



Library Board of Trustees Meeting

Regular Meeting Monday, May 15, 2023 at 6:30pm

Galena Public Library – Historical Room

AGENDA

1. Call to order, roll call
2. Oath of Office for Newly Elected Trustees by Vice President
3. Election of Officers
4. Call to order by new President/roll call by new Secretary
5. Citizen comments (3 minutes per person, 15 minutes total)
6. Consent Agenda (ACTION)
 - a. Approval of minutes for Regular Meeting April 10, 2023
 - b. Approval of bills paid/payable: 04/06/23 – 05/11/23
7. Financial Report
8. Treasurer's Report
9. Friends Report
10. Library Director's Report
11. Board President's Report
 - a. Committee Appointments
12. Committees
 - a. Building & Grounds
 - b. Finance
 - c. HR
 - d. Policy (ACTION)
 - i. Computer & Internet Use Policy
 - ii. Donation Policy
 - iii. Community Displays & Exhibits Policy
 - iv. Meeting Room Use Policy
 - v. Quiet & Programming Statement
 - vi. Reference Policy
 - vii. Security Camera Policy
 - viii. Test Proctoring Policy
 - ix. Tutoring Policy
13. Unfinished Business (ACTION)
 - a. Discussion and possible action on appointments to Decennial Committee
 - b. Discussion and possible action on Exterior Building Envelope Repair bids
14. New business (ACTION)
15. Motions, resolutions, ordinances
16. Closed Session

- a. The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body
- 17. Discussion and possible action on Closed Session
- 18. Items for next agenda
- 19. Announcements
- 20. Adjournment
- 21. Next meeting – June 12, 2023 at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036
– Historical Room



OATH OR AFFIRMATION OF OFFICE

STATE OF ILLINOIS)

) SS.

County of _____)

I, _____, having been _____ to the
(elected or appointed)

office of _____ in and for the
(Office and Unit of Government)

County of _____ and State of Illinois, do solemnly swear or affirm, that I will
support the Constitution of the United States and the Constitution of the State of

Illinois, and that I will faithfully discharge the duties of the office
_____ to the best of my ability.

Signature of Officer

Print Name of Officer

Subscribed and sworn to (or affirmed) before me, this _____ day of _____, 20____.

Signature of Person Administering Oath

Title

6a. CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING APRIL 10, 2023

Library Board Minutes

April 10, 2023

Draft

1. President Earl Thompson called the meeting to order at 6:30pm. Board members present were Maria Rector, Walter Johnson, Katherine Walker and Frances Beadle. Also attending were Gloria Junge, Craig Albaugh, Tim Doser, Friends of the Library President Betsy Hansen, election winners Alison Schoenrock, Mike Blaum, and Emily Sprengelmeyer and Library Director Jenna Diedrich.
2. Citizens comments – none.
3. Consent Agenda
Rector moved to approve the consent agenda. Beadle made the second. Vote: Walker – Aye, Rector – Aye, Johnson – Aye, Beadle – Aye, Thompson – Aye. Motion carried.
4. Financial Report
Diedrich asked if anyone had any questions. She said this would be the last report with the watermark of preliminary. There were no questions.
5. Treasurer's Report
Beadle reported the library has a CD \$7957.93 that matures on 4/27/23 at Dupaco. Community Bank has an 11-month CD with 4.4% interest. Diedrich reminded board that diversification is a part of the library's Investment Policy. Because other CDs have been moved to First Community, this CD should be left at Dupaco. Johnson moved that the CD be reinvested at Dupaco for 11 months. Rector had the second. Vote: Rector – Aye, Johnson – Aye, Beadle – Aye, Thompson – Aye, Walker – Aye. Motion carried.
6. Friends Report
President Betsy Hansen said that everything is going smoothly for the next book sale. They are receiving good books, with a good mix of both fiction and non-fiction. The annual meeting will be on Wednesday, June 21 at 5:30pm. Light refreshments will be served and author Pattie Harte-Naus will be a speaker. They are developing timelines for the processing of donated books for the sale for future use and revising their by-laws.
7. Library Board Director's Report
Diedrich introduced the new future trustees, Schoenrock, Blaum and Sprengelmeyer. Plans for the summer children's reading program include tracking minutes read. Participants who read 1,000 minutes are invited to a pool party at Country Inn & Suites. Country Inn & Suites donated the pool. Other activities include a trolley tour, art and essay contest, yoga in the park, various

crafts, touch a truck which is on tonight City Council agenda, goats, and the Mississippi River Museum. Dale Glick received the Frank Einsweiler Award. The next set of papers are being prepped for shipment. Alex Todd, Librarian for Prospect Heights will be doing a presentation for the board at the June meeting. Rector asked about starting the meeting at 6 rather than 6:30 to allow adequate time for Todd. Diedrich highlighted increased attendance at Friday storytime. The program is regularly seeing 20-35 attendees. It is also important to remember that the children's library has a fire capacity of 27 persons. During summer, weather cooperating, storytime may take place outside.

8. Board President's Report

Thompson welcomed the new board member and wished them well for the future.

9. Committees

- a. Buildings and Grounds – Diedrich reported they did meet with two bids received. Bergland was \$198,500 and Bi-State was \$124,872. Discussion centered on the issue of prevailing wage and being mentioned or not in the bids. Thompson mentioned the last bid which was about a year ago came in at approximately \$125,000.
- b. Finance – Beadle reported no meeting.
- c. HR – Rector reported HR is later in the agenda under unfinished business.
- d. Policy – Johnson reported they are hoping to meet very soon with two unsuccessful attempts so far.

10. Unfinished business

- a. Discussion and possible action on updates to Director Evaluation
Rector explained she had tweaked things to have a better document for evaluation. She deleted the comments sections and the last page altogether. Diedrich added she looks forward to working with the three new trustees. A revised document will be sent to current board members, and they will email it back. Beadle moved to approve the new evaluation format. Johnson had the second. Vote: Johnson – Aye, Beadle – Aye, Walker – Aye, Rector – Aye, Thompson – Aye. Motion carried.

11. New business

- a. Discussion and possible action on changing May meeting date
The state required the third Monday for the oath to be administered to the new board members. Johnson moved to change the meeting date of the board from May 8 to May 15. Beadle had the second. Vote: Beadle – Aye, Walker – Aye, Rector – Aye, Johnson – Aye, Thompson – Aye. Motion carried.
- b. Discussion and possible action on decennial Committee
Johnson moved to create the committee and Rector had the second. Thompson explained this would create the committee, but the new board would be the ones appointing members to the committee. Vote: Walker – Aye, Rector – Aye, Johnson – Aye, Thompson – Aye, Beadle – Aye. Motion carried.
- c. Discussion and possible action on furniture purchase for children's library

Diedrich explained the set up for the area and displayed two options, cost would be \$4489.95. Thompson stated it was not a board decision and one that should be made by the Library Director.

- d. Discussion and possible action on exterior building envelope repair bids
Johnson moved to accept the Bi-State bid of \$124,872 providing prevailing wage is in the contract. Beadle made the second. Thompson encouraged an additional person be hired to oversee the project and guarantee quality control. Member of the public Gloria Junge stood up and moved to give Thompson a paper saying, 'since I can't say anything'. Thompson was stunned and said it was inappropriate to read and inappropriate behavior on Junge's part. He asked her to leave the meeting. Junge refused.
Thompson adjourned the meeting at 7:23pm.

Respectfully submitted,

Katherine Walker

Secretary

Next meeting Monday, May 15, 2023 at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL
61036 – Historical Room

6b. CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE: 04/06/23 – 05/11/23

Galena Public Library District

A/P Aging Summary

As of May 12, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	117.96					\$117.96
Anna Mae and Company	1,800.00					\$1,800.00
B. L. Murray Co, Inc.	39.60					\$39.60
Dan's Aerial Service	1,900.00					\$1,900.00
Debra Miller	450.00					\$450.00
Dubuque Area Steamatic	151.95					\$151.95
Empowermental	180.00					\$180.00
Findaway World LLC	653.64					\$653.64
Galena ARC	20.00					\$20.00
JL Tech	212.50					\$212.50
Kanopy	105.00					\$105.00
Maria Rector	45.00					\$45.00
Midwest Tape	229.93					\$229.93
Quad City Times	10.00					\$10.00
TOTAL	\$5,915.58	\$0.00	\$0.00	\$0.00	\$0.00	\$5,915.58

Galena Public Library District

Check Detail

April 8 - May 12, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
04/13/2023	Bill Payment (Check)	22856	Access Systems		R	-159.40
						-159.40
04/13/2023	Bill Payment (Check)	22857	Dubuque Fire Equipment, Inc.		R	-145.26
						-145.26
04/13/2023	Bill Payment (Check)	22858	Findaway World LLC		R	-412.43
						-412.43
04/13/2023	Bill Payment (Check)	22859	iFiber		R	-160.00
						-160.00
04/13/2023	Bill Payment (Check)	22860	Jeff Upmann			-295.00
						-295.00
04/13/2023	Bill Payment (Check)	22861	Kanopy		R	-166.00
						-166.00
04/13/2023	Bill Payment (Check)	22862	Maria Rector			-105.00
						-105.00
04/13/2023	Bill Payment (Check)	22863	Midwest Tape		R	-271.53
						-271.53
04/13/2023	Bill Payment (Check)	22864	Prairie Cat		R	-2,193.25
						-2,193.25
04/13/2023	Bill Payment (Check)	22865	Quad City Times		R	-52.83
						-52.83
04/13/2023	Bill Payment (Check)	22866	The Crowley Company		R	-439.96
						-439.96
04/13/2023	Expenditure		Payroll		R	-8,086.94
						-8,086.94
04/14/2023	Expenditure		Jo Carroll Energy	Electricity 2/8/23 - 3/8/23	R	-511.00
						511.00
04/14/2023	Expenditure		Verizon	Hotspot wi-fi	R	-216.12
				Hotspot wi-fi		180.11
						36.01
04/15/2023	Expenditure		City of Galena	Water & sewer	R	-24.26
						24.26
04/22/2023	Expenditure		Honkamp Krueger & Co, PC	Financial statements and software subscription for April 2023	R	-997.00
						997.00
04/25/2023	Expenditure		Culligan	Water	R	-38.35
						38.35
04/27/2023	Expenditure		Payroll		R	-8,024.57
						-8,024.57
04/28/2023	Expenditure		AT&T	Elevator Phone	R	-104.81
						104.81

Friday, May 12, 2023 01:08 PM GMT-05:00

1/2

Posted 5.12.23 @ 4:45pm

Galena Public Library District

Check Detail

April 8 - May 12, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/02/2023	Expenditure		Ingram Library Services	Adult & Youth Books - April 2023		-1,041.77
						1,041.77
05/05/2023	Expenditure		Nicor Gas	Gas for 2/16/22 - 3/19/23		-518.19
						518.19
05/12/2023	Expenditure		Jo Carroll Energy	Electricity 3/8/23 - 4/10/23		-511.00
						511.00

7. FINANCIAL REPORT

Financial Statements

Galena Public Library District

For the Periods Ended April 30, 2023 and 2022

Prepared by

Honkamp, P.C.

Prepared on

May 4, 2023

No Assurance Provided / All Disclosures Omitted

Statement of Net Position - Modified Cash Basis

	Total	
	As of Apr 30, 2023	As of Apr 30, 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	146,947.69	145,589.03
1016 First Community Bank 4580	93,097.19	92,884.26
Total 1011 Endowment Fund	313,196.28	311,624.69
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	397,843.19	396,268.19
1050 IB&T Checking		
1051 IB&T-Corporate Fund	140,385.78	129,494.80
1052 IB&T-FICA	1,839.35	7,233.58
1053 IB&T-IMRF	12,579.47	13,061.69
1054 IB&T-Insurance	8,540.77	7,323.55
1057 IB&T-Per Capita	0.00	618.27
Total 1050 IB&T Checking	163,345.37	157,731.89
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	216,545.22	170,593.63
1069 Endowment-IB&T Savings 170035	5,322.67	5,322.67
Total 1060 IB&T Savings 170035	291,539.17	244,767.21
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	202,935.79	200,969.90
Total Bank Accounts	1,055,688.54	999,762.21
Total Current Assets	1,055,688.54	999,762.21
TOTAL ASSETS	\$1,055,688.54	\$999,762.21

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Statement of Net Position - Modified Cash Basis

		Total
	As of Apr 30, 2023	As of Apr 30, 2022 (PY)
2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		
2381 IMRF - 403B	1,323.15	1,980.96
Total 2380 IMRF Payroll Liabilities	1,323.15	1,980.96
Total 2300 Payroll Liabilities	1,323.15	1,980.96
Total Other Current Liabilities	1,323.15	1,980.96
Total Current Liabilities	1,323.15	1,980.96
Total Liabilities	1,323.15	1,980.96
Equity		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	354,854.97	313,798.46
2815 Endowment Fund Balance	330,168.73	327,056.64
2820 FICA Fund Balance	1,839.35	7,233.58
2830 IMRF Fund Balance	11,256.32	11,080.73
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	11,894.32	11,761.21
2855 Per Capita Fund Balance	0.00	618.27
2860 Reserve Fund Balance	267,386.62	250,985.31
2900 Contra Net Margin Account	-103,986.43	-281,739.02
Net Margin	103,986.43	281,739.02
Total Equity	1,054,365.39	997,781.25
TOTAL LIABILITIES AND EQUITY	\$1,055,688.54	\$999,762.21

Statement of Activities - Modified Cash Basis (MTD)

		Total
	Apr 2023	Apr 2022 (PY)
REVENUE		
3040 Donations	2,113.25	3,076.00
3060 Friends (Other Grants)	3,983.96	
3090 Historical Department	27.00	
3100 Interest Income		
3101 Corporate Interest	327.41	1.45
3106 Memorial Reserve Interest	65.08	65.08
3108 Reserve Interest	184.04	135.58
3109 Endowment Interest	296.64	1,085.04
Total 3100 Interest Income	873.17	1,287.15
3110 Item Replacements	26.99	81.99
3120 Lit Fest	2,675.00	
3130 Non-Resident Fee		123.08
3140 Other Income		
3142 Corporate Other Income	13.14	
Total 3140 Other Income	13.14	
3200 Royalty Income	1,465.69	1,443.25
3230 Service Charges	121.75	162.92
Total Revenue	11,299.95	6,174.39
GROSS MARGIN	11,299.95	6,174.39
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	1,183.18	1,748.59
5130 Pension Contributions	817.86	1,020.79
5150 Salaries	15,466.45	22,583.43
Total 5100 Personnel Services	17,467.49	25,352.81
5200 Capital Outlay		
5210 Books	1,724.30	2,542.98
5220 Equipment	159.40	117.28
5240 Improvements		800.00
5260 Materials/Non-Printed/A-V	1,618.49	1,305.95
Total 5200 Capital Outlay	3,502.19	4,766.21
5300 Commodities		
5310 Databases	437.53	261.07
5320 Periodicals	335.00	195.00
5330 Supplies	696.15	184.86
5340 Postage/Shipping	67.13	10.83
Total 5300 Commodities	1,535.81	651.76
5400 Contractual Services		
5410 Accounting	1,235.86	1,260.76
5420 Audit Fees		7,970.00
5430 Legal		375.00

Statement of Activities - Modified Cash Basis (MTD)

	Total	
	Apr 2023	Apr 2022 (PY)
5440 Maintenance	145.26	762.15
5460 PrairieCat Consortium	2,193.25	2,111.50
5485 Other Contractual Services	179.00	
Total 5400 Contractual Services	3,753.37	12,479.41
5500 Historical Digitization	439.96	
5700 Other Expenditures		
5730 Misc Charges	105.00	
Total 5700 Other Expenditures	105.00	
5800 Other Services		
5820 Continuing Education	300.00	
5870 Programming	608.19	407.15
5880 Public Notice/Legal	52.83	
5900 Utilities	2,094.99	1,899.38
Total 5800 Other Services	3,056.01	2,306.53
Total Expenditures	29,859.83	45,556.72
NET OPERATING MARGIN	-18,559.88	-39,382.33
NET MARGIN	\$ -18,559.88	\$ -39,382.33

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul 2022 - Apr 2023	Jul 2021 - Apr 2022 (PY)
REVENUE		
3030 Digitization Project	8,881.00	6,475.00
3040 Donations	4,348.25	206,713.08
3050 Fines/Overdues	34.55	104.79
3060 Friends (Other Grants)	3,983.96	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	68.00	150.00
3100 Interest Income		
3101 Corporate Interest	2,265.18	148.40
3106 Memorial Reserve Interest	133.18	163.97
3108 Reserve Interest	1,653.93	945.70
3109 Endowment Interest	2,722.55	7,030.93
Total 3100 Interest Income	6,774.84	8,289.00
3110 Item Replacements	290.52	319.17
3120 Lit Fest	7,162.50	335.00
3130 Non-Resident Fee	2,662.93	3,312.92
3140 Other Income		
3142 Corporate Other Income	153.66	112.96
3146 Insurance Other Income	144.00	
Total 3140 Other Income	297.66	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	18,125.76	16,129.09
3230 Service Charges	1,102.86	809.48
Total Revenue	429,543.83	616,941.16
GROSS MARGIN	429,543.83	616,941.16
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	12,879.97	12,756.40
5130 Pension Contributions	7,265.81	10,176.05
5150 Salaries	168,365.13	166,599.29
Total 5100 Personnel Services	188,510.91	189,531.74
5200 Capital Outlay		
5210 Books	18,155.01	18,816.57
5220 Equipment	1,087.33	4,924.11

No Assurance Provided / All Disclosures Omitted

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Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul 2022 - Apr 2023	Jul 2021 - Apr 2022 (PY)
5240 Improvements	10,609.30	28,722.13
5260 Materials/Non-Printed/A-V	11,776.08	10,319.63
Total 5200 Capital Outlay	41,627.72	62,782.44
5300 Commodities		
5310 Databases	6,110.40	6,197.89
5320 Periodicals	3,873.43	2,121.94
5330 Supplies	2,003.35	3,321.50
5340 Postage/Shipping	193.94	219.68
Total 5300 Commodities	12,181.12	11,861.01
5400 Contractual Services		
5410 Accounting	12,909.32	11,644.61
5420 Audit Fees		7,970.00
5430 Legal	337.50	2,917.50
5440 Maintenance	1,981.64	6,508.58
5460 PrairieCat Consortium	9,272.00	8,945.00
5470 Security Services	324.00	
5475 HR Source		275.00
5480 Technical Services	4,646.25	5,472.50
5485 Other Contractual Services	2,986.16	534.80
Total 5400 Contractual Services	32,456.87	44,267.99
5500 Historical Digitization	16,962.84	1,380.96
5600 Lit Fest Expenditures	7,039.62	2,612.59
5700 Other Expenditures		
5730 Misc Charges	507.23	471.07
Total 5700 Other Expenditures	507.23	471.07
5800 Other Services		
5810 Association Dues	440.00	440.00
5820 Continuing Education	300.00	
5830 General Insurance (Bonding)	7,009.00	6,407.00
5850 Marketing	540.70	100.00
5860 Outreach	770.22	
5870 Programming	1,920.51	1,839.97
5880 Public Notice/Legal	459.25	352.28
5890 Travel		104.61
5900 Utilities	14,831.41	13,050.48
Total 5800 Other Services	26,271.09	22,294.34
Total Expenditures	325,557.40	335,202.14
NET OPERATING MARGIN	103,986.43	281,739.02
NET MARGIN	\$103,986.43	\$281,739.02

Supplementary Information

Supplementary Information

Galena Public Library District

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

April 2023

	Current Month	Year-to-Date	Budget	Balance
REVENUE				
Digitization Project		8,881.00	8,000.00	881.00
Donations	2,113.25	4,348.25	10,000.00	(5,651.75)
Auction Income	-	-		-
Fines/Overdues	-	34.55	-	34.55
Friends (Other Grants)	3,983.96	3,983.96	12,585.00	(8,601.04)
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	27.00	68.00	500.00	(432.00)
Interest Income				
Corporate Interest	327.41	2,265.18	10,000.00	(7,734.82)
Memorial Reserve Interest	65.08	133.18		133.18
Reserve Interest	184.04	1,653.93		1,653.93
Endowment Interest	296.64	2,722.55		2,722.55
Total Interest Income	873.17	6,774.84	10,000.00	(3,225.16)
Item Replacements	26.99	290.52	300.00	(9.48)
Lit Fest	2,675.00	7,162.50	2,000.00	5,162.50
Non-Resident Fee	-	2,662.93	2,500.00	162.93
Other Income	-	-		-
Better World Books				-
Corporate Other Income	13.14	153.66	500.00	(346.34)
Insurance Other Income	-	144.00	-	144.00
Total Other Income	13.14	297.66	500.00	(202.34)
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	1,465.69	18,125.76	15,000.00	3,125.76
Service Charges	121.75	1,102.86	750.00	352.86
Total Revenue	11,299.95	429,543.83	442,307.00	(12,763.17)
GROSS MARGIN	11,299.95	429,543.83	442,307.00	(12,763.17)
EXPENSES				
66000 Personnel Services				
Employee Health Plan				-
Payroll Taxes	1,183.18	12,879.97	15,700.00	(2,820.03)

No Assurance Provided / All Disclosures Omitted

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Posted 5.12.23 @ 4:45pm

Galena Public Library District

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

Pension Contributions	817.86	7,265.81	9,000.00	(1,734.19)
Reimbursements			-	-
Salaries			-	-
Corporate Wages	15,466.45	168,365.13	210,000.00	(41,634.87)
Total Salaries	15,466.45	168,365.13	210,000.00	(41,634.87)
Total 66000 Personnel Services	17,467.49	188,510.91	234,700.00	(46,189.09)
Capital Outlay				
Books	1,724.30	18,155.01	22,200.00	(4,044.99)
Equipment	159.40	1,087.33	6,000.00	(4,912.67)
Hardware			-	-
Improvements	-	10,609.30	76,500.00	(65,890.70)
Adult	-	-	-	-
Materials/Non-Printed/A-V	1,618.49	11,776.08	19,200.00	(7,423.92)
Total Capital Outlay	3,502.19	41,627.72	123,900.00	(82,272.28)
Commodities				
Databases	437.53	6,110.40	8,505.00	(2,394.60)
Periodicals	335.00	3,873.43	4,890.00	(1,016.57)
Supplies	696.15	2,003.35	4,000.00	(1,996.65)
Postage/Shipping	67.13	193.94	1,000.00	(806.06)
Total Commodities	1,535.81	12,181.12	18,395.00	(6,213.88)
Contractual Services				
Accounting	1,235.86	12,909.32	16,000.00	(3,090.68)
Audit Fees	-	-	8,000.00	(8,000.00)
Legal	-	337.50	4,000.00	(3,662.50)
Maintenance	145.26	1,981.64	9,000.00	(7,018.36)
PrairieCat Corporate	-	-	-	-
PrairieCat Consortium	2,193.25	9,272.00	9,274.00	(2.00)
Security Services	-	324.00		324.00
HR Source		-		-
Technical Services		4,646.25	10,000.00	(5,353.75)
Other Contractual Services	179.00	2,986.16	4,700.00	(1,713.84)
Total Contractual Services	3,753.37	32,456.87	60,974.00	(28,517.13)
Historical Digitization	439.96	16,962.84	25,000.00	(8,037.16)
Lit Fest Expenditures	-	7,039.62	7,040.00	(0.38)
Other Expenditures				
Contingencies			10,000.00	(10,000.00)
Misc Charges	105.00	507.23	1,000.00	(492.77)
Total Other Expenditures	105.00	507.23	11,000.00	(10,492.77)
Other Services				
Association Dues	-	440.00	440.00	-
Continuing Education	300.00	300.00	2,000.00	(1,700.00)
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	608.19	1,920.51	16,000.00	(14,079.49)

No Assurance Provided / All Disclosures Omitted

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Galena Public Library District

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

Public Notice/Legal	52.83	459.25	500.00	(40.75)
Travel			800.00	(800.00)
Utilities	2,094.99	14,831.41	16,950.00	(2,118.59)
Total Other Services	3,056.01	26,271.09	47,690.00	(21,418.91)
Total Expenses	29,859.83	325,557.40	528,699.00	(203,141.60)
NET OPERATING MARGIN	(18,559.88)	103,986.43	(86,392.00)	190,378.43
NET MARGIN	(18,559.88)	103,986.43	(86,392.00)	190,378.43

Statement of Activities - Modified Cash Basis - Corp Fund

April 2023

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project		666.67	-666.67
3040 Donations	2,113.25	833.33	1,279.92
3060 Friends (Other Grants)	3,983.96	1,048.75	2,935.21
3070 Grants			
3071 Corporate Grant		83.33	-83.33
Total 3070 Grants		83.33	-83.33
3090 Historical Department	27.00	41.67	-14.67
3100 Interest Income			
3101 Corporate Interest	327.41	833.33	-505.92
Total 3100 Interest Income	327.41	833.33	-505.92
3110 Item Replacements	26.99	25.00	1.99
3120 Lit Fest	2,675.00	166.67	2,508.33
3130 Non-Resident Fee		208.33	-208.33
3140 Other Income			
3142 Corporate Other Income	13.14	41.67	-28.53
Total 3140 Other Income	13.14	41.67	-28.53
3190 Replacement Tax		333.33	-333.33
3230 Service Charges	121.75	62.50	59.25
Total Revenue	9,288.50	4,344.58	4,943.92
GROSS MARGIN	9,288.50	4,344.58	4,943.92
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		8.33	-8.33
5150 Salaries	15,466.45	17,500.00	-2,033.55
Total 5100 Personnel Services	15,466.45	17,508.33	-2,041.88
5200 Capital Outlay			
5210 Books	1,724.30	1,850.00	-125.70
5220 Equipment	159.40	500.00	-340.60
5240 Improvements		6,375.00	-6,375.00
5260 Materials/Non-Printed/A-V	1,618.49	1,600.00	18.49
Total 5200 Capital Outlay	3,502.19	10,325.00	-6,822.81
5300 Commodities			
5310 Databases	437.53	708.75	-271.22
5320 Periodicals	335.00	407.50	-72.50
5330 Supplies	696.15	333.33	362.82
5340 Postage/Shipping	67.13	83.33	-16.20
Total 5300 Commodities	1,535.81	1,532.91	2.90
5400 Contractual Services			
5410 Accounting	1,235.86	1,333.33	-97.47
5420 Audit Fees		666.67	-666.67
5430 Legal		333.33	-333.33

No Assurance Provided / All Disclosures Omitted

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Statement of Activities - Modified Cash Basis - Corp Fund

		Corporate Fund	
	Actual	Budget	over Budget
5440 Maintenance	145.26	750.00	-604.74
5460 PrairieCat Consortium	1,490.68		1,490.68
5480 Technical Services		833.33	-833.33
5485 Other Contractual Services	179.00	391.67	-212.67
Total 5400 Contractual Services	3,050.80	4,308.33	-1,257.53
5500 Historical Digitization	439.96	2,083.33	-1,643.37
5600 Lit Fest Expenditures		586.67	-586.67
5700 Other Expenditures			
5710 Contingencies		833.33	-833.33
5730 Misc Charges	105.00	83.33	21.67
Total 5700 Other Expenditures	105.00	916.66	-811.66
5800 Other Services			
5810 Association Dues		36.67	-36.67
5820 Continuing Education	300.00	166.67	133.33
5850 Marketing		166.67	-166.67
5860 Outreach		166.67	-166.67
5870 Programming	608.19	1,333.33	-725.14
5880 Public Notice/Legal	52.83	41.67	11.16
5890 Travel		66.67	-66.67
5900 Utilities	2,094.99	1,412.50	682.49
Total 5800 Other Services	3,056.01	3,390.85	-334.84
Total Expenditures	27,156.22	40,652.08	-13,495.86
NET OPERATING MARGIN	-17,867.72	-36,307.50	18,439.78
NET MARGIN	\$ -17,867.72	\$ -36,307.50	\$ 18,439.78

Statement of Activities - Modified Cash Basis - Corp Fund

July 2022 - April 2023

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project	8,881.00	5,333.36	3,547.64
3040 Donations	3,848.25	6,666.64	-2,818.39
3050 Fines/Overdues	34.55		34.55
3060 Friends (Other Grants)	3,983.96	8,390.00	-4,406.04
3070 Grants			
3071 Corporate Grant		666.64	-666.64
Total 3070 Grants		666.64	-666.64
3090 Historical Department	68.00	333.36	-265.36
3100 Interest Income			
3101 Corporate Interest	2,265.18	6,666.64	-4,401.46
Total 3100 Interest Income	2,265.18	6,666.64	-4,401.46
3110 Item Replacements	290.52	200.00	90.52
3120 Lit Fest	7,162.50	1,333.36	5,829.14
3130 Non-Resident Fee	2,662.93	1,666.64	996.29
3140 Other Income			
3142 Corporate Other Income	153.66	333.36	-179.70
Total 3140 Other Income	153.66	333.36	-179.70
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	7,228.07		7,228.07
3230 Service Charges	1,102.86	500.00	602.86
Total Revenue	386,785.63	383,247.64	3,537.99
GROSS MARGIN	386,785.63	383,247.64	3,537.99
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		66.64	-66.64
5150 Salaries	168,365.13	140,000.00	28,365.13
Total 5100 Personnel Services	168,365.13	140,066.64	28,298.49
5200 Capital Outlay			
5210 Books	18,155.01	14,800.00	3,355.01
5220 Equipment	1,087.33	4,000.00	-2,912.67
5240 Improvements	10,609.30	51,000.00	-40,390.70
5260 Materials/Non-Printed/A-V	11,776.08	12,800.00	-1,023.92
Total 5200 Capital Outlay	41,627.72	82,600.00	-40,972.28
5300 Commodities			
5310 Databases	6,110.40	5,670.00	440.40
5320 Periodicals	3,873.43	3,260.00	613.43
5330 Supplies	2,003.35	2,666.64	-663.29
5340 Postage/Shipping	193.94	666.64	-472.70

No Assurance Provided / All Disclosures Omitted

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Statement of Activities - Modified Cash Basis - Corp Fund

			Corporate Fund
	Actual	Budget	over Budget
Total 5300 Commodities	12,181.12	12,263.28	-82.16
5400 Contractual Services			
5410 Accounting	12,909.32	10,666.64	2,242.68
5420 Audit Fees		5,333.36	-5,333.36
5430 Legal	337.50	2,666.64	-2,329.14
5440 Maintenance	1,981.64	6,000.00	-4,018.36
5460 PrairieCat Consortium	1,989.68		1,989.68
5470 Security Services	324.00		324.00
5480 Technical Services	4,646.25	6,666.64	-2,020.39
5485 Other Contractual Services	2,986.16	3,133.36	-147.20
Total 5400 Contractual Services	25,174.55	34,466.64	-9,292.09
5500 Historical Digitization	16,962.84	16,666.64	296.20
5600 Lit Fest Expenditures	7,039.62	4,693.36	2,346.26
5700 Other Expenditures			
5710 Contingencies		6,666.64	-6,666.64
5730 Misc Charges	507.23	666.64	-159.41
Total 5700 Other Expenditures	507.23	7,333.28	-6,826.05
5800 Other Services			
5810 Association Dues	440.00	293.36	146.64
5820 Continuing Education	300.00	1,333.36	-1,033.36
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	1,920.51	10,666.64	-8,746.13
5880 Public Notice/Legal	459.25	333.32	125.93
5890 Travel		533.36	-533.36
5900 Utilities	14,831.41	11,300.00	3,531.41
Total 5800 Other Services	25,868.09	27,126.76	-1,258.67
Total Expenditures	297,726.30	325,216.60	-27,490.30
NET OPERATING MARGIN	89,059.33	58,031.04	31,028.29
NET MARGIN	\$89,059.33	\$58,031.04	\$31,028.29

Statement of Activities - Modified Cash Basis - Endowment Fund

April 2023

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	296.64		296.64
Total 3100 Interest Income	296.64		296.64
Total Revenue	296.64	0.00	296.64
GROSS MARGIN	296.64	0.00	296.64
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	296.64	0.00	296.64
NET MARGIN	\$296.64	\$0.00	\$296.64

Statement of Activities - Modified Cash Basis - Endowment Fund

July 2022 - April 2023

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	2,722.55		2,722.55
Total 3100 Interest Income	2,722.55		2,722.55
Total Revenue	2,722.55	0.00	2,722.55
GROSS MARGIN	2,722.55	0.00	2,722.55
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	2,722.55	0.00	2,722.55
NET MARGIN	\$2,722.55	\$0.00	\$2,722.55

Statement of Activities - Modified Cash Basis - FICA Fund

April 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	1,183.18	1,308.33	-125.15
Total 5100 Personnel Services	1,183.18	1,308.33	-125.15
Total Expenditures	1,183.18	1,308.33	-125.15
NET OPERATING MARGIN	-1,183.18	-1,308.33	125.15
NET MARGIN	\$ -1,183.18	\$ -1,308.33	\$125.15

Statement of Activities - Modified Cash Basis - FICA Fund

July 2022 - April 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	12,879.97	10,466.64	2,413.33
Total 5100 Personnel Services	12,879.97	10,466.64	2,413.33
Total Expenditures	12,879.97	10,466.64	2,413.33
NET OPERATING MARGIN	-3,107.21	-706.64	-2,400.57
NET MARGIN	\$ -3,107.21	\$ -706.64	\$ -2,400.57

Statement of Activities - Modified Cash Basis - IMRF Fund

April 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	817.86	750.00	67.86
Total 5100 Personnel Services	817.86	750.00	67.86
Total Expenditures	817.86	750.00	67.86
NET OPERATING MARGIN	-817.86	-750.00	-67.86
NET MARGIN	\$ -817.86	\$ -750.00	\$ -67.86

Statement of Activities - Modified Cash Basis - IMRF Fund

July 2022 - April 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	7,265.81	6,000.00	1,265.81
Total 5100 Personnel Services	7,265.81	6,000.00	1,265.81
Total Expenditures	7,265.81	6,000.00	1,265.81
NET OPERATING MARGIN	1,528.01	2,782.00	-1,253.99
NET MARGIN	\$1,528.01	\$2,782.00	\$ -1,253.99

Statement of Activities - Modified Cash Basis - Insurance Fund

April 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 - April 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

April 2023

			Memorial Reserve
	Actual	Budget	over Budget
REVENUE			
3100 Interest Income			
3106 Memorial Reserve Interest	65.08		65.08
Total 3100 Interest Income	65.08		65.08
Total Revenue	65.08	0.00	65.08
GROSS MARGIN	65.08	0.00	65.08
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	65.08	0.00	65.08
NET MARGIN	\$65.08	\$0.00	\$65.08

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

July 2022 - April 2023

		Memorial Reserve	
	Actual	Budget	over Budget
REVENUE			
3100 Interest Income			
3106 Memorial Reserve Interest	132.37		132.37
Total 3100 Interest Income	132.37		132.37
Total Revenue	132.37	0.00	132.37
GROSS MARGIN	132.37	0.00	132.37
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	132.37	0.00	132.37
NET MARGIN	\$132.37	\$0.00	\$132.37

Statement of Activities - Modified Cash Basis - Per Capita Fund

April 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	702.57	772.83	-70.26
Total 5400 Contractual Services	702.57	772.83	-70.26
Total Expenditures	702.57	772.83	-70.26
NET OPERATING MARGIN	-702.57	-217.50	-485.07
NET MARGIN	\$ -702.57	\$ -217.50	\$ -485.07

Statement of Activities - Modified Cash Basis - Per Capita Fund

July 2022 - April 2023

	Actual	Budget	Per Capita Fund 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	7,282.32	6,182.64	1,099.68
Total 5400 Contractual Services	7,282.32	6,182.64	1,099.68
Total Expenditures	7,282.32	6,182.64	1,099.68
NET OPERATING MARGIN	-618.27	-1,740.00	1,121.73
NET MARGIN	\$ -618.27	\$ -1,740.00	\$1,121.73

Statement of Activities - Modified Cash Basis - Reserve Fund

April 2023

			Reserve Fund
	Actual	Budget	over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	184.04		184.04
Total 3100 Interest Income	184.04		184.04
3200 Royalty Income	1,465.69	1,250.00	215.69
Total Revenue	1,649.73	1,250.00	399.73
GROSS MARGIN	1,649.73	1,250.00	399.73
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	1,649.73	1,250.00	399.73
NET MARGIN	\$1,649.73	\$1,250.00	\$399.73

Statement of Activities - Modified Cash Basis - Reserve Fund

July 2022 - April 2023

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	1,653.93		1,653.93
Total 3100 Interest Income	1,653.93		1,653.93
3200 Royalty Income	10,897.69	10,000.00	897.69
Total Revenue	12,551.62	10,000.00	2,551.62
GROSS MARGIN	12,551.62	10,000.00	2,551.62
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	12,551.62	10,000.00	2,551.62
NET MARGIN	\$12,551.62	\$10,000.00	\$2,551.62

Statement of Activities - Modified Cash Basis - Memorial Fund

April 2023

This report contains no data for your specified date range.

Statement of Activities - Modified Cash Basis - Memorial Fund

July 2022 - April 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

10. LIBRARY DIRECTOR'S REPORT

Director's Report

April/May 2023

Board News

The five trustee-elects will be sworn in on Monday, May 15th. They will have 90 days to complete the Open Meetings Act electronic [training](#).

Onboarding is in progress and will be completed in the near future.

Circulation

Sam DuHack has completed her barcode certification training early! I have been working with her to ease into cataloging. We are hoping that she will be doing all the cataloging by the end of May.

Overall circulation (physical and digital materials) is slightly down compared to April 2022. With summer around the corner, we will be doing more outreach events. Library card applications are holding steady and we increased our card holder to 36%. This is still below the national average, but we are increasing every month!

Adult Services

The last LitFest event is right around the corner. Deb Miller will perform as Nellie Bly at Grant Park on May 21st. A lunch by the Galena Bakehouse will be provided. Tickets cost \$25 and may be purchased online or at the library. There are 10 tickets left!

Upcoming programs:

- May 13: Galena Metal Detectorists Club
- May 15: Morning Book Club
- May 16: Evening Book Club
- May 18: Curtis Mayfield, Ramsey Lewis, and the Chicago Soul and Jazz Continuum
- May 21: LitFest Picnic with Nellie Bly @ Grant Park
- June 8: Pride Trivia Night @ Galena Cellars
- June 10: Pride Picnic @ Grant Park
- Every Tuesday: Stitchers

Youth Services

Rachel has conducted many visits with grades K-8 to excite kids to participate in the Summer Reading Program. With school out early, we have a lot of programs starting up right away.

Upcoming Programs:

- May 15: Galena Finds Her Voice: Trolley Ride for K-6
- May 25: Pokemon Painting
- June 1: Let Your Love Grow: Upcycle book paper craft

- June 5: Yoga in Grant Park
- Every Friday: Family Storytime (last Friday is Sprinkler Storytime!)
- All Summer: Find Your Voice! Reading Program

Director

- **Building**
 - I will be scheduling seal coating and window cleaning. In previous years, we've only done the outside windows. This year I plan on having them do both in and outside – if their schedule allows it.
- **Finances**
 - The FY2024 budget is underway. Once a treasurer has been selected, we will meet to go over the preliminary budget. The next step is to present the budget to the Finance Committee. We typically hold the B&A hearing at the August meeting, which we are on schedule for.
- **Legislation**
 - Katherine Walker shared an article with the current Illinois bill on banning books. It is included in this report.
- **Projects**
 - **Pride:** Marketing materials are being finalized. Currently, we have received \$7,220 in sponsorships and \$210 in vendor fees! We have gone above our goal of \$6,000 in sponsors. The budget is included in this report.
 - **Digitization:** Rachel is working on the metadata for the next and final shipment of the current project scope. The boxes will hopefully be shipped soon.
 - **Fireplace:** Third Coast Conservation will be coming out in two weeks to start Phase III of the fireplace restoration. They will then return 1-2 weeks later to modify the fills and insert new ones. More information the conservation plan is on the library issued iPad.

Strategic Plan

One of the goals in the Strategic Plan is to expand library reach. To help meet this goal, we identified that some sort of evaluation metric for program evaluation should be utilized. In April, Larissa disseminated a survey to all adult program attendees. Of the 87 attendees, 14 responded, which equates to a 16% response rate. The programs included: An Introduction to Converting Lawn to Meadow, Crochet Stitchalong, Eco-Textiles, and Introduction to Native Plants as Hosts. The survey tool came from the Public Library Association's Project Outcome. Some of the findings included:

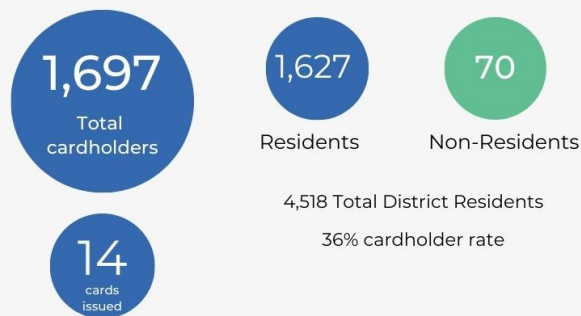
- 100% learned something that was helpful
- 93% felt more confident about what they learned
- 100% were more aware of resources and services provided by the library
- 100% intend to apply what they learned
- 86% strongly agreed that the application and skills were useful
- 50% strongly agreed that they had an awareness of library resources

Feedback (from the Project Outcome Survey)

- “...thank you for coordinating the crochet class. It was great fun getting together with the group, and I enjoyed picking up some yarn again.” – a participant in Larissa’s Crochet Stitchalong program.
- “Keep offering diverse and informative programs to our community”
- “This program felt accessible to all, while providing a great deal of information”

APRIL 2023 STATISTICS

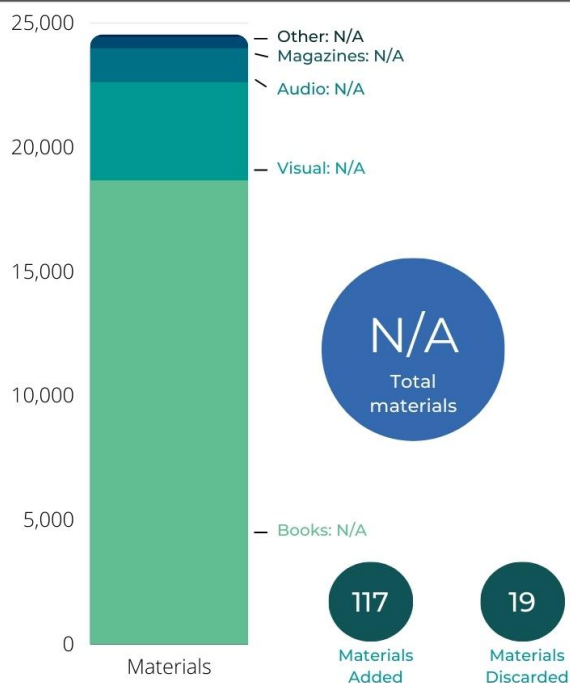
Card Holders



Checkouts



Collection

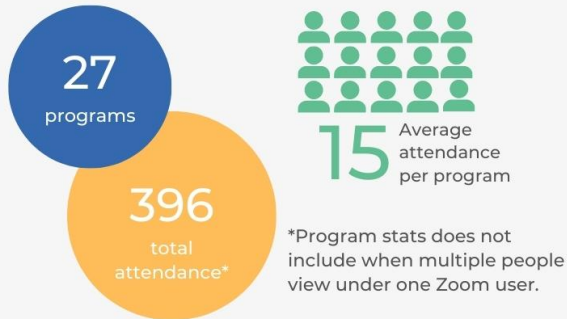


Visits



APRIL 2023 STATISTICS

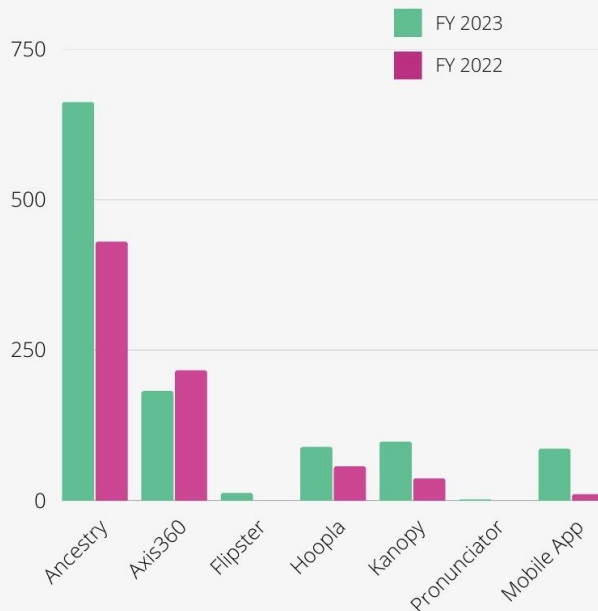
Programming



Computer Use



eResources



Social Media



State Attorney General Josh Kaul, a Democrat, filed the lawsuit in Dane County circuit court last June seeking to repeal the ban. Kaul argues that the 1849 law is so old it was essentially adopted without the people's consent; or alternatively, that more permissive restrictions in 1985 to comply with *Roe v. Wade* supersede the older statute. The 1985 legislation permits terminating pregnancies up until a fetus can survive outside the womb.

Kaul has named three district attorneys in counties that were home to abortion clinics as defendants, including Sheboygan County's Republican prosecutor, Joel Urmanski. He filed a motion to dismiss the case in December.

Dane County Circuit Judge Diane Schlipper listened to more than 90 minutes of oral arguments on the motion Thursday. She didn't issue a decision from Urmanski's lead attorney, Matthew Thome, argued that Kaul's argument that the ban is so old it's unenforceable is a "stretch," adding that laws don't vanish from the books, and the only reason the ban wasn't enforced was that the original 1973 *Roe v. Wade* decision blocked it, he said.

Illinois lawmakers push back on library book bans

The Associated Press/Report for America

CHICAGO — Illinois lawmakers greenlighted a bill Wednesday that says libraries in the state must adopt an anti-book banning policy to receive state funding, in a vote that fissured along party lines.

The measure, spearheaded by Secretary of State Alexi Giannoulias, represents a counter-movement to growing efforts to restrict books on topics such as race, gender and sexuality in schools and libraries across the U.S. The legislation has passed both chambers

and now heads to the desk of Gov. J.B. Pritzker, who said he looks forward to signing it.


"This landmark legislation is a triumph for our democracy, a win for First Amendment rights, and most importantly, a great victory for future generations to come," Giannoulias said.

In order to be eligible for state funding, the bill requires libraries to adopt the American Library Association's Library Bill of Rights, which holds that "materials should not be excluded because of the origin, background, or views of those contributing to their creation," and "should not be proscribed or removed

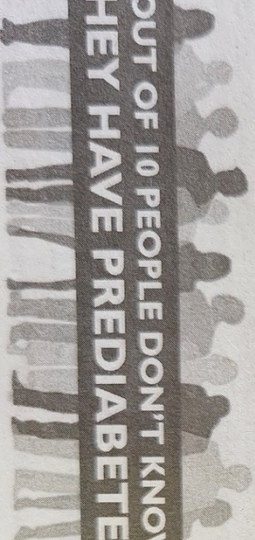
because of partisan or doctrinal disapproval." All 19 Republicans in the Illinois Senate voted against the measure, including Republican Sen. Jason Plummer, who represents Edwardsville, a city northeast of St. Louis.

Plummer said the bill is an effort by Illinois Democrats "to force their extreme ideology on communities across this state."

"The members of locally elected library boards, who work to increase literacy in their communities, don't need a book-ban agenda foisted on them by Chicago politicians who are just trying to get cheap publicity," Plummer said.




from
RTS



8 OUT OF 10 PEOPLE DON'T KNOW
THEY HAVE PREDIABETES.

The sooner you know you have
prediabetes, the sooner you



COLORADO
MULCH

Five Vibrant Colors:
Red, Gold, Black, Brown & Walnut

- Retains its color longer
- Made from 100% recycled wood

2023 Pride Picnic Budget

2023 PRIDE BUDGET		
	Budget	Actual
INCOME		
Sponsorships	5000	7220
Donations + Raffle	1000	
2021 Donations	3174.67	3174.67
Library Funds	1000	1000
Vendor Fees	200	210
TOTAL REVENUE	10374.67	11604.67
EXPENSES		
Grant Park	200	200
Festival License	50	50
First Aid	150	
Security	350	
Tri-State Porta Potty	350	
Drag Performance	1750	1650
Marketing	1500	
Decor	1000	
Misc. Expenditures	500	
Raffle cash box	50	
TOTAL EXPENSES	5900	1900
GROSS MARGIN	4474.67	9704.67

11. BOARD PRESIDENT'S REPORT: COMMITTEE APPOINTMENTS

The Galena Public Library District has four committees:

1. Building & Grounds
2. Finance
3. Human Resources
4. Policy

Each trustee is expected to serve on two committees. The Board President coordinates committee placement on a voluntary basis. Once the committee is formed, the members will appoint a chair and recorder. The chair is responsible for calling the meeting, and the recorder prepares the minutes of the meeting. The chair and library director create the committee agendas.

Each committee has a minimum of three trustees, with the library director as an ex-officio, non-voting member. Staff may be members of committees as well, per the library director.

Building & Grounds

Main responsibilities: identifying areas in need of repair, recommendations to the board regarding building and grounds projects, improvements, and budgetary needs.

This committee meets on an as needed basis. Three trustees, the library director, and the youth services librarian currently serve on this committee.

Finance

Main responsibilities: reviewing and revising the draft Budget & Appropriation Ordinance, monitoring library investments, and implementing the library's investment policy.

This committee meets on an as needed basis (primarily from May-July). The Treasurer, Board President, and Secretary are the members along with the library director.

Human Resources

Main responsibilities: reviewing job descriptions, personnel policies and issues, director evaluation, etc.

This committee meets on an as needed basis (primarily February-April). Three trustees and the library director currently serve on this committee.

Policy

Main responsibilities: reviewing and revising library policies and bylaws.

This committee meets quarterly and follows a policy review schedule. Three trustees and the library director currently serve on this committee.

Additional information on Committees may be found in the library's [bylaws](#).

12.c COMMITTEES – POLICY

Policy Committee Minutes – DRAFT

April 21, 2023

Call to order, roll call

Johnson called the meeting to order at 1:31pm.

Roll call: Johnson-present, Walker-present, Beadle-excused. Also present Jenna Diedrich

Public Comments

None

Approval of August 31, 2022 minutes

Walker moved to approve the August 31, 2022 minutes. Johnson seconded.

Vote: Walker-aye, Johnson-aye

Motion carried.

Approval of January 24, 2023 minutes

Walker moved to approve the August 31, 2022 minutes. Johnson seconded.

Vote: Walker-aye, Johnson-aye

Motion carried.

Computer & Internet Use Policy

Under Internet Access, item d, Walker does not like the word “conduct.” Johnson suggests substituting “constitutes” instead.

Under Wireless Internet Access Johnson would like to change “via an open...” to “in an open...” Also in section A change “rights of the library...” to “policies of the library...”

Under Violation of Policy in numbers three and four, Walker would like to change the wording “recess” to “suspension.” Johnson agrees. The word “premises” should be added after library, as well. For the fourth incident, Walker would like to read the last sentence from the current policy, which is: “At the end of the six months, the patron must request, in writing, for the suspension to be lifted. The request is to be submitted to the library director.”

Johnson moved to recommend the policy with revisions to the board for approval. Walker seconded.

Vote: Walker-aye, Johnson-aye.

Motion carried.

Donation Policy

Under Donation Principles & Guidelines, item number one, Johnson suggests changing “in line with...” to “follow the...”

Under Authority for Implementation Johnson found a grammatical error. The word “give” should be “given.”

Walker moved to recommend the policy with revisions to the board for approval. Johnson seconded.

Vote: Walker-aye, Johnson-aye.

Motion carried.

Community Displays & Exhibits Policy

Under Display Cases, Walker suggests changing “small art exhibits” to “small exhibits.” Commenting that not all exhibits are artwork. They could be an assortment of things.

Under Exhibits, Walker suggests changing “artists” to “artists and collectors” for the purpose of including a wider a group of people.

In the Exhibit Contract, Walker suggests removing “artwork” to keep in line with the previous revisions. Should say “artwork or collections.” A grammatical error was also found: “all purchases negations” should be “all purchase negotiations.” The heading in the contract “Artist Statement” should be “Exhibit Statement.”

Johnson moved to recommend the policy with revisions to the board for approval. Walker seconded.

Vote: Walker-aye, Johnson-aye.

Motion carried.

Meeting Room Policy

Walker wanted clarification on “identify alternate options.” Diedrich stated that the library may help find an alternate space in town or see if another space within the library would be acceptable to the person(s) inquiring.

Walker motioned to recommend the policy with revisions to the board for approval. Johnson seconded.

Vote: Walker-aye, Johnson-aye.

Motion carried.

Quiet & Programming Statement

Johnson moved to recommend removal of statement. Walker seconded.

Vote: Walker-aye, Johnson-aye.

Motion carried.

Reference Policy

Johnson found a grammatical error: “When in person and telephone or email...” should read “When in-person, telephone, or email requests...”

Walker moved to recommend the policy with revisions to the board for approval. Johnson seconded.

Vote: Walker-aye, Johnson-aye.

Motion carried.

Security Camera Policy

Johnson moved to recommend the policy as is for board approval. Walker seconded.

Vote: Walker-aye, Johnson-aye.

Motion carried.

Test Proctoring

Walker inquired how often test proctoring is used. Diedrich stated that it is fairly minimal at once per month, but still important to have a policy. This way people can find the information online. Johnson found one grammatical error in the second sentence: “exams may be paper on...” should be “exams may be paper or...”

Walker moved to recommend the policy with revisions to the board for approval. Johnson seconded.
Vote: Walker-aye, Johnson-aye.
Motion carried.

Tutoring Policy

Johnson moved to recommend removal of policy. Walker seconded.
Vote: Walker-aye, Johnson-aye.
Motion carried.

Items for Next Agenda

Social Media Policy
Other policies that are due for review
Bylaws

Adjournment at 2:14pm



COMPUTER & INTERNET USE POLICY – DRAFT

PURPOSE

The purpose of this policy is to guide the access to public computers and the internet to library patrons. The intent is to provide access that fairly and effectively serves the diverse needs of patrons. Offering free public access to the internet is in accordance with the library's mission statement. With this policy, the library reflects the principles articulated in the Library Bill of Rights, Access to Digital Information, Freedom to Read Statement, and Freedom to View Statement.

PATRON RESPONSIBILITY

The Galena Public Library provides its patrons with free, unfiltered access to the internet via public computers and its wireless network. The library requires patrons using the internet to do so within the guidelines of acceptable use. Unacceptable uses include, but are not limited to:

- a. Hacking;
- b. Fraud;
- c. Use of peer to peer or other file sharing software;
- d. Violation of copyright laws or software licensing agreements;
- e. Accessing illegal sites;
- f. Harassment of other patrons;
- g. Destruction of or damage to equipment, software, or data belonging to the library or other patrons; and
- h. Behaving in a manner that is disruptive to other patrons.

USE OF EQUIPMENT

The library provides computers, laptops, iPads, and video gaming equipment for use in the library. Some equipment is used solely during programs implemented by the library.

- a. Equipment on the main floor is for available for teens and adults (13+)
- b. Equipment in the Historical Room is available for teens and adults (13+)
- c. Equipment in the Children's Library is available for children and adults accompanying children.

Computers are available on a first-come, first-served basis for one-hour increments. Additional time may be requested from library staff. Patrons using computers must provide their own devices for content to be saved. Headphones are available at the circulation desks. Patrons may utilize the library printer for prints. Prints are \$0.25 per sheet of paper.

WIRELESS INTERNET ACCESS

The library provides wireless internet access free of charge in an open, unsecured, and unfiltered network. In using the library's wireless network, patrons agree to the following terms:

- a. Use of the wireless network and any activities conducted online through the service shall not violate any applicable law or regulation, or the policies of the Library;
- b. Agree to comply with all provisions of the Computer & Internet use Policy;
- c. The library's wireless network is unencrypted and unfiltered. Use of the wireless network is at the patron's own risk;
- d. Security errors are an inherent risk associated with any wireless service. Using the wireless network means agreeing to hold the Library harmless from any claim or loss arising out of or related to any such event of hacking or other unauthorized use or access into your device; and
- e. The Library accepts no responsibility for any software downloaded and/or installed, programs/emails opened, or sites accessed while patrons are on the wireless network. Any damage done to personal equipment from viruses, spyware, or other internet-borne programs is the patron's responsibility, holding the Library harmless from any such damage.

INTERNET ACCESS

The library provides internet access via desktop computers, laptop computers, iPads, and video game consoles. In using the library's equipment to access the internet, patrons agree to the following terms:

- a. The Library will not monitor the information presented on the internet;
- b. The Library accepts no responsibility for any indirect, consequential, special, or punitive damages or losses which may arise in connection with patron's use of the internet;
- c. Use of the internet through the Library shall be governed and construed accordingly to the laws and regulations of the State of Illinois;
- d. Use of the internet through the Library, patrons agree not to use the internet for any illegal activity or to post or transmit any unlawful, threatening, abusive information including, without limitation, any transmission or encouraging conduct that would constitute a criminal offense or give rise to civil liability; and
- e. Patrons agree not to violate copyright laws or to post or transmit any information or software which contains a virus or other harmful component.

CHILDREN'S ACCESS TO THE INTERNET

The library supports the right of all library patrons to access information and will not deny access to the internet based solely on age. The library recognizes the internet may contain material that is inappropriate for children. Parents and legal guardians may provide consent to use library computers when registering the child(ren) for a library card. Parents and legal guardians are expected to monitor and supervise the child(ren)'s use of the internet.

Children age 12 and younger must use the computers in the Children's Library. Children under the age of eight must be accompanied by a parent or caregiver when using library computers.

VIOLATION OF POLICY

The library has the right to restrict computer and internet usage to anyone who does not abide by this policy. Response to violations will be as follows:

1. First incident is a warning
2. Second incident is a warning and removal from library for remainder of the day
3. Third incident is a one-month suspension from the library premises
4. Fourth incident is a six-month suspension from the library premises. At the end of the six months, the patron must request, in writing, for the suspension to be lifted. The request is to be submitted to the library director

Approved: June 17, 2014

Revised: December 17, 2014

Revised: DRAFT



DONATION POLICY – DRAFT

The Galena Public Library District welcomes monetary and in-kind donations from local businesses, corporations, families, and individuals. The Board of Trustees believes that libraries play an essential role in the quality of life of our community. Therefore, donations should only be used to fund optional/additional services, not operational expenses. Donations include gifts, in-kind support, and monetary donations.

DONATION PRINCIPLES & GUIDELINES

The following principles will guide the Library in the solicitation and acceptance of donations:

1. All support must follow the library's mission, vision, and value statements. They must not dictate the library's agenda or priorities.
2. All support must safeguard equity of access to library services. Naming rights must not give unfair advantage to, or cause discrimination against, sectors of the community.
3. All support must protect the principle of intellectual freedom as defined by the American Library Association.
4. All support must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for donations.

The following guidelines assist the library in accepting donations of all kinds:

1. Physical materials (books, DVDs, CDs, etc.) will be accepted in accordance with the terms outlined in the Collection Development Policy.
2. All donations are accepted with the understanding that it may someday be necessary that they be altered, sold, or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.
3. Artifacts or gifts of artwork, equipment, furniture, etc. are accepted only with the prior approval of the Library Director. The Board of Trustees may be consulted as well.
4. Restricted gifts may be used only for the designated purposed given by the donor.
5. Unrestricted gifts are donations with no specific limitations. Gifts of less than \$1,000 may be placed in the General Fund and expended as needed on resources, equipment, furniture, collections, etc. Gifts exceeding \$1,000 require approval of the Treasurer and/or the Board of Trustees.
6. Monetary gifts under \$100 are typically spent on books or materials.

RECOGNITION AND ACKNOWLEDGEMENT

The Library will ensure that each donor receives acknowledgement and, to the degree that the donor is willing, public recognition. Donations and donors may be acknowledged by the library in publications, through press releases, or in the form of more permanent displays such as plaques, signage, etc.

Anonymity requests shall be honored at all times and every effort shall be made to ensure privacy prevails.

For naming rights, proposals must receive approval by the Board of Trustees. Naming rights will not extend beyond the life of the collection or area, but may be modified based on Board of Trustees approval. Accepted donations of \$10,000 to \$49,999 carry naming rights for 10 years. Accepted donations from \$50,000 to \$100,000 carry naming rights for 20 years. Naming rights for donations exceeding \$100,000 will be determined through a consultation with the Board of Trustees.

In-kind charitable contributions may be accepted if the following are taken into consideration:

1. The item meets the library's standards of selection;
2. The physical condition is satisfactory; and
3. The library needs the gift.

The donor is responsible for providing the fair market value, if valued at less than \$5,000. In-kind charitable contributions valued at \$5,000 or more must meet the following criteria:

1. Donor must pay for an appraisal by a qualified appraiser to determine fair market value;
2. The library must acknowledge the value of the written appraisal for the donor's tax records; and
3. The library is required to notify the Internal Revenue Service of the sale price of any property gift sold within two years of the date of the gift.

AUTHORITY FOR IMPLEMENTATION

The Library reserves the right to make decisions regarding the implementation of each donation.

All donations given with special requirements must be approved by the Library Director. Agreements for naming rights shall be documented in a contract between the donor and Board of Trustees. Contracts shall detail the terms of the agreement in accordance with the terms of the donation policy and any conditions mutually agreed upon by the donor and Board of Trustees.

In the case of pledged donations, the naming agreement may take effect with the first payment. In the case of failure of the donor to uphold the agreement, the Board of Trustees may withdraw the naming commitment. The Board of Trustees shall notify the donor regarding the consideration to withdraw the name and provide a reasonable time to correct the deficiency. In the event of removal of the naming, funds already collected shall not be returned to the donor.

The named party after whom a room or part of a building is named shall have no rights to the purpose to which that room or part of the building is applied unless provided for in a specific contract between the donor and Board of Trustees.

Purchasing decisions, including type of equipment, materials, furnishings, and other components of a donation will reside with the Library Director.



COMMUNITY DISPLAYS & EXHIBITS POLICY – DRAFT

The Galena Public Library is dedicated to providing space for handouts, magazines, displays, exhibits, and bulletin boards. These areas are for use of library related materials and for information that is created by, and of interest to, our local community.

FLYERS, POSTERS & PAMPHLETS

The library has dedicated space in the main entrance and the back entrance for the purpose of sharing community information in the form of posters and pamphlets. The library believes there are reasonable and desirable needs for public service notices and other information to be disseminated by organizations serving our community.

The library further believes that the dissemination of such information must be managed as to its time, place, and manner due to the limited space and that the library serves all ages. The library may provide space for information to organizations and groups that conduct activities relevant to the library's mission, vision, and value statements.

The library designates two bulletin boards, one at each entrance, for the purpose of community sharing. The following postings are allowed:

1. City of Galena and other local government information and events;
2. Local non-profit organizations and events; and
3. Local items of interest.

No editorials or editorial content may be posted. All flyers, posters, and pamphlets must be approved by the Library Director before placement. The library reserves the right to discard materials that are no longer timely.

DISPLAY CASES

The library has two display cases, one on the main floor and one in the Children's Library. These cases are used to share local collections of interest. Reasonable efforts will be made to display balanced collections without favor given to particular causes or viewpoints. However, the display cases are not public forums, merely space to share small exhibits. For all materials placed in the display cases, the library will protect the materials, but will not provide insurance on them. If exhibitors feel they need coverage, private arrangements must be made. Interested parties wishing to use the display cases may contact Rachel Lenstra, lenstrar@galenalibrary.org, for the youth case or Larissa Distler, distlerl@galenalibrary.org, for the main floor case. All collections require approval from the Library Director.

EXHIBITS

The library welcomes artists and collectors to exhibit their work in the library. Due to limited space, exhibits are limited to a four-week showing. In order to exhibit at the library, the Exhibit Proposal (attached) must be completed and returned to the Adult Services Library. All exhibits require approval from the Library Director.



EXHIBIT CONTRACT

The Galena Public Library is delighted to welcome you as an exhibitor! Please read this contract carefully and return a signed copy to the library. The exhibit will be officially scheduled after the Library Director has approved and signed the contract.

Exhibits may use the following spaces:

- On top of bookshelves used for the audiobook collection
- Gallery rail located in the teen space (primarily used for teen works)
- The library has six portable hanging units that may be used to hang work

Promotional items or cards may be displayed with the artwork or collections. A guestbook may also be placed near the exhibit. All promotional materials, posters, press releases, etc. will be made and distributed by the Library. Please provide the library with a biography and artist statement for display and to be used in promotional materials. The exhibit will be advertised on the library's website, social media platforms, and the library's e-newsletter.

Prices may not be displayed with the artwork. The Galena Public Library will not accept any monetary exchanges in connection with the exhibit. All purchase negotiations will take place strictly between the artist and purchaser. All artwork or collection that is put on display on the agreed start date of the exhibit, must remain on display until the agreed end date. Works sold may not be removed until the agreed end date.

The Library will do its best to protect your work. However, by signing this contract, you agree to hold the library harmless of any damage, loss, or theft. The library is not to be held responsible, financially or otherwise.

Exhibit will be displayed during the month of: _____

Exhibit Set-Up Date: _____

Exhibit Take-Down Date: _____

Exhibitor's Name: _____

Exhibit's Name: _____

Exhibit Statement: _____

Address: _____

Telephone: _____

E-mail: _____

Please describe the items you wish to exhibit (ex: type of work, how it will be displayed, size, etc):

Please list any ideas you may have for displaying your work. These may be taken into consideration during set-up.

Thank you for contributing your time and talent to a project that gives pleasure to our community!

Exhibitor's Signature

Date

Adult Services Librarian's Signature

Date

Library Director's Signature

Date



MEETING ROOM USE POLICY - DRAFT

At this time, the library does not have meeting room space available for public use.

You may contact the library to identify alternate options.

Approved: 4/21/1999

Revised: 10/10/2006

Revised: 3/17/2009

Revised: DRAFT



The Galena Public Library Board of Trustees envisions our library as a community center where patrons come not only to utilize our resources, but also to attend programs and events. Unfortunately, when we are hosting programs, we are unable to simultaneously provide a quiet study area for patrons.

The Board of Trustees welcomes your suggestions as to how we can better serve you. We meet in the Historical Collections Room on the third Tuesday of each month at 6:30 p.m.

The mission of the Galena Public Library is to inspire lifelong learning, advance knowledge, provide cultural and recreational opportunities, and strengthen our community.

Approved 6/19/2018

April 2023: Suggestion to the Policy Committee to remove this from the list of policies.



REFERENCE POLICY – DRAFT

The Galena Public Library provides reference service and materials to all persons. Reference service and materials are available during all hours the library is open and are provided in response to all forms of inquiry including, but not limited to, patrons in the library, telephone, and email. All names and reference inquiries are confidential and not discussed outside a professional context.

When in-person, telephone, or email requests are received at the same time, priority will be given to the person in the library; however, a phone transaction already in progress will conclude prior to assisting with the walk-in request. A patron who is unable to physically visit the library may obtain copies either by mail or by homebound service. Detailed inquiries may take additional time to complete. All reasonable efforts will be made to answer questions promptly, accurately, and efficiently.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with a professional from the above listed fields for additional information or advice.

When offering help with technology, staff will offer basic help on devices and software applications, but are not responsible for any changes made to the devices. Library staff will not fill out forms on behalf of patrons whether in print or online.

Approved: 4/21/1999

Revised: 10/10/2006

Revised: 11/20/2012

Revised: DRAFT



SECURITY CAMERA POLICY – DRAFT

The Galena Public Library uses security cameras to enhance the safety and security of library patrons, staff, and property. The primary use of the security cameras is to discourage inappropriate and illegal behavior, to enhance the opportunity to apprehend offenders, and to, when necessary, provide law enforcement assistance in prosecuting criminal activity.

PUBLIC NOTICE

The Library shall post and maintain signs at both entrances of the building giving notice of the use of security cameras for monitoring and recording activity in public areas of library property.

CAMERA LOCATION

Cameras are positioned to monitor public areas of the Library such as service areas, entrances, parking lot, and areas that are prone to theft, vandalism, or other activities that may violate Library policy or criminal law.

Under no circumstances shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

ACCESS TO DIGITAL IMAGES

Video data is recorded and stored digitally. Recorded data is considered confidential and secure.

Access to live feeds of images and recorded data is limited to authorized Library staff. Live feed activities are randomly monitored. Because the cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and the security of their personal property. The Library is not responsible for the loss of property or personal injury.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Confidentiality and privacy issues may limit the general public from viewing security camera footage that contains personally identifying information about Library patrons. All request for disclosure of recorded images, except as stated above for law enforcement, shall be made in accordance with the Freedom of Information Act, and submitted to the Library's FOIA officers. The FOIA officers will review the requested images and determine if the images contain any information protected by the Library Records Confidentiality Act.

As permitted by Section 7(1) of the Freedom of Information Act, when a request is made to inspect or copy recorded images that are exempt from disclosure under the Library Confidentiality Act, and also contains images that are not exempt, the Library shall attempt to redact the exempt images and make the remaining images available for inspection or copying. Only authorized employees can view and/or

export video footage. No authorized recording of video footage through cell phones, portable devices, or any other means is permitted. Any Library employee who becomes aware of unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director.

RETENTION OF DIGITAL IMAGES

Recording shall be kept for approximately 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recording have been resolved. The storage media shall be kept in a secure area or file.

In situations regarding banned patrons, stored images may be shared with all staff and the Board of Trustees.

PATRON PRIVACY

Video surveillance records are not to be used directly or indirectly to identify the activities of individual library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.

Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual, or for investigating a crime on library property.

Law enforcement officials or agencies may be provided access to the recorded data pursuant to a subpoena, court order, or as permitted by law.

Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Illinois State Law and the Library's policies.

DISCLAIMER OF LIABILITY

A copy of this policy will be shared with any patron or staff member upon request. This policy is posted on the Library's website.

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

DAMAGES AND LIABILITY

Any individual using the Library shall be held responsible for willful or accidental damage to the Library's building and collections caused by the individual in accordance with the Library's Patron Code of Conduct Policy.

Reviewed: 5/16/2016

Revised and Approved: DRAFT



TEST PROCTORING POLICY-DRAFT

The Galena Public Library provides proctoring services for individuals enrolled in distance education courses and for career advancement testing. Exams may be paper or in an online format. The Library will provide monitoring, but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Library staff will conduct the proctoring. Several staff members may be involved in proctoring and the Library cannot guarantee that the same staff member will be available during the entire test period. Individuals requiring proctoring services are responsible for determining whether the Library's level of supervision matches the requirements of their institution.

SCHEDULING

Exam proctoring must be scheduled a minimum of one week in advance and is subject to the availability of staff and appropriate space. Proctoring is available during the following hours:

Monday – Thursday: 10 am to 6 pm

Friday – Saturday: 10 am to 4 pm

The Library will make every attempt to meet the needs of the individual, but proctoring may be cancelled or rescheduled if the Library is closed to inclement weather or other emergencies, including technological malfunctions or staffing shortages.

RESPONSIBILITY OF INDIVIDUALS

It is the individual's responsibility to ensure that the exam has arrived on time. The individual is responsible for providing supplies, such as pencils, paper, etc. which are not provided by the institution. The Library will not have items and/or materials available. Current identification must be presented at the time of the exam is taken and match the name on exam materials.

It is the individual or institution's responsibility to provide a properly addressed envelope with sufficient postage for returning the exam, if necessary. The Library is unable to provide payment for expedited shipping. Testing materials will be handled in the same manner as all other Library mail. Library staff will not make special trips to the post office or arrange for pick-up or mailing services. The Library will not assume responsibility for completed exams that are not received by the institution.

Approved: DRAFT



Tutoring Policy

To insure the Galena Public Library premises are available for use by its patrons in furthering their educational needs the library permits private tutoring on a paid or volunteer basis. The library director has final discretion as to whether the activity is tutoring and permissible under this policy.

- Tutoring sessions will be limited to a maximum of 3 students per tutor.
- The library is to be used as a quiet and safe workspace for students to receive instruction.
- The library does not sponsor, recommend, or assume liability or responsibility for the work or activities of the tutor, and all the arrangements must be made between the student and the tutor.
- Tutors and students must bring their own supplies and pay for any library-related service charges such as copies or prints.
- Tutors and students are expected to abide by the library's "Rules of Behavior" and "Conduct Policies." Students who are tutored in the library are the responsibility of the tutor while on library property.

Approved: November 19, 2013

April 2023: Suggestion to the Policy Committee to remove this from the list of policies.

13.a UNFINISHED BUSINESS: DISCUSSION AND POSSIBLE ACTION ON APPOINTMENTS TO DECENNIAL COMMITTEE



A Professional Corporation
140 South Dearborn Street, Suite 600
Chicago, IL 60603
www.ancelglink.com

Julie A. Tappendorf
jtappendorf@ancelglink.com
(P) 312.604.9182
(F) 312.782.0943

MEMORANDUM

To: Reaching Across Illinois Libraries (RAILS)
From: Julie Tappendorf, Ancel Glink
Subject: Compliance with the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*
Date: March 10, 2023

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 exempting municipalities and counties) to convene a committee to study and report on local government efficiency. There are certain actions that impacted local governments must take to take the first step in 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." This definition clearly includes library districts, as they are units of local government that levy taxes.

A question has been raised whether municipal libraries organized under the Local Library Act (including village and city libraries) must also comply with the Act. Unfortunately, this is not quite as clear under the Act.

Some municipal libraries have been advised by the municipal attorney that they do not need to comply because they are exempt under the "municipalities" exemption. This interpretation seems difficult to justify, however, as "municipalities" are separate governmental entities organized under the Illinois Municipal Code, where municipal libraries are organized under the Local Library Act, with both government entities having separate governing bodies. Moreover, the Attorney

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ANCEL GLINK

March 10, 2023

Page 2

General has issued an opinion that municipal libraries are considered “units of local government” under Section 1 of Article VII of the Illinois Constitution, as special districts, separate and apart from municipalities. *See Ill. Atty. Gen. Op. 81-002*

An alternative argument for exempting municipal libraries from the Act that seems more legally defensible is that although municipal libraries fall within the definition of “units of local government, as defined in Section of Article VII of the Illinois Constitution,” they do not levy taxes solely on their own behalf – instead, the municipality levies the library tax on the library’s behalf. There are several Attorney General opinions finding that while municipal libraries are “units of local government” under the Illinois constitution, they do not have the authority to levy taxes. *See Ill. Atty. Gen. Op. 98-002*. Since the Act only requires units of local government that “levy taxes” to comply with the Act, there is a legally defensible argument that municipal libraries are not subject to the Act.

As I understand it, the Illinois Library Association (ILA) has taken the position that municipal libraries do not have to comply with the Act, providing some support to municipal libraries if they choose that position.

Although there is a defensible argument that city and village libraries established under the Local Library Act do not have to comply with the Decennial Act, that would not prevent a library from choosing to take a more conservative approach and follow the procedures set out in the Act.

Ultimately, each municipal library will need to make the determination itself whether to comply with the Act and form a committee and should consult with their legal counsel on this matter.

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 the library director) 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.

To assist libraries in working through the process of discussing, considering, and preparing the required report, we put together a draft sample report (attached as **Exhibit A**). Note that the specifics of the report are not detailed in the Act itself, so Libraries could customize the attached sample template or create its own report that meets its needs.

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 that this law is an unfunded mandate, so payment for anyone hired by the committee will have to come from library 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; however, 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 following the meeting to those attendees who provided an email address to the committee.

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. In addition, the Act provides that the reports must be available to the public, so libraries might consider posting the reports on their websites or making sure the reports are readily available upon request.

Exhibit A¹

**SAMPLE LIBRARY REPORT FOR COMPLIANCE WITH DECENNIAL
COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT**

I. Unit of government submitting this report:

Name of Library: _____

Address of Main Library Office: _____

II. Information about our Library

- A. We are located in _____ County. There are _____ libraries in our County.
- B. The population of the territory in which our Library is located is _____
(as of 2020 census).
- C. We have _____ employees of the Library (not including board members).
- D. Our annual budget for FY _____ is: \$ _____.
- E. Our Library's equalized assessed valuation (EAV) for 2023 is \$ _____.

III. Information about Our Committee

A. Committee Members:

Board President _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

¹ **DISCLAIMER:** Please note that the sample report is provided for informational and illustration purposes only. Libraries should consult with their own library attorneys in complying with the Act and in preparing, adopting, and filing their own library reports.

Executive Director _____

Library Resident _____

Library Resident _____

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the library board of trustees (President and Trustees), the Executive Director or other official of the Library, and two residents appointed by the Board President. The President may appoint more than two residents if deemed appropriate.

B. Dates that our Committee Met (50 ILCS 70/20)

First Meeting (must occur prior to June 10, 2023): _____

Second Meeting: _____

Third Meeting: _____

Additional Meetings (List All, if any): _____

IV. Core Programs or Services Offered by our Library

A. Our Library offers the following core services and programs:

B. Other core services/programs we could possibly provide:

V. Awards and Recognitions

Our Library has received the following awards, distinctions and recognitions:

VI. Intergovernmental Agreements

We partner with or have Intergovernmental Agreements with the following other governments
(list as many as you have):

Entity:	Services Offered:
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Our Library's efficiency has increased through intergovernmental cooperation in the following
ways (list cost savings, avoiding duplicated services, etc.):

VII. Community Partnerships

We partner with the following organizations (list as many as you have):

Organization:	Services Offered:
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

_____ State laws applicable to Libraries

- _____ Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
- _____ Policy on public comment
- _____ Designation of OMA officer (5 ILCS 120/1.05(a))
- _____ All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
- _____ Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
- _____ Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
- _____ Designation of FOIA Officer (5 ILCS 140/3.5(a))
- _____ FOIA Officer Training (5 ILCS 140/3.5(b))
- _____ Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- _____ Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- _____ List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
- _____ Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- _____ IMRF Total Compensation Postings (5 ILCS 120/7.3)
- _____ Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
- _____ All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)
- _____ Sexual harassment prevention training (775 ILCS 5/2-109(C))
- _____ Our Intergovernmental Agreements
- _____ Our budget and financial documents
- _____ State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)
- _____ Our budget and financial documents

_____ Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016);

_____ Others (*List Below or Attach*):

- IX. What Have We Done Well?** (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements; list any increase in number of library patrons served, etc.)

- X. What Inefficiencies Did We Identify/What Are our Next Steps?**

- XI. What Can We Do Better or More Efficiently?**

- XII. Studies on Governmental Efficiencies**

In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compare to the national median of 2850 individuals.

XIII. Our Committee's Recommendations Regarding Increased Accountability and Efficiency:

Note: This Report must be filed with the county (or counties) no later than 18 months after the first committee meeting.

Submitted by: _____
Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: _____

13b. UNFINISHED BUSINESS: DISCUSSION AND POSSIBLE ACTION ON EXTERIOR BUILDING ENVELOPE
REPAIR BIDS



TO: Board of Trustees

FROM: Jenna Diedrich

DATE: 04/07/2023, continued on 05/15/2023

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@wje.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@wje.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