



Library Board of Trustees Meeting

Regular Meeting Monday, February 13, 2023 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 (ACTION)
 - a. Approval of minutes for Regular Meeting January 9, 2023
 - b. Approval of bills paid/payable: 01/07/23 – 02/10/23
4. Financial Report
5. Treasurer's Report
 - a. Semi-Annual Report of Receipts & Disbursements
6. Friends Report
7. Library Director's Report
 - a. Decennial Committee
8. Board President's Report
9. Committees
 - a. Building & Grounds – Tracy Furlong
 - b. Finance – Frances Beadle
 - c. HR – Maria Rector
 - d. Policy – Walter Johnson
10. Unfinished Business (ACTION)
11. New business
 - a. Discussion and possible action on updates to the Administrative Succession Plan
12. Motions, resolutions, ordinances (ACTION)
13. Closed Session
14. Discussion and possible action on Closed Session
15. Items for next agenda
16. Announcements
17. Adjournment
18. Next meeting – Monday, March 13, 2023 at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

3.A CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING JANUARY 9, 2023

Library Board Minutes

January 9, 2023

Draft

1. Call to Order

President Earl Thompson called the meeting to order at 6:30pm. Trustees present were Maria Rector, Walter Johnson, Tracy Furlong, and Katherine Walker. A quorum was present. Also attending were Jenna Diedrich Library Director, Betsy Hansen Friends of the Library President, and Gloria Junge.

2. Citizens Comments

Gloria Junge read her comments handed out copies to board members.

3. Acceptance of resignation from Craig Albaugh

Thompson read a letter submitted by Albaugh dated January 6, 2023. The document announced his resignation from the board effective January 9, 2023. Walker moved to accept the resignation. Furlong made the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Thompson – Aye. Motion carried.

4. Consent Agenda

- a. Johnson moved to approve items a. and b. Furlong had the second. Diedrich received an additional bill for \$337.50 from Terry Kurt's law office for review of case law. Johnson amended his motion to include the addition cost from the law office. Furlong made the second. Vote: Johnson – Aye, Furlong – Aye, Walker – Aye, Rector – Aye, Thompson – Aye. Motion carried.
- b. No action

5. Financial Report – none

6. Treasurer's Report – none

7. Friends Report

Hansen reported the Friends meet on Thursday to kick off efforts for the 2023 sale. They will be going thru the 100 boxes of books stored at the Food Pantry. The price of admission and set up details might be determined after the Friends board meeting on Thursday. March 6 is the tentative date to start the drop off for books.

8. Library Director's Report

No written report due to Diedrich and COVID. The accounting firm has increased the price for the next year to be \$1065.00. It is a \$140 increase. Diedrich will follow up to ask why the price has risen so dramatically. The library has over a \$300 credit with AT & T. Attorney Kurt is looking

over the situation of the Board President having a vote in committees. Creative Bug is lapsing at the end of June. It was very popular during COVID and quarantine times but current use is low. Thompson asked about losing card holders every three years if the card expires. The records are purged by Prairie Cat. A FOIA request came in for statements of candidacy. There is a five business-day requirement to fulfill requests. Because of COVID, Diedrich had requested an extension.

9. Board President Report

There is a vacancy for chair in the Buildings & Grounds committee. Thompson asked for volunteers and a meeting sooner than later to be scheduled. Johnson was willing to serve on B&G. Furlong was appointed to be Chair of B&G. With the resignation of Albaugh, the vacant seat needs to be filled for February and March. Thompson will be using parliamentary procedure during meetings and following Robert's Rules of Order.

10. Committees

- a. Building & Grounds – no meeting
- b. Finance – no meeting
- c. HR – no meeting
- d. Policy – no meeting

11. Unfinished Business – none

12. New Business

- a. Discussion and possible action on procedure for agenda and board packets
Diedrich has consulted with RAILS and the info is in the packet. Meeting agendas must be posted 48 hours in advance. It is on both library doors and on the website. Sharing packets is a courtesy to the public. Johnson had looked at others and what they do and felt the Galena info provided is already above and beyond requirements. No action on item a.
- b. Discussion on changing public comments time
Albaugh had suggested some timing changes. Because public comments are stated in the Bylaws, the policy committee will review the issue when they meet.

13. Motions, resolutions, ordinances – no action

14. Closed Session

Rector moved to enter closed session reading the items for a. and b. Johnson made the second. Vote: Furlong – Aye, Walker – Aye, Rector – Aye, Johnson – Aye, Thompson – Aye. Motion carried. Hansen and Junge departed. Diedrich remained. Close session began at 7:20 pm.

15. Discussion and possible action on Closed session

Closed session ended at 7:38pm. Rector moved to exit closed session. Johnson made the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Thompson – Aye. Motion carried. There was no action from closed session.

16. Items for next agenda

There needs to be an appointment at the February meeting to fill the seat vacated by Albaugh.

17. Announcements

Walker mentioned she will be returning to her former chair on the president's left.

18. Adjournment at 7:45pm.

19. Next meeting – Monday, February 13, 2023 at 6:30pm, Galena Public Library, 601 S Bench St., Galena, IL 61036 – Historical Room

Respectfully Submitted,

Katherine Walker
Secretary

3.B CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE 01/07/23 – 02/10/23

Galena Public Library District

A/P Aging Summary

As of February 10, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	84.20					\$84.20
B. L. Murray Co, Inc.	34.58					\$34.58
Findaway World LLC	625.39					\$625.39
Galena Cellars Vineyard & Winery	2,954.68					\$2,954.68
Galena Center for the Arts	100.00					\$100.00
Galena First Community Bank	60.00					\$60.00
Galena Gazette Publications	600.00					\$600.00
Illinois Library Association	85.00					\$85.00
JL Tech	233.75					\$233.75
Kaci Yoder	1,000.00					\$1,000.00
Kanopy	100.00					\$100.00
La Grange Public Library	30.00					\$30.00
Midwest Tape	219.71					\$219.71
Opening Specialists Inc	123.00					\$123.00
Rebecca or Karen North	15.95					\$15.95
The Crowley Company	10,534.50					\$10,534.50
TOTAL	\$16,800.76	\$0.00	\$0.00	\$0.00	\$0.00	\$16,800.76

Galena Public Library District

Check Detail

January 7 - February 10, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
01/09/2023	Expenditure		Ingram Library Services	Adult & Youth Books - December 2022	R	-1,602.79
						1,602.79
01/09/2023	Expenditure	558962	Honkamp Krueger & Co, PC	Financial statements and software subscription for January 2023	R	-1,094.85
						1,094.85
01/12/2023	Bill Payment (Check)	22814	Angela Trudell Vasquez		R	-524.50
						-524.50
01/12/2023	Bill Payment (Check)	22815	Beth Dooley			-1,045.00
						-1,045.00
01/12/2023	Bill Payment (Check)	22816	Casey McQuiston			-1,000.00
						-1,000.00
01/12/2023	Bill Payment (Check)	22817	Stormy Stipe			-400.00
						-400.00
01/12/2023	Bill Payment (Check)	22818	Hammer Law Firm, PLC		R	-337.50
						-337.50
01/12/2023	Bill Payment (Check)	22819	Access Systems		R	-78.29
						-78.29
01/12/2023	Bill Payment (Check)	22820	Book Page		R	-402.00
						-402.00
01/12/2023	Bill Payment (Check)	22821	Findaway World LLC		R	-453.67
						-453.67
01/12/2023	Bill Payment (Check)	22822	Five Star Plumbing		R	-85.00
						-85.00
01/12/2023	Bill Payment (Check)	22823	Jeff Upmann			-295.00
						-295.00
01/12/2023	Bill Payment (Check)	22824	Kanopy		R	-135.00
						-135.00
01/12/2023	Bill Payment (Check)	22825	Midwest Tape		R	-189.02
						-189.02
01/12/2023	Bill Payment (Check)	22826	Prairie Cat		R	-2,193.25
						-2,193.25
01/12/2023	Bill Payment (Check)	22827	Galena Area Chamber of Commerce		R	-95.00
						-95.00
01/13/2023	Expenditure		Jo Carroll Energy	Electricity 11/3/22 - 12/6/22	R	-440.33
						440.33
01/14/2023	Expenditure	9923772597	Verizon	Hotspot wi-fi	R	-216.28
				Hotspot wi-fi		180.27
						36.01
01/19/2023	Expenditure		Payroll		R	-7,677.56
						-7,677.56
01/25/2023	Expenditure		Culligan	Water	R	-36.75
						36.75

Friday, February 10, 2023 12:10 PM GMT-06:00

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Galena Public Library District

Check Detail

January 7 - February 10, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/26/2023	Expenditure		Card Services - Galena State Bank		R	-1,488.64
				Adult/Youth AV, Netflix subscription,		582.50
				Adult - food for Michelle Cox program		97.98
				Youth - STEAM snacks, program materials, story walk back boards		176.50
				Family - program materials		45.93
				Batteries		15.61
				Monthly phone bill		188.61
				Shipment of items		6.81
				Annual Zoom license		299.80
				Annual subscription for Newspapers.com		74.90
01/31/2023	Expenditure		Nicor Gas		R	-795.62
				Gas for 11/16/22 - 12/15/22		795.62
02/03/2023	Expenditure		Ingram Library Services			-1,470.35
				Adult & Youth Books - January 2022		1,470.35
02/10/2023	Expenditure		Jo Carroll Energy			-511.00
				Electricity 12/6/22 - 1/8/23		511.00

4. FINANCIAL REPORT

Financial Statements

Galena Public Library District

For the Periods Ended January 31, 2023 and 2022

Prepared by

Honkamp, P.C.

Prepared on

February 3, 2023

No Assurance Provided / All Disclosures Omitted

Statement of Net Position - Modified Cash Basis

	Total	
	As of Jan 31, 2023	As of Jan 31, 2022 (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	146,447.19	
1016 First Community Bank 4580	93,039.84	
Total 1011 Endowment Fund	312,638.43	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	1,487.00	
Total 1030 Restricted Memorial Reserve	9,444.93	9,442.18
Total 1010 Certificates of Deposit	397,284.42	396,189.88
1050 IB&T Checking		
1051 IB&T-Corporate Fund	216,909.28	205,921.62
1052 IB&T-FICA	5,962.60	11,237.39
1053 IB&T-IMRF	14,486.36	14,829.04
1054 IB&T-Insurance	8,540.77	7,323.55
1057 IB&T-Per Capita	702.57	2,729.77
Total 1050 IB&T Checking	246,601.58	242,041.37
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	214,877.20	167,578.69
1069 Endowment-IB&T Savings 170035	5,322.67	5,322.67
Total 1060 IB&T Savings 170035	289,550.78	241,752.27
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	202,072.30	200,969.90
Total Bank Accounts	1,135,534.10	1,080,978.44
Total Current Assets	1,135,534.10	1,080,978.44
TOTAL ASSETS	\$1,135,534.10	\$1,080,978.44

LIABILITIES AND EQUITY

No Assurance Provided / All Disclosures Omitted

2/31

Statement of Net Position - Modified Cash Basis

	Total	
	As of Jan 31, 2023	As of Jan 31, 2022 (PY)
Liabilities		
Current Liabilities		
Other Current Liabilities		
2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		
2381 IMRF - 403B	1,478.34	1,342.91
Total 2380 IMRF Payroll Liabilities	1,478.34	1,342.91
Total 2300 Payroll Liabilities	1,478.34	1,342.91
Total Other Current Liabilities	1,478.34	1,342.91
Total Current Liabilities	1,478.34	1,342.91
Total Liabilities	1,478.34	1,342.91
Equity		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	432,614.19	393,958.86
2815 Endowment Fund Balance	329,240.02	324,308.75
2820 FICA Fund Balance	5,962.60	11,237.39
2830 IMRF Fund Balance	13,008.02	13,486.13
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	11,828.32	11,684.97
2855 Per Capita Fund Balance	702.57	2,729.77
2860 Reserve Fund Balance	263,734.96	246,982.61
2900 Contra Net Margin Account	-183,676.80	-363,593.30
Net Margin	183,676.80	363,593.30
Total Equity	1,134,055.76	1,079,635.53
TOTAL LIABILITIES AND EQUITY	\$1,135,534.10	\$1,080,978.44

Statement of Activities - Modified Cash Basis (MTD)

		Total
	Jan 2023	Jan 2022 (PY)
REVENUE		
3030 Digitization Project	3,000.00	5,100.00
3040 Donations	25.00	
3060 Friends (Other Grants)		1,140.00
3100 Interest Income		
3101 Corporate Interest	355.18	2.18
3108 Reserve Interest	185.42	2.05
3109 Endowment Interest	301.67	270.90
Total 3100 Interest Income	842.27	275.13
3110 Item Replacements	25.00	
3120 Lit Fest	220.00	
3130 Non-Resident Fee	230.22	231.10
3140 Other Income		
3142 Corporate Other Income	140.52	
Total 3140 Other Income	140.52	
3200 Royalty Income	1,403.30	1,975.03
3230 Service Charges	68.00	104.10
Total Revenue	5,954.31	8,825.36
GROSS MARGIN	5,954.31	8,825.36
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	1,113.40	1,161.98
5130 Pension Contributions	714.32	693.55
5150 Salaries	14,554.13	15,189.24
Total 5100 Personnel Services	16,381.85	17,044.77
5200 Capital Outlay		
5210 Books	1,602.79	2,855.56
5220 Equipment	78.29	243.45
5240 Improvements		3,745.00
5260 Materials/Non-Printed/A-V	1,036.17	867.17
Total 5200 Capital Outlay	2,717.25	7,711.18
5300 Commodities		
5310 Databases	324.02	226.10
5320 Periodicals	771.90	1,536.94
5330 Supplies	15.61	238.63
5340 Postage/Shipping	6.81	58.00
Total 5300 Commodities	1,118.34	2,059.67
5400 Contractual Services		
5410 Accounting	1,513.23	1,306.24
5430 Legal	337.50	
5440 Maintenance	85.00	
5460 PrairieCat Consortium	2,193.25	2,111.50

Statement of Activities - Modified Cash Basis (MTD)

	Total	
	Jan 2023	Jan 2022 (PY)
5480 Technical Services		1,097.50
5485 Other Contractual Services	394.80	299.80
Total 5400 Contractual Services	4,523.78	4,815.04
5600 Lit Fest Expenditures	2,969.50	1,918.88
5700 Other Expenditures		
5730 Misc Charges		118.10
Total 5700 Other Expenditures		118.10
5800 Other Services		
5850 Marketing		100.00
5870 Programming	320.41	
5880 Public Notice/Legal		53.90
5900 Utilities	2,107.08	1,362.23
Total 5800 Other Services	2,427.49	1,516.13
Total Expenditures	30,138.21	35,183.77
NET OPERATING MARGIN	-24,183.90	-26,358.41
NET MARGIN	\$ -24,183.90	\$ -26,358.41

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul 2022 - Jan 2023	Jul 2021 - Jan 2022 (PY)
REVENUE		
3030 Digitization Project	3,721.00	6,375.00
3040 Donations	750.00	201,962.08
3050 Fines/Overdues	34.55	92.49
3060 Friends (Other Grants)		1,140.00
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	1,276.75	143.40
3106 Memorial Reserve Interest	67.18	87.73
3108 Reserve Interest	1,171.82	806.20
3109 Endowment Interest	1,793.84	4,283.04
Total 3100 Interest Income	4,309.59	5,320.37
3110 Item Replacements	151.26	168.56
3120 Lit Fest	440.00	
3130 Non-Resident Fee	2,377.26	2,497.51
3140 Other Income		
3142 Corporate Other Income	140.52	112.96
3146 Insurance Other Income	144.00	
Total 3140 Other Income	284.52	112.96
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
Total 3180 Property Taxes	369,146.95	360,238.94
3190 Replacement Tax		2,207.72
3200 Royalty Income	14,476.33	10,928.67
3230 Service Charges	671.68	496.37
Total Revenue	403,068.19	598,449.52
GROSS MARGIN	403,068.19	598,449.52
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	8,756.72	8,752.59
5130 Pension Contributions	5,514.11	7,770.65
5150 Salaries	114,466.55	114,536.08
Total 5100 Personnel Services	128,737.38	131,059.32
5200 Capital Outlay		
5210 Books	12,938.21	13,836.69
5220 Equipment	750.02	4,615.13

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul 2022 - Jan 2023	Jul 2021 - Jan 2022 (PY)
5240 Improvements	10,609.30	19,323.33
5260 Materials/Non-Printed/A-V	8,894.81	7,148.92
Total 5200 Capital Outlay	33,192.34	44,924.07
5300 Commodities		
5310 Databases	5,011.99	5,402.23
5320 Periodicals	3,538.43	1,926.94
5330 Supplies	1,137.04	2,675.77
5340 Postage/Shipping	126.81	120.96
Total 5300 Commodities	9,814.27	10,125.90
5400 Contractual Services		
5410 Accounting	9,392.87	8,108.78
5430 Legal	337.50	2,005.00
5440 Maintenance	1,713.38	5,736.75
5460 PrairieCat Consortium	7,078.75	6,833.50
5470 Security Services	324.00	
5475 HR Source		275.00
5480 Technical Services	1,530.00	5,472.50
5485 Other Contractual Services	2,747.16	474.80
Total 5400 Contractual Services	23,123.66	28,906.33
5500 Historical Digitization	396.06	991.48
5600 Lit Fest Expenditures	3,384.94	2,112.59
5700 Other Expenditures		
5730 Misc Charges	311.28	385.82
Total 5700 Other Expenditures	311.28	385.82
5800 Other Services		
5810 Association Dues	355.00	355.00
5830 General Insurance (Bonding)	7,009.00	6,407.00
5850 Marketing	540.70	100.00
5860 Outreach	770.22	
5870 Programming	1,263.04	1,204.00
5880 Public Notice/Legal	118.38	272.39
5890 Travel		104.61
5900 Utilities	10,375.12	7,907.71
Total 5800 Other Services	20,431.46	16,350.71
Total Expenditures	219,391.39	234,856.22
NET OPERATING MARGIN	183,676.80	363,593.30
NET MARGIN	\$183,676.80	\$363,593.30

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

January 2023

	Current Month	Year-to-Date	Budget	Balance
REVENUE				
Digitization Project	3,000.00	3,721.00	8,000.00	(4,279.00)
Donations	25.00	750.00	10,000.00	(9,250.00)
Auction Income	-	-	-	-
Fines/Overdues	-	34.55	-	34.55
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	-	41.00	500.00	(459.00)
Interest Income				
Corporate Interest	355.18	1,276.75	10,000.00	(8,723.25)
Memorial Reserve Interest	-	67.18	-	67.18
Reserve Interest	185.42	1,171.82	-	1,171.82
Endowment Interest	301.67	1,793.84	-	1,793.84
Total Interest Income	842.27	4,309.59	10,000.00	(5,690.41)
Item Replacements	25.00	151.26	300.00	(148.74)
Lit Fest	220.00	440.00	2,000.00	(1,560.00)
Non-Resident Fee	230.22	2,377.26	2,500.00	(122.74)
Other Income	-	-	-	-
Better World Books	-	-	-	-
Corporate Other Income	140.52	140.52	500.00	(359.48)
Insurance Other Income	-	144.00	-	144.00
Total Other Income	140.52	284.52	500.00	(215.48)
Prairie Cat	-	-	-	-
Property Taxes				
Corporate Property Tax	-	349,104.15	348,491.00	613.15
FICA Property Tax	-	9,772.76	9,760.00	12.76
IMRF Property Tax	-	8,793.82	8,782.00	11.82
Insurance Property Tax	-	1,476.22	1,475.00	1.22
Total Property Taxes	-	369,146.95	368,508.00	638.95
Replacement Tax	-	-	4,000.00	(4,000.00)
Royalty Income	1,403.30	14,476.33	15,000.00	(523.67)
Service Charges	68.00	671.68	750.00	(78.32)
Total Revenue	5,954.31	403,068.19	442,307.00	(39,238.81)
GROSS MARGIN	5,954.31	403,068.19	442,307.00	(39,238.81)
EXPENSES				
66000 Personnel Services				
Employee Health Plan	-	-	-	-
Payroll Taxes	1,113.40	8,756.72	15,700.00	(6,943.28)

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	714.32	5,514.11	9,000.00	(3,485.89)
Reimbursements			100.00	(100.00)
Salaries			-	-
Corporate Wages	14,554.13	114,466.55	210,000.00	(95,533.45)
Total Salaries	14,554.13	114,466.55	210,000.00	(95,533.45)
Total 66000 Personnel Services	16,381.85	128,737.38	234,800.00	(106,062.62)
Capital Outlay				
Books	1,602.79	12,938.21	22,200.00	(9,261.79)
Equipment	78.29	750.02	6,000.00	(5,249.98)
Hardware			-	-
Improvements	-	10,609.30	76,500.00	(65,890.70)
Adult	-	-	-	-
Materials/Non-Printed/A-V	1,036.17	8,894.81	19,200.00	(10,305.19)
Total Capital Outlay	2,717.25	33,192.34	123,900.00	(90,707.66)
Commodities				
Databases	324.02	5,011.99	8,505.00	(3,493.01)
Periodicals	771.90	3,538.43	4,890.00	(1,351.57)
Supplies	15.61	1,137.04	4,000.00	(2,862.96)
Postage/Shipping	6.81	126.81	1,000.00	(873.19)
Total Commodities	1,118.34	9,814.27	18,395.00	(8,580.73)
Contractual Services				
Accounting	1,513.23	9,392.87	16,000.00	(6,607.13)
Audit Fees	-	-	8,000.00	(8,000.00)
Legal	337.50	337.50	4,000.00	(3,662.50)
Maintenance	85.00	1,713.38	9,000.00	(7,286.62)
PrairieCat Corporate	-	-	-	-
PrairieCat Consortium	2,193.25	7,078.75	9,274.00	(2,195.25)
Security Services	-	324.00		324.00
HR Source	-	-		-
Technical Services	-	1,530.00	10,000.00	(8,470.00)
Other Contractual Services	394.80	2,747.16	4,700.00	(1,952.84)
Total Contractual Services	4,523.78	23,123.66	60,974.00	(37,850.34)
Historical Digitization	-	396.06	25,000.00	(24,603.94)
Lit Fest Expenditures	2,969.50	3,384.94	7,040.00	(3,655.06)
Other Expenditures				
Contingencies			10,000.00	(10,000.00)
Misc Charges	-	311.28	1,000.00	(688.72)
Total Other Expenditures	-	311.28	11,000.00	(10,688.72)
Other Services				
Association Dues	-	355.00	440.00	(85.00)
Continuing Education	-	-	2,000.00	(2,000.00)
General Insurance (Bonding)	-	7,009.00	7,000.00	9.00
Marketing	-	540.70	2,000.00	(1,459.30)
Outreach	-	770.22	2,000.00	(1,229.78)
Programming	320.41	1,263.04	16,000.00	(14,736.96)

No Assurance Provided / All Disclosures Omitted

10/31

Galena Public Library District

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

Public Notice/Legal	-	118.38	500.00	(381.62)
Travel			800.00	(800.00)
Utilities	2,107.08	10,375.12	16,950.00	(6,574.88)
Total Other Services	2,427.49	20,431.46	47,690.00	(27,258.54)
Total Expenses	30,138.21	219,391.39	528,799.00	(309,407.61)
NET OPERATING MARGIN	(24,183.90)	183,676.80	(86,492.00)	270,168.80
NET MARGIN	(24,183.90)	183,676.80	(86,492.00)	270,168.80

Statement of Activities - Modified Cash Basis - Corp Fund

January 2023

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project	3,000.00	666.67	2,333.33
3040 Donations	25.00	833.33	-808.33
3060 Friends (Other Grants)		1,048.75	-1,048.75
3070 Grants			
3071 Corporate Grant		83.33	-83.33
Total 3070 Grants		83.33	-83.33
3090 Historical Department		41.67	-41.67
3100 Interest Income			
3101 Corporate Interest	355.18	833.33	-478.15
Total 3100 Interest Income	355.18	833.33	-478.15
3110 Item Replacements	25.00	25.00	0.00
3120 Lit Fest	220.00	166.67	53.33
3130 Non-Resident Fee	230.22	208.33	21.89
3140 Other Income			
3142 Corporate Other Income	140.52	41.67	98.85
Total 3140 Other Income	140.52	41.67	98.85
3190 Replacement Tax		333.33	-333.33
3200 Royalty Income	417.86		417.86
3230 Service Charges	68.00	62.50	5.50
Total Revenue	4,481.78	4,344.58	137.20
GROSS MARGIN	4,481.78	4,344.58	137.20
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		8.33	-8.33
5150 Salaries	14,554.13	17,500.00	-2,945.87
Total 5100 Personnel Services	14,554.13	17,508.33	-2,954.20
5200 Capital Outlay			
5210 Books	1,602.79	1,850.00	-247.21
5220 Equipment	78.29	500.00	-421.71
5240 Improvements		6,375.00	-6,375.00
5260 Materials/Non-Printed/A-V	1,036.17	1,600.00	-563.83
Total 5200 Capital Outlay	2,717.25	10,325.00	-7,607.75
5300 Commodities			
5310 Databases	324.02	708.75	-384.73
5320 Periodicals	771.90	407.50	364.40
5330 Supplies	15.61	333.33	-317.72
5340 Postage/Shipping	6.81	83.33	-76.52
Total 5300 Commodities	1,118.34	1,532.91	-414.57
5400 Contractual Services			
5410 Accounting	1,513.23	1,333.33	179.90
5420 Audit Fees		666.67	-666.67

No Assurance Provided / All Disclosures Omitted

12/31

Statement of Activities - Modified Cash Basis - Corp Fund

		Corporate Fund	
	Actual	Budget	over Budget
5430 Legal	337.50	333.33	4.17
5440 Maintenance	85.00	750.00	-665.00
5480 Technical Services		833.33	-833.33
5485 Other Contractual Services	394.80	391.67	3.13
Total 5400 Contractual Services	2,330.53	4,308.33	-1,977.80
5500 Historical Digitization		2,083.33	-2,083.33
5600 Lit Fest Expenditures	2,969.50	586.67	2,382.83
5700 Other Expenditures			
5710 Contingencies		833.33	-833.33
5730 Misc Charges		83.33	-83.33
Total 5700 Other Expenditures		916.66	-916.66
5800 Other Services			
5810 Association Dues		36.67	-36.67
5820 Continuing Education		166.67	-166.67
5850 Marketing		166.67	-166.67
5860 Outreach		166.67	-166.67
5870 Programming	320.41	1,333.33	-1,012.92
5880 Public Notice/Legal		41.67	-41.67
5890 Travel		66.67	-66.67
5900 Utilities	2,107.08	1,412.50	694.58
Total 5800 Other Services	2,427.49	3,390.85	-963.36
Total Expenditures	26,117.24	40,652.08	-14,534.84
NET OPERATING MARGIN	-21,635.46	-36,307.50	14,672.04
NET MARGIN	\$ -21,635.46	\$ -36,307.50	\$ 14,672.04

Statement of Activities - Modified Cash Basis - Corp Fund

July 2022 - January 2023

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project	3,721.00	4,666.69	-945.69
3040 Donations	250.00	5,833.31	-5,583.31
3050 Fines/Overdues	34.55		34.55
3060 Friends (Other Grants)		7,341.25	-7,341.25
3070 Grants			
3071 Corporate Grant		583.31	-583.31
Total 3070 Grants		583.31	-583.31
3090 Historical Department	41.00	291.69	-250.69
3100 Interest Income			
3101 Corporate Interest	1,276.75	5,833.31	-4,556.56
Total 3100 Interest Income	1,276.75	5,833.31	-4,556.56
3110 Item Replacements	151.26	175.00	-23.74
3120 Lit Fest	440.00	1,166.69	-726.69
3130 Non-Resident Fee	2,377.26	1,458.31	918.95
3140 Other Income			
3142 Corporate Other Income	140.52	291.69	-151.17
Total 3140 Other Income	140.52	291.69	-151.17
3180 Property Taxes			
3181 Corporate Property Tax	349,104.15	348,491.00	613.15
Total 3180 Property Taxes	349,104.15	348,491.00	613.15
3190 Replacement Tax		2,333.31	-2,333.31
3200 Royalty Income	6,748.19		6,748.19
3230 Service Charges	671.68	437.50	234.18
Total Revenue	364,956.36	378,903.06	-13,946.70
GROSS MARGIN	364,956.36	378,903.06	-13,946.70
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		58.31	-58.31
5150 Salaries	114,466.55	122,500.00	-8,033.45
Total 5100 Personnel Services	114,466.55	122,558.31	-8,091.76
5200 Capital Outlay			
5210 Books	12,938.21	12,950.00	-11.79
5220 Equipment	750.02	3,500.00	-2,749.98
5240 Improvements	10,609.30	44,625.00	-34,015.70
5260 Materials/Non-Printed/A-V	8,894.81	11,200.00	-2,305.19
Total 5200 Capital Outlay	33,192.34	72,275.00	-39,082.66
5300 Commodities			
5310 Databases	5,011.99	4,961.25	50.74
5320 Periodicals	3,538.43	2,852.50	685.93
5330 Supplies	1,137.04	2,333.31	-1,196.27
5340 Postage/Shipping	126.81	583.31	-456.50

Statement of Activities - Modified Cash Basis - Corp Fund

		Corporate Fund	
	Actual	Budget	over Budget
Total 5300 Commodities	9,814.27	10,730.37	-916.10
5400 Contractual Services			
5410 Accounting	9,392.87	9,333.31	59.56
5420 Audit Fees		4,666.69	-4,666.69
5430 Legal	337.50	2,333.31	-1,995.81
5440 Maintenance	1,713.38	5,250.00	-3,536.62
5460 PrairieCat Consortium	499.00		499.00
5470 Security Services	324.00		324.00
5480 Technical Services	1,530.00	5,833.31	-4,303.31
5485 Other Contractual Services	2,747.16	2,741.69	5.47
Total 5400 Contractual Services	16,543.91	30,158.31	-13,614.40
5500 Historical Digitization	396.06	14,583.31	-14,187.25
5600 Lit Fest Expenditures	3,384.94	4,106.69	-721.75
5700 Other Expenditures			
5710 Contingencies		5,833.31	-5,833.31
5730 Misc Charges	311.28	583.31	-272.03
Total 5700 Other Expenditures	311.28	6,416.62	-6,105.34
5800 Other Services			
5810 Association Dues	355.00	256.69	98.31
5820 Continuing Education		1,166.69	-1,166.69
5830 General Insurance (Bonding)	6,606.00		6,606.00
5850 Marketing	540.70	1,166.69	-625.99
5860 Outreach	770.22	1,166.69	-396.47
5870 Programming	1,263.04	9,333.31	-8,070.27
5880 Public Notice/Legal	118.38	291.65	-173.27
5890 Travel		466.69	-466.69
5900 Utilities	10,375.12	9,887.50	487.62
Total 5800 Other Services	20,028.46	23,735.91	-3,707.45
Total Expenditures	198,137.81	284,564.52	-86,426.71
NET OPERATING MARGIN	166,818.55	94,338.54	72,480.01
NET MARGIN	\$166,818.55	\$94,338.54	\$72,480.01

Statement of Activities - Modified Cash Basis - Endowment Fund

January 2023

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	301.67		301.67
Total 3100 Interest Income	301.67		301.67
Total Revenue	301.67	0.00	301.67
GROSS MARGIN	301.67	0.00	301.67
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	301.67	0.00	301.67
NET MARGIN	\$301.67	\$0.00	\$301.67

Statement of Activities - Modified Cash Basis - Endowment Fund

July 2022 - January 2023

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	1,793.84		1,793.84
Total 3100 Interest Income	1,793.84		1,793.84
Total Revenue	1,793.84	0.00	1,793.84
GROSS MARGIN	1,793.84	0.00	1,793.84
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	1,793.84	0.00	1,793.84
NET MARGIN	\$1,793.84	\$0.00	\$1,793.84

Statement of Activities - Modified Cash Basis - FICA Fund

January 2023

	Actual	Budget	FICA Fund over Budget
REVENUE			
Total Revenue			0.00
GROSS MARGIN	0.00	0.00	0.00
EXPENDITURES			
5100 Personnel Services			
5120 Payroll Taxes	1,113.40	1,308.33	-194.93
Total 5100 Personnel Services	1,113.40	1,308.33	-194.93
Total Expenditures	1,113.40	1,308.33	-194.93
NET OPERATING MARGIN	-1,113.40	-1,308.33	194.93
NET MARGIN	\$ -1,113.40	\$ -1,308.33	\$194.93

Statement of Activities - Modified Cash Basis - FICA Fund

July 2022 - January 2023

	Actual	Budget	FICA Fund over Budget
REVENUE			
3180 Property Taxes			
3182 FICA Property Tax	9,772.76	9,760.00	12.76
Total 3180 Property Taxes	9,772.76	9,760.00	12.76
Total Revenue	9,772.76	9,760.00	12.76
GROSS MARGIN	9,772.76	9,760.00	12.76
EXPENDITURES			
5100 Personnel Services			
5120 Payroll Taxes	8,756.72	9,158.31	-401.59
Total 5100 Personnel Services	8,756.72	9,158.31	-401.59
Total Expenditures	8,756.72	9,158.31	-401.59
NET OPERATING MARGIN	1,016.04	601.69	414.35
NET MARGIN	\$1,016.04	\$601.69	\$414.35

Statement of Activities - Modified Cash Basis - IMRF Fund

January 2023

			IMRF Fund
	Actual	Budget	over Budget
REVENUE			
Total Revenue			0.00
GROSS MARGIN	0.00	0.00	0.00
EXPENDITURES			
5100 Personnel Services			
5130 Pension Contributions	714.32	750.00	-35.68
Total 5100 Personnel Services	714.32	750.00	-35.68
Total Expenditures	714.32	750.00	-35.68
NET OPERATING MARGIN	-714.32	-750.00	35.68
NET MARGIN	\$ -714.32	\$ -750.00	\$35.68

Statement of Activities - Modified Cash Basis - IMRF Fund

July 2022 - January 2023

	Actual	Budget	IMRF Fund over Budget
REVENUE			
3180 Property Taxes			
3183 IMRF Property Tax	8,793.82	8,782.00	11.82
Total 3180 Property Taxes	8,793.82	8,782.00	11.82
Total Revenue	8,793.82	8,782.00	11.82
GROSS MARGIN	8,793.82	8,782.00	11.82
EXPENDITURES			
5100 Personnel Services			
5130 Pension Contributions	5,514.11	5,250.00	264.11
Total 5100 Personnel Services	5,514.11	5,250.00	264.11
Total Expenditures	5,514.11	5,250.00	264.11
NET OPERATING MARGIN	3,279.71	3,532.00	-252.29
NET MARGIN	\$3,279.71	\$3,532.00	\$ -252.29

Statement of Activities - Modified Cash Basis - Insurance Fund

January 2023

		Insurance Fund	
	Actual	Budget	over Budget
REVENUE			
Total Revenue			0.00
GROSS MARGIN	0.00	0.00	0.00
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	0.00	-583.33	583.33
NET MARGIN	\$0.00	\$ -583.33	\$583.33

Statement of Activities - Modified Cash Basis - Insurance Fund

July 2022 - January 2023

		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	1,476.22	1,475.00	1.22
Total 3180 Property Taxes	1,476.22	1,475.00	1.22
Total Revenue	1,620.22	1,475.00	145.22
GROSS MARGIN	1,620.22	1,475.00	145.22
EXPENDITURES			
5800 Other Services			
5830 General Insurance (Bonding)	403.00	4,083.31	-3,680.31
Total 5800 Other Services	403.00	4,083.31	-3,680.31
Total Expenditures	403.00	4,083.31	-3,680.31
NET OPERATING MARGIN	1,217.22	-2,608.31	3,825.53
NET MARGIN	\$1,217.22	\$ -2,608.31	\$3,825.53

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

January 2023

This report contains no data for your specified date range.

Preliminary

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

July 2022 - January 2023

	Actual	Budget	Memorial Reserve over Budget
REVENUE			
3100 Interest Income			
3106 Memorial Reserve Interest	66.37		66.37
Total 3100 Interest Income	66.37		66.37
Total Revenue	66.37	0.00	66.37
GROSS MARGIN	66.37	0.00	66.37
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	66.37	0.00	66.37
NET MARGIN	\$66.37	\$0.00	\$66.37

Statement of Activities - Modified Cash Basis - Per Capita Fund

January 2023

			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 2022 - January 2023

			Per Capita Fund
	Actual	Budget	over Budget
REVENUE			
3070 Grants			
3077 Per Capita Grant	6,664.05	3,887.31	2,776.74
Total 3070 Grants	6,664.05	3,887.31	2,776.74
Total Revenue	6,664.05	3,887.31	2,776.74
GROSS MARGIN	6,664.05	3,887.31	2,776.74
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium	6,579.75	5,409.81	1,169.94
Total 5400 Contractual Services	6,579.75	5,409.81	1,169.94
Total Expenditures	6,579.75	5,409.81	1,169.94
NET OPERATING MARGIN	84.30	-1,522.50	1,606.80
NET MARGIN	\$84.30	\$ -1,522.50	\$1,606.80

Statement of Activities - Modified Cash Basis - Reserve Fund

January 2023

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	185.42		185.42
Total 3100 Interest Income	185.42		185.42
3200 Royalty Income	985.44	1,250.00	-264.56
Total Revenue	1,170.86	1,250.00	-79.14
GROSS MARGIN	1,170.86	1,250.00	-79.14
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	1,170.86	1,250.00	-79.14
NET MARGIN	\$1,170.86	\$1,250.00	\$ -79.14

Statement of Activities - Modified Cash Basis - Reserve Fund

July 2022 - January 2023

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	1,171.82		1,171.82
Total 3100 Interest Income	1,171.82		1,171.82
3200 Royalty Income	7,728.14	8,750.00	-1,021.86
Total Revenue	8,899.96	8,750.00	149.96
GROSS MARGIN	8,899.96	8,750.00	149.96
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	8,899.96	8,750.00	149.96
NET MARGIN	\$8,899.96	\$8,750.00	\$149.96

Statement of Activities - Modified Cash Basis - Memorial Fund

January 2023

This report contains no data for your specified date range.

Preliminary

Statement of Activities - Modified Cash Basis - Memorial Fund

July 2022 - January 2023

			Memorial Fund
	Actual	Budget	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: SEMI-ANNUAL REPORT OF RECEIPTS & DISBURSEMENTS

Galena Public Library District

Semi-Annual Report of Receipts and Disbursements
Period Beginning July 1, 2022 and Ending December 31, 2022

Total Receipts:

- Donations \$725
- Digitization Donations \$721
- Fines & Fees \$35
- Per Capita Grant \$6,664
- Alfred Mueller Collection \$41
- Bank Interest \$3,467
- Item Replacements \$126
- LitFest \$220
- Non-Resident Fee \$2,147
- Other Income \$144
- Property Taxes \$369,14
- Royalty Income \$13,073
- Service Charges \$604

Total Income: \$397,114

Disbursements: Salaries

- Salary Range: Under \$25,000: A. Anderson, A. Casimira, L. Distler, S. Duhack E. Furlong, D. Glick, C. Holmes, D. Lapidus, R. Lenstra, S. Millhouse, J. Paquette, L. Primrose, S. Repp, E. Sprengelmeyer
- \$25,000 to \$49,999: J. Diedrich

Salaries Total: \$99,913

Expenses:

- Library books & materials \$3,927
- Equipment \$671
- Improvements \$1,525
- Databases \$4,688
- Periodicals \$2,767
- Supplies \$1,121
- Postage \$120
- Contractual Services \$5,835
- Digitization \$396
- LitFest \$415
- Miscellaneous charges \$311
- Association Dues \$355
- General Insurance \$399

- Marketing \$541
- Outreach \$770
- Programming \$943
- Public Notice \$118
- Utilities \$5,430

Disbursements to Vendors (\$2500 minimum):

- Ingram \$11,325
- Demco, Inc. \$9,084
- Findaway World, LLC \$3,942
- Honkamp Krueger & Co \$7,880
- PrairieCat \$4,886
- McCoy Insurance Services \$6,610
- Jo Carroll Energy \$2,838
- Illinois Municipal Retirement Fund \$4,800
- Social Security & Medicare \$7,643

Total Disbursements: \$189,253

Prepared by: _____

Jenna Diedrich, Director

Certified by: _____

Frances Beadle, Treasurer

Galena Public Library District

7. LIBRARY DIRECTOR'S REPORT

Director's Report January/February 2023

Board News

The League of Women Voters is hosting a public forum for library board candidates on February 28th at 7pm at Galena Middle School. Members of the public will be able to submit questions to the LWV.

The Board will need to establish a Decennial Committee by June 10, 2023. The Decennial Committee is a committee that study's the public body's efficiency. The committee is to be made up by the full Board, two residents of the taxing district, the chief executive officer, and any additional persons the chairperson includes. The chairperson is the Board President. More information on this committee is included in this report.

Circulation

Samantha DuHack has transitioned to her new title as Circulation Librarian. She is currently going taking the needed trainings through PrairieCat. In time she will also take cataloging courses.

Checkouts are up a bit compared to January 2022. December is typically a slower month, with traffic picking back up in January. Visitation and checkouts are up compared to December 2022.

Adult Services

LitFest was a huge success. The ticketed event at Galena Cellars with cookbook author Beth Dooley had 76 attendees! We sold 87 tickets, but the weather was not cooperative. We were thrilled with the amount of people who came out and enjoyed the evening. A more thorough breakdown of LitFest stats will be provided at the March meeting when all billing is complete.

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

- February 16th: The Sound of Pride: DIY Windchimes – A family program in partnership with Riverview Center
- February 20th: Morning Book Club: *Marriage Portrait* by Maggie O'Farrell
- February 21st: Evening book Club: *The Brief and Wondrous Life of Oscar Wao* by Junot Diaz
- February 25th: Into session to Dungeons & Dragons @ Your Library
- Every Tuesday: Stitchers

Youth Services

Rachel will be installing the winter book out at the Story Trail at Gateway Park next week!

Upcoming programs:

- February 20th: Mario Kart Tournament
- February 23rd: Acrylic Pour Pop Sockets
- Every Monday: STEAM Club

- Every Wednesday: Art Explorers
- Every Friday: Family story time

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**
 - No word from Mike Harris regarding the egress window. The Building Committee decided to put the project out for bid as a way to gather information. I will be putting that together and publishing a bid notice by the end of February.
 - The RFB for the exterior repair was published on February 8th with the following papers:
 - *Galena Gazette*, Galena
 - *Telegraph Herald*, Dubuque
 - *Platteville Journal*, Platteville
 - *QC Times*, Davenport
 - *Des Moines Register*, Des Moines
 - *Rockford Register*, Rockford
- **Finances**
 - The Semi-Annual Report is complete and included in this packet. This will be filed with the clerk once signed.
 - FY24 Budget – Preliminary budgeting for FY 2024 will begin in March
- **Projects**
 - Digitization – All projects at Crowley have been completed. Hard drives should be delivered soon for review. If the quality review is as expected, a hard drive will be sent to UIUC asap. Invoices have been sent to Andy Willis, Galena Foundation President.
 - Pride Picnic – We've held two committee meetings with community stakeholders and have identified a lot of great ideas for this year's picnics. The picnic will have an MC this year, Everett Noble! It will be a great addition to have someone on the mic that can announce happenings throughout the park. Letter for participation (sponsorship, volunteer, vendor, raffle basket) will be sent out in the next week.
- **Strategic Plan Objective Timeline**
 - January 2023
 - 3.a.iii: Identify potential funding opportunities for building renovations and construction
 - This information will be looked at once the building study is complete.
 - 4.a.i: Research continuing education opportunities for staff at all levels
 - Samantha is currently going through PrairieCat training.
 - Larissa will be signing up for two courses through UW-Madison's iSchool.

JANUARY 2022 STATISTICS

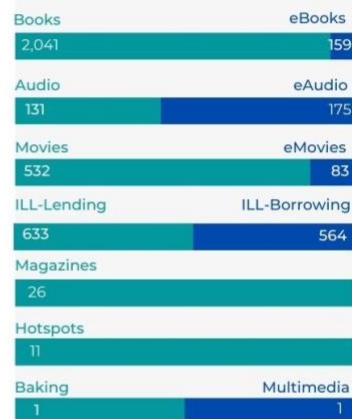
Card Holders



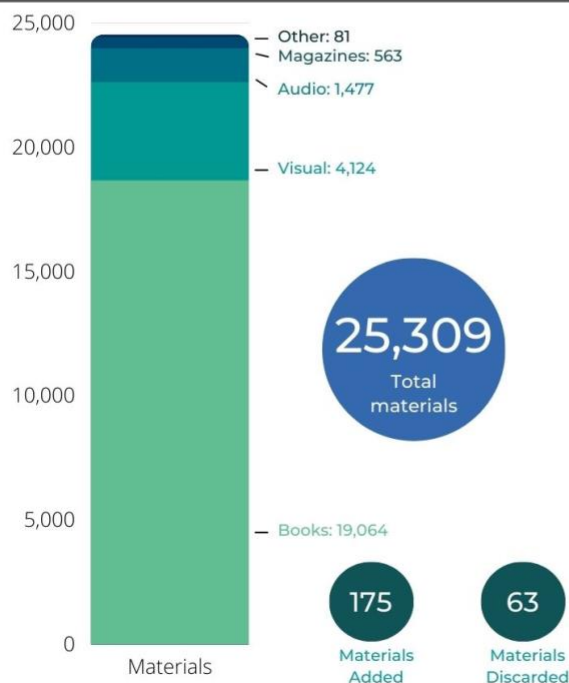
Checkouts

4,357 ▲ 9%

TOTAL CHECKOUTS



Collection

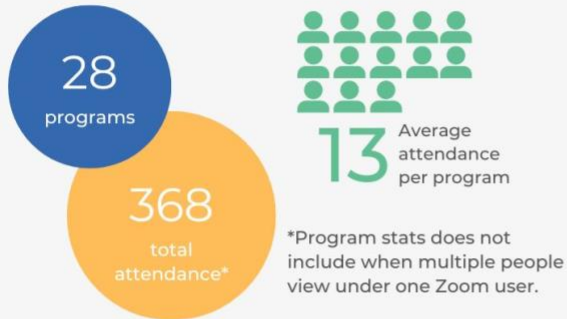


Visits



JANUARY 2022 STATISTICS

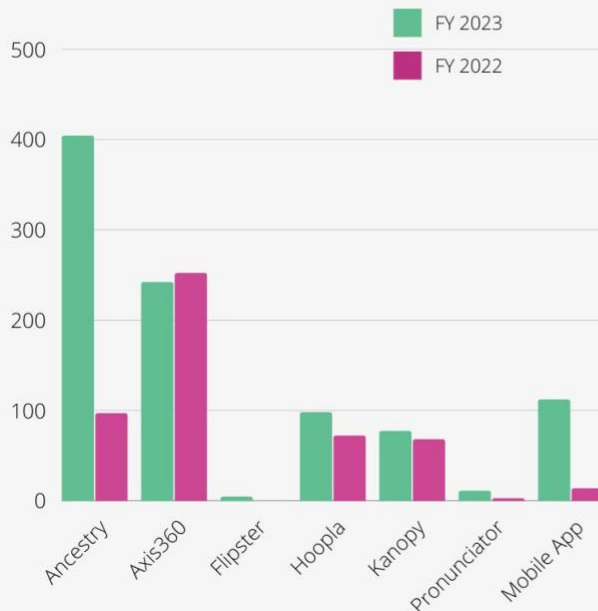
Programming



Computer Use



eResources



Social Media



DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY



SB 3789 (Sen. Morrison, D-Lake Forest/Rep. Carroll, D-Northbrook), now Public Act 102-1088 ([available via this link](#)), creates the Decennial Committees on Local Government Efficiency Act.

The Act requires certain (not all) units of local government to establish a committee within one year after the effective date, and at least once every 10 years thereafter, to study local efficiencies and report recommendations to the county board in which the governmental unit is located. The Act applies to units of local government that may levy any tax, except municipalities and counties.

The Act specifically does not apply to municipalities and counties.

However, the Act applies to units of local government whose governing board may include a municipal appointee, as detailed in Table 1, and units of local government whose operations may be of interest to, or may directly impact, municipalities, as detailed in Table 2.

COMMITTEE COMPOSITION

Each committee shall consist of the following members:

- The president or chief elected (or appointed) official, or their designee, of the governing board of the governmental unit, who shall serve as chair of the committee;
- All elected or appointed members of the governing board of the governmental unit;
- At least two residents of the governmental unit appointed by the chair of the board of the governmental unit, with the advice and consent of the board;
- All chief executive officers or other officers of the governmental unit; and,
- Additional members appointed by the chairperson as he or she deems appropriate.

COMMITTEE DUTIES

The duties of each committee include, but are not limited to, the following:

- Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements and interrelationships with other governmental units and the state;
- Collect data, research and analysis as necessary to prepare a report that summarizes the committee's work, findings and recommendations with respect to increased accountability and efficiency; and,
- Provide a report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.



Each committee is dissolved upon the submission of its report to the county board until it is reestablished with newly appointed members at least once every ten years.

COMMITTEE MEETINGS

The committee is required to meet at least three times and may meet during a regularly-scheduled meeting of the governmental unit, so long as certain conditions are met.

Specifically, the governmental unit must give a separate notice pursuant to the Open Meetings Act (OMA), the committee meeting must be listed as part of the agenda for the regularly-scheduled meeting and a majority of the members of the committee must be present.

The committee is considered a public body under the Freedom of Information Act (FOIA).

At the conclusion of each meeting, the committee shall conduct a survey of residents who attended and ask for input on the matters discussed at the meeting.

Municipal officials are encouraged to monitor these committees for actions and reports that may be of direct interest to the municipality.

iml.org

TABLE 1: Units of Local Government Whose Governing Board May Include a Municipal Appointee

Type of Government	Statutory Reference
Airport Authorities	70 ILCS 5/
Cemetery Maintenance Districts	70 ILCS 105/
Civic Centers	70 ILCS 200/
Local Libraries	75 ILCS 5/
Local Mass Transit Districts	70 ILCS 3610/
Mosquito Abatement Districts	70 ILCS 1005/
Municipal Joint Action Water Agencies	5 ILCS 220/3.1
Park Districts	70 ILCS 1205/
Port Districts	70 ILCS 1845/16
Public Health Districts in Towns	70 ILCS 905/
Public Water Districts	70 ILCS 3705/
Rescue Squad Districts	70 ILCS 2005/
River Conservancy Districts	70 ILCS 2105/
Special Recreation Districts	65 ILCS 5/11-95/
Water Authorities	70 ILCS 3715/
Water Commissions	70 ILCS 3720/

TABLE 2: Units of Local Government Whose Operations May Impact Municipalities

Type of Government	Statutory Reference
Drainage Districts	70 ILCS 605/
Fire Protection Districts	70 ILCS 705/
Forest Preserve Districts	70 ILCS 805/
Hospital Districts	70 ILCS 910/
Museum Districts	70 ILCS 1105/
Public Library Districts	75 ILCS 16/
Road Districts and Road and Bridge Districts	605 ILCS 5/6-101 et seq.
Sanitary Districts	70 ILCS 2405/
Soil and Water Conservation Districts	70 ILCS 405/
Surface Water Protection Districts	70 ILCS 3405/
Water Districts	70 ILCS 3710/
Water Reclamation Districts	70 ILCS 2605/



9.A COMMITTEES: BUILDING & GROUNDS



Building & Grounds Committee Meeting – **DRAFT**

January 26, 2023

Meeting called to order at 8:03am by Tracy Furlong

Roll call attendance: Maria Rector – present; Tracy Furlong – present; Earl Thompson – present. Also present was Jenna Diedrich. Walter Johnson and Rachel Lenstra were excused.

Approval of May 11, 2022 Minutes

Rector moved to approve the Building & Grounds minutes from May 11, 2022. Furlong Seconded. Vote: Rector – aye. Furlong – aye. Motion carried.

Discussion and possible action on building inspection

The current building inspection is from 2020. Diedrich inquired if the committee would like to have an updated inspection in order to have the most up to date information for the exterior repair RFB. Thompson offered to do another walk through and possibly revise the current inspection. Thompson stated that the chimneys are in the worst condition, with the water table as next in line in terms of priority.

Discussion and possible action on building assessment

It was noted that the wrong term was used on the agenda. It should be appraisal and not assessment. Diedrich suggested the building be appraised as the figure currently used has been done so for many years. Thompson stated that the cost for an appraisal may be in the \$5,000 to \$7,000 dollar range. Diedrich suggested including the potential cost in the FY 2024 budget as funds are not currently available for this large of an expense.

Discussion and possible action on bid package for building exterior

The RFB that was used in 2022 was reviewed and discussed. One revision was to remove the requirement that an electronic bid be supplied along with a physical copy. An electronic bid has the potential to be viewed prior to opening the sealed bids. All bids must remain sealed until public opening. This will be changed prior to republishing the RFB.

Thompson suggested that having an architect involved in this process would be beneficial as the board and staff may not be fully capable in reviewing, awarding, and overseeing the project. Having an architect on premise to supervise would be a good idea as the library is an historic building.

The RFB will be published on February 8th. The publication of the bid notice will be expanded to include more than just local papers. Previously, the publication was only shared within Illinois. The committee thought best to include Iowa and Wisconsin periodicals.

Discussion and possible action on egress window

The committee requested that an RFB be put together for the egress window, separate from the exterior repair, to see if the library can attract more interest in the project. Diedrich will put together an RFB and have it ready for publication by the end of February.

Discussion and possible action on library front door

Staff has noticed that the locking mechanism on the front door continually has problems. Diedrich contacted Opening Specialists in Dubuque. They came and repaired the latch. In the future, the committee may need to look into a different locking mechanism for the door. It was suggested that Diedrich contact Opening Specialists again to see if a different lock could be used and still abide by fire code.

Discussion and possible action on building study

Diedrich briefly presented the building study and what has been completed thus far. Information was shared on what will also be included. The committee suggested that some sort of guidance on needs should be included based on the findings. There should also be discussion once the document is finished.

Items for Next Agenda

Building study upon completion. It would be ideal to have one more meeting before the board changes in May. An April meeting was suggested.

Furlong adjourned the meeting at 9:02am

Respectfully submitted,
Jenna Diedrich
Library Director

11.A NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON UPDATES TO THE ADMINISTRATIVE
SUCCESSION PLAN



Administrative Succession Plan

Approved: 11/9/2020

Revised: DRAFT

Purpose

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Library Director and to facilitate the transition to both interim and long-term leadership.

This document provides guidelines for two scenarios: a Temporary Absence (short-term) and a Temporary, Unplanned Absence (long-term). Important information (dates, contacts, etc.) are included at the end.

A.

Succession Plan in the Event of a Temporary Absence: Short-Term

A short term, temporary leave of absence is defined as being 90 days or less in length in which it is expected that the Library Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Library Director, a member of the staff is to immediately inform the Board President of the absence (if the Library Director is unable to do so themselves). As soon as it is feasible, the Board President should convene a meeting of the Board of Trustees to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan is approved, the position of Acting Library Director would be:

1. Youth Services Librarian

Should the standing appointee to the position of Acting Library Director be unable or unwilling to serve, the back-up appointee for the position of Acting Library Director would be, in the following order:

2. Adult Services Librarian
3. Circulation Services Librarian

It is assumed by this plan that the appointee will also continue to fulfill the responsibilities of their current role at the library at the time of the appointment. If the appointee is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint the back-up appointee to the acting position. The Board may also consider the option of splitting duties among the designated appointees.

Authority of the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

Board Oversight

The Board President shall notify the Library Director of the implementation of this policy appointing the Acting Library Director. The Board President will work with the Acting Library Director to support the needs of the Acting Library Director as determined by the Board President in consultation with the Acting Director. Any compensation issues that may arise with appointment of the Acting Director shall be resolved by action of the Board.

Communications Plan

Upon the transfer of responsibilities to the Acting Library Director, the Board President shall notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Library Director has been appointed, the Acting Library Director shall communicate the temporary leadership changes to external supporters including, but not be limited to:

1. The President of Friends of the Galena Public Library
2. The Library Accounting Firm

3. The Library IT consultant
4. The Library attorney.

Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to the library should be determined by the Board in consultation with the Library Director. A reduced schedule for a set period of time may be allowed, by approval of the Board if requested by the Library Director.

B.

Succession Plan in the Event of an Unplanned Long-Term or Permanent Absence.

A long-term absence is one that is expected to last more than 90 days. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the position left vacant by the Acting Library Director or to hire an Interim Library Director. This is in recognition of the fact that, for a term of more than 90 days, it may not be reasonable to expect the Acting Library Director to carry duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

Determination of an Interim Library Director is Needed

The criteria that the Board and Acting Library Director may wish to consider when determining whether or not to hire an Interim Library Director (or consultant to the Acting Library Director) should include, but are not limited to the following:

1. Time of year
2. Required fiscal responsibilities
3. Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

1. Experience as director of an Illinois library district
2. Ideally, prior experience as an Interim Library Director
3. Flexible schedule to allow for on-site presence of a Library Director and to attend board meetings

If the Board in consultation with the Acting Library Director determines that an Interim Library Director (or consultant) is needed, the Board may wish to contact RAILS and request resources related to hiring an Interim Library Director.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library would be determined by the Board in consultation with the Library Director. A reduced schedule for a set period of time may be allowed, by approval of the Board, with the intention of working their way back to full-time.

Succession Plan in the Event of a Permanent Change in Library Director

A permanent change is one in which the Board has determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board may appoint a Search Committee to plan and carry out a transition to a new permanent Library Director. The Board may also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee may also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

Acceptance of Emergency Succession Plan

This Succession Plan must be approved by the Board of Trustees and signed by the Board President. This plan may be revised on an as-needed basis.

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

Signatures of Approval for Galena Public Library District

Board President: _____

Date: _____

Board Secretary: _____

Date: _____