



**Library Board of Trustees Meeting**  
**Regular Meeting Monday, July 8, 2024 at 6:30pm**  
**Galena Public Library - Historical Room**

**AGENDA**

1. Call to order, roll call
2. Oath of Office - Sandra Schultz
3. Election of officers (ACTION)
4. Citizen comments (3 minutes per person, 15 minutes total)
5. Consent Agenda (ACTION)
  - a. Approval of minutes for Regular meeting June 10, 2024
  - b. Approval of bills paid/payable: 06/08/2024 - 07/05/2024
6. Financial Report
7. Treasurer's Report
8. Friends Report
9. Library Director's Report
10. Board President's Report
  - a. Committee appointments
11. Committees
  - a. Building & Grounds
  - b. Decennial
  - c. Finance
  - d. HR
  - e. Policy(ACTION)
    - i. Discussion and possible action on AI Policy
    - ii. Discussion and possible action on revision to Security Camera Policy
12. Unfinished Business
13. New Business (ACTION)
  - a. Discussion and possible action on revisions to Succession Plan
  - b. Discussion on draft FY25 Budget
14. Closed Session
15. Items for next agenda
16. Announcements
17. Adjournment

Next Meeting: Monday, August 12th, 2024 at 6:00pm at Galena Public Library, 601 S. Bench St., Galena, IL 61036

## 5a. CONSENT AGENDA: APPROVAL OF MINUTES FOR REGULAR MEETING JUNE 10, 2024

### Library Board Meeting

June 10, 2024

Draft

#### Call to order

Vice President Mike Blaum called the meeting to order at 6:30pm. Answering present: Emily Sprengelmeyer, Frances Beadle, Maria Rector, Katherine Walker and Alison Vanderpool. Also present were Gloria Junge, Peg Casper and Librarian Jenna Diedrich.

#### Citizens Comments

Junge apologized for the tone of her comments last week. She would like the board to consider the high taxes, the flag issue and loss of trust by the taxpayers. Peg Casper wished there was better support between the board and the library director.

#### Acceptance of Resignation – Walter Johnson

Vanderpool moved to accept the resignation of Johnson. Rector made the second. The board voted unanimously by voice to accept the resignation.

#### Consent Agenda

Four changes need to be made to the minutes. In the Treasurer's Report the CD rate was at First Community Bank, not Illinois Bank and Trust. No CD rate was available for Illinois Bank & Trust. In the Library Director's report, the insurance company is Bauer-McCoy, not Bower-McCoy. In agenda item 11, the word "decisive" should be "divisive." And lastly, in agenda item 11, the last two sentences should read, "Her concern is that individual trustees do not have any approval to purchase things. Board as a whole approves purchases but does not make them."

Rector moved to approve the consent agenda with corrections to the minutes. Sprengelmeyer seconded. Motion passed unanimously.

#### Financial Report

No report

#### Treasurer's Report

No report

#### Friends Report

Diedrich shared information on behalf of Friends President Betsy Hansen. The annual meeting date is June 26th at 4:30pm. The book sale is moving ahead. The window for donations has ended. Publicity will start soon.

### Library Director's Report

Diedrich had received notification of the Per Capita Grant for \$6,709. Funds are used to pay a portion of PrairieCat membership. Runde will be rewiring for new security camera equipment on Thursday the 13th. Anna Weiss-Pfau of Third Coast Conservation will be visiting to continue work on the children's library fireplace on July 9th. Weiss-Pfau expects two additional visits, which is outside of the project quote. Diedrich requested an updated quote to share with the board and the Galena Foundation. It has not yet been received.

### Board President's Report

Blaum read a letter he will send to Johnson thanking him for his service on the Board.

### 10. Committees

- A. Building & Grounds – lots of items are in the works. Blaum stated the committee will meet soon and have more information at the next meeting.
- B. Decennial – no report
- C. Finance – Beadle and Diedrich met and went over the draft budget. The Finance Committee will meet on the 11th to review the budget.
- D. HR – no report
- E. Policy – Walker reported a scheduled meeting had been canceled but they hope to have a meeting after July 4th .

### Unfinished Business

None

### New Business

Ordinance #24-03: FY 2025 Meeting Dates

Rector moved to accept Ordinance the meeting dates for FY 2025. Vanderpool made the second. No vote was taken as President Blaum stated all three be approved together.

Rector changed her motion to accept all three items Ordinance #24-03 FY25 Meeting Dates, Resolution #24-03 Waiver of Non-Resident Fees for Minors, Resolution #24-04 Non Resident Fees. The second was made by Vanderpool. Beadle asked about a typo on the date. Motion passed unanimously.

### Closed Session

- A. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussion 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)

Visitors left the meeting. Diedrich was asked to remain. Closed session began at 6:50pm on a motion from Vanderpool and the second from Beadle. Motion passed unanimously.

Board reentered open session at 7:23pm.

Discussion and possible action on appointment of vacant board seat

Beadle moved to invite Sandra Schultz to join the library board. Rector had the second.

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

Items for next agenda

Suggestions included training for board members and election of officers.

Announcements

None

Adjournment

Blaum adjourned the meeting at 7:26pm.

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

Respectfully submitted,  
Katherine Walker  
Secretary

**5b. CONSENT AGENDA: APPROVAL OF BILLS PAID/PAYABLE: 6/8/24 - 7/5/24**

**Galena Public Library District**

**A/P Aging Summary**

As of July 5, 2024

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	190.91					\$190.91
B. L. Murray Co, Inc.	653.90					\$653.90
Center Point Large Print	604.08					\$604.08
Command Security Solutions	324.00					\$324.00
Findaway World LLC	487.42					\$487.42
Five Star Plumbing	265.00					\$265.00
Galena Area EMS	240.00					\$240.00
Giese Roofing Company	3,990.00					\$3,990.00
Hoo Haven Inc.	381.00					\$381.00
IMT Insurance	458.00					\$458.00
Jeff Upmann	295.00					\$295.00
Jo Daviess County Transit	5.00					\$5.00
Kanopy	70.00					\$70.00
KONE CHICAGO	2,177.28					\$2,177.28
Midwest Tape	425.52					\$425.52
Montgomery Trucking		50.00				\$50.00
Murphy Lawn Care	350.00					\$350.00
Prairie Cat	2,495.50					\$2,495.50
RAILS	300.00					\$300.00
Runde Electric LLC	1,864.78					\$1,864.78
<b>TOTAL</b>	<b>\$15,577.39</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,627.39</b>

Galena Public Library District

Check Detail Report

June 8-July 5, 2024

TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT	ACCOUNT
								<b>1051 IB&amp;T-Corporate Fund</b>
<b>21502</b>								
21502	06/11/2024	Bill Payment (Check)	23041	Montgomery Trucking	--	Reconciled	-\$50.00	1051 IB&T-Corporate Fund
21502	06/11/2024	Bill Payment (Check)	23041	Montgomery Trucking	--	--	-\$50.00	1051 IB&T-Corporate Fund
<b>21503</b>								
21503	06/11/2024	Bill Payment (Check)	23042	City of Galena	3,00179.00	Reconciled	-\$435.25	1051 IB&T-Corporate Fund
21503	06/11/2024	Bill Payment (Check)	23042	City of Galena	--	--	-\$435.25	1051 IB&T-Corporate Fund
<b>21504</b>								
21504	06/11/2024	Bill Payment (Check)	23043	Command Security Solutions	--	Uncleared	-\$7,241.26	1051 IB&T-Corporate Fund
21504	06/11/2024	Bill Payment (Check)	23043	Command Security Solutions	--	--	-\$7,241.26	1051 IB&T-Corporate Fund
<b>21505</b>								
21505	06/11/2024	Bill Payment (Check)	23044	Jo Daviess County Transit	--	Reconciled	-\$9.00	1051 IB&T-Corporate Fund
21505	06/11/2024	Bill Payment (Check)	23044	Jo Daviess County Transit	--	--	-\$9.00	1051 IB&T-Corporate Fund
<b>21506</b>								
21506	06/11/2024	Bill Payment (Check)	23045	Post 193	--	Uncleared	-\$402.91	1051 IB&T-Corporate Fund
21506	06/11/2024	Bill Payment (Check)	23045	Post 193	--	--	-\$402.91	1051 IB&T-Corporate Fund
<b>21507</b>								
21507	06/11/2024	Bill Payment (Check)	23046	Tri-State Porta Potty, Inc	--	Reconciled	-\$355.00	1051 IB&T-Corporate Fund
21507	06/11/2024	Bill Payment (Check)	23046	Tri-State Porta Potty, Inc	--	--	-\$355.00	1051 IB&T-Corporate Fund
<b>21508</b>								
21508	06/11/2024	Bill Payment (Check)	23047	Galena Cellars Vineyard & Winery	--	Reconciled	-\$50.00	1051 IB&T-Corporate Fund
21508	06/11/2024	Bill Payment (Check)	23047	Galena Cellars Vineyard & Winery	--	--	-\$50.00	1051 IB&T-Corporate Fund
<b>21509</b>								
21509	06/11/2024	Bill Payment (Check)	23048	The Painted Dragon	--	Reconciled	-\$375.00	1051 IB&T-Corporate Fund
21509	06/11/2024	Bill Payment (Check)	23048	The Painted Dragon	--	--	-\$375.00	1051 IB&T-Corporate Fund
<b>21510</b>								
21510	06/11/2024	Bill Payment (Check)	23049	Access Systems	--	Reconciled	-\$207.93	1051 IB&T-Corporate Fund
21510	06/11/2024	Bill Payment (Check)	23049	Access Systems	--	--	-\$207.93	1051 IB&T-Corporate Fund
<b>21511</b>								
21511	06/11/2024	Bill Payment (Check)	23050	B. L. Murray Co, Inc.	--	Reconciled	-\$177.80	1051 IB&T-Corporate Fund
21511	06/11/2024	Bill Payment (Check)	23050	B. L. Murray Co, Inc.	--	--	-\$177.80	1051 IB&T-Corporate Fund
<b>21512</b>								
21512	06/11/2024	Bill Payment (Check)	23051	Findaway World LLC	--	Reconciled	-\$610.15	1051 IB&T-Corporate Fund
21512	06/11/2024	Bill Payment (Check)	23051	Findaway World LLC	--	--	-\$610.15	1051 IB&T-Corporate Fund
<b>21513</b>								
21513	06/11/2024	Bill Payment (Check)	23052	Kanopy	--	Reconciled	-\$81.00	1051 IB&T-Corporate Fund
21513	06/11/2024	Bill Payment (Check)	23052	Kanopy	--	--	-\$81.00	1051 IB&T-Corporate Fund
<b>21514</b>								
21514	06/11/2024	Bill Payment (Check)	23053	Midwest Tape	--	Reconciled	-\$406.57	1051 IB&T-Corporate Fund
21514	06/11/2024	Bill Payment (Check)	23053	Midwest Tape	--	--	-\$406.57	1051 IB&T-Corporate Fund
<b>21515</b>								
21515	06/11/2024	Bill Payment (Check)	23054	O'Connor, Brooks & Co PC	72404	Reconciled	-\$8,560.00	1051 IB&T-Corporate Fund
21515	06/11/2024	Bill Payment (Check)	23054	O'Connor, Brooks & Co PC	--	--	-\$8,560.00	1051 IB&T-Corporate Fund
<b>21482</b>								
21482	06/14/2024	Expense	--	Verizon	--	Reconciled	-\$216.06	1051 IB&T-Corporate Fund
21482	06/14/2024	Expense	--	Verizon	Hotspot wi-fi charges	--	\$36.01	1051 IB&T-Corporate Fund
21482	06/14/2024	Expense	--	Verizon	Hotspot wi-fi charges	--	\$180.05	1051 IB&T-Corporate Fund
<b>21486</b>								
21486	06/14/2024	Expense	--	JCE Co-Op	--	Reconciled	-\$462.00	1051 IB&T-Corporate Fund
21486	06/14/2024	Expense	--	JCE Co-Op	4/10/24-5/10/24	--	\$462.00	1051 IB&T-Corporate Fund
<b>21517</b>								
21517	06/14/2024	Expense	--	Card Services - Galena State Bank	--	Reconciled	-\$5,357.28	1051 IB&T-Corporate Fund
21517	06/14/2024	Expense	--	Card Services - Galena State Bank	Adult/Youth AV, Netflix subscription, AppleTV+ subscription, pool passes (800.00)	--	\$1,452.83	1051 IB&T-Corporate Fund
21517	06/14/2024	Expense	--	Card Services - Galena State Bank	Youth - snacks, program supplies, teen program supplies (80.25)	--	\$110.08	1051 IB&T-Corporate Fund
21517	06/14/2024	Expense	--	Card Services - Galena State Bank	Button maker supplies, library signage, cups, batteries	--	\$200.88	1051 IB&T-Corporate Fund
21517	06/14/2024	Expense	--	Card Services - Galena State Bank	Ring Central June	--	\$211.32	1051 IB&T-Corporate Fund
21517	06/14/2024	Expense	--	Card Services - Galena State Bank	Decorations, t-shirts, supplies, banners/posters,	--	\$1,307.78	1051 IB&T-Corporate Fund
21517	06/14/2024	Expense	--	Card Services - Galena State Bank	SRP: scholastic book prizes, gift cards to Galena Bakehouse	--	\$441.38	1051 IB&T-Corporate Fund
21517	06/14/2024	Expense	--	Card Services - Galena State Bank	Galena Bakehouse for Louisa May Alcott, drinks and deco for Louisa May Alcott, book	--	\$930.36	1051 IB&T-Corporate Fund
21517	06/14/2024	Expense	--	Card Services - Galena State Bank	refrigerator for staff room, yard waste bags	--	\$179.28	1051 IB&T-Corporate Fund
21517	06/14/2024	Expense	--	Card Services - Galena State Bank	Yearly Canva license	--	\$119.99	1051 IB&T-Corporate Fund
21517	06/14/2024	Expense	--	Card Services - Galena State Bank	Flowers and plants for front yard	--	\$403.40	1051 IB&T-Corporate Fund
<b>21483</b>								
21483	06/15/2024	Expense	--	City of Galena	--	Reconciled	-\$24.26	1051 IB&T-Corporate Fund
21483	06/15/2024	Expense	--	City of Galena	Water & sewer	--	\$24.26	1051 IB&T-Corporate Fund
<b>21484</b>								
21484	06/15/2024	Expense	609482	Honkamp Krueger & Co, PC	--	Reconciled	-\$1,068.00	1051 IB&T-Corporate Fund
21484	06/15/2024	Expense	609482	Honkamp Krueger & Co, PC	Financial statements for June 2024, software subscription for June 2024, and data security fee	--	\$1,068.00	1051 IB&T-Corporate Fund
<b>21531</b>								
21531	06/20/2024	Expense	--	Payroll	--	Reconciled	-\$9,162.07	1051 IB&T-Corporate Fund
21531	06/20/2024	Expense	--	Payroll	--	Uncleared	-\$9,162.07	1051 IB&T-Corporate Fund
<b>21481</b>								
21481	06/25/2024	Expense	--	Culligan	--	Reconciled	-\$25.00	1051 IB&T-Corporate Fund
21481	06/25/2024	Expense	--	Culligan	Water	--	\$25.00	1051 IB&T-Corporate Fund
<b>21485</b>								
21485	07/02/2024	Expense	--	Nicor Gas	--	Uncleared	-\$187.21	1051 IB&T-Corporate Fund
21485	07/02/2024	Expense	--	Nicor Gas	4/18/24-5/15/24	--	\$187.21	1051 IB&T-Corporate Fund
<b>21536</b>								
21536	07/03/2024	Expense	--	Ingram Library Services	--	Uncleared	-\$1,696.97	1051 IB&T-Corporate Fund
21536	07/03/2024	Expense	--	Ingram Library Services	July books	--	\$1,696.97	1051 IB&T-Corporate Fund
								<b>1053 IB&amp;T-IMRF</b>
<b>21530</b>								
21530	06/12/2024	Expense	--	Illinois Municipal Retirement Fund	--	Reconciled	-\$1,708.69	1053 IB&T-IMRF

TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT	ACCOUNT
21530	06/12/2024	Expense	--	Illinois Municipal Retirement Fund	--	Uncleared	-\$1,708.69	1053 IB&T-IMRF

## 6. FINANCIAL REPORT



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### Financial Statements

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Galena Public Library District  
For the Periods Ended June 30, 2024 & 2023





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

ASSETS	Jun 2024	Jun 2023
<b>Cash &amp; Equivalents</b>		
<b>Certificates of Deposit</b>		
<b>Endowment Fund</b>		
First Community Bank 4580	\$93,390.65	\$93,155.22
First Community Bank 4883	\$149,369.95	\$147,291.71
First Community Bank 8472	\$0.00	\$73,151.40
First Community Bank 9574	\$73,151.40	\$0.00
<b>Total Endowment Fund</b>	<b>\$315,912.00</b>	<b>\$313,598.33</b>
<b>Reserve Fund</b>		
First Community Bank 8471	\$0.00	\$75,201.06
First Community Bank 9573	\$75,201.06	\$0.00
<b>Total Reserve Fund</b>	<b>\$75,201.06</b>	<b>\$75,201.06</b>
<b>Restricted Memorial Reserve</b>		
Dupaco CD 136309 Virtue-MemRes	\$0.00	\$7,957.93
First Community Bank 4647	\$1,492.59	\$1,488.85
IB&T 0621	\$7,983.17	\$0.00
<b>Total Restricted Memorial Reserve</b>	<b>\$9,475.76</b>	<b>\$9,446.78</b>
<b>Total Certificates of Deposit</b>	<b>\$400,588.82</b>	<b>\$398,246.17</b>
<b>Dupaco Savings</b>		
Dupaco Savings 200921104-Corp	\$0.00	\$25.02
First Community Bank 5518	\$207,125.21	\$203,529.74
<b>IB&amp;T Checking</b>		
IB&T-Corporate Fund	\$126,637.42	\$159,056.36
IB&T-FICA	\$3,634.38	\$2,719.26
IB&T-IMRF	\$7,832.84	\$12,090.02
IB&T-Insurance	\$8,217.17	\$9,710.77
<b>Total IB&amp;T Checking</b>	<b>\$146,321.81</b>	<b>\$183,576.41</b>
<b>IB&amp;T Savings 170035</b>		
Corporate-IB&T Savings 170035	\$11,796.50	\$10,450.53
Endowment-IB&T Savings 170035	\$17,273.26	\$17,273.26
Mem Reserve-IB&T Savings 170035	\$2,766.19	\$2,448.47
Memorial - IB&T Savings 170035	\$68,424.31	\$68,424.31
Reserve - IB&T Savings 170035	\$216,786.04	\$195,764.90
<b>Total IB&amp;T Savings 170035</b>	<b>\$317,046.30</b>	<b>\$294,361.47</b>
<b>Total Cash &amp; Equivalents</b>	<b>\$1,071,082.14</b>	<b>\$1,079,738.81</b>
<b>Total Current Assets</b>	<b>\$1,071,082.14</b>	<b>\$1,079,738.81</b>
<b>Total Non-Current Assets</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$1,071,082.14</b>	<b>\$1,079,738.81</b>

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

<b>LIABILITIES</b>	<b>Jun 2024</b>	<b>Jun 2023</b>
<b>Other Current Liabilities</b>		
<b>Deferred Revenue</b>		
Corporate Def Rev	\$73,053.58	\$70,323.36
FICA Def Rev	\$3,900.09	\$3,312.77
IMRF Def Rev	\$1,562.35	\$585.03
Insurance Def Rev	\$783.16	\$1,170.00
<b>Total Deferred Revenue</b>	<b>\$79,299.18</b>	<b>\$75,391.16</b>
<b>Payroll Liabilities</b>		
<b>IMRF Payroll Liabilities</b>		
IMRF - 403B	\$1,764.68	\$1,358.96
<b>Total Payroll Liabilities</b>	<b>\$1,764.68</b>	<b>\$1,358.96</b>
<b>Total Other Current Liabilities</b>	<b>\$81,063.86</b>	<b>\$76,750.12</b>
<b>Total Current Liabilities</b>	<b>\$81,063.86</b>	<b>\$76,750.12</b>
<b>Total Non-Current Liabilities</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$81,063.86</b>	<b>\$76,750.12</b>
<b>NET ASSETS</b>	<b>Jun 2024</b>	<b>Jun 2023</b>
<b>Current Net Assets</b>		
Net Revenue	(\$12,970.41)	\$52,609.73
<b>Other Net Assets</b>		
Contra Net Margin Account	\$12,970.41	(\$52,609.73)
Corporate Fund Balance	\$262,473.87	\$302,738.29
Endowment Fund Balance	\$336,100.25	\$330,871.59
FICA Fund Balance	(\$265.71)	(\$593.51)
IMRF Fund Balance	\$4,505.81	\$10,146.03
Insurance Fund Balance	\$7,434.01	\$8,540.77
Memorial Fund Balance	\$68,424.31	\$68,424.31
Memorial Reserve Fund Balance	\$12,216.71	\$11,895.25
Reserve Fund Balance	\$299,129.03	\$270,965.96
<b>Total Other Net Assets</b>	<b>\$1,002,988.69</b>	<b>\$950,378.96</b>
<b>Total Net Assets</b>	<b>\$990,018.28</b>	<b>\$1,002,988.69</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>\$1,071,082.14</b>	<b>\$1,079,738.81</b>

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

	Jun 2024	Jun 2023	2023/2024 (YTD)	2022/2023 (YTD)
<b>Revenue</b>				
Digitization Project	\$0.00	\$0.00	\$1,905.00	\$8,981.00
Donations	\$10.00	\$325.00	\$1,154.25	\$10,483.25
Fines/Overdues	\$0.00	\$0.00	\$75.82	\$63.55
Friends (Other Grants)	\$0.00	\$0.00	\$3,972.80	\$3,983.96
<b>Grants</b>				
Corporate Grant	\$0.00	\$640.00	\$0.00	\$640.00
Per Capita Grant	\$0.00	\$0.00	\$6,664.05	\$6,664.05
<b>Total Grants</b>	<b>\$0.00</b>	<b>\$640.00</b>	<b>\$6,664.05</b>	<b>\$7,304.05</b>
Historical Department	\$0.00	\$25.00	\$159.55	\$93.00
<b>Interest Income</b>				
Corporate Interest	\$583.60	\$752.29	\$11,516.71	\$3,660.41
Endowment Interest	\$453.90	\$404.51	\$5,228.66	\$3,425.41
Memorial Reserve Interest	\$0.93	\$0.93	\$321.46	\$134.11
Reserve Interest	\$1,195.84	\$1,088.02	\$14,996.07	\$3,523.87
<b>Total Interest Income</b>	<b>\$2,234.27</b>	<b>\$2,245.75</b>	<b>\$32,062.90</b>	<b>\$10,743.80</b>
Item Replacements	\$0.00	\$0.00	\$218.31	\$471.32
Lit Fest	\$0.00	\$750.00	\$6,460.02	\$8,012.50
Non-Resident Fee	\$80.42	\$0.00	\$2,445.02	\$3,143.61
<b>Other Income</b>				
Corporate Other Income	\$0.00	\$0.00	\$300.00	\$153.66
Insurance Other Income	\$0.00	\$0.00	\$0.00	\$144.00
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>\$297.66</b>
<b>Property Taxes</b>				
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
<b>Total Property Taxes</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$387,604.86</b>	<b>\$369,146.95</b>
Replacement Tax	\$0.00	\$0.00	\$55,141.60	\$0.00
Royalty Income	\$1,393.53	\$943.57	\$16,314.01	\$20,279.63
Service Charges	\$41.00	\$161.35	\$1,665.42	\$1,502.48
Pride	\$1,900.00	\$0.00	\$7,685.00	\$0.00
Interest Income	\$0.00	\$0.00	\$0.22	\$0.00
<b>Total Revenue</b>	<b>\$5,659.22</b>	<b>\$5,090.67</b>	<b>\$523,828.83</b>	<b>\$444,506.76</b>
<b>Expenses</b>				
<b>Capital Outlay</b>				
Books	\$2,061.24	\$1,853.13	\$22,996.03	\$21,049.91
Equipment	\$0.00	\$1,677.21	\$0.00	\$2,882.50
Improvements	\$7,644.66	\$2,497.75	\$136,616.66	\$13,107.05
Materials/Non-Printed/A-V	\$1,062.98	\$1,829.61	\$12,357.50	\$14,700.98
<b>Total Capital Outlay</b>	<b>\$10,768.88</b>	<b>\$7,857.70</b>	<b>\$171,970.19</b>	<b>\$51,740.44</b>
<b>Commodities</b>				
Databases	\$487.57	\$375.10	\$6,783.91	\$6,820.43
Periodicals	\$0.00	\$0.00	\$4,805.27	\$4,533.31

	Jun 2024	Jun 2023	2023/2024 (YTD)	2022/2023 (YTD)
Postage/Shipping	\$0.00	\$63.00	\$297.08	\$256.94
Supplies	\$378.68	\$154.43	\$4,358.76	\$2,427.06
<b>Total Commodities</b>	<b>\$866.25</b>	<b>\$592.53</b>	<b>\$16,245.02</b>	<b>\$14,037.74</b>
<b>Contractual Services</b>				
Accounting	\$1,311.99	\$1,235.86	\$15,827.38	\$15,378.22
Audit Fees	\$8,560.00	\$0.00	\$16,730.00	\$0.00
Legal	\$0.00	\$0.00	\$345.00	\$337.50
Maintenance	\$179.28	\$2,113.92	\$3,981.20	\$7,897.51
Other Contractual Services	\$119.99	\$1,743.46	\$1,583.11	\$5,053.62
PrairieCat Consortium	\$0.00	\$0.00	\$10,031.00	\$9,272.00
Technical Services	\$0.00	(\$2,342.65)	\$5,490.50	\$2,713.54
<b>Total Contractual Services</b>	<b>\$10,171.26</b>	<b>\$2,750.59</b>	<b>\$53,988.19</b>	<b>\$40,652.39</b>
Historical Digitization	\$0.00	\$0.00	\$5,511.75	\$17,261.09
Lit Fest Expenditures	\$930.36	\$0.00	\$6,738.32	\$7,039.62
<b>Other Expenditures</b>				
Misc Charges	\$402.91	\$247.15	\$938.51	\$799.38
<b>Other Services</b>				
Association Dues	\$0.00	\$0.00	\$457.00	\$440.00
<b>Continuing Education</b>				
Continuing Education	\$0.00	\$300.00	\$274.00	\$800.00
General Insurance (Bonding)	\$0.00	\$0.00	\$7,122.00	\$7,009.00
Marketing	\$0.00	\$0.00	\$789.40	\$540.70
Outreach	\$0.00	\$0.00	\$50.00	\$770.22
Programming	(\$142.67)	\$4,031.64	\$4,691.99	\$8,555.75
Public Notice/Legal	\$0.00	\$0.00	\$315.70	\$469.25
Travel	\$0.00	\$0.00	\$99.16	\$0.00
Utilities	\$1,504.75	\$1,435.82	\$19,377.73	\$17,925.12
<b>Total Other Services</b>	<b>\$1,362.08</b>	<b>\$5,767.46</b>	<b>\$33,176.98</b>	<b>\$36,510.04</b>
<b>Personnel Services</b>				
Payroll Taxes	\$1,355.70	\$1,239.91	\$16,703.96	\$15,312.83
Pension Contributions	\$758.51	\$562.48	\$8,648.02	\$8,376.10
<b>Salaries</b>				
Salaries	\$17,721.67	\$16,208.11	\$218,352.48	\$200,167.40
<b>Total Personnel Services</b>	<b>\$19,835.88</b>	<b>\$18,010.50</b>	<b>\$243,704.46</b>	<b>\$223,856.33</b>
Pride Expenditures	\$2,523.03	\$0.00	\$4,525.82	\$0.00
<b>Total Expenses</b>	<b>\$46,860.65</b>	<b>\$35,225.93</b>	<b>\$536,799.24</b>	<b>\$391,897.03</b>
<b>Operating Margin</b>	<b>(\$41,201.43)</b>	<b>(\$30,135.26)</b>	<b>(\$12,970.41)</b>	<b>\$52,609.73</b>
<b>Net Margin</b>	<b>(\$41,201.43)</b>	<b>(\$30,135.26)</b>	<b>(\$12,970.41)</b>	<b>\$52,609.73</b>

Supplementary Information

Preliminary Draft

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

STATEMENT OF ACTIVITIES	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Total
<b>Revenue</b>													
Digitization Project	\$100	\$570	\$0	\$0	\$350	\$460	\$0	\$125	\$25	\$150	\$125	\$0	\$1,905
Donations	\$779	\$145	\$0	\$0	\$25	\$25	\$0	\$160	\$0	\$10	\$0	\$10	\$1,154
Fines/Overdues	\$0	\$12	\$0	\$0	\$0	\$0	\$0	\$62	\$0	\$2	\$0	\$0	\$76
Friends (Other Grants)	\$1,979	\$0	\$0	\$0	\$580	\$0	\$0	\$414	\$0	\$1,000	\$0	\$0	\$3,973
<b>Grants</b>													
Per Capita Grant	\$0	\$6,664	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,664
Historical Department	\$9	\$13	\$3	\$0	\$28	\$0	\$0	\$30	\$0	\$53	\$24	\$0	\$160
<b>Interest Income</b>													
Corporate Interest	\$969	\$1,111	\$1,222	\$1,341	\$1,460	\$1,246	\$884	\$740	\$706	\$583	\$671	\$584	\$11,517
Endowment Interest	\$416	\$424	\$478	\$417	\$419	\$476	\$425	\$414	\$467	\$420	\$418	\$454	\$5,229
Memorial Reserve Interest	\$0	\$0	\$1	\$0	\$174	\$1	\$0	\$0	\$1	\$144	\$0	\$1	\$321
Reserve Interest	\$1,249	\$1,263	\$1,237	\$1,266	\$1,249	\$1,279	\$1,289	\$1,231	\$1,289	\$1,270	\$1,178	\$1,196	\$14,996
<b>Total Interest Income</b>	<b>\$2,634</b>	<b>\$2,799</b>	<b>\$2,937</b>	<b>\$3,024</b>	<b>\$3,302</b>	<b>\$3,002</b>	<b>\$2,598</b>	<b>\$2,385</b>	<b>\$2,464</b>	<b>\$2,417</b>	<b>\$2,267</b>	<b>\$2,234</b>	<b>\$32,063</b>
Item Replacements	\$7	\$17	\$25	\$0	\$21	\$55	\$0	\$0	\$29	\$53	\$11	\$0	\$218
Lit Fest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$360	\$120	\$5,440	\$540	\$0	\$6,460
Non-Resident Fee	\$174	\$500	\$462	\$0	\$354	\$121	\$0	\$416	\$98	\$239	\$0	\$80	\$2,445
<b>Other Income</b>													
Corporate Other Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$300
<b>Property Taxes</b>													
Corporate Property Tax	\$140,830	\$71,848	\$73,458	\$0	\$75,414	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$361,550
FICA Property Tax	\$6,634	\$3,385	\$3,460	\$0	\$3,553	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,032
IMRF Property Tax	\$1,172	\$598	\$611	\$0	\$627	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,008
Insurance Property Tax	\$2,343	\$1,195	\$1,222	\$0	\$1,255	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,015
<b>Total Property Taxes</b>	<b>\$150,979</b>	<b>\$77,026</b>	<b>\$78,752</b>	<b>\$0</b>	<b>\$80,848</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$387,605</b>
Replacement Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,142	\$0	\$0	\$55,142
Royalty Income	\$1,275	\$1,360	\$1,274	\$1,281	\$1,564	\$688	\$1,097	\$2,733	\$1,252	\$1,183	\$1,215	\$1,394	\$16,314
Service Charges	\$107	\$124	\$192	\$0	\$204	\$59	\$0	\$371	\$90	\$324	\$154	\$41	\$1,665
Pride	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,565	\$3,220	\$1,900	\$7,685
Interest Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$158,043</b>	<b>\$89,229</b>	<b>\$83,645</b>	<b>\$4,305</b>	<b>\$87,277</b>	<b>\$4,409</b>	<b>\$3,695</b>	<b>\$7,055</b>	<b>\$4,077</b>	<b>\$68,578</b>	<b>\$7,856</b>	<b>\$5,659</b>	<b>\$523,829</b>

	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Total
<b>Expenses</b>													
<b>Capital Outlay</b>													
Books	\$2,623	\$1,526	\$1,825	\$2,571	\$1,239	\$2,691	\$1,701	\$1,824	\$1,506	\$1,719	\$1,710	\$2,061	\$22,996
Improvements	\$0	\$5,755	(\$4,805)	\$0	\$2,250	\$125,772	\$0	\$0	\$0	\$0	\$0	\$7,645	\$136,617
Materials/Non-Printed/A-V	\$420	\$1,543	\$1,860	\$950	\$803	\$920	\$754	\$886	\$894	\$1,086	\$1,179	\$1,063	\$12,358
<b>Total Capital Outlay</b>	<b>\$3,043</b>	<b>\$8,824</b>	<b>(\$1,120)</b>	<b>\$3,521</b>	<b>\$4,292</b>	<b>\$129,383</b>	<b>\$2,455</b>	<b>\$2,710</b>	<b>\$2,400</b>	<b>\$2,805</b>	<b>\$2,889</b>	<b>\$10,769</b>	<b>\$171,970</b>
<b>Commodities</b>													
Databases	\$413	\$1,944	\$404	\$856	\$1,424	\$303	\$532	\$480	\$440	(\$1,045)	\$546	\$488	\$6,784
Periodicals	\$0	\$370	\$2,232	\$295	\$0	\$0	\$709	\$75	\$0	\$295	\$830	\$0	\$4,805
Postage/Shipping	\$0	\$66	\$0	\$66	\$0	\$0	\$84	\$8	\$0	\$73	\$0	\$0	\$297
Supplies	\$79	\$375	\$498	\$812	\$547	\$109	\$26	\$456	\$141	\$513	\$423	\$379	\$4,359
<b>Total Commodities</b>	<b>\$492</b>	<b>\$2,754</b>	<b>\$3,133</b>	<b>\$2,029</b>	<b>\$1,971</b>	<b>\$412</b>	<b>\$1,351</b>	<b>\$1,019</b>	<b>\$582</b>	<b>(\$164)</b>	<b>\$1,799</b>	<b>\$866</b>	<b>\$16,245</b>
<b>Contractual Services</b>													
Accounting	\$1,244	\$1,239	\$1,449	\$1,236	\$1,227	\$1,233	\$1,527	\$1,308	\$1,431	\$1,312	\$1,309	\$1,312	\$15,827
Audit Fees	\$8,170	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,560	\$16,730
Legal	\$0	\$0	\$75	\$0	\$0	\$0	\$0	\$270	\$0	\$0	\$0	\$0	\$345
Maintenance	\$135	\$490	\$45	\$90	\$502	\$167	\$0	\$617	\$0	\$1,756	\$0	\$179	\$3,981
Other Contractual Services	\$624	\$0	\$300	\$0	\$0	\$15	\$395	\$0	\$0	\$129	\$0	\$120	\$1,583
PrairieCat Consortium	\$2,383	\$0	\$0	\$2,383	\$499	\$0	\$2,383	\$0	\$0	\$2,383	\$0	\$0	\$10,031
Technical Services	\$1,055	\$0	\$375	\$823	\$2,113	\$0	\$0	\$0	\$0	\$0	\$1,125	\$0	\$5,491
<b>Total Contractual Services</b>	<b>\$13,611</b>	<b>\$1,729</b>	<b>\$2,245</b>	<b>\$4,531</b>	<b>\$4,341</b>	<b>\$1,415</b>	<b>\$4,305</b>	<b>\$2,195</b>	<b>\$1,431</b>	<b>\$5,580</b>	<b>\$2,434</b>	<b>\$10,171</b>	<b>\$53,988</b>
Historical Digitization	\$0	\$0	\$0	\$0	\$4,726	\$588	\$248	\$0	\$0	\$0	\$0	\$0	\$5,512
Lit Fest Expenditures	\$0	\$0	\$0	\$0	\$30	\$23	\$0	\$0	\$4,975	\$0	\$780	\$930	\$6,738
<b>Other Expenditures</b>													
Misc Charges	\$0	\$25	\$0	\$0	\$83	\$27	\$233	\$60	\$75	\$0	\$33	\$403	\$939
<b>Other Services</b>													
Association Dues	\$0	\$0	\$0	\$0	\$372	\$0	\$0	\$85	\$0	\$0	\$0	\$0	\$457
<b>Continuing Education</b>													
Continuing Education	\$0	\$0	\$0	\$75	\$0	\$0	\$0	\$0	\$199	\$0	\$0	\$0	\$274
General Insurance (Bonding)	\$458	\$6,655	\$0	\$0	\$0	\$0	\$9	\$0	\$0	\$0	\$0	\$0	\$7,122
Marketing	\$300	\$0	\$225	\$0	\$120	\$0	\$0	\$0	\$0	\$0	\$144	\$0	\$789
Outreach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$50
Programming	\$364	\$1,515	\$949	\$240	\$822	\$219	\$112	\$214	(\$712)	\$625	\$487	(\$143)	\$4,692
Public Notice/Legal	\$0	\$32	\$0	\$0	\$239	\$45	\$0	\$0	\$0	\$0	\$0	\$0	\$316
Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99	\$0	\$99
Utilities	\$1,343	\$1,738	\$1,148	\$1,604	\$1,661	\$1,130	\$3,097	\$968	\$1,265	\$2,385	\$1,535	\$1,505	\$19,378
<b>Total Other Services</b>	<b>\$2,465</b>	<b>\$9,940</b>	<b>\$2,322</b>	<b>\$1,919</b>	<b>\$3,214</b>	<b>\$1,395</b>	<b>\$3,218</b>	<b>\$1,267</b>	<b>\$751</b>	<b>\$3,060</b>	<b>\$2,264</b>	<b>\$1,362</b>	<b>\$33,177</b>
<b>Personnel Services</b>													
Payroll Taxes	\$1,194	\$1,220	\$2,021	\$1,257	\$1,279	\$1,287	\$1,288	\$1,290	\$1,922	\$1,309	\$1,281	\$1,356	\$16,704
Pension Contributions	\$548	\$556	\$915	\$576	\$629	\$626	\$683	\$783	\$1,135	\$708	\$730	\$759	\$8,648

No Assurance Provided / All Disclosures Omitted

	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Total
<b>Salaries</b>													
Salaries	\$15,609	\$15,948	\$26,414	\$16,428	\$16,712	\$16,824	\$16,842	\$16,864	\$25,130	\$17,114	\$16,746	\$17,722	\$218,352
<b>Total Personnel Services</b>	<b>\$17,351</b>	<b>\$17,724</b>	<b>\$29,349</b>	<b>\$18,261</b>	<b>\$18,620</b>	<b>\$18,738</b>	<b>\$18,813</b>	<b>\$18,937</b>	<b>\$28,188</b>	<b>\$19,131</b>	<b>\$18,758</b>	<b>\$19,836</b>	<b>\$243,704</b>
Unapplied Cash Bill Payment Expense	\$0	\$0	\$0	\$0	\$147	\$0	\$0	\$0	\$0	(\$147)	\$0	\$0	\$0
Pride Expenditures	\$0	\$0	\$0	\$0	\$296	\$0	\$0	\$0	\$200	\$0	\$1,507	\$2,523	\$4,526
<b>Total Expenses</b>	<b>\$36,962</b>	<b>\$40,995</b>	<b>\$35,930</b>	<b>\$30,262</b>	<b>\$37,720</b>	<b>\$151,930</b>	<b>\$30,623</b>	<b>\$26,187</b>	<b>\$38,601</b>	<b>\$30,266</b>	<b>\$30,463</b>	<b>\$46,861</b>	<b>\$536,799</b>
<b>Operating Margin</b>	<b>\$121,082</b>	<b>\$48,234</b>	<b>\$47,715</b>	<b>(\$25,956)</b>	<b>\$49,557</b>	<b>(\$0.148)M</b>	<b>(\$26,929)</b>	<b>(\$19,132)</b>	<b>(\$34,524)</b>	<b>\$38,313</b>	<b>(\$22,606)</b>	<b>(\$41,201)</b>	<b>(\$12,970)</b>
<b>Net Margin</b>	<b>\$121,082</b>	<b>\$48,234</b>	<b>\$47,715</b>	<b>(\$25,956)</b>	<b>\$49,557</b>	<b>(\$0.148)M</b>	<b>(\$26,929)</b>	<b>(\$19,132)</b>	<b>(\$34,524)</b>	<b>\$38,313</b>	<b>(\$22,606)</b>	<b>(\$41,201)</b>	<b>(\$12,970)</b>



**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

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
Digitization Project	\$0.00	\$1,905.00	\$2,000.00	(\$95.00)
Donations	\$10.00	\$1,154.25	\$1,000.00	\$154.25
Fines/Overdues	\$0.00	\$75.82	\$0.00	\$75.82
Friends (Other Grants)	\$0.00	\$3,972.80	\$13,127.00	(\$9,154.20)
<b>Grants</b>				
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
<b>Total Grants</b>	<b>\$0.00</b>	<b>\$6,664.05</b>	<b>\$7,664.00</b>	<b>(\$999.95)</b>
Historical Department	\$0.00	\$159.55	\$100.00	\$59.55
<b>Interest Income</b>				
Corporate Interest	\$583.60	\$11,516.71	\$8,000.00	\$3,516.71
Endowment Interest	\$453.90	\$5,228.66	\$0.00	\$5,228.66
Memorial Reserve Interest	\$0.93	\$321.46	\$0.00	\$321.46
Reserve Interest	\$1,195.84	\$14,996.07	\$0.00	\$14,996.07
<b>Total Interest Income</b>	<b>\$2,234.27</b>	<b>\$32,062.90</b>	<b>\$8,000.00</b>	<b>\$24,062.90</b>
Item Replacements	\$0.00	\$218.31	\$500.00	(\$281.69)
Lit Fest	\$0.00	\$6,460.02	\$2,000.00	\$4,460.02
Non-Resident Fee	\$80.42	\$2,445.02	\$3,000.00	(\$554.98)
<b>Other Income</b>				
Corporate Other Income	\$0.00	\$300.00	\$200.00	\$100.00
<b>Property Tax Interest</b>				
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)
<b>Total Property Tax Interest</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,012.02</b>	<b>(\$9,012.02)</b>
<b>Property Taxes</b>				
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
<b>Total Property Taxes</b>	<b>\$0.00</b>	<b>\$387,604.86</b>	<b>\$378,085.63</b>	<b>\$9,519.23</b>
Replacement Tax	\$0.00	\$55,141.60	\$0.00	\$55,141.60
Royalty Income	\$1,393.53	\$16,314.01	\$15,000.00	\$1,314.01
Service Charges	\$41.00	\$1,665.42	\$1,200.00	\$465.42
Pride	\$1,900.00	\$7,685.00	\$8,000.00	(\$315.00)
Interest Income	\$0.00	\$0.22	\$0.00	\$0.22
<b>Total Revenue</b>	<b>\$5,659.22</b>	<b>\$523,828.83</b>	<b>\$448,888.65</b>	<b>\$74,940.18</b>
<b>Expenses</b>				
<b>Capital Outlay</b>				
Books	\$2,061.24	\$22,996.03	\$24,000.00	(\$1,003.97)
Equipment	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)
Improvements	\$7,644.66	\$136,616.66	\$166,000.00	(\$29,383.34)
Materials/Non-Printed/A-V	\$1,062.98	\$12,357.50	\$17,000.00	(\$4,642.50)
<b>Total Capital Outlay</b>	<b>\$10,768.88</b>	<b>\$171,970.19</b>	<b>\$210,000.00</b>	<b>(\$38,029.81)</b>
<b>Commodities</b>				

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (\$)
Databases	\$487.57	\$6,783.91	\$7,957.00	(\$1,173.09)
Periodicals	\$0.00	\$4,805.27	\$5,005.00	(\$199.73)
Postage/Shipping	\$0.00	\$297.08	\$500.00	(\$202.92)
Supplies	\$378.68	\$4,358.76	\$4,000.00	\$358.76
<b>Total Commodities</b>	<b>\$866.25</b>	<b>\$16,245.02</b>	<b>\$17,462.00</b>	<b>(\$1,216.98)</b>
<b>Contractual Services</b>				
Accounting	\$1,311.99	\$15,827.38	\$17,000.00	(\$1,172.62)
Audit Fees	\$8,560.00	\$16,730.00	\$16,749.00	(\$19.00)
Legal	\$0.00	\$345.00	\$4,000.00	(\$3,655.00)
Maintenance	\$179.28	\$3,981.20	\$10,000.00	(\$6,018.80)
Other Contractual Services	\$119.99	\$1,583.11	\$4,000.00	(\$2,416.89)
PrairieCat Consortium	\$0.00	\$10,031.00	\$10,032.00	(\$1.00)
Technical Services	\$0.00	\$5,490.50	\$10,000.00	(\$4,509.50)
<b>Total Contractual Services</b>	<b>\$10,171.26</b>	<b>\$53,988.19</b>	<b>\$71,781.00</b>	<b>(\$17,792.81)</b>
Historical Digitization	\$0.00	\$5,511.75	\$20,000.00	(\$14,488.25)
Lit Fest Expenditures	\$930.36	\$6,738.32	\$7,000.00	(\$261.68)
<b>Other Expenditures</b>				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$402.91	\$938.51	\$1,000.00	(\$61.49)
<b>Total Other Expenditures</b>	<b>\$402.91</b>	<b>\$938.51</b>	<b>\$11,000.00</b>	<b>(\$10,061.49)</b>
<b>Other Services</b>				
Association Dues	\$0.00	\$457.00	\$500.00	(\$43.00)
<b>Continuing Education</b>				
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	\$0.00	\$789.40	\$2,000.00	(\$1,210.60)
Outreach	\$0.00	\$50.00	\$2,000.00	(\$1,950.00)
Programming	(\$142.67)	\$4,691.99	\$12,000.00	(\$7,308.01)
Public Notice/Legal	\$0.00	\$315.70	\$500.00	(\$184.30)
Travel	\$0.00	\$99.16	\$500.00	(\$400.84)
Utilities	\$1,504.75	\$19,377.73	\$21,960.00	(\$2,582.27)
<b>Total Other Services</b>	<b>\$1,362.08</b>	<b>\$33,176.98</b>	<b>\$48,960.00</b>	<b>(\$15,783.02)</b>
<b>Personnel Services</b>				
Payroll Taxes	\$1,355.70	\$16,703.96	\$17,000.00	(\$296.04)
Pension Contributions	\$758.51	\$8,648.02	\$8,200.00	\$448.02
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
<b>Salaries</b>				
Salaries	\$17,721.67	\$218,352.48	\$228,000.00	(\$9,647.52)
<b>Total Personnel Services</b>	<b>\$19,835.88</b>	<b>\$243,704.46</b>	<b>\$253,300.00</b>	<b>(\$9,595.54)</b>
Pride Expenditures	\$2,523.03	\$4,525.82	\$13,000.00	(\$8,474.18)
<b>Total Expenses</b>	<b>\$46,860.65</b>	<b>\$536,799.24</b>	<b>\$652,503.00</b>	<b>(\$115,703.76)</b>
<b>Operating Margin</b>	<b>(\$41,201.43)</b>	<b>(\$12,970.41)</b>	<b>(\$203,614.35)</b>	<b>\$190,643.94</b>
<b>Net Margin</b>	<b>(\$41,201.43)</b>	<b>(\$12,970.41)</b>	<b>(\$203,614.35)</b>	<b>\$190,643.94</b>

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

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
Digitization Project	\$0.00	\$1,905.00	\$2,000.00	(\$95.00)
Donations	\$10.00	\$1,154.25	\$1,000.00	\$154.25
Fines/Overdues	\$0.00	\$75.82	\$0.00	\$75.82
Friends (Other Grants)	\$0.00	\$3,972.80	\$13,127.00	(\$9,154.20)
<b>Grants</b>				
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)
<b>Total Grants</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,664.00</b>	<b>(\$7,664.00)</b>
Historical Department	\$0.00	\$159.55	\$100.00	\$59.55
<b>Interest Income</b>				
Corporate Interest	\$583.60	\$11,516.71	\$8,000.00	\$3,516.71
Item Replacements	\$0.00	\$218.31	\$500.00	(\$281.69)
Lit Fest	\$0.00	\$6,460.02	\$2,000.00	\$4,460.02
Non-Resident Fee	\$80.42	\$2,445.02	\$3,000.00	(\$554.98)
<b>Other Income</b>				
Corporate Other Income	\$0.00	\$300.00	\$200.00	\$100.00
<b>Property Taxes</b>				
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	\$686.80	\$3,132.01	\$15,000.00	(\$11,867.99)
Service Charges	\$41.00	\$1,665.42	\$1,200.00	\$465.42
Pride	\$1,900.00	\$7,685.00	\$8,000.00	(\$315.00)
Interest Income	\$0.00	\$0.22	\$0.00	\$0.22
<b>Total Revenue</b>	<b>\$3,301.32</b>	<b>\$457,381.79</b>	<b>\$422,865.57</b>	<b>\$34,516.22</b>
<b>Expenses</b>				
<b>Capital Outlay</b>				
Books	\$2,061.24	\$22,996.03	\$24,000.00	(\$1,003.97)
Equipment	\$0.00	\$0.00	\$3,000.00	(\$3,000.00)
Improvements	\$7,644.66	\$136,616.66	\$166,000.00	(\$29,383.34)
Materials/Non-Printed/A-V	\$1,062.98	\$12,357.50	\$17,000.00	(\$4,642.50)
<b>Total Capital Outlay</b>	<b>\$10,768.88</b>	<b>\$171,970.19</b>	<b>\$210,000.00</b>	<b>(\$38,029.81)</b>
<b>Commodities</b>				
Databases	\$487.57	\$6,783.91	\$7,957.00	(\$1,173.09)
Periodicals	\$0.00	\$4,805.27	\$5,005.00	(\$199.73)
Postage/Shipping	\$0.00	\$297.08	\$500.00	(\$202.92)
Supplies	\$378.68	\$4,358.76	\$4,000.00	\$358.76
<b>Total Commodities</b>	<b>\$866.25</b>	<b>\$16,245.02</b>	<b>\$17,462.00</b>	<b>(\$1,216.98)</b>
<b>Contractual Services</b>				
Accounting	\$1,311.99	\$15,827.38	\$17,000.00	(\$1,172.62)
Audit Fees	\$8,560.00	\$16,730.00	\$16,749.00	(\$19.00)
Legal	\$0.00	\$345.00	\$4,000.00	(\$3,655.00)
Maintenance	\$179.28	\$3,981.20	\$10,000.00	(\$6,018.80)
Other Contractual Services	\$119.99	\$1,568.11	\$4,000.00	(\$2,431.89)
PrairieCat Consortium	\$0.00	\$3,366.95	\$10,032.00	(\$6,665.05)
Technical Services	\$0.00	\$5,490.50	\$10,000.00	(\$4,509.50)

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (\$)
<b>Total Contractual Services</b>	<b>\$10,171.26</b>	<b>\$47,309.14</b>	<b>\$71,781.00</b>	<b>(\$24,471.86)</b>
Historical Digitization	\$0.00	\$5,511.75	\$20,000.00	(\$14,488.25)
Lit Fest Expenditures	\$930.36	\$6,738.32	\$7,000.00	(\$261.68)
<b>Other Expenditures</b>				
Contingencies	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)
Misc Charges	\$402.91	\$938.51	\$1,000.00	(\$61.49)
<b>Total Other Expenditures</b>	<b>\$402.91</b>	<b>\$938.51</b>	<b>\$11,000.00</b>	<b>(\$10,061.49)</b>
<b>Other Services</b>				
Association Dues	\$0.00	\$457.00	\$500.00	(\$43.00)
<b>Continuing Education</b>				
Continuing Education	\$0.00	\$274.00	\$2,000.00	(\$1,726.00)
Marketing	\$0.00	\$789.40	\$2,000.00	(\$1,210.60)
Outreach	\$0.00	\$50.00	\$2,000.00	(\$1,950.00)
Programming	(\$142.67)	\$4,691.99	\$12,000.00	(\$7,308.01)
Public Notice/Legal	\$0.00	\$315.70	\$500.00	(\$184.30)
Travel	\$0.00	\$99.16	\$500.00	(\$400.84)
Utilities	\$1,504.75	\$19,377.73	\$21,960.00	(\$2,582.27)
<b>Total Other Services</b>	<b>\$1,362.08</b>	<b>\$26,054.98</b>	<b>\$41,460.00</b>	<b>(\$15,405.02)</b>
<b>Personnel Services</b>				
Reimbursements	\$0.00	\$0.00	\$100.00	(\$100.00)
<b>Salaries</b>				
Salaries	\$17,721.67	\$218,352.48	\$228,000.00	(\$9,647.52)
<b>Total Personnel Services</b>	<b>\$17,721.67</b>	<b>\$218,352.48</b>	<b>\$228,100.00</b>	<b>(\$9,747.52)</b>
Pride Expenditures	\$2,523.03	\$4,525.82	\$13,000.00	(\$8,474.18)
<b>Total Expenses</b>	<b>\$44,746.44</b>	<b>\$497,646.21</b>	<b>\$619,803.00</b>	<b>(\$122,156.79)</b>
<b>Operating Margin</b>	<b>(\$41,445.12)</b>	<b>(\$40,264.42)</b>	<b>(\$196,937.43)</b>	<b>\$156,673.01</b>
<b>Net Margin</b>	<b>(\$41,445.12)</b>	<b>(\$40,264.42)</b>	<b>(\$196,937.43)</b>	<b>\$156,673.01</b>

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

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Interest Income</b>				
Endowment Interest	\$453.90	\$5,228.66	-	-
<b>Total Revenue</b>	<b>\$453.90</b>	<b>\$5,228.66</b>	-	-
<b>Net Margin</b>	<b>\$453.90</b>	<b>\$5,228.66</b>	-	-

Preliminary Draft

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

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Property Taxes</b>				
FICA Property Tax	\$0.00	\$17,031.76	\$17,011.06	\$20.70
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$17,031.76</b>	<b>\$17,011.06</b>	<b>\$20.70</b>
<b>Expenses</b>				
<b>Personnel Services</b>				
Payroll Taxes	\$1,355.70	\$16,703.96	\$17,000.00	(\$296.04)
<b>Total Expenses</b>	<b>\$1,355.70</b>	<b>\$16,703.96</b>	<b>\$17,000.00</b>	<b>(\$296.04)</b>
<b>Operating Margin</b>	<b>(\$1,355.70)</b>	<b>\$327.80</b>	<b>\$11.06</b>	<b>\$316.74</b>
<b>Net Margin</b>	<b>(\$1,355.70)</b>	<b>\$327.80</b>	<b>\$11.06</b>	<b>\$316.74</b>

Preliminary Draft

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

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Property Tax Interest</b>				
IMRF Property Tax Interest	\$0.00	\$0.00	\$3,004.01	(\$3,004.01)
<b>Property Taxes</b>				
IMRF Property Tax	\$0.00	\$3,007.80	\$0.00	\$3,007.80
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$3,007.80</b>	<b>\$3,004.01</b>	<b>\$3.79</b>
<b>Expenses</b>				
<b>Personnel Services</b>				
Pension Contributions	\$758.51	\$8,648.02	\$8,200.00	\$448.02
<b>Total Expenses</b>	<b>\$758.51</b>	<b>\$8,648.02</b>	<b>\$8,200.00</b>	<b>\$448.02</b>
<b>Operating Margin</b>	<b>(\$758.51)</b>	<b>(\$5,640.22)</b>	<b>(\$5,195.99)</b>	<b>(\$444.23)</b>
<b>Net Margin</b>	<b>(\$758.51)</b>	<b>(\$5,640.22)</b>	<b>(\$5,195.99)</b>	<b>(\$444.23)</b>

Preliminary Draft

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

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Property Tax Interest</b>				
Insurance Property Tax Interest	\$0.00	\$0.00	\$6,008.01	(\$6,008.01)
<b>Property Taxes</b>				
Insurance Property Tax	\$0.00	\$6,015.24	\$0.00	\$6,015.24
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$6,015.24</b>	<b>\$6,008.01</b>	<b>\$7.23</b>
<b>Expenses</b>				
<b>Other Services</b>				
General Insurance (Bonding)	\$0.00	\$7,122.00	\$7,500.00	(\$378.00)
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$7,122.00</b>	<b>\$7,500.00</b>	<b>(\$378.00)</b>
<b>Operating Margin</b>	<b>\$0.00</b>	<b>(\$1,106.76)</b>	<b>(\$1,491.99)</b>	<b>\$385.23</b>
<b>Net Margin</b>	<b>\$0.00</b>	<b>(\$1,106.76)</b>	<b>(\$1,491.99)</b>	<b>\$385.23</b>



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

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Interest Income</b>				
Memorial Reserve Interest	\$0.93	\$321.46	-	-
<b>Total Revenue</b>	<b>\$0.93</b>	<b>\$321.46</b>	-	-
<b>Net Margin</b>	<b>\$0.93</b>	<b>\$321.46</b>	-	-

Preliminary Draft

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

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Grants</b>				
Per Capita Grant	\$0.00	\$6,664.05	\$0.00	\$6,664.05
<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$6,664.05</b>	<b>\$0.00</b>	<b>\$6,664.05</b>
<b>Expenses</b>				
<b>Contractual Services</b>				
PrairieCat Consortium	\$0.00	\$6,664.05	\$0.00	\$6,664.05
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$6,664.05</b>	<b>\$0.00</b>	<b>\$6,664.05</b>
<b>Operating Margin</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Margin</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Preliminary Draft

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

	Jun 2024	2023/2024	Budget (YTD)	YTD vs YTD budget (\$)
<b>Revenue</b>				
<b>Interest Income</b>				
Reserve Interest	\$1,195.84	\$14,996.07	\$0.00	\$14,996.07
Royalty Income	\$707.23	\$13,182.00	\$0.00	\$13,182.00
<b>Total Revenue</b>	<b>\$1,903.07</b>	<b>\$28,178.07</b>	<b>\$0.00</b>	<b>\$28,178.07</b>
<b>Expenses</b>				
<b>Contractual Services</b>				
Other Contractual Services	\$0.00	\$15.00	\$0.00	\$15.00
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$15.00</b>	<b>\$0.00</b>	<b>\$15.00</b>
<b>Operating Margin</b>	<b>\$1,903.07</b>	<b>\$28,163.07</b>	<b>\$0.00</b>	<b>\$28,163.07</b>
<b>Net Margin</b>	<b>\$1,903.07</b>	<b>\$28,163.07</b>	<b>\$0.00</b>	<b>\$28,163.07</b>

Preliminary Draft

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

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

Preliminary Draft

## 9. LIBRARY DIRECTOR'S REPORT

June/July 2024

### Board News

Three tasks that need to be completed by the Board:

1. Review the second half of closed session minutes (January to June 2024). This needs to be completed as soon as possible.
2. Audit of Secretary's FY2024 minutes. I will provide a document that includes all of the year's minutes. The Secretary's audit must be completed by two trustees other than the Secretary. This needs to be done by August 31st for IPLAR to be submitted.
3. Identify verbatim recordings of closed sessions from at least 18 months ago. These audio recordings may be destroyed. Written minutes of these closed sessions must be retained.

### Circulation

The library received an award letter from the Jo Daviess Country Fair Grant in regards to a grant written for \$640 for pool passes. Funds have not yet been received, but the pool passes were already purchased. In June alone, the passes had 96 checkouts.

### Adult Services

A Book Bingo summer reading challenge began in June. The bingo card has title prompts such as "NPR Recommended." Once participants have gotten a bingo they win a gift card to varying local businesses.

Upcoming Programs:

- July 16: Evening Book Club: *Taste* by Stanley Tuccie
- July 18: Learn to Clean Your Sewing Machine
- July 22: Morning Book Club: *The Cat Who Saved Books* by Sosuke Natsukawa
- July 25: Watercolor Painting with NWILGSA (all ages program)

### Youth/Teen Services

There are 82 kids signed up for the Summer Reading Program. There are a handful of participants that are close to reaching 1,000 minutes! Youth and teen programs have seen an increase in attendance. The Cat Party was a huge success with 51 attendees. Safe Haven brought six kittens and Rachel created cat themed games and crafts.

Upcoming Programs:

- July 10: Coquette Cakes - learn how to make and pipe buttercream
- July 13: Touch-a-Truck @ GEMS
- July 23: Birding Adventure @ Galena ARC
- July 24: Game Night
- July 26: Sprinkler Storytime
- August 6: Who Would Win? Party
- August 7: DIY Magnets
- Every Friday: Family Storytime

## Historical Room/Archives

The ledgers identified as part of the ISHRAB Grant have all been packed and shipped to Crowley. The next step is that Crowley will scan and digitize all of the ledgers.

## Director

I will be attending my first Administrative Council meeting as an elected member on July 12th. I am also a member of the Event Committee for Galena 2026. Staff and I are working on identifying ways in which the library can contribute to Galena 2026. This may include hosting programs or partnering with other organizations and providing information/photos from our archives. Larissa and I are both [judges](#) for the [Illinois Indie Author Project](#). We will be assigned a genre and read

## Building

- Roof repairs: The roof repairs have been completed.
- Egress Window: No start date has been identified yet.
- Tree trimming: Still on Danny Cole's schedule
- Fire Alarm System:
- Retaining wall: Still on Matt Wiene's schedule to reposition the stones.
- Fireplace: Anna Wiess-Pfau and team will be visiting the library on July 9th to continue the restoration project.

## Finances

- Budget: Finance Committee met and reviewed the first draft. After this discussion a few changes were made. The full draft budget will be discussed at the meeting. A public notice hearing will be in the July 10th issue of the Galena Gazette. The next step is to print off the budget and supplementary documents to have in a binder at the front desk. Once the public notice is published, members of the public may review the budget in preparation for the B&A hearing in August.
- FY24 Audit: I had a first meeting with Lauterbach in June. At this meeting we discussed preliminary steps and fieldwork dates. Lauterbach utilizes Suralink for document gathering and preparation. I will work with the audit team and upload the necessary documents to Suralink.

## IT

- Security Cameras: Runde completed all the wiring for the new cameras. Jason Leonard will install the new equipment on his next visit.

## Continuing Education

### Jenna

- Indie Author Project Judge - Lyrasis
- Modern eAccessibility Landscape - RAILS
- Working in the Gray Area: Boundaries for Library Staff - RAILS

### Sam

- Dice Rollers: Running a D&D Club at Your Library - RAILS

## Program Photos

Top to bottom: Taste Test M&Ms, Teen Game Night, Messy Mad Scientists, Evening Book Club w/ virtual author visit, Cat Party w/ Safe Haven, and Teddy Bear Clinic w/ Katie Meusel



## 11.c COMMITTEES: FINANCE

Finance Committee

June 11, 2024

Draft

### Call to order, roll call

Beadle called the meeting to order at 11:01 am.

Roll call: Walker - present, Blaum - present, Beadle - present.

Also present: Jenna Diedrich

### Public Comments

None

### Approval of June 22, 2023 minutes

Blaum moved to approve the June 22, 2023 minutes. Walker seconded. Motion passed unanimously.

### Discussion and possible action on Draft FY 2025 Budget

Diedrich presented the budget, going over both the budget and appropriation figures. Walker inquired about the budget item "Furniture" under Improvements. Diedrich stated that staff are thinking about purchasing study tables to go over in the fireplace area. Right now, the library uses two folding black tables in that area that are typically used for children/teen programs and have paint stains.

Discussion was had regarding Historical Digitization. Diedrich stated that the current focus is digitizing the ledgers that were identified as part of the ISHRAB Grant. The matching grant was for \$5,000, meaning that a majority of that \$10,000 is accounted for within the Historical Digitization line item. Part of the grant is for Mike Fertig's transcription hours, which will be accounted for within salaries. Diedrich and Lenstra will work together to keep track of all expenditures pertaining to the grant. The remainder of the funds in this line item will be devoted to newspapers.

Walker also asked about the egress window. The expected costs for that project are included within the Improvements line item.

Beadle requested that the Equipment line item be increased to include new equipment for Mike Fertig and other technology needs for the historical room. Diedrich relayed she had spoken to Fertig and they are working together to identify a proper computer to purchase for his use. Diedrich also stated that Dale Glick requested looking into a software update for the microfilm reader. The library has a number of papers only available on microfilm and some sort of updated machine/software would help in reading those issues.

Diedrich stated that some figures may change once all expenses are accounted for. For example, Pride expenses have not yet been reconciled so that expense line item may increase or decrease accordingly. Diedrich also discussed the Insurance and IMRF funds. It had previously been discussed that those funds



got flipped in FY24 tax levy meaning that we would have to pull from the corporate fund to pay for the annual insurance. After speaking with Honkamp, in FY24, insurance expenses were coded to the corporate class and not the insurance class. The end balance in the insurance funds is a bit higher than expected so with the levied funds for FY25, the insurance expenses can be paid without the assistance from the corporate fund. . Blaum stated that his questions have been answered.

Diedrich asked the committee if there were additional questions. Blaum stated all his questions had been answered.

Beadle would like the updated figures to be highlighted and sent to the committee and then included in the board packet.

Blaum moved to recommend the budget be approved by the board contingent on the changes discussed. Walker seconded the motion. Motion passed unanimously.

#### Adjournment

Beadle adjourned the meeting at 11:37am

Respectfully submitted,  
Jenna Diedrich  
Library Director

## 11.e COMMITTEES: POLICY

### Policy Committee Minutes

Monday, July 1, 2024

Draft

#### Call to order

Walker called the meeting to order at 12:32pm.

Members present: Vanderpool, Sprengelmeyer, and Walker.

Also present Jenna Diedrich.

#### Public Comments

None

#### Approval of February 5, 2024 Minutes

Sprengelmeyer moved to approve the February 5, 2024 minutes. Vanderpool seconded. Motion passed unanimously.

#### Discussion and possible action on Draft AI Policy

Diedrich informed the committee of recent discussions had in networking groups regarding AI policies. There are libraries that are beginning to implement such policies. Diedrich presented two options for an AI Policy. Option one was an in depth view of AI usage whereas option two had broader language. Because the library is not currently utilizing AI for anything, Diedrich suggested option two was more fitting primarily so the library has something to fall back on if/when the library chooses to begin using AI tools. When that time comes, the policy may be revisited.

Vanderpool highlighted that confidentiality is an important piece when thinking about using AI tools. Sprengelmeyer suggested that the library either move forward with option two or hold off on adopting any policy. Walker agreed. Diedrich stated it would be helpful to at least have something to fall back on so the library is ahead and not behind in creating policy.

Sprengelmeyer moved to recommend the board approve AI Policy, option two. Vanderpool seconded. Motion passed unanimously.

#### Discussion and possible action on revisions to Security Camera Policy

The library's security system is currently being upgraded. With the new equipment, security footage can only be retained for 14 days. The current policy states 30 days . The only revision presented to the committee was to update 30 to 14 days.

Sprengelmeyer moved to recommend the board approve the revision to the Security Camera Policy. Vanderpool seconded. Motion passed unanimously.

#### Discussion and possible action on FOIA Policy

Diedrich presented the newly formatted FOIA Policy. All the information is relatively the same, just formatted to match the library's other policies. The FY25 FOIA Policy cannot be approved until after the budget as the budget figure must be included in the policy. Once the budget is approved at the August meeting, the board may approve the FY25 FOIA Policy.

Sprenelmeyer moved to recommend the board approve the FY25 FOIA Policy contingent on the final budget figure for FY25. Vanderpool seconded. Motion passed unanimously.

#### Discussion and possible action on revisions to Collection Development Policy

At the January 2024 regular board meeting, the board approved revisions to the Collection Development Policy. Those revisions included adding the ALA Bill of Rights to the policy to be in compliance with the requirements of the Per Capita Grant. At the regular board meeting, the board requested the committee review the deaccession process of materials included in the historical/archival collection.

After reviewing that portion of the policy, the committee decided that no changes were necessary.

#### General discussion on library policies

The committee reviewed the Policy Review Schedule. Vanderpool inquired about the ADA policy and if the committee would be reviewing that policy. Diedrich stated that policy is on schedule for review in Winter 2025. If the committee wants to review it sooner, Diedrich will update the review schedule.

#### Items for next agenda

None - will plan to meet in fall or winter, as needed.

#### Adjournment

Walker adjourned the meeting at 1:01

Respectfully submitted,  
Jenna Diedrich  
Library Director

## 11.e.i DISCUSSION AND POSSIBLE ACTION ON AI POLICY



### AI POLICY - DRAFT

#### USE OF ARTIFICIAL INTELLIGENCE

The Galena Public Library District recognizes that Artificial Intelligence (AI) holds tremendous potential for library staff and patrons. The Library also recognizes that AI is evolving quickly, and its use should be explored ethically and transparently.

#### PRIVACY

The Library will not use patron data, staff personal information, or trade secrets when developing resources using AI.

#### INTELLECTUAL PROPERTY

The Library will respect copyright and fair use laws and guidelines when developing resources using AI.

#### TRANSPARENCY

When AI is used in developing resources, the Library will mark copy and images.

#### RESPONSIBILITY

The Library will review all AI generated sources for errors, bias, and limitations before publishing as official communications. The Library will adhere to best practices, communicating with civility when engaging with AI.

#### LIFELONG LEARNING

As an institution charged with lifelong learning for the community, the Library will invest in AI technology so that staff can fully engage in the environment. The Library will provide guidance and resources to support the community's quest to understand and participate in a world affected by augmented reality.

Recognizing that the AI models are constantly collecting data as they interact with users, staff will need to train and evolve as well.

Approved: DRAFT

## 11.e.ii DISCUSSION AND POSSIBLE ACTION ON REVISION TO SECURITY CAMERA POLICY



### SECURITY CAMERA POLICY

The Galena Public Library uses security cameras to enhance the safety and security of library patrons, staff, and property. The primary use of the security cameras is to discourage inappropriate and illegal behavior, to enhance the opportunity to apprehend offenders, and to, when necessary, provide law enforcement assistance in prosecuting criminal activity.

#### PUBLIC NOTICE

The Library shall post and maintain signs at both entrances of the building giving notice of the use of security cameras for monitoring and recording activity in public areas of library property.

#### CAMERA LOCATION

Cameras are positioned to monitor public areas of the Library such as service areas, entrances, the parking lot, and areas that are prone to theft, vandalism, or other activities that may violate Library policy or criminal law.

Under no circumstances shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

#### ACCESS TO DIGITAL IMAGES

Video data is recorded and stored digitally. Recorded data is considered confidential and secure.

Access to live feeds of images and recorded data is limited to authorized Library staff. Live feed activities are randomly monitored. Because the cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and the security of their personal property. The Library is not responsible for the loss of property or personal injury.

#### UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Confidentiality and privacy issues may limit the general public from viewing security camera footage that contains personally identifying information about Library patrons. All requests for disclosure of recorded images, except as stated above for law enforcement, shall be made in accordance with the Freedom of Information Act, and submitted to the Library's FOIA officers. The FOIA officers will review the requested images and determine if the images contain any information protected by the Library Records Confidentiality Act.

As permitted by Section 7(1) of the Freedom of Information Act, when a request is made to inspect or copy recorded images that are exempt from disclosure under the Library Confidentiality Act, and also contains images that are not exempt, the Library shall attempt to redact the exempt images and make the remaining images available for inspection or copying. Only authorized employees can view and/or export video footage. No authorized recording of video footage through cell phones, portable devices, or any other means is permitted. Any Library employee who becomes aware of unauthorized disclosure of a

video recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director.

### RETENTION OF DIGITAL IMAGES

Recording shall be kept for approximately 14 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recording have been resolved. The storage media shall be kept in a secure area or file.

In situations regarding banned patrons, stored images may be shared with all staff and the Board of Trustees.

### PATRON PRIVACY

Video surveillance records are not to be used directly or indirectly to identify the activities of individual library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.

Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual, or for investigating a crime on library property.

Law enforcement officials or agencies may be provided access to the recorded data pursuant to a subpoena, court order, or as permitted by law.

Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Illinois State Law and the Library's policies.

### DISCLAIMER OF LIABILITY

A copy of this policy will be shared with any patron or staff member upon request. This policy is posted on the Library's website.

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

### DAMAGES AND LIABILITY

Any individual using the Library shall be held responsible for willful or accidental damage to the Library's building and collections caused by the individual in accordance with the Library's Patron Code of Conduct Policy.

Reviewed: 5/16/2016

Revised: 5/15/2023

Revised: DRAFT



# GALENA PUBLIC LIBRARY DISTRICT

## Administrative Succession Plan

Approved: 11/9/2020

Revised: 2/13/2023

Revised: DRAFT

## PURPOSE

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Library Director and to facilitate the transition to both interim and long-term leadership.

This document provides guidelines for two scenarios: a Temporary Absence (short-term) and a Temporary, Unplanned Absence (long-term). Important information (dates, contacts, etc.) are included at the end.



## A.

### SUCCESSION PLAN IN THE EVENT OF A TEMPORARY ABSENCE: SHORT-TERM

A short term, temporary leave of absence is defined as being 90 days or less in length in which it is expected that the Library Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Library Director, a member of the staff is to immediately inform the Board President of the absence (if the Library Director is unable to do so themselves). As soon as it is feasible, the Board President should convene a meeting of the Board of Trustees to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan is approved, the position of Acting Library Director would be:

1. Youth Services Librarian

Should the standing appointee to the position of Acting Library Director be unable or unwilling to serve, the back-up appointee for the position of Acting Library Director would be, in the following order:

2. Adult Services Librarian
3. Circulation Services Librarian

It is assumed by this plan that the appointee will also continue to fulfill the responsibilities of their current role at the library at the time of the appointment. If the appointee is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint the back-up appointee to the acting position. The Board may also consider the option of splitting duties among the designated appointees.

### Authority of Compensation the Acting Library Director

The person appointed as Acting Library Director shall have the full authority for decision-making and independent action as the regular Library Director.

The Acting Library Director may be offered one of the following, to be determined by the board at the time of succession:

- A temporary salary increase to the entry-level salary of the Library Director position;
- A bi-weekly payroll bonus during the Acting Library Director period; or
- No additional compensation

### Board Oversight

The Board President shall notify the Library Director of the implementation of this policy appointing the Acting Library Director. ~~The Board President will work with the Acting Library Director to support the needs of the Acting Library Director as determined by the Board President in consultation with the Acting Director.~~ **The Board President will be responsible for monitoring the work of the Acting Library Director during the leave of absence period and will be sensitive to the special support needs of the Acting Library Director in this temporary leadership role.** Any compensation issues that may arise with appointment of the Acting Director shall be resolved by action of the Board.

### Communications Plan

Upon the transfer of responsibilities to the Acting Library Director, the Board President shall notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Library Director has been appointed, the Acting Library Director shall communicate the temporary leadership changes to external supporters including, but not be limited to:

1. The President of Friends of the Galena Public Library
2. The Library Accounting Firm
3. The Library IT consultant
4. The Library attorney

### Completion of Short-Term Emergency Succession Period

The decision about when the absent Library Director returns to the library should be determined by the Board in consultation with the Library Director. **They will decide upon a mutually agreed upon schedule and start date.** A reduced schedule for a set period of time may be allowed, by approval of the Board if requested by the Library Director.

### **B.**

### SUCCESSION PLAN IN THE EVENT OF A TEMPORARY, UNPLANNED ABSENCE: LONG-TERM

A long-term absence is one that is expected to last more than 90 days. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Library Director, to either temporarily fill the position left vacant by the Acting Library Director or to hire an Interim Library Director. This is in recognition of the fact that, for a term of more than 90 days, it may not be reasonable to expect the Acting Library Director to carry duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced library director in the position.

### Determination of an Interim Library Director is Needed

The criteria that the Board and Acting Library Director may wish to consider when determining whether or not to hire an Interim Library Director (or consultant to the Acting Library Director) should include, but are not limited to the following:

1. Time of year
2. Required fiscal responsibilities
3. Special projects currently in progress or upcoming

Skills and experience an Interim Library Director needs:

1. Experience as director of an Illinois library district
2. Ideally, prior experience as an Interim Library Director
3. Flexible schedule to allow for on-site presence of a Library Director and to attend board meetings

If the Board in consultation with the Acting Library Director determines that an Interim Library Director (or consultant) is needed, **the a representative from the Board may wish to should** contact RAILS and request resources related to hiring an Interim Library Director.

### Completion of Long-Term Emergency Succession Period

The decision about when the absent Library Director returns to lead the library would be determined by the Board in consultation with the Library Director. **They will decide upon a mutually agreed upon schedule and start date.** A reduced schedule for a set period of time may be allowed, by approval of the Board, with the intention of working their way back to full-time.

**The Board should pay close attention to the Employee Handbook's leave policies when making determinations about the allowable absence of the Library Director. Questions related to leave of absences may be directed to HR Source or the library's legal representation.**

### SUCCESSION PLAN IN EVENT OF A PERMANENT CHANGE IN LIBRARY DIRECTOR

A permanent change is one in which the Board has determined that the Library Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board ~~may~~ **will** appoint a Search Committee **within 30 days** to plan and carry out a transition to a new permanent Library Director. The Board ~~may~~ **will** also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee ~~may~~ **will** also determine the need for an Interim Library Director, and plan for the recruitment and selection of an Interim Library Director and/or permanent Library Director.

ACCEPTANCE OF ADMINISTRATIVE SUCCESSION PLAN

This Succession Plan must be approved by the Board of Trustees and signed by the Board President and Secretary. This plan ~~may~~ **should** be revised on an as-needed basis, **or every three years, whichever comes first.**

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

SIGNATURES OF APPROVAL FOR GALENA PUBLIC LIBRARY DISTRICT

Board President: \_\_\_\_\_ Date: \_\_\_\_\_

Board Secretary: \_\_\_\_\_ Date: \_\_\_\_\_