

MINUTES

1. Call to order

The Finance Committee meeting was called to order by Committee Chair Jefferson at 6:30 p.m. at Meeting Room 2, Main Library.

2. Roll call

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

3. Introduction of visitors

Also in attendance, Executive Director Jeannie Dilger, Finance Manager Beth Schwarz and Courtney Soesbe from PMA Securities.

4. Public Comment

None

5. Investment strategy

a. Cash flow analysis

The Committee heard a presentation from Courtney Soesbe of PMA Securities on the Library's cash flow needs and strategies for investing Library cash.

6. Selection of bond issuance process

The Committee continued its discussion of the Library's options for issuing Bonds.

7. Naming Opportunities

The Committee continued the review and discussion of opportunities for potential 3rd party sponsorships of future remodeled spaces.

8. Other Business

None.

9. Dates for Next Finance Committee meeting

To be determined at a later date.

10. Adjournment

Committee Chair Jefferson adjourned the meeting at 7:30 p.m.

Approved: _____

Trustee

Trustee

Prepared by Bruce Jefferson



MINUTES

1. Call to order

The Finance Committee meeting was called to order by Committee Chair Jefferson at 9:00 a.m. remotely via video conference.

2. Roll call

Upon roll call, Trustees Jefferson and Vanderhoek were present.

3. Introduction of visitors

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

4. Public Comment

None.

5. Discussion of Library working budget for fiscal year 2020-2021 (noncorporate funds)

The Finance Committee reviewed and discussed the working budget allocations for the upcoming 2020-2021, Audit, IMRF, Social Security, Tort Immunity, Unemployment and Special Reserve funds.

6. Other Business

None.

7. Dates for Next Finance Committee meeting

May 4, 2020 at 9 a.m.

8. Adjournment

Committee Chair Jefferson adjourned the meeting at 6:37 a.m.

Approved: _____

Trustee

Trustee

Prepared by Bruce Jefferson



MINUTES

1. Call to order

The Finance Committee meeting was called to order by Committee Chair Jefferson at 9:01 a.m. remotely via video conference.

2. Roll call

Upon roll call, Trustees Jefferson and Vanderhoek were present.

3. Introduction of visitors

Also in attendance, Executive Director Jeannie Dilger, Assistant Director for Public Services, Melissa Gardner and Finance Manager Beth Schwarz.

4. Public Comment

None.

5. Discussion of Library working budget for fiscal year 2020-2021

a. Building maintenance fund

The Finance Committee reviewed and discussed the working budget allocations for the upcoming 2020-2021 Building maintenance fund.

b. Corporate fund

The Finance Committee reviewed and discussed the working budget allocations for the upcoming 2020-2021 Corporate Fund.

6. Other Business

None.

7. Dates for Next Finance Committee meeting

none

8. Adjournment

Committee Chair Jefferson adjourned the meeting at 9:34 a.m.

Approved: _____

Trustee

Trustee

Prepared by: Bruce Jefferson



Minutes

1. Call to order

President Vanderhoek called the meeting to order at 7:07 p.m. Secretary Boland was present by video conference.

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

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

3. Approval of agenda

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

Roll call vote:

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

4. Introduction of visitors

Also in attendance by video conference were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Circulation Department Manager Rosalie Scarpeli, Friends representative Meg Cipar, and Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

Friends representative Meg Cipar reported that the June Book Sale has been canceled due to the closing of the Library and not enough inventory for sale. The next sale is tentatively scheduled for September 2020, but this will depend upon the opening of the Library and social distancing guidelines.

b. Palatine Public Library District Foundation

The Foundation will meet by video conference call on May 21, 2020. They plan to start to work on fundraising for the StoryWalk and for the Library renovation project.

c. RAILS

Trustee Brauer reported on highlights from the “Everything Library Trustees Need to Know During COVID-19” Zoom webinar. She will email the resource links to all Trustees.

d. Teen Advisory Board (TAB)

No report.

7. Unfinished business

a. Main Library renovation project

Executive Director Dilger provided an overview of the three Amendments to the Professional Services Agreement for Renovations of Existing Library Space: Amendment 01 is regarding a basic services percentage fee of 9% being converted to a fixed fee of \$440,800; Amendment 02 is regarding an increase of \$29,000 for the addition of a north entry; and Amendment 03 is regarding an increase of \$9,000 for work on the lobby.

i. Amendment 01: Modifications to Professional Services Agreement for Renovations of Existing Library Space

Trustee Brauer moved, seconded by Trustee Snyder, approval of Amendment 01: Modifications to Professional Services Agreement for Renovations of Existing Library Space as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

ii. Amendment 02: Modifications to Professional Services Agreement for Renovations of Existing Library Space

Trustee Snyder moved, seconded by Trustee Singh, approval of Amendment 02: Modifications to Professional Services Agreement for Renovations of Existing Library Space as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

iii. Amendment 03: Modifications to Professional Services Agreement for Renovations of Existing Library Space

Trustee Snyder moved, seconded by Trustee Brauer, approval of Amendment 03: Modifications to Professional Services Agreement for Renovations of Existing Library Space as amended by striking out “slab radiant heating”.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

iv. Project update

Executive Director Jeannie Dilger advised that Engberg Anderson met with staff to finalize details on bid packages. She discussed renovation plans for the north entry, main lobby, second floor service point, and youth areas. Engberg Anderson talked with the Village of Palatine regarding approval of the easement at the north entry and is working on carpet/paint finishes, estimates and bid packages for general contracting, movers and furniture. The estimates and bid packages will be ready at the Building Renovation committee meeting on June 4 and at the regular Board meeting on June 16.

8. New business

a. Review and approval: Policy 9-Human Resources

Executive Director Dilger advised that domestic partner was recently added to vision and dental insurance under Policy 9-Human Resources. There was discussion regarding domestic partners, substitutes, COBRA fees, and birthday holidays.

Trustee Brauer moved, seconded by Trustee Snyder, approval of changes to Policy 9-Human Resources as amended effective July 1, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

b. Review of draft Working Budget for Fiscal Year 2020-2021

Trustee Jefferson advised that the Finance Committee met on May 4, 2020 and reviewed the Working Budget for Fiscal Year 2020-2021. The current fiscal year will have a 7.8% increase in income and a 3.9% decrease in expenses from last year. Executive Director Dilger highlighted salary comparisons with other local libraries, a 5% increase in medical insurance, and an increase in Miscellaneous Fringe Benefits for cell phone and internet use reimbursement due to staff working from home.

c. Approval of days closed for 2020-2021

Trustee Jefferson moved, seconded by Trustee Snyder, approval of the days closed for fiscal year 2020-2021 as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

9. President's report

a. Review of Library Board Advocacy Activities

No report.

10. Director's report

Executive Director Dilger highlighted how much staff has been able to accomplish with regular service and special projects during the Governor's stay home order. She also advised of the new department names.

a. Strategic plan update

Assistant Director Gardner reported that staff continue to meet strategic plan goals while working from home.

b. Reopening plan update

Executive Director Dilger reported that the Library's phase plan for re-opening now aligns with the Governor's Restore Illinois phase plan. The Library is preparing for Phase 2 for curbside pick-up to begin June 2. Staff are divided into seven teams for each day of the week and started back to work in the Library on May 18. Curbside testing will begin the week of May 25, and Trustees were asked to assist with testing this process.

11. Committee reports

a. Committee to Review Open and Closed Session Minutes

No report.

b. Board Development Committee

No report.

c. Building Renovation Committee

The next committee meeting is scheduled for June 4, 2020.

d. Director's Review Committee

No report.

e. Finance Committee

Committee Chair Jefferson reported that the Finance Committee met on May 4, 2020.

f. Lock Box Committee

No report.

g. Policy Committee

Trustee Brauer reported that committee met on May 7, 2020, and reviewed Policy 9–Human Resources. The next committee meeting is scheduled for June 4, 2020, at 9:00 am. They will review Policy 6–Library Facilities, Appendix 6A-Noise Zones and Policy 11-Privacy Policy.

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 April 7, 2020, regular meeting of April 21, 2020, and Policy Committee meeting of May 7, 2020
- b. Financial report and approval of Warrant 2020-11 in the amount of \$488,032.10

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

Roll call vote:

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

13. **Correspondence**

The Board received an email from a patron about providing for seniors.

Trustee Boland reported that a recent Trustee webinar provided letter templates for initiating correspondence to local decision makers regarding Library services.

14. **Adjournment**

President Vanderhoek adjourned the meeting at 8:28 p.m.

Approved: _____

Andrea Vanderhoek, President

Tracy Boland, Secretary



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 present.

3. Introduction of visitors

Executive Director Jeannie Dilger and Assistant Director Melissa Gardner attended.

4. Public Comment

None.

5. Review and discussion of policies and appendices

The committee discussed Policy 6—Library Facilities, Appendix 6A—Noise Zones, and Policy 11—Privacy Policy.

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

The committee discussed Policy 2—Library Cards and Accounts, Sections 2-11 through 2-13.

The committee plans to review Policy 2—Library Cards and Accounts, Appendix 2A—Certain Rules and Restrictions on the Use of Services and Facilities, Appendix 2B—Schedule of Fines, Fees, and Charges, Appendix 2C—Schedule of Loan Periods and Restrictions, Policy 8—Community Relations, and Appendix 8A—Guidelines for Display Cases and Art Exhibits in July.

7. Other business

None.

8. Date for next meeting

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

9. Adjournment

Trustee Brauer adjourned the meeting at 10:18 a.m.

Approved on: _____

Trustee

Trustee

Prepared by Debby Brauer



Current Technologies Corporation

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Prepared For:

Palatine Public Library

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Quote

CTCQ18647-02
Quote Created: 5/29/2020
Quote Expires: 6/27/2020
By: MRhodes
Description:
Fortinet Firewall Replacement May 2020

Line	Qty	Description	Part #	Unit Price	Ext. Price
1		<i>Main Site - Replaces Existing Model 300D</i>			
2	1	Fortinet FortiGate 401E - Security appliance - with 3 years FortiCare 24X7 Service + 3 years FortiGuard - GigE - 1U - rack-mountable	FG-401E-BDL-95-0-36	\$13,904.20	\$13,904.20
3	1	Fortinet Redundant Power Module - 120 V AC	SP-FG300E-PS	\$797.74	\$797.74
4					
5		<i>Branch Sites - Replaces Existing Model 92D</i>			
6	2	Fortinet FortiGate 101E - UTM Bundle - security appliance - with 3 years FortiCare 24X7 Comprehensive Support + 3 years FortiGuard - GigE - 1U - rack-mountable	FG-101E-BDL-95-0-36	\$5,589.61	\$11,179.22
7					
8	1	Free Shipping	FreeShip	\$0.00	\$0.00
				SubTotal	\$25,881.16

This quote is subject to Current Technologies' Terms and Conditions located at <http://www.currenttech.net/terms>
Product and labor orders over \$2,500 require 50% payment up front, 50% due within 15 days of receipt or upon completion of project. Shipping/Handling & applicable sales tax are not included in this quote and will be invoiced. Software/support orders require prepayment in full.

To order, please sign and email to orders@currenttech.net or request an e-signature link from your salesperson

Agreed and Accepted by _____ Date _____ PO# _____



STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Tracy Boland, the duly qualified and acting Secretary of the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. 2020-05

ORDINANCE AUTHORIZING LEVY OF AN ADDITIONAL TAX FOR THE PURCHASE OF SITES AND BUILDINGS; FOR THE CONSTRUCTION AND EQUIPMENT OF BUILDINGS; FOR THE RENTAL OF BUILDINGS REQUIRED FOR LIBRARY PURPOSES; AND FOR THE MAINTENANCE, REPAIRS, AND ALTERATION OF THE LIBRARY BUILDING AND EQUIPMENT

adopted at a regular meeting of the said Board of Library Trustees at which a quorum was present held pursuant to the Illinois Open Meetings Act on the 16th day of June, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of June, 2020.

Tracy Boland, Secretary



ORDINANCE NO. 2020-05

ORDINANCE AUTHORIZING LEVY OF AN ADDITIONAL TAX FOR THE PURCHASE OF SITES AND BUILDINGS; FOR THE CONSTRUCTION AND EQUIPMENT OF BUILDINGS; FOR THE RENTAL OF BUILDINGS REQUIRED FOR LIBRARY PURPOSES; AND FOR THE MAINTENANCE, REPAIRS, AND ALTERATION OF THE LIBRARY BUILDING AND EQUIPMENT

WHEREAS, Section 35-5 of Chapter 75, Act 35, of the Illinois Compiled Statutes authorizes the levy of an additional tax of 0.02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of the Library building and equipment.

NOW, THEREFORE, **Be It Ordained** by the Board of Library Trustees of the PALATINE PUBLIC LIBRARY DISTRICT, Cook County, Illinois, that they hereby determine to levy an additional tax of 0.02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of the Library building and equipment.

BE IT FURTHER ORDAINED that within fifteen (15) days after the adoption of this Ordinance, the Secretary shall publish it at least once in one or more newspapers published in the District, or if no newspaper is published therein, then in one or more newspapers with a general circulation within the District.

BE IT FURTHER ORDAINED that if no petition is filed with the Board of Library Trustees within thirty (30) days after the aforesaid publication, the District shall then proceed with the levy of said additional tax. However, if within the thirty (30) day period a petition is filed with the Board of Library Trustees, signed by electors of the District equal in number to 5,351 or more of the electors (being 10% or more of the total number of registered voters in the Library District), asking that the question of levying such a 0.02% tax be submitted to the electors of the District, the question shall be submitted at the next regular election, being the Presidential Primary Election of November 3, 2020. If a majority of votes cast upon the question are in favor thereof, the Board of Library Trustees may levy the additional tax. The Secretary of the District shall provide a petition form to any individual requesting one.

ADOPTED this 16th day of June, 2020, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees

PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 5/31/2020

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemployment	Special Reserve	Total
INCOME									
4000 · Tax Levies	\$5,780,037.22	\$13,395.20	\$233,076.79	354,973.28	\$279,290.31	\$36,836.85	\$483.50		\$6,698,093.15
4001 · TIF Rebates	\$75,015.04								\$75,015.04
4010 · Repl Tax	\$69,052.71								\$69,052.71
4100 · Interest Income	\$109,066.50								\$109,066.50
4200 · Other Income	\$206,851.54								\$206,851.54
TOTAL INCOME	\$6,240,023.01	\$13,395.20	\$233,076.79	\$354,973.28	\$279,290.31	\$36,836.85	\$483.50	\$0.00	\$7,158,078.94
EXPENSE									
5100 · Materials	\$766,861.24								\$766,861.24
5200 · Capital Exp	\$54,985.05							\$259,449.10	\$314,434.15
5300 · Payroll Exp	\$3,218,077.23			\$343,468.52	\$221,222.44				\$3,782,768.19
5330 · Unemployment									\$0.00
5400 · Utilities	\$186,897.79								\$186,897.79
5500 · Maintenance			\$165,969.98						\$165,969.98
5600 · Contracts	\$363,944.70	\$5,200.00							\$369,144.70
5700 · Supplies	\$52,574.11		\$22,435.56						\$75,009.67
5800 · Operating	\$103,934.32					\$71,713.66			\$175,647.98
5802 · Insurance									\$0.00
5900 · Auxiliary	\$49,552.88								\$49,552.88
TOTAL EXPENSE	\$4,796,827.32	\$5,200.00	\$188,405.54	\$343,468.52	\$221,222.44	\$71,713.66	\$0.00	\$259,449.10	\$5,886,286.58
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	\$1,443,195.69	\$8,195.20	\$44,671.25	\$11,504.76	\$58,067.87	-\$34,876.81	\$483.50	-\$259,449.10	\$1,271,792.36
Ending FB 5/31/2020	\$4,865,420.45	\$20,300.00	\$244,902.70	\$245,019.22	\$190,341.11	\$44,600.93	\$49,010.51	\$1,272,833.01	\$6,932,427.93

CASH	
Bank Account	Balance
1003 · Chkg - CC	\$16,870.65
1004 · MM -Tax Dep	\$4,719,421.62
1005 · Chkg-General	\$5,804.13
1006 · Chkg - Imprest	\$1,390.00
1007 · Chkg - Payroll	\$16,983.44
1011 · Cash Boxes	\$1,818.00
TOTAL CASH	\$4,762,287.84

IPRIME INVESTMENT PORTFOLIO			
Description	Rate	Maturity Date	Amount
IPRIME ISC BEG BALANCE*		NA	\$1,514,519.16
IPRIME ISC INTEREST	1.15%	NA	\$796.18
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			\$2,254,315.34

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

Palatine Public Library District
CORPORATE- FUND #10 Budget vs. Actual
 July 2019 through May 2020
 92% of Budget Year Completed

	<u>Jul 2019 - May 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	5,780,037.22	6,581,259.00	87.83%	100.70%
4001 · Tax Levy - TIF	75,015.04	20,000.00	375.08%	100.00%
4010 · Replacement Tax	69,052.71	12,716.00	543.04%	126.20%
4100 · Interest Income	109,066.50	40,000.00	272.67%	376.80%
4200 · Other Fees and Income				
4201 · Fines	26,923.53	48,069.00	56.01%	90.90%
4203 · Lost/Replacement Fees	6,838.71	15,774.00	43.35%	83.00%
4204 · Book Recovery Serv/Collections	5,930.68	14,688.00	40.38%	79.10%
4210 · Copier Income	6,744.56	8,954.00	75.33%	101.40%
4211 · Printing/Fax Income	12,440.13	17,122.00	72.66%	95.10%
4212 · Vending Machines	1,458.82	1,989.00	73.34%	89.60%
4222 · Meeting Room Fees	7,065.00	10,547.00	66.99%	118.20%
4223 · Interlibrary Loan Fees	31.01	201.00	15.43%	44.80%
4224 · Non-Resident Fees	7,497.84	12,557.00	59.71%	111.30%
4231 · Per Capita Grant	111,228.75	111,229.00	100.0%	100.00%
4232 · Gifts/Donations	16,391.79	35,022.00	46.8%	124.80%
4233 · Other Grants	0.00	45,965.00	0.0%	0.00%
4241 · Misc-General	2,230.10	767.00	290.76%	322.70%
4257 · Used Materials Income	38.75	7,083.00	0.55%	80.70%
4261 · Sale of Equipment	2,031.87	1,929.00	105.33%	539.50%
Total 4200 · Other Fees and Income	206,851.54	331,896.00	62.32%	100.60%
Total Income	6,240,023.01	6,985,871.00	89.32%	103.50%
Gross Profit	6,240,023.01	6,985,871.00	89.32%	103.50%
Expense				
5100 · Materials				
5101 · Print Materials	261,995.74	405,000.00	64.69%	90.90%
5104 · Databases	212,285.49	221,350.00	95.91%	93.20%
5105 · Nonprint Materials	138,166.85	212,505.00	65.02%	89.60%
5107 · Electronic Materials	154,413.16	172,000.00	89.78%	87.80%
Total 5100 · Materials	766,861.24	1,010,855.00	75.86%	90.90%
5200 · Capital Expenditures				
5205 · Furniture	13,274.00	40,000.00	33.19%	10.60%
5207 · Computers/Technology	41,711.05	192,871.00	21.63%	50.20%
Total 5200 · Capital Expenditures	54,985.05	232,871.00	23.61%	47.30%
5300 · Payroll Expenses				
5310 · Gross Salaries	2,981,040.50	3,390,561.00	87.92%	86.80%
5313 · Health & Life Insurance	230,006.51	293,559.00	78.35%	76.20%
5314 · HSA Employer Contribution	1,650.00			0.00%
5315 · HSA Employee Contribution	180.00			0.00%
5328 · Misc. Fringe Benefits	5,200.22	7,413.00	70.15%	80.90%
Total 5300 · Payroll Expenses	3,218,077.23	3,691,533.00	87.18%	85.90%

Palatine Public Library District
CORPORATE- FUND #10 Budget vs. Actual
 July 2019 through May 2020
 92% of Budget Year Completed

	Jul 2019 - May 2020	Budget	% of Budget	% of Budget Last YTD
5400 · Utilities				
5421 · Gas	25,540.30	30,000.00	85.13%	59.80%
5422 · Electricity	154,619.63	220,000.00	70.28%	80.80%
5423 · Water	6,737.86	14,615.00	46.1%	38.30%
Total 5400 · Utilities	186,897.79	264,615.00	70.63%	74.30%
5600 · Contracts				
5651 · Copier & Printer Maintenance	28,235.58	29,463.00	95.83%	103.20%
5653 · Technology Support	74,061.00	72,152.00	102.65%	101.30%
5654 · Postage Machine	1,583.40	1,891.00	83.73%	100.00%
5655 · LAN Management	67,670.00	55,920.00	121.01%	100.00%
5656 · Integrated Library Systems	93,705.85	169,170.00	55.39%	91.90%
5657 · Internet Service	21,838.26	25,556.00	85.45%	83.50%
5658 · Bibliographic Support	3,055.22	2,650.00	115.29%	104.10%
5659 · Book Recovery Service	2,541.80	5,338.00	47.62%	95.20%
5660 · Accounting/Payroll/Bank Fees	10,872.56	19,013.00	57.19%	90.10%
5661 · Leases(Office Park)	2,637.92	2,770.00	95.23%	65.90%
5663 · Consultants	6,000.00	47,500.00	12.63%	133.20%
5666 · Leases(Branches)	33,990.00	37,080.00	91.67%	89.60%
5667 · Telephone Lease	17,753.11	18,000.00	98.63%	
Total 5600 · Contracts	363,944.70	486,503.00	74.81%	98.50%
5700 · Supplies				
5771 · Human Resources Supplies	792.42	1,500.00	52.83%	109.50%
5772 · Art & Printing Supplies	7,871.57	11,000.00	71.56%	80.50%
5773 · Copier & Printer Supplies	2,164.71	4,750.00	45.57%	30.50%
5774 · Library Services Supplies				
5774.50 · TS Collection Supplies	14,712.07	20,000.00	73.56%	92.30%
5774.90 · General Service Supplies	17,998.96	17,000.00	105.88%	
Total 5774 · Library Services Supplies	32,711.03	37,000.00	88.41%	92.30%
5776 · Program Supplies				
5776.10 · Program Supplies - PMD	3,528.23	6,500.00	54.28%	59.30%
5776.20 · Program Supplies - ISD	5,240.79	7,500.00	69.88%	96.60%
5776.30 · Program Supplies - Tech	265.36	1,300.00	20.41%	186.50%
Total 5776 · Program Supplies	9,034.38	15,300.00	59.05%	77.80%
Total 5700 · Supplies	52,574.11	69,550.00	75.59%	80.80%
5800 · Operating - Other				
5810 · Interlibrary Loan/Recip Borrow	8,019.13	3,839.00	208.89%	171.70%
5811 · Telephone	3,097.56	4,254.00	72.82%	106.20%
5812 · Postage	1,160.60	3,927.00	29.55%	77.10%
5813 · Cultural/Educational Programs				
5813.10 · Cultural/Ed Programs - PMD	10,641.25	15,500.00	68.65%	104.90%
5813.20 · Cultural/Ed Programs - ISD	12,146.22	22,000.00	55.21%	91.30%
5813.30 · Cultural/Ed Programs - Tech	1,900.00	5,000.00	38.0%	79.40%
5813.90 · District Wide Programs	1,151.96	1,500.00	76.8%	0.00%

Palatine Public Library District
CORPORATE- FUND #10 Budget vs. Actual
 July 2019 through May 2020
 92% of Budget Year Completed

	Jul 2019 - May 2020	Budget	% of Budget	% of Budget Last YTD
Total 5813 · Cultural/Educational Programs	25,839.43	44,000.00	58.73%	94.80%
5814 · Inservice & Training/Mileage	25,022.20	30,216.00	82.81%	79.30%
5815 · Memberships	5,735.00	11,805.00	48.58%	83.90%
5816 · Community Information	10,547.46	12,000.00	87.9%	94.10%
5817 · Legal	1,740.00	6,325.00	27.51%	83.90%
5819 · Want Ads/Legal Notices	338.85	1,387.00	24.43%	21.90%
5820 · Gifts/Donations	11,094.75	10,000.00	110.95%	229.10%
5823 · POC Shared Administrative Costs	10,000.00	10,000.00	100.0%	100.00%
5827 · Sales Tax	1,339.34	0.00	100.0%	0.00%
Total 5800 · Operating - Other	103,934.32	137,753.00	75.45%	111.50%
5900 · Auxiliary				
5913 · Newsletter/Communication	48,701.06	62,000.00	78.55%	98.40%
5914 · Volunteer Programs	851.82	3,000.00	28.39%	57.10%
Total 5900 · Auxiliary	49,552.88	65,000.00	76.24%	96.40%
Total Expense	4,796,827.32	5,958,680.00	80.5%	85.80%
Net Ordinary Income	1,443,195.69	1,027,191.00	140.5%	100.00%
Net Income	1,443,195.69	1,027,191.00	140.5%	100.00%

Palatine Public Library District
AUDIT FUND #20 Budget vs. Actual
 July 2019 through May 2020
 92% of Budget Year Completed

	<u>Jul 2019 - May 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	13,395.20	6,299.65	212.63%	129.80%
Total Income	<u>13,395.20</u>	<u>6,299.65</u>	<u>212.63%</u>	<u>129.80%</u>
Gross Profit	13,395.20	6,299.65	212.63%	129.80%
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	8,195.20	1,099.65	745.26%	217.70%
Net Income	<u><u>8,195.20</u></u>	<u><u>1,099.65</u></u>	<u><u>745.26%</u></u>	<u><u>217.70%</u></u>

Palatine Public Library District
BUILDING FUND #30 Budget vs. Actual
 July 2019 through May 2020
 92% of Budget Year Completed

	<u>Jul 2019 - May 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	233,076.79	225,363.36	103.42%	107.70%
Total Income	<u>233,076.79</u>	<u>225,363.36</u>	<u>103.42%</u>	<u>107.70%</u>
Gross Profit	233,076.79	225,363.36	103.42%	107.70%
Expense				
5500 · Maintenance				
5531 · Cleaning Service	82,888.00	97,200.00	85.28%	83.60%
5532 · Equipment Repair	0.00	500.00	0.0%	208.90%
5533 · Trash	1,631.00	3,295.00	49.5%	71.00%
5534 · Landscaping and Lawn Service	13,793.50	12,636.00	109.16%	63.10%
5535 · Fire and Security	5,273.45	12,000.00	43.95%	88.00%
5536 · Elevator	14,647.00	8,000.00	183.09%	73.50%
5537 · Building Maintenance	12,198.83	27,500.00	44.36%	52.50%
5538 · Snow Removal	7,352.75	10,000.00	73.53%	154.30%
5539 · HVAC	24,883.86	55,000.00	45.24%	144.10%
5540 · Parking Areas	0.00	10,000.00	0.0%	21.70%
5541 · Van Maintenance	109.90	500.00	21.98%	15.00%
5544 · Roof Maintenance	2,350.00	4,500.00	52.22%	70.60%
5545 · Van Fuel	841.69	1,300.00	64.75%	102.40%
Total 5500 · Maintenance	<u>165,969.98</u>	<u>242,431.00</u>	<u>68.46%</u>	<u>87.80%</u>
5700 · Supplies				
5775 · Maintenance Supplies	22,435.56	35,000.00	64.1%	86.90%
Total 5700 · Supplies	<u>22,435.56</u>	<u>35,000.00</u>	<u>64.1%</u>	<u>86.90%</u>
Total Expense	<u>188,405.54</u>	<u>277,431.00</u>	<u>67.91%</u>	<u>87.70%</u>
Net Ordinary Income	<u>44,671.25</u>	<u>-52,067.64</u>	<u>-85.8%</u>	<u>1.30%</u>
Net Income	<u><u>44,671.25</u></u>	<u><u>-52,067.64</u></u>	<u><u>-85.8%</u></u>	<u><u>1.30%</u></u>

Palatine Public Library District
IMRF FUND #40 Budget vs. Actual
 July 2019 through May 2020
 92% of Budget Year Completed

	<u>Jul 2019 - May 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	354,973.28	316,257.30	112.24%	100.70%
Total Income	<u>354,973.28</u>	<u>316,257.30</u>	<u>112.24%</u>	<u>100.70%</u>
Gross Profit	354,973.28	316,257.30	112.24%	100.70%
Expense				
5300 · Payroll Expenses				
5311 · IMRF Fund Expense	343,468.52	388,321.09	88.45%	88.10%
Total 5300 · Payroll Expenses	<u>343,468.52</u>	<u>388,321.09</u>	<u>88.45%</u>	<u>88.10%</u>
Total Expense	<u>343,468.52</u>	<u>388,321.09</u>	<u>88.45%</u>	<u>88.10%</u>
Net Ordinary Income	11,504.76	-72,063.79	-15.97%	1289.60%
Net Income	<u><u>11,504.76</u></u>	<u><u>-72,063.79</u></u>	<u><u>-15.97%</u></u>	<u><u>1289.60%</u></u>

Palatine Public Library District
SOCIAL SECURITY FUND #50 Budget vs. Actual
 July 2019 through May 2020
 92% of Budget Year Completed

	<u>Jul 2019 - May 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	279,290.31	229,799.86	121.54%	101.00%
Total Income	<u>279,290.31</u>	<u>229,799.86</u>	<u>121.54%</u>	<u>101.00%</u>
Gross Profit	279,290.31	229,799.86	121.54%	101.00%
Expense				
5300 · Payroll Expenses				
5312 · Social Security Fund Exp	221,222.44	259,377.93	85.29%	84.30%
Total 5300 · Payroll Expenses	<u>221,222.44</u>	<u>259,377.93</u>	<u>85.29%</u>	<u>84.30%</u>
Total Expense	<u>221,222.44</u>	<u>259,377.93</u>	<u>85.29%</u>	<u>84.30%</u>
Net Ordinary Income	58,067.87	-29,578.07	-196.32%	524.50%
Net Income	<u><u>58,067.87</u></u>	<u><u>-29,578.07</u></u>	<u><u>-196.32%</u></u>	<u><u>524.50%</u></u>

Palatine Public Library District
TORT IMMUNITY FUND #60 Budget vs. Actual
 July 2019 through May 2020
 92% of Budget Year Completed

	<u>Jul 2019 - May 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	36,836.85	37,561.96	98.07%	96.60%
Total Income	<u>36,836.85</u>	<u>37,561.96</u>	<u>98.07%</u>	<u>96.60%</u>
Gross Profit	36,836.85	37,561.96	98.07%	96.60%
Expense				
5800 · Operating - Other				
5801 · Library Insurance Package	2,530.00	2,717.00	93.12%	100.00%
5802 · Public Liability Insurance	69,183.66	68,397.47	101.15%	94.90%
Total 5800 · Operating - Other	<u>71,713.66</u>	<u>71,114.47</u>	<u>100.84%</u>	<u>94.90%</u>
Total Expense	<u>71,713.66</u>	<u>71,114.47</u>	<u>100.84%</u>	<u>92.10%</u>
Net Ordinary Income	-34,876.81	-33,552.51	103.95%	92.10%
Net Income	<u><u>-34,876.81</u></u>	<u><u>-33,552.51</u></u>	<u><u>103.95%</u></u>	<u><u>92.10%</u></u>

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

July 2019 through May 2020
 92% of Budget Year Completed

	<u>Jul 2019 - May 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 May 2020
92% of Budget Year Completed

	<u>Jul 2019 - May 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%	10.00%
5210.70 · HVAC	86,143.00	209,782.00	41.06%	152.00%
5210.90 · Miscellaneous	130,732.60	55,269.00	236.54%	0.00%
Total 5210 · Building	<u>259,449.10</u>	<u>745,965.00</u>	<u>34.78%</u>	<u>52.10%</u>
Total 5200 · Capital Expenditures	<u>259,449.10</u>	<u>745,965.00</u>	<u>34.78%</u>	<u>52.10%</u>
Total Expense	<u>259,449.10</u>	<u>745,965.00</u>	<u>34.78%</u>	<u>52.10%</u>
Net Ordinary Income	<u>-259,449.21</u>	<u>-745,965.00</u>	<u>34.78%</u>	<u>52.10%</u>
Net Income	<u>-259,449.21</u>	<u>-745,965.00</u>	<u>34.78%</u>	<u>52.10%</u>

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

May 30, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
05/30/2020	5945	BANK OF AMERICA- MS	1005 · Chkg-Palatine Bk & Trt-General	
05/23/2020			5328 · Misc. Fringe Benefits	-50.00
			5814 · Inservice & Training/Mileage	-25.00
			5771 · Human Resources Supplies	-14.99
			5328 · Misc. Fringe Benefits	-54.95
			5328 · Misc. Fringe Benefits	-30.00
			5653 · Technology Support	-19.99
			5105 · Nonprint Materials	-179.40
			5105 · Nonprint Materials	-194.35
			5776.10 · Program Supplies - PMD	-75.00
			5105 · Nonprint Materials	-87.77
			5328 · Misc. Fringe Benefits	-59.99
			5328 · Misc. Fringe Benefits	-59.99
			5328 · Misc. Fringe Benefits	-59.99
			5328 · Misc. Fringe Benefits	-59.99
TOTAL				-971.41
05/30/2020	5930	BANK OF AMERICA-GS	1005 · Chkg-Palatine Bk & Trt-General	
05/23/2020			5775 · Maintenance Supplies	-108.42
TOTAL				-108.42
05/30/2020	5943	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	
05/23/2020			5772 · Art & Printing Supplies	-228.65
			5105 · Nonprint Materials	-5,608.50
			5653 · Technology Support	-1.13
TOTAL				-5,838.28
05/30/2020	5946	BANK OF AMERICA-MRG	1005 · Chkg-Palatine Bk & Trt-General	
05/23/2020			5105 · Nonprint Materials	-3.68
			5105 · Nonprint Materials	-3.68
			5105 · Nonprint Materials	-3.68
TOTAL				-11.04
05/30/2020	5944	BANK OF AMERICA - SC	1005 · Chkg-Palatine Bk & Trt-General	
05/23/2020			5653 · Technology Support	-397.81
			5653 · Technology Support	-299.80
			5653 · Technology Support	-13.80
TOTAL				-711.41
05/30/2020	5931	BENSON, RAYMOND	1005 · Chkg-Palatine Bk & Trt-General	

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

May 30, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
06/01/2020			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00
05/30/2020	5932	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
05/10/2020			5657 · Internet Service	-195.87
05/24/2020			5657 · Internet Service	-129.85
05/26/2020			5657 · Internet Service	-129.85
TOTAL				-455.57
05/30/2020	5933	FOTOPOULOS, KAREN	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020			5813.20 · Cultural/Ed Programs - ISD	-80.00
TOTAL				-80.00
05/30/2020	5934	GIRE, DANN	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020			5813.20 · Cultural/Ed Programs - ISD	-250.00
TOTAL				-250.00
05/30/2020	5935	KONICA MINOLTA BUSINESS SOLUTIONS	1005 · Chkg-Palatine Bk & Trt-General	
05/15/2020	9006777825		5651 · Copier & Printer Maintenance	-0.03
05/15/2020	9006775811		5651 · Copier & Printer Maintenance	-300.08
05/15/2020	9006776434		5651 · Copier & Printer Maintenance	-97.23
TOTAL				-397.34
05/30/2020	5936	KROHN, DEB	1005 · Chkg-Palatine Bk & Trt-General	
05/29/2020			5813.10 · Cultural/Ed Programs - PMD	-250.00
TOTAL				-250.00
05/30/2020	5937	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
05/08/2020	01018CO20135831		5107 · Electronic Materials	-1,783.79
05/08/2020	01018CO20135850		5107 · Electronic Materials	-549.17
05/15/2020	01018CO20144024		5107 · Electronic Materials	-1,504.76
05/22/2020	01018CO20152195		5107 · Electronic Materials	-55.49
05/22/2020	01018CO20152196		5107 · Electronic Materials	-1,357.42
TOTAL				-5,250.63
05/30/2020	5938	PADDOCK PUBLICATIONS, INC.	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2020	47739		5816 · Community Information	-200.00
TOTAL				-200.00

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

May 30, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
05/30/2020	5939	SIGNS BY TOMORROW	1005 · Chkg-Palatine Bk & Trt-General	
05/04/2020	37378		5774.90 · General Service Supplies	-3,047.00
TOTAL				-3,047.00
05/30/2020	5940	VANGUARD ENERGY SERVICES, LLC	1005 · Chkg-Palatine Bk & Trt-General	
05/04/2020	G404409043020		5421 · Gas	-1,025.10
TOTAL				-1,025.10
05/30/2020	5941	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020			5813.30 · Cultural/Ed Programs - Tech	-200.00
TOTAL				-200.00
05/30/2020	5942	WOLTERS KLUWER LAW & BUSINESS	1005 · Chkg-Palatine Bk & Trt-General	
04/11/2020	4804774309		5101 · Print Materials	-422.41
TOTAL				-422.41
TOTAL				\$19,468.61

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 5-30-2020.

I, Bruce Jefferson, approve via electronic signature the processing of Early Release Checks #5930-5946 dated 5/30/2020 totaling \$19,468.61 for the Palatine Public Library District.

I, Hal Snyder 5/30/2020, approve via electronic signature the processing of Early Release Checks #5930-5946 dated 5/30/2020 totaling \$19,468.61 for the Palatine Public Library District.

Respectfully submitted by Beth Schwarz, Finance Manager, Palatine Public Library District 5/30/2020

**Palatine Public Library District
Warrant 2020-12 Check Register**

June 16, 2020

Date	Num	Name	Account	Paid Amount
06/16/2020	5947	ANDERSON, MARK	1005 - Chkg-Palatine Bk & Trt-General	
06/01/2020			5813.10 · Cultural/Ed Programs - PMD	-200.00
TOTAL				-200.00
06/16/2020	5948	BEILKE, STEPHANIE	1005 - Chkg-Palatine Bk & Trt-General	
06/01/2020			5813.20 · Cultural/Ed Programs - ISD	-100.00
TOTAL				-100.00
06/16/2020	5949	BLUE LION SYSTEMS	1005 - Chkg-Palatine Bk & Trt-General	
06/01/2020	321083		5535 · Fire and Security	-35.00
TOTAL				-35.00
06/16/2020	5950	CDW GOVERNMENT	1005 - Chkg-Palatine Bk & Trt-General	
06/05/2020	ZBC6050		5207 · Computers/Technology	-13,295.80
TOTAL				-13,295.80
06/16/2020	5951	COHEN, REBECCA	1005 - Chkg-Palatine Bk & Trt-General	
05/31/2020			5814 · Inservice & Training/Mileage	-11.17
TOTAL				-11.17
06/16/2020	5952	COLLEY ELEVATOR CO.	1005 - Chkg-Palatine Bk & Trt-General	
05/18/2020	197614		5536 · Elevator	-7,898.00
TOTAL				-7,898.00
06/16/2020	5953	COMPLETE CLEANING COMPANY, INC	1005 - Chkg-Palatine Bk & Trt-General	
06/01/2020	C14087		5531 · Cleaning Service	-6,061.00
TOTAL				-6,061.00
06/16/2020	5954	CULLIGAN WATER CONDITIONING, INC	1005 - Chkg-Palatine Bk & Trt-General	
06/01/2020			5423 · Water	-12.50
TOTAL				-12.50
06/16/2020	5955	CURRENT TECHNOLOGIES CORPORATION	1005 - Chkg-Palatine Bk & Trt-General	
05/29/2020	724567		5655 · LAN Management	-1,260.00
06/01/2020	724525		5655 · LAN Management	-460.00
06/01/2020	724519		5655 · LAN Management	-4,200.00

Palatine Public Library District
Warrant 2020-12 Check Register

June 16, 2020

Date	Num	Name	Account	Paid Amount
06/04/2020	10336		5207 · Computers/Technology	-12,940.58
TOTAL				-18,860.58
06/16/2020	5956	DiNASO, DAVID	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020			1240 · Prepaid Expenses	-150.00
TOTAL				-150.00
06/16/2020	5957	ERENS, SHAWN	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020			5814 · Inservice & Training/Mileage	-534.00
TOTAL				-534.00
06/16/2020	5958	EVERLIVING GREENERY	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020	42872		5534 · Landscaping and Lawn Service	-388.00
TOTAL				-388.00
06/16/2020	5959	HOFFMAN ESTATES PARK DISTRICT	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2020			5666 · Leases(Branches)	-2,500.00
06/01/2020			5666 · Leases(Branches)	-2,500.00
TOTAL				-5,000.00
06/16/2020	5960	HR SOURCE	1005 · Chkg-Palatine Bk & Trt-General	
05/06/2020	FY21-58486		1240 · Prepaid Expenses	-1,670.00
TOTAL				-1,670.00
06/16/2020	5961	INNOVATIVE INTERFACES, INC.	1005 · Chkg-Palatine Bk & Trt-General	
05/15/2020	INV-INC25226		1240 · Prepaid Expenses	-20,964.79
TOTAL				-20,964.79
06/16/2020	5962	ISAACS, ANETTE	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020			1240 · Prepaid Expenses	-300.00
TOTAL				-300.00
06/16/2020	5963	JANWAY COMPANY USA, INC	1005 · Chkg-Palatine Bk & Trt-General	
05/06/2020	134982		5774.90 · General Service Supplies	-88.46
05/18/2020	135084		5774.90 · General Service Supplies	-225.95
TOTAL				-314.41
06/16/2020	5964	JO-ANN STORES	1005 · Chkg-Palatine Bk & Trt-General	

Palatine Public Library District
Warrant 2020-12 Check Register

June 16, 2020

Date	Num	Name	Account	Paid Amount
06/10/2020			1240 · Prepaid Expenses	-2,700.00
TOTAL				-2,700.00
06/16/2020	5965	KLEIN THORPE AND JENKINS, LTD	1005 · Chkg-Palatine Bk & Trt-General	
05/09/2020			5817 · Legal	-132.00
TOTAL				-132.00
06/16/2020	5966	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
05/26/2020	35568254		5651 · Copier & Printer Maintenance	-715.22
05/26/2020	35568252		5651 · Copier & Printer Maintenance	-33.03
TOTAL				-748.25
06/16/2020	5967	MIDWEST TAPE-HOOPLA	1005 · Chkg-Palatine Bk & Trt-General	
05/31/2020	98967029		5107 · Electronic Materials	-8,298.31
TOTAL				-8,298.31
06/16/2020	5968	NORTHWEST COMMUNITY HEALTHCARE	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2020			5666 · Leases(Branches)	-590.00
06/01/2020			5666 · Leases(Branches)	-590.00
TOTAL				-1,180.00
06/16/2020	5969	OPOP PROPERTY OWNERS' ASSOCIATION	1005 · Chkg-Palatine Bk & Trt-General	
06/10/2020			5661 · Leases(Office Park)	-517.76
			5661 · Leases(Office Park)	-364.91
			5661 · Leases(Office Park)	-436.29
TOTAL				-1,318.96
06/16/2020	5970	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
05/29/2020	01018CO20159207		5107 · Electronic Materials	-1,316.61
05/29/2020	01018CO20159216		5107 · Electronic Materials	-60.00
05/31/2020	01018MA20161409		5107 · Electronic Materials	-3,559.85
05/31/2020	01018CP20162545		5107 · Electronic Materials	-33.00
TOTAL				-4,969.46
06/16/2020	5971	PAYPAL	1005 · Chkg-Palatine Bk & Trt-General	
05/31/2020	96430297		5660 · Accounting/Payroll/Bank Fees	-19.95
TOTAL				-19.95

Palatine Public Library District
Warrant 2020-12 Check Register

June 16, 2020

Date	Num	Name	Account	Paid Amount
06/16/2020	5972	SCOTT LANDSCAPES LLC	1005 - Chkg-Palatine Bk & Trt-General	
05/25/2020	990		5534 - Landscaping and Lawn Service	-577.00
TOTAL				-577.00
06/16/2020	5973	SENSOURCE	1005 - Chkg-Palatine Bk & Trt-General	
04/28/2020	44241		1240 - Prepaid Expenses	-520.00
TOTAL				-520.00
06/16/2020	5974	SIGNS BY TOMORROW	1005 - Chkg-Palatine Bk & Trt-General	
05/04/2020	37378-2		5774.90 - General Service Supplies	-3,047.00
TOTAL				-3,047.00
06/16/2020	5975	UNITE PRIVATE NETWORKS, LLC	1005 - Chkg-Palatine Bk & Trt-General	
06/01/2020	SI-20-008075		5657 - Internet Service	-1,495.00
TOTAL				-1,495.00
06/16/2020	5976	VERY SMART PEOPLE LLC	1005 - Chkg-Palatine Bk & Trt-General	
06/01/2020			5813.30 - Cultural/Ed Programs - Tech	-200.00
TOTAL				-200.00
06/16/2020	5978	WAREHOUSE DIRECT	1005 - Chkg-Palatine Bk & Trt-General	
05/05/2020	4658054-		5774.90 - General Service Supplies	-208.50
05/06/2020	4659226-0		5774.90 - General Service Supplies	-171.25
05/11/2020	4646199-0		5774.90 - General Service Supplies	-48.30
05/15/2020	4664541-0		5774.90 - General Service Supplies	-91.14
05/19/2020	4669655-0		5771 - Human Resources Supplies	-19.52
05/19/2020	4669422-0		5775 - Maintenance Supplies	-298.00
05/26/2020	4675137-0		5774.90 - General Service Supplies	-386.10
05/27/2020	4676369-0		5775 - Maintenance Supplies	-205.44
05/27/2020	4675137-1		5774.90 - General Service Supplies	-231.66
05/27/2020	4662281-0		5774.90 - General Service Supplies	-230.72
05/28/2020	4623413-0		5774.90 - General Service Supplies	-405.65
05/28/2020	4677901-0		5774.50 - TS Collection Supplies	-999.36
05/29/2020	4678159-0		5775 - Maintenance Supplies	-201.60
TOTAL				-3,497.24

TOTAL **\$104,498.42**

Palatine Public Library District
Warrant 2020-12 Payroll and Invoice Distribution Totals
For May 2020

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
05/15/2020	PAYCOM	\$123,854.42
05/29/2020	PAYCOM	\$122,817.90
Total 5310 · Gross Salaries		\$246,672.32
5311 · Employer IMRF Fund Expense		
05/29/2020	IMRF	\$32,258.01
Total 5311 · IMRF Fund Expense		\$32,258.01
5312 · Employer Social Security Fund Expense		
05/15/2020	PAYCOM	\$9,167.09
05/29/2020	PAYCOM	\$9,090.30
Total 5312 · Social Security Fund Exp		\$18,257.39
5313 · Employer Health & Life Insurance Expense		
05/15/2020	BLUE CROSS BLUE SHIELD	\$19,381.06
05/29/2020	PRINCIPAL INSURANCE	\$1,330.89
Total 5313 · Health & Life Insurance		\$20,711.95
5660 · Payroll Processing Fee		
05/15/2020	Payroll Processing Fee	\$388.00
05/29/2020	Payroll Processing Fee	\$379.72
Total 5660 · Payroll Processing Fee		\$767.72
TOTAL 5300 · PAYROLL EXPENSES:		\$318,667.39
EARLY RELEASE INVOICES:		\$19,468.61
WARRANT 2020-12 INVOICES:		\$104,498.42
TOTAL WARRANT 2020-12:		\$442,634.42

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date