



## Library Board of Trustees Meeting

Regular Meeting Monday, September 12, 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
  - a. Approval of minutes for B&A Hearing August 15, 2022
  - b. Approval of minutes for Regular Meeting August 15, 2022
  - c. Approval of bills paid/payable: 08/06/22-09/09/22
4. Financial Report
5. Treasurer's Report
6. Friends Report
7. Library Director's Report
  - a. IPLAR
8. Board President's Report
9. Committees
  - a. Building & Grounds – Earl Thompson
  - b. Finance – Earl Thompson
  - c. HR – Maria Rector
  - d. Policy – Walter Johnson (ACTION)
    - i. Collection Development Policy
    - ii. Disposal of Surplus Property Policy
    - iii. Homebound Services Policy
    - iv. Makerspace Policy
    - v. Online Banking Policy
    - vi. Patron Code of Conduct Policy
    - vii. Program Policy
10. Unfinished Business
  - a. Discussion and possible action on Special Reserve Fund Plan
  - b. Discussion and possible action on investments and accounts
11. New business (ACTION)
  - a. Discussion and possible action on Audit of Secretary's Records
  - b. Discussion and possible action on waiving non-resident fee for minors
12. Motions, resolutions, ordinances (ACTION)
13. Closed Session
  - a. The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body;

14. Discussion and possible action on Closed Session
15. Items for next agenda
16. Announcements
17. Adjournment
18. Next meeting – Monday, October 10, 2022 at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

3.a CONSENT AGENDA: Approval of minutes for B&A Hearing August 15, 2022

The minutes will be made available at a later time.

3.b CONSENT AGENDA: Approval of minutes for Regular Meeting August 15, 2022

The minutes will be made available at a later time.

3.c CONSENT AGENDA: Approval of bills paid/payable 08/06/2022 – 09/09/2022

Galena Public Library District

Check Detail  
August 12 - September 9, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
08/12/2022	Expenditure		Jo Carroll Energy		R	-473.00
				Electricity 06/09/22-07/07/22		473.00
08/16/2022	Bill Payment (Check)	22753	RAILS		R	-300.00
						-300.00
08/16/2022	Bill Payment (Check)	22754	Access Systems		R	-122.82
						-122.82
08/16/2022	Bill Payment (Check)	22755	B. L. Murray Co, Inc.		R	-32.60
						-32.60
08/16/2022	Bill Payment (Check)	22756	Findaway World LLC			-639.89
						-639.89
08/16/2022	Bill Payment (Check)	22757	Galena Gazette Publications	02100179	R	-39.46
						-39.46
08/16/2022	Bill Payment (Check)	22758	iFiber			-165.00
						-165.00
08/16/2022	Bill Payment (Check)	22759	Innovative Independence Inc			-50.00
						-50.00
08/16/2022	Bill Payment (Check)	22760	Kanopy			-97.00
						-97.00
08/16/2022	Bill Payment (Check)	22761	Midwest Tape		R	-140.08
						-140.08
08/16/2022	Bill Payment (Check)	22762	Murphy Lawn Care			-80.00
						-80.00
08/16/2022	Bill Payment (Check)	22763	Petty Cash		R	-30.00
						-30.00
08/16/2022	Bill Payment (Check)	22764	ProQuest LLC		R	-1,503.96
						-1,503.96
08/16/2022	Bill Payment (Check)	22765	Third Coast Conservation, LLC		R	-1,525.00
						-1,525.00
08/16/2022	Bill Payment (Check)	22766	Verizon		R	-276.06
						-276.06
08/18/2022	Expenditure		Payroll		R	-7,835.25
						-7,835.25
08/22/2022	Expenditure	549116	Honkamp Krueger & Co, PC		R	-160.00
				professional services for workers' comp audit		160.00
08/22/2022	Expenditure	548880	Honkamp Krueger & Co, PC		R	-925.00
				financial statements and software subscription August 2022		925.00
08/22/2022	Expenditure		Mitel		R	-178.40
				Telephone		178.40
08/26/2022	Expenditure		Culligan		R	-51.00
				Water		51.00

Friday, September 9, 2022 02:59 PM GMT-05:00

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## Galena Public Library District

### Check Detail

August 12 - September 9, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/27/2022	Expenditure		Card Services - Galena State Bank		R	-1,967.68
				receipt printer, storage containers, office supplies		422.25
				Adult/Youth AV, healing kit items, ukulele, roku device		1,045.01
				archival boxes		396.06
				Youth - paint brush sets, watercolor paper, STEAM snacks, prizes		104.36
08/29/2022	Expenditure		AT&T		R	-371.92
				Elevator Phone		371.92
09/06/2022	Expenditure		Nicor Gas			-166.64
				Gas for 6/17/22-7/18/22		166.64
09/09/2022	Expenditure		Nicor Gas			-167.59
				Gas for 7/19/22 - 8/16/22		167.59
09/09/2022	Expenditure		Jo Carroll Energy			-473.00
				Electricity 7/7/22 - 8/5/22		473.00

# Galena Public Library District

A/P Aging Summary  
As of September 9, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	94.08					\$94.08
Demco, Inc.	9,084.30					\$9,084.30
Findaway World LLC	527.41					\$527.41
JL Tech	425.00					\$425.00
Kanopy	89.00					\$89.00
Maria Rector	45.00					\$45.00
Midwest Tape	227.53					\$227.53
Murphy Lawn Care	200.00					\$200.00
<b>TOTAL</b>	<b>\$10,692.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,692.32</b>

# Financial Statements

Galena Public Library District

For the Periods Ended August 31, 2022 and 2021

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

Prepared on  
September 8, 2022

No Assurance Provided / All Disclosures Omitted



## Statement of Net Position - Modified Cash Basis

	Total	
	As of Aug 31, 2022	As of Aug 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	145,769.02	
1016 First Community Bank 4580	92,930.58	
<b>Total 1011 Endowment Fund</b>	<b>311,851.00</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	1,485.25	
<b>Total 1030 Restricted Memorial Reserve</b>	<b>9,443.18</b>	<b>9,529.50</b>
<b>Total 1010 Certificates of Deposit</b>	<b>396,495.24</b>	<b>399,433.60</b>
1050 IB&T Checking		
1051 IB&T-Corporate Fund	212,234.24	206,299.26
1052 IB&T-FICA	7,774.88	10,974.18
1053 IB&T-IMRF	14,297.72	19,678.23
1054 IB&T-Insurance	7,695.97	6,527.02
1057 IB&T-Per Capita	-1,574.98	158.92
<b>Total 1050 IB&amp;T Checking</b>	<b>240,427.83</b>	<b>243,637.61</b>
1060 IB&T Savings 170035		
1061 Corporate-IB&T Savings 170035	-1,311.14	-1,311.14
1065 Memorial - IB&T Savings 170035	67,923.50	67,923.50
1066 Mem Reserve-IB&T Savings 170035	2,238.55	2,238.55
1068 Reserve - IB&T Savings 170035	176,525.55	163,179.07
1069 Endowment-IB&T Savings 170035	5,322.67	5,322.67
<b>Total 1060 IB&amp;T Savings 170035</b>	<b>250,699.13</b>	<b>237,352.65</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	200,969.90
<b>Total Bank Accounts</b>	<b>1,088,617.12</b>	<b>1,081,418.78</b>
<b>Total Current Assets</b>	<b>1,088,617.12</b>	<b>1,081,418.78</b>
<b>TOTAL ASSETS</b>	<b>\$1,088,617.12</b>	<b>\$1,081,418.78</b>

## LIABILITIES AND EQUITY

No Assurance Provided / All Disclosures Omitted

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## Statement of Net Position - Modified Cash Basis

	Total	
	As of Aug 31, 2022	As of Aug 31, 2021 (PY)
<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	1,389.20	1,694.21
<b>Total 2380 IMRF Payroll Liabilities</b>	<b>1,389.20</b>	<b>1,694.21</b>
<b>Total 2300 Payroll Liabilities</b>	<b>1,389.20</b>	<b>1,694.21</b>
<b>Total Other Current Liabilities</b>	<b>1,389.20</b>	<b>1,694.21</b>
<b>Total Current Liabilities</b>	<b>1,389.20</b>	<b>1,694.21</b>
<b>Total Liabilities</b>	<b>1,389.20</b>	<b>1,694.21</b>
<b>Equity</b>		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	395,490.20	404,410.26
2815 Endowment Fund Balance	327,823.37	320,292.30
2820 FICA Fund Balance	7,774.88	10,974.18
2830 IMRF Fund Balance	12,908.52	17,984.02
2835 Insurance Fund Balance	7,695.97	6,527.02
2845 Memorial Fund Balance	67,923.50	67,923.50
2850 Memorial Reserve Fund Balance	11,761.95	11,662.67
2855 Per Capita Fund Balance	-1,574.98	158.92
2860 Reserve Fund Balance	257,424.51	239,791.70
2900 Contra Net Margin Account	-136,848.96	-363,682.34
Net Margin	136,848.96	363,682.34
<b>Total Equity</b>	<b>1,087,227.92</b>	<b>1,079,724.57</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,088,617.12</b>	<b>\$1,081,418.78</b>

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

	Aug 2022	Total Aug 2021 (PY)
<b>REVENUE</b>		
3030 Digitization Project	100.00	575.00
3040 Donations	90.00	101.00
3050 Fines/Overdues	23.25	21.65
3070 Grants		
3077 Per Capita Grant		6,793.85
<b>Total 3070 Grants</b>		<b>6,793.85</b>
3090 Historical Department	6.00	
3100 Interest Income		
3101 Corporate Interest	1.81	1.62
3108 Reserve Interest	135.70	135.59
3109 Endowment Interest	199.20	137.32
<b>Total 3100 Interest Income</b>	<b>336.71</b>	<b>274.53</b>
3110 Item Replacements	24.11	16.67
3130 Non-Resident Fee	1,213.05	463.50
3140 Other Income		
3142 Corporate Other Income		112.96
<b>Total 3140 Other Income</b>		<b>112.96</b>
3180 Property Taxes		
3181 Corporate Property Tax	65,833.86	67,477.51
3182 FICA Property Tax	1,842.94	3,327.53
3183 IMRF Property Tax	1,658.33	590.18
3184 Insurance Property Tax	278.38	394.49
<b>Total 3180 Property Taxes</b>	<b>69,613.51</b>	<b>71,789.71</b>
3200 Royalty Income	2,709.61	1,343.59
3230 Service Charges	77.75	97.00
<b>Total Revenue</b>	<b>74,193.99</b>	<b>81,589.46</b>
<b>GROSS MARGIN</b>	<b>74,193.99</b>	<b>81,589.46</b>
<b>EXPENDITURES</b>		
5100 Personnel Services		
5120 Payroll Taxes	1,138.12	1,192.06
5130 Pension Contributions	718.11	1,070.64
5150 Salaries	14,877.75	15,582.18
<b>Total 5100 Personnel Services</b>	<b>16,733.98</b>	<b>17,844.88</b>
5200 Capital Outlay		
5210 Books	1,846.80	2,251.78
5220 Equipment	122.82	229.99
5240 Improvements	1,525.00	1,493.77
5260 Materials/Non-Printed/A-V	1,684.90	1,093.23
<b>Total 5200 Capital Outlay</b>	<b>5,179.52</b>	<b>5,068.77</b>
5300 Commodities		
5310 Databases	1,741.04	1,573.16

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

	Aug 2022	Total Aug 2021 (PY)
5330 Supplies	454.85	72.39
5340 Postage/Shipping		3.80
<b>Total 5300 Commodities</b>	<b>2,195.89</b>	<b>1,649.35</b>
5400 Contractual Services		
5410 Accounting	1,312.36	1,116.86
5440 Maintenance	80.00	505.00
5475 HR Source		275.00
5485 Other Contractual Services	300.00	
<b>Total 5400 Contractual Services</b>	<b>1,692.36</b>	<b>1,896.86</b>
5500 Historical Digitization	396.06	
5700 Other Expenditures		
5730 Misc Charges	30.00	
<b>Total 5700 Other Expenditures</b>	<b>30.00</b>	
5800 Other Services		
5870 Programming	154.36	13.63
5880 Public Notice/Legal	39.46	37.54
5900 Utilities	1,687.78	920.68
<b>Total 5800 Other Services</b>	<b>1,881.60</b>	<b>971.85</b>
<b>Total Expenditures</b>	<b>28,109.41</b>	<b>27,431.71</b>
<b>NET OPERATING MARGIN</b>	<b>46,084.58</b>	<b>54,157.75</b>
<b>NET MARGIN</b>	<b>\$46,084.58</b>	<b>\$54,157.75</b>

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

	Jul - Aug, 2022	Jul - Aug, 2021 (PY)	Total
<b>REVENUE</b>			
3030 Digitization Project	100.00		575.00
3040 Donations	90.00		201,350.90
3050 Fines/Overdues	23.25		21.65
3070 Grants			
3077 Per Capita Grant			6,793.85
<b>Total 3070 Grants</b>			<b>6,793.85</b>
3090 Historical Department	11.00		90.00
3100 Interest Income			
3101 Corporate Interest	3.30		2.85
3108 Reserve Interest	267.08		270.48
3109 Endowment Interest	377.19		266.59
<b>Total 3100 Interest Income</b>	<b>647.57</b>		<b>539.92</b>
3110 Item Replacements	28.10		79.56
3130 Non-Resident Fee	1,213.05		784.65
3140 Other Income			
3142 Corporate Other Income			112.96
<b>Total 3140 Other Income</b>			<b>112.96</b>
3180 Property Taxes			
3181 Corporate Property Tax	182,430.28		202,351.06
3182 FICA Property Tax	5,106.94		9,978.56
3183 IMRF Property Tax	4,595.35		1,769.84
3184 Insurance Property Tax	771.42		1,182.99
<b>Total 3180 Property Taxes</b>	<b>192,903.99</b>		<b>215,282.45</b>
3200 Royalty Income	5,404.31		2,779.42
3230 Service Charges	248.75		189.00
<b>Total Revenue</b>	<b>200,670.02</b>		<b>428,599.36</b>
<b>GROSS MARGIN</b>	<b>200,670.02</b>		<b>428,599.36</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5120 Payroll Taxes	2,278.62		2,296.92
5130 Pension Contributions	1,415.14		2,081.08
5150 Salaries	29,786.20		30,024.96
<b>Total 5100 Personnel Services</b>	<b>33,479.96</b>		<b>34,402.96</b>
5200 Capital Outlay			
5210 Books	3,004.69		4,003.45
5220 Equipment	206.05		811.41
5240 Improvements	1,525.00		5,435.77
5260 Materials/Non-Printed/A-V	2,398.76		2,282.66
<b>Total 5200 Capital Outlay</b>	<b>7,134.50</b>		<b>12,533.29</b>
5300 Commodities			
5310 Databases	2,516.75		2,265.16

No Assurance Provided / All Disclosures Omitted

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

	<b>Total</b>	
	<b>Jul - Aug, 2022</b>	<b>Jul - Aug, 2021 (PY)</b>
5320 Periodicals	295.00	195.00
5330 Supplies	746.58	256.59
5340 Postage/Shipping		3.80
<b>Total 5300 Commodities</b>	<b>3,558.33</b>	<b>2,720.55</b>
5400 Contractual Services		
5410 Accounting	2,467.36	2,066.25
5440 Maintenance	80.00	1,405.50
5460 PrairieCat Consortium	2,193.25	2,111.50
5470 Security Services	324.00	
5475 HR Source		275.00
5480 Technical Services	1,105.00	
5485 Other Contractual Services	2,352.36	
<b>Total 5400 Contractual Services</b>	<b>8,521.97</b>	<b>5,858.25</b>
5500 Historical Digitization	396.06	
5700 Other Expenditures		
5730 Misc Charges	30.00	77.00
<b>Total 5700 Other Expenditures</b>	<b>30.00</b>	<b>77.00</b>
5800 Other Services		
5830 General Insurance (Bonding)	7,005.00	6,407.00
5850 Marketing	250.70	
5860 Outreach	37.06	
5870 Programming	363.36	571.31
5880 Public Notice/Legal	39.46	37.54
5890 Travel		104.61
5900 Utilities	3,004.66	2,204.51
<b>Total 5800 Other Services</b>	<b>10,700.24</b>	<b>9,324.97</b>
<b>Total Expenditures</b>	<b>63,821.06</b>	<b>64,917.02</b>
<b>NET OPERATING MARGIN</b>	<b>136,848.96</b>	<b>363,682.34</b>
<b>NET MARGIN</b>	<b>\$136,848.96</b>	<b>\$363,682.34</b>

**Supplementary Information**

Supplementary Information

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Preliminary

## Galena Public Library District

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

August 2022

	Current Month	Year-to-Date	Budget	Balance
<b>REVENUE</b>				
Digitization Project	100.00	100.00	8,000.00	(7,900.00)
Donations	90.00	90.00	10,000.00	(9,910.00)
Auction Income		-		-
Fines/Overdues	23.25	23.25	-	23.25
Friends (Other Grants)		-	12,585.00	(12,585.00)
<b>Grants</b>				
Corporate Grant			1,000.00	(1,000.00)
Per Capita Grant		-	6,664.00	(6,664.00)
<b>Total Grants</b>	-	-	<b>7,664.00</b>	<b>(7,664.00)</b>
Historical Department	6.00	11.00	500.00	(489.00)
<b>Interest Income</b>				
Corporate Interest	1.81	3.30	10,000.00	(9,996.70)
Memorial Reserve Interest	-	-		-
Reserve Interest	135.70	267.08		267.08
Endowment Interest	199.20	377.19		377.19
<b>Total Interest Income</b>	<b>336.71</b>	<b>647.57</b>	<b>10,000.00</b>	<b>(9,352.43)</b>
Item Replacements	24.11	28.10	300.00	(271.90)
Lit Fest	-	-	2,000.00	(2,000.00)
Non-Resident Fee	1,213.05	1,213.05	2,500.00	(1,286.95)
<b>Other Income</b>				
Better World Books				-
Corporate Other Income		-	500.00	(500.00)
Insurance Other Income				-
<b>Total Other Income</b>	-	-	<b>500.00</b>	<b>(500.00)</b>
<b>Prairie Cat</b>				
<b>Property Taxes</b>				
Corporate Property Tax	65,833.86	182,430.28	348,491.00	(166,060.72)
FICA Property Tax	1,842.94	5,106.94	9,760.00	(4,653.06)
IMRF Property Tax	1,658.33	4,595.35	8,782.00	(4,186.65)
Insurance Property Tax	278.38	771.42	1,475.00	(703.58)
<b>Total Property Taxes</b>	<b>69,613.51</b>	<b>192,903.99</b>	<b>368,508.00</b>	<b>(175,604.01)</b>
Replacement Tax		-	4,000.00	(4,000.00)
Royalty Income	2,709.61	5,404.31	15,000.00	(9,595.69)
Service Charges	77.75	248.75	750.00	(501.25)
<b>Total Revenue</b>	<b>74,193.99</b>	<b>200,670.02</b>	<b>442,307.00</b>	<b>(241,636.98)</b>
<b>GROSS MARGIN</b>	<b>74,193.99</b>	<b>200,670.02</b>	<b>442,307.00</b>	<b>(241,636.98)</b>
<b>EXPENSES</b>				
<b>66000 Personnel Services</b>				
Employee Health Plan				-
Payroll Taxes	1,138.12	2,278.62	15,700.00	(13,421.38)

No Assurance Provided / All Disclosures Omitted

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## Galena Public Library District

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

Pension Contributions	718.11	1,415.14	9,000.00	(7,584.86)
Reimbursements			100.00	(100.00)
Salaries			-	-
Corporate Wages	14,877.75	29,786.20	210,000.00	(180,213.80)
<b>Total Salaries</b>	<b>14,877.75</b>	<b>29,786.20</b>	<b>210,000.00</b>	<b>(180,213.80)</b>
<b>Total 66000 Personnel Services</b>	<b>16,733.98</b>	<b>33,479.96</b>	<b>234,800.00</b>	<b>(201,320.04)</b>
Capital Outlay				
Books	1,846.80	3,004.69	22,200.00	(19,195.31)
Equipment	122.82	206.05	6,000.00	(5,793.95)
Hardware			-	-
Improvements	1,525.00	1,525.00	76,500.00	(74,975.00)
Adult	-	-	-	-
Materials/Non-Printed/A-V	1,684.90	2,398.76	19,200.00	(16,801.24)
<b>Total Capital Outlay</b>	<b>5,179.52</b>	<b>7,134.50</b>	<b>123,900.00</b>	<b>(116,765.50)</b>
Commodities				
Databases	1,741.04	2,516.75	8,505.00	(5,988.25)
Periodicals	-	295.00	4,890.00	(4,595.00)
Supplies	454.85	746.58	4,000.00	(3,253.42)
Postage/Shipping	-	-	1,000.00	(1,000.00)
<b>Total Commodities</b>	<b>2,195.89</b>	<b>3,558.33</b>	<b>18,395.00</b>	<b>(14,836.67)</b>
Contractual Services				
Accounting	1,312.36	2,467.36	16,000.00	(13,532.64)
Audit Fees	-	-	8,000.00	(8,000.00)
Legal	-	-	4,000.00	(4,000.00)
Maintenance	80.00	80.00	9,000.00	(8,920.00)
PrairieCat Corporate	-	-	-	-
PrairieCat Consortium	-	2,193.25	9,274.00	(7,080.75)
Security Services	-	324.00		324.00
HR Source	-	-	-	-
Technical Services	-	1,105.00	10,000.00	(8,895.00)
Other Contractual Services	300.00	2,352.36	4,700.00	(2,347.64)
<b>Total Contractual Services</b>	<b>1,692.36</b>	<b>8,521.97</b>	<b>60,974.00</b>	<b>(52,452.03)</b>
Historical Digitization	396.06	396.06	25,000.00	(24,603.94)
Lit Fest Expenditures	-	-	7,040.00	(7,040.00)
Other Expenditures				
Contingencies			10,000.00	(10,000.00)
Misc Charges	30.00	30.00	1,000.00	(970.00)
<b>Total Other Expenditures</b>	<b>30.00</b>	<b>30.00</b>	<b>11,000.00</b>	<b>(10,970.00)</b>
Other Services				
Association Dues		-	440.00	(440.00)
Continuing Education	-	-	2,000.00	(2,000.00)
General Insurance (Bonding)	-	7,005.00	7,000.00	5.00
Marketing	-	250.70	2,000.00	(1,749.30)
Outreach	-	37.06	2,000.00	(1,962.94)
Programming	154.36	363.36	16,000.00	(15,636.64)

No Assurance Provided / All Disclosures Omitted

10/29

Galena Public Library District

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

Public Notice/Legal	39.46	39.46	500.00	(460.54)
Travel		-	800.00	(800.00)
Utilities	1,687.78	3,004.66	16,950.00	(13,945.34)
<b>Total Other Services</b>	<b>1,881.60</b>	<b>10,700.24</b>	<b>47,690.00</b>	<b>(36,989.76)</b>
<b>Total Expenses</b>	<b>28,109.41</b>	<b>63,821.06</b>	<b>528,799.00</b>	<b>(464,977.94)</b>
<b>NET OPERATING MARGIN</b>	<b>46,084.58</b>	<b>136,848.96</b>	<b>(86,492.00)</b>	<b>223,340.96</b>
<b>NET MARGIN</b>	<b>46,084.58</b>	<b>136,848.96</b>	<b>(86,492.00)</b>	<b>223,340.96</b>

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

August 2022

	Actual	Budget	Corporate Fund over Budget
<b>REVENUE</b>			
3030 Digitization Project	100.00	666.67	-566.67
3040 Donations	90.00	833.33	-743.33
3050 Fines/Overdues	23.25		23.25
3060 Friends (Other Grants)		1,048.75	-1,048.75
3070 Grants			
3071 Corporate Grant		83.33	-83.33
<b>Total 3070 Grants</b>		<b>83.33</b>	<b>-83.33</b>
3090 Historical Department	6.00	41.67	-35.67
3100 Interest Income			
3101 Corporate Interest	1.81	833.33	-831.52
<b>Total 3100 Interest Income</b>	<b>1.81</b>	<b>833.33</b>	<b>-831.52</b>
3110 Item Replacements	24.11	25.00	-0.89
3120 Lit Fest		166.67	-166.67
3130 Non-Resident Fee	1,213.05	208.33	1,004.72
3140 Other Income			
3142 Corporate Other Income		41.67	-41.67
<b>Total 3140 Other Income</b>		<b>41.67</b>	<b>-41.67</b>
3180 Property Taxes			
3181 Corporate Property Tax	65,833.86	69,698.20	-3,864.34
<b>Total 3180 Property Taxes</b>	<b>65,833.86</b>	<b>69,698.20</b>	<b>-3,864.34</b>
3190 Replacement Tax		333.33	-333.33
3200 Royalty Income	1,184.16		1,184.16
3230 Service Charges	77.75	62.50	15.25
<b>Total Revenue</b>	<b>68,553.99</b>	<b>74,042.78</b>	<b>-5,488.79</b>
<b>GROSS MARGIN</b>	<b>68,553.99</b>	<b>74,042.78</b>	<b>-5,488.79</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5140 Reimbursements		8.33	-8.33
5150 Salaries	14,877.75	17,500.00	-2,622.25
<b>Total 5100 Personnel Services</b>	<b>14,877.75</b>	<b>17,508.33</b>	<b>-2,630.58</b>
5200 Capital Outlay			
5210 Books	1,846.80	1,850.00	-3.20
5220 Equipment	122.82	500.00	-377.18
5240 Improvements	1,525.00	6,375.00	-4,850.00
5260 Materials/Non-Printed/A-V	1,684.90	1,600.00	84.90
<b>Total 5200 Capital Outlay</b>	<b>5,179.52</b>	<b>10,325.00</b>	<b>-5,145.48</b>
5300 Commodities			
5310 Databases	1,741.04	708.75	1,032.29
5320 Periodicals		407.50	-407.50
5330 Supplies	454.85	333.33	121.52
5340 Postage/Shipping		83.33	-83.33

No Assurance Provided / All Disclosures Omitted

12/29

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

			Corporate Fund
	Actual	Budget	over Budget
<b>Total 5300 Commodities</b>	<b>2,195.89</b>	<b>1,532.91</b>	<b>662.98</b>
5400 Contractual Services			
5410 Accounting	1,312.36	1,333.33	-20.97
5420 Audit Fees		666.67	-666.67
5430 Legal		333.33	-333.33
5440 Maintenance	80.00	750.00	-670.00
5480 Technical Services		833.33	-833.33
5485 Other Contractual Services	300.00	391.67	-91.67
<b>Total 5400 Contractual Services</b>	<b>1,692.36</b>	<b>4,308.33</b>	<b>-2,615.97</b>
5500 Historical Digitization	396.06	2,083.33	-1,687.27
5600 Lit Fest Expenditures		586.67	-586.67
5700 Other Expenditures			
5710 Contingencies		833.33	-833.33
5730 Misc Charges	30.00	83.33	-53.33
<b>Total 5700 Other Expenditures</b>	<b>30.00</b>	<b>916.66</b>	<b>-886.66</b>
5800 Other Services			
5810 Association Dues		36.67	-36.67
5820 Continuing Education		166.67	-166.67
5850 Marketing		166.67	-166.67
5860 Outreach		166.67	-166.67
5870 Programming	154.36	1,333.33	-1,178.97
5880 Public Notice/Legal	39.46	41.67	-2.21
5890 Travel		66.67	-66.67
5900 Utilities	1,687.78	1,412.50	275.28
<b>Total 5800 Other Services</b>	<b>1,881.60</b>	<b>3,390.85</b>	<b>-1,509.25</b>
<b>Total Expenditures</b>	<b>26,253.18</b>	<b>40,652.08</b>	<b>-14,398.90</b>
<b>NET OPERATING MARGIN</b>	<b>42,300.81</b>	<b>33,390.70</b>	<b>8,910.11</b>
<b>NET MARGIN</b>	<b>\$42,300.81</b>	<b>\$33,390.70</b>	<b>\$8,910.11</b>

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

July - August, 2022

	Actual	Budget	Corporate Fund over Budget
<b>REVENUE</b>			
3030 Digitization Project	100.00	1,333.34	-1,233.34
3040 Donations	90.00	1,666.66	-1,576.66
3050 Fines/Overdues	23.25		23.25
3060 Friends (Other Grants)		2,097.50	-2,097.50
3070 Grants			
3071 Corporate Grant		166.66	-166.66
<b>Total 3070 Grants</b>		<b>166.66</b>	<b>-166.66</b>
3090 Historical Department	11.00	83.34	-72.34
3100 Interest Income			
3101 Corporate Interest	3.30	1,666.66	-1,663.36
<b>Total 3100 Interest Income</b>	<b>3.30</b>	<b>1,666.66</b>	<b>-1,663.36</b>
3110 Item Replacements	28.10	50.00	-21.90
3120 Lit Fest		333.34	-333.34
3130 Non-Resident Fee	1,213.05	416.66	796.39
3140 Other Income			
3142 Corporate Other Income		83.34	-83.34
<b>Total 3140 Other Income</b>		<b>83.34</b>	<b>-83.34</b>
3180 Property Taxes			
3181 Corporate Property Tax	182,430.28	209,094.60	-26,664.32
<b>Total 3180 Property Taxes</b>	<b>182,430.28</b>	<b>209,094.60</b>	<b>-26,664.32</b>
3190 Replacement Tax		666.66	-666.66
3200 Royalty Income	3,081.88		3,081.88
3230 Service Charges	248.75	125.00	123.75
<b>Total Revenue</b>	<b>187,229.61</b>	<b>217,783.76</b>	<b>-30,554.15</b>
<b>GROSS MARGIN</b>	<b>187,229.61</b>	<b>217,783.76</b>	<b>-30,554.15</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5140 Reimbursements		16.66	-16.66
5150 Salaries	29,786.20	35,000.00	-5,213.80
<b>Total 5100 Personnel Services</b>	<b>29,786.20</b>	<b>35,016.66</b>	<b>-5,230.46</b>
5200 Capital Outlay			
5210 Books	3,004.69	3,700.00	-695.31
5220 Equipment	206.05	1,000.00	-793.95
5240 Improvements	1,525.00	12,750.00	-11,225.00
5260 Materials/Non-Printed/A-V	2,398.76	3,200.00	-801.24
<b>Total 5200 Capital Outlay</b>	<b>7,134.50</b>	<b>20,650.00</b>	<b>-13,515.50</b>
5300 Commodities			
5310 Databases	2,516.75	1,417.50	1,099.25
5320 Periodicals	295.00	815.00	-520.00
5330 Supplies	746.58	666.66	79.92
5340 Postage/Shipping		166.66	-166.66

No Assurance Provided / All Disclosures Omitted

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

		Corporate Fund	
	Actual	Budget	over Budget
<b>Total 5300 Commodities</b>	<b>3,558.33</b>	<b>3,065.82</b>	<b>492.51</b>
5400 Contractual Services			
5410 Accounting	2,467.36	2,666.66	-199.30
5420 Audit Fees		1,333.34	-1,333.34
5430 Legal		666.66	-666.66
5440 Maintenance	80.00	1,500.00	-1,420.00
5470 Security Services	324.00		324.00
5480 Technical Services	1,105.00	1,666.66	-561.66
5485 Other Contractual Services	2,352.36	783.34	1,569.02
<b>Total 5400 Contractual Services</b>	<b>6,328.72</b>	<b>8,616.66</b>	<b>-2,287.94</b>
5500 Historical Digitization	396.06	4,166.66	-3,770.60
5600 Lit Fest Expenditures		1,173.34	-1,173.34
5700 Other Expenditures			
5710 Contingencies		1,666.66	-1,666.66
5730 Misc Charges	30.00	166.66	-136.66
<b>Total 5700 Other Expenditures</b>	<b>30.00</b>	<b>1,833.32</b>	<b>-1,803.32</b>
5800 Other Services			
5810 Association Dues		73.34	-73.34
5820 Continuing Education		333.34	-333.34
5830 General Insurance (Bonding)	6,606.00		6,606.00
5850 Marketing	250.70	333.34	-82.64
5860 Outreach	37.06	333.34	-296.28
5870 Programming	363.36	2,666.66	-2,303.30
5880 Public Notice/Legal	39.46	83.30	-43.84
5890 Travel		133.34	-133.34
5900 Utilities	3,004.66	2,825.00	179.66
<b>Total 5800 Other Services</b>	<b>10,301.24</b>	<b>6,781.66</b>	<b>3,519.58</b>
<b>Total Expenditures</b>	<b>57,535.05</b>	<b>81,304.12</b>	<b>-23,769.07</b>
<b>NET OPERATING MARGIN</b>	<b>129,694.56</b>	<b>136,479.64</b>	<b>-6,785.08</b>
<b>NET MARGIN</b>	<b>\$129,694.56</b>	<b>\$136,479.64</b>	<b>\$ -6,785.08</b>

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

August 2022

	Actual	Budget	Endowment over Budget
<b>REVENUE</b>			
3100 Interest Income			
3109 Endowment Interest	199.20		199.20
<b>Total 3100 Interest Income</b>	<b>199.20</b>		<b>199.20</b>
<b>Total Revenue</b>	<b>199.20</b>	<b>0.00</b>	<b>199.20</b>
<b>GROSS MARGIN</b>	<b>199.20</b>	<b>0.00</b>	<b>199.20</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>199.20</b>	<b>0.00</b>	<b>199.20</b>
<b>NET MARGIN</b>	<b>\$199.20</b>	<b>\$0.00</b>	<b>\$199.20</b>

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

July - August, 2022

	Actual	Budget	Endowment over Budget
<b>REVENUE</b>			
3100 Interest Income			
3109 Endowment Interest	377.19		377.19
<b>Total 3100 Interest Income</b>	<b>377.19</b>		<b>377.19</b>
<b>Total Revenue</b>	<b>377.19</b>	<b>0.00</b>	<b>377.19</b>
<b>GROSS MARGIN</b>	<b>377.19</b>	<b>0.00</b>	<b>377.19</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>377.19</b>	<b>0.00</b>	<b>377.19</b>
<b>NET MARGIN</b>	<b>\$377.19</b>	<b>\$0.00</b>	<b>\$377.19</b>



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

August 2022

	Actual	Budget	FICA Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3182 FICA Property Tax	1,842.94	1,952.00	-109.06
<b>Total 3180 Property Taxes</b>	<b>1,842.94</b>	<b>1,952.00</b>	<b>-109.06</b>
<b>Total Revenue</b>	<b>1,842.94</b>	<b>1,952.00</b>	<b>-109.06</b>
<b>GROSS MARGIN</b>	<b>1,842.94</b>	<b>1,952.00</b>	<b>-109.06</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5120 Payroll Taxes	1,138.12	1,308.33	-170.21
<b>Total 5100 Personnel Services</b>	<b>1,138.12</b>	<b>1,308.33</b>	<b>-170.21</b>
<b>Total Expenditures</b>	<b>1,138.12</b>	<b>1,308.33</b>	<b>-170.21</b>
<b>NET OPERATING MARGIN</b>	<b>704.82</b>	<b>643.67</b>	<b>61.15</b>
<b>NET MARGIN</b>	<b>\$704.82</b>	<b>\$643.67</b>	<b>\$61.15</b>

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

July - August, 2022

	Actual	Budget	FICA Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3182 FICA Property Tax	5,106.94	5,856.00	-749.06
<b>Total 3180 Property Taxes</b>	<b>5,106.94</b>	<b>5,856.00</b>	<b>-749.06</b>
<b>Total Revenue</b>	<b>5,106.94</b>	<b>5,856.00</b>	<b>-749.06</b>
<b>GROSS MARGIN</b>	<b>5,106.94</b>	<b>5,856.00</b>	<b>-749.06</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5120 Payroll Taxes	2,278.62	2,616.66	-338.04
<b>Total 5100 Personnel Services</b>	<b>2,278.62</b>	<b>2,616.66</b>	<b>-338.04</b>
<b>Total Expenditures</b>	<b>2,278.62</b>	<b>2,616.66</b>	<b>-338.04</b>
<b>NET OPERATING MARGIN</b>	<b>2,828.32</b>	<b>3,239.34</b>	<b>-411.02</b>
<b>NET MARGIN</b>	<b>\$2,828.32</b>	<b>\$3,239.34</b>	<b>\$ -411.02</b>

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

August 2022

	Actual	Budget	IMRF Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3183 IMRF Property Tax	1,658.33	1,756.40	-98.07
<b>Total 3180 Property Taxes</b>	<b>1,658.33</b>	<b>1,756.40</b>	<b>-98.07</b>
<b>Total Revenue</b>	<b>1,658.33</b>	<b>1,756.40</b>	<b>-98.07</b>
<b>GROSS MARGIN</b>	<b>1,658.33</b>	<b>1,756.40</b>	<b>-98.07</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5130 Pension Contributions	718.11	750.00	-31.89
<b>Total 5100 Personnel Services</b>	<b>718.11</b>	<b>750.00</b>	<b>-31.89</b>
<b>Total Expenditures</b>	<b>718.11</b>	<b>750.00</b>	<b>-31.89</b>
<b>NET OPERATING MARGIN</b>	<b>940.22</b>	<b>1,006.40</b>	<b>-66.18</b>
<b>NET MARGIN</b>	<b>\$940.22</b>	<b>\$1,006.40</b>	<b>\$ -66.18</b>

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

July - August, 2022

	Actual	Budget	IMRF Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3183 IMRF Property Tax	4,595.35	5,269.20	-673.85
<b>Total 3180 Property Taxes</b>	<b>4,595.35</b>	<b>5,269.20</b>	<b>-673.85</b>
<b>Total Revenue</b>	<b>4,595.35</b>	<b>5,269.20</b>	<b>-673.85</b>
<b>GROSS MARGIN</b>	<b>4,595.35</b>	<b>5,269.20</b>	<b>-673.85</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5130 Pension Contributions	1,415.14	1,500.00	-84.86
<b>Total 5100 Personnel Services</b>	<b>1,415.14</b>	<b>1,500.00</b>	<b>-84.86</b>
<b>Total Expenditures</b>	<b>1,415.14</b>	<b>1,500.00</b>	<b>-84.86</b>
<b>NET OPERATING MARGIN</b>	<b>3,180.21</b>	<b>3,769.20</b>	<b>-588.99</b>
<b>NET MARGIN</b>	<b>\$3,180.21</b>	<b>\$3,769.20</b>	<b>\$ -588.99</b>

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

August 2022

	Actual	Budget	Insurance Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3184 Insurance Property Tax	278.38	295.00	-16.62
<b>Total 3180 Property Taxes</b>	<b>278.38</b>	<b>295.00</b>	<b>-16.62</b>
<b>Total Revenue</b>	<b>278.38</b>	<b>295.00</b>	<b>-16.62</b>
<b>GROSS MARGIN</b>	<b>278.38</b>	<b>295.00</b>	<b>-16.62</b>
<b>EXPENDITURES</b>			
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>
<b>NET OPERATING MARGIN</b>	<b>278.38</b>	<b>-288.33</b>	<b>566.71</b>
<b>NET MARGIN</b>	<b>\$278.38</b>	<b>\$ -288.33</b>	<b>\$566.71</b>

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

July - August, 2022

	Actual	Budget	Insurance Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3184 Insurance Property Tax	771.42	885.00	-113.58
<b>Total 3180 Property Taxes</b>	<b>771.42</b>	<b>885.00</b>	<b>-113.58</b>
<b>Total Revenue</b>	<b>771.42</b>	<b>885.00</b>	<b>-113.58</b>
<b>GROSS MARGIN</b>	<b>771.42</b>	<b>885.00</b>	<b>-113.58</b>
<b>EXPENDITURES</b>			
5800 Other Services			
5830 General Insurance (Bonding)	399.00	1,166.66	-767.66
<b>Total 5800 Other Services</b>	<b>399.00</b>	<b>1,166.66</b>	<b>-767.66</b>
<b>Total Expenditures</b>	<b>399.00</b>	<b>1,166.66</b>	<b>-767.66</b>
<b>NET OPERATING MARGIN</b>	<b>372.42</b>	<b>-281.66</b>	<b>654.08</b>
<b>NET MARGIN</b>	<b>\$372.42</b>	<b>\$ -281.66</b>	<b>\$654.08</b>

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

August 2022

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This report contains no data for your specified date range.

Preliminary

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

July - August, 2022

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This report contains no data for your specified date range.

Preliminary



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

August 2022

	Actual	Budget	Per Capita Fund over Budget
<b>REVENUE</b>			
3070 Grants			
3077 Per Capita Grant		555.33	-555.33
<b>Total 3070 Grants</b>		<b>555.33</b>	<b>-555.33</b>
<b>Total Revenue</b>	<b>0.00</b>	<b>555.33</b>	<b>-555.33</b>
<b>GROSS MARGIN</b>	<b>0.00</b>	<b>555.33</b>	<b>-555.33</b>
<b>EXPENDITURES</b>			
5400 Contractual Services			
5460 PrairieCat Consortium		772.83	-772.83
<b>Total 5400 Contractual Services</b>		<b>772.83</b>	<b>-772.83</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>772.83</b>	<b>-772.83</b>
<b>NET OPERATING MARGIN</b>	<b>0.00</b>	<b>-217.50</b>	<b>217.50</b>
<b>NET MARGIN</b>	<b>\$0.00</b>	<b>\$ -217.50</b>	<b>\$217.50</b>

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

July - August, 2022

	Actual	Budget	Per Capita Fund over Budget
<b>REVENUE</b>			
3070 Grants			
3077 Per Capita Grant		1,110.66	-1,110.66
<b>Total 3070 Grants</b>		<b>1,110.66</b>	<b>-1,110.66</b>
<b>Total Revenue</b>	<b>0.00</b>	<b>1,110.66</b>	<b>-1,110.66</b>
<b>GROSS MARGIN</b>	<b>0.00</b>	<b>1,110.66</b>	<b>-1,110.66</b>
<b>EXPENDITURES</b>			
5400 Contractual Services			
5460 PrairieCat Consortium	2,193.25	1,545.66	647.59
<b>Total 5400 Contractual Services</b>	<b>2,193.25</b>	<b>1,545.66</b>	<b>647.59</b>
<b>Total Expenditures</b>	<b>2,193.25</b>	<b>1,545.66</b>	<b>647.59</b>
<b>NET OPERATING MARGIN</b>	<b>-2,193.25</b>	<b>-435.00</b>	<b>-1,758.25</b>
<b>NET MARGIN</b>	<b>\$ -2,193.25</b>	<b>\$ -435.00</b>	<b>\$ -1,758.25</b>

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

August 2022

	Actual	Budget	Reserve Fund over Budget
<b>REVENUE</b>			
3100 Interest Income			
3108 Reserve Interest	135.70		135.70
<b>Total 3100 Interest Income</b>	<b>135.70</b>		<b>135.70</b>
3200 Royalty Income	1,525.45	1,250.00	275.45
<b>Total Revenue</b>	<b>1,661.15</b>	<b>1,250.00</b>	<b>411.15</b>
<b>GROSS MARGIN</b>	<b>1,661.15</b>	<b>1,250.00</b>	<b>411.15</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>1,661.15</b>	<b>1,250.00</b>	<b>411.15</b>
<b>NET MARGIN</b>	<b>\$1,661.15</b>	<b>\$1,250.00</b>	<b>\$411.15</b>

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

July - August, 2022

	Actual	Budget	Reserve Fund over Budget
<b>REVENUE</b>			
3100 Interest Income			
3108 Reserve Interest	267.08		267.08
<b>Total 3100 Interest Income</b>	<b>267.08</b>		<b>267.08</b>
3200 Royalty Income	2,322.43	2,500.00	-177.57
<b>Total Revenue</b>	<b>2,589.51</b>	<b>2,500.00</b>	<b>89.51</b>
<b>GROSS MARGIN</b>	<b>2,589.51</b>	<b>2,500.00</b>	<b>89.51</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>2,589.51</b>	<b>2,500.00</b>	<b>89.51</b>
<b>NET MARGIN</b>	<b>\$2,589.51</b>	<b>\$2,500.00</b>	<b>\$89.51</b>

## 7. LIBRARY DIRECTOR'S REPORT



### Director's Report August 2022

#### Board News

Petition papers for the Consolidated Election in April of 2023 will be available for pick up beginning Tuesday, September 20. Board members up for election are: Albaugh, Walker, Thompson, Beadle, and Furlong. The ballot will have 3-full term seats (4 years) and 2-unexpired term seats (2 years). Interested persons have the ability to choose what seat they would like to run for, either a full term or unexpired term.

Filing will be from December 12 through December 19.

#### Circulation

September is National Library Card Sign-Up Month. To help boost circulation the library has two outreach events planned to garner interest in library card sign ups. The first will be at the Farmer's Market on Saturday 17 from 7am-12pm. The second will be at Live @ the Plaza on September 29 from 4-7pm. We will also have ads in the paper in both Spanish and English, bag stuffers at the Food Pantry, and bag stuffers at the Piggly Wiggly.

#### Adult Services

September is both Hispanic Heritage Month and Deaf Awareness Month. Larissa has put fantastic displays for both commemorative holidays on the main floor. Marlee Matlin, a deaf actor, will be this month's Illinois Libraries Presents guest. Her biography is available for checkout.

LitFest 2023 planning is underway. The main event will be held at Galena Cellars featuring chef and cookbook author, Beth Dooley. The LitFest committee will meet soon.

#### Upcoming programs:

- September 13<sup>th</sup>: Stereoviews of Galena Part 2
- September 14<sup>th</sup>: ILP: Conversation with Marlee Matlin
- September 19<sup>th</sup>: Morning Book Club: *Speak, Okinawa*
- September 20<sup>th</sup>: Register to Vote at Your Library!
- September 20<sup>th</sup>: Evening Book Club: *The Hawthorne School*
- September 21<sup>st</sup>: Highland Lifelong Learning: Cahokia and the Mississippi Culture
- September 24<sup>th</sup>: Self Care: Compassionate Resilience

## Youth Services

The Story Trail is fully installed! The *Gazette* has been notified and will be doing a story in the near future. Rachel and JDCF will work on a press release. STEAM Club will begin September 12 for 3-6 students. Art Explorers will begin September 14 for K-2 students.

Rachel is in the process of planning outreach with varying grades at GUSD. The plan is to visit with students and provide them information on how to sign up for a library card. For teens, the plan is to introduce them to the library's apps (Axis360, Hoopla, Kanopy, Pronunciator, etc.).

Upcoming programs:

- September 27<sup>th</sup>: Teen Safe Space: No Strings Attached Art
- Every Monday: STEAM Club
- Every Wednesday: Art Explorers
- Every Friday: Family Storytime

## 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](#).

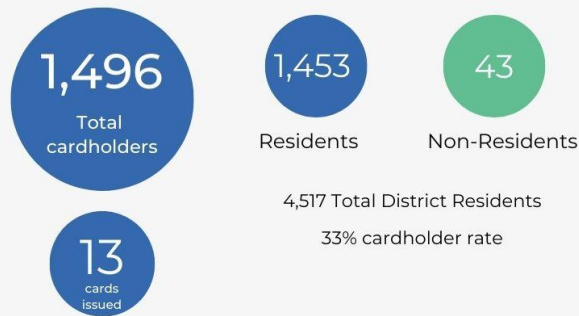
## Director

- **Building**
  - The handrail on the steps nearest Bench St. is in need of repair. Thompson suggested contacting Ben Wiene.
  - Exploratory Study of the building should be completed by the end of the month
  - B&G will meet in the near future to discuss the resubmittal for the exterior repair RFB
- **Finances**
  - Audit: Have not yet received engagement letter from O'Connor Brooks regarding FY22 audit.
- **Project Updates**
  - Demco Furniture Design
    - Study tables are now in the adult study area of the library. They have the ability to be wired for electricity in the future.
- **Strategic Plan Objective Timeline**
  - August 2022
    - Develop a schedule for annual evaluation of community's response to library offerings.
      - Currently being developed with Larissa
  - September 2022

- Historical Preservation: Identify and obtain technology equipment needed for access to historical information
  - The purchase of a scanner is being discussed with HR and Archival staff

# AUGUST 2022 STATISTICS

## Card Holders



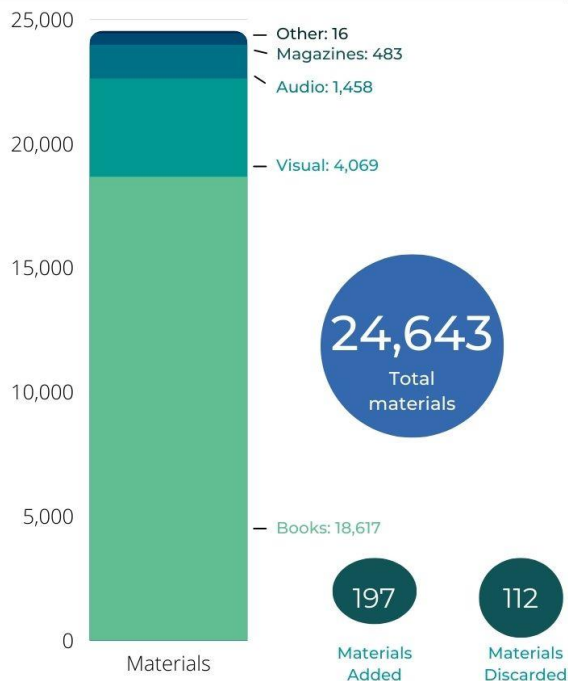
## Checkouts

4,102 ▲ 3%

TOTAL CHECKOUTS



## Collection



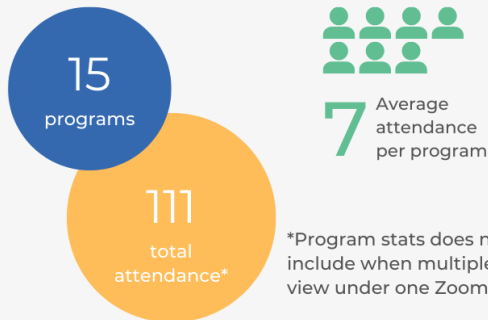
## Visits





# JUNE 2022 STATISTICS

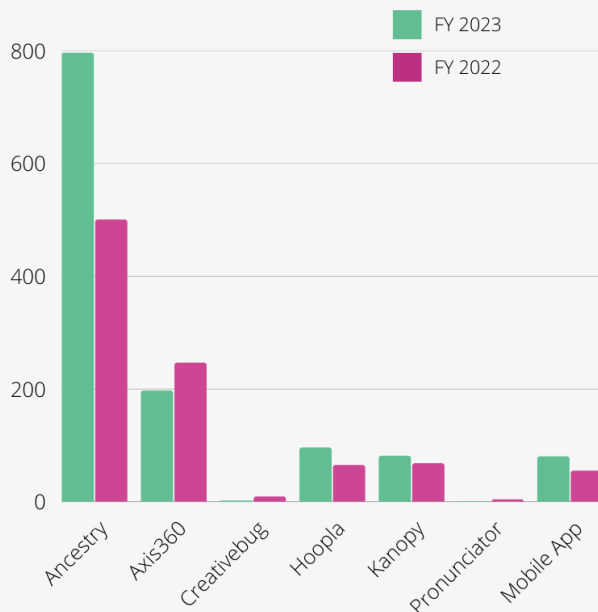
## Programming



## Computer Use



## eResources



## Social Media



## 9.d COMMITTEES – POLICY

### Policy Committee Minutes – DRAFT

August 31, 2022

#### Call to order

Meeting called to order by Walter Johnson at 1:03pm

Trustees present: Walter Johnson, Katherine Walker, Frances Beadle. Craig Albaugh (non-voting) joined the meeting at TIME

Also present: Jenna Diedrich, Library Director

#### Public Comments

None

#### Approval of December 20, 2021 minutes

Walker moved to approve the December 20, 2021 minutes. Beadle seconded.

Vote: Walker – aye, Beadle – aye, Johnson – aye.

Motion carried.

#### Collection Development Policy – Revisions

Diedrich outlined the changes from the current Collection Development Policy. The biggest change is the overall format. The new format mirrors other updated policies. Redundant information was removed. The Request for Reconsideration form was updated to be more in line with other libraries. Diedrich highlighted that the Collection Development Policy is reviewed every two years. The last time the policy was reviewed was in 2020. Beadle and Johnson found the new revisions to be better organized.

Walker moved to recommend to the board that the revisions of the Collection Development Policy be approved. Beadle seconded.

Vote: Walker – aye, Beadle – aye, Johnson – aye.

Motion carried.

#### Disposal of Surplus Property Policy – Draft

Diedrich shared this is a new policy that follows the suggested policy written by Phil Lenzini, attorney at Kavanaugh, Scully, Sudow, White & Frederick . There are five provisions suggested by Lenzini with an additional two (numbers six and seven) that other libraries have. Diedrich included these two provisions for the committee to review. Walker inquired whether if we had an item we wanted to get rid of would the library offer it to another library or to the community first. Diedrich said it would depend on the item. Anything with some historical value would go to auction to community members. If it is a piece of furniture that could be used by another library and doesn't hold significant value, we could sell/give to another library or a local organization that would find it useful.

Walker moved to recommend to the board that the Disposal of Surplus Property Policy be approved, including provisions six and seven. Beadle seconded.

Vote: Walker – aye, Beadle – aye, Johnson – aye.

Motion carried.

### **Homebound Services Policy – Draft**

Homebound services is a service already provided by the library but we did not have a policy overseeing the service. Diedrich researched homebound service policies from other public libraries in Illinois.

Diedrich highlighted the section on termination of homebound services. This section is included to ensure library staff and volunteer safety. Walker and Beadle wondered whether volunteers are the ones providing the service. Diedrich stated historically it is a member of the staff, however, the library's insurance does cover both staff and volunteers when transporting anything on behalf of the library.

Beadle moved to recommend to the board that the Homebound Services Policy be approved. Walker seconded.

Vote: Walker – aye, Beadle – aye, Johnson – aye.

Motion carried.

Beadle inquired whether policies are available on the website. Diedrich confirmed policies are on the site. The policies under review will be added if they are approved by the full board.

### **Makerspace Policy – Draft**

Diedrich informed the committee the purpose of this policy. It

Albaugh joined the meeting.

Item two on the policy had the word “sue” rather than “use.”

Walker inquired on item seven that no refunds are offered. Diedrich clarified that libraries may charge for materials used. For example, there could be a charge for materials used in a 3D printer. If the print does not come out satisfactorily, charge for materials will not be refunded.

Walker also inquired whether damage costs would be applied if a patron damages any of the makerspace equipment. Beadle thought the library would be responsible, as the library should be overseeing use of the equipment within the library. Diedrich inquired if the committee would like a damaged cost should be included. Beadle pointed out that the makerspace equipment does not leave the library, so the library should be responsible and supervising use of the equipment. The difference is outside circulation or in library use. It was decided no damage cost would be included in the policy.

Beadle moved to recommend to the board that the Makerspace Policy be approved. Walker seconded.

Vote: Walker – aye, Beadle – aye, Johnson – aye.

Motion carried.

### **Online Banking Policy – Revisions**

Diedrich outlined the changes of the new policy. The title change from President of the Board to Board President. It was changed that the Board President would monitor accounts to the Treasurer as the

Treasurer, according to Internal Finance Policy, is the overseer of library accounts. Previous policy only identified Illinois Bank & Trust as an account holder.

Beadle highlighted that the password for First Community changes every six months. The policy as it reads as if the password cannot change. The First Community mandatory password changes would not comply with policy as is. "Both the Treasurer and the Library Director will monitor the accounts to ensure the password remains the same" was changed to "Both the Treasurer and the Library Director will monitor the accounts to ensure the password follows procedures set forth by the banking institutions. Passwords will then be updated in the Administrative Succession Plan."

Beadle also found issue with "In the event the password has been altered, the discoverer will immediately notify the proper contact to lock the accounts." This may cause an account to be unnecessarily locked. Diedrich suggested to add "fraudulently" before the word "altered."

Walker moved to recommend to the board the revisions to the Online Banking Policy to be approved. Beadle seconded.

Vote: Walker – aye, Beadle – aye, Johnson – aye.

Motion carried.

#### **Patron Code of Conduct Policy – Revisions**

Diedrich reformatted this policy in its entirety. Walker identified this was an old policy.

Beadle inquired whether sexual content may be viewed on public computers and if the library has filters. The library currently does not have any filters on any device that may access the internet. Beadle asked if someone is viewing explicit content does the library do anything to stop it. Diedrich stated if they are on their own device, no, unless sound is emitting from the device. Beadle asked specifically about the public computers. Diedrich stated the library has asked patrons to stop viewing sexual content or have been asked to leave. This has not occurred while Diedrich has been director. Beadle is concerned that children at the circulation desk may inadvertently view explicit content at the adult public computer pool.

In the Patron Responsibility section of the policy, Beadle finds issue with "Exposing sexual internet content to library patrons." The word expose could be interpreted that walking by could be being exposed to the content. After additional discussion, it was decided to replace "Exposing others to sexual internet content" to "Deliberately sharing unwanted sexual internet content to library patrons."

Walker moved to recommend to the board the revisions to the Patron Code of Conduct Policy to be approved. Beadle seconded.

Vote: Walker – aye, Beadle – aye, Johnson – aye.

Motion carried.

#### **Program Policy – Revisions**

Diedrich outlined the policy, highlighting budgetary information and the approval process for programming. No changes suggested.

Beadle moved to recommend to the board the revisions to the Programming Policy to be approved.  
Walker seconded.  
Vote: Walker – aye, Beadle – aye, Johnson – aye.  
Motion carried.

**Items for Next Agenda**

Policies next up according to the review schedule  
Bylaws

**Adjournment**

Johnson adjourned the meeting 2:04pm

Respectfully submitted,  
Jenna Diedrich, Library Director

## 9.d.ii Collection Development Policy



### Collection Management & Development Policy – DRAFT

The Board of Trustees of the Galena Public Library District has adopted the following Collection Management & Development Policy as a guide to develop a collection of excellence. The library strives, within the limitation of budget and space, to provide a wide range of materials which meet the diverse educational, informational, cultural, and recreational needs of the community.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints. The library supports the American Library Association's Bill of Rights, and its Freedom to Read and Freedom to View Statements, which recognize the right of persons to free and convenient access to information and ideas.

Caregivers, not the library, are responsible for supervising the use of library materials by their children. A librarian is available to provide suggestions for caregivers and their children.

This policy will be reviewed regularly or every two years to ensure that it is responsive to the changing needs of the Library and the community.

The Library places a high budgetary priority on collection development. A minimum of 12% of the operating budget is allocated for materials.

#### SELECTION OF MATERIALS

The Library Director is responsible for all materials in the library collections. Material selectors, using professional judgement, choose and discard materials for the library collections within the scope of assigned areas. Purchase suggestions from library patrons are welcome and given consideration.

The Library provides free access to materials in a variety of formats. From time to time, the Library Director, in consultation with staff, will determine if and when a new format is needed. New formats will be added based on patron need, availability, cost, ease of upkeep, and general community interest. Current formats provided by the library include: print, media, specialty kits, historical documents and artifacts, and digital resources.

General criteria for selecting material are listed below. An item need not meet all the criteria to be acquisitioned:

- Contemporary significance, popular interest or permanent value
- Prominence, authority and competence of author, creator, publisher or producer
- Suitability of subject and style for intended audience
- Relevance to community needs
- Timeliness of material

- Relation to existing collections
- Quality of format
- Public demand, interest or need
- Budgetary considerations
- Attention given to the item by reviewers and general news media
- Availability of materials through interlibrary loan
- Technical quality of non-book materials
- Physical limitations of the library building
- Authenticity of historical, regional or social setting
- Relevance for the history of the Galena area
- Special needs of library patrons for materials in accessible formats

General criteria for selecting outside links for the Library's website are listed below. A website need not meet all the criteria to be included:

- Preference will be given to nonprofit and noncommercial sites
- Links will be educational or informational in nature
- Links must provide accurate information
- Links must be easy to use
- Links from the Library website will provide balanced points of view

#### Scope of General Adult Collection

This collection encompasses fiction and non-fiction materials in different formats. This collection is a circulating collection with the exception of reference material.

#### Scope of Young Adult Collection

This collection encompasses fiction and non-fiction materials in different formats. This collection is a circulating collection.

#### Scope of Children's Collection

This collection encompasses fiction and non-fiction materials in different formats, magazines, and games. This collection is a circulation collection with the exception of reference material and some toys.

#### Scope of Historical Collections Room

The collection housed in the Historical Collections Room is a non-circulating collection. The Galena Public Library holds materials from both primary and secondary sources. The materials include published and unpublished print materials pertaining to:

- Jo Daviess County
- Upper Mississippi River Lead Region
- Role of Jo Daviess County in wars
- Mining in the Galena area
- Steamboats in Galena or on the Upper Mississippi
- Family histories in Jo Daviess County

Materials to be considered for accession shall be delivered to the archivist with a signed Deed of Gift Form (Appendix A). Inclusion to the collection will be determined by the Library Director, Archivist, and Historical Librarian. Removal from the collection will be determined by the Library Director, Archivist, and Historical Librarian. Upon removal, the archivist will complete a De-Accession Form (Appendix B).

### Scope of Archival Room

Sensitive materials and those that hold special historical value, which are either owned by Galena Public Library or in storage for other community entities, are stored in the Library's Archival Room.

### COLLECTION MAINTENANCE, REPLACEMENT, AND WEEDING

Collection maintenance guidelines are adapted from the CREW method. CREW stands for Continuous Review, Evaluation, and Weeding. As materials are regularly added to the collection, ongoing maintenance is necessary to ensure collections are in good condition with relevant and up to date information. Part of maintaining the collections is performing regular weeding. Weeding is a vital process for an active collection. Staff will perform weeding on a continual on-going basis. Materials may be removed from the collection according to accepted professional practices including, but not limited to, the following:

- Poor content
- Poor physical condition
- Unused materials
- Of little historical significance
- Multiple copies of singular titles

### Replacement

Replacements are not automatic for materials withdrawn because of loss or physical condition. Replacement is considered according to this policy and in relation to adequate coverage in a specific subject area, availability of more current or better titles, demand for the title, and number of copies held. Gifts, including memorial items, are subject to this same replacement policy.

### Weeding

Materials removed from the Library's collections may be given to the Friends of the Galena Public Library, INC. for their Annual Book Sale, offered to other libraries, given to Better World Books, or may be disposed of by other means.

### INTERLIBRARY LOAN

The Library makes every effort to maintain a collection that satisfies the needs of its patrons. When patrons request material not in the Library's collection, the Library provides interlibrary loan (ILL) service in order to accommodate those requests.

ILL is the process by which a library requests materials from, or supplies materials to, another library. Through ILL, patrons may request materials from other libraries within the Library's consortia and from



other Illinois libraries that participate in ILLINET. The requested materials are sent to the Galena Public Library, where the patron may check the items out (or use in the library, if so stipulated by the owning library). Reciprocal borrows are unable to utilize the ILL service.

The Library affirms that interlibrary is an adjunct to, not a substitute for, the library's collection. The Library exhausts local resources first, including its own collection, the PrairieCat consortium collection, and those of libraries in the Reaching Across Illinois Library System (RAILS), before requesting items from libraries out of the system. The Galena Public Library District endorses the Illinet Interlibrary Loan Code, the American Association Interlibrary Loan Code, and complies with Copyright Law (17 U.S.C) and its accompanying guidelines.

#### PROCEDURE FOR REQUEST FOR RECONSIDERATION

The Library does not endorse opinions contained in its materials. Patrons are free to enjoy, dislike, or ignore any item in the collection. However, no one is free to restrict another's use of library materials.

To initiate a request for reconsideration, the procedure, as necessary, is as follows:

1. A Request for Consideration of Library Materials (Appendix C) must be completed. This form is reviewed by the Library Director and other staff to determine whether the item should remain or be removed from the collection. The Library Director and staff will examine the material as well as critical reviews of the material.
2. The Library Director, or appointed staff member, will write a letter to the patron who initiated the request announcing the decision concerning the material in question.
3. Patrons who do not accept the Library Director's, or appointed staff's, decision may appeal to the Board of Trustees.
4. The reconsideration process will be completed in a reasonable amount of time.

APPENDIX A: DEED OF GIFT FORM



<u>Library Use</u> Acc. No. _____
--------------------------------------

Deed of Gift

Donor: \_\_\_\_\_

Accepted date: \_\_\_\_\_

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

(Signature of Library representative)

The Donor, the exclusive owner of all legal and equitable rights (including copyrights and rights of publication and reproduction) in the items below, transfers all such rights to the Galena Public Library District.

Description

The Donor imposes no other conditions or restrictions on this gift except those stated. This gift is to be credited when used by the Library as follows:

- Gift of \_\_\_\_\_.
- Gift of \_\_\_\_\_ in Memory of \_\_\_\_\_.
- Anonymous Gift.

**Signature of Donor or Authorized**

**Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Valuations stated are provided by the Donor for the Donor's purposes. The Galena Public Library District does not assume responsibility for the accuracy of the valuations.

Your gift may be tax-deductible. Contact your attorney or accountant.

APPENDIX B: DE-ACCESSION FORM



De-Accession Form for materials housed in the Historical Collections Room and Archives

Title \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Author \_\_\_\_\_

Copyright Date \_\_\_\_\_

Reason for De-accession:

- Irrelevant to collection       Condition issues       Digitized

Item Disposition:

- Transfer to another institution       Move to circ. Collection       Sell       Recycle

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any materials deemed to be of special value shall be brought to the attention of the Library Director or Library Board of Trustees for recommendations on disposal.

APPENDIX C: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL



Type of Material (select one):	
<input type="checkbox"/> Book <input type="checkbox"/> Magazine <input type="checkbox"/> CD <input type="checkbox"/> Audiobook <input type="checkbox"/> Video <input type="checkbox"/> Other (please specify):	
Title:	
Author/Creator:	
Publisher:	
Date of Publication:	
Request Initiated by:	
Name:	
Address:	
City, State:	
Telephone:	
Email:	
Do you represent? (select one):	
<input type="checkbox"/> Yourself	
<input type="checkbox"/> An Organization (name):	

Other group (name):

To what in the work do you object? Please be specific.

Did you read/listen/view the work in its entirety?

Yes

No

If no, why not?

What parts did you read/listen/view?

What do you believe is the theme of the work?

--

Have you read/listened/viewed reviews on this item? Please reference sources that agree with your opinion.

--

What item of value would you recommend that would convey a similar perspective/theme of the subject matter?

--

What do you think might be the result of reading/listening to/viewing this work?

--

Please read the attached Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. The library supports the principles set forth in these documents. Do you feel your request is in conflict with these documents?

--

If no, why not?

--

If so, please explain why your request outweighs adherence to these principles.

--

What would you like the library to do about this work?

--

Print Name:

--

Signature:	
Date:	

Send the completed form to:  
Library Director  
Galena Public Library District  
601 S. Bench St.  
Galena, IL 61036



## 9.d.ii Disposal of Surplus Property Policy



### DISPOSAL OF SURPLUS PROPERTY POLICY – DRAFT

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property), which in the judgement of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the library's collection, or gift materials, may be discarded, sold, or upon the approval of the Board of Trustees, be given to local philanthropic, educational, cultural, governmental, or other non-profit organizations.
2. Any other personal property having an individual current value of less than \$100 may, at the discretion of the Library director, be discarded, turned in on new equipment, or made available for sale in accordance with the provisions of the Illinois Library System Act.
3. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library System Act.
4. No favoritism shall be shown to members of the Board of Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.
5. Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability and the date and terms of the proposed sale shall be posted.
6. Any personal property having a unit value of more than \$2,500 may be sold after notice of its availability, its location, and the date and terms of the proposed sale has been published in one or more newspapers published within the Library District, once each week for two (2) successive weeks. On the day of the sale, the Library Director may sell the personal property for a price determined by the Board, to the highest bidder, or may reject such bids and re-advertise the sale.

Personal property of any value may be donated or sold to any other tax supported library or to any library system operating under the provisions of the Illinois Library System Act under such terms and conditions as the Board may determine.



## HOMEBOUND SERVICES POLICY – DRAFT

Homebound Service provides library services to individuals who are unable to physically come to the library. “Homebound” is defined as generally being confined to one’s residence either temporarily due to illness or accident, or permanently due to disability, age, or other mobility issues. This service is open to all ages.

### ELIGIBILITY

Homebound services are provided at no additional cost to the patron. Patrons must be a resident of the library district and have a library card in good standing. If the patron does not have a library card, an application for a library card can be signed during the first homebound visit.

### APPLICATION

Patrons may apply for homebound delivery service by filling out an application (Appendix A), which is available at the library and on the library website. The application may be returned to the library by hand, mail, or email. If a patron calls the library, a staff member may fill out the form on behalf of the patron, which the patron must sign during the first homebound visit. Once the application is submitted, library staff will review and identify whether the patron meets the eligibility requirements.

### LOAN PROCEDURES

After the application has been submitted and reviewed, library staff will contact the patron to explain how to request materials. A schedule of delivery will be set up during regular business hours, depending on patron’s needs and the availability of library staff. Hold rules, item limits, and lost and damaged charges will be the same as for all library patrons. As a fine free library, no overdue fines will be charged. Materials will be delivered to and picked up from each participant’s residence by library staff.

To utilize homebound services, the patron must abide by the following:

1. Cooperate and coordinate with library staff and volunteers
2. Be at home at the time arranged for delivery/pickup (unless otherwise arranged)
3. Inform the library when the service is no longer needed
4. Allow the library staff to use the patron’s library card to check out materials

### HOME ENVIRONMENT

Patrons requesting homebound services must provide a safe and appropriate environment for staff members who make deliveries to their residences. Library staff will not provide assistance with activities of daily living or advice on financial or personal matters. Library staff only responsibility will be to deliver and pick up library materials.

Library staff may choose not to enter a home, leave a home immediately, and/or recommend suspension of homebound service if any of the following, but not limited to, conditions exist:

1. Any person in the home presents threatening, obscene, or abusive language, gestures, or images.
2. Any person in the home harasses the library staff member.
3. Any person in the home is engaging in illegal activity.
4. Any person in the home exhibits signs of illness that may endanger the health of the library staff member.
5. Any person in the home is under the influence of alcohol or has been abusing drugs at the time of service.
6. The conditions of the home and/or property are unsafe or unsanitary.

The Library has the right to terminate this service to any individual who does not meet the terms and requirements as defined above.

APPENDIX A



HOMEBOUND SERVICE APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Best time to call: \_\_\_\_\_

Email address (if applicable): \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Alternate contact person whom you authorize to discuss your library account with staff

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

---

**IF YOU ALREADY HAVE A LIBRARY CARD, PLEASE CHECK & FILL IN THIS SECTION:**

I already have a library card. My card number is:

---

**IF YOU DO NOT HAVE A LIBRARY CARD, PLEASE CHECK & FILL IN THIS SECTION:**

I would like to apply for a library card. Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Preference:           Email           Phone

Language Preference:       English       Spanish

I agree to be responsible for this card and all materials checked out on this card unless this card is lost or missing. I am further responsible for any charges that may result from lost or damaged materials. I agree to provide the library with prompt notice of a change of address and will comply with library and system regulations.

Signature:

<b>For Library Staff Use Only</b>	
Barcode	Expiration

---

**PLEASE LET US KNOW WHAT TYPE OF MATERIALS YOU WOULD PREFER TO RECEIVE.**

I am interested in the following (check all that apply):

**Type of materials:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Print materials       | <input type="checkbox"/> Audiobooks                | <input type="checkbox"/> Baking Pans    |
| <input type="checkbox"/> Large print materials | <input type="checkbox"/> DVDs/Blu-Ray (circle one) | <input type="checkbox"/> Wi-Fi Hotspots |
| <input type="checkbox"/> Magazines             | <input type="checkbox"/> CDs                       | <input type="checkbox"/> Other_____     |

**Fiction:**

- Classics
- Crime
- Fantasy
- Historical Fiction
- Mystery
- Romance

**Nonfiction**

- Arts & Crafts
- Biography
- Cooking
- Gardening
- Health
- Hobby

Science Fiction

Humor

Short Story

Poetry

Thriller

Religions

Western

Social Sciences

Other: \_\_\_\_\_

Sports

Best Sellers

Other: \_\_\_\_\_

Best Sellers

Special authors (please list):

How would you like to choose your materials?

Order online

Order over the phone

Library staff may choose

.....

<b>For Library Staff Use Only</b>	
<input type="checkbox"/> Patron meets criteria for homebound service	<input type="checkbox"/> Patron does not meet criteria for homebound service

.....

**PLEASE RETURN THIS FORM TO:**

Galena Public Library District, 601 S. Bench St., Galena, IL 61036

[info@galenalibrary.org](mailto:info@galenalibrary.org)

Questions? Please call: 815.777.0200

## 9.d.iv Makerspace Policy



### Makerspace Policy – DRAFT

The Library's Makerspace Cart is designed and outfitted to promote making and the maker ethos through up-to-date technologies, tools, and equipment. The Makerspace Cart is to be utilized with those actively engaged in designing or making physical or digital media works. Patrons not engaged in such activities may be asked to end their usage of the Makerspace Cart.

#### USE OF EQUIPMENT AND MATERIALS

1. Prior to using Makerspace tools or equipment, projects must be reviewed by a staff member.
2. Use of equipment and tools is available on a first come, first served basis. Use of equipment or tools is limited to two (2) hours per day. If no one is waiting to use the equipment or tools, use may be extended at library staff's discretion.
3. Same day reservations up to two (2) hours are allowed. Use may be extended at the staff's discretion.
4. Use of select equipment and tools require staff assistance to operate. Independent use of equipment may only occur if a user has received approval from either the Library Director, Adult Services Librarian, or Youth Services Librarian.
5. Patrons may bring in their own materials for use with equipment. All outside materials to be used with library equipment must be approved by staff prior to using the equipment.
6. The library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times. Patrons are responsible for the storage of their digital files and providing their own storage devices as needed. The library is not responsible for data loss during the creation or digitization process.
7. The library does not offer refunds for materials used or for any remnants.
8. The library is not responsible if there is damage to a project, if a project does not print correctly, does not work, or if a user's personal equipment is damaged or destroyed while using any of the library's machines or tools. The library and its staff are not liable for any loss, damage or expenses sustained by any user due to the utilization of services, equipment, software, advice or information.
9. All equipment available on the Makerspace Cart must stay with the cart and within the Main Floor or Children's Library.

## PROCEDURES

Individual technologies, tools, and equipment will have their own procedures. All patrons interested in utilizing the Makerspace Cart and other Makerspace offerings, must read through the corresponding procedure.

## RESTRICTIONS

Patrons must use the Makerspace Cart and its equipment in a reasonable manner. The Library may deny use of library equipment and tools to individuals who do not take proper care of, recklessly use the equipment and tools, or do not attend required orientations in equipment and tool use. Patrons may be held responsible for willful misuse or damage to the equipment.

1. The library reserves the right to refuse any project and/or item creation request.
2. Equipment may not be used to produce:
  - a. Content or objects prohibited by federal, state, or local law.
  - b. Content or objects in violation of intellectual property rights.
  - c. Weapons or look-alike weapons.
  - d. Objects or materials that would be considered obscene or inappropriate for the library setting.
3. The copyright law of the United States (Title 17, US Code) governs all reproductions of copyrighted material. Users of the Makerspace Cart are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless, in all matters related to patented, trademarked, or copyrighted materials. The Library is not responsible for any damage, loss, security of data arising from the use of its computers or network, nor the functionality or quality of content produced from the Makerspace Cart.
4. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos, and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted unless allowed by law.



## 9.d.v Online Banking Policy



### ONLINE BANKING POLICY – REVISION DRAFT

In order to more efficiently manage the Galena Public Library District's bank accounts, the Board President will set up online banking for the library's accounts with Illinois Bank & Trust (IB&T), First Community Bank, and Dupaco Credit Union. The password for said accounts will be made available to the Library Director and stored in the Administrative Succession Plan. Both the Treasurer and the Library Director will monitor the accounts to ensure the password remains the same. In the event the password has been altered, the discoverer will immediately notify the proper contact to lock the accounts. The discoverer will also notify the other party named in this policy and the Board President of any irregular activity or changes.

## 9.d.vi Patron Code of Conduct Policy



### PATRON CODE OF CONDUCT - DRAFT

The Galena Public Library District welcomes all residents and visitors and is dedicated to free and equal access to information, knowledge, and independent learning for our community.

#### Library Responsibility

With public service as the highest priority, the Board of Trustees has established the rules and regulations governing use of the library, such that all persons may enjoy its benefits. All library patrons can expect to:

- Receive courteous service,
- Be treated fairly and equitably by all library staff,
- Contact staff for reference, readers advisory, and information services,
- Have questions, comments, and concerns addressed in a timely manner,
- Suggest new materials, programs, and services,
- Have staff make the library operate in the best interest of the taxpayers, and
- Have a safe, clean, and comfortable building.

#### Patron Responsibility

Individuals visiting or using the library's facilities or services must comply with the following Patron Code of Conduct. The Galena Public Library will uphold all federal, state, and local laws, regulations and ordinances in regard to public behavior.

Patrons shall be engaged in activities associated with the use of a public library while in the building. Patrons may not interfere with the use of the library by other patrons or interfere with staff performance of their duties. Interference includes, but is not limited to:

- Use of loud, abusive, threatening, or insulting language; or behavior including language or behavior that offends, threatens, or insults groups of individuals based on legally protected characteristics that may result in injury or harm to any library patron or staff member, including challenging another person to fight or engage in any physical altercation.
- Damaging, defacing, or misusing library materials, equipment, furnishings, or facilities.
- Patrons may not sexually harass other patrons or staff. Harassment includes:
  - Making inappropriate comments or sexual advances;
  - Using obscene or lewd language or gestures;
  - Staring at, or following, a patron, volunteer, or staff in a manner that reasonably can be expected to disturb them; and
  - Deliberately sharing unwanted sexual internet content to library patrons.
- Conducting surveys, distributing leaflets, and soliciting are not allowed inside the library. This includes selling, begging, or circulating petitions among patrons, volunteers, or staff members.

- Patrons may have covered beverages and consume snack foods throughout the library, unless otherwise indicated.
- The use of incendiary devices, such as candles, matches, or lighters are prohibited on library grounds. Smoking, including vaping and e-cigarettes, is not permitted within 15 feet of any entrance, exit, windows that open, or ventilation intake.
- Possession or usage of alcohol or controlled substances.
- Utilizing the library parking lot during open hours when not using the library facilities.
- Use of sports or recreational equipment is not allowed in the library or on library property.
- Patrons are expected to wear appropriate clothing and footwear.
- Patrons whose overpowering perfume or cologne or inadequate bodily hygiene interferes with other patrons' use of the library shall be asked to leave the building and return when the problem has been corrected.
- Any other behavior which could reasonably be expected to disturb other patrons or interfere with the library staff performance of their duties is prohibited.

The rules above are not intended to be an exhaustive list of violations, but are intended for guidance only. Library staff and/or local law enforcement officers are authorized to remove persons who, advised of the regulations above, fail to comply with them. Library staff also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to library patrons or staff.

#### Policy Enforcement

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff may temporarily suspend patron privileges for up to 24 hours, including restricting access to the library property, services, or programs for patrons who violate the Patron Code of Conduct. Unlawful activities will be reported immediately to the police.

Violation of the Patron Code of Conduct, depending on the behavior or incident, may lead to an elongated time of suspension.

#### Patron Suspension

The Board of Trustees affirms its responsibility to provide access to materials and facilities. The Board of Trustees reserves the right, in consultation with the Library Director, to deny such access to a patron whose behavior is deemed to be dangerous, destructive, disruptive, or who otherwise willfully violates the library's Patron Code of Conduct or other library policies and procedures.

Library staff may suspend patron privileges for up to 24 hours, including access to the library property. The Library Director may impose up to a 30-day ban for repeat offenders who have already been banned for one day several times or for a more serious violation.

The Library Director may impose up to a six-month ban for more pronounced disruptive behavior and for more serious violations. This includes significant verbal harassment of other patrons or staff. This also includes patrons who have had prior one day or 30-day bans and who continue to violate the Patron Code of Conduct.

The Board of Trustees approves bans over six months. A ban for one year or longer is for very serious problems, such as verbally or physically threatening behavior, physical assaults of patrons and/or staff, or criminal activity in the library. The police can be called for this type of incident. This can also include patrons who have repeatedly violated the Patron Code of Conduct and have a prior history of suspensions from the library.

Caregivers or legal guardians of minors will be notified, if identification can be obtained, of any incident in which a minor patron is required to leave the library premises for violating the Patron Code of Conduct.

### Children Visiting the Library

The Galena Public Library District, while concerned for the safety of children on library grounds, does not act in loco parentis (in place of parents). A parent, caregiver, legal guardian, teacher, or custodian is responsible for monitoring the activities and managing the behavior of children during their library visits. Library staff will not serve as temporary caregivers or disciplinarians.

Children 7 years of age and younger must be accompanied and directly supervised at all times by a parent or caregiver 12 years of age or older. These rules may apply to children over the age of 7 at staff's discretion.

Children 8 years and older may use the library unattended by an adult, however, responsibility for minors using the library rests with the parent/caregiver. Children are subject to library rules and policies concerning behavior, conduct, and demeanor.

### Unattended Children & Vulnerable Adults

During library hours, when the safety of an unattended child or vulnerable adult is in doubt, library staff will attempt to contact the caregiver before calling 911. In the case of an immediate safety concern, staff will contact 911 immediately and then attempt to contact the caregiver. Library staff will stay with the person until assistance arrives.

In the event a child under the age 15 or vulnerable adult is still at the library after the library closes to the public, library staff will wait 15 minutes, attempt to contact the caregiver, and then 911 will be called to take charge of the situation. In no instance will staff transport anyone to their residence. If, at any time, staff are concerned for the safety of the child or vulnerable adult, they may contact 911 immediately.

Approved: 6/10/2003

Revised: 3/17/2015

Revised: DRAFT

## 9.d.vii Program Policy



### PROGRAMMING POLICY – DRAFT

The Galena Public Library staff develops and hosts programs of general interest to the public. Programs should be in keeping with the Mission, Vision, and Values of the Galena Public Library District. The library is a public, unrestricted access facility. The library does not and will not discriminate on the basis of race, color, religion, gender expression, age, national origin or ancestry, disability, marital status, sexual orientation, or military status, in any of its activities. The library is committed to providing an inclusive and welcoming environment for all its staff, patrons, volunteers, presenters, and program attendees.

An amount shall be appropriated annually in the library budget to cover the cost for such program presentations. Annual expenses shall be kept within the annual budgeted amount. At least one staff member must always be present for program presentations. After-hours presentations require two staff members to be on duty.

A Program Proposal Form, found on the library's website, must be completed and submitted to the appropriate library staff at least eight weeks prior to the proposed program. A paper proposal form is available upon request. The library has the ability to host in-person, virtual, and hybrid programs. The presenter will need to complete and submit the appropriate Program Proposal Form. The Library Director approves all programs.

Program presenters are encouraged to submit photographs, program descriptions, and professional biographies to the library for use in promotional materials. All promotional materials shall be created by library staff and approved by the Library Director

Any form of reimbursement, honorarium, sales, or donations must be approved by the Library Director. Invoices for reimbursements and/or honorariums must be submitted at least four weeks prior to the program date.

Approved: 2/28/2017

Revised: DRAFT

10.A UNFINISHED BUSINESS: Discussion and possible action on Special Reserve Fund Plan



Special Reserve Fund Plan - **EXAMPLE DRAFT**

Ordinance #23-XX

WHEREAS, unexpended yearly funding balances have been accumulated in the Special Reserve Fund pursuant to Ordinance No. \_\_\_\_ [no number provided] on the 12<sup>th</sup> day of August, 1997 as authorized by 75 ILCS 16/40-50;

NOW, THERFORE, BE IT ORDAINED that the Board of Trustees of the Galena Public Library District adopt the following plan of purpose for said Special Reserve Fund:

The plan and purpose for said Special Reserve Fund shall be for the expansion and improvement of library service as provided by the Board of Trustees and library staff. The Special Reserve Fund is to be made available for:

- I. Enhancements, both internal and external, to the aesthetics of the Library, whether relating to decorating, landscaping, etc.;
- II. Repairs and renovations, both internal and external, to the Library building structure; and
- III. Emergency expenditures as they arise and not able to be paid for from the General Operating Fund.

This plan may be reviewed periodically and can be revised by a two-thirds majority vote of the Board of Trustees in accordance with Library policies.

BE IT FURTHER ORDAINED that the amount to accumulated in said Special Reserve Fund shall be an amount which the Board of Trustees may find to be in the best interests of the public.

This Ordinance to be effective immediately.

Adopted at Regular Meeting of the Board of Trustees on the \_\_\_\_th day of \_\_\_\_\_, 2022.

By: \_\_\_\_\_  
President, Galena Public Library District

ATTEST:

\_\_\_\_\_  
Secretary, Galena Public Library District

10.b UNFINISHED BUSINESS: Discussion and possible action on investments and accounts

GALENA PUBLIC LIBRARY DISTRICT INVESTMENTS & ACCOUNTS							
As of August 31, 2022							
BANK	ACCT NO.	ACCT	TYPE OF ACCCOUNT	INT RATE	MATURITY	AMOUNT	NOTES
<b>First Comm</b>	1014	*379	Endowment - CD		11/3/2022	\$73,151.40	
	1015	*4883	Endowment - Money market	0.30%	n/a	\$145,769.02	Previously Dupaco CD-0138560
	1016	*4580	Endowment - Regular Savings	0.20%	n/a	\$92,930.58	Previously Dupaco CD-0117002
	1021	*378	Reserve Fund		11/3/2022	\$75,201.06	
	1033	*647	Klein/Wachter Restricted-Regular Savings	0.20%	n/a	\$1,484.25	Previously Dupaco CD-0138578
	1080		Diews Memorial - Regular Checking	0.00%	n/a	\$200,969.90	This will be moved into a Money Market Acct.
<b>Dupaco</b>	1031	*309	Virtue Memorial Restricted - CD	1.65%	4/17/2023	\$7,957.93	
	1071	*1104	Savings/Asset Builder	0.00%	n/a	\$25.02	
<b>IB&amp;T</b>	1050	*5071	Checking	0.00%	n/a	\$240,427.83	Includes Corporate, FICA, IMRF, Ins, & Per Cap. \$32,594.11 will be transferred to SRF.
	1060	*0035	Savings		n/a	\$250,699.13	Includes Corporate, Memorial Savings, Memorial Reserve Savings, Special Reserve Fund, and an Endowment

11.a NEW BUSINESS: Discussion and possible action on Audit of Secretary's Records

**FY 2022 Audit Secretary's Records**  
**August 25, 2022**

The meeting was called to order by Board of Trustees President Craig Albaugh at 5:45pm on Thursday, August 25, 2022. Frances Beadle was also present for the meeting.

There were no citizens present.

Albaugh and Beadle carefully reviewed the agendas and minutes of all Board of Trustee meetings, both regular and special during the Fiscal Year 2022. Notes from the meeting were provided to Library Director, Jenna Diedrich, who typed this report.

It was found that all agendas and minutes of both regular and special meetings of the Library Board of Trustees for Fiscal Year 2022, as approved at regular and special board meetings held therefore, are accurate, complete, and properly signed. There are two open agenda items carried over from Fiscal Year 2021 that have yet to resolve themselves, despite discussion during Fiscal Year 2022:

1. At a regular Board of Trustees meeting held on November 9, 2020, the Board approved restoration of the fireplace on the main floor of the Library and that project remains in progress. At the same meeting, the Board acknowledged that the egress window in the Children's Library, in the lower level of the library, was not then completed and the project remains incomplete at the date of this meeting.
2. At the regular Board of Trustees meeting held on May 1, 2021, discussion was had on renaming of the investment account funds of the Library, which was previously approved. This project has not been completed.

Further the report sayeth not.

Albaugh adjourned the meeting at 6:20pm

Respectfully submitted,

Jenna Diedrich  
Library Director



11.b NEW BUSINESS: Discussion and possible action on waiving non-resident fee for minors



TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

DATE: 9/9/2022

RE: Non-Resident fee for minors

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Recent legislation, Public Act 102-0843 allows for public library boards to waive the non-resident fee for those under the age of 18. Currently, people residing outside of East and West Galena Township must pay for a non-resident card using the tax bill method (property owners). Renters pay 15% of their monthly rent to obtain a non-resident card. Payment applies to all those who reside in the household. This differs from the minor non-resident card. This card is only for the minor. If their caregiver also wants a library card, they will be subject to the non-resident fee.

Because our library district does not reach as far as the school district, there are a number of students without access to the library. This is troublesome especially during summer months. Without access to library services, we as an organization are missing connecting with a portion of our community. The board may change this by passing a resolution to allow free non-resident cards to those under 18. It would eliminate the invisible barrier that many of our students experience.

Thank you for the consideration.