



**Board of Library Trustees  
Planning Committee**  
Rennack-McElroy Board Room, Main Library  
700 N. North Court, Palatine, IL  
April 12, 2023, 7:00 p.m.

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## **Minutes**

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

Trustee Debby Brauer called the meeting to order at 7:00 p.m.

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

Upon roll call, Trustees Brauer and Boland were present.

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

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, and Technology Assistant Manager Michael Szwed.

### **4. Public comment**

None.

### **5. Review of proposals for strategic planning consulting**

All submitted proposals were discussed and candidates to be offered interviews were selected.

### **6. Discussion of interview questions for consultants**

Executive Director Dilger provided a set of interview questions from another library as discussion starter. Members of the Staff Strategic Planning Team and the Board Planning Committee discussed and crafted questions particular to PPLD's needs.

### **7. Other business**

None.

**8. Date for next meeting**

The next meeting will be Tuesday, April 18, 2023, at 5:00 p.m.

**9. Adjournment**

Trustee Brauer adjourned the meeting at 8:19 p.m.

Approved on:

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Trustee

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Trustee

Prepared by: Debby Brauer



## **Minutes**

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

Committee Chairperson Tracy Boland called the meeting to order at 5:36 p.m.

### **2. Roll call**

Upon roll call, Trustees Tracy Boland, Bhumika Puklin, and Maureen DeRosa were physically present.

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

Executive Director Jeannie Dilger was present.

### **4. Public comment**

There was no public comment.

### **5. Discussion of tasks to improve Board processes and Trustee knowledge**

The committee will conduct a survey of the board to identify where the trustees can increase their skills and knowledge. The committee will search out existing training opportunities to be used to improve trustee effectiveness.

### **6. Other business**

There is no other business.

### **7. Date for next meeting**

The next meeting is scheduled for Thursday, May 4 at 5:30pm.

### **8. Adjournment**

Trustee Boland adjourned the meeting at 6:44 pm.

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

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by Tracy Boland



## **Minutes**

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

Trustee Debby Brauer called the meeting to order at 5:04 p.m.

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

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

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

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Member Services Manager Rosalie Scarpelli, Member Services Assistant Manager Karen Bollman, Technology Assistant Manager Michael Szwed, Collections Services Manager Violet Jaffe, and Adult Services Assistant Manager Lizette Ayala. Trustee Bruce Jefferson arrived at 6:28 p.m.

### **4. Public comment**

None.

### **5. Interviews with strategic planning consultants**

Fast Forward Libraries, Essentium, and ReThinking Libraries were interviewed via Microsoft Teams.

### **6. Discussion of interviews**

There was a brief discussion among members of the Staff Strategic Planning Team and the Board Planning Committee. It was determined that more time would be required to deliberate thoroughly, and that no recommendation could be made to the Board at the regular meeting immediately following this meeting.

**7. Other business**

None.

**8. Date for next meeting**

To be determined.

**9. Adjournment**

Trustee Brauer adjourned the meeting at 6:59 p.m.

Approved on:

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by: Debby Brauer



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## **Minutes**

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

President Snyder called the meeting to order at 7:05 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, and Westhoff were physically present. Trustee Puklin was absent.

### **3. Approval of Agenda**

President Snyder requested to remove Item 8.a under New Business since the Policy Committee did not meet. Trustee Brauer requested to remove Item 7.a under Unfinished Business as the Planning Committee was not ready to select a consultant. Trustee Brauer moved, seconded by Trustee Boland, approval of the agenda as amended.

Roll call vote:

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

### **4. Introduction of Visitors**

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Collection Services Manager Violet Jaffe, Youth & Teen Services Manager Kathy Burns, Member Services Manager Rosalie Scarpelli, Member Services Assistant Manager Karen Bollman, Youth & Teen Assistant Manager Tegan Beese, Administrative Associate Karla Nora, Friends of the Library representative Meg Cipar, Teen Advisory Board representatives Sameer Ilyes and Dylan Bago, and Emilie Cheng, member.

## 5. Public Comment

None.

## 6. Liaison Reports

### a. Friends of the Library

Friends representative Meg Cipar reported the Friends will have a few small pricing changes for the next book sale. They will increase the hard cover price to \$2.00 and reduce the DVD price to \$1.00 and CD price to \$.50. Newer DVDs or blue rays may be slightly higher. The next sale is June 23-25, 2023, and they have a new online volunteer sign-up software they will use for this sale. They have three potential new board members.

### b. Palatine Public Library District Foundation

Trustee Jefferson reported that the Foundation met on March 23 and discussed fundraising for the StoryWalk. Donations of \$100 to sponsor a story board are being accepted through April 30. They are researching donor software and have \$23,872.60 in their bank account. The next meeting will be Thursday, April 27.

### c. Reaching Across Illinois Library System /Illinois Library Association

Trustee Boland reported that ILA is conducting a webinar on Monday, April 14 from 12-1 pm on Intellectual Freedom Trends. RAILS is seeking nominations for their board and looking for public library trustees. Illinois House Bill 2789, which will require each Illinois library that receives state grants to have an anti-book banning policy or to adopt the American Library Association's Library Bill of Rights, passed the Senate and will be going to the Illinois House of Representatives for a vote. The License to Read Act, which would enable the Secretary of State to negotiate how much libraries pay publishers of e-books, passed out of the Senate.

Executive Director Dilger reported that the Palatine Library has already adopted the ALA's Library Bill of Rights. Dilger reported that her name was given to speak to a reporter regarding HB 2789.

### d. Teen Advisory Board (TAB) Liaison

Sameer Ilyes reported that the TAB board met to discuss their last meeting in May. At the TAB April member meeting, they discussed upcoming programs,



volunteer opportunities, and filmed small, short form videos for the library's social media.

## **7. Unfinished Business**

### **a. Remodel of 2<sup>nd</sup> floor staff area**

Executive Director Dilger reviewed the most recent plans for the remodel of the second-floor staff areas. The Library staff met to review it and make more suggestions and alternate plans to control costs. The plan is ready to go to the estimator to get costs. Dilger also reviewed the proposed fiscal years for remodeling other areas of the Library and the financial management plan for funding this. Dilger recommended a budget of \$1.2 million for the 2<sup>nd</sup> floor staff area construction.

## **8. New Business**

### **a. Approval of days closed for FY2023-2024**

Trustee Brauer moved, seconded by Trustee DeRosa, approval of days closed for FY2023-2024.

Roll call vote:

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

## **9. President's Report**

### **a. Review of Library Board advocacy activities**

None.

### **b. Appoint Nominating Committee**

President Snyder advised that the Nominating Committee must meet at least once before the May board meeting to make recommendations to the board for new officers. President Snyder appointed Trustee Brauer as chair and Trustee Westhoff as a member.

c. Reminder to file statements of economic interest by May 1

President Snyder reminded trustees to file their statements of economic interest by May 1.

**10. Treasurer's Report**

Treasurer Jefferson reviewed the finance manager's highlights of expenses for the month ending March 31, 2023. The Finance Committee will be meeting soon to discuss the FY24 budget and Trustee Jefferson recommended that trustees look at bills through the end of the third quarter.

**11. Director's Report**

Executive Director Dilger reported that the Library staff have been working on the FY24 budget and spending the remaining furniture budget. Dilger reported that some other library boards of trustees recently visited the Palatine Library.

Dilger reported that one-on-one interactions have increased in the Workshop and Adult Services with more technical assistance needed in these areas with equipment and there are more staff. Circulation is up 67% at the Rand Road branch, but the door count is lower. Collections Services stats are getting closer to a 1:1 drop/add ratio. Magazines are being shifted to the second floor near the quiet reading room.

Dilger reported that Assistant Director Melissa Gardner is the Rotary Club of Palatine president-elect for the upcoming year and will serve as president the following year.

**12. Committee Reports**

a. Board Development Committee

Committee Chair Boland reported that the committee met April 13. The Committee will compile a list of responsibilities and tasks that trustees should know and then give a survey to the trustees to rate themselves and the board on how well they know these responsibilities. The Committee wants to also incorporate the ALA Short Takes trainings into the board meetings.

b. Building and Grounds Committee

Committee Chair Westhoff reported the committee will be meeting with the Finance Committee meeting on April 26.

c. Decennial Committee

No report.

d. Finance Committee

Committee Chair Jefferson reported that the committee will meet on April 26 and May 3.

e. Planning Committee

Committee Chair Brauer reported that this committee met with library staff before the board meeting and interviewed three consultants. They discussed the candidates, but do not have a recommendation yet. They will be meeting again soon.

f. Policy Committee

The committee did not meet in April. The next meeting will be May 4 to review Policy 10—Digital and Maker Resources and Appendix 10A—Use of Digital and Maker Resources.

**13. Consent agenda**

a. Approval of Minutes

- i. Board Planning Committee meeting of March 15, 2023
- ii. Building & Grounds Committee meeting of March 21, 2023
- iii. Regular meeting of March 18, 2023

b. Approval of Warrant 2023-10 in the amount of \$672,364.30

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

Roll call vote:

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

**14. Correspondence**

The Library received a thank you note from a member regarding the friendly faces and awesome programs at the Library.

**15. Closed session for the purpose of deliberations concerning appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2 (c) (1)**

Trustee Boland moved, seconded by Trustee DeRosa, to go into closed session for the deliberations concerning appointment, employment, compensation, discipline, performance, or dismissal of specific employees in compliance with 5 ILCS 120/2 (c) (1)

Roll call vote:

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

The Board went into closed session at 7:55 p.m. and reconvened to open session at 8:18 p.m. Trustees Brauer, Boland, DeRosa, Jefferson, Snyder and Westhoff were present. Trustee Puklin was absent.

**16. Resolution 2023-06 to Adopt IMRF Early Retirement Incentive**

Trustee Brauer moved, seconded by Trustee DeRosa, approval of Resolution 2023-06 to adopt IMRF Early Retirement Incentive.

Roll call vote:

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

**Adjournment**

President Snyder adjourned the meeting at 8:20 p.m.

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

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

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



**Board of Library Trustees  
Planning Committee**

Rennack-McElroy Board Room, Main Library  
700 N. North Court, Palatine, IL

April 28, 2023, 4:00 p.m.

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**Minutes**

**1. Call to order**

Trustee Debby Brauer called the meeting to order at 4:02 p.m.

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

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

**3. Introduction of visitors**

In attendance were Executive Director Jeannie Dilger, Member Services Assistant Manager Karen Bollman, Technology Assistant Manager Michael Szwed, Collections Services Manager Violet Jaffe, and Adult Services Assistant Manager Lizette Ayala.

**4. Public comment**

None.

**5. Discussion of key goals in choosing a strategic planning consultant**

Members of the Staff Strategic Planning Team and the Board Planning Committee shared key goals for the strategic planning process from staff and Board perspectives.

**6. Discussion of interviews with strategic planning consultants**

Members of the Staff Strategic Planning Team and the Board Planning Committee discussed the consultant interviews through the lens of our agreed key goals. A hiring recommendation will be made to the Board at the May 16, 2023, regular meeting.

**7. Other business**

None.

**8. Date for next meeting**

Monday, May 22, 2023, 7:00 p.m. (tentative).

**9. Adjournment**

Trustee Brauer adjourned the meeting at 5:28 p.m.

Approved on:

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

Prepared by: Debby Brauer



## **Minutes**

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

Committee Chair Snyder called the meeting to order at 9:09 a.m.

### **2. Roll call**

Upon roll call, Trustees Snyder and Westhoff were present.

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

Executive Director Dilger, Assistant Director Gardner, and Technology Assistant Manager Michael Szwed were present.

### **4. Public Comment**

None.

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

The following were discussed:

- a. Policy 10—Digital and Maker Resources.
- b. Appendix 10A—Use of Digital and Maker Resources.

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

To be determined at a future date.

### **7. Other business**

None.

### **8. Date for next meeting**

The next meeting date is to be determined.

**9. Adjournment**

Committee Chair Snyder adjourned the meeting at 9:22 a.m.

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

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Trustee

\_\_\_\_\_  
Trustee

Prepared by: Hal Snyder



## Bill to be Paid with 05/16/2023 Warrant

Vendor Name	Memo	Amount	Account Line	
1st Metropolitan Translation Services	Ukrainian document translation	\$80.00	Community Information	
AMERICAN LIBRARY ASSOCIATION	Membership - M Gardner #1076911	\$155.00	Memberships	
AMERICAN LIBRARY ASSOCIATION	Membership Renewal - D. Brauer #2155166	\$130.00	Memberships	285
ANDERSON LOCK	emergency door assessment	\$618.00	Fire and Security	
AUTOMATIC FIRE SYSTEMS, INC.	pipe moved to add heat pump	\$1,856.00	HVAC	
AVI SYSTEMS	Project 978541 MR1 eqt	\$30,148.00	Computers/Technology	
Amalgamated Bank	06-01-23 Interest payment	\$76,325.00	Interest Due 2020 Bond	
Amalgamated Bank	06-01-23 Interest payment	\$1.75	Accounting/Payroll/Bank Fees	76326.75
Amazon Business	nonprint	\$290.33	Nonprint Materials	
Amazon Business	speakers	\$9.35	Computers/Technology	
Amazon Business	nonprint	\$384.14	Nonprint Materials	
Amazon Business	nonprint	\$379.93	Nonprint Materials	
Amazon Business	workshop supplies	\$21.20	Workshop Supplies	
Amazon Business	games	\$21.98	Program Supplies - YTS	
Amazon Business	non-print	\$1,059.88	Nonprint Materials	
Amazon Business	non-print	\$39.99	Nonprint Materials	
Amazon Business	non-print	\$49.99	Nonprint Materials	
Amazon Business	non-print	\$12.99	Nonprint Materials	
Amazon Business	print	\$34.98	Print Materials	
Amazon Business	print	\$53.98	Print Materials	
Amazon Business	ziploc storage bags	\$35.09	Collection Supplies - CS	
Amazon Business	non-print	\$233.93	Nonprint Materials	
Amazon Business	non-print	\$269.92	Nonprint Materials	
Amazon Business	non-print	\$307.36	Nonprint Materials	
Amazon Business	workshop supplies	\$45.02	Workshop Supplies	
Amazon Business	workshop supplies	\$117.36	Workshop Supplies	
Amazon Business	non-print	\$14.98	Nonprint Materials	
Amazon Business	non-print	\$34.99	Nonprint Materials	
Amazon Business	non-print	\$97.65	Nonprint Materials	
Amazon Business	program supplies	\$9.99	Program Supplies - YTS	
Amazon Business	non-print	\$364.12	Nonprint Materials	
Amazon Business	tea party program supplies	\$36.93	Program Supplies - YTS	
Amazon Business	non-print	\$52.98	Nonprint Materials	
Amazon Business	SRP scratch off prizes	\$310.77	Program Supplies funded by FOL - YTS	
Amazon Business	non-print	\$15.97	Nonprint Materials	
Amazon Business	non-print	\$27.99	Nonprint Materials	
Amazon Business	non-print	\$34.99	Nonprint Materials	
Amazon Business	non-print	\$19.99	Nonprint Materials	
Amazon Business	non-print	\$99.99	Nonprint Materials	
Amazon Business	non-print	\$105.51	Nonprint Materials	

Amazon Business	cart	\$364.09	Furniture	
Amazon Business	program supplies	\$60.71	Program Supplies - YTS	
Amazon Business	adm supplies	\$19.27	General Service Supplies	
Amazon Business	non-print	\$69.99	Nonprint Materials	
Amazon Business	wireless mouses, power adaptors	\$400.84	Computers/Technology	
Amazon Business	non-print	\$74.95	Nonprint Materials	
Amazon Business	non-print	\$59.99	Nonprint Materials	
Amazon Business	nonprint	\$49.99	Nonprint Materials	
Amazon Business	non-print	\$36.98	Nonprint Materials	
Amazon Business	print	\$15.29	Print Materials	
Amazon Business	non-print	\$74.94	Nonprint Materials	
Amazon Business	non-print	\$67.99	Nonprint Materials	
Amazon Business	print	\$18.84	Print Materials	
Amazon Business	non-print	\$28.74	Nonprint Materials	
Amazon Business	dvd blank discs	\$10.28	Workshop Supplies	
Amazon Business	magnifying desk lamp	\$33.33	Workshop Supplies	
Amazon Business	collection services supplies	\$91.28	Collection Supplies - CS	
Amazon Business	paper bags, surface wipes, staples	\$14.99	Program Supplies - YTS	
Amazon Business	paper bags, surface wipes, staples	\$117.80	Maintenance Supplies	
Amazon Business	paper bags, surface wipes, staples	\$8.70	Program Supplies - AS	
Amazon Business	storage box	\$69.99	Nonprint Materials	
Amazon Business	non-print	\$29.99	Nonprint Materials	
Amazon Business	non-print	\$69.00	Nonprint Materials	
Amazon Business	print	\$25.98	Print Materials	
Amazon Business	non-print	\$209.97	Nonprint Materials	6618.19
BENSON, RAYMOND	Movie Club	\$250.00	Cultural/Ed Programs - AS	
Blackstone Publishing	nonprint	\$27.24	Nonprint Materials	
Canon	Paper	\$325.82	Communications Dept Supplies	
Canon	Ink Cartridges	\$717.32	Communications Dept Supplies	
CAREY ELECTRIC CONTRACTING, INC.	security door repair	\$2,398.00	Fire and Security	
CAREY ELECTRIC CONTRACTING, INC.	relocate conduit for HP install	\$816.00	Fire and Security	
CDW GOVERNMENT	toner	\$1,037.12	Copier & Printer Supplies	
CENGAGE LEARNING INC - GALE	books, April 2023	\$603.52	Print Materials	
CENTER POINT LARGE PRINT	Books	\$147.42	Print Materials	
CHILDREN'S PLUS INC.	print	\$1,424.77	Print Materials	
CHILDREN'S PLUS INC.	print	\$1,210.12	Print Materials	
CHILDREN'S PLUS INC.	print	\$1,735.19	Print Materials	\$2,945.31
COLLEY ELEVATOR CO.	FAID testing	\$828.00	Elevator	
COMCAST	NHB Internet Svc - a/c #877110122320101	\$141.85	Internet Service	
COMCAST	Rand Rd - 8771101230189926	\$425.55	Internet Service	
COMPLETE CLEANING COMPANY, INC	5/23 cleaning services	\$7,150.00	Cleaning Service	
COMPSYCH EMPLOYEE ASSISTANCE	employee assistance program 7/1/2021-6/30/2022	\$1,800.00	Inservice & Training/Mileage	
COOPERATIVE COMPUTER SERVICES	Membership Fee & OCLC - Apr - Jun 2023	\$19,371.91	Integrated Library Systems	

COOPERATIVE COMPUTER SERVICES	Membership Fee & OCLC - Apr - Jun 2023	\$4,657.08	Integrated Library Systems	\$24,028.99
CULLIGAN WATER CONDITIONING, INC	water	\$53.49	Water	
CURRENT TECHNOLOGIES CORPORATION	Proliant server/extended warranty	\$4,498.10	Technology Support	
CURRENT TECHNOLOGIES CORPORATION	Cisco switches service renewal	\$4,649.86	Technology Support	\$9,147.96
CURRENT TECHNOLOGIES CORPORATION	IT support	\$672.75	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	\$2,299.50	LAN Management	\$7,169.50
Combined Roofing Services LLC	Leak near roof drain	\$547.20	Roof Maintenance	
DEMCO	classification labels, tape	\$653.36	Collection Supplies - CS	
DONAHUE, JERRY	Career Counseling appts	\$75.00	Cultural/Ed Programs - AS	
DeFRANCO PLUMBING	Repair RD drain leak on roof	\$715.50	Roof Maintenance	
DeFRANCO PLUMBING	Pipe repair	\$346.18	Building Maintenance	
ELM USA, INC.	AV cleaning	\$185.99	Collection Supplies - CS	
Engberg Anderson	2nd FI Staff Reno - Apr 2023	\$11,958.10	Renovation - Architectural/Engineering	
ENGIE	electricity 03/13/2022-04/12/2023	\$13,770.18	Electricity	
ETTINGER, FRED R.	resume clinic	\$75.00	Cultural/Ed Programs - AS	
ETTINGER, FRED R.	resume clinic	\$75.00	Cultural/Ed Programs - AS	
ETTINGER, FRED R.	resume clinic	\$75.00	Cultural/Ed Programs - AS	
EVERLIVING GREENERY	Foliage Maintenance	\$363.00	Landscaping and Lawn Service	
EVERLIVING GREENERY	Foliage Maintenance	\$363.00	Landscaping and Lawn Service	
FIRST COM (GLOBAL COM)	phone lease	\$2,049.64	Telephone Lease	
FOTOPOULOS, KAREN	Chair Yoga	\$90.00	Cultural/Ed Programs - AS	
First National Bank of Omaha	ALA - 6 people	\$1,670.00	Inservice & Training/Mileage	
First National Bank of Omaha	ALA - 7 people	\$2,035.00	Inservice & Training/Mileage	
First National Bank of Omaha	JL's Pizza 4/14/23 - Xiang's game night	\$129.35	Misc. Fringe Benefits	
First National Bank of Omaha	Hoffman Estates Chamber - fishing derby	\$150.00	Community Information	
First National Bank of Omaha	Mobile Beacon - hot spots	\$3,720.00	Nonprint Materials	
First National Bank of Omaha	Dollar Tree - 3/30/23 - craft supplies	\$945.00	Program Supplies - AS	
First National Bank of Omaha	Dollar Tree - 3/31/23 - craft supplies	\$211.79	Program Supplies - AS	
First National Bank of Omaha	4Imprint - volunteer gift	\$333.86	Inservice & Training/Mileage	
First National Bank of Omaha	4Imprint - staff gift	\$500.00	Misc. Fringe Benefits	
First National Bank of Omaha	Checkout store - return of DVD cases	(\$574.80)	Collection Supplies - CS	
First National Bank of Omaha	UPS - mailing	\$4.25	Postage	
	Engineer Supply - aluminum trash cans for public library			
First National Bank of Omaha	space	\$7,690.81	Furniture	
First National Bank of Omaha	Checkout Store - DVD cases	\$34.95	Collection Supplies - CS	
First National Bank of Omaha	Pantone - formula guide	\$230.56	Communications Dept Supplies	
First National Bank of Omaha	Innovative Label - white BOPP labels	\$532.39	Collection Supplies - CS	
First National Bank of Omaha	CrumbI Cookies - Library Worker Day	\$454.02	Misc. Fringe Benefits	
First National Bank of Omaha	Michael's - no receipts	\$27.90	Library Services Supplies	
First National Bank of Omaha	ILA - reaching forward conference	\$1,600.00	Inservice & Training/Mileage	
First National Bank of Omaha	Party City - volunteer lunch	\$41.50	Volunteer Programs	

First National Bank of Omaha	etsy - sales tax credit	(\$7.02)	Print Materials	
First National Bank of Omaha	etsy - ukranian books	\$77.22	Print Materials	
First National Bank of Omaha	Cafe Zupa's 4/18/23 - board committee dinner	\$105.40	Misc. Fringe Benefits	
First National Bank of Omaha	Simply Delicious - volunteer lunch	\$590.30	Volunteer Programs	
First National Bank of Omaha	Etsy - sales tax credit	(\$2.34)	Print Materials	
First National Bank of Omaha	Etsy - Ukranian books	\$25.78	Print Materials	
First National Bank of Omaha	Spunky Dunkers credit from Tech goody day	\$19.99	Nonprint Materials	
First National Bank of Omaha	Netflix	\$112.00	Technology Support	
First National Bank of Omaha	Google Suite	\$19.99	Nonprint Materials	
First National Bank of Omaha	Netflix	\$95.88	Workshop Supplies	
First National Bank of Omaha	Cricut	\$2.26	Technology Support	
First National Bank of Omaha	Spotify for YTS	\$262.50	Technology Support	
First National Bank of Omaha	Quilt Hangers - frame	\$29.99	Technology Support	
First National Bank of Omaha	B&H Photo - Canon camera and memory card	\$3,368.26	Copier & Printer Supplies	
First National Bank of Omaha	Microsoft	\$1,171.31	Copier & Printer Supplies	
First National Bank of Omaha	Microsoft	\$744.76	Technology Support	
First National Bank of Omaha	Adobe stock	\$33.98	Computers/Technology	
First National Bank of Omaha	B&H Photo - toner	\$47.97	Technology Support	
First National Bank of Omaha	B&H Photo - toner	\$4.78	Postage	
First National Bank of Omaha	Adobe Creative Cloud	\$77.25	Community Information	
First National Bank of Omaha	Johnson Plastics - mugs	\$37.94	Volunteer Programs	
First National Bank of Omaha	SVP Sewing Brands - sewing machine parts	\$9.55	Program Supplies - AS	
First National Bank of Omaha	Zoom	(\$24.00)	Misc. Fringe Benefits	
First National Bank of Omaha	Indeed credit	\$9.99	Technology Support	
First National Bank of Omaha	UPS - return	\$185.00	Furniture	
First National Bank of Omaha	Palatine Jaycees - parade	\$1,138.28	Nonprint Materials	
First National Bank of Omaha	Jewel - volunteer luncheon	\$179.85	Workshop Supplies	
First National Bank of Omaha	Dunkin Donuts - 4/21/23 volunteer luncheon	(\$504.00)	Human Resources Supplies	
First National Bank of Omaha	Target - Grow your shelf	\$43.98	Volunteer Programs	
First National Bank of Omaha	Michael's - craft silver triangles	\$150.00	Communications Dept Supplies	
First National Bank of Omaha	Michael's - crafts	\$713.52	Program Supplies - AS	\$28,456.95
GIRE, DANN	Movie Club	\$250.00	Cultural/Ed Programs - AS	
HAYES MECHANICAL	heat pump replacements	\$90,811.00	HVAC	
HAYES MECHANICAL	Serviced new snow melt system	\$781.00	HVAC	
HAYES MECHANICAL	HVAC pm quarterly billing	\$1,080.00	HVAC	\$1,861.00
HAYES MECHANICAL	Snow melt boiler repair	\$3,369.00	HVAC	
HAYES MECHANICAL	HP 100 electrical work	\$2,386.00	HVAC	\$5,755.00
HOFFMAN ESTATES PARK DISTRICT	North Hoffman Branch Lease	\$2,500.00	Leases(Branches)	
HR SOURCE	Interim HR	\$1,338.75	Consultants	
HR SOURCE	Interim HR	\$45.00	Human Resources Supplies	\$1,383.75
INDEPENDENT CONSTRUCTION SERVICES, INC.	MS Reno - Apr 2023	\$350.00	Owner's Rep	
INGRAM-2004115	books and non-print	\$17,223.63	Print Materials	
INGRAM-2004115	books and non-print	\$17.68	Nonprint Materials	\$17,241.31

JOHNSON CONTROLS SECURITIES	service call - bad device in lower level garage	\$1,305.72	Fire and Security	
KANOPY LLC	eResources	\$1,217.00	Electronic Materials	
KLEIN THORPE AND JENKINS, LTD	Legal services & PTAB - Mar 2023	\$157.50	Legal	
KLEIN THORPE AND JENKINS, LTD	Legal services & PTAB - Mar 2023	\$155.00	Legal	\$312.50
KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$278.01	Copier & Printer Maintenance	
KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$422.10	Copier & Printer Maintenance	
KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$181.36	Copier & Printer Maintenance	\$603.46
KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$19.17	Copier & Printer Maintenance	
KONICA MINOLTA BUSINESS SOLUTIONS	Copier Maintenance - a/c #166243	\$113.43	Copier & Printer Maintenance	\$132.60
LAKESHORE LEARNING MATERIALS	plant and insects activity tins	\$80.48	Nonprint Materials	
LIBRARY FURNITURE INTERNATIONAL, INC.	Acrylic sign holders	\$385.00	Furniture	
Ludy Gerardi	Summer kick-off part - face painters	\$550.00	Cultural/Ed Programs - YTS	
MIDWEST TAPE	nonprint - April 2023	\$9,088.36	Nonprint Materials	
MIDWEST TAPE-HOOPLA	eResources - April 2023	\$6,320.07	Electronic Materials	
MUTUAL ACE PALATINE	fasteners, braces	\$17.68	Maintenance Supplies	
MUTUAL ACE PALATINE	toilet plunger beehive	\$32.38	Maintenance Supplies	\$50.06
MUTUAL ACE PALATINE	spray paint	\$16.11	Maintenance Supplies	
MUTUAL ACE PALATINE	spray paint	\$26.70	Maintenance Supplies	
MUTUAL ACE PALATINE	ant bait, blades, tape	\$47.08	Maintenance Supplies	\$89.89
Nora, Karla	LWD supplies	\$150.71	Misc. Fringe Benefits	
NORTHWEST COMMUNITY HEALTHCARE	Rand Road Branch Lease	\$746.25	Leases(Branches)	
ORIENTAL TRADING COMPANY INC	SRP prizes	\$203.80	Program Supplies - YTS	
ORIENTAL TRADING COMPANY INC	SRP prizes	\$99.95	Program Supplies - YTS	
ORKIN	bed bug inspection	\$632.99	Building Maintenance	
OVERDRIVE INC.	e-resources	\$833.47	Electronic Materials	
OVERDRIVE INC.	e-resources	\$470.45	Electronic Materials	
OVERDRIVE INC.	e-resources	\$917.64	Electronic Materials	
OVERDRIVE INC.	e-resources	\$902.55	Electronic Materials	
OVERDRIVE INC.	e-resources	\$290.66	Electronic Materials	
OVERDRIVE INC.	e-resources	\$429.89	Electronic Materials	\$2,540.74
OVERDRIVE INC.	e-resources	\$916.20	Electronic Materials	
OVERDRIVE INC.	e-resources	\$826.50	Electronic Materials	\$1,742.70
OVERDRIVE INC.	e-resources	\$3,426.15	Electronic Materials	
OVERDRIVE INC.	e-resources	\$634.68	Electronic Materials	
OVERDRIVE INC.	e-resources	\$699.34	Electronic Materials	\$4,760.17
Office Revolutions LLC	Branch furniture	\$3,311.06	Furniture, Fixtures & Equipment	
PETTY CASH	March 2023	\$266.75	Inservice & Training/Mileage	
PETTY CASH	March 2023	\$108.73	Program Supplies - YTS	
PETTY CASH	March 2023	\$10.00	Misc. Fringe Benefits	
PETTY CASH	March 2023	\$13.68	Program Supplies - AS	\$399.16
PITNEY BOWES-SUPPLIES	postage machine - moistener replacement	\$12.44	Library Services Supplies	
Peerless Network	POTS Lines	\$475.60	Telephone	
SCOTT LANDSCAPES LLC	3/10 snow plow and salt	\$541.00	Snow Removal	

SCOTT LANDSCAPES LLC	May lawn maintenance	\$663.00	Landscaping and Lawn Service	
SCOTT LANDSCAPES LLC	April lawn maintenance & spring clean up	\$2,355.00	Landscaping and Lawn Service	\$3,559.00
SENSOURCE	annual hosting - door counter	\$1,410.00	Building Maintenance	
SHOWCASES	CD cases	\$574.56	Collection Supplies - CS	
SLICK, KRISTYN	Summer Eats - virtual	\$150.00	Cultural/Ed Programs - AS	
SMARTY PANTS	Summer kick-off balloon show	\$550.00	Cultural/Ed Programs - YTS	
SMG Security Holdings, LLC	3 add'l panic alarms	\$1,975.00	Fire and Security	
SMG Security Holdings, LLC	Burglar alarm	\$51.98	Fire and Security	\$2,026.98
SMG Security Holdings, LLC	Service call ticket 247359	\$270.00	Fire and Security	
SOAP OPERA DIGEST	26 issues Acct #0455550681	\$41.97	Print Materials	
STAPLES	expo markers, post it notes	\$41.81	General Service Supplies	
STAPLES	black markers, book tape	\$13.98	General Service Supplies	
STAPLES	black markers, book tape	\$1,128.12	Collection Supplies - CS	\$1,142.10
STAPLES	wipes, colored paper	\$75.19	General Service Supplies	
TASTE OF HOME	Easy and Everyday Cooking	\$38.23	Print Materials	
U.S. FIRE & SAFETY EQUIPMENT CO	Annual maintenance	\$2,046.59	Fire and Security	
UNIQUE MANAGEMENT SERVICES	collection - 24 placements	\$236.40	Collection Agency	
UNITE PRIVATE NETWORKS, LLC	Internet - Main	\$3,170.20	Internet Service	
University of Illinois System	Lost item payment	\$128.76	Interlibrary Loan/Recip Borrow	
VANGUARD ENERGY SERVICES, LLC	Service Period Mar 2023	\$3,065.54	Gas	
WAREHOUSE DIRECT	soap, tissue, liners	\$770.36	Maintenance Supplies	
WAREHOUSE DIRECT	towels, tissues, liners	\$676.92	Maintenance Supplies	\$1,447.28
WAREHOUSE DIRECT	6 chairs for admin	\$3,480.00	Furniture	
WAREHOUSE DIRECT	soap, tissue, towels	\$641.13	Maintenance Supplies	
WAREHOUSE DIRECT	soap, tissue, towels	\$421.57	Maintenance Supplies	
WICKSTROM FORD	mount & balance tires, wheel alignment, replace air filter	\$700.85	Van Maintenance	
Waste Management	Trash & Recycle April & May	\$680.81	Trash	
Wex Bank	Van Fuel - 04/2023	\$72.12	Van Fuel	
	<b>TOTAL</b>	<b>\$420,757.44</b>		

**Palatine Public Library District**  
**Warrant 2023-11 Payroll and Invoice Distribution Totals**  
**For the month of May 2023**

<b>5300 · PAYROLL EXPENSES</b>		
<b>5310 · Gross Salaries</b>		
04/15/2023	Payroll - Paycom	\$159,168.55
04/28/2023	Payroll - Paycom	\$160,958.73
Total 5310 · Gross Salaries		<b>\$320,127.28</b>
<b>5311 · Employer IMRF Fund Expense</b>		
04/28/2023	IMRF	\$27,954.05
Total 5311 · IMRF Fund Expense		<b>\$27,954.05</b>
<b>5312 · Employer Social Security Fund Expense</b>		
04/15/2023	Payroll Taxes - Paycom	\$11,919.53
04/28/2023	Payroll Taxes - Paycom	\$12,056.44
Total 5312 · Social Security Fund Exp		<b>\$23,975.97</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>		
04/28/2023	Health Insurance - Blue Cross/Blue Shield	\$28,003.79
04/28/2023	Life Insurance - Principal	\$1,922.43
Total 5313 · Health & Life Insurance		<b>\$29,926.22</b>
<b>5660 · Payroll Processing Fee</b>		
04/15/2023	Payroll Processing Fee - Paycom	\$495.72
04/28/2023	Payroll Processing Fee - Paycom	\$483.19
Total 5660 · Payroll Processing Fee		<b>\$978.91</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>		<b>\$402,962.43</b>
<b>5660 - Bank &amp; Credit Card Service Charges</b>		<b>\$156.63</b>
<b>Early Release Checks</b>		
<b>Check &amp; ACH Pmts - 05/16/23</b>		<b>\$420,757.44</b>
<b>6500 · BOND EXPENSES</b>		
5/30/2023	Bond Interest Expense	<b>\$76,326.75</b>
<b>TOTAL WARRANT 2023-11</b>		<b>\$900,203.25</b>

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

**Approved by the Board of Trustees**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date