



## Library Board of Trustees Meeting

Regular Meeting Monday, December 12, 2022 at 6:00pm

Galena Public Library – Historical Room

### AGENDA

1. Call to order, roll call
2. Citizen comments (3 minutes per person, 15 minutes total)
3. Consent Agenda (ACTION)
  - a. Approval of minutes for Regular Meeting November 14, 2022
  - b. Approval of bills paid/payable: 11/12/22 – 12/09/22
4. Financial Report
5. Treasurer's Report (ACTION)
6. Friends Report
7. Library Director's Report
8. Board President's Report
  - a. Appointment of committees
9. Committees
  - a. Building & Grounds
  - b. Finance
  - c. HR – Maria Rector
  - d. Policy – Walter Johnson
10. Unfinished Business (ACTION)
11. New business (ACTION)
  - a. Discussion and possible action on procedure for agendas and board packets
12. Motions, resolutions, ordinances (ACTION)
13. Closed Session
  - a. The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body;
14. Discussion and possible action on Closed Session
15. Items for next agenda
16. Announcements
17. Adjournment
18. Next meeting – Monday, January 9, 2023 at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

### 3a. CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING NOV 14, 2022 (ACTION)

#### Library Minutes November 14, 2022

Draft

1. Call to Order  
President Albaugh called the meeting to order at 6:30pm. Answering present were trustees Francis Beadle, Earl Thompson, Maria Rector, Walter Johnson, Tracy Furlong and Katherine Walker. Jenna Diedrich Library Director and Kathy Leonard from Friends of the Library were also present.
2. No citizens comments
3. Consent Agenda  
Diedrich requested a bill for \$50 for an ad for the Galena High School yearbook be added to the bills/payable. Thompson moved to add the \$50 bill for a yearbook ad to the payables. Johnson had the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.
4. Financial Report  
Thompson said there was nothing out of the ordinary. Diedrich mentioned there was no distribution in October. The final distribution will be in November.
5. Treasurer’s Report  
Two CD’s are up for renewal. Beadle said there was a special 7 month CD at First Community with a 2.75% interest rate. Thompson moved to renew the two CD’s for 7 months at First Community. Rector made the second. Beadle will make sure there is no penalty for renewal. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. Thompson said he had a letter of resignation as treasurer for later in the meeting.
6. Friends Report  
Leonard said the Dec. 3 mini book sale will be at the Holiday Market event at the GTA from 8:30 until 1:30.
7. Library Director’s Report  
Albaugh asked that item b. Exploratory Building Study not be discussed since the information had not been included in the board packet. He was concerned about an email received. Diedrich said it was not an actionable item and felt the board should see the unfinished report first. Diedrich stated that if item b. cannot be up for discussion then item a. should also not be up for discussion because that information was not in the packet. Item a. concerns the Per Capita Grant and is of the utmost importance for the Board to go over. The Board needs to be

consistent in its practice. Discussion had agreement on starting the December meeting at 6:00 instead of 6:30 to cover item a. Standards for Illinois Public Libraries. Item b was tabled.

A patron complained about intimacy issues on a video she had checked out. A driver ran into the retaining wall in the parking lot. Police were called. There were no injuries. The insurance company was notified and photos presented of the damage to the car and retaining wall. The recent Saturday program presented on men's historical clothing had been Zoom bombed with others not signed up interrupting with rude and out of line comments. Larissa was in contact with Zoom customer service to resolve the issue. Apologies were sent to attendees for what occurred.

8. Board President's Report

Albaugh mentioned he had received calls regarding item 7b.

9. Committees

- a. Building & Grounds – will meet in future
- b. Finance – already done with the report
- c. HR – no meeting
- d. Policy – no meeting

10. Unfinished Business – none

11. New Business

a. Freedom of Information Act FY 23

Diedrich went through the operating budget and what changed. FOIA officers are the same. Rector moved to approve the Freedom of Information Act FY 23. Furlong had the second. Vote: Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Beadle – Aye, Albaugh – Aye. Motion carried.

b. 3<sup>rd</sup> Annual Pride Picnic

Albaugh requested a delay on the vote. Thompson answered that there should not be a recess with an item on the table. For the question of staff participation and salaries, Diedrich answered it is part of the job description to plan and execute programming. Thompson moved to approve the Pride Picnic. Rector had the second. Furlong asked if there had been anything widely different from the previous year. Security, performance, and décor were all increased compared to last year. This is due to possibly having additional performance component and decorating the park more. Security was increased due to assuming the cost will be higher. Diedrich said the goal is to have a sustainable event, which based on last year's budget, last year's gross margin, and this year's preliminary costs, that goal has been reached. The date is June 10, 2023, which will go to City Council at the November 28<sup>th</sup> meeting. The vote was called for. Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Beadle – Aye, Thompson – Aye, Albaugh – Aye. Motion carried.

12. Motion, resolutions, ordinances

a. Ordinance #23-03 FY23 Tax Levy

Thompson submitted his resignation as treasurer, but was serving as pro tem for the levy item. Diedrich went over the levy request. Salaries were the same with a 5% increase for staff and 2% for herself, which were what was done last year. Salaries are in keeping with the Illinois Municipal Retirement Fund. Two options for the levy were presented. Levy one was \$386,716 (a 4.9% increase) and levy two was \$387,062 (a 4.994% increase). Thompson moved to accept the levy for \$387,062 as presented. Rector had the second. Vote: Johnson – Aye, Furlong – Aye, Walker – Aye, Beadle – Aye, Thompson – Aye, Rector – Aye. Motion carried.

Thompson was concerned based on his knowledge of Robert's Rules of Order that item 7a be noted as postponed instead of tabled and made that motion. Johnson had the second. Vote: Furlong – Nay, Walker – Nay, Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Albaugh – Aye. Motion carried.

Thompson then moved to postpone item 7 b until the next regular meeting. Second by Rector. Albaugh wants the study open to the public. Johnson said all action items should be public. There was no action item with the exploratory study, so it would be proper to read. Diedrich explained the reason the study was not in the packet was that time was needed to proof it. Vote: Walker – Nay, Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Nay, Albaugh – Aye. Motion carried.

13. Closed Session – none

14. Discussion and possible action on Closed Session – none

15. Acceptance of resignation of Craig Albaugh as Board President

Albaugh wanted to withdraw his resignation. There was discussion regarding the resignation. Albaugh said he was not withdrawing his resignation.

16. Resignation of Earl Thompson as Treasurer. Thompson had submitted his resignation.

17. Election of Officers.

Thompson nominated Walker for Secretary. Rector had the second. Vote: Beadle – Aye, Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Abstain, Albaugh – Aye. Motion carried.

Thompson nominated Beadle for Treasurer. Walker made the second. Vote: Thompson – Aye, Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Beadle – Abstain. Albaugh – Aye.

Motion carried.

Rector nominated Johnson as Vice President. Walker had the second. Vote: Rector – Aye, Johnson – Abstain, Furlong – Aye, Walker – Aye, Beadle – Abstain, Thompson – Aye, Albaugh – Aye. Motion carried.

Walker nominated Rector as President. Thompson had the second. Rector nominated Albaugh as President. Johnson made that second. Albaugh asked for a brief recess at 8:06 to converse with Rector. The meeting resumed at 8:09. Rector withdrew her name for consideration as president. Thompson asked Furlong if she would consider being President. She declined. Rector nominated Thompson for President. There was a ballot vote, with Walker collecting the votes and tabulating them. The vote was 3 for Albaugh and 3 for Thompson with 1 person abstaining. Albaugh conceded to Thompson.

18. The next meeting will start at 6pm.

19. Announcements – none

20. Adjournment was at 8:24pm.

21. Next meeting – Monday, December 12 at 6pm, Galena Public Library, 601 S Bench St., Galena, IL 61036 – Historical Room

Respectfully submitted,  
Katherine Walker  
Secretary

3b. CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE 11/12/22-12/09/22

Galena Public Library District

A/P Aging Summary

As of December 9, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	123.00					\$123.00
Findaway World LLC	449.92					\$449.92
Five Star Plumbing	245.00					\$245.00
Jo Daviess County GIS	270.00					\$270.00
Kanopy	61.00					\$61.00
Midwest Tape	175.79					\$175.79
Murphy Lawn Care	40.00					\$40.00
Petty Cash	20.00					\$20.00
Pronunciator LLC	490.00					\$490.00
RAILS	337.50					\$337.50
<b>TOTAL</b>	<b>\$2,212.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,212.21</b>

# Galena Public Library District

## Check Detail

November 12 - December 9, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
11/15/2022	Bill Payment (Check)	22790	Fieldview Farm		R	-125.00 -125.00
11/15/2022	Bill Payment (Check)	22791	Gneiss Electric		R	-282.50 -282.50
11/15/2022	Bill Payment (Check)	22792	ALA-American Library Association		R	-355.00 -355.00
11/15/2022	Bill Payment (Check)	22793	Access Systems		R	-132.19 -132.19
11/15/2022	Bill Payment (Check)	22794	Findaway World LLC		R	-484.42 -484.42
11/15/2022	Bill Payment (Check)	22795	iFiber		R	-165.00 -165.00
11/15/2022	Bill Payment (Check)	22796	Kanopy		R	-67.00 -67.00
11/15/2022	Bill Payment (Check)	22797	McCoy Insurance Services, Inc	GAPUB-1	R	-4.00 -4.00
11/15/2022	Bill Payment (Check)	22798	Midwest Tape		R	-161.10 -161.10
11/15/2022	Bill Payment (Check)	22799	Prairie Cat		R	-499.00 -499.00
11/15/2022	Bill Payment (Check)	22800	RAILS		R	-150.00 -150.00
11/15/2022	Bill Payment (Check)	22801	Northern Illinois University		R	-300.00 -300.00
11/15/2022	Bill Payment (Check)	22802	B. L. Murray Co, Inc.		R	-39.60 -39.60
11/15/2022	Bill Payment (Check)	22803	Galena High School			-50.00 -50.00
11/16/2022	Expenditure		Verizon		R	-216.06 180.05 36.01
				Hotspot wi-fi		
				Hotspot wi-fi		
11/22/2022	Expenditure		Honkamp Krueger & Co, PC		R	-925.00 925.00
				Financial statements for November 2022; software subscription for November 2022		
11/22/2022	Expenditure		Mitel		R	-182.10 182.10
				Telephone		
11/23/2022	Expenditure		Payroll		R	- 7,888.09 - 7,888.09
11/28/2022	Expenditure		Culligan		R	-58.25 58.25
				Water		

# Galena Public Library District

## Check Detail

November 12 - December 9, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
11/28/2022	Expenditure	815777154211	AT&T	Elevator Phone		-33.14 33.14
11/29/2022	Expenditure		Card Services - Galena State Bank	Adult/Youth AV, Netflix subscription, Adult - read it pins, microphone Park permits, rack cards, hotel stay for presenter Youth - Yum boxes Toner for HR printer, month stickers, batteries	R	- 1,643.24 892.13 114.68 415.44 17.00 203.99
12/05/2022	Expenditure		Nicor Gas	Gas for 9/16/22-10/17/22		-277.42 277.42
12/05/2022	Expenditure		Ingram Library Services	Adult & Youth Books - November 2022		- 2,164.74 2,164.74
12/09/2022	Expenditure		Jo Carroll Energy	Electricity 10/5/22 - 11/3/22		-473.00 473.00



#### 4. FINANCIAL REPORT

# Financial Statements

Galena Public Library District

For the Periods Ended November 30, 2022 and 2021

Prepared by

Honkamp, P.C.

Prepared on

December 8, 2022

No Assurance Provided / All Disclosures Omitted

## Statement of Net Position - Modified Cash Basis

	As of Nov 30, 2022	As of Nov 30, 2021 (PY)	Total
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
1010 Certificates of Deposit			
1011 Endowment Fund			
1012 Dupaco CD 117002-Endowment	0.00		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	146,109.14		
1016 First Community Bank 4580	92,981.25		
<b>Total 1011 Endowment Fund</b>	<b>312,241.79</b>		<b>311,546.64</b>
1020 Reserve Fund			
1021 First Community Bank 166378	75,201.06		75,201.06
<b>Total 1020 Reserve Fund</b>	<b>75,201.06</b>		<b>75,201.06</b>
1030 Restricted Memorial Reserve			
1031 Dupaco CD 136309 Virtue-MemRes	7,957.93		7,957.93
1032 Dupaco CD 138578 Klein-M.R	0.00		1,484.25
1033 First Community Bank 4647	1,486.06		
<b>Total 1030 Restricted Memorial Reserve</b>	<b>9,443.99</b>		<b>9,442.18</b>
<b>Total 1010 Certificates of Deposit</b>	<b>396,886.84</b>		<b>396,189.88</b>
1050 IB&T Checking			
1051 IB&T-Corporate Fund	259,993.17		256,039.55
1052 IB&T-FICA	8,194.50		13,505.89
1053 IB&T-IMRF	15,931.88		17,156.23
1054 IB&T-Insurance	8,540.77		7,323.55
1057 IB&T-Per Capita	2,895.82		4,841.27
<b>Total 1050 IB&amp;T Checking</b>	<b>295,556.14</b>		<b>298,866.49</b>
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	213,190.90		165,815.35
1069 Endowment-IB&T Savings 170035	5,322.67		5,322.67
<b>Total 1060 IB&amp;T Savings 170035</b>	<b>287,864.48</b>		<b>239,988.93</b>
1070 Dupaco Savings			
1071 Dupaco Savings 200921104-Corp	25.02		25.02
<b>Total 1070 Dupaco Savings</b>	<b>25.02</b>		<b>25.02</b>
1080 First Community Bank Checking	201,486.19		200,969.90
<b>Total Bank Accounts</b>	<b>1,181,818.67</b>		<b>1,136,040.22</b>
<b>Total Current Assets</b>	<b>1,181,818.67</b>		<b>1,136,040.22</b>
<b>TOTAL ASSETS</b>	<b>\$1,181,818.67</b>		<b>\$1,136,040.22</b>

## LIABILITIES AND EQUITY

No Assurance Provided / All Disclosures Omitted

2/31

## Statement of Net Position - Modified Cash Basis

	As of Nov 30, 2022	As of Nov 30, 2021 (PY)	Total
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
2300 Payroll Liabilities	0.00		0.00
2380 IMRF Payroll Liabilities			
2381 IMRF - 403B	1,495.44		1,880.49
<b>Total 2380 IMRF Payroll Liabilities</b>	<b>1,495.44</b>		<b>1,880.49</b>
<b>Total 2300 Payroll Liabilities</b>	<b>1,495.44</b>		<b>1,880.49</b>
<b>Total Other Current Liabilities</b>	<b>1,495.44</b>		<b>1,880.49</b>
<b>Total Current Liabilities</b>	<b>1,495.44</b>		<b>1,880.49</b>
<b>Total Liabilities</b>	<b>1,495.44</b>		<b>1,880.49</b>
<b>Equity</b>			
2800 Unrestricted Net Assets	0.00		0.00
2810 Corporate Fund Balance	476,182.74		454,479.01
2815 Endowment Fund Balance	328,621.69		321,645.61
2820 FICA Fund Balance	8,194.50		13,505.89
2830 IMRF Fund Balance	14,436.44		15,275.74
2835 Insurance Fund Balance	8,540.77		7,323.55
2845 Memorial Fund Balance	68,424.31		67,923.50
2850 Memorial Reserve Fund Balance	11,827.38		11,662.67
2855 Per Capita Fund Balance	2,895.82		-1,952.58
2860 Reserve Fund Balance	261,199.58		244,296.34
2900 Contra Net Margin Account	-229,944.27		-418,117.50
Net Margin	229,944.27		418,117.50
<b>Total Equity</b>	<b>1,180,323.23</b>		<b>1,134,159.73</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,181,818.67</b>		<b>\$1,136,040.22</b>

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

	Nov 2022	Total Nov 2021 (PY)
<b>REVENUE</b>		
3030 Digitization Project	217.00	700.00
3040 Donations	35.00	25.00
3050 Fines/Overdues	11.30	
3100 Interest Income		
3101 Corporate Interest	300.13	131.73
3106 Memorial Reserve Interest	65.43	
3108 Reserve Interest	243.61	135.54
3109 Endowment Interest	275.69	137.32
<b>Total 3100 Interest Income</b>	<b>884.86</b>	<b>404.59</b>
3110 Item Replacements	53.16	
3120 Lit Fest	220.00	
3130 Non-Resident Fee	517.78	113.37
3180 Property Taxes		
3181 Corporate Property Tax	95,381.25	68,412.45
3182 FICA Property Tax	2,670.09	3,373.63
3183 IMRF Property Tax	2,402.63	598.35
3184 Insurance Property Tax	403.33	399.94
<b>Total 3180 Property Taxes</b>	<b>100,857.30</b>	<b>72,784.37</b>
3190 Replacement Tax		2,207.72
3200 Royalty Income	2,347.90	1,870.82
3230 Service Charges	108.33	52.00
<b>Total Revenue</b>	<b>105,252.63</b>	<b>78,157.87</b>
<b>GROSS MARGIN</b>	<b>105,252.63</b>	<b>78,157.87</b>
<b>EXPENDITURES</b>		
5100 Personnel Services		
5120 Payroll Taxes	1,165.12	1,311.22
5130 Pension Contributions	723.78	1,194.94
5150 Salaries	15,230.24	17,140.14
<b>Total 5100 Personnel Services</b>	<b>17,119.14</b>	<b>19,646.30</b>
5200 Capital Outlay		
5210 Books	2,219.85	2,380.24
5220 Equipment	132.19	76.30
5260 Materials/Non-Printed/A-V	1,376.55	990.46
<b>Total 5200 Capital Outlay</b>	<b>3,728.59</b>	<b>3,447.00</b>
5300 Commodities		
5310 Databases	228.10	1,524.86
5330 Supplies	243.59	113.57
5340 Postage/Shipping		59.16
<b>Total 5300 Commodities</b>	<b>471.69</b>	<b>1,697.59</b>
5400 Contractual Services		
5410 Accounting	1,149.72	1,109.45

No Assurance Provided / All Disclosures Omitted

4/31

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

	Nov 2022	Total Nov 2021 (PY)
5430 Legal		1,087.50
5440 Maintenance	282.50	321.69
5460 PrairieCat Consortium	499.00	499.00
<b>Total 5400 Contractual Services</b>	<b>1,931.22</b>	<b>3,017.64</b>
5600 Lit Fest Expenditures	415.44	
5700 Other Expenditures		
5730 Misc Charges	125.00	82.00
<b>Total 5700 Other Expenditures</b>	<b>125.00</b>	<b>82.00</b>
5800 Other Services		
5810 Association Dues	355.00	
5830 General Insurance (Bonding)	4.00	
5850 Marketing	50.00	
5870 Programming	281.68	100.36
5900 Utilities	1,439.13	1,385.12
<b>Total 5800 Other Services</b>	<b>2,129.81</b>	<b>1,485.48</b>
<b>Total Expenditures</b>	<b>25,920.89</b>	<b>29,376.01</b>
NET OPERATING MARGIN	<b>79,331.74</b>	<b>48,781.86</b>
NET MARGIN	<b>\$79,331.74</b>	<b>\$48,781.86</b>

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

		Total
	Jul - Nov, 2022	Jul - Nov, 2021 (PY)
<b>REVENUE</b>		
3030 Digitization Project	717.00	1,275.00
3040 Donations	700.00	201,435.90
3050 Fines/Overdues	34.55	92.49
3070 Grants		
3077 Per Capita Grant	6,664.05	6,793.85
<b>Total 3070 Grants</b>	<b>6,664.05</b>	<b>6,793.85</b>
3090 Historical Department	41.00	115.00
3100 Interest Income		
3101 Corporate Interest	575.17	138.78
3106 Memorial Reserve Interest	66.24	65.43
3108 Reserve Interest	778.04	672.84
3109 Endowment Interest	1,175.51	1,619.90
<b>Total 3100 Interest Income</b>	<b>2,594.96</b>	<b>2,496.95</b>
3110 Item Replacements	111.26	168.56
3120 Lit Fest	220.00	
3130 Non-Resident Fee	2,002.41	2,266.41
3140 Other Income		
3142 Corporate Other Income		112.96
3146 Insurance Other Income	144.00	
<b>Total 3140 Other Income</b>	<b>144.00</b>	<b>112.96</b>
3180 Property Taxes		
3181 Corporate Property Tax	349,104.15	338,600.46
3182 FICA Property Tax	9,772.76	16,697.44
3183 IMRF Property Tax	8,793.82	2,961.52
3184 Insurance Property Tax	1,476.22	1,979.52
<b>Total 3180 Property Taxes</b>	<b>369,146.95</b>	<b>360,238.94</b>
3190 Replacement Tax		2,207.72
3200 Royalty Income	11,916.87	7,554.81
3230 Service Charges	543.68	345.70
<b>Total Revenue</b>	<b>394,836.73</b>	<b>585,104.29</b>
<b>GROSS MARGIN</b>	<b>394,836.73</b>	<b>585,104.29</b>
<b>EXPENDITURES</b>		
5100 Personnel Services		
5120 Payroll Taxes	6,524.82	6,484.09
5130 Pension Contributions	4,085.69	5,981.04
5150 Salaries	85,291.44	84,759.56
<b>Total 5100 Personnel Services</b>	<b>95,901.95</b>	<b>97,224.69</b>
5200 Capital Outlay		
5210 Books	9,170.68	9,938.92
5220 Equipment	548.73	1,234.83
5240 Improvements	10,609.30	15,578.33

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

	<b>Total</b>	
	<b>Jul - Nov, 2022</b>	<b>Jul - Nov, 2021 (PY)</b>
5260 Materials/Non-Printed/A-V	6,906.02	5,192.49
<b>Total 5200 Capital Outlay</b>	<b>27,234.73</b>	<b>31,944.57</b>
5300 Commodities		
5310 Databases	3,353.68	4,118.02
5320 Periodicals	2,766.53	390.00
5330 Supplies	1,038.13	1,902.26
5340 Postage/Shipping	60.00	62.96
<b>Total 5300 Commodities</b>	<b>7,218.34</b>	<b>6,473.24</b>
5400 Contractual Services		
5410 Accounting	6,640.20	5,693.09
5430 Legal		1,775.00
5440 Maintenance	1,195.11	4,262.19
5460 PrairieCat Consortium	4,885.50	4,722.00
5470 Security Services	324.00	
5475 HR Source		275.00
5480 Technical Services	1,530.00	
5485 Other Contractual Services	2,352.36	
<b>Total 5400 Contractual Services</b>	<b>16,927.17</b>	<b>16,727.28</b>
5500 Historical Digitization	396.06	904.00
5600 Lit Fest Expenditures	415.44	
5700 Other Expenditures		
5730 Misc Charges	311.28	234.00
<b>Total 5700 Other Expenditures</b>	<b>311.28</b>	<b>234.00</b>
5800 Other Services		
5810 Association Dues	355.00	
5830 General Insurance (Bonding)	7,009.00	6,407.00
5850 Marketing	540.70	
5860 Outreach	770.22	
5870 Programming	799.06	1,064.33
5880 Public Notice/Legal	118.38	218.49
5890 Travel		104.61
5900 Utilities	6,895.13	5,684.58
<b>Total 5800 Other Services</b>	<b>16,487.49</b>	<b>13,479.01</b>
<b>Total Expenditures</b>	<b>164,892.46</b>	<b>166,986.79</b>
NET OPERATING MARGIN	<b>229,944.27</b>	<b>418,117.50</b>
NET MARGIN	<b>\$229,944.27</b>	<b>\$418,117.50</b>

## 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**

November 2022

	Current Month	Year-to-Date	Budget	Balance
<b>REVENUE</b>				
Digitization Project	217.00	717.00	8,000.00	(7,283.00)
Donations	35.00	700.00	10,000.00	(9,300.00)
Auction Income	-	-	-	-
Fines/Overdues	11.30	34.55	-	34.55
Friends (Other Grants)	-	-	12,585.00	(12,585.00)
<b>Grants</b>				
Corporate Grant	-	-	1,000.00	(1,000.00)
Per Capita Grant	-	6,664.05	6,664.00	0.05
<b>Total Grants</b>	-	<b>6,664.05</b>	<b>7,664.00</b>	<b>(999.95)</b>
Historical Department	-	41.00	500.00	(459.00)
<b>Interest Income</b>				
Corporate Interest	300.13	575.17	10,000.00	(9,424.83)
Memorial Reserve Interest	65.43	66.24	-	66.24
Reserve Interest	243.61	778.04	-	778.04
Endowment Interest	275.69	1,175.51	-	1,175.51
<b>Total Interest Income</b>	<b>884.86</b>	<b>2,594.96</b>	<b>10,000.00</b>	<b>(7,405.04)</b>
Item Replacements	53.16	111.26	300.00	(188.74)
Lit Fest	220.00	220.00	2,000.00	(1,780.00)
Non-Resident Fee	517.78	2,002.41	2,500.00	(497.59)
<b>Other Income</b>				
Better World Books	-	-	-	-
Corporate Other Income	-	-	500.00	(500.00)
Insurance Other Income	-	144.00	-	144.00
<b>Total Other Income</b>	-	<b>144.00</b>	<b>500.00</b>	<b>(356.00)</b>
<b>Prairie Cat</b>				
<b>Property Taxes</b>				
Corporate Property Tax	95,381.25	349,104.15	348,491.00	613.15
FICA Property Tax	2,670.09	9,772.76	9,760.00	12.76
IMRF Property Tax	2,402.63	8,793.82	8,782.00	11.82
Insurance Property Tax	403.33	1,476.22	1,475.00	1.22
<b>Total Property Taxes</b>	<b>100,857.30</b>	<b>369,146.95</b>	<b>368,508.00</b>	<b>638.95</b>
Replacement Tax	-	-	4,000.00	(4,000.00)
Royalty Income	2,347.90	11,916.87	15,000.00	(3,083.13)
Service Charges	108.33	543.68	750.00	(206.32)
<b>Total Revenue</b>	<b>105,252.63</b>	<b>394,836.73</b>	<b>442,307.00</b>	<b>(47,470.27)</b>
<b>GROSS MARGIN</b>	<b>105,252.63</b>	<b>394,836.73</b>	<b>442,307.00</b>	<b>(47,470.27)</b>
<b>EXPENSES</b>				
<b>66000 Personnel Services</b>				
Employee Health Plan	-	-	-	-
Payroll Taxes	1,165.12	6,524.82	15,700.00	(9,175.18)

No Assurance Provided / All Disclosures Omitted

9/31

## Galena Public Library District

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

Pension Contributions	723.78	4,085.69	9,000.00	(4,914.31)
Reimbursements			100.00	(100.00)
Salaries			-	-
Corporate Wages	15,230.24	85,291.44	210,000.00	(124,708.56)
<b>Total Salaries</b>	<b>15,230.24</b>	<b>85,291.44</b>	<b>210,000.00</b>	<b>(124,708.56)</b>
<b>Total 66000 Personnel Services</b>	<b>17,119.14</b>	<b>95,901.95</b>	<b>234,800.00</b>	<b>(138,898.05)</b>
Capital Outlay				
Books	2,219.85	9,170.68	22,200.00	(13,029.32)
Equipment	132.19	548.73	6,000.00	(5,451.27)
Hardware			-	-
Improvements	-	10,609.30	76,500.00	(65,890.70)
Adult	-	-	-	-
Materials/Non-Printed/A-V	1,376.55	6,906.02	19,200.00	(12,293.98)
<b>Total Capital Outlay</b>	<b>3,728.59</b>	<b>27,234.73</b>	<b>123,900.00</b>	<b>(96,665.27)</b>
Commodities				
Databases	228.10	3,353.68	8,505.00	(5,151.32)
Periodicals	-	2,766.53	4,890.00	(2,123.47)
Supplies	243.59	1,038.13	4,000.00	(2,961.87)
Postage/Shipping	-	60.00	1,000.00	(940.00)
<b>Total Commodities</b>	<b>471.69</b>	<b>7,218.34</b>	<b>18,395.00</b>	<b>(11,176.66)</b>
Contractual Services				
Accounting	1,149.72	6,640.20	16,000.00	(9,359.80)
Audit Fees	-	-	8,000.00	(8,000.00)
Legal	-	-	4,000.00	(4,000.00)
Maintenance	282.50	1,195.11	9,000.00	(7,804.89)
PrairieCat Corporate	-	-	-	-
PrairieCat Consortium	499.00	4,885.50	9,274.00	(4,388.50)
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)
<b>Total Contractual Services</b>	<b>1,931.22</b>	<b>16,927.17</b>	<b>60,974.00</b>	<b>(44,046.83)</b>
Historical Digitization	-	396.06	25,000.00	(24,603.94)
Lit Fest Expenditures	415.44	415.44	7,040.00	(6,624.56)
Other Expenditures				
Contingencies			10,000.00	(10,000.00)
Misc Charges	125.00	311.28	1,000.00	(688.72)
<b>Total Other Expenditures</b>	<b>125.00</b>	<b>311.28</b>	<b>11,000.00</b>	<b>(10,688.72)</b>
Other Services				
Association Dues	355.00	355.00	440.00	(85.00)
Continuing Education	-	-	2,000.00	(2,000.00)
General Insurance (Bonding)	4.00	7,009.00	7,000.00	9.00
Marketing	50.00	540.70	2,000.00	(1,459.30)
Outreach	-	770.22	2,000.00	(1,229.78)
Programming	281.68	799.06	16,000.00	(15,200.94)

No Assurance Provided / All Disclosures Omitted

10/31

Galena Public Library District

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

Public Notice/Legal	-	118.38	500.00	(381.62)
Travel			800.00	(800.00)
Utilities	1,439.13	6,895.13	16,950.00	(10,054.87)
<b>Total Other Services</b>	<b>2,129.81</b>	<b>16,487.49</b>	<b>47,690.00</b>	<b>(31,202.51)</b>
<b>Total Expenses</b>	<b>25,920.89</b>	<b>164,892.46</b>	<b>528,799.00</b>	<b>(363,906.54)</b>
NET OPERATING MARGIN	79,331.74	229,944.27	(86,492.00)	316,436.27
NET MARGIN	79,331.74	229,944.27	(86,492.00)	316,436.27

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

November 2022

		Corporate Fund	
	Actual	Budget	over Budget
<b>REVENUE</b>			
3030 Digitization Project	217.00	666.67	-449.67
3040 Donations	35.00	833.33	-798.33
3050 Fines/Overdues	11.30		11.30
3060 Friends (Other Grants)		1,048.75	-1,048.75
3070 Grants			
3071 Corporate Grant		83.33	-83.33
<b>Total 3070 Grants</b>		<b>83.33</b>	<b>-83.33</b>
3090 Historical Department		41.67	-41.67
3100 Interest Income			
3101 Corporate Interest	300.13	833.33	-533.20
<b>Total 3100 Interest Income</b>	<b>300.13</b>	<b>833.33</b>	<b>-533.20</b>
3110 Item Replacements	53.16	25.00	28.16
3120 Lit Fest	220.00	166.67	53.33
3130 Non-Resident Fee	517.78	208.33	309.45
3140 Other Income			
3142 Corporate Other Income		41.67	-41.67
<b>Total 3140 Other Income</b>		<b>41.67</b>	<b>-41.67</b>
3180 Property Taxes			
3181 Corporate Property Tax	95,381.25	0.00	95,381.25
<b>Total 3180 Property Taxes</b>	<b>95,381.25</b>	<b>0.00</b>	<b>95,381.25</b>
3190 Replacement Tax		333.33	-333.33
3200 Royalty Income	1,599.79		1,599.79
3230 Service Charges	108.33	62.50	45.83
<b>Total Revenue</b>	<b>98,443.74</b>	<b>4,344.58</b>	<b>94,099.16</b>
<b>GROSS MARGIN</b>	<b>98,443.74</b>	<b>4,344.58</b>	<b>94,099.16</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5140 Reimbursements		8.33	-8.33
5150 Salaries	15,230.24	17,500.00	-2,269.76
<b>Total 5100 Personnel Services</b>	<b>15,230.24</b>	<b>17,508.33</b>	<b>-2,278.09</b>
5200 Capital Outlay			
5210 Books	2,219.85	1,850.00	369.85
5220 Equipment	132.19	500.00	-367.81
5240 Improvements		6,375.00	-6,375.00
5260 Materials/Non-Printed/A-V	1,376.55	1,600.00	-223.45
<b>Total 5200 Capital Outlay</b>	<b>3,728.59</b>	<b>10,325.00</b>	<b>-6,596.41</b>
5300 Commodities			
5310 Databases	228.10	708.75	-480.65
5320 Periodicals		407.50	-407.50
5330 Supplies	243.59	333.33	-89.74
5340 Postage/Shipping		83.33	-83.33

No Assurance Provided / All Disclosures Omitted

12/31

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

		Corporate Fund	
	Actual	Budget	over Budget
<b>Total 5300 Commodities</b>	<b>471.69</b>	<b>1,532.91</b>	<b>-1,061.22</b>
5400 Contractual Services			
5410 Accounting	1,149.72	1,333.33	-183.61
5420 Audit Fees		666.67	-666.67
5430 Legal		333.33	-333.33
5440 Maintenance	282.50	750.00	-467.50
5460 PrairieCat Consortium	499.00		499.00
5480 Technical Services		833.33	-833.33
5485 Other Contractual Services		391.67	-391.67
<b>Total 5400 Contractual Services</b>	<b>1,931.22</b>	<b>4,308.33</b>	<b>-2,377.11</b>
5500 Historical Digitization		2,083.33	-2,083.33
5600 Lit Fest Expenditures	415.44	586.67	-171.23
5700 Other Expenditures			
5710 Contingencies		833.33	-833.33
5730 Misc Charges	125.00	83.33	41.67
<b>Total 5700 Other Expenditures</b>	<b>125.00</b>	<b>916.66</b>	<b>-791.66</b>
5800 Other Services			
5810 Association Dues	355.00	36.67	318.33
5820 Continuing Education		166.67	-166.67
5850 Marketing	50.00	166.67	-116.67
5860 Outreach		166.67	-166.67
5870 Programming	281.68	1,333.33	-1,051.65
5880 Public Notice/Legal		41.67	-41.67
5890 Travel		66.67	-66.67
5900 Utilities	1,439.13	1,412.50	-138.37
<b>Total 5800 Other Services</b>	<b>2,125.81</b>	<b>3,390.85</b>	<b>-1,430.04</b>
<b>Total Expenditures</b>	<b>24,027.99</b>	<b>40,652.08</b>	<b>-16,789.09</b>
NET OPERATING MARGIN	<b>74,415.75</b>	<b>-36,307.50</b>	<b>110,888.25</b>
NET MARGIN	<b>\$74,415.75</b>	<b>\$ -36,307.50</b>	<b>\$110,888.25</b>

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

July - November, 2022

		Corporate Fund	
	Actual	Budget	over Budget
<b>REVENUE</b>			
3030 Digitization Project	717.00	3,333.35	-2,616.35
3040 Donations	200.00	4,166.65	-3,966.65
3050 Fines/Overdues	34.55		34.55
3060 Friends (Other Grants)		5,243.75	-5,243.75
3070 Grants			
3071 Corporate Grant		416.65	-416.65
<b>Total 3070 Grants</b>		<b>416.65</b>	<b>-416.65</b>
3090 Historical Department	41.00	208.35	-167.35
3100 Interest Income			
3101 Corporate Interest	575.17	4,166.65	-3,591.48
<b>Total 3100 Interest Income</b>	<b>575.17</b>	<b>4,166.65</b>	<b>-3,591.48</b>
3110 Item Replacements	111.26	125.00	-13.74
3120 Lit Fest	220.00	833.35	-613.35
3130 Non-Resident Fee	2,002.41	1,041.65	960.76
3140 Other Income			
3142 Corporate Other Income		208.35	-208.35
<b>Total 3140 Other Income</b>		<b>208.35</b>	<b>-208.35</b>
3180 Property Taxes			
3181 Corporate Property Tax	349,104.15	348,491.00	613.15
<b>Total 3180 Property Taxes</b>	<b>349,104.15</b>	<b>348,491.00</b>	<b>613.15</b>
3190 Replacement Tax		1,666.65	-1,666.65
3200 Royalty Income	6,330.33		6,330.33
3230 Service Charges	543.68	312.50	231.18
<b>Total Revenue</b>	<b>359,879.55</b>	<b>370,213.90</b>	<b>-10,334.35</b>
<b>GROSS MARGIN</b>	<b>359,879.55</b>	<b>370,213.90</b>	<b>-10,334.35</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5140 Reimbursements		41.65	-41.65
5150 Salaries	85,291.44	87,500.00	-2,208.56
<b>Total 5100 Personnel Services</b>	<b>85,291.44</b>	<b>87,541.65</b>	<b>-2,250.21</b>
5200 Capital Outlay			
5210 Books	9,170.68	9,250.00	-79.32
5220 Equipment	548.73	2,500.00	-1,951.27
5240 Improvements	10,609.30	31,875.00	-21,265.70
5260 Materials/Non-Printed/A-V	6,906.02	8,000.00	-1,093.98
<b>Total 5200 Capital Outlay</b>	<b>27,234.73</b>	<b>51,625.00</b>	<b>-24,390.27</b>
5300 Commodities			
5310 Databases	3,353.68	3,543.75	-190.07
5320 Periodicals	2,766.53	2,037.50	729.03
5330 Supplies	1,038.13	1,666.65	-628.52
5340 Postage/Shipping	60.00	416.65	-356.65

No Assurance Provided / All Disclosures Omitted

14/31

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

		Corporate Fund	
	Actual	Budget	over Budget
<b>Total 5300 Commodities</b>	<b>7,218.34</b>	<b>7,664.55</b>	<b>-446.21</b>
5400 Contractual Services			
5410 Accounting	6,640.20	6,666.65	-26.45
5420 Audit Fees		3,333.35	-3,333.35
5430 Legal		1,666.65	-1,666.65
5440 Maintenance	1,195.11	3,750.00	-2,554.89
5460 PrairieCat Consortium	499.00		499.00
5470 Security Services	324.00		324.00
5480 Technical Services	1,530.00	4,166.65	-2,636.65
5485 Other Contractual Services	2,352.36	1,958.35	394.01
<b>Total 5400 Contractual Services</b>	<b>12,540.67</b>	<b>21,541.65</b>	<b>-9,000.98</b>
5500 Historical Digitization	396.06	10,416.65	-10,020.59
5600 Lit Fest Expenditures	415.44	2,933.35	-2,517.91
5700 Other Expenditures			
5710 Contingencies		4,166.65	-4,166.65
5730 Misc Charges	311.28	416.65	-105.37
<b>Total 5700 Other Expenditures</b>	<b>311.28</b>	<b>4,583.30</b>	<b>-4,272.02</b>
5800 Other Services			
5810 Association Dues	355.00	183.35	171.65
5820 Continuing Education		833.35	-833.35
5830 General Insurance (Bonding)	6,606.00		6,606.00
5850 Marketing	540.70	833.35	-292.65
5860 Outreach	770.22	833.35	-63.13
5870 Programming	799.06	6,666.65	-5,867.59
5880 Public Notice/Legal	118.38	208.31	-89.93
5890 Travel		333.35	-333.35
5900 Utilities	6,895.13	7,062.50	-167.37
<b>Total 5800 Other Services</b>	<b>16,084.49</b>	<b>16,954.21</b>	<b>-869.72</b>
<b>Total Expenditures</b>	<b>149,492.45</b>	<b>203,260.36</b>	<b>-53,767.91</b>
NET OPERATING MARGIN	<b>210,387.10</b>	<b>166,953.54</b>	<b>43,433.56</b>
NET MARGIN	<b>\$210,387.10</b>	<b>\$166,953.54</b>	<b>\$43,433.56</b>

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

November 2022

	Actual	Budget	Endowment over Budget
<b>REVENUE</b>			
3100 Interest Income			
3109 Endowment Interest	275.69		275.69
<b>Total 3100 Interest Income</b>	<b>275.69</b>		<b>275.69</b>
<b>Total Revenue</b>	<b>275.69</b>	<b>0.00</b>	<b>275.69</b>
<b>GROSS MARGIN</b>	<b>275.69</b>	<b>0.00</b>	<b>275.69</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>275.69</b>	<b>0.00</b>	<b>275.69</b>
<b>NET MARGIN</b>	<b>\$275.69</b>	<b>\$0.00</b>	<b>\$275.69</b>



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

July - November, 2022

	Actual	Budget	Endowment over Budget
<b>REVENUE</b>			
3100 Interest Income			
3109 Endowment Interest	1,175.51		1,175.51
<b>Total 3100 Interest Income</b>	<b>1,175.51</b>		<b>1,175.51</b>
<b>Total Revenue</b>	<b>1,175.51</b>	<b>0.00</b>	<b>1,175.51</b>
GROSS MARGIN	1,175.51	0.00	1,175.51
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	1,175.51	0.00	1,175.51
NET MARGIN	\$1,175.51	\$0.00	\$1,175.51

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

November 2022

	Actual	Budget	FICA Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3182 FICA Property Tax	2,670.09	0.00	2,670.09
<b>Total 3180 Property Taxes</b>	<b>2,670.09</b>	<b>0.00</b>	<b>2,670.09</b>
<b>Total Revenue</b>	<b>2,670.09</b>	<b>0.00</b>	<b>2,670.09</b>
<b>GROSS MARGIN</b>	<b>2,670.09</b>	<b>0.00</b>	<b>2,670.09</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5120 Payroll Taxes	1,165.12	1,308.33	-143.21
<b>Total 5100 Personnel Services</b>	<b>1,165.12</b>	<b>1,308.33</b>	<b>-143.21</b>
<b>Total Expenditures</b>	<b>1,165.12</b>	<b>1,308.33</b>	<b>-143.21</b>
<b>NET OPERATING MARGIN</b>	<b>1,504.97</b>	<b>-1,308.33</b>	<b>2,813.30</b>
<b>NET MARGIN</b>	<b>\$1,504.97</b>	<b>\$ -1,308.33</b>	<b>\$2,813.30</b>

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

July - November, 2022

	Actual	Budget	FICA Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3182 FICA Property Tax	9,772.76	9,760.00	12.76
<b>Total 3180 Property Taxes</b>	<b>9,772.76</b>	<b>9,760.00</b>	<b>12.76</b>
<b>Total Revenue</b>	<b>9,772.76</b>	<b>9,760.00</b>	<b>12.76</b>
GROSS MARGIN	<b>9,772.76</b>	<b>9,760.00</b>	<b>12.76</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5120 Payroll Taxes	6,524.82	6,541.65	-16.83
<b>Total 5100 Personnel Services</b>	<b>6,524.82</b>	<b>6,541.65</b>	<b>-16.83</b>
<b>Total Expenditures</b>	<b>6,524.82</b>	<b>6,541.65</b>	<b>-16.83</b>
NET OPERATING MARGIN	<b>3,247.94</b>	<b>3,218.35</b>	<b>29.59</b>
NET MARGIN	<b>\$3,247.94</b>	<b>\$3,218.35</b>	<b>\$29.59</b>

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

November 2022

	Actual	Budget	IMRF Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3183 IMRF Property Tax	2,402.63	0.00	2,402.63
<b>Total 3180 Property Taxes</b>	<b>2,402.63</b>	<b>0.00</b>	<b>2,402.63</b>
<b>Total Revenue</b>	<b>2,402.63</b>	<b>0.00</b>	<b>2,402.63</b>
GROSS MARGIN	<b>2,402.63</b>	<b>0.00</b>	<b>2,402.63</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5130 Pension Contributions	723.78	750.00	-26.22
<b>Total 5100 Personnel Services</b>	<b>723.78</b>	<b>750.00</b>	<b>-26.22</b>
<b>Total Expenditures</b>	<b>723.78</b>	<b>750.00</b>	<b>-26.22</b>
NET OPERATING MARGIN	<b>1,678.85</b>	<b>-750.00</b>	<b>2,428.85</b>
NET MARGIN	<b>\$1,678.85</b>	<b>\$ -750.00</b>	<b>\$2,428.85</b>

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

July - November, 2022

	Actual	Budget	IMRF Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3183 IMRF Property Tax	8,793.82	8,782.00	11.82
<b>Total 3180 Property Taxes</b>	<b>8,793.82</b>	<b>8,782.00</b>	<b>11.82</b>
<b>Total Revenue</b>	<b>8,793.82</b>	<b>8,782.00</b>	<b>11.82</b>
GROSS MARGIN	<b>8,793.82</b>	<b>8,782.00</b>	<b>11.82</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5130 Pension Contributions	4,085.69	3,750.00	335.69
<b>Total 5100 Personnel Services</b>	<b>4,085.69</b>	<b>3,750.00</b>	<b>335.69</b>
<b>Total Expenditures</b>	<b>4,085.69</b>	<b>3,750.00</b>	<b>335.69</b>
NET OPERATING MARGIN	<b>4,708.13</b>	<b>5,032.00</b>	<b>-323.87</b>
NET MARGIN	<b>\$4,708.13</b>	<b>\$5,032.00</b>	<b>\$ -323.87</b>

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

November 2022

	Actual	Budget	Insurance Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3184 Insurance Property Tax	403.33	0.00	403.33
<b>Total 3180 Property Taxes</b>	<b>403.33</b>	<b>0.00</b>	<b>403.33</b>
<b>Total Revenue</b>	<b>403.33</b>	<b>0.00</b>	<b>403.33</b>
GROSS MARGIN	<b>403.33</b>	<b>0.00</b>	<b>403.33</b>
<b>EXPENDITURES</b>			
5800 Other Services			
5830 General Insurance (Bonding)	4.00	583.33	-579.33
<b>Total 5800 Other Services</b>	<b>4.00</b>	<b>583.33</b>	<b>-579.33</b>
<b>Total Expenditures</b>	<b>4.00</b>	<b>583.33</b>	<b>-579.33</b>
NET OPERATING MARGIN	<b>399.33</b>	<b>-583.33</b>	<b>982.66</b>
NET MARGIN	<b>\$399.33</b>	<b>\$ -583.33</b>	<b>\$982.66</b>

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

July - November, 2022

	Actual	Budget	Insurance Fund over Budget
<b>REVENUE</b>			
3140 Other Income			
3146 Insurance Other Income	144.00		144.00
<b>Total 3140 Other Income</b>	<b>144.00</b>		<b>144.00</b>
3180 Property Taxes			
3184 Insurance Property Tax	1,476.22	1,475.00	1.22
<b>Total 3180 Property Taxes</b>	<b>1,476.22</b>	<b>1,475.00</b>	<b>1.22</b>
<b>Total Revenue</b>	<b>1,620.22</b>	<b>1,475.00</b>	<b>145.22</b>
<b>GROSS MARGIN</b>	<b>1,620.22</b>	<b>1,475.00</b>	<b>145.22</b>
<b>EXPENDITURES</b>			
5800 Other Services			
5830 General Insurance (Bonding)	403.00	2,916.65	-2,513.65
<b>Total 5800 Other Services</b>	<b>403.00</b>	<b>2,916.65</b>	<b>-2,513.65</b>
<b>Total Expenditures</b>	<b>403.00</b>	<b>2,916.65</b>	<b>-2,513.65</b>
<b>NET OPERATING MARGIN</b>	<b>1,217.22</b>	<b>-1,441.65</b>	<b>2,658.87</b>
<b>NET MARGIN</b>	<b>\$1,217.22</b>	<b>\$ -1,441.65</b>	<b>\$2,658.87</b>

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

November 2022

	Actual	Budget	Memorial Reserve over Budget
<b>REVENUE</b>			
3100 Interest Income			
3106 Memorial Reserve Interest	65.43		65.43
<b>Total 3100 Interest Income</b>	<b>65.43</b>		<b>65.43</b>
<b>Total Revenue</b>	<b>65.43</b>	<b>0.00</b>	<b>65.43</b>
GROSS MARGIN	65.43	0.00	65.43
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	65.43	0.00	65.43
NET MARGIN	\$65.43	\$0.00	\$65.43



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

July - November, 2022

	Actual	Budget	Memorial Reserve over Budget
<b>REVENUE</b>			
3100 Interest Income			
3106 Memorial Reserve Interest	65.43		65.43
<b>Total 3100 Interest Income</b>	<b>65.43</b>		<b>65.43</b>
<b>Total Revenue</b>	<b>65.43</b>	<b>0.00</b>	<b>65.43</b>
<b>GROSS MARGIN</b>	<b>65.43</b>	<b>0.00</b>	<b>65.43</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>65.43</b>	<b>0.00</b>	<b>65.43</b>
<b>NET MARGIN</b>	<b>\$65.43</b>	<b>\$0.00</b>	<b>\$65.43</b>

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

November 2022

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

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

July - November, 2022

	Actual	Budget	Per Capita Fund over Budget
<b>REVENUE</b>			
3070 Grants			
3077 Per Capita Grant	6,664.05	2,776.65	3,887.40
<b>Total 3070 Grants</b>	<b>6,664.05</b>	<b>2,776.65</b>	<b>3,887.40</b>
<b>Total Revenue</b>	<b>6,664.05</b>	<b>2,776.65</b>	<b>3,887.40</b>
GROSS MARGIN	<b>6,664.05</b>	<b>2,776.65</b>	<b>3,887.40</b>
<b>EXPENDITURES</b>			
5400 Contractual Services			
5460 PrairieCat Consortium	4,386.50	3,864.15	522.35
<b>Total 5400 Contractual Services</b>	<b>4,386.50</b>	<b>3,864.15</b>	<b>522.35</b>
<b>Total Expenditures</b>	<b>4,386.50</b>	<b>3,864.15</b>	<b>522.35</b>
NET OPERATING MARGIN	<b>2,277.55</b>	<b>-1,087.50</b>	<b>3,365.05</b>
NET MARGIN	<b>\$2,277.55</b>	<b>\$ -1,087.50</b>	<b>\$3,365.05</b>

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

November 2022

	Actual	Budget	Reserve Fund over Budget
<b>REVENUE</b>			
3100 Interest Income			
3108 Reserve Interest	243.61		243.61
<b>Total 3100 Interest Income</b>	<b>243.61</b>		<b>243.61</b>
3200 Royalty Income	748.11	1,250.00	-501.89
<b>Total Revenue</b>	<b>991.72</b>	<b>1,250.00</b>	<b>-258.28</b>
<b>GROSS MARGIN</b>	<b>991.72</b>	<b>1,250.00</b>	<b>-258.28</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>991.72</b>	<b>1,250.00</b>	<b>-258.28</b>
<b>NET MARGIN</b>	<b>\$991.72</b>	<b>\$1,250.00</b>	<b>\$ -258.28</b>

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

July - November, 2022

	Actual	Budget	Reserve Fund over Budget
<b>REVENUE</b>			
3100 Interest Income			
3108 Reserve Interest	778.04		778.04
<b>Total 3100 Interest Income</b>	<b>778.04</b>		<b>778.04</b>
3200 Royalty Income	5,586.54	6,250.00	-663.46
<b>Total Revenue</b>	<b>6,364.58</b>	<b>6,250.00</b>	<b>114.58</b>
GROSS MARGIN	<b>6,364.58</b>	<b>6,250.00</b>	<b>114.58</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	<b>6,364.58</b>	<b>6,250.00</b>	<b>114.58</b>
NET MARGIN	<b>\$6,364.58</b>	<b>\$6,250.00</b>	<b>\$114.58</b>

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

---

November 2022

---

This report contains no data for your specified date range.

Preliminary

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

July - November, 2022

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

## 7. LIBRARY DIRECTOR'S REPORT

### Director's Report

October 2022

#### Board News

Filing petitions will be from December 12 to December 19<sup>th</sup> for five board seats. Those that file at the same time will be entered into a lottery. A date and time for said lottery will be noted publicly on the doors of the library.

#### Circulation

Library staff recently completed a building-wide inventory of all collections, minus the Historical Room and Archives. These two areas are still in process as the collection is cataloged across two different systems. The findings will aid in the ongoing development of the building study.

#### Adult Services

The Adult Winter Reading Program, Read It! Is up to 54 participants! So far, 12 have reached the 2,000-page count and will be entered into the final drawing for a \$50 gift certificate to Fritz & Frites. The program goes thru February 28<sup>th</sup>.

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

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

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

- December 13<sup>th</sup>: Illinois Libraries Present: Shauna Sever
- December 19<sup>th</sup>: Morning Book Club: *Of Women and Salt* by Gabriela Garcia
- December 20<sup>th</sup>: Evening book Club: *The Brief and Wondrous Life of Oscar Wao* by Junot Diaz
- Every Tuesday: Stitchers

#### Youth Services

Upcoming programs:

- December 22<sup>nd</sup>: Family Craft Night
- December 27<sup>th</sup>: Mario Kart Tournament
- December 28<sup>th</sup>: Junior Archaeologist
- Every Monday: STEAM Club
- Every Wednesday: Art Explorers
- Every Friday: Family story time



## Historical Room/Archives

Dale, Steve, Rachel, and I are doing a slow inventory process in the HR/Archives. We are going through old binders of compiled information to see what is duplicated or what is available through the library's digitization efforts. It will help us in making the room a more organized space and understanding how much space the collection needs.

## 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

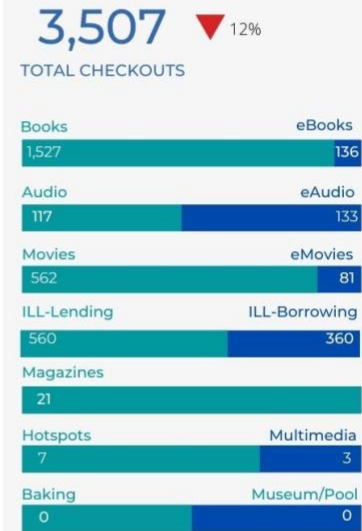
- **Building**
  - Mike Harris visited the library on December 9<sup>th</sup> to look at the handrail and the children's library egress.
  - The B&G Committee will need to meet in as soon as the committee has been reassigned.
- **Finances**
  - The Levy was filed on December 7<sup>th</sup>.
- **Projects**
  - 2023 Planning: Larissa, Rachel, and I are creating a plan for library operations, based off the Strategic Plan. My goal with these three plans is to compile it into one that the three of us can work off of and give us a realistic timeline. It will also be helpful when new board members come on in May.
  - 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**
  - 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.
  - December 2022
    - Continue to build relationships and collaborate with local businesses and organizations
      - Develop a list of community stakeholders that the library can partner with
      - Explore the option to hold annual meetings with community stakeholders to assist in evaluating library's response to community needs

# NOVEMBER 2022 STATISTICS

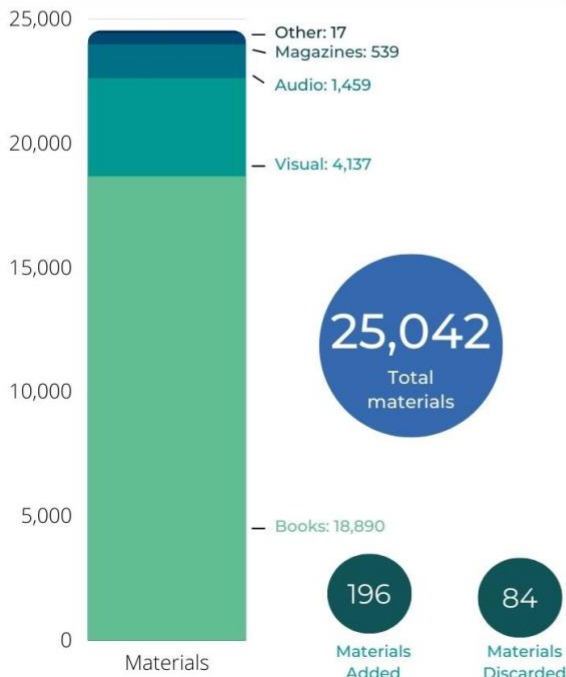
## Card Holders



## Checkouts



## Collection

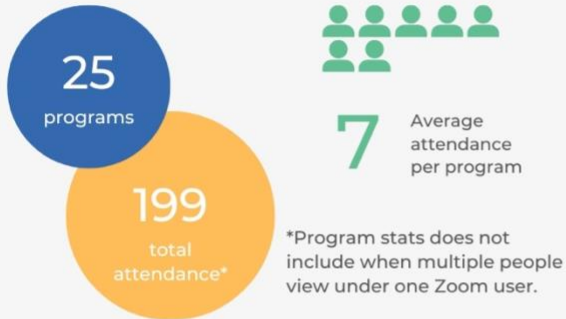


## Visits



# NOVEMBER 2022 STATISTICS

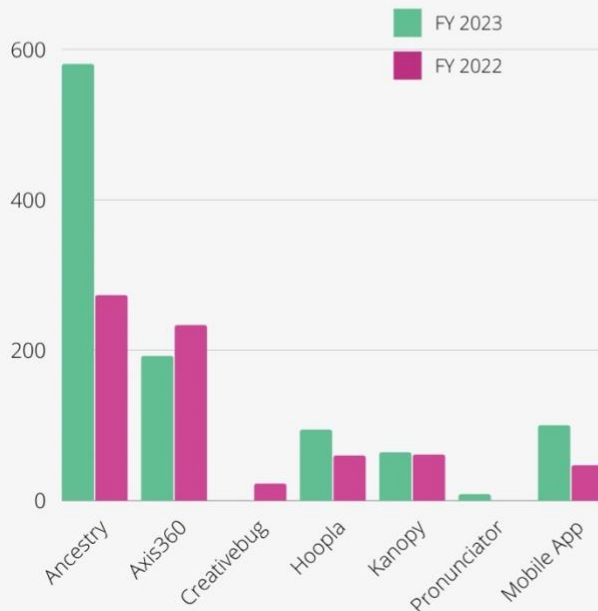
## Programming



## Computer Use



## eResources



## Social Media



8. BOARD PRESIDENT'S REPORT



FY 2023 Current Committees

Committee	Board Members	Non-Voting Members	Meeting
<b>Building &amp; Grounds</b>	<p><b>Need to appoint, <i>chair</i></b></p> <p>Tracy Furlong</p> <p>Maria Rector</p>	<p>Jenna Diedrich</p> <p>Rachel Lenstra</p> <p>Earl Thompson</p> <p>Charles Holmes</p>	2x/year or as needed
<b>Finance</b>	<p>Frances Beadle, <i>chair</i></p> <p>Earl Thompson</p> <p>Katherine Walker</p>	Jenna Diedrich	2x/year or as needed
<b>Human Resources</b>	<p>Maria Rector, <i>chair</i></p> <p>Tracy Furlong</p> <p>Walter Johnson</p>	<p>Jenna Diedrich</p> <p>Earl Thompson</p>	2x/year or as needed
<b>Policy</b>	<p>Walter Johnson, <i>chair</i></p> <p>Frances Beadle</p> <p>Katherine Walker</p>	<p>Jenna Diedrich</p> <p>Earl Thompson</p>	2x/year or as needed

Updated: 11/18/2022

## 11.A DISCUSSION AND POSSIBLE ACTION ON PROCEDURE FOR AGENDAS AND BOARD PACKETS



TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

DATE: 12/9/2022

RE: Procedure for agendas and board packets

---

At last month's board meeting it was requested that a discussion on what ought to be included in the board packet. At this time, a procedure has not been written. Below you will find information compiled that is pursuant to OMA.

- Board agendas must be made available to the public at least 48 hours prior to the meeting date/time
- Agenda items do not need to have supplementary documents in order to discuss
- Supplementary documents do not need to be included in the board packet in order to discuss
- Board packets do not need to be posted nor publicly shared – this is a courtesy to the public

Examples of Illinois Public Library's agenda and packet postings are below:

[Prospect Heights Public Library](#)

[Sycamore Public Library](#)

[Dekalb Public Library](#)

[Byron Public Library](#)

[Cherry Valley Public Library](#)