



Minutes

1. Call to order

President Jefferson called the meeting to order at 7:01 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, Vanderhoek, and Westhoff were physically present.

3. Approval of agenda

Trustee Snyder moved, seconded by Trustee Vanderhoek, 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. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Popular Materials Manager Kathy Burns, Technology Manager Susan Conner, Technical Support Specialist Rolando Medrano, Administrative Associate Terry Versen, Friends representative Meg Cipar, and Teen Advisory Board representative Keya Patel.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends Treasurer Cipar reported there were approximately 215 volunteer hours for March. The Friends are preparing for the next sale. Two Friends board members stepped down due to family issues but were replaced by two new members. Cipar forwarded congratulations from the Friends on the passing of the referendum.

b. Palatine Public Library District Foundation

Trustee Sherman reported that the Foundation met on April 15, 2019. The Foundation has a balance of \$2,800 in the bank. The Rotary Club of Palatine has awarded the Foundation a donation of \$500 for the StoryWalk project. The new book for the StoryWalk project is "Mother Bruce" by Ryan T. Higgins. As a thank you for work done on the referendum, an evening event will take place. The next Foundation meeting will be on May 13, 2019, at 6:00 p.m. in the boardroom.

c. Teen Advisory Board

TAB representative Patel reported that at the most recent TAB meeting, members dressed up as their favorite fictional characters. They made cards for library staff and the Board for National Library Week. They also discussed the passage of the referendum. Their last meeting will take place in June 2019.

7. Unfinished Business

a. Discussion of Referendum Communication

President Jefferson complimented the library staff on a great job of communicating information about the referendum. Trustee Boland also was complimentary but stressed that Board members and staff should not become complacent and to keep moving forward.

Executive Director Dilger reported that the library will levy additional funds allowed by the referendum in November 2019, meaning that actual funds will be received partly in March 2020 with the balance received in July 2020.

To thank patrons for voting for the referendum and to show improvements before the additional tax revenue comes through, Dilger said the Library has started several smaller improvement projects such as painting the first-floor study rooms and changing the signage in the garage. Staff hopes to add several databases that have been requested by patrons. Reupholstering some furniture also is being considered. Community meetings to review proposed renovation ideas are being scheduled to begin in late July 2019.

Dilger also mentioned making the boardroom available for patrons to reserve for meetings when not in use by the Board or staff. This would require replacing the tables in the room with lightweight tables for ease of set-up.

The possibility of implementing auto renewals for patrons also was discussed. This likely would reduce income from overdue fines by half, Dilger said.

b. Integrated Library System Cost Comparison

Executive Director Dilger presented a report on ILS cost estimates comparing the current stand-alone Sierra system to migrating to a stand-alone Polaris system or migrating to a Polaris system coupled with joining a consortium. The one-time cost of \$43,339.00 to migrate to a consortium could be offset by a RAILS grant. The advantage to patrons would be access to more materials. The Board recommended proceeding with the consortium process.

8. New Business

a. IT Managed Services Contract

Executive Director Dilger discussed the bids received for the IT managed services contract. She recommended accepting the bid from Current Technologies.

Trustee Brauer moved, seconded by Trustee Vanderhoek, to accept the contract for IT managed services from Current Technologies as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

9. President's report

a. ILA Trustee Workshop Report

Trustees Brauer and Vanderhoek attended the workshop. Trustee Vanderhoek was disappointed with the content. Trustee Brauer remarked that there was no guidance from the presenters. She also commented that the networking was good but was only a small part of the workshop.

b. Review of Library Board Advocacy Activities

Trustee Brauer attended the Simply Snakes program at the Rand Road Branch and thought it was an excellent program.

Trustee Snyder invited everyone to the March for Science event on Saturday, May 4, 2019, in Meeting Room 1 from 9:00 a.m. to 3:00 p.m.

President Jefferson said he will draft a letter to the Village of Palatine requesting that the Library's share of the TIF proceeds be issued in a timely fashion.

c. Appointment of Nominating Committee

President Jefferson appointed Trustee Sherman and himself to serve on the committee.

d. Upcoming Events

i. Annual Volunteer Luncheon: Monday, April 22, 2019

The annual volunteer luncheon will happen Monday, April 22, 2019, at 11:30 a.m. in Meeting Room 1. Trustees Brauer, Sherman, and Westhoff plan to attend.

ii. Cinco de Mayo POC Fundraiser: Thursday, May 2, 2019

The Library will sponsor a table at the Cinco de Mayo POC Fundraiser on Thursday, May 2, 2019 from 5:00 to 8:00 p.m. Trustees Jefferson, Boland, Snyder, and Vanderhoek plan to attend.

iii. Friends of the Library Annual Appreciation Dinner: Wednesday, May 29, 2019

The annual Friends of the Library appreciation dinner will be Wednesday, May 29, 2019, at 6:00 p.m. President Jefferson and Trustee Snyder plan to attend.

iv. LACONI Trustee Banquet: Friday, May 10, 2019

No Trustee will attend the LACONI Trustee Banquet on May 10, 2019, from 6:00 to 9:00 p.m.

e. Reminder to file Statement of Economic Interest

President Jefferson reminded Trustees to file their Statement of Economic Interest with the state by May 1, 2019.

10. Director's report

Executive Director Dilger said the Library will begin a program where volunteers will deliver materials to homebound patrons. This will free up staff time, she said. She also reported that the Library will receive its per capita grant from the state in full this year.

a. Employee Engagement Survey Results

Executive Director Dilger reported on results from the employee engagement survey. There was a 96 percent participation rate by the staff. Results showed the library engagement has improved compared with the 2011 and 2015 surveys. Engagement is particularly up at the branches. Administration will concentrate on areas that show need for improvement including benefits, employee recognition, and technology upgrades.

b. Strategic Plan Update

Executive Director Dilger shared highlights of work being done on the Strategic Plan.

11. Committee reports

a. Board Development Committee

Trustee Boland reported that the next Board Development Committee meeting is scheduled for Tuesday, April 28, 2019, at 7:00 p.m.

b. Director Evaluation Committee

No report.

c. Finance Committee

Committee Chair Snyder reported that the next Finance Committee meeting is scheduled for Wednesday, April 24, 2019, at 4:00 p.m.

d. Policy Committee

Committee Chair Brauer reported that the next Policy Committee meeting will be Thursday, April 25, 2019, at 9:00 a.m. It will be a continuation of the review of Policy 9—Human Resources.

Review of Policy 8 has been moved to the committee's regularly scheduled May 2019 meeting. Brauer asked Trustees to share any comments regarding this policy before the end of April.

Policy 2—Library Cards and Accounts will be reviewed in June 2019.

12. Consent agenda

- a. Approval of minutes: Committee to Review Closed Session Minutes of January 17, 2019, and Regular Meeting of February 13, 2019.
- b. Financial report and approval of warrant 2019-09 in the amount of \$576,007.44.

Trustee Vanderhoek moved, seconded by Trustee Brauer, that the consent agenda be approved as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

13. Closed Session for the purpose of deliberations concerning compensation of specific employees in compliance with 5 ILCS 120/2 (C)(1)

President Jefferson moved, seconded by Trustee Snyder, to go into closed session for the purpose of deliberations concerning compensation of specific employees in compliance with 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 closed session at 8:24 p.m. and reconvened to open session at 8:49 p.m. No action was taken.

14. Correspondence

The Board acknowledged receiving the cards from TAB members.

15. Adjournment

President Jefferson adjourned the meeting at 8:50 p.m.

Approved: _____

Bruce Jefferson, President

Jeffrey Westhoff, Secretary

DRAFT

Palatine Public Library District
CORPORATE- FUND #10 Budget vs. Actual
July 2018 through April 2019
82% of Budget Year Completed

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	5,522,481.08	5,514,376.00	100.15%	98.30%
4001 · Tax Levy - TIF	22,206.59	0.00	100.0%	0.00%
4010 · Replacement Tax	9,175.59	10,000.00	91.76%	70.50%
4100 · Interest Income	97,464.72	29,600.00	329.27%	216.00%
4200 · Other Fees and Income				
4201 · Fines	76,872.02	92,000.00	83.56%	70.90%
4203 · Lost/Replacement Fees	10,578.29	14,000.00	75.56%	85.40%
4204 · Book Recovery Service	9,715.29	13,000.00	74.73%	61.90%
4210 · Copier Income	8,155.62	9,000.00	90.62%	87.90%
4211 · Printing Income	14,093.64	16,000.00	88.09%	78.40%
4212 · Vending Machines	1,608.56	2,000.00	80.43%	78.00%
4222 · Meeting Room Fees	9,156.99	8,000.00	114.46%	89.70%
4223 · Interlibrary Loan Fees	90.93	250.00	36.37%	26.30%
4224 · Non-Resident Fees	10,546.46	10,000.00	105.47%	78.60%
4231 · Per Capita Grant	111,228.75	111,229.00	100.0%	100.00%
4232 · Gifts/Donations	7,731.49	20,000.00	38.66%	50.20%
4241 · Misc-General	1,520.64	500.00	304.13%	48.40%
4257 · Used Materials Income	4,844.75	6,000.00	80.75%	99.10%
4261 · Sale of Equipment	10,675.82	2,000.00	533.79%	78.10%
Total 4200 · Other Fees and Income	<u>276,819.25</u>	<u>303,979.00</u>	<u>91.07%</u>	<u>85.80%</u>
Total Income	<u>5,928,147.23</u>	<u>5,857,955.00</u>	<u>101.2%</u>	<u>97.80%</u>
Gross Profit	5,928,147.23	5,857,955.00	101.2%	97.80%
Expense				
5100 · Materials				
5101 · Books	250,561.98	340,000.00	73.7%	82.20%
5102 · Continuations	34,567.42	41,000.00	84.31%	122.70%
5104 · Digital Reference	214,561.17	233,000.00	92.09%	79.50%
5105 · Digital Materials	263,514.63	341,405.00	77.19%	77.30%
Total 5100 · Materials	<u>763,205.20</u>	<u>955,405.00</u>	<u>79.88%</u>	<u>81.10%</u>
5200 · Capital Expenditures				
5205 · Furniture	696.08	20,000.00	3.48%	8.80%
5207 · Computers/Technology	114,585.26	252,376.00	45.4%	47.90%
Total 5200 · Capital Expenditures	<u>115,281.34</u>	<u>272,376.00</u>	<u>42.32%</u>	<u>37.50%</u>
5300 · Payroll Expenses				
5310 · Gross Salaries	2,650,306.55	3,359,419.00	78.89%	77.60%
5313 · Health & Life Insurance	214,073.43	308,432.00	69.41%	69.90%
5328 · Misc. Fringe Benefits	5,591.88	7,006.00	79.82%	48.60%
Total 5300 · Payroll Expenses	<u>2,869,971.86</u>	<u>3,674,857.00</u>	<u>78.1%</u>	<u>76.90%</u>
5400 · Utilities				
5421 · Gas	27,119.88	50,000.00	54.24%	97.40%
5422 · Electricity	162,935.91	220,000.00	74.06%	77.10%

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

**July 2018 through April 2019
82% of Budget Year Completed**

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
5423 · Water	7,156.63	20,000.00	35.78%	62.90%
Total 5400 · Utilities	197,212.42	290,000.00	68.0%	78.20%
5600 · Contracts				
5651 · Copier Costs	26,034.12	28,000.00	92.98%	77.20%
5653 · Technology Support	47,425.09	44,469.00	106.65%	119.80%
5654 · Postage Machine	1,890.72	1,890.00	100.04%	94.50%
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	19,755.22	26,000.00	75.98%	80.30%
5658 · Bibliographic Support	2,656.96	2,553.00	104.07%	16.10%
5659 · Book Recovery Service	4,422.10	5,000.00	88.44%	43.80%
5660 · Accounting/Payroll	14,508.94	17,400.00	83.39%	71.40%
5661 · Leases(Office Park)	2,637.92	4,000.00	65.95%	65.90%
5663 · Consultants	41,625.00	33,513.00	124.21%	74.50%
5666 · Leases(Branches)	30,975.00	38,000.00	81.51%	89.40%
Total 5600 · Contracts	350,393.78	366,825.00	95.52%	90.80%
5700 · Supplies				
5771 · Office & Kitchen Supplies	1,095.10	1,000.00	109.51%	27.70%
5772 · Art & Printing Supplies	6,919.11	11,000.00	62.9%	85.30%
5773 · Copier & Printer Supplies	3,054.46	10,000.00	30.55%	84.80%
5774 · Library Services Supplies	34,691.14	45,000.00	77.09%	81.60%
5776 · Program Supplies				
5776.10 · Program Supplies - PMD	4,315.06	8,500.00	50.77%	90.20%
5776.20 · Program Supplies - ISD	4,548.48	5,500.00	82.7%	61.50%
5776.30 · Program Supplies - Tech	932.28	500.00	186.46%	0.00%
Total 5776 · Program Supplies	9,795.82	14,500.00	67.56%	71.90%
Total 5700 · Supplies	55,555.63	81,500.00	68.17%	79.10%
5800 · Operating - Other				
5801 · Library Insurance Package	2,530.00	2,530.00	100.0%	50.60%
5810 · Interlibrary Loan/Recip Borrow	7,725.57	4,500.00	171.68%	88.70%
5811 · Telephone	10,963.03	13,500.00	81.21%	73.20%
5812 · Postage	1,387.09	1,800.00	77.06%	6.10%
5813 · Cultural/Educational Programs				
5813.10 · Cultural/Ed Programs - PMD	13,273.66	14,000.00	94.81%	81.00%
5813.20 · Cultural/Ed Programs - ISD	15,313.58	18,000.00	85.08%	80.70%
5813.30 · Cultural/Ed Programs - Tech	3,750.00	5,100.00	73.53%	97.00%
Total 5813 · Cultural/Educational Programs	32,337.24	37,100.00	87.16%	82.90%
5814 · Inservice & Training	17,504.51	25,799.00	67.85%	45.10%
5815 · Memberships	6,682.00	8,911.00	74.99%	86.60%
5816 · Community Information	9,394.88	10,000.00	93.95%	78.00%
5817 · Legal	5,740.42	8,270.00	69.41%	43.60%
5819 · Want Ads/Legal Notices	655.56	3,000.00	21.85%	23.10%
5820 · Gifts/Donations	13,113.11	20,000.00	65.57%	43.30%
5821 · Reimbursements-Circulation	164.95	0.00	100.0%	20.80%

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

**July 2018 through April 2019
82% of Budget Year Completed**

	<u>Jul '18 - Apr 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	118,198.36	145,410.00	81.29%	60.60%
5900 · Auxiliary				
5913 · Newsletter/Communication	54,673.00	68,082.00	80.31%	78.10%
5914 · Volunteer Programs	1,683.30	3,500.00	48.09%	47.20%
Total 5900 · Auxiliary	56,356.30	71,582.00	78.73%	76.30%
Total Expense	4,526,174.89	5,857,955.00	77.27%	76.90%
Net Ordinary Income	1,401,972.34	0.00	100.0%	100.00%
Net Income	1,401,972.34	0.00	100.0%	100.00%

Palatine Public Library District
AUDIT FUND #20 Budget vs. Actual
July 2018 through April 2019
82% of Budget Year Completed

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	11,222.98	8,703.00	128.96%	164.00%
Total Income	<u>11,222.98</u>	<u>8,703.00</u>	<u>128.96%</u>	<u>164.00%</u>
Gross Profit	11,222.98	8,703.00	128.96%	164.00%
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>4,722.98</u>	<u>2,203.00</u>	<u>214.39%</u>	<u>-5.60%</u>
Net Income	<u><u>4,722.98</u></u>	<u><u>2,203.00</u></u>	<u><u>214.39%</u></u>	<u><u>-5.60%</u></u>

Palatine Public Library District
BUILDING FUND #30 Budget vs. Actual
July 2018 through April 2019
82% of Budget Year Completed

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	222,651.82	222,410.00	100.11%	95.40%
Total Income	<u>222,651.82</u>	<u>222,410.00</u>	<u>100.11%</u>	<u>95.40%</u>
Gross Profit	222,651.82	222,410.00	100.11%	95.40%
Expense				
5500 · Maintenance				
5531 · Cleaning Service	61,637.46	81,000.00	76.1%	93.20%
5532 · Equipment Repair	2,089.44	1,000.00	208.94%	10.20%
5533 · Trash	2,131.02	3,295.44	64.67%	70.60%
5534 · Landscaping and Lawn Service	7,880.00	14,000.00	56.29%	73.70%
5535 · Fire and Security	11,404.90	13,000.00	87.73%	48.90%
5536 · Elevator	7,346.00	10,000.00	73.46%	78.40%
5537 · Building Maintenance	15,229.36	35,000.00	43.51%	31.70%
5538 · Snow Removal	13,883.00	9,000.00	154.26%	116.30%
5539 · HVAC	55,298.26	38,500.00	143.63%	74.90%
5540 · Parking Areas	1,793.48	10,000.00	17.94%	98.40%
5541 · Van Maintenance	44.95	500.00	8.99%	3.00%
5544 · Roof Maintenance	2,326.24	4,500.00	51.69%	87.40%
5545 · Van Fuel	919.14	1,000.00	91.91%	64.90%
Total 5500 · Maintenance	<u>181,983.25</u>	<u>220,795.44</u>	<u>82.42%</u>	<u>73.40%</u>
5700 · Supplies				
5775 · Maintenance Supplies	28,393.61	35,000.00	81.13%	66.10%
Total 5700 · Supplies	<u>28,393.61</u>	<u>35,000.00</u>	<u>81.13%</u>	<u>66.10%</u>
Total Expense	<u>210,376.86</u>	<u>255,795.44</u>	<u>82.24%</u>	<u>72.30%</u>
Net Ordinary Income	<u>12,274.96</u>	<u>-33,385.44</u>	<u>-36.77%</u>	<u>-70.70%</u>
Net Income	<u><u>12,274.96</u></u>	<u><u>-33,385.44</u></u>	<u><u>-36.77%</u></u>	<u><u>-70.70%</u></u>

Palatine Public Library District
IMRF FUND #40 Budget vs. Actual
 July 2018 through April 2019
 82% of Budget Year Completed

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	339,004.65	338,450.00	100.16%	97.60%
4010 · Replacement Tax	36,702.38	45,000.00	81.56%	73.30%
Total Income	<u>375,707.03</u>	<u>383,450.00</u>	<u>97.98%</u>	<u>89.60%</u>
Gross Profit	375,707.03	383,450.00	97.98%	89.60%
Expense				
5300 · Payroll Expenses				
5311 · IMRF Fund Expense	306,262.47	378,992.40	80.81%	78.10%
Total 5300 · Payroll Expenses	<u>306,262.47</u>	<u>378,992.40</u>	<u>80.81%</u>	<u>78.10%</u>
Total Expense	<u>306,262.47</u>	<u>378,992.40</u>	<u>80.81%</u>	<u>78.10%</u>
Net Ordinary Income	<u>69,444.56</u>	<u>4,457.60</u>	<u>1,557.89%</u>	<u>1790.60%</u>
Net Income	<u><u>69,444.56</u></u>	<u><u>4,457.60</u></u>	<u><u>1,557.89%</u></u>	<u><u>1790.60%</u></u>

Palatine Public Library District
SOCIAL SECURITY FUND #50 Budget vs. Actual
 July 2018 through April 2019
 82% of Budget Year Completed

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	267,136.16	265,925.00	100.46%	102.70%
Total Income	<u>267,136.16</u>	<u>265,925.00</u>	<u>100.46%</u>	<u>102.70%</u>
Gross Profit	267,136.16	265,925.00	100.46%	102.70%
Expense				
5300 · Payroll Expenses				
5312 · Social Security Fund Exp	195,949.26	255,797.75	76.6%	76.10%
Total 5300 · Payroll Expenses	<u>195,949.26</u>	<u>255,797.75</u>	<u>76.6%</u>	<u>76.10%</u>
Total Expense	<u>195,949.26</u>	<u>255,797.75</u>	<u>76.6%</u>	<u>76.10%</u>
Net Ordinary Income	<u>71,186.90</u>	<u>10,127.25</u>	<u>702.92%</u>	<u>-655.60%</u>
Net Income	<u><u>71,186.90</u></u>	<u><u>10,127.25</u></u>	<u><u>702.92%</u></u>	<u><u>-655.60%</u></u>

Palatine Public Library District
TORT IMMUNITY FUND #60 Budget vs. Actual
July 2018 through April 2019
82% of Budget Year Completed

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	37,159.24	38,680.00	96.07%	97.50%
Total Income	<u>37,159.24</u>	<u>38,680.00</u>	<u>96.07%</u>	<u>97.50%</u>
Gross Profit	37,159.24	38,680.00	96.07%	97.50%
Expense				
5802 · Public Liability Insurance	59,476.06	62,685.70	94.88%	78.10%
Total Expense	<u>59,476.06</u>	<u>62,685.70</u>	<u>94.88%</u>	<u>78.10%</u>
Net Ordinary Income	<u>-22,316.82</u>	<u>-24,005.70</u>	<u>92.97%</u>	<u>56.20%</u>
Net Income	<u><u>-22,316.82</u></u>	<u><u>-24,005.70</u></u>	<u><u>92.97%</u></u>	<u><u>56.20%</u></u>

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

July 2018 through April 2019
82% of Budget Year Completed

	<u>Jul '18 - Apr 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 April 2019
 82% of Budget Year Completed

	<u>Jul '18 - Apr 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	121,066.44	88,450.00	136.88%	100.00%
Total 5210 · Building	<u>127,834.44</u>	<u>397,007.00</u>	<u>32.2%</u>	<u>35.00%</u>
Total 5200 · Capital Expenditures	<u>127,834.44</u>	<u>397,007.00</u>	<u>32.2%</u>	<u>35.00%</u>
Total Expense	<u>127,834.44</u>	<u>397,007.00</u>	<u>32.2%</u>	<u>35.00%</u>
Net Ordinary Income	<u>-127,834.44</u>	<u>-397,007.00</u>	<u>32.2%</u>	<u>35.00%</u>
Net Income	<u><u>-127,834.44</u></u>	<u><u>-397,007.00</u></u>	<u><u>32.2%</u></u>	<u><u>35.00%</u></u>

PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 4/30/19

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemployment	Special Reserve	Total
INCOME									
4000 · Tax Levies	\$5,522,481.08	\$11,222.98	\$222,651.82	339,004.65	\$267,136.16	\$37,159.24	\$1,000.00		\$6,400,655.93
4001 · TIF Rebates	\$22,206.59								\$22,206.59
4010 · Repl Tax	\$9,175.59			\$36,702.38					\$45,877.97
4100 · Interest Income	\$97,464.72								\$97,464.72
4200 · Other Income	\$276,819.25								\$276,819.25
TOTAL INCOME	\$5,928,147.23	\$11,222.98	\$222,651.82	\$375,707.03	\$267,136.16	\$37,159.24	\$1,000.00	\$0.00	\$6,843,024.46
EXPENSE									
5100 · Materials	\$763,205.20								\$763,205.20
5200 · Capital Exp	\$115,281.34							\$127,834.44	\$243,115.78
5300 · Payroll Exp	\$2,869,971.86			\$306,262.47	\$195,949.26				\$3,372,183.59
5330 · Unemployment							\$445.60		\$445.60
5400 · Utilities	\$197,212.42								\$197,212.42
5500 · Maintenance			\$181,983.25						\$181,983.25
5600 · Contracts	\$350,393.78	\$6,500.00							\$356,893.78
5700 · Supplies	\$55,495.17		\$28,454.07						\$83,949.24
5800 · Operating	\$118,198.36								\$118,198.36
5802 · Insurance						\$59,476.06			\$59,476.06
5900 · Auxiliary	\$56,356.30								\$56,356.30
TOTAL EXPENSE	\$4,526,114.43	\$6,500.00	\$210,437.32	\$306,262.47	\$195,949.26	\$59,476.06	\$445.60	\$127,834.44	\$5,433,019.58
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	\$1,402,032.80	\$4,722.98	\$12,214.50	\$69,444.56	\$71,186.90	-\$22,316.82	\$554.40	-\$127,834.44	\$1,410,004.88
Ending FB 4/30/19	\$4,804,085.47	\$12,031.78	\$207,658.84	\$273,208.07	\$170,258.37	\$79,277.42	\$48,527.01	\$1,134,114.16	\$6,729,161.12

CASH	
Bank Account	Balance
1003 · Chkg - CC	\$9,409.96
1004 · MM -Tax Dep	\$5,085,667.30
1005 · Chkg-General	\$25,341.91
1006 · Chkg - Imprest	\$820.54
1007 · Chkg - Payroll	\$23,080.93
1011 · Cash Boxes	\$1,818.00
TOTAL CASH	\$5,146,138.64

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**

April 29, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amt</u>
04/29/2019	4725	ADVANCED DISPOSAL	1005 · Chkg-Palatine Bk & Trt-General	
03/31/2019	T400002200182		5533 · Trash	-208.00
TOTAL				-208.00
04/29/2019	4736	BANK OF AMERICA- MS	1005 · Chkg-Palatine Bk & Trt-General	
04/23/2019			5774 · Library Services Supplies	-28.13
			5774 · Library Services Supplies	-44.97
			5328 · Misc. Fringe Benefits	-43.00
			5776.20 · Program Supplies - ISD	-44.95
			5207 · Computers/Technology	-170.55
			5776.20 · Program Supplies - ISD	-113.38
			5771 · Office & Kitchen Supplies	-172.79
			5776.20 · Program Supplies - ISD	-26.92
			5776.20 · Program Supplies - ISD	-185.15
			5776.20 · Program Supplies - ISD	-148.13
			5776.20 · Program Supplies - ISD	-7.98
			5105 · Digital Materials	-200.00
			5815 · Memberships	-75.00
			5774 · Library Services Supplies	-25.58
			5105 · Digital Materials	-63.98
			5328 · Misc. Fringe Benefits	-8.00
			5328 · Misc. Fringe Benefits	-254.85
			5776.20 · Program Supplies - ISD	-45.00
			5814 · Inservice & Training	-15.00
			5776.20 · Program Supplies - ISD	-57.95
			5815 · Memberships	-100.00
			5776.10 · Program Supplies - PMD	-22.91
			5814 · Inservice & Training	-30.00
			5814 · Inservice & Training	-75.00
			5776.20 · Program Supplies - ISD	-196.95
			5776.20 · Program Supplies - ISD	-196.95
			5814 · Inservice & Training	-50.00
			5776.20 · Program Supplies - ISD	-167.76
			5914 · Volunteer Programs	-21.13
			5653 · Technology Support	-18.00
			5653 · Technology Support	-18.00
			5815 · Memberships	-120.00
			5914 · Volunteer Programs	-6.93
			5776.20 · Program Supplies - ISD	-163.68
			5914 · Volunteer Programs	-40.49
TOTAL				-2,959.11

**Palatine Public Library District
Early Release Check Register**

April 29, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amt</u>
04/29/2019	4739	BANK OF AMERICA-GS	1005 · Chkg-Palatine Bk & Trt-General	
04/23/2019			5775 · Maintenance Supplies	-59.41
			5775 · Maintenance Supplies	-25.87
			5775 · Maintenance Supplies	-166.32
			5775 · Maintenance Supplies	-364.99
TOTAL				-616.59
04/29/2019	4733	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	
04/23/2019			5772 · Art & Printing Supplies	-202.54
			5774 · Library Services Supplies	-33.80
			5539 · HVAC	-228.74
			5775 · Maintenance Supplies	-158.06
			5653 · Technology Support	-87.69
			5653 · Technology Support	-26.21
			5653 · Technology Support	-2.63
TOTAL				-739.67
04/29/2019	4726	BANK OF AMERICA-MRG	1005 · Chkg-Palatine Bk & Trt-General	
04/23/2019			5774 · Library Services Supplies	-57.19
			5102 · Continuations	-170.26
			5102 · Continuations	-61.47
			5105 · Digital Materials	-306.36
			5105 · Digital Materials	-13.24
			5105 · Digital Materials	-13.24
			5539 · HVAC	-3,665.31
			5105 · Digital Materials	-15.13
			5776.20 · Program Supplies - ISD	-3.78
			5820 · Gifts/Donations	-433.48
			5776.30 · Program Supplies - Tech	-27.99
			5101 · Books	-60.61
			5774 · Library Services Supplies	-23.65
			5105 · Digital Materials	-189.23
TOTAL				-5,040.94
04/29/2019	4727	CALL ONE	1005 · Chkg-Palatine Bk & Trt-General	
04/15/2019			5811 · Telephone	-348.41
TOTAL				-348.41
04/29/2019	4728	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
04/10/2019			5657 · Internet Service	-194.60

Palatine Public Library District Early Release Check Register

April 29, 2019

Date	Num	Name	Account	Paid Amt
TOTAL				-194.60
04/29/2019	4734	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
04/24/2019			5657 · Internet Service	-129.85
TOTAL				-129.85
04/29/2019	4737	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
04/26/2019			5657 · Internet Service	-129.85
TOTAL				-129.85
04/29/2019	4740	EXXON-MOBIL	1005 · Chkg-Palatine Bk & Trt-General	
04/24/2019			5545 · Van Fuel	-57.70
TOTAL				-57.70
04/29/2019	4729	FIRST COM (GLOBAL COM)	1005 · Chkg-Palatine Bk & Trt-General	
04/06/2019	117541501		5811 · Telephone	-167.26
04/23/2019	117611460		5811 · Telephone	-540.97
TOTAL				-708.23
04/29/2019	4730	HOME DEPOT	1005 · Chkg-Palatine Bk & Trt-General	
04/19/2019			5775 · Maintenance Supplies	-66.02
			5775 · Maintenance Supplies	-15.02
			5775 · Maintenance Supplies	-14.37
			5775 · Maintenance Supplies	-42.56
			5775 · Maintenance Supplies	-21.87
			5775 · Maintenance Supplies	-40.68
			5775 · Maintenance Supplies	-43.96
			5775 · Maintenance Supplies	-38.92
			5775 · Maintenance Supplies	-12.99
TOTAL				-296.39
04/29/2019	4731	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
04/25/2019	33401966		5651 · Copier Costs	-680.00
TOTAL				-680.00
04/29/2019	4735	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
04/25/2019	33401967		5651 · Copier Costs	-715.22
TOTAL				-715.22



Palatine Public Library District Early Release Check Register

April 29, 2019

Date	Num	Name	Account	Paid Amt
04/29/2019	4741	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
04/25/2019	33401968		5651 · Copier Costs	-136.00
TOTAL				-136.00

04/29/2019	4732	KONICA MINOLTA BUSINESS SOLUTIONS	1005 · Chkg-Palatine Bk & Trt-General	
04/16/2019	9005606326		5651 · Copier Costs	-581.06
TOTAL				-581.06

TOTAL **-\$13,541.62**

Signature:  Date: 4/29/2019 Signature:  Date: 4/

Palatine Public Library District
Warrant 2019-11 Check Register
 May 1 - May 21, 2019

Date	Num	Name	Account	Pd Amt
05/21/2019	4742	ADVANCED DISPOSAL	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2019	T40002212979		5533 · Trash	-208.00
TOTAL				-208.00
05/21/2019	4743	ALBERTSONS/SAFEWAY	1005 · Chkg-Palatine Bk & Trt-General	
04/27/2019			5774 · Library Services Supplies	-10.99
			5914 · Volunteer Programs	-55.91
			5776.10 · Program Supplies - PMD	-10.49
			5776.20 · Program Supplies - ISD	-6.36
			5776.10 · Program Supplies - PMD	-4.28
			5776.10 · Program Supplies - PMD	-33.89
			5776.10 · Program Supplies - PMD	-79.85
TOTAL				-201.77
05/21/2019	4744	ALLEGRA PRINT & IMAGING	1005 · Chkg-Palatine Bk & Trt-General	
05/08/2019	61232		5774 · Library Services Supplies	-13.00
			5774 · Library Services Supplies	-13.00
TOTAL				-26.00
05/21/2019	4751	APPLE INC.	1005 · Chkg-Palatine Bk & Trt-General	
04/23/2019	AA15170481		5207 · Computers/Technology	-594.00
			5207 · Computers/Technology	-537.00
			5207 · Computers/Technology	-295.00
04/23/2019	AA15103902		5207 · Computers/Technology	-2,645.00
04/23/2019	AA15220970		5207 · Computers/Technology	-5,394.00
TOTAL				-9,465.00
05/21/2019	4745	ATWOOD, KATHRYN	1005 · Chkg-Palatine Bk & Trt-General	
05/31/2019			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00
05/21/2019	4746	AVI SYSTEMS	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2019	88617734		5820 · Gifts/Donations	-5,076.48
TOTAL				-5,076.48
05/21/2019	4747	BENSON, RAYMOND	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019			5813.20 · Cultural/Ed Programs - ISD	-250.00

Palatine Public Library District
Warrant 2019-11 Check Register
 May 1 - May 21, 2019

Date	Num	Name	Account	Pd Amt
TOTAL				-250.00
05/21/2019	4748	BLUE LION SYSTEMS	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019	317749		5535 · Fire and Security	-35.00
TOTAL				-35.00
05/21/2019	4749	C & H BUILDING SPECIALTIES, INC.	1005 · Chkg-Palatine Bk & Trt-General	
04/22/2019	14258		5532 · Equipment Repair	-912.00
TOTAL				-912.00
05/21/2019	4809	CALL ONE	1005 · Chkg-Palatine Bk & Trt-General	
05/15/2019			5811 · Telephone	-353.20
TOTAL				-353.20
05/21/2019	4752	CAVENDISH SQUARE	1005 · Chkg-Palatine Bk & Trt-General	
04/23/2019	CA03105001		5101 · Books	-177.93
TOTAL				-177.93
05/21/2019	4753	CENGAGE LEARNING INC - GALE	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2019	multiple		5101 · Books	-179.93
TOTAL				-179.93
05/21/2019	4754	CENTER POINT LARGE PRINT	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019	1686803		5101 · Books	-140.22
TOTAL				-140.22
05/21/2019	4810	CERTAPRO PAINTERS	1005 · Chkg-Palatine Bk & Trt-General	
05/14/2019	2012-1681		5210.50 · Finishes	-5,775.00
TOTAL				-5,775.00
05/21/2019	4755	CHESS SCHOLARS, INC.	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019			5813.10 · Cultural/Ed Programs - PMD	-390.00
TOTAL				-390.00
05/21/2019	4756	CHILDREN'S PLUS INC.	1005 · Chkg-Palatine Bk & Trt-General	
04/09/2019	168859		5101 · Books	-468.75

Palatine Public Library District
Warrant 2019-11 Check Register
 May 1 - May 21, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
04/15/2019	169159		5101 · Books	-647.40
04/19/2019	169484		5101 · Books	-828.14
04/19/2019	169843		5101 · Books	-1,363.84
04/19/2019	169568		5101 · Books	-1,579.85
04/19/2019	169485		5101 · Books	-523.65
TOTAL				-5,411.63
05/21/2019	4811	CHILDREN'S PLUS INC.	1005 · Chkg-Palatine Bk & Trt-General	
04/29/2019	169909		5101 · Books	-1,706.75
04/30/2019	170121		5101 · Books	-18.45
TOTAL				-1,725.20
05/21/2019	4757	COMPLETE CLEANING COMPANY, INC	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019	C09813		5531 · Cleaning Service	-6,061.00
TOTAL				-6,061.00
05/21/2019	4758	CONSTELLATION, AN EXELON COMPANY	1005 · Chkg-Palatine Bk & Trt-General	
04/12/2019			5422 · Electricity	-12,321.48
TOTAL				-12,321.48
05/21/2019	4759	CROSS, KIEL	1005 · Chkg-Palatine Bk & Trt-General	
05/05/2019			5814 · Inservice & Training	-1,126.80
TOTAL				-1,126.80
05/21/2019	4760	DEMCO	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2019	6601751		5774 · Library Services Supplies	-83.60
			5774 · Library Services Supplies	-8.20
			5774 · Library Services Supplies	-757.29
			5774 · Library Services Supplies	-14.37
			5774 · Library Services Supplies	-21.87
			5774 · Library Services Supplies	-469.96
			5774 · Library Services Supplies	-22.96
TOTAL				-1,378.25
05/21/2019	4761	EBSCO	1005 · Chkg-Palatine Bk & Trt-General	
04/10/2019	1579382		5102 · Continuations	-24.95
04/13/2019	1906412		5102 · Continuations	-44.10
TOTAL				-69.05

Palatine Public Library District
Warrant 2019-11 Check Register
 May 1 - May 21, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
05/21/2019	4812	EBSCO	1005 · Chkg-Palatine Bk & Trt-General	
05/13/2019	1907028		5102 · Continuations	-15.40
05/13/2019	1907029		5102 · Continuations	-1,065.75
TOTAL				-1,081.15
05/21/2019	4762	EDUARDO W. GUILLEN	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019			5820 · Gifts/Donations	-425.00
TOTAL				-425.00
05/21/2019	4763	ENGBERG ANDERSON, INC	1005 · Chkg-Palatine Bk & Trt-General	
03/31/2019	16259203-02		5210.70 · HVAC	-789.44
TOTAL				-789.44
05/21/2019	4764	EVERLIVING GREENERY	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019	42061		5534 · Landscaping and Lawn Service	-388.00
TOTAL				-388.00
05/21/2019	4765	FILTER SERVICES, INC.	1005 · Chkg-Palatine Bk & Trt-General	
04/22/2019	INV207649		5539 · HVAC	-278.95
TOTAL				-278.95
05/21/2019	4813	FIRST COM (GLOBAL COM)	1005 · Chkg-Palatine Bk & Trt-General	
05/06/2019	117674502		5811 · Telephone	-334.52
TOTAL				-334.52
05/21/2019	4766	GARVEY'S OFFICE PRODUCTS	1005 · Chkg-Palatine Bk & Trt-General	
05/03/2019	PINV1724643		5772 · Art & Printing Supplies	-105.18
TOTAL				-105.18
05/21/2019	4814	GARVEY'S OFFICE PRODUCTS	1005 · Chkg-Palatine Bk & Trt-General	
05/07/2019	PINV1725977		5772 · Art & Printing Supplies	-74.97
TOTAL				-74.97
05/21/2019	4767	GIRE, DANN	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00

Palatine Public Library District
Warrant 2019-11 Check Register
 May 1 - May 21, 2019

Date	Num	Name	Account	Pd Amt
05/21/2019	4768	HAYES MECHANICAL	1005 · Chkg-Palatine Bk & Trt-General	
03/29/2019	432832		5539 · HVAC	-562.60
04/19/2019	433847		5539 · HVAC	-308.80
04/26/2019	434269		5539 · HVAC	-5,088.00
04/26/2019	43423		5539 · HVAC	-1,070.20
TOTAL				-7,029.60
05/21/2019	4769	HOFFMAN ESTATES PARK DISTRICT	1005 · Chkg-Palatine Bk & Trt-General	
04/09/2019	3638206		5816 · Community Information	-25.00
05/01/2019			5666 · Leases(Branches)	-2,500.00
TOTAL				-2,525.00
05/21/2019	4770	HR SOURCE	1005 · Chkg-Palatine Bk & Trt-General	
04/24/2019	9084		5663 · Consultants	-2,575.00
05/01/2019	FY20-58486		1240 · Prepaid Expenses	-1,670.00
TOTAL				-4,245.00
05/21/2019	4815	HR SOURCE	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2019	9138		5653 · Technology Support	-3,000.00
TOTAL				-3,000.00
05/21/2019	4771	ID LABELING SYSTEMS	1005 · Chkg-Palatine Bk & Trt-General	
04/17/2019	0124123-IN		5774 · Library Services Supplies	-1,824.54
TOTAL				-1,824.54
05/21/2019	4816	IMPREST FUND	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2019			1006 · Chkg-Palatine Bk & Trt-Imprest	-1,081.13
TOTAL				-1,081.13
05/21/2019	4772	INGRAM-2004115	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019			5101 · Books	-27,321.70
			5105 · Digital Materials	-78.52
TOTAL				-27,400.22
05/21/2019	4773	INNOVATIVE INTERFACES	1005 · Chkg-Palatine Bk & Trt-General	
05/07/2019	INV-INC21704		5656 · Integrated Library Systems	-79,865.85

Palatine Public Library District
Warrant 2019-11 Check Register

May 1 - May 21, 2019

Date	Num	Name	Account	Pd Amt
TOTAL				-79,865.85
05/21/2019	4817	IT SUPPLIES	1005 · Chkg-Palatine Bk & Trt-General	
05/06/2019	ITS00462637		5772 · Art & Printing Supplies	-118.98
TOTAL				-118.98
05/21/2019	4774	KLEIN THORPE AND JENKINS, LTD	1005 · Chkg-Palatine Bk & Trt-General	
01/29/2019	200485		5817 · Legal	-840.00
04/30/2019	202456		5817 · Legal	-279.50
TOTAL				-1,119.50
05/21/2019	4775	KONICA MINOLTA BUSINESS SOLUTIONS	1005 · Chkg-Palatine Bk & Trt-General	
04/26/2019	9005636233		5651 · Copier Costs	-660.66
TOTAL				-660.66
05/21/2019	4776	LIBRARY IDEAS LLC	1005 · Chkg-Palatine Bk & Trt-General	
04/26/2019	69030		5105 · Digital Materials	-39.95
TOTAL				-39.95
05/21/2019	4818	MIDWEST TAPE	1005 · Chkg-Palatine Bk & Trt-General	
04/25/2019	97304454		5774 · Library Services Supplies	-5.98
04/30/2019	multiple		5105 · Digital Materials	-10,024.82
TOTAL				-10,030.80
05/21/2019	4807	MIDWEST TAPE-HOOPLA	1005 · Chkg-Palatine Bk & Trt-General	
05/21/2019	97334303		5105 · Digital Materials	-4,687.75
TOTAL				-4,687.75
05/21/2019	4778	NORTHWEST COMMUNITY HEALTHCARE	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019			5666 · Leases(Branches)	-590.00
TOTAL				-590.00
05/21/2019	4779	ORIENTAL TRADING COMPANY INC	1005 · Chkg-Palatine Bk & Trt-General	
04/04/2019	695596756-01		5776.10 · Program Supplies - PMD	-3.18
			5776.10 · Program Supplies - PMD	-23.94
			4232 · Gifts/Donations	-83.97
			4232 · Gifts/Donations	-29.97

Palatine Public Library District
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 May 1 - May 21, 2019

Date	Num	Name	Account	Pd Amt
TOTAL				-141.06
05/21/2019	4780	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
04/05/2019	01018CO19065638		5105 · Digital Materials	-1,021.37
04/19/2019	01018CO19074481		5105 · Digital Materials	-1,775.67
04/26/2019	01018CO9078588		5105 · Digital Materials	-810.46
04/30/2019	01018MA19082476		5105 · Digital Materials	-2,395.79
05/03/2019	01018CO19085467		5105 · Digital Materials	-696.84
TOTAL				-6,700.13
05/21/2019	4781	PAYPAL	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2019	83545069		5660 · Accounting/Payroll	-19.95
TOTAL				-19.95
05/21/2019	4782	PENNACCHIA, DAWN	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019			5813.10 · Cultural/Ed Programs - PMD	-100.00
TOTAL				-100.00
05/21/2019	4819	PETTY CASH	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2019			5328 · Misc. Fringe Benefits	-38.48
			5776.10 · Program Supplies - PMD	-10.29
			5776.20 · Program Supplies - ISD	-3.00
			5814 · Inservice & Training	-149.80
TOTAL				-201.57
05/21/2019	4783	PMA SECURITIES, LLC	1005 · Chkg-Palatine Bk & Trt-General	
04/26/2019	INV08725		5663 · Consultants	-5,000.00
TOTAL				-5,000.00
05/21/2019	4784	PROQUEST INFORMATION & LEARNING	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019	70574604		5104 · Digital Reference	-2,688.24
TOTAL				-2,688.24
05/21/2019	4785	QUILL CORPORATION	1005 · Chkg-Palatine Bk & Trt-General	
04/25/2019	6880761		5774 · Library Services Supplies	-32.97
			5774 · Library Services Supplies	-25.98
TOTAL				-58.95

**Palatine Public Library District
Warrant 2019-11 Check Register**

May 1 - May 21, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
05/21/2019	4786	RECORDED BOOKS	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2019	76221267		5105 · Digital Materials	-198.00
TOTAL				-198.00
05/21/2019	4787	REGENT BOOK CO.	1005 · Chkg-Palatine Bk & Trt-General	
04/15/2019	57860		5101 · Books	-30.57
TOTAL				-30.57
05/21/2019	4788	RUDOLF, DAVE	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019			5813.10 · Cultural/Ed Programs - PMD	-500.00
TOTAL				-500.00
05/21/2019	4789	S & S WORLDWIDE	1005 · Chkg-Palatine Bk & Trt-General	
04/25/2019	IN100107004		5776.10 · Program Supplies - PMD	-55.06
TOTAL				-55.06
05/21/2019	4790	SCOTT LANDSCAPES LLC	1005 · Chkg-Palatine Bk & Trt-General	
04/15/2019	429		5538 · Snow Removal	-472.00
TOTAL				-472.00
05/21/2019	4791	SCREEN MACHINE CO., INC	1005 · Chkg-Palatine Bk & Trt-General	
04/29/2019	172225		5914 · Volunteer Programs	-150.00
TOTAL				-150.00
05/21/2019	4820	SIGNS BY TOMORROW	1005 · Chkg-Palatine Bk & Trt-General	
05/13/2019	35031		5540 · Parking Areas	-1,428.50
TOTAL				-1,428.50
05/21/2019	4792	SIMPLY DELICIOUS GOURMET CATERING	1005 · Chkg-Palatine Bk & Trt-General	
04/22/2019	5391		5914 · Volunteer Programs	-482.10
TOTAL				-482.10
05/21/2019	4821	SYNCB/AMAZON	1005 · Chkg-Palatine Bk & Trt-General	
04/30/2019			5101 · Books	-1,679.83
			5105 · Digital Materials	-3,815.34
			5207 · Computers/Technology	-1,840.17

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
			5776.10 · Program Supplies - PMD	-292.15
			5774 · Library Services Supplies	-857.47
TOTAL				-8,484.96
05/21/2019	4793	TELEVEND SERVICES, INC	1005 · Chkg-Palatine Bk & Trt-General	
04/09/2019	10807		5774 · Library Services Supplies	-76.05
TOTAL				-76.05
05/21/2019	4794	THE MYSTERY SHOP	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019			5813.10 · Cultural/Ed Programs - PMD	-163.80
TOTAL				-163.80
05/21/2019	4795	ULINE	1005 · Chkg-Palatine Bk & Trt-General	
04/22/2019	107945768		5774 · Library Services Supplies	-95.55
TOTAL				-95.55
05/21/2019	4822	UNIQUE MANAGEMENT SERVICES	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019	522732		5659 · Book Recovery Service	-340.10
TOTAL				-340.10
05/21/2019	4796	UNITE PRIVATE NETWORKS, LLC	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019	SI-19-003972		5657 · Internet Service	-1,495.00
TOTAL				-1,495.00
05/21/2019	4797	VANGUARD ENERGY SERVICES, LLC	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019	G404409043019		5421 · Gas	-2,782.80
TOTAL				-2,782.80
05/21/2019	4798	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
05/03/2019			5813.30 · Cultural/Ed Programs - Tech	-150.00
TOTAL				-150.00
05/21/2019	4806	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
05/06/2019			5813.30 · Cultural/Ed Programs - Tech	-150.00
TOTAL				-150.00
05/21/2019	4799	VILLAGE OF PALATINE	1005 · Chkg-Palatine Bk & Trt-General	

Palatine Public Library District
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 May 1 - May 21, 2019

Date	Num	Name	Account	Pd Amt
04/16/2019	FRSR000319		5814 · Inservice & Training	-195.00
TOTAL				-195.00
05/21/2019	4800	VILLAGE OF PALATINE-WATER	1005 · Chkg-Palatine Bk & Trt-General	
04/10/2019			5423 · Water	-318.33
05/08/2019			5423 · Water	-436.27
TOTAL				-754.60
05/21/2019	4801	WAREHOUSE DIRECT	1005 · Chkg-Palatine Bk & Trt-General	
04/11/2019	4242346-0		4232 · Gifts/Donations	-264.35
			4232 · Gifts/Donations	-465.15
04/11/2019	4256081-0		5775 · Maintenance Supplies	-309.02
04/16/2019	4261140-0		5774 · Library Services Supplies	-18.33
04/16/2019	4261172-0		5774 · Library Services Supplies	-35.74
04/16/2019	4261185-0		5774 · Library Services Supplies	-49.84
04/18/2019	4264583-0		5774 · Library Services Supplies	-30.27
			5774 · Library Services Supplies	-9.33
04/23/2019	4268147-0		5774 · Library Services Supplies	-51.66
			5774 · Library Services Supplies	-4.30
			5774 · Library Services Supplies	-41.16
04/25/2019	4270990-0		5775 · Maintenance Supplies	-391.90
05/02/2019	4279355-0		5772 · Art & Printing Supplies	-76.08
			5772 · Art & Printing Supplies	-67.93
			5774 · Library Services Supplies	-3.98
05/07/2019	4283185-0		5774 · Library Services Supplies	-96.98
05/09/2019	4286756-0		5774 · Library Services Supplies	-44.22
05/09/2019	4286758-0		5820 · Gifts/Donations	-128.08
TOTAL				-2,088.32
05/21/2019	4808	WESTON WOODS STUDIOS	1005 · Chkg-Palatine Bk & Trt-General	
02/26/2019	18865026		5105 · Digital Materials	-25.46
03/15/2019	19006948		5105 · Digital Materials	-25.46
04/13/2019	19182668		5105 · Digital Materials	-101.83
TOTAL				-152.75
05/21/2019	4803	WOLTERS KLUWER LAW & BUSINESS	1005 · Chkg-Palatine Bk & Trt-General	
04/18/2019	4804271112		5101 · Books	-362.41
TOTAL				-362.41
05/21/2019	4804	WORLD BOOK ENCYCLOPEDIA	1005 · Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District
Warrant 2019-11 Check Register**

May 1 - May 21, 2019

Date	Num	Name	Account	Pd Amt
04/04/2019	0001592677		5104 · Digital Reference	-3,504.45
TOTAL				-3,504.45
05/21/2019	4805	ZOOS ARE US, INC.	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2019			5813.10 · Cultural/Ed Programs - PMD	-365.00
TOTAL				-365.00
TOTAL				\$238,867.05

Palatine Public Library District
Warrant 2019-11 Payroll and Invoice Distribution Totals
FOR THE MONTH OF MAY 2019

	<u>Date</u>	<u>Name</u>	<u>Amount</u>
5300 · Payroll Expenses			
5310 · Gross Salaries			
	04/15/2019	PAYCOM	131,672.20
	04/30/2019	PAYCOM	132,842.20
Total 5310 · Gross Salaries			264,514.40
5311 · IMRF Fund Expense			
	04/30/2019	IMRF	42,462.71
Total 5311 · IMRF Fund Expense			42,462.71
5312 · Social Security Fund Exp			
	04/15/2019	PAYCOM	9,747.20
	04/30/2019	PAYCOM	9,836.66
Total 5312 · Social Security Fund Exp			19,583.86
5313 · Health & Life Insurance			
	04/30/2019	BLUE CROSS BLUE SHIELD	22,687.53
	04/30/2019	PRINCIPAL INSURANCE	95.61
Total 5313 · Health & Life Insurance			22,783.14
Total 5300 · Payroll Expenses		TOTAL PAYROLL:	\$349,344.11
		EARLY RELEASE INVOICES:	\$13,541.62
		WARRANT 2019-11 INVOICES:	\$238,867.05
			\$601,752.78

Approved by the Board of Trustees

 President

 Date

 Secretary

 Date