

The September 15, 2016 meeting of the Trustees of the Atlanta Public Library District was called to order at 7:00 PM by President Randy Brooks. Other trustees present were Bill Thomas, Karen Horn, Cheryl Renfrow, Lori Cotton and Steve Dreyer. Also present were Directors Cathy Maciariello & Rachel Neisler, Jenni Kascel, circulation assistant and Larry Brandt.

There were no public comments.

After review of the August board minutes, a motion was made and seconded to accept the minutes as written. The motion carried.

Bill Thomas presented the treasurer's report showing an ending balance for August in the amount of \$71,300.83. The monthly disbursements were high due to payment of our construction loan for \$13,900 and the purchase of a \$10,000 CD. A new savings account has been established for the \$10,000 anonymous donation. \$2,500 will be used annually over a four year period to enhance the library's collection. A motion was made and seconded to accept the treasurer's report. A copy is included.

Cathy Maciariello reported for the library. A copy of the library statistical report is included. Lap top use has increased and expired users are being slowly eliminated. The IPLAR report has been done and submitted. The September "Blind date with a book" will end October 3rd with a party. The October program schedule will be sent out soon. The theme for October is Family Matters with several family type programs scheduled during the month. Several "Night at the Museum" programs have been scheduled also. Cathy reminded the board of our retreat scheduled for Friday, January 13 at 6:30 PM to Saturday, January 14 at 4:00 PM. This will be held at the Chiara Center in Springfield. The cost per person is \$112 and should be paid to the Library. Regarding the "Eureka Reading Program", Anne Hieronymus will be working on this Friday.

Rachel Neisler reported for the Museum. Visitor numbers are down. The museum will close the end of September. She is making progress on the Theatre exhibit with a small replica of the Palace marquee to be completed by the end of the month. She is getting a quote from an Iowa company to digitize the

The October 13, 2016 meeting of the Trustees of the Atlanta Public Library District was called to order at 7:00 PM by President Randy Brooks. Other trustees present were Cheryl Renfrow, Steve Dreyer, Sara Little, Lori Cotton, Karen Horn and Bill Thomas. Also present were Director Cathy Maciariello, Jenni Kascel, circulation assistant and Larry Brandt.

There were no public comments.

After review of the September board minutes, a motion was made and seconded to accept the minutes as written. The motion carried.

Cathy Maciariello reported for the library. The statistical report is included which shows the number of expired users decreasing as they are being deleted. The total number of items in the Atlanta collection is 9,733. She also presented a "building use" form for the library, museum, Palms Grill and Union Hall building with much discussion regarding suggested changes. A rental agreement will also need to be signed after approval of the building use form. Cathy is working on the rental agreement and should have it completed in a couple of weeks for board review. Cathy also presented a resolution regarding non-resident library card holders. After discussion it was decided to leave the fee at \$50. A motion was made and seconded to approve the Non-Resident Library Card resolution as written. The motion carried. A copy is included. A draft of a new resolution was presented by Cathy titled Local Expense Reimbursement Policy. Cathy reviewed this resolution with the board and will be voted upon at the November meeting. A copy is included. Cathy reported programs are going well. Blind Date with a Book was quite successful as well as the family counselor program. Family Feud game night has been cancelled due to lack of interest.

Bill Thomas presented the treasurer's report showing an ending balance for September of \$95,424.13. A tax check was received and we should be receiving the remaining tax money in November, about \$34,000. \$2,150 was paid out for sealing the front of the downey building. Beginning next year, the board would like to see the number of hours Peggy works at the museum. A motion was made and seconded to accept the treasurer's report. The motion carried. A copy is included.

ATLANTA PUBLIC LIBRARY DISTRICT

COMPLIANCE REPORT

REVIEW OF BOARD MINUTES FROM:

JULY 1, 2016 – JUNE 30, 2017

As required by ILCS 16/30-65 (c), we have examined the Secretary's minutes of the Atlanta Public Library District for the year July 1, 2016 – June 30, 2017 and have found no discrepancies. We therefore certify the accuracy and completeness of the Secretary's records.

We do, however, note that roll call votes have not typically been recorded, and we recommend that roll call votes be taken in the future in order to comply with the Library laws governing meetings. This process has already begun.

Respectfully submitted,

Steve Dreyer, Trustee

Lori Cotton, Trustee

ATLANTA PUBLIC LIBRARY DISTRICT

9/13/2016 11:48 AM

Register: ATLANTA NATIONAL BANK

From 08/01/2016 through 08/31/2016

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/25/2016	8903	BARNES & NOBLE...	609 BOOKS	inv 3301089	23.99	X		84,365.30
08/25/2016	8904	CIRBN, LLC	606 PHONE:606B INT...	inv 4910	76.89	X		84,288.41
08/25/2016	8905	Baker & Taylor	609 BOOKS	inv 2032212470	15.87	X		84,272.54
08/25/2016	8906	AMEREN ILLINOIS	605 GAS & ELECTRI...	acct 0671502172	500.78	X		83,771.76
08/25/2016	8907	AMEREN ILLINOIS	605 GAS & ELECTRI...	acct 9454908897	513.08	X		83,258.68
08/25/2016	8908	BARNES & NOBLE...	609 BOOKS	inv 3305512	805.35	X		82,453.33
08/25/2016	8909	SELECTIVE	170-658 INSURANCE...	acct 052-915-077	629.00	X		81,824.33
08/25/2016	8910	PEGGY PAYNE	627 BOOKKEEPING ...	August bookke...	300.00			81,524.33
08/25/2016	8911	TERMINIX INTER...	603 BLD EQUIPMNT...	acct 3142000	84.00	X		81,440.33
08/29/2016	Transfer	ATLANTA NATION...	651 CD Purchase	cd purchase	10,000.00	X		71,440.33
08/31/2016			541 INTEREST	Interest		X	7.48	71,447.81
08/31/2016	8912	Sam's Club	624 DUES & SUBSC...	Renewal	45.00			71,402.81
08/31/2016	8918	CENTER POINT LA...	609 BOOKS	inv 1400128	101.98			71,300.83

12:24 PM

01/11/17

Accrual Basis

ATLANTA PUBLIC LIBRARY DISTRICT
Profit & Loss Budget vs. Actual
July through December 2016

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
650 Union Hall Lease	6,000.00	12,000.00	-6,000.00	50.0%
651 CD Purchase	10,000.00			
LIBRARY PAYROLL				
125-65P GROSS PAY	22,500.08	57,900.00	-35,399.92	38.9%
125-66P Hourly Wages	5,535.80			
130-65P FED WITHHOLDING	0.00			
135-55P STATE WITHHOLDING	0.00			
140-54P FICA WITHHOLDING	0.00			
Total LIBRARY PAYROLL	28,035.88	57,900.00	-29,864.12	48.4%
Payroll Expenses	2,177.99			
Total Expense	108,133.04	177,655.00	-69,521.96	60.9%
Net Income	46,061.45	65.00	45,996.45	70,863.8%

ATLANTA PUBLIC LIBRARY DISTRICT

MONTHLY REPORT

FOR THE MONTH OF	August 2016
BEGINNING BALANCE	\$93814.95
TOTAL RECEIPTS	\$13864.04
TOTAL DISBURSEMENTS	\$36378.16
ENDING BALANCE	\$71300.83

Note: \$10000 was transferred to a cd.

\$13900 construction loan payment was made.

ADJUSTMENT TO PREVIOUS MONTH



ATLANTA PUBLIC LIBRARY DISTRICT

100 Race Street, P. O. Box 568, Atlanta, Illinois 61723

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www.atlantapld.org

Trustees

Randy L. Brooks,
President

Lori Cotton
Vice President

Karen Horn
Secretary

Steve Dreyer
Treasurer

Robert Letterly
Trustee

James Welch
Trustee

Directors

Catherine
MacIarlello
Library Director

Rachel Neisler
Museum Director

June 19, 2018

Edie Steinberg
Assistant Attorney General
Public Access Bureau
100 West Randolph Street
Chicago, IL 60601

Dear Ms. Steinberg:

I am responding to your letter of June 11, 2019, regarding a letter from [REDACTED] in which she asks for information reflecting the purchase of a \$10,000 CD by the Atlanta Public Library on August 29, 2016.

The minutes of the August meeting do indicate that a CD was purchased. We have spoken with the Secretary and Treasurer of the Board of Trustees, as well as our former bookkeeper, and have examined the bank records. The indication that a \$10,000 CD was purchased is a mistake in the minutes and on the Treasurer's Report, and that has been verified by both the Treasurer and Secretary of the Board. I am attaching a copy of the relevant bank statement which shows that instead, the \$10,000 was placed into a new savings account at the Atlanta National Bank. According to our bookkeeper at the time, there was no way to differentiate in QuickBooks between a CD purchase and a savings account deposit, and that explains how the confusion arose.

To verify this, I spoke with the bank, and they told me that there were five \$10,000 CDs purchased in 2016, and none of them belonged to the Atlanta Public Library.

I hope this clarifies the matter. We did not provide the information requested because it does not exist. No CD was purchased.

Sincerely,

Rachel Neisler, FOIA Officer

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 adults and children by expanding their horizons, meeting their learning needs, and enhancing their interests in meaningful and entertaining ways.