

POLO PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES REGULAR MEETING AGENDA

Meeting Room, 5:00 P.M. Tuesday, March 12, 2019

1. Call to Order
2. Changes or Additions to Agenda, Adoption of Agenda
3. Minutes of the February Regular Meeting\*
4. Treasurer's Reports
  - A. Review of Financial Reports for February\*
  - B. Approval of Expenditures for February\*
5. President's Comments: Foundation Meeting Monday, 4/22/19, 7:00 P.M.
6. Director's Report\*
7. Committee Reports – Director is a member of all committees.
  - A. Budget & Finance (Rowland-Chair, Baker, Monaco)
  - B. Building & Grounds (Schwartz-Chair, Baumann)
  - C. Policy & Personnel (Monaco-Chair, Tyrrell)
  - D. Strategic Plan (Sanders-Chair, Rowland)- report
8. **Public Comment:** Comments are to be limited to five minutes. Due to Open Meetings Act restrictions, actions may not be taken on items not already on the agenda, but action may be deferred to a later board meeting.
9. Unfinished Business
10. New Business
  - A. Statement of Economic Interests\* – due to County by 4/30
  - B. Intergovernmental Agreement with Polo Community School District\* - discussion
  - C. Per Capita Grant requirement – Review Chapter 3 "Personnel" of Serving Our Public\*
11. Adjournment – Next board meeting – April 9, 2019 at 5:00 P.M.

\*denotes supporting document

**POLO PUBLIC LIBRARY DISTRICT**

**Board of Trustees Minutes of February 12, 2019 Meeting**

1. Call to Order: President Monaco called the meeting to order at 5:05 P.M. Present: Vice President Schwartz, Trustee Sanders, Trustee Baker, Treasurer Rowland. Director Finfrock. Absent: Trustee Baumann, Secretary Tyrrell.
2. Changes or additions to minutes, Adoption of Agenda: No changes or additions, agenda adopted as presented.
3. Approval of Minutes: Minutes of the January 8, 2019 regular meeting approved.
4. Financial Reports and Approval of Expenditures: Financial Reports reviewed and placed on file for auditor. Expenditures for February, 2019 in the amount of \$3,404.56 approved for payment. (Rowland/Baker) (5 ayes, 0 nays, 2 absent)
5. Liaison's Comments: Foundation Meeting February 12, 2019, 7:00 P.M. All Trustees invited.
6. Director's Report: Attached
7. Committee Reports: Director is a member of all committees
  - A. Budget & Finance: (Rowland-Chair, Baker, Monaco) no report
  - B. Building & Grounds: (Schwartz-Chair, Baumann) no report
  - C. Policy & Personnel: (Monaco-Chair, Tyrrell) no report
  - D. Strategic Planning: (Sanders-Chair, Rowland) Committee members and Director Finfrock met on January 17. Report given.
8. Public Comment: none
9. Unfinished Business: none
10. New Business:
  - A. Collection Management Policy & Request for Reconsideration Form – reviewed 2/12/2019
  - B. Thayer Lighting Proposal/ComEd incentives – approved project cost of \$6,035.46 using Risk Management Funds. (Schwartz/Sanders) (5 ayes, 0 nays, 2 absent)
  - C. Annual Financial Report/Vote Form – reviewed/discussion and form signed.
  - D. Wellness challenge program FYI – consensus of trustees present was positive to offer a program to staff, board and possibly the public.
11. Adjournment: Motion made and seconded to adjourn the meeting at 6:05 P.M. Motion carried. (Rowland/Baker) Next board meeting – March 12, 2019 at 5:00 P.M.:

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Jon Schwartz, Acting Secretary

**POLO PUBLIC LIBRARY DISTRICT**  
**Balance Sheet**  
As of February 28, 2019

	<u>Feb 28, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Petty Cash	100.00
Checking First State Bank	50,441.29
<b>Money Market Account</b>	5,812.55
Blackhawk Area CU Savings	25.61
<b>Total Checking/Savings</b>	56,379.45
<b>Other Current Assets</b>	
Prepaid Expense	157.50
<b>Total Other Current Assets</b>	157.50
<b>Total Current Assets</b>	56,536.95
<b>Other Assets</b>	
CD - Building Addition/Zilgitt	36,551.98
CD - Building Maintenance	8,601.08
CD - RM/Self- Insurance	15,561.94
CD - Jones Trust	38,550.17
CD - Risk Management	76,432.61
CD - Special Reserve	5,052.07
<b>Total Other Assets</b>	180,749.85
<b>TOTAL ASSETS</b>	<b>237,286.80</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	2,293.32
<b>Total Accounts Payable</b>	2,293.32
<b>Credit Cards</b>	
Amazon Credit Card	-17.99
<b>Total Credit Cards</b>	-17.99
<b>Other Current Liabilities</b>	
Accrued Salaries & Wages	3,892.99
Accrued Vacation	1,407.69
IMRF Payable	862.99
<b>Total Other Current Liabilities</b>	6,163.67
<b>Total Current Liabilities</b>	8,439.00
<b>Total Liabilities</b>	8,439.00
<b>Equity</b>	
<b>Unrestricted Fund Balance</b>	
General Fund	-228,089.99
PPLD Foundation Fund	261,148.99
<b>Total Unrestricted Fund Balance</b>	33,059.00

## POLO PUBLIC LIBRARY DISTRICT

## Balance Sheet

As of February 28, 2019

	<u>Feb 28, 19</u>
<b>Restricted Fund Balance</b>	
Back 2 Books Grant Fund	-2,410.28
Building Addition/Zilgitt Fund	36,551.98
Building Maintenance Fund	4,975.31
IMRF Fund	4,035.93
Insurance Fund	25,643.00
Jones Trust Fund	44,361.91
Medicare Fund	902.89
Memorial Fund	1,021.57
Per Capita Grant Fund 2017	3,516.25
Replacement Tax Fund	3,150.99
Risk Management Fund	64,845.58
Social Security Fund	3,042.74
Special Reserve	5,052.07
Workers' Comp Fund	1,098.86
<b>Total Restricted Fund Balance</b>	<u>195,788.80</u>
Retained Earnings	-22,262.17
Net Income	22,262.17
<b>Total Equity</b>	<u>228,847.80</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>237,286.80</u></u>

## POLO PUBLIC LIBRARY DISTRICT

## Profit &amp; Loss

July 2018 through February 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	TOTAL
<b>Income</b>									
<b>Tax Levies</b>									
General Tax Receipts	37,631.54	1,841.91	20,459.95	1,445.52	1,430.52	0.00	0.00	0.00	62,809.44
Building Tax Receipts	5,049.53	247.16	2,745.38	193.96	191.95	0.00	0.00	0.00	8,427.98
IMRF Tax Receipts	5,097.46	249.51	2,771.45	195.81	193.76	0.00	0.00	0.00	8,507.99
Insurance Tax Receipts	8,096.88	396.30	2,016.82	0.00	0.00	0.00	0.00	0.00	10,510.00
Medicare Tax Receipts	800.34	39.18	435.15	0.00	30.43	0.00	0.00	0.00	1,305.10
Replacement Tax Receipts	479.59	0.00	21.23	0.00	0.00	0.00	202.31	0.00	703.13
Risk Management Tax Receipts	0.00	0.00	1,185.38	311.02	307.81	0.00	0.00	0.00	1,804.21
Social Security Tax Receipts	3,244.32	158.79	1,763.90	124.62	123.33	0.00	0.00	0.00	5,414.96
Workers' Comp Tax Receipts	0.00	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00	1,200.00
<b>Total Tax Levies</b>	<b>60,399.66</b>	<b>2,932.85</b>	<b>32,599.26</b>	<b>2,270.93</b>	<b>2,277.80</b>	<b>0.00</b>	<b>202.31</b>	<b>0.00</b>	<b>100,682.81</b>
<b>Contributions &amp; Gifts</b>									
Donations	5,230.00	0.00	126.95	112.85	0.00	0.00	62.40	0.00	5,532.20
Jones Trust Receipts	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00
PLPD Foundation Receipts	-1,647.16	3,583.33	3,583.33	3,583.33	3,583.33	3,583.33	3,583.33	3,583.33	23,436.15
<b>Total Contributions &amp; Gifts</b>	<b>3,582.84</b>	<b>3,583.33</b>	<b>3,710.28</b>	<b>23,696.18</b>	<b>3,583.33</b>	<b>3,583.33</b>	<b>3,645.73</b>	<b>3,583.33</b>	<b>48,968.35</b>
<b>Grants</b>									
Per Capita Grant Receipts	0.00	0.00	3,516.25	0.00	0.00	0.00	0.00	0.00	3,516.25
<b>Total Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>3,516.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,516.25</b>
<b>Operating Income</b>									
Books Sold	21.61	0.00	29.75	45.30	0.00	17.10	10.70	0.00	124.46
Copy Fees	108.10	0.00	139.05	93.23	0.00	60.85	100.10	0.00	501.33
Damaged/Lost Materials	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	35.00
Fax Fees	9.00	0.00	71.00	38.20	0.00	63.50	25.30	0.00	207.00
Late Fees	96.24	0.00	81.00	66.15	0.00	66.35	157.40	0.00	467.14
Miscellaneous Income	7.75	0.00	33.75	19.80	0.00	9.50	3.50	0.00	74.30
Nonresident Fees	25.00	0.00	930.00	0.00	0.00	0.00	115.00	0.00	1,070.00
<b>Total Operating Income</b>	<b>267.70</b>	<b>0.00</b>	<b>1,319.55</b>	<b>262.68</b>	<b>0.00</b>	<b>217.30</b>	<b>412.00</b>	<b>0.00</b>	<b>2,479.23</b>
<b>Interest Income</b>	<b>126.02</b>	<b>2.48</b>	<b>217.29</b>	<b>16.29</b>	<b>84.13</b>	<b>128.19</b>	<b>0.59</b>	<b>0.22</b>	<b>575.21</b>
<b>Total Income</b>	<b>64,376.22</b>	<b>6,518.66</b>	<b>41,362.63</b>	<b>26,246.08</b>	<b>5,945.26</b>	<b>3,928.82</b>	<b>4,260.63</b>	<b>3,583.55</b>	<b>156,221.85</b>
<b>Expense</b>									
<b>Personnel</b>									
Salaries & Wages	6,755.79	7,774.40	7,681.94	7,034.92	5,664.46	6,215.92	6,250.70	6,640.60	54,018.73
Paid Time Off	742.64	0.00	0.00	402.00	0.00	0.00	0.00	507.19	1,651.83
Bonuses	0.00	0.00	0.00	375.00	0.00	0.00	0.00	0.00	375.00
Social Security	464.89	482.02	476.27	461.10	351.20	385.38	387.54	443.17	3,451.57
Medicare	108.71	112.74	111.38	107.84	82.14	90.12	90.65	103.63	807.21
IMRF Contributions	684.96	729.29	718.64	683.12	484.64	484.64	408.26	347.81	4,541.36
Workers' Compensation	0.00	0.00	0.00	0.00	911.99	0.00	0.00	0.00	911.99
<b>Total Personnel</b>	<b>8,756.99</b>	<b>9,098.45</b>	<b>8,988.23</b>	<b>9,063.98</b>	<b>7,494.43</b>	<b>7,176.06</b>	<b>7,137.15</b>	<b>8,042.40</b>	<b>65,757.69</b>
<b>Circulation/Acquisitions</b>									
<b>Digital</b>									
Ebooks	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00
<b>Total Digital</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>Audio/Visual</b>									
Adult Audio/Visual	138.12	196.62	249.95	74.10	24.94	12.96	50.78	252.34	999.81
Children Audio/Visual	28.91	37.24	40.12	17.96	0.00	27.98	32.95	17.99	203.15
<b>Total Audio/Visual</b>	<b>167.03</b>	<b>233.86</b>	<b>290.07</b>	<b>92.06</b>	<b>24.94</b>	<b>40.94</b>	<b>83.73</b>	<b>270.33</b>	<b>1,202.96</b>
<b>Books</b>									
Adult Books	315.19	249.28	307.23	392.47	59.00	462.38	145.17	220.55	2,151.27
Children Books	0.00	0.00	0.00	2,483.36	451.03	232.13	-2,130.14	15.92	1,052.30
Large Print Books	166.19	192.67	120.70	0.00	0.00	0.00	39.75	0.00	519.31
<b>Total Books</b>	<b>481.38</b>	<b>441.95</b>	<b>427.93</b>	<b>2,875.83</b>	<b>510.03</b>	<b>694.51</b>	<b>-1,945.22</b>	<b>236.47</b>	<b>3,722.88</b>
<b>Periodicals</b>									
Adult Periodicals	39.00	0.00	0.00	59.00	0.00	0.00	51.99	124.83	274.82
<b>Total Periodicals</b>	<b>39.00</b>	<b>0.00</b>	<b>0.00</b>	<b>59.00</b>	<b>0.00</b>	<b>0.00</b>	<b>51.99</b>	<b>124.83</b>	<b>274.82</b>
<b>Total Circulation/Acquisitions</b>	<b>687.41</b>	<b>675.81</b>	<b>718.00</b>	<b>3,026.89</b>	<b>534.97</b>	<b>735.45</b>	<b>-809.50</b>	<b>631.63</b>	<b>6,200.66</b>
<b>Programs</b>									
Adult Programs	23.07	113.07	35.72	86.31	80.44	111.83	0.00	450.64	901.08
Children Programs	555.62	0.00	15.51	25.93	430.84	328.95	8.25	16.44	1,381.54
Young Adult Programs	25.00	50.00	0.00	79.52	10.95	0.00	0.00	0.00	165.47
<b>Total Programs</b>	<b>603.69</b>	<b>163.07</b>	<b>51.23</b>	<b>191.76</b>	<b>522.23</b>	<b>440.78</b>	<b>8.25</b>	<b>467.08</b>	<b>2,448.09</b>

## POLO PUBLIC LIBRARY DISTRICT

## Profit &amp; Loss

July 2018 through February 2019

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	TOTAL
<b>Technology Plan &amp; Services</b>									
Circulation System	1,271.16	0.00	1,271.17	0.00	0.00	0.00	1,289.87	0.00	3,832.20
Computer Accessories	0.00	0.00	0.00	274.89	0.00	0.00	0.00	0.00	274.89
Computer Purchases	0.00	0.00	0.00	1,454.80	0.00	0.00	0.00	0.00	1,454.80
Copier	155.73	155.73	325.40	155.73	155.73	155.73	155.73	155.73	1,415.51
eResources	445.00	75.00	20.00	0.00	0.00	0.00	0.00	50.00	590.00
Internet Service	165.00	0.00	300.00	165.00	0.00	0.00	165.00	0.00	795.00
Software Licensing	916.51	0.00	0.00	71.99	104.00	0.00	0.00	0.00	1,092.50
Technician	325.00	325.00	0.00	0.00	325.00	1,950.00	0.00	0.00	2,925.00
<b>Total Technology Plan &amp; Services</b>	<b>3,278.40</b>	<b>555.73</b>	<b>1,916.57</b>	<b>2,122.41</b>	<b>584.73</b>	<b>2,105.73</b>	<b>1,610.60</b>	<b>205.73</b>	<b>12,379.90</b>
<b>Grant Outlays</b>									
Back 2 Books Grant Outlays	0.00	0.00	1,644.42	0.00	0.00	0.00	2,410.28	0.00	4,054.70
Per Capita Grant Outlays	0.00	0.00	0.00	162.30	141.15	116.83	0.00	42.95	463.23
<b>Total Grant Outlays</b>	<b>0.00</b>	<b>0.00</b>	<b>1,644.42</b>	<b>162.30</b>	<b>141.15</b>	<b>116.83</b>	<b>2,410.28</b>	<b>42.95</b>	<b>4,517.93</b>
<b>Facilities &amp; Equipment</b>									
Building Purchases	0.00	304.17	0.00	0.00	0.00	0.00	0.00	0.00	304.17
Building Repairs & Maintenance	225.00	106.10	28.53	50.00	175.99	443.00	50.00	3,341.88	4,420.50
Building Supplies	15.94	13.34	18.67	4.25	85.58	19.25	7.50	0.00	164.53
Cleaning	0.00	10.95	0.00	7.50	0.00	457.95	0.00	55.72	532.12
Equipment Purchases	67.50	345.76	9.64	5,050.79	0.00	10.75	0.00	3.94	5,488.38
Equipment Repairs & Maintenance	228.75	1,665.00	0.00	350.00	0.00	0.00	0.00	0.00	2,243.75
Furniture	0.00	9.86	160.75	0.00	0.00	0.00	168.26	156.90	495.77
Lawn Care	229.00	0.00	546.00	0.00	228.00	285.00	0.00	0.00	1,288.00
Snow Removal	0.00	0.00	0.00	0.00	0.00	300.00	0.00	680.00	980.00
Utilities	242.02	492.16	434.98	419.38	349.38	395.42	510.98	564.33	3,408.65
<b>Total Facilities &amp; Equipment</b>	<b>1,008.21</b>	<b>2,947.34</b>	<b>1,198.57</b>	<b>5,881.92</b>	<b>838.95</b>	<b>1,911.37</b>	<b>736.74</b>	<b>4,802.77</b>	<b>19,325.87</b>
<b>Operations</b>									
Direct Deposit Fees	22.75	22.75	22.75	24.50	19.25	19.25	19.25	22.75	173.25
Education	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	20.00
Insurance	0.00	7,549.59	0.00	0.00	0.00	0.00	0.00	0.00	7,549.59
Legal & Accounting	85.75	115.00	95.00	190.00	100.00	60.00	245.00	210.00	1,100.75
Library supplies	945.50	24.80	10.50	23.90	32.95	0.00	109.15	114.33	1,261.13
Meetings & Travel	36.73	0.00	335.85	0.00	0.00	0.00	0.00	57.42	430.00
Memberships & Dues	315.00	0.00	18.70	0.00	0.00	0.00	500.00	0.00	833.70
Office Supplies	35.47	0.00	1.00	89.59	24.99	0.00	0.00	22.48	173.53
Postage	23.66	50.00	1.00	6.72	5.32	0.00	54.01	0.00	140.71
Publishing/Marketing	0.00	53.90	261.30	0.00	0.00	0.00	0.00	0.00	315.20
Telephone	121.11	120.65	122.65	122.66	125.17	125.17	125.18	126.46	989.05
<b>Total Operations</b>	<b>1,585.97</b>	<b>7,936.69</b>	<b>868.75</b>	<b>477.37</b>	<b>307.68</b>	<b>204.42</b>	<b>1,052.59</b>	<b>553.44</b>	<b>12,986.91</b>
<b>Capital Purchases</b>	<b>8,208.00</b>	<b>2,134.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,342.63</b>
<b>Total Expense</b>	<b>24,128.67</b>	<b>23,511.72</b>	<b>15,385.77</b>	<b>20,926.63</b>	<b>10,424.14</b>	<b>12,690.64</b>	<b>12,146.11</b>	<b>14,746.00</b>	<b>133,959.68</b>
<b>Net Income</b>	<b>40,247.55</b>	<b>-16,993.06</b>	<b>25,976.86</b>	<b>5,319.45</b>	<b>-4,478.88</b>	<b>-8,761.82</b>	<b>-7,885.48</b>	<b>-11,162.45</b>	<b>22,262.17</b>

**POLO PUBLIC LIBRARY DISTRICT**  
**Profit & Loss Budget vs. Actual**  
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>Tax Levies</b>				
General Tax Receipts	62,809.44	63,000.00	-190.56	99.7%
Building Tax Receipts	8,427.98	8,470.00	-42.02	99.5%
IMRF Tax Receipts	8,507.99	8,535.00	-27.01	99.7%
Insurance Tax Receipts	10,510.00	10,510.00	0.00	100.0%
Medicare Tax Receipts	1,305.10	1,340.00	-34.90	97.4%
Replacement Tax Receipts	703.13	1,200.00	-496.87	58.6%
Risk Management Tax Receipts	1,804.21	1,845.00	-40.79	97.8%
Social Security Tax Receipts	5,414.96	5,430.00	-15.04	99.7%
Workers' Comp Tax Receipts	1,200.00	1,200.00	0.00	100.0%
<b>Total Tax Levies</b>	<b>100,682.81</b>	<b>101,530.00</b>	<b>-847.19</b>	<b>99.2%</b>
<b>Contributions &amp; Gifts</b>				
Donations	5,532.20			
Jones Trust Receipts	20,000.00	20,000.00	0.00	100.0%
Memorials	0.00	1,000.00	-1,000.00	0.0%
PPLD Foundation Receipts	23,436.15	48,230.00	-24,793.85	48.6%
<b>Total Contributions &amp; Gifts</b>	<b>48,968.35</b>	<b>69,230.00</b>	<b>-20,261.65</b>	<b>70.7%</b>
<b>Grants</b>				
Back 2 Books Grant Receipts	0.00	4,050.00	-4,050.00	0.0%
Per Capita Grant Receipts	3,516.25	3,516.00	0.25	100.0%
<b>Total Grants</b>	<b>3,516.25</b>	<b>7,566.00</b>	<b>-4,049.75</b>	<b>46.5%</b>
<b>Operating Income</b>				
Books Sold	124.46	450.00	-325.54	27.7%
Copy Fees	501.33	975.00	-473.67	51.4%
Damaged/Lost Materials	35.00	100.00	-65.00	35.0%
Fax Fees	207.00	250.00	-43.00	82.8%
Late Fees	467.14	975.00	-507.86	47.9%
Miscellaneous Income	74.30	150.00	-75.70	49.5%
Nonresident Fees	1,070.00	450.00	620.00	237.8%
<b>Total Operating Income</b>	<b>2,479.23</b>	<b>3,350.00</b>	<b>-870.77</b>	<b>74.0%</b>
<b>Prior Year Fund Balance Forward</b>				
Building Maintenance	0.00	4,187.00	-4,187.00	0.0%
IMRF	0.00	69.00	-69.00	0.0%
Insurance	0.00	9,951.00	-9,951.00	0.0%
Jones Trust	0.00	14,842.00	-14,842.00	0.0%
Medicare	0.00	374.00	-374.00	0.0%
Social Security	0.00	1,079.00	-1,079.00	0.0%
Workers Comp	0.00	1,358.00	-1,358.00	0.0%
<b>Total Prior Year Fund Balance Forward</b>	<b>0.00</b>	<b>31,860.00</b>	<b>-31,860.00</b>	<b>0.0%</b>
<b>Interest Income</b>	<b>575.21</b>	<b>675.00</b>	<b>-99.79</b>	<b>85.2%</b>
<b>Total Income</b>	<b>156,221.85</b>	<b>214,211.00</b>	<b>-57,989.15</b>	<b>72.9%</b>
<b>Expense</b>				
<b>Personnel</b>				
Salaries & Wages	54,018.73	94,677.00	-40,658.27	57.1%
Paid Time Off	1,651.83			
Bonuses	375.00	200.00	175.00	187.5%
Social Security	3,451.57	5,430.00	-1,978.43	63.6%
Medicare	807.21	1,340.00	-532.79	60.2%
IMRF Contributions	4,541.36	8,535.00	-3,993.64	53.2%
Workers' Compensation	911.99	1,200.00	-288.01	76.0%
<b>Total Personnel</b>	<b>65,757.69</b>	<b>111,382.00</b>	<b>-45,624.31</b>	<b>59.0%</b>

**POLO PUBLIC LIBRARY DISTRICT**  
**Profit & Loss Budget vs. Actual**  
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
<b>Circulation/Acquisitions</b>				
<b>Digital</b>				
Ebooks	1,000.00	1,485.00	-485.00	67.3%
<b>Total Digital</b>	1,000.00	1,485.00	-485.00	67.3%
<b>Audio/Visual</b>				
Adult Audio/Visual	999.81	1,500.00	-500.19	66.7%
Children Audio/Visual	203.15	500.00	-296.85	40.6%
<b>Total Audio/Visual</b>	1,202.96	2,000.00	-797.04	60.1%
<b>Books</b>				
Adult Books	2,151.27	5,000.00	-2,848.73	43.0%
Children Books	1,052.30	2,000.00	-947.70	52.6%
Large Print Books	519.31	2,000.00	-1,480.69	26.0%
<b>Total Books</b>	3,722.88	9,000.00	-5,277.12	41.4%
<b>Periodicals</b>				
Adult Periodicals	274.82	400.00	-125.18	68.7%
<b>Total Periodicals</b>	274.82	400.00	-125.18	68.7%
<b>Microfilm</b>	0.00	48.00	-48.00	0.0%
<b>Total Circulation/Acquisitions</b>	6,200.66	12,933.00	-6,732.34	47.9%
<b>Programs</b>				
Adult Programs	901.08	2,500.00	-1,598.92	36.0%
Children Programs	1,381.54	3,000.00	-1,618.46	46.1%
Young Adult Programs	165.47	2,000.00	-1,834.53	8.3%
<b>Total Programs</b>	2,448.09	7,500.00	-5,051.91	32.6%
<b>Technology Plan &amp; Services</b>				
Circulation System	3,832.20	5,160.00	-1,327.80	74.3%
Computer Accessories	274.89	1,000.00	-725.11	27.5%
Computer Purchases	1,454.80	3,000.00	-1,545.20	48.5%
Copier	1,415.51	1,800.00	-384.49	78.6%
eResources	590.00	1,000.00	-410.00	59.0%
Internet Service	795.00	1,035.00	-240.00	76.8%
Software Licensing	1,092.50	1,300.00	-207.50	84.0%
Technician	2,925.00	4,000.00	-1,075.00	73.1%
<b>Total Technology Plan &amp; Services</b>	12,379.90	18,295.00	-5,915.10	67.7%
<b>Grant Outlays</b>				
Back 2 Books Grant Outlays	4,054.70	4,050.00	4.70	100.1%
Per Capita Grant Outlays	463.23	3,516.00	-3,052.77	13.2%
<b>Total Grant Outlays</b>	4,517.93	7,566.00	-3,048.07	59.7%
<b>Facilities &amp; Equipment</b>				
Building Purchases	304.17	21,650.00	-21,345.83	1.4%
Building Repairs & Maintenance	4,420.50	2,000.00	2,420.50	221.0%
Building Supplies	164.53	500.00	-335.47	32.9%
Cleaning	532.12	500.00	32.12	106.4%
Equipment Purchases	5,488.38	650.00	4,838.38	844.4%
Equipment Repairs & Maintenance	2,243.75	1,000.00	1,243.75	224.4%
Furniture	495.77	1,000.00	-504.23	49.6%
Lawn Care	1,288.00	4,500.00	-3,212.00	28.6%
Snow Removal	980.00	1,200.00	-220.00	81.7%
Utilities	3,408.65	6,000.00	-2,591.35	56.8%
<b>Total Facilities &amp; Equipment</b>	19,325.87	39,000.00	-19,674.13	49.6%



**POLO PUBLIC LIBRARY DISTRICT**  
**Profit & Loss Budget vs. Actual**  
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
<b>Operations</b>				
Direct Deposit Fees	173.25	310.00	-136.75	55.9%
Education	20.00	2,000.00	-1,980.00	1.0%
Insurance	7,549.59	7,475.00	74.59	101.0%
Legal & Accounting	1,100.75	2,000.00	-899.25	55.0%
Library supplies	1,261.13	550.00	711.13	229.3%
Meetings & Travel	430.00	1,500.00	-1,070.00	28.7%
Memberships & Dues	833.70	1,000.00	-166.30	83.4%
Office Supplies	173.53	400.00	-226.47	43.4%
Postage	140.71	150.00	-9.29	93.8%
Publishing/Marketing	315.20	900.00	-584.80	35.0%
Telephone	989.05	1,250.00	-260.95	79.1%
<b>Total Operations</b>	12,986.91	17,535.00	-4,548.09	74.1%
<b>Capital Purchases</b>	10,342.63			
<b>Total Expense</b>	133,959.68	214,211.00	-80,251.32	62.5%
<b>Net Income</b>	<u>22,262.17</u>	<u>0.00</u>	<u>22,262.17</u>	<u>100.0%</u>

**POLO PUBLIC LIBRARY DISTRICT**  
**Unpaid Bills Detail**  
 As of February 28, 2019

Type	Date	Memo	Due Date	Open Balance
<b>BETTY HOOK</b>				
Bill	02/28/19	Program supplies	03/10/19	40.00
Total BETTY HOOK				40.00
<b>CHASE</b>				
Bill	02/28/19	Chase Credit Card 1/26/19-2/25/19	03/10/19	1,383.53
Total CHASE				1,383.53
<b>CITY OF POLO/EFT</b>				
Bill	02/28/19	Water/sewer/garbage	03/10/19	54.25
Total CITY OF POLO/EFT				54.25
<b>ED OLSEN</b>				
Bill	02/28/19	Supplies for "NEW BOOK" shelves	03/10/19	42.95
Total ED OLSEN				42.95
<b>ELLEN E. FINFROCK</b>				
Bill	02/28/19	Polo Bucks - Christmas gift	03/10/19	25.00
Total ELLEN E. FINFROCK				25.00
<b>L.A. HOPKINS, INC.</b>				
Bill	02/28/19	Inv # 5712	03/10/19	210.00
Total L.A. HOPKINS, INC.				210.00
<b>LAURA F. KEYES</b>				
Bill	02/28/19	Apr program Elizabeth Cady Stanton	03/10/19	258.00
Total LAURA F. KEYES				258.00
<b>LEAF/EFT</b>				
Bill	02/10/19	Copier lease payment	02/20/19	155.73
Total LEAF/EFT				155.73
<b>PHYLLIS HOUCK</b>				
Bill	02/28/19	Mileage & supplies	03/10/19	73.86
Total PHYLLIS HOUCK				73.86
<b>RAILS</b>				
Bill	02/28/19	Find More Illinois	03/10/19	50.00
Total RAILS				50.00
<b>TOTAL</b>				<b>2,293.32</b>

POLO PUBLIC LIBRARY DISTRICT  
Amazon Credit Card Detail

February 1-28, 2019

Date	Name	Memo	Class	Amount
02/07/2019	AMAZON	Return credit	General Fund	-17.99
02/18/2019	AMAZON	Fiskars blades	General Fund	2.54
02/20/2019	DEMCO, INC.	2 puppets	General Fund	3.94
02/13/2019	DOLLAR GENERAL	Disinfecting wipes	RM Fund	6.00
02/01/2019	POLO FRESH MARKET	Program supplies	General Fund	11.67
02/18/2019	AMAZON	Dusters	General Fund	11.99
02/13/2019	SULLIVAN'S FOODS	Cookies for program	General Fund	13.93
02/18/2019	AMAZON	DVD	General Fund	14.96
02/12/2019	AMAZON	DVD	General Fund	14.99
02/13/2019	DOLLAR GENERAL	Coffee	General Fund	15.90
02/19/2019	AMAZON	Books	General Fund	15.92
02/21/2019	BAKER & TAYLOR	Books	General Fund	17.23
02/12/2019	AMAZON	DVD	General Fund	17.99
02/18/2019	AMAZON	DVD	General Fund	17.99
02/18/2019	AMAZON	Colored copy paper, double sided tape	General Fund	22.48
02/21/2019	DOLLAR GENERAL	Program supplies	General Fund	28.20
02/12/2019	AMAZON	DVD	General Fund	31.41
02/01/2019	AMAZON	Books	General Fund	35.66
02/18/2019	AMAZON	Disinfecting wipes	RM Fund	37.73
02/02/2019	BAKER & TAYLOR	Books	General Fund	47.39
02/21/2019	DIPPY'S	Strategic Plan Focus Group Meeting	General Fund	82.94
02/21/2019	BAKER & TAYLOR	Books	General Fund	95.27
02/20/2019	DEMCO, INC.	Easels, book supports, ink, processing supplies	General Fund	111.79
02/22/2019	SBM	File Cabinet	General Fund	115.29
02/20/2019	MAGAZINES.COM	Nat Geo, MW Living, Catster, Con Rep, Real Simple	General Fund	124.83
02/11/2019	FRONTIER	Telephone & Fax service	General Fund	126.46
02/19/2019	NICOR GAS	Utility-gas charges 11/30/18-12/31/18	BM Fund	186.04
02/20/2019	AMAZON	Children's books	General Fund	190.98
Total				<u><u>1,383.53</u></u>

**Attendance:** Four adult programs – 61 in attendance; no children's program, book subscription boxes - 7. Total program attendance: 68. Foot traffic – 737. The building was used twice with 8 people involved. The Library was closed for one holiday and closed @4:00 pm once due to weather.

**Circulation statistics:** Report follows. We added 2 patrons in February.

**Programs:** I have booked four lecture type programs for the coming months:

2/13 Quilts & the Underground Railroad, Polo Historical Meeting @ the Library – 33 attended and stayed to visit for about 45 minutes after the program.

3/7 Freewheeling in Ireland (John Lynn) – 16 are registered for this program. Dawn made reminder calls today.

4/11 JFK & RFK Conspiracy Theories (Rob Urish, Steve Erickson, Jim Bryant)

5/9 Laura Keyes as Elizabeth Cady Stanton

The Teen After Hours program scheduled for 2/8 has been rescheduled to 3/15. With Dawn's help I will soon begin to plan music programs for June – September. I'm also considering an antique appraisal program for next fall. The Chamber of Commerce would like to partner on a Christmas Walk this year.

Also, on the programming to do list: reinstate StoryTime during our Summer Reading Program, plan a community-wide wellness program to start in June and to begin publishing a quarterly newsletter that will be emailed, limited hard copies made available here and in some community spaces.

**Public relations, advocacy, and marketing:** In January articles appeared in the Ogle County Life four times/two photos; in the Tri County Press four times/two photos. We have 523 Likes on Facebook. Our website had 1,029 visits. I updated our program planning document and posted this month's program on three radio stations: WNIJ (Dekalb), WIXN (Dixon) and WLLT (Polo).

**Staff:** Phyllis attended Cataloging Class on 2/11 and plans to take the Barcode Test as soon as she is able to get it scheduled. She will take over cataloging all items for children and young adults. She started ordering materials for those areas this month.

**CIRCULATION STATISTICS FOR FISCAL YEAR 2018/2019**

Month	Adult	Children	Omni Digital (ebooks & audiobooks)	Axis 360 Digital (ebooks & audiobooks)	Month Total	Computer- Included in Adult + Child Total	ILL-Borrowed	ILL-Lent	Patrons Added	Website Visits	Foot Traffic
July	1,274	319	126	18	1,737	293	208	172	71	991	1,179
Aug	1,268	325	117	12	1,722	251	195	187	347	822	1,143
Sept	1,025	669	110	17	1,821	426	152	155	22	1,011	1,096
Oct	1,240	717	247	16	2,220	421	193	161	12	1,372	1,339
Nov	1,020	349	176	15	1,560	242	166	171	10	910	895
Dec	843	417	178	98	1,536	254	28	44	5	682	884
Jan	1,060	205	189	138	1,592	133	234	177	4	899	756
Feb	1,032	184	180	40	1,436	124	198	184	2	1,029	737
Mar											
Apr											
May											
June											
YTD Totals	8,762	3,185	1,323	354	13,624	2,144	1,374	1,251	473	7,716	8,029
last ytd	9,342	2,282	672	211	12,507	2,073	1,163	1,279	66	5,325	7,335

## INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

THIS AGREEMENT made and entered into this 30 day of May, 2018,

by and between Polo Community Unit School District #222 of Ogle County, Illinois, a body politic, hereinafter referred to as the "SCHOOL DISTRICT", and the Polo Public Library District, a body politic, hereinafter referred to as the "LIBRARY DISTRICT".

### WITNESSETH:

**WHEREAS**, the LIBRARY DISTRICT listed above is a library district established pursuant to the Library District Act of 1991, 75 ILCS 16/1-1 et seq., and is hereby contracting with an Illinois public entity established pursuant to state statute; and

**WHEREAS**, pursuant to Article VII, Sec.10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/1 et seq., and pursuant to the Illinois Compiled Statutes pertaining to libraries, specifically, 75 ILCS 16/30-55.40 for public library districts, the Governing Body of the said entity is empowered and authorized to enter into intergovernmental contracts and agreements for library services with other entities in order to contract for library services outside the political boundaries of said LIBRARY; and

**WHEREAS**, the LIBRARY DISTRICT is willing to cooperate with the SCHOOL DISTRICT to furnish economical, efficient, and comprehensive library services for the residents of the SCHOOL DISTRICT as described herein.

**NOW, THEREFORE**, in consideration of the mutual undertaking and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

#### 1. Library Services

The LIBRARY DISTRICT agrees to provide library services using its facilities, equipment, and materials at the Library to all students enrolled in the SCHOOL DISTRICT pursuant to the Library's usual policies and practices. The LIBRARY DISTRICT also agrees to make such facilities, equipment, and materials available to the SCHOOL DISTRICT pursuant to the terms and conditions of this Intergovernmental Agreement and as may otherwise be mutually agreed upon between the LIBRARY DISTRICT and the SCHOOL DISTRICT and which is reduced to writing and incorporated as an amendment to this Intergovernmental Agreement.

**2. Maintenance; Closing**

The LIBRARY DISTRICT reserves the right to close the Library for necessary maintenance by notifying the SCHOOL DISTRICT of such closing as far in advance as practical. The LIBRARY DISTRICT shall not be liable to the SCHOOL DISTRICT for the loss of use of the Library or to provide an alternate facility. The SCHOOL DISTRICT shall notify the LIBRARY DISTRICT no less than twenty-one (21) days before any event for which the SCHOOL DISTRICT may seek use of LIBRARY DISTRICT rooms or facilities including the date, time, subject, number of expected attendees, equipment needed, and other additional information as requested by the LIBRARY DISTRICT.

The LIBRARY DISTRICT shall consider such requests pursuant to its regular policies/procedures regarding building use by outside groups subject to any limitations set forth herein or in any amendment hereto.

**3. Hours of Operation**

The LIBRARY DISTRICT shall provide Library service to the SCHOOL DISTRICT during the regular LIBRARY DISTRICT hours. The LIBRARY DISTRICT may also schedule hours of operation during non-regular hours at its discretion or limit the days and/or hour of use by the SCHOOL DISTRICT.

The Library Director shall have the responsibility of establishing and implementing all Library scheduling for the SCHOOL DISTRICT including community activities, school classes, and all meetings in order to insure use of the Library is consistent with this Intergovernmental Agreement.

**4. Title to Property**

The LIBRARY DISTRICT shall retain title to all the personal property it owned prior to the effective date of this Intergovernmental Agreement, including but not limited to books, periodicals, furnishings, and equipment ("Property"), and to Property it purchases with its own funds after the effective date of this Intergovernmental Agreement.

**5. Library Users**

All holders of a valid system Library card granted under this Agreement shall be allowed to use the Library during regular operating hours.

The LIBRARY DISTRICT reserves the right to remove any group- or individual from the Library if that group or individual violate any LIBRARY DISTRICT policy or practice, becomes disruptive to the educational process or in any manner poses a danger or disruption to him/herself, other patrons, students, property, or staff. Provided, however, that if the individual or group to be removed is under the jurisdiction or custody of the SCHOOL DISTRICT, the removal decision shall be communicated to any supervisory personnel of the SCHOOL DISTRICT then present at the LIBRARY DISTRICT.

6. **Insurance**

The LIBRARY DISTRICT will provide appropriate property damage insurance for its Property. The SCHOOL DISTRICT agrees to purchase property, auto, workers' compensation and general public liability insurance, including civil rights coverage, with limits equal to or greater than those of the LIBRARY DISTRICT'S policy respective coverage limits. The SCHOOL DISTRICT'S insurance policies shall list the LIBRARY DISTRICT as an "additional insured" on its general liability policy and provide the LIBRARY DISTRICT with a copy of its certificate of liability insurance.

7. **Financial**

The LIBRARY DISTRICT reserves the right to reduce any or all general Library services at the Library during the term of this Intergovernmental Agreement. The parties agree that in respect to any loss or damage to library materials provided under this agreement, the LIBRARY DISTRICT will first pursue the card holder under its general circulation policies and practices for recovery. However, as required by state statute for agreements of this type, the SCHOOL DISTRICT agrees to assume financial responsibility for the loss of or damage to any library materials provided to non-residents under this agreement, in the event they cannot be recovered from the card holder.

The SCHOOL DISTRICT agrees to provide the following services:

- to allow the LIBRARY DISTRICT the use of special equipment (laminating machine, 3D printer, or other STEAM related equipment)
- to allow the LIBRARY DISTRICT the use of space for programs and meetings
- and to provide transportation for LIBRARY DISTRICT field trips

These services provided to the LIBRARY DISTRICT by the SCHOOL DISTRICT shall satisfy the equity of cost of services to non-residents expressed in the Library District Act of 1991.



**8. Amendments to the Intergovernmental Agreement**

This Intergovernmental Agreement may be amended by mutual consent, providing that the party desiring the amendment shall give the other party written notice of such proposed amendment. This Intergovernmental Agreement may only be amended in writing and after formal approval at a public meeting has been given by both Party's Boards and signed by authorized representatives of each Board. Any amendment to this Intergovernmental Agreement must be reduced to writing, signed by authorized representatives of each Board, and attached to this Intergovernmental Agreement.

**9. Term and Renewal of Intergovernmental Agreement**

This Intergovernmental Agreement shall be in full force and effect from 5/30/18 the date the last of the two below-named parties first approved this Intergovernmental Agreement ("Effective Date") and shall continue for the period of 1 year ("Term") and terminated upon 5/30/19 unless terminated earlier pursuant to the terms of this Paragraph 9.

Either undersigned party may terminate this Intergovernmental Agreement during the Term without cause provided written notice has been given to the other undersigned party, at least ninety (90) days prior to the effective date of the termination. Any such notice must be by U.S. Postal Service first-class mail, postage paid return receipt requested, addressed to the President of the Board of Trustees at their official address.

Either the LIBRARY DISTRICT or the SCHOOL DISTRICT may terminate this Intergovernmental Agreement during its Term for cause, which shall include any material breach of this Intergovernmental Agreement by the other party. Before either party may terminate this Intergovernmental Agreement for cause, it must first give the other party notice of the breach and thirty (30) days to cure the breach. The LIBRARY DISTRICT shall have the right to terminate this Agreement for cause if the non-residents of the SCHOOL DISTRICT no longer use the Library.

**10. Savings Clause**

It is mutually understood and agreed that all agreements and covenants herein, including all addenda, are severable and that in the event any of them shall be held invalid by a court of competent jurisdiction, this Intergovernmental Agreement shall be interpreted as if such invalid agreement, covenant, or addendum were not contained herein.

**11. Publicity**

- A. The SCHOOL DISTRICT shall review all materials distributed through the entity, excluding the Library itself, that have been prepared by the LIBRARY DISTRICT to determine if they are consistent with the terms and conditions of this Intergovernmental Agreement. The LIBRARY DISTRICT shall provide all such materials to the SCHOOL DISTRICT's Chief Executive Officer or his/her designee for review. If the materials have not been reviewed by the SCHOOL DISTRICT within five (5) days after its receipt from the LIBRARY DISTRICT, then the LIBRARY DISTRICT may proceed with their publication without the SCHOOL DISTRICT's review.
  
- B. The LIBRARY DISTRICT shall review all materials distributed through the SCHOOL DISTRICT, excluding the Library itself, that have been prepared by the SCHOOL DISTRICT to determine if they are consistent with the terms and conditions of this Intergovernmental Agreement and the policies and procedures of the LIBRARY DISTRICT. The SCHOOL DISTRICT shall provide all such materials to the LIBRARY's Director or his/her designee for review. If the materials have not been reviewed by the LIBRARY DISTRICT within five (5) days after its receipt from the SCHOOL DISTRICT, then the SCHOOL DISTRICT may proceed with their publication without the LIBRARY DISTRICT's review.

**12. Notice**

Any notice required to be given under this Agreement shall be sufficient if it is in writing and sent by mail, to the LIBRARY DISTRICT Board of Trustees at 302 South Mason Street, Polo IL 61064 and the SCHOOL DISTRICT's address at 100 Union Avenue, Polo IL 61064.

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their respective Presidents and Secretaries pursuant to Resolutions duly adopted by the Boards of the LIBRARY DISTRICT and the SCHOOL DISTRICT as of the day and year first above written.

For: POLO PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

BY: Maria Monaco, President

For: POLO COMMUNITY SCHOOL DISTRICT BOARD OF TRUSTEES

BY: Cheryl Webster, President

ATTEST:

BY: Kathy Tyrrell  
Library Board Secretary

DATE: 5/8/2018

ATTEST:

BY: Christina Kinton  
School Board Secretary

DATE: 5/30/18

## Chapter 3 [Personnel]

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A good public library has at its heart qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public library has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

**APPLICABLE CORE STANDARDS** – Please see Core Standards 1, 4, 5, 6, 8, 13, 16, and 20 in Chapter 1.

### PERSONNEL STANDARDS

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. (See Appendix J)
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service vs. assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix K)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the *Americans with Disabilities Act*.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operation budget. Salaries plus fringe benefits (FICA, pension such as IMRF, and health insurance) account for up to 70 percent. The library compensates qualified entry-level librarians with a salary that meets the current recommendations of the Illinois Library Association or at the same rate received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.  
**Example:** In 2012–13, the median salary of an entry-level public school teacher with a master's degree was \$40,160. Divide this amount by 10 and multiply the result by 12.  $\$40,160/10 = \$4,016 \times 12 = \$48,192$ . (The figures are from the *Illinois Teacher Salary Study*, conducted annually by the Illinois State Board of Education, Data Analysis and Accountability Division; [www.isbe.state.il.us/research/htmls/teacher\\_salary.htm](http://www.isbe.state.il.us/research/htmls/teacher_salary.htm))  
The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
9. The library provides funding to train staff in the use and maintenance of new technology and equipment.
10. The library provides access to library journals and other professional literature for the staff.

## Chapter 3 [Personnel]

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### PERSONNEL CHECKLIST

- Library has a board-approved personnel policy.
- Library has staffing levels that are sufficient to carry out the library's mission.
- Library has a long-range/strategic plan.
- Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- Library's hiring practices are in compliance with EEOC guidelines and the *Americans with Disabilities Act*.
- Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- Library gives each new employee a thorough orientation.
- Library evaluates staff annually.
- Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- Library provides staff access to library literature and other professional development materials.
- Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- The library complies with state and federal laws that affect library operations.

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### WEBSITES

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[www.wikis.ala.org/professionaltips](http://www.wikis.ala.org/professionaltips)  
[www.ala-apa.org/](http://www.ala-apa.org/)