



Library Board of Trustees Meeting
Regular Meeting Monday, June 10, 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. Acceptance of Resignation - Walter Johnson (ACTION)
4. Consent Agenda (ACTION)
 - a. Approval of minutes for Regular meeting May 13, 2024
 - b. Approval of bills paid/payable: 05/11/2024 - 06/07/2024
5. Financial Report
6. Treasurer's Report
7. Friends Report
8. Library Director's Report
9. Board President's Report
10. Committees
 - a. Building & Grounds - Blaum
 - b. Decennial - Walker
 - c. Finance - Beadle
 - d. HR - Rector
 - e. Policy - Walker
11. Unfinished Business
12. New Business (ACTION)
 - a. Ordinance #24-03: FY2025 Meeting Dates
 - b. Resolution #24-03: Waiver of Non-Resident Fees for Minors
 - c. Resolution #24-04: Non-Resident Fees
13. 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. 5 ILCS 120/2(c)(5)
 - b. The selection of a person to fill a public office, as defined in the OMA, including a vacancy in public office, when the public body is given the power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3)
14. Discussion and possible action on appointment of vacant board seat
15. Items for next agenda

16. Announcements

17. Adjournment

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

4a. CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING MAY 13, 2024

Library Board Minutes

May 13, 2024

Draft

1. Call to Order

President Walter Johnson called the meeting to order at 6:30pm. Board members present: Emily Sprengelmeyer, Maria Rector, Mike Blaum, Frances Beadle and Katherine Walker. Alison Vanderpool was excused absence. Library Director Jenna Diedrich and Adult Services Librarian Larissa Distler were also present.

2. Introduction of Galena's Poet Laureate, Ted Williams

Distler introduced Williams who will undertake some unique projects as Poet Laureate. Williams thanked those involved in the selection process. He hopes to create a book with 200 works from residents to celebrate the 2026 Bicentennial of the City of Galena. Other activities will begin as well. He is excited about his selection and plans to be involved in many unique projects.

3. Citizens comments

Richard Pariser is concerned about the flag removal. He wants it displayed. Gloria Junge has budget concerns and thought displaying the flag should be a priority. She departed the meeting after her comments.

4. Consent Agenda

a. Approval of minutes for regular meeting April 8, 2024

Blaum moved to approve the minutes as presented. Rector made the second. Vote: Beadle – Aye, Walker – Aye, Rector – Aye, Blaum – Aye, Sprengelmeyer – Aye, Johnson – Aye. Motion carried.

b. Approval of bills paid/payable: 04/06/2024 – 05/10/2024.

Johnson asked that a bill of \$402.91 be added to the bills payable to cover the cost of 2 flags and stands for use in the building. Blaum made a motion to add the bill. Diedrich had concerns about the payment. Blaum amended his motion to depend on agenda item 11. Beadle had the second. Vote: Rector – Aye, Blaum – Aye, Sprengelmeyer – Aye, Beadle – Aye, Walker – Aye, Johnson – Aye. Motion carried. Johnson has dealt with complaints at work, comments and phone calls from others about the flag. It is causing stress and affecting his health. He submitted his written resignation from the Board effective immediately and dated 5/8/2024. Johnson departed. Vice President Blaum continues with the meeting.

5. Financial Report – none

6. Treasurer's Report

a. Discussion and possible action on reinvestment of CD 168472 and CD 168471

Beadle said the rate was 4.55% for Illinois Bank and a 7% special for Community both for 7 months. Walker moved to have both CD's renewed at the rates presented. Sprengelmeyer made the second. Vote: Rector – Aye, Blaum – Aye, Sprengelmeyer – Aye, Beadle – Aye, Walker – Aye. Motion carried.

7. Friends Report

President Betsy Hansen said the annual Friends meeting would be June 26. Ted Williams will be the speaker at the meeting. They currently have 311 boxes of books and materials that will be on sale. The deadline for drop-offs is June 7.

8. Library Director's Report

The Illinois Secretary of State had a zoom call. Two bills that would include library employees are being sent back to committees. SB 2787 has bid proposals for more training for trustees. The employee handbook will be reviewed by the policy committee. Diedrich plans to have meetings with staff to discuss workload. Library insurance will be with Bower-McCoy. Two items in the levy IMRF and INSUR somehow got flipped. INSUR will be short but corporate funds can be used to cover the deficit.

9. Board President's Report – none

10. Committees

- a. Buildings & Grounds – Blaum reported they will meet tomorrow
- b. Decennial – no report
- c. Finance – Beadle reported they will meet by the end of the month
- d. HR – no report
- e. Policy – Walker reported they had a meeting scheduled but cancelled, a rescheduled one will be next month

11. Discussion and possible action on the purchase of American Flag and State of Illinois Flag

Walker moved to discuss the possible action. Beadle made the second. Blaum said it was a decisive issue but we needed to get past it. Sprengelmeyer said it was decisive for the board with discussion back and forth and that there was a lot of confusion. Diedrich commented the historical room had not wanted the flag in their room. She decided to retire the flag. She apologized to all. Her concern is that the President does not have any approval to purchase things. That is something only the board as a whole can do. Walker moved to have the flags on display. Rector made the second. Vote: Blaum – Aye, Sprengelmeyer – Aye, Beadle – Aye, Walker – Aye, Rector – Aye. Motion carried.

12. New Business

- a. Discussion and possible action of Lauterbach & Amen Audit Proposal
Diedrich said the audit was best practice. If approved for FY 2024 the company would be locked in for 3 years. Walker moved to accept the audit proposal with a 3 year contract. Beadle made the second. Vote: Sprengelmeyer – Aye, Beadle – Aye, Walker – Aye, Rector – Aye, Blaum – Aye. Motion carried.

13. Closed session – tabled until next month

14. Items for next agenda

There will be an election of officers next month

15. Announcements – Sprengelmeyer urged board members and any contacts to volunteer for the upcoming Pride Picnic.

16. Adjournment at 7:46pm

Respectfully submitted,

Katherine Walker

Secretary

4b. CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE: 05/11/24 - 06/07/24

Galena Public Library District

A/P Aging Summary

As of June 7, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	207.93					\$207.93
B. L. Murray Co, Inc.	177.80					\$177.80
City of Galena	435.25					\$435.25
Command Security Solutions	7,241.26					\$7,241.26
Findaway World LLC	610.15					\$610.15
Galena Cellars Vineyard & Winery	50.00					\$50.00
Jo Daviess County Transit	9.00					\$9.00
Kanopy	81.00					\$81.00
Midwest Tape	406.57					\$406.57
Montgomery Trucking		50.00				\$50.00
O'Connor, Brooks & Co PC	8,560.00					\$8,560.00
Post 193	402.91					\$402.91
The Painted Dragon	375.00					\$375.00
Tri-State Porta Potty, Inc	355.00					\$355.00
TOTAL	\$18,911.87	\$50.00	\$0.00	\$0.00	\$0.00	\$18,961.87

Galena Public Library District

Check Detail Report
May 11-June 7, 2024

TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT	ACCOUNT
1051 IB&T-Corporate Fund								
21423								
21423	05/14/2024	Expense	--	Verizon	--	Reconciled	-\$216.06	1051 IB&T-Corporate Fund
21423	05/14/2024	Expense	--	Verizon	Hotspot wi-fi charges	--	\$36.01	1051 IB&T-Corporate Fund
21423	05/14/2024	Expense	--	Verizon	Hotspot wi-fi charges	--	\$180.05	1051 IB&T-Corporate Fund
21444								
21444	05/14/2024	Bill Payment (Check)	23026	Gallium Optronics, LLC	--	Uncleared	-\$300.00	1051 IB&T-Corporate Fund
21444	05/14/2024	Bill Payment (Check)	23026	Gallium Optronics, LLC	--	--	-\$300.00	1051 IB&T-Corporate Fund
21445								
21445	05/14/2024	Bill Payment (Check)	23027	Jo Daviess County Transit	--	Reconciled	-\$13.00	1051 IB&T-Corporate Fund
21445	05/14/2024	Bill Payment (Check)	23027	Jo Daviess County Transit	--	--	-\$13.00	1051 IB&T-Corporate Fund
21446								
21446	05/14/2024	Bill Payment (Check)	23028	Katherine Walker	--	Uncleared	-\$15.49	1051 IB&T-Corporate Fund
21446	05/14/2024	Bill Payment (Check)	23028	Katherine Walker	--	--	-\$15.49	1051 IB&T-Corporate Fund
21447								
21447	05/14/2024	Bill Payment (Check)	23029	Melanie Godlove	--	Uncleared	-	1051 IB&T-Corporate Fund
21447	05/14/2024	Bill Payment (Check)	23029	Melanie Godlove	--	--	\$1,450.00	1051 IB&T-Corporate Fund
21448								
21448	05/14/2024	Bill Payment (Check)	23030	Montgomery Trucking	--	Reconciled	-\$93.34	1051 IB&T-Corporate Fund
21448	05/14/2024	Bill Payment (Check)	23030	Montgomery Trucking	--	--	-\$93.34	1051 IB&T-Corporate Fund
21449								
21449	05/14/2024	Bill Payment (Check)	23031	Signcraft Screenprint, Inc	--	Reconciled	-\$118.71	1051 IB&T-Corporate Fund
21449	05/14/2024	Bill Payment (Check)	23031	Signcraft Screenprint, Inc	--	--	-\$118.71	1051 IB&T-Corporate Fund
21450								
21450	05/14/2024	Bill Payment (Check)	23032	Woodward Community Media	--	Reconciled	-\$144.00	1051 IB&T-Corporate Fund
21450	05/14/2024	Bill Payment (Check)	23032	Woodward Community Media	--	--	-\$144.00	1051 IB&T-Corporate Fund
21451								
21451	05/14/2024	Bill Payment (Check)	23033	Arrow Digital	--	Reconciled	-\$575.00	1051 IB&T-Corporate Fund
21451	05/14/2024	Bill Payment (Check)	23033	Arrow Digital	--	--	-\$575.00	1051 IB&T-Corporate Fund
21452								
21452	05/14/2024	Bill Payment (Check)	23034	Jenna R. Diedrich	--	Uncleared	-\$99.16	1051 IB&T-Corporate Fund
21452	05/14/2024	Bill Payment (Check)	23034	Jenna R. Diedrich	--	--	-\$99.16	1051 IB&T-Corporate Fund
21453								
21453	05/14/2024	Bill Payment (Check)	23035	Access Systems	--	Reconciled	-\$112.84	1051 IB&T-Corporate Fund
21453	05/14/2024	Bill Payment (Check)	23035	Access Systems	--	--	-\$112.84	1051 IB&T-Corporate Fund
21454								
21454	05/14/2024	Bill Payment (Check)	23036	Debra Miller	--	Reconciled	-\$480.00	1051 IB&T-Corporate Fund
21454	05/14/2024	Bill Payment (Check)	23036	Debra Miller	--	--	-\$480.00	1051 IB&T-Corporate Fund
21455								
21455	05/14/2024	Bill Payment (Check)	23037	Findaway World LLC	--	Reconciled	-\$464.92	1051 IB&T-Corporate Fund
21455	05/14/2024	Bill Payment (Check)	23037	Findaway World LLC	--	--	-\$464.92	1051 IB&T-Corporate Fund
21456								
21456	05/14/2024	Bill Payment (Check)	23038	JL Tech	--	Reconciled	-\$550.00	1051 IB&T-Corporate Fund
21456	05/14/2024	Bill Payment (Check)	23038	JL Tech	--	--	-\$550.00	1051 IB&T-Corporate Fund
21457								
21457	05/14/2024	Bill Payment (Check)	23039	Kanopy	--	Reconciled	-\$102.00	1051 IB&T-Corporate Fund
21457	05/14/2024	Bill Payment (Check)	23039	Kanopy	--	--	-\$102.00	1051 IB&T-Corporate Fund
21458								
21458	05/14/2024	Bill Payment (Check)	23040	Midwest Tape	--	Reconciled	-\$443.95	1051 IB&T-Corporate Fund
21458	05/14/2024	Bill Payment (Check)	23040	Midwest Tape	--	--	-\$443.95	1051 IB&T-Corporate Fund
21421								
21421	05/15/2024	Expense	--	City of Galena	--	Reconciled	-\$45.54	1051 IB&T-Corporate Fund
21421	05/15/2024	Expense	--	City of Galena	Water & sewer	--	\$45.54	1051 IB&T-Corporate Fund
21424								
21424	05/22/2024	Expense	--	Honkamp Krueger & Co, PC	--	Reconciled	-	1051 IB&T-Corporate Fund
21424	05/22/2024	Expense	--	Honkamp Krueger & Co, PC	Financial statements for May 2024, software subscription for May 2024, and data security fee	--	\$1,068.00	1051 IB&T-Corporate Fund
21461								
21461	05/23/2024	Expense	--	Card Services - Galena State Bank	--	Reconciled	-	1051 IB&T-Corporate Fund
21461	05/23/2024	Expense	--	Card Services - Galena State Bank	Adult/Youth AV, Netflix subscription, AppleTV+ subscription, seed packets (76.37)	--	\$2,588.25	1051 IB&T-Corporate Fund
21461	05/23/2024	Expense	--	Card Services - Galena State Bank	Youth - snacks, program supplies, gift certificate for Luck of the Draw winner, teen program supplies (114.16)	--	\$713.99	1051 IB&T-Corporate Fund
21461	05/23/2024	Expense	--	Card Services - Galena State Bank	Printer paper, barcodes	--	\$165.95	1051 IB&T-Corporate Fund
21461	05/23/2024	Expense	--	Card Services - Galena State Bank	Ring Central May	--	\$269.12	1051 IB&T-Corporate Fund
21461	05/23/2024	Expense	--	Card Services - Galena State Bank	Supplies for youth arts & crafts	--	\$211.32	1051 IB&T-Corporate Fund
21461	05/23/2024	Expense	--	Card Services - Galena State Bank	Storytrail books (JDCF Funds)	--	\$56.82	1051 IB&T-Corporate Fund
21461	05/23/2024	Expense	--	Card Services - Galena State Bank	WSJ and Galena Gazette subscriptions	--	\$19.98	1051 IB&T-Corporate Fund
21461	05/23/2024	Expense	--	Card Services - Galena State Bank	SRP program supplies, snacks	--	\$829.88	1051 IB&T-Corporate Fund
21461	05/23/2024	Expense	--	Card Services - Galena State Bank		--	\$268.62	1051 IB&T-Corporate Fund

TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT	ACCOUNT
21461	05/23/2024	Expense	--	Card Services - Galena State Bank	Flowers for Linda Klug	--	\$32.57	1051 IB&T-Corporate Fund
21469								
21469	05/23/2024	Expense	--	Payroll	--	Reconciled	-	1051 IB&T-Corporate Fund
21469	05/23/2024	Expense	--	Payroll	--	Uncleared	\$8,693.34	1051 IB&T-Corporate Fund
21422								
21422	05/25/2024	Expense	--	Culligan	--	Reconciled	-\$42.45	1051 IB&T-Corporate Fund
21422	05/25/2024	Expense	--	Culligan	Water	--	\$42.45	1051 IB&T-Corporate Fund
21425								
21425	08/03/2024	Expense	--	Nicor Gas	--	Uncleared	-\$308.18	1051 IB&T-Corporate Fund
21425	08/03/2024	Expense	--	Nicor Gas	3/18/24-4/15/24	--	\$308.18	1051 IB&T-Corporate Fund
21480								
21480	06/07/2024	Expense	--	Ingram Library Services	--	Uncleared	-	1051 IB&T-Corporate Fund
21480	06/07/2024	Expense	--	Ingram Library Services	June	--	\$2,061.24	1051 IB&T-Corporate Fund
								1053 IB&T-IMRF
21468								
21468	05/15/2024	Expense	--	Illinois Municipal Retirement Fund	--	Reconciled	-	1053 IB&T-IMRF
21468	05/15/2024	Expense	--	Illinois Municipal Retirement Fund	--	Uncleared	\$1,741.28	1053 IB&T-IMRF

5. FINANCIAL REPORT



Financial Statements

Galena Public Library District

For the Periods Ended May 31, 2024 & 2023



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

ASSETS	May 2024	May 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	\$149,198.74	\$147,122.42
First Community Bank 9574	\$73,151.40	\$0.00
Total Endowment Fund	\$315,740.79	\$313,371.01
Reserve Fund		
First Community Bank 166378	\$0.00	\$75,201.06
First Community Bank 9573	\$75,201.06	\$0.00
Total Reserve Fund	\$75,201.06	\$75,201.06
Restricted Memorial Reserve		
Dupaco CD 136309 Virtue-MemRes	\$0.00	\$7,957.93
First Community Bank 4647	\$1,491.66	\$1,487.92
IB&T 0621	\$7,983.17	\$0.00
Total Restricted Memorial Reserve	\$9,474.83	\$9,445.85
Total Certificates of Deposit	\$400,416.68	\$398,017.92
Dupaco Savings		
Dupaco Savings 200921104-Corp	\$0.00	\$25.02
First Community Bank Checking	\$206,828.53	\$203,237.41
IB&T Checking		
IB&T-Corporate Fund	\$94,752.34	\$119,049.31
IB&T-FICA	\$1,089.99	\$646.40
IB&T-IMRF	\$6,973.04	\$12,035.62
IB&T-Insurance	\$7,434.01	\$8,540.77
Total IB&T Checking	\$110,249.38	\$140,272.10
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	\$2,766.19	\$2,238.55
Memorial - IB&T Savings 170035	\$68,424.31	\$68,423.50
Reserve - IB&T Savings 170035	\$215,173.58	\$217,904.66
Total IB&T Savings 170035	\$315,433.84	\$292,898.61
Total Cash & Equivalents	\$1,032,928.43	\$1,034,451.06
Total Current Assets	\$1,032,928.43	\$1,034,451.06
Total Non-Current Assets	\$0.00	\$0.00
Total Assets	\$1,032,928.43	\$1,034,451.06

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

LIABILITIES	May 2024	May 2023
Other Current Liabilities		
Payroll Liabilities		
IMRF Payroll Liabilities		
IMRF - 403B	\$1,708.72	\$1,327.11
Total Payroll Liabilities	\$1,708.72	\$1,327.11
Total Other Current Liabilities	\$1,708.72	\$1,327.11
Total Current Liabilities	\$1,708.72	\$1,327.11
Total Non-Current Liabilities	\$0.00	\$0.00
Total Liabilities	\$1,708.72	\$1,327.11
NET ASSETS	May 2024	May 2023
Current Net Assets		
Net Revenue	\$28,231.02	\$82,744.99
Other Net Assets		
Contra Net Margin Account	(\$28,231.02)	(\$82,744.99)
Corporate Fund Balance	\$303,918.99	\$333,063.72
Endowment Fund Balance	\$335,646.35	\$330,467.08
FICA Fund Balance	\$1,089.99	\$646.40
IMRF Fund Balance	\$5,264.32	\$10,708.51
Insurance Fund Balance	\$7,434.01	\$8,540.77
Memorial Fund Balance	\$68,424.31	\$68,424.31
Memorial Reserve Fund Balance	\$12,215.78	\$11,894.32
Reserve Fund Balance	\$297,225.96	\$269,378.84
Total Other Net Assets	\$1,002,988.69	\$950,378.96
Total Net Assets	\$1,031,219.71	\$1,033,123.95
	May 2024	May 2023
Total Liabilities & Net Assets	\$1,032,928.43	\$1,034,451.06

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

	May 2024	May 2023	2023/2024 (YTD)	2022/2023 (YTD)
Revenue				
Digitization Project	\$125.00	\$100.00	\$1,905.00	\$8,981.00
Donations	\$0.00	\$5,810.00	\$1,144.25	\$10,158.25
Fines/Overdues	\$0.00	\$29.00	\$75.82	\$63.55
Friends (Other Grants)	\$0.00	\$0.00	\$3,972.80	\$3,983.96
Grants				
Per Capita Grant	\$0.00	\$0.00	\$6,664.05	\$6,664.05
Historical Department	\$24.00	\$0.00	\$159.55	\$68.00
Interest Income				
Corporate Interest	\$671.00	\$642.94	\$10,933.11	\$2,908.12
Endowment Interest	\$417.81	\$298.35	\$4,774.76	\$3,020.90
Memorial Reserve Interest	\$0.00	\$0.00	\$320.53	\$133.18
Reserve Interest	\$1,178.04	\$781.92	\$13,800.23	\$2,435.85
Total Interest Income	\$2,266.85	\$1,723.21	\$29,828.63	\$8,498.05
Item Replacements	\$11.00	\$180.80	\$218.31	\$471.32
Lit Fest	\$540.01	\$100.00	\$6,460.02	\$7,262.50
Non-Resident Fee	\$0.00	\$480.68	\$2,364.60	\$3,143.61
Other Income				
Corporate Other Income	\$300.00	\$0.00	\$300.00	\$153.66
Insurance Other Income	\$0.00	\$0.00	\$0.00	\$144.00
Total Other Income	\$300.00	\$0.00	\$300.00	\$297.66
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
Replacement Tax	\$0.00	\$0.00	\$55,141.60	\$0.00
Royalty Income	\$1,215.25	\$1,210.30	\$14,920.48	\$19,336.06
Service Charges	\$154.25	\$238.27	\$1,624.42	\$1,341.13
Pride	\$3,220.00	\$0.00	\$5,785.00	\$0.00
Interest Income	\$0.00	\$0.00	\$0.22	\$0.00
Total Revenue	\$7,856.36	\$9,872.26	\$518,169.61	\$439,416.09
Expenses				
Capital Outlay				
Books	\$1,709.63	\$1,041.77	\$20,934.79	\$19,196.78
Equipment	\$0.00	\$117.96	\$0.00	\$1,205.29
Improvements	\$0.00	\$0.00	\$128,972.00	\$10,609.30
Materials/Non-Printed/A-V	\$1,178.91	\$1,095.29	\$11,294.52	\$12,871.37
Total Capital Outlay	\$2,888.54	\$2,255.02	\$161,201.31	\$43,882.74
Commodities				
Databases	\$545.95	\$334.93	\$6,296.34	\$6,445.33
Periodicals	\$829.88	\$659.88	\$4,805.27	\$4,533.31
Postage/Shipping	\$0.00	\$0.00	\$297.08	\$193.94
Supplies	\$423.32	\$269.28	\$3,980.08	\$2,272.63
Total Commodities	\$1,799.15	\$1,264.09	\$15,378.77	\$13,445.21

	May 2024	May 2023	2023/2024 (YTD)	2022/2023 (YTD)
Contractual Services				
Accounting	\$1,309.00	\$1,233.04	\$14,515.39	\$14,142.36
Audit Fees	\$0.00	\$0.00	\$8,170.00	\$0.00
Legal	\$0.00	\$0.00	\$345.00	\$337.50
Maintenance	\$0.00	\$3,801.95	\$3,801.92	\$5,783.59
Other Contractual Services	\$0.00	\$0.00	\$1,463.12	\$3,310.16
PrairieCat Consortium	\$0.00	\$0.00	\$10,031.00	\$9,272.00
Technical Services	\$1,125.00	\$409.94	\$5,490.50	\$5,056.19
Total Contractual Services	\$2,434.00	\$5,444.93	\$43,816.93	\$37,901.80
Historical Digitization	\$0.00	\$298.25	\$5,511.75	\$17,261.09
Lit Fest Expenditures	\$780.00	\$0.00	\$5,807.96	\$7,039.62
Other Expenditures				
Misc Charges	\$32.57	\$45.00	\$535.60	\$552.23
Other Services				
Association Dues	\$0.00	\$0.00	\$457.00	\$440.00
Continuing Education				
Continuing Education	\$0.00	\$200.00	\$274.00	\$500.00
General Insurance (Bonding)	\$0.00	\$0.00	\$7,122.00	\$7,009.00
Marketing	\$144.00	\$0.00	\$789.40	\$540.70
Outreach	\$0.00	\$0.00	\$50.00	\$770.22
Programming	\$486.55	\$2,603.60	\$4,834.66	\$4,524.11
Public Notice/Legal	\$0.00	\$10.00	\$315.70	\$469.25
Travel	\$99.16	\$0.00	\$99.16	\$0.00
Utilities	\$1,534.53	\$1,657.89	\$17,872.98	\$16,489.30
Total Other Services	\$2,264.24	\$4,471.49	\$31,814.90	\$30,742.58
Personnel Services				
Payroll Taxes	\$1,281.07	\$1,192.95	\$15,348.26	\$14,072.92
Pension Contributions	\$730.37	\$547.81	\$7,889.51	\$7,813.62
Salaries				
Salaries	\$16,746.07	\$15,594.16	\$200,630.81	\$183,959.29
Total Personnel Services	\$18,757.51	\$17,334.92	\$223,868.58	\$205,845.83
Pride Expenditures	\$1,506.82	\$0.00	\$2,002.79	\$0.00
Total Expenses	\$30,462.83	\$31,113.70	\$489,938.59	\$356,671.10
Operating Margin	(\$22,606.47)	(\$21,241.44)	\$28,231.02	\$82,744.99
Net Margin	(\$22,606.47)	(\$21,241.44)	\$28,231.02	\$82,744.99

Supplementary Information

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

STATEMENT OF ACTIVITIES	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Total
Revenue													
Digitization Project	\$0	\$100	\$570	\$0	\$0	\$350	\$460	\$0	\$125	\$25	\$150	\$125	\$1,905
Donations	\$325	\$779	\$145	\$0	\$0	\$25	\$25	\$0	\$160	\$0	\$10	\$0	\$1,469
Fines/Overdues	\$0	\$0	\$12	\$0	\$0	\$0	\$0	\$0	\$62	\$0	\$2	\$0	\$76
Friends (Other Grants)	\$0	\$1,979	\$0	\$0	\$0	\$580	\$0	\$0	\$414	\$0	\$1,000	\$0	\$3,973
Grants													
Corporate Grant	\$640	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$640
Per Capita Grant	\$0	\$0	\$6,664	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,664
Total Grants	\$640	\$0	\$6,664	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,304
Historical Department	\$25	\$9	\$13	\$3	\$0	\$28	\$0	\$0	\$30	\$0	\$53	\$24	\$185
Interest Income													
Corporate Interest	\$752	\$969	\$1,111	\$1,222	\$1,341	\$1,460	\$1,246	\$884	\$740	\$706	\$583	\$671	\$11,685
Endowment Interest	\$405	\$416	\$424	\$478	\$417	\$419	\$476	\$425	\$414	\$467	\$420	\$418	\$5,179
Memorial Reserve Interest	\$1	\$0	\$0	\$1	\$0	\$174	\$1	\$0	\$0	\$1	\$144	\$0	\$321
Reserve Interest	\$1,088	\$1,249	\$1,263	\$1,237	\$1,266	\$1,249	\$1,279	\$1,289	\$1,231	\$1,289	\$1,270	\$1,178	\$14,888
Total Interest Income	\$2,246	\$2,634	\$2,799	\$2,937	\$3,024	\$3,302	\$3,002	\$2,598	\$2,385	\$2,464	\$2,417	\$2,267	\$32,074
Item Replacements	\$0	\$7	\$17	\$25	\$0	\$21	\$55	\$0	\$0	\$29	\$53	\$11	\$218
Lit Fest	\$750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$360	\$120	\$5,440	\$540	\$7,210
Non-Resident Fee	\$0	\$174	\$500	\$462	\$0	\$354	\$121	\$0	\$416	\$98	\$239	\$0	\$2,365
Other Income													
Corporate Other Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300
Property Taxes													
Corporate Property Tax	\$0	\$140,830	\$71,848	\$73,458	\$0	\$75,414	\$0	\$0	\$0	\$0	\$0	\$0	\$361,550
FICA Property Tax	\$0	\$6,634	\$3,385	\$3,460	\$0	\$3,553	\$0	\$0	\$0	\$0	\$0	\$0	\$17,032
IMRF Property Tax	\$0	\$1,172	\$598	\$611	\$0	\$627	\$0	\$0	\$0	\$0	\$0	\$0	\$3,008
Insurance Property Tax	\$0	\$2,343	\$1,195	\$1,222	\$0	\$1,255	\$0	\$0	\$0	\$0	\$0	\$0	\$6,015
Total Property Taxes	\$0	\$150,979	\$77,026	\$78,752	\$0	\$80,848	\$0	\$0	\$0	\$0	\$0	\$0	\$387,605
Replacement Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,142	\$0	\$55,142
Royalty Income	\$944	\$1,275	\$1,360	\$1,274	\$1,281	\$1,564	\$688	\$1,097	\$2,733	\$1,252	\$1,183	\$1,215	\$16,864
Service Charges	\$161	\$107	\$124	\$192	\$0	\$204	\$59	\$0	\$371	\$90	\$324	\$154	\$1,786
Pride	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,565	\$3,220	\$5,785
Interest Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

No Assurance Provided / All Disclosures Omitted

	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Total
Total Revenue	\$5,091	\$158,043	\$89,229	\$83,645	\$4,305	\$87,277	\$4,409	\$3,695	\$7,055	\$4,077	\$68,578	\$7,856	\$523,260
Expenses													
Capital Outlay													
Books	\$1,853	\$2,623	\$1,526	\$1,825	\$2,571	\$1,239	\$2,691	\$1,701	\$1,824	\$1,506	\$1,719	\$1,710	\$22,788
Equipment	\$1,677	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,677
Improvements	\$2,498	\$0	\$5,755	(\$4,805)	\$0	\$2,250	\$125,772	\$0	\$0	\$0	\$0	\$0	\$0
Materials/Non-Printed/A-V	\$1,830	\$420	\$1,543	\$1,860	\$960	\$803	\$920	\$754	\$886	\$894	\$1,086	\$1,179	\$13,124
Total Capital Outlay	\$7,858	\$3,043	\$8,824	(\$1,120)	\$3,521	\$4,292	\$129,383	\$2,455	\$2,710	\$2,400	\$2,805	\$2,889	\$169,059
Commodities													
Databases	\$375	\$413	\$1,944	\$404	\$856	\$1,424	\$303	\$532	\$480	\$440	(\$1,045)	\$546	\$6,671
Periodicals	\$0	\$0	\$370	\$2,232	\$295	\$0	\$0	\$709	\$75	\$0	\$295	\$830	\$4,805
Postage/Shipping	\$63	\$0	\$66	\$0	\$66	\$0	\$0	\$84	\$8	\$0	\$73	\$0	\$360
Supplies	\$154	\$79	\$375	\$498	\$812	\$547	\$109	\$26	\$456	\$141	\$513	\$423	\$4,135
Total Commodities	\$593	\$492	\$2,754	\$1,133	\$2,029	\$1,971	\$412	\$1,351	\$1,019	\$582	(\$164)	\$1,799	\$15,971
Contractual Services													
Accounting	\$1,236	\$1,244	\$1,239	\$1,449	\$1,236	\$1,227	\$1,233	\$1,527	\$1,308	\$1,431	\$1,312	\$1,309	\$15,751
Audit Fees	\$0	\$8,170	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,170
Legal	\$0	\$0	\$0	\$75	\$0	\$0	\$0	\$0	\$270	\$0	\$0	\$0	\$345
Maintenance	\$2,114	\$135	\$490	\$45	\$90	\$502	\$167	\$0	\$617	\$0	\$1,756	\$0	\$5,916
Other Contractual Services	\$1,743	\$624	\$0	\$300	\$0	\$0	\$15	\$395	\$0	\$0	\$129	\$0	\$3,207
PrairieCat Consortium	\$0	\$2,383	\$0	\$0	\$2,383	\$499	\$0	\$2,383	\$0	\$0	\$2,383	\$0	\$10,031
Technical Services	(\$2,343)	\$1,055	\$0	\$375	\$823	\$2,113	\$0	\$0	\$0	\$0	\$0	\$1,125	\$3,148
Total Contractual Services	\$2,751	\$13,611	\$1,729	\$2,245	\$4,531	\$4,341	\$1,415	\$4,305	\$2,195	\$1,431	\$5,580	\$2,434	\$46,568
Historical Digitization	\$0	\$0	\$0	\$0	\$0	\$4,726	\$538	\$248	\$0	\$0	\$0	\$0	\$5,512
Lit Fest Expenditures	\$0	\$0	\$0	\$0	\$0	\$30	\$23	\$0	\$0	\$4,975	\$0	\$780	\$5,808
Other Expenditures													
Misc Charges	\$247	\$0	\$25	\$0	\$0	\$83	\$27	\$233	\$60	\$75	\$0	\$33	\$783
Other Services													
Association Dues	\$0	\$0	\$0	\$0	\$0	\$372	\$0	\$0	\$85	\$0	\$0	\$0	\$457
Continuing Education													
Continuing Education	\$300	\$0	\$0	\$0	\$75	\$0	\$0	\$0	\$0	\$199	\$0	\$0	\$574
General Insurance (Bonding)	\$0	\$458	\$6,655	\$0	\$0	\$0	\$0	\$9	\$0	\$0	\$0	\$0	\$7,122
Marketing	\$0	\$300	\$0	\$225	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$144	\$789
Outreach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$50
Programming	\$4,032	\$364	\$1,515	\$949	\$240	\$822	\$219	\$112	\$214	(\$712)	\$625	\$487	\$8,866
Public Notice/Legal	\$0	\$0	\$32	\$0	\$0	\$239	\$45	\$0	\$0	\$0	\$0	\$0	\$316
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99
Utilities	\$1,436	\$1,343	\$1,738	\$1,148	\$1,604	\$1,661	\$1,130	\$3,097	\$968	\$1,265	\$2,385	\$1,535	\$19,309
Total Other Services	\$5,767	\$2,465	\$9,940	\$2,322	\$1,919	\$3,214	\$1,395	\$3,218	\$1,267	\$751	\$3,060	\$2,264	\$37,582
Personnel Services													

No Assurance Provided / All Disclosures Omitted

	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Total
Payroll Taxes	\$1,240	\$1,194	\$1,220	\$2,021	\$1,257	\$1,279	\$1,287	\$1,288	\$1,290	\$1,922	\$1,309	\$1,281	\$16,588
Pension Contributions	\$562	\$548	\$556	\$915	\$576	\$629	\$626	\$683	\$783	\$1,135	\$708	\$730	\$8,452
Salaries													
Salaries	\$16,208	\$15,609	\$15,948	\$26,414	\$16,428	\$16,712	\$16,824	\$16,842	\$16,864	\$25,130	\$17,114	\$16,746	\$216,839
Total Personnel Services	\$18,011	\$17,351	\$17,724	\$29,349	\$18,261	\$18,620	\$18,738	\$18,813	\$18,937	\$28,188	\$19,131	\$18,758	\$241,879
Unapplied Cash Bill Payment Expense	\$0	\$0	\$0	\$0	\$0	\$147	\$0	\$0	\$0	\$0	(\$147)	\$0	\$0
Pride Expenditures	\$0	\$0	\$0	\$0	\$0	\$296	\$0	\$0	\$0	\$200	\$0	\$1,507	\$2,003
Total Expenses	\$35,226	\$36,962	\$40,995	\$35,930	\$30,262	\$37,720	\$151,930	\$30,623	\$26,187	\$38,601	\$30,266	\$30,463	\$525,165
Operating Margin	(\$30,135)	\$121,082	\$48,234	\$47,715	(\$25,956)	\$49,557	(\$0,148)M	(\$26,929)	(\$19,132)	(\$34,524)	\$38,313	(\$22,606)	(\$1,904)
Net Margin	(\$30,135)	\$121,082	\$48,234	\$47,715	(\$25,956)	\$49,557	(\$0,148)M	(\$26,929)	(\$19,132)	(\$34,524)	\$38,313	(\$22,606)	(\$1,904)

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

	May 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Digitization Project	\$125.00	\$1,905.00	\$2,000.00	(\$95.00)
Donations	\$0.00	\$1,144.25	\$1,000.00	\$144.25
Fines/Overdues	\$0.00	\$75.82	\$0.00	\$75.82
Friends (Other Grants)	\$0.00	\$3,972.80	\$13,127.00	(\$9,154.20)
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	\$24.00	\$159.55	\$100.00	\$59.55
Interest Income				
Corporate Interest	\$671.00	\$10,933.11	\$8,000.00	\$2,933.11
Endowment Interest	\$417.81	\$4,774.76	\$0.00	\$4,774.76
Memorial Reserve Interest	\$0.00	\$320.53	\$0.00	\$320.53
Reserve Interest	\$1,178.04	\$13,800.23	\$0.00	\$13,800.23
Total Interest Income	\$2,266.85	\$29,828.63	\$8,000.00	\$21,828.63
Item Replacements	\$11.00	\$218.31	\$500.00	(\$281.69)
Lit Fest	\$540.01	\$6,460.02	\$2,000.00	\$4,460.02
Non-Resident Fee	\$0.00	\$2,364.60	\$3,000.00	(\$635.40)
Other Income				
Corporate Other Income	\$300.00	\$300.00	\$200.00	\$100.00
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
Replacement Tax	\$0.00	\$55,141.60	\$0.00	\$55,141.60
Royalty Income	\$1,215.25	\$14,920.48	\$15,000.00	(\$79.52)
Service Charges	\$154.25	\$1,624.42	\$1,200.00	\$424.42
Pride	\$3,220.00	\$5,785.00	\$8,000.00	(\$2,215.00)
Interest Income	\$0.00	\$0.22	\$0.00	\$0.22
Total Revenue	\$7,856.36	\$518,169.61	\$448,888.65	\$69,280.96
Expenses				
Capital Outlay				
Books	\$1,709.63	\$20,934.79	\$24,000.00	(\$3,065.21)
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	\$1,178.91	\$11,294.52	\$17,000.00	(\$5,705.48)
Total Capital Outlay	\$2,888.54	\$161,201.31	\$210,000.00	(\$48,798.69)
Commodities				

	May 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Databases	\$545.95	\$6,296.34	\$7,957.00	(\$1,660.66)
Periodicals	\$829.88	\$4,805.27	\$5,005.00	(\$199.73)
Postage/Shipping	\$0.00	\$297.08	\$500.00	(\$202.92)
Supplies	\$423.32	\$3,980.08	\$4,000.00	(\$19.92)
Total Commodities	\$1,799.15	\$15,378.77	\$17,462.00	(\$2,083.23)
Contractual Services				
Accounting	\$1,309.00	\$14,515.39	\$17,000.00	(\$2,484.61)
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	\$3,801.92	\$10,000.00	(\$6,198.08)
Other Contractual Services	\$0.00	\$1,463.12	\$4,000.00	(\$2,536.88)
PrairieCat Consortium	\$0.00	\$10,031.00	\$10,032.00	(\$1.00)
Technical Services	\$1,125.00	\$5,490.50	\$10,000.00	(\$4,509.50)
Total Contractual Services	\$2,434.00	\$43,816.93	\$71,781.00	(\$27,964.07)
Historical Digitization	\$0.00	\$5,511.75	\$20,000.00	(\$14,488.25)
Lit Fest Expenditures	\$780.00	\$5,807.96	\$7,000.00	(\$1,192.04)
Other Expenditures				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$32.57	\$535.60	\$1,000.00	(\$464.40)
Total Other Expenditures	\$32.57	\$535.60	\$11,000.00	(\$10,464.40)
Other Services				
Association Dues	\$0.00	\$457.00	\$500.00	(\$43.00)
Continuing Education				
Continuing Education	\$0.00	\$274.00	\$2,000.00	(\$1,726.00)
General Insurance (Bonding)	\$0.00	\$7,122.00	\$7,500.00	(\$378.00)
Marketing	\$144.00	\$789.40	\$2,000.00	(\$1,210.60)
Outreach	\$0.00	\$50.00	\$2,000.00	(\$1,950.00)
Programming	\$486.55	\$4,834.66	\$12,000.00	(\$7,165.34)
Public Notice/Legal	\$0.00	\$315.70	\$500.00	(\$184.30)
Travel	\$99.16	\$99.16	\$500.00	(\$400.84)
Utilities	\$1,534.53	\$17,872.98	\$21,960.00	(\$4,087.02)
Total Other Services	\$2,264.24	\$31,814.90	\$48,960.00	(\$17,145.10)
Personnel Services				
Payroll Taxes	\$1,281.07	\$15,348.26	\$17,000.00	(\$1,651.74)
Pension Contributions	\$730.37	\$7,889.51	\$8,200.00	(\$310.49)
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
Salaries				
Salaries	\$16,746.07	\$200,630.81	\$228,000.00	(\$27,369.19)
Total Personnel Services	\$18,757.51	\$223,868.58	\$253,300.00	(\$29,431.42)
Pride Expenditures	\$1,506.82	\$2,002.79	\$13,000.00	(\$10,997.21)
Total Expenses	\$30,462.83	\$489,938.59	\$652,503.00	(\$162,564.41)
Operating Margin	(\$22,606.47)	\$28,231.02	(\$203,614.35)	\$231,845.37
Net Margin	(\$22,606.47)	\$28,231.02	(\$203,614.35)	\$231,845.37

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

	May 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Digitization Project	\$125.00	\$1,905.00	\$2,000.00	(\$95.00)
Donations	\$0.00	\$1,144.25	\$1,000.00	\$144.25
Fines/Overdues	\$0.00	\$75.82	\$0.00	\$75.82
Friends (Other Grants)	\$0.00	\$3,972.80	\$13,127.00	(\$9,154.20)
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	\$24.00	\$159.55	\$100.00	\$59.55
Interest Income				
Corporate Interest	\$671.00	\$10,933.11	\$8,000.00	\$2,933.11
Reserve Interest	(\$980.55)	\$0.00	\$0.00	\$0.00
Total Interest Income	(\$309.55)	\$10,933.11	\$8,000.00	\$2,933.11
Item Replacements	\$11.00	\$218.31	\$500.00	(\$281.69)
Lit Fest	\$540.01	\$6,460.02	\$2,000.00	\$4,460.02
Non-Resident Fee	\$0.00	\$2,364.60	\$3,000.00	(\$635.40)
Other Income				
Corporate Other Income	\$300.00	\$300.00	\$200.00	\$100.00
Property Taxes				
Corporate Property Tax	\$0.00	\$361,550.06	\$361,074.57	\$475.49
Replacement Tax	\$0.00	\$55,141.60	\$0.00	\$55,141.60
Royalty Income	\$0.00	\$2,445.71	\$15,000.00	(\$12,554.29)
Service Charges	\$154.25	\$1,624.42	\$1,200.00	\$424.42
Pride	\$3,220.00	\$5,785.00	\$8,000.00	(\$2,215.00)
Interest Income	\$0.00	\$0.22	\$0.00	\$0.22
Total Revenue	\$4,064.71	\$454,080.47	\$422,865.57	\$31,214.90
Expenses				
Capital Outlay				
Books	\$1,709.63	\$20,934.79	\$24,000.00	(\$3,065.21)
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	\$1,178.91	\$11,294.52	\$17,000.00	(\$5,705.48)
Total Capital Outlay	\$2,888.54	\$161,201.31	\$210,000.00	(\$48,798.69)
Commodities				
Databases	\$545.95	\$6,296.34	\$7,957.00	(\$1,660.66)
Periodicals	\$829.88	\$4,805.27	\$5,005.00	(\$199.73)
Postage/Shipping	\$0.00	\$297.08	\$500.00	(\$202.92)
Supplies	\$423.32	\$3,980.08	\$4,000.00	(\$19.92)
Total Commodities	\$1,799.15	\$15,378.77	\$17,462.00	(\$2,083.23)
Contractual Services				
Accounting	\$1,309.00	\$14,515.39	\$17,000.00	(\$2,484.61)
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	\$3,801.92	\$10,000.00	(\$6,198.08)
Other Contractual Services	\$0.00	\$1,448.12	\$4,000.00	(\$2,551.88)

	May 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
PrairieCat Consortium	\$0.00	\$3,366.95	\$10,032.00	(\$6,665.05)
Technical Services	\$1,125.00	\$5,490.50	\$10,000.00	(\$4,509.50)
Total Contractual Services	\$2,434.00	\$37,137.88	\$71,781.00	(\$34,643.12)
Historical Digitization	\$0.00	\$5,511.75	\$20,000.00	(\$14,488.25)
Lit Fest Expenditures	\$780.00	\$5,807.96	\$7,000.00	(\$1,192.04)
Other Expenditures				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$32.57	\$535.60	\$1,000.00	(\$464.40)
Total Other Expenditures	\$32.57	\$535.60	\$11,000.00	(\$10,464.40)
Other Services				
Association Dues	\$0.00	\$457.00	\$500.00	(\$43.00)
Continuing Education				
Continuing Education	\$0.00	\$274.00	\$2,000.00	(\$1,726.00)
Marketing	\$144.00	\$789.40	\$2,000.00	(\$1,210.60)
Outreach	\$0.00	\$50.00	\$2,000.00	(\$1,950.00)
Programming	\$486.55	\$4,834.66	\$12,000.00	(\$7,165.34)
Public Notice/Legal	\$0.00	\$315.70	\$500.00	(\$184.30)
Travel	\$99.16	\$99.16	\$500.00	(\$400.84)
Utilities	\$1,534.53	\$17,872.98	\$21,960.00	(\$4,087.02)
Total Other Services	\$2,264.24	\$24,692.90	\$41,460.00	(\$16,767.10)
Personnel Services				
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
Salaries				
Salaries	\$16,746.07	\$200,630.81	\$228,000.00	(\$27,369.19)
Total Personnel Services	\$16,746.07	\$200,630.81	\$228,100.00	(\$27,469.19)
Pride Expenditures	\$1,506.82	\$2,002.79	\$13,000.00	(\$10,997.21)
Total Expenses	\$28,451.39	\$452,899.77	\$619,803.00	(\$166,903.23)
Operating Margin	(\$24,386.68)	\$1,180.70	(\$196,937.43)	\$198,118.13
Net Margin	(\$24,386.68)	\$1,180.70	(\$196,937.43)	\$198,118.13

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

	May 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Endowment Interest	\$417.81	\$4,774.76	-	-
Total Revenue	\$417.81	\$4,774.76	-	-
Net Margin	\$417.81	\$4,774.76	-	-

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

	May 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	\$1,281.07	\$15,348.26	\$17,000.00	(\$1,651.74)
Total Expenses	\$1,281.07	\$15,348.26	\$17,000.00	(\$1,651.74)
Operating Margin	(\$1,281.07)	\$1,683.50	\$11.06	\$1,672.44
Net Margin	(\$1,281.07)	\$1,683.50	\$11.06	\$1,672.44

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

	May 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	\$730.37	\$7,889.51	\$8,200.00	(\$310.49)
Total Expenses	\$730.37	\$7,889.51	\$8,200.00	(\$310.49)
Operating Margin	(\$730.37)	(\$4,881.71)	(\$5,195.99)	\$314.28
Net Margin	(\$730.37)	(\$4,881.71)	(\$5,195.99)	\$314.28

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

	May 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

	May 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Memorial Reserve Interest	\$0.00	\$320.53	-	-
Total Revenue	\$0.00	\$320.53	-	-
Net Margin	\$0.00	\$320.53	-	-

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

	May 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	\$6,664.05	\$0.00	\$6,664.05
Total Expenses	\$0.00	\$6,664.05	\$0.00	\$6,664.05
Operating Margin	\$0.00	\$0.00	\$0.00	\$0.00
Net Margin	\$0.00	\$0.00	\$0.00	\$0.00

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

	May 2024	2023/2024 (YTD)	Budget (YTD)	YTD vs YTD budget (\$)
Revenue				
Interest Income				
Reserve Interest	\$2,158.59	\$13,800.23	\$0.00	\$13,800.23
Royalty Income	\$1,215.25	\$12,474.77	\$0.00	\$12,474.77
Total Revenue	\$3,373.84	\$26,275.00	\$0.00	\$26,275.00
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	\$3,373.84	\$26,260.00	\$0.00	\$26,260.00
Net Margin	\$3,373.84	\$26,260.00	\$0.00	\$26,260.00

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

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

8. LIBRARY DIRECTOR'S REPORT

May/June 2024

Board News

There are three upcoming tasks the Board will need to complete. The first is two trustees will need to review the second half of the current fiscal year's closed session minutes. Secretary Walker will provide the closed minutes to the two appointed trustees. At July's meeting the Board will discuss and decide whether the minutes should remain confidential or released for public inspection.

The second is that two trustees will need to conduct an audit of the Secretary's FY2024 minutes. All regular meeting minutes will be reviewed and open items will be identified. A report will be created and approved by the Board at July's meeting.

The last pertains to the Secretary and then to the whole Board. The Secretary should identify verbatim records (audio recordings) of closed sessions that are from meetings at least 18 months ago. These audio records may be destroyed. The written minutes must be retained.

Circulation/Outreach

The library recently purchased 20 pool passes for checkout. I applied for a grant from Jo Daviess Country Fair, but have not yet heard whether we have received the grant. The grant was for \$640.00 for 16 passes, with the library purchasing an additional four. All 20 were purchased prior to hearing about the grant in order to allow the community to take advantage of the service.

Adult Services

LitFest had its last program on Sunday May 19th, a picnic in the park with Louisa May Alcott. This is always a well received event. The performer, Debra Miller, shared that her next historical figure will be Laura Ingalls Wilder and she hopes to ___ at next year's LitFest.

Upcoming Programs:

- June 8: Galena Pride Picnic
- June 17: Morning Book Club: *White Houses* by Amy Bloom
- June 18: Evening Book Club: *Lavender House* by Lev A.C. Rosen
 - The author will attend the book club via Zoom
- June 26: Friends Annual Meeting
- June 27: Silent Book Club

Youth Services

There are currently 60 kids signed up for the Summer Reading Program. The reading portion of the program is as follows:

- 200 minutes read: token for free custard at Culvers
- 400 minutes read: cookie coupon for Galena Bakehouse
- 600 minutes read: pastry coupon for Galena Roasters
- 800 minutes read: invite to pool party at Country Inn & Suites

- 1,000 minutes read: Summer Reading Program tote bag
- Participants will also receive a book at each level!

Upcoming Programs:

- June 8: Galena Pride Picnic
- June 12: Taste Test: M\$Ms
- June 12: Family Reading Forts
- June 18: Messy Mad Scientists
- June 25: Cat Party
- June 26: Board Game Night
- June 28: Sprinkler Storytime
- July 2: Teddy Bear Clinic
- Every Friday: Family Storytime

Historical Room/Archives

The library was notified by the State Archives last week that we received the ISHRAB Grant for the digitization of our ledgers! We received the full requested amount of \$5,000, the only organization in this cycle to receive the full amount. It is a 1:1 matching grant. We should receive the funds in early July. Rachel is working with Crowley to get the ledgers readied and sent by the end of June. Rachel did a fantastic job on preparing and writing the grant. The State Archives were genuinely impressed and commended her grant writing skills.

Director

The library's consortium, PrairieCat, is governed by two bodies: the Delegates Assembly and the Administrative Council. All member libraries have one delegate that attends quarterly meetings and votes on business items (PrairieCat's budget, membership changes, and major purchases). The Administrative Council is an 11-member elected board that sets policy and makes recommendations to the Delegates Assembly. I was recently elected to the Admin Council for a 3-year term. Admin Council meets the first Friday of each month, in-person at member libraries. Beginning in July, I will be traveling the first Friday of every month. This is an exciting opportunity both personally and professionally.

Building

- Roof Repairs: Giese will hopefully be here the week of June 10th.
- Egress Window: Thistle Group's quote did not include prevailing wage. I requested a new quote and it is still below the threshold of \$25,000 so we can still move forward. The updated quote is included in this report.
- Tree Trimming: This is still on Danny Cole's schedule.
- Landscaping: The Master Gardeners were here on May 30th. We did lots of weeding and cleaning up around the grounds. New plants were planted around the flagpole and around the stone benches. This will be a multi year project as we fill in beds. Mulch was delivered by the City on June 5th to put around the beds for weed control. The plants used were all natives or

nativars. We had two 4-H kids who attended and helped plant. The Master Gardeners are going to work on some sort of educational sign to install in one of the beds. Part of their mission is plant education.

- Fire Alarm System: Command Security requires 50% payment prior to ordering the equipment. The invoice for this amount is included in this month's accounts payable. Once this amount is paid they order the equipment and then schedule the installation.
- Retaining wall: Insurance reimbursement from State Farm was received. Matt Wiene will reposition the stones when he has time in his schedule.

Finances

- Budget: Frances and I met to review the first draft of the FY Budget. The Finance Committee will meet in the next few weeks. Schedule for the B&A approval process:
 - June: Finance Committee meets. A follow-up meeting may be scheduled
 - July 6: B&A hearing notice sent to paper for July 10 publication
 - July 8: Draft Budget included in board packet for board to review
 - July 10: B&A Public Hearing notice published in paper
 - August 12: Public Hearing scheduled at 6:00pm with regular meeting to follow. The B&A will be voted on during the regular meeting. Once passed, the B&A will be published in its entirety in the paper and filed with the Clerk.
- Audit: The engagement letter from Lauterbach & Amen has been signed. They will contact me to set up a timeline for the audit process. O'Connor was contacted and informed that the library has decided to change audit firms.

IT

- Security cameras: Jason is visiting the library on June 6th with an update. More information may be shared at the meeting.

Continuing Education

Jenna

- IMRF Wage Report Webinar - IMRF

Sam

- Adapting Your Library to Changing Community Needs - RAILS

Feedback

Louisa May Alcott Picnic in Grant Park

- "Once again, it was a wonderful luncheon & day. Congratulations to you and your library group."
- "I wanted to let you know we had a great time at the LitFest Picnic. The food was excellent and Debra Miller was great as always. Thank you so much for all the work you put into making this event a great success."

Bluey Party

- "Your event was wonderful! It was so wonderful seeing the library so vibrant and full of life and learning."



The Thistle Group
 208 E Hickory St
 Apple River, IL 61001
 Phone #-815-594-1006

Estimate

Date	Estimate #
4/3/2024	1420

Name / Address
Galena Public Library

Project

Item	Description	Qty	Rate	Total
Windows & Trim	Window unit as shown on plans to match existing. Inswing French type casement on bottom and fixed unit on top, sash to match existing. Window was priced as a Marvin unit.		11,048.00	11,048.00
Material	Oak material to build ships ladder per plans. Shaker style double doors to match existing. All hardware per plans. Slide bolt latch. 1" diameter metal grab bar.		1,300.00	1,300.00
Labor	Prevailing wage labor to construct ships ladder, cabinet and any trims needed. Remove existing window and install new window.		8,000.00	8,000.00
Waste removal	Removing all waste from site. dispose of existing window		150.00	150.00
We look forward to working with you. Accepted By:			Total	\$20,498.00

Thistle Group requires 30% of estimate at the start of project. Another 30% will be invoiced upon 60% completion. The remainder will be invoiced upon completion of the project. Any changes or modifications to the original estimate will be reflected in the final invoice. No work on changes will be done without approval from the customer. A 1.5% late fee will be added to all invoices not paid within 15 days.

10a. COMMITTEES: BUILDING & GROUNDS

Building & Grounds Committee Minutes

May 14, 2024 - **DRAFT**

1. *Call to Order:* Mike Blaum called the meeting to order at 9:02a.m.
2. *Roll Call:* Mike Blaum, Frances Beadle, Maria Rector, Jenna Diedrich and Rachel Lenstra were present.
3. *Public Comments:* None.
4. *Approval of March 20, 2024 minutes:* Beadle moved to approve the minutes of the March 20, 2024 Buildings & Grounds Committee meeting. Rector seconded seconded. Motion passed unanimously.
5. *Newspaper Digitization Project:* Diedrich reported that she contacted Crowley regarding the corrupted files. They were able to pull the files from their deletion list and put them on a new hard drive, which we now have. Lenstra is consolidating data from the older drives onto newer drives, as well as uploading all files into Google Drive. Crowley said they will upload the files to Box for UIUC. Jenna contacted Will at UIUC but has not heard back if they've gotten the files. Blaum asked about having Crowley upload the files directly into our Drive and then we can share them with UIUC. Diedrich will check into that with them. Blaum inquired about where the library is at with sending the next batch of papers. Now that the corrupted files and bottleneck at UIUC are taken care of, Diedrich will touch base with Kitty at Crowley to set up the next timeline. Diedrich noted that the cost of the necessary building projects in the next year may mean the budget for digitization in FY25 could be lower.
6. *Children's Room Egress Window:* Diedrich has received a quote for just under \$18,000 from Geoff Stocks for the egress window project. She has not been able to get a quote from Scott Schemehorn. The committee agreed the project needs to move forward. Deidrich will contact Stocks to move forward with him on the project.
7. *Landscaping:* The group will work on gardens in the front and back of the building, leaving the retaining wall area for the future. Beadle suggested asking the Galena High School gardening club to help with planting.
8. *Roof inspection:* Giese looked at the roof and sent pictures to Diedrich. The roof itself is in decent shape but needs some repairs. Giese quoted just under \$4,000 for repairs, which is within the FY24 budgeted amount. Diedrich will contact Danny with Giese to get on their schedule.
9. *Fire alarm system:* After the fire alarm went off randomly two weeks ago, Diedrich contacted Command to do a walkthrough looking at our fire alarm system. The system is from 1990. Command said we would fail fire inspection if we did it today because of the age of the system and how close we have things stored to fuse boxes. Command will get a quote to Diedrich to either upgrade the current system or replace the system entirely, whichever they think is more cost effective and likely to pass inspection. Regarding closet storage, Diedrich spoke to the

Friends of the Library about taking their closet storage away to move library supplies to that closet and free up the necessary space in closets with fuse boxes.

10. General Building & Grounds:

- a. Security Cameras:* Discussion was had about security cameras. Jason Leonard, our IT guy, gave a quote for cameras but did not list the brand. Wiring will also be upgraded from coax to Cat6. Storage will be upgraded and cameras will be accessible via phone app.
- b. Carpet:* Diedrich also brought up the carpeting in the Historical Room and on the main floor of the library. It was put in in the early 1990s and, despite being cleaned recently, is still in rough shape. She wants the committee to consider replacing it in the next fiscal year. Given the quote the library received several years ago from Knautz, this project is likely to need to be put out for bid.
- c. Refuse Removal:* Beadle asked about the garbage removal situation. Diedrich reported that she spoke with Mark Moran, and the city put up temporary “No Parking” signs on Magazine Street for two weeks. Our trash was picked up those two weeks. Moran was going to put permanently changing parking on Magazine Street on the City Council agenda.
- d. IT Upgrades:* Blaum asked public comments regarding IT equipment upgrades for the library. Diedrich explained that those comments were about the Historical Room. Members of the public have asked for a second computer in the room. Diedrich took statistics for use of the public access computer in the room. It was used 16 times in April, versus the 140 times the upstairs public computers were used. She said that staff in the room do not feel a second public computer is necessary for the room.

11. Items for Next Agenda: Fire alarm system quote and potential bid process for new carpeting.

12. Adjournment: Meeting adjourned at 10:02a.m.

Respectfully submitted,

Rachel Lenstra
Youth Services Librarian

12a. NEW BUSINESS: ORDINANCE #24-03: FY2025 MEETING DATES



FY 2025 Meeting Date Ordinance
Ordinance #24-03

Be it ordained that the regular meeting of the Galena Public Library District Board of Trustees shall be held at 6:30 P.M. at the Galena Public Library District, 601 S. Bench St., Galena, IL 61036 on the following dates:

- Monday, July 8th, 2023
- Monday, August 12th, 2024
- Monday, September 9th, 2024
- Monday, October 14th, 2024
- Monday, November 11th, 2024
- Monday, December 9th, 2024
- Monday, January 13th, 2025
- Monday, February 10th, 2025
- Monday, March 10th, 2025
- Monday, April 14th, 2025
- Monday, May 12th, 2025
- Monday, June 9th, 2025

A special meeting will be held on Monday, August 12 at 6:00 P.M. for the Budget & Appropriation Hearing prior to the regular meeting at 6:30 P.M at the Galena Public Library, 601 S. Bench St., Galena, IL 61036

This Ordinance is effective immediately upon adoption.

Adopted at the Regular Meeting, June 10, 2024.

Posted:

Board of Trustees of Galena Public Library District

By: _____
President, Board of Trustees

ATTEST

Secretary, Board of Trustees

12b. NEW BUSINESS: RESOLUTION #24-03: WAIVER OF NON-RESIDENT FEES FOR MINORS



Resolution #24-03
Waiver of Non-Resident Fee for Minors

WHEREAS, the Illinois General Assembly enacted Public Act 102-0843, effective May 13, 2022, to amend both the Local Library Act and the Library District Act to authorize libraries to adopt regulations waiving non-resident library card fees for persons under 18 years old;

WHEREAS, some students attending the Galena Unit School District reside outside the public library's district of East and West Galena Township;

WHEREAS, students attending the Scales Mound Unit School District reside in an unserved area with no local public library;

WHEREAS, this resolution will be reviewed every June at the same time the Non-Resident Fees are calculated.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Galena Public Library District that non-resident fees will be waived for persons under the age of 18 if the following criteria are met:

1. Documentation which verifies the person's eligibility for a waiver of non-resident fees;
2. The understanding that the library card is only to be used by the cardholder; and
3. Persons aged 18 and older who reside in the same household as the cardholder must pay the calculated non-resident fee for their residence to obtain a library card;

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

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED this _____ day of June, 2024, by the President of the Board of Trustees and attested by the Secretary on the same day.

APPROVED:

Name: _____

President

ATTEST:

Name: _____

Secretary

12C. NEW BUSINESS: RESOLUTION #24-04: NON-RESIDENT FEES



NON-RESIDENT FEE CALCULATION

Non-residents must present their current tax bill and a valid picture ID.

NET TAXABLE VALUE \$ _____ x **0.0020353** = \$ _____

Date: _____

Right to Privacy: All records relating to your library card are confidential.

*Approved by the Board of Trustees:
Effective July 1, 2024 through June 30, 2025*



NON-RESIDENT RENTER FEE CALCULATION

Non-resident renters must bring in a canceled rent check, a receipt from the rental company, or the lease with the monthly rate included. People with subsidized housing will pay according to the amount of rent they actually pay.

ONE MONTH'S RENT \$ _____ x 0.15 = \$ _____

Date: _____

Right to Privacy: All records relating to your library card are confidential.

Approved by the Board of Trustees: