



**Board of Library Trustees
Building Renovation Committee**
Board Room, Main Library
700 N. North Court, Palatine, IL
March 5, 2020, 3:30 p.m.

Minutes

1. Call to order by Trustee Vanderhoek at 3:32p.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, Assistant Director Melissa Gardner, Elsie van der Hoek, Dan Ellonardo, Joe Huberty, Sarah Ponto, Kristen and Al Miller.

4. Public Comment

There was no public comment.

5. Discussion of interior renovation with Engberg Anderson

- a. Cost estimates- The committee reviewed the estimated costs of the renovation project.
- b. Illinois State Public Library Construction Grant- The committee discussed the desire to obtain available grants and the timelines and necessary documents for application.
- c. Construction phases- Several phasing plans were introduced and will continue to be revised as plans move forward.

6. Other Business

None

7. Date for next meeting

The next meeting will be April 2, 2020 at 3:30 p.m.

8. Adjournment

Trustee Vanderhoek adjourned the meeting at 5:07 p.m.

Approved on : _____

Trustee

Trustee

Prepared by Andrea Vanderhoek



Minutes

1. Call to order by Trustee Brauer at 3:35p.m.

2. Roll call

Upon roll call, Trustees Brauer and Westhoff were virtually present. Trustee Vanderhoek joined at 3:55 p.m.

3. Introduction of visitors

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Dan Ellonardo from Independent Construction Services, Joe Huberty, Kristin Richardson and Sarah Ponto from Engberg Anderson.

4. Public Comment

There was no public comment.

5. Discussion of interior renovation with Engberg Anderson

- a. Kristin and Sarah reviewed furniture options and finishes to maintain consistency throughout the building.
- b. Engberg Anderson provided an update on the proposed project phasing.

6. Other Business

None

7. Date for next meeting

The next meeting will be June 12, 2020 at 9:30 a.m.

8. Adjournment

Trustee Vanderhoek adjourned the meeting at 4:25 p.m.

Approved on: _____

Trustee

Trustee

Prepared by Andrea Vanderhoek



**Board of Library Trustees
Building Renovation Committee**
Video Conference
June 12, 2020, 9:30 a.m.

Minutes

1. Call to order by Trustee Vanderhoek at 9:33 a.m.

2. Roll call

Trustees Vanderhoek, Brauer, and Westhoff were virtually present.

3. Introduction of visitors

Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Dan Ellonardo, Joe Huberty, Sarah Ponto, Kristin Richardson.

4. Public Comment

None.

5. Discussion of renovation costs

The committee reviewed the cost summary estimate and discussed priorities and targeted cost reductions. Engberg Anderson will provide updated estimates at the next meeting of the Board.

6. Other business

The Foundation continues to develop plans to fundraise for the renovation project. The grant which the Library has applied for has extended its deadline and there are no updates on our status at this time.

7. Date for next meeting

The next meeting will be Thursday, July 2, 2020 at 3:30 p.m..

8. Adjournment

Trustee Vanderhoek adjourned the meeting at 10:49 a.m.

Approved on: _____

Trustee

Trustee

Prepared by: Andrea Vanderhoek



**Public Hearing Concerning the Intent of the Board to Sell Not-to-Exceed
\$6,000,000 General Obligation Bonds (Alternate Revenue Source)
of the District**

Minutes

1. Open the public hearing

President Vanderhoek opened the public hearing at 7:03 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, Vanderhoek, and Westhoff were present by video conference. Trustee Singh was absent.

3. Announcement of rules of procedure for public hearings

President Vanderhoek advised of the rules for procedures for public hearings and that visitors were asked to limit comments to five minutes.

4. Purpose of bond sale

Trustee Vanderhoek advised that these bonds will be used for the renovations to the Library's existing building structure and will allow these renovations to be completed in the near future. The bonds will be issued as alternate revenue source bonds which provide the lowest cost financing available. They will be paid by a tax increase approved by voters in the spring 2019 referendum and will not require an additional tax from the tax base.

5. Public comment on bond sale

None.

6. Close of the public hearing

Trustee Snyder moved, seconded by Trustee Westhoff, to adjourn the public hearing.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Singh. **Motion carried.**

President Vanderhoek closed the public hearing at 7:08 p.m.

Approved:_____

Andrea Vanderhoek, President

Tracy Boland, Secretary



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

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 2nd 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 Bauer 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.

16. Adjournment

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

Approved:_____

Andrea Vanderhoek, President

Tracy Boland, Secretary



Minutes

1. Call to order by Trustee Vanderhoek at 3:41 p.m.

2. Roll call

Trustees Vanderhoek, Brauer, and Westhoff were virtually present.

3. Introduction of visitors

Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Dan Ellonardo, Joe Huberty, Sarah Ponto, Kristin Richardson.

4. Public Comment

None.

5. Discussion of renovation

The committee discussed the revised furnishings and features, the updated bidding schedule, and the role of trustees in the bid process.

6. Other business

The library is waiting to hear back from the state regarding the grant application.

7. Date for next meeting

The next meeting will be Wednesday, August 5, 2020 at 2:05p.m.

8. Adjournment

Trustee Vanderhoek adjourned the meeting at 4:39 p.m. .

Approved on: _____

Trustee

Trustee

Prepared by:Andrea Vanderhoek

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

July 2019 through June 2020
100% of Budget Year Completed

	<u>Jul 2019 - June 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 • Tax Levies	5,780,037.22	6,581,259.00	87.83%	100.70%
4001 • Tax Levy - TIF	75,015.04	20,000.00	375.08%	100.00%
4010 • Replacement Tax	69,052.71	12,716.00	543.04%	126.60%
4100 • Interest Income	111,632.90	40,000.00	279.08%	419.80%
4200 • Other Fees and Income	217,224.73	331,896.00	65.45%	114.60%
Total Income	<u>6,252,962.60</u>	<u>6,985,871.00</u>	<u>89.51%</u>	<u>104.50%</u>
Gross Profit	6,252,962.60	6,985,871.00	89.51%	104.50%
Expense				
5100 • Materials				
5101 • Print Materials	379,528.50	405,000.00	93.71%	99.30%
5104 • Databases	214,554.49	221,350.00	96.93%	87.90%
5105 • Nonprint Materials	155,028.58	212,505.00	72.95%	96.40%
5107 • Electronic Materials	166,783.51	172,000.00	96.97%	98.90%
Total 5100 • Materials	<u>915,895.08</u>	<u>1,010,855.00</u>	<u>90.61%</u>	<u>98.00%</u>
5200 • Capital Expenditures				
5205 • Furniture	13,274.00	40,000.00	33.19%	32.50%
5207 • Computers/Technology	129,537.30	192,871.00	67.16%	100.60%
Total 5200 • Capital Expenditures	<u>142,811.30</u>	<u>232,871.00</u>	<u>61.33%</u>	<u>95.60%</u>
5300 • Payroll Expenses				
5310 • Gross Salaries	3,243,248.79	3,390,561.00	95.66%	94.70%
5313 • Health & Life Insurance	250,865.01	293,559.00	85.46%	83.80%
5314 • HSA Employer Contribution	1,650.00			0.00%
5315 • HSA Employee Contribution	240.00			0.00%
5328 • Misc. Fringe Benefits	6,036.92	7,413.00	81.44%	82.30%
Total 5300 • Payroll Expenses	<u>3,502,040.72</u>	<u>3,691,533.00</u>	<u>94.87%</u>	<u>93.80%</u>
5400 • Utilities				
5421 • Gas	26,411.70	30,000.00	88.04%	63.00%
5422 • Electricity	174,877.64	220,000.00	79.49%	88.10%
5423 • Water	6,845.59	14,615.00	46.84%	40.60%
Total 5400 • Utilities	<u>208,134.93</u>	<u>264,615.00</u>	<u>78.66%</u>	<u>80.50%</u>
5600 • Contracts				
5651 • Copier & Printer Maintenance	31,310.64	29,463.00	106.27%	113.60%
5653 • Technology Support	84,380.84	72,152.00	116.95%	101.40%
5654 • Postage Machine	2,043.60	1,891.00	108.07%	116.70%
5655 • LAN Management	77,010.00	55,920.00	137.72%	100.00%
5656 • Integrated Library Systems	93,705.85	169,170.00	55.39%	91.90%
5657 • Internet Service	23,788.83	25,556.00	93.09%	90.00%
5658 • Bibliographic Support	3,055.22	2,650.00	115.29%	104.10%
5659 • Book Recovery Service	2,541.80	5,338.00	47.62%	112.80%
5660 • Accounting/Payroll/Bank Fees	11,739.95	19,013.00	61.75%	97.80%
5661 • Leases(Office Park)	3,956.88	2,770.00	142.85%	65.90%
5663 • Consultants	7,400.00	47,500.00	15.58%	133.20%

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

July 2019 through June 2020
100% of Budget Year Completed

	Jul 2019 - June 2020	Budget	% of Budget	% of Budget Last YTD
5666 • Leases(Branches)	27,080.00	37,080.00	73.03%	97.80%
5667 • Telephone Lease	23,044.89	18,000.00	128.03%	0.00%
Total 5600 • Contracts	391,058.50	486,503.00	80.38%	101.30%
5700 • Supplies				
5771 • Human Resources Supplies	792.42	1,500.00	52.83%	125.20%
5772 • Art & Printing Supplies	9,075.59	11,000.00	82.51%	88.10%
5773 • Copier & Printer Supplies	2,164.71	4,750.00	45.57%	39.10%
5774 • Library Services Supplies				
5774.50 • TS Collection Supplies	15,354.82	20,000.00	76.77%	101.40%
5774.90 • General Service Supplies	22,630.06	17,000.00	133.12%	
Total 5774 • Library Services Supplies	37,984.88	37,000.00	102.66%	101.60%
5776 • Program Supplies				
5776.10 • Program Supplies - PMD	3,605.20	6,500.00	55.47%	68.50%
5776.20 • Program Supplies - ISD	5,240.79	7,500.00	69.88%	100.80%
5776.30 • Program Supplies - Tech	265.36	1,300.00	20.41%	186.50%
Total 5776 • Program Supplies	9,111.35	15,300.00	59.55%	84.80%
Total 5700 • Supplies	59,128.95	69,550.00	85.02%	89.40%
5800 • Operating - Other				
5810 • Interlibrary Loan/Recip Borrow	8,019.13	3,839.00	208.89%	171.70%
5811 • Telephone	3,359.56	4,254.00	78.97%	110.40%
5812 • Postage	1,248.25	3,927.00	31.79%	77.10%
5813 • Cultural/Educational Programs				
5813.10 • Cultural/Ed Programs - PMD	10,841.25	15,500.00	69.94%	115.00%
5813.20 • Cultural/Ed Programs - ISD	12,826.22	22,000.00	58.3%	94.00%
5813.30 • Cultural/Ed Programs - Tech	2,700.00	5,000.00	54.0%	79.40%
5813.90 • District Wide Programs	1,151.96	1,500.00	76.8%	0.00%
Total 5813 • Cultural/Educational Programs	27,519.43	44,000.00	62.54%	99.90%
5814 • Inservice & Training/Mileage	29,641.41	30,216.00	98.1%	87.60%
5815 • Memberships	5,735.00	11,805.00	48.58%	83.90%
5816 • Community Information	13,383.46	12,000.00	111.53%	96.30%
5817 • Legal	2,016.00	6,325.00	31.87%	99.70%
5819 • Want Ads/Legal Notices	338.85	1,387.00	24.43%	29.50%
5820 • Gifts/Donations	35,332.01	10,000.00	353.32%	252.90%
5823 • POC Shared Administrative Costs	10,000.00	10,000.00	100.0%	100.00%
5827 • Sales Tax	1,339.34	0.00	100.0%	100.00%
Total 5800 • Operating - Other	137,932.44	137,753.00	100.13%	119.20%
5900 • Auxiliary				
5913 • Newsletter/Communication	60,820.06	62,000.00	98.1%	98.40%
5914 • Volunteer Programs	851.82	3,000.00	28.39%	57.10%
Total 5900 • Auxiliary	61,671.88	65,000.00	94.88%	96.40%
Total Expense	5,418,673.80	5,958,680.00	90.94%	95.00%
Net Ordinary Income	834,288.80	1,027,191.00	81.22%	100.00%
Net Income	834,288.80	1,027,191.00	81.22%	100.00%

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

July 2019 through June 2020
100% of Budget Year Completed

	<u>Jul 2019 - June 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 - Tax Levies	13,395.20	6,299.65	212.63%	129.80%
Total Income	<u>13,395.20</u>	<u>6,299.65</u>	<u>212.63%</u>	<u>129.80%</u>
Gross Profit	13,395.20	6,299.65	212.63%	129.80%
Expense				
5600 - Contracts				
5662 - Audit Fund Expenses	5,200.00	5,200.00	100.0%	100.00%
Total 5600 - Contracts	<u>5,200.00</u>	<u>5,200.00</u>	<u>100.0%</u>	<u>100.00%</u>
Total Expense	<u>5,200.00</u>	<u>5,200.00</u>	<u>100.0%</u>	<u>100.00%</u>
Net Ordinary Income	8,195.20	1,099.65	745.26%	217.70%
Net Income	<u><u>8,195.20</u></u>	<u><u>1,099.65</u></u>	<u><u>745.26%</u></u>	<u><u>217.70%</u></u>

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

July 2019 through June 2020
100% of Budget Year Completed

	<u>Jul 2019 - June 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 - Tax Levies	233,076.79	225,363.36	103.42%	100.70%
Total Income	<u>233,076.79</u>	<u>225,363.36</u>	<u>103.42%</u>	<u>100.70%</u>
Gross Profit	233,076.79	225,363.36	103.42%	100.70%
Expense				
5500 - Maintenance				
5531 - Cleaning Service	91,064.00	97,200.00	93.69%	91.10%
5532 - Equipment Repair	494.36	500.00	98.87%	208.90%
5533 - Trash	2,085.00	3,295.00	63.28%	77.30%
5534 - Landscaping and Lawn Service	15,121.60	12,636.00	119.67%	79.10%
5535 - Fire and Security	5,465.40	12,000.00	45.55%	88.00%
5536 - Elevator	16,142.00	8,000.00	201.78%	88.00%
5537 - Building Maintenance	13,961.83	27,500.00	50.77%	56.50%
5538 - Snow Removal	7,352.75	10,000.00	73.53%	154.30%
5539 - HVAC	29,022.61	55,000.00	52.77%	154.30%
5540 - Parking Areas	0.00	10,000.00	0.0%	119.20%
5541 - Van Maintenance	109.90	500.00	21.98%	15.00%
5544 - Roof Maintenance	5,101.00	4,500.00	113.36%	70.60%
5545 - Van Fuel	841.69	1,300.00	64.75%	117.00%
Total 5500 - Maintenance	<u>186,762.14</u>	<u>242,431.00</u>	<u>77.04%</u>	<u>99.20%</u>
5700 - Supplies				
5775 - Maintenance Supplies	25,056.46	35,000.00	71.59%	105.60%
Total 5700 - Supplies	<u>25,056.46</u>	<u>35,000.00</u>	<u>71.59%</u>	<u>105.60%</u>
Total Expense	<u>211,818.60</u>	<u>277,431.00</u>	<u>76.35%</u>	<u>100.10%</u>
Net Ordinary Income	<u>21,258.19</u>	<u>-52,067.64</u>	<u>-40.83%</u>	<u>96.40%</u>
Net Income	<u><u>21,258.19</u></u>	<u><u>-52,067.64</u></u>	<u><u>-40.83%</u></u>	<u><u>96.40%</u></u>

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

July 2019 through June 2020
100% of Budget Year Completed

	<u>Jul 2019 - June 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 - Tax Levies	354,973.28	316,257.30	112.24%	100.70%
Total Income	<u>354,973.28</u>	<u>316,257.30</u>	<u>112.24%</u>	<u>100.70%</u>
Gross Profit	354,973.28	316,257.30	112.24%	100.70%
Expense				
5300 - Payroll Expenses				
5311 - IMRF Fund Expense	377,846.68	388,321.09	97.3%	95.40%
Total 5300 - Payroll Expenses	<u>377,846.68</u>	<u>388,321.09</u>	<u>97.3%</u>	<u>95.40%</u>
Total Expense	<u>377,846.68</u>	<u>388,321.09</u>	<u>97.3%</u>	<u>95.40%</u>
Net Ordinary Income	<u>-22,873.40</u>	<u>-72,063.79</u>	<u>31.74%</u>	<u>667.40%</u>
Net Income	<u>-22,873.40</u>	<u>-72,063.79</u>	<u>31.74%</u>	<u>667.40%</u>

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

July 2019 through June 2020
100% of Budget Year Completed

	<u>Jul 2019 - June 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 - Tax Levies	279,290.31	229,799.86	121.54%	101.00%
Total Income	279,290.31	229,799.86	121.54%	101.00%
Gross Profit	279,290.31	229,799.86	121.54%	101.00%
Expense				
5300 - Payroll Expenses				
5312 - Social Security Fund Exp	240,638.48	259,377.93	92.78%	92.00%
Total 5300 - Payroll Expenses	240,638.48	259,377.93	92.78%	92.00%
Total Expense	240,638.48	259,377.93	92.78%	92.00%
Net Ordinary Income	38,651.83	-29,578.07	-130.68%	327.80%
Net Income	<u>38,651.83</u>	<u>-29,578.07</u>	<u>-130.68%</u>	<u>327.80%</u>

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

July 2019 through June 2020
100% of Budget Year Completed

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

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

July 2019 through June 2020
100% of Budget Year Completed

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

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

July 2019 through June 2020
100% of Budget Year Completed

	<u>Jul 2019 - June 2020</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Expense				
5200 - Capital Expenditures				
5210 - Building				
5210.10 - Concrete, Masonry & Paving	14,405.00	100,000.00	14.41%	0.00%
5210.30 - Doors & Windows	0.00	8,419.00	0.0%	80.40%
5210.40 - Electrical	6,118.50	277,546.00	2.2%	0.00%
5210.50 - Finishes	22,050.00	94,949.00	23.22%	35.70%
5210.70 - HVAC	86,143.00	209,782.00	41.06%	152.00%
5210.90 - Miscellaneous	303,163.37	55,269.00	548.52%	0.00%
Total 5210 - Building	<u>431,879.87</u>	<u>745,965.00</u>	<u>57.9%</u>	<u>57.80%</u>
Total 5200 - Capital Expenditures	<u>431,879.87</u>	<u>745,965.00</u>	<u>57.9%</u>	<u>57.80%</u>
Total Expense	<u>431,879.87</u>	<u>745,965.00</u>	<u>57.9%</u>	<u>57.80%</u>
Net Ordinary Income	<u><u>-431,879.87</u></u>	<u><u>-745,965.00</u></u>	<u><u>57.9%</u></u>	<u><u>57.80%</u></u>

PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 6/30/2020

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemployment	Special Reserve	Total
INCOME									
4000 · Tax Levies	\$5,780,037.22	\$13,395.20	\$233,076.79	354,973.28	\$279,290.31	\$36,836.85	\$483.50		\$6,698,093.15
4001 · TIF Rebates	\$75,015.04								\$75,015.04
4010 · Repl Tax	\$69,052.71								\$69,052.71
4100 · Interest Income	\$111,632.90								\$111,632.90
4200 · Other Income	\$217,224.73								\$217,224.73
TOTAL INCOME	\$6,252,962.60	\$13,395.20	\$233,076.79	\$354,973.28	\$279,290.31	\$36,836.85	\$483.50	\$0.00	\$7,171,018.53
EXPENSE									
5100 · Materials	\$915,895.08								\$915,895.08
5200 · Capital Exp	\$142,811.30							\$431,879.87	\$574,691.17
5300 · Payroll Exp	\$3,502,040.72			\$377,846.68	\$240,638.48				\$4,120,525.88
5330 · Unemployment									\$0.00
5400 · Utilities	\$208,134.93								\$208,134.93
5500 · Maintenance			\$186,762.14						\$186,762.14
5600 · Contracts	\$391,058.50	\$5,200.00							\$396,258.50
5700 · Supplies	\$59,128.95		\$25,056.46						\$84,185.41
5800 · Operating	\$137,932.44					\$71,713.66			\$209,646.10
5802 · Insurance									\$0.00
5900 · Auxiliary	\$61,671.88								\$61,671.88
TOTAL EXPENSE	\$5,418,673.80	\$5,200.00	\$211,818.60	\$377,846.68	\$240,638.48	\$71,713.66	\$0.00	\$431,879.87	\$6,757,771.09
Audited Beg FB 7/1/19	\$3,422,224.76	\$12,104.80	\$200,231.45	\$233,514.46	\$132,273.24	\$79,477.74	\$48,527.01	\$1,532,282.11	\$5,660,635.57
Net Income	\$834,288.80	\$8,195.20	\$21,258.19	-\$22,873.40	\$38,651.83	-\$34,876.81	\$483.50	-\$431,879.87	\$413,247.44
Ending FB 6/30/2020	\$4,256,513.56	\$20,300.00	\$221,489.64	\$210,641.06	\$170,925.07	\$44,600.93	\$49,010.51	\$1,100,402.24	\$6,073,883.01

CASH	
Bank Account	Balance
1003 · Chkg - CC	\$17,556.72
1004 · MM -Tax Dep	\$3,966,455.66
1005 · Chkg-General	\$30,420.15
1006 · Chkg - Imprest	\$1,500.00
1007 · Chkg - Payroll	\$16,970.25
1011 · Cash Boxes	\$1,818.00
TOTAL CASH	\$4,034,720.78

IPRIME INVESTMENT PORTFOLIO			
Description	Rate	Maturity Date	Amount
IPRIME ISC BEG BALANCE*		NA	\$1,515,315.34
IPRIME ISC INTEREST	1.15%	NA	\$532.36
CD# 281301-1	1.35%	9/10/2020	\$246,600.00
CD# 281299-1	1.50%	3/3/2021	\$246,200.00
CD# 281300-1	1.51%	3/3/2021	\$246,200.00
ACCOUNT TOTAL			\$2,254,847.70
* ISC = Investment Shares Class and the interest rate varies daily. Interest on CD's is paid on maturity date.			

Palatine Public Library District
Early Release Check Register
June 30, 2020

Date	Num	Name	Account	Paid Amount
06/30/2020	6003	BANK OF AMERICA- MS	1005 · Chkg-Palatine Bk & Trt-General	
06/23/2020			5774.90 · General Service Supplies	-348.00
			5820 · Gifts/Donations	-1,900.00
			5820 · Gifts/Donations	-200.00
			5820 · Gifts/Donations	-1,980.00
			5820 · Gifts/Donations	-20.00
			5820 · Gifts/Donations	-300.00
			1240 · Prepaid Expenses	-13.36
			1240 · Prepaid Expenses	-4.45
			1240 · Prepaid Expenses	-62.31
			1240 · Prepaid Expenses	-339.49
			1240 · Prepaid Expenses	-26.70
			1240 · Prepaid Expenses	-13.37
			5328 · Misc. Fringe Benefits	-131.84
			1240 · Prepaid Expenses	-4.46
			5328 · Misc. Fringe Benefits	-131.44
			1240 · Prepaid Expenses	-122.09
			5653 · Technology Support	-19.99
TOTAL				-5,617.50
06/30/2020	6006	BANK OF AMERICA-GS	1005 · Chkg-Palatine Bk & Trt-General	
06/23/2020			5775 · Maintenance Supplies	-63.93
			5775 · Maintenance Supplies	-107.92
TOTAL				-171.85
06/30/2020	5979	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	
06/23/2020			5772 · Art & Printing Supplies	-228.65
			5653 · Technology Support	-262.50
			5207 · Computers/Technology	-9,371.34
			5772 · Art & Printing Supplies	-262.50
			5653 · Technology Support	-1.13
TOTAL				-10,126.12
06/30/2020	6004	BANK OF AMERICA-MRG	1005 · Chkg-Palatine Bk & Trt-General	
06/23/2020			5105 · Nonprint Materials	-5.46
			5105 · Nonprint Materials	-5.46
			5105 · Nonprint Materials	-5.45
			5328 · Misc. Fringe Benefits	-41.63
			5328 · Misc. Fringe Benefits	-38.97
			5328 · Misc. Fringe Benefits	-35.97
			5328 · Misc. Fringe Benefits	-44.97

Palatine Public Library District Early Release Check Register

June 30, 2020

Date	Num	Name	Account	Paid Amount
			5104 · Databases	-132.68
TOTAL				-310.59
06/30/2020	6007	BANK OF AMERICA - SC	1005 · Chkg-Palatine Bk & Trt-General	
06/23/2020			5653 · Technology Support	-41.40
TOTAL				-41.40
06/30/2020	5980	CALL ONE	1005 · Chkg-Palatine Bk & Trt-General	
06/15/2020	266844		5811 · Telephone	-262.00
TOTAL				-262.00
06/30/2020	5981	CENTER POINT LARGE PRINT	1005 · Chkg-Palatine Bk & Trt-General	
04/01/2020	1771477		5101 · Print Materials	-140.22
TOTAL				-140.22
06/30/2020	5982	COLLEY ELEVATOR CO.	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020	197755		5536 · Elevator	-1,495.00
TOTAL				-1,495.00
06/30/2020	5983	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
06/10/2020			5657 · Internet Service	-195.87
06/24/2020			5657 · Internet Service	-129.85
06/26/2020			5657 · Internet Service	-129.85
TOTAL				-455.57
06/30/2020	5984	COMPLETE CLEANING COMPANY, INC	1005 · Chkg-Palatine Bk & Trt-General	
05/26/2020	AW07337		5531 · Cleaning Service	-2,115.00
TOTAL				-2,115.00
06/30/2020	5985	COMPSYCH EMPLOYEE ASSISTANCE	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020	20070006		1240 · Prepaid Expenses	-1,800.00
TOTAL				-1,800.00
06/30/2020	6008	CURRENT TECHNOLOGIES CORPORATION	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2020	723989		5655 · LAN Management	-3,720.00
06/08/2020	10350		5207 · Computers/Technology	-9,371.34
06/10/2020	10357		5653 · Technology Support	-9,994.82
06/19/2020	10383		5207 · Computers/Technology	-12,940.58

Palatine Public Library District
Early Release Check Register
June 30, 2020

Date	Num	Name	Account	Paid Amount
06/26/2020	10416		5207 · Computers/Technology	-9,467.68
TOTAL				-45,494.42
06/30/2020	5987	ECS MIDWEST	1005 · Chkg-Palatine Bk & Trt-General	
06/05/2020	814064		5210.90 · Miscellaneous	-2,200.00
TOTAL				-2,200.00
06/30/2020	5988	ENGBERG ANDERSON, INC	1005 · Chkg-Palatine Bk & Trt-General	
05/31/2020	19304500-09		5210.90 · Miscellaneous	-131,606.34
TOTAL				-131,606.34
06/30/2020	6009	FIRST COM (GLOBAL COM)	1005 · Chkg-Palatine Bk & Trt-General	
05/23/2020	119668458		5667 · Telephone Lease	-5,291.78
TOTAL				-5,291.78
06/30/2020	5990	GOWING, JOHN PETER	1005 · Chkg-Palatine Bk & Trt-General	
06/30/2020			1240 · Prepaid Expenses	-200.00
TOTAL				-200.00
06/30/2020	5991	ILLINOIS PUMP, INC.	1005 · Chkg-Palatine Bk & Trt-General	
06/17/2020	S-13140		5532 · Equipment Repair	-494.36
TOTAL				-494.36
06/30/2020	5992	INDEPENDENT CONSTRUCTION SERVICES, I	1005 · Chkg-Palatine Bk & Trt-General	
06/04/2020	719		5663 · Consultants	-1,400.00
TOTAL				-1,400.00
06/30/2020	5994	INGRAM-2004115	1005 · Chkg-Palatine Bk & Trt-General	
06/23/2020			5101 · Print Materials	-5,375.54
06/30/2020			5101 · Print Materials	-38,672.78
			5328 · Misc. Fringe Benefits	-26.18
TOTAL				-44,074.50
06/30/2020	5995	JOHNSON CONTROLS SECURITIES	1005 · Chkg-Palatine Bk & Trt-General	
06/06/2020	34418270		5535 · Fire and Security	-156.95
TOTAL				-156.95
06/30/2020	5996	KONICA MINOLTA BUSINESS SOLUTIONS	1005 · Chkg-Palatine Bk & Trt-General	

Palatine Public Library District
Early Release Check Register
June 30, 2020

Date	Num	Name	Account	Paid Amount
06/15/2020	9006863073		5651 · Copier & Printer Maintenance	-6.04
06/15/2020	9006861765		5651 · Copier & Printer Maintenance	-236.85
06/17/2020			5651 · Copier & Printer Maintenance	-300.08
TOTAL				-542.97
06/30/2020	5997	MIDWEST TAPE	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020			5105 · Nonprint Materials	-14,164.20
TOTAL				-14,164.20
06/30/2020	5998	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
01/17/2020	01018CO20010727		5107 · Electronic Materials	-804.37
06/04/2020	01018CO20169117		5102 · Continuations	-1,663.25
06/11/2020	01018CO20177387		5107 · Electronic Materials	-1,429.77
06/18/2020	01018CO20191251		5107 · Electronic Materials	-158.24
06/18/2020	01018CO20191250		5107 · Electronic Materials	-1,102.38
TOTAL				-5,158.01
06/30/2020	5999	SYNCB/AMAZON	1005 · Chkg-Palatine Bk & Trt-General	
06/10/2020			5101 · Print Materials	-125.12
			5105 · Nonprint Materials	-1,806.10
			5328 · Misc. Fringe Benefits	-14.59
			5774.90 · General Service Supplies	-1,373.58
TOTAL				-3,319.39
06/30/2020	6000	VANGUARD ENERGY SERVICES, LLC	1005 · Chkg-Palatine Bk & Trt-General	
06/02/2020	G404409052920		5421 · Gas	-871.40
TOTAL				-871.40
06/30/2020	6001	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020			5813.30 · Cultural/Ed Programs - Tech	-200.00
TOTAL				-200.00
06/30/2020	6002	VOGUE PRINTERS, INC.	1005 · Chkg-Palatine Bk & Trt-General	
06/03/2020	16346		5913 · Newsletter/Communication	-12,119.00
TOTAL				-12,119.00
Total				\$289,828.57

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

June 30, 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 6-30-2020.

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

I, Hal Snyder June 30, 2020, approve via electronic signature the processing of Early Release Checks #5979-6007 dated 6/30/2020 totaling \$289,828.57 for the Palatine Public Library District.

I, Bruce Jefferson, approve via electronic signature the processing of Early Release Checks #5979-6007 dated 6/30/2020 totaling \$289,828.57 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 2021-01 Check Register

July 21, 2020

Date	Num	Name	Account	Paid Amount
07/21/2020	6011	ADVANCED DISPOSAL	1005 - Chkg-Palatine Bk & Trt-General	
05/31/2020	T40002429713		5533 - Trash	-454.00
TOTAL				-454.00
07/21/2020	6012	BAKER & TAYLOR-L542324	1005 - Chkg-Palatine Bk & Trt-General	
06/30/2020	2035337992		5101 - Print Materials	-794.48
TOTAL				-794.48
07/21/2020	6013	BLUE LION SYSTEMS	1005 - Chkg-Palatine Bk & Trt-General	
07/01/2020	321329		5535 - Fire and Security	-35.00
TOTAL				-35.00
07/21/2020	6014	BOTTOM LINE PERSONAL	1005 - Chkg-Palatine Bk & Trt-General	
06/04/2020			5101 - Print Materials	-39.00
TOTAL				-39.00
07/21/2020	6015	CANON SOLUTIONS AMERICA, INC.	1005 - Chkg-Palatine Bk & Trt-General	
06/15/2020	1400102994		5772 - Art & Printing Supplies	-322.87
TOTAL				-322.87
07/21/2020	6016	CAREY ELECTRIC CONTRACTING, INC.	1005 - Chkg-Palatine Bk & Trt-General	
05/29/2020	36201		5537 - Building Maintenance	-1,763.00
TOTAL				-1,763.00
07/21/2020	6017	CATALOG INNOVATIONS, INC.	1005 - Chkg-Palatine Bk & Trt-General	
06/11/2020	C2061-0620		5772 - Art & Printing Supplies	-390.00
TOTAL				-390.00
07/21/2020	6018	CAVENDISH SQUARE	1005 - Chkg-Palatine Bk & Trt-General	
06/23/2020	CAL3242471		5101 - Print Materials	-177.93
TOTAL				-177.93
07/21/2020	6079	CENGAGE LEARNING INC - GALE	1005 - Chkg-Palatine Bk & Trt-General	
06/09/2020			5101 - Print Materials	-1,846.43
TOTAL				-1,846.43

Palatine Public Library District

Warrant 2021-01 Check Register

July 21, 2020

Date	Num	Name	Account	Paid Amount
07/21/2020	6020	CHERRYBROOK VILLAGE ASSOC BOARD	1005 - Chkg-Palatine Bk & Trt-General	
06/30/2020			4222 - Meeting Room Fees	-40.00
TOTAL				-40.00
07/21/2020	6021	CHICAGO SUN TIMES	1005 - Chkg-Palatine Bk & Trt-General	
07/01/2020			5101 - Print Materials	-1,643.20
TOTAL				-1,643.20
07/21/2020	6022	CHILDREN'S PLUS INC.	1005 - Chkg-Palatine Bk & Trt-General	
06/10/2020	186529		5101 - Print Materials	-889.83
06/10/2020	186531		5101 - Print Materials	-1,744.65
06/10/2020	186530		5101 - Print Materials	-1,755.60
06/12/2020	186663		5101 - Print Materials	-4,256.57
06/12/2020	186644		5101 - Print Materials	-409.40
06/12/2020	186643		5101 - Print Materials	-327.67
TOTAL				-9,383.72
07/21/2020	6023	CHINA SPROUT, INC.	1005 - Chkg-Palatine Bk & Trt-General	
05/18/2020	2020-296		5101 - Print Materials	-27.45
TOTAL				-27.45
07/21/2020	6024	COHEN, STEVE	1005 - Chkg-Palatine Bk & Trt-General	
06/30/2020			4222 - Meeting Room Fees	-150.00
TOTAL				-150.00
07/21/2020	6025	COMPLETE CLEANING COMPANY, INC	1005 - Chkg-Palatine Bk & Trt-General	
07/01/2020	C14406		5531 - Cleaning Service	-6,061.00
TOTAL				-6,061.00
07/21/2020	6026	CULLIGAN WATER CONDITIONING, INC	1005 - Chkg-Palatine Bk & Trt-General	
06/30/2020			5423 - Water	-12.50
TOTAL				-12.50
07/21/2020	6027	CURRENT TECHNOLOGIES CORPORATION	1005 - Chkg-Palatine Bk & Trt-General	
06/30/2020	724751		5655 - LAN Management	-960.00
07/01/2020	724693		5655 - LAN Management	-460.00
07/01/2020	724686		5655 - LAN Management	-4,270.00
TOTAL				-5,690.00

Palatine Public Library District Warrant 2021-01 Check Register

July 21, 2020

Date	Num	Name	Account	Paid Amount
07/21/2020	6028	DEMCO	1005 - Chkg-Palatine Bk & Trt-General	
06/25/2020	6811770		5774.50 · TS Collection Supplies	-545.86
TOTAL				-545.86
07/21/2020	6078	EBSCO	1005 - Chkg-Palatine Bk & Trt-General	
07/01/2020	1000130562-1		5104 · Databases	-20,062.00
TOTAL				-20,062.00
07/21/2020	6030	ECS MIDWEST	1005 - Chkg-Palatine Bk & Trt-General	
06/30/2020	819991		5210.90 · Miscellaneous	-1,550.00
06/30/2020	820606		5210.90 · Miscellaneous	-1,545.00
TOTAL				-3,095.00
07/21/2020	6031	ELM USA, INC.	1005 - Chkg-Palatine Bk & Trt-General	
06/04/2020	31342		5774.50 · TS Collection Supplies	-29.00
TOTAL				-29.00
07/21/2020	6080	ELM USA, INC.	1005 - Chkg-Palatine Bk & Trt-General	
06/30/2020	32077		5774.50 · TS Collection Supplies	-25.00
TOTAL				-25.00
07/21/2020	6032	ENGBERG ANDERSON, INC	1005 - Chkg-Palatine Bk & Trt-General	
06/30/2020	19304500-10		5210.90 · Miscellaneous	-35,529.43
TOTAL				-35,529.43
07/21/2020	6033	ENGIE	1005 - Chkg-Palatine Bk & Trt-General	
06/30/2020			5422 · Electricity	-20,258.01
TOTAL				-20,258.01
07/21/2020	6034	ESAU, DAVID	1005 - Chkg-Palatine Bk & Trt-General	
07/01/2020			5813.20 · Cultural/Ed Programs - ISD	-150.00
TOTAL				-150.00
07/21/2020	6035	EVERLIVING GREENERY	1005 - Chkg-Palatine Bk & Trt-General	
07/01/2020	42968		5534 · Landscaping and Lawn Service	-388.00
TOTAL				-388.00

Palatine Public Library District

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July 21, 2020

Date	Num	Name	Account	Paid Amount
07/21/2020	6036	FACE TO FACE	1005 · Chkg-Palatine Bk & Trt-General	
07/10/2020	2020071020		5814 · Inservice & Training/Mileage	-2,000.00
TOTAL				-2,000.00
07/21/2020	6037	FINDAWAY	1005 · Chkg-Palatine Bk & Trt-General	
06/30/2020	323047		5105 · Nonprint Materials	-89.98
06/30/2020	323045		5105 · Nonprint Materials	-44.99
06/30/2020	323032		5105 · Nonprint Materials	-59.99
TOTAL				-194.96
07/21/2020	6038	FOTOPOULOS, KAREN	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020			5813.20 · Cultural/Ed Programs - ISD	-80.00
07/01/2020			5813.20 · Cultural/Ed Programs - ISD	-80.00
TOTAL				-160.00
07/21/2020	6039	GIBBONS, JIM	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020			5813.20 · Cultural/Ed Programs - ISD	-275.00
07/01/2020			5813.20 · Cultural/Ed Programs - ISD	-275.00
TOTAL				-550.00
07/21/2020	6040	HALLORAN & YAUCH, INC	1005 · Chkg-Palatine Bk & Trt-General	
06/12/2020	19058		5534 · Landscaping and Lawn Service	-363.10
TOTAL				-363.10
07/21/2020	6041	HAYES MECHANICAL	1005 · Chkg-Palatine Bk & Trt-General	
06/12/2020	458834		5539 · HVAC	-446.50
07/01/2020	459713		5539 · HVAC	-1,080.00
TOTAL				-1,526.50
07/21/2020	6042	HOH WATER TECHNOLOGY, INC	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020	580637		5775 · Maintenance Supplies	-2,307.30
TOTAL				-2,307.30
07/21/2020	6043	ILLINOIS LIBRARY ASSOCIATION	1005 · Chkg-Palatine Bk & Trt-General	
07/06/2020			5815 · Memberships	-250.00
TOTAL				-250.00

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Date	Num	Name	Account	Paid Amount
07/21/2020	6044	IMAGING OFFICE SYSTEMS, INC.	1005 - Chkg-Palatine Bk & Trt-General	
06/30/2020	INV108274		5207 - Computers/Technology	-9,870.00
TOTAL				-9,870.00
07/21/2020	6045	IMPREST FUND	1005 - Chkg-Palatine Bk & Trt-General	
06/30/2020			1006 - Chkg-Palatine Bk & Trt-Imprest	-110.00
TOTAL				-110.00
07/21/2020	6046	INFORMATION TODAY INC	1005 - Chkg-Palatine Bk & Trt-General	
06/26/2020	3888842-R1		5101 - Print Materials	-79.95
TOTAL				-79.95
07/21/2020	6047	INGRAM-2004115	1005 - Chkg-Palatine Bk & Trt-General	
06/30/2020			5101 - Print Materials	-58,188.84
			5105 - Nonprint Materials	-37.99
			5328 - Misc. Fringe Benefits	-35.77
			5820 - Gifts/Donations	-41.26
TOTAL				-58,303.86
07/21/2020	6048	JOURNAL & TOPICS NEWSPAPERS	1005 - Chkg-Palatine Bk & Trt-General	
06/02/2020			5816 - Community Information	-2,836.00
TOTAL				-2,836.00
07/21/2020	6049	KANOPY LLC	1005 - Chkg-Palatine Bk & Trt-General	
07/09/2020	KDEP-6821		5105 - Nonprint Materials	-12,000.00
TOTAL				-12,000.00
07/21/2020	6050	KLEIN THORPE AND JENKINS, LTD	1005 - Chkg-Palatine Bk & Trt-General	
06/23/2020	211073		5817 - Legal	-276.00
TOTAL				-276.00
07/21/2020	6051	KONICA MINOLTA	1005 - Chkg-Palatine Bk & Trt-General	
06/25/2020	35758380		5651 - Copier & Printer Maintenance	-713.03
06/25/2020	35758381		5651 - Copier & Printer Maintenance	-388.62
06/26/2020	35764976		5651 - Copier & Printer Maintenance	-1,430.44
TOTAL				-2,532.09
07/21/2020	6052	LANGENDERFER, COLIN	1005 - Chkg-Palatine Bk & Trt-General	

Palatine Public Library District Warrant 2021-01 Check Register

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Date	Num	Name	Account	Paid Amount
07/01/2020			5813.10 · Cultural/Ed Programs - PMD	-350.00
TOTAL				-350.00
07/21/2020	6053	LIBCEL MERCADO	1005 · Chkg-Palatine Bk & Trt-General	
06/08/2020			5814 · Inservice & Training/Mileage	-2,040.00
TOTAL				-2,040.00
07/21/2020	6054	MIDWEST TAPE-HOOPLA	1005 · Chkg-Palatine Bk & Trt-General	
06/30/2020	99085461		5107 · Electronic Materials	-8,038.85
TOTAL				-8,038.85
07/21/2020	6081	NIR ROOF CARE	1005 · Chkg-Palatine Bk & Trt-General	
05/07/2020	143879		5544 · Roof Maintenance	-675.00
05/08/2020	143905		5544 · Roof Maintenance	-600.00
05/29/2020	144224		5544 · Roof Maintenance	-1,476.00
TOTAL				-2,751.00
07/21/2020	6056	OPENGOV, INC.	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020	INV-003213		5653 · Technology Support	-5,000.00
TOTAL				-5,000.00
07/21/2020	6057	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
06/25/2020	01018CO20204594		5107 · Electronic Materials	-795.79
06/30/2020	01019CO20213056		5107 · Electronic Materials	-40.95
TOTAL				-836.74
07/21/2020	6058	PACK, WILLIAM	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020			5813.20 · Cultural/Ed Programs - ISD	-325.00
TOTAL				-325.00
07/21/2020	6059	PAYPAL	1005 · Chkg-Palatine Bk & Trt-General	
06/30/2020	97441849		5660 · Accounting/Payroll/Bank Fees	-19.95
TOTAL				-19.95
07/21/2020	6060	PETTY CASH	1005 · Chkg-Palatine Bk & Trt-General	
06/30/2020			5328 · Misc. Fringe Benefits	-23.26
			5812 · Postage	-24.40

Palatine Public Library District Warrant 2021-01 Check Register

July 21, 2020

Date	Num	Name	Account	Paid Amount
			5776.10 · Program Supplies - PMD	-54.98
			5814 · Inservice & Training/Mileage	-38.32
TOTAL				-140.96
07/21/2020	6061	PITNEY BOWES GLOBAL FIN SERVICES LL	1005 · Chkg-Palatine Bk & Trt-General	
06/29/2020	3104051397		5654 · Postage Machine	-460.20
TOTAL				-460.20
07/21/2020	6062	POSTMASTER	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020			5913 · Newsletter/Communication	-240.00
TOTAL				-240.00
07/21/2020	6077	POSTMASTER	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020			5913 · Newsletter/Communication	-2,900.00
TOTAL				-2,900.00
07/21/2020	6063	PROQUEST LLC	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020	70632549		5658 · Bibliographic Support	-406.68
07/01/2020	70633483		5104 · Databases	-30,040.40
07/01/2020	70629634		5104 · Databases	-3,601.73
07/01/2020	70629418		5104 · Databases	-3,407.04
TOTAL				-37,455.85
07/21/2020	6064	RECORD INFORMATION SERVICES, INC	1005 · Chkg-Palatine Bk & Trt-General	
06/05/2020	48645		5104 · Databases	-1,880.00
TOTAL				-1,880.00
07/21/2020	6065	RECORDED BOOKS	1005 · Chkg-Palatine Bk & Trt-General	
05/29/2020	76654756		5105 · Nonprint Materials	-99.00
TOTAL				-99.00
07/21/2020	6066	SCHWARZ, BETH	1005 · Chkg-Palatine Bk & Trt-General	
06/30/2020			5812 · Postage	-63.25
			5814 · Inservice & Training/Mileage	-141.89
			5774.90 · General Service Supplies	-81.68
			5774.90 · General Service Supplies	-151.39
TOTAL				-438.21
07/21/2020	6067	SCOTT LANDSCAPES LLC	1005 · Chkg-Palatine Bk & Trt-General	

Palatine Public Library District

Warrant 2021-01 Check Register

July 21, 2020

Date	Num	Name	Account	Paid Amount
06/30/2020	1019		5534 · Landscaping and Lawn Service	-577.00
TOTAL				-577.00
07/21/2020	6068	SHERWIN-WILLIAMS CO.	1005 · Chkg-Palatine Bk & Trt-General	
05/12/2020	6355-6		5775 · Maintenance Supplies	-141.75
TOTAL				-141.75
07/21/2020	6069	SYNCB/AMAZON	1005 · Chkg-Palatine Bk & Trt-General	
06/30/2020			5101 · Print Materials	-78.94
			5105 · Nonprint Materials	-511.51
			5207 · Computers/Technology	-10,568.93
			5774.50 · TS Collection Supplies	-42.89
			5774.90 · General Service Supplies	-124.62
			5776.10 · Program Supplies - PMD	-21.99
TOTAL				-11,348.88
07/21/2020	6070	SYSERCO	1005 · Chkg-Palatine Bk & Trt-General	
05/31/2020	1241		5539 · HVAC	-2,153.00
06/01/2020	1242		5539 · HVAC	-1,539.25
TOTAL				-3,692.25
07/21/2020	6071	THE CENTER	1005 · Chkg-Palatine Bk & Trt-General	
06/30/2020			5814 · Inservice & Training/Mileage	-600.00
TOTAL				-600.00
07/21/2020	6072	VALUE LINE PUBLISHING	1005 · Chkg-Palatine Bk & Trt-General	
07/01/2020	KF-177199-207		5104 · Databases	-6,175.00
TOTAL				-6,175.00
07/21/2020	6073	VERSEN, THERESA	1005 · Chkg-Palatine Bk & Trt-General	
06/29/2020			5774.90 · General Service Supplies	-303.99
			5774.90 · General Service Supplies	-30.00
			5820 · Gifts/Donations	-300.00
TOTAL				-633.99
07/21/2020	6074	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
06/01/2020			5813.30 · Cultural/Ed Programs - Tech	-200.00
07/01/2020			5813.30 · Cultural/Ed Programs - Tech	-200.00

Palatine Public Library District Warrant 2021-01 Check Register

July 21, 2020

Date	Num	Name	Account	Paid Amount
TOTAL				-400.00
07/21/2020	6075	VILLAGE OF PALATINE-WATER	1005 - Chkg-Palatine Bk & Trt-General	
06/10/2020			5423 - Water	-82.73
TOTAL				-82.73
07/21/2020	6076	WAREHOUSE DIRECT	1005 - Chkg-Palatine Bk & Trt-General	
05/01/2020	4654943-0		5774.90 - General Service Supplies	-308.88
05/28/2020	4678142-0		5774.90 - General Service Supplies	-24.95
06/08/2020	4685642-0		5774.90 - General Service Supplies	-44.30
06/12/2020	4689920-0		5774.90 - General Service Supplies	-812.12
06/15/2020	4689920-1		5774.90 - General Service Supplies	-111.96
06/15/2020	4627829-0		5820 - Gifts/Donations	-19,496.00
06/16/2020	4658054-1		5774.90 - General Service Supplies	-549.50
06/19/2020	4658054-2		5774.90 - General Service Supplies	-26.80
06/19/2020	4680752-0		5774.90 - General Service Supplies	-211.41
06/26/2020	4658054-3		5774.90 - General Service Supplies	-27.32
06/30/2020	4703995-0		5774.90 - General Service Supplies	-100.60
TOTAL				-21,713.84

TOTAL **\$310,613.84**

Palatine Public Library District
Warrant 2021-01 Payroll and Invoice Distribution Totals
FOR THE MONTH OF JULY 2020

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
06/15/2020	PAYCOM	\$128,639.05
06/30/2020	PAYCOM	\$133,569.24
Total 5310 · Gross Salaries		\$262,208.29
5311 · Employer IMRF Fund Expense		
06/30/2020	IMRF	\$34,378.16
Total 5311 · IMRF Fund Expense		\$34,378.16
5312 · Employer Social Security Fund Expense		
06/15/2020	PAYCOM	\$9,519.01
06/30/2020	PAYCOM	\$9,897.03
Total 5312 · Social Security Fund Exp		\$19,416.04
5313 · Employer Health & Life Insurance Expense		
06/15/2020	BLUE CROSS BLUE SHIELD	\$20,423.04
06/30/2020	PRINCIPAL INSURANCE	\$1,354.07
Total 5313 · Health & Life Insurance		\$21,777.11
5660 · Payroll Processing Fee		
06/15/2020	Payroll Processing Fee	\$467.72
06/30/2020	Payroll Processing Fee	\$379.72
Total 5660 · Payroll Processing Fee		\$847.44
TOTAL 5300 · PAYROLL EXPENSES:		\$338,627.04
EARLY RELEASE INVOICES:		\$289,828.57
WARRANT 2021-01 INVOICES:		\$310,613.84
TOTAL WARRANT 2021-01:		\$939,069.45

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date