

Atlanta Public Library District Special Meeting Agenda May 21, 2020

Pursuant to the Open Meetings Act, notice is hereby given that a special meeting of the Board of Trustees of the Atlanta Public Library District will be held on May 21, 2020, at 6:30pm. Because of the physical distancing requirements related to the COVID-19 outbreak, this meeting will be held virtually on Zoom. As per our established practice, public comments will be limited to four minutes per person and 20 minutes overall. Except for the exceptions noted here, all other regular guidelines for public comment will remain in effect. Because this meeting will be completely virtual, no persons will be present in the Library or at Union Hall, and no in-person public comment will be allowed.

Anyone wishing to speak during the Public Comment period must register by noon on May 21 by submitting their name and the phone number that will be used to call in to the Zoom meeting to apldinformation@gmail.com. As an alternative, members of the public may submit their name and their written comments to the same email address by 6:15PM on May 21, and these comments will be read aloud at the meeting. Once a person has registered, he or she will receive an email including a link to the Zoom meeting, the meeting call-in number (for those wishing to call on their phones), and the meeting ID--along with instructions on how to join the virtual meeting.

A copy of the agenda, previous meeting minutes, and monthly financial report will be available online at www.atlantapld.org 48 hours prior to the meeting.

CALL TO ORDER/ROLL CALL

PUBLIC COMMENTS

APPROVAL OF FEBRUARY 20, 2020 REGULAR MEETING MINUTES

APPROVAL OF FINANCIAL REPORTS FOR FEBRUARY, MARCH & APRIL 2020

APPOINTMENT OF TRUSTEES TO FILL LORI COTTON AND MARY HILL VACANCIES

DIRECTORS' REPORTS (Library; Museum)

BOARD REPORTS (Facilities; Budget & Finance)

OLD BUSINESS

NEW BUSINESS

- Plans for Library/Museum re-opening

EXECUTIVE SESSION/PERSONNEL/EMPLOYEE COMPENSATION [5 ILCS 120/2 (c) (1)]

NEW BUSINESS (Continued)

- Employee Compensation

TRUSTEE ROUNDTABLE

Dated this 12th day of May, 2020

Cathy Maciariello, Library Director; Rachel Neisler, Museum Director

The February 20, 2020 meeting of the Board of Trustees of the Atlanta Public Library District was called to order by President Jim Welchel at 6:30 PM. The meeting was held in the back room of the Palms Grill Café.

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

President Jim Welchel opened the meeting for public comments but there were none.

After review of the November 14, 2019 minutes, Mary Hill suggested there be more detail regarding discussions in the minutes. Steve Dreyer moved the minutes from the November 14, 2019 meeting be approved as written. Karen Horn seconded the motion. The motion carried as follows: Jim Welchel (yes), Steve Dreyer (yes), Mary Hill (no), Marge Dyer (yes) and Karen Horn (yes). Randy Brooks and Lori Cotton were absent and did not vote.

Regarding the approval of financial reports for November, December and January, Mary Hill had the following questions: forged check with Randy's signature – money was put back in account and was reported to the police; bonuses for employees – the accountant was notified and approval given; January 15, new account numbers – changed due to fraudulent check; number of accounts – checking and savings only; lawyer cost – fees paid as needed; \$91,200 transfer on December 3rd – the amount was transferred from the old checking account to the new one. Steve Dreyer moved to accept the financial reports for November, December and January as presented. The motion was seconded by Marge Dyer. The motion carried as follows: Jim Welchel (yes), Steve Dreyer (yes), Mary Hill (yes), Marge Dyer (yes) and Karen Horn (yes). Randy Brooks and Lori Cotton were absent and did not vote.

Regarding the Library Report which was included in the library packet, Karen Horn moved to accept the Library Report as presented. Steve Dreyer seconded the motion. The motion carried as follows: Jim Welchel (yes), Steve Dreyer (yes), Mary Hill (yes), Marge Dyer (yes) and Karen Horn (yes). Randy Brooks and Lori Cotton were absent and did not vote.

Regarding Facilities and Grounds report, Jim Welchel reported the floor in the back room of the Union Hall building is done. The gutter project at the library is complete and the façade at Union Hall is almost done as the wood trim still needs paint. Jim put sealer on front door of library in August. John Ford has built a new book case for the library. Karen Horn asked that the door of the clock tower be fixed or replaced.

Cathy Maciariello reported for Treasurer Randy Brooks. All information is included for the treasurer's report in the board packet. Main points: The construction loan payment will go from \$14,000 to \$18,000 this year and changing the phone system and fire extinguisher maintenance will result in cost savings of over \$2,000 per year. She also reported that she and Randy have completed a mid-year analysis of income and expenses and the Library is expecting a balanced budget for the end of the year. They will continue to monitor performance monthly and made adjustments as necessary.

Steve Dreyer moved to accept the Facilities & Grounds report and the Treasurer's report as presented. Marge Dyer seconded the motion. The motion carried as follows: Jim Welchel (yes), Steve Dreyer (yes), Mary Hill (yes), Marge Dyer (yes) and Karen Horn (yes). Randy Brooks and Lori Cotton were absent and did not vote.

The following was reported under Old Business:

Regarding the Fundraiser/Play Day, the Library report outlines the plans for Saturday, April 25th. Plans are to hold a golf tournament, Chalk the Walk, Adult Painting, Team Jigsaw Puzzle Challenge and Danny Tackett in the evening. These events are being sponsored by the Atlanta Betterment Fund and Mattingly Automotive. The March/April calendar will outline the fundraiser.

The following items were discussed under New Business:

Regarding the New Phone System, Cathy and Rachel , in effort to reduce costs, have been in contact with Voicesspring, a cloud based phone service. A savings of about \$2,000 per year will be realized with the change. Frontier will be notified to cancel our service for the library effective in May. Our service for the museum will stay with Frontier due to the elevator and alarm system. Karen Horn moved to make the change to Voicesspring for the library phone service. Steve Dreyer seconded the motion. The motion carried as follows: Jim Welchel (yes), Steve Dreyer (yes), Mary Hill (yes), Marge Dyer (yes) and Karen Horn (yes). Randy Brooks and Lori Cotton were absent and did not vote.

Regarding Revisions to Sexual Harassment Policy, as noted in Library report made a part of the board packet, the most important changes are the requirements that employees take an annual sexual harassment prevention training course and the addition of a policy governing sexual harassment charges made against trustees. On-line training for sexual harassment prevention will be scheduled later this year for employees. Steve Dreyer moved to approve the revised sexual harassment policy. Marge Dyer seconded the motion. The motion carried as follows: Jim Welchel (yes), Steve Dreyer (yes), Mary Hill (yes), Marge Dyer (yes) and Karen Horn (yes). Randy Brooks and Lori Cotton were absent and did not vote.

President Jim Welchel asked for any round table discussion. Karen Horn reminded the board that when weather permits the rock needs to be put around the back of the Palms Grill and around storage building to eliminate weeds. Mary Hill submitted her resignation from the board of trustees effective immediately. Marge Dyer moved to accept Mary's resignation. Steve Dreyer seconded the motion. The motion carried as follows: Jim Welchel (yes), Steve Dreyer (yes), Mary Hill (Abstain), Marge Dyer (yes) and Karen Horn (yes). Randy Brooks and Lori Cotton were absent and did not vote. President Jim Welchel thanked Mary for her service to the board.

There being no further business to come before the board, Steve Dreyer moved to adjourn the meeting. Marge Dyer seconded the motion. The motion carried as follows: Jim Welchel (yes), Steve Dreyer (yes), Marge Dyer (yes) and Karen Horn (yes). Randy Brooks and Lori Cotton were absent and did not vote. Mary Hill could not vote. The meeting was adjourned at 7:15 PM.

Respectfully submitted,

Karen Horn, Secretary

Atlanta Public Library District
Atlanta, Illinois

Statement of Assets, Liabilities & Fund Equities - Modified Cash Basis - Gov Funds
February 29, 2020

	Current Year
ASSETS	
Current Assets	
Atlanta National Bank	\$ 420.00
Atlanta National Bank	76,059.50
Savings	10,964.04
Total Current Assets	87,443.54
Other Current Assets	
Certificates of Deposit	15,703.95
Total Other Assets	15,703.95
TOTAL ASSETS	\$ 103,147.49
LIABILITIES AND EQUITY	
Current Liabilities	
Fica/FWH Payable	\$ 1,215.69
SWH Payable	214.80
IMRF Payable	77.20
Accrued Unemployment Payable	53.13
Total Current Liabilities	1,560.82
Long-Term Liabilities	
Loan - Construction	196,518.73
Total Long-Term Liabilities	196,518.73
Total Liabilities	198,079.55
Net Assets	
Amt to be Provided for Loan	(196,518.73)
Unrestricted Net Assets	52,925.13
Res Net Assests - Social Security	2,065.41
Res Net Assets - IMRF	5,865.93
Change in Net Assets for the Year	40,730.20
Total Net Assets	(94,932.06)
TOTAL LIABILITIES AND NET ASSETS	\$ 103,147.49

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 Eight Months Ended 02/29/20

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)
Bld/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	0.00	67.45	150.00	(82.55)
Copies	0.00	229.85	645.00	(415.15)
Fines	0.00	47.04	100.00	(52.96)
Non-resident Library Cards	0.00	0.00	65.00	(65.00)
Hospitality	0.00	12.50	50.00	(37.50)
Program Registrations	0.00	0.00	1,500.00	(1,500.00)
Total Fee Revenue	<u>0.00</u>	<u>356.84</u>	<u>2,510.00</u>	<u>(2,153.16)</u>
Merchandise				
Books	0.00	29.85	90.00	(60.15)
Merchandise Income	0.00	391.00	0.00	391.00
Total Merchandise Revenue	<u>0.00</u>	<u>420.85</u>	<u>90.00</u>	<u>330.85</u>
Grants				
Grants	0.00	18,988.75	10,000.00	8,988.75
Total Grant Revenue	<u>0.00</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	0.00	811.50	2,000.00	(1,188.50)
Memorial Donations	0.00	0.00	350.00	(350.00)
Other Contributions	0.00	1,369.00	500.00	869.00
Total Contribution Revenue	<u>0.00</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	0.00	1,040.00	1,000.00	40.00
Rent - Union Hall Offices	400.00	4,075.00	6,300.00	(2,225.00)
Rent - Palms Grill	300.00	2,400.00	3,500.00	(1,200.00)
Total Rental Revenue	<u>700.00</u>	<u>7,515.00</u>	<u>11,100.00</u>	<u>(3,585.00)</u>
Misc. Income				
Interest	19.43	165.02	205.00	(39.98)
Miscellaneous Income	0.00	0.00	100.00	(100.00)
Total Misc. Revenue	<u>19.43</u>	<u>165.02</u>	<u>305.00</u>	<u>(139.98)</u>
Total Revenues	<u>719.43</u>	<u>182,160.23</u>	<u>181,826.00</u>	<u>334.23</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 Eight Months Ended 02/29/20

	Current Month	Year-to-date	Annual Budget	Budget Variance
Operating Expenditures				
Personnel				
Payroll	4,416.76	38,192.69	58,000.00	(19,807.31)
Fica/Med Expense	337.91	2,921.75	4,450.00	(1,528.25)
Unemployment Expense	27.60	97.33	200.00	(102.67)
IMRF Expense	72.90	494.18	950.00	(455.82)
Total Personnel Expenditures	<u>4,855.17</u>	<u>41,705.95</u>	<u>63,600.00</u>	<u>(21,894.05)</u>
Service Contracts & Fees				
Accounting and Audit	722.50	8,836.25	12,600.00	(3,763.75)
Legal	251.15	4,651.15	7,200.00	(2,548.85)
Copier	141.74	855.78	2,250.00	(1,394.22)
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	320.00	3,332.00	8,000.00	(4,668.00)
Total Service Contract & Fees Expenditures	<u>1,435.39</u>	<u>19,511.16</u>	<u>31,860.00</u>	<u>(12,348.84)</u>
Licenses & Rentals				
ASCAP/BMI	0.00	562.00	500.00	62.00
Movie Licensing	0.00	0.00	350.00	(350.00)
P.O. Box & Safe Deposit Box Rental	0.00	80.00	140.00	(60.00)
Total Licenses & Rentals Expenditures	<u>0.00</u>	<u>642.00</u>	<u>990.00</u>	<u>(348.00)</u>
Dues & Memberships				
Dues & Memberships	119.00	384.00	150.00	234.00
Total Dues & Memberships Expenditures	<u>119.00</u>	<u>384.00</u>	<u>150.00</u>	<u>234.00</u>
Buildings & Grounds				
Cleaning Services	170.00	1,530.00	3,000.00	(1,470.00)
Groundskeeping	60.00	1,175.00	1,500.00	(325.00)
Dumpster/Garbage	94.12	754.68	1,200.00	(445.32)
Pest Control	40.00	575.00	820.00	(245.00)
Fire Inspections & Certificates	75.00	841.00	1,000.00	(159.00)
Library Elevator Inspections & Maintenance	841.87	1,769.87	500.00	1,269.87
Museum Elevator Inspections & Maintenance	0.00	2,221.63	3,000.00	(778.37)
Library Maintenance & Construction	1,000.00	57,825.00	2,000.00	55,825.00
Downey Building Maintenance & Construction	0.00	6,227.44	7,000.00	(772.56)
Union Hall Maintenance & Construction	75.00	6,356.76	7,000.00	(643.24)
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>2,355.99</u>	<u>99,071.13</u>	<u>48,420.00</u>	<u>50,651.13</u>
Equipment				
Computer & Software Purchase	20.00	145.44	1,000.00	(854.56)
Computer Maintenance	0.00	0.00	100.00	(100.00)
Other Equipment Purchase/Maintenance	16.00	153.72	500.00	(346.28)
Total Equipment Expenditures	<u>36.00</u>	<u>299.16</u>	<u>1,600.00</u>	<u>(1,300.84)</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 Eight Months Ended 02/29/20

	Current Month	Year-to-date	Annual Budget	Budget Variance
Utilities				
Library Gas & Electric	361.93	2,394.64	4,000.00	(1,605.36)
Museum Gas & Electric	200.17	1,855.90	2,600.00	(744.10)
Union Hall Gas & Electric	588.34	4,913.67	7,500.00	(2,586.33)
Union Hall Water	56.00	539.40	700.00	(160.60)
Library Telephone & Internet	245.38	2,001.91	2,700.00	(698.09)
Museum Telephone & Internet	128.75	948.03	1,600.00	(651.97)
Union Hall Internet	76.89	615.12	925.00	(309.88)
Real Estate Taxes	0.00	601.34	600.00	1.34
Total Utilities Expenditures	<u>1,657.46</u>	<u>13,870.01</u>	<u>20,625.00</u>	<u>(6,754.99)</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	219.19	3,414.94	8,000.00	(4,585.06)
DVD's	19.95	484.11	1,000.00	(515.89)
Subscriptions & Publications	0.00	115.90	200.00	(84.10)
Museum Collections	0.00	0.00	750.00	(750.00)
Total Materials Expenditures	<u>239.14</u>	<u>4,014.95</u>	<u>9,950.00</u>	<u>(5,935.05)</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	0.00	1,074.43	3,500.00	(2,425.57)
Total Marketing & Advertising Expenditures	<u>0.00</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	6.40	274.85	400.00	(125.15)
Museum, Archival & Exhibit Supplies	0.00	149.93	500.00	(350.07)
Library Maintenance Supplies	0.00	53.71	150.00	(96.29)
Museum Maintenance Supplies	0.00	37.96	150.00	(112.04)
Arts & Craft Supplies	14.86	579.64	3,000.00	(2,420.36)
Decorations	0.00	0.00	150.00	(150.00)
Food & Refreshments/Hospitality	68.32	478.33	2,000.00	(1,521.67)
Prizes	0.00	228.98	500.00	(271.02)
Total Supplies Expenditures	<u>89.58</u>	<u>1,880.22</u>	<u>7,600.00</u>	<u>(5,719.78)</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 Eight Months Ended 02/29/20

	Current Month	Year-to-date	Annual Budget	Budget Variance
Total Operating Expenditures	<u>10,787.73</u>	<u>184,530.03</u>	<u>192,075.00</u>	<u>(7,544.97)</u>
Change in Net Assets Before Other Financing Sources (Uses)	(10,068.30)	(2,369.80)	(10,249.00)	7,879.20
Other Financing Sources (Uses)				
Checking Account Carryover	0.00	0.00	0.00	0.00
Proceeds from Loan	<u>0.00</u>	<u>43,100.00</u>	<u>0.00</u>	<u>(43,100.00)</u>
Total Change in Net Assets	<u>\$ (10,068.30)</u>	40,730.20	<u>\$ (10,249.00)</u>	<u>\$ (35,220.80)</u>
Net Assets, Beginning of Year		<u>(135,662.26)</u>		
Net Assets, End of Year		<u>\$ (94,932.06)</u>		

**Atlanta Public Library District
Atlanta, Illinois**

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

	<u>Current Year</u>
ASSETS	
Current Assets	
Atlanta National Bank	\$ 420.00
Atlanta National Bank	67,504.13
Savings	10,964.04
Total Current Assets	78,888.17
Other Current Assets	
Certificates of Deposit	15,703.95
Total Other Assets	15,703.95
TOTAL ASSETS	\$ 94,592.12
LIABILITIES AND EQUITY	
Current Liabilities	
Fica/FWH Payable	\$ 1,185.76
SWH Payable	209.04
IMRF Payable	77.20
Accrued Unemployment Payable	80.00
Total Current Liabilities	1,552.00
Long-Term Liabilities	
Loan - Construction	196,518.73
Total Long-Term Liabilities	196,518.73
Total Liabilities	198,070.73
Net Assets	
Amt to be Provided for Loan	(196,518.73)
Unrestricted Net Assets	52,925.13
Res Net Assests - Social Security	2,065.41
Res Net Assets - IMRF	5,865.93
Change in Net Assets for the Year	32,183.65
Total Net Assets	(103,478.61)
TOTAL LIABILITIES AND NET ASSETS	\$ 94,592.12

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 Nine Months Ended 03/31/20

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)
Bld/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	3.00	70.45	150.00	(79.55)
Copies	45.30	275.15	645.00	(369.85)
Fines	1.75	48.79	100.00	(51.21)
Non-resident Library Cards	0.00	0.00	65.00	(65.00)
Hospitality	1.00	13.50	50.00	(36.50)
Program Registrations	0.00	0.00	1,500.00	(1,500.00)
Total Fee Revenue	<u>51.05</u>	<u>407.89</u>	<u>2,510.00</u>	<u>(2,102.11)</u>
Merchandise				
Books	1.00	30.85	90.00	(59.15)
Merchandise Income	0.00	391.00	0.00	391.00
Total Merchandise Revenue	<u>1.00</u>	<u>421.85</u>	<u>90.00</u>	<u>331.85</u>
Grants				
Grants	0.00	18,988.75	10,000.00	8,988.75
Total Grant Revenue	<u>0.00</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	600.00	1,411.50	2,000.00	(588.50)
Memorial Donations	0.00	0.00	350.00	(350.00)
Other Contributions	100.00	1,469.00	500.00	969.00
Total Contribution Revenue	<u>700.00</u>	<u>4,380.50</u>	<u>3,350.00</u>	<u>1,030.50</u>
Rentals				
Rent - Library Building	0.00	0.00	200.00	(200.00)
Rent - Union Hall Event Space	100.00	1,140.00	1,000.00	140.00
Rent - Union Hall Offices	525.00	4,600.00	6,300.00	(1,700.00)
Rent - Palms Grill	300.00	2,700.00	3,600.00	(900.00)
Total Rental Revenue	<u>925.00</u>	<u>8,440.00</u>	<u>11,100.00</u>	<u>(2,660.00)</u>
Misc. Income				
Interest	18.40	183.42	205.00	(21.58)
Miscellaneous Income	0.00	0.00	100.00	(100.00)
Total Misc. Revenue	<u>18.40</u>	<u>183.42</u>	<u>305.00</u>	<u>(121.58)</u>
Total Revenues	<u>1,695.45</u>	<u>183,855.68</u>	<u>181,826.00</u>	<u>2,029.68</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 Nine Months Ended 03/31/20

	Current Month	Year-to-date	Annual Budget	Budget Variance
Operating Expenditures				
Personnel				
Payroll	4,300.27	42,492.96	58,000.00	(15,507.04)
Fica/Med Expense	328.95	3,250.70	4,450.00	(1,199.30)
Unemployment Expense	26.87	124.20	200.00	(75.80)
IMRF Expense	72.90	567.08	950.00	(382.92)
Total Personnel Expenditures	<u>4,728.99</u>	<u>46,434.94</u>	<u>63,600.00</u>	<u>(17,165.06)</u>
Service Contracts & Fees				
Accounting and Audit	450.00	9,286.25	12,600.00	(3,313.75)
Legal	0.00	4,651.15	7,200.00	(2,548.85)
Copier	131.07	986.85	2,250.00	(1,263.15)
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	3,384.50	8,000.00	(4,615.50)
Total Service Contract & Fees Expenditures	<u>633.57</u>	<u>20,144.73</u>	<u>31,860.00</u>	<u>(11,715.27)</u>
Licenses & Rentals				
ASCAP/BMI	0.00	562.00	500.00	62.00
Movie Licensing	0.00	0.00	350.00	(350.00)
P.O. Box & Safe Deposit Box Rental	0.00	80.00	140.00	(60.00)
Total Licenses & Rentals Expenditures	<u>0.00</u>	<u>642.00</u>	<u>990.00</u>	<u>(348.00)</u>
Dues & Memberships				
Dues & Memberships	0.00	384.00	150.00	234.00
Total Dues & Memberships Expenditures	<u>0.00</u>	<u>384.00</u>	<u>150.00</u>	<u>234.00</u>
Buildings & Grounds				
Cleaning Services	237.00	1,767.00	3,000.00	(1,233.00)
Groundskeeping	80.00	1,255.00	1,500.00	(245.00)
Dumpster/Garbage	97.53	852.21	1,200.00	(347.79)
Pest Control	40.00	615.00	820.00	(205.00)
Fire Inspections & Certificates	224.50	1,065.50	1,000.00	65.50
Library Elevator Inspections & Maintenance	0.00	1,769.87	500.00	1,269.87
Museum Elevator Inspections & Maintenance	0.00	2,221.63	3,000.00	(778.37)
Library Maintenance & Construction	8.60	57,833.60	2,000.00	55,833.60
Downey Building Maintenance & Construction	100.77	6,328.21	7,000.00	(671.79)
Union Hall Maintenance & Construction	206.16	6,562.92	7,000.00	(437.08)
Insurance	1,439.25	7,334.00	7,500.00	(166.00)
Construction Loan Repayment	0.00	13,900.00	13,900.00	0.00
Total Buildings & Grounds Expenditures	<u>2,433.81</u>	<u>101,504.94</u>	<u>48,420.00</u>	<u>53,084.94</u>
Equipment				
Computer & Software Purchase	106.61	252.05	1,000.00	(747.95)
Computer Maintenance	0.00	0.00	100.00	(100.00)
Other Equipment Purchase/Maintenance	0.00	153.72	500.00	(346.28)
Total Equipment Expenditures	<u>106.61</u>	<u>405.77</u>	<u>1,600.00</u>	<u>(1,194.23)</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 Nine Months Ended 03/31/20

	Current Month	Year-to-date	Annual Budget	Budget Variance
Utilities				
Library Gas & Electric	346.69	2,741.33	4,000.00	(1,258.67)
Museum Gas & Electric	193.67	2,049.57	2,600.00	(550.43)
Union Hall Gas & Electric	556.38	5,470.05	7,500.00	(2,029.95)
Union Hall Water	56.00	595.40	700.00	(104.60)
Library Telephone & Internet	245.39	2,247.30	2,700.00	(452.70)
Museum Telephone & Internet	128.74	1,076.77	1,600.00	(523.23)
Union Hall Internet	76.89	692.01	925.00	(232.99)
Real Estate Taxes	0.00	601.34	600.00	1.34
Total Utilities Expenditures	<u>1,603.76</u>	<u>15,473.77</u>	<u>20,625.00</u>	<u>(5,151.23)</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	326.88	3,741.82	8,000.00	(4,258.18)
DVD's	0.00	484.11	1,000.00	(515.89)
Subscriptions & Publications	0.00	115.90	200.00	(84.10)
Museum Collections	0.00	0.00	750.00	(750.00)
Total Materials Expenditures	<u>326.88</u>	<u>4,341.83</u>	<u>9,950.00</u>	<u>(5,608.17)</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	268.22	1,342.65	3,500.00	(2,157.35)
Total Marketing & Advertising Expenditures	<u>268.22</u>	<u>2,221.51</u>	<u>4,280.00</u>	<u>(2,058.49)</u>
Supplies				
Office Supplies	10.80	87.62	750.00	(662.38)
General Postage	81.40	356.25	400.00	(43.75)
Museum, Archival & Exhibit Supplies	47.96	197.89	500.00	(302.11)
Library Maintenance Supplies	0.00	53.71	150.00	(96.29)
Museum Maintenance Supplies	0.00	37.96	150.00	(112.04)
Arts & Craft Supplies	0.00	579.64	3,000.00	(2,420.36)
Decorations	0.00	0.00	150.00	(150.00)
Food & Refreshments/Hospitality	0.00	478.33	2,000.00	(1,521.67)
Prizes	0.00	228.98	500.00	(271.02)
Total Supplies Expenditures	<u>140.16</u>	<u>2,020.38</u>	<u>7,600.00</u>	<u>(5,579.62)</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 Nine Months Ended 03/31/20

	<u>Current Month</u>	<u>Year-to-date</u>	<u>Annual Budget</u>	<u>Budget Variance</u>
Total Operating Expenditures	10,242.00	194,772.03	192,075.00	2,697.03
Change in Net Assets Before				
Other Financing Sources (Uses)	(8,546.55)	(10,916.35)	(10,249.00)	(667.35)
Other Financing Sources (Uses)				
Checking Account Carryover	0.00	0.00	0.00	0.00
Proceeds from Loan	0.00	43,100.00	0.00	(43,100.00)
Total Change in Net Assets	<u>\$ (8,546.55)</u>	32,183.65	<u>\$ (10,249.00)</u>	<u>\$ (43,767.35)</u>
Net Assets, Beginning of Year		<u>(135,662.26)</u>		
Net Assets, End of Year		<u>\$ (103,478.61)</u>		

**Atlanta Public Library District
Atlanta, Illinois**

**Statement of Assets, Liabilities & Fund Equities - Modified Cash Basis - Gov Funds
April 30, 2020**

	<u>Current Year</u>
ASSETS	
Current Assets	
Atlanta National Bank	\$ 62,797.38
Savings	10,964.04
Total Current Assets	73,761.42
Other Current Assets	
Certificates of Deposit	15,703.95
Total Other Assets	15,703.95
TOTAL ASSETS	\$ 89,465.37
LIABILITIES AND EQUITY	
Current Liabilities	
Fica/FWH Payable	\$ 1,154.64
SWH Payable	198.96
IMRF Payable	84.20
Accounts Payable	1,473.67
Accrued Unemployment Payable	25.59
Total Current Liabilities	2,937.06
Long-Term Liabilities	
Loan - Construction	196,518.73
Total Long-Term Liabilities	196,518.73
Total Liabilities	199,455.79
Net Assets	
Amt to be Provided for Loan	(196,518.73)
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	25,671.84
Total Net Assets	(109,990.42)
TOTAL LIABILITIES AND NET ASSETS	\$ 89,465.37

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 Ten Months Ended 04/30/20

	Current Month	Year-to-date	Annual Budget	Budget Variance
Revenues				
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)
Bld/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	0.00	70.45	150.00	(79.55)
Copies	2.00	277.15	645.00	(367.85)
Fines	0.00	48.79	100.00	(51.21)
Non-resident Library Cards	0.00	0.00	65.00	(65.00)
Hospitality	0.00	13.50	50.00	(36.50)
Program Registrations	0.00	0.00	1,500.00	(1,500.00)
Total Fee Revenue	<u>2.00</u>	<u>409.89</u>	<u>2,510.00</u>	<u>(2,100.11)</u>
Merchandise				
Books	0.00	30.85	90.00	(59.15)
Merchandise Income	0.00	391.00	0.00	391.00
Total Merchandise Revenue	<u>0.00</u>	<u>421.85</u>	<u>90.00</u>	<u>331.85</u>
Grants				
Grants	0.00	18,988.75	10,000.00	8,988.75
Total Grant Revenue	<u>0.00</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	0.00	1,411.50	2,000.00	(588.50)
Memorial Donations	0.00	0.00	350.00	(350.00)
Other Contributions	0.00	1,469.00	500.00	969.00
Total Contribution Revenue	<u>0.00</u>	<u>4,380.50</u>	<u>3,350.00</u>	<u>1,030.50</u>
Rentals				
Rent - Library Building	0.00	0.00	200.00	(200.00)
Rent - Union Hall Event Space	60.00	1,200.00	1,000.00	200.00
Rent - Union Hall Offices	525.00	5,125.00	6,300.00	(1,175.00)
Rent - Palms Grill	0.00	2,700.00	3,600.00	(900.00)
Total Rental Revenue	<u>585.00</u>	<u>9,025.00</u>	<u>11,100.00</u>	<u>(2,075.00)</u>
Misc. Income				
Interest	18.08	201.50	205.00	(3.50)
Miscellaneous Income	0.00	0.00	100.00	(100.00)
Total Misc. Revenue	<u>18.08</u>	<u>201.50</u>	<u>305.00</u>	<u>(103.50)</u>
Total Revenues	<u>605.08</u>	<u>184,460.76</u>	<u>181,826.00</u>	<u>2,634.76</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 Ten Months Ended 04/30/20

	Current Month	Year-to-date	Annual Budget	Budget Variance
Operating Expenditures				
Personnel				
Payroll	4,096.76	46,589.72	58,000.00	(11,410.28)
Fica/Med Expense	313.39	3,564.09	4,450.00	(885.91)
Unemployment Expense	25.61	149.81	200.00	(50.19)
IMRF Expense	79.90	646.98	950.00	(303.02)
Total Personnel Expenditures	<u>4,515.66</u>	<u>50,950.60</u>	<u>63,600.00</u>	<u>(12,649.40)</u>
Service Contracts & Fees				
Accounting and Audit	450.00	9,736.25	12,600.00	(2,863.75)
Legal	50.00	4,701.15	7,200.00	(2,498.85)
Copier	204.85	1,191.70	2,250.00	(1,058.30)
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	(25.00)	3,359.50	8,000.00	(4,640.50)
Total Service Contract & Fees Expenditures	<u>679.85</u>	<u>20,824.58</u>	<u>31,860.00</u>	<u>(11,035.42)</u>
Licenses & Rentals				
ASCAP/BMI	0.00	562.00	500.00	62.00
Movie Licensing	0.00	0.00	350.00	(350.00)
P.O. Box & Safe Deposit Box Rental	0.00	80.00	140.00	(60.00)
Total Licenses & Rentals Expenditures	<u>0.00</u>	<u>642.00</u>	<u>990.00</u>	<u>(348.00)</u>
Dues & Memberships				
Dues & Memberships	0.00	384.00	150.00	234.00
Total Dues & Memberships Expenditures	<u>0.00</u>	<u>384.00</u>	<u>150.00</u>	<u>234.00</u>
Buildings & Grounds				
Cleaning Services	118.50	1,885.50	3,000.00	(1,114.50)
Groundskeeping	0.00	1,255.00	1,500.00	(245.00)
Dumpster/Garbage	0.00	852.21	1,200.00	(347.79)
Pest Control	40.00	655.00	820.00	(165.00)
Fire Inspections & Certificates	0.00	1,065.50	1,000.00	65.50
Library Elevator Inspections & Maintenance	0.00	1,769.87	500.00	1,269.87
Museum Elevator Inspections & Maintenance	0.00	2,221.63	3,000.00	(778.37)
Library Maintenance & Construction	221.43	58,055.03	2,000.00	56,055.03
Downey Building Maintenance & Construction	0.00	6,328.21	7,000.00	(671.79)
Union Hall Maintenance & Construction	0.00	6,562.92	7,000.00	(437.08)
Insurance	0.00	7,334.00	7,500.00	(166.00)
Construction Loan Repayment	0.00	13,900.00	13,900.00	0.00
Total Buildings & Grounds Expenditures	<u>379.93</u>	<u>101,884.87</u>	<u>48,420.00</u>	<u>53,464.87</u>
Equipment				
Computer & Software Purchase	0.00	252.05	1,000.00	(747.95)
Computer Maintenance	0.00	0.00	100.00	(100.00)
Other Equipment Purchase/Maintenance	0.00	153.72	500.00	(346.28)
Total Equipment Expenditures	<u>0.00</u>	<u>405.77</u>	<u>1,600.00</u>	<u>(1,194.23)</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 Ten Months Ended 04/30/20

	Current Month	Year-to-date	Annual Budget	Budget Variance
Utilities				
Library Gas & Electric	274.29	3,015.62	4,000.00	(984.38)
Museum Gas & Electric	193.67	2,243.24	2,600.00	(356.76)
Union Hall Gas & Electric	361.93	5,831.98	7,500.00	(1,668.02)
Union Hall Water	56.00	651.40	700.00	(48.60)
Library Telephone & Internet	245.38	2,492.68	2,700.00	(207.32)
Museum Telephone & Internet	128.75	1,205.52	1,600.00	(394.48)
Union Hall Internet	76.89	768.90	925.00	(156.10)
Real Estate Taxes	0.00	601.34	600.00	1.34
Total Utilities Expenditures	1,336.91	16,810.68	20,625.00	(3,814.32)
Fund Raising Events				
Fundraising Events	0.00	26.95	500.00	(473.05)
Total Fund Raising Events Expenditures	0.00	26.95	500.00	(473.05)
Materials				
Books/Audio Books	87.74	3,829.56	8,000.00	(4,170.44)
DVD's	0.00	484.11	1,000.00	(515.89)
Subscriptions & Publications	0.00	115.90	200.00	(84.10)
Museum Collections	0.00	0.00	750.00	(750.00)
Total Materials Expenditures	87.74	4,429.57	9,950.00	(5,520.43)
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	0.00	1,342.65	3,500.00	(2,157.35)
Total Marketing & Advertising Expenditures	0.00	2,221.51	4,280.00	(2,058.49)
Supplies				
Office Supplies	69.30	156.92	750.00	(593.08)
General Postage	0.00	356.25	400.00	(43.75)
Museum, Archival & Exhibit Supplies	36.89	234.78	500.00	(265.22)
Library Maintenance Supplies	0.00	53.71	150.00	(96.29)
Museum Maintenance Supplies	0.00	37.96	150.00	(112.04)
Arts & Craft Supplies	10.61	590.25	3,000.00	(2,409.75)
Decorations	0.00	0.00	150.00	(150.00)
Food & Refreshments/Hospitality	0.00	478.33	2,000.00	(1,521.67)
Prizes	0.00	228.98	500.00	(271.02)
Total Supplies Expenditures	116.80	2,137.18	7,600.00	(5,462.82)
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	0.00	1,171.21	2,500.00	(1,328.79)

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 Ten Months Ended 04/30/20

	Current Month	Year-to-date	Annual Budget	Budget Variance
Total Operating Expenditures	<u>7,116.89</u>	<u>201,888.92</u>	<u>192,075.00</u>	<u>9,813.92</u>
Change in Net Assets Before				
Other Financing Sources (Uses)	(6,511.81)	(17,428.16)	(10,249.00)	(7,179.16)
Other Financing Sources (Uses)				
Checking Account Carryover	0.00	0.00	0.00	0.00
Proceeds from Loan	<u>0.00</u>	<u>43,100.00</u>	<u>0.00</u>	<u>(43,100.00)</u>
Total Change in Net Assets	<u>\$ (6,511.81)</u>	25,671.84	<u>\$ (10,249.00)</u>	<u>\$ (50,279.16)</u>
Net Assets, Beginning of Year		<u>(135,662.26)</u>		
Net Assets, End of Year		<u>\$ (109,990.42)</u>		

ATLANTA PUBLIC LIBRARY FINANCE REPORT

5.21.20

Current Position and Projected Year-end

The District's current cash position is strong, and we are well resourced to begin the 2021 fiscal year on July 1, 2020. As of April 30, 2020, the District had \$62,798 in its checking account and \$10,964 in its savings account. In addition, the District has CDs worth \$15,704. Total cash-on-hand was \$89,466 on April 30. At year-end on June 30, we project having \$43,609 in the checking account, \$10,964 in savings, and \$15,704 in CDs. Total cash-on-hand on June 30 is projected to be \$70,277. Of course, there may always be unforeseen circumstances, and we will update these projections once we receive the May 31 report from our accountant. (NOTE: This report corrects a typographical error in our February report in which we reported \$25,000 in CDs.)

Liabilities

While we have a strong cash position, we also have an outstanding capital construction loan with the Atlanta National Bank for the previous renovation of the Library and the recent gutter replacement project. As previously reported, we were able to decrease the amount borrowed for the gutter project because of grants totaling \$13,500 we received for that project. The loan's outstanding principal is \$196,518.73, and we will have an annual payment of \$19,570.70 due on August 1. To date, we have easily built our loan payments into the annual budget without sacrificing programs and services, and we expect that practice to continue. At the same time, we continue to consider ways to pay down the principal more quickly through surpluses, grants and contributions. This remains one of our primary financial goals, and it will guide us in our planning for FY2021.

2021 Budget Considerations

We are working on the FY2021 budget now, and as we have done in the past, we will prepare a budget that can be supported through our available cash and reasonable projected income. There remain a number of external environmental questions surrounding our budget assumptions, but we expect those to become clearer over the next 2-3 weeks, and we will have a budget to present at our next meeting in June. The major things we are considering are:

Operating Costs. Most of our basic operating costs (utilities, cleaning, grounds keeping, copying, accounting fees, etc.) are fixed, and we have little to no control over these costs. At the same time, we will work to maintain expenses at current levels or reduce them; for example, if the Library is open on fewer days, we will be able to save on our utility expenses. Our goal in considering our expenses will be to ensure that as many resources as possible are available for books and other materials that serve our public.

Personnel Costs. Minimum wage will increase to \$11.00 an hour on July 1, an increase of \$1.00 per hour. As we continue through the state's recovery plan, we expect to have reduced hours at the Library for some period of time, and we are determining how that will affect our personnel expenses.

Building Costs. We have completed most of our major capital projects, so we should be able to reduce those expenses in the coming year's budget. However, we do have an issue with the roof at the Museum, and we do not yet know what the approach to or cost of repairs will be. In addition, our construction loan payment to the Atlanta National Bank will increase by \$5,671 this year, and we must provide for that in the budget.

Tax Revenue. During the current year, we received \$3,438 less in revenue than we were notified by the County Treasurer we would receive. To be conservative in the coming year, we will budget no more in tax revenue than we received this year. If we receive more, that will only be beneficial, but we don't recommend projecting an increase in tax revenue at this time. We are concerned that there may be delays in property tax payments and even defaults based on the current economic situation.

Fundraising Income. We will likely be budgeting for no fundraising event income during the coming year. If the time comes when we can begin public events again, we will add this to the budget. No project will be added that does not generate net positive revenue.

Rental Income. We will likely see decreases here, too. The Palms Grill, for example, may not be able to open soon, and their rent represents \$3,600 in annual income for the District. We also will be unable to rent the Union Hall event space anytime soon as well. The good news is that we have been assured by our other tenants that their rental income is solid.

Program Income and Expenses. Programs are generally a revenue center for us, as we generally cover 100 percent of our program costs through grants, fees, sponsorships, and contributions. Without in-person gatherings, a portion of this revenue will likely not be realized. The staff is now working on a program plan that will serve the community virtually until such time as groups can gather without physical distancing, and we hope to be able to continue our success in raising grant funds and sponsorships for these activities, but nothing is certain at this point. It is important to note that while income for programs will be lower, so will expenses, and we are working to determine what that balance will be. The good news that we received \$5,000 from the Illinois Prairie Community Foundation to cover program expenses in the coming year will make this planning somewhat easier.

In this context, we are also considering how we can allocate funds (including some of our savings, if possible) to pay down our construction loan at the Atlanta National Bank more aggressively, as well as how we can undertake a fundraising campaign to build up our fund at the Illinois Prairie Community Foundation in order to ensure that future projects will be sufficiently funded without jeopardizing programs and services.

LIBRARY REPORT 05.21.20 SPECIAL MEETING

Grants, Sponsorships & Contributions

We received \$600.00 from the Atlanta Betterment Fund to support our Family Play Day ON April 25. Due to the cancellation of that event, the Betterment Fund subsequently approved our request to use the funds to support our new cloud-based telephone system. We had also received a pledged sponsorship of \$250.00 from Mattingly Automotive for the Play Day. They will support this event once we reschedule it in the Fall or Spring.

In April, we also received confirmation from the Illinois Prairie Community Foundation of a \$5,000 grant to support our programming over the next year. This is the largest grant the Foundation awarded during this cycle and represents 100 percent of our request. We also applied for funding from Illinois Humanities for \$2,500 in emergency funding through their special initiative related to COVID-19. We did not receive funding in that round, but we have applied for funding in an expanded second round.

Programs

All programs from March 15, 2020 – September 1, 2020 have been canceled. We are currently evaluating ways to offer programs virtually.

COVID-19

Background and Current Situation

Governor Pritzker has divided Illinois into several regions and has identified five phases in the State's recovery plan; moving from one stage to the next is determined by several factors, including a region's testing results, hospitalization rates, deaths, etc.). We are in Region 3 (Central) of the State's phased re-opening plan, and the Region was recently approved to move into Phase 3 of that plan (Recovery). The earliest date a Region may enter Phase 3 is May 29, 2020. At that time, gatherings of up to 10 people would be allowed to gather provided that proper hygiene and physical distancing could be maintained. In Phase 4, gatherings of up to 50 people would be allowed—again with proper hygiene and physical distancing—and in Phase 5, there would be no restrictions. It is important to remember that moving to Phase 5 requires that a vaccine be available, so we do not predict reaching Phase 5 for quite some time.

The COVID-19 outbreak has affected libraries throughout the State. We have been closed since March 16. Nearby libraries (Minier, McLean, Tremont, Morton, Pekin, Waynesville, Farmer City, Lincoln, Ayer, Bloomington, Normal, and others) have also been closed since early or mid-March. At this time, both the ILA and RAILS remain closed, with employees working from home. System-wide electronic services are still available to patrons within the RAILS system, but basic local services, such as inter-library book loans, have been suspended. A small number of larger libraries began (or will soon begin) offering curbside service in May, and smaller libraries are also moving in that direction.

During the period we have been closed, staff have been working on site and at home, with no more than one person on Library premises at the same time. While we are disappointed that we cannot operate on our usual terms, this has been a productive period for us, as we have had time to work on collection and stack management, label replacement, and other similar tasks. In the meantime, we have been aggressively monitoring the experiences of other libraries in our region and around the State; participating in updates from the Illinois Library Association (ILA), RAILS and other sources; reviewing a growing aggregation of reports and updates; and discussing options with our attorneys. I have been meeting weekly via Zoom with directors of smaller RAILS libraries in our area, and the APLD staff met on May 7 to discuss necessary considerations for re-opening the Library. Also, on May 14, I participated in a meeting for Trustees hosted by RAILS, the ILA and the Illinois Heartland Library System.

We also have begun collecting the supplies and equipment that will be necessary for us to serve the public safely and to maintain the safety of our staff once we begin offering services again. These include hand sanitizer, sanitizing wipes, latex gloves, masks, paper towels, hand soap, etc. In addition, we have purchased Plexiglas to protect the wood circulation desk counter, as well as a Plexiglas sneeze guard for the circulation desk. We have also created a Zoom Pro account that will facilitate meetings and programs, and we have developed a set of protocols for materials management and curbside delivery based on safety recommendations from the ILA and the Illinois Association of Museums.

Recommendations

The unanimous recommendation of staff **at this time** is to implement our re-opening plan in accordance with the guidelines set by RAILS, the ILA, and the State of Illinois AND in coordination with other area libraries. We currently have three staff who work in the Library building. Two of them fall into the vulnerable categories or have close contact with people who do. Many of our patrons fall into that category as well.

Based on what we know today (and that can change as circumstances evolve), staff recommend that we move forward cautiously and conservatively as outlined below:

1. The Library remains closed to the public through **May 31**, with staff working their current schedule.
2. On **June 1**, the Library opens for **curbside service only** on *Mondays, Wednesdays and Fridays* from noon to 4:00PM; the Library offers **15-minute appointments** on *Tuesdays and Thursdays* from 4:00-6:00PM for any individual who needs to send a fax, make a copy or check email. Anyone coming into the Library for this purpose would be required to wear a mask and observe proper physical distancing and hygiene. There would be only one person per appointment and only one appointment during any 15-minute window. (NOTE: The final schedule would be worked out with staff, with the goal of providing public services for 15-18 hours per week.) Strict surface and equipment

cleaning practices, as well as recommended quarantine protocols for books, would be observed. Only staff would be allowed to send faxes or make copies for patrons.

3. On **July 1** (provided the criteria are met and RAILS is providing deliveries and pick-ups), the Library opens the building to the public **by appointment only as described above and for book check-outs and returns only**. Evening appointments continue on *Tuesdays and Thursdays* for those needing to check email, send a fax or make a copy. No children would be allowed in the building, and anyone entering the building would be required to wear a mask and follow proper hygiene practices as directed by staff. If someone does not have a mask, the Library would provide one. (NOTE: Depending on how the situation evolves with regard to safety and the overall experience in our Region, we could skip Step 3 of this plan and move directly to Step 4 on July 1. By the same token, if the situation worsens, we could return to Step 2.)
4. During the next stage (**date to be determined**), the Library opens to the public as above with strict requirements for physical distancing and hygiene (including wearing a mask). People needing to check email, send a fax or make a copy could do so at any time the Library is open. No more than four patrons would be allowed in the building at the same time until our Region reaches Phase 5 of the re-opening plan.
5. Until our Region reaches **Stage 5**, all programs would be conducted virtually; i.e. there would be no on-site programming until a vaccine for COVID-19 is developed and widely available. No groups of tourists would be admitted to the building until Phase 5. Should it be desirable and safe to do so, we may want to reconsider allowing some group programs in Step 4, provided we could maintain required physical distancing. The issue here is that many of our programs are “hands-on,” and some require close contact. It may be fundamentally safer and more efficient to invest in and concentrate on virtual programming instead of rushing to gather. This is not a decision that needs to be made now, and staff will remain in touch with the Board to evaluate how to proceed given all the information available to us.

Finally, we are completing a set of procedures that guide how we manage materials (significant quarantining of returned materials, for example, is required), how curbside service will be conducted, how surfaces will be cleaned and maintained, and what procedures patrons will be expected to follow once they allowed to enter the building, etc. We have much useful and thorough information from RAILS, the ILA and other libraries—as well as from medical personnel, the Health Department and the CDC—to help us ensure the safety of staff and patrons.

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	273	217	51				2,887
Renewals	45	39	25	65	35	38	38	43	46	1				423
Total Circulation	282	361	254	257	193	197	344	316	263	52				3,310
Adult Circulation	233	266	205	211	150	163	292	253	197	42				2,658
Juvenile Circulation	40	68	23	19	30	27	36	52	47	3				479
Young Adult	3	6	0	0	0	0	0	0	1	0				16
Non RSA Circ.	4	10	15	22	3	2	3	4	9	7				63
Other	2	11	11	5	10	5	13	7	9	0				94
DVD/Audio	62	58	28	29	24	34	85	71	23	14				713
COLLECTION														
Number of Items	10,772	10,642	10,372	10,386	10,389	10,446	10,522	10,555	10,604	10,634				10,736
Missing Items	60	66	79	83	64	62	72	104	86	82				59
Overdue Books	84	86	120	92	88	91	78	101	91	83				75
USERS														
New Users	6	3	3	1	3	2	8	6	4	0				77
Cards Renewed	5	7	7	2	2	1	8	2	1	0				47
Expired Users	1,005	1,010	1,029	1,031	1,038	1,039	1,037	1,042	1,054	1,063				995
Active Cards	424	422	405	404	400	401	411	412	404	395				428
Total Users	1,429	1,432	1,434	1,435	1,438	1,440	1,448	1,454	1,458	1,458				1,423
INTER-LIBRARY LOAN														
Loaned	84	89	88	63	62	54	81	81	41	3				813
Number of Libraries	45	40	44	37	36	33	44	47	28	3				
Borrowed	60	77	34	73	32	46	50	40	14	1				365
Number of Libraries	38	46	22	19	25	26	33	32	14	1				
LAPTOP USE														
Number of Uses	163	212	161	157	92	51	81	82	33	0				1,636
Number of People	50	76	54	52	44	26	42	33	24	0				
VISITORS														
Total Domestic	114	49	46	31	4	7	2	3	2	0				461
Number of States	12	10	14	10	2	4	1	3	1	0				
Total Foreign	6	8	21	11	2	0	0	0	0	0				79
Number of Countries	2	3	7	7	1	0	0	0	0	0				

MUSEUM REPORT 05.21.20 SPECIAL MEETING

Museum Collections Report

Total Collection: 3,563

of Items Inventoried this Month: 0

School Collection: 590

Military Collection: 128

Fair Collection: 219

Abraham Lincoln Collection: 40

Business Collection: 771

Civic, Municipal, Religious, Cultural Collection: 1794

Item(s) of Note: none

Reopening Recommendation

At the beginning of May the Illinois Association of Museums put out guidelines for museums to follow in the wake of reopening amidst the Covid-19 pandemic. Recommendations include decreased capacity, wearing of face masks, and enhanced cleaning protocols. While these recommendations could be implemented at our Museum, I want to prioritize the health and safety of myself and our volunteers. Our current core of museum volunteers fall into high-risk categories and with the high percentage of foreign and non-local visitors, I want to eliminate the chances of any of them contracting Covid-19. That being said, it is my recommendation the Atlanta Museum remain closed for the rest of 2020. I am willing to do limited tours by appointment and will continue to assist with research and genealogy requests.

Inventory Update

I have been working to finish the collection inventory and reorganization. Reorganizing the collection will establish easy-to-follow guidelines for integrating new items into the inventory and streamline planning of future exhibits by making artifacts easier to find.

Research Room

In an effort to better utilize our spaces, I would like to use the remaining small office space on the 2nd floor of Union Hall into a research and genealogy room. We lost this space last year when we redid the Atlanta Schools exhibit. Besides the Atlanta Argus, many of our resources remain non-digitized, including obituary and cemetery records, local family genealogies, and property archives. Setting up a space for these resources will help those who want to do their own research, and keep these records organized in a dedicated area. While these records are numerous, they can be easily relocated should someone want to rent the office space.

Storage Area

I am working with Jim to try and clear out the current "storage space" on the 2nd floor of Union Hall. This area became a sort of catch-all during all the rearranging we did last year and has started to look pretty messy.