



## **Board of Library Trustees Policy Committee**

Board Room, Main Library  
700 N. North Court, Palatine, IL  
December 5, 2019 9:00 a.m.

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### **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



**Board of Library Trustees  
Building Renovation Committee**  
Palatine Public Library  
700 North Court, Palatine, IL  
January 9, 2020 3:30 p.m.

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## **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 Mendiola, 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<br/>Last YTD</u> |
|---|-----------------------|---------------------|--------------------|---------------------------------|
| <b>Ordinary Income/Expense</b>            |                       |                     |                    |                                 |
| <b>Income</b>                             |                       |                     |                    |                                 |
| 4000 · Tax Levies                         | 2,625,214.30          | 6,581,259.00        | 39.89%             | 46.60%                          |
| 4001 · Tax Levy - TIF                     | 0.00                  | 20,000.00           | 0.0%               | 100.00%                         |
| 4010 · Replacement Tax                    | 32,006.95             | 12,716.00           | 251.71%            | 43.30%                          |
| 4100 · Interest Income                    | 77,454.16             | 40,000.00           | 193.64%            | 168.30%                         |
| 4200 · Other Fees and Income              |                       |                     |                    |                                 |
| 4201 · Fines                              | 19,401.88             | 48,069.00           | 40.36%             | 53.50%                          |
| 4203 · Lost/Replacement Fees              | 4,987.42              | 15,774.00           | 31.62%             | 45.40%                          |
| 4204 · Book Recovery Serv/Collections     | 4,259.09              | 14,688.00           | 29.0%              | 42.30%                          |
| 4210 · Copier Income                      | 4,425.44              | 8,954.00            | 49.42%             | 53.40%                          |
| 4211 · Printing/Fax Income                | 8,198.44              | 17,122.00           | 47.88%             | 51.10%                          |
| 4212 · Vending Machines                   | 968.92                | 1,989.00            | 48.71%             | 51.10%                          |
| 4222 · Meeting Room Fees                  | 4,890.00              | 10,547.00           | 46.36%             | 85.30%                          |
| 4223 · Interlibrary Loan Fees             | 15.00                 | 201.00              | 7.46%              | 35.60%                          |
| 4224 · Non-Resident Fees                  | 5,692.51              | 12,557.00           | 45.33%             | 80.60%                          |
| 4231 · Per Capita Grant                   | 111,228.75            | 111,229.00          | 100.0%             | 100.00%                         |
| 4232 · Gifts/Donations                    | 6,815.16              | 35,022.00           | 19.46%             | 7.70%                           |
| 4233 · Other Grants                       | 0.00                  | 45,965.00           | 0.0%               | 0.00%                           |
| 4241 · Misc-General                       | 2,230.10              | 767.00              | 290.76%            | 60.00%                          |
| 4257 · Used Materials Income              | 38.75                 | 7,083.00            | 0.55%              | 50.90%                          |
| 4261 · Sale of Equipment                  | 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>                            |                       |                     |                    |                                 |
| 5100 · Materials                          |                       |                     |                    |                                 |
| 5101 · Print Materials                    | 200,343.06            | 405,000.00          | 49.47%             | 51.10%                          |
| 5104 · Databases                          | 195,712.51            | 221,350.00          | 88.42%             | 79.40%                          |
| 5105 · Nonprint Materials                 | 80,630.70             | 212,505.00          | 37.94%             | 87.40%                          |
| 5107 · Electronic Materials               | 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>                   |
| 5200 · Capital Expenditures               |                       |                     |                    |                                 |
| 5205 · Furniture                          | 13,274.00             | 40,000.00           | 33.19%             | 0.00%                           |
| 5207 · Computers/Technology               | 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>                    |
| 5300 · Payroll Expenses                   |                       |                     |                    |                                 |
| 5310 · Gross Salaries                     | 1,652,535.40          | 3,390,561.00        | 48.74%             | 47.70%                          |
| 5313 · Health & Life Insurance            | 129,734.26            | 293,559.00          | 44.19%             | 41.60%                          |
| 5314 · HSA Employer Contribution          | 450.00                | 0.00                | 100.0%             | 0.00%                           |
| 5328 · Misc. Fringe Benefits              | 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>                   |
| 5400 · Utilities                          |                       |                     |                    |                                 |

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

July through December 2019  
50% of Budget Year Completed

|   | July - Dec '19    | Budget            | % of Budget   | % of Budget<br>Last YTD |
|---|-------------------|-------------------|---------------|-------------------------|
| 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

|  | July - Dec '19      | Budget              | % of Budget   | % of Budget<br>Last YTD |
|--|---------------------|---------------------|---------------|-------------------------|
| 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>  | <b>83,649.71</b>    | <b>137,753.00</b>   | <b>60.72%</b> | <b>50.30%</b>           |
| 5900 · Auxiliary                       |                     |                     |               |                         |
| 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>          | <b>31,210.47</b>    | <b>65,000.00</b>    | <b>48.02%</b> | <b>43.00%</b>           |
| <b>Total Expense</b>                   | <b>2,915,304.53</b> | <b>5,958,680.00</b> | <b>48.93%</b> | <b>48.40%</b>           |
| <b>Net Ordinary Income</b>             | <b>-5,732.87</b>    | <b>1,027,191.00</b> | <b>-0.56%</b> | <b>100.00%</b>          |
| <b>Net Income</b>                      | <b>-5,732.87</b>    | <b>1,027,191.00</b> | <b>-0.56%</b> | <b>100.00%</b>          |

**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<br/>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

|                                     | July - Dec<br>'19 | Budget            | % of Budget   | % of Budget<br>Last YTD |
|-------------------------------------|-------------------|-------------------|---------------|-------------------------|
| <b>Ordinary Income/Expense</b>      |                   |                   |               |                         |
| Income                              |                   |                   |               |                         |
| 4000 · Tax Levies                   | 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>                 | <u>105,879.55</u> | <u>225,363.36</u> | <u>46.98%</u> | <u>46.60%</u>           |
| Expense                             |                   |                   |               |                         |
| 5500 · Maintenance                  |                   |                   |               |                         |
| 5531 · Cleaning Service             | 45,566.00         | 97,200.00         | 46.88%        | 46.20%                  |
| 5532 · Equipment Repair             | 0.00              | 500.00            | 0.0%          | 0.00%                   |
| 5533 · Trash                        | 1,040.00          | 3,295.00          | 31.56%        | 41.00%                  |
| 5534 · Landscaping and Lawn Service | 8,406.00          | 12,636.00         | 66.52%        | 45.20%                  |
| 5535 · Fire and Security            | 4,744.50          | 12,000.00         | 39.54%        | 47.60%                  |
| 5536 · Elevator                     | 3,614.00          | 8,000.00          | 45.18%        | 46.00%                  |
| 5537 · Building Maintenance         | 8,158.34          | 27,500.00         | 29.67%        | 14.00%                  |
| 5538 · Snow Removal                 | 1,078.00          | 10,000.00         | 10.78%        | 31.50%                  |
| 5539 · HVAC                         | 16,449.40         | 55,000.00         | 29.91%        | 74.70%                  |
| 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             | 2,350.00          | 4,500.00          | 52.22%        | 51.70%                  |
| 5545 · Van Fuel                     | 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>           |
| 5700 · Supplies                     |                   |                   |               |                         |
| 5775 · Maintenance Supplies         | 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>-346.27</u>    | <u>-52,067.64</u> | <u>0.67%</u>  | <u>27.30%</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<br/>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<br/>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<br/>Last YTD</u> |
|---------------------------------|--------------------------|--------------------------|-----------------------|---------------------------------|
| <b>Ordinary Income/Expense</b>  |                          |                          |                       |                                 |
| <b>Income</b>                   |                          |                          |                       |                                 |
| <b>4000 · Tax Levies</b>        | <u>16,733.83</u>         | <u>37,561.96</u>         | <u>44.55%</u>         | <u>47.50%</u>                   |
| <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>             | <u>16,733.83</u>         | <u>37,561.96</u>         | <u>44.55%</u>         | <u>47.50%</u>                   |
| <b>Expense</b>                  |                          |                          |                       |                                 |
| <b>5800 · Operating - Other</b> | <u>66,456.66</u>         | <u>71,114.47</u>         | <u>93.45%</u>         | <u>94.80%</u>                   |
| <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<br/>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>                     | 483.50                | 483.50        | 100.0%             | 100.00%                         |
| <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>                    | 0.00                  | 500.00        | 0.0%               | 100.00%                         |
| <b>Net Ordinary Income</b>              | 483.50                | -16.50        | -2,930.3%          | 10.90%                          |
| <b>Net Income</b>                       | 483.50                | -16.50        | -2,930.3%          | 10.90%                          |

**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<br/>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                  | -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

| Date       | Num          | Name                | Account                               | Pd Amt    |
|------------|--------------|---------------------|---------------------------------------|-----------|
| 12/31/2019 | 5560         | ADVANCED DISPOSAL   | 1005 · Chkg-Palatine Bk & Trt-General |           |
| 11/30/2019 | T40002336861 |                     | 5533 · Trash                          | -208.00   |
| TOTAL      |              |                     |                                       | -208.00   |
| 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     |
| TOTAL      |              |                     |                                       | -120.38   |
| 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    |
| TOTAL      |              |                     |                                       | -1,172.33 |
| 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    |
| TOTAL      |              |                     |                                       | -1,046.45 |
| 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

| Date         | Num     | Name                 | Account                               | Pd Amt           |
|--------------|---------|----------------------|---------------------------------------|------------------|
| 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 |
| TOTAL      |      |                   |                                       | -328.00 |

TOTAL **\$9,484.46**

 Signature  
12/31/19 Date  
 Signature  
1/2/20 Date

# 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 Warrant 2020-07 Check Register

January 21, 2020

| Date         | Num            | Name                             | Account                               | Paid Amt.         |
|--------------|----------------|----------------------------------|---------------------------------------|-------------------|
| <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 |                   |

# Palatine Public Library District Warrant 2020-07 Check Register

January 21, 2020

| Date              | Num         | Name                                    | Account  | Paid Amt.         |
|-------------------|-------------|---|--|-------------------|
| 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>     |

# Palatine Public Library District Warrant 2020-07 Check Register

January 21, 2020

| Date         | Num        | Name                                 | Account                               | Paid Amt.        |
|--------------|------------|--------------------------------------|---------------------------------------|------------------|
| 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 |                  |

# Palatine Public Library District Warrant 2020-07 Check Register

January 21, 2020

| Date              | Num         | Name                                      | Account  | Paid Amt.         |
|-------------------|-------------|---|--|-------------------|
| 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> |                   |



# Palatine Public Library District Warrant 2020-07 Check Register

January 21, 2020

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

# Palatine Public Library District Warrant 2020-07 Check Register

January 21, 2020

| Date              | Num             | Name  | Account  | Paid Amt.        |
|-------------------|-----------------|---|--|------------------|
| 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> |                  |

# Palatine Public Library District Warrant 2020-07 Check Register

January 21, 2020

| Date              | Num         | Name                               | Account  | Paid Amt.        |
|-------------------|-------------|------------------------------------|--|------------------|
| 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          |

# Palatine Public Library District Warrant 2020-07 Check Register

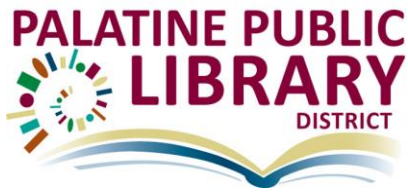
January 21, 2020

| Date              | Num           | Name                                 | Account  | Paid Amt.        |
|-------------------|---------------|--------------------------------------|--|------------------|
|                   |               |                                      | 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>   |

# Palatine Public Library District Warrant 2020-07 Check Register

January 21, 2020

| Date         | Num                  | Name                          | Account                               | Paid Amt.           |
|--------------|----------------------|-------------------------------|---------------------------------------|---------------------|
| 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<br/>(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