



Library Board of Trustees Meeting

Regular Meeting Monday, November 14, 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 October 10, 2022
 - b. Approval of bills paid/payable: 10/07/22-11/11/22
4. Financial Report
5. Treasurer's Report (ACTION)
6. Friends Report
7. Library Director's Report
 - a. Standards for Illinois Public Libraries
 - b. Exploratory Building Study
8. Board President's Report
9. Committees
 - a. Building & Grounds – Earl Thompson
 - b. Finance – Earl Thompson
 - c. HR – Maria Rector
 - d. Policy – Walter Johnson
10. Unfinished Business (ACTION)
11. New business (ACTION)
 - a. Freedom of Information Act FY23
 - b. 3rd Annual Pride Picnic
12. Motions, resolutions, ordinances (ACTION)
 - a. Ordinance #23-03 FY23 Tax Levy
13. Closed Session
14. Discussion and possible action on Closed Session (ACTION)
15. Acceptance of resignation of Craig Albaugh as Board President (ACTION)
16. Acceptance of resignation of Earl Thompson as Treasurer (ACTION)
17. Election of Officers (ACTION)
18. Items for next agenda
19. Announcements
20. Adjournment
21. Next meeting – Monday, December 12, 2022 at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

3a. CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING OCTOBER 10, 2022 (ACTION)

Library Board Minutes

October 10, 2022

Draft

1. Call to order

President Albaugh called the meeting to order at 6:30pm. Roll call had the following board members present Maria Rector, Walter Johnon, and Katherine Walker. Four members were present for a quorum. Tracy Furlong and Frances Beadle were absent. Board member Earl Thompson took his seat at 6:35pm. Also present were Tim Doser, Gloria Junge, and Library Director Jenna Diedrich.

2. Citizens comments

Doser requested toner for the printer. Diedrich responded it had been ordered. Doser is unhappy with the pace of the digitization project. A one year turn around was not acceptable. He questioned the scanning and timing of Crowley and would like to see more papers sent to be in the queue. He questioned what would be done if the Gazette is sold. He wants to see papers put on a third hard drive. Junge agreed verbally with the Doser comments.

3. Consent Agenda

Rector moved to accept items a and b as presented. Johnson made the second. Vote: Thompson – Aye, Rector – Aye, Johnson – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

4. Financial Report

Thompson looked at options for interest that fit the board's parameters to maximize interest. State Bank is at 3.89% but only for a few months. Beadle will be bringing more information for consideration at the next meeting.

5. Treasurer's Report

The transfer of \$32,594.11 was transferred from the Corporate Fund to the Special Reserve Fund.

6. Friends Report

President Betsy Hansen was unable to attend but had sent some information to Diedrich. Their mini sale earned \$240. December 2 will be the next mini sale at the Galena Territory Association Owner's Club. The date for the summer book sale will be July 20-22, 2023. The members only sale will be on Wednesday the 19th.

7. Library Director's Report

Diedrich reported the library now has two ukuleles and 3 healing kits for circulation. Button making was a big hit during outreach efforts. Live at the Plaza was very good and Diedrich had

two library cars sign ups. She had gotten in touch with O'Conner Brooks and dropped off FY 2022 materials. They will also need information from the Friends of the Library. To apply for the Per Capita Grant, the board is required to go over the Illinois Public Library Standards. It is part of a process that is done every year. The graphic presentation was presented. A letter of concern was shared as well as one supporting diversity. A note was also placed in a periodical and the staff will try and be more watchful. The Hush Report of 10/5/22 was handed out and the Board thought no response was necessary. Diedrich referenced the plaques being researched for GPAO. Albaugh stated a new group was formed, the Galena Local History Alliance, who is now overseeing the plaque installations. Diedrich pointed out there were 29 new card members signed up, noting online availability helped and that 29 was the largest number of sign ups in the 6 years she has been at the library.

8. President's Report

Albaugh submitted a written resignation as President effective as of 12:01pm Tuesday, October 11, 2022. The resignation will be on the November agenda for acceptance.

9. Committees

- a. Buildings & Grounds – did not meet
- b. Finance – did not meet
- c. HR – did not meet
- d. Policy

- i. Online Banking Policy

Thompson moved to adopt the policy as presented. Rector made the second. Vote:

Thompson – Aye, Rector – Aye, Johnson – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

10. Unfinished Business

- a. Special Reserve Fund Plan

Thompson mentioned according to state statutes a plan is required and it needs to be current and within state statute. Discussion centered on what is allowed as enhancements vs. equipment vs. capital equipment vs. materials and vs. people doing the work.

- b. Investment & Accounts

The change has been made to the Diewes Memorial donation. Funds were moved from a savings to a Money Market account. The Virtue Memorial account is due 4/17/2023.

11. New Business – no action

12. Motions, resolutions, ordinances

- a. Resolution #23-01 Non-Residence Fee Waiver for Minors

Rector moved to approve the resolution. Johnson had the second. Vote: Thompson – Aye, Rector – Aye, Johnson – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

- b. Ordinance #23-02 Special Reserve Fund Plan

Thompson moved to approve Ordinance 23-02 Special Reserve Fund. Rector made the second. Vote: Vote: Thompson – Aye, Rector – Aye, Johnson – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

13. Closed Session – none

14. Discussion and possible action from Closed Session – none

15. Items for next agenda –

a. Election of officers

16. Announcements

Thompson suggested that Frances Beadle be made Treasurer with the election of officers at the next meeting.

17. Adjournment was at 7:42pm.

18. Next meeting

Monday, November 14, 2022, at 6:30pm., Galena Public Library, 601 South Bench St., Galena, IL 61036 – Historical Room

Respectfully submitted,

Katherine Walker
Secretary

3b. CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE 10/07/2022 – 11/11/2022 (ACTION)

Galena Public Library District

A/P Aging Summary
As of November 11, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	132.19					\$132.19
ALA-American Library Association	355.00					\$355.00
B. L. Murray Co, Inc.	39.60					\$39.60
Fieldview Farm	125.00					\$125.00
Findaway World LLC	484.42					\$484.42
Gneiss Electric	282.50					\$282.50
iFiber	165.00					\$165.00
Kanopy	67.00					\$67.00
McCoy Insurance Services, Inc	4.00					\$4.00
Midwest Tape	161.10					\$161.10
Northern Illinois University	300.00					\$300.00
Prairie Cat	499.00					\$499.00
RAILS	150.00					\$150.00
TOTAL	\$2,764.81	\$0.00	\$0.00	\$0.00	\$0.00	\$2,764.81

Galena Public Library District

Check Detail

October 8 - November 11, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
10/11/2022	Bill Payment (Check)	22775	Bureau Veritas National Elevator Inspection Services		R	-262.08
						-262.08
10/11/2022	Bill Payment (Check)	22776	Access Systems		R	-116.41
						-116.41
10/11/2022	Bill Payment (Check)	22777	Maple Park Public Library			-20.00
						-20.00
10/11/2022	Bill Payment (Check)	22778	B. L. Murray Co, Inc.		R	-35.90
						-35.90
10/11/2022	Bill Payment (Check)	22779	Galena Gazette Publications	02100179	R	-333.67
						-333.67
10/11/2022	Bill Payment (Check)	22780	Jeff Upmann		R	-295.00
						-295.00
10/11/2022	Bill Payment (Check)	22781	Kanopy		R	-70.00
						-70.00
10/11/2022	Bill Payment (Check)	22782	KONE CHICAGO		R	-195.00
						-195.00
10/11/2022	Bill Payment (Check)	22783	Prairie Cat		R	-2,193.25
						-2,193.25
10/11/2022	Bill Payment (Check)	22784	Innovative Independence Inc			-50.00
						-50.00
10/11/2022	Bill Payment (Check)	22785	Findaway World LLC		R	-1,469.50
						-1,469.50
10/11/2022	Bill Payment (Check)	22786	EBSCO		R	-2,176.53
						-2,176.53
10/11/2022	Bill Payment (Check)	22787	Midwest Tape		R	-222.30
						-222.30
10/11/2022	Bill Payment (Check)	22788	Murphy Lawn Care		R	-80.00
						-80.00
10/11/2022	Bill Payment (Check)	22789	Petty Cash			-10.00
						-10.00
10/13/2022	Expenditure		Payroll		R	-8,208.65
						-8,208.65
10/14/2022	Expenditure		Jo Carroll Energy	Electricity 8/6/22 - 9/6/22	R	-473.00
						473.00
10/18/2022	Expenditure		Verizon	Hotspot wi-fi	R	-216.16
				Hotspot wi-fi		180.15
						36.01
10/19/2022	Expenditure		Mitel	Telephone	R	-180.50
						180.50

Friday, November 11, 2022 10:43 AM GMT-06:00

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Galena Public Library District

Check Detail

October 8 - November 11, 2022

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/24/2022	Expenditure	Honkamp Krueger & Co, PC	reconciling accounting to annual county reports	R	-1,230.00 1,230.00
10/26/2022	Expenditure	Culligan	Water	R	-36.75 36.75
10/27/2022	Expenditure	Payroll		R	-7,947.31 -7,947.31
10/28/2022	Expenditure	Card Services - Galena State Bank	Adult/Youth AV, Netflix subscription, Youth - Art Explorers/Steam/ST supplies mums, gourds LED ballast light tubes NF replacement book stamps	R	-758.04 447.55 83.05 61.78 95.53 10.13 60.00
10/28/2022	Expenditure	AT&T	Elevator Phone	R	-231.99 231.99
11/01/2022	Expenditure	Nicor Gas	Gas for 8/17/22 - 9/15/22		-176.58 176.58
11/02/2022	Expenditure	Ingram Library Services	Adult & Youth Books - October 2022		-2,219.85 2,219.85
11/11/2022	Expenditure	Jo Carroll Energy	Electricity 9/6/22-10/5/22		-473.00 473.00

4. FINANCIAL REPORT

Financial Statements

Galena Public Library District

For the Periods Ended October 31, 2022 and 2021

Prepared by

Honkamp, P.C.

Prepared on

November 8, 2022

No Assurance Provided / All Disclosures Omitted

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Statement of Net Position - Modified Cash Basis

		Total
	As of Oct 31, 2022	As of Oct 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Certificates of Deposit		
1011 Endowment Fund		
1012 Dupaco CD 117002-Endowment	0.00	92,880.31
1013 Dupaco CD 138560-Endow	0.00	145,514.93
1014 First Community Bank 166379	73,151.40	73,151.40
1015 First Community Bank 4883	145,970.77	
1016 First Community Bank 4580	92,981.25	
Total 1011 Endowment Fund	312,103.42	311,546.64
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	7,957.93
1032 Dupaco CD 138578 Klein-M.R	0.00	1,484.25
1033 First Community Bank 4647	1,486.06	
Total 1030 Restricted Memorial Reserve	9,443.99	9,442.18
Total 1010 Certificates of Deposit	396,748.47	396,189.88
1050 IB&T Checking		
1051 IB&T-Corporate Fund	186,046.19	216,972.55
1052 IB&T-FICA	6,689.53	11,443.48
1053 IB&T-IMRF	14,266.43	18,455.85
1054 IB&T-Insurance	8,141.44	6,923.61
1057 IB&T-Per Capita	2,895.82	-1,952.58
Total 1050 IB&T Checking	218,039.41	251,842.91
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	211,611.31	164,760.10
1069 Endowment-IB&T Savings 170035	5,322.67	5,322.67
Total 1060 IB&T Savings 170035	286,284.89	238,933.68
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	201,237.54	200,969.90
Total Bank Accounts	1,102,335.33	1,087,961.39
Total Current Assets	1,102,335.33	1,087,961.39
TOTAL ASSETS	\$1,102,335.33	\$1,087,961.39

LIABILITIES AND EQUITY

No Assurance Provided / All Disclosures Omitted

2/31

Statement of Net Position - Modified Cash Basis

	Total	
	As of Oct 31, 2022	As of Oct 31, 2021 (PY)
Liabilities		
Current Liabilities		
Other Current Liabilities		
2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		
2381 IMRF - 403B	1,508.84	2,583.52
Total 2380 IMRF Payroll Liabilities	1,508.84	2,583.52
Total 2300 Payroll Liabilities	1,508.84	2,583.52
Total Other Current Liabilities	1,508.84	2,583.52
Total Current Liabilities	1,508.84	2,583.52
Total Liabilities	1,508.84	2,583.52
Equity		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	401,601.99	409,706.59
2815 Endowment Fund Balance	328,346.00	321,508.29
2820 FICA Fund Balance	6,689.53	11,443.48
2830 IMRF Fund Balance	12,757.59	15,872.33
2835 Insurance Fund Balance	8,141.44	6,923.61
2845 Memorial Fund Balance	68,424.31	67,923.50
2850 Memorial Reserve Fund Balance	11,761.95	11,662.67
2855 Per Capita Fund Balance	2,895.82	-1,952.58
2860 Reserve Fund Balance	260,207.86	242,289.98
2900 Contra Net Margin Account	-150,447.53	-369,335.64
Net Margin	150,447.53	369,335.64
Total Equity	1,100,826.49	1,085,377.87
TOTAL LIABILITIES AND EQUITY	\$1,102,335.33	\$1,087,961.39

Statement of Activities - Modified Cash Basis (MTD)

		Total
	Oct 2022	Oct 2021 (PY)
REVENUE		
3040 Donations		10.00
3050 Fines/Overdues		70.84
3090 Historical Department	30.00	
3100 Interest Income		
3101 Corporate Interest	232.47	2.29
3106 Memorial Reserve Interest		65.43
3108 Reserve Interest	131.69	131.29
3109 Endowment Interest	256.76	132.89
Total 3100 Interest Income	620.92	331.90
3110 Item Replacements	20.00	28.98
3130 Non-Resident Fee		668.79
3140 Other Income		
3146 Insurance Other Income	144.00	
Total 3140 Other Income	144.00	
3200 Royalty Income	1,459.46	1,555.45
3230 Service Charges	58.00	51.00
Total Revenue	2,332.38	2,716.96
GROSS MARGIN	2,332.38	2,716.96
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	1,185.62	1,739.56
5130 Pension Contributions	756.28	1,634.67
5150 Salaries	15,498.17	22,739.55
Total 5100 Personnel Services	17,440.07	26,113.78
5200 Capital Outlay		
5210 Books	2,398.68	919.61
5220 Equipment	116.41	84.00
5240 Improvements		6,234.66
5260 Materials/Non-Printed/A-V	1,917.05	914.36
Total 5200 Capital Outlay	4,432.14	8,152.63
5300 Commodities		
5310 Databases	292.30	186.00
5320 Periodicals	2,471.53	195.00
5330 Supplies	35.90	865.55
5340 Postage/Shipping	60.00	
Total 5300 Commodities	2,859.73	1,246.55
5400 Contractual Services		
5410 Accounting	1,454.72	1,215.41
5430 Legal		625.00
5440 Maintenance	632.61	2,430.00
5460 PrairieCat Consortium	2,193.25	2,111.50

Statement of Activities - Modified Cash Basis (MTD)

		Total
	Oct 2022	Oct 2021 (PY)
Total 5400 Contractual Services	4,280.58	6,381.91
5500 Historical Digitization		904.00
5700 Other Expenditures		
5730 Misc Charges	96.53	
Total 5700 Other Expenditures	96.53	
5800 Other Services		
5850 Marketing	240.00	
5860 Outreach	10.00	
5870 Programming	133.05	192.66
5880 Public Notice/Legal	78.92	180.95
5900 Utilities	1,138.40	1,123.67
Total 5800 Other Services	1,600.37	1,497.28
Total Expenditures	30,709.42	44,296.15
NET OPERATING MARGIN	-28,377.04	-41,579.19
NET MARGIN	\$ -28,377.04	\$ -41,579.19

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul - Oct, 2022	Jul - Oct, 2021 (PY)
REVENUE		
3030 Digitization Project	500.00	575.00
3040 Donations	665.00	201,410.90
3050 Fines/Overdues	23.25	92.49
3070 Grants		
3077 Per Capita Grant	6,664.05	6,793.85
Total 3070 Grants	6,664.05	6,793.85
3090 Historical Department	41.00	115.00
3100 Interest Income		
3101 Corporate Interest	275.04	7.05
3106 Memorial Reserve Interest	0.81	65.43
3108 Reserve Interest	534.43	537.30
3109 Endowment Interest	899.82	1,482.58
Total 3100 Interest Income	1,710.10	2,092.36
3110 Item Replacements	58.10	168.56
3130 Non-Resident Fee	1,484.63	2,153.04
3140 Other Income		
3142 Corporate Other Income		112.96
3146 Insurance Other Income	144.00	
Total 3140 Other Income	144.00	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	9,568.97	5,683.99
3230 Service Charges	435.35	293.70
Total Revenue	289,584.10	506,946.42
GROSS MARGIN	289,584.10	506,946.42
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	5,359.70	5,172.87
5130 Pension Contributions	3,361.91	4,786.10
5150 Salaries	70,061.20	67,619.42
Total 5100 Personnel Services	78,782.81	77,578.39
5200 Capital Outlay		
5210 Books	6,950.83	7,558.68
5220 Equipment	416.54	1,158.53
5240 Improvements	10,609.30	15,578.33
5260 Materials/Non-Printed/A-V	5,529.47	4,202.03
Total 5200 Capital Outlay	23,506.14	28,497.57

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul - Oct, 2022	Jul - Oct, 2021 (PY)
5300 Commodities		
5310 Databases	3,125.58	2,593.16
5320 Periodicals	2,766.53	390.00
5330 Supplies	794.54	1,788.69
5340 Postage/Shipping	60.00	3.80
Total 5300 Commodities	6,746.65	4,775.65
5400 Contractual Services		
5410 Accounting	5,490.48	4,583.64
5430 Legal		687.50
5440 Maintenance	912.61	3,940.50
5460 PrairieCat Consortium	4,386.50	4,223.00
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	14,995.95	13,709.64
5500 Historical Digitization	396.06	904.00
5700 Other Expenditures		
5730 Misc Charges	186.28	152.00
Total 5700 Other Expenditures	186.28	152.00
5800 Other Services		
5830 General Insurance (Bonding)	7,005.00	6,407.00
5850 Marketing	490.70	
5860 Outreach	770.22	
5870 Programming	517.38	963.97
5880 Public Notice/Legal	118.38	218.49
5890 Travel		104.61
5900 Utilities	5,621.00	4,299.46
Total 5800 Other Services	14,522.68	11,993.53
Total Expenditures	139,136.57	137,610.78
NET OPERATING MARGIN	150,447.53	369,335.64
NET MARGIN	\$150,447.53	\$369,335.64

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

October 2022

	Current Month	Year-to-Date	Budget	Balance
REVENUE				
Digitization Project	-	500.00	8,000.00	(7,500.00)
Donations	-	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	6,664.00	0.05
Total Grants	-	6,664.05	7,664.00	(999.95)
Historical Department	30.00	41.00	500.00	(459.00)
Interest Income				
Corporate Interest	232.47	275.04	10,000.00	(9,724.96)
Memorial Reserve Interest	-	0.81	-	0.81
Reserve Interest	131.69	534.43	-	534.43
Endowment Interest	256.76	899.82	-	899.82
Total Interest Income	620.92	1,710.10	10,000.00	(8,289.90)
Item Replacements	20.00	58.10	300.00	(241.90)
Lit Fest	-	-	2,000.00	(2,000.00)
Non-Resident Fee	-	1,484.63	2,500.00	(1,015.37)
Other Income	-	-	-	-
Better World Books	-	-	-	-
Corporate Other Income	-	-	500.00	(500.00)
Insurance Other Income	144.00	144.00	-	144.00
Total Other Income	144.00	144.00	500.00	(356.00)
Prairie Cat			-	-
Property Taxes				
Corporate Property Tax	-	253,722.90	348,491.00	(94,768.10)
FICA Property Tax	-	7,102.67	9,760.00	(2,657.33)
IMRF Property Tax	-	6,391.19	8,782.00	(2,390.81)
Insurance Property Tax	-	1,072.89	1,475.00	(402.11)
Total Property Taxes	-	268,289.65	368,508.00	(100,218.35)
Replacement Tax			4,000.00	(4,000.00)
Royalty Income	1,459.46	9,568.97	15,000.00	(5,431.03)
Service Charges	58.00	435.35	750.00	(314.65)
Total Revenue	2,332.38	289,584.10	442,307.00	(152,722.90)
GROSS MARGIN	2,332.38	289,584.10	442,307.00	(152,722.90)
EXPENSES				
66000 Personnel Services				
Employee Health Plan				-
Payroll Taxes	1,185.62	5,359.70	15,700.00	(10,340.30)

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	756.28	3,361.91	9,000.00	(5,638.09)
Reimbursements			100.00	(100.00)
Salaries			-	-
Corporate Wages	15,498.17	70,061.20	210,000.00	(139,938.80)
Total Salaries	15,498.17	70,061.20	210,000.00	(139,938.80)
Total 66000 Personnel Services	17,440.07	78,782.81	234,800.00	(156,017.19)
Capital Outlay				
Books	2,398.68	6,950.83	22,200.00	(15,249.17)
Equipment	116.41	416.54	6,000.00	(5,583.46)
Hardware			-	-
Improvements	-	10,609.30	76,500.00	(65,890.70)
Adult	-	-	-	-
Materials/Non-Printed/A-V	1,917.05	5,529.47	19,200.00	(13,670.53)
Total Capital Outlay	4,432.14	23,506.14	123,900.00	(100,393.86)
Commodities				
Databases	292.30	3,125.58	8,505.00	(5,379.42)
Periodicals	2,471.53	2,766.53	4,890.00	(2,123.47)
Supplies	35.90	794.54	4,000.00	(3,205.46)
Postage/Shipping	60.00	60.00	1,000.00	(940.00)
Total Commodities	2,859.73	6,746.65	18,395.00	(11,648.35)
Contractual Services				
Accounting	1,454.72	5,490.48	16,000.00	(10,509.52)
Audit Fees	-	-	8,000.00	(8,000.00)
Legal	-	-	4,000.00	(4,000.00)
Maintenance	632.61	912.61	9,000.00	(8,087.39)
PrairieCat Corporate	-	-	-	-
PrairieCat Consortium	2,193.25	4,386.50	9,274.00	(4,887.50)
Security Services	-	324.00		324.00
HR Source	-	-		-
Technical Services	-	1,530.00	10,000.00	(8,470.00)
Other Contractual Services	-	2,352.36	4,700.00	(2,347.64)
Total Contractual Services	4,280.58	14,995.95	60,974.00	(45,978.05)
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	96.53	186.28	1,000.00	(813.72)
Total Other Expenditures	96.53	186.28	11,000.00	(10,813.72)
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	240.00	490.70	2,000.00	(1,509.30)
Outreach	10.00	770.22	2,000.00	(1,229.78)
Programming	133.05	517.38	16,000.00	(15,482.62)

No Assurance Provided / All Disclosures Omitted

10/31

DRAFT

Galena Public Library District

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

Public Notice/Legal	78.92	118.38	500.00	(381.62)
Travel			800.00	(800.00)
Utilities	1,138.40	5,621.00	16,950.00	(11,329.00)
Total Other Services	1,600.37	14,522.68	47,690.00	(33,167.32)
Total Expenses	30,709.42	139,136.57	528,799.00	(389,662.43)
NET OPERATING MARGIN	(28,377.04)	150,447.53	(86,492.00)	236,939.53
NET MARGIN	(28,377.04)	150,447.53	(86,492.00)	236,939.53

Statement of Activities - Modified Cash Basis - Corp Fund

October 2022

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project		666.67	-666.67
3040 Donations		833.33	-833.33
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	30.00	41.67	-11.67
3100 Interest Income			
3101 Corporate Interest	232.47	833.33	-600.86
Total 3100 Interest Income	232.47	833.33	-600.86
3110 Item Replacements	20.00	25.00	-5.00
3120 Lit Fest		166.67	-166.67
3130 Non-Resident Fee		208.33	-208.33
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		69,698.20	-69,698.20
Total 3180 Property Taxes		69,698.20	-69,698.20
3190 Replacement Tax		333.33	-333.33
3200 Royalty Income	927.21		927.21
3230 Service Charges	58.00	62.50	-4.50
Total Revenue	1,267.68	74,042.78	-72,775.10
GROSS MARGIN	1,267.68	74,042.78	-72,775.10
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		8.33	-8.33
5150 Salaries	15,498.17	17,500.00	-2,001.83
Total 5100 Personnel Services	15,498.17	17,508.33	-2,010.16
5200 Capital Outlay			
5210 Books	2,398.68	1,850.00	548.68
5220 Equipment	116.41	500.00	-383.59
5240 Improvements		6,375.00	-6,375.00
5260 Materials/Non-Printed/A-V	1,917.05	1,600.00	317.05
Total 5200 Capital Outlay	4,432.14	10,325.00	-5,892.86
5300 Commodities			
5310 Databases	292.30	708.75	-416.45
5320 Periodicals	2,471.53	407.50	2,064.03
5330 Supplies	35.90	333.33	-297.43
5340 Postage/Shipping	60.00	83.33	-23.33
Total 5300 Commodities	2,859.73	1,532.91	1,326.82

No Assurance Provided / All Disclosures Omitted

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Statement of Activities - Modified Cash Basis - Corp Fund

		Corporate Fund	
	Actual	Budget	over Budget
5400 Contractual Services			
5410 Accounting	1,454.72	1,333.33	121.39
5420 Audit Fees		666.67	-666.67
5430 Legal		333.33	-333.33
5440 Maintenance	632.61	750.00	-117.39
5480 Technical Services		833.33	-833.33
5485 Other Contractual Services		391.67	-391.67
Total 5400 Contractual Services	2,087.33	4,308.33	-2,221.00
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	96.53	83.33	13.20
Total 5700 Other Expenditures	96.53	916.66	-820.13
5800 Other Services			
5810 Association Dues		36.67	-36.67
5820 Continuing Education		166.67	-166.67
5850 Marketing	240.00	166.67	73.33
5860 Outreach	10.00	166.67	-156.67
5870 Programming	133.05	1,333.33	-1,200.28
5880 Public Notice/Legal	78.92	41.67	37.25
5890 Travel		66.67	-66.67
5900 Utilities	1,138.40	1,412.50	-274.10
Total 5800 Other Services	1,600.37	3,390.85	-1,790.48
Total Expenditures	26,574.27	40,652.08	-14,077.81
NET OPERATING MARGIN	-25,306.59	33,390.70	-58,697.29
NET MARGIN	\$ -25,306.59	\$33,390.70	\$ -58,697.29

Statement of Activities - Modified Cash Basis - Corp Fund

July - October, 2022

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project	500.00	2,666.68	-2,166.68
3040 Donations	165.00	3,333.32	-3,168.32
3050 Fines/Overdues	23.25		23.25
3060 Friends (Other Grants)		4,195.00	-4,195.00
3070 Grants			
3071 Corporate Grant		333.32	-333.32
Total 3070 Grants		333.32	-333.32
3090 Historical Department	41.00	166.68	-125.68
3100 Interest Income			
3101 Corporate Interest	275.04	3,333.32	-3,058.28
Total 3100 Interest Income	275.04	3,333.32	-3,058.28
3110 Item Replacements	58.10	100.00	-41.90
3120 Lit Fest		666.68	-666.68
3130 Non-Resident Fee	1,484.63	833.32	651.31
3140 Other Income			
3142 Corporate Other Income		166.68	-166.68
Total 3140 Other Income		166.68	-166.68
3180 Property Taxes			
3181 Corporate Property Tax	253,722.90	348,491.00	-94,768.10
Total 3180 Property Taxes	253,722.90	348,491.00	-94,768.10
3190 Replacement Tax		1,333.32	-1,333.32
3200 Royalty Income	4,730.54		4,730.54
3230 Service Charges	435.35	250.00	185.35
Total Revenue	261,435.81	365,869.32	-104,433.51
GROSS MARGIN	261,435.81	365,869.32	-104,433.51
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		33.32	-33.32
5150 Salaries	70,061.20	70,000.00	61.20
Total 5100 Personnel Services	70,061.20	70,033.32	27.88
5200 Capital Outlay			
5210 Books	6,950.83	7,400.00	-449.17
5220 Equipment	416.54	2,000.00	-1,583.46
5240 Improvements	10,609.30	25,500.00	-14,890.70
5260 Materials/Non-Printed/A-V	5,529.47	6,400.00	-870.53
Total 5200 Capital Outlay	23,506.14	41,300.00	-17,793.86
5300 Commodities			
5310 Databases	3,125.58	2,835.00	290.58
5320 Periodicals	2,766.53	1,630.00	1,136.53
5330 Supplies	794.54	1,333.32	-538.78
5340 Postage/Shipping	60.00	333.32	-273.32

No Assurance Provided / All Disclosures Omitted

14/31

Statement of Activities - Modified Cash Basis - Corp Fund

		Corporate Fund	
	Actual	Budget	over Budget
Total 5300 Commodities	6,746.65	6,131.64	615.01
5400 Contractual Services			
5410 Accounting	5,490.48	5,333.32	157.16
5420 Audit Fees		2,666.68	-2,666.68
5430 Legal		1,333.32	-1,333.32
5440 Maintenance	912.61	3,000.00	-2,087.39
5470 Security Services	324.00		324.00
5480 Technical Services	1,530.00	3,333.32	-1,803.32
5485 Other Contractual Services	2,352.36	1,566.68	785.68
Total 5400 Contractual Services	10,609.45	17,233.32	-6,623.87
5500 Historical Digitization	396.06	8,333.32	-7,937.26
5600 Lit Fest Expenditures		2,346.68	-2,346.68
5700 Other Expenditures			
5710 Contingencies		3,333.32	-3,333.32
5730 Misc Charges	186.28	333.32	-147.04
Total 5700 Other Expenditures	186.28	3,666.64	-3,480.36
5800 Other Services			
5810 Association Dues		146.68	-146.68
5820 Continuing Education		666.68	-666.68
5830 General Insurance (Bonding)	6,606.00		6,606.00
5850 Marketing	490.70	666.68	-175.98
5860 Outreach	770.22	666.68	103.54
5870 Programming	517.38	5,333.32	-4,815.94
5880 Public Notice/Legal	118.38	166.64	-48.26
5890 Travel		266.68	-266.68
5900 Utilities	5,621.00	5,650.00	-29.00
Total 5800 Other Services	14,123.68	13,563.36	560.32
Total Expenditures	125,629.46	162,608.28	-36,978.82
NET OPERATING MARGIN	135,806.35	203,261.04	-67,454.69
NET MARGIN	\$135,806.35	\$203,261.04	\$ -67,454.69

Statement of Activities - Modified Cash Basis - Endowment Fund

October 2022

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	256.76		256.76
Total 3100 Interest Income	256.76		256.76
Total Revenue	256.76	0.00	256.76
GROSS MARGIN	256.76	0.00	256.76
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	256.76	0.00	256.76
NET MARGIN	\$256.76	\$0.00	\$256.76

Statement of Activities - Modified Cash Basis - Endowment Fund

July - October, 2022

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	899.82		899.82
Total 3100 Interest Income	899.82		899.82
Total Revenue	899.82	0.00	899.82
GROSS MARGIN	899.82	0.00	899.82
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	899.82	0.00	899.82
NET MARGIN	\$899.82	\$0.00	\$899.82

Statement of Activities - Modified Cash Basis - FICA Fund

October 2022

	Actual	Budget	FICA Fund over Budget
REVENUE			
3180 Property Taxes			
3182 FICA Property Tax		1,952.00	-1,952.00
Total 3180 Property Taxes		1,952.00	-1,952.00
Total Revenue	0.00	1,952.00	-1,952.00
GROSS MARGIN	0.00	1,952.00	-1,952.00
EXPENDITURES			
5100 Personnel Services			
5120 Payroll Taxes	1,185.62	1,308.33	-122.71
Total 5100 Personnel Services	1,185.62	1,308.33	-122.71
Total Expenditures	1,185.62	1,308.33	-122.71
NET OPERATING MARGIN	-1,185.62	643.67	-1,829.29
NET MARGIN	\$ -1,185.62	\$643.67	\$ -1,829.29

Statement of Activities - Modified Cash Basis - FICA Fund

July - October, 2022

	Actual	Budget	FICA Fund over Budget
REVENUE			
3180 Property Taxes			
3182 FICA Property Tax	7,102.67	9,760.00	-2,657.33
Total 3180 Property Taxes	7,102.67	9,760.00	-2,657.33
Total Revenue	7,102.67	9,760.00	-2,657.33
GROSS MARGIN	7,102.67	9,760.00	-2,657.33
EXPENDITURES			
5100 Personnel Services			
5120 Payroll Taxes	5,359.70	5,233.32	126.38
Total 5100 Personnel Services	5,359.70	5,233.32	126.38
Total Expenditures	5,359.70	5,233.32	126.38
NET OPERATING MARGIN	1,742.97	4,526.68	-2,783.71
NET MARGIN	\$1,742.97	\$4,526.68	\$ -2,783.71

Statement of Activities - Modified Cash Basis - IMRF Fund

October 2022

	Actual	Budget	IMRF Fund over Budget
REVENUE			
3180 Property Taxes			
3183 IMRF Property Tax		1,756.40	-1,756.40
Total 3180 Property Taxes		1,756.40	-1,756.40
Total Revenue	0.00	1,756.40	-1,756.40
GROSS MARGIN	0.00	1,756.40	-1,756.40
EXPENDITURES			
5100 Personnel Services			
5130 Pension Contributions	756.28	750.00	6.28
Total 5100 Personnel Services	756.28	750.00	6.28
Total Expenditures	756.28	750.00	6.28
NET OPERATING MARGIN	-756.28	1,006.40	-1,762.68
NET MARGIN	\$ -756.28	\$1,006.40	\$ -1,762.68

Statement of Activities - Modified Cash Basis - IMRF Fund

July - October, 2022

	Actual	Budget	IMRF Fund over Budget
REVENUE			
3180 Property Taxes			
3183 IMRF Property Tax	6,391.19	8,782.00	-2,390.81
Total 3180 Property Taxes	6,391.19	8,782.00	-2,390.81
Total Revenue	6,391.19	8,782.00	-2,390.81
GROSS MARGIN	6,391.19	8,782.00	-2,390.81
EXPENDITURES			
5100 Personnel Services			
5130 Pension Contributions	3,361.91	3,000.00	361.91
Total 5100 Personnel Services	3,361.91	3,000.00	361.91
Total Expenditures	3,361.91	3,000.00	361.91
NET OPERATING MARGIN	3,029.28	5,782.00	-2,752.72
NET MARGIN	\$3,029.28	\$5,782.00	\$ -2,752.72

Statement of Activities - Modified Cash Basis - Insurance Fund

October 2022

		Insurance Fund	
	Actual	Budget	over Budget
REVENUE			
3140 Other Income			
3146 Insurance Other Income	144.00		144.00
Total 3140 Other Income	144.00		144.00
3180 Property Taxes			
3184 Insurance Property Tax		295.00	-295.00
Total 3180 Property Taxes		295.00	-295.00
Total Revenue	144.00	295.00	-151.00
GROSS MARGIN	144.00	295.00	-151.00
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	144.00	-288.33	432.33
NET MARGIN	\$144.00	\$ -288.33	\$432.33

Statement of Activities - Modified Cash Basis - Insurance Fund

July - October, 2022

		Insurance Fund	
	Actual	Budget	over Budget
REVENUE			
3140 Other Income			
3146 Insurance Other Income	144.00		144.00
Total 3140 Other Income	144.00		144.00
3180 Property Taxes			
3184 Insurance Property Tax	1,072.89	1,475.00	-402.11
Total 3180 Property Taxes	1,072.89	1,475.00	-402.11
Total Revenue	1,216.89	1,475.00	-258.11
GROSS MARGIN	1,216.89	1,475.00	-258.11
EXPENDITURES			
5800 Other Services			
5830 General Insurance (Bonding)	399.00	2,333.32	-1,934.32
Total 5800 Other Services	399.00	2,333.32	-1,934.32
Total Expenditures	399.00	2,333.32	-1,934.32
NET OPERATING MARGIN	817.89	-858.32	1,676.21
NET MARGIN	\$817.89	\$ -858.32	\$1,676.21

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

October 2022

This report contains no data for your specified date range.

Preliminary

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

July - October, 2022

This report contains no data for your specified date range.

Preliminary

Statement of Activities - Modified Cash Basis - Per Capita Fund

October 2022

			Per Capita Fund
	Actual	Budget	over Budget
REVENUE			
3070 Grants			
3077 Per Capita Grant		555.33	-555.33
Total 3070 Grants		555.33	-555.33
Total Revenue	0.00	555.33	-555.33
GROSS MARGIN	0.00	555.33	-555.33
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium	2,193.25	772.83	1,420.42
Total 5400 Contractual Services	2,193.25	772.83	1,420.42
Total Expenditures	2,193.25	772.83	1,420.42
NET OPERATING MARGIN	-2,193.25	-217.50	-1,975.75
NET MARGIN	\$ -2,193.25	\$ -217.50	\$ -1,975.75

Statement of Activities - Modified Cash Basis - Per Capita Fund

July - October, 2022

			Per Capita Fund
	Actual	Budget	over Budget
REVENUE			
3070 Grants			
3077 Per Capita Grant	6,664.05	2,221.32	4,442.73
Total 3070 Grants	6,664.05	2,221.32	4,442.73
Total Revenue	6,664.05	2,221.32	4,442.73
GROSS MARGIN	6,664.05	2,221.32	4,442.73
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium	4,386.50	3,091.32	1,295.18
Total 5400 Contractual Services	4,386.50	3,091.32	1,295.18
Total Expenditures	4,386.50	3,091.32	1,295.18
NET OPERATING MARGIN	2,277.55	-870.00	3,147.55
NET MARGIN	\$2,277.55	\$ -870.00	\$3,147.55

Statement of Activities - Modified Cash Basis - Reserve Fund

October 2022

			Reserve Fund
	Actual	Budget	over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	131.69		131.69
Total 3100 Interest Income	131.69		131.69
3200 Royalty Income	532.25	1,250.00	-717.75
Total Revenue	663.94	1,250.00	-586.06
GROSS MARGIN	663.94	1,250.00	-586.06
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	663.94	1,250.00	-586.06
NET MARGIN	\$663.94	\$1,250.00	\$ -586.06

Statement of Activities - Modified Cash Basis - Reserve Fund

July - October, 2022

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	534.43		534.43
Total 3100 Interest Income	534.43		534.43
3200 Royalty Income	4,838.43	5,000.00	-161.57
Total Revenue	5,372.86	5,000.00	372.86
GROSS MARGIN	5,372.86	5,000.00	372.86
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	5,372.86	5,000.00	372.86
NET MARGIN	\$5,372.86	\$5,000.00	\$372.86

Statement of Activities - Modified Cash Basis - Memorial Fund

October 2022

This report contains no data for your specified date range.

Preliminary

Statement of Activities - Modified Cash Basis - Memorial Fund

July - October, 2022

	Actual	Budget	Memorial Fund over Budget
REVENUE			
3040 Donations	500.00		500.00
3100 Interest Income			
3106 Memorial Reserve Interest	0.81		0.81
Total 3100 Interest Income	0.81		0.81
Total Revenue	500.81	0.00	500.81
GROSS MARGIN	500.81	0.00	500.81
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	500.81	0.00	500.81
NET MARGIN	\$500.81	\$0.00	\$500.81

5. TREASURER'S REPORT (ACTION)



CD PRE-RENEWAL NOTICE

Rate Information

The interest rate and annual percentage yield have not yet been determined. They will be available on the Maturity Date. Please call the number shown on the enclosed notice to learn the interest rate and annual percentage yield for your new account. You will be paid this rate until the maturity date of the certificate.

The following terms and conditions also apply to your account:

RENEWAL TERM	6 months	12 months	18 months	24 months	30 months	36 months	48 months	60 months
Compounding and Crediting: Interest will be compounded and credited with the following frequency. The APY quoted assumes interest remains on deposit until maturity. A withdrawal will reduce earnings.	Monthly or Quarterly or Semi-Annually based on the terms of your initial CD	Monthly or Quarterly or Semi-Annually based on the terms of your initial CD	Monthly or Quarterly or Semi-Annually based on the terms of your initial CD	Monthly or Quarterly or Semi-Annually based on the terms of your initial CD	Monthly or Quarterly or Semi-Annually based on the terms of your initial CD	Monthly or Quarterly or Semi-Annually based on the terms of your initial CD	Monthly or Quarterly or Semi-Annually based on the terms of your initial CD	Monthly or Quarterly or Semi-Annually based on the terms of your initial CD
Minimum balance to open and obtain APY:	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Interest Calculation:	We use the daily-balance method to calculate the interest on your account. This method applies a daily periodic rate to the principal in the account each day. Interest begins to accrue on the business day you deposit any non-cash items (for example, checks).							
Transaction Limitations:	You may make withdrawals from your account before maturity only if we agree at the time you request the withdrawal. Any amount withdrawn before maturity is included in the amount subject to early withdrawal penalty. You may withdraw interest credited to the account prior to maturity of the account.							
Early Withdrawal Penalty. If you withdraw any of the principal before the maturity date, the following penalty will be charged to your account:	For CD's with maturities of 6 months or less, 3 month's interest on the amount withdrawn. For CD's with maturities of more than 6 months and less than 18 months, 6 month's interest on the amount withdrawn. For CD's with maturities of 18 months or more and less than 36 months, 12 month's interest on the amount withdrawn. For CD's with maturities of 36 months or more and less than 48 months, 18 month's interest on the amount withdrawn. For CD's with maturities of 48 months or more, 24 month's interest on the amount withdrawn.							
Renewal Policy:	This account will be automatically renewed at maturity. You have a grace period of ten (10) calendar days after the maturity date to withdraw the funds without being charged a penalty.							

Local Bankers... Making Local Decisions... Meeting Local Needs

Apple River, IL 103 N. Main (815) 594-2351	Scales Mound, IL 510 N. Main (815) 845-2900	Warren, IL 135 E. Main (815) 745-2194	Elizabeth, IL 112 N. Main (815) 858-2225	Hanover, IL 215 Jefferson St. (815) 591-2201	Hazel Green, WI 3525 Percival St. (608) 854-2090	Galena, IL – First Community Bank 101 Exchange St. (815) 777-6300
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AppleRiverStateBank.com

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7. LIBRARY DIRECTOR'S REPORT

Director's Report

October 2022

Board News

I recently attended a webinar from PrairieCat on Building a Strong Board. It was very informative on the umbrella of board responsibilities and how the library director aids in the learning process of becoming a board member.

Circulation

Staff is currently working on a library-wide physical material inventory. We have created lists of all of our materials per location. Staff

Adult Services

Larissa has created a nostalgic winter reading program, Read It! It is based on a school reading program from the 1990s, Book It! Participants receive a button and track the number of pages read/minutes listened. There are three tiers to reach: 500 pages/minutes for a small prize, 1,000 pages for a large prize, and 2,000 pages for a free food or drink item to a local establishment! All participants who get to 2,000 pages/minutes will be entered to win a \$50 gift certificate to Fritz & Frites! The program has garnered a lot of interest. So far, we have 46 participants!

LitFest registration is open! There will be four programs, one of which is a ticketed event.

- January 18th: An Evening with Casey McQuiston (Virtual)
- January 21st: Creative Nonfiction: The Epistolary Essay (Hybrid) @ Galena Center for the Arts
- January 26th: An Evening of Poetry with Angie Trudel Vasquez (Hybrid) @ Grape Escape
- January 28th: Savoring Winter – A Feast! (In-person) @ Galena Cellars, \$55/ticket

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

- November 12th: What Men Wore
- November 15th: Evening Book Club *The End of the Affair* by Graham Greene
- November 16th: Highland Lifelong Learning: Korean War
- November 16th: ILP: Caitlin Doughty
- November 21st: Morning Book Club *Homegoing* by Yaa Gyasi

Youth Services

Upcoming programs:

- November 14th: ARC 3K Visit
- November 16th: Little Learners @ the library
- November 26th: Lego Club
- Every Monday: STEAM Club
- Every Wednesday: Art Explorers

- Every Friday: Family story time

Historical Room/Archives

Dale will be taking a short break in his regular schedule. He will be working only Wednesdays for the winter months. I will step in and assist in the HR on Friday afternoons.

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. No movement on this as of yet.
 - The B&G Committee will need to meet in November to revise the RFB for the exterior work.
- **Finances**
 - Final Distribution: the final real estate tax distribution will be deposited on Monday, November 14, 2022
 - There are two CDs that have reached maturity, both at First Community Bank.
- **Projects**
 - A first draft of the Exploratory Building Study is included in this report. Please note this is not a study that was done by an outside consultant. I completed this report with reference to the current Strategic Plan, previous building studies, board minutes, newspaper articles, and other documentation held by the library.
 - Policy Review: I am currently working on another round of policies for review. Hopefully the Policy Committee can meet in November.
- **Strategic Plan Objective Timeline**
 - 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
 - Non-Resident cards for minors have attracted six new patrons. Rachel has made visits to the Galena schools and will continue meeting with other grades. I will be visiting Scales Mound school and meeting with grades K-8 on November 16.
 - 4.a.iii: Investment in library staff – create and implement technology competencies for staff including training on digital resources
 - Planning on a staff meeting in late November.
 - November 2022

- 1.b.iii: Implement a multi-step marketing strategy for library services and resources – Develop a communication plan that will keep staff and trustees up to date on library offerings.
 - I include upcoming offerings in my director’s report. Is there an additional avenue the Board would appreciate?
 - Staff receive a bi-weekly email, or on an as-needed basis, of what is upcoming. This could come from me, Larissa, or Rachel, depending on the information being shared.

OCTOBER 2022 STATISTICS

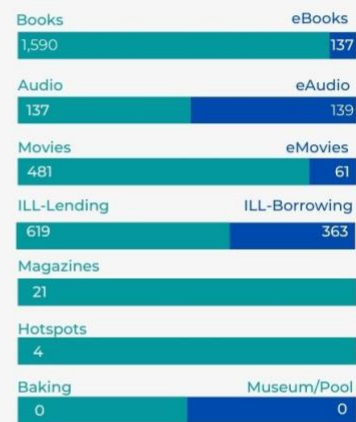
Card Holders



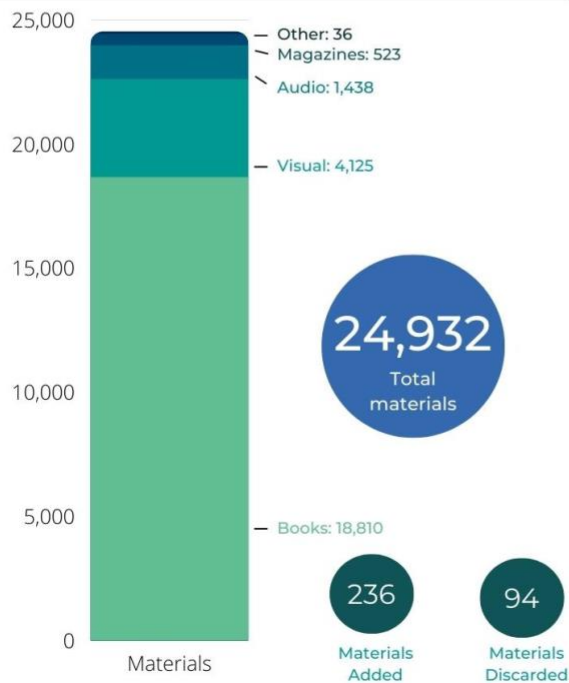
Checkouts

3,552 ▼ 7%

TOTAL CHECKOUTS



Collection

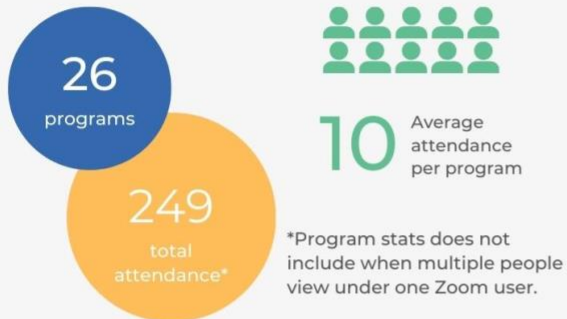


Visits



OCTOBER 2022 STATISTICS

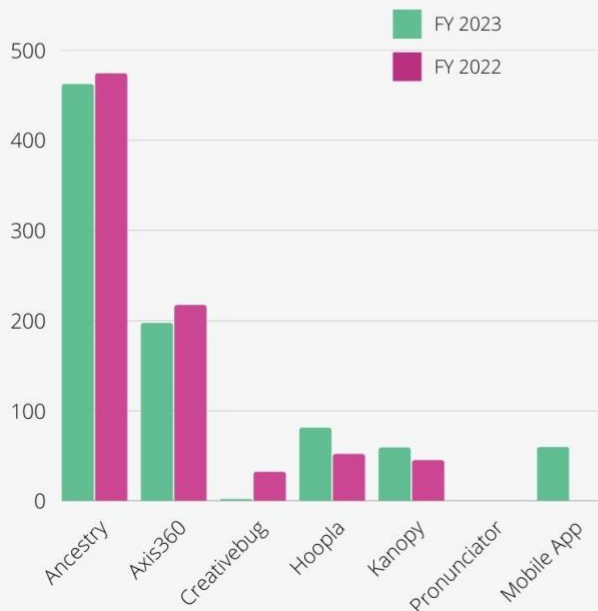
Programming



Computer Use



eResources



Social Media



7b. LIBRARY DIRECTOR'S REPORT: EXPLORATORY BUILDING STUDY

This document will be shared at the meeting on November 14, 2022.



The Illinois Freedom of Information Act

I. A brief description of our public body is as follows:

- A. The library's purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of the operating budget for FY2023 is \$528,799. Funding sources are property and personal property replacement taxes, state and federal grants, fines, service charges, and donations. Tax levies are:
 - 1) Corporate purposes (for general operating expenditures)
 - 2) IMRF (provides for employee's retirement & related expenses)
 - 3) Social Security (provides for employee's FICA costs & related expenses)
 - 4) Tort liability (for insurance premiums, risk management, attorney's fees & related expenses, unemployment and worker's compensation insurance)
- D. The office is located at this address: 601 S. Bench St., Galena, IL 61036
- E. We have the following number of persons employed:
 - 1) Full-time: 3
 - 2) Part-time: 9
- F. The following organization exercises control over the library's policies: The Galena Public Library District Board of Trustees. The Board meets on the second Monday of each month, at 6:30 p.m., at the library in the Alfred Mueller Historical Collections Room.

Members are: President Craig Albaugh; Vice President Maria Rector; Secretary Katherine Walker; Treasurer Earl Thompson; Trustees Tracy Furlong, Walter Johnson, and Frances Beadle.
- G. The following organization operates in an advisory capacity regarding the library's operation: Reaching Across Illinois Library System (RAILS).

- H. The library is required to report and be answerable for its operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian Jesse White (Secretary of State), Director of the Illinois State Library, and various other staff.

II. You may request the information and the records available to the public in the following manner:

- a) Use request form (see attached).
- b) Your request should be directed to the following:
 - a. Jenna Diedrich, Library Director and FOIA officer, Galena Public Library District, 601 S. Bench St., Galena, IL 61036; diedrichj@galenalibrary.org.
 - b. Rachel Lenstra, Youth Services/Archivist and FOIA officer, Galena Public Library District, 601 S. Bench St., Galena, IL 61036; lenstrar@galenalibrary.org
- c) You must indicate whether you have a “commercial purpose” in your request.
- d) You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- e) To reimburse us our actual costs for reproducing and certifying, (if requested) the records, you will be charged the following fees:
 - i. There is a \$1.00 charge for each certification of records.
 - ii. There is no charge for the first fifty (50) pages of black and white text whether letter or legal size.
 - iii. There is a \$.15 per page charge for copied records in excess of 50 pages.
 - iv. The actual copying cost of color copies and other sized copies will be charged.
- f) If the records are kept in electronic format, you may request a specific format and if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
- g) The office will respond to a written request within five (5) business days or sooner if possible. An extension of an additional five (5) business days may be necessary to properly respond.
- h) Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- i) The place and times where the records will be available are as follows:
 - i. Monday – Friday: 10 a.m. to 5 p.m.
 - ii. Galena Public Library, Administrative Offices.

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of The Board of Trustees
- H. Library Policies
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library



GALENA PUBLIC LIBRARY DISTRICT

ORGANIZATIONAL CHART

BOARD of TRUSTEES

Board of Library Trustees		End of Term
President	Craig Albaugh	04/23
Vice-President	Maria Rector	04/25
Secretary	Katherine Walker	04/23
Treasurer	Earl Thompson	04/23
Trustee	Tracy Furlong	04/23
Trustee	Walter Johnson	04/25
Trustee	Frances Beadle	04/23



ORGANIZATIONAL CHART

LIBRARY STAFF

Jenna Diedrich
Library Director

Larissa Distler
Adult Services Librarian

Rachel Lenstra
Youth Services Librarian/Archivist

Annette Anderson
Circulation Librarian

Dayna Lapidus
Library Clerk

Samantha Duhack
Library Clerk

Jake Paquette
Library Clerk

Emma Furlong
Library Clerk/Substitute

Dale Glick
Historical Librarian

Steve Repp
Historical Librarian

Sara Millhouse
Substitute Librarian

Charles Holmes
Custodian



FREEDOM OF INFORMATION REQUEST

Requestor's Name		Date of Request	Phone Number
Street Address		Certification Requested _____ Yes _____ No	
Description of Records Requester: _____ _____ _____ _____ _____			
Is the reason for this request a "commercial purpose" as defined in the Act? _____ Yes _____ No			
Library Response (Requestor does not fill below this line)			
APPROVED	() The records requested are enclosed () Records may be inspected at the library on the date of _____. () The records will be made available upon payment of copying costs of \$ _____. () For commercial requests only: the estimated time of when the records will be available is _____, at the prepaid costs provided above.		

DENIED	<p>() The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act and we are unable to negotiate a more reasonable request.</p> <p>() The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons:</p> <p>_____</p> <p>_____</p> <p>Individual(s) that determined request to be denied and title: _____</p> <p>_____</p> <p>In the event of a denial, you have the right to seek review by the Public Access Counselor at (217)558-0486 or 500 S. Second St., Springfield, IL 62075. Or you have the right to judicial review under Section 11 of FOIA.</p> <p>() Request delayed, for the following reasons (in accordance with 3(e) of the Freedom of Information Act): _____</p> <p>You will be notified by the date of _____ as to the action taken on your request.</p>
	<p>NOTE: This form cannot be mandatory under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.</p>
	<p>FOIA Officer:</p>
	<p>Date of Reply:</p>

11b. NEW BUSINESS: 3RD ANNUAL PRIDE PICNIC (ACTION)



TO: Board of Trustees

FROM: Jenna Diedrich, Larissa Distler, and Rachel Lenstra

DATE: November 14, 2022

RE: Sponsorship of 3rd Annual Pride Picnic

Last year, the Galena Public Library hosted and acted as primary sponsor for the 2nd Annual Pride Picnic. Due to the overwhelming popularity of the event and wide community support, we would like to move forward with preparation for the 3rd Annual Pride Picnic. The structure of the picnic will be similar to the previous year:

- Local musicians
- Drag Performance
- Multiple Vendors
- Food and Drink
- Lawn Games
- Face Painting
- Flower Wall
- Drag Storytime
- Arts & Crafts

The Pride Picnic is an event that is committed to providing a safe, engaging, family friendly environment that celebrates respect, inclusion, and equality for taxpayers, community members, and visitors. Building on two successful years, the library has begun preparations for year three. We hope to continue working with the City of Galena and Greater Galena Marketing Initiative (GGMI) further support historically marginalized groups. The Pride Picnic is a unique event for our community and one that fulfills the library's mission, vision, and value statements by:

- Mission: Providing cultural and recreational opportunities that will strengthen our community
- Vision: Being a thriving community center for information, inspiration, and ideas that empower personal growth and provides a welcoming space that improves lives and connections
- Values:
 - Inclusion: We create a welcoming, safe environment for everyone and provide a variety of services and resources in respect to our diverse community
 - Collaboration: We place importance on the library's ability to form and sustain partnerships with businesses and organizations in our community

- Patron-focused Service: We listen to and learn from our patrons in order to provide the best services and experience possible

Attached in this proposal you will find a preliminary budget, including leftover funds from last year. The tentative date for the 3rd Annual Pride Picnic is Saturday, June 10, 2023. We hope the Board will continue to show support for the Pride Picnic.

Thank you for your consideration.

Jenna Diedrich

Larissa Distler

Rachel Larissa

2023 PRELIMINARY PRIDE BUDGET		
	Budget	Actual
INCOME		
Sponsorships	5000	
Donations + Raffle	1000	
2022 Donations	3174.67	
Library Funds	1000	
Vendor Fees	200	
TOTAL REVENUE	10374.67	0
EXPENSES		
Grant Park	200	
Festival License	50	
First Aid	150	
Security	350	
Tri-State Porta Potty	350	
Drag Performance	1750	
Marketing	1500	
Decor	1000	
Misc. Expenditures	500	
Raffle cash box	50	
TOTAL EXPENSES	5900	0
GROSS MARGIN	4474.67	0



GALENA PUBLIC LIBRARY DISTRICT

TAX LEVY ORDINANCE #23-03

July 1, 2022 - June 30, 2023

CERTIFICATION OF TAX LEVY ORDINANCE
IN ACCORDANCE WITH CHAPTER 81, PARAGRAPH 1004-11
OF THE ILLINOIS REVISED STATUTES

The undersigned, duly qualified and acting Secretary of the Galena Public Library District, Jo Daviess County, Illinois, does hereby certify that the attached hereto is a true and correct copy of the Tax Levy Ordinance of said district for the fiscal year 2023 as adopted on November 14, 2022.

This certification is made and filed pursuant to the requirements of Public Act 84-1308 and on behalf of the Galena Public Library District, Jo Daviess County, Illinois.

Dated this _____ day of November 2022.

Secretary

Filed this _____ day of _____ 2022

County Clerk

Ordinance No. 23-03

ORDINANCE LEVYING AND ASSESSING TAX FOR GALENA
PUBLIC LIBRARY DISTRICT OF THE COUNTY OF JO DAVIESS
STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING
THE 1ST DAY OF JULY, 2022 AND ENDING
THE 30TH DAY OF JUNE, 2023

WHEREAS, the President and Board of Trustees of the Galena Public Library District, in the County of Jo Daviess and State of Illinois, did on the 15th day of August, 2022 pass the Annual Budget and Appropriation Ordinance (Ordinance no. 23-01) for said Library District for the fiscal year commencing on July 1, 2022 and ending June 30, 2023; and

WHEREAS, said Annual Budget and Appropriation Ordinance was duly published as provided by law after its passage;

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

Section 1: That the total sum of THREE HUNDRED EIGHTY-SEVEN THOUSAND SIXTY- TWO DOLLARS (\$387,062.00) composed as follows: The sum of THREE HUNDRED SIXTY-ONE THOUSAND SIXTY-TWO DOLLARS (\$361,062.00), being the amount deemed required for the necessary corporate purposes of the Galena Public Library District, Jo Daviess County, Illinois; the sum of SEVENTEEN THOUSAND (\$17,000.00), being required for the payment of employer contributions of Galena Public Library District to the Social Security Fund; the sum of THREE THOUSAND DOLLARS (\$3,000.00) being required for the payment of employer contributions of Galena Public Library District to the Illinois Municipal Retirement Fund; the sum of SIX THOUSAND DOLLARS (\$6,000.00) for the purpose of payments of premiums due for the purchase of liability insurance, property damage (fire) insurance and legal fees for defending or

otherwise protecting itself against liability from a Liability Fund, be and the same is hereby levied and assessed upon and against all taxable property within this Library District according to the full fair value as established and ascertained for State and County purposes for the fiscal year beginning July 1, 2022 and ending June 30, 2023 and the Board of Trustees of the Galena Public Library District having on the 15th day of August, 2022 duly passed and adopted the Annual Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2022 and ending June 30, 2023 and said Ordinance having been duly published in a newspaper of general circulation within this Public Library District, this Board finds that the specific purposes and the specific amounts provided for in said Annual Budget and Appropriation Ordinance, a copy of which is attached hereto and by this reference made a part hereof, are required to be levied for the necessary purposes of the Galena Public Library District.

Section 2: The Secretary of the Board of Trustees of the Galena Public Library District is hereby directed to file a duly certified copy of this Ordinance with the County Clerk of Jo Daviess County, Illinois, in accordance with the laws of the State of Illinois, on or before the last Tuesday of December 2022; and said County Clerk is hereby authorized and directed to extend the said tax so levied by this Ordinance, according to law, against all taxable property within the Galena Public Library District. The Secretary of Galena Public Library District shall also file on or before the last Tuesday of December 2022, duly certified copies of the Annual Budget and Appropriation Ordinance and this Ordinance with the Galena Public Library District where they shall be available for public inspection as provided by law.

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the Board of Trustees of the Galena Public Library District and approved by the President thereof this ____ day of November 2022.

BOARD OF TRUSTEES OF THE

GALENA PUBLIC LIBRARY DISTRICT

BY: _____

PRESIDENT

ATTEST: _____

SECRETARY

TRUTH IN TAXATION

CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of the GALENA PUBLIC LIBRARY DISTRICT and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions Sections 18-60 through 18-85 of the "Truth in Taxation" law.

CHECK ONE OF THE CHOICES BELOW

- _____ 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law.
- __X__ 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.
- _____ 3) The proposed aggregate levy did not exceed a 5% increase over the year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- _____ 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Certificate applies to the Fiscal Year 2023 levy.

Date: _____

Presiding Officer: _____

Signature

ADOPTED this 14th day of November, 2022, pursuant to a roll call vote as follows:

AYES

NAYS

ABSENT

APPROVED this 14th day of November, 2022.

BY: _____

President

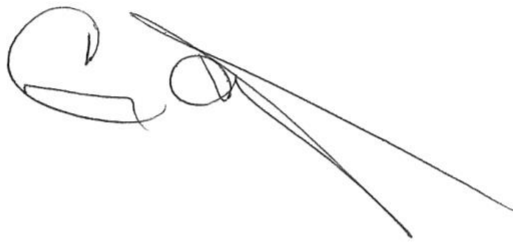
ATTEST: _____

Secretary

15. ACCEPTANCE OF RESIGNATION OF CRAIG ALBAUGH AS BOARD PRESIDENT (ACTION)

o The Board of Directors of Galena Public Library.

I Craig Albough am resigning
as President of the Board effective
12:00 AM Tuesday Oct 11th 2022.

A handwritten signature in black ink, appearing to be "Craig Albough", with a long, sweeping horizontal stroke extending to the right.

3

16. ACCEPTANCE OF RESIGNATION OF EARL THOMPSON AS TREASURER (ACTION)

A written resignation was not received at the time this packet was posted. The actionable item remains on the agenda.