



**Minutes**

**1. Call to order**

Committee Chairperson Debby Brauer called the meeting to order at 9:05 a.m.

**2. Roll call**

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

**3. Introduction of visitors**

Executive Director Jeannie Dilger attended.

**4. Public Comment**

None.

**5. Review and discussion of policies and appendices**

The committee discussed Policy 2-4 Youth in relation to a patron concern; Policy 9-22 Policy Against Discrimination and Harassment in order to meet requirements of the IL Workplace Transparency Act; Bylaws; and Appendix 0—Rules of Procedure for Public Meetings and Hearings.

**6. Review and discussion of policy review schedule, and additional policies or policy provisions that need to be addressed**

The committee plans to review Policy 1—Policy Development, Policy 10—Digital Resources, and their appendices in February.

**7. Other business**

None.

**8. Date for next meeting**

The next meeting will be February 6, 2020, at 9 a.m.

**9. Adjournment**

Trustee Brauer adjourned the meeting at 10:43 a.m.

Approved on: \_\_\_\_\_

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by Debby Brauer



## Board of Library Trustees Regular Meeting

Board Room, Main Library  
700 N. North Court, Palatine, IL  
December 17, 2019, 7:00 p.m.

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### Minutes

#### 1. Call to order

President Vanderhoek called the meeting to order 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. Approval of agenda

Trustee Snyder moved, seconded by Trustee Westhoff, 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.**

#### 4. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Circulation Manager Rosalie Scarpelli, Popular Materials Manager Kathy Burns, Facilities Manager Gregg Szczesny, Technology Assistant Manager Michael Szwed, Popular Materials Assistant Manager Lupe Colin, Administrative Associate Karla Nora, Technology Support Specialist Rolando Medrano, Friends representative Meg Cipar, League of Women Voters representative Ann Kennedy, Alin Steglinski, Renee True, and Emilie Cheng.

## 5. Public comment

Alin Steglinski, representing patron Pamela Olander, expressed his objection to the Library's proposed new logo.

## 6. Liaison reports

### a. Friends of the Palatine Library

Friends representative Cipar reported there were 480 volunteer hours last month in preparation of the Holiday Book Sale. The Friends are getting ready for the next book sale on February 7, 8 and 9, 2020.

### b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on December 14, 2019, at Panera Bread, which was the site of their Dine & Share. A total of \$870 has been raised to date from the Giving Tuesday event. The Foundation received \$150 from a Facebook birthday fundraiser and an end of year pledge of \$1,400 from a patron. The next meeting will be January 20, 2020 at 6:00 p.m.

### c. RAILS

No report.

### d. Teen Advisory Board (TAB)

No report.

## 7. Unfinished business

### a. Submission of Per Capita Grant

Trustee Brauer moved, seconded by Trustee Westhoff, that the Illinois State Library Per Capital Grant application be approved and submitted as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

## 8. New business

a. Schedule of board meetings for 2019

Trustee Singh reviewed the 2020 Board meeting schedule and noted that all meetings will be held at the main library due to technology issues. Trustee Snyder suggested to change the March meeting date as it conflicts with the Illinois Primary Election day. The Board agreed to a March 10, 2020 meeting date.

Trustee Snyder moved, seconded by Trustee Singh, approval of Ordinance 2020-03 Establishing the Time, Place and Date of the Regular Meetings of the Board of Library Trustees of the Palatine Public Library District for the Calendar Year 2020 as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Approval of policy changes

i. Policy 9-22 Policy Against Discrimination and Harassment

Trustee Brauer reported that this policy was reviewed to meet the requirements of Illinois Workplace Transparency Act which was recently passed by legislation and is effective January 1, 2020. Since the revised policy includes Trustees, it must pass as a resolution.

Trustee Snyder moved, seconded by Trustee Brauer, approval of resolution No. 2020-02: A resolution Regarding Sexual Harassment Policy as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

ii. Bylaws

Trustee Brauer moved, seconded by Trustee Snyder, approval of policy changes for Bylaws as presented, effective January 1, 2020.

Roll call vote:

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

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

iii. Appendix 0 Rules of Procedure for Public Meetings and Hearings

Trustee Brauer moved, seconded by Trustee Snyder, approval of policy changes for Appendix 0 Rules of Procedure for Public Meetings and Hearings as presented, effective January 1, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

c. Approval of contracts for natural gas and electricity

Facilities Manager Gregg Szczesny presented information about past and current natural gas and electricity rates and recommended to lock in at current rates for significant savings.

Trustee Snyder moved, seconded by Trustee Brauer, approval of contracts for natural gas and electricity in the amount of \$54,701.64 for natural gas for three years and \$358,208.70 for electricity for three years as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

**9. President's report**

a. Review of Library Board Advocacy Activities

Trustee Brauer reported that she was at a social engagement with a patron who expressed excitement about the renovation. Trustee Westhoff attended the Palatine Chamber of Commerce Key to Success Awards Night and received positive feedback about the Library from attendees. Trustees Snyder and Singh reported they plan to attend a screening of a documentary "Guru Nanak - The Founder of Sikhism" at Harper College on January 11, 2020. Trustees Vanderhoek and Westhoff attended a town hall meeting at Buehler YMCA regarding renovation projects.

Trustee Vanderhoek recommended that the Board increase advocacy at the Village of Palatine Council meetings where issues are discussed that impact the Library funds and TIFs. Trustee Boland will attend on January 6, 2020, Trustee Synder will attend on January 13, 2020, and Trustee Westhoff will attend on January 20, 2020.

## **10. Director's report**

Executive Director Dilger reported that Library administrative staff attended the Village of Palatine TIF meeting/Joint Review Board and provided an overview of the TIF District information. There was discussion regarding status of the Dundee and Rand Road TIFs.

Executive Director Dilger reported that Library is working with Engberg Anderson on an application for a State Library Live & Learn Construction Grant to receive \$25,000-\$125,000. The requirements and benefits of the grant were reviewed and the Board agreed with submitting the application.

The Hoffman Estates Park District Willow Recreation Center is planning a renovation in March 2021 and discussed the possibility of our branch relocating to the racquetball space to increase our square footage. The Park District is applying for a renovation grant and requested a letter of support from the Library.

Executive Director Dilger reviewed Library employee turnover compared to the Bureau of Labor Statistics and a few other libraries in the area. The Library does offer exit interviews to every employee who leaves and makes every effort to address issues that are brought up.

### **a. Strategic Plan 2019 year in review**

Executive Director Dilger shared the Strategic Plan 2019 year in review.

### **b. ILA Conference reports**

Library staff gave reports on the sessions they attended at the ILA Conference in October

## **11. Committee reports**

### **a. Committee to Review Open and Closed Session Minutes**

No report.

### **b. Board Development Committee**

No report.

c. Building Renovation Committee

Committee Chair Vanderhoek reported that the committee met on December 5, 2019 and made updates to final renovation plans. The committee is soliciting patron and staff feedback online and at the library facilities.

d. Director's Review Committee

The committee is completing the Executive Director's review at the December Board meeting.

e. Finance Committee

Committee Chair Jefferson reported that the next committee meeting will be January 13, 2020 at 9:00 a.m.

f. Policy Committee

The committee met on December 5, 2019 and reviewed Policy 2-4 Youth Library Cards and determined that no policy change was needed, however a procedural change was made for staff. The next Policy Committee meeting is February 6, 2020, 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: Finance Committee meeting of September 11, 2019, Finance Committee meeting of October 29, 2019, Building Renovation Committee meeting of November 7, 2019, public hearing of November 19, 2019, regular meeting of November 19, 2019, and Building Renovation Committee meeting of December 5, 2019

b. Financial report and approval of Warrant 2020-06 in the amount of \$578,267.38

Trustee Boland moved, seconded by Trustee Snyder, 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. Correspondence**

The Board received a save the date card for the POC's 25<sup>th</sup> Anniversary Masquerade Jubilee on May 9, 2020.

**14. Closed Session for the purpose of deliberations concerning employee performance in compliance with 5 ILCS 120/02**

Trustee Snyder moved, seconded by Trustee Jefferson to go into closed session for the purpose of deliberations concerning employee performance in compliance with 5 ILCS 120/2 (C) (1).

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 8:39 p.m. and reconvened at \_\_\_\_\_ p.m. Upon roll call, Trustees Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff were physically present.

**15. Vote on items discussed in closed session**

Trustee \_\_\_\_\_ moved, seconded by Trustee \_\_\_\_\_, to approve the Executive Director salary adjustment of 4.5% as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Singh, Snyder, Vanderhoek, and Westhoff  
Nays: None.  
Abstain: None.  
Absent: None. **Motion carried**

**16. Adjournment**

President Vanderhoek adjourned the meeting at \_\_\_\_\_ p.m.

Approved: \_\_\_\_\_

\_\_\_\_\_  
Andrea Vanderhoek, President

\_\_\_\_\_  
Tracy Boland, Secretary

DRAFT



## Minutes

**1. Call to order by Trustee Vanderhoek at 3:30 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, Joselia Mendiolea, and Sarah Ponto of Engberg Anderson, Dan Eallonardo of Independent Construction Services, and Alin Steglinski.

**4. Public Comment**

District resident Alin Steglinski read a statement proposing utilization of the meeting rooms for storage of the collections during the main library renovation.

**5. Discussion of interior renovation from Engberg Anderson**

- a. **Illinois State Library Live and Learn Construction Grant:** In April 2020, the library will be applying for a grant to support library renovation and construction costs.
- b. **Review of public comments:** The committee reviewed the public comments to the proposed renovations. The committee recognized the opportunity to provide more information and clarification on some of the proposed renovations and will be posting this information as outcomes of the survey. The committee recognized community support for the continued exploration of a North building entrance from the public comment data. The committee will use the data from the comments for future building renovation decisions.
- c. **Construction phases:** Engberg Anderson updated the committee on possible construction phases. They will be compiling a list of renovations with cost estimates for review by the entire Board at the February Board Meeting.

**6. Other business**

- a. The Hoffman Estates Park District is applying for a grant to renovate the Willow Recreation Center where the North Hoffman branch of the library is located. Trustee Snyder plans to attend the public hearing on Wednesday, January 15, 2020.

- b. The committee will be touring the Barrington Area Library on Friday, January 17, 2020 at 9:00am.
- c. The committee will be touring the Harper College Maker Space on Wednesday, January 29, 2020 at 3:45 pm.
- d. The committee will continue to work on a date to visit the Merchandise Mart.

**7. Date for Next Meeting**

The next meeting will take place on Friday, January 17, 2020 at 9:00 am at the Barrington Area Library.

**8. Adjournment**

Trustee Vanderhoek adjourned the meeting at 4:38 p.m.

Approved: \_\_\_\_\_

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

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

July through December 2019  
50% of Budget Year Completed

	<u>July - Dec '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Tax Levies</b>	2,625,214.30	6,581,259.00	39.89%	46.60%
<b>4001 · Tax Levy - TIF</b>	0.00	20,000.00	0.0%	100.00%
<b>4010 · Replacement Tax</b>	32,006.95	12,716.00	251.71%	43.30%
<b>4100 · Interest Income</b>	77,454.16	40,000.00	193.64%	168.30%
<b>4200 · Other Fees and Income</b>				
<b>4201 · Fines</b>	19,401.88	48,069.00	40.36%	53.50%
<b>4203 · Lost/Replacement Fees</b>	4,987.42	15,774.00	31.62%	45.40%
<b>4204 · Book Recovery Serv/Collections</b>	4,259.09	14,688.00	29.0%	42.30%
<b>4210 · Copier Income</b>	4,425.44	8,954.00	49.42%	53.40%
<b>4211 · Printing/Fax Income</b>	8,198.44	17,122.00	47.88%	51.10%
<b>4212 · Vending Machines</b>	968.92	1,989.00	48.71%	51.10%
<b>4222 · Meeting Room Fees</b>	4,890.00	10,547.00	46.36%	85.30%
<b>4223 · Interlibrary Loan Fees</b>	15.00	201.00	7.46%	35.60%
<b>4224 · Non-Resident Fees</b>	5,692.51	12,557.00	45.33%	80.60%
<b>4231 · Per Capita Grant</b>	111,228.75	111,229.00	100.0%	100.00%
<b>4232 · Gifts/Donations</b>	6,815.16	35,022.00	19.46%	7.70%
<b>4233 · Other Grants</b>	0.00	45,965.00	0.0%	0.00%
<b>4241 · Misc-General</b>	2,230.10	767.00	290.76%	60.00%
<b>4257 · Used Materials Income</b>	38.75	7,083.00	0.55%	50.90%
<b>4261 · Sale of Equipment</b>	1,744.79	1,929.00	90.45%	140.30%
<b>Total 4200 · Other Fees and Income</b>	<u>174,896.25</u>	<u>331,896.00</u>	<u>52.7%</u>	<u>68.80%</u>
<b>Total Income</b>	<u>2,909,571.66</u>	<u>6,985,871.00</u>	<u>41.65%</u>	<u>48.80%</u>
<b>Gross Profit</b>	2,909,571.66	6,985,871.00	41.65%	48.80%
<b>Expense</b>				
<b>5100 · Materials</b>				
<b>5101 · Print Materials</b>	200,343.06	405,000.00	49.47%	51.10%
<b>5104 · Databases</b>	195,712.51	221,350.00	88.42%	79.40%
<b>5105 · Nonprint Materials</b>	80,630.70	212,505.00	37.94%	87.40%
<b>5107 · Electronic Materials</b>	82,834.92	172,000.00	48.16%	50.40%
<b>Total 5100 · Materials</b>	<u>559,521.19</u>	<u>1,010,855.00</u>	<u>55.35%</u>	<u>60.90%</u>
<b>5200 · Capital Expenditures</b>				
<b>5205 · Furniture</b>	13,274.00	40,000.00	33.19%	0.00%
<b>5207 · Computers/Technology</b>	18,584.58	192,871.00	9.64%	6.50%
<b>Total 5200 · Capital Expenditures</b>	<u>31,858.58</u>	<u>232,871.00</u>	<u>13.68%</u>	<u>6.00%</u>
<b>5300 · Payroll Expenses</b>				
<b>5310 · Gross Salaries</b>	1,652,535.40	3,390,561.00	48.74%	47.70%
<b>5313 · Health &amp; Life Insurance</b>	129,734.26	293,559.00	44.19%	41.60%
<b>5314 · HSA Employer Contribution</b>	450.00	0.00	100.0%	0.00%
<b>5328 · Misc. Fringe Benefits</b>	3,343.85	7,413.00	45.11%	63.40%
<b>Total 5300 · Payroll Expenses</b>	<u>1,786,063.51</u>	<u>3,691,533.00</u>	<u>48.38%</u>	<u>47.20%</u>
<b>5400 · Utilities</b>				

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

**July through December 2019  
50% of Budget Year Completed**

	<u>July - Dec '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
5421 · Gas	10,254.79	30,000.00	34.18%	10.30%
5422 · Electricity	97,150.62	220,000.00	44.16%	45.90%
5423 · Water	5,450.54	14,615.00	37.29%	29.40%
<b>Total 5400 · Utilities</b>	<b>112,855.95</b>	<b>264,615.00</b>	<b>42.65%</b>	<b>38.60%</b>
<b>5600 · Contracts</b>				
5651 · Copier & Printer Maintenance	17,526.87	29,463.00	59.49%	54.80%
5653 · Technology Support	35,307.12	72,152.00	48.93%	67.30%
5654 · Postage Machine	1,102.92	1,891.00	58.33%	75.00%
5655 · LAN Management	31,020.00	55,920.00	55.47%	75.00%
5656 · Integrated Library Systems	79,865.85	169,170.00	47.21%	91.00%
5657 · Internet Service	12,085.41	25,556.00	47.29%	46.00%
5658 · Bibliographic Support	3,055.22	2,650.00	115.29%	104.10%
5659 · Book Recovery Service	1,476.75	5,338.00	27.67%	57.30%
5660 · Accounting/Payroll	6,388.64	19,013.00	33.6%	45.30%
5661 · Leases(Office Park)	2,637.92	2,770.00	95.23%	65.90%
5663 · Consultants	58,323.19	47,500.00	122.79%	63.60%
5666 · Leases(Branches)	18,540.00	37,080.00	50.0%	49.00%
5667 · Telephone Lease	12,488.80	18,000.00	69.38%	0.00%
<b>Total 5600 · Contracts</b>	<b>279,818.69</b>	<b>486,503.00</b>	<b>57.52%</b>	<b>68.80%</b>
<b>5700 · Supplies</b>				
5771 · Human Resources Supplies	373.66	1,500.00	24.91%	46.40%
5772 · Art & Printing Supplies	7,134.69	11,000.00	64.86%	50.00%
5773 · Copier & Printer Supplies	910.99	4,750.00	19.18%	16.10%
<b>5774 · Library Services Supplies</b>				
5774.50 · TS Collection Supplies	9,412.01	20,000.00	47.06%	45.30%
5774.90 · General Service Supplies	6,979.32	17,000.00	41.06%	
<b>Total 5774 · Library Services Supplies</b>	<b>16,391.33</b>	<b>37,000.00</b>	<b>44.3%</b>	<b>45.30%</b>
<b>5776 · Program Supplies</b>				
5776.10 · Program Supplies - PMD	2,759.40	6,500.00	42.45%	29.70%
5776.20 · Program Supplies - ISD	2,491.00	7,500.00	33.21%	53.30%
5776.30 · Program Supplies - Tech	265.36	1,300.00	20.41%	21.00%
<b>Total 5776 · Program Supplies</b>	<b>5,515.76</b>	<b>15,300.00</b>	<b>36.05%</b>	<b>38.40%</b>
<b>Total 5700 · Supplies</b>	<b>30,326.43</b>	<b>69,550.00</b>	<b>43.6%</b>	<b>41.10%</b>
<b>5800 · Operating - Other</b>				
5810 · Interlibrary Loan/Recip Borrow	8,019.13	3,839.00	208.89%	100.00%
5811 · Telephone	1,719.35	4,254.00	40.42%	171.30%
5812 · Postage	1,070.98	3,927.00	27.27%	47.30%
<b>5813 · Cultural/Educational Programs</b>				18.40%
5813.10 · Cultural/Ed Programs - PMD	9,038.75	15,500.00	58.32%	60.80%
5813.20 · Cultural/Ed Programs - ISD	8,115.00	22,000.00	36.89%	49.10%
5813.30 · Cultural/Ed Programs - Tech	1,700.00	5,000.00	34.0%	36.30%
5813.90 · District Wide Programs	1,151.96	1,500.00	76.8%	0.00%
<b>Total 5813 · Cultural/Educational Programs</b>	<b>20,005.71</b>	<b>44,000.00</b>	<b>45.47%</b>	<b>51.70%</b>
5814 · Inservice & Training/Mileage	18,960.64	30,216.00	62.75%	30.70%

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

July through December 2019  
 50% of Budget Year Completed

	<u>July - Dec '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
5815 · Memberships	4,423.00	11,805.00	37.47%	63.90%
5816 · Community Information	8,464.13	12,000.00	70.53%	76.20%
5817 · Legal	559.50	6,325.00	8.85%	35.90%
5819 · Want Ads/Legal Notices	338.85	1,387.00	24.43%	18.60%
5820 · Gifts/Donations	8,847.72	10,000.00	88.48%	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%
<b>Total 5800 · Operating - Other</b>	<u>83,649.71</u>	<u>137,753.00</u>	<u>60.72%</u>	<u>50.30%</u>
<b>5900 · Auxiliary</b>				
5913 · Newsletter/Communication	30,457.00	62,000.00	49.12%	44.60%
5914 · Volunteer Programs	753.47	3,000.00	25.12%	11.40%
<b>Total 5900 · Auxiliary</b>	<u>31,210.47</u>	<u>65,000.00</u>	<u>48.02%</u>	<u>43.00%</u>
<b>Total Expense</b>	<u>2,915,304.53</u>	<u>5,958,680.00</u>	<u>48.93%</u>	<u>48.40%</u>
<b>Net Ordinary Income</b>	<u>-5,732.87</u>	<u>1,027,191.00</u>	<u>-0.56%</u>	<u>100.00%</u>
<b>Net Income</b>	<u><u>-5,732.87</u></u>	<u><u>1,027,191.00</u></u>	<u><u>-0.56%</u></u>	<u><u>100.00%</u></u>

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

July through December 2019  
 50% of Budget Year Completed

	<u>July - Dec '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 - Tax Levies</b>	6,085.04	6,299.65	96.59%	50.30%
<b>Total Income</b>	<u>6,085.04</u>	<u>6,299.65</u>	<u>96.59%</u>	<u>50.30%</u>
<b>Gross Profit</b>	6,085.04	6,299.65	96.59%	50.30%
<b>Expense</b>				
<b>5600 - Contracts</b>				
<b>5662 - Audit Fund Expenses</b>	5,200.00	5,200.00	100.0%	100.00%
<b>Total 5600 - Contracts</b>	<u>5,200.00</u>	<u>5,200.00</u>	<u>100.0%</u>	<u>100.00%</u>
<b>Total Expense</b>	<u>5,200.00</u>	<u>5,200.00</u>	<u>100.0%</u>	<u>100.00%</u>
<b>Net Ordinary Income</b>	<u>885.04</u>	<u>1,099.65</u>	<u>80.48%</u>	<u>-96.40%</u>
<b>Net Income</b>	<u><u>885.04</u></u>	<u><u>1,099.65</u></u>	<u><u>80.48%</u></u>	<u><u>-96.40%</u></u>

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

July through December 2019  
50% of Budget Year Completed

	<u>July - Dec '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Tax Levies</b>	105,879.55	225,363.36	46.98%	46.60%
<b>Total Income</b>	<u>105,879.55</u>	<u>225,363.36</u>	<u>46.98%</u>	<u>46.60%</u>
<b>Gross Profit</b>	105,879.55	225,363.36	46.98%	46.60%
<b>Expense</b>				
<b>5500 · Maintenance</b>				
<b>5531 · Cleaning Service</b>	45,566.00	97,200.00	46.88%	46.20%
<b>5532 · Equipment Repair</b>	0.00	500.00	0.0%	0.00%
<b>5533 · Trash</b>	1,040.00	3,295.00	31.56%	41.00%
<b>5534 · Landscaping and Lawn Service</b>	8,406.00	12,636.00	66.52%	45.20%
<b>5535 · Fire and Security</b>	4,744.50	12,000.00	39.54%	47.60%
<b>5536 · Elevator</b>	3,614.00	8,000.00	45.18%	46.00%
<b>5537 · Building Maintenance</b>	8,158.34	27,500.00	29.67%	14.00%
<b>5538 · Snow Removal</b>	1,078.00	10,000.00	10.78%	31.50%
<b>5539 · HVAC</b>	16,449.40	55,000.00	29.91%	74.70%
<b>5540 · Parking Areas</b>	0.00	10,000.00	0.0%	17.90%
<b>5541 · Van Maintenance</b>	54.95	500.00	10.99%	0.00%
<b>5544 · Roof Maintenance</b>	2,350.00	4,500.00	52.22%	51.70%
<b>5545 · Van Fuel</b>	639.51	1,300.00	49.19%	61.60%
<b>Total 5500 · Maintenance</b>	<u>92,100.70</u>	<u>242,431.00</u>	<u>37.99%</u>	<u>44.00%</u>
<b>5700 · Supplies</b>				
<b>5775 · Maintenance Supplies</b>	14,125.12	35,000.00	40.36%	44.70%
<b>Total 5700 · Supplies</b>	<u>14,125.12</u>	<u>35,000.00</u>	<u>40.36%</u>	<u>44.70%</u>
<b>Total Expense</b>	<u>106,225.82</u>	<u>277,431.00</u>	<u>38.29%</u>	<u>44.10%</u>
<b>Net Ordinary Income</b>	<u>-346.27</u>	<u>-52,067.64</u>	<u>0.67%</u>	<u>27.30%</u>
<b>Net Income</b>	<u><u>-346.27</u></u>	<u><u>-52,067.64</u></u>	<u><u>0.67%</u></u>	<u><u>27.30%</u></u>

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

**July through December 2019  
50% of Budget Year Completed**

	<u>July - Dec '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Tax Levies</b>	161,253.33	316,257.30	50.99%	45.70%
<b>Total Income</b>	<u>161,253.33</u>	<u>316,257.30</u>	<u>50.99%</u>	<u>45.70%</u>
<b>Gross Profit</b>	161,253.33	316,257.30	50.99%	45.70%
<b>Expense</b>				
<b>5300 · Payroll Expenses</b>				
<b>5311 · IMRF Fund Expense</b>	170,549.47	388,321.09	43.92%	52.00%
<b>Total 5300 · Payroll Expenses</b>	<u>170,549.47</u>	<u>388,321.09</u>	<u>43.92%</u>	<u>52.00%</u>
<b>Total Expense</b>	<u>170,549.47</u>	<u>388,321.09</u>	<u>43.92%</u>	<u>52.00%</u>
<b>Net Ordinary Income</b>	<u>-9,296.14</u>	<u>-72,063.79</u>	<u>12.9%</u>	<u>-498.60%</u>
<b>Net Income</b>	<u><u>-9,296.14</u></u>	<u><u>-72,063.79</u></u>	<u><u>12.9%</u></u>	<u><u>-498.60%</u></u>

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

July through December 2019  
50% of Budget Year Completed

	<u>July - Dec '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Tax Levies</b>	126,872.95	229,799.86	55.21%	46.80%
<b>Total Income</b>	<u>126,872.95</u>	<u>229,799.86</u>	<u>55.21%</u>	<u>46.80%</u>
<b>Gross Profit</b>	126,872.95	229,799.86	55.21%	46.80%
<b>Expense</b>				
<b>5300 · Payroll Expenses</b>				
<b>5312 · Social Security Fund Exp</b>	122,658.15	259,377.93	47.29%	46.40%
<b>Total 5300 · Payroll Expenses</b>	<u>122,658.15</u>	<u>259,377.93</u>	<u>47.29%</u>	<u>46.40%</u>
<b>Total Expense</b>	<u>122,658.15</u>	<u>259,377.93</u>	<u>47.29%</u>	<u>46.40%</u>
<b>Net Ordinary Income</b>	<u>4,214.80</u>	<u>-29,578.07</u>	<u>-14.25%</u>	<u>57.80%</u>
<b>Net Income</b>	<u><u>4,214.80</u></u>	<u><u>-29,578.07</u></u>	<u><u>-14.25%</u></u>	<u><u>57.80%</u></u>

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

**July through December 2019  
50% of Budget Year Completed**

	<u>July - Dec '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levies	16,733.83	37,561.96	44.55%	47.50%
<b>Total Income</b>	<u>16,733.83</u>	<u>37,561.96</u>	<u>44.55%</u>	<u>47.50%</u>
<b>Gross Profit</b>	16,733.83	37,561.96	44.55%	47.50%
<b>Expense</b>				
5800 · Operating - Other	66,456.66	71,114.47	93.45%	94.80%
<b>Total Expense</b>	<u>66,456.66</u>	<u>71,114.47</u>	<u>93.45%</u>	<u>94.80%</u>
<b>Net Ordinary Income</b>	<u>-49,722.83</u>	<u>-33,552.51</u>	<u>148.19%</u>	<u>171.00%</u>
<b>Net Income</b>	<u><u>-49,722.83</u></u>	<u><u>-33,552.51</u></u>	<u><u>148.19%</u></u>	<u><u>171.00%</u></u>

**Palatine Public Library District**  
**UNEMPLOYMENT FUND #70 Budget vs. Actual**  
**July through December 2019**  
**50% of Budget Year Completed**

	<u>July - Dec '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Tax Levies</b>	483.50	483.50	100.0%	100.00%
<b>Total Income</b>	<u>483.50</u>	<u>483.50</u>	<u>100.0%</u>	<u>100.00%</u>
<b>Gross Profit</b>	483.50	483.50	100.0%	100.00%
<b>Expense</b>				
<b>5330 · Unemployment Fund Expense</b>	0.00	500.00	0.0%	100.00%
<b>Total Expense</b>	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>	<u>100.00%</u>
<b>Net Ordinary Income</b>	<u>483.50</u>	<u>-16.50</u>	<u>-2,930.3%</u>	<u>10.90%</u>
<b>Net Income</b>	<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 December 2019**  
**50% of Budget Year Completed**

	<u>July - Dec '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%
<b>Total 5210 · Building</b>	<u>128,716.50</u>	<u>745,965.00</u>	<u>17.26%</u>	<u>30.30%</u>
<b>Total 5200 · Capital Expenditures</b>	<u>128,716.50</u>	<u>745,965.00</u>	<u>17.26%</u>	<u>30.30%</u>
<b>Total Expense</b>	<u>128,716.50</u>	<u>745,965.00</u>	<u>17.26%</u>	<u>30.30%</u>
<b>Net Ordinary Income</b>	-128,716.50	-745,965.00	17.26%	30.30%

**PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 12/31/19**

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemployment	Special Reserve	Total
<b>INCOME</b>									
4000 · Tax Levies	\$2,625,214.30	\$6,085.04	\$105,879.55	161,253.33	\$126,872.95	\$16,733.83	\$483.50		\$3,042,522.50
4001 · TIF Rebates									\$0.00
4010 · Repl Tax	\$32,006.95								\$32,006.95
4100 · Interest Income	\$77,454.16								\$77,454.16
4200 · Other Income	\$174,896.25								\$174,896.25
<b>TOTAL INCOME</b>	<b>\$2,909,571.66</b>	<b>\$6,085.04</b>	<b>\$105,879.55</b>	<b>\$161,253.33</b>	<b>\$126,872.95</b>	<b>\$16,733.83</b>	<b>\$483.50</b>	<b>\$0.00</b>	<b>\$3,326,879.86</b>
<b>EXPENSE</b>									
5100 · Materials	\$559,521.19								\$559,521.19
5200 · Capital Exp	\$31,858.58							\$128,716.50	\$160,575.08
5300 · Payroll Exp	\$1,786,063.51			\$170,549.47	\$122,658.15				\$2,079,271.13
5330 · Unemployment									\$0.00
5400 · Utilities	\$112,855.95								\$112,855.95
5500 · Maintenance			\$92,100.70						\$92,100.70
5600 · Contracts	\$279,818.69	\$5,200.00							\$285,018.69
5700 · Supplies	\$30,326.43		\$14,125.12						\$44,451.55
5800 · Operating	\$83,649.71					\$66,456.66			\$150,106.37
5802 · Insurance									\$0.00
5900 · Auxiliary	\$31,210.47								\$31,210.47
<b>TOTAL EXPENSE</b>	<b>\$2,915,304.53</b>	<b>\$5,200.00</b>	<b>\$106,225.82</b>	<b>\$170,549.47</b>	<b>\$122,658.15</b>	<b>\$66,456.66</b>	<b>\$0.00</b>	<b>\$128,716.50</b>	<b>\$3,515,111.13</b>
<b>Audited Beg FB 7/1/19</b>	<b>\$3,422,224.76</b>	<b>\$12,104.80</b>	<b>\$200,231.45</b>	<b>\$233,514.46</b>	<b>\$132,273.24</b>	<b>\$79,477.74</b>	<b>\$48,527.01</b>	<b>\$1,532,282.11</b>	<b>\$5,660,635.57</b>
<b>Net Income</b>	<b>-\$5,732.87</b>	<b>\$885.04</b>	<b>-\$346.27</b>	<b>-\$9,296.14</b>	<b>\$4,214.80</b>	<b>-\$49,722.83</b>	<b>\$483.50</b>	<b>-\$128,716.50</b>	<b>-\$188,231.27</b>
<b>Ending FB 12/31/19</b>	<b>\$3,416,491.89</b>	<b>\$12,989.84</b>	<b>\$199,885.18</b>	<b>\$224,218.32</b>	<b>\$136,488.04</b>	<b>\$29,754.91</b>	<b>\$49,010.51</b>	<b>\$1,403,565.61</b>	<b>\$5,472,404.30</b>

<b>CASH</b>	
Bank Account	Balance
1003 · Chkg - CC	\$9,033.36
1004 · MM -Tax Dep	\$5,601,518.17
1005 · Chkg-General	\$15,818.74
1006 · Chkg - Imprest	\$1,882.02
1007 · Chkg - Payroll	\$18,651.50
1011 · Cash Boxes	\$1,818.00
<b>TOTAL CASH</b>	<b>\$5,648,721.79</b>

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

December 31, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
12/31/2019	5560	ADVANCED DISPOSAL	1005 · Chkg-Palatine Bk & Trt-General	
11/30/2019	T40002336861		5533 · Trash	-208.00
<b>TOTAL</b>				<b>-208.00</b>
12/31/2019	5561	ALBERTSONS/SAFEWAY	1005 · Chkg-Palatine Bk & Trt-General	
12/07/2019			5776.10 · Program Supplies - PMD	-22.46
			5914 · Volunteer Programs	-26.46
			5776.10 · Program Supplies - PMD	-18.94
			5776.20 · Program Supplies - ISD	-11.23
			5776.10 · Program Supplies - PMD	-17.55
			5776.10 · Program Supplies - PMD	-18.76
			5776.10 · Program Supplies - PMD	-4.98
<b>TOTAL</b>				<b>-120.38</b>
12/31/2019	5562	BANK OF AMERICA- MS	1005 · Chkg-Palatine Bk & Trt-General	
12/23/2019			5328 · Misc. Fringe Benefits	-14.98
			5105 · Nonprint Materials	-29.31
			5776.20 · Program Supplies - ISD	-41.48
			5772 · Art & Printing Supplies	-27.89
			5328 · Misc. Fringe Benefits	-13.59
			5776.10 · Program Supplies - PMD	-93.59
			5776.10 · Program Supplies - PMD	-32.11
			5774.50 · TS Collection Supplies	-602.42
			5328 · Misc. Fringe Benefits	-104.30
			5328 · Misc. Fringe Benefits	-105.06
			5820 · Gifts/Donations	-70.45
			5772 · Art & Printing Supplies	-14.29
			5776.20 · Program Supplies - ISD	-22.86
<b>TOTAL</b>				<b>-1,172.33</b>
12/31/2019	5575	BANK OF AMERICA-GS	1005 · Chkg-Palatine Bk & Trt-General	
12/23/2019			5775 · Maintenance Supplies	-26.68
			5328 · Misc. Fringe Benefits	-99.21
			5775 · Maintenance Supplies	-714.01
			5775 · Maintenance Supplies	-133.94
			5775 · Maintenance Supplies	-72.61
<b>TOTAL</b>				<b>-1,046.45</b>
12/31/2019	5571	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	

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

**December 31, 2019**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Account</b>	<b>Pd Amt</b>
12/23/2019			5772 · Art & Printing Supplies	-228.65
			5207 · Computers/Technology	-169.00
			5207 · Computers/Technology	-424.60
			5207 · Computers/Technology	-99.99
			5101 · Print Materials	-34.95
			5207 · Computers/Technology	-155.96
			5653 · Technology Support	-404.83
<b>TOTAL</b>				<b>-1,517.98</b>
12/31/2019	5573	BANK OF AMERICA-MRG	1005 · Chkg-Palatine Bk & Trt-General	
12/23/2019			5105 · Nonprint Materials	-15.75
			5774.90 · General Service Supplies	-84.75
			5105 · Nonprint Materials	-15.76
			5105 · Nonprint Materials	-15.76
			5771 · Human Resources Supplies	-208.34
<b>TOTAL</b>				<b>-340.36</b>
12/31/2019	5576	BANK OF AMERICA - SC	1005 · Chkg-Palatine Bk & Trt-General	
12/23/2019			5653 · Technology Support	-13.80
			5653 · Technology Support	-13.80
			5653 · Technology Support	-183.73
			5653 · Technology Support	-13.80
<b>TOTAL</b>				<b>-225.13</b>
12/31/2019	5563	CALL ONE	1005 · Chkg-Palatine Bk & Trt-General	
12/15/2019	1213588		5811 · Telephone	-108.43
<b>TOTAL</b>				<b>-108.43</b>
12/31/2019	5564	CDW GOVERNMENT	1005 · Chkg-Palatine Bk & Trt-General	
10/19/2019	VK4120		5207 · Computers/Technology	-790.80
<b>TOTAL</b>				<b>-790.80</b>
12/31/2019	5565	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
12/24/2019			5657 · Internet Service	-129.85
<b>TOTAL</b>				<b>-129.85</b>
12/31/2019	5572	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
12/26/2019			5657 · Internet Service	-129.85
<b>TOTAL</b>				<b>-129.85</b>

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

December 31, 2019

Date	Num	Name	Account	Pd Amt
12/31/2019	5574	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
12/10/2019			5657 · Internet Service	-194.61
<b>TOTAL</b>				<b>-194.61</b>
12/31/2019	5566	EXXON-MOBIL	1005 · Chkg-Palatine Bk & Trt-General	
12/25/2019			5545 · Van Fuel	-101.30
<b>TOTAL</b>				<b>-101.30</b>
12/31/2019	5567	FIRST COM (GLOBAL COM)	1005 · Chkg-Palatine Bk & Trt-General	
11/23/2019	118668455		5667 · Telephone Lease	-1,788.94
<b>TOTAL</b>				<b>-1,788.94</b>
12/31/2019	5568	FOTOPOULOS, KAREN	1005 · Chkg-Palatine Bk & Trt-General	
01/01/2020			5813.20 · Cultural/Ed Programs - ISD	-80.00
<b>TOTAL</b>				<b>-80.00</b>
12/31/2019	5569	HOME DEPOT	1005 · Chkg-Palatine Bk & Trt-General	
12/20/2019			5775 · Maintenance Supplies	-39.50
			5775 · Maintenance Supplies	-7.30
			5775 · Maintenance Supplies	-6.58
			5775 · Maintenance Supplies	-41.50
			5775 · Maintenance Supplies	-24.57
			5775 · Maintenance Supplies	-10.80
			5775 · Maintenance Supplies	-39.42
			5775 · Maintenance Supplies	-16.14
			5775 · Maintenance Supplies	-21.63
			5775 · Maintenance Supplies	-25.41
			5775 · Maintenance Supplies	-21.63
			5775 · Maintenance Supplies	-38.53
			5775 · Maintenance Supplies	-12.98
			5775 · Maintenance Supplies	-2.45
			5775 · Maintenance Supplies	-19.65
<b>TOTAL</b>				<b>-328.09</b>
12/31/2019	5577	KONICA MINOLTA BUSINESS SOLUTIONS	1005 · Chkg-Palatine Bk & Trt-General	
12/15/2019	90063331898		5651 · Copier & Printer Maintenance	-873.96
<b>TOTAL</b>				<b>-873.96</b>

# Palatine Public Library District Early Release Check Register

December 31, 2019

Date	Num	Name	Account	Pd Amt
12/31/2019	5570	MICHEL, CHRISTINE	1005 · Chkg-Palatine Bk & Trt-General	
12/16/2019			5814 · Inservice & Training/Mileage	-328.00
<b>TOTAL</b>				<b>-328.00</b>

**TOTAL** **\$9,484.46**

 Signature	12/31/19 Date	 Signature	1/2/20 Date
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**Palatine Public Library District  
Warrant 2020-07 Check Register**

January 21, 2020

Date	Num	Name	Account	Paid Amt.
01/21/2020	5578	ADVENT SYSTEMS, INC.	1005 - Chkg-Palatine Bk & Trt-General	
12/12/2019	200873		5535 - Fire and Security	-360.00
<b>TOTAL</b>				<b>-360.00</b>
01/21/2020	5579	ALBERTSONS/SAFEWAY	1005 - Chkg-Palatine Bk & Trt-General	
12/31/2019			5914 - Volunteer Programs	-34.84
			5776.20 - Program Supplies - ISD	-9.63
<b>TOTAL</b>				<b>-44.47</b>
01/21/2020	5580	BENSON, RAYMOND	1005 - Chkg-Palatine Bk & Trt-General	
01/01/2020			5813.20 - Cultural/Ed Programs - ISD	-250.00
<b>TOTAL</b>				<b>-250.00</b>
01/21/2020	5581	BERENDT, LENORA	1005 - Chkg-Palatine Bk & Trt-General	
01/06/2020			5776.20 - Program Supplies - ISD	-200.00
<b>TOTAL</b>				<b>-200.00</b>
01/21/2020	5582	BLUE LION SYSTEMS	1005 - Chkg-Palatine Bk & Trt-General	
01/01/2020	319582		5535 - Fire and Security	-35.00
<b>TOTAL</b>				<b>-35.00</b>
01/21/2020	5583	BOLLY DANCEFIT	1005 - Chkg-Palatine Bk & Trt-General	
01/01/2020			5813.20 - Cultural/Ed Programs - ISD	-150.00
<b>TOTAL</b>				<b>-150.00</b>
01/21/2020	5584	CANON SOLUTIONS AMERICA, INC.	1005 - Chkg-Palatine Bk & Trt-General	
12/30/2019	1400057826		5772 - Art & Printing Supplies	-62.42
<b>TOTAL</b>				<b>-62.42</b>
01/21/2020	5585	CAVENDISH SQUARE	1005 - Chkg-Palatine Bk & Trt-General	
12/20/2019	CAL3218231		5101 - Print Materials	-177.93
<b>TOTAL</b>				<b>-177.93</b>
01/21/2020	5586	CENGAGE LEARNING INC - GALE	1005 - Chkg-Palatine Bk & Trt-General	
12/31/2019	multiple		5101 - Print Materials	-598.26

**Palatine Public Library District  
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<b>TOTAL</b>				<b>-598.26</b>
01/21/2020	5587	CENTER POINT LARGE PRINT	1005 - Chkg-Palatine Bk & Trt-General	
01/01/2020	1749741		5101 - Print Materials	-140.22
<b>TOTAL</b>				<b>-140.22</b>
01/21/2020	5588	CHILDREN'S PLUS INC.	1005 - Chkg-Palatine Bk & Trt-General	
12/23/2019	180712		5101 - Print Materials	-22.95
12/23/2019	180711		5101 - Print Materials	-26.49
<b>TOTAL</b>				<b>-49.44</b>
01/21/2020	5589	COMPLETE CLEANING COMPANY, INC	1005 - Chkg-Palatine Bk & Trt-General	
01/01/2020	C12411		5531 - Cleaning Service	-5,968.00
<b>TOTAL</b>				<b>-5,968.00</b>
01/21/2020	5590	CONSTELLATION, AN EXELON COMPANY	1005 - Chkg-Palatine Bk & Trt-General	
12/11/2019	16324068101		5422 - Electricity	-16,797.67
<b>TOTAL</b>				<b>-16,797.67</b>
01/21/2020	5591	CROSS, KIEL	1005 - Chkg-Palatine Bk & Trt-General	
12/26/2019			5814 - Inservice & Training/Mileage	-1,352.16
<b>TOTAL</b>				<b>-1,352.16</b>
01/21/2020	5592	CULLIGAN WATER CONDITIONING, INC	1005 - Chkg-Palatine Bk & Trt-General	
12/31/2019			5423 - Water	-12.50
<b>TOTAL</b>				<b>-12.50</b>
01/21/2020	5593	CURRENT TECHNOLOGIES CORPORATION	1005 - Chkg-Palatine Bk & Trt-General	
01/01/2020	723575, 723571		5655 - LAN Management	-460.00
			5655 - LAN Management	-4,200.00
<b>TOTAL</b>				<b>-4,660.00</b>
01/21/2020	5594	DEMCO	1005 - Chkg-Palatine Bk & Trt-General	
12/17/2019	6740613		5774.90 - General Service Supplies	-144.36
<b>TOTAL</b>				<b>-144.36</b>
01/21/2020	5595	ENGBERG ANDERSON, INC	1005 - Chkg-Palatine Bk & Trt-General	

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11/30/2019	19304500-04		5663 · Consultants	-10,842.78
12/31/2019	19304500-05		5663 · Consultants	-10,368.56
<b>TOTAL</b>				<b>-21,211.34</b>
<b>01/21/2020</b>	<b>5596</b>	<b>ESAU, DAVID</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020			5813.20 · Cultural/Ed Programs - ISD	-350.00
<b>TOTAL</b>				<b>-350.00</b>
<b>01/21/2020</b>	<b>5597</b>	<b>ETTINGER, FRED R.</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020			5813.20 · Cultural/Ed Programs - ISD	-75.00
<b>TOTAL</b>				<b>-75.00</b>
<b>01/21/2020</b>	<b>5598</b>	<b>EVERLIVING GREENERY</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020	42619		5534 · Landscaping and Lawn Service	-388.00
<b>TOTAL</b>				<b>-388.00</b>
<b>01/21/2020</b>	<b>5599</b>	<b>FILTER SERVICES, INC.</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/18/2019	INV224430		5539 · HVAC	-278.95
<b>TOTAL</b>				<b>-278.95</b>
<b>01/21/2020</b>	<b>5600</b>	<b>FOTOPOULOS, KAREN</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020			5813.20 · Cultural/Ed Programs - ISD	-80.00
<b>TOTAL</b>				<b>-80.00</b>
<b>01/21/2020</b>	<b>5601</b>	<b>FRIENDS OF SCALES REPTILE RESCUE</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020			5813.10 · Cultural/Ed Programs - PMD	-50.00
<b>TOTAL</b>				<b>-50.00</b>
<b>01/21/2020</b>	<b>5602</b>	<b>GIRE, DANN</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020			5813.20 · Cultural/Ed Programs - ISD	-250.00
<b>TOTAL</b>				<b>-250.00</b>
<b>01/21/2020</b>	<b>5603</b>	<b>GRAINGER</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/06/2020	9401261533		5775 · Maintenance Supplies	-13.70
<b>TOTAL</b>				<b>-13.70</b>

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01/21/2020	5604	HAYES MECHANICAL	1005 - Chkg-Palatine Bk & Trt-General	
10/18/2019	444448		5539 - HVAC	-2,423.00
12/06/2019	447574		5539 - HVAC	-185.50
01/01/2020	448749		5539 - HVAC	-990.00
01/02/2020	448837		5539 - HVAC	-316.00
<b>TOTAL</b>				<b>-3,914.50</b>
01/21/2020	5605	HEINRICH, ELOISE	1005 - Chkg-Palatine Bk & Trt-General	
01/01/2020			5813.10 - Cultural/Ed Programs - PMD	-350.00
<b>TOTAL</b>				<b>-350.00</b>
01/21/2020	5606	HENNING BROTHERS	1005 - Chkg-Palatine Bk & Trt-General	
01/06/2020	0000412050		5775 - Maintenance Supplies	-26.50
<b>TOTAL</b>				<b>-26.50</b>
01/21/2020	5607	HOFFMAN ESTATES CHAMBER OF COMMER	1005 - Chkg-Palatine Bk & Trt-General	
01/02/2020	83782		5815 - Memberships	-50.00
<b>TOTAL</b>				<b>-50.00</b>
01/21/2020	5608	HOFFMAN ESTATES PARK DISTRICT	1005 - Chkg-Palatine Bk & Trt-General	
01/01/2020			5666 - Leases(Branches)	-2,500.00
<b>TOTAL</b>				<b>-2,500.00</b>
01/21/2020	5609	ILLINOIS PUMP, INC.	1005 - Chkg-Palatine Bk & Trt-General	
01/02/2020	S-12881		5537 - Building Maintenance	-728.76
<b>TOTAL</b>				<b>-728.76</b>
01/21/2020	5610	IMPREST FUND	1005 - Chkg-Palatine Bk & Trt-General	
12/31/2019			1006 - Chkg-Palatine Bk & Trt-Imprest	-319.38
<b>TOTAL</b>				<b>-319.38</b>
01/21/2020	5611	INDEPENDENT CONSTRUCTION SERVICES, I	1005 - Chkg-Palatine Bk & Trt-General	
12/09/2019	672		5663 - Consultants	-420.00
<b>TOTAL</b>				<b>-420.00</b>
01/21/2020	5612	INGRAM-2004115	1005 - Chkg-Palatine Bk & Trt-General	

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12/22/2019	43251701		5820 · Gifts/Donations	-37.74
12/31/2019	multiple		5101 · Print Materials	-15,565.50
			5105 · Nonprint Materials	-208.95
<b>TOTAL</b>				<b>-15,812.19</b>
<b>01/21/2020</b>	<b>5613</b>	<b>JOHNSON CONTROLS SECURITIES</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
11/26/2019	86372106		5535 · Fire and Security	-1,037.40
12/07/2019	33578902		5535 · Fire and Security	-156.95
<b>TOTAL</b>				<b>-1,194.35</b>
<b>01/21/2020</b>	<b>5614</b>	<b>KLEIN THORPE AND JENKINS, LTD</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/02/2019	207166		5817 · Legal	-64.50
<b>TOTAL</b>				<b>-64.50</b>
<b>01/21/2020</b>	<b>5615</b>	<b>KONICA MINOLTA</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/26/2019	34597283		5651 · Copier & Printer Maintenance	-715.22
12/26/2019	34597282		5651 · Copier & Printer Maintenance	-680.00
12/26/2019	34597284		5651 · Copier & Printer Maintenance	-136.00
<b>TOTAL</b>				<b>-1,531.22</b>
<b>01/21/2020</b>	<b>5616</b>	<b>KONICA MINOLTA BUSINESS SOLUTIONS</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/27/2019	9006367342		5651 · Copier & Printer Maintenance	-348.48
<b>TOTAL</b>				<b>-348.48</b>
<b>01/21/2020</b>	<b>5617</b>	<b>KOVAC, JAMES</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020			5813.20 · Cultural/Ed Programs - ISD	-200.00
<b>TOTAL</b>				<b>-200.00</b>
<b>01/21/2020</b>	<b>5618</b>	<b>LIBRARIESFIRST</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/05/2019	7514		5104 · Databases	-500.00
<b>TOTAL</b>				<b>-500.00</b>
<b>01/21/2020</b>	<b>5619</b>	<b>LIBRARY MARKET</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020	1485, 1495		5653 · Technology Support	-3,600.00
			5653 · Technology Support	-3,600.00
<b>TOTAL</b>				<b>-7,200.00</b>
<b>01/21/2020</b>	<b>5620</b>	<b>M &amp; R ELECTRONIC SYSTEMS, INC.</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	

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12/28/2019	216962		5775 · Maintenance Supplies	-123.95
<b>TOTAL</b>				<b>-123.95</b>
<b>01/21/2020</b>	<b>5621</b>	<b>MANUFACTURERS' NEWS, INC.</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/23/2019	856889-2019		5101 · Print Materials	-226.90
<b>TOTAL</b>				<b>-226.90</b>
<b>01/21/2020</b>	<b>5622</b>	<b>MIDWEST TAPE</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/31/2019	multiple		5105 · Nonprint Materials	-11,813.24
<b>TOTAL</b>				<b>-11,813.24</b>
<b>01/21/2020</b>	<b>5623</b>	<b>MIDWEST TAPE-HOOPLA</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/31/2019	98417426		5107 · Electronic Materials	-4,415.98
<b>TOTAL</b>				<b>-4,415.98</b>
<b>01/21/2020</b>	<b>5624</b>	<b>MURPHY, TERRI</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
11/14/2019			5813.10 · Cultural/Ed Programs - PMD	-550.00
<b>TOTAL</b>				<b>-550.00</b>
<b>01/21/2020</b>	<b>5625</b>	<b>MUTUAL ACE PALATINE</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/17/2019	001220		5775 · Maintenance Supplies	-19.04
<b>TOTAL</b>				<b>-19.04</b>
<b>01/21/2020</b>	<b>5626</b>	<b>NIR ROOF CARE</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/31/2019	142302		5544 · Roof Maintenance	-600.00
<b>TOTAL</b>				<b>-600.00</b>
<b>01/21/2020</b>	<b>5627</b>	<b>NORTHWEST COMMUNITY HEALTHCARE</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020			5666 · Leases(Branches)	-590.00
<b>TOTAL</b>				<b>-590.00</b>
<b>01/21/2020</b>	<b>5628</b>	<b>NUB GAMES, INC</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/06/2020	8464		5653 · Technology Support	-525.00
<b>TOTAL</b>				<b>-525.00</b>
<b>01/21/2020</b>	<b>5629</b>	<b>OPOP PROPERTY OWNERS' ASSOCIATION</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	

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12/05/2019			5661 · Leases(Office Park)	-436.29
			5661 · Leases(Office Park)	-364.91
			5661 · Leases(Office Park)	-517.76
<b>TOTAL</b>				<b>-1,318.96</b>
<b>01/21/2020</b>	<b>5630</b>	<b>OVERDRIVE INC.</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/06/2019	01018CO19237191		5107 · Electronic Materials	-873.95
12/13/2019	01018CO19242214		5107 · Electronic Materials	-786.09
12/20/2019	01018CO19247414		5107 · Electronic Materials	-1,649.92
12/27/2019	01018CO19249415		5107 · Electronic Materials	-840.96
12/31/2019	01018MA19251413		5107 · Electronic Materials	-1,230.79
01/03/2020	01018CO20001239		5107 · Electronic Materials	-1,202.21
<b>TOTAL</b>				<b>-6,583.92</b>
<b>01/21/2020</b>	<b>5631</b>	<b>PALATINE AREA CHAMBER OF COMMERCE</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/09/2019	2019-833		5815 · Memberships	-60.00
<b>TOTAL</b>				<b>-60.00</b>
<b>01/21/2020</b>	<b>5632</b>	<b>PALATINE PARK DISTRICT, THE</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
11/14/2019			5816 · Community Information	-250.00
12/11/2019	1092354		5816 · Community Information	-150.00
<b>TOTAL</b>				<b>-400.00</b>
<b>01/21/2020</b>	<b>5633</b>	<b>PAYPAL</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/31/2019	91351316		5660 · Accounting/Payroll	-19.95
<b>TOTAL</b>				<b>-19.95</b>
<b>01/21/2020</b>	<b>5634</b>	<b>PETTY CASH</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/31/2019			5814 · Inservice & Training/Mileage	-121.86
			5328 · Misc. Fringe Benefits	-54.25
<b>TOTAL</b>				<b>-176.11</b>
<b>01/21/2020</b>	<b>5635</b>	<b>PICCIRILLO CELEBRATIONS LLC</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020			5813.10 · Cultural/Ed Programs - PMD	-365.00
<b>TOTAL</b>				<b>-365.00</b>
<b>01/21/2020</b>	<b>5636</b>	<b>PITNEY BOWES GLOBAL FINANCIAL SERVIC</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	

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12/30/2019	3103644452		5654 · Postage Machine	-472.68
<b>TOTAL</b>				<b>-472.68</b>
<b>01/21/2020</b>	<b>5637</b>	<b>POSTMASTER</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020			5913 · Newsletter/Communication	-3,000.00
<b>TOTAL</b>				<b>-3,000.00</b>
<b>01/21/2020</b>	<b>5638</b>	<b>RECORDED BOOKS, INC-DIGITAL</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/02/2020	76591906		5104 · Databases	-4,972.98
01/02/2020	76591693		5104 · Databases	-2,000.00
<b>TOTAL</b>				<b>-6,972.98</b>
<b>01/21/2020</b>	<b>5655</b>	<b>REGENT BOOK CO.</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/16/2019	58752		5101 · Print Materials	-31.57
<b>TOTAL</b>				<b>-31.57</b>
<b>01/21/2020</b>	<b>5639</b>	<b>SCHOLASTIC INC</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/13/2019	20703202		5101 · Print Materials	-104.40
12/20/2019	20773660		5101 · Print Materials	-8.70
<b>TOTAL</b>				<b>-113.10</b>
<b>01/21/2020</b>	<b>5640</b>	<b>SCOTT LANDSCAPES LLC</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/07/2019	758		5534 · Landscaping and Lawn Service	-205.00
12/11/2019	763		5538 · Snow Removal	-205.00
12/16/2019	767		5538 · Snow Removal	-205.00
01/01/2020	787		5534 · Landscaping and Lawn Service	-703.00
01/05/2020	793		5538 · Snow Removal	-205.00
<b>TOTAL</b>				<b>-1,523.00</b>
<b>01/21/2020</b>	<b>5641</b>	<b>SHERWIN-WILLIAMS CO.</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/16/2019	2179-4		5775 · Maintenance Supplies	-12.84
<b>TOTAL</b>				<b>-12.84</b>
<b>01/21/2020</b>	<b>5642</b>	<b>SYNCB/AMAZON</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/31/2019			5101 · Print Materials	-419.61
			5105 · Nonprint Materials	-1,627.77
			5207 · Computers/Technology	-289.34
			5774.50 · TS Collection Supplies	-104.44

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			5774.90 · General Service Supplies	-121.62
			5776.10 · Program Supplies - PMD	-103.14
<b>TOTAL</b>				<b>-2,665.92</b>
<b>01/21/2020</b>	<b>5643</b>	<b>TASTE OF HOME</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
08/12/2019			5101 · Print Materials	-34.98
<b>TOTAL</b>				<b>-34.98</b>
<b>01/21/2020</b>	<b>5644</b>	<b>TULLOCH, REBECCA</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020			5813.20 · Cultural/Ed Programs - ISD	-300.00
<b>TOTAL</b>				<b>-300.00</b>
<b>01/21/2020</b>	<b>5645</b>	<b>TWIN SUPPLIES, LTD</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/20/2019	19370R		5775 · Maintenance Supplies	-165.00
<b>TOTAL</b>				<b>-165.00</b>
<b>01/21/2020</b>	<b>5646</b>	<b>ULINE</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/03/2020	115701263		5816 · Community Information	-50.15
<b>TOTAL</b>				<b>-50.15</b>
<b>01/21/2020</b>	<b>5647</b>	<b>UNIQUE MANAGEMENT SERVICES</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/01/2019	569753		5659 · Book Recovery Service	-214.80
01/01/2020	575778		5659 · Book Recovery Service	-286.40
<b>TOTAL</b>				<b>-501.20</b>
<b>01/21/2020</b>	<b>5648</b>	<b>UNITE PRIVATE NETWORKS, LLC</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020	SI-20-000971		5657 · Internet Service	-1,495.00
<b>TOTAL</b>				<b>-1,495.00</b>
<b>01/21/2020</b>	<b>5649</b>	<b>VANGUARD ENERGY SERVICES, LLC</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
12/31/2019	G404409010320		5421 · Gas	-5,123.99
<b>TOTAL</b>				<b>-5,123.99</b>
<b>01/21/2020</b>	<b>5650</b>	<b>VERY SMART PEOPLE LLC</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
01/01/2020			5813.30 · Cultural/Ed Programs - Tech	-200.00
<b>TOTAL</b>				<b>-200.00</b>

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01/21/2020	5651	VILLAGE OF PALATINE-WATER	1005 - Chkg-Palatine Bk & Trt-General	
12/11/2019			5423 - Water	-307.15
<b>TOTAL</b>				<b>-307.15</b>
01/21/2020	5652	WAREHOUSE DIRECT	1005 - Chkg-Palatine Bk & Trt-General	
12/10/2019	4513412-0		5774.90 - General Service Supplies	-78.70
12/11/2019	4514804-0		5774.90 - General Service Supplies	-3.17
12/16/2019	4519781-0		5775 - Maintenance Supplies	-305.31
12/17/2019	4521643-0		5775 - Maintenance Supplies	-4.22
			5774.90 - General Service Supplies	-33.35
12/24/2019	4528761-0, 2 credits		5775 - Maintenance Supplies	-172.59
12/31/2019	4532265-0		5772 - Art & Printing Supplies	-212.88
12/31/2019	4532256-0		5774.50 - TS Collection Supplies	-952.80
01/02/2020	4533162-0		5775 - Maintenance Supplies	-301.78
01/07/2020	4537752-0		5774.90 - General Service Supplies	-20.76
01/10/2020	4542895-0		5774.90 - General Service Supplies	-650.00
01/13/2020	4544535-0		5774.90 - General Service Supplies	-128.93
<b>TOTAL</b>				<b>-2,864.49</b>
01/21/2020	5653	WOLTERS KLUWER LAW & BUSINESS	1005 - Chkg-Palatine Bk & Trt-General	
12/19/2019	4804629879		5101 - Print Materials	-402.41
<b>TOTAL</b>				<b>-402.41</b>
01/21/2020	5654	WOOD, KEVIN J.	1005 - Chkg-Palatine Bk & Trt-General	
01/01/2020			5813.20 - Cultural/Ed Programs - ISD	-250.00
<b>TOTAL</b>				<b>-250.00</b>
			<b>TOTAL</b>	<b>\$143,133.81</b>



# INTERNAL MEMO

TO: Library Board of Trustees

FROM: Beth Schwarz, Finance Manager

DATE: 1/21/2020

SUBJECT: Warrant Adjustment

Trustees,

Upon review of the December 2019 Board Packet, I realized that IMRF, Social Security and Insurance were being incorrectly reported on the Warrants. I was including employee portions when, in fact, they were already accounted for in the gross salaries. Also, we were not accounting at all for the cost of payroll processing. The following table shows the discrepancies. The bottom line is that the board approved more than was dispersed.

On the January warrant you will see an adjustment of -\$43,933.99 to record and correct the error. See the following table for details.

### WARRANT REPORTING ERROR

DATE	DESCRIPTION	REPORTED	ACTUAL	DIFFERENCE	
7/31/2019	IMRF	\$43,568.87	\$27,964.24	\$15,604.63	
8/31/2019	IMRF	\$47,669.22	\$30,891.50	\$16,777.72	
9/30/2019	IMRF	\$43,894.66	\$28,205.29	\$15,689.37	
10/31/2019	IMRF	\$44,124.67	\$28,348.35	\$15,776.32	
10/15/2019	SS	\$414.57	\$9,790.63	-\$9,376.06	
10/31/2019	SS	\$470.35	\$10,481.59	-\$10,011.24	
10/31/2019	BCBS	\$29,027.21	\$21,185.25	\$7,841.96	
10/31/2019	PRINCIPAL	\$1,866.97	\$1,489.69	\$377.28	
11/30/2019	IMRF	\$42,729.55	\$27,406.32	\$15,323.23	
11/15/2019	SS	\$459.20	\$9,862.63	-\$9,403.43	
11/30/2019	SS	\$461.86	\$9,723.05	-\$9,261.19	
TOTALS		\$254,687.13	\$205,348.54	\$49,338.59	OVER REPORTED
				\$5,404.60	PR EXP NOT REPORTED
				\$43,933.99	NET OVER REPORTED

Sincerely,  
*Beth Schwarz*  
 Finance Manager

**Palatine Public Library District**  
**Warrant 2020-07 Payroll and Invoice Distribution Totals**  
**For December 2019**

<b>5300 · PAYROLL EXPENSES</b>		
<b>5310 · Gross Salaries</b>		
12/13/2019	PAYCOM	\$127,421.37
12/31/2019	PAYCOM	\$137,682.91
Total 5310 · Gross Salaries		<b>\$265,104.28</b>
<b>5311 · Employer IMRF Fund Expense</b>		
12/31/2019	IMRF	\$27,733.79
Total 5311 · IMRF Fund Expense		<b>\$27,733.79</b>
<b>5312 · Employer Social Security Fund Expense</b>		
12/13/2019	PAYCOM	\$9,439.38
12/31/2019	PAYCOM	\$10,249.47
Total 5312 · Social Security Fund Exp		<b>\$19,688.85</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>		
12/31/2019	BLUE CROSS BLUE SHIELD	\$19,542.76
12/31/2019	PRINCIPAL INSURANCE	\$1,450.78
Total 5313 · Health & Life Insurance		<b>\$20,993.54</b>
<b>5660 · Payroll Processing Fee</b>		
12/13/2019	Payroll Processing Fee	\$474.86
12/31/2019	Payroll Processing Fee	\$389.48
Total 5660 · Payroll Processing Fee		<b>\$864.34</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>		<b>\$334,384.80</b>
<b>EARLY RELEASE INVOICES:</b>		<b>\$9,484.46</b>
<b>WARRANT 2020-07 INVOICES:</b>		<b>\$143,133.81</b>
<b>TOTAL WARRANT 2020-07:</b>		<b>\$487,003.07</b>
<b>Less Previous Incorrect Approved Amounts (see attached report):</b>		<b>-\$43,933.99</b>
<b>TOTAL REVISED WARRANT 2020-07</b>		<b>\$443,069.08</b>

\_\_\_\_\_  
Executive Director

**Approved by the Board of Trustees**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



## ILLINOIS STATE LIBRARY CERTIFICATION PROCESS

### Institution Information

01/02/2020 14:54:29.411

Name	Control Number	Branch Number
Palatine Public Library District	30524	00

Category	Library System	Building
Public, District	RAILS	

Address	Address Cont.
700 North North Court	

City	State	ZIP Code
Palatine	IL	60067-8158

Telephone Number	Extension	Fax
(847) 358-5881		(847) 358-5998

DUNS Number	FEIN
104004197	36-2809813

**Institution E-mail**  
palatine@palatinelibrary.org

**URL**  
<http://www.palatinelibrary.org>

### Director

Prefix	First Name	Middle Initial	Last Name
Ms.	Jeannie		Dilger

Telephone Number	Extension	Fax
(847) 358-5881	209	(847) 358-5998

**E-mail**  
jdilger@palatinelibrary.org

**Board President**

Prefix	First Name	Middle Initial	Last Name
Ms.	Andrea		Vanderhoek

Telephone Number	Extension	Fax
(847) 358-5881		(847) 358-5998

**E-mail**  
avanderhoek@palatinelibrary.org

**Institution Questions**

**Does the library serve the primary information and library needs of its patrons? Yes**

**Does the library have a bibliographically organized collection of library materials? Yes**

**Does the library have one or more employees serving as librarian at least 15 hours per week? Yes**

**Does the library collection have ongoing financial support? Yes**

**Is the library collection accessible centrally? Yes**

**Does the library collection occupy identifiable quarters in one principal location? Yes**

**Does the library meet the financial requirements for state per capita grants to public libraries (75 ILCS 10/8.1: Illinois State Library Grant Programs)? Yes**

**Does the library meet the definition of a public library in 23 Ill. Adm. Code 3030.110? Yes**

**Has the library completed the most recent Illinois Public Library Annual Report (IPLAR)? Yes**

**Does the library comply with the ILLINET Interlibrary Loan Code? Yes**

**Does the library allow 'Reciprocal Access' as defined in Administrative Rule? (23 Ill. Adm. Code 3030.110) Yes**

**Reciprocal Access** means how the resources of all full member libraries of a library system are made available to all library patrons in the system area. Reciprocal access benefits should be imposed equally among all reciprocal access patrons and can include interlibrary loan, photocopy service, reference service, use of library materials on site, and other services. The library governing authority may approve reasonable restrictions, applied equally among all reciprocal access patrons, for services such as computer access, library programs and meeting room use in accordance with the library system's resource sharing plan. (23 Ill. Adm. Code 3030.110)

**In the last 12 months, has the library completed the Illinois Interlibrary Loan Survey (ILL Traffic Survey)? Yes**

**Does the library allow 'System Wide Reciprocal Borrowing' as defined in Administrative Rule? (23 Ill. Adm. Code 3030.110) Yes**

**System Wide Reciprocal Borrowing** means the right of a person who holds a valid, in-good-standing library registration card from a full member public library to borrow materials on site from other library system full member public libraries of the same library system to which their library belongs under the same conditions that the library provides those materials to its patrons, subject to reasonable restrictions approved by the library's governing board in accordance with requirements of the library system's reciprocal borrowing policy. (23 Ill. Adm. Code 3030.110)

**Does the library inform the library system of its annual action to participate in Public Library Non-Resident Services? (23 Ill. Adm. Code 3050.20) Yes**