



Board of Library Trustees Regular Meeting

Video Conference

January 19, 2021 7:00 p.m.

Minutes

1. Call to order

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

3. Approval of agenda

Trustee Jefferson moved, seconded by Trustee Singh, approval of the consent agenda as presented. Trustee Jefferson withdrew this motion as there were changes to be made to the agenda.

Trustee Brauer moved, seconded by Trustee Westhoff, to move the Policy Committee minutes of January 7, 2021, from the consent agenda to New Business and moved approval of the agenda as amended.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Snyder. **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 (HR) Manager Mary Schaeffer, Youth & Teen Services Manager Kathy Burns, HR Associate Karla Nora, Teen Advisory Board (TAB) representative Anish Mukherjee, League of Women Voters representative Maureen DeRosa, and Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Palatine Library

No report.

b. Teen Advisory Board (TAB)

TAB representative Anish Mukherjee reported that TAB met in January. They discussed Winter Reading Program goals and how to bring more teens into the program during the pandemic. They have seen 20 more teens participate this year versus last year. They have started planning to make Valentine's Day cards to send to homebound patrons.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on December 17, 2020. They are continuing efforts on the naming rights opportunity campaign and worked on content for the Library newsletter. They received a stock donation and need to set up a brokerage account. The Foundation has an account balance of \$6,900. The next meeting is January 21, 2021.

d. RAILS

No report.

7. Unfinished business

a. Renovation update

Trustee Vanderhoek advised that Independent Consultant Dan Eallonardo's renovation report was in the Board Packet for review. She advised that the Building Renovation Committee discussed the change order process and at what point does the Library team have discretion to make a decision regarding any surprises rather than bringing it to the Building Renovation Committee or Board.

Executive Director Dilger reminded the Board that the approved renovation budget has a \$150,000 contingency for any surprises that may arise and according to the Financial Policy the Executive Director can approve any additional costs within that budget. For significant structural changes and wants, she will bring to the Board for discussion. She showed pictures of

the renovation in various spaces in the Library and explained where structural changes are necessary and the cost. She also showed changes that are wanted in the Makerspace and the cost. The Board discussed the changes and agreed with the recommendations. Executive Dilger advised that they expect fewer changes in Phase II and III.

Trustee Brauer moved, seconded by Trustee Singh, to raise the sprinkler lines on the second floor to accommodate new ceiling heights in two areas and to demolish the soffit in the new makerspace area along the west windows and to reduce the width of the column entering the makerspace for Americans with Disabilities Act (ADA) considerations.

Roll call vote:

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

8. New business

a. Policy Committee minutes revision

Trustee Brauer moved, seconded by Trustee Westhoff, approval of the Policy Committee minutes of January 7, 2021, as amended. Trustee Brauer advised that the date of the meeting was incorrect.

Roll call vote:

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

b. Annual review of succession

Executive Director Dilger advised there were minor changes made to the succession plan. Trustee Boland moved, seconded by Trustee Brauer, approval of the Administrative Succession Plan as presented.

Roll call vote:

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

c. Policy review and approval

i. Bylaws

Trustee Brauer advised that a few changes were made to the Bylaws, policy and appendices.

Trustee Boland advised that in the Bylaws the Secretary's duties do not include the semi-annual review of closed session meetings, but does include the once per year review of open/closed meetings for IPLAR. She recommended adding this.

ii. Appendix 0-Rules of Procedures for Public Meetings and Hearings

Trustee Brauer advised that the Policy Committee discussed the registration of public participants in Board meetings and the requirement of the Secretary to take attendance. With electronic meetings people may or may not identify themselves at the meeting if not speaking at the meeting. Executive Director will discuss how to balance privacy versus the requirement of the Secretary to record all those in attendance with the Library's lawyer.

The Board agreed to review the Bylaws and Appendix 0 further at the next Policy Committee meeting.

iii. Policy 1-Policy Development

iv. Appendix 1A-Guidelines for Library Policies

Trustee Brauer moved, seconded by Trustee Jefferson, approval of changes to Policy 1-Policy Development and Appendix 1A-Guidelines for Library Policies as presented effective February 1, 2021.

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: Snyder. **Motion carried.**

9. President's report

a. Review of Library Board Advocacy Activities

No report.

b. ILA Legislative Meet-up, Monday, February 15, 9:00-10:30 a.m.

The Illinois Library Association (ILA) Legislative Meet-up will be virtual this year. Executive Director Dilger recommended registering at least by Friday before the event. Trustees Brauer, Westhoff, Jefferson and Singh plan to participate.

10. Director's report

Executive Director Dilger advised that minor revisions were made to the Executive Director's job description to be consistent with the management level job descriptions. There were no changes to the job duties. She advised that the Library curbside service was shut down the week of January 11 due to several staff cases of COVID-19 and re-opened January 18. The Library staff have increased curbside delivery times and are now preparing to possibly open the lobby for holds pick-up in February if the State moves to Tier 2. She provided an overview of statistics regarding circulation, curbside pick-up, holds filled, consortium borrow/loan stats, program attendance, and reference questions answered.

The Library will offer free COVID-19 testing to staff once per week starting January 19. The ILA is advocating to Cook County Department of Public Health to include library workers as front-line employees for COVID-19 vaccines.

Assistant Director Gardner shared a strategic plan update for December and highlighted the curbside delivery changes, Winter Reading Program, renovation progress, and salary market benchmark study.

Trustee Snyder joined the meeting at 7:50 p.m.

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 Committee met on Thursday, January 7, 2021. The next meeting will be Thursday, February 4, 2021, at 4:00 p.m.

d. Director's Review Committee

No report.

e. Finance Committee

No report.

f. Lock Box Committee

No report.

g. Policy Committee

The Committee met on January 7, 2021. The next meeting will be Thursday, February 4, 2021, at 9:00 a.m. and they will review Bylaws, Appendix 0, Policy 10 and Appendix 10A.

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

i. Director Evaluation Committee meeting of December 11, 2020

ii. regular meeting of December 15, 2020

iii. Building Renovation Committee meeting of January 7, 2021

b. Financial report and approval of Warrant 2021-06 in the amount of \$783,027.33

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

Roll call vote:

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

Nays: None.

Abstain: None.

Absent: None. **Motion carried**

13. Correspondence

No report.

14. Adjournment

President Vanderhoek adjourned the meeting at 8:15 p.m.

Approved: _____

Andrea Vanderhoek, President

Tracy Boland, Secretary



Board of Library Trustees Policy Committee

Video Conference

February 4, 2021, 9:00 a.m.

Minutes

1. Call to order

Committee Chairperson Debby Brauer called the meeting to order at 9:01 a.m.

2. Roll call

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

3. Introduction of visitors

Executive Director Jeannie Dilger and Assistant Director Melissa Gardner attended. Technology Manager Susan Conner and Human Resources Manager Mary Schaeffer joined in progress.

4. Public Comment

None.

5. Review and discussion of policies and appendices

The committee discussed Bylaws; Appendix 0—Rules for Procedure for Public Meetings and Hearings; Policy 10—Digital Resources; and Appendix 10A—Use of Digital Resources.

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

The committee plans to review Policy 9—Human Resources in March.

7. Other business

The committee discussed a potential vaccination policy and directed staff to write proposed language for review of the committee and the Board.

8. Date for next meeting

The next meeting will be March 4, 2021, at 9 a.m.

9. Adjournment

Trustee Brauer adjourned the meeting at 10:47 a.m.

Approved on: _____

Trustee

Trustee

Prepared by Debby Brauer



Minutes

1. Call to order

Committee Chairperson Trustee Vanderhoek called the meeting to order at 4:00 p.m.

2. Roll call

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

3. Introduction of visitors

Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Dan Eallonardo, Joe Huberty and Kristin Richardson were also present.

4. Public Comment

None.

5. Update on Main Library renovation

The committee received an update on renovation progress and reviewed the reports from owner's representative, Dan Eallonardo. The project remains on schedule.

6. Approval of change order(s)

The committee approved one change order.

7. Other business

None.

8. Date for next meeting

The next meeting will be tentatively scheduled for Thursday, March 4, 2021 at 4:00 p.m.

9. Adjournment

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

Approved on: _____

Trustee

Trustee

Prepared by: Andrea Vanderhoek



Board of Library Trustees
Committee to Review Closed Session Minutes
Video Conference
February 5, 2021, 3:00 p.m.

Minutes

1. Call to order

Committee Chairperson Hal Snyder called the meeting to order at 3:08 p.m.

2. Roll call

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

3. Introduction of visitors

None.

4. Public comment

None.

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

There being no visitors present, review proceeded without going into closed session.

Closed session minutes. The Committee found minutes for two closed sessions, both in the following:

Regular Board Meeting of 12/15/2020

Non-material errors were found in both sets of closed session minutes for the above meeting, and in the Agenda and Minutes for that meeting. A report of these errors was forwarded by the Chairman to the Secretary. The Committee recommends release of the corrected closed session minutes for publication.

Closed session recordings. The Committee reviewed lockbox inventory for any closed session audio recordings prior to 08-05-2019, since these are 18 months old or more.

The following may be destroyed:

- A. The recording of 08/08/2018.
- B. The recording of 11/14/2018.
- C. The recording of 01/09/2019.
- D. The recording of 04/16/2019.
- E. The envelope dated 08/09/2017 regarding missing recording of closed session for that date.

6. Other business

None.

7. Date for next meeting

To be arranged, approximately 6 months from the present date, approximately 8/5/2021.

8. Adjournment

Trustee Snyder adjourned the meeting at 3:38 p.m.

Approved on: _____

Trustee

Trustee

Prepared by: Hal Snyder

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

July 2020 through January 2021

58% of Budget Year Completed

	July 2020 - January 2021	Budget	% of Budget	% of Budget Last YTD
Ordinary Income/Expense				
Income				
4000 · Tax Levies	4,495,678.99	7,761,538.00	57.92%	39.90%
4001 · Tax Levy - TIF	0.00	60,330.00	0.0%	0.00%
4010 · Replacement Tax	39,872.33	29,623.00	134.6%	336.20%
4101 · Interest- CD's & Bank	9,273.04	20,000.00	46.37%	214.20%
4200 · Other Fees and Income				
4201 · Fines	2,377.26	2,500.00	95.09%	47.90%
4203 · Lost/Repl/Process/Damage Fees	4,447.90	9,158.00	48.57%	36.50%
4204 · Collection Agency	2,043.27	9,918.00	20.6%	34.00%
4210 · Copier Income	1,597.27	8,750.00	18.26%	60.90%
4211 · Printing/Fax Income	2,790.66	15,000.00	18.6%	60.70%
4212 · Vending Machines	74.30	1,750.00	4.25%	56.60%
4222 · Meeting Room Fees	-280.00	6,750.00	-4.15%	57.70%
4223 · Interlibrary Loan Fees	25.00	106.00	23.59%	7.50%
4224 · Non-Resident Fees	4,477.48	10,293.00	43.5%	57.70%
4231 · Per Capita Grant	111,228.75	111,229.00	100.0%	100.00%
4232 · Gifts/Donations	42,867.78	28,160.00	152.23%	44.20%
4233 · Other Grants	40,525.00	40,525.00	100.0%	0.00%
4241 · Misc-General	225.00	1,500.00	15.0%	290.80%
4257 · Used Materials Income	0.00	7,083.00	0.0%	0.50%
4261 · Sale of Equipment	1,753.94	4,892.00	35.85%	100.50%
Total 4200 · Other Fees and Income	214,153.61	257,614.00	83.13%	58.80%
Total Income	4,758,977.97	8,129,105.00	58.54%	42.20%
Gross Profit	4,758,977.97	8,129,105.00	58.54%	42.20%
Expense				
5100 · Materials				
5101 · Print Materials	115,311.32	324,650.00	35.52%	55.10%
5104 · Databases	207,170.82	236,454.00	87.62%	95.90%
5105 · Nonprint Materials	64,786.13	186,505.00	34.74%	38.90%
5107 · Electronic Materials	114,707.81	171,000.00	67.08%	53.70%
Total 5100 · Materials	501,976.08	918,609.00	54.65%	60.40%
5200 · Capital Expenditures				
5205 · Furniture	0.00	20,000.00	0.0%	33.20%
5207 · Computers/Technology	23,109.73	256,347.00	9.02%	10.30%
Total 5200 · Capital Expenditures	23,109.73	276,347.00	8.36%	14.20%
5300 · Payroll Expenses				
5310 · Gross Salaries	1,853,654.35	3,318,704.00	55.86%	56.90%
5313 · Health & Life Insurance	145,310.52	277,743.00	52.32%	51.00%
5314 · HSA Employer Contribution	3,937.50	4,838.00	81.39%	100.00%
5315 · HSA Employee Contribution	420.00			
5328 · Misc. Fringe Benefits	4,106.58	19,624.00	20.93%	52.60%
Total 5300 · Payroll Expenses	2,007,428.95	3,620,909.00	55.44%	56.50%

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

July 2020 through January 2021

58% of Budget Year Completed

	<u>July 2020 - January 2021</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
5400 · Utilities				
5421 · Gas	4,444.60	28,633.00	15.52%	34.20%
5422 · Electricity	93,378.50	188,476.00	49.54%	51.80%
5423 · Water	4,132.96	9,296.00	44.46%	39.70%
Total 5400 · Utilities	<u>101,956.06</u>	<u>226,405.00</u>	<u>45.03%</u>	<u>49.20%</u>
5600 · Contracts				
5651 · Copier & Printer Maintenance	16,837.72	29,074.00	57.91%	68.70%
5653 · Technology Support	27,560.84	95,811.00	28.77%	76.00%
5654 · Postage Machine	1,374.19	1,891.00	72.67%	58.30%
5655 · LAN Management	43,060.00	83,412.00	51.62%	68.00%
5656 · Integrated Library Systems	126,881.75	114,741.00	110.58%	51.30%
5656.01 · Rails Grant Expenses	0.00	40,525.00	0.0%	0.00%
5657 · Internet Service	13,853.22	23,407.00	59.18%	54.90%
5658 · Bibliographic Support	406.68	350.00	116.19%	115.30%
5659 · Book Recovery Service	2,443.35	4,404.00	55.48%	33.00%
5660 · Accounting/Payroll/Bank Fees	7,006.38	12,268.00	57.11%	37.50%
5661 · Leases(Office Park)	1,318.96	2,638.00	50.0%	95.20%
5663 · Consultants	6,320.00	29,600.00	21.35%	9.40%
5666 · Leases(Branches)	24,130.00	37,080.00	65.08%	66.70%
5667 · Telephone Lease	13,530.07	21,342.00	63.4%	79.20%
Total 5600 · Contracts	<u>284,723.16</u>	<u>496,543.00</u>	<u>57.34%</u>	<u>56.10%</u>
5700 · Supplies				
5771 · Human Resources Supplies	230.40	1,500.00	15.36%	41.50%
5772 · Art & Printing Supplies	5,061.96	11,000.00	46.02%	53.00%
5773 · Copier & Printer Supplies	8,989.44	3,500.00	256.84%	40.60%
5774 · Library Services Supplies				
5774.50 · Collection Supplies - CS	8,480.53	20,000.00	42.4%	55.00%
5774.90 · General Service Supplies	20,943.71	29,000.00	72.22%	46.80%
Total 5774 · Library Services Supplies	<u>29,424.24</u>	<u>49,000.00</u>	<u>60.05%</u>	<u>51.20%</u>
5776 · Program Supplies				
5776.10 · Program Supplies - YTS	2,066.76	6,500.00	31.8%	45.60%
5776.20 · Program Supplies - AS	4,506.47	7,500.00	60.09%	50.90%
5776.30 · Program Supplies - Tech	0.00	1,000.00	0.0%	20.40%
Total 5776 · Program Supplies	<u>6,573.23</u>	<u>15,000.00</u>	<u>43.82%</u>	<u>46.10%</u>
Total 5700 · Supplies	<u>50,279.27</u>	<u>80,000.00</u>	<u>62.85%</u>	<u>49.40%</u>
5800 · Operating - Other				
5810 · Interlibrary Loan/Recip Borrow	0.00	6,726.00	0.0%	208.90%
5811 · Telephone	1,902.73	3,088.00	61.62%	45.70%
5812 · Postage	1,522.95	1,835.00	83.0%	27.30%
5813 · Cultural/Educational Programs				
5813.10 · Cultural/Ed Programs - YTS	4,085.25	12,000.00	34.04%	64.30%
5813.20 · Cultural/Ed Programs - AS	10,680.00	19,800.00	53.94%	43.90%

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

July 2020 through January 2021

58% of Budget Year Completed

	July 2020 - January 2021	Budget	% of Budget	% of Budget Last YTD
5813.30 · Cultural/Ed Programs - Tech	2,375.00	3,600.00	65.97%	38.00%
Total 5813 · Cultural/Educational Programs	17,140.25	35,400.00	48.42%	51.50%
5814 · Inservice & Training/Mileage	20,365.87	32,137.00	63.37%	75.10%
5815 · Memberships	4,302.50	11,736.00	36.66%	40.90%
5816 · Community Information	5,286.38	14,000.00	37.76%	80.30%
5817 · Legal	3,869.00	6,350.00	60.93%	13.90%
5819 · Want Ads/Legal Notices	1,648.62	872.00	189.06%	24.40%
5820 · Gifts/Donations	10,318.63	10,000.00	103.19%	68.00%
5823 · POC Shared Administrative Costs	10,000.00	10,000.00	100.0%	100.00%
5827 · Sales Tax	168.00	1,200.00	14.0%	100.00%
Total 5800 · Operating - Other	76,524.93	133,344.00	57.39%	65.50%
5900 · Auxiliary				
5913 · Newsletter/Communication	31,413.00	68,000.00	46.2%	54.00%
5914 · Volunteer Programs	551.79	3,000.00	18.39%	25.10%
Total 5900 · Auxiliary	31,964.79	71,000.00	45.02%	52.60%
Total Expense	3,077,962.97	5,823,157.00	52.86%	55.20%
Net Ordinary Income	1,681,015.00	2,305,948.00	72.9%	-33.30%
Net Income	1,681,015.00	2,305,948.00	72.9%	-33.30%

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

July 2020 through January 2021

58% of Budget Year Completed

	<u>July 2020 - January 2021</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	10,418.70	500.00	2,083.74%	96.60%
Total Income	<u>10,418.70</u>	<u>500.00</u>	<u>2,083.74%</u>	<u>96.60%</u>
Gross Profit	10,418.70	500.00	2,083.74%	96.60%
Expense				
5600 · Contracts				
5662 · Audit Fund Expenses	5,400.00	5,400.00	100.0%	100.00%
Total 5600 · Contracts	<u>5,400.00</u>	<u>5,400.00</u>	<u>100.0%</u>	<u>100.00%</u>
Total Expense	<u>5,400.00</u>	<u>5,400.00</u>	<u>100.0%</u>	<u>100.00%</u>
Net Ordinary Income	<u>5,018.70</u>	<u>-4,900.00</u>	<u>-102.42%</u>	<u>80.50%</u>
Net Income	<u><u>5,018.70</u></u>	<u><u>-4,900.00</u></u>	<u><u>-102.42%</u></u>	<u><u>80.50%</u></u>

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

July 2020 through January 2021

58% of Budget Year Completed

	<u>July 2020 - January 2021</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	181,285.56	236,342.00	76.71%	47.00%
Total Income	<u>181,285.56</u>	<u>236,342.00</u>	<u>76.71%</u>	<u>47.00%</u>
Gross Profit	181,285.56	236,342.00	76.71%	47.00%
Expense				
5500 · Maintenance				
5531 · Cleaning Service	39,430.63	100,000.00	39.43%	59.30%
5532 · Equipment Repair	0.00	500.00	0.0%	0.00%
5533 · Trash	2,522.63	4,000.00	63.07%	42.60%
5534 · Landscaping and Lawn Service	6,512.00	12,636.00	51.54%	80.40%
5535 · Fire and Security	24,520.44	11,000.00	222.91%	39.80%
5536 · Elevator	3,487.50	9,000.00	38.75%	57.20%
5537 · Building Maintenance	9,553.74	25,000.00	38.22%	39.90%
5538 · Snow Removal	3,193.50	10,000.00	31.94%	48.90%
5539 · HVAC	11,718.22	55,000.00	21.31%	35.70%
5540 · Parking Areas	3,940.00	10,000.00	39.4%	0.00%
5541 · Van Maintenance	84.95	500.00	16.99%	11.00%
5544 · Roof Maintenance	3,381.00	4,500.00	75.13%	52.20%
5545 · Van Fuel	316.50	1,300.00	24.35%	55.90%
Total 5500 · Maintenance	<u>108,661.11</u>	<u>243,436.00</u>	<u>44.64%</u>	<u>48.30%</u>
5700 · Supplies				
5775 · Maintenance Supplies	15,070.82	35,000.00	43.06%	50.60%
Total 5700 · Supplies	<u>15,070.82</u>	<u>35,000.00</u>	<u>43.06%</u>	<u>50.60%</u>
Total Expense	<u>123,731.93</u>	<u>278,436.00</u>	<u>44.44%</u>	<u>48.60%</u>
Net Ordinary Income	<u>57,553.63</u>	<u>-42,094.00</u>	<u>-136.73%</u>	<u>55.70%</u>
Net Income	<u><u>57,553.63</u></u>	<u><u>-42,094.00</u></u>	<u><u>-136.73%</u></u>	<u><u>55.70%</u></u>

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

July 2020 through January 2021

58% of Budget Year Completed

	<u>July 2020 - January 2021</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	276,095.79	359,432.00	76.81%	51.00%
Total Income	<u>276,095.79</u>	<u>359,432.00</u>	<u>76.81%</u>	<u>51.00%</u>
Gross Profit	276,095.79	359,432.00	76.81%	51.00%
Expense				
5300 · Payroll Expenses				
5311 · IMRF Fund Expense	242,346.61	416,661.08	58.16%	53.30%
Total 5300 · Payroll Expenses	<u>242,346.61</u>	<u>416,661.08</u>	<u>58.16%</u>	<u>53.30%</u>
Total Expense	<u>242,346.61</u>	<u>416,661.08</u>	<u>58.16%</u>	<u>53.30%</u>
Net Ordinary Income	<u>33,749.18</u>	<u>-57,229.08</u>	<u>-58.97%</u>	<u>63.30%</u>
Net Income	<u><u>33,749.18</u></u>	<u><u>-57,229.08</u></u>	<u><u>-58.97%</u></u>	<u><u>63.30%</u></u>

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

July 2020 through January 2021

58% of Budget Year Completed

	<u>July 2020 - January 2021</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	217,230.07	283,115.00	76.73%	55.20%
Total Income	217,230.07	283,115.00	76.73%	55.20%
Gross Profit	217,230.07	283,115.00	76.73%	55.20%
Expense				
5300 · Payroll Expenses				
5312 · Social Security Fund Exp	137,686.27	252,623.20	54.5%	55.30%
Total 5300 · Payroll Expenses	137,686.27	252,623.20	54.5%	55.30%
Total Expense	137,686.27	252,623.20	54.5%	55.30%
Net Ordinary Income	79,543.80	30,491.80	260.87%	55.60%
Net Income	<u>79,543.80</u>	<u>30,491.80</u>	<u>260.87%</u>	<u>55.60%</u>

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

July 2020 through January 2021

58% of Budget Year Completed

	<u>July 2020 - January 2021</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 · Tax Levies	28,651.47	44,361.00	64.59%	44.50%
Total Income	<u>28,651.47</u>	<u>44,361.00</u>	<u>64.59%</u>	<u>44.50%</u>
Gross Profit	28,651.47	44,361.00	64.59%	44.50%
Expense				
5800 · Operating - Other				
5801 · Library Insurance Package	2,530.00	3,162.50	80.0%	93.10%
5802 · Public Liability Insurance	0.00	91,727.99	0.0%	99.30%
Total 5800 · Operating - Other	<u>2,530.00</u>	<u>94,890.49</u>	<u>2.67%</u>	<u>99.10%</u>
Total Expense	<u>2,530.00</u>	<u>94,890.49</u>	<u>2.67%</u>	<u>99.10%</u>
Net Ordinary Income	<u>26,121.47</u>	<u>-50,529.49</u>	<u>-51.7%</u>	<u>160.20%</u>
Net Income	<u><u>26,121.47</u></u>	<u><u>-50,529.49</u></u>	<u><u>-51.7%</u></u>	<u><u>160.20%</u></u>

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

July 2020 through January 2021

58% of Budget Year Completed

	<u>July 2020 - January 2021</u>	<u>Budget</u>	<u>% of Budget</u>	<u>% of Budget Last YTD</u>
Ordinary Income/Expense				
Income				
4000 - Tax Levies	0.00	500.00	0.0%	100.00%
Total Income	<u>0.00</u>	<u>500.00</u>	<u>0.0%</u>	<u>100.00%</u>
Gross Profit	0.00	500.00	0.0%	100.00%
Expense				
5330 - Unemployment Fund Expense	318.00	500.00	63.6%	0.00%
Total Expense	<u>318.00</u>	<u>500.00</u>	<u>63.6%</u>	<u>0.00%</u>
Net Ordinary Income	<u>-318.00</u>	<u>0.00</u>	<u>100.0%</u>	<u>-2930.30%</u>
Net Income	<u><u>-318.00</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>	<u><u>-2930.30%</u></u>

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

July 2020 through January 2021

58% of Budget Year Completed

	<u>July 2020 - January 2021</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	45,465.00	242,750.00	18.73%	14.40%
5210.40 · Electrical	0.00	100,000.00	0.0%	2.20%
5210.70 · HVAC	5,205.00	90,000.00	5.78%	41.10%
Total 5210 · Building	<u>50,670.00</u>	<u>432,750.00</u>	<u>11.71%</u>	<u>26.50%</u>
Total 5200 · Capital Expenditures	<u>50,670.00</u>	<u>432,750.00</u>	<u>11.71%</u>	<u>26.50%</u>
Total Expense	<u>50,670.00</u>	<u>432,750.00</u>	<u>11.71%</u>	<u>26.50%</u>
Net Ordinary Income	<u>-50,670.00</u>	<u>-432,750.00</u>	<u>11.71%</u>	<u>26.50%</u>
Net Income	<u>-50,670.00</u>	<u>-432,750.00</u>	<u>11.71%</u>	<u>26.50%</u>

Palatine Public Library District
CAPITAL PROJECTS FUND #80 Budget vs. Actual

July 2020 through January 2021

58% of Budget Year Completed

	July 2020 - January 2021	Budget	% of Budget	NO DATA FROM LAST YEAR
Ordinary Income/Expense				
Income				
4300.00 · Proceeds from 2020 Bond	5,250,000.00	5,250,000.00	100.0%	
4300.01 · Bond Premiums from 2020 Bond	849,007.15	849,007.15	100.0%	
4301.00 · Interest Income from 2020 Bond	184.15	1,000.00	18.42%	
4302 · Grant Income	0.00	1,841,568.05	0.0%	
Total Income	<u>6,099,191.30</u>	<u>7,941,575.20</u>	<u>76.8%</u>	
Gross Profit	6,099,191.30	7,941,575.20	76.8%	
Expense				
5250 · Renovation Construction Costs				
5250.10 · Main Direct Costs	178,213.35	3,996,569.94	4.46%	
5250.20 · Rand Direct Costs	0.00	170,000.00	0.0%	
5250.30 · North Hoffman Direct Costs	0.00	250,000.00	0.0%	
Total 5250 · Renovation Construction Costs	<u>178,213.35</u>	<u>4,416,569.94</u>	<u>4.04%</u>	
5260 · Renovation Indirect Costs				
5260.10 · Permits and Fees	74,294.00	6,000.00	1,238.23%	
5260.11 · Furniture, Fixtures & Equipment	3,911.00	865,484.00	0.45%	
5260.12 · Technology	0.00	200,000.00	0.0%	
5260.13 · Moving/Storage	75,033.61	200,000.00	37.52%	
5260.14 · Legal/Financial	1,773.00	15,000.00	11.82%	
5260.15 · Architectural/Engineering	107,959.21	509,721.00	21.18%	
5260.16 · Owner's Rep	14,000.00	104,500.00	13.4%	
5260.17 · Builder's Risk Insurance	0.00	19,000.00	0.0%	
5260.20 · Other Indirect Costs	4,550.00	662,163.00	0.69%	
Total 5260 · Renovation Indirect Costs	<u>281,520.82</u>	<u>2,581,868.00</u>	<u>10.9%</u>	
6500 · Bond Expenses				
6503 · Legal/Misc Fees Due 2020 Bond	97,283.00	97,283.00	100.0%	
Total 6500 · Bond Expenses	<u>97,283.00</u>	<u>97,283.00</u>	<u>100.0%</u>	
Total Expense	<u>557,017.17</u>	<u>7,095,720.94</u>	<u>7.85%</u>	
Net Ordinary Income	<u>5,542,174.13</u>	<u>845,854.26</u>	<u>655.22%</u>	

Palatine Public Library District
BOND FUND #90 Budget vs. Actual

July 2020 through January 2021

58% of Budget Year Completed

NO DATA
FROM
LAST YEAR

	<u>July 2020 - Jan 2021</u>	<u>Budget</u>	<u>% of Budget</u>	
Ordinary Income/Expense				
Expense				
6500 · Bond Expenses				
6501 · Principle Due 2020 Bond	515,000.00	515,000.00	100.0%	
6502 · Interest Due 2020 Bond	58,916.70	151,041.67	39.01%	
Total 6500 · Bond Expenses	<u>573,916.70</u>	<u>666,041.67</u>	<u>86.17%</u>	
Total Expense	<u>573,916.70</u>	<u>666,041.67</u>	<u>86.17%</u>	
Net Ordinary Income	-573,916.70	-666,041.67	86.17%	
Other Income/Expense				
Other Income				
7000 · Transfers	0.00	666,041.67	0.0%	
Total Other Income	<u>0.00</u>	<u>666,041.67</u>	<u>0.0%</u>	
Net Other Income	<u>0.00</u>	<u>666,041.67</u>	<u>0.0%</u>	
Net Income	<u><u>-573,916.70</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>	

PALATINE PUBLIC LIBRARY DISTRICT TREASURER'S REPORT - YTD 1-31-2021

FUND	Corporate	Audit	Building	IMRF	Social Security	Tort Immunity	Unemploy	Special Reserve	Capital Projects	Bond	Total
INCOME											
4000 · Tax Levies	\$4,495,678.99	\$10,418.70	\$181,285.56	276,095.79	\$217,230.07	\$28,651.47					\$5,209,360.58
4001 · TIF Rebates											\$0.00
4010 · Repl Tax	\$39,872.33										\$39,872.33
4100 · Interest Income	\$9,273.04										\$9,273.04
4200 · Other Income	\$214,153.61										\$214,153.61
4300 · Bond Income									\$6,099,191.30		\$6,099,191.30
TOTAL INCOME	\$4,758,977.97	\$10,418.70	\$181,285.56	\$276,095.79	\$217,230.07	\$28,651.47	\$0.00	\$0.00	\$6,099,191.30	\$0.00	\$11,571,850.86
EXPENSE											
5100 · Materials	\$501,976.08										\$501,976.08
5200 · Capital Exp	\$23,109.73							\$50,670.00			\$73,779.73
5250 · Renov Constr									\$178,213.35		\$178,213.35
5260 · Renov Indirect									\$281,520.82		\$281,520.82
5300 · Payroll Exp	\$2,007,428.95			\$242,346.61	\$137,686.27						\$2,387,461.83
5330 · Unemployment							\$318.00				\$318.00
5400 · Utilities	\$101,956.06										\$101,956.06
5500 · Maintenance			\$108,661.11								\$108,661.11
5600 · Contracts	\$284,723.16	\$5,400.00									\$290,123.16
5700 · Supplies	\$50,279.27		\$15,070.82								\$65,350.09
5800 · Operating	\$76,524.93					\$2,530.00					\$79,054.93
5802 · Insurance											\$0.00
5900 · Auxiliary	\$31,964.79										\$31,964.79
6500 · Bond Exp									\$97,283.00	\$573,916.70	\$671,199.70
TOTAL EXPENSE	\$3,077,962.97	\$5,400.00	\$123,731.93	\$242,346.61	\$137,686.27	\$2,530.00	\$318.00	\$50,670.00	\$557,017.17	\$573,916.70	\$4,771,579.65
Audited Beg FB 7/1/2020	\$3,681,104.28	\$20,117.00	\$242,793.00	\$204,784.00	\$167,103.00	\$46,627.00	\$49,011.00	\$1,687,128.00	\$0.00	\$0.00	\$6,098,667.28
Net Income	\$1,681,015.00	\$5,018.70	\$57,553.63	\$33,749.18	\$79,543.80	\$26,121.47	-\$318.00	-\$50,670.00	\$5,542,174.13	-\$573,916.70	\$6,800,271.21
Ending FB 1/31/2021	\$5,362,119.28	\$25,135.70	\$300,346.63	\$238,533.18	\$246,646.80	\$72,748.47	\$48,693.00	\$1,636,458.00	\$5,542,174.13	-\$573,916.70	\$12,898,938.49

CASH	
Bank Account	Balance
1003 · Chkg - CC	\$6,819.86
1004 · MM -Tax Dep	\$5,212,159.77
1005 · Chkg-General	\$15,336.57
1006 · Chkg - Imprest	\$1,241.34
1007 · Chkg - Payroll	\$6,647.46
1009.00 · Construction	\$3,280,674.83
1011 · Cash Boxes	\$1,653.00
TOTAL CASH	\$8,524,532.83

IPRIME ISC ACCT 101 INVESTMENT PORTFOLIO			
Description	Rate	Maturity Date	Amount
Acct 101			\$914,941.71
CD# 281299-1	1.50%	3/3/2021	\$246,200.00
CD# 281300-1	1.51%	3/3/2021	\$246,200.00
CD# 285489-1	0.36%	9/21/2022	\$225,000.00
CD# 285490-1	0.20%	9/21/2022	\$200,000.00
CD# 285491-1	0.15%	3/22/2022	\$249,400.00
CD# 285492-1	0.14%	3/22/2022	\$175,600.00
Acct 101	ACCOUNT TOTAL		\$2,257,341.71

IPRIME ISC ACCT 201 INVESTMENT PORTFOLIO			
Description	Rate	Maturity Date	Amount
Acct 201			\$521,085.43
CD# 285951-1	0.15%	10/21/2021	\$249,600.00
CD# 285950-1	0.20%	10/21/2021	\$249,500.00
CD# 285953-1	0.10%	10/21/2021	\$249,700.00
CD# 285948-1	0.25%	10/21/2021	\$249,300.00
CD# 285952-1	0.10%	10/21/2021	\$249,700.00
CD# 285949-1	0.20%	10/21/2021	\$249,100.00
CD# 286086-1	0.15%	10/25/2021	\$249,600.00
Acct 201	ACCOUNT TOTAL		\$2,267,585.43

Palatine Public Library District

Early Release Check Register

February 1, 2021

Date	Num	Name	Account	Paid Amount
02/01/2021	6573	ADVANCED DISPOSAL	1005 · Chkg-Palatine Bk & Trt-General	
12/31/2020	T400002541622		5533 · Trash	-227.00
TOTAL				-227.00
02/01/2021	6585	BANK OF AMERICA- MS	1005 · Chkg-Palatine Bk & Trt-General	
01/19/2021			5776.10 · Program Supplies - YTS	-28.98
			5328 · Misc. Fringe Benefits	-164.16
			5814 · Inservice & Training/Mileage	-15.00
			5776.20 · Program Supplies - AS	-366.60
			5776.20 · Program Supplies - AS	-124.92
			5776.20 · Program Supplies - AS	-108.00
			5653 · Technology Support	-19.99
			5776.20 · Program Supplies - AS	-87.86
			5814 · Inservice & Training/Mileage	-50.00
			5774.90 · General Service Supplies	-12.99
			5774.90 · General Service Supplies	-64.95
TOTAL				-1,043.45
02/01/2021	6583	BANK OF AMERICA-GS	1005 · Chkg-Palatine Bk & Trt-General	
01/19/2021			5775 · Maintenance Supplies	-62.85
TOTAL				-62.85
02/01/2021	6574	BANK OF AMERICA-JD	1005 · Chkg-Palatine Bk & Trt-General	
01/19/2021			5772 · Art & Printing Supplies	-238.00
			5653 · Technology Support	-1.13
			5653 · Technology Support	-262.50
TOTAL				-501.63
02/01/2021	6587	BANK OF AMERICA-MRG	1005 · Chkg-Palatine Bk & Trt-General	
01/23/2021			5653 · Technology Support	-488.85
			5105 · Nonprint Materials	-17.99
			5105 · Nonprint Materials	-15.99
			5814 · Inservice & Training/Mileage	-237.24
			5104 · Databases	-17.99
			5774.50 · Collection Supplies - CS	-179.00
TOTAL				-957.06

Palatine Public Library District

Early Release Check Register

February 1, 2021

Date	Num	Name	Account	Paid Amount
02/01/2021	6586	BANK OF AMERICA - SC	1005 · Chkg-Palatine Bk & Trt-General	
01/23/2021			5653 · Technology Support	-25.89
			4232 · Gifts/Donations	-100.00
			4232 · Gifts/Donations	-100.00
			5653 · Technology Support	-112.00
TOTAL				-337.89
02/01/2021	6575	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
01/10/2021			5657 · Internet Service	-194.41
01/22/2021			5657 · Internet Service	-129.85
TOTAL				-324.26
02/01/2021	6584	COMCAST	1005 · Chkg-Palatine Bk & Trt-General	
01/24/2021			5657 · Internet Service	-129.75
TOTAL				-129.75
02/01/2021	6576	EXXON-MOBIL	1005 · Chkg-Palatine Bk & Trt-General	
01/25/2021	9042101		5545 · Van Fuel	-37.85
TOTAL				-37.85
02/01/2021	6577	HOME DEPOT	1005 · Chkg-Palatine Bk & Trt-General	
01/21/2021			5775 · Maintenance Supplies	-24.94
			5775 · Maintenance Supplies	-21.96
			5775 · Maintenance Supplies	-9.84
TOTAL				-56.74
02/01/2021	6588	INNOVATIVE USERS GROUP	1005 · Chkg-Palatine Bk & Trt-General	
12/29/2020	20a-0730		5815 · Memberships	-110.00
TOTAL				-110.00
02/01/2021	6578	KONICA MINOLTA	1005 · Chkg-Palatine Bk & Trt-General	
01/24/2021	37066283		5651 · Copier & Printer Maintenance	-715.22
01/26/2021	37078616		5651 · Copier & Printer Maintenance	-680.00
TOTAL				-1,395.22

Palatine Public Library District Early Release Check Register

February 1, 2021

Date	Num	Name	Account	Paid Amount
02/01/2021	6579	KONICA MINOLTA BUSINESS SOLUTIONS	1005 - Chkg-Palatine Bk & Trt-General	
01/07/2021	39830864		5651 - Copier & Printer Maintenance	-875.00
01/15/2021	9007446388		5654 - Postage Machine	-453.79
01/15/2021	9007447201		5651 - Copier & Printer Maintenance	-90.50
TOTAL				-1,419.29
02/01/2021	6581	PITNEY BOWES PURCHASE POWER	1005 - Chkg-Palatine Bk & Trt-General	
01/22/2021	8000900011178484		5812 - Postage	-500.00
TOTAL				-500.00
02/01/2021	6582	POSTMASTER	1005 - Chkg-Palatine Bk & Trt-General	
01/31/2021			5913 - Newsletter/Communication	-2,910.00
TOTAL				-2,910.00
02/01/2021	6589	WALGREENS	1005 - Chkg-Palatine Bk & Trt-General	
01/28/2021			5328 - Misc. Fringe Benefits	-30.00
TOTAL				-30.00
TOTAL				\$10,042.99

Out of an abundance of caution to prevent the spread of COVID-19, this document is being emailed to Executive Director Jeannie Dilger, Trustee Bruce Jefferson, and Trustee Hal Snyder requesting electronic approvals, via DocuSign, by the two trustees to process and mail these early release checks dated 2-1-2021.

I, Bruce Jefferson on 2/1/2021
 approve the processing of Early Release Checks #6573-6589 totalling \$10,042.99 from the General Account for the Palatine Public Library District.

I, Hal Snyder on 2/1/2021
 approve the processing of Early Release Checks #6573-6589 totalling \$10,042.99 from the General Account for the Palatine Public Library District.

Palatine Public Library District Warrant 2021-08 Check Register

February 16, 2021

Date	Num	Name	Account	Paid Amount
02/16/2021	6590	A HEALING SOUL, LTD.	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021			5814 · Inservice & Training/Mileage	-110.00
TOTAL				-110.00
02/16/2021	6591	BLUE LION SYSTEMS	1005 · Chkg-Palatine Bk & Trt-General	
01/02/2021	323113		5535 · Fire and Security	-35.00
TOTAL				-35.00
02/16/2021	6592	BOCHENEK, ANNETTE	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021			5813.20 · Cultural/Ed Programs - AS	-200.00
TOTAL				-200.00
02/16/2021	6593	BUTTERA, MEGAN	1005 · Chkg-Palatine Bk & Trt-General	
02/02/2021			5814 · Inservice & Training/Mileage	-100.00
TOTAL				-100.00
02/16/2021	6594	CAREY ELECTRIC CONTRACTING, INC.	1005 · Chkg-Palatine Bk & Trt-General	
01/15/2021	402685		5535 · Fire and Security	-21,065.00
TOTAL				-21,065.00
02/16/2021	6595	CCI SOLUTIONS	1005 · Chkg-Palatine Bk & Trt-General	
11/23/2020	30447357/30447358		5774.50 · Collection Supplies - CS	-66.00
			5774.50 · Collection Supplies - CS	-95.38
TOTAL				-161.38
02/16/2021	6596	CENGAGE LEARNING INC - GALE	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021			5101 · Print Materials	-820.18
TOTAL				-820.18
02/16/2021	6597	CENTER POINT LARGE PRINT	1005 · Chkg-Palatine Bk & Trt-General	
01/02/2021	1815282		5101 · Print Materials	-140.22
02/01/2021	1822675		5101 · Print Materials	-140.22
TOTAL				-280.44
02/16/2021	6598	COMPLETE CLEANING COMPANY, INC	1005 · Chkg-Palatine Bk & Trt-General	

Palatine Public Library District Warrant 2021-08 Check Register

February 16, 2021

Date	Num	Name	Account	Paid Amount
02/01/2021	C16569		5531 · Cleaning Service	-6,061.00
TOTAL				-6,061.00
02/16/2021	6599	COOPERATIVE COMPUTER SERVICES	1005 · Chkg-Palatine Bk & Trt-General	
01/15/2021	1805		5656 · Integrated Library Systems	-14,732.64
			5656 · Integrated Library Systems	-4,849.68
TOTAL				-19,582.32
02/16/2021	6600	CULLIGAN WATER CONDITIONING, INC	1005 · Chkg-Palatine Bk & Trt-General	
01/31/2021			5423 · Water	-12.50
TOTAL				-12.50
02/16/2021	6601	CURRENT TECHNOLOGIES CORPORATION	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021	726027		5655 · LAN Management	-460.00
			5655 · LAN Management	-4,270.00
TOTAL				-4,730.00
02/16/2021	6651	CUTTING EDGE DOCUMENT DESTRUCTION	1005 · Chkg-Palatine Bk & Trt-General	
02/09/2021	m13139		5774.90 · General Service Supplies	-110.00
TOTAL				-110.00
02/16/2021	6602	DEMCO	1005 · Chkg-Palatine Bk & Trt-General	
01/28/2021	6900903		5774.50 · Collection Supplies - CS	-41.72
TOTAL				-41.72
02/16/2021	6021	ENGBERG ANDERSON, INC	1010.00 · Construction Account	
12/31/2020	19304500-16		5260.15 · Architectural/Engineering	-5,720.00
TOTAL				-5,720.00
02/16/2021	6603	ENGIE	1005 · Chkg-Palatine Bk & Trt-General	
01/20/2021	3851658		5422 · Electricity	-13,941.14
TOTAL				-13,941.14
02/16/2021	6604	EVERLIVING GREENERY	1005 · Chkg-Palatine Bk & Trt-General	
02/02/2021	43359		5534 · Landscaping and Lawn Service	-275.00
TOTAL				-275.00

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February 16, 2021

Date	Num	Name	Account	Paid Amount
02/16/2021	6639	FILTER SERVICES, INC.	1005 · Chkg-Palatine Bk & Trt-General	
01/20/2021	INV255038		5539 · HVAC	-290.11
01/20/2021	INV255085		5539 · HVAC	-1,055.00
TOTAL				-1,345.11
02/16/2021	6645	FIRST COM (GLOBAL COM)	1005 · Chkg-Palatine Bk & Trt-General	
01/23/2021	121066460		5667 · Telephone Lease	-2,084.32
TOTAL				-2,084.32
02/16/2021	6605	FORTE, JANIS	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021			5813.20 · Cultural/Ed Programs - AS	-150.00
TOTAL				-150.00
02/16/2021	6606	FOTOPOULOS, KAREN	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021			5813.20 · Cultural/Ed Programs - AS	-80.00
TOTAL				-80.00
02/16/2021	6607	GIBBONS, JIM	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021			5813.20 · Cultural/Ed Programs - AS	-275.00
TOTAL				-275.00
02/16/2021	6608	GODDARD, LESLIE	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021			5813.20 · Cultural/Ed Programs - AS	-350.00
TOTAL				-350.00
02/16/2021	6609	GRAINGER	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021	9791683684		5775 · Maintenance Supplies	-94.90
TOTAL				-94.90
02/16/2021	6640	GREY HOUSE PUBLISHING	1005 · Chkg-Palatine Bk & Trt-General	
12/07/2020	964522		5104 · Databases	-4,900.00
TOTAL				-4,900.00
02/16/2021	6610	HAYES MECHANICAL	1005 · Chkg-Palatine Bk & Trt-General	
10/30/2020	468821		5534 · Landscaping and Lawn Service	-711.00
TOTAL				-711.00

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Date	Num	Name	Account	Paid Amount
02/16/2021	6641	HAYES MECHANICAL	1005 · Chkg-Palatine Bk & Trt-General	
02/08/2021	475283		5539 · HVAC	-204.00
TOTAL				-204.00
02/16/2021	6611	HOFFMAN ESTATES PARK DISTRICT	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021			5666 · Leases(Branches)	-2,500.00
TOTAL				-2,500.00
02/16/2021	6646	IFMA	1005 · Chkg-Palatine Bk & Trt-General	
02/28/2021	D-00739606		5815 · Memberships	-431.00
TOTAL				-431.00
02/16/2021	6612	ILLINOIS LIBRARY ASSOCIATION	1005 · Chkg-Palatine Bk & Trt-General	
01/02/2021	185431		5815 · Memberships	-500.00
TOTAL				-500.00
02/16/2021	6613	IMPREST FUND	1005 · Chkg-Palatine Bk & Trt-General	
02/05/2021			1006 · Chkg-Palatine Bk & Trt-Imprest	-300.66
TOTAL				-300.66
02/16/2021	6614	INFORMATION DIGGERS	1005 · Chkg-Palatine Bk & Trt-General	
01/04/2021			5813.20 · Cultural/Ed Programs - AS	-200.00
TOTAL				-200.00
02/16/2021	6615	INGRAM-2004115	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021			5101 · Print Materials	-14,494.79
			5820 · Gifts/Donations	-99.33
TOTAL				-14,594.12
02/16/2021	6616	KLEIN THORPE AND JENKINS, LTD	1005 · Chkg-Palatine Bk & Trt-General	
01/19/2021	215142/215143		5817 · Legal	-974.00
TOTAL				-974.00
02/16/2021	6617	LABELVALUE.COM	1005 · Chkg-Palatine Bk & Trt-General	
01/28/2021	LVI1000015122		5774.50 · Collection Supplies - CS	-256.85

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February 16, 2021

Date	Num	Name	Account	Paid Amount
TOTAL				-256.85
02/16/2021	6618	MIDWEST TAPE	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021			5105 · Nonprint Materials	-5,702.61
TOTAL				-5,702.61
02/16/2021	6619	MIDWEST TAPE-HOOPLA	1005 · Chkg-Palatine Bk & Trt-General	
01/31/2021	99966899		5107 · Electronic Materials	-7,186.25
TOTAL				-7,186.25
02/16/2021	6642	MUTUAL ACE PALATINE	1005 · Chkg-Palatine Bk & Trt-General	
02/08/2021			5775 · Maintenance Supplies	-49.51
TOTAL				-49.51
02/16/2021	6620	NORTHWEST COMMUNITY HEALTHCARE	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021			5666 · Leases(Branches)	-590.00
TOTAL				-590.00
02/16/2021	6621	OVERDRIVE INC.	1005 · Chkg-Palatine Bk & Trt-General	
01/07/2021	01018CO21006538		5107 · Electronic Materials	-1,258.05
01/14/2021	01018CO21014875		5107 · Electronic Materials	-771.88
01/23/2021	01018CO21025234		5107 · Electronic Materials	-810.34
01/31/2021	01018MA21036485		5107 · Electronic Materials	-1,913.06
01/31/2021	01018CO21033345		5107 · Electronic Materials	-1,243.63
TOTAL				-5,996.96
02/16/2021	6622	PALATINE AREA CHAMBER OF COMMERCE	1005 · Chkg-Palatine Bk & Trt-General	
01/25/2021	1187		5815 · Memberships	-440.00
TOTAL				-440.00
02/16/2021	6623	PALATINE PARK DISTRICT, THE	1005 · Chkg-Palatine Bk & Trt-General	
01/29/2021	1208399		5816 · Community Information	-1,700.00
TOTAL				-1,700.00
02/16/2021	6624	PAYPAL	1005 · Chkg-Palatine Bk & Trt-General	
01/31/2021	104539441		5660 · Accounting/Payroll/Bank Fees	-19.95
TOTAL				-19.95

Palatine Public Library District Warrant 2021-08 Check Register

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Date	Num	Name	Account	Paid Amount
02/16/2021	6625	PETTY CASH	1005 · Chkg-Palatine Bk & Trt-General	
02/05/2021			5328 · Misc. Fringe Benefits	-36.70
			5776.10 · Program Supplies - YTS	-51.15
			5774.90 · General Service Supplies	-8.48
			5816 · Community Information	-20.90
			5814 · Inservice & Training/Mileage	-40.77
TOTAL				-158.00
02/16/2021	6643	PLUNKETT RESEARCH, LTD	1005 · Chkg-Palatine Bk & Trt-General	
12/29/2020	297789		5104 · Databases	-2,369.00
TOTAL				-2,369.00
02/16/2021	6626	ROWMAN & LITTLEFIELD GROUP	1005 · Chkg-Palatine Bk & Trt-General	
12/24/2020	11588305		5101 · Print Materials	-212.47
TOTAL				-212.47
02/16/2021	6627	SCHOLASTIC INC	1005 · Chkg-Palatine Bk & Trt-General	
01/05/2021	M7058584		5101 · Print Materials	-43.89
			5101 · Print Materials	-27.45
			5101 · Print Materials	-27.45
TOTAL				-98.79
02/16/2021	6628	SCOTT LANDSCAPES LLC	1005 · Chkg-Palatine Bk & Trt-General	
01/16/2021	1180		5538 · Snow Removal	-205.00
			5538 · Snow Removal	-205.00
			5538 · Snow Removal	-205.00
01/20/2021	1192		5538 · Snow Removal	-293.00
			5538 · Snow Removal	-205.00
01/28/2021	1211		5538 · Snow Removal	-293.00
			5538 · Snow Removal	-30.00
			5538 · Snow Removal	-205.00
			5538 · Snow Removal	-293.00
			5538 · Snow Removal	-205.00
02/02/2021	1215		5538 · Snow Removal	-293.00
			5538 · Snow Removal	-210.00
			5538 · Snow Removal	-205.00
			5538 · Snow Removal	-205.00
TOTAL				-3,052.00

Palatine Public Library District Warrant 2021-08 Check Register

February 16, 2021

Date	Num	Name	Account	Paid Amount
02/16/2021	6629	SHERWIN-WILLIAMS CO.	1005 · Chkg-Palatine Bk & Trt-General	
01/27/2021	6778-9		5775 · Maintenance Supplies	-56.70
TOTAL				-56.70
02/16/2021	6630	SIGNS BY TOMORROW	1005 · Chkg-Palatine Bk & Trt-General	
01/21/2021	33187		5775 · Maintenance Supplies	-249.00
TOTAL				-249.00
02/16/2021	6631	SULLIVAN'S LAW DIRECTORY	1005 · Chkg-Palatine Bk & Trt-General	
11/11/2020	20SLD-1601657		5101 · Print Materials	-112.15
TOTAL				-112.15
02/16/2021	6644	THE SCREEN MACHINE CO., INC.	1005 · Chkg-Palatine Bk & Trt-General	
02/05/2021	186031		5820 · Gifts/Donations	-1,345.00
TOTAL				-1,345.00
02/16/2021	6632	THE UNIVERSITY OF CHICAGO PRESS	1005 · Chkg-Palatine Bk & Trt-General	
01/25/2021	6583455		5101 · Print Materials	-195.00
TOTAL				-195.00
02/16/2021	6633	TIME FOR KIDS	1005 · Chkg-Palatine Bk & Trt-General	
01/29/2021			5101 · Print Materials	-35.60
01/29/2021			5101 · Print Materials	-35.60
01/29/2021			5101 · Print Materials	-35.60
TOTAL				-106.80
02/16/2021	6634	UNIQUE MANAGEMENT SERVICES	1005 · Chkg-Palatine Bk & Trt-General	
01/01/2021	598503		5659 · Book Recovery Service	-456.45
TOTAL				-456.45
02/16/2021	6635	UNITE PRIVATE NETWORKS, LLC	1005 · Chkg-Palatine Bk & Trt-General	
02/01/2021	SI-21-004052		5657 · Internet Service	-1,584.24
TOTAL				-1,584.24
02/16/2021	6636	VERY SMART PEOPLE LLC	1005 · Chkg-Palatine Bk & Trt-General	
01/04/2021			5813.30 · Cultural/Ed Programs - Tech	-200.00

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February 16, 2021

Date	Num	Name	Account	Paid Amount
TOTAL				-200.00
02/16/2021	6637	VILLAGE OF PALATINE-WATER	1005 · Chkg-Palatine Bk & Trt-General	
01/06/2021			5423 · Water	-75.60
TOTAL				-75.60
02/16/2021	6638	WAREHOUSE DIRECT	1005 · Chkg-Palatine Bk & Trt-General	
12/07/2020	4746613-0		5775 · Maintenance Supplies	-240.63
01/08/2021	4859439-0		5775 · Maintenance Supplies	-204.60
01/11/2021	4860918-0		5774.90 · General Service Supplies	-22.99
01/25/2021	4872091-0		5774.90 · General Service Supplies	-154.44
01/26/2021	4872091-1		5774.90 · General Service Supplies	-194.36
01/27/2021	4875039-0		5775 · Maintenance Supplies	-718.56
01/27/2021	4867999-0		5774.90 · General Service Supplies	-139.96
TOTAL				-1,675.54

TOTAL **\$136,828.70**

Palatine Public Library District
Warrant 2021-08 Payroll and Invoice Distribution Totals
For January 2021

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
01/15/2021	PAYCOM	\$133,937.94
01/29/2021	PAYCOM	\$137,596.08
Total 5310 · Gross Salaries		\$271,534.02
5311 · Employer IMRF Fund Expense		
01/29/2021	IMRF	\$34,351.82
Total 5311 · IMRF Fund Expense		\$34,351.82
5312 · Employer Social Security Fund Expense		
01/15/2021	PAYCOM	\$9,974.92
01/29/2021	PAYCOM	\$10,254.76
Total 5312 · Social Security Fund Exp		\$20,229.68
5313 · Employer Health & Life Insurance Expense		
01/15/2021	BLUE CROSS BLUE SHIELD	\$20,423.03
01/29/2021	PRINCIPAL INSURANCE	\$1,454.85
Total 5313 · Health & Life Insurance		\$21,877.88
5660 · Payroll Processing Fee		
01/15/2021	Payroll Processing Fee	\$386.58
01/29/2021	Payroll Processing Fee(includes W2 processing)	\$1,707.34
Total 5660 · Payroll Processing Fee		\$2,093.92
TOTAL 5300 · PAYROLL EXPENSES:		\$350,087.32
EARLY RELEASE INVOICES:		\$10,042.99
WARRANT 2021-08 INVOICES:		\$136,828.70
TOTAL WARRANT 2021-08:		\$496,959.01

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date