



LIBRARY BOARD OF TRUSTEES MEETING
Regular Meeting Monday, July 10, 2023 at 6:30pm
Galena Public Library - Historical Room

AGENDA

1. Call to order, roll call
2. Citizen Comments (3 minutes per person, 15 minutes total)
3. Consent Agenda (ACTION)
 - a. Approval of minutes for Regular Meeting June 12, 2023
 - b. Approval of bills paid/payable 06/10/2023 - 07/07/2023
4. Financial Report
5. Treasurer's Report
6. Friends Report
7. Library Director's Report
8. Board President's Report
 - a. Review of FY 2023 Regular Meeting minutes
9. Committees
 - a. Building & Grounds - Blaum
 - b. Decennial - Walker
 - c. Finance - Beadle
 - d. HR - Rector
 - e. Policy - Walker
10. Unfinished Business
11. New Business
 - a. Discussion and possible action on FY 2024 Draft Budget & Appropriation Ordinance
12. Motions, Resolutions, Ordinances
13. Closed Session
 - a. Discussion of minutes of meetings lawfully closed under the OMA, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated in Section 2.06. 5 ILCS 120/2(c)(21)
14. Discussion and possible action on closed session discussions
15. Items for next agenda
16. Announcements
17. Adjournment
18. Next Meeting: Public Hearing of the FY 2024 Budget & Appropriation on Monday, August 14 at 6:00pm, followed by the Regular Meeting on Monday, August 14, 2023 at 6:30pm

3.a CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING JUNE 12, 2023 (ACTION)

Library Board Minutes

June 12, 2023

Draft

1. President Walter Johnson called the meeting to order at 6:30pm. Role call had Maria Rector, Emily Sprengelmeyer, Katherine Walker, and Allison Schoenrock attending. A quorum was present. Board members with excused absences were Mike Blaum and Frances Beadle. Others present were Librarian Jenna Diedrich, Tim Doser, Kathy Leonard, Gloria Junge, and Craig Albaugh.
2. Budget Presentation by Alex Todd of Dieters & Todd Consulting
Todd presented by zoom an explanation of how library district budgets should work. He covered key terms and dates to be aware of, the workings of a tax levy and how it is approved. Todd explained that salaries are typically the largest part of the budget but a board does not vote on salaries. Library funds are in four categories: restricted, unrestricted, tax funds and non-tax funds. A survey of dollars spent for two libraries showed the differences for capital projects down the road in 5, 10 and 15 years. His advice was to avoid any referendum as long as possible.
3. Citizens Comments
Allison Schoenrock volunteered to time comments. Tim Doser gave out a four-page memo to all the board members. Kathy Leonard gave July 19, 20 and 21 as the book sale dates and reminded everyone that the Friends of the Library annual meeting is June 21st at 5:30pm.
4. Consent Agenda
Diedrich asked that an expense of \$140 for gifts cards for staff recognition payable to Rector be added to the bills payable. Rector asked minutes for last month reflect her as an excused absence. Schoenrock moved to add both requests to her motion for approval of the May 15, 2023 minutes and the bills payable. Rector made the second. Vote: Schoenrock – Aye, Walker – Aye, Sprengelmeyer – Aye, Rector – Aye, Johnson – Aye. Motion carried.
5. Financial Report – none
6. Treasurer's Report
Diedrich had talked to Beadle. There were two CDs that expire on June 15. They are at 2% for 7 months. She was unsure of the current rates. Schoenrock moved to renew the CDs at the best possible price for the best term. Sprengelmeyer had the second. Vote: Walker – Aye, Sprengelmeyer – Aye, Rector – Aye, Schoenrock – Aye, Johnson – Aye. Motion carried.
7. Friends Report
Leonard added to her earlier comments that Betsy would be having a membership drive to attract more people.
8. Library Director's Report

Plans for summer reading included a possible tour of the sculpture park and a history story time done by the American Legion. May saw 39 people sign up for library cards and Diedrich stated 120 kids have enrolled in the summer reading program. Pride Picnic had \$111 in donations at the park and over \$500 for raffle tickets. There were 85 participants who turned in their passports, but the total count of participants is unknown. Sponsorships totaled \$9,195. A union representative telephoned and emailed to express concern over Bi-State not being a union shop. They were mentioned as the contractor in the recently collapsed building in Davenport. Diedrich informed the representative that a contract has yet to be signed. Country Fair awarded grant dollars for the summer pool passes. The downstairs fireplace is still a work in progress, but 80% complete. The next set of documents for digitization will hopefully be sent out by the end of this week or next week. Diedrich will send a link to the board members for the required OMA training. Governor Pritzker has signed the book ban legislation that will go into effect January 1, 2024.

9. Board President's Report

a. Committee Appointments

Johnson appointed Blaum and Beadle to Building & Grounds. Finance will be Johnson and Walker with Beadle chairing. Human Resources will have Rector continue as chair with Schoenrock and Sprengelmeyer as members. Walker will chair Policy with Schoenrock and Sprengelmeyer as members. All board members will serve on Decennial.

b. Blaum will be OMA officer.

c. Review of FY 2023 Regular Meeting Minutes will need to be done by the end of August.

d. Review of Closed Session Minutes will be completed by Rector and Sprengelmeyer.

10. Committees

a. Building & Grounds – no report

b. Finance – Beadle and Diedrich did meet

c. Human Resources – no report

d. Policy – no report

e. Decennial – Minutes had been included in the board packet

11. Unfinished Business – none

12. New Business

a. Discussion and possible action on new legal representation

Terry Kurt has left the firm he was with. Diedrich reached out to Ron Lienen and asked him about representation. Sprengelmeyer moved to hire him. Schoenrock had the second. Vote: Sprengelmeyer – Aye, Rector – Aye, Schoenrock – Aye, Walker – Aye, Johnson – Abstain. Motion carried.

b. Discussion and possible action on proposal from Hooting Coyote

Todd Birkel is willing to oversee the building improvements, do site visits and meetings. Schoenrock moved to hire Birkel for the restoration projects. Rector made the second. Vote: Rector – Aye, Schoenrock – Aye, Walker – Aye, Sprengelmeyer – Aye, Johnson – Aye. Motion carried.

13. Motions, resolutions, ordinances

a. Resolution #23-02: Non-Resident Fees

Rector moved to accept the resolution. Sprengelmeyer had the second. Vote: Schoenrock – Aye, Walker – Aye, Sprengelmeyer – Aye, Rector – Aye, Johnson – Aye. Motion carried.

b. Resolution #23-04: FY2024 Meeting Dates

Corrections were made for 2024 dates for August 14 and the year 2024 instead of 2023. Walked moved to accept the resolution with the date corrections. Schoenrock made the second. Vote: Walker – Aye, Sprengelmeyer – Aye, Rector – Aye, Schoenrock – Aye, Johnson – Aye. Motion carried.

14. Closed Session

Discussion was delayed until July.

15. Discussion and possible action on Closed Session – none

16. Items for next agenda

Draft of Budget and Appropriations

Audit of regular meeting minutes

17. Announcements – none

18. Adjournment was at 8:28pm

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

Respectfully Submitted

Katherine Walker

Secretary

3.b CONSENT AGENDA: BILLS PAID/PAYABLE 06/10/2023-07/07/2023

Galena Public Library District

A/P Aging Summary

As of July 7, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	154.64					\$154.64
B. L. Murray Co, Inc.	79.20					\$79.20
City of Galena	209.00					\$209.00
Command Security Solutions	324.00					\$324.00
Findaway World LLC	419.93					\$419.93
Hoof It Goat Treks	155.03					\$155.03
IMT Insurance	458.00					\$458.00
Kanopy	156.00					\$156.00
Midwest Tape	256.62					\$256.62
Murphy Lawn Care	135.00					\$135.00
O'Connor, Brooks & Co PC	8,170.00					\$8,170.00
Prairie Cat	2,383.00					\$2,383.00
RAILS	300.00					\$300.00
TOTAL	\$13,200.42	\$0.00	\$0.00	\$0.00	\$0.00	\$13,200.42

Galena Public Library District

Check Detail

June 10 - July 7, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
06/13/2023	Bill Payment (Check)	22882	Macmillan Holdings, LLC		R	-
						1,200.00
						-
						1,200.00
06/13/2023	Bill Payment (Check)	22883	Access Systems		R	-178.18
						-178.18
06/13/2023	Bill Payment (Check)	22884	B. L. Murray Co, Inc.		R	-20.75
						-20.75
06/13/2023	Bill Payment (Check)	22885	Findaway World LLC		R	-446.18
						-446.18
06/13/2023	Bill Payment (Check)	22886	Kanopy		R	-141.00
						-141.00
06/13/2023	Bill Payment (Check)	22887	KONE CHICAGO		R	-
						2,113.92
						-
						2,113.92
06/13/2023	Bill Payment (Check)	22888	Midwest Tape		R	-234.10
						-234.10
06/13/2023	Bill Payment (Check)	22889	Deiters & Todd Library Consulting, LLC		R	-300.00
						-300.00
06/13/2023	Bill Payment (Check)	22890	JL Tech			-539.85
						-539.85
06/13/2023	Bill Payment (Check)	22891	Maria Rector		R	-140.00
						-140.00
06/13/2023	Bill Payment (Check)	22892	Galena Area EMS		R	-170.00
						-170.00
06/13/2023	Bill Payment (Check)	22893	Third Coast Conservation, LLC		R	-
						2,497.75
						-
						2,497.75
06/15/2023	Expenditure		City of Galena	Water & sewer	R	-34.90
						34.90
06/15/2023	Expenditure		Verizon	Hotspot wi-fi	R	-216.16
				Hotspot wi-fi		180.15
						36.01
06/20/2023	Expenditure		Card Services - Galena State Bank		R	-
						4,919.23

Friday, July 7, 2023 03:14 PM GMT-05:00

1/2

Galena Public Library District

Check Detail

June 10 - July 7, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Adult/Youth AV, Netflix subscription, pool passes, putnam pass		1,383.43
				Adult - Gift certificates to Galena Cellars		100.00
				Youth - program supplies, summer reading supplies, pokemon cards, water table, snacks, casey's pizza,		218.03
				low mow may, office supplies, zip ties, water, creamer,		133.68
				May Ring Central bill		210.34
				Pride - banners, decor, tattoos, stickers, t-shirts, arts & crafts, photo backdrop, raffle tix, face painting		1,864.81
				Adobe Acrobat Pro for 4 computers, Canva yearly subscription,		359.99
				stamps		63.00
				flowers for outside library		107.15
				Summer Reading - gift cards to Galena Bakehouse, Elle & Becks, and lego minifigs		478.80
06/22/2023	Expenditure	574077	Honkamp Krueger & Co, PC		R	-997.00
				Financial statements and software subscription for June 2023		997.00
06/22/2023	Expenditure		Payroll		R	-
						8,411.98
						-
						8,411.98
06/26/2023	Expenditure		Culligan		R	-38.35
				Water		38.35
06/28/2023	Expenditure		AT&T		R	-110.26
				Elevator Phone		110.26
07/05/2023	Expenditure		Nicor Gas			-237.15
				Gas for 04/19/23 - 05/17/23		237.15

4. FINANCIAL REPORT

Financial Statements

Galena Public Library District

For the Periods Ended June 30, 2023 and 2022

Preliminary Draft

Prepared by

Honkamp, P.C.

Prepared on

July 6, 2023

No Assurance Provided / All Disclosures Omitted

Statement of Net Position - Modified Cash Basis

	Total	
	As of Jun 30, 2023	As of Jun 30, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Certificates of Deposit		
1011 Endowment Fund		
1014 First Community Bank 166379	0.00	73,151.40
1015 First Community Bank 4883	147,291.71	145,662.04
1016 First Community Bank 4580	93,155.22	92,930.58
1017 First Community Bank 8472	73,151.40	
Total 1011 Endowment Fund	313,598.33	311,744.02
1020 Reserve Fund		
1021 First Community Bank 166378	0.00	75,201.06
1022 First Community Bank 8471	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	1,488.85	1,485.25
Total 1030 Restricted Memorial Reserve	9,446.78	9,443.18
Total 1010 Certificates of Deposit	398,246.17	396,388.26
1050 IB&T Checking		
1051 IB&T-Corporate Fund	159,056.36	130,416.84
1052 IB&T-FICA	2,719.26	6,285.31
1053 IB&T-IMRF	12,090.02	12,245.55
1054 IB&T-Insurance	9,710.77	7,525.77
1057 IB&T-Per Capita	0.00	618.27
Total 1050 IB&T Checking	183,576.41	157,091.74
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	219,367.52	173,611.40
1069 Endowment-IB&T Savings 170035	5,322.67	5,322.67
Total 1060 IB&T Savings 170035	294,361.47	247,784.98
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	203,529.74	200,969.90
Total Bank Accounts	1,079,738.81	1,002,259.90
Total Current Assets	1,079,738.81	1,002,259.90
TOTAL ASSETS	\$1,079,738.81	\$1,002,259.90

LIABILITIES AND EQUITY**Liabilities****Current Liabilities****Other Current Liabilities**

2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		

Statement of Net Position - Modified Cash Basis

	Total	
	As of Jun 30, 2023	As of Jun 30, 2022 (PY)
2381 IMRF - 403B	1,358.96	1,312.60
Total 2380 IMRF Payroll Liabilities	1,358.96	1,312.60
Total 2300 Payroll Liabilities	1,358.96	1,312.60
Deferred Revenue	0.00	0.00
Corporate Def Rev	70,323.36	47,822.73
FICA Def Rev	3,312.77	1,338.75
IMRF Def Rev	585.03	1,204.64
Insurance Def Rev	1,170.00	202.22
Total Deferred Revenue	75,391.16	50,568.34
Total Other Current Liabilities	76,750.12	51,880.94
Total Current Liabilities	76,750.12	51,880.94
Total Liabilities	76,750.12	51,880.94
Equity		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	302,738.29	265,795.64
2815 Endowment Fund Balance	330,871.59	327,446.18
2820 FICA Fund Balance	-593.51	4,946.56
2830 IMRF Fund Balance	10,146.03	9,728.31
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	11,895.25	11,761.95
2855 Per Capita Fund Balance	0.00	618.27
2860 Reserve Fund Balance	270,965.96	254,835.00
2900 Contra Net Margin Account	-52,609.73	-234,336.73
Net Margin	52,609.73	234,336.73
Total Equity	1,002,988.69	950,378.96
TOTAL LIABILITIES AND EQUITY	\$1,079,738.81	\$1,002,259.90

Statement of Activities - Modified Cash Basis (MTD)

	Total	
	Jun 2023	Jun 2022 (PY)
REVENUE		
3030 Digitization Project		5.00
3040 Donations	325.00	1,812.00
3060 Friends (Other Grants)		3,297.00
3070 Grants		
3071 Corporate Grant	640.00	
Total 3070 Grants	640.00	
3090 Historical Department	25.00	
3100 Interest Income		
3101 Corporate Interest	752.29	1.21
3106 Memorial Reserve Interest	0.93	0.74
3108 Reserve Interest	1,088.02	135.61
3109 Endowment Interest	404.51	219.55
Total 3100 Interest Income	2,245.75	357.11
3120 Lit Fest	750.00	320.00
3130 Non-Resident Fee		439.84
3140 Other Income		60.00
3200 Royalty Income	943.57	1,978.61
3230 Service Charges	161.35	80.00
Total Revenue	5,090.67	8,349.56
GROSS MARGIN	5,090.67	8,349.56
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	1,239.91	1,138.72
5130 Pension Contributions	562.48	675.60
5150 Salaries	16,208.11	14,885.51
Total 5100 Personnel Services	18,010.50	16,699.83
5200 Capital Outlay		
5210 Books	1,853.13	3,147.00
5220 Equipment	178.18	-1,086.47
5240 Improvements	2,497.75	513.36
5260 Materials/Non-Printed/A-V	1,829.61	1,581.59
Total 5200 Capital Outlay	6,358.67	4,155.48
5300 Commodities		
5310 Databases	375.10	258.35
5320 Periodicals		74.90
5330 Supplies	154.43	1,616.77
5340 Postage/Shipping	63.00	61.03
Total 5300 Commodities	592.53	2,011.05
5400 Contractual Services		
5410 Accounting	1,235.86	1,149.72
5440 Maintenance	2,113.92	160.00
5480 Technical Services	539.85	
5485 Other Contractual Services	359.99	119.99
Total 5400 Contractual Services	4,249.62	1,429.71
5600 Lit Fest Expenditures		848.94

Statement of Activities - Modified Cash Basis (MTD)

	Total	
	Jun 2023	Jun 2022 (PY)
5700 Other Expenditures		
5730 Misc Charges	247.15	428.38
Total 5700 Other Expenditures	247.15	428.38
5800 Other Services		
5820 Continuing Education	300.00	
5850 Marketing		376.88
5870 Programming	4,031.64	5,074.69
5900 Utilities	1,435.82	1,494.43
Total 5800 Other Services	5,767.46	6,946.00
Total Expenditures	35,225.93	32,519.39
NET OPERATING MARGIN	-30,135.26	-24,169.83
NET MARGIN	\$ -30,135.26	\$ -24,169.83

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul 2022 - Jun 2023	Jul 2021 - Jun 2022 (PY)
REVENUE		
3030 Digitization Project	8,981.00	6,480.00
3040 Donations	10,483.25	212,765.08
3050 Fines/Overdues	63.55	119.99
3060 Friends (Other Grants)	3,983.96	8,247.16
3070 Grants		
3071 Corporate Grant	640.00	
3077 Per Capita Grant	6,664.05	6,793.85
Total 3070 Grants	7,304.05	6,793.85
3090 Historical Department	93.00	150.00
3100 Interest Income		
3101 Corporate Interest	3,660.41	150.86
3106 Memorial Reserve Interest	134.11	164.71
3108 Reserve Interest	3,523.87	1,212.67
3109 Endowment Interest	3,425.41	7,420.47
Total 3100 Interest Income	10,743.80	8,948.71
3110 Item Replacements	471.32	533.75
3120 Lit Fest	8,012.50	1,115.00
3130 Non-Resident Fee	3,143.61	3,752.76
3140 Other Income		463.00
3142 Corporate Other Income	153.66	112.96
3146 Insurance Other Income	144.00	
Total 3140 Other Income	297.66	575.96
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	20,279.63	21,445.89
3230 Service Charges	1,502.48	1,028.73
Total Revenue	444,506.76	634,403.54
GROSS MARGIN	444,506.76	634,403.54
EXPENDITURES		
5100 Personnel Services		
5120 Payroll Taxes	15,312.83	15,043.42
5130 Pension Contributions	8,376.10	12,903.47
5150 Salaries	200,167.40	196,495.12
Total 5100 Personnel Services	223,856.33	224,442.01
5200 Capital Outlay		
5210 Books	21,049.91	23,541.26
5220 Equipment	1,383.47	3,944.56
5240 Improvements	13,107.05	29,235.49
5260 Materials/Non-Printed/A-V	14,700.98	13,102.46
Total 5200 Capital Outlay	50,241.41	69,823.77

Statement of Activities - Modified Cash Basis (YTD)

		Total
	Jul 2022 - Jun 2023	Jul 2021 - Jun 2022 (PY)
5300 Commodities		
5310 Databases	6,820.43	6,652.33
5320 Periodicals	4,533.31	2,796.72
5330 Supplies	2,427.06	5,260.98
5340 Postage/Shipping	256.94	280.71
Total 5300 Commodities	14,037.74	14,990.74
5400 Contractual Services		
5410 Accounting	15,378.22	13,946.69
5420 Audit Fees		7,970.00
5430 Legal	337.50	3,492.50
5440 Maintenance	7,897.51	8,303.58
5460 PrairieCat Consortium	9,272.00	8,945.00
5475 HR Source		275.00
5480 Technical Services	5,596.04	5,472.50
5485 Other Contractual Services	3,670.15	2,085.66
Total 5400 Contractual Services	42,151.42	50,490.93
5500 Historical Digitization	17,261.09	3,202.68
5600 Lit Fest Expenditures	7,039.62	3,831.53
5700 Other Expenditures		
5730 Misc Charges	799.38	959.45
Total 5700 Other Expenditures	799.38	959.45
5800 Other Services		
5810 Association Dues	440.00	440.00
5820 Continuing Education	800.00	1,000.00
5830 General Insurance (Bonding)	7,009.00	6,407.00
5850 Marketing	540.70	476.88
5860 Outreach	770.22	
5870 Programming	8,555.75	7,345.59
5880 Public Notice/Legal	469.25	376.34
5890 Travel		104.61
5900 Utilities	17,925.12	16,175.28
Total 5800 Other Services	36,510.04	32,325.70
Unapplied Cash Bill Payment Expense	0.00	0.00
Total Expenditures	391,897.03	400,066.81
NET OPERATING MARGIN	52,609.73	234,336.73
NET MARGIN	\$52,609.73	\$234,336.73

Supplementary Information

Supplementary Information

Preliminary Draft

Galena Public Library District

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

June 2023

	Current Month	Year-to-Date	Budget	Balance
REVENUE				
Digitization Project	-	8,981.00	8,000.00	981.00
Donations	325.00	10,483.25	10,000.00	483.25
Auction Income	-	-	-	-
Fines/Overdues	-	63.55	-	63.55
Friends (Other Grants)	-	3,983.96	12,585.00	(8,601.04)
Grants				
Corporate Grant	640.00	640.00	1,000.00	(360.00)
Per Capita Grant	-	6,664.05	6,664.00	0.05
Total Grants	640.00	7,304.05	7,664.00	(359.95)
Historical Department	25.00	93.00	500.00	(407.00)
Interest Income				
Corporate Interest	752.29	3,660.41	10,000.00	(6,339.59)
Memorial Reserve Interest	0.93	134.11		134.11
Reserve Interest	1,088.02	3,523.87		3,523.87
Endowment Interest	404.51	3,425.41		3,425.41
Total Interest Income	2,245.75	10,743.80	10,000.00	743.80
Item Replacements	-	471.32	300.00	171.32
Lit Fest	750.00	8,012.50	2,000.00	6,012.50
Non-Resident Fee	-	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	943.57	20,279.63	15,000.00	5,279.63
Service Charges	161.35	1,502.48	750.00	752.48
Total Revenue	5,090.67	444,506.76	442,307.00	2,199.76
GROSS MARGIN	5,090.67	444,506.76	442,307.00	2,199.76
EXPENSES				
66000 Personnel Services				
Employee Health Plan				-
Payroll Taxes	1,239.91	15,312.83	15,700.00	(387.17)

Galena Public Library District

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

Pension Contributions	562.48	8,376.10	9,000.00	(623.90)
Reimbursements			-	-
Salaries			-	-
Corporate Wages	16,208.11	200,167.40	210,000.00	(9,832.60)
Total Salaries	16,208.11	200,167.40	210,000.00	(9,832.60)
Total 66000 Personnel Services	18,010.50	223,856.33	234,700.00	(10,843.67)
Capital Outlay				
Books	1,853.13	21,049.91	22,200.00	(1,150.09)
Equipment	178.18	1,383.47	6,000.00	(4,616.53)
Hardware			-	-
Improvements	2,497.75	13,107.05	76,500.00	(63,392.95)
Adult	-	-	-	-
Materials/Non-Printed/A-V	1,829.61	14,700.98	19,200.00	(4,499.02)
Total Capital Outlay	6,358.67	50,241.41	123,900.00	(73,658.59)
Commodities				
Databases	375.10	6,820.43	8,505.00	(1,684.57)
Periodicals	-	4,533.31	4,890.00	(356.69)
Supplies	154.43	2,427.06	4,000.00	(1,572.94)
Postage/Shipping	63.00	256.94	1,000.00	(743.06)
Total Commodities	592.53	14,037.74	18,395.00	(4,357.26)
Contractual Services				
Accounting	1,235.86	15,378.22	16,000.00	(621.78)
Audit Fees	-	-	8,000.00	(8,000.00)
Legal	-	337.50	4,000.00	(3,662.50)
Maintenance	2,113.92	7,897.51	9,000.00	(1,102.49)
PrairieCat Corporate	-	-	-	-
PrairieCat Consortium	-	9,272.00	9,274.00	(2.00)
Security Services	-	-	-	-
HR Source	-	-	-	-
Technical Services	539.85	5,596.04	10,000.00	(4,403.96)
Other Contractual Services	359.99	3,670.15	4,700.00	(1,029.85)
Total Contractual Services	4,249.62	42,151.42	60,974.00	(18,822.58)
Historical Digitization	-	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	247.15	799.38	1,000.00	(200.62)
Total Other Expenditures	247.15	799.38	11,000.00	(10,200.62)
Other Services				
Association Dues	-	440.00	440.00	-
Continuing Education	300.00	800.00	2,000.00	(1,200.00)
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	4,031.64	8,555.75	16,000.00	(7,444.25)

Galena Public Library District

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

Public Notice/Legal	-	469.25	500.00	(30.75)
Travel			800.00	(800.00)
Utilities	1,435.82	17,925.12	16,950.00	975.12
Total Other Services	5,767.46	36,510.04	47,690.00	(11,179.96)
Total Expenses	35,225.93	391,897.03	528,699.00	(136,801.97)
NET OPERATING MARGIN	(30,135.26)	52,609.73	(86,392.00)	139,001.73
NET MARGIN	(30,135.26)	52,609.73	(86,392.00)	139,001.73

Preliminary Draft

Statement of Activities - Modified Cash Basis - Corp Fund

June 2023

	Corporate Fund		
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project		666.67	-666.67
3040 Donations	325.00	833.33	-508.33
3060 Friends (Other Grants)		1,048.75	-1,048.75
3070 Grants			
3071 Corporate Grant	640.00	83.33	556.67
Total 3070 Grants	640.00	83.33	556.67
3090 Historical Department	25.00	41.67	-16.67
3100 Interest Income			
3101 Corporate Interest	752.29	833.33	-81.04
Total 3100 Interest Income	752.29	833.33	-81.04
3110 Item Replacements		25.00	-25.00
3120 Lit Fest	750.00	166.67	583.33
3130 Non-Resident Fee		208.33	-208.33
3140 Other Income			
3142 Corporate Other Income		41.67	-41.67
Total 3140 Other Income		41.67	-41.67
3190 Replacement Tax		333.33	-333.33
3200 Royalty Income	444.47		444.47
3230 Service Charges	161.35	62.50	98.85
Total Revenue	3,098.11	4,344.58	-1,246.47
GROSS MARGIN	3,098.11	4,344.58	-1,246.47
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		8.33	-8.33
5150 Salaries	16,208.11	17,500.00	-1,291.89
Total 5100 Personnel Services	16,208.11	17,508.33	-1,300.22
5200 Capital Outlay			
5210 Books	1,853.13	1,850.00	3.13
5220 Equipment	178.18	500.00	-321.82
5240 Improvements	2,497.75	6,375.00	-3,877.25
5260 Materials/Non-Printed/A-V	1,829.61	1,600.00	229.61
Total 5200 Capital Outlay	6,358.67	10,325.00	-3,966.33
5300 Commodities			
5310 Databases	375.10	708.75	-333.65
5320 Periodicals		407.50	-407.50
5330 Supplies	154.43	333.33	-178.90
5340 Postage/Shipping	63.00	83.33	-20.33
Total 5300 Commodities	592.53	1,532.91	-940.38
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
5440 Maintenance	2,113.92	750.00	1,363.92
5480 Technical Services	539.85	833.33	-293.48

Statement of Activities - Modified Cash Basis - Corp Fund

	Corporate Fund		
	Actual	Budget	over Budget
5485 Other Contractual Services	359.99	391.67	-31.68
Total 5400 Contractual Services	4,249.62	4,308.33	-58.71
5500 Historical Digitization		2,083.33	-2,083.33
5600 Lit Fest Expenditures		586.67	-586.67
5700 Other Expenditures			
5710 Contingencies		833.33	-833.33
5730 Misc Charges	247.15	83.33	163.82
Total 5700 Other Expenditures	247.15	916.66	-669.51
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	4,031.64	1,333.33	2,698.31
5880 Public Notice/Legal		41.67	-41.67
5890 Travel		66.67	-66.67
5900 Utilities	1,435.82	1,412.50	23.32
Total 5800 Other Services	5,767.46	3,390.85	2,376.61
Total Expenditures	33,423.54	40,652.08	-7,228.54
NET OPERATING MARGIN	-30,325.43	-36,307.50	5,982.07
NET MARGIN	\$ -30,325.43	\$ -36,307.50	\$5,982.07

Statement of Activities - Modified Cash Basis - Corp Fund

July 2022 - June 2023

	Corporate Fund		
	Actual	Budget	over Budget
REVENUE			
3030 Digitization Project	8,981.00	8,000.00	981.00
3040 Donations	9,983.25	10,000.00	-16.75
3050 Fines/Overdues	63.55		63.55
3060 Friends (Other Grants)	3,983.96	12,585.00	-8,601.04
3070 Grants			
3071 Corporate Grant	640.00	1,000.00	-360.00
Total 3070 Grants	640.00	1,000.00	-360.00
3090 Historical Department	93.00	500.00	-407.00
3100 Interest Income			
3101 Corporate Interest	3,660.41	10,000.00	-6,339.59
Total 3100 Interest Income	3,660.41	10,000.00	-6,339.59
3110 Item Replacements	471.32	300.00	171.32
3120 Lit Fest	8,012.50	2,000.00	6,012.50
3130 Non-Resident Fee	3,143.61	2,500.00	643.61
3140 Other Income			
3142 Corporate Other Income	153.66	500.00	-346.34
Total 3140 Other Income	153.66	500.00	-346.34
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		4,000.00	-4,000.00
3200 Royalty Income	7,672.54		7,672.54
3230 Service Charges	1,502.48	750.00	752.48
Total Revenue	397,465.43	400,626.00	-3,160.57
GROSS MARGIN	397,465.43	400,626.00	-3,160.57
EXPENDITURES			
5100 Personnel Services			
5140 Reimbursements		100.00	-100.00
5150 Salaries	200,167.40	210,000.00	-9,832.60
Total 5100 Personnel Services	200,167.40	210,100.00	-9,932.60
5200 Capital Outlay			
5210 Books	21,049.91	22,200.00	-1,150.09
5220 Equipment	1,383.47	6,000.00	-4,616.53
5240 Improvements	13,107.05	76,500.00	-63,392.95
5260 Materials/Non-Printed/A-V	14,700.98	19,200.00	-4,499.02
Total 5200 Capital Outlay	50,241.41	123,900.00	-73,658.59
5300 Commodities			
5310 Databases	6,820.43	8,505.00	-1,684.57
5320 Periodicals	4,533.31	4,890.00	-356.69
5330 Supplies	2,427.06	4,000.00	-1,572.94
5340 Postage/Shipping	256.94	1,000.00	-743.06
Total 5300 Commodities	14,037.74	18,395.00	-4,357.26
5400 Contractual Services			
5410 Accounting	15,378.22	16,000.00	-621.78

Statement of Activities - Modified Cash Basis - Corp Fund

	Corporate Fund		
	Actual	Budget	over Budget
5420 Audit Fees		8,000.00	-8,000.00
5430 Legal	337.50	4,000.00	-3,662.50
5440 Maintenance	7,897.51	9,000.00	-1,102.49
5460 PrairieCat Consortium	1,989.68		1,989.68
5480 Technical Services	5,596.04	10,000.00	-4,403.96
5485 Other Contractual Services	3,670.15	4,700.00	-1,029.85
Total 5400 Contractual Services	34,869.10	51,700.00	-16,830.90
5500 Historical Digitization	17,261.09	25,000.00	-7,738.91
5600 Lit Fest Expenditures	7,039.62	7,040.00	-0.38
5700 Other Expenditures			
5710 Contingencies		10,000.00	-10,000.00
5730 Misc Charges	799.38	1,000.00	-200.62
Total 5700 Other Expenditures	799.38	11,000.00	-10,200.62
5800 Other Services			
5810 Association Dues	440.00	440.00	0.00
5820 Continuing Education	800.00	2,000.00	-1,200.00
5830 General Insurance (Bonding)	6,606.00		6,606.00
5850 Marketing	540.70	2,000.00	-1,459.30
5860 Outreach	770.22	2,000.00	-1,229.78
5870 Programming	8,555.75	16,000.00	-7,444.25
5880 Public Notice/Legal	469.25	500.00	-30.75
5890 Travel		800.00	-800.00
5900 Utilities	17,925.12	16,950.00	975.12
Total 5800 Other Services	36,107.04	40,690.00	-4,582.96
Total Expenditures	360,522.78	487,825.00	-127,302.22
NET OPERATING MARGIN	36,942.65	-87,199.00	124,141.65
NET MARGIN	\$36,942.65	\$ -87,199.00	\$124,141.65

Statement of Activities - Modified Cash Basis - Endowment Fund

June 2023

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	404.51		404.51
Total 3100 Interest Income	404.51		404.51
Total Revenue	404.51	0.00	404.51
GROSS MARGIN	404.51	0.00	404.51
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	404.51	0.00	404.51
NET MARGIN	\$404.51	\$0.00	\$404.51

Statement of Activities - Modified Cash Basis - Endowment Fund

July 2022 - June 2023

	Actual	Budget	Endowment over Budget
REVENUE			
3100 Interest Income			
3109 Endowment Interest	3,425.41		3,425.41
Total 3100 Interest Income	3,425.41		3,425.41
Total Revenue	3,425.41	0.00	3,425.41
GROSS MARGIN	3,425.41	0.00	3,425.41
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	3,425.41	0.00	3,425.41
NET MARGIN	\$3,425.41	\$0.00	\$3,425.41

Statement of Activities - Modified Cash Basis - FICA Fund

June 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	1,239.91	1,308.33	-68.42
Total 5100 Personnel Services	1,239.91	1,308.33	-68.42
Total Expenditures	1,239.91	1,308.33	-68.42
NET OPERATING MARGIN	-1,239.91	-1,308.33	68.42
NET MARGIN	\$ -1,239.91	\$ -1,308.33	\$68.42

Statement of Activities - Modified Cash Basis - FICA Fund

July 2022 - June 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	15,312.83	15,700.00	-387.17
Total 5100 Personnel Services	15,312.83	15,700.00	-387.17
Total Expenditures	15,312.83	15,700.00	-387.17
NET OPERATING MARGIN	-5,540.07	-5,940.00	399.93
NET MARGIN	\$ -5,540.07	\$ -5,940.00	\$399.93

Statement of Activities - Modified Cash Basis - IMRF Fund

June 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	562.48	750.00	-187.52
Total 5100 Personnel Services	562.48	750.00	-187.52
Total Expenditures	562.48	750.00	-187.52
NET OPERATING MARGIN	-562.48	-750.00	187.52
NET MARGIN	\$ -562.48	\$ -750.00	\$187.52

Statement of Activities - Modified Cash Basis - IMRF Fund

July 2022 - June 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	8,376.10	9,000.00	-623.90
Total 5100 Personnel Services	8,376.10	9,000.00	-623.90
Total Expenditures	8,376.10	9,000.00	-623.90
NET OPERATING MARGIN	417.72	-218.00	635.72
NET MARGIN	\$417.72	\$ -218.00	\$635.72

Statement of Activities - Modified Cash Basis - Insurance Fund

June 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 - June 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	7,000.00	-6,597.00
Total 5800 Other Services	403.00	7,000.00	-6,597.00
Total Expenditures	403.00	7,000.00	-6,597.00
NET OPERATING MARGIN	1,217.22	-5,525.00	6,742.22
NET MARGIN	\$1,217.22	\$ -5,525.00	\$6,742.22

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

June 2023

	Memorial Reserve		
	Actual	Budget	over Budget
REVENUE			
3100 Interest Income			
3106 Memorial Reserve Interest	0.93		0.93
Total 3100 Interest Income	0.93		0.93
Total Revenue	0.93	0.00	0.93
GROSS MARGIN	0.93	0.00	0.93
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	0.93	0.00	0.93
NET MARGIN	\$0.93	\$0.00	\$0.93

Statement of Activities - Modified Cash Basis - Memorial Reserve Fund

July 2022 - June 2023

	Memorial Reserve		
	Actual	Budget	over Budget
REVENUE			
3100 Interest Income			
3106 Memorial Reserve Interest	133.30		133.30
Total 3100 Interest Income	133.30		133.30
Total Revenue	133.30	0.00	133.30
GROSS MARGIN	133.30	0.00	133.30
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	133.30	0.00	133.30
NET MARGIN	\$133.30	\$0.00	\$133.30

Statement of Activities - Modified Cash Basis - Per Capita Fund

June 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 - June 2023

		Per Capita Fund	
	Actual	Budget	over Budget
REVENUE			
3070 Grants			
3077 Per Capita Grant	6,664.05	6,664.00	0.05
Total 3070 Grants	6,664.05	6,664.00	0.05
Total Revenue	6,664.05	6,664.00	0.05
GROSS MARGIN	6,664.05	6,664.00	0.05
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium	7,282.32	9,274.00	-1,991.68
Total 5400 Contractual Services	7,282.32	9,274.00	-1,991.68
Total Expenditures	7,282.32	9,274.00	-1,991.68
NET OPERATING MARGIN	-618.27	-2,610.00	1,991.73
NET MARGIN	\$ -618.27	\$ -2,610.00	\$1,991.73

Statement of Activities - Modified Cash Basis - Reserve Fund

June 2023

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	1,088.02		1,088.02
Total 3100 Interest Income	1,088.02		1,088.02
3200 Royalty Income	499.10	1,250.00	-750.90
Total Revenue	1,587.12	1,250.00	337.12
GROSS MARGIN	1,587.12	1,250.00	337.12
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	1,587.12	1,250.00	337.12
NET MARGIN	\$1,587.12	\$1,250.00	\$337.12

Statement of Activities - Modified Cash Basis - Reserve Fund

July 2022 - June 2023

			Reserve Fund
	Actual	Budget	over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	3,523.87		3,523.87
Total 3100 Interest Income	3,523.87		3,523.87
3200 Royalty Income	12,607.09	15,000.00	-2,392.91
Total Revenue	16,130.96	15,000.00	1,130.96
GROSS MARGIN	16,130.96	15,000.00	1,130.96
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	16,130.96	15,000.00	1,130.96
NET MARGIN	\$16,130.96	\$15,000.00	\$1,130.96

Statement of Activities - Modified Cash Basis - Memorial Fund

June 2023

This report contains no data for your specified date range.

Preliminary Draft

Statement of Activities - Modified Cash Basis - Memorial Fund

July 2022 - June 2023

	Memorial Fund		
	Actual	Budget	over Budget
REVENUE			
3040 Donations	500.00		500.00
3100 Interest Income			
3106 Memorial Reserve Interest	0.81		0.81
Total 3100 Interest Income	0.81		0.81
Total Revenue	500.81	0.00	500.81
GROSS MARGIN	500.81	0.00	500.81
EXPENDITURES			
Total Expenditures			0.00
NET OPERATING MARGIN	500.81	0.00	500.81
NET MARGIN	\$500.81	\$0.00	\$500.81

5. TREASURER'S REPORT

GALENA PUBLIC LIBRARY DISTRICT INVESTMENTS & ACCOUNTS							
As of June 30, 2023							
BANK	ACCT NO.	ACCOU NT	TYPE OF ACCOUNT	INTERES T RATE	MATURI TY	AMOUNT	NOTES
First Community							
	1015	*4883	Endowment - Money market	0.30%	n/a	\$147,291.71	
	1016	*4580	Endowment - Regular Savings	0.20%	n/a	\$93,155.22	
	1017	*8472	Endowment - CD	4.01%	5/15/24	\$73,151.40	Previously CD *379
	1022	*8471	Reserve Fund	4.01%	5/15/24	\$75,201.06	Previously CD *378
	1033	*647	Klein/Wachter Restricted-Regular Savings	0.20%	n/a	\$1,488.85	
	1080		Diewes Memorial - Money Market	0.00%	n/a	\$203,529.74	
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	\$183,576.41	Includes Corporate, FICA, IMRF, Ins, & Per Cap. \$32,594.11 transferred to Acct 1060
	1060	*0035	Savings		n/a	\$294,361.47	Includes Corporate, Memorial Savings, Memorial Reserve Savings, Special Reserve Fund, and an Endowment
						\$1,079,738.81	

5. LIBRARY DIRECTOR'S REPORT

Director's Report

June/July 2023

Board News

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

Adult Services

Upcoming Programs:

- July 17th: Morning Book Club *The Liar's Dictionary* by Eley Williams
- July 18th: Evening Book Club *Sapiens* by Yuval Noah Harari
- Every Tuesday: Stitchers

Youth Services

Upcoming Programs:

- July 10th: History Storytime with the American Legion
- July 15th: Touch-A-Truck @ Depot Park
- July 17th: Super Smash Bros Tournament
- July 24th: Greet-a-Goat
- July 27th: Follow the Evidence
- July 28th: Sprinkler Storytime
- July 31st: The Floor is Lava
- Every Friday: Family storytime

Director

- **Building**
 - Chris Belser, Bi-State Masonry, reached out and is planning on starting in August/September
 - Key City Window will be cleaning the windows and gutters on Tuesday, July 18th
 - Blacktop Driveway Services will be seal coating and striping the parking lot in July/August. No specific date yet, but the library is on their schedule.
- **Finances**
 - The Finance Committee met on June 22nd to go over the budget. The committee voted to recommend the board approve the FY 24 Budget. A public notice for the Budget & Appropriation Hearing will be published in the July 12th issue of the Gazette. This notice must be published 30 days before the hearing. All budget documents will be available for public viewing once the public notice has been published. Members of the public may view these documents and ask questions at the B&A hearing.
 - The June 2023 financial statement is marked "preliminary" until the FY23 Audit is complete.

- I spoke with O'Connor and it was decided that FY23 documents will be delivered to O'Connor by the end of July so they can have the audit completed by November.
 - O'Connor finally provided the invoice for the FY22 budget. Expenses for the FY22 and the FY23 audits will come out of the FY24 budget. The budget has been updated to reflect this.
- **Digitization**
 - The last batch of newspapers was shipped out on July 5th. This will be the last set of papers scanned, completing the Project Scope (attached below). A ledger of revenue and expenditures for the entire project is included in this report.
 - Some of the papers in our previous batch have begun to be uploaded onto the [IDNC](#) website. The newest papers uploaded include:
 - *Galena Daily Advertiser*: 1848-1864
 - *Northwestern Gazette & Advertiser*: 1834-1845
 - *Galena Semi-Weekly Advertiser*: 1845-1848
- **IPLAR**
 - I have started compiling stats for the FY 2023 Illinois Public Library Annual Report. This report must be submitted by August 31st, 2023. Before this report can be submitted, the FY 2023 regular meeting minutes must be reviewed.

Feedback

- **TJ Klune Event**
 - "Thank you for this extremely fascinating event. I loved getting to know the author and I thank the moderator for asking such thoughtful questions."
 - "I thought the author was very insightful. I loved learning about his writing process as a neurodivergent person. Also Douglas did an incredible job as moderator making the whole interview seem like a conversation...the whole event was just fun and joyful."
 - "I really enjoyed the whole conversation that was had. It was made a little more special with a patron being the one to do the interview."
 - "I enjoyed TJ Klune telling his writing process. He's a very down to earth author, and had amazing things to say about the LGBTQIA community."
- **Robin Wall Kimmerer Watch Party with JDCF**
 - "Many thanks to you and Jenna for the opportunity to partner on this program. I enjoyed talking with you about your work and I hope we can partner again soon!"
- **Pride**
 - "I just love it. Sooooo happy, open. Loving. Sheer joy!"
 - "Your hard work over a year's time was seen to fruition yesterday in what I would say was a very happy public!...Thank you for your education and hard work, and importantly making Galena a safe space for everyone!"
 - "I had so much fun! All the work you guys do to make our Library & Community a wonderful place is outstanding."
 - "There was something about this year's Pride event in Galena that exemplified the recognition and celebration of diversity - in a safe space. It was especially joyful - and

you could see it in the faces of so many! Thank you for creating that celebration and safety for our community!”

Galena Public Library District
Monthly Report | June 2023

Circulation				Programming				Reference				Usage				Collection			
General Circulation				Attendance				Adult/Teen - Not yet in use				Computer Usage				Collection			
Circulation by Material Type				# of prg FY 23				FY 23				FY 22				FY 23			
Physical Materials				Children's Outreach 0-5				Telephone Call				Adult				Items Added			
Book				Children's Outreach 6-11				Email/SMS message				Children's Wi-Fi				Items Discarded			
DVD/Videogames				Children's Outreach 12-18				Circulation				Total							
Audio				YA Outreach 12-18				Program											
Magazines				Adult 19+				Readers Advisory											
Baking Pans				Adult Passive 19+				Technology											
Hotspots				Adult Outreach 19+				Total											
Museum Pass				General															
Pool Pass				General Passive															
Multimedia				General Outreach															
Seed Library				Total															
Digital Materials				Social Media				FY 23				FY 22							
Hoppla eAudio				Facebook				New Likes				Historical Room							
Hoppla eBook				Engagements				New Likes				FY 23				FY 22			
Hoppla Music/TV				Total Followers				Engagements				Visitors				120			
Hoppla Music				Instagram				Total Followers				Phone				14			
Karaoke				New Likes				Engagements				Internet				3			
Audiobook eAudio				Engagements				Engagements				Family				1			
Audiobook eBook				Total Followers				Engagements				Local				77			
				Total Followers				Engagements				Buildings				109			
				Total Followers				Engagements				Other				0			
				Total Followers				Engagements				Computer				NA			
				Total Followers				Engagements				Total				0			
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DIGITIZATION UPDATE - PROJECT SCOPE

Project Name: Digitization of Galena's Historic Newspapers

Current Date: January 11, 2022

Revised: June, 2022

Project Start Date: 2018

Estimated Project End Date: 2023

Project Manager: Jenna Diedrich, Library Director

Crowley Contacts: Kristina Bane, Mike Musser, Scott Pechacek

Executive Summary

The Digitization of Galena's Historic Newspapers is a project that aims to increase access to local, historical information. The Galena Public Library District is the storage site for newspapers dating back to 1834. Due to the deterioration and overall fragility of the papers, it is vital to Galena's history to save the information held in these primary sources.

Project Background

In 2018, an ad hoc committee was created under the umbrella of the Library's Building & Grounds Committee. The ad hoc committee included Trustees, library staff, and community stakeholders. The committee concluded that those in the poorest condition be digitized first, identifying the time frame 1870-1915. To ensure the safety of and ability to reference papers, only those that were to be digitized within six months ought to be gone from the Library at a time.

Northern Micrographics, located in La Crosse, WI, was chosen as the initial vendor for digitization. Scott Wolfe, former Historical Librarian, and Dale Glick, former volunteer, current Historical Librarian, volunteered hours and time to drive batches of papers to La Crosse. *Galena Gazette* staff also contributed hours and time to transportation.

In early 2021, the Library was informed that Northern Micrographics would be closing due to the owner's retirement. Advantage Archives, located in Cedar Rapids, IA, was identified as a possible vendor and a volume of the *Jeffersonian* was sent as a test batch. Due to their limitations in digitizing only from microfilm, the test batch was not well received. In early fall 2021, The Crowley Company, located in Frederick, MD, was identified as another potential vendor. A test batch of the *Daily Gazette* from 1868-1869 was sent. The initial scans were well received and on par with the work previously completed by NMT. The Board approved changing vendors to The Crowley Company.

Statement of Work

The scope of this project includes many elements from preparing papers for shipment to the final step of viewing the finished product online.

Preparing papers: Archival boxes have the ability to fit two volumes of the oversized volumes. Papers are carefully packed, two volumes, or one full year, into one archival box. Three archival boxes fit into a large shipping box. Archival boxes will be labeled with the paper name and month and year of issue.

Shipment: The Library will coordinate with Crowley for a FedEx pickup of large shipping boxes. Shipping costs accrued will be included on the invoice. A shipping manifest will be created and included in each shipping box. Tracking will be monitored. Once shipment has been confirmed as arrived, a second shipment will be sent. This process will repeat as papers are digitized and returned to the Library until the project is complete.

Crowley Project Queue: Upon confirmation of the second shipment, the entire set of years will enter the project queue. Turnaround time from arrival to complete digitization is estimated at 4-6 months.

Return Shipment: Crowley will return the papers as they were sent, carefully packaged into archival boxes and then into the shipping boxes. Return shipping costs will be included on the invoice.

Archive/Storage of Hard Drive: Each batch of digitized papers will be loaded onto two separate external hard drives. One hard drive will be sent to University of Illinois-Urbana-Champaign and the other will be sent to the Library and stored in the safety deposit box at Illinois Bank & Trust.

University of Illinois Urbana-Champaign: Will Schlaak and his team are responsible for the acceptance of the hard drive from Crowley. They will upload the metadata and digital file of the newspapers to the Illinois Digital Newspaper Collection. Depending on student availability and project load this can take anywhere from 4-6 months. UIUC hosts and uploads this information at no cost to the library.

Illinois Digital Newspaper Collection: All newspapers are hosted and accessed on the Illinois Digital Newspaper Collection.

Project Objectives

The project is divided into four phases:

Phase One: The ad hoc committee identified the first papers to be digitized were from 1870-1915. This was completed in early 2021, with the original set of years being stretched to 1929. The few issues of the *Couriers* and *Jeffersonians* were completed as well, all of which were digitized by Northern Micrographics.

Phase Two: Advantage Archives sample of *Jeffersonian* 1853/8 - 1855/4. This paper will be digitized by Crowley in the future.

Phase Three: The Crowley Company will digitize the following:

- *Northwestern Gazette & Galena Advertiser* 1834 - 1845 - on IDNC
- *Galena Semi-Weekly Advertiser* 1845 - 1848 - on IDNC
- *Galena Daily Advertiser* 1848 - 1864 - on IDNC
- *Galena Daily Gazette* 1864 - 1867 - waiting to be uploaded
- *Galena Daily Gazette* 1930 - 1942 - waiting to be uploaded

Phase Four of Future Work:

- *Miner's Journal* 9/1829 - 12/1830 - Shipped
- *Industrial Press* 1874-1890 - Shipped

- *Galena Advertiser* 1943-1952 - Shipped
- *Jeffersonian* 1853/8 - 1855/4 - Shipped

Project Constraints

- Shipping costs and time
- Long project queue at Crowley
- Only two scanning machines that have the ability to scan oversized volumes
- Limited staff with the ability to use the larger scanners
- Disbinding process - Crowley does not have a large enough cutter; papers need to be disbound by hand
- Limited staff at UIUC to upload to IDNC

Potential Risks

- No control over shipping issues (car accident, lost shipment)
- Natural disasters
- No control over storage of papers at Crowley

General Project Timeline

The following is a tentative timeline as nothing concrete has been decided upon between the Library and Crowley. Due to the number of projects and unknown amount of time it takes to digitize the library's newspaper volumes, this could be longer or shorter. This timeline will be updated once Crowley has a better understanding of how long our materials take from start to finish. The timeline would repeat as new papers are sent and returned.

Date	Objective	Completion
January 2022	Ship <i>Galena Daily Gazette</i> 1867-1863	Notification of arrival
January 2022	Ship <i>Galena Daily Gazette</i> 1930-1934	Notification of arrival
February 2022	Potential disbinding of newspapers	
March-May 2022	Scanning of papers	
May 2022	Ship <i>Galena Daily Gazette</i> 1862-1858	Notification of arrival

May 2022	Ship <i>Galena Daily Gazette</i> 1935-1939	Notification of arrival
June 2022	Return shipment of <i>Galena Daily Gazette</i> 1867-1863 and 1930-1934; Return shipment of hard drive	Materials received
June 2022	Shipment of hard drive from Crowley to UIUC	
July-September 2022	Uploading of papers to IDNC	
Date unknown	Publicity of new papers available for public viewing	

Budget & Other Key Financial Information

The budget table shows an estimated cost per item (paper, hard drive, shipping, etc.). The below totals are for two years (four volumes). Shipping costs will be updated once that information is made available by Crowley.

Task	Unit Type	QTY	Unit Price	Total
Manifest Creation	Hours	0	\$60.00	\$0.00
Disbinding	Hours	4	\$60.00	\$240.00
NDNP Output	Each	2,660	\$0.64	\$1,702.40
External Hard Drive	Each	2	\$200.00	\$400.00
Manual Custom Crop	Each	0	\$0.03	0
Shipping to/from	Round Trip	1	TBD	TBD

The following budget table is for the 69 issues outlined in the Project Objectives Phase Three and the Phase Four projects of *Industrial Press* and *Galena Advertiser*.

Task	Unit Type	QTY	Unit Price	Total
Manifest Creation	Hours	0	\$60.00	\$0.00
Disbinding	Hours	142	\$60.00	\$8,520.00
NDNP Output	Each	105,218	\$0.64	\$67,339.52
External Hard Drive	Each	24	\$200.00	\$4,800.00
Manual Custom Crop	Each	0	\$0.03	0
Shipping to/from	Round Trip	12	\$2,000.00	\$2,000.00
Archival Boxes	Each	70	\$19.25	\$1,347.50
Shipping Boxes	Each	30	\$5.83	\$174.96
Total				\$84,181.98 (estimate)

Communication Plan

Library Director will oversee the digitization project and remain the point of contact. Information will be routinely shared with the library's staff and Board of Trustees.

Periodic publicity for the project will occur via newspaper articles, social media posts, in-person communications, and the Library's Historical Room.

DIGITIZATION UPDATE - FUNDING

Funds	Monies Received FY 2019	Monies Received FY 2020	Monies Received FY 2021	Monies Received FY 2022	Monies Received FY 2023	Monies Received FY 2024
Donations	\$9,470.00	\$5,825.00	\$13,270.00	\$6,480.00	\$8,981.00	\$0.00
Library Funds	\$0.00	\$0.00	\$18,850.00	\$40,000.00	\$25,000.00	\$20,000.00
Leftover Donation Funds		\$6,393.76	\$6,952.64	\$224.63	\$3,242.68	\$0.00
TOTAL	\$9,470.00	\$12,218.76	\$32,120.00	\$46,480.00	\$37,118.32	\$20,000.00
Invoices re:digitization	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
4/10/2019	\$3,076.24					
9/17/2019		\$2,380.58				
12/11/2019		\$2,885.54				
9/15/2020			\$3,814.55			
11/10/2020			\$5,913.46			
1/13/2020			\$10,270.00			
10/12/2021				\$904.00		
12/14/2021				\$87.48		
3/25/2022				\$389.48		
5/10/2022				\$1,861.72		
8/21/2022					\$396.06	
2/14/2023					\$2,946.58	
2/14/2023					\$2,847.78	
2/14/2023					\$4,740.14	
2/14/2023					\$584.04	
2/14/2023					\$5,008.28	
4/13/23					\$439.96	
5/18/23					\$298.25	
TOTAL	\$3,076.24	\$6,952.64	\$19,998.01	\$3,461.95	\$17,261.09	
	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Remaining Library Funds	\$0.00	\$0.00	\$18,850.00	\$40,000.00	\$19,962.59	
Donation carryover	\$6,393.76	\$6,952.64	\$224.63	\$3,242.68	\$0.00	

3RD ANNUAL PRIDE PICNIC FINAL BUDGET

2023 PRIDE BUDGET		
	Budget	Actual
INCOME		
Sponsorships	5000	9195
Donations + Raffle	1000	654
2021 Donations	3174.67	3174.67
Library Funds	1000	1000
Vendor Fees	200	385
TOTAL REVENUE	10374.67	14408.67
EXPENSES		
Grant Park	200	200
Festival License	50	50
First Aid	150	170
Security	350	209
Tri-State Porta Potty	350	345
Drag Performance	1750	1650
Marketing	1500	500.35
Decor	1000	713.02
T-Shirts	500	595.45
Misc. Expenditures	500	355.99
Raffle cash box	50	0
TOTAL EXPENSES	6400	4788.81
GROSS MARGIN	3974.67	9619.86

9c. COMMITTEES: FINANCE

Finance Committee Meeting - Draft

June 22, 2023

Call to Order

Beadle called the meeting to order at 3:11pm

Roll call: Beadle - present, Walker-present, Johnson-present.

Also present: Jenna Diedrich

Citizen Comments

None

Approval of August 1, 2022 Minutes

Johnson moved to approve the August 1, 2022 minutes. Walker seconded.

Vote: Walker - aye, Johnson - aye, Beadle - aye

Motion carried.

Discussion and possible action on Draft FY 2024 Budget

Diedrich discussed each sheet of the budget, highlighting the expense percentage charts. Per the Illinois Public Library Standards, salaries and wages should account for up to 60% of the budget, and salaries plus fringe benefits should account for up to 70% of the budget. For FY24, library salaries are at 50.7% and 53.3% including fringe benefits. This is a bit on the lower side, but still within standards. The other important percentage to the committee discussed was the material collection. Library materials should account for a minimum of 12%. For FY4, the library's material collection is between 13-14%.

Walker inquired about the decrease in programming dollars compared to the previous fiscal year.

Diedrich explained that programming looks like it decreased because Pride funds were given their own line item. The last two years, Pride has been incorporated into regular programming, but like LitFest, it is a large program with revenue. Diedrich thought it would be easier to track funds if there was a revenue and expenditure line specifically for the event.

Walker moved to recommend the board to approve the FY 2024 Draft Budget & Appropriation. Johnson seconded.

Vote: Johnson - aye, Walker - aye, Beadle - aye

Motion carried.

Items on Next Agenda

None

Adjournment

Beadle adjourned the meeting at 3:23pm

11. NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON FY 2024 DRAFT BUDGET & APPROPRIATION ORDINANCE

FY 2023 B&A - DRAFT		FY 2023		FY 2024		BUDGET
Acct. No.		BUDGET	APPROP.	BUDGET	APPROP.	CHANGE
5100	PERSONNEL					
5150	Salaries	\$210,100.00	\$252,120.00	\$228,100.00	\$273,720.00	8.57%
	TOTAL - Personnel	\$210,100.00	\$252,120.00	\$228,100.00	\$273,720.00	8.57%
5200	CAPITAL OUTLAY					
5210	Books	\$22,200.00	\$26,640.00	\$24,000.00	\$28,800.00	8.11%
5220	Equipment	\$6,000.00	\$7,200.00	\$3,000.00	\$3,600.00	-50.00%
5240	Improvements	\$76,500.00	\$91,800.00	\$166,000.00	\$199,200.00	116.99%
5260	Materials/AV	\$19,200.00	\$23,040.00	\$17,000.00	\$20,400.00	-11.46%
	TOTAL - Capital Outlay	\$123,900.00	\$148,680.00	\$210,000.00	\$252,000.00	69.49%
5300	COMMODITIES					
5310	Databases	\$8,505.00	\$10,206.00	\$7,957.00	\$9,548.40	-6.44%
5320	Periodicals	\$4,890.00	\$5,868.00	\$5,005.00	\$6,006.00	2.35%
5330	Supplies	\$4,000.00	\$4,800.00	\$4,000.00	\$4,800.00	0.00%
5340	Postage	\$1,000.00	\$1,200.00	\$500.00	\$600.00	-50.00%
	TOTAL - Commodities	\$18,395.00	\$22,074.00	\$17,462.00	\$20,954.40	-5.07%
5400	CONTRACTUAL					
5410	Accounting	\$16,000.00	\$19,200.00	\$17,000.00	\$20,400.00	6.25%
5420	Audit Fees	\$8,000.00	\$9,600.00	\$16,749.00	\$20,099.00	100.00%
5430	Legal Fees	\$4,000.00	\$4,800.00	\$4,000.00	\$4,800.00	0.00%
5440	Maintenance	\$9,000.00	\$10,800.00	\$10,000.00	\$12,000.00	11.11%
5460	PrairieCat Consortium	\$9,274.00	\$11,128.80	\$10,032.00	\$12,038.40	8.17%
5480	Technical Services	\$10,000.00	\$12,000.00	\$10,000.00	\$12,000.00	0.00%
8485	Other Services	\$4,700.00	\$5,640.00	\$4,000.00	\$4,800.00	-14.89%
	TOTAL - Contractual	\$60,974.00	\$73,168.80	\$71,032.00	\$85,238.40	16.50%
	GENERAL					
5500	Historical	\$25,000.00	\$30,000.00	\$20,000.00	\$24,000.00	-20.00%

	Digitization					
5730	Miscellaneous	\$1,000.00	\$1,200.00	\$1,000.00	\$1,200.00	0.00%
5810	Association Dues	\$440.00	\$528.00	\$500.00	\$600.00	13.64%
5820	Continuing Education	\$2,000.00	\$2,400.00	\$2,000.00	\$2,400.00	0.00%
5850	Marketing	\$2,000.00	\$2,400.00	\$2,000.00	\$2,400.00	0.00%
5860	Outreach	\$2,000.00	\$2,400.00	\$2,000.00	\$2,400.00	0.00%
5870	Programming	\$16,000.00	\$19,200.00	\$12,000.00	\$14,400.00	-25.00%
5600	LitFest	\$7,040.00	\$8,448.00	\$7,000.00	\$8,400.00	-0.57%
5650	Pride	\$0.00	\$0.00	\$13,000.00	\$15,600.00	
5880	Public/Legal Notices	\$500.00	\$600.00	\$500.00	\$600.00	0.00%
5890	Travel	\$800.00	\$960.00	\$500.00	\$600.00	-37.50%
5900	Utilities	\$16,950.00	\$20,340.00	\$21,960.00	\$26,352.00	29.56%
	TOTAL - General	\$73,730.00	\$88,476.00	\$82,460.00	\$98,952.00	11.84%
	OTHER					
5710	Contingencies	\$10,000.00	\$12,000.00	\$10,000.00	\$12,000.00	0.00%
	TOTAL OTHER	\$10,000.00	\$12,000.00	\$10,000.00	\$12,000.00	0.00%
	TOTAL LIBRARY FUND	\$414,599.00	\$497,518.80	\$619,054.00	\$742,864.80	49.31%
5830	Liability Insurance Fund	\$7,000.00	\$8,400.00	\$7,500.00	\$9,000.00	7.14%
5120	FICA Fund	\$15,700.00	\$18,840.00	\$17,000.00	\$20,400.00	8.28%
5130	IMRF Fund	\$9,000.00	\$10,800.00	\$8,200.00	\$9,840.00	-8.89%
	Special Reserve Fund	\$82,500.00	\$99,000.00	\$169,000.00	\$202,800.00	104.85%
	TOTAL OF ALL TAX FUNDS	\$528,799.00	\$634,558.80	\$651,754.00	\$782,104.80	23.25%



GALENA PUBLIC LIBRARY DISTRICT

BUDGET & APPROPRIATION ORDINANCE

#24-01

July 1, 2023 - June 30, 2024

ORDINANCE #24-01

ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING THE 1ST DAY OF JULY 2023 AND ENDING THE 30TH DAY OF JUNE 2024.

Whereas, the Board of Trustees of the Galena Public Library District, Jo Daviess County, Illinois, has prepared or caused to be prepared or caused to be prepared a tentative form of the Annual Budget and Appropriation for said Library District for the fiscal year beginning July 1, 2023 and ending June 30, 2023 and the same has been conveniently available for public inspection for at least 30 days prior to the final action thereon; and

Whereas, a public hearing was held as to such Annual Budget and Appropriation Ordinance on August 14th, 2023, notice of which was given at least 30 days prior thereto; and

Whereas all other legal requirements have been duly complied with by the Board of Trustees of the Galena Public Library District;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE GALENA PUBLIC LIBRARY DISTRICT, IN THE COUNTY OF JO DAVIESS AND STATE OF ILLINOIS, AS FOLLOWS:

Section I: That the following sums, or so much thereof as by law may be authorized, be and the same are hereby budgeted, set aside, and appropriated for the specified Library Purposes for the fiscal year beginning July 1, 2023 and ending June 30, 2024; and the objects and purposes for which said appropriations are made and the amounts thereby appropriated are as follows; to wit:

For Corporate Purposes [75 ILCS 16/35-5]

- | | |
|-----------------------------|-----------|
| 1. For salaries | |
| a. Wages | \$273,720 |
| 2. For Library materials | \$ 67,244 |
| 3. For databases | \$ 9,548 |
| 4. For supplies | \$ 4,800 |
| 5. For postage | \$ 600 |
| 6. For contractual services | |
| a. Accounting | \$ 20,400 |
| b. Audit | \$ 20,099 |

c. Legal	\$ 4,800
d. Technical	\$ 12,000
e. Other Contractual	\$ 4,800
7. For maintenance	\$ 12,000
8. For historical digitization	\$ 24,000
9. For miscellaneous expenses	\$ 1,200
10. For association dues	\$ 600
11. For continuing education	\$ 2,400
12. For marketing	\$ 2,400
13. For outreach	\$ 2,400
14. For programming	\$ 38,400
15. For public/legal notices	\$ 600
16. For travel	\$ 600
17. For utilities	\$ 26,352
18. For contingencies	<u>\$ 12,000</u>
TOTAL	\$ 540,963

For Social Security Fund Purposes [40 ILCS 5/21-110; 21-110.1]:

1. Social Security and Medicare Taxes	<u>\$ 24,000</u>
TOTAL	\$ 24,000

For Ill. Municipal Retirement Fund [40 ILCS 5/7-105; 7-171]:

1. Illinois Municipal Retirement Fund	<u>\$ 9,840</u>
TOTAL	\$ 9,480

For Liability, Worker's Compensation, and Unemployment Insurance [745 ILCS 10/9-107]:

1. Insurance	<u>\$ 9,000</u>
TOTAL	\$ 9,000

For Special Reserve Fund [75 ILCS 16/40-50]

1. Building Improvements	\$199,200
2. Equipment	<u>\$ 3,600</u>
TOTAL	\$202,800

Section II: Appropriated for the foregoing expenses from the following estimate of revenues, by source, anticipated to be received by the Library District in the fiscal year:

Projected cash on hand July 1, 2023	\$ 83,665
Digitization donations	\$ 2,000
Donations	\$ 1,000
Interest Income	\$ 8,000
Photocopy, fines, service, replacements, and misc.	\$ 2,000
Friends of the Library	\$ 13,127
Special purpose grants	\$ 7,664
LitFest	\$ 2,000
Non-Resident Fees	\$ 3,000
Pride	\$ 8,000
Royalty Income	\$ 15,000
From Special Reserve Fund	\$ 202,800
From Memorial Savings Fund	\$ 50,899
Tax for General Corporate Library Purposes	\$ 361,075
Tax for Social Security Purposes	\$ 17,011
Tax for Ill. Municipal Retirement Fund	\$ 3,004
Tax for Liability and Insurance	<u>\$ 6,008</u>
Expected cash on hand June 30, 2024	\$ 0

Section III: Any unexpended balances in the General Library Fund and Maintenance Fund appropriations may be deposited into the Special Reserve Fund pursuant to a plan in accordance with Article 40 of Chapter 75, Illinois Compiled Statutes

Section IV: The Secretary of the Galena Public Library District is hereby authorized and directed to publish this ordinance at least once in a newspaper of general circulation in the district.

Section V: This ordinance shall be in full force and effect after its passage, approval, and publication as provided by law.

[illegible]

Adopted this _____ day of August 2023, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

CERTIFICATE

I, _____, do hereby certify that I am the duly appointed, qualified, and now acting Secretary of the Galena Public Library District in the County of Jo Daviess and State of Illinois; that attached hereto is a true and correct copy of the Annual Budget and Appropriation Ordinance #23-01 for the fiscal year July 1, 2023 to June 30, 2024.

I further certify that the the Annual Budget and Appropriation Ordinance was duly passed by the Board of Trustees of said Library District at a meeting held on the ____ day of August 2023; that said Ordinance was duly passed by aye and nay vote thereon with at least a majority of all the Board of Trustees having voted aye on the adoption and passage thereof and approved in accordance with the laws of the State of Illinois pursuant to the notice and publication thereof as required by law.

I further certify that said Annual Budget and Appropriation Ordinance contains an estimate of revenues, by sources, anticipated to be received by the Galena Public Library District in the fiscal year.

In Witness Whereof, I have signed my name in my official capacity as the Secretary of the Board of Trustees of the Galena Public Library District, at Galena Illinois, this ____ day of August 2023.

Katherine Walker, Secretary
Galena Public Library District