



Library Board of Trustees Meeting

Regular Meeting Monday, October 10, 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 Regular Meeting September 12, 2022
 - b. Approval of bills paid/payable: 09/10/22-10/06/22
4. Financial Report
5. Treasurer's Report
6. Friends Report
7. Library Director's Report
 - a. Standards for Illinois Public Libraries
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. Online Banking Policy
10. Unfinished Business (ACTION)
 - a. Discussion and possible action on Special Reserve Fund Plan
 - b. Discussion and possible action on investments and accounts
11. New business (ACTION)
12. Motions, resolutions, ordinances (ACTION)
 - a. Resolution #23-01 Non-Residence Fee Waiver for Minors
 - b. Ordinance #23-02 Special Reserve Fund Plan
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 (ACTION)
15. Items for next agenda
16. Announcements
17. Adjournment
18. Next meeting – Monday, November 14, 2022 at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

3. CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING SEPTEMBER 12, 2022

Library Board Meeting Minutes

September 12, 2022

Draft

1. Call to order

President Albaugh made the call to order at 6:30pm. Responding as present were Frances Beadle, Earl Thompson, Maria Rector, Walter Johnson, Tracy Furlong and Katherine Walker. Also attending were Library Director Jenna Diedrich, Larissa Distler Adult Services Librarian, Kathy Leonard from Friends of the Library and Gloria Junge.

2. Citizens comments

Distler was attending to be part of process. She encouraged the board to be engaged with library programs. They showcase the space and the needs. There is a limit of 30 people for programs because of space issues.

3. Consent agenda

Johnson moved that the consent agenda be approved. Thompson made the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

4. Financial Report

Thompson had a question about line item 3181. He wondered why it was less than last year and perhaps due to the timing of collections. Diedrich said she will check with Angie at the courthouse. Thompson said he will continue checking to see if the discrepancy continues. Line item 5485 is contractual services but had no listed expenses in the line item. Diedrich clarified that expenses included in this line item thus far have been yearly elevator service and yearly rate for HR Source.

5. Treasurer's Report

Thompson said there was nothing to report. Special reserve fund will be done, movement done. Beadle mentioned the safety deposit box needs to be updated. It is its own account and old names are on it. Former trustee Dianne Allendorf is still listed as signer on the account. The process requires a signature sheet. Thompson and Beadle will meet separately to address the changes.

6. Friends Report

Leonard conveyed the Friends made over \$7,000 from the book and bake sale. There will be two more mini sales this year. One on October 2 at the Territory Farmers Market and another closer to Christmas. She thanked Thompson for the use of his dumpster for the event.

7. Library Director's Report

Diedrich went over the Illinois Public Library Annual Report, IPLAR. It is a lot of comprehensive information: board trustees, library income and expenditures, personnel and their education and pay, events during the year and partnerships, and the effects of COVID. There are library card sign up promotions on September 17 morning at Farmers Market and on the 29th at the Live at the Plaza event in the evening. Distler informed the board on the LitFest 2023 line up. She has signed up bigger names such as Beth Dooley a cook book author who will be a ticketed event with food at Galena Cellars. Diedrich has contacted O'Connor about the audit numerous times and received no response. Beadle mentioned she might be able to assist with contact.

8. Board President's Report

Albaugh has noticed the plastic on the chimney is coming off and needs to be redone.

Thompson will look at it. The handrail is wobbly on the front steps. He suggested contacting Mike Harris. Sproles might also be an option. Thompson said he noticed the base is powdery which suggests it wasn't done correctly. Albaugh would like to see the policy committee discuss the vote of the president at committee meetings. Johnson said the committee will meet on the issue. Window egress is still on as a project and Mike Harris expressed interest as a good winter job. Diedrich will follow up.

9. Committees

- a. Building & Grounds – no meeting
- b. Finance – no meeting
- c. HR – no meeting
- d. Johnson reported the committee looked at 7 policies. The process would be to vote on each individual policy.
 - i. Collection Development Policy
Thompson moved to accept the policy as presented. Rector made the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
 - ii. Disposal of Surplus Property Policy
Walker moved to accept the policy as presented. Beadle made the second. Thompson asked a question on scope. Diedrich said the policy would be valid for any disposal of goods more than \$100. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
 - iii. Homebound Services Policy
Rector moved to accept the policy as presented. Thompson made the second. Rector asked about people requesting genres and reserving a book. Diedrich said the form has an area for preferences and they would try to match the request, they use it as a guideline for choosing content. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
 - iv. Makerspace Policy

Johnson moved to accept the policy as presented. Rector made the second. Rector asked for information on what Makerspace was. Diedrich explained it covers items used for creative work inside the library. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

v. Online Banking Policy

There was no discussion or vote. Revisions are necessary due to the conversation under item 5.

vi. Patron Code of Conduct

Rector moved to approve the policy as presented. Johnson made the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

vii. Program Policy

Johnson moved to accept the policy as presented. Walker had the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

10. Unfinished Business

a. Discussion and possible action on Special Reserve Fund Plan

The plan and example given by Diedrich was from August 1997. Thompson commented that the fund in the past could only be used for capital improvements. There may be thoughts to allow expenditures for emergencies. All board members should be involved in the decision. There was no action.

b. Discussion and possible action on investments and accounts

Beadle contributed that current interest for 11 month CD's is at 1.5%. Beadle and Thompson will meet to discuss options for the board to hear at the next meeting.

11. New Business

a. Discussion and possible action on Audit of Secretary's Records

Beadle and Albaugh had examined the records. Johnson moved to approve the records. Thompson had the second. Vote: Beadle – Aye, Thompson – Aye, Johnson – Aye, Rector – Aye, Furlong – Aye, Walker – Abstain, Albaugh – Aye. Motion carried.

b. Discussion and possible action on waiving non-resident fee for minors

Diedrich explained the card idea, benefits, and access to the public library with discussion following. Rector asked how the word would get out. Diedrich suggested Gazette ads and that Rachel Lenstra would contact Galena and Scales Mound School counselors/librarians. Thompson asked what criticism there might be. A common theme would be 'I pay taxes to the library, they don't'. A downside would be an 18-year-old is a senior and not eligible by age. Albaugh thought it was a great idea. Walker asked about any geographic boundary and Hazel Green. The under 18 must be in Illinois. A resolution is needed for approval and Diedrich will create one for review and possible approval. Beadle moved to Diedrich to create the resolution. Thompson made the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

12. No motions, resolutions, ordinances.

13. Closed Session

- a. Thompson moved to enter closed session at 7:50pm. All visitors left the meeting space. Johnson had the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye. Motion carried.

14. Discussion and possible action on Closed Session

Rector moved to exit closed session at 8:15pm. Walker made the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. There was no action from closed session.

15. Items for the next agenda

- a. Online Banking Policy
- b. Special Reserve Fund Plan
- c. Update on investments and accounts
- d. Resolution for Waiver of Non-resident Fees for Minors

16. Announcements: Beadle and Furlong will not be at the October 10th meeting.

17. Adjournment at 8:17pm.

Next meeting Monday, October 10, 2022 at 6:30pm, Galena Public Library, 601 S. Bench, Galena, IL 61036 – Historical Room

Respectfully submitted,
Katherine Walker
Secretary

3.b CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE: 09/10/22 – 10/06/22

Galena Public Library District

A/P Aging Summary

As of October 6, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	116.41					\$116.41
B. L. Murray Co, Inc.	35.90					\$35.90
Bureau Veritas National Elevator Inspection Services		262.08				\$262.08
EBSCO	2,176.53					\$2,176.53
Findaway World LLC	1,469.50					\$1,469.50
Galena Gazette Publications	333.67					\$333.67
Jeff Upmann	295.00					\$295.00
Kanopy	70.00					\$70.00
KONE CHICAGO	195.00					\$195.00
Maple Park Public Library	20.00					\$20.00
Midwest Tape	222.30					\$222.30
Murphy Lawn Care	80.00					\$80.00
Petty Cash	10.00					\$10.00
Prairie Cat	2,193.25					\$2,193.25
TOTAL	\$7,217.56	\$262.08	\$0.00	\$0.00	\$0.00	\$7,479.64

Galena Public Library District

Check Detail
September 10 - October 6, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
09/13/2022	Bill Payment (Check)	22767	Demco, Inc.		R	-9,084.30 -9,084.30
09/13/2022	Bill Payment (Check)	22768	JL Tech		R	-425.00 -425.00
09/13/2022	Bill Payment (Check)	22769	Access Systems		R	-94.08 -94.08
09/13/2022	Bill Payment (Check)	22770	Findaway World LLC		R	-527.41 -527.41
09/13/2022	Bill Payment (Check)	22771	Kanopy			-89.00 -89.00
09/13/2022	Bill Payment (Check)	22772	Maria Rector			-45.00 -45.00
09/13/2022	Bill Payment (Check)	22773	Midwest Tape		R	-227.53 -227.53
09/13/2022	Bill Payment (Check)	22774	Murphy Lawn Care		R	-200.00 -200.00
09/15/2022	Expenditure		Payroll		R	-8,110.99 -8,110.99
09/16/2022	Expenditure		Verizon	Hotspot wi-fi Hotspot wi-fi	R	-216.14 180.13 36.01
09/20/2022	Expenditure		Payroll		R	-8,308.50 -8,308.50
09/21/2022	Expenditure	40847075	Mitel	Telephone	R	-171.40 171.40
09/22/2022	Expenditure	550571	Honkamp Krueger & Co, PC	financial statements and software subscription September 2022	R	-925.00 925.00
09/22/2022	Expenditure	550999	Honkamp Krueger & Co, PC	reconciling accounting to annual county reports		-305.00 305.00
09/25/2022	Expenditure		Culligan	Water	R	-51.00 51.00
09/28/2022	Expenditure		Card Services - Galena State Bank	batteries Adult/Youth AV, healing kit items, bluetooth speakers stickers and library tote bags Youth - candle making supplies Gazette job ad	R	-1,457.19 12.06 686.25 723.16 20.97 14.75
09/28/2022	Expenditure	815777154209	AT&T	Elevator Phone	R	-232.17 232.17
10/03/2022	Expenditure		Ingram Library Services	Adult & Youth Books - September 2022		-2,388.55 2,388.55

4. FINANCIAL REPORT

Financial Statements

Galena Public Library District

For the Periods Ended September 30, 2022 and 2021

Prepared by

Honkamp, P.C.

Prepared on

October 5, 2022

No Assurance Provided / All Disclosures Omitted

Statement of Net Position - Modified Cash Basis

	Total	
	As of Sep 30, 2022	As of Sep 30, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Certificates of Deposit		
1011 Endowment Fund		
1012 Dupaco CD 117002-Endowment	0.00	94,752.54
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	145,846.90	
1016 First Community Bank 4580	92,981.25	
Total 1011 Endowment Fund	311,979.55	315,648.82
1020 Reserve Fund		
1021 First Community Bank 166378	75,201.06	75,201.06
Total 1020 Reserve Fund	75,201.06	75,201.06
1030 Restricted Memorial Reserve		
1031 Dupaco CD 136309 Virtue-MemRes	7,957.93	8,023.25
1032 Dupaco CD 138578 Klein-M.R	0.00	1,506.25
1033 First Community Bank 4647	1,486.06	
Total 1030 Restricted Memorial Reserve	9,443.99	9,529.50
Total 1010 Certificates of Deposit	396,624.60	400,379.38
1050 IB&T Checking		
1051 IB&T-Corporate Fund	211,442.15	241,544.80
1052 IB&T-FICA	7,875.15	13,183.04
1053 IB&T-IMRF	15,816.61	19,201.49
1054 IB&T-Insurance	7,997.44	6,923.61
1057 IB&T-Per Capita	5,089.07	158.92
Total 1050 IB&T Checking	248,220.42	281,011.86
1060 IB&T Savings 170035		
1061 Corporate-IB&T Savings 170035	-1,311.14	-1,311.14
1065 Memorial - IB&T Savings 170035	68,423.50	67,923.50
1066 Mem Reserve-IB&T Savings 170035	2,238.55	2,238.55
1068 Reserve - IB&T Savings 170035	210,955.58	163,875.74
1069 Endowment-IB&T Savings 170035	5,322.67	5,322.67
Total 1060 IB&T Savings 170035	285,629.16	238,049.32
1070 Dupaco Savings		
1071 Dupaco Savings 200921104-Corp	25.02	25.02
Total 1070 Dupaco Savings	25.02	25.02
1080 First Community Bank Checking	201,007.07	200,969.90
Total Bank Accounts	1,131,506.27	1,120,435.48
Other Current Assets		
1840 Prepaid Wages	0.00	8,216.07
Total Other Current Assets	0.00	8,216.07
Total Current Assets	1,131,506.27	1,128,651.55

No Assurance Provided / All Disclosures Omitted

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Statement of Net Position - Modified Cash Basis

	Total	
	As of Sep 30, 2022	As of Sep 30, 2021 (PY)
TOTAL ASSETS	\$1,131,506.27	\$1,128,651.55
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		
2381 IMRF - 403B	2,302.74	1,694.49
Total 2380 IMRF Payroll Liabilities	2,302.74	1,694.49
Total 2300 Payroll Liabilities	2,302.74	1,694.49
Total Other Current Liabilities	2,302.74	1,694.49
Total Current Liabilities	2,302.74	1,694.49
Total Liabilities	2,302.74	1,694.49
Equity		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	426,908.58	446,946.57
2815 Endowment Fund Balance	328,089.24	321,375.40
2820 FICA Fund Balance	7,875.15	13,183.04
2830 IMRF Fund Balance	13,513.87	17,507.00
2835 Insurance Fund Balance	7,997.44	6,923.61
2845 Memorial Fund Balance	67,923.50	67,923.50
2850 Memorial Reserve Fund Balance	12,262.76	11,662.67
2855 Per Capita Fund Balance	5,089.07	158.92
2860 Reserve Fund Balance	259,543.92	241,276.35
2900 Contra Net Margin Account	-178,824.57	-410,914.83
Net Margin	178,824.57	410,914.83
Total Equity	1,129,203.53	1,126,957.06
TOTAL LIABILITIES AND EQUITY	\$1,131,506.27	\$1,128,651.55

Statement of Activities - Modified Cash Basis (MTD)

	Sep 2022	Total Sep 2021 (PY)
REVENUE		
3030 Digitization Project	400.00	
3040 Donations	575.00	50.00
3070 Grants		
3077 Per Capita Grant	6,664.05	
Total 3070 Grants	6,664.05	
3090 Historical Department		25.00
3100 Interest Income		
3101 Corporate Interest	39.27	1.91
3106 Memorial Reserve Interest	0.81	
3108 Reserve Interest	135.66	135.53
3109 Endowment Interest	265.87	1,083.10
Total 3100 Interest Income	441.61	1,220.54
3110 Item Replacements	10.00	60.02
3130 Non-Resident Fee	271.58	699.60
3180 Property Taxes		
3181 Corporate Property Tax	71,292.62	67,836.95
3182 FICA Property Tax	1,995.73	3,345.25
3183 IMRF Property Tax	1,795.84	593.33
3184 Insurance Property Tax	301.47	396.59
Total 3180 Property Taxes	75,385.66	72,172.12
3200 Royalty Income	2,705.20	1,349.12
3230 Service Charges	128.60	53.70
Total Revenue	86,581.70	75,630.10
GROSS MARGIN	86,581.70	75,630.10
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	1,895.46	1,136.39
5130 Pension Contributions	1,190.49	1,070.35
5150 Salaries	24,776.83	14,854.91
Total 5100 Personnel Services	27,862.78	17,061.65
5200 Capital Outlay		
5210 Books	1,547.46	2,635.62
5220 Equipment	94.08	263.12
5240 Improvements	9,084.30	3,907.90
5260 Materials/Non-Printed/A-V	1,213.66	1,005.01
Total 5200 Capital Outlay	11,939.50	7,811.65
5300 Commodities		
5310 Databases	316.53	142.00
5330 Supplies	12.06	666.55
Total 5300 Commodities	328.59	808.55
5400 Contractual Services		
5410 Accounting	1,568.40	1,301.98

No Assurance Provided / All Disclosures Omitted

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Statement of Activities - Modified Cash Basis (MTD)

		Total
	Sep 2022	Sep 2021 (PY)
5430 Legal		62.50
5440 Maintenance	200.00	105.00
5480 Technical Services	425.00	
Total 5400 Contractual Services	2,193.40	1,469.48
5700 Other Expenditures		
5730 Misc Charges	59.75	75.00
Total 5700 Other Expenditures	59.75	75.00
5800 Other Services		
5860 Outreach	723.16	
5870 Programming	20.97	200.00
5900 Utilities	1,477.94	971.28
Total 5800 Other Services	2,222.07	1,171.28
Total Expenditures	44,606.09	28,397.61
NET OPERATING MARGIN	41,975.61	47,232.49
NET MARGIN	\$41,975.61	\$47,232.49

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul - Sep, 2022	Jul - Sep, 2021 (PY)
REVENUE		
3030 Digitization Project	500.00	575.00
3040 Donations	665.00	201,400.90
3050 Fines/Overdues	23.25	21.65
3070 Grants		
3077 Per Capita Grant	6,664.05	6,793.85
Total 3070 Grants	6,664.05	6,793.85
3090 Historical Department	11.00	115.00
3100 Interest Income		
3101 Corporate Interest	42.57	4.76
3106 Memorial Reserve Interest	0.81	
3108 Reserve Interest	402.74	406.01
3109 Endowment Interest	643.06	1,349.69
Total 3100 Interest Income	1,089.18	1,760.46
3110 Item Replacements	38.10	139.58
3130 Non-Resident Fee	1,484.63	1,484.25
3140 Other Income		
3142 Corporate Other Income		112.96
Total 3140 Other Income		112.96
3180 Property Taxes		
3181 Corporate Property Tax	253,722.90	270,188.01
3182 FICA Property Tax	7,102.67	13,323.81
3183 IMRF Property Tax	6,391.19	2,363.17
3184 Insurance Property Tax	1,072.89	1,579.58
Total 3180 Property Taxes	268,289.65	287,454.57
3200 Royalty Income	8,109.51	4,128.54
3230 Service Charges	377.35	242.70
Total Revenue	287,251.72	504,229.46
GROSS MARGIN	287,251.72	504,229.46
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	4,174.08	3,433.31
5130 Pension Contributions	2,605.63	3,151.43
5150 Salaries	54,563.03	44,879.87
Total 5100 Personnel Services	61,342.74	51,464.61
5200 Capital Outlay		
5210 Books	4,552.15	6,639.07
5220 Equipment	300.13	1,074.53
5240 Improvements	10,609.30	9,343.67
5260 Materials/Non-Printed/A-V	3,612.42	3,287.67
Total 5200 Capital Outlay	19,074.00	20,344.94
5300 Commodities		
5310 Databases	2,833.28	2,407.16

No Assurance Provided / All Disclosures Omitted

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Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul - Sep, 2022	Jul - Sep, 2021 (PY)
5320 Periodicals	295.00	195.00
5330 Supplies	758.64	923.14
5340 Postage/Shipping		3.80
Total 5300 Commodities	3,886.92	3,529.10
5400 Contractual Services		
5410 Accounting	4,035.76	3,368.23
5430 Legal		62.50
5440 Maintenance	280.00	1,510.50
5460 PrairieCat Consortium	2,193.25	2,111.50
5470 Security Services	324.00	
5475 HR Source		275.00
5480 Technical Services	1,530.00	
5485 Other Contractual Services	2,352.36	
Total 5400 Contractual Services	10,715.37	7,327.73
5500 Historical Digitization	396.06	
5700 Other Expenditures		
5730 Misc Charges	89.75	152.00
Total 5700 Other Expenditures	89.75	152.00
5800 Other Services		
5830 General Insurance (Bonding)	7,005.00	6,407.00
5850 Marketing	250.70	
5860 Outreach	760.22	
5870 Programming	384.33	771.31
5880 Public Notice/Legal	39.46	37.54
5890 Travel		104.61
5900 Utilities	4,482.60	3,175.79
Total 5800 Other Services	12,922.31	10,496.25
Total Expenditures	108,427.15	93,314.63
NET OPERATING MARGIN	178,824.57	410,914.83
NET MARGIN	\$178,824.57	\$410,914.83

Supplementary Information

Supplementary Information

Preliminary

Galena Public Library District

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

September 2022

	Current Month	Year-to-Date	Budget	Balance
REVENUE				
Digitization Project	400.00	500.00	8,000.00	(7,500.00)
Donations	575.00	665.00	10,000.00	(9,335.00)
Auction Income		-		-
Fines/Overdues	-	23.25	-	23.25
Friends (Other Grants)		-	12,585.00	(12,585.00)
Grants				
Corporate Grant			1,000.00	(1,000.00)
Per Capita Grant	6,664.05	6,664.05	6,664.00	0.05
Total Grants	6,664.05	6,664.05	7,664.00	(999.95)
Historical Department	-	11.00	500.00	(489.00)
Interest Income				
Corporate Interest	39.27	42.57	10,000.00	(9,957.43)
Memorial Reserve Interest	0.81	0.81		0.81
Reserve Interest	135.66	402.74		402.74
Endowment Interest	265.87	643.06		643.06
Total Interest Income	441.61	1,089.18	10,000.00	(8,910.82)
Item Replacements	10.00	38.10	300.00	(261.90)
Lit Fest	-	-	2,000.00	(2,000.00)
Non-Resident Fee	271.58	1,484.63	2,500.00	(1,015.37)
Other Income				
Better World Books				-
Corporate Other Income			500.00	(500.00)
Insurance Other Income			-	-
Total Other Income	-	-	500.00	(500.00)
Prairie Cat				
Property Taxes				
Corporate Property Tax	71,292.62	253,722.90	348,491.00	(94,768.10)
FICA Property Tax	1,995.73	7,102.67	9,760.00	(2,657.33)
IMRF Property Tax	1,795.84	6,391.19	8,782.00	(2,390.81)
Insurance Property Tax	301.47	1,072.89	1,475.00	(402.11)
Total Property Taxes	75,385.66	268,289.65	368,508.00	(100,218.35)
Replacement Tax			4,000.00	(4,000.00)
Royalty Income	2,705.20	8,109.51	15,000.00	(6,890.49)
Service Charges	128.60	377.35	750.00	(372.65)
Total Revenue	86,581.70	287,251.72	442,307.00	(155,055.28)
GROSS MARGIN	86,581.70	287,251.72	442,307.00	(155,055.28)
EXPENSES				
66000 Personnel Services				
Employee Health Plan				-
Payroll Taxes	1,895.46	4,174.08	15,700.00	(11,525.92)

No Assurance Provided / All Disclosures Omitted

9/29

Galena Public Library District

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

Pension Contributions	1,190.49	2,605.63	9,000.00	(6,394.37)
Reimbursements			100.00	(100.00)
Salaries			-	-
Corporate Wages	24,776.83	54,563.03	210,000.00	(155,436.97)
Total Salaries	24,776.83	54,563.03	210,000.00	(155,436.97)
Total 66000 Personnel Services	27,862.78	61,342.74	234,800.00	(173,457.26)
Capital Outlay				
Books	1,547.46	4,552.15	22,200.00	(17,647.85)
Equipment	94.08	300.13	6,000.00	(5,699.87)
Hardware			-	-
Improvements	9,084.30	10,609.30	76,500.00	(65,890.70)
Adult	-	-	-	-
Materials/Non-Printed/A-V	1,213.66	3,612.42	19,200.00	(15,587.58)
Total Capital Outlay	11,939.50	19,074.00	123,900.00	(104,826.00)
Commodities				
Databases	316.53	2,833.28	8,505.00	(5,671.72)
Periodicals	-	295.00	4,890.00	(4,595.00)
Supplies	12.06	758.64	4,000.00	(3,241.36)
Postage/Shipping	-	-	1,000.00	(1,000.00)
Total Commodities	328.59	3,886.92	18,395.00	(14,508.08)
Contractual Services				
Accounting	1,568.40	4,035.76	16,000.00	(11,964.24)
Audit Fees	-	-	8,000.00	(8,000.00)
Legal	-	-	4,000.00	(4,000.00)
Maintenance	200.00	280.00	9,000.00	(8,720.00)
PrairieCat Corporate	-	-	-	-
PrairieCat Consortium	-	2,193.25	9,274.00	(7,080.75)
Security Services	-	324.00		324.00
HR Source	-	-		-
Technical Services	425.00	1,530.00	10,000.00	(8,470.00)
Other Contractual Services	-	2,352.36	4,700.00	(2,347.64)
Total Contractual Services	2,193.40	10,715.37	60,974.00	(50,258.63)
Historical Digitization	-	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	59.75	89.75	1,000.00	(910.25)
Total Other Expenditures	59.75	89.75	11,000.00	(10,910.25)
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	723.16	760.22	2,000.00	(1,239.78)
Programming	20.97	384.33	16,000.00	(15,615.67)

No Assurance Provided / All Disclosures Omitted

10/29

Galena Public Library District

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

Public Notice/Legal	-	39.46	500.00	(460.54)
Travel		-	800.00	(800.00)
Utilities	1,477.94	4,482.60	16,950.00	(12,467.40)
Total Other Services	2,222.07	12,922.31	47,690.00	(34,767.69)
Total Expenses	44,606.09	108,427.15	528,799.00	(420,371.85)
NET OPERATING MARGIN	41,975.61	178,824.57	(86,492.00)	265,316.57
NET MARGIN	41,975.61	178,824.57	(86,492.00)	265,316.57

Statement of Activities - Modified Cash Basis - Corp Fund

September 2022

	Actual	Budget	Corporate Fund over Budget
REVENUE			
3030 Digitization Project	400.00	666.67	-266.67
3040 Donations	75.00	833.33	-758.33
3060 Friends (Other Grants)		1,048.75	-1,048.75
3070 Grants			
3071 Corporate Grant		83.33	-83.33
Total 3070 Grants		83.33	-83.33
3090 Historical Department		41.67	-41.67
3100 Interest Income			
3101 Corporate Interest	39.27	833.33	-794.06
Total 3100 Interest Income	39.27	833.33	-794.06
3110 Item Replacements	10.00	25.00	-15.00
3120 Lit Fest		166.67	-166.67
3130 Non-Resident Fee	271.58	208.33	63.25
3140 Other Income			
3142 Corporate Other Income		41.67	-41.67
Total 3140 Other Income		41.67	-41.67
3180 Property Taxes			
3181 Corporate Property Tax	71,292.62	69,698.20	1,594.42
Total 3180 Property Taxes	71,292.62	69,698.20	1,594.42
3190 Replacement Tax		333.33	-333.33
3200 Royalty Income	721.45		721.45
3230 Service Charges	128.60	62.50	66.10
Total Revenue	72,938.52	74,042.78	-1,104.26
GROSS MARGIN	72,938.52	74,042.78	-1,104.26
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		8.33	-8.33
5150 Salaries	24,776.83	17,500.00	7,276.83
Total 5100 Personnel Services	24,776.83	17,508.33	7,268.50
5200 Capital Outlay			
5210 Books	1,547.46	1,850.00	-302.54
5220 Equipment	94.08	500.00	-405.92
5240 Improvements	9,084.30	6,375.00	2,709.30
5260 Materials/Non-Printed/A-V	1,213.66	1,600.00	-386.34
Total 5200 Capital Outlay	11,939.50	10,325.00	1,614.50
5300 Commodities			
5310 Databases	316.53	708.75	-392.22
5320 Periodicals		407.50	-407.50
5330 Supplies	12.06	333.33	-321.27
5340 Postage/Shipping		83.33	-83.33
Total 5300 Commodities	328.59	1,532.91	-1,204.32

No Assurance Provided / All Disclosures Omitted

12/29

Statement of Activities - Modified Cash Basis - Corp Fund

			Corporate Fund
	Actual	Budget	over Budget
5400 Contractual Services			
5410 Accounting	1,568.40	1,333.33	235.07
5420 Audit Fees		666.67	-666.67
5430 Legal		333.33	-333.33
5440 Maintenance	200.00	750.00	-550.00
5480 Technical Services	425.00	833.33	-408.33
5485 Other Contractual Services		391.67	-391.67
Total 5400 Contractual Services	2,193.40	4,308.33	-2,114.93
5500 Historical Digitization		2,083.33	-2,083.33
5600 Lit Fest Expenditures		586.67	-586.67
5700 Other Expenditures			
5710 Contingencies		833.33	-833.33
5730 Misc Charges	59.75	83.33	-23.58
Total 5700 Other Expenditures	59.75	916.66	-856.91
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	723.16	166.67	556.49
5870 Programming	20.97	1,333.33	-1,312.36
5880 Public Notice/Legal		41.67	-41.67
5890 Travel		66.67	-66.67
5900 Utilities	1,477.94	1,412.50	65.44
Total 5800 Other Services	2,222.07	3,390.85	-1,168.78
Total Expenditures	41,520.14	40,652.08	868.06
NET OPERATING MARGIN	31,418.38	33,390.70	-1,972.32
NET MARGIN	\$31,418.38	\$33,390.70	\$ -1,972.32

Statement of Activities - Modified Cash Basis - Corp Fund

July - September, 2022

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project	500.00	2,000.01	-1,500.01
3040 Donations	165.00	2,499.99	-2,334.99
3050 Fines/Overdues	23.25		23.25
3060 Friends (Other Grants)		3,146.25	-3,146.25
3070 Grants			
3071 Corporate Grant		249.99	-249.99
Total 3070 Grants		249.99	-249.99
3090 Historical Department	11.00	125.01	-114.01
3100 Interest Income			
3101 Corporate Interest	42.57	2,499.99	-2,457.42
Total 3100 Interest Income	42.57	2,499.99	-2,457.42
3110 Item Replacements	38.10	75.00	-36.90
3120 Lit Fest		500.01	-500.01
3130 Non-Resident Fee	1,484.63	624.99	859.64
3140 Other Income			
3142 Corporate Other Income		125.01	-125.01
Total 3140 Other Income		125.01	-125.01
3180 Property Taxes			
3181 Corporate Property Tax	253,722.90	278,792.80	-25,069.90
Total 3180 Property Taxes	253,722.90	278,792.80	-25,069.90
3190 Replacement Tax		999.99	-999.99
3200 Royalty Income	3,803.33		3,803.33
3230 Service Charges	377.35	187.50	189.85
Total Revenue	260,168.13	291,826.54	-31,658.41
GROSS MARGIN	260,168.13	291,826.54	-31,658.41
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		24.99	-24.99
5150 Salaries	54,563.03	52,500.00	2,063.03
Total 5100 Personnel Services	54,563.03	52,524.99	2,038.04
5200 Capital Outlay			
5210 Books	4,552.15	5,550.00	-997.85
5220 Equipment	300.13	1,500.00	-1,199.87
5240 Improvements	10,609.30	19,125.00	-8,515.70
5260 Materials/Non-Printed/A-V	3,612.42	4,800.00	-1,187.58
Total 5200 Capital Outlay	19,074.00	30,975.00	-11,901.00
5300 Commodities			
5310 Databases	2,833.28	2,126.25	707.03
5320 Periodicals	295.00	1,222.50	-927.50
5330 Supplies	758.64	999.99	-241.35
5340 Postage/Shipping		249.99	-249.99

No Assurance Provided / All Disclosures Omitted

14/29

Statement of Activities - Modified Cash Basis - Corp Fund

		Corporate Fund	
	Actual	Budget	over Budget
Total 5300 Commodities	3,886.92	4,598.73	-711.81
5400 Contractual Services			
5410 Accounting	4,035.76	3,999.99	35.77
5420 Audit Fees		2,000.01	-2,000.01
5430 Legal		999.99	-999.99
5440 Maintenance	280.00	2,250.00	-1,970.00
5470 Security Services	324.00		324.00
5480 Technical Services	1,530.00	2,499.99	-969.99
5485 Other Contractual Services	2,352.36	1,175.01	1,177.35
Total 5400 Contractual Services	8,522.12	12,924.99	-4,402.87
5500 Historical Digitization	396.06	6,249.99	-5,853.93
5600 Lit Fest Expenditures		1,760.01	-1,760.01
5700 Other Expenditures			
5710 Contingencies		2,499.99	-2,499.99
5730 Misc Charges	89.75	249.99	-160.24
Total 5700 Other Expenditures	89.75	2,749.98	-2,660.23
5800 Other Services			
5810 Association Dues		110.01	-110.01
5820 Continuing Education		500.01	-500.01
5830 General Insurance (Bonding)	6,606.00		6,606.00
5850 Marketing	250.70	500.01	-249.31
5860 Outreach	760.22	500.01	260.21
5870 Programming	384.33	3,999.99	-3,615.66
5880 Public Notice/Legal	39.46	124.97	-85.51
5890 Travel		200.01	-200.01
5900 Utilities	4,482.60	4,237.50	245.10
Total 5800 Other Services	12,523.31	10,172.51	2,350.80
Total Expenditures	99,055.19	121,956.20	-22,901.01
NET OPERATING MARGIN	161,112.94	169,870.34	-8,757.40
NET MARGIN	\$161,112.94	\$169,870.34	\$ -8,757.40

Statement of Activities - Modified Cash Basis - Endowment Fund

September 2022

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	265.87		265.87
Total 3100 Interest Income	265.87		265.87
Total Revenue	265.87	0.00	265.87
GROSS MARGIN	265.87	0.00	265.87
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	265.87	0.00	265.87
NET MARGIN	\$265.87	\$0.00	\$265.87

Statement of Activities - Modified Cash Basis - Endowment Fund

July - September, 2022

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	643.06		643.06
Total 3100 Interest Income	643.06		643.06
Total Revenue	643.06	0.00	643.06
GROSS MARGIN	643.06	0.00	643.06
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	643.06	0.00	643.06
NET MARGIN	\$643.06	\$0.00	\$643.06

Statement of Activities - Modified Cash Basis - FICA Fund

September 2022

	Actual	Budget	FICA Fund over Budget
REVENUE			
3180 Property Taxes			
3182 FICA Property Tax	1,995.73	1,952.00	43.73
Total 3180 Property Taxes	1,995.73	1,952.00	43.73
Total Revenue	1,995.73	1,952.00	43.73
GROSS MARGIN	1,995.73	1,952.00	43.73
EXPENDITURES			
5100 Personnel Services			
5120 Payroll Taxes	1,895.46	1,308.33	587.13
Total 5100 Personnel Services	1,895.46	1,308.33	587.13
Total Expenditures	1,895.46	1,308.33	587.13
NET OPERATING MARGIN	100.27	643.67	-543.40
NET MARGIN	\$100.27	\$643.67	\$ -543.40

Statement of Activities - Modified Cash Basis - FICA Fund

July - September, 2022

	Actual	Budget	FICA Fund over Budget
REVENUE			
3180 Property Taxes			
3182 FICA Property Tax	7,102.67	7,808.00	-705.33
Total 3180 Property Taxes	7,102.67	7,808.00	-705.33
Total Revenue	7,102.67	7,808.00	-705.33
GROSS MARGIN	7,102.67	7,808.00	-705.33
EXPENDITURES			
5100 Personnel Services			
5120 Payroll Taxes	4,174.08	3,924.99	249.09
Total 5100 Personnel Services	4,174.08	3,924.99	249.09
Total Expenditures	4,174.08	3,924.99	249.09
NET OPERATING MARGIN	2,928.59	3,883.01	-954.42
NET MARGIN	\$2,928.59	\$3,883.01	\$ -954.42

Statement of Activities - Modified Cash Basis - IMRF Fund

September 2022

	Actual	Budget	IMRF Fund over Budget
REVENUE			
3180 Property Taxes			
3183 IMRF Property Tax	1,795.84	1,756.40	39.44
Total 3180 Property Taxes	1,795.84	1,756.40	39.44
Total Revenue	1,795.84	1,756.40	39.44
GROSS MARGIN	1,795.84	1,756.40	39.44
EXPENDITURES			
5100 Personnel Services			
5130 Pension Contributions	1,190.49	750.00	440.49
Total 5100 Personnel Services	1,190.49	750.00	440.49
Total Expenditures	1,190.49	750.00	440.49
NET OPERATING MARGIN	605.35	1,006.40	-401.05
NET MARGIN	\$605.35	\$1,006.40	\$ -401.05

Statement of Activities - Modified Cash Basis - IMRF Fund

July - September, 2022

	Actual	Budget	IMRF Fund over Budget
REVENUE			
3180 Property Taxes			
3183 IMRF Property Tax	6,391.19	7,025.60	-634.41
Total 3180 Property Taxes	6,391.19	7,025.60	-634.41
Total Revenue	6,391.19	7,025.60	-634.41
GROSS MARGIN	6,391.19	7,025.60	-634.41
EXPENDITURES			
5100 Personnel Services			
5130 Pension Contributions	2,605.63	2,250.00	355.63
Total 5100 Personnel Services	2,605.63	2,250.00	355.63
Total Expenditures	2,605.63	2,250.00	355.63
NET OPERATING MARGIN	3,785.56	4,775.60	-990.04
NET MARGIN	\$3,785.56	\$4,775.60	\$ -990.04

Statement of Activities - Modified Cash Basis - Insurance Fund

September 2022

	Actual	Budget	Insurance Fund over Budget
REVENUE			
3180 Property Taxes			
3184 Insurance Property Tax	301.47	295.00	6.47
Total 3180 Property Taxes	301.47	295.00	6.47
Total Revenue	301.47	295.00	6.47
GROSS MARGIN	301.47	295.00	6.47
EXPENDITURES			
5800 Other Services			
5830 General Insurance (Bonding)		583.33	-583.33
Total 5800 Other Services		583.33	-583.33
Total Expenditures	0.00	583.33	-583.33
NET OPERATING MARGIN	301.47	-288.33	589.80
NET MARGIN	\$301.47	\$ -288.33	\$589.80

Statement of Activities - Modified Cash Basis - Insurance Fund

July - September, 2022

	Actual	Budget	Insurance Fund over Budget
REVENUE			
3180 Property Taxes			
3184 Insurance Property Tax	1,072.89	1,180.00	-107.11
Total 3180 Property Taxes	1,072.89	1,180.00	-107.11
Total Revenue	1,072.89	1,180.00	-107.11
GROSS MARGIN	1,072.89	1,180.00	-107.11
EXPENDITURES			
5800 Other Services			
5830 General Insurance (Bonding)	399.00	1,749.99	-1,350.99
Total 5800 Other Services	399.00	1,749.99	-1,350.99
Total Expenditures	399.00	1,749.99	-1,350.99
NET OPERATING MARGIN	673.89	-569.99	1,243.88
NET MARGIN	\$673.89	\$ -569.99	\$1,243.88

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

September 2022

This report contains no data for your specified date range.

Preliminary

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

July - September, 2022

This report contains no data for your specified date range.

Preliminary

Statement of Activities - Modified Cash Basis - Per Capita Fund

September 2022

	Actual	Budget	Per Capita Fund over Budget
REVENUE			
3070 Grants			
3077 Per Capita Grant	6,664.05	555.33	6,108.72
Total 3070 Grants	6,664.05	555.33	6,108.72
Total Revenue	6,664.05	555.33	6,108.72
GROSS MARGIN	6,664.05	555.33	6,108.72
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium		772.83	-772.83
Total 5400 Contractual Services		772.83	-772.83
Total Expenditures	0.00	772.83	-772.83
NET OPERATING MARGIN	6,664.05	-217.50	6,881.55
NET MARGIN	\$6,664.05	\$ -217.50	\$6,881.55

Statement of Activities - Modified Cash Basis - Per Capita Fund

July - September, 2022

	Actual	Budget	Per Capita Fund over Budget
REVENUE			
3070 Grants			
3077 Per Capita Grant	6,664.05	1,665.99	4,998.06
Total 3070 Grants	6,664.05	1,665.99	4,998.06
Total Revenue	6,664.05	1,665.99	4,998.06
GROSS MARGIN	6,664.05	1,665.99	4,998.06
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium	2,193.25	2,318.49	-125.24
Total 5400 Contractual Services	2,193.25	2,318.49	-125.24
Total Expenditures	2,193.25	2,318.49	-125.24
NET OPERATING MARGIN	4,470.80	-652.50	5,123.30
NET MARGIN	\$4,470.80	\$ -652.50	\$5,123.30

Statement of Activities - Modified Cash Basis - Reserve Fund

September 2022

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	135.66		135.66
Total 3100 Interest Income	135.66		135.66
3200 Royalty Income	1,983.75	1,250.00	733.75
Total Revenue	2,119.41	1,250.00	869.41
GROSS MARGIN	2,119.41	1,250.00	869.41
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	2,119.41	1,250.00	869.41
NET MARGIN	\$2,119.41	\$1,250.00	\$869.41

Statement of Activities - Modified Cash Basis - Reserve Fund

July - September, 2022

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	402.74		402.74
Total 3100 Interest Income	402.74		402.74
3200 Royalty Income	4,306.18	3,750.00	556.18
Total Revenue	4,708.92	3,750.00	958.92
GROSS MARGIN	4,708.92	3,750.00	958.92
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	4,708.92	3,750.00	958.92
NET MARGIN	\$4,708.92	\$3,750.00	\$958.92

7. LIBRARY DIRECTOR'S REPORT

Director's Report

September 2022

Board News

Petition packets are available for pick up at the library anytime. Packets must be filed with me between December 12th and December 19th.

Circulation

The library recently added two ukuleles to its collection! One of the ukulele's is within a healing library kit in the children's library. The other one is available to adults and teens on the main floor. The rokus will be made available for circulation soon. Subscriptions to Netflix and Disney+ were purchased and we are getting them all set up for checkout.

Visitors to the library and overall checkouts were down in September compared to August, but still up compared to September 2021. September 2022 had the most library card sign-ups since I've been director at 29! This also increased our card-holder rate by one percent.

Adult Services

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

- October 12th: ILP: Jesmyn Ward author of *Sing, Buried, Sing*
- October 13th: Adult Safe Space: Paint Galena Purple!
- October 19th: Highland Lifelong Learning: World War I Overview
- October 25th: Tech Tuesday: More Smartphone Tips for Seniors

Youth Services

The library is partnering with the Galena Center for the Arts for an Art Show with pieces created during STEAM and Art Explorers.

Upcoming programs:

- Every Monday: STEAM Club
- Every Wednesday: Art Explorers
- Every Friday: Family Storytime

Outreach

September was National Library Card Sign-up Month. We had two outreach events in September: a booth at the Farmers Market and a booth at September's Live at the Plaza! The goal for these events was to increase the visibility of the library and to get people to sign up for a library card.

Farmer's Market

- Most of the people we talked to were visitors to Galena. We talked about the important of the public library and urged them to get a library card at their home library. Galena locals were excited to see the library at the community market. They made buttons with the library's new

button maker, took library branded stickers, bookmarks, and tote bags, and checked out materials.

- No library card sign-ups, but lots of engagement.

Live at the Plaza!

- This month's Live at the Plaza was a celebration of Hispanic Heritage Month. We brought a lot of our Spanish language collection. We also had Spanish language button designs available to make. There was a good mix of locals and visitors, and we had many great conversations. People were able to make buttons, check out materials, and pick up library branded stickers, bookmarks, and tote bags. The button maker is a huge hit!
- Two library card sign-ups!

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**
 - Mike Harris has been contacted regarding the front handrail and the children's egress window. He plans to come look at both potential projects the week of the 10th.
 - The B&G Committee will need to meet in October or November to revise the RFB for the exterior work.
- **Finances**
 - Work on the levy will be starting soon. Thompson and I have discussed including Beadle in the process.
 - Audit: The FY 22 financials and signed documents have been dropped off at O'Connor. Scott Roberts hopes to have the audit completed by the December meeting. The Friends have been contacted to drop off their financials. The estimated amount could be up to \$8,005, including the audit of the component unit (Friends). The budget includes an expense of \$8,000.
- **Projects**
 - Exploratory Study: In progress. I hope to have a draft to present at the meeting
 - Per Capita: Review of Serving Our Public Standards for Illinois Public Libraries. The entire document needs to be reviewed in order to apply for the Per Capita Grant.
- **Strategic Plan Objective Timeline**
 - September 2022
 - 2.c.iii: Identify and obtain technology equipment needed for access to historical information
 - October 2022
 - 1.b.i: Implement a multi-step marketing strategy for library services and resources – Develop a plan that will diversify library promotional strategies

- Increased outreach by being present at the Farmers Market and September's Live at the Plaza
- Published an ad in the Gazette in Spanish outlining library services
- 1.b.ii: Investigate new ways to reach current, underserved, and unserved patrons
 - Ongoing conversation with Larissa and Rachel. If the non-resident cards for minors passes, Rachel and I would like to visit the schools to discuss the library.
 - Rachel is working with the English teachers at the Galena High School to connect with high school students.
- 4.a.iii: Investment in library staff – create and implement technology competencies for staff including training on digital resources
 - Planning on a staff meeting late October, early November to go over library digital resources

SEPTEMBER 2022 STATISTICS

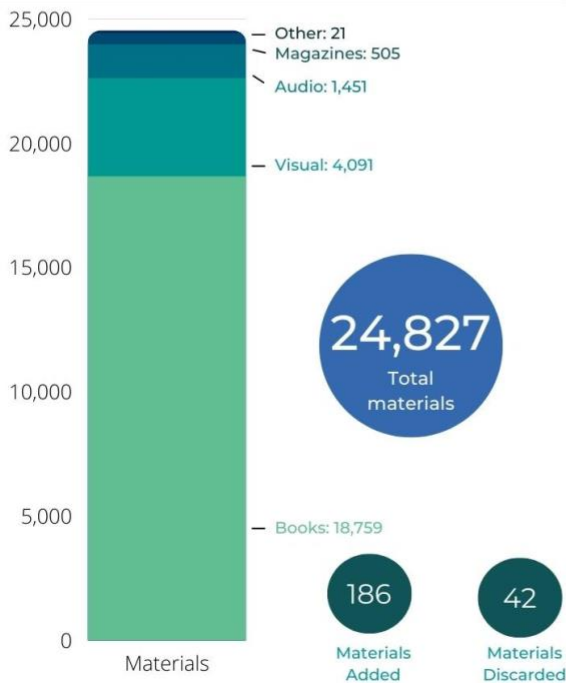
Card Holders



Checkouts



Collection

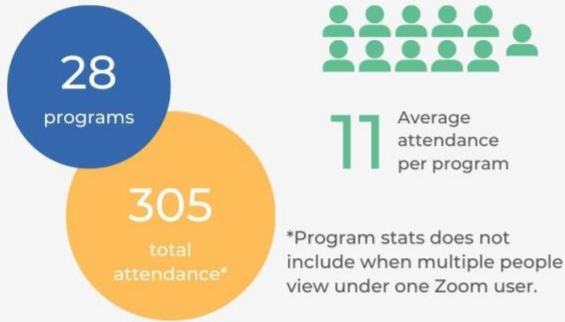


Visits



SEPTEMBER 2022 STATISTICS

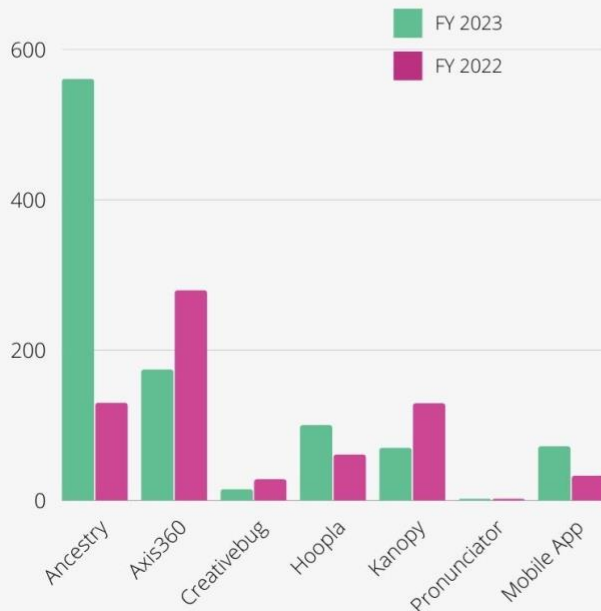
Programming



Computer Use



eResources



Social Media





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 follows procedures set forth by the banking institutions. In the event the password has been fraudulently 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.

10.A UNFISHED BUSINESS: DISCUSSION AND POSSIBLE ACTION ON SPECIAL RESERVE FUND PLAN



Special Reserve Fund Plan - **EXAMPLE DRAFT**

Ordinance #23-02

WHEREAS, unexpended yearly funding balances have been accumulated in the Special Reserve Fund pursuant to Ordinance No. ____ [no number provided] on the 12th 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 September 30, 2022							
BANK	ACCT NO.	ACCOUNT	TYPE OF ACCCOUNT	INTEREST RATE	MATURITY	AMOUNT	NOTES
First Community	1014	*379	Endowment - CD		11/3/2022	\$73,151.40	
	1015	*4883	Endowment - Money market	0.30%	n/a	\$145,846.90	Previously Dupaco CD-0138560
	1016	*4580	Endowment - Regular Savings	0.20%	n/a	\$92,981.25	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	\$1,486.06	Previously Dupaco CD-0138578
	1080		Diewes Memorial - Money Market	0.00%	n/a	\$201,007.07	Previously FCB Checking
Dupaco	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	
Illinois Bank & Trust	1050	*5071	Checking	0.00%	n/a	\$248,220.42	Includes Corporate, FICA, IMRF, Ins, & Per Cap. \$32,594.11 transferred to Acct 1060
	1060	*0035	Savings		n/a	\$285,629.16	Includes Corporate, Memorial Savings, Memorial Reserve Savings, Special Reserve Fund, and an Endowment

12.A RESOLUTION #23-01 NON-RESIDENCE FEE WAIVER FOR MINORS



Resolution #23-01

Waiver of Non-Resident Fee for Minors

WHEREAS, the Illinois General Assembly enacted Public Act 102-0843, effective May 13, 2022, to amend both the Local Library Act and the Library District Act to authorize libraries to adopt regulations waiving nonresident library card fees for persons under 18 years old;

WHEREAS, some students attending the Galena Unit School District reside outside the public library's district of East and West Galena Township;

WHEREAS, students attending the Scales Mound Unit School District reside in an unserved area with no local public library;

WHEREAS, this resolution will be reviewed every June at the same time the Non-Resident Fees are calculated.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Galena Public Library District that non-resident fees will be waived for persons under the age of 18 if the following criteria are met:

1. Documentation which verifies the person's eligibility for a waiver of nonresident fees;
2. The understanding that the library card is only to be used by the cardholder; and
3. Persons aged 18 and older who reside in the same household as the cardholder must pay the calculated non-resident fee for their residence to obtain a library card;

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED this _____ day of October, 2022, by the President of the Board of Trustees and attested by the Secretary on the same day.

APPROVED:

Name: _____

President

ATTEST:

Name: _____

Secretary

Date: _____

12.B ORDINANCE #23-02 SPECIAL RESERVE FUND PLAN

Special Reserve Fund Plan

Ordinance #23-02

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

NOW, THEREFORE, 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:

- IV. Enhancements, both internal and external, to the aesthetics of the Library, whether relating to decorating, landscaping, etc.;
- V. Repairs and renovations, both internal and external, to the Library building structure; and
- VI. 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