



Library Board of Trustees Meeting
Regular Meeting Monday, April 8, 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 March 11, 2024
 - b. Approval of bills paid/payable: 03/09/2024 - 04/05/2024
4. Financial Report
5. Treasurer's Report (ACTION)
 - a. Discussion and possible action of reinvestment of Virtue funds
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
10. Old Business
11. New Business
12. Closed Session
 - a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, etc. [5 ILCS 120/2(c)(1)]
13. Items for next agenda
14. Announcements
15. Adjournment

Next Meeting: Monday, May 13th, 2024 at Galena Public Library, 601 S. Bench St., Galena, IL 61036

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

Library Board Minutes

March 11, 2024

Draft

Call to Order, roll call

President Walter Johnson called the meeting to order at 6:30pm. Board members attending were Maria Rector, Emily Sprengelmeyer, Alison Vanderpool, Katherine Walker, and Frances Beadle. Mike Blaum was excused absent. Librarian Jenna Diedrich was present.

Citizen comments

None

Consent Agenda

Diedrich asked that a payment of \$4059.38 to Galena Cellars for the mystery event dinner be added to the payables.

Vanderpool moved to approve minutes and pay the bills including the addition of \$4059.38 to Galena Cellars. Rector made the second.

Vote: Rector – Aye, Sprengelmeyer – Aye, Vanderpool – Aye, Beadle – Aye, Walker – Aye, Johnson – Aye.
Motion carried.

Financial Report

None

Treasurer's Report

Discussion and possible action of reinvestment of Virtue funds. Beadle reported on the status of the CD's at Dupaco. Rates are currently 4.74% for 7 months and 4.2% for 19 months. She mentioned concerns that after the election in November, rates typically go down.

Vanderpool moved to roll over the CD at Dupaco for 19 months. Sprengelmeyer made the second.

Vote: Sprengelmeyer – Aye, Vanderpool – Aye, Beadle – Aye, Walker – Aye, Rector – Aye, Johnson – Aye.
Motion carried.

Friends Report

President of Friends of the Library Betsy Hansen went through a handout on how the book donations are handled for the annual event. Sections included were weeding donations, moving books and hauling donations and sorting by genre.

Library Director's Report

Diedrich was contacted by the city and the library is required to have a street number on the building. She talked to the City Administrator and they agreed that the street number could be on the drop box in

front rather than on the stone building itself. She is still looking at another firm for audit services. The company under consideration also does the city and county audits, but it may be more expensive. The front building lamp is still an issue and a work in progress. Possible plants for the front area have been submitted with photos for landscaping of the building. Rachel Lenstra and Mike Fertig are working on a state grant to digitize ledgers and if awarded will require a match from the library.

Board President's Report

None

Committees

- a. Buildings & Grounds – no report
- b. Decennial – no report
- c. Finance – no report
- d. HR – Rector said the evaluation of the Director will be next month.
- e. Policy – no report

Old Business

None

New Business

None

Closed Session

None

Items for next agenda

Director's evaluation

Adjournment at 7:06pm.

Next meeting: Monday, April 8th, 2024, at Galena Public Library, 601 S. Bench St., Galena, IL 61036

Respectfully submitted,
Katherine Walker
Secretary

3b. CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE: 03/09/2024 - 04/05/2024

Galena Public Library District

A/P Aging Summary

As of April 5, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	181.16				-146.65	\$34.51
B. L. Murray Co, Inc.	134.67					\$134.67
Dan's Aerial Service	1,000.00					\$1,000.00
Desiree Irwin	100.00					\$100.00
Dubuque Fire Equipment, Inc.	354.17					\$354.17
Findaway World LLC	461.17					\$461.17
iFiber	165.00					\$165.00
Jeff Upmann	295.00					\$295.00
Jo Daviess County Transit	4.00					\$4.00
Kanopy	69.00					\$69.00
Midwest Tape	442.92					\$442.92
Prairie Cat	2,383.00					\$2,383.00
Senior Resource Center	50.00					\$50.00
TOTAL	\$5,640.09	\$0.00	\$0.00	\$0.00	\$ -146.65	\$5,493.44

Galena Public Library District

Check Detail Report March 9-April 5, 2024

ACCOUNT	DATE	TRANSACTION TYPE	ACCOUNT #	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
IB&T-Corporate Fund							
	04/02/2024						
IB&T-Corporate Fund	04/02/2024	Expense	1051	Nicor Gas	--	Uncleared	-\$454.97
IB&T-Corporate Fund	04/02/2024	Expense	5900	Nicor Gas	1/17/24 - 2/15/24	--	\$454.97
	03/22/2024						
IB&T-Corporate Fund	03/22/2024	Expense	1051	Honkamp Krueger & Co, PC	--	Reconciled	-
IB&T-Corporate Fund	03/22/2024	Expense	5410	Honkamp Krueger & Co, PC	Financial statements for Mar 2024, software subscription for Mar 2024, and data security fee	--	\$1,068.00
	03/15/2024						
IB&T-Corporate Fund	03/15/2024	Expense	1051	City of Galena	--	Reconciled	-\$34.90
IB&T-Corporate Fund	03/15/2024	Expense	5900	City of Galena	Water & sewer	--	\$34.90
	03/14/2024						
IB&T-Corporate Fund	03/14/2024	Expense	1051	Verizon	--	Reconciled	-\$216.06
IB&T-Corporate Fund	03/14/2024	Expense	5900	Verizon	Hotspot wi-fi charges	--	\$36.01
IB&T-Corporate Fund	03/14/2024	Expense	5900	Verizon	Hotspot wi-fi charges	--	\$180.05
IB&T-Corporate Fund	03/14/2024	Expense	1051	Payroll	--	Reconciled	-
IB&T-Corporate Fund	03/14/2024	Expense	2300	Payroll	--	Uncleared	\$8,638.50
	03/25/2024						
IB&T-Corporate Fund	03/25/2024	Expense	1051	Culligan	--	Reconciled	-\$42.45
IB&T-Corporate Fund	03/25/2024	Expense	5900	Culligan	Water	--	\$42.45
	03/19/2024						
IB&T-Corporate Fund	03/19/2024	Expense	1051	Card Services - Galena State Bank	--	Reconciled	-\$92.51
IB&T-Corporate Fund	03/19/2024	Expense	5260	Card Services - Galena State Bank	Adult/Youth AV, Netflix subscription, AppleTV+ subscription,	--	\$311.12
IB&T-Corporate Fund	03/19/2024	Expense	5870	Card Services - Galena State Bank	Youth - snacks, program supplies	--	\$78.96
IB&T-Corporate Fund	03/19/2024	Expense	5330	Card Services - Galena State Bank	Printer paper, call no labels	--	\$141.46
IB&T-Corporate Fund	03/19/2024	Expense	5870	Card Services - Galena State Bank	Adult - program supplies	--	\$12.99
IB&T-Corporate Fund	03/19/2024	Expense	5820	Card Services - Galena State Bank	JD - HR Source webinar; LD - Libraryworks webinar	--	\$199.00
IB&T-Corporate Fund	03/19/2024	Expense	5600	Card Services - Galena State Bank	Grant Park rental for Louisa May Alcott	--	\$25.00
IB&T-Corporate Fund	03/19/2024	Expense	5650	Card Services - Galena State Bank	Grant Park rental for Pride Picnic 2024	--	\$200.00
IB&T-Corporate Fund	03/19/2024	Expense	5210	Card Services - Galena State Bank	Non-fiction book	--	\$23.98
	03/28/2024						
IB&T-Corporate Fund	03/28/2024	Expense	1051	Payroll	--	Reconciled	-
IB&T-Corporate Fund	03/28/2024	Expense	2300	Payroll	--	Uncleared	\$8,646.00
	03/20/2024						
IB&T-IMRF	03/20/2024	Expense	1053	Illinois Municipal Retirement Fund	--	Reconciled	-
IB&T-IMRF	03/20/2024	Expense	2381	Illinois Municipal Retirement Fund	--	Uncleared	\$1,712.68
							\$1,712.68

4. FINANCIAL REPORT



Financial Statements

Galena Public Library District

For the Periods Ended March 31, 2024 & 2023



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

ASSETS	Mar 2024	Mar 2023
Cash & Equivalents		
Certificates of Deposit		
Endowment Fund		
First Community Bank 166379	\$0.00	\$73,151.40
First Community Bank 4580	\$93,390.65	\$93,097.19
First Community Bank 4883	\$148,851.22	\$146,778.79
First Community Bank 8472	\$73,151.40	\$0.00
Total Endowment Fund	\$315,393.27	\$313,027.38
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	\$1,491.66	\$1,487.92
Total Restricted Memorial Reserve	\$9,449.59	\$9,445.85
Total Certificates of Deposit	\$400,043.92	\$397,674.29
Dupaco Savings		
Dupaco Savings 200921104-Corp	\$25.02	\$25.02
First Community Bank Checking	\$206,226.59	\$202,644.32
IB&T Checking		
IB&T-Corporate Fund	\$77,882.71	\$157,646.82
IB&T-FICA	\$3,680.27	\$3,022.53
IB&T-IMRF	\$9,308.55	\$13,799.42
IB&T-Insurance	\$7,434.01	\$8,540.77
IB&T-Per Capita	\$1,898.05	\$702.57
Total IB&T Checking	\$100,203.59	\$183,712.11
IB&T Savings 170035		
Corporate-IB&T Savings 170035	\$11,796.50	(\$990.77)
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	\$211,504.22	\$215,600.82
Total IB&T Savings 170035	\$311,620.32	\$290,594.77
Total Cash & Equivalents	\$1,018,119.44	\$1,074,650.51
Total Current Assets	\$1,018,119.44	\$1,074,650.51
Total Non-Current Assets	\$0.00	\$0.00
Total Assets	\$1,018,119.44	\$1,074,650.51

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

LIABILITIES	Mar 2024	Mar 2023
Other Current Liabilities		
Payroll Liabilities		
IMRF Payroll Liabilities		
IMRF - 403B	\$2,605.89	\$1,725.24
Total Payroll Liabilities	\$2,605.89	\$1,725.24
Total Other Current Liabilities	\$2,605.89	\$1,725.24
Total Current Liabilities	\$2,605.89	\$1,725.24
Total Non-Current Liabilities	\$0.00	\$0.00
Total Liabilities	\$2,605.89	\$1,725.24
NET ASSETS	Mar 2024	Mar 2023
Current Net Assets		
Net Revenue	\$12,524.86	\$122,546.31
Other Net Assets		
Contra Net Margin Account	(\$12,524.86)	(\$122,546.31)
Corporate Fund Balance	\$289,095.13	\$372,722.69
Endowment Fund Balance	\$334,808.59	\$329,872.09
FICA Fund Balance	\$3,680.27	\$3,022.53
IMRF Fund Balance	\$6,702.66	\$12,074.18
Insurance Fund Balance	\$7,434.01	\$8,540.77
Memorial Fund Balance	\$68,424.31	\$68,424.31
Memorial Reserve Fund Balance	\$12,071.62	\$11,829.24
Per Capita Fund Balance	\$1,898.05	\$702.57
Reserve Fund Balance	\$291,398.91	\$265,736.89
Total Other Net Assets	\$1,002,988.69	\$950,378.96
Total Net Assets	\$1,015,513.55	\$1,072,925.27
	Mar 2024	Mar 2023
Total Liabilities & Net Assets	\$1,018,119.44	\$1,074,650.51

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

	Mar 2024	Mar 2023	2023/2024 (YTD)	2022/2023 (YTD)
Revenue				
Digitization Project	\$25.00	\$0.00	\$1,630.00	\$8,881.00
Donations	\$0.00	\$1,335.00	\$1,134.25	\$2,235.00
Fines/Overdues	\$0.00	\$0.00	\$73.82	\$34.55
Friends (Other Grants)	\$0.00	\$0.00	\$2,972.80	\$0.00
Grants				
Per Capita Grant	\$0.00	\$0.00	\$6,664.05	\$6,664.05
Historical Department	\$0.00	\$0.00	\$82.55	\$41.00
Interest Income				
Corporate Interest	\$705.99	\$343.94	\$9,679.06	\$1,937.77
Endowment Interest	\$467.35	\$347.05	\$3,937.00	\$2,425.91
Memorial Reserve Interest	\$0.93	\$0.92	\$176.37	\$68.10
Reserve Interest	\$1,289.33	\$173.81	\$11,352.11	\$1,469.89
Total Interest Income	\$2,463.60	\$865.72	\$25,144.54	\$5,901.67
Item Replacements	\$28.58	\$72.91	\$153.92	\$263.53
Lit Fest	\$120.00	\$0.00	\$480.00	\$4,487.50
Non-Resident Fee	\$97.90	\$118.94	\$2,125.35	\$2,662.93
Other Income				
Corporate Other Income	\$0.00	\$0.00	\$0.00	\$140.52
Insurance Other Income	\$0.00	\$0.00	\$0.00	\$144.00
Total Other Income	\$0.00	\$0.00	\$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	\$1,251.67	\$1,198.97	\$12,522.10	\$16,660.07
Service Charges	\$90.10	\$114.00	\$1,146.62	\$981.11
Total Revenue	\$4,076.85	\$3,705.54	\$441,734.86	\$418,243.88
Expenses				
Capital Outlay				
Books	\$1,506.15	\$2,022.15	\$17,506.07	\$16,430.71
Equipment	\$0.00	\$93.71	\$0.00	\$927.93
Improvements	\$0.00	\$0.00	\$128,972.00	\$10,609.30
Materials/Non-Printed/A-V	\$893.77	\$637.39	\$9,029.58	\$10,157.59
Total Capital Outlay	\$2,399.92	\$2,753.25	\$155,507.65	\$38,125.53
Commodities				
Databases	\$440.43	\$341.17	\$6,795.07	\$5,672.87
Periodicals	\$0.00	\$0.00	\$3,680.39	\$3,538.43
Postage/Shipping	\$0.00	\$0.00	\$224.21	\$126.81
Supplies	\$141.46	\$39.60	\$3,043.79	\$1,307.20
Total Commodities	\$581.89	\$380.77	\$13,743.46	\$10,645.31
Contractual Services				
Accounting	\$1,430.52	\$1,163.50	\$11,894.40	\$11,673.46
Audit Fees	\$0.00	\$0.00	\$8,170.00	\$0.00

	Mar 2024	Mar 2023	2023/2024 (YTD)	2022/2023 (YTD)
Legal	\$0.00	\$0.00	\$345.00	\$337.50
Maintenance	\$0.00	\$0.00	\$2,045.95	\$1,836.38
Other Contractual Services	\$0.00	\$0.00	\$1,334.12	\$3,131.16
PrairieCat Consortium	\$0.00	\$0.00	\$7,648.00	\$7,078.75
Technical Services	\$0.00	\$2,882.50	\$4,365.50	\$4,646.25
Total Contractual Services	\$1,430.52	\$4,046.00	\$35,802.97	\$28,703.50
Historical Digitization	\$0.00	\$0.00	\$5,511.75	\$16,522.88
Lit Fest Expenditures	\$4,975.00	\$0.00	\$5,027.96	\$7,039.62
Other Expenditures				
Misc Charges	\$75.00	\$45.00	\$503.03	\$402.23
Other Services				
Association Dues	\$0.00	\$0.00	\$457.00	\$440.00
Continuing Education				
Continuing Education	\$199.00	\$0.00	\$274.00	\$0.00
General Insurance (Bonding)	\$0.00	\$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	(\$712.49)	\$0.00	\$3,722.80	\$1,312.32
Public Notice/Legal	\$0.00	\$288.04	\$315.70	\$406.42
Utilities	\$1,264.60	\$1,630.54	\$13,953.50	\$12,736.42
Total Other Services	\$751.11	\$1,918.58	\$26,490.40	\$23,215.08
Personnel Services				
Payroll Taxes	\$1,922.46	\$1,761.48	\$12,757.98	\$11,696.79
Pension Contributions	\$1,135.29	\$461.95	\$6,451.17	\$6,447.95
Salaries				
Salaries	\$25,130.07	\$23,025.43	\$166,771.01	\$152,898.68
Total Personnel Services	\$28,187.82	\$25,248.86	\$185,980.16	\$171,043.42
Unapplied Cash Bill Payment Expense	\$0.00	\$0.00	\$146.65	\$0.00
Pride Expenditures	\$200.00	\$0.00	\$495.97	\$0.00
Total Expenses	\$38,601.26	\$34,392.46	\$429,210.00	\$295,697.57
Operating Margin	(\$34,524.41)	(\$30,686.92)	\$12,524.86	\$122,546.31
Net Margin	(\$34,524.41)	(\$30,686.92)	\$12,524.86	\$122,546.31

Supplementary Information

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

STATEMENT OF ACTIVITIES	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Total
Revenue													
Digitization Project	\$0	\$100	\$0	\$100	\$570	\$0	\$0	\$350	\$460	\$0	\$125	\$25	\$1,730
Donations	\$2,113	\$5,810	\$325	\$779	\$145	\$0	\$0	\$25	\$25	\$0	\$160	\$0	\$9,383
Fines/Overdues	\$0	\$29	\$0	\$0	\$12	\$0	\$0	\$0	\$0	\$0	\$62	\$0	\$103
Friends (Other Grants)	\$3,984	\$0	\$0	\$1,979	\$0	\$0	\$0	\$580	\$0	\$0	\$414	\$0	\$6,957
Grants													
Corporate Grant	\$0	\$0	\$640	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$640
Per Capita Grant	\$0	\$0	\$0	\$0	\$6,664	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,664
Total Grants	\$0	\$0	\$640	\$0	\$6,664	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,304
Historical Department													
Historical Department	\$27	\$0	\$25	\$9	\$13	\$3	\$0	\$28	\$0	\$0	\$30	\$0	\$135
Interest Income													
Corporate Interest	\$327	\$643	\$752	\$969	\$1,111	\$1,222	\$1,341	\$1,460	\$1,246	\$884	\$740	\$706	\$11,402
Endowment Interest	\$297	\$298	\$405	\$416	\$424	\$478	\$417	\$419	\$476	\$425	\$414	\$467	\$4,937
Memorial Reserve Interest	\$65	\$0	\$1	\$0	\$0	\$1	\$0	\$174	\$1	\$0	\$0	\$1	\$242
Reserve Interest	\$184	\$782	\$1,088	\$1,249	\$1,263	\$1,237	\$1,266	\$1,249	\$1,279	\$1,289	\$1,231	\$1,289	\$13,406
Total Interest Income	\$873	\$1,723	\$2,246	\$2,634	\$2,799	\$2,937	\$3,024	\$3,302	\$3,002	\$2,598	\$2,385	\$2,464	\$29,987
Item Replacements	\$27	\$181	\$0	\$7	\$17	\$25	\$0	\$21	\$55	\$0	\$0	\$29	\$362
Lit Fest	\$2,675	\$100	\$750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$360	\$120	\$4,005
Non-Resident Fee	\$0	\$481	\$0	\$174	\$500	\$462	\$0	\$354	\$121	\$0	\$416	\$98	\$2,606
Other Income													
Corporate Other Income	\$13	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13
Property Taxes													
Corporate Property Tax	\$0	\$0	\$0	\$140,830	\$71,848	\$73,458	\$0	\$75,414	\$0	\$0	\$0	\$0	\$361,550
FICA Property Tax	\$0	\$0	\$0	\$6,634	\$3,385	\$3,460	\$0	\$3,553	\$0	\$0	\$0	\$0	\$17,032
IMRF Property Tax	\$0	\$0	\$0	\$1,172	\$598	\$611	\$0	\$627	\$0	\$0	\$0	\$0	\$3,008
Insurance Property Tax	\$0	\$0	\$0	\$2,343	\$1,195	\$1,222	\$0	\$1,255	\$0	\$0	\$0	\$0	\$6,015
Total Property Taxes	\$0	\$0	\$0	\$150,979	\$77,026	\$78,752	\$0	\$80,848	\$0	\$0	\$0	\$0	\$387,605
Royalty Income	\$1,466	\$1,210	\$944	\$1,275	\$1,360	\$1,274	\$1,281	\$1,564	\$688	\$1,097	\$2,733	\$1,252	\$16,142
Service Charges	\$122	\$238	\$161	\$107	\$124	\$192	\$0	\$204	\$59	\$0	\$371	\$90	\$1,668
Total Revenue	\$11,300	\$9,872	\$5,091	\$158,043	\$89,229	\$83,645	\$4,305	\$87,277	\$4,409	\$3,695	\$7,055	\$4,077	\$467,998

	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Total
Expenses													
Capital Outlay													
Books	\$1,724	\$1,042	\$1,853	\$2,623	\$1,526	\$1,825	\$2,571	\$1,239	\$2,691	\$1,701	\$1,824	\$1,506	\$22,125
Equipment	\$159	\$118	\$1,677	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,955
Improvements	\$0	\$0	\$2,498	\$0	\$5,755	(\$4,805)	\$0	\$2,250	\$125,772	\$0	\$0	\$0	\$131,470
Materials/Non-Printed/A-V	\$1,618	\$1,095	\$1,830	\$420	\$1,543	\$1,860	\$950	\$803	\$920	\$754	\$886	\$894	\$13,573
Total Capital Outlay	\$3,502	\$2,255	\$7,858	\$3,043	\$8,824	(\$1,120)	\$3,521	\$4,292	\$129,383	\$2,455	\$2,710	\$2,400	\$169,123
Commodities													
Databases	\$438	\$335	\$375	\$413	\$1,944	\$404	\$856	\$1,424	\$303	\$532	\$480	\$440	\$7,943
Periodicals	\$335	\$660	\$0	\$0	\$370	\$2,232	\$295	\$0	\$0	\$709	\$75	\$0	\$4,675
Postage/Shipping	\$67	\$0	\$63	\$0	\$66	\$0	\$66	\$0	\$0	\$84	\$8	\$0	\$354
Supplies	\$696	\$269	\$154	\$79	\$375	\$498	\$812	\$547	\$109	\$26	\$456	\$141	\$4,164
Total Commodities	\$1,536	\$1,264	\$593	\$492	\$2,754	\$3,133	\$2,029	\$1,971	\$412	\$1,351	\$1,019	\$582	\$17,136
Contractual Services													
Accounting	\$1,236	\$1,233	\$1,236	\$1,244	\$1,239	\$1,449	\$1,236	\$1,227	\$1,233	\$1,527	\$1,308	\$1,431	\$15,599
Audit Fees	\$0	\$0	\$0	\$8,170	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,170
Legal	\$0	\$0	\$0	\$0	\$0	\$75	\$0	\$0	\$0	\$0	\$270	\$0	\$345
Maintenance	\$145	\$3,802	\$2,114	\$135	\$490	\$45	\$90	\$902	\$167	\$0	\$617	\$0	\$8,107
Other Contractual Services	\$179	\$0	\$1,743	\$624	\$0	\$300	\$0	\$15	\$395	\$0	\$0	\$0	\$3,257
PrairieCat Consortium	\$2,193	\$0	\$0	\$2,383	\$0	\$0	\$2,383	\$499	\$0	\$2,383	\$0	\$0	\$9,841
Technical Services	\$0	\$410	(\$2,343)	\$1,055	\$0	\$375	\$823	\$2,113	\$0	\$0	\$0	\$0	\$2,433
Total Contractual Services	\$3,753	\$5,445	\$2,751	\$13,611	\$1,729	\$2,245	\$4,531	\$4,341	\$1,415	\$4,305	\$2,195	\$1,431	\$47,752
Historical Digitization	\$440	\$298	\$0	\$0	\$0	\$0	\$0	\$4,726	\$538	\$248	\$0	\$0	\$6,250
Lit Fest Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30	\$23	\$0	\$0	\$4,975	\$5,028
Other Expenditures													
Misc Charges	\$105	\$45	\$247	\$0	\$25	\$0	\$0	\$83	\$27	\$233	\$60	\$75	\$900
Other Services													
Association Dues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$372	\$0	\$0	\$85	\$0	\$457
Continuing Education													
Continuing Education	\$300	\$200	\$300	\$0	\$0	\$0	\$75	\$0	\$0	\$0	\$0	\$199	\$1,074
General Insurance (Bonding)	\$0	\$0	\$0	\$458	\$6,655	\$0	\$0	\$0	\$0	\$9	\$0	\$0	\$7,122
Marketing	\$0	\$0	\$0	\$300	\$0	\$225	\$0	\$120	\$0	\$0	\$0	\$0	\$645
Programming	\$608	\$2,604	\$4,032	\$364	\$1,515	\$949	\$240	\$822	\$219	\$112	\$214	(\$712)	\$10,966
Public Notice/Legal	\$53	\$10	\$0	\$0	\$32	\$0	\$0	\$239	\$45	\$0	\$0	\$0	\$379
Utilities	\$2,095	\$1,658	\$1,436	\$1,343	\$1,738	\$1,148	\$1,604	\$1,661	\$1,130	\$3,097	\$968	\$1,265	\$19,142
Total Other Services	\$3,056	\$4,471	\$5,767	\$2,465	\$9,940	\$2,322	\$1,919	\$3,214	\$1,395	\$3,218	\$1,267	\$751	\$39,785
Personnel Services													
Payroll Taxes	\$1,183	\$1,193	\$1,240	\$1,194	\$1,220	\$2,021	\$1,257	\$1,279	\$1,287	\$1,288	\$1,290	\$1,922	\$16,374
Pension Contributions	\$818	\$548	\$562	\$548	\$556	\$915	\$576	\$629	\$626	\$683	\$783	\$1,135	\$8,379

	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Total
Salaries													
Salaries	\$15,466	\$15,594	\$16,208	\$15,609	\$15,948	\$26,414	\$16,428	\$16,712	\$16,824	\$16,842	\$16,864	\$25,130	\$214,040
Total Personnel Services	\$17,467	\$17,335	\$18,011	\$17,351	\$17,724	\$29,349	\$18,261	\$18,620	\$18,738	\$18,813	\$18,937	\$28,188	\$238,793
Unapplied Cash Bill Payment Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$147	\$0	\$0	\$0	\$0	\$147
Pride Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$296	\$0	\$0	\$0	\$200	\$496
Total Expenses	\$29,860	\$31,114	\$35,226	\$36,962	\$40,995	\$35,930	\$30,262	\$37,720	\$151,930	\$30,623	\$26,187	\$38,601	\$525,409
Operating Margin	(\$18,560)	(\$21,241)	(\$30,135)	\$121,082	\$48,234	\$47,715	(\$25,956)	\$49,557	(\$0.148)M	(\$26,929)	(\$19,132)	(\$34,524)	(\$57,412)
Net Margin	(\$18,560)	(\$21,241)	(\$30,135)	\$121,082	\$48,234	\$47,715	(\$25,956)	\$49,557	(\$0.148)M	(\$26,929)	(\$19,132)	(\$34,524)	(\$57,412)

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

	Mar 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Digitization Project	\$25.00	\$1,630.00	\$2,000.00	(\$370.00)
Donations	\$0.00	\$1,134.25	\$1,000.00	\$134.25
Fines/Overdues	\$0.00	\$73.82	\$0.00	\$73.82
Friends (Other Grants)	\$0.00	\$2,972.80	\$13,127.00	(\$10,154.20)
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	\$82.55	\$100.00	(\$17.45)
Interest Income				
Corporate Interest	\$705.99	\$9,679.06	\$8,000.00	\$1,679.06
Endowment Interest	\$467.35	\$3,937.00	\$0.00	\$3,937.00
Memorial Reserve Interest	\$0.93	\$176.37	\$0.00	\$176.37
Reserve Interest	\$1,289.33	\$11,352.11	\$0.00	\$11,352.11
Total Interest Income	\$2,463.60	\$25,144.54	\$8,000.00	\$17,144.54
Item Replacements	\$28.58	\$153.92	\$500.00	(\$346.08)
Lit Fest	\$120.00	\$480.00	\$2,000.00	(\$1,520.00)
Non-Resident Fee	\$97.90	\$2,125.35	\$3,000.00	(\$874.65)
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	\$1,251.67	\$12,522.10	\$15,000.00	(\$2,477.90)
Service Charges	\$90.10	\$1,146.62	\$1,200.00	(\$53.38)
Pride	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
Total Revenue	\$4,076.85	\$441,734.86	\$448,888.65	(\$7,153.79)
Expenses				
Capital Outlay				
Books	\$1,506.15	\$17,506.07	\$24,000.00	(\$6,493.93)
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	\$893.77	\$9,029.58	\$17,000.00	(\$7,970.42)
Total Capital Outlay	\$2,399.92	\$155,507.65	\$210,000.00	(\$54,492.35)
Commodities				
Databases	\$440.43	\$6,795.07	\$7,957.00	(\$1,161.93)
Periodicals	\$0.00	\$3,680.39	\$5,005.00	(\$1,324.61)

	Mar 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Postage/Shipping	\$0.00	\$224.21	\$500.00	(\$275.79)
Supplies	\$141.46	\$3,043.79	\$4,000.00	(\$956.21)
Total Commodities	\$581.89	\$13,743.46	\$17,462.00	(\$3,718.54)
Contractual Services				
Accounting	\$1,430.52	\$11,894.40	\$17,000.00	(\$5,105.60)
Audit Fees	\$0.00	\$8,170.00	\$16,749.00	(\$8,579.00)
Legal	\$0.00	\$345.00	\$4,000.00	(\$3,655.00)
Maintenance	\$0.00	\$2,045.95	\$10,000.00	(\$7,954.05)
Other Contractual Services	\$0.00	\$1,334.12	\$4,000.00	(\$2,665.88)
PrairieCat Consortium	\$0.00	\$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	\$1,430.52	\$35,802.97	\$71,781.00	(\$35,978.03)
Historical Digitization	\$0.00	\$5,511.75	\$20,000.00	(\$14,488.25)
Lit Fest Expenditures	\$4,975.00	\$5,027.96	\$7,000.00	(\$1,972.04)
Other Expenditures				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$75.00	\$503.03	\$1,000.00	(\$496.97)
Total Other Expenditures	\$75.00	\$503.03	\$11,000.00	(\$10,496.97)
Other Services				
Association Dues	\$0.00	\$457.00	\$500.00	(\$43.00)
Continuing Education				
Continuing Education	\$199.00	\$274.00	\$2,000.00	(\$1,726.00)
General Insurance (Bonding)	\$0.00	\$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	(\$712.49)	\$3,722.80	\$12,000.00	(\$8,277.20)
Public Notice/Legal	\$0.00	\$315.70	\$500.00	(\$184.30)
Travel	\$0.00	\$0.00	\$500.00	(\$500.00)
Utilities	\$1,264.60	\$13,953.50	\$21,960.00	(\$8,006.50)
Total Other Services	\$751.11	\$26,490.40	\$48,960.00	(\$22,469.60)
Personnel Services				
Payroll Taxes	\$1,922.46	\$12,757.98	\$17,000.00	(\$4,242.02)
Pension Contributions	\$1,135.29	\$6,451.17	\$8,200.00	(\$1,748.83)
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
Salaries				
Salaries	\$25,130.07	\$166,771.01	\$228,000.00	(\$61,228.99)
Total Personnel Services	\$28,187.82	\$185,980.16	\$253,300.00	(\$67,319.84)
Unapplied Cash Bill Payment Expense	\$0.00	\$146.65	\$0.00	\$146.65
Pride Expenditures	\$200.00	\$495.97	\$13,000.00	(\$12,504.03)
Total Expenses	\$38,601.26	\$429,210.00	\$652,503.00	(\$223,293.00)
Operating Margin	(\$34,524.41)	\$12,524.86	(\$203,614.35)	\$216,139.21
Net Margin	(\$34,524.41)	\$12,524.86	(\$203,614.35)	\$216,139.21

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

	Mar 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Digitization Project	\$25.00	\$1,630.00	\$2,000.00	(\$370.00)
Donations	\$0.00	\$1,134.25	\$1,000.00	\$134.25
Fines/Overdues	\$0.00	\$73.82	\$0.00	\$73.82
Friends (Other Grants)	\$0.00	\$2,972.80	\$13,127.00	(\$10,154.20)
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	\$82.55	\$100.00	(\$17.45)
Interest Income				
Corporate Interest	\$705.99	\$9,679.06	\$8,000.00	\$1,679.06
Reserve Interest	\$0.00	\$980.55	\$0.00	\$980.55
Total Interest Income	\$705.99	\$10,659.61	\$8,000.00	\$2,659.61
Item Replacements	\$28.58	\$153.92	\$500.00	(\$346.08)
Lit Fest	\$120.00	\$480.00	\$2,000.00	(\$1,520.00)
Non-Resident Fee	\$97.90	\$2,125.35	\$3,000.00	(\$874.65)
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	\$372.87	\$2,445.71	\$15,000.00	(\$12,554.29)
Service Charges	\$90.10	\$1,146.62	\$1,200.00	(\$53.38)
Pride	\$0.00	\$0.00	\$8,000.00	(\$8,000.00)
Total Revenue	\$1,440.44	\$384,454.69	\$422,865.57	(\$38,410.88)
Expenses				
Capital Outlay				
Books	\$1,506.15	\$17,506.07	\$24,000.00	(\$6,493.93)
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	\$893.77	\$9,029.58	\$17,000.00	(\$7,970.42)
Total Capital Outlay	\$2,399.92	\$155,507.65	\$210,000.00	(\$54,492.35)
Commodities				
Databases	\$440.43	\$6,795.07	\$7,957.00	(\$1,161.93)
Periodicals	\$0.00	\$3,680.39	\$5,005.00	(\$1,324.61)
Postage/Shipping	\$0.00	\$224.21	\$500.00	(\$275.79)
Supplies	\$141.46	\$3,043.79	\$4,000.00	(\$956.21)
Total Commodities	\$581.89	\$13,743.46	\$17,462.00	(\$3,718.54)
Contractual Services				
Accounting	\$1,430.52	\$11,894.40	\$17,000.00	(\$5,105.60)
Audit Fees	\$0.00	\$8,170.00	\$16,749.00	(\$8,579.00)
Legal	\$0.00	\$345.00	\$4,000.00	(\$3,655.00)
Maintenance	\$0.00	\$2,045.95	\$10,000.00	(\$7,954.05)
Other Contractual Services	\$0.00	\$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)

	Mar 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Total Contractual Services	\$1,430.52	\$31,021.97	\$71,781.00	(\$40,759.03)
Historical Digitization	\$0.00	\$5,511.75	\$20,000.00	(\$14,488.25)
Lit Fest Expenditures	\$4,975.00	\$5,027.96	\$7,000.00	(\$1,972.04)
Other Expenditures				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$75.00	\$503.03	\$1,000.00	(\$496.97)
Total Other Expenditures	\$75.00	\$503.03	\$11,000.00	(\$10,496.97)
Other Services				
Association Dues	\$0.00	\$457.00	\$500.00	(\$43.00)
Continuing Education				
Continuing Education	\$199.00	\$274.00	\$2,000.00	(\$1,726.00)
Marketing	\$0.00	\$645.40	\$2,000.00	(\$1,354.60)
Outreach	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)
Programming	(\$712.49)	\$3,722.80	\$12,000.00	(\$8,277.20)
Public Notice/Legal	\$0.00	\$315.70	\$500.00	(\$184.30)
Travel	\$0.00	\$0.00	\$500.00	(\$500.00)
Utilities	\$1,264.60	\$13,953.50	\$21,960.00	(\$8,006.50)
Total Other Services	\$751.11	\$19,368.40	\$41,460.00	(\$22,091.60)
Personnel Services				
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
Salaries				
Salaries	\$25,130.07	\$166,771.01	\$228,000.00	(\$61,228.99)
Total Personnel Services	\$25,130.07	\$166,771.01	\$228,100.00	(\$61,328.99)
Unapplied Cash Bill Payment Expense	\$0.00	\$146.65	\$0.00	\$146.65
Pride Expenditures	\$200.00	\$495.97	\$13,000.00	(\$12,504.03)
Total Expenses	\$35,543.51	\$398,097.85	\$619,803.00	(\$221,705.15)
Operating Margin	(\$34,103.07)	(\$13,643.16)	(\$196,937.43)	\$183,294.27
Net Margin	(\$34,103.07)	(\$13,643.16)	(\$196,937.43)	\$183,294.27

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

	Mar 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Endowment Interest	\$467.35	\$3,937.00	-	-
Total Revenue	\$467.35	\$3,937.00	-	-
Net Margin	\$467.35	\$3,937.00	-	-

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

	Mar 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	\$1,922.46	\$12,757.98	\$17,000.00	(\$4,242.02)
Total Expenses	\$1,922.46	\$12,757.98	\$17,000.00	(\$4,242.02)
Operating Margin	(\$1,922.46)	\$4,273.78	\$11.06	\$4,262.72
Net Margin	(\$1,922.46)	\$4,273.78	\$11.06	\$4,262.72

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

	Mar 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	\$1,135.29	\$6,451.17	\$8,200.00	(\$1,748.83)
Total Expenses	\$1,135.29	\$6,451.17	\$8,200.00	(\$1,748.83)
Operating Margin	(\$1,135.29)	(\$3,443.37)	(\$5,195.99)	\$1,752.62
Net Margin	(\$1,135.29)	(\$3,443.37)	(\$5,195.99)	\$1,752.62

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

	Mar 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)	\$0.00	\$7,122.00	\$7,500.00	(\$378.00)
Total Expenses	\$0.00	\$7,122.00	\$7,500.00	(\$378.00)
Operating Margin	\$0.00	(\$1,106.76)	(\$1,491.99)	\$385.23
Net Margin	\$0.00	(\$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

	Mar 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Memorial Reserve Interest	\$0.93	\$176.37	-	-
Total Revenue	\$0.93	\$176.37	-	-
Net Margin	\$0.93	\$176.37	-	-

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

	Mar 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	\$0.00	\$4,766.00	\$0.00	\$4,766.00
Total Expenses	\$0.00	\$4,766.00	\$0.00	\$4,766.00
Operating Margin	\$0.00	\$1,898.05	\$0.00	\$1,898.05
Net Margin	\$0.00	\$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

	Mar 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Reserve Interest	\$1,289.33	\$10,371.56	\$0.00	\$10,371.56
Royalty Income	\$878.80	\$10,076.39	\$0.00	\$10,076.39
Total Revenue	\$2,168.13	\$20,447.95	\$0.00	\$20,447.95
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	\$2,168.13	\$20,432.95	\$0.00	\$20,432.95
Net Margin	\$2,168.13	\$20,432.95	\$0.00	\$20,432.95

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

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

7. LIBRARY DIRECTOR'S REPORT

March/April 2024

Board News

You should have received your Statement of Economic Interest forms in the mail. Please complete and file with the County Clerk by May 1st, 2024.

Circulation/Outreach

Sam will be setting up a booth at the Jo Daviess County Senior Expo on April 25th at the Crossroads Community Church. We will have information on homebound services, book clubs, outreach, library programs, and library card sign-up. We will have some kind of raffle where anyone who engages with us at our table, will get an entry to win a to-be-determined prize.

Adult Services

The Selection Committee for Galena's Poet Laureate has voted on the first poet laureate! The appointee will be shared at an Announcement Ceremony at the Galena Center for the Arts on April 17th. Each finalist will read a piece of their poetry, the Poet Laureate will be announced, and a light reception with wine provided by Galena Cellars will follow.

There are still a few tickets available for the LitFest event in Grant Park on May 19th. Debra Miller will portray Louisa May Alcott while attendees get a yummy brunch provided by Galena Bakehouse. Tickets are \$25.

Upcoming programs:

- April 12: Pure Sparkling Stream Water - Pop Art Exhibit. Sponsored by the League of Women Voters of Jo Daviess County
- April 15: Morning Book Club, *The Hurting Kind* by Ada Limón
- April 16: Evening Book Club, *They Called Us Enemy* by George Takei
- April 17: Poet Laureate Appointment Ceremony @ GCFA
- April 18: Our Native Land with Kim Sigafus
- April 25: Silent Book Club
- May 2: Galena LitFest: Vanessa Riley in Conversation with Alina Rubin
- May 4: Turn Over a New Leaf: Plant & Seed Swap
- May 6: ILP: Jarrett Krosoczka
- Every Tuesday: Stitchers

Youth Services

Youth Services is being split into two departments: children and teen. Rachel, Sam, and I decided that Sam will oversee teen collection development and programming (ages 12-18) and Rachel will continue to focus on children's collection development and programming (ages 0-12). Because the age group 11-14 often falls into both camps in terms of interests, Sam and Rachel will work together on some programs.

Upcoming programs:

- Every Monday: STEAM Club
- Every Friday: Family Storytime
- 3rd Tuesday: 4-H Club
- April 19: The Tortured Poets Department Listening Party

Historical Room/Archives

Mike Blaum delivered all of the library's current hard drives from the safety deposit box. I am currently going through them to identify how much space is being utilized on each one. This will help us decide how we want to continue to preserve the digital files. It has been discussed either uploading them to a cloud based service and doing away with the hard drives or purchasing new hard drives. Figuring out the amount of storage is actually being used, we will be able to figure out how many new drives would be needed. We currently have 13 and each one has 1TB of storage. Not all of that storage is being used.

Director

Building

- Roof Inspection: Brian Bass of Strictly Shingles made a visit to the library. He was not able to get on the roof due to lack of equipment, but he went around the building and made a few determinations based on what could be seen from the sidewalk. It is his opinion that there appears to be a few problem areas with shingles. What he had thought were 30-year shingles are not. Bass also informed me that he is not licensed as a commercial roofing contractor and suggested I reach out to Giese. Giese is who put on the current roof back in 2007.
 - Giese inspected the roof on April 5th. They will be putting together a report, which the Building & Grounds Committee may review.
- Egress Window: I reached out to two area contractors, Geoff Stocks and Scott Schemehorn. Geoff Stocks has provided an estimate. Scott Schemehorn has not yet. B&G may review the estimate(s) at the next meeting.
- Tree trimming: Will be done by Danny Cole this spring.
- Front lamp posts: Globes have both been replaced. Steve Guthrie, custodian, was able to find replacement globes on Amazon for a fraction of the cost of the globes from Crescent. Unfortunately, Crescent is only issuing a credit for the broken globe. We have an open invoice with Crescent for \$727.00. They are saying the globe is not returnable. I am still in the process of speaking with the manufacturer to allow the return.
- Landscaping: The U of I Master Gardeners came on April 1st for the first round of clean-up. Some areas were not able to be cleaned up as it was littered with animal waste. I will need to contact the landlord next door to discuss our upcoming project and property lines. The Master Gardeners will likely come out again in a few weeks. We will determine what plants we want and either purchase or see if there are community members who would be willing to split and donate their own plants.
- Address signage: Decals were ordered and received from Signcraft. In order for the labels to affix properly to the dropbox the temperature needs to be above 50 degrees. Once we have a nice

day, I will put them on. I did notify the City to inform them we have the decals and will put them up as soon as the weather allows.

Finances

- Audit services: I heard back from Wipfli and they are not able to provide a decreased quote for audit services. Their base charge for governmental entities is \$35,000, which is above and beyond our budget.
 - At a networking meeting with other library directors, many informed me that Lauterbach & Amen LLP is a firm used by many public libraries in Illinois. I was able to speak with a partner at Lauterbach and discuss what GPL is looking for in an audit firm. They will be putting together a formal proposal that the board will review at the May meeting.
- Budget: Now with March financials complete, I will begin the budgeting process for FY 2025. I will provide a first draft to Frances and then the Finance Committee. The draft budget will be presented to the board in either June or July, with the B&A meeting occurring in August.
 - A few things I have already earmarked:
 - Increase database line item. Patrons have been utilizing Hoopla (a pay-per-use) resource exponentially more than in previous years. We most likely will need to use contingency funds to cover the remainder of this year's Hoopla expenses.
 - Capital Improvements: new carpeting, another study table and chairs, possible painting in the teen area, repair to retaining walls, etc.

IT

- Website: Greg Hart from Arrow is updating the website to ensure ADA compliance. Hart ran the website through a compliance checker and will address the necessary issues.
- Security: The library's IT, Jason Leonard, is working to upgrade the library's security system. The current cameras are aged and not up to current tech standards. Jason is working with Runde Electric out of Hazel Green, WI. We should have a quote soon for the project, which would include upgraded cameras, wiring, and labor.

Continuing Education

Jenna

- FOIA for Public Bodies - AG Office
- Director's Anonymous Networking Meeting

Larissa

- Defusing Encounters with Angry Patrons at your Library - LibraryWorks

Sam

- Introduction to the Science of Reading for Librarians - LACONI
- Dementia Friendly Sub-Committee Meeting - PrairieCat
- Technical Services Committee - PrairieCat
- MARC Trainees Committee - PrairieCat



STRATEGIC PLAN

2022-2026

Approved: December 13, 2021

ACKNOWLEDGEMENTS

The Galena Public Library District's purpose is to understand the needs of our community and identify ways to meet those needs. During the strategic planning process, a great deal of information was collected from many community members. The library staff and Board of Trustees are grateful for the many valuable insights received and the generous time given by completing surveys and attending focus groups. The feedback gathered was the cornerstone in development of this strategic plan. Thank you all very much!

The success of a public library depends on the commitment of its staff and its Board of Trustees. The Galena Public Library is privileged to have two groups with a deep sense of dedication to the building and the greater community. Staff and trustees attended two joint brainstorming sessions to identify the strengths, weaknesses, opportunities, threats, and future goals of the library. All were instrumental in the planning and implementation of this process and plan. We are incredibly thankful for their time, ideas, and devotion to our library.

Library staff:

Annette Anderson, Library Clerk
Hillary Dickerson, Library Clerk
Jenna Diedrich, Library Director
Larissa Distler, Adult Services Librarian
Emma Furlong, Library Page
Dale Glick, Historical Librarian
Charles Holmes, Custodian
Linda Klug, Circulation Librarian
Dayna Lapidus, Library Clerk
Rachel Lenstra, Youth Services Librarian/Archivist
Sara Millhouse, Substitute
Kathleen Pedersen, ILL Librarian
Steve Repp, Historical Librarian

Library Board of Trustees

Craig Albaugh
Maria Rector
Earl Thompson
Katherine Walker
John Cox
Walter Johnson
Tracy Furlong (Appointed October 2021)
Dianne Allendorf (Resigned May 2021)
Gloria Junge (Resigned August 2021)

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INTRODUCTION

In January 2021, amid a temporary closure due to COVID-19, it was decided the library was in need of a new strategic plan in order to better align with a changing community. Discussions between the Board of Trustees and Library Director found the best way to start the process was to involve library staff. Avenues to connect with the community could then be identified and the real work could begin.

Our goal was to make the strategic planning process as all-encompassing as possible. Early involvement with library staff helped identify the key ways in which data was gathered: a survey, focus groups, real time engagement with current users, joint sessions between staff and the Board of Trustees, and a Strength, Weakness, Opportunity, Threat (SWOT) Analysis.

To best gauge the needs of our community, library staff believed it necessary to expand its previously identified forms of communication in order to reach more residents. We recognized that to gain traction and engage the greatest number of participants, we needed to explore multiple data gathering tools. Once those tools were identified, the planning process was broken into the following six phases:

PHASE 1: COMMUNITY SURVEY

The community survey consisted of 25 questions that inquired how members of the community use the library and how they would like to use the library in the future. Understanding how people currently use the library and what else they would like to see, provides us with a path to increase connection with users and non-users. Another key component of the survey was to identify how the library can inform the community of its services. Awareness of how and where the community intakes information is beneficial to the library.

The community survey was disseminated (online and paper surveys) to the following places: library, Galena Unit School District, Facebook, Instagram, Galena Gazette print and online, Friends of the Galena Public Library membership list, local churches, library website, and library newsletter link. The survey was also available in Spanish.

PHASE 2: FOCUS GROUPS

We held two virtual focus groups, which were advertised in the Galena Gazette, on social media, and the library's website. The first was held on May 27, 2021 and the second on June 17, 2021. Both sessions were facilitated by library staff.

PHASE 3: COMMUNITY POST IT WALL

The Community Post It Wall began as a project Larissa Distler completed as part of a graduate course through University of Wisconsin-Madison. As data was gathered through the Community Survey and the focus groups, it was written on post its and shared to the wall. Patrons were encouraged to add their own feedback to the Post It Wall. This engagement was a third way we gathered information.



Photo credit: Larissa Distler

PHASE 4: COMMUNITY RESOURCE SCAN

An environmental scan, or community resource scan, is the process of gathering information on the greater community to provide a snapshot of the context in which the library operates. Organizations, businesses, schools, and more were included in the scan. Data gathered on individual institutions included the type of resource, the services offered, the monetary value (if services are free or have a fee), whether a current partnership with the library is in place, and what kind of partnership could be established. This data will assist the library in developing programs and services.

PHASE 5: BOARD AND STAFF SESSION/SWOT ANALYSIS

On July 27, 2021, the Board of Trustees and library staff convened to discuss the Strengths, Weaknesses, Opportunities, and Threats (SWOT) of the library. The findings of this session are included in Appendix A.

PHASE 6: SYNTHESIS/IDENTIFICATION OF GOALS & OBJECTIVES

Information gathered from the survey, focus groups, community resource scan, and the SWOT Analysis were compiled and synthesized in order to identify future goals.

MISSION

The mission of the Galena Public Library District is to inspire lifelong learning, advance knowledge, provide cultural and recreational opportunities, and strengthen our community.

VISION

The vision of the Galena Public Library District communicates what a successful future will look like. The library is committed to:

- o Being a thriving community center for information, inspiration, and ideas that empower personal growth and provides a welcoming space that improves lives and connections;
- o Being a leading resource for educational support, self-directed, lifelong learning opportunities and literacy;
- o Being an outward-thinking organization that believes in the potential of each employee and invests in their professional success;
- o Preservation of local history

VALUES

Innovation: We strive to identify innovative ways to approach new and familiar problems and provide value to our community.

Inclusion: We create a welcoming, safe environment for everyone and provide a variety of services and resources in respect to our diverse community.

Historical Preservation: We invest in the preservation of information in all media and formats and are committed to our local history.

Collaboration: We place importance on the library's ability to form and sustain partnerships with businesses and organizations in our community.

Patron-focused Service: We listen to and learn from our patrons in order to provide the best services and experience possible.

STRATEGIC GOALS & OBJECTIVES

I. EXPAND LIBRARY REACH

- a. Evaluate the tax base and its ability to adequately serve future library operation.
 - i. Evaluate current tax base and consider possible expansion.
 - ii. Determine future demographic of community.
- b. Implement a multi-step marketing strategy for library services and resources.
 - i. Develop a plan that will diversify library promotional strategies.
 - ii. Investigate new ways to reach current, underserved, and unserved patrons.
 - iii. Develop a communication plan that will keep staff and trustees up to date on library offerings.
- c. Preserve and build on proven programs and services offerings.
 - i. Schedule high demand, well received programs that receive consistent attendance.
 - ii. Utilize the Public Library Association (PLA) Project Outcome or other evaluation metric for program evaluation to assist in determining what is successful and what can be discontinued.
- d. Continue to build relationships and collaborate with local businesses and organizations.
 - i. Develop a list of community stakeholders that the library can partner with.
 - ii. Explore the option to hold annual meetings with community stakeholders to assist in evaluating library's response to community needs.

II. EQUITABLE ACCESS TO INFORMATION AND LIBRARY SERVICES

- a. Diversification
 - i. Develop an Equity, Diversity, Inclusion Statement that includes definition and priorities of EDI.
 - ii. Partner with community stakeholders to assist in expanding library's offering of multicultural programming.
 - iii. Develop services that address the unique needs of specific communities.
 - iv. Expand library collections that accurately and authentically reflect the perspectives of diverse communities.
- b. Accessibility
 - i. Expand delivery service program
 - ii. Incorporate accessibility features into new library website such as, but not limited to, the ability to change font size, translation, image recognition, and contextual understanding.
- c. Historical Preservation
 - i. Continue digitization project of historical documents, including issues of *Galena Gazette*.
 - ii. Identify possible funding opportunities for large digitization projects.
 - iii. Identify and obtain technology equipment needed for access to historical information.

- iv. Promote historical artifacts held by library through programming opportunities.

III. PRIORITIZE LIBRARY BUILDING

- a. Develop a capital improvement plan that identifies future needs and is in alignment with budgetary constraints.
 - i. Identify what the current building can and cannot provide for community needs.
 - ii. Compile past building projects in order to plan for future updates.
 - iii. Identify potential funding opportunities for building renovations and construction.
 - iv. Continue to perform upgrades on building and technology needs.
- b. Continual exploration of community needs from the library building
 - i. Develop a schedule for annual evaluation of community's response to library offerings
 - ii. Townhalls, focus groups, and/or surveys may be used to gather data.
- c. Expand library services to library grounds
 - i. Create a unique outdoor space for socialization and program needs
 - ii. Implement sustainable landscaping

IV. ORGANIZATIONAL INFRASTRUCTURE

- a. Investment in library staff.
 - i. Research continuing education opportunities for staff of all levels.
 - ii. Continue to implement a competitive salary schedule.
 - iii. Create and implement technology competencies for staff including training on digital resources.
- b. Define critical library outcomes and measure them annually.
 - i. Define what critical library outcomes are.
 - ii. Develop a long-range facilities plan that aligns with patron and service needs.
- c. Streamline policies and procedures to ensure clarity and smooth workflow.
 - i. Create an internal process for policy and procedure review.
 - ii. Identify and create necessary policies not currently implemented by library.
 - iii. Create and revise procedures for routine tasks performed throughout the library.

OBJECTIVE TIMELINE

FY 2022 - 2023	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
EXPAND LIBRARY REACH						1.a		1.c			1.b.i-ii	1.b.iii	1.d
EQUITABLE ACCESS	2.b.ii			2.a	2.b.i		2.c.iv			2.c.iii			
LIBRARY BUILDING			3.a.i	3.a.ii			3.a.iii	3.b.i	3.b.ii				
ORG INFRASTRUCTURE	4.c	4.a.i		4.b.i	4.b.ii	4.a.ii					4.a.iii		

FY 2024	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
EXPAND LIBRARY REACH	1.c			1.b.i-ii		1.d						
EQUITABLE ACCESS			2.c.iii						2.a			2.c.iv
LIBRARY BUILDING	3.b.i	3.b.ii									3.c.ii	
ORG INFRASTRUCTURE				4.a.iii			4.a.i				4.a.ii	

FY 2025	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
EXPAND LIBRARY REACH	1.c			1.b.i-ii		1.d						
EQUITABLE ACCESS			2.c.iii						2.a			2.c.iv
LIBRARY BUILDING	3.b.i	3.b.ii										
ORG INFRASTRUCTURE				4.a.iii			4.a.i				4.a.ii	

FY 2026 - 2027	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26
EXPAND LIBRARY REACH	1.c			1.b.i-ii		1.d							1.c
EQUITABLE ACCESS			2.c.iii						2.a			2.c.iv	
LIBRARY BUILDING	3.b.i	3.b.ii											3.b.i
ORG INFRASTRUCTURE				4.a.iii			4.a.i				4.a.ii		

APPENDIX A: SWOT ANALYSIS

Board Attendance: Craig Albaugh, Walter Johnson, Katherine Walker, Earl Thompson, Maria Rector, Gloria Junge, John Cox

Staff Attendance: Jenna Diedrich, Sara Millhouse, Rachel Lenstra, Dayna Lapidus, Hillary Dickerson, Steve Repp, Larissa Distler, Dale Glick, Annette Anderson

Strengths	Ideas to build upon strengths
<ul style="list-style-type: none"> ● Access to ILL ● Dedicated staff who works cohesively ● High visibility of traditional services and building ● Community understands purpose of library ● Tech help ● Facility well cared for and welcoming ● Knowledgeable staff and director ● Cohesive board ● Varied programs reach variety of populations within community ● Special Events: LitFest, Dr. Who ● Stable funding - allows to offer free events ● Historical Room - preservation ● Database subscriptions ● Ability to connect with patrons and visitors ● Ability to establish partnerships with other organizations/businesses 	<ul style="list-style-type: none"> ● Tech help: book a Librarian, tech tutors (teens, older adults) ● Preservation: continued digitization

Weaknesses	Ideas for repairing weaknesses
<ul style="list-style-type: none"> ● Access to building - limited parking (city-wide issue) ● Space - meeting/quiet space, inability to grow. Library is landlocked by historical buildings. ● Hours - don't necessarily align with community need; very little to no traffic in late evening hours ● Current staff not fluent in additional language - primarily Spanish ● Teen usage is low ● Marketing/Visibility - ability to inform community of library events and services 	<ul style="list-style-type: none"> ● Inability to grow: potential satellite location that could be used for programming, meeting space, Historical, storage, etc. ● Inability to grow: Addition to northside of building over the parking lot ● Meeting/quiet space: revisit Baranski's plan ● Meeting/quiet space: revisit 2nd floor of downtown Post Office (could invite own set of difficulties as it is a federal building) ● Hours: change hours (10-7) to eliminate late evening lull ● Teen Usage: return focus to create unique usable space ● Marketing: inquire patrons how they obtain community news; mailing list by township ● Changing presentation of newspaper articles - move from press releases to personal stories and include photographs

Opportunities	Ideas for investigating opportunities
<ul style="list-style-type: none"> ● Intergovernmental Agreement with area schools ● Expand Outreach services - connect with homeschooling groups; expand homebound program; create local collections in assisted living ● Outreach: Hispanic community ● Prairie Ridge ● Meeting Space - Social Service needs ● Increase partnership with schools ● Cross Promotion ● Close digital divide ● Continual assessment of community needs ● Library grounds ● Spread visibility throughout areas of community 	<ul style="list-style-type: none"> ● IGA: RAILS provides continuing education on topic and sample contract. Connect with schools to identify an equal exchange ● Outreach: Partner with leaders in Hispanic community; bilingual volunteers; expand promotion of employment opportunities to attract diverse candidates ● Prairie Ridge: bringing program opportunities there; partnering with transportation to library for programs/events ● Meeting space: Revisit Baranski plan ● Schools: Partner with superintendent and board; find out what school needs from community/library ● Digital divide: Exterior repeater to extend WiFi connection in back parking lot ● Assessment of community needs: include as a regular board agenda item. Allows for greater board awareness ● Library grounds: increase accessibility; make usable for programs; make inviting as a free outdoor public space (better seating, updated gardens, sensory areas, etc). ● Visibility: storywalks at parks/walking trails, JDCF, Hospital, etc.

Threats	Ideas for minimizing/overcoming threats
<ul style="list-style-type: none"> ● Funding: budget projections show expenditures will bypass revenues in future ● 2025 minimum wage ● Inability to evolve at necessary speed ● Inability to see larger community ● Library grounds ● Inability to appeal to younger audience - IL residents can purchase a card at Carnegie Stout, which has more services of interest for younger library users 	<ul style="list-style-type: none"> ● Funding: Referendum to increase tax levy ● Funding: Referendum to expand district (inclusion of additional townships) ● Inability to evolve: Identify ways to adapt more quickly; quick initiative to see changes that community currently wants/needs ● Redirect from “what we have always done” to channel library founders wish of being “aggressively modern” ● Younger audience: teen space, updated children’s library, makers equipment for all ages, ● Marketing: target younger audience through updated marketing strategies

9a. COMMITTEES: BUILDING & GROUNDS

Building & Grounds Committee Minutes

March 20, 2024 - **DRAFT**

1. *Call to Order:* Mike Blaum called the meeting to order at 9:01a.m.
2. *Roll Call:* Mike Blaum, Frances Beadle, Maria Rector, Jenna Diedrich and Rachel Lenstra were present.
3. *Public Comments:* Tim Doser stated that he would like to see the newspapers sent out for digitization, that the library should replace the hard drives storing digital newspaper images, that he'd like to see another Mac in the Historical Room, and that he wants to see the vertical files in the Historical Room organized.
4. *Approval of November 8, 2023 minutes:* Rector moved to approve the minutes of the November 8, 2023 Buildings & Grounds Committee meeting. Blaum seconded. Motion passed unanimously.
5. *Newspaper Digitization Project:* Discussion began with funds for the project. Blaum asked if there had been any further donations and how funding from the Galena Foundation works. Diedrich explained that we have received \$1630 in donations for FY24 and budgeted \$20,000 for digitization. We have spent around \$5,000 and had a Galena Foundation match of \$4,700. We have no invoices outstanding and have used all the donated funds. She said the Galena Foundation match works not to match donations but to pay half of invoices for work. The future scope of work needs to be taken to the Galena Foundation board for their approval for funding. All newspapers are back at the library. Diedrich explained that the hard drive currently at University of Illinois (UIUC) is waiting to be ingested to the Illinois Digital Newspaper Collections (IDNC). However, some of the files sent from Crowley on that drive are corrupted with a red tint that causes IDNC to reject them. UIUC will reach out to Crowley to find a solution. Discussion shifted to the size of files on each drive. Diedrich wasn't positive, but each drive is 1 TB. Blaum suggested that cloud-based storage could be used for transferring the files to UIUC. Discussion was had about possibly condensing files into fewer drives for long-term storage and the feasibility of doing long-term storage on the cloud. Diedrich noted that she does not want to begin the new scope of work until the current scope is complete. Blaum asked if there were other vendors the project could be bid out to. Diedrich said, other than the current corrupted file issue, Crowley has been great to work with. Northern Micrographics is closed. We had done a test batch with Advantage Archives and were not pleased with the product because they microfilmed the paper and then digitized it from the microfilm. Blaum stated he was wondering if we could spread the digitization work to a few vendors to speed up the process. Diedrich explained that the bottleneck is at UIUC because of the number of projects they're handling. They provide their services for free and the convenience and lack of cost make them the best avenue for hosting the papers. Beadle asked if we could look into the exact cost for other hosting

options to show that it's cost prohibitive. Discussion was had about the value of IDNC and what other possible hosting avenues may exist.

6. *Historical Room & Other Projects*: Lenstra updated the group that she is submitting a grant to digitize block books and other early ledgers. She continues to work on creating records for and digitizing items in the room. A database of birth and death records from the 1930s and 1940s was recently completed. Fertig and Repp continue to work on research projects for patrons. Blaum suggested looking at archive.org for potential hosting of digitized material.
7. *Children's Room Egress Window*: Diedrich stated no response was received from the library's Request for Bids (RFB). She contacted Geoff Stocks, whose name she got from Jim Baranski, and sent him the plans and RFB. She is waiting to hear back from Stocks. Earl Thompson cannot do the job. Maria suggested Bill Cerjak, and Blaum said he knows a contractor in Dubuque who may be able to do it. Blaum will pass contact information on to Diedrich.
8. *Handicap Fire Egress on Main Floor*: Lenstra said she recalled that Baranski said it was not feasible to add a handicap fire egress on the main floor due to space constraints to meet the required grade for the ramp.
9. *Landscaping*: Diedrich reported that Master Gardeners will begin spring clean up on April 1st. They have a plant list and will work on the front of the building first. Blaum noted that he called the owner of the building next door and they plan to move their drains/downspouts to drain into the sewer. Blaum will send Diedrich their contact information to confirm the plan is on track.
10. *Items for next agenda*: Diedrich stated that Signcraft has completed the building numbers sign for the dropbox. She will install it soon. She updated the committee on issues with trash pick up with Montgomery. Montgomery will talk to the City to find a solution. Blaum mentioned that he is on the Bicentennial Committee and thinks it would be neat to include the time capsule somehow.
11. Meeting adjourned at 9:58pm.

Respectfully submitted,

Rachel Lenstra
Youth Services Librarian