

POLO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING AGENDA
Meeting Room, 5:00 P.M. Tuesday, April 9, 2019

1. Call to Order
2. Changes or Additions to Agenda, Adoption of Agenda
3. Minutes of the March Regular Meeting*
4. Treasurer's Reports
 - A. Review of Financial Reports for March*
 - B. Approval of Expenditures for March*
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
 - A. intergovernmental Agreement with Polo Community School District* - tabled
10. New Business
 - A. Pavilion electrical/lighting proposals* vote
 - B. Holiday Closing Resolution #2019* vote
 - C. Non Resident Fee Ordinance #18-07* (effective 7/1/19) vote
 - D. Non Resident Family Card Fee (effective 7/1/19) vote
 - E. Quarterly Investment report* informational
 - F. Bylaws* review/possible revisions
 - G. Per Capita Grant requirement – review Chapters 11-appendices of Trustee Facts File Third Edition.
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>
11. Adjournment – Next board meeting – May 14, 2019 at 5:00 P.M.

*denotes supporting document

POLO PUBLIC LIBRARY DISTRICT

Board of Trustees Minutes of March 12, 2019 Meeting

1. Call to Order: President Monaco called the meeting to order at 5:03 P.M. Present: Trustee Sanders, Trustee Baker, Trustee Baumann, Treasurer Rowland, Secretary Tyrrell. Absent: Vice President Schwartz, Director Finfrock.
2. Changes or additions to minutes, Adoption of Agenda: No changes or additions, agenda adopted as presented.
3. Approval of Minutes: Minutes of the February 12, 2019 regular meeting approved. (Rowland/Baker)
4. Financial Reports and Approval of Expenditures: Financial Reports reviewed and placed on file for auditor. Expenditures for February, 2019 in the amount of \$2,293.32 approved for payment. (Baker/Tyrrell) (6 ayes, 0 nays, 1 absent)
5. Liaison's Comments: Foundation Meeting April 22, 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)
8. Public Comment: none
9. Unfinished Business: none
10. New Business:
 - A. Statement of Economic Interests: All Trustees signed and dated and returned to Director Finfrock, with the exception of Vice President Schwartz.
 - B. Intergovernmental Agreement with Polo Community School District: Discussed the option of extending the 1 year agreement. Tabled until April Board meeting.
 - C. Per Capita Grant requirement: Reviewed and discussed the necessity of an "automatic push door", for easier access, to the East side entrance of Library.
11. Adjournment: Motion made and seconded to adjourn the meeting at 5:29 P.M. Motion carried. (Tyrrell/Rowland) Next board meeting – April 9, 2019 at 5:00 P.M.

Jon Schwartz, Acting Secretary

POLO PUBLIC LIBRARY DISTRICT

04/05/19

Balance Sheet

Accrual Basis

As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	100.00
Checking First State Bank	43,546.92
Money Market Account	5,812.80
Blackhawk Area CU Savings	25.76
Total Checking/Savings	49,485.48
Other Current Assets	
Prepaid Expense	157.50
Total Other Current Assets	157.50
Total Current Assets	49,642.98
Other Assets	
CD - Building Addition/Zilgitt	36,642.72
CD - Building Maintenance	8,606.33
CD - RM/Self- Insurance	15,561.94
CD - Jones Trust	38,557.77
CD - Risk Management	76,522.04
CD - Special Reserve	5,052.07
Total Other Assets	180,942.87
TOTAL ASSETS	230,585.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,197.04
Total Accounts Payable	2,197.04
Credit Cards	
Amazon Credit Card	1,361.64
Total Credit Cards	1,361.64
Other Current Liabilities	
Accrued Salaries & Wages	3,892.99
Accrued Vacation	1,407.69
IMRF Payable	955.31
Total Other Current Liabilities	6,255.99
Total Current Liabilities	9,814.67
Total Liabilities	9,814.67
Equity	
Unrestricted Fund Balance	
General Fund	-237,420.04
PPLD Foundation Fund	264,732.32
Total Unrestricted Fund Balance	27,312.28

POLO PUBLIC LIBRARY DISTRICT

04/05/19

Balance Sheet

Accrual Basis

As of March 31, 2019

	<u>Mar 31, 19</u>
Restricted Fund Balance	
Back 2 Books Grant Fund	-2,410.28
Building Addition/Zilgitt Fund	36,642.72
Building Maintenance Fund	4,139.52
IMRF Fund	3,519.42
Insurance Fund	25,643.00
Jones Trust Fund	44,369.51
Medicare Fund	802.17
Memorial Fund	1,021.57
Per Capita Grant Fund 2017	3,516.25
Replacement Tax Fund	3,150.99
Risk Management Fund	64,301.01
Social Security Fund	2,612.09
Special Reserve	5,052.07
Workers' Comp Fund	1,098.86
Total Restricted Fund Balance	<u>193,458.90</u>
Retained Earnings	-14,185.55
Net Income	14,185.55
Total Equity	<u>220,771.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>230,585.85</u></u>

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

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Income				
Tax Levies				
General Tax Receipts	62,870.91	63,000.00	-129.09	99.8%
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%
Total Tax Levies	100,744.28	101,530.00	-785.72	99.2%
Contributions & Gifts				
Donations	5,659.30			
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	27,019.48	48,230.00	-21,210.52	56.0%
Total Contributions & Gifts	52,678.78	69,230.00	-16,551.22	76.1%
Grants				
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%
Total Grants	3,516.25	7,566.00	-4,049.75	46.5%
Operating Income				
Books Sold	147.31	450.00	-302.69	32.7%
Copy Fees	595.18	975.00	-379.82	61.0%
Damaged/Lost Materials	62.00	100.00	-38.00	62.0%
Fax Fees	276.50	250.00	26.50	110.6%
Late Fees	623.79	975.00	-351.21	64.0%
Miscellaneous Income	74.30	150.00	-75.70	49.5%
Nonresident Fees	1,250.00	450.00	800.00	277.8%
Total Operating Income	3,029.08	3,350.00	-320.92	90.4%
Prior Year Fund Balance Forward				
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%
Total Prior Year Fund Balance Forward	0.00	31,860.00	-31,860.00	0.0%
Interest Income	768.63	675.00	93.63	113.9%
Total Income	160,737.02	214,211.00	-53,473.98	75.0%
Expense				
Personnel				
Salaries & Wages	60,203.66	94,677.00	-34,473.34	63.6%
Paid Time Off	2,412.61			
Bonuses	375.00	200.00	175.00	187.5%
Social Security	3,882.22	5,430.00	-1,547.78	71.5%
Medicare	907.93	1,340.00	-432.07	67.8%
IMRF Contributions	5,057.87	8,535.00	-3,477.13	59.3%
Workers' Compensation	911.99	1,200.00	-288.01	76.0%
Total Personnel	73,751.28	111,382.00	-37,630.72	66.2%

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

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Circulation/Acquisitions				
Digital				
Ebooks	1,000.00	1,485.00	-485.00	67.3%
Total Digital	1,000.00	1,485.00	-485.00	67.3%
Audio/Visual				
Adult Audio/Visual	1,084.70	1,500.00	-415.30	72.3%
Children Audio/Visual	203.15	500.00	-296.85	40.6%
Total Audio/Visual	1,287.85	2,000.00	-712.15	64.4%
Books				
Adult Books	2,292.82	5,000.00	-2,707.18	45.9%
Children Books	1,062.21	2,000.00	-937.79	53.1%
Large Print Books	606.39	2,000.00	-1,393.61	30.3%
Total Books	3,961.42	9,000.00	-5,038.58	44.0%
Periodicals				
Adult Periodicals	274.82	400.00	-125.18	68.7%
Total Periodicals	274.82	400.00	-125.18	68.7%
Microfilm	0.00	48.00	-48.00	0.0%
Total Circulation/Acquisitions	6,524.09	12,933.00	-6,408.91	50.4%
Programs				
Adult Programs	1,253.91	2,500.00	-1,246.09	50.2%
Children Programs	1,565.14	3,000.00	-1,434.86	52.2%
Young Adult Programs	221.88	2,000.00	-1,778.12	11.1%
Total Programs	3,040.93	7,500.00	-4,459.07	40.5%
Technology Plan & Services				
Circulation System	5,122.07	5,160.00	-37.93	99.3%
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	1,571.24	1,800.00	-228.76	87.3%
eResources	590.00	1,000.00	-410.00	59.0%
Internet Service	795.00	1,035.00	-240.00	76.8%
Software Licensing	1,742.50	1,300.00	442.50	134.0%
Technician	2,925.00	4,000.00	-1,075.00	73.1%
Total Technology Plan & Services	14,475.50	18,295.00	-3,819.50	79.1%
Grant Outlays				
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%
Total Grant Outlays	4,517.93	7,566.00	-3,048.07	59.7%
Facilities & Equipment				
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	216.71	500.00	-283.29	43.3%
Cleaning	532.12	500.00	32.12	106.4%
Equipment Purchases	5,547.65	650.00	4,897.65	853.5%
Equipment Repairs & Maintenance	2,243.75	1,000.00	1,243.75	224.4%
Furniture	503.34	1,000.00	-496.66	50.3%
Lawn Care	1,288.00	4,500.00	-3,212.00	28.6%
Snow Removal	1,620.00	1,200.00	420.00	135.0%
Utilities	3,945.69	6,000.00	-2,054.31	65.8%
Total Facilities & Equipment	20,621.93	39,000.00	-18,378.07	52.9%

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

	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Operations				
Direct Deposit Fees	197.75	310.00	-112.25	63.8%
Education	20.00	2,000.00	-1,980.00	1.0%
Insurance	7,549.59	7,475.00	74.59	101.0%
Legal & Accounting	1,165.75	2,000.00	-834.25	58.3%
Library supplies	1,261.13	550.00	711.13	229.3%
Meetings & Travel	474.31	1,500.00	-1,025.69	31.6%
Memberships & Dues	863.70	1,000.00	-136.30	86.4%
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	1,115.51	1,250.00	-134.49	89.2%
Total Operations	13,277.18	17,535.00	-4,257.82	75.7%
Capital Purchases	10,342.63			
Total Expense	146,551.47	214,211.00	-67,659.53	68.4%
Net Income	14,185.55	0.00	14,185.55	100.0%

**POLO PUBLIC LIBRARY DISTRICT
Profit & Loss**

July 2018 through March 2019

Accrual Basis

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	TOTAL
Income										
Tax Levies										
General Tax Receipts	37,631.64	1,841.91	20,459.95	1,445.62	1,430.62	0.00	0.00	0.00	61.47	62,870.91
Building Tax Receipts	5,049.63	247.16	2,745.38	193.96	191.95	0.00	0.00	0.00	0.00	8,427.98
IMRF Tax Receipts	5,097.46	249.61	2,771.45	195.81	193.76	0.00	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	0.00	10,510.00
Medicare Tax Receipts	800.34	39.18	435.15	0.00	30.43	0.00	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	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	0.00	1,804.21
Social Security Tax Receipts	3,244.32	158.79	1,763.90	124.82	123.33	0.00	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	0.00	1,200.00
Total Tax Levies	60,399.66	2,932.85	32,599.26	2,270.93	2,277.80	0.00	202.31	0.00	61.47	100,744.28
Contributions & Gifts										
Donations	5,230.00	0.00	126.95	112.85	0.00	0.00	62.40	0.00	127.10	5,659.30
Jones Trust Receipts	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00
PPLD 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	3,583.33	27,019.48
Total Contributions & Gifts	3,582.84	3,583.33	3,710.28	23,696.18	3,583.33	3,583.33	3,645.73	3,583.33	3,710.43	52,678.78
Grants										
Per Capita Grant Receipts	0.00	0.00	3,516.25	0.00	0.00	0.00	0.00	0.00	0.00	3,516.25
Total Grants	0.00	0.00	3,516.25	0.00	0.00	0.00	0.00	0.00	0.00	3,516.25
Operating Income										
Books Sold	21.61	0.00	29.75	45.30	0.00	17.10	10.70	0.00	22.85	147.31
Copy Fees	108.10	0.00	139.05	93.23	0.00	60.85	100.10	0.00	93.85	595.18
Damaged/Lost Materials	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	27.00	62.00
Fax Fees	9.00	0.00	71.00	38.20	0.00	63.50	25.30	0.00	69.50	276.50
Late Fees	96.24	0.00	81.00	66.15	0.00	66.35	157.40	0.00	166.65	623.79
Miscellaneous Income	7.75	0.00	33.75	19.80	0.00	9.50	3.50	0.00	0.00	74.30
Nonresident Fees	25.00	0.00	930.00	0.00	0.00	0.00	115.00	0.00	180.00	1,250.00
Total Operating Income	287.70	0.00	1,319.65	262.68	0.00	217.30	412.00	0.00	549.85	3,029.08
Interest Income										
	126.02	2.48	217.29	16.29	84.13	128.19	0.59	90.96	102.68	768.63
Total Income	64,376.22	6,618.66	41,362.63	26,246.08	5,945.26	3,928.82	4,260.63	3,674.29	4,424.43	160,737.02
Expense										
Personnel										
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	6,184.93	60,203.66
Paid Time Off	742.64	0.00	0.00	402.00	0.00	0.00	0.00	507.19	760.78	2,412.61
Bonuses	0.00	0.00	0.00	375.00	0.00	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	430.65	3,882.22
Medicare	108.71	112.74	111.38	107.84	82.14	90.12	90.65	103.63	100.72	907.93
IMRF Contributions	684.96	729.29	718.64	683.12	484.64	484.64	408.28	347.81	516.51	5,067.87
Workers' Compensation	0.00	0.00	0.00	0.00	911.99	0.00	0.00	0.00	0.00	911.99
Total Personnel	8,756.99	9,098.45	8,988.23	9,063.98	7,494.43	7,178.06	7,137.15	8,042.40	7,993.59	73,751.28
Circulation/Acquisitions										
Digital										
Ebooks	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
Total Digital	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
Audio/Visual										
Adult Audio/Visual	138.12	196.62	249.95	74.10	24.94	12.96	68.77	252.34	66.90	1,084.70
Children Audio/Visual	28.91	37.24	40.12	17.96	0.00	27.98	32.95	17.99	0.00	203.15
Total Audio/Visual	167.03	233.86	290.07	92.06	24.94	40.94	101.72	270.33	66.90	1,287.85
Books										
Adult Books	315.19	249.28	307.23	392.47	59.00	462.38	145.17	220.55	141.55	2,292.82
Children Books	0.00	0.00	0.00	2,483.36	451.03	232.13	-2,130.14	15.92	9.91	1,062.21
Large Print Books	166.19	192.67	120.70	0.00	0.00	0.00	39.75	0.00	87.08	606.39
Total Books	481.38	441.95	427.93	2,875.83	510.03	694.51	-1,945.22	236.47	238.54	3,961.42
Periodicals										
Adult Periodicals	39.00	0.00	0.00	59.00	0.00	0.00	51.99	124.83	0.00	274.82
Total Periodicals	39.00	0.00	0.00	59.00	0.00	0.00	51.99	124.83	0.00	274.82
Total Circulation/Acquisitions	687.41	675.81	718.00	3,026.89	534.97	735.45	-791.51	631.63	305.44	6,524.09
Programs										
Adult Programs	23.07	113.07	35.72	86.31	80.44	111.83	0.00	450.64	352.83	1,253.91
Children Programs	555.62	0.00	15.51	25.93	430.84	328.95	8.25	16.44	183.60	1,565.14
Young Adult Programs	25.00	50.00	0.00	79.62	10.95	0.00	0.00	0.00	56.41	221.88
Total Programs	603.69	163.07	51.23	191.76	522.23	440.78	8.25	467.08	592.84	3,040.93
Technology Plan & Services										
Circulation System										
Computer Accessories	1,271.16	0.00	1,271.17	0.00	0.00	0.00	1,289.87	0.00	1,289.87	5,122.07
Computer Purchases	0.00	0.00	0.00	274.89	0.00	0.00	0.00	0.00	0.00	274.89
Copier	165.73	165.73	325.40	165.73	165.73	165.73	165.73	165.73	165.73	1,571.24
eResources	445.00	75.00	20.00	0.00	0.00	0.00	0.00	50.00	0.00	590.00
Internet Service	165.00	0.00	300.00	165.00	0.00	0.00	165.00	0.00	0.00	795.00
Software Licensing	918.51	0.00	0.00	71.99	104.00	0.00	0.00	0.00	650.00	1,742.50
Technician	325.00	325.00	0.00	0.00	325.00	1,950.00	0.00	0.00	0.00	2,925.00
Total Technology Plan & Services	3,278.40	655.73	1,916.57	2,122.41	584.73	2,105.73	1,610.80	205.73	2,095.80	14,475.50
Grant Outlays										
Back 2 Books Grant Outlays	0.00	0.00	1,644.42	0.00	0.00	0.00	2,410.28	0.00	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	0.00	463.23
Total Grant Outlays	0.00	0.00	1,644.42	162.30	141.15	116.83	2,410.28	42.95	0.00	4,517.93

POLO PUBLIC LIBRARY DISTRICT
Profit & Loss

04/05/19

July 2018 through March 2019

Accrual Basis

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	TOTAL
Facilities & Equipment										
Building Purchases	0.00	304.17	0.00	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	0.00	4,420.50
Building Supplies	15.94	13.34	18.67	4.25	85.58	19.25	7.50	0.00	52.18	216.71
Cleaning	0.00	10.95	0.00	7.60	0.00	457.95	0.00	55.72	0.00	532.12
Equipment Purchases	67.50	345.76	9.84	5,050.79	0.00	10.75	0.00	3.94	59.27	5,547.85
Equipment Repairs & Maintenance	228.75	1,665.00	0.00	350.00	0.00	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	7.57	503.34
Lawn Care	229.00	0.00	546.00	0.00	228.00	285.00	0.00	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	640.00	1,620.00
Utilities	242.02	492.16	434.98	419.38	349.38	395.42	510.88	564.33	537.04	3,945.69
Total Facilities & Equipment	1,008.21	2,947.34	1,198.57	5,881.92	838.95	1,911.37	736.74	4,802.77	1,296.06	20,621.93
Operations										
Direct Deposit Fees	22.75	22.75	22.75	24.50	19.25	19.25	19.25	22.75	24.50	197.75
Education	0.00	0.00	0.00	20.00	0.00	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	0.00	7,549.59
Legal & Accounting	85.75	115.00	95.00	190.00	100.00	60.00	245.00	210.00	65.00	1,185.75
Library supplies	945.50	24.80	10.50	23.90	32.95	0.00	109.15	114.33	0.00	1,261.13
Meetings & Travel	36.73	0.00	336.85	0.00	0.00	0.00	0.00	57.42	44.31	474.31
Memberships & Dues	315.00	0.00	19.70	0.00	0.00	0.00	500.00	0.00	30.00	863.70
Office Supplies	35.47	0.00	1.00	89.59	24.99	0.00	0.00	22.48	0.00	173.53
Postage	23.66	50.00	1.00	6.72	5.32	0.00	54.01	0.00	0.00	140.71
Publishing/Marketing	0.00	53.90	261.30	0.00	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	126.46	1,115.51
Total Operations	1,585.97	7,936.69	868.75	477.37	307.68	204.42	1,052.59	553.44	290.27	13,277.18
Capital Purchases	8,208.00	2,134.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,342.63
Total Expense	24,128.67	23,511.72	15,385.77	20,926.63	10,424.14	12,690.84	12,164.10	14,746.00	12,573.80	146,551.47
Net Income	40,247.55	-16,993.06	25,976.88	5,319.45	-4,478.88	-8,761.82	-7,903.47	-11,071.71	-8,149.37	14,185.55

POLO PUBLIC LIBRARY DISTRICT
Unpaid Bills Detail
As of March 31, 2019

Type	Date	Memo	Due Date	Open Balance
BETTY HOOK				
Bill	03/30/19	Program supplies	04/09/19	36.00
Total BETTY HOOK				36.00
BURPEE MUSEUM OF NATURAL HISTORY				
Bill	03/29/19	After School Program	04/08/19	183.60
Total BURPEE MUSEUM OF NATURAL HISTORY				183.60
CHASE				
Bill	03/31/19	Chase Credit Card 2/...	04/10/19	1,361.64
Total CHASE				1,361.64
CITY OF POLO/EFT				
Bill	03/20/19	Water/sewer/garbage	03/30/19	54.25
Total CITY OF POLO/EFT				54.25
CONSTELLATION NEWENERGY, INC				
Bill	03/28/19	2/4/19-3/5/19	04/07/19	304.41
Total CONSTELLATION NEWENERGY, INC				304.41
ED OLSEN				
Bill	03/30/19	Mileage & stain for s...	04/09/19	51.88
Total ED OLSEN				51.88
GALE/CENGAGE LEARNING				
Bill	03/14/19	Inv No 66731794 & 6...	03/24/19	42.89
Total GALE/CENGAGE LEARNING				42.89
L.A. HOPKINS, INC.				
Bill	03/31/19	Inv # 5712	04/10/19	55.00
Total L.A. HOPKINS, INC.				55.00
LEAF/EFT				
Bill	03/10/19	Copier lease payment	03/20/19	155.73
Total LEAF/EFT				155.73
PHYLLIS HOUCK				
Bill	03/15/19	Teen After Hours Sc...	03/25/19	23.41
Total PHYLLIS HOUCK				23.41
PRAIRIECAT				
Bill	03/31/19	PC Qrtly Member Fe...	04/10/19	1,289.87
Total PRAIRIECAT				1,289.87
TOTAL				3,558.68

POLO PUBLIC LIBRARY DISTRICT
Amazon Credit Card Detail

March 1-31, 2019

Date	Name	Memo	Class	Amount
03/01/2019	AMAZON	Labelmaker tape	General Fund	14.50
03/01/2019	AMAZON	Open/Closed signs	General Fund	52.18
03/01/2019	BAKER & TAYLOR	#2034300930	General Fund	110.37
03/07/2019	SULLIVAN'S FOODS	Cookies for program	General Fund	8.99
03/07/2019	AMAZON	Date stamp	General Fund	9.25
03/07/2019	AMAZON	Labelmaker & adapter	General Fund	35.52
03/08/2019	BAKER & TAYLOR	#2034321919	General Fund	16.17
03/12/2019	AMAZON	DVDs	General Fund	35.95
03/13/2019	AMAZON	Book	General Fund	9.91
03/15/2019	FRONTIER	Telephone & Fax service	General Fund	126.46
03/16/2019	QuickBooks Payroll Service	Quickbooks Desktop Payroll	General Fund	650.00
03/18/2019	CSLP	Collaborative Summer Library Program	General Fund	30.00
03/19/2019	DOLLAR GENERAL	Program supplies	General Fund	10.50
03/19/2019	DOLLAR GENERAL	Program supplies	General Fund	27.50
03/20/2019	BAKER & TAYLOR	#2034344064	General Fund	15.01
03/22/2019	NICOR GAS	Utility-gas charges 12/31/18-1/31/19	Building Maintenance Fund	178.38
03/23/2019	AMAZON	DVDs	General Fund	30.95
Total				<u>1,361.64</u>

Attendance: Three adult programs – 34 in attendance; two children's programs – 24 in attendance, two teen programs – 12 in attendance, five passive. Total program attendance: 75. Foot traffic – 830. The building was used eleven times involving 52 people.

Building & Grounds: The lighting project is finished. The lower level fixtures were retrofitted with new drivers and LED bulbs were installed; main level fixtures were replaced/new drivers/LED bulbs installed; and ceiling caulked and painted. The old bulbs went to a recycling operation and fixtures were picked up by a scrapper. Ed took a few bulbs for the food pantry and he and Ron Bardell took a few fixtures for their workshops. Three electrical companies (Engle, Fritz, Plum) were contacted to submit a proposal for extending electrical lines/box to the pavilion, install lighting & ceiling fan and light posts on the south side of the parking lot.

Circulation statistics: Report follows. We added four patrons in March. Please note there is a comparison to last year's stats at the bottom of the page. We are down in some collections but up in some so overall the numbers are improving.

Programs: All Centennial students will visit the library the last week of May. In conjunction with the Back to Books Grant and the Intergovernmental Agreement grades 3-5 will travel to Chana School, Oregon (Phyllis/chaperone); John Deere, Grand Detour and Northwest Territory Historical Center, Dixon (Ellen/chaperone); and Grant's Home, Elihu B. Washburne House, Galena (Marie/chaperone) on Friday, May 31st. Phyllis has worked with Centennial Principal Melydi Huyett to organize these field trips.

Public relations, advocacy, and marketing: In March articles appeared in the Ogle County Life two times/ zero photos; in the Tri County Press five times/one photo. We have 537 Likes on Facebook. Our website had 817 visits. Dawn created an Instagram account for the Library as a way to post photos of programs and more. I forwarded an advocacy message to both boards and staff regarding proposed cuts in library funding.

Summer Reading Program: This year we will be using the Collaborative Summer Library Program's theme – A Universe of Stories. At this writing Phyllis has nearly finished with the planning for each weekly program from 6/11 – 7/16. Registration will begin May 28.

Vacation: I will be out of the country from April 23 – May 3. I won't be available by phone during that time. On Mondays & Tuesdays Phyllis will be the person-in-charge; Wednesday-Saturday Dawn will be the person-in-charge.

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	1,029	289	194	14	1,526	242	214	162	4	817	830
Apr											
May											
June											
YTD Totals	9,791	3,474	1,517	368	15,150	2,386	1,588	1,413	477	8,533	8,859
last ytd	10,635	2,513	781	244	14,173	2,267	1,297	1,478	78	5,937	8,318

STATE OF ILLINOIS)

RESOLUTION # _____

COUNTY OF OGLE)

A RESOLUTION DESIGNATING HOLIDAYS AT POLO PUBLIC LIBRARY DISTRICT FOR FISCAL YEAR 2019/20

NOW THEREFORE, be it resolved by the Board of Trustees for Polo Public Library District, Polo, Ogle County, Illinois, that Resolution #2019 be adopted and enacted as follows: Polo Public Library District will observe the following adopted holidays and will be closed on these days:

Independence Day – Thursday, July 4, 2019

Labor Day – Monday, September 2, 2019

Columbus Day – Monday, October 14, 2019

Thanksgiving Day – Thursday, November 28, 2019

Day after Thanksgiving – Friday, November 29, 2019

Christmas Eve – Tuesday, December 24, 2019

Christmas Day – Wednesday, December 25, 2019

New Year's Day – Wednesday, January 1, 2020

Martin Luther King Day – Monday, January 20, 2020

President's Day – Monday, February 17, 2020

Good Friday – Friday, April 10, 2020

Memorial Day – Monday, May 25, 2020

Adopted this 9th day of April, 2019

BY THE BOARD OF TRUSTEES FOR POLO PUBLIC LIBRARY DISTRICT, POLO, ILLINOIS

Marie Monaco, President

Vote:

Dan Baker	Aye	Nay	Absent
Donna Baumann	Aye	Nay	Absent
Marie Monaco	Aye	Nay	Absent
Sarah Rowland	Aye	Nay	Absent
Julie Sanders	Aye	Nay	Absent
Jon Swartz	Aye	Nay	Absent
Kathy Tyrrell	Aye	Nay	Absent

Ordinance No. 18-07

ANNUAL ORDINANCE AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARDS

WHEREAS, the Polo Public Library District is a tax-supported library, and

WHEREAS, people residing within the jurisdictional boundaries of the Polo Public Library District pay taxes to support the library, and so need to pay no additional fee to be eligible to receive a library card; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Polo Public Library District has determined for its 2019-20 fiscal year, commencing July 1, 2019 and ending June 30, 2020, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE POLO PUBLIC LIBRARY DISTRICT as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Polo Public Library District whose closest library is the Polo Public Library District, and not residing in the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Polo Public Library District, may purchase a non-resident fee card for the price of \$90.00 calculated according to the method which is checked below:

___ General Mathematical Formulae (23 AD. Code 3050.60(a));

___ Tax Bill Method (23 Ad. Code 3050.60 (b)); or

___ Average Non-Resident Fee (23 Ad. Code 3050.60 ©, if authorized by the Director of the Illinois State Library

Section 2: Individuals residing beyond the jurisdictional boundaries of the Polo Public Library District, but owning (as an individual, a partner, the principle stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Polo Public Library District, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Polo Public Library District, notwithstanding anything to the contrary of this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon the taxable property; provided however, that in no event shall the privileges and use of the Library be extended beyond the immediate family living in the household.

Section 3: The president of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12 month period of validity for non-resident library cards used pursuant to this Ordinance, and (c) the fee formula as set forth herein.

Section 4: The Polo Public Library District shall continue to honor all non-resident library cards heretofore issued by the library, for the full term of the purchase.

Section 5: The Polo Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Polo Public Library District for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the Polo Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this library provides its residents, including interlibrary loan and reciprocal borrowing.

Section 8: No non-resident is eligible to receive a "local use" library card from the Polo Public Library District.

ADOPTED this 9th day of April, 2019 by a roll call vote as follows:

AYES: _____

NAYES: _____

ABSENT: _____

APPROVED by the President of the Board of Library Trustees of the Polo Public Library District.

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

Mission Statement

The Polo Public Library District will provide patrons access to innovative library services, delivered in an efficient and affective manner, that will:

- Assist them to continue to grow and learn throughout their lives.
- Provide the materials, programs and services needed to meet their educational and recreational needs.
- Provide the information services needed to answer their questions. Enable them to explore their personal and community heritage.

BYLAWS OF THE BOARD OF TRUSTEES

OF THE POLO PUBLIC LIBRARY DISTRICT

ARTICLE I – NAME AND GOVERNMENT OF ORGANIZATION

NAME OF ORGANIZATION

This organization shall be called "The Board of Trustees of the Polo Public Library District", Ogle County, Illinois, existing by virtue of the provisions of the laws of the State of Illinois, and exercising the powers and authority and assuming the responsibilities delegated to it under these statutes.

STATUTORY AUTHORITY

All matters of membership, election, duties, powers etc., of the Board are governed by Illinois Compiled Statutes, Chapter 75, Act 16, *The Illinois Public Library District Act of 1991*. References to this Act are inserted parenthetically in the appropriate sections of these Bylaws. The Board of Trustees is vested with the powers and duties set forth in the statutes and these Bylaws.

PURPOSE OF BYLAWS

These Bylaws have been established to govern and help guide the activities of the Board and its officers.

ARTICLE II – BOARD OF TRUSTEES

ELECTION AND TERMS OF TRUSTEES

Elections of Trustees shall comply with all statutory requirements. Trustees elected to succeed those whose terms have expired shall hold office for a four-year term from the first Monday of the month next following the election and until their respective successors are elected, and qualified. [75ILCS 16/30-10]

NOMINATION OF CANDIDATES

Nomination of candidates for election as Trustees shall comply with all statutory requirements. [75 ILCS 16/30-20]

ELIGIBILITY

A Trustee and/or candidate for Trustee must be a resident of the Library District.

VACANCIES

Any vacancy occurring on the Board, other than by expiration of the term of office for which a Trustee is elected, shall be filled by action of the remaining Trustees as prescribed in the statutes. [75 ILCS 16/30-25] The Board of Trustees shall give appropriate publicity to the existence of a vacancy (or an election) in an effort to secure the most highly qualified pool of applicants and candidates. However, by majority vote in open session at a regular or special meeting, the Board may elect to forego its standard recruitment process, including publicizing the vacancy, and appoint: (1) any individual who previously served as a trustee on the Board; (2) any candidate who was on the ballot for the most recently held trustee election; or (3) any person who applied for and was interviewed to fill an opening on the Board.

COMPENSATION AND EXPENSES

As provided by statute, Trustees shall serve without compensation, but shall be reimbursed from District funds for their actual and necessary expenses incurred in the performance of their duties [75 ILCS 16/30-30]

CONFLICTS OF INTEREST

No Trustee or employee of the Library shall engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of his or her official duties in the public interest, or that may tend to impair his or her independence of judgment or action in the performance of such official duties. In general, no Trustee may be related by blood or marriage, to a member of the Library staff. If such a relationship exists or is contemplated, the Trustee must make prompt disclosure to the Board, which may, if it chooses, condone and allow such employment by means of a Board resolution approved at a duly convened meeting. All Library District Trustees (including those retiring from the Board) must file the Statement of Economic Interests as required by the Illinois Governmental Ethics Act. [5 ILCS 420/4A-101]

NEW TRUSTEE ORIENTATION

The Board and the library director will conduct a formal orientation for all new Trustees within three months of the day they join the Board.

ARTICLE III - OFFICERS

OFFICERS

The officers of the Board of Library Trustees shall be a President, a Vice President, a Treasurer and a Secretary. Each office shall be held by a different Trustee.

A slate of officers shall be elected by the Board biennially at the May Board meeting immediately following the election of Trustees. A nominating committee, consisting of three board members, shall be appointed by the President and will present a proposed slate of officers. Additional nominations may be made from the floor.

If an office of the Board becomes vacant for any reason, an election will be held by the Board of Trustees to fill that office within 31 days.

Terms of office shall be for two years, ending on the first Monday of the month following each regular election of Trustees, or until their successors are duly elected by the Board. A vacancy in any office shall be filled by the Board for the remainder of the unexpired term. [75 ILCS 16/300-40]

DUTIES OF THE PRESIDENT

The President shall preside over all meetings but shall not have or exercise veto powers. [75 ILCS 16/30-45] The President shall appoint the chairperson and all members of committees. The President shall execute all documents authorized by the Board and shall also perform all other duties provided for by law or assigned by the Board.

DUTIES OF THE VICE PRESIDENT

In the absence of the President, or in the event of the President's incapacity or refusal to act, the Vice President shall preside at Board meetings of the Committee of the Whole, and shall otherwise act in place of the President as required or permitted in accordance with the state statutes and these Bylaws.

DUTIES OF THE TREASURER

The Treasurer shall have charge of the funds of the library as allowed by law. The Treasurer shall safely keep and pay funds received and held by her/him for the

library. The funds of the library shall be invested as designated by the Board of Trustees.

Bills will be paid by the Treasurer subject to review by the board at the next board meeting. The records of the Treasurer shall be audited at the end of the fiscal year by a qualified person. The audit report must be filed with the Board by September 28 (90 days after the end of the fiscal year) and filed with the Secretary's minutes. In the event the Treasurer is incapacitated, the President shall sign the checks. The Treasurer shall be bonded in such amount as required by Illinois law. The Treasurer shall be a member of the Finance Committee.

The Treasurer will perform any other duties assigned by the Board including exercising responsibility for the investment of library funds.

DUTIES OF THE SECRETARY

The Secretary shall keep and maintain--or provide for the keeping and maintenance of minutes and other records as required by statute. The records maintained by the Secretary shall be subject to audit by two other Trustees appointed by the President. The Secretary shall perform the duties of Election and all other duties provided for by law or assigned by the Board. [75 ILCS 16/30-45]

Article IV - MEETINGS

REGULAR MEETINGS

The regular meetings of the Board of Trustees shall be held once a month at the Polo Public Library; the date and time to be determined at the first meeting following election of Trustees.

The time and place of all meetings shall be advertised in compliance with the Open Meetings Act. (Illinois Compiled Statutes, 5 ILCS 120/1 through 120/5).

CLOSED MEETINGS

All regular and special meetings of the Board and its committees shall be open to the public, except closed sessions as authorized by Illinois statutes.

At any Board meeting for which proper notice under the Illinois Open Meetings Act has been given, the Board may decide to hold a closed session for any purpose(s) authorized by this Act. [5 ILCS 120/2] The closed session must be approved in open

session by a majority vote, and the purpose of the closed session recorded in the minutes of the open meeting.

Only topics specified in the vote to close may be considered in the closed session. No final action may be taken at a closed session

All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

SPECIAL MEETINGS

Special meetings may be held at any time when called by the President, Secretary, or any four board members, provided that notice and purpose of the special meeting be given to all Trustees at least 48 hours in advance of said special meeting, or by oral notice in the case of a stated emergency. Notice shall be posted in the library no later than 48 hours preceding the special meeting. All meetings must comply with the Open Meetings Act.

COMMITTEE MEETINGS

Committees shall meet as necessary, and public notice of all committee meetings shall be given as required by law. Committee Chair is responsible for submitting minutes to the library director.

QUORUM

A quorum at any meeting shall consist of four or more Trustees. In the event of no quorum, the president or treasurer has the authority to review and approve payment of said monthly expenditures which will then be reviewed at the next scheduled board meeting. The cancelled meeting may be rescheduled if required for other business.

VOTING

All affirmed motions will require a supporting vote of a simple majority of all members present and voting.

ORDER OF BUSINESS

Public participation is welcomed at all library board meetings. Members of the audience who wish to address the board will be asked to sign in. Under the Board's normal rules of procedure, speakers will be asked to limit their remarks to five minutes.

ARTICLE V - COMMITTEES

STANDING COMMITTEES

The President shall appoint the following standing committees composed of at least two members of the Board and the Director.

1. Budget and Finance
2. Building and Grounds
3. Personnel and Policy
4. Strategic Planning

Additional committees may be appointed by the President as deemed necessary.

COMMITTEE DESCRIPTIONS

A. BUDGET AND FINANCE COMMITTEE

1. Shall develop a yearly budget with the library director, prior to the final decision of the Board.
2. Shall review and assess future income and expenditures to develop methods for adequate funding.
3. Shall review insurance coverage 90 days prior to the time of renewal and/or as necessary.
4. The President shall be a member of this committee.

B. BUILDING AND GROUNDS COMMITTEE

1. Shall have general supervision over all matters pertaining to the general care and maintenance of the library building, grounds and contents.
2. Shall have general supervision over all matters pertaining to the general care and purchasing of the personal property of the library.
3. Shall make recommendations, with the library director, to the Board for purchases of personal property acquired through grants, gifts, or memorials.

C. PERSONNEL AND POLICY COMMITTEE

1. Shall work with the library director to study and develop library and personnel policies and to review the policies biennially.
2. Shall draft any new or revised policy changes for recommendation to the Board.
3. Shall initiate the Board's annual evaluation of the library director, recommend the annual budget figure for employee salaries, review and recommend changes in employee benefits.
4. Shall hear, and resolve where possible, any grievances from the library director or staff when referred to the Board according to the guidelines in the Personnel Policy.

D. STRATEGIC PLANNING COMMITTEE

1. Shall formulate a strategic plan (minimum 5-year) for the Polo Public Library District for recommendation to the Board.
2. Shall review the current edition of "Serving Our Public: Standards for Illinois Public Libraries" and make recommendations to the Board in order to meet these standards.
3. The President shall be a member of this committee.

ARTICLE VI – LIBRARY POLICY

POWERS OF THE BOARD

The Library Board carries full responsibility for the Library and its policies. The powers of the Board of Trustees are as defined in the Public Library District Act of 1991. [75 ILCS 16/30-5 et. seq.]

ARTICLE VII – PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order shall govern the parliamentary procedure of the Board.

ARTICLE VIII – AMENDMENTS OF BYLAWS

Proposed changes of these by-laws shall be presented in writing at a regular or special meeting preceding the regular meeting at which the vote is taken.

Adopted February 10, 2003

Revised April 9, 2013

Revised January 14, 2014

Revised January 13, 2015