



GALENA PUBLIC LIBRARY DISTRICT

Library Board of Trustees Meeting
Regular Meeting Monday, January 15, 2024 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 December 11, 2023
 - b. Approval of bills paid/payable: 12/09/2023 - 01/05/2024
4. Financial Report
5. Treasurer's Report
6. Friends Report
7. Library Director's Report
8. Board President's Report
9. Committees
 - a. Building & Grounds - Blaum
 - b. Decennial - Walker
 - c. Finance - Beadle
 - d. HR - Rector
 - e. Policy - Walker (ACTION)
 - i. Discussion and possible action on Collection Management & Development Policy
10. Old Business (ACTION)
 - a. Discussion and possible action on Historical Room projects being moved to Building & Grounds Committee
11. New Business (ACTION)
 - a. Discussion and possible action on Paid Time Off revisions in the Employee Handbook
 - b. Discussion and possible action on moving funds from the Special Reserve Fund to the Corporate Fund
 - c. Discussion and possible action on review of closed session minutes
12. Closed Session
13. Items for next agenda
14. Announcements
15. Adjournment

3.a CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING DECEMBER 11, 2023

Library Minutes

December 11, 2023

Draft

1. Call to Order

President Walter Johnson called the meeting to order at 6:30pm. Trustees present were Maria Rector, Emily Sprengelmeyer, Alison Vanderpool, Katherine Walker, and Francis Beadle. Also present was Jenna Diedrich Library Director. Entering at 7pm were Decennial Committee members Tim Buisker and Sandra Schultz.

2. Citizens Comments

Craig Albaugh encouraged board members to visit the historical room to see how it operates.

3. Presentation of Audit

Scott Roberts, O'Connor Brooks had not yet arrived for the Presentation of the Audit. Trustee Mike Blaum joined the meeting in progress via zoom. Vanderpool moved to allow Blaum to participate electronically. Beadle made the second. Vote: Vanderpool – Aye, Rector – Aye, Walker – Aye, Beadle – Aye, Sprengelmeyer – Aye, Johnson – Aye. Motion carried.

4. Consent Agenda

a. Approval of minutes for Regular meeting November 13, 2023

b. Approval of bills paid/payable 11/10/2023 – 12/08/2023

Vanderpool moved for approval of the minutes and the bills payable. Rector had the second. Vote: Sprengelmeyer – Aye, Vanderpool – Aye, Rector – Aye, Walker – Aye, Beadle – Aye, Johnson – Aye, Blaum – Aye. Motion carried.

3. Scott Roberts, O'Connor Brooks, arrived to present the audit. Roberts went over the materials presented in the draft copy. Mentions were made of segregation of duties, adjusted entries, net positions, short term funds, cash notes and budget to actual.

5. Financial Report – no comments or questions

6. Treasurer's Report – signatures at Community Bank need to be updated.

7. Friends Report

President Betsy Hanson gave an overview of the three recent events, which made \$1029.53. After January the Friends will begin planning for the 2024 book sale.

8. Library Director's Report

Review of closed session minutes should be done. There was no response to the egress window bid, but Diedrich is hoping to have someone at the scheduled walk through. The tax levy paperwork has been filed. The standards for operations have been reviewed for 6 chapters. Standards were ok, as was government and administration. Personnel has lower than average salaries. Access issues were those of the building in general and lack of space. ADA training will be taken by staff. Looking ahead

the building will probably need a new roof in the next few years. The book banning legislation takes effect January 1, 2024. The Policy committee should meet to ensure the Collection Development Policy is in compliance with the statute.

9. Board President's Report

Johnson read a letter regarding the historical room that contained a recommendation of setting a separate committee to oversee the room. He hopes to have a discussion and vote at the next meeting regarding the idea.

10. Committees

a. Buildings & Grounds

Blaum reported they are looking at landscape ideas for next year regarding the library grounds.

b. Decennial

Walker went over the report briefly and thanked the two public committee members present Tim Buisker and Sandra Schultz for their input and involvement. She urged the board to approve the report. Vanderpool moved to approve the Decennial Committee report. Sprengelmeyer made the second. Vote: Beadle – Aye, Sprengelmeyer – Aye, Vanderpool – Aye, Rector – Aye, Walker – Aye, Blaum – Aye, Johnson – Aye. Motion carried.

c. Finance – none

d. HR – none

e. Policy – Walker will schedule a meeting during December.

11. Unfinished Business – none

12. New Business – Beadle suggested there be consideration to have public comments at the beginning and the end of the meeting.

13. Motions, Resolutions, Ordinances – none

14. Closed Session – none

15. Items for next agenda – none

16 Announcements – none

17. Adjournment 7:35pm

Next meeting: Monday, January 8, 2024, at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room

Respectfully submitted,
Katherine Walker
Secretary

3b. CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE: 12/09/2023 - 01/05/2024

Galena Public Library District

A/P Aging Summary

As of January 5, 2024

| | CURRENT | 1 - 30 | 31 - 60 | 61 - 90 | 91 AND OVER | TOTAL |
|---------------------------------|------------|--------|----------|---------|-------------|------------|
| Access Systems | 116.20 | | 146.65 | | | \$262.85 |
| B. L. Murray Co, Inc. | 25.94 | | | | | \$25.94 |
| Book Page | 414.00 | | | | | \$414.00 |
| Findaway World LLC | 457.42 | | | | | \$457.42 |
| Galena Area Chamber of Commerce | 95.00 | | | | | \$95.00 |
| iFiber | 165.00 | | | | | \$165.00 |
| Jeff Upmann | 295.00 | | | | | \$295.00 |
| Jo Daviess County Transit | 10.00 | | | | | \$10.00 |
| Kanopy | 133.00 | | | | | \$133.00 |
| McCoy Insurance Services, Inc | 9.00 | | | | | \$9.00 |
| Midwest Tape | 398.66 | | | | | \$398.66 |
| Prairie Cat | 2,383.00 | | | | | \$2,383.00 |
| The Crowley Company | 248.18 | | | | | \$248.18 |
| TOTAL | \$4,750.40 | \$0.00 | \$146.65 | \$0.00 | \$0.00 | \$4,897.05 |

Galena Public Library District

Check Detail

December 9, 2023 - January 5, 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | CLR | AMOUNT |
|--------------------------|-------------------------|------------|--------------------------------------|--|-----|------------|
| 1050 IB&T Checking | | | | | | |
| 1051 IB&T-Corporate Fund | | | | | | |
| 12/13/2023 | Bill Payment (Check) | 22965 | Bi-State Masonry | | R | - |
| | | | | | | 124,872.00 |
| | | | | | | - |
| | | | | | | 124,872.00 |
| 12/13/2023 | Bill Payment (Check) | 22966 | DeKalb Public Library | | R | -26.94 |
| | | | | | | -26.94 |
| 12/13/2023 | Bill Payment (Check) | 22967 | Jo Daviess County GIS | | R | -270.00 |
| | | | | | | -270.00 |
| 12/13/2023 | Bill Payment (Check) | 22968 | Access Systems | | R | -86.37 |
| | | | | | | -86.37 |
| 12/13/2023 | Bill Payment (Check) | 22969 | B. L. Murray Co, Inc. | | R | -58.47 |
| | | | | | | -58.47 |
| 12/13/2023 | Bill Payment (Check) | 22970 | Findaway World LLC | | R | -437.23 |
| | | | | | | -437.23 |
| 12/13/2023 | Bill Payment (Check) | 22971 | Galena Gazette Publications | 02100179 | R | -45.24 |
| | | | | | | -45.24 |
| 12/13/2023 | Bill Payment (Check) | 22972 | Kanopy | | R | -127.00 |
| | | | | | | -127.00 |
| 12/13/2023 | Bill Payment (Check) | 22973 | Midwest Tape | | R | -401.05 |
| | | | | | | -401.05 |
| 12/13/2023 | Bill Payment (Check) | 22974 | Murphy Lawn Care | | R | -90.00 |
| | | | | | | -90.00 |
| 12/13/2023 | Bill Payment (Check) | 22975 | Hooting Coyote | | R | -900.00 |
| | | | | | | -900.00 |
| 12/16/2023 | Expenditure | 9950122093 | Verizon | Hotspot wi-fi | R | -180.23 |
| | | | | | | 180.23 |
| 12/18/2023 | Expenditure | | City of Galena | Water & sewer | R | -56.18 |
| | | | | | | 56.18 |
| 12/21/2023 | Expenditure | | Card Services - Galena State Bank | | R | -1,438.78 |
| | | | | Adult/Youth AV, Netflix subscription, AppleTV+ subscription, portable dvd player | | 483.17 |
| | | | | Youth - snacks, program supplies | | 202.63 |
| | | | | printer paper | | 50.94 |
| | | | | Books | | 22.98 |
| | | | | Adult - supplies for trivia, snacks for art reception | | 64.48 |
| | | | | Shipping boxes and archival boxes | | 537.89 |
| | | | | Conveyance certificate for 11/23 - 11/24 | | 76.69 |
| 12/21/2023 | Expenditure | | Payroll | | R | -8,746.68 |
| | | | | | | -8,746.68 |

Galena Public Library District

Check Detail

December 9, 2023 - January 5, 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | CLR | AMOUNT |
|----------------|---------------------|--------|------------------------------------|--|-----|------------------------|
| 12/22/2023 | Expenditure | 587095 | Honkamp Krueger & Co, PC | Financial statements for Dec 2023, software subscription for Dec 2023, and data security fee | R | -997.00 997.00 |
| 12/27/2023 | Expenditure | | Culligan | Water | R | -32.90 32.90 |
| 01/02/2024 | Expenditure | | Nicor Gas | 10/17/23 - 11/14/23 | | -305.97 305.97 |
| 1053 IB&T-IMRF | | | | | | |
| 12/11/2023 | Expenditure | | Illinois Municipal Retirement Fund | | R | -1,506.51 -1,506.51 |

4. FINANCIAL REPORT



Financial Statements

Galena Public Library District

For the Periods Ended December 31, 2023 & 2022



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

| ASSETS | Dec 2023 | Dec 2022 |
|--|-----------------------|-----------------------|
| Cash & Equivalents | | |
| Certificates of Deposit | | |
| Endowment Fund | | |
| First Community Bank 166379 | \$0.00 | \$73,151.40 |
| First Community Bank 4580 | \$93,272.66 | \$93,039.84 |
| First Community Bank 4883 | \$148,334.29 | \$146,273.26 |
| First Community Bank 8472 | \$73,151.40 | \$0.00 |
| Total Endowment Fund | \$314,758.35 | \$312,464.50 |
| 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 | \$1,490.73 | \$1,487.00 |
| Total Restricted Memorial Reserve | \$9,448.66 | \$9,444.93 |
| Total Certificates of Deposit | \$399,408.07 | \$397,110.49 |
| Dupaco Savings | | |
| Dupaco Savings 200921104-Corp | \$25.02 | \$25.02 |
| First Community Bank Checking | \$205,331.88 | \$201,772.41 |
| IB&T Checking | | |
| IB&T-Corporate Fund | \$157,418.07 | \$238,930.77 |
| IB&T-FICA | \$8,181.18 | \$7,076.00 |
| IB&T-IMRF | \$10,803.54 | \$15,200.26 |
| IB&T-Insurance | \$7,443.01 | \$8,540.77 |
| IB&T-Per Capita | \$4,281.05 | \$2,895.82 |
| Total IB&T Checking | \$188,126.85 | \$272,643.62 |
| 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 | \$229,685.44 | \$213,109.15 |
| Total IB&T Savings 170035 | \$304,852.95 | \$287,782.73 |
| Total Cash & Equivalents | \$1,097,744.77 | \$1,159,334.27 |
| Total Current Assets | \$1,097,744.77 | \$1,159,334.27 |
| Total Non-Current Assets | \$0.00 | \$0.00 |
| Total Assets | \$1,097,744.77 | \$1,159,334.27 |

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

| LIABILITIES | Dec 2023 | Dec 2022 |
|---|-----------------------|-----------------------|
| Other Current Liabilities | | |
| Payroll Liabilities | | |
| IMRF Payroll Liabilities | | |
| IMRF - 403B | \$1,499.80 | \$1,477.92 |
| Total Payroll Liabilities | \$1,499.80 | \$1,477.92 |
| Total Other Current Liabilities | \$1,499.80 | \$1,477.92 |
| Total Current Liabilities | \$1,499.80 | \$1,477.92 |
| Total Non-Current Liabilities | \$0.00 | \$0.00 |
| Total Liabilities | \$1,499.80 | \$1,477.92 |
| NET ASSETS | Dec 2023 | Dec 2022 |
| Current Net Assets | | |
| Net Revenue | \$93,256.28 | \$207,477.39 |
| Other Net Assets | | |
| Contra Net Margin Account | (\$93,256.28) | (\$207,477.39) |
| Corporate Fund Balance | \$369,542.23 | \$453,866.34 |
| Endowment Fund Balance | \$333,502.33 | \$328,938.35 |
| FICA Fund Balance | \$8,181.18 | \$7,076.00 |
| IMRF Fund Balance | \$9,303.74 | \$13,722.34 |
| Insurance Fund Balance | \$7,443.01 | \$8,540.77 |
| Memorial Fund Balance | \$68,424.31 | \$68,424.31 |
| Memorial Reserve Fund Balance | \$12,070.69 | \$11,828.32 |
| Per Capita Fund Balance | \$4,281.05 | \$2,895.82 |
| Reserve Fund Balance | \$283,496.43 | \$262,564.10 |
| Total Other Net Assets | \$1,002,988.69 | \$950,378.96 |
| Total Net Assets | \$1,096,244.97 | \$1,157,856.35 |
| | Dec 2023 | Dec 2022 |
| Total Liabilities & Net Assets | \$1,097,744.77 | \$1,159,334.27 |

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

| | Dec 2023 | Dec 2022 | 2023/2024 (YTD) | 2022/2023 (YTD) |
|------------------------------|---------------------|-------------------|---------------------|---------------------|
| Revenue | | | | |
| Digitization Project | \$460.00 | \$4.00 | \$1,480.00 | \$721.00 |
| Donations | \$25.00 | \$25.00 | \$974.25 | \$725.00 |
| Fines/Overdues | \$0.00 | \$0.00 | \$11.70 | \$34.55 |
| Friends (Other Grants) | \$0.00 | \$0.00 | \$2,558.80 | \$0.00 |
| Grants | | | | |
| Per Capita Grant | \$0.00 | \$0.00 | \$6,664.05 | \$6,664.05 |
| Historical Department | \$0.00 | \$0.00 | \$52.55 | \$41.00 |
| Interest Income | | | | |
| Corporate Interest | \$1,245.74 | \$346.40 | \$7,349.45 | \$921.57 |
| Endowment Interest | \$476.01 | \$316.66 | \$2,630.74 | \$1,492.17 |
| Memorial Reserve Interest | \$0.94 | \$0.94 | \$175.44 | \$67.18 |
| Reserve Interest | \$1,278.97 | \$208.36 | \$7,542.73 | \$986.40 |
| Total Interest Income | \$3,001.66 | \$872.36 | \$17,698.36 | \$3,467.32 |
| Item Replacements | \$55.00 | \$15.00 | \$125.34 | \$126.26 |
| Lit Fest | \$0.00 | \$0.00 | \$0.00 | \$220.00 |
| Non-Resident Fee | \$120.74 | \$144.63 | \$1,611.19 | \$2,147.04 |
| Other Income | | | | |
| Insurance Other Income | \$0.00 | \$0.00 | \$0.00 | \$144.00 |
| Property Taxes | | | | |
| Corporate Property Tax | \$0.00 | \$0.00 | \$361,550.06 | \$349,104.15 |
| FICA Property Tax | \$0.00 | \$0.00 | \$17,031.76 | \$9,772.76 |
| IMRF Property Tax | \$0.00 | \$0.00 | \$3,007.80 | \$8,793.82 |
| Insurance Property Tax | \$0.00 | \$0.00 | \$6,015.24 | \$1,476.22 |
| Total Property Taxes | \$0.00 | \$0.00 | \$387,604.86 | \$369,146.95 |
| Royalty Income | \$687.62 | \$1,156.16 | \$7,441.09 | \$12,351.58 |
| Service Charges | \$58.50 | \$60.00 | \$685.91 | \$603.68 |
| Total Revenue | \$4,408.52 | \$2,277.15 | \$426,908.10 | \$396,392.43 |
| Expenses | | | | |
| Capital Outlay | | | | |
| Books | \$2,690.79 | \$2,164.74 | \$12,475.17 | \$11,335.42 |
| Equipment | \$0.00 | \$123.00 | \$0.00 | \$671.73 |
| Improvements | \$125,772.00 | \$0.00 | \$128,972.00 | \$10,609.30 |
| Materials/Non-Printed/A-V | \$920.40 | \$952.62 | \$6,495.76 | \$7,858.64 |
| Total Capital Outlay | \$129,383.19 | \$3,240.36 | \$147,942.93 | \$30,475.09 |
| Commodities | | | | |
| Databases | \$303.05 | \$1,334.29 | \$5,342.91 | \$4,687.97 |
| Periodicals | \$0.00 | \$0.00 | \$2,896.49 | \$2,766.53 |
| Postage/Shipping | \$0.00 | \$60.00 | \$132.00 | \$120.00 |
| Supplies | \$109.41 | \$83.30 | \$2,420.32 | \$1,121.43 |
| Total Commodities | \$412.46 | \$1,477.59 | \$10,791.72 | \$8,695.93 |
| Contractual Services | | | | |
| Accounting | \$1,233.04 | \$1,239.44 | \$7,628.70 | \$7,574.64 |
| Audit Fees | \$0.00 | \$0.00 | \$8,170.00 | \$0.00 |
| Legal | \$0.00 | \$0.00 | \$75.00 | \$0.00 |
| Maintenance | \$166.69 | \$433.27 | \$1,428.77 | \$1,628.38 |

| | Dec 2023 | Dec 2022 | 2023/2024 (YTD) | 2022/2023 (YTD) |
|-----------------------------------|-----------------------|----------------------|---------------------|---------------------|
| Other Contractual Services | \$15.00 | \$0.00 | \$939.32 | \$2,676.36 |
| PrairieCat Consortium | \$0.00 | \$0.00 | \$5,265.00 | \$4,885.50 |
| Technical Services | \$0.00 | \$0.00 | \$4,365.50 | \$1,530.00 |
| Total Contractual Services | \$1,414.73 | \$1,672.71 | \$27,872.29 | \$18,294.88 |
| Historical Digitization | \$537.89 | \$0.00 | \$5,263.57 | \$396.06 |
| Lit Fest Expenditures | \$22.98 | \$0.00 | \$52.96 | \$415.44 |
| Other Expenditures | | | | |
| Misc Charges | \$26.94 | \$0.00 | \$134.74 | \$311.28 |
| Other Services | | | | |
| Association Dues | \$0.00 | \$0.00 | \$372.00 | \$355.00 |
| Continuing Education | | | | |
| Continuing Education | \$0.00 | \$0.00 | \$75.00 | \$0.00 |
| General Insurance (Bonding) | \$0.00 | \$0.00 | \$7,113.00 | \$7,009.00 |
| Marketing | \$0.00 | \$0.00 | \$645.40 | \$540.70 |
| Outreach | \$0.00 | \$0.00 | \$0.00 | \$770.22 |
| Programming | \$219.11 | \$143.57 | \$4,110.20 | \$942.63 |
| Public Notice/Legal | \$45.24 | \$0.00 | \$315.70 | \$118.38 |
| Utilities | \$1,130.25 | \$1,372.91 | \$8,623.53 | \$8,234.90 |
| Total Other Services | \$1,394.60 | \$1,516.48 | \$21,254.83 | \$17,970.83 |
| Personnel Services | | | | |
| Payroll Taxes | \$1,287.04 | \$1,118.50 | \$8,257.07 | \$7,643.32 |
| Pension Contributions | \$626.31 | \$714.10 | \$3,850.09 | \$4,799.79 |
| Salaries | | | | |
| Salaries | \$16,824.23 | \$14,620.98 | \$107,935.65 | \$99,912.42 |
| Total Personnel Services | \$18,737.58 | \$16,453.58 | \$120,042.81 | \$112,355.53 |
| Pride Expenditures | \$0.00 | \$0.00 | \$295.97 | \$0.00 |
| Total Expenses | \$151,930.37 | \$24,360.72 | \$333,651.82 | \$188,915.04 |
| Operating Margin | (\$147,521.85) | (\$22,083.57) | \$93,256.28 | \$207,477.39 |
| Net Margin | (\$147,521.85) | (\$22,083.57) | \$93,256.28 | \$207,477.39 |

Supplementary Information

Preliminary

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

| STATEMENT OF ACTIVITIES | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Total |
|------------------------------|----------------|-----------------|----------------|-----------------|----------------|----------------|------------------|-----------------|-----------------|----------------|-----------------|----------------|------------------|
| Revenue | | | | | | | | | | | | | |
| Digitization Project | \$3,000 | \$5,160 | \$0 | \$0 | \$100 | \$0 | \$100 | \$570 | \$0 | \$0 | \$350 | \$460 | \$9,740 |
| Donations | \$25 | \$150 | \$1,335 | \$2,113 | \$5,810 | \$325 | \$779 | \$145 | \$0 | \$0 | \$25 | \$25 | \$10,733 |
| Fines/Overdues | \$0 | \$0 | \$0 | \$0 | \$29 | \$0 | \$0 | \$12 | \$0 | \$0 | \$0 | \$0 | \$41 |
| Friends (Other Grants) | \$0 | \$0 | \$0 | \$3,984 | \$0 | \$0 | \$1,979 | \$0 | \$0 | \$0 | \$580 | \$0 | \$6,543 |
| Grants | | | | | | | | | | | | | |
| Corporate Grant | \$0 | \$0 | \$0 | \$0 | \$0 | \$640 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$640 |
| Per Capita Grant | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$6,664 | \$0 | \$0 | \$0 | \$0 | \$6,664 |
| Total Grants | \$0 | \$0 | \$0 | \$0 | \$0 | \$640 | \$0 | \$6,664 | \$0 | \$0 | \$0 | \$0 | \$7,304 |
| Historical Department | \$0 | \$0 | \$0 | \$27 | \$0 | \$25 | \$9 | \$13 | \$3 | \$0 | \$28 | \$0 | \$105 |
| Interest Income | | | | | | | | | | | | | |
| Corporate Interest | \$355 | \$317 | \$344 | \$327 | \$643 | \$752 | \$969 | \$1,111 | \$1,222 | \$1,341 | \$1,460 | \$1,246 | \$10,088 |
| Endowment Interest | \$302 | \$285 | \$347 | \$297 | \$298 | \$405 | \$416 | \$424 | \$478 | \$417 | \$419 | \$476 | \$4,564 |
| Memorial Reserve Interest | \$0 | \$0 | \$1 | \$65 | \$0 | \$1 | \$0 | \$0 | \$1 | \$0 | \$174 | \$1 | \$242 |
| Reserve Interest | \$185 | \$124 | \$174 | \$184 | \$782 | \$1,088 | \$1,249 | \$1,263 | \$1,237 | \$1,266 | \$1,249 | \$1,279 | \$10,080 |
| Total Interest Income | \$842 | \$726 | \$866 | \$873 | \$1,723 | \$2,246 | \$2,634 | \$2,799 | \$2,937 | \$3,024 | \$3,302 | \$3,002 | \$24,975 |
| Item Replacements | \$25 | \$39 | \$73 | \$27 | \$181 | \$0 | \$7 | \$17 | \$25 | \$0 | \$21 | \$55 | \$470 |
| Lit Fest | \$220 | \$4,048 | \$0 | \$2,675 | \$100 | \$750 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$7,793 |
| Non-Resident Fee | \$230 | \$167 | \$119 | \$0 | \$481 | \$0 | \$174 | \$500 | \$462 | \$0 | \$354 | \$121 | \$2,608 |
| Other Income | | | | | | | | | | | | | |
| Corporate Other Income | \$141 | \$0 | \$0 | \$13 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$154 |
| Property Taxes | | | | | | | | | | | | | |
| Corporate Property Tax | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$140,830 | \$71,848 | \$73,458 | \$0 | \$75,414 | \$0 | \$361,550 |
| FICA Property Tax | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$6,634 | \$3,385 | \$3,460 | \$0 | \$3,553 | \$0 | \$17,032 |
| IMRF Property Tax | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,172 | \$598 | \$611 | \$0 | \$627 | \$0 | \$3,008 |
| Insurance Property Tax | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,343 | \$1,195 | \$1,222 | \$0 | \$1,255 | \$0 | \$6,015 |
| Total Property Taxes | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$150,979 | \$77,026 | \$78,752 | \$0 | \$80,848 | \$0 | \$387,605 |
| Royalty Income | \$1,403 | \$1,706 | \$1,199 | \$1,466 | \$1,210 | \$944 | \$1,275 | \$1,360 | \$1,274 | \$1,281 | \$1,564 | \$688 | \$15,369 |
| Service Charges | \$68 | \$195 | \$114 | \$122 | \$238 | \$161 | \$107 | \$124 | \$192 | \$0 | \$204 | \$59 | \$1,585 |
| Total Revenue | \$5,954 | \$12,192 | \$3,706 | \$11,300 | \$9,872 | \$5,091 | \$158,043 | \$89,229 | \$83,645 | \$4,305 | \$87,277 | \$4,409 | \$475,022 |

| | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Total |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|----------------|------------------|----------------|----------------|------------------|------------------|
| Expenses | | | | | | | | | | | | | |
| Capital Outlay | | | | | | | | | | | | | |
| Books | \$1,603 | \$1,470 | \$2,022 | \$1,724 | \$1,042 | \$1,853 | \$2,623 | \$1,526 | \$1,825 | \$2,571 | \$1,239 | \$2,691 | \$22,190 |
| Equipment | \$78 | \$84 | \$94 | \$159 | \$118 | \$178 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$712 |
| Improvements | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,498 | \$0 | \$5,755 | (\$4,805) | \$0 | \$2,250 | \$125,772 | \$131,470 |
| Materials/Non-Printed/A-V | \$1,036 | \$625 | \$637 | \$1,618 | \$1,095 | \$1,830 | \$420 | \$1,543 | \$1,860 | \$950 | \$803 | \$920 | \$13,338 |
| Total Capital Outlay | \$2,717 | \$2,180 | \$2,753 | \$3,502 | \$2,255 | \$6,359 | \$3,043 | \$8,824 | (\$1,120) | \$3,521 | \$4,292 | \$129,383 | \$167,709 |
| Commodities | | | | | | | | | | | | | |
| Databases | \$324 | \$320 | \$341 | \$438 | \$335 | \$375 | \$413 | \$1,944 | \$404 | \$856 | \$1,424 | \$303 | \$7,475 |
| Periodicals | \$772 | \$0 | \$0 | \$335 | \$660 | \$0 | \$0 | \$370 | \$2,232 | \$295 | \$0 | \$0 | \$4,663 |
| Postage/Shipping | \$7 | \$0 | \$0 | \$67 | \$0 | \$63 | \$0 | \$66 | \$0 | \$66 | \$0 | \$0 | \$269 |
| Supplies | \$16 | \$131 | \$40 | \$696 | \$269 | \$154 | \$79 | \$375 | \$498 | \$812 | \$547 | \$109 | \$3,726 |
| Total Commodities | \$1,118 | \$450 | \$381 | \$1,536 | \$1,264 | \$593 | \$492 | \$2,754 | \$3,133 | \$2,029 | \$1,971 | \$412 | \$16,134 |
| Contractual Services | | | | | | | | | | | | | |
| Accounting | \$1,513 | \$1,422 | \$1,164 | \$1,236 | \$1,233 | \$1,236 | \$1,244 | \$1,239 | \$1,449 | \$1,236 | \$1,227 | \$1,233 | \$15,432 |
| Audit Fees | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$8,170 | \$0 | \$0 | \$0 | \$0 | \$0 | \$8,170 |
| Legal | \$338 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$75 | \$0 | \$0 | \$0 | \$413 |
| Maintenance | \$85 | \$123 | \$0 | \$145 | \$3,802 | \$2,114 | \$135 | \$490 | \$45 | \$90 | \$502 | \$167 | \$7,698 |
| Other Contractual Services | \$395 | \$60 | \$0 | \$179 | \$0 | \$360 | \$624 | \$0 | \$300 | \$0 | \$0 | \$15 | \$1,933 |
| PrairieCat Consortium | \$2,193 | \$0 | \$0 | \$2,193 | \$0 | \$0 | \$2,383 | \$0 | \$0 | \$2,383 | \$499 | \$0 | \$9,652 |
| Technical Services | \$0 | \$234 | \$2,883 | \$0 | \$410 | \$540 | \$1,055 | \$0 | \$375 | \$823 | \$2,113 | \$0 | \$8,432 |
| Total Contractual Services | \$4,524 | \$1,839 | \$4,046 | \$3,753 | \$5,445 | \$4,250 | \$13,611 | \$1,729 | \$2,245 | \$4,531 | \$4,341 | \$1,415 | \$51,729 |
| Historical Digitization | \$0 | \$16,127 | \$0 | \$440 | \$298 | \$0 | \$0 | \$0 | \$0 | \$0 | \$4,726 | \$538 | \$22,129 |
| Lit Fest Expenditures | \$2,970 | \$3,655 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$30 | \$23 | \$6,677 |
| Other Expenditures | | | | | | | | | | | | | |
| Misc Charges | \$0 | \$46 | \$45 | \$105 | \$45 | \$247 | \$0 | \$25 | \$0 | \$0 | \$83 | \$27 | \$623 |
| Other Services | | | | | | | | | | | | | |
| Association Dues | \$0 | \$85 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$372 | \$0 | \$457 |
| Continuing Education | | | | | | | | | | | | | |
| Continuing Education | \$0 | \$0 | \$0 | \$300 | \$200 | \$300 | \$0 | \$0 | \$0 | \$75 | \$0 | \$0 | \$875 |
| General Insurance (Bonding) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$458 | \$6,655 | \$0 | \$0 | \$0 | \$0 | \$7,113 |
| Marketing | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$300 | \$0 | \$225 | \$0 | \$120 | \$0 | \$645 |
| Programming | \$320 | \$49 | \$0 | \$608 | \$2,604 | \$4,032 | \$364 | \$1,515 | \$949 | \$240 | \$822 | \$219 | \$11,723 |
| Public Notice/Legal | \$0 | \$0 | \$288 | \$53 | \$10 | \$0 | \$0 | \$32 | \$0 | \$0 | \$239 | \$45 | \$667 |
| Utilities | \$2,107 | \$764 | \$1,631 | \$2,095 | \$1,658 | \$1,436 | \$1,343 | \$1,738 | \$1,148 | \$1,604 | \$1,661 | \$1,130 | \$18,314 |
| Total Other Services | \$2,427 | \$898 | \$1,919 | \$3,056 | \$4,471 | \$5,767 | \$2,465 | \$9,940 | \$2,322 | \$1,919 | \$3,214 | \$1,395 | \$39,794 |
| Personnel Services | | | | | | | | | | | | | |
| Payroll Taxes | \$1,113 | \$1,179 | \$1,761 | \$1,183 | \$1,193 | \$1,240 | \$1,194 | \$1,220 | \$2,021 | \$1,257 | \$1,279 | \$1,287 | \$15,927 |
| Pension Contributions | \$714 | \$472 | \$462 | \$818 | \$548 | \$562 | \$548 | \$556 | \$915 | \$576 | \$629 | \$626 | \$7,426 |

| | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Total |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-----------------|-----------------|-------------------|-----------------|-------------------|-------------------|
| Salaries | | | | | | | | | | | | | |
| Salaries | \$14,554 | \$15,407 | \$23,025 | \$15,466 | \$15,594 | \$16,208 | \$15,609 | \$15,948 | \$26,414 | \$16,428 | \$16,712 | \$16,824 | \$208,191 |
| Total Personnel Services | \$16,382 | \$17,057 | \$25,249 | \$17,467 | \$17,335 | \$18,011 | \$17,351 | \$17,724 | \$29,349 | \$18,261 | \$18,620 | \$18,738 | \$231,544 |
| Pride Expenditures | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$296 | \$0 | \$296 |
| Total Expenses | \$30,138 | \$42,252 | \$34,392 | \$29,860 | \$31,114 | \$35,226 | \$36,962 | \$40,995 | \$35,930 | \$30,262 | \$37,573 | \$151,930 | \$536,634 |
| Operating Margin | (\$24,184) | (\$30,060) | (\$30,687) | (\$18,560) | (\$21,241) | (\$30,135) | \$121,082 | \$48,234 | \$47,715 | (\$25,956) | \$49,704 | (\$0.148)M | (\$61,611) |
| Net Margin | (\$24,184) | (\$30,060) | (\$30,687) | (\$18,560) | (\$21,241) | (\$30,135) | \$121,082 | \$48,234 | \$47,715 | (\$25,956) | \$49,704 | (\$0.148)M | (\$61,611) |

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

| | Dec 2023 | 2023/2024 (YTD) | Budget (YTD) | YTD vs YTD budget (\$) |
|------------------------------------|---------------------|---------------------|---------------------|------------------------|
| Revenue | | | | |
| Digitization Project | \$460.00 | \$1,480.00 | \$2,000.00 | (\$520.00) |
| Donations | \$25.00 | \$974.25 | \$1,000.00 | (\$25.75) |
| Fines/Overdues | \$0.00 | \$11.70 | \$0.00 | \$11.70 |
| Friends (Other Grants) | \$0.00 | \$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 | \$0.00 | \$52.55 | \$100.00 | (\$47.45) |
| Interest Income | | | | |
| Corporate Interest | \$1,245.74 | \$7,349.45 | \$8,000.00 | (\$650.55) |
| Endowment Interest | \$476.01 | \$2,630.74 | \$0.00 | \$2,630.74 |
| Memorial Reserve Interest | \$0.94 | \$175.44 | \$0.00 | \$175.44 |
| Reserve Interest | \$1,278.97 | \$7,542.73 | \$0.00 | \$7,542.73 |
| Total Interest Income | \$3,001.66 | \$17,698.36 | \$8,000.00 | \$9,698.36 |
| Item Replacements | \$55.00 | \$125.34 | \$500.00 | (\$374.66) |
| Lit Fest | \$0.00 | \$0.00 | \$2,000.00 | (\$2,000.00) |
| Non-Resident Fee | \$120.74 | \$1,611.19 | \$3,000.00 | (\$1,388.81) |
| 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 | \$361,550.06 | \$361,074.57 | \$475.49 |
| FICA Property Tax | \$0.00 | \$17,031.76 | \$17,011.06 | \$20.70 |
| IMRF Property Tax | \$0.00 | \$3,007.80 | \$0.00 | \$3,007.80 |
| Insurance Property Tax | \$0.00 | \$6,015.24 | \$0.00 | \$6,015.24 |
| Total Property Taxes | \$0.00 | \$387,604.86 | \$378,085.63 | \$9,519.23 |
| Royalty Income | \$687.62 | \$7,441.09 | \$15,000.00 | (\$7,558.91) |
| Service Charges | \$58.50 | \$685.91 | \$1,200.00 | (\$514.09) |
| Pride | \$0.00 | \$0.00 | \$8,000.00 | (\$8,000.00) |
| Total Revenue | \$4,408.52 | \$426,908.10 | \$448,888.65 | (\$21,980.55) |
| Expenses | | | | |
| Capital Outlay | | | | |
| Books | \$2,690.79 | \$12,475.17 | \$24,000.00 | (\$11,524.83) |
| Equipment | \$0.00 | \$0.00 | \$3,000.00 | (\$3,000.00) |
| Improvements | \$125,772.00 | \$128,972.00 | \$166,000.00 | (\$37,028.00) |
| Materials/Non-Printed/A-V | \$920.40 | \$6,495.76 | \$17,000.00 | (\$10,504.24) |
| Total Capital Outlay | \$129,383.19 | \$147,942.93 | \$210,000.00 | (\$62,057.07) |
| Commodities | | | | |
| Databases | \$303.05 | \$5,342.91 | \$7,957.00 | (\$2,614.09) |
| Periodicals | \$0.00 | \$2,896.49 | \$5,005.00 | (\$2,108.51) |

| | Dec 2023 | 2023/2024 (YTD) | Budget (YTD) | YTD vs YTD budget (\$) |
|-----------------------------------|-----------------------|---------------------|-----------------------|------------------------|
| Postage/Shipping | \$0.00 | \$132.00 | \$500.00 | (\$368.00) |
| Supplies | \$109.41 | \$2,420.32 | \$4,000.00 | (\$1,579.68) |
| Total Commodities | \$412.46 | \$10,791.72 | \$17,462.00 | (\$6,670.28) |
| Contractual Services | | | | |
| Accounting | \$1,233.04 | \$7,628.70 | \$17,000.00 | (\$9,371.30) |
| 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 | \$166.69 | \$1,428.77 | \$10,000.00 | (\$8,571.23) |
| Other Contractual Services | \$15.00 | \$939.32 | \$4,000.00 | (\$3,060.68) |
| PrairieCat Consortium | \$0.00 | \$5,265.00 | \$10,032.00 | (\$4,767.00) |
| Technical Services | \$0.00 | \$4,365.50 | \$10,000.00 | (\$5,634.50) |
| Total Contractual Services | \$1,414.73 | \$27,872.29 | \$71,781.00 | (\$43,908.71) |
| Historical Digitization | \$537.89 | \$5,263.57 | \$20,000.00 | (\$14,736.43) |
| Lit Fest Expenditures | \$22.98 | \$52.96 | \$7,000.00 | (\$6,947.04) |
| Other Expenditures | | | | |
| Contingencies | \$0.00 | \$0.00 | \$10,000.00 | (\$10,000.00) |
| Misc Charges | \$26.94 | \$134.74 | \$1,000.00 | (\$865.26) |
| Total Other Expenditures | \$26.94 | \$134.74 | \$11,000.00 | (\$10,865.26) |
| Other Services | | | | |
| Association Dues | \$0.00 | \$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 | \$0.00 | \$645.40 | \$2,000.00 | (\$1,354.60) |
| Outreach | \$0.00 | \$0.00 | \$2,000.00 | (\$2,000.00) |
| Programming | \$219.11 | \$4,110.20 | \$12,000.00 | (\$7,889.80) |
| Public Notice/Legal | \$45.24 | \$315.70 | \$500.00 | (\$184.30) |
| Travel | \$0.00 | \$0.00 | \$500.00 | (\$500.00) |
| Utilities | \$1,130.25 | \$8,623.53 | \$21,960.00 | (\$13,336.47) |
| Total Other Services | \$1,394.60 | \$21,254.83 | \$48,960.00 | (\$27,705.17) |
| Personnel Services | | | | |
| Payroll Taxes | \$1,287.04 | \$8,257.07 | \$17,000.00 | (\$8,742.93) |
| Pension Contributions | \$626.31 | \$3,850.09 | \$8,200.00 | (\$4,349.91) |
| Reimbursements | \$0.00 | \$0.00 | \$100.00 | (\$100.00) |
| Salaries | | | | |
| Salaries | \$16,824.23 | \$107,935.65 | \$228,000.00 | (\$120,064.35) |
| Total Personnel Services | \$18,737.58 | \$120,042.81 | \$253,300.00 | (\$133,257.19) |
| Pride Expenditures | \$0.00 | \$295.97 | \$13,000.00 | (\$12,704.03) |
| Total Expenses | \$151,930.37 | \$333,651.82 | \$652,503.00 | (\$318,851.18) |
| Operating Margin | (\$147,521.85) | \$93,256.28 | (\$203,614.35) | \$296,870.63 |
| Net Margin | (\$147,521.85) | \$93,256.28 | (\$203,614.35) | \$296,870.63 |

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

| | Dec 2023 | 2023/2024 (YTD) | Budget (YTD) | YTD vs YTD budget (\$) |
|------------------------------|---------------------|---------------------|---------------------|------------------------|
| Revenue | | | | |
| Digitization Project | \$460.00 | \$1,480.00 | \$2,000.00 | (\$520.00) |
| Donations | \$25.00 | \$974.25 | \$1,000.00 | (\$25.75) |
| Fines/Overdues | \$0.00 | \$11.70 | \$0.00 | \$11.70 |
| Friends (Other Grants) | \$0.00 | \$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 | \$0.00 | \$52.55 | \$100.00 | (\$47.45) |
| Interest Income | | | | |
| Corporate Interest | \$1,245.74 | \$7,349.45 | \$8,000.00 | (\$650.55) |
| Reserve Interest | \$0.00 | \$980.55 | \$0.00 | \$980.55 |
| Total Interest Income | \$1,245.74 | \$8,330.00 | \$8,000.00 | \$330.00 |
| Item Replacements | \$55.00 | \$125.34 | \$500.00 | (\$374.66) |
| Lit Fest | \$0.00 | \$0.00 | \$2,000.00 | (\$2,000.00) |
| Non-Resident Fee | \$120.74 | \$1,611.19 | \$3,000.00 | (\$1,388.81) |
| Other Income | | | | |
| Corporate Other Income | \$0.00 | \$0.00 | \$200.00 | (\$200.00) |
| Property Taxes | | | | |
| Corporate Property Tax | \$0.00 | \$361,550.06 | \$361,074.57 | \$475.49 |
| Royalty Income | \$303.00 | \$1,457.80 | \$15,000.00 | (\$13,542.20) |
| Service Charges | \$58.50 | \$685.91 | \$1,200.00 | (\$514.09) |
| Pride | \$0.00 | \$0.00 | \$8,000.00 | (\$8,000.00) |
| Total Revenue | \$2,267.98 | \$378,837.60 | \$422,865.57 | (\$44,027.97) |
| Expenses | | | | |
| Capital Outlay | | | | |
| Books | \$2,690.79 | \$12,475.17 | \$24,000.00 | (\$11,524.83) |
| Equipment | \$0.00 | \$0.00 | \$3,000.00 | (\$3,000.00) |
| Improvements | \$125,772.00 | \$128,972.00 | \$166,000.00 | (\$37,028.00) |
| Materials/Non-Printed/A-V | \$920.40 | \$6,495.76 | \$17,000.00 | (\$10,504.24) |
| Total Capital Outlay | \$129,383.19 | \$147,942.93 | \$210,000.00 | (\$62,057.07) |
| Commodities | | | | |
| Databases | \$303.05 | \$5,342.91 | \$7,957.00 | (\$2,614.09) |
| Periodicals | \$0.00 | \$2,896.49 | \$5,005.00 | (\$2,108.51) |
| Postage/Shipping | \$0.00 | \$132.00 | \$500.00 | (\$368.00) |
| Supplies | \$109.41 | \$2,420.32 | \$4,000.00 | (\$1,579.68) |
| Total Commodities | \$412.46 | \$10,791.72 | \$17,462.00 | (\$6,670.28) |
| Contractual Services | | | | |
| Accounting | \$1,233.04 | \$7,628.70 | \$17,000.00 | (\$9,371.30) |
| 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 | \$166.69 | \$1,428.77 | \$10,000.00 | (\$8,571.23) |
| Other Contractual Services | \$0.00 | \$924.32 | \$4,000.00 | (\$3,075.68) |
| PrairieCat Consortium | \$0.00 | \$2,882.00 | \$10,032.00 | (\$7,150.00) |
| Technical Services | \$0.00 | \$4,365.50 | \$10,000.00 | (\$5,634.50) |

| | Dec 2023 | 2023/2024 (YTD) | Budget (YTD) | YTD vs YTD budget (\$) |
|-----------------------------------|-----------------------|---------------------|-----------------------|------------------------|
| Total Contractual Services | \$1,399.73 | \$25,474.29 | \$71,781.00 | (\$46,306.71) |
| Historical Digitization | \$537.89 | \$5,263.57 | \$20,000.00 | (\$14,736.43) |
| Lit Fest Expenditures | \$22.98 | \$52.96 | \$7,000.00 | (\$6,947.04) |
| Other Expenditures | | | | |
| Contingencies | \$0.00 | \$0.00 | \$10,000.00 | (\$10,000.00) |
| Misc Charges | \$26.94 | \$134.74 | \$1,000.00 | (\$865.26) |
| Total Other Expenditures | \$26.94 | \$134.74 | \$11,000.00 | (\$10,865.26) |
| Other Services | | | | |
| Association Dues | \$0.00 | \$372.00 | \$500.00 | (\$128.00) |
| Continuing Education | | | | |
| Continuing Education | \$0.00 | \$75.00 | \$2,000.00 | (\$1,925.00) |
| Marketing | \$0.00 | \$645.40 | \$2,000.00 | (\$1,354.60) |
| Outreach | \$0.00 | \$0.00 | \$2,000.00 | (\$2,000.00) |
| Programming | \$219.11 | \$4,110.20 | \$12,000.00 | (\$7,889.80) |
| Public Notice/Legal | \$45.24 | \$315.70 | \$500.00 | (\$184.30) |
| Travel | \$0.00 | \$0.00 | \$500.00 | (\$500.00) |
| Utilities | \$1,130.25 | \$8,623.53 | \$21,960.00 | (\$13,336.47) |
| Total Other Services | \$1,394.60 | \$14,141.83 | \$41,460.00 | (\$27,318.17) |
| Personnel Services | | | | |
| Reimbursements | \$0.00 | \$0.00 | \$100.00 | (\$100.00) |
| Salaries | | | | |
| Salaries | \$16,824.23 | \$107,935.65 | \$228,000.00 | (\$120,064.35) |
| Total Personnel Services | \$16,824.23 | \$107,935.65 | \$228,100.00 | (\$120,164.35) |
| Pride Expenditures | \$0.00 | \$295.97 | \$13,000.00 | (\$12,704.03) |
| Total Expenses | \$150,002.02 | \$312,033.66 | \$619,803.00 | (\$307,769.34) |
| Operating Margin | (\$147,734.04) | \$66,803.94 | (\$196,937.43) | \$263,741.37 |
| Net Margin | (\$147,734.04) | \$66,803.94 | (\$196,937.43) | \$263,741.37 |

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

| | Dec 2023 | 2023/2024 (YTD) | Budget (YTD) | YTD vs YTD budget (\$) |
|------------------------|-----------------|-------------------|--------------|------------------------|
| Revenue | | | | |
| Interest Income | | | | |
| Endowment Interest | \$476.01 | \$2,630.74 | - | - |
| Total Revenue | \$476.01 | \$2,630.74 | - | - |
| Net Margin | \$476.01 | \$2,630.74 | - | - |

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

| | Dec 2023 | 2023/2024 (YTD) | Budget (YTD) | YTD vs YTD budget (\$) |
|-------------------------|---------------------|--------------------|--------------------|------------------------|
| Revenue | | | | |
| Property Taxes | | | | |
| FICA Property Tax | \$0.00 | \$17,031.76 | \$17,011.06 | \$20.70 |
| Total Revenue | \$0.00 | \$17,031.76 | \$17,011.06 | \$20.70 |
| Expenses | | | | |
| Personnel Services | | | | |
| Payroll Taxes | \$1,287.04 | \$8,257.07 | \$17,000.00 | (\$8,742.93) |
| Total Expenses | \$1,287.04 | \$8,257.07 | \$17,000.00 | (\$8,742.93) |
| Operating Margin | (\$1,287.04) | \$8,774.69 | \$11.06 | \$8,763.63 |
| Net Margin | (\$1,287.04) | \$8,774.69 | \$11.06 | \$8,763.63 |

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

| | Dec 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 | \$3,007.80 | \$0.00 | \$3,007.80 |
| Total Revenue | \$0.00 | \$3,007.80 | \$3,004.01 | \$3.79 |
| Expenses | | | | |
| Personnel Services | | | | |
| Pension Contributions | \$626.31 | \$3,850.09 | \$8,200.00 | (\$4,349.91) |
| Total Expenses | \$626.31 | \$3,850.09 | \$8,200.00 | (\$4,349.91) |
| Operating Margin | (\$626.31) | (\$842.29) | (\$5,195.99) | \$4,353.70 |
| Net Margin | (\$626.31) | (\$842.29) | (\$5,195.99) | \$4,353.70 |

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

| | Dec 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 | \$6,015.24 | \$0.00 | \$6,015.24 |
| Total Revenue | \$0.00 | \$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 | \$0.00 | (\$1,097.76) | (\$1,491.99) | \$394.23 |
| Net Margin | \$0.00 | (\$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

| | Dec 2023 | 2023/2024 (YTD) | Budget (YTD) | YTD vs YTD budget (\$) |
|---------------------------|---------------|-----------------|--------------|------------------------|
| Revenue | | | | |
| Interest Income | | | | |
| Memorial Reserve Interest | \$0.94 | \$175.44 | - | - |
| Total Revenue | \$0.94 | \$175.44 | - | - |
| Net Margin | \$0.94 | \$175.44 | - | - |

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

| | Dec 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

| | Dec 2023 | 2023/2024 (YTD) | Budget (YTD) | YTD vs YTD budget (\$) |
|----------------------------|-------------------|--------------------|--------------|------------------------|
| Revenue | | | | |
| Interest Income | | | | |
| Reserve Interest | \$1,278.97 | \$6,562.18 | - | - |
| Royalty Income | \$384.62 | \$5,983.29 | - | - |
| Total Revenue | \$1,663.59 | \$12,545.47 | - | - |
| Expenses | | | | |
| Contractual Services | | | | |
| Other Contractual Services | \$15.00 | \$15.00 | - | - |
| Total Expenses | \$15.00 | \$15.00 | - | - |
| Operating Margin | \$1,648.59 | \$12,530.47 | - | - |
| Net Margin | \$1,648.59 | \$12,530.47 | - | - |

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

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

5. TREASURER'S REPORT

GALENA PUBLIC LIBRARY DISTRICT INVESTMENTS & ACCOUNTS

As of December 31, 2023

| BANK | ACCT NO. | ACCOUN T | TYPE OF ACCOUNT | INT. RATE | MAT. | AMOUNT | NOTES |
|-----------------|----------|----------|--|-----------|-----------|--------------|---|
| FCB | | | | | | | |
| | 1015 | *4883 | Endowment - Money Market | 1.40% | n/a | \$148,334.29 | Endowment Fund. To be used on operating library in case of emergency |
| | 1016 | *4580 | Endowment - Regular Savings | 0.25% | n/a | \$93,272.66 | Endowment Fund. To be used on operating library in case of emergency |
| | 1017 | *8472 | Endowment - CD | 4.01% | 5/15/2024 | \$73,151.40 | Endowment Fund. To be used on operating library in case of emergency |
| | 1022 | *8471 | Reserve Fund - CD | 4.01% | 5/15/2024 | \$75,201.06 | Reserve Fund. Part of the Special Reserve Fund |
| | 1033 | *647 | Klein/Wachter Restricted - Regular Savings | 0.25% | n/a | \$1,490.73 | Memorial Reserve Fund. Only interest may be used to enhance children's library |
| | 1080 | *5518 | Diewes Memorial - Money Market | 1.75% | n/a | \$205,331.88 | Memorial Fund. To be used at board's discretion. Principal invested and currently gaining interest. |
| | | | | | | | |
| Dupaco | 1031 | *309 | Virtue Memorial Restricted - CD | 1.65% | 3/17/2024 | \$7,957.93 | Memorial Fund. Only interest may be used to enhance children's library |
| | 1071 | *1104 | Savings/Asset Builder | 0.00% | n/a | \$25.02 | Need in order to have accounts at Dupaco |
| | | | | | | | |
| IB&T | 1050 | *5071 | Checking | 0.00% | n/a | \$188,126.85 | Includes Corporate, FICA, IMRF, Insurance, and Per Capita Funds |

| | | | | | | | |
|--|------|-------|---------|--|-----|-----------------------|---|
| | 1060 | *0035 | Savings | | n/a | \$304,852.95 | Includes Corporate, Memorial Savings (donations for tangible items), Memorial Reserve Savings (donations for tangible items), Special Reserve Fund (unexpended tax dollars and royalty income for capital improvements), and Endowment Fund (emergency) |
| | | | | | | \$1,097,744.77 | Library's Financial Position |

7. LIBRARY DIRECTOR'S REPORT

December 2023/January 2024

Board News

The Decennial Report was filed with the County on January 4th.

Circulation

If you haven't yet checked out the new online public access catalog, [Vega](#), please do so. It is important for our board to be familiar with all library services. Vega is very user friendly and we have received positive feedback from our patrons.

Adult Services

Trivia is having a moment in Galena! With additional trivia nights popping up around town, the library has plans to hold a third one again at Galena Cellars. It's been a great partnership with the Cellars. January's trivia will be '80s themed.

LitFest is upon us! We have started promoting Indie February and already have registrations for all three events (see below). Many people have already started to inquire about May's event with Deb Miller portraying Louisa May Alcott. Registration for that event won't begin until spring.

Upcoming Programs:

- January 11th: ILP: Speculating About Our AI Future
- January 15th: Morning Book Club, *Scarlet Letter* by Nathaniel Hawthorne
- January 16th: Evening Book Club, *Picture of Dorian Gray* by Oscar Wilde
- January 18th: Shine a Light on Winter, partnership with Midwest Medical Center
- January 26th: 80's Trivia @ Galena Cellars
- February 13th: LitFest Indie Author Panel (virtual)
- February 15th: LitFest Publish and Discover Independent E-books (hybrid)
- February 17th: LitFest My Journey with Self-Publishing with PJ HarteNaus (hybrid)
- Every Tuesday: Stitchers

Youth Services

Upcoming Programs:

- January 15th: It Starts with Me: An MLK Day Celebration
- January 15th: Period Education Party
- January 16th: Pleasant View 4-H Club
- January 24th: Hungry, Hungry Hippos IRL
- Every Monday: STEAM Club
- Every Friday: Family Storytime

Historical Room/Archival Room

Mike spent time training with Steve on research methods and how the room is currently organized.

Rachel is taking a break from organizing the archival room as items continue to be shifted. Each time an item's physical location is moved that location has to be changed in the inventory software, Past Perfect. Once all the digitized papers are in their forever spot, Rachel will go back through to update the system.

Dale has decided to step down from being a regular employee. He will be our substitute for the room when Steve or Mike are out.

Director

Building

- The Egress Window RFB did not garner any bids. The Building Committee will need to meet and decide how to proceed.
- The globes for the front lamp posts arrived and the custodian will install them in the near future.

Finances

- Scott Roberts filed an extension for the Annual Finance Report. This report is due on December 27th, but he did not file it in time. The extension goes through February 29th. He is working on finalizing all the documentation for the appropriate signatures. I should have everything ready to collect signatures at the time of this meeting.
- Royalty Income - Eagle Mountain Energy Partners, one of the library's oil leases, made an error in a recent pay out. The distributed checks earlier than they should have. We deposited a check on December 1, 2023 for \$402.53 into our Special Reserve Fund. EMEP filed a Return to Maker and the funds were withdrawn and we were charged a \$15 fee. I am working with EMEP to get that \$15 returned to us. EMEP also stated that the \$402.53 will be included in our December check, which we should receive in the near future. IB&T are also aware of the situation.
- IB&T - Brittani Stephenson, the library's contact, has accepted a new position within HTLF Bank. Our new contact at IB&T is Nikki Nolan.

Legal

- Ron Leinen completed his work on ensuring the library is in compliance with the new Paid Leave for All Workers Act (PLAW). His memo and the revisions are included in this packet. The revisions to the library's PTO is an actionable item to be discussed by the full board. A few things of note:
 - Vacation time was decreased
 - Sick time was decreased
 - Personal day was omitted
 - Paid Leave time was calculated for all employees for one year
 - Total PTO for each employee is greater now than without PLAW
 - The law goes into effect January 1, 2024. All employees' PTO will change if the revisions are approved. I will communicate that with the staff asap.

Continuing Education

- **Jenna**
 - Resilience Webinar - Right to Be
- **Larissa**
 - Penguin Random House Winter Author Fair - Library Journal
 - Keynote Presentation by Tommy Orange
 - Book Club Best Bets
 - Mystery Debut Panel
 - Secrets, Sins, and Sagas (fantasy panel)
 - Culture, Class, and Community (diverse fiction panel)
- **Sam**
 - Standing Ovation Customer Service - RAILS

9e. COMMITTEES: POLICY: DISCUSSION AND POSSIBLE ACTION ON COLLECTION MANAGEMENT & DEVELOPMENT POLICY

Policy Committee Minutes

December 18, 2023

Draft

Call to order

Vanderpool called the meeting to order at 11:08am

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

Public Comments

None

Approval of October 26th, 2023 minutes

Sprengelmeyer moved to approve the October 26th, 2023 minutes. Vanderpool seconded. Motion passed unanimously.

Collection Management and Development Policy

The committee discussed two options in order to be in compliance with [75 ILCS 10/8.7] .

The first option was to add the following in the section, Request for Reconsideration:

A request to remove library materials creates complex legal and ethical questions for both the library and the community. Consequently, this issue is taken very seriously by the library. The library shall protect the intellectual freedom of all library users, and shall prevent censorship of its materials. Materials will not be withdrawn from library collections merely because individuals or groups object to the material or information found within.

The second option was to add the ALA's Bill of Rights in its entirety as its own section.

Sprengelmeyer suggested adopting ALA's Bill of Rights into the policy over the above paragraph.

Vanderpool agreed that including the Bill of Rights is the most concise. Sprengelmeyer moved to suggest the board approves the revisions to the policy with the addition of the ALA bill of rights.

Vanderpool seconded. Motion passed unanimously.

Items for next agenda

Diedrich will go over the policy review schedule. Committee will likely meet sometime in January or February.

Adjournment

Meeting adjourned at 11:16am.



COLLECTION MANAGEMENT & DEVELOPMENT POLICY

The Board of Trustees of the Galena Public Library District has adopted the following Collection Management & Development Policy as a guide to develop a collection of excellence. The library strives, within the limitation of budget and space, to provide a wide range of materials which meet the diverse educational, informational, cultural, and recreational needs of the community.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints. The library supports the American Library Association'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.

Caregivers, not the library, are responsible for supervising the use of library materials by their children. A librarian is available to provide suggestions for caregivers and their children.

This policy will be reviewed regularly or every two years to ensure that it is responsive to the changing needs of the Library and the community.

The Library places a high budgetary priority on collection development. A minimum of 12% of the operating budget is allocated for materials.

SELECTION OF MATERIALS

The Library Director is responsible for all materials in the library collections. Material selectors, using professional judgment, choose and discard materials for the library collections within the scope of assigned areas. Purchase suggestions from library patrons are welcome and given consideration.

The Library provides free access to materials in a variety of formats. From time to time, the Library Director, in consultation with staff, will determine if and when a new format is needed. New formats will be added based on patron need, availability, cost, ease of upkeep, and general community interest. Current formats provided by the library include: print, media, specialty kits, historical documents and artifacts, and digital resources.

General criteria for selecting material are listed below. An item need not meet all the criteria to be acquisitioned:

- Contemporary significance, popular interest or permanent value
- Prominence, authority and competence of author, creator, publisher or producer
- Suitability of subject and style for intended audience
- Relevance to community needs
- Timeliness of material
- Relation to existing collections
- Quality of format
- Public demand, interest or need
- Budgetary considerations

- Attention given to the item by reviewers and general news media
- Availability of materials through interlibrary loan
- Technical quality of non-book materials
- Physical limitations of the library building
- Authenticity of historical, regional or social setting
- Relevance for the history of the Galena area
- Special needs of library patrons for materials in accessible formats

General criteria for selecting outside links for the Library's website are listed below. A website need not meet all the criteria to be included:

- Preference will be given to nonprofit and noncommercial sites
- Links will be educational or informational in nature
- Links must provide accurate information
- Links must be easy to use
- Links from the Library website will provide balanced points of view

Scope of General Adult Collection

This collection encompasses fiction and non-fiction materials in different formats. This collection is a circulating collection with the exception of reference material.

Scope of Young Adult Collection

This collection encompasses fiction and non-fiction materials in different formats. This collection is a circulating collection.

Scope of Children's Collection

This collection encompasses fiction and non-fiction materials in different formats, magazines, and games. This collection is a circulation collection with the exception of reference material and some toys.

Scope of Historical Collections Room

The collection housed in the Historical Collections Room is a non-circulating collection. The Galena Public Library holds materials from both primary and secondary sources. The materials include published and unpublished print materials pertaining to:

- Jo Daviess County
- Upper Mississippi River Lead Region
- Role of Jo Daviess County in wars
- Mining in the Galena area
- Steamboats in Galena or on the Upper Mississippi
- Family histories in Jo Daviess County

Materials to be considered for accession shall be delivered to the archivist with a signed Deed of Gift Form (Appendix A). Inclusion to the collection will be determined by the Library Director, Archivist, and Historical Librarian. Removal from the collection will be determined by the Library Director, Archivist, and Historical Librarian. Upon removal, the archivist will complete a De-Accession Form (Appendix B).

Scope of Archival Room

Sensitive materials and those that hold special historical value, which are either owned by Galena Public Library or in storage for other community entities, are stored in the Library's Archival Room.

COLLECTION MAINTENANCE, REPLACEMENT, AND WEEDING

Collection maintenance guidelines are adapted from the CREW method. CREW stands for Continuous Review, Evaluation, and Weeding. As materials are regularly added to the collection, ongoing maintenance is necessary to ensure collections are in good condition with relevant and up to date information. Part of maintaining the collections is performing regular weeding. Weeding is a vital process for an active collection. Staff will perform weeding on a continual on-going basis. Materials may be removed from the collection according to accepted professional practices including, but not limited to, the following:

- Poor content
- Poor physical condition
- Unused materials
- Of little historical significance
- Multiple copies of singular titles

Replacement

Replacements are not automatic for materials withdrawn because of loss or physical condition. Replacement is considered according to this policy and in relation to adequate coverage in a specific subject area, availability of more current or better titles, demand for the title, and number of copies held. Gifts, including memorial items, are subject to this same replacement policy.

Weeding

Materials removed from the Library's collections may be given to the Friends of the Galena Public Library, INC. for their Annual Book Sale, offered to other libraries, given to Better World Books, or may be disposed of by other means.

INTERLIBRARY LOAN

The Library makes every effort to maintain a collection that satisfies the needs of its patrons. When patrons request material not in the Library's collection, the Library provides interlibrary loan (ILL) service in order to accommodate those requests.

ILL is the process by which a library requests materials from, or supplies materials to, another library. Through ILL, patrons may request materials from other libraries within the Library's consortia and from other Illinois libraries that participate in ILLINET. The requested materials are sent to the Galena Public Library, where the patron may check the items out (or use in the library, if so stipulated by the owning library). Reciprocal borrows are unable to utilize the ILL service.

The Library affirms that interlibrary is an adjunct to, not a substitute for, the library's collection. The Library exhausts local resources first, including its own collection, the PrairieCat consortium collection, and those of libraries in the Reaching Across Illinois Library System (RAILS), before requesting items from libraries out of the system. The Galena Public Library District endorses the Illinet Interlibrary Loan Code, the American Association Interlibrary Loan Code, and complies with Copyright Law (17 U.S.C) and its accompanying guidelines.

REQUEST FOR RECONSIDERATION

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.

To initiate a request for reconsideration, the procedure, as necessary, is as follows:

1. A Request for Consideration of Library Materials (Appendix C) must be completed. This form is reviewed by the Library Director and other staff to determine whether the item should remain or be removed from the collection. The Library Director and staff will examine the material as well as critical reviews of the material.
2. The Library Director, or appointed staff member, will write a letter to the patron who initiated the request announcing the decision concerning the material in question.
3. Patrons who do not accept the Library Director's, or appointed staff's, decision may appeal to the Board of Trustees.
4. The reconsideration process will be completed in a reasonable amount of time.

ALA BILL OF RIGHTS

The American Library Association (ALA) affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all view points on current and historical issues. Materials should not be proscribed or removed of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

APPENDIX A: DEED OF GIFT FORM



Library Use

Acc. No. _____

Deed of Gift

Donor:

Accepted date: _____

By: _____

(Signature of Library representative)

The Donor, the exclusive owner of all legal and equitable rights (including copyrights and rights of publication and reproduction) in the items below, transfers all such rights to the Galena Public Library District.

Description

The Donor imposes no other conditions or restrictions on this gift except those stated. This gift is to be credited when used by the Library as follows:

☐ Gift of _____.

☐ Gift of _____ in Memory of _____.

☐ Anonymous Gift.

Signature of Donor or Authorized

Representative: _____ **Date:** _____

Note: Valuations stated are provided by the Donor for the Donor's purposes. The Galena Public Library District does not assume responsibility for the accuracy of the valuations.

Your gift may be tax-deductible. Contact your attorney or accountant.

APPENDIX B: DE-ACCESSION FORM



De-Accession Form
for materials housed in the Historical Collections Room and Archives

Title _____

Author _____

Copyright Date _____

Reason for De-accession:

☐ Irrelevant to collection

☐ Condition issues

☐ Digitized

Item Disposition:

☐ Transfer to another institution

☐ Move to circ. Collection

☐ Sell

☐ Recycle

Notes:

Any materials deemed to be of special value shall be brought to the attention of the Library Director or Library Board of Trustees for recommendations on disposal.

APPENDIX C: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL



| | |
|--|--|
| Type of Material (select one): | |
| <input type="checkbox"/> Book <input type="checkbox"/> Magazine <input type="checkbox"/> CD <input type="checkbox"/> Audiobook <input type="checkbox"/> Video <input type="checkbox"/> Other (please specify): | |
| Title: | |
| Author/Creator: | |
| Publisher: | |
| Date of Publication: | |
| Request Initiated by: | |
| Name: | |
| Address: | |
| City, State: | |
| Telephone: | |
| Email: | |
| Do you represent? (select one): | |
| <input type="checkbox"/> Yourself <input type="checkbox"/> An Organization (name): <input type="checkbox"/> Other group (name): | |

| |
|--|
| |
| To what in the work do you object? Please be specific. |
| |
| Did you read/listen/view the work in its entirety? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If no, why not? |
| |
| What parts did you read/listen/view? |
| |
| What do you believe is the theme of the work? |

| |
|--|
| |
| Have you read/listened/viewed reviews on this item? Please reference sources that agree with your opinion. |
| |
| What item of value would you recommend that would convey a similar perspective/theme of the subject matter? |
| |
| What do you think might be the result of reading/listening to/viewing this work? |
| |
| Please read the attached Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. The library supports the principles set forth in these documents. Do you feel your request is in conflict with these documents? |

| | |
|---|--|
| | |
| If no, why not? | |
| | |
| If so, please explain why your request outweighs adherence to these principles. | |
| | |
| What would you like the library to do about this work? | |
| | |
| Print Name: | |

| | |
|------------|--|
| Signature: | |
| Date: | |

Send the completed form to:
Library Director
Galena Public Library District
601 S. Bench St.
Galena, IL 61036

Revised and approved: May 21, 2013
Revised: February 10, 2020
Revised: September 12, 2022
Revised: DRAFT

**11a. NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON PAID TIME OFF REVISIONS IN THE
EMPLOYEE HANDBOOK**

Memorandum

To: Jenna Diedrich
From: Ronald Leinen
Date: December 27, 2023
Re: Galena Public Library Leave Policy Revisions

Re: Implementation of PLAWA

I have reviewed the Library's existing Leave Policy, as well as the Paid Leave for All Workers Act (820 ILCS 192/1 et seq.), which becomes effective on January 1, 2024. In order to implement this law, I recommend that the following revisions be made to Section 4 of the Employee Handbook (effective January 1, 2024).

1. Add a new section entitled Paid Leave (Paid Leave for All Workers Act). See Exhibit A attached hereto.
2. Revise Vacation and Personal Days section
3. Review sick leave for possible amendment.

In addition to amending the Employee Handbook, the Library must also take the following steps:

1. Post notice of law.
2. Post plain English description of law.
3. Amend accounting procedures

Because the law takes effect on January 1, 2024, you will need to use that date (or the date of the hiring of an employee, if later) as the commencement of this type of paid leave.

EXHIBIT A

PAID LEAVE PURSUANT TO THE PAID LEAVE FOR ALL WORKERS ACT

Accrual and Carryover

For existing employees: 1st period Jan. 1 '24 – June 30, '24 (6 months). Then yearly thereafter.
For new hires, date of employment is the starting date.

Can have some employees whose time is front-loaded and other that accrue: e.g. (a) employees that full-time – front load 40 hours; and (b) part-time employees accrue – starting Jan. 1 or date of hire, whichever is later.

Required accrual: 1 hour per 40 hours worked. Can be calculated on $\frac{1}{4}$ hour basis.

Rate of Pay – average hourly rate

Carryover –

Frontload – not carry over.

Accrual: Carryover, but can't carry over more than 80 hours of unpaid leave

Requesting and Using Paid Leave

Employee entitled to begin using paid leave after 90 days from 1/1/24 or date of hire, whichever is later.

Employee to give 7 days' oral or written notice for foreseeable use of paid leave.

Employee to give oral or written notice as soon as practicable for unforeseen use.

Library reserves the right to not permit paid leave use for reasons of “operational necessity.”

Employee may use paid leave in 2 hour increments. Library can allow shorter increments (e.g. 1 hour).

If employee is no show / no notice for use, the Library should have policy to address, although can't ask what employee used time for.

SECTION 4: TIME OFF

All leave requires the approval of the Library Director

VACATION

All employees are eligible for paid vacation. Vacation time is granted as follows:

| Employment Length | Vacation Time |
|---------------------|---------------|
| 1 year | 1 week |
| 3 years | 2 weeks |
| 3 years (30+ hours) | 3 weeks |

Weeks are defined according to the average number of days an employee is scheduled to work per week on a regular basis. Substitute employees will not receive paid vacation time. The position of the Library Director will have 4 (3?) weeks of vacation for the duration of employment.

Vacation time should be taken in units of no less than one day. If a half day is needed, accommodations may be made with the Library Director. Vacation requests must be done by completing the PTO Request Form 30 days prior to the anticipated vacation time. The Library Director will give consideration to and approve vacation requests in the order they are received.

Vacation accrual is based on years of service from the date of employment. Vacation time must be taken within 3 months after the end of the fiscal year (fiscal year runs from July to June, with a three-month extension to September 30). Unused vacation time does not roll over to the next fiscal year.

Upon employee resignation, employees will be paid for unused vacation time that has been earned through the last day of work.

PAID LEAVE

The Paid Leave for All Workers Act [820 ILCS 192/1 et seq.], effective January 1, 2024, states that all employees accrue one hour of paid leave for every 40 hours worked. Accrual is calculated on a .25 hour basis.

Accrual and Carryover

Employees may receive the paid leave in one of two ways: either through accrual at the pace of one hour for every 40 hours worked or the time may be frontloaded. Paid leave for employees who work 40 hours per week will be frontloaded. Paid leave for employees who work less than 40 hours per week will be on accrual basis. Accrual begins January 1, 2024 or on the date of hire, whichever is later.

Employees whose paid leave is frontloaded will not be eligible for carryover into the next year. Employees whose paid leave is accrual based may carry over up to 80 hours of unpaid leave.

Requesting Paid Leave

If the need for paid leave is foreseeable, the employee must give oral or written notice to the Director at least seven days prior to the start of the leave. Where the need for leave is not foreseeable, the employee must give oral or written notice to the Director as soon as practical. A reason for using paid leave is not required, nor will the Library request one. The Library reserves the right to not permit paid leave if there is operational necessity.

Use of Paid Leave

Employees may begin to use paid leave after 90 days from January 1, 2024 or the date of hire, whichever is later. Paid leave may be used in two-hour increments. If an employee needs to use at a lesser increment, exceptions may be allowed if coordinated with the Director.

If any employee does not show up for work and with no notice, the employee may be subject to disciplinary action outlined in this handbook.

SICK LEAVE

Sick leave may be used for absences due to illness, injury, or medical appointment of an employee or employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. A child is defined as an employee's child who is biological, adopted, foster, stepchild, legal ward, or a child of a person standing in loco parentis.

Sick leave is front loaded at the beginning of the fiscal year (fiscal year runs July to June) or at six months of employment. Full, regular, and part time employees are eligible for for paid sick leave as follows:

| Employment Status | Sick Time | Maximum Accumulation |
|----------------------------|-----------|----------------------|
| Full time (40 hours) | 5 days | 40 days or 320 hours |
| Regular time (30-40 hours) | 5 days | 30 days |
| Part time (>30 hours) | 3 days | 30 days |

Employees who are absent for more than five days due to illness may be required to supply a physician's note verifying that they were ill and/or indicating that they are fit to return to work. In the event of a serious or chronic illness, which results in the need for termination, the employee may use accrued sick leave upon certification by their physician.

There will be no payment for unused sick time upon termination of employment. Employees enrolled in IMRF will have their accumulated sick leave applied as pension credit.

11c. NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON REVIEW OF CLOSED SESSION MINUTES

Closed Session Minutes Review

December 11, 2023

Emily Sprengelmeyer and Maria Rector met on Monday, December 11, 2023, at 7:40pm to review Galena Public Library Trustees' closed session minutes from July 1, 2023 to December 31, 2023. We reviewed the minutes and concluded that the closed session minutes should be approved and not released to the public.

Respectfully submitted,

Maria Rector

Trustee