



Decennial Committee Meeting
Jeanette Spillman Westhoff Story Room B, Main Library
Main Library, 700 N. North Ct., Palatine IL
February 20, 2024, 7:00 pm

Minutes

1. Call to order

Committee Chair Brauer called the meeting to order at 7:01 p.m.

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

Upon roll call, Trustees Brauer, Boland, DeRosa, Puklin, and Snyder, Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, and community members Tracie Padal and Meg Cipar were present.

Trustee Snyder moved, seconded by Trustee Boland to approve Trustee Westhoff to attend the meeting via electronic means.

Roll call vote:

| | |
|----------|---|
| Ayes: | Boland, Brauer, DeRosa, Puklin, Snyder, Dilger, Gardner, Cipar, and Padal |
| Nays: | None |
| Abstain: | None |
| Absent: | Jefferson |
| Vote: | Motion carried |

Visitors introduced were Salt Creek Park District Director Diane Hilgers, Palatine Park District Director Ben Rea, Hoffman Estates Park District Superintendent of Recreation Kimberly Baron, Communications Manager Andrea Lublink, Youth & Teen Services Manager Kathy Burns, Administrative Associate Karla Nora, and member Grace Lee.

3. Public comment

None.

4. New Business

Executive Director Dilger gave an overview of the Library's three-year strategic plan and discussed the goal of integrating with other government and community agencies.

- a. Discussion of service to the community with guests Ben Rea, Palatine Park District, Kimberly Baron, Hoffman Estates Park District, and Diane Hilgers, Salt Creek Park District

Palatine Park District Director Ben Rea reported that the park district is working on a master plan to begin in 2025. They will be redeveloping properties and would consider a small library in one of their buildings. They also would like to plan a cultural event in the community with the village, park district and library.

Salt Creek Park District Director Diane Hilgers discussed identity/marketing challenges, current programs with the Library and potential new programs. Salt Creek manages the Twin Lakes Recreation Center, an inline hockey center, and they are building the Rose Park Community Center this summer.

Hoffman Estates Park District Superintendent of Recreation Kimberly Barton reported that the Willow Recreation Center is currently being renovated, they are working on a Diversity, Equity, and Inclusion (DEI) initiative to bring cultural and socioeconomic awareness and are working on their strategic plan. The park district is extending summer camps by two weeks due to District 15 construction and Willow Recreation Center is hosting all north side camps this summer which may increase the traffic at the North Hoffman branch.

Trustee Westhoff suggested that the Palatine Park District and Library work together to promote Cutting Hall Theatre events.

5. Adjourn

Committee Chair Brauer adjourned the meeting at 7:31 p.m.

Approved on: _____

Trustee

Trustee



Minutes

1. Call to order

President Brauer called the meeting to order at 7:36 p.m. Secretary DeRosa was present.

2. Roll call/Trustee Requests to Attend Meeting via Electronic Means

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

Trustee Snyder moved, seconded by Trustee Boland to approve Trustee Westhoff to attend the meeting via electronic means.

Roll call vote:

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

3. Approval of Agenda

President Brauer requested to move Item 13.a.i. of the Consent Agenda to Item 8.b. under New Business, Director Evaluation Committee meeting of November 9, 2023. Trustee Boland moved, seconded by Trustee Snyder, approval of the agenda as amended.

Roll call vote:

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

4. Introduction of Visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Youth & Teen Services Manager Kathy Burns, Communications Manager Andrea Lublink, Administrative Associate Karla Nora, Friends of the Library representative Meg Cipar, Teen Advisory Board (TAB) representative Grace Lee, member Emilie Cheng, and Marguerite Tully.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Palatine Library

Friends of the Library representative Meg Cipar thanked all who attended the February Book Sale and reported that it was a fabulous sale selling on average 69% of the books they had out. The total sales were \$14,096 and credit card and cash sales were about equal. The next book sale will be in June.

b. Palatine Public Library Foundation

Executive Director Dilger reported that the Foundation will meet Thursday, February 22. The Foundation board has been working on document storage and will be discussing sponsorship opportunities for the Library's 100th anniversary celebration and StoryWalk.

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

Trustee DeRosa reported that United Against Book Bans has book resums which are designed to help support readers' access to books that are targeted by censors. Each book resumé is a one-page document that summarizes the book's significance and educational value, including a synopsis, reviews from professional journals, awards, accolades, and more. DeRosa also advised that there is a new iLEAD Trustee Training portal at www.ileadtrustee.org for trustee training and development.

d. Teen Advisory Board (TAB)

Teen Advisory Board representative Grace Lee reported that TAB is creating spring flower pens and hosting a game night for Elderworks participants. Next month TAB will be creating cards for Library staff for Library Worker's Day in April. Executive Director Dilger thanked TAB for all that they have done for Elderworks.

7. Unfinished Business

a. Resolution No. 2024-05 approving sale of 224 Palatine Road to Palatine Park District

Trustee Boland moved, seconded by Trustee Snyder, approving Resolution 2024-05 authorizing the conveyance of property owned by the Palatine Public Library District to the Palatine Park District as presented.

Roll call vote:

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

b. Staff area renovation update

Trustee Westhoff reported that the Buildings and Grounds Committee met February 1 and Dan Eallonardo provided an update on construction progress and status of change orders. It is estimated that all construction work should be finished by April 15. The committee agreed to continue allowing Executive Director Dilger to approve any change order under \$20,000 but asked to be informed when \$60,000 of the \$80,000 contingency allowance has been spent.

c. Board Development Committee

Trustees Boland, Puklin, and DeRosa conducted a survey to identify areas of training needs for trustees. Trustee DeRosa shared the results of the survey and reported that the Committee identified five topics for board development, developed an action plan, and provided suggestions for improvement.

8. New Business

a. Approve policy changes

i. Policy 5—Financial Management

Trustee Puklin moved, seconded by Trustee Snyder, approval of changes to Policy 5—Financial Management as presented effective March 1, 2024.

Roll call vote:

| | |
|----------|---|
| Ayes: | Boland, Brauer, DeRosa, Puklin, Snyder and Westhoff |
| Nays: | None |
| Abstain: | None |
| Absent: | Jefferson |
| Vote: | <input type="checkbox"/> OBJ Motion carried |

ii. Policy 8—Community Relations

Executive Director Dilger discussed changes regarding the addition of a job bulletin board, removal of Palatine Historical Library and the way the Library works with partners. Trustee Puklin moved, seconded by Trustee Snyder, approval of changes to Policy 8—Community Relations as presented effective March 1, 2024.

Roll call vote:

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

iii. Policy 9—Human Resources

Executive Director Dilger discussed recommended changes regarding vacation, holidays, retention, personal days, and sick time. Trustees recommended language changes under Sections 9.6.2. and 9.6.4. Trustee Puklin moved, seconded by Trustee Snyder, approval of changes to Policy 9—Human Resources as amended effective March 29, 2024.

Roll call vote:

| | |
|----------|---|
| Ayes: | Boland, Brauer, DeRosa, Puklin, Snyder and Westhoff |
| Nays: | None |
| Abstain: | None |
| Absent: | Jefferson |

Vote: Motion carried

b. Director Evaluation Committee meeting of November 9, 2023

President Brauer advised of two changes to the Director Evaluation Committee minutes of November 9, 2023. Trustee Boland moved, seconded by Trustee Puklin, approval of the Director Evaluation Committee minutes of November 9, 2023, as amended.

Roll call vote:

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

9. President's Report

a. Review of Library Board advocacy activities

Trustees Westhoff and Jefferson attended the Partners for Our Community fundraiser on February 13.

b. Palatine State of the Village, February 28, 2024, 8:00-9:00 a.m.

President Brauer advised trustees of the upcoming Palatine State of the Village on February 28 from 8:00-9:00 a.m. Registration information regarding the meeting was shared with trustees.

President Brauer advised that there are ILA Library Trustee Forum Spring virtual workshops on March 2, April 6, and May 4. Trustees must register for these sessions.

President Brauer appointed Trustee DeRosa as a third member of the Policy Committee.

10. Treasurer's Report

Treasurer Boland reported that the Library is on track with spending. Trustee Brauer had a question about negative income under Special Reserves.

11. Director's Report

a. Strategic Plan action items 2024

Executive Director Dilger shared the Strategic Plan 2024-2026 action items which the management team prepared.

b. 100th Anniversary update

Andrea Lublink, Communications Manager, reported on all the activities being planned to celebrate the Library's 100th Anniversary this year and advised that all information was included in the Spring newsletter. The celebration will kick-off the weekend of May 4-5, 2024, with a Lego Train Club Exhibit, food trucks and historical exhibits. There will be several fundraising activities to raise \$20,000 for the Library to purchase a Lite Zilla Lite Brite for the children's area. Staff have put together an online merchandise store with 100th Anniversary swag and the Summer Reading Program will also have a 100th Anniversary theme. The celebration will culminate September 6-8, 2024, with a mini-golf fundraiser and activities.

12. Committee Reports

a. Building and Grounds Committee

The committee met February 1, 2024, and the next meeting is Thursday, March 7, 2024.

b. Decennial Committee

President Brauer reported that this committee will meet each month through June prior to the regular Board meeting. Community partners have been invited to each meeting.

c. Finance Committee

The committee will meet in April.

d. Lock Box Committee

The committee will meet Saturday, March 2, 2024, at 10:00 a.m. at Palatine Bank and Trust.

e. Minutes Review Committee

The committee met February 9, 2024, and there were no recommendations. The next meeting will be July 26, 2024, at 10:00 a.m.

f. Policy Committee

The committee will meet March 5, 2025, and review Policy 1 and 2.

13. Consent agenda

a. Approval of Minutes

- i. Director Evaluation Committee meeting of November 17, 2023
- ii. Building and Grounds Committee meeting of January 4, 2024
- iii. Policy Committee meeting of January 11, 2024
- iv. Decennial Committee meeting of January 16, 2024
- v. regular Board meeting of January 16, 2024
- vi. first closed session of December 19, 2023, regular Board meeting
- vii. second closed session of December 19, 2023, regular Board meeting
- viii. Building and Grounds Committee meeting of February 9, 2024
- ix. Minutes Review Committee meeting of February 9, 2024

b. Approval of Warrant 2024-08 in the amount of \$800,654.10

Trustee Snyder moved, seconded by Trustee Boland, approval of the consent agenda as amended.

Roll call vote:

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

15. Correspondence

Executive Director Dilger shared a thank you letter from the Palatine Township Needy Family Fund for the donation of Thanksgiving baskets and gift cards to purchase turkeys.

16. Adjournment

President Brauer adjourned the meeting at 8:40 p.m.

Approved: _____

Debby Brauer, President

Maureen DeRosa, Secretary



Minutes

1. Call to order

Committee Chair DeRosa called the meeting to order at 10:31am.

2. Roll call

Upon roll call, Trustees DeRosa and Westhoff were physically present.

3. Introduction of visitors

None.

4. Review of Contents of Library District's Lockbox

The Committee examined the contents of the lock box and verified the accuracy. New documents related to the sale of the Benton Street property have been added to the lockbox. Committee Chair DeRosa removed the Benton Street Property documents to update the inventory record and will place the documents and the updated inventory record in the lockbox.

5. Adjournment

Committee Chair DeRosa adjourned the meeting at 11:35 am.

Approved: _____

Trustee

Trustee

Prepared by: Maureen DeRosa

Warrant List - 03/19/24

| <u>Company Name</u> | <u>Invoice Date</u> | <u>Invoice Amount</u> | <u>Invoice Number</u> | <u>Description</u> | <u>Account #</u> | <u>Account Name</u> |
|---------------------|---------------------|-----------------------|-----------------------|--------------------------------|------------------|--------------------------------|
| Amazon | 20-Feb-24 | 14.75 | 114P-H39Q-3GLM | print | 5101 | Print Materials |
| Amazon | 6-Feb-24 | 32.45 | 116Q-9L7G-JCDN | print | 5101 | Print Materials |
| Amazon | 11-Feb-24 | 16.37 | 117T-XY3D-KJNW | program supplies | 5776.1 | Program Supplies - YTS |
| Amazon | 11-Feb-24 | 86.96 | 117T-XY3D-KJNW | program supplies | 5776.2 | Program Supplies - AS |
| Amazon | 29-Feb-24 | 69.99 | 14WF-KYNF-9WNM | non-print | 5105 | Nonprint Materials |
| Amazon | 6-Feb-24 | 11.98 | 174M-7K7Y-JPWM | workshop supplies | 5774.3 | Workshop Supplies |
| Amazon | 9-Feb-24 | 90.64 | 17XM-3X3R-9MHQ | program supplies | 5776.1 | Program Supplies - YTS |
| Amazon | 2-Feb-24 | 138.00 | 194X-N3MX-KXPX | non-print | 5105 | Nonprint Materials |
| Amazon | 27-Feb-24 | 18.00 | 1C3Y-J7HF-FHFQ | markers | 5774.9 | General Service Supplies |
| Amazon | 27-Feb-24 | 144.26 | 1C3Y-J7HF-FHFQ | Mega blocks & legos | 5813.9 | District Wide Programs |
| Amazon | 15-Feb-24 | 29.42 | 1D4C-MMXV-HL91 | workshop supplies | 5774.3 | Workshop Supplies |
| Amazon | 15-Feb-24 | 139.98 | 1DF9-L936-4HPF | non-print | 5105 | Nonprint Materials |
| Amazon | 29-Feb-24 | 46.65 | 1DFQ-D96X-4WVN | program supplies | 5776.1 | Program Supplies - YTS |
| Amazon | 3-Mar-24 | 117.98 | 1DK4-CYWR-QPXM | general supplies | 5774.9 | General Service Supplies |
| Amazon | 21-Feb-24 | 11.89 | 1DVN-CMMR-7QHJ | program supplies | 5776.1 | Program Supplies - YTS |
| Amazon | 21-Feb-24 | 51.96 | 1DVN-CMMR-7QHJ | cardstock | 5774.9 | General Service Supplies |
| Amazon | 21-Feb-24 | 143.40 | 1DVN-CMMR-7QHJ | shipping labels for AS | 5810 | Interlibrary Loan/Recip Borrow |
| Amazon | 3-Feb-24 | 488.93 | 1FF1-WQD4-NVNH | non-print | 5105 | Nonprint Materials |
| Amazon | 24-Feb-24 | 47.94 | 1FMG-DRJX-M4YP | non-print | 5105 | Nonprint Materials |
| Amazon | 22-Feb-24 | 38.17 | 1H93-HWLW-7N3G | computer supplies | 5207 | Computers/Technology |
| Amazon | 23-Feb-24 | 31.52 | 1H9C-XR1V-GKHG | SDD speaker gift | 5814 | Inservice & Training/Mileage |
| Amazon | 22-Feb-24 | 173.50 | 1HP1-3WJD-6YV6 | computer supplies | 5207 | Computers/Technology |
| Amazon | 13-Feb-24 | 18.21 | 1HWJ-MDTQ-1GDL | program supplies | 5776.1 | Program Supplies - YTS |
| Amazon | 13-Feb-24 | 23.33 | 1HWJ-MDTQ-1GDL | business card holders | 5774.5 | Collection Supplies - CS |
| Amazon | 13-Feb-24 | 39.88 | 1J6D-PWHM-WV4L | non-print | 5105 | Nonprint Materials |
| Amazon | 25-Feb-24 | 23.90 | 1L36-VDJ9-VP3P | YTS planning calendars | 5774.9 | General Service Supplies |
| Amazon | 25-Feb-24 | 73.98 | 1L36-VDJ9-VP3P | program supplies | 5776.1 | Program Supplies - YTS |
| Amazon | 19-Feb-24 | 128.85 | 1LJY-YVRN-W7HV | AS program supplies | 5776.2 | Program Supplies - AS |
| Amazon | 7-Feb-24 | 61.85 | 1M3F-CJK3-RQ3N | admin supplies | 5774.9 | General Service Supplies |
| Amazon | 29-Feb-24 | (74.97) | 1M3G-DWGG-CH69 | credit for legos not delivered | 5776.1 | Program Supplies - YTS |
| Amazon | 19-Feb-24 | 265.90 | 1MD4-P9RR-TTJL | Legos | 5813.9 | District Wide Programs |
| Amazon | 15-Feb-24 | 14.49 | 1PWW-DYLF-31FX | orange paper | 5774.5 | Collection Supplies - CS |
| Amazon | 15-Feb-24 | 49.05 | 1PWW-DYLF-31FX | MS supplies | 5774.9 | General Service Supplies |

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|-------------------|-----------|----------|---|-----------------------------------|
| Amazon | 15-Feb-24 | 57.70 | 1PWW-DYLF-31FX pic hanging strips | 5776.1 Program Supplies - YTS |
| Amazon | 20-Feb-24 | 58.32 | 1PWW-DYLF-YFFQ workshop supplies | 5774.3 Workshop Supplies |
| Amazon | 19-Feb-24 | 83.50 | 1QKR-917D-TDYM print | 5101 Print Materials |
| Amazon | 17-Feb-24 | (5.59) | 1QQM-7FPV-G7TV credit | 5774.9 General Service Supplies |
| Amazon | 20-Feb-24 | 148.21 | 1QXN-VMP6-17XY program supplies | 5776.1 Program Supplies - YTS |
| Amazon | 29-Feb-24 | 55.60 | 1TFQ-JVMQ-71V6 surge protectors | 5207 Computers/Technology |
| Amazon | 8-Feb-24 | 34.97 | 1V6L-76VD-WDCF workshop supplies | 5774.3 Workshop Supplies |
| Amazon | 8-Feb-24 | 34.52 | 1V94-M9GJ-TCXD workshop supplies | 5774.3 Workshop Supplies |
| Amazon | 8-Feb-24 | 28.99 | 1V94-M9GJ-XMHR non-print | 5105 Nonprint Materials |
| Amazon | 29-Feb-24 | 14.23 | 1VJ9-XHC3-71QH non-print | 5105 Nonprint Materials |
| Amazon | 20-Feb-24 | 44.18 | 1VKX-6CPD-XXNY non-print | 5105 Nonprint Materials |
| Amazon | 12-Feb-24 | 20.98 | 1WP1-4TY7-TJ4H non-print | 5105 Nonprint Materials |
| Amazon | 29-Feb-24 | 5.92 | 1WTJ-9GCN-9V9J plates for SDD | 5814 Inservice & Training/Mileage |
| Amazon | 29-Feb-24 | 34.18 | 1WTJ-9GCN-9V9J plates/forks for LWD, goody da | 5328 Misc. Fringe Benefits |
| Amazon | 25-Feb-24 | 78.23 | 1WXF-94RH-WHWJ staff winter reading prizes | 5328 Misc. Fringe Benefits |
| Amazon | 25-Feb-24 | 111.50 | 1X1V-TKN7-QMJQ program supplies | 5776.1 Program Supplies - YTS |
| Amazon | 15-Feb-24 | 49.94 | 1Y9N-N9QD-4VV3 non-print | 5105 Nonprint Materials |
| Amazon | 20-Feb-24 | 57.39 | 1Y9N-N9QD-Y17J program supplies | 5776.1 Program Supplies - YTS |
| Amazon | 11-Feb-24 | 107.48 | 1YMR-YJ33-KYC3 program supplies | 5776.1 Program Supplies - YTS |
| CDW GOVERNMENT | 20-Feb-24 | 77.46 | PS00388 wireless keyboards | 5207 Computers/Technology |
| CENGAGE LEARNING | 6-Mar-24 | 145.45 | 84009725 print | 5101 Print Materials |
| CENGAGE LEARNING | 10-Jan-24 | 52.48 | 183215663 print | 5101 Print Materials |
| CENGAGE LEARNING | 9-Feb-24 | 77.97 | 83855884 print | 5101 Print Materials |
| CENGAGE LEARNING | 9-Feb-24 | 100.46 | 8385474 print | 5101 Print Materials |
| CENGAGE LEARNING | 22-Feb-24 | 101.21 | 83940034 Print | 5101 Print Materials |
| CENGAGE LEARNING | 22-Feb-24 | 72.72 | 83931477 Print | 5101 Print Materials |
| CENGAGE LEARNING | 5-Mar-24 | 187.43 | 84003239 print | 5101 Print Materials |
| CENGAGE LEARNING | 5-Mar-24 | 111.71 | 84002993 print | 5101 Print Materials |
| CENTER POINT LARC | 16-Feb-24 | 147.42 | 2077709 Print | 5101 Print Materials |
| COLLEY ELEVATOR C | 1-Mar-24 | 1,628.00 | 255413 INSPECTION SERVICE FOR 3 MC | 5536 Elevator |
| COMPLETE CLEANING | 1-Mar-24 | 6,715.00 | C26618 700 N. North Court, Palatine 7 | 5531 Cleaning Service |
| COMPLETE CLEANING | 1-Mar-24 | 435.00 | C26618 3600 Lexington Drive, Hoffman | 5531 Cleaning Service |
| CULLIGAN WATER C | 29-Feb-24 | 15.00 | 2292024 RENTAL BW CONTRACT | 5423 Water |
| CUMMINS | 15-Feb-24 | 1,117.10 | F2-41570 Planned maintenance | 5537 Building Maintenance |
| CURRENT TECHNOLOG | 4-Mar-24 | 326.13 | 14518 Ethernet cables | 5207 Computers/Technology |
| CURRENT TECHNOLOG | 28-Feb-24 | 3,792.47 | 14499 Renewal Cisco Smart Net Total | 5653 Technology Support |
| CURRENT TECHNOLOG | 29-Feb-24 | 4,096.00 | 733697 IT Consultant onsite & remote | 5655 LAN Management |

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|---------------------------------|-----------|-----------|--|-----------------------------------|
| CURRENT TECHNOLOGY | 29-Feb-24 | 2,559.70 | 14520 Dell Precision 3460 SFF CTO BA | 5207 Computers/Technology |
| CURRENT TECHNOLOGY | 29-Feb-24 | 5,174.19 | 14519 Meraki MR46 Wi-Fi license & Ir | 5653 Technology Support |
| CURRENT TECHNOLOGY | 1-Mar-24 | 460.00 | 733651 Network monitoring | 5655 LAN Management |
| CURRENT TECHNOLOGY | 1-Mar-24 | 5,120.00 | 733643 Agreement Monthly Support | 5655 LAN Management |
| Dashlane | 26-Feb-24 | 3,168.00 | INV07647 Dashlane for Business | 5653 Technology Support |
| DEMCO | 20-Feb-24 | 266.54 | 7441165 Color coded paper tape | 5774.5 Collection Supplies - CS |
| Engie Resources | 12-Feb-24 | 18,838.01 | 8154670 electricity | 5422 Electricity |
| EVERLIVING GREEN | 1-Mar-24 | 363.00 | 45628 Foliage Maintenance Service for | 5534 Landscaping and Lawn Service |
| FIRST COMMUNICATIONS | 23-Feb-24 | 2,097.46 | 126357455 Feb 2024 telephone | 5667 Telephone Lease |
| First National Bank of Illinois | 29-Feb-24 | 14.00 | 2292024 92Learns - Adobe illustrator sta | 5814 Inservice & Training/Mileage |
| First National Bank of Illinois | 29-Feb-24 | 49.00 | 2292024 92Learns - Adobe illustrator m | 5814 Inservice & Training/Mileage |
| First National Bank of Illinois | 29-Feb-24 | 744.76 | 2292024 Adobe | 5653 Technology Support |
| First National Bank of Illinois | 29-Feb-24 | 29.99 | 2292024 Adobe | 5653 Technology Support |
| First National Bank of Illinois | 29-Feb-24 | 548.00 | 2292024 Amazon - gift cards for gamilng | 5105 Nonprint Materials |
| First National Bank of Illinois | 29-Feb-24 | 54.41 | 2292024 B&H Photo = Canon battery pa | 5105 Nonprint Materials |
| First National Bank of Illinois | 29-Feb-24 | 144.45 | 2292024 B&H Photo - Canon vinyl roll | 5774.3 Workshop Supplies |
| First National Bank of Illinois | 29-Feb-24 | 840.88 | 2292024 B&H Photo - black toner | 5773 Copier & Printer Supplies |
| First National Bank of Illinois | 29-Feb-24 | 23.00 | 2292024 Harvard Health Pub = Stroke St | 5101 Print Materials |
| First National Bank of Illinois | 29-Feb-24 | 197.92 | 2292024 Blick Art Material - paint marke | 5776.2 Program Supplies - AS |
| First National Bank of Illinois | 29-Feb-24 | 15.00 | 2292024 Dollar Tree = AS program suppl | 5776.2 Program Supplies - AS |
| First National Bank of Illinois | 29-Feb-24 | 31.25 | 2292024 Dollar Tree - AS craft supplies | 5776.2 Program Supplies - AS |
| First National Bank of Illinois | 29-Feb-24 | 25.99 | 2292024 Eckhartz Press Books - Survivin | 5101 Print Materials |
| First National Bank of Illinois | 29-Feb-24 | 245.00 | 2292024 Elderwerks educational - direc | 5816 Community Information |
| First National Bank of Illinois | 29-Feb-24 | 239.40 | 2292024 Etsy - Ukrainian print | 5101 Print Materials |
| First National Bank of Illinois | 29-Feb-24 | 112.00 | 2292024 Google Suite | 5653 Technology Support |
| First National Bank of Illinois | 29-Feb-24 | 120.00 | 2292024 Home Depot - 25 quart shelf to | 5776.2 Program Supplies - AS |
| First National Bank of Illinois | 29-Feb-24 | 69.90 | 2292024 Home Depot - endust screen w | 5774.9 General Service Supplies |
| First National Bank of Illinois | 29-Feb-24 | (7.08) | 2292024 Home Depot - credit sales tax | 5774.9 General Service Supplies |
| First National Bank of Illinois | 29-Feb-24 | 236.16 | 2292024 Matterhackers - 3D filament | 5774.3 Workshop Supplies |
| First National Bank of Illinois | 29-Feb-24 | 36.98 | 2292024 Michael's - scotch thermal lam | 5776.2 Program Supplies - AS |
| First National Bank of Illinois | 29-Feb-24 | 66.36 | 2292024 Michael's - mixed wildflower p | 5776.2 Program Supplies - AS |
| First National Bank of Illinois | 29-Feb-24 | 264.76 | 2292024 Microsoft | 5653 Technology Support |
| First National Bank of Illinois | 29-Feb-24 | 68.97 | 2292024 Netflix | 5105 Nonprint Materials |
| First National Bank of Illinois | 29-Feb-24 | 28.73 | 2292024 Online labels - matte labels | 5774.5 Collection Supplies - CS |
| First National Bank of Illinois | 29-Feb-24 | 300.00 | 2292024 Paypal - POC fundraiser | 5816 Community Information |
| First National Bank of Illinois | 29-Feb-24 | 114.30 | 2292024 Prairie Moon Nursery - seed pa | 5776.2 Program Supplies - AS |
| First National Bank of Illinois | 29-Feb-24 | 399.00 | 2292024 SHRM HR Jobs - HR mgr postin | 5819 Want Ads/Legal Notices |

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|----------------------|-----------|------------|---|------------------------------------|
| First National Bank | 29-Feb-24 | 806.25 | 2292024 Heat Press Nation - sawgrass c | 5774.3 Workshop Supplies |
| First National Bank | 29-Feb-24 | 10.99 | 2292024 Spotify | 5653 Technology Support |
| First National Bank | 29-Feb-24 | 14.55 | 2292024 Annie's Restaurant - Rotary | 5815 Memberships |
| First National Bank | 29-Feb-24 | 100.00 | 2292024 Vicarious Multimedia - comms | 5772 Communications Dept Supplies |
| First National Bank | 29-Feb-24 | 107.85 | 2292024 Terrapin - pen holder jackets | 5776.1 Program Supplies - YTS |
| First National Bank | 29-Feb-24 | 25.00 | 2292024 Threadless - test gift card | 5772 Communications Dept Supplies |
| First National Bank | 29-Feb-24 | 197.59 | 2292024 Threadless - items for 100th an | 5772 Communications Dept Supplies |
| First National Bank | 29-Feb-24 | 5.08 | 2292024 USPS - certified mail for termin | 5812 Postage |
| First National Bank | 29-Feb-24 | 72.00 | 2292024 Walmart - Sponges AS craft sup | 5776.2 Program Supplies - AS |
| First National Bank | 29-Feb-24 | 47.97 | 2292024 Zoom | 5653 Technology Support |
| First National Bank | 29-Feb-24 | 630.00 | 2292024 Dollar Tree - AS craft supplies | 5776.2 Program Supplies - AS |
| FLAGS USA | 6-Mar-24 | 239.40 | 115888 US flag | 5775 Maintenance Supplies |
| GREY HOUSE PUBLI | 29-Feb-24 | 4,900.00 | 982750 Financial Ratings Online & Fina | 5104 Databases |
| Happ Builders, Inc. | 29-Feb-24 | 168,237.00 | 2292024 2nd floor reno - Feb 2024 | 5250.1 Main Direct Costs |
| HAYES MECHANICA | 26-Feb-24 | 2,260.40 | 41122 Replaced ramp now melt boile | 5539 HVAC |
| HAYES MECHANICA | 23-Feb-24 | 352.00 | 40965 HP #135 not getting call to run | 5539 HVAC |
| Hoffman Estates Pa | 6-Nov-23 | 2,500.00 | 12012023 Rent | 5666 Leases(Branches) |
| INDEPENDENT CON | 29-Feb-24 | 5,040.00 | 1320 2nd floor staff reno - Feb 2024 | 5260.16 Owner's Rep |
| INGRAM | 1-Mar-24 | 15,946.54 | Feb-24 print | 5101 Print Materials |
| INGRAM | 1-Mar-24 | 10.78 | Feb-24 non-print | 5105 Nonprint Materials |
| Jerry Donahue | 10-May-24 | 75.00 | 5102024 Career Counseling Appointmer | 5813.2 Cultural/Ed Programs - AS |
| Jerry Donahue | 8-Mar-24 | 75.00 | 3082024 Career Counseling Appointmer | 5813.2 Cultural/Ed Programs - AS |
| Jerry Donahue | 12-Apr-24 | 75.00 | 4122024 Career Counseling Appointmer | 5813.2 Cultural/Ed Programs - AS |
| JP Wood Martial Ar | 1-Mar-24 | 200.00 | 3012024 SDD - Self Defense sessions | 5814 Inservice & Training/Mileage |
| KANOPY LLC | 29-Feb-24 | 1,312.00 | #390353 - PPU electronic resources | 5107 Electronic Materials |
| KAREN FOTOPOULC | 22-Feb-24 | 600.00 | 0612-0828 6 sessions - 6/12, 6/26, 7/10, 7 | 5813.2 Cultural/Ed Programs - AS |
| KAREN FOTOPOULC | 13-Mar-24 | 450.00 | 3132024 Chair Yoga - 3/13/24, 3/27/24, | 5813.2 Cultural/Ed Programs - AS |
| Kellenberger Electri | 23-Mar-24 | 359.00 | 2382-001 Service call for report of fire al | 5535 Fire and Security |
| KLEIN THORPE AND | 22-Feb-24 | 846.00 | 239703 Legal General Services - Jan 20 | 5817 Legal |
| Kristyn Slick | 4-Mar-24 | 300.00 | 7172024 Mastering Grilling Basics & Foc | 5813.2 Cultural/Ed Programs - AS |
| Lakeshore Learning | 20-Feb-24 | 80.49 | 248320022024 Rapunzel Kit | 5776.1 Program Supplies - YTS |
| Lakeshore Learning | 22-Feb-24 | 66.69 | 257210022224 book bins for NHB | 5774.9 General Service Supplies |
| Maureen Brady | 23-Feb-24 | 200.00 | 7182024 Researching Canadian Records | 5813.2 Cultural/Ed Programs - AS |
| Michael Hall | 16-Mar-24 | 200.00 | 3162024 Cosplay Creations | 5813.1 Cultural/Ed Programs - YTS |
| Michael Hall | 7-May-24 | 250.00 | 50724 Machine Sewing for Beginners | 5813.3 Cultural/Ed Programs - Tech |
| Midwest Pano | 6-Mar-24 | 289.00 | 10783663 Hot spot subscriptions | 5653 Technology Support |
| MIDWEST TAPE | 1-Mar-24 | 8,533.43 | Feb-24 non-print | 5105 Nonprint Materials |

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| MIDWEST TAPE | 1-Mar-24 | 59.98 | Feb-24 playaway lanyards | 5774.5 Collection Supplies - CS |
| MIDWEST TAPE | 29-Feb-24 | 7,743.57 | 505126573 eresources | 5107 Electronic Materials |
| Mobile Modular | 13-Feb-24 | 138.00 | 301336388 Pod rental 2/13 - 3/13/24 | 5260.13 Moving/Storage |
| MUTUAL ACE PALAT | 31-Jan-24 | 152.91 | 15291 Ice melt and LED light | 5775 Maintenance Supplies |
| MUTUAL ACE PALAT | 29-Feb-24 | 10.42 | 1042 maintenance supplies | 5775 Maintenance Supplies |
| NEWS BANK INC | 14-Feb-24 | 110.00 | RT553534 Subscription March - June 2024 | 5104 Databases |
| NEWS BANK INC | 14-Feb-24 | 24,241.00 | 553535 Annual subscription Jul 2024 - . | 1240 Prepaid Expenses |
| NORTHWEST COMM | 1-Mar-24 | 796.00 | CINV10002100 Rent | 5666 Leases(Branches) |
| ORIENTAL TRADING | 21-Feb-24 | 29.97 | 72994589301 MOTHER'S DAY TISSUE ACETAT | 5776.1 Program Supplies - YTS |
| OVERDRIVE INC. | 23-Feb-24 | 952.38 | 01018CO24056258 Ebooks | 5107 Electronic Materials |
| OVERDRIVE INC. | 23-Feb-24 | 541.48 | 01018CO24056265 Audiobooks | 5107 Electronic Materials |
| OVERDRIVE INC. | 29-Feb-24 | 768.70 | 01018CO24063336 Audiobooks | 5107 Electronic Materials |
| OVERDRIVE INC. | 29-Feb-24 | 454.84 | 01018CO24063338 Ebooks | 5107 Electronic Materials |
| OVERDRIVE INC. | 29-Feb-24 | 2,320.14 | 01018MA24064158 eresources | 5107 Electronic Materials |
| OVERDRIVE INC. | 29-Feb-24 | 95.78 | 01018CP24066011 eresources | 5107 Electronic Materials |
| OVERDRIVE INC. | 15-Feb-24 | 868.32 | 01018CO24049128 Ebooks | 5107 Electronic Materials |
| OVERDRIVE INC. | 15-Feb-24 | 530.45 | 01018CO24049130 eresources | 5107 Electronic Materials |
| PADDOCK PUBLICAT | 13-Nov-23 | 302.40 | 270913-2 Tax levy posting | 5819 Want Ads/Legal Notices |
| Palatine Public Libra | 4-Mar-24 | 97.46 | Feb-24 YTS program supplies | 5776.1 Program Supplies - YTS |
| Palatine Public Libra | 4-Mar-24 | 7.50 | Feb-24 Winter Reading basket | 5776.15 Program Supplies funded by FOL - YTS |
| Palatine Public Libra | 4-Mar-24 | 43.05 | Feb-24 community events | 5816 Community Information |
| Palatine Public Libra | 4-Mar-24 | 70.29 | Feb-24 training/mileage | 5814 Inservice & Training/Mileage |
| Palatine Public Libra | 4-Mar-24 | 7.98 | Feb-24 dark rosin-violin | 5105 Nonprint Materials |
| Palatine Public Libra | 4-Mar-24 | 10.00 | Feb-24 newsletter postage permit | 5812 Postage |
| Palatine Public Libra | 4-Mar-24 | 74.81 | Feb-24 Misc expenses-short | 5210.9 Miscellaneous |
| PEAC Solutions | 27-Feb-24 | 1,854.06 | 21094173 Copier contract payment | 5651 Copier & Printer Maintenance |
| Peerless Network | 15-Feb-24 | 249.80 | 44505 POTS lines | 5811 Telephone |
| Quill Corporation | 9-Feb-24 | 194.95 | 37153882 copy paper | 5774.9 General Service Supplies |
| Quill Corporation | 6-Mar-24 | 327.92 | 37574656 paper | 5773 Copier & Printer Supplies |
| ROTARY CLUB OF PA | 12-Feb-24 | 145.00 | 3699 Jan - March club dues, Rotary F | 5815 Memberships |
| S & P GLOBAL MARI | 8-Jul-23 | 10,382.40 | 51836772 NetAdvantage | 5104 Databases |
| Salt Creek Park Dist | 11-May-24 | 500.00 | 5112024 Sponsorship Color Run | 5816 Community Information |
| SCHOLASTIC INC | 6-Feb-24 | 54.90 | M74636523 print | 5101 Print Materials |
| Scott Pools LLC | 23-Feb-24 | 490.00 | 2389 2/23 8:45PM Snow 1" & 2/24 s | 5538 Snow Removal |
| Scott Pools LLC | 16-Jan-24 | 245.00 | 2335 Salt Parking Lot 1/16 | 5538 Snow Removal |
| Scott Pools LLC | 22-Jan-24 | 245.00 | 2360 1/22 4:AM | 5538 Snow Removal |
| Scott Pools LLC | 22-Jan-24 | 245.00 | 2360 Salt Parking Lot | 5538 Snow Removal |

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| Scott Pools LLC | 29-Jan-24 | 245.00 |
| Scott Pools LLC | 29-Jan-24 | 245.00 |
| SCRIBBLE BOOKS CC | 27-Feb-24 | 475.00 |
| SPECIAL LEISURE SE | 19-Feb-24 | 250.00 |
| State Chemical Solu | 13-Feb-24 | 237.54 |
| Team One Repair, Ir | 19-Feb-24 | 585.00 |
| TN Marketing | 15-Feb-24 | 3,600.00 |
| TODAY'S BUSINESS : | 4-Mar-24 | 165.92 |
| UNIQUE MANAGEM | 29-Feb-24 | 275.80 |
| UNITE PRIVATE NET | 29-Feb-24 | 2,102.38 |
| VOGUE PRINTERS, II | 16-Feb-24 | 15,987.00 |
| WAREHOUSE DIREC | 9-Jan-24 | 74.99 |
| WAREHOUSE DIREC | 15-Feb-24 | 564.48 |
| WAREHOUSE DIREC | 4-Mar-24 | 803.10 |
| WAREHOUSE DIREC | 7-Mar-24 | 13.59 |
| Wex Bank | 23-Feb-24 | 88.49 |
| WM Corporate Serv | 5-Mar-24 | 277.09 |
| WORLD BOOK INC | 1-Nov-23 | 53.46 |
| ZOOBEAN INC | 23-Feb-24 | 2,288.00 |
| TOTAL | | \$364,956.81 |

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| 2380 1/29 salt parking lots |
| 2380 Salt lot 2/1/25 |
| 8072024 ScribbleMonster |
| 2192024 Fashion Show runway sponsor |
| 903231849 PILE DRIVER |
| 1517235 3 Maxstick 2go liner free label |
| 4610 Library Subscription for Craft & |
| 020724-124 Cost per fax program 4th Qtr 2 |
| 6123457 28 Placements |
| SI-24-008934 Direct Internet Service |
| 21785 Newsletter |
| 5644694-0 Tissues |
| 5667883-0 Tissue, soap, can liners, towels |
| 5678667-0 Tissues, soap, towels, liners |
| 5681787-0 Binders |
| 95215465 Feb fuel purchases |
| 0465188-2008-2 March Trash & Recycle |
| WBE08160 Christmas in Ukraine |
| 32070 Beanstack Plus 9/10/24- 9/10/: |

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| 5538 Snow Removal |
| 5538 Snow Removal |
| 5813.1 Cultural/Ed Programs - YTS |
| 5816 Community Information |
| 5775 Maintenance Supplies |
| 5774.9 General Service Supplies |
| 5104 Databases |
| 5653 Technology Support |
| 5659 Collection Agency |
| 5657 Internet Service |
| 5913 Newsletter/Communication |
| 5775 Maintenance Supplies |
| 5775 Maintenance Supplies |
| 5775 Maintenance Supplies |
| 5774.9 General Service Supplies |
| 5545 Van Fuel |
| 5533 Trash |
| 5101 Print Materials |
| 1240 Prepaid Expenses |

Palatine Public Library District
Warrant 2024-09 Payroll and Invoice Distribution Totals
For the month of March 2024

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|--|---|---------------------|
| 5300 · PAYROLL EXPENSES | | |
| 5310 · Gross Salaries | | |
| 02/15/2024 | Payroll | \$170,480.91 |
| 02/29/2024 | Payroll | \$185,499.31 |
| Total 5310 · Gross Salaries | | \$355,980.22 |
| 5311 · Employer IMRF Fund Expense | | |
| 02/29/2024 | IMRF | \$33,019.55 |
| Total 5311 · IMRF Fund Expense | | \$33,019.55 |
| 5312 · Employer Social Security Fund Expense | | |
| 02/15/2024 | Payroll Taxes | \$12,729.28 |
| 02/29/2024 | Payroll Taxes | \$13,878.19 |
| Total 5312 · Social Security Fund Exp | | \$26,607.47 |
| 5313 · Employer Health & Life Insurance Expense | | |
| 02/29/2024 | Health Insurance - Blue Cross/Blue Shield | \$30,489.49 |
| 02/29/2024 | Life Insurance - Principal | \$2,610.07 |
| Total 5313 · Health & Life Insurance | | \$33,099.56 |
| 5660 · Payroll Processing Fee | | |
| 02/28/2024 | Payroll Processing Fee | \$1,900.86 |
| Total 5660 · Payroll Processing Fee | | \$1,900.86 |
| TOTAL 5300 · PAYROLL EXPENSES: | | \$450,607.66 |
| 5660 - Bank & Credit Card Service Charges | | \$238.42 |
| Early Release Checks | | |
| Check & ACH Pmts - 03/19/24 | | \$364,984.96 |
| 6500 · BOND EXPENSES | | |
| TOTAL WARRANT 2024-09 | | \$815,831.04 |

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date