



Library Board of Trustees Meeting
Regular Meeting Monday, November 13, 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 October 9, 2023
 - b. Approval of bills paid/payable: 10/07/2023 - 11/10/2023
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
 - i. Discussion and possible action on Egress Window RFB
 - b. Decennial - Walker
 - c. Finance - Beadle
 - d. HR - Rector
 - e. Policy - Walker (ACTION)
 - i. Discussion and possible action on revisions to Bylaws
10. Unfinished Business (ACTION)
 - a. Discussion and possible action on community members participating in discussions on digitization
11. New Business (ACTION)
 - a. Discussion and possible action on December and January holiday closures
12. Motions, Resolutions, Ordinances (ACTION)
 - a. Ordinance #24-02: FY2024 Tax Levy
13. Closed Session
14. Items for next agenda
15. Announcements
16. Adjournment

Next meeting: Monday, December 11, 2023 at 6:30pm, Galena Public Library, 601 S Bench St.,
Galena, IL 61036 - Historical Room

3.a APPROVAL OF MINUTES FOR REGULAR MEETING MINUTES OCTOBER 9, 2023

Library Board Minutes
October 9, 2023 - Draft

1. Call to Order

President Walter Johnson called the meeting to order at 6:30pm. Board members present were Mike Blaum, Alison Vanderpool, Emily Sprengelmeyer, Katherine Walker, and Maria Rector. Librarian Jenna Diedrich was present as were Tim Dozer, Greg Albaugh, Gloria Junge and Steve Repp. Board member Francis Beadle was absent and excused.

2. Citizens Comments

Dozer asked if his handouts were part of the retained minutes. He questioned whether digitization money was paid out of 2023 or 2024 also the time and money spent. A complaint was the Mac computer is read only. Albaugh requested that digitization be on the next agenda. Steve Repp was concerned that the proposed change of history room hours would affect him directly, especially with Monday closure and longer hours on Saturday. He would like further discussion. Gloria Junge said a prayer for people in the middle east. Her concern was the egress window hadn't been done in five years and wants it to happen as soon as possible.

3. Consent Agenda

Rector moved to approve the consent agenda. Vanderpool made the second. Vote Sprengelmeyer – Aye, Walker – Aye, Vanderpool – Aye, Rector Aye, Blaum – Aye, Johnson – Aye. Motion carried.

4. Financial Report – none

5. Treasurer's Report – none

6. Friends Report – none

7. Library Director's Report

Diedrich reported the Per Capita Grant is due by the end of January. Work will continue with half at the November meeting and half at the December meeting. October 24-26 is the ILA meeting in Springfield. If any trustee wants to attend the library will pay for it. There was an update on bomb threats recently made to libraries in and near Chicago. There will be an FBI webinar upcoming about bomb threats. The November board meeting will have the levy information included. Mention was made of the UIUC mistake in storing materials instead of uploading them. The Jeffersonian has been rescanned after low resolution problems from an earlier vendor. Nothing has been decided about digitizing the weekly newspapers. Rector motioned that a

discussion be allowed with the public present and the board concerning the digitization. Blaum had the second. Vote: Walker – Nay, Vanderpool – Nay, Rector – Aye, Blaum – Aye, Sprengelmeyer – Nay, Johnson – Aye. Tie vote. Motion failed.

8. Board President's Report – none

9. Committees

a. Building & Grounds – Blaum reported work on tuckpointing has begun and workers will soon start on the front of the building. The egress window is a priority. The committee has met to get the scope of the work and draft a bid completed which he hopes to present at the next meeting.

b. Decennial – no report

c. Finance – no report

d. HR – no report

e. Policy – Walker

The committee met in September and has another one scheduled for this Thursday.

i. Discussion and possible action on revisions to Social Media Policy

Walker moved to approve the presented Social Media Policy. Rector made the second. Vote: Vanderpool – Aye, Rector – Aye, Blaum – Aye, Sprengelmeyer – Aye, Walker – Aye, Johnson – Aye. Motion carried.

ii. Discussion and possible action on revisions to Circulation Policy

Johnson suggested lost and damaged be deleted since the damage was an extra word. Diedrich explained that removing the user agreements will make it easier for both patrons and staff. Vanderpool moved to approve the policy with the revisions and the correction of lost and damaged. Sprengelmeyer had the second. Vote: Rector – Aye, Blaum – Aye, Sprengelmeyer – Aye, Walker – Aye, Vanderpool – Aye, Johnson – Aye. Motion carried.

10. Unfinished business

a. Discussion and possible action on change to Historical Room hours

Rector moved to pass the updated hours on Tuesday thru Saturday. Sprengelmeyer made the second. Vanderpool said consistent hours are good. Diedrich explained the change of going from 4 hours a day to 5. A suggestion to Repp was to rotate on Saturdays. Consensus was that it was

better to elongate time. Rector liked the consistent hours. Blaum asked about staffing if someone leaves. Diedrich thought it would be a hurdle at first but there are excellent volunteers in place. Vote: Blaum – Aye, Sprengelmeyer – Aye, Walker – Aye, Vanderpool – Aye, Rector – Aye, Johnson – Aye. Motion carried.

b. Discussion and possible action on change to Board of Trustees Date

Sprengelmeyer moved to discuss a change of meeting dates. Rector had the second. Walker pointed out the first week of the month didn't allow for the financial info to be available. Diedrich echoed that the accountant cannot have the statements prepared by the 1st week and the third week would have bills being paid late. The current board ran in the election with the understanding that the 2nd Monday was the meeting date. Blaum stated there were no feasible days given personal commitments and library needs. Sprengelmeyer withdrew her motion. Rector made the second.

11. New Business

a. Discussion and possible action on closing early on October 31, 2023

Blaum moved to close the library early. Sprengelmeyer made the second. Walker asked when the library would close. Diedrich answered 5pm. Sprengelmeyer asked would anyone else be needed to keep the building open. The answer was negative. Vote: Sprengelmeyer – Aye, Walker – Aye, Vanderpool – Aye, Rector – Aye, Blaum – Aye, Johnson – Aye. Motion carried.

12. Motions, resolutions, ordinances – none

13. Closed Session – none

14. Items for next agenda – tax levy, digitization

15. Announcements – Blaum mentioned the zip code on the agenda was the one for Rockford.

16. Adjournment – 7:45pm

Respectfully submitted,

Katherine Walker

Secretary

3.b APPROVAL OF BILLS PAID/PAYABLE: 10/07/23 - 11/10/23

Galena Public Library District

A/P Aging Summary

As of November 10, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	146.65					\$146.65
ALA-American Library Association		372.00				\$372.00
B. L. Murray Co, Inc.	107.01					\$107.01
Galena Cellars Vineyard & Winery		295.97				\$295.97
Galena Gazette Publications	359.10					\$359.10
Hooting Coyote	2,250.00					\$2,250.00
iFiber	165.00					\$165.00
JL Tech	255.00					\$255.00
Kanopy	109.00					\$109.00
KONE CHICAGO	195.00					\$195.00
Midwest Tape	330.40					\$330.40
Murphy Lawn Care	45.00					\$45.00
National Elevator Inspection Services	262.08					\$262.08
Northern Illinois University	300.00					\$300.00
Pagefreezer Software, Inc		1,858.00				\$1,858.00
Prairie Cat	499.00					\$499.00
Pronunciator LLC	490.00					\$490.00
RAILS		565.00				\$565.00
Signcraft Screenprint, Inc	58.74					\$58.74
The Crowley Company	4,725.68					\$4,725.68
Tracy Lee Roberts	250.00					\$250.00
TOTAL	\$10,547.66	\$3,090.97	\$0.00	\$0.00	\$0.00	\$13,638.63

Galena Public Library District

Check Detail

October 7 - November 10, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
10/10/2023	Bill Payment (Check)	22932	Dennis Paige		R	-225.00
						-225.00
10/10/2023	Bill Payment (Check)	22933	Access Systems		R	-128.59
						-128.59
10/10/2023	Bill Payment (Check)	22934	B. L. Murray Co, Inc.		R	-226.39
						-226.39
10/10/2023	Bill Payment (Check)	22935	Findaway World LLC		R	-518.16
						-518.16
10/10/2023	Bill Payment (Check)	22936	Jeff Upmann		R	-295.00
						-295.00
10/10/2023	Bill Payment (Check)	22937	JL Tech			-822.50
						-822.50
10/10/2023	Bill Payment (Check)	22938	Murphy Lawn Care		R	-90.00
						-90.00
10/10/2023	Bill Payment (Check)	22939	RAILS		R	-450.00
						-450.00
10/10/2023	Bill Payment (Check)	22940	Kanopy		R	-118.00
						-118.00
10/10/2023	Bill Payment (Check)	22941	Midwest Tape		R	-287.54
						-287.54
10/10/2023	Bill Payment (Check)	22942	Prairie Cat		R	-
						2,383.00
						-
						2,383.00
10/10/2023	Expenditure		Card Services - Galena State Bank		R	-
				Adult/Youth AV, Netflix subscription, Paramount+ Annual subscription, AppleTV+ subscription		2,185.98
				Youth - Casey's pizza for teen program		431.66
				label protectors, month labels, printer paper, cataloging supplies, laminating machine		15.28
				refill cartridge,		585.98
				Center Point Large Print books		589.68
				HR Source PLAW webinar		75.00
				stamps		66.00
				Ring Central for September & October		422.38
10/12/2023	Expenditure		Payroll		R	-
						8,567.49
						-
						8,567.49
10/13/2023	Expenditure		Jo Carroll Energy		R	-462.00
				Electricity 08/08/23 - 09/05/23		462.00

Galena Public Library District

Check Detail

October 7 - November 10, 2023

DATE	TRANSACTION TYPE	NUM NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/16/2023	Expenditure	City of Galena	Water & sewer	R	-34.90 34.90
10/17/2023	Expenditure	Verizon	Hotspot wi-fi Hotspot wi-fi	R	-216.47 180.46 36.01
10/22/2023	Expenditure	Honkamp Krueger & Co, PC	Financial statements for Oct 2023, software subscription for Oct 2023, and data security fee	R	-997.00 997.00
10/25/2023	Expenditure	Culligan	Water	R	-38.40 38.40
10/26/2023	Expenditure	Payroll		R	- 8,537.54 - 8,537.54
10/27/2023	Expenditure	815777154210 AT&T	Elevator Phone	R	-127.59 127.59
11/02/2023	Expenditure	Ingram Library Services	October		- 1,238.89 1,238.89
11/03/2023	Expenditure	Nicor Gas	Gas for 08/17/23 - 09/17/23		-170.74 170.74
11/10/2023	Expenditure	Jo Carroll Energy	Electricity 09/05/23 - 10/06/23		-462.00 462.00

4. FINANCIAL REPORT



Financial Statements

Galena Public Library District

For the Periods Ended October 31, 2023 & 2022



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

ASSETS	Oct 2023	Oct 2022
Cash & Equivalents		
Certificates of Deposit		
Endowment Fund		
First Community Bank 166379	\$0.00	\$73,151.40
First Community Bank 4580	\$93,213.92	\$92,981.25
First Community Bank 4883	\$147,987.83	\$145,970.77
First Community Bank 8472	\$73,151.40	\$0.00
Total Endowment Fund	\$314,353.15	\$312,103.42
Reserve Fund		
First Community Bank 166378	\$0.00	\$75,201.06
First Community Bank 8471	\$75,201.06	\$0.00
Total Reserve Fund	\$75,201.06	\$75,201.06
Restricted Memorial Reserve		
Dupaco CD 136309 Virtue-MemRes	\$7,957.93	\$7,957.93
First Community Bank 4647	\$1,489.79	\$1,486.06
Total Restricted Memorial Reserve	\$9,447.72	\$9,443.99
Total Certificates of Deposit	\$399,001.93	\$396,748.47
Dupaco Savings		
Dupaco Savings 200921104-Corp	\$25.02	\$25.02
First Community Bank Checking	\$204,732.67	\$201,237.54
IB&T Checking		
IB&T-Corporate Fund	\$261,331.66	\$186,516.19
IB&T-FICA	\$7,194.15	\$6,689.53
IB&T-IMRF	\$11,327.06	\$14,266.43
IB&T-Insurance	\$6,188.33	\$8,141.44
IB&T-Per Capita	\$4,281.05	\$2,895.82
Total IB&T Checking	\$290,322.25	\$218,509.41
IB&T Savings 170035		
Corporate-IB&T Savings 170035	(\$990.77)	(\$1,311.14)
Endowment-IB&T Savings 170035	\$5,322.67	\$5,322.67
Mem Reserve-IB&T Savings 170035	\$2,238.55	\$2,238.55
Memorial - IB&T Savings 170035	\$68,423.50	\$68,423.50
Reserve - IB&T Savings 170035	\$226,382.47	\$210,889.86
Total IB&T Savings 170035	\$301,376.42	\$285,563.44
Total Cash & Equivalents	\$1,195,458.29	\$1,102,083.88
Total Current Assets	\$1,195,458.29	\$1,102,083.88
Total Non-Current Assets	\$0.00	\$0.00
Total Assets	\$1,195,458.29	\$1,102,083.88

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

LIABILITIES	Oct 2023	Oct 2022
Other Current Liabilities		
Payroll Liabilities		
IMRF Payroll Liabilities		
IMRF - 403B	\$1,395.02	\$1,508.84
Total Payroll Liabilities	\$1,395.02	\$1,508.84
Total Other Current Liabilities	\$1,395.02	\$1,508.84
Total Current Liabilities	\$1,395.02	\$1,508.84
Total Non-Current Liabilities	\$0.00	\$0.00
Total Liabilities	\$1,395.02	\$1,508.84
EQUITY	Oct 2023	Oct 2022
Current Earnings		
Net Revenue	\$191,074.58	\$150,196.08
Other Equity		
Contra Net Margin Account	(\$191,074.58)	(\$150,196.08)
Corporate Fund Balance	\$474,505.30	\$401,350.54
Endowment Fund Balance	\$332,606.89	\$328,346.00
FICA Fund Balance	\$7,194.15	\$6,689.53
IMRF Fund Balance	\$9,932.04	\$12,757.59
Insurance Fund Balance	\$6,188.33	\$8,141.44
Memorial Fund Balance	\$68,424.31	\$68,424.31
Memorial Reserve Fund Balance	\$11,896.19	\$11,761.95
Per Capita Fund Balance	\$4,281.05	\$2,895.82
Reserve Fund Balance	\$279,035.01	\$260,207.86
Total Other Equity	\$1,002,988.69	\$950,378.96
Total Equity	\$1,194,063.27	\$1,100,575.04
	Oct 2023	Oct 2022
Total Liabilities & Equity	\$1,195,458.29	\$1,102,083.88

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

	Oct 2023	Oct 2022	2023/2024 (YTD)	2022/2023 (YTD)
Revenue				
Digitization Project	\$0.00	\$0.00	\$670.00	\$500.00
Donations	\$0.00	\$0.00	\$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
Grants				
Per Capita Grant	\$0.00	\$0.00	\$6,664.05	\$6,664.05
Historical Department	\$0.00	\$30.00	\$25.00	\$41.00
Interest Income				
Corporate Interest	\$1,341.19	\$232.47	\$4,643.38	\$275.04
Endowment Interest	\$416.85	\$256.76	\$1,735.30	\$899.82
Memorial Reserve Interest	\$0.00	\$0.00	\$0.94	\$0.81
Reserve Interest	\$1,266.10	\$131.69	\$5,014.67	\$534.43
Total Interest Income	\$3,024.14	\$620.92	\$11,394.29	\$1,710.10
Item Replacements	\$0.00	\$20.00	\$49.34	\$58.10
Non-Resident Fee	\$0.00	\$0.00	\$1,136.00	\$1,484.63
Other Income				
Insurance Other Income	\$0.00	\$144.00	\$0.00	\$144.00
Property Taxes				
Corporate Property Tax	\$0.00	\$0.00	\$286,136.48	\$253,722.90
FICA Property Tax	\$0.00	\$0.00	\$13,479.19	\$7,102.67
IMRF Property Tax	\$0.00	\$0.00	\$2,380.41	\$6,391.19
Insurance Property Tax	\$0.00	\$0.00	\$4,760.56	\$1,072.89
Total Property Taxes	\$0.00	\$0.00	\$306,756.64	\$268,289.65
Royalty Income	\$1,281.08	\$1,459.46	\$5,189.73	\$8,847.52
Service Charges	\$0.00	\$58.00	\$423.00	\$435.35
Total Revenue	\$4,305.22	\$2,332.38	\$335,222.80	\$288,862.65
Expenses				
Capital Outlay				
Books	\$2,571.32	\$2,398.68	\$8,545.49	\$6,950.83
Equipment	\$0.00	\$116.41	\$0.00	\$416.54
Improvements	\$0.00	\$0.00	\$950.00	\$10,609.30
Materials/Non-Printed/A-V	\$949.82	\$1,917.05	\$4,772.48	\$5,529.47
Total Capital Outlay	\$3,521.14	\$4,432.14	\$14,267.97	\$23,506.14
Commodities				
Databases	\$855.54	\$292.30	\$3,615.46	\$3,125.58
Periodicals	\$295.00	\$2,471.53	\$2,896.49	\$2,766.53
Postage/Shipping	\$66.00	\$60.00	\$132.00	\$60.00
Supplies	\$812.37	\$35.90	\$1,764.34	\$794.54
Total Commodities	\$2,028.91	\$2,859.73	\$8,408.29	\$6,746.65
Contractual Services				
Accounting	\$1,235.86	\$1,454.72	\$5,168.26	\$5,185.48
Audit Fees	\$0.00	\$0.00	\$8,170.00	\$0.00
Legal	\$0.00	\$0.00	\$75.00	\$0.00
Maintenance	\$90.00	\$632.61	\$760.00	\$912.61
Other Contractual Services	\$0.00	\$0.00	\$924.32	\$2,676.36

	Oct 2023	Oct 2022	2023/2024 (YTD)	2022/2023 (YTD)
PrairieCat Consortium	\$2,383.00	\$2,193.25	\$4,766.00	\$4,386.50
Technical Services	\$822.50	\$0.00	\$2,252.50	\$1,530.00
Total Contractual Services	\$4,531.36	\$4,280.58	\$22,116.08	\$14,690.95
Historical Digitization	\$0.00	\$0.00	\$0.00	\$396.06
Other Expenditures				
Misc Charges	\$0.00	\$96.53	\$25.00	\$186.28
Other Services				
Continuing Education				
Continuing Education	\$75.00	\$0.00	\$75.00	\$0.00
General Insurance (Bonding)	\$0.00	\$0.00	\$7,113.00	\$7,005.00
Marketing	\$0.00	\$240.00	\$525.00	\$490.70
Outreach	\$0.00	\$10.00	\$0.00	\$770.22
Programming	\$240.28	\$133.05	\$3,068.82	\$517.38
Public Notice/Legal	\$0.00	\$78.92	\$31.76	\$118.38
Utilities	\$1,603.72	\$1,138.40	\$5,832.37	\$5,456.00
Total Other Services	\$1,919.00	\$1,600.37	\$16,645.95	\$14,357.68
Personnel Services				
Payroll Taxes	\$1,256.75	\$1,185.62	\$5,691.53	\$5,359.70
Pension Contributions	\$576.22	\$756.28	\$2,594.40	\$3,361.91
Salaries				
Salaries	\$16,428.22	\$15,498.17	\$74,399.00	\$70,061.20
Total Personnel Services	\$18,261.19	\$17,440.07	\$82,684.93	\$78,782.81
Total Expenses	\$30,261.60	\$30,709.42	\$144,148.22	\$138,666.57
Operating Profit	(\$25,956.38)	(\$28,377.04)	\$191,074.58	\$150,196.08
Net Income	(\$25,956.38)	(\$28,377.04)	\$191,074.58	\$150,196.08

Supplementary Information

Preliminary

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

PROFIT & LOSS	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Total
Revenue													
Digitization Project	\$217	\$4	\$3,000	\$5,160	\$0	\$0	\$100	\$0	\$100	\$570	\$0	\$0	\$9,151
Donations	\$35	\$25	\$25	\$150	\$1,335	\$2,113	\$5,810	\$325	\$779	\$145	\$0	\$0	\$10,743
Fines/Overdues	\$11	\$0	\$0	\$0	\$0	\$0	\$29	\$0	\$0	\$12	\$0	\$0	\$52
Friends (Other Grants)	\$0	\$0	\$0	\$0	\$0	\$3,984	\$0	\$0	\$1,979	\$0	\$0	\$0	\$5,963
Grants													
Corporate Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$640	\$0	\$0	\$0	\$0	\$640
Per Capita Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,664	\$0	\$0	\$6,664
Total Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$640	\$0	\$6,664	\$0	\$0	\$7,304
Historical Department	\$0	\$0	\$0	\$0	\$0	\$27	\$0	\$25	\$9	\$13	\$3	\$0	\$77
Interest Income													
Corporate Interest	\$300	\$346	\$355	\$317	\$344	\$327	\$643	\$752	\$969	\$1,111	\$1,222	\$1,341	\$8,029
Endowment Interest	\$276	\$317	\$302	\$285	\$347	\$297	\$298	\$405	\$416	\$424	\$478	\$417	\$4,261
Memorial Reserve Interest	\$65	\$1	\$0	\$0	\$1	\$65	\$0	\$1	\$0	\$0	\$1	\$0	\$134
Reserve Interest	\$244	\$208	\$185	\$124	\$174	\$184	\$782	\$1,088	\$1,249	\$1,263	\$1,237	\$1,266	\$8,004
Total Interest Income	\$885	\$872	\$842	\$726	\$866	\$873	\$1,723	\$2,246	\$2,634	\$2,799	\$2,937	\$3,024	\$20,428
Item Replacements	\$53	\$15	\$25	\$39	\$73	\$27	\$181	\$0	\$7	\$17	\$25	\$0	\$463
Lit Fest	\$220	\$0	\$220	\$4,048	\$0	\$2,675	\$100	\$750	\$0	\$0	\$0	\$0	\$8,013
Non-Resident Fee	\$518	\$145	\$230	\$167	\$119	\$0	\$481	\$0	\$174	\$500	\$462	\$0	\$2,795
Other Income													
Corporate Other Income	\$0	\$0	\$141	\$0	\$0	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$154
Property Taxes													
Corporate Property Tax	\$95,381	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140,830	\$71,848	\$73,458	\$0	\$381,518
FICA Property Tax	\$2,670	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,634	\$3,385	\$3,460	\$0	\$16,149
IMRF Property Tax	\$2,403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,172	\$598	\$611	\$0	\$4,783
Insurance Property Tax	\$403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,343	\$1,195	\$1,222	\$0	\$5,164
Total Property Taxes	\$100,857	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,979	\$77,026	\$78,752	\$0	\$407,614

	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Total
Royalty Income	\$2,348	\$1,156	\$1,403	\$1,706	\$1,199	\$1,466	\$1,210	\$944	\$1,275	\$1,360	\$1,274	\$1,281	\$16,622
Service Charges	\$108	\$60	\$68	\$195	\$114	\$122	\$238	\$161	\$107	\$124	\$192	\$0	\$1,490
Total Revenue	\$105,253	\$2,277	\$5,954	\$12,192	\$3,706	\$11,300	\$9,872	\$5,091	\$158,043	\$89,229	\$83,645	\$4,305	\$490,867
Expenses													
Capital Outlay													
Books	\$2,220	\$2,165	\$1,603	\$1,470	\$2,022	\$1,724	\$1,042	\$1,853	\$2,623	\$1,526	\$1,825	\$2,571	\$22,645
Equipment	\$132	\$123	\$78	\$84	\$94	\$159	\$118	\$178	\$0	\$0	\$0	\$0	\$967
Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,498	\$0	\$5,755	(\$4,805)	\$0	\$3,448
Materials/Non-Printed/A-V	\$1,377	\$953	\$1,036	\$625	\$637	\$1,618	\$1,095	\$1,830	\$420	\$1,543	\$1,860	\$950	\$13,944
Total Capital Outlay	\$3,729	\$3,240	\$2,717	\$2,180	\$2,753	\$3,502	\$2,255	\$6,359	\$3,043	\$8,824	(\$1,120)	\$3,521	\$41,003
Commodities													
Databases	\$228	\$1,334	\$324	\$320	\$341	\$438	\$335	\$375	\$413	\$1,944	\$404	\$856	\$7,310
Periodicals	\$0	\$0	\$772	\$0	\$0	\$335	\$660	\$0	\$0	\$370	\$2,232	\$295	\$4,663
Postage/Shipping	\$0	\$60	\$7	\$0	\$0	\$67	\$0	\$63	\$0	\$66	\$0	\$66	\$329
Supplies	\$244	\$83	\$16	\$131	\$40	\$696	\$269	\$154	\$79	\$375	\$498	\$812	\$3,397
Total Commodities	\$472	\$1,478	\$1,118	\$450	\$381	\$1,536	\$1,264	\$593	\$492	\$2,754	\$3,133	\$2,029	\$15,699
Contractual Services													
Accounting	\$1,150	\$1,239	\$1,513	\$1,422	\$1,164	\$1,236	\$1,233	\$1,236	\$1,244	\$1,239	\$1,449	\$1,236	\$15,361
Audit Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,170	\$0	\$0	\$0	\$8,170
Legal	\$0	\$0	\$338	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75	\$0	\$413
Maintenance	\$283	\$433	\$85	\$123	\$0	\$145	\$3,802	\$2,114	\$135	\$490	\$45	\$90	\$7,745
Other Contractual Services	\$0	\$0	\$395	\$60	\$0	\$179	\$0	\$360	\$624	\$0	\$300	\$0	\$1,918
PrairieCat Consortium	\$499	\$0	\$2,193	\$0	\$0	\$2,193	\$0	\$0	\$2,383	\$0	\$0	\$2,383	\$9,652
Technical Services	\$0	\$0	\$0	\$234	\$2,883	\$0	\$410	\$540	\$1,055	\$0	\$375	\$823	\$6,319
Total Contractual Services	\$1,931	\$1,673	\$4,524	\$1,839	\$4,046	\$3,753	\$5,445	\$4,250	\$13,611	\$1,729	\$2,245	\$4,531	\$49,577
Historical Digitization	\$0	\$0	\$0	\$16,127	\$0	\$440	\$298	\$0	\$0	\$0	\$0	\$0	\$16,865
Lit Fest Expenditures	\$415	\$0	\$2,970	\$3,655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,040
Other Expenditures													
Misc Charges	\$125	\$0	\$0	\$46	\$45	\$105	\$45	\$247	\$0	\$25	\$0	\$0	\$638
Other Services													
Association Dues	\$355	\$0	\$0	\$85	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$440
Continuing Education													
Continuing Education	\$0	\$0	\$0	\$0	\$0	\$300	\$200	\$300	\$0	\$0	\$0	\$75	\$875
General Insurance (Bonding)	\$4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$458	\$6,655	\$0	\$0	\$7,117
Marketing	\$50	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$225	\$0	\$575

	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Total
Programming	\$282	\$144	\$320	\$49	\$0	\$608	\$2,604	\$4,032	\$364	\$1,515	\$949	\$240	\$11,107
Public Notice/Legal	\$0	\$0	\$0	\$0	\$288	\$53	\$10	\$0	\$0	\$32	\$0	\$0	\$383
Utilities	\$1,406	\$1,373	\$2,107	\$764	\$1,631	\$2,095	\$1,658	\$1,436	\$1,343	\$1,738	\$1,148	\$1,604	\$18,301
Total Other Services	\$2,097	\$1,516	\$2,427	\$898	\$1,919	\$3,056	\$4,471	\$5,767	\$2,465	\$9,940	\$2,322	\$1,919	\$38,798
Personnel Services													
Payroll Taxes	\$1,165	\$1,119	\$1,113	\$1,179	\$1,761	\$1,183	\$1,193	\$1,240	\$1,194	\$1,220	\$2,021	\$1,257	\$15,645
Pension Contributions	\$724	\$714	\$714	\$472	\$462	\$818	\$548	\$562	\$548	\$556	\$915	\$576	\$7,609
Salaries													
Salaries	\$15,230	\$14,621	\$14,554	\$15,407	\$23,025	\$15,466	\$15,594	\$16,208	\$15,609	\$15,948	\$26,414	\$16,428	\$204,505
Total Personnel Services	\$17,119	\$16,454	\$16,382	\$17,057	\$25,249	\$17,467	\$17,335	\$18,011	\$17,351	\$17,724	\$29,349	\$18,261	\$227,758
Total Expenses	\$25,888	\$24,361	\$30,138	\$42,252	\$34,392	\$29,860	\$31,114	\$35,226	\$36,962	\$40,995	\$35,930	\$30,262	\$397,379
Operating Profit	\$79,365	(\$22,084)	(\$24,184)	(\$30,060)	(\$30,687)	(\$18,560)	(\$21,241)	(\$30,135)	\$121,082	\$48,234	\$47,715	(\$25,956)	\$93,488
Net Income	\$79,365	(\$22,084)	(\$24,184)	(\$30,060)	(\$30,687)	(\$18,560)	(\$21,241)	(\$30,135)	\$121,082	\$48,234	\$47,715	(\$25,956)	\$93,488

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

	Oct 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
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)
Grants				
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
Total Grants	\$0.00	\$6,664.05	\$7,664.00	(\$999.95)
Historical Department	\$0.00	\$25.00	\$100.00	(\$75.00)
Interest Income				
Corporate Interest	\$1,341.19	\$4,643.38	\$8,000.00	(\$3,356.62)
Endowment Interest	\$416.85	\$1,735.30	\$0.00	\$1,735.30
Memorial Reserve Interest	\$0.00	\$0.94	\$0.00	\$0.94
Reserve Interest	\$1,266.10	\$5,014.67	\$0.00	\$5,014.67
Total Interest Income	\$3,024.14	\$11,394.29	\$8,000.00	\$3,394.29
Item Replacements	\$0.00	\$49.34	\$500.00	(\$450.66)
Lit Fest	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Non-Resident Fee	\$0.00	\$1,136.00	\$3,000.00	(\$1,864.00)
Other Income				
Corporate Other Income	\$0.00	\$0.00	\$200.00	(\$200.00)
Property Tax Interest				
IMRF Property Tax Interest	\$0.00	\$0.00	\$3,004.01	(\$3,004.01)
Insurance Property Tax Interest	\$0.00	\$0.00	\$6,008.01	(\$6,008.01)
Total Property Tax Interest	\$0.00	\$0.00	\$9,012.02	(\$9,012.02)
Property Taxes				
Corporate Property Tax	\$0.00	\$286,136.48	\$361,074.57	(\$74,938.09)
FICA Property Tax	\$0.00	\$13,479.19	\$17,011.06	(\$3,531.87)
IMRF Property Tax	\$0.00	\$2,380.41	\$0.00	\$2,380.41
Insurance Property Tax	\$0.00	\$4,760.56	\$0.00	\$4,760.56
Total Property Taxes	\$0.00	\$306,756.64	\$378,085.63	(\$71,328.99)
Royalty Income	\$1,281.08	\$5,189.73	\$15,000.00	(\$9,810.27)
Service Charges	\$0.00	\$423.00	\$1,200.00	(\$777.00)
Pride	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
Total Revenue	\$4,305.22	\$335,222.80	\$448,888.65	(\$113,665.85)
Expenses				
Capital Outlay				
Books	\$2,571.32	\$8,545.49	\$24,000.00	(\$15,454.51)
Equipment	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)
Improvements	\$0.00	\$950.00	\$166,000.00	(\$165,050.00)
Materials/Non-Printed/A-V	\$949.82	\$4,772.48	\$17,000.00	(\$12,227.52)
Total Capital Outlay	\$3,521.14	\$14,267.97	\$210,000.00	(\$195,732.03)
Commodities				
Databases	\$855.54	\$3,615.46	\$7,957.00	(\$4,341.54)
Periodicals	\$295.00	\$2,896.49	\$5,005.00	(\$2,108.51)

	Oct 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Postage/Shipping	\$66.00	\$132.00	\$500.00	(\$368.00)
Supplies	\$812.37	\$1,764.34	\$4,000.00	(\$2,235.66)
Total Commodities	\$2,028.91	\$8,408.29	\$17,462.00	(\$9,053.71)
Contractual Services				
Accounting	\$1,235.86	\$5,168.26	\$17,000.00	(\$11,831.74)
Audit Fees	\$0.00	\$8,170.00	\$16,749.00	(\$8,579.00)
Legal	\$0.00	\$75.00	\$4,000.00	(\$3,925.00)
Maintenance	\$90.00	\$760.00	\$10,000.00	(\$9,240.00)
Other Contractual Services	\$0.00	\$924.32	\$4,000.00	(\$3,075.68)
PrairieCat Consortium	\$2,383.00	\$4,766.00	\$10,032.00	(\$5,266.00)
Technical Services	\$822.50	\$2,252.50	\$10,000.00	(\$7,747.50)
Total Contractual Services	\$4,531.36	\$22,116.08	\$71,781.00	(\$49,664.92)
Historical Digitization	\$0.00	\$0.00	\$20,000.00	(\$20,000.00)
Lit Fest Expenditures	\$0.00	\$0.00	\$7,000.00	(\$7,000.00)
Other Expenditures				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$0.00	\$25.00	\$1,000.00	(\$975.00)
Total Other Expenditures	\$0.00	\$25.00	\$11,000.00	(\$10,975.00)
Other Services				
Association Dues	\$0.00	\$0.00	\$500.00	(\$500.00)
Continuing Education				
Continuing Education	\$75.00	\$75.00	\$2,000.00	(\$1,925.00)
General Insurance (Bonding)	\$0.00	\$7,113.00	\$7,500.00	(\$387.00)
Marketing	\$0.00	\$525.00	\$2,000.00	(\$1,475.00)
Outreach	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Programming	\$240.28	\$3,068.82	\$12,000.00	(\$8,931.18)
Public Notice/Legal	\$0.00	\$31.76	\$500.00	(\$468.24)
Travel	\$0.00	\$0.00	\$500.00	(\$500.00)
Utilities	\$1,603.72	\$5,832.37	\$21,960.00	(\$16,127.63)
Total Other Services	\$1,919.00	\$16,645.95	\$48,960.00	(\$32,314.05)
Personnel Services				
Payroll Taxes	\$1,256.75	\$5,691.53	\$17,000.00	(\$11,308.47)
Pension Contributions	\$576.22	\$2,594.40	\$8,200.00	(\$5,605.60)
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
Salaries				
Salaries	\$16,428.22	\$74,399.00	\$228,000.00	(\$153,601.00)
Total Personnel Services	\$18,261.19	\$82,684.93	\$253,300.00	(\$170,615.07)
Pride Expenditures	\$0.00	\$0.00	\$13,000.00	(\$13,000.00)
Total Expenses	\$30,261.60	\$144,148.22	\$652,503.00	(\$508,354.78)
Operating Profit	(\$25,956.38)	\$191,074.58	(\$203,614.35)	\$394,688.93
Net Income	(\$25,956.38)	\$191,074.58	(\$203,614.35)	\$394,688.93

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

	Oct 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
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)
Grants				
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)
Total Grants	\$0.00	\$0.00	\$7,664.00	(\$7,664.00)
Historical Department	\$0.00	\$25.00	\$100.00	(\$75.00)
Interest Income				
Corporate Interest	\$1,341.19	\$4,643.38	\$8,000.00	(\$3,356.62)
Reserve Interest	\$0.00	\$980.55	\$0.00	\$980.55
Total Interest Income	\$1,341.19	\$5,623.93	\$8,000.00	(\$2,376.07)
Item Replacements	\$0.00	\$49.34	\$500.00	(\$450.66)
Lit Fest	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Non-Resident Fee	\$0.00	\$1,136.00	\$3,000.00	(\$1,864.00)
Other Income				
Corporate Other Income	\$0.00	\$0.00	\$200.00	(\$200.00)
Property Taxes				
Corporate Property Tax	\$0.00	\$286,136.48	\$361,074.57	(\$74,938.09)
Royalty Income	\$607.38	\$1,154.80	\$15,000.00	(\$13,845.20)
Service Charges	\$0.00	\$423.00	\$1,200.00	(\$777.00)
Pride	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
Total Revenue	\$1,948.57	\$298,133.30	\$422,865.57	(\$124,732.27)
Expenses				
Capital Outlay				
Books	\$2,571.32	\$8,545.49	\$24,000.00	(\$15,454.51)
Equipment	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)
Improvements	\$0.00	\$950.00	\$166,000.00	(\$165,050.00)
Materials/Non-Printed/A-V	\$949.82	\$4,772.48	\$17,000.00	(\$12,227.52)
Total Capital Outlay	\$3,521.14	\$14,267.97	\$210,000.00	(\$195,732.03)
Commodities				
Databases	\$855.54	\$3,615.46	\$7,957.00	(\$4,341.54)
Periodicals	\$295.00	\$2,896.49	\$5,005.00	(\$2,108.51)
Postage/Shipping	\$66.00	\$132.00	\$500.00	(\$368.00)
Supplies	\$812.37	\$1,764.34	\$4,000.00	(\$2,235.66)
Total Commodities	\$2,028.91	\$8,408.29	\$17,462.00	(\$9,053.71)
Contractual Services				
Accounting	\$1,235.86	\$5,168.26	\$17,000.00	(\$11,831.74)
Audit Fees	\$0.00	\$8,170.00	\$16,749.00	(\$8,579.00)
Legal	\$0.00	\$75.00	\$4,000.00	(\$3,925.00)
Maintenance	\$90.00	\$760.00	\$10,000.00	(\$9,240.00)
Other Contractual Services	\$0.00	\$924.32	\$4,000.00	(\$3,075.68)
PrairieCat Consortium	\$0.00	\$2,383.00	\$10,032.00	(\$7,649.00)
Technical Services	\$822.50	\$2,252.50	\$10,000.00	(\$7,747.50)

	Oct 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Total Contractual Services	\$2,148.36	\$19,733.08	\$71,781.00	(\$52,047.92)
Historical Digitization	\$0.00	\$0.00	\$20,000.00	(\$20,000.00)
Lit Fest Expenditures	\$0.00	\$0.00	\$7,000.00	(\$7,000.00)
Other Expenditures				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$0.00	\$25.00	\$1,000.00	(\$975.00)
Total Other Expenditures	\$0.00	\$25.00	\$11,000.00	(\$10,975.00)
Other Services				
Association Dues	\$0.00	\$0.00	\$500.00	(\$500.00)
Continuing Education				
Continuing Education	\$75.00	\$75.00	\$2,000.00	(\$1,925.00)
Marketing	\$0.00	\$525.00	\$2,000.00	(\$1,475.00)
Outreach	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Programming	\$240.28	\$3,068.82	\$12,000.00	(\$8,931.18)
Public Notice/Legal	\$0.00	\$31.76	\$500.00	(\$468.24)
Travel	\$0.00	\$0.00	\$500.00	(\$500.00)
Utilities	\$1,603.72	\$5,832.37	\$21,960.00	(\$16,127.63)
Total Other Services	\$1,919.00	\$9,532.95	\$41,460.00	(\$31,927.05)
Personnel Services				
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
Salaries				
Salaries	\$16,428.22	\$74,399.00	\$228,000.00	(\$153,601.00)
Total Personnel Services	\$16,428.22	\$74,399.00	\$228,100.00	(\$153,701.00)
Pride Expenditures	\$0.00	\$0.00	\$13,000.00	(\$13,000.00)
Total Expenses	\$26,045.63	\$126,366.29	\$619,803.00	(\$493,436.71)
Operating Profit	(\$24,097.06)	\$171,767.01	(\$196,937.43)	\$368,704.44
Net Income	(\$24,097.06)	\$171,767.01	(\$196,937.43)	\$368,704.44

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

	Oct 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Endowment Interest	\$416.85	\$1,735.30	-	-
Total Revenue	\$416.85	\$1,735.30	-	-
Net Income	\$416.85	\$1,735.30	-	-

Preliminary

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

	Oct 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Property Taxes				
FICA Property Tax	\$0.00	\$13,479.19	\$17,011.06	(\$3,531.87)
Total Revenue	\$0.00	\$13,479.19	\$17,011.06	(\$3,531.87)
Expenses				
Personnel Services				
Payroll Taxes	\$1,256.75	\$5,691.53	\$17,000.00	(\$11,308.47)
Total Expenses	\$1,256.75	\$5,691.53	\$17,000.00	(\$11,308.47)
Operating Profit	(\$1,256.75)	\$7,787.66	\$11.06	\$7,776.60
Net Income	(\$1,256.75)	\$7,787.66	\$11.06	\$7,776.60

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

	Oct 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Property Tax Interest				
IMRF Property Tax Interest	\$0.00	\$0.00	\$3,004.01	(\$3,004.01)
Property Taxes				
IMRF Property Tax	\$0.00	\$2,380.41	\$0.00	\$2,380.41
Total Revenue	\$0.00	\$2,380.41	\$3,004.01	(\$623.60)
Expenses				
Personnel Services				
Pension Contributions	\$576.22	\$2,594.40	\$8,200.00	(\$5,605.60)
Total Expenses	\$576.22	\$2,594.40	\$8,200.00	(\$5,605.60)
Operating Profit	(\$576.22)	(\$213.99)	(\$5,195.99)	\$4,982.00
Net Income	(\$576.22)	(\$213.99)	(\$5,195.99)	\$4,982.00

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

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

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

	Oct 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Memorial Reserve Interest	\$0.00	\$0.94	-	-
Total Revenue	\$0.00	\$0.94	-	-
Net Income	\$0.00	\$0.94	-	-

Preliminary

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

	Oct 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Grants				
Per Capita Grant	\$0.00	\$6,664.05	-	-
Total Revenue	\$0.00	\$6,664.05	-	-
Expenses				
Contractual Services				
PrairieCat Consortium	\$2,383.00	\$2,383.00	-	-
Total Expenses	\$2,383.00	\$2,383.00	-	-
Operating Profit	(\$2,383.00)	\$4,281.05	-	-
Net Income	(\$2,383.00)	\$4,281.05	-	-

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

	Oct 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Reserve Interest	\$1,266.10	\$4,034.12	-	-
Royalty Income	\$673.70	\$4,034.93	-	-
Total Revenue	\$1,939.80	\$8,069.05	-	-
Net Income	\$1,939.80	\$8,069.05	-	-

Preliminary

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

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

Preliminary

7. LIBRARY DIRECTOR'S REPORT



STRUCTURAL OBSERVATION REPORT 4

Galena Public Library

(Report Date: October 17, 2023)

On October 17th, 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.
- **Sidewalk Drain:** A damaged sidewalk drain was discovered on the north side of the building. Bi-State Masonry filled the gap between the concrete sidewalk and the grate with grout and embedded pea gravel within the surface to mimic the appearance of the adjacent sidewalk concrete. Currently, the removal of storm water is slow, and the region puddles with water. So Bi-State will attempt to clean out the drain line when they power wash the front façade.
- **Stone Patch Color & Texture:** Various stone patches were installed. The patches on the south were drier and lighter while the patches elsewhere were wetter with a darker appearance. As the patch material dries, the color will become more muted.
- **Sealant/Caulk Installation:** The sealant/caulk installation effort was mostly complete on the north side, south side, and the rear side (west). The front side (east) will be worked on the next few weeks.
- **Entry Staircase:**
 - **Sidewalk / Staircase Joint:** The existing joint between the upper staircase and the intermediate landing / sidewalk was relatively wide and filled with multiple layers of foam backing rods. Bi-State Masonry will investigate a different means of filling the joint gap to avoid a wide caulking joint with a suspect substrate.
 - **Staircase Railing:** The existing central railing system at the lower entry staircase was loose, and the anchorage to the surrounding concrete construction was deteriorated. Bi-State will remove debris and loose concrete bits from the area and fill with an epoxy patching compound. This should provide a few more years of useful life for the rail system and avoid a more costly replacement of the rail

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

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

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

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Structural Observation Report
Galena Public Library
Report Date: October 17, 2023

system. But the Library should be aware that the rail system will most likely need to be replaced during the next renovation cycle.

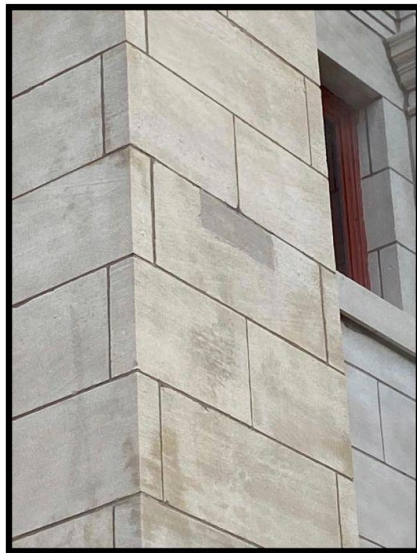
- North Side Entrance: The wood threshold at the base of the north side entry door (exterior closet) was loose and deteriorated. Bi-State Masonry will replace the wood and secure it to the foundation wall below.
- Site Visits: Additional site visits are now scheduled weekly at 9:00 am on Thursday. A report summarizing activities will be distributed shortly after each site visit.

Observations Performed by:

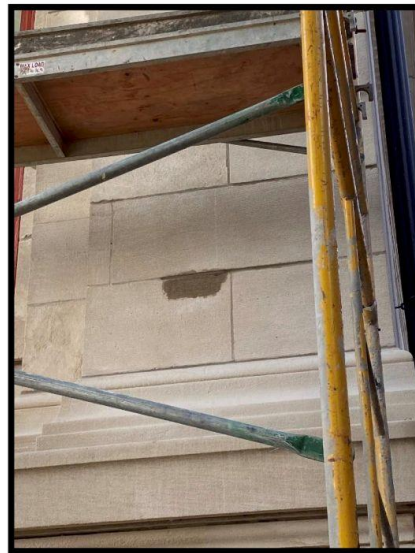
Hooting Coyote LLC



Todd Birkel
Structural Engineer



Chimney – Stone Patch (dry)



Front Side (east) – Stone Patch (wet)



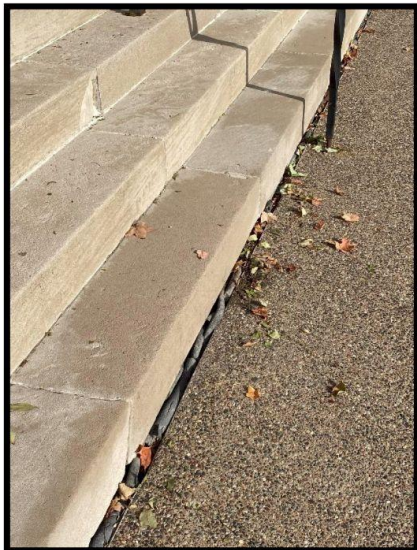
Structural Observation Report
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Front Side (east) - Scaffold



North Side (north) – Repaired Sidewalk Drain



Entry Staircase – Joint Filled with Foam Backing Rod



Entry Staircase – Railing System



Structural Observation Report
Galena Public Library
Report Date: October 17, 2023



North Side – Exterior Closet Door





STRUCTURAL OBSERVATION REPORT 5

Galena Public Library

(Report Date: October 24, 2023)

On October 24th, 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:

- Sealant/Caulk Installation: The north and south ends of the front side (east) are mostly complete. The central portion of the front side (east) will be worked on next week.
- Entry Staircase:
 - North and South Walls: The stone repair work turned into stone replacement for the sides of the walls. The existing stone pieces will be removed and replaced with new pieces of stone. New galvanized or stainless-steel ties will be provided to secure the new stonework joints to the existing brickwork that remains.
 - Staircase Railing: A steel welding sub-contractor visited the site to observe the condition of the existing rail system at the lower entry staircase. It was their recommendation to replace the bottom of the rail post connection with a new base plate and expansion anchors to the concrete below similar to the staircase from Bench Street to Main Street. Bi-State Masonry will modify one of the rail post connections as an example for the Library's review prior to proceeding with the rest of the posts.

Observations Performed by:

Hooting Coyote LLC

Todd Birkel
Structural Engineer



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

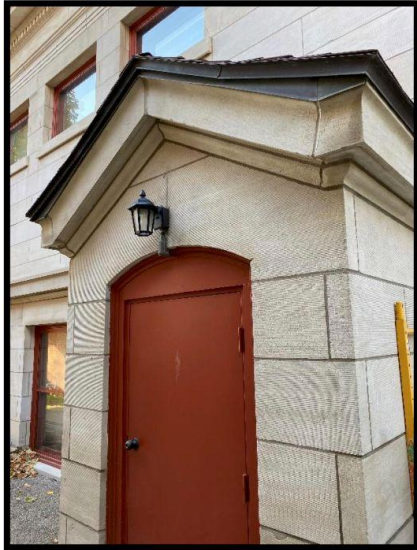
Telephone: (815) 858-5514, Email: tbirkel@hootingcoyote.com

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

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Structural Observation Report
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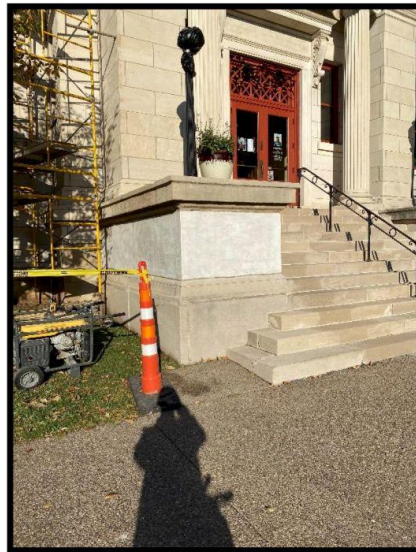
North Side – Exterior Closet Sealant/Caulking



Entry Staircase – North Wall – Stone Replacement



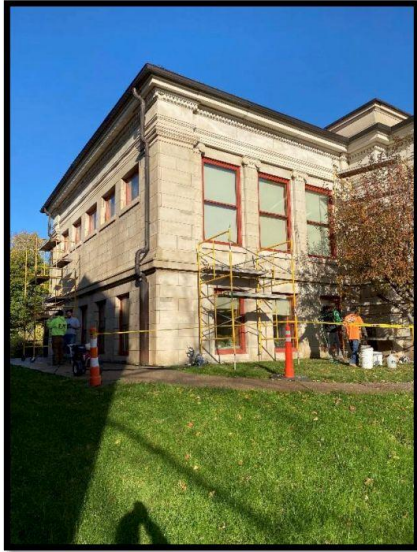
Entry Staircase – North Wall – Stone Replacement



Entry Staircase – South Wall – Stone Replacement



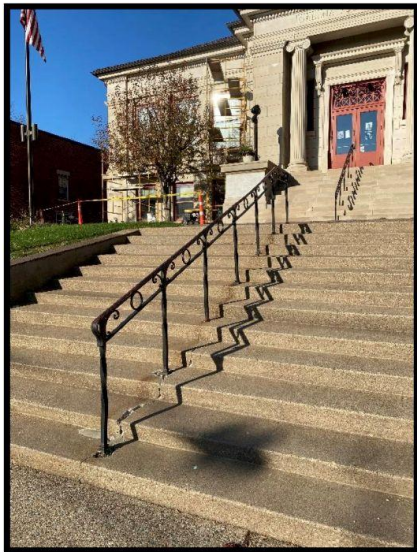
Structural Observation Report
Galena Public Library
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Front Side (east) – South End



Front Side (east) – Sealant/Caulking



Entry Staircase – Lower Level - Railing



Example of New Base Plate and Expansion Anchors





STRUCTURAL OBSERVATION REPORT 6

Galena Public Library

(Report Date: November 3, 2023)

On November 2nd, 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:

- Exterior Closet:
 - Threshold: A new threshold was installed at the base of the exterior door.
 - Door Jamb: A gap at the bottom of the door jamb was identified. It was agreed that Bi-State Masonry would install new sealant/caulk at the base to reduce water infiltration and enhance the life of the surrounding construction.
- Entry Staircase:
 - North and South Walls: Still waiting for new stone pieces to arrive.
 - Steps:
 - Sealant/Caulk: New horizontal lines of sealant/caulk were installed between the steps. The gap between the bottom stair tread and the sidewalk will be filled with sand, a backer rod, and sealant/caulk next week.
 - Patch: The larger spalled areas will be patched next week.
- Staircase Railing: A steel welding sub-contractor visited the site to attach new base plates to the rail posts. These plates were larger than originally anticipated to allow the use expansion anchors into sound concrete below.
- Front Façade:
 - Sealant/Caulk Installation: The central portion of the front side (east) is mostly complete.
 - Patches: Stonework was routed and patched at multiple locations.

Structural Observation Report
Galena Public Library
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- Exterior Furniture: The exterior furniture toward the northeast corner was power washed and re-positioned in their original locations.
- Damaged Window: A lower-level window toward the northeast corner was broken. Bi-State Masonry is working with a local repair company to replace the glass at no additional charge to the project.

Observations Performed by:

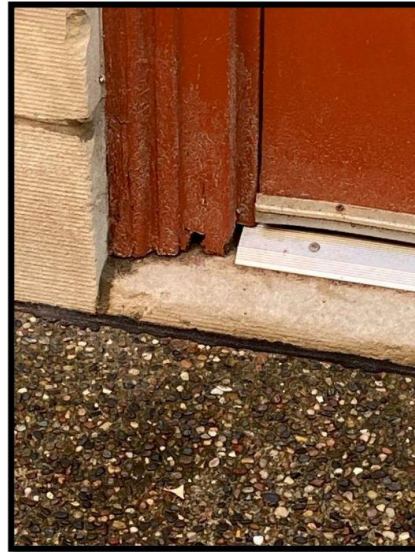
Hooting Coyote LLC



Todd Birkel
Structural Engineer



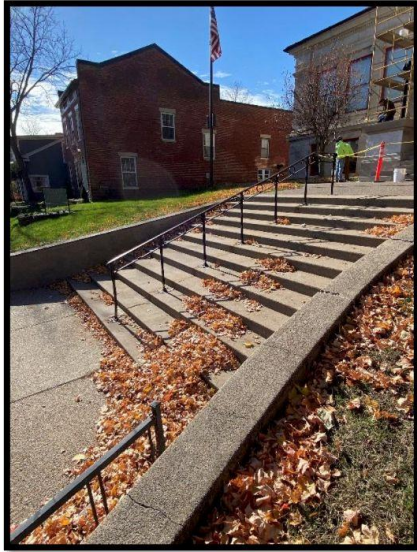
North Side – Exterior Closet – New Threshold



North Side – Exterior Closet – Wood Jamb Gap



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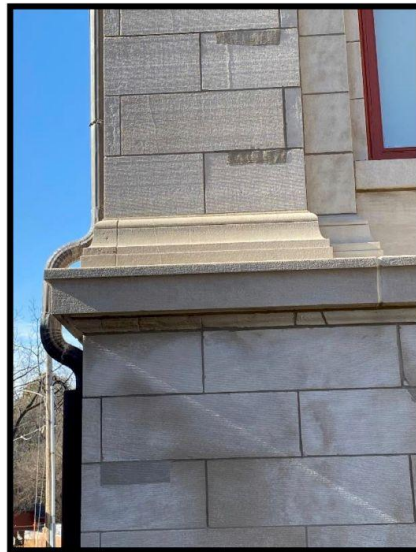
Entry Staircase – New Base Connection



Entry Staircase – New Base Connection



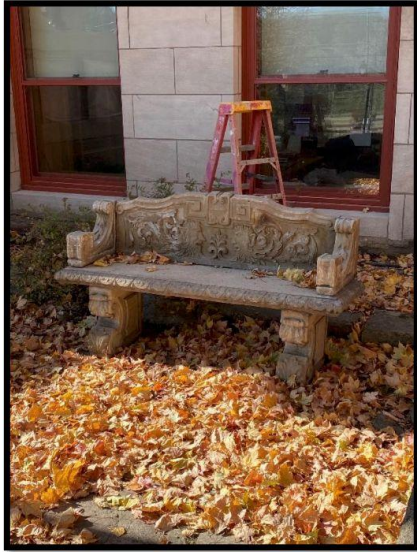
Front Façade (east side) – Joints Repaired



Front Façade (east side) – New Patches



Structural Observation Report
Galena Public Library
Report Date: November 3, 2023



Exterior Bench – Power Washed



Broken Window near Southeast Corner





STRUCTURAL OBSERVATION REPORT 7

Galena Public Library

(Report Date: November 10, 2023)

On November 9th, 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:

- Entry Staircase:
 - Steps:
 - Patch: Color samples were provided of patch material for the treads and risers. While the middle sample was closest to the desired color, it was agreed that a small amount of additional buff color should be added.
 - Pea gravel was added at the base of the joint between the staircase and the sidewalk.
 - Signage:
 - Temporary placards were added to the system of yellow tape and orange cones to direct patrons of the library to the rear entrance.
 - Retaining Wall: Cracks within the wall were routed out to allow installation of Sealant/Caulk.
 - North Wall: New stone pieces were installed to replace old, deteriorated pieces. A mortar with a curing accelerator was used to enhance strength and the speed of mortar hardening. The mortar has a blue hue, so the joint will be ground down approximately ½" to allow the joint to be re-pointed on the surface with mortar matching the rest of the building.

Structural Observation Report
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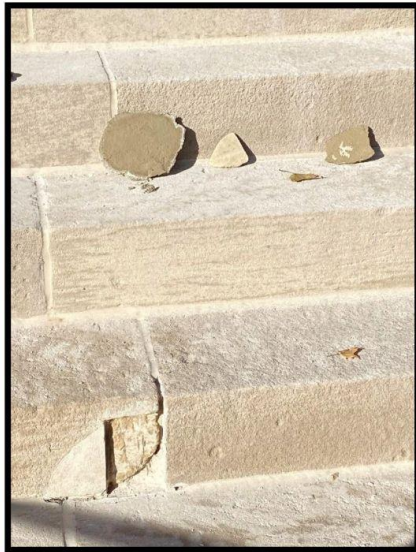
- Rear Façade:
 - Storage: New pieces of stone were delivered to the site and stored in the rear parking lot.
 - Corner Replacement: New pieces of stone were installed to replace damaged stonework near the corner. The appearance of the stonework and mortar joints will lighten over time.

Observations Performed by:

Hooting Coyote LLC



Todd Birkel
Structural Engineer



Entry Staircase with Patch Color Samples



Entry Staircase – Routing Out Crack for Sealant/Caulk



Structural Observation Report
Galena Public Library
Report Date: November 10, 2023



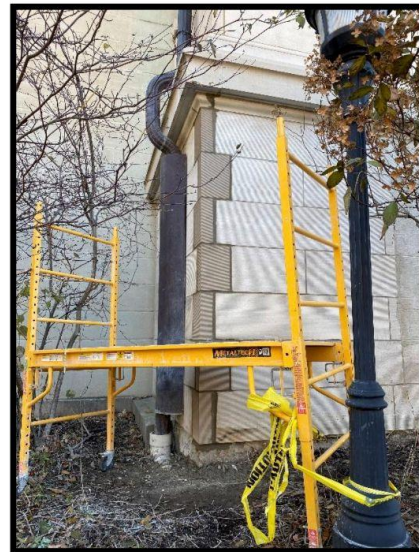
Temporary Signage



Temporary Signage



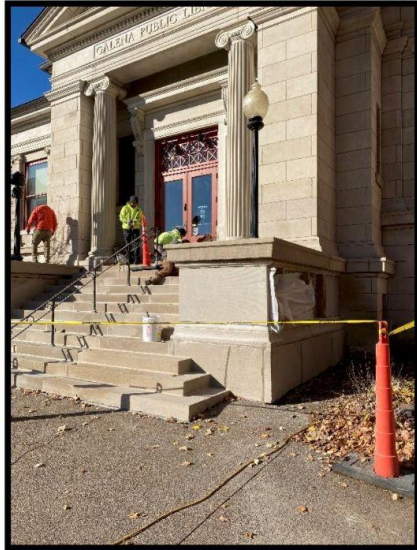
Storage of New Stone Pieces



New Stone Pieces Installed on West Side



Structural Observation Report
Galena Public Library
Report Date: November 10, 2023



Entry Staircase – North Wall - New Stone Piece



Entry Staircase – North Wall - New Stone Piece



Entry Staircase with Pea Gravel at Base of Joint



Entry Staircase with Pea Gravel at Base of Joint



9.a COMMITTEES: BUILDING & GROUNDS

Building & Grounds Minutes

November 8, 2023 - DRAFT

Call to order

Blaum called the meeting to order at 10:02am.

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

Public Comments

None

Approval of October 6, 2023 minutes

Rector moved to approve the October 6, 2023 minutes. Blaum seconded. Motion passed unanimously.

Updates on exterior repair project

Blaum inquired now that the railing has been fixed, will it be painted. Diedrich stated that she will contact Joe Beyer, who has painted both the interior and exterior of the library building previously, to have the railings painted in the spring/summer. The committee discussed color and settled on the railings being painted black.

The project is a week behind schedule due to waiting on the buttress stones to arrive. The stones arrived on Tuesday and the crew is currently working on installation. The foreman believes they will be done the following week, after small touch ups are completed.

Rector commented on the completeness of the reports made by Todd Birkel of Hooting Coyote. The committee finds his work to be very helpful in understanding each step of the project. Diedrich informed the committee that he has been great to work with as well as Pete Rynott and the BSM crew.

The committee briefly discussed the storm window that was broken while the crew was pressure washing the south side of the building. Rynott informed Diedrich immediately after it occurred. Diedrich gave Rynott contact information to Dubuque Glass Company, a company the library has worked with previously to replace windows. BSM has ordered a window and will cover all costs of replacement.

Updates on fireplace restoration

Diedrich reached out to Anna Weiss-Pfau at Third Coast Conservation for an update on the fireplace tiles. Weiss-Pfau stated that they have the tiles and are ready for installation, but their schedule has been keeping them from making the trip. She hopes to come out in late November or early December to install the tiles. A second trip may be needed to ensure the tiles and fills cure correctly.

Discussion and possible action on children's egress RFB

At a previous meeting the committee requested that Jim Baranski be contacted to look over the RFB with specific attention to the bid requirements. Baranski suggested removing the "Representative projects" item and decreasing the Insurance Requirement liability policy to \$1,000,000. He suggested both of these as to not alienate any potential local bidders. Baranski reminded Diedrich that the board may always ask for references and information regarding a bidder's previous projects before awarding the bid. The committee appreciated and agreed with both of Baranski's suggestions.

Diedrich will work on updating the RFB and entering in dates for publication of bid, bid closing date, bid opening date, etc. The completed draft will be ready to be in the November board packet.

Rector moved to accept the changes to the RFB and forward onto the Board for approval to execute. Blaum seconded. Motion passed unanimously.

Items for next agenda

Blaum would like to see a strategy created for landscaping and grounds upkeep. Diedrich updated the committee that she is working with Garnet Fee, a master gardener, and the U of I Extension Master Gardeners to come up with a design for the landscaping. Diedrich would like to focus on native plants and grasses rather than a polished lawn. The library would like to focus and support the local ecosystems. The committee also discussed that any designed plans ought to be communicated with Mark Moran and the City.

The committee left the Historical Room to do a walk around of the building and view the repairs made. Diedrich introduced the committee members to Pete Rynott. After the walk around the committee returned to the Historical Room.

Blaum adjourned the meeting at 10:50am.

Respectfully submitted,
Jenna Diedrich
Library Director



GALENA PUBLIC LIBRARY DISTRICT

REQUEST FOR BIDS FOR LOWER-LEVEL EGRESS WINDOW

Draft

Galena Public Library District
601 S. Bench St.
Galena, IL 61036

NOTICE TO BIDDERS

The Board of Trustees of the Galena Public Library District is accepting sealed bids for installation of an egress window on the lower level. Bid packages are available for pickup at Galena Public Library District at 601 S. Bench St., Galena, IL 61036, on the Library's website www.galenalibrary.org, or by emailing Library Director, Jenna Diedrich, at diedrichj@galenalibrary.org. Sealed bids will be accepted on weekdays between 10:00 am and 4:00 pm beginning on **November 22, 2023** and ending on **December 22, 2023**.

The bid opening is scheduled for **December 27, 2023** at **10:00 am** on the Main Floor of the Galena Public Library District. A non-mandatory pre-bid submittal meeting and walkthrough will occur on **December 13, 2023** at **1:00 pm**.

Contact Person:	Jenna Diedrich, Library Director diedrichj@galenalibrary.org 815-777-0200
Date of Issue:	November 22, 2023
Due Date:	December 22, 2023
Bid Opening:	December 27, 2023
Submittals to:	Galena Public Library District ATTN: Jenna Diedrich, Director Lower Level Egress Window RFB 601 S. Bench St. Galena, IL 61036

GENERAL

1. This Request for Bids (RFB) and addenda are available on the Library's website:
www.galenalibrary.org
2. Any changes to the RFB or addenda will be posted no later than **December 15, 2023**.
Companies are responsible for checking the website or contacting the Library Director to ensure they have the most current information regarding the RFB.
3. All questions pertaining to the solicitation must be in writing and may be sent via post or email to the library Director.
4. The library is not liable for any costs incurred by any firm in connection with this RFP.
Expenses incurred by the responding firms are the sole responsibility of the firm and may not be charged to the Library.
5. All bids submitted shall be binding for ninety (90) calendar days following the deadline for receipt and may not be revoked or withdrawn during that period.
6. Bids approved by the Library will be in accordance with the Employment of Illinois Workers on Public Works Act [30 ILCS 570/].
7. The Library reserves the right to accept or reject any and all bids, to waive technicalities, and to accept or reject any item of any bid.

SCOPE OF WORK

Scope of work for Lower-Level Egress Window provided by Baranski Hammer Moretta & Sheehy.

1. Partial demolition of existing shelving in order to install a new ship's ladder and cabinet doors with latch. Existing shelving to be repaired and refinished as necessary to match existing adjacent perimeter shelving.
2. One existing window to be removed and replaced with a custom window with a fixed upper pane and operable lower pane. The lower pane will be made up of two sashes with in-swing operation and locking lever hardware. New window to have a "meeting rail" closely matching the existing adjacent double hung windows. Rails and stiles of new window to match existing window. Save and reinstall all existing casing and trim as required. Repair and refinish any reinstalled trim pieces to match existing adjacent windows.
3. Construct and install a new oak ship's ladder. Ship's ladder to be connected to the existing wall and cabinet base. Ladder to be finished to match existing adjacent shelving.
4. Provide and install new cabinet style doors including ball latch and slide-bolt hardware. New doors to match the finish of the existing adjacent shelving.

Prevailing Wage

Some or all the work herein may be subject to the provision of the Prevailing Wage Act [820 ILCS 130/01 et seq] providing for the payment of prevailing rate wages to all employees and subcontractors. The Contractor shall agree to indemnify the Library for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said laws.

EXPECTED SCHEDULE

	Item	Due Date
	Request for Bid released	November 22, 2023
	Non-mandatory pre-submittal meeting and walk-through at Galena Public Library	December 13, 2023
	Deadline for respondents to send clarifications/questions	December 15, 2023
	Submissions due	December 22, 2023
	Public bid opening on main floor of library	December 27, 2023
	Building & Grounds Committee to meet to review submissions	Early January 2024
	Recommendations presented to the full Board of Trustees	January 8, 2024
	Bidding Completed – Board votes to approve contractor	January 8, 2024
	Project start (tentative)	January/February 2024
	Project completion (tentative)	April 2024

REQUIREMENTS FOR SUBMITTING BID

Submittal of one (1) printed copy no later than **December 22, 2023** by **4:00pm** to:

Galena Public Library District
ATTN: Jenna Diedrich, Director
Lower Level Egress Window RFB
601 S. Bench St.
Galena, IL 61036

Faxed bids are not able to be accepted.

Late submissions will not be accepted. Qualifications will be taken under advisement and reviewed by the Library following the submission deadline.

Statement of Qualification must include the following information in the stated order:

1. Information about the Firm
 - a. Firm name, address, and telephone number
 - b. Primary contact name with email and telephone number
 - c. Information about workload and availability
 - d. Firm must adhere to the Employment of Illinois Workers on Public Works Act [30 ILCS 570/]
 - i. Section 3 of the Act states: "Employment of Illinois laborers. Whenever there is a period of excessive unemployment in Illinois, if a person or entity is charged with the duty, either by law or contract, of (1) constructing or building any public works, as defined in this Act, or (2) the clean-up and on-site disposal of hazardous waste for the State of Illinois or any political subdivision of the State, and that clean-up or on-site disposal is funded or financed in whole or in part with State funds or funds administered by the State of Illinois, then that person or entity shall employ at least 90% Illinois laborers on such project. Any public works project financed in whole or in part by federal funds administered by the State of Illinois is covered under the provisions of this Act, to the extent permitted by any applicable federal law or regulation. Every public works contract let by any such person shall contain a provision requiring that such labor be used: Provided, that other laborers may be used when Illinois laborers as defined in this Act are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the contracting officer" (30 ILCS 570/3).
2. Insurance Requirements
 - a. Liability Policy minimum insured value \$1,000,000.00
 - b. Active Workers' Compensation Policy

SELECTION PROCESS

1. Submittal Requirements/Statement of Qualifications: The Library Director will present the bid(s), which were received prior to the acceptance deadline, to the Library's Building and Grounds Committee for review and evaluation.
2. Selection: The Building and Grounds Committee will consider the responsiveness of the materials submitted, qualifications, ability of professional personnel, past record and experience, performance, ability to meet time requirements, workload, availability, and other factors deemed relevant. Recommendations will be presented to the full Board of Trustees.
3. Acceptance/Rejection of Bids: The Board of Trustees reserves the right to reject any or all bids at its sole discretion. The Board of Trustees reserves the right to select a firm in the best interest of the Library at its sole discretion. The Board of Trustees reserves the right to waive or modify any provisions of this request for bid.
4. Procurement requirement: Procurement of services for this project will be in accordance with the Public Library District Act of 1991 [75 ILCS 16/] and the Illinois Procurement Code [30 ILCS 500/].

9.e COMMITTEES: POLICY

Policy Committee Minutes

October 26, 2023 - Draft

Call to order, roll call

Walker called the meeting to order at 11:04 am.

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

Public Comments

None

Approval of October 12, 2023 Minutes

Sprengelmeyer moved to approve the October 12, 2023 minutes. Vanderpool seconded. Motion passed unanimously.

Bylaws

The committee continued to review the draft Bylaws. Article VI of the Bylaws focuses on the library director. Walker inquired whether a yearly evaluation of the library director was necessary. Every other was suggested as an alternative. Diedrich informed the committee that the yearly evaluation is in line with the Standards for Illinois Public Libraries. The committee found it important to stay in compliance with the standards.

In Article VII, Section 1 a grammatical error was found. The word "purpose" was removed from the following sentence: "Written notice of the proposed purpose changes must be distributed to all Trustees a minimum 10 days prior to such meeting."

No changes were made to Article VIII.

Discussion went back to a procedure for public comments. Vanderpool would like to see a procedure created that outlines steps to take if a public comment breaks decorum. Due to previous instances where this has occurred, if the Board has a procedure the Board President can handle situations in a consistent manner. Sprengelmeyer said the procedure should not be a part of the Bylaws but an additional document for reference purposes. The committee requested Diedrich create a procedure. Two pieces to be included are steps for removal and calling a recess in case a citizen does not follow the request to leave the meeting.

Sprengelmeyer moved to suggest the Board approve and adopt the revisions to the updated version of the Bylaws. Vanderpool seconded. The motion passed unanimously.

Items for next agenda

The committee will continue to follow the review schedule.

Walker adjourned the meetings t 11:36am

Respectfully submitted,

Jenna Diedrich

Library Director

9.e.i COMMITTEES: POLICY: DISCUSSION AND POSSIBLE ACTION ON REVISIONS TO
BYLAWS



BYLAWS OF THE GALENA PUBLIC LIBRARY DISTRICT - DRAFT

ARTICLE I. NAME AND PURPOSE

The Board of Trustees of the Galena Public Library District, Galena, Illinois (hereinafter, the "Board") is charged with the responsibility of the governance of the Galena Public Library District (hereinafter, the "Library").

The Board is the governing body of the Library. Its responsibilities and duties are defined by the Illinois Public Library District Act of 1991, [75 ILCS 16/ *et seq*] (hereinafter, the "Act") and related statutes. They include:

- a. Determining library policies;
- b. Employing a qualified Library Director;
- c. Approving library expenditures;
- d. Approving annual fiscal budgets;
- e. Providing for the efficient maintenance of Library facilities; and
- f. Promoting community use of the Library.

The Board shall comply with all provisions of Illinois law pertaining to public bodies, library districts, and trustees.

ARTICLE II. TRUSTEES

Section 1. Appointments and Terms of Office.

The Board shall consist of seven members, who meet the qualifications established in 75 ILCS 16/30-20, elected by the voters of the Library District. Newly elected trustees take office on the third Monday of the month following the biennial election and take the oath at the first regular Board meeting following that date. Trustees shall serve staggered four-year terms.

Section 2. Meeting Attendance.

Trustees shall be expected to attend all meetings unless prevented by a valid reason. Any Trustee who is unable to attend a meeting shall contact the Library Director or the Board President to be excused. A Trustee may be asked to resign for failure to attend regular board meetings. Attendance at meetings via electronic means shall not constitute an absence.

Section 3. Vacancies.

Trustee vacancies shall be declared by the Board when the elected or appointed trustee: (i) resigns, declines, or is unable to serve; (ii) becomes a nonresident of the Library; (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon them by the Act; or (iv) has failed to pay the library taxes levied by the Library.

Vacancies shall be filled by an appointee of the remaining Trustees until the next regular election, at which time a Trustee shall be elected to fill the vacancy for the unexpired term; however, if such vacancy occurs with fewer than 28 months remaining in the term, and if the vacancy occurs fewer than 88 days before the next regularly scheduled election for this office, then the person appointed by the remaining Trustees shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held.

The resignation of any Trustee must be submitted in writing to the Board President. If the resignee is the Board President the written resignation must be submitted to the Vice President. The Board President shall accept the resignation at the next Board meeting unless the resignation is withdrawn prior to that meeting.

Section 4. Compensation.

Trustees shall serve without compensation but shall be reimbursed from Library funds for their actual and necessary expenses incurred in the performance of their duties.

Section 5. Trustee Orientation

New Trustees shall be oriented by the Library Director and the current Board President and be provided with the following:

- a. A tour of the Library, including staff introductions;
- b. A meeting to review the contents of the Trustee Orientation Manual and the Library issued Trustee iPad;
- c. Current budget materials;
- d. Current committee assignments;
- e. Discussion of pertinent Library history and current Strategic Plan; and
- f. Trustee contact information.

ARTICLE III. OFFICERS

Section 1. Officers.

The officers of the Board shall be President, Vice President, Secretary, and Treasurer, elected from among the trustees. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Nominations and Elections of Officers.

The election of officers will occur as the first action at the first regular board meeting following the biennial election of trustees. All nominations, including self-nominations, shall be made from the floor. Officers shall serve a term of two years, ending on the second Monday of the month following each

regular election or until their successors are duly elected by the Board. A vacancy in any office, as determined by a majority vote of the remaining members of the Board consistent with Article II, Section 3 of these bylaws, shall be filled by the Board for the unexpired term. Officers may be subject to forfeiture of office if they miss more than three consecutive regularly scheduled Board Meetings.

Section 3. Duties of Officers.

A. Board President

The Board President shall preside at all meetings of the Board. They shall be a signer on all papers and documents to which a signature may be necessary or appropriate. If the Board President is unable, within the required time, to sign a given document, the Vice President shall sign the document. The Board President must approve Board meeting agendas prior to public posting. The Board President serves as an ex-officio voting member of all committees.

The Board President is the point of communication between the Board and the Library Director. The Library Director reports ultimately to the Board of Trustees, with the Board President facilitating communication.

B. Vice President

The Vice President, in the absence of the President or in the event of the President's incapacity or refusal to act, shall assume all duties of the president.

C. Secretary

The Secretary shall keep an accurate record of all board meetings. They shall include therein a record of the names of those in attendance, ordinances enacted, resolutions adopted, motions made and votes taken, and all other pertinent information affecting the operation of the Library.

The Secretary serves as the local election official for elections of the Board. They shall issue notices required by statute, administer oaths and affirmations of office, and perform such duties that are associated with the office.

At the end of each fiscal year, two Trustees (other than the Secretary) will be appointed by the Board President to audit the Secretary's records.

In the absence of the Board President and Vice President, the Secretary shall call the meeting to order and preside until the immediate election of a president pro tem.

D. Treasurer

The Treasurer shall keep and maintain accounts and records of the Library during the term in office, indicating therein a record of all receipts and disbursements and balances in any funds, which shall be reported monthly to the Board. The Treasurer shall work with the Director to prepare the Annual Operating Budget to recommend to the full Finance Committee for approval

no later than the 15th of June of each year. The Treasurer shall present the budget as approved by the Finance Committee to the full board for approval no later than the August meeting of the Board. The treasurer shall distribute funds only on authority and with specific approval of the Board.

Any withdrawals of funds from regular checking and savings accounts or special funds shall require the signature of the Treasurer and the Director. In the absence of the Treasurer or when he or she is unable to serve, the President may appoint another Trustee to perform the duties of the Treasurer until the Treasurer returns.

In lieu of the bond requirements of [75 ILCS 16/30-45(e)], the treasurer may secure for the Library an insurance policy or other insurance instrument that provides coverage for negligent or intentional acts by District officials and employees that could result in the loss of district funds. The cost of any such coverage shall be borne by the Library.

The Treasurer shall chair the Finance Committee and serve as the Chief Investment Officer.

ARTICLE IV. MEETINGS

Section 1. Regular Meetings.

The regular meeting shall be held on the second Monday of each month at 6:30 pm at the Galena Public Library District, 601 S. Bench Street, Galena, IL 61036, unless changed in accordance with the Illinois Open Meetings Act.

The biennial meeting, which shall be for the purpose of newly elected trustees to take oath of office and electing officers, shall be held on the third Monday in May of each election year.

Section 2. Special Meetings

Special Meetings shall be held at any time when called by the President or Secretary, or by any three trustees of the Board. Comments during special meetings shall be limited to items listed on the agenda. Notice of the special meeting agenda shall be available at least 48 hours before the time of the meeting, except in the case of a bona fide emergency. No business except as stated in the notice and agenda shall be conducted at said meeting.

Section 3. Quorum.

A quorum shall consist of four trustees. A simple majority of those present shall determine the vote taken on any question, unless a larger majority is specified by law or these Bylaws.

Each trustee shall be entitled to one vote upon each matter submitted to a vote. All votes in any questions shall be ayes, nays, abstains, or absent and shall be recorded by the Secretary.

Section 4. Agendas and Notices.

Meeting agenda and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. Agendas shall be posted at the library

building and on the library website at least 48 hours in advance of the meeting, except in the case of a bona fide emergency. No business except as stated in the agenda and notice may be voted upon. Any action resulting in a discussion may not be voted on in the current meeting.

Section 5. Order of Business

The order of business for regular meetings shall include, but is not limited to, the following items, which shall be covered in the sequence shown so far as circumstances permit. The Library Director, Board President, and all Committee Chairs shall submit topics for discussion or discussion and possible action in a timely fashion in order to be included on the agenda. Trustees and the Director shall submit topics for discussion or discussion and possible action for the Old or New Business agenda items in a timely fashion in order to be included on the agenda.

1. Call to order, roll call
2. Public Comments
3. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Bills Paid/Payable
4. Financial Report
5. Treasurer's Report
6. Friends' Report
7. Library Director's Report
8. Board President's Report
9. Committees
10. Old Business
11. New Business
12. Closed Session
13. Items for Next Agenda
14. Announcements
15. Adjournment

Section 6. Public Comment

Any person desiring to comment shall be required to identify themselves by name. Speakers shall be limited to a maximum of three minutes and 15 minutes total. Individual and total speaking time may be extended by a majority vote of the Board.

Citizens who choose to attend and/or speak are required to maintain proper decorum at all times. The Board President shall be allowed to terminate a public comment for repetitive, irrelevant, or disruptive commentary. A citizen not maintaining decorum may be asked to leave or be removed from the meeting.

Section 7. Minutes.

Minutes of all meetings shall, at minimum, indicate board members present, all items of business, all motions, and the result of all votes taken. Current board minutes shall be made available for viewing on the library website and at the library upon request.

Section 8. Closed Session.

Closed Session may be used when deemed necessary by the Board and in accordance with the Illinois Open Meetings Act [5 ILCS 120].

Section 9. Meetings via Electronic Means.

The use of electronic means for meeting attendance and voting is permissible under the following conditions:

1. A trustee must be prevented from physically attending because:
 - a. Personal illness or disability;
 - b. Employment purposes or the business of the library; or
 - c. A family or other emergency; and
2. Seventy-two hour notice shall be given by the Trustee to the Board President unless such advance notice is impractical;
3. A quorum of the Board must be physically present at the meeting;
4. A minimum of four Trustees must vote affirmatively to permit attendance by electronic means; and
5. The location of the meeting shall be equipped with suitable equipment for the public audience, Board, staff, and guests to hear any input, vote, or discussion.

Trustees participating electronically are afforded all of the same rights and are held to the same laws and standards of conduct as Trustees participating physically.

Section 10. Open Meetings Act Compliance.

All Board meetings and all committee meetings shall comply with the Illinois Open Meetings Act [5 ILCS 120].

Section 11. Parliamentary Authority.

The Board shall abide by the most recent revision of Robert's Rules of Order unless otherwise specified in these Bylaws.

ARTICLE V. COMMITTEES**Section 1. Committee Guidelines.**

All committees shall make reports and recommendations to the Board. No committee shall have more than advisory powers. All reports and recommendations are subject to Board approval.

Each Trustee is expected to serve on two committees. The Board shall appoint committees as necessary to carry out the purpose of the Board. The Board President will coordinate representation on committees on a voluntary basis. Committee chairs and recorders shall be appointed by committee members as necessary. The Chair and Library Director shall make agendas for meetings giving at least 48 hours' notice.

Section 2. Standing Committees.

Standing committees are appointed after the biennial election and shall consist of three or more trustees with the Library Director as an ex officio, non-voting member of all committees. The Library Director may direct library staff to attend any committee meeting they are unable to attend. Standing committees shall appoint a chair and recorder.

Standing committees are as follows:

a. **Building & Grounds Committee**

The responsibilities of the Building & Grounds Committee include, but not limited to, making recommendations on building projects, improvements, and budgetary items to the Board in a timely manner.

Meeting: as needed

Members: minimum of three trustees with the Library Director serving as an ex officio, non-voting member of the committee.

b. **Finance Committee**

The responsibilities of the Finance Committee include, but not limited to, reviewing a tentative Budget and Appropriation Ordinance, monitoring library investments, and implementing the library's investment policy.

Meeting: as needed

Members: Treasurer, Board President, and Secretary with the Library Director serving as an ex officio, non-voting member of the committee.

c. **Decennial Committee**

The responsibilities of the Decennial Committee include, but not limited to, reviewing library operation, studying the library's efficiency and accountability, and preparing and submitting a report to the County.

Meeting: as required by statute

Members: All Trustees, at minimum two library district residents, and the Library Director.

d. **Human Resources Committee**

The responsibilities of the Human Resource Committee include, but not limited to, reviewing job descriptions, personnel policies and practices, reviewing personnel issues, and assisting the Library Director with personnel-related issues.

Meeting: as needed

Members: minimum of three trustees with the Library Director serving as an ex officio, non-voting member of the committee

Policy Committee

The responsibilities of the Policy Committee include, but not limited to, developing, reviewing, and revising library policies and bylaws.

Meeting: as needed

Members: minimum of three trustees with the Library Director serving as an ex officio, non-voting member of the committee.

Section 3. Ad Hoc Committees.

Ad Hoc Committees may be appointed by the Board as deemed necessary to deal with short-term or one-time tasks. Each ad hoc committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

ARTICLE VI. LIBRARY DIRECTOR

The Board shall recruit, appoint, and evaluate a qualified Library Director, who shall be the executive administrative officer of the Library on behalf of the Board. The Library Director shall have full professional responsibility for the administration of library policy, implementation of library services and programs, personnel selection and management, collection development, monthly and annual reports, and developing library policy and procedure. The Library Director shall attend all Board meetings and serve as an ex-officio, non-voting member of all committees.

The Library Director is authorized to spend \$4,000 in the case of an extreme emergency. The Library Director is included on the necessary signature cards to authorize them to sign checks for all Library expenditures.

The Library will have a Board approved Succession Plan establishing procedures and contingencies due to the absence, or departure of the Library Director, and to facilitate the transition to both interim and long-term leadership.

ARTICLE VII. GENERAL

Section 1. Amendments

The Board's Bylaws may be amended by a two-thirds vote at any regular meeting of the Board. Written notice of the proposed changes must be distributed to all Trustees a minimum 10 days prior to such meeting.

All non-substantive changes such as the correction of grammar, punctuation, and formatting shall be excluded from the 10-day notice provision.

Section 2. Conflicts of Interest

No Trustee shall be in any manner financially interested directly in their own name or indirectly in the name of any other person, trust, corporation, or entity in any contract or the performance of any work with the Library with respect to which the Trustee may be called upon to vote.

Trustees shall disclose any such actual or perceived conflict of interest to the Board at the earliest opportunity when the conflict is apparent, and such disclosure shall be recorded in the Board minutes.

The Trustee making disclosure of a conflict shall ask to be recused from the Board, and shall be recused during any discussion of the business. The Trustee shall not be present during any portion of the meeting at which the contract or the performance of work is considered or acted upon.

An abstention from voting is not a sufficient action in responding to a conflict of interest. The minutes shall reflect that any Trustee disclosing a conflict of interest was recused from the Board throughout the meeting from the time of disclosure through final action on the issue.

In any vote approving minutes of a meeting where a Trustee was recused due to conflict of interest, that Trustee shall note the recusal on that issue, and may otherwise vote on approval of the minutes.

Section 3. Authorized Signatories

Checks issued on the Library's accounts shall be signed by two authorized signatories in alignment with the Library's Budget and Internal Finance Policy.

Section 4. Staff Incident Reports

All incident reports submitted to the Board President by the Library Director, per the Employee Handbook, shall remain confidential.

The Library Director and the Board President will meet with the individual who is the subject of the incident report to work toward a solution to the issue brought forth. Any meeting with the individual subject of the incident report shall require two representatives of the library. If either the Library Director or the President are not available to meet, then an agreed upon and appropriate representative of either the library staff or the Board of Trustees will be in attendance at the meeting. If necessary, in order to seek resolution of the incident, the incident report may be submitted to the entire Board of Trustees.

ARTICLE VIII. INDEMNIFICATION

If any claim or action not covered by insurance is instituted against a trustee of the Library, out of an act or omission by a trustee acting in good faith for a purpose believed to be in the best interest of the Library; or if any claim or action not covered by insurance is instituted against an employee or volunteer of the Library allegedly arising out of an act or omission occurring within the scope of his or her duties as employee or volunteer; the Library shall, at the request of the trustee, employee or volunteer:

- a. Appear and defend against the claim of action; and
- b. Pay or indemnify the Trustee for a judgment and court costs, based on such claim or action; and
- c. Pay or indemnify the Trustee for a compromise or settlement of such claim or action, providing the settlement is approved by the Board.

For the purpose of this Section, the terms trustee, employee and volunteer shall include a former trustee, employee and volunteer of the Library.

Article VIII shall not apply if the Board finds that the claim or action is based on malicious, willful or criminal misconduct. In such cases, indemnification will be determined after an investigation of the facts.

Approved: 5/11/2004

Revised: 09/21/2010

Revised: 09/15/2015

Revised: 03/20/2018

Revised: 09/19/2019

Revised: 02/10/2020

Revised: 07/13/2020

Revised: 09/14/2020

Revised: 01/11/2021

Revised: DRAFT

11.a DISCUSSION AND POSSIBLE ACTION ON DECEMBER AND JANUARY HOLIDAY CLOSURES



TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

Date: November 9, 2023

RE: December and January closure dates

Per the library's Employee Handbook, the library is closed Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. The policy also states:

"Holidays that fall on a Sunday will be observed by the library on the Monday that immediately follows. The library will be closed on the observed date and eligible staff will be paid."

This year, Christmas Eve falls on a Sunday and Christmas Day falls on Monday. To observe both dates, I would like to propose the library be closed on Monday, December 25th (for Christmas Eve) and Tuesday, December 26th (for Christmas). The library would also be closed on Monday, January 1st (for New Year's Eve) and Tuesday, January 2nd (for New Year's Day).

These closures are following both RAILS' and PrairieCat's holiday closures.

Thank you for your consideration.

Jenna Diedrich

12.a MOTIONS, RESOLUTIONS, ORDINANCES: ORDINANCE #24-02: FY2024 TAX LEVY (ACTION)

FY23 Levy request: \$387,062.00

FY23 extension: \$387,033.69

Tax Levy Option 1: Previous year's extension multiplied by 4.9%

Increase of \$18,964.65

Tax Levy Option 2: Previous year's extension multiplied by 4.994%

Increase of \$19,328.46

The highlighted column is what is in the Draft Tax Levy Ordinance

Fund	EY 2024 Estimated Balance	FY 2025 Levy Request	FY2025 Estimated Expense	FY 2025 Starting Balance	Levy Option 1 4.9%	Levy Option 2 4.994%
Corporate					\$373,998	\$374,362
IMRF	\$6,725	\$4,000	\$10,000.00	\$10,725	\$4,000	\$4,000
Insurance	\$685	\$8,000	\$8,000.00	\$8,685	\$8,000	\$8,000
FICA	\$0	\$20,000	\$18,200.00	\$20,000	\$20,000	\$20,000
Total					\$405,998	\$406,362



GALENA PUBLIC LIBRARY DISTRICT

TAX LEVY ORDINANCE #24-02

DRAFT

July 1, 2023 - June 30, 2024

CERTIFICATION OF TAX LEVY ORDINANCE
IN ACCORDANCE WITH CHAPTER 81, PARAGRAPH 1004-11
OF THE ILLINOIS REVISED STATUTES

The undersigned, duly qualified and action Secretary of the Galena Public Library District, Jo Daviess County, Illinois, does hereby certify that the attached hereto is a true and correct copy of the Tax Levy Ordinance of said district for the fiscal year 2024 as adopted on November 13, 2023.

This certification is made and filed pursuant to the requirements of Public Act 84-1308 and on behalf of the Galena Public Library District, Jo Daviess County, Illinois

Dated this _____ day of November 2023

Secretary

Filed this _____ day of _____ 2023

County Clerk

Ordinance No. 24-02

ORDINANCE LEVYING AND ASSESSING TAX FOR GALENA
PUBLIC LIBRARY DISTRICT OF THE COUNTY OF JO DAVIESS
STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING
THE 1ST DAY OF JULY, 2023 AND ENDING THE
30TH DAY OF JUNE, 2023

WHEREAS, the President and Board of Trustees of the Galena Public Library District, in the County of Jo Daviess and State of Illinois, did on the 25th day of August 2023 pass the Annual Budget and Appropriation Ordinance (Ordinance No. 24-01) for said Library District for the fiscal year commencing on July 1, 2023 and ending on June 30, 2024; and

WHEREAS, said Annual Budget and Appropriation Ordinance was duly published as provided by law after its passage;

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

Section 1: That the total sum of FOUR HUNDRED AND SIX THOUSAND AND THREE HUNDRED SIXTY-TWO DOLLARS (\$406,362) composed as follows: The sum of THREE HUNDRED SEVENTY-FOUR THOUSAND AND THREE HUNDRED SIXTY-TWO DOLLARS (\$374,362.00), being the amount deemed required for the necessary corporate purposes of the Galena Public Library District, Jo Daviess County, Illinois; the sum of TWENTY THOUSAND DOLLARS (\$20,000.00), being required for the payment of employer contributions of Galena Public Library District to the Social Security Fund; the sum of EIGHT THOUSAND DOLLARS (\$8,000.00) being required for the payment of employer contributions of Galena Public Library District to the Illinois Municipal Retirement Fund; the sum of FOUR THOUSAND DOLLARS (\$4,000.00) for the purpose of payments of premiums due for the purchase of liability insurance, property damage (fire) insurance and legal fees for defending or otherwise protecting itself against liability from a Liability Fund, be and the same is hereby levied and assessed upon and against all taxable property within this Library District according to the full fair value as established and ascertained for State and County purposes for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and the Board of Trustees of the Galena Public Library District having on the 25th day of August 2023 duly passed and adopted the Annual Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and said Ordinance having been duly published in a newspaper of general circulation within this Public Library District, this Board finds that the specific purposes and the specific amounts provided for in said Annual Budget and Appropriation Ordinance, a copy of which is attached hereto and by this reference

made a part hereof, are required to be levied for the necessary purposes of the Galena Public Library District.

Section 2: The Secretary of the Board of Trustees of the Galena Public Library District is hereby directed to file a duly certified copy of this Ordinance with the County Clerk of JO Daviess County, Illinois in accordance with the laws of the State of Illinois, on or before the last Tuesday of December 2023; and said County Clerk is hereby authorized and directed to extend the said tax so levied by this Ordinance, according to law, against all taxable property within the Galena Public Library District. The Secretary of Galena Public Library District shall also file on or before the last Tuesday of December 2023, duly certified copies of the Annual Budget and Appropriation Ordinance and this Ordinance with the Galena Public Library District where they shall be available for public inspection as provided by law.

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the Board of Trustees of the Galena Public Library District and approved by the President thereof this ____ day of November 2023.

Board of Trustees of the
Galena Public Library District

BY: _____
President

ATTEST: _____
Secretary

STATE OF ILLINOIS)
) SS
COUNTY OF JO DAVIESS)

CERTIFICATE OF LEVY

I, _____, do hereby certify that I am the duly appointed, qualified and now acting Secretary of the Galena Public Library District in the County of Jo Daviess and State of Illinois; that attached hereto is a true and correct copy of the Tax Levy Ordinance No. 24-02 as passed by the Board of Trustees of said Library District at our meeting held on the 13th day of November, 2023; and that said Ordinance was duly passed by aye and nay vote thereon with at least a majority of all the Board of Trustees having voted aye on the adoption and passage thereof.

I further certify that attached hereto as part of said Tax Levy Ordinance No. 24-02 is a correct copy of the Annual Budget and Appropriation Ordinance No. 24-01 as passed by the Board of Trustees of said Library District at a meeting thereof held on the 25th day of August 2023; that said Ordinance was duly passed by aye and nay vote thereon with at least a majority of all the Board of Trustees having voted aye on the adoption and passage thereof; and that thereafter said Annual Budget and Appropriation Ordinance was printed and published in a public secular newspaper with general circulation in said Library District.

I further certify that the Galena Public Library District requires the sum of \$406,362 as is more fully shown in said Tax Levy Ordinance No. 24-02 and the Annual Budget and Appropriation Ordinance to be levied on the taxable property in said District for the year 2023-2024.

I further certify that said Ordinances have not been amended or repealed but remain in full force and effect at this time.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the Secretary of the Board of Trustees of the Galena Public Library District, at Galena, Illinois this 13th day of November, 2023.

Secretary
Galena Public Library District

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of the Galena Public Library District and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions Sections 18-60 through 18-85 of the "Truth in Taxation" law.

CHECK ONE OF THE CHOICES BELOW

- ☐ 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law.
- ☒ 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.
- ☐ 3) The proposed aggregate levy did not exceed a 5% increase over the year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation law.
- ☐ 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Certificate applies to the Fiscal Year 2024 levy.

Date: _____

Presiding Officer: _____

ADOPTED this 13th day of November 2023, pursuant to a roll call vote as follows:

AYES

NAYS

ABSENT

ABSTAIN

APPROVED this 13th day of November 2023

BY: _____

President

ATTEST: _____

Secretary