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## **Minutes**

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

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

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

Upon roll call, Trustees Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff were present. Trustee Boland was absent.

### **3. Approval of agenda**

Trustee Brauer requested that agenda item 13.c. Ordinance 2023-04 Establishing the Time, Place, and Date of the Regular Meetings of the Board of Library Trustees for the Palatine Public Library District for Calendar Year 2023, be moved to New Business as item 8.c to correct meeting dates. Trustee Snyder approved the agenda as amended by general consent.

### **4. Introduction of visitors**

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Adult Services Librarian Carly Thompson, Administrative Associate Karla Nora, Friends of the Library representative Kathleen Sweeney, and Teen Advisory Board liaison Sameer Ilyas. In attendance by video conference were Communications Manager Andrea Lublink, Collection Services Manager Violet Jaffe, Communications Coordinator Maria Galuppo, and Marketing & Engagement Coordinator Maridsa Choute.

### **5. Public comment**

None.

### **6. Liaison reports**

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

Friends representative Kathleen Sweeney thanked those who attended the DVD/Blu-ray pop-up sale and reported it yielded \$3,883.50 in sales. The Friends are getting ready for the next sale on February 10-12, 2023, and received a collection of hardcover classics for the sale.

b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation had an envelope-stuffing meeting on December 1 for the Giving Tuesday campaign. The next meeting will be January 19, 2023.

c. Reaching Across Illinois Library System (RAILS)/Illinois Library Association

Executive Director Dilger reported that RAILS still has an interim director.

d. Teen Advisory Board (TAB) Liaison

Sameer Ilyas reported that TAB met last week and worked on post-it/pixel art on the first-floor windows.

**7. Unfinished business**

None.

**8. New business**

a. Discussion of Clayson House partnership.

Trustee Brauer reported that as part of a local intergovernmental agreement, the Palatine Library owns Clayson House while the Palatine Park District covers maintenance of the house. The Park District asked for assistance with the maintenance bills or for the Library to consider selling the house to the Park District.

Executive Director Dilger provided a history of the Clayson House partnership with the Palatine Park District and Palatine Historical Society along with an overview of the Park District's maintenance costs. The Library initially contributed grant money and purchased the house but has not been contributing financially for some time. The Palatine Park District's costs have increased each year, and the Palatine Historical Society has done a good job working with the Park District to maintain and operate the house.

Trustees discussed issues related to keeping or selling the property and agreed to sell the house with certain conditions. Executive Director Dilger will prepare a letter to the Palatine Park District to set up a meeting regarding selling the property.

b. Approval of policy changes

i. Policy 9-2.1 Working Hours

Executive Director Dilger reported that Policy 9-2.1 Working Hours has changes per the One Day Rest in Seven Act and changes regarding breast milk breaks and restroom breaks.

Trustee Snyder moved, seconded by Trustee Brauer, approval of changes to Policy 9-2.1 Working Hours as presented, effective January 1, 2023.

Roll call vote:

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

ii. Policy 9-7.3 Bereavement

Executive Director Dilger reported that Policy 9-7.3 changes were made to comply with the new Family Bereavement Act.

Trustee Snyder moved, seconded by Trustee Brauer, approval of changes to Policy 9-7.3 Bereavement as presented, effective January 1, 2023.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland
Vote:	Motion carried

c. Ordinance 2023-04 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 2023.

Trustee Brauer reported that three meeting dates need to be changed: April 19 should be April 18, May 18 should be May 16, and June 16 should be June 20.

Trustee Brauer moved, seconded by Trustee DeRosa, approval of Ordinance 2023-04 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 2023, as amended.

Roll call vote:

Ayes:	Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland
Vote:	Motion carried

## 9. President's report

- a. Equity, Diversity, and Inclusion (EDI) training on February 4, 2023, 9:00-11:30 a.m.

Executive Director Dilger advised that there is an EDI training for trustees at Schaumburg District Library on February 4. Members of the Schaumburg Township Library District and the Algonquin Area Public Library District will also attend. The presenter will be Elizabeth Lindsey Ryan. The training will be published as a special board meeting. Trustees discussed social distancing measures for the training, and Dilger will check on this.

- b. Partners for Our Communities (POC) Annual Fundraiser on February 9, 2023, 4:30 – 6:30 p.m.

The POC Annual Fundraiser will be held at Harper College on February 9. Trustees Snyder, Westhoff, DeRosa, and Puklin advised they will attend.

- c. Review of library board advocacy activities

None.

- d. Implementation of decennial committee on local government efficiency

Executive Director Dilger reported that there is a new state law that requires the Library Board to form a committee every 10 years to study the efficiency of the Library District and report recommendations to the Cook County Board. The Board president must appoint the committee consisting of all trustees plus at least two district residents to serve one year. The first duty of the committee is for the chair to appoint two residents to the committee. Trustees Snyder and Brauer will take on this duty and present the residents at the January Board meeting. Trustee Snyder reviewed the duties of the committee. A report must be provided to the Cook County Board within 18 months of the committee's formation. Executive Director Dilger suggested aligning the committee with the upcoming strategic planning process.

## **10. Treasurer's Report**

Trustee Jefferson reviewed the finance manager's highlights of expenses for the month ending November 30, 2022. He reported that the Library has sufficient cash on hand and investments are doing well, but property tax payments have not been received yet.

## **11. Director's report**

Executive Director Dilger reviewed the study room use statistics and reported that their use has climbed back to pre-COVID levels.

### **a. Reports on Illinois Library Association conference from Library staff**

Library staff gave the following reports regarding sessions attended at the ILA conference:

Jeannie Dilger: "Post COVID-19: Employee and Employer Relationship"

Jeannie Dilger (presenter): "Fair Compensation – Implementing Minimum Wage and Market Adjustments"

Carly Thompson/Violet Jaffe (presenters): "Measuring Your Collection: How to Get Started with Collection Diversity Audits"

Violet Jaffe: "Tech Services Ignite!"

Carly Thompson: "De-Escalation: A Critical Tool in Libraries for Promoting Intellectual Freedoms"

Maria Gallupo: "Library Tok – Libraries Embracing TikTok as a Form of Engagement"

Andrea Lublink: "Build Facilitation Skills for Better Meetings and Increased Community Engagement"

Maridsa Choute: "Building Cultural Awareness in Diverse Communities"

### **b. Strategic plan update**

Assistant Direct Gardner provided the strategic plan update in the board packet. Executive Director Dilger reported that there will be a final report for this strategic plan in January.

### **c. Board calendar 2023**

The Board calendar for 2023 was shared with Trustees.

## 12. Committee reports

### a. Building and Grounds Committee

Committee Chair Westhoff reported that this committee will meet in early 2023.

### b. Director's Evaluation Committee

Committee Chair Snyder reported that the committee met November 18 and prepared a timeline. There are no future meetings.

### c. Finance Committee

Committee Chair Jefferson reported that the committee met in November and will not be meeting again until 2023.

### d. Policy Committee

Committee Chair Snyder reported that the committee met on December 1. The next meeting will be on January 5, 2023, to review Policy 5—Financial Management.

## 13. Consent agenda

### a. Approval of minutes

- i. Finance Committee meeting of November 1, 2022
- ii. public hearing of November 15, 2022
- iii. regular meeting of November 15, 2022
- iv. Director Evaluation Committee meeting of November 18, 2022
- v. Policy Committee meeting of December 1, 2022

### b. Approval of Warrant 2023-06 in the amount of \$1,103,509.44

### c. Submission of Illinois State Library Per Capita Grant

### d. Resolution 2023-04 Authorizing Public Library Non-Resident Card Participation and Fees

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

Roll call vote:

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

#### **14. Correspondence**

A thank you email was received from a library member regarding a program, and a thank you letter was received from the Rotary Foundation for a donation.

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

Trustee DeRosa moved, seconded by Trustee Jefferson, 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:	Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff
Nays:	None
Abstain:	None
Absent:	Boland
Vote:	Motion carried.

The board went into closed session at 8:35 p.m. and reconvened to open session at 9:58 p.m.

#### **16. Vote on items discussed in closed session**

Trustee Snyder moved, seconded by Trustee DeRosa, approval of the Executive Director's merit increase and cost of living adjustment of 6% and an additional week of vacation per year in recognition of five years of service.

Roll call vote:

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

#### **17. Adjournment**

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

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

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

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



## **Minutes**

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

Committee Chair Snyder called the meeting to order at 9:06 a.m.

### **2. Roll call**

Upon roll call, Trustees Snyder and Westhoff were present.

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

Assistant Director Gardner was present. Finance Manager Myers joined the meeting shortly after the introduction of visitors.

### **4. Public comment**

None.

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

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

Changes to Policy 5-1.1, Levy, and Policy 5-11.1, Purchasing Authority, were discussed.

### **6. Discussion of policy evaluation rubric**

A rubric for Policy Evaluation Through a DEI Lens was discussed. Applying the rubric to Policy 5, the Committee found no instances of discrimination but did find one acronym, and proposed a change to the wording so that the acronym was not needed.

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

The Committee plans to review Policy 7—Collection Management in February. Policy chapters for review in March and April of 2023 were not selected.



**8. Other business**

None.

**9. Date for next meeting**

The Policy Committee will meet next on Thursday, February 2, to review Policy 7–Collection Management.

**10. Adjournment**

Committee Chair Snyder adjourned the meeting at 9:17 a.m.

Prepared by: Hal Snyder

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

**Bills to be Paid for 01/17/2023 Warrant**

Vendor name	Memo	Amount line	Account line
ALLEGRA PRINT & IMAGING	business cards	\$75.00	Human Resources Supplies
AVI SYSTEMS	Boardroom AV project	\$4,091.00	Computers/Technology
AVI SYSTEMS	Boardroom acoustical panels	\$5,498.00	Miscellaneous
Amazon Business	ID badge inserts	\$17.73	General Service Supplies
Amazon Business	Go Pro Bundle	\$899.98	Nonprint Materials
Amazon Business	Wrapping paper - brown	\$36.50	General Service Supplies
Amazon Business	legos	\$43.00	Program Supplies - YTS
Amazon Business	foam stickers, cardstock & washable tape	\$35.72	Program Supplies - YTS
Amazon Business	watercolor paint	\$35.75	Program Supplies - YTS
Amazon Business	video game	\$59.88	Nonprint Materials
Amazon Business	print	\$32.98	Print Materials
Amazon Business	hand sanitizer	\$118.00	Maintenance Supplies
Amazon Business	Dept. white boards and supplies	\$624.46	Furniture
Amazon Business	Dept. white boards and supplies	\$304.10	General Service Supplies
Amazon Business	game	\$29.95	Nonprint Materials
Amazon Business	game	\$29.99	Nonprint Materials
Amazon Business	print	\$60.10	Print Materials
Amazon Business	book	\$12.99	Print Materials
Amazon Business	program supplies	\$125.70	Program Supplies - YTS
Amazon Business	paper, cutting mat, blades	\$270.38	Communications Dept Supplies
Amazon Business	recycling bin	\$39.95	General Service Supplies
Amazon Business	puzzles & face masks	\$52.40	Program Supplies - YTS
Amazon Business	puzzles & face masks	\$31.47	General Service Supplies
Amazon Business	sconce	\$32.99	Collection Supplies - CS
Amazon Business	books	\$18.55	Print Materials
Amazon Business	wall map, ink pads	\$32.95	Communications Dept Supplies
Amazon Business	Heat press mat pad	\$31.18	Computers/Technology
Amazon Business	nonprint	\$128.88	Nonprint Materials
Amazon Business	print	\$49.99	Print Materials
Amazon Business	wireless doorbell, push dolly	\$67.62	General Service Supplies
Amazon Business	book	\$17.76	Print Materials
Amazon Business	nonprint	\$129.98	Nonprint Materials
Amazon Business	book	\$50.78	Print Materials
Amazon Business	non-print	\$9.99	Nonprint Materials
Amazon Business	books	\$63.86	Print Materials
Amazon Business	Heat tape dispenser, vinyl rolls	\$170.53	Workshop Supplies
Amazon Business	nonprint	\$76.11	Nonprint Materials
Amazon Business	book	\$30.78	Print Materials
Amazon Business	book	\$22.19	Print Materials
Amazon Business	book	\$14.99	Print Materials
Amazon Business	book	\$12.24	Print Materials
Amazon Business	book	\$28.99	Print Materials
Amazon Business	nonprint	\$11.99	Nonprint Materials
Amazon Business	non-print	\$17.98	Nonprint Materials
Amazon Business	Post-in page markers	\$68.50	Collection Supplies - CS
Amazon Business	puppets, games	\$63.39	Program Supplies - YTS
Amazon Business	Calendars, gloves & face masks	\$68.73	General Service Supplies
Amazon Business	Tempera paints	\$223.85	Program Supplies - YTS
Amazon Business	nonprint	\$21.95	Nonprint Materials
Amazon Business	nonprint	\$80.68	Nonprint Materials
Amazon Business	nonprint	\$72.99	Nonprint Materials
Amazon Business	Supplies for holiday breakfast & chocolate for bags	\$87.76	Misc. Fringe Benefits
Amazon Business	Holiday card event	\$104.84	Program Supplies - AS
Amazon Business	Pens, sticker removal	\$85.08	General Service Supplies
Amazon Business	nonprint	\$43.51	Nonprint Materials
Amazon Business	book	\$24.52	Print Materials
Amazon Business	Sheet protectors, board games	\$64.34	Program Supplies - YTS
Amazon Business	Credits	(\$31.10)	Workshop Supplies
BENSON, RAYMOND	Movie Club	\$250.00	Cultural/Ed Programs - AS
Brainfuse Online Instruction	Helpnow/Jobnow	\$9,600.00	Databases
CARAHSOFT TECHNOLOGY CORPORATION	Linked In Learning/Lynda.com	\$13,125.00	Databases
CAVENDISH SQUARE	Books	\$186.03	Print Materials
CDW GOVERNMENT	waste toner bottle	\$46.43	Copier & Printer Supplies
CENGAGE LEARNING INC - GALE	books, December 2022	\$786.45	Print Materials
CENTER POINT LARGE PRINT	Books	\$147.42	Print Materials
CENTER POINT LARGE PRINT	Books	\$147.42	Print Materials
CHICAGO SUN TIMES	Annual Renewal- 52 weeks MAIN	\$1,544.40	Print Materials
CHICAGO TRIBUNE-NEWSPAPER	renew thru 07/07/23	\$2,862.46	Print Materials
CHILDREN'S PLUS INC.	print	\$1,010.28	Print Materials
CHILDREN'S PLUS INC.	print	\$1,427.62	Print Materials
CHILDREN'S PLUS INC.	print	\$145.03	Print Materials
COBB SCIENTIFIC	Science Heroes	\$475.00	Cultural/Ed Programs - YTS

COMCAST	Internet Svc - a/c #8771101230188506	\$205.46	Internet Service
COMCAST	Rand Rd - 8771101230189926	\$141.85	Internet Service
COMCAST	NHB Internet Svc - a/c #877110122320101	\$141.85	Internet Service
CULLIGAN WATER CONDITIONING, INC	water	\$51.99	Water
CURRENT TECHNOLOGIES CORPORATION	Network monitoring	\$460.00	LAN Management
CURRENT TECHNOLOGIES CORPORATION	IT Support	\$4,410.00	LAN Management
CURRENT TECHNOLOGIES CORPORATION	Network monitoring	\$460.00	LAN Management
CURRENT TECHNOLOGIES CORPORATION	IT Support	\$4,410.00	LAN Management
Cusmano, Brooke	YTS program supplies	\$134.44	Program Supplies - YTS
City Service Electric, Inc.	Water infiltration	\$9,150.00	Electrical
D & Z HOUSE OF BOOKS	Books	\$500.90	Print Materials
DONAHUE, JERRY	Career Counseling 12/09/22	\$75.00	Cultural/Ed Programs - AS
Dustin Miller	Sewing machines service	\$740.00	Technology Support
ENGBERG ANDERSON, INC	MS Desk Design Phase	\$1,605.00	Finishes
ENGIE	electricity 11/8-12/09/2022	\$17,945.40	Electricity
EVANS, DAVID C.	Mindfulness & Meditation 101	\$125.00	Cultural/Ed Programs - AS
EVERLIVING GREENERY	Foliage Maintenance	\$363.00	Landscaping and Lawn Service
FINDAWAY	AC power adapter	\$5.00	Nonprint Materials
FINDAWAY	launchpad cases	\$164.99	Nonprint Materials
FIRST COM (GLOBAL COM)	phone lease	\$2,048.76	Telephone Lease
Fit4Mom	Stroller Strides	\$150.00	Cultural/Ed Programs - YTS
FOTOPOULOS, KAREN	Chair Yoga	\$80.00	Cultural/Ed Programs - AS
First National Bank of Omaha	5816 Operating - Other:Community Information	\$250.00	Community Information
First National Bank of Omaha	5914 Auxiliary:Volunteer Programs	\$200.00	Volunteer Programs
First National Bank of Omaha	5328 Payroll Expenses:Misc. Fringe Benefits	\$450.00	Misc. Fringe Benefits
First National Bank of Omaha	5772 Supplies:Communications Dept Supplies	\$137.15	Communications Dept Supplies
First National Bank of Omaha	5107 Materials:Electronic Materials	\$250.00	Electronic Materials
First National Bank of Omaha	5772 Supplies:Communications Dept Supplies	\$33.75	Communications Dept Supplies
First National Bank of Omaha	5772 Supplies:Communications Dept Supplies	\$40.86	Communications Dept Supplies
First National Bank of Omaha	5207 Capital Expenditures:Computers/Technology	\$404.54	Computers/Technology
First National Bank of Omaha	5101 Materials:Print Materials	(\$28.65)	Print Materials
First National Bank of Omaha	5101 Materials:Print Materials	\$315.15	Print Materials
First National Bank of Omaha	5772 Supplies:Communications Dept Supplies	\$4.00	Communications Dept Supplies
First National Bank of Omaha	5772 Supplies:Communications Dept Supplies	\$7.50	Communications Dept Supplies
First National Bank of Omaha	5772 Supplies:Communications Dept Supplies	\$39.97	Communications Dept Supplies
First National Bank of Omaha	5328 Payroll Expenses:Misc. Fringe Benefits	\$523.77	Misc. Fringe Benefits
First National Bank of Omaha	5101 Materials:Print Materials	\$24.90	Print Materials
First National Bank of Omaha	5653 Contracts:Technology Support	\$112.00	Technology Support
First National Bank of Omaha	5105 Materials:Nonprint Materials	\$19.99	Nonprint Materials
First National Bank of Omaha	5774.30 Supplies:Library Services		
First National Bank of Omaha	Supplies:Workshop Supplies	\$286.47	Workshop Supplies
First National Bank of Omaha	5776.30 Supplies:Program Supplies:Program		
First National Bank of Omaha	Supplies - Tech	\$305.90	Program Supplies - Tech
First National Bank of Omaha	5776.30 Supplies:Program Supplies:Program		
First National Bank of Omaha	Supplies - Tech	\$284.76	Program Supplies - Tech
First National Bank of Omaha	5653 Contracts:Technology Support	\$67.72	Technology Support
First National Bank of Omaha	5774.30 Supplies:Library Services		
First National Bank of Omaha	Supplies:Workshop Supplies	\$256.63	Workshop Supplies
First National Bank of Omaha	5653 Contracts:Technology Support	\$262.50	Technology Support
First National Bank of Omaha	5653 Contracts:Technology Support	\$2.26	Technology Support
First National Bank of Omaha	5653 Contracts:Technology Support	\$29.99	Technology Support
First National Bank of Omaha	5653 Contracts:Technology Support	\$744.76	Technology Support
First National Bank of Omaha	5653 Contracts:Technology Support	\$44.97	Technology Support
First National Bank of Omaha	5105 Materials:Nonprint Materials	\$19.99	Nonprint Materials
First National Bank of Omaha	5105 Materials:Nonprint Materials	\$19.99	Nonprint Materials
First National Bank of Omaha	5660 Contracts:Accounting/Payroll/Bank Fees	(\$39.00)	Accounting/Payroll/Bank Fees
First National Bank of Omaha	5775 Supplies:Maintenance Supplies	\$164.06	Maintenance Supplies
First National Bank of Omaha	5775 Supplies:Maintenance Supplies	\$116.28	Maintenance Supplies
GALLAGHER, ARTHUR J.	WORKER'S COMPENSATION 12/31/22 - 12/31/23	\$19,213.00	Public Liability Insurance
GIRE, DANN	Movie Club	\$250.00	Cultural/Ed Programs - AS
HOFFMAN ESTATES PARK DISTRICT	North Hoffman Branch Lease	\$2,500.00	Leases(Branches)
HOME DEPOT	Lock & liquid nails	\$67.66	Maintenance Supplies
HR SOURCE	Recruiting	\$786.33	Human Resources Supplies
HR SOURCE	Recruiting	\$22.50	Human Resources Supplies
HR SOURCE	Interim HR Manager	\$2,362.50	Consultants
INGRAM-2004115	books	\$13,654.69	Print Materials
INGRAM-2004115	books	\$350.00	Databases
INGRAM-2004115	books	\$8.24	Nonprint Materials
JOHNSON CONTROLS SECURITIES	fire monitoring 1/1/23-3/31/23	\$168.72	Fire and Security
Jez Layman	Shopping, saving, storing	\$170.00	Cultural/Ed Programs - AS
KANOPY LLC	eResources	\$1,259.00	Electronic Materials
KLEIN THORPE AND JENKINS, LTD	Legal services - Nov 2022	\$315.00	Legal
KONICA MINOLTA	Copier leases 061-0170662-000	\$442.89	Copier & Printer Maintenance
KONICA MINOLTA	Copier leases 061-01499589-000	\$715.22	Copier & Printer Maintenance

KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$24.27	Copier & Printer Maintenance
KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$238.03	Copier & Printer Maintenance
KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$286.27	Copier & Printer Maintenance
KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$356.55	Copier & Printer Maintenance
KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$298.04	Copier & Printer Maintenance
KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$89.59	Copier & Printer Maintenance
KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$16.75	Copier & Printer Maintenance
KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$238.10	Copier & Printer Maintenance
LACONI, INC.	Membership 2023	\$150.00	5815
LIBRARIESFIRST	Museum Adventure Pass Annual Subscription 2023	\$650.00	Databases
LIBRARY MARKET	website hosting	\$7,200.00	Technology Support
LIRA	property casualty insurance 12/31/2022- 12/31/2023	\$73,494.52	Public Liability Insurance
LR Consulting LLC	Board training on EDI	\$2,000.00	Inservice & Training/Mileage
Lublink, Andrea	Oktoberfest Pins	\$334.00	Misc - General
MADDOX, SUSAN	Winter Soups & Stews	\$375.00	Cultural/Ed Programs - AS
MANUFACTURERS' NEWS, INC.	IL Services Directory 2021	\$238.90	Print Materials
MIDWEST TAPE	nonprint - December 2022	\$5,254.62	Nonprint Materials
MIDWEST TAPE-HOOPLA	eResources - Dec 2022	\$5,882.44	Electronic Materials
NATIONAL LIFT TRUCK	PM and filters	\$253.85	Building Maintenance
NATIONAL LIFT TRUCK	PM and inspection	\$245.40	Building Maintenance
NORTHWEST COMMUNITY HEALTHCARE	Rand Road Branch Lease	\$696.50	Leases(Branches)
NUB GAMES, INC	LibraryH3lp chat/text service	\$575.00	Technology Support
OPOP PROPERTY OWNERS' ASSOCIATION	Assessment Billing	\$436.29	Leases(Office Park)
OPOP PROPERTY OWNERS' ASSOCIATION	Assessment Billing	\$364.91	Leases(Office Park)
OPOP PROPERTY OWNERS' ASSOCIATION	Assessment Billing	\$517.76	Leases(Office Park)
OVERDRIVE INC.	e-resources	\$832.88	Electronic Materials
OVERDRIVE INC.	e-resources	\$411.31	Electronic Materials
OVERDRIVE INC.	e-resources	\$573.00	Electronic Materials
OVERDRIVE INC.	e-resources	\$430.28	Electronic Materials
OVERDRIVE INC.	e-resources	\$1,280.87	Electronic Materials
OVERDRIVE INC.	e-resources	\$609.19	Electronic Materials
OVERDRIVE INC.	e-resources	\$1,131.63	Electronic Materials
OVERDRIVE INC.	e-resources	\$935.86	Electronic Materials
OVERDRIVE INC.	e-resources	\$852.85	Electronic Materials
PADDOCK PUBLICATIONS-NEWSPAPERS	8 week subscription period - Account #220355	\$327.40	Print Materials
PARTNERS FOR OUR COMMUNITIES	Imagine POC	\$1,000.00	Memberships
PATRON POINT, INC.	Patron Point Year Subscription	\$8,750.00	Technology Support
PETTY CASH	December 2022	\$119.83	Inservice & Training/Mileage
PETTY CASH	December 2022	\$66.27	Program Supplies - YTS
PETTY CASH	December 2022	\$46.15	Misc. Fringe Benefits
Pitney Bowes Purchase Power	Postage meter refill	\$500.00	Postage
PITNEY BOWES GLOBAL FINANCIAL SERVICES LL	lease - postage meter 10/30/22-1/29/23	\$460.20	Postage
POSTMASTER	Mar 23 - May 23 Postage	\$3,210.00	Newsletter/Communication
Peerless Network	POTS Lines	\$262.17	Telephone
QUILL CORPORATION	copy paper	\$389.90	General Service Supplies
QUILL CORPORATION	adm supplies	\$23.57	General Service Supplies
QUILL CORPORATION	red markers	\$7.47	General Service Supplies
RISK MANAGEMENT ASSOCIATION	print material	\$489.60	Print Materials
RUTHERFORD, MATTHEW	Adoption Searches Past & Present - virutal	\$175.00	Cultural/Ed Programs - AS
SCOTT LANDSCAPES LLC	12/15 & 12/16 sale parking lots	\$675.00	Snow Removal
SMG Security Holdings, LLC	Burglar alarm	\$51.98	Fire and Security
SYNCB/AMAZON	nonprint	\$69.99	Nonprint Materials
SYNCB/AMAZON	nonprint	\$69.99	Nonprint Materials
SYNCB/AMAZON	nonprint	(\$0.57)	Nonprint Materials
YSERCO	Qtrly Billing - HVAC Svc	\$1,669.75	HVAC
Sentrum Marketing LLC	Books	\$710.90	Print Materials
TUMBLEWEED PRESS	Subscription Renewal 8/2022 - 8/2023	\$1,050.00	Electronic Materials
UNIQUE MANAGEMENT SERVICES	collection - 38 placements	\$374.30	Collection Agency
UNITE PRIVATE NETWORKS, LLC	Internet - Main	\$1,585.10	Internet Service
VANGUARD ENERGY SERVICES, LLC	Service Period Nov 2022	\$1,975.99	Gas
VERY SMART PEOPLE LLC	Windows 11 Basics	\$200.00	Cultural/Ed Programs - Tech
VERY SMART PEOPLE LLC	NFT: Acquiring Digital Assets	\$200.00	Cultural/Ed Programs - Tech
VILLAGE OF PALATINE-WATER	Water Svc - 11/25/2022	\$683.29	Water
Velma Gladney	Stories from the Underground Railroad	\$300.00	Cultural/Ed Programs - AS
WAREHOUSE DIRECT	Tissues, tampons	\$165.35	Maintenance Supplies
WAREHOUSE DIRECT	Towels & liners	\$302.88	Maintenance Supplies
WAREHOUSE DIRECT	tape, scissors, pic strips	\$546.40	Communications Dept Supplies
WAREHOUSE DIRECT	carabiner for Staff IDs	\$275.00	Human Resources Supplies
Waste Management	Trash & Recycle	\$197.19	Trash
Wex Bank	Van Fuel - 12/2022	\$197.87	Van Fuel
<b>Total</b>		<b>\$271,687.17</b>	

**Palatine Public Library District**  
**Warrant 2023-07 Payroll and Invoice Distribution Totals**  
**For the month of January 2023**

<b>5300 · PAYROLL EXPENSES</b>		
<b>5310 · Gross Salaries</b>		
12/15/2022	Payroll - Paycom	\$147,156.98
12/31/2022	Payroll - Paycom	\$154,939.62
Total 5310 · Gross Salaries		<b>\$302,096.60</b>
<b>5311 · Employer IMRF Fund Expense</b>		
12/31/2022	IMRF	\$32,454.72
Total 5311 · IMRF Fund Expense		<b>\$32,454.72</b>
<b>5312 · Employer Social Security Fund Expense</b>		
12/15/2022	Payroll Taxes - Paycom	\$11,006.70
12/31/2022	Payroll Taxes - Paycom	\$11,602.26
Total 5312 · Social Security Fund Exp		<b>\$22,608.96</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>		
12/31/2022	Health Insurance - Blue Cross/Blue Shield	\$28,474.13
12/31/2022	Life Insurance - Principal	\$1,932.37
Total 5313 · Health & Life Insurance		<b>\$30,406.50</b>
<b>5660 · Payroll Processing Fee</b>		
12/15/2022	Payroll Processing Fee - Paycom	\$489.61
12/31/2022	Payroll Processing Fee - Paycom	\$475.60
Total 5660 · Payroll Processing Fee		<b>\$965.21</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>		<b>\$388,531.99</b>
<b>5660 - Bank &amp; Credit Card Service Charges</b>		<b>\$341.98</b>
<b>Early Release Checks</b>		<b>\$0.00</b>
<b>Check &amp; ACH Pmts - 01/17/23</b>		<b>\$271,687.17</b>
<b>6500 · BOND EXPENSES</b>		
<b>TOTAL WARRANT 2023-07</b>		<b>\$660,561.14</b>

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

**Approved by the Board of Trustees**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

## Six Month Report of Receipts and Disbursements

Palatine Public Library District

Fiscal Year Beginning July 1, 2022 through 12/31/22

### Receipts: July 1, 2022 through December 31, 2022

Real Estate Taxes	2,249,118
Replacement Tax	98,381
Other Fees & Income	191,081
Interest	94,574
Total Receipts	2,633,154

### Salary Roster

Salaries, Salary Range: Under \$25,000

\$25,000 - \$49,999	A Galindo, E Sousa
\$50,000 - \$74,999	T Padal, M Szwed, V Jaffe, M Myers, K Bollman, J Sobel, T Beese
\$50,000 - \$74,999	C Thompson, A Krull, L Ayala, X Li, E Patti N Larocque, B Cusmano, J Bolliger
\$75,000 - \$100,000	G Szczesny, S Conner, K Burns, A Lublink, R Scarpelli, B Herner
\$100,000+	J Dilger, M Gardner

Hourly Rates:

\$12 - \$14.99/hour	J Abarca, J Christensen, M Darch, A Sathya-Moorthy, E Klotz, P Saunders, M Jones, E Bartnicki, E McClanahan, O Lowry, V Thonukunuri J Allen, S Byrne, C Cacciatore, E Matthews, A Zizzo
\$15 - \$17.99/hour	M Scovel, A Beauvais, J Chlopecka, M Lui, R Bensinger, M Seda, B Mui, C Walczynski, J Thorek, K Hanna, S Keferlis, J Dunn M Clifford, I Sanchez, J Szafraniec, A Dunal, S Garcia, I Medina
\$18-\$19.99/hour	G Cison, D Gwizdala, W Camp, C Allen, L Hornbostel, D Tracy E Cheng, G Litz, A Dmello, D Sullivan, J Prus, A Estes, E Alegria, B Ali, M Dominguez K Sienkiewicz, A Dinterman, E Castanon, C Williams, H Sonkin, T Polinski
\$20 - 22.99/hour	A Indovina, L Ocampo, C Michel, L Fuhs, G Kosulic, P Jara, K Nora, R Eremia M Choute, M Evers, K Napolitano, L Diep, J Hammuck, V Hernandez, E Theiss, M Miskiewicz D Abbatecola, P Linares, A Lundquist, A Golash, M Galuppo, J Suarez
\$23 +/-hour	E Hoegler, S Verduzco, R Medrano, S Applegate, S Erens, B Alderman, T Pummer, G Weyland

### Expenses:

Materials	98,324
Maintenance	11,351
Contracts	47,332
Supplies	7,508
Cultural/Educational Programs	14,517
Operating Expenses - Other	23,006
Capital Expenditures	7,594
Travel & Training, misc HR	12,685

### Disbursements to Vendors exceeding \$2,500.00

Amalgamated Bank	489,427	InfoUSA Marketing	19,370
Amazon	27,033	Ingram	108,161
Apple	7,112	Interiors for Business	8,364
AVI Systems	23,825	IWS	6,600
Bank of America	2,004	Kanopy	8,077
Blue Cross Blue Shield	148,525	Klein Thorpe & Jenkins	3,243
Carahsoft	13,125	Konica Minolta	8,086
Cengage	33,708	Konica Minolta Bus Solutions	3,740
Chicago Tribune	5,309	Lauterbach & Amen	5,800
Children's Plus	6,021	Library Furniture Internat'l	36,080
Colley Elevator	6,973	LIRA	73,495
Combined Roofing	5,380	Mango Languages	5,470

Comcast	2,935	Midwest Tape	70,114
ComEd	7,821	Morningstar	7,323
Complete Cleaning Company	51,701	News Bank	22,532
Cooperative Computer Services	48,058	Northwest Community	4,179
Current Technologies Corporation	41,155	Overdrive	64,656
Demco	5,047	Palatine Opportunity Ctr	10,000
Ebsco	34,877	Postmaster	6,675
Engberg Anderson	17,348	Principal Insurance	11,059
Engie	56,891	Proquest	40,979
Essco	5,457	Quill Corp	3,394
First Com	12,403	Rose Paving	19,334
First National Bank of Omaha	35,675	S&P Global Market	9,888
Arthur Gallagher	21,773	Scott Landscapes	6,876
Halloran & Yauch	12,992	Syserco	4,970
Hayes Mechanical	9,841	Today's Bus Solutions	6,173
Hoffman Estates Park District	15,000	Unite Private Network	9,507
Holton Brothers	23,730	Value Line Publishing	6,325
Home Depot	25,530	Vanguard Energy	4,774
HR Source	18,057	Village of Palatine	4,058
Illinois Pump	3,250	Vogue Printers	31,086
IMRF	163,657	Warehouse Direct	16,006
		World Archives	6,113

Prepared By:

\_\_\_\_\_  
Mary Myers, Finance Manager

Certified By:

\_\_\_\_\_  
Bruce Jefferson, Treasurer

Subscribed and sworn to before me, this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Notary Public