



Board of Library Trustees Special Meeting
Video Conference
April 21, 2020, 7:00 pm

Due to the Governor's "Stay-at-Home" Executive Order, this meeting will be conducted virtually via MS Teams. Below is information to join by computer or phone.

<https://tinyurl.com/scrc23a>
1-872-239-5794
Conference ID: 830 056 478#

In lieu of providing public comment in person, members of the public may send statements to the Executive Director at director@palatinelibrary.org. Comments sent at least 30 minutes in advance of the meeting will be read aloud during the public comment section.

Agenda

1. Call to order
2. Roll call/Trustee requests to attend meeting via electronic means
3. Approval of agenda
4. Introduction of visitors
5. Public comment
6. Liaison reports
 - a. Friends of the Palatine Library (Friends Treasurer Cipar or designee)
 - b. Palatine Public Library District Foundation (Jefferson)
 - c. RAILS/ILA (Brauer)
 - d. TAB Liaison (Bottu)
7. Unfinished business
 - a. Main Library renovation project (Kristin Richardson, Engberg Anderson; Dan Eallonardo, Independent Construction Services)
8. New business
 - a. Approval of Resolution 2020-03 Authorizing the Payment of Certain Routine and Recurring Expenses

Requests by members of the public to place a topic on a Board meeting agenda must be made 4 business days before the scheduled meeting in order to be considered. Members of the public may address the Board according to provisions of policy Appendix 0: Rules of Procedure for Public Meetings and Hearings.

Individuals requiring reasonable accommodations to attend a public meeting of the Board are requested to notify Library administration at least 7 business days prior to the scheduled meeting.

- b. Review and approval of changes to Policy 9-47 Expense Reimbursement (Dilger)
- 9. President's report (Vanderhoek)
 - a. Review of library board advocacy activities
 - b. New date for Volunteer appreciation luncheon
 - c. Reminder to file Statement of Economic Interest by May 1
- 10. Director's report
 - a. Strategic plan update
- 11. Committee reports
 - a. Committee to Review Open and Closed Session Minutes (Boland, Snyder)
 - b. Board Development Committee (Boland, Snyder)
 - c. Building Renovation Committee (Vanderhoek, Brauer, Westhoff)
 - d. Director's Review Committee (Boland, Vanderhoek)
 - e. Finance Committee (Jefferson, Vanderhoek)
 - f. Lock Box Committee (Boland, Snyder)
 - g. Policy Committee (Brauer, Westhoff)
- 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: Policy Committee meeting of March 5, 2020 and regular meeting of March 10, 2020
 - b. Financial report and approval of Warrant 2020-10 in the amount of \$513,628.25
- 13. Correspondence
- 14. Adjournment

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Palatine Public Library 2020 Renovations

Staff Committee Meeting



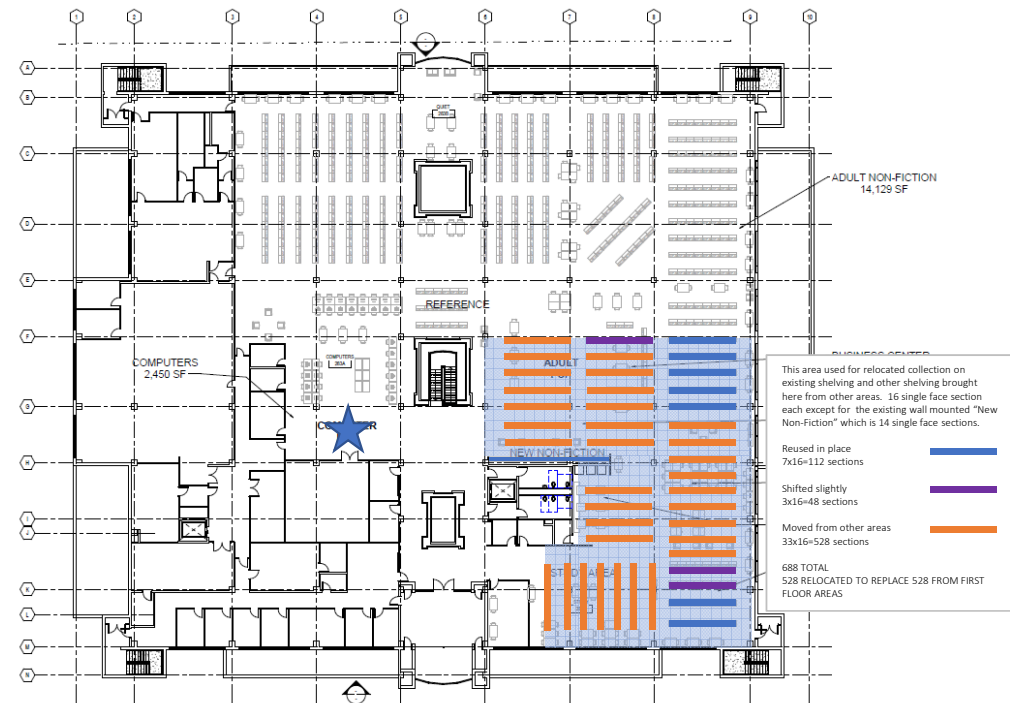
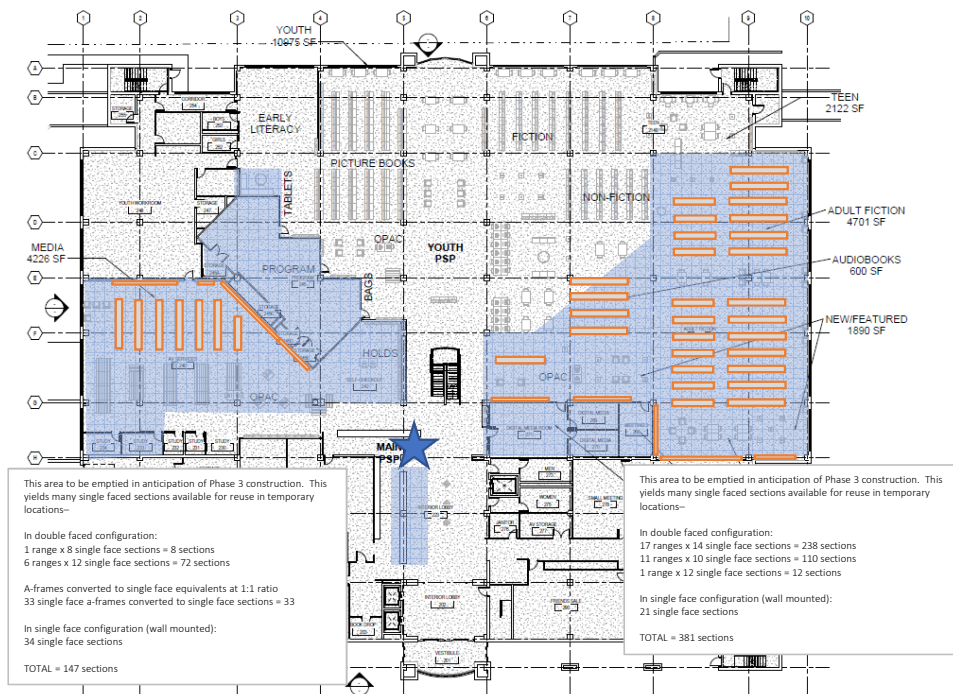
Phasing

Original 8-Phase Option



Phase 1 | Compress, Create Surge Space | 2 weeks

Use freed space for 1st floor functions that need interim home. Second floor collections, including collections relocated from first floor, remain open to the public. Vending remains in existing location. Second floor service desks combined at existing west desk location.



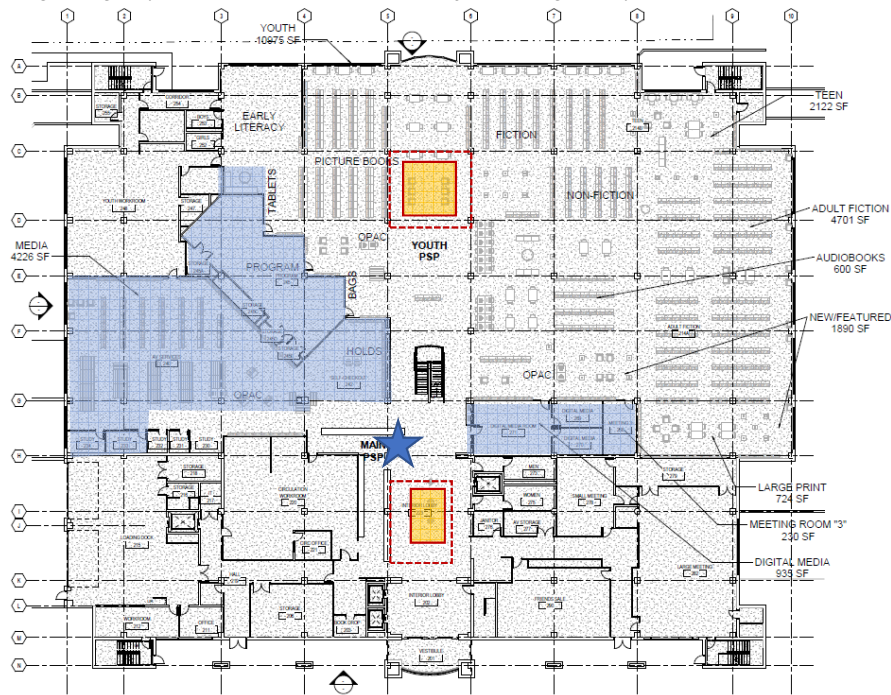
First Floor Plan

Second Floor Plan

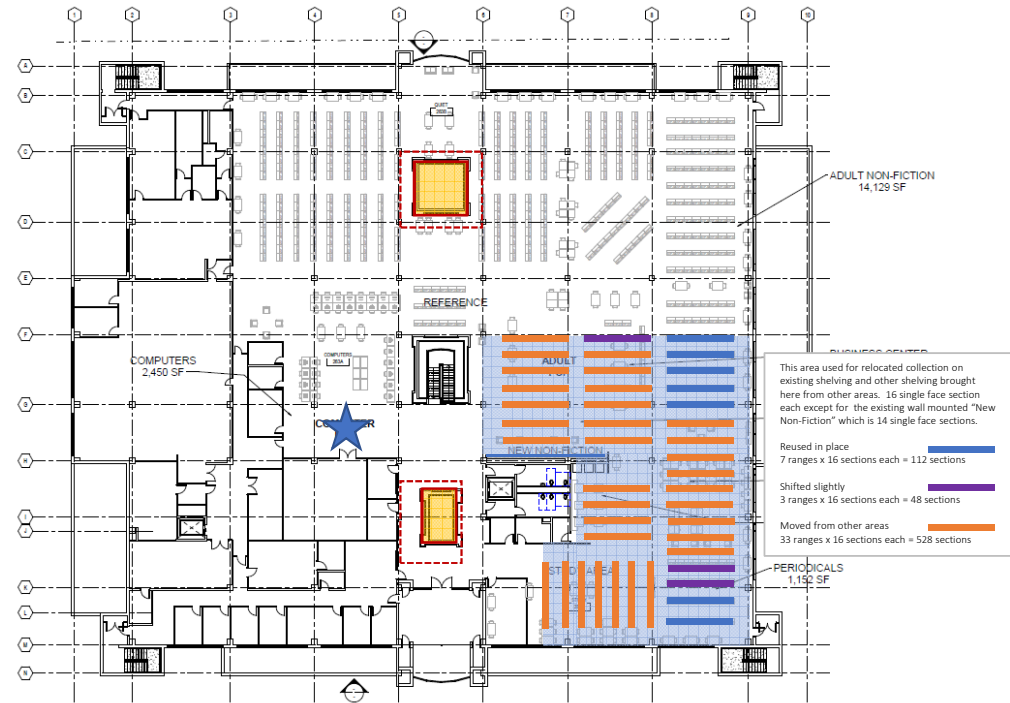


Phase 2 | Close Openings in 2nd Floor | 6 weeks

Access to Flooring Infill zones is limited on each floor. Construction is to occur early. Limited access may be returned in afternoons/evenings to one or two small group study rooms on second floor. Access to first floor small group study rooms is limited to eastern rooms. This access is lost at some point for finish and lighting replacement. Demolition of existing Story Time, Media Rooms, and nd



First Floor Plan

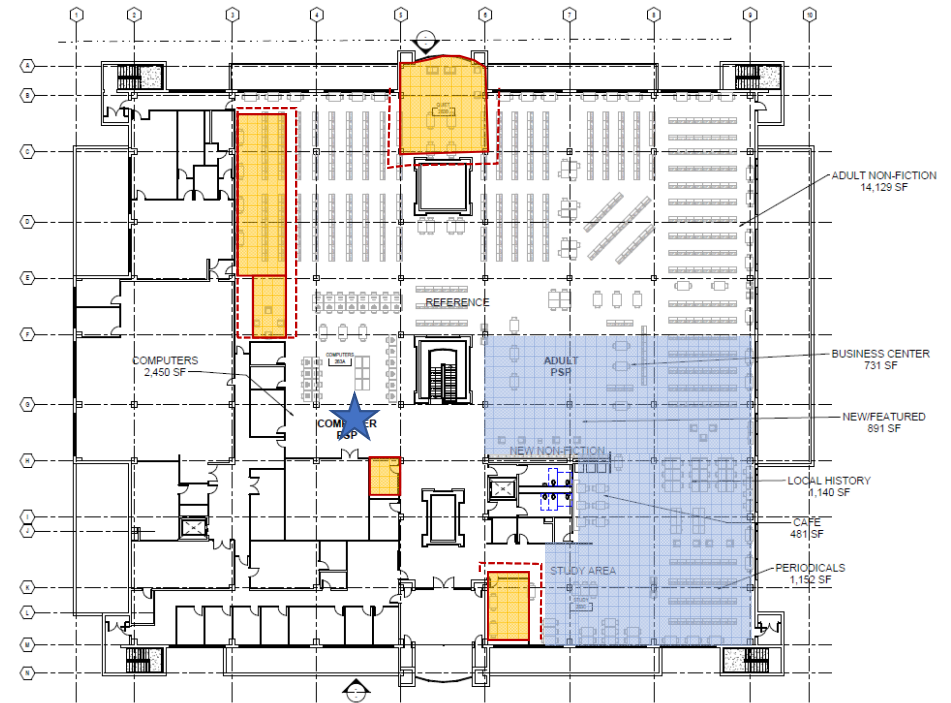
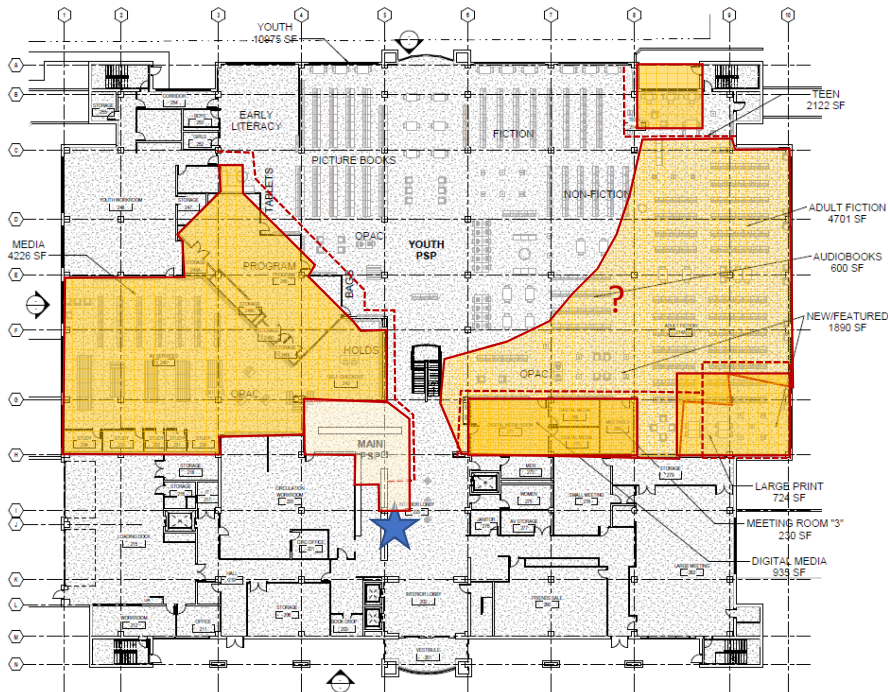


Second Floor Plan



Phase 3 | Construct New Rooms | 24 weeks

Demolition, Construction



First Floor Plan

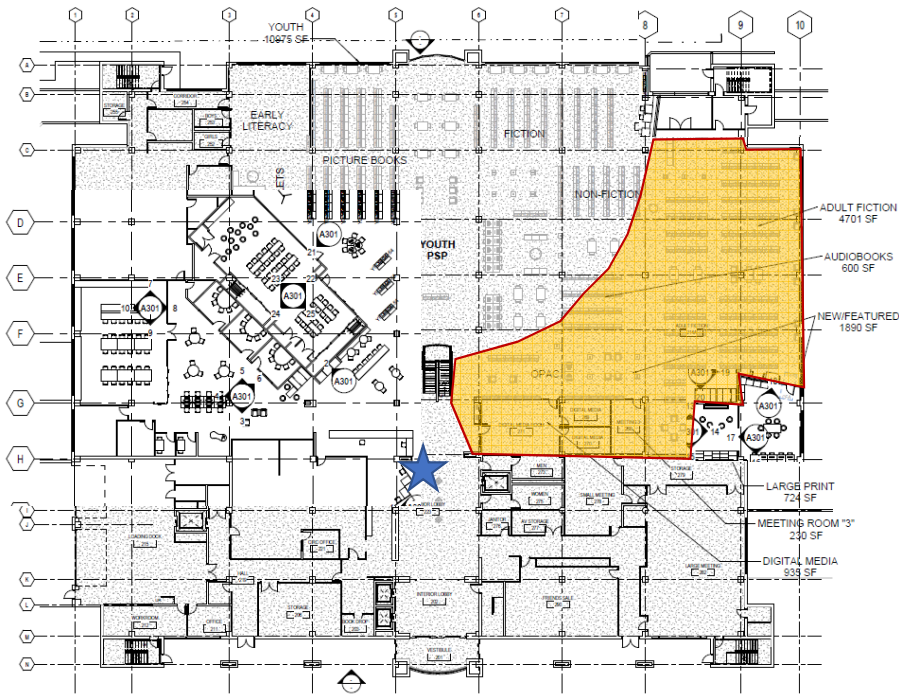


Second Floor Plan

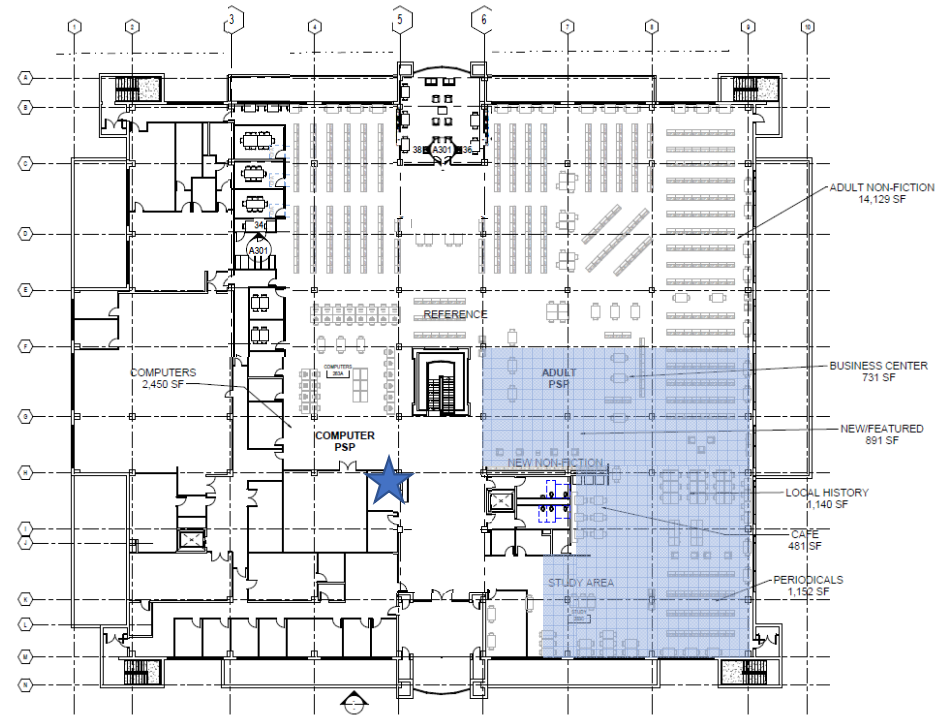


Phase 4 | Lighting, Finishes & Flooring | 8 weeks

Demolition, Construction



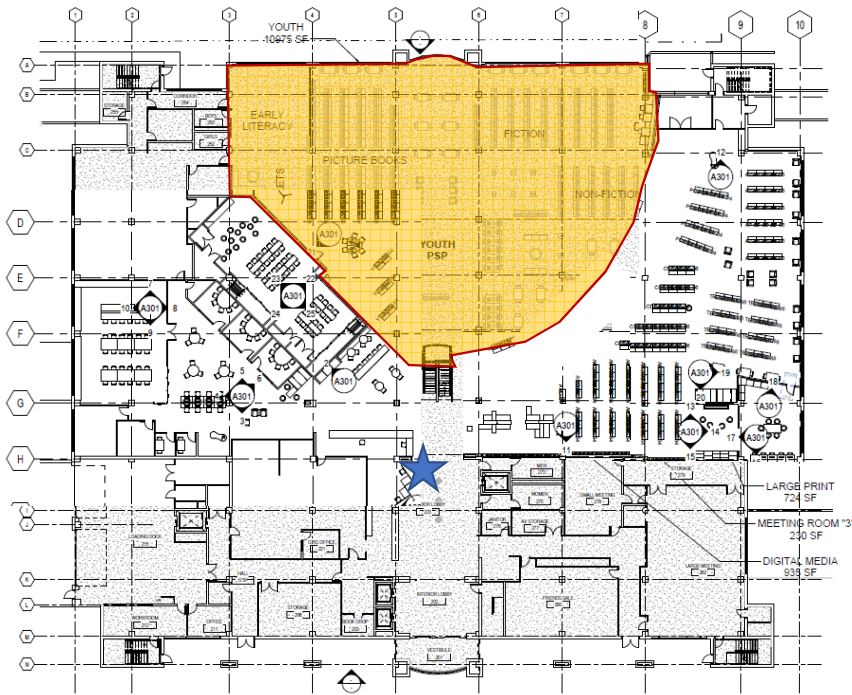
First Floor Plan



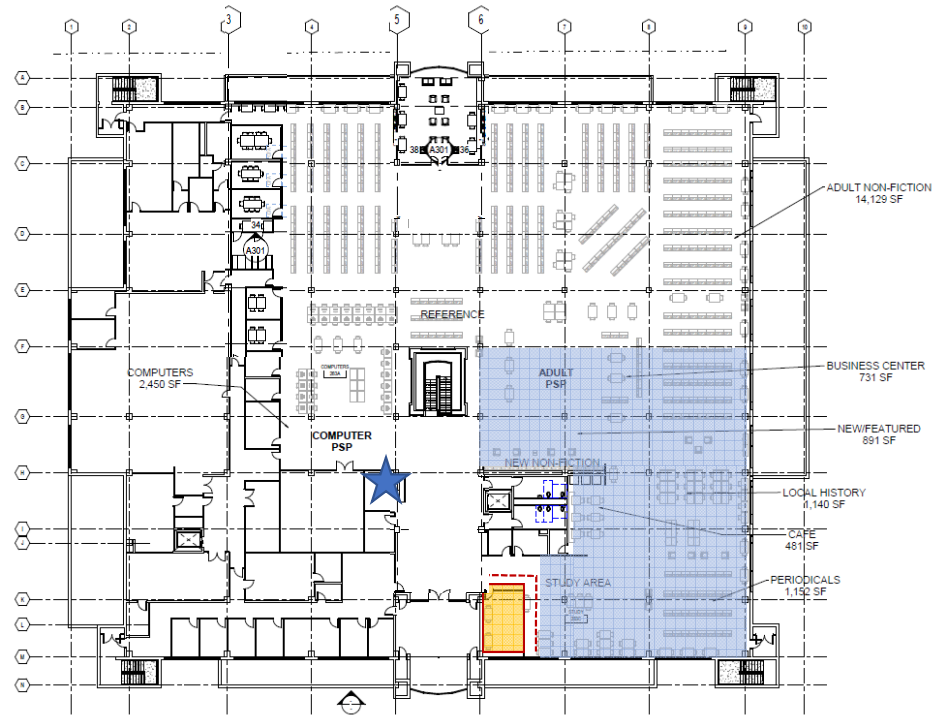
Second Floor Plan



Phase 5 | Lighting, Finishes & Flooring | 8 weeks



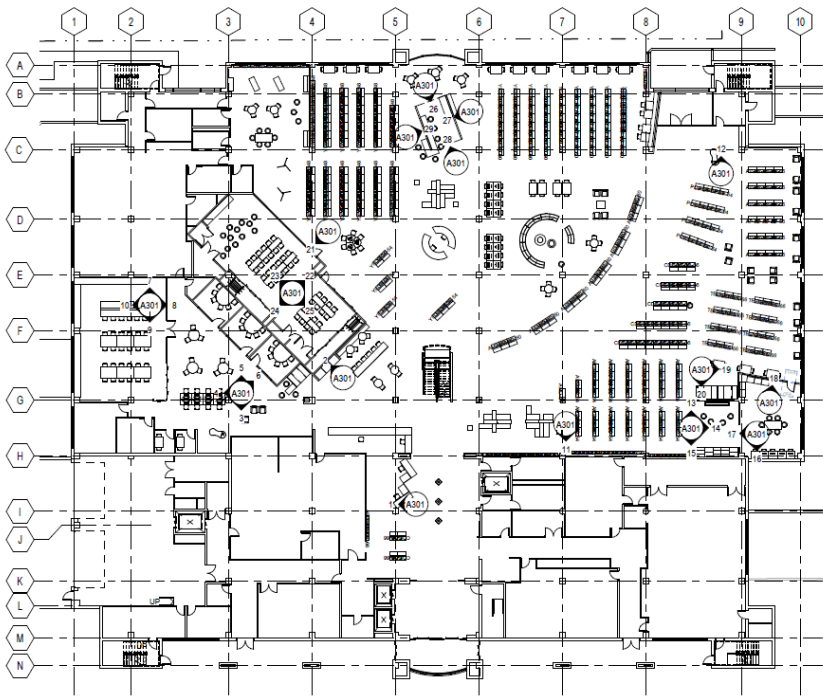
First Floor Plan



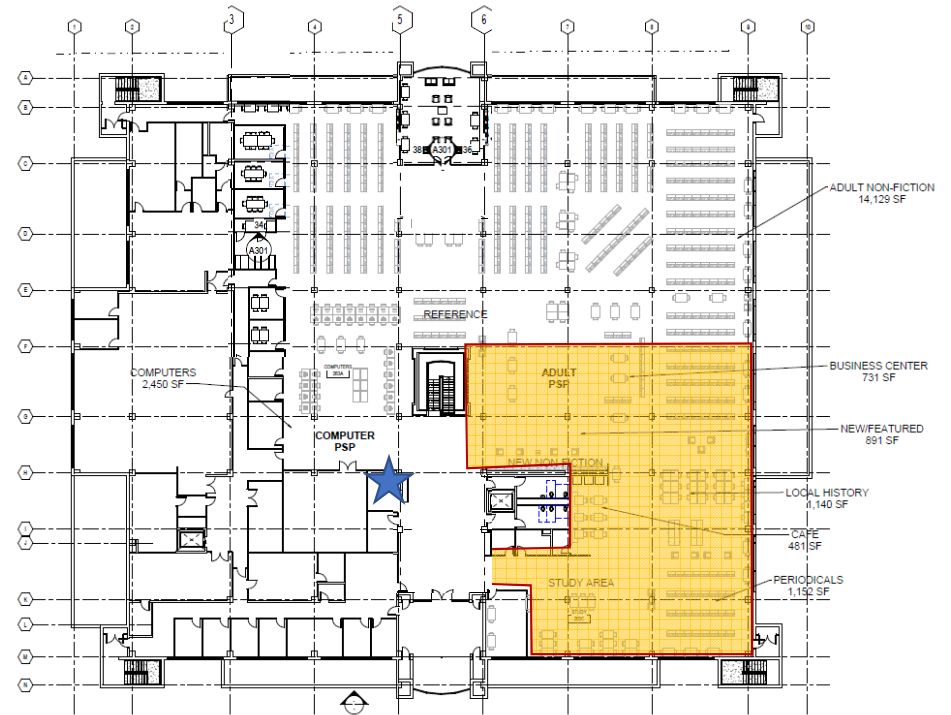
Second Floor Plan



Phase 6 | Lighting, Finishes & Flooring | 8 weeks



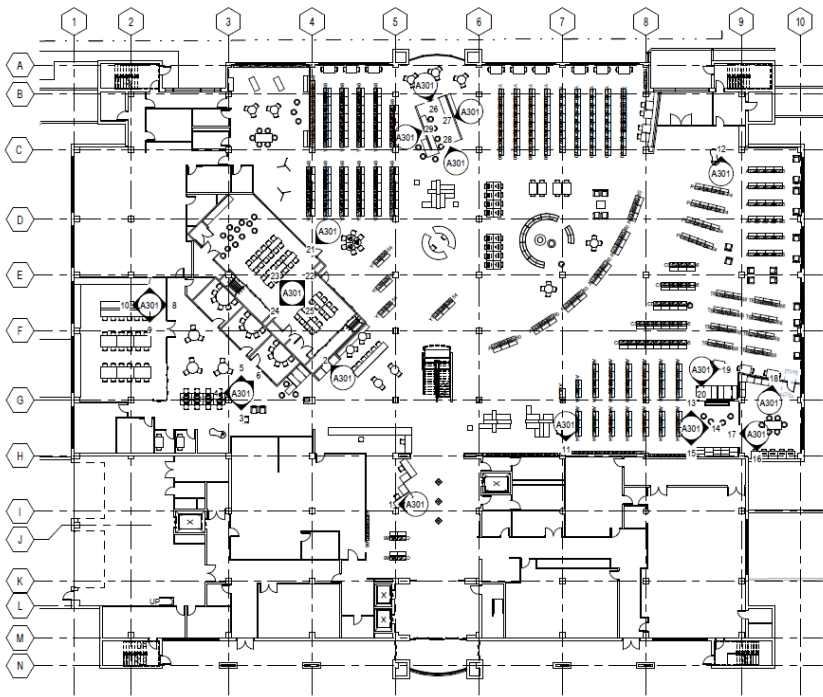
First Floor Plan



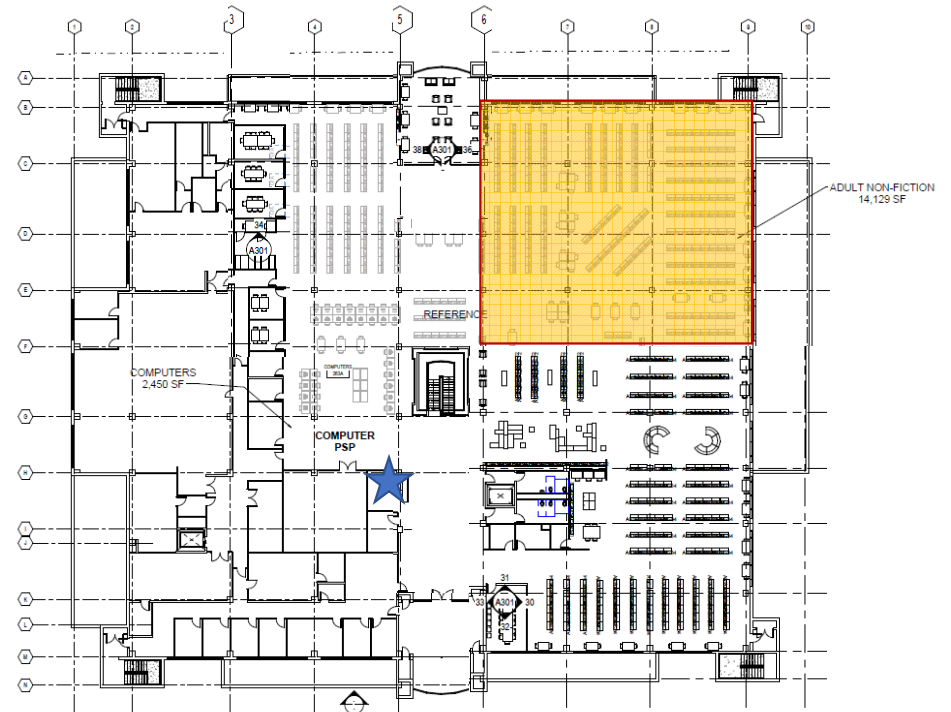
Second Floor Plan



Phase 7 | Lighting, Finishes & Flooring | 6 weeks



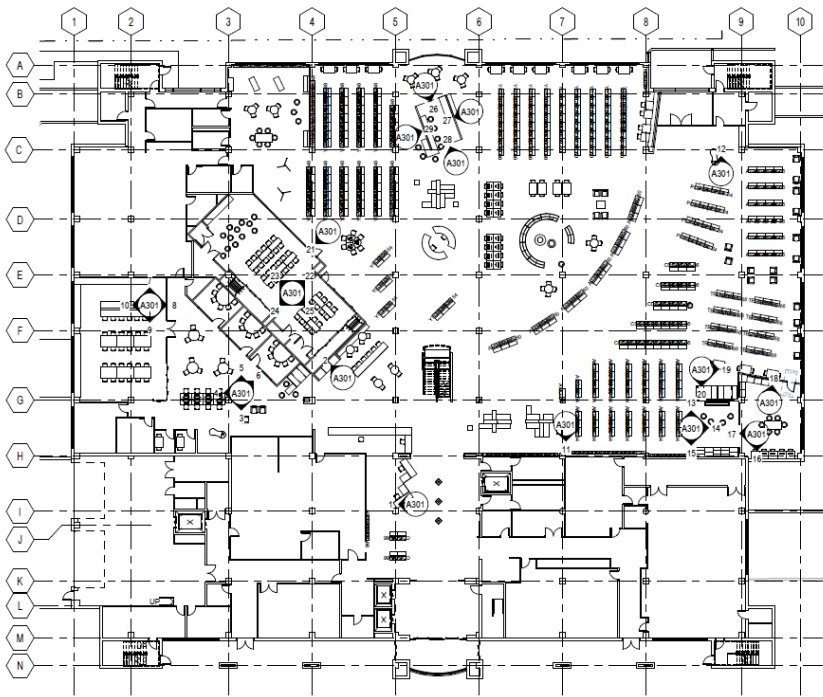
First Floor Plan



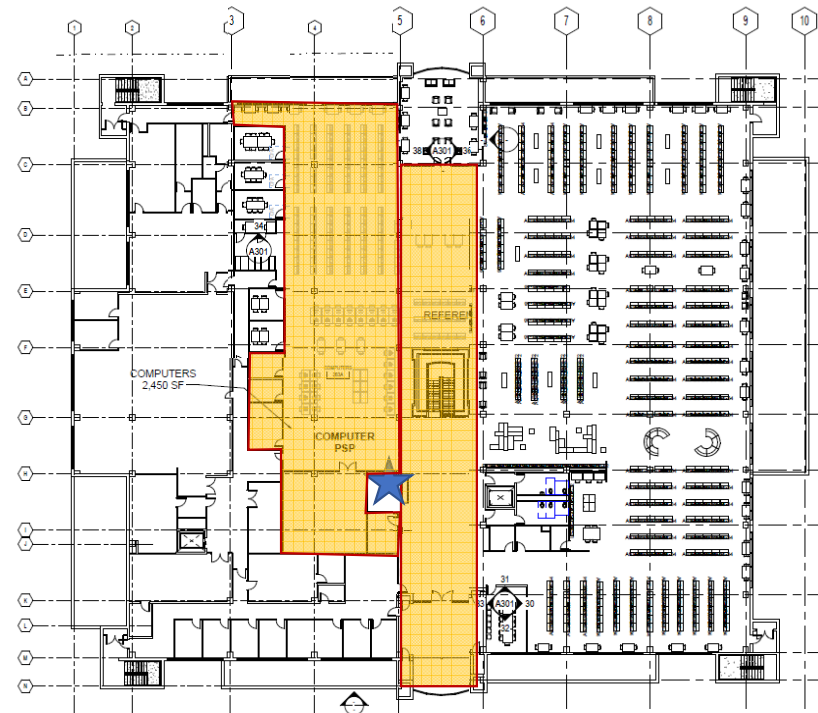
Second Floor Plan



Phase 8 | Lighting, Finishes & Flooring | 4 weeks



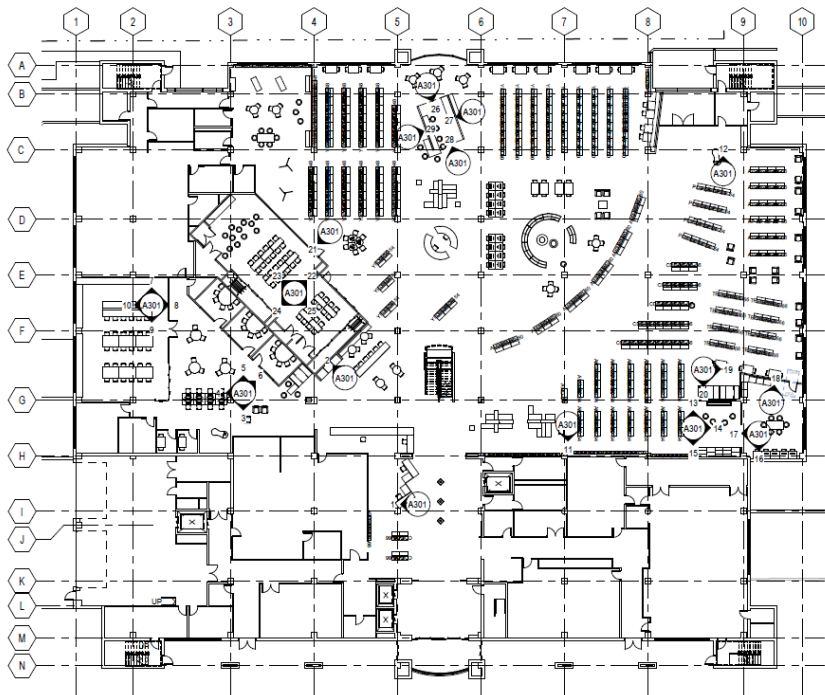
First Floor Plan



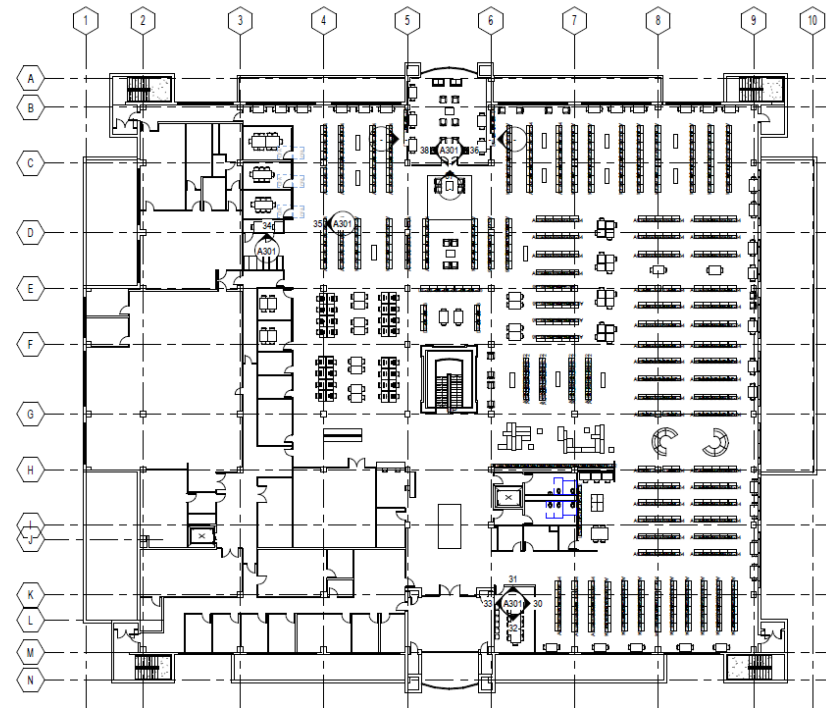
Second Floor Plan



Done!



First Floor Plan



Second Floor Plan



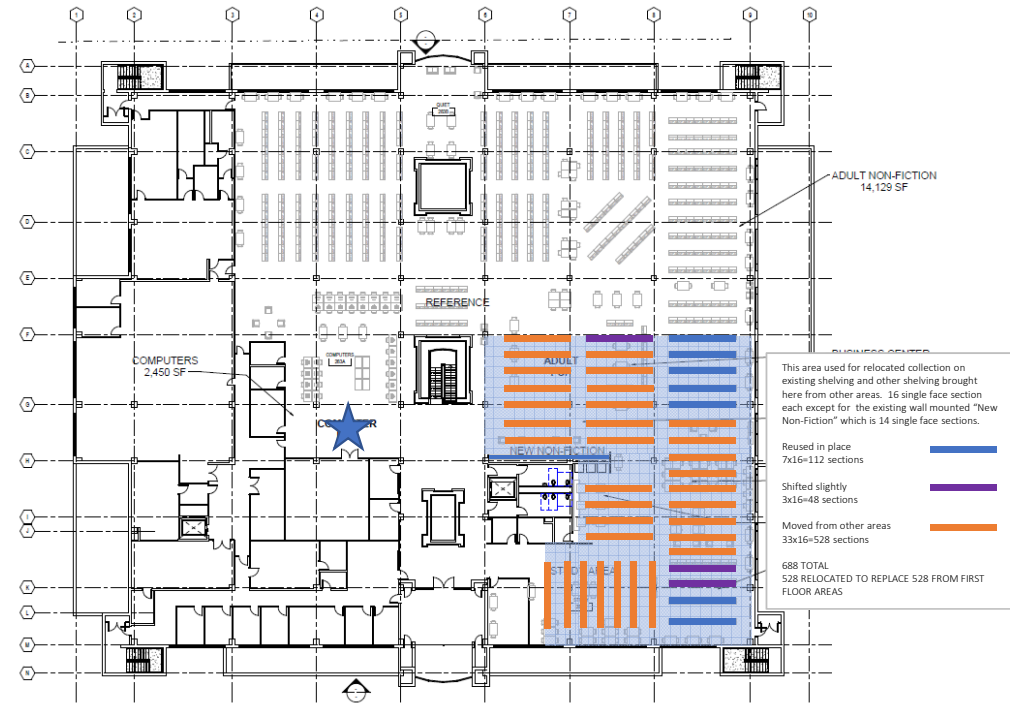
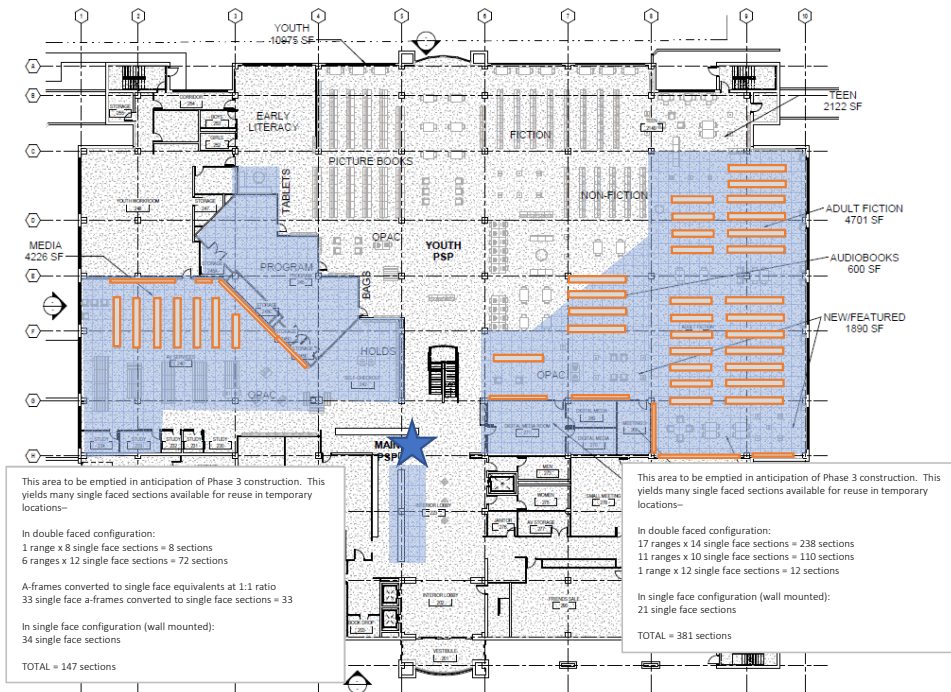
Phasing

Condensed Option



Phase 1 | Compress, Create Surge Space | 2 weeks

Use freed space for 1st floor functions that need interim home. Second floor collections, including collections relocated from first floor, remain open to the public. Vending remains in existing location. Second floor service desks combined at existing west desk location.



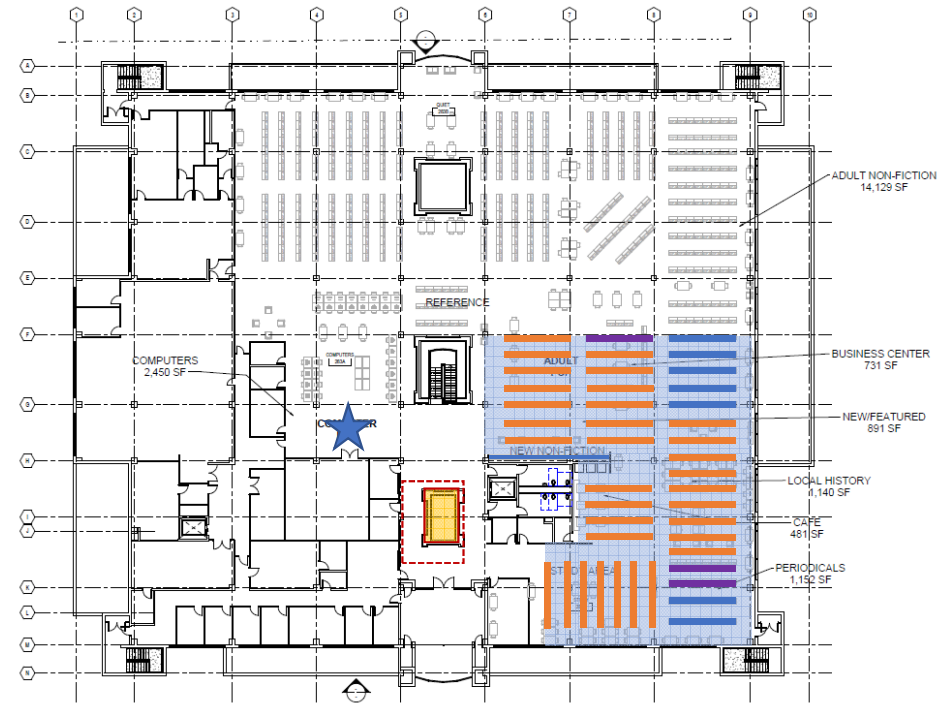
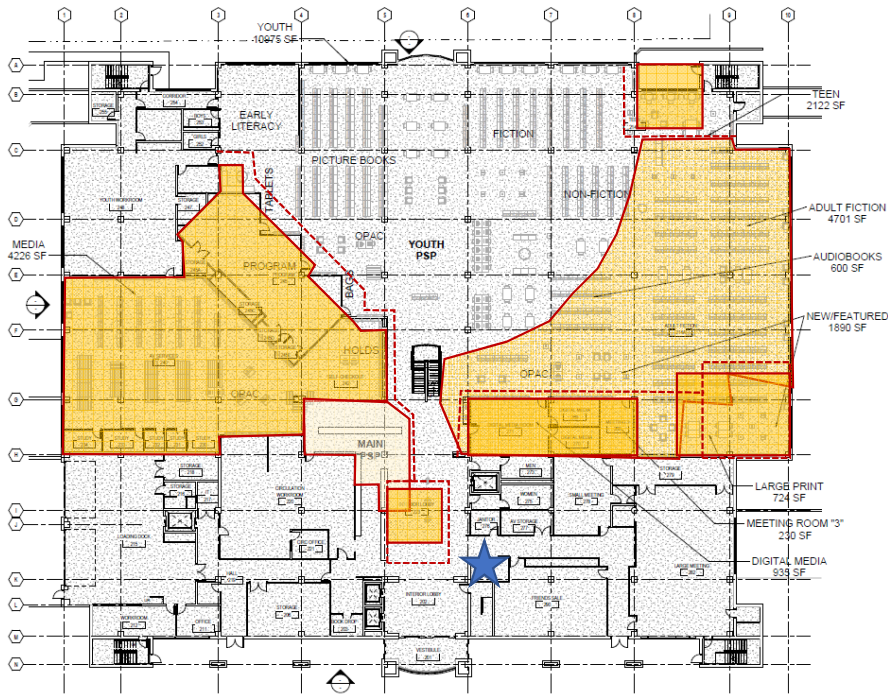
First Floor Plan

Second Floor Plan



Phase 2 | First Floor Part 1 | 22 weeks

Demolition and construction of lobby, creator zone, program room, marketplace and north entry. Fill in south hole. Youth only on First Floor. All adult collections and functions upstairs. Temporary service point to direct patrons.



First Floor Plan

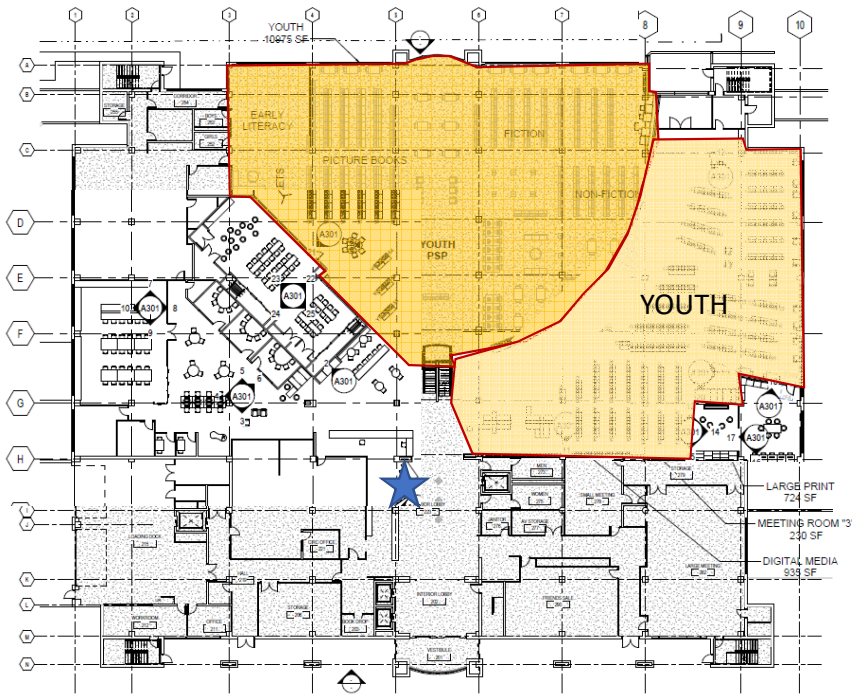


Second Floor Plan

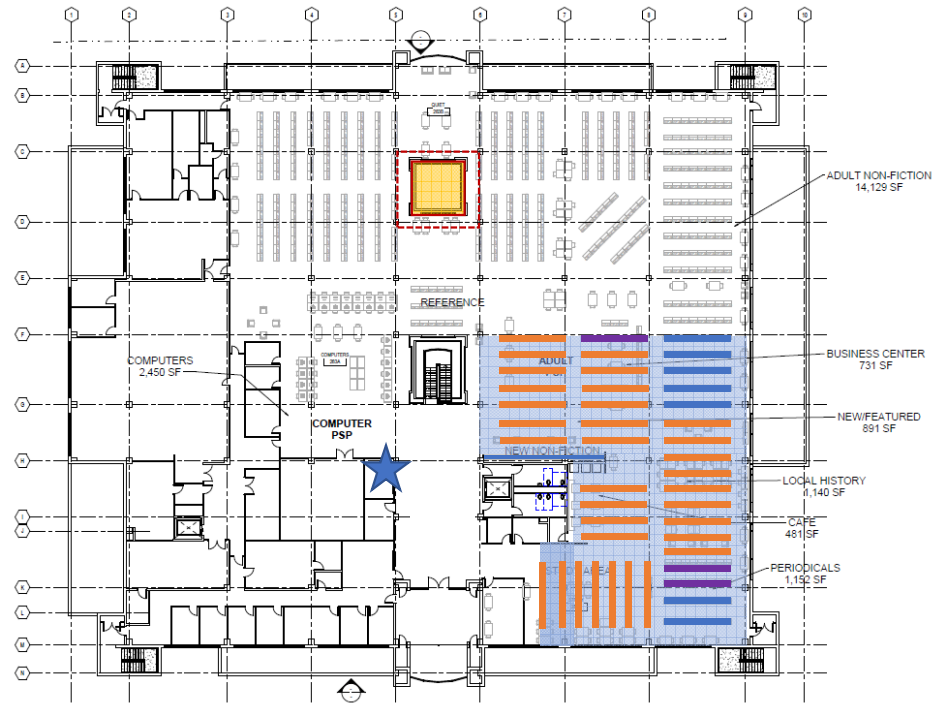


Phase 3 | First Floor Part 2 | 10 weeks

Lighting, Finishes and Furniture for youth area. Fill in north hole. Youth temporarily relocate to marketplace area. North entry accessible for direct youth access? Creator Zone Open.



First Floor Plan

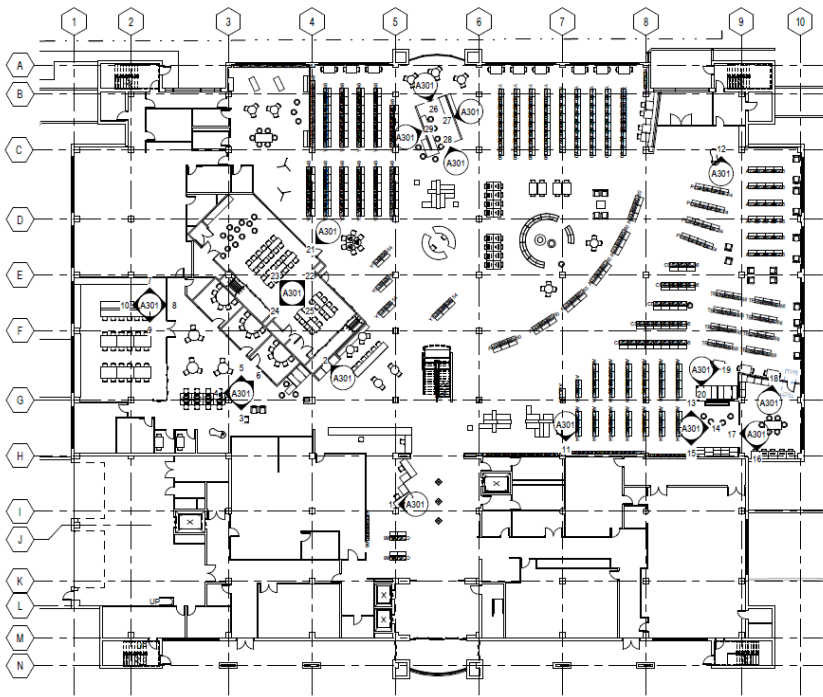


Second Floor Plan

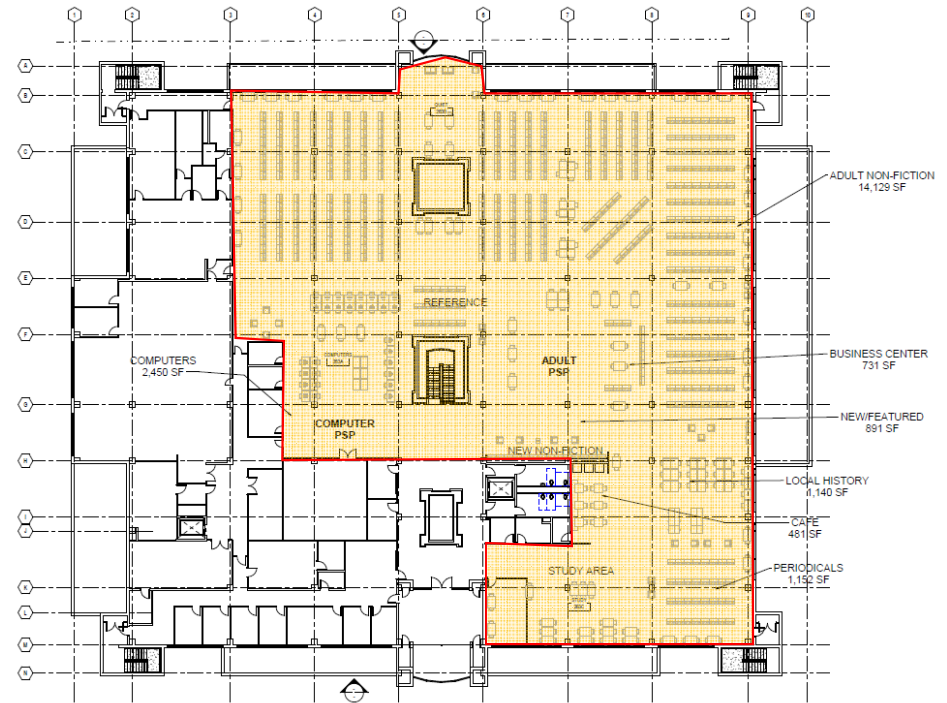


Phase 4 | 2nd Floor Construction | 24 weeks

Entire second floor closed to public. Staff access for materials. Bulk of area is light construction (finishes). Complete both demo/construction work and finishes/ceiling/lighting work. Relocate condensed computers to creator zone. Featured collection within finished marketplace area.



First Floor Plan



Second Floor Plan



Collections

Status Update



Collections

Estimated Shelved Collection

Adult

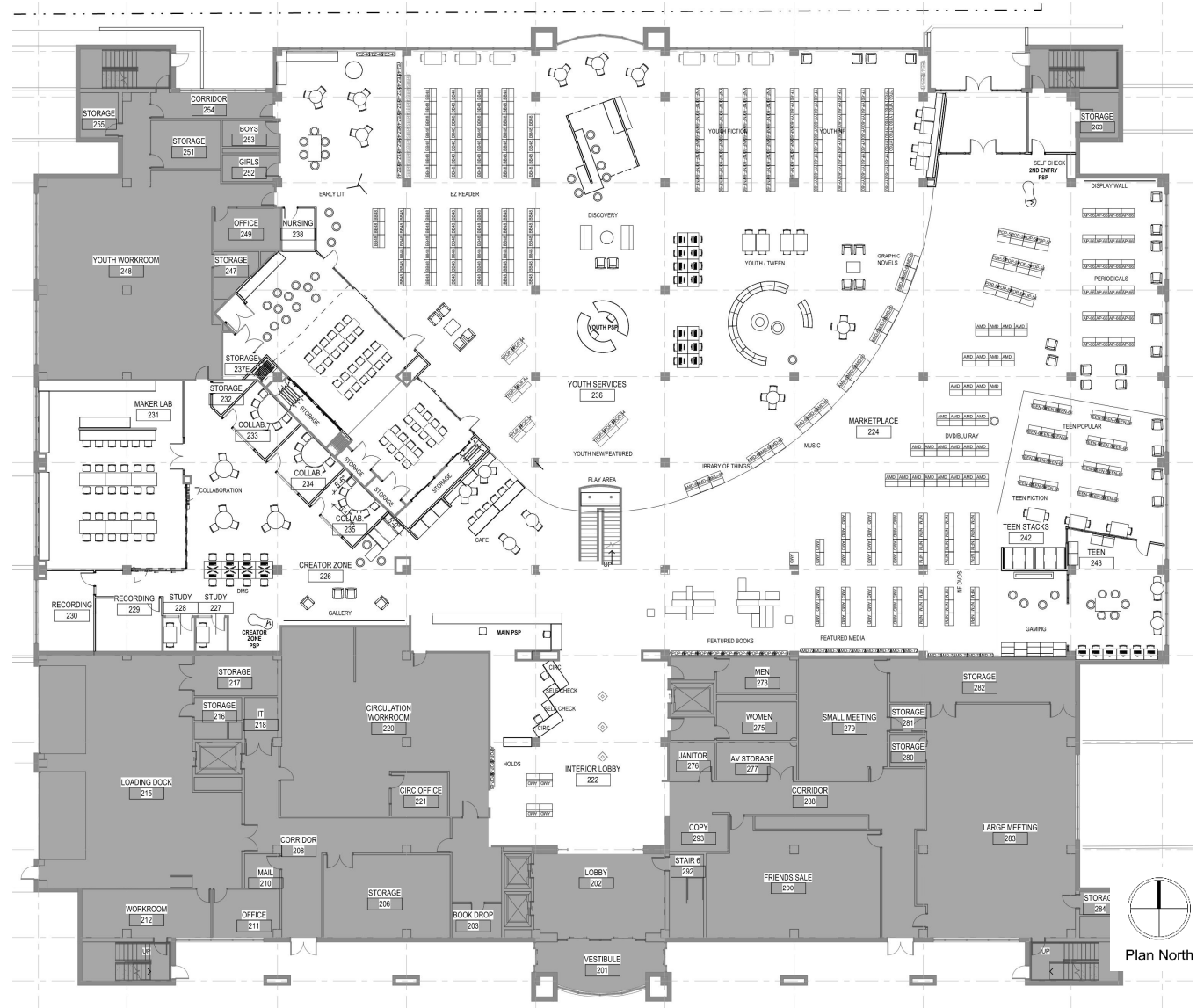
	EX SHELVED	NEW CAPACITY
• Marketplace	1,449	2,598
• Fiction	23,442	27,360
• Large Print	4,353	4,698
• Non-Fiction	53,741	53,709
• Audiobooks	4,441	4,220
• Media	31,173	26,790

Youth

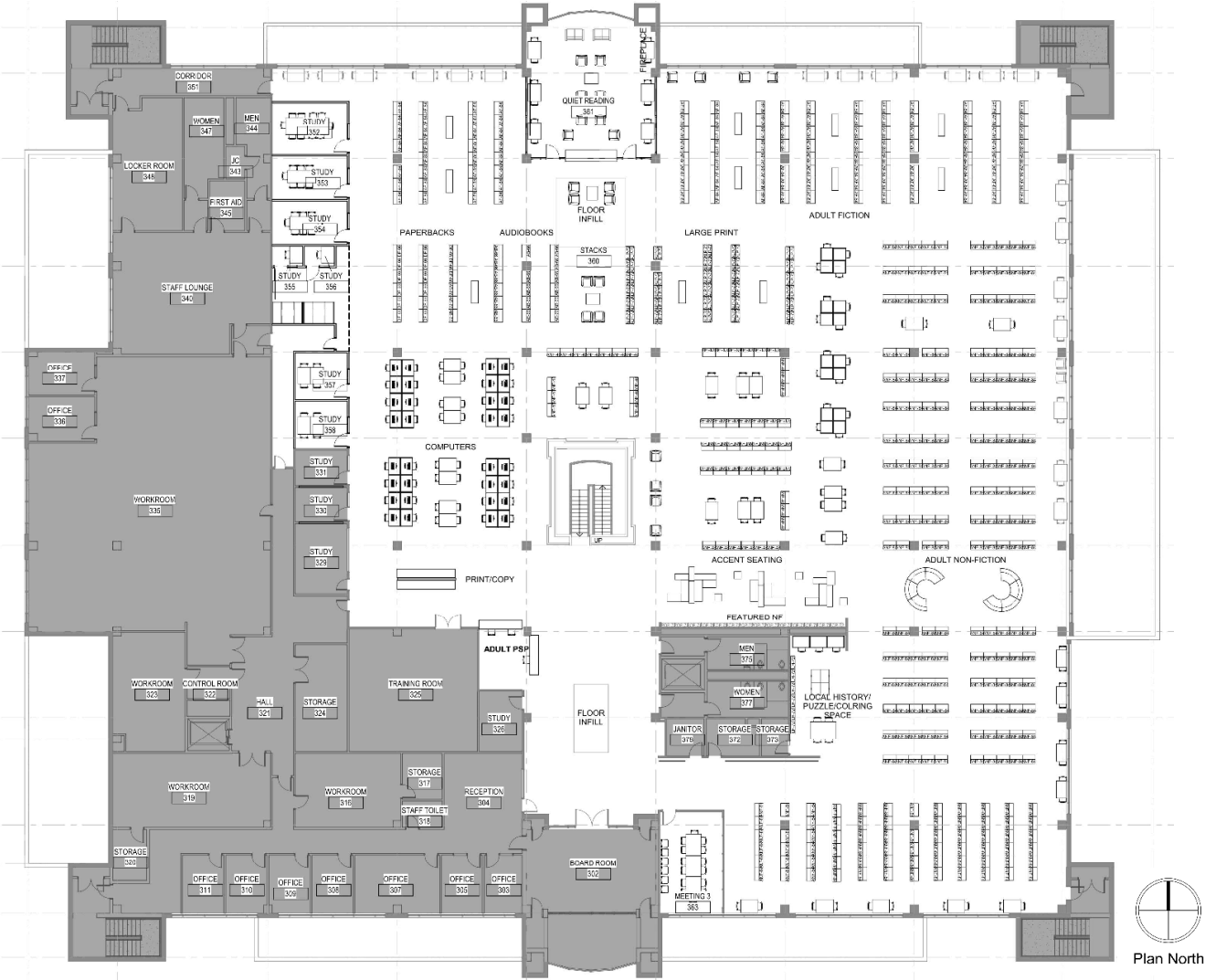
	EX SHELVED	NEW CAPACITY
• YS Popular	201	819
• Easy (BB)	28,715	23,232
• JN Fiction	12,431	12,540
• JN Non-Fiction	10,282	11,664
• Teen	4,121	3,960
• Graphic Novels	4,521	4,374
• Library of Things		
• Gaming		



First Floor Plan



Second Floor Plan



Plan North



End





Palatine Public Library District
General Obligation Bonds (Alternate Revenue Source), Series 2020
Schedule of Events
 As of 04/14/2020

Role	Participant	Abbreviation
Issuer	Palatine Public Library District	District
Bond & Disclosure Counsel	Ice Miller LLP	IM
Financial Advisor	PMA Securities, LLC	PMA

April 2020	May 2020	June 2020	July 2020	August 2020
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Task	Date	Responsible Participant(s)
Board Meeting	03/10/20	District
Board Adoption of Ordinance of Intent		
President signs Order Calling BINA (Bond Issue Notification Act) Hearing	03/10/20	District
Publish notice of intent in <i>Daily Herald</i> (start 30 day petition period)	03/12/20	IM
Publish BINA Order	03/23/20	IM
Petition Period Ends	04/11/20	--
Re-Publish BINA Order in <i>Daily Herald</i>	05/18/20	IM
Distribute first draft of Preliminary Official Statement (POS)	06/15/20	PMA
Board Meeting	06/16/20	District, PMA
BINA Hearing		
Rating rehearsal	6/24-6/26/20	District, PMA
Rating/Due Diligence Call with S&P	6/29-7/2/20	All
Comments due on first draft of POS	07/07/20	All
Distribute second draft of POS and Notice of Sale (NOS)	07/09/20	PMA
Parameters forwarded to Bond Counsel	07/09/20	PMA
Receive rating from S&P	07/13/20	--
Parameters Ordinance forwarded to the District for inclusion in Board Packets	07/14/20	IM
Comments due on second draft of POS and NOS	07/20/20	All
Board Meeting	07/21/20	District, PMA
Board Adoption of Bond (Parameters) Ordinance		

April 2020							May 2020							June 2020							July 2020							August 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4							1
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
							31														29	30	31					30	31					

Task	Date	Responsible Participant(s)
Deemed final letter signed and returned	7/22-7/23/20	PMA
Distribute POS	07/23/20	PMA
Post sale on Parity	07/23/20	PMA
Sale	07/30/20	All
Distribute Final Official Statement no later than	08/10/20	PMA
Closing	08/20/20	All

RESOLUTION 2020-03
A RESOLUTION AUTHORIZING THE PAYMENT OF
CERTAIN ROUTINE AND RECURRING EXPENSES

WHEREAS, the Palatine Public Library is a library district organized under state statute (“*Library*”); and

WHEREAS, there are certain routine and recurring Library expenses, including, but not limited to, electricity, gas, water, telecommunications, and employee compensation that must be made in a prompt and timely manner (“*Recurring Expenses*”); and

WHEREAS, the Library Board of Trustees is committed to ensuring the effective administration of government and the responsible management of taxpayer money; and

WHEREAS, the Illinois Governor recently declared a state of emergency in the State of Illinois due to the effects of the COVID-19 virus, otherwise known as coronavirus; and

WHEREAS, during this state of emergency, it may be difficult to schedule meetings of the Board of Trustees and ensure there is a quorum of members available to conduct such meetings; and

WHEREAS, in order to ensure that the Recurring Expenses are timely paid during this state of emergency, the Library Board of Trustees have determined that it is in the best interests of the Library and its residents to authorize the Executive Director to pay the Recurring Expenses in accordance with this Resolution.

THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
PALATINE PUBLIC LIBRARY DISTRICT AS FOLLOWS:

Section 1. Recitals. The statements set forth in the recitals to this Resolution are incorporated into this Resolution as if set forth in full.

Section 2. Authorization. The Board of Trustees further authorizes the Executive Director to pay the Recurring Expenses in such a manner to avoid the interruption of services for a period of 90 days from adoption of this Resolution. The Board of Trustees further authorizes and directs the Executive Director to present any such payments made pursuant to this Resolution to the Board of Trustees for review and verification at the Board of Trustees’ next meeting following these payments.

Section 3. Effective Date. This Resolution shall be effective upon its passage and approval by authority of the Board of Trustees, according to law.

PASSED BY THE BOARD OF TRUSTEES of the Palatine Public Library District this 21st day of April 2020.

AYES:

NAYS:

Board President

ATTEST:

Board Secretary



BOARD MEMO

TO: Library Board of Trustees
FROM: Jeannie Dilger, Executive Director
RE: Expense Reimbursement for Working from Home
DATE: April 14, 2020

Trustees,

In January 2019, the Illinois Wage Payment and Collection Act was amended to require all employees to pay staff for expenses incurred while staff are required to work from home. Because Palatine Library District has not previously required anyone to work from home, we have not had to create a reimbursement policy. Now that we are requiring staff to work from home, we would like to add a section to Policy 9-47 Expense Reimbursement. Two options are below for your consideration.

9-47 Expense Reimbursement

Cell Phone and Internet Usage

Employees required to work from home will be reimbursed a flat monthly rate for cell phone and internet use. *The reimbursement rate for cell phone usage will be \$10 for full-time and \$5 for part-time staff. The reimbursement rate for internet usage will be \$20 for full-time and \$10 for part-time staff.* These rates are based on available data of average monthly cell phone and internet costs.

In order to receive the reimbursement, staff must request it by the 30th of the month following the month in which the work was performed.

OR *The reimbursement rate for cell phone usage will be \$0.08/hour worked. The reimbursement rate for internet usage will be \$0.12/hour worked.*

Sincerely,

Jeannie Dilger

Executive Director



DIRECTOR'S MONTHLY REPORT

MARCH 2020

ACTIVITIES

March started out on a high note with the launch of our refugee photo exhibit, *When Home Won't Let You Stay*. On March 4, we hosted a full house to hear poems about each of the refugees pictured, followed by a discussion with the artist. The program and exhibit were sponsored by the Friends of the Library.

On Friday, March 13, we made the decision to close the Library March 14-30, to coincide with the closure of schools due to COVID-19. Subsequently, the Governor implemented a Stay-at-Home order that is currently (as of this writing) extended to April 30. Staff were asked to work from home with very little notice. During this time, everyone stepped up to find creative ways to serve our patrons remotely, all while figuring out new technologies and home internet access. I've sent twice-weekly emails to staff and trustees detailing the work that's being done, so I won't reiterate it all here, but I remain incredibly impressed with all that we've accomplished.

EXTERNAL MEETINGS

Note that all meetings after 3/13 were conducted virtually.

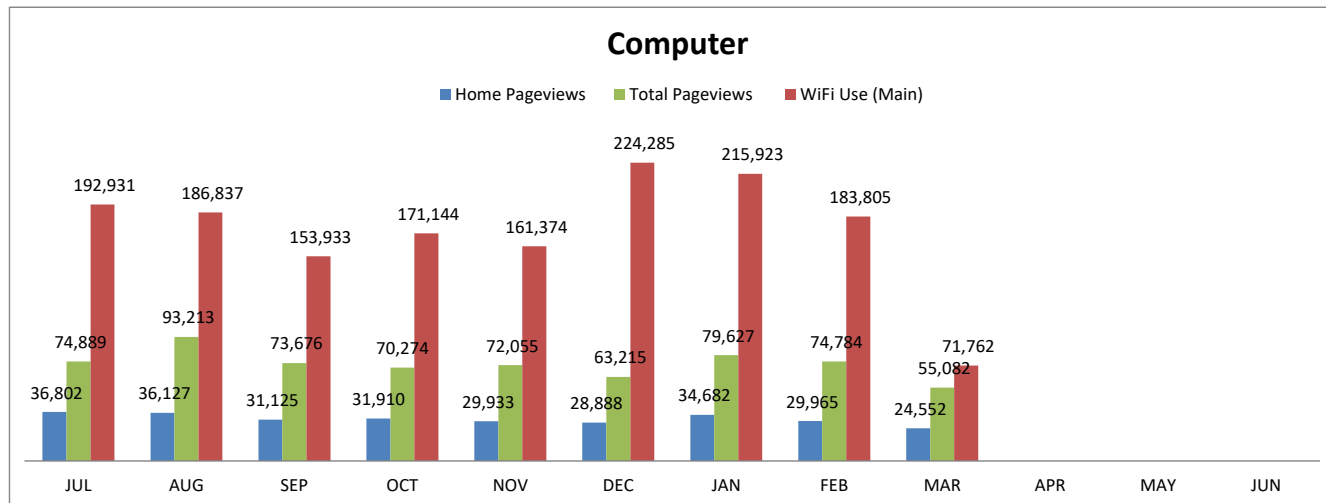
- Rotary Club, 3/3
- "When Home Doesn't Let You Stay" program, 3/4
- "You're All Doing A Great Job: Performance Evaluations," Westmont Library, 3/6
- Open+ Software Meeting with Bibliotheca, RRB, 3/10
- CCS New Director Orientation, 3/10
- RAILS Member Update, 3/16 and 3/30
- POC Board Executive Committee, 3/19
- North Suburban Directors, 3/23 and 3/30
- Leadership Coaching Group, 3/24
- "Strategies for Managing Teams Remotely," 3/27

Jeannie Dilger

Website WiFi Use 2019-20

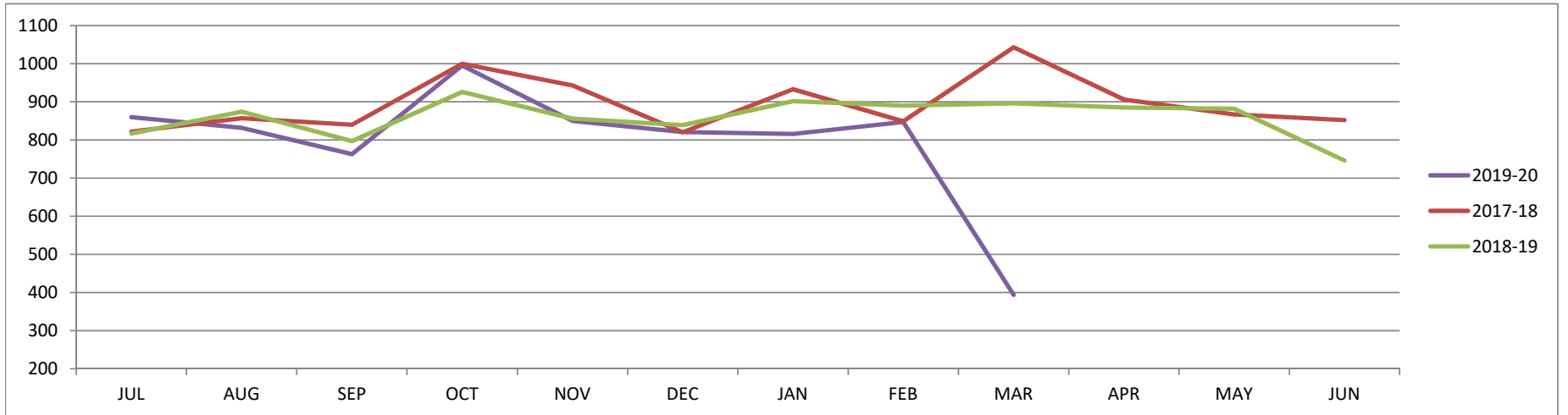
	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>TOTAL</u>	<u>Last YTD</u>	<u>% Change</u>
Home Pageviews	36,802	36,127	31,125	31,910	29,933	28,888	34,682	29,965	24,552				283,984	315,850	-10%
Total Pageviews	74,889	93,213	73,676	70,274	72,055	63,215	79,627	74,784	55,082				656,815	708,558	-7%
WiFi Use (Main)	192,931	186,837	153,933	171,144	161,374	224,285	215,923	183,805	71,762				1,561,994	1,648,320	-5%

New Wifi installed 3/12/20.
Library closed 3/14-31/20 COVID



STUDY ROOM USE

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL YTD	ANNUAL TOTAL
2017-18	822	857	840	1000	943	820	933	849	1043	906	867	852	8107	10,732
2018-19	817	874	797	926	856	839	902	890	896	885	882	746	7797	10,310
2019-20	860	832	763	995	850	821	816	847	394				7178	7,178



MARCH 2020 STRATEGIC PLAN UPDATE



1 Experience: We strive to ensure that individuals have exceptional interactions with the library and are connected with resources and services that increase their quality of life. We exceed expectations.

1.1: The library has comfortable, flexible spaces that encourage use and connection.

Renovation Team met with the architects and owner's representative to discuss details of the floor plan and alternative phasing.

Technology managers and administrators met with the architect, owner's representative, and engineers to discuss electrical and technology needs in the renovation.

The Circulation Manager and Branch Manager met with representative from Open+ at Rand Road Branch to discuss possible implementation.

1.2: The library's collection is vibrant and convenient to access.

ILS – Staff are using this closure period to view trainings, YouTube videos and more on CCS and the Polaris interface.

Weeding continues in preparation of renovation and migration to CCS.

In response to meeting patron needs during closure, we created a Spring Reading Program, our website is updated daily with information, reading suggestions for parents and teachers, answering patron emails in chat and much more.

1.3: The library is committed to quality patron interactions.

The Code of Conduct has been posted at all Library locations

An online library application was created using Library Market software. Patrons can apply for a card online and staff responds with card information within 2 to 3 days. Library staff also worked with patrons via chat and email to renew or update cards so that they could be used.



2 Engagement: We work continuously with the community to increase our reach and expand our impact. We are a valued community partner.

2.1: The community has high awareness of library services and programs.

During the COVID-19 pandemic we kept both staff and public current with updates about library programs and services even when information was rapidly evolving.

We updated the community on the renovation in our March-May newsletter with a page giving results of the renovation public survey. Director and managers updated staff after each renovation committee meeting.

2.2: The library interacts with its diverse community to discover and respond to current needs of all groups.

The Library hosted traveling artist exhibit and program which shared refugee stories and photos.

Circulation hired a new staff member who speaks Ukrainian.

2.3: The library creates and deepens meaningful partnerships with local organizations and businesses.

Communication's department successfully implemented the Library Champions initiative to strengthen our partnerships with local businesses. We've secured more engagement by creating a year-long program with levels of sponsorship: bronze, silver, gold, and platinum. These partners will be recognized in print according to their level of involvement.



3 Endurance: We strive for sustainability in our practices, human and financial resources, and facilities. We are a resilient organization.

3.2: The library is a preferred employer that values staff development and retention.

Revised the "Bookmarks of Appreciation" program and moved it to Microsoft Teams platform so staff can continue to recognize fellow employees during our "work from home" timeframe.

3.3: The library's systems and facilities are resilient, modern, and efficient.

Implemented a new wireless internet system throughout the Main Building with the branches to follow. This new system will provide patrons and staff with much improved Wi-fi service including better overall coverage and the ability to handle heavier patron usage.

During the closure, staff created and implemented a new staff intranet which has assisted immensely as people work from home.

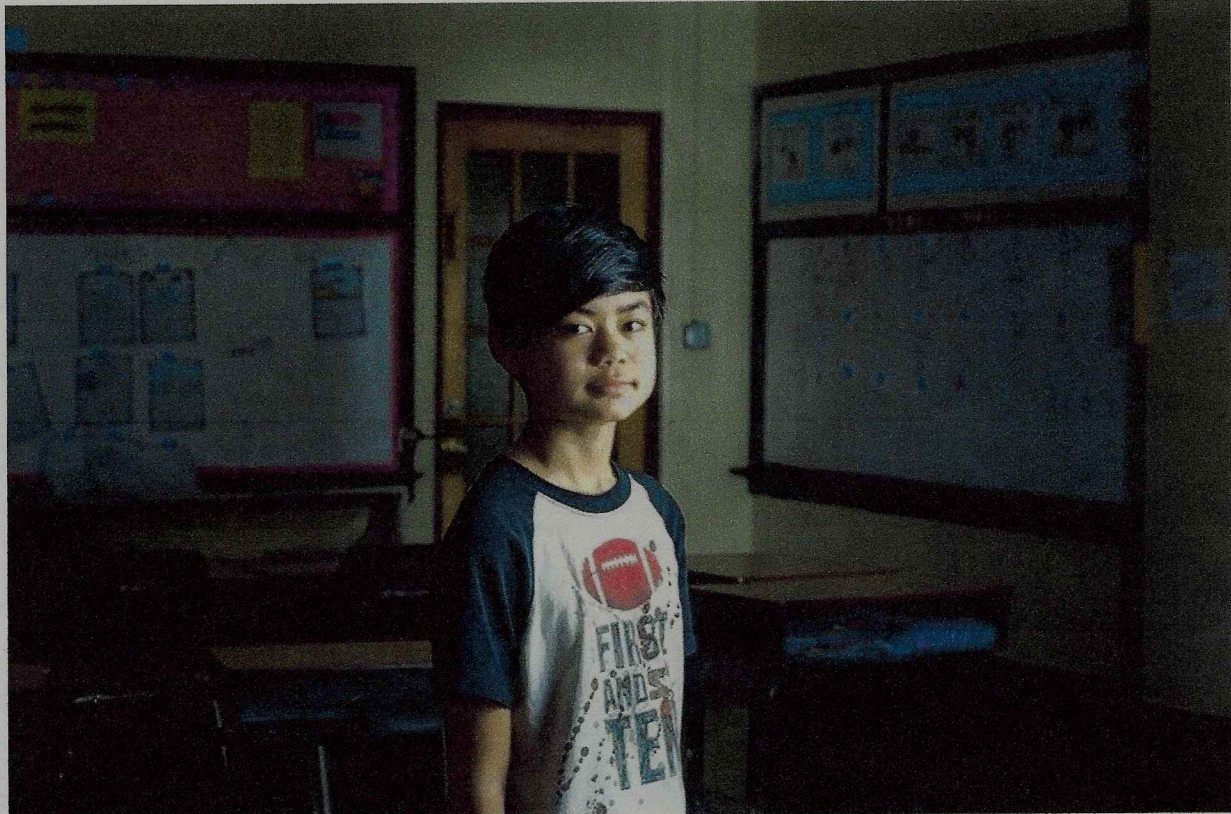
While at home, staff increasingly integrated their usage of the newly deployed Office 365 suite of cloud-based applications such as Microsoft Teams and OneDrive into their workflows. Virtual meetings and online collaboration have now become a vital asset for PPLD employees, and this will continue into the future beyond the closure.

National touring exhibit at local libraries highlights plight of refugees

dailyherald.com/entlife/20200303/national-touring-exhibit-at-local-libraries-highlights-plight-of-refugees

March 3, 2020

Eileen O. Daday
Updated 3/6/2020 9:15 AM



Yudahtoo is a child who escaped a refugee camp in Thailand, where he played in the mud and his only toys were a rubber band and a marble. Courtesy of James A. Bowey

A national touring exhibit is currently on display at libraries in Arlington Heights and Palatine, and at multiple locations in Skokie. The same display ran last year in Schaumburg and Wheaton.

Its topic? Meeting immigrants and hearing their stories in a poignant photo exhibit titled "When Home Won't Let You Stay: Stories of Refugees in America."

The images feature portraits of individuals accompanied by their first-person, poetic stories that give perspectives on their often hidden lives and compelling experiences as refugees now living in local communities.



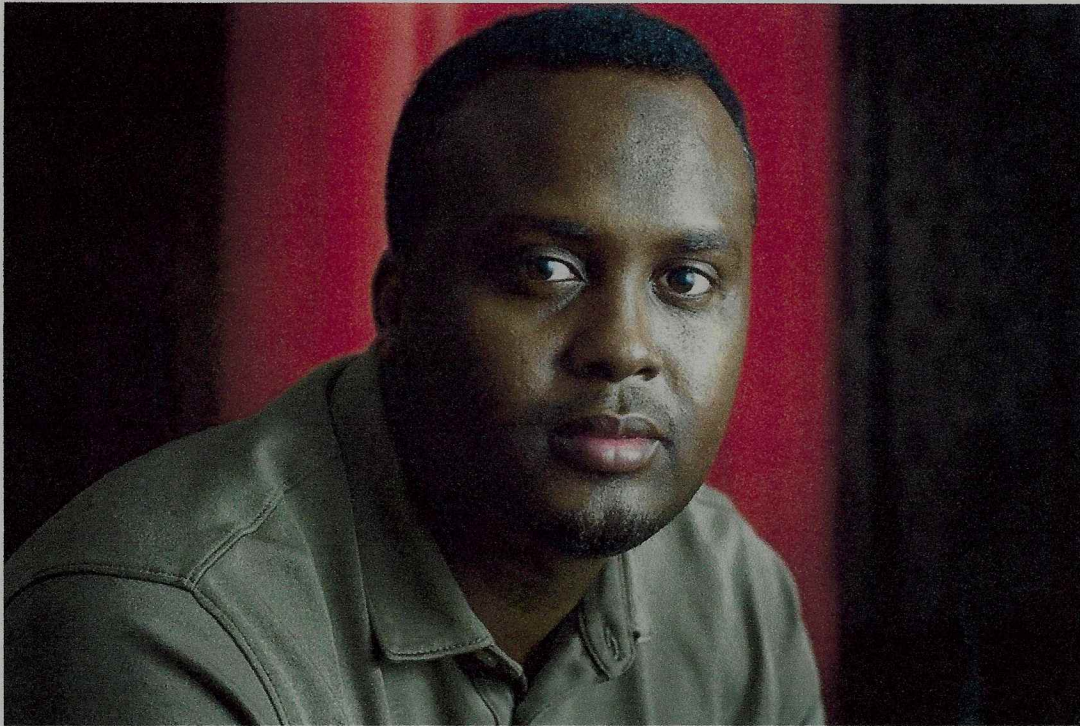
Samsam is another refugee featured in the exhibit "When Home Won't Let You Stay: Stories of Refugees in America." She also fled Somalia after her neighbors and cousins were killed. - Courtesy of James A. Bowey

Take a woman from Somalia named Samsam. In her story, she describes fleeing the killing and violence in Mogadishu that took the lives of her neighbors and cousins.

"Every day we were living in fear that something would happen to us," she says. "I couldn't stay."

Another immigrant from Mogadishu, Mohamed I., described a terrorist who blew himself up in front of his medical school.

by signing up you agree to our terms of service



Mohamed is one of the refugees featured in the national touring exhibit "When Home Won't Let You Stay: Stories of Refugees in America." He fled from terrorists and violence in Somalia. - Courtesy of James A. Bowey

"The force knocked me down," he says. "A schoolmate lost his eyes. I wrapped my shirt around his head and held him."

The exhibit is the work of freelance photojournalist James Bowey, a Glen Ellyn native now based in Chicago. In the early part of his career, one of his assignments was to cover the war in Bosnia, which led to 15 years of capturing images of international poverty and conflict.

Over the years, his work has appeared in The New York Times, Time magazine and The Associated Press, among others. But it was when Bowey was on the faculty at Winona State University that he began to think about the power of media as a way to bridge social division.

"We're in a world awash in more information, but we have even less understanding," Bowey says.

Beginning in 2015, he sensed a difference in the way people viewed immigrants, basically seeing them not as victims but as enemies and as people to be feared. His journalism instincts compelled him to explore the story.

He sought out immigrants through old-fashioned, shoe leather journalism and working with refugee organizations. That led to photo sessions in the immigrants' homes. After hearing their stories, Bowey boiled them down into a type of poetry called found poems.

"For me," he says, "it's a way to combine journalism and art."

Basically, he hopes this combination of visual portraits and artistic language will create empathy, allowing viewers to suspend their judgment and be open to the story of another person.

It certainly captures attention. At last year's exhibit at the Schaumburg Township Public Library, officials there estimate more than 10,000 people viewed or interacted with the display.

A cornerstone of his exhibitions are the community receptions with Bowey that he insists accompany the photo display. The program at the Palatine Public Library, 700 N. North Court, takes place at 6:30 p.m. Wednesday, March 4, while the one at the Arlington Memorial Library, 500 N. Dunton Ave., is at 7 p.m. March 20.

These are more than the traditional meet and greet at your local library. Bowey describes the evenings more as live theater, as he and members of the audience read the refugee stories accompanied by live music. He opens up the program to questions in the second hour.

"The conversations that result are often very powerful," Bowey says. "When you bring people together through stories, they break down division. There's this artistic engagement that captures and promotes our empathy."

Officials at both the Arlington and Palatine libraries agree.

"We hope that our diverse community becomes more connected as they engage and empathize with the experiences shared in the photographs and stories," says Melissa Gardner, assistant director of the Palatine Public Library.

Ultimately, Bowey describes the exhibit as a project of hope and renewal that allows people to experience a sense of connection with others and imagine the possibility for a shared future.


•••

When: 6:30 p.m. Wednesday, March 4, at Palatine Public Library, 700 N. North Court, and 7 p.m. March 20 at Arlington Heights Memorial Library, 500 N. Dunton Ave.

Cost: Free

Details: palatinelibrary.org/stories-refugees-america-photography-exhibit or ahml.info/node/100006512

Palatine library poetry contest accepting entries soon

 [dailyherald.com/news/20200312/palatine-library-poetry-contest-accepting-entries-soon](https://www.dailyherald.com/news/20200312/palatine-library-poetry-contest-accepting-entries-soon)

March 12, 2020

Palatine Public Library District is inviting residents to enter its 11th annual poetry contest.

Writers of all ages may submit one original poem from April 1 through April 15. Entries will be considered for the Nancy J. Heggem Poetry Awards, which offer cash prizes.

Contest guidelines and entry forms will be available online at palatinelibrary.org/poetry beginning Sunday. Entries will be displayed in the main library in April, as space permits.

The contest is open to district residents only. Winners will be announced at Poetry Fest on May 3. The main library is at 700 N. North Court in Palatine.

Districts 15, 211 among beneficiaries of \$2.75M surplus

edition.pagesuite.com/popovers/dynamic_article_popover.aspx



Palatine village council members Monday night agreed to send a \$2.75 million surplus from two tax increment financing districts to schools and other governmental agencies while also keeping some for the town.

Like other towns, Palatine has had TIF districts designed to spur development. In a TIF, property taxes paid to local governments — such as schools and park districts — are frozen at existing levels, and taxes beyond that are diverted to a fund controlled by the village for economic development purposes, such as infrastructure upgrades.

However, a town can declare a surplus at any time over the life of a TIF district, which typically lasts 23 years. The village council agreed Monday that the \$2.75 million is a surplus and not needed for intended development uses in the two TIF districts.

Palatine Township Elementary District 15, Palatine-Schaumburg High School District 211 and the village top the list for the extra TIF cash. Another beneficiary, the Palatine Park District, can especially use the money because it's losing user fees with its facilities closed due to the COVID-19 pandemic, Village Manager Reid Ottesen said.

District 15 will receive \$966,280, with \$780,680 going to District 211. The village will get \$333,050, the park district \$175,600, Cook County \$134,800, Harper College \$113,480, Palatine Public Library District \$73,500, Palatine Township \$38,430 and assorted other agencies \$134,110.

"For the village, it's losing revenues right now from sales tax and the food and beverage tax," Ottesen said. "It's really nice money to help supplement that and keep things afloat and deliver good services."

Palatine will distribute a \$2.25 million surplus from a Rand Road corridor TIF established in 2013, which goes roughly from a Walmart near Dundee Road north to Arlington Toyota by Hicks Road. It also runs east from Rand along Dundee to a Delta Sonic Car Wash.

The other \$500,000 will be from a Rand-Dundee TIF enacted in 1997 for the Home Depot development near the intersection. Village officials say the money will be forwarded to Cook County for distribution to the taxing bodies within 60 days.

Ottesen said Palatine's TIF surplus distributions to local governments means fewer dollars will need to be sought through property tax levies. The village's allocation will go toward will additional contributions for public safety pensions.

"We understand that when we do a TIF district that everybody's giving a little bit, hopefully for the public good, the common good, getting more businesses in town, more residential in some cases, services that people are looking for, and helping the existing businesses," he said.

Palatine Public Library event aids Barb's Precious Rescue

Submitted by Jim Dopler

Barb's Precious Rescue in Palatine expressed a heartfelt "thank you" to the Palatine Public Library and the Palatine community of readers.

With their help, the library's goal of 7,000 books were read during this year's Winter Reading Challenge.

As a result of meeting that goal, several local businesses donated money to

help support Barb's Precious Rescue.

The proceeds included a \$1,000 donation from Palatine Bank & Trust; \$1,000 from Warehouse Direct; and \$500 from the Andigo Credit Union in Schaumburg.

Barb's Precious Rescue and Adoption Center, a 501(c) (3) charitable organization specializing in finding loving forever homes for cats in need, is at 313 N. Quentin

Road, Palatine.

Viewing and adoption hours are 6:30 to 8:30 p.m. Mondays and Wednesdays and 10 a.m. to 1 p.m. Saturdays. Check to see if they are open for business.

For information, call (847) 907-4881 or visit www.barbsrescue.org.

• Submit 'Your News' at www.dailyherald.com/share/article.

Pictured, from left, are Bob Swanson from Warehouse Direct, standing in for Neil Bruns; Bridget Witt of Palatine Bank & Trust; Barbara Weber from Barb's Precious Rescue; Julie Selof from Andigo Credit Union, Schaumburg; and Melissa Gardner from the Palatine Public Library.



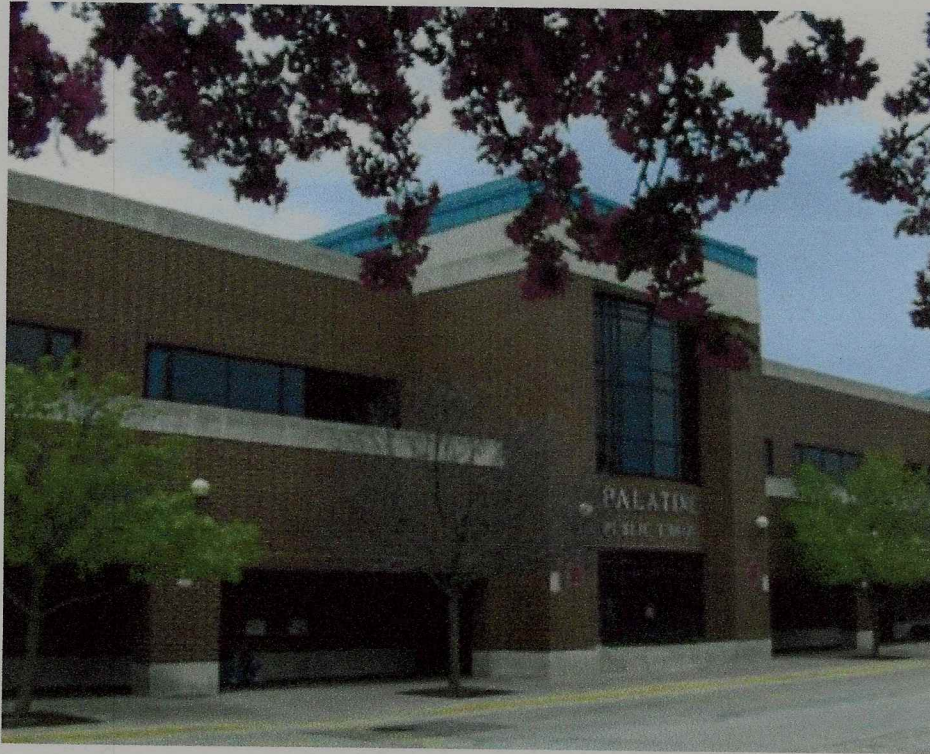
COURTESY OF ANDRE LUBINK

Palatine Library Closing Doors Through March 29

journal-topics.com/articles/palatine-library-closing-doors-through-march-29/

By Journal Staff | on March 13, 2020

March 13, 2020



Palatine Public Library's main branch.

Due to an abundance of caution and in response to the coronavirus disease, the Palatine Public Library District is closing all library locations from Saturday, March 14 through Sunday, March 29.

For the Primary Election, the library's main branch at 700 N. North Ct. in Palatine will be open for voting on Tuesday, March 17.

Library materials may be kept until the library reopens with no late penalties.

More From News Go To The News Section

Palatine Library Suspends All Programs Through May 10Free Access

journal-topics.com/articles/palatine-library-suspends-all-programs-through-may-10/

By Journal Staff | on March 20, 2020

March 20, 2020



Palatine Public Library's main branch.

The Palatine Public Library District has canceled all programs through Sunday, May 10 due to the growing coronavirus pandemic.

Gov. J.B. Pritzker recommended canceling all events of 50 or more people for the next eight weeks, and the CDC also recommended canceling events of 10 or more for "vulnerable populations," which includes the elderly. As a result, Palatine library programs at all locations are canceled through Sunday, May 10.

The Census Open Lab sessions are still open April 2, 9, 19, and 26.

While closed, all library facilities will be getting a deep cleaning. Cleaning crews are using hospital grade disinfectant and thoroughly cleaning all touchpoint surfaces such as tabletops, doorknobs, light switches and railings.

[More From News Go To The News Section](#)

Palatine Library Remains Closed Through April 30 Free Access

journal-topics.com/articles/palatine-library-remains-closed-through-april-30/

By Journal Staff | on April 03, 2020

April 3, 2020



Palatine Public Library's main branch.

With Gov. JB Pritzker extending the “stay-at-home” order until April 30, Palatine Library Executive Director Jeannie Dilger is assuring all patrons that the library board and staff are working hard to make sure the community has access to resources and digital downloads while facilities are closed.

Dilger points out many library resources from home include:

- access to thousands of ebooks, audiobooks, emagazines and newspapers;
- streaming tons of movies and music;
- applying for a 90-day Palatine Library card online;
- Spring Reading Program – No better time to catch up on leisure reading. Sign up and track reading progress with the Beanstalk app;
- Poetry Contest open to residents and non-residents of all ages; and
- teens can connect through online teen book discussion groups.

“We are planning ahead and looking forward to when we will be able to open the library,” she said. “We will adhere to social distancing guidelines and do our best to make sure that staff and visitors are safe. We may need to cancel some programming, limit the number of people allowed at events, and modify communal spaces in the library to encourage safety.”

Dilger added that during this closure, all library facilities have gone through deep cleaning, and they will continue to practice increased cleanliness.

“Our shared materials pose a challenge that we are working through also,” she said. “We will have a plan in place to make certain the handling of materials that are returned will be safe for everyone. Our community is resilient, and I find it encouraging to see all the positive things going on in the world despite these tough times.”

VIERNES, 20 DE MARZO DE 2020

Reflejos | Español

CENSUS | 15

U.S. Census Help at Palatine Library District

Nearly every household in the country will soon receive an invitation asking for participation in the 2020 Census. Questions in the Census are related to age, sex, ethnicity of each person living in a residence, how those people are related, and whether the residence is owned or rented. Census data that could identify individuals will never be shared with any other agency.

Get help filling out your form for the U.S. Census. Staff are available to assist with the process. If you can't attend any of these dates, set up an alternate time by visiting palatinelibrary.org/services/appointments and mention the U.S. Census with your preferred language; we will do our best to accommodate. Bring your Census postcard.

The Library is located at 700 N. North Ct., Palatine and Open Lab

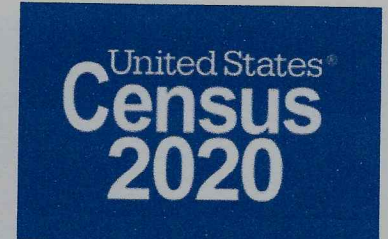


Hours are:

Thursday, April 2 and 9, 6:00 – 8:00 p.m. and Sunday, April 19 and 26, 1:00 – 4:00 p.m.

Responding helps ensure the com-

munity gets its fair share of more than \$675 billion per year in federal funds for schools, hospitals, roads, public works, and other vital programs. Information gathered is used to deter-



mine how many seats each state gets in Congress.

Data is used in several ways by national, state, and city governments for future planning. The census is only implemented every 10 years, so statistics affect many years of planning and funding.

The vision of Palatine Public Library District is to inspire connection, curiosity, and joy.

The District serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.



Board of Library Trustees Policy Committee

Board Room, Main Library
700 N. North Court, Palatine IL
March 5, 2020, 9:00 a.m.

Minutes

1. Call to order

Committee Chairperson Debby Brauer called the meeting to order at 9:06 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, Technology Manager Susan Conner, and Communications & Marketing Manager Andrea Lublink attended.

4. Public Comment

None.

5. Review and discussion of policies and appendices

The committee discussed Policy 1—Policy Development, Appendix 1A—Guidelines for Library Policies, Policy 10—Digital Resources, and Appendix 10A— Use of Digital Resources.

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 9—Human Resources in April.

7. Other business

None.

8. Date for next meeting

The next meeting will be April 2, 2020, at 9 a.m.

9. Adjournment

Trustee Brauer adjourned the meeting at 9:52 a.m.

Approved on: _____

Trustee

Trustee

Prepared by Debby Brauer



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 Brauer requested to pull the regular Board minutes of February 18, 2020, from the agenda and discuss as Unfinished Business, Item b.

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

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, Popular Materials Department Manager Kathy Burns, Technology Assistant Manager Michael Szwed, Administrative Associate Karla Nora, Technology Support Specialist Rolando Medrano, Technology Support Specialist Anam Mahmood, Teen Advisory Board representative Pranav Botto, Kristin Richardson and Sarah Ponto from Engberg Anderson, Dan Eallonardo from Independent Construction Services, Alan Miller, and Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

None.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on February 24, 2020. The Foundation discussed fundraising for naming opportunities and is preparing material to solicit business sponsors. The Foundation received a \$500 grant donation from Rotary Club of Palatine and \$500 from Walmart for updating the StoryWalk Project. There is a balance of \$6,869.85 in the bank. The next meeting is March 23, 2020, at 6:00 p.m.

c. RAILS

Trustee Brauer reported that the RAILS Board is looking for members, in particular for three Public Library Trustees, for the term of July 1, 2020-June 30, 2023. The deadline for nominations is March 25, 2020, at 5:00 p.m. Both Illinois senators have signed on to fund libraries along with Representative Sean Casten. Updates can be checked at <http://www.ala.org/advocacy/fund-libraries>

d. Teen Advisory Board (TAB)

TAB representative Pranav Botto reported that TAB is making cards for National Library Workers' Day and they received a thank you note for making cards for seniors last month.

7. Unfinished business

a. Main Library renovation project

Kristin Richardson from Engberg Anderson provided an overview of proposed renovation plans for the first floor and second floor. She discussed phasing implementation and how it affects staff and patron experiences. She also explained the cost estimates of each budget line item within four different renovation scenarios. Trustees discussed phasing options, implementation costs and savings, accessibility to materials, and impact on experience of staff and patrons. The Board agreed to exploring a two-phase renovation option and to a cap of \$6.8 million on expenditures.

b. Regular Board meeting minutes of February 18, 2020

Trustee Brauer requested that in the regular Board minutes of February 18, 2020, under 8. New Business, c. Approval of Policy 2-4 Youth Library Cards, that the second sentence of the first paragraph be struck from the minutes.

Trustee Brauer moved, seconded by Trustee Snyder, to approve the regular Board meeting minutes of February 18, 2020, as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

8. New business

a. Approval of Ordinance 2020-04 Authorizing the Issuance of General Obligation Library Bonds

Trustee Vandehoek discussed that PMA advised that the Library is able to finance \$6 million with these bonds and can fund up to a \$6.8 million cap. Trustee Jefferson reminded the Board that alternate revenue bonds are the route that was recommended and will save the Library money.

Trustee Jefferson moved, seconded by Trustee Snyder, approval of Ordinance 2020-04 authorizing the issuance of General Obligation Library Bonds as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Review and approval of policy changes

i. Policy 1-Policy Development

Trustee Brauer moved, seconded by Trustee Singh, approval of policy changes for Policy 1-Policy Development as presented effective April 1, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

ii. Appendix 1A-Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities.

iii. Policy 10-Digital Resources

iv. Appendix 10A-Use of Digital Resources

Trustee Brauer moved, seconded by Trustee Snyder, approval of policy changes for Appendix 1A-Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities as presented, Policy 10-Digital Resources as presented, and Appendix 10A-Use of Digital Resources as presented effective April 1, 2020.

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

Trustees Jefferson and Snyder attended Hoffman Estates Mayor's State of the Village Address. Trustees attended the Library's "When Home Won't Let You Stay" program and exhibit.

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

Trustees were invited to represent the Library in the St. Patrick's Day Parade in Palatine on March 14, 2020.

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

Trustees received an invitation to the Volunteer Appreciation Luncheon on Friday, April 24, 2020, and were asked to RSVP on or before April 13, 2020.

d. Reminder to file Statement of Economic interest by May 1

Trustees were reminded that the Statement of Economic Interest will be coming out soon and it needs to be filed by May 1.

10. Director's report

Executive Director Dilger thanked Assistant Director Melissa Gardner for finding a good company to work with on the active shooter drill and provided an overview of the drill procedures.

Executive Director Dilger reviewed the door count statistics and reported that the busiest time is between 3-7 p.m. Monday to Friday. Circulation is up 11%, which may be due to automatic renewals, and there have been up to 50 volunteers since July. One of the Teen Advisory Board volunteers won a congressional award for her volunteer service.

a. Coronavirus procedures

Executive Director Dilger reviewed the three different levels in the Library's Pandemic Procedures and advised that we are currently in Level 1. In Level 2, the Library will follow the lead of CDC and the Illinois Department of Public Health (IDPH) authorities and implement social distancing and cancel programs. In Level 3, the Library would close if the local public schools close or if IDPH recommends. There was discussion regarding any need for more funding, how to be more pro-active in communication with patrons, and preparation for cancellation of programs.

b. Transparency dashboard

Executive Director Dilger reviewed the Palatine Library Usage Statistics which are now live on the Library's website. There is also a Budget & Planning page with a financial dashboard that provides a snapshot of the Library's financial picture.

c. Report on LTA classes

Library staff member Christi Michel presented an overview of the Library Technical Assistant Program offered at the College of DuPage.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

Trustee Boland reported that the committee did not have to destroy any closed session minutes from February 14, 2018. The committee is working on updating their procedures.

b. Board Development Committee

Trustee Boland reported that the committee did not have a meeting.

c. Building Renovation Committee

Trustee Vanderhoek reported that the committee met on March 5, 2020, with Engberg Anderson and looked at carpet samples. The next meeting is scheduled for April 2, 2020, at 3:30 p.m.

d. Director's Review Committee

Trustee Boland reported that the committee developed an evaluation timeline and identified the tasks the committee has throughout the year. The committee asked for the Trustees' feedback on the timeline. It was decided that the new name of this committee is Director's Evaluation Committee.

e. Finance Committee

Committee Chair Jefferson reported that the Finance Committee is scheduled to meet on April 21, 2020, and will work on budget planning.

f. Lock Box Committee

Trustee Boland reported that the committee met on February 29, 2020, to review the lockbox and found no discrepancies. The committee recommended adding a log sheet to the lockbox to record the date it is opened and what action was taken. The committee plans to make an updated inventory sheet with photos of each item and a description.

g. Policy Committee

Trustee Brauer reported that the next committee meeting is scheduled for April 2, 2020, at 9:00 am and they will review policy on Human Resources.

- 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: special meeting of September 17, 2019, Policy Committee meeting of February 6, 2020, Committee to Review Closed Session Minutes meeting of February 7, 2020, Committee to Review Closed Session Minutes meeting of February 14, 2020, regular meeting of February 18, 2020, and Director's Review Committee meeting of February 28, 2020
- b. Financial report and approval of Warrant 2020-09 in the amount of \$519,515.54

Trustee Jefferson 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

Trustee Vanderhoek received a letter from Jesse White reminding Trustees to let him know of any vacancy on the Board. Trustees received an invitation to the Palatine Public Library's Volunteer Appreciation Luncheon on April 24, 2020. Trustees received an email from a patron regarding the functionality of the Palatine Library's app.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:40 p.m.

Approved: _____

Andrea Vanderhoek, President

Tracy Boland, Secretary

PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 3/31/2020

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemployment	Special Reserve	Total
INCOME									
4000 · Tax Levies	\$5,693,560.35	\$13,194.82	\$229,590.04	349,663.03	\$275,112.24	\$36,285.78	\$483.50		\$6,597,889.76
4001 · TIF Rebates									\$0.00
4010 · Repl Tax	\$44,882.87								\$44,882.87
4100 · Interest Income	\$97,061.31								\$97,061.31
4200 · Other Income	\$206,661.68								\$206,661.68
TOTAL INCOME	\$6,042,166.21	\$13,194.82	\$229,590.04	\$349,663.03	\$275,112.24	\$36,285.78	\$483.50	\$0.00	\$6,946,495.62
EXPENSE									
5100 · Materials	\$704,474.58		\$134,957.98						\$839,432.56
5200 · Capital Exp	\$55,825.06							\$259,449.10	\$315,274.16
5300 · Payroll Exp	\$2,660,229.91			\$276,125.25	\$182,882.90				\$3,119,238.06
5330 · Unemployment									\$0.00
5400 · Utilities	\$173,145.33								\$173,145.33
5500 · Maintenance									\$0.00
5600 · Contracts	\$317,209.44	\$5,200.00							\$322,409.44
5700 · Supplies	\$42,037.19		\$21,558.82						\$63,596.01
5800 · Operating	\$103,351.97					\$70,476.66			\$173,828.63
5802 · Insurance									\$0.00
5900 · Auxiliary	\$46,610.87								\$46,610.87
TOTAL EXPENSE	\$4,102,884.35	\$5,200.00	\$156,516.80	\$276,125.25	\$182,882.90	\$70,476.66	\$0.00	\$259,449.10	\$5,053,535.06
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	\$1,939,281.86	\$7,994.82	\$73,073.24	\$73,537.78	\$92,229.34	-\$34,190.88	\$483.50	-\$259,449.10	\$1,892,960.56
Ending FB 3/31/2020	\$5,361,506.62	\$20,099.62	\$273,304.69	\$307,052.24	\$224,502.58	\$45,286.86	\$49,010.51	\$1,272,833.01	\$7,553,596.13

CASH	
Bank Account	Balance
1003 · Chkg - CC	\$16,680.79
1004 · MM -Tax Dep	\$5,381,343.50
1005 · Chkg-General	\$25,661.19
1006 · Chkg - Imprest	\$1,390.00
1007 · Chkg - Payroll	\$6,129.63
1011 · Cash Boxes	\$1,818.00
TOTAL CASH	\$5,433,023.11

IPRIME INVESTMENT PORTFOLIO			
Description	Rate	Maturity Date	Amount
IPRIME ISC BEG BALANCE*		NA	\$1,511,870.94
IPRIME ISC INTEREST	1.15%	NA	\$1,532.78
CD# 281301-1	1.35%	9/10/2020	\$246,600.00
CD# 281299-1	1.50%	3/3/2021	\$246,200.00
CD# 281300-1	1.51%	3/3/2021	\$246,200.00
ACCOUNT TOTAL			\$2,252,403.72

* ISC = Investment Shares Class and the interest rate varies daily. Interest on CD's is paid on maturity date.



Master Total Portfolio Report

As of: 03/10/20

PMA Financial Network
 2135 CityGate Lane
 7th Floor
 Naperville, Illinois 60563
 Telephone . 630-657-6400
 Facsimile . 630-718-8701

Palatine Public Library District / General (80178-101)

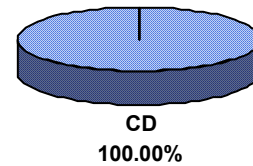
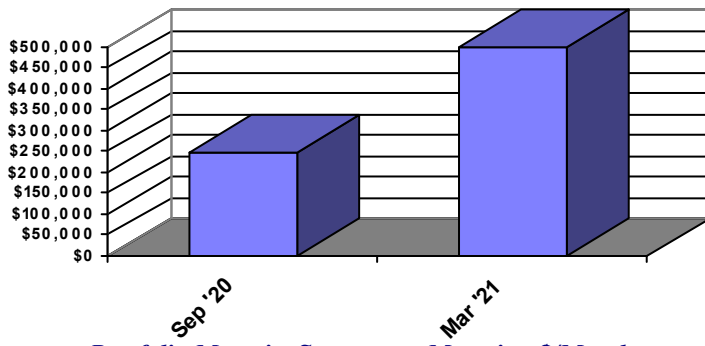
15871

Type	Trans	SEQ	Purchase	Maturity	FDIC #	Instrument	Par-Val/Mat. Val.	Original Cost	Rate
CD	281301	1	03/03/20	09/10/20	58469	AMERICAN PLUS BANK, N.A.	\$248,336.79	\$246,600.00	1.346
CD	281299	1	03/03/20	03/03/21	33653	BANK OF CHINA	\$249,893.13	\$246,200.00	1.500
CD	281300	1	03/03/20	03/03/21	33539	PREFERRED BANK	\$249,914.05	\$246,200.00	1.509
Subtotal -->							\$748,143.97	\$739,000.00	
Total Amount -->							\$748,143.97	\$739,000.00	

Time and Dollar Weighted Portfolio Yield: 1.472 %

Weighted Average Portfolio Maturity: 299.94 Days

CD's: 100.00%
 CDR's: 0.00%
 DTC: 0.00%
 CP: 0.00%
 SEC: 0.00%



Portfolio Maturity Summary - Maturing \$/Month

Portfolio Allocation by Transaction Type

Rate and Yield as labeled on this statement. For certain investment products offered by PMA, the stated Rate may be the Bond Equivalent Yield (BEY), Yield to Maturity (YTM) or other calculation of yield offered on that product ("Rate"). For all fixed income investments included on this statement (investments other than liquid LGIP, money market or SDA products), the "Rate" is stated as of the purchase date. Time and Dollar Weighted Portfolio Yield only includes fixed income investments (investments other than liquid LGIP, money market or SDA products) and is calculated based on the "Rate" at the purchase date.

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

March 31, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
03/31/2020	5828	ADVANCED DISPOSAL	1005 · Chkg-Palatine Bk & Trt-General	
02/29/2020	T40002384205		5533 · Trash	-227.00
TOTAL				-227.00
03/31/2020	5822	ALBERTSONS/SAFEWAY	1005 · Chkg-Palatine Bk & Trt-General	
03/07/2020			5776.10 · Program Supplies - PMD	-20.00
			5776.10 · Program Supplies - PMD	-22.46
			5776.10 · Program Supplies - PMD	-20.99
			5914 · Volunteer Programs	-30.94
			5776.10 · Program Supplies - PMD	-19.99
			5814 · Inservice & Training/Mileage	-17.46
			5776.20 · Program Supplies - ISD	-10.76
			5776.10 · Program Supplies - PMD	-18.54
TOTAL				-161.14
03/31/2020	5827	AYALA, LIZETTE	1005 · Chkg-Palatine Bk & Trt-General	
03/30/2020			5814 · Inservice & Training/Mileage	-190.55
TOTAL				-190.55
03/31/2020	5865	BANK OF AMERICA- MS	1005 · Chkg-Palatine Bk & Trt-General	
03/23/2020			5814 · Inservice & Training/Mileage	-124.04
			5814 · Inservice & Training/Mileage	-891.41
			5771 · Human Resources Supplies	-17.43
			5814 · Inservice & Training/Mileage	-117.98
			5328 · Misc. Fringe Benefits	-26.22
			5816 · Community Information	-111.84
			5776.10 · Program Supplies - PMD	-71.16
			5774.90 · General Service Supplies	-57.66
			5776.10 · Program Supplies - PMD	-114.01
			5774.90 · General Service Supplies	-31.77
			5772 · Art & Printing Supplies	-17.47
TOTAL				-1,580.99
03/31/2020	5864	BANK OF AMERICA-GS	1005 · Chkg-Palatine Bk & Trt-General	
03/23/2020			5775 · Maintenance Supplies	-735.00
			5775 · Maintenance Supplies	-30.12
			5775 · Maintenance Supplies	-146.80
TOTAL				-911.92
03/31/2020	5866	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	

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

March 31, 2020

Date	Num	Name	Account	Pd Amt
03/23/2020			5814 · Inservice & Training/Mileage	-210.94
			5772 · Art & Printing Supplies	-228.65
			5101 · Print Materials	-120.00
			5772 · Art & Printing Supplies	-262.50
TOTAL				-822.09
03/31/2020	5852	BANK OF AMERICA-MRG	1005 · Chkg-Palatine Bk & Trt-General	
03/23/2020			5774.50 · TS Collection Supplies	-81.28
			5105 · Nonprint Materials	-15.99
			5105 · Nonprint Materials	-15.99
			5105 · Nonprint Materials	-15.99
			5776.20 · Program Supplies - ISD	-40.00
			5776.20 · Program Supplies - ISD	-208.18
			5774.90 · General Service Supplies	-84.90
TOTAL				-462.33
03/31/2020	5862	BANK OF AMERICA - SC	1005 · Chkg-Palatine Bk & Trt-General	
03/23/2020			5653 · Technology Support	-13.80
			5328 · Misc. Fringe Benefits	-21.00
			5328 · Misc. Fringe Benefits	-85.80
			5653 · Technology Support	-13.80
			5653 · Technology Support	-13.80
TOTAL				-148.20
03/31/2020	5835	BLUE LION SYSTEMS	1005 · Chkg-Palatine Bk & Trt-General	
04/01/2020			5535 · Fire and Security	-35.00
TOTAL				-35.00
03/31/2020	5836	CALL ONE	1005 · Chkg-Palatine Bk & Trt-General	
03/15/2020	220752		5811 · Telephone	-261.16
TOTAL				-261.16
03/31/2020	5853	CENGAGE-ELECTRONIC REFERENCE	1005 · Chkg-Palatine Bk & Trt-General	
03/31/2020			5101 · Print Materials	-1,004.61
TOTAL				-1,004.61
03/31/2020	5826	CENTER POINT LARGE PRINT	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020	1763713		5101 · Print Materials	-140.22
TOTAL				-140.22

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

March 31, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
03/31/2020	5831	COLLEY ELEVATOR CO.	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020	194606		5536 · Elevator	-1,495.00
TOTAL				-1,495.00
03/31/2020	5833	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
02/24/2020			5657 · Internet Service	-129.85
TOTAL				-129.85
03/31/2020	5847	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
03/10/2020			5657 · Internet Service	-195.87
TOTAL				-195.87
03/31/2020	5854	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
03/26/2020			5657 · Internet Service	-129.85
TOTAL				-129.85
03/31/2020	5863	COMPLETE CLEANING COMPANY, INC	1005 · Chkg-Palatine Bk & Trt-General	
04/01/2020	C13388		5531 · Cleaning Service	-6,061.00
TOTAL				-6,061.00
03/31/2020	5832	CUMMINS	1005 · Chkg-Palatine Bk & Trt-General	
02/11/2020	F2-49024		5537 · Building Maintenance	-955.73
TOTAL				-955.73
03/31/2020	5855	CURRENT TECHNOLOGIES CORPORATION	1005 · Chkg-Palatine Bk & Trt-General	
03/16/2020	724073		5655 · LAN Management	-660.00
TOTAL				-660.00
03/31/2020	5837	D & Z HOUSE OF BOOKS	1005 · Chkg-Palatine Bk & Trt-General	
03/04/2020	2020/I115066		5101 · Print Materials	-160.08
TOTAL				-160.08
03/31/2020	5848	D & Z HOUSE OF BOOKS	1005 · Chkg-Palatine Bk & Trt-General	
03/06/2020	2020/I116477		5101 · Print Materials	-186.04
TOTAL				-186.04

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

March 31, 2020

Date	Num	Name	Account	Pd Amt
03/31/2020	5825	DARICE INC.	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2020	2020002038094		5776.20 · Program Supplies - ISD	-1,050.98
TOTAL				-1,050.98
03/31/2020	5856	EBSCO	1005 · Chkg-Palatine Bk & Trt-General	
03/13/2020	2006079		5101 · Print Materials	-514.50
TOTAL				-514.50
03/31/2020	5838	ELM USA, INC.	1005 · Chkg-Palatine Bk & Trt-General	
03/06/2020	28841		5774.50 · TS Collection Supplies	-100.63
TOTAL				-100.63
03/31/2020	5824	ENGBERG ANDERSON, INC	1005 · Chkg-Palatine Bk & Trt-General	
02/29/2020	19304500-07		5210.90 · Miscellaneous	-17,755.20
			5210.90 · Miscellaneous	-14,647.98
TOTAL				-32,403.18
03/31/2020	5857	EXXON-MOBIL	1005 · Chkg-Palatine Bk & Trt-General	
03/25/2020			5545 · Van Fuel	-39.62
TOTAL				-39.62
03/31/2020	5839	HOFFMAN ESTATES PARK DISTRICT	1005 · Chkg-Palatine Bk & Trt-General	
03/04/2020			5813.10 · Cultural/Ed Programs - PMD	-62.50
04/01/2020			5666 · Leases(Branches)	-2,500.00
TOTAL				-2,562.50
03/31/2020	5830	HOH WATER TECHNOLOGY, INC	1005 · Chkg-Palatine Bk & Trt-General	
02/27/2020	574752		5775 · Maintenance Supplies	-634.90
TOTAL				-634.90
03/31/2020	5849	JOHNSON CONTROLS SECURITIES	1005 · Chkg-Palatine Bk & Trt-General	
03/07/2020	34000600		5535 · Fire and Security	-156.95
TOTAL				-156.95
03/31/2020	5858	KLEIN THORPE AND JENKINS, LTD	1005 · Chkg-Palatine Bk & Trt-General	

Palatine Public Library District Early Release Check Register

March 31, 2020

Date	Num	Name	Account	Pd Amt
03/17/2020	208784		5817 · Legal	-242.00
TOTAL				-242.00
03/31/2020	5845	KONICA MINOLTA BUSINESS SOLUTIONS	1005 · Chkg-Palatine Bk & Trt-General	
03/15/2020	900000044		5651 · Copier & Printer Maintenance	-300.08
03/15/2020	9006600003		5651 · Copier & Printer Maintenance	-455.64
03/15/2020	9006601656		5651 · Copier & Printer Maintenance	-57.13
TOTAL				-812.85
03/31/2020	5840	NORTHWEST COMMUNITY HEALTHCARE	1005 · Chkg-Palatine Bk & Trt-General	
04/01/2020			5666 · Leases(Branches)	-590.00
TOTAL				-590.00
03/31/2020	5850	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
03/05/2020	01018CO20046641		5107 · Electronic Materials	-1,013.45
03/13/2020	01018CO20052589		5107 · Electronic Materials	-983.17
03/17/2020	01018CO20055716		5107 · Electronic Materials	-1,009.22
03/20/2020	01018CO20063413		5107 · Electronic Materials	-1,656.37
03/27/2020	01018CO20073001		5107 · Electronic Materials	-1,088.89
TOTAL				-5,751.10
03/31/2020	5829	PADDOCK PUBLICATIONS-WANT ADS	1005 · Chkg-Palatine Bk & Trt-General	
03/13/2020	52244		5816 · Community Information	-200.00
TOTAL				-200.00
03/31/2020	5859	ROWMAN & LITTLEFIELD GROUP	1005 · Chkg-Palatine Bk & Trt-General	
02/20/2020	11380740		5101 · Print Materials	-60.95
TOTAL				-60.95
03/31/2020	5851	SYNCB/AMAZON	1005 · Chkg-Palatine Bk & Trt-General	
03/30/2020			5101 · Print Materials	-233.86
			5105 · Nonprint Materials	-1,386.31
			5772 · Art & Printing Supplies	-97.56
			5774.50 · TS Collection Supplies	-511.27
			5774.90 · General Service Supplies	-293.94
			5820 · Gifts/Donations	-1,945.26
TOTAL				-4,468.20
03/31/2020	5823	YSERCO	1005 · Chkg-Palatine Bk & Trt-General	

Palatine Public Library District Early Release Check Register

March 31, 2020

Date	Num	Name	Account	Pd Amt
03/01/2020	1073		5539 · HVAC	-1,539.25
TOTAL				-1,539.25
03/31/2020	5841	TELEVEND SERVICES, INC	1005 · Chkg-Palatine Bk & Trt-General	
03/05/2020	11506		5774.90 · General Service Supplies	-77.05
TOTAL				-77.05
03/31/2020	5860	TWIN SUPPLIES, LTD	1005 · Chkg-Palatine Bk & Trt-General	
03/11/2020	193386T		5775 · Maintenance Supplies	-64.24
TOTAL				-64.24
03/31/2020	5842	UNIQUE MANAGEMENT SERVICES	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020	592721		5659 · Book Recovery Service	-277.45
TOTAL				-277.45
03/31/2020	5834	UNITE PRIVATE NETWORKS, LLC	1005 · Chkg-Palatine Bk & Trt-General	
03/01/2020	SI-20-003766		5657 · Internet Service	-1,495.00
TOTAL				-1,495.00
03/31/2020	5843	VANGUARD ENERGY SERVICES, LLC	1005 · Chkg-Palatine Bk & Trt-General	
03/03/2020	G404409022820		5421 · Gas	-4,700.93
TOTAL				-4,700.93
03/31/2020	5861	VILLAGE OF PALATINE	1005 · Chkg-Palatine Bk & Trt-General	
03/10/2020	H002720		5536 · Elevator	-170.00
			5536 · Elevator	-170.00
			5536 · Elevator	-170.00
			5536 · Elevator	-170.00
TOTAL				-680.00
03/31/2020	5844	VILLAGE OF PALATINE-WATER	1005 · Chkg-Palatine Bk & Trt-General	
03/11/2020			5423 · Water	-353.36
TOTAL				-353.36
03/31/2020	5846	WAREHOUSE DIRECT	1005 · Chkg-Palatine Bk & Trt-General	
03/03/2020	4600010-0		5774.90 · General Service Supplies	-59.02
03/03/2020	459935-0		5775 · Maintenance Supplies	-748.54

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

March 31, 2020

Date	Num	Name	Account	Pd Amt
03/04/2020	4601741-0		5774.90 · General Service Supplies	-1.28
03/05/2020	4604030-0		5774.90 · General Service Supplies	-3.17
03/05/2020	4603151-0		5775 · Maintenance Supplies	-164.20
03/06/2020	4597241-0		5775 · Maintenance Supplies	-24.95
03/09/2020	4608169-0		5775 · Maintenance Supplies	-257.44
03/09/2020	4608186-0		5775 · Maintenance Supplies	-65.68
03/09/2020	4581816-0		5771 · Human Resources Supplies	-54.11
TOTAL				-1,378.39

TOTAL **\$76,072.66**

Due to the closure of the Palatine Public Library District in accordance with Gov. J.B. Pritzker announcing a "stay-at-home" order for the state of Illinois to prevent the spread of COVID-19, and the approval of Executive Director, Jeannie Dilger, this report listing the Early Release Checks is being emailed to Trustee Bruce Jefferson, Trustee Jeffrey Westhoff and Trustee Hal Snyder for an electronic approval by two trustees to process and mail these checks on 3-31-2020.

Please reply to bschwarz@palatinepubliclibrary.org stating the following:

"I, Bruce Jefferson, approve via electronic signature the processing of Early Release Checks 5822-5866 dated 3/31/2020 totaling \$76,072.66 for the Palatine Public Library District."

Respectfully submitted by Beth Schwarz, Finance Manager, Palatine Public Library District 3/31/2020

Palatine Public Library District
Warrant 2020-10 Check Register
 April 21, 2020

Date	Num	Name	Account	Pd Amt
04/21/2020	5869	CALL ONE	1005 · Chkg-Palatine Bk & Trt-General	
04/15/2020	232259		5811 · Telephone	-262.03
TOTAL				-262.03
04/21/2020	5870	CONSTELLATION, AN EXELON COMPANY	1005 · Chkg-Palatine Bk & Trt-General	
03/17/2020			5422 · Electricity	-16,295.91
TOTAL				-16,295.91
04/21/2020	5871	CULLIGAN WATER CONDITIONING, INC	1005 · Chkg-Palatine Bk & Trt-General	
03/31/2020			5423 · Water	-27.99
TOTAL				-27.99
04/21/2020	5872	CURRENT TECHNOLOGIES CORPORATION	1005 · Chkg-Palatine Bk & Trt-General	
03/31/2020	724184		5655 · LAN Management	-5,760.00
04/01/2020	724160		5655 · LAN Management	-4,200.00
04/01/2020	724165		5655 · LAN Management	-460.00
TOTAL				-10,420.00
04/21/2020	5867	ECS MIDWEST	1005 · Chkg-Palatine Bk & Trt-General	
02/20/2020	78770		5210.90 · Miscellaneous	-7,200.00
TOTAL				-7,200.00
04/21/2020	5873	ENGBERG ANDERSON, INC	1005 · Chkg-Palatine Bk & Trt-General	
03/31/2020	19304500-08		5210.90 · Miscellaneous	-19,509.40
TOTAL				-19,509.40
04/21/2020	5884	EVERLIVING GREENERY	1005 · Chkg-Palatine Bk & Trt-General	
04/01/2020	42808		5534 · Landscaping and Lawn Service	-388.00
TOTAL				-388.00
04/21/2020	5874	GALLAGHER, ARTHUR J.	1005 · Chkg-Palatine Bk & Trt-General	
04/01/2020	3390502		5802 · Public Liability Insurance	-1,237.00
TOTAL				-1,237.00

Palatine Public Library District
Warrant 2020-10 Check Register
 April 21, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
04/21/2020	5875	INGRAM-2004115	1005 - Chkg-Palatine Bk & Trt-General	
03/31/2020			5101 · Print Materials	-12,989.18
			5105 · Nonprint Materials	-179.75
			5328 · Misc. Fringe Benefits	-10.16
TOTAL				-13,179.09
04/21/2020	5876	KONICA MINOLTA	1005 - Chkg-Palatine Bk & Trt-General	
03/26/2020	35181200		5651 · Copier & Printer Maintenance	-227.53
03/26/2020	35181199		5651 · Copier & Printer Maintenance	-680.00
03/28/2020	35181201		5651 · Copier & Printer Maintenance	-715.22
TOTAL				-1,622.75
04/21/2020	5877	MIDWEST TAPE	1005 - Chkg-Palatine Bk & Trt-General	
04/01/2020			5105 · Nonprint Materials	-13,506.31
TOTAL				-13,506.31
04/21/2020	5878	MIDWEST TAPE-HOOPLA	1005 - Chkg-Palatine Bk & Trt-General	
03/31/2020	98788530		5107 · Electronic Materials	-5,236.11
TOTAL				-5,236.11
04/21/2020	5879	OVERDRIVE INC.	1005 - Chkg-Palatine Bk & Trt-General	
03/31/2020	01018MA20080358		5107 · Electronic Materials	-4,180.54
04/03/2020	01018CO20084979		5107 · Electronic Materials	-1,344.50
TOTAL				-5,525.04
04/21/2020	5883	OVERDRIVE INC.	1005 - Chkg-Palatine Bk & Trt-General	
04/10/2020	01018CO20095408		5107 · Electronic Materials	-1,425.98
TOTAL				-1,425.98
04/21/2020	5880	PAYPAL	1005 - Chkg-Palatine Bk & Trt-General	
03/31/2020	94411023		5660 · Accounting/Payroll/Bank Fees	-19.95
TOTAL				-19.95
04/21/2020	5868	U.S. FIRE & SAFETY EQUIPMENT CO	1005 - Chkg-Palatine Bk & Trt-General	
03/30/2020	505022		5535 · Fire and Security	-197.00

Palatine Public Library District
Warrant 2020-10 Check Register

April 21, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Pd Amt</u>
TOTAL				-197.00
04/21/2020	5881	UNIQUE MANAGEMENT SERVICES	1005 - Chkg-Palatine Bk & Trt-General	
04/01/2020	594014		5659 - Book Recovery Service	-241.65
TOTAL				-241.65
04/21/2020	5882	UNITE PRIVATE NETWORKS, LLC	1005 - Chkg-Palatine Bk & Trt-General	
04/01/2020	SI-20-005011		5657 - Internet Service	-1,495.00
TOTAL				-1,495.00
			TOTAL	\$97,789.21

Palatine Public Library District
Warrant 2020-10 Payroll and Invoice Distribution Totals
For April 2020

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
03/14/2020	PAYCOM	\$127,618.86
03/31/2020	PAYCOM	\$135,723.26
Total 5310 · Gross Salaries		\$263,342.12
5311 · Employer IMRF Fund Expense		
03/31/2020	IMRF	\$34,481.59
Total 5311 · IMRF Fund Expense		\$34,481.59
5312 · Employer Social Security Fund Expense		
03/14/2020	PAYCOM	\$9,451.03
03/31/2020	PAYCOM	\$10,071.09
Total 5312 · Social Security Fund Exp		\$19,522.12
5313 · Employer Health & Life Insurance Expense		
03/14/2020	BLUE CROSS BLUE SHIELD	\$20,161.88
03/31/2020	PRINCIPAL INSURANCE	\$1,436.31
Total 5313 · Health & Life Insurance		\$21,598.19
5660 · Payroll Processing Fee		
03/14/2020	Payroll Processing Fee	\$423.33
03/31/2020	Payroll Processing Fee	\$399.03
Total 5660 · Payroll Processing Fee		\$822.36
TOTAL 5300 · PAYROLL EXPENSES:		\$339,766.38
EARLY RELEASE INVOICES:		\$76,072.66
WARRANT 2020-10 INVOICES:		\$97,789.21
TOTAL WARRANT 2020-10:		\$513,628.25

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date