



## **Minutes**

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

President Snyder called the meeting to order at 4:01 p.m. Secretary Westhoff was absent. President Snyder appointed Trustee Jefferson secretary pro tempore.

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

Upon roll call, Trustees DeRosa, Jefferson, Snyder, and van der Hoek were physically present. Trustee Brauer was present via electronic means thru MS Teams. Trustees Boland and Westhoff were absent.

Trustee van der Hoek moved, seconded by Trustee DeRosa, to allow Trustee Brauer to attend the meeting via electronic means due to illness.

Roll call vote:

Ayes:	DeRosa, Jefferson, Snyder, and van der Hoek
Nays:	None
Abstain:	Brauer
Absent:	Boland and Westhoff. <b>Motion carried.</b>

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

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Human Resources Associate Karla Nora, Engberg Anderson Architects representatives Kristin Richardson, Sarah Ponto, and Shaun Kelly, Independent Construction Services representative Dan Eallonardo, and member Emilie Cheng.

### **4. Public comment**

None.

### **5. Parking garage projects**

a. Award contract for lighting project

Engberg Anderson representative Shaun Kelly advised that five bids were received for the lighting project. The bids were reviewed, and the lowest bidder was Kellenberger Electric at \$139,504. There was one alternate bid for temporary lighting on the lower level at \$9,880 for a total of \$149,384.

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award contract for the lighting project to Kellenberger Electric in the amount of \$149,384 as presented.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, and van der Hoek
Nays:	None
Abstain:	None
Absent:	Boland and Westhoff. <b>Motion carried.</b>

b. Concrete repairs

i. Approval of change orders

Independent Construction Services representative Dan Eallonardo reported that there is a change order in the amount of \$158,299.21 for concrete floor and ceiling repairs and repairs for entrance and exit ramp.

Trustee van der Hoek moved, seconded by Trustee DeRosa, to approve Change Order No. 2 in the amount of \$158,299.21 as presented.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Snyder, and van der Hoek
Nays:	None
Abstain:	None
Absent:	Boland and Westhoff. <b>Motion carried</b>

**6. Branch renovations**

Engberg Anderson representative Kristin Richardson reported that they solicited bids for branch general furnishings, library furnishings, library case goods, and bookstacks and endpanels. Engberg Anderson representative Sarah Ponto reported that the custom self-checkout stands for the Main library will be moved to the branches as they are smaller. The same furniture designs were purchased for both buildings. The total cost was \$161,249.31 which is still under budget.

a. Award of contracts for furniture

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 1A Rand Road general furnishings to IFB Interiors for Business in the amount of \$2,102.73 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek  
Nays: None  
Abstain: None  
Absent: Boland and Westhoff. **Motion carried.**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 1B North Hoffman general furnishings to IFB Interiors for Business in the amount of \$6,261.64 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek  
Nays: None  
Abstain: None  
Absent: Boland and Westhoff. **Motion carried.**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 2A Rand Road library furnishing to Office Revolution in the amount of \$17,245.92 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek  
Nays: None  
Abstain: None  
Absent: Boland and Westhoff. **Motion carried**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 2B North Hoffman library furnishing to Office Revolution in the amount of \$12,416.02 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek  
Nays: None  
Abstain: None  
Absent: Boland and Westhoff. **Motion carried**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 3A Rand Road library casegoods to LFI-Library Furniture International in the amount of \$9,267.00 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek  
Nays: None  
Abstain: None  
Absent: Boland and Westhoff. **Motion carried**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 3B North Hoffman library casegoods to LFI-Library Furniture International in the amount of \$17,762.00 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek  
Nays: None  
Abstain: None  
Absent: Boland and Westhoff. **Motion carried**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 4A Rand Road bookstacks and end panels to LFI-Library Furniture International in the amount of \$42,802.00 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek  
Nays: None  
Abstain: None  
Absent: Boland and Westhoff. **Motion carried**

Trustee van der Hoek moved, seconded by Trustee DeRosa, to award Contract 4B North Hoffman bookstacks and end panels to LFI-Library Furniture International in the amount of \$53,392 as presented.

Roll call vote:

Ayes: Brauer, DeRosa, Jefferson, Snyder, and van der Hoek  
Nays: None  
Abstain: None  
Absent: Boland and Westhoff. **Motion carried**

## **7. Update on Main Library renovation**

Independent Construction Services representative Dan Eallonardo reported that the contractor is completing work on the Board Room and Meeting Room 3. The remaining punch list items were given to the contractor and are being worked on slowly. There is a meeting with the contractor on November 5 and we will receive an update on how long it will take to complete this list. Some furniture has been delayed in receiving. There may be a renewal fee for extending the contractor's permit.

## **8. Other business**

None.

## **9. Date of next meeting**

The date of the next regular board meeting is Tuesday, November 16, 2021.

## **10. Adjournment**

President Snyder adjourned the meeting at 4:46 p.m.

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

\_\_\_\_\_  
Hal Snyder, President

\_\_\_\_\_  
Jeffrey Westhoff, Secretary



**Board of Library Trustees Regular Meeting**  
Jeanette Spillman Westhoff Story Room B  
Main Library, 700 N. North Court, Palatine, IL  
November 16, 2021, 7:00 p.m.

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**Minutes**

**1. Call to order**

President Snyder called the meeting to order at 7:00 p.m. Secretary Westhoff was physically present.

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

Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff were physically present.

**3. Land acknowledgement**

President Snyder read the Palatine Public Library District land acknowledgement, which recognizes that the original inhabitants of the library district included the Algonquian people, including the Myaamia (Miami) and Bodewadmi (Potawatomi) and native groups including Hoocak (Winnebago/Ho'Chunk) and Kiikaapoi (Kickapoo).

**4. Approval of agenda**

President Snyder approved the agenda as presented.

**5. Introduction of visitors**

Also in attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Communications Manager Andrea Lublink, Human Resources Manager Andrea Aguirre, Technology Manager Susan Connor, Assistant Technology Manager Mike Szwed, Librarian Tracie Padal, Technology Support Specialist Rolando Medrano, Administrative Associate Karla Nora, Engberg Anderson Architects representative Kristin Richardson, PMA representative Bob Lewis, Village of Palatine representatives Reid Ottesen and Mike Jacobs, Friends of the Library representative Meg Cipar, Teen Advisory Board representative Jane Spencer, and member Emilie Cheng.

**6. Public comment**

None.

## **7. Liaison reports**

### **a. TAB liaison**

Teen Advisory Board representative Jane Spencer reported that TAB did the following: brainstormed ideas for the question of the week board in the teen lounge, started planning for a spring teen job fair, helped out in the Workshop programs, and made plans to assemble finals de-stress kits at upcoming meetings. The TAB executive board took a quick tour of the new areas of the library and presented their service project to members.

### **b. Friends of the Library**

Friends Treasurer Meg Cipar thanked everyone who came to the November book sale and said it was very successful. She reported sales of around \$4,100 in holiday items, \$13,500 in books, \$350 in memberships, and \$195 in Friday night entry fees for a total of around \$18,250. The next book sale will be February 11-13, 2022. Unsold items were recycled.

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

Trustee Jefferson reported that the Foundation met on October 20. Members discussed strategic planning and ways to increase membership and fundraising. They plan to talk to an outside consultant regarding fundraising ideas. The Foundation has more than \$30,000 in the bank and some of this is designated for naming opportunities. The Foundation also has \$4,000 that came from donations of securities in a brokerage account. The next meeting is November 18.

### **d. RAILS/ILA**

Trustee Boland reported there will be a town hall meeting to provide input on the RAILS strategic plan on November 18 from 9:30-11:30 a.m. RAILS is focusing on unserved residents and is promoting an intergovernmental agreement to provide library cards to unserved areas.

## **8. Unfinished business**

### **a. Branch renovation update**

Executive Director Dilger reported that Library staff met with representatives of the contractor LJ Morse and they have a tentative start date scheduled. The contractor is working on getting permits. Branches will be closed one week before start date to remove items. The renovation is expected to take two months.

b. Main library renovation update

Kristin Richardson from Engberg Anderson Architects reported that the main library is in the final stages of completion. There is a long list of items that the contractor FH Paschen is obligated to complete and there is a meeting with company representatives on November 17 to determine the status of this list. The final payment will not be released until all items are completed. The only major item to be completed is exterior signage.

c. Garage repairs update

Executive Director Dilger shared a photo of the recent garage repairs. The garage was closed last week and this week to complete layers of traffic coating. The garage is tentatively scheduled to reopen on Monday, November 22.

9. **New business**

a. Extension of Downtown Palatine TIF district

Village of Palatine Manager Reid Ottesen presented an overview of TIF (Tax Increment Financing) districts, uses of TIF funds, the TIFs in Palatine, and why an extension is needed of the Downtown Palatine TIF. He discussed the Downtown Palatine TIF District surplus, Palatine Library's share of the TIF district and an intergovernmental agreement with the village. Trustees discussed the TIF extension and potential impact on the Library.

b. Financial impact of extension of Downtown Palatine TIF District

PMA representative Bob Lewis discussed the Downtown Palatine TIF District surplus and potential benefits and risks of a TIF extension.

Trustees agreed that they would like an intergovernmental agreement with the village of Palatine regarding the downtown TIF district.

Trustee van der Hoek moved, seconded by Trustee Brauer, that the Library pursue an intergovernmental agreement with the Village of Palatine stating our willingness to support the Downtown Palatine TIF District extension so long as the Village distributes 100% surplus payment in years 3 through 12.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	<b>Motion carried</b>



Trustee van der Hoek moved, seconded by Trustee Brauer, that the Library Board support the extension of the Downtown Palatine TIF District with the understanding that an intergovernmental agreement will be executed with the Village in December and that the Board direct the executive director to provide a letter of support to the Village.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	<b>Motion carried</b>

c. Authorization of interfund transfers

Trustee van der Hoek moved, seconded by Trustee Brauer, approval of a transfer of \$53,000 from the corporate fund to the tort immunity fund, a transfer of \$666,041.67 from the corporate fund to the bond fund, and a transfer of \$700,000 from the corporate fund to the special reserve fund as presented.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff
Nays:	None
Abstain:	None
Absent:	<b>Motion carried</b>

d. Approval of Ordinance 2022-02

Trustee van der Hoek moved, seconded by Trustee Boland, approval of Ordinance 2022-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2021, and Ending June 30, 2022, as presented.

Trustee Brauer pointed out that there was a correction made to this Ordinance, so therefore it was amended. Trustee van der Hoek retracted her motion.

Trustee van der Hoek moved, seconded by Trustee Brauer, approval of Ordinance 2022-02: Ordinance Levying and Assessing Taxes of Palatine Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2021, and Ending June 30, 2022, as amended.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff
Nays:	None

Abstain: None  
Absent: **Motion carried**

e. Approval of Ordinance 2022-03

Trustee van der Hoek moved, seconded by Trustee Brauer, approval of Ordinance 2022-03: Ordinance Abating the Tax Heretofore Levied for the Year 2021 to Pay Debt Service on General Obligation Bonds (Alternate Revenue Source), Series 2020, of the Palatine Public Library District, Cook County, Illinois as presented.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff  
Nays: None  
Abstain: None  
Absent: **Motion carried**

**10. President's report**

a. Review of library board advocacy activities

No report.

President Snyder announced there will be a budget and appropriations hearing on December 21, 2021, at 7:00 p.m. in advance of the regular December board meeting. He reviewed the Director Evaluation Committee key dates, which were in the board packet.

**11. Treasurer's Report**

Trustee van der Hoek reviewed the finance manager's highlights of expenses for the month ending October 31, 2021. Some transfers were made per the investment recommendations to help generate additional income.

**12. Director's report**

Executive Director Dilger shared some photos of staff at the Trunk or Treat event.

a. Report on ILA Conference attendance

Five Library staff members gave reports on the sessions they attended at the Illinois Library Association Conference.

### **13. Committee reports**

#### **a. Building Renovation Committee**

Committee Chair van der Hoek reported that there was no committee meeting in November due to the special Board meeting. The next meeting will be December 2 at 4:30 p.m.

#### **b. Director's Evaluation Committee**

Committee Chair Snyder reviewed director evaluation key dates. The committee's next meeting will be December 9 at 4:00 p.m.

#### **c. Finance Committee**

Trustee van der Hoek reported that the Finance Committee met on November 2 and discussed the amendment to the budget and appropriations ordinance, reviewed the tax levy, and discussed the TIF district. They will meet again during budget time.

#### **d. Policy Committee**

Committee Chair Westhoff reported that the policy committee did not meet in November.

### **14. Consent agenda**

#### **a. Approval of Minutes**

##### **i. regular meeting of October 19, 2021**

##### **ii. Finance Committee meeting of November 2, 2021**

#### **b. Approval of Warrant 2022-05 in the amount of \$840,684.78**

Trustee Brauer recommended changes to the October 19, 2021, board meeting minutes on page seven to change "all proceeds" from the bond to "85%" from the bond" and on page eight to change the date of the next Building Renovation Committee meeting to November 4, rather than November 6.

Trustee Brauer moved, seconded by Trustee van der Hoek, approval of the consent agenda as amended.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff
Nays:	None

Abstain: None  
Absent: **Motion carried.**

**15. Correspondence**

Two thank you letters were shared with Trustees.

**16. Adjournment**

President Snyder adjourned the meeting at 8:41 p.m.

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

\_\_\_\_\_  
Hal Snyder, President

\_\_\_\_\_  
Jeffrey Westhoff, Secretary



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

Meeting Room 2, Main Library

700 N. North Court, Palatine, IL

December 2, 2021, 9:30 a.m.

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### **Minutes**

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

Committee Chairperson Jeffrey Westhoff called the meeting to order at 9:33 a.m.

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

Upon roll call, Trustees Jeffrey Westhoff and Maureen DeRosa were present.

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

Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, and Finance Manager Mary Meyers attended. Member Emilie Cheng also attended

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

None.

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

##### **a. Policy 5—Financial Management**

The committee discussed and recommended changes to the policy.

##### **b. Policy 8-8 Volunteers**

The committee discussed and recommended changes to the policy, including a COVID-19 vaccination requirement.

##### **c. Policy 9-50.8 Emergency Paid Sick Leave**

The committee reviewed the policy and recommended extending it to Dec. 31, 2022.

#### **6. Clarification on minor changes to policies**

The committee agreed that, when recording a policy to the policy manual following Board approval of that policy, library staff may make minor changes such as correcting punctuation or spelling errors that do not affect the policy's content without referring the policy back to the Policy Committee.

**7. Review and discussion of policy review schedule and additional policies that need to be addressed**

The committee plans to review Policy 7—Collection Management as well as Appendix 7A—ALA Freedom to Read Statement, Appendix 7B—ALA Freedom to View Statement, Appendix 7C—ALA Statement on Labeling Systems, and Appendix 7D—ALA Statement on Rating Systems at its January meeting.

**8. Other business**

None.

**9. Date for next meeting**

The committee will meet at 9 a.m. Thursday, January 6.

**9. Adjournment**

Committee Chairperson Westhoff adjourned the meeting at 10:18 a.m.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by Jeffrey Westhoff



## **Minutes**

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

President Snyder called the meeting to order at 4:03 p.m.

### **2. Roll call**

Upon roll call, Trustees Snyder and Vanderhoek were present.

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

Executive Director Dilger was present.

### **4. Closed session for the purpose of deliberations concerning employee performance in compliance with 5 ILCS 120/2 (c) (1).**

- a. Review of Executive Director's evaluation
- b. Review of Executive Director's 2022 goals

Trustee Vanderhoek moved, seconded by President Snyder, to go into closed session for the purpose of deliberations concerning employee performance in compliance with 5 ILCS 120/2 (c) (1).

Roll call vote:

Ayes: Snyder, Vanderhoek

Nays: None.

Abstain: None.

Absent: None. **Motion carried.**

The Committee went into closed session at 4:04 p.m. and reconvened at 5:22 p.m.

### **5. Other business**

None.

## 6. Adjournment

President Snyder adjourned the meeting at 5:22 p.m.

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

\_\_\_\_\_  
Hal Snyder, President

\_\_\_\_\_  
Jeffrey Westhoff, Secretary



**Public Library District**  
**Check Detail**  
 November 22, 2021

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>7303</b>	<b>11/22/2021</b>	<b>COMCAST</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
Bill	8771101230	11/10/2021		5657 · Internet Service	-204.96
TOTAL					-204.96
<b>Bill Pmt -Check</b>	<b>7304</b>	<b>11/22/2021</b>	<b>ENGIE</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
Bill	4964260	11/08/2021		5422 · Electricity	-9,595.23
TOTAL					-9,595.23
<b>Bill Pmt -Check</b>	<b>7305</b>	<b>11/22/2021</b>	<b>NCPERS GROUP LIFE INSURANCE</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
Bill	5126122021	11/10/2021		2150 · Payroll Deductions	-208.00
TOTAL					-208.00
<b>Bill Pmt -Check</b>	<b>7306</b>	<b>11/22/2021</b>	<b>SIGNS BY TOMORROW</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
Bill	40969	11/12/2021		5260.11 · Furniture, Fixtures & E	-6,383.90
TOTAL					-6,383.90
<b>Bill Pmt -Check</b>	<b>7307</b>	<b>11/22/2021</b>	<b>VILLAGE OF PALATINE-WATER</b>	<b>1005 · Chkg-Palatine Bk &amp; Trt-General</b>	
Bill	111021	11/10/2021		5423 · Water	-1,107.35
TOTAL					-1,107.35
<b>Total</b>					<b>(17,499.44)</b>

Out of an abundance of caution to prevent the spread of COVID-19, this document is being emailed to Executive Director Jeannie Dilger, Trustee Andrea Vanderhoek, and Trustee Hal Snyder requesting electronic or in-person approvals by the two trustees to process and mail these early release checks dated 11-22-2021.

DocuSigned by:

*Andrea Vanderhoek*

C675491626E3496...

on

Andrea Vanderhoek

Date

approve the processing of Early Release Checks # 7303-7307 for \$17,499.44 from the General Account

DocuSigned by:

*Hal Snyder*

BD25230A33374AF...

on

Hal Snyder

Date

approve the processing of Early Release Checks # 7303-7307 for \$17,499.44 from the General Account

**Palatine Public Library District**  
**Check Detail**  
**November 21 - December 23, 2021**

	Date	Transaction Type	Num	Name	Memo/Description	Amount
<b>AMERICAN LIBRARY ASSOCIATION</b>	12/14/2021	Bill Payment (Check)	7386	AMERICAN LIBRARY ASSOCIATION		-123.00
<b>AYALA, LIZETTE</b>	12/22/2021	Bill Payment (Check)		AYALA, LIZETTE	Invoice no. 12022021	-516.81
<b>BANK OF AMERICA - SC</b>	12/22/2021	Bill Payment (Check)		ACH BANK OF AMERICA - SC		-83.20
<b>BANK OF AMERICA- AA</b>	12/22/2021	Bill Payment (Check)	1	BANK OF AMERICA- AA		-4,096.60
<b>BANK OF AMERICA-GS</b>	12/22/2021	Bill Payment (Check)	2	BANK OF AMERICA-GS		-120.99
<b>BANK OF AMERICA-JD</b>	12/22/2021	Bill Payment (Check)	3	BANK OF AMERICA-JD		-264.76
<b>Blackstone Publishing</b>	12/14/2021	Bill Payment (Check)	7387	Blackstone Publishing		-34.41
<b>CANON SOLUTIONS AMERICA, INC.</b>	12/22/2021	Bill Payment (Check)		CANON SOLUTIONS AMERICA, INC.	Invoice no. 20253246	-540.24
<b>CARAHSOFT TECHNOLOGY CORPORATION</b>	12/22/2021	Bill Payment (Check)		ACH CARAHSOFT TECHNOLOGY CORPORATION	Invoice no. 24632966	-13,125.00
<b>CDW GOVERNMENT</b>	12/22/2021	Bill Payment (Check)		CDW GOVERNMENT	Invoice no. P166282	-1,192.08
	12/22/2021	Bill Payment (Check)		CDW GOVERNMENT	Invoice no. P352226	-42.78
	12/22/2021	Bill Payment (Check)		CDW GOVERNMENT	Invoice no. P451166	-308.43
<b>CENGAGE LEARNING INC - GALE</b>	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-46.48
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-56.98
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-120.68
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-98.21
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-23.99
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-28.49
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-28.49
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-103.46
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-37.48
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-97.46
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-105.71
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-189.68
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE		-105.71
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE	no. 76261966	-37.48
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE	no. 76261589	-49.48
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE	no. 76258683	-102.71
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE	no. 76259179	-135.70
	12/22/2021	Bill Payment (Check)		CENGAGE LEARNING INC - GALE	no. 76260581	-97.46
<b>CENTER POINT LARGE PRINT</b>	12/14/2021	Bill Payment (Check)	7388	CENTER POINT LARGE PRINT		-143.82
<b>CHILDREN'S PLUS INC.</b>	12/22/2021	Bill Payment (Check)		CHILDREN'S PLUS INC.	Invoice no. 205639	-44.82
<b>COBB SCIENTIFIC</b>	12/14/2021	Bill Payment (Check)	7389	COBB SCIENTIFIC		-214.00
<b>COMCAST</b>	12/21/2021	Bill Payment (Check)		ACH COMCAST		-259.70
	12/22/2021	Bill Payment (Check)		ACH COMCAST		-259.70
	12/22/2021	Bill Payment (Check)		ACH COMCAST		-204.96
<b>COMPLETE CLEANING COMPANY, INC</b>	12/22/2021	Bill Payment (Check)		COMPLETE CLEANING COMPANY, INC	no. C19423	-6,061.00
<b>COMPSYCH EMPLOYEE ASSISTANCE</b>	12/14/2021	Bill Payment (Check)	7390	COMPSYCH EMPLOYEE ASSISTANCE		-150.00
<b>CONNEXION</b>	12/14/2021	Bill Payment (Check)	7391	CONNEXION		-100.00
<b>CULLIGAN WATER CONDITIONING, INC</b>	12/09/2021	Bill Payment (Check)		ACH CULLIGAN WATER CONDITIONING, INC	31972	-12.50
<b>CURRENT TECHNOLOGIES CORPORATION</b>	12/22/2021	Bill Payment (Check)		CURRENT TECHNOLOGIES CORPORATION	Invoice no. 11895	-5,811.02
	12/22/2021	Bill Payment (Check)		CURRENT TECHNOLOGIES CORPORATION	Invoice no. 728034	-460.00
	12/22/2021	Bill Payment (Check)		CURRENT TECHNOLOGIES CORPORATION	Invoice no. 728028	-4,270.00
<b>DEMCO</b>	12/22/2021	Bill Payment (Check)		ACH DEMCO	120328000	-173.33

DONAHUE, JERRY	12/14/2021	Bill Payment (Check)	7392 DONAHUE, JERRY		-150.00
ELENCO ELECTRONICS, INC.	12/22/2021	Bill Payment (Check)	ELENCO ELECTRONICS, INC.	Invoice no. 619732	-10.20
ELM USA, INC.	12/14/2021	Bill Payment (Check)	7393 ELM USA, INC.		-198.11
ENGBERG ANDERSON, INC	12/21/2021	Bill Payment (Check)	6070 ENGBERG ANDERSON, INC		-4,896.13
ENGIE Engineer Supply LLC	12/14/2021	Bill Payment (Check)	7394 Engineer Supply LLC		-8,259.25
EVERLIVING GREENERY	12/14/2021	Bill Payment (Check)	7395 EVERLIVING GREENERY		-377.00
	12/22/2021	Bill Payment (Check)	EVERLIVING GREENERY	Invoice no. 43876	-900.00
	12/22/2021	Bill Payment (Check)	EVERLIVING GREENERY	Invoice no. 43839	-377.00
EXXON-MOBIL	12/19/2021	Bill Payment (Check)	ACH EXXON-MOBIL	859 558 229 0	-56.26
GRAINGER	12/14/2021	Bill Payment (Check)	7396 GRAINGER	136 823743745	-217.55
HAYES MECHANICAL	12/22/2021	Bill Payment (Check)	HAYES MECHANICAL	Invoice no. 496444	-18,657.00
	12/22/2021	Bill Payment (Check)	HAYES MECHANICAL	Invoice no. 495764	-2,621.00
	12/22/2021	Bill Payment (Check)	HAYES MECHANICAL	Invoice no. 496845	-1,959.00
HOFFMAN ESTATES PARK DISTRICT	12/14/2021	Bill Payment (Check)	7397 HOFFMAN ESTATES PARK DISTRICT		-2,500.00
HOH WATER TECHNOLOGY, INC	12/14/2021	Bill Payment (Check)	7398 HOH WATER TECHNOLOGY, INC		-1,861.06
HOME DEPOT	12/15/2021	Bill Payment (Check)	7308 HOME DEPOT	6035 3220 0693 9833	-14.34
IMEG	12/14/2021	Bill Payment (Check)	7399 IMEG		-4,093.29
INDEPENDENT CONSTRUCTION SERVICES, INC.	12/21/2021	Bill Payment (Check)	6071 INDEPENDENT CONSTRUCTION SERVICES, INC.		-4,900.00
INGRAM-2004115	12/22/2021	Bill Payment (Check)	ACH INGRAM-2004115	2004115	-17,149.00
J&R LOCK & SAFE, INC.	12/14/2021	Bill Payment (Check)	7400 J&R LOCK & SAFE, INC.		-57.00
JOURNAL & TOPICS NEWSPAPERS	12/14/2021	Bill Payment (Check)	7401 JOURNAL & TOPICS NEWSPAPERS	111833	-43.00
KANOPY LLC	12/22/2021	Bill Payment (Check)	KANOPY LLC	Invoice no. 2745776 - PPU	-1,072.00
KLEIN THORPE AND JENKINS, LTD	12/14/2021	Bill Payment (Check)	7402 KLEIN THORPE AND JENKINS, LTD		-961.92
	12/21/2021	Bill Payment (Check)	6072 KLEIN THORPE AND JENKINS, LTD		-1,034.20
KONICA MINOLTA	12/14/2021	Bill Payment (Check)	7403 KONICA MINOLTA		-1,385.64
KONICA MINOLTA BUSINESS SOLUTIONS	12/14/2021	Bill Payment (Check)	7404 KONICA MINOLTA BUSINESS SOLUTIONS		-906.06
LANGENDERFER, COLIN	12/14/2021	Bill Payment (Check)	7405 LANGENDERFER, COLIN		-400.00
LaROCQUE, NATALIE	11/30/2021	Check	1452 LaROCQUE, NATALIE	youth craft supplies	-41.45
LIBRARY FURNITURE INTERNATIONAL, INC.	12/21/2021	Bill Payment (Check)	6073 LIBRARY FURNITURE INTERNATIONAL, INC.		-32,630.82
MANGO LANGUAGES	12/14/2021	Bill Payment (Check)	7406 MANGO LANGUAGES		-5,209.31
MATHERS, KAITLIN Megan A. Spillman	11/22/2021	Check	1451 MATHERS, KAITLIN	Gingerbread House Program	-663.54
	12/14/2021	Bill Payment (Check)	7407 Megan A. Spillman		-100.00
MIDWEST TAPE	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-129.41
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-367.26
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-127.97
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-222.84
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-68.96
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-59.99
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-868.76
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-274.94
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-402.89

	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-602.72
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-175.42
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-114.97
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-104.96
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-200.95
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-155.13
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-940.04
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-181.86
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	nonprint	-600.27
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	501362680	-59.46
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	501362089	-823.19
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	501362087	-241.94
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE	501362088	-781.10
<b>MIDWEST TAPE-HOOPLA</b>					
	12/22/2021	Bill Payment (Check)	MIDWEST TAPE-HOOPLA	eResources - Nov 2021	-5,455.86
<b>MUTUAL ACE PALATINE</b>					
	12/14/2021	Bill Payment (Check)	7408 MUTUAL ACE PALATINE		-4.48
<b>NEW YORK TIMES-NEWSPAPER</b>					
	12/14/2021	Bill Payment (Check)	7409 NEW YORK TIMES-NEWSPAPER	72985252	-427.74
<b>NIR ROOF CARE</b>					
	12/14/2021	Bill Payment (Check)	7410 NIR ROOF CARE	03-PALA10	-550.00
<b>NORTHWEST COMMUNITY HEALTHCARE</b>					
	12/14/2021	Bill Payment (Check)	7411 NORTHWEST COMMUNITY HEALTHCARE	BOARLIBRTRUS	-590.00
<b>OPOP PROPERTY OWNERS' ASSOCIATION</b>					
	12/14/2021	Bill Payment (Check)	7412 OPOP PROPERTY OWNERS' ASSOCIATION		-1,318.96
<b>OVERDRIVE INC.</b>					
	12/21/2021	Bill Payment (Check)	ACH OVERDRIVE INC.		-9,783.42
<b>PADDOCK PUBLICATIONS-WANT ADS</b>					
	12/14/2021	Bill Payment (Check)	7413 PADDOCK PUBLICATIONS-WANT ADS		-36.45
<b>Peace and Education Coalition</b>					
	12/14/2021	Bill Payment (Check)	7414 Peace and Education Coalition		-400.00
<b>Peerless Network</b>					
	12/22/2021	Bill Payment (Check)	Peerless Network	Invoice no. 469083	-265.85
	12/22/2021	Bill Payment (Check)	Peerless Network	Invoice no. 478721	-265.91
<b>PLUNKETT RESEARCH, LTD</b>					
	12/14/2021	Bill Payment (Check)	7415 PLUNKETT RESEARCH, LTD		-2,369.00
<b>RISK MANAGEMENT ASSOCIATION</b>					
	12/22/2021	Bill Payment (Check)	RISK MANAGEMENT ASSOCIATION	Invoice no. 00593282	-439.60
<b>SCHOLASTIC INC</b>					
	12/14/2021	Bill Payment (Check)	7416 SCHOLASTIC INC	60067600	-27.45
<b>SCOTT LANDSCAPES LLC</b>					
	12/22/2021	Bill Payment (Check)	SCOTT LANDSCAPES LLC	Invoice no. 1474	-577.00
	12/22/2021	Bill Payment (Check)	SCOTT LANDSCAPES LLC	Invoice no. 1484	-6,555.00
	12/22/2021	Bill Payment (Check)	SCOTT LANDSCAPES LLC	Invoice no. 1428	-577.00
	12/22/2021	Bill Payment (Check)	SCOTT LANDSCAPES LLC	Invoice no. 1450	-573.00
	12/22/2021	Bill Payment (Check)	SCOTT LANDSCAPES LLC	Invoice no. 1482	-577.00
<b>Sentrum Marketing LLC</b>					
	12/22/2021	Bill Payment (Check)	Sentrum Marketing LLC	Invoice no. 8441021B0250R-1	-250.70
<b>SLICK, KRISTYN</b>					
	12/14/2021	Bill Payment (Check)	7417 SLICK, KRISTYN		-225.00
<b>SMG Security Holdings, LLC</b>					
	12/22/2021	Bill Payment (Check)	SMG Security Holdings, LLC	Invoice no. 113091	-35.00
	12/22/2021	Bill Payment (Check)	SMG Security Holdings, LLC	Invoice no. 115975	-35.00
<b>SPECIAL LEISURE SERVICES FOUNDATION</b>					
	12/14/2021	Bill Payment (Check)	7418 SPECIAL LEISURE SERVICES FOUNDATION		-250.00
<b>SRN Testing Services</b>					
	12/21/2021	Bill Payment (Check)	6074 SRN Testing Services		-4,094.00
<b>SYNCB/AMAZON</b>					
	12/22/2021	Bill Payment (Check)	ACH SYNCB/AMAZON		-4,593.91
<b>YSERCO</b>					
	12/22/2021	Bill Payment (Check)	YSERCO	Invoice no. 2263	-1,681.50
<b>TELEVEND SERVICES, INC</b>					
	12/14/2021	Bill Payment (Check)	7419 TELEVEND SERVICES, INC		-8.37
<b>ULINE</b>					
	12/22/2021	Bill Payment (Check)	ACH ULINE		-69.94
<b>UNIQUE MANAGEMENT SERVICES</b>					
	12/14/2021	Bill Payment (Check)	7420 UNIQUE MANAGEMENT SERVICES	195 MGF	-295.35
<b>UNITE PRIVATE NETWORKS, LLC</b>					
	12/22/2021	Bill Payment (Check)	UNITE PRIVATE NETWORKS, LLC	Invoice no. SI-21-031021	-1,584.56
<b>VANGUARD ENERGY SERVICES, LLC</b>					
	12/22/2021	Bill Payment (Check)	VANGUARD ENERGY SERVICES, LLC	Invoice no. G404409111821	-161.12

VERY SMART PEOPLE LLC	12/22/2021	Bill Payment (Check)	VANGUARD ENERGY SERVICES, LLC	Invoice no. G404409120621	-1,358.78
	12/14/2021	Bill Payment (Check)	7421 VERY SMART PEOPLE LLC		-200.00
VILLAGE OF PALATINE-WATER	12/14/2021	Bill Payment (Check)	7422 VILLAGE OF PALATINE-WATER	535923801	-244.58
VOGUE PRINTERS, INC.	12/22/2021	Bill Payment (Check)	VOGUE PRINTERS, INC.	Invoice no. 18262	-13,281.00
VRABLIK II, SCOTT STEVEN	12/14/2021	Bill Payment (Check)	7423 VRABLIK II, SCOTT STEVEN		-225.00
WAREHOUSE DIRECT	12/22/2021	Bill Payment (Check)	WAREHOUSE DIRECT	no. 5107799-0	-384.12
	12/22/2021	Bill Payment (Check)	WAREHOUSE DIRECT	no. 5099286-0	-409.23
	12/22/2021	Bill Payment (Check)	WAREHOUSE DIRECT	no. 5098041-0	-707.04
	12/22/2021	Bill Payment (Check)	WAREHOUSE DIRECT	no. 5094130-0	-415.80
	12/22/2021	Bill Payment (Check)	WAREHOUSE DIRECT	no. 5086029-1	-242.82
	12/22/2021	Bill Payment (Check)	WAREHOUSE DIRECT	no. 5086029-0	-272.98
	12/22/2021	Bill Payment (Check)	WAREHOUSE DIRECT	no. 5087033-0	-158.77
	12/22/2021	Bill Payment (Check)	WAREHOUSE DIRECT	no. 5107799-1	-45.80
	12/22/2021	Bill Payment (Check)	WAREHOUSE DIRECT	no. 5122458-0	-727.68
	12/22/2021	Bill Payment (Check)	WAREHOUSE DIRECT	no. 5086089-0	-2,421.60
	12/22/2021	Bill Payment (Check)	WAREHOUSE DIRECT	no. 5122827-0	-187.64
WESTERN SPECIALITY CONTRACTORS	12/21/2021	Bill Payment (Check)	6075 WESTERN SPECIALITY CONTRACTORS		-226,024.35

**Total (452,670.32)**

Tuesday, Dec 14, 2021 09:24:57 AM GMT-8

**Palatine Public Library District**  
**Warrant 2022-06 Payroll and Invoice Distribution Totals**  
**For the month of December 2021**

<b>5300 · PAYROLL EXPENSES</b>		
<b>5310 · Gross Salaries</b>		
11/15/2021	PAYCOM	\$146,675.52
11/29/2021	PAYCOM	\$154,631.85
Total 5310 · Gross Salaries		<b>\$301,307.37</b>
<b>5311 · Employer IMRF Fund Expense</b>		
11/30/2021	IMRF	\$37,796.98
Total 5311 · IMRF Fund Expense		<b>\$37,796.98</b>
<b>5312 · Employer Social Security Fund Expense</b>		
11/15/2021	PAYCOM	\$10,996.35
11/29/2021	PAYCOM	\$11,536.39
Total 5312 · Social Security Fund Exp		<b>\$22,532.74</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>		
11/30/2021	BLUE CROSS BLUE SHIELD	\$22,445.79
11/19/2021	PRINCIPAL INSURANCE	\$1,483.09
Total 5313 · Health & Life Insurance		<b>\$23,928.88</b>
<b>5660 · Payroll Processing Fee</b>		
11/15/2021	Payroll Processing Fee	\$422.05
11/29/2021	Payroll Processing Fee	\$420.20
Total 5660 · Payroll Processing Fee		<b>\$842.25</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>		<b>\$386,408.22</b>
<b>5660 - Bank &amp; Credit Card Service Charges</b>		<b>\$194.81</b>
<b>Early Release Checks</b>		<b>\$17,499.44</b>
<b>Check &amp; ACH Pmts - 12/21/21</b>		<b>\$452,670.32</b>
<b>6500 · BOND EXPENSES</b>		
11/29/2021	Principal Payment for 2020 Bond	\$385,000.00
11/29/2021	Interest Payment for 2020 Bond	\$92,125.00
<b>TOTAL WARRANT 2022-06</b>		<b>\$1,333,897.79</b>

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

**Approved by the Board of Trustees**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



**ORDINANCE NO: 2022-05**

**ORDINANCE ESTABLISHING THE TIME, PLACE AND DATE OF THE REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES OF THE PALATINE PUBLIC LIBRARY DISTRICT FOR THE CALENDAR YEAR 2022**

**WHEREAS** 30-50 of Chapter 75 Act 16 of the Illinois Compiled Statutes requires the Board to specify annually by ordinance the time, place, and date of the regular meetings;

**NOW THEREFORE**, be it ordained by the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois that it hereby establishes the following schedule of meetings for 2022. All meetings will be held at 7 pm.

January 18, 2022	Main Library, 700 N. North Ct., Palatine, IL 60067
February 15, 2022	Main Library, 700 N. North Ct., Palatine, IL 60067
March 15, 2022	Main Library, 700 N. North Ct., Palatine, IL 60067
April 19, 2022	Main Library, 700 N. North Ct., Palatine, IL 60067
May 17, 2022	Main Library, 700 N. North Ct., Palatine, IL 60067
June 21, 2022	Main Library, 700 N. North Ct., Palatine, IL 60067
July 19, 2022	Main Library, 700 N. North Ct., Palatine, IL 60067
August 16, 2022	Main Library, 700 N. North Ct., Palatine, IL 60067
September 20, 2022	Main Library, 700 N. North Ct., Palatine, IL 60067
October 18, 2022	Main Library, 700 N. North Ct., Palatine, IL 60067
November 15, 2022	Main Library, 700 N. North Ct., Palatine, IL 60067
December 20, 2022	Main Library, 700 N. North Ct., Palatine, IL 60067

**BE IT FURTHER ORDAINED** that following adoption the schedule of meetings shall be posted in the library, posted on the Library's website, and provided to the media upon request.



ADOPTED this 21<sup>st</sup> day of December, 2021 pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Hal Snyder  
President, Board of Library Trustees  
Palatine Public Library District

ATTEST:

\_\_\_\_\_  
Jeffrey Westhoff  
Secretary, Board of Library Trustees  
Palatine Public Library District





STATE OF ILLINOIS )  
 ) SS  
COUNTY OF COOK )

**SECRETARY'S CERTIFICATE**

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

**ORDINANCE NO. 2022-05**

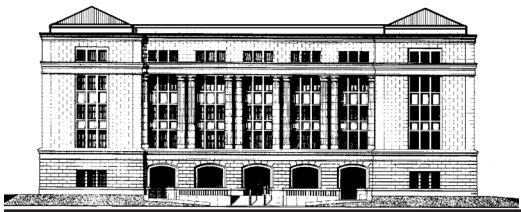
**ORDINANCE ESTABLISHING THE TIME, PLACE AND DATE OF THE REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES OF THE PALATINE PUBLIC LIBRARY DISTRICT FOR THE CALENDAR YEAR 2022**

adopted at a regular meeting of the said Board of Library Trustees at which a quorum was present held pursuant to the Illinois Open Meetings Acts on the 21<sup>st</sup> day of December, 2021.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 21<sup>st</sup> day of December, 2021.

---

Jeffrey Westhoff  
Secretary, Board of Library Trustees  
Palatine Public Library District



**JESSE WHITE • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 South Second Street, Springfield, IL 62701-1796  
**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** \_\_\_\_\_

**Library's Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer's Name:** \_\_\_\_\_  
(First Name) (Last Name)

**Preparer's Title:** \_\_\_\_\_

**Preparer's Phone Number:** \_\_\_\_\_

**Preparer's Email Address:** \_\_\_\_\_

**By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## **Chapter 8: System Member Responsibilities and Resource Sharing**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## **Chapter 9: Public Services: Reference and Reader's Advisory Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)



## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



## **RESOLUTION NO. 2022-01**

### **RESOLUTION AUTHORIZING PUBLIC LIBRARY NON-RESIDENT CARD PARTICIPATION AND FEES**

**WHEREAS**, the State of Illinois has enacted the Illinois Public Library District Act [75 ILCS 16/30-55.60], which grants power to the Board of Trustees, including the power to extend the privileges and use of the library to non-residents and the power to charge a fee for non-resident use thereof; and

**WHEREAS**, the Board of Trustees of the Palatine Public Library District has determined for the 2022 calendar year to participate in the non-resident reciprocal borrowing program of its regional library system and to issue nonresident library cards; and

**WHEREAS**, the Illinois Administrative Code [23 ILAC 3050.60(b)], sets forth the tax-bill method for calculating a non-resident fee so as to ensure the fee charged is equal to the cost paid by residents of Palatine;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the Palatine Public Library District whose closest public library is the Palatine Public Library District, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Palatine Public Library District, may purchase a non-resident fee card calculated using the Tax Bill Method [23 ILAC 3050.60(b)].

#### **Tax Bill Method:**

- **Non-Resident Taxpayer:** The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principle residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
- **Non-Resident Renter:** The library shall charge 15 percent (15%) of the monthly rent as the annual non-resident fee. The renter shall provide to the



public library a current rent receipt or a cancelled rent check for verification purposes.

**Section 2:** The Library shall notify the regional library system within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

**Section 3:** This Resolution shall be in full force and effect upon its adoption, approval, and publication as provided by law, and remain in full force and effect until further action by the Board of Trustees.

Adopted this 21<sup>st</sup> day of December, 2021.

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President, Board of Library Trustees  
Palatine Public Library District

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Secretary, Board of Library Trustees  
Palatine Public Library District



STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF COOK )

### **SECRETARY'S CERTIFICATE**

I, the undersigned, the duly qualified and acting Secretary of the Board of Library Trustees of the Palatine Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution adopting the nonresident library card participation and rates, being a Resolution entitled:

#### **RESOLUTION NO. 2022-01**

#### **Resolution Authorizing Public Library Non-Resident Card Participation and Fees**

adopted at a regular meeting of the said Board of Library Trustees at which a quorum was present held pursuant to the Illinois Open Meetings Act on the 21<sup>st</sup> day of December, 2021.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 21<sup>st</sup> day of December, 2021.

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Secretary, Board of Library Trustees  
Palatine Public Library District