



Minutes

1. Call to order

Committee Chairperson Tracy Boland called the meeting to order at 9:08 a.m.

2. Roll call

Upon roll call, Trustees Hal Snyder and Tracy Boland were physically present.

3. Introduction of visitors

Executive Director Dilger was present for part of the meeting.

4. Closed session for the purpose of the review of closed session minutes in compliance with 5 ILCS 120/2(c)(21)

The committee did not go into closed session. The committee reviewed all closed session minutes for regular and special Board meetings held from July 1 through December 31, 2018, and will seek review and approval of these minutes at the February Board meeting.

The committee determined which audio verbatim tapes over 18 months may be destroyed as the minutes from those closed sessions have already been approved for public inspection and will recommend destruction of those tapes at the February Board meeting.

5. Other business

There was no other business.

6. Adjournment

Trustee Boland adjourned the meeting at 10:13 am.

Approved on: _____

Trustee

Trustee

Prepared by Tracy Boland



Minutes

1. Call to order

President Jefferson called the meeting to order at 7:00 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 Brauer indicated Consent Agenda 12c had a date error. The correct date is July 1, 2018.

Trustee Boland requested adding Closed Session Committee Report Item D: Approval of Closed Session Minutes.

Trustee Boland moved, seconded by Trustee Snyder, approval of the agenda as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

4. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Technical Services Manager Kristin Sedivy, Facilities Manager Gregg Szczesny, Popular Materials Assistant Manager Lupe Colin, Technical Support Specialist Ken Fritz, Friends representative Meg Cipar, and TAB representative Keya Patel.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends Treasurer Cipar reported that the February book sale netted \$8,800. She reported almost 200 volunteer hours for January. The Friends Board Meeting was cancelled twice due to the weather and has not been rescheduled yet.

b. Palatine Public Library District Foundation

Trustee Sherman reported that the Foundation made a \$500 donation to the Palatine Public Library Yes Committee. Whole Foods will donate a dime to the Foundation for every reusable bag that shoppers bring in until March 31.

c. Teen Advisory Board

TAB representative Patel reported that at the last TAB meeting the teens made Valentine's Day cards for senior citizens. They also learned about the referendum. AT next month's meeting members will celebrate St. Patrick's Day.

7. Unfinished Business

a. Discussion of Referendum Communication

President Jefferson reported that he and Executive Director Dilger held a community forum at the Library on February 11 and there will be another one February 21 at Twin Lakes.

Executive Director Dilger reported that the Board and staff have presented at a number of community events with good feedback. Trustees volunteered to present at some additional community meetings.

There was some discussion regarding one of the presentation slides regarding the use of the term assessed value vs. market value of homes and how to make sure it is presented correctly.

b. Schedule of Board Meetings for 2019

Trustee Vanderhoek moved, seconded by Trustee Snyder, approval of Ordinance 2019-04 Changing the Time, Place and Date of the Regular Meetings of the Board of Library Trustees of the Palatine Public Library District for Calendar Year 2019 as presented.

Roll call vote:

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

Nays: None.
Abstain: None.
Absent: None. Motion carried.

8. **New Business**

a. Review and approval of policy changes

i. Bylaws

Trustee Brauer moved, seconded by Trustee Vanderhoek, to approve policy changes for the bylaws as amended, effective March 1, 2019. The word “succeeding” was removed and language was changed to “no fewer than four” Board members.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

ii. Policy 1—Policy Development

Trustee Brauer moved, seconded by Trustee Vanderhoek to approve policy changes for Policy 1-Policy Development as presented, effective March 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

iii. Appendix 1A—Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities

Trustee Brauer moved, seconded by Trustee Vanderhoek to approve policy changes for Appendix 1A—Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities as presented, effective March 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

iv. Policy 10—Digital Resources

Trustee Brauer moved, seconded by Trustee Vanderhoek, to approve policy changes to Policy 10—Digital Resources as presented, effective March 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

v. Appendix 10A—Use of Digital Resources

Trustee Brauer moved, seconded by Trustee Vanderhoek to approve policy changes to Appendix 10A—Use of Digital Resources as presented, effective March 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

vi. Appendix 10B-Request to Permit Unfiltered Access

Trustee Brauer moved, seconded by Trustee Snyder to remove Appendix 10B—Request to Permit Unfiltered Access as presented, effective March 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

b. Integrated Library System update and discussion

Executive Director Dilger shared information including the pros and cons of joining a consortium and asked for the Board to give her feedback about whether this is something Trustees would like staff to consider. Trustees asked staff to continue to investigate and report back at a future meeting.

c. Ratification of Contract: Northwest Community Healthcare

The board discussed the annual lease for the Rand Road Branch.

Trustee Vanderhoek moved, seconded by Trustee Snyder to approve the contract with Northwest Community Healthcare, annual lease for the Rand Road Branch in the amount of \$590 per month for 36 months, for a total of \$21,240.

9. President's report

a. Review of library board advocacy activities

Trustees discussed who would attend upcoming community events including the Hoffman Estates mayor's community update breakfast and Palatine State of the Village meeting.

b. ILA Legislative Meet Up scheduled for February 18, 2019

Four trustees will attend. Three will attend the ILA Trustee Forum Workshop scheduled for March 16, 2019.

c. Nominating Committee

President Jefferson will ask for volunteers for the Nominating Committee at the April Board meeting. New Board members will be sworn in at May meeting.

10. Director's report

a. ComEd Energy Assessment

Facilities Manager Gregg Szczesny presented a facility assessment prepared by ComEd and discussed possible improvements that the Library could do to save money.

b. Strategic Plan action items for 2019

Executive Director Dilger shared information on the process that the Management Team is working on to tackle the action items on the Strategic Plan. This will be constantly changing as members continue to gather information.

11. Committee reports

a. Committee to Review Contents of Lock Box

Committee Chair Westhoff reported that he and Trustee Jefferson inventoried the lock box at Palatine Bank & Trust and everything has been accounted for. Trustee Jefferson said he would like to follow-up with Executive Director Dilger to ascertain if some items still needed to be kept.

b. Committee to Review Closed Session Minutes (Boland)

Committee Chair Boland moved, seconded by Trustee Brauer, that the closed session minutes of the August 8, 2018, regular Board meeting be approved as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

Trustees discussed changing the language in the closed session minutes of the November 14, 2018, regular Board meeting.

Trustee Boland moved, seconded by Trustee Vanderhoek, that the closed session minutes of the November 14, 2018, regular Board meeting be approved as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

Secretary Westhoff said he would amend the minutes and bring them to the Library to be signed.

Trustee Boland moved, seconded by Trustee Vanderhoek. that the following sets of approved closed session minutes no longer contain any portions thereof that require confidential treatment and shall be made available for public inspection:

Regular Board Meeting of August 8, 2018
Regular Board Meeting of November 14, 2018

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

c. Board Development Committee

No report.

d. Director Evaluation Committee

No report.

e. Finance Committee

Committee Chair Snyder reported that the next meeting is scheduled for 6:00 p.m. February 19, 2019.

The Dundee TIF has expired. However, there is surplus from the TIF and the Library is owed approximately \$161,000. The village of Palatine would like to pay this out at \$23,000 a year for seven years. The Library would prefer to receive the money all at once. Director Dilger has reached out to the village manager.

f. Policy Committee

Committee Chair Brauer reported that Policy 11 and Appendix 11A will be reviewed at the next meeting at 9:00 a.m. February 28, 2019.

12. 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 January 9, 2019 and Committee to Review Contents of Lock Box Meeting of January 26, 2019

b. Financial report and approval of warrant 2019-08 in the amount of \$551,407.96, as amended.

c. Six-month statement of receipts and expenditures.

Trustee Brauer moved, seconded by Trustee Boland, that the consent agenda be approved as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. Motion carried.

13. Correspondence

Board members received a letter from former state Senator Tom Rooney encouraging all to go to Springfield and be heard.

14. Adjournment

President Jefferson adjourned the meeting at 9:09 p.m.

Palatine Public Library District
CORPORATE- FUND #10 Budget vs. Actual

July 2018 through February 2019

67% of Budget Year Completed

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	3,289,441.47	5,514,376.00	59.65%	64.90%
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	68,931.87	29,600.00	232.88%	153.00%
4200 · Other Fees and Income				
4201 · Fines	63,455.15	92,000.00	68.97%	58.20%
4203 · Lost/Replacement Fees	8,433.27	14,000.00	60.24%	41.10%
4204 · Book Recovery Service	7,279.80	13,000.00	56.0%	67.80%
4210 · Copier Income	6,332.66	9,000.00	70.36%	52.20%
4211 · Printing Income	11,135.78	16,000.00	69.6%	67.50%
4212 · Vending Machines	1,325.44	2,000.00	66.27%	60.10%
4222 · Meeting Room Fees	7,761.99	8,000.00	97.03%	62.80%
4223 · Interlibrary Loan Fees	90.93	250.00	36.37%	52.90%
4224 · Non-Resident Fees	9,490.36	10,000.00	94.9%	24.30%
4231 · Per Capita Grant	111,228.75	111,229.00	100.0%	66.50%
4232 · Gifts/Donations	3,599.40	20,000.00	18.0%	20.20%
4241 · Misc-General	1,168.00	500.00	233.6%	8.40%
4257 · Used Materials Income	4,188.85	6,000.00	69.81%	78.10%
4261 · Sale of Equipment	2,949.43	2,000.00	147.47%	59.40%
Total 4200 · Other Fees and Income	<u>238,439.81</u>	<u>303,979.00</u>	<u>78.44%</u>	<u>49.50%</u>
Total Income	<u>3,624,795.58</u>	<u>5,857,955.00</u>	<u>61.88%</u>	<u>64.20%</u>
Gross Profit	3,624,795.58	5,857,955.00	61.88%	64.20%
Expense				
5100 · Materials				
5101 · Books	214,586.13	340,000.00	63.11%	65.90%
5102 · Continuations	32,939.45	41,000.00	80.34%	108.60%
5104 · Digital Reference	211,056.72	233,000.00	90.58%	77.90%
5105 · Digital Materials	214,323.09	341,405.00	62.78%	60.00%
Total 5100 · Materials	<u>672,905.39</u>	<u>955,405.00</u>	<u>70.43%</u>	<u>68.10%</u>
5200 · Capital Expenditures				
5205 · Furniture	0.00	20,000.00	0.0%	8.20%
5207 · Computers/Technology	31,995.90	252,376.00	12.68%	19.20%
Total 5200 · Capital Expenditures	<u>31,995.90</u>	<u>272,376.00</u>	<u>11.75%</u>	<u>16.10%</u>
5300 · Payroll Expenses				
5310 · Gross Salaries	2,127,717.01	3,359,419.00	63.34%	61.80%
5313 · Health & Life Insurance	170,220.82	308,432.00	55.19%	55.30%
5328 · Misc. Fringe Benefits	4,826.67	7,006.00	68.89%	22.20%
Total 5300 · Payroll Expenses	<u>2,302,764.50</u>	<u>3,674,857.00</u>	<u>62.66%</u>	<u>61.10%</u>
5400 · Utilities				
5421 · Gas	15,562.74	50,000.00	31.13%	58.00%
5422 · Electricity	134,439.12	220,000.00	61.11%	64.70%

Palatine Public Library District
CORPORATE- FUND #10 Budget vs. Actual

July 2018 through February 2019

67% of Budget Year Completed

	Jul '18 - Feb 19	Budget	% of Budget	% of Budget Last YTD
5423 · Water	6,456.29	20,000.00	32.28%	59.20%
Total 5400 · Utilities	156,458.15	290,000.00	53.95%	63.70%
5600 · Contracts				
5651 · Copier Costs	16,815.22	28,000.00	60.05%	64.90%
5653 · Technology Support	27,727.83	44,469.00	62.35%	88.70%
5654 · Postage Machine	1,418.04	1,890.00	75.03%	70.90%
5655 · LAN Management	82,400.00	82,400.00	100.0%	100.00%
5656 · Integrated Library Systems	76,062.71	83,600.00	90.98%	99.80%
5657 · Internet Service	15,726.77	26,000.00	60.49%	63.60%
5658 · Bibliographic Support	2,656.96	2,553.00	104.07%	16.10%
5659 · Book Recovery Service	3,536.05	5,000.00	70.72%	35.30%
5660 · Accounting/Payroll	11,852.09	17,400.00	68.12%	58.50%
5661 · Leases(Office Park)	2,637.92	4,000.00	65.95%	65.90%
5663 · Consultants	34,050.00	33,513.00	101.6%	64.70%
5666 · Leases(Branches)	24,795.00	38,000.00	65.25%	65.10%
Total 5600 · Contracts	299,678.59	366,825.00	81.7%	81.10%
5700 · Supplies				
5771 · Office & Kitchen Supplies	894.64	1,000.00	89.46%	20.80%
5772 · Art & Printing Supplies	7,270.21	11,000.00	66.09%	78.90%
5773 · Copier & Printer Supplies	4,285.69	10,000.00	42.86%	69.80%
5774 · Library Services Supplies	26,707.56	45,000.00	59.35%	73.40%
5776 · Program Supplies				
5776.10 · Program Supplies - PMD	2,920.21	8,500.00	34.36%	71.70%
5776.20 · Program Supplies - ISD	2,707.85	5,500.00	49.23%	48.40%
5776.30 · Program Supplies - Tech	368.72	500.00	73.74%	0.00%
Total 5776 · Program Supplies	5,996.78	14,500.00	41.36%	56.90%
Total 5700 · Supplies	45,154.88	81,500.00	55.41%	69.50%
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	8,847.87	13,500.00	65.54%	59.30%
5812 · Postage	1,387.09	1,800.00	77.06%	5.50%
5813 · Cultural/Educational Programs				
5813.10 · Cultural/Ed Programs - PMD	8,943.66	14,000.00	63.88%	54.50%
5813.20 · Cultural/Ed Programs - ISD	11,672.03	18,000.00	64.85%	63.50%
5813.30 · Cultural/Ed Programs - Tech	2,800.00	5,100.00	54.9%	67.00%
Total 5813 · Cultural/Educational Programs	23,415.69	37,100.00	63.12%	60.00%
5814 · Inservice & Training	11,660.89	25,799.00	45.2%	34.40%
5815 · Memberships	6,387.00	8,911.00	71.68%	77.90%
5816 · Community Information	7,426.75	10,000.00	74.27%	65.50%
5817 · Legal	3,144.02	8,270.00	38.02%	17.80%
5819 · Want Ads/Legal Notices	558.36	3,000.00	18.61%	22.60%
5820 · Gifts/Donations	4,109.70	20,000.00	20.55%	32.50%
5821 · Reimbursements-Circulation	14.95	0.00	100.0%	17.00%

**Palatine Public Library District
CORPORATE- FUND #10 Budget vs. Actual**

July 2018 through February 2019

67% of Budget Year Completed

	<u>Jul '18 - Feb 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	87,188.94	145,410.00	59.96%	48.50%
5900 · Auxiliary				
5913 · Newsletter/Communication	48,373.00	68,082.00	71.05%	73.70%
5914 · Volunteer Programs	623.29	3,500.00	17.81%	27.10%
Total 5900 · Auxiliary	48,996.29	71,582.00	68.45%	70.90%
Total Expense	3,645,142.64	5,857,955.00	62.23%	62.20%
Net Ordinary Income	-20,347.06	0.00	100.0%	100.00%
Net Income	-20,347.06	0.00	100.0%	100.00%

**Palatine Public Library District
AUDIT FUND #20 Budget vs. Actual**

July 2018 through February 2019

67% of Budget Year Completed

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	6,048.29	8,703.00	69.5%	88.00%
Total Income	<u>6,048.29</u>	<u>8,703.00</u>	<u>69.5%</u>	<u>88.00%</u>
Gross Profit	6,048.29	8,703.00	69.5%	88.00%
Expense				
5600 · Contracts				
5662 · Audit Fund Expenses	6,500.00	6,500.00	100.0%	100.00%
Total 5600 · Contracts	<u>6,500.00</u>	<u>6,500.00</u>	<u>100.0%</u>	<u>100.00%</u>
Total Expense	<u>6,500.00</u>	<u>6,500.00</u>	<u>100.0%</u>	<u>100.00%</u>
Net Ordinary Income	<u>-451.71</u>	<u>2,203.00</u>	<u>-20.5%</u>	<u>119.70%</u>
Net Income	<u><u>-451.71</u></u>	<u><u>2,203.00</u></u>	<u><u>-20.5%</u></u>	<u><u>119.70%</u></u>

**Palatine Public Library District
BUILDING FUND #30 Budget vs. Actual**

July 2018 through February 2019

67% of Budget Year Completed

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	132,627.45	222,410.00	59.63%	63.90%
Total Income	<u>132,627.45</u>	<u>222,410.00</u>	<u>59.63%</u>	<u>63.90%</u>
Gross Profit	132,627.45	222,410.00	59.63%	63.90%
Expense				
5500 · Maintenance				
5531 · Cleaning Service	49,515.46	81,000.00	61.13%	68.60%
5532 · Equipment Repair	304.44	1,000.00	30.44%	10.20%
5533 · Trash	1,533.02	3,295.44	46.52%	43.60%
5534 · Landscaping and Lawn Service	7,104.00	14,000.00	50.74%	62.70%
5535 · Fire and Security	6,194.40	13,000.00	47.65%	46.70%
5536 · Elevator	5,214.00	10,000.00	52.14%	57.30%
5537 · Building Maintenance	14,307.92	35,000.00	40.88%	23.00%
5538 · Snow Removal	12,663.00	9,000.00	140.7%	106.60%
5539 · HVAC	37,565.45	38,500.00	97.57%	49.30%
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%	79.90%
5545 · Van Fuel	774.04	1,000.00	77.4%	47.00%
Total 5500 · Maintenance	<u>139,340.40</u>	<u>220,795.44</u>	<u>63.11%</u>	<u>56.20%</u>
5700 · Supplies				
5775 · Maintenance Supplies	22,080.13	35,000.00	63.09%	51.70%
Total 5700 · Supplies	<u>22,080.13</u>	<u>35,000.00</u>	<u>63.09%</u>	<u>51.70%</u>
Total Expense	<u>161,420.53</u>	<u>255,795.44</u>	<u>63.11%</u>	<u>55.60%</u>
Net Ordinary Income	<u>-28,793.08</u>	<u>-33,385.44</u>	<u>86.24%</u>	<u>4.20%</u>
Net Income	<u><u>-28,793.08</u></u>	<u><u>-33,385.44</u></u>	<u><u>86.24%</u></u>	<u><u>4.20%</u></u>

Palatine Public Library District
IMRF FUND #40 Budget vs. Actual

July 2018 through February 2019

67% of Budget Year Completed

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	201,898.42	338,450.00	59.65%	64.60%
4010 · Replacement Tax	23,103.36	45,000.00	51.34%	44.20%
Total Income	<u>225,001.78</u>	<u>383,450.00</u>	<u>58.68%</u>	<u>58.80%</u>
Gross Profit	225,001.78	383,450.00	58.68%	58.80%
Expense				
5300 · Payroll Expenses				
5311 · IMRF Fund Expense	251,991.68	378,992.40	66.49%	61.90%
Total 5300 · Payroll Expenses	<u>251,991.68</u>	<u>378,992.40</u>	<u>66.49%</u>	<u>61.90%</u>
Total Expense	<u>251,991.68</u>	<u>378,992.40</u>	<u>66.49%</u>	<u>61.90%</u>
Net Ordinary Income	<u>-26,989.90</u>	<u>4,457.60</u>	<u>-605.48%</u>	<u>-389.20%</u>
Net Income	<u><u>-26,989.90</u></u>	<u><u>4,457.60</u></u>	<u><u>-605.48%</u></u>	<u><u>-389.20%</u></u>

Palatine Public Library District
SOCIAL SECURITY FUND #50 Budget vs. Actual
 July 2018 through February 2019
 67% of Budget Year Completed

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	159,262.06	265,925.00	59.89%	66.50%
Total Income	<u>159,262.06</u>	<u>265,925.00</u>	<u>59.89%</u>	<u>66.50%</u>
Gross Profit	159,262.06	265,925.00	59.89%	66.50%
Expense				
5300 · Payroll Expenses				
5312 · Social Security Fund Exp	157,274.07	255,797.75	61.48%	60.60%
Total 5300 · Payroll Expenses	<u>157,274.07</u>	<u>255,797.75</u>	<u>61.48%</u>	<u>60.60%</u>
Total Expense	<u>157,274.07</u>	<u>255,797.75</u>	<u>61.48%</u>	<u>60.60%</u>
Net Ordinary Income	1,987.99	10,127.25	19.63%	-101.50%
Net Income	<u><u>1,987.99</u></u>	<u><u>10,127.25</u></u>	<u><u>19.63%</u></u>	<u><u>-101.50%</u></u>

Palatine Public Library District
TORT IMMUNITY FUND #60 Budget vs. Actual
July 2018 through February 2019
67% of Budget Year Completed

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	22,932.31	38,680.00	59.29%	64.90%
Total Income	<u>22,932.31</u>	<u>38,680.00</u>	<u>59.29%</u>	<u>64.90%</u>
Gross Profit	22,932.31	38,680.00	59.29%	64.90%
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	<u>-36,264.75</u>	<u>-24,005.70</u>	<u>151.07%</u>	<u>94.70%</u>
Net Income	<u><u>-36,264.75</u></u>	<u><u>-24,005.70</u></u>	<u><u>151.07%</u></u>	<u><u>94.70%</u></u>

**Palatine Public Library District
UNEMPLOYMENT FUND #70 Budget vs. Actual**

July 2018 through February 2019

67% of Budget Year Completed

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	1,000.00	500.00	200.0%	0.00%
Total Income	<u>1,000.00</u>	<u>500.00</u>	<u>200.0%</u>	<u>0.00%</u>
Gross Profit	1,000.00	500.00	200.0%	0.00%
Expense				
5330 · Unemployment Fund Expense	445.60	0.00	100.0%	0.00%
Total Expense	<u>445.60</u>	<u>0.00</u>	<u>100.0%</u>	<u>0.00%</u>
Net Ordinary Income	<u>554.40</u>	<u>500.00</u>	<u>110.88%</u>	<u>0.00%</u>
Net Income	<u><u>554.40</u></u>	<u><u>500.00</u></u>	<u><u>110.88%</u></u>	<u><u>0.00%</u></u>

Palatine Public Library District
SPECIAL RESERVE FUND #75 Budget vs. Actual

July 2018 through February 2019

67% of Budget Year Completed

	<u>Jul '18 - Feb 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%	100.00%
Total 5210 · Building	<u>127,045.00</u>	<u>397,007.00</u>	<u>32.0%</u>	<u>35.00%</u>
Total 5200 · Capital Expenditures	<u>127,045.00</u>	<u>397,007.00</u>	<u>32.0%</u>	<u>35.00%</u>
Total Expense	<u>127,045.00</u>	<u>397,007.00</u>	<u>32.0%</u>	<u>35.00%</u>
Net Ordinary Income	<u>-127,045.00</u>	<u>-397,007.00</u>	<u>32.0%</u>	<u>35.00%</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>35.00%</u></u>

PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 2/28/19

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemployment	Special Reserve	Total
INCOME									
4000 · Tax Levies	\$3,289,441.47	\$6,048.29	\$132,627.45	201,898.42	\$159,262.06	\$22,932.31	\$1,000.00		\$3,813,210.00
4001 · TIF Rebates	\$22,206.59								\$22,206.59
4010 · Repl Tax	\$5,775.84			\$23,103.36					\$28,879.20
4100 · Interest Income	\$68,931.87								\$68,931.87
4200 · Other Income	\$238,439.81								\$238,439.81
TOTAL INCOME	\$3,624,795.58	\$6,048.29	\$132,627.45	\$225,001.78	\$159,262.06	\$22,932.31	\$1,000.00	\$0.00	\$4,171,667.47
EXPENSE									
5100 · Materials	\$672,905.39								\$672,905.39
5200 · Capital Exp	\$31,995.90							\$127,045.00	\$159,040.90
5300 · Payroll Exp	\$2,302,764.50			\$251,991.68	\$157,274.07				\$2,712,030.25
5330 · Unemployment							\$445.60		\$445.60
5400 · Utilities	\$156,458.15								\$156,458.15
5500 · Maintenance			\$139,340.40						\$139,340.40
5600 · Contracts	\$299,678.59	\$6,500.00							\$306,178.59
5700 · Supplies	\$45,154.88		\$22,080.13						\$67,235.01
5800 · Operating	\$87,188.94								\$87,188.94
5802 · Insurance						\$59,197.06			\$59,197.06
5900 · Auxiliary	\$48,996.29								\$48,996.29
TOTAL EXPENSE	\$3,645,142.64	\$6,500.00	\$161,420.53	\$251,991.68	\$157,274.07	\$59,197.06	\$445.60	\$127,045.00	\$4,409,016.58
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	-\$20,347.06	-\$451.71	-\$28,793.08	-\$26,989.90	\$1,987.99	-\$36,264.75	\$554.40	-\$127,045.00	-\$237,349.11
Ending FB 2/28/19	\$3,381,705.61	\$6,857.09	\$166,651.26	\$176,773.61	\$101,059.46	\$65,329.49	\$48,527.01	\$1,134,903.60	\$5,081,807.13

CASH	
Bank Account	Balance
1003 · Chkg - CC	\$73,443.50
1004 · MM - Tax Dep	\$3,406,660.62
1005 · Chkg-General	\$30,467.42
1006 · Chkg - Imprest	\$1,500.00
1007 · Chkg - Payroll	\$29,086.20
1011 · Cash Boxes	\$1,818.00
TOTAL CASH	\$3,542,975.74

CD's			
Amount	Interest	Maturity Date	cd#
\$1,000,000.00	2.00%	12/13/2018	8135
\$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
\$1,750,000.00			

Palatine Public Library District
Early Release Check Register
February 28, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
02/28/2019	4500	CALL ONE	1005 · Chkg-Palatine Bk & Trt-General	
02/15/2019			5811 · Telephone	-354.46
TOTAL				-354.46
02/28/2019	4501	COLLEY ELEVATOR CO.	1005 · Chkg-Palatine Bk & Trt-General	
01/31/2019	181504		5536 · Elevator	-900.00
TOTAL				-900.00
02/28/2019	4502	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
02/10/2019			5657 · Internet Service	-194.60
TOTAL				-194.60
02/28/2019	4510	FIRST COM (GLOBAL COM)	1005 · Chkg-Palatine Bk & Trt-General	
02/06/2019	117269502		5811 · Telephone	-168.39
02/23/2019	117322472		5811 · Telephone	-542.65
TOTAL				-711.04
02/28/2019	4504	HAYES MECHANICAL	1005 · Chkg-Palatine Bk & Trt-General	
12/14/2018	426041		5539 · HVAC	-2,822.00
12/21/2018	426528		5539 · HVAC	-1,271.00
12/21/2018	426573		5539 · HVAC	-436.00
12/21/2018	426575		5539 · HVAC	-690.00
TOTAL				-5,219.00
02/28/2019	4506	MADDOX, SUSAN	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5813.20 · Cultural/Ed Programs - ISD	-400.00
TOTAL				-400.00
02/28/2019	4507	PETTY CASH	1005 · Chkg-Palatine Bk & Trt-General	
02/27/2019			5102 · Continuations	-5.00
			5812 · Postage	-7.45
			5328 · Misc. Fringe Benefits	-12.00
			5776.10 · Program Supplies - PMD	-7.68
			5776.20 · Program Supplies - ISD	-43.73
			5772 · Art & Printing Supplies	-4.00
			5812 · Postage	-36.98
			5814 · Inservice & Training	-48.08

Date	Num	Name	Account	Paid Amount
			5814 · Inservice & Training	-26.38
			5814 · Inservice & Training	-10.44
			5814 · Inservice & Training	-22.04
TOTAL				-223.78
02/28/2019	4508	VANGUARD ENERGY SERVICES, LLC	1005 · Chkg-Palatine Bk & Trt-General	
02/06/2019	G404409020419		5421 · Gas	-4,832.33
TOTAL				-4,832.33
02/28/2019	4509	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
02/15/2019			5813.30 · Cultural/Ed Programs - Tech	-150.00
TOTAL				-150.00

TOTAL EARLY RELEASES: \$12,985.21

Signature: Hal Singer Date: Mar 1 2019

Signature: [Signature] Date: 3/4/19

Palatine Public Library District Warrant 2019-09 Check Register

March 1 - March 13, 2019

Date	Num	Name	Account	Paid Amount
03/13/2019	4511	ADVANCED DISPOSAL	1005 · Chkg-Palatine Bk & Trt-General	
01/31/2019	T4000215999		5533 · Trash	-182.00
TOTAL				-182.00
03/13/2019	4512	ASHER, CONNOR	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5813.10 · Cultural/Ed Programs - PMD	-200.00
TOTAL				-200.00
03/13/2019	4514	ATLAS	1005 · Chkg-Palatine Bk & Trt-General	
02/20/2019			5814 · Inservice & Training	-150.00
TOTAL				-150.00
03/13/2019	4589	BANK OF AMERICA- MS	1005 · Chkg-Palatine Bk & Trt-General	
02/23/2019			5328 · Misc. Fringe Benefits	-12.98
			5328 · Misc. Fringe Benefits	-110.50
			5814 · Inservice & Training	-445.00
			5776.10 · Program Supplies - PMD	-74.41
			5776.10 · Program Supplies - PMD	-56.43
			5105 · Digital Materials	-26.70
			5207 · Computers/Technology	-361.94
			5774 · Library Services Supplies	-33.99
			5774 · Library Services Supplies	-16.53
			5774 · Library Services Supplies	-9.60
			5814 · Inservice & Training	-385.00
			5814 · Inservice & Training	-15.00
			5816 · Community Information	-50.00
			5814 · Inservice & Training	-78.95
			5814 · Inservice & Training	-60.00
			5816 · Community Information	-144.41
			5814 · Inservice & Training	-50.00
			5814 · Inservice & Training	-77.13
TOTAL				-2,008.57
03/13/2019	4587	BANK OF AMERICA-GS	1005 · Chkg-Palatine Bk & Trt-General	
02/23/2019			5775 · Maintenance Supplies	-128.00
			5775 · Maintenance Supplies	-370.57
TOTAL				-498.57
03/13/2019	4583	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	

Palatine Public Library District Warrant 2019-09 Check Register

March 1 - March 13, 2019

Date	Num	Name	Account	Paid Amount
02/23/2019			5772 · Art & Printing Supplies	-212.50
			5207 · Computers/Technology	-27.50
			5820 · Gifts/Donations	-2,796.00
			5775 · Maintenance Supplies	-239.84
			5820 · Gifts/Donations	-83.88
TOTAL				-3,359.72
03/13/2019	4515	BANK OF AMERICA-MRG	1005 · Chkg-Palatine Bk & Trt-General	
02/23/2019			5207 · Computers/Technology	-1,073.00
			5207 · Computers/Technology	-1,450.00
			5101 · Books	-16.94
			5105 · Digital Materials	-13.99
			5101 · Books	-23.38
			5105 · Digital Materials	-13.99
			5101 · Books	-37.88
TOTAL				-2,629.18
03/13/2019	4516	BARRETT, NINA	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5813.20 · Cultural/Ed Programs - ISD	-150.00
TOTAL				-150.00
03/13/2019	4517	BATTERIES PLUS LLC	1005 · Chkg-Palatine Bk & Trt-General	
02/13/2019	P11522551		5775 · Maintenance Supplies	-55.80
TOTAL				-55.80
03/13/2019	4518	BENSON, RAYMOND	1005 · Chkg-Palatine Bk & Trt-General	
04/01/2019			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00
03/13/2019	4519	BOCHENEK, ANNETTE	1005 · Chkg-Palatine Bk & Trt-General	
03/31/2019			5813.20 · Cultural/Ed Programs - ISD	-200.00
TOTAL				-200.00
03/13/2019	4520	CENTER POINT LARGE PRINT	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2019	1661591		5101 · Books	-140.22
03/01/2019	1667178		5101 · Books	-140.22
TOTAL				-280.44

Palatine Public Library District Warrant 2019-09 Check Register

March 1 - March 13, 2019

Date	Num	Name	Account	Paid Amount
03/13/2019	4521	CM SCHOOL SUPPLY	1005 · Chkg-Palatine Bk & Trt-General	
02/19/2019	00219029-0		5105 · Digital Materials	-18.84
TOTAL				-18.84
03/13/2019	4590	COLLEY ELEVATOR CO.	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019	182351		5536 · Elevator	-1,452.00
TOTAL				-1,452.00
03/13/2019	4584	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
02/26/2019			5657 · Internet Service	-129.85
TOTAL				-129.85
03/13/2019	4523	COMPLETE CLEANING COMPANY, INC	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019	09162		5531 · Cleaning Service	-6,061.00
TOTAL				-6,061.00
03/13/2019	4524	COMPUTER VIEW	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2019	28171		5655 · LAN Management	-20,600.00
TOTAL				-20,600.00
03/13/2019	4525	COMPUTYPE	1005 · Chkg-Palatine Bk & Trt-General	
01/30/2019	642439		5774 · Library Services Supplies	-635.89
TOTAL				-635.89
03/13/2019	4526	CONNEXION	1005 · Chkg-Palatine Bk & Trt-General	
02/08/2019	S1592003.001		5537 · Building Maintenance	-711.80
TOTAL				-711.80
03/13/2019	4527	CONSTELLATION, AN EXELON COMPANY	1005 · Chkg-Palatine Bk & Trt-General	
02/13/2019	14277461401		5422 · Electricity	-17,797.83
TOTAL				-17,797.83
03/13/2019	4528	DANCING WITH CLASS	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019	20185701		5813.10 · Cultural/Ed Programs - PMD	-450.00
TOTAL				-450.00

Palatine Public Library District Warrant 2019-09 Check Register

March 1 - March 13, 2019

Date	Num	Name	Account	Paid Amount
03/13/2019	4529	DEMCO	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2019	6559997		5774 · Library Services Supplies	-110.99
TOTAL				-110.99
03/13/2019	4530	DEMCO SOFTWARE	1005 · Chkg-Palatine Bk & Trt-General	
01/21/2019	INV00009106		5207 · Computers/Technology	-959.00
TOTAL				-959.00
03/13/2019	4531	ELERT & ASSOCIATES - A TRUE NORTH CO	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2019	E-18-0505-01		5663 · Consultants	-9,750.00
TOTAL				-9,750.00
03/13/2019	4532	ELM USA, INC.	1005 · Chkg-Palatine Bk & Trt-General	
02/05/2019	18787		5774 · Library Services Supplies	-200.66
TOTAL				-200.66
03/13/2019	4533	ETTINGER, FRED R.	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5813.20 · Cultural/Ed Programs - ISD	-75.00
TOTAL				-75.00
03/13/2019	4534	EVERLIVING GREENERY	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019	41953		5534 · Landscaping and Lawn Service	-388.00
TOTAL				-388.00
03/13/2019	4535	EXXON-MOBIL	1005 · Chkg-Palatine Bk & Trt-General	
02/22/2019			5545 · Van Fuel	-70.75
TOTAL				-70.75
03/13/2019	4537	FOTOPOULOS, KAREN	1005 · Chkg-Palatine Bk & Trt-General	
04/01/2019			5813.20 · Cultural/Ed Programs - ISD	-70.00
TOTAL				-70.00
03/13/2019	4538	FROG LADY PRESENTATIONS	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5813.10 · Cultural/Ed Programs - PMD	-350.00
TOTAL				-350.00

Palatine Public Library District Warrant 2019-09 Check Register

March 1 - March 13, 2019

Date	Num	Name	Account	Paid Amount
03/13/2019	4539	GALE/CENGAGE LEARNING, INC	1005 · Chkg-Palatine Bk & Trt-General	
02/05/2019	66436143		5101 · Books	-101.96
02/05/2019	66436868		5101 · Books	-108.71
02/05/2019	66436664		5101 · Books	-218.71
02/06/2019	66460121		5101 · Books	-98.96
02/06/2019	66461237		5101 · Books	-23.99
02/06/2019	66459933		5101 · Books	-37.48
02/19/2019	66614766		5101 · Books	-98.21
02/20/2019	66629224		5101 · Books	-28.49
02/20/2019	66630103		5101 · Books	-27.74
TOTAL				-744.25
03/13/2019	4540	GARVEY'S OFFICE PRODUCTS	1005 · Chkg-Palatine Bk & Trt-General	
02/06/2019	PINV1677610		5774 · Library Services Supplies	-285.12
02/08/2019	PINV1679261		5774 · Library Services Supplies	-7.96
			5774 · Library Services Supplies	-65.76
02/28/2019	PINV1690552		5774 · Library Services Supplies	-69.04
TOTAL				-427.88
03/13/2019	4541	GIRE, DANN	1005 · Chkg-Palatine Bk & Trt-General	
04/01/2019			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00
03/13/2019	4542	GREY HOUSE PUBLISHING	1005 · Chkg-Palatine Bk & Trt-General	
02/04/2019	952042		5101 · Books	-191.00
TOTAL				-191.00
03/13/2019	4543	HAYES MECHANICAL	1005 · Chkg-Palatine Bk & Trt-General	
02/15/2019	430065		5539 · HVAC	-478.00
TOTAL				-478.00
03/13/2019	4544	HENNEK, JENNY	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5813.20 · Cultural/Ed Programs - ISD	-75.00
TOTAL				-75.00
03/13/2019	4545	HENNING BROTHERS	1005 · Chkg-Palatine Bk & Trt-General	
02/08/2019	0000408945		5775 · Maintenance Supplies	-35.09
02/27/2019	0000409112		5775 · Maintenance Supplies	-77.00

**Palatine Public Library District
Warrant 2019-09 Check Register**

March 1 - March 13, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
TOTAL				-112.09
03/13/2019	4546	HOFFMAN ESTATES PARK DISTRICT	1005 · Chkg-Palatine Bk & Trt-General	
01/25/2019	3495775		5813.10 · Cultural/Ed Programs - PMD	-125.00
03/01/2019			5666 · Leases(Branches)	-2,500.00
TOTAL				-2,625.00
03/13/2019	4547	HOH WATER TECHNOLOGY, INC	1005 · Chkg-Palatine Bk & Trt-General	
11/13/2018	544300		5775 · Maintenance Supplies	-237.46
TOTAL				-237.46
03/13/2019	4548	HOME DEPOT	1005 · Chkg-Palatine Bk & Trt-General	
02/18/2019			5775 · Maintenance Supplies	-679.49
			5775 · Maintenance Supplies	-11.88
			5775 · Maintenance Supplies	-31.80
			5775 · Maintenance Supplies	-2.91
			5775 · Maintenance Supplies	-2.98
			5775 · Maintenance Supplies	-27.16
			5775 · Maintenance Supplies	-11.93
			5775 · Maintenance Supplies	-26.91
TOTAL				-795.06
03/13/2019	4549	HR SOURCE	1005 · Chkg-Palatine Bk & Trt-General	
02/26/2019	8735, 8765		5663 · Consultants	-2,575.00
			5663 · Consultants	-500.00
TOTAL				-3,075.00
03/13/2019	4550	IMPREST FUND	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2019			1006 · Chkg-Palatine Bk & Trt-Imprest	-504.96
TOTAL				-504.96
03/13/2019	4594	INGRAM-2004115	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2019			5101 · Books	-19,122.81
			5105 · Digital Materials	-35.99
TOTAL				-19,158.80
03/13/2019	4552	KANTOR, GARY	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5813.10 · Cultural/Ed Programs - PMD	-360.00

Palatine Public Library District Warrant 2019-09 Check Register

March 1 - March 13, 2019

Date	Num	Name	Account	Paid Amount
TOTAL				-360.00
03/13/2019	4553	KLEIN THORPE AND JENKINS, LTD	1005 · Chkg-Palatine Bk & Trt-General	
02/27/2019	201107		5817 · Legal	-172.00
TOTAL				-172.00
03/13/2019	4554	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
02/23/2019	33134174		5651 · Copier Costs	-715.22
			5651 · Copier Costs	-715.22
TOTAL				-1,430.44
03/13/2019	4585	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
02/23/2019	33134173		5651 · Copier Costs	-680.00
			5651 · Copier Costs	-680.00
TOTAL				-1,360.00
03/13/2019	4588	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
02/23/2019	33134175		5651 · Copier Costs	-136.00
			5651 · Copier Costs	-136.00
TOTAL				-272.00
03/13/2019	4555	KONICA MINOLTA BUSINESS SOLUTIONS	1005 · Chkg-Palatine Bk & Trt-General	
02/15/2019	9005416595		5651 · Copier Costs	-798.26
02/27/2019	9005452455		5773 · Copier & Printer Supplies	-325.60
TOTAL				-1,123.86
03/13/2019	4556	LABELVALUE.COM	1005 · Chkg-Palatine Bk & Trt-General	
02/27/2019	LVI10000012077		5774 · Library Services Supplies	-204.36
TOTAL				-204.36
03/13/2019	4557	LACONI, INC.	1005 · Chkg-Palatine Bk & Trt-General	
03/05/2019			5814 · Inservice & Training	-30.00
TOTAL				-30.00
03/13/2019	4558	LORITO BOOKS	1005 · Chkg-Palatine Bk & Trt-General	
02/27/2019	4901		5101 · Books	-15.75
TOTAL				-15.75

Palatine Public Library District Warrant 2019-09 Check Register

March 1 - March 13, 2019

Date	Num	Name	Account	Paid Amount
03/13/2019	4559	MIDWEST TAPE	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2019	96979283		5105 · Digital Materials	-56.95
02/04/2019	96932126		5105 · Digital Materials	-455.66
02/04/2019	96932125		5105 · Digital Materials	-1,760.00
02/04/2019	96932124		5105 · Digital Materials	-99.98
02/04/2019	96932127		5105 · Digital Materials	-309.92
02/05/2019	96933270		5105 · Digital Materials	-42.71
02/06/2019	96951307		5105 · Digital Materials	-18.74
02/06/2019	96951306		5105 · Digital Materials	-44.97
02/12/2019	96979281		5105 · Digital Materials	-264.94
02/12/2019	96979282		5105 · Digital Materials	-199.17
02/12/2019	96979280		5105 · Digital Materials	-1,183.57
02/19/2019	97007165		5105 · Digital Materials	-325.91
02/19/2019	97007166		5105 · Digital Materials	-122.41
02/19/2019	97010532		5105 · Digital Materials	-470.87
02/19/2019	97010531		5105 · Digital Materials	-1,248.04
02/26/2019	97042185		5105 · Digital Materials	-215.96
02/26/2019	97042186		5105 · Digital Materials	-140.39
02/26/2019	97042184		5105 · Digital Materials	-366.87
02/26/2019	97042183		5105 · Digital Materials	-1,146.08
02/26/2019	97042188		5105 · Digital Materials	-404.87
03/01/2019	97052844		5774 · Library Services Supplies	-360.98
TOTAL				-9,238.99
03/13/2019	4560	MIDWEST TAPE-HOOPLA	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2019	97056185		5105 · Digital Materials	-4,490.57
TOTAL				-4,490.57
03/13/2019	4561	NORTHWEST COMMUNITY HEALTHCARE	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5666 · Leases(Branches)	-590.00
TOTAL				-590.00
03/13/2019	4562	ORIENTAL TRADING COMPANY INC	1005 · Chkg-Palatine Bk & Trt-General	
01/24/2019	694534108-01		5776.10 · Program Supplies - PMD	-23.37
02/14/2019	694849433-01		5816 · Community Information	-202.90
TOTAL				-226.27
03/13/2019	4563	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2019	01018CO19021209		5105 · Digital Materials	-399.84

Palatine Public Library District Warrant 2019-09 Check Register

March 1 - March 13, 2019

Date	Num	Name	Account	Paid Amount
02/12/2019	01018CO19026222		5105 · Digital Materials	-987.59
02/15/2019	01018CO19030403		5105 · Digital Materials	-315.94
02/22/2019	001018CO19034859		5105 · Digital Materials	-672.85
03/04/2019	01018MA19039834		5105 · Digital Materials	-2,863.14
TOTAL				-5,239.36
03/13/2019	4564	PALATINE PARK DISTRICT, THE	1005 · Chkg-Palatine Bk & Trt-General	
02/07/2019	902309		5816 · Community Information	-450.00
TOTAL				-450.00
03/13/2019	4586	PALATINE PARK DISTRICT, THE	1005 · Chkg-Palatine Bk & Trt-General	
03/04/2019	918079		5813.20 · Cultural/Ed Programs - ISD	-1,304.87
TOTAL				-1,304.87
03/13/2019	4565	PAYPAL	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2019	81609320		5660 · Accounting/Payroll	-19.95
TOTAL				-19.95
03/13/2019	4566	PERMA CARD (CREATIVE DATA PRODUCTS)	1005 · Chkg-Palatine Bk & Trt-General	
02/13/2019	200444		5774 · Library Services Supplies	-823.78
TOTAL				-823.78
03/13/2019	4567	PITNEY BOWES PURCHASE POWER	1005 · Chkg-Palatine Bk & Trt-General	
02/27/2019			5812 · Postage	-1,005.00
TOTAL				-1,005.00
03/13/2019	4568	POSTMASTER	1005 · Chkg-Palatine Bk & Trt-General	
02/20/2019			5913 · Newsletter/Communication	-2,800.00
TOTAL				-2,800.00
03/13/2019	4569	ROWMAN & LITTLEFIELD GROUP	1005 · Chkg-Palatine Bk & Trt-General	
02/07/2019	11048033		5101 · Books	-60.45
TOTAL				-60.45
03/13/2019	4591	SCOTT LANDSCAPES LLC	1005 · Chkg-Palatine Bk & Trt-General	
01/29/2019	291		5538 · Snow Removal	-1,977.00
02/02/2019	307		5538 · Snow Removal	-472.00

Palatine Public Library District Warrant 2019-09 Check Register

March 1 - March 13, 2019

Date	Num	Name	Account	Paid Amount
02/06/2019	319		5538 · Snow Removal	-467.50
02/08/2019	333		5538 · Snow Removal	-374.00
02/11/2019	338		5538 · Snow Removal	-233.75
02/13/2019	347		5538 · Snow Removal	-460.00
02/19/2019	367		5538 · Snow Removal	-1,131.00
02/21/2019	378		5538 · Snow Removal	-374.00
02/26/2019	392		5538 · Snow Removal	-280.50
TOTAL				-5,769.75
03/13/2019	4571	SKELLY, MARJORIE	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5813.10 · Cultural/Ed Programs - PMD	-200.00
TOTAL				-200.00
03/13/2019	4572	SYNCB/AMAZON	1005 · Chkg-Palatine Bk & Trt-General	
02/05/2019			5101 · Books	-515.68
			5105 · Digital Materials	-2,016.91
TOTAL				-2,532.59
03/13/2019	4573	YSERCO	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2019	698		5539 · HVAC	-2,612.00
TOTAL				-2,612.00
03/13/2019	4574	TASTE OF HOME	1005 · Chkg-Palatine Bk & Trt-General	
02/04/2019	01080		5101 · Books	-33.98
TOTAL				-33.98
03/13/2019	4575	TRAPP, SANDRA	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5813.20 · Cultural/Ed Programs - ISD	-160.00
TOTAL				-160.00
03/13/2019	4576	UNIQUE MANAGEMENT SERVICES	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2019	495258		5659 · Book Recovery Service	-214.80
TOTAL				-214.80
03/13/2019	4577	UNITE PRIVATE NETWORKS, LLC	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019	SI-19-001722		5657 · Internet Service	-1,495.00
TOTAL				-1,495.00

Palatine Public Library District Warrant 2019-09 Check Register

March 1 - March 13, 2019

Date	Num	Name	Account	Paid Amount
03/13/2019	4592	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2019			5813.30 · Cultural/Ed Programs - Tech	-150.00
TOTAL				-150.00
03/13/2019	4579	VILLAGE OF PALATINE	1005 · Chkg-Palatine Bk & Trt-General	
02/13/2019			5423 · Water	-292.89
TOTAL				-292.89
03/13/2019	4580	VOGUE PRINTERS, INC.	1005 · Chkg-Palatine Bk & Trt-General	
02/12/2019	14357		5913 · Newsletter/Communication	-12,343.00
TOTAL				-12,343.00
03/13/2019	4593	WAREHOUSE DIRECT	1005 · Chkg-Palatine Bk & Trt-General	
02/06/2019	4186358-0		5775 · Maintenance Supplies	-272.68
02/14/2019	4196039-0		5775 · Maintenance Supplies	-21.75
02/14/2019	4195159-0		5775 · Maintenance Supplies	-391.43
02/18/2019	4168896-0		5771 · Office & Kitchen Supplies	-70.00
02/27/2019	4209076-0		5774 · Library Services Supplies	-55.99
03/01/2019	4212451-0		5772 · Art & Printing Supplies	-209.97
			5774 · Library Services Supplies	-35.32
03/04/2019	421839-0		5774 · Library Services Supplies	-10.99
			5774 · Library Services Supplies	-7.18
TOTAL				-1,075.31
03/13/2019	4582	WESTON WOODS STUDIOS	1005 · Chkg-Palatine Bk & Trt-General	
02/23/2019	18851770		5105 · Digital Materials	-661.92
02/23/2019	18855834		5105 · Digital Materials	-25.46
TOTAL				-687.38
TOTAL:				\$157,254.74

Palatine Public Library District
Warrant 2019-09 Payroll and Invoice Distribution Totals
FOR THE MONTH OF FEBRUARY 2019

	<u>Date</u>	<u>Name</u>	<u>Amount</u>
5300 · Payroll Expenses			
5310 · Gross Salaries			
	02/15/2019	PAYCOM	134,804.20
	02/28/2019	PAYCOM	128,430.39
Total 5310 · Gross Salaries			<u>263,234.59</u>
5311 · IMRF Fund Expense			
	02/28/2019	IMRF	42,876.62
Total 5311 · IMRF Fund Expense			<u>42,876.62</u>
5312 · Social Security Fund Exp			
	02/15/2019	PAYCOM	10,001.01
	02/28/2019	PAYCOM	9,513.39
Total 5312 · Social Security Fund Exp			<u>19,514.40</u>
5313 · Health & Life Insurance			
	02/28/2019	BLUE CROSS BLUE SHIELD	21,150.99
	02/28/2019	PRINCIPAL INSURANCE	178.91
Total 5313 · Health & Life Insurance			<u>21,329.90</u>
Total 5300 · Payroll Expenses		TOTAL PAYROLL:	\$346,955.51
		EARLY RELEASE INVOICES:	\$12,985.21
		WARRANT 2019-09 INVOICES:	<u>\$157,254.74</u>
			<u>\$517,195.46</u>

Approved by the Board of Trustees

 President

 Date

 Secretary

 Date