



Minutes

1. Call to order

President Jefferson called the meeting to order at 7:05 p.m. Secretary Westhoff was physically present.

2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees Boland, Brauer, Jefferson, Sherman, Snyder, and Vanderhoek were physically present.

3. Approval of agenda

Trustee Vanderhoek moved, seconded by Trustee Snyder, approval of the agenda as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff.

Nays: None.

Abstain: None.

Absent: None. Motion carried.

4. Friends of the Palatine Library tour

Friends Treasurer Cipar gave a tour of the Friends space.

5. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, HR Manager Mary Schaeffer, Technology Assistant Manager Mike Szwed, Technology Support Specialist Ken Fritz, Popular Materials Manager Kathleen Burns, Friends representative Meg Cipar, League of Women Voters representative Ann Kennedy, Boy Scout Leader Pete Conglis, Susan Conneely, and Boy Scouts from Troop 209 Jack and Ethan Conneely, John Glass, James Yu, Kolter Peterson, Michael Hansen, Logan Bayer, Jack Frain, Swahil Patel, and Nathan Oland.

6. Public comment

Scout Leader Pete Conglis from Troop 209 thanked the Board for the opportunity to let the Boy Scouts see what happens behind the scenes at the Library as they work toward their Citizenship in the Community badge.

7. Liaison reports

a. Palatine Public Library District Foundation

Trustee Sherman reported that the Foundation has not met since the last Board meeting. She thanked all who supported the Dine to Donate fundraiser at Granite City on December 13. The event raised approximately \$260.

b. Teen Advisory Board

None.

8. Unfinished Business

a. Discussion of Referendum Communication

Trustee Jefferson stated that the Library has put out information for the public and will hold the first community forum on January 10, 2019, at the Library. The Library will have many referendum forums and meetings in the next few months.

Executive Director Dilger passed out the current calendar of referendum events and notes for shorter presentations before community organizations. She reported that John Chrastka from EveryLibrary stated that it looks as if the Library is on the right track with its print communication, website, and January community meetings. He recommended that the Library try to be out in the community more in February and March.

Dilger reported that she met with the Northwest Council of PTA Presidents on January 7, 2019, with Trustees Snyder and Westhoff in attendance. She believed it went well and hopes to receive invitations to speak to individual PTAs.

Trustees volunteered to present at remaining community meetings on the calendar.

b. Schedule of Board Meetings for 2019

The Board discussed a proposal to move Board meetings to the third Tuesday of the month starting in April 2019. A motion to pass a new ordinance will be presented at the February Board meeting.

c. Approval of Trustees to Attend ILA Legislative Meet Up February 18, 2019

Trustee Boland moved, seconded by Trustee Vanderhoek, for approval of six Trustees to attend the Illinois Library Association Legislative Meet Up on February 18, 2019, at a cost of \$30 per person.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff.

Nays: None.

Abstain: None.

Absent: None. Motion carried.

9. New Business

a. Approval of Trustees to Attend ILA Trustee Forum Workshop March 16, 2019

Trustee Vanderhoek moved, seconded by Trustee Boland, for approval for Trustees to attend ILA Trustee Forum Workshop on March 16, 2019, at a cost of \$135 per person.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff.

Nays: None.

Abstain: None.

Absent: None. Motion carried.

b. Annual Review of Succession Plan

Executive Director Dilger said the succession plan was updated to reflect changes in staff. After questions from the Board, Dilger said she will ask other libraries of similar size if they have one or two people named for certain posts in their succession plans. The matter was postponed to a future Board meeting, possibly the next long-term planning meeting.

10. President's Report

a. Review of Library Board Advocacy Activities

President Jefferson noted that the State of the Village event is coming up on January 30, 2019. He said it is a good opportunity for someone to represent the Library at a public event with other municipal leaders. Trustee Vanderhoek said she plans to attend.

Board members said they will look for opportunities to lobby for libraries within the state's new capital plan at the Legislative Meet Up.

11. Director's Report

Prior to the items listed on the agenda, Executive Director Dilger said staff is continuing to interview for the Administrative Associate position.

Dilger discussed some tools used to evaluate circulation statistics. She will work on getting additional digital statistics from eResources.

a. Report from Advocacy Webinar on Working with the 116th Congress

Assistant Director Gardner reported that library funding remains the top priority for the Illinois Library Association. The webinar shared tips on ways to work with your elected officials and ways you can advocate for your library all year round.

12. Committee Reports

a. Committee to Review Contents of Lock Box

Committee Chair Westhoff said the meeting has not been scheduled yet.

b. Committee to Review Closed Session Minutes

Committee Chair Boland said the Committee to Review Closed Session Minutes will meet January 17, 2019, at 9:00 a.m.

c. Board Development Committee

i. Robert Rules of Order

Trustee Westhoff presented on Robert's Rules of Order. Trustees expressed interest in deciding more matters by voice vote in place of roll-call vote when allowed by state statute. The Board may consider adopting Robert's small board rules, in whole or in part, in the future.

d. Director Evaluation Committee

Committee Chair Jefferson said the Director Evaluation Committee met on January 3, 2019. Matters discussed in the meeting would be expanded upon during the Closed Session later in the Board meeting.

e. Finance Committee

Committee Chair Snyder said the next Finance Committee meeting has not been scheduled.

f. Policy Committee

Committee Chair Brauer said the Policy Committee will meet on January 24, 2019, at 9:00 a.m.

13. Consent agenda – Matters on the consent agenda will be considered by a single motion and vote because they have already been considered fully by the Board at a previous meeting or have been determined to be of a routine nature. Any member of the Board may request that an item be removed from the consent agenda for separate consideration.

a. Approval of minutes: Regular Meeting of December 12, 2019

b. Financial report and approval of warrant 2019-07 in the amount of \$523,100.69

Trustee Brauer moved, seconded by Trustee Boland, approval of the consent agenda as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff.

Nays: None.

Abstain: None.

Absent: None. Motion carried.

14. Correspondence

Bernie's Book Bank sent an email to Trustees with a request for volunteers.

15. Closed Session for the purpose the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2 (C)(1)

Trustee Vanderhoek moved, seconded by Trustee Boland, to go into closed session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body pursuant to 5 ILCS 120/2 (C)(1).

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff.

Nays: None.

Abstain: None.

Absent: None. Motion carried.

The Board went into executive session at 8:30 p.m. and reconvened to open session at 10:00 p.m.

16. Open Session – Action on Closed Session Items

a. Approval of Revised Job Description for Executive Director

Trustee Boland moved, seconded by Trustee Vanderhoek, approval of the revised Executive Director job description as amended: “Demonstrates cultural competence across class, geography, race, ethnicity, and gender; incorporates cultural competence in the hiring practices of the Library.”

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff.

Nays: None.

Abstain: None.

Absent: None. Motion carried.

b. Approval of Executive Director Salary Adjustment

Trustee Vanderhoek moved, seconded by Trustee Brauer, approval of a salary increase for the Executive Director of 3.5%, effective January 1, 2019.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek, and Westhoff.

Nays: None

Abstain: None

Absent: None. Motion carried.

17. Adjournment

President Jefferson adjourned the meeting at 10:01 p.m.

Approved: _____

Bruce Jefferson, President

Jeffrey Westhoff, Secretary



Board of Library Trustees
Committee to Review Contents of Lock Box
Palatine Bank & Trust
110 W. Palatine Road
Palatine, IL 60067
January 26, 2019, 9:00 a.m.

Minutes

1. Call to order

Committee Chair Westhoff called the meeting to order at 9:03 a.m. at Palatine Bank and Trust.

2. Roll call

Upon roll call, Trustees Westhoff and Jefferson were physically present.

3. Introduction of visitors

None.

4. Review of Contents of Library District's Lockbox

The committee examined the contents of the box and verified the accuracy of the printed inventory. Trustee Jefferson said he would ask Executive Director Dilger how long the library had to retain certain records. Committee Chair Westhoff said he would update the inventory and place the new version in the lockbox.

5. Adjournment

Committee Chair Westhoff adjourned the meeting at 9:30 a.m.

Approved: _____

Trustee

Trustee

Prepared by Jeffrey Westhoff

Palatine Public Library District
Statement of Cash Changes - Corporate
Period Ending January 31, 2019
59% of Budget Year Completed

	<u>Jul 18- Jan 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	2,571,140.97	5,514,376.00	46.63%	53.70%
4001 · Tax Levy - TIF	22,206.59	0.00	100.0%	0.00%
4010 · Replacement Tax	5,775.84	10,000.00	57.76%	42.50%
4100 · Interest Income	59,693.80	29,600.00	201.67%	139.10%
4200 · Other Fees and Income				
4201 · Fines	56,595.69	92,000.00	61.52%	51.70%
4203 · Lost/Replacement Fees	7,364.50	14,000.00	52.6%	59.60%
4204 · Book Recovery Service	6,342.06	13,000.00	48.79%	46.10%
4210 · Copier Income	5,514.95	9,000.00	61.28%	60.60%
4211 · Printing Income	9,505.40	16,000.00	59.41%	52.60%
4212 · Vending Machines	1,176.69	2,000.00	58.84%	53.90%
4222 · Meeting Room Fees	7,296.99	8,000.00	91.21%	49.00%
4223 · Interlibrary Loan Fees	88.93	250.00	35.57%	24.30%
4224 · Non-Resident Fees	9,245.90	10,000.00	92.46%	64.60%
4231 · Per Capita Grant	111,228.75	111,229.00	100.0%	0.00%
4232 · Gifts/Donations	553.40	20,000.00	2.77%	20.00%
4241 · Misc-General	1,168.00	500.00	233.6%	8.40%
4257 · Used Materials Income	3,703.19	6,000.00	61.72%	68.20%
4261 · Sale of Equipment	2,887.43	2,000.00	144.37%	43.30%
Total 4200 · Other Fees and Income	<u>222,671.88</u>	<u>303,979.00</u>	<u>73.25%</u>	<u>45.20%</u>
Total Income	<u>2,881,489.08</u>	<u>5,857,955.00</u>	<u>49.19%</u>	<u>53.40%</u>
Gross Profit	2,881,489.08	5,857,955.00	49.19%	53.40%
Expense				
5100 · Materials				
5101 · Books	193,683.79	340,000.00	56.97%	58.90%
5102 · Continuations	33,119.45	41,000.00	80.78%	103.00%
5104 · Digital Reference	211,056.72	233,000.00	90.58%	77.90%
5105 · Digital Materials	195,884.47	341,405.00	57.38%	51.90%
Total 5100 · Materials	<u>633,744.43</u>	<u>955,405.00</u>	<u>66.33%</u>	<u>62.40%</u>
5200 · Capital Expenditures				
5205 · Furniture	0.00	20,000.00	0.0%	8.20%
5207 · Computers/Technology	28,303.46	252,376.00	11.22%	11.10%
Total 5200 · Capital Expenditures	<u>28,303.46</u>	<u>272,376.00</u>	<u>10.39%</u>	<u>10.20%</u>
5300 · Payroll Expenses				
5310 · Gross Salaries	1,864,482.42	3,359,419.00	55.5%	53.50%
5313 · Health & Life Insurance	149,794.77	308,432.00	48.57%	48.10%
5328 · Misc. Fringe Benefits	4,573.27	7,006.00	65.28%	22.20%
Total 5300 · Payroll Expenses	<u>2,018,850.46</u>	<u>3,674,857.00</u>	<u>54.94%</u>	<u>53.00%</u>
5400 · Utilities				
5421 · Gas	10,730.41	50,000.00	21.46%	32.90%
5422 · Electricity	116,641.29	220,000.00	53.02%	57.10%

Palatine Public Library District
Statement of Cash Changes - Corporate
Period Ending January 31, 2019
59% of Budget Year Completed

	<u>Jul 18- Jan 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
5423 · Water	6,163.40	20,000.00	30.82%	56.50%
Total 5400 · Utilities	133,535.10	290,000.00	46.05%	54.60%
5600 - Contracts				
5651 · Copier Costs	12,954.52	28,000.00	46.27%	54.30%
5653 · Technology Support	27,727.83	44,469.00	62.35%	68.10%
5654 · Postage Machine	1,418.04	1,890.00	75.03%	70.90%
5655 · LAN Management	61,800.00	82,400.00	75.0%	75.00%
5656 · Integrated Library Systems	76,062.71	83,600.00	90.98%	99.80%
5657 · Internet Service	13,907.32	26,000.00	53.49%	57.80%
5658 · Bibliographic Support	2,656.96	2,553.00	104.07%	16.10%
5659 · Book Recovery Service	3,321.25	5,000.00	66.43%	31.40%
5660 · Accounting/Payroll	10,585.23	17,400.00	60.84%	50.20%
5661 · Leases(Office Park)	2,637.92	4,000.00	65.95%	65.90%
5663 · Consultants	21,225.00	33,513.00	63.33%	64.70%
5666 · Leases(Branches)	21,705.00	38,000.00	57.12%	56.90%
Total 5600 · Contracts	256,001.78	366,825.00	69.79%	70.80%
5700 - Supplies				
5771 · Office & Kitchen Supplies	695.98	1,000.00	69.6%	20.80%
5772 · Art & Printing Supplies	7,053.71	11,000.00	64.13%	76.10%
5773 · Copier & Printer Supplies	3,960.09	10,000.00	39.6%	61.40%
5774 · Library Services Supplies	23,570.94	45,000.00	52.38%	65.60%
5776 · Program Supplies				
5776.10 · Program Supplies - PMD	3,687.54	8,500.00	43.38%	67.20%
5776.20 · Program Supplies - ISD	2,655.98	5,500.00	48.29%	43.20%
5776.30 · Program Supplies - Tech	248.74	500.00	49.75%	0.00%
Total 5776 · Program Supplies	6,592.26	14,500.00	45.46%	52.60%
Total 5700 · Supplies	41,872.98	81,500.00	51.38%	62.90%
5800 - Operating - Other				
5801 · Library Insurance Package	2,530.00	2,530.00	100.0%	50.60%
5810 · Interlibrary Loan/Recip Borrow	7,706.62	4,500.00	171.26%	88.70%
5811 · Telephone	7,782.37	13,500.00	57.65%	51.70%
5812 · Postage	337.66	1,800.00	18.76%	5.00%
5813 · Cultural/Educational Programs				
5813.10 · Cultural/Ed Programs - PMD	8,547.66	14,000.00	61.06%	43.10%
5813.20 · Cultural/Ed Programs - ISD	9,877.03	18,000.00	54.87%	60.00%
5813.30 · Cultural/Ed Programs - Tech	2,650.00	5,100.00	51.96%	64.00%
Total 5813 · Cultural/Educational Programs	21,074.69	37,100.00	56.81%	53.10%
5814 · Inservice & Training	8,610.83	25,799.00	33.38%	33.70%
5815 · Memberships	6,818.00	8,911.00	76.51%	68.10%
5816 · Community Information	6,629.44	10,000.00	66.29%	25.90%
5817 · Legal	2,972.02	8,270.00	35.94%	17.00%
5819 · Want Ads/Legal Notices	558.36	3,000.00	18.61%	22.60%
5820 · Gifts/Donations	1,229.82	20,000.00	6.15%	32.50%
5821 · Reimbursements-Circulation	14.95	0.00	100.0%	17.00%

Palatine Public Library District
Statement of Cash Changes - Corporate
Period Ending January 31, 2019
59% of Budget Year Completed

	<u>Jul 18- Jan 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
5823 - POC Shared Administrative Costs	10,000.00	10,000.00	100.0%	100.00%
Total 5800 - Operating - Other	76,264.76	145,410.00	52.45%	43.3
5900 - Auxiliary				
5913 - Newsletter/Communication	33,230.00	68,082.00	48.81%	54.00%
5914 - Volunteer Programs	398.32	3,500.00	11.38%	27.10%
Total 5900 - Auxiliary	33,628.32	71,582.00	46.98%	52.40%
Total Expense	3,222,201.29	5,857,955.00	55.01%	54.30%
Net Ordinary Income	-340,712.21	0.00	100.0%	100.00%
Net Income	-340,712.21	0.00	100.0%	100.00%

Palatine Public Library District
Statement of Cash Changes - Audit
Period Ending January 31, 2019
59% of Budget Year Completed

	<u>Jul 18- Jan 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 - Tax Levies	4,376.12	8,703.00	50.30%	62.50%
Total Income	<u>4,376.12</u>	<u>8,703.00</u>	<u>50.30%</u>	<u>62.50%</u>
Gross Profit	4,376.12	8,703.00	50.30%	62.50%
Expense				
5600 - Contracts				
5662 - Audit Fund Expenses	6,500.00	6,500.00	100.00%	100.00%
Total 5600 - Contracts	<u>6,500.00</u>	<u>6,500.00</u>	<u>100.00%</u>	<u>100.00%</u>
Total Expense	<u>6,500.00</u>	<u>6,500.00</u>	<u>100.00%</u>	<u>100.00%</u>
Net Ordinary Income	-2,123.88	2,203.00	-96.40%	161.80%
Net Income	<u><u>-2,123.88</u></u>	<u><u>2,203.00</u></u>	<u><u>-96.40%</u></u>	<u><u>161.80%</u></u>

Palatine Public Library District
Statement of Cash Changes - Building
Period Ending January 31, 2019
59% of Budget Year Completed

	<u>Jul 18- Jan 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	103,642.51	222,410.00	46.6%	53.30%
Total Income	<u>103,642.51</u>	<u>222,410.00</u>	<u>46.6%</u>	<u>53.30%</u>
Gross Profit	103,642.51	222,410.00	46.6%	53.30%
Expense				
5500 · Maintenance				
5531 · Cleaning Service	43,454.46	81,000.00	53.65%	61.20%
5532 · Equipment Repair	304.44	1,000.00	30.44%	10.20%
5533 · Trash	1,351.02	3,295.44	41.0%	43.60%
5534 · Landscaping and Lawn Service	6,716.00	14,000.00	47.97%	59.50%
5535 · Fire and Security	6,194.40	13,000.00	47.65%	46.70%
5536 · Elevator	4,314.00	10,000.00	43.14%	48.30%
5537 · Building Maintenance	13,596.12	35,000.00	38.85%	16.60%
5538 · Snow Removal	6,893.25	9,000.00	76.59%	59.40%
5539 · HVAC	29,256.45	38,500.00	75.99%	47.50%
5540 · Parking Areas	1,793.48	10,000.00	17.94%	98.40%
5541 · Van Maintenance	44.95	500.00	8.99%	0.00%
5544 · Roof Maintenance	2,326.24	4,500.00	51.69%	72.40%
5545 · Van Fuel	703.29	1,000.00	70.33%	47.00%
Total 5500 · Maintenance	<u>116,948.10</u>	<u>220,795.44</u>	<u>52.97%</u>	<u>49.70%</u>
5700 · Supplies				
5775 · Maintenance Supplies	19,503.43	35,000.00	55.72%	44.90%
Total 5700 · Supplies	<u>19,503.43</u>	<u>35,000.00</u>	<u>55.72%</u>	<u>44.90%</u>
Total Expense	<u>136,451.53</u>	<u>255,795.44</u>	<u>53.34%</u>	<u>49.00%</u>
Net Ordinary Income	<u>-32,809.02</u>	<u>-33,385.44</u>	<u>98.27%</u>	<u>22.10%</u>
Net Income	<u><u>-32,809.02</u></u>	<u><u>-33,385.44</u></u>	<u><u>98.27%</u></u>	<u><u>22.10%</u></u>

Palatine Public Library District
Statement of Cash Changes - IMRF
Period Ending January 31, 2019
59% of Budget Year Completed

	<u>Jul 18- Jan 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 - Tax Levies	157,753.80	338,450.00	46.61%	53.60%
4010 - Replacement Tax	23,103.36	45,000.00	51.34%	44.20%
Total Income	<u>180,857.16</u>	<u>383,450.00</u>	<u>47.17%</u>	<u>49.70%</u>
Gross Profit	180,857.16	383,450.00	47.17%	49.70%
Expense				
5300 - Payroll Expenses				
5311 - IMRF Fund Expense	224,488.53	378,992.40	59.23%	53.40%
Total 5300 - Payroll Expenses	<u>224,488.53</u>	<u>378,992.40</u>	<u>59.23%</u>	<u>53.40%</u>
Total Expense	<u>224,488.53</u>	<u>378,992.40</u>	<u>59.23%</u>	<u>53.40%</u>
Net Ordinary Income	<u>-43,631.37</u>	<u>4,457.60</u>	<u>-978.81%</u>	<u>-501.00%</u>
Net Income	<u><u>-43,631.37</u></u>	<u><u>4,457.60</u></u>	<u><u>-978.81%</u></u>	<u><u>-501.00%</u></u>

Palatine Public Library District
Statement of Cash Changes - Social Security
Period Ending January 31, 2019
59% of Budget Year Completed

	<u>Jul 18- Jan 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	124,529.93	265,925.00	46.83%	54.30%
Total Income	<u>124,529.93</u>	<u>265,925.00</u>	<u>46.83%</u>	<u>54.30%</u>
Gross Profit	124,529.93	265,925.00	46.83%	54.30%
Expense				
5300 · Payroll Expenses				
5312 · Social Security Fund Exp	137,759.67	255,797.75	53.86%	52.50%
Total 5300 · Payroll Expenses	<u>137,759.67</u>	<u>255,797.75</u>	<u>53.86%</u>	<u>52.50%</u>
Total Expense	<u>137,759.67</u>	<u>255,797.75</u>	<u>53.86%</u>	<u>52.50%</u>
Net Ordinary Income	-13,229.74	10,127.25	-130.64%	1.70%
Net Income	<u><u>-13,229.74</u></u>	<u><u>10,127.25</u></u>	<u><u>-130.64%</u></u>	<u><u>1.70%</u></u>

Palatine Public Library District
Statement of Cash Changes - Tort Immunity
Period Ending January 31, 2019
59% of Budget Year Completed

	<u>Jul 18- Jan 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	18,359.03	38,680.00	47.46%	53.90%
Total Income	<u>18,359.03</u>	<u>38,680.00</u>	<u>47.46%</u>	<u>53.90%</u>
Gross Profit	18,359.03	38,680.00	47.46%	53.90%
Expense				
5802 · Public Liability Insurance	59,197.06	62,685.70	94.44%	78.90%
Total Expense	<u>59,197.06</u>	<u>62,685.70</u>	<u>94.44%</u>	<u>78.90%</u>
Net Ordinary Income	-40,838.03	-24,005.70	170.12%	107.00%
Net Income	<u>-40,838.03</u>	<u>-24,005.70</u>	<u>170.12%</u>	<u>107.00%</u>

Palatine Public Library District
Statement of Cash Changes - Unemployment
Period Ending January 31, 2019
59% of Budget Year Completed

	<u>Jul 18- Jan 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 - Tax Levies	500.00	500.00	100.0%	0.00%
Total Income	<u>500.00</u>	<u>500.00</u>	<u>100.0%</u>	<u>0.00%</u>
Gross Profit	500.00	500.00	100.0%	0.00%
Expense				
5330 - Unemployment Fund Expense	445.60	0.00	100.0%	
Total Expense	<u>445.60</u>	<u>0.00</u>	<u>100.0%</u>	<u>0.00%</u>
Net Ordinary Income	54.40	500.00	10.88%	0.00%
Net Income	<u><u>54.40</u></u>	<u><u>500.00</u></u>	<u><u>10.88%</u></u>	<u><u>0.00%</u></u>

Palatine Public Library District
Statement of Cash Changes - Special Reserve
Period Ending January 31, 2019
59% of Budget Year Completed

	<u>Jul 18- Jan 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Expense				
5200 - Capital Expenditures				
5210 - Building				
5210.10 - Concrete, Masonry & Paving	0.00	228,191.00	0.0%	0.00%
5210.30 - Doors & Windows	6,768.00	8,419.00	80.39%	0.00%
5210.50 - Finishes	0.00	71,947.00	0.0%	0.00%
5210.70 - HVAC	120,277.00	88,450.00	135.98%	0.00%
Total 5210 - Building	<u>127,045.00</u>	<u>397,007.00</u>	<u>32.0%</u>	<u>0.00%</u>
Total 5200 - Capital Expenditures	<u>127,045.00</u>	<u>397,007.00</u>	<u>32.0%</u>	<u>0.00%</u>
Total Expense	<u>127,045.00</u>	<u>397,007.00</u>	<u>32.0%</u>	<u>0.00%</u>
Net Ordinary Income	<u>-127,045.00</u>	<u>-397,007.00</u>	<u>32.0%</u>	<u>0.00%</u>
Net Income	<u><u>-127,045.00</u></u>	<u><u>-397,007.00</u></u>	<u><u>32.0%</u></u>	<u><u>0.00%</u></u>

PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 1/31/19

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemployment	Special Reserve	Total
INCOME									
4000 · Tax Levies	\$2,571,140.97	\$4,376.12	\$103,642.51	157,753.80	\$124,529.93	\$18,359.03	\$500.00		\$2,980,302.36
4001 · TIF Rebates	\$22,206.59								\$22,206.59
4010 · Repl Tax	\$5,775.84			\$23,103.36					\$28,879.20
4100 · Interest Income	\$59,693.80								\$59,693.80
4200 · Other Income	\$222,671.88								\$222,671.88
TOTAL INCOME	\$2,881,489.08	\$4,376.12	\$103,642.51	\$180,857.16	\$124,529.93	\$18,359.03	\$500.00	\$0.00	\$3,313,753.83
EXPENSE									
5100 · Materials	\$633,744.43								\$633,744.43
5200 · Capital Exp	\$28,303.46							\$127,045.00	\$155,348.46
5300 · Payroll Exp	\$2,018,850.46			\$224,488.53	\$137,759.67				\$2,381,098.66
5330 · Unemployment							\$445.60		\$445.60
5400 · Utilities	\$133,535.10								\$133,535.10
5500 · Maintenance			\$116,948.10						\$116,948.10
5600 · Contracts	\$256,001.78	\$6,500.00							\$262,501.78
5700 · Supplies	\$41,872.98		\$19,503.43						\$61,376.41
5800 · Operating	\$76,264.76								\$76,264.76
5802 · Insurance						\$59,197.06			\$59,197.06
5900 · Auxiliary	\$33,628.32								\$33,628.32
TOTAL EXPENSE	\$3,222,201.29	\$6,500.00	\$136,451.53	\$224,488.53	\$137,759.67	\$59,197.06	\$445.60	\$127,045.00	\$3,914,088.68
Audited Beg FB 7/1/18	\$3,402,052.67	\$7,308.80	\$195,444.34	\$203,763.51	\$99,071.47	\$101,594.24	\$47,972.61	\$1,261,948.60	\$5,319,156.24
Net Income	-\$340,712.21	-\$2,123.88	-\$32,809.02	-\$43,631.37	-\$13,229.74	-\$40,838.03	\$54.40	-\$127,045.00	-\$600,334.85
Ending FB 1/31/19	\$3,061,340.46	\$5,184.92	\$162,635.32	\$160,132.14	\$85,841.73	\$60,756.21	\$48,027.01	\$1,134,903.60	\$4,718,821.39

CASH	
Bank Account	Balance
1003 · Chkg - CC	\$68,962.46
1004 · MM -Tax Dep	\$2,817,987.76
1005 · Chkg-General	\$40,984.80
1006 · Chkg - Imprest	\$1,500.00
1007 · Chkg - Payroll	\$41,011.30
1011 · Cash Boxes	\$1,818.00
TOTAL CASH	\$2,972,264.32

CD's			
Amount	Interest	Maturity Date	cd#
\$1,000,000.00	2.00%	12/13/2018	8135
\$250,000.00	1.00%	2/11/2019	1004
\$250,000.00	2.00%	5/11/2019	1005
\$250,000.00	1.75%	7/13/2019	7302
\$250,000.00	2.00%	8/11/2019	1006
\$2,000,000.00			

Palatine Public Library District
Early Release Check Register
 January 23 - 25, 2019

Date	Num	Name	Account	Paid Amount
01/23/2019	4388	ALBERTSONS/SAFEWAY	1005 · Chkg-Palatine Bk & Trt-General	
01/05/2019			5776.10 · Program Supplies - PMD	-33.44
			5776.20 · Program Supplies - ISD	-9.48
			5776.10 · Program Supplies - PMD	-102.37
			5776.10 · Program Supplies - PMD	-18.95
			5776.10 · Program Supplies - PMD	-11.25
			5776.10 · Program Supplies - PMD	-7.00
TOTAL				-182.49
01/25/2019	4400	AMERICAN LIBRARY ASSOCIATION	1005 · Chkg-Palatine Bk & Trt-General	
01/14/2019			5815 · Memberships	-145.00
TOTAL				-145.00
01/23/2019	4390	CALL ONE	1005 · Chkg-Palatine Bk & Trt-General	
01/15/2019			5811 · Telephone	-354.79
			5811 · Telephone	-345.00
TOTAL				-699.79
01/23/2019	4391	COLLEY ELEVATOR CO.	1005 · Chkg-Palatine Bk & Trt-General	
11/29/2018	178799		5536 · Elevator	-288.00
TOTAL				-288.00
01/25/2019	4403	COLLEY ELEVATOR CO.	1005 · Chkg-Palatine Bk & Trt-General	
12/31/2018	180429		5536 · Elevator	-384.00
TOTAL				-384.00
01/23/2019	4392	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
01/10/2019			5657 · Internet Service	-194.60
TOTAL				-194.60
01/23/2019	4393	CULLIGAN WATER CONDITIONING, INC	1005 · Chkg-Palatine Bk & Trt-General	
12/31/2018	2018...		5423 · Water	-19.00
TOTAL				-19.00
01/23/2019	4394	CUMMINS	1005 · Chkg-Palatine Bk & Trt-General	
08/10/2018	F2-37...		5537 · Building Maintenance	-395.00
TOTAL				-395.00
01/23/2019	4395	FIRST COM (GLOBAL COM)	1005 · Chkg-Palatine Bk & Trt-General	
01/06/2019	1171...		5811 · Telephone	-168.39
TOTAL				-168.39

Palatine Public Library District
Early Release Check Register
 January 23 - 25, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
01/23/2019	4396	FOTOPOULOS, KAREN	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2019			5813.20 · Cultural/Ed Programs - ISD	-70.00
TOTAL				-70.00
01/23/2019	4397	PALATINE TOASTMASTERS	1005 · Chkg-Palatine Bk & Trt-General	
01/04/2019			4222 · Meeting Room Fees	-250.00
TOTAL				-250.00
01/23/2019	4398	PAYPAL	1005 · Chkg-Palatine Bk & Trt-General	
12/31/2018	7969...		5660 · Accounting/Payroll	-19.95
TOTAL				-19.95
01/23/2019	4399	POSTMASTER	1005 · Chkg-Palatine Bk & Trt-General	
01/01/2019			5812 · Postage	-2,850.00
TOTAL				-2,850.00

Signature:  Date: 1/26/2019

Signature:  Date: 1/24/19

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
02/13/2019	4404	ADVANCED DISPOSAL	1005 - Chkg-Palatine Bk & Trt-General	
12/31/2018	T40002155581		5533 · Trash	-182.00
TOTAL				-182.00
02/13/2019	4498	ALBERTSONS/SAFEWAY	1005 - Chkg-Palatine Bk & Trt-General	
02/02/2019			5776.10 · Program Supplies - PMD	-27.85
			5776.10 · Program Supplies - PMD	-42.93
			5914 · Volunteer Programs	-24.97
			5776.20 · Program Supplies - ISD	-8.14
TOTAL				-103.89
02/13/2019	4405	ALLEGRA PRINT & IMAGING	1005 - Chkg-Palatine Bk & Trt-General	
12/26/2018	60834		5771 · Office & Kitchen Supplies	-28.00
01/29/2019	60917		5774 · Library Services Supplies	-13.00
			5774 · Library Services Supplies	-13.00
			5774 · Library Services Supplies	-13.00
			5774 · Library Services Supplies	-13.00
TOTAL				-80.00
02/13/2019	4406	ANIMAL QUEST ENTERTAINMENT, INC	1005 - Chkg-Palatine Bk & Trt-General	
02/01/2019			5813.10 · Cultural/Ed Programs - PMD	-271.00
TOTAL				-271.00
02/13/2019	4407	AVI SYSTEMS	1005 - Chkg-Palatine Bk & Trt-General	
01/21/2019	88598260		5207 · Computers/Technology	-2,242.00
TOTAL				-2,242.00
02/13/2019	4486	BANK OF AMERICA- MS	1005 - Chkg-Palatine Bk & Trt-General	
01/23/2019			5774 · Library Services Supplies	-3.47
			5328 · Misc. Fringe Benefits	-68.98
			5105 · Digital Materials	-39.00
			5105 · Digital Materials	-450.00
			5207 · Computers/Technology	-32.86
			5328 · Misc. Fringe Benefits	-63.57
			5105 · Digital Materials	-189.00
			5776.30 · Program Supplies - Tech	-143.74
			5105 · Digital Materials	-15.35
			5105 · Digital Materials	-9.99

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
			5105 · Digital Materials	-9.91
			5105 · Digital Materials	-15.99
			5105 · Digital Materials	-9.92
			5776.10 · Program Supplies - PMD	-13.95
			5776.10 · Program Supplies - PMD	-77.80
			5814 · Inservice & Training	-40.00
			5776.10 · Program Supplies - PMD	-9.99
			5774 · Library Services Supplies	-25.89
			5774 · Library Services Supplies	-12.79
			5101 · Books	-12.27
			5774 · Library Services Supplies	-21.49
			5774 · Library Services Supplies	-16.80
			5105 · Digital Materials	-64.99
			5815 · Memberships	-15.00
			5101 · Books	-22.00
TOTAL				-1,384.75
02/13/2019	4482	BANK OF AMERICA-GS	1005 · Chkg-Palatine Bk & Trt-General	
01/23/2019			5775 · Maintenance Supplies	-86.51
			5775 · Maintenance Supplies	-233.20
			5537 · Building Maintenance	-106.07
			5775 · Maintenance Supplies	-51.12
			5775 · Maintenance Supplies	-75.40
			5775 · Maintenance Supplies	-42.47
			5775 · Maintenance Supplies	-31.57
			5775 · Maintenance Supplies	-12.90
			5775 · Maintenance Supplies	-100.76
			5775 · Maintenance Supplies	-53.91
TOTAL				-793.91
02/13/2019	4408	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	
01/23/2019			5772 · Art & Printing Supplies	-212.50
			5105 · Digital Materials	-119.98
			5775 · Maintenance Supplies	-895.04
TOTAL				-1,227.52
02/13/2019	4487	BANK OF AMERICA-MRG	1005 · Chkg-Palatine Bk & Trt-General	
01/23/2019			5774 · Library Services Supplies	-11.77
			5105 · Digital Materials	-13.99
			5105 · Digital Materials	-13.99
			5774 · Library Services Supplies	-242.66
			5774 · Library Services Supplies	-8.99

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
			5207 · Computers/Technology	-179.00
			5774 · Library Services Supplies	-87.28
			5105 · Digital Materials	-63.80
			5105 · Digital Materials	-324.88
			5105 · Digital Materials	-156.94
TOTAL				-1,103.30
02/13/2019	4409	BATES, SUZAN J.	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2019			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00
02/13/2019	4410	BETTER HOMES & GARDENS	1005 · Chkg-Palatine Bk & Trt-General	
01/14/2019			5101 · Books	-35.91
TOTAL				-35.91
02/13/2019	4411	BOCHENEK, ANNETTE	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2019			5813.20 · Cultural/Ed Programs - ISD	-200.00
TOTAL				-200.00
02/13/2019	4412	CARVER, BLAKE	1005 · Chkg-Palatine Bk & Trt-General	
01/01/2019	5082		5653 · Technology Support	-100.00
TOTAL				-100.00
02/13/2019	4413	CAVENDISH SQUARE	1005 · Chkg-Palatine Bk & Trt-General	
01/24/2019	CAL3167241		5101 · Books	-215.56
TOTAL				-215.56
02/13/2019	4414	CENTER POINT LARGE PRINT	1005 · Chkg-Palatine Bk & Trt-General	
01/01/2019	1651911		5101 · Books	-140.22
TOTAL				-140.22
02/13/2019	4415	CHESS SCHOLARS, INC.	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5813.10 · Cultural/Ed Programs - PMD	-390.00
TOTAL				-390.00
02/13/2019	4416	CHICAGO TRIBUNE-NEWSPAPER	1005 · Chkg-Palatine Bk & Trt-General	
01/04/2019			5102 · Continuations	-364.00

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
TOTAL				-364.00
02/13/2019	4417	CHILDREN'S PLUS INC.	1005 - Chkg-Palatine Bk & Trt-General	
12/28/2018	163872		5101 - Books	-446.25
01/17/2019	164618		5101 - Books	-137.69
TOTAL				-583.94
02/13/2019	4418	CINTAS	1005 - Chkg-Palatine Bk & Trt-General	
12/31/2018	022722652		5531 - Cleaning Service	-52.39
TOTAL				-52.39
02/13/2019	4419	COMCAST	1005 - Chkg-Palatine Bk & Trt-General	
01/26/2019			5657 - Internet Service	-129.85
TOTAL				-129.85
02/13/2019	4488	COMCAST	1005 - Chkg-Palatine Bk & Trt-General	
01/24/2019			5657 - Internet Service	-129.85
TOTAL				-129.85
02/13/2019	4420	COMPLETE CLEANING COMPANY	1005 - Chkg-Palatine Bk & Trt-General	
02/01/2019	C08831		5531 - Cleaning Service	-6,061.00
TOTAL				-6,061.00
02/13/2019	4421	CONSTELLATION, AN EXELON CO	1005 - Chkg-Palatine Bk & Trt-General	
01/14/2019	13786900201		5422 - Electricity	-15,628.32
TOTAL				-15,628.32
02/13/2019	4422	DEMCO	1005 - Chkg-Palatine Bk & Trt-General	
12/05/2018	6507269		5774 - Library Services Supplies	-574.02
01/17/2019	6532077		5774 - Library Services Supplies	-180.52
TOTAL				-754.54
02/13/2019	4423	ELM USA, INC.	1005 - Chkg-Palatine Bk & Trt-General	
01/03/2019	17872		5774 - Library Services Supplies	-117.64
TOTAL				-117.64
02/13/2019	4424	ENGBERG ANDERSON, INC	1005 - Chkg-Palatine Bk & Trt-General	

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
11/30/2018	16259202-04		5663 · Consultants	-1,300.00
12/31/2018	16259202-05		5663 · Consultants	-650.00
TOTAL				-1,950.00
02/13/2019	4425	ETTINGER, FRED R.	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2019			5813.20 · Cultural/Ed Programs - ISD	-75.00
TOTAL				-75.00
02/13/2019	4426	EVERLIVING GREENERY	1005 · Chkg-Palatine Bk & Trt-General	
01/01/2019	41858		5534 · Landscaping and Lawn Service	-388.00
TOTAL				-388.00
02/13/2019	4483	EVERLIVING GREENERY	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2019	41917		5534 · Landscaping and Lawn Service	-388.00
TOTAL				-388.00
02/13/2019	4427	EXXON-MOBIL	1005 · Chkg-Palatine Bk & Trt-General	
01/25/2019			5545 · Van Fuel	-87.46
TOTAL				-87.46
02/13/2019	4428	FINDAWAY	1005 · Chkg-Palatine Bk & Trt-General	
01/22/2019	277092		5105 · Digital Materials	-499.95
TOTAL				-499.95
02/13/2019	4429	FIRST COM (GLOBAL COM)	1005 · Chkg-Palatine Bk & Trt-General	
01/23/2019	1010018388		5811 · Telephone	-534.36
TOTAL				-534.36
02/13/2019	4430	FOTOPOULOS, KAREN	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5813.20 · Cultural/Ed Programs - ISD	-70.00
TOTAL				-70.00
02/13/2019	4493	FOTOPOULOS, KAREN	1005 · Chkg-Palatine Bk & Trt-General	
02/07/2019			5814 · Inservice & Training	-70.00
TOTAL				-70.00

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
02/13/2019	4431	GALE/CENGAGE LEARNING, INC	1005 - Chkg-Palatine Bk & Trt-General	
01/02/2019	65780445		5101 - Books	-48.73
01/02/2019	65779920		5101 - Books	-18.74
01/02/2019	65779215		5101 - Books	-121.45
01/07/2019	65815461		5101 - Books	-80.22
01/07/2019	65815060		5101 - Books	-211.42
01/07/2019	65815872		5101 - Books	-137.95
01/16/2019	65999718		5101 - Books	-72.72
01/22/2019	66095173		5101 - Books	-25.49
TOTAL				-716.72
02/13/2019	4432	GALLAGHER, ARTHUR J.	1005 - Chkg-Palatine Bk & Trt-General	
10/17/2018	1997596		5801 - Library Insurance Package	-2,530.00
TOTAL				-2,530.00
02/13/2019	4484	GALLAGHER, ARTHUR J.	1005 - Chkg-Palatine Bk & Trt-General	
12/19/2018	2840138		5801 - Library Insurance Package	-17,681.00
TOTAL				-17,681.00
02/13/2019	4433	GARVEY'S OFFICE PRODUCTS	1005 - Chkg-Palatine Bk & Trt-General	
12/29/2018	PINV1657475		5774 - Library Services Supplies	-17.75
TOTAL				-17.75
02/13/2019	4434	GRAPHIC 14 INCORPORATED	1005 - Chkg-Palatine Bk & Trt-General	
02/01/2019	19697		5771 - Office & Kitchen Supplies	-128.66
			5774 - Library Services Supplies	-72.82
			5774 - Library Services Supplies	-337.00
			5774 - Library Services Supplies	-28.13
TOTAL				-566.61
02/13/2019	4435	HAAPANEN BROTHERS	1005 - Chkg-Palatine Bk & Trt-General	
01/21/2019	190183		5772 - Art & Printing Supplies	-438.37
TOTAL				-438.37
02/13/2019	4436	HAYES MECHANICAL	1005 - Chkg-Palatine Bk & Trt-General	
12/21/2018	426576		5539 - HVAC	-1,252.10
01/01/2019	426931		5539 - HVAC	-990.00
01/11/2019	427544		5539 - HVAC	-2,878.00

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
01/11/2019	427542		5539 · HVAC	-839.00
01/11/2019	427543		5539 · HVAC	-996.00
TOTAL				-6,955.10
02/13/2019	4437	HENNING BROTHERS	1005 · Chkg-Palatine Bk & Trt-General	
01/28/2019	0000408856		5775 · Maintenance Supplies	-94.35
TOTAL				-94.35
02/13/2019	4438	HOFFMAN ESTATES PARK DISTRICT	1005 · Chkg-Palatine Bk & Trt-General	
01/03/2019			5813.10 · Cultural/Ed Programs - PMD	-75.00
02/01/2019			5666 · Leases(Branches)	-2,500.00
TOTAL				-2,575.00
02/13/2019	4439	HOME DEPOT	1005 · Chkg-Palatine Bk & Trt-General	
01/21/2019			5775 · Maintenance Supplies	-532.14
			5775 · Maintenance Supplies	-136.22
			5775 · Maintenance Supplies	-62.98
			5775 · Maintenance Supplies	-4.56
			5775 · Maintenance Supplies	-42.75
			5775 · Maintenance Supplies	-50.31
			5775 · Maintenance Supplies	-11.67
			5775 · Maintenance Supplies	-7.79
			5775 · Maintenance Supplies	-88.86
TOTAL				-937.28
02/13/2019	4491	IFMA	1005 · Chkg-Palatine Bk & Trt-General	
01/08/2019			5815 · Memberships	-431.00
TOTAL				-431.00
02/13/2019	4440	ILLINOIS LIBRARY ASSOCIATION	1005 · Chkg-Palatine Bk & Trt-General	
01/11/2019			5814 · Inservice & Training	-210.00
TOTAL				-210.00
02/13/2019	4490	ILLINOIS STATE POLICE	1005 · Chkg-Palatine Bk & Trt-General	
02/05/2019			5914 · Volunteer Programs	-200.00
TOTAL				-200.00
02/13/2019	4441	IMPREST FUND	1005 · Chkg-Palatine Bk & Trt-General	

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
01/31/2019			1006 · Chkg-Palatine Bk & Trt-Imprest	-350.87
TOTAL				-350.87
02/13/2019	4492	INGRAM-2004115	1005 · Chkg-Palatine Bk & Trt-General	
12/26/2018	38048560		5101 · Books	-294.03
12/27/2018	38078055		5101 · Books	-480.94
12/27/2018	38078054		5101 · Books	-64.14
12/27/2018	38078056		5101 · Books	-47.34
12/27/2018	38078053		5101 · Books	-59.77
12/27/2018	38065193		5101 · Books	-1,498.12
12/28/2018	38097131		5101 · Books	-1,040.47
12/28/2018	38092474		5101 · Books	-20.32
12/28/2018	38092475		5101 · Books	-62.04
12/28/2018	38097129		5101 · Books	-997.31
12/28/2018	38097130		5101 · Books	-524.99
12/31/2018	38132409		5101 · Books	-91.26
12/31/2018	38116736		5101 · Books	-157.53
12/31/2018	38116735		5101 · Books	-745.90
01/02/2019	38139623		5101 · Books	-114.24
01/03/2019	38155956		5101 · Books	-217.26
01/03/2019	38168979		5101 · Books	-24.42
01/03/2019	38168980		5101 · Books	-116.29
01/04/2019	38187024		5101 · Books	-309.06
01/04/2019	38187023		5101 · Books	-503.74
01/06/2019	38199536		5101 · Books	-117.15
01/07/2019	38208475		5101 · Books	-238.36
01/07/2019	38208476		5101 · Books	-141.96
01/08/2019	38227466		5101 · Books	-333.38
01/08/2019	38227467		5101 · Books	-205.81
01/08/2019	38238910		5101 · Books	-145.59
01/08/2019	38238911		5101 · Books	-44.33
01/08/2019	38238912		5101 · Books	-8.40
01/09/2019	38249183		5101 · Books	-411.09
01/09/2019	38249182		5101 · Books	-356.38
01/10/2019	38288771		5101 · Books	-114.21
01/10/2019	38277105		5101 · Books	-815.57
01/10/2019	38288770		5101 · Books	-115.32
01/10/2019	38277106		5101 · Books	-78.50
01/10/2019	38288772		5101 · Books	-58.15
01/11/2019	38310578		5101 · Books	-565.69
01/11/2019	38310579		5101 · Books	-367.79
01/11/2019	38310577		5101 · Books	-337.94
01/11/2019	38304897		5101 · Books	-31.76
01/11/2019	38304896		5101 · Books	-27.73

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
01/13/2019	38322825		5101 · Books	-69.47
			5776.10 · Program Supplies - PMD	-10.78
01/14/2019	38329578		5101 · Books	-311.24
01/15/2019	38364973		5101 · Books	-162.46
01/15/2019	38348290		5101 · Books	-177.31
01/15/2019	38348289		5101 · Books	-520.34
01/16/2019	38389959		5101 · Books	-143.88
01/16/2019	38377184		5101 · Books	-126.98
01/16/2019	38389958		5101 · Books	-183.89
01/16/2019	38377185		5101 · Books	-179.51
01/17/2019	38414050		5101 · Books	-319.73
01/17/2019	38402178		5101 · Books	-735.26
01/17/2019	38414051		5101 · Books	-33.82
01/17/2019	38402179		5101 · Books	-229.03
01/18/2019	38429957		5101 · Books	-25.89
01/18/2019	38435088		5101 · Books	-426.43
01/18/2019	38429956		5101 · Books	-64.57
01/20/2019	38448065		5101 · Books	-16.19
01/22/2019	38456291		5101 · Books	-103.64
01/22/2019	38479738		5101 · Books	-143.97
01/22/2019	38456292		5101 · Books	-243.02
01/22/2019	38456290		5101 · Books	-1,062.65
01/23/2019	38503283		5101 · Books	-82.58
01/23/2019	38503284		5101 · Books	-14.53
01/23/2019	38492197		5101 · Books	-520.38
01/23/2019	38503285		5101 · Books	-18.60
01/24/2019	38515677		5101 · Books	-335.61
01/24/2019	38515675		5101 · Books	-213.41
01/24/2019	38515674		5101 · Books	-227.68
01/24/2019	38515676		5101 · Books	-106.01
01/24/2019	38527181		5101 · Books	-26.23
01/24/2019	38527182		5101 · Books	-56.93
01/25/2019	38551230		5101 · Books	-316.66
01/25/2019	38551229		5101 · Books	-1,092.81
01/27/2019	38563773		5101 · Books	-50.02
01/27/2019	38563772		5101 · Books	-103.47
01/28/2019	68569973		5101 · Books	-298.52
01/29/2019	38591127		5101 · Books	-390.62
01/29/2019	38591128		5101 · Books	-307.78
01/29/2019	38604715		5101 · Books	-44.37
01/29/2019	38604716		5101 · Books	-116.33
01/30/2019	38616055		5101 · Books	-1,124.36
01/31/2019	38653405		5101 · Books	-50.66
01/31/2019	38653406		5101 · Books	-49.80
01/31/2019	38642576		5101 · Books	-599.60

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
TOTAL				-23,321.30
02/13/2019	4443	INNOVATIVE USERS GROUP	1005 - Chkg-Palatine Bk & Trt-General	
01/21/2019	704Y20190121		5815 · Memberships	-100.00
TOTAL				-100.00
02/13/2019	4445	KONICA MINOLTA BUSINESS SOL	1005 - Chkg-Palatine Bk & Trt-General	
01/15/2019	9005326363		5651 · Copier Costs	-638.84
01/24/2019	9005353034		5773 · Copier & Printer Supplies	-325.60
TOTAL				-964.44
02/13/2019	4446	LIBRARY MARKET	1005 - Chkg-Palatine Bk & Trt-General	
01/09/2019	1311,1326		5653 · Technology Support	-3,600.00
			5653 · Technology Support	-3,600.00
TOTAL				-7,200.00
02/13/2019	4447	LINKEDIN	1005 - Chkg-Palatine Bk & Trt-General	
12/31/2018	10110643491		5104 · Digital Reference	-13,125.00
TOTAL				-13,125.00
02/13/2019	4448	LOGSDON OFFICE SUPPLY	1005 - Chkg-Palatine Bk & Trt-General	
12/31/2018	1045584-002		5773 · Copier & Printer Supplies	-201.98
01/16/2019	104985-002		5773 · Copier & Printer Supplies	-201.98
TOTAL				-403.96
02/13/2019	4494	LR Consulting LLC	1005 - Chkg-Palatine Bk & Trt-General	
02/02/2019			5814 · Inservice & Training	-1,500.00
TOTAL				-1,500.00
02/13/2019	4449	LYNN, JOHN	1005 - Chkg-Palatine Bk & Trt-General	
02/01/2019			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00
02/13/2019	4450	MANUFACTURERS' NEWS, INC.	1005 - Chkg-Palatine Bk & Trt-General	
12/27/2018	856889-00		5101 · Books	-226.90
01/18/2019	745778-01		5101 · Books	-231.90
TOTAL				-458.80

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
02/13/2019	4451	MICHEL, CHRISTINE	1005 - Chkg-Palatine Bk & Trt-General	
01/14/2019			5814 - Inservice & Training	-408.00
TOTAL				-408.00
02/13/2019	4452	MIDWEST TAPE	1005 - Chkg-Palatine Bk & Trt-General	
12/26/2018	96769654		5105 - Digital Materials	-1,711.25
12/28/2018	96780537		5105 - Digital Materials	-179.95
12/28/2018	96780539		5105 - Digital Materials	-708.37
12/28/2018	96780560		5105 - Digital Materials	-39.72
12/28/2018	96770599		5105 - Digital Materials	-1,153.92
01/07/2019	96823903		5105 - Digital Materials	-79.96
01/07/2019	96821585		5105 - Digital Materials	-78.72
01/07/2019	96821584		5105 - Digital Materials	-134.94
01/07/2019	96821182		5105 - Digital Materials	-424.00
01/07/2019	96821181		5105 - Digital Materials	-1,329.73
01/07/2019	96823901		5105 - Digital Materials	-324.49
01/14/2019	96854409		5105 - Digital Materials	-508.67
01/14/2019	96854407		5105 - Digital Materials	-385.11
01/14/2019	96853865		5105 - Digital Materials	-1,098.93
01/14/2019	96854420		5105 - Digital Materials	-74.98
01/21/2019	96882880		5105 - Digital Materials	-362.89
01/21/2019	96866179		5105 - Digital Materials	-895.16
01/21/2019	96866176		5105 - Digital Materials	-1,209.84
01/21/2019	96866177		5105 - Digital Materials	-183.36
01/30/2019	96918844		5105 - Digital Materials	-423.88
01/30/2019	96918842		5101 - Books	-17.24
			5105 - Digital Materials	-128.15
01/30/2019	96918846		5105 - Digital Materials	-537.54
01/30/2019	96917944		5105 - Digital Materials	-1,062.26
01/30/2019	96918845		5105 - Digital Materials	-1,150.49
12/28/2019	96780538		5105 - Digital Materials	-169.43
TOTAL				-14,372.98
02/13/2019	4453	MIDWEST TAPE-HOOPLA	1005 - Chkg-Palatine Bk & Trt-General	
12/31/2018	96798769		5105 - Digital Materials	-4,229.37
TOTAL				-4,229.37
02/13/2019	4495	MIDWEST TAPE-HOOPLA	1005 - Chkg-Palatine Bk & Trt-General	
01/31/2019	96936481		5105 - Digital Materials	-4,978.14
TOTAL				-4,978.14

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
02/13/2019	4454	MTH Industries	1005 - Chkg-Palatine Bk & Trt-General	
01/24/2019	SM13883		5210.30 - Doors & Windows	-6,768.00
TOTAL				-6,768.00
02/13/2019	4455	MULTICULTURAL BOOKS & VIDEOS	1005 - Chkg-Palatine Bk & Trt-General	
01/14/2019	18-2190		5101 - Books	-84.80
TOTAL				-84.80
02/13/2019	4456	NATIONAL LIFT TRUCK	1005 - Chkg-Palatine Bk & Trt-General	
01/11/2019	IV190110287		5532 - Equipment Repair	-112.75
01/11/2019	IV190110288		5532 - Equipment Repair	-191.69
TOTAL				-304.44
02/13/2019	4457	NORTHWEST COMMUNITY HC	1005 - Chkg-Palatine Bk & Trt-General	
02/01/2019			5666 - Leases(Branches)	-590.00
TOTAL				-590.00
02/13/2019	4458	NUB GAMES, INC	1005 - Chkg-Palatine Bk & Trt-General	
01/07/2019	7711		5104 - Digital Reference	-525.00
TOTAL				-525.00
02/13/2019	4459	OVERDRIVE INC.	1005 - Chkg-Palatine Bk & Trt-General	
12/28/2018	01018CO18240294		5105 - Digital Materials	-836.81
12/31/2018	01018MA18242774		5105 - Digital Materials	-894.70
01/05/2019	01018CO19002108		5105 - Digital Materials	-753.23
01/11/2019	01018CO19006578		5105 - Digital Materials	-521.89
01/18/2019	01018CO19011074		5105 - Digital Materials	-730.90
01/25/2019	01018CO19015280		5105 - Digital Materials	-576.77
01/31/2019	01018MA19019751		5105 - Digital Materials	-2,573.08
TOTAL				-6,887.38
02/13/2019	4460	PADDOCK PUBLICATIONS	1005 - Chkg-Palatine Bk & Trt-General	
12/22/2018	T4514969		5819 - Want Ads/Legal Notices	-517.86
TOTAL				-517.86
02/13/2019	4461	PAYPAL	1005 - Chkg-Palatine Bk & Trt-General	

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
01/31/2019	80652021		5660 · Accounting/Payroll	-19.95
TOTAL				-19.95
02/13/2019	4462	PETTY CASH	1005 · Chkg-Palatine Bk & Trt-General	
01/31/2019			5812 · Postage	-7.25
			5776.10 · Program Supplies - PMD	-36.71
			5776.20 · Program Supplies - ISD	-4.50
			5814 · Inservice & Training	-11.93
			5814 · Inservice & Training	-7.94
			5814 · Inservice & Training	-3.60
			5814 · Inservice & Training	-18.56
TOTAL				-90.49
02/13/2019	4463	PITNEY BOWES GLOBAL FIN SERV	1005 · Chkg-Palatine Bk & Trt-General	
12/31/2018	3102832979		5654 · Postage Machine	-472.68
TOTAL				-472.68
02/13/2019	4496	RECORDED BOOKS	1005 · Chkg-Palatine Bk & Trt-General	
01/08/2019	76165732		5104 · Digital Reference	-4,933.27
TOTAL				-4,933.27
02/13/2019	4464	RECORDED BOOKS, INC-DIGITAL	1005 · Chkg-Palatine Bk & Trt-General	
01/08/2019	76165687		5104 · Digital Reference	-2,000.00
TOTAL				-2,000.00
02/13/2019	4465	ROWMAN & LITTLEFIELD GROUP	1005 · Chkg-Palatine Bk & Trt-General	
12/31/2018	11018772		5101 · Books	-202.42
TOTAL				-202.42
02/13/2019	4466	RYMARZ, LYNN	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2019			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00
02/13/2019	4467	SCHOLASTIC INC	1005 · Chkg-Palatine Bk & Trt-General	
01/30/2019	18673777		5101 · Books	-126.75
01/30/2019	18671689		5101 · Books	-25.35
01/30/2019	18671771		5101 · Books	-108.42
TOTAL				-260.52

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
02/13/2019	4468	SCHOOL SPECIALTY	1005 - Chkg-Palatine Bk & Trt-General	
01/10/2019	208122251863		5774 - Library Services Supplies	-82.76
TOTAL				-82.76
02/13/2019	4469	SCOTT LANDSCAPES LLC	1005 - Chkg-Palatine Bk & Trt-General	
12/29/2018	213		5538 - Snow Removal	-374.00
12/30/2018	219		5538 - Snow Removal	-374.00
01/02/2019	221		5538 - Snow Removal	-374.00
01/15/2019	240		5538 - Snow Removal	-892.75
01/21/2019	256		5538 - Snow Removal	-1,471.50
01/24/2019	273		5538 - Snow Removal	-1,318.00
TOTAL				-4,804.25
02/13/2019	4470	STATE INDUSTRIAL PRODUCTS CORP	1005 - Chkg-Palatine Bk & Trt-General	
01/24/2019	900849198		5775 - Maintenance Supplies	-232.17
TOTAL				-232.17
02/13/2019	4471	SYNCB/AMAZON	1005 - Chkg-Palatine Bk & Trt-General	
01/10/2019			5101 - Books	-894.32
			5105 - Digital Materials	-1,419.89
TOTAL				-2,314.21
02/13/2019	4472	TAYLOR PLUMBING INC.	1005 - Chkg-Palatine Bk & Trt-General	
01/02/2019	5447		5537 - Building Maintenance	-8,586.82
TOTAL				-8,586.82
02/13/2019	4473	ULINE	1005 - Chkg-Palatine Bk & Trt-General	
01/28/2019	15979ISD		5774 - Library Services Supplies	-66.93
TOTAL				-66.93
02/13/2019	4474	UNIQUE MANAGEMENT SERVICES	1005 - Chkg-Palatine Bk & Trt-General	
01/01/2019	493532		5659 - Book Recovery Service	-456.45
TOTAL				-456.45
02/13/2019	4475	UNITE PRIVATE NETWORKS, LLC	1005 - Chkg-Palatine Bk & Trt-General	
01/01/2019	SI-18-011541		5657 - Internet Service	-1,495.00

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
02/01/2019	SI-19-000619		5657 · Internet Service	-1,495.00
TOTAL				-2,990.00
02/13/2019	4476	VANGUARD ENERGY SERVICES, LLC	1005 · Chkg-Palatine Bk & Trt-General	
01/04/2019	G404409010219		5421 · Gas	-5,564.20
TOTAL				-5,564.20
02/13/2019	4477	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2019			5813.30 · Cultural/Ed Programs - Tech	-150.00
TOTAL				-150.00
02/13/2019	4497	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
01/01/2019			5813.30 · Cultural/Ed Programs - Tech	-150.00
01/31/2019			5813.30 · Cultural/Ed Programs - Tech	-150.00
TOTAL				-300.00
02/13/2019	4478	VILLAGE OF PALATINE-WATER	1005 · Chkg-Palatine Bk & Trt-General	
01/16/2019			5423 · Water	-287.85
TOTAL				-287.85
02/13/2019	4479	WALKER, RANDY	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2019			5814 · Inservice & Training	-250.00
TOTAL				-250.00
02/13/2019	4480	WAREHOUSE DIRECT	1005 · Chkg-Palatine Bk & Trt-General	
01/04/2019	4149744-0		5775 · Maintenance Supplies	-506.94
01/04/2019	4150219-0		5774 · Library Services Supplies	-20.91
			5774 · Library Services Supplies	-28.55
01/09/2019	4131171-0		5774 · Library Services Supplies	-253.89
01/10/2019	4157131-0		5774 · Library Services Supplies	-36.27
			5774 · Library Services Supplies	-10.78
01/14/2019	4139783-0		5771 · Office & Kitchen Supplies	-28.00
01/15/2019	4162120-0		5775 · Maintenance Supplies	-218.88
01/16/2019	4163915-0		5774 · Library Services Supplies	-36.21
			5771 · Office & Kitchen Supplies	-31.65
			5774 · Library Services Supplies	-43.65
01/22/2019	4170223-0		5774 · Library Services Supplies	-144.13
01/24/2019	4173220-0		5774 · Library Services Supplies	-171.26
			5774 · Library Services Supplies	-39.67

Palatine Public Library District
Warrant 2019-08 Check Register
February 1 - February 13, 2010

Date	Num	Name	Account	Paid Amount
01/25/2019	4174563-0		5774 · Library Services Supplies	-101.90
01/30/2019	4177866-0		5774 · Library Services Supplies	-74.88
01/30/2019	4179252-0		5771 · Office & Kitchen Supplies	-92.00
			5774 · Library Services Supplies	-62.78
TOTAL				-1,902.35
02/13/2019	4485	WAREHOUSE DIRECT	1005 · Chkg-Palatine Bk & Trt-General	
01/28/2019	4176698-0		5775 · Maintenance Supplies	-352.96
01/30/2019	4167498-0		5775 · Maintenance Supplies	-174.30
TOTAL				-527.26
02/13/2019	4481	WICKSTROM FORD	1005 · Chkg-Palatine Bk & Trt-General	
01/25/2019	681017		5541 · Van Maintenance	-44.95
TOTAL				-44.95
			TOTAL	\$194,087.41

Palatine Public Library District
Warrant 2019-08 Payroll and Invoice Distribution Totals
FOR THE MONTH OF JANUARY 2019

	<u>Date</u>	<u>Name</u>	<u>Amount</u>
5300 · Payroll Expenses			
5310 · Gross Salaries			
	01/15/2019	PAYCOM	130,042.54
	01/31/2019	PAYCOM	127,588.88
Total 5310 · Gross Salaries			<u>257,631.42</u>
5311 · IMRF Fund Expense			
	01/31/2019	IMRF	47,892.84
Total 5311 · IMRF Fund Expense			<u>47,892.84</u>
5312 · Social Security Fund Exp			
	01/15/2019	PAYCOM	9,636.70
	01/31/2019	PAYCOM	9,448.99
Total 5312 · Social Security Fund Exp			<u>19,085.69</u>
5313 · Health & Life Insurance			
	01/31/2019	BLUE CROSS BLUE SHIELD	27,784.47
	01/31/2019	PRINCIPAL INSURANCE	1,741.65
Total 5313 · Health & Life Insurance			<u>29,526.12</u>
Total 5300 · Payroll Expenses		TOTAL PAYROLL:	\$354,136.07
		EARLY RELEASE INVOICES:	\$3,234.48
		WARRANT 2019-08 INVOICES:	<u>\$194,087.41</u>
			<u><u>\$551,457.96</u></u>

Approved by the Board of Trustees

 President

 Date

 Secretary

 Date

PALATINE PUBLIC LIBRARY DISTRICT'S
FINANCIAL STATEMENT

A DETAILED AND ITEMIZED STATEMENT OF
ALL RECEIPTS AND EXPENDITURES
OF ANY CHARACTER
AND THE NAMES, ADDRESSES, POSITIONS AND SALARIES
OF EVERY EMPLOYEE

FOR JULY 1, 2018 THROUGH DECEMBER 31, 2018
(50 ILCS 305/1)

SECRETARY’S CERTIFICATE

I, Jeffrey Westhoff, the duly qualified and acting Secretary of the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct detailed and itemized statement of the amount of monies received and the amount of expenses covering the last six months of this fiscal year –July 1, 2018 to and including December 31, 2018. This statement also includes the names, positions, addresses and salaries of every employee of the district during aforementioned time period.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of February 2019.

Jeffrey Westhoff, Secretary
Palatine Public Library District

State of Illinois)
)**SS**
County of Cook)

Signed before me this 13th day of February, 2019.

Seal

Notary Public

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, Hal Snyder, Treasurer of the Palatine Public Library District, Cook County, Illinois, being first duly sworn, depose and say that the foregoing is a true and correct detailed and itemized statement of the amount of monies received and the amount of expenses covering the last six months of this fiscal year – July 1, 2019, to and including December 31, 2018. Revenues and disbursements are reported on a cash basis.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of February, 2019.

Hal Snyder, Treasurer
Palatine Public Library District

Bruce Jefferson, President
Palatine Public Library District