



Library Board of Trustees Meeting

Regular Meeting Monday, April 10, 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 March 13, 2023
 - b. Approval of edits to minutes for Regular Meeting February 13, 2023
 - c. Approval of bills paid/payable: 03/11/23 – 04/07/23
4. Financial Report
5. Treasurer's Report
 - a. Dupaco CD (ACTION)
6. Friends Report
7. Library Director's Report
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)
 - a. Discussion and possible action on updates to Director Evaluation
11. New business (ACTION)
 - a. Discussion and possible action on changing May meeting date
 - b. Discussion and possible action on creation of Decennial Committee
 - c. Discussion and possible action on furniture purchase for children's library
 - d. Discussion and possible action on Exterior Building Envelope Repair bids
12. Motions, resolutions, ordinances
13. Closed Session
 - a. The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body
14. Discussion and possible action on Closed Session
15. Items for next agenda
16. Announcements
17. Adjournment
18. Next meeting – TBD 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 MARCH 13, 2023

Library Board Meeting

March 13, 2023-DRAFT

1. Call to order

President Earl Thompson called the meeting to order at 6:32pm. Board members present were Walter Johnson, Maria Rector, Frances Beadle and Katherine Walker. Tracy Furlong was excused. Also present Library Director Jenna Diedrich, Gloria Junge, Friends of the Library President Betsy Hansen, Adult Services Librarian Larissa Distler, Scott Roberts and via Zoom and phone Aaron Cullen.

2. Citizens comments – none

3. Presentation by Scott Roberts of O'Connor Brooks

Roberts presented the draft of the Annual Financial Report June 30, 2022. He pointed out it was a clean opinion and did include the Friends of the Library. There had been nothing unexpected or major concerns. Cullen chimed in with the journal entries still to come and then they will issue monthly and year end adjustments, and the paperwork will be without the draft watermark. Mention was made about having a CPA do bookkeeping entries but that it might be cost prohibitive. Thompson asked about receiving the financial report earlier than mid-March. Roberts explained that their office went from 5 auditors to 1 auditor during the year. The report will be posted on the Library website.

The Annual Financial Report needs a signature before it can be filed. Diedrich pointed out that her name was listed on the document as the signatory, but it should be Thompson as he is an elected official and the Board President. Gloria Junge spoke up confirming Diedrich is not an elected official. Thompson informed Junge that her time to speak is during citizen's comments and not during the meeting.

4. Aaron Cullen of Honkamp Krueger, accounting firm

Cullen understood the frustration in getting the report later rather than earlier. The situation may not improve with the current firm. Monthly statements are good, cash and expenditures size are also fine. The IMRF materials are key in moving forward. He cited pages 31-34 as key components, so that changes to the net policy can be known in a timely fashion. He would like to get the IMRF numbers in April or May, with earlier better. He also said the firm appreciated our concern regarding the increase in price and that the administration fee had been decreased.

5. Consent Agenda

- a. Approval of minutes for Regular Meeting February 13, 2023

b. Approval of bills paid/payable 02/11/23 – 03/10/23

Rector moved to approve the February 13, 2023 minutes and the bills payable for 02/11/23 thru 03/10/23. Beadle made the second. Vote: Johnson – Aye, Beadle – Aye, Thompson – Aye, Walker – Aye, Rector – Aye. Motion carried.

6. Financial Report – none

7. Treasurer's Report

Beadle reported the maturity date is April 17, and there is time to renew CD's in April. She will check rates at banks and report next month for possible action.

8. Friends Report

Hansen said there was no meeting this month. The wheels have started for the book sale and books are being accepted.

9. Library Director's Report

Diedrich presented a proposal from Dieters & Todd Consulting to present a library budget webinars for the future board. She has taken two library district budget trainings from Todd and found them immensely helpful. They are approximately 2 hours in length. The Decennial Committee has a timeline and should be formed by June 10 with two community members included as a requirement. They should meet three times in the year. Thompson thought the committee could be created at the April meeting and include newly elected members. One individual was here for the walk thru with the library bid. They represented Berglund a construction company from Chicago. Sponsors are being sought for Pride Picnic. Sponsorship levels are determined by dollars and given a color on the rainbow. They have 2 vendors and 2 volunteers so far. Beadle suggested a food truck from Freeport as a possibility.

Diedrich asked the board to allow Larissa Distler, adult services librarian, provide information regarding LitFest. The board allowed. Larissa discussed participation statistics for LitFest 2023 and how it compared to previous years. Member of the public, Gloria Junge began to speak. Thompson reminded her that she may only do so during citizen comments.

10. Board President's Report

Thompson thought the recent candidate forum went well. Misinformation maybe a problem and he will try to clarify things stressing there is no new building with an estimated cost of \$10 million and no million-dollar slush fund. Our assets are explained and we have endowments and reserve funds for specific uses. Thompson presented a statement of financial position as of March 13, 2023, and an outline of funds and their purposes. Thompson requested these documents be included as part of the March 13th minutes.

11. Committees

a. Building & Grounds – none

- b. Finance – none
- c. HR – Rector said the committee will try and meet
- d. Policy – didn't meet.

12. Unfinished business

Johnson discussed a variety of topics in regard to how the library may increase usage and solve space issues. Johnson suggested Jo Daviess County Transit could pick up people, drop off and pick up at the library. ARC might also be a possible use for library programs needing space. Climate control storage might also help with storage. Teen surveys could also be done to identify their needs.

13. New business

- a. Legislation Report – Walker reported that Secretary of State Alexi Giannoulias is initiating legislation to protect public libraries from banning books. The legislation is being sponsored in the House by Rep. Anne Stave-Murray of Naperville.
- b. Discussion and possible action on nomination for vacant board position – Diedrich reported that there is only a ninety window to fill the library trustee vacant seat or the State will fill it. Rector nominated Gloria Junge to fill the vacant seat. Johnson had the second. Vote: Beadle – Nay, Thompson – Abstain, Walker – Nay, Rector – Aye, Johnson – Aye. The motion failed.

14. Motions, resolutions, ordinances – none

15. Closed Session – none

16. Discussion and possible action on Closed Session – none

17. Items for next agenda

- a. Creation of Decennial Committee
- b. Reinvestment of Dupaco CD

18. Announcements – none

19. Adjournment at 8:16pm

20. Next Meeting – Monday, April 10, 2023 at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

Respectfully submitted,
Katherine Walker
Secretary

Galena Public Library District

Statement of Financial Position

As of March 13, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Certificates of Deposit	
1011 Endowment Fund	
1012 Dupaco CD 117002-Endowment	0.00
1013 Dupaco CD 138560-Endow	0.00
1014 First Community Bank 166379	73,151.40
1015 First Community Bank 4883	146,604.47
1016 First Community Bank 4580	93,039.84
Total 1011 Endowment Fund	312,795.71
1020 Reserve Fund	
1021 First Community Bank 166378	75,201.06
Total 1020 Reserve Fund	75,201.06
1030 Restricted Memorial Reserve	
1031 Dupaco CD 136309 Virtue-MemRes	7,957.93
1032 Dupaco CD 138578 Klein-M.R	0.00
1033 First Community Bank 4647	1,487.00
Total 1030 Restricted Memorial Reserve	9,444.93
Total 1010 Certificates of Deposit	397,441.70
1050 IB&T Checking	
1051 IB&T-Corporate Fund	183,042.33
1052 IB&T-FICA	4,784.01
1053 IB&T-IMRF	13,983.42
1054 IB&T-Insurance	8,540.77
1057 IB&T-Per Capita	702.57
Total 1050 IB&T Checking	211,053.10
1060 IB&T Savings 170035	
1061 Corporate-IB&T Savings 170035	-1,311.14
1062 FICA-GSB Savings 170035	0.00
1063 IMRF-GSB Savings 170035	0.00
1064 Insurance-GSB Savings 170035	0.00
1065 Memorial - IB&T Savings 170035	68,423.50
1066 Mem Reserve-IB&T Savings 170035	2,238.55
1068 Reserve - IB&T Savings 170035	215,112.22
1069 Endowment-IB&T Savings 170035	5,322.67
Total 1060 IB&T Savings 170035	289,785.80
1070 Dupaco Savings	
1071 Dupaco Savings 200921104-Corp	25.02

Galena Public Library District

Statement of Financial Position

As of March 13, 2023

	TOTAL
Total 1070 Dupaco Savings	25.02
1080 First Community Bank Checking	202,343.58
Per Capita Fund	0.00
Total Bank Accounts	\$1,100,649.20
Other Current Assets	
1840 Prepaid Wages	0.00
Grant Receivable	0.00
Per Capita Grant Rec	0.00
Total Grant Receivable	0.00
Prepaid Insurance	0.00
Prepaid Maintenance Service	0.00
Property Tax Receivable	0.00
Corporate Prop Tax Rec	0.00
FICA Prop Tax Rec	0.00
IMRF Prop Tax Rec	0.00
Insurance Prop Tax Rec	0.00
Total Property Tax Receivable	0.00
Replacement Tax Receivable	0.00
Corporate Replace Tax Rec	0.00
Total Replacement Tax Receivable	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$1,100,649.20
TOTAL ASSETS	\$1,100,649.20
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2300 Payroll Liabilities	0.00
2305 Corporate Payroll Liabilities	
2330 IA Income Tax	0.00
2331 IL Income Tax	0.00
2332 WI Income Tax	0.00
2340 Federal Unemployment (940)	0.00
2370 Health Insurance	0.00
Company HSA Contribution	0.00
HSA Contribution	0.00

Galena Public Library District

Statement of Financial Position

As of March 13, 2023

	TOTAL
Total 2305 Corporate Payroll Liabilities	0.00
2380 IMRF Payroll Liabilities	
2381 IMRF - 403B	1,447.29
IMRF-Addition - 403B Catchup	0.00
Total 2380 IMRF Payroll Liabilities	1,447.29
FICA Payroll Liabilities	
2310 Federal Taxes (941/944)	0.00
Total FICA Payroll Liabilities	0.00
Total 2300 Payroll Liabilities	1,447.29
Accounts Payable-Combined	0.00
Accrued Payroll Taxes	
Accrued IL Withholding	0.00
Total Accrued Payroll Taxes	0.00
Accrued Wages	0.00
Corporate Accrued Wages	0.00
Total Accrued Wages	0.00
Deferred Revenue	0.00
Corporate Def Rev	0.00
FICA Def Rev	0.00
IMRF Def Rev	0.00
Insurance Def Rev	0.00
Per Capita Def Rev	0.00
Total Deferred Revenue	0.00
Total Other Current Liabilities	\$1,447.29
Total Current Liabilities	\$1,447.29
Total Liabilities	\$1,447.29
Equity	
2800 Unrestricted Net Assets	0.00
2810 Corporate Fund Balance	401,455.35
2815 Endowment Fund Balance	329,525.04
2820 FICA Fund Balance	4,784.01
2830 IMRF Fund Balance	12,536.13
2835 Insurance Fund Balance	8,540.77
2845 Memorial Fund Balance	68,424.31
2850 Memorial Reserve Fund Balance	11,828.32
2855 Per Capita Fund Balance	702.57
2860 Reserve Fund Balance	264,815.69
2900 Contra Net Margin Account	-152,233.23

Galena Public Library District

Statement of Financial Position

As of March 13, 2023

	TOTAL
Net Margin	148,822.95
Total Equity	\$1,099,201.91
TOTAL LIABILITIES AND EQUITY	\$1,100,649.20

Galena Public Library Funds

Account Descriptions for March 13, 2023 Statement of Financial Position

Acct Number	Description/Bank	Purpose
1012	Dupaco CD 117002	<ul style="list-style-type: none"> • Endowment Fund. • Reinvested at First Community Bank, acct number 1016.
1013	Dupaco CD 138560	<ul style="list-style-type: none"> • Endowment Fund. • Reinvested at First Community Bank, acct number 1015
1014	First Community Bank 166379	<ul style="list-style-type: none"> • Endowment Fund. • Funds to be used on operating library in an emergency
1015	First Community Bank *4883	<ul style="list-style-type: none"> • Endowment Fund. • Funds to be used on operating library in an emergency
1016	First Community Bank *4580	<ul style="list-style-type: none"> • Endowment Fund. • Funds to be used on operating library in an emergency
1021	First Community Bank 166378	<ul style="list-style-type: none"> • Reserve Fund • Part of is the Special Reserve Fund. Unexpended corporate balances at the end of the year may be deposited into this account. • Governed by 75 ILCS 16/40-50, these funds may only be used for “emergency expenditures for the repair of an existing library building or its equipment.”
1031	Dupaco CD 136309	<ul style="list-style-type: none"> • Virtue Memorial Reserve Fund • Only interest may be used. Interest is currently transferred into account 1051 • Interest amounts are used to enhance the children’s library
1032	Dupaco CD 138578	<ul style="list-style-type: none"> • Memorial Reserve Fund. Reinvested at First Community Bank, acct number 1033
1033	First Community Bank *4647	<ul style="list-style-type: none"> • Klein/Wachter memorial Reserve Fund. • Only interest may be used. Interest is currently transferred into account 1051 • Interest amounts are used to enhance the children’s library
1050	Illinois Bank & Trust Checking account	<ul style="list-style-type: none"> • This account has five funds within: 1051, 1052, 1053, 1054, and 1057

1051	Illinois Bank & Trust – Corporate Fund	<ul style="list-style-type: none"> • Corporate Fund • Levied fund • Funds used for general operating costs; used for all expenditures except those that are required to be accounted for in another fund.
1052	Illinois Bank & Trust – FICA	<ul style="list-style-type: none"> • FICA Fund • Levied fund • Funds may only be used to account for the revenues and expenditures associated with employment tax.
1053	Illinois Bank & Trust – IMRF	<ul style="list-style-type: none"> • Illinois Municipal Retirement Fund • Levied fund • Funds may only be used for employer retirement contributions to IMRF
1054	Illinois Bank & Trust – Insurance	<ul style="list-style-type: none"> • Insurance Fund • Levied fund • Funds may only be used to account for insurance expenditures
1057	Illinois Bank & Trust – Per Capita	<ul style="list-style-type: none"> • Per Capita Grant funds • Funds used for an expense identified in the grant application • For recent years, these funds have been used for the Local Library System Automation Program (LLSAP), PrairieCat
1060	Illinois Bank & Trust – Savings	<ul style="list-style-type: none"> • This account has five funds within: 1061, 1065, 1066, 1068, and 1069
1061	Illinois Bank & Trust – Corporate Savings	<ul style="list-style-type: none"> • Previously, a portion of royalty money was deposited into this account. • This fund currently shows a negative balance due to adjusting balances by Honkamp in relation to the FY21 audit.
1065	Illinois Bank & Trust – Memorial Savings	<ul style="list-style-type: none"> • Memorial Fund • Historically when the library received memorial donations (of any monetary value), the donations were put into this account. In time, this practice changed to spending small donations on materials. Larger donations are still deposited into this fund.
1066	Illinois Bank & Trust – Memorial Reserve	<ul style="list-style-type: none"> • Memorial Fund • Use is for tangible items same as acct 1065
1068	Illinois Bank & Trust – Reserve	<ul style="list-style-type: none"> • Reserve Fund • Part of the Special Reserve Fund. Unexpended corporate balances at the end of the year may be deposited into this account.

		<ul style="list-style-type: none"> • Governed by 75 ILCS 16/40-50, these funds may only be used for “emergency expenditures for the repair of an existing library building or its equipment.”
1069	Illinois Bank & Trust – Endowment	<ul style="list-style-type: none"> • Endowment Fund • Funds to be used on operating library in an emergency
1071	Dupaco Savings	<ul style="list-style-type: none"> • Needed in order to have accounts at Dupaco. This account has the minimum amount of \$25
1080	First Community – Diews Memorial	<ul style="list-style-type: none"> • Memorial Fund • Willed to the library with no restrictions. • Principal amount invested and currently gaining interest.

3.b CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING FEBRUARY 13, 2023

Minutes February 13, 2023

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~~ **two additional invoices from Crowley in the amounts of \$5,008.28 and one for \$584.04** be added. There was a total amount ~~was \$10,016.56~~ **included in the payables from Crowley was for \$10,534.50** from Crowley. The library pays one half and the Galena Foundation pays half. ~~The library half was \$10,016.56.~~ **With the additional two invoices, the library's half will be \$16,126.82.**

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

3.c CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE 03/11/23 – 04/07/23

Galena Public Library District

Check Detail
March 11 - April 7, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
03/15/2023	Expenditure		City of Galena	Water & sewer	R	-6.36
						6.36
03/15/2023	Bill Payment (Check)	22844	Des Moines Register		R	-34.37
						-34.37
03/15/2023	Bill Payment (Check)	22845	Gatehouse Media Illinois Holdings Inc		R	-106.00
						-106.00
03/15/2023	Bill Payment (Check)	22846	Telegraph Herald		R	-22.66
						-22.66
03/15/2023	Bill Payment (Check)	22847	Access Systems		R	-93.71
						-93.71
03/15/2023	Bill Payment (Check)	22848	B. L. Murray Co, Inc.		R	-39.60
						-39.60
03/15/2023	Bill Payment (Check)	22849	Findaway World LLC		R	-637.39
						-637.39
03/15/2023	Bill Payment (Check)	22850	Galena Gazette Publications	02100179	R	-51.01
						-51.01
03/15/2023	Bill Payment (Check)	22851	JL Tech			-
						2,882.50
						-
						2,882.50
03/15/2023	Bill Payment (Check)	22852	Kanopy		R	-95.00
						-95.00
03/15/2023	Bill Payment (Check)	22853	Maria Rector			-45.00
						-45.00
03/15/2023	Bill Payment (Check)	22854	Midwest Tape		R	-246.17
						-246.17
03/15/2023	Bill Payment (Check)	22855	The Platteville Journal		R	-74.00
						-74.00
03/16/2023	Expenditure	9928531494	Verizon	Hotspot wi-fi Hotspot wi-fi	R	-216.10
						180.09
						36.01
03/16/2023	Expenditure		Payroll		R	-
						8,033.03
						-
						8,033.03
03/22/2023	Expenditure	563204	Honkamp Krueger & Co, PC		R	-801.30

Friday, April 7, 2023 04:06 PM GMT-05:00

1/2

Galena Public Library District

Check Detail

March 11 - April 7, 2023

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			Financial statements and software subscription for March 2023		801.30
03/25/2023	Expenditure	Culligan		R	-19.95
			Water		19.95
03/30/2023	Expenditure	Payroll		R	-
					8,070.72
					-
					8,070.72
04/04/2023	Expenditure	Nicor Gas			-658.93
			Gas for 1/18/22 - 2/15/23		658.93
04/05/2023	Expenditure	Ingram Library Services			-
			Adult & Youth Books - March 2023		1,724.30
					1,724.30
04/05/2023	Expenditure	Card Services - Galena State Bank			-
			Adult/Youth AV, Netflix subscription,		3,708.13
			Adult - Pavilion rental at Grant Park for Nellie Bly		1,206.06
			Youth - STEAM snacks, program materials, glow sticks, gift card for Luck of the Draw		50.00
			Pride - festival permit and Grant Park rental		308.19
			Batteries, paper towels, dvd cases, American flag, cleaning supplies, office supplies,		250.00
			labor law poster		696.15
			Jan, Feb, Mar Ring Central bill; one time text registration fee		611.60
			stamps, shipment of hdd to UIUC		67.13
			Amazon Prime business membership		179.00
			1 year Gazette subscription		40.00
			LD courses at UW-Madison ischool		300.00

Galena Public Library District

A/P Aging Summary

As of April 7, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	159.40					\$159.40
Dubuque Fire Equipment, Inc.	145.26					\$145.26
Findaway World LLC	412.43					\$412.43
iFiber	160.00					\$160.00
Jeff Upmann	295.00					\$295.00
Kanopy	166.00					\$166.00
Maria Rector	105.00					\$105.00
Midwest Tape	271.53					\$271.53
Prairie Cat	2,193.25					\$2,193.25
Quad City Times	52.83					\$52.83
The Crowley Company	439.96					\$439.96
TOTAL	\$4,400.66	\$0.00	\$0.00	\$0.00	\$0.00	\$4,400.66

4. FINANCIAL REPORT

Financial Statements

Galena Public Library District

For the Periods Ended March 31, 2023 and 2022

Prepared by

Honkamp, P.C.

Prepared on

April 5, 2023

No Assurance Provided / All Disclosures Omitted

Posted 4/7/23 at 4:30pm

Statement of Net Position - Modified Cash Basis

	Total	
	As of Mar 31, 2023	As of Mar 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Certificates of Deposit		
1011 Endowment Fund		
1014 First Community Bank 166379	73,151.40	73,151.40
1015 First Community Bank 4883	146,778.79	145,553.14
1016 First Community Bank 4580	93,097.19	92,884.26
Total 1011 Endowment Fund	313,027.38	311,588.80
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	1,487.92	1,484.51
Total 1030 Restricted Memorial Reserve	9,445.85	9,442.44
Total 1010 Certificates of Deposit	397,674.29	396,232.30
1050 IB&T Checking		
1051 IB&T-Corporate Fund	157,646.82	156,765.72
1052 IB&T-FICA	3,022.53	8,982.17
1053 IB&T-IMRF	13,799.42	13,446.03
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	183,712.11	189,247.24
1060 IB&T Savings 170035		
1061 Corporate-IB&T Savings 170035	-990.77	-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	215,600.82	169,770.92
1069 Endowment-IB&T Savings 170035	5,322.67	5,322.67
Total 1060 IB&T Savings 170035	290,594.77	243,944.50
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	202,644.32	200,969.90
Total Bank Accounts	1,074,650.51	1,030,418.96
Other Current Assets		
1840 Prepaid Wages	0.00	8,089.13
Total Other Current Assets	0.00	8,089.13
Total Current Assets	1,074,650.51	1,038,508.09
TOTAL ASSETS	\$1,074,650.51	\$1,038,508.09

LIABILITIES AND EQUITY

No Assurance Provided / All Disclosures Omitted

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Statement of Net Position - Modified Cash Basis

	Total	
	As of Mar 31, 2023	As of Mar 31, 2022 (PY)
Liabilities		
Current Liabilities		
Other Current Liabilities		
2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		
2381 IMRF - 403B	1,725.24	1,344.51
Total 2380 IMRF Payroll Liabilities	1,725.24	1,344.51
Total 2300 Payroll Liabilities	1,725.24	1,344.51
Total Other Current Liabilities	1,725.24	1,344.51
Total Current Liabilities	1,725.24	1,344.51
Total Liabilities	1,725.24	1,344.51
Equity		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	372,722.69	351,028.86
2815 Endowment Fund Balance	329,872.09	325,971.60
2820 FICA Fund Balance	3,022.53	8,982.17
2830 IMRF Fund Balance	12,074.18	12,101.52
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	11,829.24	11,696.13
2855 Per Capita Fund Balance	702.57	2,729.77
2860 Reserve Fund Balance	265,736.89	249,406.48
2900 Contra Net Margin Account	-122,546.31	-321,121.35
Net Margin	122,546.31	321,121.35
Total Equity	1,072,925.27	1,037,163.58
TOTAL LIABILITIES AND EQUITY	\$1,074,650.51	\$1,038,508.09

Statement of Activities - Modified Cash Basis (MTD)

		Total
	Mar 2023	Mar 2022 (PY)
REVENUE		
3040 Donations	1,335.00	1,575.00
3060 Friends (Other Grants)		3,810.16
3100 Interest Income		
3101 Corporate Interest	343.94	1.79
3106 Memorial Reserve Interest	0.92	11.16
3108 Reserve Interest	173.81	2.06
3109 Endowment Interest	347.05	1,391.95
Total 3100 Interest Income	865.72	1,406.96
3110 Item Replacements	72.91	
3130 Non-Resident Fee	118.94	
3200 Royalty Income	1,198.97	2,571.44
3230 Service Charges	114.00	83.00
Total Revenue	3,705.54	9,446.56
GROSS MARGIN	3,705.54	9,446.56
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	1,761.48	1,147.59
5130 Pension Contributions	461.95	694.34
5150 Salaries	23,025.43	15,000.81
Total 5100 Personnel Services	25,248.86	16,842.74
5200 Capital Outlay		
5210 Books	2,022.15	800.82
5220 Equipment	93.71	78.13
5240 Improvements		8,182.80
5260 Materials/Non-Printed/A-V	637.39	713.96
Total 5200 Capital Outlay	2,753.25	9,775.71
5300 Commodities		
5310 Databases	341.17	140.61
5330 Supplies	39.60	339.70
5340 Postage/Shipping		66.69
Total 5300 Commodities	380.77	547.00
5400 Contractual Services		
5410 Accounting	1,163.50	1,138.77
5480 Technical Services	2,882.50	
Total 5400 Contractual Services	4,046.00	1,138.77
5500 Historical Digitization		389.48
5700 Other Expenditures		
5730 Misc Charges	45.00	60.00
Total 5700 Other Expenditures	45.00	60.00
5800 Other Services		
5870 Programming		115.43

Statement of Activities - Modified Cash Basis (MTD)

	Total	
	Mar 2023	Mar 2022 (PY)
5880 Public Notice/Legal	288.04	46.20
5900 Utilities	1,630.54	1,746.60
Total 5800 Other Services	1,918.58	1,908.23
Total Expenditures	34,392.46	30,661.93
NET OPERATING MARGIN	-30,686.92	-21,215.37
NET MARGIN	\$ -30,686.92	\$ -21,215.37

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul 2022 - Mar 2023	Jul 2021 - Mar 2022 (PY)
REVENUE		
3030 Digitization Project	8,881.00	6,475.00
3040 Donations	2,235.00	203,637.08
3050 Fines/Overdues	34.55	104.79
3060 Friends (Other Grants)		4,950.16
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	1,937.77	146.95
3106 Memorial Reserve Interest	68.10	98.89
3108 Reserve Interest	1,469.89	810.12
3109 Endowment Interest	2,425.91	5,945.89
Total 3100 Interest Income	5,901.67	7,001.85
3110 Item Replacements	263.53	237.18
3120 Lit Fest	4,487.50	335.00
3130 Non-Resident Fee	2,662.93	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	16,660.07	14,685.84
3230 Service Charges	981.11	646.56
Total Revenue	418,243.88	610,766.77
GROSS MARGIN	418,243.88	610,766.77
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	11,696.79	11,007.81
5130 Pension Contributions	6,447.95	9,155.26
5150 Salaries	152,898.68	144,015.86
Total 5100 Personnel Services	171,043.42	164,178.93
5200 Capital Outlay		
5210 Books	16,430.71	16,273.59
5220 Equipment	927.93	4,806.83

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul 2022 - Mar 2023	Jul 2021 - Mar 2022 (PY)
5240 Improvements	10,609.30	27,922.13
5260 Materials/Non-Printed/A-V	10,157.59	9,013.68
Total 5200 Capital Outlay	38,125.53	58,016.23
5300 Commodities		
5310 Databases	5,672.87	5,936.82
5320 Periodicals	3,538.43	1,926.94
5330 Supplies	1,307.20	3,136.64
5340 Postage/Shipping	126.81	208.85
Total 5300 Commodities	10,645.31	11,209.25
5400 Contractual Services		
5410 Accounting	11,673.46	10,383.85
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	4,646.25	5,472.50
5485 Other Contractual Services	2,807.16	534.80
Total 5400 Contractual Services	28,703.50	31,788.58
5500 Historical Digitization	16,522.88	1,380.96
5600 Lit Fest Expenditures	7,039.62	2,612.59
5700 Other Expenditures		
5730 Misc Charges	402.23	471.07
Total 5700 Other Expenditures	402.23	471.07
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	1,432.82
5880 Public Notice/Legal	406.42	352.28
5890 Travel		104.61
5900 Utilities	12,736.42	11,151.10
Total 5800 Other Services	23,215.08	19,987.81
Total Expenditures	295,697.57	289,645.42
NET OPERATING MARGIN	122,546.31	321,121.35
NET MARGIN	\$122,546.31	\$321,121.35

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

March 2023

	Current Month	Year-to-Date	Budget	Balance
REVENUE				
Digitization Project		8,881.00	8,000.00	881.00
Donations	1,335.00	2,235.00	10,000.00	(7,765.00)
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	343.94	1,937.77	10,000.00	(8,062.23)
Memorial Reserve Interest	0.92	68.10		68.10
Reserve Interest	173.81	1,469.89		1,469.89
Endowment Interest	347.05	2,425.91		2,425.91
Total Interest Income	865.72	5,901.67	10,000.00	(4,098.33)
Item Replacements	72.91	263.53	300.00	(36.47)
Lit Fest		4,487.50	2,000.00	2,487.50
Non-Resident Fee	118.94	2,662.93	2,500.00	162.93
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	1,198.97	16,660.07	15,000.00	1,660.07
Service Charges	114.00	981.11	750.00	231.11
Total Revenue	3,705.54	418,243.88	442,307.00	(24,063.12)
GROSS MARGIN	3,705.54	418,243.88	442,307.00	(24,063.12)
EXPENSES				
66000 Personnel Services				-
Employee Health Plan				-
Payroll Taxes	1,761.48	11,696.79	15,700.00	(4,003.21)

No Assurance Provided / All Disclosures Omitted

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Posted 4/7/23 at 4:30pm

Galena Public Library District

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

Pension Contributions	461.95	6,447.95	9,000.00	(2,552.05)
Reimbursements			-	-
Salaries			-	-
Corporate Wages	23,025.43	152,898.68	210,000.00	(57,101.32)
Total Salaries	23,025.43	152,898.68	210,000.00	(57,101.32)
Total 66000 Personnel Services	25,248.86	171,043.42	234,700.00	(63,656.58)
Capital Outlay				
Books	2,022.15	16,430.71	22,200.00	(5,769.29)
Equipment	93.71	927.93	6,000.00	(5,072.07)
Hardware			-	-
Improvements	-	10,609.30	76,500.00	(65,890.70)
Adult	-	-	-	-
Materials/Non-Printed/A-V	637.39	10,157.59	19,200.00	(9,042.41)
Total Capital Outlay	2,753.25	38,125.53	123,900.00	(85,774.47)
Commodities				
Databases	341.17	5,672.87	8,505.00	(2,832.13)
Periodicals	-	3,538.43	4,890.00	(1,351.57)
Supplies	39.60	1,307.20	4,000.00	(2,692.80)
Postage/Shipping	-	126.81	1,000.00	(873.19)
Total Commodities	380.77	10,645.31	18,395.00	(7,749.69)
Contractual Services				
Accounting	1,163.50	11,673.46	16,000.00	(4,326.54)
Audit Fees	-	-	8,000.00	(8,000.00)
Legal	-	337.50	4,000.00	(3,662.50)
Maintenance	-	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	2,882.50	4,646.25	10,000.00	(5,353.75)
Other Contractual Services	-	2,807.16	4,700.00	(1,892.84)
Total Contractual Services	4,046.00	28,703.50	60,974.00	(32,270.50)
Historical Digitization	-	16,522.88	25,000.00	(8,477.12)
Lit Fest Expenditures	-	7,039.62	7,040.00	(0.38)
Other Expenditures				
Contingencies			10,000.00	(10,000.00)
Misc Charges	45.00	402.23	1,000.00	(597.77)
Total Other Expenditures	45.00	402.23	11,000.00	(10,597.77)
Other Services				
Association Dues	-	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	-	1,312.32	16,000.00	(14,687.68)

Galena Public Library District

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

Public Notice/Legal	288.04	406.42	500.00	(93.58)
Travel			800.00	(800.00)
Utilities	1,630.54	12,736.42	16,950.00	(4,213.58)
Total Other Services	1,918.58	23,215.08	47,690.00	(24,474.92)
Total Expenses	34,392.46	295,697.57	528,699.00	(233,001.43)
NET OPERATING MARGIN	(30,686.92)	122,546.31	(86,392.00)	208,938.31
NET MARGIN	(30,686.92)	122,546.31	(86,392.00)	208,938.31

Statement of Activities - Modified Cash Basis - Corp Fund

March 2023

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project		666.67	-666.67
3040 Donations	1,335.00	833.33	501.67
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	343.94	833.33	-489.39
Total 3100 Interest Income	343.94	833.33	-489.39
3110 Item Replacements	72.91	25.00	47.91
3120 Lit Fest		166.67	-166.67
3130 Non-Resident Fee	118.94	208.33	-89.39
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	451.58		451.58
3230 Service Charges	114.00	62.50	51.50
Total Revenue	2,436.37	4,344.58	-1,908.21
GROSS MARGIN	2,436.37	4,344.58	-1,908.21
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		8.33	-8.33
5150 Salaries	23,025.43	17,500.00	5,525.43
Total 5100 Personnel Services	23,025.43	17,508.33	5,517.10
5200 Capital Outlay			
5210 Books	2,022.15	1,850.00	172.15
5220 Equipment	93.71	500.00	-406.29
5240 Improvements		6,375.00	-6,375.00
5260 Materials/Non-Printed/A-V	637.39	1,600.00	-962.61
Total 5200 Capital Outlay	2,753.25	10,325.00	-7,571.75
5300 Commodities			
5310 Databases	341.17	708.75	-367.58
5320 Periodicals		407.50	-407.50
5330 Supplies	39.60	333.33	-293.73
5340 Postage/Shipping		83.33	-83.33
Total 5300 Commodities	380.77	1,532.91	-1,152.14
5400 Contractual Services			
5410 Accounting	1,163.50	1,333.33	-169.83
5420 Audit Fees		666.67	-666.67

No Assurance Provided / All Disclosures Omitted

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Statement of Activities - Modified Cash Basis - Corp Fund

		Corporate Fund	
	Actual	Budget	over Budget
5430 Legal		333.33	-333.33
5440 Maintenance		750.00	-750.00
5480 Technical Services	2,882.50	833.33	2,049.17
5485 Other Contractual Services		391.67	-391.67
Total 5400 Contractual Services	4,046.00	4,308.33	-262.33
5500 Historical Digitization		2,083.33	-2,083.33
5600 Lit Fest Expenditures		586.67	-586.67
5700 Other Expenditures			
5710 Contingencies		833.33	-833.33
5730 Misc Charges	45.00	83.33	-38.33
Total 5700 Other Expenditures	45.00	916.66	-871.66
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		1,333.33	-1,333.33
5880 Public Notice/Legal	288.04	41.67	246.37
5890 Travel		66.67	-66.67
5900 Utilities	1,630.54	1,412.50	218.04
Total 5800 Other Services	1,918.58	3,390.85	-1,472.27
Total Expenditures	32,169.03	40,652.08	-8,483.05
NET OPERATING MARGIN	-29,732.66	-36,307.50	6,574.84
NET MARGIN	\$ -29,732.66	\$ -36,307.50	\$ 6,574.84

Statement of Activities - Modified Cash Basis - Corp Fund

July 2022 - March 2023

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project	8,881.00	6,000.03	2,880.97
3040 Donations	1,735.00	7,499.97	-5,764.97
3050 Fines/Overdues	34.55		34.55
3060 Friends (Other Grants)		9,438.75	-9,438.75
3070 Grants			
3071 Corporate Grant		749.97	-749.97
Total 3070 Grants		749.97	-749.97
3090 Historical Department	41.00	375.03	-334.03
3100 Interest Income			
3101 Corporate Interest	1,937.77	7,499.97	-5,562.20
Total 3100 Interest Income	1,937.77	7,499.97	-5,562.20
3110 Item Replacements	263.53	225.00	38.53
3120 Lit Fest	4,487.50	1,500.03	2,987.47
3130 Non-Resident Fee	2,662.93	1,874.97	787.96
3140 Other Income			
3142 Corporate Other Income	140.52	375.03	-234.51
Total 3140 Other Income	140.52	375.03	-234.51
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		2,999.97	-2,999.97
3200 Royalty Income	7,228.07		7,228.07
3230 Service Charges	981.11	562.50	418.61
Total Revenue	377,497.13	387,592.22	-10,095.09
GROSS MARGIN	377,497.13	387,592.22	-10,095.09
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		74.97	-74.97
5150 Salaries	152,898.68	157,500.00	-4,601.32
Total 5100 Personnel Services	152,898.68	157,574.97	-4,676.29
5200 Capital Outlay			
5210 Books	16,430.71	16,650.00	-219.29
5220 Equipment	927.93	4,500.00	-3,572.07
5240 Improvements	10,609.30	57,375.00	-46,765.70
5260 Materials/Non-Printed/A-V	10,157.59	14,400.00	-4,242.41
Total 5200 Capital Outlay	38,125.53	92,925.00	-54,799.47
5300 Commodities			
5310 Databases	5,672.87	6,378.75	-705.88
5320 Periodicals	3,538.43	3,667.50	-129.07
5330 Supplies	1,307.20	2,999.97	-1,692.77
5340 Postage/Shipping	126.81	749.97	-623.16

Statement of Activities - Modified Cash Basis - Corp Fund

		Corporate Fund	
	Actual	Budget	over Budget
Total 5300 Commodities	10,645.31	13,796.19	-3,150.88
5400 Contractual Services			
5410 Accounting	11,673.46	11,999.97	-326.51
5420 Audit Fees		6,000.03	-6,000.03
5430 Legal	337.50	2,999.97	-2,662.47
5440 Maintenance	1,836.38	6,750.00	-4,913.62
5460 PrairieCat Consortium	499.00		499.00
5470 Security Services	324.00		324.00
5480 Technical Services	4,646.25	7,499.97	-2,853.72
5485 Other Contractual Services	2,807.16	3,525.03	-717.87
Total 5400 Contractual Services	22,123.75	38,774.97	-16,651.22
5500 Historical Digitization	16,522.88	18,749.97	-2,227.09
5600 Lit Fest Expenditures	7,039.62	5,280.03	1,759.59
5700 Other Expenditures			
5710 Contingencies		7,499.97	-7,499.97
5730 Misc Charges	402.23	749.97	-347.74
Total 5700 Other Expenditures	402.23	8,249.94	-7,847.71
5800 Other Services			
5810 Association Dues	440.00	330.03	109.97
5820 Continuing Education		1,500.03	-1,500.03
5830 General Insurance (Bonding)	6,606.00		6,606.00
5850 Marketing	540.70	1,500.03	-959.33
5860 Outreach	770.22	1,500.03	-729.81
5870 Programming	1,312.32	11,999.97	-10,687.65
5880 Public Notice/Legal	406.42	374.99	31.43
5890 Travel		600.03	-600.03
5900 Utilities	12,736.42	12,712.50	23.92
Total 5800 Other Services	22,812.08	30,517.61	-7,705.53
Total Expenditures	270,570.08	365,868.68	-95,298.60
NET OPERATING MARGIN	106,927.05	21,723.54	85,203.51
NET MARGIN	\$106,927.05	\$21,723.54	\$85,203.51

Statement of Activities - Modified Cash Basis - Endowment Fund

March 2023

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	347.05		347.05
Total 3100 Interest Income	347.05		347.05
Total Revenue	347.05	0.00	347.05
GROSS MARGIN	347.05	0.00	347.05
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	347.05	0.00	347.05
NET MARGIN	\$347.05	\$0.00	\$347.05

Statement of Activities - Modified Cash Basis - Endowment Fund

July 2022 - March 2023

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	2,425.91		2,425.91
Total 3100 Interest Income	2,425.91		2,425.91
Total Revenue	2,425.91	0.00	2,425.91
GROSS MARGIN	2,425.91	0.00	2,425.91
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	2,425.91	0.00	2,425.91
NET MARGIN	\$2,425.91	\$0.00	\$2,425.91

Statement of Activities - Modified Cash Basis - FICA Fund

March 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	1,761.48	1,308.33	453.15
Total 5100 Personnel Services	1,761.48	1,308.33	453.15
Total Expenditures	1,761.48	1,308.33	453.15
NET OPERATING MARGIN	-1,761.48	-1,308.33	-453.15
NET MARGIN	\$ -1,761.48	\$ -1,308.33	\$ -453.15

Statement of Activities - Modified Cash Basis - FICA Fund

July 2022 - March 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	11,696.79	11,774.97	-78.18
Total 5100 Personnel Services	11,696.79	11,774.97	-78.18
Total Expenditures	11,696.79	11,774.97	-78.18
NET OPERATING MARGIN	-1,924.03	-2,014.97	90.94
NET MARGIN	\$ -1,924.03	\$ -2,014.97	\$90.94

Statement of Activities - Modified Cash Basis - IMRF Fund

March 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	461.95	750.00	-288.05
Total 5100 Personnel Services	461.95	750.00	-288.05
Total Expenditures	461.95	750.00	-288.05
NET OPERATING MARGIN	-461.95	-750.00	288.05
NET MARGIN	\$ -461.95	\$ -750.00	\$288.05

Statement of Activities - Modified Cash Basis - IMRF Fund

July 2022 - March 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	6,447.95	6,750.00	-302.05
Total 5100 Personnel Services	6,447.95	6,750.00	-302.05
Total Expenditures	6,447.95	6,750.00	-302.05
NET OPERATING MARGIN	2,345.87	2,032.00	313.87
NET MARGIN	\$2,345.87	\$2,032.00	\$313.87

Statement of Activities - Modified Cash Basis - Insurance Fund

March 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 - March 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	5,249.97	-4,846.97
Total 5800 Other Services	403.00	5,249.97	-4,846.97
Total Expenditures	403.00	5,249.97	-4,846.97
NET OPERATING MARGIN	1,217.22	-3,774.97	4,992.19
NET MARGIN	\$1,217.22	\$ -3,774.97	\$4,992.19

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

March 2023

	Actual	Budget	Memorial Reserve over Budget
REVENUE			
3100 Interest Income			
3106 Memorial Reserve Interest	0.92		0.92
Total 3100 Interest Income	0.92		0.92
Total Revenue	0.92	0.00	0.92
GROSS MARGIN	0.92	0.00	0.92
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	0.92	0.00	0.92
NET MARGIN	\$0.92	\$0.00	\$0.92

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

July 2022 - March 2023

	Actual	Budget	Memorial Reserve over Budget
REVENUE			
3100 Interest Income			
3106 Memorial Reserve Interest	67.29		67.29
Total 3100 Interest Income	67.29		67.29
Total Revenue	67.29	0.00	67.29
GROSS MARGIN	67.29	0.00	67.29
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	67.29	0.00	67.29
NET MARGIN	\$67.29	\$0.00	\$67.29

Statement of Activities - Modified Cash Basis - Per Capita Fund

March 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 - March 2023

			Per Capita Fund
	Actual	Budget	over Budget
REVENUE			
3070 Grants			
3077 Per Capita Grant	6,664.05	4,997.97	1,666.08
Total 3070 Grants	6,664.05	4,997.97	1,666.08
Total Revenue	6,664.05	4,997.97	1,666.08
GROSS MARGIN	6,664.05	4,997.97	1,666.08
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium	6,579.75	6,955.47	-375.72
Total 5400 Contractual Services	6,579.75	6,955.47	-375.72
Total Expenditures	6,579.75	6,955.47	-375.72
NET OPERATING MARGIN	84.30	-1,957.50	2,041.80
NET MARGIN	\$84.30	\$ -1,957.50	\$2,041.80

Statement of Activities - Modified Cash Basis - Reserve Fund

March 2023

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	173.81		173.81
Total 3100 Interest Income	173.81		173.81
3200 Royalty Income	747.39	1,250.00	-502.61
Total Revenue	921.20	1,250.00	-328.80
GROSS MARGIN	921.20	1,250.00	-328.80
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	921.20	1,250.00	-328.80
NET MARGIN	\$921.20	\$1,250.00	\$ -328.80

Statement of Activities - Modified Cash Basis - Reserve Fund

July 2022 - March 2023

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	1,469.89		1,469.89
Total 3100 Interest Income	1,469.89		1,469.89
3200 Royalty Income	9,432.00	11,250.00	-1,818.00
Total Revenue	10,901.89	11,250.00	-348.11
GROSS MARGIN	10,901.89	11,250.00	-348.11
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	10,901.89	11,250.00	-348.11
NET MARGIN	\$10,901.89	\$11,250.00	\$ -348.11

Statement of Activities - Modified Cash Basis - Memorial Fund

March 2023

This report contains no data for your specified date range.

Preliminary

Statement of Activities - Modified Cash Basis - Memorial Fund

July 2022 - March 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 (ACTION)

03/18/2023

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

Term Share Certificate Renewal

Your term share certificate will mature on 04/17/2023

Account:	CD-0136309	Current Balance:	\$7,957.93
APR / APY:	1.64% / 1.65%	Maturity Date:	04/17/2023
Term:	60 Month	Grace Period End Date:	04/27/2023

To have this balance invested in a new term share certificate or investment vehicle, please contact Member Services between your certificate maturity date of 04/17/2023, and your grace period end date of 04/27/2023, at (563) 557-7600 / 800-373-7600, ext. 206. If we do not hear from you during this time, your account will automatically renew into another 60 Month term share certificate, at the current market rate (In the event we no longer offer a 60 Month term share certificate at this time, it will renew at the next closest term and at the current market rate).

The Dividend rate and annual percentage yield are locked as of the date of renewal and will not change over the term of your account. **Dividends will be compounded semi-annually and will be credited semi-annually.** The annual percentage yield assumes dividends will remain on deposit until maturity. A withdrawal will reduce earnings. If you withdraw any portion of the principal before the maturity date, we will impose a penalty of 12 month's loss of interest. This assumes the withdrawal took place more than 6 days after the issue date.

We use the daily balance method to calculate the dividends on the account. This method applies a daily periodic rate to the principal in the account each day. We will use a dividends accrual basis of 365 for each day in the year. You may not make additional deposits to this account. You may not make withdrawals from your account until the maturity date.

Let the investment professionals at Dupaco put your money to work for you. We can chart a course that will enable you to achieve your goals. What's more, you'll always be in control, able to plan and direct your future. Feel free to contact us for a free no-charge portfolio review with our investment team.

Thank you for choosing Dupaco Community Credit Union — the financial home you own. We look forward to continuing to serve you.

Sincerely,

Dupaco Member Services Team
(563) 557-7600 / 800-373-7600, ext. 206

Posted 4/7/23 at 4:30pm

7. LIBRARY DIRECTOR'S REPORT

Director's Report

March/April 2023

Board News

The Consolidation Election was on April 4, 2023. We have two returning trustees: Katherine Walker and Frances Beadle. We have three new trustees: Alison Schoenrock, Mike Blaum, and Emily Sprengelmeyer. Once sworn in at the May meeting, each trustee will have 90 days to complete the Open Meetings Act electronic training.

As Director, I will conduct onboard training with the new trustees. For any other trustee (current or re-elected) would like to go through the training again, I would be happy to do so.

Circulation

Sam DuHack, the Circulation Librarian, has completed three-fourths of the training to become barcode certified. This means she will be able to catalog materials into the library's integrated library system (ILS). I will be stepping away from cataloging once she is complete with the training.

Adult Services

The final LitFest Event Picnic in the Park with Nellie Bly is right around the corner. This is a ticketed event, costing \$25 per person. Cost includes lunch from Galena Bakehouse and coffee from a to be determined local coffee shop. Debra Miller, actor, will portray Nellie Bly in a live presentation on May 12 at 11:00am at Grant Park. Tickets may be purchased [online](#) or in-person at the library.

The library has worked closely with the City of Galena and the Galena Green Team to provide city-wide programming to bring awareness to Earth Day.

Upcoming programs:

- April 13: Converting Lawn to Meadow with Ben Vogt
- April 15: Native Plants as Hosts with Wild Ones
- April 18: Evening Book Club reading *Ancestor Trouble* by Maud Newton
- April 24: Morning Book Club reading *The Seed Keeper* by Diane Wilson
- April 26: Eco Textiles with K Kriesel
- April 26: Illinois Libraries Present Will Shortz

Youth Services

The upcoming Summer Learning Program has had a few changes. The end of the summer pool party for participants who have read over 1,000 minutes will not be held at the Alice T. Virtue Pool. Instead, it will be held at Country Inn & Suites and they are donating the use of the pool at no cost! Rachel has submitted a proposal to the City, which will be on the April 10th agenda, for a Touch-A-Truck program at Depot Park. This event will feature an ambulance and volunteers from Galena Area EMS, a truck and volunteers from the Galena Fire Department, and construction vehicles from an as-yet-to-be-determined

local construction company. Families will be able to visit the park and get tours of and touch the vehicles. We have been wanting to a program like this for years and are very excited!

Upcoming programs:

- April 27: Percy Jackson Party
- Every Monday: STEAM Club
- Every Wednesday: Art Explorers
- Every Friday: Family Storytime

Historical Room

All of the newspapers that were recently digitized by Crowley have all been returned to the library. The archival room was slightly reorganized to make room for the many boxes. Dale and I have prepped the next batch, but are waiting on additional archival boxes. The next batch will include:

- *Miner's Journal* 9/1829 – 12/1830
- *Industrial Press* 1874 – 1890
- *Galena Advertiser* 1943 – 1952
- *Jeffersonian* 8/1853 – 4/1855

The *Jeffersonian* volume is one that was digitized from microfilm by Advantage Archives in Cedar Rapids, IA. It was previously decided to have it rescanned by Crowley due to the poor quality. This batch completes the current Project Scope.

Director

- **Building**
 - Two bids were received for the Exterior Repair Project. B&G Minutes are included in this packet.
- **Finances**
 - FY 2022 Annual Financial Report prepared by O'Connor Brooks has been filed with the State Comptroller and the County Clerk. It was not filed on March 13th as stated in last month's report. The exact file date has been confirmed with O'Connor. This information has been requested. No invoice for services has been received.
 - Now that the audit and March financial statement are complete, more detailed work will begin on the FY 2024 budget.
- **Projects**
 - **Pride:** Sponsors, vendors, raffle baskets, and volunteers continue to submit their participation forms. The next stakeholder meeting will be on April 12th at 11:00am. After this meeting we will start regular social media posts on the Pride Picnic Facebook page.
 - **Budget Presentation:** Alex Todd confirmed with me a date of June 12 for the budget presentation. Alex and I will get together in late April or early May to start discussing Galena numbers.

9.c COMMITTEES: BUILDING & GROUNDS

Building & Grounds Committee Minutes

April 7, 2023 – **DRAFT**

Call to Order, Roll Call

Furlong called the meeting to order at 8:00am. Trustees Johnson, Thompson, Rector, and Furlong were all present. Library Director Jenna Diedrich also present.

Review of Agenda

No agenda changes.

Approval of January 26, 2023 Minutes

Johnson moved to approve the January 26, 2023 minutes. Rector Seconded.

Vote: Rector-aye, Johnson-aye, Furlong-aye.

Motion carried.

Discussion and possible action on submitted bids for building exterior

Diedrich presented both bids to the committee. The bid from Berglund Construction (BC) out of Chicago came in at \$198,500.00. The bid from Bi-State Masonry (BSM) out of Rock Island came in at \$124,872.00. Diedrich reminded the committee that public bodies usually go with the lowest bidder, unless the qualifications of a higher bidder better suits the project.

Thompson informed that BSM has done a lot of restoration work in the Millwork District in Dubuque.

Diedrich highlighted that the bid from BSM states, “No provisions for Davis-Bacon or Prevailing Wage Labor Rate Determinations have been included in our proposal unless stated elsewhere.” Diedrich stated the RFB published by the library did state prevailing wage was a requirement. The question to the committee is whether this statement means that prevailing wage is not included.

Thompson said the committee could make a recommendation to the board with a contingency that Diedrich reach out to BSM to inquire about prevailing wage. Thompson says the paragraph that includes this may just be boiler plate language and may actually include prevailing wage.

In reviewing the bids, Thompson does not see a noted benefit to the higher bid from BC as both companies bid exactly to the scope of work in the RFB. Furlong inquired about the previous bidding process and why the board did not approve last year’s bid. Diedrich reminded the committee that only one bid came in and the board did not feel it was financially responsible to award the project to the sole bidder. Furlong also inquired about the budget for the project – if the library has the funds. Diedrich stated the Special Reserve Fund is for capital improvements, such as this, and has the funds needed to cover the project.

Johnson inquired about insurance. BC included insurance info in their bid, BSM did not. Thompson stated this is just the proposal. Insurance will be part of the discussion when figuring out the contract for work.

Thompson recommends that the awarded company should include the library on their insurance as an additional insured.

Diedrich inquired about hiring a contractor or architect to oversee the project on behalf of the library. Rector asked if they would be here every day. Thompson said it would be in an advisory role. The contractor or architect could answer questions, approve, or decline any work questions from the company. Thompson suggested Todd Birkel from Hooting Coyote. The City and The Galena Foundation have both utilized his services. This would come at an additional cost, but would be beneficial to the library.

Furlong asked the committee if there was a motion. Rector motioned to recommend BSM for the Exterior Repair Project with the contingency of inquiring whether the pricing includes prevailing wage. Johnson seconded.

Vote: Johnson-aye, Rector-aye, Furlong-aye.

Motion carried.

Items for next agenda

Monitoring of the exterior repair project.

Adjournment at 8:26am

Respectfully submitted,
Jenna Diedrich

10.a UNFINISHED BUSINESS: DISCUSSION AND POSSIBLE ACTION ON UPDATES TO DIRECTOR EVAL



LIBRARY DIRECTOR PERFORMANCE EVALUATION PROCEDURE

Library Director Name: _____

Evaluation Period: _____

Date of Performance Evaluation: _____

Evaluation Scale			
<i>Assign each core job competency with an evaluation score as defined below. Half numbers are allowed.</i>			
Exceptional	Meets Expectations	Needs Improvement	Unable to evaluate
3	2	1	N/A

PROCEDURE

1. Director will complete a self-evaluation using the same evaluation tool as the Board.
2. Director will submit completed self-evaluation to the Board no later than **30** days prior to the evaluation meeting **(DATE)**.
3. Trustees will complete the Director Evaluation and send to the Human Resources Chairperson no later than **14** days prior to the evaluation meeting **(DATE)**. Trustees will use the evaluation scale presented above. Half numbers are allowed (i.e., 1, 1.5, 2, etc.).
4. The Human Resources Chairperson will:
 - a. Average evaluation scale score of each Trustee's evaluation, per section, per item, and enter the computed score on the final evaluation.
 - b. Compile a collection of comments from each Trustee's evaluation, per section, and enter on the final evaluation.
 - c. Send the final evaluation document to all Board members no later than three (3) days prior to the evaluation meeting **(DATE)**.
5. The compiled evaluation will be presented to the Library Director at the regular meeting of the Trustees in closed session. Discussion and questions allowed regarding any item that averages less than a two on the evaluation scale.
6. **The Human Resources Chairperson will complete Part II of the evaluation during closed session discussions. The Library Director and Board President will sign and both Part I and Part II will be filed in the Library Director's personnel file.**



LIBRARY DIRECTOR PERFORMANCE EVALUATION

Library Director Name: _____

Evaluation Period: _____

Date of Performance Evaluation: _____

PART I: CORE JOB COMPETENCIES

Evaluation Scale			
<i>Assign each core job competency with an evaluation score as defined below. Half numbers are allowed.</i>			
Exceptional	Meets Expectations	Needs Improvement	Unable to evaluate
3	2	1	N/A

1. Library Board Relations

	Attends all Board Meetings as required
	Submits reports and recommendations to the Board with sufficient time for review and preparation for Board Meetings
	Keeps members of the Board up-to-date concerning library activities
	Fully and enthusiastically endorses and implements Board decisions Promotes a team-oriented environment
	Assists Board committees as requested
<i>Comments:</i>	

2. Policy and General Administration

	Furnishes sufficient information to the Board so that it may review and adopt short- and long-range plans
	Reviews Library, Board, and Personnel policies on a regular basis and recommends revisions or new policies when necessary and appropriate for the efficient operation of the Library for adoption/approval by the Board as needed
	Implements all policies appropriately
	Communicates Board decisions and policies to staff and implements them on a timely basis
	Maintains an awareness of local, state, and federal laws pertinent to library operations and shares pertinent information with the Board and staff
	Explains to the Board new developments in library services and their applicability to the library
	Oversees development of the library collections
	Supervises and implements the preservation and development of the operation of the Alfred Mueller Historical Collections Room
<i>Comments:</i>	

3. Financial Administration

	Prepares and presents an annual budget in line with previously adopted plans
	Expends library funds in a manner that reflects the library's goals mission statement and Strategic Plan and is within the budget authorized by the Board
	Maintains accurate and up-to-date records showing the status of library finances
	Develops plans for capital expenditures
	Completes and submits accurate IPLAR (August) and Interlibrary Loan (October) reports on time
	Explores and applies for other funding sources as appropriate

Comments:

4. Community and Public Relation

	Appearance, speech, and conduct present an appropriate image of the library
	Sustains a general tone of the library as one of warmth, professionalism, and eagerness to serve the public
	Is available to meet with members of the public to answer questions or hear feedback and responds appropriately and in a timely manner
	Maintains relationships with local service, school, and community organizations
	Supports an effective press and social media presence
	Actively promotes and supports the maintenance of a Friends group
<i>Comments:</i>	

5. Personnel Administration and Staff Relations

	Serves as an example for the staff through professional conduct, high principles, and business-like approach by adhering to the Code of Conduct within the Employee Handbook.
	Provides opportunities for professional growth and expansion of knowledge for all employees through workshops, conferences, or other learning opportunities
	Shares new knowledge acquired by participation in meetings and organizations or from other sources with staff and Board
	Encourages and maintains a stimulating work environment that fosters trust, teamwork, open communications, professional growth, and positive staff morale

Comments:

6. Strategic and Community Planning

	Actively shares responsibility with the Board in the creation and implementation of the Strategic Plan
	Solicits input from appropriate community stakeholders in creation and implementation of the Strategic Plan
	Uses the Strategic Plan as a tool to guide library services and policies
	Encourages managers and staff to set and achieve goals that support the Strategic Plan
	Reports on progress of goals set within the Strategic Plan to the Board on a regular basis
<i>Comments:</i>	

7. Professional Growth and Goals

	Keeps professional memberships up to date, and represents and actively participates in the American Library Association, state and regional library associations and networking groups
	Stays up to date on library trends, current/best practices, and new and innovative services and processes
	Is committed to professional growth and expansion of knowledge through workshops, conferences, or other learning opportunities

Comments:

8. Building Operations

	Maintains safety for staff and patrons
	Supervises building safety and implements necessary OSHA regulations
	Maintains the Disaster Plan
	Responds to library emergencies
<i>Comments:</i>	

Additional Comments/Concerns (optional):



LIBRARY DIRECTOR PERFORMANCE EVALUATION

PART II: SUMMARY OF ACCOMPLISHMENTS AND FUTURE GOALS ~~COMMENTS AND CONCERNS~~

Accomplishments:

Goals:

PART III: OVERALL PERFORMANCE:

Overall Performance Score: _____/123 ~~117~~

Library Director: _____

Signature

Date

Printed Name

Board President: _____

Signature

Date

Printed Name

The Library Director's signature indicates neither agreement nor disagreement with the evaluation, but it does indicate that the evaluation has been reviewed and discussed with the Board of Trustees.

11.a NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON MAY MEETING DATE



TO: Board of Trustees

FROM: Jenna Diedrich

DATE: 04/07/2023

RE: May Meeting Date

The Public Library District Act [75 ILCS 16] states that the trustee's term ends "on the third Monday of the month following each regular election." The outgoing board members' terms will end on May 15, making way for the recently elected trustees.

In the past, the current board calls the meeting to order, the new trustees take their oath of office, and the meeting is then handed over to the new board. Because the current Board President is an outgoing trustee, an election of officers will be held before continuing on the meeting. Outgoing trustees have also been invited to stay for the meeting to create a smooth transition.

The regular meeting of the board for May is currently scheduled for May 8th. I suggest changing this date to May 15 in order to welcome the new board. Thank you for the consideration

Jenna Diedrich
Library Director

11.b NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON CREATION OF DECENNIAL COMMITTEE



TO: Board of Trustees

FROM: Jenna Diedrich

DATE: 04/07/2023

RE: Establishment of the Decennial Committee

The Board of Trustees must establish a Decennial Committee by June 10, 2023. The purpose of this committee per [50 ILCS 70/] is to “study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located.

The committee shall be made up of the following:

- Elected or appointed members of the governing board
- At least two residents within the service area of the Galena Public Library District who are appointed by the Board President, with consent from the full board
- Library Director

The Board President or their designee chairs the committee. The chairperson may appoint additional members to the committee as they see fit.

It was discussed at the March board meeting to establish the Decennial Committee and then allow the new board in May to appoint members.

11.c NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON FURNITURE PURCHASE FOR CHILDREN'S LIBRARY



TO: Board of Trustees

FROM: Jenna Diedrich

DATE: 04/07/2023

RE: Furniture for children's library

The FY 2023 Budget allotted \$76,500 towards improvements for the library. I had earmarked \$10,000 of that to go towards new furniture for the library. The new tables and chairs for the adult study and seating areas cost \$9,084.30. I had also requested from the Friends to contribute \$3,000 for new furniture for the children's library. Rachel recommended that any furniture purchase should have two components: additional shelving along with seating. She identified the two following pieces:

<https://www.thelibrarystore.com/product/91-10543/h> - cost is \$3,420.95

<https://www.thelibrarystore.com/product/91-10544/h> - cost is \$4,489.95

After great consideration, Rachel and I would like to purchase the more expensive option, the Russwood Reading Hideout. We feel that the shape would best fit with the layout of the children's library, has a larger seating area, and two additional shelves.

I would like the Board to consider approving the purchase of the Russwood Reading Hideout for the children's library. The cost to the library would be \$1,489.95. The purchase would not put the library's Improvements line item over budget. It is a larger amount of money put towards furniture than expected.

Thank you for your consideration.

Jenna Diedrich
Library Director

11.d NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON EXTERIOR BUILDING ENVELOPE REPAIR



TO: Board of Trustees

FROM: Jenna Diedrich

DATE: 04/07/2023

RE: Exterior Building Repair

Please view the Building and Grounds Committee Meeting Minutes from April 7th before reviewing the bid attached to this memo, found on the next page.



3511 8th St
Rock Island, IL 61201
Phone: (309) 786-8800
Fax: (309) 786-8801

Date: April 3, 2023
Galena Public Library Restoration.docx CJB

Proposal Submitted to:
Galena Public Library District
601 South bench St.
Galena, IL 61036

Project Location:
Same

Project Contact:
Jenna Diedrich
diedrichj@galenalibrary.org
815-777-0200

**We hereby propose to furnish all labor, equipment, materials, supervision,
And insurance necessary for the completion of the work described below.**

Scope of Work:

Front Elevation

- Clean Entire Elevation
- Patch Limestone Stairs (8SF)
- Caulk Limestone stairs (125')
- Replace limestone buttress panels (84 sf)
- Spot Tuck point
- Caulk copings, corbeling, and water tables.
- Remove handrail, patch concrete, and replace repaired handrail

Side Elevations

- Clean Entire Elevation
- Spot Tuck point
- Caulk copings, corbeling, and water tables.
- Repair door threshold

Rear Elevation

- Clean Entire Elevation
- Replace limestone panels (10 sf)
- Spot Tuck point
- Caulk copings, corbeling, and water tables.
- Repair and tuckpoint chimneys

We will complete the scope of work listed above for the sum of **\$124,872.00**.



Respectfully submitted,

Bi-State Masonry Inc.

Chris Belser

C. (563) 529-4951

E. chris@bsmqc.com

Any alteration or deviation from above specifications involving extra costs will be executed as a Change Order and will be added to the contract amount stated above. Upon issuance of Sub-Contract for pricing listed above constitutes acceptance of specified scope of work as listed above. Additional scope of work that may be added via Sub-Contract language shall be charged as a Change Order. All materials to be used shall be chosen from supplied list in specifications or approved equals. Masonry materials shall be from manufacturers current standard stock material. Material samples shall be submitted for approvals prior to ordering if requested. No hot/cold weather provisions or protection from the elements are included in this proposal unless stated otherwise. We are a Merit Shop. No provisions for Davis-Bacon or Prevailing Wage Labor Rate Determinations have been included in our proposal unless stated elsewhere. All agreements are contingent upon strikes, accidents or delays beyond our control. Applicable taxes shall be added as required. All payments will be Net 30 Days unless otherwise stated or agreed upon.

Note -- This proposal may be withdrawn by Bi-State Masonry if not accepted within 60 days

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Issuance of Purchase Order/Subcontract Agreement constitutes acceptance of terms stated above. Payments will be made as outlined above.

Signature: _____

Company: _____

Print Name: _____

Date: _____





3511 8th St
Rock Island, IL 61201
Phone: (309) 786-8800
Fax: (309) 786-8801

April 3, 2023

Statement of Qualifications

Company Name: Bi-State Masonry, Inc.
Company Address: 3511 8th Street, Rock Island, IL 61201
Cage Code: 46CA8
DUNS #: 102027351
NAICS: 238140
Completion: 90 Calendar Days
Current Workload: About 85% for 2023 we have availability for a project of this size in 2023
Company Contact: Chris Belser
563-529-4951
chris@bsmqc.com

Established in 1999, Bi-State Masonry, Inc., is a Midwest based company that provides professional services to institutional, private, and public clients. Our corporation is made up of experienced professionals dedicated to client services and competence in the analytical, technical and aesthetics of historic preservation. Architects, engineers, and design professionals have been collaborating with Bi-State Masonry, Inc., for over twenty-four years successfully completing projects mandated by the Department of Interior's Standards for Rehabilitation.

Bi-State Masonry, Inc. has been committed to a comprehensive practice of preservation throughout the Midwest and other various areas of the country. Our vast experience includes the following: downtown revitalizations; museums; jails; educational institutions; agricultural buildings; churches; railroad depots; single as well as multi-family residential projects; and industrial structures. Preservation, renovation, and adaptive reuse of our national heritage is our profession. We have provided our services for thousands of projects over the years. We have many completed projects from \$100,000 to over \$2,500,000 in size. Bi-State Masonry, Inc. can bond any project of up to \$5,000,000 in size or more if required.



Respectfully submitted,

Chris belser
Bi-State Masonry Inc.
C. (563) 529-4951
E. chris@bsmqc.com



3511 8th St
Rock Island, IL 61201
Phone: (309) 786-8800
Fax: (309) 786-8801

Date: April 3, 2023

Restoration References:

Westwind Towers
104 S. State Street
Elgin, IL 60123
\$700,000

QSD Construction
Contact: Mike Tikunoff
Ph.: 949.533.0836
michael@qsdconstruction.com

Wiss Janey Elstner Assoc.
Contact : George Taylor
Ph.: 312.372.0555
gtaylor@wie.com

Rock Island Arsenal
Buildings 102-104 &
109-110 Restoration
\$1,396,000

Army Contracting Division
BLDG 102, 1st Flr, West Wing
Rock Island, IL 61299

Contact: Eric Butz
(309) 782-2365
eric.l.butz.civ@mail.mil

Parker Building
104 W. 2nd Street
Davenport, IA 52801
\$389,415

BSI Constructors
Contact: John Kentor
Ph.: 314.781.7820
johnk@bsistl.com

Checkmate Design
Contact: Ron Morrison

Putnam/Center Building
128 W. 2nd Street
Davenport, IA 52801
\$560,446

Russell Construction
Contact: Jerry Smith
Ph.: 563.529.0689
jsmith@russellco.com

Checkmate Design
Contact: Kelly Duepner

Westwood/Ridgewood
Moline/East Moline, IL
\$1,200,000

Standard Properties
Contact: Tracy Hirschag
Ph.: 310.977.7897
thirschag@standardproperty.com

Wiss Janey Elstner Assoc.
Contact : George Taylor
Ph.: 312.372.0555
gtaylor@wie.com

Rock Island Arsenal
Replace BLDG 90
Limestone Cornices
\$899,000

Army Contracting Division
BLDG 102, 1st Flr, West Wing
Rock Island, IL 61299

Contact: Eric Butz
(309) 782-2365
eric.l.butz.civ@mail.mil

Lakeview House
Bethesda, MD
\$460,000

Standard Properties
Contact: Tracy Hirschag
Ph.: 310.977.7897
thirschag@standardproperty.com

Wiss Janey Elstner Assoc.
Contact : Andrea DelGiudice
Ph.: 703.641.4604

Rock Island Arsenal
Repoint Historical
Buildings
\$1,577,728

Army Contracting Division
BLDG 102, 1st Flr, West Wing
Rock Island, IL 61299

Contact: Eric Butz
(309) 782-2365
eric.l.butz.civ@mail.mil