



Library Board of Trustees Meeting
Regular Meeting Monday, September 11, 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
 - a. Approval of minutes for B&A Hearing August 14, 2023
 - b. Approval of minutes for Regular Meeting August 14, 2023
 - c. Approval of minutes for Special Meeting August 25, 2023
 - d. Approval of bills paid/payable: 08/12/2023 - 09/08/2023
4. Financial Report
5. Treasurer's Report
6. Friends Report
7. Library Director's Report
8. Board President's Report
9. Committees
 - a. Building & Grounds - Blaum
 - b. Decennial - Walker
 - i. Discussion on Decennial Report
 - c. Finance - Beadle
 - d. HR - Rector
 - e. Policy - Walker
10. Unfinished Business
11. New Business (ACTION)
 - a. Discussion and possible action on changing the Board of Trustees Meeting Date
12. Motions, Resolutions, Ordinances
13. Closed Session
14. Discussion and possible action on closed session discussions
15. Items for next agenda
16. Announcements
17. Adjournment

18. Next Meeting: Regular Meeting Monday, October 9, 2023 at 6:30pm, Galena Public Library, 601 S Bench St., Galena, IL 61036 - Historical Room

3a. CONSENT AGENDA: APPROVAL OF MINUTES FOR B&A HEARING AUGUST 14, 2023

Library Board Meeting Budget & Appropriation Hearing August 14, 2023 - Draft

1. Call to Order

President Walter Johnson called the meeting to order at 6pm. Present were board members Matthew Blaum, Emily Sprengelmeyer, Francis Beadle, Maria Rector, and Katherine Walker.

Board member Allison Schoenrock was an excused absence. Librarian Jenna Diedrich was there and Tim Doser, Gloria Junge, Rick Pariser and Betsy Hansen, President of Friends of the Library.

2. New Business

Review of Draft FY 2024 Budget & Appropriation

Public comments were opened by Johnson.

Rick Pariser was a past library board member and served on several other boards. He would like to see a narrative to go with the budget. The levy needs close attention. The huge surplus could give taxpayers a break. He asked for clarification on a new structure. He departed after his comments at 6:06pm.

Gloria Junge was also a past board member and sees the board as responsible for finances. She feels the board is not functioning as required by law. She had no specificity. The times are hard economically and there is a million-dollar surplus. She is not against, but for the library. She is for the library and wants it to succeed. She asked about when the roof was last inspected. Diedrich responded that the roof was replaced in 2007 and had a 20-year warranty.

3. Adjournment

Johnson ordered the typo of Sprengelmeyer and the date changed to be 2024 instead of 2023. Both on the first page and in the second paragraph. Adjournment was at 6:15pm.

Respectfully submitted,
Katherine Walker
Secretary

3b. CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING AUGUST 14, 2023

Library Board of Trustees Meeting

August 14, 2023

Draft

1. Call to Order

President Walter Johnson called the meeting to order at 6:30pm. Present were board members Matthew Blaum, Emily Sprengelmeyer, Francis Beadle, Maria Rector, and Katherine Walker.

Board member Allison Schoenrock had an excused absence. Librarian Jenna Diedrich, Tim Doser, Gloria Junge, Rick Pariser and Betsy Hansen, President of Friends of the Library and Aaron Cullen were also present.

2. Presentation from Aaron Cullen, Honkamp

Cullen explained he had been with the library account for four years and Honkamp was not an audit firm. They do modified cash reports. After audits are done final determinations are submitted. Honkamp is using Quick Books Online and Fathom. Cullen went over current activity, twelve-month trends, which is a rolling one and comparisons of month and year to date. There were no questions from the board. Cullen asked about the time framework for the audit. Diedrich said that the timeline was to have the audit finished by November. Cullen departed the meeting.

3. Citizens comments

Doser asked about a possible date change to Tuesday night. That would not compete with city council meetings. Junge agreed and added if meetings were Tuesday, a reporter could probably attend.

4. Consent Agenda

a. Approval of minutes for Regular Meeting July 10, 2023

b. Approval of bills paid/payable: 7/08/2023 – 8/11/2023.

Rector moved to approve the minutes and bills paid and payable. Sprengelmeyer made the second. Vote: Sprengelmeyer – Aye, Beadle – Aye, Rector – Aye, Walker – Aye, Blaum – Aye, Johnson – Aye. Motion carried.

5. Financial Report – none

6. Treasure's Report

Beadle commented that everyone had a copy.

7. Friends Report

Hansen explained there are two ways the Friends raise money. One is membership and the other is book sales. The draft report for the July sale had a projected income of \$9667.45 with a few more income items and expenses to be submitted. Chairs and a leadership team for the 2024 event are already in place. She was pleased with the publicity and marketing. Dates for the 2024 event are July 17 – 20. Two more mini book sales will be held. One in October and one in December.

8. Library Director's Report

Diedrich reported on the number of programs created and circulation numbers and will send them out. 120 had signed up for summer reading. Under consideration is selecting a Poet Laureate. Larissa Distler, Adult Services Librarian, is working on the idea and getting a committee together. Rector volunteered to serve on the committee.

9. Board President's Report – none

10. Committees

a. Building & Grounds

Blaum reported they will be meeting with contractors on August 21 for a walk thru on work to be done. They also hope to determine the start date of the work. They will bid the window egress project.

b. Decennial

Walker reported she had met with Diedrich on July 18 and they had gone over the paperwork. Some items were left blank for the full committee to discuss and then add to the submission. The full committee will meet in September.

c. Finance – no report

d. Policy – no report. Diedrich will send out possible dates meeting dates for the committee.

11. Unfinished Business – none

12. New Business

- a. Discussion and possible action on FY24 FOIA Policy

It was pointed out Emily Sprengelmeyer's name was spelled incorrectly. Blaum moved to accept the Policy with the spelling correction. Rector had the second.

Vote: Beadle – Aye, Rector – Aye, Walker – Aye, Blaum – Aye, Sprengelmeyer – Aye, Johnson – Aye. Motion carried.

13. Motions, Resolutions, Ordinances

- a. #24-01: FY 2024 Building & Appropriation Ordinance

Due to error on agenda stating Building instead of Budget, no motion was made to approve budget.

14. Closed Session – none

15. Discussion and possible action on closed session discussions – none

16. Items for next agenda

There will be a special meeting scheduled for Friday, August 25, 2023 at 1pm to consider the Appropriation Ordinance.

17. Announcements

An item will be added for consideration of moving the day and/or time for future board meetings.

18. Adjournment at 7:40pm.

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.

Respectfully submitted,

Katherine Walker

Secretary

3c. CONSENT AGENDA: APPROVAL OF MINUTES FOR SPECIAL MEETING AUGUST 25, 2023

Library Board of Trustees

Special Meeting Minutes

August 25, 2023

Draft

1. Call to order

President Walter Johnson called the meeting to order at 1 pm. Present were board members Emily Sprengelmeyer, Katherine Walker, Matthew Blaum and Maria Rector. A quorum was present. Librarian Jenna Diedrich was present. Members of the public attending included Craig Albaugh, Gloria Junge and Murphy Obershaw, reporter for the Galena Gazette.

2. Public Comments

Albaugh requested the amount of funds for digitization be increased to get the project done and expedited. Junge stated that taxes had been increased for the last 3 years and this was hard times for taxpayers. She urged the board to uphold the law as a former trustee. She then left the meeting. Diedrich commented that board Francis Beadle had texted and was on her way.

3. Motions, Resolutions, Ordinance

a. #24-01 FY2024 Budget and Appropriation Ordinance

The board waited on discussion until Beadle arrived at 1:12pm. Rector moved to approve the budget for FY 2024. Sprengelmeyer made the second. Diedrich said in response to public comments that all documents and all funds with dollar amounts were and are available to the public, and that some funds in the budget are due to donations and endowments. Vote: Sprengelmeyer – Aye, Rector – Aye, Beadle – Aye, Walker – Aye, Blaum – Aye, Johnson – Aye. Motion carried.

4. Adjournment at 1:13pm.

5. Next meeting – Monday, September 11, 2023, at 6:30pm. Galena Public Library, 601 S. Bench St., Galena, IL 51036 – Historical Room

Respectfully submitted,

Katherine Walker

Secretary

3d. CONSENT AGENDA: APPROVAL BILLS PAID/PAYABLE: 08/12/2023 - 09/08/2023

Galena Public Library District

A/P Aging Summary

As of September 8, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	78.56					\$78.56
B. L. Murray Co, Inc.	44.64					\$44.64
EBSCO Information Services	2,231.59					\$2,231.59
Findaway World LLC	586.90					\$586.90
Kanopy	101.00					\$101.00
Midwest Tape	302.57					\$302.57
Murphy Lawn Care	45.00					\$45.00
Roth & Leinen, P.C.	75.00					\$75.00
TOTAL	\$3,465.26	\$0.00	\$0.00	\$0.00	\$0.00	\$3,465.26

Galena Public Library District

Check Detail

August 12 - September 8, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
08/15/2023	Bill Payment (Check)	22909	The Library Store		R	-
						4,804.93
						-
						4,804.93
08/15/2023	Bill Payment (Check)	22910	Blacktop Driveway Services, Inc.		R	-950.00
						-950.00
08/15/2023	Bill Payment (Check)	22911	Access Systems		R	-154.64
						-154.64
08/15/2023	Bill Payment (Check)	22912	B. L. Murray Co, Inc.		R	-143.32
						-143.32
08/15/2023	Bill Payment (Check)	22913	Findaway World LLC		R	-773.12
						-773.12
08/15/2023	Bill Payment (Check)	22914	Galena Gazette Publications	02100179	R	-31.76
						-31.76
08/15/2023	Bill Payment (Check)	22915	iFiber		R	-165.00
						-165.00
08/15/2023	Bill Payment (Check)	22916	Jeff Upmann		R	-295.00
						-295.00
08/15/2023	Bill Payment (Check)	22917	Kanopy		R	-100.00
						-100.00
08/15/2023	Bill Payment (Check)	22918	Key City Window Cleaning Company		R	-445.00
						-445.00
08/15/2023	Bill Payment (Check)	22919	McCoy Insurance Services, Inc	GAPUB-1		-
						6,655.00
						-
						6,655.00
08/15/2023	Bill Payment (Check)	22920	Midwest Tape		R	-287.13
						-287.13
08/15/2023	Bill Payment (Check)	22921	Murphy Lawn Care		R	-45.00
						-45.00
08/15/2023	Bill Payment (Check)	22922	ProQuest LLC		R	-
						1,556.60
						-
						1,556.60
08/22/2023	Expenditure		Honkamp Krueger & Co, PC		R	-997.00

Galena Public Library District

Check Detail

August 12 - September 8, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				Financial statements and software subscription for August 2023		997.00
08/26/2023	Expenditure		Culligan		R	-31.35
				Water		31.35
08/28/2023	Expenditure		AT&T		R	-110.38
				Elevator Phone		110.38
08/31/2023	Expenditure		Payroll		R	-
						8,213.56
						-
						8,213.56
08/31/2023	Expenditure		Payroll		R	-
						8,408.24
						-
						8,408.24
08/31/2023	Expenditure		Payroll		R	-
						8,424.50
						-
						8,424.50
09/05/2023	Expenditure		Card Services - Galena State Bank			-
						2,815.64
				Adult/Youth AV, Netflix subscription, HBO Max subscription, AppleTV+ subscription		1,273.23
				Adult - Materials for Grace Lin ILP program, food for kindergarten reunion		314.75
				Youth - Mississippi River Museum program, program materials		266.73
				plates, printer paper, laminating paper, cups, office supplies,		453.54
				Summer Reading - lego minifigs		67.90
				Adult books for collection		64.49
				Past Perfect 5.0 archiving software		375.00
09/06/2023	Expenditure		Nicor Gas			-172.60
				Gas for 06/19/23 - 07/18/23		172.60
09/06/2023	Expenditure		Ingram Library Services			-
						1,760.31
				Adult & Youth Books - August 2023		1,760.31
09/08/2023	Expenditure		Jo Carroll Energy			-462.00
				Electricity 07/10/23 - 08/08/23		462.00
1053 IB&T-IMRF						
08/31/2023	Expenditure		Illinois Municipal Retirement Fund		R	-
						1,327.61
						-
						1,327.61

4. FINANCIAL REPORT



Financial Statements

Galena Public Library District

For the Periods Ended August 31, 2023 & 2022



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

ASSETS	Aug 2023	Aug 2022
Cash & Equivalents		
Certificates of Deposit		
Endowment Fund		
First Community Bank 166379	\$0.00	\$73,151.40
First Community Bank 4580	\$93,155.22	\$92,930.58
First Community Bank 4883	\$147,642.19	\$145,769.02
First Community Bank 8472	\$73,151.40	\$0.00
Total Endowment Fund	\$313,948.81	\$311,851.00
Reserve Fund		
First Community Bank 166378	\$0.00	\$75,201.06
First Community Bank 8471	\$75,201.06	\$0.00
Total Reserve Fund	\$75,201.06	\$75,201.06
Restricted Memorial Reserve		
Dupaco CD 136309 Virtue-MemRes	\$7,957.93	\$7,957.93
First Community Bank 4647	\$1,488.85	\$1,485.25
Total Restricted Memorial Reserve	\$9,446.78	\$9,443.18
Total Certificates of Deposit	\$398,596.65	\$396,495.24
Dupaco Savings		
Dupaco Savings 200921104-Corp	\$25.02	\$25.02
First Community Bank Checking	\$204,135.21	\$200,969.90
IB&T Checking		
IB&T-Corporate Fund	\$240,356.86	\$212,399.24
IB&T-FICA	\$7,011.13	\$7,774.88
IB&T-IMRF	\$12,155.57	\$14,297.72
IB&T-Insurance	\$4,966.18	\$7,695.97
IB&T-Per Capita	\$0.00	(\$1,574.98)
Total IB&T Checking	\$264,489.74	\$240,592.83
IB&T Savings 170035		
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	\$222,983.25	\$176,525.55
Total IB&T Savings 170035	\$297,977.20	\$250,699.13
Total Cash & Equivalents	\$1,165,223.82	\$1,088,782.12
Other Current Assets		
Prepaid Wages	\$8,424.50	\$0.00
Total Current Assets	\$1,173,648.32	\$1,088,782.12
Total Non-Current Assets	\$0.00	\$0.00
Total Assets	\$1,173,648.32	\$1,088,782.12

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

LIABILITIES	Aug 2023	Aug 2022
Other Current Liabilities		
Payroll Liabilities		
IMRF Payroll Liabilities		
IMRF - 403B	\$1,343.80	\$1,389.20
Total Payroll Liabilities	\$1,343.80	\$1,389.20
Total Other Current Liabilities	\$1,343.80	\$1,389.20
Total Current Liabilities	\$1,343.80	\$1,389.20
Total Non-Current Liabilities	\$0.00	\$0.00
Total Liabilities	\$1,343.80	\$1,389.20
EQUITY	Aug 2023	Aug 2022
Current Earnings		
Net Revenue	\$169,315.83	\$137,013.96
Other Equity		
Contra Net Margin Account	(\$169,315.83)	(\$137,013.96)
Corporate Fund Balance	\$461,371.20	\$395,655.20
Endowment Fund Balance	\$331,712.31	\$327,823.37
FICA Fund Balance	\$7,011.13	\$7,774.88
IMRF Fund Balance	\$10,811.77	\$12,908.52
Insurance Fund Balance	\$4,966.18	\$7,695.97
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	\$276,112.37	\$257,424.51
Total Other Equity	\$1,002,988.69	\$950,378.96
Total Equity	\$1,172,304.52	\$1,087,392.92
	Aug 2023	Aug 2022
Total Liabilities & Equity	\$1,173,648.32	\$1,088,782.12

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

	Aug 2023	Aug 2022	2023/2024 (YTD)	2022/2023 (YTD)
Revenue				
Digitization Project	\$570.00	\$100.00	\$670.00	\$100.00
Donations	\$145.25	\$90.00	\$924.25	\$90.00
Fines/Overdues	\$11.70	\$23.25	\$11.70	\$23.25
Friends (Other Grants)	\$0.00	\$0.00	\$1,978.80	\$0.00
Grants				
Per Capita Grant	\$6,664.05	\$0.00	\$6,664.05	\$0.00
Historical Department	\$13.00	\$6.00	\$22.00	\$11.00
Interest Income				
Corporate Interest	\$1,111.22	\$1.81	\$2,080.34	\$3.30
Endowment Interest	\$424.48	\$199.20	\$840.72	\$377.19
Reserve Interest	\$1,262.94	\$135.70	\$2,511.90	\$267.08
Total Interest Income	\$2,798.64	\$336.71	\$5,432.96	\$647.57
Item Replacements	\$17.00	\$24.11	\$24.34	\$28.10
Non-Resident Fee	\$500.24	\$1,213.05	\$674.40	\$1,213.05
Property Taxes				
Corporate Property Tax	\$71,847.98	\$65,833.86	\$212,678.14	\$182,430.28
FICA Property Tax	\$3,384.58	\$1,842.94	\$10,018.75	\$5,106.94
IMRF Property Tax	\$597.71	\$1,658.33	\$1,769.30	\$4,595.35
Insurance Property Tax	\$1,195.36	\$278.38	\$3,538.41	\$771.42
Total Property Taxes	\$77,025.63	\$69,613.51	\$228,004.60	\$192,903.99
Royalty Income	\$1,359.98	\$2,709.61	\$2,634.51	\$5,404.31
Service Charges	\$124.00	\$77.75	\$231.25	\$248.75
Total Revenue	\$89,229.49	\$74,193.99	\$247,272.86	\$200,670.02
Expenses				
Capital Outlay				
Books	\$1,526.09	\$1,846.80	\$4,149.37	\$3,004.69
Equipment	\$0.00	\$122.82	\$0.00	\$206.05
Improvements	\$5,754.93	\$1,525.00	\$5,754.93	\$1,525.00
Materials/Non-Printed/A-V	\$1,542.60	\$1,684.90	\$1,962.53	\$2,398.76
Total Capital Outlay	\$8,823.62	\$5,179.52	\$11,866.83	\$7,134.50
Commodities				
Databases	\$1,943.73	\$1,741.04	\$2,356.35	\$2,516.75
Periodicals	\$369.90	\$0.00	\$369.90	\$295.00
Postage/Shipping	\$66.00	\$0.00	\$66.00	\$0.00
Supplies	\$374.59	\$454.85	\$453.79	\$746.58
Total Commodities	\$2,754.22	\$2,195.89	\$3,246.04	\$3,558.33
Contractual Services				
Accounting	\$1,238.68	\$1,312.36	\$2,483.00	\$2,467.36
Audit Fees	\$0.00	\$0.00	\$8,170.00	\$0.00
Maintenance	\$490.00	\$80.00	\$625.00	\$80.00
Other Contractual Services	\$0.00	\$300.00	\$624.00	\$2,676.36
PrairieCat Consortium	\$0.00	\$0.00	\$2,383.00	\$2,193.25
Technical Services	\$0.00	\$0.00	\$1,055.00	\$1,105.00
Total Contractual Services	\$1,728.68	\$1,692.36	\$15,340.00	\$8,521.97
Historical Digitization	\$0.00	\$396.06	\$0.00	\$396.06

	Aug 2023	Aug 2022	2023/2024 (YTD)	2022/2023 (YTD)
Other Expenditures				
Misc Charges	\$25.00	\$30.00	\$25.00	\$30.00
Other Services				
General Insurance (Bonding)	\$6,655.00	\$0.00	\$7,113.00	\$7,005.00
Marketing	\$0.00	\$0.00	\$300.00	\$250.70
Outreach	\$0.00	\$0.00	\$0.00	\$37.06
Programming	\$1,515.13	\$154.36	\$1,879.16	\$363.36
Public Notice/Legal	\$31.76	\$39.46	\$31.76	\$39.46
Utilities	\$1,521.88	\$1,522.78	\$3,080.81	\$2,839.66
Total Other Services	\$9,723.77	\$1,716.60	\$12,404.73	\$10,535.24
Personnel Services				
Payroll Taxes	\$1,220.05	\$1,138.12	\$2,414.11	\$2,278.62
Pension Contributions	\$555.67	\$718.11	\$1,103.56	\$1,415.14
Salaries				
Salaries	\$15,948.19	\$14,877.75	\$31,556.76	\$29,786.20
Total Personnel Services	\$17,723.91	\$16,733.98	\$35,074.43	\$33,479.96
Total Expenses	\$40,779.20	\$27,944.41	\$77,957.03	\$63,656.06
Operating Profit	\$48,450.29	\$46,249.58	\$169,315.83	\$137,013.96
Net Income	\$48,450.29	\$46,249.58	\$169,315.83	\$137,013.96

Supplementary Information

Preliminary Draft

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

PROFIT & LOSS	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Total
Revenue													
Digitization Project	\$400	\$0	\$217	\$4	\$3,000	\$5,160	\$0	\$0	\$100	\$0	\$100	\$570	\$9,551
Donations	\$575	\$0	\$35	\$25	\$25	\$150	\$1,335	\$2,113	\$5,810	\$325	\$779	\$145	\$11,318
Fines/Overdues	\$0	\$0	\$13	\$0	\$0	\$0	\$0	\$0	\$29	\$0	\$0	\$12	\$52
Friends (Other Grants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,984	\$0	\$0	\$1,979	\$0	\$5,963
Grants													
Corporate Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$640	\$0	\$0	\$640
Per Capita Grant	\$6,664	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,664	\$13,328
Total Grants	\$6,664	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$640	\$0	\$6,664	\$13,968
Historical Department	\$0	\$30	\$0	\$0	\$0	\$0	\$0	\$27	\$0	\$25	\$9	\$13	\$104
Interest Income													
Corporate Interest	\$39	\$232	\$300	\$346	\$355	\$317	\$344	\$327	\$643	\$752	\$969	\$1,111	\$5,737
Endowment Interest	\$266	\$257	\$276	\$317	\$302	\$285	\$347	\$297	\$298	\$405	\$416	\$424	\$3,889
Memorial Reserve Interest	\$1	\$0	\$65	\$1	\$0	\$0	\$1	\$65	\$0	\$1	\$0	\$0	\$134
Reserve Interest	\$136	\$132	\$244	\$208	\$185	\$124	\$174	\$184	\$782	\$1,088	\$1,249	\$1,263	\$5,769
Total Interest Income	\$442	\$621	\$885	\$872	\$842	\$726	\$866	\$873	\$1,723	\$2,246	\$2,634	\$2,799	\$15,529
Item Replacements	\$10	\$20	\$53	\$15	\$25	\$39	\$73	\$27	\$181	\$0	\$7	\$17	\$468
Lit Fest	\$0	\$0	\$220	\$0	\$220	\$4,048	\$0	\$2,675	\$100	\$750	\$0	\$0	\$8,013
Non-Resident Fee	\$272	\$0	\$518	\$145	\$230	\$167	\$119	\$0	\$481	\$0	\$174	\$500	\$2,605
Other Income													
Corporate Other Income	\$0	\$0	\$0	\$0	\$141	\$0	\$0	\$13	\$0	\$0	\$0	\$0	\$154
Insurance Other Income	\$0	\$144	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$144
Total Other Income	\$0	\$144	\$0	\$0	\$141	\$0	\$0	\$13	\$0	\$0	\$0	\$0	\$298
Property Taxes													
Corporate Property Tax	\$71,293	\$0	\$95,381	\$0	\$0	\$0	\$0	\$0	\$0	\$140,830	\$71,848	\$379,352	
FICA Property Tax	\$1,996	\$0	\$2,670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,634	\$3,385	\$14,685
IMRF Property Tax	\$1,796	\$0	\$2,403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,172	\$598	\$5,968
Insurance Property Tax	\$301	\$0	\$403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,343	\$1,195	\$4,243

	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Total
Total Property Taxes	\$75,386	\$0	\$100,857	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,979	\$77,026	\$404,248
Royalty Income	\$1,984	\$1,459	\$2,348	\$1,156	\$1,403	\$1,706	\$1,199	\$1,466	\$1,210	\$944	\$1,275	\$1,360	\$17,510
Service Charges	\$129	\$58	\$108	\$60	\$68	\$195	\$114	\$122	\$238	\$161	\$107	\$124	\$1,485
Total Revenue	\$85,860	\$2,332	\$105,253	\$2,277	\$5,954	\$12,192	\$3,706	\$11,300	\$9,872	\$5,091	\$158,043	\$89,229	\$491,110
Expenses													
Capital Outlay													
Books	\$1,547	\$2,399	\$2,220	\$2,165	\$1,603	\$1,470	\$2,022	\$1,724	\$1,042	\$1,853	\$2,623	\$1,526	\$22,195
Equipment	\$94	\$116	\$132	\$123	\$78	\$84	\$94	\$159	\$118	\$178	\$0	\$0	\$1,177
Improvements	\$9,084	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,498	\$0	\$5,755	\$17,337
Materials/Non-Printed/A-V	\$1,214	\$1,917	\$1,377	\$953	\$1,036	\$625	\$637	\$1,618	\$1,095	\$1,830	\$420	\$1,543	\$14,265
Total Capital Outlay	\$11,940	\$4,432	\$3,729	\$3,240	\$2,717	\$2,180	\$2,753	\$3,502	\$2,255	\$6,359	\$3,043	\$8,824	\$54,974
Commodities													
Databases	\$317	\$292	\$228	\$1,334	\$324	\$320	\$341	\$438	\$335	\$375	\$413	\$1,944	\$6,660
Periodicals	\$0	\$2,472	\$0	\$0	\$772	\$0	\$0	\$335	\$660	\$0	\$0	\$370	\$4,608
Postage/Shipping	\$0	\$60	\$0	\$60	\$7	\$0	\$0	\$67	\$0	\$63	\$0	\$66	\$323
Supplies	\$12	\$36	\$244	\$83	\$16	\$131	\$40	\$696	\$269	\$154	\$79	\$375	\$2,134
Total Commodities	\$329	\$2,860	\$472	\$1,478	\$1,118	\$450	\$381	\$1,536	\$1,264	\$593	\$492	\$2,754	\$13,725
Contractual Services													
Accounting	\$1,263	\$1,455	\$1,150	\$1,239	\$1,513	\$1,422	\$1,164	\$1,236	\$1,233	\$1,236	\$1,244	\$1,239	\$15,394
Audit Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,170	\$0	\$8,170
Legal	\$0	\$0	\$0	\$0	\$338	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$338
Maintenance	\$200	\$633	\$283	\$433	\$85	\$123	\$0	\$145	\$3,802	\$2,114	\$135	\$490	\$8,443
Other Contractual Services	\$0	\$0	\$0	\$0	\$395	\$60	\$0	\$179	\$0	\$360	\$624	\$0	\$1,618
PrairieCat Consortium	\$0	\$2,193	\$499	\$0	\$2,193	\$0	\$0	\$2,193	\$0	\$0	\$2,383	\$0	\$9,462
Technical Services	\$425	\$0	\$0	\$0	\$0	\$234	\$2,883	\$0	\$410	\$540	\$1,055	\$0	\$5,546
Total Contractual Services	\$1,888	\$4,281	\$1,931	\$1,673	\$4,524	\$1,839	\$4,046	\$3,753	\$5,445	\$4,250	\$13,611	\$1,729	\$48,969
Historical Digitization	\$0	\$0	\$0	\$0	\$0	\$16,127	\$0	\$440	\$298	\$0	\$0	\$0	\$16,865
Lit Fest Expenditures	\$0	\$0	\$415	\$0	\$2,970	\$3,655	\$0	\$0	\$0	\$0	\$0	\$0	\$7,040
Other Expenditures													
Misc Charges	\$60	\$97	\$125	\$0	\$0	\$46	\$45	\$105	\$45	\$247	\$0	\$25	\$794
Other Services													
Association Dues	\$0	\$0	\$355	\$0	\$0	\$85	\$0	\$0	\$0	\$0	\$0	\$0	\$440
Continuing Education													
Continuing Education	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$200	\$300	\$0	\$0	\$800
General Insurance (Bonding)	\$0	\$0	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$458	\$6,655	\$7,117

	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Total
Marketing	\$0	\$240	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$590
Outreach	\$723	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$733
Programming	\$21	\$133	\$282	\$144	\$320	\$49	\$0	\$608	\$2,604	\$4,032	\$364	\$1,515	\$10,072
Public Notice/Legal	\$0	\$79	\$0	\$0	\$0	\$0	\$288	\$53	\$10	\$0	\$0	\$32	\$462
Utilities	\$1,478	\$1,138	\$1,406	\$1,373	\$2,107	\$764	\$1,631	\$2,095	\$1,658	\$1,436	\$1,559	\$1,522	\$18,166
Total Other Services	\$2,222	\$1,600	\$2,097	\$1,516	\$2,427	\$898	\$1,919	\$3,056	\$4,471	\$5,767	\$2,681	\$9,724	\$38,390
Personnel Services													
Payroll Taxes	\$1,895	\$1,186	\$1,165	\$1,119	\$1,113	\$1,179	\$1,761	\$1,183	\$1,193	\$1,240	\$1,194	\$1,220	\$15,448
Pension Contributions	\$1,190	\$756	\$724	\$714	\$714	\$472	\$462	\$818	\$548	\$562	\$548	\$556	\$8,065
Salaries													
Salaries	\$24,777	\$15,498	\$15,230	\$14,621	\$14,554	\$15,407	\$23,025	\$15,466	\$15,594	\$16,208	\$15,609	\$15,948	\$201,938
Total Personnel Services	\$27,863	\$17,440	\$17,119	\$16,454	\$16,382	\$17,057	\$25,249	\$17,467	\$17,335	\$18,011	\$17,351	\$17,724	\$225,451
Total Expenses	\$44,301	\$30,709	\$25,888	\$24,361	\$30,138	\$42,252	\$34,392	\$29,860	\$31,114	\$35,226	\$37,178	\$40,779	\$406,198
Operating Profit	\$41,559	(\$28,377)	\$79,365	(\$22,084)	(\$24,184)	(\$30,060)	(\$30,687)	(\$18,560)	(\$21,241)	(\$30,135)	\$120,866	\$48,450	\$84,912
Net Income	\$41,559	(\$28,377)	\$79,365	(\$22,084)	(\$24,184)	(\$30,060)	(\$30,687)	(\$18,560)	(\$21,241)	(\$30,135)	\$120,866	\$48,450	\$84,912

Galena Public Library District

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

As of the Periods Presented Below

	Aug 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Digitization Project	\$570.00	\$670.00	\$2,000.00	(\$1,330.00)
Donations	\$145.25	\$924.25	\$1,000.00	(\$75.75)
Fines/Overdues	\$11.70	\$11.70	\$0.00	\$11.70
Friends (Other Grants)	\$0.00	\$1,978.80	\$13,127.00	(\$11,148.20)
Grants				
Corporate Grant	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)
Per Capita Grant	\$6,664.05	\$6,664.05	\$6,664.00	\$0.05
Total Grants	\$6,664.05	\$6,664.05	\$7,664.00	(\$999.95)
Historical Department	\$13.00	\$22.00	\$100.00	(\$78.00)
Interest Income				
Corporate Interest	\$1,111.22	\$2,080.34	\$8,000.00	(\$5,919.66)
Endowment Interest	\$424.48	\$840.72	\$0.00	\$840.72
Reserve Interest	\$1,262.94	\$2,511.90	\$0.00	\$2,511.90
Total Interest Income	\$2,798.64	\$5,432.96	\$8,000.00	(\$2,567.04)
Item Replacements	\$17.00	\$24.34	\$500.00	(\$475.66)
Lit Fest	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Non-Resident Fee	\$500.24	\$674.40	\$3,000.00	(\$2,325.60)
Other Income				
Corporate Other Income	\$0.00	\$0.00	\$200.00	(\$200.00)
Property Tax Interest				
IMRF Property Tax Interest	\$0.00	\$0.00	\$3,004.01	(\$3,004.01)
Insurance Property Tax Interest	\$0.00	\$0.00	\$6,008.01	(\$6,008.01)
Total Property Tax Interest	\$0.00	\$0.00	\$9,012.02	(\$9,012.02)
Property Taxes				
Corporate Property Tax	\$71,847.98	\$212,678.14	\$361,074.57	(\$148,396.43)
FICA Property Tax	\$3,384.58	\$10,018.75	\$17,011.06	(\$6,992.31)
IMRF Property Tax	\$597.71	\$1,769.30	\$0.00	\$1,769.30
Insurance Property Tax	\$1,195.36	\$3,538.41	\$0.00	\$3,538.41
Total Property Taxes	\$77,025.63	\$228,004.60	\$378,085.63	(\$150,081.03)
Royalty Income	\$1,359.98	\$2,634.51	\$15,000.00	(\$12,365.49)
Service Charges	\$124.00	\$231.25	\$1,200.00	(\$968.75)
Pride	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
Total Revenue	\$89,229.49	\$247,272.86	\$448,888.65	(\$201,615.79)
Expenses				
Capital Outlay				
Books	\$1,526.09	\$4,149.37	\$24,000.00	(\$19,850.63)
Equipment	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)
Improvements	\$5,754.93	\$5,754.93	\$166,000.00	(\$160,245.07)
Materials/Non-Printed/A-V	\$1,542.60	\$1,962.53	\$17,000.00	(\$15,037.47)
Total Capital Outlay	\$8,823.62	\$11,866.83	\$210,000.00	(\$198,133.17)
Commodities				
Databases	\$1,943.73	\$2,356.35	\$7,957.00	(\$5,600.65)
Periodicals	\$369.90	\$369.90	\$5,005.00	(\$4,635.10)

	Aug 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Postage/Shipping	\$66.00	\$66.00	\$500.00	(\$434.00)
Supplies	\$374.59	\$453.79	\$4,000.00	(\$3,546.21)
Total Commodities	\$2,754.22	\$3,246.04	\$17,462.00	(\$14,215.96)
Contractual Services				
Accounting	\$1,238.68	\$2,483.00	\$17,000.00	(\$14,517.00)
Audit Fees	\$0.00	\$8,170.00	\$16,749.00	(\$8,579.00)
Legal	\$0.00	\$0.00	\$4,000.00	(\$4,000.00)
Maintenance	\$490.00	\$625.00	\$10,000.00	(\$9,375.00)
Other Contractual Services	\$0.00	\$624.00	\$4,000.00	(\$3,376.00)
PrairieCat Consortium	\$0.00	\$2,383.00	\$10,032.00	(\$7,649.00)
Technical Services	\$0.00	\$1,055.00	\$10,000.00	(\$8,945.00)
Total Contractual Services	\$1,728.68	\$15,340.00	\$71,781.00	(\$56,441.00)
Historical Digitization	\$0.00	\$0.00	\$20,000.00	(\$20,000.00)
Lit Fest Expenditures	\$0.00	\$0.00	\$7,000.00	(\$7,000.00)
Other Expenditures				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$25.00	\$25.00	\$1,000.00	(\$975.00)
Total Other Expenditures	\$25.00	\$25.00	\$11,000.00	(\$10,975.00)
Other Services				
Association Dues	\$0.00	\$0.00	\$500.00	(\$500.00)
Continuing Education				
Continuing Education	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
General Insurance (Bonding)	\$6,655.00	\$7,113.00	\$7,500.00	(\$387.00)
Marketing	\$0.00	\$300.00	\$2,000.00	(\$1,700.00)
Outreach	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Programming	\$1,515.13	\$1,879.16	\$12,000.00	(\$10,120.84)
Public Notice/Legal	\$31.76	\$31.76	\$500.00	(\$468.24)
Travel	\$0.00	\$0.00	\$500.00	(\$500.00)
Utilities	\$1,521.88	\$3,080.81	\$21,960.00	(\$18,879.19)
Total Other Services	\$9,723.77	\$12,404.73	\$48,960.00	(\$36,555.27)
Personnel Services				
Payroll Taxes	\$1,220.05	\$2,414.11	\$17,000.00	(\$14,585.89)
Pension Contributions	\$555.67	\$1,103.56	\$8,200.00	(\$7,096.44)
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
Salaries				
Salaries	\$15,948.19	\$31,556.76	\$228,000.00	(\$196,443.24)
Total Personnel Services	\$17,723.91	\$35,074.43	\$253,300.00	(\$218,225.57)
Pride Expenditures	\$0.00	\$0.00	\$13,000.00	(\$13,000.00)
Total Expenses	\$40,779.20	\$77,957.03	\$652,503.00	(\$574,545.97)
Operating Profit	\$48,450.29	\$169,315.83	(\$203,614.35)	\$372,930.18
Net Income	\$48,450.29	\$169,315.83	(\$203,614.35)	\$372,930.18

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

	Aug 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Digitization Project	\$570.00	\$670.00	\$2,166.67	(\$1,496.67)
Donations	\$145.25	\$924.25	\$1,083.33	(\$159.08)
Fines/Overdues	\$11.70	\$11.70	\$0.00	\$11.70
Friends (Other Grants)	\$0.00	\$1,978.80	\$14,220.92	(\$12,242.12)
Grants				
Corporate Grant	\$0.00	\$0.00	\$1,083.33	(\$1,083.33)
Per Capita Grant	\$6,664.05	\$6,664.05	\$7,219.33	(\$555.28)
Total Grants	\$6,664.05	\$6,664.05	\$8,302.66	(\$1,638.61)
Historical Department	\$13.00	\$22.00	\$108.33	(\$86.33)
Interest Income				
Corporate Interest	\$1,111.22	\$2,080.34	\$8,666.67	(\$6,586.33)
Item Replacements	\$17.00	\$24.34	\$541.67	(\$517.33)
Lit Fest	\$0.00	\$0.00	\$2,166.67	(\$2,166.67)
Non-Resident Fee	\$500.24	\$674.40	\$3,250.00	(\$2,575.60)
Other Income				
Corporate Other Income	\$0.00	\$0.00	\$216.67	(\$216.67)
Property Taxes				
Corporate Property Tax	\$71,847.98	\$212,678.14	\$391,164.12	(\$178,485.98)
Royalty Income	\$0.00	\$0.00	\$16,250.00	(\$16,250.00)
Service Charges	\$124.00	\$231.25	\$1,300.00	(\$1,068.75)
Pride	\$0.00	\$0.00	\$8,666.67	(\$8,666.67)
Total Revenue	\$81,004.44	\$225,959.27	\$458,104.38	(\$232,145.11)
Expenses				
Capital Outlay				
Books	\$1,526.09	\$4,149.37	\$26,000.00	(\$21,850.63)
Equipment	\$0.00	\$0.00	\$3,250.00	(\$3,250.00)
Improvements	\$5,754.93	\$5,754.93	\$179,833.33	(\$174,078.40)
Materials/Non-Printed/A-V	\$1,542.60	\$1,962.53	\$18,416.67	(\$16,454.14)
Total Capital Outlay	\$8,823.62	\$11,866.83	\$227,500.00	(\$215,633.17)
Commodities				
Databases	\$1,943.73	\$2,356.35	\$8,620.08	(\$6,263.73)
Periodicals	\$369.90	\$369.90	\$5,422.08	(\$5,052.18)
Postage/Shipping	\$66.00	\$66.00	\$541.67	(\$475.67)
Supplies	\$374.59	\$453.79	\$4,333.33	(\$3,879.54)
Total Commodities	\$2,754.22	\$3,246.04	\$18,917.16	(\$15,671.12)
Contractual Services				
Accounting	\$1,238.68	\$2,483.00	\$18,416.67	(\$15,933.67)
Audit Fees	\$0.00	\$8,170.00	\$18,144.75	(\$9,974.75)
Legal	\$0.00	\$0.00	\$4,333.33	(\$4,333.33)
Maintenance	\$490.00	\$625.00	\$10,833.33	(\$10,208.33)
Other Contractual Services	\$0.00	\$624.00	\$4,333.33	(\$3,709.33)
PrairieCat Consortium	\$0.00	\$2,383.00	\$10,868.00	(\$8,485.00)
Technical Services	\$0.00	\$1,055.00	\$10,833.33	(\$9,778.33)
Total Contractual Services	\$1,728.68	\$15,340.00	\$77,762.74	(\$62,422.74)

	Aug 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Historical Digitization	\$0.00	\$0.00	\$21,666.67	(\$21,666.67)
Lit Fest Expenditures	\$0.00	\$0.00	\$7,583.33	(\$7,583.33)
Other Expenditures				
Contingencies	\$0.00	\$0.00	\$10,833.33	(\$10,833.33)
Misc Charges	\$25.00	\$25.00	\$1,083.33	(\$1,058.33)
Total Other Expenditures	\$25.00	\$25.00	\$11,916.66	(\$11,891.66)
Other Services				
Association Dues	\$0.00	\$0.00	\$541.67	(\$541.67)
Continuing Education				
Continuing Education	\$0.00	\$0.00	\$2,166.67	(\$2,166.67)
Marketing	\$0.00	\$300.00	\$2,166.67	(\$1,866.67)
Outreach	\$0.00	\$0.00	\$2,166.67	(\$2,166.67)
Programming	\$1,515.13	\$1,879.16	\$13,000.00	(\$11,120.84)
Public Notice/Legal	\$31.76	\$31.76	\$541.67	(\$509.91)
Travel	\$0.00	\$0.00	\$541.67	(\$541.67)
Utilities	\$1,521.88	\$3,080.81	\$23,790.00	(\$20,709.19)
Total Other Services	\$3,068.77	\$5,291.73	\$44,915.02	(\$39,623.29)
Personnel Services				
Reimbursements	\$0.00	\$0.00	\$108.33	(\$108.33)
Salaries				
Salaries	\$15,948.19	\$31,556.76	\$247,000.00	(\$215,443.24)
Total Personnel Services	\$15,948.19	\$31,556.76	\$247,108.33	(\$215,551.57)
Pride Expenditures	\$0.00	\$0.00	\$14,083.33	(\$14,083.33)
Total Expenses	\$32,348.48	\$67,326.36	\$671,453.24	(\$604,126.88)
Operating Profit	\$48,655.96	\$158,632.91	(\$213,348.86)	\$371,981.77
Net Income	\$48,655.96	\$158,632.91	(\$213,348.86)	\$371,981.77

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

	Aug 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Endowment Interest	\$424.48	\$840.72	-	-
Total Revenue	\$424.48	\$840.72	-	-
Net Income	\$424.48	\$840.72	-	-

Preliminary Draft

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

	Aug 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Property Taxes				
FICA Property Tax	\$3,384.58	\$10,018.75	\$18,428.65	(\$8,409.90)
Total Revenue	\$3,384.58	\$10,018.75	\$18,428.65	(\$8,409.90)
Expenses				
Personnel Services				
Payroll Taxes	\$1,220.05	\$2,414.11	\$18,416.67	(\$16,002.56)
Total Expenses	\$1,220.05	\$2,414.11	\$18,416.67	(\$16,002.56)
Operating Profit	\$2,164.53	\$7,604.64	\$11.98	\$7,592.66
Net Income	\$2,164.53	\$7,604.64	\$11.98	\$7,592.66

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

	Aug 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Property Tax Interest				
IMRF Property Tax Interest	\$0.00	\$0.00	\$3,254.34	(\$3,254.34)
Property Taxes				
IMRF Property Tax	\$597.71	\$1,769.30	\$0.00	\$1,769.30
Total Revenue	\$597.71	\$1,769.30	\$3,254.34	(\$1,485.04)
Expenses				
Personnel Services				
Pension Contributions	\$555.67	\$1,103.56	\$8,883.33	(\$7,779.77)
Total Expenses	\$555.67	\$1,103.56	\$8,883.33	(\$7,779.77)
Operating Profit	\$42.04	\$665.74	(\$5,628.99)	\$6,294.73
Net Income	\$42.04	\$665.74	(\$5,628.99)	\$6,294.73

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

	Aug 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Property Tax Interest				
Insurance Property Tax Interest	\$0.00	\$0.00	\$6,508.68	(\$6,508.68)
Property Taxes				
Insurance Property Tax	\$1,195.36	\$3,538.41	\$0.00	\$3,538.41
Total Revenue	\$1,195.36	\$3,538.41	\$6,508.68	(\$2,970.27)
Expenses				
Other Services				
General Insurance (Bonding)	\$6,655.00	\$7,113.00	\$8,125.00	(\$1,012.00)
Total Expenses	\$6,655.00	\$7,113.00	\$8,125.00	(\$1,012.00)
Operating Profit	(\$5,459.64)	(\$3,574.59)	(\$1,616.32)	(\$1,958.27)
Net Income	(\$5,459.64)	(\$3,574.59)	(\$1,616.32)	(\$1,958.27)

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

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

Preliminary Draft

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

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

Preliminary Draft

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

	Aug 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Reserve Interest	\$1,262.94	\$2,511.90	\$0.00	\$2,511.90
Royalty Income	\$1,359.98	\$2,634.51	\$0.00	\$2,634.51
Total Revenue	\$2,622.92	\$5,146.41	\$0.00	\$5,146.41
Net Income	\$2,622.92	\$5,146.41	\$0.00	\$5,146.41

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

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

Preliminary Draft

5. TREASURER'S REPORT

GALENA PUBLIC LIBRARY DISTRICT INVESTMENTS & ACCOUNTS							
As of August 31, 2023							
BANK	ACCT NO.	ACCT	TYPE OF ACCOUNT	INT. RATE	MAT	AMOUNT	NOTES
First Community							
	1015	*4883	Endowment - Money market	1.40%	n/a	\$147,642.19	Endowment Fund. To be used on operating library in case of emergency
	1016	*4580	Endowment - Regular Savings	0.25%	n/a	\$93,155.22	Endowment Fund. To be used on operating library in case of emergency
	1017	*8472	Endowment - CD	4.01%	5/15/2024	\$73,151.40	Endowment Fund. To be used on operating library in case of emergency
	1022	*8471	Reserve Fund - CD	4.01%	5/15/2024	\$75,201.06	Reserve Fund. Part of the Special Reserve Fund.
	1033	*647	Klein/Wachter Restricted-Regular Savings	0.25%	n/a	\$1,488.85	Memorial Reserve Fund. Only interest may be used to enhance children's library.
	1080	*5518	Diewes Memorial - Money Market	1.75%	n/a	\$204,135.21	Memorial Fund. To be used at board's discretion. Principal invested and currently gaining interest.
Dupaco	1031	*309	Virtue Memorial Restricted - CD	1.65%	4/17/2023	\$7,957.93	Memorial Fund. Only interest may be used to enhance the

							children's library
	1071	*1104	Savings/Asset Builder	0.00%	n/a	\$25.02	Needed in order to have accounts at Dupaco.
Illinois Bank & Trust	1050	*5071	Checking	0.00%	n/a	\$264,489.74	Includes Corporate, FICA, IMRF, Ins, & Per Capita
	1060	*0035	Savings		n/a	\$297,977.20	Includes Corporate, Memorial Savings (Donations for tangible items), Memorial Reserve Savings (Donations for tangible items), Special Reserve Fund (Unexpended tax dollars for capital improvements), and an Endowment (for emergency)
						\$1,165,223.8 2	Library's Financial Position

7. LIBRARY DIRECTOR'S REPORT

Director's Report

August/September 2023

Board News

Sexual Harassment Training. Please be sure to complete the training by September 30th and file your completion certificate with me.

Circulation/Outreach

Sam and I are working with Midwest Senior Care and Assisted Living to bring library services to the organization. Sam will also be taking over delivering to homebound patrons. This service stopped during COVID and has yet to be revitalized. The current plan is to start with bringing materials to Senior Care and Assisted Living residents. We will then work on growing the service.

Adult Services

LitFest is coming together. This year will mark the 10th year for LitFest. Instead of holding programs in January, there will be programs from February to May, each month being a different theme.

The 3rd season of Illinois Libraries Presents kicked off this month with Colson Whitehead. There is a great lineup of events/presenters for the upcoming season! The book clubs this month will both be visited by the authors!

Upcoming Programs:

- Monday, September 18th: Morning Book Club, *The Other Mrs.* by Mary Kubica
- Tuesday, September 19th: Evening Book Club, *Not Always A Valley of Tears*, Pascuala Herrera
- Wednesday, September 27th: Highland Lifelong Learning: New France
- Thursday, September 28th: Crochet Stitchalong: Hexagon Cardigan
- Wednesday, October 4th: ILP: Stephen Graham Jones
- Thursday, October 5th: Crochet Stitchalong: Hexagon Cardigan
- Every Tuesday: Stitchers

Youth Services

Summer Reading has wrapped up. A total of 115 kids participated with 22 reaching 1,000 minutes read to attend the pool party. Rachel will be working with the U of I Extension program to bring 4-H to Galena kids aged 5 to 18. An informational meeting in September will focus on what potential participants would like out of the group. STEAM Club may pick up in October, depending on if we can work out transportation with GEMS.

Upcoming Programs:

- Monday, September 18th: 4-H Kickoff Meeting

- Thursday, September 21st: Intro to Improv
- Every Friday: Family Storytime

Historical Room

In order to have more cross training throughout the library, Rachel and Dale have been working with Mike, library clerk, to inform him of the room's operation. Mike has been oriented to the Archival Room and Historical Room. He has begun doing local history projects with Rachel (genealogy and building history prompts). He will also start learning the updated archival software, Past Perfect 5. This software is for inventory purposes, it is not for public use.

Due to low usage of the room on Wednesday evenings, I would like to have a discussion on changing the hours of the room. Current hours are:

Monday, Tuesday, Thursday, Friday: 1-5pm

Wednesday: 1-7pm

Saturday: 1-4pm

To keep the hours consistent, I would like to change the hours to Tuesday thru Saturday 12-5pm. The total hours will remain the same (25), but be moved to allow for better access to the room, during the needed times.

Director

Building

- On August 21st, Bi-State, Mike Blaum, and I did a full walkthrough of the building and went over the project scope. Work will begin on September 12th. Bi-State will provide a flexible schedule so the library knows where work will be occurring. Information can then be shared with the public. There may be times that the library parking lot is closed, front entrance closed, back entrance closed, etc. This will depend on what side of the building is being worked on.
- On August 29th, I met with Jim Baranski regarding the egress window RFB. He will write up the scope of work. Once that is complete the B&G Committee will meet to review the document.

Finances

- All FY 2023 financial documents have been dropped off, or digitally shared, with Scott Roberts for the audit. The audit should be completed by November.
- Honkamp is still working out a few things with the new reporting software. On this month's financial statement, the figures on the "Budget to Actual" reports (pages 12-21) are incorrect. The budget for all of the funds combined is correct (pages 10-11).

IPLAR

- IPLAR was submitted on August 29th. The full report is on the iPads.

9b. DECENNIAL COMMITTEE: DISCUSSION ON DECENNIAL REPORT

Library Residents: Tim Buisker, Alex Potter, and Sandra Schultz will participate in this portion of the meeting.

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: \$652,503
- E. EAV for 2023: 174,651,530

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. 4-H: Weekly program for ages 5-18, in partnership with UIUC Extension, where kids learn through hands-on activities. Topics include animal science, computer science, agriculture, environment, robotics, visual arts, and more.
4. LitFest: Yearly program targeted at adults that offers literary workshops, performances, and presentations.
5. 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.
6. Stitchers: Weekly event for all ages to chat and work on needlework projects. This is a hybrid event allowing people to attend virtually.
7. 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. University of Illinois Urbana-Champaign

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 guidelines are on the Policy Committee's review schedule
 - 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
 - a) All FOIA records are retained in compliance with the statute
 - 7. Posting Other required FOIA Information
 - a) The FOIA Policy for FY 2024 is available on the library website
 - 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
 - a) Whistleblower Protection Policy names the Library Director and/or Board of Trustees as the designated official(s)
 - 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

- a) PrairieCat
- b) Rails
- c) ILP

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

- a) Report has been shared with and reviewed by Committee

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: