



Library Board of Trustees Meeting
Regular Meeting Tuesday, March 8, 2022 at 6:30pm
Galena Public Library – Historical Room

AGENDA

1. Call to order, roll call
2. Citizen comments (3 minutes per person, 15 minutes total)
3. Presentation of Audit from Scott Roberts of O'Connor Brooks
4. Consent Agenda (ACTION)
 - a. Approval of minutes for Regular Meeting February 15, 2022
 - b. Approval of bills paid/payable: 02/12/2022-03/04/2022
5. Financial report
6. Treasurer's report (ACTION)
 - a. Discussion and possible action on library investments
7. Friends report
8. Library Director's report
9. Board President's report
10. Committees
 - a. Building & Grounds – Earl Thompson
 - b. Finance – Earl Thompson
 - c. HR – Maria Rector
 - d. Policy – John Cox
11. Unfinished business
 - a. Discussion and possible action regarding storage of closed session minutes
12. New business
 - a. Discussion and possible action on Pride Sponsorship
 - b. Discussion and possible action on temporary stair decals for Pride
 - c. Discussion and possible action on appointing a trustee to legislative matters
13. Motions, resolutions, ordinances (ACTION)
 - a. Resolution #22-03: Authority to Contact Legal Representatives
 - b. Resolution #22-04: Designation of Official Storage Location for Library Minutes
14. Closed session
 - a. The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body;
 - b. Pending or probable litigation against, affecting or on behalf of the public body;
 - c. 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.
15. Discussion and possible action on Closed Session discussions
16. Items for next agenda

17. Announcements
18. Adjournment
19. Next meeting – Tuesday, April 12th, 2022, at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

Posted 3/4/22 by J.Diedrich at 2pm

4. CONSENT AGENDA (ACTION)

4.A APPROVAL OF MINUTES FOR REGULAR MEETING FEBRUARY 15, 2022

Regular Meeting Minutes

February 15, 2022

DRAFT

Call to Order

President Albaugh called the meeting to order at 6:31pm. Albaugh identified Jenna Diedrich to take minutes and Maria Rector as Acting Secretary.

Roll Call: John Cox, Maria Rector, Earl Thompson, Walter Johnson, Tracy Furlong, Craig Albaugh

Excused: Katherine Walker

Others present: Jenna Diedrich, Library Director, Betsy Hansen, President of Friends of the Library, Tim Doser

Citizen Comments

Tim Doser inquired why additional papers haven't been sent to be digitized as the last shipment was sent in November. Referenced decisions made by ad hoc committee that worst condition papers be done first rather than current model of contiguous years. Doser suggested the Weekly papers get done as they have county wide information. Ice is falling off the roof from near the back entrance. Something needs to be done to protect patrons. An American flag was recently moved from the main floor to the Historical Room. If it's not wanted upstairs, can it be given to the VFW.

Consent Agenda

MOTION	Cox moved to approve consent agenda. Johnson seconded.
AYES	Cox, Rector, Thompson, Johnson, Furlong, Albaugh
NAYS	None
ABSENT	Walker
Motion Carried	

Financial Report

No comments.

Treasurer's Report

Thompson referenced two CDs that will be maturing at February 28 with a grace period ending March 10.

CD #0138578 Klein Memorial Restricted with a balance \$1,484.25

CD #0138560 Endowment with a balance of \$145,514.93

Thompson suggests putting CDs into regular deposit accounts as interest is low.

Friends

Betsy Hansen informed the Friends has a current balance of \$24,627.55. Upcoming fundraiser with Poopsies, "Shop til You Drop." This fundraiser will be two weeks prior to the Book Sale. Book collection going well with a lot of donations. Friends have set up an account with Better World Books (BWB) that will allow them to dispose of books in good condition. Friends will get 20% of proceeds of anything that sells through BWB. A new Friends Brochure has been completed with a new color palette to match the library's updated website.

Library Director Report

Diedrich suggested the library move from a mask required model to a mask recommended model. The mandate officially ends 2/28 and area schools have already gone mask optional. Mask recommended would be for the entire library.

The notice for the Exterior Bid Repair published on February 16th. Bids will be accepted through April 1st. Bids will open on Monday, April 4th. Bids will then go to Building Committee and a recommendation to the board will be made. A tabulation will be presented to the full board. Joe Werner has looked at the window in the children's library for egress.

Audit still not complete. Albaugh will be going into O'Connor to talk with Scott Roberts.

Diedrich touched on Tim Doser's citizen comments. Referenced the Project Scope recently completed. Thompson inquired what batches are currently at Crowley. The sample two years will be completed in March. Twelve volumes (1861-1867) will be shipped mid-February. Upon receipt, 12 more volumes (1930-1935) will be sent. Crowley currently has a three-month turnaround time.

Diedrich provided an outline of recording equipment suggested by other libraries. Prices vary from \$45 to \$500. Albaugh presented his findings on recording equipment from speaking with someone in Lena. His quote included multiple microphones, flash drives, dictation into transcription, with a potential cost of \$3,000.

Larissa Distler, Adult Services Librarian, presented stats on LitFest.

Board President Report

Albaugh discussed the storage of closed session minutes. Diedrich provided an outline on how other libraries store their closed session minutes and recordings. Most libraries store closed session minutes in the library, rather than with the Secretary. Thompson thought that per OMA they are to be kept with the Secretary. OMA states they can be stored at the main administrative office or in an official storage location. Other libraries shared that storing off site could create an issue with closed session minutes being sealed. Cox finds they should be stored at the library as it is a safe, secure space. Albaugh suggests that the HR person and Secretary should have access to the locked storage of the minutes. Diedrich presented a locked, fireproof filing box that could be used as a storage box. Thompson questioned

whether the library director ought to have access to the locked storage box. Albaugh appointed Rector to check the board email.

Committees

Building – Did not meet

Finance – Did not meet

HR – met to discuss the revisions to the director evaluation process. Goal was to streamline the process of the director evaluation.

Policy – Did not meet

New Business

Friends Book Disposal

Rector was approached by a Friend on how to dispose of books. Rector suggested having a dumpster at the library for Friends to dispose. Thompson informed it is difficult to get a dumpster. Thompson offered to connect with Betsy Hansen about the Friends utilizing the Galena Roasters’ dumpster.

Director Evaluation (ACTION)

Committee hasn’t fully approved the revisions presented in the packet. The evaluation was previously approved by the full board. In order to meet with the timeline of the evaluation, the revisions should be approved by the full board. Furlong clarifies that although the revisions were made, the committee has not discussed those revisions to ensure if they properly reflect the wanted changes. Cox inquires whether the committee members are happy with the revisions provided by Diedrich. Furlong finds the procedure needs clarification. Procedures can be changed as they don’t need a board vote.

MOTION	Thompson motioned to approve the director evaluation form as presented. Cox seconded.
AYES	Cox, Rector, Thompson, Johnson, Furlong, Albaugh
NAYS	None
ABSENT	Walker
Motion Carried	

Library Investments (ACTION)

Thompson suggested to not tie funds up for low interest. Thompson suggests putting funds in a regular deposit account and set up a timeline to revisit when interest rates increase.

ITEM	Library investments
MOTION	Thompson motioned to put CD #0138560 and CD #0138578 at Dupaco will be moved to First Community into two separate savings accounts. Johnson seconds.

DISCUSSION	Cox inquired whether restricted in one account and unrestricted in another account will be easy to keep track of.
AYES	Cox, Rector, Thompson, Johnson, Furlong, Albaugh
NAYS	None
ABSENT	Walker
Motion Carried	

Renewal of VFW Lease

VFW requested a 50-year lease. Statute allows for only 20 years.

ITEM	Renewal of VFW Lease
MOTION	Cox moved to approve the execution of the lease agreement with the VFW on the same terms as the currently existing for a 20-year lease. Thompson seconds.
DISCUSSION:	Albaugh reminds that the view must be unobstructed from the library to Park Avenue. Thompson inquires who cares for maintenance. The City does lawn care and snow removal. VFW pays for any expense such as tree removal.
AYES	Cox, Rector, Thompson, Johnson, Furlong, Albaugh
NAYS	None
ABSENT	Walker
Motion Carried	

Motions, resolutions, ordinances (ACTION)

ITEM	Resolution #22-02 Approval of Bank Signatories
MOTION	Cox moved to approve Resolution #22-02 as read. Rector seconded.
DISCUSSION	None
AYES	Cox, Rector, Thompson, Johnson, Furlong, Albaugh
NAYS	None
ABSENT	Walker
Motion Carried	

ITEM	Resolution #22-03 Authority to Contact Library Attorney
DISCUSSION	Discussion was had regarding Thompson being the designated party for the point of contact for the ongoing litigation. Albaugh requested a motion before further discussion
MOTION	Cox moved to approve Resolution #22-03 as read. Johnson seconded.
DISCUSSION	Discussion continued on whether this resolution would no longer allow Thompson to be the contact for the current litigation. The resolution, as written, will supersede the previous designation. Thompson identified an additional issue that the resolution should not be specific to the district's legal representative but should include any legal representative on behalf of the district. It was undecided whether two resolutions or one should be created; one for the district's legal representative and one for any legal assistance.
Cox withdraws motion if Johnson agreed. Johnson agreed to withdraw the second.	

Closed Session

MOTION	Thompson motioned to enter closed session at 8:07pm. Johnson seconded
AYES	Cox, Rector, Thompson, Johnson, Furlong, Albaugh
NAYS	None
ABSENT	Walker
Motion Carried	

The Board returned to open session at 9:12pm.

Discussion and possible action on closed session

No vote taken. Board finds the following should be considered:

1. Consult attorney on appropriateness of current closed session minutes
2. Be more diligent on practice in approving closed session minutes at the next scheduled closed session
3. Formulate a plan for reviewing all closed session minutes for release to the public

Items for Next Agenda

Resolution on closed session storage

Resolution to contact library attorney/legal representatives

Adjournment

The meeting was adjourned at 9:15pm

Respectfully submitted,

Jenna Diedrich

Library Director

4.B APPROVAL OF BILLS PAID/PAYABLE 02/12/2022 – 03/04/2022

Galena Public Library District

A/P Aging Summary

As of March 4, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	78.13					\$78.13
Demco, Inc.		8,182.80				\$8,182.80
Findaway World LLC	141.53					\$141.53
Galena Gazette Publications	46.20					\$46.20
Kanopy	68.00					\$68.00
Maria Rector	60.00					\$60.00
Midwest Tape	72.61					\$72.61
RAILS		75.00				\$75.00
TOTAL	\$466.47	\$8,257.80	\$0.00	\$0.00	\$0.00	\$8,724.27

Galena Public Library District

Check Detail
February 12 - March 4, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
02/15/2022	Expenditure		City of Galena		R	-24.26
				Water & sewer		24.26
02/16/2022	Bill Payment (Check)	22656	Galena First Community Bank		R	-60.00
						-60.00
02/16/2022	Bill Payment (Check)	22657	Midwest Tape		R	-166.98
						-166.98
02/16/2022	Bill Payment (Check)	22658	TH Media		R	-250.00
						-250.00
02/16/2022	Bill Payment (Check)	22659	Kieffer Body Shop		R	-416.00
						-416.00
02/16/2022	Bill Payment (Check)	22660	Cortland Community Library			-25.25
						-25.25
02/16/2022	Bill Payment (Check)	22661	Petty Cash		R	-8.17
						-8.17
02/16/2022	Bill Payment (Check)	22662	Findaway World LLC		R	-530.66
						-530.66
02/16/2022	Bill Payment (Check)	22663	Access Systems		R	-113.57
						-113.57
02/16/2022	Bill Payment (Check)	22664	Galena Gazette Publications	02100179	R	-283.69
						-283.69
02/16/2022	Bill Payment (Check)	22665	Kanopy		R	-227.00
						-227.00
02/16/2022	Bill Payment (Check)	22666	Hammer Law Firm, PLC		R	-537.50
						-537.50
02/16/2022	Bill Payment (Check)	22667	Verizon		R	-180.05
						-180.05
02/16/2022	Bill Payment (Check)	22668	Illinois Library Association		R	-85.00
						-85.00
02/17/2022	Expenditure		Payroll		R	-7,614.31
						-7,614.31
02/18/2022	Expenditure		Card Services - Galena State Bank		R	-877.41
				office supplies, masks, paper towels		121.17
				Adult/Youth AV		620.14
				shipping		21.20
				salt for sideways		9.68
				STEAM snacks, toaster oven		105.22
02/22/2022	Expenditure	533192	Honkamp Krueger & Co, PC		R	-925.00
				Financial statements and software subscription for February 2022		925.00
02/23/2022	Expenditure	111120	Culligan		R	-11.75
				Water 2/1/22-2/28/22		11.75
02/25/2022	Expenditure	38841095	Mitel		R	-176.80
				Telephone		176.80
02/28/2022	Expenditure	815777154202	AT&T			-90.62

Galena Public Library District

Check Detail

February 12 - March 4, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Elevator Phone		90.62

5. FINANCIAL REPORT

Financial Statements

Galena Public Library District

For the Periods Ended February 28, 2022 and 2021

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

Prepared on
March 3, 2022

No Assurance Provided / All Disclosures Omitted

Statement of Net Position - Modified Cash Basis

	As of Feb 28, 2022	As of Feb 28, 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	0.00	145,514.93
1014 First Community Bank 166379	73,151.40	73,151.40
1015 First Community Bank 4883	145,514.93	
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	0.00	1,484.25
1033 First Community Bank 4647	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	187,125.69	120,258.88
1052 IB&T-FICA	10,126.51	8,004.28
1053 IB&T-IMRF	14,128.14	24,333.98
1054 IB&T-Insurance	7,320.30	17,581.78
1057 IB&T-Per Capita	2,729.77	4,349.42
Total 1050 IB&T Checking	221,430.41	174,528.34
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	164,721.57	156,791.91
1069 Endowment-IB&T Savings 170035	535.63	535.63
Total 1060 IB&T Savings 170035	242,215.28	232,385.25
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	1,060,830.49	803,128.49
Total Current Assets	1,060,830.49	803,128.49
TOTAL ASSETS	\$1,060,830.49	\$803,128.49

As of Feb 28, 2022

As of Feb 28, 2021

LIABILITIES AND EQUITY

Liabilities**Current Liabilities****Other Current Liabilities**

2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		
2381 IMRF - 403B	1,335.53	1,578.69
Total 2380 IMRF Payroll Liabilities	1,335.53	1,578.69
Total 2300 Payroll Liabilities	1,335.53	1,578.69
Total Other Current Liabilities	1,335.53	1,578.69
Total Current Liabilities	1,335.53	1,578.69
Total Liabilities	1,335.53	1,578.69
Equity		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	373,051.44	125,570.63
2815 Endowment Fund Balance	325,684.76	316,344.87
2820 FICA Fund Balance	10,126.51	8,004.28
2830 IMRF Fund Balance	12,792.61	22,755.29
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	11,695.87	11,575.35
2855 Per Capita Fund Balance	2,729.77	4,349.42
2860 Reserve Fund Balance	248,170.20	233,934.68
2900 Contra Net Income Account	-343,452.73	-96,175.26
Net Margin	343,452.73	96,175.26
Total Equity	1,059,494.96	801,549.80
TOTAL LIABILITIES AND EQUITY	\$1,060,830.49	\$803,128.49

Statement of Activities - Modified Cash Basis (MTD)

	Feb 2022	Feb 2021
INCOME		
3030 Digitization Project	100.00	
3040 Donations	100.00	100.00
3050 Fines/Overdues	12.30	5.00
3090 Historical Department	35.00	
3100 Interest Income		
3101 Corporate Interest	1.76	1.42
3106 Memorial Reserve Interest	10.90	
3108 Reserve Interest	1.86	135.36
3109 Endowment Interest	1,376.01	137.32
Total 3100 Interest Income	1,390.53	274.10
3110 Item Replacements	68.62	40.00
3120 Lit Fest	335.00	915.00
3130 Non-Resident Fee	692.33	164.49
3140 Other Income		3,000.00
3200 Royalty Income	1,185.73	946.92
3230 Service Charges	67.19	50.15
Total Income	3,986.70	5,495.66
GROSS MARGIN	3,986.70	5,495.66
EXPENSES		
5100 Personnel Services		
5120 Payroll Taxes	1,107.63	1,023.72
5130 Pension Contributions	690.27	1,037.57
5150 Salaries	14,478.97	13,382.17
Total 5100 Personnel Services	16,276.87	15,443.46
5200 Capital Outlay		
5210 Books	1,636.08	2,039.53
5220 Equipment	113.57	48.27
5230 Hardware	105.22	
5240 Improvements	416.00	
5260 Materials/Non-Printed/A-V	1,150.80	722.86
Total 5200 Capital Outlay	3,421.67	2,810.66
5300 Commodities		
5310 Databases	393.98	94.00
5320 Periodicals		1,201.04
5330 Supplies	121.17	64.69
5340 Postage/Shipping	21.20	
Total 5300 Commodities	536.35	1,359.73
5400 Contractual Services		
5410 Accounting	1,136.30	1,096.99
5430 Legal	537.50	225.00
5440 Maintenance	9.68	265.94

Galena Public Library District

	Feb 2022	Feb 2021
5460 PrairieCat Consortium		2,079.00
5485 Other Contractual Services	60.00	60.00
Total 5400 Contractual Services	1,743.48	3,726.93
5600 Lit Fest Expenditures	500.00	1,107.15
5700 Other Expenditures		
5730 Misc Charges	25.25	67.75
Total 5700 Other Expenditures	25.25	67.75
5800 Other Services		
5810 Association Dues	85.00	440.00
5870 Programming	8.17	400.00
5880 Public Notice/Legal	33.69	
5900 Utilities	1,496.79	1,124.93
Total 5800 Other Services	1,623.65	1,964.93
Total Expenses	24,127.27	26,480.61
NET OPERATING MARGIN	-20,140.57	-20,984.95
NET MARGIN	\$ -20,140.57	\$ -20,984.95

Statement of Activities - Modified Cash Basis (YTD)

	Jul 2021 - Feb 2022	Jul 2020 - Feb 2021
INCOME		
3030 Digitization Project	6,475.00	12,195.00
3040 Donations	202,062.08	375.19
3050 Fines/Overdues	104.79	460.30
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	150.00	115.25
3100 Interest Income		
3101 Corporate Interest	145.16	14.27
3106 Memorial Reserve Interest	98.63	87.73
3108 Reserve Interest	808.06	1,089.43
3109 Endowment Interest	5,659.05	4,262.60
Total 3100 Interest Income	6,710.90	5,454.03
3110 Item Replacements	237.18	67.60
3120 Lit Fest	335.00	2,020.00
3130 Non-Resident Fee	3,189.84	1,802.12
3140 Other Income		3,000.00
3141 Better World Books		231.36
3142 Corporate Other Income	112.96	
3146 Insurance Other Income		58.00
Total 3140 Other Income	112.96	3,289.36
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	12,114.40	6,245.49
3230 Service Charges	563.56	290.65
Total Income	602,436.22	388,147.75
GROSS MARGIN	602,436.22	388,147.75
EXPENSES		
5100 Personnel Services		
5120 Payroll Taxes	9,860.22	9,326.76
5130 Pension Contributions	8,460.92	8,998.21
5150 Salaries	129,015.05	121,918.39
Total 5100 Personnel Services	147,336.19	140,243.36

Galena Public Library District

	Jul 2021 - Feb 2022	Jul 2020 - Feb 2021
5200 Capital Outlay		
5210 Books	15,472.77	14,373.55
5220 Equipment	4,728.70	589.14
5230 Hardware	105.22	
5240 Improvements	19,739.33	43,253.14
5260 Materials/Non-Printed/A-V	8,299.72	10,447.04
Total 5200 Capital Outlay	48,345.74	68,662.87
5300 Commodities		
5310 Databases	5,796.21	4,622.16
5320 Periodicals	1,926.94	1,786.04
5330 Supplies	2,796.94	2,365.61
5340 Postage/Shipping	142.16	196.09
Total 5300 Commodities	10,662.25	8,969.90
5400 Contractual Services		
5410 Accounting	9,245.08	9,341.41
5420 Audit Fees		6,490.00
5430 Legal	2,542.50	1,837.50
5440 Maintenance	5,756.39	3,951.25
5460 PrairieCat Consortium	6,833.50	6,836.00
5475 HR Source	275.00	
5480 Technical Services	5,472.50	125.00
5485 Other Contractual Services	534.80	809.68
Total 5400 Contractual Services	30,659.77	29,390.84
5500 Historical Digitization	991.48	19,998.01
5600 Lit Fest Expenditures	2,612.59	3,106.09
5700 Other Expenditures		
5710 Contingencies		4,226.26
5730 Misc Charges	411.07	267.75
Total 5700 Other Expenditures	411.07	4,494.01
5800 Other Services		
5810 Association Dues	440.00	440.00
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	1,202.21	1,071.88
5880 Public Notice/Legal	306.08	84.70
5890 Travel	104.61	
5900 Utilities	9,404.50	9,031.15
Total 5800 Other Services	17,964.40	17,107.41
Total Expenses	258,983.49	291,972.49
NET OPERATING MARGIN	343,452.73	96,175.26
NET MARGIN	\$343,452.73	\$96,175.26

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

February 2022

	Current Month	Year-to-Date	Budget	Balance
INCOME				
Digitization Project	100.00	6,475.00	15,000.00	(8,525.00)
Donations	100.00	202,062.08	201,969.90	92.18
Auction Income				-
Fines/Overdues	12.30	104.79	500.00	(395.21)
Friends (Other Grants)		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	35.00	150.00	250.00	(100.00)
Interest Income				
Corporate Interest	1,117.77	1,261.17	12,000.00	(10,738.83)
Memorial Reserve Interest		87.73		87.73
Reserve Interest	1.86	808.06		808.06
Endowment Interest	270.90	4,553.94		4,553.94
Total Interest Income	1,390.53	6,710.90	12,000.00	(5,289.10)
Item Replacements	68.62	237.18	200.00	37.18
Lit Fest	335.00	335.00	5,000.00	(4,665.00)
Non-Resident Fee	692.33	3,189.84	2,000.00	1,189.84
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	1,185.73	12,114.40	10,000.00	2,114.40
Service Charges	67.19	563.56	500.00	63.56
Total Income	3,986.70	602,436.22	628,458.90	(26,022.68)
GROSS MARGIN	3,986.70	602,436.22	628,458.90	(26,022.68)
EXPENSES				
66000 Personnel Services				
Employee Health Plan				-
Payroll Taxes	1,107.63	9,860.22	16,000.00	(6,139.78)

No Assurance Provided / All Disclosures Omitted

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Galena Public Library District

	Current Month	Year-to-Date	Budget	Balance
Pension Contributions	690.27	8,460.92	14,000.00	(5,539.08)
Reimbursements				-
Salaries			-	-
Corporate Wages	14,478.97	129,015.05	205,350.00	(76,334.95)
Total Salaries	14,478.97	129,015.05	205,350.00	(76,334.95)
Total 66000 Personnel Services	16,276.87	147,336.19	235,350.00	(88,013.81)
Capital Outlay				
Books	1,636.08	15,472.77	24,000.00	(8,527.23)
Equipment	113.57	4,728.70	5,400.00	(671.30)
Hardware	105.22	105.22		105.22
Improvements	416.00	19,739.33	110,150.00	(90,410.67)
Materials/Non-Printed/A-V	1,150.80	8,299.72	19,200.00	(10,900.28)
Total Capital Outlay	3,421.67	48,345.74	158,750.00	(110,404.26)
Commodities				
Databases	393.98	5,796.21	8,401.00	(2,604.79)
Periodicals		1,926.94	2,790.00	(863.06)
Supplies	121.17	2,796.94	4,000.00	(1,203.06)
Postage/Shipping	21.20	142.16	500.00	(357.84)
Total Commodities	536.35	10,662.25	15,691.00	(5,028.75)
Contractual Services				
Accounting	1,136.30	9,245.08	15,000.00	(5,754.92)
Audit Fees			7,725.00	(7,725.00)
Legal	537.50	2,542.50	4,000.00	(1,457.50)
Maintenance	9.68	5,756.39	8,500.00	(2,743.61)
PrairieCat Corporate			1,000.00	(1,000.00)
PrairieCat Consortium		6,833.50	8,446.00	(1,612.50)
Security Services				-
HR Source		275.00		275.00
Technical Services		5,472.50	10,000.00	(4,527.50)
Other Contractual Services	60.00	534.80	3,000.00	(2,465.20)
Total Contractual Services	1,743.48	30,659.77	57,671.00	(27,011.23)
Historical Digitization		991.48	40,000.00	(39,008.52)
Lit Fest Expenditures	500.00	2,612.59		2,612.59
Other Expenditures				
Contingencies			30,000.00	(30,000.00)
Misc Charges	25.25	411.07	1,500.00	(1,088.93)
Total Other Expenditures	25.25	411.07	31,500.00	(31,088.93)
Other Services				
Association Dues	85.00	440.00	500.00	(60.00)
Continuing Education			2,500.00	(2,500.00)
General Insurance (Bonding)		6,407.00	7,000.00	(593.00)
Marketing		100.00	2,500.00	(2,400.00)
Outreach			1,500.00	(1,500.00)
Programming	8.17	1,202.21	17,000.00	(15,797.79)

Galena Public Library District

	Current Month	Year-to-Date	Budget	Balance
Public Notice/Legal	33.69	306.08	500.00	(193.92)
Travel		104.61	800.00	(695.39)
Utilities	1,496.79	9,404.50	13,500.00	(4,095.50)
Total Other Services	1,623.65	17,964.40	45,800.00	(27,835.60)
Total Expenses	24,127.27	258,983.49	584,762.00	(325,778.51)
NET OPERATING MARGIN	(20,140.57)	343,452.73	43,696.90	299,755.83
NET MARGIN	(20,140.57)	343,452.73	43,696.90	299,755.83

Statement of Activities - Modified Cash Basis - Corp Fund

February 2022

		Corporate Fund	
	Actual	Budget	over Budget
INCOME			
3030 Digitization Project	100.00	1,250.00	-1,150.00
3040 Donations	100.00	83.33	16.67
3050 Fines/Overdues	12.30	41.67	-29.37
3060 Friends (Other Grants)		666.67	-666.67
3090 Historical Department	35.00	20.83	14.17
3100 Interest Income			
3101 Corporate Interest	1.76	1,000.00	-998.24
Total 3100 Interest Income	1.76	1,000.00	-998.24
3110 Item Replacements	68.62	16.67	51.95
3120 Lit Fest	335.00	416.67	-81.67
3130 Non-Resident Fee	692.33	166.67	525.66
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	67.19	41.67	25.52
Total Income	1,412.20	4,212.51	-2,800.31
GROSS MARGIN	1,412.20	4,212.51	-2,800.31
EXPENSES			
5100 Personnel Services			
5150 Salaries	14,478.97	17,112.50	-2,633.53
Total 5100 Personnel Services	14,478.97	17,112.50	-2,633.53
5200 Capital Outlay			
5210 Books	1,636.08	2,000.00	-363.92
5220 Equipment	113.57	450.00	-336.43
5230 Hardware	105.22		105.22
5240 Improvements	416.00	9,179.16	-8,763.16
5260 Materials/Non-Printed/A-V	1,150.80	1,600.00	-449.20
Total 5200 Capital Outlay	3,421.67	13,229.16	-9,807.49
5300 Commodities			
5310 Databases	393.98	700.08	-306.10
5320 Periodicals		232.50	-232.50
5330 Supplies	121.17	333.33	-212.16
5340 Postage/Shipping	21.20	41.67	-20.47
Total 5300 Commodities	536.35	1,307.58	-771.23
5400 Contractual Services			
5410 Accounting	1,136.30	1,250.00	-113.70
5420 Audit Fees		643.75	-643.75
5430 Legal	537.50	333.33	204.17
5440 Maintenance	9.68	708.33	-698.65

Galena Public Library District

	Corporate Fund		
	Actual	Budget	over Budget
5450 Prairie Cat/Corporate		83.33	-83.33
5480 Technical Services		833.33	-833.33
5485 Other Contractual Services	60.00	250.00	-190.00
Total 5400 Contractual Services	1,743.48	4,102.07	-2,358.59
5500 Historical Digitization		3,333.33	-3,333.33
5600 Lit Fest Expenditures	500.00		500.00
5700 Other Expenditures			
5710 Contingencies		2,500.00	-2,500.00
5730 Misc Charges	25.25	125.00	-99.75
Total 5700 Other Expenditures	25.25	2,625.00	-2,599.75
5800 Other Services			
5810 Association Dues	85.00	41.67	43.33
5820 Continuing Education		208.33	-208.33
5850 Marketing		208.33	-208.33
5860 Outreach		125.00	-125.00
5870 Programming	8.17	1,416.67	-1,408.50
5880 Public Notice/Legal	33.69	41.67	-7.98
5890 Travel		66.67	-66.67
5900 Utilities	1,496.79	1,125.00	371.79
Total 5800 Other Services	1,623.65	3,233.34	-1,609.69
Total Expenses	22,329.37	44,942.98	-22,613.61
NET OPERATING MARGIN	-20,917.17	-40,730.47	19,813.30
NET MARGIN	\$ -20,917.17	\$ -40,730.47	\$ 19,813.30

Statement of Activities - Modified Cash Basis - Corp Fund

July 2021 - February 2022

		Corporate Fund	
	Actual	Budget	over Budget
INCOME			
3030 Digitization Project	6,475.00	10,000.00	-3,525.00
3040 Donations	202,062.08	201,636.58	425.50
3050 Fines/Overdues	104.79	333.32	-228.53
3060 Friends (Other Grants)	1,140.00	5,333.32	-4,193.32
3090 Historical Department	150.00	166.68	-16.68
3100 Interest Income			
3101 Corporate Interest	145.16	8,000.00	-7,854.84
3106 Memorial Reserve Interest	65.43		65.43
Total 3100 Interest Income	210.59	8,000.00	-7,789.41
3110 Item Replacements	237.18	133.32	103.86
3120 Lit Fest	335.00	3,333.32	-2,998.32
3130 Non-Resident Fee	3,189.84	1,333.32	1,856.52
3140 Other Income			
3142 Corporate Other Income	112.96	666.68	-553.72
Total 3140 Other Income	112.96	666.68	-553.72
3160 Prairie Cat		66.68	-66.68
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	3,333.32	-1,125.60
3200 Royalty Income	2,095.87		2,095.87
3230 Service Charges	563.56	333.32	230.24
Total Income	557,485.05	573,181.86	-15,696.81
GROSS MARGIN	557,485.05	573,181.86	-15,696.81
EXPENSES			
5100 Personnel Services			
5150 Salaries	129,015.05	136,900.00	-7,884.95
Total 5100 Personnel Services	129,015.05	136,900.00	-7,884.95
5200 Capital Outlay			
5210 Books	15,472.77	16,000.00	-527.23
5220 Equipment	4,728.70	3,600.00	1,128.70
5230 Hardware	105.22		105.22
5240 Improvements	19,739.33	73,433.36	-53,694.03
5260 Materials/Non-Printed/A-V	8,299.72	12,800.00	-4,500.28
Total 5200 Capital Outlay	48,345.74	105,833.36	-57,487.62
5300 Commodities			
5310 Databases	5,796.21	5,600.68	195.53
5320 Periodicals	1,926.94	1,860.00	66.94
5330 Supplies	2,796.94	2,666.68	130.26
5340 Postage/Shipping	142.16	333.32	-191.16
Total 5300 Commodities	10,662.25	10,460.68	201.57

Galena Public Library District

		Corporate Fund	
	Actual	Budget	over Budget
5400 Contractual Services			
5410 Accounting	9,245.08	10,000.00	-754.92
5420 Audit Fees		5,150.00	-5,150.00
5430 Legal	2,542.50	2,666.68	-124.18
5440 Maintenance	5,756.39	5,666.68	89.71
5450 Prairie Cat/Corporate		666.68	-666.68
5460 PrairieCat Consortium	499.00		499.00
5475 HR Source	275.00		275.00
5480 Technical Services	5,472.50	6,666.68	-1,194.18
5485 Other Contractual Services	534.80	2,000.00	-1,465.20
Total 5400 Contractual Services	24,325.27	32,816.72	-8,491.45
5500 Historical Digitization	991.48	26,666.68	-25,675.20
5600 Lit Fest Expenditures	2,612.59		2,612.59
5700 Other Expenditures			
5710 Contingencies		20,000.00	-20,000.00
5730 Misc Charges	411.07	1,000.00	-588.93
Total 5700 Other Expenditures	411.07	21,000.00	-20,588.93
5800 Other Services			
5810 Association Dues	440.00	333.32	106.68
5820 Continuing Education		1,666.68	-1,666.68
5850 Marketing	100.00	1,666.68	-1,566.68
5860 Outreach		1,000.00	-1,000.00
5870 Programming	1,202.21	11,333.32	-10,131.11
5880 Public Notice/Legal	306.08	333.32	-27.24
5890 Travel	104.61	533.32	-428.71
5900 Utilities	9,404.50	9,000.00	404.50
Total 5800 Other Services	11,557.40	25,866.64	-14,309.24
Total Expenses	227,920.85	359,544.08	-131,623.23
NET OPERATING MARGIN	329,564.20	213,637.78	115,926.42
NET MARGIN	\$329,564.20	\$213,637.78	\$115,926.42

Statement of Activities - Modified Cash Basis - Endowment Fund

February 2022

	Actual	Budget	Endowment over Budget
INCOME			
3100 Interest Income			
3109 Endowment Interest	1,376.01		1,376.01
Total 3100 Interest Income	1,376.01		1,376.01
Total Income	1,376.01	0.00	1,376.01
GROSS MARGIN	1,376.01	0.00	1,376.01
EXPENSES			
Total Expenses			0.00
NET OPERATING MARGIN	1,376.01	0.00	1,376.01
NET MARGIN	\$1,376.01	\$0.00	\$1,376.01

Statement of Activities - Modified Cash Basis - Endowment Fund

July 2021 - February 2022

	Actual	Budget	Endowment over Budget
INCOME			
3100 Interest Income			
3109 Endowment Interest	5,659.05		5,659.05
Total 3100 Interest Income	5,659.05		5,659.05
Total Income	5,659.05	0.00	5,659.05
GROSS MARGIN	5,659.05	0.00	5,659.05
EXPENSES			
Total Expenses			0.00
NET OPERATING MARGIN	5,659.05	0.00	5,659.05
NET MARGIN	\$5,659.05	\$0.00	\$5,659.05

Statement of Activities - Modified Cash Basis - FICA Fund

February 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	1,107.63	1,333.33	-225.70
Total 5100 Personnel Services	1,107.63	1,333.33	-225.70
Total Expenses	1,107.63	1,333.33	-225.70
NET OPERATING MARGIN	-1,107.63	-1,333.33	225.70
NET MARGIN	\$ -1,107.63	\$ -1,333.33	\$225.70

Statement of Activities - Modified Cash Basis - FICA Fund

July 2021 - February 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	9,860.22	10,666.68	-806.46
Total 5100 Personnel Services	9,860.22	10,666.68	-806.46
Total Expenses	9,860.22	10,666.68	-806.46
NET OPERATING MARGIN	6,837.22	6,026.32	810.90
NET MARGIN	\$6,837.22	\$6,026.32	\$810.90

Statement of Activities - Modified Cash Basis - IMRF Fund

February 2022

	Actual	Budget	IMRF Fund over Budget
INCOME			
Total Income			0.00
GROSS MARGIN	0.00	0.00	0.00
EXPENSES			
5100 Personnel Services			
5130 Pension Contributions	690.27	1,166.67	-476.40
Total 5100 Personnel Services	690.27	1,166.67	-476.40
Total Expenses	690.27	1,166.67	-476.40
NET OPERATING MARGIN	-690.27	-1,166.67	476.40
NET MARGIN	\$ -690.27	\$ -1,166.67	\$476.40

Statement of Activities - Modified Cash Basis - IMRF Fund

July 2021 - February 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	8,460.92	9,333.32	-872.40
Total 5100 Personnel Services	8,460.92	9,333.32	-872.40
Total Expenses	8,460.92	9,333.32	-872.40
NET OPERATING MARGIN	-5,499.40	-6,372.32	872.92
NET MARGIN	\$ -5,499.40	\$ -6,372.32	\$872.92

Statement of Activities - Modified Cash Basis - Insurance Fund

February 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 - February 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	4,666.68	1,740.32
Total 5800 Other Services	6,407.00	4,666.68	1,740.32
Total Expenses	6,407.00	4,666.68	1,740.32
NET OPERATING MARGIN	-4,427.48	-2,687.68	-1,739.80
NET MARGIN	\$ -4,427.48	\$ -2,687.68	\$ -1,739.80

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

February 2022

	Actual	Budget	Memorial Reserve over Budget
INCOME			
3100 Interest Income			
3106 Memorial Reserve Interest	10.90		10.90
Total 3100 Interest Income	10.90		10.90
Total Income	10.90	0.00	10.90
GROSS MARGIN	10.90	0.00	10.90
EXPENSES			
Total Expenses			0.00
NET OPERATING MARGIN	10.90	0.00	10.90
NET MARGIN	\$10.90	\$0.00	\$10.90

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

July 2021 - February 2022

	Actual	Budget	Memorial Reserve over Budget
INCOME			
3100 Interest Income			
3106 Memorial Reserve Interest	33.20		33.20
Total 3100 Interest Income	33.20		33.20
Total Income	33.20	0.00	33.20
GROSS MARGIN	33.20	0.00	33.20
EXPENSES			
Total Expenses			0.00
NET OPERATING MARGIN	33.20	0.00	33.20
NET MARGIN	\$33.20	\$0.00	\$33.20

Statement of Activities - Modified Cash Basis - Per Capita Fund

February 2022

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

Statement of Activities - Modified Cash Basis - Per Capita Fund

July 2021 - February 2022

		Per Capita Fund	
	Actual	Budget	over Budget
INCOME			
3070 Grants			
3077 Per Capita Grant	6,793.85	4,529.32	2,264.53
Total 3070 Grants	6,793.85	4,529.32	2,264.53
Total Income	6,793.85	4,529.32	2,264.53
GROSS MARGIN	6,793.85	4,529.32	2,264.53
EXPENSES			
5400 Contractual Services			
5460 PrairieCat Consortium	6,334.50	5,630.68	703.82
Total 5400 Contractual Services	6,334.50	5,630.68	703.82
Total Expenses	6,334.50	5,630.68	703.82
NET OPERATING MARGIN	459.35	-1,101.36	1,560.71
NET MARGIN	\$459.35	\$ -1,101.36	\$1,560.71

Statement of Activities - Modified Cash Basis - Reserve Fund

February 2022

	Actual	Budget	Reserve Fund over Budget
INCOME			
3100 Interest Income			
3108 Reserve Interest	1.86		1.86
Total 3100 Interest Income	1.86		1.86
3200 Royalty Income	1,185.73	833.33	352.40
Total Income	1,187.59	833.33	354.26
GROSS MARGIN	1,187.59	833.33	354.26
EXPENSES			
Total Expenses			0.00
NET OPERATING MARGIN	1,187.59	833.33	354.26
NET MARGIN	\$1,187.59	\$833.33	\$354.26

Statement of Activities - Modified Cash Basis - Reserve Fund

July 2021 - February 2022

	Actual	Budget	Reserve Fund over Budget
INCOME			
3100 Interest Income			
3108 Reserve Interest	808.06		808.06
Total 3100 Interest Income	808.06		808.06
3200 Royalty Income	10,018.53	6,666.68	3,351.85
Total Income	10,826.59	6,666.68	4,159.91
GROSS MARGIN	10,826.59	6,666.68	4,159.91
EXPENSES			
Total Expenses			0.00
NET OPERATING MARGIN	10,826.59	6,666.68	4,159.91
NET MARGIN	\$10,826.59	\$6,666.68	\$4,159.91

6. TREASURER'S REPORT



S A V E ▶ B O R R O W ▶ I N V E S T ▶ I N S U R E ▶ T R U S T

02/25/2022

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

Term Share Certificate Renewal

Your term share certificate will mature on 03/27/2022

Account:	CD-0117002	Current Balance:	\$92,880.31
APR / APY:	2.00% / 2.01%	Maturity Date:	03/27/2022
Term:	60 Month	Grace Period End Date:	04/06/2022

To have this balance invested in a new term share certificate or investment vehicle, please contact Member Services between your certificate maturity date of 03/27/2022, and your grace period end date of 04/06/2022, 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 60 Month term share certificate, at the current market rate (In the event we no longer offer a 60 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

D U P A C O C O M M U N I T Y C R E D I T U N I O N

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7. LIBRARY DIRECTOR'S REPORT

Director's Report

February 2022

Board News

OMA Training needs to be completed as soon as possible. If you have not completed it you may do so [here](#).

Circulation

Circulation dipped a bit for February with 3,755 checkouts (last month was just over 4,000). However, the number of visitors increased from 896 to 1,069!

Adult Services

Highland Lifelong Learning hosted a series of lecture on WW II in the Pacific and will be back in the month of March for the series, Illinois Fights for the Union. A total of 7 people attended the first series with the same number registered for the second.

Blind Date at Your Library has been enjoyed by a variety of patrons and continues through the middle of March. Participants read, watch, listen to material and write a short review. Reviews are placed in bucket and a winner is chosen. The prize is still being determined.

The following programs are in the pipeline for Spring (these are all available for viewing on the library's [Eventbrite](#)):

- Self-Care Saturday returns with Skin Care Basics
- Morning/Evening Book Clubs
- Weekly Stitchers
- Community Reads for Inquiring Minds – a partnership with JDCF
- Illinois Libraries Present: Jenny Lawson

Youth Services

Luck o' the Draw begins for kids through 8th grade. A program similar to Blind Date in that kids read books and write short reviews. Winners will receive a to be determined prize.

Historical Room/Archives

Dale has begun the process of reorganizing the Archival Room. Due to the size of the newspaper archival boxes, we are quickly running out of room. The goal is to completely rearrange the room to get the papers in chronological order. This will take a lot of work as Rachel will have input new location codes for everything. This will be an ongoing Spring project.

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](#).

Director

The library is taking on the role of the main sponsor for this year's Pride Picnic. More information on this one-day event is included in agenda item 12.A.

- **Building**
 - Egress: Joe Werner is waiting to hear back from Spahn & Rose on prices.
 - Bid for Exterior Repairs:
 - Notice was published on February 16th. I've had five requests for the bid package. No submittals.
 - No one requested to attend the March 1st non-mandatory walk-through.
 - Fireplace: Anna Weiss-Pfau will be receiving glaze samples from Ted Ellison this week. We have tentatively scheduled for her to visit during the week of March 21st.
- **Finances**
 - Work on the FY 2023 budget will start in March
- **Personnel**
- **Project Updates**
 - Library Minutes: currently in the 2010s
 - Demco Furniture Design
 - Chairs and coffee table are in the seating area with the fireplace
 - Study tables and chairs were ordered. Do not have a ship date yet.
 - Digitization:
 - A third shipment was sent to Crowley. It included the *Galena Daily Gazette* from 1930-1935. Upon arrival, I will check in with the project manager and discuss when the fourth shipment should be sent. That shipment will include
 - Terry Kurt is still working on revising the multiple agreements the library currently has with the Gazette.
 - Recording equipment
 - A digital recorder was purchased. A secure fireproof filing box was purchased to store closed session minutes and digital recording equipment.
- **Strategic Plan Objective Timeline**
 - February 2022
 - 3.a.i: Develop a capital improvement plan / identifying what the building can and cannot provide for community needs
 - A capital improvement plan is currently in the works and will need to be discussed at a future Building & Grounds Committee meeting
 - March 2022
 - 2.a: Diversification
 - 3.a.ii: Compile past building projects in order to plan for future updates
 - 4.b.i: Define critical library outcomes

FEBRUARY 2022 STATISTICS

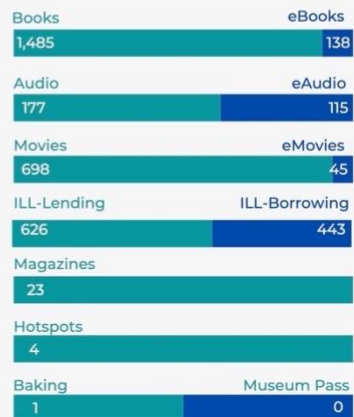
Card Holders



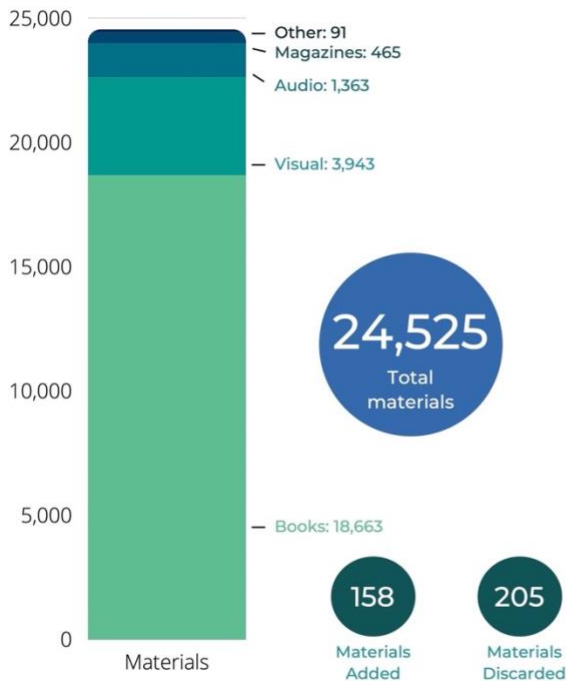
Checkouts

3,755 ▲ 14%

TOTAL CHECKOUTS



Collection

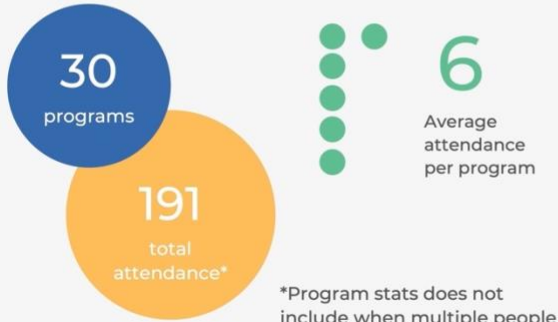


Visits

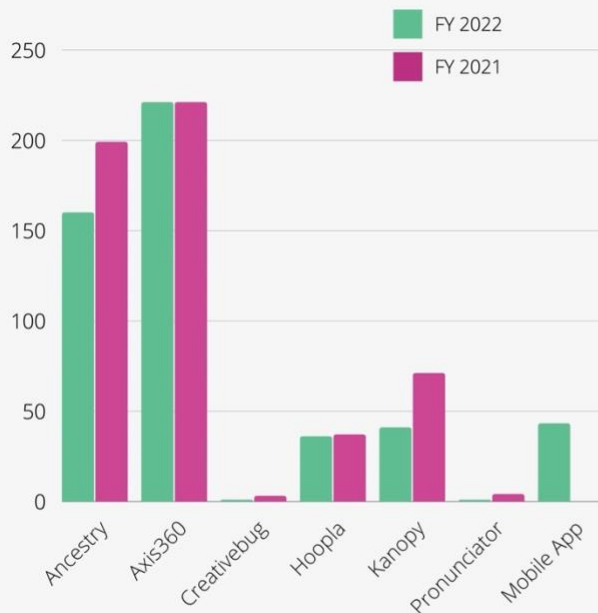


FEBRUARY 2022 STATISTICS

Programming



eResources



Computer Use



Social Media



11. UNFINISHED BUSINESS: DISCUSSION AND POSSIBLE ACTION REGARDING STORAGE OF CLOSED SESSION MINUTES

Procedure for Closed Session Record Keeping

Legal Citations

5 ILCS 120/2.06 – OMA Minutes; right to speak

Closed Session Minutes

Public bodies must keep written minutes of all meetings and a verbatim record (digital recording) of closed sessions. Minutes must include, but are not limited to:

1. Date, time, and place of meeting;
2. Members of the public body recorded as either present or absent and how members attended (in-person or via electronic means); and
3. Summary of discussion and a record of any vote taken.

Verbatim records may be destroyed no less than 18 months after the closed session. IN order to destroy verbatim records:

1. the Board must approve the destruction;
2. the Board must approve the written minutes

Storage

The Board of Trustees will store the audio recordings and written record of Closed Sessions in the administrative office at the library. The audio and written records will be held in a locked, fireproof, portable filing cabinet. Access to these files is limited to the following:

1. Board Secretary
2. Vice President
3. Library Director

In the case that the aforementioned people are indisposed and immediate access to the records are necessary, the Administrative Succession Plan may be referenced to acquire access.

Approval of Closed Session Minutes

Closed Session minutes will be approved at the next meeting of the Board of Trustees where a closed session is on the agenda. A semi-annual review of the closed session minutes will be scheduled twice a year to review the previous six month's records.

Semi-Annual Review of Closed Session Minutes

The Board of Trustees will review the previous six month's closed session written records twice annually. These reviews will occur in June and December.

- June: minutes from January to June will be reviewed
- December: minutes from July to December will be reviewed

The purpose of the review is for the Board of Trustees to determine whether or not the minutes should remain sealed or can be publicly disclosed. Disclosed minutes may have redactions.

12.A DISCUSSION AND POSSIBLE ACTION ON PRIDE SPONSORSHIP



TO: Board of Trustees

FROM: Jenna Diedrich, Larissa Distler, and Rachel Lenstra

DATE: March 8, 2022

RE: Sponsorship of Galena Pride Picnic 2022

In June 2021, Alex Arroyos and Geoff Karnish established the first Galena Pride Picnic with Riverview Center as the main sponsor. This year, the Galena Public Library is the main sponsor and will assist in organizing the event. The 2nd Annual Pride Picnic will be on Saturday, June 11 from 12-5pm. We are in the early stages of planning but hope to have the following:

- Local musicians
- Drag Performance
- Multiple Vendors
- Food and Drink
- Lawn games
- Face painting
- Flower Wall
- Drag Storytime
- Arts & crafts

The library will oversee the marketing, décor, vendor applications, fundraising, day-of schedule, and the overall event budget. The amounts in the budget will not be entirely covered by library funds. We plan to solicit funds for the event from a variety of organizations and businesses. Included in this you will find draft outlines for all of the above.

In addition to the event at Grant Park, the library will also be hosting a variety of LGBTQ+ programming for people of all ages. The library also proposes to install temporary, recyclable decals on the library steps from Bench Street to the front doors. This will be in partnership with Galena Country Tourism's (GCT) installation on the pedestrian bridge stairs. Including this in the library's Pride activities will help create continuity throughout Galena.

During the Strategic Planning process, we found that our community wants the library to provide more diverse services and resources. Our sponsorship of Pride keeps with the library's mission, vision, and value statements by:

- Mission: Providing cultural and recreational opportunities that will strengthen our community

- Vision: Being a thriving community center for information, inspiration, and ideas that empower personal growth and provides a welcoming space that improves lives and connections
 - Values:
 - Inclusion: We create a welcoming, safe environment for everyone and provide a variety of services and resources in respect to our diverse community
 - Collaboration: We place importance on the library's ability to form and sustain partnerships with businesses and organizations in our community
 - Patron-focused Service: We listen to and learn from our patrons in order to provide the best services and experience possible

Our participation in Pride meets the following goals presented in our Strategic Plan:

- Expanding Library Reach
 - Investigate new ways to reach current, underserved, and unserved patrons
 - Continue to build relationships and collaborate with local businesses and organizations
 - Develop a list of community stakeholders that the library can partner with
- Equitable Access to Information and Library Services
 - Partner with community stakeholders to assist in expanding library's offering of multicultural programming
 - Develop services that address the unique needs of specific communities
 - Expand library collections that accurately and authentically reflect the perspectives of diverse communities

BUDGET

ITEM	ESTIMATED COST	ACTUAL COST
Grant Park rental fee	200	
Grant Park deposit	250	
Festival Licensing fee	50	
Local Musicians	0	
Marketing	1200	
Décor	500	
Tri-State Porta Potty	450	
Water	250	
Security	400	
First Aid	200	
Insurance	0	
Misc. expenditures	500	
ESTIMATED AMOUNT	4300	
TOTAL BUDGETED	5000	

MARKETING

ITEM	ESTIMATED COST
Press Release	free
Fundraising Letters	free
Facebook boosts	50
Event posters (50)	85
GGMI digital	free
Radio	free
Full page advertisement (Gazette)	500
Postage	30
Banner License	25
Banner (2)	11
Flash	NA
Swag Bookmarks (500)	200
ESTIMATED AMOUNT	1085
TOTAL BUDGETED	1200

FUNDRAISING

A fundraising list has been created identifying potential donors/sponsors. The following letter will be mailed and/or emailed to those on the list.

Dear Prospective Sponsor,

We are very excited to announce Galena's 2nd Annual Pride Picnic in Grant Park on June 11th, 2022 from 12-5pm. The event will be organized and run solely by volunteers and a non-profit, the Galena Public Library.

The City of Galena continues to evolve as a safe space for all LGBTQ people. The Galena Pride Picnic is committed to encouraging LGBTQ tourism through building alliances within the City of Galena and surrounding areas, as well as advocating cooperation and support from all who value diversity.

The generous support from our community is essential to the success of this event. Below are ways that you can get involved. Please consider one or more ways to help. If you know anyone else in the community who can assist in the below capacities, please connect them to us via diedrichj@galenalibrary.org.

The Galena Pride Picnic intends to follow all COVID-19 protocols as outlined by the CDC, Governor of Illinois, and City of Galena.

FINANCIALLY

- Monetary donations in **all** amounts are needed to cover the cost of the pavilion rental, event security, event insurance, entertainment, decor, and printed materials. A portion of all monetary donations will be donated to charity.
- \$250 Sponsorship: This will cover a band to perform for the picnic. Your logo will appear on all promo materials at the event!

GOODS

- Gift Baskets: During the event we will be raffling off baskets donated by local businesses filled with goodies and/or gift certificates. This is a great way to promote your business as the baskets will be near the welcome table and the stage. Baskets should be dropped off the day before the event and should be valued at \$75 or more.

TIME

Vendors: Would you like to join us at the event? You are welcome to

sell a product, bring an interactive activity, or provide information about your company. Be creative! All vendors must provide their own table, chairs, tenting, etc. We encourage a portion of profits from the event to be donated to the chosen charity.

Day-of Volunteers: set up, clean up, and general day-of support.

With your generous sponsorship/donations we can ensure the success of this wonderful and necessary work and continue to grow and support Galena's inclusive mission.

Sincerely,
Jenna Diedrich
Library Director
Galena Public Library

PRIDE PICNIC SPONSORSHIP RESPONSE FORM

JUNE 11TH, 2022 FROM 12-5PM | GRANT PARK PAVILION

DEADLINE FOR SPONSORSHIPS: MAY 1st, 2021.

Please complete this form and email to distlerl@galenalibrary.org with a vector logo.

COMPANY _____

CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

EMAIL _____

I WANT TO HELP:

FINANCIALLY

Preferred: I will be making a payment through

[gofundme.com/f/galena-pride-picnic-2021](https://www.gofundme.com/f/galena-pride-picnic-2021)

Check Attached (Remit to Galena Public Library noting PRIDE in the memo)

GOODS

I want to add to the swag bags

I want to donate a gift basket to be raffled off at the picnic

VENDOR TABLE

I want to be at the event on June 12th as a vendor. Please elaborate below.

ADDITIONAL NOTES OF YOUR INVOLVEMENT: (if needed)

Security				X	X	X	X	X	X		
First Aid				X	X	X	X	X	X		
Udderly Delicious				X	X	X	X	X	X		
Food Truck TBD				X	X	X	X	X	X		
Galena Cellars				X	X	X	X	X	X		
Pecking Course Charcuterie				X	X	X	X	X	X		
Jo Daviess Local Foods				X	X	X	X	X	X		
Raffle				X	X	X	X	X	X		
Clara Joyce Flowers				X	X	X	X	X	X		
Drag Story Time				X							
Drag Performance 3- 3:45							X				
Drag Performance 4:15-5								X			
Goat send-off							X				
Local Musicians Mainstage				X	X	X	X	X	X		
Local Musicians Gazebo				X	X	X	X	X	X		
Hoof It Galena				X	X	X	X				
Galena Bakehouse Table TBD				X	X	X	X	X	X		
Cotton candy 501 sponsor				X	X	X	X	X	X		
Color Me Roses				X	X	X	X	X	X		

Croquet & hula hoop & Giant Jenga				X	X	X	X	X	X		
The Neignborhood				X	X	X	X	X	X		
Cleanup										X	X

LIBRARY PRIDE PARTICIPATION

Click the links below to view how libraries across the U.S. celebrate Pride.

NATIONAL

[New York Public Library](#)

[New York Public Library](#) Flag Display

[Texas public libraries](#)

[Memphis Public Library](#)

[Seattle Public Library](#)

ILLINOIS

[Chicago Public Library](#)

[Glenview Public Library](#)

[Plainfield Public Library District](#)

[Aurora Public Library District](#)

[Evanston Public Library \(Teen Event\)](#)

GALENA

[LGBTQ Friendly Small Towns](#)

ALA

[Office of Intellectual Freedom](#)

12.B DISCUSSION AND POSSIBLE ACTION ON TEMPORARY STAIR DECALS FOR PRIDE



TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

DATE: March 8, 2022

RE: Temporary stair decals for Pride

For the last few years, the City has approved temporary decals to be affixed on the stairs of the pedestrian bridge. The decals are residue-free, removable decals. This year, the City has also approved similar decals to be installed on crosswalks near the following addresses:

421 S. Main St
130 S. Main St
242 N. Main St

To create a cohesiveness within the City, I am requesting approval to install the same temporary decals to the library steps from the main doors to Bench Street. The stairs from Bench Street to Main Street is not included in this proposal. Galena Country Tourism (GCT) has offered a potential sponsorship of the decals as long as we include their hashtags of #GalenaCountry and #AmazingForAll. The hashtag #GalenaLibrary would also be included for our own branding purposes. Included below is a photograph from the pedestrian bridge for reference.



12.C DISCUSSION AND POSSIBLE ACTION ON APPOINTING A TRUSTEE TO LEGISLATIVE MATTERS



TO: Board of Trustees

FROM: Katherine Walker

DATE: March 8, 2022

RE: ILA Legislative Meet-up

On February 28th, I attended the Illinois Library Association's Legislative Zoom Meet-Up. One of the presentations covered advocacy and the current status of HB 4470 and SB 3167 both are for Equitable Access of Electronic Literature. I am suggesting the Board consider a legislative committee or a legislative representative to increase awareness and advocate passage of legislative issues that impact Illinois Libraries.

Information regarding both bills may be found at the following links: [HB 4470](#) and [SB 3167](#).

13. MOTIONS, RESOLUTIONS, ORDINANCES (ACTION)



Resolution #22-03

Authority to Contact Legal Representatives

WHEREAS, the Galena Public Library District’s Board of Trustees adopt this resolution that hereby defines legal representative and identifies the designated authorized parties to contact legal representatives;

WHEREAS, the Board of Trustees define legal representatives as any attorney that may provide legal assistance to the library;

NOW, THEREFORE, 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 or any attorney for legal advisement on behalf of the library. All other Trustees must obtain Board approval in an open meeting to contact any legal representative on behalf of the library. This resolution supersedes any previously designated authority.

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved this _____ day of March, 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 #22-04
Designation of Official Storage Location for Library Minutes

WHEREAS, the Galena Public Library District’s Bylaws state the Secretary shall be the custodian of the files of the Board and the records of the District during the term of office

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Galena Public Library District the following:

1. The Secretary shall be the custodian of closed session audio and written records;
2. The administrative office of the library shall retain all records affecting the operation of the District;
3. The administrative office of the library is hereby designated as the official storage location for all records affecting the operation of the District, including closed session audio and written records.

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

AYES

NAYS:

ABSTAIN:

ABSENT:

Approved this _____ day of March, 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