



## Library Board of Trustees Meeting

Regular Meeting Tuesday, April 12, 2022 at 6:30pm

Galena Public Library – Historical Room

### AGENDA

1. Call to order, roll call
2. Citizen comments (3 minutes per person, 15 minutes total)
3. Consent Agenda (ACTION)
  - a. Approval of minutes for Regular Meeting March 8, 2022
  - b. Approval of bills paid/payable: 03/04/2022-04/08/2022
4. Financial report
5. Treasurer's report
6. Friends report
7. Library Director's report
8. Board President's report
9. Committees
  - a. Building & Grounds – Earl Thompson
  - b. Finance – Earl Thompson
  - c. HR – Maria Rector
  - d. Policy – John Cox
10. Unfinished business (ACTION)
  - a. Discussion and possible action regarding storage of closed session minutes
  - b. Discussion and possible action on Dievs' donation fund
  - c. Discussion and possible action on updated agreement with the Galena Gazette
11. New business (ACTION)
  - a. Discussion and possible action on deaccession of library furniture
  - b. Discussion and possible action on Exterior Repair Bids
12. Motions, resolutions, ordinances
13. Closed session
  - a. The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body;
  - b. Pending or probable litigation against, affecting or on behalf of the public body;
  - c. Discussion of minutes of meetings lawfully closed under the OMA, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes.
  - d. 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.
14. Discussion and possible action on Closed Session discussions
15. Items for next agenda
16. Announcements

17. Adjournment

18. Next meeting – Monday, May 9th, 2022, at 6:30pm, Galena Public Library, 601 S. Bench St.,  
Galena, IL 61036 – Historical Room

Posted 4/8/22 at 3:30pm by J. Diedrich

### 3. CONSENT AGENDA

#### 3.A APPROVAL OF MINUTES FOR REGULAR MEETING MARCH 8, 2022

#### **Library Board of Trustees Minutes**

**March 8, 2022**

**Draft**

President Albaugh called the meeting to order at 6:30pm. Board members present: Maria Rector, Walter Johnson, Tracy Furlong, and Katherine Walker. Board members Earl Thompson and John Cox were excused. A quorum was present. Also present were Director Jenna Diedrich, Scott Roberts from O'Connor, Brooks & Co., P.C. and Kathy Leonard with Friends of the Library.

#### 2. No citizens comments

#### 3. Audit presentation

Roberts went thru the audit presentation. There was a clean opinion in the first three pages. Deficiencies in internal controls were noted with segregation of duties, which is common with smaller organizations, since there is not enough personnel for separation. This carries over into statement prep and disclosures and lack of knowledge regarding knowledge of modified cash basis accounting. Adjusted journal entries were suggested to funds listed on pages 6 and 7. Pages 8 thru 12 were summaries of Government wide statements for modified cash basis, financial condition and long term status were covered in pages 13-14. Current inflows and outflows of five funds were covered by 15-16 with 17 a statement of income. Notes and definitions of funds were in pages 19-24. Pages 25- noted the status of CD's, securities, and maturity dates. Pages of Notes 25-36 presented notes. Note 5 is a running total of costs. Note 8 gives the legal limitation of debt allowed based on the formula. Note 11 allows expenses for restricted purposes. Note 14 goes over IMRF. Pages 37-44 has comparison of budget to actual amounts. Diedrich asked about the inclusion of Friends of the Library with the audit. Friends is a component unit and listed on pages of 13-14. Aaron Cullen, accountant from Honkamp & Krueger attended the presentation via Zoom. He hoped to have his report ready for the Board's April meeting. Nothing presented jumped out at him.

#### 4. Cosnent agenda (ACTION)

Diedrich requested the Verizon bill of \$180.20 be added to the approval of bills paid. Johnson moved to approve the consent agenda with the addition of the Verizon bill. Furlong had the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

#### 5. Financial report

Nothing

#### 6. Treasurer's report (ACTION)

Albaugh gave a brief financial status of 2 CD's that had come due at DuPaco. They were moved to First Community interest bearing accounts. Interest is currently very low running between .02% and .03%.

Diedrich gave updates on financial accounts. CD 0138560 – Endowment at \$145,514.93 and CD 0138578 – Klein/Wachter Restricted at \$1,484.25 both matured on 2/28/22. Both were put into First Community Bank. The endowment is in a money market account @ 0.30% interest. Klein/Wachter is in a regular savings account @0.20% interest. Both accounts had earned interest before moving them. Those amounts were: \$1,105.11 and \$10.90 respectively. Interest was deposited into the checking account at Illinois Bank & Trust. CD 0117002 Endowment comes due on March 27, 2022. There is no meeting before the March 27 date. Walker motioned to move CD-0117002 Endowment to a money market account at Community Bank. Rector had the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

#### 7. Friends report

Kathy Leonard reported the Friends are accepting books now for the July book sale and response has been very good. There is an agreement with a company to take the books that are not used for the sale.

#### 8. Library Director Report

Diedrich mentioned that Furlong needs to complete the OMA training. She has done a portion of it and will complete it as soon as she can. Samples of the fireplace tiles have been seen and they look good. She has started work on the new budget. New furniture is in place and looks nice. No bills have been received from the digitization company Crowley. A new recorder has been ordered. There was an increase in the number of visits to the library in February.

#### 9. Board President No report

#### 10. Committees

- a. Buildings and Grounds – no report
- b. Finance – no report
- c. HR – Rector reported the director will do a self-evaluation. Then board trustees will do one. Procedure outlined will complete the process.
- d. Policy – no report

#### 11. Unfinished business

A brief discussion on storage and access to closed session records had those present agreeing to wait until other members of the board were present to give their opinions and thoughts.

#### 12. New business

a. Pride Sponsorship – Diedrich gave an overview of pride sponsorship for the June 11 event to be held from noon to 5. Albaugh asked that a check be made on the use of tax dollars. Discussion centered on the event being partially funded by donations and sponsorships and possible site cost for food vendors and a percentage of their profits. The library would be involved as part of their mission of service and as an organizing body. It supports the library strategic plan. Walker moved to have the

library sponsor the event and move forward with planning. Rector had the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

b. Temporary stair decals – Diedrich asked about having the front steps of the library from Bench to the front door to have the removable and temporary color decals to support the Pride event. Rector made the motion to approve the rainbow steps from Bench Street to the library. Walker made the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

c. Possible appointment of a trustee for legislative matters – Walker had attended the Zoom meeting for the Illinois Library Association on February 28. Only two legislators attended and two aids. She felt it was a weak turnout. If there was a legislative person to follow through after the invites were made, perhaps more legislators would attend. SB 3167 and HB 4470 were discussed during the Zoom meeting. Both regard price equalization for electronic books. Albaugh appointed Walker and Johnson to do future legislative follow ups.

### 13. Motions, resolutions, ordinances (ACTION)

#### a. Resolution 22-03 Authority to contact legal representatives

Proposed information is more encompassing using a representative instead of attorney. Library board president or library director are designated to contact legal representatives for any legal information. A separate ballot was submitted for the vote and tally. Johnson moved to approve resolution 22-03 to contact legal representative. Furlong had the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. Thompson and Cox were recorded as absent.

#### b. Resolution 22-04 Designation of official storage location for library minutes

The board decided to wait until next month to have a full discussion and decision.

### 14. Closed Session

Rector read a, b and c as reasons for closed session at 8pm. and made the motion to go into closed session. Johnson made the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried. The director and Kathy Leonard departed.

Rector moved at 8:10 to leave closed session. Johnson made the second. Vote: Rector – Aye, Johnson – Aye, Furlong – Aye, Walker – Aye, Albaugh – Aye. Motion carried.

### 15. No discussion or action from closed session.

### 16. Items for next agenda

The Director will include closed session minutes for January, February and March.

### 17. No announcements

Meeting adjourned at 8:13pm.

Next meeting – Tuesday, April 12, 2022 at 6:30pm, Galena Public Library, 601 S Bench St, Galena, IL 61036 – Historical Room

Respectfully submitted,

Katherine Walker  
Secretary

### 3.B APPROVAL OF BILLS PAID/PAYABLE 3/4/22-4/8/22

## Galena Public Library District

### A/P Aging Summary

As of April 8, 2022

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Access Systems	117.28					\$117.28
B. L. Murray Co, Inc.	29.75					\$29.75
Dubuque Fire Equipment, Inc.	347.15					\$347.15
Findaway World LLC	697.38					\$697.38
Five Star Plumbing	415.00					\$415.00
Hammer Law Firm, PLC	375.00					\$375.00
iFiber	165.00					\$165.00
Jeff Upmann	195.00					\$195.00
Joe Beyer	800.00					\$800.00
Kanopy	108.00					\$108.00
Midwest Tape	153.07					\$153.07
O'Connor, Brooks & Co PC	7,970.00					\$7,970.00
Petty Cash	4.60					\$4.60
Prairie Cat	2,111.50					\$2,111.50
Susan Barg	100.00					\$100.00
Verizon	240.50					\$240.50
TOTAL	\$13,829.23	\$0.00	\$0.00	\$0.00	\$0.00	\$13,829.23



# Galena Public Library District

Check Detail  
March 4 - April 8, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1050 IB&T Checking						
1051 IB&T-Corporate Fund						
03/07/2022	Expenditure		Nicor Gas		R	-782.97
				Gas for 12/16/21-1/17/22		782.97
03/07/2022	Expenditure		Ingram Library Services		R	-800.82
				Adult & Youth Books - February 2022		800.82
03/09/2022	Bill Payment (Check)	22669	Demco, Inc.	Voided	R	0.00
						0.00
03/09/2022	Bill Payment (Check)	22670	RAILS	Voided	R	0.00
						0.00
03/09/2022	Bill Payment (Check)	22671	Galena Gazette Publications	Voided	R	0.00
						0.00
03/09/2022	Bill Payment (Check)	22672	Maria Rector	Voided	R	0.00
						0.00
03/09/2022	Bill Payment (Check)	22673	Access Systems	Voided	R	0.00
						0.00
03/09/2022	Bill Payment (Check)	22674	Demco, Inc.		R	-8,182.80
						-8,182.80
03/09/2022	Bill Payment (Check)	22675	RAILS		R	-75.00
						-75.00
03/09/2022	Bill Payment (Check)	22676	Galena Gazette Publications	02100179	R	-46.20
						-46.20
03/09/2022	Bill Payment (Check)	22677	Maria Rector			-60.00
						-60.00
03/09/2022	Bill Payment (Check)	22678	Access Systems		R	-78.13
						-78.13
03/09/2022	Bill Payment (Check)	22679	Findaway World LLC		R	-141.53
						-141.53
03/09/2022	Bill Payment (Check)	22680	Kanopy			-68.00
						-68.00
03/09/2022	Bill Payment (Check)	22681	Midwest Tape		R	-72.61
						-72.61
03/09/2022	Bill Payment (Check)	22682	Verizon		R	-180.20
						-180.20
03/11/2022	Expenditure		Jo Carroll Energy		R	-473.00
				Electricity 1/4/22-2/7/22		473.00
03/15/2022	Expenditure		City of Galena		R	-24.26
				Water & sewer		24.26
03/17/2022	Expenditure		Payroll		R	-8,013.99
						-8,013.99
03/22/2022	Expenditure	535615	Honkamp Krueger & Co, PC		R	-925.00
				Financial statements and software subscription for March 2022		925.00

Friday, April 8, 2022 02:00 PM GMT-05:00

1/2

# Galena Public Library District

Check Detail  
March 4 - April 8, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/22/2022	Expenditure		Mitel	Telephone	R	-176.80 176.80
03/25/2022	Expenditure		Culligan	Water 3/1/22-3/31/22	R	-18.75 18.75
03/25/2022	Expenditure		Card Services - Galena State Bank	laminate, recorder, filing box, hd card Adult/Youth AV shipping, stamps archival boxes (15) youth program supplies	R	-1,408.73 339.70 572.43 66.69 389.48 40.43
03/30/2022	Expenditure		AT&T	Elevator Phone	R	-90.62 90.62
03/31/2022	Expenditure		Payroll		R	-8,089.13 -8,089.13
04/05/2022	Expenditure		Nicor Gas	Gas for 1/18/22-2/15/22		-727.66 727.66
04/05/2022	Expenditure		Ingram Library Services	Adult & Youth Books - March 2022		-2,524.95 2,524.95
04/05/2022	Expenditure		Baker & Taylor	Adult & Youth books		-18.03 18.03
04/08/2022	Expenditure		Jo Carroll Energy	Electricity 2/7/22-3/8/22		-473.00 473.00
04/08/2022	Expenditure		Nicor Gas	Gas for 2/16/22-3/17/22		-588.90 588.90
1053 IB&T-IMRF						
03/07/2022	Expenditure		Illinois Municipal Retirement Fund	March 2022	R	-1,335.56 -1,335.56
04/06/2022	Expenditure			IMRF April		-1,344.56 1,344.56

#### 4. FINANCIAL REPORT

## Financial Statements

Galena Public Library District

For the Periods Ended March 31, 2022 and 2021

Prepared by  
Honkamp Krueger & Co., P.C.

Prepared on  
April 6, 2022

No Assurance Provided / All Disclosures Omitted

## Statement of Net Position - Modified Cash Basis

	As of Mar 31, 2022	As of Mar 31, 2021
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1010 Certificates of Deposit		
1011 Endowment Fund		
1012 Dupaco CD 117002-Endowment	0.00	93,806.76
1013 Dupaco CD 138560-Endow	0.00	145,514.93
1014 First Community Bank 166379	73,151.40	73,151.40
1015 First Community Bank 4883	145,514.93	
1016 First Community Bank 4580	92,882.22	
<b>Total 1011 Endowment Fund</b>	<b>311,548.55</b>	<b>312,473.09</b>
1020 Reserve Fund		
1021 First Community Bank 166378	75,201.06	75,201.06
<b>Total 1020 Reserve Fund</b>	<b>75,201.06</b>	<b>75,201.06</b>
1030 Restricted Memorial Reserve		
1031 Dupaco CD 136309 Virtue-MemRes	7,957.93	7,957.93
1032 Dupaco CD 138578 Klein-M.R	0.00	1,484.25
1033 First Community Bank 4647	1,484.25	
<b>Total 1030 Restricted Memorial Reserve</b>	<b>9,442.18</b>	<b>9,442.18</b>
<b>Total 1010 Certificates of Deposit</b>	<b>396,191.79</b>	<b>397,116.33</b>
1050 IB&T Checking		
1051 IB&T-Corporate Fund	156,765.72	108,427.54
1052 IB&T-FICA	8,982.17	6,990.85
1053 IB&T-IMRF	13,446.03	23,322.97
1054 IB&T-Insurance	7,323.55	17,581.78
1057 IB&T-Per Capita	2,729.77	4,349.42
<b>Total 1050 IB&amp;T Checking</b>	<b>189,247.24</b>	<b>160,672.56</b>
1060 IB&T Savings 170035		
1061 Corporate-IB&T Savings 170035	-1,311.14	5,088.77
1065 Memorial - IB&T Savings 170035	67,923.50	67,923.50
1066 Mem Reserve-IB&T Savings 170035	2,238.55	2,045.44
1068 Reserve - IB&T Savings 170035	169,770.92	157,433.86
1069 Endowment-IB&T Savings 170035	5,322.67	535.63
<b>Total 1060 IB&amp;T Savings 170035</b>	<b>243,944.50</b>	<b>233,027.20</b>
1070 Dupaco Savings		
1071 Dupaco Savings 200921104-Corp	25.02	25.02
<b>Total 1070 Dupaco Savings</b>	<b>25.02</b>	<b>25.02</b>
1080 First Community Bank Checking	200,969.90	
<b>Total Bank Accounts</b>	<b>1,030,378.45</b>	<b>790,841.11</b>

## Galena Public Library District

	As of Mar 31, 2022	As of Mar 31, 2021
<b>Other Current Assets</b>		
1840 Prepaid Wages	8,089.13	0.00
<b>Total Other Current Assets</b>	<b>8,089.13</b>	<b>0.00</b>
<b>Total Current Assets</b>	<b>1,038,467.58</b>	<b>790,841.11</b>
<b>TOTAL ASSETS</b>	<b>\$1,038,467.58</b>	<b>\$790,841.11</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
2300 Payroll Liabilities	0.00	0.00
2380 IMRF Payroll Liabilities		
2381 IMRF - 403B	1,344.51	1,540.97
<b>Total 2380 IMRF Payroll Liabilities</b>	<b>1,344.51</b>	<b>1,540.97</b>
<b>Total 2300 Payroll Liabilities</b>	<b>1,344.51</b>	<b>1,540.97</b>
<b>Total Other Current Liabilities</b>	<b>1,344.51</b>	<b>1,540.97</b>
<b>Total Current Liabilities</b>	<b>1,344.51</b>	<b>1,540.97</b>
<b>Total Liabilities</b>	<b>1,344.51</b>	<b>1,540.97</b>
<b>Equity</b>		
2800 Unrestricted Net Assets	0.00	0.00
2810 Corporate Fund Balance	351,028.86	113,494.61
2815 Endowment Fund Balance	325,931.35	317,391.97
2820 FICA Fund Balance	8,982.17	6,990.85
2830 IMRF Fund Balance	12,101.52	21,782.00
2835 Insurance Fund Balance	7,323.55	11,091.78
2845 Memorial Fund Balance	67,923.50	67,923.50
2850 Memorial Reserve Fund Balance	11,695.87	11,575.35
2855 Per Capita Fund Balance	2,729.77	4,349.42
2860 Reserve Fund Balance	249,406.48	234,700.66
2900 Contra Net Income Account	-321,080.84	-83,925.60
Net Revenue	321,080.84	83,925.60
<b>Total Equity</b>	<b>1,037,123.07</b>	<b>789,300.14</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,038,467.58</b>	<b>\$790,841.11</b>

## Statement of Activities - Modified Cash Basis (MTD)

	Mar 2022	Mar 2021
<b>REVENUE</b>		
3040 Donations	1,575.00	25.00
3050 Fines/Overdues		9.00
3060 Friends (Other Grants)	3,810.16	2,996.11
3090 Historical Department		5.00
3100 Interest Income		
3101 Corporate Interest	1.79	1.41
3106 Memorial Reserve Interest	10.90	
3108 Reserve Interest	2.06	126.00
3109 Endowment Interest	1,351.70	1,047.10
<b>Total 3100 Interest Income</b>	<b>1,366.45</b>	<b>1,174.51</b>
3130 Non-Resident Fee		166.91
3160 Prairie Cat		45.00
3190 Replacement Tax		5,393.29
3200 Royalty Income	2,571.44	1,090.23
3230 Service Charges	83.00	39.00
<b>Total Revenue</b>	<b>9,406.05</b>	<b>10,944.05</b>
<b>GROSS MARGIN</b>	<b>9,406.05</b>	<b>10,944.05</b>
<b>EXPENDITURES</b>		
5100 Personnel Services		
5120 Payroll Taxes	1,147.59	1,013.43
5130 Pension Contributions	694.34	973.29
5150 Salaries	15,000.81	13,247.41
<b>Total 5100 Personnel Services</b>	<b>16,842.74</b>	<b>15,234.13</b>
5200 Capital Outlay		
5210 Books	800.82	1,745.92
5220 Equipment	78.13	1,992.65
5240 Improvements	8,182.80	
5260 Materials/Non-Printed/A-V	713.96	1,297.17
<b>Total 5200 Capital Outlay</b>	<b>9,775.71</b>	<b>5,035.74</b>
5300 Commodities		
5310 Databases	140.61	118.00
5320 Periodicals		48.00
5330 Supplies	339.70	50.97
5340 Postage/Shipping	66.69	
<b>Total 5300 Commodities</b>	<b>547.00</b>	<b>216.97</b>
5400 Contractual Services		
5410 Accounting	1,138.77	1,099.34
5430 Legal		100.00
5440 Maintenance		205.62
<b>Total 5400 Contractual Services</b>	<b>1,138.77</b>	<b>1,404.96</b>
5500 Historical Digitization	389.48	

## Galena Public Library District

	Mar 2022	Mar 2021
5700 Other Expenditures		
5730 Misc Charges	60.00	80.00
<b>Total 5700 Other Expenditures</b>	<b>60.00</b>	<b>80.00</b>
5800 Other Services		
5870 Programming	115.43	39.45
5880 Public Notice/Legal	46.20	
5900 Utilities	1,746.60	1,182.46
<b>Total 5800 Other Services</b>	<b>1,908.23</b>	<b>1,221.91</b>
<b>Total Expenditures</b>	<b>30,661.93</b>	<b>23,193.71</b>
NET OPERATING MARGIN	-21,255.88	-12,249.66
NET MARGIN	\$ -21,255.88	\$ -12,249.66

## Statement of Activities - Modified Cash Basis (YTD)

	Jul 2021 - Mar 2022	Jul 2020 - Mar 2021
<b>REVENUE</b>		
3030 Digitization Project	6,475.00	12,195.00
3040 Donations	203,637.08	400.19
3050 Fines/Overdues	104.79	469.30
3060 Friends (Other Grants)	4,950.16	2,996.11
3070 Grants		
3077 Per Capita Grant	6,793.85	5,757.50
<b>Total 3070 Grants</b>	<b>6,793.85</b>	<b>5,757.50</b>
3090 Historical Department	150.00	120.25
3100 Interest Income		
3101 Corporate Interest	146.95	15.68
3106 Memorial Reserve Interest	98.63	87.73
3108 Reserve Interest	810.12	1,215.43
3109 Endowment Interest	5,905.64	5,309.70
<b>Total 3100 Interest Income</b>	<b>6,961.34</b>	<b>6,628.54</b>
3110 Item Replacements	237.18	67.60
3120 Lit Fest	335.00	2,020.00
3130 Non-Resident Fee	3,189.84	1,969.03
3140 Other Income		3,000.00
3141 Better World Books		231.36
3142 Corporate Other Income	112.96	
3146 Insurance Other Income		58.00
<b>Total 3140 Other Income</b>	<b>112.96</b>	<b>3,289.36</b>
3160 Prairie Cat		45.00
3180 Property Taxes		
3181 Corporate Property Tax	338,600.46	326,639.77
3182 FICA Property Tax	16,697.44	7,811.83
3183 IMRF Property Tax	2,961.52	7,811.83
3184 Insurance Property Tax	1,979.52	7,811.83
<b>Total 3180 Property Taxes</b>	<b>360,238.94</b>	<b>350,075.26</b>
3190 Replacement Tax	2,207.72	5,393.29
3200 Royalty Income	14,685.84	7,335.72
3230 Service Charges	646.56	329.65
<b>Total Revenue</b>	<b>610,726.26</b>	<b>399,091.80</b>
<b>GROSS MARGIN</b>	<b>610,726.26</b>	<b>399,091.80</b>
<b>EXPENDITURES</b>		
5100 Personnel Services		
5120 Payroll Taxes	11,007.81	10,340.19
5130 Pension Contributions	9,155.26	9,971.50
5150 Salaries	144,015.86	135,165.80
<b>Total 5100 Personnel Services</b>	<b>164,178.93</b>	<b>155,477.49</b>



## Galena Public Library District

	Jul 2021 - Mar 2022	Jul 2020 - Mar 2021
5200 Capital Outlay		
5210 Books	16,273.59	16,119.47
5220 Equipment	4,806.83	2,581.79
5240 Improvements	27,922.13	43,253.14
5260 Materials/Non-Printed/A-V	9,013.68	11,744.21
<b>Total 5200 Capital Outlay</b>	<b>58,016.23</b>	<b>73,698.61</b>
5300 Commodities		
5310 Databases	5,936.82	4,740.16
5320 Periodicals	1,926.94	1,834.04
5330 Supplies	3,136.64	2,416.58
5340 Postage/Shipping	208.85	196.09
<b>Total 5300 Commodities</b>	<b>11,209.25</b>	<b>9,186.87</b>
5400 Contractual Services		
5410 Accounting	10,383.85	10,440.75
5420 Audit Fees		6,490.00
5430 Legal	2,542.50	1,937.50
5440 Maintenance	5,756.39	4,156.87
5460 PrairieCat Consortium	6,833.50	6,836.00
5475 HR Source	275.00	
5480 Technical Services	5,472.50	125.00
5485 Other Contractual Services	534.80	809.68
<b>Total 5400 Contractual Services</b>	<b>31,798.54</b>	<b>30,795.80</b>
5500 Historical Digitization	1,380.96	19,998.01
5600 Lit Fest Expenditures	2,612.59	3,106.09
5700 Other Expenditures		
5710 Contingencies		4,226.26
5730 Misc Charges	471.07	347.75
<b>Total 5700 Other Expenditures</b>	<b>471.07</b>	<b>4,574.01</b>
5800 Other Services		
5810 Association Dues	440.00	440.00
5820 Continuing Education		100.00
5830 General Insurance (Bonding)	6,407.00	6,217.00
5850 Marketing	100.00	100.00
5860 Outreach		62.68
5870 Programming	1,422.86	1,111.33
5880 Public Notice/Legal	352.28	84.70
5890 Travel	104.61	
5900 Utilities	11,151.10	10,213.61
<b>Total 5800 Other Services</b>	<b>19,977.85</b>	<b>18,329.32</b>
<b>Total Expenditures</b>	<b>289,645.42</b>	<b>315,166.20</b>
<b>NET OPERATING MARGIN</b>	<b>321,080.84</b>	<b>83,925.60</b>
<b>NET MARGIN</b>	<b>\$321,080.84</b>	<b>\$83,925.60</b>

## Supplementary Information

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Supplementary Information

Preliminary Draft

Galena Public Library District

Month and Year-to-Date Statement of Activities Compared to 12 Month Budget - Modified Cash Basis

March 2022

	Current Month	Year-to-Date	Budget	Balance
<b>REVENUE</b>				
Digitization Project		6,475.00	15,000.00	(8,525.00)
Donations	1,575.00	203,637.08	201,969.90	1,667.18
Auction Income				-
Fines/Overdues		104.79	500.00	(395.21)
Friends (Other Grants)	3,810.16	4,950.16	8,000.00	(3,049.84)
Grants				
Corporate Grant				-
Per Capita Grant		6,793.85	6,794.00	(0.15)
<b>Total Grants</b>	-	<b>6,793.85</b>	<b>6,794.00</b>	<b>(0.15)</b>
Historical Department		150.00	250.00	(100.00)
Interest Income				
Corporate Interest	1.79	146.95	12,000.00	(11,853.05)
Memorial Reserve Interest	10.90	98.63		98.63
Reserve Interest	2.06	810.12		810.12
Endowment Interest	1,351.70	5,905.64		5,905.64
<b>Total Interest Income</b>	<b>1,366.45</b>	<b>6,961.34</b>	<b>12,000.00</b>	<b>(5,038.66)</b>
Item Replacements		237.18	200.00	37.18
Lit Fest		335.00	5,000.00	(4,665.00)
Non-Resident Fee		3,189.84	2,000.00	1,189.84
Other Income				-
Better World Books				-
Corporate Other Income		112.96	1,000.00	(887.04)
Insurance Other Income			-	-
<b>Total Other Income</b>	-	<b>112.96</b>	<b>1,000.00</b>	<b>(887.04)</b>
Prairie Cat			100.00	(100.00)
Property Taxes				
Corporate Property Tax		338,600.46	338,512.00	88.46
FICA Property Tax		16,697.44	16,693.00	4.44
IMRF Property Tax		2,961.52	2,961.00	0.52
Insurance Property Tax		1,979.52	1,979.00	0.52
<b>Total Property Taxes</b>	-	<b>360,238.94</b>	<b>360,145.00</b>	<b>93.94</b>
Replacement Tax		2,207.72	5,000.00	(2,792.28)
Royalty Income	2,571.44	14,685.84	10,000.00	4,685.84
Service Charges	83.00	646.56	500.00	146.56
<b>Total Revenue</b>	<b>9,406.05</b>	<b>610,726.26</b>	<b>628,458.90</b>	<b>(17,732.64)</b>
<b>GROSS MARGIN</b>	<b>9,406.05</b>	<b>610,726.26</b>	<b>628,458.90</b>	<b>(17,732.64)</b>
<b>EXPENSES</b>				
66000 Personnel Services				
Employee Health Plan				-
Payroll Taxes	1,147.59	11,007.81	16,000.00	(4,992.19)

## Galena Public Library District

	Current Month	Year-to-Date	Budget	Balance
Pension Contributions	694.34	9,155.26	14,000.00	(4,844.74)
Reimbursements				-
Salaries			-	-
Corporate Wages	15,000.81	144,015.86	205,350.00	(61,334.14)
<b>Total Salaries</b>	<b>15,000.81</b>	<b>144,015.86</b>	<b>205,350.00</b>	<b>(61,334.14)</b>
<b>Total 66000 Personnel Services</b>	<b>16,842.74</b>	<b>164,178.93</b>	<b>235,350.00</b>	<b>(71,171.07)</b>
Capital Outlay				
Books	800.82	16,273.59	24,000.00	(7,726.41)
Equipment	78.13	4,806.83	5,400.00	(593.17)
Hardware				-
Improvements	8,182.80	27,922.13	110,150.00	(82,227.87)
Materials/Non-Printed/A-V	713.96	9,013.68	19,200.00	(10,186.32)
<b>Total Capital Outlay</b>	<b>9,775.71</b>	<b>58,016.23</b>	<b>158,750.00</b>	<b>(100,733.77)</b>
Commodities				
Databases	140.61	5,936.82	8,401.00	(2,464.18)
Periodicals		1,926.94	2,790.00	(863.06)
Supplies	339.70	3,136.64	4,000.00	(863.36)
Postage/Shipping	66.69	208.85	500.00	(291.15)
<b>Total Commodities</b>	<b>547.00</b>	<b>11,209.25</b>	<b>15,691.00</b>	<b>(4,481.75)</b>
Contractual Services				
Accounting	1,138.77	10,383.85	15,000.00	(4,616.15)
Audit Fees			7,725.00	(7,725.00)
Legal		2,542.50	4,000.00	(1,457.50)
Maintenance		5,756.39	8,500.00	(2,743.61)
PrairieCat Corporate			1,000.00	(1,000.00)
PrairieCat Consortium		6,833.50	8,446.00	(1,612.50)
Security Services				-
HR Source		275.00		275.00
Technical Services		5,472.50	10,000.00	(4,527.50)
Other Contractual Services		534.80	3,000.00	(2,465.20)
<b>Total Contractual Services</b>	<b>1,138.77</b>	<b>31,798.54</b>	<b>57,671.00</b>	<b>(25,872.46)</b>
Historical Digitization	389.48	1,380.96	40,000.00	(38,619.04)
Lit Fest Expenditures		2,612.59		2,612.59
Other Expenditures				
Contingencies			30,000.00	(30,000.00)
Misc Charges	60.00	471.07	1,500.00	(1,028.93)
<b>Total Other Expenditures</b>	<b>60.00</b>	<b>471.07</b>	<b>31,500.00</b>	<b>(31,028.93)</b>
Other Services				
Association Dues		440.00	500.00	(60.00)
Continuing Education			2,500.00	(2,500.00)
General Insurance (Bonding)		6,407.00	7,000.00	(593.00)
Marketing		100.00	2,500.00	(2,400.00)
Outreach			1,500.00	(1,500.00)
Programming	115.43	1,422.86	17,000.00	(15,577.14)

Galena Public Library District

	<b>Current Month</b>	<b>Year-to-Date</b>	<b>Budget</b>	<b>Balance</b>
Public Notice/Legal	46.20	352.28	500.00	(147.72)
Travel		104.61	800.00	(695.39)
Utilities	1,746.60	11,151.10	13,500.00	(2,348.90)
<b>Total Other Services</b>	<b>1,908.23</b>	<b>19,977.85</b>	<b>45,800.00</b>	<b>(25,822.15)</b>
<b>Total Expenses</b>	<b>30,661.93</b>	<b>289,645.42</b>	<b>584,762.00</b>	<b>(295,116.58)</b>
NET OPERATING MARGIN	(21,255.88)	321,080.84	43,696.90	277,383.94
NET MARGIN	(21,255.88)	321,080.84	43,696.90	277,383.94

## Statement of Activities - Modified Cash Basis - Corp Fund

March 2022

	Corporate Fund		
	Actual	Budget	over Budget
<b>REVENUE</b>			
3030 Digitization Project		1,250.00	-1,250.00
3040 Donations	1,575.00	83.33	1,491.67
3050 Fines/Overdues		41.67	-41.67
3060 Friends (Other Grants)	3,810.16	666.67	3,143.49
3090 Historical Department		20.83	-20.83
3100 Interest Income			
3101 Corporate Interest	1.79	1,000.00	-998.21
<b>Total 3100 Interest Income</b>	<b>1.79</b>	<b>1,000.00</b>	<b>-998.21</b>
3110 Item Replacements		16.67	-16.67
3120 Lit Fest		416.67	-416.67
3130 Non-Resident Fee		166.67	-166.67
3140 Other Income			
3142 Corporate Other Income		83.33	-83.33
<b>Total 3140 Other Income</b>		<b>83.33</b>	<b>-83.33</b>
3160 Prairie Cat		8.33	-8.33
3190 Replacement Tax		416.67	-416.67
3200 Royalty Income	1,337.22		1,337.22
3230 Service Charges	83.00	41.67	41.33
<b>Total Revenue</b>	<b>6,807.17</b>	<b>4,212.51</b>	<b>2,594.66</b>
<b>GROSS MARGIN</b>	<b>6,807.17</b>	<b>4,212.51</b>	<b>2,594.66</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5150 Salaries	15,000.81	17,112.50	-2,111.69
<b>Total 5100 Personnel Services</b>	<b>15,000.81</b>	<b>17,112.50</b>	<b>-2,111.69</b>
5200 Capital Outlay			
5210 Books	800.82	2,000.00	-1,199.18
5220 Equipment	78.13	450.00	-371.87
5240 Improvements	8,182.80	9,179.16	-996.36
5260 Materials/Non-Printed/A-V	713.96	1,600.00	-886.04
<b>Total 5200 Capital Outlay</b>	<b>9,775.71</b>	<b>13,229.16</b>	<b>-3,453.45</b>
5300 Commodities			
5310 Databases	140.61	700.08	-559.47
5320 Periodicals		232.50	-232.50
5330 Supplies	339.70	333.33	6.37
5340 Postage/Shipping	66.69	41.67	25.02
<b>Total 5300 Commodities</b>	<b>547.00</b>	<b>1,307.58</b>	<b>-760.58</b>
5400 Contractual Services			
5410 Accounting	1,138.77	1,250.00	-111.23
5420 Audit Fees		643.75	-643.75
5430 Legal		333.33	-333.33
5440 Maintenance		708.33	-708.33

## Galena Public Library District

	Corporate Fund		
	Actual	Budget	over Budget
5450 Prairie Cat/Corporate		83.33	-83.33
5480 Technical Services		833.33	-833.33
5485 Other Contractual Services		250.00	-250.00
<b>Total 5400 Contractual Services</b>	<b>1,138.77</b>	<b>4,102.07</b>	<b>-2,963.30</b>
5500 Historical Digitization	389.48	3,333.33	-2,943.85
5700 Other Expenditures			
5710 Contingencies		2,500.00	-2,500.00
5730 Misc Charges	60.00	125.00	-65.00
<b>Total 5700 Other Expenditures</b>	<b>60.00</b>	<b>2,625.00</b>	<b>-2,565.00</b>
5800 Other Services			
5810 Association Dues		41.67	-41.67
5820 Continuing Education		208.33	-208.33
5850 Marketing		208.33	-208.33
5860 Outreach		125.00	-125.00
5870 Programming	115.43	1,416.67	-1,301.24
5880 Public Notice/Legal	46.20	41.67	4.53
5890 Travel		66.67	-66.67
5900 Utilities	1,746.60	1,125.00	621.60
<b>Total 5800 Other Services</b>	<b>1,908.23</b>	<b>3,233.34</b>	<b>-1,325.11</b>
<b>Total Expenditures</b>	<b>28,820.00</b>	<b>44,942.98</b>	<b>-16,122.98</b>
NET OPERATING MARGIN	-22,012.83	-40,730.47	18,717.64
NET MARGIN	\$ -22,012.83	\$ -40,730.47	\$ 18,717.64



## Statement of Activities - Modified Cash Basis - Corp Fund

July 2021 - March 2022

	Corporate Fund		
	Actual	Budget	over Budget
<b>REVENUE</b>			
3030 Digitization Project	6,475.00	11,250.00	-4,775.00
3040 Donations	203,637.08	201,719.91	1,917.17
3050 Fines/Overdues	104.79	374.99	-270.20
3060 Friends (Other Grants)	4,950.16	5,999.99	-1,049.83
3090 Historical Department	150.00	187.51	-37.51
3100 Interest Income			
3101 Corporate Interest	146.95	9,000.00	-8,853.05
3106 Memorial Reserve Interest	65.43		65.43
<b>Total 3100 Interest Income</b>	<b>212.38</b>	<b>9,000.00</b>	<b>-8,787.62</b>
3110 Item Replacements	237.18	149.99	87.19
3120 Lit Fest	335.00	3,749.99	-3,414.99
3130 Non-Resident Fee	3,189.84	1,499.99	1,689.85
3140 Other Income			
3142 Corporate Other Income	112.96	750.01	-637.05
<b>Total 3140 Other Income</b>	<b>112.96</b>	<b>750.01</b>	<b>-637.05</b>
3160 Prairie Cat		75.01	-75.01
3180 Property Taxes			
3181 Corporate Property Tax	338,600.46	338,512.00	88.46
<b>Total 3180 Property Taxes</b>	<b>338,600.46</b>	<b>338,512.00</b>	<b>88.46</b>
3190 Replacement Tax	2,207.72	3,749.99	-1,542.27
3200 Royalty Income	3,433.09		3,433.09
3230 Service Charges	646.56	374.99	271.57
<b>Total Revenue</b>	<b>564,292.22</b>	<b>577,394.37</b>	<b>-13,102.15</b>
<b>GROSS MARGIN</b>	<b>564,292.22</b>	<b>577,394.37</b>	<b>-13,102.15</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5150 Salaries	144,015.86	154,012.50	-9,996.64
<b>Total 5100 Personnel Services</b>	<b>144,015.86</b>	<b>154,012.50</b>	<b>-9,996.64</b>
5200 Capital Outlay			
5210 Books	16,273.59	18,000.00	-1,726.41
5220 Equipment	4,806.83	4,050.00	756.83
5240 Improvements	27,922.13	82,612.52	-54,690.39
5260 Materials/Non-Printed/A-V	9,013.68	14,400.00	-5,386.32
<b>Total 5200 Capital Outlay</b>	<b>58,016.23</b>	<b>119,062.52</b>	<b>-61,046.29</b>
5300 Commodities			
5310 Databases	5,936.82	6,300.76	-363.94
5320 Periodicals	1,926.94	2,092.50	-165.56
5330 Supplies	3,136.64	3,000.01	136.63
5340 Postage/Shipping	208.85	374.99	-166.14
<b>Total 5300 Commodities</b>	<b>11,209.25</b>	<b>11,768.26</b>	<b>-559.01</b>



## Galena Public Library District

		Corporate Fund	
	Actual	Budget	over Budget
5400 Contractual Services			
5410 Accounting	10,383.85	11,250.00	-866.15
5420 Audit Fees		5,793.75	-5,793.75
5430 Legal	2,542.50	3,000.01	-457.51
5440 Maintenance	5,756.39	6,375.01	-618.62
5450 Prairie Cat/Corporate		750.01	-750.01
5460 PrairieCat Consortium	499.00		499.00
5475 HR Source	275.00		275.00
5480 Technical Services	5,472.50	7,500.01	-2,027.51
5485 Other Contractual Services	534.80	2,250.00	-1,715.20
<b>Total 5400 Contractual Services</b>	<b>25,464.04</b>	<b>36,918.79</b>	<b>-11,454.75</b>
5500 Historical Digitization	1,380.96	30,000.01	-28,619.05
5600 Lit Fest Expenditures	2,612.59		2,612.59
5700 Other Expenditures			
5710 Contingencies		22,500.00	-22,500.00
5730 Misc Charges	471.07	1,125.00	-653.93
<b>Total 5700 Other Expenditures</b>	<b>471.07</b>	<b>23,625.00</b>	<b>-23,153.93</b>
5800 Other Services			
5810 Association Dues	440.00	374.99	65.01
5820 Continuing Education		1,875.01	-1,875.01
5850 Marketing	100.00	1,875.01	-1,775.01
5860 Outreach		1,125.00	-1,125.00
5870 Programming	1,422.86	12,749.99	-11,327.13
5880 Public Notice/Legal	352.28	374.99	-22.71
5890 Travel	104.61	599.99	-495.38
5900 Utilities	11,151.10	10,125.00	1,026.10
<b>Total 5800 Other Services</b>	<b>13,570.85</b>	<b>29,099.98</b>	<b>-15,529.13</b>
<b>Total Expenditures</b>	<b>256,740.85</b>	<b>404,487.06</b>	<b>-147,746.21</b>
NET OPERATING MARGIN	307,551.37	172,907.31	134,644.06
NET MARGIN	\$307,551.37	\$172,907.31	\$134,644.06

**Statement of Activities - Modified Cash Basis - Endowment Fund**

March 2022

	Actual	Budget	Endowment over Budget
<b>REVENUE</b>			
3100 Interest Income			
3109 Endowment Interest	1,351.70		1,351.70
<b>Total 3100 Interest Income</b>	<b>1,351.70</b>		<b>1,351.70</b>
<b>Total Revenue</b>	<b>1,351.70</b>	<b>0.00</b>	<b>1,351.70</b>
<b>GROSS MARGIN</b>	<b>1,351.70</b>	<b>0.00</b>	<b>1,351.70</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>1,351.70</b>	<b>0.00</b>	<b>1,351.70</b>
<b>NET MARGIN</b>	<b>\$1,351.70</b>	<b>\$0.00</b>	<b>\$1,351.70</b>

**Statement of Activities - Modified Cash Basis - Endowment Fund**

July 2021 - March 2022

	Actual	Budget	Endowment over Budget
<b>REVENUE</b>			
3100 Interest Income			
3109 Endowment Interest	5,905.64		5,905.64
<b>Total 3100 Interest Income</b>	<b>5,905.64</b>		<b>5,905.64</b>
<b>Total Revenue</b>	<b>5,905.64</b>	<b>0.00</b>	<b>5,905.64</b>
<b>GROSS MARGIN</b>	<b>5,905.64</b>	<b>0.00</b>	<b>5,905.64</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>5,905.64</b>	<b>0.00</b>	<b>5,905.64</b>
<b>NET MARGIN</b>	<b>\$5,905.64</b>	<b>\$0.00</b>	<b>\$5,905.64</b>

## Statement of Activities - Modified Cash Basis - FICA Fund

March 2022

	Actual	Budget	FICA Fund over Budget
REVENUE			
<b>Total Revenue</b>			<b>0.00</b>
GROSS MARGIN	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
EXPENDITURES			
5100 Personnel Services			
5120 Payroll Taxes	1,147.59	1,333.33	-185.74
<b>Total 5100 Personnel Services</b>	<b>1,147.59</b>	<b>1,333.33</b>	<b>-185.74</b>
<b>Total Expenditures</b>	<b>1,147.59</b>	<b>1,333.33</b>	<b>-185.74</b>
NET OPERATING MARGIN	<b>-1,147.59</b>	<b>-1,333.33</b>	<b>185.74</b>
NET MARGIN	<b>\$ -1,147.59</b>	<b>\$ -1,333.33</b>	<b>\$185.74</b>

**Statement of Activities - Modified Cash Basis - FICA Fund**

July 2021 - March 2022

	Actual	Budget	FICA Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3182 FICA Property Tax	16,697.44	16,693.00	4.44
<b>Total 3180 Property Taxes</b>	<b>16,697.44</b>	<b>16,693.00</b>	<b>4.44</b>
<b>Total Revenue</b>	<b>16,697.44</b>	<b>16,693.00</b>	<b>4.44</b>
<b>GROSS MARGIN</b>	<b>16,697.44</b>	<b>16,693.00</b>	<b>4.44</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5120 Payroll Taxes	11,007.81	12,000.01	-992.20
<b>Total 5100 Personnel Services</b>	<b>11,007.81</b>	<b>12,000.01</b>	<b>-992.20</b>
<b>Total Expenditures</b>	<b>11,007.81</b>	<b>12,000.01</b>	<b>-992.20</b>
<b>NET OPERATING MARGIN</b>	<b>5,689.63</b>	<b>4,692.99</b>	<b>996.64</b>
<b>NET MARGIN</b>	<b>\$5,689.63</b>	<b>\$4,692.99</b>	<b>\$996.64</b>

## Statement of Activities - Modified Cash Basis - IMRF Fund

March 2022

	Actual	Budget	IMRF Fund over Budget
REVENUE			
<b>Total Revenue</b>			<b>0.00</b>
GROSS MARGIN	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
EXPENDITURES			
5100 Personnel Services			
5130 Pension Contributions	694.34	1,166.67	-472.33
<b>Total 5100 Personnel Services</b>	<b>694.34</b>	<b>1,166.67</b>	<b>-472.33</b>
<b>Total Expenditures</b>	<b>694.34</b>	<b>1,166.67</b>	<b>-472.33</b>
NET OPERATING MARGIN	<b>-694.34</b>	<b>-1,166.67</b>	<b>472.33</b>
NET MARGIN	<b>\$ -694.34</b>	<b>\$ -1,166.67</b>	<b>\$472.33</b>

**Statement of Activities - Modified Cash Basis - IMRF Fund**

July 2021 - March 2022

	Actual	Budget	IMRF Fund over Budget
<b>REVENUE</b>			
3180 Property Taxes			
3183 IMRF Property Tax	2,961.52	2,961.00	0.52
<b>Total 3180 Property Taxes</b>	<b>2,961.52</b>	<b>2,961.00</b>	<b>0.52</b>
<b>Total Revenue</b>	<b>2,961.52</b>	<b>2,961.00</b>	<b>0.52</b>
<b>GROSS MARGIN</b>	<b>2,961.52</b>	<b>2,961.00</b>	<b>0.52</b>
<b>EXPENDITURES</b>			
5100 Personnel Services			
5130 Pension Contributions	9,155.26	10,499.99	-1,344.73
<b>Total 5100 Personnel Services</b>	<b>9,155.26</b>	<b>10,499.99</b>	<b>-1,344.73</b>
<b>Total Expenditures</b>	<b>9,155.26</b>	<b>10,499.99</b>	<b>-1,344.73</b>
<b>NET OPERATING MARGIN</b>	<b>-6,193.74</b>	<b>-7,538.99</b>	<b>1,345.25</b>
<b>NET MARGIN</b>	<b>\$ -6,193.74</b>	<b>\$ -7,538.99</b>	<b>\$1,345.25</b>

**Statement of Activities - Modified Cash Basis - Insurance Fund**

March 2022

		<b>Insurance Fund</b>	
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>
<b>REVENUE</b>			
<b>Total Revenue</b>			<b>0.00</b>
GROSS MARGIN	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENDITURES</b>			
5800 Other Services			
5830 General Insurance (Bonding)		583.33	-583.33
<b>Total 5800 Other Services</b>		<b>583.33</b>	<b>-583.33</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>583.33</b>	<b>-583.33</b>
NET OPERATING MARGIN	<b>0.00</b>	<b>-583.33</b>	<b>583.33</b>
NET MARGIN	<b>\$0.00</b>	<b>\$ -583.33</b>	<b>\$583.33</b>



**Statement of Activities - Modified Cash Basis - Insurance Fund**

July 2021 - March 2022

		<b>Insurance Fund</b>	
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>
<b>REVENUE</b>			
3180 Property Taxes			
3184 Insurance Property Tax	1,979.52	1,979.00	0.52
<b>Total 3180 Property Taxes</b>	<b>1,979.52</b>	<b>1,979.00</b>	<b>0.52</b>
<b>Total Revenue</b>	<b>1,979.52</b>	<b>1,979.00</b>	<b>0.52</b>
<b>GROSS MARGIN</b>	<b>1,979.52</b>	<b>1,979.00</b>	<b>0.52</b>
<b>EXPENDITURES</b>			
5800 Other Services			
5830 General Insurance (Bonding)	6,407.00	5,250.01	1,156.99
<b>Total 5800 Other Services</b>	<b>6,407.00</b>	<b>5,250.01</b>	<b>1,156.99</b>
<b>Total Expenditures</b>	<b>6,407.00</b>	<b>5,250.01</b>	<b>1,156.99</b>
<b>NET OPERATING MARGIN</b>	<b>-4,427.48</b>	<b>-3,271.01</b>	<b>-1,156.47</b>
<b>NET MARGIN</b>	<b>\$ -4,427.48</b>	<b>\$ -3,271.01</b>	<b>\$ -1,156.47</b>

**Statement of Activities - Modified Cash Basis - Memorial Reserve Fund**

March 2022

		<b>Memorial Reserve</b>	
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>
<b>REVENUE</b>			
3100 Interest Income			
3106 Memorial Reserve Interest	10.90		10.90
<b>Total 3100 Interest Income</b>	<b>10.90</b>		<b>10.90</b>
<b>Total Revenue</b>	<b>10.90</b>	<b>0.00</b>	<b>10.90</b>
<b>GROSS MARGIN</b>	<b>10.90</b>	<b>0.00</b>	<b>10.90</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>10.90</b>	<b>0.00</b>	<b>10.90</b>
<b>NET MARGIN</b>	<b>\$10.90</b>	<b>\$0.00</b>	<b>\$10.90</b>

**Statement of Activities - Modified Cash Basis - Memorial Reserve Fund**

July 2021 - March 2022

			<b>Memorial Reserve</b>
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>
<b>REVENUE</b>			
3100 Interest Income			
3106 Memorial Reserve Interest	33.20		33.20
<b>Total 3100 Interest Income</b>	<b>33.20</b>		<b>33.20</b>
<b>Total Revenue</b>	<b>33.20</b>	<b>0.00</b>	<b>33.20</b>
<b>GROSS MARGIN</b>	<b>33.20</b>	<b>0.00</b>	<b>33.20</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>33.20</b>	<b>0.00</b>	<b>33.20</b>
<b>NET MARGIN</b>	<b>\$33.20</b>	<b>\$0.00</b>	<b>\$33.20</b>

## Statement of Activities - Modified Cash Basis - Per Capita Fund

March 2022

			Per Capita Fund
	Actual	Budget	over Budget
REVENUE			
3070 Grants			
3077 Per Capita Grant		566.17	-566.17
<b>Total 3070 Grants</b>		<b>566.17</b>	<b>-566.17</b>
<b>Total Revenue</b>	<b>0.00</b>	<b>566.17</b>	<b>-566.17</b>
GROSS MARGIN	0.00	566.17	-566.17
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium		703.83	-703.83
<b>Total 5400 Contractual Services</b>		<b>703.83</b>	<b>-703.83</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>703.83</b>	<b>-703.83</b>
NET OPERATING MARGIN	0.00	-137.66	137.66
NET MARGIN	\$0.00	\$ -137.66	\$137.66

## Statement of Activities - Modified Cash Basis - Per Capita Fund

July 2021 - March 2022

	Actual	Budget	Per Capita Fund over Budget
REVENUE			
3070 Grants			
3077 Per Capita Grant	6,793.85	5,095.49	1,698.36
<b>Total 3070 Grants</b>	<b>6,793.85</b>	<b>5,095.49</b>	<b>1,698.36</b>
<b>Total Revenue</b>	<b>6,793.85</b>	<b>5,095.49</b>	<b>1,698.36</b>
GROSS MARGIN	6,793.85	5,095.49	1,698.36
EXPENDITURES			
5400 Contractual Services			
5460 PrairieCat Consortium	6,334.50	6,334.51	-0.01
<b>Total 5400 Contractual Services</b>	<b>6,334.50</b>	<b>6,334.51</b>	<b>-0.01</b>
<b>Total Expenditures</b>	<b>6,334.50</b>	<b>6,334.51</b>	<b>-0.01</b>
NET OPERATING MARGIN	459.35	-1,239.02	1,698.37
NET MARGIN	\$459.35	\$ -1,239.02	\$1,698.37

## Statement of Activities - Modified Cash Basis - Reserve Fund

March 2022

	Actual	Budget	Reserve Fund over Budget
REVENUE			
3100 Interest Income			
3108 Reserve Interest	2.06		2.06
<b>Total 3100 Interest Income</b>	<b>2.06</b>		<b>2.06</b>
3200 Royalty Income	1,234.22	833.33	400.89
<b>Total Revenue</b>	<b>1,236.28</b>	<b>833.33</b>	<b>402.95</b>
GROSS MARGIN	<b>1,236.28</b>	<b>833.33</b>	<b>402.95</b>
EXPENDITURES			
<b>Total Expenditures</b>			<b>0.00</b>
NET OPERATING MARGIN	<b>1,236.28</b>	<b>833.33</b>	<b>402.95</b>
NET MARGIN	<b>\$1,236.28</b>	<b>\$833.33</b>	<b>\$402.95</b>

**Statement of Activities - Modified Cash Basis - Reserve Fund**

July 2021 - March 2022

	Actual	Budget	Reserve Fund over Budget
<b>REVENUE</b>			
3100 Interest Income			
3108 Reserve Interest	810.12		810.12
<b>Total 3100 Interest Income</b>	<b>810.12</b>		<b>810.12</b>
3200 Royalty Income	11,252.75	7,500.01	3,752.74
<b>Total Revenue</b>	<b>12,062.87</b>	<b>7,500.01</b>	<b>4,562.86</b>
<b>GROSS MARGIN</b>	<b>12,062.87</b>	<b>7,500.01</b>	<b>4,562.86</b>
<b>EXPENDITURES</b>			
<b>Total Expenditures</b>			<b>0.00</b>
<b>NET OPERATING MARGIN</b>	<b>12,062.87</b>	<b>7,500.01</b>	<b>4,562.86</b>
<b>NET MARGIN</b>	<b>\$12,062.87</b>	<b>\$7,500.01</b>	<b>\$4,562.86</b>

## 7. LIBRARY DIRECTOR'S REPORT



### Director's Report March 2022

#### Board News

A resume from an interested person in fulfilling a future seat, if needed.

If you have not completed your OMA training, you need to do so as soon as possible. Contact me for assistance, if needed.

#### Circulation

We have completed a large organization project in the adult fiction collection. Previously, the mystery, fantasy, and science fiction collections had their own sections. Over the last few weeks, we have reassigned these genres into the general fiction. This provided 18 additional shelves for the most used collection. Large Print fiction and adult graphic novels were moved, temporarily to the fireplace area, to allow for the space. These collections do not have definitive homes as we face major space issues.

#### Adult Services

Highland Lifelong Learning is hosting another series of lectures at the library through April. This unit is WWII in Europe and North Africa. Eight people signed up.

Upcoming adult programs (these are all available for viewing on the library's [Eventbrite](#)):

- April 12: CraTea Flower Crochet
- April 16: *Current Sea* Documentary
- April 18: Morning Book Club
- April 19: Evening Book Club
- April 27: Rebirth of Ulysses S. Grant. Presented by Clinton Stockwell
- April 27: ILP Nick Offerman & Jeff Tweedy
- April 28: Poetry & the Winds of War. Presented by Lynn Werner
- Every Tuesday: Stitchers

#### Youth Services

Upcoming youth programs (these are all available for viewing on the library's [Eventbrite](#)):

- April 14: Homeschool Meetup
- April 18: Animal Crossing Party
- April 23: Kids Create/Lego Club
- April 25: ARC 4k visits the library
- April 27: Rachel visits the ARC 3k



- Every Monday: STEAM Club
- Every Wednesday: Preschool Story time
- Every Friday: Toddler Storytime

### Historical Room/Archives

The reorganization of the Archival Room continues. Dale and Rachel took photos of a county map and city map, dating back to the 1830s. The goal is to have the maps reprinted, digitized, and the originals possibly restored. I have been in contact with the map librarian at the Newberry to identify the proper conservator.

### Marketing/Publicity

Larissa and Rachel continually share content on multiple social media platforms: [Facebook](#), [Instagram](#), [YouTube](#), and our [website](#).

If you are not subscribing to the library's monthly newsletter you can do so by scrolling to the bottom of the [library's homepage](#).

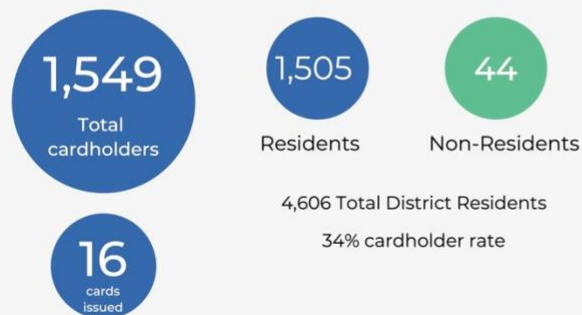
### Director

- **Building**
  - Egress: Joe Werner is waiting to hear back from Spahn & Rose on prices.
  - Fireplace: Anna Weiss-Pfau visited on April 8<sup>th</sup> to start work on the downstairs fireplace.
- **Finances**
  - Budget: A draft budget is coming together. The Finance Committee will meet sometime in April or early May.
- **Personnel**
  - Hillary Dickerson's last day was April 5<sup>th</sup>.
  - Linda Klug will be retiring on June 24<sup>th</sup>.
  - Two clerks were hired and will start mid to late April.
  - Employee Evaluations are
- **Project Updates**
  - Library Minutes: currently in the 2010s
  - Demco Furniture Design
    - Study tables and chairs were ordered. Do not have a ship date yet.
  - Digitization:
    - Terry Kurt has finished a draft agreement that combines the four previous agreements with the *Gazette*. A copy is located in this packet as item 10.b.
- **Strategic Plan Objective Timeline**
  - March 2022
    - 2.a: Diversification
      - The library is working together with Galena Bakehouse, Riverview Center, and GGMI to put together the 2<sup>nd</sup> Annual Pride Picnic.
    - 3.a.ii: Compile past building projects in order to plan for future updates
      - This is in-process. Building & Grounds committee plans to meet to discuss the building's future needs.
    - 4.b.i: Define critical library outcomes

- Researching the PLA's Project Outcome to use in the future. This free toolkit helps libraries in understanding the impact of their services. It provides trainings, data analytics, and surveys. This will be something that we revisit routinely over the next five years.
- April 2022
  - 2.b.i: Expand delivery service program
  - 4.b.ii: Develop a long-range facilities plan that aligns with patron and service needs

# MARCH 2022 STATISTICS

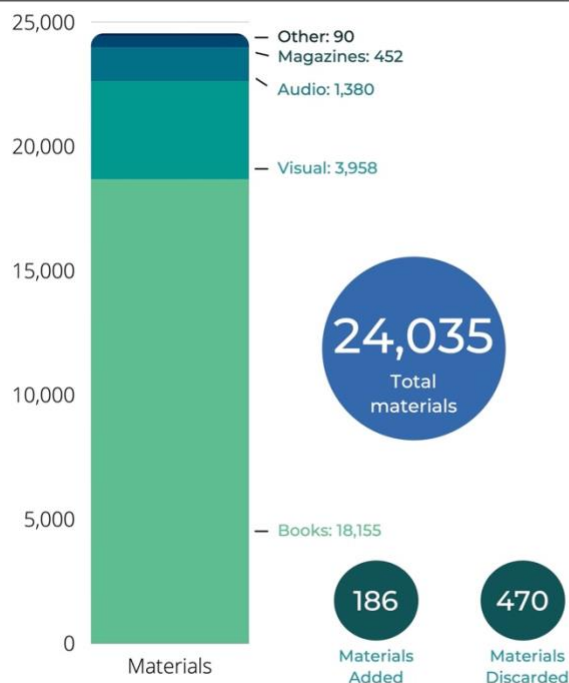
## Card Holders



## Checkouts



## Collection

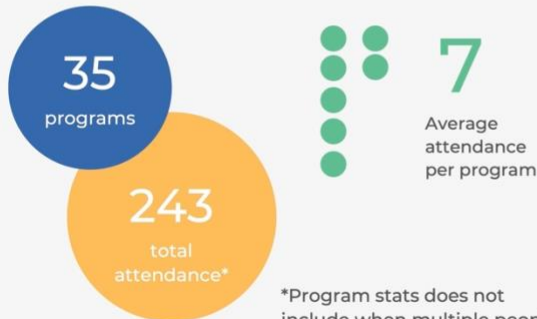


## Visits



# MARCH 2022 STATISTICS

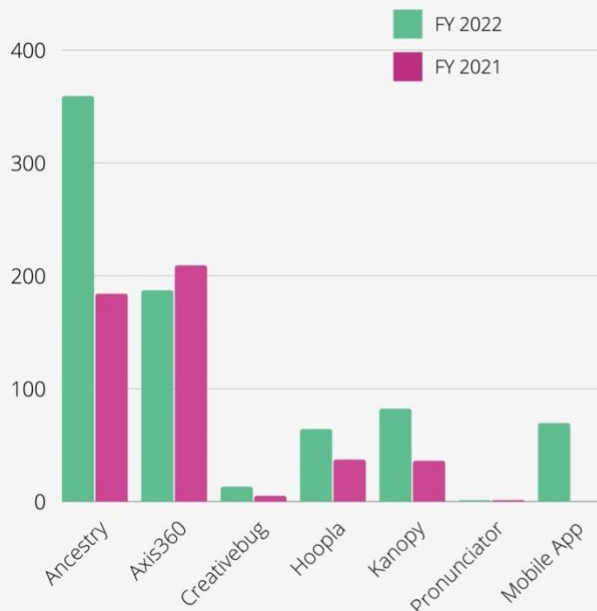
## Programming



## Computer Use



## eResources



## Social Media



## 10. C DISCUSSION AND POSSIBLE ACTION ON UPDATED AGREEMENT WITH THE GALENA GAZETTE

### **THE GALENA GAZETTE AND GALENA PUBLIC LIBRARY MASTER AGREEMENT**

THIS AGREEMENT is being entered into this \_\_\_\_ day of April, 2022, by and between the GALENA GAZETTE PUBLICATIONS, INC, hereinafter referred to as “Gazette” and the GALENA PUBLIC LIBRARY, hereinafter referred to as “Library”.

The Gazette and Library has previously entered into agreements on September 1, 2010, August 12, 2018, October 8, 2019, and May 4, 2020, relating to storage and digitizing copies of the Galena Gazette, hereinafter referred to as “four agreements”.

The intent of this Master Agreement is to incorporate all the terms and conditions of those four agreements into one document and update any terms that are not clear and add an end date to the obligations contained in those agreements.

1. Digitization. As stated in the August 15, 2019 and May 4, 2020 agreements, the Gazette grants Library permission to make a digital copy with a backup copy of all issues of the Galena Gazette dating back to the inception of the newspaper in 1834 though 2000.

It is understood between the parties that the process involved in making digital copies of each newspaper includes the scanning of each individual page of the newspaper using software that converts each page into an electronic image by an outside third party. It is the sole obligation of the Library to pay the third party to have this process completed.

Upon completion of the digitization, the digitized copies shall become the property of the Library and the original paper version of each newspaper remains the property of the Gazette.

It is also agreed and stipulated that the ownership of the content may not be modified, assigned or transferred to any person or organization without the express written consent of the Gazette or its successor.

2. Storage and Use. All back issues of the Galena Gazette shall be stored in a clean, dry area properly maintained by the Library so that the back issues will be kept in good condition. The Gazette is permitted to view the location of the storage of the back issues to insure their safe keeping.

The Library shall grant the general public access to the digitized copies of the Galena Gazette and those digitized shall be used whenever possible instead of the original hard copies. The Library shall establish rules for the general public’s use of the digitized copies that will include a statement prior to viewing as follows:

“use of these digitized copies of the Galena Gazette, which are the property of the Library, are hereby made available to the general public under the express specific permission of the Galena Gazette Publications, Inc., and may be used for reading, research and any other not-for-profit purposes. Galena Publications, Inc., remains the owner of all valid and enforceable copyrighted material contained herein.”

The back issues of the Galena Gazette may not be removed from the Library unless the removal was done by a Library staff member or a correspondent of the Gazette and is actively engaged in a project for the Gazette.

3. Ownership. The Gazette continues to own all valid and enforceable copyrights related to the back issues of the Gazette and the content contained therein and does not assign these ownership rights to any third party. The content of the digitized copies shall not be modified, changed, assigned or sold to any other person or entity by the Library without the express written consent of the Gazette.
4. Transportation/Waiver and Hold Harmless Agreement/Insurance. The Gazette hereby authorizes Library Staff to transport bound volumes of the The Galena Gazette from the Library to \_\_\_\_\_ Maryland for the purpose of digitizing said volumes. Library staff is also authorized to transport boxed, unbound volumes from \_\_\_\_\_ Maryland to the Library for storage.

The Gazette hereby agrees to hold harmless and indemnify Library from any and all damage to the bound volumes that may occur during the transportation to and from \_\_\_\_\_ Maryland.

It is understood by the parties that transportation of bound and unbound volumes is covered under the Libraries Hired Non-Owned Auto Liability Insurance Plan.

5. Term. The terms and conditions of this agreement shall be in full force and effect for a period of twenty (20) years from the date of this agreement.
- 6.

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Galena Gazette Publications, Inc

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Galena Public Library

SUBSCRIBED AND SWORN TO before me

by each of the persons whose signatures appear

above this \_\_\_\_ day of \_\_\_\_\_, 2022.

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Notary Public

Prepared by:

Terry M. Kurt #6200121  
HAMMER LAW FIRM, P.L.C.  
590 Iowa Street, Ste 2  
Dubuque, IA 52001  
TEL (563) 582-1560  
FAX (866) 921-6143

## 11.A DISCUSSION AND POSSIBLE ACTION ON DEACCESSION OF LIBRARY FURNITURE

TO: Board of Trustees

FROM: Jenna Diedrich, Library Director

DATE: April 12, 2022

RE: Deaccession of Library furniture

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I propose the following items be deaccessioned from the library's collection of furniture and sold during a silent auction:

- Three tall-backed wooden chairs, with spindles
- Two small wooden chairs
- Two wooden magazine racks
- Two wooden benches with paisley upholstery
- One TV stand, on wheels
- Two marble computer desks (currently located in the children's library)
- One large wooden picture frame. Dimensions 99" x 50" x 2.25"

These pieces are either not being used, no longer serve a purpose, or are already replaced with new, existing furniture pieces.



## 11.B DISCUSSION AND POSSIBLE ACTION ON EXTERIOR REPAIR BID

RENAISSANCE RESTORATION, INC.  
Terry W. Cole, General Contractor  
"Certified Restoration Consultants"  
P.O. Box 291  
Galena, Illinois 61036

(815) 777-0556  
FAX (815) 777-9472  
[rrigalena@mchsi.com](mailto:rrigalena@mchsi.com)

To: Galena Public Library District  
c/o Jenna Diedrich, Library Director  
601 S. Bench Street  
Galena, IL 61036

# PROPOSAL

Page No. 1 of 1 Pages

JOB NAME/NO.: Repairs to the Exterior Building Envelope	
LOCATION:	601 S. Bench Street Galena, IL 61036
PHONE: 815-777-0200	DATE 4/1/22

We hereby submit specifications and estimates for: Repairs to the Exterior Building Envelope

Price Quote

- |   |                 |
|---|-----------------|
| I. Scope of Work as Per Attached:<br>1. Front (east side) of building: a. – e.<br>b. (2) new front limestone panels.<br>2. Rear (west side) of building: a. – d.<br>a. (1) new corner limestone panel.<br>3. North and South Sides of building: a. – d. | I. \$125,780.00 |
|---|-----------------|

\*Includes Jo Daviess County Prevailing Wage Rates: 1/6/22

WE PROPOSE hereby to furnish material and labor - complete in accordance with these specifications, for the sum of: **(Items I only)**

**One Hundred Twenty-Five Thousand and Seven Hundred Eighty Dollars & 00/100-----(\$125,780.00)**

Payable as follows: **As Agreed**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner, Authorized according to standard practices. Any alteration or deviation from above specifications involving Signature extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Our workers are fully insured by Workmen's Compensation Insurance.

Respectfully proposed by Terry W. Cole, President

NOTE: This proposal may be withdrawn  
by us if not accepted within **90** days.

**ACCEPTANCE OF PROPOSAL** — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date

Signature

Date

### SCOPE OF WORK

The necessary repairs to the exterior building envelope of the Galena Public Library District are:

1. Front (east side) of building
  - a. Patch front limestone step treads and risers using approved limestone patching compound; on front steps, remove existing and install new expansion joint compound with bond breaker at rear of caulk joints. Color to match existing.
  - b. Replace parget section on two front buttresses with new limestone to match original panels.
  - c. Remove existing damaged mortar joints removing no material from existing limestone blocks and tuck point limestone field with Type O mortar to match original. Sample mortar submittal required for approval.
  - d. On existing limestone coping, corbelling, and water table remove existing caulk and mortar joints and install new expansion joint compound with bond breaker at rear of caulk joints. Color sample submittal required for approval.
  - e. Remove and salvage existing steel handrail at concrete steps at front of building. Repair concrete as necessary to reinstall steel handrail. Reinstall steel handrail.
2. Rear (west side) of building
  - a. Remove damaged mortar joints and tuck point limestone field
  - b. Remove caulk and mortar joints and install new expansion joint compound at limestone coping, corbelling, and water table
  - c. Repair damaged limestone corner near elevator addition using new or salvaged limestone to match existing. Mortar color to match other new masonry repairs.
  - d. Repair two limestone chimneys. Removing and resetting exterior limestone blocks as necessary. Remove and replace all damaged mortar joints as necessary. Removing no material from existing limestone blocks. All tuck pointing to be executed with Type O mortar to match original. Sample mortar submittal required for approval.
3. North and south sides of building
  - a. Remove existing damaged mortar joints and tuck point limestone field Type O mortar to match original. Sample mortar submittal required for approval.
  - b. On existing limestone coping, corbelling, and water table remove existing caulk and mortar joints and install new expansion joint compound with bond breaker at rear of caulk joints. Color sample submittal required for approval.
  - c. Repair door threshold at storeroom door
  - d. Power wash organic material from stone and infill around drains in sidewalk (on north side only). Any cleaners or chemicals to be submitted for approval prior to execution of work.

**RENAISSANCE**

We feel the restoration of historic homes is a treasure  
this generation can present to future generations.



**RESTORATION INC.**

General Contractors  
Terry W. Cole, President

## **CONTRACTOR'S QUALIFICATION STATEMENT**

### **Information About the Firm**

*The Undersigned certifies under oath that this information provided herein is true and sufficiently complete so as not to be misleading.*

**SUBMITTED TO:** Galena Public Library District  
Attn: Jenna Diedrich, Director  
Exterior Building Envelope RFP

**ADDRESS:** 601 S. Bench Street  
Galena, IL 61036

**SUBMITTED BY:** Terry W. Cole

**NAME:** Renaissance Restoration, Inc.

**ADDRESS:** P.O. Box 291, 11672 W. Norris Lane  
Galena, IL 61036

**TELEPHONE NO.:** (815) 777-0556

**EMAIL:** [rri@galenalink.com](mailto:rri@galenalink.com)

**Workload/Availability:** (2) Projects currently under contract to be completed in ninety (90) days. Currently available for more work after July 1, 2022.

The firm will adhere to the Employment of Illinois Workers on Public Works Act [30 ILCS 570/].

### **Representative Projects - References**

1. Project: Mayslake Peabody Estate  
South Courtyard  
Oak Brook, IL 60521

Statement of Qualifications

Renaissance Restoration, Inc.

Architect: Restoric, LLC  
8 S. Michigan Avenue  
Chicago, IL 60603  
Neil Vogel - #847-987-1912

2. Project: Roosevelt School Apartments  
Exterior Renovation  
Clinton, IA 52732

Architect: Architects Schipper Kastner  
3716 Ingersoll Avenue, Suite A  
Des Moines, IA 50312  
#515-277-6107

3. Project: Ottumwa Public Library  
Attn: Sonya Ferrell - #641-682-7563, Ext. 202  
Exterior Cleaning and Masonry Restoration  
102 W. 4<sup>th</sup> Street  
Ottumwa, IA 52501

See attached Certificate of Insurance

RENAISSANCE RESTORATION, INC.

By:

  
Terry W. Cole



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/31/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> AssuredPartners Great Plains, LLC dba Friedman Insurance PO Box 759 Dubuque IA 52004-0759		<b>CONTACT</b> NAME: Pam Buchholtz PHONE (A/C No. Ext): 563-556-0272 FAX (A/C No.): 563-556-4425 E-MAIL: buchholtzp@friedman-group.com ADDRESS: buchholtzp@friedman-group.com	
<b>INSURED</b> Renaissance Restoration, Inc. P.O. Box 291 Galena IL 61036-0291		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Cincinnati Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
<b>RENAES-01</b>		<b>NAIC #</b> 10677	

COVERAGES		CERTIFICATE NUMBER: 953173166		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		EPP 0052920 / EBA 0052920	12/31/2021	12/31/2022
					<b>LIMITS</b> EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		EPP 0052920 / EBA 0052920	12/31/2021	12/31/2022
					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		EPP 0052920 / EBA 0052920	12/31/2021	12/31/2022
					EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	EWC 0361546	12/31/2021	12/31/2022
					<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Project: Exterior Building Envelope RPF Proof of insurance Umbrella can satisfy underlying limit requirements					

<b>CERTIFICATE HOLDER</b>  Galena Public Library District Att: Jenna Diedrich, Director 601 S Bench Street Galena IL 61036	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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