



## Library Board of Trustees Meeting

Regular Meeting Monday, May 9, 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. Consent Agenda (ACTION)
  - a. Approval of minutes for Regular Meeting April 12, 2022
  - b. Approval of bills paid/payable: 04/09/2022-05/06/2022
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
  - a. Discussion and possible action on revisions to Galena Gazette Agreement
11. New business (ACTION)
  - a. Discussion and possible action to accept the resignation of Trustee John Cox
  - b. Discussion and possible action on closing the library Saturday, June 11th
12. Motions, resolutions, ordinances
13. Closed session
  - a. The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body;
  - b. The selection of a person to fill a public office, as defined in the OMA, including a vacancy in a public office, when the public body is given the power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.
14. Discussion and possible action on Closed Session discussions
15. Items for next agenda
16. Announcements
17. Adjournment
18. Next meeting – Monday, June 13<sup>th</sup>, 2022, at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

### 3. CONSENT AGENDA

#### 3.A APPROVAL OF MINUTES FOR REGULAR MEETING APRIL 12, 2022

### **Library Minutes**

**April 12, 2022**

**Draft**

President Albaugh called the meeting to order at 6:30pm with role call. Present John Cox – Aye, Maria Rector – Aye, Earl Thompson – Aye, Walter Johnson – Aye, Tracy Furlong – Aye, Katherine Walker – Aye, and Craig Albaugh – Aye. Kathy Leonard with Friends of the Library and Library Director Jenna Diedrich were also present.

2. There were no citizens comments

3. Consent Agenda

Cox moved to approve the consent agenda with two spelling changes to the March minutes, rectory should be Rector and the minutes should be 4 minutes instead of 14. Rector had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

4. Financial Report

Director Diedrich pointed out the financials were a preliminary draft since information on the conversion of CD's was not received in time for inclusion. Thompson mentioned there was a dramatic increase in the cost of the audit. Diedrich said that the budget appropriation allowed for a 20% increase in cost so that we were within financial guidelines. Three accounts previously at Dupaco have been moved to First Community Bank. Dupaco CD-0138560 (Endowment) is now in Elite Money Market account #7074883. Dupaco CD-0117002 (Endowment) is in a Regular Savings #834580. Lastly, Dupaco CD-0138578 (Klein/Wachter Restricted) is in a Regular Savings #834647.

5. No Treasurer's report

6. Friends Report

Leonard gave an update on progress for the Friends Book Sale. She thanked Thompson for the use of his dumpster. Information about the sale is available at both Thompson's business Galena Roasters and the Bake House.

7. Library Director's report

Diedrich encouraged visits to the main floor. Special collections such as mystery, science fiction and other special genres of books are now integrated into fiction. Space is a continual issue: 186 new materials have been added and over 400 old ones discarded. New clerk Laura Primrose began her duties today.

8. There was no President's Report

## 9. Committees

Buildings and Grounds did not meet

Finance did not meet

HR will discuss the evaluation in closed session

Policy did not meet

## 10 Unfinished business

- a. Director Diedrich stated the library is the storage facility for all official documents and minutes. Thompson asked about the new recorder. Diedrich has it and hopes it will be used for the next meeting. It will allow verbatim recording. Walker asked about being physically present to access closed session. Thompson said OMA documents need to be where the meeting is held. Diedrich has the information in stored locked boxes. Board members will need a code. Access is always for the board secretary and the human resource chair. Thompson urged no access for the library director to closed session minutes. It should be board members access only. There needs to be a resolution designating office storage and closed session access for the secretary and human resource chairperson.
- b. Thompson will take care of the Diew's fund requirement. Cox motioned to move the dollars for whatever interest and facility is best. Johnson made the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
- c. Discussion on the Galeana Gazette agreement began with Cox stating the proposed document does not say specifically it replaces the preceding one. That should be stated clearly. The question of touching the old issued remains, no one is allowed touch them and they will not be touched in the future. Albaugh asked if the Gazette is sold, do we still have ownership? Cox thought there should be mention if something happens and more of the history on how the newspapers came to the library. Walker asked about charging for the storage of the newspapers. Cox will follow up with our attorney.

## 11. New Business

- a. Director Diedrich described the furniture items up for deaccession. Thompson moved to deaccession the items listed as well as the red couch and the large wooden table. Walker had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
- b. Discussion and possible action on Exterior Repair Bids, Thompson excused himself and left the meeting at 7:21pm. There was one bid for the exterior work from Renaissance Restoration, Inc. with a price of \$125,780.00. An ad had been placed in the Gazette. Others had expressed interest but there was only 1 bid received. Albaugh mentioned prevailing wage as a possible reason for not bidding. Johnson mentioned the high prices on lumber. In preparing the bid Thompson had done an assessment for the needs and Diedrich created the scope of work. Cox had concerns with just one bid submitted. Cox moved to reject the bid and rebid it with advertisements in Dubuque and other areas. Walker had the second. Vote: Cox – Aye, Rector – Aye, Thompson was not present for the vote, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. Thompson returned to the meeting at 7:30pm.

- c. Albaugh handed out a paper titled Library Agenda for 2022-2023. Everyone read it. There was general concern the document had not been on the agenda. Regarding item one, the library building, Albaugh was concerned nothing has been done since 1992. He is looking to the future for more room. He would like the history room to have more equipment and finish the digitization project. A final concern was to have a climate control storage area. A general discussion found the list to be wishes rather than a plan for consideration.

12. No motions, resolutions, ordinances

13. Closed session

At 7:58pm Thompson moved to enter closed session reading the four items listed on the agenda, a, b, c and d for consideration. Johnson made the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. Leonard said goodbye and Diedrich left the meeting.

The closed session was over at 9:28pm with a motion from Thompson and a second from Johnson. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

14. Discussion and possible action from Closed Session discussions

Walker moved to investigate the pros and cons of purchasing land for a new library building. Thompson had the second. Vote: Cox – Aye, Rector – Aye, Thompson – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

In closed session it was announced that Judge Ward had dismissed the lawsuit against the library.

15. Items for next agenda

John Cox submitted his letter of resignation mentioning his enjoyment of having served on the board and his hope to travel more with his wife Bonnie.

16. No announcements

17. Adjournment

The meeting adjourned at 9:38pm.

The next meeting will be Monday, May 9<sup>th</sup>, 2022 at 6:30pm, Galena Public Library, 601 S. Bench, Galena, IL 61036 in the Historical Room.

Respectfully submitted,

Katherine Walker

Secretary

3.B APPROVAL OF BILLS PAID/PAYABLE 4/9/22-5/6/22

Galena Public Library District

A/P Aging Summary

As of May 6, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Anna Mae and Company	1,375.00					\$1,375.00
B. L. Murray Co, Inc.	85.85					\$85.85
Dan's Aerial Service	1,200.00					\$1,200.00
Findaway World LLC	129.98					\$129.98
Galena Gazette Publications	24.06					\$24.06
Hammer Law Firm, PLC	575.00					\$575.00
Kanopy	63.00					\$63.00
Key City Window Cleaning Company	435.00					\$435.00
KONE CHICAGO	1,430.87					\$1,430.87
KSCPP	240.00					\$240.00
Maria Rector	60.00					\$60.00
Midwest Tape	133.09					\$133.09
Petty Cash	20.00					\$20.00
Rachel M. Lenstra	119.99					\$119.99
The Crowley Company	1,821.72					\$1,821.72
Verizon	248.56					\$248.56
<b>TOTAL</b>	<b>\$7,962.12</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,962.12</b>

# Galena Public Library District

Check Detail  
April 9 - May 6, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
04/13/2022	Bill Payment (Check)	22683	Susan Barg		R	-100.00
						-100.00
04/13/2022	Bill Payment (Check)	22684	Joe Beyer		R	-800.00
						-800.00
04/13/2022	Bill Payment (Check)	22685	Access Systems		R	-117.28
						-117.28
04/13/2022	Bill Payment (Check)	22686	B. L. Murray Co, Inc.		R	-29.75
						-29.75
04/13/2022	Bill Payment (Check)	22687	Dubuque Fire Equipment, Inc.		R	-347.15
						-347.15
04/13/2022	Bill Payment (Check)	22688	Findaway World LLC		R	-697.38
						-697.38
04/13/2022	Bill Payment (Check)	22689	Five Star Plumbing		R	-415.00
						-415.00
04/13/2022	Bill Payment (Check)	22690	Hammer Law Firm, PLC		R	-375.00
						-375.00
04/13/2022	Bill Payment (Check)	22691	iFiber		R	-165.00
						-165.00
04/13/2022	Bill Payment (Check)	22692	Jeff Upmann			-195.00
						-195.00
04/13/2022	Bill Payment (Check)	22693	Kanopy		R	-108.00

# Galena Public Library District

Check Detail  
April 9 - May 6, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-108.00
04/13/2022	Bill Payment (Check)	22694	Midwest Tape		R	-153.07
						-153.07
04/13/2022	Bill Payment (Check)	22695	Petty Cash		R	-4.60
						-4.60
04/13/2022	Bill Payment (Check)	22696	Prairie Cat		R	-
						2,111.50
						-
						2,111.50
04/13/2022	Bill Payment (Check)	22697	Verizon		R	-240.50
						-240.50
04/13/2022	Bill Payment (Check)	22698	O'Connor, Brooks & Co PC	72404	R	-
						7,970.00
						-
						7,970.00
04/14/2022	Expenditure		Payroll		R	-
						7,771.10
						-
						7,771.10
04/15/2022	Expenditure		City of Galena		R	-24.26
				Water & sewer		24.26
04/20/2022	Expenditure		Mitel		R	-176.66
				Telephone		176.66
04/22/2022	Expenditure	538514	Honkamp Krueger & Co, PC		R	-925.00
				Financial statements and software subscription for April 2022		925.00
04/25/2022	Expenditure		Card Services - Galena State Bank		R	-
				archival boxes, DVD cases, Adult/Youth AV		1,077.06
						155.11
						608.57

# Galena Public Library District

Check Detail  
April 9 - May 6, 2022

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			return shipping		10.83
			adult programming supplies, Grant Park rental for Pride		277.55
			youth program gift card prize		25.00
04/25/2022	Expenditure	Culligan		R	-28.50
			Water		28.50
04/28/2022	Expenditure	AT&T		R	-90.49
			Elevator Phone		90.49
04/28/2022	Expenditure	Payroll		R	-
					7,847.33
					-
					7,847.33
05/03/2022	Expenditure	Nicor Gas			-588.90
			Gas for 2/16/22-3/17/22		588.90
05/04/2022	Expenditure	Ingram Library Services			-
			Adult & Youth Books - April 2022		1,577.69
					1,577.69



## 4. FINANCIAL REPORT

# Financial Statements

Galena Public Library District

For the Periods Ended April 30, 2022 and 2021

Prepared by

Honkamp Krueger & Co., P.C.

Prepared on

May 5, 2022

No Assurance Provided / All Disclosures Omitted

## Statement of Net Position - Modified Cash Basis

	Total	
	As of Apr 30, 2022	As of Apr 30, 2021 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1010 Certificates of Deposit		
1011 Endowment Fund		
1012 Dupaco CD 117002-Endowment	0.00	93,806.76
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	145,589.03	
1016 First Community Bank 4580	92,884.26	
<b>Total 1011 Endowment Fund</b>	<b>311,624.69</b>	<b>312,473.09</b>
1020 Reserve Fund		
1021 First Community Bank 166378	75,201.06	75,201.06
<b>Total 1020 Reserve Fund</b>	<b>75,201.06</b>	<b>75,201.06</b>
1030 Restricted Memorial Reserve		
1031 Dupaco CD 136309 Virtue-MemRes	7,957.93	8,023.25
1032 Dupaco CD 138578 Klein-M.R	0.00	1,484.25
1033 First Community Bank 4647	1,484.51	
<b>Total 1030 Restricted Memorial Reserve</b>	<b>9,442.44</b>	<b>9,507.50</b>
<b>Total 1010 Certificates of Deposit</b>	<b>396,268.19</b>	<b>397,181.65</b>
1050 IB&T Checking		
1051 IB&T-Corporate Fund	129,494.80	84,302.27
1052 IB&T-FICA	7,233.58	5,436.36
1053 IB&T-IMRF	13,061.69	22,642.51
1054 IB&T-Insurance	7,323.55	11,747.78
1057 IB&T-Per Capita	618.27	2,270.42
<b>Total 1050 IB&amp;T Checking</b>	<b>157,731.89</b>	<b>126,399.34</b>
1060 IB&T Savings 170035		
1061 Corporate-IB&T Savings 170035	-1,311.14	5,088.77
1065 Memorial - IB&T Savings 170035	67,923.50	67,923.50
1066 Mem Reserve-IB&T Savings 170035	2,238.55	2,045.44
1068 Reserve - IB&T Savings 170035	170,593.63	158,322.65
1069 Endowment-IB&T Savings 170035	5,322.67	535.63
<b>Total 1060 IB&amp;T Savings 170035</b>	<b>244,767.21</b>	<b>233,915.99</b>
1070 Dupaco Savings		
1071 Dupaco Savings 200921104-Corp	25.02	25.02
<b>Total 1070 Dupaco Savings</b>	<b>25.02</b>	<b>25.02</b>
1080 First Community Bank Checking	200,969.90	
<b>Total Bank Accounts</b>	<b>999,762.21</b>	<b>757,522.00</b>
<b>Total Current Assets</b>	<b>999,762.21</b>	<b>757,522.00</b>
<b>TOTAL ASSETS</b>	<b>\$999,762.21</b>	<b>\$757,522.00</b>

## LIABILITIES AND EQUITY

No Assurance Provided / All Disclosures Omitted

2/31

## Galena Public Library District

	As of Apr 30, 2022	As of Apr 30, 2021 (PY)	Total
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
2300 Payroll Liabilities	0.00		0.00
2380 IMRF Payroll Liabilities			
2381 IMRF - 403B	1,980.96		2,338.54
<b>Total 2380 IMRF Payroll Liabilities</b>	<b>1,980.96</b>		<b>2,338.54</b>
<b>Total 2300 Payroll Liabilities</b>	<b>1,980.96</b>		<b>2,338.54</b>
<b>Total Other Current Liabilities</b>	<b>1,980.96</b>		<b>2,338.54</b>
<b>Total Current Liabilities</b>	<b>1,980.96</b>		<b>2,338.54</b>
<b>Total Liabilities</b>	<b>1,980.96</b>		<b>2,338.54</b>
<b>Equity</b>			
2800 Unrestricted Net Assets	0.00		0.00
2810 Corporate Fund Balance	313,798.46		83,264.44
2815 Endowment Fund Balance	327,056.64		317,529.29
2820 FICA Fund Balance	7,233.58		5,436.36
2830 IMRF Fund Balance	11,080.73		20,303.97
2835 Insurance Fund Balance	7,323.55		11,091.78
2845 Memorial Fund Balance	67,923.50		67,923.50
2850 Memorial Reserve Fund Balance	11,761.21		11,640.67
2855 Per Capita Fund Balance	618.27		2,270.42
2860 Reserve Fund Balance	250,985.31		235,723.03
2900 Contra Net Margin Account	-281,739.02		-49,808.92
Net Margin	281,739.02		49,808.92
<b>Total Equity</b>	<b>997,781.25</b>		<b>755,183.46</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$999,762.21</b>		<b>\$757,522.00</b>

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

	Apr 2022	Total Apr 2021 (PY)
<b>REVENUE</b>		
3030 Digitization Project		25.00
3040 Donations	3,076.00	7.00
3050 Fines/Overdues		1.00
3060 Friends (Other Grants)		420.66
3090 Historical Department		25.00
3100 Interest Income		
3101 Corporate Interest	1.45	1.19
3106 Memorial Reserve Interest	65.08	65.32
3108 Reserve Interest	135.58	135.50
3109 Endowment Interest	1,085.04	137.32
<b>Total 3100 Interest Income</b>	<b>1,287.15</b>	<b>339.33</b>
3110 Item Replacements	81.99	
3120 Lit Fest		2,357.15
3130 Non-Resident Fee	123.08	387.05
3140 Other Income		
3141 Better World Books		57.14
<b>Total 3140 Other Income</b>		<b>57.14</b>
3200 Royalty Income	1,443.25	1,250.65
3230 Service Charges	162.92	57.79
<b>Total Revenue</b>	<b>6,174.39</b>	<b>4,927.77</b>
<b>GROSS MARGIN</b>	<b>6,174.39</b>	<b>4,927.77</b>
<b>EXPENDITURES</b>		
5100 Personnel Services		
5120 Payroll Taxes	1,748.59	1,554.49
5130 Pension Contributions	1,020.79	1,478.03
5150 Salaries	22,583.43	20,320.10
<b>Total 5100 Personnel Services</b>	<b>25,352.81</b>	<b>23,352.62</b>
5200 Capital Outlay		
5210 Books	2,542.98	1,334.74
5220 Equipment	117.28	65.82
5240 Improvements	800.00	4,275.00
5260 Materials/Non-Printed/A-V	1,305.95	1,282.67
<b>Total 5200 Capital Outlay</b>	<b>4,766.21</b>	<b>6,958.23</b>
5300 Commodities		
5310 Databases	261.07	57.00
5320 Periodicals	195.00	263.00
5330 Supplies	184.86	299.10
5340 Postage/Shipping	10.83	
<b>Total 5300 Commodities</b>	<b>651.76</b>	<b>619.10</b>
5400 Contractual Services		
5410 Accounting	1,260.76	1,206.65

## Galena Public Library District

	<b>Apr 2022</b>	<b>Total Apr 2021 (PY)</b>
5420 Audit Fees	7,970.00	
5430 Legal	375.00	250.00
5440 Maintenance	762.15	2,235.35
5460 PrairieCat Consortium	2,111.50	2,079.00
<b>Total 5400 Contractual Services</b>	<b>12,479.41</b>	<b>5,771.00</b>
5700 Other Expenditures		
5710 Contingencies		319.68
<b>Total 5700 Other Expenditures</b>		<b>319.68</b>
5800 Other Services		
5810 Association Dues		15.00
5850 Marketing		144.00
5870 Programming	407.15	227.54
5900 Utilities	1,899.38	1,637.28
<b>Total 5800 Other Services</b>	<b>2,306.53</b>	<b>2,023.82</b>
<b>Total Expenditures</b>	<b>45,556.72</b>	<b>39,044.45</b>
NET OPERATING MARGIN	<b>-39,382.33</b>	<b>-34,116.68</b>
NET MARGIN	<b>\$ -39,382.33</b>	<b>\$ -34,116.68</b>

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

	Jul 2021 - Apr 2022	Jul 2020 - Apr 2021 (PY)	Total
<b>REVENUE</b>			
3030 Digitization Project	6,475.00		12,220.00
3040 Donations	206,713.08		407.19
3050 Fines/Overdues	104.79		470.30
3060 Friends (Other Grants)	4,950.16		3,416.77
3070 Grants			
3077 Per Capita Grant	6,793.85		5,757.50
<b>Total 3070 Grants</b>	<b>6,793.85</b>		<b>5,757.50</b>
3090 Historical Department	150.00		145.25
3100 Interest Income			
3101 Corporate Interest	148.40		16.87
3106 Memorial Reserve Interest	163.97		153.05
3108 Reserve Interest	945.70		1,350.93
3109 Endowment Interest	7,030.93		5,447.02
<b>Total 3100 Interest Income</b>	<b>8,289.00</b>		<b>6,967.87</b>
3110 Item Replacements	319.17		67.60
3120 Lit Fest	335.00		4,377.15
3130 Non-Resident Fee	3,312.92		2,356.08
3140 Other Income			3,000.00
3141 Better World Books			288.50
3142 Corporate Other Income	112.96		
3146 Insurance Other Income			58.00
<b>Total 3140 Other Income</b>	<b>112.96</b>		<b>3,346.50</b>
3160 Prairie Cat			45.00
3180 Property Taxes			
3181 Corporate Property Tax	338,600.46		326,639.77
3182 FICA Property Tax	16,697.44		7,811.83
3183 IMRF Property Tax	2,961.52		7,811.83
3184 Insurance Property Tax	1,979.52		7,811.83
<b>Total 3180 Property Taxes</b>	<b>360,238.94</b>		<b>350,075.26</b>
3190 Replacement Tax	2,207.72		5,393.29
3200 Royalty Income	16,129.09		8,586.37
3230 Service Charges	809.48		387.44
<b>Total Revenue</b>	<b>616,941.16</b>		<b>404,019.57</b>
<b>GROSS MARGIN</b>	<b>616,941.16</b>		<b>404,019.57</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5120 Payroll Taxes	12,756.40		11,894.68
5130 Pension Contributions	10,176.05		11,449.53
5150 Salaries	166,599.29		155,485.90
<b>Total 5100 Personnel Services</b>	<b>189,531.74</b>		<b>178,830.11</b>
5200 Capital Outlay			

## Galena Public Library District

		<b>Total</b>
	<b>Jul 2021 - Apr 2022</b>	<b>Jul 2020 - Apr 2021 (PY)</b>
5210 Books	18,816.57	17,454.21
5220 Equipment	4,924.11	2,647.61
5240 Improvements	28,722.13	47,528.14
5260 Materials/Non-Printed/A-V	10,319.63	13,026.88
<b>Total 5200 Capital Outlay</b>	<b>62,782.44</b>	<b>80,656.84</b>
5300 Commodities		
5310 Databases	6,197.89	4,797.16
5320 Periodicals	2,121.94	2,097.04
5330 Supplies	3,321.50	2,715.68
5340 Postage/Shipping	219.68	196.09
<b>Total 5300 Commodities</b>	<b>11,861.01</b>	<b>9,805.97</b>
5400 Contractual Services		
5410 Accounting	11,644.61	11,647.40
5420 Audit Fees	7,970.00	6,490.00
5430 Legal	2,917.50	2,187.50
5440 Maintenance	6,518.54	6,392.22
5460 PrairieCat Consortium	8,945.00	8,915.00
5475 HR Source	275.00	
5480 Technical Services	5,472.50	125.00
5485 Other Contractual Services	534.80	809.68
<b>Total 5400 Contractual Services</b>	<b>44,277.95</b>	<b>36,566.80</b>
5500 Historical Digitization	1,380.96	19,998.01
5600 Lit Fest Expenditures	2,612.59	3,106.09
5700 Other Expenditures		
5710 Contingencies		4,545.94
5730 Misc Charges	471.07	347.75
<b>Total 5700 Other Expenditures</b>	<b>471.07</b>	<b>4,893.69</b>
5800 Other Services		
5810 Association Dues	440.00	455.00
5820 Continuing Education		100.00
5830 General Insurance (Bonding)	6,407.00	6,217.00
5850 Marketing	100.00	244.00
5860 Outreach		62.68
5870 Programming	1,830.01	1,338.87
5880 Public Notice/Legal	352.28	84.70
5890 Travel	104.61	
5900 Utilities	13,050.48	11,850.89
<b>Total 5800 Other Services</b>	<b>22,284.38</b>	<b>20,353.14</b>
<b>Total Expenditures</b>	<b>335,202.14</b>	<b>354,210.65</b>
<b>NET OPERATING MARGIN</b>	<b>281,739.02</b>	<b>49,808.92</b>
<b>NET MARGIN</b>	<b>\$281,739.02</b>	<b>\$49,808.92</b>



## Supplementary Information

Supplementary Information

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## Galena Public Library District

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

April 2022

	Current Month	Year-to-Date	Budget	Balance
<b>REVENUE</b>				
Digitization Project		6,475.00	15,000.00	(8,525.00)
Donations	3,076.00	206,713.08	201,969.90	4,743.18
Auction Income				-
Fines/Overdues		104.79	500.00	(395.21)
Friends (Other Grants)		4,950.16	8,000.00	(3,049.84)
Grants				
Corporate Grant				-
Per Capita Grant		6,793.85	6,794.00	(0.15)
<b>Total Grants</b>	<b>-</b>	<b>6,793.85</b>	<b>6,794.00</b>	<b>(0.15)</b>
Historical Department		150.00	250.00	(100.00)
Interest Income				
Corporate Interest	1.45	148.40	12,000.00	(11,851.60)
Memorial Reserve Interest	65.08	163.97		163.97
Reserve Interest	135.58	945.70		945.70
Endowment Interest	1,085.04	7,030.93		7,030.93
<b>Total Interest Income</b>	<b>1,287.15</b>	<b>8,289.00</b>	<b>12,000.00</b>	<b>(3,711.00)</b>
Item Replacements	81.99	319.17	200.00	119.17
Lit Fest		335.00	5,000.00	(4,665.00)
Non-Resident Fee	123.08	3,312.92	2,000.00	1,312.92
Other Income				-
Better World Books				-
Corporate Other Income		112.96	1,000.00	(887.04)
Insurance Other Income			-	-
<b>Total Other Income</b>	<b>-</b>	<b>112.96</b>	<b>1,000.00</b>	<b>(887.04)</b>
Prairie Cat			100.00	(100.00)
Property Taxes				
Corporate Property Tax		338,600.46	338,512.00	88.46
FICA Property Tax		16,697.44	16,693.00	4.44
IMRF Property Tax		2,961.52	2,961.00	0.52
Insurance Property Tax		1,979.52	1,979.00	0.52
<b>Total Property Taxes</b>	<b>-</b>	<b>360,238.94</b>	<b>360,145.00</b>	<b>93.94</b>
Replacement Tax		2,207.72	5,000.00	(2,792.28)
Royalty Income	1,443.25	16,129.09	10,000.00	6,129.09
Service Charges	162.92	809.48	500.00	309.48
<b>Total Revenue</b>	<b>6,174.39</b>	<b>616,941.16</b>	<b>628,458.90</b>	<b>(11,517.74)</b>
<b>GROSS MARGIN</b>	<b>6,174.39</b>	<b>616,941.16</b>	<b>628,458.90</b>	<b>(11,517.74)</b>
<b>EXPENSES</b>				
66000 Personnel Services				
Employee Health Plan				-
Payroll Taxes	1,748.59	12,756.40	16,000.00	(3,243.60)

No Assurance Provided / All Disclosures Omitted

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## Galena Public Library District

	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget</b>	<b>Balance</b>
Pension Contributions	1,020.79	10,176.05	14,000.00	(3,823.95)
Reimbursements				-
Salaries			-	-
Corporate Wages	22,583.43	166,599.29	205,350.00	(38,750.71)
<b>Total Salaries</b>	<b>22,583.43</b>	<b>166,599.29</b>	<b>205,350.00</b>	<b>(38,750.71)</b>
<b>Total 66000 Personnel Services</b>	<b>25,352.81</b>	<b>189,531.74</b>	<b>235,350.00</b>	<b>(45,818.26)</b>
Capital Outlay				
Books	2,542.98	18,816.57	24,000.00	(5,183.43)
Equipment	117.28	4,924.11	5,400.00	(475.89)
Hardware				-
Improvements	800.00	28,722.13	110,150.00	(81,427.87)
Materials/Non-Printed/A-V	1,305.95	10,319.63	19,200.00	(8,880.37)
<b>Total Capital Outlay</b>	<b>4,766.21</b>	<b>62,782.44</b>	<b>158,750.00</b>	<b>(95,967.56)</b>
Commodities				
Databases	261.07	6,197.89	8,401.00	(2,203.11)
Periodicals	195.00	2,121.94	2,790.00	(668.06)
Supplies	184.86	3,321.50	4,000.00	(678.50)
Postage/Shipping	10.83	219.68	500.00	(280.32)
<b>Total Commodities</b>	<b>651.76</b>	<b>11,861.01</b>	<b>15,691.00</b>	<b>(3,829.99)</b>
Contractual Services				
Accounting	1,260.76	11,644.61	15,000.00	(3,355.39)
Audit Fees	7,970.00	7,970.00	7,725.00	245.00
Legal	375.00	2,917.50	4,000.00	(1,082.50)
Maintenance	762.15	6,518.54	8,500.00	(1,981.46)
PrairieCat Corporate		-	1,000.00	(1,000.00)
PrairieCat Consortium	2,111.50	8,945.00	8,446.00	499.00
Security Services				-
HR Source		275.00		275.00
Technical Services		5,472.50	10,000.00	(4,527.50)
Other Contractual Services		534.80	3,000.00	(2,465.20)
<b>Total Contractual Services</b>	<b>12,479.41</b>	<b>44,277.95</b>	<b>57,671.00</b>	<b>(13,393.05)</b>
Historical Digitization		1,380.96	40,000.00	(38,619.04)
Lit Fest Expenditures		2,612.59	-	2,612.59
Other Expenditures				
Contingencies			30,000.00	(30,000.00)
Misc Charges		471.07	1,500.00	(1,028.93)
<b>Total Other Expenditures</b>	<b>-</b>	<b>471.07</b>	<b>31,500.00</b>	<b>(31,028.93)</b>
Other Services				
Association Dues		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	407.15	1,830.01	17,000.00	(15,169.99)

Galena Public Library District

	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget</b>	<b>Balance</b>
Public Notice/Legal		352.28	500.00	(147.72)
Travel		104.61	800.00	(695.39)
Utilities	1,899.38	13,050.48	13,500.00	(449.52)
<b>Total Other Services</b>	<b>2,306.53</b>	<b>22,284.38</b>	<b>45,800.00</b>	<b>(23,515.62)</b>
<b>Total Expenses</b>	<b>45,556.72</b>	<b>335,202.14</b>	<b>584,762.00</b>	<b>(249,559.86)</b>
NET OPERATING MARGIN	(39,382.33)	281,739.02	43,696.90	238,042.12
NET MARGIN	(39,382.33)	281,739.02	43,696.90	238,042.12

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

April 2022

	Actual	Budget	Corporate Fund over Budget
<b>REVENUE</b>			
3030 Digitization Project		1,250.00	-1,250.00
3040 Donations	3,076.00	83.33	2,992.67
3050 Fines/Overdues		41.67	-41.67
3060 Friends (Other Grants)		666.67	-666.67
3090 Historical Department		20.83	-20.83
3100 Interest Income			
3101 Corporate Interest	1.45	1,000.00	-998.55
<b>Total 3100 Interest Income</b>	<b>1.45</b>	<b>1,000.00</b>	<b>-998.55</b>
3110 Item Replacements	81.99	16.67	65.32
3120 Lit Fest		416.67	-416.67
3130 Non-Resident Fee	123.08	166.67	-43.59
3140 Other Income			
3142 Corporate Other Income		83.33	-83.33
<b>Total 3140 Other Income</b>		<b>83.33</b>	<b>-83.33</b>
3160 Prairie Cat		8.33	-8.33
3190 Replacement Tax		416.67	-416.67
3230 Service Charges	162.92	41.67	121.25
<b>Total Revenue</b>	<b>3,445.44</b>	<b>4,212.51</b>	<b>-767.07</b>
<b>GROSS MARGIN</b>	<b>3,445.44</b>	<b>4,212.51</b>	<b>-767.07</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5150 Salaries	22,583.43	17,112.50	5,470.93
<b>Total 5100 Personnel Services</b>	<b>22,583.43</b>	<b>17,112.50</b>	<b>5,470.93</b>
5200 Capital Outlay			
5210 Books	2,542.98	2,000.00	542.98
5220 Equipment	117.28	450.00	-332.72
5240 Improvements	800.00	9,179.16	-8,379.16
5260 Materials/Non-Printed/A-V	1,305.95	1,600.00	-294.05
<b>Total 5200 Capital Outlay</b>	<b>4,766.21</b>	<b>13,229.16</b>	<b>-8,462.95</b>

## Galena Public Library District

		Corporate Fund	
	Actual	Budget	over Budget
5300 Commodities			
5310 Databases	261.07	700.08	-439.01
5320 Periodicals	195.00	232.50	-37.50
5330 Supplies	184.86	333.33	-148.47
5340 Postage/Shipping	10.83	41.67	-30.84
<b>Total 5300 Commodities</b>	<b>651.76</b>	<b>1,307.58</b>	<b>-655.82</b>
5400 Contractual Services			
5410 Accounting	1,260.76	1,250.00	10.76
5420 Audit Fees	7,970.00	643.75	7,326.25
5430 Legal	375.00	333.33	41.67
5440 Maintenance	762.15	708.33	53.82
5450 Prairie Cat/Corporate		83.33	-83.33
5480 Technical Services		833.33	-833.33
5485 Other Contractual Services		250.00	-250.00
<b>Total 5400 Contractual Services</b>	<b>10,367.91</b>	<b>4,102.07</b>	<b>6,265.84</b>
5500 Historical Digitization		3,333.33	-3,333.33
5700 Other Expenditures			
5710 Contingencies		2,500.00	-2,500.00
5730 Misc Charges		125.00	-125.00
<b>Total 5700 Other Expenditures</b>		<b>2,625.00</b>	<b>-2,625.00</b>
5800 Other Services			
5810 Association Dues		41.67	-41.67
5820 Continuing Education		208.33	-208.33
5850 Marketing		208.33	-208.33
5860 Outreach		125.00	-125.00
5870 Programming	407.15	1,416.67	-1,009.52
5880 Public Notice/Legal		41.67	-41.67
5890 Travel		66.67	-66.67
5900 Utilities	1,899.38	1,125.00	774.38
<b>Total 5800 Other Services</b>	<b>2,306.53</b>	<b>3,233.34</b>	<b>-926.81</b>
<b>Total Expenditures</b>	<b>40,675.84</b>	<b>44,942.98</b>	<b>-4,267.14</b>
NET OPERATING MARGIN	<b>-37,230.40</b>	<b>-40,730.47</b>	<b>3,500.07</b>

Galena Public Library District

	<b>Actual</b>	<b>Budget</b>	<b>Corporate Fund over Budget</b>
<b>NET MARGIN</b>	<b>\$ -37,230.40</b>	<b>\$ -40,730.47</b>	<b>\$3,500.07</b>

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

July 2021 - April 2022

	Actual	Budget	Corporate Fund over Budget
<b>REVENUE</b>			
3030 Digitization Project	6,475.00	12,500.00	-6,025.00
3040 Donations	206,713.08	201,803.24	4,909.84
3050 Fines/Overdues	104.79	416.66	-311.87
3060 Friends (Other Grants)	4,950.16	6,666.66	-1,716.50
3090 Historical Department	150.00	208.34	-58.34
3100 Interest Income			
3101 Corporate Interest	148.40	10,000.00	-9,851.60
3106 Memorial Reserve Interest	65.43		65.43
<b>Total 3100 Interest Income</b>	<b>213.83</b>	<b>10,000.00</b>	<b>-9,786.17</b>
3110 Item Replacements	319.17	166.66	152.51
3120 Lit Fest	335.00	4,166.66	-3,831.66
3130 Non-Resident Fee	3,312.92	1,666.66	1,646.26
3140 Other Income			
3142 Corporate Other Income	112.96	833.34	-720.38
<b>Total 3140 Other Income</b>	<b>112.96</b>	<b>833.34</b>	<b>-720.38</b>
3160 Prairie Cat		83.34	-83.34
3180 Property Taxes			
3181 Corporate Property Tax	338,600.46	338,512.00	88.46
<b>Total 3180 Property Taxes</b>	<b>338,600.46</b>	<b>338,512.00</b>	<b>88.46</b>
3190 Replacement Tax	2,207.72	4,166.66	-1,958.94
3200 Royalty Income	3,433.09		3,433.09
3230 Service Charges	809.48	416.66	392.82
<b>Total Revenue</b>	<b>567,737.66</b>	<b>581,606.88</b>	<b>-13,869.22</b>
<b>GROSS MARGIN</b>	<b>567,737.66</b>	<b>581,606.88</b>	<b>-13,869.22</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5150 Salaries	166,599.29	171,125.00	-4,525.71
<b>Total 5100 Personnel Services</b>	<b>166,599.29</b>	<b>171,125.00</b>	<b>-4,525.71</b>
5200 Capital Outlay			



## Galena Public Library District

		<b>Corporate Fund</b>	
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>
5210 Books	18,816.57	20,000.00	-1,183.43
5220 Equipment	4,924.11	4,500.00	424.11
5240 Improvements	28,722.13	91,791.68	-63,069.55
5260 Materials/Non-Printed/A-V	10,319.63	16,000.00	-5,680.37
<b>Total 5200 Capital Outlay</b>	<b>62,782.44</b>	<b>132,291.68</b>	<b>-69,509.24</b>
5300 Commodities			
5310 Databases	6,197.89	7,000.84	-802.95
5320 Periodicals	2,121.94	2,325.00	-203.06
5330 Supplies	3,321.50	3,333.34	-11.84
5340 Postage/Shipping	219.68	416.66	-196.98
<b>Total 5300 Commodities</b>	<b>11,861.01</b>	<b>13,075.84</b>	<b>-1,214.83</b>
5400 Contractual Services			
5410 Accounting	11,644.61	12,500.00	-855.39
5420 Audit Fees	7,970.00	6,437.50	1,532.50
5430 Legal	2,917.50	3,333.34	-415.84
5440 Maintenance	6,518.54	7,083.34	-564.80
5450 Prairie Cat/Corporate		833.34	-833.34
5460 PrairieCat Consortium	499.00		499.00
5475 HR Source	275.00		275.00
5480 Technical Services	5,472.50	8,333.34	-2,860.84
5485 Other Contractual Services	534.80	2,500.00	-1,965.20
<b>Total 5400 Contractual Services</b>	<b>35,831.95</b>	<b>41,020.86</b>	<b>-5,188.91</b>
5500 Historical Digitization	1,380.96	33,333.34	-31,952.38
5600 Lit Fest Expenditures	2,612.59		2,612.59
5700 Other Expenditures			
5710 Contingencies		25,000.00	-25,000.00
5730 Misc Charges	471.07	1,250.00	-778.93
<b>Total 5700 Other Expenditures</b>	<b>471.07</b>	<b>26,250.00</b>	<b>-25,778.93</b>
5800 Other Services			
5810 Association Dues	440.00	416.66	23.34
5820 Continuing Education		2,083.34	-2,083.34
5850 Marketing	100.00	2,083.34	-1,983.34

## Galena Public Library District

	<b>Actual</b>	<b>Budget</b>	<b>Corporate Fund over Budget</b>
5860 Outreach		1,250.00	-1,250.00
5870 Programming	1,830.01	14,166.66	-12,336.65
5880 Public Notice/Legal	352.28	416.66	-64.38
5890 Travel	104.61	666.66	-562.05
5900 Utilities	13,050.48	11,250.00	1,800.48
<b>Total 5800 Other Services</b>	<b>15,877.38</b>	<b>32,333.32</b>	<b>-16,455.94</b>
<b>Total Expenditures</b>	<b>297,416.69</b>	<b>449,430.04</b>	<b>-152,013.35</b>
NET OPERATING MARGIN	<b>270,320.97</b>	<b>132,176.84</b>	<b>138,144.13</b>
NET MARGIN	<b>\$270,320.97</b>	<b>\$132,176.84</b>	<b>\$138,144.13</b>

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

April 2022

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	1,085.04		1,085.04
<b>Total 3100 Interest Income</b>	<b>1,085.04</b>		<b>1,085.04</b>
<b>Total Revenue</b>	<b>1,085.04</b>	<b>0.00</b>	<b>1,085.04</b>
GROSS MARGIN	1,085.04	0.00	1,085.04
EXPENDITURES			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	1,085.04	0.00	1,085.04
NET MARGIN	<b>\$1,085.04</b>	<b>\$0.00</b>	<b>\$1,085.04</b>

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

July 2021 - April 2022

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	7,030.93		7,030.93
<b>Total 3100 Interest Income</b>	<b>7,030.93</b>		<b>7,030.93</b>
<b>Total Revenue</b>	<b>7,030.93</b>	<b>0.00</b>	<b>7,030.93</b>
GROSS MARGIN	7,030.93	0.00	7,030.93
EXPENDITURES			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	7,030.93	0.00	7,030.93
NET MARGIN	\$7,030.93	\$0.00	\$7,030.93

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

April 2022

	Actual	Budget	FICA Fund over Budget
<b>REVENUE</b>			
<b>Total Revenue</b>			<b>0.00</b>
GROSS MARGIN	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5120 Payroll Taxes	1,748.59	1,333.33	415.26
<b>Total 5100 Personnel Services</b>	<b>1,748.59</b>	<b>1,333.33</b>	<b>415.26</b>
<b>Total Expenditures</b>	<b>1,748.59</b>	<b>1,333.33</b>	<b>415.26</b>
NET OPERATING MARGIN	<b>-1,748.59</b>	<b>-1,333.33</b>	<b>-415.26</b>
<b>NET MARGIN</b>	<b>\$ -1,748.59</b>	<b>\$ -1,333.33</b>	<b>\$ -415.26</b>

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

July 2021 - April 2022

	Actual	Budget	FICA Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3182 FICA Property Tax	16,697.44	16,693.00	4.44
<b>Total 3180 Property Taxes</b>	<b>16,697.44</b>	<b>16,693.00</b>	<b>4.44</b>
<b>Total Revenue</b>	<b>16,697.44</b>	<b>16,693.00</b>	<b>4.44</b>
<b>GROSS MARGIN</b>	<b>16,697.44</b>	<b>16,693.00</b>	<b>4.44</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5120 Payroll Taxes	12,756.40	13,333.34	-576.94
<b>Total 5100 Personnel Services</b>	<b>12,756.40</b>	<b>13,333.34</b>	<b>-576.94</b>
<b>Total Expenditures</b>	<b>12,756.40</b>	<b>13,333.34</b>	<b>-576.94</b>
<b>NET OPERATING MARGIN</b>	<b>3,941.04</b>	<b>3,359.66</b>	<b>581.38</b>
<b>NET MARGIN</b>	<b>\$3,941.04</b>	<b>\$3,359.66</b>	<b>\$581.38</b>

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

April 2022

	Actual	Budget	IMRF Fund over Budget
<b>REVENUE</b>			
<b>Total Revenue</b>			<b>0.00</b>
GROSS MARGIN	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5130 Pension Contributions	1,020.79	1,166.67	-145.88
<b>Total 5100 Personnel Services</b>	<b>1,020.79</b>	<b>1,166.67</b>	<b>-145.88</b>
<b>Total Expenditures</b>	<b>1,020.79</b>	<b>1,166.67</b>	<b>-145.88</b>
NET OPERATING MARGIN	<b>-1,020.79</b>	<b>-1,166.67</b>	<b>145.88</b>
NET MARGIN	<b>\$ -1,020.79</b>	<b>\$ -1,166.67</b>	<b>\$145.88</b>

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

July 2021 - April 2022

	Actual	Budget	IMRF Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3183 IMRF Property Tax	2,961.52	2,961.00	0.52
<b>Total 3180 Property Taxes</b>	<b>2,961.52</b>	<b>2,961.00</b>	<b>0.52</b>
<b>Total Revenue</b>	<b>2,961.52</b>	<b>2,961.00</b>	<b>0.52</b>
<b>GROSS MARGIN</b>	<b>2,961.52</b>	<b>2,961.00</b>	<b>0.52</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5130 Pension Contributions	10,176.05	11,666.66	-1,490.61
<b>Total 5100 Personnel Services</b>	<b>10,176.05</b>	<b>11,666.66</b>	<b>-1,490.61</b>
<b>Total Expenditures</b>	<b>10,176.05</b>	<b>11,666.66</b>	<b>-1,490.61</b>
<b>NET OPERATING MARGIN</b>	<b>-7,214.53</b>	<b>-8,705.66</b>	<b>1,491.13</b>
<b>NET MARGIN</b>	<b>\$ -7,214.53</b>	<b>\$ -8,705.66</b>	<b>\$1,491.13</b>



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

April 2022

			Insurance Fund
	Actual	Budget	over Budget
REVENUE			
<b>Total Revenue</b>			<b>0.00</b>
GROSS MARGIN	0.00	0.00	0.00
EXPENDITURES			
5800 Other Services			
5830 General Insurance (Bonding)		583.33	-583.33
<b>Total 5800 Other Services</b>		<b>583.33</b>	<b>-583.33</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>583.33</b>	<b>-583.33</b>
NET OPERATING MARGIN	0.00	-583.33	583.33
NET MARGIN	\$0.00	\$ -583.33	\$583.33

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

July 2021 - April 2022

	Actual	Budget	Insurance Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3184 Insurance Property Tax	1,979.52	1,979.00	0.52
<b>Total 3180 Property Taxes</b>	<b>1,979.52</b>	<b>1,979.00</b>	<b>0.52</b>
<b>Total Revenue</b>	<b>1,979.52</b>	<b>1,979.00</b>	<b>0.52</b>
<b>GROSS MARGIN</b>	<b>1,979.52</b>	<b>1,979.00</b>	<b>0.52</b>
<b>EXPENDITURES</b>			
5800 Other Services			
5830 General Insurance (Bonding)	6,407.00	5,833.34	573.66
<b>Total 5800 Other Services</b>	<b>6,407.00</b>	<b>5,833.34</b>	<b>573.66</b>
<b>Total Expenditures</b>	<b>6,407.00</b>	<b>5,833.34</b>	<b>573.66</b>
<b>NET OPERATING MARGIN</b>	<b>-4,427.48</b>	<b>-3,854.34</b>	<b>-573.14</b>
<b>NET MARGIN</b>	<b>\$ -4,427.48</b>	<b>\$ -3,854.34</b>	<b>\$ -573.14</b>

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

April 2022

	Actual	Budget	Memorial Reserve over Budget
REVENUE			
3100 Interest Income			
3106 Memorial Reserve Interest	65.08		65.08
<b>Total 3100 Interest Income</b>	<b>65.08</b>		<b>65.08</b>
<b>Total Revenue</b>	<b>65.08</b>	<b>0.00</b>	<b>65.08</b>
GROSS MARGIN	65.08	0.00	65.08
EXPENDITURES			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	65.08	0.00	65.08
NET MARGIN	\$65.08	\$0.00	\$65.08

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

July 2021 - April 2022

	Actual	Budget	Memorial Reserve over Budget
REVENUE			
3100 Interest Income			
3106 Memorial Reserve Interest	98.54		98.54
<b>Total 3100 Interest Income</b>	<b>98.54</b>		<b>98.54</b>
<b>Total Revenue</b>	<b>98.54</b>	<b>0.00</b>	<b>98.54</b>
GROSS MARGIN	98.54	0.00	98.54
EXPENDITURES			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	98.54	0.00	98.54
NET MARGIN	\$98.54	\$0.00	\$98.54

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

April 2022

	Actual	Budget	Per Capita Fund over Budget
<b>REVENUE</b>			
3070 Grants			
3077 Per Capita Grant		566.17	-566.17
<b>Total 3070 Grants</b>		<b>566.17</b>	<b>-566.17</b>
<b>Total Revenue</b>	<b>0.00</b>	<b>566.17</b>	<b>-566.17</b>
<b>GROSS MARGIN</b>			
	<b>0.00</b>	<b>566.17</b>	<b>-566.17</b>
<b>EXPENDITURES</b>			
5400 Contractual Services			
5460 PrairieCat Consortium	2,111.50	703.83	1,407.67
<b>Total 5400 Contractual Services</b>	<b>2,111.50</b>	<b>703.83</b>	<b>1,407.67</b>
<b>Total Expenditures</b>	<b>2,111.50</b>	<b>703.83</b>	<b>1,407.67</b>
<b>NET OPERATING MARGIN</b>	<b>-2,111.50</b>	<b>-137.66</b>	<b>-1,973.84</b>
<b>NET MARGIN</b>	<b>\$ -2,111.50</b>	<b>\$ -137.66</b>	<b>\$ -1,973.84</b>

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

July 2021 - April 2022

	Actual	Budget	Per Capita Fund over Budget
<b>REVENUE</b>			
3070 Grants			
3077 Per Capita Grant	6,793.85	5,661.66	1,132.19
<b>Total 3070 Grants</b>	<b>6,793.85</b>	<b>5,661.66</b>	<b>1,132.19</b>
<b>Total Revenue</b>	<b>6,793.85</b>	<b>5,661.66</b>	<b>1,132.19</b>
<b>GROSS MARGIN</b>	<b>6,793.85</b>	<b>5,661.66</b>	<b>1,132.19</b>
<b>EXPENDITURES</b>			
5400 Contractual Services			
5460 PrairieCat Consortium	8,446.00	7,038.34	1,407.66
<b>Total 5400 Contractual Services</b>	<b>8,446.00</b>	<b>7,038.34</b>	<b>1,407.66</b>
<b>Total Expenditures</b>	<b>8,446.00</b>	<b>7,038.34</b>	<b>1,407.66</b>
<b>NET OPERATING MARGIN</b>	<b>-1,652.15</b>	<b>-1,376.68</b>	<b>-275.47</b>
<b>NET MARGIN</b>	<b>\$ -1,652.15</b>	<b>\$ -1,376.68</b>	<b>\$ -275.47</b>

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

April 2022

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	135.58		135.58
<b>Total 3100 Interest Income</b>	<b>135.58</b>		<b>135.58</b>
3200 Royalty Income	1,443.25	833.33	609.92
<b>Total Revenue</b>	<b>1,578.83</b>	<b>833.33</b>	<b>745.50</b>
GROSS MARGIN	<b>1,578.83</b>	<b>833.33</b>	<b>745.50</b>
EXPENDITURES			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	<b>1,578.83</b>	<b>833.33</b>	<b>745.50</b>
NET MARGIN	<b>\$1,578.83</b>	<b>\$833.33</b>	<b>\$745.50</b>

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

July 2021 - April 2022

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	945.70		945.70
<b>Total 3100 Interest Income</b>	<b>945.70</b>		<b>945.70</b>
3200 Royalty Income	12,696.00	8,333.34	4,362.66
<b>Total Revenue</b>	<b>13,641.70</b>	<b>8,333.34</b>	<b>5,308.36</b>
GROSS MARGIN	<b>13,641.70</b>	<b>8,333.34</b>	<b>5,308.36</b>
EXPENDITURES			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	<b>13,641.70</b>	<b>8,333.34</b>	<b>5,308.36</b>
NET MARGIN	<b>\$13,641.70</b>	<b>\$8,333.34</b>	<b>\$5,308.36</b>



## 7. LIBRARY DIRECTOR'S REPORT



### Director's Report

April 2022

#### Board News

If you have not completed your OMA training, you need to do so as soon as possible. Contact me for assistance, if needed.

#### Circulation

Follow-up on moving collections. Large bookcases near the fireplace have been rearranged. The large print fiction and adult graphic novels now have their own permanent location. Space continues to be an issue for some collections. We have decided to rid of the magazine exchange program. This was an area where patrons could bring in old magazines and leave for other patrons to pick up. The library placed its discarded magazines in the exchange area as well. Due to limited space, this was the best thing to discontinue to allow permanent collections to grow.

#### Adult Services

The library is putting on a Tiny Art show for all ages! Participants may pick up a 4x4 canvas and materials to create a painting of their choice. Works will then be brought back to the library by May 31<sup>st</sup> and will be shown on the main floor for the month of June!

Upcoming adult programs (all available for viewing on the library's [Eventbrite](#)):

- May 7<sup>th</sup>: Self Care Saturdays: Compassionate Resilience
- May 16<sup>th</sup>: Morning Book Club
- May 17<sup>th</sup>: Evening Book Club
- May 18<sup>th</sup>: Illinois Libraries Present: An Evening with Michelle Zauner
- May 19<sup>th</sup>: Alphabet Mafia: What is LGBTQIA2 and Why Are They Together?
- May 22<sup>nd</sup>: LitFest: A Picnic with Mary Shelly (food provided by Galena Bakehouse)
- May 25<sup>th</sup>: Illinois Libraries Present: An Evening with Jessamine Chan
- May 26<sup>th</sup>: Non-Binary: What Is It and How Should I Act Around a Non-Binary Person?

#### Youth Services

The Story Trail project at Gateway Park is off to a start! JDCF applied for a grant from CVR in East Dubuque and it was awarded funding. JDCF, the library, and the city are working together to identify proper location of the posts. The posts will hopefully be ordered soon for installation later this spring. For a reminder, the posts are from [Barking Dogs Exhibits](#).

Upcoming programs:

- May 5<sup>th</sup>: 2<sup>nd</sup> Grade visits the library to learn about the Sumer Learning Program (SLP).
- May 5<sup>th</sup>: Rachel visits Kindergarten classes to talk about SLP.
- May 9<sup>th</sup>: STEAM Club learns about Stream Ecology

- May 12<sup>th</sup>: Planting Pride: Teen Night
- May 19<sup>th</sup>: Homeschool Meetup
- May 19<sup>th</sup>: Rachel visits ARC 3K
- May 25<sup>th</sup>: Rachel visits 7<sup>th</sup> grade to talk about SLP
- May 28<sup>th</sup>: Kids Create/Lego Club
- Every Wednesday: Preschool story time
- Every Friday: Toddler story time

### Historical Room/Archives

Rachel is currently doing an inventory of the Archival room. Steve, Dale, and Rachel are in the process of identifying materials that do not fulfill the Scope of Collection and working to deaccession them. The hard drive for 1868 and 1869 was received and will be shipped to UICU for uploading this week. Those volumes have also been returned and are now stored in the Archival Room. The 7<sup>th</sup> graders returned to the Historical Room to research for their local history project. They visited twice in the month of April and some returned on their own for further research.

### 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

- **Building**
  - Egress: Joe Werner is waiting to hear back from Spahn & Rose on prices.
- **Finances**
  - Budget: A draft budget is coming together. The Finance Committee will need to meet in May or June.
- **Pride**
  - I've attached an updated budget for the Pride Picnic along with a list of sponsors, vendors, and raffle basket donations.
- **Project Updates**
  - Demco Furniture Design
    - Study tables and chairs were ordered. Ship date mid-June
  - Digitization:
    - No response on meeting to make changes to the agreement created by Terry Kurt.
    - As previously mentioned, 1868 and 1869 will be sent to UIUC for uploading to IDNC. Currently in process of working with new project manager at Crowley to create a timeline for next shipment of papers.
- **Strategic Plan Objective Timeline**
  - April 2022
    - 2.b.i: Expand delivery service program
      - Linda Klug is retiring on June 24<sup>th</sup>. Once a new employee is hired for her position, discussion on the delivery program will commence.
    - 4.b.ii: Develop a long-range facilities plan

- I am currently working on an Exploration Study of the current library building. Information from the Strategic Plan and past building renovation discussions will be included in this study.
- May 2022
  - 1.a.i: Evaluate current tax base and ability to serve future library operation
  - 4.a..ii: Continue to implement a competitive salary schedule

# APRIL 2022 STATISTICS

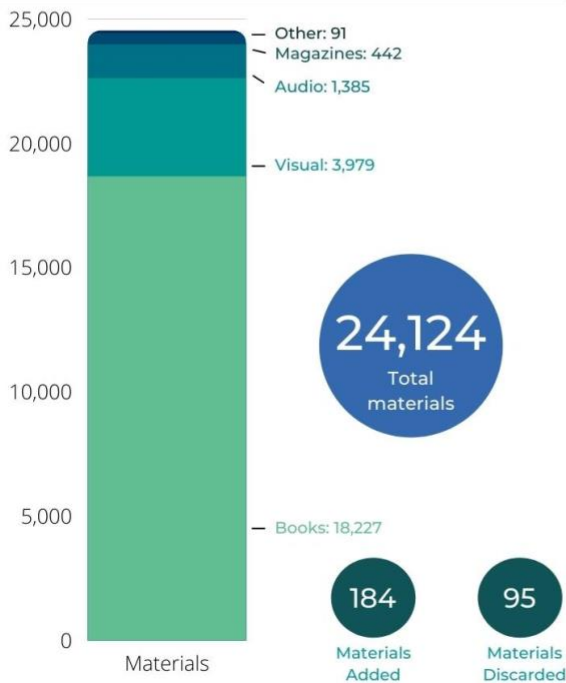
## Card Holders



## Checkouts



## Collection



## Visits



# APRIL 2022 STATISTICS

## Programming

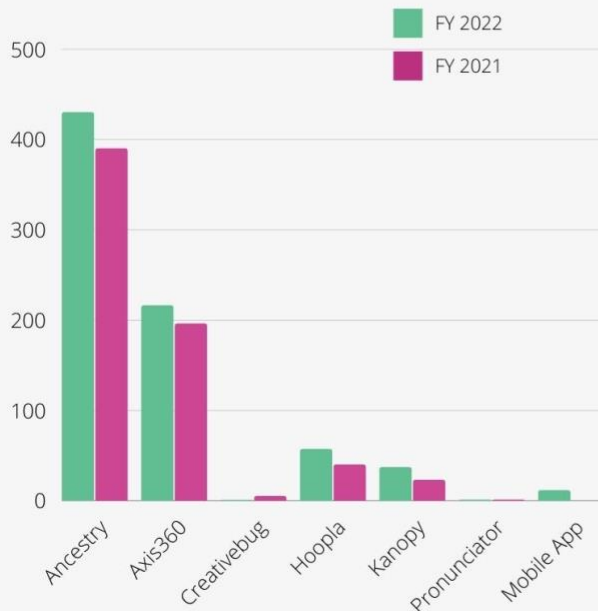


\*Program stats does not include when multiple people view under one Zoom user

## Computer Use



## eResources



## Social Media





## PRIDE PICNIC BUDGET

Pride Picnic	Budget	Current
<b>Income</b>		
Sponsorships	4000	3750
Donations (Raffle)	1000	0
Library Funds	0	200
Vendor Fees	225	125
<b>Total Revenue</b>	<b>5225</b>	<b>4050</b>
<b>Expenses</b>		
Grant Park	200	200
First Aid	115	0
Security	350	0
Drag Performance	1375	0
Marketing	1500	0
Décor	500	0
Water	250	0
Misc. Expenditures	500	0
<b>TOTAL EXPENDITURES</b>	<b>4790</b>	<b>200</b>
<b>GROSS MARGIN</b>	<b>435</b>	<b>3850</b>

## 10.A DISCUSSION AND POSSIBLE ACTION ON REVISIONS TO GALENA GAZETTE AGREEMENT

### **THE GALENA GAZETTE AND GALENA PUBLIC LIBRARY MASTER AGREEMENT**

THIS AGREEMENT is being entered into this \_\_\_ day of **May**, 2022, by and between the GALENA GAZETTE PUBLICATIONS, INC, hereinafter referred to as “Gazette” and the GALENA PUBLIC LIBRARY, hereinafter referred to as “Library”.

The Gazette and Library has previously entered into agreements on September 1, 2010, August 12, 2018, October 8, 2019, and May 4, 2020, relating to storage and digitizing copies of the Galena Gazette, hereinafter referred to as “four agreements”.

The intent of this Master Agreement is to incorporate all the terms and conditions of those four agreements into one document and update any terms that are not clear and add an end date to the obligations contained in those agreements.

1. **Digitization.** As stated in the August 15, 2019 and May 4, 2020 agreements, the Gazette grants Library permission to make digital copies with backup copies of **all issues** of the Galena Gazette dating back to the inception of the newspaper in 1834 though 2000.

It is understood between the parties that the process involved in making digital copies of each newspaper includes the scanning of each individual page of the newspaper using software that converts each page into an electronic image by an outside third party. It is the sole obligation of the Library to pay the third party to have **the** process completed.

Upon completion of the digitization, the digitized copies shall become the property of the Library and the original paper version of each newspaper remains the property of the Gazette.

It is also agreed and stipulated that the ownership of the content may not be modified, assigned or transferred to any person or organization without the express written consent of the Gazette or its successor.

2. **Storage and Use.** All back issues of the Galena Gazette shall be stored in a clean, dry area properly maintained by the Library so that the back issues will be kept, **as much as practically possible**, in good condition. The Gazette is permitted to view the location of the storage of the back issues to insure their safe keeping. **Upon completion of the digitization process, costs of storage by the Library of back issues of the Gazette shall be negotiated between the parties as those costs become known.**

The Library shall grant the general public access to the digitized copies of the Galena Gazette and those digitized shall be used whenever possible instead of the original hard

copies. The Library shall establish rules for the general public's use of the digitized copies that will include a statement prior to viewing as follows:

“use of these digitized copies of the Galena Gazette, which are the property of the Library, are hereby made available to the general public under the express specific permission of the Galena Gazette Publications, Inc., and may be used for reading, research and any other not-for-profit purposes. Galena Publications, Inc., remains the owner of all valid and enforceable copyrighted material contained herein.”

The back issues of the Galena Gazette may not be removed from the Library unless the removal was done by a Library staff member or a correspondent of the Gazette and is actively engaged in a project for the Gazette.

3. Ownership. The Gazette continues to own all valid and enforceable copyrights related to the back issues of the Gazette and the content contained therein and does not assign these ownership rights to any third party. The content of the digitized copies shall not be modified, changed, assigned or sold to any other person or entity by the Library without the express written consent of the Gazette.
4. Access to Back Issues. The Gazette acknowledges that, during the digitization process described above and in some limited instances even thereafter, Library staff and the general public will need access to the back issues of the Galena Gazette in the possession of the Library for purposes of research, reading and other not-for-profit purposes. The Gazette hereby authorizes access to those back issues to the Library staff and the general public for such purposes. Such access of the general public shall be under the supervision of the Library staff to assure care is maintained to protect, as much as practically possible, the quality of said back issues. Once back issues are digitized and available to the general public, access to those issues shall be through the digitized copies, except in those limited instances when access is needed to the original issues. When access to original issues of the Gazette is granted to the general public, the member(s) of the general public shall sign an Access Agreement setting forth the terms of the notice in paragraph 2 above regarding copyright and other concerns.
5. Transportation/Waiver and Hold Harmless Agreement/Insurance. The Gazette hereby authorizes Library Staff to transport bound volumes of The Galena Gazette from the Library to \_\_\_\_\_ for the purpose of digitizing said volumes. Library staff is also authorized to transport boxed, unbound volumes from \_\_\_\_\_ to the Library for storage.

The Gazette hereby agrees to hold harmless and indemnify Library from any and all damage to the bound volumes that may occur during the transportation to and from \_\_\_\_\_.

It is **assumed** by the parties that transportation of bound and unbound volumes is covered under the Libraries Hired Non-Owned Auto Liability Insurance Plan.



6. Term. The terms and conditions of this agreement shall be in full force and effect for a period of twenty (20) years from the date of this agreement.

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Galena Gazette Publications, Inc

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Galena Public Library

SUBSCRIBED AND SWORN TO before me

by each of the persons whose signatures appear

above this \_\_\_\_ day of \_\_\_\_\_, 2022.

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Notary Public

Prepared by:

Terry M. Kurt #6200121  
HAMMER LAW FIRM, P.L.C.  
590 Iowa Street, Ste 2  
Dubuque, IA 52001  
TEL (563) 582-1560  
FAX (866) 921-6143

11.A DISCUSSION AND POSSIBLE ACTION ON RESIGNATION OF TRUSTEE JOHN COX

**JOHN W. COX, JR.**

**906 3<sup>RD</sup> STREET**

**GALENA, IL 61036**

**April 12, 2022**

**To President Craig Albaugh and the Board of Trustees**

**along with the entire staff of the Galena Library District:**

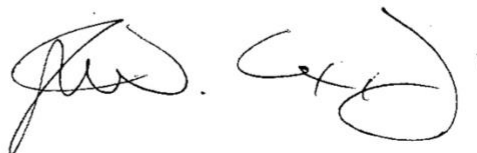
I am writing to you on this date to provide to you my resignation as a member of the Board of Trustees of the Galena Library District effective immediately. As I have mentioned to many of you, I will be 75 years old this coming July. I have been attempting to formalize my retirement from my work as an attorney since 2014. It is time for me to do exactly that. Retiring from the Board of Trustees is essential, for me, to complete that process.

I have very much enjoyed working with all of you and the staff of the library in our attempts to best serve the needs of the taxpayers/citizens of the district. I believe we have made much progress in our attempts to provide such service. I know that all of you will continue to successfully provide that service on into the future. There are many important issues for you to consider in the upcoming months and I am confident that, with your continued focus on the best interest of those taxpayers/citizens of the district, your decisions regarding those issues will be wise.

I wish all of you, the staff and the entire district the very best and I want you to know that I am available to help at your request if there is help that I can provide which will allow me to experience real retirement from today forward. Bonnie and I plan to do more travelling and, of course, spend as much time as possible with our children and their families.

Thank you for your many kindnesses to me in our joint efforts to serve,

Sincerely,

Handwritten signature of John W. Cox, Jr. in black ink, consisting of a stylized 'JWC' followed by a flourish.

## 11.B DISCUSSION AND POSSIBLE ACTION ON CLOSING THE LIBRARY SATURDAY, JUNE 11<sup>TH</sup>

TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

DATE: May 9, 2022

RE: Closing the library on Saturday, June 11<sup>th</sup>

---

I propose the library be closed on Saturday, June 11<sup>th</sup> for library staff to enjoy the Pride Picnic event at Grant Park. The following staff members will be working the event:

Jenna Diedrich  
Larissa Distler  
Rachel Lenstra

Additional staff members have expressed interest in attending the event, but unfortunately cannot due to being scheduled to work. I find it to be an investment in our staff to show their attendance at a library sponsored, community supported event vital in fulfilling the library's Strategic Plan.

Thank you for the consideration.

Jenna