



## Library Board of Trustees Meeting

Special Meeting Monday, August 15, 2022 at 6:00pm

Galena Public Library – Historical Room

### AGENDA

1. Call to order, roll call
2. Citizen comments (3 minutes per person, 15 minutes total)
3. New business (ACTION)
  - a. Review of Draft FY 2023 Budget
4. Adjournment
5. Next meeting – Monday, August 15, 2022 at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

3.A REVIEW OF DRAFT FY 2023 BUDGET

FY 23 BUDGET - DRAFT

	Acct No.	Description	Amount	Balance
<b>CORPORATE</b>				
<b>CORPORATE REVENUE</b>				
<b>BEGINNING</b>				
<b>BALANCES</b>				
<b>As of 6/30/2022</b>				
	1011	Endowment Fund		
	1014	First Community Bank 166379	\$73,151.40	
	1015	First Community Bank 4883	\$145,662.04	
	1016	First Community Bank 4580	\$92,930.58	
	1020	Reserve Fund		
	1021	First Community Bank 166378	\$75,201.06	
	1030	Restricted Memorial Reserve		
	1031	Dupaco CD 136309 Virtue/Wachter	\$7,957.93	
	1033	First Community Bank 4647 Klein	\$1,485.25	
	1050	IB&T Checking		
	1051	Corporate Fund	\$82,594.11	
	1052	FICA	\$4,946.56	
	1053	IMRF	\$11,040.91	
	1054	Insurance	\$7,323.55	
	1057	Per Capita	\$618.27	
	1060	IB&T Savings		
	1061	Corporate Savings	-\$1,311.14	
	1065	Memorial	\$67,923.50	
	1066	Memorial Reserve	\$2,238.55	
	1068	Reserve	\$173,611.40	
	1069	Endowment Fund	\$5,322.67	
	1071	Dupaco Savings	\$25.02	
		First Community Bank Checking -		
	1080	Diews	\$200,969.90	
		<b>TOTAL BEGINNING BALANCES</b>	<b>\$951,691.56</b>	<b>\$951,691.56</b>
 <b>NEW REVENUES</b>				
	3030	Digitization Donations	\$8,000.00	
	3040	Donations	\$10,000.00	
	3050	Fines/Overdues	\$0.00	
	3060	Friends of the Library	\$12,585.00	
	3070	Grants	\$1,000.00	
	3077	Per Capita Grant	\$6,664.00	
	3090	Historical Room	\$500.00	
	3100	Interest Income	\$10,000.00	

3110	Item Replacements	\$300.00	
3120	LitFest	\$2,000.00	
3130	Non-Resident Fee	\$2,500.00	
3140	Other Income	\$500.00	
3160	PrairieCat	\$0.00	
3180	Property Taxes	\$348,491.00	
3190	Replacement Tax	\$4,000.00	
3200	Royalty Income	\$15,000.00	
3230	Service Charges	\$750.00	
	<b>TOTAL NEW REVENUE</b>	<b>\$422,290.00</b>	<b>\$422,290.00</b>
	<b>TOTAL AVAILABLE MONEY</b>		

**CORPORATE  
EXPENDITURES  
PERSONNEL**

5140	Reimbursements	\$100.00	
5150	Salaries	\$210,000.00	
	<b>TOTAL PERSONNEL</b>	<b>\$210,100.00</b>	

**CAPITAL OUTLAY**

5210	Books	\$22,200.00	
5220	Equipment	\$6,000.00	
5240	Improvements	\$76,500.00	
5260	Materials/Non-Printed/AV	\$19,200.00	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$123,900.00</b>	

**COMMODITIES**

5310	Databases	\$8,505.00	
5320	Periodicals	\$4,890.00	
5330	Supplies	\$4,000.00	
5340	Postage/Shipping	\$1,000.00	
	<b>TOTAL COMMODITIES</b>	<b>\$18,395.00</b>	

**CONTRACTUAL  
SERVICES**

5410	Accounting	\$16,000.00	
5420	Audit	\$8,000.00	
5430	Legal	\$4,000.00	
5440	Maintenance	\$9,000.00	
5460	PrairieCat Consortium	\$9,274.00	
5480	Technical Services	\$10,000.00	
5485	Other Contractual Services	\$4,700.00	
	<b>TOTAL CONTRACTUAL</b>	<b>\$60,974.00</b>	

**GENERAL EXPENSES**

5500	Historical Digitization	\$25,000.00
5600	LitFest	\$7,040.00
5700	Other Expenditures	
5730	Misc. Charges	\$1,000.00
5810	Association Dues	\$440.00
5820	Continuing Education	\$2,000.00
5850	Marketing	\$2,000.00
5860	Outreach	\$2,000.00
5870	Programming	\$16,000.00
5880	Public Notices/Legal	\$500.00
5890	Travel	\$800.00
5900	Utilities	\$16,950.00
	<b>TOTAL GENERAL EXPENSES</b>	<b>\$73,730.00</b>

**OTHER**

Contingencies	\$10,000.00
<b>TOTAL CONTINGENCIES</b>	<b>\$10,000.00</b>

**TOTAL CORPORATE EXPENSES**      **\$497,099.00**      **\$497,099.00**

REMAINING BALANCE

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**INSURANCE****INSURANCE REVENUE**

Beginning Balance	\$7,324.00
Property Tax Insurance	\$1,475.00
<b>TOTAL INSURANCE REVENUE</b>	<b>\$8,799.00</b>

**INSURANCE EXPENSES**

General Liability Insurance	\$7,000.00
<b>TOTAL INSURANCE EXPENSES</b>	<b>\$7,000.00</b>
BALANCE	\$1,799.00

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**FICA****FICA REVENUE**

Beginning Balance	\$4,830.00
Property Tax FICA	\$9,760.00
<b>TOTAL FICA REVENUE</b>	<b>\$14,590.00</b>

**FICA EXPENSES**

FICA		\$15,700.00
	<b>TOTAL FICA EXPENSES</b>	<b>\$15,700.00</b>
	BALANCE	-\$1,110.00

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**IMRF**

<b>IMRF REVENUE</b>	Beginning Balance	\$9,200.00
	Property Tax IMRF	\$8,782.00
	<b>TOTAL IMRF REVENUE</b>	<b>\$17,982.00</b>

<b>IMRF EXPENSES</b>	IMRF Contributions	\$9,000.00
	<b>TOTAL IMRF EXPENSES</b>	<b>\$9,000.00</b>
	BALANCE	\$8,982.00

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	<b>TOTAL EXPENSES</b>	<b>\$31,700.00</b>	<b>\$31,700.00</b>
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4.B BUDGET & APPROPRIATION ORDINANCE #23-01

Acct. No.	FY 2022 B&A DRAFT	FY 2022		FY 2023		BUDGET
		BUDGET	APPROP.	BUDGET	APPROP.	CHANGE
	<b>PERSONNEL</b>					
	Salaries	\$203,500.00	\$244,200.00	\$210,100.00	\$252,120.00	3.24%
	Benefits	\$1,850.00	\$2,220.00	\$0.00	\$0.00	-100.00%
	<b>TOTAL - Personnel</b>	<b>\$205,350.00</b>	<b>\$246,420.00</b>	<b>\$210,100.00</b>	<b>\$252,120.00</b>	<b>2.31%</b>
	<b>CAPITAL OUTLAY</b>					
	Books	\$24,000.00	\$28,800.00	\$22,200.00	\$26,640.00	-7.50%
	Equipment	\$5,400.00	\$6,480.00	\$6,000.00	\$7,200.00	11.11%
	Improvements	\$110,150.00	\$132,180.00	\$76,500.00	\$91,800.00	-30.55%
	AV Materials	\$19,200.00	\$23,040.00	\$19,200.00	\$23,040.00	0.00%
	<b>TOTAL - Capital Outlay</b>	<b>\$158,750.00</b>	<b>\$190,500.00</b>	<b>\$123,900.00</b>	<b>\$148,680.00</b>	<b>-21.95%</b>
	<b>COMMODITIES</b>					
	Databases	\$8,401.00	\$10,081.20	\$8,505.00	\$10,206.00	1.24%
	Periodicals	\$2,790.00	\$3,348.00	\$4,890.00	\$5,868.00	75.27%
	Supplies	\$4,000.00	\$4,800.00	\$4,000.00	\$4,800.00	0.00%
	Postage	\$500.00	\$600.00	\$1,000.00	\$1,200.00	100.00%
	<b>TOTAL - Commodities</b>	<b>\$15,691.00</b>	<b>\$18,829.20</b>	<b>\$18,395.00</b>	<b>\$22,074.00</b>	<b>17.23%</b>
	<b>CONTRACTUAL</b>					
	Accounting	\$15,000.00	\$18,000.00	\$16,000.00	\$19,200.00	6.67%
	Audit Fees	\$7,725.00	\$9,270.00	\$8,000.00	\$9,600.00	3.56%
	Legal Fees	\$4,000.00	\$4,800.00	\$4,000.00	\$4,800.00	0.00%
	Maintenance	\$8,500.00	\$10,200.00	\$9,000.00	\$10,800.00	5.88%

PrairieCat Consortium	\$9,446.00	\$11,335.20	\$9,274.00	\$11,128.80	-1.82%
Technical Services	\$10,000.00	\$12,000.00	\$10,000.00	\$12,000.00	0.00%
Other Services	\$3,000.00	\$3,600.00	\$4,700.00	\$5,640.00	56.67%
<b>TOTAL - Contractual</b>	<b>\$57,671.00</b>	<b>\$69,205.20</b>	<b>\$60,974.00</b>	<b>\$73,168.80</b>	5.73%
<b>GENERAL</b>					
Historical Digitization	\$40,000.00	\$48,000.00	\$25,000.00	\$30,000.00	-37.50%
Miscellaneous	\$1,500.00	\$1,800.00	\$1,000.00	\$1,200.00	-33.33%
Association Dues	\$500.00	\$600.00	\$440.00	\$528.00	-12.00%
Continuing Education	\$2,500.00	\$3,000.00	\$2,000.00	\$2,400.00	-20.00%
Marketing	\$2,500.00	\$3,000.00	\$2,000.00	\$2,400.00	-20.00%
Outreach	\$1,500.00	\$1,800.00	\$2,000.00	\$2,400.00	33.33%
Programming	\$17,000.00	\$20,400.00	\$23,040.00	\$27,648.00	35.53%
Public/Legal Notices	\$500.00	\$600.00	\$500.00	\$600.00	0.00%
Travel	\$800.00	\$960.00	\$800.00	\$960.00	0.00%
Utilities	\$13,500.00	\$16,200.00	\$16,950.00	\$20,340.00	25.56%
<b>TOTAL - General</b>	<b>\$80,300.00</b>	<b>\$96,360.00</b>	<b>\$73,730.00</b>	<b>\$88,476.00</b>	-8.18%
<b>OTHER</b>					
Contingencies	\$30,000.00	\$36,000.00	\$10,000.00	\$12,000.00	-66.67%
<b>TOTAL OTHER</b>	<b>\$30,000.00</b>	<b>\$36,000.00</b>	<b>\$10,000.00</b>	<b>\$12,000.00</b>	-66.67%
<b>TOTAL LIBRARY FUND</b>	<b>\$432,212.00</b>	<b>\$518,654.40</b>	<b>\$414,599.00</b>	<b>\$497,518.80</b>	-4.08%

Liability Insurance Fund	\$7,000.00	\$8,400.00	\$7,000.00	\$8,400.00	0.00%
FICA Fund	\$16,000.00	\$19,200.00	\$15,700.00	\$18,840.00	-1.88%
IMRF Fund	\$14,000.00	\$16,800.00	\$9,000.00	\$10,800.00	-35.71%
Special Reserve Fund	\$115,550.00	\$138,660.00	\$82,500.00	\$99,000.00	-28.60%
<b>TOTAL OF ALL TAX FUNDS</b>	<b>\$584,762.00</b>	<b>\$701,714.40</b>	<b>\$528,799.00</b>	<b>\$634,558.80</b>	<b>-9.57%</b>





# GALENA PUBLIC LIBRARY DISTRICT

BUDGET & APPROPRIATION ORDINANCE

#23-01

July 1, 2022 – June 30, 2023

**DRAFT**

**ORDINANCE #23-01**

**ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING THE 1<sup>ST</sup> DAY OF JULY 2022 AND ENDING THE 30<sup>TH</sup> DAY OF JUNE 2023.**

Whereas, the Board of Trustees of the Galena Public Library District, Jo Daviess County, Illinois, has prepared or caused to be prepared a tentative form of the Annual Budget and Appropriation for said Library District for the fiscal year beginning July 1, 2022 and ending June 30, 2023 and the same has been conveniently available for public inspection for at least 30 days prior to the final action thereon; and

Whereas, a public hearing was held as to such Annual Budget and Appropriation Ordinance on August 8<sup>th</sup>, 2022, notice of which was given at least 30 days prior thereto; and

Whereas all other legal requirements have been duly compiled with by the Board of Trustees of the Galena Public Library District;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE GALENA PUBLIC LIBRARY DISTRICT, IN THE COUNTY OF JO DAVIESS AND STATE OF ILLINOIS, AS FOLLOWS:

**Section I:** That the following sums, or so much thereof as by law may be authorized, be and the same are hereby budgeted, set aside, and appropriated for the specified Library Purposes for the fiscal year beginning July 1, 2022 and ending June 30, 2023; and the objects and purposes for which said appropriations are made and the amounts thereby appropriated are as follows; to wit:

**For Corporate Purposes [75 ILCS16/35-5]:**

- 1. For salaries
  - a. Wages \$ 252,120
- 2. For library materials \$ 66,677
- 3. For databases \$ 10,206
- 4. For supplies \$ 4,800
- 5. For postage \$ 1,200
- 6. For contractual services
  - a. Accounting \$ 19,200
  - b. Audit \$ 9,600
  - c. Legal \$ 4,800

d. Technical	\$ 12,000
e. Other Contractual	\$ 5,640
7. For maintenance	\$ 10,800
8. For historical digitization	\$ 30,000
9. For miscellaneous expenses	\$ 1,200
10. For association dues	\$ 528
11. For continuing education	\$ 2,400
12. For marketing	\$ 2,400
13. For outreach	\$ 2,400
14. For programming	\$ 27,648
15. For public/legal notices	\$ 600
16. For travel	\$ 960
17. For utilities	\$ 20,340
18. For contingencies	<u>\$ 12,000</u>
TOTAL	\$ 497,519

**For Social Security Fund Purposes [40 ILCS 5/21-110; 21-110.1]:**

1. Social Security and Medicare Taxes	<u>\$ 18,840</u>
TOTAL	\$ 18,840

**For Ill. Municipal Retirement Fund [40 ILCS 5/7-105; 7-171]:**

1. Illinois Municipal Retirement Fund	<u>\$ 10,800</u>
TOTAL	\$ 10,800

**For Liability, Worker's Compensation, and Unemployment Insurance [745 ILCS 10/9-107]:**

1. Insurance	<u>\$ 8,400</u>
TOTAL	\$ 8,400

**For Special Reserve Fund [75 ILCS 16/40-50]:**

1. Building Improvements	\$ 91,800
2. Equipment	<u>\$ 7,200</u>
TOTAL	\$ 99,000

**Section II:** Appropriated for the foregoing expenses from the following estimate of revenues, by source, anticipated to be received by the Library District in the fiscal year:

Projected cash on hand July 1, 2022	\$ 73,929
Digitization donations	\$ 8,000
Donations	\$ 10,000
Interest Income	\$ 10,000
Photocopy, fines, service, replacements, and misc.	\$ 2,050
Friends of the Library	\$ 12,585
Special purpose grants	\$ 7,664
LitFest	\$ 2,000
Non-Resident Fees	\$ 2,500
Royalty Income	\$ 15,000
From Special Reserve Fund	\$ 99,000
From Memorial Savings Fund	\$ 19,323
Property Replacement Tax	\$ 4,000
Tax for General Corporate Library Purposes	\$ 348,491
Tax for Social Security Purposes	\$ 9,760
Tax for Ill. Municipal Retirement Fund	\$ 8,782
Tax for Liability and Insurance	<u>\$ 1,475</u>
Expected cash on hand June 30, 2023	\$ 0

**Section III:** Any unexpended balances in the General Library Fund and Maintenance Fund appropriations may be deposited into the Special Reserve Fund pursuant to a plan in accordance with Article 40 of Chapter 75, Illinois Compiled Statutes

**Section IV:** The Secretary of the Galena Public Library District is hereby authorized and directed to publish this Ordinance at least once in a newspaper of general circulation in the district.

**Section V:** This ordinance shall be in full force and effect after its passage, approval, and publication as provided by law.

Passed by the Board of Trustees of the Galena Public Library District and approved by the President the \_\_\_\_ day of August 2022.

BOARD OF TRUSTEES OF  
GALENA PUBLIC LIBRARY DISTRICT

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

Craig Albaugh, Board President

ATTEST:

\_\_\_\_\_

Katherine Walker, Secretary

STATE OF ILLINOIS )

) SS.

COUNTY OF JO DAVIESS )

Adopted this \_\_\_\_ day of August 2022, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE**

I, \_\_\_\_\_, do hereby certify that I am the duly appointed, qualified, and now acting Secretary of the Galena Public Library District in the County of Jo Daviess and State of Illinois; that attached hereto is a true and correct copy of the Annual Budget and Appropriation Ordinance #22-XX for the fiscal year July 1, 2022 to June 30, 2023.

I further certify that the Annual Budget and Appropriation Ordinance was duly passed by the Board of Trustees of said Library District at a meeting held on the \_\_\_\_ day of August 2022; that said Ordinance was duly passed by aye and nay vote thereon with at least a majority of all the Board of Trustees having voted aye on the adoption and passage thereof and approved in accordance with the laws of the State of Illinois pursuant to the notice and publication thereof as required by law.

I further certify that said Annual Budget and Appropriation Ordinance contains an estimate of revenues, by sources, anticipated to be received by the Galena Public Library District in the fiscal year.

In Witness Whereof, I have signed my name in my official capacity as the Secretary of the Board of Trustees of the Galena Public Library District, at Galena Illinois, this \_\_\_\_ day of August 2022.

\_\_\_\_\_

Katherine Walker, Secretary

Galena Public Library District