



**Library Board of Trustees Meeting**  
**Regular Meeting Monday, August 14, 2023 at 6:30pm**  
**Galena Public Library - Historical Room**

**AGENDA**

1. Call to order, roll call
2. Presentation from Aaron Cullen, Honkamp
3. Citizen comments (3 minutes per person, 15 minutes total)
4. Consent Agenda
  - a. Approval of minutes for Regular Meeting July 10, 2023
  - b. Approval of bills paid/payable: 07/08/2023 - 08/11/2023
5. Financial Report
6. Treasurer's Report
  - a. FY 2023 Annual Report of Receipts & Disbursements
7. Friends Report
8. Library Director's Report
9. Board President's Report
10. Committees
  - a. Building & Grounds - Blaum
  - b. Decennial - Walker
  - c. Finance - Beadle
  - d. HR - Rector
  - e. Policy - Walker
11. Unfinished Business
12. New Business (ACTION)
  - a. Discussion and possible action on FY24 FOIA Policy
13. Motions, Resolutions, Ordinances
  - a. #24-01: FY 2024 Building & Appropriation Ordinance
14. Closed Session
15. Discussion and possible action on closed session discussions
16. Items for next agenda
17. Announcements
18. Adjournment

19. Next Meeting: Regular Meeting and Decennial Committee Meeting Monday, September 11, 2023 at 6:30pm, Galena Public Library, 601 S Bench St., Galena, IL 61036 - Historical Room

#### 4.a CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING JULY 10, 2023 (ACTION)

##### Library Board Minutes

July 10, 2023

Draft

1. Call to Order

President Walter Johnson called the meeting to order at 6:30pm. Roll call had Emily Sprengelmeyer, Katherine Walker, Mike Blaum, and Francis Beadle attending. Allison Schoenrock and Maria Rector were excused as absent. A quorum was present. Others present were Librarian Jenna Diedrich, Tim Doser, Kathy Leonard, Gloria Junge, Karin Block, and Craig Albaugh.

2. Citizens Comments

Leonard commented on the handout from Doser last month and wondered if there was a way to address any of the issues. Junge agreed with the comments and that digitization deserved to be discussed. Her concerns continued with fiduciary responsibilities, the contract for tuckpointing and status of the roof.

3. Consent Agenda

Johnson asked that Rector be included on the June minutes as a member of the Building and Grounds Committee. Diedrich asked that two bills be added to the bills payable. One for \$1,099.00 to Jason Leonard for IT and \$300 to Galena Gazette for a full-page ad. Sprengelmeyer moved to approve the minutes with the correction to the minutes and the addition of the additional bills. Walker made the second. Vote: Sprengelmeyer – Aye, Beadle – Aye, Walker – Aye, Blaum – Aye, Johnson – Aye. Motion carried.

4. Financial Report

Diedrich mentioned the June report was noted as preliminary until the FY2023 audit is complete. The first disbursement was received in June and is shown as deferred revenue. The revenue will appear on the July report.

5. Treasurer's Report

Beadle said the bank cards will be updated with current signatures. Two CD's have been renewed at 4.01%.

6. Friends Report

Leonard reported the annual meeting was held and Hansen had been reelected as president. The book sale is approaching and everything seems to be moving smoothly. The Friends were able to provide ancestry.com, summer reading programs, Play Aways and the new furniture for the children's area with the money from 2022 sales.

7. Library Director's Report

Diedrich still needs the new members OMA training certificate. It must be completed by August 13. She is working on a possible start date with Belser and the BiState group on a start date to begin work and get the contract signed. Blaum asked about the possible start date. Discussion was had on digitization surrounding the project scope. The scope is almost complete, just

waiting for uploads from UIUC and reminded the board that all of the UIUC work is free. The last batch has been sent out for processing. She will have a final report on the current scope of work towards the end of the year. Diedrich went over donations that are used for the digitization and those that came in for the Pride Picnic. Pride will have \$9619.86 available to start with for next year and perhaps be an even bigger event.

8. Board President's Report

Johnson asked for two volunteers to review the audit materials by the end of August 2023. Blaum and Beadle volunteered.

9. Committees

- a. Building & Grounds – no meeting
- b. Decennial – Walker reported that she and Diedrich have a meeting scheduled for the 18<sup>th</sup>.
- c. Finance – Beadle reported they met and reviewed the budget and approved it.
- d. HR – no meeting
- e. Policy – Walker hopes to have a meeting towards the end of the month.

10. Unfinished Business – None

11. New Business

Diedrich has the 2024 draft budget available online. The public meeting will be held next month at 6pm prior to the regular meeting.

12. Motions, Resolutions, Ordinances – None

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.

Walker moved to enter closed session with the discussion mentioned on the agenda.

Blaum made the second. Visitors left the meeting room. Closed session began at 7:14pm.

14. Discussion and possible action on closed session discussions

The meeting reopened at 7:20pm with Diedrich re-entering. Sprengelmeyer moved to keep the reviewed closed sessions closed. Blaum had the second. Vote: Sprengelmeyer – Aye, Beadle – Aye, Walker – Aye, Blaum – Aye, Johnson – Aye. Motion carried.

15. Items for next agenda

- a. Budget and Appropriation Ordinance

16. Announcements – None

17. Adjournment at 7:42 pm.

18. Next meeting: Public Hearing of the FY 2024 Budget & Appropriation on Monday, August 14 at 6 pm. Followed by the Regular Meeting on Monday, August 14, 2023 at 6:30pm.

Respectfully submitted,  
Katherine Walker  
Secretary

#### 4.b CONSENT AGENDA: BILLS PAID/PAYABLE 07/08/2023-08/11/2023

### Galena Public Library District

#### A/P Aging Summary

As of August 11, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	154.64					\$154.64
B. L. Murray Co, Inc.	143.32					\$143.32
Blacktop Driveway Services, Inc.	950.00					\$950.00
Findaway World LLC	773.12					\$773.12
Galena Gazette Publications	31.76					\$31.76
iFiber	165.00					\$165.00
Jeff Upmann	295.00					\$295.00
Kanopy	100.00					\$100.00
Key City Window Cleaning Company	445.00					\$445.00
McCoy Insurance Services, Inc	6,655.00					\$6,655.00
Midwest Tape	287.13					\$287.13
Murphy Lawn Care	45.00					\$45.00
ProQuest LLC	1,556.60					\$1,556.60
The Library Store	4,804.93					\$4,804.93
<b>TOTAL</b>	<b>\$16,406.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,406.50</b>

# Galena Public Library District

## Check Detail

July 8 - August 11, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
07/13/2023	Bill Payment (Check)	22894	City of Galena	3.00179.00	R	-209.00
						-209.00
07/13/2023	Bill Payment (Check)	22895	Command Security Solutions		R	-324.00
						-324.00
07/13/2023	Bill Payment (Check)	22896	Hoof It Goat Treks		R	-155.03
						-155.03
07/13/2023	Bill Payment (Check)	22897	IMT Insurance		R	-458.00
						-458.00
07/13/2023	Bill Payment (Check)	22898	RAILS		R	-300.00
						-300.00
07/13/2023	Bill Payment (Check)	22899	Access Systems		R	-154.64
						-154.64
07/13/2023	Bill Payment (Check)	22900	B. L. Murray Co, Inc.		R	-79.20
						-79.20
07/13/2023	Bill Payment (Check)	22901	Findaway World LLC		R	-419.93
						-419.93
07/13/2023	Bill Payment (Check)	22902	Kanopy		R	-156.00
						-156.00
07/13/2023	Bill Payment (Check)	22903	Midwest Tape		R	-256.62
						-256.62
07/13/2023	Bill Payment (Check)	22904	Murphy Lawn Care		R	-135.00
						-135.00
07/13/2023	Bill Payment (Check)	22905	O'Connor, Brooks & Co PC	72404	R	-8,170.00
						-8,170.00
07/13/2023	Bill Payment (Check)	22906	Prairie Cat		R	-2,383.00
						-2,383.00
07/13/2023	Bill Payment (Check)	22907	Galena Gazette Publications	02100179	R	-300.00
						-300.00
07/13/2023	Bill Payment (Check)	22908	JL Tech			-1,055.00
						-1,055.00
07/14/2023	Expenditure		Jo Carroll Energy	Electricity 05/09/23 - 06/07/23	R	-462.00
						462.00
07/14/2023	Expenditure		City of Galena	Water & Refuse	R	-34.90
						34.90
07/16/2023	Expenditure	9935711986	Verizon	Hotspot wi-fi		-216.16
				Hotspot wi-fi		180.15
						36.01
07/16/2023	Expenditure	9938070671	Verizon	Hotspot wi-fi & annual charge	R	-276.10
				Hotspot wi-fi		240.09
						36.01
07/22/2023	Expenditure	576131	Honkamp Krueger & Co, PC	Financial statements and software subscription for July 2023	R	-997.00
						997.00

# Galena Public Library District

## Check Detail

July 8 - August 11, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/26/2023	Expenditure		Culligan	Water	R	-67.70
						67.70
07/28/2023	Expenditure		AT&T	Elevator Phone	R	-110.38
						110.38
08/03/2023	Expenditure		Ingram Library Services	Adult & Youth Books - July 2023		-1,526.09
						1,526.09
08/04/2023	Expenditure		Nicor Gas	Gas for 05/18/23 - 06/18/23		-177.69
						177.69
08/09/2023	Expenditure		Card Services - Galena State Bank	Adult/Youth AV, Netflix subscription		-3,102.60
				Adult - Bakehouse food for Nellie Bly		769.48
				Youth - program supplies, casey's pizza, switch controller, snacks		828.00
				dymo labels, button maker parts, printer paper, janitorial supplies, cutlery		207.40
				July and August Ring Central bill		231.27
				Pride (2023) - TriState Porta Potty		420.82
				stamps		345.00
				late fee for cc		66.00
				Summer Reading - lego minifigs and book prizes		25.00
				Newspapers.com subscription		134.73
						74.90
08/11/2023	Expenditure		Jo Carroll Energy	Electricity 06/07/23 - 07/10/23		-462.00
						462.00
1053 IB&T-IMRF						
07/10/2023	Expenditure		Illinois Municipal Retirement Fund		R	-1,358.94
						-1,358.94



## 5. FINANCIAL REPORT



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### Financial Statements

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Galena Public Library District  
For the Periods Ended July 2023 & 2022



**Galena Public Library District**  
Statements of Net Position - Modified Cash Basis  
As of the Dates Presented Below

<b>ASSETS</b>	<b>Jul 2023</b>	<b>Jul 2022</b>
<b>Cash &amp; Equivalents</b>		
<b>Certificates of Deposit</b>		
<b>Endowment Fund</b>		
First Community Bank 166379	\$0.00	\$73,151.40
First Community Bank 4580	\$93,155.22	\$92,930.58
First Community Bank 4883	\$147,466.85	\$145,707.14
First Community Bank 8472	\$73,151.40	\$0.00
<b>Total Endowment Fund</b>	<b>\$313,773.47</b>	<b>\$311,789.12</b>
<b>Reserve Fund</b>		
First Community Bank 166378	\$0.00	\$75,201.06
First Community Bank 8471	\$75,201.06	\$0.00
<b>Total Reserve Fund</b>	<b>\$75,201.06</b>	<b>\$75,201.06</b>
<b>Restricted Memorial Reserve</b>		
Dupaco CD 136309 Virtue-MemRes	\$7,957.93	\$7,957.93
First Community Bank 4647	\$1,488.85	\$1,485.25
<b>Total Restricted Memorial Reserve</b>	<b>\$9,446.78</b>	<b>\$9,443.18</b>
<b>Total Certificates of Deposit</b>	<b>\$398,421.31</b>	<b>\$396,433.36</b>
<b>Dupaco Savings</b>		
Dupaco Savings 200921104-Corp	\$25.02	\$25.02
First Community Bank Checking	\$203,832.25	\$200,969.90
<b>IB&amp;T Checking</b>		
IB&T-Corporate Fund	\$199,405.50	\$169,662.53
IB&T-FICA	\$4,846.60	\$7,070.06
IB&T-IMRF	\$12,097.35	\$13,318.85
IB&T-Insurance	\$10,425.82	\$7,417.59
IB&T-Per Capita	\$0.00	(\$1,574.98)
<b>Total IB&amp;T Checking</b>	<b>\$226,775.27</b>	<b>\$195,894.05</b>
<b>IB&amp;T Savings 170035</b>		
Corporate-IB&T Savings 170035	(\$990.77)	(\$1,311.14)
Endowment-IB&T Savings 170035	\$5,322.67	\$5,322.67
Mem Reserve-IB&T Savings 170035	\$2,238.55	\$2,238.55
Memorial - IB&T Savings 170035	\$68,423.50	\$67,923.50
Reserve - IB&T Savings 170035	\$221,133.95	\$174,997.98
<b>Total IB&amp;T Savings 170035</b>	<b>\$296,127.90</b>	<b>\$249,171.56</b>
<b>Total Cash &amp; Equivalents</b>	<b>\$1,125,181.75</b>	<b>\$1,042,493.89</b>
<b>Total Current Assets</b>	<b>\$1,125,181.75</b>	<b>\$1,042,493.89</b>
<b>Total Non-Current Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$1,125,181.75</b>	<b>\$1,042,493.89</b>

**Galena Public Library District**  
**Statements of Net Position - Modified Cash Basis**  
**As of the Dates Presented Below**

<b>LIABILITIES</b>	<b>Jul 2023</b>	<b>Jul 2022</b>
<b>Other Current Liabilities</b>		
<b>Payroll Liabilities</b>		
<b>IMRF Payroll Liabilities</b>		
IMRF - 403B	\$1,327.62	\$1,350.55
<b>Total Payroll Liabilities</b>	<b>\$1,327.62</b>	<b>\$1,350.55</b>
<b>Total Other Current Liabilities</b>	<b>\$1,327.62</b>	<b>\$1,350.55</b>
<b>Total Current Liabilities</b>	<b>\$1,327.62</b>	<b>\$1,350.55</b>
<b>Total Non-Current Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$1,327.62</b>	<b>\$1,350.55</b>
<b>EQUITY</b>	<b>Jul 2023</b>	<b>Jul 2022</b>
<b>Current Earnings</b>		
Net Revenue	\$120,865.44	\$90,764.38
<b>Other Equity</b>		
Contra Net Margin Account	(\$120,865.44)	(\$90,764.38)
Corporate Fund Balance	\$412,715.14	\$353,189.39
Endowment Fund Balance	\$331,287.83	\$327,624.17
FICA Fund Balance	\$4,846.60	\$7,070.06
IMRF Fund Balance	\$10,769.73	\$11,968.30
Insurance Fund Balance	\$10,425.82	\$7,417.59
Memorial Fund Balance	\$68,424.31	\$67,923.50
Memorial Reserve Fund Balance	\$11,895.25	\$11,761.95
Per Capita Fund Balance	\$0.00	(\$1,574.98)
Reserve Fund Balance	\$273,489.45	\$255,763.36
<b>Total Other Equity</b>	<b>\$1,002,988.69</b>	<b>\$950,378.96</b>
<b>Total Equity</b>	<b>\$1,123,854.13</b>	<b>\$1,041,143.34</b>
	<b>Jul 2023</b>	<b>Jul 2022</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$1,125,181.75</b>	<b>\$1,042,493.89</b>

**Galena Public Library District**  
**Statements of Activity - Modified Cash Basis**  
**As of the Dates Presented Below**

	Jul 2023	Jul 2022	2023/2024 (YTD)	2022/2023 (YTD)
<b>Revenue</b>				
Digitization Project	\$100.00	\$0.00	\$100.00	\$0.00
Donations	\$779.00	\$0.00	\$779.00	\$0.00
Friends (Other Grants)	\$1,978.80	\$0.00	\$1,978.80	\$0.00
Historical Department	\$9.00	\$5.00	\$9.00	\$5.00
<b>Interest Income</b>				
Corporate Interest	\$969.12	\$1.49	\$969.12	\$1.49
Endowment Interest	\$416.24	\$177.99	\$416.24	\$177.99
Reserve Interest	\$1,248.96	\$131.38	\$1,248.96	\$131.38
<b>Total Interest Income</b>	<b>\$2,634.32</b>	<b>\$310.86</b>	<b>\$2,634.32</b>	<b>\$310.86</b>
Item Replacements	\$7.34	\$3.99	\$7.34	\$3.99
Non-Resident Fee	\$174.16	\$0.00	\$174.16	\$0.00
<b>Property Taxes</b>				
Corporate Property Tax	\$140,830.16	\$116,596.42	\$140,830.16	\$116,596.42
FICA Property Tax	\$6,634.17	\$3,264.00	\$6,634.17	\$3,264.00
IMRF Property Tax	\$1,171.59	\$2,937.02	\$1,171.59	\$2,937.02
Insurance Property Tax	\$2,343.05	\$493.04	\$2,343.05	\$493.04
<b>Total Property Taxes</b>	<b>\$150,978.97</b>	<b>\$123,290.48</b>	<b>\$150,978.97</b>	<b>\$123,290.48</b>
Royalty Income	\$1,274.53	\$2,694.70	\$1,274.53	\$2,694.70
Service Charges	\$107.25	\$171.00	\$107.25	\$171.00
<b>Total Revenue</b>	<b>\$158,043.37</b>	<b>\$126,476.03</b>	<b>\$158,043.37</b>	<b>\$126,476.03</b>
<b>Expenses</b>				
<b>Capital Outlay</b>				
Books	\$2,623.28	\$1,157.89	\$2,623.28	\$1,157.89
Equipment	\$0.00	\$83.23	\$0.00	\$83.23
Materials/Non-Printed/A-V	\$419.93	\$713.86	\$419.93	\$713.86
<b>Total Capital Outlay</b>	<b>\$3,043.21</b>	<b>\$1,954.98</b>	<b>\$3,043.21</b>	<b>\$1,954.98</b>
<b>Commodities</b>				
Databases	\$412.62	\$775.71	\$412.62	\$775.71
Periodicals	\$0.00	\$295.00	\$0.00	\$295.00
Supplies	\$79.20	\$291.73	\$79.20	\$291.73
<b>Total Commodities</b>	<b>\$491.82</b>	<b>\$1,362.44</b>	<b>\$491.82</b>	<b>\$1,362.44</b>
<b>Contractual Services</b>				
Accounting	\$1,244.32	\$1,155.00	\$1,244.32	\$1,155.00
Audit Fees	\$8,170.00	\$0.00	\$8,170.00	\$0.00
Maintenance	\$135.00	\$0.00	\$135.00	\$0.00
Other Contractual Services	\$624.00	\$2,376.36	\$624.00	\$2,376.36
PrairieCat Consortium	\$2,383.00	\$2,193.25	\$2,383.00	\$2,193.25
Technical Services	\$1,055.00	\$1,105.00	\$1,055.00	\$1,105.00
<b>Total Contractual Services</b>	<b>\$13,611.32</b>	<b>\$6,829.61</b>	<b>\$13,611.32</b>	<b>\$6,829.61</b>
<b>Other Services</b>				
General Insurance (Bonding)	\$458.00	\$7,005.00	\$458.00	\$7,005.00
Marketing	\$300.00	\$250.70	\$300.00	\$250.70
Outreach	\$0.00	\$37.06	\$0.00	\$37.06
Programming	\$364.03	\$209.00	\$364.03	\$209.00
Utilities	\$1,559.03	\$1,316.88	\$1,559.03	\$1,316.88

	Jul 2023	Jul 2022	2023/2024 (YTD)	2022/2023 (YTD)
<b>Total Other Services</b>	<b>\$2,681.06</b>	<b>\$8,818.64</b>	<b>\$2,681.06</b>	<b>\$8,818.64</b>
<b>Personnel Services</b>				
Payroll Taxes	\$1,194.06	\$1,140.50	\$1,194.06	\$1,140.50
Pension Contributions	\$547.89	\$697.03	\$547.89	\$697.03
<b>Salaries</b>				
Salaries	\$15,608.57	\$14,908.45	\$15,608.57	\$14,908.45
<b>Total Personnel Services</b>	<b>\$17,350.52</b>	<b>\$16,745.98</b>	<b>\$17,350.52</b>	<b>\$16,745.98</b>
<b>Total Expenses</b>	<b>\$37,177.93</b>	<b>\$35,711.65</b>	<b>\$37,177.93</b>	<b>\$35,711.65</b>
<b>Operating Profit</b>	<b>\$120,865.44</b>	<b>\$90,764.38</b>	<b>\$120,865.44</b>	<b>\$90,764.38</b>
<b>Net Income</b>	<b>\$120,865.44</b>	<b>\$90,764.38</b>	<b>\$120,865.44</b>	<b>\$90,764.38</b>

## Supplementary Information

Preliminary

**Galena Public Library District**  
**Statements of Activity Historical Months - Modified Cash Basis**  
**As of the Dates Presented Below**

	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Total
<b>Revenue</b>													
Digitization Project	\$100	\$400	\$0	\$217	\$4	\$3,000	\$5,160	\$0	\$0	\$100	\$0	\$100	\$9,081
Donations	\$90	\$575	\$0	\$35	\$25	\$25	\$150	\$1,335	\$2,113	\$5,810	\$325	\$779	\$11,262
Fines/Overdues	\$23	\$0	\$0	\$11	\$0	\$0	\$0	\$0	\$0	\$29	\$0	\$0	\$64
Friends (Other Grants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,984	\$0	\$0	\$1,979	\$5,963
<b>Grants</b>													
Corporate Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$640	\$0	\$640
Per Capita Grant	\$0	\$6,664	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,664
<b>Total Grants</b>	<b>\$0</b>	<b>\$6,664</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$640</b>	<b>\$0</b>	<b>\$7,304</b>
Historical Department	\$6	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$27	\$0	\$25	\$9	\$97
<b>Interest Income</b>													
Corporate Interest	\$2	\$39	\$232	\$300	\$346	\$355	\$317	\$344	\$327	\$643	\$752	\$969	\$4,628
Endowment Interest	\$199	\$266	\$257	\$276	\$317	\$302	\$285	\$347	\$297	\$298	\$405	\$416	\$3,664
Memorial Reserve Interest	\$0	\$1	\$0	\$65	\$1	\$0	\$0	\$1	\$65	\$0	\$1	\$0	\$134
Reserve Interest	\$136	\$136	\$132	\$244	\$208	\$185	\$124	\$174	\$184	\$782	\$1,088	\$1,249	\$4,641
<b>Total Interest Income</b>	<b>\$337</b>	<b>\$442</b>	<b>\$621</b>	<b>\$885</b>	<b>\$872</b>	<b>\$842</b>	<b>\$726</b>	<b>\$866</b>	<b>\$873</b>	<b>\$1,723</b>	<b>\$2,246</b>	<b>\$2,634</b>	<b>\$13,067</b>
Item Replacements	\$24	\$10	\$20	\$53	\$15	\$25	\$39	\$73	\$27	\$181	\$0	\$7	\$475
Lit Fest	\$0	\$0	\$0	\$220	\$0	\$220	\$4,048	\$0	\$2,675	\$100	\$750	\$0	\$8,013
Non-Resident Fee	\$1,213	\$272	\$0	\$518	\$145	\$230	\$167	\$119	\$0	\$481	\$0	\$174	\$3,318
<b>Other Income</b>													
Corporate Other Income	\$0	\$0	\$0	\$0	\$0	\$141	\$0	\$0	\$13	\$0	\$0	\$0	\$154
Insurance Other Income	\$0	\$0	\$144	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$144
<b>Total Other Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$144</b>	<b>\$0</b>	<b>\$0</b>	<b>\$141</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$298</b>
<b>Property Taxes</b>													
Corporate Property Tax	\$65,834	\$71,293	\$0	\$95,381	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140,830	\$373,338
FICA Property Tax	\$1,843	\$1,996	\$0	\$2,670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,634	\$13,143
IMRF Property Tax	\$1,658	\$1,796	\$0	\$2,403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,172	\$7,028
Insurance Property Tax	\$278	\$301	\$0	\$403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,343	\$3,326

No Assurance Provided / All Disclosures Omitted

	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Total
Total Property Taxes	\$69,614	\$75,386	\$0	\$100,857	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,979	\$396,835
Royalty Income	\$2,710	\$1,984	\$1,459	\$2,348	\$1,156	\$1,403	\$1,706	\$1,199	\$1,466	\$1,210	\$944	\$1,275	\$18,859
Service Charges	\$78	\$129	\$58	\$108	\$60	\$68	\$195	\$114	\$122	\$238	\$161	\$107	\$1,439
Total Revenue	\$74,194	\$85,860	\$2,332	\$105,253	\$2,277	\$5,954	\$12,192	\$3,706	\$11,300	\$9,872	\$5,091	\$158,043	\$476,074
Expenses													
Capital Outlay													
Books	\$1,847	\$1,547	\$2,399	\$2,220	\$2,165	\$1,603	\$1,470	\$2,022	\$1,724	\$1,042	\$1,853	\$2,623	\$22,515
Equipment	\$123	\$94	\$116	\$132	\$123	\$78	\$84	\$94	\$159	\$118	\$178	\$0	\$1,300
Improvements	\$1,525	\$9,084	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,498	\$0	\$13,107
Materials/Non-Printed/A-V	\$1,685	\$1,214	\$1,917	\$1,377	\$953	\$1,036	\$625	\$637	\$1,618	\$1,095	\$1,830	\$420	\$14,407
Total Capital Outlay	\$5,180	\$11,940	\$4,432	\$3,729	\$3,240	\$2,717	\$2,180	\$2,753	\$3,502	\$2,255	\$6,359	\$3,043	\$51,330
Commodities													
Databases	\$1,741	\$317	\$292	\$228	\$1,334	\$324	\$320	\$341	\$438	\$335	\$375	\$413	\$6,457
Periodicals	\$0	\$0	\$2,472	\$0	\$0	\$772	\$0	\$0	\$335	\$660	\$0	\$0	\$4,238
Postage/Shipping	\$0	\$0	\$60	\$0	\$60	\$7	\$0	\$0	\$67	\$0	\$63	\$0	\$257
Supplies	\$455	\$12	\$36	\$244	\$83	\$16	\$131	\$40	\$696	\$269	\$154	\$79	\$2,215
Total Commodities	\$2,196	\$329	\$2,860	\$472	\$1,478	\$1,118	\$450	\$381	\$1,536	\$1,264	\$593	\$492	\$13,167
Contractual Services													
Accounting	\$1,312	\$1,263	\$1,455	\$1,150	\$1,239	\$1,513	\$1,422	\$1,164	\$1,236	\$1,233	\$1,236	\$1,244	\$15,468
Audit Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,170	\$8,170
Legal	\$0	\$0	\$0	\$0	\$0	\$338	\$0	\$0	\$0	\$0	\$0	\$0	\$338
Maintenance	\$80	\$200	\$633	\$283	\$433	\$85	\$123	\$0	\$145	\$3,802	\$2,114	\$135	\$8,033
Other Contractual Services	\$300	\$0	\$0	\$0	\$0	\$395	\$60	\$0	\$179	\$0	\$360	\$624	\$1,918
PrairieCat Consortium	\$0	\$0	\$2,193	\$499	\$0	\$2,193	\$0	\$0	\$2,193	\$0	\$0	\$2,383	\$9,462
Technical Services	\$0	\$425	\$0	\$0	\$0	\$0	\$234	\$2,883	\$0	\$410	\$540	\$1,055	\$5,546
Total Contractual Services	\$1,692	\$1,888	\$4,281	\$1,931	\$1,673	\$4,524	\$1,839	\$4,046	\$3,753	\$5,445	\$4,250	\$13,611	\$48,933
Historical Digitization	\$396	\$0	\$0	\$0	\$0	\$0	\$16,127	\$0	\$440	\$298	\$0	\$0	\$17,261
Lit Fest Expenditures	\$0	\$0	\$0	\$415	\$0	\$2,970	\$3,655	\$0	\$0	\$0	\$0	\$0	\$7,040
Other Expenditures													
Misc Charges	\$30	\$60	\$97	\$125	\$0	\$0	\$46	\$45	\$105	\$45	\$247	\$0	\$799
Other Services													
Association Dues	\$0	\$0	\$0	\$355	\$0	\$0	\$85	\$0	\$0	\$0	\$0	\$0	\$440
Continuing Education													
Continuing Education	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$200	\$300	\$0	\$800
General Insurance (Bonding)	\$0	\$0	\$0	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$458	\$462

No Assurance Provided / All Disclosures Omitted



	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Total
Marketing	\$0	\$0	\$240	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$590
Outreach	\$0	\$723	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$733
Programming	\$154	\$21	\$133	\$282	\$144	\$320	\$49	\$0	\$608	\$2,604	\$4,032	\$364	\$8,711
Public Notice/Legal	\$39	\$0	\$79	\$0	\$0	\$0	\$0	\$288	\$53	\$10	\$0	\$0	\$469
Utilities	\$1,523	\$1,478	\$1,138	\$1,406	\$1,373	\$2,107	\$764	\$1,631	\$2,095	\$1,658	\$1,436	\$1,559	\$18,167
<b>Total Other Services</b>	<b>\$1,717</b>	<b>\$2,222</b>	<b>\$1,600</b>	<b>\$2,097</b>	<b>\$1,516</b>	<b>\$2,427</b>	<b>\$898</b>	<b>\$1,919</b>	<b>\$3,056</b>	<b>\$4,471</b>	<b>\$5,767</b>	<b>\$2,681</b>	<b>\$30,372</b>
<b>Personnel Services</b>													
Payroll Taxes	\$1,138	\$1,895	\$1,186	\$1,165	\$1,119	\$1,113	\$1,179	\$1,761	\$1,183	\$1,193	\$1,240	\$1,194	\$15,366
Pension Contributions	\$718	\$1,190	\$756	\$724	\$714	\$714	\$472	\$462	\$818	\$548	\$562	\$548	\$8,227
<b>Salaries</b>													
Salaries	\$14,878	\$24,777	\$15,498	\$15,230	\$14,621	\$14,554	\$15,407	\$23,025	\$15,466	\$15,594	\$16,208	\$15,609	\$200,868
<b>Total Personnel Services</b>	<b>\$16,734</b>	<b>\$27,863</b>	<b>\$17,440</b>	<b>\$17,119</b>	<b>\$16,454</b>	<b>\$16,382</b>	<b>\$17,057</b>	<b>\$25,249</b>	<b>\$17,467</b>	<b>\$17,335</b>	<b>\$18,011</b>	<b>\$17,351</b>	<b>\$224,461</b>
<b>Total Expenses</b>	<b>\$27,944</b>	<b>\$44,301</b>	<b>\$30,709</b>	<b>\$25,888</b>	<b>\$24,361</b>	<b>\$30,138</b>	<b>\$42,252</b>	<b>\$34,392</b>	<b>\$29,860</b>	<b>\$31,114</b>	<b>\$35,226</b>	<b>\$37,178</b>	<b>\$393,363</b>
Operating Profit	\$46,250	\$41,559	(\$28,377)	\$79,365	(\$22,084)	(\$24,184)	(\$30,060)	(\$30,687)	(\$18,560)	(\$21,241)	(\$30,135)	\$120,865	\$82,711
Net Income	\$46,250	\$41,559	(\$28,377)	\$79,365	(\$22,084)	(\$24,184)	(\$30,060)	(\$30,687)	(\$18,560)	(\$21,241)	(\$30,135)	\$120,865	\$82,711

**Galena Public Library District**

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

As of the Dates Presented Below

	Jul 2023	2023/2024 (YTD)	Budget (full FY)	YTD vs YTD budget (\$)
<b>Revenue</b>				
Digitization Project	\$100.00	\$100.00	\$2,000.00	(\$66.67)
Donations	\$779.00	\$779.00	\$1,000.00	\$695.67
Friends (Other Grants)	\$1,978.80	\$1,978.80	\$13,127.00	\$884.88
<b>Grants</b>				
Corporate Grant	\$0.00	\$0.00	\$1,000.00	(\$83.33)
Per Capita Grant	\$0.00	\$0.00	\$6,664.00	(\$555.33)
<b>Total Grants</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,664.00</b>	<b>(\$638.66)</b>
Historical Department	\$9.00	\$9.00	\$100.00	\$0.67
<b>Interest Income</b>				
Corporate Interest	\$969.12	\$969.12	\$8,000.00	\$302.45
Endowment Interest	\$416.24	\$416.24	\$0.00	\$416.24
Reserve Interest	\$1,248.96	\$1,248.96	\$0.00	\$1,248.96
<b>Total Interest Income</b>	<b>\$2,634.32</b>	<b>\$2,634.32</b>	<b>\$8,000.00</b>	<b>\$1,967.65</b>
Item Replacements	\$7.34	\$7.34	\$500.00	(\$34.33)
Lit Fest	\$0.00	\$0.00	\$2,000.00	(\$166.67)
Non-Resident Fee	\$174.16	\$174.16	\$3,000.00	(\$75.84)
<b>Other Income</b>				
Corporate Other Income	\$0.00	\$0.00	\$200.00	(\$16.67)
<b>Property Tax Interest</b>				
IMRF Property Tax Interest	\$0.00	\$0.00	\$3,004.01	(\$250.33)
Insurance Property Tax Interest	\$0.00	\$0.00	\$6,008.01	(\$500.67)
<b>Total Property Tax Interest</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,012.02</b>	<b>(\$751.00)</b>
<b>Property Taxes</b>				
Corporate Property Tax	\$140,830.16	\$140,830.16	\$361,074.57	\$110,740.61
FICA Property Tax	\$6,634.17	\$6,634.17	\$17,011.06	\$5,216.58
IMRF Property Tax	\$1,171.59	\$1,171.59	\$0.00	\$1,171.59
Insurance Property Tax	\$2,343.05	\$2,343.05	\$0.00	\$2,343.05
<b>Total Property Taxes</b>	<b>\$150,978.97</b>	<b>\$150,978.97</b>	<b>\$378,085.63</b>	<b>\$119,471.83</b>
Royalty Income	\$1,274.53	\$1,274.53	\$15,000.00	\$24.53
Service Charges	\$107.25	\$107.25	\$1,200.00	\$7.25
Pride	\$0.00	\$0.00	\$8,000.00	(\$666.67)
<b>Total Revenue</b>	<b>\$158,043.37</b>	<b>\$158,043.37</b>	<b>\$448,888.65</b>	<b>\$120,635.97</b>
<b>Expenses</b>				
<b>Capital Outlay</b>				
Books	\$2,623.28	\$2,623.28	\$24,000.00	\$623.28
Equipment	\$0.00	\$0.00	\$3,000.00	(\$250.00)
Improvements	\$0.00	\$0.00	\$166,000.00	(\$13,833.33)
Materials/Non-Printed/A-V	\$419.93	\$419.93	\$17,000.00	(\$996.74)
<b>Total Capital Outlay</b>	<b>\$3,043.21</b>	<b>\$3,043.21</b>	<b>\$210,000.00</b>	<b>(\$14,456.79)</b>
<b>Commodities</b>				
Databases	\$412.62	\$412.62	\$7,957.00	(\$250.46)
Periodicals	\$0.00	\$0.00	\$5,005.00	(\$417.08)
Postage/Shipping	\$0.00	\$0.00	\$500.00	(\$41.67)
Supplies	\$79.20	\$79.20	\$4,000.00	(\$254.13)

	Jul 2023	2023/2024 (YTD)	Budget (full FY)	YTD vs YTD budget (\$)
<b>Total Commodities</b>	<b>\$491.82</b>	<b>\$491.82</b>	<b>\$17,462.00</b>	<b>(\$963.34)</b>
<b>Contractual Services</b>				
Accounting	\$1,244.32	\$1,244.32	\$17,000.00	(\$172.35)
Audit Fees	\$8,170.00	\$8,170.00	\$16,749.00	\$6,774.25
Legal	\$0.00	\$0.00	\$4,000.00	(\$333.33)
Maintenance	\$135.00	\$135.00	\$10,000.00	(\$698.33)
Other Contractual Services	\$624.00	\$624.00	\$4,000.00	\$290.67
PrairieCat Consortium	\$2,383.00	\$2,383.00	\$10,032.00	\$1,547.00
Technical Services	\$1,055.00	\$1,055.00	\$10,000.00	\$221.67
<b>Total Contractual Services</b>	<b>\$13,611.32</b>	<b>\$13,611.32</b>	<b>\$71,781.00</b>	<b>\$7,629.58</b>
Historical Digitization	\$0.00	\$0.00	\$20,000.00	(\$1,666.67)
Lit Fest Expenditures	\$0.00	\$0.00	\$7,000.00	(\$583.33)
<b>Other Expenditures</b>				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$833.33)
Misc Charges	\$0.00	\$0.00	\$1,000.00	(\$83.33)
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,000.00</b>	<b>(\$916.66)</b>
<b>Other Services</b>				
Association Dues	\$0.00	\$0.00	\$500.00	(\$41.67)
<b>Continuing Education</b>				
Continuing Education	\$0.00	\$0.00	\$2,000.00	(\$166.67)
General Insurance (Bonding)	\$458.00	\$458.00	\$7,500.00	(\$167.00)
Marketing	\$300.00	\$300.00	\$2,000.00	\$133.33
Outreach	\$0.00	\$0.00	\$2,000.00	(\$166.67)
Programming	\$364.03	\$364.03	\$12,000.00	(\$635.97)
Public Notice/Legal	\$0.00	\$0.00	\$500.00	(\$41.67)
Travel	\$0.00	\$0.00	\$500.00	(\$41.67)
Utilities	\$1,559.03	\$1,559.03	\$21,960.00	(\$270.97)
<b>Total Other Services</b>	<b>\$2,681.06</b>	<b>\$2,681.06</b>	<b>\$48,960.00</b>	<b>(\$1,398.96)</b>
<b>Personnel Services</b>				
Payroll Taxes	\$1,194.06	\$1,194.06	\$17,000.00	(\$222.61)
Pension Contributions	\$547.89	\$547.89	\$8,200.00	(\$135.44)
Reimbursements	\$0.00	\$0.00	\$100.00	(\$8.33)
<b>Salaries</b>				
Salaries	\$15,608.57	\$15,608.57	\$228,000.00	(\$3,391.43)
<b>Total Personnel Services</b>	<b>\$17,350.52</b>	<b>\$17,350.52</b>	<b>\$253,300.00</b>	<b>(\$3,757.81)</b>
Pride Expenditures	\$0.00	\$0.00	\$13,000.00	(\$1,083.33)
<b>Total Expenses</b>	<b>\$37,177.93</b>	<b>\$37,177.93</b>	<b>\$652,503.00</b>	<b>(\$17,197.31)</b>
<b>Operating Profit</b>	<b>\$120,865.44</b>	<b>\$120,865.44</b>	<b>(\$203,614.35)</b>	<b>\$137,833.28</b>
<b>Net Income</b>	<b>\$120,865.44</b>	<b>\$120,865.44</b>	<b>(\$203,614.35)</b>	<b>\$137,833.28</b>

Galena Public Library District  
Corporate Fund  
Budget to Actual - Modified Cash Basis  
As of the Dates Presented Below

	Jul 2023	Budget	Budget Variance (\$)	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>						
Digitization Project	\$100.00	\$166.67	(\$66.67)	\$100.00	\$166.67	(\$66.67)
Donations	\$779.00	\$83.33	\$695.67	\$779.00	\$83.33	\$695.67
Friends (Other Grants)	\$1,978.80	\$1,093.92	\$884.88	\$1,978.80	\$1,093.92	\$884.88
<b>Grants</b>						
Corporate Grant	\$0.00	\$83.33	(\$83.33)	\$0.00	\$83.33	(\$83.33)
Per Capita Grant	\$0.00	\$555.33	(\$555.33)	\$0.00	\$555.33	(\$555.33)
<b>Total Grants</b>	<b>\$0.00</b>	<b>\$638.66</b>	<b>(\$638.66)</b>	<b>\$0.00</b>	<b>\$638.66</b>	<b>(\$638.66)</b>
Historical Department	\$9.00	\$8.33	\$0.67	\$9.00	\$8.33	\$0.67
<b>Interest Income</b>						
Corporate Interest	\$969.12	\$666.67	\$302.45	\$969.12	\$666.67	\$302.45
Item Replacements	\$7.34	\$41.67	(\$34.33)	\$7.34	\$41.67	(\$34.33)
Lit Fest	\$0.00	\$166.67	(\$166.67)	\$0.00	\$166.67	(\$166.67)
Non-Resident Fee	\$174.16	\$250.00	(\$75.84)	\$174.16	\$250.00	(\$75.84)
<b>Other Income</b>						
Corporate Other Income	\$0.00	\$16.67	(\$16.67)	\$0.00	\$16.67	(\$16.67)
<b>Property Taxes</b>						
Corporate Property Tax	\$140,830.16	\$30,089.55	\$110,740.61	\$140,830.16	\$30,089.55	\$110,740.61
Royalty Income	\$0.00	\$1,250.00	(\$1,250.00)	\$0.00	\$1,250.00	(\$1,250.00)
Service Charges	\$107.25	\$100.00	\$7.25	\$107.25	\$100.00	\$7.25
Pride	\$0.00	\$666.67	(\$666.67)	\$0.00	\$666.67	(\$666.67)
<b>Total Revenue</b>	<b>\$144,954.83</b>	<b>\$35,238.81</b>	<b>\$109,716.02</b>	<b>\$144,954.83</b>	<b>\$35,238.81</b>	<b>\$109,716.02</b>
<b>Expenses</b>						
<b>Capital Outlay</b>						
Books	\$2,623.28	\$2,000.00	\$623.28	\$2,623.28	\$2,000.00	\$623.28
Equipment	\$0.00	\$250.00	(\$250.00)	\$0.00	\$250.00	(\$250.00)
Improvements	\$0.00	\$13,833.33	(\$13,833.33)	\$0.00	\$13,833.33	(\$13,833.33)
Materials/Non-Printed/A-V	\$419.93	\$1,416.67	(\$996.74)	\$419.93	\$1,416.67	(\$996.74)
<b>Total Capital Outlay</b>	<b>\$3,043.21</b>	<b>\$17,500.00</b>	<b>(\$14,456.79)</b>	<b>\$3,043.21</b>	<b>\$17,500.00</b>	<b>(\$14,456.79)</b>
<b>Commodities</b>						
Databases	\$412.62	\$663.08	(\$250.46)	\$412.62	\$663.08	(\$250.46)
Periodicals	\$0.00	\$417.08	(\$417.08)	\$0.00	\$417.08	(\$417.08)
Postage/Shipping	\$0.00	\$41.67	(\$41.67)	\$0.00	\$41.67	(\$41.67)
Supplies	\$79.20	\$333.33	(\$254.13)	\$79.20	\$333.33	(\$254.13)
<b>Total Commodities</b>	<b>\$491.82</b>	<b>\$1,455.16</b>	<b>(\$963.34)</b>	<b>\$491.82</b>	<b>\$1,455.16</b>	<b>(\$963.34)</b>
<b>Contractual Services</b>						
Accounting	\$1,244.32	\$1,416.67	(\$172.35)	\$1,244.32	\$1,416.67	(\$172.35)
Audit Fees	\$8,170.00	\$1,395.75	\$6,774.25	\$8,170.00	\$1,395.75	\$6,774.25
Legal	\$0.00	\$333.33	(\$333.33)	\$0.00	\$333.33	(\$333.33)
Maintenance	\$135.00	\$833.33	(\$698.33)	\$135.00	\$833.33	(\$698.33)
Other Contractual Services	\$624.00	\$333.33	\$290.67	\$624.00	\$333.33	\$290.67
PrairieCat Consortium	\$2,383.00	\$836.00	\$1,547.00	\$2,383.00	\$836.00	\$1,547.00
Technical Services	\$1,055.00	\$833.33	\$221.67	\$1,055.00	\$833.33	\$221.67
<b>Total Contractual Services</b>	<b>\$13,611.32</b>	<b>\$5,981.74</b>	<b>\$7,629.58</b>	<b>\$13,611.32</b>	<b>\$5,981.74</b>	<b>\$7,629.58</b>

	Jul 2023	Budget	Budget Variance (\$)	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Historical Digitization	\$0.00	\$1,666.67	(\$1,666.67)	\$0.00	\$1,666.67	(\$1,666.67)
Lit Fest Expenditures	\$0.00	\$583.33	(\$583.33)	\$0.00	\$583.33	(\$583.33)
<b>Other Expenditures</b>						
Contingencies	\$0.00	\$833.33	(\$833.33)	\$0.00	\$833.33	(\$833.33)
Misc Charges	\$0.00	\$83.33	(\$83.33)	\$0.00	\$83.33	(\$83.33)
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$916.66</b>	<b>(\$916.66)</b>	<b>\$0.00</b>	<b>\$916.66</b>	<b>(\$916.66)</b>
<b>Other Services</b>						
Association Dues	\$0.00	\$41.67	(\$41.67)	\$0.00	\$41.67	(\$41.67)
<b>Continuing Education</b>						
Continuing Education	\$0.00	\$166.67	(\$166.67)	\$0.00	\$166.67	(\$166.67)
Marketing	\$300.00	\$166.67	\$133.33	\$300.00	\$166.67	\$133.33
Outreach	\$0.00	\$166.67	(\$166.67)	\$0.00	\$166.67	(\$166.67)
Programming	\$364.03	\$1,000.00	(\$635.97)	\$364.03	\$1,000.00	(\$635.97)
Public Notice/Legal	\$0.00	\$41.67	(\$41.67)	\$0.00	\$41.67	(\$41.67)
Travel	\$0.00	\$41.67	(\$41.67)	\$0.00	\$41.67	(\$41.67)
Utilities	\$1,559.03	\$1,830.00	(\$270.97)	\$1,559.03	\$1,830.00	(\$270.97)
<b>Total Other Services</b>	<b>\$2,223.06</b>	<b>\$3,455.02</b>	<b>(\$1,231.96)</b>	<b>\$2,223.06</b>	<b>\$3,455.02</b>	<b>(\$1,231.96)</b>
<b>Personnel Services</b>						
Reimbursements	\$0.00	\$8.33	(\$8.33)	\$0.00	\$8.33	(\$8.33)
<b>Salaries</b>						
Salaries	\$15,608.57	\$19,000.00	(\$3,391.43)	\$15,608.57	\$19,000.00	(\$3,391.43)
<b>Total Personnel Services</b>	<b>\$15,608.57</b>	<b>\$19,008.33</b>	<b>(\$3,399.76)</b>	<b>\$15,608.57</b>	<b>\$19,008.33</b>	<b>(\$3,399.76)</b>
Pride Expenditures	\$0.00	\$1,083.33	(\$1,083.33)	\$0.00	\$1,083.33	(\$1,083.33)
<b>Total Expenses</b>	<b>\$34,977.98</b>	<b>\$51,650.24</b>	<b>(\$16,672.26)</b>	<b>\$34,977.98</b>	<b>\$51,650.24</b>	<b>(\$16,672.26)</b>
<b>Operating Profit</b>	<b>\$109,976.85</b>	<b>(\$16,411.43)</b>	<b>\$126,388.28</b>	<b>\$109,976.85</b>	<b>(\$16,411.43)</b>	<b>\$126,388.28</b>
<b>Net Income</b>	<b>\$109,976.85</b>	<b>(\$16,411.43)</b>	<b>\$126,388.28</b>	<b>\$109,976.85</b>	<b>(\$16,411.43)</b>	<b>\$126,388.28</b>

Galena Public Library District  
Endowment Fund  
Budget to Actual - Modified Cash Basis  
As of the Dates Presented Below

	Jul 2023	Budget	Budget Variance (\$)	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>						
<b>Interest Income</b>						
Endowment Interest	\$416.24	-	-	\$416.24	-	-
<b>Total Revenue</b>	<b>\$416.24</b>	-	-	<b>\$416.24</b>	-	-
<b>Net Income</b>	<b>\$416.24</b>	-	-	<b>\$416.24</b>	-	-



Galena Public Library District  
FICA Fund  
Budget to Actual - Modified Cash Basis  
As of the Dates Presented Below

	Jul 2023	Budget	Budget Variance (\$)	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>						
Property Taxes						
FICA Property Tax	\$6,634.17	\$1,417.59	\$5,216.58	\$6,634.17	\$1,417.59	\$5,216.58
<b>Total Revenue</b>	<b>\$6,634.17</b>	<b>\$1,417.59</b>	<b>\$5,216.58</b>	<b>\$6,634.17</b>	<b>\$1,417.59</b>	<b>\$5,216.58</b>
<b>Expenses</b>						
Personnel Services						
Payroll Taxes	\$1,194.06	\$1,416.67	(\$222.61)	\$1,194.06	\$1,416.67	(\$222.61)
<b>Total Expenses</b>	<b>\$1,194.06</b>	<b>\$1,416.67</b>	<b>(\$222.61)</b>	<b>\$1,194.06</b>	<b>\$1,416.67</b>	<b>(\$222.61)</b>
<b>Operating Profit</b>	<b>\$5,440.11</b>	<b>\$0.92</b>	<b>\$5,439.19</b>	<b>\$5,440.11</b>	<b>\$0.92</b>	<b>\$5,439.19</b>
<b>Net Income</b>	<b>\$5,440.11</b>	<b>\$0.92</b>	<b>\$5,439.19</b>	<b>\$5,440.11</b>	<b>\$0.92</b>	<b>\$5,439.19</b>

Galena Public Library District  
IMRF Fund  
Budget to Actual - Modified Cash Basis  
As of the Dates Presented Below

	Jul 2023	Budget	Budget Variance (\$)	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>						
<b>Property Tax Interest</b>						
IMRF Property Tax Interest	\$0.00	\$250.33	(\$250.33)	\$0.00	\$250.33	(\$250.33)
<b>Property Taxes</b>						
IMRF Property Tax	\$1,171.59	\$0.00	\$1,171.59	\$1,171.59	\$0.00	\$1,171.59
<b>Total Revenue</b>	<b>\$1,171.59</b>	<b>\$250.33</b>	<b>\$921.26</b>	<b>\$1,171.59</b>	<b>\$250.33</b>	<b>\$921.26</b>
<b>Expenses</b>						
<b>Personnel Services</b>						
Pension Contributions	\$547.89	\$683.33	(\$135.44)	\$547.89	\$683.33	(\$135.44)
<b>Total Expenses</b>	<b>\$547.89</b>	<b>\$683.33</b>	<b>(\$135.44)</b>	<b>\$547.89</b>	<b>\$683.33</b>	<b>(\$135.44)</b>
<b>Operating Profit</b>	<b>\$623.70</b>	<b>(\$433.00)</b>	<b>\$1,056.70</b>	<b>\$623.70</b>	<b>(\$433.00)</b>	<b>\$1,056.70</b>
<b>Net Income</b>	<b>\$623.70</b>	<b>(\$433.00)</b>	<b>\$1,056.70</b>	<b>\$623.70</b>	<b>(\$433.00)</b>	<b>\$1,056.70</b>



Galena Public Library District  
Insurance Fund  
Budget to Actual - Modified Cash Basis  
As of the Dates Presented Below

	Jul 2023	Budget	Budget Variance (\$)	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>						
<b>Property Tax Interest</b>						
Insurance Property Tax Interest	\$0.00	\$500.67	(\$500.67)	\$0.00	\$500.67	(\$500.67)
<b>Property Taxes</b>						
Insurance Property Tax	\$2,343.05	\$0.00	\$2,343.05	\$2,343.05	\$0.00	\$2,343.05
<b>Total Revenue</b>	<b>\$2,343.05</b>	<b>\$500.67</b>	<b>\$1,842.38</b>	<b>\$2,343.05</b>	<b>\$500.67</b>	<b>\$1,842.38</b>
<b>Expenses</b>						
<b>Other Services</b>						
General Insurance (Bonding)	\$458.00	\$625.00	(\$167.00)	\$458.00	\$625.00	(\$167.00)
<b>Total Expenses</b>	<b>\$458.00</b>	<b>\$625.00</b>	<b>(\$167.00)</b>	<b>\$458.00</b>	<b>\$625.00</b>	<b>(\$167.00)</b>
<b>Operating Profit</b>	<b>\$1,885.05</b>	<b>(\$124.33)</b>	<b>\$2,009.38</b>	<b>\$1,885.05</b>	<b>(\$124.33)</b>	<b>\$2,009.38</b>
<b>Net Income</b>	<b>\$1,885.05</b>	<b>(\$124.33)</b>	<b>\$2,009.38</b>	<b>\$1,885.05</b>	<b>(\$124.33)</b>	<b>\$2,009.38</b>

Galena Public Library District  
 Memorial Reserve Fund  
 Budget to Actual - Modified Cash Basis  
 As of the Dates Presented Below

	Jul 2023	Budget	Budget Variance (\$)	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Gross Profit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Galena Public Library District  
 Per Capita Fund  
 Budget to Actual - Modified Cash Basis  
 As of the Dates Presented Below

	Jul 2023	Budget	Budget Variance (\$)	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Gross Profit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Galena Public Library District  
Reserve Fund  
Budget to Actual - Modified Cash Basis  
As of the Dates Presented Below

	Jul 2023	Budget	Budget Variance (\$)	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>						
<b>Interest Income</b>						
Reserve Interest	\$1,248.96	\$0.00	\$1,248.96	\$1,248.96	\$0.00	\$1,248.96
Royalty Income	\$1,274.53	\$0.00	\$1,274.53	\$1,274.53	\$0.00	\$1,274.53
<b>Total Revenue</b>	<b>\$2,523.49</b>	<b>\$0.00</b>	<b>\$2,523.49</b>	<b>\$2,523.49</b>	<b>\$0.00</b>	<b>\$2,523.49</b>
<b>Net Income</b>	<b>\$2,523.49</b>	<b>\$0.00</b>	<b>\$2,523.49</b>	<b>\$2,523.49</b>	<b>\$0.00</b>	<b>\$2,523.49</b>

Galena Public Library District  
 Memorial Fund  
 Budget to Actual - Modified Cash Basis  
 As of the Dates Presented Below

	Jul 2023	Budget	Budget Variance (\$)	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Gross Profit	\$0.00	-	-	\$0.00	-	-
Net Income	\$0.00	-	-	\$0.00	-	-

## 6. TREASURER'S REPORT



Annual Report of Receipts and Disbursements

Fiscal Year 2023

Beginning July 1, 2022 and ending June 30, 2023

### **Total Receipts:**

• Digitization Project	\$8,981
• Donations	\$10,483
• Fines & Fees	\$64
• Friends	\$3,984
• Grants	\$640
• Per Capita Grant	\$6,664
• Alfred Mueller Collection	\$93
• Interest	\$10,744
• Item Replacements	\$471
• LitFest	\$8,013
• Non-Resident Fees	\$3,144
• Other Income	\$298
• Property Taxes	\$369,147
• Royalty Income	\$20,279
• Service Charges	\$1,502

**Total Income:** **\$444,507**

### **Disbursements: Salaries**

- Under \$25,000: A. Anderson, S. DuHack, M. Fertig, E. Furlong, D. Glick, C. Holmes, L. Klug, J. Lancour, D. Lapidus, S. Millhouse, S. Morehead, J. Paquette, L. Primrose, S. Repp, E. Sprengelmeyer,
- \$25,000 to \$49,999: L. Distler, R. Lenstra
- \$50,000 to \$74,999: J. Diedrich

**Salaries Total:** **\$200,167**

### **Expenses:**

• Library books & materials	\$7,540
• Equipment	\$1,383
• Databases	\$6,820
• Periodicals	\$4,533
• Supplies	\$2,427

• Postage/Shipping	\$257
• Legal	\$338
• Maintenance	\$5,589
• Technical Services	\$197
• Contractual Services	\$1,618
• Historical Digitization	\$694
• LitFest	\$4,085
• Miscellaneous	\$799
• Association Dues	\$440
• Continuing Education	\$800
• Marketing	\$541
• Outreach	\$770
• Insurance	\$399
• Programming	\$8,556
• Public Notice	\$469
• Utilities	\$4,583

**Disbursements to Vendors (\$2500 minimum):**

• Ingram:	\$21,040
• Demco	\$9,084
• Third Coast Conservation	\$4,023
• Findaway World, LLC	\$7,171
• Honkamp Krueger & Co	\$15,378
• PrairieCat	\$9,272
• JL Tech	\$5,399
• Kone Chicago	\$4,361
• The Crowley Company	\$16,567
• Galena Cellars	\$2,955
• McCoy Insurance	\$6,610
• Jo Carroll Energy	\$5,833
• Nicor Gas	\$4,856
• Verizon	\$2,654
• Social Security & Medicare	\$15,313
• Illinois Municipal Retirement Fund	\$8,376

**Total Disbursements:** **\$391,897**

Prepared by: \_\_\_\_\_

Jenna Diedrich, Director, Galena Public Library District

Date: \_\_\_\_\_

Certified by: \_\_\_\_\_

Frances Beadle, Treasurer, Galena Public Library District

Date: \_\_\_\_\_

## 8. LIBRARY DIRECTOR'S REPORT

### Director's Report

July/August 2023

#### Board News

The [Paid Leave for All Workers Act](#) that was signed back in March goes into effect January 1, 2024. HR Source's Field Guide is available on the iPad. I am working with the library's attorney to see how our current vacation time aligns with the new law and what adjustments we need to make. All library salaries and wages have PTO built into them, so we won't need to adjust the budget.

#### Circulation

Included in this report are statistics comparing circulation, programming, and social media from FY 2022 and FY 2023. We saw increases across each of these areas. One interesting thing was the decrease in audio checkouts (audiobooks, CDs) and increase in physical books. In FY 2022 there were 1,938 audio checkouts and in FY 2023 there were 1,734 audio checkouts. In comparison, FY 2022 had 19,435 book checkouts and FY 2023 had 22,998 book checkouts.

#### Adult Services

Larissa is working on a Poet Laureate of Galena program. She has reached out to different organizations/bodies to invite community stakeholders to be on the Selection Committee. The selection process would run from February to April, with the poet named at a LitFest event. If you would like to join the selection committee, please let Larissa or I know.

Summer is a slow month for adult programming. Upcoming programs include:

- August 15th: Evening Book Club: *The Thursday Murder Club* by Richard Osman
- August 17th: Kindergarten Reunion
- August 21st: Morning Book Club: *True Biz* by Sara Nović
- Every Tuesday: Stitchers

#### Youth Services

Summer Reading Program is coming to an end. The Pool Party at Country Inn and Suites, which is for participants who read over 1,000 minutes, has been moved to August 28th in order to not compete with the back-to-school cookout. Upcoming programs:

- August 14th: Bingo
- August 22nd: Rockin' Reptiles & Awesome Amphibians @ GPS
- August 25th: Sprinkler Storytime (last of the year!)
- August 28th: Make Your Own Book
- August 31st: Bad Art Night
- Every Friday: Family Storytime

#### Director

- **Building**



- The building and grounds committee met to discuss the status of the exterior project and the children's library egress window. An update on the RFB since the meeting - Jim Baranski will assist in creating the scope of work for the bid.
- **Finances**
  - Audit: Financial documents will be dropped off at O'Connor Brooks in the next two weeks. O'Connor plans to have the audit completed by November.
  - Financial Statement: Aaron Cullen, from Honkamp, will be attending the meeting to go over the updated financial statement. The new format will be easier to read and help control costs.
- **IPLAR**
  - The report is almost complete and will be submitted by the end of the month. I will report on it at the September meeting.
- **IMRF Audit**
  - In June, the library was selected for its first IMRF Employer Compliance Review. The review is to ensure employers avoid liability by inadvertently violating employees' pension rights. Over the course of six weeks, information was gathered and shared with the assigned Employer Compliance Associate. At the end of July, I had a short meeting going over the findings; a final report was furnished and is included at the end of this report. The library was in complete compliance with no findings or recommendations.
  - Documents gathered for the audit included:
    - 2022 W-2 wages information for all employees
    - 1099s for 2022
    - 2022 W-3
    - Most recent Annual Financial Report
    - Most recent six months of general ledger activity
    - Payroll History Reports for the period 1/1/2022 to 12/31/2022
    - Payroll code and deduction code descriptions
    - Worker's Compensation
    - IMRF Wage Reconciliation for May 2023
    - Tax Extensions
    - Time sheets
- **Policy**
  - Policy Committee will need to meet soon to get back on the policy review schedule.



2211 York Road, Suite 500 Oak Brook, IL 60523-2337 1-800-ASK-IMRF (275-4673)

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[www.imrf.org](http://www.imrf.org)

**Legal Department  
Employer Compliance Report  
Of  
#5829 Galena Public Library District  
July 28, 2023**

## FINDINGS AND RECOMMENDATIONS

#	Finding	Recommendation	Due Date
1	No Findings Noted.	N/A	N/A

Galena Public Library District  
Monthly Report | July 2023

[illegible]

## 10.a COMMITTEES: BUILDING & GROUNDS

### Building & Grounds Minutes

August 9, 2023 - **DRAFT**

1. *Call to Order*: Building & Grounds Committee Chairperson Mike Blaum called the meeting to order at 10am. Present during roll call were Mike Blaum, Maria Rector, Frances Blaum, Jenna Diedrich and Rachel Lenstra.
2. *Citizens Comments*: No public comments.
3. *Approval of April 7, 2023 Minutes*: Rector moved to approve the minutes of the April 7, 2023 meeting. Beadle seconded. Motion passed unanimously.
4. *Exterior Repair Project*: Diedrich announced that she will be meeting with representatives from Bi-State Masonry and Hooting Coyote on August 21 at 11am. They will discuss their respective roles in the project and walk through the building. A start date for the project will be set at this meeting. The start date will most likely be in early September. Work should take about a month. Material testing will be done by Bi-State and shown to Howling Coyote for color matching before materials are put on the building.
5. *Children's Room Egress*: Diedrich handed out the plans Jim Baranski drew up in 2019 for an egress window in the children's room. Because reaching out to contractors has not worked to get the project going, the library plans to go out with a request for bid, even though the expected dollar amount for this project is under the requirement for bidding. Diedrich stated that she had emailed Baranski to see if he could write the scope of work for this project. She is waiting to hear back. If she does not hear back by the end of the week, she will reach out to Hooting Coyote to see if they could write the scope of work. Blaum suggested speaking with City Engineer Matt Oldenburg to see if there is a template for the scope of work for this, since it's a fire escape and required by building code.
6. *Items for Next Agenda*: The committee will follow up on the egress window and exterior repair projects.
7. *Adjournment*: Blaum adjourned the meeting at 10:15am.

Respectfully submitted,

Rachel Lenstra

## 10.b COMMITTEES: DECENNIAL

### GALENA PUBLIC LIBRARY DISTRICT REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT

#### I. **Unit Of Government Submitting this Report:**

Name of Library: Galena Public Library District

Address of Main Library Office: 601 S. Bench St., Galena, IL 61036

#### II. **Information about Galena Public Library District**

- A. Located: Jo Daviess County. There are six libraries in Jo Daviess County
- B. Population: 4,518
- C. Number of staff: 13
- D. Annual budget for FY 2024:
- E. EAV for 2023:

#### III. **Information about Galena Public Library District's Decennial Committee**

##### A. Committee Members:

- 1. Board President Walter Johnson
- 2. Trustee Mike Blaum
- 3. Trustee Katherine Walker (Chair of Decennial Committee)
- 4. Trustee Frances Beadle
- 5. Trustee Maria Rector
- 6. Trustee Emily Sprengelmeyer
- 7. Trustee Alison Schoenrock
- 8. Library Director Jenna Diedrich
- 9. Library Resident Tim Buisker
- 10. Library Resident Alex Potter
- 11. Library Resident Sandra Schultz

##### B. Dates the Committee Met

- 1. First Meeting: June 5, 2023
- 2. Second Meeting: September 11, 2023
- 3. Third Meeting:
- 4. Additional Meeting:

#### IV. **Core Programs or Services Offered by Library**

##### A. Core Programs: Programs that are offered on a regular basis at the library

- 1. Family Storytime: Weekly program that welcomes all ages to enhance early literacy skills through reading, singing, and playing.

2. STEAM Club: Weekly program for grades 3 to 6 to explore science, technology, engineering, art, and mathematical concepts.
3. LitFest: Yearly program targeted at adults that offers literary workshops, performances, and presentations.
4. Pride Picnic: Yearly event for all ages that celebrates Pride Month. The event attracts many attendees, volunteers, and sponsors. It is an inclusive community event that invites all to attend.
5. Stitchers: Weekly event for all ages to chat and work on needlework projects. This is a hybrid event allowing people to attend virtually.
6. Book Clubs: Two groups meet monthly to discuss a chosen book. September often has the author virtually visit the book club.

B. Core Services

1. Patron-focused service
2. Access to information, materials, and special collections
3. Collaboration with local organizations, businesses, and individuals
4. Historical Preservation
5. Inclusionary services such as Talking Book Program
6. Test Proctoring
7. Reference services
8. Technical services

V. Awards and Recognitions

A. Recent Awards

1. June 2023: Jo Daviess Country Fair Grant to purchase pool passes to circulate

B. Recent Recognitions

1. March 29, 2021: Digitization continues: Library, Galena Foundation preserve history, make papers more accessible, *Galena Gazette*
2. April 26, 2021: County's early court records now available to the public, *Galena Gazette*
3. October 11, 2021: Library offers new teen space, *Galena Gazette*
4. October 12, 2021: Galena library goes fine free!, *Galena Gazette*
5. June 2022: Cover story of *The Real Mainstream*
6. June 12, 2022: Galena Pride Picnic offers welcoming, inclusive event for all, *Telegraph Herald*
7. October 18, 2022: Galena library to offer free non-resident cards to youth within school districts, *Galena Gazette*

8. June 13, 2023: Galena celebrates Pride with picnic in Grant Park, *Galena Gazette*
9. July 9, 2023: 'Perceptions matter': Instances, impressions of violent crime impact area residents, *Telegraph Herald*
10. July 11, 2023: Galena Living History Alliances labels historic buildings with new plaques, *Galena Gazette*
11. August 1, 2023: Library officials: New book ban law 'important step', *Galena Gazette*

## **VI. Intergovernmental Agreements**

- A. PrairieCat
  1. Galena Public Library is one of 138 libraries in Illinois that share an integrated library automation system. Being a member of PrairieCat allows a library of GPL's size to have greater access to materials. GPL is a fully participating member and has access to the full suite of products PrairieCat offers. All circulation statistics are compiled by PrairieCat staff.
- B. PrairieCat Mobile App with Capira
  1. PrairieCat worked with Capira to create an app that would allow patrons to utilize the card catalog on personal devices.
- C. Reaching Across Illinois Library System (RAILS)
  - 1.

## **VII. Community Partnerships**

- A. 1826 Creative Company
- B. Aldrich Guest House
- C. Angelic Paws Dog Training
- D. Awake4Yoga
- E. Blaum Bros Distillery
- F. Broad Ideas
- G. Cannova's Pizzeria
- H. Cirque du Buque
- I. Clear Mind, Open Heart, LLC
- J. Culver's
- K. Driftless Stargazing
- L. DeSoto House Hotel
- M. Eagle Ridge Realty
- N. Editrix Row
- O. Elle and Becks
- P. Emerald Buddha Tattoo



Q. Equality Illinois  
 R. Friends of the Galena Public Library  
 S. Fritz & Frites  
 T. Galena Apothecary  
 U. Galena Bakehouse  
 V. Galena Cellars  
 W. Galena Center for the Arts  
 X. Galena Green Team  
 Y. Galena High School GSA  
 Z. Galena Roasters  
 AA. Galena River Wine & Cheese  
 BB. Grape Escape  
 CC. Grateful Gourmet  
 DD. Greater Galena Marketing Initiative  
 EE. Hawk Valley  
 FF. Heartland Financial  
 GG. Highland College Lifelong Learning  
 HH. Illinois Libraries Present  
 II. Innovative Independence  
 JJ. K Kriesel  
 KK. Korean Spirit & Culture Promotion Project  
 LL. Jo Daviess Conservation Foundation  
 MM. Local churches: Grace Episcopal, Lord of Love, Galena Methodist, UU Stockton  
 NN. NWILED  
 OO. NWIL GSA & Riverview Center  
 PP. Pine Chrome  
 QQ. Sam Ray  
 RR. Scent Workshop  
 SS. Theresa Larsen  
 TT. Thraen-Borowski Family  
 UU. Trip Vintage Boutique  
 VV. Wild Ones

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

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

1. State laws applicable to Libraries
2. Illinois Open Meetings Act
  - a) Trustees have all completed OMA training
3. Policy on public comment
  - a) The public comment
4. Designation of OMA Officer
  - a) Mike Blaum designated OMA Officer in June 2023
5. FOIA Officer Training:
  - a) Both officers complete training on a biannual basis. The most recent training occurred in August 2023.
6. Computation and Retention of FOIA Requests
7. Posting Other required FOIA Information
8. List of Types or Categories of FOIA Records under Library Control
  - a) Listed in the Illinois Freedom of Information Act on the library's website
9. Periodic Meetings to Review Closed Meeting Minutes
  - a) Reviewed July 2023
10. IMRF Total Compensation Postings
  - a) Public Act 97-0609 requires posting the compensation packages for employees whose package exceeds \$75,000. No GPLD employee exceeds a compensation package of \$75,000.
11. Designation of Whistleblower Auditing Official
12. All applicable officials have filed statement of economic interests
  - a) All applicable officials have statements on file at the library
13. Sexual Harassment Prevention Training
  - a) All employees are currently up to date with the yearly training
14. Intergovernmental Agreements
15. Budget and financial documents
  - a) Budget documents for FY 2024 are available for viewing at the library.
  - b) Financial statements are available in board packets, which are posted on the library's website for public review.
16. State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act
17. Reports on government efficiency, including *Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments* by Wendell Cox

**IX. What Has GPLD Done Well?**

A.

**X. What Inefficiencies were Identified/What are the library's next steps?**

A. Homebound Delivery

**XI. What Can GPLD do better or more efficiently?**

A. Bylaws - Public comment

B. Homebound Delivery

**XII. Studies on Governmental Efficiencies**

A.

**XIII. The Committee's recommendations regarding increased accountability and efficiency:**

Submitted by: Katherine Walker, Chairperson, Decennial Efficiency Committee

Date of Committee Report Approval:

## 12.a NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON FY 2024 FOIA POLICY

### The Illinois Freedom of Information Act - DRAFT

#### I. A brief description of our public body is as follows:

- A. The library's purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of the operating budget for FY2024 is \$652,503. Funding sources are property and personal property replacement taxes, state and federal grants, fines, service charges, and donations. Tax levies are:
  - 1) Corporate purposes (for general operating expenditures)
  - 2) IMRF (provides for employee's retirement & related expenses)
  - 3) Social Security (provides for employee's FICA costs & related expenses)
  - 4) Tort liability (for insurance premiums, risk management, attorney's fees & related expenses, unemployment and worker's compensation insurance)
- D. The office is located at this address: 601 S. Bench St., Galena, IL 61036
- E. We have the following number of persons employed:
  - 1) Full-time: 3
  - 2) Part-time: 9
- F. The following organization exercises control over the library's policies and procedures: The Galena Public Library District Board of Trustees. The board meets on the second Monday of each month, at 6:30 p.m., at the library in the Alfred Mueller Historical Collections Room.  
  
Members are: President, Walter Johnson; Vice President, Mike Blaum; Secretary, Katherine Walker; Treasurer, Frances Beadle; Maria Rector, Alison Schoenrock, and Emily Sprengelayer.
- G. The following organization operates in an advisory capacity regarding the library's operation: Reaching Across Illinois Library System (RAILS); railslibraries.info.
- H. The library is required to report and be answerable for its operations to: Illinois State Library, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulas (Secretary of State). Director of the Illinois State Library, and various other staff.

#### II. You may request the information and the records available to the public in the following manner:

- a) Use request form (see attached).

- b) Your request should be directed to the following:
- a. Jenna Diedrich, Library Director and FOIA officer, Galena Public Library District, 601 S. Bench St., Galena, IL 61036; diedrichj@galenalibrary.org.
  - b. Rachel Lenstra, Youth Services/Archivist and FOIA officer, Galena Public Library District, 601 S. Bench St., Galena, IL 61036; lenstrar@galenalibrary.org
- c) You must indicate whether you have a “commercial purpose” in your request.
- d) You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- e) To reimburse us our actual costs for reproducing and certifying, (if requested) the records, you will be charged the following fees:
- There is a \$1.00 charge for each certification of records.
  - There is no charge for the first fifty (50) pages of black and white text whether letter or legal size.
  - There is a \$.15 per page charge for copied records in excess of 50 pages.
  - The actual copying cost of color copies and other sized copies will be charged.
- f) If the records are kept in electronic format, you may request a specific format and if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
- g) The office will respond to a written request within five (5) business days or sooner if possible. An extension of an additional five (5) business days may be necessary to properly respond.
- h) Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- i) The place and times where the records will be available are as follows:
- Monday – Friday: 10 a.m. to 5 p.m.
  - Galena Public Library, Administrative Offices.

**III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:**

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of The Board of Trustees
- H. Library Policies
- I. Adopted Ordinances and Resolutions of the Board
- J. Annual Reports to the Illinois State Library

## ORGANIZATIONAL CHART

### BOARD of TRUSTEES

Board of Library Trustees		End of Term
President	Walter Johnson	04/25
Vice-President	Mike Blaum	04/27
Secretary	Katherine Walker	04/27
Treasurer	Frances Beadle	04/25
Trustee	Maria Rector	04/25
Trustee	Alison Schoenrock	04/25
Trustee	Emily Sprengelmeyer	04/27

## ORGANIZATIONAL CHART

### LIBRARY STAFF

**Jenna Diedrich**

Library Director

**Larissa Distler**

Adult Services Librarian

**Rachel Lenstra**

Youth Services Librarian/Archivist

**Samantha DuHack**

Circulation Librarian

**Annette Anderson**

Library Clerk

**Mike Fertig**

Library Clerk

**Emma Furlong**

Library Clerk/Substitute

**Jennifer Lancour**

Library Clerk

**Dale Glick**

Historical Librarian

**Steve Repp**

Historical Librarian

**Sara Millhouse**

Substitute Librarian

**Steve Guthrie**

Custodian



FREEDOM OF INFORMATION REQUEST

Requestor's Name		Date of Request	Phone Number
Street Address		Certification Requested _____ Yes _____ No	
Description of Records Requester: _____ _____ _____ _____ _____			
Is the reason for this request a "commercial purpose" as defined in the Act? ____ Yes ____ No			
Library Response (Requestor does not fill below this line)			
APPROVED	<input type="checkbox"/> ( ) The records requested are enclosed <input type="checkbox"/> ( ) Records may be inspected at the library on the date of _____. <input type="checkbox"/> ( ) The records will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> ( ) For commercial requests only: the estimated time of when the records will be available is _____, at the prepaid costs provided above.		
DENIED	<input type="checkbox"/> ( ) The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act and we are unable to negotiate a more reasonable request. <input type="checkbox"/> ( ) The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at (877)299-3642 or Office of the Illinois Attorney General, 500 S. Second St., Springfield, IL 62075. Or you have the right to judicial review under Section 11 of FOIA. <input type="checkbox"/> ( ) Request delayed, for the following reasons (in accordance with 3(e) of the Freedom of Information Act): _____ You will be notified by the date of _____ as to the action taken on your request.		
NOTE: This form cannot be mandatory under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.			
FOIA Officer:		Date of Reply:	

13.a MOTIONS, RESOLUTIONS, AND ORDINANCES: #24-01 FY2024 BUDGET & APPROPRIATION  
ORDINANCE



# GALENA PUBLIC LIBRARY DISTRICT

BUDGET & APPROPRIATION ORDINANCE

**DRAFT**

#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	\$ 20,400

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

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

**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	\$ 47,649
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:

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NAYS:

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ABSENT:

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ABSTAIN:

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## 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 #24-01 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.

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Katherine Walker, Secretary  
Galena Public Library District