



Library Board of Trustees Meeting

Regular Meeting Monday, March 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. Presentation by Scott Roberts of O'Connor Brooks on FY 2022 Audit
4. Aaron Cullen of Honkamp Krueger, accounting firm
5. Consent Agenda (ACTION)
 - a. Approval of minutes for Regular Meeting February 13, 2023
 - b. Approval of bills paid/payable: 02/11/23 – 03/10/23
6. Financial Report
7. Treasurer's Report
 - a. Dupaco CD (ACTION)
8. Friends Report
9. Library Director's Report
 - a. Decennial Committee
10. Board President's Report
11. Committees
 - a. Building & Grounds – Tracy Furlong
 - b. Finance – Frances Beadle
 - c. HR – Maria Rector
 - d. Policy – Walter Johnson
12. Unfinished Business (ACTION)
13. New business
14. Motions, resolutions, ordinances (ACTION)
15. Closed Session
 - a.
16. Discussion and possible action on Closed Session
17. Items for next agenda
18. Announcements
19. Adjournment
20. Next meeting – Monday, April 10 2023 at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

3. PRESENTATION BY SCOTT ROBERTS OF O'CONNOR BROOKS ON FY 2022 AUDIT

Information regarding the library's audit was not available at the time the board packet was prepared. Documents will be shared at the regular meeting on Monday, March 13.

5a. CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING FEBRUARY 13, 2023 (ACTION)

Minutes February 13, 2023

Draft

1. Call to Order

Vice President Walter Johnson called the meeting to order at 6:30. Trustees present were Maria Rector, Francis Beadle, and Katherine Walker. A quorum was present. Also attending were Librarian Jenna Diedrich, Betsy Hansen President of Friends of the Library, Tim Doser, K Kriesel, Gloria Junge and Sandra Schultz.

2. Citizens Comments

Gloria Junge read an article from last week's Galena Gazette about the Library. Kriesel commented that the library in all their years is the best library they have experienced. They offered compliments to Diedrich and the staff for the friendliness and knowledge.

3. Consent Agenda

a. Approval of minutes for regular meeting January 9, 2023

b. Approval of bills paid/payable 1/7/23 – 2/10/2023

Diedrich asked that a payable of \$5,008.28 and one for \$584.04 be added. There was a total amount was \$10,016.56 from Crowley. The library pays one half and the Galena Foundation pays half. The library half was \$10,016.56.

Rector moved to approve the minutes and the two additions to the bills payable. Beadle made the second. Vote: Rector – Aye, Beadle – Aye, Walker – Aye, Johnson – Aye. Motion carried.

4. Financial Report – none

5. Treasurer's Report

The Semi-Annual Report of Receipts and Disbursements was presented. Diedrich mentioned that \$2500 of expenses to vendors were listed separately in the paperwork. This document will be filed with the County Clerk.

6. Friends Report

Hansen said they are setting dates for meetings. There is a good team putting the Friends book sale together. Some of the officer's positions are up for elections.

7. Library Director's Report

Diedrich reported that 1834-1867 and 1930-1942 were all scanned and hard drives were received. The next step is to do quality control and then send the hard drives to UIUC. Diedrich will reach out to UIUC to obtain scheduling information. At this time, Phase 3 if the digitization project is completed. Phase 4 will begin once when other materials are returned. Next in the process is the Miners Journal, Industrial Press and Galena Advertiser. Those items will complete

the current project scope. The Pride Picnic has had two meetings. The library will do training for staff and volunteers to emphasis safety. There is talk about a photo booth and getting passport stamps from other booths. The date for Pride Picnic is June 10 from noon to 5.

Rector asked about Flipster. It is an app for magazines online and available now for the public to use. The library has the library edition of Ancestry but it only for research. A new member needs to be appointed for the March meeting.

7a. Decennial Committee is comprised of board members and two members from the community. They go over materials and a report is sent to the county board.

8. Board President's Report – none

9. Committees

- a. Buildings & Grounds – They met for bid packages. The last electric bid portion was inspected in 2020 and was removed from the bid. Requests for Proposals – RFP – were published in the Gazette on Feb 8. It was also sent to the TH, QC Times, Rockford Register and Platteville. Walker asked about the date proposals were due. Diedrich couldn't find it in her notes and said it would be sent.
- b. Finance – no meeting
- c. HR – no meeting
- d. Policy – a meeting was scheduled but did not have a quorum. A second scheduled meeting was cancelled do to snow. A new date will be set.

10. Unfinished business – none

11. New Business

- a. Discussion and possible action on updates to the Administrative Succession Plan
Diedrich went over the plan. There were no questions. Beadle moved to accept the administrative succession plan as drafted. Rector had the second. Vote: Beadle – Aye, Walker – Aye, Rector – Aye, Johnson – Aye. Motion carried.

12. Motions, resolutions, ordinances – none

13. Closed Session – none

14. Discussion and possible action on Closed Session – none

15. Items for next agenda – appointment of new board member

16. Announcements

Diedrich had found the due date for the RFP. March 10 is the walk thru for those interested.

Bids are due by 4 pm on April 5. Bids will be open on April 6 at 10 am.

17. Adjournment was at 7:08pm

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

Respectfully Submitted,
Katherine Walker
Secretary

5b CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE: 02/11/23 – 03/10/23

Galena Public Library District

A/P Aging Summary

As of March 10, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	93.71					\$93.71
B. L. Murray Co, Inc.	39.60					\$39.60
Des Moines Register	34.37					\$34.37
Findaway World LLC	637.39					\$637.39
Galena Gazette Publications	51.01					\$51.01
Gatehouse Media Illinois Holdings Inc	106.00					\$106.00
JL Tech	2,882.50					\$2,882.50
Kanopy	95.00					\$95.00
Maria Rector	45.00					\$45.00
Midwest Tape	246.17					\$246.17
Telegraph Herald	22.66					\$22.66
The Platteville Journal	74.00					\$74.00
TOTAL	\$4,327.41	\$0.00	\$0.00	\$0.00	\$0.00	\$4,327.41

Galena Public Library District

Check Detail

February 11 - March 10, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
02/15/2023	Bill Payment (Check)	22828	Galena Cellars Vineyard & Winery		R	-2,954.68
						-2,954.68
02/15/2023	Bill Payment (Check)	22829	Galena Center for the Arts		R	-100.00
						-100.00
02/15/2023	Bill Payment (Check)	22830	JL Tech			-233.75
						-233.75
02/15/2023	Bill Payment (Check)	22831	Kaci Yoder		R	-1,000.00
						-1,000.00
02/15/2023	Bill Payment (Check)	22832	La Grange Public Library			-30.00
						-30.00
02/15/2023	Bill Payment (Check)	22833	Opening Specialists Inc		R	-123.00
						-123.00
02/15/2023	Bill Payment (Check)	22834	Rebecca or Karen North		R	-15.95
						-15.95
02/15/2023	Bill Payment (Check)	22835	The Crowley Company			-16,126.82
						-16,126.82
02/15/2023	Bill Payment (Check)	22836	Galena First Community Bank		R	-60.00
						-60.00
02/15/2023	Bill Payment (Check)	22837	Access Systems		R	-84.20
						-84.20
02/15/2023	Bill Payment (Check)	22838	B. L. Murray Co, Inc.		R	-34.58
						-34.58
02/15/2023	Bill Payment (Check)	22839	Findaway World LLC			-625.39
						-625.39
02/15/2023	Bill Payment (Check)	22840	Galena Gazette Publications	02100179		-600.00
						-600.00
02/15/2023	Bill Payment (Check)	22841	Kanopy			-100.00
						-100.00
02/15/2023	Bill Payment (Check)	22842	Midwest Tape		R	-219.71
						-219.71
02/15/2023	Bill Payment (Check)	22843	Illinois Library Association		R	-85.00
						-85.00
02/15/2023	Expenditure	99232772	Amazon Marketplace	Youth - pop socket program	R	-11.99
						11.99
02/15/2023	Expenditure	99488722	Amazon Marketplace	Youth - dry modeling clay	R	-11.81
						11.81
02/15/2023	Expenditure	99959817	Amazon Marketplace	Youth - pop socket program	R	-107.97
				Dolly and printer paper		11.99
						95.98
02/16/2023	Expenditure		Verizon	Hotspot wi-fi	R	-216.15
						180.14

Friday, March 10, 2023 02:07 PM GMT-06:00

1/2

Galena Public Library District

Check Detail

February 11 - March 10, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Hotspot wi-fi		36.01
02/16/2023	Expenditure		Payroll		R	-8,385.42
						-8,385.42
02/16/2023	Expenditure	99475392	Amazon Marketplace	Youth - construction paper	R	-13.49
						13.49
02/22/2023	Expenditure	560661	Honkamp Krueger & Co, PC	Financial statements and software subscription for February 2023	R	-1,197.85
						1,197.85
02/25/2023	Expenditure		Culligan	Water	R	-36.75
						36.75
03/07/2023	Expenditure		Nicor Gas	Gas for 12/16/22 - 1/17/23		-877.13
						877.13
03/07/2023	Expenditure		Ingram Library Services	Adult & Youth Books - February 2022		-2,022.15
						2,022.15
03/10/2023	Expenditure		Jo Carroll Energy	Electricity 1/8/23 - 2/8/23		-511.00
						511.00

Financial Statements

Galena Public Library District

For the Periods Ended February 28, 2023 and 2022

Prepared by
Honkamp, P.C.

Prepared on
March 7, 2023

No Assurance Provided / All Disclosures Omitted

Statement of Net Position - Modified Cash Basis

	Total	
	As of Feb 28, 2023	As of Feb 28, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Certificates of Deposit		
1011 Endowment Fund		
1012 Dupaco CD 117002-Endowment	0.00	92,880.31
1014 First Community Bank 166379	73,151.40	73,151.40
1015 First Community Bank 4883	146,604.47	145,514.93
1016 First Community Bank 4580	93,039.84	
Total 1011 Endowment Fund	312,795.71	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
1033 First Community Bank 4647	1,487.00	1,484.25
Total 1030 Restricted Memorial Reserve	9,444.93	9,442.18
Total 1010 Certificates of Deposit	397,441.70	396,189.88
1050 IB&T Checking		
1051 IB&T-Corporate Fund	186,452.61	185,999.93
1052 IB&T-FICA	4,784.01	10,129.76
1053 IB&T-IMRF	13,983.42	14,131.39
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	214,463.38	220,314.40
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	215,112.22	168,041.70
1069 Endowment-IB&T Savings 170035	5,322.67	5,322.67
Total 1060 IB&T Savings 170035	289,785.80	242,215.28
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	202,343.58	200,969.90
Total Bank Accounts	1,104,059.48	1,059,714.48
Total Current Assets	1,104,059.48	1,059,714.48
TOTAL ASSETS	\$1,104,059.48	\$1,059,714.48

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

No Assurance Provided / All Disclosures Omitted

2/31

Statement of Net Position - Modified Cash Basis

		Total
	As of Feb 28, 2023	As of Feb 28, 2022 (PY)
Other Current Liabilities		
2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		
2381 IMRF - 403B	1,447.29	1,335.53
Total 2380 IMRF Payroll Liabilities	1,447.29	1,335.53
Total 2300 Payroll Liabilities	1,447.29	1,335.53
Total Other Current Liabilities	1,447.29	1,335.53
Total Current Liabilities	1,447.29	1,335.53
Total Liabilities	1,447.29	1,335.53
Equity		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	401,455.35	373,041.69
2815 Endowment Fund Balance	329,525.04	324,579.65
2820 FICA Fund Balance	4,784.01	10,129.76
2830 IMRF Fund Balance	12,536.13	12,795.86
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	264,815.69	248,170.20
2900 Contra Net Margin Account	-152,233.23	-342,336.72
Net Margin	152,233.23	342,336.72
Total Equity	1,102,612.19	1,058,378.95
TOTAL LIABILITIES AND EQUITY	\$1,104,059.48	\$1,059,714.48

Statement of Activities - Modified Cash Basis (MTD)

		Total
	Feb 2023	Feb 2022 (PY)
REVENUE		
3030 Digitization Project	5,160.00	100.00
3040 Donations	150.00	100.00
3050 Fines/Overdues		12.30
3090 Historical Department		35.00
3100 Interest Income		
3101 Corporate Interest	317.08	1.76
3108 Reserve Interest	124.26	1.86
3109 Endowment Interest	285.02	270.90
Total 3100 Interest Income	726.36	274.52
3110 Item Replacements	39.36	68.62
3120 Lit Fest	4,047.50	335.00
3130 Non-Resident Fee	166.73	692.33
3200 Royalty Income	1,706.22	1,185.73
3230 Service Charges	195.43	67.19
Total Revenue	12,191.60	2,870.69
GROSS MARGIN	12,191.60	2,870.69
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	1,178.59	1,107.63
5130 Pension Contributions	471.89	690.27
5150 Salaries	15,406.70	14,478.97
Total 5100 Personnel Services	17,057.18	16,276.87
5200 Capital Outlay		
5210 Books	1,470.35	1,636.08
5220 Equipment	84.20	113.57
5240 Improvements		416.00
5260 Materials/Non-Printed/A-V	625.39	1,150.80
Total 5200 Capital Outlay	2,179.94	3,316.45
5300 Commodities		
5310 Databases	319.71	393.98
5330 Supplies	130.56	121.17
5340 Postage/Shipping		21.20
Total 5300 Commodities	450.27	536.35
5400 Contractual Services		
5410 Accounting	1,422.09	1,136.30
5430 Legal		537.50
5440 Maintenance	123.00	9.68
5480 Technical Services	233.75	
5485 Other Contractual Services	60.00	60.00
Total 5400 Contractual Services	1,838.84	1,743.48
5500 Historical Digitization	16,126.82	

Statement of Activities - Modified Cash Basis (MTD)

	Total	
	Feb 2023	Feb 2022 (PY)
5600 Lit Fest Expenditures	4,654.68	500.00
5700 Other Expenditures		
5730 Misc Charges	45.95	25.25
Total 5700 Other Expenditures	45.95	25.25
5800 Other Services		
5810 Association Dues	85.00	85.00
5870 Programming	49.28	113.39
5880 Public Notice/Legal		33.69
5900 Utilities	763.90	1,496.79
Total 5800 Other Services	898.18	1,728.87
Total Expenditures	43,251.86	24,127.27
NET OPERATING MARGIN	-31,060.26	-21,256.58
NET MARGIN	\$ -31,060.26	\$ -21,256.58

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)
REVENUE		
3030 Digitization Project	8,881.00	6,475.00
3040 Donations	900.00	202,062.08
3050 Fines/Overdues	34.55	104.79
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	150.00
3100 Interest Income		
3101 Corporate Interest	1,593.83	145.16
3106 Memorial Reserve Interest	67.18	87.73
3108 Reserve Interest	1,296.08	808.06
3109 Endowment Interest	2,078.86	4,553.94
Total 3100 Interest Income	5,035.95	5,594.89
3110 Item Replacements	190.62	237.18
3120 Lit Fest	4,487.50	335.00
3130 Non-Resident Fee	2,543.99	3,189.84
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	15,461.10	12,114.40
3230 Service Charges	867.11	563.56
Total Revenue	414,538.34	601,320.21
GROSS MARGIN	414,538.34	601,320.21
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	9,935.31	9,860.22
5130 Pension Contributions	5,986.00	8,460.92
5150 Salaries	129,873.25	129,015.05
Total 5100 Personnel Services	145,794.56	147,336.19
5200 Capital Outlay		
5210 Books	14,408.56	15,472.77
5220 Equipment	834.22	4,728.70

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)
5240 Improvements	10,609.30	19,739.33
5260 Materials/Non-Printed/A-V	9,520.20	8,299.72
Total 5200 Capital Outlay	35,372.28	48,240.52
5300 Commodities		
5310 Databases	5,331.70	5,796.21
5320 Periodicals	3,538.43	1,926.94
5330 Supplies	1,267.60	2,796.94
5340 Postage/Shipping	126.81	142.16
Total 5300 Commodities	10,264.54	10,662.25
5400 Contractual Services		
5410 Accounting	10,509.96	9,245.08
5430 Legal	337.50	2,542.50
5440 Maintenance	1,836.38	5,746.43
5460 PrairieCat Consortium	7,078.75	6,833.50
5470 Security Services	324.00	
5475 HR Source		275.00
5480 Technical Services	1,763.75	5,472.50
5485 Other Contractual Services	2,807.16	534.80
Total 5400 Contractual Services	24,657.50	30,649.81
5500 Historical Digitization	16,522.88	991.48
5600 Lit Fest Expenditures	8,039.62	2,612.59
5700 Other Expenditures		
5730 Misc Charges	357.23	411.07
Total 5700 Other Expenditures	357.23	411.07
5800 Other Services		
5810 Association Dues	440.00	440.00
5830 General Insurance (Bonding)	7,009.00	6,407.00
5850 Marketing	540.70	100.00
5860 Outreach	770.22	
5870 Programming	1,312.32	1,317.39
5880 Public Notice/Legal	118.38	306.08
5890 Travel		104.61
5900 Utilities	11,105.88	9,404.50
Total 5800 Other Services	21,296.50	18,079.58
Total Expenditures	262,305.11	258,983.49
NET OPERATING MARGIN	152,233.23	342,336.72
NET MARGIN	\$152,233.23	\$342,336.72

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

February 2023

	Current Month	Year-to-Date	Budget	Balance
REVENUE				
Digitization Project	5,160.00	8,881.00	8,000.00	881.00
Donations	150.00	900.00	10,000.00	(9,100.00)
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	317.08	1,593.83	10,000.00	(8,406.17)
Memorial Reserve Interest	-	67.18	-	67.18
Reserve Interest	124.26	1,296.08	-	1,296.08
Endowment Interest	285.02	2,078.86	-	2,078.86
Total Interest Income	726.36	5,035.95	10,000.00	(4,964.05)
Item Replacements	39.36	190.62	300.00	(109.38)
Lit Fest	4,047.50	4,487.50	2,000.00	2,487.50
Non-Resident Fee	166.73	2,543.99	2,500.00	43.99
Other Income	-	-	-	-
Better World Books	-	-	-	-
Corporate Other Income	-	140.52	500.00	(359.48)
Insurance Other Income	-	144.00	-	144.00
Total Other Income	-	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	1,706.22	15,461.10	15,000.00	461.10
Service Charges	195.43	867.11	750.00	117.11
Total Revenue	12,191.60	414,538.34	442,307.00	(27,768.66)
GROSS MARGIN	12,191.60	414,538.34	442,307.00	(27,768.66)
EXPENSES				
66000 Personnel Services				
Employee Health Plan	-	-	-	-
Payroll Taxes	1,178.59	9,935.31	15,700.00	(5,764.69)

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	471.89	5,986.00	9,000.00	(3,014.00)
Reimbursements			-	-
Salaries			-	-
Corporate Wages	15,406.70	129,873.25	210,000.00	(80,126.75)
Total Salaries	15,406.70	129,873.25	210,000.00	(80,126.75)
Total 66000 Personnel Services	17,057.18	145,794.56	234,700.00	(88,905.44)
Capital Outlay				
Books	1,470.35	14,408.56	22,200.00	(7,791.44)
Equipment	84.20	834.22	6,000.00	(5,165.78)
Hardware			-	-
Improvements	-	10,609.30	76,500.00	(65,890.70)
Adult	-	-	-	-
Materials/Non-Printed/A-V	625.39	9,520.20	19,200.00	(9,679.80)
Total Capital Outlay	2,179.94	35,372.28	123,900.00	(88,527.72)
Commodities				
Databases	319.71	5,331.70	8,505.00	(3,173.30)
Periodicals	-	3,538.43	4,890.00	(1,351.57)
Supplies	130.56	1,267.60	4,000.00	(2,732.40)
Postage/Shipping	-	126.81	1,000.00	(873.19)
Total Commodities	450.27	10,264.54	18,395.00	(8,130.46)
Contractual Services				
Accounting	1,422.09	10,509.96	16,000.00	(5,490.04)
Audit Fees	-	-	8,000.00	(8,000.00)
Legal	-	337.50	4,000.00	(3,662.50)
Maintenance	123.00	1,836.38	9,000.00	(7,163.62)
PrairieCat Corporate	-	-	-	-
PrairieCat Consortium	-	7,078.75	9,274.00	(2,195.25)
Security Services	-	324.00		324.00
HR Source	-	-		-
Technical Services	233.75	1,763.75	10,000.00	(8,236.25)
Other Contractual Services	60.00	2,807.16	4,700.00	(1,892.84)
Total Contractual Services	1,838.84	24,657.50	60,974.00	(36,316.50)
Historical Digitization	16,126.82	16,522.88	25,000.00	(8,477.12)
Lit Fest Expenditures	4,654.68	8,039.62	7,040.00	999.62
Other Expenditures				
Contingencies			10,000.00	(10,000.00)
Misc Charges	45.95	357.23	1,000.00	(642.77)
Total Other Expenditures	45.95	357.23	11,000.00	(10,642.77)
Other Services				
Association Dues	85.00	440.00	440.00	-
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	49.28	1,312.32	16,000.00	(14,687.68)

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	763.90	11,105.88	16,950.00	(5,844.12)
Total Other Services	898.18	21,296.50	47,690.00	(26,393.50)
Total Expenses	43,251.86	262,305.11	528,699.00	(266,393.89)
NET OPERATING MARGIN	(31,060.26)	152,233.23	(86,392.00)	238,625.23
NET MARGIN	(31,060.26)	152,233.23	(86,392.00)	238,625.23

Statement of Activities - Modified Cash Basis - Corp Fund

February 2023

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project	5,160.00	666.67	4,493.33
3040 Donations	150.00	833.33	-683.33
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	317.08	833.33	-516.25
Total 3100 Interest Income	317.08	833.33	-516.25
3110 Item Replacements	39.36	25.00	14.36
3120 Lit Fest	4,047.50	166.67	3,880.83
3130 Non-Resident Fee	166.73	208.33	-41.60
3140 Other Income			
3142 Corporate Other Income		41.67	-41.67
Total 3140 Other Income		41.67	-41.67
3190 Replacement Tax		333.33	-333.33
3200 Royalty Income	749.75		749.75
3230 Service Charges	195.43	62.50	132.93
Total Revenue	10,825.85	4,344.58	6,481.27
GROSS MARGIN	10,825.85	4,344.58	6,481.27
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		8.33	-8.33
5150 Salaries	15,406.70	17,500.00	-2,093.30
Total 5100 Personnel Services	15,406.70	17,508.33	-2,101.63
5200 Capital Outlay			
5210 Books	1,470.35	1,850.00	-379.65
5220 Equipment	84.20	500.00	-415.80
5240 Improvements		6,375.00	-6,375.00
5260 Materials/Non-Printed/A-V	625.39	1,600.00	-974.61
Total 5200 Capital Outlay	2,179.94	10,325.00	-8,145.06
5300 Commodities			
5310 Databases	319.71	708.75	-389.04
5320 Periodicals		407.50	-407.50
5330 Supplies	130.56	333.33	-202.77
5340 Postage/Shipping		83.33	-83.33
Total 5300 Commodities	450.27	1,532.91	-1,082.64
5400 Contractual Services			
5410 Accounting	1,422.09	1,333.33	88.76
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		333.33	-333.33
5440 Maintenance	123.00	750.00	-627.00
5480 Technical Services	233.75	833.33	-599.58
5485 Other Contractual Services	60.00	391.67	-331.67
Total 5400 Contractual Services	1,838.84	4,308.33	-2,469.49
5500 Historical Digitization	16,126.82	2,083.33	14,043.49
5600 Lit Fest Expenditures	4,654.68	586.67	4,068.01
5700 Other Expenditures			
5710 Contingencies		833.33	-833.33
5730 Misc Charges	45.95	83.33	-37.38
Total 5700 Other Expenditures	45.95	916.66	-870.71
5800 Other Services			
5810 Association Dues	85.00	36.67	48.33
5820 Continuing Education		166.67	-166.67
5850 Marketing		166.67	-166.67
5860 Outreach		166.67	-166.67
5870 Programming	49.28	1,333.33	-1,284.05
5880 Public Notice/Legal		41.67	-41.67
5890 Travel		66.67	-66.67
5900 Utilities	763.90	1,412.50	-648.60
Total 5800 Other Services	898.18	3,390.85	-2,492.67
Total Expenditures	41,601.38	40,652.08	949.30
NET OPERATING MARGIN	-30,775.53	-36,307.50	5,531.97
NET MARGIN	\$ -30,775.53	\$ -36,307.50	\$5,531.97

Statement of Activities - Modified Cash Basis - Corp Fund

July 2022 - February 2023

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project	8,881.00	5,333.36	3,547.64
3040 Donations	400.00	6,666.64	-6,266.64
3050 Fines/Overdues	34.55		34.55
3060 Friends (Other Grants)		8,390.00	-8,390.00
3070 Grants			
3071 Corporate Grant		666.64	-666.64
Total 3070 Grants		666.64	-666.64
3090 Historical Department	41.00	333.36	-292.36
3100 Interest Income			
3101 Corporate Interest	1,593.83	6,666.64	-5,072.81
Total 3100 Interest Income	1,593.83	6,666.64	-5,072.81
3110 Item Replacements	190.62	200.00	-9.38
3120 Lit Fest	4,487.50	1,333.36	3,154.14
3130 Non-Resident Fee	2,543.99	1,666.64	877.35
3140 Other Income			
3142 Corporate Other Income	140.52	333.36	-192.84
Total 3140 Other Income	140.52	333.36	-192.84
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		2,666.64	-2,666.64
3200 Royalty Income	6,776.49		6,776.49
3230 Service Charges	867.11	500.00	367.11
Total Revenue	375,060.76	383,247.64	-8,186.88
GROSS MARGIN	375,060.76	383,247.64	-8,186.88
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		66.64	-66.64
5150 Salaries	129,873.25	140,000.00	-10,126.75
Total 5100 Personnel Services	129,873.25	140,066.64	-10,193.39
5200 Capital Outlay			
5210 Books	14,408.56	14,800.00	-391.44
5220 Equipment	834.22	4,000.00	-3,165.78
5240 Improvements	10,609.30	51,000.00	-40,390.70
5260 Materials/Non-Printed/A-V	9,520.20	12,800.00	-3,279.80
Total 5200 Capital Outlay	35,372.28	82,600.00	-47,227.72
5300 Commodities			
5310 Databases	5,331.70	5,670.00	-338.30
5320 Periodicals	3,538.43	3,260.00	278.43
5330 Supplies	1,267.60	2,666.64	-1,399.04
5340 Postage/Shipping	126.81	666.64	-539.83

Statement of Activities - Modified Cash Basis - Corp Fund

		Corporate Fund	
	Actual	Budget	over Budget
Total 5300 Commodities	10,264.54	12,263.28	-1,998.74
5400 Contractual Services			
5410 Accounting	10,509.96	10,666.64	-156.68
5420 Audit Fees		5,333.36	-5,333.36
5430 Legal	337.50	2,666.64	-2,329.14
5440 Maintenance	1,836.38	6,000.00	-4,163.62
5460 PrairieCat Consortium	499.00		499.00
5470 Security Services	324.00		324.00
5480 Technical Services	1,763.75	6,666.64	-4,902.89
5485 Other Contractual Services	2,807.16	3,133.36	-326.20
Total 5400 Contractual Services	18,077.75	34,466.64	-16,388.89
5500 Historical Digitization	16,522.88	16,666.64	-143.76
5600 Lit Fest Expenditures	8,039.62	4,693.36	3,346.26
5700 Other Expenditures			
5710 Contingencies		6,666.64	-6,666.64
5730 Misc Charges	357.23	666.64	-309.41
Total 5700 Other Expenditures	357.23	7,333.28	-6,976.05
5800 Other Services			
5810 Association Dues	440.00	293.36	146.64
5820 Continuing Education		1,333.36	-1,333.36
5830 General Insurance (Bonding)	6,606.00		6,606.00
5850 Marketing	540.70	1,333.36	-792.66
5860 Outreach	770.22	1,333.36	-563.14
5870 Programming	1,312.32	10,666.64	-9,354.32
5880 Public Notice/Legal	118.38	333.32	-214.94
5890 Travel		533.36	-533.36
5900 Utilities	11,105.88	11,300.00	-194.12
Total 5800 Other Services	20,893.50	27,126.76	-6,233.26
Total Expenditures	239,401.05	325,216.60	-85,815.55
NET OPERATING MARGIN	135,659.71	58,031.04	77,628.67
NET MARGIN	\$135,659.71	\$58,031.04	\$77,628.67

Statement of Activities - Modified Cash Basis - Endowment Fund

February 2023

	Endowment			TOTAL		
	Actual	Budget	over Budget	Actual	Budget	over Budget
REVENUE						
3100 Interest Income				0.00	0.00	0.00
3109 Endowment Interest	285.02		285.02	285.02	0.00	285.02
Total 3100 Interest Income	285.02		285.02	285.02	0.00	285.02
Total Revenue	285.02	0.00	285.02	285.02	0.00	285.02
GROSS MARGIN	285.02	0.00	285.02	285.02	0.00	285.02
EXPENDITURES						
Total Expenditures			0.00	0.00	0.00	0.00
NET OPERATING MARGIN	285.02	0.00	285.02	285.02	0.00	285.02
NET MARGIN	\$285.02	\$0.00	\$285.02	\$285.02	\$0.00	\$285.02

Statement of Activities - Modified Cash Basis - Endowment Fund

July 2022 - February 2023

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	2,078.86		2,078.86
Total 3100 Interest Income	2,078.86		2,078.86
Total Revenue	2,078.86	0.00	2,078.86
GROSS MARGIN	2,078.86	0.00	2,078.86
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	2,078.86	0.00	2,078.86
NET MARGIN	\$2,078.86	\$0.00	\$2,078.86

Statement of Activities - Modified Cash Basis - FICA Fund

February 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	1,178.59	1,308.33	-129.74
Total 5100 Personnel Services	1,178.59	1,308.33	-129.74
Total Expenditures	1,178.59	1,308.33	-129.74
NET OPERATING MARGIN	-1,178.59	-1,308.33	129.74
NET MARGIN	\$ -1,178.59	\$ -1,308.33	\$129.74

Statement of Activities - Modified Cash Basis - FICA Fund

July 2022 - February 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	9,935.31	10,466.64	-531.33
Total 5100 Personnel Services	9,935.31	10,466.64	-531.33
Total Expenditures	9,935.31	10,466.64	-531.33
NET OPERATING MARGIN	-162.55	-706.64	544.09
NET MARGIN	\$ -162.55	\$ -706.64	\$544.09

Statement of Activities - Modified Cash Basis - IMRF Fund

February 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	471.89	750.00	-278.11
Total 5100 Personnel Services	471.89	750.00	-278.11
Total Expenditures	471.89	750.00	-278.11
NET OPERATING MARGIN	-471.89	-750.00	278.11
NET MARGIN	\$ -471.89	\$ -750.00	\$278.11

Statement of Activities - Modified Cash Basis - IMRF Fund

July 2022 - February 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	5,986.00	6,000.00	-14.00
Total 5100 Personnel Services	5,986.00	6,000.00	-14.00
Total Expenditures	5,986.00	6,000.00	-14.00
NET OPERATING MARGIN	2,807.82	2,782.00	25.82
NET MARGIN	\$2,807.82	\$2,782.00	\$25.82

Statement of Activities - Modified Cash Basis - Insurance Fund

February 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 - February 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	4,666.64	-4,263.64
Total 5800 Other Services	403.00	4,666.64	-4,263.64
Total Expenditures	403.00	4,666.64	-4,263.64
NET OPERATING MARGIN	1,217.22	-3,191.64	4,408.86
NET MARGIN	\$1,217.22	\$ -3,191.64	\$4,408.86

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

February 2023

This report contains no data for your specified date range.

Preliminary

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

July 2022 - February 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

February 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		772.83	-772.83
Total 5400 Contractual Services		772.83	-772.83
Total Expenditures	0.00	772.83	-772.83
NET OPERATING MARGIN	0.00	-217.50	217.50
NET MARGIN	\$0.00	\$ -217.50	\$217.50

Statement of Activities - Modified Cash Basis - Per Capita Fund

July 2022 - February 2023

			Per Capita Fund
	Actual	Budget	over Budget
REVENUE			
3070 Grants			
3077 Per Capita Grant	6,664.05	4,442.64	2,221.41
Total 3070 Grants	6,664.05	4,442.64	2,221.41
Total Revenue	6,664.05	4,442.64	2,221.41
GROSS MARGIN	6,664.05	4,442.64	2,221.41
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium	6,579.75	6,182.64	397.11
Total 5400 Contractual Services	6,579.75	6,182.64	397.11
Total Expenditures	6,579.75	6,182.64	397.11
NET OPERATING MARGIN	84.30	-1,740.00	1,824.30
NET MARGIN	\$84.30	\$ -1,740.00	\$1,824.30

Statement of Activities - Modified Cash Basis - Reserve Fund

February 2023

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	124.26		124.26
Total 3100 Interest Income	124.26		124.26
3200 Royalty Income	956.47	1,250.00	-293.53
Total Revenue	1,080.73	1,250.00	-169.27
GROSS MARGIN	1,080.73	1,250.00	-169.27
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	1,080.73	1,250.00	-169.27
NET MARGIN	\$1,080.73	\$1,250.00	\$ -169.27

Statement of Activities - Modified Cash Basis - Reserve Fund

July 2022 - February 2023

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	1,296.08		1,296.08
Total 3100 Interest Income	1,296.08		1,296.08
3200 Royalty Income	8,684.61	10,000.00	-1,315.39
Total Revenue	9,980.69	10,000.00	-19.31
GROSS MARGIN	9,980.69	10,000.00	-19.31
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	9,980.69	10,000.00	-19.31
NET MARGIN	\$9,980.69	\$10,000.00	\$ -19.31

Statement of Activities - Modified Cash Basis - Memorial Fund

February 2023

This report contains no data for your specified date range.

Preliminary

Statement of Activities - Modified Cash Basis - Memorial Fund

July 2022 - February 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

7. TREASURER'S REPORT (ACTION)



P.O. Box 179
Dubuque, IA 52004-0179

MEMBER NUMBER:
841350

STATEMENT PERIOD:
02/01/2023 to 02/28/2023

PAGE:
1 of 2

(563) 557-7600 / (800) 373-7600 / dupaco.com

GALENA PUBLIC LIBRARY
601 S BENCH ST
GALENA IL 61036-2322

LET US **Peak** YOUR **Interest[S]**

Term share certificate specials

Contact us
at 800-373-7600 or service@dupaco.com

Dupaco

Dupaco.com/certificates Federally Insured by NCUA

DUPACO COMMUNITY CREDIT UNION

STATEMENT SUMMARY			
ACCOUNT #	DESCRIPTION	BEGINNING BALANCE	ENDING BALANCE
SAV - 200921104	Savings/Asset Builder - S1	25.02	25.02
CD - 0136309	60 Month Certificate	7,957.93	7,957.93

Savings/Asset Builder - S1	BEGINNING BALANCE	TOTAL DEBITS	TOTAL CREDITS	ENDING BALANCE
SAV - 200921104	25.02	0.00	0.00	25.02

Title: Galena Public Library
Annual Percentage Yield Earned 0.00% | Dividends Paid YTD \$0.00

DATE	DESCRIPTION	DEBITS	CREDITS	BALANCE
	There was no activity for this account during the reported period			

60 Month Certificate	BEGINNING BALANCE	TOTAL DEBITS	TOTAL CREDITS	ENDING BALANCE
CD - 0136309	7,957.93	0.00	0.00	7,957.93

Title: Galena Public Library
Annual Percentage Yield Earned 1.65% | Dividends Paid YTD \$0.00
Maturity Date 04/17/23

DATE	DESCRIPTION	DEBITS	CREDITS	BALANCE
	There was no activity for this account during the reported period			

9. LIBRARY DIRECTOR'S REPORT

Director's Report

February/March 2023

Board News

More information is available on the Decennial Committee from Attorney Julie Tappendorf. It is included at the end of this report.

Alex Todd, library director at Prospect Heights Public Library District, has provided a proposal from his consulting business, Deiters & Todd Library Consulting. The proposal is to provide trustee training on library budgets and the budget process. I have taken two budget workshops with Alex in the past. He is a great resource and very knowledgeable. It would be beneficial to the new board to go over this process from an expert in library district budgeting.

Circulation

Despite being closed for three days due to weather, the library was on target for circulation and visitors. Library card sign-up continues to hover between 10 and 20 per month, with February seeing 15 new patrons.

Adult Services

Larissa has completed putting together a final LitFest fact sheet. It is included in this report.

Larissa has been working on a content heavy program called Our Library Story. It will share information about the library from inception to current time. The purpose of this program is to share the library's history and also gain stories, memories, and experiences from community members. We want to create a collaborative history of the library that includes our community. Please feel free to submit any memories you have of the library, its services, collections, programs, etc to Larissa.

Upcoming programs:

- March 11: Collaborative History: Our Library Story
- March 16, 23, 30, & April 6: Crochet Stich-along
- March 20: Morning Book club *Maus* by Art Spiegelman
- March 21: Evening Book Club *Seven Moons of Maali Almeida* by Shehan Karunatilaka
- Every Tuesday: Stitchers

Youth Services

Rachel recently updated the Story Trail at Gateway Park. The title now showing is *Hiders, Seekers, Finders Keepers: How Animals Adapt in Winter* by Jessica Kulekjian. On each panel is also an action step, such as "crawl like a turtle to the next panel." Be sure to go out and walk the path!

Summer Learning Program is currently in progress. The reading portion of the program will track reading time. For every 250 minutes read, participants will receive a prize. If they read for 1,000 minutes or more, they will be invited to an end of the summer pool party at the Alice T. Virtue Pool! The learning portion of

the program will incorporate a trip to Sculpture Park and a visit from Hoof It! Rachel is still working on weekly activities here at the library plus a few larger programs. She will visit the schools to share info later this Spring.

Upcoming Programs:

- March 16: Acrylic Pour Pop Sockets
- March 20: PT Murphy: Magic Show & Teach In
- March 30: Shrinky-Dink Keychains
- Every Monday: STEAM Club
- Every Wednesday: Art Explorers
- Every Friday: Family Storytime

Marketing/Publicity

Larissa and Rachel continually share content on multiple social media platforms: [Facebook](#), [Instagram](#), [YouTube](#), and our [website](#). If you are not subscribing to the library's monthly newsletter you can do so by scrolling to the bottom of the [library's homepage](#).

Director

- **Building**
 - The walk-through for the Exterior Repair Project was on Friday, March 10th. One person was in attendance from Berglund Construction.
 - Fire extinguishers were inspected by Dubuque Fire on March 3, 2023
- **Finances**
 - The FY 2022 audit is complete. The Annual Financial Report (AFR) was not filed in time, by December 27th. It was also not filed within 60 days after that. We received notice on February 28th from the Compliance Manager in the Comptroller Office stating we were delinquent with filing the AFR. I was able to touch base with O'Connor Brooks. The AFR will be filed on Monday, March 13th once signatures are received.
 - I contacted the Compliance Manager to inform her of the upcoming file date. I did not receive an answer.
 - I spoke with Honkamp about the increase in our monthly payment. Upon reviewing our records, Aaron Cullen stated he would adjust the increase to 5% for 2023 rather than the 15%. This will bring our monthly fee to \$999 rather than \$1,065. Credit memos will be issued for the higher amount we've already paid.
 - The CD at Dupaco will reach maturity date on April 17th, 2023
- **Projects**
 - Pride: Participation letters were sent out and we have already received sponsors, vendors, raffle basket offers, and people interested in volunteering. The next stakeholder meeting will be March 22nd at 11:00am.

- Last year, the library closed for Pride in order to have adequate staffing at the picnic and for other staff members to be able to attend. Based on feedback we received, the library will not be closed this year.
 - Digitization: Hard drives were received and content was reviewed. The papers look great and the drives will now be sent to UIUC. I contacted Will Schlaak at UIUC – the team there is currently in the midst of a large project and ours will be next in line. It is Will's hope that they will begin ingesting our papers this summer as they have graduate student help.
 - The batches currently at Crowley are being prepped for shipment and planned to be shipped next week. Once those papers arrive back at the library, we will begin working with Crowley on the next projects. Those papers include: *Miner's Journal*, *Industrial Press*, and the *Galena Advertiser*. These papers are the final phase of the current project scope. Upon completion, a new project scope will need to be created.
- Strategic Plan Objective Timeline
 - March
 - 2.a: Diversification
 - The library continues to work with local businesses and organizations to expand its services.
 - We have expanded the adult fiction and non-fiction Spanish Language collections. Being a member of Illinois Libraries Present (ILP) allows us to offer diverse programming to our community. Coming up in April, Danny Trejo will be the featured guest. We have his recent memoir both in English and Spanish.
 - Additional work needs to be done to identify what services are needed within specific communities. This summer, we hope to put together another survey to provide feedback on our strategic plan thus far. Any survey created by the library will be provided in both English and Spanish.

DEITERS & TODD

LIBRARY CONSULTING

March 8, 2023

Dear Ms. Diedrich -

Thank you for contacting Deiters & Todd Library Consulting to learn about our budget services. We are excited at the prospect of working with you to provide your board with a thorough overview of the budget process. I have over 25 years of library experience, including 10 years as the director of a district library. As a working librarian, I possess practical experience that gives me a high level of knowledge and expertise covering all aspects of library district budgeting. I speak regularly on library budgets for state and regional organizations such as ILA, LACONI, ATLAS, and Director's University.

Our hourly rate is \$150.00. This project should take 2 hours, for a total of \$300.00. The breakdown of those hours are:

HRS	COST	EXPLANATION
1	\$150.00	Preparation
1	\$150.00	Zoom Presentation
2	\$300.00	TOTAL

The presentation will take place over Zoom during an upcoming, mutually scheduled Board meeting. The presentation will cover the annual financial requirements and deadlines for library districts as well as best practices for library boards and directors. I am also happy to incorporate requested topics specific to the Galena Public Library District into the program.

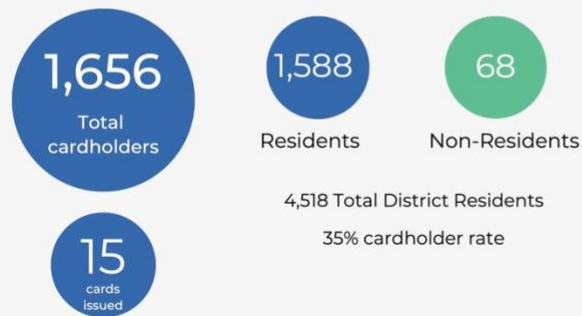
If this meets your expectations, please sign below and return to us.

Alex Todd
Co-Founder
Deiters & Todd Library Consulting

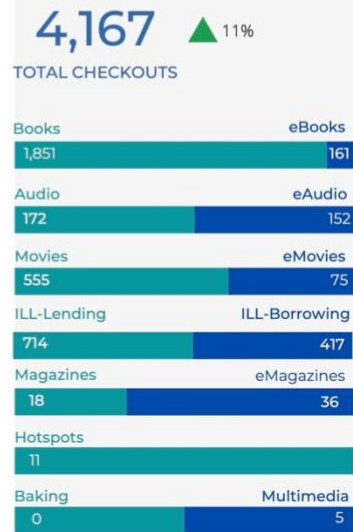
Jenna Diedrich
Executive Director
Galena Public Library District

FEBRUARY 2023 STATISTICS

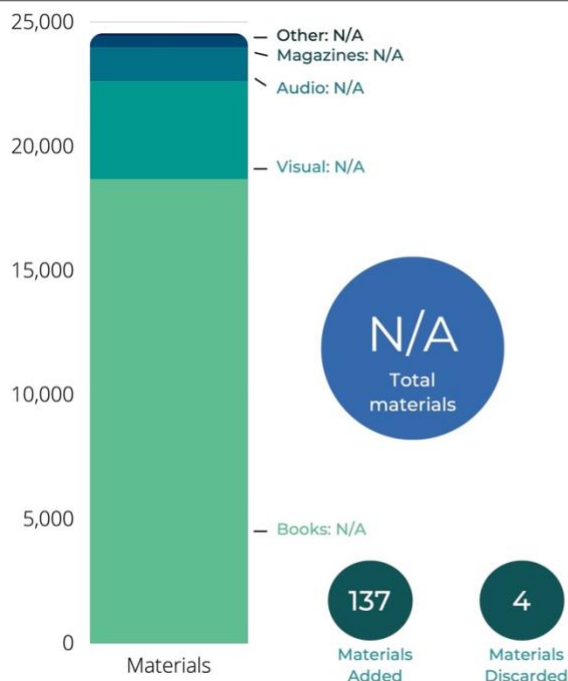
Card Holders



Checkouts



Collection

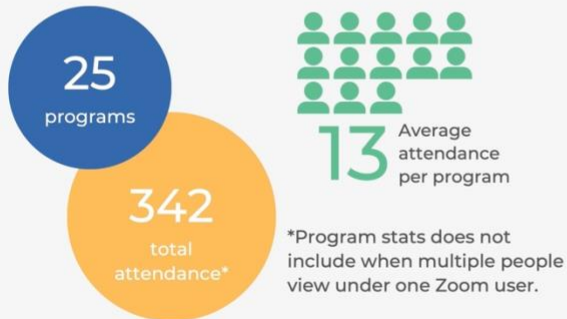


Visits

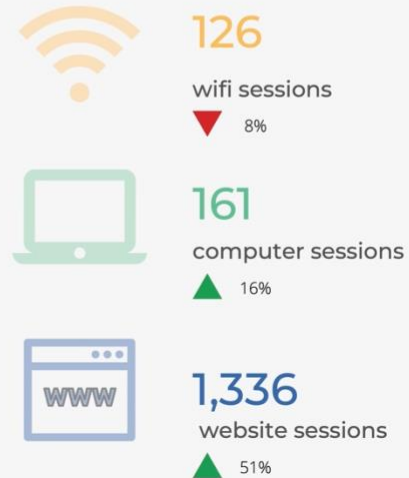


FEBRUARY 2023 STATISTICS

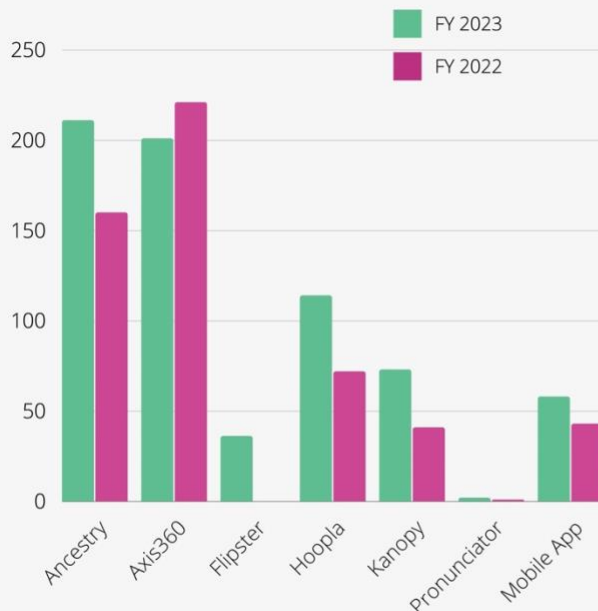
Programming



Computer Use



eResources



Social Media



The Galena
Public
Library
Presents

GALENA LITFEST

A Festival for Readers & Writers



**January
2023
Impact
Report**

**Picnic with
Nellie Bly:
May 21
2023**

About Galena LitFest

Galena LitFest was started in 2015 as a one day literary festival by Adult Services Librarian, Larissa Distler. Since then the festival has grown to include multiple events over a two week period. LitFest has been able to continue for nine consecutive years despite challenges due to the COVID-19 pandemic. 2023 marks the return of in-person programming.

**4 Programs
5 Presenters
4 Partnerships**

Partnerships



Locations

Galena Center for the Arts
Miss Kitty's Grape Escape
Galena Cellars Downtown

In Kind Donations

Cat House Suites
Hollie Smurthwaite
King's Hill Farm



Event Partners



Jo Daviess Local Food
UW Platteville
The Friends of the
Galena Public Library

GALENA PUBLIC
LIBRARY DISTRICT

GalenaLibrary.org



161 total attendees
136 unique attendees

Attendance



Percent of Registrants Attended
227 vs. 161

12 States 4 Countries



Social Reach



2 live-streamed events

24 1 minute views

Unique views that lasted at least 1 minute

27 Engagements

Post clicks, likes, reactions, comments, shares

566 Accounts Reached

Exposure to content with or without views

2 recorded events

72 1 minute views

Unique views that lasted at least 1 minute

6 Hours of Watchtime

Cumulative watchtime of both videos

1,229 Accounts Reached

Exposure to content with or without views

Stats from live-stream only

Stats from the first month on-demand viewing

Feedback

She was a fine instructor. How good to have themes I never (!) hear in Galena. I appreciate your courage to have such programs. Creative Nonfiction: The Epistolary Essay

Just want to congratulate you again on pulling off another great LitFest! We had a great time last night and thought the food was delicious! Savoring Winter: A Feast!

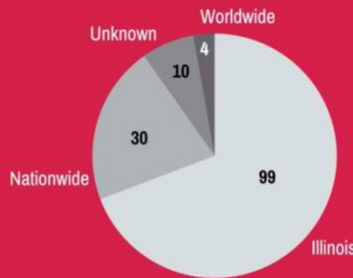
Engaging conversation and very entertaining. Both Holly and Casey were spirited experts in this Zoom. An Evening with Casey McQuiston

Congratulations! What a wonderful event! Galena is so lucky to have such dedicated, creative librarians! Savoring Winter: A Feast!

In Comparison: LitFest 2022

7 Programs
8 Presenters
3 Partnerships

6 Virtual Events
1 In-person Event

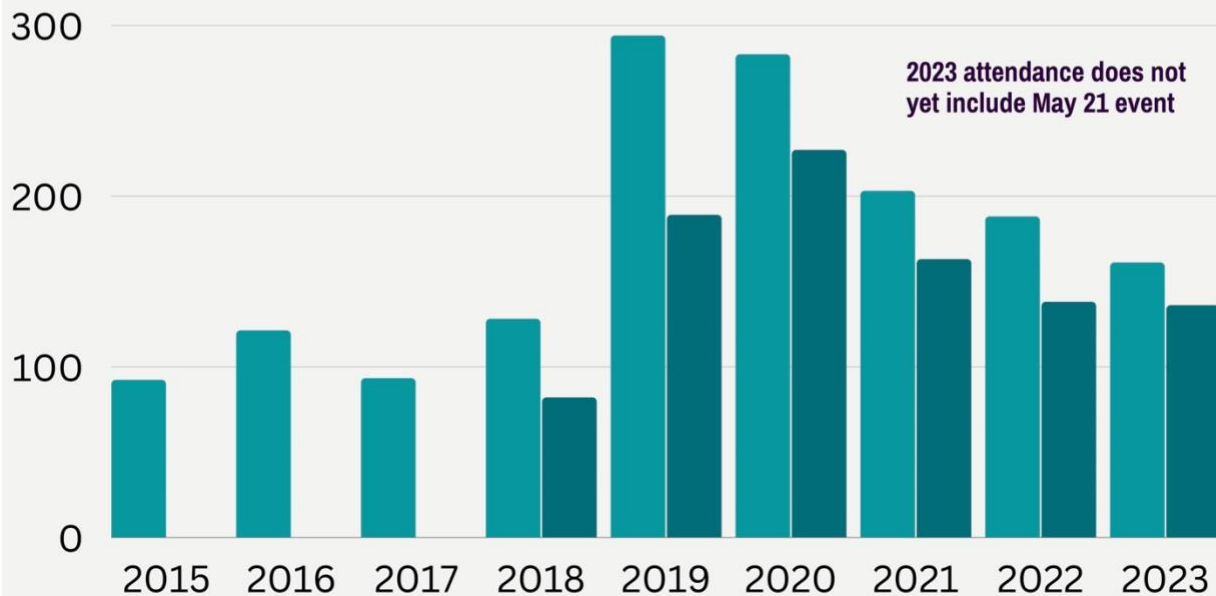


12 States 4 Countries

Attendance



Attendance 2015-2023



7.a DECENNIAL COMMITTEE

COMPLIANCE WITH THE DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*, into law. This law requires all Illinois local governments that impose a tax (as defined in the Act and excepting municipalities and counties) to convene a committee to study and report on local government efficiency. There are certain actions impacted local governments must take to begin compliance with this law by no later than June 10, 2023.

Under this law, impacted local governments must:

1. Form a committee to study local efficiencies and meet for the first time no later than June 10, 2023.
2. Have the committee meet at least three times.
3. Prepare a written report with recommendations (if any) on efficiencies and increased accountability.
4. File the report with the county (or each county in which your local government is located).

WHO HAS TO COMPLY?

The Act applies to "all entities that levy taxes and are also units of local government, as defined in Section 1 of Article VII of the Illinois Constitution, except municipalities and counties."

WHO HAS TO BE ON THE COMMITTEE?

Section 10(b) of the Act specifies that the committee's membership must include the elected or appointed members of the governing board. In addition, it must include any chief executive officer (such as an executive director, administrator, or manager) and "other officer" of the local government. The committee must also include at least two residents within the territory served by the local government who are appointed by the committee chair. The committee chair can also appoint others to serve on the committee. Committee members are not compensated but can be reimbursed for any committee-related expenses.

WHAT DOES THE COMMITTEE HAVE TO DO?

The committee is required to meet at least three times, with the first meeting occurring no later than June 10, 2023. The committee meeting can be the same day as the governing body's board meeting. It can even be a part of the regular board meeting, provided the committee meeting is listed as a part of the meeting agenda and there is a majority of the committee members present. All other requirements of the Open Meetings Act (notice, minutes, etc.) also apply to these committee meetings.

WHAT NEEDS TO HAPPEN AT THESE COMMITTEE MEETINGS?

The committee must "summarize its work and findings within a written report, which must include recommendations in respect to increased accountability and efficiency and must provide the report to the

county board in which the governmental unit is located no later than 18 months after the formation of the committee.” The goal is for the committee to study and report on local government efficiencies. Ultimately, this can be as simple or complex as you make it.

First meeting: This meeting would essentially be an “organizational” meeting to identify committee members, set deadlines for next steps, designate different committee members to compile information and identify efficiencies the local government currently has in place, and whether there are increased opportunities for efficiency and whether there are additional opportunities for accountability. This would include identifying any intergovernmental agreements currently have in place, or whether there are additional opportunities for intergovernmental cooperation (sharing equipment, personnel, resources, etc.). The committee can also discuss at this meeting whether the committee members want to gather and analyze information, or whether it wants to employ specialists in public administration and governmental management or other consultants. Keep in mind, however, that this law is an unfunded mandate, so payment for anyone hired by the committee will have to come from existing funds.

Second meeting: This meeting could be used to take the information gathered by the committee and compile it into a draft report. The committee can also identify any additional information that might be needed to prepare a final report.

Third meeting: At this meeting, the committee can finalize and approve the report.

Remember, the Act requires a *minimum* of three meetings but a committee could have as many meetings as it needs or wants. These meetings could be held throughout the year leading up to the report deadline, which is 18 months after the first committee meeting.

Additional Requirements: At the end of each meeting, the committee must “conduct a survey of residents who attended asking for input on the matters discussed at the meeting.” A committee could poll the people present at the meeting while at the meeting or send out an email survey to those attendees who provided an email address.

WHAT DO WE DO WITH THE REPORT ONCE IT HAS BEEN PREPARED?

Section 25 of the Act requires the committee to provide its report to the county board.

Post Authored by Keri-Lyn Krafthefer, Ancel Glink