



## Board of Library Trustees Director Evaluation Committee

Board Room, Main Library  
700 N. North Court, Palatine, IL  
December 12, 2019, 9:00 a.m.

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### Minutes

**1. Call to order**

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

**2. Roll call**

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

**3. Introduction of visitors**

Executive Director Jeannie Dilger was present.

**4. Review and discussion of director evaluation process**

The collated results of the director evaluation were provided to ED Dilger so that she might prepare for the closed session discussion scheduled for the December board meeting.

**5. Timeline for upcoming evaluation**

There will be a closed session scheduled for the December board meeting in which the board will review the results of the director evaluation with ED Dilger.

**6. Other business**

There was no other business.

**7. Date for next meeting**

There is no date scheduled for the next meeting.

**8. Adjournment**

Trustee Boland adjourned the meeting at 9:37 am.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by Tracy Boland



## **Minutes**

### **1. Call to order**

Committee Chairperson Tracy Boland called the meeting to order at 9:17 a.m.

### **2. Roll call**

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

### **3. Introduction of visitors**

None.

### **4. Review of Contents of Library District's Lockbox**

The lock box contents were inspected and reconciled with the inventory sheet in the lockbox and inventory document provided by library administration. A detailed report will be presented at next regular Board meeting. Major findings:

- There were no missing or unexpected items in the lockbox.
- A letter regarding a closed session meeting might be eligible for destruction.
- Insurables document from 2005 may need updating.
- Other minor updates relating to how items were named & grouped in the inventory list.
- Trustee Boland will update the inventory document, place a printed copy in the lockbox, and send a digital copy to the library administration.

### **5. Adjournment**

Trustee Boland adjourned the meeting at 10:35 a.m.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by Hal Snyder \_\_\_\_\_



**MINUTES**

**1. Call to order**

The Finance Committee meeting was called to order by Committee Chair Jefferson at 6:00 p.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 p.m.

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

\_\_\_\_\_  
Trustee  
Prepared by Bruce Jefferson

\_\_\_\_\_  
Trustee



**Board of Library Trustees Regular Meeting**  
Video Conference  
June 16, 2020,  
Immediately following Public Hearing

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**Minutes**

**1. Call to order**

President Vanderhoek called the meeting to order at 7:08 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, Snyder, Vanderhoek, and Westhoff were present by video conference. Trustee Singh was absent.

**3. Approval of agenda**

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

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried.**

**4. Introduction of visitors**

Also in attendance by video conference were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Popular Materials Department (PMD) Manager Kathy Burns, PMD Assistant Manager Guadalupe Colin, Technology Services Department Manager Susan Connor, Administrative Associate Karla Nora, Friends representative Meg Cipar, Andrew Kim and Bob Lewis from PMA Securities, Dan Eallonardo from Independent Construction Services, Joe Huberty, Kristin Richardson, and Sarah Ponto from Engberg Anderson, and guests Emilie Cheng, Helene Sonkin, and Whitney Camp.

**5. Public comment**

None.

## 6. Liaison reports

### a. Friends of the Palatine Library

Friends representative Meg Cipar reported that all of Friends activities are on hold. They are awaiting Library safety training for the Friends Board to return to volunteer at the Library. The September sale has been canceled, but they may be able to potentially have a sale later this year. If there is no sale, then they will need to find a place to donate the books.

### b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met by video conference call on May 21, 2020. They are working on fundraising for the new StoryWalk and received two \$500 donations. They are moving forward on naming fundraising for the renovated spaces in the Library. The next meeting is June 17, 2020.

### c. RAILS

Trustee Brauer reported that the Illinois State Library and Secretary of State are temporarily suspending resource sharing, reciprocal borrowing and inter-library loan requirements until at least August 12. The "Everything Library Trustees Need to Know During COVID-19" recording is available and will be shared with Trustees. The ILA annual conference in October has been canceled. In the RAILS newsletter there was a tribute for a long time Mt. Prospect Library Trustee Jackie Hinaber who recently passed away.

## 7. Unfinished business

### a. Bond structure

PMA Securities representatives Andrew Kim and Bob Lewis provided an overview of three different financing scenarios to use for the bond structure. The Trustees discussed the benefits of the different bond structure scenarios. The Trustees all agreed to choose bond structure Scenario 3: 20-Year Level Structure (with Slope).

### b. Renovation project costs estimates

Joe Huberty from Engberg Anderson reviewed changes to renovation plans for the Library. Kristen Richardson from Engberg Anderson reviewed architectural renderings of the Café, Creator Zone, Market Place, Discovery Zone, and 2<sup>nd</sup> floor seating area near fireplace and Quiet Reading. Joe provided an overview of the cost saving changes to the base bid and an alternative bids for optional renovation costs which included a north entry snow melt system, fireplace, south hold infill, and additional

new furniture. Trustees discussed the alternative bid for a fireplace and snow melt system. Final bids will be going out in July.

## 8. **New business**

### a. Policy review and approval

#### i. Policy 6–Library Facilities

#### ii. Appendix 6A–Noise Zones

Under Policy 6-8 Airborne Pathogens, trustees discussed and agreed to strike the word minimum from the third sentence.

Trustee Brauer moved, seconded by Trustee Snyder, approval of changes to Policy 6-Library Facilities and Appendix 6A-Noise Zones, as amended, effective July 1, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried.**

#### iii. Policy 11 - Privacy Policy

Under Policy 11-7 Identity Protection in the section titled Prohibited Activities, Trustee Bauer proposed omitting the period after the word mailed in the first sentence of the fifth bullet point and adding brackets around the next two sentences, to be consistent with our style guide.

Trustee Brauer moved, seconded by Trustee Westhoff, approval of changes to Policy 11-Privacy Policy, as amended, effective July 1, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried**

#### iv. Policy 2-Library Cards and Accounts sections 2-11, 2-12, and 2-13

Under Policy 2-13, second section, second sentence, Trustee Bauer recommended changing the word designating to designated.

Trustee Brauer moved, seconded by Trustee Snyder, approval of changes to Policy 2-Library Cards and Accounts sections 2-11, 2-12 and 2-13, as amended, effective July 1, 2020.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried**

b. Approval of Working Budget for Fiscal Year 2020-2021

Trustee Jefferson moved, seconded by Trustee Snyder, approval of the Working Budget for Fiscal Year 2020-2021 as presented.

Director Dilger advised that the Library qualified for a state grant of approximately \$45,000 to help pay for the CCS migration. She also advised that there was a change in the Computers and Technology line for Makerspace equipment.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried.**

**9. President's report**

a. Review of Library Board Advocacy Activities

Trustee Vanderhoek reported that her master's thesis is on healthcare and public libraries. The opportunity to advance healthcare justice was chosen for a national presentation.

**10. Director's report**

Executive Director Dilger provided an update on curbside service, problems encountered and how they have been resolved. Starting June 15, 2020, 30 staff have been in the building two days/week and patrons are able to make appointments to pick-up holds.

Trustees agreed to continue to have regular Board meetings by video conference during the re-opening phase, as long as permitted by the Governor's executive order.

a. Strategic plan update

Assistant Director Gardner was available for questions from Trustees.

**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 Building Renovation Committee met on June 4, 2020. Furniture samples are being shipped to the Library and Trustees can make an appointment to view them this week.

d. Director's Review Committee

No report.

e. Finance Committee

Committee Chair Jefferson reported that the Finance Committee met on May 21. There are no meetings planned.

f. Lock Box Committee

No report.

g. Policy Committee

The next committee meeting is scheduled for July 2, 2020, at 9:00 am. They will review Policy 2-Library Cards and Accounts, Appendix 2A, Appendix 2B, Appendix 2C, Policy 8-Community Relations and Appendix 8A.

**12. Consent agenda -- Matters on the consent agenda will be considered by a single motion and vote because they have already been considered fully by the Board at a previous meeting or have been determined to be of a routine nature. Any member of the Board may**



request that an item be removed from the consent agenda for separate consideration.

- a. Approval of minutes: Finance Committee meeting of February 11, 2020, Finance Committee meeting of April 21, 2020, Finance Committee meeting of May 4, 2020, regular meeting of May 19, 2020, and Policy Committee meeting of June 4, 2020
- b. Financial report and approval of Warrant 2020-12 in the amount of \$442,634.42
- c. Approval of quote for new firewalls from Current Technologies Corporation in the amount of \$25,881.16
- d. Approval of Ordinance 2020-05 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 Maintenance, Repairs, and Alternation of the Library Building and Equipment

Trustee Snyder and Trustee Brauer reported that there were some time discrepancies in the minutes of the Finance Committee meeting of April 21, 2020. Trustee Jefferson requested to remove these from the consent agenda, and they will be corrected next month.

Trustee Brauer moved, seconded by Trustee Snyder, to remove the April 21, 2020, Finance Committee meeting minutes from the consent agenda.

Roll call vote:

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

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

Roll call vote:

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

### 13. Correspondence

The Board received letter from Jesse White regarding the Illinois State Library Per Capita Grant; a letter from a patron encouraging the opening of the Library; and a newsletter from the Palatine Historical Society. Executive Director Dilger shared an email with the Board from a patron regarding our use of Zoom.

**14. Executive Session: Personnel compensation during reopening phases (Pursuant to 5 ILCS 120/2, Section C1 – compensation of employees)**

Trustee Snyder moved, seconded by Trustee Westhoff, that the Board go into Executive Session to discuss personnel compensation during reopening phases (Pursuant to 5 ILCS 120/2, Section C1 – compensation of employees).

Roll call vote:

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

The Board went into Executive Session at 9:30 p.m. and reconvened at 9:58 p.m.

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

Trustee Snyder moved, seconded by Trustee Westhoff, that the Library pay staff only hours worked (in the Library or remotely) during any pandemic phases in which we are providing physical service to patrons, including future curbside phases, effective July 1, 2020.

Discussion: The Board directed the Executive Director to ensure that all staff are able to be in the building enough to work their full hours and get full pay. The Board also directed the Executive Director to move to reopen in phase 4 as soon as we are safely able to do so.

Roll call vote:

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

**16. Adjournment**

President Vanderhoek adjourned the meeting at 10:00 p.m.

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

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

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

DRAFT

**Minutes**

**1. Call to order**

President Vanderhoek called the meeting to order at 7:01 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, Youth and Teen Services Department (YTS) Manager Kathy Burns, YTS Assistant Manager Guadalupe Colin, Administrative Associate Karla Nora, Friends representative Meg Cipar, Andrew Kim from PMA Securities, Dan Eallonardo from Independent Construction Services, and guest Emilie Cheng.

**5. Public comment**

None.

**6. Liaison reports**

- a. Friends of the Palatine Library

Friends representative Meg Cipar reported that the Friends Board members have started the Library's safety training in order to return to volunteer. Donated books are being quarantined for 3 days. The September sale has been canceled and the end of year sale is pending. Cipar reported that one or more longtime volunteers are retiring from the Friends of the Palatine Library.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on June 17, 2020. They finalized the fundraising for the StoryWalk. The StoryWalk will open August 5 and the new story is Lola at the Library. They transferred \$919 to the Library designated for 1000 Books Before Kindergarten. The next meeting is July 22, 2020.

c. RAILS

Trustee Brauer reported that six RAILS member libraries were awarded membership grants to join the RAILS Local Library System Automation Program (LLSAP) consortia. The Palatine Library received a \$45,965 grant to join the consortia.

**7. Unfinished business**

a. Bond parameters

Executive Director Dilger discussed the bond ordinance which sets all parameters for the bond. It designates that the Library create two new funds: 1) Bond Fund where the Library pays debt service payments each year, and 2) Project Fund which is used to pay for renovations. It was recommended that the name of the second fund be renamed to Capital Project Fund so that if any money is leftover, it can carry over to other capital projects. PMA Securities representative Andrew Kim advised that this ordinance establishes broad parameters for the bonds and limits a maximum interest rate and what the maximum debt services can be.

- i. Approval of Ordinance 2021-01 providing for the issue of General Obligation Bonds (Alternative Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois, and for the levy of a direct annual tax sufficient to pay the principal of and interest on said bonds

Trustee Snyder moved, seconded by Trustee Jefferson approval of Ordinance 2021-01.

Roll call vote:

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

ii. S&P rating

The Palatine Library received an S&P “AA” credit rating on the general obligation bonds. The factors contributing to this rating were the strong local economy of the Palatine Library District, very strong reserves of the Library, being dependent upon property taxes rather than sales tax during the COVID-19 pandemic, and having a low debt burden.

b. Renovation project update

Executive Director Dilger reviewed renovation plans for finishes and furniture in several areas of the Library. She also reviewed renderings of minor changes to renovation areas in the Library.

i. Timeline

Dan Eallonardo from Independent Contractor Services reviewed the timeline for the Library renovation bids and discussed the review process. The bid opening date was pushed back to August 10 and bids will be due by September 3. The bids will be opened on September 3. Engberg Anderson will review the bids and qualifications of the contractors from September 8-11. They will provide their recommendation at the regular Board meeting on September 15. Dan is working with the Library attorney to determine how to convene pre-bid meetings with social distancing guidelines.

**8. New business**

None.

**9. President’s report**

a. Review of Library Board Advocacy Activities

None.

b. Set date for budget and appropriations hearing

Trustee Vanderhoek set the Budget and Appropriations hearing for September 15, 2020, at 7:00 p.m. immediately preceding the regular Board meeting.

c. Johns Hopkins University Contact Tracing course report

Trustee Snyder presented an overview of information he learned from the Johns Hopkins University Contact Tracing course.

**10. Director's report**

Executive Director Dilger advised that the new StoryWalk will open August 5, at 10:00 a.m. at Hamilton Reservoir. The Library branch facilities opened June 29 and the main facility opened July 6. Executive Director Dilger requested permission to make minor temporary policy modifications as needed to ensure the safety of patrons and staff during the COVID-19 pandemic. The Board agreed that this would be acceptable for minor and temporary changes that need to be made quickly, but any significant changes must be communicated to the Board. The Executive Director asked the Board to consider long-term policy changes regarding personnel working from home when the state enters Phase V.

a. Strategic plan update

Executive Director Dilger advised that the Library's Equity, Diversity and Inclusion (EDI) Committee has been conducting a book club discussion which focuses on race relations and has asked if the Library could make a statement regarding the Black Lives Matter movement. The Board agreed to consider a proposal at the next meeting.

**11. Committee reports**

a. Committee to Review Open and Closed Session Minutes

Trustee Vanderhoek asked for another volunteer to be on this committee, and Trustee Singh agreed to volunteer. The committee plans to meet soon.

b. Board Development Committee

No report.

c. Building Renovation Committee

The Building Renovation Committee met on July 2, 2020. They discussed the updated timeline for renovation bids.

d. Director's Review Committee

No report.

e. Finance Committee

The committee will review new fund budgets at the next meeting.

f. Lock Box Committee

No report.

g. Policy Committee

The committee did not meet in July. The next committee meeting is scheduled for August 6, 2020, at 9:00 am. They will review Policy 2-Library Cards and Accounts, Appendix 2A, Appendix 2B, Appendix 2C, Policy 8-Community Relations, and Appendix 8A.

**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: Building Renovation Committee meeting of March 5, 2020, Building Renovation Committee meeting of June 4, 2020, Building Renovation Committee meeting of June 12, 2020, Public Hearing of June 16, 2020, regular meeting of June 16, 2020, and Building Renovation Committee meeting of July 2, 2020
- b. Financial report and approval of Warrant 2021-01 in the amount of \$939,069.45

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

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: **Motion carried.**

**13. Correspondence**

None.



14. **Adjournment**

President Vanderhoek adjourned the meeting at 8:53 p.m.

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

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

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

DRAFT



**Minutes**

**1. Call to order**

Committee Chairperson Debby Brauer called the meeting to order at 9:02 a.m.

**2. Roll call**

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

**3. Introduction of visitors**

Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Member Services Manager Rosalie Scarpelli, and Member Services Assistant Manager Jennifer Sobel attended.

**4. Public Comment**

None.

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

The committee discussed 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, Appendix 3A—Hours of Operation, Appendix 3B—ALA Code of Ethics, and Appendix 3C—ALA Library Bill of Rights.

**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 3—Library Operations, Policy 8—Community Relations, and Appendix 8A—Guidelines for Display Cases and Art Exhibits in September.

**7. Other business**

None.

**8. Date for next meeting**

The next meeting will be September 3, 2020, at 9 a.m.

**9. Adjournment**

Trustee Brauer adjourned the meeting at 10:09 a.m.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by Debby Brauer



**Minutes**

**1. Call to order**

Committee Chairperson Tracy Boland called the meeting to order at 9:01 a.m.

**2. Roll call**

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

**3. Introduction of visitors**

None.

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

There being no visitors present, review proceeded without going into closed session. The Committee found minutes for closed sessions to be in order for the following and recommends their release for publication:

- A. Special Board Meeting 04/07/2020.
- B. Regular Board Meeting 06/16/2020.

**5. Review of open session minutes**

The Committee reviewed open session minutes for meetings of the full Board for the 2019-2020 fiscal year. Findings:

- A. For all meetings, attachments were missing from the binder for documents relating to votes by the Board.
- B. Mismatches were noted between agenda and minutes for the following meetings:
  - i. Special Board Meeting 09/11/2019.
  - ii. Regular Board Meeting 09/17/2019.
  - iii. Regular Board Meeting 01/21/2020.
  - iv. Regular Board Meeting 04/21/2020.
- C. Minutes for the following regular Board meeting were not ready for review and will be provided in the packet for the regular Board meeting of 08/18/2020:
  - i. Regular Board Meeting 06/16/2020

The Committee reviewed open session minutes for meetings of Committees of the Board for the 2019-2020 fiscal year. Findings:

- D. Mismatches were noted between agenda and minutes for the following Committee meetings:

- i. Building Renovation Committee 09/30/2019.
  - ii. Building Renovation Committee 10/03/2019.
  - iii. Finance Committee 10/28/2019.
  - iv. Committee to Review Closed Session Minutes 02/07/2020.
- E. Minutes for the following Committee meetings were not ready for review and will be provided in the packet for the regular Board meeting of 08/18/2020:
- i. Director Evaluation Committee 12/12/2019.
  - ii. Committee to Review Contents of Lockbox 02/29/2020.
  - iii. Finance Committee 04/21/2020.

**6. Audit of closed session recordings**

The Committee reviewed lockbox inventory for any closed session audio recordings prior to 02-07-2019, since these are 18 months old or more. Findings:

- A. The recording of 01/09/2019 may be destroyed.

**7. Other business**

None.

**8. Adjournment**

Trustee Boland adjourned the meeting at 10:16 a.m.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by Hal Snyder



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**Minutes**

**1. Call to order by Trustee Bruce Jefferson at 2:00 pm**

**2. Roll call**

Trustees Jefferson and Andrea Vanderhoek were present.

**3. Introduction of visitors**

Executive Director Jeannie Dilger and Finance Manager Beth Schwarz were present.

**4. Public Comment**

None.

**5. Discussion**

- a. The Finance Committee reviewed and discussed the budget and appropriations for fiscal year 2020-2021.
- b. The Finance Committee reviewed and discussed the recent bond sale.

**6. Other business**

None.

**7. Date for next meeting**

To be set at a later date.

**8. Adjournment**

Trustee Jefferson adjourned the meeting at 2:34 pm.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

# Palatine Public Library District Early Release Check Register

August 4, 2020

Date	Num	Name	Account	Paid Amount
08/04/2020	6082	ADVANCED DISPOSAL	1005 · Chkg-Palatine Bk & Trt-General	
06/30/2020	T4002450594		5533 · Trash	-227.00
<b>TOTAL</b>				<b>-227.00</b>
08/04/2020	6100	BANK OF AMERICA- MS	1005 · Chkg-Palatine Bk & Trt-General	
07/23/2020			5774.90 · General Service Supplies	-498.52
			5774.90 · General Service Supplies	-105.87
			5820 · Gifts/Donations	-299.17
			5820 · Gifts/Donations	-99.73
			5820 · Gifts/Donations	-199.44
			5820 · Gifts/Donations	-99.72
			5820 · Gifts/Donations	-299.16
			5820 · Gifts/Donations	-199.44
			5776.20 · Program Supplies - ISD	-34.90
			5815 · Memberships	-274.23
			5815 · Memberships	-121.66
			5772 · Art & Printing Supplies	-95.61
			5815 · Memberships	-60.33
			5815 · Memberships	-14.96
			5774.90 · General Service Supplies	-53.75
			5772 · Art & Printing Supplies	-98.72
			5815 · Memberships	-58.84
			5815 · Memberships	-199.44
			5653 · Technology Support	-19.93
			5815 · Memberships	-24.93
			5774.90 · General Service Supplies	-5.83
<b>TOTAL</b>				<b>-2,864.18</b>
08/04/2020	6099	BANK OF AMERICA-GS	1005 · Chkg-Palatine Bk & Trt-General	
07/23/2020			5775 · Maintenance Supplies	-31.99
			5775 · Maintenance Supplies	-122.53
			5775 · Maintenance Supplies	-18.60
<b>TOTAL</b>				<b>-173.12</b>
08/04/2020	6083	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	
07/23/2020			5772 · Art & Printing Supplies	-181.02
			5653 · Technology Support	-0.89
			5653 · Technology Support	-207.81
<b>TOTAL</b>				<b>-389.72</b>
08/04/2020	6097	BANK OF AMERICA-MRG	1005 · Chkg-Palatine Bk & Trt-General	

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

August 4, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
07/23/2020			5105 · Nonprint Materials	-15.99
			5105 · Nonprint Materials	-15.99
			5105 · Nonprint Materials	-15.99
			5653 · Technology Support	-199.99
			5105 · Nonprint Materials	-1,800.00
<b>TOTAL</b>				<b>-2,047.96</b>
<b>08/04/2020</b>	<b>6098</b>	<b>BANK OF AMERICA - SC</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/23/2020			5653 · Technology Support	-499.37
			5207 · Computers/Technology	-72.08
			5663 · Consultants	-807.62
<b>TOTAL</b>				<b>-1,379.07</b>
<b>08/04/2020</b>	<b>6084</b>	<b>CALL ONE</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/15/2020	301383		5811 · Telephone	-271.61
<b>TOTAL</b>				<b>-271.61</b>
<b>08/04/2020</b>	<b>6085</b>	<b>COMCAST</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/10/2020			5657 · Internet Service	-195.25
07/24/2020			5657 · Internet Service	-129.85
07/26/2020			5657 · Internet Service	-129.85
<b>TOTAL</b>				<b>-454.95</b>
<b>08/04/2020</b>	<b>6086</b>	<b>ENGIE</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/10/2020			5422 · Electricity	-14,974.60
<b>TOTAL</b>				<b>-14,974.60</b>
<b>08/04/2020</b>	<b>6087</b>	<b>EXXON-MOBIL</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/24/2020	9042007		5545 · Van Fuel	-82.07
<b>TOTAL</b>				<b>-82.07</b>
<b>08/04/2020</b>	<b>6088</b>	<b>HOME DEPOT</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/21/2020			5775 · Maintenance Supplies	-41.09
			5775 · Maintenance Supplies	-2.92
			5775 · Maintenance Supplies	-39.94
			5775 · Maintenance Supplies	-9.98
			5775 · Maintenance Supplies	-14.92
			5775 · Maintenance Supplies	-13.74
			5775 · Maintenance Supplies	-16.04



# Palatine Public Library District Early Release Check Register

August 4, 2020

Date	Num	Name	Account	Paid Amount
<b>TOTAL</b>				<b>-138.63</b>
08/04/2020	6089	KONICA MINOLTA BUSINESS SOLUTIONS	1005 · Chkg-Palatine Bk & Trt-General	
07/15/2020	9006950600		5651 · Copier & Printer Maintenance	-61.72
07/15/2020	9006949943		5651 · Copier & Printer Maintenance	-300.08
07/15/2020	9006949669		5651 · Copier & Printer Maintenance	-339.71
<b>TOTAL</b>				<b>-701.51</b>
08/04/2020	6090	LEWIS, JONATHAN D.	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020			5813.10 · Cultural/Ed Programs - PMD	-300.00
<b>TOTAL</b>				<b>-300.00</b>
08/04/2020	6091	LIBCEL MERCADO	1005 · Chkg-Palatine Bk & Trt-General	
07/22/2020			5814 · Inservice & Training/Mileage	-1,020.00
<b>TOTAL</b>				<b>-1,020.00</b>
08/04/2020	6092	MADDOX, SUSAN	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020			5813.20 · Cultural/Ed Programs - ISD	-300.00
<b>TOTAL</b>				<b>-300.00</b>
08/04/2020	6093	NORTHWEST COMMUNITY HEALTHCARE	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020			5666 · Leases(Branches)	-590.00
<b>TOTAL</b>				<b>-590.00</b>
08/04/2020	6094	PITNEY BOWES PURCHASE POWER	1005 · Chkg-Palatine Bk & Trt-General	
07/26/2020			5812 · Postage	-499.75
<b>TOTAL</b>				<b>-499.75</b>
08/04/2020	6095	SCHATTNER, JACQUELINE K	1005 · Chkg-Palatine Bk & Trt-General	
08/01/2020			5813.20 · Cultural/Ed Programs - ISD	-115.00
<b>TOTAL</b>				<b>-115.00</b>
08/04/2020	6096	UNITE PRIVATE NETWORKS, LLC	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020	S1-20-009572		5657 · Internet Service	-1,495.00
08/01/2020	SI-20-011099		5657 · Internet Service	-1,495.00
<b>TOTAL</b>				<b>-2,990.00</b>

**TOTAL** **\$29,519.17**

Palatine Public Library District  
Early Release Check Register

August 4, 2020

Date	Num	Name	Account	Paid Amount
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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, and Trustee Hal Snyder for an electronic approval by two trustees to process and mail these checks on 8-4-2020.

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

I, Hal Snyder 8/4/2020, approve via electronic signature the processing of Early Release Checks #6082-6100 dated 8/4/2020 totaling \$29,519.17 for the Palatine Public Library District.

I, Bruce Jefferson, approve via electronic signature the processing of Early Release Checks #6082-6100 dated 8/4/2020 totaling \$29,519.17 for the Palatine Public Library District.

Respectfully submitted by Beth Schwarz, Finance Manager, Palatine Public Library District 6/30/2020

**Palatine Public Library District**  
**Warrant 2021-02 Check Register**

August 18, 2020

Date	Num	Name	Account	Paid Amount
08/18/2020	6104	ALBERTSONS/SAFEWAY	1005 · Chkg-Palatine Bk & Trt-General	
07/25/2020			5776.20 · Program Supplies - ISD	-16.44
<b>TOTAL</b>				<b>-16.44</b>
08/18/2020	6105	AVALON PETROLEUM COMPANY	1005 · Chkg-Palatine Bk & Trt-General	
07/22/2020			5537 · Building Maintenance	-479.40
<b>TOTAL</b>				<b>-479.40</b>
08/18/2020	6106	BAKER & TAYLOR-L542324	1005 · Chkg-Palatine Bk & Trt-General	
07/06/2020	20353337993		5101 · Print Materials	-75.32
07/06/2020	2035337996		5101 · Print Materials	-30.13
07/06/2020	2035337995		5101 · Print Materials	-30.13
07/06/2020	2035337994		5101 · Print Materials	-120.52
07/10/2020	2035352982		5101 · Print Materials	-45.19
07/21/2020	2035374407		5101 · Print Materials	-100.44
<b>TOTAL</b>				<b>-401.73</b>
08/18/2020	6107	BLUE LION SYSTEMS	1005 · Chkg-Palatine Bk & Trt-General	
08/01/2020	321578		5535 · Fire and Security	-35.00
<b>TOTAL</b>				<b>-35.00</b>
08/18/2020	6108	CANON SOLUTIONS AMERICA, INC.	1005 · Chkg-Palatine Bk & Trt-General	
07/22/2020	1400112119		5772 · Art & Printing Supplies	-104.43
07/22/2020	1400112063		5772 · Art & Printing Supplies	-891.45
<b>TOTAL</b>				<b>-995.88</b>
08/18/2020	6109	CDW GOVERNMENT	1005 · Chkg-Palatine Bk & Trt-General	
07/30/2020	ZPH6320		5207 · Computers/Technology	-444.71
<b>TOTAL</b>				<b>-444.71</b>
08/18/2020	6110	CENGAGE LEARNING INC - GALE	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020	70876797		5104 · Databases	-16,768.39
07/01/2020	70876796		5104 · Databases	-11,453.22
07/01/2020	70876803		5104 · Databases	-5,421.56
07/01/2020	70876802		5104 · Databases	-4,450.18
07/01/2020	70876800		5104 · Databases	-12,064.81
07/31/2020			5101 · Print Materials	-325.37
<b>TOTAL</b>				<b>-50,483.53</b>

**Palatine Public Library District**  
**Warrant 2021-02 Check Register**

August 18, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
08/18/2020	6111	CHILDREN'S PLUS INC.	1005 - Chkg-Palatine Bk & Trt-General	
07/28/2020	188195		5101 - Print Materials	-13.49
<b>TOTAL</b>				<b>-13.49</b>
08/18/2020	6112	COLLEY ELEVATOR CO.	1005 - Chkg-Palatine Bk & Trt-General	
07/27/2020	199900		5536 - Elevator	-398.00
<b>TOTAL</b>				<b>-398.00</b>
08/18/2020	6113	COMPLETE CLEANING COMPANY, INC	1005 - Chkg-Palatine Bk & Trt-General	
08/01/2020	C14721		5531 - Cleaning Service	-6,061.00
<b>TOTAL</b>				<b>-6,061.00</b>
08/18/2020	6114	COOPERATIVE COMPUTER SERVICES	1005 - Chkg-Palatine Bk & Trt-General	
07/15/2020	1744		5656 - Integrated Library Systems	-19,582.32
<b>TOTAL</b>				<b>-19,582.32</b>
08/18/2020	6160	CULLIGAN WATER CONDITIONING, INC	1005 - Chkg-Palatine Bk & Trt-General	
07/31/2020			5423 - Water	-12.50
<b>TOTAL</b>				<b>-12.50</b>
08/18/2020	6158	CURRENT TECHNOLOGIES CORPORATION	1005 - Chkg-Palatine Bk & Trt-General	
07/31/2020	724966		5655 - LAN Management	-3,233.00
08/03/2020	724918		5655 - LAN Management	-460.00
08/03/2020	724912		5655 - LAN Management	-4,270.00
<b>TOTAL</b>				<b>-7,963.00</b>
08/18/2020	6117	D & Z HOUSE OF BOOKS	1005 - Chkg-Palatine Bk & Trt-General	
07/15/2020	2020/1126182		5101 - Print Materials	-93.86
07/23/2020	2020/1126183		5101 - Print Materials	-51.28
<b>TOTAL</b>				<b>-145.14</b>
08/18/2020	6118	DARICE INC.	1005 - Chkg-Palatine Bk & Trt-General	
07/22/2020	2020002398372		5776.20 - Program Supplies - ISD	-1,030.85
<b>TOTAL</b>				<b>-1,030.85</b>
08/18/2020	6119	DeFRANCO PLUMBING	1005 - Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District**  
**Warrant 2021-02 Check Register**

August 18, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
06/30/2020	27480		5537 · Building Maintenance	-335.65
<b>TOTAL</b>				<b>-335.65</b>
<b>08/18/2020</b>	<b>6120</b>	<b>EVERLIVING GREENERY</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
08/01/2020	43031		5534 · Landscaping and Lawn Service	-388.00
<b>TOTAL</b>				<b>-388.00</b>
<b>08/18/2020</b>	<b>6121</b>	<b>FINDAWAY</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/13/2020	323690		5105 · Nonprint Materials	-49.99
07/17/2020	324334		5105 · Nonprint Materials	-154.97
<b>TOTAL</b>				<b>-204.96</b>
<b>08/18/2020</b>	<b>6122</b>	<b>FIRST COM (GLOBAL COM)</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/23/2020	120031451		5667 · Telephone Lease	-1,806.73
<b>TOTAL</b>				<b>-1,806.73</b>
<b>08/18/2020</b>	<b>6123</b>	<b>FOTOPOULOS, KAREN</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
08/01/2020			5813.20 · Cultural/Ed Programs - ISD	-80.00
<b>TOTAL</b>				<b>-80.00</b>
<b>08/18/2020</b>	<b>6124</b>	<b>GRAINGER</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/10/2020	9586280910		5775 · Maintenance Supplies	-1,575.54
<b>TOTAL</b>				<b>-1,575.54</b>
<b>08/18/2020</b>	<b>6125</b>	<b>HENNING BROTHERS</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/13/2020	0000413471		5775 · Maintenance Supplies	-34.41
07/15/2020	0000413502		5775 · Maintenance Supplies	-26.50
07/30/2020	0000413651		5775 · Maintenance Supplies	-57.75
<b>TOTAL</b>				<b>-118.66</b>
<b>08/18/2020</b>	<b>6126</b>	<b>HOFFMAN ESTATES CHAMBER OF COMMERC</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/15/2020	83994		5815 · Memberships	-250.00
<b>TOTAL</b>				<b>-250.00</b>
<b>08/18/2020</b>	<b>6127</b>	<b>HOH WATER TECHNOLOGY, INC</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/13/2020	583849		5775 · Maintenance Supplies	-151.00
<b>TOTAL</b>				<b>-151.00</b>

**Palatine Public Library District  
Warrant 2021-02 Check Register**

August 18, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
08/18/2020	6156	HOH WATER TECHNOLOGY, INC	1005 · Chkg-Palatine Bk & Trt-General	
07/06/2020	582969		5775 · Maintenance Supplies	-874.76
<b>TOTAL</b>				<b>-874.76</b>
08/18/2020	6128	HR SOURCE	1005 · Chkg-Palatine Bk & Trt-General	
07/31/2020	12152		5815 · Memberships	-150.00
<b>TOTAL</b>				<b>-150.00</b>
08/18/2020	6129	ILLINOIS STATE POLICE	1005 · Chkg-Palatine Bk & Trt-General	
07/15/2020			5817 · Legal	-200.00
<b>TOTAL</b>				<b>-200.00</b>
08/18/2020	6130	INDEPENDENT CONSTRUCTION SERVICES, IN	1005 · Chkg-Palatine Bk & Trt-General	
07/07/2020	736		5663 · Consultants	-980.00
<b>TOTAL</b>				<b>-980.00</b>
08/18/2020	6131	INGRAM-2004115	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020	multiple		5101 · Print Materials	-22,856.62
			5105 · Nonprint Materials	-256.45
<b>TOTAL</b>				<b>-23,113.07</b>
08/18/2020	6132	JO-ANN STORES	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020	DMARVA21-200		5104 · Databases	-2,700.00
<b>TOTAL</b>				<b>-2,700.00</b>
08/18/2020	6133	KLEIN THORPE AND JENKINS, LTD	1005 · Chkg-Palatine Bk & Trt-General	
07/22/2020	211547		5817 · Legal	-1,496.00
<b>TOTAL</b>				<b>-1,496.00</b>
08/18/2020	6134	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
07/26/2020	35942403		5651 · Copier & Printer Maintenance	-227.53
07/26/2020	35942402		5651 · Copier & Printer Maintenance	-646.97
<b>TOTAL</b>				<b>-874.50</b>
08/18/2020	6135	LIBRARY FURNITURE INTERNATIONAL, INC.	1005 · Chkg-Palatine Bk & Trt-General	
07/24/2020	7027		5820 · Gifts/Donations	-1,571.00
<b>TOTAL</b>				<b>-1,571.00</b>

**Palatine Public Library District  
Warrant 2021-02 Check Register**

August 18, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
08/18/2020	6136	MADDOX, SUSAN	1005 - Chkg-Palatine Bk & Trt-General	
08/01/2020			5813.20 · Cultural/Ed Programs - ISD	-300.00
<b>TOTAL</b>				<b>-300.00</b>
08/18/2020	6137	MIDWEST TAPE	1005 - Chkg-Palatine Bk & Trt-General	
07/01/2020			5101 · Print Materials	-8,430.69
			5774.50 · TS Collection Supplies	-39.98
<b>TOTAL</b>				<b>-8,470.67</b>
08/18/2020	6138	MIDWEST TAPE-HOOPLA	1005 - Chkg-Palatine Bk & Trt-General	
07/31/2020	99205683		5107 · Electronic Materials	-7,658.89
<b>TOTAL</b>				<b>-7,658.89</b>
08/18/2020	6139	NIR ROOF CARE	1005 - Chkg-Palatine Bk & Trt-General	
07/14/2020	144917		5544 · Roof Maintenance	-667.00
<b>TOTAL</b>				<b>-667.00</b>
08/18/2020	6140	NORTHWEST COMMUNITY HEALTHCARE	1005 - Chkg-Palatine Bk & Trt-General	
08/01/2020			5666 · Leases(Branches)	-590.00
<b>TOTAL</b>				<b>-590.00</b>
08/18/2020	6141	OVERDRIVE INC.	1005 - Chkg-Palatine Bk & Trt-General	
07/10/2020	01018CO20222129		5774.50 · TS Collection Supplies	-1,313.48
07/17/2020	01018CO20228696		5107 · Electronic Materials	-1,195.68
07/23/2020	01018CO233715		5107 · Electronic Materials	-1,628.65
07/31/2020	01018MA20248830		5107 · Electronic Materials	-4,073.56
08/01/2020	01018CO20250050		5107 · Electronic Materials	-1,091.23
<b>TOTAL</b>				<b>-9,302.60</b>
08/18/2020	6142	PADDOCK PUBLICATIONS-WANT ADS	1005 - Chkg-Palatine Bk & Trt-General	
07/01/2020	150818		5816 · Community Information	-150.00
<b>TOTAL</b>				<b>-150.00</b>
08/18/2020	6143	PAYPAL	1005 - Chkg-Palatine Bk & Trt-General	
07/31/2020	98455286		5660 · Accounting/Payroll/Bank Fees	-19.95
<b>TOTAL</b>				<b>-19.95</b>

**Palatine Public Library District  
Warrant 2021-02 Check Register**

August 18, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
08/18/2020	6159	PROQUEST LLC	1005 · Chkg-Palatine Bk & Trt-General	
05/01/2020	70622795		5104 · Databases	-2,795.79
<b>TOTAL</b>				<b>-2,795.79</b>
08/18/2020	6145	ROCKLER	1005 · Chkg-Palatine Bk & Trt-General	
07/30/2020	7380079		5775 · Maintenance Supplies	-106.43
<b>TOTAL</b>				<b>-106.43</b>
08/18/2020	6146	ROWMAN & LITTLEFIELD GROUP	1005 · Chkg-Palatine Bk & Trt-General	
08/03/2020			5101 · Print Materials	-295.08
<b>TOTAL</b>				<b>-295.08</b>
08/18/2020	6161	SHERWIN-WILLIAMS CO.	1005 · Chkg-Palatine Bk & Trt-General	
07/31/2020			5775 · Maintenance Supplies	-42.61
<b>TOTAL</b>				<b>-42.61</b>
08/18/2020	6148	SIGNS BY TOMORROW	1005 · Chkg-Palatine Bk & Trt-General	
07/22/2020	32639		5774.90 · General Service Supplies	-996.00
<b>TOTAL</b>				<b>-996.00</b>
08/18/2020	6149	TINBERG, HAROLD	1005 · Chkg-Palatine Bk & Trt-General	
08/26/2020			5813.20 · Cultural/Ed Programs - ISD	-250.00
<b>TOTAL</b>				<b>-250.00</b>
08/18/2020	6150	TOWN SQUARE PUBLICATIONS	1005 · Chkg-Palatine Bk & Trt-General	
07/13/2020	151404		5816 · Community Information	-637.00
<b>TOTAL</b>				<b>-637.00</b>
08/18/2020	6151	VANGUARD ENERGY SERVICES, LLC	1005 · Chkg-Palatine Bk & Trt-General	
07/08/2020	G404409070720		5421 · Gas	-240.60
<b>TOTAL</b>				<b>-240.60</b>
08/18/2020	6152	VILLAGE OF PALATINE-WATER	1005 · Chkg-Palatine Bk & Trt-General	
07/15/2020			5423 · Water	-510.19
<b>TOTAL</b>				<b>-510.19</b>
08/18/2020	6153	WAREHOUSE DIRECT	1005 · Chkg-Palatine Bk & Trt-General	



**Palatine Public Library District  
Warrant 2021-02 Check Register**

August 18, 2020

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
07/01/2020	4706668-1		5774.90 · General Service Supplies	-93.46
07/01/2020	4706668-0		5774.90 · General Service Supplies	-73.69
07/02/2020	4708532-0		5774.90 · General Service Supplies	-99.58
07/07/2020	4710627-0		5774.90 · General Service Supplies	-699.30
07/08/2020	4710477-0		5774.90 · General Service Supplies	-191.96
07/15/2020	4715900-0		5774.90 · General Service Supplies	-26.00
07/21/2020	4685642-1		5774.90 · General Service Supplies	-48.30
07/23/2020	4646199-1		5774.90 · General Service Supplies	-201.12
<b>TOTAL</b>				<b>-1,433.41</b>
<b>08/18/2020</b>	<b>6157</b>	<b>WAREHOUSE DIRECT</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/06/2020	4709208-0		5774.90 · General Service Supplies	-650.00
<b>TOTAL</b>				<b>-650.00</b>
<b>08/18/2020</b>	<b>6154</b>	<b>WOODS &amp; POOLE ECONOMICS INC</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/14/2020	22003583		5101 · Print Materials	-295.00
<b>TOTAL</b>				<b>-295.00</b>
<b>08/18/2020</b>	<b>6155</b>	<b>WORLD ARCHIVES</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
07/01/2020			5104 · Databases	-5,545.00
<b>TOTAL</b>				<b>-5,545.00</b>
			<b>TOTAL</b>	<b>\$165,889.08</b>



## INTERNAL MEMO

TO: Library Board of Trustees  
FROM: Beth Schwarz, Finance Manager  
DATE: 8/15/2020  
SUBJECT: Warrant Adjustment

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Trustees,

Upon my return to work in the office due to the Covid 19 closure of the Library, as I was giving all the copies of the Warrant Signature Pages, Early Releases, Check Registers and Treasurer's Reports to Karla Nora for her to get signatures and file the originals in her Board Binders, I noticed an error on Warrant 2020-11. On Warrant 2020-11, the Early Release total was listed as \$76,072.66. I made the mistake of carrying that number over from the previous Warrant. The amount should have been \$34,751.45.

On Warrant 2021-02 you will see an adjustment of -\$41,321.21 to record the difference and correct the error. My sincere apologies for this oversight.

Sincerely,

*Beth Schwarz*

Finance Manager

**Palatine Public Library District**  
**Warrant 2021-02 Payroll and Invoice Distribution Totals**  
**FOR THE MONTH OF AUGUST 2020**

<b>5300 · PAYROLL EXPENSES</b>		
<b>5310 · Gross Salaries</b>		
07/15/2020	PAYCOM	\$123,374.52
07/31/2020	PAYCOM	\$130,136.23
Total 5310 · Gross Salaries		<b>\$253,510.75</b>
<b>5311 · Employer IMRF Fund Expense</b>		
07/31/2020	IMRF	\$33,299.27
Total 5311 · IMRF Fund Expense		<b>\$33,299.27</b>
<b>5312 · Employer Social Security Fund Expense</b>		
07/15/2020	PAYCOM	\$9,111.95
07/31/2020	PAYCOM	\$9,629.15
Total 5312 · Social Security Fund Exp		<b>\$18,741.10</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>		
07/15/2020	BLUE CROSS BLUE SHIELD	\$21,091.88
07/31/2020	PRINCIPAL INSURANCE	\$1,406.31
Total 5313 · Health & Life Insurance		<b>\$22,498.19</b>
<b>5660 · Payroll Processing Fee</b>		
07/15/2020	Payroll Processing Fee	\$386.85
07/31/2020	Payroll Processing Fee	\$374.74
Total 5660 · Payroll Processing Fee		<b>\$761.59</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>		<b>\$328,810.90</b>
<b>EARLY RELEASE INVOICES:</b>		<b>\$29,519.17</b>
<b>WARRANT 2021-02 INVOICES:</b>		<b>\$165,889.08</b>
<b>TOTAL WARRANT 2021-02:</b>		<b>\$524,219.15</b>
<b>Less Previous Incorrect Approved Amounts (see attached report):</b>		<b>-\$41,321.21</b>
<b>TOTAL REVISED WARRANT 2021-02</b>		<b>\$482,897.94</b>

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

**Approved by the Board of Trustees**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 7/31/2020**

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemployment	Special Reserve	Total
<b>INCOME</b>									
4000 · Tax Levies	\$1,874,643.65	\$4,344.46	\$75,593.82	115,128.51	\$90,582.25	\$11,947.30	\$0.00		\$2,172,239.99
4001 · TIF Rebates	\$0.00								\$0.00
4010 · Repl Tax	\$9,793.44								\$9,793.44
4100 · Interest Income	\$1,403.46								\$1,403.46
4200 · Other Income	\$41,971.34								\$41,971.34
<b>TOTAL INCOME</b>	<b>\$1,927,811.89</b>	<b>\$4,344.46</b>	<b>\$75,593.82</b>	<b>\$115,128.51</b>	<b>\$90,582.25</b>	<b>\$11,947.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,225,408.23</b>
<b>EXPENSE</b>									
5100 · Materials	\$184,666.73								\$184,666.73
5200 · Capital Exp	\$519.68								\$519.68
5300 · Payroll Exp	\$276,321.25			\$33,299.27	\$18,741.10				\$328,361.62
5330 · Unemployment									\$0.00
5400 · Utilities	\$15,737.89								\$15,737.89
5500 · Maintenance			\$9,190.47						\$9,190.47
5600 · Contracts	\$42,321.38								\$42,321.38
5700 · Supplies	\$7,592.38		\$3,180.75						\$10,773.13
5800 · Operating	\$14,616.86								\$14,616.86
5802 · Insurance									\$0.00
5900 · Auxiliary	\$3,140.00								\$3,140.00
<b>TOTAL EXPENSE</b>	<b>\$544,916.17</b>	<b>\$0.00</b>	<b>\$12,371.22</b>	<b>\$33,299.27</b>	<b>\$18,741.10</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$609,327.76</b>
<b>Audited Beg FB 7/1/19</b>	<b>\$3,422,224.76</b>	<b>\$12,104.80</b>	<b>\$200,231.45</b>	<b>\$233,514.46</b>	<b>\$132,273.24</b>	<b>\$79,477.74</b>	<b>\$48,527.01</b>	<b>\$1,532,282.11</b>	<b>\$5,660,635.57</b>
<b>Net Income</b>	<b>\$1,382,895.72</b>	<b>\$4,344.46</b>	<b>\$63,222.60</b>	<b>\$81,829.24</b>	<b>\$71,841.15</b>	<b>\$11,947.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,616,080.47</b>
<b>Ending FB 7/31/2020</b>	<b>\$4,805,120.48</b>	<b>\$16,449.26</b>	<b>\$263,454.05</b>	<b>\$315,343.70</b>	<b>\$204,114.39</b>	<b>\$91,425.04</b>	<b>\$48,527.01</b>	<b>\$1,532,282.11</b>	<b>\$7,276,716.04</b>

<b>CASH</b>	
Bank Account	Balance
1003 · Chkg - CC	\$18,294.49
1004 · MM -Tax Dep	\$5,519,585.53
1005 · Chkg-General	\$75,615.25
1006 · Chkg - Imprest	\$1,500.00
1007 · Chkg - Payroll	\$15,942.04
1011 · Cash Boxes	\$1,818.00
<b>TOTAL CASH</b>	<b>\$5,632,755.31</b>

<b>IPRIME INVESTMENT PORTFOLIO</b>			
Description	Rate	Maturity Date	Amount
IPRIME ISC BEG BALANCE*		NA	\$1,515,847.70
IPRIME ISC INTEREST	1.15%	NA	\$307.02
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
<b>ACCOUNT TOTAL</b>			<b>\$2,255,154.72</b>

\* 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 2020

8% of Budget Year Completed

	July 2020	Budget	% of Budget	% of Budget Last YTD
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levies	1,874,643.65	7,761,538.00	24.15%	16.40%
4001 · Tax Levy - TIF	0.00	60,330.00	0.0%	0.00%
4010 · Replacement Tax	9,793.44	29,623.00	33.06%	79.90%
4100 · Interest Income	1,403.46	0.00	100.0%	40.10%
4101 · Interest- CD's & Bank	0.00	20,000.00	0.0%	0.00%
<b>4200 · Other Fees and Income</b>				
4201 · Fines	676.82	2,500.00	27.07%	12.50%
4203 · Lost/Replacement Fees	270.18	9,158.00	2.95%	7.20%
4204 · Book Recovery Serv/Collections	130.49	9,918.00	1.32%	8.00%
4210 · Copier Income	104.30	8,750.00	1.19%	8.90%
4211 · Printing/Fax Income	212.55	15,000.00	1.42%	8.70%
4212 · Vending Machines	0.00	1,750.00	0.0%	7.70%
4222 · Meeting Room Fees	0.00	6,750.00	0.0%	4.90%
4223 · Interlibrary Loan Fees	10.00	106.00	9.43%	0.00%
4224 · Non-Resident Fees	0.00	10,293.00	0.0%	3.90%
4231 · Per Capita Grant	0.00	111,229.00	0.0%	0.00%
4232 · Gifts/Donations	0.00	28,160.00	0.0%	1.70%
4233 · Other Grants	40,565.00	0.00	100.0%	3.40%
4241 · Misc-General	0.00	1,500.00	0.0%	0.00%
4257 · Used Materials Income	0.00	7,083.00	0.0%	0.00%
4261 · Sale of Equipment	2.00	4,892.00	0.04%	3.50%
<b>Total 4200 · Other Fees and Income</b>	<b>41,971.34</b>	<b>217,089.00</b>	<b>19.33%</b>	<b>4.20%</b>
<b>Total Income</b>	<b>1,927,811.89</b>	<b>8,088,580.00</b>	<b>23.83%</b>	<b>16.00%</b>
<b>Gross Profit</b>	<b>1,927,811.89</b>	<b>8,088,580.00</b>	<b>23.83%</b>	<b>16.00%</b>
<b>Expense</b>				
<b>5100 · Materials</b>				
5101 · Print Materials	34,111.24	324,650.00	10.51%	14.30%
5104 · Databases	121,689.33	236,454.00	51.46%	64.60%
5105 · Nonprint Materials	14,309.38	186,505.00	7.67%	5.20%
5107 · Electronic Materials	14,556.78	171,000.00	8.51%	15.40%
<b>Total 5100 · Materials</b>	<b>184,666.73</b>	<b>918,609.00</b>	<b>20.1%</b>	<b>23.60%</b>
<b>5200 · Capital Expenditures</b>				
5205 · Furniture	0.00	20,000.00	0.0%	17.40%
5207 · Computers/Technology	519.68	256,347.00	0.2%	4.30%
<b>Total 5200 · Capital Expenditures</b>	<b>519.68</b>	<b>276,347.00</b>	<b>0.19%</b>	<b>6.50%</b>
<b>5300 · Payroll Expenses</b>				
5310 · Gross Salaries	253,510.75	3,318,704.00	7.64%	8.10%
5313 · Health & Life Insurance	20,613.00	282,581.00	7.3%	7.70%
5314 · HSA Employer Contribution	2,137.50	0.00	100.0%	0.00%
5315 · HSA Employee Contribution	60.00	0.00	0.0%	0.00%
5328 · Misc. Fringe Benefits	0.00	19,624.00	0.0%	25.90%
<b>Total 5300 · Payroll Expenses</b>	<b>276,321.25</b>	<b>3,620,909.00</b>	<b>7.63%</b>	<b>8.10%</b>

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

July 2020

8% of Budget Year Completed

	8% of Budget Year Completed			% of Budget
	July 2020	Budget	% of Budget	Last YTD
<b>5400 · Utilities</b>				
5421 · Gas	240.60	28,633.00	0.84%	1.40%
5422 · Electricity	14,974.60	188,476.00	7.95%	7.90%
5423 · Water	522.69	9,296.00	5.62%	6.60%
<b>Total 5400 · Utilities</b>	<b>15,737.89</b>	<b>226,405.00</b>	<b>6.95%</b>	<b>7.10%</b>
<b>5600 · Contracts</b>				
5651 · Copier & Printer Maintenance	1,576.01	29,074.00	5.42%	9.20%
5653 · Technology Support	5,845.15	95,811.00	6.1%	39.30%
5654 · Postage Machine	0.00	1,891.00	0.0%	8.30%
5655 · LAN Management	7,963.00	83,412.00	9.55%	10.40%
5656 · Integrated Library Systems	19,582.32	117,036.00	16.73%	47.20%
5657 · Internet Service	1,949.95	23,407.00	8.33%	8.60%
5658 · Bibliographic Support	406.68	2,118.00	19.2%	102.60%
5659 · Book Recovery Service	0.00	4,404.00	0.0%	9.20%
5660 · Accounting/Payroll/Bank Fees	781.54	12,268.00	6.37%	7.30%
5661 · Leases(Office Park)	0.00	2,638.00	0.0%	47.60%
5663 · Consultants	1,820.00	29,600.00	6.15%	0.00%
5666 · Leases(Branches)	590.00	37,080.00	1.59%	8.30%
5667 · Telephone Lease	1,806.73	21,342.00	8.47%	19.70%
<b>Total 5600 · Contracts</b>	<b>42,321.38</b>	<b>460,081.00</b>	<b>9.2%</b>	<b>27.10%</b>
<b>5700 · Supplies</b>				
5771 · Human Resources Supplies	0.00	1,500.00	0.0%	0.00%
5772 · Art & Printing Supplies	1,419.41	11,000.00	12.9%	16.60%
5773 · Copier & Printer Supplies	0.00	3,500.00	0.0%	4.30%
5774 · Library Services Supplies				
5774.50 · TS Collection Supplies	1,353.46	20,000.00	6.77%	4.40%
5774.90 · General Service Supplies	3,737.22	29,000.00	12.89%	14.70%
<b>Total 5774 · Library Services Supplies</b>	<b>5,090.68</b>	<b>49,000.00</b>	<b>10.39%</b>	<b>9.20%</b>
5776 · Program Supplies				
5776.10 · Program Supplies - PMD	0.00	6,500.00	0.0%	4.90%
5776.20 · Program Supplies - ISD	1,082.29	7,500.00	14.43%	6.60%
5776.30 · Program Supplies - Tech	0.00	1,000.00	0.0%	0.00%
<b>Total 5776 · Program Supplies</b>	<b>1,082.29</b>	<b>15,000.00</b>	<b>7.22%</b>	<b>5.30%</b>
<b>Total 5700 · Supplies</b>	<b>7,592.38</b>	<b>80,000.00</b>	<b>9.49%</b>	<b>9.00%</b>
<b>5800 · Operating - Other</b>				
5810 · Interlibrary Loan/Recip Borrow	0.00	6,726.00	0.0%	0.00%
5811 · Telephone	271.61	3,088.00	8.8%	9.10%
5812 · Postage	499.75	1,835.00	27.23%	0.00%
5813 · Cultural/Educational Programs				
5813.10 · Cultural/Ed Programs - PMD	650.00	12,000.00	5.42%	12.20%
5813.20 · Cultural/Ed Programs - ISD	1,185.00	19,800.00	5.99%	10.80%
5813.30 · Cultural/Ed Programs - Tech	200.00	3,600.00	5.56%	6.00%
5813.90 · Cultural/Ed Programs - Tech	0.00	0.00	0.0%	7.10%
<b>Total 5813 · Cultural/Educational Programs</b>	<b>2,035.00</b>	<b>35,400.00</b>	<b>5.75%</b>	<b>10.60%</b>

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

**July 2020**

**8% of Budget Year Completed**

	<b>8% of Budget Year Completed</b>			<b>% of Budget</b>
	<b>July 2020</b>	<b>Budget</b>	<b>% of Budget</b>	<b>Last YTD</b>
<b>5814 · Inservice &amp; Training/Mileage</b>	4,985.00	32,137.00	15.51%	7.30%
<b>5815 · Memberships</b>	1,406.50	11,736.00	11.98%	10.10%
<b>5816 · Community Information</b>	787.00	14,000.00	5.62%	39.00%
<b>5817 · Legal</b>	1,696.00	6,350.00	26.71%	4.00%
<b>5819 · Want Ads/Legal Notices</b>	0.00	872.00	0.0%	0.00%
<b>5820 · Gifts/Donations</b>	2,771.00	10,000.00	27.71%	11.90%
<b>5823 · POC Shared Administrative Costs</b>	0.00	10,000.00	0.0%	0.00%
<b>5827 · Sales Tax</b>	165.00	1,200.00	13.75%	0.00%
<b>Total 5800 · Operating - Other</b>	<b>14,616.86</b>	<b>133,344.00</b>	<b>10.96%</b>	<b>10.60%</b>
<b>5900 · Auxiliary</b>				
<b>5913 · Newsletter/Communication</b>	3,140.00	68,000.00	4.62%	4.80%
<b>5914 · Volunteer Programs</b>	0.00	3,000.00	0.0%	0.00%
<b>Total 5900 · Auxiliary</b>	<b>3,140.00</b>	<b>71,000.00</b>	<b>4.42%</b>	<b>4.60%</b>
<b>Total Expense</b>	<b>544,916.17</b>	<b>5,786,695.00</b>	<b>9.42%</b>	<b>12.20%</b>
<b>Net Ordinary Income</b>	<b>1,382,895.72</b>	<b>2,301,885.00</b>	<b>60.08%</b>	<b>38.40%</b>
<b>Net Income</b>	<b>1,382,895.72</b>	<b>2,301,885.00</b>	<b>60.08%</b>	<b>38.40%</b>

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

July 2020

8% of Budget Year Completed

	<u>July 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Tax Levies</b>	4,344.46	500.00	868.89%	39.70%
<b>Total Income</b>	<u>4,344.46</u>	<u>500.00</u>	<u>868.89%</u>	<u>39.70%</u>
<b>Gross Profit</b>	4,344.46	500.00	868.89%	39.70%
<b>Expense</b>				
<b>5600 · Contracts</b>				
<b>5662 · Audit Fund Expenses</b>	0.00	5,400.00	0.0%	0.00%
<b>Total 5600 · Contracts</b>	<u>0.00</u>	<u>5,400.00</u>	<u>0.0%</u>	<u>0.00%</u>
<b>Total Expense</b>	<u>0.00</u>	<u>5,400.00</u>	<u>0.0%</u>	<u>0.00%</u>
<b>Net Ordinary Income</b>	<u>4,344.46</u>	<u>-4,900.00</u>	<u>-88.66%</u>	<u>227.60%</u>
<b>Net Income</b>	<u><u>4,344.46</u></u>	<u><u>-4,900.00</u></u>	<u><u>-88.66%</u></u>	<u><u>227.60%</u></u>



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

July 2020

8% of Budget Year Completed

	<u>July 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Tax Levies</b>	75,593.82	236,342.00	31.99%	19.30%
<b>Total Income</b>	<u>75,593.82</u>	<u>236,342.00</u>	<u>31.99%</u>	<u>19.30%</u>
<b>Gross Profit</b>	75,593.82	236,342.00	31.99%	19.30%
<b>Expense</b>				
<b>5500 · Maintenance</b>				
<b>5531 · Cleaning Service</b>	6,061.00	100,000.00	6.06%	6.20%
<b>5532 · Equipment Repair</b>	0.00	500.00	0.0%	0.00%
<b>5533 · Trash</b>	0.00	4,000.00	0.0%	6.30%
<b>5534 · Landscaping and Lawn Service</b>	388.00	12,636.00	3.07%	7.50%
<b>5535 · Fire and Security</b>	35.00	11,000.00	0.32%	1.50%
<b>5536 · Elevator</b>	398.00	9,000.00	4.42%	0.00%
<b>5537 · Building Maintenance</b>	479.40	25,000.00	1.92%	1.70%
<b>5538 · Snow Removal</b>	0.00	10,000.00	0.0%	0.00%
<b>5539 · HVAC</b>	1,080.00	55,000.00	1.96%	4.60%
<b>5540 · Parking Areas</b>	0.00	10,000.00	0.0%	0.00%
<b>5541 · Van Maintenance</b>	0.00	500.00	0.0%	0.00%
<b>5544 · Roof Maintenance</b>	667.00	4,500.00	14.82%	0.00%
<b>5545 · Van Fuel</b>	82.07	1,300.00	6.31%	11.50%
<b>Total 5500 · Maintenance</b>	<u>9,190.47</u>	<u>243,436.00</u>	<u>3.78%</u>	<u>4.40%</u>
<b>5700 · Supplies</b>				
<b>5775 · Maintenance Supplies</b>	3,180.75	35,000.00	9.09%	7.70%
<b>Total 5700 · Supplies</b>	<u>3,180.75</u>	<u>35,000.00</u>	<u>9.09%</u>	<u>7.70%</u>
<b>Total Expense</b>	<u>12,371.22</u>	<u>278,436.00</u>	<u>4.44%</u>	<u>4.80%</u>
<b>Net Ordinary Income</b>	63,222.60	-42,094.00	-150.19%	-58.20%
<b>Net Income</b>	<u><u>63,222.60</u></u>	<u><u>-42,094.00</u></u>	<u><u>-150.19%</u></u>	<u><u>-58.20%</u></u>

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

July 2020

8% of Budget Year Completed

	<u>July 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Tax Levies</b>	115,128.51	359,432.00	32.03%	21.00%
<b>Total Income</b>	<u>115,128.51</u>	<u>359,432.00</u>	<u>32.03%</u>	<u>21.00%</u>
<b>Gross Profit</b>	115,128.51	359,432.00	32.03%	21.00%
<b>Expense</b>				
<b>5300 · Payroll Expenses</b>				
<b>5311 · IMRF Fund Expense</b>	33,299.27	416,661.08	7.99%	7.20%
<b>Total 5300 · Payroll Expenses</b>	<u>33,299.27</u>	<u>416,661.08</u>	<u>7.99%</u>	<u>7.20%</u>
<b>Total Expense</b>	<u>33,299.27</u>	<u>416,661.08</u>	<u>7.99%</u>	<u>7.20%</u>
<b>Net Ordinary Income</b>	81,829.24	-57,229.08	-142.99%	-53.20%
<b>Net Income</b>	<u><u>81,829.24</u></u>	<u><u>-57,229.08</u></u>	<u><u>-142.99%</u></u>	<u><u>-53.20%</u></u>

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

July 2020

8% of Budget Year Completed

	<u>July 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Tax Levies</b>	90,582.25	283,115.00	32.0%	22.70%
<b>Total Income</b>	<u>90,582.25</u>	<u>283,115.00</u>	<u>32.0%</u>	<u>22.70%</u>
<b>Gross Profit</b>	90,582.25	283,115.00	32.0%	22.70%
<b>Expense</b>				
<b>5300 · Payroll Expenses</b>				
<b>5312 · Social Security Fund Exp</b>	18,741.10	252,623.20	7.42%	7.80%
<b>Total 5300 · Payroll Expenses</b>	<u>18,741.10</u>	<u>252,623.20</u>	<u>7.42%</u>	<u>7.80%</u>
<b>Total Expense</b>	<u>18,741.10</u>	<u>252,623.20</u>	<u>7.42%</u>	<u>7.80%</u>
<b>Net Ordinary Income</b>	<u>71,841.15</u>	<u>30,491.80</u>	<u>235.61%</u>	<u>-108.00%</u>
<b>Net Income</b>	<u><u>71,841.15</u></u>	<u><u>30,491.80</u></u>	<u><u>235.61%</u></u>	<u><u>-108.00%</u></u>

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

July 2020

8% of Budget Year Completed

	<u>July 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Tax Levies</b>	11,947.30	44,361.00	26.93%	18.30%
<b>Total Income</b>	<u>11,947.30</u>	<u>44,361.00</u>	<u>26.93%</u>	<u>18.30%</u>
<b>Gross Profit</b>	11,947.30	44,361.00	26.93%	18.30%
<b>Expense</b>				
<b>5800 · Operating - Other</b>				
<b>5801 · Library Insurance Package</b>	0.00	3,162.50	0.0%	0.00%
<b>5802 · Public Liability Insurance</b>	0.00	84,933.33	0.0%	0.00%
<b>Total 5800 · Operating - Other</b>	<u>0.00</u>	<u>88,095.83</u>	<u>0.0%</u>	<u>0.00%</u>
<b>Total Expense</b>	<u>0.00</u>	<u>88,095.83</u>	<u>0.0%</u>	<u>0.00%</u>
<b>Net Ordinary Income</b>	11,947.30	-43,734.83	-27.32%	-20.50%
<b>Net Income</b>	<u><u>11,947.30</u></u>	<u><u>-43,734.83</u></u>	<u><u>-27.32%</u></u>	<u><u>-20.50%</u></u>

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

July 2020

8% of Budget Year Completed

	<u>July 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Tax Levies</b>	0.00	500.00	0.0%	100.00%
<b>Total Income</b>	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>	<u>100.00%</u>
<b>Gross Profit</b>	0.00	500.00	0.0%	100.00%
<b>Expense</b>				
<b>5330 · Unemployment Fund Expense</b>	0.00	500.00	0.0%	0.00%
<b>Total Expense</b>	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>	<u>0.00%</u>
<b>Net Ordinary Income</b>	0.00	0.00	0.0%	-2930.30%
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>	<u><u>-2930.30%</u></u>

**Palatine Public Library District**  
**SPECIAL RESERVE FUND #75 Budget vs. Actual**

July 2020

8% of Budget Year Completed

	<u>July 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>5200 · Capital Expenditures</b>				
<b>5210 · Building</b>				
5210.10 · Concrete, Masonry & Paving	0.00	242,750.00	0.0%	0.00%
5210.30 · Doors & Windows	0.00	100,000.00	0.0%	0.00%
5210.60 · Fire Protection & Security	0.00	90,000.00	0.0%	0.00%
<b>Total 5210 · Building</b>	<u>0.00</u>	<u>432,750.00</u>	<u>0.0%</u>	<u>0.00%</u>
<b>Total 5200 · Capital Expenditures</b>	<u>0.00</u>	<u>432,750.00</u>	<u>0.0%</u>	<u>0.00%</u>
<b>Total Expense</b>	<u>0.00</u>	<u>432,750.00</u>	<u>0.0%</u>	<u>0.00%</u>
<b>Net Ordinary Income</b>	<u>0.00</u>	<u>-432,750.00</u>	<u>0.0%</u>	<u>0.00%</u>
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>-432,750.00</u></u>	<u><u>0.0%</u></u>	<u><u>0.00%</u></u>