



Library Board of Trustees Meeting
Regular Meeting Monday, December 11, 2023 at 6:30pm
Galena Public Library - Historical Room

AGENDA

1. Call to order, roll call
2. Citizen comments (3 minutes per person, 15 minutes total)
3. Presentation of FY2023 audit by Scott Roberts, O'Connor Brooks
4. Consent Agenda (ACTION)
 - a. Approval of minutes for Regular meeting November 13, 2023
 - b. Approval of bills paid/payable: 11/10/2023 - 12/08/2023
5. Financial Report
6. Treasurer's Report
7. Friends Report
8. Library Director's Report
 - a. Per Capita Grant
9. Board President's Report
10. Committees
 - a. Building & Grounds - Blaum
 - b. Decennial - Walker (ACTION)
 - i. Discussion and possible action on Decennial Report
 - c. Finance - Beadle
 - d. HR - Rector
 - e. Policy - Walker
11. Unfinished Business
12. New Business
13. Motions, Resolutions, Ordinances
14. Closed Session
15. Items for next agenda
16. Announcements
17. Adjournment

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

4.a CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING NOVEMBER 13, 2023

Library Minutes

November 13, 2013

Draft

1. Call to Order

President Walter Johnson called the meeting to order at 6:30pm. Board members present were Maria Rector, Katherine Walker, Emily Sprengelmeyer, Michael Blaum, and Allison Vanderpool. Francis Beadle was excused absent. Members of the public present were Tim Doser, Gloria Junge and Craig Albaugh. Librarian Jenna Diedrich attended via Zoom.

2. Citizens Comments

Junge commented on the digitization project, the lack of financial report and the absence of the treasurer. She offered thanks to Blaum and Rector. She explained the ownership of Veterans Park. Rector moved to allow a three-minute extension to public comments. Blaum had the second. Vote: Vanderpool – Aye, Blaum – Aye, Sprengelmeyer – Aye, Walker – No, Rector – Aye, Johnson – Aye. Motion carried. Junge continued her remarks on the history of the park.

3. Consent Agenda

a. Approval of minutes for Regular meeting October 9, 2003

b. Approval of bills paid/payable 10/07/2023-11/10/2023

Blaum moved to approve the minutes and the bills payable. Rector had the second. Diedrich asked that a \$45 bill be paid to Rector for gift certificates. Blaum withdrew his motion and made a new one to include the \$45 payment. Vanderpool had the second. Vote: Blaum – Aye, Sprengelmeyer – Aye, Walker – Aye, Rector – Aye, Vanderpool – Aye, Johnson – Aye. Motion carried.

4. Financial Report – None

5. Treasurer's Report – None

6. Friends Report

No member of Friends of the Library was present, but the President had sent an email with information. Kathy Leonard was moving to Pennsylvania; Charlene Fee will assume her role as Hospitality Chair. The new recording secretary is Lori Pratner. There will be a mini book sale at the Holiday Market at the GTA on December 2. A Culver's Share Night is set for December 5 from 5 to 8. The sale next year will be at the Galena Middle School, dates are July 18-20, 2024 with the Friends night on July 17.

7. Library Director's Report

Diedrich said one of the globes for the lights in front shattered. Replacements will be coming for both lights from Dubuque Electric. Replacement cost will be around \$1400. There has been no response from the firm doing the audit. Blaum asked about the purple lights and Diedrich explained they were that color to support awareness of domestic violence.

8. Board President's Report

Johnson offered his thanks to all the committee members for their work and support.

9. Committees

a. Buildings & Grounds

i. Discussion and possible action on Egress Window RFP

Blaum moved to approve the Egress Window RFP. Rector made the second. Diedrich mentioned the bid window was 30 days. The Gazette and the TH will receive the information. There will be a walk through for bidders and bid opening December 27. Vote: Sprengelmeyer – Aye, Walker – Aye, Rector – Aye, Vanderpool – Aye, Blaum – Aye, Johnson – Aye. Motion carried. A brief discussion followed regarding future landscaping efforts, the possibility of opening the time capsule and no-mow grass. Sprengelmeyer suggested a possible partnership with JDCF.

b. Decennial

Walker mentioned the community members would be attending the December meeting.

c. Finance – None

d. HR – None

e. Policy

i. Discussion and possible action on the revisions to Bylaws

ii. Walker said the committee had met twice in October to go over the bylaws. She moved to accept the revisions as submitted. Blaum made the Second. Vote: Walker – Aye, Rector – Aye, Blaum – Aye, Vanderpool – Aye, Sprengelmeyer – Aye, Johnson – Aye. Motion carried.

10. Unfinished business

a. Discussion and possible action on community members participating in the discussion on digitization.

Blaum moved to have each person have 5 minutes to present their ideas on digitization. Rector had the second. Vote: Vanderpool – Aye, Blaum – Aye, Sprengelmeyer – Aye, Walker – Aye, Rector – Aye, Johnson – Aye. Motion carried. Albaugh thought the project was taking way too long. He wants to get it done. Doser agreed the project needs to speed up. He is unhappy the July papers are not online yet. Junge was concerned no one can touch the papers. Diedrich is concerned that papers are torn out and copied. The library is trying to preserve the papers and there are serious issues with public access and touching. Walker moved to end the discussion. Vanderpool made the second. Vote: Blaum Aye, Sprengelmeyer – Aye, Walker – Aye, Rector – Nay, Vanderpool – Aye, Johnson – Aye. Motion carried.

11. New Business

a. Discussion and possible action on December and January holiday closures

Vanderpool moved to accept the proposed closures for Christmas Eve, Christmas Day, New Years Eve and New Years Day. Blaum made the second. Vote: Sprengelmeyer – Aye, Walker – Aye, Rector – Aye, Vanderpool – Aye, Blaum – Aye, Johnson – Aye. Motion carried.

12. Motions, Resolutions, Ordinances

a. Ordinance #24-02: FY2024 Tax Levy

Walker moved to approve the ordinance and tax levy as presented. Sprengelmeyer had the second. Blaum asked how the levy had been calculated. Diedrich explained last year's calculation and extension which was 4.9% and for 2024 is 4.994%. It takes in the possibilities of higher insurance costs and the estimates of first quarter and IMRF. Vote: Walker – Aye, Rector – Aye, Vanderpool – Aye, Blaum – Aye, Sprengelmeyer – Aye, Johnson – Aye. Motion carried.

13. Closed Session – None

14. Items for next agenda – None

15. Announcements – None

16. Adjournment 7:56pm

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

**Respectfully submitted,
Katherine Walker
Secretary**

4.b CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE 11/10/2023 - 12/08/2023

Galena Public Library District

A/P Aging Summary

As of December 8, 2023

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	86.37					\$86.37
B. L. Murray Co, Inc.	58.47					\$58.47
Bi-State Masonry	124,872.00					\$124,872.00
DeKalb Public Library	26.94					\$26.94
Findaway World LLC	437.23					\$437.23
Galena Gazette Publications	45.24					\$45.24
Hooting Coyote	900.00					\$900.00
Jo Daviess County GIS	270.00					\$270.00
Kanopy	127.00					\$127.00
Midwest Tape	401.05					\$401.05
Murphy Lawn Care	90.00					\$90.00
TOTAL	\$127,314.30	\$0.00	\$0.00	\$0.00	\$0.00	\$127,314.30

Galena Public Library District

Check Detail Report
Nov 11 - Dec 8 2023

ACCOUNT NAME	TRANSACTION ID	TRANSACTION DATE	TRANSACTION TYPE	NO.	NAME	DESCRIPTION	CLEARED	AMOUNT LINE
IB&T-Corporate Fund	21102							
IB&T-Corporate Fund	21102	11/15/2023	Bill Payment (Check)	22943	Pagefreeser Software, Inc	--	Uncleared	-\$1,058.00
IB&T-Corporate Fund	21102	11/15/2023	Bill Payment (Check)	22943	Pagefreeser Software, Inc	--	--	-\$1,058.00
IB&T-Corporate Fund	21103							
IB&T-Corporate Fund	21103	11/15/2023	Bill Payment (Check)	22944	ALA-American Library Association	--	Reconciled	-\$372.00
IB&T-Corporate Fund	21103	11/15/2023	Bill Payment (Check)	22944	ALA-American Library Association	--	--	-\$372.00
IB&T-Corporate Fund	21104							
IB&T-Corporate Fund	21104	11/15/2023	Bill Payment (Check)	22945	RAILS	--	Reconciled	-\$565.00
IB&T-Corporate Fund	21104	11/15/2023	Bill Payment (Check)	22945	RAILS	--	--	-\$565.00
IB&T-Corporate Fund	21105							
IB&T-Corporate Fund	21105	11/15/2023	Bill Payment (Check)	22946	Galena Cellars Vineyard & Winery	--	Reconciled	-\$295.97
IB&T-Corporate Fund	21105	11/15/2023	Bill Payment (Check)	22946	Galena Cellars Vineyard & Winery	--	--	-\$295.97
IB&T-Corporate Fund	21106							
IB&T-Corporate Fund	21106	11/15/2023	Bill Payment (Check)	22947	National Elevator Inspection Services	--	Reconciled	-\$262.08
IB&T-Corporate Fund	21106	11/15/2023	Bill Payment (Check)	22947	National Elevator Inspection Services	--	--	-\$262.08
IB&T-Corporate Fund	21107							
IB&T-Corporate Fund	21107	11/15/2023	Bill Payment (Check)	22948	Signcraft Screenprint, Inc	--	Reconciled	-\$58.74
IB&T-Corporate Fund	21107	11/15/2023	Bill Payment (Check)	22948	Signcraft Screenprint, Inc	--	--	-\$58.74
IB&T-Corporate Fund	21108							
IB&T-Corporate Fund	21108	11/15/2023	Bill Payment (Check)	22949	Tracy Lee Roberts	--	Uncleared	-\$250.00
IB&T-Corporate Fund	21108	11/15/2023	Bill Payment (Check)	22949	Tracy Lee Roberts	--	--	-\$250.00
IB&T-Corporate Fund	21109							
IB&T-Corporate Fund	21109	11/15/2023	Bill Payment (Check)	22950	Galena Gazette Publications	02100179	Reconciled	-\$359.10
IB&T-Corporate Fund	21109	11/15/2023	Bill Payment (Check)	22950	Galena Gazette Publications	--	--	-\$359.10
IB&T-Corporate Fund	21110							
IB&T-Corporate Fund	21110	11/15/2023	Bill Payment (Check)	22951	Murphy Lawn Care	--	Reconciled	-\$45.00
IB&T-Corporate Fund	21110	11/15/2023	Bill Payment (Check)	22951	Murphy Lawn Care	--	--	-\$45.00
IB&T-Corporate Fund	21111							
IB&T-Corporate Fund	21111	11/15/2023	Bill Payment (Check)	22952	B. L. Murray Co, Inc.	--	Reconciled	-\$107.01
IB&T-Corporate Fund	21111	11/15/2023	Bill Payment (Check)	22952	B. L. Murray Co, Inc.	--	--	-\$107.01
IB&T-Corporate Fund	21112							
IB&T-Corporate Fund	21112	11/15/2023	Bill Payment (Check)	22953	Hooting Coyote	--	Reconciled	-\$2,250.00
IB&T-Corporate Fund	21112	11/15/2023	Bill Payment (Check)	22953	Hooting Coyote	--	--	-\$2,250.00
IB&T-Corporate Fund	21113							
IB&T-Corporate Fund	21113	11/15/2023	Bill Payment (Check)	22954	KONE CHICAGO	--	Reconciled	-\$195.00
IB&T-Corporate Fund	21113	11/15/2023	Bill Payment (Check)	22954	KONE CHICAGO	--	--	-\$195.00
IB&T-Corporate Fund	21114							
IB&T-Corporate Fund	21114	11/15/2023	Bill Payment (Check)	22955	Northern Illinois University	--	Reconciled	-\$300.00
IB&T-Corporate Fund	21114	11/15/2023	Bill Payment (Check)	22955	Northern Illinois University	--	--	-\$300.00
IB&T-Corporate Fund	21115							
IB&T-Corporate Fund	21115	11/15/2023	Bill Payment (Check)	22956	The Crowley Company	--	Reconciled	-\$4,725.68
IB&T-Corporate Fund	21115	11/15/2023	Bill Payment (Check)	22956	The Crowley Company	--	--	-\$4,725.68
IB&T-Corporate Fund	21116							
IB&T-Corporate Fund	21116	11/15/2023	Bill Payment (Check)	22957	IPher	--	Reconciled	-\$165.00
IB&T-Corporate Fund	21116	11/15/2023	Bill Payment (Check)	22957	IPher	--	--	-\$165.00
IB&T-Corporate Fund	21117							
IB&T-Corporate Fund	21117	11/15/2023	Bill Payment (Check)	22958	JL Tech	--	Uncleared	-\$255.00
IB&T-Corporate Fund	21117	11/15/2023	Bill Payment (Check)	22958	JL Tech	--	--	-\$255.00
IB&T-Corporate Fund	21118							
IB&T-Corporate Fund	21118	11/15/2023	Bill Payment (Check)	22959	Kanopy	--	Reconciled	-\$109.00
IB&T-Corporate Fund	21118	11/15/2023	Bill Payment (Check)	22959	Kanopy	--	--	-\$109.00
IB&T-Corporate Fund	21119							
IB&T-Corporate Fund	21119	11/15/2023	Bill Payment (Check)	22960	Midwest Tape	--	Reconciled	-\$330.40
IB&T-Corporate Fund	21119	11/15/2023	Bill Payment (Check)	22960	Midwest Tape	--	--	-\$330.40
IB&T-Corporate Fund	21120							
IB&T-Corporate Fund	21120	11/15/2023	Bill Payment (Check)	22961	Access Systems	--	Uncleared	-\$146.65
IB&T-Corporate Fund	21120	11/15/2023	Bill Payment (Check)	22961	Access Systems	--	--	-\$146.65
IB&T-Corporate Fund	21121							
IB&T-Corporate Fund	21121	11/15/2023	Bill Payment (Check)	22962	Prairie Cat	--	Reconciled	-\$499.00
IB&T-Corporate Fund	21121	11/15/2023	Bill Payment (Check)	22962	Prairie Cat	--	--	-\$499.00
IB&T-Corporate Fund	21122							
IB&T-Corporate Fund	21122	11/15/2023	Bill Payment (Check)	22963	Maria Rector	--	Reconciled	-\$45.00
IB&T-Corporate Fund	21122	11/15/2023	Bill Payment (Check)	22963	Maria Rector	--	--	-\$45.00
IB&T-Corporate Fund	21123							
IB&T-Corporate Fund	21123	11/15/2023	Bill Payment (Check)	22964	Pronunciator LLC	--	Uncleared	-\$490.00
IB&T-Corporate Fund	21123	11/15/2023	Bill Payment (Check)	22964	Pronunciator LLC	--	--	-\$490.00
IB&T-Corporate Fund	21137							
IB&T-Corporate Fund	21137	11/15/2023	Expense	--	City of Galena	--	Reconciled	-\$66.02
IB&T-Corporate Fund	21137	11/15/2023	Expense	--	City of Galena	Water & sewer	--	\$66.02
IB&T-Corporate Fund	21061							
IB&T-Corporate Fund	21061	11/16/2023	Expense	9947683937	Verizon	--	Reconciled	-\$216.08

ACCOUNT NAME	TRANSACTION ID	TRANSACTION DATE	TRANSACTION TYPE	NO.	NAME	DESCRIPTION	CLEARED	AMOUNT LINE
IB&T-Corporate Fund	21061	11/16/2023	Expense	9947683937	Verizon	Hotspot wi-fi	--	\$180.07
IB&T-Corporate Fund	21061	11/16/2023	Expense	9947683937	Verizon	Hotspot wi-fi (#9947686208)	--	\$36.01
	21059							
IB&T-Corporate Fund	21059	11/22/2023	Expense	584599	Honkamp Krueger & Co, PC		-- Reconciled	-\$997.00
IB&T-Corporate Fund	21059	11/22/2023	Expense	584599	Honkamp Krueger & Co, PC	Financial statements for Nov 2023, software subscription for Nov 2023, and data security fee	--	\$997.00
	21138							
IB&T-Corporate Fund	21138	11/22/2023	Expense	--	Payroll		-- Reconciled	-\$8,748.01
IB&T-Corporate Fund	21138	11/22/2023	Expense	--	Payroll		-- Uncleared	-\$8,748.01
	21125							
IB&T-Corporate Fund	21125	11/24/2023	Expense	--	Card Services - Galena State Bank		-- Reconciled	-\$1,965.72
IB&T-Corporate Fund	21125	11/24/2023	Expense	--	Card Services - Galena State Bank	Adult/Youth AV, Netflix subscription, Disney+ Annual subscription, AppleTV+ subscription	--	\$802.88
IB&T-Corporate Fund	21125	11/24/2023	Expense	--	Card Services - Galena State Bank	Youth - snacks, photo backdrops, program supplies	--	\$129.04
IB&T-Corporate Fund	21125	11/24/2023	Expense	--	Card Services - Galena State Bank	batteries, dvd cases, menstrual hygiene products, wonderbook racks, organizer boxes, supplies for aed, printer paper	--	\$380.82
IB&T-Corporate Fund	21125	11/24/2023	Expense	--	Card Services - Galena State Bank	Books	--	\$29.98
IB&T-Corporate Fund	21125	11/24/2023	Expense	--	Card Services - Galena State Bank	Adult - supplies for trivia, supplies for read id, button supplies	--	\$373.23
IB&T-Corporate Fund	21125	11/24/2023	Expense	--	Card Services - Galena State Bank	Ring Central for November	--	\$211.97
IB&T-Corporate Fund	21125	11/24/2023	Expense	--	Card Services - Galena State Bank	business cards for JD & RL	--	\$37.00
	21055							
IB&T-Corporate Fund	21055	11/25/2023	Expense	--	Culligan		-- Reconciled	-\$68.30
IB&T-Corporate Fund	21055	11/25/2023	Expense	--	Culligan	Water	--	\$68.30
	21163							
IB&T-Corporate Fund	21163	12/01/2023	Expense	815777154211	AT&T		-- Uncleared	-\$114.82
IB&T-Corporate Fund	21163	12/01/2023	Expense	815777154211	AT&T	Elevator Phone	--	\$114.82
	21057							
IB&T-Corporate Fund	21057	12/04/2023	Expense	--	Nicor Gas		-- Uncleared	-\$197.75
IB&T-Corporate Fund	21057	12/04/2023	Expense	--	Nicor Gas	Gas for 09/10/23 - 10/16/23	--	\$197.75
	21145							
IB&T-Corporate Fund	21145	12/08/2023	Expense	--	Ingram Library Services		-- Uncleared	-\$2,690.79
IB&T-Corporate Fund	21145	12/08/2023	Expense	--	Ingram Library Services	December books	--	\$2,690.79
	21165							
IB&T-Corporate Fund	21165	12/08/2023	Expense	--	Jo Carroll Energy		-- Uncleared	-\$462.00
IB&T-Corporate Fund	21165	12/08/2023	Expense	--	Jo Carroll Energy	10/06/23 - 11/03/23	--	\$462.00

5. FINANCIAL REPORT



Financial Statements

Galena Public Library District

For the Periods Ended November 30, 2023 & 2022



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

ASSETS	Nov 2023	Nov 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	\$148,158.12	\$146,109.14
First Community Bank 8472	\$73,151.40	\$0.00
Total Endowment Fund	\$314,523.44	\$312,241.79
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	\$399,172.22	\$396,886.84
Dupaco Savings		
Dupaco Savings 200921104-Corp	\$25.02	\$25.02
First Community Bank Checking	\$205,027.15	\$201,486.19
IB&T Checking		
IB&T-Corporate Fund	\$304,821.24	\$260,331.31
IB&T-FICA	\$9,468.22	\$8,194.50
IB&T-IMRF	\$11,436.56	\$15,931.88
IB&T-Insurance	\$7,443.01	\$8,540.77
IB&T-Per Capita	\$4,281.05	\$2,895.82
Total IB&T Checking	\$337,450.08	\$295,894.28
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	\$2,412.11	\$2,238.55
Memorial - IB&T Savings 170035	\$68,423.50	\$68,423.50
Reserve - IB&T Savings 170035	\$228,284.70	\$212,469.45
Total IB&T Savings 170035	\$303,452.21	\$287,143.03
Total Cash & Equivalents	\$1,245,126.68	\$1,181,435.36
Total Current Assets	\$1,245,126.68	\$1,181,435.36
Total Non-Current Assets	\$0.00	\$0.00
Total Assets	\$1,245,126.68	\$1,181,435.36

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

LIABILITIES	Nov 2023	Nov 2022
Other Current Liabilities		
Payroll Liabilities		
IMRF Payroll Liabilities		
IMRF - 403B	\$1,506.51	\$1,495.44
Total Payroll Liabilities	\$1,506.51	\$1,495.44
Total Other Current Liabilities	\$1,506.51	\$1,495.44
Total Current Liabilities	\$1,506.51	\$1,495.44
Total Non-Current Liabilities	\$0.00	\$0.00
Total Liabilities	\$1,506.51	\$1,495.44
NET ASSETS	Nov 2023	Nov 2022
Current Net Assets		
Net Revenue	\$240,631.48	\$229,560.96
Other Net Assets		
Contra Net Margin Account	(\$240,631.48)	(\$229,560.96)
Corporate Fund Balance	\$517,129.62	\$475,799.43
Endowment Fund Balance	\$333,026.32	\$328,621.69
FICA Fund Balance	\$9,468.22	\$8,194.50
IMRF Fund Balance	\$9,930.05	\$14,436.44
Insurance Fund Balance	\$7,443.01	\$8,540.77
Memorial Fund Balance	\$68,424.31	\$68,424.31
Memorial Reserve Fund Balance	\$12,069.75	\$11,827.38
Per Capita Fund Balance	\$4,281.05	\$2,895.82
Reserve Fund Balance	\$281,847.84	\$261,199.58
Total Other Net Assets	\$1,002,988.69	\$950,378.96
Total Net Assets	\$1,243,620.17	\$1,179,939.92
	Nov 2023	Nov 2022
Total Liabilities & Net Assets	\$1,245,126.68	\$1,181,435.36

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

	Nov 2023	Nov 2022	2023/2024 (YTD)	2022/2023 (YTD)
Revenue				
Digitization Project	\$350.00	\$217.00	\$1,020.00	\$717.00
Donations	\$25.00	\$35.00	\$949.25	\$700.00
Fines/Overdues	\$0.00	\$11.30	\$11.70	\$34.55
Friends (Other Grants)	\$580.00	\$0.00	\$2,558.80	\$0.00
Grants				
Per Capita Grant	\$0.00	\$0.00	\$6,664.05	\$6,664.05
Historical Department	\$27.55	\$0.00	\$52.55	\$41.00
Interest Income				
Corporate Interest	\$1,460.33	\$300.13	\$6,103.71	\$575.17
Endowment Interest	\$419.43	\$275.69	\$2,154.73	\$1,175.51
Memorial Reserve Interest	\$173.56	\$65.43	\$174.50	\$66.24
Reserve Interest	\$1,249.09	\$243.61	\$6,263.76	\$778.04
Total Interest Income	\$3,302.41	\$884.86	\$14,696.70	\$2,594.96
Item Replacements	\$21.00	\$53.16	\$70.34	\$111.26
Lit Fest	\$0.00	\$220.00	\$0.00	\$220.00
Non-Resident Fee	\$354.45	\$517.78	\$1,490.45	\$2,002.41
Other Income				
Insurance Other Income	\$0.00	\$0.00	\$0.00	\$144.00
Property Taxes				
Corporate Property Tax	\$75,413.58	\$95,381.25	\$361,550.06	\$349,104.15
FICA Property Tax	\$3,552.57	\$2,670.09	\$17,031.76	\$9,772.76
IMRF Property Tax	\$627.39	\$2,402.63	\$3,007.80	\$8,793.82
Insurance Property Tax	\$1,254.68	\$403.33	\$6,015.24	\$1,476.22
Total Property Taxes	\$80,848.22	\$100,857.30	\$387,604.86	\$369,146.95
Royalty Income	\$1,563.74	\$2,347.90	\$6,753.47	\$11,195.42
Service Charges	\$204.41	\$108.33	\$627.41	\$543.68
Total Revenue	\$87,276.78	\$105,252.63	\$422,499.58	\$394,115.28
Expenses				
Capital Outlay				
Books	\$1,238.89	\$2,219.85	\$9,784.38	\$9,170.68
Equipment	\$0.00	\$132.19	\$0.00	\$548.73
Improvements	\$2,250.00	\$0.00	\$3,200.00	\$10,609.30
Materials/Non-Printed/A-V	\$802.88	\$1,376.55	\$5,575.36	\$6,906.02
Total Capital Outlay	\$4,291.77	\$3,728.59	\$18,559.74	\$27,234.73
Commodities				
Databases	\$1,424.40	\$228.10	\$5,039.86	\$3,353.68
Periodicals	\$0.00	\$0.00	\$2,896.49	\$2,766.53
Postage/Shipping	\$0.00	\$0.00	\$132.00	\$60.00
Supplies	\$546.57	\$243.59	\$2,310.91	\$1,038.13
Total Commodities	\$1,970.97	\$471.69	\$10,379.26	\$7,218.34
Contractual Services				
Accounting	\$1,227.40	\$1,149.72	\$6,395.66	\$6,335.20
Audit Fees	\$0.00	\$0.00	\$8,170.00	\$0.00
Legal	\$0.00	\$0.00	\$75.00	\$0.00
Maintenance	\$502.08	\$282.50	\$1,262.08	\$1,195.11

	Nov 2023	Nov 2022	2023/2024 (YTD)	2022/2023 (YTD)
Other Contractual Services	\$0.00	\$0.00	\$924.32	\$2,676.36
PrairieCat Consortium	\$499.00	\$499.00	\$5,265.00	\$4,885.50
Technical Services	\$2,113.00	\$0.00	\$4,365.50	\$1,530.00
Total Contractual Services	\$4,341.48	\$1,931.22	\$26,457.56	\$16,622.17
Historical Digitization	\$4,725.68	\$0.00	\$4,725.68	\$396.06
Lit Fest Expenditures	\$29.98	\$415.44	\$29.98	\$415.44
Other Expenditures				
Misc Charges	\$82.80	\$125.00	\$107.80	\$311.28
Other Services				
Association Dues	\$372.00	\$355.00	\$372.00	\$355.00
Continuing Education				
Continuing Education	\$0.00	\$0.00	\$75.00	\$0.00
General Insurance (Bonding)	\$0.00	\$4.00	\$7,113.00	\$7,009.00
Marketing	\$120.40	\$50.00	\$645.40	\$540.70
Outreach	\$0.00	\$0.00	\$0.00	\$770.22
Programming	\$822.27	\$281.68	\$3,891.09	\$799.06
Public Notice/Legal	\$238.70	\$0.00	\$270.46	\$118.38
Utilities	\$1,807.56	\$1,405.99	\$7,639.93	\$6,861.99
Total Other Services	\$3,360.93	\$2,096.67	\$20,006.88	\$16,454.35
Personnel Services				
Payroll Taxes	\$1,278.50	\$1,165.12	\$6,970.03	\$6,524.82
Pension Contributions	\$629.38	\$723.78	\$3,223.78	\$4,085.69
Salaries				
Salaries	\$16,712.42	\$15,230.24	\$91,111.42	\$85,291.44
Total Personnel Services	\$18,620.30	\$17,119.14	\$101,305.23	\$95,901.95
Pride Expenditures	\$295.97	\$0.00	\$295.97	\$0.00
Total Expenses	\$37,719.88	\$25,887.75	\$181,868.10	\$164,554.32
Operating Margin	\$49,556.90	\$79,364.88	\$240,631.48	\$229,560.96
Net Margin	\$49,556.90	\$79,364.88	\$240,631.48	\$229,560.96

Supplementary Information

Preliminary Draft

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

STATEMENT OF ACTIVITIES	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Total
Revenue													
Digitization Project	\$4	\$3,000	\$5,160	\$0	\$0	\$100	\$0	\$100	\$570	\$0	\$0	\$350	\$9,284
Donations	\$25	\$25	\$150	\$1,335	\$2,113	\$5,810	\$325	\$779	\$145	\$0	\$0	\$25	\$10,733
Fines/Overdues	\$0	\$0	\$0	\$0	\$0	\$29	\$0	\$0	\$12	\$0	\$0	\$0	\$41
Friends (Other Grants)	\$0	\$0	\$0	\$0	\$3,984	\$0	\$0	\$1,979	\$0	\$0	\$0	\$580	\$6,543
Grants													
Corporate Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$640	\$0	\$0	\$0	\$0	\$0	\$640
Per Capita Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,664	\$0	\$0	\$0	\$6,664
Total Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$640	\$0	\$6,664	\$0	\$0	\$0	\$7,304
Historical Department	\$0	\$0	\$0	\$0	\$27	\$0	\$25	\$9	\$13	\$3	\$0	\$28	\$105
Interest Income													
Corporate Interest	\$346	\$355	\$317	\$344	\$327	\$643	\$752	\$969	\$1,111	\$1,222	\$1,341	\$1,460	\$9,189
Endowment Interest	\$317	\$302	\$285	\$347	\$297	\$298	\$405	\$416	\$424	\$478	\$417	\$419	\$4,405
Memorial Reserve Interest	\$1	\$0	\$0	\$1	\$65	\$0	\$1	\$0	\$0	\$1	\$0	\$174	\$242
Reserve Interest	\$208	\$185	\$124	\$174	\$184	\$782	\$1,088	\$1,249	\$1,263	\$1,237	\$1,266	\$1,249	\$9,010
Total Interest Income	\$872	\$842	\$726	\$866	\$873	\$1,723	\$2,246	\$2,634	\$2,799	\$2,937	\$3,024	\$3,302	\$22,846
Item Replacements	\$15	\$25	\$39	\$73	\$27	\$181	\$0	\$7	\$17	\$25	\$0	\$21	\$430
Lit Fest	\$0	\$220	\$4,048	\$0	\$2,675	\$100	\$750	\$0	\$0	\$0	\$0	\$0	\$7,793
Non-Resident Fee	\$145	\$230	\$167	\$119	\$0	\$481	\$0	\$174	\$500	\$462	\$0	\$354	\$2,632
Other Income													
Corporate Other Income	\$0	\$141	\$0	\$0	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$154
Property Taxes													
Corporate Property Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$140,830	\$71,845	\$73,458	\$0	\$75,414	\$361,550
FICA Property Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,634	\$3,385	\$3,460	\$0	\$3,553	\$17,032
IMRF Property Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,172	\$598	\$611	\$0	\$627	\$3,008
Insurance Property Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,343	\$1,195	\$1,222	\$0	\$1,255	\$6,015
Total Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,979	\$77,026	\$78,752	\$0	\$80,848	\$387,605

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Total
Royalty Income	\$1,156	\$1,403	\$1,706	\$1,199	\$1,466	\$1,210	\$944	\$1,275	\$1,360	\$1,274	\$1,281	\$1,564	\$15,838
Service Charges	\$60	\$68	\$195	\$114	\$122	\$238	\$161	\$107	\$124	\$192	\$0	\$204	\$1,586
Total Revenue	\$2,277	\$5,954	\$12,192	\$3,706	\$11,300	\$9,872	\$5,091	\$158,043	\$89,229	\$83,645	\$4,305	\$87,277	\$472,891
Expenses													
Capital Outlay													
Books	\$2,165	\$1,603	\$1,470	\$2,022	\$1,724	\$1,042	\$1,853	\$2,623	\$1,526	\$1,825	\$2,571	\$1,239	\$21,664
Equipment	\$123	\$78	\$84	\$94	\$159	\$118	\$178	\$0	\$0	\$0	\$0	\$0	\$835
Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$2,498	\$0	\$5,755	(\$4,805)	\$0	\$2,250	\$5,698
Materials/Non-Printed/A-V	\$953	\$1,036	\$625	\$637	\$1,618	\$1,095	\$1,830	\$420	\$1,543	\$1,860	\$950	\$803	\$13,370
Total Capital Outlay	\$3,240	\$2,717	\$2,180	\$2,753	\$3,502	\$2,255	\$6,359	\$3,043	\$8,824	(\$1,120)	\$3,521	\$4,292	\$41,566
Commodities													
Databases	\$1,334	\$324	\$320	\$341	\$438	\$335	\$375	\$413	\$1,944	\$404	\$856	\$1,424	\$8,507
Periodicals	\$0	\$772	\$0	\$0	\$335	\$660	\$0	\$0	\$370	\$2,232	\$295	\$0	\$4,663
Postage/Shipping	\$60	\$7	\$0	\$0	\$67	\$0	\$63	\$0	\$66	\$0	\$66	\$0	\$329
Supplies	\$83	\$16	\$131	\$40	\$696	\$269	\$154	\$79	\$375	\$498	\$812	\$547	\$3,700
Total Commodities	\$1,478	\$1,118	\$450	\$381	\$1,536	\$1,264	\$593	\$492	\$2,754	\$3,133	\$2,029	\$1,971	\$17,199
Contractual Services													
Accounting	\$1,239	\$1,513	\$1,422	\$1,164	\$1,236	\$1,233	\$1,236	\$1,244	\$1,239	\$1,449	\$1,236	\$1,227	\$15,439
Audit Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,170	\$0	\$0	\$0	\$0	\$8,170
Legal	\$0	\$338	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75	\$0	\$0	\$413
Maintenance	\$433	\$85	\$123	\$0	\$145	\$3,802	\$2,114	\$135	\$490	\$45	\$90	\$502	\$7,964
Other Contractual Services	\$0	\$395	\$60	\$0	\$179	\$0	\$360	\$624	\$0	\$300	\$0	\$0	\$1,918
PrairieCat Consortium	\$0	\$2,193	\$0	\$0	\$2,193	\$0	\$0	\$2,383	\$0	\$0	\$2,383	\$499	\$9,652
Technical Services	\$0	\$0	\$234	\$2,883	\$0	\$410	\$540	\$1,055	\$0	\$375	\$823	\$2,113	\$8,432
Total Contractual Services	\$1,673	\$4,524	\$1,839	\$4,046	\$3,753	\$5,445	\$4,250	\$13,611	\$1,729	\$2,245	\$4,531	\$4,341	\$51,987
Historical Digitization	\$0	\$0	\$16,127	\$0	\$440	\$298	\$0	\$0	\$0	\$0	\$0	\$4,726	\$21,591
Lit Fest Expenditures	\$0	\$2,970	\$3,655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30	\$6,654
Other Expenditures													
Misc Charges	\$0	\$0	\$46	\$45	\$105	\$45	\$247	\$0	\$25	\$0	\$0	\$83	\$596
Other Services													
Association Dues	\$0	\$0	\$85	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$372	\$457
Continuing Education													
Continuing Education	\$0	\$0	\$0	\$0	\$300	\$200	\$300	\$0	\$0	\$0	\$75	\$0	\$875
General Insurance (Bonding)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$458	\$6,655	\$0	\$0	\$0	\$7,113
Marketing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$225	\$0	\$120	\$645

	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Total
Programming	\$144	\$320	\$49	\$0	\$608	\$2,604	\$4,032	\$364	\$1,515	\$949	\$240	\$822	\$11,648
Public Notice/Legal	\$0	\$0	\$0	\$288	\$53	\$10	\$0	\$0	\$32	\$0	\$0	\$239	\$621
Utilities	\$1,373	\$2,107	\$764	\$1,631	\$2,095	\$1,658	\$1,436	\$1,343	\$1,738	\$1,148	\$1,604	\$1,808	\$18,703
Total Other Services	\$1,516	\$2,427	\$898	\$1,919	\$3,056	\$4,471	\$5,767	\$2,465	\$9,940	\$2,322	\$1,919	\$3,361	\$40,063
Personnel Services													
Payroll Taxes	\$1,119	\$1,113	\$1,179	\$1,761	\$1,183	\$1,193	\$1,240	\$1,194	\$1,220	\$2,021	\$1,257	\$1,279	\$15,758
Pension Contributions	\$714	\$714	\$472	\$462	\$818	\$548	\$562	\$548	\$556	\$915	\$576	\$629	\$7,514
Salaries													
Salaries	\$14,621	\$14,554	\$15,407	\$23,025	\$15,466	\$15,594	\$16,208	\$15,609	\$15,948	\$26,414	\$16,428	\$16,712	\$205,987
Total Personnel Services	\$16,454	\$16,382	\$17,057	\$25,249	\$17,467	\$17,335	\$18,011	\$17,351	\$17,724	\$29,349	\$18,261	\$18,620	\$229,260
Pride Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$296	\$296
Total Expenses	\$24,361	\$30,138	\$42,252	\$34,392	\$29,860	\$31,114	\$35,226	\$36,962	\$40,995	\$35,930	\$30,262	\$37,720	\$409,211
Operating Margin	(\$22,084)	(\$24,184)	(\$30,060)	(\$30,687)	(\$18,560)	(\$21,241)	(\$30,135)	\$121,082	\$48,234	\$47,715	(\$25,956)	\$49,557	\$63,680
Net Margin	(\$22,084)	(\$24,184)	(\$30,060)	(\$30,687)	(\$18,560)	(\$21,241)	(\$30,135)	\$121,082	\$48,234	\$47,715	(\$25,956)	\$49,557	\$63,680

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

	Nov 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Digitization Project	\$350.00	\$1,020.00	\$2,000.00	(\$980.00)
Donations	\$25.00	\$949.25	\$1,000.00	(\$50.75)
Fines/Overdues	\$0.00	\$11.70	\$0.00	\$11.70
Friends (Other Grants)	\$580.00	\$2,558.80	\$13,127.00	(\$10,568.20)
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	\$27.55	\$62.55	\$100.00	(\$47.45)
Interest Income				
Corporate Interest	\$1,460.33	\$6,103.71	\$8,000.00	(\$1,896.29)
Endowment Interest	\$419.43	\$2,154.73	\$0.00	\$2,154.73
Memorial Reserve Interest	\$173.56	\$174.50	\$0.00	\$174.50
Reserve Interest	\$1,249.09	\$6,263.76	\$0.00	\$6,263.76
Total Interest Income	\$3,302.41	\$14,696.70	\$8,000.00	\$6,696.70
Item Replacements	\$21.00	\$70.34	\$500.00	(\$429.66)
Lit Fest	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Non-Resident Fee	\$354.45	\$1,490.45	\$3,000.00	(\$1,509.55)
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	\$75,413.58	\$361,550.06	\$361,074.57	\$475.49
FICA Property Tax	\$3,552.57	\$17,031.76	\$17,011.06	\$20.70
IMRF Property Tax	\$627.39	\$3,007.80	\$0.00	\$3,007.80
Insurance Property Tax	\$1,254.68	\$6,015.24	\$0.00	\$6,015.24
Total Property Taxes	\$80,848.22	\$387,604.86	\$378,085.63	\$9,519.23
Royalty Income	\$1,563.74	\$6,753.47	\$15,000.00	(\$8,246.53)
Service Charges	\$204.41	\$627.41	\$1,200.00	(\$572.59)
Pride	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
Total Revenue	\$87,276.78	\$422,499.58	\$448,888.65	(\$26,389.07)
Expenses				
Capital Outlay				
Books	\$1,238.89	\$9,784.38	\$24,000.00	(\$14,215.62)
Equipment	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)
Improvements	\$2,250.00	\$3,200.00	\$166,000.00	(\$162,800.00)
Materials/Non-Printed/A-V	\$802.88	\$5,575.36	\$17,000.00	(\$11,424.64)
Total Capital Outlay	\$4,291.77	\$18,559.74	\$210,000.00	(\$191,440.26)
Commodities				
Databases	\$1,424.40	\$5,039.86	\$7,957.00	(\$2,917.14)
Periodicals	\$0.00	\$2,896.49	\$5,005.00	(\$2,108.51)

	Nov 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Postage/Shipping	\$0.00	\$132.00	\$500.00	(\$368.00)
Supplies	\$546.57	\$2,310.91	\$4,000.00	(\$1,689.09)
Total Commodities	\$1,970.97	\$10,379.26	\$17,462.00	(\$7,082.74)
Contractual Services				
Accounting	\$1,227.40	\$6,395.66	\$17,000.00	(\$10,604.34)
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	\$502.08	\$1,262.08	\$10,000.00	(\$8,737.92)
Other Contractual Services	\$0.00	\$924.32	\$4,000.00	(\$3,075.68)
PrairieCat Consortium	\$499.00	\$5,265.00	\$10,032.00	(\$4,767.00)
Technical Services	\$2,113.00	\$4,365.50	\$10,000.00	(\$5,634.50)
Total Contractual Services	\$4,341.48	\$26,457.56	\$71,781.00	(\$45,323.44)
Historical Digitization	\$4,725.68	\$4,725.68	\$20,000.00	(\$15,274.32)
Lit Fest Expenditures	\$29.98	\$29.98	\$7,000.00	(\$6,970.02)
Other Expenditures				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$82.80	\$107.80	\$1,000.00	(\$892.20)
Total Other Expenditures	\$82.80	\$107.80	\$11,000.00	(\$10,892.20)
Other Services				
Association Dues	\$372.00	\$372.00	\$500.00	(\$128.00)
Continuing Education				
Continuing Education	\$0.00	\$75.00	\$2,000.00	(\$1,925.00)
General Insurance (Bonding)	\$0.00	\$7,113.00	\$7,500.00	(\$387.00)
Marketing	\$120.40	\$645.40	\$2,000.00	(\$1,354.60)
Outreach	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Programming	\$822.27	\$3,891.09	\$12,000.00	(\$8,108.91)
Public Notice/Legal	\$238.70	\$270.46	\$500.00	(\$229.54)
Travel	\$0.00	\$0.00	\$500.00	(\$500.00)
Utilities	\$1,807.56	\$7,639.93	\$21,960.00	(\$14,320.07)
Total Other Services	\$3,360.93	\$20,006.88	\$48,960.00	(\$28,953.12)
Personnel Services				
Payroll Taxes	\$1,278.50	\$6,970.03	\$17,000.00	(\$10,029.97)
Pension Contributions	\$629.38	\$3,223.78	\$8,200.00	(\$4,976.22)
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
Salaries				
Salaries	\$16,712.42	\$91,111.42	\$228,000.00	(\$136,888.58)
Total Personnel Services	\$18,620.30	\$101,305.23	\$253,300.00	(\$151,994.77)
Pride Expenditures	\$295.97	\$295.97	\$13,000.00	(\$12,704.03)
Total Expenses	\$37,719.88	\$181,868.10	\$652,503.00	(\$470,634.90)
Operating Margin	\$49,556.90	\$240,631.48	(\$203,614.35)	\$444,245.83
Net Margin	\$49,556.90	\$240,631.48	(\$203,614.35)	\$444,245.83

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

	Nov 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Digitization Project	\$350.00	\$1,020.00	\$2,000.00	(\$980.00)
Donations	\$25.00	\$949.25	\$1,000.00	(\$50.75)
Fines/Overdues	\$0.00	\$11.70	\$0.00	\$11.70
Friends (Other Grants)	\$580.00	\$2,558.80	\$13,127.00	(\$10,568.20)
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	\$27.55	\$52.55	\$100.00	(\$47.45)
Interest Income				
Corporate Interest	\$1,460.33	\$6,103.71	\$8,000.00	(\$1,896.29)
Reserve Interest	\$0.00	\$980.55	\$0.00	\$980.55
Total Interest Income	\$1,460.33	\$7,084.26	\$8,000.00	(\$915.74)
Item Replacements	\$21.00	\$70.34	\$500.00	(\$429.66)
Lit Fest	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Non-Resident Fee	\$354.45	\$1,490.45	\$3,000.00	(\$1,509.55)
Other Income				
Corporate Other Income	\$0.00	\$0.00	\$200.00	(\$200.00)
Property Taxes				
Corporate Property Tax	\$75,413.58	\$361,550.06	\$361,074.57	\$475.49
Royalty Income	\$0.00	\$1,154.80	\$15,000.00	(\$13,845.20)
Service Charges	\$204.41	\$627.41	\$1,200.00	(\$572.59)
Pride	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
Total Revenue	\$78,436.32	\$376,569.62	\$422,865.57	(\$46,295.95)
Expenses				
Capital Outlay				
Books	\$1,238.89	\$9,784.38	\$24,000.00	(\$14,215.62)
Equipment	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)
Improvements	\$2,250.00	\$3,200.00	\$166,000.00	(\$162,800.00)
Materials/Non-Printed/A-V	\$802.88	\$5,575.36	\$17,000.00	(\$11,424.64)
Total Capital Outlay	\$4,291.77	\$18,559.74	\$210,000.00	(\$191,440.26)
Commodities				
Databases	\$1,424.40	\$5,039.86	\$7,957.00	(\$2,917.14)
Periodicals	\$0.00	\$2,896.49	\$5,005.00	(\$2,108.51)
Postage/Shipping	\$0.00	\$132.00	\$500.00	(\$368.00)
Supplies	\$546.57	\$2,310.91	\$4,000.00	(\$1,689.09)
Total Commodities	\$1,970.97	\$10,379.26	\$17,462.00	(\$7,082.74)
Contractual Services				
Accounting	\$1,227.40	\$6,395.66	\$17,000.00	(\$10,604.34)
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	\$502.08	\$1,262.08	\$10,000.00	(\$8,737.92)
Other Contractual Services	\$0.00	\$924.32	\$4,000.00	(\$3,075.68)
PrairieCat Consortium	\$499.00	\$2,882.00	\$10,032.00	(\$7,150.00)
Technical Services	\$2,113.00	\$4,365.50	\$10,000.00	(\$5,634.50)

	Nov 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Total Contractual Services	\$4,341.48	\$24,074.56	\$71,781.00	(\$47,706.44)
Historical Digitization	\$4,725.68	\$4,725.68	\$20,000.00	(\$15,274.32)
Lit Fest Expenditures	\$29.98	\$29.98	\$7,000.00	(\$6,970.02)
Other Expenditures				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$82.80	\$107.80	\$1,000.00	(\$892.20)
Total Other Expenditures	\$82.80	\$107.80	\$11,000.00	(\$10,892.20)
Other Services				
Association Dues	\$372.00	\$372.00	\$500.00	(\$128.00)
Continuing Education				
Continuing Education	\$0.00	\$75.00	\$2,000.00	(\$1,925.00)
Marketing	\$120.40	\$645.40	\$2,000.00	(\$1,354.60)
Outreach	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Programming	\$822.27	\$3,891.09	\$12,000.00	(\$8,108.91)
Public Notice/Legal	\$238.70	\$270.46	\$500.00	(\$229.54)
Travel	\$0.00	\$0.00	\$500.00	(\$500.00)
Utilities	\$1,807.56	\$7,639.93	\$21,960.00	(\$14,320.07)
Total Other Services	\$3,360.93	\$12,893.88	\$41,460.00	(\$28,566.12)
Personnel Services				
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
Salaries				
Salaries	\$16,712.42	\$91,111.42	\$228,000.00	(\$136,888.58)
Total Personnel Services	\$16,712.42	\$91,111.42	\$228,100.00	(\$136,988.58)
Pride Expenditures	\$295.97	\$295.97	\$13,000.00	(\$12,704.03)
Total Expenses	\$35,812.00	\$162,178.29	\$619,803.00	(\$457,624.71)
Operating Margin	\$42,624.32	\$214,391.33	(\$196,937.43)	\$411,328.76
Net Margin	\$42,624.32	\$214,391.33	(\$196,937.43)	\$411,328.76

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

	Nov 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Endowment Interest	\$419.43	\$2,154.73	-	-
Total Revenue	\$419.43	\$2,154.73	-	-
Net Margin	\$419.43	\$2,154.73	-	-

Preliminary Draft

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

	Nov 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Property Taxes				
FICA Property Tax	\$3,552.57	\$17,031.76	\$17,011.06	\$20.70
Total Revenue	\$3,552.57	\$17,031.76	\$17,011.06	\$20.70
Expenses				
Personnel Services				
Payroll Taxes	\$1,278.50	\$6,970.03	\$17,000.00	(\$10,029.97)
Total Expenses	\$1,278.50	\$6,970.03	\$17,000.00	(\$10,029.97)
Operating Margin	\$2,274.07	\$10,061.73	\$11.06	\$10,050.67
Net Margin	\$2,274.07	\$10,061.73	\$11.06	\$10,050.67

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

	Nov 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	\$627.39	\$3,007.80	\$0.00	\$3,007.80
Total Revenue	\$627.39	\$3,007.80	\$3,004.01	\$3.79
Expenses				
Personnel Services				
Pension Contributions	\$629.38	\$3,223.78	\$8,200.00	(\$4,976.22)
Total Expenses	\$629.38	\$3,223.78	\$8,200.00	(\$4,976.22)
Operating Margin	(\$1.99)	(\$215.98)	(\$5,195.99)	\$4,980.01
Net Margin	(\$1.99)	(\$215.98)	(\$5,195.99)	\$4,980.01

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

	Nov 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	\$1,254.68	\$6,015.24	\$0.00	\$6,015.24
Total Revenue	\$1,254.68	\$6,015.24	\$6,008.01	\$7.23
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 Margin	\$1,254.68	(\$1,097.76)	(\$1,491.99)	\$394.23
Net Margin	\$1,254.68	(\$1,097.76)	(\$1,491.99)	\$394.23

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

	Nov 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Memorial Reserve Interest	\$173.56	\$174.50	-	-
Total Revenue	\$173.56	\$174.50	-	-
Net Margin	\$173.56	\$174.50	-	-

Preliminary Draft

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

	Nov 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	\$0.00	\$2,383.00	-	-
Total Expenses	\$0.00	\$2,383.00	-	-
Operating Margin	\$0.00	\$4,281.05	-	-
Net Margin	\$0.00	\$4,281.05	-	-

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

	Nov 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Reserve Interest	\$1,249.09	\$5,283.21	-	-
Royalty Income	\$1,563.74	\$5,598.67	-	-
Total Revenue	\$2,812.83	\$10,881.88	-	-
Net Margin	\$2,812.83	\$10,881.88	-	-

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

	Nov 2023	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Gross Margin	\$0.00	\$0.00	-	-
Net Margin	\$0.00	\$0.00	-	-

Preliminary Draft

8. LIBRARY DIRECTOR'S REPORT

Director's Report

November/December 2023

Board News

The closed meeting minutes from July 2023 to December 2023 need to be reviewed by the end of the year. Two trustees, other than the Secretary, will need to review these minutes. At the next board meeting, the board will vote to approve the minutes and/or vote to release minutes for public view or keep them closed.

Circulation/Outreach

Sam's visits to Midwest Senior Care and Assisted Living have been going well. There are a small group of residents who utilize the service.

The library's new online public access catalog, [Vega](#), is now live. Some components, such as individual patron reading lists, have not yet been transferred over from Encore. PrairieCat is still working out a few issues. While many of the capabilities are the same with Vega, it is much more user friendly and visually appealing.

Adult Services

In November and December the library hosted two 90s Trivia programs at Galena Cellars. Both were well attended and a lot of fun. Galena Cellars are interested in continuing trivia on a monthly basis. Larissa is currently working out the logistics.

We are doing Read It! again this year. There are currently 40 participants who have read 47,564 pages (and this is just from November 1st!). The tiers are the same as last year: 500 pages, a snack prize, 1,000 pages, a larger snack prize, and 2,000 pages gets a certificate to a local business. Businesses that have provided certificates include: Galena Roasters, DeSoto House Hotel, Fritz & Frites, Campeche, and Galena Green Team contributed certificates to the Farmer's Market.

LitFest is right around the corner! Our first set of programs starts in February with an Indie Author Panel, Publish and Discover Independent eBooks with Inkie.org, and My Journey with Self-Publishing with PJ HarteNaus. March will focus on mysteries, April will be poetry, and May will be historical figures and historical fiction. RAILS shared our first social media post about Indie February.

Upcoming Programs:

- December 16 - 17: ILP Presents the Royal Ballet's Nutcracker
- December 18th: Morning Book Club, *Poet Warrior* by Joy Harjo
- December 19th: Evening Book Club, *Lessons in Chemistry*, Bonnie Garmus

Youth Services

The 4-H kids recently made birthday boxes for the Galena Food Pantry. Each box included homemade cards with envelopes, boxed cake mix, soda can, frosting, sprinkles, and candles. Shoppers at the food pantry will be able to pick up a birthday box. The kids were very excited to make them and the thought of people taking them home to use.

Upcoming Programs:

- December 19th: ARC 4K visit
- December 19th: 4-H
- December 21st: Teen Improv
- Every Monday: STEAM Club
- Every Friday: Family Storytime

Historical Room

Mike is acclimating to the Historical Room well. He has been assisting Craig on researching homes for the Galena's Living History Alliance. He will start training with Steve on research methods in the near future.

Director

Building

- The exterior repair work is complete. Bi-State did an excellent job and we have received many compliments on how wonderful the library looks. Todd Birkel's last report is included at the end of this report.
- The Egress Window RFB was published in the November 29th issue of the Gazette. We also shared it on our social media pages. Jim Baranski printed five sets of the architectural drawing for the window. Important dates coming up:
 - December 13th: Non-mandatory walk-through
 - December 15th: Last day for respondents to send clarifications/questions
 - December 29th: Bids due by 4:00pm
 - January 3rd: Public bid opening at 10:00am
 - Week of January 3rd: a B&G meeting needs to be schedule to review and recommend a bid to the board
 - January 8th: Board votes to approve a contractor
- The U of I Master Gardeners visited the library on November 30th. We walked around the grounds identifying the garden beds and property lines. The plan is to tackle the grounds in phases, with the first one to focus on the front of the library. They will continue meeting with their group and come up with a design focusing on native plants and flowers. In time, they will work their way around the building. I will meet with the group again in late winter/early spring.

Finances

- The Tax Levy was filed on December 8th.

Digitization

- The last hard drives have been sent to UIUC. Seeing as how UIUC is rather backlogged, it may take some time for the files to be ingested to the IDNC website.
- The last batch of papers have been shipped from Crowley back to the library. They should arrive by the time of the meeting.

Legal

- Ron Leinen continues to work on the library's PTO to be in compliance with the new Paid Leave for All Workers Act. He hopes to have a draft next week.

Per Capita Grant

- The Per Capita Grant is due on January 30, 2024. The grant amounts up to \$1.475 per person based on the population of the library's service area. Our district includes 4,518 residents. A maximum grant would be \$6,664.05. This fiscal year we were awarded the full amount of \$6,664.00.
- To be eligible for the grant, the library must show how it meets the requirements in meeting Illinois public library standards. The application itself has questions to determine how the library remains in compliance with *Serving Our Public 4.0 Stands for Illinois Public Libraries*." The checklists from this book are available in a spreadsheet with notes on how the library is meeting each one. This information will then be used to apply for the grant.
- Funds from the grant help the library pay its consortia fee to PrairieCat.
- A new requirement this year is certification that the library meets [75 ILCS 10/8.7](#). This can be done one of two ways:
 - Libraries may provide a written certification that they have adopted the ALA's Library Bill of Rights, specifically indicating reading materials should not be removed or restricted because of partisan or personal disapproval; or
 - Libraries may provide its own policy prohibiting the practice of banning books or resources, similar to the following: "The library or institution name _____, shall protect the intellectual freedom of the library user, and shall prevent censorship of its library materials, ensuring items are not withdrawn from its library collection merely because individuals or groups object to that material"
 - The library's current Collection Development Policy states the following:
 - "Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints. The library supports the ALA's Bill of Rights, and its Freedom to Read and Freedom to View Statements, which recognize the right of persons to free and convenient access to information and ideas."
 - "The Library does not endorse opinions contained in its materials. Patrons are free to enjoy, dislike, or ignore any item in the collection. However, no one is free to restrict another's use of library materials."
 - While it generally covers it, it may be useful to revise it to include the specific language suggested above.

Continuing Education

- Jenna

- Delegates Assembly - PrairieCat
- Succession Planning Webinar - Kate Hall & Kathy Parker
- Resilience: The Moment and Beyond - Right To Be
- Navigating the Legal Landscape of Social media - RAILS/Ancel Glink
- RAILS Member Update - RAILS
- **Larissa**
 - How to Create a Useful Program Survey - LACONI
 - Morning Book Buzz - Penguin Random House
- **Sam**
 - Circulation Committee - PrairieCat
 - How Does AI/ChatGPT Change How People Search Online - UIUC
 - Inclusive Cataloging - RAILS



STRUCTURAL OBSERVATION REPORT 8

Galena Public Library

(Report Date: November 15, 2023)

On November 15th, the Galena Public Library (601 S. Bench Street) was visited to observe the in-progress renovation effort.

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

Discussions/Observations/Findings:

- Entry Staircase:
 - Steps:
 - Patch: Deteriorated portions of the steps were patched.
 - Sealant/Caulk: Joints between the limestone steps were filled with sealant/caulk.
 - Retaining Wall: The routed wall cracks were filled with mortar with surface applied pea gravel to match the existing construction.
 - North & South Walls: 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.

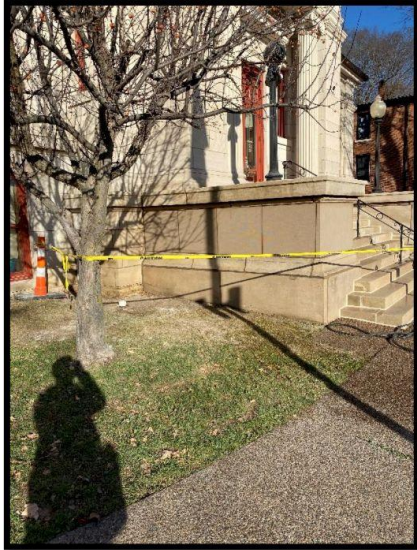
Observations Performed by:

Hooting Coyote LLC

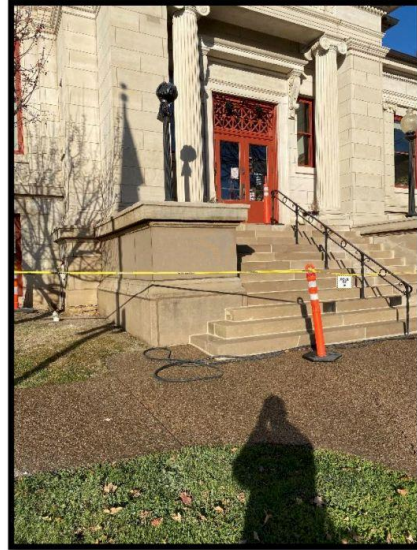
Todd Birkel
Structural Engineer



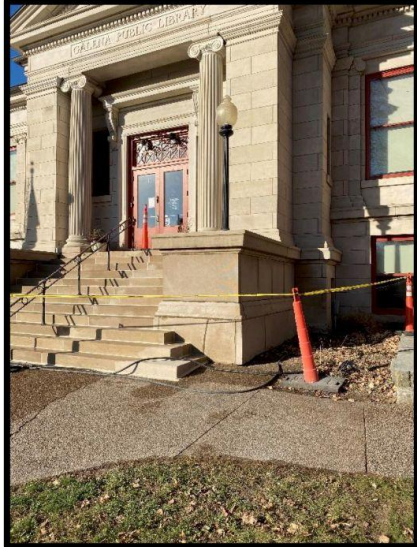
Structural Observation Report
Galena Public Library
Report Date: November 10, 2023



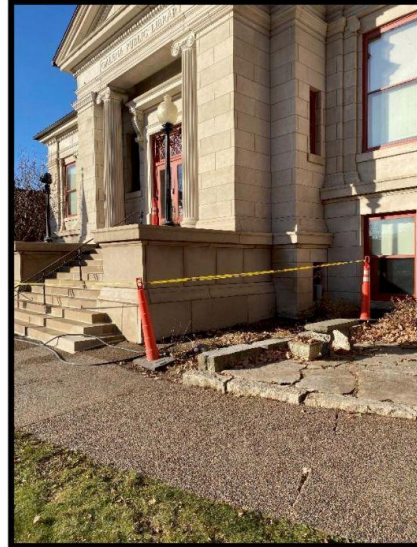
Entry Staircase - South Side Wall



Entry Staircase - South Side Wall



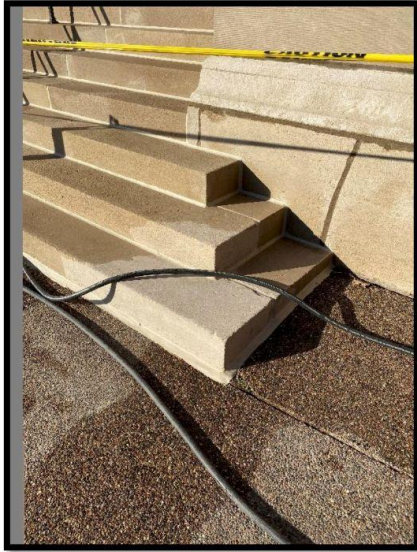
Entry Staircase - North Side Wall



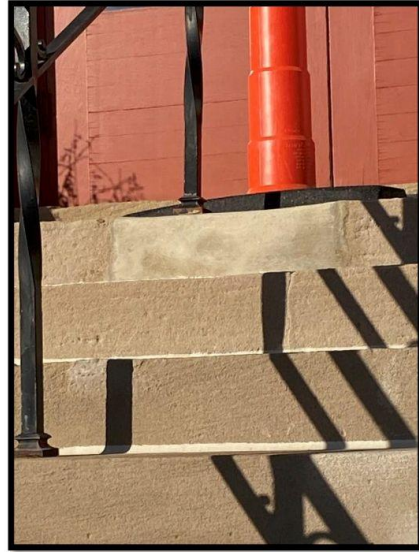
Entry Staircase - North Side Wall



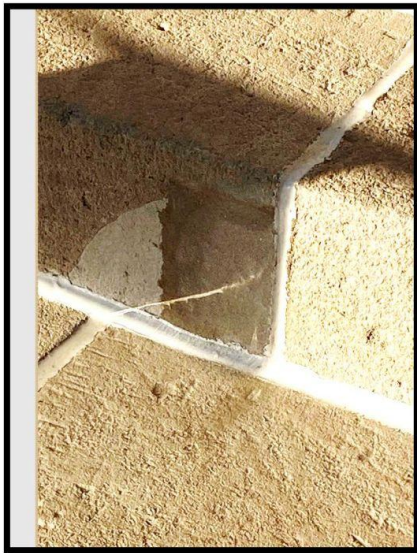
Structural Observation Report
Galena Public Library
Report Date: November 10, 2023



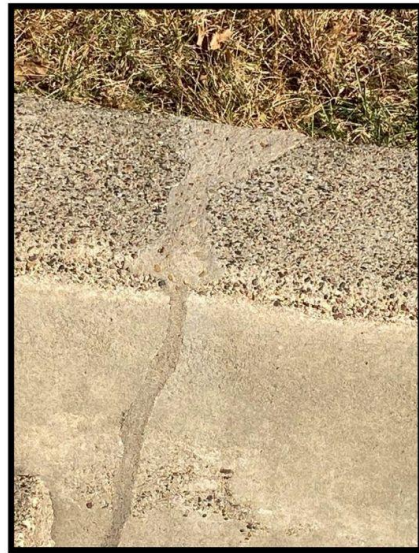
Entry Staircase – Sealant/Caulk Between Steps



Entry Staircase – Patch at Stair Tread



Entry Staircase – New Patch adjacent to Existing Patch



Lower Staircase – North Side Wall – Crack Repair



10.b i DECENNIAL COMMITTEE: DISCUSSION AND POSSIBLE ACTION ON DECENNIAL REPORT

Galena Public Library District Decennial Committee Report



2023

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

Unit Of Government Submitting this Report:

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

Information about Galena Public Library District

- The library building is located in Jo Daviess County. The library district encompasses both East and West Galena Townships.
- The population of the Library District is 4,518 as of the 2020 US Census.
- The library currently has 13 paid employees,
- The library's annual budget for FY2024 is \$652,503
- The library's Equalized Assessed Valuation (EAV) for 2023 is \$174,651,530

Information about Galena Public Library District's Decennial Committee

Committee Members:

Board President Walter Johnson
Trustee Mike Blaum
Trustee Katherine Walker (Chair of Decennial Committee)
Trustee Frances Beadle
Trustee Maria Rector
Trustee Emily Sprengelmeyer
Trustee Alison Schoenrock
Library Director Jenna Diedrich
Library Resident Tim Buisker
Library Resident Alex Potter
Library Resident Sandra Schultz

Dates the Committee Met

First Meeting: June 5, 2023
Second Meeting: September 11, 2023
Third Meeting:
Additional Meeting:

Core Programs or Services Offered by Library

The library offers the following core programs and services:

Core Programs:

Programs that are offered on a regular basis at the library

- Family Storytime: Weekly program that welcomes all ages to enhance early literacy skills through reading, singing, and playing.
- STEAM Club: Weekly program for grades 3 to 6 to explore science, technology, engineering, art, and mathematical concepts.
- 4-H: Weekly program for ages 5-18, in partnership with UIUC Extension, where kids learn through hands-on activities. Topics include animal science, computer science, agriculture, environment, robotics, visual arts, and more.
- LitFest: Yearly program targeted at adults that offers literary workshops, performances, and presentations.
- Pride Picnic: Yearly event for all ages that celebrates Pride Month. The event attracts many attendees, volunteers, and sponsors. It is an inclusive community event that invites all to attend.
- Stitchers: Weekly event for all ages to chat and work on needlework projects. This is a hybrid event allowing people to attend virtually.
- Book Clubs: Two groups meet monthly to discuss a chosen book. September often has the author virtually visit the book club.

Core Services

Services that are routinely provided by the library

- Patron-focused service
- Access to information, materials, and special collections
- Collaboration with local organizations, businesses, and individuals
- Copy/print/fax services
- Historical Preservation
- Inclusionary services such as Talking Book Program
- Interlibrary loan
- Test Proctoring
- Homebound delivery: scheduled deliveries for those who cannot get to the library
- Online services: digital resources, library card applications, references services
- Reference services
- Technical services
- Tax forms and instructions

Awards and Recognitions

Recent Awards

In June 2023, the library was awarded grant funds from Jo Daviess Country Fair Grant to purchase pool passes for patron check out.

Recent Recognitions

1. March 29, 2021: Digitization continues: Library, Galena Foundation preserve history, make papers more accessible, *Galena Gazette*
2. April 26, 2021: County's early court records now available to the public, *Galena Gazette*
3. October 11, 2021: Library offers new teen space, *Galena Gazette*
4. October 12, 2021: Galena library goes fine free!, *Galena Gazette*
5. June 2022: Cover story of *The Real Mainstream*
6. June 12, 2022: Galena Pride Picnic offers welcoming, inclusive event for all, *Telegraph Herald*
7. October 18, 2022: Galena library to offer free non-resident cards to youth within school districts, *Galena Gazette*
8. June 13, 2023: Galena celebrates Pride with picnic in Grant Park, *Galena Gazette*
9. July 9, 2023: 'Perceptions matter': Instances, impressions of violent crime impact area residents, *Telegraph Herald*
10. July 11, 2023: Galena Living History Alliances labels historic buildings with new plaques, *Galena Gazette*
11. August 1, 2023: Library officials: New book ban law 'important step', *Galena Gazette*

Intergovernmental Agreements

Illinois Libraries Present (ILP)

- ILP provides premier online events at equitable prices for participating member libraries of all sizes and budgets. Current membership of 210 libraries.

Illinois Library Information Network (ILLINET)

- Statewide resource sharing through interlibrary loan

PrairieCat

- Galena Public Library is one of 138 libraries in Illinois that share an integrated library automation system. Being a member of PrairieCat allows a library of GPL's size to have greater access to materials. GPL is a fully participating member and has access to the full suite of products PrairieCat offers.
- PrairieCat staff compile monthly circulation statistics to all member libraries. Statistics assist library staff in purchasing and weeding materials within its collections.

- Networking groups among PrairieCat libraries exist to share ideas and solutions to common challenges.

PrairieCat Mobile App with Capira

- PrairieCat worked with Capira to create an app that would allow patrons to utilize the card catalog on personal devices.
- Patrons have access to their library card accounts allowing them to monitor checkouts and holds. Patrons may also search and request materials through the app.

Reaching Across Illinois Library System (RAILS)

- Galena Public Library is one of the 437 libraries belonging to RAILS.
- Patrons may request materials to be delivered to Galena Public Library via the RAILS Delivery Service.
- RAILS provides discounted rates to a variety of digital resources. Galena Public Library has access to eRead Illinois via RAILS, which provides ebooks and audiobooks. In the past year over 439,000 items were circulated.
- Other digital resources provided by RAILS that Galena Public Library utilizes include: Inkie.org, Explore More Illinois, Biblioboard Creator, HR Source.
- RAILS offers community networking opportunities through a variety of topic specific email discussion lists. Galena Public Library staff subscribe to discussion lists that pertain to their job descriptions.
- Continuing education workshops are regularly provided by RAILS that assist library staff to keep their skill and knowledge up to date. A FOIA/OMA hotline is available to receive free assistance from an attorney.

Community Partnerships

- 1826 Creative Company: Sponsor of Pride Picnic 2023
- Aldrich Guest House: Sponsor of Pride Picnic 2022 and 2023; volunteers at Pride Picnic 2022; provided rooms for library speakers/presenters
- Angelic Paws Dog Training: Sponsor of Pride Picnic 2023
- Awake4Yoga: Sponsor of Pride Picnic 2023; programming partner
- Blaum Bros Distillery: Sponsor of Pride Picnic 2022 and 2023; provided prizes for Adult Reading Program
- Broad Ideas: Sponsor of Pride Picnic 2023
- Cannova's Pizzeria: Provided prizes for Adult Reading Program
- Cirque du Buque: programming partner for Pride Picnic 2022 and 2023 and trivia programs
- City of Galena: Story Walk located at Gateway Park
- Clear Mind, Open Heart, LLC: Sponsor of Pride Picnic 2023; programming partner
- Culver's : Provided prizes for Summer Reading Program and Pride Picnic
- Driftless Stargazing: programming partner
- DeSoto House Hotel: programming partner
- Eagle Ridge Realty: Sponsor of Pride Picnic 2022 and 2023
- Editrix Row: Sponsor of Pride Picnic 2022 and 2023
- Elle and Becks: Provided prizes for Summer Reading and Adult Reading Programs.
- Emerald Buddha Tattoo: Sponsor for Pride 2023
- Equality Illinois: Sponsor for Pride 2021, 2022, and 2023
- Friends of the Galena Public Library: Fundraising arm of the library
- Fritz & Frites: programming partner
- Galena Apothecary: Sponsor for Pride Picnic 2021, 2022, 2023
- Galena Bakehouse: Sponsor for Pride Picnic 2021, 2022, 2023; programming partner
- Galena Cellars: Sponsor for Pride Picnic 2021, 2022, 2023, programming partner
- Galena Center for the Arts: programming partner
- Galena Green Team: Sponsor for Pride Picnic 2023; programming partner
- Galena High School GSA: Sponsor for Pride Picnic 2023
- Galena Roasters: programming partner
- Galena River Wine & Cheese: programming partner
- Grape Escape: Sponsor of Pride Picnic 2021 and 2022; programming partner
- Grateful Gourmet: Sponsor of Pride Picnic 2022 and 2023
- Greater Galena Marketing Initiative: Sponsor of Pride Picnic 2021, 2022, 2023
- Hawk Valley: Sponsor of Pride Picnic 2021, 2022, 2023; volunteers at Pride Picnic
- Heartland Financial: Sponsor of Pride Picnic 2023

- Highland College Lifelong Learning: programming partner
- Innovative Independence: programming partner
- K Kriesel: programming partner
- Korean Spirit & Culture Promotion Project: programming partner
- Jo Daviess Conservation Foundation: Sponsor of Pride Picnic 2023; programming partner; Story Walk located at Gateway Park
- Local churches: Grace Episcopal, Lord of Love, Galena Methodist, UU Stockton: Sponsors of Pride Picnic 2023
- NWILED: Sponsor of Pride Picnic 2021, 2022, 2023
- NWIL GSA & Riverview Center: Sponsor of Pride Picnic 2021, 2022, 2023; programming partner
- Pine Chrome: Sponsor of Pride Picnic 2022 and 2023
- Sam Ray: programming partner
- Scent Workshop: Sponsor of Pride Picnic 2022 and 2023; programming partner
- Theresa Larsen: programming partner
- Thraen-Borowski Family: Sponsor of Pride Picnic 2023
- Trip Vintage Boutique: Sponsor of Pride Picnic 2023
- University of Illinois Urbana-Champaign: Host of digital archives
- Wild Ones: programming partner

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

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

- State laws applicable to Libraries
- Illinois Open Meetings Act
 - Trustees have all completed OMA training
- Policy on public comment
 - The public comment guidelines are on the Policy Committee's review schedule
- Designation of OMA Officer
 - Mike Blaum designated OMA Officer in June 2023
- FOIA Officer Training:
 - Both officers complete training on a biannual basis. The most recent training occurred in August 2023.
- Computation and Retention of FOIA Requests
 - All FOIA records are retained in compliance with the statute
- Posting Other required FOIA Information
 - The FOIA Policy for FY 2024 is available on the library website
- List of Types or Categories of FOIA Records under Library Control
 - Listed in the Illinois Freedom of Information Act on the library's website
- Periodic Meetings to Review Closed Meeting Minutes
 - Reviewed July 2023
- IMRF Total Compensation Postings
 - Public Act 97-0609 requires posting the compensation packages for employees whose package exceeds \$75,000. No GPLD employee exceeds a compensation package of \$75,000.
- Designation of Whistleblower Auditing Official
 - Whistleblower Protection Policy names the Library Director and/or Board of Trustees as the designated official(s)
- All applicable officials have filed statement of economic interests
 - All applicable officials have statements on file at the library
- Sexual Harassment Prevention Training
 - All employees and trustees are currently up to date with the yearly training
- Intergovernmental Agreements
 - All IGAs are filed in the library's administrative office
- Budget and financial documents

- Budget documents for FY 2024 are available for viewing both at the library and on the library's website.
 - Financial statements are available in board packets, which are posted on the library's website for public review.
- State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act
- Reports on government efficiency, including *Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments* by Wendell Cox
 - Report has been shared with and reviewed by Committee

What Has GPLD Done Well?

- The library passed a referendum to become a district in 1989
- In 1992, the library underwent a large renovation project creating a new children's library in the lower level and providing a dedicated space for the Historical Room. This renovation also included an elevator and new back entrance to increase building accessibility.
- In 2020, the library received a monetary donation of over \$200,000 to be used at the board's discretion. As of today, these funds continue to be responsibly invested until a use has been identified.
- In 2023, a large exterior repair project was completed doing much needed tuck-pointing and masonry work.
- The library provides outstanding programs for all ages and interests. Marketing for programs reaches a wide audience through a variety of media.
- Patron-focused service is a vital piece of Galena Public Library.
- The ability to collaborate and partner with organizations, businesses, and individuals throughout the community.
- Preserving and digitizing the library's archival collection.
- Increasing digital services and resources in order to generate greater accessibility to the library.
- Connecting with local schools. Regular visits to preschoolers through high school to establish a lasting connection with youth.
- Social media presence. Being active on multiple platforms increases the awareness across the community's demographics.

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

- Regular homebound delivery service was halted during Covid-19. The library has continued to deliver on a case by case basis, but this service ought to be reimplemented as a regular service. The library has begun to work with Midwest Senior Care and Assisted Living to bring its offerings to residents.
- Reaching the bilingual population has been a long time goal with little traction. More collaboration with Spanish speaking community stakeholders will be necessary to move forward.
- Patrons and visitors routinely inquire about a meeting or quiet space. Due to spatial constraints within the library building this is not something that can be offered without exponential renovations.
- Transportation and parking continue to be an issue for the community at large and at the library. The library's parking lot is inadequate for the number of visitors and does not

currently meet City ordinance. The library property is landlocked and has zero room for growth. The library has worked with County Transit to assist in transporting kids from school to the library.

What Can GPLD do better or more efficiently?

- Prioritize the promotion of Spanish language materials. Reach out to Spanish speaking community stakeholders and school counselors to work directly with families. Create Spanish language content to share across the library's social media platforms.
- Increase outreach opportunities. The library has started to visit residents at Midwest Senior Care and Assisted Living. Library staff bring library card applications, book lists, and library materials available for checkout. A book club may be started in the future.
- Community members have expressed frustration with the public comment portion of the Board of Trustees meeting. The Policy Committee will review and update the Bylaws. During this review, public comment procedure may be revised so long as it stays in compliance with parliamentary procedure.
- The library's parking lot sign on the front lawn is rather small. It may be more visible if a new sign were installed.
- Reviewing employee benefits and pay structure to ensure staff are being compensated properly.
- The library could consider alternative energy sources to create a more efficient building.

Studies on Governmental Efficiencies

- *Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments* by Wendell Cox.
<https://www.toi.org/Resources/233dd69f-b58c-471c-9c26-290460a3502b/Local%20Government%20Efficiency%20%202016%20Cox%20report.pdf>

The Committee's recommendations regarding increased accountability and efficiency:

The Committee plans to apply project management to the areas needing improvement. The committee will meet again in six to nine months to review the progress of the identified items.

Submitted by: Katherine Walker, Chairperson, Decennial Efficiency Committee

Date of Committee Report Approval: