



## Library Board of Trustees Meeting

Regular Meeting Monday, June 13, 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 May 9, 2022
  - b. Approval of bills paid/payable: 05/07/2022-06/10/2022
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
  - b. Discussion and possible action on Digitization Project
11. New business (ACTION)
  - a. Discussion and possible action on updates to Administrative Succession Plan
12. Motions, resolutions, ordinances
  - a. Resolution #22-04: Non-Resident Fees
  - b. Ordinance #22-03: FY 2023 Meeting Dates
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, July 11<sup>th</sup>, 2022, at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

### 3.A CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING MAY 9, 2022

#### Library Board Minutes - **DRAFT**

May 9, 2022

President Albaugh called the meeting to order at 6:30pm. Those answering present were Board Members John Cox, Maria Rector, Earl Thompson, Walter Johnson, Tracy Furlong and Katherine Walker. Also attending were Library Director Jenna Diedrich and President of the Friends of the Galena Public Library Betsy Hanson.

#### 2. Citizens comments – none

#### 3. Consent agenda

Albaugh pulled part b out of the consent agenda. Cox moved to approve item a. Thompson had the second. Vote: Cox – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. Albaugh had questions regarding the cost of Systems Access and Jeff Upman. Systems Access is cost for the printer and fees for the contract. Upman for \$195 is for the Chicago Tribune which is a daily subscription. Cox moved that the bills be paid. Thompson had the second. Vote: Cox – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

#### 4. Financial report

Thompson asked about the Dupaco interest. Albaugh responded that all funds are now in the account at First Community. Albaugh asked about a \$200 expense and Diedrich responded it was for the park rental for the June Pride Picnic. She also explained that all the financial reports are now finals.

#### 5. Treasurer's report

Thompson had talked to First Community about interest for the library accounts. The ones available require debit card transactions and the library does not do that. The bank suggested government bonds and treasury bills. There are no good options right now. Thompson will return and talk to them. Diedrich will send Thompson some more info on the accounts.

#### 6. Friends report

Hanson said the organization is in good shape. They will be meeting on Thursday. She expected approvals for sponsorship of the Pride event and a mini book sale at the event. The annual meeting will be Sunday, June 26 from noon to 2. Membership renewals will be going out soon. They will be doing a fundraising event with Poopsie's July 11-17 with partial sale proceeds during that time going to the organization. Posters for the book sale were handed out and she thanked Thompson for the use of his dumpster. They hope to have leftover books available for sale at the two holiday markets at the territory.

#### 7. Library Director's report

The story trail is using a grant and will be a bilingual effort in cooperation with Jo Daviess Conservation Foundation and the City of Galena. It is a work in progress to determine which organization will have control. Lots of new programs will be upcoming. The zoom presentations have been successful. The Pride event shows \$6500 in revenue and more is anticipated with sponsorships. A community member requested information about funding for Pride. Diedrich responded to it as a FOIA request. Albaugh asked if the board thought the question should have been treated as a FOIA request. All thought it should be. Walker commented on the zoom presentation she attended for U. S. Grant. She mentioned the presentation and the content were very good.

#### 8. Board President's report

Albaugh said he has been visiting other libraries. They are seeing the same problems, most notably no teenagers. Monroe has a population of 11,000 and they get their funding from the school districts. Albaugh would like to look at and change the citizens comments to be only three people can comment on one issue and allow 15 minutes per subject.

#### 9. Committees

- a. Building & Grounds – no meeting
- b. Finance – no meeting
- c. HR – no meeting. Rector will be finalizing the evaluation after she is done with closed session. She asked about staff that have 10 years or more celebrating with a retirement party. It is in the manual.
- d. Policy – no meeting

#### 10. Discussion and possible action on revisions to Galena Gazette Agreement

Cox walked everyone through the document. The question is keeping the newspapers until the digitization process is complete. The document allows access with library staff. Parts allow changes if the digitization company changes. Cox moved to send the agreement to Terry with amendments. Thompson made the second. A question was raised about digitization committee. Albaugh said Carter wants people to look and use the newspapers. The discussion continued with emphasis on efforts in general and is it consistent with library procedures. Will more changes be needed? Consensus was that the procedure for examining the newspaper should be included in the agreement. Cox amended his motion to say that the back issues stay in the library until digitization is complete and the library procedure for use of the issues be included. Thompson made the second. Vote: Cox – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

#### 11. New business

- a. Albaugh removed item a to be considered until after closed session.
- b. Discussion and action for closing the library on June 11. Thompson moved to close the library on June 11 for staff to attend the Pride event. Walker made the second. Vote: Cox – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Nay. Motion carried.

12. No items

13. Closed session

b. Thompson moved to enter closed session for the listed reasons. Cox made the second at 8:05pm. Vote: Cox – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

Thompson moved to end closed session at 8:31pm. Cox had the second. Vote: Cox – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye.

14. No action

15. Nothing

16. Announcements

Cox thanked the board for his time serving since November 2019. Everyone complimented him for his service and offered their good wishes for the future.

17. Adjournment at 8:38 pm.

Next meeting is Monday, June 13, 2022 at 6:30 pm, Galena Public Library, 601 S Bench St., Galena, IL 61036 – Historical Room

Respectfully submitted,  
Katherine Walker  
Secretary

### 3.B CONSENT AGENDA: BILLS PAID/BILLS PAYABLE

#### Galena Public Library District

A/P Aging Summary

As of June 10, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	200.36					\$200.36
B. L. Murray Co, Inc.	32.60					\$32.60
Center Point Large Print	575.28					\$575.28
Driftless Stargazing, LLC	380.00					\$380.00
Findaway World LLC	697.58					\$697.58
Galena Bakehouse	656.00					\$656.00
Galena Gazette Publications	376.88					\$376.88
Hoo Haven Inc.	397.50					\$397.50
ID Label Inc	50.00					\$50.00
Kanopy	92.00					\$92.00
McCoy Insurance Services, Inc	144.00					\$144.00
Midwest Tape	166.35					\$166.35
Murphy Lawn Care	160.00					\$160.00
Phillip Gordon	150.00					\$150.00
Robert W. Fieseler	700.00					\$700.00
Verizon	216.06					\$216.06
TOTAL	\$4,994.61	\$0.00	\$0.00	\$0.00	\$0.00	\$4,994.61

# Galena Public Library District

Check Detail  
May 7 - June 10, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
05/10/2022	Bill Payment (Check)	22699	KONE CHICAGO		R	-1,430.87
						-1,430.87
05/10/2022	Bill Payment (Check)	22700	The Crowley Company		R	-1,821.72
						-1,821.72
05/10/2022	Bill Payment (Check)	22701	Anna Mae and Company			-1,375.00
						-1,375.00
05/10/2022	Bill Payment (Check)	22702	KSCPP			-240.00
						-240.00
05/10/2022	Bill Payment (Check)	22703	Dan's Aerial Service		R	-1,200.00
						-1,200.00
05/10/2022	Bill Payment (Check)	22704	B. L. Murray Co, Inc.		R	-85.85
						-85.85
05/10/2022	Bill Payment (Check)	22705	Galena Gazette Publications	02100179	R	-24.06
						-24.06
05/10/2022	Bill Payment (Check)	22706	Hammer Law Firm, PLC		R	-575.00
						-575.00
05/10/2022	Bill Payment (Check)	22707	Verizon		R	-248.56
						-248.56
05/10/2022	Bill Payment (Check)	22708	Rachel M. Lenstra		R	-119.99
						-119.99
05/10/2022	Bill Payment (Check)	22709	Findaway World LLC		R	-709.38
						-709.38
05/10/2022	Bill Payment (Check)	22710	Key City Window Cleaning Company		R	-435.00
						-435.00
05/10/2022	Bill Payment (Check)	22711	Maria Rector		R	-60.00
						-60.00
05/10/2022	Bill Payment (Check)	22712	Jenna R. Diedrich		R	-1,000.00
						-1,000.00
05/10/2022	Bill Payment (Check)	22713	Kanopy			-63.00
						-63.00
05/10/2022	Bill Payment (Check)	22714	Midwest Tape		R	-133.09
						-133.09
05/10/2022	Bill Payment (Check)	22715	Petty Cash		R	-20.00
						-20.00
05/10/2022	Bill Payment (Check)	22716	Access Systems		R	-106.92
						-106.92
05/11/2022	Bill Payment (Check)	22717	Debra Miller			-350.00
						-350.00
05/12/2022	Expenditure		Payroll		R	-7,932.37
						-7,932.37

Friday, June 10, 2022 02:49 PM GMT-05:00

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Posted 6/10/2022

# Galena Public Library District

Check Detail  
May 7 - June 10, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/13/2022	Expenditure		Jo Carroll Energy		R	-473.00
				Electricity 3/8/22-4/6/22		473.00
05/16/2022	Expenditure		City of Galena		R	-24.26
				Water & sewer		24.26
05/18/2022	Expenditure		Harland Clarke		R	-178.32
				commercial checks		178.32
05/20/2022	Expenditure		Mitel		R	-176.66
				Telephone		176.66
05/23/2022	Expenditure	542300	Honkamp Krueger & Co, PC		R	-925.00
				Financial statements and software subscription for April 2022		925.00
05/26/2022	Expenditure		Culligan		R	-28.50
				Water		28.50
05/26/2022	Expenditure		Payroll		R	-7,816.29
						-7,816.29
05/27/2022	Expenditure		Card Services - Galena State Bank		R	-1,221.22
				hotspot case, office supplies, plastic bins		58.54
				Adult/Youth AV		491.86
				adult programming tiny art canvas, paint brushes		58.77
				youth program STEAM club snacks		12.17
				wall st journal subscription		599.88
05/27/2022	Expenditure		AT&T		R	-90.49
				Elevator Phone		90.49
06/03/2022	Expenditure		Ingram Library Services			-594.55
				Adult & Youth Books - May 2022		594.55
06/06/2022	Expenditure		Nicor Gas			-466.57
				Gas for 3/18/22-4/18/22		466.57
06/10/2022	Expenditure		Jo Carroll Energy			-473.00
				Electricity 4/6/22-5/6/22		473.00



#### 4. FINANCIAL REPORT

## Financial Statements

Galena Public Library District  
For the Periods Ended May 31, 2022 and 2021

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

Prepared on  
June 8, 2022

No Assurance Provided / All Disclosures Omitted

Posted 6/10/2022

## Statement of Net Position - Modified Cash Basis

	Total	
	As of May 31, 2022	As of May 31, 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	147,744.88
1014 First Community Bank 166379	73,151.40	73,151.40
1015 First Community Bank 4883	145,626.13	
1016 First Community Bank 4580	92,884.26	
<b>Total 1011 Endowment Fund</b>	<b>311,661.79</b>	<b>314,703.04</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	1,506.25
1033 First Community Bank 4647	1,484.51	
<b>Total 1030 Restricted Memorial Reserve</b>	<b>9,442.44</b>	<b>9,529.50</b>
<b>Total 1010 Certificates of Deposit</b>	<b>396,305.29</b>	<b>399,433.60</b>
1050 IB&T Checking		
1051 IB&T-Corporate Fund	105,998.44	61,389.18
1052 IB&T-FICA	6,085.28	4,375.10
1053 IB&T-IMRF	11,718.05	20,891.39
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>131,743.59</b>	<b>100,673.87</b>
1060 IB&T Savings 170035		
1061 Corporate-IB&T Savings 170035	-1,311.14	5,427.73
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	172,645.55	158,822.42
1069 Endowment-IB&T Savings 170035	5,322.67	535.63
<b>Total 1060 IB&amp;T Savings 170035</b>	<b>246,819.13</b>	<b>234,754.72</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>975,862.93</b>	<b>734,887.21</b>
<b>Total Current Assets</b>	<b>975,862.93</b>	<b>734,887.21</b>
<b>TOTAL ASSETS</b>	<b>\$975,862.93</b>	<b>\$734,887.21</b>

## LIABILITIES AND EQUITY

No Assurance Provided / All Disclosures Omitted

2/31

	<b>Total</b>	
	<b>As of May 31, 2022</b>	<b>As of May 31, 2021 (PY)</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		
2381 IMRF - 403B	1,314.14	1,596.00
<b>Total 2380 IMRF Payroll Liabilities</b>	<b>1,314.14</b>	<b>1,596.00</b>
<b>Total 2300 Payroll Liabilities</b>	<b>1,314.14</b>	<b>1,596.00</b>
<b>Total Other Current Liabilities</b>	<b>1,314.14</b>	<b>1,596.00</b>
<b>Total Current Liabilities</b>	<b>1,314.14</b>	<b>1,596.00</b>
<b>Total Liabilities</b>	<b>1,314.14</b>	<b>1,596.00</b>
<b>Equity</b>		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	290,039.94	59,772.15
2815 Endowment Fund Balance	327,226.63	319,892.13
2820 FICA Fund Balance	6,085.28	4,375.10
2830 IMRF Fund Balance	10,403.91	19,295.39
2835 Insurance Fund Balance	7,323.55	11,747.78
2845 Memorial Fund Balance	67,923.50	67,923.50
2850 Memorial Reserve Fund Balance	11,761.21	11,662.67
2855 Per Capita Fund Balance	618.27	2,270.42
2860 Reserve Fund Balance	253,166.50	236,352.07
2900 Contra Net Margin Account	-258,506.56	-27,916.67
Net Margin	258,506.56	27,916.67
<b>Total Equity</b>	<b>974,548.79</b>	<b>733,291.21</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$975,862.93</b>	<b>\$734,887.21</b>

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

		Total
	May 2022	May 2021 (PY)
<b>REVENUE</b>		
3040 Donations	4,240.00	95.00
3050 Fines/Overdues	15.20	72.74
3100 Interest Income		
3101 Corporate Interest	1.25	1.00
3106 Memorial Reserve Interest		22.00
3108 Reserve Interest	131.36	131.26
3109 Endowment Interest	169.99	2,362.84
<b>Total 3100 Interest Income</b>	<b>302.60</b>	<b>2,517.10</b>
3110 Item Replacements	214.58	132.00
3120 Lit Fest	460.00	
3140 Other Income	403.00	
3200 Royalty Income	3,338.19	1,325.20
3230 Service Charges	139.25	34.80
<b>Total Revenue</b>	<b>9,112.82</b>	<b>4,176.84</b>
<b>GROSS MARGIN</b>	<b>9,112.82</b>	<b>4,176.84</b>
<b>EXPENDITURES</b>		
5100 Personnel Services		
5120 Payroll Taxes	1,148.30	1,061.26
5130 Pension Contributions	2,051.82	1,008.58
5150 Salaries	15,010.32	13,872.36
<b>Total 5100 Personnel Services</b>	<b>18,210.44</b>	<b>15,942.20</b>
5200 Capital Outlay		
5210 Books	1,577.69	2,221.66
5220 Equipment	106.92	224.90
5240 Improvements		2,345.00
5260 Materials/Non-Printed/A-V	1,201.24	936.20
<b>Total 5200 Capital Outlay</b>	<b>2,885.85</b>	<b>5,727.76</b>
5300 Commodities		
5310 Databases	196.09	1,544.00
5320 Periodicals	599.88	539.88
5330 Supplies	322.71	46.98
5340 Postage/Shipping		19.17
<b>Total 5300 Commodities</b>	<b>1,118.68</b>	<b>2,150.03</b>
5400 Contractual Services		
5410 Accounting	1,152.36	1,106.98
5430 Legal	575.00	
5440 Maintenance	1,635.00	70.00
5485 Other Contractual Services	1,430.87	
<b>Total 5400 Contractual Services</b>	<b>4,793.23</b>	<b>1,176.98</b>
5500 Historical Digitization	1,821.72	
5600 Lit Fest Expenditures	370.00	

## Galena Public Library District

	<b>Total</b>	
	<b>May 2022</b>	<b>May 2021 (PY)</b>
5700 Other Expenditures		
5730 Misc Charges	60.00	
<b>Total 5700 Other Expenditures</b>	<b>60.00</b>	
5800 Other Services		
5820 Continuing Education	1,000.00	
5850 Marketing		27.86
5870 Programming	430.93	160.20
5880 Public Notice/Legal	24.06	18.29
5900 Utilities	1,630.37	865.77
<b>Total 5800 Other Services</b>	<b>3,085.36</b>	<b>1,072.12</b>
<b>Total Expenditures</b>	<b>32,345.28</b>	<b>26,069.09</b>
NET OPERATING MARGIN	-23,232.46	-21,892.25
NET MARGIN	\$ -23,232.46	\$ -21,892.25

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

		Total
	Jul 2021 - May 2022	Jul 2020 - May 2021 (PY)
<b>REVENUE</b>		
3030 Digitization Project	6,475.00	12,220.00
3040 Donations	210,953.08	502.19
3050 Fines/Overdues	119.99	543.04
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	149.65	17.87
3106 Memorial Reserve Interest	163.97	175.05
3108 Reserve Interest	1,077.06	1,482.19
3109 Endowment Interest	7,200.92	7,809.86
<b>Total 3100 Interest Income</b>	<b>8,591.60</b>	<b>9,484.97</b>
3110 Item Replacements	533.75	199.60
3120 Lit Fest	795.00	4,377.15
3130 Non-Resident Fee	3,312.92	2,356.08
3140 Other Income	403.00	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>515.96</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	19,467.28	9,911.57
3230 Service Charges	948.73	422.24
<b>Total Revenue</b>	<b>626,053.98</b>	<b>408,196.41</b>
<b>GROSS MARGIN</b>	<b>626,053.98</b>	<b>408,196.41</b>
<b>EXPENDITURES</b>		
5100 Personnel Services		
5120 Payroll Taxes	13,904.70	12,955.94
5130 Pension Contributions	12,227.87	12,458.11
5150 Salaries	181,609.61	169,358.26
<b>Total 5100 Personnel Services</b>	<b>207,742.18</b>	<b>194,772.31</b>
5200 Capital Outlay		

## Galena Public Library District

		<b>Total</b>
	<b>Jul 2021 - May 2022</b>	<b>Jul 2020 - May 2021 (PY)</b>
5210 Books	20,394.26	19,675.87
5220 Equipment	5,031.03	2,872.51
5240 Improvements	28,722.13	49,873.14
5260 Materials/Non-Printed/A-V	11,520.87	13,963.08
<b>Total 5200 Capital Outlay</b>	<b>65,668.29</b>	<b>86,384.60</b>
5300 Commodities		
5310 Databases	6,393.98	6,341.16
5320 Periodicals	2,721.82	2,636.92
5330 Supplies	3,644.21	2,762.66
5340 Postage/Shipping	219.68	215.26
<b>Total 5300 Commodities</b>	<b>12,979.69</b>	<b>11,956.00</b>
5400 Contractual Services		
5410 Accounting	12,796.97	12,754.38
5420 Audit Fees	7,970.00	6,490.00
5430 Legal	3,492.50	2,187.50
5440 Maintenance	8,153.54	6,462.22
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	1,965.67	809.68
<b>Total 5400 Contractual Services</b>	<b>49,071.18</b>	<b>37,743.78</b>
5500 Historical Digitization	3,202.68	19,998.01
5600 Lit Fest Expenditures	2,982.59	3,106.09
5700 Other Expenditures		
5710 Contingencies		4,545.94
5730 Misc Charges	531.07	347.75
<b>Total 5700 Other Expenditures</b>	<b>531.07</b>	<b>4,893.69</b>
5800 Other Services		
5810 Association Dues	440.00	455.00
5820 Continuing Education	1,000.00	100.00
5830 General Insurance (Bonding)	6,407.00	6,217.00
5850 Marketing	100.00	271.86
5860 Outreach		62.68
5870 Programming	2,260.94	1,499.07
5880 Public Notice/Legal	376.34	102.99
5890 Travel	104.61	
5900 Utilities	14,680.85	12,716.66
<b>Total 5800 Other Services</b>	<b>25,369.74</b>	<b>21,425.26</b>
<b>Total Expenditures</b>	<b>367,547.42</b>	<b>380,279.74</b>
<b>NET OPERATING MARGIN</b>	<b>258,506.56</b>	<b>27,916.67</b>
<b>NET MARGIN</b>	<b>\$258,506.56</b>	<b>\$27,916.67</b>

## Supplementary Information

Supplementary Information

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Preliminary Draft



Galena Public Library District

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

May 2022

	Current Month	Year-to-Date	Budget	Balance
<b>REVENUE</b>				
Digitization Project		6,475.00	15,000.00	(8,525.00)
Donations	4,240.00	210,953.08	201,969.90	8,983.18
Auction Income		-		-
Fines/Overdues	15.20	119.99	500.00	(380.01)
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>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	1.25	149.65	12,000.00	(11,850.35)
Memorial Reserve Interest	-	163.97		163.97
Reserve Interest	131.36	1,077.06		1,077.06
Endowment Interest	169.99	7,200.92		7,200.92
<b>Total Interest Income</b>	<b>302.60</b>	<b>8,591.60</b>	<b>12,000.00</b>	<b>(3,408.40)</b>
Item Replacements	214.58	533.75	200.00	333.75
Lit Fest	460.00	795.00	5,000.00	(4,205.00)
Non-Resident Fee	-	3,312.92	2,000.00	1,312.92
Other Income	403.00	403.00		403.00
Better World Books				-
Corporate Other Income		112.96	1,000.00	(887.04)
Insurance Other Income			-	-
<b>Total Other Income</b>	<b>403.00</b>	<b>515.96</b>	<b>1,000.00</b>	<b>(484.04)</b>
Prairie Cat			100.00	(100.00)
Property Taxes				
Corporate Property Tax		338,600.46	338,512.00	88.46
FICA Property Tax		16,697.44	16,693.00	4.44
IMRF Property Tax		2,961.52	2,961.00	0.52
Insurance Property Tax		1,979.52	1,979.00	0.52
<b>Total Property Taxes</b>	-	<b>360,238.94</b>	<b>360,145.00</b>	<b>93.94</b>
Replacement Tax		2,207.72	5,000.00	(2,792.28)
Royalty Income	3,338.19	19,467.28	10,000.00	9,467.28
Service Charges	139.25	948.73	500.00	448.73
<b>Total Revenue</b>	<b>9,112.82</b>	<b>626,053.98</b>	<b>628,458.90</b>	<b>(2,404.92)</b>
<b>GROSS MARGIN</b>	<b>9,112.82</b>	<b>626,053.98</b>	<b>628,458.90</b>	<b>(2,404.92)</b>
<b>EXPENSES</b>				
66000 Personnel Services				-
Employee Health Plan				-
Payroll Taxes	1,148.30	13,904.70	16,000.00	(2,095.30)

No Assurance Provided / All Disclosures Omitted

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Posted 6/10/2022

## Galena Public Library District

	Current Month	Year-to-Date	Budget	Balance
Pension Contributions	2,051.82	12,227.87	14,000.00	(1,772.13)
Reimbursements				-
Salaries			-	-
Corporate Wages	15,010.32	181,609.61	205,350.00	(23,740.39)
<b>Total Salaries</b>	<b>15,010.32</b>	<b>181,609.61</b>	<b>205,350.00</b>	<b>(23,740.39)</b>
<b>Total 66000 Personnel Services</b>	<b>18,210.44</b>	<b>207,742.18</b>	<b>235,350.00</b>	<b>(27,607.82)</b>
Capital Outlay				
Books	1,577.69	20,394.26	24,000.00	(3,605.74)
Equipment	106.92	5,031.03	5,400.00	(368.97)
Hardware				-
Improvements	-	28,722.13	110,150.00	(81,427.87)
Materials/Non-Printed/A-V	1,201.24	11,520.87	19,200.00	(7,679.13)
<b>Total Capital Outlay</b>	<b>2,885.85</b>	<b>65,668.29</b>	<b>158,750.00</b>	<b>(93,081.71)</b>
Commodities				
Databases	196.09	6,393.98	8,401.00	(2,007.02)
Periodicals	599.88	2,721.82	2,790.00	(68.18)
Supplies	322.71	3,644.21	4,000.00	(355.79)
Postage/Shipping	-	219.68	500.00	(280.32)
<b>Total Commodities</b>	<b>1,118.68</b>	<b>12,979.69</b>	<b>15,691.00</b>	<b>(2,711.31)</b>
Contractual Services				
Accounting	1,152.36	12,796.97	15,000.00	(2,203.03)
Audit Fees	-	7,970.00	7,725.00	245.00
Legal	575.00	3,492.50	4,000.00	(507.50)
Maintenance	1,635.00	8,153.54	8,500.00	(346.46)
PrairieCat Corporate		-	1,000.00	(1,000.00)
PrairieCat Consortium	-	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	1,430.87	1,965.67	3,000.00	(1,034.33)
<b>Total Contractual Services</b>	<b>4,793.23</b>	<b>49,071.18</b>	<b>57,671.00</b>	<b>(8,599.82)</b>
Historical Digitization	1,821.72	3,202.68	40,000.00	(36,797.32)
Lit Fest Expenditures	370.00	2,982.59	-	2,982.59
Other Expenditures				
Contingencies			30,000.00	(30,000.00)
Misc Charges	60.00	531.07	1,500.00	(968.93)
<b>Total Other Expenditures</b>	<b>60.00</b>	<b>531.07</b>	<b>31,500.00</b>	<b>(30,968.93)</b>
Other Services				
Association Dues		440.00	500.00	(60.00)
Continuing Education	1,000.00	1,000.00	2,500.00	(1,500.00)
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	430.93	2,260.94	17,000.00	(14,739.06)

Galena Public Library District

	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget</b>	<b>Balance</b>
Public Notice/Legal	24.06	376.34	500.00	(123.66)
Travel		104.61	800.00	(695.39)
Utilities	1,630.37	14,680.85	13,500.00	1,180.85
<b>Total Other Services</b>	<b>3,085.36</b>	<b>25,369.74</b>	<b>45,800.00</b>	<b>(20,430.26)</b>
<b>Total Expenses</b>	<b>32,345.28</b>	<b>367,547.42</b>	<b>584,762.00</b>	<b>(217,214.58)</b>
NET OPERATING MARGIN	(23,232.46)	258,506.56	43,696.90	214,809.66
NET MARGIN	(23,232.46)	258,506.56	43,696.90	214,809.66

Preliminary Draft

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

May 2022

	Actual	Budget	Corporate Fund over Budget
<b>REVENUE</b>			
3030 Digitization Project		1,250.00	-1,250.00
3040 Donations	4,240.00	83.33	4,156.67
3050 Fines/Overdues	15.20	41.67	-26.47
3060 Friends (Other Grants)		666.67	-666.67
3090 Historical Department		20.83	-20.83
3100 Interest Income			
3101 Corporate Interest	1.25	1,000.00	-998.75
<b>Total 3100 Interest Income</b>	<b>1.25</b>	<b>1,000.00</b>	<b>-998.75</b>
3110 Item Replacements	214.58	16.67	197.91
3120 Lit Fest	460.00	416.67	43.33
3130 Non-Resident Fee		166.67	-166.67
3140 Other Income	403.00		403.00
3142 Corporate Other Income		83.33	-83.33
<b>Total 3140 Other Income</b>	<b>403.00</b>	<b>83.33</b>	<b>319.67</b>
3160 Prairie Cat		8.33	-8.33
3190 Replacement Tax		416.67	-416.67
3200 Royalty Income	1,288.36		1,288.36
3230 Service Charges	139.25	41.67	97.58
<b>Total Revenue</b>	<b>6,761.64</b>	<b>4,212.51</b>	<b>2,549.13</b>
<b>GROSS MARGIN</b>	<b>6,761.64</b>	<b>4,212.51</b>	<b>2,549.13</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5130 Pension Contributions	1,375.00		1,375.00
5150 Salaries	15,010.32	17,112.50	-2,102.18
<b>Total 5100 Personnel Services</b>	<b>16,385.32</b>	<b>17,112.50</b>	<b>-727.18</b>
5200 Capital Outlay			
5210 Books	1,577.69	2,000.00	-422.31
5220 Equipment	106.92	450.00	-343.08
5240 Improvements		9,179.16	-9,179.16

No Assurance Provided / All Disclosures Omitted

12/31

		Corporate Fund	
	Actual	Budget	over Budget
5260 Materials/Non-Printed/A-V	1,201.24	1,600.00	-398.76
<b>Total 5200 Capital Outlay</b>	<b>2,885.85</b>	<b>13,229.16</b>	<b>-10,343.31</b>
5300 Commodities			
5310 Databases	196.09	700.08	-503.99
5320 Periodicals	599.88	232.50	367.38
5330 Supplies	322.71	333.33	-10.62
5340 Postage/Shipping		41.67	-41.67
<b>Total 5300 Commodities</b>	<b>1,118.68</b>	<b>1,307.58</b>	<b>-188.90</b>
5400 Contractual Services			
5410 Accounting	1,152.36	1,250.00	-97.64
5420 Audit Fees		643.75	-643.75
5430 Legal	575.00	333.33	241.67
5440 Maintenance	1,635.00	708.33	926.67
5450 Prairie Cat/Corporate		83.33	-83.33
5480 Technical Services		833.33	-833.33
5485 Other Contractual Services	1,430.87	250.00	1,180.87
<b>Total 5400 Contractual Services</b>	<b>4,793.23</b>	<b>4,102.07</b>	<b>691.16</b>
5500 Historical Digitization	1,821.72	3,333.33	-1,511.61
5600 Lit Fest Expenditures	370.00		370.00
5700 Other Expenditures			
5710 Contingencies		2,500.00	-2,500.00
5730 Misc Charges	60.00	125.00	-65.00
<b>Total 5700 Other Expenditures</b>	<b>60.00</b>	<b>2,625.00</b>	<b>-2,565.00</b>
5800 Other Services			
5810 Association Dues		41.67	-41.67
5820 Continuing Education	1,000.00	208.33	791.67
5850 Marketing		208.33	-208.33
5860 Outreach		125.00	-125.00
5870 Programming	430.93	1,416.67	-985.74
5880 Public Notice/Legal	24.06	41.67	-17.61
5890 Travel		66.67	-66.67
5900 Utilities	1,630.37	1,125.00	505.37

## Galena Public Library District

	Actual	Budget	Corporate Fund over Budget
<b>Total 5800 Other Services</b>	<b>3,085.36</b>	<b>3,233.34</b>	<b>-147.98</b>
<b>Total Expenditures</b>	<b>30,520.16</b>	<b>44,942.98</b>	<b>-14,422.82</b>
NET OPERATING MARGIN	-23,758.52	-40,730.47	16,971.95
NET MARGIN	\$ -23,758.52	\$ -40,730.47	\$16,971.95

Preliminary Draft

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

July 2021 - May 2022

	Actual	Budget	Corporate Fund over Budget
<b>REVENUE</b>			
3030 Digitization Project	6,475.00	13,750.00	-7,275.00
3040 Donations	210,953.08	201,886.57	9,066.51
3050 Fines/Overdues	119.99	458.33	-338.34
3060 Friends (Other Grants)	4,950.16	7,333.33	-2,383.17
3090 Historical Department	150.00	229.17	-79.17
3100 Interest Income			
3101 Corporate Interest	149.65	11,000.00	-10,850.35
3106 Memorial Reserve Interest	65.43		65.43
<b>Total 3100 Interest Income</b>	<b>215.08</b>	<b>11,000.00</b>	<b>-10,784.92</b>
3110 Item Replacements	533.75	183.33	350.42
3120 Lit Fest	795.00	4,583.33	-3,788.33
3130 Non-Resident Fee	3,312.92	1,833.33	1,479.59
3140 Other Income	403.00		403.00
3142 Corporate Other Income	112.96	916.67	-803.71
<b>Total 3140 Other Income</b>	<b>515.96</b>	<b>916.67</b>	<b>-400.71</b>
3160 Prairie Cat		91.67	-91.67
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	4,583.33	-2,375.61
3200 Royalty Income	4,721.45		4,721.45
3230 Service Charges	948.73	458.33	490.40
<b>Total Revenue</b>	<b>574,499.30</b>	<b>585,819.39</b>	<b>-11,320.09</b>
<b>GROSS MARGIN</b>	<b>574,499.30</b>	<b>585,819.39</b>	<b>-11,320.09</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5130 Pension Contributions	1,375.00		1,375.00
5150 Salaries	181,609.61	188,237.50	-6,627.89
<b>Total 5100 Personnel Services</b>	<b>182,984.61</b>	<b>188,237.50</b>	<b>-5,252.89</b>

No Assurance Provided / All Disclosures Omitted

15/31

			Corporate Fund
	Actual	Budget	over Budget
5200 Capital Outlay			
5210 Books	20,394.26	22,000.00	-1,605.74
5220 Equipment	5,031.03	4,950.00	81.03
5240 Improvements	28,722.13	100,970.84	-72,248.71
5260 Materials/Non-Printed/A-V	11,520.87	17,600.00	-6,079.13
<b>Total 5200 Capital Outlay</b>	<b>65,668.29</b>	<b>145,520.84</b>	<b>-79,852.55</b>
5300 Commodities			
5310 Databases	6,393.98	7,700.92	-1,306.94
5320 Periodicals	2,721.82	2,557.50	164.32
5330 Supplies	3,644.21	3,666.67	-22.46
5340 Postage/Shipping	219.68	458.33	-238.65
<b>Total 5300 Commodities</b>	<b>12,979.69</b>	<b>14,383.42</b>	<b>-1,403.73</b>
5400 Contractual Services			
5410 Accounting	12,796.97	13,750.00	-953.03
5420 Audit Fees	7,970.00	7,081.25	888.75
5430 Legal	3,492.50	3,666.67	-174.17
5440 Maintenance	8,153.54	7,791.67	361.87
5450 Prairie Cat/Corporate		916.67	-916.67
5460 PrairieCat Consortium	499.00		499.00
5475 HR Source	275.00		275.00
5480 Technical Services	5,472.50	9,166.67	-3,694.17
5485 Other Contractual Services	1,965.67	2,750.00	-784.33
<b>Total 5400 Contractual Services</b>	<b>40,625.18</b>	<b>45,122.93</b>	<b>-4,497.75</b>
5500 Historical Digitization	3,202.68	36,666.67	-33,463.99
5600 Lit Fest Expenditures	2,982.59		2,982.59
5700 Other Expenditures			
5710 Contingencies		27,500.00	-27,500.00
5730 Misc Charges	531.07	1,375.00	-843.93
<b>Total 5700 Other Expenditures</b>	<b>531.07</b>	<b>28,875.00</b>	<b>-28,343.93</b>
5800 Other Services			
5810 Association Dues	440.00	458.33	-18.33
5820 Continuing Education	1,000.00	2,291.67	-1,291.67



## Galena Public Library District

		Corporate Fund	
	Actual	Budget	over Budget
5850 Marketing	100.00	2,291.67	-2,191.67
5860 Outreach		1,375.00	-1,375.00
5870 Programming	2,260.94	15,583.33	-13,322.39
5880 Public Notice/Legal	376.34	458.33	-81.99
5890 Travel	104.61	733.33	-628.72
5900 Utilities	14,680.85	12,375.00	2,305.85
<b>Total 5800 Other Services</b>	<b>18,962.74</b>	<b>35,566.66</b>	<b>-16,603.92</b>
<b>Total Expenditures</b>	<b>327,936.85</b>	<b>494,373.02</b>	<b>-166,436.17</b>
NET OPERATING MARGIN	246,562.45	91,446.37	155,116.08
NET MARGIN	\$246,562.45	\$91,446.37	\$155,116.08

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

May 2022

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	169.99		169.99
<b>Total 3100 Interest Income</b>	<b>169.99</b>		<b>169.99</b>
<b>Total Revenue</b>	<b>169.99</b>	<b>0.00</b>	<b>169.99</b>
GROSS MARGIN	169.99	0.00	169.99
EXPENDITURES			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	169.99	0.00	169.99
NET MARGIN	\$169.99	\$0.00	\$169.99

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

July 2021 - May 2022

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	7,200.92		7,200.92
<b>Total 3100 Interest Income</b>	<b>7,200.92</b>		<b>7,200.92</b>
<b>Total Revenue</b>	<b>7,200.92</b>	<b>0.00</b>	<b>7,200.92</b>
GROSS MARGIN	7,200.92	0.00	7,200.92
EXPENDITURES			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	7,200.92	0.00	7,200.92
NET MARGIN	\$7,200.92	\$0.00	\$7,200.92

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

May 2022

	Actual	Budget	FICA Fund over Budget
<b>REVENUE</b>			
<b>Total Revenue</b>			<b>0.00</b>
<b>GROSS MARGIN</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5120 Payroll Taxes	1,148.30	1,333.33	-185.03
<b>Total 5100 Personnel Services</b>	<b>1,148.30</b>	<b>1,333.33</b>	<b>-185.03</b>
<b>Total Expenditures</b>	<b>1,148.30</b>	<b>1,333.33</b>	<b>-185.03</b>
<b>NET OPERATING MARGIN</b>	<b>-1,148.30</b>	<b>-1,333.33</b>	<b>185.03</b>
<b>NET MARGIN</b>	<b>\$ -1,148.30</b>	<b>\$ -1,333.33</b>	<b>\$185.03</b>

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

July 2021 - May 2022

	Actual	Budget	FICA Fund over Budget
REVENUE			
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>
GROSS MARGIN	16,697.44	16,693.00	4.44
EXPENDITURES			
5100 Personnel Services			
5120 Payroll Taxes	13,904.70	14,666.67	-761.97
<b>Total 5100 Personnel Services</b>	<b>13,904.70</b>	<b>14,666.67</b>	<b>-761.97</b>
<b>Total Expenditures</b>	<b>13,904.70</b>	<b>14,666.67</b>	<b>-761.97</b>
NET OPERATING MARGIN	2,792.74	2,026.33	766.41
NET MARGIN	\$2,792.74	\$2,026.33	\$766.41

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

July 2021 - May 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	10,852.87	12,833.33	-1,980.46
<b>Total 5100 Personnel Services</b>	<b>10,852.87</b>	<b>12,833.33</b>	<b>-1,980.46</b>
<b>Total Expenditures</b>	<b>10,852.87</b>	<b>12,833.33</b>	<b>-1,980.46</b>
<b>NET OPERATING MARGIN</b>	<b>-7,891.35</b>	<b>-9,872.33</b>	<b>1,980.98</b>
<b>NET MARGIN</b>	<b>\$ -7,891.35</b>	<b>\$ -9,872.33</b>	<b>\$1,980.98</b>

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

May 2022

		Insurance Fund	
	Actual	Budget	over Budget
REVENUE			
<b>Total Revenue</b>			<b>0.00</b>
GROSS MARGIN	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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	<b>0.00</b>	<b>-583.33</b>	<b>583.33</b>
NET MARGIN	<b>\$0.00</b>	<b>\$ -583.33</b>	<b>\$583.33</b>

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

July 2021 - May 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	6,416.67	-9.67
<b>Total 5800 Other Services</b>	<b>6,407.00</b>	<b>6,416.67</b>	<b>-9.67</b>
<b>Total Expenditures</b>	<b>6,407.00</b>	<b>6,416.67</b>	<b>-9.67</b>
<b>NET OPERATING MARGIN</b>	<b>-4,427.48</b>	<b>-4,437.67</b>	<b>10.19</b>
<b>NET MARGIN</b>	<b>\$ -4,427.48</b>	<b>\$ -4,437.67</b>	<b>\$10.19</b>



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

May 2022

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This report contains no data for your specified date range.

Preliminary Draft

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

July 2021 - May 2022

			Memorial Reserve
	Actual	Budget	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

May 2022

		Per Capita Fund	
	Actual	Budget	over Budget
REVENUE			
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>
GROSS MARGIN	0.00	566.17	-566.17
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium		703.83	-703.83
<b>Total 5400 Contractual Services</b>		<b>703.83</b>	<b>-703.83</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>703.83</b>	<b>-703.83</b>
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 - May 2022

	Actual	Budget	Per Capita Fund over Budget
REVENUE			
3070 Grants			
3077 Per Capita Grant	6,793.85	6,227.83	566.02
<b>Total 3070 Grants</b>	<b>6,793.85</b>	<b>6,227.83</b>	<b>566.02</b>
<b>Total Revenue</b>	<b>6,793.85</b>	<b>6,227.83</b>	<b>566.02</b>
GROSS MARGIN	<b>6,793.85</b>	<b>6,227.83</b>	<b>566.02</b>
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium	8,446.00	7,742.17	703.83
<b>Total 5400 Contractual Services</b>	<b>8,446.00</b>	<b>7,742.17</b>	<b>703.83</b>
<b>Total Expenditures</b>	<b>8,446.00</b>	<b>7,742.17</b>	<b>703.83</b>
NET OPERATING MARGIN	<b>-1,652.15</b>	<b>-1,514.34</b>	<b>-137.81</b>
NET MARGIN	<b>\$ -1,652.15</b>	<b>\$ -1,514.34</b>	<b>\$ -137.81</b>

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

May 2022

	Actual	Budget	Reserve Fund over Budget
<b>REVENUE</b>			
3100 Interest Income			
3108 Reserve Interest	131.36		131.36
<b>Total 3100 Interest Income</b>	<b>131.36</b>		<b>131.36</b>
3200 Royalty Income	2,049.83	833.33	1,216.50
<b>Total Revenue</b>	<b>2,181.19</b>	<b>833.33</b>	<b>1,347.86</b>
<b>GROSS MARGIN</b>	<b>2,181.19</b>	<b>833.33</b>	<b>1,347.86</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>2,181.19</b>	<b>833.33</b>	<b>1,347.86</b>
<b>NET MARGIN</b>	<b>\$2,181.19</b>	<b>\$833.33</b>	<b>\$1,347.86</b>

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

July 2021 - May 2022

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	1,077.06		1,077.06
<b>Total 3100 Interest Income</b>	<b>1,077.06</b>		<b>1,077.06</b>
3200 Royalty Income	14,745.83	9,166.67	5,579.16
<b>Total Revenue</b>	<b>15,822.89</b>	<b>9,166.67</b>	<b>6,656.22</b>
GROSS MARGIN	15,822.89	9,166.67	6,656.22
EXPENDITURES			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	15,822.89	9,166.67	6,656.22
NET MARGIN	\$15,822.89	\$9,166.67	\$6,656.22

## 7. LIBRARY'S DIRECTOR



### Director's Report May 2022

#### Board News

John Cox's resignation was accepted at the April meeting. There are two potential applicants: Frances Beadle and Alex Potter. Resumes may be found on the library issued iPad.

#### Circulation

Cardholders are down this month due to PrairieCat's recent patron purge. This occurs every year. Cardholders who have been expired for more than three years are purged from the system. The cardholder rate decreased from 34% to 29%. We are planning an outreach program in September for Library Card Sign Up Week. Library staff will be able to sign people up for cards at the Pride Picnic.

#### Adult Services

The Tiny Art Show has started! Adults and kids of varying ages submitted their 4x4 creations. They are on showcase upstairs near the circulation desk.

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

- June 11<sup>th</sup>: Galena Pride Picnic
- June 14<sup>th</sup>: Planting Pride: Adult Night
- June 22<sup>nd</sup>: ILP: An Evening with Chef Kwame Onwuachi
- June 23<sup>rd</sup>: Tinderbox: The Untold Story of the Upstairs Lounge Fire
- June 28<sup>th</sup>: LGBTQ+ History: Stonewall and Beyond

#### Youth Services

Posts have been ordered for the Story Trail. Installation is the next step!

Upcoming programs:

- June 2<sup>nd</sup>: Planting Pride: Teen Night
- June 16<sup>th</sup>: Lotus Flower Lantern Workshop (all ages)
- June 24<sup>th</sup>: Stuffed Animal Sleepover
- June 25<sup>th</sup>: Lego Club
- June 30<sup>th</sup>: Among Us IRL
- Every Wednesday: Preschool story time
- Every Friday: Toddler story time

#### Historical Room/Archives

Dale and Steve are assisting Galena Preservation Advocacy Organization (GPAO) research local homes for plaques.

### 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 no longer going to be able to work on the egress window.
- **Finances**
  - Budget: The Finance Committee needs to meet asap to go over the draft budget.
  - This month's financial statement is marked preliminary as Aaron Cullen was not available to sign off on it. Next week we should receive a finalized statement.
- **Pride**
  - Pride was Saturday, June 11<sup>th</sup>. More information will be available at the time of the meeting.
- **Project Updates**
  - Demco Furniture Design
    - Study tables and chairs were ordered. Ship date mid-June
  - Digitization:
    - Updated agreement included in this packet.
    - A fourth batch was shipped on Friday, June 10<sup>th</sup>. Once this batch arrives, a fifth batch will be sent.
- **Strategic Plan Objective Timeline**
  - May: 2022
    - 2.b.i: Evaluate current tax base and ability to serve future library operation
      - Currently working on an exploratory study of the library building and its future needs. The tax base and future expansion will be included in this document. This will take some time to complete.
    - 4.a.ii: Continue to implement a competitive salary schedule
      - This is being completed through the FY23 budget
  - June 2022
    - 2.c.iv: Promote historical artifacts held by library through programming opportunities
      - Dale Glick is presenting a program on stereographs
    - 3.a.iii: Identify potential funding opportunities for building renovations and construction
      - This information will be included in the ongoing exploratory study



# MAY 2022 STATISTICS

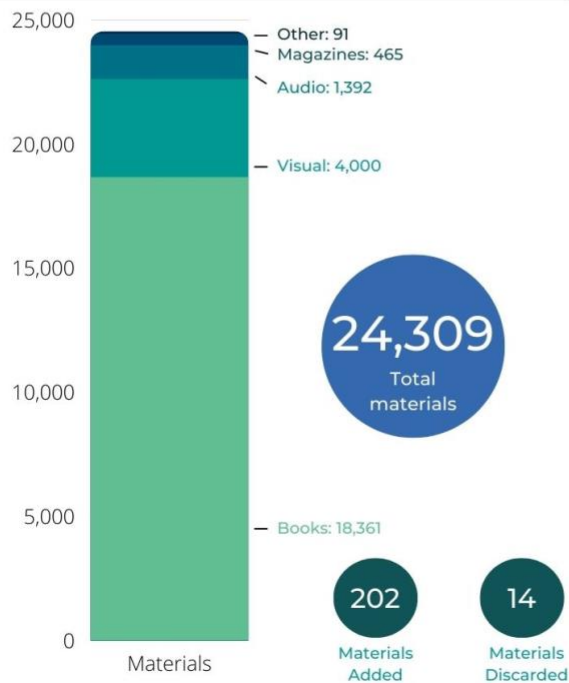
## Card Holders



## Checkouts



## Collection



## Visits



# MAY 2022 STATISTICS

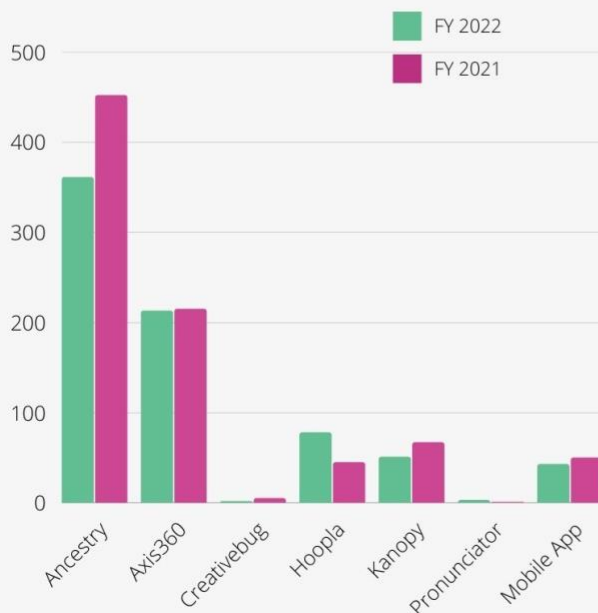
## Programming



## Computer Use



## eResources



## Social Media



## 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 June, 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 agrees that the back issues shall remain stored with the Library until the digitization process is completed. 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 may 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 under the following procedures:

“Due to the fragile nature of multiple periodicals stored by the Galena Public Library, the following procedure will be implemented in order to preserve primary sources.

1. Microfilm of the requested year will be the preferred way of utilizing any of the newspapers.
2. If microfilm of the requested year is unreadable or unavailable, appropriate staff will access physical paper and either:
  - a. Make copies using the Historical Room's iPad;
  - b. Email photos of requested information using the Historical Room's iPad; or
  - c. Visitors of the room may use their own photographic device to take photos.Scanners will not be permitted.
3. Physical papers will not be placed on any copier machine. Copies may be obtained in the ways listed above.
4. One-hour microfilm appointments will be offered and the time-limit will be strictly followed – unless no other user is waiting.
5. Only the appropriate staff have permission to touch the physical papers. Staff should do so with clean, unlotioned hands” (Historical Newspaper Usage Procedure, Galena Public

Library, January 2021).”

Once back issues are digitized and available to the general public, access to those issues shall be through the digitized copies.

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 the approved vendor for the purpose of digitizing said volumes. Library staff is also authorized to transport boxed, unbound volumes from the approved vendor 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 the approved vendor.

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

## 10.B DISCUSSION AND POSSIBLE ACTION ON DIGITIZATION PROJECT



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

**Current Date:** January 11, 2022

**Project Start Date:** 2018

**Estimated Project End Date:** 2023

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

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

### Executive Summary

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

### Project Background

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

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

In early 2021, the Library was informed that Northern Micrographics would be closing due to the owner's retirement. Advantage Archives, located in Cedar Rapids, IA, was identified as a possible vendor and a volume of the *Jeffersonian* was sent as a test batch. Due to their limitations in digitizing only from microfilm, the test batch was not well received. In early fall 2021, The Crowley Company, located in Frederick, MD, was identified as another potential vendor. A test batch of the *Daily Gazette* from 1868-1869 was sent. The initial scans were well received and on par with the work previously completed by NMT. The Board approved changing vendors to The Crowley Company.

### Statement of Work

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

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

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

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

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

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

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

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

## **Project Objectives**

The project is divided into four phases:

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

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

Phase Three: The Crowley Company will digitize the following:

- *Northwestern Gazette & Galena Advertiser* 1834 - 1846
- *Galena Daily Advertiser* 1840 - 1868
- *Galena Daily Gazette* 1866 - 1867
- *Industrial Press* 1874 - 1890
- *Galena Daily Gazette* 1930 - 1942
- *Galena Advertiser* 1943 - 1952

#### Phase Four of Future Work:

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

#### **Project Constraints**

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

#### **Potential Risks**

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

#### **General Project Timeline**

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

Date	Objective	Completion
January 2022	Ship <i>Galena Daily Gazette</i> 1867-1863	Notification of arrival
January 2022	Ship <i>Galena Daily Gazette</i> 1930-1934	Notification of arrival
February 2022	Potential disbinding of newspapers	
March-May 2022	Scanning of papers	
May 2022	Ship <i>Galena Daily Gazette</i> 1862-1858	Notification of arrival



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

#### Budget & Other Key Financial Information

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

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

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

Task	Unit Type	QTY	Unit Price	Total
------	-----------	-----	------------	-------

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

### Communication Plan

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

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

## **11.A DISCUSSION AND POSSIBLE ACTION ON UPDATES TO ADMINISTRATIVE SUCCESSION PLAN**

### **Purpose**

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Library Director and to facilitate the transition to both interim and long-term leadership.

This document provides guidelines for two scenarios: a Temporary Absence (short-term) and a Temporary, Unplanned Absence (long-term). Important information (dates, contacts, etc.) are included at the end.

## A.

### **Succession Plan in the Event of a Temporary Absence: Short-Term**

A short term, temporary leave of absence is defined as being 90 days or less in length in which it is expected that the Library Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Library Director, a member of the staff is to immediately inform the Board President of the absence (if the Library Director is unable to do so themselves). As soon as it is feasible, the Board President should convene a meeting of the Board of Trustees to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan is approved, the position of Acting Library Director would be:

1. Youth Services Librarian

Should the standing appointee to the position of Acting Library Director be unable or unwilling to serve, the back-up appointee for the position of Acting Library Director would be, ~~in the following order:~~

2. Adult Services Librarian
- ~~3. Technical Services Librarian~~

It is assumed by this plan that the appointee will also continue to fulfill the responsibilities of their current role at the library at the time of the appointment. If the appointee is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint the back-up appointee to the acting position. The Board may also consider the option of splitting duties among the designated appointees.

### **Authority of the Acting Library Director**

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

### **Board Oversight**

The Board President shall notify the Library Director of the implementation of this policy appointing the Acting Library Director. The Board President will work with the Acting Library Director to support the needs of the Acting Library Director as determined by the Board President in consultation with the Acting Director. Any compensation issues that may arise with appointment of the Acting Director shall be resolved by action of the Board.

### **Communications Plan**

Upon the transfer of responsibilities to the Acting Library Director, the Board President shall notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Library Director has been appointed, the Acting Library Director shall communicate the temporary leadership changes to external supporters including, but not be limited to:

1. The President of Friends of the Galena Public Library
2. The Library Accounting Firm
3. The Library IT consultant
4. The Library attorney.

### **Completion of Short-Term Emergency Succession Period**

The decision about when the absent Library Director returns to the library should be determined by the Board in consultation with the Library Director. A reduced schedule for a set period of time may be allowed, by approval of the Board if requested by the Library Director.

## B.

### **Succession Plan in the Event of an Unplanned Long-Term or Permanent Absence.**

A long-term absence is one that is expected to last more than 90 days. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the position left vacant by the Acting Library Director or to hire an Interim Library Director. This is in recognition of the fact that, for a term of more than 90 days, it may not be reasonable to expect the Acting Library Director to carry duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

### **Determination of an Interim Library Director is Needed**

The criteria that the Board and Acting Library Director may wish to consider when determining whether or not to hire an Interim Library Director (or consultant to the Acting Library Director) should include, but are not limited to the following:

1. Time of year
2. Required fiscal responsibilities
3. Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

1. Experience as director of an Illinois library district
2. Ideally, prior experience as an Interim Library Director
3. Flexible schedule to allow for on-site presence of a Library Director and to attend board meetings

If the Board in consultation with the Acting Library Director determines that an Interim Library Director (or consultant) is needed, the Board may wish to contact RAILS and request resources related to hiring an Interim Library Director.

### **Completion of Long-Term Emergency Succession Period**

The decision about when the absent Library Director returns to lead the library would be determined by the Board in consultation with the Library Director. A reduced schedule for a set period of time may be allowed, by approval of the Board, with the intention of working their way back to full-time.

### **Succession Plan in the Event of a Permanent Change in Library Director**

A permanent change is one in which the Board has determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board may appoint a Search Committee to plan and carry out a transition to a new permanent Library Director. The Board may also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee may also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

**Acceptance of Emergency Succession Plan**

This Succession Plan must be approved by the Board of Trustees and signed by the Board President. This plan may be revised on an as-needed basis.

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

**Signatures of Approval for Galena Public Library District**

Board President: \_\_\_\_\_

Date: \_\_\_\_\_

Board Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

**12.A RESOLUTION #22-04: NON-RESIDENT FEES**



**NON-RESIDENT FEE CALCULATION**

Non-residents must bring in their current tax bill and a valid picture ID.

NET TAXABLE VALUE \$\_\_\_\_\_ x 0.0023004 = \$\_\_\_\_\_

Date: \_\_\_\_\_

*Right to Privacy: All records relating to your library card are confidential.*

*Approved by the Board of Trustees: 6/13/2022*

*Effective July 1, 2022 through June 30, 2023*

## 12.B ORDINANCE #22-03: FY23 MEETING DATES



### FY 2023 Meeting Date Ordinance

Ordinance #22-03

Be it ordained that the regular meeting of the Galena Public Library District Board of Trustees shall be held at 6:30 P.M. at the Galena Public Library District, 601 S. Bench St., Galena, IL 61036 on the following dates:

Monday, July 11<sup>th</sup>, 2022  
Monday, August 8<sup>th</sup>, 2022  
Monday, September 12<sup>th</sup>, 2022  
Monday, October 10<sup>th</sup>, 2022  
Monday, November 14<sup>th</sup>, 2022  
Monday, December 12<sup>th</sup>, 2022  
Monday, January 19<sup>th</sup>, 2023  
Monday, February 13<sup>th</sup>, 2023  
Monday, March 13<sup>th</sup>, 2023  
Monday, April 10<sup>th</sup>, 2023  
Monday, May 8<sup>th</sup>, 2023  
Monday, June 12<sup>th</sup>, 2023

A special meeting will be held on Monday, August 8th at 6:00 P.M. for the Budget & Appropriation meeting prior to the regular meeting at 6:30 P.M at the Galena Public Library, 601 S. Bench St., Galena, IL 61036

This Ordinance is effective immediately upon adoption.

Adopted at the Regular Meeting, June 13<sup>th</sup>, 2022.

Posted:

Board of Trustees of Galena Public Library District

By: \_\_\_\_\_

President, Board of Trustees

ATTEST

\_\_\_\_\_

Secretary, Board of Trustees