



Library Board of Trustees Meeting
Regular Meeting Monday, February 12, 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 January 15, 2023
 - b. Approval of bills paid/payable: 01/05/2023 - 02/09/2024
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 Budget and Internal Finance Policy
 - ii. Discussion and possible action on Investment Policy
 - iii. Discussion and possible action on Volunteer Policy
10. Old Business (ACTION)
11. New Business (ACTION)
 - a. Discussion and possible action on Resolution 24-01: Authority to Sign
 - b. Discussion and possible action on Resolution 24-02: Credit Card Signatories
 - c. Discussion and possible action on 4th Annual Pride Picnic
12. Closed Session
 - a. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired
13. Items for next agenda
14. Announcements
15. Adjournment

3.a CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING JANUARY 15, 2024

Library Minutes

January 15, 2024

Draft

1. Call to order, roll call
President Walter Johnson called the meeting to order at 6:30pm. Answering present were board members: Emily Sprengelmeyer, Mike Blaum, Francis Beadle, and Katherine Walker. Entering at 6:32pm was Maria Rector. Alison Vanderpool entered the meeting at 6:33pm. Library Director Jenna Diedrich was present.
2. Citizens comments
Craig Albaugh had three mentions. He thought the American Flag should be shown upstairs at a visible location rather than the historical room. Jo Daviess County has an opportunity for public comments at the beginning and the end of their meetings. An individual has offered \$5000 to match a \$5000 gift from the Galena Foundation for digitization. Gloria Junge said that accounts need to be reviewed on a monthly basis and the board should not be rubber stamping. The library could be fined should there be defrauding.
3. Consent Agenda
 - a. Approval of minutes for Regular meeting December 11, 2023
 - b. Approval of bills paid/payable: 12/09/2023 – 01/05/2024Walker asked for correction on the spelling of Betsy's last name. Beadle had also been misspelled. Sprengelmeyer moved that the corrections be included and the bills for the dates be paid. Rector made the second. Vote: Sprengelmeyer – Aye, Rector – Aye, Walker – Aye, Beadle – Aye, Vanderpool – Aye, Blaum – Aye, Johnson – Aye. Motion carried.
4. Financial Report – no questions
5. Treasurer's Report – none
Diedrich mentioned all accounts are listed in the quarterly with the uses listed. Blaum questioned what constitutes emergency use. Diedrich went over the memorial funds and the non tax funds in explanation.
6. Friends Report – none
7. Library Director's Report
The Decennial Report has been filed with the County. Mention was made for the per capita grants and meeting the necessary standards. There were no bids for the egress window. Building and Grounds will meet to decide on a next step. The new globes for the front light poles were received, but one was broken in transit. Follow up is underway with the supplier. No audit has been received yet.

8. Board President's Report – none

9. Committees

- a. Building & Grounds – no meeting
- b. Decennial – Walker reported the Decennial report had been filed Jo Daviess County on January 4.
- c. Finance – no meeting
- d. HR – Rector mentioned the evaluation for the Library Director will be coming up in April
- e. Policy – Walker reported the committee had met to review Collections Management & Development Policy, even though she had been unable to attend. Sprengelmeyer and Vanderpool had done a good evaluation and the materials were included with the board materials. Blaum asked about materials for deaccessioning, those on loan and those without ownership. Diedrich explained the process and the continuation of digitizing the Galena Gazette. Beadle asked about giving notice for items to remain. Diedrich said the information would be shared with the board. It might be necessary to add sentences that are in the statutes so that items could be approved or reconsidered. Vanderpool moved to review the policy for Collection Management & Development for reconsideration. Beadle made the second. Vote: Rector – Aye, Walker – Aye, Beadle – Aye, Vanderpool – Aye, Blaum – Aye, Sprengelmeyer – Aye, Johnson – Aye. Motion carried.

10. Other Business

- a. Discussion and possible action on Historical Room projects being moved to Building & Grounds
 - i. Johnson asked for a vote that Building & Grounds would help with historical projects with Jenna and the staff. Blaum moved to move forward to have the Buildings & Grounds committee work with the projects in the Historical Room. Rector made the second. Beadle commented that the purpose was to break a vicious cycle and give the director a break from the negativity and move forward. Sprengelmeyer asked how things would be managed and did the Director and staff ask for help. Discussion on the idea of not managing staff but program management took place. Comments included not managing but reporting, and who would manage or develop a plan. Walker said she would be voting no and thought the process is beyond the authority of the board. Diedrich asked what the plan for implementation was for this change. No plan was brought forth and Johnson called for a vote. Vote: Walker – Nay, Beadle – Aye, Vanderpool – Aye, Blaum – Aye, Sprengelmeyer – Nay, Rector – Aye, Johnson – Aye. Motion carried.

11. New Business

- a. Discussion and possible action on Paid Time Off revisions in the Employee Handbook
 - i. Diedrich explained the PTO changes and the process involved. Walker moved to approve the changes presented. Vanderpool had the second. Beadle noted the change needed to be for employees with less than 30 hours. Walker made another motion to incorporate the less than 30 hours statement. Vanderpool made the second again. Vote: Beadle – Aye, Vanderpool – Aye, Blaum – Aye,

Sprengelmeyer – Aye, Rector – Aye, Walker – Aye, Johnson – Aye. Motion carried.

- b. Discussion and possible action on moving funds from the Special Reserve Fund to the Corporate Fund. There was no need for a motion. Diedrich wanted the Board to be aware of the process and action.
- c. Discussion and possible action on review of closed session minutes. Rector explained she and Sprengelmeyer had reviewed the only closed session minutes from the last six months and thought it best not to release the minutes. Blaum moved to accept the decision and have the minutes remain sealed. Beadle made the second. Vote: Vanderpool – Aye, Blaum – Aye, Sprengelmeyer – Aye, Rector – Aye, Walker – Aye, Beadle – Aye, Johnson – Aye. Motion carried.

12. Closed Session – none

13. Items for next agenda

- a. Beadle asked for a discussion of federal holidays that are not observed by the Library. Rector said HR would review. Another request was to review the possibility of attendee comments before and after the meeting. The Policy Committee will meet and review.

14. Announcements – none

15. Adjournment at 7:37pm.

Next meeting: Monday 12, 2024, at 6:30pm, Galena Public Library, 601 S. Bench St., Galena, IL 61036 – Historical Room.

Respectfully submitted,
Katherine Walker
Secretary

3.b CONSENT AGENDA: APPROVAL BILLS PAID/PAYABLE: 01/05/24-02/09/24

Galena Public Library District

A/P Aging Summary

As of February 9, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems				-146.65		\$ -146.65
B. L. Murray Co, Inc.	129.96					\$129.96
Elite Plumbing	485.66					\$485.66
Findaway World LLC	165.72					\$165.72
First Community Bank	60.00					\$60.00
Five Star Plumbing	110.00					\$110.00
Illinois Library Association	85.00					\$85.00
Jo Daviess County Transit	5.00					\$5.00
Kanopy	124.00					\$124.00
Midwest Tape	356.07					\$356.07
Petty Cash	10.00					\$10.00
TOTAL	\$1,531.41	\$0.00	\$0.00	\$ -146.65	\$0.00	\$1,384.76

Check Detail Report
6 Jan - 09 Feb 2024

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	DESCRIPTION	CLR	AMOUNT
IB&T-Corporate Fund								
	21216							
IB&T-Corporate Fund	21216	01/08/2024	Expense	--	Ingram Library Services	--	Reconciled	-\$1,689.56
IB&T-Corporate Fund	21216	01/08/2024	Expense	--	Ingram Library Services	January books	--	\$1,689.56
	21217							
IB&T-Corporate Fund	21217	01/08/2024	Expense	--	Card Services - Galena State Bank	--	Reconciled	-\$1,451.05
IB&T-Corporate Fund	21217	01/08/2024	Expense	--	Card Services - Galena State Bank	Adult/Youth AV, Netflix subscription, AppleTV+ subscription,	--	\$296.95
IB&T-Corporate Fund	21217	01/08/2024	Expense	--	Card Services - Galena State Bank	Youth - snacks, program supplies	--	\$101.59
IB&T-Corporate Fund	21217	01/08/2024	Expense	--	Card Services - Galena State Bank	Annual Zoom license for 2024	--	\$299.80
IB&T-Corporate Fund	21217	01/08/2024	Expense	--	Card Services - Galena State Bank	Ring Central for December and January	--	\$423.92
IB&T-Corporate Fund	21217	01/08/2024	Expense	--	Card Services - Galena State Bank	shipping and postage	--	\$84.37
IB&T-Corporate Fund	21217	01/09/2024	Expense	--	Card Services - Galena State Bank	Youth book replacement	--	\$11.13
IB&T-Corporate Fund	21217	01/09/2024	Expense	--	Card Services - Galena State Bank	Holiday decorations and 2024 labor law poster	--	\$233.29
	21214							
IB&T-Corporate Fund	21214	01/12/2024	Expense	--	Jo Carroll Energy	--	Reconciled	-\$395.28
IB&T-Corporate Fund	21214	01/12/2024	Expense	--	Jo Carroll Energy	11/03/23 - 12/06/23	--	\$395.28
	21211							
IB&T-Corporate Fund	21211	01/14/2024	Expense	9952593389	Verizon	--	Reconciled	-\$283.39
IB&T-Corporate Fund	21211	01/14/2024	Expense	9952593389	Verizon	Hotspot wi-fi charges and new hotspot	--	\$283.39
	21245							
IB&T-Corporate Fund	21245	01/16/2024	Expense	--	City of Galena	--	Reconciled	-\$34.90
IB&T-Corporate Fund	21245	01/16/2024	Expense	--	City of Galena	Water & sewer	--	\$34.90
	21218							
IB&T-Corporate Fund	21218	01/18/2024	Bill Payment (Check)	22976	Access Systems	--	Reconciled	-\$262.85
IB&T-Corporate Fund	21218	01/18/2024	Bill Payment (Check)	22976	Access Systems	--	--	-\$262.85
	21219							
IB&T-Corporate Fund	21219	01/18/2024	Bill Payment (Check)	22977	Jo Daviess County Transit	--	Reconciled	-\$10.00
IB&T-Corporate Fund	21219	01/18/2024	Bill Payment (Check)	22977	Jo Daviess County Transit	--	--	-\$10.00
	21220							
IB&T-Corporate Fund	21220	01/18/2024	Bill Payment (Check)	22978	B. L. Murray Co, Inc.	--	Reconciled	-\$25.94
IB&T-Corporate Fund	21220	01/18/2024	Bill Payment (Check)	22978	B. L. Murray Co, Inc.	--	--	-\$25.94
	21221							
IB&T-Corporate Fund	21221	01/18/2024	Bill Payment (Check)	22979	Book Page	--	Uncleared	-\$414.00
IB&T-Corporate Fund	21221	01/18/2024	Bill Payment (Check)	22979	Book Page	--	--	-\$414.00
	21222							
IB&T-Corporate Fund	21222	01/18/2024	Bill Payment (Check)	22980	Findaway World LLC	--	Reconciled	-\$457.42
IB&T-Corporate Fund	21222	01/18/2024	Bill Payment (Check)	22980	Findaway World LLC	--	--	-\$457.42
	21223							
IB&T-Corporate Fund	21223	01/18/2024	Bill Payment (Check)	22981	iFiber	--	Reconciled	-\$165.00
IB&T-Corporate Fund	21223	01/18/2024	Bill Payment (Check)	22981	iFiber	--	--	-\$165.00
	21224							
IB&T-Corporate Fund	21224	01/18/2024	Bill Payment (Check)	22982	Jeff Upmann	--	Uncleared	-\$295.00
IB&T-Corporate Fund	21224	01/18/2024	Bill Payment (Check)	22982	Jeff Upmann	--	--	-\$295.00
	21225							
IB&T-Corporate Fund	21225	01/18/2024	Bill Payment (Check)	22983	Kanopy	--	Reconciled	-\$133.00
IB&T-Corporate Fund	21225	01/18/2024	Bill Payment (Check)	22983	Kanopy	--	--	-\$133.00
	21226							
IB&T-Corporate Fund	21226	01/18/2024	Bill Payment (Check)	22984	McCoy Insurance Services, Inc	GAPUB-1	Uncleared	-\$9.00
IB&T-Corporate Fund	21226	01/18/2024	Bill Payment (Check)	22984	McCoy Insurance Services, Inc	--	--	-\$9.00
	21227							
IB&T-Corporate Fund	21227	01/18/2024	Bill Payment (Check)	22985	Midwest Tape	--	Reconciled	-\$398.66
IB&T-Corporate Fund	21227	01/18/2024	Bill Payment (Check)	22985	Midwest Tape	--	--	-\$398.66
	21228							
IB&T-Corporate Fund	21228	01/18/2024	Bill Payment (Check)	22986	Prairie Cat	--	Reconciled	-\$2,383.00
IB&T-Corporate Fund	21228	01/18/2024	Bill Payment (Check)	22986	Prairie Cat	--	--	-\$2,383.00
	21229							
IB&T-Corporate Fund	21229	01/18/2024	Bill Payment (Check)	22987	The Crowley Company	--	Reconciled	-\$248.18
IB&T-Corporate Fund	21229	01/18/2024	Bill Payment (Check)	22987	The Crowley Company	--	--	-\$248.18
	21230							
IB&T-Corporate Fund	21230	01/18/2024	Bill Payment (Check)	22988	Galena Area Chamber of Commerce	--	Reconciled	-\$95.00
IB&T-Corporate Fund	21230	01/18/2024	Bill Payment (Check)	22988	Galena Area Chamber of Commerce	--	--	-\$95.00
	21246							
IB&T-Corporate Fund	21246	01/18/2024	Expense	--	Payroll	--	Reconciled	-\$8,816.96
IB&T-Corporate Fund	21246	01/18/2024	Expense	--	Payroll	--	Uncleared	-\$8,816.96
	21213							
IB&T-Corporate Fund	21213	01/22/2024	Expense	589829	Honkamp Krueger & Co, PC	--	Reconciled	-\$1,069.00
IB&T-Corporate Fund	21213	01/22/2024	Expense	589829	Honkamp Krueger & Co, PC	Financial statements for Jan 2024, software subscription for Jan 2024, and data security fee	--	\$1,069.00
	21212							
IB&T-Corporate Fund	21212	01/26/2024	Expense	--	Culligan	--	Reconciled	-\$29.90
IB&T-Corporate Fund	21212	01/26/2024	Expense	--	Culligan	Water	--	\$29.90
	21247							
IB&T-Corporate Fund	21247	01/29/2024	Expense	--	AT&T	--	Reconciled	-\$772.25
IB&T-Corporate Fund	21247	01/29/2024	Expense	--	AT&T	Elevator Phone	--	\$772.25
	21215							
IB&T-Corporate Fund	21215	01/30/2024	Expense	--	Nicor Gas	--	Reconciled	-\$423.84
IB&T-Corporate Fund	21215	01/30/2024	Expense	--	Nicor Gas	11/15/23 - 12/15/23	--	\$423.84
	21260							
IB&T-Corporate Fund	21260	02/09/2024	Expense	--	Jo Carroll Energy	--	Uncleared	-\$462.00
IB&T-Corporate Fund	21260	02/09/2024	Expense	--	Jo Carroll Energy	12/06/23 - 1/11/24	--	\$462.00
IB&T-IMRF								
	21244							
IB&T-IMRF	21244	01/09/2024	Expense	--	Illinois Municipal Retirement Fund	--	Reconciled	-\$1,499.82
IB&T-IMRF	21244	01/09/2024	Expense	--	Illinois Municipal Retirement Fund	--	Uncleared	-\$1,499.82

4. FINANCIAL REPORT



Financial Statements

Galena Public Library District

For the Periods Ended January 31, 2024 & 2023



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

ASSETS	Jan 2024	Jan 2023
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	\$148,510.18	\$146,447.19
First Community Bank 8472	\$73,151.40	\$0.00
Total Endowment Fund	\$314,934.24	\$312,638.43
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	\$399,583.96	\$397,284.42
Dupaco Savings		
Dupaco Savings 200921104-Corp	\$25.02	\$25.02
First Community Bank Checking	\$205,636.23	\$202,072.30
IB&T Checking		
IB&T-Corporate Fund	\$132,479.12	\$217,247.42
IB&T-FICA	\$6,892.76	\$5,962.60
IB&T-IMRF	\$10,232.83	\$14,486.36
IB&T-Insurance	\$7,434.01	\$8,540.77
IB&T-Per Capita	\$1,898.05	\$702.57
Total IB&T Checking	\$158,936.77	\$246,939.72
IB&T Savings 170035		
Corporate-IB&T Savings 170035	\$10,450.53	(\$1,311.14)
Endowment-IB&T Savings 170035	\$17,273.26	\$5,322.67
Mem Reserve-IB&T Savings 170035	\$2,622.03	\$2,238.55
Memorial - IB&T Savings 170035	\$68,424.31	\$68,423.50
Reserve - IB&T Savings 170035	\$207,829.29	\$214,155.75
Total IB&T Savings 170035	\$306,599.42	\$288,829.33
Total Cash & Equivalents	\$1,070,781.40	\$1,135,150.79
Total Current Assets	\$1,070,781.40	\$1,135,150.79
Total Non-Current Assets	\$0.00	\$0.00
Total Assets	\$1,070,781.40	\$1,135,150.79

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

LIABILITIES	Jan 2024	Jan 2023
Other Current Liabilities		
Payroll Liabilities		
IMRF Payroll Liabilities		
IMRF - 403B	\$1,611.81	\$1,478.34
Total Payroll Liabilities	\$1,611.81	\$1,478.34
Total Other Current Liabilities	\$1,611.81	\$1,478.34
Total Current Liabilities	\$1,611.81	\$1,478.34
Total Non-Current Liabilities	\$0.00	\$0.00
Total Liabilities	\$1,611.81	\$1,478.34
NET ASSETS	Jan 2024	Jan 2023
Current Net Assets		
Net Revenue	\$66,180.90	\$183,293.49
Other Net Assets		
Contra Net Margin Account	(\$66,180.90)	(\$183,293.49)
Corporate Fund Balance	\$344,019.09	\$432,230.88
Endowment Fund Balance	\$333,927.36	\$329,240.02
FICA Fund Balance	\$6,892.76	\$5,962.60
IMRF Fund Balance	\$8,621.02	\$13,008.02
Insurance Fund Balance	\$7,434.01	\$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	\$1,898.05	\$702.57
Reserve Fund Balance	\$285,882.30	\$263,734.96
Total Other Net Assets	\$1,002,988.69	\$950,378.96
Total Net Assets	\$1,069,169.59	\$1,133,672.45
	Jan 2024	Jan 2023
Total Liabilities & Net Assets	\$1,070,781.40	\$1,135,150.79

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

	Jan 2024	Jan 2023	2023/2024 (YTD)	2022/2023 (YTD)
Revenue				
Digitization Project	\$0.00	\$3,000.00	\$1,480.00	\$3,721.00
Donations	\$0.00	\$25.00	\$974.25	\$750.00
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	\$883.62	\$355.18	\$8,233.07	\$1,276.75
Endowment Interest	\$425.03	\$301.67	\$3,055.77	\$1,793.84
Memorial Reserve Interest	\$0.00	\$0.00	\$175.44	\$67.18
Reserve Interest	\$1,289.29	\$185.42	\$8,832.02	\$1,171.82
Total Interest Income	\$2,597.94	\$842.27	\$20,296.30	\$4,309.59
Item Replacements	\$0.00	\$25.00	\$125.34	\$151.26
Lit Fest	\$0.00	\$220.00	\$0.00	\$440.00
Non-Resident Fee	\$0.00	\$230.22	\$1,611.19	\$2,377.26
Other Income				
Corporate Other Income	\$0.00	\$140.52	\$0.00	\$140.52
Insurance Other Income	\$0.00	\$0.00	\$0.00	\$144.00
Total Other Income	\$0.00	\$140.52	\$0.00	\$284.52
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	\$1,096.58	\$1,403.30	\$8,537.67	\$13,754.88
Service Charges	\$0.00	\$68.00	\$685.91	\$671.68
Total Revenue	\$3,694.52	\$5,954.31	\$430,602.62	\$402,346.74
Expenses				
Capital Outlay				
Books	\$1,700.69	\$1,602.79	\$14,175.86	\$12,938.21
Equipment	\$0.00	\$78.29	\$0.00	\$750.02
Improvements	\$0.00	\$0.00	\$128,972.00	\$10,609.30
Materials/Non-Printed/A-V	\$754.37	\$1,036.17	\$7,250.13	\$8,894.81
Total Capital Outlay	\$2,455.06	\$2,717.25	\$150,397.99	\$33,192.34
Commodities				
Databases	\$531.66	\$324.02	\$5,874.57	\$5,011.99
Periodicals	\$709.00	\$771.90	\$3,605.49	\$3,538.43
Postage/Shipping	\$84.37	\$6.81	\$216.37	\$126.81
Supplies	\$25.94	\$15.61	\$2,446.26	\$1,137.04
Total Commodities	\$1,350.97	\$1,118.34	\$12,142.69	\$9,814.27
Contractual Services				
Accounting	\$1,527.32	\$1,513.23	\$9,156.02	\$9,087.87
Audit Fees	\$0.00	\$0.00	\$8,170.00	\$0.00

	Jan 2024	Jan 2023	2023/2024 (YTD)	2022/2023 (YTD)
Legal	\$0.00	\$337.50	\$75.00	\$337.50
Maintenance	\$0.00	\$85.00	\$1,428.77	\$1,713.38
Other Contractual Services	\$394.80	\$394.80	\$1,334.12	\$3,071.16
PrairieCat Consortium	\$2,383.00	\$2,193.25	\$7,648.00	\$7,078.75
Technical Services	\$0.00	\$0.00	\$4,365.50	\$1,530.00
Total Contractual Services	\$4,305.12	\$4,523.78	\$32,177.41	\$22,818.66
Historical Digitization	\$248.18	\$0.00	\$5,511.75	\$396.06
Lit Fest Expenditures	\$0.00	\$2,969.50	\$52.96	\$3,384.94
Other Expenditures				
Misc Charges	\$233.29	\$0.00	\$368.03	\$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)	\$9.00	\$0.00	\$7,122.00	\$7,009.00
Marketing	\$0.00	\$0.00	\$645.40	\$540.70
Outreach	\$0.00	\$0.00	\$0.00	\$770.22
Programming	\$111.59	\$320.41	\$4,221.79	\$1,263.04
Public Notice/Legal	\$0.00	\$0.00	\$315.70	\$118.38
Utilities	\$3,097.30	\$2,107.08	\$11,720.83	\$10,341.98
Total Other Services	\$3,217.89	\$2,427.49	\$24,472.72	\$20,398.32
Personnel Services				
Payroll Taxes	\$1,288.42	\$1,113.40	\$9,545.49	\$8,756.72
Pension Contributions	\$682.72	\$714.32	\$4,532.81	\$5,514.11
Salaries				
Salaries	\$16,841.60	\$14,554.13	\$124,777.25	\$114,466.55
Total Personnel Services	\$18,812.74	\$16,381.85	\$138,855.55	\$128,737.38
Unapplied Cash Bill Payment Expense	\$0.00	\$0.00	\$146.65	\$0.00
Pride Expenditures	\$0.00	\$0.00	\$295.97	\$0.00
Total Expenses	\$30,623.25	\$30,138.21	\$364,421.72	\$219,053.25
Operating Margin	(\$26,928.73)	(\$24,183.90)	\$66,180.90	\$183,293.49
Net Margin	(\$26,928.73)	(\$24,183.90)	\$66,180.90	\$183,293.49

Supplementary Information

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

STATEMENT OF ACTIVITIES	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Total
Revenue													
Digitization Project	\$5,160	\$0	\$0	\$100	\$0	\$100	\$570	\$0	\$0	\$350	\$460	\$0	\$6,740
Donations	\$150	\$1,335	\$2,113	\$5,810	\$325	\$779	\$145	\$0	\$0	\$25	\$25	\$0	\$10,708
Fines/Overdues	\$0	\$0	\$0	\$29	\$0	\$0	\$12	\$0	\$0	\$0	\$0	\$0	\$41
Friends (Other Grants)	\$0	\$0	\$3,984	\$0	\$0	\$1,979	\$0	\$0	\$0	\$580	\$0	\$0	\$6,543
Grants													
Corporate Grant	\$0	\$0	\$0	\$0	\$640	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$640
Per Capita Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$6,664	\$0	\$0	\$0	\$0	\$0	\$6,664
Total Grants	\$0	\$0	\$0	\$0	\$640	\$0	\$6,664	\$0	\$0	\$0	\$0	\$0	\$7,304
Historical Department	\$0	\$0	\$27	\$0	\$25	\$9	\$13	\$3	\$0	\$28	\$0	\$0	\$105
Interest Income													
Corporate Interest	\$317	\$344	\$327	\$643	\$752	\$969	\$1,111	\$1,222	\$1,341	\$1,460	\$1,246	\$884	\$10,617
Endowment Interest	\$285	\$347	\$297	\$298	\$405	\$416	\$424	\$478	\$417	\$419	\$476	\$425	\$4,687
Memorial Reserve Interest	\$0	\$1	\$65	\$0	\$1	\$0	\$0	\$1	\$0	\$174	\$1	\$0	\$242
Reserve Interest	\$124	\$174	\$184	\$782	\$1,088	\$1,249	\$1,263	\$1,237	\$1,266	\$1,249	\$1,279	\$1,289	\$11,184
Total Interest Income	\$726	\$866	\$873	\$1,723	\$2,246	\$2,634	\$2,799	\$2,937	\$3,024	\$3,302	\$3,002	\$2,598	\$26,731
Item Replacements	\$39	\$73	\$27	\$181	\$0	\$7	\$17	\$25	\$0	\$21	\$55	\$0	\$445
Lit Fest	\$4,048	\$0	\$2,675	\$100	\$750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,573
Non-Resident Fee	\$167	\$119	\$0	\$481	\$0	\$174	\$500	\$462	\$0	\$354	\$121	\$0	\$2,378
Other Income													
Corporate Other Income	\$0	\$0	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13
Property Taxes													
Corporate Property Tax	\$0	\$0	\$0	\$0	\$0	\$140,830	\$71,848	\$73,458	\$0	\$75,414	\$0	\$0	\$361,550
FICA Property Tax	\$0	\$0	\$0	\$0	\$0	\$6,634	\$3,385	\$3,460	\$0	\$3,553	\$0	\$0	\$17,032
IMRF Property Tax	\$0	\$0	\$0	\$0	\$0	\$1,172	\$598	\$611	\$0	\$627	\$0	\$0	\$3,008
Insurance Property Tax	\$0	\$0	\$0	\$0	\$0	\$2,343	\$1,195	\$1,222	\$0	\$1,255	\$0	\$0	\$6,015
Total Property Taxes	\$0	\$0	\$0	\$0	\$0	\$150,979	\$77,026	\$78,752	\$0	\$80,848	\$0	\$0	\$387,605
Royalty Income	\$1,706	\$1,199	\$1,466	\$1,210	\$944	\$1,275	\$1,360	\$1,274	\$1,281	\$1,564	\$688	\$1,097	\$15,062
Service Charges	\$195	\$114	\$122	\$238	\$161	\$107	\$124	\$192	\$0	\$204	\$59	\$0	\$1,517
Total Revenue	\$12,192	\$3,706	\$11,300	\$9,872	\$5,091	\$158,043	\$89,229	\$83,645	\$4,305	\$87,277	\$4,409	\$3,695	\$472,763

	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Total
Expenses													
Capital Outlay													
Books	\$1,470	\$2,022	\$1,724	\$1,042	\$1,853	\$2,623	\$1,526	\$1,825	\$2,571	\$1,239	\$2,691	\$1,701	\$22,288
Equipment	\$84	\$94	\$159	\$118	\$1,677	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,132
Improvements	\$0	\$0	\$0	\$0	\$2,498	\$0	\$5,755	(\$4,805)	\$0	\$2,250	\$125,772	\$0	\$131,470
Materials/Non-Printed/A-V	\$625	\$637	\$1,618	\$1,095	\$1,830	\$420	\$1,543	\$1,860	\$950	\$803	\$920	\$754	\$13,056
Total Capital Outlay	\$2,180	\$2,753	\$3,502	\$2,255	\$7,858	\$3,043	\$8,824	(\$1,120)	\$3,521	\$4,292	\$129,383	\$2,455	\$168,946
Commodities													
Databases	\$320	\$341	\$438	\$335	\$375	\$413	\$1,944	\$404	\$856	\$1,424	\$303	\$532	\$7,683
Periodicals	\$0	\$0	\$335	\$660	\$0	\$0	\$370	\$2,232	\$295	\$0	\$0	\$709	\$4,600
Postage/Shipping	\$0	\$0	\$67	\$0	\$63	\$0	\$66	\$0	\$66	\$0	\$0	\$84	\$347
Supplies	\$131	\$40	\$696	\$269	\$154	\$79	\$375	\$498	\$812	\$547	\$109	\$26	\$3,736
Total Commodities	\$450	\$381	\$1,536	\$1,264	\$593	\$492	\$2,754	\$3,133	\$2,029	\$1,971	\$412	\$1,351	\$16,366
Contractual Services													
Accounting	\$1,422	\$1,164	\$1,236	\$1,233	\$1,236	\$1,244	\$1,239	\$1,449	\$1,236	\$1,227	\$1,233	\$1,527	\$15,446
Audit Fees	\$0	\$0	\$0	\$0	\$0	\$8,170	\$0	\$0	\$0	\$0	\$0	\$0	\$8,170
Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75	\$0	\$0	\$0	\$0	\$75
Maintenance	\$123	\$0	\$145	\$3,802	\$2,114	\$135	\$490	\$45	\$90	\$502	\$167	\$0	\$7,613
Other Contractual Services	\$60	\$0	\$179	\$0	\$1,743	\$624	\$0	\$300	\$0	\$0	\$15	\$395	\$3,317
PrairieCat Consortium	\$0	\$0	\$2,193	\$0	\$0	\$2,383	\$0	\$0	\$2,383	\$499	\$0	\$2,383	\$9,841
Technical Services	\$234	\$2,883	\$0	\$410	(\$2,343)	\$1,055	\$0	\$375	\$823	\$2,113	\$0	\$0	\$5,549
Total Contractual Services	\$1,839	\$4,046	\$3,753	\$5,445	\$2,751	\$13,611	\$1,729	\$2,245	\$4,531	\$4,341	\$1,415	\$4,305	\$50,011
Historical Digitization	\$16,127	\$0	\$440	\$298	\$0	\$0	\$0	\$0	\$0	\$4,726	\$538	\$248	\$22,377
Lit Fest Expenditures	\$3,655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30	\$23	\$0	\$3,708
Other Expenditures													
Misc Charges	\$46	\$45	\$105	\$45	\$247	\$0	\$25	\$0	\$0	\$83	\$27	\$233	\$856
Other Services													
Association Dues	\$85	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$372	\$0	\$0	\$457
Continuing Education													
Continuing Education	\$0	\$0	\$300	\$200	\$300	\$0	\$0	\$0	\$75	\$0	\$0	\$0	\$875
General Insurance (Bonding)	\$0	\$0	\$0	\$0	\$0	\$458	\$6,655	\$0	\$0	\$0	\$0	\$9	\$7,122
Marketing	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$225	\$0	\$120	\$0	\$0	\$645
Programming	\$49	\$0	\$608	\$2,604	\$4,032	\$364	\$1,515	\$949	\$240	\$822	\$219	\$112	\$11,515
Public Notice/Legal	\$0	\$288	\$53	\$10	\$0	\$0	\$32	\$0	\$0	\$239	\$45	\$0	\$667
Utilities	\$764	\$1,631	\$2,095	\$1,658	\$1,436	\$1,343	\$1,738	\$1,148	\$1,604	\$1,661	\$1,130	\$3,097	\$19,304
Total Other Services	\$898	\$1,919	\$3,056	\$4,471	\$5,767	\$2,465	\$9,940	\$2,322	\$1,919	\$3,214	\$1,395	\$3,218	\$40,584
Personnel Services													
Payroll Taxes	\$1,179	\$1,761	\$1,183	\$1,193	\$1,240	\$1,194	\$1,220	\$2,021	\$1,257	\$1,279	\$1,287	\$1,288	\$16,102
Pension Contributions	\$472	\$462	\$818	\$548	\$562	\$548	\$556	\$915	\$576	\$629	\$626	\$683	\$7,395

No Assurance Provided / All Disclosures Omitted

	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Total
Salaries													
Salaries	\$15,407	\$23,025	\$15,466	\$15,594	\$16,208	\$15,609	\$15,948	\$26,414	\$16,428	\$16,712	\$16,824	\$16,842	\$210,478
Total Personnel Services	\$17,057	\$25,249	\$17,467	\$17,335	\$18,011	\$17,351	\$17,724	\$29,349	\$18,261	\$18,620	\$18,738	\$18,813	\$233,975
Unapplied Cash Bill Payment Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$147	\$0	\$0	\$147
Pride Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$296	\$0	\$0	\$296
Total Expenses	\$42,252	\$34,392	\$29,860	\$31,114	\$35,226	\$36,962	\$40,995	\$35,930	\$30,262	\$37,720	\$151,930	\$30,623	\$537,266
Operating Margin	(\$30,060)	(\$30,687)	(\$18,560)	(\$21,241)	(\$30,135)	\$121,082	\$48,234	\$47,715	(\$25,956)	\$49,557	(\$0.148)M	(\$26,929)	(\$64,503)
Net Margin	(\$30,060)	(\$30,687)	(\$18,560)	(\$21,241)	(\$30,135)	\$121,082	\$48,234	\$47,715	(\$25,956)	\$49,557	(\$0.148)M	(\$26,929)	(\$64,503)

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

	Jan 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Digitization Project	\$0.00	\$1,480.00	\$2,000.00	(\$520.00)
Donations	\$0.00	\$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	\$883.62	\$8,233.07	\$8,000.00	\$233.07
Endowment Interest	\$425.03	\$3,055.77	\$0.00	\$3,055.77
Memorial Reserve Interest	\$0.00	\$175.44	\$0.00	\$175.44
Reserve Interest	\$1,289.29	\$8,832.02	\$0.00	\$8,832.02
Total Interest Income	\$2,597.94	\$20,296.30	\$8,000.00	\$12,296.30
Item Replacements	\$0.00	\$125.34	\$500.00	(\$374.66)
Lit Fest	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Non-Resident Fee	\$0.00	\$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	\$1,096.58	\$8,537.67	\$15,000.00	(\$6,462.33)
Service Charges	\$0.00	\$685.91	\$1,200.00	(\$514.09)
Pride	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
Total Revenue	\$3,694.52	\$430,602.62	\$448,888.65	(\$18,286.03)
Expenses				
Capital Outlay				
Books	\$1,700.69	\$14,175.86	\$24,000.00	(\$9,824.14)
Equipment	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)
Improvements	\$0.00	\$128,972.00	\$166,000.00	(\$37,028.00)
Materials/Non-Printed/A-V	\$754.37	\$7,250.13	\$17,000.00	(\$9,749.87)
Total Capital Outlay	\$2,455.06	\$150,397.99	\$210,000.00	(\$59,602.01)
Commodities				
Databases	\$531.66	\$5,874.57	\$7,957.00	(\$2,082.43)
Periodicals	\$709.00	\$3,605.49	\$5,005.00	(\$1,399.51)

	Jan 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Postage/Shipping	\$84.37	\$216.37	\$500.00	(\$283.63)
Supplies	\$25.94	\$2,446.26	\$4,000.00	(\$1,553.74)
Total Commodities	\$1,350.97	\$12,142.69	\$17,462.00	(\$5,319.31)
Contractual Services				
Accounting	\$1,527.32	\$9,156.02	\$17,000.00	(\$7,843.98)
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	\$0.00	\$1,428.77	\$10,000.00	(\$8,571.23)
Other Contractual Services	\$394.80	\$1,334.12	\$4,000.00	(\$2,665.88)
PrairieCat Consortium	\$2,383.00	\$7,648.00	\$10,032.00	(\$2,384.00)
Technical Services	\$0.00	\$4,365.50	\$10,000.00	(\$5,634.50)
Total Contractual Services	\$4,305.12	\$32,177.41	\$71,781.00	(\$39,603.59)
Historical Digitization	\$248.18	\$5,511.75	\$20,000.00	(\$14,488.25)
Lit Fest Expenditures	\$0.00	\$52.96	\$7,000.00	(\$6,947.04)
Other Expenditures				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$233.29	\$368.03	\$1,000.00	(\$631.97)
Total Other Expenditures	\$233.29	\$368.03	\$11,000.00	(\$10,631.97)
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)	\$9.00	\$7,122.00	\$7,500.00	(\$378.00)
Marketing	\$0.00	\$645.40	\$2,000.00	(\$1,354.60)
Outreach	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Programming	\$111.59	\$4,221.79	\$12,000.00	(\$7,778.21)
Public Notice/Legal	\$0.00	\$315.70	\$500.00	(\$184.30)
Travel	\$0.00	\$0.00	\$500.00	(\$500.00)
Utilities	\$3,097.30	\$11,720.83	\$21,960.00	(\$10,239.17)
Total Other Services	\$3,217.89	\$24,472.72	\$48,960.00	(\$24,487.28)
Personnel Services				
Payroll Taxes	\$1,288.42	\$9,545.49	\$17,000.00	(\$7,454.51)
Pension Contributions	\$682.72	\$4,532.81	\$8,200.00	(\$3,667.19)
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
Salaries				
Salaries	\$16,841.60	\$124,777.25	\$228,000.00	(\$103,222.75)
Total Personnel Services	\$18,812.74	\$138,855.55	\$253,300.00	(\$114,444.45)
Unapplied Cash Bill Payment Expense	\$0.00	\$146.65	\$0.00	\$146.65
Pride Expenditures	\$0.00	\$295.97	\$13,000.00	(\$12,704.03)
Total Expenses	\$30,623.25	\$364,421.72	\$652,503.00	(\$288,081.28)
Operating Margin	(\$26,928.73)	\$66,180.90	(\$203,614.35)	\$269,795.25
Net Margin	(\$26,928.73)	\$66,180.90	(\$203,614.35)	\$269,795.25

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

	Jan 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Digitization Project	\$0.00	\$1,480.00	\$2,000.00	(\$520.00)
Donations	\$0.00	\$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	\$883.62	\$8,233.07	\$8,000.00	\$233.07
Reserve Interest	\$0.00	\$980.55	\$0.00	\$980.55
Total Interest Income	\$883.62	\$9,213.62	\$8,000.00	\$1,213.62
Item Replacements	\$0.00	\$125.34	\$500.00	(\$374.66)
Lit Fest	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Non-Resident Fee	\$0.00	\$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	\$0.00	\$1,457.80	\$15,000.00	(\$13,542.20)
Service Charges	\$0.00	\$685.91	\$1,200.00	(\$514.09)
Pride	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
Total Revenue	\$883.62	\$379,721.22	\$422,865.57	(\$43,144.35)
Expenses				
Capital Outlay				
Books	\$1,700.69	\$14,175.86	\$24,000.00	(\$9,824.14)
Equipment	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)
Improvements	\$0.00	\$128,972.00	\$166,000.00	(\$37,028.00)
Materials/Non-Printed/A-V	\$754.37	\$7,250.13	\$17,000.00	(\$9,749.87)
Total Capital Outlay	\$2,455.06	\$150,397.99	\$210,000.00	(\$59,602.01)
Commodities				
Databases	\$531.66	\$5,874.57	\$7,957.00	(\$2,082.43)
Periodicals	\$709.00	\$3,605.49	\$5,005.00	(\$1,399.51)
Postage/Shipping	\$84.37	\$216.37	\$500.00	(\$283.63)
Supplies	\$25.94	\$2,446.26	\$4,000.00	(\$1,553.74)
Total Commodities	\$1,350.97	\$12,142.69	\$17,462.00	(\$5,319.31)
Contractual Services				
Accounting	\$1,527.32	\$9,156.02	\$17,000.00	(\$7,843.98)
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	\$0.00	\$1,428.77	\$10,000.00	(\$8,571.23)
Other Contractual Services	\$394.80	\$1,319.12	\$4,000.00	(\$2,680.88)
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)

	Jan 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Total Contractual Services	\$1,922.12	\$27,396.41	\$71,781.00	(\$44,384.59)
Historical Digitization	\$248.18	\$5,511.75	\$20,000.00	(\$14,488.25)
Lit Fest Expenditures	\$0.00	\$52.96	\$7,000.00	(\$6,947.04)
Other Expenditures				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$233.29	\$368.03	\$1,000.00	(\$631.97)
Total Other Expenditures	\$233.29	\$368.03	\$11,000.00	(\$10,631.97)
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	\$111.59	\$4,221.79	\$12,000.00	(\$7,778.21)
Public Notice/Legal	\$0.00	\$315.70	\$500.00	(\$184.30)
Travel	\$0.00	\$0.00	\$500.00	(\$500.00)
Utilities	\$3,097.30	\$11,720.83	\$21,960.00	(\$10,239.17)
Total Other Services	\$3,208.89	\$17,350.72	\$41,460.00	(\$24,109.28)
Personnel Services				
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
Salaries				
Salaries	\$16,841.60	\$124,777.25	\$228,000.00	(\$103,222.75)
Total Personnel Services	\$16,841.60	\$124,777.25	\$228,100.00	(\$103,322.75)
Unapplied Cash Bill Payment Expense	\$0.00	\$146.65	\$0.00	\$146.65
Pride Expenditures	\$0.00	\$295.97	\$13,000.00	(\$12,704.03)
Total Expenses	\$26,260.11	\$338,440.42	\$619,803.00	(\$281,362.58)
Operating Margin	(\$25,376.49)	\$41,280.80	(\$196,937.43)	\$238,218.23
Net Margin	(\$25,376.49)	\$41,280.80	(\$196,937.43)	\$238,218.23

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

	Jan 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Endowment Interest	\$425.03	\$3,055.77	-	-
Total Revenue	\$425.03	\$3,055.77	-	-
Net Margin	\$425.03	\$3,055.77	-	-

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

	Jan 2024	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	\$1,288.42	\$9,545.49	\$17,000.00	(\$7,454.51)
Total Expenses	\$1,288.42	\$9,545.49	\$17,000.00	(\$7,454.51)
Operating Margin	(\$1,288.42)	\$7,486.27	\$11.06	\$7,475.21
Net Margin	(\$1,288.42)	\$7,486.27	\$11.06	\$7,475.21

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

	Jan 2024	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	\$682.72	\$4,532.81	\$8,200.00	(\$3,667.19)
Total Expenses	\$682.72	\$4,532.81	\$8,200.00	(\$3,667.19)
Operating Margin	(\$682.72)	(\$1,525.01)	(\$5,195.99)	\$3,670.98
Net Margin	(\$682.72)	(\$1,525.01)	(\$5,195.99)	\$3,670.98

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

	Jan 2024	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)	\$9.00	\$7,122.00	\$7,500.00	(\$378.00)
Total Expenses	\$9.00	\$7,122.00	\$7,500.00	(\$378.00)
Operating Margin	(\$9.00)	(\$1,106.76)	(\$1,491.99)	\$385.23
Net Margin	(\$9.00)	(\$1,106.76)	(\$1,491.99)	\$385.23

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

	Jan 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Memorial Reserve Interest	\$0.00	\$175.44	-	-
Total Revenue	\$0.00	\$175.44	-	-
Net Margin	\$0.00	\$175.44	-	-

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

	Jan 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Grants				
Per Capita Grant	\$0.00	\$6,664.05	\$0.00	\$6,664.05
Total Revenue	\$0.00	\$6,664.05	\$0.00	\$6,664.05
Expenses				
Contractual Services				
PrairieCat Consortium	\$2,383.00	\$4,766.00	\$0.00	\$4,766.00
Total Expenses	\$2,383.00	\$4,766.00	\$0.00	\$4,766.00
Operating Margin	(\$2,383.00)	\$1,898.05	\$0.00	\$1,898.05
Net Margin	(\$2,383.00)	\$1,898.05	\$0.00	\$1,898.05

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

	Jan 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Reserve Interest	\$1,289.29	\$7,851.47	\$0.00	\$7,851.47
Royalty Income	\$1,096.58	\$7,079.87	\$0.00	\$7,079.87
Total Revenue	\$2,385.87	\$14,931.34	\$0.00	\$14,931.34
Expenses				
Contractual Services				
Other Contractual Services	\$0.00	\$15.00	\$0.00	\$15.00
Total Expenses	\$0.00	\$15.00	\$0.00	\$15.00
Operating Margin	\$2,385.87	\$14,916.34	\$0.00	\$14,916.34
Net Margin	\$2,385.87	\$14,916.34	\$0.00	\$14,916.34

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

	Jan 2024	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

Semi-Annual Report of Receipts and Disbursements
Period Beginning July 1, 2023 and Ending December 31, 2023

Total Receipts:

- Donations \$974
- Digitization Donations \$1,480
- Fines & Fees \$12
- Friends \$7,364
- Per Capita Grant \$6,664
- Alfred Mueller Collection \$53
- Bank Interest \$17,698
- Item Replacements \$125
- Non-Resident Fee \$1,611
- Property Taxes \$387,605
- Royalty Income \$7,441
- Service Charges \$686

Total Income: \$426,908

Disbursements: Salaries

- Salary Range: Under \$25,000: A. Anderson, L. Distler, S. Duhack, M. Fertig, E. Furlong, D. Glick, S. Guthrie, D. Johnson, J. Lancour, R. Lenstra, S. Millhouse, S. Morehead, S. Repp
- \$25,000 to \$49,999: J. Diedrich

Salaries Total: \$107,936

Expenses:

- Library books & materials \$4,414
- Improvements \$950
- Databases \$5,343
- Periodicals \$2,896
- Supplies \$2,420
- Postage \$132
- Legal \$75
- Maintenance \$1,429
- Contractual Services \$939
- Technical Services \$4,366
- Digitization \$538
- LitFest \$53
- Pride \$296
- Miscellaneous charges \$135

- Association Dues \$372
- Continuing Education \$75
- General Insurance \$458
- Marketing \$645
- Programming \$4,110
- Public Notice \$316
- Utilities \$5,852

Disbursements to Vendors (\$2500 minimum):

- Ingram \$11,821
- Bi-State Masonry \$124,872
- Hooting Coyote \$3,150
- The Library Store \$4,805
- Findaway World, LLC \$2,735
- Honkamp Krueger & Co \$7,629
- O'Connor Brooks \$8,170
- PrairieCat \$5,265
- The Crowley Company \$4,726
- McCoy Insurance Services \$6,655
- Jo Carroll Energy \$2,772
- Illinois Municipal Retirement Fund \$3,850
- Social Security & Medicare \$8,257

Total Disbursements: \$333,652

Prepared by: _____

Jenna Diedrich, Director

Certified by: _____

Frances Beadle, Treasurer

Galena Public Library District

7. LIBRARY DIRECTOR'S REPORT

January/February 2024

Board News

Trustees will be receiving a Statement of Economic Interest in the mail. Once received, please fill out and return to the Clerk.

Circulation

Sam's one year of cataloging will be in May. Per PrairieCat rules, after one year of item entry, library staff may start MARC training. MARC stands for MACHine Readable Cataloging. Each record in the library's integrated library system (ILS) has a MARC record. When a staff member completes the MARC training, they are able to clean up bibliographic records, overlay OCLC records into the ILS, merge duplicate records, create original records in OCLC, clean up volume records, etc. All of the work completed by MARC members is then submitted to PrairieCat. At this time, the library does not have a MARC trained employee. This will be new to the library and will expand our knowledge base. It takes 5-6 months to complete at no cost as it provides a benefit to the library consortia.

Adult Services

The first month of LitFest is here. February will focus on indie authors and publication. March's ticketed event, Sherlock Holmes & the Killer Case Files Murder Mystery Dinner has already sold out! People have already begun registering for May's ticketed event in Grant Park, as well. If interested, purchase tickets soon.

Upcoming Programs:

- February 13th: LitFest: Indie Author Panel
- February 15th: LitFest: Publish and Discover Independent E-Books
- February 17th: LitFest: My Journey with Self-Publishing
- February 19th: Morning Book Club, *The Other Black Girl*, by Zakiya Dalila
- February 20th: Evening Book Club, *The Measure* by Nikki Erlick
- February 20th: ILP: Romance and Regency with Julia Quinn
- February 22nd: Silent Book Club
- March 9th: LitFest: Sherlock Holmes Killer Case Files Murder Mystery Dinner
- March 12th: LitFest: Mystery & Mayhem in the Midwest
- Every Tuesday: Stitchers

Youth Services

Upcoming Programs:

- February 20th: 4-H Club
- February 28th: A Picture is WORTH 1000 Words
- Month of February: Teen Blind Date with a Book
- Every Monday: STEAM Club

- Every Friday: Family Storytime

Historical Room/Archival Room

Current projects:

- Assessment of potential donations for accession and then cataloging if accessioned
- Deaccession of items outside HR room scope of collection. Determining best course of action of said items.
- Cataloging and digitizing photographs and archival documents as found in the historical room
- Communicating with Ed Zanelli and CMC, both of PrairieCat, to send manuscripts eligible for cataloging through CMC
- Creating database of vital records (birth and death) from paper copies from 1930s and 1940s
- Various individual research projects for patrons and visitors

Marketing/News

The library has had positive press lately. Please review the following articles and video:

- *Galena Gazette*, "[The library is getting lit for 10 years of LitFest](#)"
- *Galena Gazette*, "[Galena is calling for its first poet laureate](#)"
- *Telegraph Herald*, "[Galena seeking poet laureate](#)"
- KCRG, "[City of Galena searching for its first Poet Laureate](#)"

Director

Building

- Landscaping: The landscape project is moving along. The Master Gardeners through the U of I have created a design and will present it to me at our next meeting on February 16th. At that meeting we will discuss next steps. The B&G committee will review the project before implementation.
- Egress Window: I have reached out to three local contractors, but have not received a response. Two of the contractors were suggested by Jim Baranski, who prepared the drawings. I plan to check in with each of them again.

Finances

- Scott Roberts finalized the audit. Paperwork was signed by the library's Board President and the Friends' Vice President. Scott will file the AFR within the next week.
- The library has a CD up for renewal on May 15th. The board will need to decide what to do with that CD in April.

Pride

- Planning for the 4th Annual Pride Picnic has begun. We have had one meeting with the planning committee and a second one is scheduled for XX. The event will go before the City Council for approval on Monday, February 12th.
- One change this year is we have added on a Volunteer Coordinator, Cathy West. Cathy will be in charge of the volunteers and doling out responsibilities the day of. The last two years taught us that a volunteer coordinator will be a huge asset and help staff throughout the day. Cathy will be a fantastic addition.

Statistics

- The PrairieCat site, where a majority of circulation stats come from, has had technological difficulties this past week. Because of this not all circulation stats were available at the time of the February meeting.

Strategic Plan

- Staff and I will begin working on a community survey as a way to check in with the community on how we are meeting the goals of our strategic plan. We hope to have the survey available during the summer with data analysis happening in August/September.

Continuing Education**Jenna**

- Technical Services Committee Meeting
 - Seat on committee expires June 2024

Sam

- Technical Services Committee Meeting
- MARC Training Meeting

9.e POLICY COMMITTEE

Policy Committee Minutes

February 5, 2024

Draft

Call to Order

Walker called the meeting to order at 10:00am.

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

Public Comments

None

Approval of December 18, 2023 minutes

Sprengelmeyer moved to approve the December 18, 2023 minutes. Vanderpool seconded. Motion passed unanimously.

Public Comment section of Bylaws

At the regular board meeting, trustees requested the policy committee review the parameters of public comments within the Bylaws. Discussion was had on whether to add an additional public comment section near the end of the regular meeting agenda, prior to adjournment.

Sprengelmeyer stated that by adding a second public comment section the board isn't likely to gain new information from the public. All action items of the meeting are typically voted and over prior to the end of the meeting. Any public comments on actionable items would not have any effect on the item itself. Vanderpool understood the request for additional comment time to provide members of the public more time to comment. Walker suggested changing public comment from 3 to 4 minutes rather than adding a second comment section.

Members of the public have requested a second public comment time so they can inform the board when they have made mistakes or provided incorrect information. The committee doesn't find that an additional comment section would be productive and does not recommend a revision to the Bylaws at this time.

Budget and Internal Finance Policy

The committee reviewed the grammatical and punctuation errors in the current policy. Walker inquired what fees the Historical Room accepts. Diedrich explained that in the past, the library had charged for large research requests. That practice was discontinued as research requests are a part of the historical librarian's job descriptions. Fees now just refer to copy fees associated with the Historical Room.

Sprengelmeyer moved to recommend the board approve the revisions to the Budget and Internal Finance Policy. Vanderpool seconded. Motion passed unanimously.

Investment Policy

The committee reviewed the grammatical and punctuation errors in the current policy. In the section, Authorized and Suitable Investments, Walker requested a change in the last sentence of the third paragraph. "The Chief Investment Officer will maintain a list of financial dealers and...." to "The Chief Investment Officer will maintain a list of financial contacts and..."

Vanderpool moved to recommend the board approve the revisions to the Investment Policy. Sprengelmeyer seconded. Motion passed unanimously.

Patron Privacy Policy

The committee reviewed the Patron Privacy Policy and did not identify any necessary revisions.

Photographing & Recording Policy

The committee reviewed the Patron Privacy Policy and did not identify any necessary revisions.

Volunteer Policy

The committee reviewed the newly drafted Volunteer Policy. In the Recruitment section, discussion was had whether volunteers under the age of 18 should require parent signature. There was discussion in favor of not requiring it, but the library does require parent signature in order to obtain library cards. To stay consistent the committee added in the third paragraph after the first sentence, "Parental signature is required for volunteers under age 18."

In the Volunteer Responsibilities section, the committee requested the following be added at the end of the only sentence in the third paragraph: "Volunteers can be released from volunteer duties at any time at the discretion of the Library Director and/or staff." The committee finds this to be an important addition as it identifies who can release volunteers from their duty.

In the Liability section, item number four, the typo "p[eration" ought to be fixed to "operation."

Vanderpool identified numerous instances in the policy where “library” ought to be “Library.”
Diedrich will update the errors.

Vanderpool moved to recommend the board approve the revisions to the Investment Policy.
Sprengelmeyer seconded. Motion passed unanimously.

Items for next agenda

The committee will continue to stay on course with the policy review schedule. The next item up for review is the Employee Handbook. Revisions to the Employee Handbook go to the HR Committee for major review and then to the Policy Committee.

Adjournment

Walker adjourned the meeting at 10:40am

Respectfully submitted,

Jenna Diedrich

Library Director

9.e.i: POLICY COMMITTEE: DISCUSSION AND POSSIBLE ACTION ON BUDGET AND INTERNAL FINANCE POLICY



BUDGET AND INTERNAL FINANCE POLICY

DRAFT

The Budget and Internal Finance Policy exists to assure the safeguarding of assets owned by the Galena Public Library District, and to assure all actions are taken in the best interest of the entity. ~~The mission of this policy lies with the elected members of the Galena Public Library District Board of Trustees.~~

BUDGET

~~The Galena Public Library District~~ Library has a board approved written budget. Initially, the Library Director, working with staff, will draft a working budget to present to the Treasurer for review and discussion. The Treasurer and Library Director presents the draft budget to the board's Finance Committee. Upon approval, the Treasurer and Library Director will presents the budget to the full Board of Trustees. Each year, the Board of Trustees determines if the library's revenues are adequate to meet the needs of the community. If the revenues are not adequate, the Board of Trustees shall take appropriate action to increase the library's revenue or decrease expenditures.

FINANCIAL STATEMENTS

The accounting ~~company~~ firm hired by the ~~Galena Public Library District~~ Library shall provide monthly financial statements. These financial statements are a compilation of statements of assets, liabilities, fund balances on a modified cash basis, a statement of revenue and expenditures and the accompanying supplementary information, which is presented for supplementary analysis purposes. Comparative data of budget to actual ~~comparison~~ and current period to prior period shall be included.

AUDIT

~~The Galena Public Library District~~ Library shall perform an annual audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States. The audit shall obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial documents. It also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating overall basic financial statement presentation.

ACCOUNTS PAYABLE

The Library Director shall report all expenditures to the accounting company for their reporting purposes. The Library Director is responsible for reporting expenditures in funds they were budgeted for; and for matching invoices and receipts with the accounts payable. The accounts payable reports are to be presented at each ~~Board of Trustee's meeting~~ **regular meeting of the Board of Trustees**.

SEMI-ANNUAL TREASURER'S REPORT

~~The accounting company shall furnish the Treasurer and Library Director with a semi-annual report of receipts and disbursements for each half of the fiscal year. This report shall be filed with the Jo Daviess County Clerk as required.~~

The Library Director shall create Semi-Annual Reports of Receipts and Disbursements for each half of the fiscal year. The reports are created utilizing the financial statements and other financial reports supplied by the accounting firm. The reports will be reviewed by the Treasurer and then presented to the Board of Trustees, after which they will be filed with the Jo Daviess County Clerk as required by state statute.

SEGREGATION OF DUTIES

The **Library's** administration ~~staff of the Galena Public Library District~~ is not large enough to permit adequate segregation of duties in all respects for an effective system of internal accounting control. The following segregations of duty have been adopted to control this condition:

- One designated staff member is assigned to report the weekly income of the Library. This report of cash and check revenues is checked by the Library Director for accuracy, significant areas of discrepancies, and for placing said income in the appropriate funds. Deposits are made weekly.
- One designated staff member is responsible for recording and balancing petty cash expenditures. Petty cash expenditures are to be reported at least once a month to the accounting company. Maximum petty cash balance is \$100.00. Reimbursements can be given only for pre-approved purchases with an appropriate receipt.
- Service fees collected in the Alfred Mueller Historical Collections Room are deposited with the **Library Director** at the end of each day **the special collections** room is open to the public.
- Checks received over \$5,000.00 shall be deposited as soon as possible.
- Property tax income is automatically deposited into the Library's checking account. The report is to be printed from the Jo Daviess County Treasurer's report upon notification and ~~to be~~ given to the library's accountant.

BANK STATEMENT RECONCILIATION

The accountant shall reconcile bank statements on a monthly basis.

AUTHORITY TO SPEND

The Library Director is authorized to spend up to \$1,000 without prior board approval. Approval by the Board of budget amounts in the Annual Operating Budget shall be acknowledged as prior approval for spending purposes.

The ~~Galena Public Library District~~ Library may spend in excess of \$25,000 for capital improvements only after completing the formal bid process as described in ~~Illinois Law~~ the Illinois Local Library Act [75 ILCS 5/5-5].

In case of extreme emergency, the Library Director of the ~~Galena Public Library District~~ may spend \$4,000 in addition to the \$1,000 with the approval of any two ~~library board members~~ trustees.

AUTHORITY TO SIGN

The Treasurer and the Library Director of the ~~Galena Public Library District~~ are authorized to sign checks or receive cash from library accounts when the Board of Trustees authorizes such action through the approval of checks to reimburse petty cash.

The Library Director and officers of the Board, with the prior approval of the Board, have authority to sign contractual agreements for the library for activities which have received prior approval of the Board. Two signatures are required on each check. Signature cards with current designees' signatures must be on file at each financial institution with which the library works.

FUND TRANSFERS

The Treasurer and Library Director are authorized to transfer funds from one library account to another library account ~~which transfer has been approved~~ with prior approval by the Board of Trustees.

BUSINESS CREDIT CARDS

Business credit cards may be issued to staff members as authorized by the Library Director and approved by the Board. Should there be a need for a ~~Board member~~ trustee to have a card, approval of the Board is required for a specific purpose. Staff credit cards are to be kept in the Library Director's office and can only be used with prior approval of the Library Director.

Approved: 4/11/2000
Revised: 11/12/2006
Revised: 03/16/2010
Revised: 11/19/2013
Revised: 03/20/2018
Revised: 02/10/2020
Revised: 01/11/2021
Draft: 02/12/2024

9.e.ii: DISCUSSION AND POSSIBLE ACTION ON INVESTMENT POLICY



INVESTMENT POLICY DRAFT

PURPOSE & SCOPE

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Galena Public Library District. Its scope is all public funds of the library.

RESPONSIBILITIES

All investment policies and procedures of the Galena Public Library will be in accordance with Illinois Law. The authority of the Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act [30 ILCS 235/1 *et seq.*] and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the Chief Investment Officer of the library acting under the authority of the Board of Trustees. The Chief Investment Officer, and by designation, the Library Director, is responsible for establishing internal controls and written procedures for the operation of the investment procedure.

DELEGATION OF AUTHORITY

The Board of Trustees may employ one or more investment advisors possessing superior capabilities in the management of assets of governmental bodies. The Board of Trustees shall require the investment advisor(s) selected and working on behalf of the library to meet the following conditions:

1. To take actions in the exercise of its discretion which in its best professional judgement are in the best interests of the library and in accordance with this policy;
2. To execute all investment transactions on behalf of the library at the best net price, utilizing such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the library;
3. Such additional responsibilities as are set forth in the investment advisor's written contract with the library.

The library's investment advisors shall be responsible for establishing internal controls in written procedures for the operation of the library's investment program as set forth in this policy.

Until the Board of Trustees appoints one or more investment advisors, management responsibility for the investment program set forth in this policy is delegated to the Chief Investment Officer and/or the Library Director.

PRUDENCE

Investments shall be made with the judgement and care under the circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable preservation of their capital as well as the probable income to be derived. This “prudent person” standard shall be used by all investment officers of the library and shall be followed in making and managing investments for the library.

AUTHORIZED AND SUITABLE INVESTMENTS

Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.

Interest-bearing savings accounts, interest-bearing certificates of deposit, interest-bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Bank Act [205 ILCS 5/1 *et seq.*] provided, however, that such investments may be made only in banks which are insured by the Federal Insurance Corporation.

Any investment advisors, money managers, and financial institutions shall be considered and authorized only by the action of the Board of Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial ~~dealers~~ **contacts** and institutions authorized to provide investment services.

INVESTMENT GUIDELINES

The primary objective in the investment of library funds is to ensure the safety of principal, while managing liquidity to pay financial obligations, and providing the highest investment return using authorized instruments.

Safety of Principal

The safety of principal is the foremost objective of the investment program. To attain this objective, diversification and internal controls, as defined in the policy, are required to ensure that the library prudently manages market, interest rate, and credit risk.

Liquidity

The investment portfolio shall remain sufficiently liquid to enable the library to meet all operating requirements which might be reasonably projected.

Return on Investment

The investment portfolio shall be designed to obtain the highest available return, taking into account the library's investment risk constraints and cash flow needs and the library's desire to promote fiscal responsibility. The rate of return achieved on the library's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

Periodic Review of Investment Portfolio

The Board of Trustees shall review investment safety, liquidity, rate of return, diversification, and general performance.

DIVERSIFICATION

The investment portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets with a specific maturity date. The library shall invest the majority of its funds in authorized investments of less than **one** (1) year maturity. No investment shall exceed two (2) years maturity.

COLLATERALIZATION

Collateral securities guaranteed by the full faith and credit of the United States of America shall be required for deposits in excess of \$100,000 per institution. The percentage of collateralization shall be in conformance with all State statutes governing the investment of public funds.

INTERNAL CONTROLS

The library's Chief Investment Officer, in conjunction with the Library Director, shall establish a system of internal controls, which shall be documented in writing, reviewed by the auditor, and filed with the Board of Trustees for review and approval. The controls shall be designed to prevent losses of public funds arising from fund, employee error, misrepresentation by third parties, or imprudent actions by the employees of the entity.

ETHICS & CONFLICT OF INTEREST

Authorized investment officers of the library and employees in policy-making positions shall refrain from personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals shall disclose to the library **any** material financial interest in financial institutions which conduct business with the library, and shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals shall subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales.

No person acting as Treasurer or financial officer for the library, or who is employed in any similar capacity by or for the library, may do any of the following:

1. Have an interest, directly or indirectly, in any investments in which the library is authorized to invest;
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments;
3. Receive, in any manner, compensation of any kind from any investments in which the library is authorized to invest.

REPORTING

Financial reports shall be presented to the Board of Trustees by the Library Director or Chief Investment Officer on a monthly basis. This report shall include the following:

1. Type of investment
2. Liquidity
3. Rate of Return
4. Location of Investment
5. Impact of any material change in investment policy adopted

Approved: 01/11/2022

Draft: 02/12/2024

9.e.iii: DISCUSSION AND POSSIBLE ACTION ON VOLUNTEER POLICY



VOLUNTEER POLICY

DRAFT

The Galena Public Library recognizes the great contributions volunteers can make to the Library and community. Volunteers help the Library expand and enrich its services.

RECRUITMENT

To be considered for a volunteer position, individuals must fill out a volunteer application form. Volunteers will not be used to replace the work done by paid Library staff and volunteers without promise, expectation, or receipt of compensation for services rendered.

Volunteers will be recruited without regard to any individual's race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level, or any other legally protected characteristics.

The Library accepts volunteers aged 13 and up. Parental signature is required for volunteers under age 18. A criminal background check may be requested as a condition for adult volunteers who hold interest in volunteering in youth areas of the library.

LIBRARY RESPONSIBILITIES

To encourage volunteerism and to ensure a positive experience at the library, the Library will:

1. Provide a staff person designated to administer the volunteer program.
2. Provide written or oral descriptions and procedures for volunteer tasks.
3. Ensure that volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library.
4. Provide orientation and training to prepare the volunteers to perform their duties including training on serving patrons of all identities and abilities.
5. Maintain accurate volunteer data, including hours worked.
6. Exhibit the Library's appreciation for work performed through a regular recognition program.

Volunteers are covered under the Library's liability insurance during their scheduled volunteer time.

VOLUNTEER RESPONSIBILITIES

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc.

Volunteers must sign in for each volunteer shift at the Library. If any problems or difficulties arise, whether with staff, other volunteers, patrons, or visitors, volunteers must confer with the staff member that has been assigned. Only Library staff are responsible for library discipline.

Volunteers can be released from volunteer duties at any time at the discretion of the Library Director and/or staff. .

LIABILITY

The Volunteer Protection Act of 1997, which includes volunteers who act on behalf of public entities, provides that no volunteer of a public entity is liable for harm caused by an act of omission when volunteering on behalf of the entity. In order for a volunteer to be protected, the following requirements must be met:

1. The volunteer must have been acting within the scope of their responsibilities for the Library.
2. Where appropriate or required, the volunteer must have been properly licensed, certified, or authorized to perform the activity by state authorities.
3. The harm must not have been caused by willful, reckless, or criminal misconduct, gross negligence, or a conscious, flagrant indifference to the rights or safety of the individual who suffered the harm.
4. The harm must not have been caused by the volunteer's operation of a vehicle for which the state requires the vehicle's owner to possess a driver's license or to maintain insurance.

Approved: 09/15/2009

Revised: 01/11/2021

Draft: 02/12/2024

11.a NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ON RESOLUTION #24-01



Resolution #24-01
Approval of Bank Signatories

BE IT RESOLVED, by the Board of Trustees of the Galena Public Library District, that the four officers are authorized as signers for all library accounts and safety deposit boxes and to supersede any previous signers. The four officers are as follows:

Walter Johnson _____

Mike Blaum _____

Frances Beadle _____

Katherine Walker _____

BE IT FURTHER RESOLVED, by the Board of Trustees of the Galena Public Library District, that the Library Director as a signer for the District's accounts payable.

Jenna Diedrich _____

Passed this _____ day of February, 2024 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT

Approved this _____ day of February, 2024, by the President of the Board of Trustees and attested by the Vice President on the same day.

APPROVED

Board President

ATTESTED:

Vice President



Resolution #24-02
Approval of Credit Card Signatories

BE IT RESOLVED, by the Board of Trustees of the Galena Public Library District, that the four employees are authorized as signers for the library credit card and to supersede any previous signers. The four employees are as follows:

Jenna Diedrich

Rachel Lenstra

Larissa Distler

Samantha DuHack

Passed this _____ day of February, 2024 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT

Approved this _____ day of February, 2024, by the President of the Board of Trustees and attested by the Vice President on the same day.

APPROVED

Board President

ATTESTED:

Vice President