



**Library Board of Trustees Meeting**  
**Regular Meeting Monday, October 9, 2023 at 6:30pm**  
**Galena Public Library - Historical Room**

**AGENDA**

1. Call to order, roll call
2. Citizen comments (3 minutes per person, 15 minutes total)
3. Consent Agenda (ACTION)
  - a. Approval of minutes for Regular meeting September 11, 2023
  - b. Approval of bills paid/payable: 09/09/2023 - 10/06/2023
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
  - c. Finance - Beadle
  - d. HR - Rector
  - e. Policy - Walker (ACTION)
    - i. Discussion and possible action on revisions to Social Media Policy
    - ii. Discussion and possible action on revisions to Circulation Policy
10. Unfinished Business (ACTION)
  - a. Discussion and possible action on change to Historical Room hours
  - b. Discussion and possible action on change to Board of Trustees Meeting Date
11. New Business (ACTION)
  - a. Discussion and possible action on closing early on October 31st, 2023
12. Motions, Resolutions, Ordinances
13. Closed Session
14. Items for next agenda
15. Announcements
16. Adjournment

Next meeting: Monday, November 13, 2023 at 6:30pm, Galena Public Library, 601 S Bench St.,  
Galena, IL 61003 - Historical Room

### 3a. CONSENT AGENDA: APPROVAL OF REGULAR MEETING MINUTES 09/11/2023

Library Minutes  
September 11, 2023

Draft

1. President Walter Johnson called the meeting to order at 6:30pm. Answering present to roll call were board members Mike Blaum, Katherine Walker, Emily Sprengelmeyer, Alison Schoenrock, Maria Rector and Francis Beadle. A quorum was present. Also attending were Librarian Jenna Diedrich, Tim Doser, Craig Albaugh, Gloria Junge, Tim Buisker, and Alex Potter. Coming in later was Sandra Schultz.

#### 2. Citizens comments

Junge gave a handout for each board member noting item 6 to prepare and approve the annual budget and left the meeting.

#### 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 8/12/2023 – 9/08/2023
  - i. Diedrich asked that another bill for two ads in the Galena Gazette be added with a cost of \$525.00. Blaum made the motion to include the \$525 with an additional correction that his name be corrected to read Mike rather than Matthew his brother. Walker apologized for the name mistake. Schoenrock made the second. Vote: Schoenrock – Aye, Sprengelmeyer – Aye, Rector – Aye, Walker – Aye, Blaum – Aye, Beadle – Aye, Johnson – Aye. Motion carried.

#### 4. Financial Report

Diedrich mentioned the corrections due to a software glitch.

#### 5. Treasurer's Report

Diedrich had added an investment report on various accounts adding a notes column and will furnish updates quarterly.

#### 6. Friends Report

Friends will meet later this week. Tuesday December 5, from 5 to 8 will be a Share night fundraiser at Culvers.

#### 7. Library Director's Report

Diedrich reminded board members that their certificate on passing the state's harassment training was due. Change of hours for the historical room is under consideration. Night usage is very slow. Questions from the board included when was the last change of hours; were there any staffing issues; could hours be reserved by patrons; and limits of people to the room. Diedrich stated the last hour change was in 2019, which was an extension. Reserving hours is difficult, as HR staff would then need to be on call. Redistribution of current hours would better serve patrons using the room. Diedrich stated an official request for vote will be on the October agenda. Building work is slated to begin tomorrow.

**8. President's Report – no report**

**9. Committees**

- a. **Building & Grounds –** Blaum reported the work on the library building will begin Sept 12. The committee will work with Baranski to create a scope of work for the children's library egress window. Once complete, it will go out for bid.
- b. **Decennial –** Walker reported she and Diedrich had gone over the requirements and filled in many of the items, but the full committee was needed to discuss partnerships, programming, services, and future issues. A discussion began which included community members Buisker, Potter and Schultz. Minutes of the committee are included in an addendum.
- c. **Finance –** no meeting
- d. **HR –** no meeting
- e. **Policy –** Walker hoped to have a meeting scheduled for later this month

**10. Unfinished Business – none**

**11. New Business**

- a. **Discussion and possible action on changing the Board of Trustees Meeting Date**  
Discussion went over possible dates and impossible ones due to financial reports and the requirements for information to be compiled. The first Thursday was identified as a possible option with a possible start in November.

**12. Motions, Resolutions, Ordinances – none**

**13. Closed session – none**

**14. Discussion and possible action on closed session discussions – none**

**15. Items for next agenda – meeting date and window egress**

**16. Announcements**

Diedrich will begin working at home one day a week during harvest season and it will be Mondays.

**17. Adjournment**

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

Respectfully submitted,  
Katherine Walker  
Secretary

Decennial Committee



September 11, 2023 - Draft

The Decennial Committee met during the Board of Trustees Regular Meeting on September 11, 2023. Library resident committee members, Tim Buisker, Alex Potter, and Sandra Schultz were invited to be a part of the discussion.

Walker, Decennial Chairperson, and Diedrich, Library Director, had met on August 19th and completed an initial run through of the report. They decided that the last few sections should be completed by the entire committee. The committee had been given the draft report, the Strategic Plan, and copies of supplemental documents in relation to the strategic plan. Committee members were asked to review all documents and bring their thoughts to complete sections IX through XIII.

#### Section IX: What has GPLD done well?

Walker highlighted the outstanding programming for all ages and that the library staff serves patrons well. Schultz and Rector added that library continued partnership with the schools has been beneficial for both organizations. Sprengelmeyer applauded the substantial list of community partnerships. Other mentions included: the availability and breadth of local history, the expansion of digital resources, diversity of communication (website, newsletter, social media), attractive marketing, and social media presence.

#### Section X: Inefficiencies:

The topic that garnered the most attention was the inability to reach the underserved and unserved communities, specifically the local Hispanic community. Despite previous efforts, none have been exceedingly successful. Other mentions included: language services, bilingual staff, lack of meeting space, lack of designated quiet space, public engagement during board meetings, limited outreach, limited accessible parking, and overall limited parking spaces.

#### Section XI: What can GPLD do better or more efficiently?

The following action steps were identified for the noted inefficiencies:

- Language services: promote Spanish language materials, create Spanish language content, create how-to videos in Spanish for digital resources
- Bilingual staff: When employment opportunities arise, translate advertisements into Spanish, share with Spanish speaking community stakeholders, share with school counselors to disseminate to bilingual students
- Outreach: increase outreach efforts, partnerships with Midwest Senior Care and Assisted Living, having booths at community events, offsite book clubs, etc.

- Community engagement during board meetings: update Bylaws to increase public comments
- Parking/Transit: work with County Transit for transporting people to the library for programming.
  - A larger sign in front of the library notating the parking lot around back

#### Section XII: Governmental Efficiencies

This section will focus on the efficiencies of the board and was not discussed during the meeting.

#### Section XIII: Committee's recommendations

It was suggested that the library apply project management for individual inefficiencies to best track plan implementation and improvement. The committee would like to meet in six to nine months time to review the progress of identified items.

The committee will need to schedule a third meeting to look over the draft report with the above sections filled out.

Respectfully submitted,

Jenna Diedrich

Library Director

### 3b. CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE 09/09/23 - 10/06/23

#### Galena Public Library District

##### A/P Aging Summary

As of October 6, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	128.59					\$128.59
B. L. Murray Co, Inc.	226.39					\$226.39
Dennis Paige	225.00					\$225.00
Findaway World LLC	518.16					\$518.16
Jeff Upmann	295.00					\$295.00
JL Tech	822.50					\$822.50
Kanopy	118.00					\$118.00
Midwest Tape	287.54					\$287.54
Murphy Lawn Care	90.00					\$90.00
Prairie Cat	2,383.00					\$2,383.00
RAILS	450.00					\$450.00
<b>TOTAL</b>	<b>\$5,544.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,544.18</b>

# Galena Public Library District

## Check Detail

September 9 - October 6, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
09/12/2023	Bill Payment (Check)	22923	EBSCO Information Services		R	-2,231.59
						-2,231.59
09/12/2023	Bill Payment (Check)	22924	Roth & Leinen, P.C.		R	-75.00
						-75.00
09/12/2023	Bill Payment (Check)	22925	Access Systems		R	-78.56
						-78.56
09/12/2023	Bill Payment (Check)	22926	B. L. Murray Co, Inc.		R	-44.64
						-44.64
09/12/2023	Bill Payment (Check)	22927	Findaway World LLC		R	-586.90
						-586.90
09/12/2023	Bill Payment (Check)	22928	Kanopy		R	-101.00
						-101.00
09/12/2023	Bill Payment (Check)	22929	Midwest Tape		R	-302.57
						-302.57
09/12/2023	Bill Payment (Check)	22930	Murphy Lawn Care		R	-45.00
						-45.00
09/12/2023	Bill Payment (Check)	22931	Galena Gazette Publications	02100179	R	-525.00
						-525.00
09/14/2023	Expenditure		Payroll		R	-
						10,363.20
						-
						10,363.20
09/15/2023	Expenditure		Verizon		R	-216.10
				Hotspot wi-fi		180.09
				Hotspot wi-fi		36.01
09/15/2023	Expenditure		City of Galena		R	-69.80
				Water & sewer		69.80
09/20/2023	Expenditure		Harland Clarke		R	-300.32
				commercial checks - 500		300.32
09/22/2023	Expenditure	580509	Honkamp Krueger & Co, PC		R	-1,089.70
				Assistance with worker's comp insurance audit		92.70
				Financial statements for Sep 2023, software subscription for Sep 2023, and data security fee		997.00
09/25/2023	Expenditure		Culligan		R	-38.40
				Water		38.40
09/27/2023	Expenditure	815777154209	AT&T		R	-110.38
				Elevator Phone		110.38

## Galena Public Library District

### Check Detail

September 9 - October 6, 2023

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
09/28/2023	Expenditure	Payroll		R	-8,710.65
					-8,710.65
10/03/2023	Expenditure	Nicor Gas			-173.39
			Gas for 07/19/23 - 08/16/23		173.39
10/03/2023	Expenditure	Ingram Library Services			-1,981.64
			Adult & Youth Books - September 2023		1,981.64

#### 4. FINANCIAL REPORT



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### Financial Statements

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Galena Public Library District

For the Periods Ended September 30, 2023 & 2022



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

ASSETS	Sep 2023	Sep 2022
<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	\$93,213.92	\$92,981.25
First Community Bank 4883	\$147,812.08	\$145,846.90
First Community Bank 8472	\$73,151.40	\$0.00
<b>Total Endowment Fund</b>	<b>\$314,177.40</b>	<b>\$311,979.55</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	\$1,489.79	\$1,486.06
<b>Total Restricted Memorial Reserve</b>	<b>\$9,447.72</b>	<b>\$9,443.99</b>
<b>Total Certificates of Deposit</b>	<b>\$398,826.18</b>	<b>\$396,624.60</b>
<b>Dupaco Savings</b>		
Dupaco Savings 200921104-Corp	\$25.02	\$25.02
First Community Bank Checking	\$204,428.83	\$201,007.07
<b>IB&amp;T Checking</b>		
IB&T-Corporate Fund	\$285,243.61	\$211,912.15
IB&T-FICA	\$8,450.90	\$7,875.15
IB&T-IMRF	\$12,718.95	\$15,816.61
IB&T-Insurance	\$6,188.33	\$7,997.44
IB&T-Per Capita	\$6,664.05	\$5,089.07
<b>Total IB&amp;T Checking</b>	<b>\$319,265.84</b>	<b>\$248,690.42</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	\$68,423.50
Reserve - IB&T Savings 170035	\$224,690.52	\$210,234.13
<b>Total IB&amp;T Savings 170035</b>	<b>\$299,684.47</b>	<b>\$284,907.71</b>
<b>Total Cash &amp; Equivalents</b>	<b>\$1,222,230.34</b>	<b>\$1,131,254.82</b>
<b>Total Current Assets</b>	<b>\$1,222,230.34</b>	<b>\$1,131,254.82</b>
<b>Total Non-Current Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$1,222,230.34</b>	<b>\$1,131,254.82</b>

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

<b>LIABILITIES</b>	<b>Sep 2023</b>	<b>Sep 2022</b>
<b>Other Current Liabilities</b>		
<b>Payroll Liabilities</b>		
IMRF Payroll Liabilities		
IMRF - 403B	\$2,210.69	\$2,302.74
<b>Total Payroll Liabilities</b>	<b>\$2,210.69</b>	<b>\$2,302.74</b>
<b>Total Other Current Liabilities</b>	<b>\$2,210.69</b>	<b>\$2,302.74</b>
<b>Total Current Liabilities</b>	<b>\$2,210.69</b>	<b>\$2,302.74</b>
<b>Total Non-Current Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$2,210.69</b>	<b>\$2,302.74</b>
<b>EQUITY</b>	<b>Sep 2023</b>	<b>Sep 2022</b>
<b>Current Earnings</b>		
Net Revenue	\$217,030.96	\$178,573.12
<b>Other Equity</b>		
Contra Net Margin Account	(\$217,030.96)	(\$178,573.12)
Corporate Fund Balance	\$505,266.41	\$426,657.13
Endowment Fund Balance	\$332,190.04	\$328,089.24
FICA Fund Balance	\$8,450.90	\$7,875.15
IMRF Fund Balance	\$10,508.26	\$13,513.87
Insurance Fund Balance	\$6,188.33	\$7,997.44
Memorial Fund Balance	\$68,424.31	\$68,424.31
Memorial Reserve Fund Balance	\$11,896.19	\$11,761.95
Per Capita Fund Balance	\$0.00	\$5,089.07
Reserve Fund Balance	\$277,095.21	\$259,543.92
<b>Total Other Equity</b>	<b>\$1,002,988.69</b>	<b>\$950,378.96</b>
<b>Total Equity</b>	<b>\$1,220,019.65</b>	<b>\$1,128,952.08</b>
	<b>Sep 2023</b>	<b>Sep 2022</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$1,222,230.34</b>	<b>\$1,131,254.82</b>



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

	Sep 2023	Sep 2022	2023/2024 (YTD)	2022/2023 (YTD)
<b>Revenue</b>				
Digitization Project	\$0.00	\$400.00	\$670.00	\$500.00
Donations	\$0.00	\$575.00	\$924.25	\$665.00
Fines/Overdues	\$0.00	\$0.00	\$11.70	\$23.25
Friends (Other Grants)	\$0.00	\$0.00	\$1,978.80	\$0.00
<b>Grants</b>				
Per Capita Grant	\$0.00	\$6,664.05	\$6,664.05	\$6,664.05
Historical Department	\$3.00	\$0.00	\$25.00	\$11.00
<b>Interest Income</b>				
Corporate Interest	\$1,221.85	\$39.27	\$3,302.19	\$42.57
Endowment Interest	\$477.73	\$265.87	\$1,318.45	\$643.06
Memorial Reserve Interest	\$0.94	\$0.81	\$0.94	\$0.81
Reserve Interest	\$1,236.67	\$135.66	\$3,748.57	\$402.74
<b>Total Interest Income</b>	<b>\$2,937.19</b>	<b>\$441.61</b>	<b>\$8,370.15</b>	<b>\$1,089.18</b>
Item Replacements	\$25.00	\$10.00	\$49.34	\$38.10
Non-Resident Fee	\$461.60	\$271.58	\$1,136.00	\$1,484.63
<b>Property Taxes</b>				
Corporate Property Tax	\$73,458.34	\$71,292.62	\$286,136.48	\$253,722.90
FICA Property Tax	\$3,460.44	\$1,995.73	\$13,479.19	\$7,102.67
IMRF Property Tax	\$611.11	\$1,795.84	\$2,380.41	\$6,391.19
Insurance Property Tax	\$1,222.15	\$301.47	\$4,760.56	\$1,072.89
<b>Total Property Taxes</b>	<b>\$78,752.04</b>	<b>\$75,385.66</b>	<b>\$306,756.64</b>	<b>\$268,289.65</b>
Royalty Income	\$1,274.14	\$1,983.75	\$3,908.65	\$7,388.06
Service Charges	\$191.75	\$128.60	\$423.00	\$377.35
<b>Total Revenue</b>	<b>\$83,644.72</b>	<b>\$85,860.25</b>	<b>\$330,917.58</b>	<b>\$286,530.27</b>
<b>Expenses</b>				
<b>Capital Outlay</b>				
Books	\$1,824.80	\$1,547.46	\$5,974.17	\$4,552.15
Equipment	\$0.00	\$94.08	\$0.00	\$300.13
Improvements	(\$4,804.93)	\$9,084.30	\$950.00	\$10,609.30
Materials/Non-Printed/A-V	\$1,860.13	\$1,213.66	\$3,822.66	\$3,612.42
<b>Total Capital Outlay</b>	<b>(\$1,120.00)</b>	<b>\$11,939.50</b>	<b>\$10,746.83</b>	<b>\$19,074.00</b>
<b>Commodities</b>				
Databases	\$403.57	\$316.53	\$2,759.92	\$2,833.28
Periodicals	\$2,231.59	\$0.00	\$2,601.49	\$295.00
Postage/Shipping	\$0.00	\$0.00	\$66.00	\$0.00
Supplies	\$498.18	\$12.06	\$951.97	\$758.64
<b>Total Commodities</b>	<b>\$3,133.34</b>	<b>\$328.59</b>	<b>\$6,379.38</b>	<b>\$3,886.92</b>
<b>Contractual Services</b>				
Accounting	\$1,449.40	\$1,263.40	\$3,932.40	\$3,730.76
Audit Fees	\$0.00	\$0.00	\$8,170.00	\$0.00
Legal	\$75.00	\$0.00	\$75.00	\$0.00
Maintenance	\$45.00	\$200.00	\$670.00	\$280.00
Other Contractual Services	\$300.32	\$0.00	\$924.32	\$2,676.36
PrairieCat Consortium	\$0.00	\$0.00	\$2,383.00	\$2,193.25
Technical Services	\$375.00	\$425.00	\$1,430.00	\$1,530.00

	Sep 2023	Sep 2022	2023/2024 (YTD)	2022/2023 (YTD)
<b>Total Contractual Services</b>	<b>\$2,244.72</b>	<b>\$1,888.40</b>	<b>\$17,584.72</b>	<b>\$10,410.37</b>
Historical Digitization	\$0.00	\$0.00	\$0.00	\$396.06
<b>Other Expenditures</b>				
Misc Charges	\$0.00	\$59.75	\$25.00	\$89.75
<b>Other Services</b>				
General Insurance (Bonding)	\$0.00	\$0.00	\$7,113.00	\$7,005.00
Marketing	\$225.00	\$0.00	\$525.00	\$250.70
Outreach	\$0.00	\$723.16	\$0.00	\$760.22
Programming	\$949.38	\$20.97	\$2,828.54	\$384.33
Public Notice/Legal	\$0.00	\$0.00	\$31.76	\$39.46
Utilities	\$1,147.84	\$1,477.94	\$4,228.65	\$4,317.60
<b>Total Other Services</b>	<b>\$2,322.22</b>	<b>\$2,222.07</b>	<b>\$14,726.95</b>	<b>\$12,757.31</b>
<b>Personnel Services</b>				
Payroll Taxes	\$2,020.67	\$1,895.46	\$4,434.78	\$4,174.08
Pension Contributions	\$914.62	\$1,190.49	\$2,018.18	\$2,605.63
<b>Salaries</b>				
Salaries	\$26,414.02	\$24,776.83	\$57,970.78	\$54,563.03
<b>Total Personnel Services</b>	<b>\$29,349.31</b>	<b>\$27,862.78</b>	<b>\$64,423.74</b>	<b>\$61,342.74</b>
<b>Total Expenses</b>	<b>\$35,929.59</b>	<b>\$44,301.09</b>	<b>\$113,886.62</b>	<b>\$107,957.15</b>
<b>Operating Profit</b>	<b>\$47,715.13</b>	<b>\$41,559.16</b>	<b>\$217,030.96</b>	<b>\$178,573.12</b>
<b>Net Income</b>	<b>\$47,715.13</b>	<b>\$41,559.16</b>	<b>\$217,030.96</b>	<b>\$178,573.12</b>

## Supplementary Information

Preliminary

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

<b>PROFIT &amp; LOSS</b>	<b>Oct 2022</b>	<b>Nov 2022</b>	<b>Dec 2022</b>	<b>Jan 2023</b>	<b>Feb 2023</b>	<b>Mar 2023</b>	<b>Apr 2023</b>	<b>May 2023</b>	<b>Jun 2023</b>	<b>Jul 2023</b>	<b>Aug 2023</b>	<b>Sep 2023</b>	<b>Total</b>
<b>Revenue</b>													
Digitization Project	\$0	\$217	\$4	\$3,000	\$5,160	\$0	\$0	\$100	\$0	\$100	\$570	\$0	\$9,151
Donations	\$0	\$35	\$25	\$25	\$150	\$1,335	\$2,113	\$5,810	\$325	\$779	\$145	\$0	\$10,743
Fines/Overdues	\$0	\$11	\$0	\$0	\$0	\$0	\$0	\$29	\$0	\$0	\$12	\$0	\$52
Friends (Other Grants)	\$0	\$0	\$0	\$0	\$0	\$0	\$3,984	\$0	\$0	\$1,979	\$0	\$0	\$5,963
<b>Grants</b>													
Corporate Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$640	\$0	\$0	\$0	\$640
Per Capita Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,664	\$0	\$0	\$6,664
<b>Total Grants</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>\$6,664</b>	<b>\$0</b>	<b>\$7,304</b>
Historical Department	\$30	\$0	\$0	\$0	\$0	\$0	\$27	\$0	\$25	\$9	\$13	\$3	\$107
<b>Interest Income</b>													
Corporate Interest	\$232	\$300	\$346	\$355	\$317	\$344	\$327	\$643	\$752	\$969	\$1,111	\$1,222	\$6,920
Endowment Interest	\$257	\$276	\$317	\$302	\$285	\$347	\$297	\$298	\$405	\$416	\$424	\$478	\$4,101
Memorial Reserve Interest	\$0	\$65	\$1	\$0	\$0	\$1	\$65	\$0	\$1	\$0	\$0	\$1	\$134
Reserve Interest	\$132	\$244	\$208	\$185	\$124	\$174	\$184	\$782	\$1,088	\$1,249	\$1,263	\$1,237	\$6,870
<b>Total Interest Income</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>\$2,799</b>	<b>\$2,937</b>	<b>\$18,025</b>
Item Replacements	\$20	\$53	\$15	\$25	\$39	\$73	\$27	\$181	\$0	\$7	\$17	\$25	\$483
Lit Fest	\$0	\$220	\$0	\$220	\$4,048	\$0	\$2,675	\$100	\$750	\$0	\$0	\$0	\$8,013
Non-Resident Fee	\$0	\$518	\$145	\$230	\$167	\$119	\$0	\$481	\$0	\$174	\$500	\$462	\$2,795
<b>Other Income</b>													
Corporate Other Income	\$0	\$0	\$0	\$141	\$0	\$0	\$13	\$0	\$0	\$0	\$0	\$0	\$154
Insurance Other Income	\$144	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$144
<b>Total Other Income</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>\$0</b>	<b>\$0</b>	<b>\$298</b>
<b>Property Taxes</b>													
Corporate Property Tax	\$0	\$95,381	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140,830	\$71,848	\$73,458	\$381,518
FICA Property Tax	\$0	\$2,670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,634	\$3,385	\$3,460	\$16,149
IMRF Property Tax	\$0	\$2,403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,172	\$598	\$611	\$4,783
Insurance Property Tax	\$0	\$403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,343	\$1,195	\$1,222	\$5,164

	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Total
<b>Total Property Taxes</b>	\$0	\$100,857	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,979	\$77,026	\$78,752	\$407,614
Royalty Income	\$1,459	\$2,348	\$1,156	\$1,403	\$1,706	\$1,199	\$1,466	\$1,210	\$944	\$1,275	\$1,360	\$1,274	\$16,800
Service Charges	\$58	\$108	\$60	\$68	\$195	\$114	\$122	\$238	\$161	\$107	\$124	\$192	\$1,548
<b>Total Revenue</b>	<b>\$2,332</b>	<b>\$105,253</b>	<b>\$2,277</b>	<b>\$5,954</b>	<b>\$12,192</b>	<b>\$3,706</b>	<b>\$11,300</b>	<b>\$9,872</b>	<b>\$5,091</b>	<b>\$158,043</b>	<b>\$89,229</b>	<b>\$83,645</b>	<b>\$488,894</b>
<b>Expenses</b>													
<b>Capital Outlay</b>													
Books	\$2,399	\$2,220	\$2,165	\$1,603	\$1,470	\$2,022	\$1,724	\$1,042	\$1,853	\$2,623	\$1,526	\$1,825	\$22,472
Equipment	\$116	\$132	\$123	\$78	\$84	\$94	\$159	\$118	\$178	\$0	\$0	\$0	\$1,083
Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,498	\$0	\$5,755	(\$4,805)	\$3,448
Materials/Non-Printed/A-V	\$1,917	\$1,377	\$953	\$1,036	\$625	\$637	\$1,618	\$1,095	\$1,830	\$420	\$1,543	\$1,860	\$14,911
<b>Total Capital Outlay</b>	<b>\$4,432</b>	<b>\$3,729</b>	<b>\$3,240</b>	<b>\$2,717</b>	<b>\$2,180</b>	<b>\$2,753</b>	<b>\$3,502</b>	<b>\$2,255</b>	<b>\$6,359</b>	<b>\$3,043</b>	<b>\$8,824</b>	<b>(\$1,120)</b>	<b>\$41,914</b>
<b>Commodities</b>													
Databases	\$292	\$228	\$1,334	\$324	\$320	\$341	\$438	\$335	\$375	\$413	\$1,944	\$404	\$6,747
Periodicals	\$2,472	\$0	\$0	\$772	\$0	\$0	\$335	\$660	\$0	\$0	\$370	\$2,232	\$6,840
Postage/Shipping	\$60	\$0	\$60	\$7	\$0	\$0	\$67	\$0	\$63	\$0	\$66	\$0	\$323
Supplies	\$36	\$244	\$83	\$16	\$131	\$40	\$696	\$269	\$154	\$79	\$375	\$498	\$2,620
<b>Total Commodities</b>	<b>\$2,860</b>	<b>\$472</b>	<b>\$1,478</b>	<b>\$1,118</b>	<b>\$450</b>	<b>\$381</b>	<b>\$1,536</b>	<b>\$1,264</b>	<b>\$593</b>	<b>\$492</b>	<b>\$2,754</b>	<b>\$3,133</b>	<b>\$16,530</b>
<b>Contractual Services</b>													
Accounting	\$1,455	\$1,150	\$1,239	\$1,513	\$1,422	\$1,164	\$1,236	\$1,233	\$1,236	\$1,244	\$1,239	\$1,449	\$15,580
Audit Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,170	\$0	\$0	\$8,170
Legal	\$0	\$0	\$0	\$338	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75	\$413
Maintenance	\$633	\$283	\$433	\$85	\$123	\$0	\$145	\$3,802	\$2,114	\$135	\$490	\$45	\$8,288
Other Contractual Services	\$0	\$0	\$0	\$395	\$60	\$0	\$179	\$0	\$360	\$624	\$0	\$300	\$1,918
PrairieCat Consortium	\$2,193	\$499	\$0	\$2,193	\$0	\$0	\$2,193	\$0	\$0	\$2,383	\$0	\$0	\$9,462
Technical Services	\$0	\$0	\$0	\$0	\$234	\$2,883	\$0	\$410	\$540	\$1,055	\$0	\$375	\$5,496
<b>Total Contractual Services</b>	<b>\$4,281</b>	<b>\$1,931</b>	<b>\$1,673</b>	<b>\$4,524</b>	<b>\$1,839</b>	<b>\$4,046</b>	<b>\$3,753</b>	<b>\$5,445</b>	<b>\$4,250</b>	<b>\$13,611</b>	<b>\$1,729</b>	<b>\$2,245</b>	<b>\$49,326</b>
Historical Digitization	\$0	\$0	\$0	\$0	\$16,127	\$0	\$440	\$298	\$0	\$0	\$0	\$0	\$16,865
Lit Fest Expenditures	\$0	\$415	\$0	\$2,970	\$3,655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,040
<b>Other Expenditures</b>													
Misc Charges	\$97	\$125	\$0	\$0	\$46	\$45	\$105	\$45	\$247	\$0	\$25	\$0	\$735
<b>Other Services</b>													
Association Dues	\$0	\$355	\$0	\$0	\$85	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$440
<b>Continuing Education</b>													
Continuing Education	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$200	\$300	\$0	\$0	\$0	\$800
General Insurance (Bonding)	\$0	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$458	\$6,655	\$0	\$7,117

No Assurance Provided / All Disclosures Omitted

Page 7

	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Total
Marketing	\$240	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$225	\$815
Outreach	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10
Programming	\$133	\$282	\$144	\$320	\$49	\$0	\$608	\$2,604	\$4,032	\$364	\$1,515	\$949	\$11,000
Public Notice/Legal	\$79	\$0	\$0	\$0	\$0	\$288	\$53	\$10	\$0	\$0	\$32	\$0	\$462
Utilities	\$1,138	\$1,406	\$1,373	\$2,107	\$764	\$1,631	\$2,095	\$1,658	\$1,436	\$1,343	\$1,738	\$1,148	\$17,836
<b>Total Other Services</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>\$2,465</b>	<b>\$9,940</b>	<b>\$2,322</b>	<b>\$38,480</b>
<b>Personnel Services</b>													
Payroll Taxes	\$1,186	\$1,165	\$1,119	\$1,113	\$1,179	\$1,761	\$1,183	\$1,193	\$1,240	\$1,194	\$1,220	\$2,021	\$15,574
Pension Contributions	\$756	\$724	\$714	\$714	\$472	\$462	\$818	\$548	\$562	\$548	\$556	\$915	\$7,789
<b>Salaries</b>													
Salaries	\$15,498	\$15,230	\$14,621	\$14,554	\$15,407	\$23,025	\$15,466	\$15,594	\$16,208	\$15,609	\$15,948	\$26,414	\$203,575
<b>Total Personnel Services</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>\$17,724</b>	<b>\$29,349</b>	<b>\$226,937</b>
<b>Total Expenses</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>\$36,962</b>	<b>\$40,995</b>	<b>\$35,930</b>	<b>\$397,827</b>
<b>Operating Profit</b>	<b>(\$28,377)</b>	<b>\$79,365</b>	<b>(\$22,084)</b>	<b>(\$24,184)</b>	<b>(\$30,060)</b>	<b>(\$30,687)</b>	<b>(\$18,560)</b>	<b>(\$21,241)</b>	<b>(\$30,135)</b>	<b>\$121,082</b>	<b>\$48,234</b>	<b>\$47,715</b>	<b>\$91,068</b>
<b>Net Income</b>	<b>(\$28,377)</b>	<b>\$79,365</b>	<b>(\$22,084)</b>	<b>(\$24,184)</b>	<b>(\$30,060)</b>	<b>(\$30,687)</b>	<b>(\$18,560)</b>	<b>(\$21,241)</b>	<b>(\$30,135)</b>	<b>\$121,082</b>	<b>\$48,234</b>	<b>\$47,715</b>	<b>\$91,068</b>

**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

	Sep 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
Digitization Project	\$0.00	\$670.00	\$2,000.00	(\$1,330.00)
Donations	\$0.00	\$924.25	\$1,000.00	(\$75.75)
Fines/Overdues	\$0.00	\$11.70	\$0.00	\$11.70
Friends (Other Grants)	\$0.00	\$1,978.80	\$13,127.00	(\$11,148.20)
<b>Grants</b>				
Corporate Grant	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)
Per Capita Grant	\$0.00	\$6,664.05	\$6,664.00	\$0.05
<b>Total Grants</b>	<b>\$0.00</b>	<b>\$6,664.05</b>	<b>\$7,664.00</b>	<b>(\$999.95)</b>
Historical Department	\$3.00	\$25.00	\$100.00	(\$75.00)
<b>Interest Income</b>				
Corporate Interest	\$1,221.85	\$3,302.19	\$8,000.00	(\$4,697.81)
Endowment Interest	\$477.73	\$1,318.45	\$0.00	\$1,318.45
Memorial Reserve Interest	\$0.94	\$0.94	\$0.00	\$0.94
Reserve Interest	\$1,236.67	\$3,748.57	\$0.00	\$3,748.57
<b>Total Interest Income</b>	<b>\$2,937.19</b>	<b>\$8,370.15</b>	<b>\$8,000.00</b>	<b>\$370.15</b>
Item Replacements	\$25.00	\$49.34	\$500.00	(\$450.66)
Lit Fest	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Non-Resident Fee	\$461.60	\$1,136.00	\$3,000.00	(\$1,864.00)
<b>Other Income</b>				
Corporate Other Income	\$0.00	\$0.00	\$200.00	(\$200.00)
<b>Property Tax Interest</b>				
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)
<b>Total Property Tax Interest</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,012.02</b>	<b>(\$9,012.02)</b>
<b>Property Taxes</b>				
Corporate Property Tax	\$73,458.34	\$286,136.48	\$361,074.57	(\$74,938.09)
FICA Property Tax	\$3,460.44	\$13,479.19	\$17,011.06	(\$3,531.87)
IMRF Property Tax	\$611.11	\$2,380.41	\$0.00	\$2,380.41
Insurance Property Tax	\$1,222.15	\$4,760.56	\$0.00	\$4,760.56
<b>Total Property Taxes</b>	<b>\$78,752.04</b>	<b>\$306,756.64</b>	<b>\$378,085.63</b>	<b>(\$71,328.99)</b>
Royalty Income	\$1,274.14	\$3,908.65	\$15,000.00	(\$11,091.35)
Service Charges	\$191.75	\$423.00	\$1,200.00	(\$777.00)
Pride	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
<b>Total Revenue</b>	<b>\$83,644.72</b>	<b>\$330,917.58</b>	<b>\$448,888.65</b>	<b>(\$117,971.07)</b>
<b>Expenses</b>				
<b>Capital Outlay</b>				
Books	\$1,824.80	\$5,974.17	\$24,000.00	(\$18,025.83)
Equipment	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)
Improvements	(\$4,804.93)	\$950.00	\$166,000.00	(\$165,050.00)
Materials/Non-Printed/A-V	\$1,860.13	\$3,822.66	\$17,000.00	(\$13,177.34)
<b>Total Capital Outlay</b>	<b>(\$1,120.00)</b>	<b>\$10,746.83</b>	<b>\$210,000.00</b>	<b>(\$199,253.17)</b>
<b>Commodities</b>				
Databases	\$403.57	\$2,759.92	\$7,957.00	(\$5,197.08)
Periodicals	\$2,231.59	\$2,601.49	\$5,005.00	(\$2,403.51)

	Sep 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Postage/Shipping	\$0.00	\$66.00	\$500.00	(\$434.00)
Supplies	\$498.18	\$951.97	\$4,000.00	(\$3,048.03)
<b>Total Commodities</b>	<b>\$3,133.34</b>	<b>\$6,379.38</b>	<b>\$17,462.00</b>	<b>(\$11,082.62)</b>
<b>Contractual Services</b>				
Accounting	\$1,449.40	\$3,932.40	\$17,000.00	(\$13,067.60)
Audit Fees	\$0.00	\$8,170.00	\$16,749.00	(\$8,579.00)
Legal	\$75.00	\$75.00	\$4,000.00	(\$3,925.00)
Maintenance	\$45.00	\$670.00	\$10,000.00	(\$9,330.00)
Other Contractual Services	\$300.32	\$924.32	\$4,000.00	(\$3,075.68)
PrairieCat Consortium	\$0.00	\$2,383.00	\$10,032.00	(\$7,649.00)
Technical Services	\$375.00	\$1,430.00	\$10,000.00	(\$8,570.00)
<b>Total Contractual Services</b>	<b>\$2,244.72</b>	<b>\$17,584.72</b>	<b>\$71,781.00</b>	<b>(\$54,196.28)</b>
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)
<b>Other Expenditures</b>				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$0.00	\$25.00	\$1,000.00	(\$975.00)
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$25.00</b>	<b>\$11,000.00</b>	<b>(\$10,975.00)</b>
<b>Other Services</b>				
Association Dues	\$0.00	\$0.00	\$500.00	(\$500.00)
<b>Continuing Education</b>				
Continuing Education	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
General Insurance (Bonding)	\$0.00	\$7,113.00	\$7,500.00	(\$387.00)
Marketing	\$225.00	\$525.00	\$2,000.00	(\$1,475.00)
Outreach	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Programming	\$949.38	\$2,828.54	\$12,000.00	(\$9,171.46)
Public Notice/Legal	\$0.00	\$31.76	\$500.00	(\$468.24)
Travel	\$0.00	\$0.00	\$500.00	(\$500.00)
Utilities	\$1,147.84	\$4,228.65	\$21,960.00	(\$17,731.35)
<b>Total Other Services</b>	<b>\$2,322.22</b>	<b>\$14,726.95</b>	<b>\$48,960.00</b>	<b>(\$34,233.05)</b>
<b>Personnel Services</b>				
Payroll Taxes	\$2,020.67	\$4,434.78	\$17,000.00	(\$12,565.22)
Pension Contributions	\$914.62	\$2,018.18	\$8,200.00	(\$6,181.82)
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
<b>Salaries</b>				
Salaries	\$26,414.02	\$57,970.78	\$228,000.00	(\$170,029.22)
<b>Total Personnel Services</b>	<b>\$29,349.31</b>	<b>\$64,423.74</b>	<b>\$253,300.00</b>	<b>(\$188,876.26)</b>
Pride Expenditures	\$0.00	\$0.00	\$13,000.00	(\$13,000.00)
<b>Total Expenses</b>	<b>\$35,929.59</b>	<b>\$113,886.62</b>	<b>\$652,503.00</b>	<b>(\$538,616.38)</b>
<b>Operating Profit</b>	<b>\$47,715.13</b>	<b>\$217,030.96</b>	<b>(\$203,614.35)</b>	<b>\$420,645.31</b>
<b>Net Income</b>	<b>\$47,715.13</b>	<b>\$217,030.96</b>	<b>(\$203,614.35)</b>	<b>\$420,645.31</b>



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

	Sep 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
Digitization Project	\$0.00	\$670.00	\$2,000.00	(\$1,330.00)
Donations	\$0.00	\$924.25	\$1,000.00	(\$75.75)
Fines/Overdues	\$0.00	\$11.70	\$0.00	\$11.70
Friends (Other Grants)	\$0.00	\$1,978.80	\$13,127.00	(\$11,148.20)
<b>Grants</b>				
Corporate Grant	\$0.00	\$0.00	\$1,000.00	(\$1,000.00)
Per Capita Grant	\$0.00	\$0.00	\$6,664.00	(\$6,664.00)
<b>Total Grants</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,664.00</b>	<b>(\$7,664.00)</b>
Historical Department	\$3.00	\$25.00	\$100.00	(\$75.00)
<b>Interest Income</b>				
Corporate Interest	\$1,221.85	\$3,302.19	\$8,000.00	(\$4,697.81)
Reserve Interest	\$980.55	\$980.55	\$0.00	\$980.55
<b>Total Interest Income</b>	<b>\$2,202.40</b>	<b>\$4,282.74</b>	<b>\$8,000.00</b>	<b>(\$3,717.26)</b>
Item Replacements	\$25.00	\$49.34	\$500.00	(\$450.66)
Lit Fest	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Non-Resident Fee	\$461.60	\$1,136.00	\$3,000.00	(\$1,864.00)
<b>Other Income</b>				
Corporate Other Income	\$0.00	\$0.00	\$200.00	(\$200.00)
<b>Property Taxes</b>				
Corporate Property Tax	\$73,458.34	\$286,136.48	\$361,074.57	(\$74,938.09)
Royalty Income	\$547.42	\$547.42	\$15,000.00	(\$14,452.58)
Service Charges	\$191.75	\$423.00	\$1,200.00	(\$777.00)
Pride	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
<b>Total Revenue</b>	<b>\$76,889.51</b>	<b>\$296,184.73</b>	<b>\$422,865.57</b>	<b>(\$126,680.84)</b>
<b>Expenses</b>				
<b>Capital Outlay</b>				
Books	\$1,824.80	\$5,974.17	\$24,000.00	(\$18,025.83)
Equipment	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)
Improvements	(\$4,804.93)	\$950.00	\$166,000.00	(\$165,050.00)
Materials/Non-Printed/A-V	\$1,860.13	\$3,822.66	\$17,000.00	(\$13,177.34)
<b>Total Capital Outlay</b>	<b>(\$1,120.00)</b>	<b>\$10,746.83</b>	<b>\$210,000.00</b>	<b>(\$199,253.17)</b>
<b>Commodities</b>				
Databases	\$403.57	\$2,759.92	\$7,957.00	(\$5,197.08)
Periodicals	\$2,231.59	\$2,601.49	\$5,005.00	(\$2,403.51)
Postage/Shipping	\$0.00	\$66.00	\$500.00	(\$434.00)
Supplies	\$498.18	\$951.97	\$4,000.00	(\$3,048.03)
<b>Total Commodities</b>	<b>\$3,133.34</b>	<b>\$6,379.38</b>	<b>\$17,462.00</b>	<b>(\$11,082.62)</b>
<b>Contractual Services</b>				
Accounting	\$1,449.40	\$3,932.40	\$17,000.00	(\$13,067.60)
Audit Fees	\$0.00	\$8,170.00	\$16,749.00	(\$8,579.00)
Legal	\$75.00	\$75.00	\$4,000.00	(\$3,925.00)
Maintenance	\$45.00	\$670.00	\$10,000.00	(\$9,330.00)
Other Contractual Services	\$300.32	\$924.32	\$4,000.00	(\$3,075.68)
PrairieCat Consortium	\$0.00	\$2,383.00	\$10,032.00	(\$7,649.00)
Technical Services	\$375.00	\$1,430.00	\$10,000.00	(\$8,570.00)

	Sep 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Total Contractual Services</b>	<b>\$2,244.72</b>	<b>\$17,584.72</b>	<b>\$71,781.00</b>	<b>(\$54,196.28)</b>
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)
<b>Other Expenditures</b>				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$0.00	\$25.00	\$1,000.00	(\$975.00)
<b>Total Other Expenditures</b>	<b>\$0.00</b>	<b>\$25.00</b>	<b>\$11,000.00</b>	<b>(\$10,975.00)</b>
<b>Other Services</b>				
Association Dues	\$0.00	\$0.00	\$500.00	(\$500.00)
<b>Continuing Education</b>				
Continuing Education	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Marketing	\$225.00	\$525.00	\$2,000.00	(\$1,475.00)
Outreach	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Programming	\$949.38	\$2,828.54	\$12,000.00	(\$9,171.46)
Public Notice/Legal	\$0.00	\$31.76	\$500.00	(\$468.24)
Travel	\$0.00	\$0.00	\$500.00	(\$500.00)
Utilities	\$1,147.84	\$4,228.65	\$21,960.00	(\$17,731.35)
<b>Total Other Services</b>	<b>\$2,322.22</b>	<b>\$7,613.95</b>	<b>\$41,460.00</b>	<b>(\$33,846.05)</b>
<b>Personnel Services</b>				
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
<b>Salaries</b>				
Salaries	\$26,414.02	\$57,970.78	\$228,000.00	(\$170,029.22)
<b>Total Personnel Services</b>	<b>\$26,414.02</b>	<b>\$57,970.78</b>	<b>\$228,100.00</b>	<b>(\$170,129.22)</b>
Pride Expenditures	\$0.00	\$0.00	\$13,000.00	(\$13,000.00)
<b>Total Expenses</b>	<b>\$32,994.30</b>	<b>\$100,320.66</b>	<b>\$619,803.00</b>	<b>(\$519,482.34)</b>
<b>Operating Profit</b>	<b>\$43,895.21</b>	<b>\$195,864.07</b>	<b>(\$196,937.43)</b>	<b>\$392,801.50</b>
<b>Net Income</b>	<b>\$43,895.21</b>	<b>\$195,864.07</b>	<b>(\$196,937.43)</b>	<b>\$392,801.50</b>

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

	Sep 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Interest Income</b>				
Endowment Interest	\$477.73	\$1,318.45	-	-
<b>Total Revenue</b>	<b>\$477.73</b>	<b>\$1,318.45</b>	-	-
<b>Net Income</b>	<b>\$477.73</b>	<b>\$1,318.45</b>	-	-

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

	Sep 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Property Taxes</b>				
FICA Property Tax	\$3,460.44	\$13,479.19	\$17,011.06	(\$3,531.87)
<b>Total Revenue</b>	<b>\$3,460.44</b>	<b>\$13,479.19</b>	<b>\$17,011.06</b>	<b>(\$3,531.87)</b>
<b>Expenses</b>				
<b>Personnel Services</b>				
Payroll Taxes	\$2,020.67	\$4,434.78	\$17,000.00	(\$12,565.22)
<b>Total Expenses</b>	<b>\$2,020.67</b>	<b>\$4,434.78</b>	<b>\$17,000.00</b>	<b>(\$12,565.22)</b>
<b>Operating Profit</b>	<b>\$1,439.77</b>	<b>\$9,044.41</b>	<b>\$11.06</b>	<b>\$9,033.35</b>
<b>Net Income</b>	<b>\$1,439.77</b>	<b>\$9,044.41</b>	<b>\$11.06</b>	<b>\$9,033.35</b>

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

	Sep 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Property Tax Interest</b>				
IMRF Property Tax Interest	\$0.00	\$0.00	\$3,004.01	(\$3,004.01)
<b>Property Taxes</b>				
IMRF Property Tax	\$611.11	\$2,380.41	\$0.00	\$2,380.41
<b>Total Revenue</b>	<b>\$611.11</b>	<b>\$2,380.41</b>	<b>\$3,004.01</b>	<b>(\$623.60)</b>
<b>Expenses</b>				
<b>Personnel Services</b>				
Pension Contributions	\$914.62	\$2,018.18	\$8,200.00	(\$6,181.82)
<b>Total Expenses</b>	<b>\$914.62</b>	<b>\$2,018.18</b>	<b>\$8,200.00</b>	<b>(\$6,181.82)</b>
<b>Operating Profit</b>	<b>(\$303.51)</b>	<b>\$362.23</b>	<b>(\$5,195.99)</b>	<b>\$5,558.22</b>
<b>Net Income</b>	<b>(\$303.51)</b>	<b>\$362.23</b>	<b>(\$5,195.99)</b>	<b>\$5,558.22</b>

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

	Sep 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Property Tax Interest</b>				
Insurance Property Tax Interest	\$0.00	\$0.00	\$6,008.01	(\$6,008.01)
<b>Property Taxes</b>				
Insurance Property Tax	\$1,222.15	\$4,760.56	\$0.00	\$4,760.56
<b>Total Revenue</b>	<b>\$1,222.15</b>	<b>\$4,760.56</b>	<b>\$6,008.01</b>	<b>(\$1,247.45)</b>
<b>Expenses</b>				
<b>Other Services</b>				
General Insurance (Bonding)	\$0.00	\$7,113.00	\$7,500.00	(\$387.00)
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$7,113.00</b>	<b>\$7,500.00</b>	<b>(\$387.00)</b>
<b>Operating Profit</b>	<b>\$1,222.15</b>	<b>(\$2,352.44)</b>	<b>(\$1,491.99)</b>	<b>(\$860.45)</b>
<b>Net Income</b>	<b>\$1,222.15</b>	<b>(\$2,352.44)</b>	<b>(\$1,491.99)</b>	<b>(\$860.45)</b>

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

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

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

	Sep 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Grants</b>				
Per Capita Grant	\$0.00	\$6,664.05	-	-
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$6,664.05</b>	-	-
<b>Net Income</b>	<b>\$0.00</b>	<b>\$6,664.05</b>	-	-



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

	Sep 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Interest Income</b>				
Reserve Interest	\$256.12	\$2,768.02	-	-
Royalty Income	\$726.72	\$3,361.23	-	-
<b>Total Revenue</b>	<b>\$982.84</b>	<b>\$6,129.25</b>	-	-
<b>Net Income</b>	<b>\$982.84</b>	<b>\$6,129.25</b>	-	-

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

	Sep 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Interest Income</b>				
Memorial Reserve Interest	\$0.94	\$0.94	-	-
<b>Total Revenue</b>	<b>\$0.94</b>	<b>\$0.94</b>	-	-
<b>Net Income</b>	<b>\$0.94</b>	<b>\$0.94</b>	-	-

## 7. LIBRARY DIRECTOR'S REPORT

### Director's Report

September/October 2023

### Board News

Sexual Harassment Training - there are three trustees who have not yet filed their completion certificate with me. I am awaiting one staff member to complete the training.

### Circulation/Outreach

Starting Friday, October 6th, Sam and I will be visiting the residents of Midwest Senior Care and Assisted Living. We will bring library card sign-up forms and materials for residents to check out. Visits will either be every other week or once a month, depending on need. In time, we hope to start a book club with assisted living residents.

### Adult Services

Our upcoming program, 90s Trivia at Galena Cellars, was filled within 24 hours of posting. Due to the popularity, Larissa is putting together a second night in December. In the past, the library has hosted local artists and their work. The artist had a reception at the library, which had also been well attended. We will have our first artist since COVID in November!

Poet Laureate - Our first Poet Laureate Committee meeting will be October 24th via Zoom. At this meeting we will focus on the selection process.

### Upcoming Programs:

- October 11th: Become a Licensed Childcare Provider
- October 16th: Morning Book Club, *Widows of Malabar Hill* by Sujata Massey
- October 17th: Evening Book Club, *The Thirteenth Tale* by Dane Setterfield
- October 27th: Highland Lifelong Learning: New France
- October 26th: Community Eco Gardens: Landscaping with Native Plants
- November 7th: Mackenzie Whitman Art Reception/Exhibit
- November 8th: ILP: Maya-Camille Broussard
- November 10th: 90s Trivia
- Every Tuesday: Stitchers
- Every Thursdays thru November 2nd

### Youth Services

The first 4H informational meeting had 10 kids in attendance. Rachel attended a 4-H Leadership meeting in Stockton where she met with other 4-H leaders. This was helpful to ensure Galena's is a success. STEAM Club will pick-up in October. Rachel is working with County Transit to help transport kids from GEMS to the library. The first Intro to Improv class went great and the kids are excited to c

#### Upcoming Programs:

- October 13th: Rachel visits 2nd grade
- October 17th: 4-H
- October 17th: ILP: Grace Lin
- October 19th: Intro to Improv
- Every Monday: STEAM Club
- Every Friday: Family Storytime

#### Director

##### Building

- Exterior repair work officially began on September 18th rather than the anticipated September 12th. BSM had to push the project by one week as they had not completed their previous job.
- There are three reports from Todd Birkel included in this report. The project is moving along well. The foreman has been very conscious about keeping the building accessible to the best of their ability. In the coming weeks, once they begin working on the front of the building, the front entrance may be closed.

##### Finances

- I reached out to O'Connor Brooks for a status update regarding the audit. The estimated completion is early November. Hopefully Scott will be able to present to the board at the November meeting.
- Over the next month I will be working on the tax levy. It will be on the November agenda for approval.

##### Digitization

- Update from UIUC: We have been waiting for *Galena Daily Gazette* 1864-1867 and *Galena Daily Gazette* 1930-1942 to be uploaded to IDNC. The other papers that were sent to UIUC in the same batch have been available online since July. I reached out to Will at UIUC and it appears that the above papers were moved into their digital storage repository and not IDNC. Will and his team will start working on getting them uploaded and should be complete by the end of the month.
- Update from Crowley: The scanning process is complete. I reviewed and approved samples this week. Crowley is now working on the NDNP output with a delivery date of the end of the month. We will receive two hard drives - one of which will be sent to UIUC to upload to IDNC.
- Project Scope: We are on target for all papers identified on the current scope to be scanned by the end of the calendar year. They will not all be available on IDNC by the end of the calendar year, but will be in UIUC's queue.
- Future Scope: I have been working with Dale and Rachel on identifying future digitization needs. Previously, we were unable to locate papers to cover the following timeframes:
  - October 1855 to May 1857 (they are available on microfilm)
  - December 1860 to March 1861

Dale did find Galena Daily Advertisers matching the first timeframe! They were tucked away in a corner of the archival room. These papers will be the first papers (among others) to be included on

the new project scope. Discussion was had on whether weeklies (papers that were published on a weekly basis rather than daily) should be digitized. Argument for is that they include county-wide information and preservation. Argument against is that the few pages devoted to local news have already been digitized. The library would be paying for papers to be digitized where 50-60% of the content is already digitized. Additional discussion will be had amongst staff before the next scope is drafted.

### **Social Media Archiving**

- Over the last year, I have been looking into a few companies that offer social media archiving. Social media posts are included, and therefore social media pages, in the Local Records Act [50 ILCS 250]. It will be beneficial to the library to have this software to track all of our social media engagements. It will save posts, comments, likes, deletions, and edits. The software will be helpful for Local Records Act compliance and for FOIA requests. We will be able to conduct searches within the software to locate the wanted information. At this time, we have not had any FOIA requests in regards to our social media accounts.
- The proposal from Pagefreezer is included in this report

### **Legal**

- I am still working with Ron Leinen about the Paid Leave for All Workers Act to ensure our PTO is in compliance with the new law. Ron will be working on a new policy that will include the following changes: vacation time will be updated, PLAW will be included with the language that it can be used for any time-off, and personal time will be eliminated. I am working on obtaining sample policies for him to reference.

### **Continuing Education**

- **Jenna**
  - Paid Leave for All Workers Webinar by HR Source
  - RAILS Library Director Chat for Crises
    - This was in response to the growing number of libraries in the state (mostly in and around Cook County) receiving bomb threats.
  - Employer Access Training by IMRF
  - Boundless Webinar
    - Migration from Axis360 (ebook/audiobook resource) to Boundless
- **Larissa**
  - Authors for Book Clubs by Macmillan
- **Rachel**
  - Boundless Webinar



## **STRUCTURAL OBSERVATION REPORT 1**

### **Galena Public Library**

(Report Date: September 25, 2023)

On September 22<sup>nd</sup>, the Galena Public Library (601 S. Bench Street) was visited to observe the in-progress renovation effort.

Met with Jenna Deitrich (Library Director) and Peter Rynott (Forman for Bi-State Masonry, Inc.) The following list summarizes discussions / observations / findings, as well as recommendations / professional opinions:



#### **Discussions/Observations/Findings:**

- Week One Effort: Bi-State Masonry, Inc. had two masons on the job site. This small crew performed an initial assessment of the site and building to strategize on how to effectively tackle the renovation effort while maintaining access to the building for the public. The following weeks will incorporate a larger group of masons.
- Work Schedule: The masons from Bi-State Masonry, Inc. are mostly from the Quad Cities area. Apparently, they plan on working longer days on Monday through Thursday, and only about half a day on Friday.
- Scope of Work: Thus far, the scope of work appears to match the anticipated work effort and budget. If potential scope changes or scope creep occurs, the Library (i.e., Jenna Deitrich, Board members, etc.) will be informed prior to embarking on work beyond the current scope.
- Water Outage: Apparently, two separate water mains in Galena were damaged later Sept. 21<sup>st</sup> or early Sept 22<sup>nd</sup>, so access to water was not possible and the library will most likely not be open to the public on Sept. 22<sup>nd</sup>.
- Surface Washing: The surface of the stone is partially covered by moss, lichen, and algae growth at some of the facias. Some of these surfaces were power washed with hot water which effectively removes the organic material. The power washing effort will continue when water becomes available.
- Joint Grinding: Many of the joints were ground out to remove old and deteriorated sealant/caulk at the coping, corbelling, and water table (horizontal surfaces). Some of

the joints were partially ground out to remove deteriorated mortar within the stone veneer.

- Stone Repair: A stone block on the north side of the building was deteriorated. The region was ground down and grooved to enhance the bond for the forthcoming repair compound.
- Mortar Color: The masons will experiment and provide examples of various mortar color options toward the northwest corner of the building (type O mortar). Efforts will be made to match the existing mortar that remains, but assessing the color of wet mortar can be challenging. As the mortar dries, the color will become more muted. Peter Rynott will work with the Library (i.e., Jenna Deitrich, Board members, etc.) to garner feedback before selecting the mortar color that will be used throughout the renovation.
- Sealant/Caulk Color: The masons will provide an example of their suggested color for sealant/caulk. Peter Rynott will work with the Library (i.e., Jenna Deitrich, Board members, etc.) to garner feedback before selecting the sealant/caulk color that will be used throughout the renovation.
- Previous Repairs and Maintenance: During previous renovations, the masons incorporated a more liberal application of mortar that extended beyond the joint between the stone pieces. This is particularly evident at corners where some of the old mortar remains adhered to the surface of the stonework. This residue can be challenging to remove. A lighter technique will leave most of the old mortar, and a heavier technique potentially mar the surface of the stone. Peter Rynott will work with the Library (i.e., Jenna Deitrich, Board members, etc.) to garner feedback before selecting the technique of excess mortar removal that will be used throughout the renovation.
- Site Visits: Additional site visits are scheduled weekly at 9:00 am on Friday. A report summarizing activities will be distributed shortly after each site visit.

Observations Performed by:

Hooting Coyote LLC



Todd Birkel  
Structural Engineer





Structural Observation Report  
Galena Public Library  
Report Date: September 25, 2023



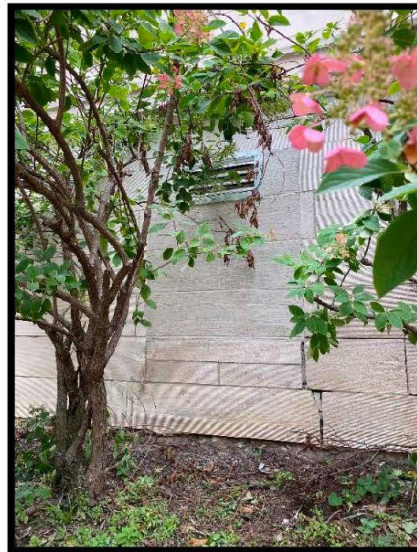
Chimneys – Wrapped with Tarps



Southwest – Joints Ground Out



Rear Wall – Central Joint



Rear Wall - Previous Wall Repair

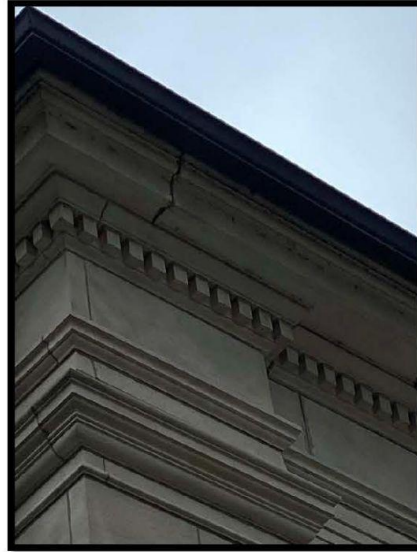




Structural Observation Report  
Galena Public Library  
Report Date: September 25, 2023



Corner Stonework Deterioration



Joint Ground Out



Joint Ground Out



Stonework Preparation for Repair



Structural Observation Report  
Galena Public Library  
Report Date: September 25, 2023



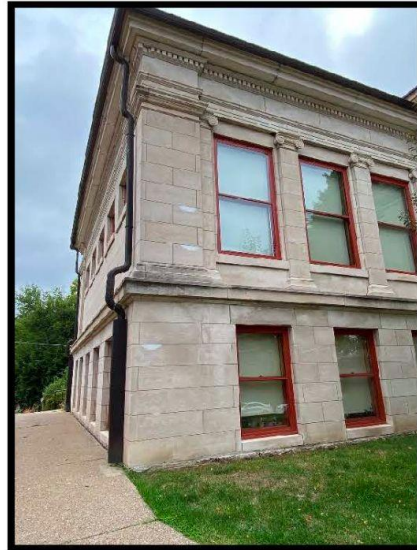
Stonework with Ground Out Joints and Power Washed



Stonework with Ground Out Joints and Prior to Power Wash



Entry Steps – Sealant/Caulk Removal



Southeast Corner







## **STRUCTURAL OBSERVATION REPORT 2**

### **Galena Public Library**

(Report Date: September 29, 2023)

On September 28<sup>th</sup>, the Galena Public Library (601 S. Bench Street) was visited to observe the in-progress renovation effort.

Met with Jenna Deitrich (Library Director) and Peter Rynott (Forman for Bi-State Masonry, Inc.)  
The following list summarizes discussions / observations / findings, as well as recommendations / professional opinions:

#### **Discussions/Observations/Findings:**

- Archives Room: A recurring leak within the Archives Room was discussed (lower level toward the northeast corner of the building. Apparently, precipitation penetrates the exterior wall and deposits on a counter surface near an exterior window. Concerns were expressed that the forthcoming power washing effort in the region might exasperate the problem. After discussing various options, it was agreed that any power washing efforts in the area would be reported to the Library, so observations can be made on the interior side of the wall. If signs of water penetration are observed, the power washing effort in the region will be suspended, until the joint repair work in the region is complete. The hope is that the forthcoming joint repairs will effectively reduce or eliminate the water infiltration and allow the power washing effort to proceed.
- Exterior Entry Walls: The masonry walls on the north and south side of the entry staircase have a parged-like coating on the east ends. The parged coating on the north wall is particularly deteriorated. The Library will research to determine what the ends of these walls originally looked like. At that point, it should be possible to decide how these conditions should be addressed. Fortunately, this portion of the project is scheduled for a week or two in the future, so there is time to review and assess without adversely influencing the project schedule.
- Downspout Staining: The copper downspouts around the perimeter of the building jut inward and outward around the water table features (horizontal surfaces). As the copper material ages and oxidizes, it changes color from bright orange-gold copper to brown and finally to verdigris (green). Some of the residue associated with this chemical reaction spills on the water table leaving a green stain. Attempts were made to reduce or eliminate the stain as part of the power washing effort, but the stain persists. So, most of the green staining will remain.

Structural Observation Report  
Galena Public Library  
Report Date: September 29, 2023

- Sidewalk Drain: A damaged sidewalk drain was discovered on the north side of the building. Bi-State Masonry will investigate to determine if filling in the gap between the concrete sidewalk and the grate is possible.
- Joint Grinding: Most of the joints on the rear side (west) and the north side were ground out to remove old and deteriorated sealant/caulk at the coping, corbelling, and water table (horizontal surfaces). Most of the damaged joints were partially ground out to remove deteriorated mortar within the stone veneer.
- Mortar Color: Examples of various mortar color options were provided toward the northwest corner of the building (type O mortar). Efforts will be made to match the existing mortar that remains, but assessing the color of wet mortar can be challenging. In the end, it was agreed to continue the renovation with mortar applied on the west side of the north entry. As the mortar dries, the color will become more muted.
- Sealant/Caulk Color: An example of the suggested color for sealant/caulk was installed within the water table (horizontal surface) on the north side of the building. It was agreed to continue the renovation with sealant/caulk that was provided in the example.
- Previous Repairs and Maintenance: During previous renovations, the masons incorporated a more liberal application of mortar that extended beyond the joint between the stone pieces. This is particularly evident at corners where some of the old mortar remains adhered to the surface of the stonework. This residue can be challenging to remove. A lighter technique will leave most of the old mortar, and a heavier technique potentially mar the surface of the stone. It was agreed that a reasonably lighter technique should be used to partially remove old mortar residue. This will allow the masons to stay within their budgeted time and avoid increases in scope and costs.
- Site Visits: Additional site visits are now scheduled weekly at 9:00 am on Thursday. A report summarizing activities will be distributed shortly after each site visit.

Observations Performed by:

Hooting Coyote LLC



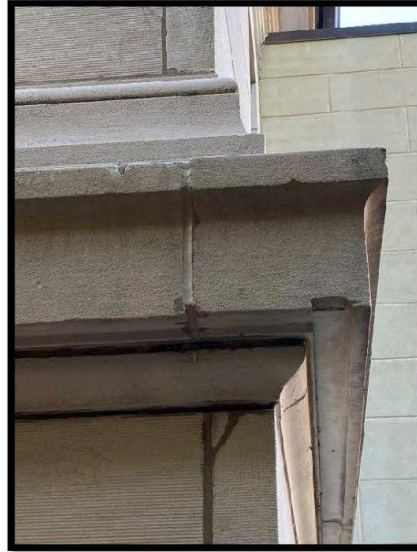
Todd Birkel  
Structural Engineer



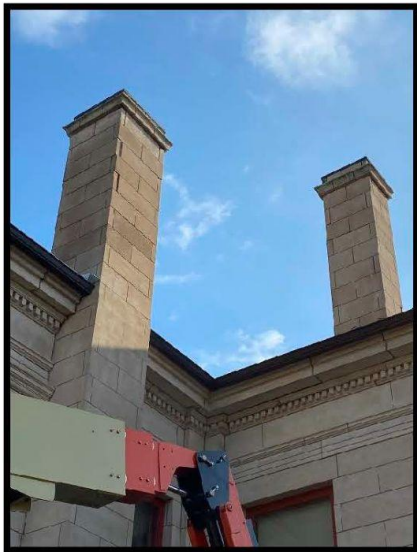
Structural Observation Report  
Galena Public Library  
Report Date: September 29, 2023



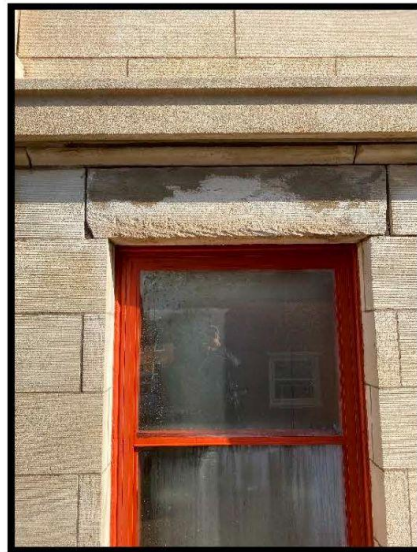
Mortar Color Selection



Sealant / Caulk Color Selection



Chimney Joint Removal

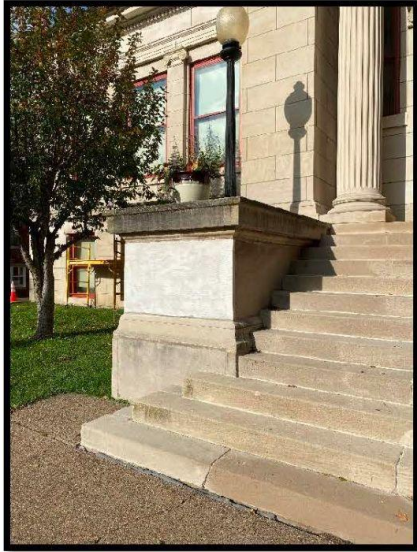


South Side – Header Surface Deterioration

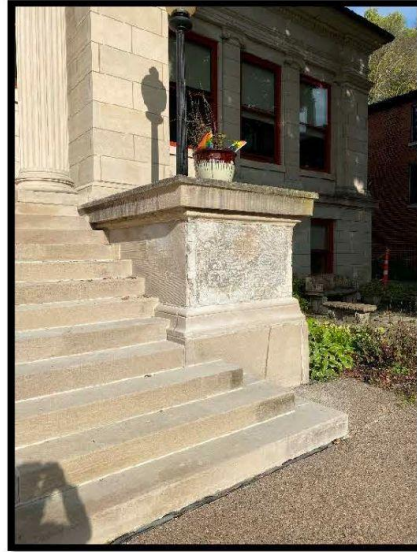




Structural Observation Report  
Galena Public Library  
Report Date: September 29, 2023



Entry Wall - South



Entry Wall - North



Exterior Patio with Stone Furniture



Entry Side (East) with Archive Room Beyond





Downspout with Associated Green Staining



Sidewalk Drain – North Side





### **STRUCTURAL OBSERVATION REPORT 3**

#### **Galena Public Library**

(Report Date: October 5, 2023)

On October 5<sup>th</sup>, the Galena Public Library (601 S. Bench Street) was visited to observe the in-progress renovation effort.

Met with Jenna Deitrich (Library Director) and Peter Rynott (Forman for Bi-State Masonry, Inc.)  
The following list summarizes discussions / observations / findings, as well as recommendations / professional opinions:

#### **Discussions/Observations/Findings:**

- **Schedule:** It is anticipated that four more weeks will be required to finish the renovation work. A more accurate date will be established once the front façade work is underway.
- **Chimneys:** The re-pointing effort at the chimneys is complete. One chimney has a solid copper cap while the other has a copper cap with a central hole. There is no longer a functional purpose for the central hole, so Bi-State Masonry will investigate different options to seal the hole. Ideally, a new solid copper cap should be fabricated to match the other chimney. The effort to obtain (i.e., order, fabricate, deliver, etc.) will be investigated and evaluated. If the cost, or time period is beyond what the project can currently accommodate, the hole will be covered by a flat sheet of copper, secured with screws, and the edges filled with sealant/caulk.
- **Sidewalk Drain:** A damaged sidewalk drain was discovered on the north side of the building. Bi-State Masonry will fill the gap between the concrete sidewalk and the grate with grout and embed pea gravel within the surface to mimic the appearance of the adjacent sidewalk concrete.
- **Stone Patch Color & Texture:** Examples of various stone patch color & texture options were provided toward the northwest corner of the building. Efforts will be made to match the existing stone color and surface texture, but assessing the color of wet patching material can be challenging. In the end, it was agreed to continue the renovation with the patch applied near the base of previously damaged stonework. As the patch material dries, the color will become more muted. It was agreed that thicker patch conditions should be augmented with mechanical connectors (i.e., Tapcon screws, etc.) to enhance the bond between the patch and the stone that remains.



Structural Observation Report  
Galena Public Library  
Report Date: October 5, 2023

- Sealant/Caulk Installation: The sealant/caulk installation effort was mostly complete on the north side and south side, and should be complete on the rear side (west) in approximately one week.
- Eastern Staircase Retaining Walls: The retaining walls on the eastern end of the site were exhibiting cracks and spalls. It was agreed that a sample repair should be performed in the next week to route and fill a crack and fill a spalled surface. If the sample repair is deemed acceptable and reasonable, the other cracks and spalls will be repaired as well. This repair effort is intended to extend the useful life of these concrete structures, as well as enhance their appearance.
- Site Visits: Additional site visits are now scheduled weekly at 9:00 am on Thursday. A report summarizing activities will be distributed shortly after each site visit.

Observations Performed by:

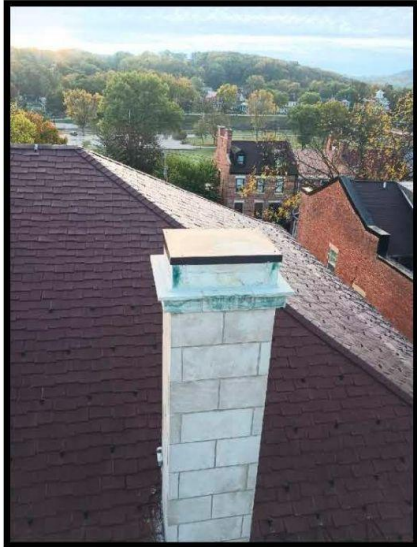
Hooting Coyote LLC



Todd Birkel  
Structural Engineer



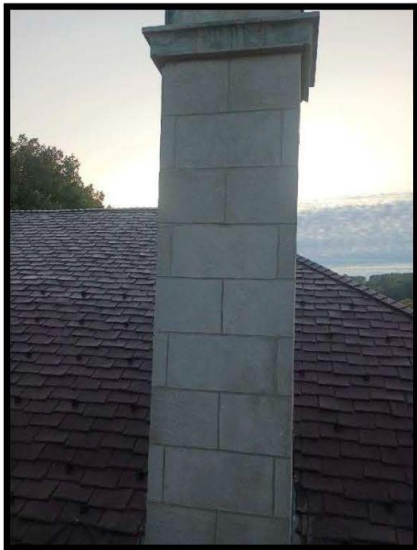
Structural Observation Report  
Galena Public Library  
Report Date: October 5, 2023



Chimney – Copper Cap without Hole



Chimney – Copper Cap with Hole



Chimney – Re-pointed Joints



Sidewalk Drain – North Side

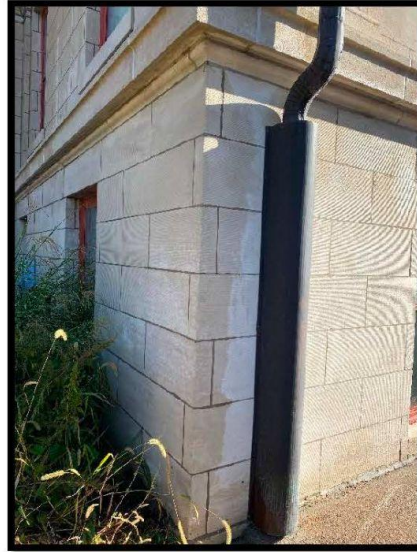




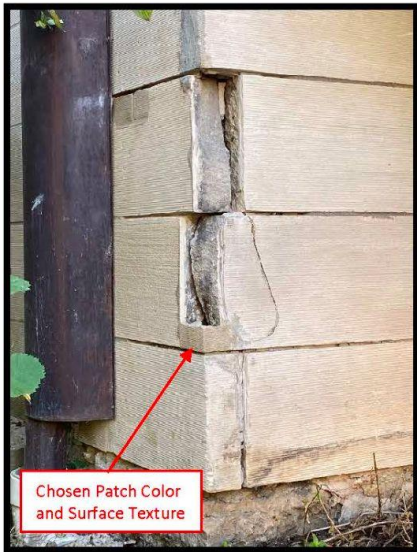
Structural Observation Report  
Galena Public Library  
Report Date: October 5, 2023



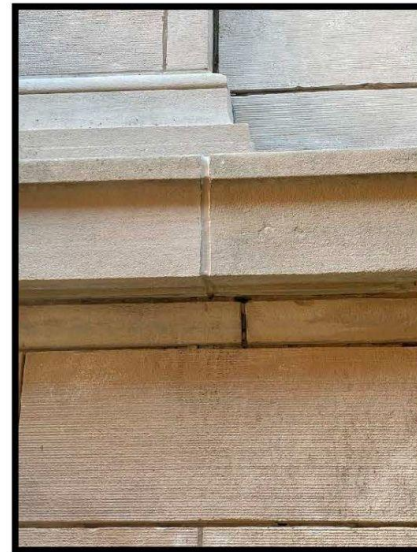
Rear Wall (west) – Power Washing Surface



Rear Wall (west) – Power Washing Surface near Corner



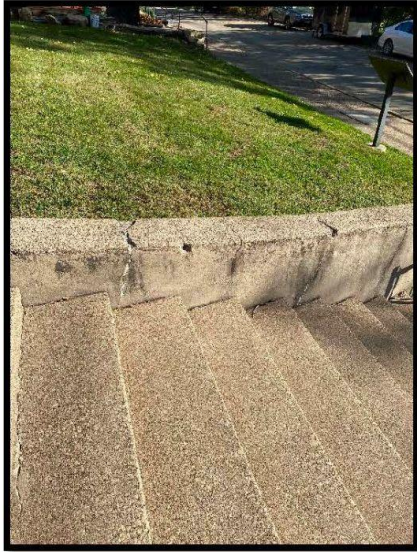
Sample Stone Patch



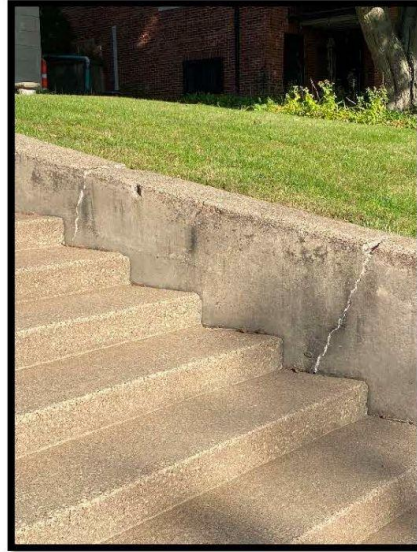
North Side – Water Table Joint filled with Sealant/Caulk



Structural Observation Report  
Galena Public Library  
Report Date: October 5, 2023



Retaining Wall – Cracks and Spalls



Retaining Wall – Cracks and Spalls





# Galena Public Library - Social Media Archiving

## Prepared For

Jenna Diedrich  
Galena Public Library  
601 South Bench Street  
Galena IL 61036  
United States

## Created By

Kevin Griffin  
PageFreezer Software, Inc.  
(888) 916 3999  
[kevin.griffin@pagefreezer.com](mailto:kevin.griffin@pagefreezer.com)  
<http://www.pagefreezer.com>

# Pagefreezer Order Form

08 / 24 / 2023

Quote: 11512965489

Sales person: Kevin Griffin

Email: kevin.griffin@pagefreezer.com

Name	Price	QTY	Subtotal
<b>Pagefreezer Public Records Compliance for Social Media</b> Social Media Archiving for up to 3 social media accounts. Add-on accounts may be obtained at \$35/month each.  Unlimited Records. Unlimited Storage.  Includes continuous account monitoring and archiving at the API (Application Programming Interface) level and replay of archives on PageFreezer.com. Open Record compliant. 1 administrative accounts are included with the PageFreezer account. API access/capture to/from Facebook, Twitter, LinkedIn, Instagram.	\$134.00	12	\$1,608.00
<b>Configuration and Training</b> Personalized assistance for configuration of the website and social media accounts for archiving; creation of user account including access, user names and passwords; initial troubleshooting and quality assurance; administrative configuration for capture engine; test captures; capture optimization; QA cycle - internal; QA cycle - with client; 1:1 training session and access to unlimited weekly free online training.	\$250.00	1	\$250.00
<b>Helpdesk Standard</b> Weekdays, 9am-5pm PST, excl. holidays, email, phone, web support, online ticket system, knowledge base, user documentation.	\$0.00	1	\$0.00

One-time costs: \$250.00

Annual Recurring: \$1,608.00

## Terms & Conditions

Galena Public Library - Social Media Archiving



This is a quotation on the goods named, subject to the following conditions:

- i) All prices in USD and excluding sales tax
- ii) PageFreezer Subscription Agreement: [https://www.pagefreezer.com/pagefreezer\\_subscription\\_agreement\\_government/](https://www.pagefreezer.com/pagefreezer_subscription_agreement_government/)
- iii) Payment per year up-front
- iv) Term of this agreement is 3 years.
- iv) **Recurring annually until cancellation**
- v) Cloud data storage in our SOC 1 & SOC 2 compliant datacenter in Seattle, WA.
- vi) Term start date October 1, 2023
- vii) This quote is valid till September 30, 2023

In WITNESS WHEREOF, I have signed this agreement effective as of the day and year upon completion of signing.

Galena Public Library

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

PageFreezer Software, Inc.

By: \_\_\_\_\_

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

Name: Peter Callaghan

Title: Chief Revenue Officer

## 9.a BUILDING & GROUNDS COMMITTEE

### Building & Grounds Minutes

October 6, 2023 - DRAFT

#### Call to order, roll call

Blaum called the meeting to order at 1:00pm.

Roll call: Rector -present, Blaum- Present, Beadle - excused, Lenstra - excused, Diedrich - present

#### Public Comments

None

#### Approval of August 9, 2023

Rector moved to approve the August 9 minutes. Blaum seconded. Motion passed unanimously.

#### Updates on Exterior Repair Project

The committee went through the three reports compiled by Todd Birkel of Hooting Coyote. Diedrich shared that Birkel has been visiting every Thursday at 9am. A walk-through of current progress is discussed with Foreman Peter Rynott and the plan for the following week. BSM has been great to work with and open to having small additions to the project. Two small additions include: repairing the storm drain on the north side of the building. BSM will remove the grate, clear out the debris, and place new mortar around the grate. This will help secure it and remove the current tripping hazard. The second addition will be to repair small cracks in the retaining wall at the first set of stairs in the front of the library. BSM will grind out the old mortar and replace it with new.

Diedrich informed the committee that the back and sides of the library should be completed by the end of next week. Beginning the 16th, BSM will demo and start work on the front. With work on the front of the building, the front entrance may be closed for safety reasons. BSM will communicate with Diedrich when that time comes so the information can be shared publicly.

Blaum inquired about how the lift will be stored when the work moves to the front of the building. He suggested discussing with BSM if they have contacted the city to potentially cone of spaces on Bench St. Diedrich will contact the city next week.

Discussion moved to the chimney repair. Most of the tuck pointing is complete. One of the chimney tops has a large hole in it. BSM will replace with a new topper of the same material



(copper). Diedrich will look into past projects and library minutes to see if the hole in the topper was intentional as it looks like it was cut purposely.

#### Children's Egress RFB

The committee reviewed the scope of work provided by Jim Baranaski and the RFB template that was used for the exterior project. Blaum inquired whether the insurance requirement of a minimum value of \$3,000,000.00 was necessary for the egress project. It was also asked if the bid requirement for representation of similar projects was necessary. Diedrich suggested once the draft RFB is complete that we ask Baranski to look it over to see if it is in line with project needs.

Blaum would like to see that the library has final approval of stain and trim colors, similar to the mortar and caulk approvals for the exterior project. Rector inquired where we plan to publish the bid notice for this project. Diedrich suggested the Gazette, the Telegraph Herald, and maybe the Quad City Times or Rockford Register.

The committee discussed the timeline of the egress window project. The first action item is to reach out to Baranski and then update the RFB based on his suggestions. The committee would like to have another meeting prior to the November Regular Meeting, in which the RFB could be an agenda item for approval.

#### Items for next agenda

Fireplace restoration update

Egress window RFB

#### Adjournment

Meeting was adjourned at 12:40pm.

Respectfully submitted,

Jenna Diedrich

Library Director

## 9.b DECENNIAL COMMITTEE

### Decennial Committee

September 11, 2023 - Draft

The Decennial Committee met during the Board of Trustees Regular Meeting on September 11, 2023. Library resident committee members, Tim Buisker, Alex Potter, and Sandra Schultz were invited to be a part of the discussion.

Walker, Decennial Chairperson, and Diedrich, Library Director, had met on August 19th and completed an initial run through of the report. They decided that the last few sections should be completed by the entire committee. The committee had been given the draft report, the Strategic Plan, and copies of supplemental documents in relation to the strategic plan. Committee members were asked to review all documents and bring their thoughts to complete sections IX through XIII.

#### Section IX: What has GPLD done well?

Walker highlighted the outstanding programming for all ages and that the library staff serves patrons well. Schultz and Rector added that library continued partnership with the schools has been beneficial for both organizations. Sprengelmeyer applauded the substantial list of community partnerships. Other mentions included: the availability and breadth of local history, the expansion of digital resources, diversity of communication (website, newsletter, social media), attractive marketing, and social media presence.

#### Section X: Inefficiencies:

The topic that garnered the most attention was the inability to reach the underserved and unserved communities, specifically the local Hispanic community. Despite previous efforts, none have been exceedingly successful. Other mentions included: language services, bilingual staff, lack of meeting space, lack of designated quiet space, public engagement during board meetings, limited outreach, limited accessible parking, and overall limited parking spaces.

#### Section XI: What can GPLD do better or more efficiently?

The following action steps were identified for the noted inefficiencies:

- Language services: promote Spanish language materials, create Spanish language content, create how-to videos in Spanish for digital resources
- Bilingual staff: When employment opportunities arise, translate advertisements into Spanish, share with Spanish speaking community stakeholders, share with school counselors to disseminate to bilingual students

- Outreach: increase outreach efforts, partnerships with Midwest Senior Care and Assisted Living, having booths at community events, offsite book clubs, etc.
- Community engagement during board meetings: update Bylaws to increase public comments
- Parking/Transit: work with County Transit for transporting people to the library for programming.
  - A larger sign in front of the library notating the parking lot around back

#### Section XII: Governmental Efficiencies

This section will focus on the efficiencies of the board and was not discussed during the meeting.

#### Section XIII: Committee's recommendations

It was suggested that the library apply project management for individual inefficiencies to best track plan implementation and improvement. The committee would like to meet in six to nine months time to review the progress of identified items.

Respectfully submitted,

Jenna Diedrich

Library Director

## 9.e POLICY COMMITTEE

### Policy Committee Minutes - Draft

September 21, 2023

#### Call to order, roll call

Walker called the meeting to order 11:00am.

Roll call: Vanderpool - present, Sprengelmeyer-present, Walker-present. Also present Jenna Diedrich

#### Public Comments

None

#### Approval of April 21, 2023 minutes

Sprengelmeyer moved to approve the April 21, 2023 minutes. Walker seconded. Motion passed unanimously.

#### Social Media Policy

Under Comment and Terms of Use, number three, ought to be changed from "Threats to any individual or organization;" to "Threats to any individual, group, or organization." In the third paragraph of this section, the sentence "The Library reserves the right to deny access to Library social media sites for any individual who violates the Library's social media policy, at any time and without prior notice" will be changed to "The Library reserves the right to deny access to Library social media sites at any time and without prior notice for any individual who violates the Library's social media policy."

Discussion was had about the public availability of library policies. Walker suggested having the social media policy be available on the library's social media sites. Diedrich informed the committee that all library policies are available on the library website and a physical copy is available at the library. For consistency across all library policies, it was determined this practice be continued.

Sprengelmeyer moved to recommend the Social Media Policy with revisions to the board for approval. Vanderpool seconded. Motion passed unanimously.

#### Circulation Policy

Under Circulation of Material, in the Loan Periods section, Vanderpool inquired whether the term "special collections" be defined. The term special collections includes materials that are outside the typical library materials, such as books, DVDs, CDs, etc. Discussion determined that the

Circulation Policy was not the place for a definition. Diedrich informed the committee that the library does share with patrons what is included in the library's special collections. Due to the ever changing materials, it is better to leave it vague so the policy does not need constant revising.

Discussion was had on removing all of the individual user agreements. When obtaining a library card, the library card holder is accepting responsibility for all items that they check out. Having individual use agreements is redundant. Sprengelmeyer pointed out that those agreements may also create a barrier to patrons using them. Being presented with the cost of and components may deter people from using the items. Diedrich informed the committee that upon checkout and check in, the ILS informs the staff member what all should be included. For example, the hotspot should have the hotspot, cord, charging cube, and pamphlets. If not all of those are present, staff can take the proper steps to charge a patron for the missing/damaged/lost item. The committee agreed to the removal of all user agreements.

Discussion was had on the removal of the wireless hotspot policy. The biggest piece of this policy is the age requirement. The current policy states users must be 18 to check out the hotspots. Vanderpool highlighted this creates a barrier for students to check them out to use for homework purposes. If the library does not put age limitations on other materials, then we should not have an age limitation on the hotspots. The committee agreed to the removal of this policy.

Vanderpool moved to recommend the revisions to the Circulation Policy to the board for approval. Sprengelmeyer seconded. Motion passed unanimously.

### Bylaws

The committee reviewed the changes to Articles I thru III. Diedrich gave background to new committee members that the Bylaws are being revised to be more in line with what the State suggests. This was a project started under a former Policy Chair.

In Article I, first paragraph, last sentence, "The address of the library shall be 601 S. Bench Street, Galena, IL 61036." Diedrich stated this sentence was one she had seen in other Bylaws. The committee felt it was unnecessary.

In Article II, Section 1, discussion was had regarding the oath of office on the third Monday, when the board currently meets on the second Monday. The statute sets when newly elected officers may take office, which is the third Monday of the month following the election. For the library this falls on the third Monday in May.

In Article III, Section 1, discussion was had on office limits. The library does not currently have office limits, meaning that the same Trustee may be Board President for multiple terms in a row. The committee found it important to include the office limits.

In Article III, Section 3.A, the duties of the Board President. Sprengelmeyer requested the duties include the Board President's role in agenda creation. Before the last sentence, the committee suggests adding "The Board President must approve Board meeting agendas prior to public posting." Discussion was had if the Board President is unavailable, would this sentence not allow the agenda to be posted. The Vice President's duties cover this scenario in that they assume all duties of the president if they are unable to act."

Due to time constraints, the committee decided they will continue the review of the Bylaws at a second meeting.

Items for next agenda

Continue review of draft bylaws.

The committee scheduled the next meeting for October 12th at 11am in the Historical Room.

Walker adjourned the meeting at 11:59 am

Respectfully submitted,  
Jenna Diedrich  
Library Director

## 9.e.i POLICY COMMITTEE: DISCUSSION AND POSSIBLE ACTION ON REVISIONS TO SOCIAL MEDIA POLICY



### SOCIAL MEDIA POLICY

The Galena Public Library District uses various social media platforms to present matters of interest to our community and others. This policy establishes procedures for the establishment and use of social media platforms as a means of obtaining or conveying Library information to and from its community in furtherance of various goals.

The purpose for use of social media sites is to obtain or disseminate information useful to and about the Library. The Library encourages the use of social media to further the mission, vision, and value statements of the Library. It is vital to note that the Library's social media sites are not intended to be public forums. All comments and discussions that may take place on the various platforms will be moderated by the Library for compliance with this policy and the terms of use of the respective social media platform.

### APPROVAL AND ADMINISTRATION

1. The establishment and use of social media platforms are subject to approval by the Library Director.
2. All Library social media sites shall be administered by the Library Director. The Library Director and their designees shall be trained regarding the terms of the social media policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy. The Library Director or their designees will be responsible for monitoring content on Library social media sites to ensure adherence to both the Library's social media policy and the interest and goals of the Library.
3. Wherever possible, Library social media sites should link back to the Library's website for forms, documents, online services, and other information necessary to conduct business with the Library.
4. All social media sites should clearly indicate that any content submitted for posting is subject to public disclosure.
5. The Library reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.
6. Any content removed based on these guidelines must be retained by the Library for an amount of time that is in accordance with the Local Records Act.

### COMMENT AND TERMS OF USE

Comments containing any of the following inappropriate content shall not be permitted on Library social media sites and are subject to removal and/or restriction by the Library:

1. Profane, obscene, violent, sexual, or pornographic content and/or language;

2. Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, age, religion, gender, sexual orientation, or national origin;
3. Threats to any individual or organization;
4. Solicitation of commerce, including advertising of any business or product for sale;
5. Conduct in violation of any federal, state, or local law, regulation, or policy;
6. Encouragement of illegal activity;
7. Information that may tend to compromise the safety or security of the public or public systems;
8. Spam or links to other sites;
9. The promotion of commercial activities not related to Library business;
10. Content in support of or opposition to political campaigns or ballot measures; and
11. Content that violates a legal ownership interest, such as a copyright or trademark.

A comment posted by a member of the public on any Library social media site is the opinion of the poster only, and publication of a comment does not imply endorsement of, or agreement by, the Library, nor do the comments necessarily reflect the opinions or policies of the Library.

The Library reserves the right to deny access to Library social media sites for any individual who violates the Library's social media policy, at any time and without prior notice.

Library employees, designated by the Library Director, should not share personal information about themselves or other employees in comment responses.

All comments posted to any social media site are bound by that platform's terms of use and the library reserves the right to report any violation to the respective platform.

Users who enter private or personal information on any Library social media site do so at their own risk, and the Library is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information.

## COMPLIANCE WITH LAWS

All Library social media sites must adhere to applicable federal, state, and local laws, regulations, and policies.

Library social media sites and content may be subject to the Illinois Freedom of Information Act. Any content maintained in a social media format that is related to Library business may be a public record subject to public disclosure. Content related to Library business must be maintained in an accessible format so that it can be produced in response to a request.

The Illinois Local Records Act may apply to social media content. The Library must preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period. Records are archived in a format that preserves the integrity of the original record and is easily accessible.



## 9.e.ii POLICY COMMITTEE: DISCUSSION AND POSSIBLE ACTION ON REVISIONS TO CIRCULATION POLICY



### CIRCULATION POLICY - REVISIONS

#### LIBRARY CARDS

The Galena Public Library District is supported by property taxes assessed within East and West Galena Townships. A library card is available to anyone who lives within the limits of these townships. Anyone living outside these townships, who does not support another public library in Illinois, may purchase a non-resident library card (see Non-Residents).

#### **Residents of East or West Galena Township**

Adults must present two forms of identification including a current photo ID, name, and address to apply for a library card. Documents accepted include driver's license, voter registration, utility bill, checkbook, passport, lease, etc. Adult age is 18 years and older.

A parent or legal guardian must be present to apply for a minor's library card. Parents or legal guardians are responsible for checked out materials on a minor's card. Parents and legal guardians are to understand that the library will not be responsible for the content in materials checked out from the library or requested from another library. The Galena Public Library does not serve as in loco parentis.

All library cards are valid for one year. Upon expiration, proof of residence is required. If the cardholder's residence is no longer in district, they must acquire a library card from the new home library. The library must be notified of a residence change as soon as possible.

If any library account becomes delinquent (unpaid damaged materials, unpaid lost materials, etc.), all accounts listed in the same household are also considered delinquent. Circulation for all accounts is suspended, meaning cardholders may not borrow materials or placed holds until assessed fees have been paid.

#### **Non-Residents**

A person or family residing outside East or West Galena Township may purchase a non-resident card. A person residing outside of the district may apply for a non-resident card at the public library closest to their personal residence. This is in accordance with the Public Library District Act ([75 ILCS 16/30-55.6](#)),

A non-resident card is valid for one year from the date of purchase. Multiple cards may be issued to members of the same residence. To obtain a card, the individual must present a current photo ID along with either a tax bill or renter's information. A non-resident cardholder is provided all the same services provided to those reside within the district, including reciprocal borrowing privileges.

#### *Non-Resident Fee for Renters:*

The non-resident fee for renters is determined by multiplying the monthly rent by 0.15. The renter shall provide a copy of the current lease or rent receipt. The fee is non-refundable.

#### *Non-Resident Fee for Property Owners*

The non-resident fee for property owners is determined by the tax rate method. The property owner shall provide a copy of the current tax bill. The net taxable value of the residential property is multiplied by the library's current tax rate. The fee is non-refundable.

#### *Exceptions*

The non-resident fee is waived for any individual who resides outside the library district but owns property within the district. Only one card will be issued per taxable property and may be used by that person only. The card is valid for one year. Upon expiration, proof of paid taxes on the property is required.

#### **Reciprocal Borrower**

The Galena Public Library District participates in the Reciprocal Borrowing Program operated under the auspices of Reaching Across Illinois Library System (RAILS) and the Illinois State Library. Any valid library card from another public library in Illinois will be honored pending verification from the home library.

Individuals seeking to become reciprocal borrowers will register the library card issued by their home library with the Galena Public Library. Reciprocal borrowers do not have privileges to place holds or request materials through interlibrary loan.

Library cardholders of fully participating or basic online libraries within the PrairieCat consortium are entitled to full library services except for interlibrary loan requests through WorldCat. These searches must be initiated at the home library.

#### **Staff**

A Galena Public Library District card may be issued to library staff members who reside outside the library district's boundaries. Staff library cards are valid until the staff member leaves the library's employment.

#### **Lost Cards**

It is the responsibility of the cardholder or the parent or legal guardian of a cardholder to notify the library if the card is lost or stolen. The cardholder or the parent or legal guardian is responsible for materials checked out on the card.

#### **CONFIDENTIALITY**

All records at the Galena Public Library District relating to patron registration and circulation of materials are considered to be confidential in nature and in accordance with the Library Records Confidentiality Act (75 ILCS 70/1). The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law.

## CIRCULATION OF MATERIAL

Galena Public Library cardholders may present their library card or card number in order to check out materials. Cardholders will be allowed to check out materials without a card or card number if they present a valid photo ID. Children under the age of 18 will be allowed to check out materials without a card, card number or photo ID if they can provide their name and one of the following: address, telephone number, or birth date.

### Loan Periods

Materials have a two-week check out period with the exception of ~~museum-passes~~ **special collections**. ~~Museum-passes check out for one week.~~ **Due to the rotating materials available in the Library's special collections, loan periods may be confirmed with library staff.**

The only materials with quantity limits are DVDs and CDs. DVD and CD checkouts are limited to ten per library card.

### Renewal of Materials

Materials may be renewed two times if the item has no holds. Hotspots may be renewed one time if the item has no holds. To renew:

- Visit the library in person
- Calling the library at 815-777-0200
- Emailing [info@galenalibrary.org](mailto:info@galenalibrary.org)
- Online by logging into the cardholder's account at [support.prairiecat.info](http://support.prairiecat.info)
- Downloading the app

### Notifications

Patrons will be notified of due dates, overdue materials, hold pickups, and interlibrary loan materials by choosing one of the following preferred notifications:

- Phone number
- Email
- Text message
- Push notification through PrairieCat App

### Interlibrary Loan/Holds

Materials borrowed through interlibrary loan have a circulation period and renewal policy, which are determined by the lending library. Interlibrary loan requests and hold requests may be made with library staff, through the online card catalog, PrairieCat, the PrairieCat App, or via email.

All materials, whether secured through interlibrary loan or from the Galena Public Library, will be held for six days. In order to place a hold, the cardholder must be in good standing. Patrons may put up to 20 items on hold.

### Overdue Material

All materials are considered overdue if not returned by the due date presented at time of checkout. If an overdue item(s) is not returned by 21 days after the due date, the cardholder's account will be blocked from use until the item(s) is returned.

If an overdue item (s) is not returned by 44 days after the due date, the item will be considered lost and the cardholder will be billed as described in the Lost/Damaged Materials section below. The library will contact the patron with overdue notices before billing the patron for the items. A friendly reminder notice will be sent at 7 days after due date, the first overdue notice at 14 days, the second overdue notice at 21 days, final

overdue notice at 30 days, and a bill notice at 44 days. At 44 days past the due date, the patron is financially responsible for lost or damaged materials.

The Galena Public Library will make a good faith effort to notify cardholders when their items become overdue according to their communication preferences and contact information set up at the time of library card registration. Overdue notification is a courtesy and does not exempt the cardholder from bills concerning overdue materials. The library is not responsible if the notification is not received by the cardholder.

### **Lost/Damaged Materials**

It is the responsibility of the cardholder to pay for lost or damaged materials. If the cardholder loses library materials, the cardholder will be charged for the full replacement cost of the materials. If the lost materials, which have been paid for, are found within 60 days, the library will refund the original amount paid by the patron. Materials borrowed through interlibrary loan will be billed according to the policies of the lending library.

If returned material is damaged and unsuitable for further circulation, the cardholder will be charged for the full replacement cost of the material. Damaged materials that have been paid for may be returned to the patron.

Library materials that are lost or damaged in a fire, flood, or by theft, documented by a police or insurance report, are not subjected to replacement costs.

The library does not accept a substitute or replacement of lost or damaged materials by patrons. It is at the library's discretion to replace lost or damaged items as needed.

### **Items Claimed Returned**

If an item is claimed as returned, the item will be marked as such. If the item is found at the library, the record will be cleared. If the patron finds the item, they must return the item to the library. If, after three months, the item is not returned, the patron will be billed.

### **Returning Library Materials**

Cardholders are expected to return material on or before its due date. The library maintains an outside drop box for the convenience to return library materials. The drop box is emptied daily, except on Sundays and days the library is closed. Materials returned outside after ~~11~~ 10 am will be checked in the next day the library is open to the public.

Items including the hotspots, projector, microphone, photography lights, green screen, and light box are not to be returned to the outside drop box.

### **Service Fees**

Prints and copies are \$0.25 per page. A maximum of 10 prints and copies may be made by a patron per day.

Laminations are \$1.00 per 8.5" x 11" paper.

No fee for scans or faxes.

### **Fines**

As of 10/12/2021 the Galena Public Library District is a Fine Free Library.

#### WIRELESS HOTSPOT POLICY - REMOVE

Wireless hotspots may only be checked out to Galena Public Library cardholders in good standing who are 18 years of age or older. Since the Wi-Fi Hotspot benefits the whole household, ALL members of a household must have cards in good standing (no fines or overdue items and no history of a delinquent account) in order to be eligible to checkout a Wi-Fi hotspot. Hotspot checkout is limited to one per household at a time.

Each time a patron checks out a hotspot, they will sign the Wireless Hotspot User Agreement. Patrons will comply with all federal and state laws regarding internet use, as well as the Galena Public Library Computer and Internet Use Policy.

Galena Public Library will not be held liable for data loss or breach of confidential information while the patron uses the hotspot. Further, the patron releases Galena Public Library of all liability associated with the viewing of, use of, or exposure to any information, picture, or graphical representation the patron may encounter while using the wireless connection.

The patron assumes responsibility for the hotspot, including loss, damage, or theft thereof. Replacement cost for a lost, damaged, or stolen hotspot will be \$200. Overdue hotspots will be charged \$2.00 per day, for which the maximum fine may accumulate to replacement cost. Service to the device will be turned off should it become overdue. Hotspots must be returned to the Circulation Desk inside the library during open hours and not to the drop box. A \$5 fee will be placed on the patron's account if returned to the outside drop box.

Failure to comply with this policy may result in suspension of borrowing privileges at the library or other appropriate legal action.

Approved: 02/10/2020



## WIRELESS HOTSPOT USER AGREEMENT - REMOVE

I, \_\_\_\_\_, am an adult Galena Public Library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will comply with the Galena Public Library Wireless Hotspot Policy and the Computer and Internet Use Policy (available upon request).
2. I will not violate any state or federal statutes pertaining to internet use while using this hotspot.
3. I absolve Galena Public Library of liability for any loss of data or breach of confidential information that occurs while using this hotspot. I release the Galena Public Library of all liabilities associated with the viewing of, use of, or exposure to any information, picture, or graphical representation I may encounter while using this wireless connection.
4. I assume responsibility for the hotspot, including loss, damage, or theft thereof. Replacement cost for a lost, damaged, or stolen hotspot will be \$200. Service to the device will be turned off should it become overdue.
5. I will return the hotspot to the Circulation Desk inside the library during open hours and not to the outside drop box. Hotspots returned in the outside drop box will result in a \$5 fee placed on my account.
6. Failure to comply with this policy may result in suspension of borrowing privileges at the library or other appropriate legal action.

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Patron's Printed Name

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Patron's Signature and date

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Staff Signature and date

Approved: 02/10/2020



EPSON EX3210 PROJECTOR USER AGREEMENT - REMOVE

I, \_\_\_\_\_, am an adult Galena library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will return the Epson EX3210 projector and all the included equipment parts and instructions to the Galena Public Library within two weeks of the checkout date. The following parts and instructions are included:
  - a. EPSON EX3210 Projector
  - b. Power adapter
  - c. 1 HDMI cable
  - d. 1 component cable
  - e. 1 VGA cable
  - f. 1 Mini Display Port to HDMI adaptor
  - g. Two instruction booklets
2. If any part of the system is damaged or lost during the checkout period, I will reimburse the library for the cost of replacement.
3. I will report any malfunctions to the library staff.
4. I will return the items to the Circulation Desk inside the library during open hours and not to the outside drop box.
5. I understand the total cost of replacement is \$260.

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Patron's Printed Name

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Patron's Signature and date

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Staff Signature and date

Approved: 04/18/2017  
Revised: 02/10/2020  
Revised: 10/11/2021



## SHURE WIRELESS COMBO MICROPHONE SYSTEM USER AGREEMENT - REMOVE

I, \_\_\_\_\_, am an adult Galena Public Library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will return the Shure Wireless Combo Microphone System and all the included equipment parts and instructions within two weeks of the checkout date. The following parts and instructions are included:
  - a. Shure PG58 Handheld Wireless Microphone, two AA batteries, and mount
  - b. Shure CVL-BIC Lavalier Microphone, two foam wind guards, and clip
  - c. Shure BLXT-J10 Wireless Transmitter and two AA batteries
  - d. Shure BLX88-J10 Dual Channel Receiver and power cable
  - e. Roland MA-12 Speaker Set
  - f. Microphone Cable with two ¼ inch adapters
  - g. Four instruction booklets
2. If any part of the system is damaged or lost during the checkout period, I will reimburse the library for the cost of replacement.
3. I will report any malfunctions to the library staff.
4. I will return the system to the Circulation Desk inside the library during open hours and not to the outside drop box.
5. I understand the total cost of replacement is \$549.

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Patron's Printed Name

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Patron's Signature and date

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Staff Signature and date

Approved: 02/10/2020  
Revised: 10/11/2021





## PHOTOGRAPHY LIGHT KIT USER AGREEMENT - REMOVE

I, \_\_\_\_\_, am an adult Galena Public Library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will return the Photography Light Kit and all the included equipment parts and instructions within two weeks of the checkout date. The following parts and instructions are included:
  - a. 1 x Neewer Photo Studio Equipment Carrying Case (Replacement cost \$60)
  - b. 2 x 45W Photography CFL light bulbs (Replacement cost \$28.99/6)
  - c. 2 x 33" White Photography Umbrella (Replacement cost \$22.99/2)
  - d. 2 x Photo Light Bulb Holder (Replacement cost \$12.60/2)
  - e. 2x7ft Photography Light Stand (Replacement cost \$32/1)
2. If any part of the system is damaged or lost during the checkout period, I will reimburse the library for the cost of replacement.
3. I will report any malfunctions to the library staff.
4. I will return the kit to the Circulation Desk inside the library during open hours and not to the outside drop box. Kits returned to the outside drop box will result in a \$5 fee placed on my account.
5. I understand the total cost of replacement is up to \$200.

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Patron's Printed Name

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Patron's Signature and date

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Staff Signature and date

Approved 10/11/2021



GREEN SCREEN KIT USER AGREEMENT - REMOVE

I, \_\_\_\_\_, am an adult Galena Public Library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will return the Green Screen Kit and all the included equipment parts and instructions within two weeks of the checkout date. The following parts and instructions are included:
  - a. 1 x 8.5ft x 10ft Backdrop Stand (Replacement cost \$38.99)
  - b. 1 x Chromakey Green Backdrops Background 6x9ft (Replacement cost \$12.95)
  - c. 2 x 4.5 inch Heavy Duty Spring Backdrop Clamps (Replacement cost \$8.99/6)
  - d. 1 x Carrying Case (Replacement cost \$15)
2. If any part of the system is damaged or lost during the checkout period, I will reimburse the library for the cost of replacement.
3. I will report any malfunctions to the library staff.
4. I will return the kit to the Circulation Desk inside the library during open hours and not to the outside drop box. Kits returned to the outside drop box will result in a \$5 fee placed on my account.
5. I understand the total cost of replacement is up to \$100.

\_\_\_\_\_  
Patron's Printed Name

\_\_\_\_\_  
Patron's Signature and date

\_\_\_\_\_  
Staff Signature and date

Approved 10/11/2021



#### ANGLER LED PORT-O-CUBE KIT USER AGREEMENT - REMOVE

I, \_\_\_\_\_, am an adult Galena Public Library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will return the Angler LED Port-O-Cube Kit and all the included equipment parts and instructions within two weeks of the checkout date. The following parts and instructions are included:
  - a. 1 x 27 inch Light Tent
  - b. 1 x Gray Background
  - c. 1 x Green Background
  - d. 1 x White Background
  - e. 1 x Black Background
  - f. 2 x Diffusers
  - g. 1 x Power Adaptor with Dimmer
  - h. 1 x Power cable
2. If any part of the system is damaged or lost during the checkout period, I will reimburse the library for the cost of replacement.
3. I will report any malfunctions to the library staff.
4. I will return the kit to the Circulation Desk inside the library during open hours and not to the outside drop box. Kits returned to the outside drop box will result in a \$5 fee placed on my account.
5. I understand the total cost of replacement is up to \$120.

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Patron's Printed Name

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Patron's Signature and date

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Staff Signature and date

Approved 10/11/2021

## 10a. DISCUSSION AND POSSIBLE ACTION ON CHANGE TO HISTORICAL ROOM HOURS



TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

Date: October 4, 2023

RE: Change to Historical Room Hours

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Last month, it was proposed to the Board that the Historical Room hours be changed from:

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

Wednesday: 1-7pm

Saturday: 1-4pm

to:

Tuesday thru Saturday 12-5pm.

The total amount of operational hours will remain the same (25). The change would allow for consistent hours that will be easily shared to the community, better service to patrons during times the room is in demand, eliminating evening hours that are not being utilized, lengthening Saturday hours to better serve local and visiting patrons, etc.

This change has been discussed with all staff, volunteers, and regulars patrons of the room. Nearly all parties find the change to be beneficial to the library and the room.

Thank you for the consideration,  
Jenna

## 11a. DISCUSSION AND POSSIBLE ACTION ON CLOSING EARLY ON OCTOBER 31, 2023



TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

Date: October 4, 2023

RE: Closing early on October 31st

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I am requesting the Board approve an early closure of the library on Tuesday, October 31st so library staff may participate in Halloween festivities with their families. A handful of staff have young children that they would like to take Trick-or-Treating that evening. Galena's Trick-or-Treating is typically between 5pm - 7pm, which would not give staff working until 7pm any time to attend.

Last year, the Board approved this request. I appreciate the Board taking the time to consider it again.

Jenna