



Minutes

1. Call to order

President Vanderhoek called the meeting to order at 6:32 p.m.

2. Roll call

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

3. Introduction of visitors

Executive Director Dilger was present.

4. Public comment

There was no public comment.

5. Trustee vacancy

Trustee candidate Lisa Arthur was interviewed by the board.

6. Closed session for the purpose of selection of a person to fill a vacancy in the public office of Trustee in compliance with 5 ILCS 120/2(c)(3)

Trustee Boland moved, seconded by Trustee Snyder, to go into closed session at 6:50 p.m.

Roll call vote:

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

Nays: None

Abstain: None

Absent: None. **Motion passed.**

The board reconvened out of closed session at 7:02 p.m.

7. Other business

There was no other business.

8. Date for next meeting

The board will announce the appointment to fill the Trustee vacancy at the October board meeting.

9. Adjournment

Trustee Vanderhoek adjourned the meeting at 7:02 p.m.

Approved on: _____

Trustee

Trustee

Prepared by Tracy Boland



Board of Library Trustees Policy Committee

Board Room, Main Library
700 N. North Court, Palatine IL
February 6, 2020, 9:00 a.m.

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, Assistant Director Melissa Gardner, and Jenni Bennett attended.

4. Public Comment

Jenni Bennett, Library patron, reiterated her concern regarding Library procedure allowing teens 14 years and older the option to make their borrowing history private from their parents. She also proposed that the Library institute a tiered approach to borrowing privileges, restricting collections from which cardholders may borrow based on age.

5. Review and discussion of policies and appendices

The committee continued to discuss Policy 2-4 Youth. Upon reviewing Policy 1—Policy Development, it was noted that Appendix 1A—Guidelines for the Development and Implementation of Policies and Procedures Affecting Access to Library Materials, Services and Facilities (an ALA statement) may have been materially revised or eliminated. Executive Director Dilger will investigate before our next committee meeting.

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 March.

7. Other business

None.

8. Date for next meeting

The next meeting will be March 5, 2020, at 9 a.m.

9. Adjournment

Trustee Brauer adjourned the meeting at 10:59 a.m.

Approved on: _____

Trustee

Trustee

Prepared by Debby Brauer



Minutes

1. Call to order

Committee Chairperson Tracy Boland called the meeting to order at 9:04 a.m.

2. Roll call

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

3. Introduction of visitors

None.

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

Committee did not enter closed session, due to absence of visitors. Closed session minutes for the following monthly Board meetings were reviewed and the following status was observed. All minutes are from closed sessions within regular monthly board meetings except as noted:

- August 8, 2018 - approved, not signed or published
- November 14, 2018 - published missing 1 signature
- January 9, 2019 - approved, not signed or published
- April 16, 2019 - approved, not signed or published
- September 17, 2019 special meeting - regular & closed session minutes missing
- November 19, 2019 - closed session minutes missing
- December 17, 2019 - closed session minutes missing

5. Other business

The next meeting date of the Committee to Review Closed Session Minutes was set for Friday, February 14, 2020 at 9:00 a.m.

6. Adjournment

Trustee Boland adjourned the meeting at 10:15 a.m.

Approved on: _____

Trustee

Trustee

Prepared by Hal Snyder _____



Minutes

1. Call to order

Committee Chairperson Tracy Boland called the meeting to order at 9:03 a.m.

2. Roll call

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

3. Introduction of visitors

None.

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

Committee did not enter closed session, due to absence of visitors.

The Committee confirmed that missing signatures were added to the following closed session minutes, which had already been approved for publication, and forwarded the documents to Library staff for publication on the Library website:

- Regular Board Meeting of August 8, 2018
- Regular Board Meeting of November 14, 2018
- Regular Board Meeting of January 9, 2019
- Regular Board Meeting of April 16, 2019

Missing closed-session minutes were provided for the following:

- Special Board Meeting of September 17, 2019
- Regular Board Meeting of November 19, 2019
- Regular Board Meeting of December 17, 2019

The Committee recommends a) approval of the minutes, b) signature forthwith by two Trustees, and c) making available for public inspection after signature, of the following closed session minutes at the next available regular Board meeting:

- Special Board Meeting of September 17, 2019
- Regular Board Meeting of November 19, 2019
- Regular Board Meeting of December 17, 2019

The Committee recommends the Board Secretary promptly destroy each of the following verbatim audio recordings of closed session meetings because the audio recordings have been retained by the District for no less than 18 months after completion of the meetings recorded and the minutes of such closed session meetings have been approved and are available for public inspection:

- Regular Board Meeting of February 14, 2018
- Regular Board Meeting of August 8, 2018

The Committee recommends that, when a regular Board meeting directly follows another meeting, that the heading for the agenda include the exact date and time of the prior meeting. For example, the agenda for the Board Regular meeting of November 19, 2019 at 7:00 pm did not list the date or time of the meeting, only the words “Immediately following the public hearing”; the date and time of that prior meeting should be stated on the Regular meeting agenda.

5. Other business

The Committee drafted improvements to internal documents detailing procedures for handling of closed session minutes, open and closed session minutes, and visits to the Library’s bank safety deposit box. These drafts will be the subject of future review.

No next meeting date of the Committee to Review Closed Session Minutes was scheduled.

6. Adjournment

Trustee Boland adjourned the meeting at 10:23 a.m.

Approved on: _____

Trustee

Trustee

Prepared by Hal Snyder _____



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, Snyder, Vanderhoek, and Westhoff were physically present. Trustee Singh was absent.

3. Approval of agenda

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

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Snyder, Vanderhoek, and Westhoff
Nays: None.
Abstain: None.
Absent: Singh. **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, PMD Department Manager Kathy Burns, Technology Assistant Manager Michael Szwed, Administrative Associate Karla Nora, Technology Support Specialist Rolando Medrano, Technology Support Specialist Anam Mahmood, Friends representative Meg Cipar, TAB representative Pranav Botto, and Emilie Cheng.

5. Public comment

None.

6. Liaison reports

- a. Friends of the Palatine Library

Friends representative Cipar reported that the February book sale was very successful and total revenue was \$13,500. She shared bookmarks with new dates for the remaining book sales on June 12-14, 2020, and September 11-13, 2020. The September book sale will include the popular holiday sale that is usually held in November. There will be a hold on book sales after September due to the Library renovation. They will continue conversations with staff regarding their space in the Library during renovation.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation has not met since their January meeting. The next meeting is February 24, 2020, at 6:00 p.m.

c. RAILS

Trustee Brauer reported that RAILS released a new video entitled “Elders of the Internet” and stars Nick Offerman. It can be seen at www.mylibraryis.org/librarylovers. Andrea Lublink, Communication Manager, was in the RAILS newsletter regarding her blog post called “How Keeping Great Documentation Led to the Library Journal Marketing of the Year Award”. In the newsletter there was an alert about proposed cutting of IMLS funding completely to \$0. RAILS is encouraging everyone to contact members of Congress to oppose the cuts and urge them to continue to fund libraries.

d. Teen Advisory Board (TAB)

TAB representative Pranav Botto reported that at the last TAB meeting they made Valentine’s Day Cards for senior citizens and decided to wait until next winter to do new service project.

7. Unfinished business

a. Main Library renovation project

Trustee Vanderhoek reported that renovation proposal options will be ready to vote on next month. Executive Director Dilger reported that the renovation staff team has met regarding phasing of the project and hopes to share some phasing options next month. She had conversations with Friends of the Library about the walls to be demolished on the first floor and how that will involve many books being moved to the second floor or possibly the Friends space. Staff are doing a large weeding project to condense the collections beforehand.

8. New business

a. Cash flow analysis

Trustee Jefferson reported that at the Finance Committee meeting there was a presentation from Courtney Soesbe from PMA who provided an overview of the Library's cash flow. She talked about investing in CDs versus money markets due to change in interest rates. Trustee Jefferson reviewed PMA's cash flow analysis graphs. Two million will be safely invested to earn interest for taxpayers and laddered into CDs over 6-24 months. Short term investments will continue to be invested in money market accounts.

b. Approval of naming opportunities

Trustee Snyder moved, seconded by Trustee Jefferson, approval of naming opportunities for renovation, per Policy 5-6.1 as presented.

Trustees discussed concerns about the Library recently passing a referendum and now seeking monetary donations for naming rights. Discussion included how the Board has reserved the right to revoke naming at any time, there is a limited number of years for naming rights, this can be used to honor individuals, could add approximately \$300,000 to the budget, will possibly bring in new partners for the Library, there will be different prices for different rooms or spaces, and how we will communicate this information to the public.

Roll call vote:

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

c. Approval of Policy 2-4 Youth Library Cards

Trustee Brauer reviewed the proposed changes to the policy and there was discussion regarding the age change from 14 to age 18.

Trustee Snyder moved, seconded by Trustee Brauer, approval of policy changes for Policy 2-4 Youth Library Cards as presented effective March 1, 2020.

Roll call vote:

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

- d. Approval of trustees to attend Hoffman Estates Chamber Mayor's Breakfast on February 27, 2020, in the amount of \$25 per person

Trustee Snyder moved, seconded by Trustee Jefferson, approval of trustees to attend the Hoffman Estates Chamber Mayor's Breakfast on February 27, 2020, in the amount of \$25 per person, plus mileage.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried.**

9. **President's report**

- a. Review of Library Board Advocacy Activities

Several Trustees, Executive Director Dilger and Assistant Director Gardner attended the ILA Legislative Breakfast on February 17, 2020. Many had positive conversations with other libraries regarding our participation in CCS. Trustee Westhoff attended the Palatine Village Council meeting on February 10, 2020. Trustee Brauer visited the Champaign Public Library. Trustee Boland attended the Meet and Greet with Dr. Avis Proctor at Harper College. The Chamber of Commerce "State of the Village Address" is February 19, 2020, at 8:00 a.m.

- b. St. Patrick's Day Parade, Saturday, March 14, 10:30-12:00

Executive Director asked Trustees to represent the Library in the St. Patrick's Day Parade. Three Trustees will participate. Trustee Singh is scheduled to attend the ILA Trustee Forum Workshop scheduled for March 14, 2020.

- c. Volunteer appreciation luncheon, Friday, April 24, 11:30 am

The annual volunteer luncheon will be Friday, April 24, 2020, at 11:30 a.m. in Meeting Room 1. Invitations will be sent soon.

10. **Director's report**

Executive Director Dilger reported that several staff were sworn in as members of the Rotary Club, Brian Herner is serving on the Lions Club, and Rebecca Cohen is serving on the Jaycees Club and was named "Rookie of the Year". The Library will be closed Friday, February 21, 2020, until 2:00 p.m. for Staff Development Day and the theme is safety. On March 2, 2020, the Library will

open the Stories of Refugees in America Photography exhibit and there is a program on March 4, 2020.

Executive Director Dilger reviewed the Turnover Survey from HR Source and advised that the Library is in line with other comparable agencies.

a. Code of conduct

Assistant Director Gardner shared the Code of Conduct flyer which is for patrons and staff and explained the background on why this was developed and how it will help staff. It will initially be posted near the Library entrance and in elevators. Staff will be trained on how to apply it in handling situations they may encounter at the Library.

b. Winter reading report

PMD Department Manager Kathy Burns reported that the Winter Reading Tails for Tales program was very successful and exceeded goals. Through generous sponsors, \$2,500 was given to Barb's Precious Rescue. Patron giveaways included ice scrapers, styluses, and a variety of furry stuffed animals. The Library received a lot of positive comments and patrons liked giving back to community. TAB made blankets and pet toys and patrons donated adoption folders, food, toys and supplies for Barb's Precious Rescue.

The Library was one of the Beanstack winners for number of books read and will share in a prize of \$50,000 worth of books and author visits.

11. Committee reports

Trustee Vanderhoek appointed Trustee Boland and Trustee Snyder to the Lockbox Committee.

a. Committee to Review Open and Closed Session Minutes

Trustees agreed that no closed session was needed to approve the closed session minutes.

Trustee Brauer moved, seconded by Trustee Snyder that the minutes of the following closed meetings of the Board of Library Trustees be approved as presented:

Special Board Meeting of September 17, 2019
Regular Board Meeting of November 19, 2019
Regular Board Meeting of December 17, 2019

Roll call vote:

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

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

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

Special Board Meeting of September 17, 2019
Regular Board Meeting of November 19, 2019
Regular Board Meeting of December 17, 2019

Roll call vote:

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

Trustee Snyder moved, seconded by Trustee Brauer, that the Board Secretary promptly destroy each of the following verbatim audio recordings of closed session meetings because the audio recordings have been retained by the District for no less than 18 months after completion of the meetings recorded and the minutes of such closed session meetings have been approved and are available for public inspection:

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

Roll call vote:

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

b. Board Development Committee

Trustee Boland reported that the next meeting is scheduled for March 6, 2020, at 9:00 a.m.

c. Building Renovation Committee

Trustee Vanderhoek reported that the committee did not have a regular scheduled meeting but toured the Harper College's Makerspace. The next meeting is scheduled for March 5, 2020, at 3:30 p.m.

d. Director's Review Committee

Trustee Boland reported that the next committee meeting is scheduled for February 28, 2020, at 9:00 a.m.

e. Finance Committee

Committee Chair Jefferson reported that the Finance Committee met on February 11, 2020, and again discussed the alternative revenue source bonds and debt certificates. The committee is now leaning towards alternative revenue source bonds as it fits with our historical value of being transparent and it will save money. The next meeting is scheduled for April 21, 2020.

f. Policy Committee

Trustee Brauer reported that the committee received an additional public comment at the regular Board meeting and at the committee meeting regarding Youth Library policy. The ILA rating systems and policies were discussed with the patron. The next Policy Committee meeting is scheduled for March 5, 2020, at 9:00 a.m. The committee will review Policy 1-Policy Development, Policy 10-Digital Resources and Appendices.

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 January 13, 2020, Building Renovation Committee meeting of January 17, 2020, regular meeting of January 21, 2020, Building Renovation Committee meeting of January 29, 2020.

b. Financial report and approval of Warrant 2020-08 in the amount of \$514,992.65

c. Six-month statement of receipts and expenditures

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

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried.**

13. Correspondence

Trustee Vanderhoek received a postcard from the American Pet Products Association regarding their products. The Board received an invitation from the African American Contractor's Association to their Membership Awards Reception on March 11, 2020. Trustee Brauer received an email from a patron regarding her excitement for the renovation and provided some recommendations. Trustee Vanderhoek received an email for gratitude for teenagers having access to information they need. The Board received a thank you letter from Representative Sean Casten for hosting a town hall meeting.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:30 p.m.

Approved: _____

Andrea Vanderhoek, President

Tracy Boland, Secretary



**Board of Library Trustees
Director Evaluation Committee**
Board Room, Main Library
700 N. North Court, Palatine IL
February 28, 2020, 9:00 a.m.

Minutes

1. Call to order

Committee Chairperson Tracy Boland called the meeting to order at 9:03 a.m.

2. Roll call

Upon roll call, Trustees Tracy Boland and Andrea Vanderhoek were physically present.

3. Introduction of visitors

There were no visitors present.

4. Review and discussion of director evaluation process

The director evaluation process was reviewed and modifications were proposed.

5. Other business

There was no other business.

6. Date for next meeting

There is no next meeting scheduled.

7. Adjournment

Trustee Boland adjourned the meeting at 9:43 am.

Approved on: _____

Trustee

Trustee

Prepared by Tracy Boland

Palatine Public Library District
CORPORATE- FUND #10 Budget vs. Actual
July 2019 through February 2020
75% of Budget Year Completed

	<u>July 2019- February 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	3,264,531.34	6,581,259.00	49.6%	59.70%
4001 · Tax Levy - TIF	0.00	20,000.00	0.0%	100.00%
4010 · Replacement Tax	42,747.61	12,716.00	336.17%	57.80%
4100 · Interest Income	91,684.82	40,000.00	229.21%	232.90%
4200 · Other Fees and Income				
4201 · Fines	25,027.31	48,069.00	52.07%	68.90%
4203 · Lost/Replacement Fees	6,489.84	15,774.00	41.14%	60.60%
4204 · Book Recovery Serv/Collections	5,474.95	14,688.00	37.28%	55.90%
4210 · Copier Income	6,004.54	8,954.00	67.06%	70.40%
4211 · Printing/Fax Income	11,495.75	17,122.00	67.14%	69.60%
4212 · Vending Machines	1,300.14	1,989.00	65.37%	66.30%
4222 · Meeting Room Fees	6,645.00	10,547.00	63.0%	97.00%
4223 · Interlibrary Loan Fees	17.00	201.00	8.46%	36.40%
4224 · Non-Resident Fees	7,244.60	12,557.00	57.69%	94.90%
4231 · Per Capita Grant	111,228.75	111,229.00	100.0%	100.00%
4232 · Gifts/Donations	15,949.93	35,022.00	45.54%	28.50%
4233 · Other Grants	0.00	45,965.00	0.0%	0.00%
4241 · Misc-General	2,230.10	767.00	290.76%	233.60%
4257 · Used Materials Income	38.75	7,083.00	0.55%	69.80%
4261 · Sale of Equipment	1,988.87	1,929.00	103.1%	147.50%
Total 4200 · Other Fees and Income	<u>201,135.53</u>	<u>331,896.00</u>	<u>60.6%</u>	<u>79.10%</u>
Total Income	<u>3,600,099.30</u>	<u>6,985,871.00</u>	<u>51.53%</u>	<u>61.90%</u>
Gross Profit	3,600,099.30	6,985,871.00	51.53%	61.90%
Expense				
5100 · Materials				
5101 · Print Materials	245,593.23	405,000.00	60.64%	63.10%
5104 · Databases	212,285.49	221,350.00	95.91%	80.40%
5105 · Nonprint Materials	97,543.64	212,505.00	45.9%	90.60%
5107 · Electronic Materials	104,418.09	172,000.00	60.71%	62.70%
Total 5100 · Materials	<u>659,840.45</u>	<u>1,010,855.00</u>	<u>65.28%</u>	<u>70.40%</u>
5200 · Capital Expenditures				
5205 · Furniture	13,274.00	40,000.00	33.19%	0.00%
5207 · Computers/Technology	42,551.06	192,871.00	22.06%	8.00%
Total 5200 · Capital Expenditures	<u>55,825.06</u>	<u>232,871.00</u>	<u>23.97%</u>	<u>7.50%</u>
5300 · Payroll Expenses				
5310 · Gross Salaries	2,200,468.56	3,390,561.00	64.9%	63.30%
5313 · Health & Life Insurance	169,642.57	293,559.00	57.79%	55.20%
5314 · HSA Employer Contribution	1,350.00			0.00%
5315 · HSA Employee Contribution	60.00			0.00%
5328 · Misc. Fringe Benefits	4,120.13	7,413.00	55.58%	68.90%

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

July 2019 through February 2020

75% of Budget Year Completed

	<u>July 2019- February 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Total 5300 · Payroll Expenses	2,375,641.26	3,691,533.00	64.35%	62.70%
5400 · Utilities				
5421 · Gas	15,960.44	30,000.00	53.2%	31.10%
5422 · Electricity	129,724.75	220,000.00	58.97%	61.10%
5423 · Water	6,081.95	14,615.00	41.61%	32.30%
Total 5400 · Utilities	151,767.14	264,615.00	57.35%	54.00%
5600 · Contracts				
5651 · Copier & Printer Maintenance	23,031.64	29,463.00	78.17%	73.20%
5653 · Technology Support	55,468.32	72,152.00	76.88%	89.50%
5654 · Postage Machine	1,575.60	1,891.00	83.32%	75.00%
5655 · LAN Management	40,340.00	55,920.00	72.14%	100.00%
5656 · Integrated Library Systems	86,785.85	169,170.00	51.3%	91.00%
5657 · Internet Service	15,986.55	25,556.00	62.56%	61.00%
5658 · Bibliographic Support	3,055.22	2,650.00	115.29%	104.10%
5659 · Book Recovery Service	2,022.70	5,338.00	37.89%	70.70%
5660 · Accounting/Payroll	8,441.12	19,013.00	44.4%	68.10%
5661 · Leases(Office Park)	2,637.92	2,770.00	95.23%	65.90%
5663 · Consultants	86,240.47	47,500.00	181.56%	101.60%
5666 · Leases(Branches)	24,720.00	37,080.00	66.67%	65.30%
5667 · Telephone Lease	16,006.74	18,000.00	88.93%	
Total 5600 · Contracts	366,312.13	486,503.00	75.3%	86.00%
5700 · Supplies				
5771 · Human Resources Supplies	683.85	1,500.00	45.59%	68.60%
5772 · Art & Printing Supplies	6,518.07	11,000.00	59.26%	58.20%
5773 · Copier & Printer Supplies	1,301.21	4,750.00	27.39%	23.80%
5774 · Library Services Supplies				
5774.50 · TS Collection Supplies	12,994.53	20,000.00	64.97%	55.50%
5774.90 · General Service Supplies	9,582.53	17,000.00	56.37%	
Total 5774 · Library Services Supplies	22,577.06	37,000.00	61.02%	55.50%
5776 · Program Supplies				
5776.10 · Program Supplies - PMD	3,220.79	6,500.00	49.55%	36.20%
5776.20 · Program Supplies - ISD	4,072.33	7,500.00	54.3%	54.50%
5776.30 · Program Supplies - Tech	265.36	1,300.00	20.41%	73.70%
Total 5776 · Program Supplies	7,558.48	15,300.00	49.4%	44.50%
Total 5700 · Supplies	38,638.67	69,550.00	55.56%	50.20%
5800 · Operating - Other				
5810 · Interlibrary Loan/Recip Borrow	8,019.13	3,839.00	208.89%	171.30%
5811 · Telephone	1,944.91	4,254.00	45.72%	65.50%
5812 · Postage	1,160.60	3,927.00	29.55%	77.10%
5813 · Cultural/Educational Programs				
5813.10 · Cultural/Ed Programs - PMD	10,328.75	15,500.00	66.64%	70.70%
5813.20 · Cultural/Ed Programs - ISD	10,341.22	22,000.00	47.01%	63.20%

Palatine Public Library District
CORPORATE- FUND #10 Budget vs. Actual
July 2019 through February 2020
75% of Budget Year Completed

	<u>July 2019- February 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
5813.30 · Cultural/Ed Programs - Tech	1,900.00	5,000.00	38.0%	51.00%
5813.90 · District Wide Programs	1,151.96	1,500.00	76.8%	0.00%
Total 5813 · Cultural/Educational Programs	23,721.93	44,000.00	53.91%	64.30%
5814 · Inservice & Training/Mileage	23,818.64	30,216.00	78.83%	46.50%
5815 · Memberships	5,410.00	11,805.00	45.83%	71.70%
5816 · Community Information	9,781.12	12,000.00	81.51%	84.40%
5817 · Legal	1,212.00	6,325.00	19.16%	50.60%
5819 · Want Ads/Legal Notices	338.85	1,387.00	24.43%	18.60%
5820 · Gifts/Donations	8,863.07	10,000.00	88.63%	25.50%
5823 · POC Shared Administrative Costs	10,000.00	10,000.00	100.0%	100.00%
5827 · Sales Tax	1,309.70	0.00	100.0%	0.00%
Total 5800 · Operating - Other	95,579.95	137,753.00	69.39%	62.60%
5900 · Auxiliary				
5913 · Newsletter/Communication	45,793.00	62,000.00	73.86%	71.10%
5914 · Volunteer Programs	786.93	3,000.00	26.23%	12.10%
Total 5900 · Auxiliary	46,579.93	65,000.00	71.66%	68.20%
Total Expense	3,790,184.59	5,958,680.00	63.61%	62.30%
Net Ordinary Income	-190,085.29	1,027,191.00	-18.51%	100.00%
Net Income	-190,085.29	1,027,191.00	-18.51%	100.00%

Palatine Public Library District
AUDIT FUND #20 Budget vs. Actual
July 2019 through February 2020
75% of Budget Year Completed

	<u>July 2019- February 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	7,566.41	6,299.65	120.11%	69.50%
Total Income	<u>7,566.41</u>	<u>6,299.65</u>	<u>120.11%</u>	<u>69.50%</u>
Gross Profit	7,566.41	6,299.65	120.11%	69.50%
Expense				
5600 · Contracts				
5662 · Audit Fund Expenses	5,200.00	5,200.00	100.0%	100.00%
Total 5600 · Contracts	<u>5,200.00</u>	<u>5,200.00</u>	<u>100.0%</u>	<u>100.00%</u>
Total Expense	<u>5,200.00</u>	<u>5,200.00</u>	<u>100.0%</u>	<u>100.00%</u>
Net Ordinary Income	<u>2,366.41</u>	<u>1,099.65</u>	<u>215.2%</u>	<u>-20.50%</u>
Net Income	<u><u>2,366.41</u></u>	<u><u>1,099.65</u></u>	<u><u>215.2%</u></u>	<u><u>-20.50%</u></u>

Palatine Public Library District
BUILDING FUND #30 Budget vs. Actual
July 2019 through February 2020
75% of Budget Year Completed

	<u>July 2019- February 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	131,655.55	225,363.36	58.42%	59.60%
Total Income	<u>131,655.55</u>	<u>225,363.36</u>	<u>58.42%</u>	<u>59.60%</u>
Gross Profit	131,655.55	225,363.36	58.42%	59.60%
Expense				
5500 · Maintenance				
5531 · Cleaning Service	57,595.00	97,200.00	59.25%	61.10%
5532 · Equipment Repair	0.00	500.00	0.0%	71.70%
5533 · Trash	1,404.00	3,295.00	42.61%	52.00%
5534 · Landscaping and Lawn Service	11,475.50	12,636.00	90.82%	50.70%
5535 · Fire and Security	4,814.50	12,000.00	40.12%	59.50%
5536 · Elevator	4,574.00	8,000.00	57.18%	52.10%
5537 · Building Maintenance	10,983.10	27,500.00	39.94%	40.90%
5538 · Snow Removal	7,352.75	10,000.00	73.53%	142.80%
5539 · HVAC	21,722.61	55,000.00	39.5%	97.60%
5540 · Parking Areas	0.00	10,000.00	0.0%	17.90%
5541 · Van Maintenance	109.90	500.00	21.98%	9.00%
5544 · Roof Maintenance	2,350.00	4,500.00	52.22%	51.70%
5545 · Van Fuel	802.07	1,300.00	61.7%	77.40%
Total 5500 · Maintenance	<u>123,183.43</u>	<u>242,431.00</u>	<u>50.81%</u>	<u>64.20%</u>
5700 · Supplies				
5775 · Maintenance Supplies	18,686.95	35,000.00	53.39%	66.50%
Total 5700 · Supplies	<u>18,686.95</u>	<u>35,000.00</u>	<u>53.39%</u>	<u>66.50%</u>
Total Expense	<u>141,870.38</u>	<u>277,431.00</u>	<u>51.14%</u>	<u>64.50%</u>
Net Ordinary Income	<u>-10,214.83</u>	<u>-52,067.64</u>	<u>19.62%</u>	<u>96.80%</u>
Net Income	<u><u>-10,214.83</u></u>	<u><u>-52,067.64</u></u>	<u><u>19.62%</u></u>	<u><u>96.80%</u></u>

Palatine Public Library District
IMRF FUND #40 Budget vs. Actual
July 2019 through February 2020
75% of Budget Year Completed

	<u>July 2019- February 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	200,509.93	316,257.30	63.4%	58.70%
Total Income	<u>200,509.93</u>	<u>316,257.30</u>	<u>63.4%</u>	<u>58.70%</u>
Gross Profit	200,509.93	316,257.30	63.4%	58.70%
Expense				
5300 · Payroll Expenses				
5311 · IMRF Fund Expense	241,643.66	388,321.09	62.23%	66.50%
Total 5300 · Payroll Expenses	<u>241,643.66</u>	<u>388,321.09</u>	<u>62.23%</u>	<u>66.50%</u>
Total Expense	<u>241,643.66</u>	<u>388,321.09</u>	<u>62.23%</u>	<u>66.50%</u>
Net Ordinary Income	<u>-41,133.73</u>	<u>-72,063.79</u>	<u>57.08%</u>	<u>-605.50%</u>
Net Income	<u><u>-41,133.73</u></u>	<u><u>-72,063.79</u></u>	<u><u>57.08%</u></u>	<u><u>-605.50%</u></u>

Palatine Public Library District
SOCIAL SECURITY FUND #50 Budget vs. Actual
July 2019 through February 2020
75% of Budget Year Completed

	<u>July 2019- February 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	157,759.72	229,799.86	68.65%	59.90%
Total Income	<u>157,759.72</u>	<u>229,799.86</u>	<u>68.65%</u>	<u>59.90%</u>
Gross Profit	157,759.72	229,799.86	68.65%	59.90%
Expense				
5300 · Payroll Expenses				
5312 · Social Security Fund Exp	163,360.78	259,377.93	62.98%	61.50%
Total 5300 · Payroll Expenses	<u>163,360.78</u>	<u>259,377.93</u>	<u>62.98%</u>	<u>61.50%</u>
Total Expense	<u>163,360.78</u>	<u>259,377.93</u>	<u>62.98%</u>	<u>61.50%</u>
Net Ordinary Income	<u>-5,601.06</u>	<u>-29,578.07</u>	<u>18.94%</u>	<u>19.60%</u>
Net Income	<u><u>-5,601.06</u></u>	<u><u>-29,578.07</u></u>	<u><u>18.94%</u></u>	<u><u>19.60%</u></u>

Palatine Public Library District
TORT IMMUNITY FUND #60 Budget vs. Actual
July 2019 through February 2020
75% of Budget Year Completed

	<u>July 2019- February 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	20,807.62	37,561.96	55.4%	59.30%
Total Income	<u>20,807.62</u>	<u>37,561.96</u>	<u>55.4%</u>	<u>59.30%</u>
Gross Profit	20,807.62	37,561.96	55.4%	59.30%
Expense				
5800 · Operating - Other				
5801 · Library Insurance Package	2,530.00	2,717.00	93.12%	100.00%
5802 · Public Liability Insurance	67,946.66	68,397.47	99.34%	94.40%
Total 5800 · Operating - Other	<u>70,476.66</u>	<u>71,114.47</u>	<u>99.1%</u>	<u>94.40%</u>
Total Expense	<u>70,476.66</u>	<u>71,114.47</u>	<u>99.1%</u>	<u>94.40%</u>
Net Ordinary Income	<u>-49,669.04</u>	<u>-33,552.51</u>	<u>148.03%</u>	<u>151.10%</u>
Net Income	<u><u>-49,669.04</u></u>	<u><u>-33,552.51</u></u>	<u><u>148.03%</u></u>	<u><u>151.10%</u></u>

Palatine Public Library District
UNEMPLOYMENT FUND #70 Budget vs. Actual
July 2019 through February 2020
75% of Budget Year Completed

	<u>July 2019- February 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	483.50	483.50	100.0%	200.00%
Total Income	<u>483.50</u>	<u>483.50</u>	<u>100.0%</u>	<u>200.00%</u>
Gross Profit	483.50	483.50	100.0%	200.00%
Expense				
5330 · Unemployment Fund Expense	0.00	500.00	0.0%	100.00%
Total Expense	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>	<u>100.00%</u>
Net Ordinary Income	<u>483.50</u>	<u>-16.50</u>	<u>-2,930.3%</u>	<u>110.90%</u>
Net Income	<u><u>483.50</u></u>	<u><u>-16.50</u></u>	<u><u>-2,930.3%</u></u>	<u><u>110.90%</u></u>

Palatine Public Library District
SPECIAL RESERVE FUND #75 Budget vs. Actual
July 2019 through February 2020
75% of Budget Year Completed

	<u>July 2019- February 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Expense				
5200 · Capital Expenditures				
5210 · Building				
5210.10 · Concrete, Masonry & Paving	14,405.00	100,000.00	14.41%	0.00%
5210.30 · Doors & Windows	0.00	8,419.00	0.0%	80.40%
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%	145.30%
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>34.10%</u>
Total 5200 · Capital Expenditures	<u>128,716.50</u>	<u>745,965.00</u>	<u>17.26%</u>	<u>34.10%</u>
Total Expense	<u>128,716.50</u>	<u>745,965.00</u>	<u>17.26%</u>	<u>34.10%</u>
Net Income	<u>-128,716.50</u>	<u>-745,965.00</u>	<u>17.26%</u>	<u>34.10%</u>

PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 2/29/2020

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemployment	Special Reserve	Total
INCOME									
4000 · Tax Levies	\$3,264,531.34	\$7,566.41	\$131,655.55	200,509.93	\$157,759.72	\$20,807.62	\$483.50		\$3,783,314.07
4001 · TIF Rebates									\$0.00
4010 · Repl Tax	\$42,747.61								\$42,747.61
4100 · Interest Income	\$91,684.82								\$91,684.82
4200 · Other Income	\$201,135.53								\$201,135.53
TOTAL INCOME	\$3,600,099.30	\$7,566.41	\$131,655.55	\$200,509.93	\$157,759.72	\$20,807.62	\$483.50	\$0.00	\$4,118,882.03
EXPENSE									
5100 · Materials	\$659,840.45								\$659,840.45
5200 · Capital Exp	\$55,825.06							\$128,716.50	\$184,541.56
5300 · Payroll Exp	\$2,375,641.26			\$241,643.66	\$163,360.78				\$2,780,645.70
5330 · Unemployment									\$0.00
5400 · Utilities	\$151,767.14								\$151,767.14
5500 · Maintenance			\$123,183.43						\$123,183.43
5600 · Contracts	\$366,312.13	\$5,200.00							\$371,512.13
5700 · Supplies	\$38,638.67		\$18,686.95						\$57,325.62
5800 · Operating	\$95,579.95					\$70,476.66			\$166,056.61
5802 · Insurance									\$0.00
5900 · Auxiliary	\$46,579.93								\$46,579.93
TOTAL EXPENSE	\$3,790,184.59	\$5,200.00	\$141,870.38	\$241,643.66	\$163,360.78	\$70,476.66	\$0.00	\$128,716.50	\$4,541,452.57
Audited Beg FB 7/1/19	\$3,422,224.76	\$12,104.80	\$200,231.45	\$233,514.46	\$132,273.24	\$79,477.74	\$48,527.01	\$1,532,282.11	\$5,660,635.57
Net Income	-\$190,085.29	\$2,366.41	-\$10,214.83	-\$41,133.73	-\$5,601.06	-\$49,669.04	\$483.50	-\$128,716.50	-\$422,570.54
Ending FB 2/29/2020	\$3,232,139.47	\$14,471.21	\$190,016.62	\$192,380.73	\$126,672.18	\$29,808.70	\$49,010.51	\$1,403,565.61	\$5,238,065.03

CASH	
Bank Account	Balance
1003 · Chkg - CC	\$15,267.71
1004 · MM -Tax Dep	\$3,098,256.06
1005 · Chkg-General	\$24,180.62
1006 · Chkg - Imprest	\$1,390.00
1007 · Chkg - Payroll	\$12,277.39
1008 · IPRIME - investments	\$2,250,000.00
1011 · Cash Boxes	\$1,818.00
TOTAL CASH	\$5,403,189.78

Note to Trustees: Once the investments have been made in the CD's, there will be a graph in this area detailing the CD's, their amounts, rates, etc.

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

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>February 28, 2020</u>	<u>Account</u>	<u>Paid Amount</u>
02/28/2020	5739	BOWEY, JAMES A.		1005 · Chkg-Palatine Bk & Trt-General	
01/31/2020				5820 · Gifts/Donations	-1,750.00
TOTAL					-1,750.00
02/28/2020	5740	CALL ONE		1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020				5811 · Telephone	-367.42
TOTAL					-367.42
02/28/2020	5741	COMCAST		1005 · Chkg-Palatine Bk & Trt-General	
02/10/2020				5657 · Internet Service	-195.87
TOTAL					-195.87
02/28/2020	5742	CURRENT TECHNOLOGIES CORPORATION		1005 · Chkg-Palatine Bk & Trt-General	
02/10/2020	10050, 51, 52, 53			5653 · Technology Support	-2,630.92
				5207 · Computers/Technology	-4,850.22
				5653 · Technology Support	-4,621.28
				5207 · Computers/Technology	-16,180.92
02/14/2020	10068			5653 · Technology Support	-4,014.60
TOTAL					-32,297.94
02/28/2020	5743	EXXON-MOBIL		1005 · Chkg-Palatine Bk & Trt-General	
02/23/2020				5545 · Van Fuel	-74.91
TOTAL					-74.91
02/28/2020	5744	INDEPENDENT CONSTRUCTION SVCS, INC.		1005 · Chkg-Palatine Bk & Trt-General	
02/10/2020	689			5663 · Consultants	-560.00
TOTAL					-560.00
02/28/2020	5745	KONICA MINOLTA BUSINESS SOLUTIONS		1005 · Chkg-Palatine Bk & Trt-General	
01/31/2020	9006477031			5651 · Copier & Printer Maintenance	-37.67
02/15/2020	9006512767, 6512501			5651 · Copier & Printer Maintenance	-477.95
				5651 · Copier & Printer Maintenance	-630.32
TOTAL					-1,145.94
02/28/2020	5746	LACONI, INC.		1005 · Chkg-Palatine Bk & Trt-General	
02/14/2020				5814 · Inservice & Training/Mileage	-15.00
TOTAL					-15.00

**Palatine Public Library District
Warrant 2020-09 Check Register**

March 10, 2020

Date	Num	Name	Account	Pd Amt
03/10/2020	5748	ADVANCED DISPOSAL	1005 · Chkg-Palatine Bk & Trt-General	
01/31/2020	T4194376		5533 · Trash	-182.00
TOTAL				-182.00
03/10/2020	5749	ATWOOD, KATHRYN	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00
03/10/2020	5750	BALDWIN, ANNETTE	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-325.00
TOTAL				-325.00
03/10/2020	5821	BANK OF AMERICA- MS	1005 · Chkg-Palatine Bk & Trt-General	
02/23/2020			5814 · Inservice & Training/Mileage	-445.00
			5774.50 · TS Collection Supplies	-481.60
			5814 · Inservice & Training/Mileage	-15.00
			5812 · Postage	-7.10
			5771 · Human Resources Supplies	-61.19
			5813.20 · Cultural/Ed Programs - ISD	-81.22
			5772 · Art & Printing Supplies	-19.99
			5814 · Inservice & Training/Mileage	-15.00
			5814 · Inservice & Training/Mileage	-40.00
			5814 · Inservice & Training/Mileage	-118.54
			5814 · Inservice & Training/Mileage	-36.00
TOTAL				-1,320.64
03/10/2020	5820	BANK OF AMERICA-GS	1005 · Chkg-Palatine Bk & Trt-General	
02/23/2020			5775 · Maintenance Supplies	-72.81
			5775 · Maintenance Supplies	-137.40
TOTAL				-210.21
03/10/2020	5819	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	
02/23/2020			5772 · Art & Printing Supplies	-228.65
			5653 · Technology Support	-262.50
TOTAL				-491.15
03/10/2020	5751	BANK OF AMERICA-MRG	1005 · Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District
Warrant 2020-09 Check Register**

March 10, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
02/23/2020			5814 · Inservice & Training/Mileage	-50.00
			5815 · Memberships	-148.00
			5814 · Inservice & Training/Mileage	-180.00
			5105 · Nonprint Materials	-15.99
			5105 · Nonprint Materials	-15.99
			5105 · Nonprint Materials	-15.99
			5776.20 · Program Supplies - ISD	-89.91
			5776.20 · Program Supplies - ISD	-38.00
			5776.20 · Program Supplies - ISD	-13.55
TOTAL				-567.43
03/10/2020	5814	BANK OF AMERICA - SC	1005 · Chkg-Palatine Bk & Trt-General	
02/23/2020			5772 · Art & Printing Supplies	-99.98
			5653 · Technology Support	-483.00
			5653 · Technology Support	-13.80
TOTAL				-596.78
03/10/2020	5752	BENSON, RAYMOND	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00
03/10/2020	5753	BLUE LION SYSTEMS	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020	320293		5535 · Fire and Security	-35.00
TOTAL				-35.00
03/10/2020	5754	BOCHENEK, ANNETTE	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-200.00
TOTAL				-200.00
03/10/2020	5815	BOCHENEK, ANNETTE	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-200.00
TOTAL				-200.00
03/10/2020	5755	CDW GOVERNMENT	1005 · Chkg-Palatine Bk & Trt-General	
02/25/2020	WZD6035		5207 · Computers/Technology	-636.08
TOTAL				-636.08
03/10/2020	5756	CENGAGE LEARNING INC - GALE	1005 · Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District
Warrant 2020-09 Check Register**

March 10, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
02/27/2020			5101 · Print Materials	-791.69
TOTAL				-791.69
03/10/2020	5757	COBB SCIENTIFIC	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.10 · Cultural/Ed Programs - PMD	-214.00
TOTAL				-214.00
03/10/2020	5758	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
02/24/2020			5657 · Internet Service	-129.85
TOTAL				-129.85
03/10/2020	5816	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
02/26/2020			5657 · Internet Service	-129.85
TOTAL				-129.85
03/10/2020	5759	COMPLETE CLEANING COMPANY, INC	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020	C13045		5531 · Cleaning Service	-6,061.00
TOTAL				-6,061.00
03/10/2020	5760	CONSTELLATION, AN EXELON COMPANY	1005 · Chkg-Palatine Bk & Trt-General	
02/13/2020	16766483901		5422 · Electricity	-15,659.59
TOTAL				-15,659.59
03/10/2020	5761	COSLEY ZOO	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.10 · Cultural/Ed Programs - PMD	-470.00
TOTAL				-470.00
03/10/2020	5762	CULLIGAN WATER CONDITIONING, INC	1005 · Chkg-Palatine Bk & Trt-General	
02/19/2020			5423 · Water	-12.50
TOTAL				-12.50
03/10/2020	5763	CURRENT TECHNOLOGIES CORPORATION	1005 · Chkg-Palatine Bk & Trt-General	
03/02/2020	723922, 723928		5655 · LAN Management	-4,200.00
			5655 · LAN Management	-460.00
TOTAL				-4,660.00
03/10/2020	5764	DEMCO	1005 · Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District
Warrant 2020-09 Check Register**

March 10, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
02/25/2020	6778471		5774.50 · TS Collection Supplies	-64.31
02/27/2020	6779705		5774.50 · TS Collection Supplies	-794.70
TOTAL				-859.01
03/10/2020	5765	DISCOVER SCIENCE ASSEMBLIES LLC	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.10 · Cultural/Ed Programs - PMD	-525.00
TOTAL				-525.00
03/10/2020	5766	ELM USA, INC.	1005 · Chkg-Palatine Bk & Trt-General	
02/10/2020	28161		5774.50 · TS Collection Supplies	-239.08
TOTAL				-239.08
03/10/2020	5767	ETTINGER, FRED R.	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-75.00
TOTAL				-75.00
03/10/2020	5768	EVERLIVING GREENERY	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020	42695		5534 · Landscaping and Lawn Service	-388.00
TOTAL				-388.00
03/10/2020	5769	FAIR, CHRIS	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.10 · Cultural/Ed Programs - PMD	-350.00
TOTAL				-350.00
03/10/2020	5770	FILTER SERVICES, INC.	1005 · Chkg-Palatine Bk & Trt-General	
02/25/2020	INV229153		5539 · HVAC	-1,084.21
TOTAL				-1,084.21
03/10/2020	5771	FIRST COM (GLOBAL COM)	1005 · Chkg-Palatine Bk & Trt-General	
02/23/2020	119138452		5667 · Telephone Lease	-1,758.97
TOTAL				-1,758.97
03/10/2020	5772	FOTOPOULOS, KAREN	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-80.00
TOTAL				-80.00

**Palatine Public Library District
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Date	Num	Name	Account	Pd Amt
03/10/2020	5817	FOTOPOULOS, KAREN	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-80.00
TOTAL				-80.00
03/10/2020	5773	GARVEY'S OFFICE PRODUCTS	1005 · Chkg-Palatine Bk & Trt-General	
02/07/2020	PINV1868374		5773 · Copier & Printer Supplies	-188.24
02/26/2020	PINV1879039		5772 · Art & Printing Supplies	-82.80
TOTAL				-271.04
03/10/2020	5774	HACKL, MARTIN H.	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-175.00
TOTAL				-175.00
03/10/2020	5775	HAYES MECHANICAL	1005 · Chkg-Palatine Bk & Trt-General	
01/31/2020	450718		5537 · Building Maintenance	-2,096.00
02/07/2020	451164		5539 · HVAC	-515.00
02/14/2020	451546		5539 · HVAC	-736.00
02/14/2020	451550		5539 · HVAC	-2,180.00
TOTAL				-5,527.00
03/10/2020	5776	HOFFMAN ESTATES PARK DISTRICT	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5666 · Leases(Branches)	-2,500.00
TOTAL				-2,500.00
03/10/2020	5777	HOME DEPOT	1005 · Chkg-Palatine Bk & Trt-General	
02/19/2020			5775 · Maintenance Supplies	-4.73
			5775 · Maintenance Supplies	-8.96
			5775 · Maintenance Supplies	-12.11
			5775 · Maintenance Supplies	-19.10
			5775 · Maintenance Supplies	-1.98
			5775 · Maintenance Supplies	-14.84
			5775 · Maintenance Supplies	-149.00
TOTAL				-210.72
03/10/2020	5778	INGRAM-2004115	1005 · Chkg-Palatine Bk & Trt-General	
02/29/2020	multiple		5101 · Print Materials	-20,115.92
			5105 · Nonprint Materials	-359.92
TOTAL				-20,475.84

**Palatine Public Library District
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Date	Num	Name	Account	Pd Amt
03/10/2020	5779	KETCHMARK, TRENT	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.10 · Cultural/Ed Programs - PMD	-495.00
TOTAL				-495.00
03/10/2020	5780	KIDS KUSTOM PARTIES	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.10 · Cultural/Ed Programs - PMD	-175.00
TOTAL				-175.00
03/10/2020	5781	KLEIN THORPE AND JENKINS, LTD	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2020	208448		5817 · Legal	-330.00
TOTAL				-330.00
03/10/2020	5782	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
02/24/2020	34985266		5651 · Copier & Printer Maintenance	-680.00
02/24/2020	34985267		5651 · Copier & Printer Maintenance	-715.22
02/24/2020	34985268		5651 · Copier & Printer Maintenance	-227.53
TOTAL				-1,622.75
03/10/2020	5783	KONICA MINOLTA BUSINESS SOLUTIONS	1005 · Chkg-Palatine Bk & Trt-General	
02/25/2020	9006540467		5651 · Copier & Printer Maintenance	-47.22
TOTAL				-47.22
03/10/2020	5784	KRISTYN'S CLASSROOM KITCHEN	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.10 · Cultural/Ed Programs - PMD	-245.00
TOTAL				-245.00
03/10/2020	5785	LAUTERBACH & AMEN LLP	1005 · Chkg-Palatine Bk & Trt-General	
02/13/2020	43513		5660 · Accounting/Payroll	-500.00
TOTAL				-500.00
03/10/2020	5786	MADDOX, SUSAN	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-300.00
			5820 · Gifts/Donations	-100.00
TOTAL				-400.00
03/10/2020	5787	MICHALSKI, BRIAN RICHARD	1005 · Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District
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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-150.00
TOTAL				-150.00
03/10/2020	5788	MIDWEST TAPE	1005 · Chkg-Palatine Bk & Trt-General	
03/02/2020			5105 · Nonprint Materials	-12,442.91
TOTAL				-12,442.91
03/10/2020	5789	MIDWEST TAPE-HOOPLA	1005 · Chkg-Palatine Bk & Trt-General	
01/31/2020	98551483		5107 · Electronic Materials	-4,765.56
02/29/2020	98690738		5107 · Electronic Materials	-4,666.53
TOTAL				-9,432.09
03/10/2020	5790	MOELLER, KERENA FOX	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-175.00
TOTAL				-175.00
03/10/2020	5791	MUTUAL ACE PALATINE	1005 · Chkg-Palatine Bk & Trt-General	
02/19/2020	001648		5775 · Maintenance Supplies	-4.43
TOTAL				-4.43
03/10/2020	5792	NORTHWEST COMMUNITY HEALTHCARE	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5666 · Leases(Branches)	-590.00
TOTAL				-590.00
03/10/2020	5793	OPOP PROPERTY OWNERS' ASSOCIATION	1005 · Chkg-Palatine Bk & Trt-General	
03/04/2020	030420		5210.90 · Miscellaneous	-2,800.00
TOTAL				-2,800.00
03/10/2020	5794	ORIENTAL TRADING COMPANY INC	1005 · Chkg-Palatine Bk & Trt-General	
02/17/2020	701479681-01		5772 · Art & Printing Supplies	-73.69
			5816 · Community Information	-147.08
TOTAL				-220.77
03/10/2020	5795	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
02/07/2020	01018CO20027177		5107 · Electronic Materials	-1,156.45
02/20/2020	01018CO20035390		5107 · Electronic Materials	-1,269.28

**Palatine Public Library District
Warrant 2020-09 Check Register**

March 10, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
02/27/2020	01018CO20040193		5107 · Electronic Materials	-1,100.79
02/29/2020	01018MA20041945		5107 · Electronic Materials	-2,503.56
TOTAL				-6,030.08
03/10/2020	5796	PAYPAL	1005 · Chkg-Palatine Bk & Trt-General	
02/29/2020	93298671		5660 · Accounting/Payroll	-19.95
TOTAL				-19.95
03/10/2020	5797	PETTY CASH	1005 · Chkg-Palatine Bk & Trt-General	
02/27/2020			5328 · Misc. Fringe Benefits	-64.52
			5776.10 · Program Supplies - PMD	-34.99
			5814 · Inservice & Training/Mileage	-161.10
TOTAL				-260.61
03/10/2020	5798	PITNEY BOWES GLOBAL FINANCIAL SERVICES	1005 · Chkg-Palatine Bk & Trt-General	
02/27/2020	3103774185		5654 · Postage Machine	-472.68
TOTAL				-472.68
03/10/2020	5799	PITNEY BOWES PURCHASE POWER	1005 · Chkg-Palatine Bk & Trt-General	
02/25/2020			5812 · Postage	-82.52
TOTAL				-82.52
03/10/2020	5800	SALT CREEK RURAL PARK DISTRICT	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5816 · Community Information	-250.00
TOTAL				-250.00
03/10/2020	5801	SCOTT LANDSCAPES LLC	1005 · Chkg-Palatine Bk & Trt-General	
02/10/2020	891		5534 · Landscaping and Lawn Service	-512.50
02/14/2020	908		5538 · Snow Removal	-1,201.00
02/26/2020	930		5534 · Landscaping and Lawn Service	-410.00
TOTAL				-2,123.50
03/10/2020	5802	SIEGEL, KATHRYN	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-175.00
TOTAL				-175.00
03/10/2020	5803	SYNCB/AMAZON	1005 · Chkg-Palatine Bk & Trt-General	

Palatine Public Library District
Warrant 2020-09 Check Register

March 10, 2020

Date	Num	Name	Account	Pd Amt
02/10/2020			5101 · Print Materials	-1,336.46
			5105 · Nonprint Materials	-2,463.38
			5207 · Computers/Technology	-27.38
			5328 · Misc. Fringe Benefits	-78.38
			5772 · Art & Printing Supplies	-24.78
			5774.50 · TS Collection Supplies	-251.03
			5774.90 · General Service Supplies	-800.73
			5776.10 · Program Supplies - PMD	-174.41
			5776.20 · Program Supplies - ISD	-98.83
			5775 · Maintenance Supplies	-59.22
TOTAL				-5,314.60
03/10/2020	5804	TARAS, LLC	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.20 · Cultural/Ed Programs - ISD	-150.00
TOTAL				-150.00
03/10/2020	5805	TASTE OF HOME	1005 · Chkg-Palatine Bk & Trt-General	
02/03/2020	01084		5101 · Print Materials	-34.98
TOTAL				-34.98
03/10/2020	5806	TWIN SUPPLIES, LTD	1005 · Chkg-Palatine Bk & Trt-General	
01/28/2020	19322P		5775 · Maintenance Supplies	-1,110.66
TOTAL				-1,110.66
03/10/2020	5807	UNIQUE MANAGEMENT SERVICES	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2020	590860		5659 · Book Recovery Service	-259.55
TOTAL				-259.55
03/10/2020	5808	VANGUARD ENERGY SERVICES, LLC	1005 · Chkg-Palatine Bk & Trt-General	
02/04/2020	G404409013120		5421 · Gas	-5,705.65
TOTAL				-5,705.65
03/10/2020	5809	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.30 · Cultural/Ed Programs - Tech	-200.00
TOTAL				-200.00
03/10/2020	5818	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020			5813.30 · Cultural/Ed Programs - Tech	-200.00

**Palatine Public Library District
Warrant 2020-09 Check Register**

March 10, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
TOTAL				-200.00
03/10/2020	5810	VILLAGE OF PALATINE-WATER	1005 · Chkg-Palatine Bk & Trt-General	
02/12/2020			5423 · Water	<u>-274.52</u>
TOTAL				-274.52
03/10/2020	5811	VOGUE PRINTERS, INC.	1005 · Chkg-Palatine Bk & Trt-General	
02/12/2020	15978		5913 · Newsletter/Communication	<u>-12,336.00</u>
TOTAL				-12,336.00
03/10/2020	5812	WAREHOUSE DIRECT	1005 · Chkg-Palatine Bk & Trt-General	
02/17/2020	4581503-0		5820 · Gifts/Donations	-2,063.99
02/17/2020	4582693-0		5775 · Maintenance Supplies	-496.95
02/28/2020	4596474-0		5772 · Art & Printing Supplies	<u>-100.84</u>
TOTAL				-2,661.78
03/10/2020	5813	WICKSTROM FORD	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2020			5541 · Van Maintenance	<u>-54.95</u>
TOTAL				-54.95
			TOTAL	\$135,338.84

Palatine Public Library District
Warrant 2020-09 Payroll and Invoice Distribution Totals
For February 2020

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
02/14/2020	PAYCOM	\$130,811.09
02/28/2020	PAYCOM	\$139,060.31
Total 5310 · Gross Salaries		\$269,871.40
5311 · Employer IMRF Fund Expense		
02/28/2020	IMRF	\$34,740.87
Total 5311 · IMRF Fund Expense		\$34,740.87
5312 · Employer Social Security Fund Expense		
02/14/2020	PAYCOM	\$9,704.84
02/28/2020	PAYCOM	\$10,331.42
Total 5312 · Social Security Fund Exp		\$20,036.26
5313 · Employer Health & Life Insurance Expense		
02/14/2020	BLUE CROSS BLUE SHIELD	\$19,461.91
02/28/2020	PRINCIPAL INSURANCE	\$1,395.02
Total 5313 · Health & Life Insurance		\$20,856.93
5660 · Payroll Processing Fee		
02/14/2020	Payroll Processing Fee	\$389.48
02/28/2020	Payroll Processing Fee	\$384.68
Total 5660 · Payroll Processing Fee		\$774.16
TOTAL 5300 · PAYROLL EXPENSES:		\$346,279.62
EARLY RELEASE INVOICES:		\$37,897.08
WARRANT 2020-09 INVOICES:		\$135,338.84
TOTAL WARRANT 2020-09:		\$519,515.54

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date