

Atlanta Public Library District February 2020 Regular Meeting Agenda

Pursuant the Open Meetings Act notice is hereby given that the rescheduled regular meeting of the Board of Trustees of the Atlanta Public Library District will be held on February 20, 2020, at 6:30pm in the back room of the Palms Grill Café. A copy of the agenda, previous meeting minutes, and monthly financial report are available online at www.atlantapld.org 48 hours prior to the meeting.

The Atlanta Public Library District strives to be a service-driven community resource for learning, creativity and engagement. Its mission is to improve the quality of life of patrons by expanding their horizons, meeting their learning needs, and enhancing their interests in meaningful and entertaining ways.

CALL TO ORDER/ROLL CALL PUBLIC COMMENTS

Public comments are limited to four minutes for each individual, with a total of 20 minutes allotted for all public comments. Anyone who wishes to address the Board should sign in prior to the meeting on the sheet provided. The Library's Rules for Public Comment are posted at the Library and Museum and available at all public meetings.

APPROVAL OF NOVEMBER 14 REGULAR MEETING MINUTES APPROVAL OF FINANCIAL REPORTS FOR NOVEMBER, DECEMBER & JANUARY CONSENT AGENDA

Acceptance of Directors' Reports

- Library

Acceptance of Board Reports

- Facilities & Grounds
- Treasurer

OLD BUSINESS

- Fundraiser/Play Day

NEW BUSINESS

- New Phone System
- Revisions to Sexual Harassment Policy
- Round Table Discussion

Dated this 18th day of February, 2020

Cathy Maciariello, Library Director; Rachel Neisler, Museum Director

The November 14, 2019 meeting of the Board of Trustees for the Atlanta Public Library District was called to order by President Jim Welchel at 6:30 PM. The meeting was held in The Loft at Union Hall adjacent to the Atlanta Museum.

The roll was called with following trustees present: Jim Welchel, Randy Brooks, Mary Hill, Marge Dyer and Karen Horn. Steve Dreyer and Lori Cotton were absent. Also present were Cathy Maciariello and Rachel Neisler, directors.

President Jim Welchel opened the meeting for public comments. There was one individual who spoke who had a question regarding an old lease for the Palms Grill. He also questioned the limit allowed for public speaking.

After review of the September 19, 2019 Budget Hearing minutes and regular meeting minutes, Randy Brooks moved to accept the minutes as written. Karen Horn seconded the motion. The motion carried as follows: Jim Welchel (yes), Randy Brooks (yes), Marge Dyer (yes), Mary Hill (yes), and Karen Horn (yes). Steve Dreyer and Lori Cotton were absent and did not vote.

After some review and discussion regarding the treasurer's reports for September and October, Karen Horn moved to accept the September and October treasurer's reports as presented. Randy Brooks seconded the motion. The motion carried as follows: Jim Welchel (yes), Randy Brooks (yes), Marge Dyer (yes) and Karen Horn (yes). Steve Dreyer and Lori Cotton were absent and did not vote.

Regarding the Annual Financial Report, Debra Curry from JM Abbott & Associates was present to go over the report in detail. After review of the report, Randy Brooks moved to accept the Annual Financial Report as presented. Karen Horn seconded the motion. The motion carried as follows: Jim Welchel (yes), Randy Brooks (yes), Mary Hill (yes), Marge Dyer (yes) and Karen Horn (yes). Steve Dreyer and Lori Cotton were absent and did not vote.

Regarding acceptance of directors' reports, the library report was included; however, there was no museum report. Marge Dyer moved to accept the library report as presented. Randy Brooks seconded the motion. The motion carried as follows: Jim Welchel (yes), Randy Brooks (yes), Mary Hill (yes), Marge Dyer (yes)

and Karen Horn (yes). Steve Dreyer and Lori Cotton were absent and did not vote.

After review of Tax Levy Ordinance 19-03, Randy Brooks moved to accept Tax Levy Ordinance 19-03 as presented. Karen Horn seconded the motion. The motion carried as follows: Jim Welchel (yes), Randy Brooks (yes), Mary Hill (yes), Marge Dyer (yes) and Karen Horn (yes). Steve Dreyer and Lori Cotton were absent and did not vote.

President Jim Welchel then opened the meeting for Round Table discussion. Mary Hill commented it was good to receive the grant to be applied to the library gutter project. She also commented regarding the previous Palms Grill lease which was mentioned in public comments. Marge Dyer inquired regarding our December fund raiser which will be held December 21st.

There being no further business to come before the board, Karen Horn moved to adjourn the meeting. Mary Hill seconded the motion. The motion carried as follows: Jim Welchel (yes), Randy Brooks (yes), Mary Hill (yes), Marge Dyer (yes) and Karen Horn (yes). Steve Dreyer and Lori Cotton were absent and did not vote. The meeting was adjourned at 7:00 PM.

Respectfully submitted,

Karen Horn, Secretary

Atlanta Public Library District
Atlanta, Illinois

Statement of Assets, Liabilities & Fund Equities - Modified Cash Basis - Gov Funds
November 30, 2019

ASSETS	
Current Year	
	\$ 107,340.41
Current Assets	10,952.11
Atlanta National Bank	118,292.52
Savings	15,703.95
Total Current Assets	15,703.95
Other Current Assets	15,703.95
Certificates of Deposit	15,703.95
Total Other Assets	15,703.95
TOTAL ASSETS	\$ 133,996.47
LIABILITIES AND EQUITY	
Current Liabilities	
Fica/FWH Payable	1,185.36
SWH Payable	207.35
IMRF Payable	83.20
Accrued Unemployment Payable	9.28
Total Current Liabilities	1,485.19
Long-Term Liabilities	
Loan - Construction	153,418.73
Total Long-Term Liabilities	153,418.73
Total Liabilities	154,903.92
Net Assets	
Amt to be Provided for Loan	(153,418.73)
Unrestricted Net Assets	52,925.13
Res Net Assets - Social Security	2,065.41
Res Net Assets - IMRF	5,865.93
Change in Net Assets for the Year	71,654.81
Total Net Assets	(20,907.45)
TOTAL LIABILITIES AND NET ASSETS	\$ 133,996.47

**Atlanta Public Library District
Atlanta, Illinois
Statement of Revenues, Expenditures, and Changes in Net Assets - Modified Cash Basis -
Governmental Funds
For the One Month and Five Months Ended 11/30/19**

Revenues	Current Month	Year-to-date	Annual Budget	Budget Variance
Property Taxes	\$ 30,869.99	\$ 137,066.01	\$ 140,204.00	\$ (3,137.99)
Corp Tax	874.80	3,884.14	3,967.00	(82.86)
SS Tax	595.14	2,642.48	2,700.00	(57.52)
IMRF Tax	221.24	982.32	1,000.00	(17.68)
Liability Tax	1,454.54	6,458.32	6,600.00	(141.68)
Bid/Equip & Maint Tax	0.00	0.00	0.00	0.00
Total Property Tax Revenue	<u>34,015.71</u>	<u>151,033.27</u>	<u>154,471.00</u>	<u>(3,437.73)</u>
Fees	0.00	15.00	150.00	(135.00)
Fax	0.00	15.00	150.00	(135.00)
Copies	34.35	134.45	645.00	(510.55)
Fines	4.30	24.94	100.00	(75.06)
Non-resident Library Cards	1.00	0.00	65.00	(65.00)
Hospitality	0.00	6.50	50.00	(43.50)
Program Registrations	0.00	0.00	1,500.00	(1,500.00)
Total Fee Revenue	<u>39.65</u>	<u>180.89</u>	<u>2,510.00</u>	<u>(2,329.11)</u>
Merchandise	3.75	23.85	90.00	(66.15)
Books	3.75	23.85	90.00	(66.15)
Merchandise Income	1.00	391.00	0.00	391.00
Total Merchandise Revenue	<u>4.75</u>	<u>414.85</u>	<u>90.00</u>	<u>324.85</u>
Grants	2,500.00	2,885.00	10,000.00	(7,115.00)
Grants	2,500.00	2,885.00	10,000.00	(7,115.00)
Total Grant Revenue	<u>2,500.00</u>	<u>2,885.00</u>	<u>10,000.00</u>	<u>(7,115.00)</u>
Contributions	450.00	1,500.00	500.00	1,000.00
Program Sponsorships	450.00	1,500.00	500.00	1,000.00
Fundraising Events	0.00	0.00	2,000.00	(2,000.00)
Memorial Donations	0.00	0.00	350.00	(350.00)
Other Contributions	0.00	1,010.00	500.00	510.00
Total Contribution Revenue	<u>450.00</u>	<u>2,510.00</u>	<u>3,350.00</u>	<u>(840.00)</u>
Rentals	0.00	0.00	200.00	(200.00)
Rent - Library Building	0.00	0.00	200.00	(200.00)
Rent - Union Hall Event Space	85.00	450.00	1,000.00	(550.00)
Rent - Union Hall Offices	525.00	2,625.00	6,300.00	(3,675.00)
Rent - Palms Grill	300.00	1,500.00	3,600.00	(2,100.00)
Total Rental Revenue	<u>910.00</u>	<u>4,575.00</u>	<u>11,100.00</u>	<u>(6,525.00)</u>
Misc. Income	20.69	90.04	205.00	(114.96)
Interest	20.69	90.04	205.00	(114.96)
Miscellaneous Income	0.00	0.00	100.00	(100.00)
Total Misc. Revenue	<u>20.69</u>	<u>90.04</u>	<u>305.00</u>	<u>(214.96)</u>
Total Revenues	<u>37,940.80</u>	<u>161,689.05</u>	<u>181,826.00</u>	<u>(20,136.95)</u>

Atlanta Public Library District
Atlanta, Illinois
Statement of Revenues, Expenditures, and Changes in Net Assets - Modified Cash Basis -
Governmental Funds
For the One Month and Five Months Ended 11/30/19

	Correct Month	Year-to-date	Annual Budget	Budget Variance
Operating Expenditures				
Personnel				
Payroll	4,290.83	23,507.77	58,000.00	(34,492.23)
Fica/Med Expense	328.24	1,798.33	4,450.00	(2,651.67)
Unemployment Expense	4.09	39.28	200.00	(160.72)
IMRF Expense	52.66	295.63	950.00	(654.37)
Total Personnel Expenditures	<u>4,675.82</u>	<u>25,641.01</u>	<u>63,600.00</u>	<u>(37,958.99)</u>
Service Contracts & Fees				
Accounting and Audit	2,745.00	7,073.75	12,600.00	(5,526.25)
Legal	250.00	4,150.00	7,200.00	(3,050.00)
Copier	120.15	488.53	2,250.00	(1,761.47)
RSA/A.D.M.L.	1,500.00	1,810.00	1,810.00	0.00
Professional Services	0.00	25.98	0.00	25.98
Artist & Speaker Fees	1,314.50	2,447.00	8,000.00	(5,553.00)
Total Service Contract & Fees Expenditures	<u>5,929.65</u>	<u>15,995.26</u>	<u>31,860.00</u>	<u>(15,864.74)</u>
Licenses & Rentals				
ASCAP/BMI	0.00	0.00	500.00	(500.00)
Movie Licensing	0.00	0.00	350.00	(350.00)
P.O. Box & Safe Deposit Box Rental	0.00	0.00	140.00	(140.00)
Total Licenses & Rentals Expenditures	<u>0.00</u>	<u>0.00</u>	<u>990.00</u>	<u>(990.00)</u>
Dues & Memberships				
Dues & Memberships	0.00	165.00	150.00	15.00
Total Dues & Memberships Expenditures	<u>0.00</u>	<u>165.00</u>	<u>150.00</u>	<u>15.00</u>
Buildings & Grounds				
Cleaning Services	170.00	935.00	3,000.00	(2,065.00)
Groundskeeping	200.00	985.00	1,500.00	(515.00)
Dumpster/Garbage	94.40	471.61	1,200.00	(728.39)
Pest Control	125.00	370.00	820.00	(450.00)
Fire Inspections & Certificates	0.00	341.00	1,000.00	(659.00)
Library Elevator Inspections & Maintenance	0.00	425.00	500.00	(75.00)
Museum Elevator Inspections & Maintenance	2,221.63	2,221.63	3,000.00	(778.37)
Library Maintenance & Construction	0.00	0.00	2,000.00	(2,000.00)
Downey Building Maintenance & Construction	0.00	5,911.07	7,000.00	(1,088.93)
Union Hall Maintenance & Construction	202.50	1,605.22	7,000.00	(5,394.78)
Insurance	0.00	5,894.75	7,500.00	(1,605.25)
Construction Loan Repayment	0.00	13,900.00	13,900.00	0.00
Total Buildings & Grounds Expenditures	<u>3,013.53</u>	<u>33,060.28</u>	<u>48,420.00</u>	<u>(15,359.72)</u>
Equipment				
Computer & Software Purchase	0.00	114.83	1,000.00	(885.17)
Computer Maintenance	0.00	0.00	100.00	(100.00)
Other Equipment Purchase/Maintenance	0.00	0.00	500.00	(500.00)
Total Equipment Expenditures	<u>0.00</u>	<u>114.83</u>	<u>1,600.00</u>	<u>(1,485.17)</u>

Atlanta Public Library District
Atlanta, Illinois
Statement of Revenues, Expenditures, and Changes in Net Assets - Modified Cash Basis -
Governmental Funds
For the One Month and Five Months Ended 11/30/19

	Current Month	Year-to-date	Annual Budget	Budget Variance
Utilities				
Library Gas & Electric	249.18	1,325.71	4,000.00	(2,674.29)
Museum Gas & Electric	417.52	1,230.10	2,600.00	(1,369.90)
Union Hall Gas & Electric	254.05	3,348.28	7,500.00	(4,151.72)
Union Hall Water	56.00	280.00	700.00	(420.00)
Library Telephone & Internet	251.22	1,254.09	2,700.00	(1,445.91)
Museum Telephone & Internet	129.85	650.98	1,600.00	(949.02)
Union Hall Internet	76.89	384.45	925.00	(540.55)
Real Estate Taxes	0.00	601.34	600.00	1.34
Total Utilities Expenditures	<u>1,434.71</u>	<u>9,074.95</u>	<u>20,625.00</u>	<u>(11,550.05)</u>
Fund Raising Events				
Fundraising Events	0.00	0.00	500.00	(500.00)
Total Fund Raising Events Expenditures	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>(500.00)</u>
Materials				
Books/Audio Books	438.94	2,413.60	8,000.00	(5,586.40)
DVD's	0.00	137.14	1,000.00	(862.86)
Subscriptions & Publications	0.00	115.90	200.00	(84.10)
Museum Collections	0.00	0.00	750.00	(750.00)
Total Materials Expenditures	<u>438.94</u>	<u>2,666.64</u>	<u>9,950.00</u>	<u>(7,283.36)</u>
Marketing & Advertising				
Printing	0.00	319.36	150.00	169.36
General Advertising	0.00	0.00	30.00	(30.00)
Legal Announcements	0.00	139.50	600.00	(460.50)
Direct Mail	0.00	661.94	3,500.00	(2,838.06)
Total Marketing & Advertising Expenditures	<u>0.00</u>	<u>1,120.80</u>	<u>4,280.00</u>	<u>(3,159.20)</u>
Supplies				
Office Supplies	4.25	67.12	750.00	(682.88)
General Postage	0.00	202.20	400.00	(197.80)
Museum, Archival & Exhibit Supplies	0.00	149.93	500.00	(350.07)
Library Maintenance Supplies	0.00	6.50	150.00	(143.50)
Museum Maintenance Supplies	0.00	37.96	150.00	(112.04)
Arts & Craft Supplies	10.61	424.17	3,000.00	(2,575.83)
Decorations	0.00	0.00	150.00	(150.00)
Food & Refreshments/Hospitality	12.35	133.43	2,000.00	(1,866.57)
Prizes	0.00	102.95	500.00	(397.05)
Total Supplies Expenditures	<u>27.21</u>	<u>1,124.26</u>	<u>7,600.00</u>	<u>(6,475.74)</u>
Misc Expenditures				
Misc Expenditures	(1,950.00)	1,071.21	2,500.00	(1,428.79)
Transfer to Palms Grill	0.00	0.00	0.00	0.00
Total Misc Expenditures	<u>(1,950.00)</u>	<u>1,071.21</u>	<u>2,500.00</u>	<u>(1,428.79)</u>

Atlanta Public Library District
 Atlanta, Illinois
 Statement of Revenues, Expenditures, and Changes in Net Assets - Modified Cash Basis -
 Governmental Funds
 For the One Month and Five Months Ended 11/30/19

	Current Month	Year-to-date	Annual Budget	Budget Variance
Total Operating Expenditures	13,569.86	90,034.24	192,075.00	(102,040.76)
Total Change in Net Assets	\$ 24,370.94	71,654.81	\$ (10,249.00)	\$ 81,903.81
Net Assets, Beginning of Year		(92,562.26)		
Net Assets, End of Year		\$ (20,907.45)		

1359 - Atlanta Public Library District

Bank Account Reconciliation Worksheet

Ckg

November 1, 2019 - November 30, 2019

Reference Date GL Account Description Amount

Bank Statement Information

Cleared Deposits & Additions

dep	11/01/19	4415	Deposit - Palms Grill rent	300.00
dep	11/05/19	Multiple	Deposit	3,204.40
dep	11/07/19	4080	Deposit - CD interest	9.09
dep	11/08/19	5800	Correction from fraudulent check	1,950.00
dep	11/13/19	Multiple	Deposit - Real Estate tax	33,989.45
dep	11/13/19	Multiple	Deposit - Real Estate tax	26.26
dep	11/15/19	4080	Deposit - CD interest	3.61
dep	11/29/19	4410	Deposit - RT 66 rent	400.00
dep	11/30/19	4080	Interest Income	7.99

Cleared Checks & Payments

10319	10/21/19	2100	B T Publications	41.00
10322	10/21/19	2100	Danny Tackett	30.00
10323	10/21/19	2100	Jim Birkey	30.00
10327	10/29/19	2100	Cam Cross	50.00
10328	10/29/19	2100	Christan Loyd	50.00
10329	10/29/19	2100	Dejuan Stewart	50.00
10330	10/29/19	2100	Jose Gobbo	80.00
10331	10/29/19	2100	Nicholas Cunningham	50.00
10332	10/29/19	2100	Rashann Ford	50.00
10333	10/29/19	2100	Sean Sheldon	50.00
10334	10/29/19	2100	Shannon Cabit	50.00
10335	11/15/19	2020	Illinois Department of Revenue	217.66
10336	11/15/19	2010	Internal Revenue Service	1,223.96
10337	11/05/19	5010	Godfrey, Jennifer P. direct deposit allocation	86.52
10338	11/05/19	5010	Gordon, Ruth direct deposit allocation	22.86
10339	11/05/19	5010	Macarello, Catherine direct deposit allocation	521.69
10340	11/05/19	5010	Neisler, Rachel direct deposit allocation	676.41
10341	11/05/19	5010	Orlick, Lynda direct deposit allocation	21.63
10342	11/05/19	5010	Vannoy, Christina N direct deposit allocation	245.16
10343	11/05/19	2100	Danny Tackett	30.00
10344	11/05/19	2100	Frontier	304.18
10346	11/05/19	2100	Jim Birkey	30.00
10347	11/05/19	2100	Kevin Wilson	30.00
10348	11/05/19	2100	Mad Science of St Louis	442.00
10349	11/05/19	2100	Rick Tackett	30.00
10350	11/05/19	2100	RSA NFP	1,500.00
10351	11/05/19	2100	Thyssen Krupp Elevator Corp	2,221.63
10352	11/05/19	2100	Traci Walkers	200.00
10353	11/11/19	2100	American Pest Control	85.00
10354	11/11/19	2100	Center Point Large Print	68.24
10355	11/11/19	2100	Chms Vallillo	700.00
10357	11/19/19	5010	Godfrey, Jennifer P. direct deposit allocation	126.19
10358	11/19/19	5010	Macarello, Catherine direct deposit allocation	521.70
10359	11/19/19	5010	Neisler, Rachel direct deposit allocation	676.42
10360	11/19/19	5010	Vannoy, Christina N direct deposit allocation	250.58
10363	11/20/19	2100	Ameren Illinois	920.75
10364	11/20/19	2100	American Pest Control	40.00
10368	11/20/19	2100	CIRBN, LLC	153.78
10369	11/20/19	2100	City of Atlanta	56.00
10370	11/20/19	2100	JM Abbot & Associates	2,745.00
10371	11/20/19	2100	PDC/Area Disposal	94.40

Beginning Bank Balance

83,600.24

Total

39,890.80

Statement Total

39,890.80

Difference

0.00

**1359 - Atlanta Public Library District
Bank Account Reconciliation Worksheet**

Ckg

November 1, 2019 - November 30, 2019

Reference	Date	GL Account	Description	Amount
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10372	11/20/19	2100	Watts Copy System	120.15
awt	11/18/19	5605	amazon.com	38.97
awt	11/08/19	Multiple	IMRF	129.86
awt	11/19/19	5725	Adobe Photography Plan	10.61
awt	11/15/19	5605	amazon.com	192.22
awt	11/04/19	5245	Family Custom Cleaners	62.50
awt	11/15/19	5605	amazon.com	67.40
PAYMENT	10/31/19	Multiple	Director of Employment Security	29.95

Total				15,424.42
Statement Total				15,424.42
Difference				0.00
Ending Bank Balance				108,066.62

Reconciled Bank Information

Open Deposits & Additions

Open Checks & Payments

2100	Jasmine Green	2100	1004	02/06/19	25.00
2100	Jennifer Godfrey	2100	10345	11/05/19	16.60
2100	Resilient Premier Cleaning, LLC	2100	10356	11/11/19	170.00
2100	Ancel, Glink, Diamond, Bush Law Offices	2100	10365	11/20/19	250.00
2100	April Fisher	2100	10366	11/20/19	52.50
2100	Zach's Heating & Cooling	2100	10373	11/20/19	140.00
2100	Baker & Taylor	2100	10374	11/20/19	72.11
Total				726.21	726.21
Reconciled Bank Balance				107,340.41	107,340.41

General Ledger Information

Adjustments

Unadjusted General Ledger Balance		107,340.41
Total		0.00
Adjusted General Ledger Balance		107,340.41

Bank Account Reconciliation Summary

Bank Statement Information

Beginning Bank Balance		83,600.24
+ Cleared Deposits & Additions		39,890.80
- Cleared Checks & Payments		15,424.42
Ending Bank Balance		108,066.62

Reconciled Bank Information

Reconciled Bank Balance

+ Open Deposits & Additions		0.00
- Open Checks & Payments		726.21
Reconciled Bank Balance		107,340.41

General Ledger Information

Unadjusted General Ledger Balance

+/- Total Adjustments		0.00
Adjusted General Ledger Balance		107,340.41

Unreconciled Amount

0.00

1359 - Atlanta Public Library District
Bank Account Reconciliation Worksheet
Ckg
November 1, 2019 - November 30, 2019

Reference	Date	GL Account	Description	Amount
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**Atlanta Public Library District
General Ledger**

November 1, 2019 - November 30, 2019

Period End	Credit	Debit	Beginning Balance	Description	Journal	Reference	Date
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	62.50		83,014.29	Deposit - Palms Grill rent	dep		11/01/19
	30.00	300.00		Family Custom Cleaners	awt		11/04/19
	30.00			Danny Tackett	10343		11/05/19
	30.00			Frontier	10344		11/05/19
	16.60			Jennifer Godfrey	10345		11/05/19
	30.00			Jim Birkey	10346		11/05/19
	30.00			Kevin Wilson	10347		11/05/19
	442.00			Mad Science of St Louis	10348		11/05/19
	30.00			Rick Tackett	10349		11/05/19
	1,500.00			RSA NFP	10350		11/05/19
	2,221.63			Thyssen Krupp Elevator Corp	10351		11/05/19
	200.00			Trad Walters	10352		11/05/19
	1,574.27	3,204.40		Payroll Journal Entry	PAYROLL		11/05/19
	129.86			IMRF	awt		11/08/19
		9.09		Deposit - CD interest	dep		11/07/19
			1,950.00	Correction from fraudulent check	dep		11/08/19
	85.00			American Pest Control	10353		11/11/19
	68.24			Center Point Large Print	10354		11/11/19
	700.00			Chris Vallillo	10355		11/11/19
	170.00			Resilient Premier Cleaning, LLC	10356		11/11/19
		33,989.45		Deposit - Real Estate tax	dep		11/13/19
		26.26		Deposit - Real Estate tax	dep		11/13/19
	217.66			Illinois Department of Revenue	10335		11/15/19
	1,223.96			Internal Revenue Service	10336		11/15/19
	67.40			amazon.com	awt		11/15/19
	192.22			amazon.com	awt		11/15/19
		3.61		Deposit - CD interest	dep		11/15/19
	38.97			amazon.com	awt		11/18/19
	10.61			Adobe Photography Plan	awt		11/19/19
	1,574.89			Payroll Journal Entry	PAYROLL		11/19/19
	920.75			Ameren Illinois	10363		11/20/19
	40.00			American Pest Control	10364		11/20/19
	250.00			Offices	10365		11/20/19
	52.50			April Fisher	10366		11/20/19
	153.78			CIRBN, LLC	10368		11/20/19
	56.00			City of Atlanta	10369		11/20/19
	2,745.00			JM Abbott & Associates	10370		11/20/19
	94.40			PDC/Area Disposal	10371		11/20/19
	120.15			Watts Copy System	10372		11/20/19
	140.00			Zach's Heating & Cooling	10373		11/20/19
	72.11			Baker & Taylor	10374		11/20/19
		400.00		Deposit - RT 66 rent	dep		11/29/19
				Interest Income	dep		11/30/19
Totals for 1020	15,564.68	39,890.80	107,340.41				
		7.99					
Totals for 1045	10,952.11	0.00	10,952.11				
Totals for 1045 Savings	10,952.11	0.00	10,952.11				
Totals for 1045 Certificates of Deposit	15,703.95	0.00	15,703.95				
Totals for 1125	0.00	0.00	0.00				
Totals for 1125 Fica/FWH Payable	592.56	1,223.96	(1,223.96)				
				Payroll Journal Entry			11/05/19
				Internal Revenue Service	10336		11/15/19
				Payroll Journal Entry			11/19/19

Atlanta Public Library District

General Ledger

November 1, 2019 - November 30, 2019

Date	Reference	Journal Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
2020 SWH Payable						
11/05/19	PAYROLL	Illinois Department of Revenue		103.01		
11/15/19	10335					
11/19/19	PAYROLL			104.34		
Totals for 2020			217.66	217.66	207.35	(207.35)
2025 IMRF Payable						
11/05/19	PAYROLL	Payroll Journal Entry		38.60		
11/08/19	awt	IMRF		77.20		
11/19/19	PAYROLL	Payroll Journal Entry		38.60		
Totals for 2025			77.20	77.20	77.20	(83.20)
2100 Accounts Payable						
11/30/19	APSUM	AP Summary Journal Entry		4,804.41		
11/30/19	APSUM	AP Summary Journal Entry	4,804.41		4,804.41	
Totals for 2100			4,804.41	4,804.41	4,804.41	0.00
2120 Accrued Unemployment Payable						
11/05/19	PAYROLL	Payroll Journal Entry		2.04		
11/19/19	PAYROLL	Payroll Journal Entry		2.05		
Totals for 2120			0.00	4.09		(9.28)
2515 Loan - Construction						
Totals for 2515			153,418.73		0.00	(153,418.73)
3100 Amount to be Provided for Loan						
Totals for 3100			153,418.73		0.00	153,418.73
3200 Unrestricted Net Assets						
Totals for 3200				0.00	0.00	(52,925.13)
3205 Res Net Assets - Social Security						
Totals for 3205				0.00	0.00	(2,065.41)
3209 Res Net Assets - IMRF						
Totals for 3209				0.00	0.00	(5,865.93)
4010 Corp Tax						
11/13/19	dep	Deposit - Real Estate tax		30,846.16		
11/13/19	dep	Deposit - Real Estate tax		23.83		
Totals for 4010			0.00	30,869.99		(137,066.01)
4015 SS Tax						
11/13/19	dep	Deposit - Real Estate tax		874.12		
11/13/19	dep	Deposit - Real Estate tax		0.68		
Totals for 4015			0.00	874.80		(3,884.14)
4020 IMRF Tax						
11/13/19	dep	Deposit - Real Estate tax		594.68		
11/13/19	dep	Deposit - Real Estate tax		0.46		
Totals for 4020			0.00	595.14		(2,642.48)
4025 Audit Tax						
11/13/19	dep	Deposit - Real Estate tax		221.07		
11/13/19	dep	Deposit - Real Estate tax		0.17		
Totals for 4025			0.00	221.24		(982.32)
Totals for 2010			1,223.96	1,185.36		(1,185.36)

**Atlanta Public Library District
General Ledger**

November 1, 2019 - November 30, 2019

Period End	Credit	Debit	Beginning Balance	Description	Reference	Journal	Date
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	1,453.42		0.00	Deposit - Real Estate tax	dep		11/13/19
	1.12			Deposit - Real Estate tax	dep		11/13/19
				Totals for 4030			
	(6,458.32)						
				Interest	dep		11/07/19
	9.09			Deposit - CD Interest	dep		11/15/19
	3.61			Deposit - CD Interest	dep		11/30/19
	7.99			Interest Income	dep		
	20.69			Totals for 4080			
				Totals for 4100			
	0.00						
	0.00						
	(15.00)						
				Totals for 4105			
	34.35			Deposit	dep		11/05/19
	34.35						
	(134.45)						
				Totals for 4110			
	4.30			Deposit	dep		11/05/19
	4.30						
	(24.94)						
				Totals for 4120			
	1.00			Deposit	dep		11/05/19
	1.00						
	(6.50)						
				Totals for 4180			
	3.75			Deposit	dep		11/05/19
	3.75						
	(23.85)						
				Totals for 4185			
	1.00			Deposit	dep		11/05/19
	1.00						
	(391.00)						
				Totals for 4220			
	2,500.00			Deposit	dep		11/05/19
	2,500.00						
	(2,885.00)						
				Totals for 4300			
	450.00			Deposit	dep		11/05/19
	450.00						
	(1,500.00)						
				Totals for 4315			
	0.00						
	0.00						
	(1,010.00)						
				Totals for 4405			
	85.00			Deposit	dep		11/05/19
	85.00						
	(450.00)						
				Totals for 4410			
	125.00			Deposit	dep		11/05/19
	400.00			Deposit - RT 66 rent	dep		11/29/19
	525.00						
	(2,625.00)						
				Totals for 4415			
	300.00			Deposit - Palms Grill rent	dep		11/01/19
	300.00						
	(1,200.00)						
				Totals for 4415			
	300.00						
	300.00						
	(1,500.00)						

**Atlanta Public Library District
General Ledger**

November 1, 2019 - November 30, 2019

Beginning Balance	Debit Amount	Credit Amount	Period End Balance
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Date	Reference	Journal Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
11/05/19	PAYROLL	Payroll Journal Entry		2,144.38		
11/19/19	PAYROLL	Payroll Journal Entry		2,146.45		
Totals for 5010				4,290.83	0.00	23,507.77
11/05/19	PAYROLL	Payroll Journal Entry		164.06		
11/19/19	PAYROLL	Payroll Journal Entry		164.18		
Totals for 5030				328.24	0.00	1,798.33
11/05/19	PAYROLL	Payroll Journal Entry		2.04		
11/19/19	PAYROLL	Payroll Journal Entry		2.05		
Totals for 5035				4.09	0.00	39.28
11/08/19	awt	IMRF		52.66		
Totals for 5040				52.66	0.00	295.63
11/20/19	87896	JM Abbott & Associates		2,745.00		
Totals for 5105				2,745.00	0.00	7,073.75
11/20/19	72786	Angel, Glink, Diamond, Bush Law Offices		250.00		
Totals for 5115				250.00	0.00	4,150.00
11/20/19	942051	Watts Copy System		120.15		
Totals for 5120				120.15	0.00	488.53
11/05/19	4415	RSA NFP		1,500.00		
Totals for 5125				1,500.00	0.00	1,810.00
11/20/19	25.98	Professional Services		0.00		
Totals for 5135				0.00	0.00	25.98
11/05/19	Mad Science of St Louis			442.00		
11/05/19	Danny Tackett			30.00		
11/05/19	Rick Tackett			30.00		
11/05/19	Jim Birkey			30.00		
11/05/19	Kevin Wilson			30.00		
11/11/19	Chris Vallilo			700.00		
11/20/19	April Fisher			52.50		
Totals for 5140				1,314.50	0.00	2,447.00
165.00				0.00		
Totals for 5190				0.00	0.00	165.00
11/11/19	102119	Resilient Premier Cleaning, LLC		170.00		
Totals for 5205				170.00	0.00	935.00
785.00						

Atlanta Public Library District

General Ledger

November 1, 2019 - November 30, 2019

Date	Reference	Journal	Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
11/05/19	Oct 19		Traci Walters	200.00			985.00
Totals for 5210				<u>200.00</u>	<u>0.00</u>		<u>985.00</u>
5215	Dumpster/Garbage	11/20/19	PDC/Area Disposal 4398500	94.40			471.61
Totals for 5215				<u>94.40</u>	<u>0.00</u>		<u>471.61</u>
5220	Pest Control	11/11/19	American Pest Control 133848	85.00			245.00
		11/20/19	American Pest Control 138760	40.00			245.00
Totals for 5220				<u>125.00</u>	<u>0.00</u>		<u>370.00</u>
5225	Fire Inspections & Certificates			0.00			341.00
Totals for 5225				<u>0.00</u>	<u>0.00</u>		<u>341.00</u>
5230	Library Elevator Inspections & Maintenance			0.00			425.00
Totals for 5230				<u>0.00</u>	<u>0.00</u>		<u>425.00</u>
5231	Museum Elevator Inspections & Maintenance	11/05/19	Thyssen Krupp Elevator Corp 31285	2,221.63			0.00
Totals for 5231				<u>2,221.63</u>	<u>0.00</u>		<u>2,221.63</u>
5240	Downey Building Maintenance & Construction			0.00			5,911.07
Totals for 5240				<u>0.00</u>	<u>0.00</u>		<u>5,911.07</u>
5245	Union Hall Maintenance & Construction	11/04/19	awt Family Custom Cleaners	62.50			1,402.72
		11/20/19	Zach's Heating & Cooling 114	140.00			1,402.72
Totals for 5245				<u>202.50</u>	<u>0.00</u>		<u>1,605.22</u>
5250	Insurance			0.00			5,894.75
Totals for 5250				<u>0.00</u>	<u>0.00</u>		<u>5,894.75</u>
5260	Construction Loan Repayment			0.00			13,900.00
Totals for 5260				<u>0.00</u>	<u>0.00</u>		<u>13,900.00</u>
5275	Computer & Software Purchase			0.00			114.83
Totals for 5275				<u>0.00</u>	<u>0.00</u>		<u>114.83</u>
5305	Library Gas & Electric	11/20/19	Ameren Illinois	249.18			1,076.53
Totals for 5305				<u>249.18</u>	<u>0.00</u>		<u>1,325.71</u>
5310	Museum Gas & Electric	11/20/19	Ameren Illinois	417.52			812.58
Totals for 5310				<u>417.52</u>	<u>0.00</u>		<u>1,230.10</u>
5315	Union Hall Gas & Electric	11/20/19	Ameren Illinois	254.05			3,094.23
Totals for 5315				<u>254.05</u>	<u>0.00</u>		<u>3,348.28</u>
5320	Union Hall Water	11/20/19	City of Atlanta	56.00			224.00
Totals for 5320				<u>56.00</u>	<u>0.00</u>		<u>280.00</u>
5325	Library Telephone & Internet	11/05/19	Frontier	212.78			1,002.87
		11/20/19	CIRBN, LLC 7771	38.44			1,002.87

Atlanta Public Library District

General Ledger

November 1, 2019 - November 30, 2019

Period End	Credit	Debit	Beginning Balance	Description	Reference	Journal Reference	Date
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1,254.09	0.00	251.22	Totals for 5325				
521.13		91.40		Frontier		11/05/19	5330 Museum Telephone & Internet
		38.45	Totals for 5330	CIRBN, LLC		11/20/19	5332 Union Hall Internet
		76.89	Totals for 5332	CIRBN, LLC		11/20/19	5335 Real Estate Taxes
601.34	0.00	0.00	Totals for 5335				
1,974.66		68.24		Center Point Large Print		11/11/19	5605 Books/Audio Books
		67.40		amazon.com		11/15/19	
		192.22		amazon.com		11/15/19	
		38.97		amazon.com		11/18/19	
		50.00		Baker & Taylor		11/20/19	
		22.11	Totals for 5605	Baker & Taylor		11/20/19	
137.14	0.00	0.00	Totals for 5610				5610 DVD's
115.90	0.00	0.00	Totals for 5620				5620 Subscriptions & Publications
319.36	0.00	0.00	Totals for 5670				5670 Printing
139.50	0.00	0.00	Totals for 5680				5680 Legal Announcements
661.94	0.00	0.00	Totals for 5685				5685 Direct Mail
62.87	4.25	4.25	Totals for 5705	Jennifer Godfrey		11/05/19	5705 Office Supplies
202.20	0.00	0.00	Totals for 5706				5706 General Postage
149.93	0.00	0.00	Totals for 5710				5710 Museum, Archival & Exhibit Supplies
6.50	0.00	0.00	Totals for 5715				5715 Library Maintenance Supplies
37.96	0.00	0.00	Totals for 5720				5720 Museum Maintenance Supplies
413.56	10.61	10.61	Totals for 5725	Adobe Photography Plan		11/19/19	5725 Arts & Craft Supplies
424.17	0.00	0.00					

**Atlanta Public Library District
General Ledger**

November 1, 2019 - November 30, 2019

Period End	Credit	Debit	Beginning	Journal	Reference	Date
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			Balance	Description		
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133.43	0.00	12.35	121.08			11/05/19
				Jennifer Godfrey		
				Totals for 5735		

102.95	0.00	0.00	102.95			
				Totals for 5750		

1,071.21	1,950.00	0.00	3,021.21			11/08/19
				Correction from fraudulent check		
				Totals for 5800		

0.00				Report Total		
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Net Profit/(Loss)

Current Period 24,370.94
Year-to-Date 71,654.81

Distribution count = 126

**Atlanta Public Library District
Journals**

November 1, 2019 - November 30, 2019

Date	Reference	Account	Payee ID	Description	1099	Amount
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11/30/19	APSUM	1020		AP Summary Journal Entry		(10,472.34)
11/30/19	APSUM	2100		AP Summary Journal Entry		4,804.41
11/30/19	APSUM	5105		AP Summary Journal Entry		2,745.00
11/30/19	APSUM	5215		AP Summary Journal Entry		94.40
11/30/19	APSUM	5115		AP Summary Journal Entry		250.00
11/30/19	APSUM	5605		AP Summary Journal Entry		140.35
11/30/19	APSUM	5305		AP Summary Journal Entry		249.18
11/30/19	APSUM	5310		AP Summary Journal Entry		417.52
11/30/19	APSUM	5315		AP Summary Journal Entry		254.05
11/30/19	APSUM	5320		AP Summary Journal Entry		56.00
11/30/19	APSUM	5120		AP Summary Journal Entry		120.15
11/30/19	APSUM	5220		AP Summary Journal Entry		125.00
11/30/19	APSUM	5325		AP Summary Journal Entry		38.44
11/30/19	APSUM	5330		AP Summary Journal Entry		38.45
11/30/19	APSUM	5332		AP Summary Journal Entry		76.89
11/30/19	APSUM	5245		AP Summary Journal Entry		140.00
11/30/19	APSUM	5140		AP Summary Journal Entry		752.50
11/04/19	awt	1020		Family Custom Cleaners		170.00
11/04/19	awt	5245		Family Custom Cleaners		(62.50)
11/08/19	awt	1020		IMRF		62.50
11/08/19	awt	5040	121	IMRF		(129.86)
11/08/19	awt	2025	121	IMRF		52.66
11/15/19	awt	1020	15	amazon.com		77.20
11/15/19	awt	5605	15	amazon.com		(67.40)
11/15/19	awt	1020	15	amazon.com		67.40
11/15/19	awt	5605	15	amazon.com		(192.22)
11/18/19	awt	1020	15	amazon.com		192.22
11/18/19	awt	5605	15	amazon.com		(38.97)
11/19/19	awt	1020		Adobe Photography Plan		38.97
11/19/19	awt	5725		Adobe Photography Plan		(10.61)
11/19/19	awt	10.61				0.00

Transaction Balance for Cash Disbursements

Transaction count = 19
Distribution count = 31

10,973.90
10,973.90
128297.0000

Transaction Totals
Total Debits
Total Credits
Account Hash Total

Atlanta Public Library District

Journals

November 1, 2019 - November 30, 2019

Date	Reference	Account	Payee ID	Description	Amount
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Journal: Cash Receipts

11/07/19	dep	1020		Deposit - CD Interest	9.09
11/07/19	dep	4080		Deposit - CD Interest	(9.09)
11/08/19	dep	1020		Correction from fraudulent check	1,950.00
11/08/19	dep	5800		Correction from fraudulent check	(1,950.00)
11/13/19	dep	1020		Deposit - Real Estate tax	33,989.45
11/13/19	dep	4010		Deposit - Real Estate tax	(30,846.16)
11/13/19	dep	4015		Deposit - Real Estate tax	(874.12)
11/13/19	dep	4020		Deposit - Real Estate tax	(594.68)
11/13/19	dep	4025		Deposit - Real Estate tax	(221.07)
11/13/19	dep	4030		Deposit - Real Estate tax	(1,453.42)
11/13/19	dep	1020		Deposit - Real Estate tax	26.26
11/13/19	dep	4010		Deposit - Real Estate tax	(23.83)
11/13/19	dep	4015		Deposit - Real Estate tax	(0.68)
11/13/19	dep	4020		Deposit - Real Estate tax	(0.46)
11/13/19	dep	4025		Deposit - Real Estate tax	(0.17)
11/13/19	dep	4030		Deposit - Real Estate tax	(1.12)
11/15/19	dep	1020		Deposit - CD Interest	3.61
11/15/19	dep	4080		Deposit - CD Interest	(3.61)
11/29/19	dep	1020		Deposit - RT 66 rent	400.00
11/29/19	dep	4410		Deposit - RT 66 rent	(400.00)
11/30/19	dep	1020		Interest Income	7.99
11/30/19	dep	4080		Interest Income	(7.99)
Transaction Balance for Cash Receipts					0.00

Transaction Totals
Total Debits
Total Credits
Account Hash Total

36,386.40
36,386.40
69790.0000

Transaction count = 7
Distribution count = 22

Atlanta Public Library District Journals

November 1, 2019 - November 30, 2019

Date	Reference	Account	Payee ID	Description	Amount
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11/15/19	10335	1020		Illinois Department of Revenue	(217.66)
11/15/19	10336	1020	941	Illinois Department of Revenue	217.66
11/15/19	10336	2010	941	Internal Revenue Service	(1,223.96)
11/30/19	APSUM	2100		AP Summary Journal Entry	1,223.96
11/30/19	APSUM	5705		AP Summary Journal Entry	(4,804.41)
11/30/19	APSUM	5735		AP Summary Journal Entry	4.25
11/30/19	APSUM	5735		AP Summary Journal Entry	12.35
11/30/19	APSUM	5140		AP Summary Journal Entry	562.00
11/30/19	APSUM	5325		AP Summary Journal Entry	212.78
11/30/19	APSUM	5330		AP Summary Journal Entry	91.40
11/30/19	APSUM	5231		AP Summary Journal Entry	2,221.63
11/30/19	APSUM	5210		AP Summary Journal Entry	200.00
11/30/19	APSUM	5125		AP Summary Journal Entry	1,500.00
11/01/19	dep	1020		Deposit - Palms Grill rent	300.00
11/01/19	dep	4415		Deposit - Palms Grill rent	(300.00)
11/05/19	dep	1020		Deposit	3,204.40
11/05/19	dep	4220		Deposit	(2,500.00)
11/05/19	dep	4300		Deposit	(450.00)
11/05/19	dep	4410		Deposit	(125.00)
11/05/19	dep	4405		Deposit	(85.00)
11/05/19	dep	4180		Deposit	(3.75)
11/05/19	dep	4185		Deposit	(1.00)
11/05/19	dep	4120		Deposit	(1.00)
11/05/19	dep	4110		Deposit	(4.30)
11/05/19	dep	4105		Deposit	(34.35)
11/19/19	PAYROLL	1020		Payroll Journal Entry	(1,574.89)
11/19/19	PAYROLL	2010		Payroll Journal Entry	(592.80)
11/19/19	PAYROLL	2020		Payroll Journal Entry	(104.34)
11/19/19	PAYROLL	2025		Payroll Journal Entry	(38.60)
11/19/19	PAYROLL	2120		Payroll Journal Entry	(2.05)
11/19/19	PAYROLL	5010		Payroll Journal Entry	2,146.45
11/19/19	PAYROLL	5030		Payroll Journal Entry	164.18
11/19/19	PAYROLL	5035		Payroll Journal Entry	2.05

Transaction Balance for General

0.00

Journal: General

Transaction Totals

Total Debits
12,063.11
Total Credits
12,063.11
Account Hash Total
119731.0000

Transaction count = 12
Distribution count = 33

Atlanta Public Library District

Journals

November 1, 2019 - November 30, 2019

Date	Reference	Account	Payee ID	Description	Amount
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11/05/19	PAYROLL	1020		Payroll Journal Entry	(1,574.27)
11/05/19	PAYROLL	2010		Payroll Journal Entry	(592.56)
11/05/19	PAYROLL	2020		Payroll Journal Entry	(103.01)
11/05/19	PAYROLL	2025		Payroll Journal Entry	(38.60)
11/05/19	PAYROLL	2120		Payroll Journal Entry	(2.04)
11/05/19	PAYROLL	5010		Payroll Journal Entry	2,144.38
11/05/19	PAYROLL	5030		Payroll Journal Entry	164.06
11/05/19	PAYROLL	5035		Payroll Journal Entry	2.04
Transaction Balance for Payroll					<u>0.00</u>

Transaction Totals
 Total Debits 2,310.48
 Total Credits 2,310.48
 Account Hash Total 24270.0000

Transaction count = 1
 Distribution count = 8

Atlanta Public Library District
Atlanta, Illinois

Statement of Assets, Liabilities & Fund Equities - Modified Cash Basis - Gov Funds
December 31, 2019

Current Year		
	ASSETS	
	Current Assets	
\$ 7,983.22	Atlanta National Bank	
92,375.98	Atlanta National Bank	
10,964.04	Savings	
<u>111,323.24</u>	Total Current Assets	
15,703.95	Other Current Assets	
	Certificates of Deposit	
<u>15,703.95</u>	Total Other Assets	
<u>\$ 127,027.19</u>	TOTAL ASSETS	
	LIABILITIES AND EQUITY	
	Current Liabilities	
\$ 1,739.33	Fica/FWH Payable	
300.26	SWH Payable	
121.80	IMRF Payable	
14.20	Accrued Unemployment Payable	
<u>2,175.59</u>	Total Current Liabilities	
	Long-Term Liabilities	
	Loan - Construction	
<u>178,418.73</u>	Total Long-Term Liabilities	
<u>180,594.32</u>	Total Liabilities	
	Net Assets	
Amt to be Provided for Loan		
Unrestricted Net Assets		
52,925.13	Res Net Assets - Social Security	
2,065.41	Res Net Assets - IMRF	
5,865.93	Change in Net Assets for the Year	
<u>63,995.13</u>	Total Net Assets	
<u>(53,567.13)</u>		
<u>\$ 127,027.19</u>	TOTAL LIABILITIES AND NET ASSETS	

Atlanta Public Library District
 Atlanta, Illinois
 Statement of Revenues, Expenditures, and Changes in Net Assets - Modified Cash Basis -
 Governmental Funds
 For the One Month and Six Months Ended 12/31/19

Revenues	Correct Month	Year-to-date	Annual Budget	Budget Variance
Property Taxes	\$ 0.00	\$ 137,066.01	\$ 140,204.00	\$ (3,137.99)
Corp Tax	0.00	3,884.14	3,967.00	(82.86)
SS Tax	0.00	2,642.48	2,700.00	(57.52)
IMRF Tax	0.00	982.32	1,000.00	(17.68)
Audit Tax	0.00	6,458.32	6,600.00	(141.68)
Liability Tax	0.00	0.00	0.00	0.00
Bld/Equip & Maint Tax	0.00	0.00	0.00	0.00
Total Property Tax Revenue	0.00	151,033.27	154,471.00	(3,437.73)
Fees	6.50	21.50	150.00	(128.50)
Fax	6.50	21.50	150.00	(128.50)
Copies	20.45	154.90	645.00	(490.10)
Fines	13.25	38.19	100.00	(61.81)
Non-resident Library Cards	0.00	0.00	65.00	(65.00)
Hospitality	1.00	7.50	50.00	(42.50)
Program Registrations	0.00	0.00	1,500.00	(1,500.00)
Total Fee Revenue	41.20	222.09	2,510.00	(2,287.91)
Merchandise	1.00	24.85	90.00	(65.15)
Books	1.00	24.85	90.00	(65.15)
Merchandise Income	0.00	391.00	0.00	391.00
Total Merchandise Revenue	1.00	415.85	90.00	325.85
Grants	2,853.75	5,738.75	10,000.00	(4,261.25)
Grants	2,853.75	5,738.75	10,000.00	(4,261.25)
Contributions	0.00	1,500.00	500.00	1,000.00
Program Sponsorships	0.00	1,500.00	500.00	1,000.00
Fundraising Events	20.00	20.00	2,000.00	(1,980.00)
Memorial Donations	0.00	0.00	350.00	(350.00)
Other Contributions	219.00	1,229.00	500.00	729.00
Total Contribution Revenue	239.00	2,749.00	3,350.00	(601.00)
Rentals	0.00	0.00	200.00	(200.00)
Rent - Library Building	0.00	0.00	200.00	(200.00)
Rent - Union Hall Event Space	160.00	610.00	1,000.00	(390.00)
Rent - Union Hall Offices	525.00	3,150.00	6,300.00	(3,150.00)
Rent - Palms Grill	300.00	1,800.00	3,600.00	(1,800.00)
Total Rental Revenue	985.00	5,560.00	11,100.00	(5,540.00)
Misc. Income	34.09	124.13	205.00	(80.87)
Interest	34.09	124.13	205.00	(80.87)
Miscellaneous Income	0.00	0.00	100.00	(100.00)
Total Misc. Revenue	34.09	124.13	305.00	(180.87)
Total Revenues	4,154.04	165,843.09	181,826.00	(15,982.91)

**Atlanta Public Library District
Atlanta, Illinois
Statement of Revenues, Expenditures, and Changes in Net Assets - Modified Cash Basis -
Governmental Funds
For the One Month and Six Months Ended 12/31/19**

	Current Month	Year-to-date	Annual Budget	Budget Variance
Operating Expenditures				
Personnel				
Payroll	6,181.52	29,689.29	58,000.00	(28,310.71)
Fica/Med Expense	472.89	2,271.22	4,450.00	(2,178.78)
Unemployment Expense	4.92	44.20	200.00	(155.80)
IMRF Expense	52.66	348.29	950.00	(601.71)
Total Personnel Expenditures	6,711.99	32,353.00	63,600.00	(31,247.00)
Service Contracts & Fees				
Accounting and Audit	450.00	7,523.75	12,600.00	(5,076.25)
Legal	50.00	4,200.00	7,200.00	(3,000.00)
Copier	134.35	622.88	2,250.00	(1,627.12)
RSA/A.D.M.L.	0.00	1,810.00	1,810.00	0.00
Professional Services	0.00	25.98	0.00	25.98
Artist & Speaker Fees	52.50	2,499.50	8,000.00	(5,500.50)
Total Service Contract & Fees Expenditures	688.85	16,682.11	31,860.00	(15,177.89)
Licenses & Rentals				
ASCAP/BMI	0.00	0.00	500.00	(500.00)
Movie Licensing	0.00	0.00	350.00	(350.00)
P.O. Box & Safe Deposit Box Rental	60.00	60.00	140.00	(80.00)
Total Licenses & Rentals Expenditures	60.00	60.00	990.00	(930.00)
Dues & Memberships				
Dues & Memberships	0.00	165.00	150.00	15.00
Total Dues & Memberships Expenditures	0.00	165.00	150.00	15.00
Buildings & Grounds				
Cleaning Services	170.00	1,105.00	3,000.00	(1,895.00)
Groundskeeping	130.00	1,115.00	1,500.00	(385.00)
Dumpster/Garbage	94.45	566.06	1,200.00	(633.94)
Pest Control	40.00	410.00	820.00	(410.00)
Fire Inspections & Certificates	336.00	677.00	1,000.00	(323.00)
Library Elevator Inspections & Maintenance	503.00	928.00	500.00	428.00
Museum Elevator Inspections & Maintenance	0.00	2,221.63	3,000.00	(778.37)
Library Maintenance & Construction	25,000.00	25,000.00	2,000.00	23,000.00
Downey Building Maintenance & Construction	316.37	6,227.44	7,000.00	(772.56)
Union Hall Maintenance & Construction	14.54	1,619.76	7,000.00	(5,380.24)
Insurance	0.00	5,894.75	7,500.00	(1,605.25)
Construction Loan Repayment	0.00	13,900.00	13,900.00	0.00
Total Buildings & Grounds Expenditures	26,604.36	59,664.64	48,420.00	11,244.64
Equipment				
Computer & Software Purchase	0.00	114.83	1,000.00	(885.17)
Computer Maintenance	0.00	0.00	100.00	(100.00)
Other Equipment Purchase/Maintenance	10.86	10.86	500.00	(489.14)
Total Equipment Expenditures	10.86	125.69	1,600.00	(1,474.31)

Atlanta Public Library District
 Atlanta, Illinois
 Statement of Revenues, Expenditures, and Changes in Net Assets - Modified Cash Basis -
 Governmental Funds
 For the One Month and Six Months Ended 12/31/19

	Current Month	Year-to-date	Annual Budget	Budget Variance
Utilities				
Library Gas & Electric	335.57	1,661.28	4,000.00	(2,338.72)
Museum Gas & Electric	212.32	1,442.42	2,600.00	(1,157.58)
Union Hall Gas & Electric	466.64	3,814.92	7,500.00	(3,685.08)
Union Hall Water	147.40	427.40	700.00	(272.60)
Library Telephone & Internet	251.22	1,505.31	2,700.00	(1,194.69)
Museum Telephone & Internet	38.45	689.43	1,600.00	(910.57)
Union Hall Internet	76.89	461.34	925.00	(463.66)
Real Estate Taxes	0.00	601.34	600.00	1.34
Total Utilities Expenditures	<u>1,528.49</u>	<u>10,603.44</u>	<u>20,225.00</u>	<u>(10,021.56)</u>
Fund Raising Events				
Fundraising Events	26.95	26.95	500.00	(473.05)
Total Fund Raising Events Expenditures	<u>26.95</u>	<u>26.95</u>	<u>500.00</u>	<u>(473.05)</u>
Materials				
Books/Audio Books	82.05	2,495.65	8,000.00	(5,504.35)
DVD's	0.00	137.14	1,000.00	(862.86)
Subscriptions & Publications	0.00	115.90	200.00	(84.10)
Museum Collections	0.00	0.00	750.00	(750.00)
Total Materials Expenditures	<u>82.05</u>	<u>2,748.69</u>	<u>9,950.00</u>	<u>(7,201.31)</u>
Marketing & Advertising				
Printing	0.00	319.36	150.00	169.36
General Advertising	0.00	0.00	30.00	(30.00)
Legal Announcements	420.00	559.50	600.00	(40.50)
Direct Mail	265.69	927.63	3,500.00	(2,572.27)
Total Marketing & Advertising Expenditures	<u>685.69</u>	<u>1,806.49</u>	<u>4,280.00</u>	<u>(2,473.51)</u>
Supplies				
Office Supplies	9.70	76.82	750.00	(673.18)
General Postage	0.00	202.20	400.00	(197.80)
Museum, Archival & Exhibit Supplies	0.00	149.93	500.00	(350.07)
Library Maintenance Supplies	0.00	6.50	150.00	(143.50)
Museum Maintenance Supplies	0.00	37.96	150.00	(112.04)
Arts & Craft Supplies	140.61	564.78	3,000.00	(2,435.22)
Decorations	0.00	0.00	150.00	(150.00)
Food & Refreshments/Hospitality	80.14	213.57	2,000.00	(1,786.43)
Prizes	86.03	188.98	500.00	(311.02)
Total Supplies Expenditures	<u>316.48</u>	<u>1,440.74</u>	<u>7,600.00</u>	<u>(6,159.26)</u>
Misc Expenditures				
Misc Expenditures	100.00	1,171.21	2,500.00	(1,328.79)
Transfer to Palms Grill	0.00	0.00	0.00	0.00
Total Misc Expenditures	<u>100.00</u>	<u>1,171.21</u>	<u>2,500.00</u>	<u>(1,328.79)</u>

Atlanta Public Library District
Atlanta, Illinois
Statement of Revenues, Expenditures, and Changes in Net Assets - Modified Cash Basis -
Governmental Funds
For the One Month and Six Months Ended 12/31/19

	Current Month	Year-to-date	Annual Budget	Budget Variance
Total Operating Expenditures	36,813.72	126,847.96	192,075.00	(65,227.04)
Change in Net Assets Before				
Other Financing Sources (Uses)	(32,659.68)	38,995.13	(10,249.00)	49,244.13
Other Financing Sources (Uses)	0.00	0.00	0.00	0.00
Checking Account Carryover	25,000.00	25,000.00	0.00	(25,000.00)
Proceeds from Loan	0.00	0.00	0.00	0.00
Total Change in Net Assets	<u>\$ (7,659.68)</u>	<u>63,995.13</u>	<u>\$ (10,249.00)</u>	<u>\$ 24,244.13</u>
Net Assets, Beginning of Year		(117,562.26)		
Net Assets, End of Year		<u>\$ (53,567.13)</u>		

**1359 - Atlanta Public Library District
Bank Account Reconciliation Worksheet**

December 1, 2019 - December 31, 2019

Ckg

Reference	Date	GL Account	Description	Amount
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Bank Statement Information

Cleared Deposits & Additions

1025	12/20/19		Transfer from checking	25,000.00
4415	12/02/19		Deposit - Palms Grill rent	300.00
4080	12/09/19		Interest Income	8.80
4080	12/16/19		Interest Income	3.49
4410	12/30/19		Deposit - Rt 66 rent	400.00
4080	12/31/19		Interest Income	2.13

Cleared Checks & Payments

10345	11/05/19	2100	Jennifer Godfrey	16.60
10356	11/11/19	2100	Resilient Premier Cleaning, LLC	170.00
10361	12/16/19	2020	Illinois Department of Revenue	207.35
10362	12/16/19	2010	Internal Revenue Service	1,185.36
10365	11/20/19	2100	Ancel, Glink, Diamond, Bush Law Offices	250.00
10366	11/20/19	2100	April Fisher	52.50
10373	11/20/19	2100	Zach's Heating & Cooling	140.00
10374	11/20/19	2100	Baker & Taylor	72.11
10375	12/03/19	5010	Godfrey, Jennifer P. direct deposit allocation	108.14
10376	12/03/19	5010	Madanlillo, Catherine direct deposit allocation	521.70
10377	12/03/19	5010	Neisler, Rachel direct deposit allocation	676.42
10378	12/03/19	5010	Vannoy, Christina N direct deposit allocation	176.66
10379	12/13/19	2100	AEC FIRE-SAFETY & SECURITY, INC.	336.00
10380	12/13/19	2100	Ancel, Glink, Diamond, Bush Law Offices	50.00
10381	12/13/19	2100	April Fisher	182.50
10383	12/13/19	2100	Baker & Taylor	15.31
10384	12/13/19	2100	Center Point Large Print	66.74
10385	12/13/19	2100	City of Atlanta	56.00
10386	12/13/19	2100	Frontier	304.18
10387	12/13/19	2100	JM Abbott & Associates	450.00
10388	12/13/19	2100	Parks Construction Inc.	25,000.00
10389	12/13/19	2100	PDC/Area Disposal	94.45
10391	12/13/19	2100	Resilient Premier Cleaning, LLC	170.00
10392	12/13/19	2100	US Postal Service	60.00
10393	12/13/19	2100	Watts Copy System	134.35
awt	12/18/19	5475	Walmart	26.95
awt	12/06/19	5685	amazon.com	69.90
awt	12/30/19	5750	Horsefeathers	86.03
awt	12/06/19	5705	Dollar General	9.70
awt	12/30/19	5685	US Postal Service	195.79
awt	12/18/19	5725	Adobe Photography Plan	10.61
awt	12/09/19	5040	IMRF	129.86
awt	12/03/19	5735	Dollar General	16.95
dep	12/03/19		Transfer	91,234.64
PR	12/31/19		Transfer payroll to correct bank account	3,016.10

Beginning Bank Balance

108,066.62

Total

25,714.42

Statement Total

25,714.42

Difference

0.00

Ending Bank Balance

8,488.14

Statement Total

125,292.90

Total

125,292.90

Difference

0.00

Reconciled Bank Information

Ending Bank Balance

8,488.14

**1359 - Atlanta Public Library District
Bank Account Reconciliation Worksheet**

Ckg
December 1, 2019 - December 31, 2019

Reference	Date	GL Account	Description	Amount
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Open Deposits & Additions				0.00
Open Checks & Payments	10004	2100	Jasmine Green	25.00
	10382	2100	B T Publications	420.00
	10390	2100	Rachel Neisler	59.92
				504.92
Total				504.92

General Ledger Information				
Adjustments				
Unadjusted General Ledger Balance				7,983.22
Total				0.00
Adjusted General Ledger Balance				7,983.22

Bank Account Reconciliation Summary				
Bank Statement Information				
Beginning Bank Balance				108,066.62
+ Cleared Deposits & Additions				25,714.42
- Cleared Checks & Payments				125,292.90
Ending Bank Balance				8,488.14

Reconciled Bank Information				
+ Open Deposits & Additions				0.00
- Open Checks & Payments				504.92
Reconciled Bank Balance				7,983.22
General Ledger Information				
Unadjusted General Ledger Balance				7,983.22
+/- Total Adjustments				0.00
Adjusted General Ledger Balance				7,983.22
Unreconciled Amount				0.00

**1359 - Atlanta Public Library District
Bank Account Reconciliation Worksheet**

Checking
December 1, 2019 - December 31, 2019

Reference	Date	Description	GL Account	Amount
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Bank Statement Information

Beginning Bank Balance 0.00

Cleared Deposits & Additions

12/02/19	dep	Multiple	Deposits	301.20
12/31/19	dep	4080	Interest Income	7.74
12/03/19	dep	1020	Transfer	91,234.64
12/11/19	dep	2515	Transfer from loan	25,000.00
12/19/19	dep	Multiple	Deposit	3,118.75
12/31/19	PR		Transfer payroll to correct bank account	3,016.10
Total				122,678.43
Statement Total				119,662.33
Difference				3,016.10

Cleared Checks & Payments

12/17/19	5010	Godfrey, Jennifer P. direct deposit allocation		129.57
12/17/19	5010	Maciarello, Catherine direct deposit allocation		521.69
12/17/19	5010	Neisler, Rachel direct deposit allocation		676.41
12/17/19	5010	Vannoy, Christina N direct deposit allocation		223.52
12/31/19	5010	Godfrey, Jennifer P. direct deposit allocation		86.53
12/31/19	5010	Maciarello, Catherine direct deposit allocation		521.70
12/31/19	5010	Neisler, Rachel direct deposit allocation		676.42
12/31/19	5010	Vannoy, Christina N direct deposit allocation		180.26
12/20/19	dep	Transfer from checking		25,000.00
Total				28,016.10
Statement Total				25,000.00
Difference				3,016.10

Reconciled Bank Information

Ending Bank Balance 94,662.33

Open Deposits & Additions

12/31/19	2100	Ameren Illinois		1,014.53
12/31/19	2100	American Pest Control, Inc.		40.00
12/31/19	2100	CIRBN, LLC		153.78
12/31/19	2100	Douglas Fivcoast		3.27
12/31/19	2100	James Wetchel		125.40
12/31/19	2100	Lifts of Illinois		250.00
12/31/19	2100	National Elevator Inspection Services, Inc.		253.00
12/31/19	2100	Tarter Brothers Inc		316.37
12/31/19	2100	Traci Walters		130.00
Total				2,286.35

General Ledger Information

Unadjusted General Ledger Balance 92,375.98

Adjustments

Total 0.00
Adjusted General Ledger Balance 92,375.98

Bank Account Reconciliation Summary

**1359 - Atlanta Public Library District
Bank Account Reconciliation Worksheet**

Checking
December 1, 2019 - December 31, 2019

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	0.00
			+ Cleared Deposits & Additions	119,662.33
			- Cleared Checks & Payments	25,000.00
			Ending Bank Balance	94,662.33
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	2,286.35
			Reconciled Bank Balance	92,375.98
General Ledger Information				
			Unadjusted General Ledger Balance	92,375.98
			+/- Total Adjustments	0.00
			Adjusted General Ledger Balance	92,375.98
			Unreconciled Amount	0.00

Atlanta Public Library District

General Ledger

December 1, 2019 - December 31, 2019

Period End	Credit	Debit	Beginning Balance	Description	Journal	Reference	Date
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1020 Atlanta National Bank

			107,340.41	Deposit - Palms Grill rent	dep		12/02/19
		300.00		Dollar General	awt		12/03/19
16.95				Transfer	dep		12/03/19
91,234.64				Payroll Journal Entry	PAYROLL		12/03/19
1,482.92				Dollar General	awt		12/06/19
9.70				amazon.com	awt		12/06/19
69.90				IMRF	awt		12/09/19
129.86				Interest Income	dep	8.80	12/09/19
				AEC FIRE-SAFETY & SECURITY, INC.	10379		12/13/19
336.00				Ancel, Glink, Diamond, Bush Law	10380		12/13/19
50.00				Offices	10381		12/13/19
182.50				B T Publications	10382		12/13/19
420.00				Baker & Taylor	10383		12/13/19
15.31				Center Point Large Print	10384		12/13/19
66.74				City of Atlanta	10385		12/13/19
56.00				Frontier	10386		12/13/19
304.18				JM Abbott & Associates	10387		12/13/19
450.00				Parks Construction Inc.	10388		12/13/19
25,000.00				PD/C/Area Disposal	10389		12/13/19
94.45				Rachel Neisler	10390		12/13/19
59.92				Resilient Premier Cleaning, LLC	10391		12/13/19
170.00				US Postal Service	10392		12/13/19
60.00				Watts Copy System	10393		12/13/19
134.35				Illinois Department of Revenue	10361		12/16/19
207.35				Internal Revenue Service	10362		12/16/19
1,185.36				Interest Income	dep	3.49	12/16/19
26.95				Walalmart	awt		12/18/19
10.61				Adobe Photography Plan	awt		12/18/19
86.03				Horsefeathers	awt		12/30/19
195.79				US Postal Service	awt		12/30/19
				Deposit - Rt 66 rent	dep		12/30/19
		400.00		Interest Income	dep	2.13	12/31/19
				Transfer payroll to correct bank	PR		12/31/19
3,016.10				account			
Totals for 1020							
		25,714.42					
		125,071.61					
			7,983.22				

1025 Atlanta National Bank

			0.00	Deposits	dep		12/02/19
		301.20		Transfer	dep		12/03/19
91,234.64				Transfer from loan	dep		12/11/19
25,000.00				Payroll Journal Entry	PAYROLL		12/17/19
1,551.19				Deposit	dep		12/19/19
		3,118.75		Transfer from checking	dep		12/20/19
				Ameren Illinois	1013		12/31/19
1,014.53				American Pest Control, Inc.	1014		12/31/19
40.00				CIRBN, LLC	1015		12/31/19
153.78				Douglas Fivecoat	1016		12/31/19
3.27				James Wetchel	1017		12/31/19
125.40				Lifts of Illinois	1018		12/31/19
250.00				National Elevator Inspection Services,	1019		12/31/19
253.00				Tarter Brothers Inc	1020		12/31/19
316.37				Traci Walters	1021		12/31/19
130.00				Interest Income	dep		12/31/19
		7.74		Payroll Journal Entry	PAYROLL		12/31/19

Atlanta Public Library District

General Ledger

December 1, 2019 - December 31, 2019

Period End	Credit	Debit	Beginning	Description	Journal	Reference	Date
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12/31/19		3,016.10		Transfer payroll to correct bank account	PR		
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Totals for 1025		122,678.43					
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1045 Savings		10,952.11		Interest Income		dep	12/31/19
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Totals for 1045		11.93					
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1125 Certificates of Deposit		15,703.95					
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Totals for 1125		0.00					
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2010 Fica/FWH Payable		(1,185.36)		Payroll Journal Entry		PAYROLL	12/03/19
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2010 SWH Payable		99.14		Payroll Journal Entry		PAYROLL	12/03/19
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2010 SWH Payable		10362		Internal Revenue Service		PAYROLL	12/16/19
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2010 SWH Payable		10361		Illinois Department of Revenue		PAYROLL	12/16/19
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2010 SWH Payable		12/17/19		Payroll Journal Entry		PAYROLL	12/17/19
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2010 SWH Payable		12/31/19		Payroll Journal Entry		PAYROLL	12/31/19
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Totals for 2020		207.35					
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2025 IMRF Payable		38.60		Payroll Journal Entry		PAYROLL	12/03/19
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2025 IMRF Payable		38.60		IMRF		PAYROLL	12/09/19
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2025 IMRF Payable		38.60		Payroll Journal Entry		PAYROLL	12/17/19
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2025 IMRF Payable		38.60		Payroll Journal Entry		PAYROLL	12/31/19
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Totals for 2025		77.20					
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2100 Accounts Payable		27,399.45		AP Summary Journal Entry		APSUM	12/31/19
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2100 Accounts Payable		27,399.45		AP Summary Journal Entry		APSUM	12/31/19
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2120 Accrued Unemployment Payable		1.55		Payroll Journal Entry		PAYROLL	12/03/19
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2120 Accrued Unemployment Payable		1.92		Payroll Journal Entry		PAYROLL	12/17/19
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2120 Accrued Unemployment Payable		1.45		Payroll Journal Entry		PAYROLL	12/31/19
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Totals for 2120		4.92					
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2515 Loan - Construction		25,000.00		Transfer from loan		dep	12/11/19
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3100 Amount to be Provided for Loan		25,000.00		Record proceeds from loan as other financing source.		AJE01	12/31/19
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3100 Amount to be Provided for Loan		153,418.73					
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Totals for 3100		25,000.00					
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3200 Unrestricted Net Assets		(52,925.13)					
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Totals for 3200		0.00					
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3205 Res Net Assets - Social Security		(2,065.41)					
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Totals for 3205		0.00					
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3209 Res Net Assets - IMRF		(5,865.93)					
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**Atlanta Public Library District
General Ledger**

December 31, 2019 - December 31, 2019

Date	Reference	Journal Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
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Totals for 3209			0.00	0.00		(5,865.93)
4010 Corp Tax						(137,066.01)
Totals for 4010			0.00	0.00		(137,066.01)
4015 SS Tax						(3,884.14)
Totals for 4015			0.00	0.00		(3,884.14)
4020 IMRF Tax						(2,642.48)
Totals for 4020			0.00	0.00		(2,642.48)
4025 Audit Tax						(982.32)
Totals for 4025			0.00	0.00		(982.32)
4030 Liability Tax						(6,458.32)
Totals for 4030			0.00	0.00		(6,458.32)
4080 Interest	dep	12/09/19		8.80		
	dep	12/16/19		3.49		
	dep	12/31/19		7.74		
	dep	12/31/19		2.13		
	dep	12/31/19		11.93		
Totals for 4080			0.00	34.09		(124.13)
4100 Fax	dep	12/02/19		6.50		
Totals for 4100			0.00	6.50		(21.50)
4105 Copies	dep	12/02/19		20.45		
Totals for 4105			0.00	20.45		(134.45)
4110 Fines	dep	12/02/19		12.25		
Totals for 4110			0.00	13.25		(38.19)
4120 Hospitality	dep	12/02/19		1.00		
Totals for 4120			0.00	1.00		(6.50)
4180 Books	Deposits	12/02/19		1.00		
Totals for 4180			0.00	1.00		(24.85)
4185 Merchandise Income						(391.00)
Totals for 4185			0.00	0.00		(391.00)
4220 Grants	dep	12/19/19		2,853.75		
Totals for 4220			0.00	2,853.75		(2,885.00)
4300 Program Sponsorships						(1,500.00)
Totals for 4300			0.00	0.00		(1,500.00)
4305 Fundraising Events	dep	12/19/19		20.00		
Totals for 4305			0.00	20.00		0.00

Atlanta Public Library District

General Ledger

December 1, 2019 - December 31, 2019

Period End	Credit	Debit	Amount	Beginning	Balance	Journal	Description	Reference	Date
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Totals for 4305 20.00 0.00 (20.00)

Totals for 4315 219.00 100.00 119.00 (1,229.00)

Totals for 4405 160.00 0.00 160.00 (450.00)

Totals for 4410 400.00 125.00 400.00 (3,150.00)

Totals for 4415 300.00 0.00 300.00 (1,800.00)

Totals for 5010 2,091.26 2,119.63 2,020.63 23,507.77

Totals for 5030 156.16 162.16 154.57 1,798.33

Totals for 5035 1.55 1.92 1.45 39.28

Totals for 5040 52.66 52.66 0.00 295.63

Totals for 5105 450.00 450.00 0.00 7,073.75

Totals for 5115 50.00 50.00 0.00 4,150.00

Totals for 5120 134.35 134.35 0.00 488.53

Totals for 5125 0.00 0.00 0.00 1,810.00

4315 Other Contributions

4405 Rent - Union Hall Event Space

4410 Rent - Union Hall Offices

4415 Rent - Palms Grill

5010 Payroll

5030 Fica/Med Expense

5035 Unemployment Expense

5040 IMRF Expense

5105 Accounting and Audit

5115 Legal

5120 Copier

5125 RSA/A.D.M.L.

**Atlanta Public Library District
General Ledger**

December 31, 2019 - December 31, 2019

Date	Reference	Journal Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
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5135	Professional Services		25.98	0.00	0.00	25.98
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5140	Artist & Speaker Fees	April Fisher	2,447.00	52.50	52.50	2,499.50
Totals for 5140						

5170	P.O. Box & Safe Deposit Box Rental	US Postal Service	0.00	60.00	60.00	60.00
Totals for 5170						

5190	Dues & Memberships		165.00	0.00	0.00	165.00
Totals for 5190						

5205	Cleaning Services	Resilient Premier Cleaning, LLC	935.00	170.00	170.00	1,105.00
Totals for 5205						

5210	Groundskeeping	Traci Walters	985.00	130.00	130.00	1,115.00
Totals for 5210						

5215	Dumpster/Garbage	PDC/Area Disposal	471.61	94.45	94.45	566.06
Totals for 5215						

5220	Pest Control	American Pest Control, Inc.	370.00	40.00	40.00	410.00
Totals for 5220						

5225	Fire Inspections & Certificates	AEC FIRE-SAFETY & SECURITY, INC.	341.00	336.00	336.00	677.00
Totals for 5225						

5230	Library Elevator Inspections & Maintenance	Lifts of Illinois National Elevator Inspection Services, Inc.	425.00	250.00	250.00	928.00
Totals for 5230						

5231	Museum Elevator Inspections & Maintenance		2,221.63	0.00	0.00	2,221.63
Totals for 5231						

5235	Library Maintenance & Construction	Parks Construction Inc.	0.00	25,000.00	25,000.00	25,000.00
Totals for 5235						

5240	Downey Building Maintenance & Construction	Tarter Brothers Inc	5,911.07	316.37	316.37	6,227.44
Totals for 5240						

5245	Union Hall Maintenance & Construction	James Welch	1,605.22	14.54	14.54	1,619.76
Totals for 5245						

5250	Insurance		5,894.75	0.00	0.00	5,894.75
Totals for 5250						

Atlanta Public Library District

General Ledger

December 1, 2019 - December 31, 2019

Date	Reference	Journal Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
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5260	Construction Loan Repayment		13,900.00	0.00	0.00	13,900.00
5275	Computer & Software Purchase		114.83	0.00	0.00	114.83
5285	Other Equipment Purchase/Maintenance	James Welch	0.00	10.86	0.00	10.86
5305	Library Gas & Electric	Ameren Illinois	1,325.71	335.57	0.00	1,661.28
5310	Museum Gas & Electric	Ameren Illinois	1,230.10	212.32	0.00	1,442.42
5315	Union Hall Gas & Electric	Ameren Illinois	3,348.28	466.64	0.00	3,814.92
5320	Union Hall Water	City of Atlanta	280.00	56.00	91.40	427.40
5325	Library Telephone & Internet	Frontier	1,254.09	212.78	38.44	1,505.31
5330	Museum Telephone & Internet	CIRBN, LLC	650.98	38.45	0.00	689.43
5332	Union Hall Internet	CIRBN, LLC	384.45	76.89	0.00	461.34
5335	Real Estate Taxes		601.34	0.00	0.00	601.34
5475	Fundraising Events	Walmart	0.00	26.95	0.00	26.95
5605	Books/Audio Books	Center Point Large Print Baker & Taylor	2,413.60	66.74	15.31	2,495.65
5610	DVD's		137.14	0.00	0.00	137.14
5620	Subscriptions & Publications		115.90	0.00	0.00	115.90
Totals for 5260			13,900.00	0.00	0.00	13,900.00
Totals for 5275			114.83	0.00	0.00	114.83
Totals for 5285			0.00	10.86	0.00	10.86
Totals for 5305			1,325.71	335.57	0.00	1,661.28
Totals for 5310			1,230.10	212.32	0.00	1,442.42
Totals for 5315			3,348.28	466.64	0.00	3,814.92
Totals for 5320			280.00	56.00	91.40	427.40
Totals for 5325			1,254.09	212.78	38.44	1,505.31
Totals for 5330			650.98	38.45	0.00	689.43
Totals for 5332			384.45	76.89	0.00	461.34
Totals for 5335			601.34	0.00	0.00	601.34
Totals for 5475			0.00	26.95	0.00	26.95
Totals for 5605			2,413.60	66.74	15.31	2,495.65
Totals for 5610			137.14	0.00	0.00	137.14
Totals for 5620			115.90	0.00	0.00	115.90

**Atlanta Public Library District
General Ledger**

December 31, 2019 - December 31, 2019

Period End	Credit	Debit	Beginning	Description	Journal	Reference	Date
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319.36		319.36		5670 Printing			
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		0.00	0.00	Totals for 5670			
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139.50		330.00	90.00	5680 Legal Announcements	B T Publications		12/13/19
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		420.00		Totals for 5680			
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559.50		0.00		Totals for 5685			
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661.94		69.90	195.79	5685 Direct Mail	amazon.com	awt	12/06/19
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		265.69		Totals for 5685			
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67.12		9.70	9.70	5705 Office Supplies	Dollar General	awt	12/06/19
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		0.00	0.00	Totals for 5705			
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202.20		0.00	0.00	5706 General Postage			
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149.93		0.00	0.00	5710 Museum, Archival & Exhibit Supplies			
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		0.00	0.00	Totals for 5710			
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6.50		0.00	0.00	5715 Library Maintenance Supplies			
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		0.00	0.00	Totals for 5715			
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37.96		0.00	0.00	5720 Museum Maintenance Supplies			
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		0.00	0.00	Totals for 5720			
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424.17		130.00	10.61	5725 Arts & Craft Supplies	April Fisher	awt	12/13/19
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		140.61		Totals for 5725	Adobe Photography Plan		12/18/19
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133.43		16.95	59.92	5735 Food & Refreshments/Hospitality	Dollar General	awt	12/03/19
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		80.14	3.27	Totals for 5735	Douglas Fivecoat		12/31/19
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102.95		86.03		5750 Prizes	Horsefeathers	awt	12/30/19
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		86.03		Totals for 5750			
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1,071.21		100.00	100.00	5800 Misc Expenditures	James Welchel		12/31/19
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		0.00	0.00	Totals for 5800			
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0.00		25,000.00		7100 Proceeds from Loan	Record proceeds from loan as other financing source.	AJEO1	12/31/19
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		25,000.00		Totals for 7100			
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0.00		0.00		Report Total			
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		0.00		Net Profit/(Loss)			
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		63,995.13		Current Period			
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		(7,659.68)		Year-to-Date			
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		63,995.13					
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**Atlanta Public Library District
Journals**

December 1, 2019 - December 31, 2019

Date	Reference	Account	Payee ID	Description	1099	Amount
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12/31/19	APSUM	1025		AP Summary Journal Entry		(2,286.35)
12/31/19	APSUM	2100		AP Summary Journal Entry		27,399.45
12/31/19	APSUM	5245		AP Summary Journal Entry		14.54
12/31/19	APSUM	5285		AP Summary Journal Entry		10.86
12/31/19	APSUM	5800		AP Summary Journal Entry		100.00
12/31/19	APSUM	5325		AP Summary Journal Entry		38.44
12/31/19	APSUM	5330		AP Summary Journal Entry		38.45
12/31/19	APSUM	5332		AP Summary Journal Entry		76.89
12/31/19	APSUM	5220		AP Summary Journal Entry		40.00
12/31/19	APSUM	5305		AP Summary Journal Entry		335.57
12/31/19	APSUM	5310		AP Summary Journal Entry		212.32
12/31/19	APSUM	5315		AP Summary Journal Entry		466.64
12/31/19	APSUM	5735		AP Summary Journal Entry		3.27
12/31/19	APSUM	5210		AP Summary Journal Entry		130.00
12/31/19	APSUM	5230		AP Summary Journal Entry		503.00
12/31/19	APSUM	5240		AP Summary Journal Entry		316.37
12/31/19	APSUM	1020		AP Summary Journal Entry		(27,399.45)
12/03/19	awt	1020	80	Dollar General		(16.95)
12/06/19	awt	1020	80	Dollar General		16.95
12/06/19	awt	1020	80	Dollar General		(9.70)
12/06/19	awt	5705	80	Dollar General		9.70
12/06/19	awt	1020	15	amazon.com		(69.90)
12/06/19	awt	5685	15	amazon.com		69.90
12/09/19	awt	1020	121	IMRF		(129.86)
12/09/19	awt	5040	121	IMRF		52.66
12/09/19	awt	2025	121	IMRF		77.20
12/18/19	awt	1020	239	Walmart		(26.95)
12/18/19	awt	5475	239	Walmart		26.95
12/18/19	awt	1020	Adobe	Adobe Photography Plan		(10.61)
12/18/19	awt	5725	Adobe	Adobe Photography Plan		10.61
12/30/19	awt	1020		Horsefeathers		(86.03)
12/30/19	awt	5750		Horsefeathers		86.03
12/30/19	awt	1020	236	US Postal Service		195.79
12/30/19	awt	5685	236	US Postal Service		(195.79)
12/31/19	PR	1020		Transfer payroll to correct bank account		(3,016.10)
12/31/19	PR	1025		Transfer payroll to correct bank account		3,016.10

Transaction Balance for Cash Disbursements

0.00

Transaction Totals
 Total Debits
 Total Credits
 Account Hash Total

33,247.69
 33,247.69
 136057.0000

Transaction count = 19
 Distribution count = 36

Atlanta Public Library District

Journals

December 1, 2019 - December 31, 2019

Date	Reference	Account	Payee ID	Description	1099	Amount
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Journal: Cash Receipts

12/02/19	dep	1025		Deposits	301.20	
12/02/19	dep	4315		Deposits	(100.00)	
12/02/19	dep	4180		Deposits	(1.00)	
12/02/19	dep	4405		Deposits	(160.00)	
12/02/19	dep	4105		Deposits	(20.45)	
12/02/19	dep	4110		Deposits	(12.25)	
12/02/19	dep	4100		Deposits	(6.50)	
12/02/19	dep	4120		Deposits	(1.00)	
12/02/19	dep	1020		Deposit - Palms Grill rent	300.00	
12/02/19	dep	4415		Deposit - Palms Grill rent	(300.00)	
12/03/19	dep	1025		Transfer	91,234.64	
12/03/19	dep	1020		Transfer	(91,234.64)	
12/09/19	dep	1020		Interest Income	8.80	
12/09/19	dep	4080		Interest Income	(8.80)	
12/11/19	dep	1025		Transfer from loan	25,000.00	
12/11/19	dep	2515		Transfer from loan	(25,000.00)	
12/16/19	dep	1020		Interest Income	3.49	
12/16/19	dep	4080		Interest Income	(3.49)	
12/19/19	dep	1025		Deposit	3,118.75	
12/19/19	dep	4305		Deposit	(20.00)	
12/19/19	dep	4110		Deposit	(1.00)	
12/19/19	dep	4315		Deposit	(119.00)	
12/19/19	dep	4410		Deposit	(125.00)	
12/19/19	dep	4220		Deposit	(2,853.75)	
12/20/19	dep	1020		Transfer from checking	25,000.00	
12/20/19	dep	1025		Transfer from checking	(25,000.00)	
12/30/19	dep	1020		Deposit - Rt 66 rent	400.00	
12/30/19	dep	4410		Deposit - Rt 66 rent	(400.00)	
12/31/19	dep	1025		Interest Income	7.74	
12/31/19	dep	4080		Interest Income	(7.74)	
12/31/19	dep	1020		Interest Income	2.13	
12/31/19	dep	4080		Interest Income	(2.13)	
12/31/19	dep	1045		Interest Income	11.93	
12/31/19	dep	4080		Interest Income	(11.93)	
12/31/19	dep	4080		Interest Income	0.00	

Transaction Balance for Cash Receipts

0.00

Transaction Totals

Total Debits	145,388.68
Total Credits	145,388.68
Account Hash Total	96770.0000

Transaction count = 12
Distribution count = 34

Atlanta Public Library District

Journals

December 1, 2019 - December 31, 2019

Date	Reference	Account	Payee ID	Description	Amount
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Journal: General

12/16/19	10361	1020		Illinois Department of Revenue	(207.35)
12/16/19	10361	2020		Illinois Department of Revenue	207.35
12/16/19	10362	1020	941	Internal Revenue Service	(1,185.36)
12/16/19	10362	2010	941	Internal Revenue Service	1,185.36
12/31/19	AJEO1	3100		Record proceeds from loan as other financing source.	25,000.00
12/31/19	AJEO1	7100		Record proceeds from loan as other financing source.	(25,000.00)
12/31/19	APSUM	2100		AP Summary Journal Entry	(27,399.45)
12/31/19	APSUM	5170		AP Summary Journal Entry	60.00
12/31/19	APSUM	5205		AP Summary Journal Entry	170.00
12/31/19	APSUM	5320		AP Summary Journal Entry	147.40
12/31/19	APSUM	5325		AP Summary Journal Entry	212.78
12/31/19	APSUM	5605		AP Summary Journal Entry	82.05
12/31/19	APSUM	5225		AP Summary Journal Entry	336.00
12/31/19	APSUM	5215		AP Summary Journal Entry	94.45
12/31/19	APSUM	5105		AP Summary Journal Entry	450.00
12/31/19	APSUM	5115		AP Summary Journal Entry	50.00
12/31/19	APSUM	5120		AP Summary Journal Entry	134.35
12/31/19	APSUM	5235		AP Summary Journal Entry	25,000.00
12/31/19	APSUM	5680		AP Summary Journal Entry	420.00
12/31/19	APSUM	5735		AP Summary Journal Entry	59.92
12/31/19	APSUM	5140		AP Summary Journal Entry	52.50
12/31/19	APSUM	5725		AP Summary Journal Entry	130.00
12/03/19	PAYROLL	1020		Payroll Journal Entry	(1,482.92)
12/03/19	PAYROLL	2010		Payroll Journal Entry	(576.76)
12/03/19	PAYROLL	2020		Payroll Journal Entry	(99.14)
12/03/19	PAYROLL	2025		Payroll Journal Entry	(38.60)
12/03/19	PAYROLL	2120		Payroll Journal Entry	(1.55)
12/03/19	PAYROLL	5010		Payroll Journal Entry	2,041.26
12/03/19	PAYROLL	5030		Payroll Journal Entry	156.16
12/03/19	PAYROLL	5035		Payroll Journal Entry	1.55
12/17/19	PAYROLL	1025		Payroll Journal Entry	(1,551.19)
12/17/19	PAYROLL	2010		Payroll Journal Entry	(588.99)
12/17/19	PAYROLL	2020		Payroll Journal Entry	(103.01)
12/17/19	PAYROLL	2025		Payroll Journal Entry	(38.60)
12/17/19	PAYROLL	2120		Payroll Journal Entry	(1.92)
12/17/19	PAYROLL	5010		Payroll Journal Entry	2,119.63
12/17/19	PAYROLL	5030		Payroll Journal Entry	162.16
12/17/19	PAYROLL	5035		Payroll Journal Entry	1.92
12/31/19	PAYROLL	1025		Payroll Journal Entry	(1,464.91)
12/31/19	PAYROLL	2010		Payroll Journal Entry	(573.58)
12/31/19	PAYROLL	2020		Payroll Journal Entry	(98.11)
12/31/19	PAYROLL	2025		Payroll Journal Entry	(38.60)
12/31/19	PAYROLL	2120		Payroll Journal Entry	(1.45)
12/31/19	PAYROLL	5010		Payroll Journal Entry	2,020.63
12/31/19	PAYROLL	5030		Payroll Journal Entry	154.57
12/31/19	PAYROLL	5035		Payroll Journal Entry	1.45
Transaction Totals					0.00
Total Debits					60,451.49
Total Credits					60,451.49
Account Hash Total					17110.0000
Transaction count = 20					
Distribution count = 46					

Transaction Balance for General

Atlanta Public Library District
Atlanta, Illinois

Statement of Assets, Liabilities & Fund Equities - Modified Cash Basis - Gov Funds
January 31, 2020

Current Year	
	ASSETS
	Current Assets
\$ 120.00	Atlanta National Bank
86,321.28	Atlanta National Bank
10,964.04	Savings
97,405.32	Total Current Assets
15,703.95	Other Current Assets
15,703.95	Certificates of Deposit
15,703.95	Total Other Assets
\$ 113,109.27	TOTAL ASSETS
	LIABILITIES AND EQUITY
	Current Liabilities
\$ 1,153.10	Fica/FWH Payable
198.47	SWH Payable
83.20	IMRF Payable
25.53	Accrued Unemployment Payable
1,460.30	Total Current Liabilities
196,518.73	Long-Term Liabilities
196,518.73	Loan - Construction
196,518.73	Total Long-Term Liabilities
197,979.03	Total Liabilities
	Net Assets
(196,518.73)	Amt to be Provided for Loan
52,925.13	Unrestricted Net Assets
2,065.41	Res Net Assets - Social Security
5,865.93	Res Net Assets - IMRF
50,792.50	Change in Net Assets for the Year
(84,869.76)	Total Net Assets
\$ 113,109.27	TOTAL LIABILITIES AND NET ASSETS

Atlanta Public Library District
 Atlanta, Illinois
 Statement of Revenues, Expenditures, and Changes in Net Assets - Modified Cash Basis -
 Governmental Funds
 For the One Month and Seven Months Ended 01/31/20

Revenues	Current Month	Year-to-date	Annual Budget	Budget Variance
Property Taxes				
Corp Tax	0.00	137,066.01	140,204.00	(3,137.99)
SS Tax	0.00	3,884.14	3,967.00	(82.86)
IMRF Tax	0.00	2,642.48	2,700.00	(57.52)
Audit Tax	0.00	982.32	1,000.00	(17.68)
Liability Tax	0.00	6,458.32	6,600.00	(141.68)
Bldg/Equip & Maint Tax	0.00	0.00	0.00	0.00
Total Property Tax Revenue	<u>0.00</u>	<u>151,033.27</u>	<u>154,471.00</u>	<u>(3,437.73)</u>
Fees				
Fax	45.95	67.45	150.00	(82.55)
Copies	74.95	229.85	645.00	(415.15)
Fines	8.85	47.04	100.00	(52.96)
Non-resident Library Cards	0.00	0.00	65.00	(65.00)
Hospitality	5.00	12.50	50.00	(37.50)
Program Registrations	0.00	0.00	1,500.00	(1,500.00)
Total Fee Revenue	<u>134.75</u>	<u>356.84</u>	<u>2,510.00</u>	<u>(2,153.16)</u>
Merchandise				
Books	5.00	29.85	90.00	(60.15)
Merchandise Income	0.00	391.00	0.00	391.00
Total Merchandise Revenue	<u>5.00</u>	<u>420.85</u>	<u>90.00</u>	<u>330.85</u>
Grants				
Grants	13,250.00	18,988.75	10,000.00	8,988.75
Total Grant Revenue	<u>13,250.00</u>	<u>18,988.75</u>	<u>10,000.00</u>	<u>8,988.75</u>
Contributions				
Program Sponsorships	0.00	1,500.00	500.00	1,000.00
Fundraising Events	791.50	81.50	2,000.00	(1,188.50)
Memorial Donations	0.00	0.00	350.00	(350.00)
Other Contributions	140.00	1,369.00	500.00	869.00
Total Contribution Revenue	<u>931.50</u>	<u>3,680.50</u>	<u>3,350.00</u>	<u>330.50</u>
Rentals				
Rent - Library Building	0.00	0.00	200.00	(200.00)
Rent - Union Hall Event Space	430.00	1,040.00	1,000.00	40.00
Rent - Union Hall Offices	525.00	3,675.00	6,300.00	(2,625.00)
Rent - Palms Grill	300.00	2,100.00	3,600.00	(1,500.00)
Total Rental Revenue	<u>1,255.00</u>	<u>6,815.00</u>	<u>11,100.00</u>	<u>(4,285.00)</u>
Misc. Income				
Interest	21.46	145.59	205.00	(59.41)
Miscellaneous Income	0.00	0.00	100.00	(100.00)
Total Misc. Revenue	<u>21.46</u>	<u>145.59</u>	<u>305.00</u>	<u>(159.41)</u>
Total Revenues	<u>15,597.71</u>	<u>181,440.80</u>	<u>181,826.00</u>	<u>(385.20)</u>

Atlanta Public Library District
Atlanta, Illinois
Statement of Revenues, Expenditures, and Changes in Net Assets - Modified Cash Basis -
Governmental Funds
For the One Month and Seven Months Ended 01/31/20

	Current Month	Year-to-date	Annual Budget	Budget Variance
Operating Expenditures				
Personnel				
Payroll	4,086.64	33,775.93	58,000.00	(24,224.07)
Fica/Med Expense	312.62	2,583.84	4,450.00	(1,866.16)
Unemployment Expense	25.53	69.73	200.00	(130.27)
IMRF Expense	78.99	427.28	950.00	(522.72)
Total Personnel Expenditures	<u>4,503.78</u>	<u>36,856.78</u>	<u>63,600.00</u>	<u>(26,743.22)</u>
Service Contracts & Fees				
Accounting and Audit	590.00	8,113.75	12,600.00	(4,486.25)
Legal	200.00	4,400.00	7,200.00	(2,800.00)
Copier	91.16	714.04	2,250.00	(1,535.96)
RSA/A,D,M,L	0.00	1,810.00	1,810.00	0.00
Professional Services	0.00	25.98	0.00	25.98
Artist & Speaker Fees	512.50	3,012.00	8,000.00	(4,988.00)
Total Service Contract & Fees Expenditures	<u>1,393.66</u>	<u>18,075.77</u>	<u>31,860.00</u>	<u>(13,784.23)</u>
Licenses & Rentals				
ASCAP/BMI	562.00	562.00	500.00	62.00
Movie Licensing	0.00	0.00	350.00	(350.00)
P.O. Box & Safe Deposit Box Rental	20.00	80.00	140.00	(60.00)
Total Licenses & Rentals Expenditures	<u>582.00</u>	<u>642.00</u>	<u>990.00</u>	<u>(348.00)</u>
Dues & Memberships				
Dues & Memberships	100.00	265.00	150.00	115.00
Total Dues & Memberships Expenditures	<u>100.00</u>	<u>265.00</u>	<u>150.00</u>	<u>115.00</u>
Buildings & Grounds				
Cleaning Services	255.00	1,360.00	3,000.00	(1,640.00)
Groundskeeping	0.00	1,115.00	1,500.00	(385.00)
Dumpster/Garbage	94.50	660.56	1,200.00	(539.44)
Pest Control	125.00	535.00	820.00	(285.00)
Fire Inspections & Certificates	89.00	766.00	1,000.00	(234.00)
Library Elevator Inspections & Maintenance	0.00	928.00	500.00	428.00
Museum Elevator Inspections, & Maintenance	0.00	2,221.63	3,000.00	(778.37)
Library Maintenance & Construction	31,825.00	56,825.00	2,000.00	54,825.00
Downey Building Maintenance & Construction	0.00	6,227.44	7,000.00	(772.56)
Union Hall Maintenance & Construction	4,662.00	6,281.76	7,000.00	(718.24)
Insurance	0.00	5,894.75	7,500.00	(1,605.25)
Construction Loan Repayment	0.00	13,900.00	13,900.00	0.00
Total Buildings & Grounds Expenditures	<u>37,050.50</u>	<u>96,715.14</u>	<u>48,420.00</u>	<u>48,295.14</u>
Equipment				
Computer & Software Purchase	10.61	125.44	1,000.00	(874.56)
Computer Maintenance	0.00	0.00	100.00	(100.00)
Other Equipment Purchase/Maintenance	126.86	137.72	500.00	(362.28)
Total Equipment Expenditures	<u>137.47</u>	<u>263.16</u>	<u>1,600.00</u>	<u>(1,336.84)</u>

Atlanta Public Library District
 Atlanta, Illinois
 Statement of Revenues, Expenditures, and Changes in Net Assets - Modified Cash Basis -
 Governmental Funds
 For the One Month and Seven Months Ended 01/31/20

	Correct Month	Year-to-date	Annual Budget	Budget Variance
Utilities				
Library Gas & Electric	371.43	2,032.71	4,000.00	(1,967.29)
Museum Gas & Electric	213.31	1,655.73	2,600.00	(944.27)
Union Hall Gas & Electric	510.41	4,325.33	7,500.00	(3,174.67)
Union Hall Water	56.00	483.40	700.00	(216.60)
Library Telephone & Internet	251.22	1,756.53	2,700.00	(943.47)
Museum Telephone & Internet	129.85	819.28	1,600.00	(780.72)
Union Hall Internet	76.89	538.23	925.00	(386.77)
Real Estate Taxes	0.00	601.34	600.00	1.34
Total Utilities Expenditures	<u>1,609.11</u>	<u>12,212.55</u>	<u>20,625.00</u>	<u>(8,412.45)</u>
Fund Raising Events				
Fundraising Events	0.00	26.95	500.00	(473.05)
Total Fund Raising Events Expenditures	<u>0.00</u>	<u>26.95</u>	<u>500.00</u>	<u>(473.05)</u>
Materials				
Books/Audio Books	700.10	3,195.75	8,000.00	(4,804.25)
DVD's	327.02	464.16	1,000.00	(535.84)
Subscriptions & Publications	0.00	115.90	200.00	(84.10)
Museum Collections	0.00	0.00	750.00	(750.00)
Total Materials Expenditures	<u>1,027.12</u>	<u>3,775.81</u>	<u>9,950.00</u>	<u>(6,174.19)</u>
Marketing & Advertising				
Printing	0.00	319.36	150.00	169.36
General Advertising	0.00	0.00	30.00	(30.00)
Legal Announcements	0.00	559.50	600.00	(40.50)
Direct Mail	146.80	1,074.43	3,500.00	(2,425.57)
Total Marketing & Advertising Expenditures	<u>146.80</u>	<u>1,953.29</u>	<u>4,280.00</u>	<u>(2,326.71)</u>
Supplies				
Office Supplies	0.00	76.82	750.00	(673.18)
General Postage	66.25	268.45	400.00	(131.55)
Museum, Archival & Exhibit Supplies	0.00	149.93	500.00	(350.07)
Library Maintenance Supplies	47.21	53.71	150.00	(96.29)
Museum Maintenance Supplies	0.00	37.96	150.00	(112.04)
Arts & Craft Supplies	0.00	564.78	3,000.00	(2,435.22)
Decorations	0.00	0.00	150.00	(150.00)
Food & Refreshments/Hospitality	196.44	410.01	2,000.00	(1,589.99)
Prizes	40.00	228.98	500.00	(271.02)
Total Supplies Expenditures	<u>349.90</u>	<u>1,790.64</u>	<u>7,600.00</u>	<u>(5,809.36)</u>
Misc Expenditures				
Misc Expenditures	0.00	1,171.21	2,500.00	(1,328.79)
Transfer to Palms Grill	0.00	0.00	0.00	0.00
Total Misc Expenditures	<u>0.00</u>	<u>1,171.21</u>	<u>2,500.00</u>	<u>(1,328.79)</u>

Atlanta Public Library District
Atlanta, Illinois
Statement of Revenues, Expenditures, and Changes in Net Assets - Modified Cash Basis -
Governmental Funds
For the One Month and Seven Months Ended 01/31/20

	Current Month	Year-to-date	Annual Budget	Budget Variance
Total Operating Expenditures	46,900.34	173,748.30	192,075.00	(18,326.70)
Change in Net Assets Before				
Other Financing Sources (Uses)	(31,302.63)	7,692.50	(10,249.00)	17,941.50
Other Financing Sources (Uses)	0.00	0.00	0.00	0.00
Checking Account Carryover	18,100.00	43,100.00	0.00	(43,100.00)
Proceeds from Loan				
Total Change in Net Assets	<u>\$ (13,202.63)</u>	<u>50,792.50</u>	<u>\$ (10,249.00)</u>	<u>\$ (25,158.50)</u>
Net Assets, Beginning of Year		(135,662.26)		
Net Assets, End of Year		<u>\$ (84,869.76)</u>		

Atlanta Public Library District

General Ledger

January 1, 2020 - January 31, 2020

Period End	Credit	Debit	Amount	Amount	Balance
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Date	Reference	Journal	Description	Beginning Balance	Debit	Credit	Amount	Amount	Balance
01/02/20	awt		US Postal Service			11.00			11.00
01/02/20	dep		Deposit - Palms Grill						
01/06/20	awt		Transfer to Checking		300.00				300.00
01/07/20	dep		Interest Income						
01/08/20	10394		AEC FIRE-SAFETY & SECURITY, INC.						
01/08/20	10395		April Fisher						
01/08/20	10396		ASCAP						
01/08/20	10398		Center Point Large Print						
01/08/20	10399		Frontier						
01/08/20	10400		Resilient Premier Cleaning, LLC						
01/08/20	10401		Baker & Taylor						
01/10/20	awt		Transfer to Checking		420.00				420.00
01/15/20	awt		Transfer to Checking		52.50				52.50
01/15/20	awt		Transfer to Checking			9.09			9.09
01/15/20	dep		Interest Income						
01/16/20	awt		Box Rent Charge						
01/21/20	awt		OD Daily Fee						
01/22/20	awt		Transfer to Checking		868.80				868.80
01/22/20	dep		Refund OD Fees		4.00				4.00
01/28/20	dep		Deposit - Rt 66		400.00				400.00
Totals for 1020									
				2,058.00			9,921.22		120.00

1020 Atlanta National Bank

7,983.22

1025 Atlanta National Bank

92,375.98

01/06/20	1022		Chet Lord Remmert			150.00			150.00
01/06/20	awt		Transfer to Checking		8,717.22				8,717.22
01/06/20	dep		Deposit		731.50				731.50
01/08/20	awt		Walmart			440.60			440.60
01/09/20	awt		IMRF						
01/10/20	awt		Transfer to Checking						
01/10/20	awt		Dollar General						
01/10/20	awt		amazon.com						
01/13/20	awt		US Postal Service						
01/13/20	awt		amazon.com						
01/14/20	PAYROLL		Payroll Journal Entry						
01/15/20	1011		Illinois Department of Revenue						
01/15/20	1012		Internal Revenue Service						
01/15/20	awt		Transfer to Checking						
01/15/20	awt		Transfer to Checking						
01/15/20	awt		Transfer to Checking						
01/15/20	awt		amazon.com						
01/15/20	awt		Walmart						
01/15/20	awt		amazon.com						
01/16/20	awt		Best Buy						
01/20/20	1027		American Pest Control, Inc.						
01/20/20	1028		CIRBN, LLC						
01/20/20	1029		Danny Tackett						
01/20/20	1030		Jim Birkey						
01/20/20	1031		Kevin Wilson						
01/20/20	1032		Parks Construction Inc.						
01/20/20	1033		Rick Tackett						
01/20/20	1034		Scovill Zoo						
01/21/20	awt		Adobe Photography Plan						
01/21/20	awt		Walmart						
01/21/20	awt		amazon.com						
01/22/20	awt		Transfer to Checking						
01/22/20	awt		amazon.com						
01/22/20	awt		Dollar General						

Atlanta Public Library District

General Ledger

January 1, 2020 - January 31, 2020

Period End	Credit	Debit	Amount	Beginning	Description	Journal	Reference	Date
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					US Postal Service	awt		01/23/20
			6.85		Peggy's Place	awt		01/23/20
			18.94		amazon.com	awt		01/24/20
			67.96		Transfer from loan	dep		01/24/20
					Deposit	dep		01/24/20
			18,000.00		Deposit	dep		01/24/20
			11,355.95		Deposit	dep		01/27/20
			2,000.00		Payroll Journal Entry	PAYROLL		01/28/20
			1,551.96		Ameren Illinois	1041		01/29/20
			1,095.15		American Pest Control, Inc.	1042		01/29/20
			85.00		Angel, Glink, Diamond, Bush Law	1043		01/29/20
			200.00		Offices			01/29/20
			57.74		Center Point Large Print	1044		01/29/20
					City of Atlanta	1045		01/29/20
			56.00		JM Abbott & Associates	1046		01/29/20
			590.00		Parks Construction Inc.	1047		01/29/20
			31,825.00		PDC/Area Disposal	1048		01/29/20
			94.50		Watts Copy System	1049		01/29/20
			226.96		Dollar General			01/29/20
			19.00		Wal-Mart			01/29/20
			21.55		Illinois Library Association			01/29/20
			30.00		Broadcast Music Inc			01/29/20
			199.00		Guest House			01/30/20
			95.45		Wal-Mart			01/31/20
			8.01		Sams Club			01/31/20
			27.18		Deposit	dep		01/31/20
					Interest Income	dep		01/31/20
					Director of Employment Security	PAYMENT		01/31/20
			14.20		Totals for 1025			
			41,611.32		Totals for 1045			
			0.00		Totals for 1045			
			0.00		Totals for 1045			
			10,964.04		Totals for 1045			
			10,964.04		Totals for 1045			
			0.00		Totals for 1125			
			15,703.95		Totals for 1125			
			0.00		Totals for 1125			
			15,703.95		Totals for 1125			
			0.00		Totals for 1125			
			0.00		Totals for 1125			
			564.91		Payroll Journal Entry			01/14/20
					Internal Revenue Service	1012		01/15/20
			588.19		Payroll Journal Entry			01/28/20
			1,739.33		Totals for 2010			
			1,739.33		Totals for 2010			
			588.19		Totals for 2010			
			1,153.10		Totals for 2010			
			(1,153.10)		Totals for 2010			
			95.46		Payroll Journal Entry			01/14/20
					Illinois Department of Revenue	1011		01/15/20
			103.01		Payroll Journal Entry			01/28/20
			300.26		Totals for 2020			
			300.26		Totals for 2020			
			198.47		Totals for 2020			
			(198.47)		Totals for 2020			
			38.60		Payroll Journal Entry			01/14/20
					IMRF			01/09/20
			38.60		Payroll Journal Entry			01/28/20
			115.80		Totals for 2025			
			115.80		Totals for 2025			
			77.20		Totals for 2025			
			(83.20)		Totals for 2025			
			34,230.35		AP Summary Journal Entry			01/31/20
					Accounts Payable	APSUM		01/31/20
			34,230.35		AP Summary Journal Entry			01/31/20
			34,230.35		Totals for 2100			
			34,230.35		Totals for 2100			
			0.00		Totals for 2100			
			0.00		Totals for 2100			

Atlanta Public Library District General Ledger

January 1, 2020 - January 31, 2020

Date	Reference	Journal Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
01/14/20	PAYROLL	Payroll Journal Entry		12.29		
01/28/20	PAYROLL	Payroll Journal Entry		13.25		
01/31/20	PAYMENT	Director of Employment Security			14.21	
Totals for 2120				14.21	25.54	(25.53)
01/24/20	dep	Transfer from loan		18,000.00		
01/31/20	AJE01	Adjust loan to bank			100.00	
Totals for 2515				18,000.00	100.00	(196,518.73)
3100 Amount to be Provided for Loan			178,418.73			
01/31/20	AJE01	Adjust loan to bank			18,100.00	
Totals for 3100			18,100.00		18,100.00	196,518.73
3200 Unrestricted Net Assets			(52,925.13)			
Totals for 3200				0.00	0.00	(52,925.13)
3205 Res Net Assets - Social Security			(2,065.41)			
Totals for 3205				0.00	0.00	(2,065.41)
3209 Res Net Assets - IMRF			(5,865.93)			
Totals for 3209				0.00	0.00	(5,865.93)
4010 Corp Tax			(137,066.01)			
Totals for 4010				0.00	0.00	(137,066.01)
4015 SS Tax			(3,884.14)			
Totals for 4015				0.00	0.00	(3,884.14)
4020 IMRF Tax			(2,642.48)			
Totals for 4020				0.00	0.00	(2,642.48)
4025 Audit Tax			(982.32)			
Totals for 4025				0.00	0.00	(982.32)
4030 Liability Tax			(6,458.32)			
Totals for 4030				0.00	0.00	(6,458.32)
4080 Interest			(124.13)			
01/07/20	dep	Interest Income		9.09		
01/15/20	dep	Interest Income		3.61		
01/31/20	dep	Interest Income		8.76		
Totals for 4080				0.00	0.00	(145.59)
4100 Fax			(21.50)			
01/06/20	dep	Deposit		2.50		
01/31/20	dep	Deposit		43.45		
Totals for 4100				0.00	0.00	(67.45)
4105 Copies			(154.90)			
01/06/20	dep	Deposit		26.00		
01/24/20	dep	Deposit		10.95		
01/31/20	dep	Deposit		38.00		
Totals for 4105				0.00	0.00	74.95
4110 Fines			(38.19)			
01/06/20	dep	Deposit		6.85		
Totals for 4110				6.85		(229.85)

**Atlanta Public Library District
General Ledger**

January 1, 2020 - January 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
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01/31/20	dep		Deposit	2.00	8.85		(47.04)
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01/06/20	dep		Deposit	3.00			
01/31/20	dep		Deposit	2.00			(12.50)

01/06/20	dep		Deposit	2.25			
01/31/20	dep		Deposit	2.75			(29.85)

01/24/20	dep		Deposit	11,250.00			
01/27/20	dep		Deposit	2,000.00			(18,988.75)

01/06/20	dep		Deposit	731.50			
01/06/20	dep		Deposit	60.00			(811.50)

01/06/20	dep		Deposit	140.00			
01/06/20	dep		Deposit	140.00			(1,369.00)

01/06/20	dep		Deposit	75.00			
01/24/20	dep		Deposit	95.00			
01/31/20	dep		Deposit	260.00			(1,040.00)

01/06/20	dep		Deposit	125.00			
01/28/20	dep		Deposit - Rt 66	400.00			(3,675.00)

01/02/20	dep		Deposit - Palms Grill	300.00			(2,100.00)
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01/14/20	PAYROLL	Payroll Journal Entry		1,967.01			
01/28/20	PAYROLL	Payroll Journal Entry		2,119.63			

01/14/20	PAYROLL	Payroll Journal Entry		150.49			
01/28/20	PAYROLL	Payroll Journal Entry		162.13			

01/14/20	PAYROLL	Payroll Journal Entry		312.62			
01/28/20	PAYROLL	Payroll Journal Entry		2,583.84			

01/31/20	dep		Deposit	2.00			
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01/06/20	dep		Deposit	75.00			
01/24/20	dep		Deposit	95.00			
01/31/20	dep		Deposit	260.00			(1,040.00)

01/06/20	dep		Deposit	125.00			
01/28/20	dep		Deposit - Rt 66	400.00			(3,675.00)

01/02/20	dep		Deposit - Palms Grill	300.00			(2,100.00)
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Atlanta Public Library District General Ledger

January 1, 2020 - January 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
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5035 Unemployment Expense

01/14/20	PAYROLL	PAYROLL	Payroll Journal Entry				
01/28/20	PAYROLL	PAYROLL	Payroll Journal Entry				
01/31/20	PAYMENT		Director of Employment Security				

44.20

Totals for 5035

					25.54	0.01	69.73

5040 IMRF Expense

01/09/20	awt	IMRF					
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348.29

Totals for 5040

					78.99	0.00	427.28

5105 Accounting and Audit

01/29/20	88161	JM Abbott & Associates					
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7,523.75

Totals for 5105

					590.00	0.00	8,113.75

5115 Legal

01/29/20	73666	Arcey, Glink, Diamond, Bush Law Offices					
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4,200.00

Totals for 5115

					200.00	0.00	4,400.00

5120 Copier

01/29/20	955429	Watts Copy System					
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622.88

Totals for 5120

					91.16	0.00	714.04

5125 RSA/A.D.M.L.

1,810.00

Totals for 5125

					0.00	0.00	1,810.00

5135 Professional Services

25.98

Totals for 5135

					0.00	0.00	25.98

5140 Artist & Speaker Fees

01/06/20	1022	Chet Lord Remmert					
01/08/20		April Fisher					
01/20/20		Danny Tackett					
01/20/20		Jim Birkey					
01/20/20		Kevin Wilson					
01/20/20		Rick Tackett					
01/20/20		Scovill Zoo					

2,499.50

Totals for 5140

					512.50	0.00	3,012.00

5160 ASCAP/BMI

01/08/20	awt	ASCAP					
01/29/20		Broadcast Music Inc					

0.00

Totals for 5160

					363.00	199.00	562.00

5170 P.O. Box & Safe Deposit Box Rental

01/16/20	awt	Box Rent Charge					
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60.00

Totals for 5170

					20.00	0.00	80.00

5190 Dues & Memberships

01/31/20	AJE01	Adjust loan to bank					
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165.00

Totals for 5190

					100.00	0.00	265.00

5205 Cleaning Services

01/08/20	123019A	Resilient Premier Cleaning, LLC					
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1,105.00

Totals for 5205

					255.00	0.00	1,360.00

5210 Groundskeeping

1,115.00

Totals for 5210

					0.00	0.00	1,115.00

Atlanta Public Library District

General Ledger

January 1, 2020 - January 31, 2020

Date	Reference	Journal	Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
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5215	Dumpster/Garbage	01/29/20	4458088	PDC/Area Disposal	94.50	94.50	660.56
5220	Pest Control	01/20/20	156803	American Pest Control, Inc.	40.00	85.00	410.00
		01/29/20	159519	American Pest Control, Inc.			
5225	Fire Inspections & Certificates	01/08/20	247368	AEC FIRE-SAFETY & SECURITY, INC.	89.00	89.00	677.00
5230	Library Elevator Inspections & Maintenance				0.00	0.00	928.00
5231	Museum Elevator Inspections & Maintenance				0.00	0.00	2,221.63
5235	Library Maintenance & Construction	01/29/20	456	Parks Construction Inc.	31,825.00	31,825.00	25,000.00
5240	Downey Building Maintenance & Construction				0.00	0.00	6,227.44
5245	Union Hall Maintenance & Construction	01/20/20	457	Parks Construction Inc.	4,662.00	4,662.00	1,619.76
5250	Insurance				0.00	0.00	5,894.75
5260	Construction Loan Repayment				0.00	0.00	13,900.00
5275	Computer & Software Purchase	01/21/20	awt	Adobe Photography Plan	10.61	10.61	114.83
5285	Other Equipment Purchase/Maintenance	01/21/20	awt	Walmart	29.88	96.98	10.86
		01/21/20	awt	amazon.com	126.86	126.86	
5305	Library Gas & Electric	01/29/20		Ameren Illinois	371.43	371.43	1,661.28
5310	Museum Gas & Electric	01/29/20		Ameren Illinois	213.31	213.31	1,442.42
5315	Union Hall Gas & Electric	01/29/20		Ameren Illinois	510.41	510.41	3,814.92
Totals for 5215					94.50	94.50	566.06
Totals for 5220					125.00	85.00	410.00
Totals for 5225					89.00	89.00	677.00
Totals for 5230					0.00	0.00	928.00
Totals for 5231					0.00	0.00	2,221.63
Totals for 5235					31,825.00	31,825.00	25,000.00
Totals for 5240					0.00	0.00	6,227.44
Totals for 5245					4,662.00	4,662.00	1,619.76
Totals for 5250					0.00	0.00	5,894.75
Totals for 5260					0.00	0.00	13,900.00
Totals for 5275					10.61	10.61	114.83
Totals for 5285					29.88	96.98	10.86
Totals for 5305					371.43	371.43	1,661.28
Totals for 5310					213.31	213.31	1,442.42
Totals for 5315					510.41	510.41	3,814.92
Totals for 5215-5315					1,250.00	1,250.00	6,600.56

**Atlanta Public Library District
General Ledger**

January 1, 2020 - January 31, 2020

Period End	Credit	Debit	Beginning Balance	Journal Description	Reference	Date
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427.40		56.00	56.00	City of Atlanta		01/29/20
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		56.00	56.00			
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483.40		56.00	56.00			
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		212.78	212.78	Frontier		01/08/20
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		38.44	38.44	CIRBN, LLC		01/20/20
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		251.22	251.22			
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689.43		91.40	91.40	Frontier		01/08/20
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		38.45	38.45	CIRBN, LLC		01/20/20
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		129.85	129.85			
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819.28		0.00	0.00			
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		76.89	76.89	CIRBN, LLC		01/20/20
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461.34		76.89	76.89			
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		0.00	0.00			
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601.34		0.00	0.00			
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		0.00	0.00			
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26.95		0.00	0.00			
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		0.00	0.00			
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2,495.65		64.49	64.49	Center Point Large Print		01/08/20
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		1747842	1747842			
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		2035018488	2035018488	Baker & Taylor		01/08/20
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		10.43	10.43	amazon.com		01/10/20
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		94.65	94.65	amazon.com		01/13/20
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		17.99	17.99	amazon.com		01/15/20
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		315.33	315.33	amazon.com		01/15/20
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		9.77	9.77	amazon.com		01/22/20
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		67.96	67.96	amazon.com		01/24/20
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		57.74	57.74	Center Point Large Print		01/29/20
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		30.00	30.00	Illinois Library Association		01/29/20
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		700.10	700.10			
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137.14		159.90	159.90	Walmart		01/15/20
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		116.28	116.28	Best Buy		01/16/20
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		50.84	50.84	Walmart		01/21/20
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		327.02	327.02			
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115.90		0.00	0.00			
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		0.00	0.00			
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319.36		0.00	0.00			
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		0.00	0.00			
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559.50		0.00	0.00			
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		0.00	0.00			
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927.63		11.00	11.00	US Postal Service		01/02/20
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		135.80	135.80	Watts Copy System		01/29/20
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		146.80	146.80			
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76.82		0.00	0.00			
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		1,074.43	1,074.43			
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**Atlanta Public Library District
General Ledger**

January 1, 2020 - January 31, 2020

Date	Reference	Journal Description	Beginning Balance	Debit Amount	Credit Amount	Period End Balance
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Totals for 5705			0.00	0.00	0.00	76.82
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5706 General Postage	01/13/20	awt	US Postal Service	59.40	-	202.20
	01/23/20	awt	US Postal Service	6.85		

Totals for 5706				66.25	0.00	268.45
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5710 Museum, Archival & Exhibit Supplies				0.00	0.00	149.93
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Totals for 5710				0.00	0.00	149.93
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5715 Library Maintenance Supplies	01/22/20	awt	Dollar General	20.03		6.50
	01/31/20	awt	Sams Club	27.18		

Totals for 5715				47.21	0.00	53.71
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5720 Museum Maintenance Supplies				0.00	0.00	37.96
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Totals for 5720				0.00	0.00	37.96
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5725 Arts & Craft Supplies				0.00	0.00	564.78
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Totals for 5725				0.00	0.00	564.78
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5735 Food & Refreshments/Hospitality	01/08/20	awt	Walmart	62.66		213.57
	01/10/20	awt	Dollar General	10.83		
	01/23/20	awt	Peggy's Place	18.94		
	01/29/20	awt	Dollar General	19.00		
	01/29/20	awt	Walmart	21.55		
	01/30/20	awt	Guest House	55.45		
	01/31/20	awt	Walmart	8.01		

Totals for 5735				196.44	0.00	410.01
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5750 Prizes	01/30/20	awt	Guest House	40.00		188.98
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Totals for 5750				40.00	0.00	228.98
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5800 Misc Expenditures	01/21/20	awt	OD Daily Fee	4.00		1,171.21
	01/22/20	dep	Refund OD Fees	4.00		

Totals for 5800				4.00	4.00	1,171.21
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7100 Proceeds from Loan	01/31/20	AJEO1	Adjust loan to bank	0.00	18,100.00	(25,000.00)
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Totals for 7100				0.00	18,100.00	(43,100.00)
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Report Total						0.00
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Net Profit/(Loss)

Current Period
Year-to-Date

(13,202.63)
50,792.50

Distribution count = 193

Atlanta Public Library District Journals

January 1, 2020 - January 31, 2020

Date	Reference	Account	Payee ID	Description	Amount
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01/06/20	1022	1025		Chet Lord Remmert	(150.00)
01/31/20	1022	5140		Chet Lord Remmert	150.00
01/31/20	APSUM	2100		AP Summary Journal Entry	(34,230.35)
01/31/20	APSUM	5235		AP Summary Journal Entry	31,825.00
01/31/20	APSUM	5115		AP Summary Journal Entry	200.00
01/31/20	APSUM	5215		AP Summary Journal Entry	94.50
01/31/20	APSUM	5105		AP Summary Journal Entry	590.00
01/31/20	APSUM	5320		AP Summary Journal Entry	56.00
01/31/20	APSUM	5120		AP Summary Journal Entry	91.16
01/31/20	APSUM	5685		AP Summary Journal Entry	135.80
01/31/20	APSUM	5305		AP Summary Journal Entry	371.43
01/31/20	APSUM	5310		AP Summary Journal Entry	213.31
01/31/20	APSUM	5315		AP Summary Journal Entry	510.41
01/31/20	APSUM	5605		AP Summary Journal Entry	153.97
01/31/20	APSUM	5220		AP Summary Journal Entry	125.00
01/31/20	APSUM	1025		AP Summary Journal Entry	(5,165.78)
01/31/20	APSUM	5140		AP Summary Journal Entry	362.50
01/31/20	APSUM	5325		AP Summary Journal Entry	251.22
01/31/20	APSUM	5330		AP Summary Journal Entry	129.85
01/31/20	APSUM	5332		AP Summary Journal Entry	76.89
01/31/20	APSUM	5245		AP Summary Journal Entry	4,662.00
01/31/20	APSUM	1020		AP Summary Journal Entry	(1,159.91)
01/31/20	APSUM	5160		AP Summary Journal Entry	363.00
01/31/20	APSUM	5225		AP Summary Journal Entry	89.00
01/31/20	APSUM	5205		AP Summary Journal Entry	255.00
01/02/20	awt	1020	236	US Postal Service	(11.00)
01/02/20	awt	5685	236	US Postal Service	11.00
01/06/20	awt	1020		Transfer to Checking	(8,717.22)
01/06/20	awt	1025		Transfer to Checking	8,717.22
01/08/20	awt	1025	239	Walmart	(62.66)
01/08/20	awt	5735	239	Walmart	62.66
01/09/20	awt	1025	121	IMRF	(194.79)
01/09/20	awt	5040	121	IMRF	78.99
01/09/20	awt	2025	121	IMRF	115.80
01/10/20	awt	1025		Transfer to Checking	(420.00)
01/10/20	awt	1020		Transfer to Checking	420.00
01/10/20	awt	1025	80	Dollar General	(10.83)
01/10/20	awt	5735	80	Dollar General	10.83
01/10/20	awt	1025	15	amazon.com	(10.43)
01/10/20	awt	5605	15	amazon.com	10.43
01/13/20	awt	1025	236	US Postal Service	(59.40)
01/13/20	awt	5706	236	US Postal Service	59.40
01/13/20	awt	1025	15	amazon.com	(94.65)
01/13/20	awt	5605	15	amazon.com	94.65
01/15/20	awt	1025		Transfer to Checking	(52.50)
01/15/20	awt	1020		Transfer to Checking	52.50
01/15/20	awt	1025		Transfer to Checking	(9.09)
01/15/20	awt	1020		Transfer to Checking	9.09
01/15/20	awt	1025	15	amazon.com	(17.99)
01/15/20	awt	5605	15	amazon.com	17.99
01/15/20	awt	1025	239	Walmart	(159.90)
01/15/20	awt	5610	239	Walmart	159.90
01/15/20	awt	1025	15	amazon.com	(315.33)
01/15/20	awt	5605	15	amazon.com	315.33
01/16/20	awt	1020		Box Rent Charge	(20.00)
01/16/20	awt	5170		Box Rent Charge	20.00
01/16/20	awt	1025		Best Buy	(116.28)
01/16/20	awt	5610		Best Buy	116.28

Journal: Cash Disbursements

Atlanta Public Library District

Journals

January 1, 2020 - January 31, 2020

Date	Reference	Account	Payee ID	Description	Amount
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01/21/20	awt	1020		OD Daily Fee	(4.00)
01/21/20	awt	5800		OD Daily Fee	4.00
01/21/20	awt	1025	Adobe	Adobe Photography Plan	(10.61)
01/21/20	awt	5275	Adobe	Adobe Photography Plan	10.61
01/21/20	awt	1025		Walmart	(80.72)
01/21/20	awt	5285	239	Walmart	29.88
01/21/20	awt	5610	239	Walmart	50.84
01/21/20	awt	1025	15	amazon.com	(96.98)
01/21/20	awt	5285	15	amazon.com	96.98
01/22/20	awt	1025		Transfer to Checking	(868.80)
01/22/20	awt	1020		Transfer to Checking	868.80
01/22/20	awt	1025	15	amazon.com	(9.77)
01/22/20	awt	5605	15	amazon.com	9.77
01/22/20	awt	1025	80	Dollar General	(20.03)
01/22/20	awt	5715	80	Dollar General	20.03
01/23/20	awt	1025	236	US Postal Service	(6.85)
01/23/20	awt	5706	236	US Postal Service	6.85
01/23/20	awt	1025	Peggys	Peggy's Place	(18.94)
01/23/20	awt	5735	Peggys	Peggy's Place	18.94
01/24/20	awt	1025	15	amazon.com	(67.96)
01/24/20	awt	5605	15	amazon.com	67.96
01/29/20	awt	1025	80	Dollar General	(19.00)
01/29/20	awt	5735	80	Dollar General	19.00
01/29/20	awt	1025	239	Walmart	(21.55)
01/29/20	awt	5735	239	Walmart	21.55
01/29/20	awt	1025		Illinois Library Association	(30.00)
01/29/20	awt	5605		Illinois Library Association	30.00
01/29/20	awt	1025		Broadcast Music Inc	(199.00)
01/29/20	awt	5160		Broadcast Music Inc	199.00
01/30/20	awt	1025		Guest House	(95.45)
01/30/20	awt	5750		Guest House	40.00
01/31/20	awt	5735		Guest House	55.45
01/31/20	awt	1025	239	Walmart	(8.01)
01/31/20	awt	5735	239	Walmart	8.01
01/31/20	awt	1025		Sams Club	(27.18)
01/31/20	awt	5715		Sams Club	27.18
Transaction Balance for Cash Disbursements					0.00

Transaction count = 51
 Distribution count = 94
 Total Debits
 Total Credits
 Account Hash Total

52,562.96
52,562.96
324259.0000

Atlanta Public Library District Journals

January 1, 2020 - January 31, 2020

Date	Reference	Account	Payee ID	Description	Amount
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				Deposit - Palms Grill	300.00
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				Deposit - Palms Grill	(300.00)
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				Deposit	731.50
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				Deposit	(731.50)
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				Deposit	440.60
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				Deposit	(26.00)
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				Deposit	(2.50)
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				Deposit	(6.85)
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				Deposit	(2.25)
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				Deposit	(140.00)
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				Deposit	(60.00)
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				Deposit	(75.00)
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				Deposit	(125.00)
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				Interest Income	(3.00)
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				Interest Income	9.09
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				Interest Income	(9.09)
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				Interest Income	3.61
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				Interest Income	(3.61)
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				Refund OD Fees	4.00
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				Refund OD Fees	(4.00)
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				Transfer from loan	18,000.00
--	--	--	--	--------------------	-----------

				Transfer from loan	(18,000.00)
--	--	--	--	--------------------	-------------

				Deposit	11,355.95
--	--	--	--	---------	-----------

				Deposit	(95.00)
--	--	--	--	---------	---------

				Deposit	(10.95)
--	--	--	--	---------	---------

				Deposit	(11,250.00)
--	--	--	--	---------	-------------

				Deposit	2,000.00
--	--	--	--	---------	----------

				Deposit	(2,000.00)
--	--	--	--	---------	------------

				Deposit - Rt 66	400.00
--	--	--	--	-----------------	--------

				Deposit - Rt 66	(400.00)
--	--	--	--	-----------------	----------

				Deposit	348.20
--	--	--	--	---------	--------

				Deposit	(2.00)
--	--	--	--	---------	--------

				Deposit	(2.00)
--	--	--	--	---------	--------

				Deposit	(43.45)
--	--	--	--	---------	---------

				Deposit	(260.00)
--	--	--	--	---------	----------

				Deposit	(38.00)
--	--	--	--	---------	---------

				Interest Income	8.76
--	--	--	--	-----------------	------

				Interest Income	(8.76)
--	--	--	--	-----------------	--------

					0.00
--	--	--	--	--	------

Transaction Balance for Cash Receipts

33,601.71
33,601.71
125980.0000

Transaction count = 12
Distribution count = 39

Total Debits
Total Credits
Account Hash Total

Journal: Cash Receipts

Atlanta Public Library District Journals

January 1, 2020 - January 31, 2020

Date	Reference	Account	Payee ID	Description	Amount
------	-----------	---------	----------	-------------	--------

01/15/20	1011	1025		Illinois Department of Revenue	(300.26)
01/15/20	1011	2020		Illinois Department of Revenue	300.26
01/15/20	1012	1025	941	Internal Revenue Service	(1,739.33)
01/15/20	1012	2010	941	Internal Revenue Service	1,739.33
01/31/20	AJE01	5190		Adjust loan to bank	100.00
01/31/20	AJE01	3100		Adjust loan to bank	18,100.00
01/31/20	AJE01	7100		Adjust loan to bank	(18,100.00)
01/31/20	APSUM	2100		AP Summary Journal Entry	34,230.35
01/31/20	APSUM	1025		AP Summary Journal Entry	(34,230.35)
01/31/20	PAYMENT	1025		Director of Employment Security	(14.20)
01/31/20	PAYMENT	2120		Director of Employment Security	14.21
01/31/20	PAYMENT	5035		Director of Employment Security	(0.01)
01/14/20	PAYROLL	1025		Payroll Journal Entry	(1,418.53)
01/14/20	PAYROLL	2010		Payroll Journal Entry	(564.91)
01/14/20	PAYROLL	2020		Payroll Journal Entry	(95.46)
01/14/20	PAYROLL	2025		Payroll Journal Entry	(38.60)
01/14/20	PAYROLL	2120		Payroll Journal Entry	(12.29)
01/14/20	PAYROLL	5010		Payroll Journal Entry	1,967.01
01/14/20	PAYROLL	5030		Payroll Journal Entry	150.49
01/14/20	PAYROLL	5035		Payroll Journal Entry	12.29
01/28/20	PAYROLL	1025		Payroll Journal Entry	(1,551.96)
01/28/20	PAYROLL	2010		Payroll Journal Entry	(588.19)
01/28/20	PAYROLL	2020		Payroll Journal Entry	(103.01)
01/28/20	PAYROLL	2025		Payroll Journal Entry	(38.60)
01/28/20	PAYROLL	2120		Payroll Journal Entry	(13.25)
01/28/20	PAYROLL	5010		Payroll Journal Entry	2,119.63
01/28/20	PAYROLL	5030		Payroll Journal Entry	162.13
01/28/20	PAYROLL	5035		Payroll Journal Entry	13.25
Transaction Balance for General					0.00

Transaction Totals
 Total Debits
 Total Credits
 Account Hash Total

58,908.95
 58,908.95
 83840.0000

Transaction count = 8
 Distribution count = 29

Atlanta Public Library District Bank Account Reconciliation Worksheet

Checking
January 1, 2020 - January 31, 2020

Reference	Date	GL Account	Description	Amount
-----------	------	------------	-------------	--------

Bank Statement Information

94,662.33			Beginning Bank Balance	
	01/06/20		Transfer to Checking	8,717.22
	01/15/20		Transfer to Checking	9.09
	01/06/20	4305	Deposit	731.50
	01/06/20	Multiple	Deposit	440.60
	01/24/20	2515	Deposit - loan proceeds	18,000.00
	01/24/20	Multiple	Deposit	11,355.95
	01/27/20	4220	Deposit	2,000.00
	01/31/20	Multiple	Deposit	348.20
	01/31/20	4080	Interest Income	8.76
Total				41,611.32
Statement Total				41,611.32
			Difference	0.00

Cleared Checks & Payments

1011	01/15/20	2020	Illinois Department of Revenue	300.26
1012	01/15/20	2010	Internal Revenue Service	1,739.33
1013	12/31/19	2100	Ameren Illinois	1,014.53
1014	12/31/19	2100	American Pest Control, Inc.	40.00
1015	12/31/19	2100	CIRBN, LLC	153.78
1016	12/31/19	2100	Douglas Fivecoat	3.27
1017	12/31/19	2100	James Weichel	125.40
1018	12/31/19	2100	Lifts of Illinois	250.00
1019	12/31/19	2100	National Elevator Inspection Services, Inc.	253.00
1020	12/31/19	2100	Tarter Brothers Inc	316.37
1021	12/31/19	2100	Trad Walters	130.00
1022	01/06/20	5140	Chet Lord Remmert	150.00
1023	01/14/20	5010	Godfrey, Jennifer P. direct deposit allocation	86.52
1024	01/14/20	5010	Macarello, Catherine direct deposit allocation	521.82
1025	01/14/20	5010	Neisler, Rachel direct deposit allocation	676.79
1026	01/14/20	5010	Vannoy, Christina N direct deposit allocation	133.40
1027	01/20/20	2100	American Pest Control, Inc.	40.00
1028	01/20/20	2100	CIRBN, LLC	153.78
1032	01/20/20	2100	Parks Construction Inc.	4,662.00
1033	01/20/20	2100	Rick Tackett	30.00
1034	01/20/20	2100	Scovill Zoo	190.00
1035	01/28/20	5010	Godfrey, Jennifer P. direct deposit allocation	86.53
1036	01/28/20	5010	Macarello, Catherine direct deposit allocation	521.84
1037	01/28/20	5010	Neisler, Rachel direct deposit allocation	676.81
1038	01/28/20	5010	Vannoy, Christina N direct deposit allocation	266.78
1039	01/10/20	1020	Transfer to Checking	420.00
1040	01/22/20	1020	Transfer to Checking	868.80
1041	01/15/20	1020	Transfer to Checking	52.50
1042	01/13/20	5605	amazon.com	94.65
1043	01/24/20	5605	amazon.com	67.96
1044	01/30/20	Multiple	Guest House	95.45
1045	01/15/20	5605	amazon.com	17.99
1046	01/08/20	5735	Walmart	62.66
1047	01/31/20	5715	Sams Club	27.18
1048	01/29/20	5735	Walmart	21.55
1049	01/29/20	5735	Dollar General	19.00
1050	01/23/20	5706	US Postal Service	6.85
1051	01/21/20	5285	amazon.com	96.98
1052	01/10/20	5605	amazon.com	10.43
1053	01/16/20	5610	Best Buy	116.28
1054	01/10/20	5735	Dollar General	10.83

Atlanta Public Library District Bank Account Reconciliation Worksheet

Checking
January 1, 2020 - January 31, 2020

Reference	Date	GL Account	Description	Amount
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awt	01/29/20	5160	Broadcast Music Inc	199.00
awt	01/22/20	5715	Dollar General	20.03
awt	01/23/20	Multiple	Walmart	80.72
awt	01/23/20	5735	Peggy's Place	18.94
awt	01/22/20	5605	amazon.com	9.77
awt	01/13/20	5706	US Postal Service	59.40
awt	01/21/20	5275	Adobe Photography Plan	10.61
awt	01/29/20	5605	Illinois Library Association	30.00
awt	01/31/20	5735	Walmart	8.01
awt	01/15/20	5605	amazon.com	315.33
awt	01/09/20	Multiple	IMRF	194.79
awt	01/15/20	5610	Walmart	159.90

Reconciled Bank Information

Ending Bank Balance	120,655.83
Total	0.00

Open Deposits & Additions

Open Checks & Payments

1029	01/20/20	2100	Danny Tackett	30.00
1030	01/20/20	2100	Jim Birkey	30.00
1031	01/20/20	2100	Kevin Wilson	30.00
1041	01/29/20	2100	Ameren Illinois	1,095.15
1042	01/29/20	2100	American Pest Control, Inc.	85.00
1043	01/29/20	2100	Ancel, Glink, Diamond, Bush Law Offices	200.00
1044	01/29/20	2100	Center Point Large Print	57.74
1045	01/29/20	2100	City of Atlanta	56.00
1046	01/29/20	2100	JM Abbott & Associates	590.00
1047	01/29/20	2100	Parks Construction Inc.	31,825.00
1048	01/29/20	2100	PDC/Area Disposal	94.50
1049	01/29/20	2100	Watts Copy System	226.96
	01/31/20	Multiple	Director of Employment Security	14.20
Total				34,334.55
Reconciled Bank Balance				86,321.28

General Ledger Information

Unadjusted General Ledger Balance	86,321.28
Total	0.00
Adjusted General Ledger Balance	86,321.28

Bank Account Reconciliation Summary

Bank Statement Information

Beginning Bank Balance
+ Cleared Deposits & Additions
- Cleared Checks & Payments
Ending Bank Balance

94,662.33				
41,611.32				
15,617.82				
120,655.83				

Reconciled Bank Information

**Atlanta Public Library District
Bank Account Reconciliation Worksheet**

Checking
January 1, 2020 - January 31, 2020

Reference	Date	GL Account	Description	Amount
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+ Open Deposits & Additions

- Open Checks & Payments

Reconciled Bank Balance

General Ledger Information
Unadjusted General Ledger Balance

+/- Total Adjustments

Adjusted General Ledger Balance

Unreconciled Amount

0.00	
34,334.55	
86,321.28	
0.00	
86,321.28	
0.00	
86,321.28	

Cleared Deposits & Additions count = 9
 Cleared Checks & Payments count = 53
 Open Deposits & Additions count = 0
 Open Checks & Payments count = 13
 General Ledger Adjustment count = 0

Atlanta Public Library District Bank Account Reconciliation Worksheet

Ckg
January 1, 2020 - January 31, 2020

Reference	Date	GL Account	Description	Amount
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Bank Statement Information

Beginning Bank Balance				8,488.14
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Cleared Deposits & Additions

awt	01/10/20	2100	Transfer to Checking	420.00
awt	01/22/20	2100	Transfer to Checking	868.80
awt	01/15/20	4080	Interest Income	52.50
dep	01/07/20	4080	Interest Income	9.09
dep	01/15/20	4080	Interest Income	3.61
dep	01/22/20	5800	Refund OD Fees	4.00
dep	01/28/20	4410	Deposit - Rt 66	400.00
dep	01/02/20	4415	Deposit - Palms Grill	300.00

Cleared Checks & Payments

10382	12/13/19	2100	B T Publications	420.00
10390	12/13/19	2100	Rachel Neisler	59.92
10394	01/08/20	2100	AEC FIRE-SAFETY & SECURITY, INC.	89.00
10395	01/08/20	2100	April Fisher	52.50
10396	01/08/20	2100	ASCAP	363.00
10398	01/08/20	2100	Center Point Large Print	64.49
10399	01/08/20	2100	Frontier	304.18
10400	01/08/20	2100	Resilient Premier Cleaning, LLC	255.00
10401	01/08/20	2100	Baker & Taylor	31.74
awt	01/02/20	5685	US Postal Service	11.00
awt	01/21/20	5800	OD Daily Fee	4.00
awt	01/06/20	1025	Transfer to Checking	8,717.22
awt	01/15/20	1025	Transfer to Checking	9.09
awt	01/16/20	5170	Box Rent Charge	20.00

Reconciled Bank Information

Ending Bank Balance				145.00
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Open Deposits & Additions

Total				0.00
-------	--	--	--	------

Open Checks & Payments

Total		2100	Jasmine Green	25.00
-------	--	------	---------------	-------

General Ledger Information

Unadjusted General Ledger Balance				120.00
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Adjustments

Total				0.00
-------	--	--	--	------

Bank Account Reconciliation Summary

Adjusted General Ledger Balance				120.00
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Bank Statement Information

**Atlanta Public Library District
Bank Account Reconciliation Worksheet**

Ckg

January 1, 2020 - January 31, 2020

Reference	Date	GL Account	Description	Amount
-----------	------	------------	-------------	--------

Beginning Bank Balance
+ Cleared Deposits & Additions
- Cleared Checks & Payments
Ending Bank Balance

Reconciled Bank Information
+ Open Deposits & Additions
- Open Checks & Payments
Reconciled Bank Balance

General Ledger Information
Unadjusted General Ledger Balance
+/- Total Adjustments
Adjusted General Ledger Balance

Unreconciled Amount

Cleared Deposits & Additions count = 8
Cleared Checks & Payments count = 14
Open Deposits & Additions count = 0
Open Checks & Payments count = 1
General Ledger Adjustment count = 0

8,488.14	
2,058.00	
10,401.14	
145.00	
0.00	
25.00	
120.00	
0.00	
120.00	
120.00	
0.00	
120.00	
0.00	

ATLANTA PUBLIC LIBRARY TREASURER'S REPORT

2.20.20

Current Position and Mid-Year Analysis

As of January 31, 2020, the District had \$120,800.83 in its checking account and \$10,964.04 in its savings account. In addition, the District has two CDs worth approximately \$25,000.00 total.

Cathy and I have reviewed our financial position as of January 31, 2020, and we expect to end the year with a balanced budget. If we back out the one-time construction expenses we have incurred this year, we are spending approximately \$15,000.00 per month on operations. If we continue that trend, we will spend another \$75,000.00 by June 30, leaving us in a strong cash flow position going into the new fiscal year. We will continue to monitor our performance monthly.

We received \$3,438.00 less in property taxes than we had budgeted, but we will make up that shortfall by reducing expenses elsewhere.

Construction Loan

Thanks to a bequest and grants we received for the gutter project (total of \$13,500), we were able to reduce our borrowing for this project. The total cost of the gutter replacement was \$56,825.00. We borrowed \$43,100.00 instead of the full amount, reducing our annual loan payment by about \$1,200.00; if we can end the year with sufficient positive cash flow, we can consider paying down some of this loan. Our loan payment will increase from \$13,900.00 in FY20 to \$18,316.11 in FY21.

IPCF Library and Museum Fund

We drew \$6,000 from this fund to go toward the gutter project, leaving a balance in the account of 1,768.80. A report from IPCF is included in the Board packet. Earnings on this fund are significantly better than our CDs, and we may want to consider shifting our CDs to this fund when they mature. A formal recommendation regarding this will come later.

New Phone System and Other Savings

Cathy and Rachel have been working to reduce our annual operating expenses. We have been informed by Lifts of Illinois that by statute we do not need the phone in the library elevator as long as we have a back-up light and operating system and a functional buzzer that can be heard inside and outside the building. Given this information, we have been in conversation with Voicespring, a cloud-based phone service provider that serves a number of libraries and other businesses/organizations in the Peoria area. Voicespring will be able to provide us with improved phone service, including many additional and very useful features, as well as electronic fax, for a cost of \$48.90 per month (there is a \$150.00 set-up fee). Our contract with Frontier expires on May 17, and we must give 60 days' notice to cancel that contract. We plan to do that next week. There was also a cost of \$841.87 to Lifts of Illinois to repair our non-functioning buzzer and to remove the telephone in the elevator.

We currently have three lines at the Library (phone, elevator phone and fax). Our current cost for these services through Frontier averages \$211.86 per month. Using Voicespring, we save approximately

\$1,954.80 per year. We cannot use Voicespring at the Museum because we need the alarm and phone service in the elevator there. We cannot use the buzzer system.

We have also shifted our fire extinguisher maintenance service from Getz to AEC. AEC will charge us \$7.00 per fire extinguisher—or \$42.00 per year—as compared to Getz to whom we paid \$177.60 annually. This will save us \$135.60 per year.



Atlanta Library and Museum Fund
10/01/19 to 12/31/19

QTD	7,577.89	OPENING BALANCE
		Income Activity
		Total Contributions
0.00		Other Income
265.91		Return on Investments
<hr/>		Total Income
265.91		Expense Activity
		Bank Fees/CC Fees/Gift Acceptance Fee
0.00		Grants Expense
0.00		Administrative Fees
75.00		Total Expenses
<hr/>		CLOSING BALANCE
7,768.80		

C
Thanks for your
confidence in us.
Greg

LIBRARY REPORT 02.20.20

Grants, Sponsorships & Contributions

We received our \$2,000.00 grant from the City for the facade improvement at Union Hall. Previously, we received grants of \$500 from the Atlanta Betterment Fund and a \$1,000.00 anonymous contribution for this project. The total cost of the project was \$4,667.00, leaving the Library with \$1,167.00 to cover from the annual budget.

We have submitted a grant request for \$750.00 to the Betterment Fund to support our Play Day fundraiser on April 25, 2020. Mattingly has already committed \$250.00 to help sponsor that event. The Illinois Prairie Community Foundation grant is due on February 28. That grant typically supports our community programming.

Programs

Programs are going well. Dinner programs, in particular, continue to be very popular. A total of 349 people attended seven dinner programs from November through February 20. Another 35+ are expected for the Larry Kanfer program on February 21 and 90+ for Danny Tackett on February 27. In conjunction with the Larry Kanfer program, we have created an exhibit of Larry's photography which has been on display in the Visitor and Welcome Center this month. We had an exciting and extremely well-received inter-generational drum circle with Natasha Greene of the Peoria Drum Circle on February 7. Three programs remain for the year: FBI agent Andrew Huckstadt (3-6), Kathryn Harris/Harriet Tubman (3-20), and Oba William King (3-27). The Harriet Tubman dinner program is sold out; Ms. Harris will also perform the program for 4th and 5th graders at Olympia South Elementary School on the afternoon of the 20th.

Children's programs have been growing in attendance. We had 40 children for the Fire and Ice science program on November 9 and 49 children combined for Legos, StoryCraft, and the Scovill Zoo. We also had many parents and grandparents at this events. Once again I am judging the Young Author's Competition at Oly South, and we will host all the participants at the Library once the weather is warmer.

Book groups, too, have had excellent attendance. Five people are participating in the Spirit Guides reading group, and ten people are meeting weekly for eight weeks to discuss Jon Meacham's book The Soul of America.

January Afternoon Tea was extremely popular. A total of 70 people came for tea, refreshments and a program over four Wednesday afternoons in January. As always, we had a jigsaw puzzle out, and people have enjoyed working on that during the winter. Programs consisted of cellist Chet Lord-Remmert, Atlanta National Bank CEO Neil Stimpert who talked about fraud, Connie Turner and her daughter Janice who gave a program on their trip to Israel, and Ethan Hoinnecki who shared his experience in starting a small business (The Guest House Coffee Shop) in Lincoln.

Fundraisers/Play Day

The December Holiday bake sale netted \$784.55. The Spring fundraiser is now focusing on a "Family Play Day" that will be held on April 25. Right now, plans include activities for both children and adults.

We are planning a Lego "make and take" event for children, a family "Chalk the Walk" competition at the Library, an adult painting event with artist Christine Parks, an adult team jigsaw puzzle competition, a golf tournament at North Greens Golf Course, and a Chicken & Pickin' event with Danny Tackett. More activities may be added as we continue discussions about the Play Day. Other ideas have included a scavenger hunt, another bake sale, and a children's karaoke contest. We will need all Board members to be available for the dinner event to help serve so that we can keep our costs low and maximize proceeds, so please mark your calendars. Jim and Randy will spearhead the golf tournament, and if anyone would like to take responsibility for another event, their help would be greatly appreciated!

Policies and Procedures

The State has initiated some new requirements for prohibitions of sexual harassment in the workplace, and our existing policy (with changes made by our attorney) is included in the packet for review and voting at the meeting. The most substantive changes include a requirement that employees take an annual sexual harassment prevention training course developed by the State each year; and the addition of a policy governing sexual harassment charges made against an elected official (Trustee). We will schedule the sexual harassment prevention training later this year.

Also, at our last Board meeting, a question was raised about whether or not the Board was violating the Open Meetings Act and interfering with First Amendment rights covering freedom of speech by setting limits on public comments at Board meetings. The Open Meetings Act [120/2.06(g)] states:

"Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body."

The Open Meetings Act does not address the types of rules that a public body may enforce; however, only "reasonable time, place, and manner restrictions" which are content-neutral are permissible in such a public forum under the First Amendment to the U.S. Constitution. (See the legal commentary included in the Board packet). In a recent opinion issued by the Public Access Counselor of the Illinois State Attorney General's Office, the PAC determined that the Lyons Elementary School District Board of Education violated OMA because its practices regarding public comment had not been incorporated into the District's formal rules.

The Atlanta Public Library District has clearly established rules that meet the test of "reasonable time, place and manner restrictions." In addition, these rules were approved by the Board of Trustees on September 14, 2017, thereby ensuring that the District is, in fact, in compliance with the Illinois Open Meetings Act and is violating no one's First Amendment rights by establishing its public comment policy.

Other

We have begun having Resilient clean the Union Hall Spaces on a monthly basis.

We have registered the Library to be part of the Explore More Illinois program which gives our patrons discounts on a variety of services and tourist facilities throughout the State.

The Atlanta Museum received recognition from the Illinois Institute of Museum and Library Services for its schools exhibit developed as part of the Museum on Main Street program.

ATLANTA PUBLIC LIBRARY DIRECTORS' STATISTICAL REPORT

	July	August	September	October	November	December	January	February	March	April	May	June	Annual TOTAL	Previous Year
CIRCULATION														
Check-outs	237	322	229	192	158	159	306						2,887	
Renewals	45	39	25	65	35	38	38						423	
Total Circulation	282	361	254	257	193	197	344						3,310	
Adult Circulation	233	266	205	211	150	163	292						2,658	
Juvenile Circulation	40	68	23	19	30	27	36						479	
Young Adult	3	6	0	0	0	0	0						16	
Non RSA Circ.	4	10	15	22	3	2	3						63	
Other	2	11	11	5	10	5	13						94	
DVD/Audio	62	58	28	29	24	34	85						713	
COLLECTION														
Number of Items	10,772	10,642	10,372	10,386	10,389	10,446	10,522						10,736	
Missing Items	60	66	79	83	64	62	72						59	
Overdue Books	84	86	120	92	88	91	78						75	
USERS														
New Users	6	3	3	1	3	2	8						77	
Cards Renewed	5	7	7	2	2	1	8						47	
Expired Users	1,005	1,010	1,029	1,031	1,038	1,039	1,037						995	
Active Cards	424	422	405	404	400	401	411						428	
Total Users	1,429	1,432	1,434	1,435	1,438	1,440	1,448						1,423	
INTER-LIBRARY LOAN														
Loaned	84	89	88	63	62	54	81						813	
Number of Libraries	45	40	44	37	36	33	44							
Borrowed	60	77	34	73	32	46	50						365	
Number of Libraries	38	46	22	19	25	26	33							
LAPTOP USE														
Number of Uses	163	212	161	157	92	51	81						1,636	
Number of People	50	76	54	52	44	26	42							
VISITORS														
Total Domestic	114	49	46	31	4	7	2						461	
Number of States	12	10	14	10	2	4	1							
Total Foreign	6	8	21	11	2	0	0						79	
Number of Countries	2	3	7	7	1	0	0							

Monday, February 18th, 2019

Open Meetings Act Requires Any Rules Limiting Public Comment Be Established and Recorded

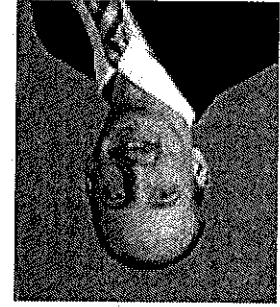
In January, the Office of the Attorney General's Public Access Counselor (PAC) published [Public Access Opinion 19-002](#) in which it stated its position that Section 2.06(g) of the Illinois Open Meetings Act (OMA) requires that any rules limiting the public comment period of an open meeting be established and recorded. The fact that a restriction at issue is a well-established past practice over a period of years is insufficient if that restriction is not also recorded in the public body's formal rules.

This PAC opinion arose from a request for review alleging that the Lyons Elementary School District Board of Education (the Board) violated OMA during an October meeting by enforcing a rule limiting the total public comment portion of the meeting to 15 minutes. After it became common knowledge that the Board had hired a teacher with a serious criminal charge on his record, approximately 100 parents and other members of the public attended the meeting, many of whom wished to speak. When the Board enforced a rule limiting the public comment to 3 minutes per speaker and 15 minutes total, a number of those wishing to speak were denied the opportunity. The Board pointed out that its policy manual, in Board Policy 2.230, specifically limited each speaker to 3 minutes in usual circumstances. Additionally, the Board's Welcome Handout, which is placed on a table next to the agendas and sign in sheet at every Board meeting, limits public comment to 3 minutes per speaker and 15 minutes per topic, per meeting. This portion of the Welcome Handout is read aloud prior to public comment at every Board meeting. This had reportedly been the Board's practice for at least 10 years.

First, the PAC noted that Section 2.06(g) of OMA expressly provides that individuals are entitled to address a public body subject to "the rules established and recorded by the public body." While OMA does not address the types of rules that a public body may enforce, ordinarily only "reasonable time, place, and manner restrictions" which are content-neutral are permissible in such a public forum under the First Amendment to the U.S. Constitution. Furthermore, such rules must be reasonably necessary to protect a significant governmental interest and must tend to accommodate, rather than to unreasonably restrict, the right to address public officials.

The case turned on the plain meaning of Section 2.06(g) and whether the rule at issue was both "established" and "recorded." The PAC determined that the restriction of the comment period to 15 minutes was clearly established. However, this rule was not recorded as required by Section 2.06(g). While the Welcome Handout included the time restriction, the restriction was not included in Board Policy 2.230. While the rule had been the practice of the Board for 10 years and was read aloud at prior to all public comment periods, this did not "address the discrepancy between the Welcome Handout and Board Policy 2.230." The PAC also noted that the Board "had not asserted that it had taken formal action to adopt the policies in the Welcome Handout, or that Board Policy 2.230 had been revoked or otherwise formally amended." The PAC concluded that past practices that have not been incorporated into a public body's formal rules are not "established and recorded" pursuant to Section 2.06(g) of OMA and cannot be enforced to limit public comment.

Accordingly, local governments should review their formally adopted rules governing public comment at meetings and ensure that they are consistent with what is intended and what has been practiced.



A POLICY PROHIBITING SEXUAL HARASSMENT IN THE WORKPLACE

ATLANTA PUBLIC LIBRARY DISTRICT

Section 1. Work Environment

It is unlawful to harass a person because of that person's sex, or perceived sex, or sexual orientation. Additionally, ~~the~~ courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. It is the policy of the Board of Trustees of the ATLANTA PUBLIC LIBRARY DISTRICT that all employees have a right to work in an environment that is free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

Section 2. Definitions.

For the purposes of this Policy, an "employee" is any person working for the ATLANTA PUBLIC LIBRARY DISTRICT, including the Atlanta Public Library, the Atlanta Museum and the Palms Grill Café, and any other of such organizations. A "patron" is a person using the services provided by the ATLANTA PUBLIC LIBRARY DISTRICT. A "non-employee" is a person directly performing services for ATLANTA PUBLIC LIBRARY DISTRICT pursuant to a contract with ATLANTA PUBLIC LIBRARY DISTRICT and not otherwise an employee of ATLANTA PUBLIC LIBRARY DISTRICT.

Section 3. Sexual Harassment Prohibited

The Board of Trustees of the ATLANTA PUBLIC LIBRARY DISTRICT affirms its commitment to ensuring an environment for all employees and patrons free of sexual harassment. The Board views sexual harassment of employees, non-employees and patrons by employees, as an abuse of authority and, therefore, such harassment is prohibited and shall not be tolerated.

Section 4. Examples of Sexual Harassment

Sexual harassment prohibited by the Policy includes verbal, non-verbal or physical conduct. The terms "intimidating," "hostile," or "offensive" as used above include conduct which has the effect of humiliation, embarrassment or discomfort.

Examples of verbal sexual harassment include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, and display of foul or obscene printed or visual material.

Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentionally brushing the body, coerced sexual intercourse, and sexual assault.

Section 5. Duty to Report Sexual Harassment

All employees have the affirmative duty to report incidents of sexual harassment whether witnessed firsthand or reported to them. Such incidents must be reported to the library or Museum Director.

Section 6. Retaliation

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

It is also a violation of the Policy to retaliate or to take reprisal in any way against any person who has reasonably and in good faith testified, assisted or participated in any investigation, proceeding or hearing concerning any sexual harassment claim or charge or to discriminate against such person.

Any Library or Museum employee, non-employee, or patron may also be protected from retaliation under the Illinois Whistleblower Act (740 ILCS 174/1, et. al); the Illinois State Officials and Employees Ethics Act (5 ILCS 430/1-1, et. al.); and the Illinois Human Rights Act (775 ILCS 5/1-101, et. al).

Section 7. Sexual Harassment Reporting Procedure

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

Step 1:

Reporting by patrons and non-employees: Any patron who suspects that he or she is the victim of sexual harassment by an employee of the ATLANTA PUBLIC LIBRARY DISTRICT, should report it to the Library or Museum Director as soon as possible. If the Director is the subject of the complaint, then the complaint should be presented to the President of the Board of Trustees.

Reporting by employees: A complaint by an employee that sexual harassment has occurred shall first be presented to either the Library or Museum Director. If the Director is the subject

All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the decision.

facts. Within ten (10) days after the hearing, the Board of Trustees shall issue its written shall not apply; however, hearsay evidence shall not be presented for proof of any ultimate Director may present evidence and call and cross-examine witnesses. The Board of Trustees may ask questions of the complainant, the Director and any witnesses. The Board of Trustees shall be informal; however, the complainant and the complainant the Director and any representatives to discuss the allegations of discrimination. receiving an appeal, the Board of Trustees or a committee thereof shall meet with the Trustees a statement setting forth the reasons for the appeal. Within twenty (20) days of LIBRARY DISTRICT. Such an appeal shall be instituted by filing with the Secretary of the Board of appeal of that decision may be made to the entire Board of Trustees of the ATLANTA PUBLIC If the complainant is not satisfied with the President's decision, then within ten (10) days, an

Step 4:

discharge. non-employee who alleges sexual harassment, will be subject to discipline, up to and including patron or another employee or non-employee, or retaliated against a patron, ~~or~~ employee or decision within ten (10) days of this meeting. Any employee found to have sexually harassed a representatives, and the Director to resolve the matter. The President shall issue a written Within five (5) days of receiving the appeal, the President shall meet with the complainant, any The appeal shall be in writing and shall state the reasons for appealing the Director's decision. (designee).

if the complainant is not satisfied with the Director's decision, within five (5) days of the date of that decision, an appeal may be taken to the President of the Board of Trustees of the ATLANTA PUBLIC LIBRARY DISTRICT or his or her designee (hereinafter "President" shall include the

Step 3:

written decision within five (5) days of the meeting. representative present. Such meeting, however, shall be informal. The Director shall issue a If the complainant chooses to have a representative present, then the Director may also have a with the complainant within three (3) days of receiving the complaint to discuss the allegations. procedures should be followed. In all other cases, the library or Museum Director shall meet If the alleged perpetrator of sexual harassment is a library patron, normal disciplinary

Step 2:

Trustees. of the complaint, then the complaint should be presented to the President of the Board of

complainant may conduct or direct such investigation as he or she deems appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

Section 8. Violations and Consequences

In addition to employee discipline up to and including discharge for violations of this Policy, a violation of this Policy by a non-employee-patron may cause a suspension or revocation of Library privileges and/or services. A violation of this policy by a non-employee may constitute a breach of contract and removal of the non-employee from the work environment. Knowingly making a false report of harassment is a violation of this Policy and will be subject to the same consequences.

Section 9. Legal Resources, Investigative and Complaint Process Available through the Illinois Department of Human Rights and Human Rights Commission

Any Library or Museum employee, ~~or~~ patron or non-employee may also be protected from retaliation under the Illinois Whistleblower Act, the Illinois State Officials and Employees Ethics Act and the Illinois State Officials and Employees Ethics Act.

Any Library patron, ~~or~~ employee or non-employee may also use the legal recourse, investigative and complaint process through the Illinois Department of Human Rights and Human Rights Commission.

The address and phone number are:

Illinois Department of Human Rights
222 South College Street, Room 101A
Springfield, IL 62700
217-785-5100

Section 10. Sexual Harassment Prevention Training.

It is the policy of the ATLANTA PUBLIC LIBRARY DISTRICT to provide annual sexual harassment prevention training for all employees in accordance with Illinois law. All employees shall annually take the Sexual Harassment Prevention Training course developed by the Illinois Department of Human Rights. Evidence of annual completion of the Illinois Department of Human Rights Sexual Harassment Prevention Training course or other approved course meeting the minimum standards of state law, shall be submitted to and maintained by the Library Director.

Section 11. Elected Officials.

It is the policy of ATLANTA PUBLIC LIBRARY DISTRICT to provide an independent review of allegations of sexual harassment made against an elected official of the ATLANTA PUBLIC LIBRARY DISTRICT. Any elected official, employee, non-employee or patron may file a sexual

harassment complaint with- the attorney for the Atlanta Public Library District. Such complaint shall be promptly reviewed. All proceedings shall be private. A written report shall be submitted to the Board of Trustees of the ATLANTA PUBLIC LIBRARY DISTRICT indicating whether or not the complaint is founded. If the complaint is founded the Board of Trustee shall determine the appropriate remedy. Pursuant to Section 6, no retaliation may be taken against any person who files a complaint. Complainants may have other protections and remedies as described in Section 9.

ADOPTED: December 14, 2017

ATTEST:

Randy L. Brooks, President

Karen Horn, Secretary

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