

POLO PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES REGULAR MEETING AGENDA

Meeting Room, 5:00 P.M. Tuesday, September 10, 2019

1. Call to Order
2. Changes or Additions to Agenda, Adoption of Agenda
3. Minutes of the August Regular Meeting*
4. Treasurer's Reports
 - A. Review of Financial Reports for August*
 - B. Approval of Expenditures for August*
5. President's Comments: Foundation Meeting Monday, 10/21/19, 7:00 P.M.
6. Director's Report*
7. Committee Reports – Director is a member of all committees.
 - A. Budget & Finance (Chair Rowland, Faivre, Monaco)
 - B. Building & Grounds (Chair Baumann, Baker)
 - C. Policy & Personnel (Chair Monaco, Sanders, Zook)
 - D. Strategic Plan (Chair Sanders, 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. Mission Statement
 - B. Transfer unexpended funds to Special Reserve* - fyi
10. New Business
 - A. Repeal Building & Maintenance .02% Tax Ordinance #19-04*
 - B. Building & Maintenance .02% Tax Ordinance #19-05*
 - C. Window treatment proposal*
 - D. Lift replacement bidding process
 - E. Per Capita Grant requirement – Outreach*
11. Adjournment – Next board meeting – October 8, 2019 at 5:00 P.M.

*denotes supporting document

**POLO PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR
MEETING AGENDA Meeting Room, 5:00pm Tuesday, August 13,
2019**

1. Budget & Appropriations Hearing was opened at 5:03pm. No public present, hearing closed at 5:05 pm.

2. Call to Order: President Monaco called the meeting to order at 5:05pm. Present:

President Monaco, Vice President Baker, Treasurer Rowland, Trustee Zook, Trustee Baumann, Secretary Sanders, and Director Finrock. Absent: Trustee Faivre

3. Changes or additions to minutes, Adoptions of Agenda: No changes or additions. (Rowland, Baker)

4. Approval of Minutes: The minutes of July 2019 regular meeting were approved. (Sanders/Baumann)

5. Treasurer's Report:

a. The Financials for July were not available and will be emailed when available.

b. Expenditures for July 2019 in the amount of \$5,401.25 were approved for payment.
(Baumann/Sanders) (6 ayes, 0 nays, 1 absent)

6. Liaison's Comments:

a. The last foundation meeting was held on Monday, July 15, 2019. The liaison was not able to attend.

b. The next foundation meeting will be Monday, October 21, 2019, 7:00pm. All trustees are invited.

7. Director's Report: Attached

a. The east wall in the bathroom has brick calcification and will be covered.

8. Committee Reports: Director is a member of all committees.

a. Budget and Finance: (Rowland-Chair, Faivre, Monaco)

b. Building and Grounds: (Baumann-Chair, Baker)

i. Met on 8/2/19 - Came up with 3 priorities:

1. Replace the power lift

2. Install a power assist door opener on the East entrance

3. Update emergency system to a newer system that would directly connect to emergency services.

4. Other items:

a. Wash windows

b. Clean carpets

c. Call Singley to check crumbling cement at pavilion and tripping hazard at East entrance

d. Extend 2 outlets in pavilion

e. Extend Wi-Fi to pavilion

f. Get protective cover for outlet on air conditioning unit

g. Buy a new dehumidifier

h. Install two extra cameras outside

i. Review insurance rates and policies every 5 years

c. Policy and Personnel: (Monaco-Chair, Zook, Sanders)

i. Met on 8/8/19- report given in new business.

d. Strategic Planning: (Sanders-Chair, Rowland)

9. Public Comment: none

10. Unfinished Business: a. None

11. New Business:

a. Budget & Appropriation Ordinance 2019/2020 #19-03 was reviewed and approved (Rowland/Baker)

b. Building & Maintenance .02% Tax Ordinance 2019/20 #19-04 was reviewed and approved (Zook/Baumann)

c. Policy Recommendations from Policy and Personnel Meeting:

i. Patron Behavior Infraction Schedule was created. The Board reviewed and adopted. (Baker/Rowland)

ii. Homebound Library Delivery System policy was created. The Board reviewed and adopted. (Baker/Baumann)

d. Per Capita Grant Requirement - online education: Director Finrock will send a link to an educational video for the Board members to watch in order to complete this requirement.

e. Transfer unexpended funds to Special Reserve was tabled until the next meeting. (Rowland/Zook)

f. Insurance recap: The annual summary for 2019-2020 insurance renewal from Davis Insurance was reviewed.

12. Adjournment at 6:00pm - Next Board meeting - September 10, 2019 at 5:00pm (Sanders/Baker)

Respectfully Submitted,

Julie Sanders, Secretary

POLO PUBLIC LIBRARY DISTRICT
Balance Sheet
 As of July 31, 2019

	<u>Jul 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Blackhawk Area CU Savings	25.76
Checking First State Bank	64,507.25
Money Market Account	5,579.88
Petty Cash	100.00
Total Checking/Savings	<u>70,212.89</u>
Other Current Assets	
Prepaid Expense	182.86
Total Other Current Assets	<u>182.86</u>
Total Current Assets	<u>70,395.75</u>
Other Assets	
CD - Building Addition/Zilgitt	36,642.72
CD - Building Maintenance	8,606.33
CD - Jones Trust	28,461.92
CD - Risk Management	76,522.04
CD - RM/Self- Insurance	15,600.53
CD - Special Reserve	5,052.07
Total Other Assets	<u>170,885.61</u>
TOTAL ASSETS	<u><u>241,281.36</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,093.67
Total Accounts Payable	<u>5,093.67</u>
Other Current Liabilities	
Accrued Salaries & Wages	3,738.73
Accrued Vacation	507.12
IMRF Payable	969.54
Total Other Current Liabilities	<u>5,215.39</u>
Total Current Liabilities	<u>10,309.06</u>
Total Liabilities	10,309.06
Equity	
Restricted Fund Balance	
Building Addition/Zilgitt Fund	36,642.72
Building Maintenance Fund	4,803.14
IMRF Fund	6,541.15
Insurance Fund	32,845.11
Jones Trust Fund	33,859.78
Medicare Fund	1,142.25
Memorial Fund	1,021.57
Per Capita Grant Fund 2017	3,516.25
Replacement Tax Fund	3,150.99
Risk Management Fund	44,590.06
Social Security Fund	4,054.09
Special Reserve	5,052.07
Workers' Comp Fund	2,633.86
Total Restricted Fund Balance	<u>179,853.04</u>

2:28 PM

08/21/19

Accrual Basis

POLO PUBLIC LIBRARY DISTRICT

Balance Sheet

As of July 31, 2019

	<u>Jul 31, 19</u>
Unrestricted Fund Balance	
General Fund	-227,946.38
PPLD Foundation Fund	279,065.64
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Total Unrestricted Fund Balance	51,119.26
xRetained Earnings	-50,100.13
Net Income	50,100.13
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Total Equity	230,972.30
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TOTAL LIABILITIES & EQUITY	<u>241,281.36</u>

POLO PUBLIC LIBRARY DISTRICT
Profit & Loss Budget vs. Actual
 July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Contributions & Gifts				
Donations	51.25	800.00	-748.75	6.4%
Jones Trust Receipts	0.00	20,000.00	-20,000.00	0.0%
PPLD Foundation Receipts	7,166.66	43,000.00	-35,833.34	16.7%
Total Contributions & Gifts	7,217.91	63,800.00	-56,582.09	11.3%
Grants				
Per Capita Grant Receipts	0.00	3,516.00	-3,516.00	0.0%
Total Grants	0.00	3,516.00	-3,516.00	0.0%
Interest Income	0.24	950.00	-949.76	0.0%
Operating Income				
Books Sold	14.70	200.00	-185.30	7.4%
Copy Fees	79.30	725.00	-645.70	10.9%
Damaged/Lost Materials	8.00	85.00	-77.00	9.4%
Fax Fees	49.50	335.00	-285.50	14.8%
Late Fees	100.50	910.00	-809.50	11.0%
Miscellaneous Income	19.25	120.00	-100.75	16.0%
Nonresident Fees	60.00	1,360.00	-1,300.00	4.4%
Total Operating Income	331.25	3,735.00	-3,403.75	8.9%
Tax Levies				
Building Tax Receipts	5,175.09	8,780.00	-3,604.91	58.9%
General Tax Receipts	38,812.99	66,150.00	-27,337.01	58.7%
IMRF Tax Receipts	4,724.85	8,000.00	-3,275.15	59.1%
Insurance Tax Receipts	7,617.11	11,115.00	-3,497.89	68.5%
Medicare Tax Receipts	771.05	1,305.00	-533.95	59.1%
Replacement Tax Receipts	896.65	1,200.00	-303.35	74.7%
Risk Management Tax Receipts	0.00	2,850.00	-2,850.00	0.0%
Social Security Tax Receipts	3,286.15	5,565.00	-2,278.85	59.1%
Workers' Comp Tax Receipts	1,535.00	1,535.00	0.00	100.0%
Total Tax Levies	62,818.89	106,500.00	-43,681.11	59.0%
Total Income	70,368.29	178,501.00	-108,132.71	39.4%
Expense				
Circulation/Acquisitions				
Audio/Visual				
Adult Audio/Visual	186.23	1,250.00	-1,063.77	14.9%
Children Audio/Visual	67.00	250.00	-183.00	26.8%
Total Audio/Visual	253.23	1,500.00	-1,246.77	16.9%
Books				
Adult Books	448.46	2,800.00	-2,351.54	16.0%
Children Books	71.94	1,800.00	-1,728.06	4.0%
Large Print Books	75.98	900.00	-824.02	8.4%
Young Adult Books	0.00	500.00	-500.00	0.0%
Total Books	596.38	6,000.00	-5,403.62	9.9%
Digital				
Ebooks	0.00	1,000.00	-1,000.00	0.0%
Total Digital	0.00	1,000.00	-1,000.00	0.0%
Periodicals				
Adult Periodicals	0.00	300.00	-300.00	0.0%
Total Periodicals	0.00	300.00	-300.00	0.0%
Total Circulation/Acquisitions	849.61	8,800.00	-7,950.39	9.7%

POLO PUBLIC LIBRARY DISTRICT
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Facilities & Equipment				
Building Repairs & Maintenance	547.16	7,885.00	-7,337.84	6.9%
Building Supplies	30.00	800.00	-770.00	3.8%
Cleaning	110.00	600.00	-490.00	18.3%
Equipment Purchases	0.00	1,200.00	-1,200.00	0.0%
Equipment Repairs & Maintenance	455.81	2,400.00	-1,944.19	19.0%
Furniture	0.00	1,000.00	-1,000.00	0.0%
Lawn Care	880.50	2,500.00	-1,619.50	35.2%
Snow Removal	0.00	1,800.00	-1,800.00	0.0%
Utilities	375.68	5,500.00	-5,124.32	6.8%
Total Facilities & Equipment	2,399.15	23,685.00	-21,285.85	10.1%
Grant Outlays				
Per Capita Grant Outlays	219.43	3,516.00	-3,296.57	6.2%
Total Grant Outlays	219.43	3,516.00	-3,296.57	6.2%
Operations				
Direct Deposit Fees	52.50	300.00	-247.50	17.5%
Education	0.00	500.00	-500.00	0.0%
Insurance	7,239.35	8,205.00	-965.65	88.2%
Legal & Accounting	265.00	2,200.00	-1,935.00	12.0%
Library supplies	0.00	1,450.00	-1,450.00	0.0%
Meetings & Travel	0.00	1,500.00	-1,500.00	0.0%
Memberships & Dues	432.50	1,210.00	-777.50	35.7%
Office Supplies	0.00	350.00	-350.00	0.0%
Postage	2.61	150.00	-147.39	1.7%
Publishing/Marketing	81.90	1,000.00	-918.10	8.2%
Telephone	127.19	1,550.00	-1,422.81	8.2%
Total Operations	8,201.05	18,415.00	-10,213.95	44.5%
Personnel				
Bonuses	0.00	250.00	-250.00	0.0%
IMRF Contributions	878.80	8,000.00	-7,121.20	11.0%
Medicare	218.35	1,305.00	-1,086.65	16.7%
Paid Time Off	84.53	0.00	84.53	100.0%
Salaries & Wages	14,974.77	86,540.00	-71,565.23	17.3%
Social Security	933.68	5,565.00	-4,631.32	16.8%
Workers' Compensation	0.00	1,535.00	-1,535.00	0.0%
Total Personnel	17,090.13	103,195.00	-86,104.87	16.6%
Programs				
Adult Programs	626.22	2,500.00	-1,873.78	25.0%
Children Programs	0.00	4,000.00	-4,000.00	0.0%
Young Adult Programs	248.66	800.00	-551.34	31.1%
Total Programs	874.88	7,300.00	-6,425.12	12.0%
Technology Plan & Services				
Circulation System	1,302.67	5,160.00	-3,857.33	25.2%
Computer Accessories	0.00	750.00	-750.00	0.0%
Computer Purchases	0.00	750.00	-750.00	0.0%
Copier	162.88	1,970.00	-1,807.12	8.3%
eResources	565.00	700.00	-135.00	80.7%
Internet Service	0.00	960.00	-960.00	0.0%
Software Licensing	540.00	1,300.00	-760.00	41.5%
Technician	0.00	2,000.00	-2,000.00	0.0%
Total Technology Plan & Services	2,570.55	13,590.00	-11,019.45	18.9%
Total Expense	32,204.80	178,501.00	-146,296.20	18.0%
Net Ordinary Income	38,163.49	0.00	38,163.49	100.0%

POLO PUBLIC LIBRARY DISTRICT
Profit & Loss Budget vs. Actual
 July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Expense				
Capital Expenditures	0.00	25,000.00	-25,000.00	0.0%
Total Other Expense	0.00	25,000.00	-25,000.00	0.0%
Net Other Income	0.00	-25,000.00	25,000.00	0.0%
Net Income	38,163.49	-25,000.00	63,163.49	-152.7%

POLO PUBLIC LIBRARY DISTRICT
Balance Sheet
 As of August 31, 2019

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Blackhawk Area CU Savings	25.76
Checking First State Bank	51,446.05
Money Market Account	5,580.12
Petty Cash	100.00
Total Checking/Savings	57,151.93
Other Current Assets	
Prepaid Expense	146.29
Total Other Current Assets	146.29
Total Current Assets	57,298.22
Other Assets	
CD - Building Addition/Zilgitt	36,642.72
CD - Building Maintenance	8,606.33
CD - Jones Trust	28,461.92
CD - Risk Management	76,535.77
CD - RM/Self- Insurance	15,600.53
CD - Special Reserve	5,062.38
Total Other Assets	170,909.65
TOTAL ASSETS	228,207.87
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,494.73
Total Accounts Payable	3,494.73
Other Current Liabilities	
Accrued Salaries & Wages	3,738.73
Accrued Vacation	507.12
IMRF Payable	1,013.67
Total Other Current Liabilities	5,259.52
Total Current Liabilities	8,754.25
Total Liabilities	8,754.25
Equity	
Restricted Fund Balance	
Building Addition/Zilgitt Fund	36,642.72
Building Maintenance Fund	3,800.80
IMRF Fund	6,389.88
Insurance Fund	26,941.11
Jones Trust Fund	33,046.06
Medicare Fund	1,078.04
Memorial Fund	1,021.57
Per Capita Grant Fund 2017	3,516.25
Replacement Tax Fund	3,150.99
Risk Management Fund	44,991.68
Social Security Fund	3,778.78
Special Reserve	5,062.38
Workers' Comp Fund	1,298.51
Total Restricted Fund Balance	170,718.77

POLO PUBLIC LIBRARY DISTRICT
Balance Sheet
As of August 31, 2019

	<u>Aug 31, 19</u>
Unrestricted Fund Balance	
General Fund	-233,914.12
PPLD Foundation Fund	<u>282,648.97</u>
Total Unrestricted Fund Balance	48,734.85
xRetained Earnings	-38,581.45
Net Income	<u>38,581.45</u>
Total Equity	<u>219,453.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>228,207.87</u></u>

POLO PUBLIC LIBRARY DISTRICT

Profit & Loss

July through August 2019

	Jul 19	Aug 19	TOTAL
Ordinary Income/Expense			
Income			
Contributions & Gifts			
Donations	0.00	51.25	51.25
PPLD Foundation Receipts	3,583.33	3,583.33	7,166.66
Total Contributions & Gifts	3,583.33	3,634.58	7,217.91
Interest Income	0.24	24.28	24.52
Operating Income			
Books Sold	0.00	14.70	14.70
Copy Fees	0.00	79.30	79.30
Damaged/Lost Materials	-15.00	23.00	8.00
Fax Fees	0.00	49.50	49.50
Late Fees	0.00	100.50	100.50
Miscellaneous Income	0.00	19.25	19.25
Nonresident Fees	0.00	60.00	60.00
Total Operating Income	-15.00	346.25	331.25
Tax Levies			
Building Tax Receipts	5,175.09	325.36	5,500.45
General Tax Receipts	38,812.99	2,440.17	41,253.16
IMRF Tax Receipts	4,724.85	297.05	5,021.90
Insurance Tax Receipts	7,617.11	0.00	7,617.11
Medicare Tax Receipts	771.05	48.48	819.53
Replacement Tax Receipts	0.00	896.65	896.65
Risk Management Tax Receipts	0.00	575.39	575.39
Social Security Tax Receipts	3,286.15	206.60	3,492.75
Workers' Comp Tax Receipts	1,535.00	0.00	1,535.00
Total Tax Levies	61,922.24	4,789.70	66,711.94
Total Income	65,490.81	8,794.81	74,285.62
Expense			
Circulation/Acquisitions			
Audio/Visual			
Adult Audio/Visual	186.23	0.00	186.23
Children Audio/Visual	67.00	24.19	91.19
Total Audio/Visual	253.23	24.19	277.42
Books			
Adult Books	448.46	322.85	771.31
Children Books	71.94	186.19	258.13
Large Print Books	75.98	97.57	173.55
Total Books	596.38	606.61	1,202.99
Total Circulation/Acquisitions	849.61	630.80	1,480.41
Facilities & Equipment			
Building Repairs & Maintenance	119.16	603.00	722.16
Building Supplies	30.00	29.95	59.95
Cleaning	0.00	114.35	114.35
Equipment Purchases	0.00	912.60	912.60
Equipment Repairs & Maintenance	441.84	13.97	455.81
Lawn Care	880.50	114.00	994.50
Utilities	375.68	478.86	854.54
Total Facilities & Equipment	1,847.18	2,266.73	4,113.91
Grant Outlays			
Per Capita Grant Outlays	36.57	36.57	73.14
Total Grant Outlays	36.57	36.57	73.14

POLO PUBLIC LIBRARY DISTRICT

Profit & Loss

July through August 2019

	Jul 19	Aug 19	TOTAL
Operations			
Direct Deposit Fees	28.00	24.50	52.50
Insurance	0.00	7,239.35	7,239.35
Legal & Accounting	265.00	340.00	605.00
Memberships & Dues	432.50	0.00	432.50
Office Supplies	0.00	11.85	11.85
Postage	2.61	0.00	2.61
Publishing/Marketing	81.90	240.65	322.55
Telephone	127.19	134.26	261.45
Total Operations	937.20	7,990.61	8,927.81
Personnel			
Bonuses	0.00	-200.00	-200.00
IMRF Contributions	430.48	448.32	878.80
Medicare	105.66	112.69	218.35
Paid Time Off	84.53	0.00	84.53
Salaries & Wages	7,202.25	7,772.52	14,974.77
Social Security	451.77	481.91	933.68
Total Personnel	8,274.69	8,615.44	16,890.13
Programs			
Adult Programs	626.22	387.26	1,013.48
Children Programs	0.00	127.60	127.60
Young Adult Programs	248.66	95.60	344.26
Total Programs	874.88	610.46	1,485.34
Technology Plan & Services			
Circulation System	1,302.67	0.00	1,302.67
Copier	162.88	162.88	325.76
eResources	565.00	0.00	565.00
Software Licensing	540.00	0.00	540.00
Total Technology Plan & Services	2,570.55	162.88	2,733.43
Total Expense	15,390.68	20,313.49	35,704.17
Net Ordinary Income	50,100.13	-11,518.68	38,581.45
Net Income	50,100.13	-11,518.68	38,581.45

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

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
Facilities & Equipment				
Building Repairs & Maintenance	722.16	7,885.00	-7,162.84	9.2%
Building Supplies	59.95	800.00	-740.05	7.5%
Cleaning	114.35	600.00	-485.65	19.1%
Equipment Purchases	912.60	1,200.00	-287.40	76.1%
Equipment Repairs & Maintenance	455.81	2,400.00	-1,944.19	19.0%
Furniture	0.00	1,000.00	-1,000.00	0.0%
Lawn Care	994.50	2,500.00	-1,505.50	39.8%
Snow Removal	0.00	1,800.00	-1,800.00	0.0%
Utilities	854.54	5,500.00	-4,645.46	15.5%
Total Facilities & Equipment	4,113.91	23,685.00	-19,571.09	17.4%
Grant Outlays				
Per Capita Grant Outlays	73.14	3,516.00	-3,442.86	2.1%
Total Grant Outlays	73.14	3,516.00	-3,442.86	2.1%
Operations				
Direct Deposit Fees	52.50	300.00	-247.50	17.5%
Education	0.00	500.00	-500.00	0.0%
Insurance	7,239.35	8,205.00	-965.65	88.2%
Legal & Accounting	605.00	2,200.00	-1,595.00	27.5%
Library supplies	0.00	1,450.00	-1,450.00	0.0%
Meetings & Travel	0.00	1,500.00	-1,500.00	0.0%
Memberships & Dues	432.50	1,210.00	-777.50	35.7%
Office Supplies	11.85	350.00	-338.15	3.4%
Postage	2.61	150.00	-147.39	1.7%
Publishing/Marketing	322.55	1,000.00	-677.45	32.3%
Telephone	261.45	1,550.00	-1,288.55	16.9%
Total Operations	8,927.81	18,415.00	-9,487.19	48.5%
Personnel				
Bonuses	-200.00	250.00	-450.00	-80.0%
IMRF Contributions	878.80	8,000.00	-7,121.20	11.0%
Medicare	218.35	1,305.00	-1,086.65	16.7%
Paid Time Off	84.53	0.00	84.53	100.0%
Salaries & Wages	14,974.77	86,540.00	-71,565.23	17.3%
Social Security	933.68	5,565.00	-4,631.32	16.8%
Workers' Compensation	0.00	1,535.00	-1,535.00	0.0%
Total Personnel	16,890.13	103,195.00	-86,304.87	16.4%
Programs				
Adult Programs	1,013.48	2,500.00	-1,486.52	40.5%
Children Programs	127.60	4,000.00	-3,872.40	3.2%
Young Adult Programs	344.26	800.00	-455.74	43.0%
Total Programs	1,485.34	7,300.00	-5,814.66	20.3%
Technology Plan & Services				
Circulation System	1,302.67	5,160.00	-3,857.33	25.2%
Computer Accessories	0.00	750.00	-750.00	0.0%
Computer Purchases	0.00	750.00	-750.00	0.0%
Copier	325.76	1,970.00	-1,644.24	16.5%
eResources	565.00	700.00	-135.00	80.7%
Internet Service	0.00	960.00	-960.00	0.0%
Software Licensing	540.00	1,300.00	-760.00	41.5%
Technician	0.00	2,000.00	-2,000.00	0.0%
Total Technology Plan & Services	2,733.43	13,590.00	-10,856.57	20.1%
Total Expense	35,704.17	178,501.00	-142,796.83	20.0%
Net Ordinary Income	38,581.45	0.00	38,581.45	100.0%

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

	<u>Jul - Aug 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
Capital Expenditures	0.00	25,000.00	-25,000.00	0.0%
Total Other Expense	0.00	25,000.00	-25,000.00	0.0%
Net Other Income	0.00	-25,000.00	25,000.00	0.0%
Net Income	<u>38,581.45</u>	<u>-25,000.00</u>	<u>63,581.45</u>	<u>-154.3%</u>

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

	Jul - Aug 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Contributions & Gifts				
Donations	51.25	800.00	-748.75	6.4%
Jones Trust Receipts	0.00	20,000.00	-20,000.00	0.0%
PPLD Foundation Receipts	7,166.66	43,000.00	-35,833.34	16.7%
Total Contributions & Gifts	7,217.91	63,800.00	-56,582.09	11.3%
Grants				
Per Capita Grant Receipts	0.00	3,516.00	-3,516.00	0.0%
Total Grants	0.00	3,516.00	-3,516.00	0.0%
Interest Income	24.52	950.00	-925.48	2.6%
Operating Income				
Books Sold	14.70	200.00	-185.30	7.4%
Copy Fees	79.30	725.00	-645.70	10.9%
Damaged/Lost Materials	8.00	85.00	-77.00	9.4%
Fax Fees	49.50	335.00	-285.50	14.8%
Late Fees	100.50	910.00	-809.50	11.0%
Miscellaneous Income	19.25	120.00	-100.75	16.0%
Nonresident Fees	60.00	1,360.00	-1,300.00	4.4%
Total Operating Income	331.25	3,735.00	-3,403.75	8.9%
Tax Levies				
Building Tax Receipts	5,500.45	8,780.00	-3,279.55	62.6%
General Tax Receipts	41,253.16	66,150.00	-24,896.84	62.4%
IMRF Tax Receipts	5,021.90	8,000.00	-2,978.10	62.8%
Insurance Tax Receipts	7,617.11	11,115.00	-3,497.89	68.5%
Medicare Tax Receipts	819.53	1,305.00	-485.47	62.8%
Replacement Tax Receipts	896.65	1,200.00	-303.35	74.7%
Risk Management Tax Receipts	575.39	2,850.00	-2,274.61	20.2%
Social Security Tax Receipts	3,492.75	5,565.00	-2,072.25	62.8%
Workers' Comp Tax Receipts	1,535.00	1,535.00	0.00	100.0%
Total Tax Levies	66,711.94	106,500.00	-39,788.06	62.6%
Total Income	74,285.62	178,501.00	-104,215.38	41.6%
Expense				
Circulation/Acquisitions				
Audio/Visual				
Adult Audio/Visual	186.23	1,250.00	-1,063.77	14.9%
Children Audio/Visual	91.19	250.00	-158.81	36.5%
Total Audio/Visual	277.42	1,500.00	-1,222.58	18.5%
Books				
Adult Books	771.31	2,800.00	-2,028.69	27.5%
Children Books	258.13	1,800.00	-1,541.87	14.3%
Large Print Books	173.55	900.00	-726.45	19.3%
Young Adult Books	0.00	500.00	-500.00	0.0%
Total Books	1,202.99	6,000.00	-4,797.01	20.0%
Digital				
Ebooks	0.00	1,000.00	-1,000.00	0.0%
Total Digital	0.00	1,000.00	-1,000.00	0.0%
Periodicals				
Adult Periodicals	0.00	300.00	-300.00	0.0%
Total Periodicals	0.00	300.00	-300.00	0.0%
Total Circulation/Acquisitions	1,480.41	8,800.00	-7,319.59	16.8%

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

Type	Date	Memo	Due Date	Open Balance
CHASE				
Bill	08/31/19	Chase Credit Card 7/26/19-8/26/19	09/10/19	2,154.48
Total CHASE				2,154.48
CITY OF POLO/EFT				
Bill	08/20/19	Water/sewer/garbage	08/30/19	54.80
Total CITY OF POLO/EFT				54.80
ELLEN E. FINFROCK				
Bill	08/31/19	Delegates Assembly, Kish	09/10/19	36.44
Total ELLEN E. FINFROCK				36.44
GALE/CENGAGE LEARNING				
Bill	08/26/19	Inv No 67791658	09/05/19	97.57
Total GALE/CENGAGE LEARNING				97.57
JOHN LYNN				
Bill	08/31/19	LLL October 2019	09/10/19	250.00
Total JOHN LYNN				250.00
KAVANAUGH SCULLY				
Bill	08/31/19	P Lenzini email & phone call re B&M Tax Ord	09/10/19	45.00
Total KAVANAUGH SCULLY				45.00
L.A. HOPKINS, INC.				
Bill	08/31/19	Inv # 5958	09/10/19	220.00
Total L.A. HOPKINS, INC.				220.00
LEAF/EFT				
Bill	08/10/19	Copier lease payment	08/20/19	162.88
Total LEAF/EFT				162.88
LORI GALOR				
Bill	08/31/19	Financial records review fy 18/19	09/10/19	75.00
Total LORI GALOR				75.00
PHYLLIS HOUCK				
Bill	08/31/19	RAILS, Rockford/Barcode Exam	09/10/19	59.16
Total PHYLLIS HOUCK				59.16
SAUK VALLEY MEDIA				
Bill	08/31/19	Publish Budget & Appropriations	09/10/19	214.40
Total SAUK VALLEY MEDIA				214.40
THE OFFICE OF THE STATE FIRE MARSHAL				
Bill	08/31/19	Annual Renewal HL003150	09/10/19	125.00
Total THE OFFICE OF THE STATE FIRE MARSHAL				125.00
TOTAL				3,494.73

POLO PUBLIC LIBRARY DISTRICT
Amazon Credit Card Detail
August 1-31, 2019

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Amount</u>
08/10/2019	MENARDS	Returned potting soil	General Fund	-4.99
08/14/2019	AMAZON	Shipping refund	General Fund	-4.63
08/01/2019	DOLLAR GENERAL	Movie snack	General Fund	4.35
08/16/2019	DOLLAR GENERAL	Tissues	General Fund	4.50
08/01/2019	DOLLAR GENERAL	Coffee supplies	General Fund	5.30
08/16/2019	AMAZON	Replacement book	General Fund	5.48
08/16/2019	DOLLAR GENERAL	Correction tape	General Fund	5.85
08/01/2019	DOLLAR GENERAL	Calendar	General Fund	6.00
08/03/2019	AMAZON	Replacement books & DVD	General Fund	9.20
08/03/2019	MENARDS	Potting soil for PP	General Fund	9.98
08/15/2019	AMAZON	Replacement book	General Fund	10.22
08/01/2019	DOLLAR GENERAL	Paper towels	Risk Management Fund	12.50
08/16/2019	AMAZON	Replacement book	General Fund	12.78
08/06/2019	DOLLAR GENERAL	Movie snack	General Fund	12.95
08/20/2019	AMAZON	Replacement books & DVD	General Fund	14.99
08/03/2019	MENARDS	Hose	Building Maintenance Fund	19.99
08/15/2019	FISCHER'S, INC	1st Qtr newsletter	General Fund	26.25
08/04/2019	HIDDEN TIMBER GARDENS	August PP	General Fund	26.97
08/20/2019	DOLLAR GENERAL	Movie snack	General Fund	27.60
08/14/2019	AMAZON	Replacement book	General Fund	33.27
08/20/2019	AMAZON	Replacement books & DVD	General Fund	36.67
08/05/2019	CROWN EXTERMINATORS, INC	Quarterly Pest Control	Risk Management Fund	50.00
08/20/2019	NICOR GAS	Utility-gas charges 5/2/19-7/1/19	Building Maintenance Fund	73.13
08/03/2019	AMAZON	Replacement books & DVD	General Fund	78.22
08/03/2019	MENARDS	Step stool, entry mats	General Fund	78.89
08/01/2019	WALGREENS	Adult SRP grand prize	General Fund	100.00
08/15/2019	ILA	2019/20 membership	General Fund	100.00
08/12/2019	HIDDEN TIMBER GARDENS	Mow & trim 7/12, 7/26	Building Maintenance Fund	114.00
08/11/2019	FRONTIER	Telephone & Fax service	General Fund	134.26
08/03/2019	BAKER & TAYLOR	Replacement books & DVD	General Fund	150.84
08/01/2019	AMAZON	Children's books	General Fund	186.19
08/01/2019	SBM BUSINESS EQUIPMENT CENTER	Folding chairs & cart	Jones Trust Fund	813.72
				<u>2,154.48</u>

CIRCULATION STATISTICS FOR FISCAL YEAR 2019/2020

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	1,169	537	128	27	1,861	172	146	174	30	611	966
Aug	1,150	350	147	93	1,740	127	166	209	51	492	942
Sept											
Oct											
Nov											
Dec											
Jan											
Feb											
Mar											
Apr											
May											
June											
YTD Totals	2,319	887	275	120	3,601	299	312	383	81	1,103	1,908
last ytd	2,542	644	243	30	3,459	544	403	359	418	1,813	2,322

ORDINANCE NO. 19-05

AN ORDINANCE TO LEVY AND ASSESS A TAX
FOR POLO PUBLIC LIBRARY DISTRICT OF THE
COUNTY OF OGLE, STATE OF ILLINOIS FOR THE FISCAL YEAR
BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021

BE IT ORDAINED, that the Polo Public Library District of the County of Ogle and State of Illinois shall levy a tax of .02% of the value of all taxable property within said District, for building and maintenance purposes, subject to the right of the electors in said District to petition and require an election concerning the imposition of such tax, pursuant to 75 ILCS 16/35-5.

BE IT FURTHER ORDAINED, that within fifteen (15) days from the date of adoption of the ordinance, it shall be published in the Tri County Press, a newspaper of general circulation in the Polo Public Library District and it is effective immediately upon adoption.

IN WITNESS WHEREOF, we have hereunder set our hands in Polo, Illinois this 13th day of August.

1. The specific number of voters required to sign a petition requesting that the question of adoption of the ordinance be submitted to the electors of the District is 166.
2. That petition must be filed by October 20, 2019.
3. The referendum would be held March 17, 2020.

Posted:

President Board of Trustees
Polo Public Library District

ATTEST:

Secretary

Vanderheyden Furniture and Flooring

WINDOW TREATMENT ESTIMATE

Line	Location	Unit No.	Product Information		Manufacturer's Pricing			
			Product	Notes	Base Price	Misc Charges	Subtotal	
1	West room		Hunter Douglas Custom Designer Roller Shade	<u>Fabric: "Neptune"</u> <u>10% open; light</u> <u>filtering; Choice of all</u> <u>available colors; with</u> <u>premium LiteRise</u> <u>cordless lift system</u>		\$376.00	\$376.00	
2	West room					\$376.00	\$376.00	
3	West room					\$360.00	\$360.00	
4	West room					\$360.00	\$360.00	
5	West room					\$360.00	\$360.00	
6	East room					\$360.00	\$360.00	
7	East room					\$360.00	\$360.00	
8	East room					\$360.00	\$360.00	
9	East room					\$376.00	\$376.00	
10	East room					\$376.00	\$376.00	
11	Local History Section (East)						\$428.00	\$428.00
12	Ellen's Office (West)						\$379.00	\$379.00

<p style="text-align: center;">Window Fashion Design Center</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;"> V A N D E R H E Y D E N </div> <div style="text-align: center; background-color: black; color: white; padding: 10px; margin: 5px 0;"> <i>Furniture & Flooring</i> </div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Manufacturer's Sug. Price =</td> <td style="text-align: right;">\$4,471.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><i>Our Discounted Price</i></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><i>(check or cash) =</i></td> <td style="text-align: right;">\$3,129.70</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Sales Tax (@6.75%) =</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Total after Sales Tax =</td> <td style="text-align: right;">\$3,129.70</td> </tr> <tr> <td style="border-bottom: 1px solid black;">OVERSIZED Shipping Cost =</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Final Cost =</td> <td style="text-align: right;">\$3,129.70</td> </tr> </table>	Manufacturer's Sug. Price =	\$4,471.00	<i>Our Discounted Price</i>		<i>(check or cash) =</i>	\$3,129.70	Sales Tax (@6.75%) =	\$0.00	Total after Sales Tax =	\$3,129.70	OVERSIZED Shipping Cost =	\$0.00	Final Cost =	\$3,129.70
Manufacturer's Sug. Price =	\$4,471.00														
<i>Our Discounted Price</i>															
<i>(check or cash) =</i>	\$3,129.70														
Sales Tax (@6.75%) =	\$0.00														
Total after Sales Tax =	\$3,129.70														
OVERSIZED Shipping Cost =	\$0.00														
Final Cost =	\$3,129.70														

NOTES: I HAVE APPLIED A 30% DISCOUNT TO THIS ORDER!! This pricing is for fabrication and installation of these premium shadings, with Hunter Douglas Lifetime Warranty. The above pricing would include premium LiteRise cordless operation, and open roller configuration. To include a matching fabric wrapped cassette for the shade to roll into, add \$59 per unit (Total of \$708 for all 12 units). Any questions, please call us! Our pricing includes the following items listed below:

This Price Includes:

- Removal of any existing window treatments
- Installation by the only **Certified "Master" Installer** in NW Illinois or Southern Wisconsin
- Our exclusive **"Lifetime Service Commitment"**
- Manufacturer's warranty service
- Our exclusive **"Lowest Price Policy"**



Additional Notes:

- Special casement window cranks may be used to avoid interference with window treatments; available for \$6.99 each.
- Our window treatment designs are custom fabricated and can not be cancelled or modified after ordering.
- Typical terms include a deposit of 50% at time of order with full payment due upon installation.
- There will be a 3% processing fee for credit card payments.

This estimate is valid for 15 days from the date printed at the lower right corner of this page.

Vanderheyden Furniture and Flooring

WINDOW TREATMENT ESTIMATE

Line	Location	Unit No.	Product Information		Manufacturer's Pricing			
			Product	Notes	Base Price	Misc Charges	Subtotal	
1	West room		Hunter Douglas Custom Designer Roller Shade	<u>Fabric: Choice of "Empire" or "New Orleans" 10% open; light filtering; Choice of all available colors; with premium LiteRise cordless lift system</u>		\$429.00	\$429.00	
2	West room					\$429.00	\$429.00	
3	West room					\$405.00	\$405.00	
4	West room					\$405.00	\$405.00	
5	West room					\$405.00	\$405.00	
6	East room					\$405.00	\$405.00	
7	East room					\$405.00	\$405.00	
8	East room					\$405.00	\$405.00	
9	East room					\$429.00	\$429.00	
10	East room					\$429.00	\$429.00	
11	Local History Section (East)						\$497.00	\$497.00
12	Ellen's Office (West)						\$429.00	\$429.00

<p>Window Fashion Design Center</p> <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;"> V A N D E R H E Y D E N </div> <div style="text-align: center; background-color: black; color: white; padding: 10px; margin: 5px 0;"> <i>Furniture & Flooring</i> </div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Manufacturer's Sug. Price =</td> <td style="text-align: right;">\$5,072.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><i>Our Discounted Price</i></td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;"><i>(check or cash) =</i></td> <td style="text-align: right;">\$3,550.40</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Sales Tax (@6.75%) =</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Total after Sales Tax =</td> <td style="text-align: right;">\$3,550.40</td> </tr> <tr> <td style="border-bottom: 1px solid black;">OVERSIZED Shipping Cost =</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Final Cost =</td> <td style="text-align: right;">\$3,550.40</td> </tr> </table>	Manufacturer's Sug. Price =	\$5,072.00	<i>Our Discounted Price</i>		<i>(check or cash) =</i>	\$3,550.40	Sales Tax (@6.75%) =	\$0.00	Total after Sales Tax =	\$3,550.40	OVERSIZED Shipping Cost =	\$0.00	Final Cost =	\$3,550.40
Manufacturer's Sug. Price =	\$5,072.00														
<i>Our Discounted Price</i>															
<i>(check or cash) =</i>	\$3,550.40														
Sales Tax (@6.75%) =	\$0.00														
Total after Sales Tax =	\$3,550.40														
OVERSIZED Shipping Cost =	\$0.00														
Final Cost =	\$3,550.40														

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This Price Includes:

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- Special casement window cranks may be used to avoid interference with window treatments; available for \$6.99 each.
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- Typical terms include a deposit of 50% at time of order with full payment due upon installation.
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FY2020

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1, of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

Trustees — Will review chapters 11-Appendices of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Education — Staff and trustees will complete at least one free online education opportunity focusing on organizational management. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.