

POLO PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES REGULAR MEETING AGENDA

Meeting Room, 5:00 P.M. Tuesday, June 11, 2019

1. Call to Order
2. Changes or Additions to Agenda, Adoption of Agenda
3. Minutes of the May Regular Meeting\*
4. Treasurer's Reports
  - A. Review of Financial Reports for May\*
  - B. Approval of Expenditures for May\*
5. President's Comments: Foundation Meeting Monday, 7/15/19, 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 (                    -Chair, Baumann)
  - C. Policy & Personnel ( Monaco-Chair,                    )
  - D. Strategic Plan                    ( Sanders-Chair, Rowland)
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. Bylaws review/possible revisions\* - tabled, 4/9/19 & 5/14/19
10. New Business
  - A. Serving alcoholic beverages at Chamber After Hours on 6/18/19 – Action
  - B. Meeting Schedule Resolution #2019.2 – Action\*
  - C. Approval to allow Director Finfrock to conduct financial transactions for July 2019 through June 2020; including transfers, purchasing & redeeming Certificates of Deposit at First State Bank Shannon-Polo. – Action\*
11. Adjournment – Next board meeting – July 9, 2019 at 5:00 P.M.

\*denotes supporting document

## POLO PUBLIC LIBRARY DISTRICT

### Board of Trustees Minutes of May 14, 2019 Meeting

1. Call to Order: President Monaco called the meeting to order at 5:01 P.M. Present: President Monaco, Vice President Schwartz, Trustee Sanders, Treasurer Rowland, Trustee Baumann, Secretary Tyrrell, Director Finfrock. Absent: Trustee Baker
2. Changes or additions to minutes, Adoption of Agenda: No changes or additions.
3. Approval of Minutes: The minutes of the April, 2019 regular meetings are approved. (Rowland/Schwartz)
4. Financial Reports and Approval of Expenditures: Financial Reports were reviewed & will be filed for auditor. Expenditures for April, 2019 in the amount of \$3,321.44 were approved for payment. (Schwartz/Sanders) (6 ayes, 0 nays, 1 absent)
5. Liaison's Comments: Foundation Meeting Monday, July 22, 2019, 7:00 P.M. All Trustees are invited to attend.
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) no report
8. Public Comment: none
9. Unfinished Business:
  - A. Intergovernmental Agreement with Polo Community School District: Polo Community Unit School District #222 signed a 3 year agreement with the Polo Public Library.
  - B. Bylaws review/possible revisions: tabled until 6/11/19 meeting. Motion made and seconded. (Schwartz/Rowland)
  - C. Per Capita Grant requirement – review Chapters 11-appendices: Discussed and reviewed.
10. New Business:
  - A. Prevailing Wage Ordinance 18-08: Motion made and seconded to adopt Ordinance 18-08. (Rowland/Tyrrell)
  - B. Salary Proposal FY 2019/20: Motion made and seconded to open discussion. (Rowland/Baumann). Rowland proposed a 3% salary increase to be disbursed among staff as merit raises. Motion made and seconded to accept. (6 ayes, 0 nays, 1 absent)
  - C. SCR Roof Management Report: discussed
  - D. Canvass of votes: Josh Faivre – 232; Susan Zook – 211; Sarah Rowland – 212.
  - E. Swearing in of new trustees: Secretary Tyrrell swore in Trustees Faivre, Zook and Rowland.
  - F. Election of officers to serve June 2019-May 2021: President Monaco appointed the Trustees to the following positions:
    - President: Monaco
    - Vice President: Baker
    - Treasurer: Rowland
    - Secretary: Sanders
    - Foundation Liaison: Baumann
  - G. Trustee listing review/certify/file with County: Reviewed

## POLO PUBLIC LIBRARY DISTRICT

06/07/19

## Balance Sheet

Accrual Basis

As of May 31, 2019

	May 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	100.00
Checking First State Bank	24,081.05
Money Market Account	5,813.29
Blackhawk Area CU Savings	25.76
<b>Total Checking/Savings</b>	<b>30,020.10</b>
<b>Other Current Assets</b>	
Prepaid Expense	157.50
<b>Total Other Current Assets</b>	<b>157.50</b>
<b>Total Current Assets</b>	<b>30,177.60</b>
<b>Other Assets</b>	
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
<b>Total Other Assets</b>	<b>180,942.87</b>
<b>TOTAL ASSETS</b>	<b>211,120.47</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	4,041.23
<b>Total Accounts Payable</b>	<b>4,041.23</b>
<b>Other Current Liabilities</b>	
Accrued Salaries & Wages	3,892.99
Accrued Vacation	1,407.69
IMRF Payable	871.64
<b>Total Other Current Liabilities</b>	<b>6,172.32</b>
<b>Total Current Liabilities</b>	<b>10,213.55</b>
<b>Total Liabilities</b>	<b>10,213.55</b>
<b>Equity</b>	
<b>Unrestricted Fund Balance</b>	
General Fund	-256,521.10
PPLD Foundation Fund	271,898.98
<b>Total Unrestricted Fund Balance</b>	<b>15,377.88</b>
<b>Restricted Fund Balance</b>	
Back 2 Books Grant Fund	-2,410.28
Building Addition/Zilgitt Fund	36,642.72
Building Maintenance Fund	2,313.20
IMRF Fund	2,671.03
Insurance Fund	25,228.00
Jones Trust Fund	44,369.51
Medicare Fund	592.25
Memorial Fund	1,021.57
Per Capita Grant Fund 2017	3,516.25
Replacement Tax Fund	3,150.99
Risk Management Fund	60,569.77
Social Security Fund	1,713.10

**POLO PUBLIC LIBRARY DISTRICT**  
**Balance Sheet**  
**As of May 31, 2019**

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	<u>May 31, 19</u>
Special Reserve	5,052.07
Workers' Comp Fund	<u>1,098.86</u>
Total Restricted Fund Balance	185,529.04
Retained Earnings	5,678.71
Net Income	<u>-5,678.71</u>
Total Equity	<u>200,906.92</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>211,120.47</u></b>

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>Tax Levies</b>				
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%
<b>Total Tax Levies</b>	<b>100,744.28</b>	<b>101,530.00</b>	<b>-785.72</b>	<b>99.2%</b>
<b>Contributions &amp; Gifts</b>				
Donations	5,810.35			
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	34,186.14	48,230.00	-14,043.86	70.9%
<b>Total Contributions &amp; Gifts</b>	<b>59,996.49</b>	<b>69,230.00</b>	<b>-9,233.51</b>	<b>86.7%</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	177.56	450.00	-272.44	39.5%
Copy Fees	689.18	975.00	-285.82	70.7%
Damaged/Lost Materials	83.19	100.00	-16.81	83.2%
Fax Fees	301.75	250.00	51.75	120.7%
Late Fees	816.74	975.00	-158.26	83.8%
Miscellaneous Income	103.80	150.00	-46.20	69.2%
Nonresident Fees	1,455.00	450.00	1,005.00	323.3%
<b>Total Operating Income</b>	<b>3,627.22</b>	<b>3,350.00</b>	<b>277.22</b>	<b>108.3%</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>769.12</b>	<b>675.00</b>	<b>94.12</b>	<b>113.9%</b>
<b>Total Income</b>	<b>168,653.36</b>	<b>214,211.00</b>	<b>-45,557.64</b>	<b>78.7%</b>
<b>Expense</b>				
<b>Personnel</b>				
Salaries & Wages	73,182.23	94,677.00	-21,494.77	77.3%
Paid Time Off	3,934.17			
Bonuses	375.00	200.00	175.00	187.5%
Social Security	4,781.21	5,430.00	-648.79	88.1%
Medicare	1,118.17	1,340.00	-221.83	83.4%
IMRF Contributions	5,906.26	8,535.00	-2,628.74	69.2%
Workers' Compensation	911.99	1,200.00	-288.01	76.0%
<b>Total Personnel</b>	<b>90,209.03</b>	<b>111,382.00</b>	<b>-21,172.97</b>	<b>81.0%</b>

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

06/07/19

Accrual Basis

	<u>Jul '18 - May 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<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	1,205.20	1,500.00	-294.80	80.3%
Children Audio/Visual	210.40	500.00	-289.60	42.1%
<b>Total Audio/Visual</b>	1,415.60	2,000.00	-584.40	70.8%
<b>Books</b>				
Adult Books	2,663.77	5,000.00	-2,336.23	53.3%
Children Books	1,804.90	2,000.00	-195.10	90.2%
Large Print Books	846.45	2,000.00	-1,153.55	42.3%
<b>Total Books</b>	5,315.12	9,000.00	-3,684.88	59.1%
<b>Periodicals</b>				
Adult Periodicals	302.72	400.00	-97.28	75.7%
<b>Total Periodicals</b>	302.72	400.00	-97.28	75.7%
<b>Microfilm</b>	0.00	48.00	-48.00	0.0%
<b>Total Circulation/Acquisitions</b>	8,033.44	12,933.00	-4,899.56	62.1%
<b>Programs</b>				
Adult Programs	1,384.22	2,500.00	-1,115.78	55.4%
Children Programs	3,016.50	3,000.00	16.50	100.6%
Young Adult Programs	221.88	2,000.00	-1,778.12	11.1%
<b>Total Programs</b>	4,622.60	7,500.00	-2,877.40	61.6%
<b>Technology Plan &amp; Services</b>				
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	1,882.70	1,800.00	82.70	104.6%
eResources	590.00	1,000.00	-410.00	59.0%
Internet Service	960.00	1,035.00	-75.00	92.8%
Software Licensing	1,742.50	1,300.00	442.50	134.0%
Technician	2,925.00	4,000.00	-1,075.00	73.1%
<b>Total Technology Plan &amp; Services</b>	14,951.96	18,295.00	-3,343.04	81.7%
<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	8,422.59	2,000.00	6,422.59	421.1%
Building Supplies	319.18	500.00	-180.82	63.8%
Cleaning	554.37	500.00	54.37	110.9%
Equipment Purchases	5,778.04	650.00	5,128.04	888.9%
Equipment Repairs & Maintenance	2,287.20	1,000.00	1,287.20	228.7%
Furniture	524.24	1,000.00	-475.76	52.4%
Lawn Care	1,829.25	4,500.00	-2,670.75	40.7%
Risk Management	28.42			
Snow Removal	1,620.00	1,200.00	420.00	135.0%
Utilities	4,905.09	6,000.00	-1,094.91	81.8%
<b>Total Facilities &amp; Equipment</b>	26,572.55	39,000.00	-12,427.45	68.1%

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

	<u>Jul '18 - May 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Operations</b>				
Direct Deposit Fees	243.25	310.00	-66.75	78.5%
Education	20.00	2,000.00	-1,980.00	1.0%
Insurance	7,964.59	7,475.00	489.59	106.5%
Legal & Accounting	1,375.75	2,000.00	-624.25	68.8%
Library supplies	1,408.33	550.00	858.33	256.1%
Meetings & Travel	683.61	1,500.00	-816.39	45.6%
Memberships & Dues	1,117.75	1,000.00	117.75	111.8%
Office Supplies	303.01	400.00	-96.99	75.8%
Postage	140.71	150.00	-9.29	93.8%
Publishing/Marketing	455.77	900.00	-444.23	50.6%
Telephone	1,369.16	1,250.00	119.16	109.5%
<b>Total Operations</b>	<u>15,081.93</u>	<u>17,535.00</u>	<u>-2,453.07</u>	<u>86.0%</u>
<b>Capital Purchases</b>	<u>10,342.63</u>			
<b>Total Expense</b>	<u>174,332.07</u>	<u>214,211.00</u>	<u>-39,878.93</u>	<u>81.4%</u>
<b>Net Income</b>	<u><u>-5,678.71</u></u>	<u><u>0.00</u></u>	<u><u>-5,678.71</u></u>	<u><u>100.0%</u></u>

**POLO PUBLIC LIBRARY DISTRICT**  
**Profit & Loss**

July 2018 through May 2019

Accrual Basis

Income	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	TOTAL
<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	61.47	0.00	0.00	62,870.91
Building Tax Receipts	5,049.53	247.16	2,745.38	193.96	191.95	0.00	0.00	0.00	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	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	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	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	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	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	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	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>61.47</b>	<b>0.00</b>	<b>0.00</b>	<b>100,744.28</b>
<b>Contributions &amp; Gifts</b>												
Donations	5,230.00	0.00	126.95	112.85	0.00	0.00	62.40	0.00	127.10	30.00	121.05	5,810.35
Jones Trust Receipts	0.00	0.00	0.00	20,000.00	0.00	0.00	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	3,583.33	3,583.33	34,186.14
<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>3,710.43</b>	<b>3,613.33</b>	<b>3,704.38</b>	<b>59,996.49</b>
<b>Grants</b>	0.00	0.00	3,516.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,516.25
Per Capita Grant Receipts	0.00	0.00	3,516.25	0.00	0.00	0.00	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>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	22.85	0.00	30.25	177.56
Copy Fees	108.10	0.00	139.05	93.23	0.00	60.85	100.10	0.00	93.85	3.00	91.00	689.18
Damaged/Lost Materials	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	27.00	0.00	0.00	83.19
Fax Fees	9.00	0.00	71.00	38.20	0.00	63.50	25.30	0.00	69.50	0.00	25.25	301.75
Late Fees	96.24	0.00	81.00	66.15	0.00	66.35	157.40	0.00	156.65	0.00	192.95	816.74
Miscellaneous Income	7.75	0.00	33.75	19.80	0.00	9.50	3.50	0.00	29.50	0.00	0.00	103.80
Nonresident Fees	25.00	0.00	930.00	0.00	0.00	0.00	115.00	0.00	180.00	90.00	115.00	1,455.00
<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>549.85</b>	<b>93.00</b>	<b>505.14</b>	<b>3,627.22</b>
<b>Interest Income</b>	126.02	2.48	217.29	16.29	84.13	128.19	0.59	90.96	102.68	0.24	0.25	769.12
<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>3,674.29</b>	<b>4,424.43</b>	<b>3,706.57</b>	<b>4,209.77</b>	<b>168,653.36</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	6,184.93	7,050.95	5,927.62	73,182.23
Paid Time Off	742.64	0.00	0.00	402.00	0.00	0.00	0.00	507.19	760.78	0.00	1,521.56	3,934.17
Bonuses	0.00	0.00	0.00	375.00	0.00	0.00	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	437.13	461.86	4,781.21
Medicare	108.71	112.74	111.36	107.84	82.14	90.12	90.65	103.63	100.72	102.23	108.01	1,118.17
IMRF Contributions	684.96	729.29	718.64	683.12	484.64	484.64	408.26	347.81	516.51	424.19	424.20	5,906.26
Workers' Compensation	0.00	0.00	0.00	0.00	911.99	0.00	0.00	0.00	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>7,993.59</b>	<b>8,014.50</b>	<b>8,443.25</b>	<b>90,209.03</b>
<b>Circulation/Acquisitions</b>												
Digital	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Ebooks	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	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>0.00</b>	<b>0.00</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	68.77	252.34	66.90	93.81	26.69	1,205.20
Children Audio/Visual	28.91	37.24	40.12	17.96	0.00	27.98	32.95	17.99	0.00	7.25	0.00	210.40
<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>101.72</b>	<b>270.33</b>	<b>66.90</b>	<b>101.06</b>	<b>26.69</b>	<b>1,415.60</b>



**POLO PUBLIC LIBRARY DISTRICT  
Profit & Loss**

July 2018 through May 2019

Accrual Basis

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	TOTAL
<b>Books</b>												
Adult Books	315.19	249.28	307.23	392.47	59.00	462.38	145.17	220.55	141.55	150.32	220.63	2,663.77
Children Books	0.00	0.00	0.00	2,483.36	451.03	232.13	-2,130.14	15.92	9.91	119.84	622.85	1,804.90
Large Print Books	166.19	192.67	120.70	0.00	0.00	0.00	39.75	0.00	87.08	72.12	167.94	846.45
<b>Total Books</b>	481.38	441.95	427.93	2,875.83	510.03	694.51	-1,945.22	236.47	238.54	342.28	1,011.42	5,315.12
<b>Periodicals</b>												
Adult Periodicals	39.00	0.00	0.00	59.00	0.00	0.00	51.99	124.83	0.00	14.95	12.95	302.72
<b>Total Periodicals</b>	39.00	0.00	0.00	59.00	0.00	0.00	51.99	124.83	0.00	14.95	12.95	302.72
<b>Total Circulation/Acquisitions</b>	687.41	675.81	718.00	3,026.89	534.97	735.45	-791.51	631.63	305.44	458.29	1,051.06	8,033.44
<b>Programs</b>												
Adult Programs	23.07	113.07	35.72	86.31	80.44	111.83	0.00	450.64	352.83	76.14	54.17	1,384.22
Children Programs	555.62	0.00	15.51	25.93	430.84	328.95	8.25	16.44	183.60	375.46	1,075.90	3,016.50
Young Adult Programs	25.00	50.00	0.00	79.52	10.95	0.00	0.00	0.00	56.41	0.00	0.00	221.88
<b>Total Programs</b>	603.69	163.07	51.23	191.76	522.23	440.78	8.25	467.08	592.84	451.60	1,130.07	4,622.60
<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	1,289.87	0.00	0.00	5,122.07
Computer Accessories	0.00	0.00	0.00	274.89	0.00	0.00	0.00	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	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	155.73	155.73	155.73	1,882.70
eResources	445.00	75.00	20.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	590.00
Internet Service	165.00	0.00	300.00	165.00	0.00	0.00	165.00	0.00	0.00	165.00	0.00	960.00
Software Licensing	916.51	0.00	0.00	71.99	104.00	0.00	0.00	0.00	650.00	0.00	0.00	1,742.50
Technician	325.00	325.00	0.00	0.00	325.00	1,950.00	0.00	0.00	0.00	0.00	0.00	2,925.00
<b>Total Technology Plan &amp; Services</b>	3,278.40	555.73	1,916.57	2,122.41	584.73	2,105.73	1,610.60	205.73	2,095.60	320.73	155.73	14,951.96
<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	0.00	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	0.00	0.00	463.23
<b>Total Grant Outlays</b>	0.00	0.00	1,644.42	162.30	141.15	116.83	2,410.28	42.95	0.00	0.00	0.00	4,517.93
<b>Facilities &amp; Equipment</b>												
Building Purchases	0.00	304.17	0.00	0.00	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	4,002.09	0.00	8,422.59
Building Supplies	15.94	13.34	18.67	4.25	85.58	19.25	7.50	0.00	52.18	83.47	9.00	319.18
Cleaning	0.00	10.95	0.00	7.50	0.00	457.95	0.00	55.72	0.00	22.25	0.00	554.37
Equipment Purchases	67.50	345.76	9.64	5,050.79	0.00	10.75	0.00	3.94	59.27	212.44	17.95	5,778.04
Equipment Repairs & Maintenance	228.75	1,665.00	0.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00	43.45	2,287.20
Furniture	0.00	9.86	160.75	0.00	0.00	0.00	168.26	156.90	7.57	20.90	0.00	524.24
Lawn Care	229.00	0.00	546.00	0.00	228.00	285.00	0.00	0.00	0.00	206.25	335.00	1,829.25
Risk Management	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28.42	0.00	28.42
Snow Removal	0.00	0.00	0.00	0.00	0.00	300.00	0.00	880.00	640.00	0.00	0.00	1,620.00
Utilities	242.02	492.16	434.98	419.38	349.38	395.42	510.98	564.33	537.04	562.10	397.30	4,905.09
<b>Total Facilities &amp; Equipment</b>	1,008.21	2,947.34	1,198.57	5,881.92	836.95	1,911.37	736.74	4,802.77	1,296.06	5,147.92	802.70	26,572.55

**POLO PUBLIC LIBRARY DISTRICT  
Profit & Loss**

July 2018 through May 2019

Accrual Basis

	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	TOTAL
<b>Operations</b>												
Direct Deposit Fees	22.75	22.75	22.75	24.50	19.25	19.25	19.25	22.75	24.50	22.75	22.75	243.25
Education	0.00	0.00	0.00	20.00	0.00	0.00	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	0.00	415.00	7,964.59
Legal & Accounting	85.75	115.00	95.00	190.00	100.00	60.00	245.00	210.00	65.00	150.00	60.00	1,375.75
Library supplies	945.50	24.80	10.50	23.90	32.95	0.00	109.15	114.33	0.00	0.00	147.20	1,408.33
Meetings & Travel	36.73	0.00	335.85	0.00	0.00	0.00	0.00	57.42	44.31	0.00	209.30	683.61
Memberships & Dues	315.00	0.00	18.70	0.00	0.00	0.00	500.00	0.00	30.00	254.05	0.00	1,117.75
Office Supplies	35.47	0.00	1.00	89.59	24.99	0.00	0.00	22.48	0.00	111.99	17.49	303.01
Postage	23.66	50.00	1.00	6.72	5.32	0.00	54.01	0.00	0.00	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	0.00	140.57	455.77
Telephone	121.11	120.65	122.65	122.66	125.17	125.17	125.18	126.46	126.46	126.46	127.19	1,369.16
<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>290.27</b>	<b>665.25</b>	<b>1,139.50</b>	<b>15,081.93</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>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>12,164.10</b>	<b>14,746.00</b>	<b>12,573.80</b>	<b>15,058.29</b>	<b>12,722.31</b>	<b>174,332.07</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>-7,903.47</b>	<b>-11,071.71</b>	<b>-8,149.37</b>	<b>-11,351.72</b>	<b>-8,512.54</b>	<b>-5,678.71</b>

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

Type	Date	Memo	Due Date	Open Balance
<b>ABSOLUTE SCIENCE</b>				
Bill	05/01/19	SRP presenter 7/2/19	05/11/19	350.00
Total ABSOLUTE SCIENCE				350.00
<b>CHASE</b>				
Bill	05/31/19	Chase Credit Card 4/26/19-5/25/19	06/10/19	2,786.38
Total CHASE				2,786.38
<b>CITY OF POLO/EFT</b>				
Bill	05/21/19	Water/sewer/garbage	05/31/19	54.75
Total CITY OF POLO/EFT				54.75
<b>CNA SURETY</b>				
Bill	05/30/19	Surety Bond (Treasurer)	06/09/19	415.00
Total CNA SURETY				415.00
<b>CONSTELLATION/EFT</b>				
Bill	05/03/19	4/3/19-5/2/19	05/13/19	215.08
Total CONSTELLATION/EFT				215.08
<b>ED OLSEN</b>				
Bill	05/01/19	Supplies for new bookshelves	05/11/19	7.98
Total ED OLSEN				7.98
<b>FYR-FYTER INC</b>				
Bill	05/09/19	Service fire extinguishers	05/19/19	43.45
Total FYR-FYTER INC				43.45
<b>GALE/CENGAGE LEARNING</b>				
Bill	05/16/19	Inv No 67086261, 67129143, 67100728	05/26/19	167.94
Total GALE/CENGAGE LEARNING				167.94
<b>L.A. HOPKINS, INC.</b>				
Bill	05/31/19	Inv # 5712	06/10/19	60.00
Total L.A. HOPKINS, INC.				60.00
<b>LEAF/EFT</b>				
Bill	05/10/19	Copier lease payment	05/20/19	155.73
Total LEAF/EFT				155.73
<b>TOTAL</b>				<b>4,256.31</b>

**POLO PUBLIC LIBRARY DISTRICT**  
**Amazon Credit Card Detail**

May 1-31, 2019

Date	Name	Memo	Class	Amount
05/01/2019	FRONTIER	Telephone & Fax service	General Fund	127.19
05/01/2019	HOLLINGER METAL EDGE	Archival newspaper boxes	General Fund	147.20
05/01/2019	4 IMPRINT	Lanyards	General Fund	576.67
05/02/2019	BAKER & TAYLOR	#2034442410	General Fund	21.77
05/02/2019	BAKER & TAYLOR	#2034437357	General Fund	158.89
05/06/2019	OGDEN PUBLICATIONS	Mother Earth News	General Fund	12.95
05/07/2019	HIDDEN TIMBER GARDENS	Crabgrass treatment & fertilizer	General Fund	107.00
05/08/2019	DOLLAR GENERAL	Correction tape & garbage bags	General Fund	3.50
05/08/2019	DOLLAR GENERAL	Correction tape & garbage bags	Building Maintenance Fund	9.00
05/09/2019	SULLIVAN'S FOODS	Program refreshments	General Fund	9.43
05/09/2019	MYRON	Promotional pens	General Fund	140.57
05/10/2019	PENWORTHY COMPANY	SRP book order	General Fund	465.23
05/11/2019	BAKER & TAYLOR	#2034496583	General Fund	16.78
05/11/2019	BAKER & TAYLOR	#2034464513	General Fund	31.18
05/14/2019	SULLIVAN'S FOODS	Program refreshments	General Fund	7.99
05/14/2019	FISCHER'S, INC	Library supplies	General Fund	13.99
05/16/2019	UNITED AIRLINES	ARSL Conference return flight: Burlington VT to	General Fund	209.30
05/16/2019	HIDDEN TIMBER GARDENS	Mowing \$57 x 4	General Fund	228.00
05/17/2019	DEMCO, INC.	iRead order/SRP incentives	General Fund	123.88
05/17/2019	AMAZON	SRP book order	General Fund	135.85
05/19/2019	AMAZON	Adult book	General Fund	6.30
05/19/2019	MENARDS	Push broom	Building Maintenance Fund	9.97
05/19/2019	AMAZON	Adult DVDs	General Fund	26.69
05/19/2019	AMAZON	Adult Program supplies	General Fund	36.75
05/20/2019	DEMCO, INC.	iRead order staff t-shirts	General Fund	25.35
05/21/2019	NICOR GAS	Utility-gas charges 3/4/19-4/2/19	Building Maintenance Fund	127.47
05/23/2019	AMAZON		General Fund	7.48
<b>Total</b>				<b><u>2,786.38</u></b>

**Attendance:** Four adult programs – 38 in attendance; seven children's programs (including Field Trips to Galena (Ellen), Oregon (Marie), Dixon (Dawn)) – 144 + Centennial enrollment/teachers in attendance, one passive program – 7 participants. Total program attendance: 189+. Foot traffic – 870 (closed 5/27). The building & pavilion were used three times involving 46 people – a T-Ball meeting, tutoring, Garden Club meeting.

**Building & Grounds:** A group of four students helped us do some shifting of furniture and move the new bookcase from Ed's house. The electrical work on the pavilion was completed yesterday. IT Works has been notified of that. They are scheduled to be here on 6/11 to mount and activate security cameras. Hidden Timber Gardens refreshed the mulch and planted annuals in the beds at the front of the building. Despite all the rain we've received this year the lower level of the building has been dry.

**Circulation statistics:** Report follows. We added three patrons in May. Please note there is a comparison to last year's stats at the bottom of the page.

**Programs:** Euchre Class is scheduled for Thursday, June 13, and is limited to eight participants. We are hosting Chamber After Hours on Tuesday, June 18 from 5:00 to 7:00 p.m. Please show support to Polo Chamber by attending. It's also an excellent opportunity to showcase the Pavilion. Music in the Pavilion: Dawn designed a rack card & poster which we had printed at Fischer's in Oregon. To date I have hung 20 posters and left cards at some businesses. Please plan to attend on Saturday, June 22. Dawn has organized an easy Adult Summer Reading Program. Trustees are not prohibited from participating in library programs. Dawn and I will soon begin planning for a Fall series of healthy programs. Once that is planned we hope to put together a quarterly newsletter.

**Public relations, advocacy, and marketing:** In May articles appeared in the Ogle County Life five times/one photo; in the Tri County Press six times/one photo. We have 557 Likes and 592 Followers on Facebook. Our website had 645 visits.

**Staff:** Emily Ditzler, who worked here from 2013-2017, is going to be involved with our Teen Summer Reading Program this summer. I'm planning to sit down with employees over the next two week for their evaluations.

**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	1,139	294	205	89	1,727	186	180	185	6	754	900
May	1,069	236	200	92	1,597	138	150	169	3	645	870
June											
YTD Totals	11,999	4,004	1,922	549	18,474	2,710	1,918	1,767	486	9,932	10,629
last ytd	13,283	2,993	997	304	17,577	2,666	1,649	1,825	101	7,401	10,510

STATE OF ILLINOIS)

RESOLUTION # \_\_\_\_\_

COUNTY OF OGLE)

**A RESOLUTION DESIGNATING BOARD OF TRUSTEES 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 #2019.2 be adopted and enacted as follows: the regular meeting of the Polo Public Library District Board of Trustees shall be held at 5:00 P.M. on the second Tuesday of each month, except December, at the Polo Public Library District Meeting Room, 302 West Mason Street, Polo, Illinois on the following dates:

Tuesday	July 9, 2019
Tuesday	August 13, 2019
Tuesday	September 10, 2019
Tuesday	October 8, 2019
Tuesday	November 12, 2019
Tuesday	January 14, 2020
Tuesday	February 11, 2020
Tuesday	March 10, 2020
Tuesday	April 14, 2020
Tuesday	May 12, 2020
Tuesday	June 9, 2020

This resolution is effective immediately upon adoption.

Adopted this 11<sup>th</sup> day of June, 2019

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

\_\_\_\_\_  
Marie Monaco, President

ATTEST:

\_\_\_\_\_  
Julie Sanders, Secretary