



Minutes

1. Call to order

Trustee van der Hoek called the meeting to order at 4:03 p.m.

2. Roll call

Trustees Brauer, Jefferson, and van der Hoek were present.

3. Introduction of visitors

Jeannie Dilger, Mary Myers, and Melissa Gardner were present.

4. Public comment

None.

5. Cash flow projection

Mary Myers presented a cash flow projection based on delayed tax payments. This was reviewed and discussed by the committee.

6. Review of FY 2022-2023 working budget

The committee reviewed the working budgets for the Audit Fund, Building & Maintenance Fund, IMRF Fund, Social Security Fund, Tort Immunity Fund, Unemployment Fund, Special Reserve Fund, Bond Fund and Capital Projects Fund.

7. Other business

The committee discussed the financial plan process. The committee reviewed investments.

8. Date for next meeting

April 29, 2022.

9. Adjournment

Trustee van der Hoek adjourned the meeting at 5:07 p.m.

Approved on: _____

Trustee

Trustee

Prepared by: Andrea van der Hoek



Minutes

1. Call to order

Trustee van der Hoek called the meeting to order at 4:05 p.m.

2. Roll call

Trustees Brauer, Jefferson, and van der Hoek were present.

3. Introduction of visitors

Jeannie Dilger, Mary Myers, and Melissa Gardner were present.

4. Public comment

None.

5. Review of FY 2022-2023 working budget

The committee reviewed the health insurance benefits and the working budgets for Salaries and the Corporate Fund.

6. Other business

None

7. Date for next meeting

The committee will meet in June to review the financial plan.

8. Adjournment

Trustee van der Hoek adjourned the meeting at 5:24 p.m.

Approved on: _____

Trustee

Trustee

Prepared by: Andrea van der Hoek



Board of Library Trustees Policy Committee

Meeting Room 2, Main Library

700 N. North Court, Palatine, IL

May 5, 2022, 9:00 a.m.

Minutes

1. Call to order

Committee Chairperson Jeffrey Westhoff called the meeting to order at 9:07 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, Human Resources Director Andrea Aguirre, and member Emilie Chen also attended.

4. Public Comment

None.

5. Review and discussion of policies and appendices

a. Policy 3-2—Holidays

The Committee discussed Policy 3-2—Holidays. Executive Director Dilger wished to simplify this policy and refer it to the section in Policy 9—Human Resources that also discusses holidays.

b. Policy 9—Human Resources

The committee discussed Policy 9—Human Resources, including Executive Director Dilger's proposed new chapter of contents that would reorganize Policy 9.

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

The committee plans to review Policy 2—Cards and Accounts at its next meeting.

7. Other business

None.

8. Date for next meeting

The committee will meet at 9:00 a.m. Thursday, June 9, 2022.

9. Adjournment

Committee Chairperson Westhoff adjourned the meeting at 10:13 a.m.

Approved on: _____

Trustee

Trustee

Prepared by: Jeffrey Westhoff



Board of Library Trustees Regular Meeting

Board Room

Main Library, 700 N. North Ct., Palatine, IL

May 17, 7:00 p.m.

Minutes

1. Call to order

President Snyder called the meeting to order at 7:03 p.m. Secretary Westhoff was 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 present.

3. Land acknowledgement

Trustee Westhoff 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 Hoochak (Winnebago/Ho'Chunk) and Kiikaapoi (Kickapoo).

4. Approval of agenda

The Board approved the agenda as presented by general consent.

5. Introduction of visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner (by video), Finance Manager Mary Myers, Collection Services Manager Violet Jaffe, Lead Cataloger Adriene Galindo, Youth and Teen Services Manager Kathy Burns, Technology Support Specialist Ethan Hoegler, Friends of the Library representative Meg Cipar, and member Emilie Cheng.

6. Public comment

None.

7. Liaison reports

a. TAB liaison

No report.

b. Friends of the Library

Friends representative Meg Cipar reported that the next book sale is June 24-26.

c. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation is getting ready for the new Story Walk launch on June 15, 2022, at 10:00 a.m. at Hamilton Reservoir. The book this year is *Daniel's Good Day* by Micha Archer. In addition, the Foundation board has a strategic planning meeting scheduled for Thursday, May 19.

d. RAILS/ILA

Trustee Boland reported that the RAILS Executive Director announced her retirement for later this year. There are two bills that passed the Illinois House and Senate that could affect the Library:

SB3789: Local Government Efficiency Act, which will require the Board to form a committee to review efficiencies including consolidation. This should occur once within the first year of when the law is passed and at least once every 10 years thereafter.

SB3497: Bill Extending Cards for Kids Act, which will allow the Library to offer a card to any nonresident child. Executive Director Dilger said this would allow the Library to offer cards to all children in School District 15.

8. Unfinished business

None.

9. New business

a. Review of draft Working Budget for Fiscal Year 2022-2023

Treasurer van der Hoek presented the draft Working Budget that the Finance Committee reviewed on April 27 and April 29. Executive Director Dilger reviewed the budget memo.

i. Adjustments to salary scale to accommodate minimum wage increases

The Board is reviewing the salary schedule earlier this year because it will need a graduated increase to cover the rise in minimum wage. The Finance Committee used the proposed scale to form the rest of the budget.

Trustee van der Hoek moved, seconded by Trustee Brauer, adoption of the adjusted salary scale to accommodate minimum wage increases as presented effective January 1, 2023.

Roll call vote:

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

ii. Working Budget FY2022-2023

Executive Director Dilger advised that staff met with financial advisers PMA to review the plan and there are some slight adjustments in the property tax levy income, which is around \$300,000 less than anticipated.

Dilger advised that scoping on the electrical/water issue was completed, and a report was provided. There are a few problems to fix, and architects Engberg Anderson would like a structural engineer to review it. Funds were allocated to cover this project.

The Board will consider approving the working budget at its June meeting.

b. Approval of policy Changes

i. Policy 3-2 Holidays

Trustee Westhoff advised that Policy 3-2 repeats the holiday information in Policy 9-40 and is redundant.

Trustee Westhoff moved, seconded by Trustee van der Hoek, approval of changes to Policy 3-2 Holidays as presented, effective June 1, 2022.

Roll call vote:

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

ii. Policy 9—Human Resources

Trustee Westhoff advised that there were many minor changes made to Policy 9. The first substantial change is Policy 9-41, which is being changed to Floating Holidays rather than Birthday and Personal Days and increases the number of days off. Referral and retention bonuses for staff were added due to recent struggles of finding and retaining staff.

Westhoff reported that Executive Director Dilger planned to reorder Policy 9 to make its organization more logical. A proposed index was presented. Westhoff advised the Board that the Policy Committee would present the reordered Policy 9 for approval at the June Board meeting.

Trustee Westhoff moved, seconded by van der Hoek, approval of Policy 9—Human Resources as amended, effective July 1, 2022.

Roll call vote:

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

c. Approval of days closed for FY 2022-2023

Trustee DeRosa moved, seconded by Trustee van der Hoek, approval of the days closed for fiscal year 2022-2023 as presented.

Roll call vote:

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

Trustee Brauer observed that the closure for the Sunday before Independence Day is not listed in Policy 9-40. Executive Director Dilger will bring forward a revision for Policy 9-40 at the June Board meeting to accurately reflect the Sunday before Independence Day when Independence Day falls on a Monday.

d. Trustee vacancy

Trustee van der Hoek will be moving outside the district soon, creating a Board vacancy. President Snyder appointed Trustee Brauer and Trustee Boland to the search ad hoc committee with Trustee Brauer as chair. The committee will work with the Library administration to post the vacancy. The person appointed will fill the vacancy until the April 2023 election.

10. President's report

a. Review of Library Board advocacy activities

No report.

b. Treasurer vacancy.

Trustee Jefferson agreed to be Treasurer for the next year.

11. Treasurer's Report

Trustee van der Hoek reviewed the finance manager's highlights of expenses for the month ending April 30, 2022. The Finance Committee will meet in June to look at the PMA financial plan.

12. Director's report

Executive Director Dilger reported that employee turnover was at 21% for 2021 and has remained steady for the past four years. Dilger shared trends on door counts and circulation. Circulation is almost back to levels before the pandemic, but door counts are still lower than pre-pandemic levels. It's assumed that frequent Library users have returned, and e-book usage is up. Circulation and door counts were up during April due to member appreciation month, with circulation up to 2019 levels.

a. Public Library Association Conference report

The following staff gave a report on the session they attended at the Public Library Association conference in Portland, Oregon, on March 23-25:

Aдриene Galindo – Horrible, Evil Library Books: Intellectual Freedom Standards in Customer Service

Melissa Gardner – Facilitating EDI Discussions

b. Strategic plan update

Executive Director Dilger reported that a library space audit was conducted last week, and a report will be provided.

13. Committee reports

a. Building Renovation Committee

Committee Chair van der Hoek reported that there was no committee meeting in May. She suggested the committee be disbanded and replaced by a standing committee for building maintenance. President Snyder referred the change to the Policy Committee.

b. Finance Committee

Trustee van der Hoek reported that the committee will meet on June 7, 2022, at 11:00 a.m. to discuss the PMA financial plan.

c. Minutes Review Committee

No report.

d. Policy Committee

Committee Chair Westhoff reported that the committee met on May 5. The next meeting will be June 9 at 9:00 a.m., and they will discuss Policy 2—Library Cards and Accounts.

14. Consent agenda

a. Approval of minutes

i. regular meeting of April 19, 2022

b. Approval of Warrant 2022-11 in the amount of \$896,416.37

Trustee van der Hoek moved, seconded by Trustee Brauer, approval of the Consent Agenda as presented.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, van der Hoek, and Westhoff

Ayes: None

Abstain: None

Absent: **Motion carried.**

15. Correspondence

The Library received a thank you from the POC and a Library member.

16. Adjournment

President Snyder adjourned the meeting at 8:12 p.m.

Approved: _____

Hal Snyder, President

Jeffrey Westhoff, Secretary



Board of Library Trustees Policy Committee

Story Room B, Main Library
700 N. North Court, Palatine, IL
June 9, 2022, 9:00 a.m.

Minutes

1. Call to order

Committee Chairperson Jeffrey Westhoff called the meeting to order at 9:05 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 Member Services Manager Rosalie Scarpelli also attended.

4. Public Comment

None.

5. Review and discussion of policies and appendices

a. Policy 9—Human Resources

The Committee reviewed Policy 9, which Executive Director Dilger had reorganized.

b. Policy 3-20—Flags

The committee discussed a proposed policy that would allow the Library to fly additional flags from the flagpole in front of the main branch.

c. Policy 2—Library Cards and Accounts

The committee reviewed Policy 2, including a new provision that would allow the Library to waive the fee for library cards issued to non-resident youth.

d. Appendix 2A—Certain Rules and Restrictions on the Use of Services and Facilities

The committee reviewed Appendix 2A.

e. Appendix 2B—Schedule of Fees and Charges

The committee reviewed Appendix 2B, with proposed changes to fees.

f. Appendix 2C—Schedule of Loan Periods and Restrictions

The Committee reviewed Appendix 2C.

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

Chairperson Westhoff asked if the committee needed to consider creating a standing building committee, which was recommended at the May Library Board meeting. This would require a revision of the bylaws. Executive Director Dilger said this could be added to the agenda of the committee's July meeting.

The committee also plans to review Policy 6—Library Facilities and Policy 10—Digital and Maker Resources at its next meeting.

7. Other business

None.

8. Date for next meeting

The committee will meet at 9:00 a.m. on Thursday, July 7, 2022. Executive Director Dilger advised she would not be able to attend.

9. Adjournment

Committee Chairperson Westhoff adjourned the meeting at 10:11 a.m.

Approved on: _____

Trustee

Trustee

Prepared by: Jeffrey Westhoff



**Board of Library Trustees
Trustee Search Committee**
Board Room, Main Library
700 N. North Court, Palatine, IL
June 10, 2022, 10:00 a.m.

Minutes

1. Call to order

Committee Chairperson Debby Brauer called the meeting to order at 10:05 a.m.

2. Roll call

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

3. Introduction of visitors

None.

4. Public comment

None.

5. Discussion of search to fill potential Trustee vacancy

The Committee discussed the timetable and procedure for the search to fill a potential Trustee vacancy. Recommendations will be presented to the Board at the next regular Board meeting.

6. Other business

None.

7. Date for next meeting

The next meeting was tentatively scheduled for Friday, July 22, 2022, 10:00 a.m.

8. Adjournment

Trustee Brauer adjourned the meeting at 11:18 a.m.

Approved on:

Trustee

Trustee

Prepared by: Debby Brauer

Palatine Public Library District
Early Release Check Register
5/27/2022

	Date	Memo/Description	Amount	Account #
Illinois Dept of Employment Security	5/27/2022	Unemployment - Latimer Qtr 1, 2022	1,316.00	Unemployment Expense
Village of Palatine	5/27/2022	Water service 04/25/22	272.10	Utilities: Water
Engie	5/27/2022	Electricity 04/12 - 05/11/22	11,972.17	Utilities: Electric
			\$13,560.27	

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 05-27-2022.

Andrea Vanderhoek
C675491626E3496... Andrea Vanderhoek on _____ Date
approve the processing of Early Release Payments for \$13,560.27 from the General and Unemployment Accounts

DocuSigned by:
Hal Snyder
BD25230A33374AF... Hal Snyder on _____ Date
approve the processing of Early Release Payments for \$13,560.27 from the General and Unemployment Accounts

Bills to be Paid for 06/2022 Warrant

Vendor name	Account line	Amount line	Memo
ALBERTSONS/SAFEWAY	Volunteer Programs	36.42	YTS program supplies
ALBERTSONS/SAFEWAY	Program Supplies - AS	15.15	YTS program supplies
APPLE INC.	Computers/Technology	5,080.00	Ipads - YTS programming
AVALON PETROLEUM COMPANY	Building Maintenance	1,137.35	diesel fuel
AVI SYSTEMS	Computers/Technology	2,188.75	Digital displays
All American Flag Company	Equipment Repair	1,276.00	Flag pole repair
BANK OF AMERICA - SC	Communications Dept Supplies	29.99	charges May 2022
BANK OF AMERICA - SC	Technology Support	8.24	charges May 2022
BANK OF AMERICA - SC	Technology Support	114.97	charges May 2022
BANK OF AMERICA - SC	Workshop Supplies	173.55	charges May 2022
BANK OF AMERICA - SC	Workshop Supplies	294.30	charges May 2022
BANK OF AMERICA - SC	Workshop Supplies	142.26	charges May 2022
BANK OF AMERICA - SC	Nonprint Materials	396.00	charges May 2022
BANK OF AMERICA - SC	Nonprint Materials	360.00	charges May 2022
BANK OF AMERICA - SC	Workshop Supplies	107.29	charges May 2022
BANK OF AMERICA - SC	Nonprint Materials	399.95	charges May 2022
BANK OF AMERICA- AA	Collection Supplies - CS	532.39	May 2022 expenses
BANK OF AMERICA- AA	Program Supplies funded by FOL - YTS	285.18	May 2022 expenses
BANK OF AMERICA- AA	Volunteer Programs	158.29	May 2022 expenses
BANK OF AMERICA- AA	General Service Supplies	216.78	May 2022 expenses
BANK OF AMERICA- AA	Collection Supplies - CS	648.59	May 2022 expenses
BANK OF AMERICA-GS	Communications Dept Supplies	92.40	Creative Safety Supply - geese sign
BANK OF AMERICA-JD	Misc. Fringe Benefits	33.50	Charges - May 2022
BANK OF AMERICA-JD	Technology Support	2.26	Charges - May 2022
BANK OF AMERICA-JD	Technology Support	262.50	Charges - May 2022
BANK OF AMERICA-JD	Nonprint Materials	319.96	Charges - May 2022
BANK OF AMERICA-MRG	Technology Support	112.00	charges - April 2022
BANK OF AMERICA-MRG	Nonprint Materials	39.98	charges - April 2022
BANK OF AMERICA-MRG	Technology Support	574.81	charges - April 2022
BANK OF AMERICA-MRG	Nonprint Materials	239.97	charges - April 2022
BANK OF AMERICA-MRG	Nonprint Materials	500.00	charges - April 2022
BANK OF AMERICA-MRG	Nonprint Materials	19.99	charges - April 2022
BANK OF AMERICA-MRG	Nonprint Materials	41.21	charges - April 2022
BANK OF AMERICA-MRG	Communications Dept Supplies	160.00	charges - April 2022
BANK OF AMERICA-MRG	Program Supplies funded by FOL - YTS	104.23	charges - April 2022
BANK OF AMERICA-MRG	Program Supplies funded by FOL - YTS	63.63	charges - April 2022
BANK OF AMERICA-MRG	Program Supplies funded by FOL - YTS	185.29	charges - April 2022
BANK OF AMERICA-MRG	Technology Support	2,760.00	charges - April 2022
BANK OF AMERICA-MRG	Program Supplies - AS	60.00	charges - April 2022
BANK OF AMERICA-MRG	General Service Supplies	51.24	charges - April 2022
BENSON, RAYMOND	Cultural/Ed Programs - AS	250.00	Movie Club
CANON SOLUTIONS AMERICA, INC.	Communications Dept Supplies	612.82	paper
CDW GOVERNMENT	Copier & Printer Supplies	494.68	Printer toner
CDW GOVERNMENT	Nonprint Materials	3,850.30	Chromebook replacements
CENGAGE LEARNING INC - GALE	Print Materials	690.48	books, May 2022
CENTER POINT LARGE PRINT	Print Materials	143.82	Books
CHILDREN'S PLUS INC.	Print Materials	1,032.13	Books
CHILDREN'S PLUS INC.	Print Materials	1,315.16	Books
CHILDREN'S PLUS INC.	Print Materials	1,105.25	Books
CHILDREN'S PLUS INC.	Print Materials	1,133.28	Books
CHILDREN'S PLUS INC.	Print Materials	50.93	Books
CHILDREN'S PLUS INC.	Print Materials	415.32	Books
COLLEY ELEVATOR CO.	Elevator	322.00	Change battery for sump pump alar
COMCAST	Internet Service	205.44	Internet Svc - a/c #8771101230188!
COMCAST	Internet Service	141.85	Rand Rd - 8771101230189926
COMCAST	Internet Service	141.85	Internet Svc - a/c #87711012232011
COMPLETE CLEANING COMPANY, INC	Cleaning Service	1,089.00	Price increase for service May 2022
COMPLETE CLEANING COMPANY, INC	Cleaning Service	7,150.00	06/22 cleaning services

COMPSYCH EMPLOYEE ASSISTANCE	Prepaid Expenses	1,800.00	employee assistance program
CULLIGAN WATER CONDITIONING, INC	Water	49.24	water
CURRENT TECHNOLOGIES CORPORATION	Fire and Security	740.00	Upgrade Keri software - access cont
CURRENT TECHNOLOGIES CORPORATION	Technology Support	415.00	Acronis renewal
CURRENT TECHNOLOGIES CORPORATION	LAN Management	4,270.00	IT Support
CURRENT TECHNOLOGIES CORPORATION	LAN Management	460.00	Network monitoring
CURRENT TECHNOLOGIES CORPORATION	LAN Management	739.61	IT Support
DEMCO	General Service Supplies	3.36	color coded paper tape, filament ta
DEMCO	Collection Supplies - CS	47.34	color coded paper tape, filament ta
ELM USA, INC.	Collection Supplies - CS	67.75	AV cleaning
ENGBERG ANDERSON, INC	Electrical	769.92	Garage lighting - Apr 2022
ENGBERG ANDERSON, INC	Architectural/Engineering	741.79	Main Reno - Apr 2022
ENGBERG ANDERSON, INC	Architectural/Engineering	164.89	Concrete, Masonry & Paving
EVERLIVING GREENERY	Landscaping and Lawn Service	377.00	Foliage Maintenance - May 2022
EVERLIVING GREENERY	Landscaping and Lawn Service	377.00	Foliage Maintenance - June 2022
EXXON-MOBIL	Van Fuel	149.72	Van Fuel - 05/2022
FINDAWAY	Print Materials	30.00	AC Power adapter
FINDAWAY	Print Materials	35.00	AC Power adapter
FOTOPOULOS, KAREN	Cultural/Ed Programs - AS	80.00	Chair Yoga
Fambro Management LLC	Cultural/Ed Programs - YTS	230.00	Chess Scholars
GIRE, DANN	Cultural/Ed Programs - AS	250.00	Movie Club
HAYES MECHANICAL	HVAC	146,457.00	Replaced 19 heat pumps
HOFFMAN ESTATES PARK DISTRICT	Leases(Branches)	2,500.00	North Hoffman Branch Lease - July :
HR SOURCE	Memberships	1,825.00	2022-23 membership
HR SOURCE	Memberships	150.00	2022 Library Survey - Laconi
Huntley & Associates	Equipment Repair	545.00	East Door repair UGPG
INDEPENDENT CONSTRUCTION SERVICES, INC.	Electrical	280.00	Apr branch & main reno & electrica
INGRAM-2004115	Print Materials	17,323.85	books/non print
INGRAM-2004115	Nonprint Materials	33.53	books/non print
J&R LOCK & SAFE, INC.	Maintenance Supplies	10.80	keys
JOURNAL & TOPICS NEWSPAPERS	Prepaid Expenses	2,592.00	FY 22-23 Pzazz Ads, Street fest, Hor
KANOPY LLC	Electronic Materials	1,218.00	eResources
KLEIN THORPE AND JENKINS, LTD	Legal	405.40	PTAB & legal services - Apr 2022
KLEIN THORPE AND JENKINS, LTD	Legal	264.00	PTAB & legal services - Apr 2022
KONICA MINOLTA	Copier & Printer Maintenance	442.89	Copier leases 061-0170662-000
KONICA MINOLTA	Copier & Printer Maintenance	715.22	Copier leases 061-01499589-000
KONICA MINOLTA	Copier & Printer Maintenance	227.53	Copier leases 061-01642218-000
KONICA MINOLTA BUSINESS SOLUTIONS	Copier & Printer Maintenance	249.58	Copier Maintenance - a/c #166243
KONICA MINOLTA BUSINESS SOLUTIONS	Copier & Printer Maintenance	384.68	Copier Maintenance - a/c #166243
KONICA MINOLTA BUSINESS SOLUTIONS	Copier & Printer Maintenance	16.13	Copier Maintenance - a/c #166243
KONICA MINOLTA BUSINESS SOLUTIONS	Copier & Printer Maintenance	263.42	Copier Maintenance - a/c #166243
LABELVALUE.COM	Collection Supplies - CS	267.56	Dymo LV-30333 / LV-30886 labels
LIBRARY FURNITURE INTERNATIONAL, INC.	Furniture	21,982.75	Computer Furniture - 50% deposit
LIBRARY IDEAS LLC	Nonprint Materials	218.75	Vox items
LIBRARY IDEAS LLC	Nonprint Materials	2,394.30	Vox items
Lake County Forest Preserve	Cultural/Ed Programs - YTS	80.00	Butterflies program
Loredana Tomasello	Cultural/Ed Programs - YTS	100.00	infant massage
Linda Z's Sewing Center	Technology Support	269.54	Sewing machine repair/cleaning
M & M OFFICE INTERIORS	Furniture, Fixtures & Equipment	2,702.34	6 add'l storyroom tables - final pmt
MESSLING, GARY	General Service Supplies	140.00	piano tuning
MIDWEST TAPE	Nonprint Materials	8,904.01	nonprint
MIDWEST TAPE-HOOPLA	Electronic Materials	5,541.61	eResources - May 2022
MUTUAL ACE PALATINE	Communications Dept Supplies	19.76	comms supplies Sprypnt evening na
Megan Smith	Inservice & Training/Mileage	3,060.00	tuition reimbursement
NIR ROOF CARE	Roof Maintenance	550.00	05/22 roof care plan
NIR ROOF CARE	Roof Maintenance	1,590.00	Roof repair - 2nd floor leak at SE sid
NIR ROOF CARE	Roof Maintenance	1,590.00	Floor leaks on east side from expan
NORTHWEST COMMUNITY HEALTHCARE	Leases(Branches)	696.50	Rand Road Branch Lease - July 2022
NPN360	Communications Dept Supplies	632.00	Summer Reading Scratch Cards
OPOP PROPERTY OWNERS' ASSOCIATION	Leases(Office Park)	436.29	Assessment Billing
OPOP PROPERTY OWNERS' ASSOCIATION	Leases(Office Park)	364.91	Assessment Billing
OPOP PROPERTY OWNERS' ASSOCIATION	Leases(Office Park)	517.76	Assessment Billing
ORIENTAL TRADING COMPANY INC	Program Supplies funded by FOL - YTS	216.75	SRP Kick Off Day - smore craft kit

ORIENTAL TRADING COMPANY INC	Program Supplies funded by FOL - YTS	49.07	SRP scratch off prize - compasses
ORIENTAL TRADING COMPANY INC	Communications Dept Supplies	66.41	SRP decorations
OVERDRIVE INC.	Electronic Materials	3,246.80	e-resources
OVERDRIVE INC.	Electronic Materials	2,198.66	e-resources
OVERDRIVE INC.	Electronic Materials	1,446.80	e-resources
OVERDRIVE INC.	Electronic Materials	4,352.18	e-resources
OVERDRIVE INC.	Electronic Materials	1,331.59	e-resources
Office Revolutions LLC	Furniture	2,885.36	Workshop table - 50% deposit
PETTY CASH	Inservice & Training/Mileage	257.24	April 2022
PETTY CASH	Program Supplies - YTS	90.00	April 2022
POCKET CIRCUS	Cultural/Ed Programs - YTS	450.00	Program 6/22/22 Planet Circus - RR
POLONIA BOOKSTORE	Print Materials	466.58	books
Peerless Network	Telephone	259.48	POTS Lines
Peerless Network	Telephone	259.64	POTS Lines
QUILL CORPORATION	Collection Supplies - CS	444.48	book tape
RAILS	Prepaid Expenses	21,354.98	Prepaid Expenses (10-5107) Overdr
ROTARY CLUB OF PALATINE	Memberships	195.00	Club dues, meals, foundation & mei
ROWMAN & LITTLEFIELD GROUP	Print Materials	82.60	Books
SCOTT LANDSCAPES LLC	Landscaping and Lawn Service	634.00	04/22 Lawn Service
SCOTT LANDSCAPES LLC	Landscaping and Lawn Service	634.00	05/22 Lawn Service
SHOWCASES	Collection Supplies - CS	80.85	game cases
SHOWCASES	Collection Supplies - CS	117.72	game cases
SHOWCASES	Collection Supplies - CS	25.53	game cases
SHOWCASES	Collection Supplies - CS	133.92	CD cases
SHOWCASES	Collection Supplies - CS	9.89	game cases
SLICK, KRISTYN	Cultural/Ed Programs - AS	450.00	Classroom Kitchen Series - 7/7, 8/4
SMG Security Holdings, LLC	Fire and Security	480.00	Burglar alarm
SMG Security Holdings, LLC	Fire and Security	35.00	Security Monitoring Feb 2022
SMG Security Holdings, LLC	Fire and Security	17.27	Burglar alarm
SMG Security Holdings, LLC	Fire and Security	49.00	Burglar alarm - May 2022
SMG Security Holdings, LLC	Fire and Security	49.00	Burglar alarm - June 2022
SYNCB/AMAZON	Print Materials	0.03	Practice Tests for CogAT
SYNCB/AMAZON	Nonprint Materials	34.99	video game
SYNCB/AMAZON	Print Materials	49.32	book
SYNCB/AMAZON	Nonprint Materials	99.98	video games
SYNCB/AMAZON	Computers/Technology	793.45	charging cabinet for YTS
SYNCB/AMAZON	General Service Supplies	7.99	adhesive tabs for name tags
SYNCB/AMAZON	Nonprint Materials	63.95	duffel bag, laminator machine
SYNCB/AMAZON	General Service Supplies	12.99	dry erase markers
SYNCB/AMAZON	Communications Dept Supplies	67.86	command hanging strips
SYNCB/AMAZON	Communications Dept Supplies	91.95	copy paper (digital cover)
SYNCB/AMAZON	Communications Dept Supplies	19.40	copy paper (digital cover)
SYNCB/AMAZON	Communications Dept Supplies	59.94	paper
SYNCB/AMAZON	Print Materials	60.98	books
SYNCB/AMAZON	Nonprint Materials	11.95	DVD
SYNCB/AMAZON	Nonprint Materials	99.76	STEM supplies
SYNCB/AMAZON	Collection Supplies - CS	23.99	address labels
SYNCB/AMAZON	General Service Supplies	38.82	address labels, whiteboard cleaner,
SYNCB/AMAZON	General Service Supplies	10.90	chocolate for admin tour day
SYNCB/AMAZON	Collection Supplies - CS	24.99	burn aid gel
SYNCB/AMAZON	Misc. Fringe Benefits	120.56	May Goody Day
SYNCB/AMAZON	Program Supplies - YTS	50.93	program supplies
SYNCB/AMAZON	Program Supplies funded by FOL - YTS	472.50	summer reading prizes-kites
SYNCB/AMAZON	Computers/Technology	22.98	workshop supplies
SYNCB/AMAZON	Computers/Technology	61.28	workshop equipment
SYNCB/AMAZON	Workshop Supplies	6.99	workshop supplies
SYNCB/AMAZON	Nonprint Materials	29.97	containers
SYNCB/AMAZON	Nonprint Materials	91.46	GoPro accessories
SYNCB/AMAZON	Program Supplies funded by FOL - YTS	149.88	summer reading prizes-lanterns
SYNCB/AMAZON	Program Supplies funded by FOL - YTS	49.95	summer reading prizes-bug cages
SYNCB/AMAZON	Program Supplies funded by FOL - YTS	49.95	summer reading prizes-bug cages
SYNCB/AMAZON	Program Supplies funded by FOL - YTS	49.95	summer reading prizes-bug cages
SYNCB/AMAZON	Program Supplies funded by FOL - YTS	49.95	summer reading prizes-bug cages

SYNCB/AMAZON	Program Supplies funded by FOL - YTS	49.95	summer reading prizes-bug cages
SYNCB/AMAZON	Nonprint Materials	79.98	video games
SYNCB/AMAZON	Nonprint Materials	14.99	DVD
SYNCB/AMAZON	Print Materials	17.99	video game
SYNCB/AMAZON	General Service Supplies	97.96	adm supplies, face masks
SYNCB/AMAZON	Communications Dept Supplies	11.99	SRP decorations
SYNCB/AMAZON	Communications Dept Supplies	23.98	SRP decorations
SYNCB/AMAZON	Print Materials	12.95	book
SYNCB/AMAZON	Nonprint Materials	39.99	video game
SYNCB/AMAZON	Cultural/Ed Programs - YTS	34.99	microphone
SYNCB/AMAZON	General Service Supplies	73.92	screen wipes, table fans
SYNCB/AMAZON	Communications Dept Supplies	98.83	tape, mount squares, copy paper
SYNCB/AMAZON	General Service Supplies	140.36	office supplies, masks, dish soap
SYNCB/AMAZON	Program Supplies - YTS	100.92	Lego kits
SYNCB/AMAZON	Nonprint Materials	14.97	nonprint
SYNCB/AMAZON	Copier & Printer Supplies	367.89	toner
SYNCB/AMAZON	Maintenance Supplies	21.28	cable clips, gauze pads
SYNCB/AMAZON	Nonprint Materials	120.06	USB adapter, laptop case
SYNCB/AMAZON	Computers/Technology	89.95	Workshop equipment
SYNCB/AMAZON	Workshop Supplies	1,221.95	workshop supplies
SYNCB/AMAZON	Workshop Supplies	352.74	workshop supplies
SYNCB/AMAZON	Program Supplies - YTS	22.99	STEAM/Art Club supplies
SYNCB/AMAZON	Maintenance Supplies	13.54	fiberglass cover
SYNCB/AMAZON	Program Supplies - YTS	74.45	STEAM/Art Club supplies
SYNCB/AMAZON	Nonprint Materials	18.50	video
SYNCB/AMAZON	Nonprint Materials	14.99	video
SYNCB/AMAZON	Print Materials	22.36	book
SYNCB/AMAZON	Communications Dept Supplies	23.96	SRP blue crepe paper
SYNCB/AMAZON	Communications Dept Supplies	137.25	SRP decorations
SYNCB/AMAZON	Nonprint Materials	94.99	fish rod/reel
SYNCB/AMAZON	Print Materials	24.89	books
SYNCB/AMAZON	Communications Dept Supplies	23.96	SRP ivory crepe paper
SYNCB/AMAZON	Print Materials	102.89	books
SYNCB/AMAZON	Nonprint Materials	73.80	DVD
SYNCB/AMAZON	Print Materials	38.84	books
SYNCB/AMAZON	Nonprint Materials	69.97	video games
SYNCB/AMAZON	Nonprint Materials	71.96	karaoke machine
SYNCB/AMAZON	Program Supplies - YTS	56.00	program supplies - legos
SYNCB/AMAZON	Program Supplies - YTS	4.90	program supplies
SYNCB/AMAZON	Program Supplies - Tech	11.19	Tech program supplies - Wagner's c
SYNCB/AMAZON	General Service Supplies	15.93	masks
SYNCB/AMAZON	Maintenance Supplies	6.39	wire toggle hook
SYNCB/AMAZON	Workshop Supplies	465.62	workshop supplies
SYNCB/AMAZON	Workshop Supplies	21.56	workshop supplies - empty bobbins
SYNCB/AMAZON	Print Materials	59.86	print
SYNCB/AMAZON	Nonprint Materials	49.99	nonprint
SYNCB/AMAZON	Credit memos	(742.36)	printer/tech returns
Sebert Landscaping	Landscaping and Lawn Service	200.00	Irrigation startup
Sprout Learning	Print Materials	483.00	Books
TALEWISE	Cultural/Ed Programs - YTS	350.00	Talewise - Pirates Lost at Sea - NHB
Thirdway	Consultants	2,750.00	Space audit - 2nd invoice
Thirdway	Consultants	783.05	Space audit - travel reimbursement
Tracy Rhodes	Inservice & Training/Mileage	919.64	CPR-AED Training
ULINE	Program Supplies - YTS	73.78	merchandise bags
UNIQUE MANAGEMENT SERVICES	Book Recovery Service	226.55	collection - 23 placements
UNITE PRIVATE NETWORKS, LLC	Internet Service	1,584.56	Internet - Main
UPS	Postage	19.90	Return for Jeannie
VERY SMART PEOPLE LLC	Cultural/Ed Programs - Tech	200.00	Build A Website
VILLAGE OF PALATINE-WATER	Water	594.87	Water Svc - 5/25/2022
VOGUE PRINTERS, INC.	Newsletter/Communication	14,971.00	Jun-Aug newsletter 2022
WAREHOUSE DIRECT	General Service Supplies	88.98	paper table covering
WAREHOUSE DIRECT	Maintenance Supplies	34.68	tissues
WAREHOUSE DIRECT	Maintenance Supplies	882.70	tissues, soap, liners, batteries

WAREHOUSE DIRECT	Maintenance Supplies	377.71	tissue, liners, towels
WAREHOUSE DIRECT	Maintenance Supplies	722.73	tissue, liners, towels, soap, cleaner,
WAREHOUSE DIRECT	General Service Supplies	9.09	mask tape
WAREHOUSE DIRECT	Communications Dept Supplies	89.72	paper
WAREHOUSE DIRECT	Maintenance Supplies	149.34	towels
WAREHOUSE DIRECT	Maintenance Supplies	685.38	napkins, towels, liners
WAREHOUSE DIRECT	Maintenance Supplies	882.70	tissue, liners, towels, soap, cleaner,
WILIUG	Inservice & Training/Mileage	10.00	virtual conference - V Jaffe
Waste Management	Trash	337.77	Trash & Recycle 04/30/2022
Waste Management	Trash	353.77	Trash & Recycle 05/31/2022
Zoho Corporation	Technology Support	7,132.00	Manage Engine ticket system
		\$362,956.83	

Palatine Public Library District
Warrant 2022-12 Payroll and Invoice Distribution Totals
For the month of June 2022

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
05/13/2022	PAYCOM	\$143,501.63
05/31/2022	PAYCOM	\$156,042.15
Total 5310 · Gross Salaries		\$299,543.78
5311 · Employer IMRF Fund Expense		
05/31/2022	IMRF	\$31,896.63
Total 5311 · IMRF Fund Expense		\$31,896.63
5312 · Employer Social Security Fund Expense		
05/13/2022	PAYCOM	\$10,732.96
05/31/2022	PAYCOM	\$11,692.42
Total 5312 · Social Security Fund Exp		\$22,425.38
5313 · Employer Health & Life Insurance Expense		
05/31/2022	BLUE CROSS BLUE SHIELD	\$24,532.11
05/31/2022	PRINCIPAL INSURANCE	\$1,634.90
Total 5313 · Health & Life Insurance		\$26,167.01
5660 · Payroll Processing Fee		
05/13/2022	Payroll Processing Fee	\$431.71
05/31/2022	Payroll Processing Fee	\$449.63
Total 5660 · Payroll Processing Fee		\$881.34
TOTAL 5300 · PAYROLL EXPENSES:		\$380,914.14
5660 - Bank & Credit Card Service Charges		\$246.14
Early Release Checks		\$13,560.27
Check & ACH Pmts - 06/21/22		\$362,956.83
6500 · BOND EXPENSES		
INTEREST PAYMENT FOR 2020 BOND		\$84,425.00
TOTAL WARRANT 2022-12		\$842,102.38

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date

ORDINANCE NO. 2022-06

ORDINANCE AUTHORIZING LEVY OF AN ADDITIONAL TAX FOR THE PURCHASE OF SITES AND BUILDINGS; FOR THE CONSTRUCTION AND EQUIPMENT OF BUILDINGS; FOR THE RENTAL OF BUILDINGS REQUIRED FOR LIBRARY PURPOSES; AND FOR THE MAINTENANCE, REPAIRS, AND ALTERATION OF THE LIBRARY BUILDING AND EQUIPMENT

WHEREAS, Section 35-5 of Chapter 75, Act 35, of the Illinois Compiled Statutes authorizes the levy of an additional tax of 0.02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of the Library building and equipment.

NOW, THEREFORE, Be It Ordained by the Board of Library Trustees of the PALATINE PUBLIC LIBRARY DISTRICT, Cook County, Illinois, that they hereby determine to levy an additional tax of 0.02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs and alterations of the Library building and equipment.

BE IT FURTHER ORDAINED that within fifteen (15) days after the adoption of this Ordinance, the Secretary shall publish it at least once in one or more newspapers published in the District, or if no newspaper is published therein, then in one or more newspapers with a general circulation within the District.

BE IT FURTHER ORDAINED that if no petition is filed with the Board of Library Trustees within thirty (30) days after the aforesaid publication, the District shall then proceed with the levy of said additional tax. However, if within the thirty (30) day period a petition is filed with the Board

of Library Trustees, signed by electors of the District equal in number to 5,540 or more of the electors (being 10% or more of the total number of registered voters in the Library District), asking that the question of levying such a 0.02% tax be submitted to the electors of the District, the question shall be submitted at the next regular election, being the Gubernatorial General Election of November 8th, 2022. If a majority of votes cast upon the question are in favor thereof, the Board of Library Trustees may levy the additional tax. The Secretary of the District shall provide a petition form to any individual requesting one.

ADOPTED this 21st day of June 2022, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President, Board of Library Trustees

ATTEST:

Secretary, Board of Library Trustees