



Library Board of Trustees Meeting

Regular Meeting Monday, June 12, 2023 at 6:30pm

Galena Public Library – Historical Room

AGENDA

1. Call to order, roll call
2. Budget Presentation by Alex Todd, Dieters & Todd Library Consulting
3. Citizen comments (3 minutes per person, 15 minutes total)
4. Consent Agenda (ACTION)
 - a. Approval of minutes for Regular Meeting May 15, 2023
 - b. Approval of bills paid/payable: 05/11/23 – 06/09/23
5. Financial Report
6. Treasurer's Report
7. Friends Report
8. Library Director's Report
9. Board President's Report
 - a. Committee Appointments
 - b. Review of Closed Session Minutes
10. Committees
 - a. Building & Grounds
 - b. Finance
 - c. HR
 - d. Policy
 - e. Decennial
11. Unfinished Business
12. New business (ACTION)
 - a. Discussion and possible action on new legal representation
 - b. Discussion and possible action on proposal from Hooting Coyote
13. Motions, resolutions, ordinances
 - a. Resolution #23-02: Non-Resident Fees
 - b. Ordinance #23-04: FY 2024 Meeting Dates
14. Closed Session
 - a. The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body
15. Discussion and possible action on Closed Session
16. Items for next agenda
17. Announcements
18. Adjournment

19. Next meeting – July 10, 2023 at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036
– Historical Room

4a. CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING MAY 15, 2023

Library Board Minutes
May 15, 2023
Draft

1. Call to order
Vice President Walter Johnson called the meeting order at 6:31pm. Attending were outgoing board members Tracy Furlong and Earl Thompson. Current board members present were Frances Beadle and Katherine Walker. Also present were Marcia Moulden, Tim Doser, Craig Albaugh, Karin Block, Marsha Miller, Michael Blaum, Alison Schoenrock and Emily Sprengelmeyer.
2. Oath of Office
Vice President Walter Johnson administered the oath of office to newly elected board trustees Michael Blaum, Frances Beadle, Alison Schoenrock, Emily Sprengelmeyer and Katherine Walker. Furlong and Thompson left the meeting.
3. Election of Officers
Blaum and Johnson self nominated themselves for President. The first vote was a tie vote. The second vote elected Johnson as President with a unanimous decision.
Michael Blaum was elected as Vice President. Frances Beadle was elected as Treasurer and Katherine Walker was elected as Secretary.
4. Call to order for the new board
Answering present were Blaum, Schoenrock, Sprengelmeyer, Beadle, Johnson and Walker. Rector was excused. A quorum was present.
5. Citizens comments
Larissa Distler, Adult Services Librarian spoke against book bans. The Pride Picnic is coming up and she encouraged everyone to be on the same page.
6. Consent Agenda
Walker moved to approve the consent agenda. Beadle made the second. Diedrich asked to add a bill for \$225.58 for reading materials for the summer program. Walked amended her motion to include the bill. Blaum made the second. Vote: Schoenrock – Aye, Sprengelmeyer – Aye, Beadle – Aye, Johnson – Aye, Walker – Aye, Blaum – Aye. Motion carried.
7. Financial Report – none

8. Treasurer's Report – none. Diedrich mentioned that Thompson had renewed the CD at DuPaco. The savings account at Illinois Bank & Trust is now earning 4% interest.
9. Friends Report
Karin Block welcomed the new board members. The Culver Share night earned \$375.56. They are getting ready for the July book sale and looking for new members. The annual meeting will be Wednesday June 21st. They will have light refreshments and Pattie Harte-Naus as the speaker.
10. Library Director's Report
Diedrich will have the windows and gutters cleaned on the outside of the building. Pride has exceeded their fundraising goal with \$7220 all without library funds. 20 vendors have signed up, last year there were 12. The passport photo op will be at the booths, so people will be encouraged to travel around the park and win a prize at the end. Porta potties are lined up, ads and banners all set. The library steps will not be done in colors this year, but there might be colored lights. The Pride event serves the library mission and values.
11. Board President's Report
 - a. Committee assignments
They will be done at the June meeting.
12. Committees
 - a. Building & Grounds – no report
 - b. Finance – no report
 - c. HR – no report
 - d. Policy
 - i. Computer & Internet Use Policy
Blaum moved to accept it. Sprengelmeyer had the second. Vote: Blaum – Aye, Sprengelmeyer – Aye, Beadle – Aye, Schoenrock – Aye, Walker – Aye, Johnson – Aye. Motion carried.
 - ii. Donation Policy
Blaum moved to accept. Schoenrock made the second. Vote: Sprengelmeyer – Aye, Beadle – Aye, Schoenrock – Aye, Walker – Aye, Blaum – Aye, Johnson – Aye. Motion carried.
 - iii. Community Displays & Exhibits Policy
Walker moved to accept. Blaum had the second. Vote: Beadle – Aye, Schoenrock – Aye, Walker – Aye, Blaum – Aye, Sprengelmeyer – Aye, Johnson – Aye. Motion carried.
 - iv. Meeting Room Use Policy
Schoenrock moved to accept. Sprengelmeyer made the second. Vote: Schoenrock – Aye, Walker – Aye, Blaum – Aye, Sprengelmeyer – Aye, Beadle – Aye, Johnson – Aye. Motion carried.
 - v. Quiet & Programming Statement

Schoenrock moved to remove the statement. Sprengelmeyer had the second. Vote: Walker – Aye, Blaum – Aye, Sprengelmeyer – Aye, Beadle – Aye, Schoenrock – Aye, Johnson – Aye. Motion carried.

vi. Reference Policy

Sprengelmeyer moved to accept the policy. Walker made the second. Vote: Blaum – Aye, Sprengelmeyer – Aye, Beadle – Aye, Schoenrock – Aye, Johnson – Aye. Motion carried.

vii. Security Camera Policy

Walker moved to approve. Sprengelmeyer had the second. There was a question to include no unauthorized recording. Walker amended the motion to include no unauthorized recording. Schoenrock made the second. Blaum asked about any past issues. Diedrich answered it was a matter of covering all the bases. Vote: Sprengelmeyer – Aye, Beadle – Aye, Schoenrock – Aye, Walker – Aye, Blaum – Aye, Johnson – Aye. Motion carried.

viii. Test Proctoring Policy

Sprengelmeyer moved to accept the policy. Blaum made the second. Vote: Beadle – Aye, Schoenrock – Aye, Walker – Aye, Blaum – Aye, Sprengelmeyer – Aye, Johnson – Aye. Motion carried.

ix. Tutoring Policy

Schoenrock moved to remove the policy. Sprengelmeyer had the second. Vote: Schoenrock – Aye, Walker – Aye, Blaum – Aye, Sprengelmeyer – Aye, Beadle – Aye, Johnson – Aye. Motion carried.

13. Unfinished Business

a. Discussion and possible action on appointments to Decennial Committee

Diedrich explained there needs to be two community members on the committee and there needs to be a meeting by June 10th. Possible names were mentioned. Walker offered to contact Tim Buischer, Johnson said he would ask Alex Potter, Blaum said he would ask Sandra Schultz. Monday June 5th at 6pm was set as a date for the meeting.

b. Discussion and possible action on Exterior Building Envelope Repair bids

Mention was made that the motion was made at the last meeting and was still on the table with paying prevailing wage dependent from last month's discussion. Walker said she was uncomfortable and felt a new motion should be made. Discussion felt that was unnecessary. Vote: Walker – Nay, Blaum – Aye, Sprengelmeyer – Aye, Beadle – Aye, Schoenrock – Aye, Johnson – Aye. Motion carried with bid from Bi-State accepted.

14. New Business – none

15. Motions, resolutions, ordinances – none

16. Closed Session

- a. The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body

Blaum made the motion to enter closed session. Sprengelmeyer made the second. Vote: Blaum – Aye, Sprengelmeyer – Aye, Beadle – Aye, Schoenrock – Aye, Walker – Aye, Johnson – Aye. Motion carried. Closed session began at 7:50pm. Diedrich was invited to remain.

17. Discussion and possible action on Closed Session

Closed session ended at 8:02pm.

18. Items for next agenda

Discussion about a citizen's comments. It would need by-laws change and could be looked at by Policy Committee. Blaum was designated to time citizens comments to avoid any future problems.

19. Announcements – none

20. Adjournment at 8:11pm.

21. Next meeting – June 12, 2023 at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

Respectfully submitted,

Katherine Walker
Secretary

4b. CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE: 05/11/23 – 06/09/23

Galena Public Library District

Check Detail

May 13 - June 9, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
05/15/2023	Expenditure		City of Galena		R	-34.90
				Water & sewer		34.90
05/16/2023	Expenditure	9933336907	Verizon		R	-216.12
				Hotspot wi-fi		180.11
				Hotspot wi-fi		36.01
05/16/2023	Bill Payment (Check)	22867	Anna Mae and Company			-1,800.00
						-1,800.00
05/16/2023	Bill Payment (Check)	22868	Empowermental			-180.00
						-180.00
05/16/2023	Bill Payment (Check)	22869	Galena ARC			-20.00
						-20.00
05/16/2023	Bill Payment (Check)	22870	Scholastic, INC.		R	-225.58
						-225.58
05/16/2023	Bill Payment (Check)	22871	Dan's Aerial Service			-1,900.00
						-1,900.00
05/16/2023	Bill Payment (Check)	22872	Dubuque Area Steamatic		R	-151.95
						-151.95
05/16/2023	Bill Payment (Check)	22873	Access Systems		R	-117.96
						-117.96
05/16/2023	Bill Payment (Check)	22874	B. L. Murray Co, Inc.		R	-39.60
						-39.60
05/16/2023	Bill Payment (Check)	22875	Debra Miller		R	-450.00
						-450.00
05/16/2023	Bill Payment (Check)	22876	Findaway World LLC		R	-653.64
						-653.64
05/16/2023	Bill Payment (Check)	22877	JL Tech			-212.50
						-212.50
05/16/2023	Bill Payment (Check)	22878	Kanopy		R	-105.00
						-105.00
05/16/2023	Bill Payment (Check)	22879	Maria Rector			-45.00
						-45.00
05/16/2023	Bill Payment (Check)	22880	Midwest Tape		R	-229.93
						-229.93
05/16/2023	Bill Payment (Check)	22881	Quad City Times		R	-10.00
						-10.00
05/18/2023	Expenditure		Card Services - Galena State Bank		R	-3,944.78
				Adult/Youth AV, Netflix subscription,		441.65
				Adult - Blind Date prize to Chocolat		25.00
				Youth - STEAM snacks, gift certificate prizes, programming supplies, pool noodles		103.02
				archival rolls, hand sanitizer, cleaning supplies, computer paper, cups,		240.47
				Apr Ring Central bill; one time SMS registration fee		229.07
				new AED accessories and second device		1,750.00
				Wall St. Journal subscription		659.88
				Deep Freeze 1 year for 6 computers		197.44
				10 archival boxes		298.25

Friday, June 9, 2023 09:33 AM GMT-05:00

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Posted 6/9/23

Galena Public Library District

Check Detail

May 13 - June 9, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/22/2023	Expenditure	570022	Honkamp Krueger & Co, PC	Financial statements and software subscription for May 2023	R	-997.00 997.00
05/25/2023	Expenditure		Payroll		R	-8,258.48 -8,258.48
05/26/2023	Expenditure		Culligan	Water	R	-38.35 38.35
05/30/2023	Expenditure	815777154205	AT&T	Elevator Phone	R	-110.26 110.26
06/05/2023	Expenditure		Ingram Library Services	Adult & Youth Books - May 2023		-1,853.13 1,853.13
06/06/2023	Expenditure		Nicor Gas	Gas for 3/20/22 - 4/18/23		-314.81 314.81
06/09/2023	Expenditure		Jo Carroll Energy	Electricity 04/10/23-05/09/23		-511.00 511.00

Galena Public Library District

A/P Aging Summary

As of June 9, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	178.18					\$178.18
B. L. Murray Co, Inc.	20.75					\$20.75
Deiters & Todd Library Consulting, LLC	300.00					\$300.00
Findaway World LLC	446.18					\$446.18
JL Tech	539.85					\$539.85
Kanopy	141.00					\$141.00
KONE CHICAGO	2,113.92					\$2,113.92
Macmillan Holdings, LLC	1,200.00					\$1,200.00
Midwest Tape	234.10					\$234.10
TOTAL	\$5,173.98	\$0.00	\$0.00	\$0.00	\$0.00	\$5,173.98

5. FINANCIAL REPORT

Financial Statements

Galena Public Library District
For the Periods Ended May 31, 2023 and 2022

Prepared by
Honkamp, P.C.

Prepared on
June 7, 2023

No Assurance Provided / All Disclosures Omitted

Posted 6/9/23

Statement of Net Position - Modified Cash Basis

	Total	
	As of May 31, 2023	As of May 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Certificates of Deposit		
1011 Endowment Fund		
1014 First Community Bank 166379	73,151.40	73,151.40
1015 First Community Bank 4883	147,122.42	145,626.13
1016 First Community Bank 4580	93,097.19	92,884.26
Total 1011 Endowment Fund	313,371.01	311,661.79
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	398,017.92	396,305.29
1050 IB&T Checking		
1051 IB&T-Corporate Fund	119,049.31	105,998.44
1052 IB&T-FICA	646.40	6,085.28
1053 IB&T-IMRF	12,035.62	11,718.05
1054 IB&T-Insurance	8,540.77	7,323.55
1057 IB&T-Per Capita	0.00	618.27
Total 1050 IB&T Checking	140,272.10	131,743.59
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	217,904.66	172,645.55
1069 Endowment-IB&T Savings 170035	5,322.67	5,322.67
Total 1060 IB&T Savings 170035	292,898.61	246,819.13
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	203,237.41	200,969.90
Total Bank Accounts	1,034,451.06	975,862.93
Total Current Assets	1,034,451.06	975,862.93
TOTAL ASSETS	\$1,034,451.06	\$975,862.93

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Statement of Net Position - Modified Cash Basis

		Total
	As of May 31, 2023	As of May 31, 2022 (PY)
2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		
2381 IMRF - 403B	1,327.11	1,314.14
Total 2380 IMRF Payroll Liabilities	1,327.11	1,314.14
Total 2300 Payroll Liabilities	1,327.11	1,314.14
Total Other Current Liabilities	1,327.11	1,314.14
Total Current Liabilities	1,327.11	1,314.14
Total Liabilities	1,327.11	1,314.14
Equity		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	333,063.72	290,039.94
2815 Endowment Fund Balance	330,467.08	327,226.63
2820 FICA Fund Balance	646.40	6,085.28
2830 IMRF Fund Balance	10,708.51	10,403.91
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	269,378.84	253,166.50
2900 Contra Net Margin Account	-82,744.99	-258,506.56
Net Margin	82,744.99	258,506.56
Total Equity	1,033,123.95	974,548.79
TOTAL LIABILITIES AND EQUITY	\$1,034,451.06	\$975,862.93

Statement of Activities - Modified Cash Basis (MTD)

		Total
	May 2023	May 2022 (PY)
REVENUE		
3030 Digitization Project	100.00	
3040 Donations	5,810.00	4,240.00
3050 Fines/Overdues	29.00	15.20
3100 Interest Income		
3101 Corporate Interest	642.94	1.25
3108 Reserve Interest	781.92	131.36
3109 Endowment Interest	298.35	169.99
Total 3100 Interest Income	1,723.21	302.60
3110 Item Replacements	180.80	214.58
3120 Lit Fest	100.00	460.00
3130 Non-Resident Fee	480.68	
3140 Other Income		403.00
3200 Royalty Income	1,210.30	3,338.19
3230 Service Charges	238.27	139.25
Total Revenue	9,872.26	9,112.82
GROSS MARGIN	9,872.26	9,112.82
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	1,192.95	1,148.30
5130 Pension Contributions	547.81	2,051.82
5150 Salaries	15,594.16	15,010.32
Total 5100 Personnel Services	17,334.92	18,210.44
5200 Capital Outlay		
5210 Books	1,041.77	1,577.69
5220 Equipment	117.96	106.92
5260 Materials/Non-Printed/A-V	1,095.29	1,201.24
Total 5200 Capital Outlay	2,255.02	2,885.85
5300 Commodities		
5310 Databases	334.93	196.09
5320 Periodicals	659.88	599.88
5330 Supplies	269.28	322.71
Total 5300 Commodities	1,264.09	1,118.68
5400 Contractual Services		
5410 Accounting	1,233.04	1,152.36
5430 Legal		575.00
5440 Maintenance	3,801.95	1,635.00
5480 Technical Services	409.94	
5485 Other Contractual Services		1,430.87
Total 5400 Contractual Services	5,444.93	4,793.23
5500 Historical Digitization	298.25	1,821.72
5600 Lit Fest Expenditures		370.00

Statement of Activities - Modified Cash Basis (MTD)

		Total
	May 2023	May 2022 (PY)
5700 Other Expenditures		
5730 Misc Charges	45.00	60.00
Total 5700 Other Expenditures	45.00	60.00
5800 Other Services		
5820 Continuing Education	200.00	1,000.00
5870 Programming	2,603.60	430.93
5880 Public Notice/Legal	10.00	24.06
5900 Utilities	1,657.89	1,630.37
Total 5800 Other Services	4,471.49	3,085.36
Total Expenditures	31,113.70	32,345.28
NET OPERATING MARGIN	-21,241.44	-23,232.46
NET MARGIN	\$ -21,241.44	\$ -23,232.46

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul 2022 - May 2023	Jul 2021 - May 2022 (PY)
REVENUE		
3030 Digitization Project	8,981.00	6,475.00
3040 Donations	10,158.25	210,953.08
3050 Fines/Overdues	63.55	119.99
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	2,908.12	149.65
3106 Memorial Reserve Interest	133.18	163.97
3108 Reserve Interest	2,435.85	1,077.06
3109 Endowment Interest	3,020.90	7,200.92
Total 3100 Interest Income	8,498.05	8,591.60
3110 Item Replacements	471.32	533.75
3120 Lit Fest	7,262.50	795.00
3130 Non-Resident Fee	3,143.61	3,312.92
3140 Other Income		403.00
3142 Corporate Other Income	153.66	112.96
3146 Insurance Other Income	144.00	
Total 3140 Other Income	297.66	515.96
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	19,336.06	19,467.28
3230 Service Charges	1,341.13	948.73
Total Revenue	439,416.09	626,053.98
GROSS MARGIN	439,416.09	626,053.98
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	14,072.92	13,904.70
5130 Pension Contributions	7,813.62	12,227.87
5150 Salaries	183,959.29	181,609.61
Total 5100 Personnel Services	205,845.83	207,742.18
5200 Capital Outlay		
5210 Books	19,196.78	20,394.26
5220 Equipment	1,205.29	5,031.03

No Assurance Provided / All Disclosures Omitted

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Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul 2022 - May 2023	Jul 2021 - May 2022 (PY)
5240 Improvements	10,609.30	28,722.13
5260 Materials/Non-Printed/A-V	12,871.37	11,520.87
Total 5200 Capital Outlay	43,882.74	65,668.29
5300 Commodities		
5310 Databases	6,445.33	6,393.98
5320 Periodicals	4,533.31	2,721.82
5330 Supplies	2,272.63	3,644.21
5340 Postage/Shipping	193.94	219.68
Total 5300 Commodities	13,445.21	12,979.69
5400 Contractual Services		
5410 Accounting	14,142.36	12,796.97
5420 Audit Fees		7,970.00
5430 Legal	337.50	3,492.50
5440 Maintenance	5,783.59	8,143.58
5460 PrairieCat Consortium	9,272.00	8,945.00
5470 Security Services	324.00	
5475 HR Source		275.00
5480 Technical Services	5,056.19	5,472.50
5485 Other Contractual Services	2,986.16	1,965.67
Total 5400 Contractual Services	37,901.80	49,061.22
5500 Historical Digitization	17,261.09	3,202.68
5600 Lit Fest Expenditures	7,039.62	2,982.59
5700 Other Expenditures		
5730 Misc Charges	552.23	531.07
Total 5700 Other Expenditures	552.23	531.07
5800 Other Services		
5810 Association Dues	440.00	440.00
5820 Continuing Education	500.00	1,000.00
5830 General Insurance (Bonding)	7,009.00	6,407.00
5850 Marketing	540.70	100.00
5860 Outreach	770.22	
5870 Programming	4,524.11	2,270.90
5880 Public Notice/Legal	469.25	376.34
5890 Travel		104.61
5900 Utilities	16,489.30	14,680.85
Total 5800 Other Services	30,742.58	25,379.70
Total Expenditures	356,671.10	367,547.42
NET OPERATING MARGIN	82,744.99	258,506.56
NET MARGIN	\$82,744.99	\$258,506.56

Supplementary Information

Supplementary Information

Galena Public Library District

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

May 2023

	Current Month	Year-to-Date	Budget	Balance
REVENUE				
Digitization Project	100.00	8,981.00	8,000.00	981.00
Donations	5,810.00	10,158.25	10,000.00	158.25
Auction Income	-	-	-	-
Fines/Overdues	29.00	63.55	-	63.55
Friends (Other Grants)	-	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	-	68.00	500.00	(432.00)
Interest Income				
Corporate Interest	642.94	2,908.12	10,000.00	(7,091.88)
Memorial Reserve Interest	-	133.18		133.18
Reserve Interest	781.92	2,435.85		2,435.85
Endowment Interest	298.35	3,020.90		3,020.90
Total Interest Income	1,723.21	8,498.05	10,000.00	(1,501.95)
Item Replacements	180.80	471.32	300.00	171.32
Lit Fest	100.00	7,262.50	2,000.00	5,262.50
Non-Resident Fee	480.68	3,143.61	2,500.00	643.61
Other Income	-	-		-
Better World Books				-
Corporate Other Income	-	153.66	500.00	(346.34)
Insurance Other Income	-	144.00	-	144.00
Total Other Income	-	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	1,210.30	19,336.06	15,000.00	4,336.06
Service Charges	238.27	1,341.13	750.00	591.13
Total Revenue	9,872.26	439,416.09	442,307.00	(2,890.91)
GROSS MARGIN	9,872.26	439,416.09	442,307.00	(2,890.91)
EXPENSES				
66000 Personnel Services				
Employee Health Plan				-
Payroll Taxes	1,192.95	14,072.92	15,700.00	(1,627.08)

No Assurance Provided / All Disclosures Omitted

9/31

Posted 6/9/23

Galena Public Library District

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

Pension Contributions	547.81	7,813.62	9,000.00	(1,186.38)
Reimbursements			-	-
Salaries			-	-
Corporate Wages	15,594.16	183,959.29	210,000.00	(26,040.71)
Total Salaries	15,594.16	183,959.29	210,000.00	(26,040.71)
Total 66000 Personnel Services	17,334.92	205,845.83	234,700.00	(28,854.17)
Capital Outlay				
Books	1,041.77	19,196.78	22,200.00	(3,003.22)
Equipment	117.96	1,205.29	6,000.00	(4,794.71)
Hardware			-	-
Improvements	-	10,609.30	76,500.00	(65,890.70)
Adult	-	-	-	-
Materials/Non-Printed/A-V	1,095.29	12,871.37	19,200.00	(6,328.63)
Total Capital Outlay	2,255.02	43,882.74	123,900.00	(80,017.26)
Commodities				
Databases	334.93	6,445.33	8,505.00	(2,059.67)
Periodicals	659.88	4,533.31	4,890.00	(356.69)
Supplies	269.28	2,272.63	4,000.00	(1,727.37)
Postage/Shipping	-	193.94	1,000.00	(806.06)
Total Commodities	1,264.09	13,445.21	18,395.00	(4,949.79)
Contractual Services				
Accounting	1,233.04	14,142.36	16,000.00	(1,857.64)
Audit Fees	-	-	8,000.00	(8,000.00)
Legal	-	337.50	4,000.00	(3,662.50)
Maintenance	3,801.95	5,783.59	9,000.00	(3,216.41)
PrairieCat Corporate	-	-	-	-
PrairieCat Consortium	-	9,272.00	9,274.00	(2.00)
Security Services	-	324.00		324.00
HR Source		-		-
Technical Services	409.94	5,056.19	10,000.00	(4,943.81)
Other Contractual Services	-	2,986.16	4,700.00	(1,713.84)
Total Contractual Services	5,444.93	37,901.80	60,974.00	(23,072.20)
Historical Digitization	298.25	17,261.09	25,000.00	(7,738.91)
Lit Fest Expenditures	-	7,039.62	7,040.00	(0.38)
Other Expenditures				
Contingencies			10,000.00	(10,000.00)
Misc Charges	45.00	552.23	1,000.00	(447.77)
Total Other Expenditures	45.00	552.23	11,000.00	(10,447.77)
Other Services				
Association Dues	-	440.00	440.00	-
Continuing Education	200.00	500.00	2,000.00	(1,500.00)
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	2,603.60	4,524.11	16,000.00	(11,475.89)

No Assurance Provided / All Disclosures Omitted

10/31

Posted 6/9/23

Galena Public Library District

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

Public Notice/Legal	10.00	469.25	500.00	(30.75)
Travel			800.00	(800.00)
Utilities	1,657.89	16,489.30	16,950.00	(460.70)
Total Other Services	4,471.49	30,742.58	47,690.00	(16,947.42)
Total Expenses	31,113.70	356,671.10	528,699.00	(172,027.90)
NET OPERATING MARGIN	(21,241.44)	82,744.99	(86,392.00)	169,136.99
NET MARGIN	(21,241.44)	82,744.99	(86,392.00)	169,136.99

Statement of Activities - Modified Cash Basis - Corp Fund

May 2023

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project	100.00	666.67	-566.67
3040 Donations	5,810.00	833.33	4,976.67
3050 Fines/Overdues	29.00		29.00
3060 Friends (Other Grants)		1,048.75	-1,048.75
3070 Grants			
3071 Corporate Grant		83.33	-83.33
Total 3070 Grants		83.33	-83.33
3090 Historical Department		41.67	-41.67
3100 Interest Income			
3101 Corporate Interest	642.94	833.33	-190.39
Total 3100 Interest Income	642.94	833.33	-190.39
3110 Item Replacements	180.80	25.00	155.80
3120 Lit Fest	100.00	166.67	-66.67
3130 Non-Resident Fee	480.68	208.33	272.35
3140 Other Income			
3142 Corporate Other Income		41.67	-41.67
Total 3140 Other Income		41.67	-41.67
3190 Replacement Tax		333.33	-333.33
3230 Service Charges	238.27	62.50	175.77
Total Revenue	7,581.69	4,344.58	3,237.11
GROSS MARGIN	7,581.69	4,344.58	3,237.11
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		8.33	-8.33
5150 Salaries	15,594.16	17,500.00	-1,905.84
Total 5100 Personnel Services	15,594.16	17,508.33	-1,914.17
5200 Capital Outlay			
5210 Books	1,041.77	1,850.00	-808.23
5220 Equipment	117.96	500.00	-382.04
5240 Improvements		6,375.00	-6,375.00
5260 Materials/Non-Printed/A-V	1,095.29	1,600.00	-504.71
Total 5200 Capital Outlay	2,255.02	10,325.00	-8,069.98
5300 Commodities			
5310 Databases	334.93	708.75	-373.82
5320 Periodicals	659.88	407.50	252.38
5330 Supplies	269.28	333.33	-64.05
5340 Postage/Shipping		83.33	-83.33
Total 5300 Commodities	1,264.09	1,532.91	-268.82
5400 Contractual Services			
5410 Accounting	1,233.04	1,333.33	-100.29
5420 Audit Fees		666.67	-666.67

No Assurance Provided / All Disclosures Omitted

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Statement of Activities - Modified Cash Basis - Corp Fund

		Corporate Fund	
	Actual	Budget	over Budget
5430 Legal		333.33	-333.33
5440 Maintenance	3,801.95	750.00	3,051.95
5480 Technical Services	409.94	833.33	-423.39
5485 Other Contractual Services		391.67	-391.67
Total 5400 Contractual Services	5,444.93	4,308.33	1,136.60
5500 Historical Digitization	298.25	2,083.33	-1,785.08
5600 Lit Fest Expenditures		586.67	-586.67
5700 Other Expenditures			
5710 Contingencies		833.33	-833.33
5730 Misc Charges	45.00	83.33	-38.33
Total 5700 Other Expenditures	45.00	916.66	-871.66
5800 Other Services			
5810 Association Dues		36.67	-36.67
5820 Continuing Education	200.00	166.67	33.33
5850 Marketing		166.67	-166.67
5860 Outreach		166.67	-166.67
5870 Programming	2,603.60	1,333.33	1,270.27
5880 Public Notice/Legal	10.00	41.67	-31.67
5890 Travel		66.67	-66.67
5900 Utilities	1,657.89	1,412.50	245.39
Total 5800 Other Services	4,471.49	3,390.85	1,080.64
Total Expenditures	29,372.94	40,652.08	-11,279.14
NET OPERATING MARGIN	-21,791.25	-36,307.50	14,516.25
NET MARGIN	\$ -21,791.25	\$ -36,307.50	\$14,516.25

Statement of Activities - Modified Cash Basis - Corp Fund

July 2022 - May 2023

		Corporate Fund	
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project	8,981.00	5,333.36	3,647.64
3040 Donations	9,658.25	6,666.64	2,991.61
3050 Fines/Overdues	63.55		63.55
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	2,908.12	6,666.64	-3,758.52
Total 3100 Interest Income	2,908.12	6,666.64	-3,758.52
3110 Item Replacements	471.32	200.00	271.32
3120 Lit Fest	7,262.50	1,333.36	5,929.14
3130 Non-Resident Fee	3,143.61	1,666.64	1,476.97
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	1,341.13	500.00	841.13
Total Revenue	394,367.32	383,247.64	11,119.68
GROSS MARGIN	394,367.32	383,247.64	11,119.68
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		66.64	-66.64
5150 Salaries	183,959.29	140,000.00	43,959.29
Total 5100 Personnel Services	183,959.29	140,066.64	43,892.65
5200 Capital Outlay			
5210 Books	19,196.78	14,800.00	4,396.78
5220 Equipment	1,205.29	4,000.00	-2,794.71
5240 Improvements	10,609.30	51,000.00	-40,390.70
5260 Materials/Non-Printed/A-V	12,871.37	12,800.00	71.37
Total 5200 Capital Outlay	43,882.74	82,600.00	-38,717.26
5300 Commodities			
5310 Databases	6,445.33	5,670.00	775.33
5320 Periodicals	4,533.31	3,260.00	1,273.31
5330 Supplies	2,272.63	2,666.64	-394.01
5340 Postage/Shipping	193.94	666.64	-472.70

No Assurance Provided / All Disclosures Omitted

14/31

Statement of Activities - Modified Cash Basis - Corp Fund

		Corporate Fund	
	Actual	Budget	over Budget
Total 5300 Commodities	13,445.21	12,263.28	1,181.93
5400 Contractual Services			
5410 Accounting	14,142.36	10,666.64	3,475.72
5420 Audit Fees		5,333.36	-5,333.36
5430 Legal	337.50	2,666.64	-2,329.14
5440 Maintenance	5,783.59	6,000.00	-216.41
5460 PrairieCat Consortium	1,989.68		1,989.68
5470 Security Services	324.00		324.00
5480 Technical Services	5,056.19	6,666.64	-1,610.45
5485 Other Contractual Services	2,986.16	3,133.36	-147.20
Total 5400 Contractual Services	30,619.48	34,466.64	-3,847.16
5500 Historical Digitization	17,261.09	16,666.64	594.45
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	552.23	666.64	-114.41
Total 5700 Other Expenditures	552.23	7,333.28	-6,781.05
5800 Other Services			
5810 Association Dues	440.00	293.36	146.64
5820 Continuing Education	500.00	1,333.36	-833.36
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	4,524.11	10,666.64	-6,142.53
5880 Public Notice/Legal	469.25	333.32	135.93
5890 Travel		533.36	-533.36
5900 Utilities	16,489.30	11,300.00	5,189.30
Total 5800 Other Services	30,339.58	27,126.76	3,212.82
Total Expenditures	327,099.24	325,216.60	1,882.64
NET OPERATING MARGIN	67,268.08	58,031.04	9,237.04
NET MARGIN	\$67,268.08	\$58,031.04	\$9,237.04

Statement of Activities - Modified Cash Basis - Endowment Fund

May 2023

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	298.35		298.35
Total 3100 Interest Income	298.35		298.35
Total Revenue	298.35	0.00	298.35
GROSS MARGIN	298.35	0.00	298.35
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	298.35	0.00	298.35
NET MARGIN	\$298.35	\$0.00	\$298.35

Statement of Activities - Modified Cash Basis - Endowment Fund

July 2022 - May 2023

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	3,020.90		3,020.90
Total 3100 Interest Income	3,020.90		3,020.90
Total Revenue	3,020.90	0.00	3,020.90
GROSS MARGIN	3,020.90	0.00	3,020.90
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	3,020.90	0.00	3,020.90
NET MARGIN	\$3,020.90	\$0.00	\$3,020.90

Statement of Activities - Modified Cash Basis - FICA Fund

May 2023

			FICA Fund
	Actual	Budget	over Budget
REVENUE			
Total Revenue			0.00
GROSS MARGIN	0.00	0.00	0.00
EXPENDITURES			
5100 Personnel Services			
5120 Payroll Taxes	1,192.95	1,308.33	-115.38
Total 5100 Personnel Services	1,192.95	1,308.33	-115.38
Total Expenditures	1,192.95	1,308.33	-115.38
NET OPERATING MARGIN	-1,192.95	-1,308.33	115.38
NET MARGIN	\$ -1,192.95	\$ -1,308.33	\$115.38

Statement of Activities - Modified Cash Basis - FICA Fund

July 2022 - May 2023

			FICA Fund
	Actual	Budget	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	14,072.92	10,466.64	3,606.28
Total 5100 Personnel Services	14,072.92	10,466.64	3,606.28
Total Expenditures	14,072.92	10,466.64	3,606.28
NET OPERATING MARGIN	-4,300.16	-706.64	-3,593.52
NET MARGIN	\$ -4,300.16	\$ -706.64	\$ -3,593.52

Statement of Activities - Modified Cash Basis - IMRF Fund

May 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	547.81	750.00	-202.19
Total 5100 Personnel Services	547.81	750.00	-202.19
Total Expenditures	547.81	750.00	-202.19
NET OPERATING MARGIN	-547.81	-750.00	202.19
NET MARGIN	\$ -547.81	\$ -750.00	\$202.19

Statement of Activities - Modified Cash Basis - IMRF Fund

July 2022 - May 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	7,813.62	6,000.00	1,813.62
Total 5100 Personnel Services	7,813.62	6,000.00	1,813.62
Total Expenditures	7,813.62	6,000.00	1,813.62
NET OPERATING MARGIN	980.20	2,782.00	-1,801.80
NET MARGIN	\$980.20	\$2,782.00	\$ -1,801.80

Statement of Activities - Modified Cash Basis - Insurance Fund

May 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 - May 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

May 2023

This report contains no data for your specified date range.

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

July 2022 - May 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

May 2023

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

Statement of Activities - Modified Cash Basis - Per Capita Fund

July 2022 - May 2023

			Per Capita Fund
	Actual	Budget	over Budget
REVENUE			
3070 Grants			
3077 Per Capita Grant	6,664.05	4,442.64	2,221.41
Total 3070 Grants	6,664.05	4,442.64	2,221.41
Total Revenue	6,664.05	4,442.64	2,221.41
GROSS MARGIN	6,664.05	4,442.64	2,221.41
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium	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

May 2023

			Reserve Fund
	Actual	Budget	over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	781.92		781.92
Total 3100 Interest Income	781.92		781.92
3200 Royalty Income	1,210.30	1,250.00	-39.70
Total Revenue	1,992.22	1,250.00	742.22
GROSS MARGIN	1,992.22	1,250.00	742.22
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	1,992.22	1,250.00	742.22
NET MARGIN	\$1,992.22	\$1,250.00	\$742.22

Statement of Activities - Modified Cash Basis - Reserve Fund

July 2022 - May 2023

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	2,435.85		2,435.85
Total 3100 Interest Income	2,435.85		2,435.85
3200 Royalty Income	12,107.99	10,000.00	2,107.99
Total Revenue	14,543.84	10,000.00	4,543.84
GROSS MARGIN	14,543.84	10,000.00	4,543.84
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	14,543.84	10,000.00	4,543.84
NET MARGIN	\$14,543.84	\$10,000.00	\$4,543.84

Statement of Activities - Modified Cash Basis - Memorial Fund

May 2023

This report contains no data for your specified date range.

Statement of Activities - Modified Cash Basis - Memorial Fund

July 2022 - May 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

6. TREASURER'S REPORT

GALENA PUBLIC LIBRARY DISTRICT INVESTMENTS & ACCOUNTS							
As of May 31, 2023							
BANK	ACCT NO.	ACCOUNT	TYPE OF ACCCOUNT	INTEREST RATE	MATURITY	AMOUNT	NOTES
First Community	1014	*379	Endowment - CD		6/15/23	\$73,151.40	Due for renewal
	1015	*4883	Endowment - Money market	0.30%	n/a	\$147,122.42	
	1016	*4580	Endowment - Regular Savings	0.20%	n/a	\$93,097.19	
	1021	*378	Reserve Fund		6/15/23	\$75,201.06	Due for renewal
	1033	*647	Klein/Wachter Restricted-Regular Savings	0.20%	n/a	\$1,487.92	
	1080		Diewes Memorial - Money Market	0.00%	n/a	\$203,237.41	
Dupaco	1031	*309	Virtue Memorial Restricted - CD	1.65%	4/17/23	\$7,957.93	
	1071	*1104	Savings/Asset Builder	0.00%	n/a	\$25.02	
Illinois Bank & Trust	1050	*5071	Checking	0.00%	n/a	\$140,272.10	Includes Corporate, FICA, IMRF, Ins, & Per Cap. \$32,594.11 transferred to Acct 1060
	1060	*0035	Savings		n/a	\$292,898.61	Includes Corporate, Memorial Savings, Memorial Reserve Savings, Special Reserve Fund, and an Endowment
						\$1,034,451.06	

8. LIBRARY DIRECTOR'S REPORT

Director's Report

May/June 2023

Board News

The 90-day window to complete the Open Meetings Act electronic training ends on August 13th. The completion certificate must be on file at the library.

Circulation

Stats will be available at the time of the meeting.

Adult Services

Upcoming Programs:

- June 13: Community Reads for Inquiring Minds led by K. Kriesel
- June 20: Evening Book Club
- June 21: Friends of the Library Annual Meeting
- June 21: Watch Party! Braiding Sweetgrass @ GCFA (w/ JDCF)
- June 26: Morning Book Club
- June 27: An Evening with TJ Klune led by Douglas Mahan
- Every Tuesday: Stitchers

Youth Services

The Summer Reading continues to attract kids of all ages! We currently have 110 participants. Three have already reached the 1,000 minutes to attend the pool party.

Upcoming Programs:

- June 26: Tour of West Street Sculpture Park
- June 29: Toaster Oven Snacks
- June 30: Sprinkler Storytime
- July 10: History Storytime
- Every Friday: Family Storytime

Director

- **Building**
 - Bi-State Masonry is on schedule to start the exterior repair in September.
 - Todd Birkel, Hooting Coyote, sent a proposal, which is included under new business. His schedule allows for a September start time.
- **Finances**
 - Treasurer Beadle and I met on June 8th to discuss the first draft of the meeting. A finance meeting will be called in June. At this time, we are on target for a public notice to be

published regarding the B&A Hearing in the July 12th issue of the Gazette. This must be published 30 days prior to adoption of the B&A, which will happen at the August meeting.

- **Grant:** The library applied for a Country Fair Grant for \$640 to pay for pool passes. The grant would cover the cost for 16 pool passes. The library was awarded the grant and received the funds on June 7th.

- **Projects**

- **Pride:** At the time of the board meeting, the Pride Picnic will have concluded. Limited information on the event will be discussed at the meeting. More detailed information will be shared at the July meeting.
- **Fireplace:** Third Coast Conservation visited in May and continued the restoration work on the children's library fireplace. They have one more step before work is complete.

8a. 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](#).

10e. COMMITTEES: DECENNIAL

Decennial Committee Meeting – Draft

June 5, 2023

Call to Order

Johnson called the meeting to order at 6pm.

Roll call: Sprengelmeyer-present, Schoenrock-present, Johnson-present, Rector-present, Walker-present, Beadle-present. Blaum was absent.

Also present: Tim Buisker, Alex Potter, Kathy Leonard, and Jenna Diedrich. Sandra Schultz excused.

Citizen Comments

Kathy Leonard informed the committee that book donations are no longer being accepted for the Friends' Annual Book Sale. The book sale will be held July 19-22.

New Business

Introduce committee members

Diedrich introduced community committee members, Alex Potter and Tim Buisker. Potter and Buisker shared information about themselves and their interest in the library. Schultz is also a community member serving on the committee but was unable to make the first meeting.

Appoint committee chairperson

Walker offered to chair the committee, but requested Johnson to continue to lead the first meeting.

Discuss purpose of committee

Diedrich gave an outline of the purpose of the committee. The Decennial Committee is to gauge local government's efficiency. Buisker made note that there are no suggested objective metrics to measure efficiency. Diedrich stated the committee will decide how much or how little work may be done to meet the statute. Ancel Glink, law firm, provided a sample report that may be used. Diedrich stated the committee can utilize data gathered in the Strategic Plan and build off that to complete the report.

The committee discussed the process of compiling information in conjunction with the report. Because a step of the Strategic Plan is to conduct surveys, a survey for this committee would serve two purposes. The statute says the committee must meet a minimum of three times. In order to create a useful survey, the committee thought four meetings would be most beneficial. All committee members should review the Strategic Plan and the additional documents before survey questions are written. The following is a potential schedule of meetings:

1. First meeting: discussion of committee and how to meet the statute
2. Second meeting: discussion of Strategic Plans and formulation of survey questions
3. Third meeting: review and revise draft report
4. Fourth and final meeting: go over final report, suggest any changes before submittal to the county

Designate committee members' workload

Discussion on what steps will be completed prior to the next meeting. Walker and Diedrich will meet to go over the sample report to see where the library stands. All committee members will review the Strategic Plan. Diedrich will share the addendum to the Strategic Plan with Tim, Alex, and Sandra. All documents are already on the trustee iPads.

Schedule upcoming meetings

The statute allows for the Decennial Committee to meet during a regular meeting as long as it is notated on the agenda. The committee decided to schedule the second meeting during the September 11 board meeting. At this meeting, the date and time for the third meeting will be decided.

Survey of resident members

Leonard was the only non-committee member present during the meeting. Leonard was asked her thought on the current plan and if she had additional suggestions. Leonard was unsure of the purpose of the committee and wanted to ensure that the committee worked to its advantage. Leonard inquired if funding was provided from the state. Diedrich reminded the committee that this is an unfunded mandate. Leonard suggested asking similar questions from the previous survey to see if the library is meeting the goals and objectives that were previously identified.

Adjournment

Johnson adjourned the meeting at 6:35pm

Respectfully submitted,
Jenna Diedrich
Library Director

12a. NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON NEW LEGAL REPRESENTATION



TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

DATE: June 8, 2023

RE: Legal representation

In May, Attorney Terry Kurt left his firm and is no longer serving as the library's legal representation. I was notified of this change in early June. All files from Hammer Law Firm have been picked up and are currently being stored at the library.

As for new legal representation, I reached out to Attorney Ron Leinen at Vincent, Roth, Toepfer, & Leinen P.C. Leinen previously represented the library in the mid 2010s. He is familiar with what the library needs in legal representation and is available to take on the library as a client. The library typically reaches out to its lawyer for looking over policies, bylaw changes, resolutions and ordinances, etc. His offered price for services is \$100/hour. I would suggest moving forward Ron Leinen as the library's legal representation

12b. NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON PROPOSAL FROM HOOTING COYOTE



May 22, 2023

Galena Public Library
Jenna Diedrich, Library Director
601 S. Bench St.
Galena, IL 61036

**Re: Exterior Repairs
Structural Engineering Proposal**

Dear Ms. Diedrich,

Hooting Coyote LLC is pleased to submit the following proposal for structural engineering services associated with the exterior repairs of the Galena Public Library at 601 S. Bench Street in Galena, Illinois. The proposal contains the Project Understanding, the Scope-of-Work, the Schedule, the Proposed Fee, and Assumptions:

Project Understanding:

It is my understanding that Galena Public Library has contracted with Bi-State Masonry to perform repairs to the exterior of the library building. Apparently, the Library Board would like to hire a design professional experienced in masonry construction as an owner's representative and technical go-between. The intent is to foster good relations and productive communication between the Library Board and the Bi-State Masonry, and to provide an independent intermediary to observe the progress of repairs.

Scope-of-Work:

The scope-of-work is broken down Site Visits, Reports, and Meetings:

- Site Visit:
 - Travel to Galena.
 - Observe conditions that are accessible.
 - Document findings in words and pictures.
 - Provide Bi-State Masonry with on-site feedback regarding current work.
- Reports:
 - Create a report summarizing observations, findings, recommendations, and professional opinions.

Hooting Coyote LLC, 1553 W. Morley Rd., Elizabeth, IL 61028

Telephone: (815) 858-5514, Email: tbirkel@hootingcoyote.com

Website: <http://hootingcoyote.com/>

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C:\Users\Toddl\Dropbox\Documents\Proposals\Proposal - Galena Public Library - Exterior Repairs.docx

Ms. Jenna Diedrich, Library Director
Exterior Repairs - Structural Engineering Proposal
May 22, 2023

- Meetings:
 - Travel to Galena.
 - Attend meeting.
 - Present highlights of reports including observations, findings, recommendations, and professional opinions.
 - Respond to comments and questions.

Schedule:

Hooting Coyote will perform the services in a timely manner consistent with the Library Board's expectations and project standards.

Proposed Fee:

The structural fee is broken down to match the scope-of-work above. Each task is broken down into typical anticipated time and standard billing rate:

- Site Visit: 2 hours x \$150/hour = \$300
- Reports: 1 hour x \$150/hour = \$150
- Meetings: 2 hours x \$150/hour = \$300

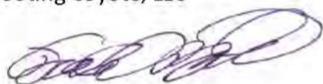
Example: For eight weekly site visits, eight weekly reports, and three meetings, the resulting overall fee would be approximately:

$$(8 \times \$300) + (8 \times \$150) + (3 \times \$300) = \$4,500$$

Thank you for this opportunity to work with the Galena Public Library. If you have any questions while reviewing this proposal, please contact me via telephone (815-858-5514) or email (tbirkel@hootingcoyote.com). My experience can be found at: <http://hootingcoyote.com>

Sincerely,

Hooting Coyote, LLC



Todd Birkel
Structural Engineer

Authorization to Proceed:

Galena Public Library

Date

TAB

Hooting Coyote LLC, 1553 W. Morley Rd., Elizabeth, IL 61028
Telephone: (815) 858-5514, Email: tbirkel@hootingcoyote.com
Website: <http://hootingcoyote.com/>



13a. MOTIONS, RESOLUTIONS, ORDINANCES



NON-RESIDENT FEE CALCULATION

Non-residents must bring in their current tax bill and a valid picture ID.

NET TAXABLE VALUE \$ _____ x 0.0022166 = \$ _____

Date: _____

Right to Privacy: All records relating to your library card are confidential.

Approved by the Board of Trustees: 6/12/2023

Effective July 1, 2023 through June 30, 2024

13b. MOTIONS, RESOLUTIONS, ORDINANCES



FY 2023 Meeting Date Ordinance

Ordinance #23-04

Be it ordained that the regular meeting of the Galena Public Library District Board of Trustees shall be held at 6:30 P.M. at the Galena Public Library District, 601 S. Bench St., Galena, IL 61036 on the following dates:

Monday, July 10th, 2022
Monday, August 7th, 2022
Monday, September 11th, 2022
Monday, October 9th, 2022
Monday, November 13th, 2022
Monday, December 11th, 2022
Monday, January 8th, 2023
Monday, February 12th, 2023
Monday, March 11th, 2023
Monday, April 8th, 2023
Monday, May 13th, 2023
Monday, June 10th, 2023

A special meeting will be held on Monday, August 7 at 6:00 P.M. for the Budget & Appropriation Hearing prior to the regular meeting at 6:30 P.M at the Galena Public Library, 601 S. Bench St., Galena, IL 61036

This Ordinance is effective immediately upon adoption.

Adopted at the Regular Meeting, June 12, 2023.

Posted:

Board of Trustees of Galena Public Library District

By: _____

President, Board of Trustees

ATTEST

Secretary, Board of Trustees