



1. Call to order

The Finance Committee meeting was called to order by Committee Chair Jefferson at 6:00 p.m. at the Board Room, Main Library.

2. Roll call

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

3. Introduction of visitors

Also in attendance were, Executive Director Jeannie Dilger and Finance Manager Beth Swartz

4. Public comment

None

5. Library audit for fiscal year 2018-2019

Committee discussed the following:

a. Current status

b. Timeline for completion

6. Library finance policy and potential changes

The Committee discussed policy changes being completed by the Policy Committee, based on recommendations of the Auditors.

7. Budget and appropriations ordinance

To be discussed at next meeting.

8. Review of investments

Committee discuss different option for Library funds being held including CDs verse Money Market accounts.

9. Other business

None

10. Date for next meeting

October 29, 2019 at 9:00am

11. Adjournment

Committee Chair Jefferson adjourned the meeting at 6:55 p.m.

Approved: _____

Trustee

Trustee

Prepared by Bruce Jefferson



MINUTES

1. Call to order

The Finance Committee meeting was called to order by Committee Chair Jefferson at 9:05 a.m. at the Board Room, Main Library.

2. Roll call

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

3. Introduction of visitors

Also in attendance were, Executive Director Jeannie Dilger, Finance Manager Beth Swartz and Bob Lewis from PMA.

4. 2019 Property tax levy

Committee reviewed and discussed options for the upcoming property tax levy with Bob Lewis from PMA.

5. Review of 2018-19 audit recommendations

The Committee reviewed the recommendations from the most recent audit.

6. Review of investments

Committee discussed the need to position the Library investments in the best possible ways given low interest rates.

7. Other Business

None.

8. Dates for Next Finance Committee meeting

To be determined at a later date.

9. Adjournment

Committee Chair Jefferson adjourned the meeting at 10:10 a.m.

Approved: _____

Trustee

Trustee

Prepared by Bruce Jefferson



Minutes

1. Call to order by Trustee Vanderhoek at 3:35 p.m.

2. Roll call

Upon roll call, Trustees Brauer, Westhoff, and Vanderhoek were physically present. Trustee Jefferson arrived at 3:51 p.m.

3. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger and Assistant Director Melissa Gardner, Owner's Representative Dan Eallonardo, and Joe Huberty, Kristen Richardson, and Sarah Ponto of Engberg Anderson.

4. Public Comment

There was no public comment.

5. Review interior plan options from Engberg Anderson

- a. The committee reviewed updated interior design options and projected costs.
- b. The committee considered the feedback from the staff regarding the interior plan options.
- c. The committee reached a consensus about a second floor plan option.
- d. The committee requested modifications to a first floor plan option for further review.

6. Other business

- a. Trustee Westhoff shared his notes from a maker space event he attended at the Illinois Library Association conference.

7. Date for Next Meeting

The next meeting will take place on Thursday, December 5 at 3:30 p.m.

8. Adjournment

Trustee Vanderhoek adjourned the meeting at 5:03 p.m.

Approved: _____

Trustee

Trustee

Prepared by: Andrea Vanderhoek



**Board of Library Trustees Public Hearing
Property Tax Levy**
Board Room, Main Library
700 N. North Court, Palatine, IL
November 19, 2019, 7:00 p.m.

Minutes

1. Open the public hearing

President Vanderhoek opened the public hearing at 7:00 p.m. Secretary Boland was physically present.

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

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

3. Announcement of rules of procedure for public hearings

President Vanderhoek advised that the rules of procedure for public hearings were available at the table and visitors had five minutes to speak.

4. Report on the proposed 2019 property tax levy

Trustee Jefferson reported that the approved tax referendum allowed for a property tax rate increase from .271 up to .351. After further review, it was determined that the tax rate would be .325. This will provide an estimated 1.7 million dollars for the Library and will be an increase of \$50 per year for a median home.

5. Public comment on proposed Budget and Appropriations Ordinance 2020-01

None.

6. Close of the public hearing

President Vanderhoek closed the public hearing at 7:04 p.m.

Approved: _____

Andrea Vanderhoek, President

Tracey Boland, Secretary



Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:04 p.m. Secretary Boland was physically present.

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

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

3. Approval of agenda

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

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

5. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Communications & Marketing Manager Andrea Lublink, Popular Materials Manager Kathy Burns, Human Resources Manager Mary Schaeffer, Technology Assistant Manager Michael Szwed, Graphic Designer Jean Bolliger, Administrative Associate Karla Nora, Technology Support Specialist Rolando Medrano, Shelver Emilie Cheng, Friends representative Meg Cipar, Teen Advisory Board representative Pranav Bottu, Alin Steglinski, Pamela Olander, and Maria Nowakowski.

6. Public comment

Alin Steglinski, long time resident of Palatine, expressed his objection to the North side door proposal and was concerned about the impact it would have on the budget.

Maria Nowakowski, long time library patron, expressed a complaint regarding the library staff's handling of a suggested book purchase and a request for an inter-library loan (ILL). She also expressed concern regarding the staff turnover at the Library.

Pamela Olander, long time resident of Palatine, said she was excited about the new improvements at the Library, but expressed her objection to the North side door proposal and its purpose. She is concerned about staff turnover at the Library and encouraged the Board to learn what is going on outside and inside the facility.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Cipar reported net revenue of \$13,410 at the October Book Sale and thanked all those who attended. The Friends are preparing for the Holiday Book Sale on November 22, 23, and 24, 2019.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on November 4, 2019. They currently have \$5,782 in the bank and \$365 was spent repairing a StoryWalk sign. The Foundation will be having an online Giving Tuesday event on December 3, 2019 and will have a Dine & Share at Panera at Deer Park on December 14, 2019, where 20% will go to the Foundation. The next meeting will be at Panera.

c. RAILS

Trustee Brauer reported that Monica Harris, Executive Director at Schaumburg Public Library, is the new RAILS Associate Director. Trustee Brauer recommended that all Trustees have an L2 account to view and sign up for RAILS trainings and events.

d. Teen Advisory Board (TAB)

TAB representative Pranav Bottu reported that TAB had their third meeting and discussed the STEAM Fair, ideas for new programs and service projects. Executive Director Dilger advised that TAB was very helpful at the STEAM Fair.

7. Unfinished business

a. Approval of Ordinance 2020-02: 2019 property tax levy in the amount of \$8,685,788

Trustee Jefferson moved, seconded by Trustee Snyder, approval of Ordinance 2020-02: an ordinance levying and assessing taxes of Palatine Public Library District, Cook County, Illinois for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Review of revised schematic designs

Trustee Vanderhoek reported that the Building Renovation Committee met with Library staff and Board and is considering moving all of the adult collections to the 2nd floor. The architects were asked to explore the option of a North side entrance because of the safety issue of crossing the parking lot entrance. The different library floor plans were reviewed. Public comments will be allowed at the next Building Renovation Committee meeting.

c. Per Capita Grant requirements

i. Review of Chapter 3: Personnel and Chapter 4 Facilities from Serving our Public 3.0: Standards for Illinois Public Libraries

The Board reviewed Chapter 3 and 4 from the Serving our Public 3.0: Standards for Illinois Public Libraries.

ii. Report on webinar requirements

Trustees Jefferson, Brauer and Westhoff reported on the topics of their webinars.

8. New business

a. CD Investments

Courtney Soesbe and Beatrice Silva from PMA Financial Network provided an overview of the company and discussed the benefits of a laddered investment approach with CDs. PMA recommended a 12-24 month investment plan to increase interest income going forward.

9. President's report

a. Review of Library Board Advocacy Activities

Trustee Vanderhoek advised the Palatine Chamber of Commerce Key to Success Awards Night is December 13, 2019 at The Grand at Twin Lakes and nominations are due November 21, 2019. Trustee Boland attended the Trunk or Treat event and Trustee Singh attended a Trustee RAILS workshop.

10. Director's report

Executive Director Dilger reported that the STEAM Fair had a great turnout with a total door count of 1,798. She thanked the Library staff, TAB volunteers and exhibitors for providing a fun event.

a. ILA Conference Reports

Library staff gave reports on the sessions they attended at the ILA Conference in October. Executive Director Dilger and Assistant Director Gardner presented "Community Engagement in One Year or Less" at the conference.

b. Library logo refresh

Communications & Marketing Manager Andrea Lublink advised that the current logo is ten years old and due for a refresh. She presented options for an updated logo for the Library that would be rolled out over time as items are reprinted.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

Committee Chair Boland reported that the next meeting will be in January.

b. Board Development Committee

No report.

c. Building Renovation Committee

Committee Chair Vanderhoek reported that the committee met on November 7, 2019, to discuss architect drawings. Trustee Westhoff attended a meeting regarding makerspaces. The next meeting is Thursday, December 5 at 3:30 p.m.

d. Director's Review Committee

Committee Chair Boland reported that the committee met and made minor changes to the evaluation form. Executive Director Dilger has completed it and Trustee Boland will email the evaluation to Trustees for review. The next meeting is on Friday, December 13, 2019.

e. Finance Committee

Committee Chair Jefferson reported that the committee met on October 29, 2019. The committee will set a meeting date for January to look at audit suggestions.

f. Policy Committee

The next Policy Committee meeting is Thursday, December 5, 2019, at 9:00 a.m.

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: Board Development Committee meeting of August 2, 2019, Building Renovation Committee meeting of September 30, 2019, Building Renovation Committee meeting of October 3, 2019, regular meeting of October 15, 2019, and Director Evaluation Committee meeting of November 1, 2019

A. Financial report and approval of Warrant 2020-05 in the amount of \$571,246.69

Trustee Jefferson moved, seconded by Trustee Westhoff, approval of the Consent Agenda as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

13. Closed Session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (C) (2)

Trustee Snyder moved, seconded by Trustee Brauer, to go into closed session for the purpose of deliberations concerning salary schedules for one or more classes of employees in compliance with 5 ILCS 120/2 (C) 2.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

The Board went into closed session at 8:56 p.m. and reconvened at 9:13 p.m. Upon roll call, Trustees Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff were physically present.

14. Vote on items discussed in closed session

Trustee Brauer moved, seconded by Trustee Snyder, to approve the revised salary scheduled as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

15. Correspondence

Trustees Vanderhoek and Westhoff received a postcard from H&M Architects. Trustees received the Palatine Historical Society newsletter. Trustee Westhoff received an email from the furniture company who supplied Harper College Library's new furniture.

16. Adjournment

President Vanderhoek adjourned the meeting at 9:15 p.m.

Approved: _____

Andrea Vanderhoek, President

Tracy Boland, Secretary

DRAFT



Minutes

1. Call to order by Trustee Vanderhoek at 3:32 p.m.

2. Roll call

Upon roll call, Trustees Brauer, Westhoff, and Vanderhoek were physically present.

3. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger and Assistant Director Melissa Gardner, Joe Huberty and associates of Engberg Anderson and district resident Alin Steglinski.

4. Public Comment

District resident Alin Steglinski read a prepared statement in opposition to the possible creation of a North entrance to the Library. He also submitted a letter written by district resident Pamela Olander, also in opposition to the possible creation of a North entrance to the Library.

5. Discussion of interior renovation from Engberg Anderson

- a. Revised first floor plan: The committee reviewed revised floor plans and approved the plans that will be presented to the public for feedback.
- b. Public comment period: The Library will make use of pre-existing software to collect electronic feedback on the revised floor plans. Patrons will also be able to submit feedback in writing and in person.
- c. Construction phases: The committee had a conversation about their tolerance for building closure during construction. The committee focused on balancing staff and patron safety during construction with providing public service and minimizing construction costs. Engberg Anderson will have more defined phase options as the design is refined.

6. Other business

- a. The committee mentioned attending the Town Hall scheduled for Saturday, December 7 from 9:00-10:30am at the Buehler YMCA to learn about possible updates to their facility.
- b. The committee also discussed their desire to tour the Maker Space at Harper College and make a trip to the Merchandise Mart in Chicago to look at potential library furnishings.

7. Date for Next Meeting

The next meeting will take place on Thursday, January 9 at 3:30 p.m.

8. Adjournment

Trustee Vanderhoek adjourned the meeting at 4:48 p.m.

Approved: _____

Trustee

Trustee

Prepared by: Andrea Vanderhoek

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

July through November 2019
42% of Budget Year Completed

	<u>July - Nov '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	2,616,803.50	6,581,259.00	39.76%	46.60%
4001 · Tax Levy - TIF	0.00	20,000.00	0.0%	100.00%
4010 · Replacement Tax	29,069.58	12,716.00	228.61%	39.00%
4100 · Interest Income	68,073.10	40,000.00	170.18%	122.20%
4200 · Other Fees and Income				
4201 · Fines	17,681.30	48,069.00	36.78%	46.00%
4203 · Lost/Replacement Fees	4,302.33	15,774.00	27.28%	39.80%
4204 · Book Recovery Serv/Collections	3,638.48	14,688.00	24.77%	35.90%
4210 · Copier Income	3,887.14	8,954.00	43.41%	46.10%
4211 · Printing/Fax Income	7,247.87	17,122.00	42.33%	44.10%
4212 · Vending Machines	809.20	1,989.00	40.68%	43.90%
4222 · Meeting Room Fees	4,035.00	10,547.00	38.26%	76.30%
4223 · Interlibrary Loan Fees	5.00	201.00	2.49%	35.60%
4224 · Non-Resident Fees	4,551.37	12,557.00	36.25%	74.30%
4231 · Per Capita Grant	111,228.75	111,229.00	100.0%	100.00%
4232 · Gifts/Donations	6,510.98	35,022.00	18.59%	5.00%
4233 · Other Grants	0.00	45,965.00	0.0%	0
4241 · Misc-General	2,130.10	767.00	277.72%	60.00%
4257 · Used Materials Income	38.75	7,083.00	0.55%	44.40%
4261 · Sale of Equipment	1,663.79	1,929.00	86.25%	102.40%
Total 4200 · Other Fees and Income	<u>167,730.06</u>	<u>331,896.00</u>	<u>50.54%</u>	<u>64.30%</u>
Total Income	<u>2,881,676.24</u>	<u>6,985,871.00</u>	<u>41.25%</u>	<u>48.30%</u>
Gross Profit	<u>2,881,676.24</u>	<u>6,985,871.00</u>	<u>41.25%</u>	<u>48.30%</u>
Expense				
5100 · Materials				
5101 · Print Materials	175,752.56	405,000.00	43.4%	44.20%
5104 · Databases	195,212.51	221,350.00	88.19%	79.20%
5105 · Nonprint Materials	51,808.28	212,505.00	24.38%	75.30%
5107 · Electronic Materials	73,037.23	172,000.00	42.46%	42.00%
Total 5100 · Materials	<u>495,810.58</u>	<u>1,010,855.00</u>	<u>49.05%</u>	<u>52.50%</u>
5200 · Capital Expenditures				
5205 · Furniture	13,274.00	40,000.00	33.19%	0.00%
5207 · Computers/Technology	16,654.89	192,871.00	8.64%	-0.30%
Total 5200 · Capital Expenditures	<u>29,928.89</u>	<u>232,871.00</u>	<u>12.85%</u>	<u>-0.30%</u>
5300 · Payroll Expenses				
5310 · Gross Salaries	1,387,251.12	3,390,561.00	40.92%	40.00%
5313 · Health & Life Insurance	109,659.34	293,559.00	37.36%	34.80%
5314 · HSA Employer Contribution	450.00			0.00%
5328 · Misc. Fringe Benefits	2,854.81	7,413.00	38.51%	46.90%
Total 5300 · Payroll Expenses	<u>1,500,215.27</u>	<u>3,691,533.00</u>	<u>40.64%</u>	<u>39.60%</u>
5400 · Utilities				

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

July through November 2019
42% of Budget Year Completed

	<u>July - Nov '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
5421 · Gas	2,284.55	30,000.00	7.62%	4.60%
5422 · Electricity	80,352.95	220,000.00	36.52%	37.90%
5423 · Water	5,130.89	14,615.00	35.11%	27.80%
Total 5400 · Utilities	87,768.39	264,615.00	33.17%	31.50%
5600 · Contracts				
5651 · Copier & Printer Maintenance	14,773.21	29,463.00	50.14%	43.00%
5653 · Technology Support	34,677.16	72,152.00	48.06%	57.80%
5654 · Postage Machine	630.24	1,891.00	33.33%	50.00%
5655 · LAN Management	26,360.00	55,920.00	47.14%	75.00%
5656 · Integrated Library Systems	79,865.85	169,170.00	47.21%	91.00%
5657 · Internet Service	10,136.10	25,556.00	39.66%	38.50%
5658 · Bibliographic Support	3,055.22	2,650.00	115.29%	104.10%
5659 · Book Recovery Service	1,261.95	5,338.00	23.64%	48.20%
5660 · Accounting/Payroll	5,504.35	19,013.00	28.95%	37.90%
5661 · Leases(Office Park)	1,318.96	2,770.00	47.62%	33.00%
5663 · Consultants	36,691.85	47,500.00	77.25%	61.40%
5666 · Leases(Branches)	15,450.00	37,080.00	41.67%	40.90%
5667 · Telephone Lease	8,842.88	18,000.00	49.13%	0.00%
Total 5600 · Contracts	238,567.77	486,503.00	49.04%	64.20%
5700 · Supplies				
5771 · Human Resources Supplies	162.22	1,500.00	10.82%	45.00%
5772 · Art & Printing Supplies	6,741.74	11,000.00	61.29%	47.60%
5773 · Copier & Printer Supplies	910.99	4,750.00	19.18%	13.10%
5774 · Library Services Supplies				
5774.50 · TS Collection Supplies	7,201.83	20,000.00	36.01%	40.10%
5774.90 · General Service Supplies	6,446.44	17,000.00	37.92%	
Total 5774 · Library Services Supplies	13,648.27	37,000.00	36.89%	40.10%
5776 · Program Supplies				
5776.10 · Program Supplies - PMD	2,397.80	6,500.00	36.89%	21.00%
5776.20 · Program Supplies - ISD	2,380.18	7,500.00	31.74%	53.20%
5776.30 · Program Supplies - Tech	265.36	1,300.00	20.41%	21.00%
Total 5776 · Program Supplies	5,043.34	15,300.00	32.96%	33.20%
Total 5700 · Supplies	26,506.56	69,550.00	38.11%	36.70%
5800 · Operating - Other				
5810 · Interlibrary Loan/Recip Borrow	8,019.13	3,839.00	208.89%	171.30%
5811 · Telephone	1,610.92	4,254.00	37.87%	39.40%
5812 · Postage	1,070.98	3,927.00	27.27%	17.50%
5813 · Cultural/Educational Programs				
5813.10 · Cultural/Ed Programs - PMD	6,893.75	15,500.00	44.48%	49.60%
5813.20 · Cultural/Ed Programs - ISD	7,740.00	22,000.00	35.18%	42.60%
5813.30 · Cultural/Ed Programs - Tech	1,200.00	5,000.00	24.0%	36.30%
5813.90 · District Wide Programs	1,151.96	1,500.00	76.8%	0.00%
Total 5813 · Cultural/Educational Programs	16,985.71	44,000.00	38.6%	44.40%
5814 · Inservice & Training/Mileage	16,810.31	30,216.00	55.63%	28.60%

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

July through November 2019
42% of Budget Year Completed

	<u>July - Nov '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
5815 · Memberships	4,363.00	11,805.00	36.96%	63.90%
5816 · Community Information	8,064.13	12,000.00	67.2%	57.20%
5817 · Legal	495.00	6,325.00	7.83%	25.60%
5819 · Want Ads/Legal Notices	338.85	1,387.00	24.43%	1.40%
5820 · Gifts/Donations	8,658.30	10,000.00	86.58%	11.10%
5823 · POC Shared Administrative Costs	10,000.00	10,000.00	100.0%	100.00%
5827 · Sales Tax	1,240.70	0.00	100.0%	0.00%
Total 5800 · Operating - Other	<u>77,657.03</u>	<u>137,753.00</u>	<u>56.37%</u>	<u>45.10%</u>
5900 · Auxiliary				
5913 · Newsletter/Communication	30,457.00	62,000.00	49.12%	44.60%
5914 · Volunteer Programs	692.17	3,000.00	23.07%	6.10%
Total 5900 · Auxiliary	<u>31,149.17</u>	<u>65,000.00</u>	<u>47.92%</u>	<u>42.70%</u>
Total Expense	<u>2,487,603.66</u>	<u>5,958,680.00</u>	<u>41.75%</u>	<u>41.10%</u>
Net Ordinary Income	<u>394,072.58</u>	<u>1,027,191.00</u>	<u>38.36%</u>	<u>100.00%</u>
Net Income	<u><u>394,072.58</u></u>	<u><u>1,027,191.00</u></u>	<u><u>38.36%</u></u>	<u><u>100.00%</u></u>

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

**July through November 2019
42% of Budget Year Completed**

	<u>July - Nov '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	6,065.55	6,299.65	96.28%	50.20%
Total Income	<u>6,065.55</u>	<u>6,299.65</u>	<u>96.28%</u>	<u>50.20%</u>
Gross Profit	6,065.55	6,299.65	96.28%	50.20%
Expense				
5600 · Contracts				
5662 · Audit Fund Expenses	5,200.00	5,200.00	100.0%	100.00%
Total 5600 · Contracts	<u>5,200.00</u>	<u>5,200.00</u>	<u>100.0%</u>	<u>100.00%</u>
Total Expense	<u>5,200.00</u>	<u>5,200.00</u>	<u>100.0%</u>	<u>100.00%</u>
Net Ordinary Income	865.55	1,099.65	78.71%	96.60%
Net Income	<u><u>865.55</u></u>	<u><u>1,099.65</u></u>	<u><u>78.71%</u></u>	<u><u>96.60%</u></u>

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

July through November 2019
42% of Budget Year Completed

	<u>July - Nov '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	105,540.50	225,363.36	46.83%	46.60%
Total Income	<u>105,540.50</u>	<u>225,363.36</u>	<u>46.83%</u>	<u>46.60%</u>
Gross Profit	105,540.50	225,363.36	46.83%	46.60%
Expense				
5500 · Maintenance				
5531 · Cleaning Service	39,505.00	97,200.00	40.64%	38.60%
5532 · Equipment Repair	0.00	500.00	0.0%	0.00%
5533 · Trash	832.00	3,295.00	25.25%	35.50%
5534 · Landscaping and Lawn Service	7,813.00	12,636.00	61.83%	42.40%
5535 · Fire and Security	3,155.15	12,000.00	26.29%	46.50%
5536 · Elevator	2,119.00	8,000.00	26.49%	27.70%
5537 · Building Maintenance	8,158.34	27,500.00	29.67%	13.20%
5538 · Snow Removal	668.00	10,000.00	6.68%	15.40%
5539 · HVAC	11,238.70	55,000.00	20.43%	51.70%
5540 · Parking Areas	0.00	10,000.00	0.0%	17.90%
5541 · Van Maintenance	54.95	500.00	10.99%	0.00%
5544 · Roof Maintenance	1,750.00	4,500.00	38.89%	51.70%
5545 · Van Fuel	538.21	1,300.00	41.4%	54.00%
Total 5500 · Maintenance	<u>75,832.35</u>	<u>242,431.00</u>	<u>31.28%</u>	<u>35.20%</u>
5700 · Supplies				
5775 · Maintenance Supplies	11,702.47	35,000.00	33.44%	41.30%
Total 5700 · Supplies	<u>11,702.47</u>	<u>35,000.00</u>	<u>33.44%</u>	<u>41.30%</u>
Total Expense	<u>87,534.82</u>	<u>277,431.00</u>	<u>31.55%</u>	<u>36.20%</u>
Net Ordinary Income	<u>18,005.68</u>	<u>-52,067.64</u>	<u>-34.58%</u>	<u>-34.30%</u>
Net Income	<u>18,005.68</u>	<u>-52,067.64</u>	<u>-34.58%</u>	<u>-34.30%</u>

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

**July through November 2019
42% of Budget Year Completed**

	<u>July - Nov '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	160,736.96	316,257.30	50.83%	46.60%
Total Income	<u>160,736.96</u>	<u>316,257.30</u>	<u>50.83%</u>	<u>46.60%</u>
Gross Profit	160,736.96	316,257.30	50.83%	46.60%
Expense				
5300 · Payroll Expenses				
5311 · IMRF Fund Expense	142,815.70	388,321.09	36.78%	43.50%
Total 5300 · Payroll Expenses	<u>142,815.70</u>	<u>388,321.09</u>	<u>36.78%</u>	<u>43.50%</u>
Total Expense	<u>142,815.70</u>	<u>388,321.09</u>	<u>36.78%</u>	<u>43.50%</u>
Net Ordinary Income	<u>17,921.26</u>	<u>-72,063.79</u>	<u>-24.87%</u>	<u>186.00%</u>
Net Income	<u><u>17,921.26</u></u>	<u><u>-72,063.79</u></u>	<u><u>-24.87%</u></u>	<u><u>186.00%</u></u>

Palatine Public Library District
SOCIAL SECURITY FUND #50 Budget vs. Actual

July through November 2019
42% of Budget Year Completed

	<u>July - Nov '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	126,466.67	229,799.86	55.03%	46.80%
Total Income	<u>126,466.67</u>	<u>229,799.86</u>	<u>55.03%</u>	<u>46.80%</u>
Gross Profit	126,466.67	229,799.86	55.03%	46.80%
Expense				
5300 · Payroll Expenses				
5312 · Social Security Fund Exp	102,969.30	259,377.93	39.7%	38.90%
Total 5300 · Payroll Expenses	<u>102,969.30</u>	<u>259,377.93</u>	<u>39.7%</u>	<u>38.90%</u>
Total Expense	<u>102,969.30</u>	<u>259,377.93</u>	<u>39.7%</u>	<u>38.90%</u>
Net Ordinary Income	23,497.37	-29,578.07	-79.44%	246.40%
Net Income	<u><u>23,497.37</u></u>	<u><u>-29,578.07</u></u>	<u><u>-79.44%</u></u>	<u><u>246.40%</u></u>

**Palatine Public Library District
TORT IMMUNITY FUND #60 Budget vs. Actual**

**July through November 2019
42% of Budget Year Completed**

	<u>July - Nov '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	16,680.24	37,561.96	44.41%	47.40%
Total Income	<u>16,680.24</u>	<u>37,561.96</u>	<u>44.41%</u>	<u>47.40%</u>
Gross Profit	16,680.24	37,561.96	44.41%	47.40%
Expense				
5800 · Operating - Other	17,203.00	71,114.47	24.19%	-2.60%
Total Expense	<u>17,203.00</u>	<u>71,114.47</u>	<u>24.19%</u>	<u>-2.60%</u>
Net Ordinary Income	<u>-522.76</u>	<u>-33,552.51</u>	<u>1.56%</u>	<u>-83.10%</u>
Net Income	<u><u>-522.76</u></u>	<u><u>-33,552.51</u></u>	<u><u>1.56%</u></u>	<u><u>-83.10%</u></u>

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

July through November 2019
42% of Budget Year Completed

	<u>July - Nov '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 - Tax Levies	483.50	483.50	100.0%	100.00%
Total Income	<u>483.50</u>	<u>483.50</u>	<u>100.0%</u>	<u>100.00%</u>
Gross Profit	483.50	483.50	100.0%	100.00%
Expense				
5330 - Unemployment Fund Expense	0.00	500.00	0.0%	100.00%
Total Expense	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>	<u>100.00%</u>
Net Ordinary Income	<u>483.50</u>	<u>-16.50</u>	<u>-2,930.3%</u>	<u>10.90%</u>
Net Income	<u><u>483.50</u></u>	<u><u>-16.50</u></u>	<u><u>-2,930.3%</u></u>	<u><u>10.90%</u></u>

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

**July through November 2019
42% of Budget Year Completed**

	<u>July - Nov '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	14,405.00	100,000.00	14.41%	0.00%
5210.30 · Doors & Windows	0.00	8,419.00	0.0%	0.00%
5210.40 · Electrical	6,118.50	277,546.00	2.2%	0.00%
5210.50 · Finishes	22,050.00	94,949.00	23.22%	0.00%
5210.70 · HVAC	86,143.00	209,782.00	41.06%	136.00%
5210.90 · Miscellaneous	0.00	55,269.00	0.0%	0.00%
Total 5210 · Building	<u>128,716.50</u>	<u>745,965.00</u>	<u>17.26%</u>	<u>30.30%</u>
Total 5200 · Capital Expenditures	<u>128,716.50</u>	<u>745,965.00</u>	<u>17.26%</u>	<u>30.30%</u>
Total Expense	<u>128,716.50</u>	<u>745,965.00</u>	<u>17.26%</u>	<u>30.30%</u>
Net Ordinary Income	<u>-128,716.50</u>	<u>-745,965.00</u>	<u>17.26%</u>	<u>30.30%</u>

PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 11/30/19

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemployment	Special Reserve	Total
INCOME									
4000 · Tax Levies	\$2,616,803.50	\$6,065.55	\$105,540.50	160,736.96	\$126,466.67	\$16,680.24	\$483.50		\$3,032,776.92
4001 · TIF Rebates									\$0.00
4010 · Repl Tax	\$29,069.58								\$29,069.58
4100 · Interest Income	\$68,073.10								\$68,073.10
4200 · Other Income	\$167,730.06								\$167,730.06
TOTAL INCOME	\$2,881,676.24	\$6,065.55	\$105,540.50	\$160,736.96	\$126,466.67	\$16,680.24	\$483.50	\$0.00	\$3,297,649.66
EXPENSE									
5100 · Materials	\$495,810.58								\$495,810.58
5200 · Capital Exp	\$29,928.89							\$128,716.50	\$158,645.39
5300 · Payroll Exp	\$1,500,215.27			\$142,815.70	\$102,969.30				\$1,746,000.27
5330 · Unemployment									\$0.00
5400 · Utilities	\$87,768.39								\$87,768.39
5500 · Maintenance			\$75,832.35						\$75,832.35
5600 · Contracts	\$238,567.77	\$5,200.00							\$243,767.77
5700 · Supplies	\$26,506.56		\$11,702.47						\$38,209.03
5800 · Operating	\$77,657.03					\$17,203.00			\$94,860.03
5802 · Insurance									\$0.00
5900 · Auxiliary	\$31,149.17								\$31,149.17
TOTAL EXPENSE	\$2,487,603.66	\$5,200.00	\$87,534.82	\$142,815.70	\$102,969.30	\$17,203.00	\$0.00	\$128,716.50	\$2,972,042.98
Audited Beg FB 7/1/19	\$3,422,224.76	\$12,104.80	\$200,231.45	\$233,514.46	\$132,273.24	\$79,477.74	\$48,527.01	\$1,532,282.11	\$5,660,635.57
Net Income	\$394,072.58	\$865.55	\$18,005.68	\$17,921.26	\$23,497.37	-\$522.76	\$483.50	-\$128,716.50	\$325,606.68
Ending FB 11/30/19	\$3,816,297.34	\$12,970.35	\$218,237.13	\$251,435.72	\$155,770.61	\$78,954.98	\$49,010.51	\$1,403,565.61	\$5,986,242.25

CASH	
Bank Account	Balance
1003 · Chkg - CC	\$6,376.23
1004 · MM -Tax Dep	\$6,140,454.16
1005 · Chkg-General	\$18,044.85
1006 · Chkg - Imprest	\$723.34
1007 · Chkg - Payroll	\$18,305.42
1011 · Cash Boxes	\$1,818.00
TOTAL CASH	\$6,185,722.00

Palatine Public Library District Early Release Check Register

November 29, 2019

Date	Num	Name	Account	Paid Amount
11/29/2019	5468	ALBERTSONS/SAFEWAY	1005 · Chkg-Palatine Bk & Trt-General	
11/09/2019			5776.20 · Program Supplies - ISD	-10.48
			5776.10 · Program Supplies - PMD	-19.98
			5328 · Misc. Fringe Benefits	-48.97
			5776.10 · Program Supplies - PMD	-24.93
			5776.10 · Program Supplies - PMD	-15.98
TOTAL				-120.34
11/29/2019	5481	BANK OF AMERICA- MS	1005 · Chkg-Palatine Bk & Trt-General	
11/23/2019			5328 · Misc. Fringe Benefits	-40.00
			5776.20 · Program Supplies - ISD	-43.99
			5814 · Inservice & Training/Mileage	-60.00
			5328 · Misc. Fringe Benefits	-48.40
			5776.20 · Program Supplies - ISD	-65.98
			5774.50 · TS Collection Supplies	-435.67
			5772 · Art & Printing Supplies	-1,939.00
			5815 · Memberships	-122.00
			5774.90 · General Service Supplies	-131.88
			5772 · Art & Printing Supplies	-19.99
			5815 · Memberships	-100.00
			5105 · Nonprint Materials	-79.69
			5814 · Inservice & Training/Mileage	-305.00
TOTAL				-3,391.60
11/29/2019	5484	BANK OF AMERICA-GS	1005 · Chkg-Palatine Bk & Trt-General	
11/23/2019			5775 · Maintenance Supplies	-26.33
			5775 · Maintenance Supplies	-28.30
			5775 · Maintenance Supplies	-6.96
			5775 · Maintenance Supplies	-110.00
			5775 · Maintenance Supplies	-243.19
			5775 · Maintenance Supplies	-32.56
			5775 · Maintenance Supplies	-55.14
TOTAL				-502.48
11/29/2019	5485	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	
11/23/2019			5772 · Art & Printing Supplies	-228.65
			5814 · Inservice & Training/Mileage	-216.60
			5814 · Inservice & Training/Mileage	-305.00
			5663 · Consultants	-10.00
			5776.30 · Program Supplies - Tech	-25.00

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

November 29, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
			5776.30 · Program Supplies - Tech	-20.00
			5776.30 · Program Supplies - Tech	-28.95
			5653 · Technology Support	-110.00
			5814 · Inservice & Training/Mileage	-277.60
			5774.90 · General Service Supplies	-9.64
			5814 · Inservice & Training/Mileage	-20.00
TOTAL				-1,251.44
11/29/2019	5483	BANK OF AMERICA-MRG	1005 · Chkg-Palatine Bk & Trt-General	
11/23/2019			5105 · Nonprint Materials	-15.99
			5105 · Nonprint Materials	-15.99
			5105 · Nonprint Materials	-15.99
			5813.90 · District Wide Programs	-15.95
			5776.20 · Program Supplies - ISD	-38.78
			5813.90 · District Wide Programs	-5.00
			5820 · Gifts/Donations	-185.95
TOTAL				-293.65
11/29/2019	5469	BANK OF AMERICA - SC	1005 · Chkg-Palatine Bk & Trt-General	
11/23/2019			5653 · Technology Support	-13.80
TOTAL				-13.80
11/29/2019	5470	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
11/10/2019			5657 · Internet Service	-194.61
TOTAL				-194.61
11/29/2019	5482	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
11/24/2019			5657 · Internet Service	-129.85
TOTAL				-129.85
11/29/2019	5471	D & Z HOUSE OF BOOKS	1005 · Chkg-Palatine Bk & Trt-General	
05/02/2018	1085126		5101 · Print Materials	-76.24
TOTAL				-76.24
11/29/2019	5472	EXXON-MOBIL	1005 · Chkg-Palatine Bk & Trt-General	
11/24/2019			5545 · Van Fuel	-86.92
TOTAL				-86.92
11/29/2019	5473	FIRST COM (GLOBAL COM)	1005 · Chkg-Palatine Bk & Trt-General	

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

November 29, 2019

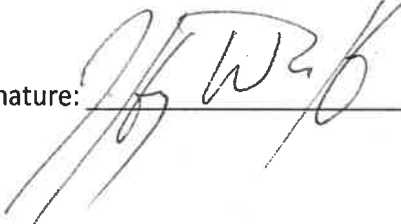

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
10/23/2019	118511460		5667 · Telephone Lease	-1,720.90
TOTAL				-1,720.90
11/29/2019	5474	GLYNN, NATHAN M.	1005 · Chkg-Palatine Bk & Trt-General	
12/01/2019			5813.30 · Cultural/Ed Programs - Tech	-150.00
TOTAL				-150.00
11/29/2019	5475	HOME DEPOT	1005 · Chkg-Palatine Bk & Trt-General	
11/20/2019			5775 · Maintenance Supplies	-26.77
			5775 · Maintenance Supplies	-25.93
			5775 · Maintenance Supplies	-12.03
			5775 · Maintenance Supplies	-103.88
			5775 · Maintenance Supplies	-41.05
			5775 · Maintenance Supplies	-55.25
			5775 · Maintenance Supplies	-15.94
			5775 · Maintenance Supplies	-14.85
			5775 · Maintenance Supplies	-10.78
			5775 · Maintenance Supplies	-41.88
			5775 · Maintenance Supplies	-15.94
TOTAL				-364.30
11/29/2019	5476	LUBLINK, ANDREA	1005 · Chkg-Palatine Bk & Trt-General	
11/27/2019			5814 · Inservice & Training/Mileage	-1,083.02
			5772 · Art & Printing Supplies	-53.40
TOTAL				-1,136.42
11/29/2019	5477	SCHWARZ, BETH	1005 · Chkg-Palatine Bk & Trt-General	
11/27/2019			5820 · Gifts/Donations	-599.40
TOTAL				-599.40
11/29/2019	5478	SYNCB/AMAZON	1005 · Chkg-Palatine Bk & Trt-General	
11/10/2019			5101 · Print Materials	-1,113.03
			5105 · Nonprint Materials	-4,130.91
			5207 · Computers/Technology	-426.38
			5328 · Misc. Fringe Benefits	-14.99
			5772 · Art & Printing Supplies	-180.96
			5774.50 · TS Collection Supplies	-336.70
			5774.90 · General Service Supplies	-640.40
			5776.10 · Program Supplies - PMD	-332.35

Palatine Public Library District Early Release Check Register

November 29, 2019

Date	Num	Name	Account	Paid Amount
			5776.20 · Program Supplies - ISD	-189.65
			5776.30 · Program Supplies - Tech	-191.41
			5813.90 · District Wide Programs	-149.99
TOTAL				-7,706.77
11/29/2019	5479	VRABLIK II, SCOTT STEVEN	1005 · Chkg-Palatine Bk & Trt-General	
11/01/2019			5813.90 · District Wide Programs	-100.00
TOTAL				-100.00
11/29/2019	5480	ZOBEAN INC	1005 · Chkg-Palatine Bk & Trt-General	
11/08/2019	5906		5107 · Electronic Materials	-2,179.00
TOTAL				-2,179.00

TOTAL **\$20,017.72**

Signature:  Date: 11/29/19 Signature:  Date: 11-30-19

**Palatine Public Library District
Warrant 2020-06 Check Register**

December 17, 2019

Date	Num	Name	Account	Pd Amount
12/17/2019	5486	ADVANCED DISPOSAL	1005 - Chkg-Palatine Bk & Trt-General	
10/31/2019	T40002319171		5533 - Trash	-208.00
TOTAL				-208.00
12/17/2019	5487	BLUE LION SYSTEMS	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019	319336		5535 - Fire and Security	-35.00
TOTAL				-35.00
12/17/2019	5488	CALL ONE	1005 - Chkg-Palatine Bk & Trt-General	
11/15/2019	156898		5811 - Telephone	-222.09
TOTAL				-222.09
12/17/2019	5556	CARASOFT TECHNOLOGY CORPORATION	1005 - Chkg-Palatine Bk & Trt-General	
11/22/2019			5104 - Databases	-13,125.00
TOTAL				-13,125.00
12/17/2019	5489	CENGAGE LEARNING INC - GALE	1005 - Chkg-Palatine Bk & Trt-General	
11/30/2019			5101 - Print Materials	-811.93
TOTAL				-811.93
12/17/2019	5490	CENTER POINT LARGE PRINT	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019	1741889		5101 - Print Materials	-140.22
TOTAL				-140.22
12/17/2019	5491	CHILDREN'S PLUS INC.	1005 - Chkg-Palatine Bk & Trt-General	
11/27/2019	179707		5101 - Print Materials	-2,478.80
11/27/2019	179961		5101 - Print Materials	-782.88
TOTAL				-3,261.68
12/17/2019	5557	CHILDREN'S PLUS INC.	1005 - Chkg-Palatine Bk & Trt-General	
12/03/2019	179836		5101 - Print Materials	-2,217.41
12/03/2019	179834		5101 - Print Materials	-2,154.82
12/03/2019	179835		5101 - Print Materials	-2,172.48
TOTAL				-6,544.71
12/17/2019	5549	COLLEY ELEVATOR CO.	1005 - Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District
Warrant 2020-06 Check Register**

December 17, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amount</u>
12/01/2019	191222		5536 · Elevator	-1,495.00
TOTAL				-1,495.00
12/17/2019	5492	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
11/06/2019			5657 · Internet Service	-129.85
TOTAL				-129.85
12/17/2019	5493	COMPLETE CLEANING COMPANY, INC	1005 · Chkg-Palatine Bk & Trt-General	
12/01/2019	C12090		5531 · Cleaning Service	-6,061.00
TOTAL				-6,061.00
12/17/2019	5494	CONSTELLATION, AN EXELON COMPANY	1005 · Chkg-Palatine Bk & Trt-General	
11/13/2019			5422 · Electricity	-13,595.70
TOTAL				-13,595.70
12/17/2019	5495	CULLIGAN WATER CONDITIONING, INC	1005 · Chkg-Palatine Bk & Trt-General	
11/30/2019			5423 · Water	-51.99
TOTAL				-51.99
12/17/2019	5496	CURRENT TECHNOLOGIES CORPORATION	1005 · Chkg-Palatine Bk & Trt-General	
12/02/2019	723439,723444		5655 · LAN Management	-4,200.00
			5655 · LAN Management	-460.00
TOTAL				-4,660.00
12/17/2019	5558	D & Z HOUSE OF BOOKS	1005 · Chkg-Palatine Bk & Trt-General	
11/15/2019	2019/I108353		5101 · Print Materials	-22.76
TOTAL				-22.76
12/17/2019	5498	DANIEL LAIB	1005 · Chkg-Palatine Bk & Trt-General	
12/01/2019			5813.10 · Cultural/Ed Programs - PMD	-400.00
TOTAL				-400.00
12/17/2019	5499	DEMCO	1005 · Chkg-Palatine Bk & Trt-General	
11/26/2019	6730314		5774.50 · TS Collection Supplies	-184.64
TOTAL				-184.64

**Palatine Public Library District
Warrant 2020-06 Check Register**

December 17, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amount</u>
12/17/2019	5500	ELM USA, INC.	1005 - Chkg-Palatine Bk & Trt-General	
12/05/2019	26579		5774.50 - TS Collection Supplies	-310.65
TOTAL				-310.65
12/17/2019	5501	EVERLIVING GREENERY	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019	42519		5534 - Landscaping and Lawn Service	-388.00
TOTAL				-388.00
12/17/2019	5545	GALLAGHER, ARTHUR J.	1005 - Chkg-Palatine Bk & Trt-General	
11/21/2019	3242591		5802 - Public Liability Insurance	-17,203.00
TOTAL				-17,203.00
12/17/2019	5550	GEORGE, CHRISTOPHER	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019			5813.20 - Cultural/Ed Programs - ISD	-100.00
TOTAL				-100.00
12/17/2019	5551	GIBBONS, JIM	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019			5813.20 - Cultural/Ed Programs - ISD	-275.00
TOTAL				-275.00
12/17/2019	5502	GREY HOUSE PUBLISHING	1005 - Chkg-Palatine Bk & Trt-General	
10/18/2019	957734		5101 - Print Materials	-154.00
TOTAL				-154.00
12/17/2019	5503	HAYES MECHANICAL	1005 - Chkg-Palatine Bk & Trt-General	
11/15/2019	445953		5539 - HVAC	-1,317.74
TOTAL				-1,317.74
12/17/2019	5552	HAYES MECHANICAL	1005 - Chkg-Palatine Bk & Trt-General	
12/02/2019	446951		5539 - HVAC	-784.00
TOTAL				-784.00
12/17/2019	5504	HENNING BROTHERS	1005 - Chkg-Palatine Bk & Trt-General	
11/27/2019	0000411767		5775 - Maintenance Supplies	-420.00
12/04/2019	0000411806		5775 - Maintenance Supplies	-22.24
TOTAL				-442.24

**Palatine Public Library District
Warrant 2020-06 Check Register**

December 17, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amount</u>
12/17/2019	5553	HIGH TOUCH HIGH TECH	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019			5813.10 · Cultural/Ed Programs - PMD	-300.00
TOTAL				-300.00
12/17/2019	5505	HOFFMAN ESTATES PARK DISTRICT	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019			5666 · Leases(Branches)	-2,500.00
TOTAL				-2,500.00
12/17/2019	5506	HOLTON BROTHERS, INC.	1005 - Chkg-Palatine Bk & Trt-General	
11/30/2019	8460		5210.10 · Concrete, Masonry & Paving	-14,405.00
TOTAL				-14,405.00
12/17/2019	5507	ILLINOIS STATE POLICE	1005 - Chkg-Palatine Bk & Trt-General	
11/25/2019			5817 · Legal	-200.00
TOTAL				-200.00
12/17/2019	5508	IMPREST FUND	1005 - Chkg-Palatine Bk & Trt-General	
11/30/2019			1006 · Chkg-Palatine Bk & Trt-Imprest	-1,187.61
TOTAL				-1,187.61
12/17/2019	5509	INDEPENDENT CONSTRUCTION SERVICES, INC	1005 - Chkg-Palatine Bk & Trt-General	
11/08/2019	662		5663 · Consultants	-980.00
TOTAL				-980.00
12/17/2019	5510	INGRAM-2004115	1005 - Chkg-Palatine Bk & Trt-General	
11/30/2019			5101 · Print Materials	-19,339.75
			5105 · Nonprint Materials	-745.65
TOTAL				-20,085.40
12/17/2019	5511	JOURNAL & TOPICS NEWSPAPERS	1005 - Chkg-Palatine Bk & Trt-General	
11/01/2019			5101 · Print Materials	-39.00
TOTAL				-39.00
12/17/2019	5512	KLEIN THORPE AND JENKINS, LTD	1005 - Chkg-Palatine Bk & Trt-General	
11/20/2019	206524		5817 · Legal	-45.00

**Palatine Public Library District
Warrant 2020-06 Check Register**

December 17, 2019

Date	Num	Name	Account	Pd Amount
TOTAL				-45.00
12/17/2019	5554	KOLLUM, JASON	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019			5813.10 · Cultural/Ed Programs - PMD	-395.00
TOTAL				-395.00
12/17/2019	5513	KONICA MINOLTA	1005 - Chkg-Palatine Bk & Trt-General	
11/25/2019	34404251		5651 · Copier & Printer Maintenance	-715.22
11/25/2019	34404252		5651 · Copier & Printer Maintenance	-136.00
11/25/2019	34404250		5651 · Copier & Printer Maintenance	-680.00
TOTAL				-1,531.22
12/17/2019	5514	KONICA MINOLTA BUSINESS SOLUTIONS	1005 - Chkg-Palatine Bk & Trt-General	
11/19/2019	9006242684		5651 · Copier & Printer Maintenance	-824.87
11/26/2019	9006276330		5651 · Copier & Printer Maintenance	-483.76
TOTAL				-1,308.63
12/17/2019	5515	LEGAL DIRECTORIES PUBLISHING CO	1005 - Chkg-Palatine Bk & Trt-General	
08/28/2019	0347232		5101 · Print Materials	-69.75
TOTAL				-69.75
12/17/2019	5516	LIBRARY FURNITURE INTERNATIONAL, INC.	1005 - Chkg-Palatine Bk & Trt-General	
11/21/2019			5820 · Gifts/Donations	-1,571.00
TOTAL				-1,571.00
12/17/2019	5546	LIRA	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019			5802 · Public Liability Insurance	-52,481.00
TOTAL				-52,481.00
12/17/2019	5517	MIDWEST TAPE	1005 - Chkg-Palatine Bk & Trt-General	
12/02/2019			5105 · Nonprint Materials	-15,083.52
TOTAL				-15,083.52
12/17/2019	5518	MIDWEST TAPE-HOOPLA	1005 - Chkg-Palatine Bk & Trt-General	
11/30/2019	98283964		5107 · Electronic Materials	-4,148.12
TOTAL				-4,148.12

**Palatine Public Library District
Warrant 2020-06 Check Register**

December 17, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amount</u>
12/17/2019	5559	MILLER, DEBRA ANN	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019			5813.20 · Cultural/Ed Programs - ISD	-350.00
TOTAL				-350.00
12/17/2019	5519	MUTUAL ACE PALATINE	1005 - Chkg-Palatine Bk & Trt-General	
11/12/2019	000954		5775 · Maintenance Supplies	-7.64
TOTAL				-7.64
12/17/2019	5520	NEW YORK TIMES-NEWSPAPER	1005 - Chkg-Palatine Bk & Trt-General	
11/24/2019			5101 · Print Materials	-526.50
TOTAL				-526.50
12/17/2019	5521	NORTHWEST COMMUNITY HEALTHCARE	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019			5666 · Leases(Branches)	-590.00
TOTAL				-590.00
12/17/2019	5522	ORIENTAL TRADING COMPANY INC	1005 - Chkg-Palatine Bk & Trt-General	
11/14/2019	699434649-01		5776.10 · Program Supplies - PMD	-83.20
TOTAL				-83.20
12/17/2019	5523	ORKIN	1005 - Chkg-Palatine Bk & Trt-General	
11/02/2019	195284974		5537 · Building Maintenance	-500.00
TOTAL				-500.00
12/17/2019	5524	OVERDRIVE INC.	1005 - Chkg-Palatine Bk & Trt-General	
11/15/2019	01018CO19221427		5107 · Electronic Materials	-885.00
11/22/2019	01018CO19226575		5107 · Electronic Materials	-932.58
11/29/2019	01018CO19231053		5107 · Electronic Materials	-425.86
11/30/2019	01018MA19231854		5107 · Electronic Materials	-1,968.74
TOTAL				-4,212.18
12/17/2019	5525	PADDOCK PUBLICATIONS-LEGAL NOTICES	1005 - Chkg-Palatine Bk & Trt-General	
11/09/2019	33498		5819 · Want Ads/Legal Notices	-302.40
TOTAL				-302.40
12/17/2019	5526	PALATINE PARK DISTRICT, THE	1005 - Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District
Warrant 2020-06 Check Register**

December 17, 2019

Date	Num	Name	Account	Pd Amount
11/27/2019			5816 · Community Information	-1,687.50
TOTAL				-1,687.50
12/17/2019	5527	PAYPAL	1005 · Chkg-Palatine Bk & Trt-General	
11/30/2019	90337403		5660 · Accounting/Payroll	-19.95
TOTAL				-19.95
12/17/2019	5528	PETTY CASH	1005 · Chkg-Palatine Bk & Trt-General	
11/30/2019			5776.10 · Program Supplies - PMD	-34.36
			5812 · Postage	-33.40
			5814 · Inservice & Training/Mileage	-173.23
TOTAL				-240.99
12/17/2019	5555	POCKET CIRCUS	1005 · Chkg-Palatine Bk & Trt-General	
12/01/2019			5813.10 · Cultural/Ed Programs - PMD	-500.00
TOTAL				-500.00
12/17/2019	5529	RISK MANAGEMENT ASSOCIATION	1005 · Chkg-Palatine Bk & Trt-General	
10/30/2019			5101 · Print Materials	-414.60
TOTAL				-414.60
12/17/2019	5530	SCOTT LANDSCAPES LLC	1005 · Chkg-Palatine Bk & Trt-General	
11/12/2019	732		5538 · Snow Removal	-668.00
11/18/2019	746		5534 · Landscaping and Lawn Service	-566.00
TOTAL				-1,234.00
12/17/2019	5531	SHERWIN-WILLIAMS CO.	1005 · Chkg-Palatine Bk & Trt-General	
11/15/2019	5296-7		5775 · Maintenance Supplies	-189.20
11/27/2019	1616-6		5775 · Maintenance Supplies	-12.84
TOTAL				-202.04
12/17/2019	5532	YSERCO	1005 · Chkg-Palatine Bk & Trt-General	
12/01/2019	978		5539 · HVAC	-1,539.25
TOTAL				-1,539.25
12/17/2019	5533	T & T REPROGRAPHICS, INC.	1005 · Chkg-Palatine Bk & Trt-General	
11/19/2019	9306		5539 · HVAC	-30.00

**Palatine Public Library District
Warrant 2020-06 Check Register**

December 17, 2019

Date	Num	Name	Account	Pd Amount
TOTAL				-30.00
12/17/2019	5534	TELEVEND SERVICES, INC	1005 - Chkg-Palatine Bk & Trt-General	
11/20/2019	11285		5774.90 · General Service Supplies	-77.05
TOTAL				-77.05
12/17/2019	5535	UNITE PRIVATE NETWORKS, LLC	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019	SI-19-012975		5657 · Internet Service	-1,495.00
TOTAL				-1,495.00
12/17/2019	5536	UPS	1005 - Chkg-Palatine Bk & Trt-General	
11/30/2019	0000Y74698489		5812 · Postage	-13.18
TOTAL				-13.18
12/17/2019	5537	VANGUARD ENERGY SERVICES, LLC	1005 - Chkg-Palatine Bk & Trt-General	
12/03/2019	G404409120219		5421 · Gas	-2,846.25
TOTAL				-2,846.25
12/17/2019	5547	VERY SMART PEOPLE LLC	1005 - Chkg-Palatine Bk & Trt-General	
11/01/2019			5813.30 · Cultural/Ed Programs - Tech	-150.00
12/01/2019			5813.30 · Cultural/Ed Programs - Tech	-150.00
TOTAL				-300.00
12/17/2019	5548	VERY SMART PEOPLE LLC	1005 - Chkg-Palatine Bk & Trt-General	
12/01/2019			5813.30 · Cultural/Ed Programs - Tech	-200.00
TOTAL				-200.00
12/17/2019	5539	VICTOR STANLEY	1005 - Chkg-Palatine Bk & Trt-General	
11/18/2019	S144343		5205 · Furniture	-6,299.00
TOTAL				-6,299.00
12/17/2019	5540	VILLAGE OF PALATINE	1005 - Chkg-Palatine Bk & Trt-General	
11/13/2019			5423 · Water	-653.40
TOTAL				-653.40
12/17/2019	5541	VOGUE PRINTERS, INC.	1005 - Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District
Warrant 2020-06 Check Register**

December 17, 2019

Date	Num	Name	Account	Pd Amount
11/13/2019	15614		5913 · Newsletter/Communication	-12,336.00
TOTAL				-12,336.00
12/17/2019	5542	WAREHOUSE DIRECT	1005 · Chkg-Palatine Bk & Trt-General	
11/12/2019	4484164-0		5775 · Maintenance Supplies	-172.50
11/18/2019	4490723-0		5774.90 · General Service Supplies	-91.83
11/19/2019	4490841-0		5774.90 · General Service Supplies	-23.68
11/19/2019	4473935-0		5775 · Maintenance Supplies	-157.00
11/19/2019	4492927-0		5775 · Maintenance Supplies	-665.53
11/21/2019	4495871-0		5775 · Maintenance Supplies	-43.80
11/25/2019	4498986-0		5775 · Maintenance Supplies	-67.20
11/26/2019	4500640-		5772 · Art & Printing Supplies	-64.16
11/26/2019	4500503-0		5774.50 · TS Collection Supplies	-759.36
12/03/2019	4505655-0		5775 · Maintenance Supplies	-405.50
12/03/2019	4499072-0		5775 · Maintenance Supplies	-74.85
12/04/2019	4506652-0		5774.90 · General Service Supplies	-70.73
TOTAL				-2,596.14
12/17/2019	5543	WOLTERS KLUWER LAW & BUSINESS	1005 · Chkg-Palatine Bk & Trt-General	
11/12/2019	4804550904		5101 · Print Materials	-172.41
TOTAL				-172.41
TOTAL				\$227,683.13

Palatine Public Library District
Warrant 2020-06 Payroll and Invoice Distribution Totals
FOR THE MONTH OF NOVEMBER 2019

	<u>Date</u>	<u>Name</u>	<u>Amount</u>
5300 · Payroll Expenses			
5310 · Gross Salaries			
	11/15/2019	PAYCOM	\$133,032.84
	11/29/2019	PAYCOM	\$131,208.14
Total 5310 · Gross Salaries			\$264,240.98
5311 · IMRF Fund Expense			
	11/30/2019	IMRF	\$42,729.55
Total 5311 · IMRF Fund Expense			\$42,729.55
5312 · Social Security Fund Exp			
	11/15/2019	PAYCOM	\$459.20
	11/29/2019	PAYCOM	\$461.86
Total 5312 · Social Security Fund Exp			\$921.06
5313 · Health & Life Insurance			
	11/29/2019	BLUE CROSS BLUE SHIELD	\$21,185.25
	11/29/2019	PRINCIPAL INSURANCE	\$1,489.69
Total 5313 · Health & Life Insurance			\$22,674.94
Total 5300 · Payroll Expenses		TOTAL PAYROLL:	\$330,566.53
		EARLY RELEASE INVOICES:	\$20,017.72
		WARRANT 2020-06 INVOICES:	\$227,683.13
			\$578,267.38

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date

Dear Library

We want to ask you to
make a new storywalk at

Smith Park. The ~~has~~ ^{STOP}
HAS BEEN THE SAME
since I was
I AM ALMOST 4.

6. PIES CHANGING

MATHR
AMELAROSSE BTOS:

1041 BOMBAY WAY



November 26, 2019

Miss Amelia Rossi
1041 W. Bombay Way
Palatine, IL 60067

Dear Amelia,

Thank you so much for stopping by my office yesterday to drop off your letter. I enjoyed hearing how much you like the StoryWalk!

Every Spring, we choose a new book for the StoryWalk. We work on getting it made into signs, and then we put the new signs in the park in June. Our first StoryWalk in June 2018 was How Rocket Learned to Read, by Tad Hills. Last June, we installed Mother Bruce, by Ryan T. Higgins.

Many staff at the Palatine Library District and the Palatine Park District work together on the StoryWalk project. We also have volunteers from the Palatine Public Library District Foundation who raise the money to pay for the signs each year. I will share with all of them how much you enjoy the StoryWalk.

We are always excited to share a new story every summer. I hope you'll be able to join us in June when we unveil the next story.

Sincerely,

Jeannie Dilger

Jeannie Dilger
Executive Director