



**Board of Library Trustees  
Committee to Review Closed and  
Open Session Minutes**  
Board Room, Main Library  
700 N. North Court, Palatine, IL  
August 7, 2019, 9:00 a.m.

---

**Minutes**

**1. Call to order**

Committee Chairperson Tracy Boland called the meeting to order at 9:00 a.m.

**2. Roll call**

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

**3. Introduction of visitors**

None.

**4. Review of open session minutes**

Open session minutes were reviewed for monthly Board Meetings and Committee Meetings for July, 2018 through June, 2019. Results will be reported at the next regular monthly board meeting.

**5. Other business**

The next meeting date of the Committee to Review Closed and Open Session Minutes was set for Saturday, August 17, 2019 at 10:00 a.m., at which there will be a determination made of which audio recordings in the lock box may be destroyed.

**6. Adjournment**

Trustee Boland adjourned the meeting at 10:39 a.m.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by Hal Snyder



## Board of Library Trustees Regular Meeting

Board Room, Main Library  
700 N. North Court, Palatine, IL  
August 20, 2019, 7:00 p.m.

---

### Minutes

#### 1. Call to Order

President Vanderhoek called the meeting to order at 7:01 p.m. Secretary Boland was physically present.

#### 2. Roll call/Trustee Requests to Attend Meeting via Electronic Means

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

Trustee Jefferson moved, seconded by Trustee Snyder, that Trustee Sherman be permitted to attend the August 20, 2019, regular meeting of the Palatine Public Library District Board of Library Trustees by means of audio conference. Trustee Sherman joined by phone.

Roll call vote:

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

Nays: None.

Abstain: Sherman.

Absent: None. **Motion carried**

#### 3. Approval of Agenda

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

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

#### 4. Introduction of Visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Beth Schwarz, Human Resources Manager Mary Schaeffer, Popular Materials Manager Kathy Burns, Technology Assistant Manager Michael Szwed, Technical Support Specialist Rolando Medrano, Administrative Associate Karla

Nora, Popular Materials Assistant Manager Lupe Colin, Communications/Marketing Coordinator Kiel Cross, Library Associate Xiang Li, Shelver Emilie Cheng, Friends Representative Meg Cipar, League of Women Voters Representative Ann Kennedy, and Palatine resident Peggy Simpson.

## **5. Public Comment**

None.

## **6. Liaison Reports**

### **a. Friends of the Palatine Library**

Friends Treasurer Cipar reported that they are getting ready for the October Book Sale and received 220 banker boxes of book donations from one donor. They are starting to get ready for the holiday sale in November. She thanked the Director for making dock space available for sorting. They received \$390 from recycled book sales last quarter.

### **b. Palatine Public Library District Foundation**

Trustee Sherman reported that they are focusing on what the direction of the Foundation should be, such as fostering relationships with corporations, donations, mission statement, and website. There is a balance of \$4,734.07 in the bank. The next meeting is August 28 at 6:00 p.m.

### **c. RAILS/ILA**

Trustee Brauer reported that "Libraries and the 2020 Census" recording is now available on the RAILS website.

## **7. Unfinished Business**

### **a. Trustee Vacancy**

Trustee Boland reported that the Board Development Committee met August 2 to discuss procedures for announcing the trustee vacancy. The vacancy announcement was sent to the media and printed on posters in Spanish, Tagalog, and Polish languages. The Board was advised to post the posters in the community to attract candidates from members not currently represented on the Board. Applications are due August 30 and a Special Meeting will be held September 11 at 7 p.m. to interview applicants.

### **b. Interior Design Feedback**

Executive Director Dilger discussed the feedback received from the Interior Design Feedback sessions held at all of the library branches. Trustee Snyder asked how and when the list will be prioritized with actionable items.

## 8. New Business

### a. CCS Consortium Migration Schedule

Executive Director Dilger shared some factors staff is considering before deciding the schedule for the CCS consortium migration such as other projects or programs going on at the same time. She is still negotiating the cost of extending the current catalog software license on a month-by-month basis.

### b. Renovation Draft Schedule

Executive Director Dilger shared three possible renovation schedules from Engberg Anderson and discussed the concerns with having the renovation so close to the CCS consortium migration. The Board shared their thoughts on the proposed schedule and stated that the staff will know best what the impact will be.

### c. Policy Review and Approval

#### i. Policy 3—Library Operations

Trustee Brauer moved, seconded by Trustee Jefferson, for approval of policy changes for Policy 3—Library Operations as presented, effective September 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

#### ii. Appendices 3A, 3B, and 3C

Trustee Brauer moved, second by Trustee Jefferson, for approval of policy changes for Appendix 3A—Hours of Operation, Appendix 3B—ALA Code of Ethics, and Appendix 3C—ALA Library Bill of Rights as presented, effective September 1, 2019.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

d. Approval of certification of the Illinois Public Library Annual Report (IPLAR) to the State Library.

Executive Director Dilger presented data from IPLAR and compared findings and trends from local libraries.

Trustee Snyder moved, seconded by Trustee Brauer, that the Illinois Public Library Annual Report be approved and submitted to the State Library as presented.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

e. Action on closed session minutes and verbatim recordings

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

Regular Board Meeting of August 8, 2018

Regular Board Meeting of April 16, 2019

Regular Board Meeting of January 9, 2019

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

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

Regular Board Meeting of August 8, 2018

Regular Board Meeting of April 16, 2019

Regular Board Meeting of January 9, 2019

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

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

Regular Board Meeting of March 8, 2017  
Regular Board Meeting of April 12, 2017  
Regular Board Meeting of April 18, 2017  
Regular Board Meeting of May 10, 2017  
Regular Board Meeting of May 31, 2017  
Regular Board Meeting of June 14, 2017  
Regular Board Meeting of October 4, 2017  
Regular Board Meeting of October 24, 2017  
Regular Board Meeting of November 2, 2017  
Regular Board Meeting of November 8, 2017  
Regular Board Meeting of November 20, 2017  
Regular Board Meeting of December 13, 2017  
Regular Board Meeting of January 10, 2018  
Regular Board Meeting of February 14, 2018

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

- f. Approval of trustee attendance at ILA Conference Trustee Day, in Tinley Park, on Thursday, October 24, 2019, in the amount of \$175 per person.

Trustee Snyder moved, seconded by Trustee Boland, for approval of Trustees Westhoff and Jefferson to attend the ILA Conference Trustee Day, in Tinley Park on Thursday October 24, 2019, in the amount of \$175 per person.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

## **9. President's Report**

### **a. Review of Library Board Advocacy Activities**

Trustee Westhoff participated in the Community Bike Ride. Trustee Boland and Human Resources Manager Mary Schaeffer attended the cultural competency training at Harper College. Some trustees will be volunteering at the Palatine Street Fest on August 24-25.

## **10. Director's Report**

The Director shared a few positive patron comments regarding the extension of the Popular Picks checkout time, auto renewals, Board room availability, and bilingual storytime at Fast Laundry.

A traveling art display focusing on refugee stories will kick off with a program on March 4, at 6:00pm.

### **a. Bilingual Committee report**

Executive Director Dilger introduced library staff Guadalupe Colin, Kiel Cross, and Xiang Li who presented the results of Bilingual Report. This report included information on our community's demographics, languages, organizations, and personnel.

### **b. Illinois Public Library Per Capita Grant requirements**

Executive Director Dilger discussed trustee requirements for the 2020 Per Capita Grant which is now due in January. Trustees will review Chapter 11 and Appendices which you will see next month.

## **11. Committee Reports**

### **a. Committee to Review Open and Closed Session Minutes**

The Committee met in July and August and plans to update the procedures for reviewing open and closed minutes. No meeting is scheduled.

### **b. Board Development Committee**

The next Board Development Committee is September 6 at 9:00 a.m.

c. Building Renovation Committee

Trustees Westhoff and Vanderhoek will attend the Library Journal Design Institute Conference October 10-11 in Austin, TX. Members plan to visit other libraries that have been renovated. The next Building Renovation meeting is September 5 at 3:30 p.m.

d. Director's Review Committee

Trustee Boland volunteered to be the new chairperson of Director's Review Committee due to Trustee Sherman's resignation.

e. Finance Committee

The next Finance Committee meeting is September 11 at 6:00 p.m.

f. Policy Committee

The next Policy Committee meeting will be August 22 at 9:00 a.m. to discuss Policy 5. Beginning in September, the committee will meet on the first Thursday of the month.

**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 revoked from the consent agenda for separate consideration.**

- a. Approval of minutes: Director Evaluation Committee meeting of November 26, 2018, Director Evaluation Committee meeting of January 3, 2019, regular meeting of June 18, 2019, regular meeting of July 16, 2019, Policy Committee meeting of July 25, 2019, and Committee to Review Open and Closed Session Minutes meeting of July 26, 2019 and August 7, 2019
- b. Financial report and approval of Warrant 2020-02 in the amount of \$518,453.50
- c. Receipt of semiannual Statement of Receipts and Expenditures (in compliance with 50 ILCS 305/1)

Trustee Snyder moved, seconded by Trustee Boland, that the consent agenda be approved as presented.

Roll call vote:

Ayes: Boland, Brauer, Jefferson, Sherman, Snyder, Vanderhoek and Westoff  
Nays: None.



Abstain: None.

Absent: None. **Motion carried**

### **13. Correspondence**

Senator Ann Gillespie sent a thank you note for letting her use the library for meeting with her constituents.

The Village of Hoffman Estates proclaimed August 8, 2019 as National Book Lover's Day.

### **14. Adjournment**

President Vanderhoek adjourned the meeting at 8:42 p.m.

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

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

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



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

Board Room, Main Library  
700 N. North Court, Palatine, IL  
August 22, 2019, 9:00 a.m.

### **Minutes**

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

Committee Chairperson Debby Brauer called the meeting to order at 9:05 a.m.

#### **2. Roll call**

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

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

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

#### **4. Public Comment**

None.

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

The committee discussed Policy 5—Financial Management.

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

The committee will consider adding a naming rights section to Policy 5—Financial Management and will review Policy 4—Library Administration and its appendices in September.

#### **7. Other business**

None.

#### **8. Date for next meeting**

The next meeting will be September 5, 2019, at 9 a.m.

#### **9. Adjournment**

Trustee Brauer adjourned the meeting at 11:00 a.m.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by Debby Brauer



**Board of Library Trustees  
Building Renovation Committee**  
Board Room, Main Library  
700 N. North Court, Palatine, IL  
September 5, 2019 3:30 p.m.

---

## **Minutes**

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

Trustee Vanderhoek called the meeting to order at 3:03 p.m.

### **2. Roll call**

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

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

Also in attendance were Executive Director Jeannie Dilger and Assistant Director Melissa Gardner.

### **4. Public Comment**

There was no public comment.

### **5. Review and discussion of interior design feedback from patrons**

- a. There was discussion about the possibility of consolidating adult fiction and non-fiction materials on the second floor. We have requested that Engberg Anderson draft the design possibilities for further review.
- b. The committee discussed potential options to meet patron desires for a drive-up book drop outside of the building and/or a drive-up for patrons to obtain their holds.

### **6. Discussion and scheduling of nearby library tours**

The committee discussed dates and times to meet with staff and tour the Indian Trails, Ela, and Elmhurst libraries. Potential dates are September 25, 2019 and September 30, 2019, dependent on the availability of staff at the designated libraries.

### **7. Discussion of timeline**

Staff shared that there is a potential for a shift in the CCS migration. This should not affect the renovation timeline.

## **8. Other business**

- a. Executive Director Dilger has had discussions with the Northwest Community Hospital staff about potential renovations the Library would like to make to the Rand Road Branch. Their initial impressions of the designs were positive.
- b. Dilger met with staff from Hoffman Estates Park District to discuss design options for the North Hoffman Branch. The Park District is also considering changes to the racquetball courts. Dilger inquired about the possibility of additional space for the branch. Park District staff will consider options.

## **9. Date for Next Meeting**

The next regularly scheduled committee meeting will be on Thursday, October 3 at 3:30 p.m. in the Main Library Board room.

## **10. Adjournment**

Trustee Vanderhoek adjourned the meeting at 4:24 p.m.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by Andrea Vanderhoek



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

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

---

### **Minutes**

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

Committee Chairperson Debby Brauer called the meeting to order at 9:05 a.m.

#### **2. Roll call**

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

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

Executive Director Jeannie Dilger was present.

#### **4. Public Comment**

None.

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

The committee discussed adding a naming rights section to Policy 5—Financial Management and Policy 4—Library Administration and its appendices.

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

The committee will review Policy 7—Collection Management and its appendices in October.

#### **7. Other business**

None.

#### **8. Date for next meeting**

The next meeting will be October 3, 2019, at 9 a.m.

#### **9. Adjournment**

Trustee Brauer adjourned the meeting at 10:28 a.m.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by Debby Brauer

**Palatine Public Library District**  
**CORPORATE- FUND #10 Budget vs. Actual**  
**July through August 2019**  
**17% of Budget Year Completed**

	<u>July - Aug '19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levies	2,586,129.86	6,581,259.00	39.3%	45.90%
4001 · Tax Levy - TIF	0.00	20,000.00	0.0%	0.00%
4010 · Replacement Tax	11,381.99	12,716.00	89.51%	21.40%
4100 · Interest Income	31,540.96	40,000.00	78.85%	27.70%
4200 · Other Fees and Income				
4201 · Fines	9,469.74	48,069.00	19.7%	21.40%
4203 · Lost/Replacement Fees	1,862.38	15,774.00	11.81%	17.50%
4204 · Book Recovery Serv/Collections	1,927.03	14,688.00	13.12%	13.80%
4210 · Copier Income	1,507.89	8,954.00	16.84%	19.70%
4211 · Printing/Fax Income	3,217.10	17,122.00	18.79%	19.40%
4212 · Vending Machines	296.60	1,989.00	14.91%	20.40%
4222 · Meeting Room Fees	1,265.00	10,547.00	11.99%	9.80%
4223 · Interlibrary Loan Fees	0.00	201.00	0.0%	24.40%
4224 · Non-Resident Fees	1,113.09	12,557.00	8.86%	25.80%
4231 · Per Capita Grant	0.00	111,229.00	0.0%	100.00%
4232 · Gifts/Donations	4,447.58	35,022.00	12.7%	0.00%
4233 · Other Grants	1,549.00	45,965.00	3.37%	0.00%
4241 · Misc-General	0.10	767.00	0.01%	20.00%
4257 · Used Materials Income	0.00	7,083.00	0.0%	18.00%
4261 · Sale of Equipment	490.34	1,929.00	25.42%	91.80%
<b>Total 4200 · Other Fees and Income</b>	<b>27,145.85</b>	<b>331,896.00</b>	<b>8.18%</b>	<b>48.30%</b>
<b>Total Income</b>	<b>2,656,198.66</b>	<b>6,985,871.00</b>	<b>38.02%</b>	<b>45.90%</b>
<b>Gross Profit</b>	<b>2,656,198.66</b>	<b>6,985,871.00</b>	<b>38.02%</b>	<b>45.90%</b>
<b>Expense</b>				
5100 · Materials				
5101 · Print Materials	85,022.99	405,000.00	20.99%	19.40%
5104 · Databases	148,188.01	221,350.00	66.95%	72.80%
5105 · Nonprint Materials	26,005.70	212,505.00	12.24%	71.00%
5107 · Electronic Materials	37,558.71	172,000.00	21.84%	20.80%
<b>Total 5100 · Materials</b>	<b>296,775.41</b>	<b>1,010,855.00</b>	<b>29.36%</b>	<b>34.80%</b>
5200 · Capital Expenditures				
5205 · Furniture	6,975.00	40,000.00	17.44%	0.00%
5207 · Computers/Technology	6,788.13	192,871.00	3.52%	-1.10%
<b>Total 5200 · Capital Expenditures</b>	<b>13,763.13</b>	<b>232,871.00</b>	<b>5.91%</b>	<b>-1.00%</b>
5300 · Payroll Expenses				
5310 · Gross Salaries	578,609.13	3,390,561.00	17.07%	16.50%
5313 · Health & Life Insurance	43,471.76	293,559.00	14.81%	13.60%
5314 · HSA Employer Contribution	450.00	0.00	100.0%	0.00%
5328 · Misc. Fringe Benefits	2,194.14	7,413.00	29.6%	3.50%
<b>Total 5300 · Payroll Expenses</b>	<b>624,725.03</b>	<b>3,691,533.00</b>	<b>16.92%</b>	<b>16.20%</b>



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

July through August 2019  
17% of Budget Year Completed

	July - Aug '19	Budget	% of Budget	% of Budget Last YTD
<b>5400 · Utilities</b>				
5421 · Gas	412.10	30,000.00	1.37%	1.40%
5422 · Electricity	35,074.77	220,000.00	15.94%	15.90%
5423 · Water	2,106.57	14,615.00	14.41%	12.90%
<b>Total 5400 · Utilities</b>	<b>37,593.44</b>	<b>264,615.00</b>	<b>14.21%</b>	<b>13.20%</b>
<b>5600 · Contracts</b>				
5651 · Copier Costs	5,395.63	29,463.00	18.31%	16.70%
5653 · Technology Support	31,634.36	72,152.00	43.84%	16.30%
5654 · Postage Machine	157.56	1,891.00	8.33%	25.00%
5655 · LAN Management	9,570.00	55,920.00	17.11%	50.00%
5656 · Integrated Library Systems	79,865.85	169,170.00	47.21%	91.00%
5657 · Internet Service	4,109.84	25,556.00	16.08%	16.50%
5658 · Bibliographic Support	2,719.22	2,650.00	102.61%	91.40%
5659 · Book Recovery Service	492.25	5,338.00	9.22%	20.20%
5660 · Accounting/Payroll	2,559.84	19,013.00	13.46%	15.20%
5661 · Leases(Office Park)	1,318.96	2,770.00	47.62%	33.00%
5663 · Consultants	0.00	47,500.00	0.0%	10.70%
5666 · Leases(Branches)	6,770.00	37,080.00	18.26%	16.30%
5667 · Telephone Lease	5,330.25	18,000.00	29.61%	0.00%
<b>Total 5600 · Contracts</b>	<b>149,923.76</b>	<b>486,503.00</b>	<b>30.82%</b>	<b>41.20%</b>
<b>5700 · Supplies</b>				
5771 · Human Resources Supplies	33.74	1,500.00	2.25%	20.30%
5772 · Art & Printing Supplies	2,880.37	11,000.00	26.19%	11.60%
5773 · Copier & Printer Supplies	201.98	4,750.00	4.25%	2.00%
5774 · Library Services Supplies				
5774.50 · TS Collection Supplies	1,373.40	20,000.00	6.87%	18.20%
5774.90 · General Service Supplies	3,308.91	17,000.00	19.46%	
5776 · Program Supplies				
5776.10 · Program Supplies - PMD	889.68	6,500.00	13.69%	12.20%
5776.20 · Program Supplies - ISD	1,632.13	7,500.00	21.76%	6.50%
5776.30 · Program Supplies - Tech	0.00	1,300.00	0.0%	21.00%
<b>Total 5776 · Program Supplies</b>	<b>2,521.81</b>	<b>15,300.00</b>	<b>16.48%</b>	<b>10.30%</b>
<b>Total 5700 · Supplies</b>	<b>10,320.21</b>	<b>69,550.00</b>	<b>14.84%</b>	<b>14.00%</b>
<b>5800 · Operating - Other</b>				
5810 · Interlibrary Loan/Recip Borrow	0.00	3,839.00	0.0%	0.30%
5811 · Telephone	949.73	4,254.00	22.33%	16.10%
5812 · Postage	11.80	3,927.00	0.3%	13.40%
5813 · Cultural/Educational Programs				
5813.10 · Cultural/Ed Programs - PMD	2,381.25	15,500.00	15.36%	20.00%
5813.20 · Cultural/Ed Programs - ISD	3,030.00	22,000.00	13.77%	16.30%
5813.30 · Cultural/Ed Programs - Tech	600.00	5,000.00	12.0%	13.70%
5813.90 · District Wide Programs	0.00	1,500.00	0.0%	0.00%
<b>Total 5813 · Cultural/Educational Programs</b>	<b>6,011.25</b>	<b>44,000.00</b>	<b>13.66%</b>	<b>17.30%</b>

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

July through August 2019  
17% of Budget Year Completed

	July - Aug '19	Budget	% of Budget	% of Budget Last YTD
5814 · Inservice & Training/Mileage	7,376.66	30,216.00	24.41%	12.50%
5815 · Memberships	2,875.00	11,805.00	24.35%	38.40%
5816 · Community Information	4,950.42	12,000.00	41.25%	21.90%
5817 · Legal	250.00	6,325.00	3.95%	4.60%
5819 · Want Ads/Legal Notices	0.00	1,387.00	0.0%	1.40%
5820 · Gifts/Donations	2,978.14	10,000.00	29.78%	8.50%
5823 · POC Shared Administrative Costs	10,000.00	10,000.00	100.0%	100.00%
<b>Total 5800 · Operating - Other</b>	<b>35,403.00</b>	<b>137,753.00</b>	<b>25.7%</b>	<b>20.50%</b>
5900 · Auxiliary				
5913 · Newsletter/Communication	15,321.00	62,000.00	24.71%	22.40%
5914 · Volunteer Programs	0.00	3,000.00	0.0%	1.50%
<b>Total 5900 · Auxiliary</b>	<b>15,321.00</b>	<b>65,000.00</b>	<b>23.57%</b>	<b>21.40%</b>
<b>Total Expense</b>	<b>1,183,824.98</b>	<b>5,958,680.00</b>	<b>19.87%</b>	<b>20.00%</b>
<b>Net Ordinary Income</b>	<b>1,472,373.68</b>	<b>1,027,191.00</b>	<b>143.34%</b>	<b>100.00%</b>
<b>Net Income</b>	<b>1,472,373.68</b>	<b>1,027,191.00</b>	<b>143.34%</b>	<b>100.00%</b>

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

July through August 2019  
17% of Budget Year Completed

	July - August '19	Budget	% of Budget	% of Budget Last YTD
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levies	5,994.46	6,299.65	95.16%	49.20%
<b>Total Income</b>	5,994.46	6,299.65	95.16%	49.20%
<b>Gross Profit</b>	5,994.46	6,299.65	95.16%	49.20%
<b>Expense</b>				
5600 · Contracts				
5662 · Audit Fund Expenses	3,200.00	5,200.00	61.54%	0.00%
<b>Total 5600 · Contracts</b>	3,200.00	5,200.00	61.54%	0.00%
<b>Total Expense</b>	3,200.00	5,200.00	61.54%	0.00%
<b>Net Ordinary Income</b>	2,794.46	1,099.65	254.12%	194.40%
<b>Net Income</b>	2,794.46	1,099.65	254.12%	194.40%

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

July through August 2019  
17% of Budget Year Completed

	July - August '19	Budget	% of Budget	% of Budget Last YTD
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levies	104,303.61	225,363.36	46.28%	45.90%
<b>Total Income</b>	104,303.61	225,363.36	46.28%	45.90%
<b>Gross Profit</b>	104,303.61	225,363.36	46.28%	45.90%
<b>Expense</b>				
5500 · Maintenance				
5531 · Cleaning Service	12,122.00	97,200.00	12.47%	15.90%
5532 · Equipment Repair	0.00	500.00	0.0%	3.90%
5533 · Trash	208.00	3,295.00	6.31%	9.50%
5534 · Landscaping and Lawn Service	3,570.00	12,636.00	28.25%	15.70%
5535 · Fire and Security	2,580.00	12,000.00	21.5%	39.80%
5536 · Elevator	0.00	8,000.00	0.0%	0.00%
5537 · Building Maintenance	7,547.50	27,500.00	27.45%	4.60%
5538 · Snow Removal	0.00	10,000.00	0.0%	0.00%
5539 · HVAC	3,693.45	55,000.00	6.72%	20.40%
5540 · Parking Areas	0.00	10,000.00	0.0%	17.90%
5541 · Van Maintenance	0.00	500.00	0.0%	0.00%
5544 · Roof Maintenance	0.00	4,500.00	0.0%	35.00%
5545 · Van Fuel	233.44	1,300.00	17.96%	18.30%
<b>Total 5500 · Maintenance</b>	29,954.39	242,431.00	12.36%	15.20%
5700 · Supplies				
5775 · Maintenance Supplies	4,993.88	35,000.00	14.27%	13.90%
<b>Total 5700 · Supplies</b>	4,993.88	35,000.00	14.27%	13.90%
<b>Total Expense</b>	34,948.27	277,431.00	12.6%	15.10%
<b>Net Ordinary Income</b>	69,355.34	-52,067.64	-133.2%	-190.60%
<b>Net Income</b>	69,355.34	-52,067.64	-133.2%	-190.60%

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

**July through August 2019**  
**17% of Budget Year Completed**

	<u>July - August</u> <u>'19</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget</u> <u>Last YTD</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4000 · Tax Levies</b>	<u>158,853.19</u>	<u>316,257.30</u>	<u>50.23%</u>	<u>45.90%</u>
<b>Total Income</b>	<u>158,853.19</u>	<u>316,257.30</u>	<u>50.23%</u>	<u>45.90%</u>
<b>Gross Profit</b>	<u>158,853.19</u>	<u>316,257.30</u>	<u>50.23%</u>	<u>45.90%</u>
<b>Expense</b>				
<b>5300 · Payroll Expenses</b>				
<b>5311 · IMRF Fund Expense</b>	<u>58,855.74</u>	<u>388,321.09</u>	<u>15.16%</u>	<u>17.80%</u>
<b>Total 5300 · Payroll Expenses</b>	<u>58,855.74</u>	<u>388,321.09</u>	<u>15.16%</u>	<u>17.80%</u>
<b>Total Expense</b>	<u>58,855.74</u>	<u>388,321.09</u>	<u>15.16%</u>	<u>17.80%</u>
<b>Net Ordinary Income</b>	<u>99,997.45</u>	<u>-72,063.79</u>	<u>-138.76%</u>	<u>2167.20%</u>
<b>Net Income</b>	<u><u>99,997.45</u></u>	<u><u>-72,063.79</u></u>	<u><u>-138.76%</u></u>	<u><u>2167.20%</u></u>

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

July through August 2019  
17% of Budget Year Completed

	July - August '19	Budget	% of Budget	% of Budget Last YTD
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levies	124,984.53	229,799.86	54.39%	46.10%
<b>Total Income</b>	124,984.53	229,799.86	54.39%	46.10%
<b>Gross Profit</b>	124,984.53	229,799.86	54.39%	46.10%
<b>Expense</b>				
5300 · Payroll Expenses				
5312 · Social Security Fund Exp	42,994.45	259,377.93	16.58%	16.00%
<b>Total 5300 · Payroll Expenses</b>	42,994.45	259,377.93	16.58%	16.00%
<b>Total Expense</b>	42,994.45	259,377.93	16.58%	16.00%
<b>Net Ordinary Income</b>	81,990.08	-29,578.07	-277.2%	804.50%
<b>Net Income</b>	81,990.08	-29,578.07	-277.2%	804.50%

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

July through August 2019  
17% of Budget Year Completed

	July - August '19	Budget	% of Budget	% of Budget Last YTD
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 - Tax Levies	16,484.76	37,561.96	43.89%	46.80%
<b>Total Income</b>	16,484.76	37,561.96	43.89%	46.80%
<b>Gross Profit</b>	16,484.76	37,561.96	43.89%	46.80%
<b>Expense</b>				
5800 - Operating - Other	0.00	71,114.47	0.0%	15.30%
<b>Total Expense</b>	0.00	71,114.47	0.0%	15.30%
<b>Net Ordinary Income</b>	16,484.76	-33,552.51	-49.13%	-35.50%
<b>Net Income</b>	16,484.76	-33,552.51	-49.13%	-35.50%

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

July through August 2019  
17% of Budget Year Completed

	<u>July - August '19</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%	100.00%
Total Income	483.50	483.50	100.0%	100.00%
Gross Profit	483.50	483.50	100.0%	100.00%
Expense				
5330 - Unemployment Fund Expense	0.00	500.00	0.0%	100.00%
Total Expense	0.00	500.00	0.0%	100.00%
Net Ordinary Income	483.50	-16.50	-2,930.3%	10.90%
Net Income	483.50	-16.50	-2,930.3%	10.90%



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

July through August 2019  
17% of Budget Year Completed

	July - August '19	Budget	% of Budget	% of Budget Last YTD
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
<b>5200 · Capital Expenditures</b>				
<b>5210 · Building</b>				
5210.10 · Concrete, Masonry & Paving	0.00	100,000.00	0.0%	0.00%
5210.30 · Doors & Windows	0.00	8,419.00	0.0%	0.00%
5210.40 · Electrical	0.00	277,546.00	0.0%	0.00%
5210.50 · Finishes	0.00	94,949.00	0.0%	0.00%
5210.70 · HVAC	0.00	209,782.00	0.0%	0.00%
5210.90 · Miscellaneous	0.00	55,269.00	0.0%	0.00%
<b>Total 5210 · Building</b>	0.00	745,965.00	0.0%	0.00%
<b>Total 5200 · Capital Expenditures</b>	0.00	745,965.00	0.0%	0.00%
<b>Total Expense</b>	0.00	745,965.00	0.0%	0.00%
<b>Net Ordinary Income</b>	0.00	-745,965.00	0.0%	0.00%
<b>Net Income</b>	0.00	745,965.00	0.0%	0.00%

# PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 8/31/19

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemployment	Special Reserve	Total
<b>INCOME</b>									
4000 · Tax Levies	\$2,586,129.86	\$5,994.46	\$104,303.61	158,853.19	\$124,984.53	\$16,484.76	\$483.50		\$2,997,233.91
4001 · TIF Rebates	\$0.00								\$0.00
4010 · Repl Tax	\$11,381.99								\$11,381.99
4100 · Interest Income	\$31,540.96								\$31,540.96
4200 · Other Income	\$27,145.85								\$27,145.85
<b>TOTAL INCOME</b>	<b>\$2,656,198.66</b>	<b>\$5,994.46</b>	<b>\$104,303.61</b>	<b>\$158,853.19</b>	<b>\$124,984.53</b>	<b>\$16,484.76</b>	<b>\$483.50</b>	<b>\$0.00</b>	<b>\$3,067,302.71</b>
<b>EXPENSE</b>									
5100 · Materials	\$296,775.41								\$296,775.41
5200 · Capital Exp	\$13,763.13								\$13,763.13
5300 · Payroll Exp	\$624,725.03			\$58,855.74	\$42,994.45				\$726,575.22
5330 · Unemployment									\$0.00
5400 · Utilities	\$37,593.44								\$37,593.44
5500 · Maintenance			\$29,954.39						\$29,954.39
5600 · Contracts	\$149,923.76	\$3,200.00	\$4,993.88						\$158,117.64
5700 · Supplies	\$10,320.21								\$10,320.21
5800 · Operating	\$35,403.00								\$35,403.00
5802 · Insurance									\$0.00
5900 · Auxiliary	\$15,321.00								\$15,321.00
<b>TOTAL EXPENSE</b>	<b>\$1,183,824.98</b>	<b>\$3,200.00</b>	<b>\$34,948.27</b>	<b>\$58,855.74</b>	<b>\$42,994.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,323,823.44</b>
<b>Audited Beg FB 7/1/18</b>	<b>\$3,402,052.67</b>	<b>\$7,308.80</b>	<b>\$195,444.34</b>	<b>\$203,763.51</b>	<b>\$99,071.47</b>	<b>\$101,594.24</b>	<b>\$47,972.61</b>	<b>\$1,261,948.60</b>	<b>\$5,319,156.24</b>
<b>Net Income</b>	<b>\$1,472,373.68</b>	<b>\$2,794.46</b>	<b>\$69,355.34</b>	<b>\$99,997.45</b>	<b>\$81,990.08</b>	<b>\$16,484.76</b>	<b>\$483.50</b>	<b>\$0.00</b>	<b>\$1,743,479.27</b>
<b>Ending FB 8/31/19</b>	<b>\$4,874,426.35</b>	<b>\$10,103.26</b>	<b>\$264,799.68</b>	<b>\$303,760.96</b>	<b>\$181,061.55</b>	<b>\$118,079.00</b>	<b>\$48,456.11</b>	<b>\$1,261,948.60</b>	<b>\$7,062,635.51</b>

CASH	
Bank Account	Balance
1003 · Chkg - CC	\$29,455.51
1004 · MM -Tax Dep	\$7,548,691.42
1005 · Chkg-General	\$3,287.27
1006 · Chkg - Imprest	\$1,500.00
1007 · Chkg - Payroll	\$13,954.45
1011 · Cash Boxes	\$1,818.00
<b>TOTAL CASH</b>	<b>\$7,598,706.65</b>

CD's			
Amount	Interest	Maturity Date	cd#
All CD's have matured, been redeemed and have been moved to the money market account.			

# Palatine Public Library District Early Release Check Register

August 28, 2019

Date	Num	Name	Account	Pd Amount
08/28/2019	5134	ALBERTSONS/SAFEWAY	1005 · Chkg-Palatine Bk & Trt-General	
08/17/2019			5776.10 · Program Supplies - PMD	-23.98
			5776.10 · Program Supplies - PMD	-35.96
			5776.10 · Program Supplies - PMD	-7.98
			5776.20 · Program Supplies - ISD	-11.96
			5814 · Inservice & Training/Mileage	-19.98
			5814 · Inservice & Training/Mileage	-262.43
TOTAL				-362.29
08/28/2019	5147	BANK OF AMERICA- MS	1005 · Chkg-Palatine Bk & Trt-General	
08/23/2019			5776.10 · Program Supplies - PMD	-62.52
			5814 · Inservice & Training/Mileage	-24.85
			5814 · Inservice & Training/Mileage	-24.85
			5328 · Misc. Fringe Benefits	-18.89
			5328 · Misc. Fringe Benefits	-90.78
			5776.10 · Program Supplies - PMD	-95.08
			5814 · Inservice & Training/Mileage	-24.85
			5653 · Technology Support	-1,670.37
			5776.10 · Program Supplies - PMD	-63.79
			5815 · Memberships	-198.86
			5814 · Inservice & Training/Mileage	-14.91
			5775 · Maintenance Supplies	-63.57
			5776.20 · Program Supplies - ISD	-234.93
			5815 · Memberships	-268.45
			5653 · Technology Support	-253.41
			5328 · Misc. Fringe Benefits	-38.17
			5328 · Misc. Fringe Benefits	-37.78
			5814 · Inservice & Training/Mileage	-372.15
			5814 · Inservice & Training/Mileage	-372.15
			5771 · Human Resources Supplies	-33.55
			5776.20 · Program Supplies - ISD	-110.90
			5774.90 · General Service Supplies	-186.12
			5815 · Memberships	-119.32
			5815 · Memberships	-74.57
			5815 · Memberships	-149.14
			5814 · Inservice & Training/Mileage	-1,491.40
TOTAL				-6,095.36
08/28/2019	5135	BANK OF AMERICA-GS	1005 · Chkg-Palatine Bk & Trt-General	
08/23/2019			5775 · Maintenance Supplies	-97.79
			5775 · Maintenance Supplies	-43.68


**Palatine Public Library District**  
**Early Release Check Register**  
**August 28, 2019**

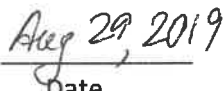
Date	Num	Name	Account	Pd Amount
			5775 · Maintenance Supplies	-119.03
			5775 · Maintenance Supplies	-245.53
			5775 · Maintenance Supplies	-35.14
<b>TOTAL</b>				<b>-541.17</b>
08/28/2019	5141	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	
08/23/2019			5772 · Art & Printing Supplies	-212.50
			5105 · Nonprint Materials	-20.00
			5775 · Maintenance Supplies	-158.00
			5653 · Technology Support	-120.00
			5653 · Technology Support	-5.00
			5814 · Inservice & Training/Mileage	-1,062.93
			5814 · Inservice & Training/Mileage	-215.55
			5653 · Technology Support	-117.99
			5814 · Inservice & Training/Mileage	-1,030.80
<b>TOTAL</b>				<b>-2,942.77</b>
08/28/2019	5144	BANK OF AMERICA-MRG	1005 · Chkg-Palatine Bk & Trt-General	
08/23/2019			5653 · Technology Support	-199.99
			5105 · Nonprint Materials	-15.99
			5105 · Nonprint Materials	-25.96
			5105 · Nonprint Materials	-89.24
			5105 · Nonprint Materials	-15.99
			5105 · Nonprint Materials	-15.99
			5814 · Inservice & Training/Mileage	-176.60
<b>TOTAL</b>				<b>-539.76</b>
08/28/2019	5136	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
08/07/2019			5657 · Internet Service	-194.61
<b>TOTAL</b>				<b>-194.61</b>
08/28/2019	5142	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
08/24/2019			5657 · Internet Service	-129.85
<b>TOTAL</b>				<b>-129.85</b>
08/28/2019	5145	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
08/26/2019			5657 · Internet Service	-129.85
<b>TOTAL</b>				<b>-129.85</b>
08/28/2019	5137	EXXON-MOBIL	1005 · Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District**  
**Early Release Check Register**  
 August 28, 2019

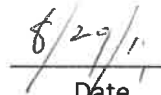
Date	Num	Name	Account	Pd Amount
08/25/2019			5545 · Van Fuel	-84.42
TOTAL				-84.42
08/28/2019	5138	FIRST COM (GLOBAL COM)	1005 · Chkg-Palatine Bk & Trt-General	
08/23/2019	118188455		5667 · Telephone Lease	-1,791.43
TOTAL				-1,791.43
08/28/2019	5139	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
08/26/2019	20033926607		5651 · Copier Costs	-680.00
08/26/2019	33926608		5651 · Copier Costs	-715.22
08/26/2019	33926609		5651 · Copier Costs	-136.00
TOTAL				-1,531.22
08/28/2019	5140	KONICA MINOLTA BUSINESS SOLUTIONS	1005 · Chkg-Palatine Bk & Trt-General	
08/15/2019	9005969272		5651 · Copier Costs	-623.18
08/20/2019	9005984840		5651 · Copier Costs	-538.23
TOTAL				-1,161.41
08/28/2019	5143	SCOTT LANDSCAPES LLC	1005 · Chkg-Palatine Bk & Trt-General	
08/09/2019	627		5534 · Landscaping and Lawn Service	-2,228.00
TOTAL				-2,228.00
08/28/2019	5146	SYNCB/AMAZON	1005 · Chkg-Palatine Bk & Trt-General	
08/10/2019			5101 · Print Materials	-745.63
			5105 · Nonprint Materials	-1,714.68
			5207 · Computers/Technology	-26.99
			5772 · Art & Printing Supplies	-12.99
			5774.50 · TS Collection Supplies	-72.90
			5774.90 · General Service Supplies	-165.87
			5776.10 · Program Supplies - PMD	-252.08
			5820 · Gifts/Donations	-39.84
TOTAL				-3,030.98

**TOTAL** \$20,763.12

  
 Signature

  
 Date

  
 Signature

  
 Date

**Palatine Public Library District**  
**Warrant 2020-03 Payroll and Invoice Distribution Totals**  
**FOR THE MONTH OF AUGUST 2019**

	<u>Date</u>	<u>Name</u>	<u>Amount</u>
<b>5300 · Payroll Expenses</b>			
<b>5310 · Gross Salaries</b>			
	08/15/2019	PAYCOM	168,117.40
	08/31/2019	PAYCOM	137,406.61
Total 5310 · Gross Salaries			<u>305,524.01</u>
<b>5311 · IMRF Fund Expense</b>			
	08/31/2049	IMRF	47,669.22
Total 5311 · IMRF Fund Expense			<u>47,669.22</u>
<b>5312 · Social Security Fund Exp</b>			
	08/15/2019	PAYCOM	12,546.64
	08/31/2019	PAYCOM	10,196.57
Total 5312 · Social Security Fund Exp			<u>22,743.21</u>
<b>5313 · Health &amp; Life Insurance</b>			
	08/15/2019	BLUE CROSS BLUE SHIELD	21,185.25
	08/31/2019	PRINCIPAL INSURANCE	1,541.94
Total 5313 · Health & Life Insurance			<u>22,727.19</u>
<b>Total 5300 · Payroll Expenses</b>		<b>TOTAL PAYROLL:</b>	<b>\$398,663.63</b>
		<b>EARLY RELEASE INVOICES:</b>	<b>\$20,763.12</b>
		<b>WARRANT 2020-03 INVOICES:</b>	<b><u>\$141,532.04</u></b>
			<b><u><u>\$560,958.79</u></u></b>

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

**Approved by the Board of Trustees**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**Palatine Public Library District**  
**Warrant 2020-03 Check Register**  
September 17, 2019

Date	Num	Name	Account	Pd Amt
09/17/2019	5154	ADVANCED DISPOSAL	1005 · Chkg-Palatine Bk & Trt-General	
07/31/2019	T40002265822		5533 · Trash	-208.00
<b>TOTAL</b>				<b>-208.00</b>
09/17/2019	5155	ALEXANDER, GREGORY	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019			5813.20 · Cultural/Ed Programs - ISD	-200.00
<b>TOTAL</b>				<b>-200.00</b>
09/17/2019	5201	AMERICAN LIBRARY ASSOCIATION	1005 · Chkg-Palatine Bk & Trt-General	
08/14/2019			5815 · Memberships	-220.00
<b>TOTAL</b>				<b>-220.00</b>
09/17/2019	5156	BAKER & TAYLOR-C01721-0	1005 · Chkg-Palatine Bk & Trt-General	
08/27/2019	2034755890		5101 · Print Materials	-425.96
<b>TOTAL</b>				<b>-425.96</b>
09/17/2019	5157	BAKER & TAYLOR-L04830-6	1005 · Chkg-Palatine Bk & Trt-General	
08/14/2019	2034731054		5101 · Print Materials	-567.55
<b>TOTAL</b>				<b>-567.55</b>
09/17/2019	5202	BLUE LION SYSTEMS	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019	318521		5535 · Fire and Security	-35.00
<b>TOTAL</b>				<b>-35.00</b>
09/17/2019	5205	CAREY ELECTRIC CONTRACTING INC.	1005 · Chkg-Palatine Bk & Trt-General	
08/29/2019			5537 · Building Maintenance	-313.00
<b>TOTAL</b>				<b>-313.00</b>
09/17/2019	5158	CATALOG INNOVATIONS, INC.	1005 · Chkg-Palatine Bk & Trt-General	
08/12/2019	C2005-0819		5772 · Art & Printing Supplies	-129.00
<b>TOTAL</b>				<b>-129.00</b>
09/17/2019	5159	CDW GOVERNMENT	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2019	SWP1353		5653 · Technology Support	-6,994.24
<b>TOTAL</b>				<b>-6,994.24</b>

**Palatine Public Library District**  
**Warrant 2020-03 Check Register**  
September 17, 2019

Date	Num	Name	Account	Pd Amt
09/17/2019	5206	CENGAGE LEARNING INC - GALE	1005 · Chkg-Palatine Bk & Trt-General	
08/31/2019			5101 · Print Materials	-760.40
<b>TOTAL</b>				<b>-760.40</b>
09/17/2019	5160	COMPLETE CLEANING COMPANY, INC	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019	C11109		5531 · Cleaning Service	-6,061.00
<b>TOTAL</b>				<b>-6,061.00</b>
09/17/2019	5203	CONSTELLATION, AN EXELON COMPANY	1005 · Chkg-Palatine Bk & Trt-General	
08/12/2019	15497209801		5422 · Electricity	-17,757.02
<b>TOTAL</b>				<b>-17,757.02</b>
09/17/2019	5207	CULLIGAN WATER CONDITIONING, INC	1005 · Chkg-Palatine Bk & Trt-General	
08/31/2019			5423 · Water	-12.50
<b>TOTAL</b>				<b>-12.50</b>
09/17/2019	5162	CURRENT TECHNOLOGIES CORPORATION	1005 · Chkg-Palatine Bk & Trt-General	
09/15/2019	722793		5655 · LAN Management	-300.00
<b>TOTAL</b>				<b>-300.00</b>
09/17/2019	5208	CURRENT TECHNOLOGIES CORPORATION	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019	722844		5655 · LAN Management	-2,520.00
			5655 · LAN Management	-4,200.00
			5655 · LAN Management	-460.00
<b>TOTAL</b>				<b>-7,180.00</b>
09/17/2019	5163	DARICE INC.	1005 · Chkg-Palatine Bk & Trt-General	
08/12/2019	2019002226910		5776.20 · Program Supplies - ISD	-408.40
<b>TOTAL</b>				<b>-408.40</b>
09/17/2019	5164	DEMCO	1005 · Chkg-Palatine Bk & Trt-General	
08/14/2019	6661931		5774.90 · General Service Supplies	-217.18
<b>TOTAL</b>				<b>-217.18</b>
09/17/2019	5165	EBSCO	1005 · Chkg-Palatine Bk & Trt-General	



**Palatine Public Library District**  
**Warrant 2020-03 Check Register**  
September 17, 2019

Date	Num	Name	Account	Pd Amt
08/13/2019	2000673		5101 · Print Materials	-593.25
<b>TOTAL</b>				<b>-593.25</b>
09/17/2019	5166	ESAU, DAVID	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019			5813.20 · Cultural/Ed Programs - ISD	-350.00
<b>TOTAL</b>				<b>-350.00</b>
09/17/2019	5167	ESSCOE, L.L.C.	1005 · Chkg-Palatine Bk & Trt-General	
08/01/2019	37503		5535 · Fire and Security	-2,364.00
<b>TOTAL</b>				<b>-2,364.00</b>
09/17/2019	5209	EVERLIVING GREENERY	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019	42334		5534 · Landscaping and Lawn Service	-388.00
<b>TOTAL</b>				<b>-388.00</b>
09/17/2019	5168	FILTER SERVICES, INC.	1005 · Chkg-Palatine Bk & Trt-General	
08/20/2019	INV216022		5539 · HVAC	-278.95
<b>TOTAL</b>				<b>-278.95</b>
09/17/2019	5210	FINDAWAY	1005 · Chkg-Palatine Bk & Trt-General	
08/28/2019	295671		5105 · Nonprint Materials	-769.84
08/28/2019	295611		5105 · Nonprint Materials	-959.93
<b>TOTAL</b>				<b>-1,729.77</b>
09/17/2019	5169	FOTOPOULOS, KAREN	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019			5813.20 · Cultural/Ed Programs - ISD	-70.00
<b>TOTAL</b>				<b>-70.00</b>
09/17/2019	5170	GARVEY'S OFFICE PRODUCTS	1005 · Chkg-Palatine Bk & Trt-General	
08/09/2019	PIN1771837		5772 · Art & Printing Supplies	-61.80
<b>TOTAL</b>				<b>-61.80</b>
09/17/2019	5171	GRAINGER	1005 · Chkg-Palatine Bk & Trt-General	
08/23/2019	9273056706		5775 · Maintenance Supplies	-48.08
<b>TOTAL</b>				<b>-48.08</b>
09/17/2019	5172	GREEN, SCOTT	1005 · Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District**  
**Warrant 2020-03 Check Register**  
September 17, 2019

Date	Num	Name	Account	Pd Amt
09/01/2019			5813.10 · Cultural/Ed Programs - PMD	-595.00
<b>TOTAL</b>				<b>-595.00</b>
<b>09/17/2019</b>	<b>5173</b>	<b>HAYES MECHANICAL</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
08/05/2019	440094		5539 · HVAC	-577.00
08/20/2019	4400882		5539 · HVAC	-316.00
<b>TOTAL</b>				<b>-893.00</b>
<b>09/17/2019</b>	<b>5174</b>	<b>HENNING BROTHERS</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
08/14/2019	0000410757		5775 · Maintenance Supplies	-57.75
<b>TOTAL</b>				<b>-57.75</b>
<b>09/17/2019</b>	<b>5175</b>	<b>HOFFMAN ESTATES PARK DISTRICT</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
09/01/2019			5666 · Leases(Branches)	-2,500.00
<b>TOTAL</b>				<b>-2,500.00</b>
<b>09/17/2019</b>	<b>5176</b>	<b>IGFOA</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
08/22/2019			5815 · Memberships	-400.00
<b>TOTAL</b>				<b>-400.00</b>
<b>09/17/2019</b>	<b>5177</b>	<b>ILLINOIS LIBRARY ASSOCIATION</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
08/21/2019			5815 · Memberships	-250.00
<b>TOTAL</b>				<b>-250.00</b>
<b>09/17/2019</b>	<b>5211</b>	<b>INGRAM-2004115</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
08/31/2019			5101 · Print Materials	-22,992.44
			5105 · Nonprint Materials	-81.33
<b>TOTAL</b>				<b>-23,073.77</b>
<b>09/17/2019</b>	<b>5178</b>	<b>KIDS KUSTOM PARTIES</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
09/01/2019			5813.10 · Cultural/Ed Programs - PMD	-100.00
<b>TOTAL</b>				<b>-100.00</b>
<b>09/17/2019</b>	<b>5179</b>	<b>KRISTYN'S CLASSROOM KITCHEN</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
09/01/2019			5813.10 · Cultural/Ed Programs - PMD	-310.00
<b>TOTAL</b>				<b>-310.00</b>

**Palatine Public Library District**  
**Warrant 2020-03 Check Register**  
September 17, 2019

Date	Num	Name	Account	Pd Amt
09/17/2019	5212	LAUTERBACH & AMEN LLP	1005 · Chkg-Palatine Bk & Trt-General	
08/23/2019	39076		5662 · Audit Fund Expenses	-3,200.00
<b>TOTAL</b>				<b>-3,200.00</b>
09/17/2019	5180	LEWIS, JONATHAN D.	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019			4233 · Other Grants	-300.00
<b>TOTAL</b>				<b>-300.00</b>
09/17/2019	5204	MANGO LANGUAGES	1005 · Chkg-Palatine Bk & Trt-General	
08/08/2019	INV005500		5104 · Databases	-5,209.31
<b>TOTAL</b>				<b>-5,209.31</b>
09/17/2019	5181	MATHISEN, MARTINA	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019			5813.20 · Cultural/Ed Programs - ISD	-300.00
<b>TOTAL</b>				<b>-300.00</b>
09/17/2019	5213	MIDWEST TAPE	1005 · Chkg-Palatine Bk & Trt-General	
08/31/2019	multiple		5105 · Nonprint Materials	-11,200.78
<b>TOTAL</b>				<b>-11,200.78</b>
09/17/2019	5214	MIDWEST TAPE-HOOPLA	1005 · Chkg-Palatine Bk & Trt-General	
08/31/2019	97875000		5107 · Electronic Materials	-4,892.16
<b>TOTAL</b>				<b>-4,892.16</b>
09/17/2019	5182	MUTUAL ACE PALATINE	1005 · Chkg-Palatine Bk & Trt-General	
08/12/2019	000390		5775 · Maintenance Supplies	-12.58
08/14/2019	000414		5775 · Maintenance Supplies	-7.28
<b>TOTAL</b>				<b>-19.86</b>
09/17/2019	5183	NICHOLS-YEHLING, MICHELLE	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019			5813.20 · Cultural/Ed Programs - ISD	-175.00
<b>TOTAL</b>				<b>-175.00</b>
09/17/2019	5184	NORTHWEST COMMUNITY HEALTHCARE	1005 · Chkg-Palatine Bk & Trt-General	
08/01/2019			5666 · Leases(Branches)	-590.00

**Palatine Public Library District**  
**Warrant 2020-03 Check Register**  
September 17, 2019

Date	Num	Name	Account	Pd Amt
<b>TOTAL</b>				<b>-590.00</b>
09/17/2019	5185	ORIENTAL TRADING COMPANY INC	1005 · Chkg-Palatine Bk & Trt-General	
08/08/2019	697524320-01		5776.20 · Program Supplies - ISD	-26.93
08/09/2019	697524935-01		5776.20 · Program Supplies - ISD	-408.54
08/16/2019	697644652-01		5774.90 · General Service Supplies	-13.94
<b>TOTAL</b>				<b>-449.41</b>
09/17/2019	5186	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
08/20/2019	01018CO19149879		5107 · Electronic Materials	-1,066.86
08/22/2019	01018CO19157259		5107 · Electronic Materials	-1,566.66
<b>TOTAL</b>				<b>-2,633.52</b>
09/17/2019	5215	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
08/29/2019	01018CO19161337		5107 · Electronic Materials	-465.82
08/31/2019	01018MA19163040		5107 · Electronic Materials	-2,169.78
<b>TOTAL</b>				<b>-2,635.60</b>
09/17/2019	5187	PARTNERS FOR OUR COMMUNITIES	1005 · Chkg-Palatine Bk & Trt-General	
08/21/2019			5823 · POC Shared Administrative Costs	-10,000.00
<b>TOTAL</b>				<b>-10,000.00</b>
09/17/2019	5216	PAYPAL	1005 · Chkg-Palatine Bk & Trt-General	
08/31/2019	87392530		5660 · Accounting/Payroll	-19.95
<b>TOTAL</b>				<b>-19.95</b>
09/17/2019	5188	PETTY CASH	1005 · Chkg-Palatine Bk & Trt-General	
08/30/2019			5328 · Misc. Fringe Benefits	-85.45
			5776.10 · Program Supplies - PMD	-33.09
			5814 · Inservice & Training/Mileage	-70.91
<b>TOTAL</b>				<b>-189.45</b>
09/17/2019	5189	REGENT BOOK CO.	1005 · Chkg-Palatine Bk & Trt-General	
08/19/2019	58159		5101 · Print Materials	-17.09
<b>TOTAL</b>				<b>-17.09</b>
09/17/2019	5190	ROYAL PUBLISHING	1005 · Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District**  
**Warrant 2020-03 Check Register**  
September 17, 2019

Date	Num	Name	Account	Pd Amt
08/09/2019	7966843		5816 · Community Information	-275.00
<b>TOTAL</b>				<b>-275.00</b>
09/17/2019	5191	RUSSIAN PUBLISHING HOUSE LTD	1005 · Chkg-Palatine Bk & Trt-General	
08/16/2019	18350		5101 · Print Materials	-485.60
<b>TOTAL</b>				<b>-485.60</b>
09/17/2019	5192	SCHOLASTIC INC	1005 · Chkg-Palatine Bk & Trt-General	
07/24/2019	M6773299		5101 · Print Materials	-21.95
08/13/2019	M6816253		5101 · Print Materials	-54.90
<b>TOTAL</b>				<b>-76.85</b>
09/17/2019	5217	SHERWIN-WILLIAMS CO.	1005 · Chkg-Palatine Bk & Trt-General	
08/31/2019			5775 · Maintenance Supplies	-38.84
<b>TOTAL</b>				<b>-38.84</b>
09/17/2019	5193	SPRATFORD, BECKY	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019			5814 · Inservice & Training/Mileage	-650.00
<b>TOTAL</b>				<b>-650.00</b>
09/17/2019	5218	SULLIVAN'S LAW DIRECTORY	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019			5101 · Print Materials	-112.15
<b>TOTAL</b>				<b>-112.15</b>
09/17/2019	5194	TASTE OF HOME	1005 · Chkg-Palatine Bk & Trt-General	
08/12/2019			5101 · Print Materials	-34.98
<b>TOTAL</b>				<b>-34.98</b>
09/17/2019	5200	TASTE OF HOME	1005 · Chkg-Palatine Bk & Trt-General	
08/12/2019			5101 · Print Materials	-34.98
<b>TOTAL</b>				<b>-34.98</b>
09/17/2019	5219	TWIN SUPPLIES, LTD	1005 · Chkg-Palatine Bk & Trt-General	
07/26/2019	19403N		5537 · Building Maintenance	-6,118.50
<b>TOTAL</b>				<b>-6,118.50</b>
09/17/2019	5220	ULINE	1005 · Chkg-Palatine Bk & Trt-General	

**Palatine Public Library District**  
**Warrant 2020-03 Check Register**  
September 17, 2019

Date	Num	Name	Account	Pd Amt
08/26/2019	111759293		5774.50 · TS Collection Supplies	-101.27
<b>TOTAL</b>				<b>-101.27</b>
09/17/2019	5221	UNITED ART AND EDUCATION	1005 · Chkg-Palatine Bk & Trt-General	
08/08/2019	6419142		5772 · Art & Printing Supplies	-398.97
<b>TOTAL</b>				<b>-398.97</b>
09/17/2019	5195	UPS	1005 · Chkg-Palatine Bk & Trt-General	
08/17/2019	0000Y746983339		5812 · Postage	-11.80
<b>TOTAL</b>				<b>-11.80</b>
09/17/2019	5196	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
09/01/2019			5813.30 · Cultural/Ed Programs - Tech	-150.00
<b>TOTAL</b>				<b>-150.00</b>
09/17/2019	5197	VILLAGE OF PALATINE-WATER	1005 · Chkg-Palatine Bk & Trt-General	
08/21/2019			5423 · Water	-1,131.59
<b>TOTAL</b>				<b>-1,131.59</b>
09/17/2019	5198	VOGUE PRINTERS, INC.	1005 · Chkg-Palatine Bk & Trt-General	
08/15/2019	15197		5913 · Newsletter/Communication	-12,336.00
<b>TOTAL</b>				<b>-12,336.00</b>
09/17/2019	5199	WAREHOUSE DIRECT	1005 · Chkg-Palatine Bk & Trt-General	
08/09/2019	4379880-0		5774.90 · General Service Supplies	-23.87
08/12/2019	4381174-0		5775 · Maintenance Supplies	-433.44
08/22/2019	4394287-0		5774.90 · General Service Supplies	-195.20
08/22/2019	4393610-0		5775 · Maintenance Supplies	-303.18
<b>TOTAL</b>				<b>-955.69</b>
09/17/2019	5222	WAREHOUSE DIRECT	1005 · Chkg-Palatine Bk & Trt-General	
08/29/2019	4401919-0		5775 · Maintenance Supplies	-439.71
09/05/2019	4408568-0		5774.90 · General Service Supplies	-100.31
09/05/2019	4408627-0		5774.90 · General Service Supplies	-32.64
<b>TOTAL</b>				<b>-572.66</b>
09/17/2019	5223	WOLTERS KLUWER LAW & BUSINESS	1005 · Chkg-Palatine Bk & Trt-General	

Palatine Public Library District  
Warrant 2020-03 Check Register  
September 17, 2019

Date	Num	Name	Account	Pd Amt
08/23/2019	4804438812		5101 · Print Materials	-362.41
TOTAL				-362.41
TOTAL				\$141,532.04

# IMRF stays strong despite tough market

Although 2018 was a rough year for the stock market and our investment portfolio, IMRF remains one of the nation's best-funded retirement systems.

## INVESTMENTS

IMRF's investment portfolio was valued at \$38.5 billion on December 31, 2018.

The portfolio lost 4.41% after investment management fees during 2018, decreasing the value of the portfolio by \$2.7 billion from December 31, 2017.

Investors' appetite for risk, while elevated for much of 2018, evaporated as the year drew to a close and wiped out positive returns for the year across many broad assets classes.

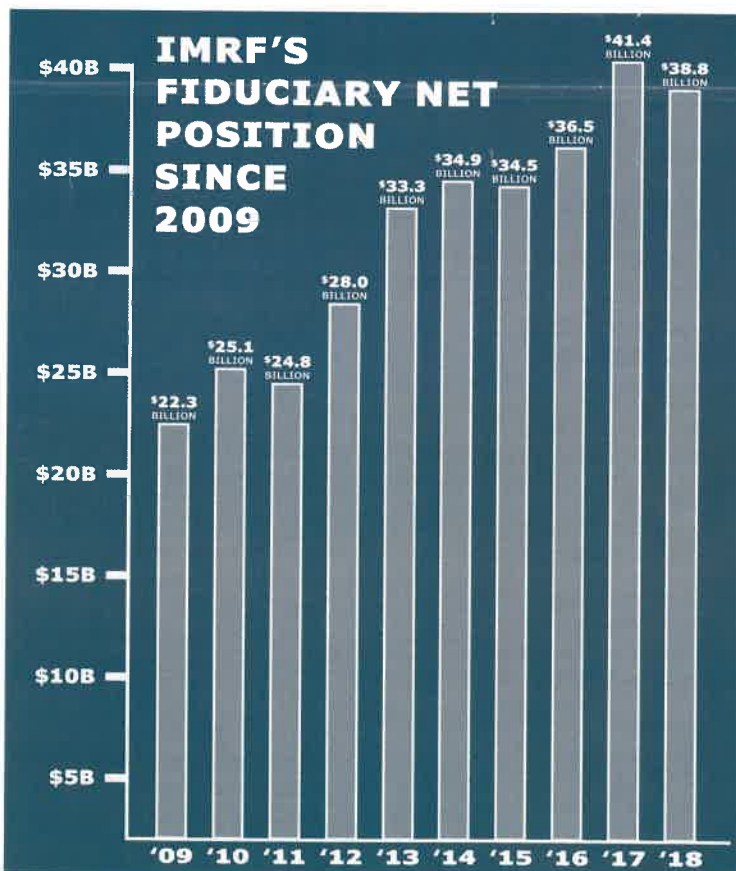
IMRF's domestic equity portfolio lost 6.3% after fees while the international equity portfolio lost 14.4% after fees in 2018. Conversely, IMRF's real estate portfolio returned 8.4% after fees and the alternative investments portfolio returned 17.1% after fees in 2018.

IMRF's long-term goal is to earn an annualized total fund return greater than the assumed rate or return, after investment management fees. While IMRF did not achieve this goal in 2018, IMRF does achieve its investment return goal over longer time horizons.

## FUNDING STATUS

IMRF's funding status is a key indicator of our overall financial health. It reflects the percentage of benefit promises that IMRF has assets to pay. IMRF strives toward 100% funding because it guarantees that the system can meet its obligations and is most cost effective for taxpayers.

As of December 31, 2018, IMRF was 90% funded on an actuarial basis. IMRF's actuarial funding status is determined by independent actuaries using a "smoothing" technique that recognizes investment gains and losses over a five year period. The actuarial funding status is used to set IMRF contribution rates for participating units of government.



## FIDUCIARY NET POSITION

IMRF's fiduciary net position—total assets and deferred outflow of resources minus liabilities and deferred inflow of resources—was \$38.8 billion as of December 31, 2018. This was a decrease of \$2.6 billion, or about 6.3%, from 2017. The decrease reflects the decline in investment returns in 2018.

IMRF's financial position remains strong. With 74% growth from 2009 to 2018—an addition of \$16.5 billion—IMRF will continue to provide secure and stable retirements for thousands of public employees in Illinois long into the future.



**K T J**

KLEIN, THORPE & JENKINS, LTD.  
Attorneys at Law

August 27, 2019

## LEGAL ALERT

### Certain Independent Contractors and Volunteers Can Now Be Discussed In Closed Session

Section 5 ILCS 120/2(c)(1) of the Illinois Open Meetings Act has been amended, effective August 26, 2019, to provide that a public body may hold a closed meeting to consider not only the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, but also specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. Previously that first closed session exception under the Open Meetings Act only allowed a public body to hold closed meetings to consider employment matters for specific employees of the public body.

For any questions or comments you might have regarding this newsletter, please feel free to contact:

Authored By:

Name: Dennis G. Walsh

Email: [dgwalsh@ktjlaw.com](mailto:dgwalsh@ktjlaw.com)

Phone: 708-349-3888



For any questions or comments you might have regarding this newsletter, please feel free to contact:

#### Chicago Office

20 N. Wacker Drive, Ste. 1660  
Chicago, IL 60606  
T: (312) 984-6400  
F: (312) 984-6444

#### Orland Park Office

15010 S. Ravinia Ave., Ste. 10  
Orland Park, IL 60462  
T: (708) 349-3888  
F: (708) 349-1506

#### Streator Office

7 Northpoint Drive  
Streator, Illinois 61364  
T: (815) 672-3116  
F: (815) 672-0738

[www.ktjlaw.com](http://www.ktjlaw.com)

This newsletter is not to be construed as legal advice or a legal opinion under any circumstance. The contents are solely intended for general informative purposes, and the readers of this newsletter are strongly urged to contact their attorney with regard to any concepts discussed herein.

This newsletter may be deemed advertising under the laws of the Supreme Court of Illinois.

© 2019 Klein, Thorpe and Jenkins, Ltd.