 02/03/2022

Human Resource Committee Meeting

February 3, 2022

DRAFT

Call to Order/Roll Call

Chairperson Maria Rector called the meeting to order at 1:00pm at the library.

Trustees present by roll call: Walter Johnson, Tracy Furlong, Maria Rector

Also present: Jenna Diedrich, Library Director

Public Comments

None

Approval of March 30, 2021 Minutes

Johnson moved to approve the March 30, 2021 minutes. Furlong Seconded. Roll call vote.

AYES: Johnson, Furlong, Rector

NAYS: None

Motion passed.

Craig Albaugh, Board President entered the meeting at 1:01pm.

Discussion on Director Evaluation

Rector informed new committee members, Furlong and Johnson, of the creation process of the director evaluation. After putting the evaluation to use in 2021, the Board found sections in need of revision.

Diedrich explained the process in which the evaluation was done was not the way the HR Committee had intended. Furlong suggested creating a procedure that outlines the exact steps to eliminate confusion. An evaluation may be created and added as a preface to the evaluation packet.

Furlong stated that some corporations and organizations are moving away from the yearly evaluation process. If the library chooses to continue with the yearly evaluation, the procedure may be able to help streamline the process. The procedure ought to include how the evaluation scale numbers compiled, the tabulation process, and the presentation of the board evaluation to the library director.

Discussion was had on how the evaluation will be presented/discussed with the Library Director. Albaugh and Johnson suggested a special meeting of the Board and then presented to the Library Director at a later date. This second meeting could be between the Library Director, Board President, and the Human Resources Chairperson. Issue was brought up that the Trustees may discuss with one another in between these meetings and the discussion could change prior to meeting with the Director. A second issue, per the Bylaws, the Library Director shall attend all Board meetings, which means the Library Director should be at the special meeting. The special meeting may create unnecessary time constraints for the Library Director. Rector is not in favor of a special meeting if Diedrich needs to be present. Diedrich suggested creating time limits on discussion, so the evaluation stays constructive. Albaugh disagreed with enforcing

time limits.

Furlong suggested having the procedure state the evaluation be done in the regular meeting. Once the committee reviews the drafts, they may identify a different process. Both Rector and Furlong will further investigate ways to present and discuss an evaluation and bring more information to the next meeting.

Discussion of the evaluation scale – the current scale is from one to three. Johnson suggested one to five. Furlong inquired about allowing half numbers or only whole numbers. It was decided that the scale would stay one to three, allowing half numbers, for the purpose of the draft.

Discussion on what portions of the current evaluation ought to be omitted:

- Page 1: remove entire first paragraph
- Page 2, section 3: remove “Provides financial reports at monthly Board meeting”
 - Accountant compiles the financial report not the Director
- Page 3, section 4: “Actively promotes and supports the maintenance of a Friends group”
 - An should be and
- Page 3, section 5: remove “Evaluates management staff and direct reports annually:
- Page 4, section 6: “Understands how to use the Strategic Plan...”
 - Understands how to use should be changed to Uses the Strategic Plan
- Pages 6-8: remove Part II, Part III, Part IV
 - These were found to be redundant as Director comments in specific sections throughout the eval and provides this info throughout the year in the monthly reports
- Page 9: This will be reformatted and be a stand-alone sheet provided to the Human Resources Chairperson at the evaluation meeting and filled out at that time. It will include the same evaluation scale from page 1 and add an overall performance score. It will be retitled as Summary of Accomplishments and Future Goals.

The following were identified as procedural steps:

1. Director will complete a self-evaluation using the same evaluation tool as the Board.
2. Director will submit completed self-evaluation to the Board no later than 30 days prior to the evaluation meeting.
3. Trustees will complete the Director Evaluation and send to the Human Resources Chairperson no later than 14 days prior to the evaluation meeting. Trustees will use the evaluation scale presented above. Half numbers are allowed (i.e., 1, 1.5, 2, etc.).
4. The Human Resources Chairperson will:
 - a. Average evaluation scale score of each Trustee’s evaluation, per section, per item, and enter the computed score on the final evaluation.
 - b. Compile a collection of comments from each Trustee’s evaluation, per section, and enter on the final evaluation.
 - c. Send the final evaluation document to all Board members no later than three (3) days prior to the evaluation meeting.

5. The compiled evaluation will be presented to the Library Director at the regular meeting of the Trustees in closed session. Discussion and questions allowed regarding any item that averages less than a two on the evaluation scale.

Items for Next Agenda

Review the draft evaluation procedure

Review the revisions to the evaluation

Make a recommendation to the Board

Adjournment

Rector adjourned the meeting at 2:36pm.

Respectfully submitted,

Jenna Diedrich
Library Director

11. NEW BUSINESS

11.B DISCUSSION AND POSSIBLE ACTION ON DIRECTOR EVALUATION



LIBRARY DIRECTOR PERFORMANCE EVALUATION

Library Director Name: _____

Evaluation Period: _____

Date of Performance Evaluation: _____

PART I: CORE JOB COMPETENCIES

Evaluation Scale			
<i>Assign each core job competency with an evaluation score as defined below.</i>			
Exceptional	Meets Expectations	Needs Improvement	Unable to evaluate
3	2	1	N/A

1. Library Board Relations

	Attends all Board Meetings as required
	Submits reports and recommendations to the Board with sufficient time for review and preparation for Board Meetings
	Keeps members of the Board up-to-date concerning library activities
	Fully and enthusiastically endorses and implements Board decisions
	Assists Board committees as requested
<i>Comments:</i>	

2. Policy and General Administration

	Furnishes sufficient information to the Board so that it may review and adopt short- and long-range plans
	Reviews Library, Board, and Personnel policies on a regular basis and recommends revisions or new policies when necessary and appropriate for the efficient operation of the Library for adoption/approval by the Board as needed
	Implements all policies appropriately
	Communicates Board decisions and policies to staff and implements them on a timely basis
	Maintains an awareness of local, state, and federal laws pertinent to library operations and shares pertinent information with the Board and staff
	Explains to the Board new developments in library services and their applicability to the library
	Oversees development of the library collections
	Supervises and implements the preservation and development of the operation of the Alfred Mueller Historical Collections Room
<i>Comments:</i>	

3. Financial Administration

	Prepares and presents an annual budget in line with previously adopted plans
	Expends library funds in a manner that reflects the library's goals and is within the budget authorized by the Board
	Maintains accurate and up-to-date records showing the status of library finances
	Develops plans for capital expenditures
	Completes and submits accurate IPLAR (August) and Interlibrary Loan (October) reports on time
	Explores and applies for other funding sources as appropriate
<i>Comments:</i>	

4. Community and Public Relation

	Appearance, speech, and conduct present an appropriate image of the library
	Sustains a general tone of the library as one of warmth, professionalism, and eagerness to serve the public
	Is available to meet with members of the public to answer questions or hear feedback and responds appropriately and in a timely manner
	Maintains relationships with local service, school, and community organizations
	Supports an effective press and social media presence
	Actively promotes and supports the maintenance of a Friends group
<i>Comments:</i>	

5. Personnel Administration and Staff Relations

	Serves as an example for the staff through professional conduct, high principles, and business-like approach
	Provides opportunities for professional growth and expansion of knowledge for all employees through workshops, conferences, or other learning opportunities
	Shares new knowledge acquired by participation in meetings and organizations or from other sources with staff and Board
	Encourages and maintains a stimulating work environment that fosters trust, teamwork, open communications, professional growth, and positive staff morale
<i>Comments:</i>	

6. Strategic and Community Planning

	Actively shares responsibility with the Board in the creation and implementation of the Strategic Plan
	Solicits input from appropriate community stakeholders in creation and implementation of the Strategic Plan
	Uses the Strategic Plan as a tool to guide library services and policies
	Encourages managers and staff to set and achieve goals that support the Strategic Plan
	Reports on progress of goals set within the Strategic Plan to the Board on a regular basis
<i>Comments:</i>	

7. Professional Growth and Goals

	Keeps professional memberships up to date, and represents and actively participates in the American Library Association, state and regional library associations and networking groups
	Stays up to date on library trends, current/best practices, and new and innovative services and processes
	Is committed to professional growth and expansion of knowledge through workshops, conferences, or other learning opportunities
<i>Comments:</i>	

8. Building Operations

	Maintains safety for staff and patrons
	Supervises building safety and implements necessary OSHA regulations
	Maintains the Disaster Plan
	Responds to library emergencies
<i>Comments:</i>	



LIBRARY DIRECTOR PERFORMANCE EVALUATION

PART II: SUMMARY OF ACCOMPLISHMENTS AND FUTURE GOALS

Accomplishments:

Goals:

PART III: OVERALL PERFORMANCE:

Overall Performance Score: _____/123

Library Director: _____

Signature

Date

Printed Name

Board President: _____

Signature

Date

Printed Name

The Library Director's signature indicates neither agreement nor disagreement with the evaluation, but it does indicate that the evaluation has been reviewed and discussed with the Board of Trustees.



LIBRARY DIRECTOR PERFORMANCE EVALUATION PROCEDURE

Library Director Name: _____

Evaluation Period: _____

Date of Performance Evaluation: _____

Evaluation Scale			
<i>Assign each core job competency with an evaluation score as defined below.</i>			
Exceptional	Meets Expectations	Needs Improvement	Unable to evaluate
3	2	1	N/A

PROCEDURE

1. Director will complete a self-evaluation using the same evaluation tool as the Board.
2. Director will submit completed self-evaluation to the Board no later than 30 days prior to the evaluation meeting.
3. Trustees will complete the Director Evaluation and send to the Human Resources Chairperson no later than 14 days prior to the evaluation meeting. Trustees will use the evaluation scale presented above. Half numbers are allowed (i.e., 1, 1.5, 2, etc.).
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 - a. Average evaluation scale score of each Trustee's evaluation, per section, per item, and enter the computed score on the final evaluation.
 - b. Compile a collection of comments from each Trustee's evaluation, per section, and enter on the final evaluation.
 - c. Send the final evaluation document to all Board members no later than three (3) days prior to the evaluation meeting.
5. The compiled evaluation will be presented to the Library Director at the regular meeting of the Trustees in closed session. Discussion and questions allowed regarding any item that averages less than a two on the evaluation scale.

11.C DISCUSSION AND POSSIBLE ACTION ON LIBRARY INVESTMENTS



SAVE ▶ BORROW ▶ INVEST ▶ INSURE ▶ TRUST

01/29/2022

GALENA PUBLIC LIBRARY
601 S BENCH ST
GALENA IL 61036-2322

Term Share Certificate Renewal

Your term share certificate will mature on 02/28/2022

Account:	CD-0138560	Current Balance:	\$145,514.93
APR / APY:	3.08% / 3.10%	Maturity Date:	02/28/2022
Term:	45 Month	Grace Period End Date:	03/10/2022

To have this balance invested in a new term share certificate or investment vehicle, please contact Member Services between your certificate maturity date of 02/28/2022, and your grace period end date of 03/10/2022, at (563) 557-7600 / 800-373-7600, ext. 206. If we do not hear from you during this time, your account will automatically renew into another 45 Month term share certificate, at the current market rate (In the event we no longer offer a 45 Month term share certificate at this time, it will renew at the next closest term and at the current market rate).

The Dividend rate and annual percentage yield are locked as of the date of renewal and will not change over the term of your account. **Dividends will be compounded semi-annually and will be credited semi-annually.** The annual percentage yield assumes dividends will remain on deposit until maturity. A withdrawal will reduce earnings. If you withdraw any portion of the principal before the maturity date, we will impose a penalty of 12 month's loss of interest. This assumes the withdrawal took place more than 6 days after the issue date.

We use the daily balance method to calculate the dividends on the account. This method applies a daily periodic rate to the principal in the account each day. We will use a dividends accrual basis of 365 for each day in the year. You may not make additional deposits to this account. You may not make withdrawals from your account until the maturity date.

Let the investment professionals at Dupaco put your money to work for you. We can chart a course that will enable you to achieve your goals. What's more, you'll always be in control, able to plan and direct your future. Feel free to contact us for a free no-charge portfolio review with our investment team.

Thank you for choosing Dupaco Community Credit Union — the financial home you own. We look forward to continuing to serve you.

Sincerely,

Dupaco Member Services Team
(563) 557-7600 / 800-373-7600, ext. 206

DUPACO COMMUNITY CREDIT UNION

dupaco.com EQUAL HOUSING OPPORTUNITY ACCOUNTS FEDERALLY INSURED BY NCUA



SAVE ▶ BORROW ▶ INVEST ▶ INSURE ▶ TRUST

01/29/2022

GALENA PUBLIC LIBRARY
601 S BENCH ST
GALENA IL 61036-2322

Term Share Certificate Renewal

Your term share certificate will mature on 02/28/2022

Account:	CD-0138578	Current Balance:	\$1,484.25
APR / APY:	2.98% / 3.00%	Maturity Date:	02/28/2022
Term:	45 Month	Grace Period End Date:	03/10/2022

To have this balance invested in a new term share certificate or investment vehicle, please contact Member Services between your certificate maturity date of 02/28/2022, and your grace period end date of 03/10/2022, at (563) 557-7600 / 800-373-7600, ext. 206. If we do not hear from you during this time, your account will automatically renew into another 45 Month term share certificate, at the current market rate (In the event we no longer offer a 45 Month term share certificate at this time, it will renew at the next closest term and at the current market rate).

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DUPACO COMMUNITY CREDIT UNION

dupaco.com EQUAL HOUSING OPPORTUNITY ACCOUNTS FEDERALLY INSURED BY NCUA

11.D DISCUSSION AND POSSIBLE ACTION ON RENEWAL OF VFW LEASE



January 16, 2022

Dear Board Members:

The VFW Memorial lease agreement dated February 4, 2003 is coming up to its 20 year lease term.

The Galena VFW Post 2665 is requesting the Library Board to renew the lease for a fifty (50) year term, again in consideration of the sum of One Dollar (\$1.00) paid by the Lessee to the Owner.

A copy of the existing Lease is enclosed.

The existing lease talks of an expansion of the memorial, the Post has no plans to expand on the site in the future.

Thank you for your consideration in this request, if you have any questions please contact David Oldenburg, VFW Memorial Administrator, at 815-858-0339.

Yours Sincerely:

David Oldenburg
David Oldenburg

LEASE AGREEMENT

THIS AGREEMENT made and entered into this 4th day of February, 2003, by and between GALENA PUBLIC LIBRARY DISTRICT, an Illinois Library District, 601 S. Bench Street, Galena, Illinois, hereinafter referred to as "Owner", and VFW, Grant's Bivouac, 100 S. Main Street, Galena, Illinois, a fraternal service organization, hereinafter referred to as "Lessee".

RECITALS:

WHEREAS, Owner owns and operates a public library in Galena, Illinois, on property located on Lot 3 in the block bounded by Bench Street and Magazine Street, on the West side of the Galena River, in the City of Galena, Jo Daviess County, Illinois; and

WHEREAS, Owner also owns property in the block between Main and Bench Streets, as per survey attached hereto, marked Exhibit A, on the West side of the Galena River, in the City of Galena, upon which is constructed a cement walkway from Bench Street to Main Street; and

WHEREAS, Lessee has constructed a monument serving as a memorial to area residents who have served their Community, State and Country as members of the military on a portion of Owner's property adjacent to Main Street; and

WHEREAS, Lessee desires to expand the memorial monument on Owner's property and Owner agrees to said modifications subject to compliance with the terms hereof; and

WHEREAS, the proposed improvements have been agreed to by Owner and are shown on a drawing depicting the same, which drawing is attached hereto as Exhibit B.

NOW THEREFORE, in consideration of the sum of One Dollar (\$1.00) paid by Lessee to Owner, and for other good and valuable considerations flowing from each to the other, Owner and Lessee agree as follows:

1. Pursuant to the provisions of 75 Illinois Compiled Statutes 16/30-55.30, Owner hereby leases the property described on Exhibits A and B to Lessee for a term of twenty (20) years.

2. Lessee agrees to pay for the cost of expanding the memorial. The cost of obtaining the survey is Owner's responsibility and the cost of preparing the drawing shall be the Lessee's responsibility.

3. Lessee agrees to indemnify the Owner, the members of the Board of Trustees of the Galena Library District and the District employees from any loss sustained by District or said persons named on account of the use of the Owner's property identified on Exhibit B.

4. Lessee agrees to return the property to its natural state after construction.

5. Lessee agrees to maintain the property leased hereunder, in good condition, including the memorial and the improvements thereto, during the term hereof to the satisfaction of the Owner.

6. This Lease is agreed to by Owner on the condition that the improvements identified on Exhibit B be fully completed by December 31, 2005. In the event said improvements are not completed by said date, this Agreement shall terminate. A written statement from Owner to Lessee identifying the items not completed shall terminate this Lease.

7. Lessee agrees not to make any additional improvements, after completion of those identified on Exhibit B, without first securing the written approval of Owner.

8. By the execution and recording hereof, both Owner and Lessee acknowledge that the persons signing this Lease Agreement are duly authorized to do so on behalf of the Galena Public Library District and the VFW.

Executed at Galena, Illinois, in duplicate, on the date first stated above.

OWNER

LESSEE

GALENA PUBLIC LIBRARY DISTRICT

VFW, GRANT'S BIVOUAC

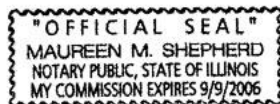
BY: Gloria M. Jung
Pres., Library Board
 ATTEST: of Trustees

BY: James S. Barger
 ATTEST: Chairman

STATE OF ILLINOIS)
) ss.
 JO DAVIESS COUNTY)

I, the undersigned, a Notary Public in and for said County and State aforesaid, DO HEREBY CERTIFY THAT Gloria M. Junge personally known to me to be the President, Board of Trustees and _____ personally known to me to be the _____ of GALENA PUBLIC LIBRARY DISTRICT, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such officers they signed and delivered the said instrument as said officers of said corporation, and caused the corporate seal of said corporation to be affixed thereto, pursuant to authority, given by the Board of Directors of said corporation as their free and voluntary act, and as the free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this 4th day of February, 2003.



Maureen M. Shepherd
 Notary Public

STATE OF ILLINOIS)
) ss.
 JO DAVIESS COUNTY)

I, the undersigned, a Notary Public in and for said County and State aforesaid, DO HEREBY CERTIFY THAT James G. Glasgow personally known to me to be the Chairman and _____ personally known to me to be the _____ of VFW, GRANT'S BIVOUAC, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such officers they signed and delivered the said instrument as said officers of said corporation, and caused the corporate seal of said corporation to be affixed thereto, pursuant to authority, given by the Board of Directors of said corporation as their free and voluntary act, and as the free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this 4th day of February, 2003.



Maureen M. Shepherd

12. MOTIONS, RESOLUTIONS, ORDINANCES (ACTION)



Resolution #22-02 Approval of Bank Signatories

BE IT RESOLVED, by the Board of Trustees of the Galena Public Library District, that the four officers are authorized as signers for all library accounts and safety deposit boxes and to supersede any previous signers. The four officers are as follows:

Craig Albaugh _____

Maria Rector _____

Earl Thompson _____

Katherine Walker _____

BE IT FURTHER RESOLVED, by the Board of Trustees of the Galena Public Library District, that the Library Director is authorized as a signer for the District's accounts payable.

Jenna Diedrich _____

Passed this _____ day of February, 2022, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved this _____ day of February, 2022, by the President of the Board of Trustees and attested by the Secretary on the same day.

APPROVED:

Name: _____

Board President

ATTEST:

Name: _____

Secretary



Resolution #22-03
Authority to Contact Library Attorney

BE IT RESOLVED, by the Board of Trustees of the Galena Public Library District, that either the Board President or the Library Director are hereby designated as the authorized parties to contact the District's legal representative. All other Trustees must obtain Board approval in an open meeting to contact the District's legal representative. This resolution supersedes any previously designated authority.

Passed this _____ day of February, 2022, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved this _____ day of February, 2022, by the President of the Board of Trustees and attested by the Secretary on the same day.

APPROVED:

Name: _____

Board President

ATTEST:

Name: _____

Secretary