



**Board of Library Trustees
Building & Grounds Committee**
Jeanette Spillman Westhoff Story Room B
Main Library, 700 N. North Court, Palatine, IL
March 7, 2024, 4:00 p.m.

Minutes

1. Call to order

Committee Chair Jeffrey Westhoff called the meeting to order at 4:05 p.m.

2. Roll call

Upon roll call, Trustees Westhoff and Jefferson were present.

3. Introduction of visitors

Also present were Executive Director Jeannie Dilger, Dan Eallonardo of Independent Construction Services, and Kristen Richardson of Engberg Anderson Architects, via Teams.

4. Public Comment

None.

5. Project Updates

a. Second-floor staff area remodel

Dan Eallonardo updated the committee on construction progress. He said Phase 1 was wrapping up, and construction crews would soon begin Phase 2, remodeling the administration area. He said work was going well and the whole project should be completed by mid-May.

b. Elevator controls project

Kristen Richardson said she was prepared to begin drawing up documents for the project to replace the control panels in the Library's elevators later this year, in the fall or early winter, but she wanted guidance on which elevators to start with. Executive Director Dilger recommended that the two elevators from the lobby to the parking garage be first, because one could be in service while the other was being refitted. She said the cost to replace the controls would be roughly \$80,000 per elevator, with another \$23,000 for cab improvements if the Library chose to

have those done as well.

The committee agreed that the garage elevators should be the first to be refurbished, followed by the freight elevator in the staff area and then the public elevator from the first to the second floor at later dates. The committee agreed to get a sense of the full Library Board at the March 19 Board meeting as to whether the project should begin with the garage elevators.

6. Other business

None.

7. Date for next meeting

The committee will meet again at 4:00 p.m. April 4, 2024.

8. Adjournment

Committee Chair Westhoff adjourned the meeting at 4:54 p.m.

Approved on: _____

Trustee

Trustee

Prepared by Jeffrey Westhoff



Decennial Committee Meeting
Jeanette Spillman Westhoff Story Room B, Main Library
Main Library, 700 N. North Ct., Palatine IL
March 19, 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, Jefferson, Puklin, and Westhoff, Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, and community member Tracie Padal were present.

3. Introduction of visitors

Visitors introduced were Community Consolidated School District 15 Superintendent Dr. Laurie Heinz, Township High School District 211 Superintendent Dr. Lisa Small, Finance Manager Mary Myers, Youth & Teen Services Manager Kathy Burns, Finance Associate Karla Nora, and member Veronica True.

Trustee Snyder joined the meeting at 7:06 p.m.

4. Public Comment

None.

5. 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 Dr. Laurie Heinz, Community Consolidated School District 15, and Dr. Lisa Small, Township High School District 211

Community Consolidated School District 15 Superintendent Dr. Laurie Heinz reported that the district had a successful referendum in November, and they are focusing on repairing and restoring several facilities. The summer break has been extended 3 weeks to renovate 14 of their 20 school buildings which includes interior repairs (HVAC, ADA), updated learning spaces, library renovations, accommodations for full day Kindergarten, and transitioning four middle schools to include 6th, 7th, and 8th grades. Other goals include student success and belonging, staff engagement and retention, and sustaining community/family engagement. Dr. Heinz expressed interest in working with the Library to help with summer programming and food assistance during the three-week summer extension and is interested in a book mobile to target areas of need.

Township High School District 211 Superintendent Dr. Lisa Small discussed the District's strategic plan goals which included: academic achievement, including subject areas of culinary arts, autos, nursing assistants, and manufacturing; dual class credit with Harper College; wellness of students/crisis support; and keeping facilities updated. The District is short on staff and bus drivers, and provides internships for students who want to be educators. Dr. Small appreciated the Library in accepting student volunteers for the Harper College Promise program, supporting diverse students, and offering a safe space for student connections.

Library staff and guests discussed using student volunteers for language needs at the library, expanding the Rand Road branch space to accommodate more members, a bookmobile in areas of community need, and summer programs during the extended three weeks of summer break.

6. Adjournment

Committee Chair Brauer adjourned the meeting at 7:34 p.m.

Approved on: _____

Trustee

Trustee



Minutes

1. Call to order

President Brauer called the meeting to order at 7:40 p.m. Secretary DeRosa was present.

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

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

3. Approval of Agenda

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

Roll call vote:

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

4. Introduction of Visitors

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Youth & Teen Services Manager Kathy Burns, Finance Manager Mary Myers, Finance Associate Karla Nora, Teen Advisory Board representative Veronica True, and member Emilie Cheng.

5. Public Comment

None.

6. Liaison Reports

a. Friends of the Palatine Library

No report.

b. Palatine Public Library Foundation

Trustee Jefferson reported that the Foundation met on Thursday, February 27, and discussed sponsorship opportunities for the Library's 100th anniversary celebration mini-golf event and the StoryWalk. The Foundation has \$48,137.62 in its account. The next meeting will be Thursday, March 21.

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

Trustee DeRosa reported that the American Library Association reported a record number of book challenges which is up 65% over the previous year with more group challenges rather than individual challenges. The Illinois Library Association (ILA) Conference is October 8-10 in Peoria. The ILA Library Trustee Spring Forum virtual workshops are on Saturday, April 6, and Saturday, May 4. The new iLEAD Trustee Training portal has been launched, and there is a free workshop in person and live streamed on Thursday, May 9, at 1:00 pm and 6:00 p.m. in Lake Zurich.

d. Teen Advisory Board (TAB)

Teen Advisory Board representative Veronica True reported that TAB had events with Elderwerks participants and will be creating cards for Library staff and Trustees for Library Worker's Day in April. TAB volunteers participated in the St. Patrick's Day parade.

7. Unfinished Business

a. Staff area renovation update

Trustee Westhoff reported that the Buildings and Grounds Committee met in March and the second-floor staff area renovation is going well and should be done by mid-May. The Administration department moved into a temporary location in the renovated second-floor staff workroom. Lighting control expenses were much less than expected.

All four elevators need to have their control panels changed, and it will cost \$80,000 per elevator to refit controls and another \$25,000 to update the cab if desired. Executive Director Dilger recommended proceeding with refitting the controls for the two garage elevators this year and the other two elevators at another time. The Board directed the committee to proceed with that recommendation.

8. New Business

a. Approve of days closed for FY 2024-2025

Trustee Boland moved, seconded by Trustee Snyder, approval of days closed for FY 2024-2025 as presented.

Roll call vote:

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

9. President's Report

a. Review of Library Board advocacy activities

Trustee Westhoff participated in the St. Patrick's Day parade. Trustee DeRosa and Executive Director Dilger attended the Palatine State of the Village event. Assistant Director Gardner attended the Hoffman Estates State of the Village event. President Brauer advised that there is a LACONI Trustee Banquet on Friday, May 3, at 6:00 p.m., and reminded trustees to file their Statement of Economic Interest by May 1. The 100th Anniversary apparel is available for purchase on the Library's website.

10. Treasurer's Report

Treasurer Boland reported that the Library is on track with spending.

11. Director's Report

Executive Director Dilger reported that Darcie Abreu will be the new human resources manager and will start April 21. Karla Nora will now be responsible for payroll duties,

and Terry Versen, HR associate, will be retiring April 25. The assistant director position has been posted internally.

Executive Director Dilger discussed the Winter Reading Challenge Report prepared by Paloma Linares and reported that reading completion rates continue to go up each year. Dilger shared payroll reports and discussed turnover rates. HR staff are learning to use the Paylocity app for open enrollment of benefits this May, and staff will be able to enroll online.

a. LibLearnX Conference Report

Assistant Director Gardner attended the LibLearnX conference in January and gave a presentation on the sessions she attended.

12. Committee Reports

a. Building and Grounds Committee

The committee met March 7, and the next meeting is Thursday, April 4.

b. Decennial Committee

Community partners have been invited and confirmed for May and June meetings.

c. Finance Committee

The committee will meet Friday, April 26, at 1:00 pm to discuss non-corporate funds and on Tuesday, April 30, at 1:00 pm to discuss corporate funds.

d. Lock Box Committee

The committee met Saturday, March 2. They reviewed the contents of the lockbox and found new items to be added to the record.

e. Minutes Review Committee

The next committee meeting will be in July.

f. Policy Committee

The committee will meet April 2 at 1:00 p.m. to review Policies 1 and 2.

13. Consent agenda

a. Approval of Minutes

- i. Decennial Committee meeting of February 20, 2024
- ii. regular Board meeting of February 20, 2024
- iii. Committee to Review Contents of Lockbox meeting of March 2, 2024

b. Approval of Warrant 2024-09 in the amount of \$815,831.04

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

Roll call vote:

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

15. Correspondence

Executive Director Dilger shared a thank you letter from Partners for Our Community (POC) for attending their fundraiser.

16. Adjournment

President Brauer adjourned the meeting at 8:28 p.m.

Approved: _____

Debby Brauer, President

Maureen DeRosa, Secretary



Minutes

1. Call to order

Committee Chairperson Bhumika Puklin called the meeting to order at 1:07 pm.

2. Roll call

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

3. Introduction of visitors

Upon roll call, Jeannie Dilger and Melissa Gardner were present.

4. Public comment

There was no public comment.

5. Review and discussion of policies

- a. Policy 2—Library Cards and Accounts. Updated policy with changes was reviewed and approved by the committee. No changes were made to Appendices 2A, 2B, and 2C.
- b. The committee also reviewed Policy 1—Policy Development. Updated policy was approved with changes. No changes were made to Appendix 1A.

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

The next policy to be reviewed by the Policy Committee is 10—Digital and Maker Resources and its appendices.

7. Other business

There is no other business.

8. Date for next meeting

The next meeting is scheduled for Thursday, May 9 at 9:45 am.

9. Adjournment

Trustee Puklin adjourned the meeting at 1:52pm.

Trustee

Trustee

Prepared by: Bhumika Puklin



**Board of Library Trustees
Building & Grounds Committee**
Jeanette Spillman Westhoff Story Room B
Main Library, 700 N. North Court, Palatine, IL
April 4, 2024, 4:00 p.m.

Minutes

1. Call to order

Committee Chair Jeffrey Westhoff called the meeting to order at 4:08 p.m.

2. Roll call

Upon roll call, Trustees Westhoff and Jefferson were present.

3. Introduction of visitors

Also present were Assistant Director Melissa Gardner, Dan Eallonardo of Independent Construction Services, and Kristen Richardson of Engberg Anderson Architects.

4. Public Comment

None.

5. Project Updates

a. Second-floor staff area remodel

Dan Eallonardo said the project is going well. Cubicles were being installed in the staff area, as well as furniture and fixtures in the staff lounge. He said Phase 2, the administrative area, should be finished by the end of April, with furniture to be delivered the first week of May. [NOTE: The committee toured the Phase 1 area after the meeting concluded.]

b. Elevator controls project

Kristen Richardson noted that the Library Board had advised her to proceed with plans to refit the controls of the two elevators to the garage.

c. Marketplace shelving and teen furniture

Assistant Director Gardner updated the committee on forthcoming changes to shelving in the marketplace areas and furniture in the teen section. She also sought the committee's input on planned study pods for the adult services area on the second floor.

6. Other business

None.

7. Date for next meeting

The committee will meet again at 4:00 p.m. May 2, 2024.

8. Adjournment

Committee Chair Westhoff adjourned the meeting at 4:34 p.m.

Approved on: _____

Trustee

Trustee

Prepared by Jeffrey Westhoff

Warrant List - 04-16-24

Company Name	Invoice Date	Invoice Amount	Invoice Number	Description	Account Number	Account Name	Class
Amazon	4-Mar-24	(23.99)	17GX-CHXT-6CY6	Paul McCartney's Get Back	5105	Nonprint Materials	10 Corporate
Amazon	4-Mar-24	23.99	1PY3-W37Y-1PJN	non-print	5105	Nonprint Materials	10 Corporate
Amazon	4-Mar-24	39.99	1JJK-RFQM-3QTP	non-print	5105	Nonprint Materials	10 Corporate
Amazon	4-Mar-24	14.26	1JXW-K7FV-XD6P	non-print	5105	Nonprint Materials	10 Corporate
Amazon	4-Mar-24	56.03	1V6V-RKHP-X9DW	print	5101	Print Materials	10 Corporate
Amazon	6-Mar-24	153.11	1VTP-FRPY-DTNJ	Adm supplies	5774.9	General Service Supplies	10 Corporate
Amazon	7-Mar-24	126.76	1NQ7-YK3F-46FX	print	5101	Print Materials	10 Corporate
Amazon	7-Mar-24	93.02	1GVH-F3HK-3DVG	non-print	5105	Nonprint Materials	10 Corporate
Amazon	8-Mar-24	67.63	1R3Q-V317-799M	program supplies	5776.1	Program Supplies - YTS	10 Corporate
Amazon	10-Mar-24	51.27	1IP1-GKRV-MVKX	non-print	5105	Nonprint Materials	10 Corporate
Amazon	12-Mar-24	26.98	1R3Q-V317-YVT6	non-print	5105	Nonprint Materials	10 Corporate
Amazon	13-Mar-24	438.94	1LXY-PH3D-9NDV	video games	5105	Nonprint Materials	10 Corporate
Amazon	13-Mar-24	29.90	1QIJ-T1MW-1JGX	display stands	5774.9	General Service Supplies	10 Corporate
Amazon	13-Mar-24	32.23	131D-RGNM-1R7T	print	5101	Print Materials	10 Corporate
Amazon	13-Mar-24	0.99	1YD9-L99Y-CGD4	credit on video game	5105	Nonprint Materials	10 Corporate
Amazon	13-Mar-24	(0.11)	1HRP-N196-D6PJ	credit on video game	5105	Nonprint Materials	10 Corporate
Amazon	17-Mar-24	294.93	1ILD-DWRT-WTM1	Appliances for staff lounge	5774.9	General Service Supplies	10 Corporate
Amazon	18-Mar-24	119.05	1RQQ-MNVV-4JRL	collection services supplies	5774.5	Collection Supplies - CS	10 Corporate
Amazon	18-Mar-24	9.12	1DRN-N3VW-3T9F	program supplies	5776.1	Program Supplies - YTS	10 Corporate
Amazon	18-Mar-24	(14.95)	1WC4-TYH7-6K43	credit for bracket	5105	Nonprint Materials	10 Corporate
Amazon	18-Mar-24	189.97	1LLD-HYX4-1R79	non-print	5105	Nonprint Materials	10 Corporate
Amazon	19-Mar-24	133.63	1VYH-9TXW-11F7	non-print	5105	Nonprint Materials	10 Corporate
Amazon	19-Mar-24	12.19	114M-WCX6-39QJ	print	5101	Print Materials	10 Corporate
Amazon	21-Mar-24	(16.08)	1XX1-JPXF-GN13	workshop supplies	5774.3	Workshop Supplies	10 Corporate
Amazon	21-Mar-24	42.89	13H4-HR14-JD17	general supplies	5774.9	General Service Supplies	10 Corporate
Amazon	21-Mar-24	67.58	1V3G-C14P-NQGN	program supplies	5776.1	Program Supplies - YTS	10 Corporate
Amazon	21-Mar-24	28.98	1V3G-C14P-NQGN	orange paper	5774.9	General Service Supplies	10 Corporate
Amazon	21-Mar-24	8.99	1Y9T-6JKV-JM7H	non-print	5105	Nonprint Materials	10 Corporate
Amazon	21-Mar-24	41.30	1XX1-JPXF-LKNK	print	5101	Print Materials	10 Corporate
Amazon	22-Mar-24	17.00	1LXG-CXTL-VJGQ	print	5101	Print Materials	10 Corporate
Amazon	22-Mar-24	138.99	1CWJ-CP4R-P3TG	non-print	5105	Nonprint Materials	10 Corporate
Amazon	22-Mar-24	91.36	16GQ-MRVK-VWD4	collection services supplies	5774.5	Collection Supplies - CS	10 Corporate
Amazon	22-Mar-24	69.00	1CHP-R14J-QRNM	non-print	5105	Nonprint Materials	10 Corporate
Amazon	22-Mar-24	36.75	1CHP-R14J-X4TK	program supplies	5776.1	Program Supplies - YTS	10 Corporate
Amazon	24-Mar-24	19.90	1FPP-VYDG-9VXW	earth flags	5328	Misc. Fringe Benefits	10 Corporate
Amazon	24-Mar-24	77.68	1V9J-J7HJ-6WXX	general supplies	5774.9	General Service Supplies	10 Corporate
Amazon	25-Mar-24	59.99	1M1L-YRLR-3LXT	non-print	5105	Nonprint Materials	10 Corporate
Amazon	25-Mar-24	69.00	16C4-RG9W-D7JH	non-print	5105	Nonprint Materials	10 Corporate
Amazon	26-Mar-24	23.99	1DCJ-J9J4-GPQR	pencil sharpener	5774.9	General Service Supplies	10 Corporate
Amazon	26-Mar-24	39.99	1696-LLLQ-GWFL	non-print	5105	Nonprint Materials	10 Corporate
Amazon	26-Mar-24	39.96	1NJY-QV41-HGPJ	print	5101	Print Materials	10 Corporate

Amazon	27-Mar-24	55.53	1361-F34H-HMVD	non-print	5105 Nonprint Materials	10 Corporate
Amazon	27-Mar-24	29.85	1NJ3-6VT9-6VN6	print	5101 Print Materials	10 Corporate
Amazon	28-Mar-24	154.90	1MHP-DWRF-9XPW	program supplies	5776.1 Program Supplies - YTS	10 Corporate
Amazon	28-Mar-24	28.18	131F-QRFQ-9PRH	green paper	5774.9 General Service Supplies	10 Corporate
Amazon	28-Mar-24	(12.92)	1PX7-PX94-N3RN	credit for shipping wrong size of paper	5776.1 Program Supplies - YTS	10 Corporate
Amazon	29-Mar-24	15.98	1NJ3-6VT9-JVQD	poster strips	5774.9 General Service Supplies	10 Corporate
Amazon	30-Mar-24	59.99	1C4R-7RVD-KC1J	non-print	5105 Nonprint Materials	10 Corporate
Amazon	30-Mar-24	(1.11)	1TQ6-DICF-LY3M	credit on video game	5105 Nonprint Materials	10 Corporate
Amazon	31-Mar-24	58.77	1KGV-XRD9-WKK7	print	5101 Print Materials	10 Corporate
Amazon	31-Mar-24	52.98	1VNG-1F3Q-X3VR	print	5101 Print Materials	10 Corporate
Amazon	1-Apr-24	59.99	1JMD-13VG-1DD3	non-print	5105 Nonprint Materials	10 Corporate
Amazon	1-Apr-24	129.64	1T1V-TTN4-1CYG	non-print	5105 Nonprint Materials	10 Corporate
Amazon	1-Apr-24	11.59	1M46-9KGT-6W6D	non-print	5105 Nonprint Materials	10 Corporate
Amazon	2-Apr-24	14.63	1MD4-NK6T-9MG7	print	5101 Print Materials	10 Corporate
Amazon	2-Apr-24	11.58	1GYL-9F6F-7QCC	program supplies	5776.1 Program Supplies - YTS	10 Corporate
Amazon	2-Apr-24	78.86	1X9G-HDMD-7WN7	general supplies	5774.9 General Service Supplies	10 Corporate
Amazon	3-Apr-24	12.82	1YPM-Q7NJ-DJYQ	program supplies	5776.1 Program Supplies - YTS	10 Corporate
Amazon	3-Apr-24	(12.82)	1WKC-YGWX-FMDY	credit for sending incorrect prodcut	5776.1 Program Supplies - YTS	10 Corporate
Amazon	3-Apr-24	904.23	1QXJ-HPQ4-9D6Y	summer reading prizes	5776.15 Program Supplies funded by FOL -	10 Corporate
Amazon	3-Apr-24	21.83	1K7M-H1JK-9R6X	program supplies	5776.1 Program Supplies - YTS	10 Corporate
Amazon	3-Apr-24	171.65	1LTQ-FLPG-FT6J	program supplies	5776.2 Program Supplies - AS	10 Corporate
Amazon	3-Apr-24	117.00	1MK4-CDM4-CMFJ	non-print	5105 Nonprint Materials	10 Corporate
Amazon	3-Apr-24	49.99	13MH-3DXJ-CP4D	non-print	5105 Nonprint Materials	10 Corporate
Amazon	3-Apr-24	44.99	17H1-RK6J-FVR9	non-print	5105 Nonprint Materials	10 Corporate
Amazon	4-Apr-24	19.95	1KD7-XRJK-3FVM	print	5101 Print Materials	10 Corporate
Amazon	4-Apr-24	27.95	17WP-NWD1-3JFH	print	5101 Print Materials	10 Corporate
Amazon	5-Apr-24	101.95	1N4C-F1RV-4YG3	summer reading kick-off materials	5776.15 Program Supplies funded by FOL -	10 Corporate
Amazon	5-Apr-24	8.99	1QC4-J7DH-97X7	print	5101 Print Materials	10 Corporate
Amazon	6-Apr-24	80.33	19FD-JJ4R-DDXT	communication supplies	5772 Communications Dept Supplies	10 Corporate
Amazon	6-Apr-24	75.63	1CCX-TQF7-GNCD	non-print	5105 Nonprint Materials	10 Corporate
Amy Hansen	22-Mar-24	250.00	6182024	Duncan Hines: More than a Cake Mix	5813.2 Cultural/Ed Programs - AS	10 Corporate
AVI Systems	28-Mar-24	9,170.00	88950369	QL Professional Cloud desktop & mobile CMS Acc	5653 Technology Support	10 Corporate
Bibliotheca	13-Mar-24	8,807.94	INV-US74299	Open Access 3/31/24 - 3/30/25	5653 Technology Support	10 Corporate
CDW GOVERNMENT	22-Mar-24	63.68	QJ19921	toner	5773 Copier & Printer Supplies	10 Corporate
CDW GOVERNMENT	26-Mar-24	938.74	QK23888	Dell monitors	5207 Computers/Technology	10 Corporate
CENGAGE LEARNING INC - GALE	7-Mar-24	101.21	84016329	print	5101 Print Materials	10 Corporate
CENGAGE LEARNING INC - GALE	8-Mar-24	52.48	84022725	print	5101 Print Materials	10 Corporate
CENGAGE LEARNING INC - GALE	8-Mar-24	107.96	84022739	print	5101 Print Materials	10 Corporate
CENGAGE LEARNING INC - GALE	15-Mar-24	27.74	84053906	print	5101 Print Materials	10 Corporate
CENGAGE LEARNING INC - GALE	15-Mar-24	113.21	84053993	print	5101 Print Materials	10 Corporate
CENGAGE LEARNING INC - GALE	20-Mar-24	72.72	84076587	print	5101 Print Materials	10 Corporate
CENGAGE LEARNING INC - GALE	21-Mar-24	126.70	84084828	print	5101 Print Materials	10 Corporate
CENGAGE LEARNING INC - GALE	26-Mar-24	29.99	84109659	print	5101 Print Materials	10 Corporate
CENGAGE LEARNING INC - GALE	26-Mar-24	57.73	84109314	print	5101 Print Materials	10 Corporate
CENGAGE LEARNING INC - GALE	26-Mar-24	83.97	84109513	print	5101 Print Materials	10 Corporate

CENTER POINT LARGE PRINT	1-Apr-24	147.42	2084692	print	5101 Print Materials	10 Corporate
Compendium Library Servics LLC	25-Mar-24	2,095.00	77345	Desk Tracker subscription - 5/8/24 - 5/7/25	5653 Technology Support	10 Corporate
COMPLETE CLEANING COMPANY, INC	1-Apr-24	6,715.00	C26877	700 N. North Court, Palatine 7 x weekly	5531 Cleaning Service	30 Building
COMPLETE CLEANING COMPANY, INC	1-Apr-24	435.00	C26877	3600 Lexington Drive, Hoffman Estates 6 x weekly	5531 Cleaning Service	30 Building
CURRENT TECHNOLOGIES CORPORATI	8-Mar-24	2,625.00	14536	Renewal Screen Connect Access Saas Agent bloc	5653 Technology Support	10 Corporate
CURRENT TECHNOLOGIES CORPORATI	19-Mar-24	7,869.18	14559	Downpayment for Dell servers	5207 Computers/Technology	10 Corporate
CURRENT TECHNOLOGIES CORPORATI	25-Mar-24	7,186.56	14571	Downpayment Invoice for Cisco Redundant Power	5653 Technology Support	10 Corporate
CURRENT TECHNOLOGIES CORPORATI	1-Apr-24	460.00	733858	Current Technologies Network Monitoring Service	5655 LAN Management	10 Corporate
CURRENT TECHNOLOGIES CORPORATI	1-Apr-24	5,120.00	733850	Agreement Monthly Support	5655 LAN Management	10 Corporate
Cynthia Clampitt	25-Jun-24	165.00	6252024	Destination: Heartland History	5813.2 Cultural/Ed Programs - AS	10 Corporate
D & Z HOUSE OF BOOKS	14-Mar-24	23.76	2024/1165093	print	5101 Print Materials	10 Corporate
DEMCO	19-Mar-24	795.20	7455791	Imprinted Color-Coded Tape	5774.5 Collection Supplies - CS	10 Corporate
ENGBERG ANDERSON, INC	29-Feb-24	7,685.84	23355201-10	Palatine PL District - 2nd floor Staff 50	5260.15 Architectural/Engineering	75 Spec Res
ENGBERG ANDERSON, INC	29-Feb-24	295.00	23359800-4	Furniture - 2nd floor reno	5260.15 Architectural/Engineering	75 Spec Res
ENGBERG ANDERSON, INC	31-Mar-24	880.00	23359800-5	Furniture Improvements 20 Study	5260.15 Architectural/Engineering	75 Spec Res
ENGBERG ANDERSON, INC	31-Mar-24	6,242.46	23355201-11	2nd Floor staff reno	5260.15 Architectural/Engineering	75 Spec Res
EVERLIVING GREENERY	1-Apr-24	363.00	45659	Foliage Maintenance Service for current month	5534 Landscaping and Lawn Service	30 Building
First National Bank of Omaha	31-Mar-24	744.76	3312024	ADOBE INC. -	5653 Technology Support	10 Corporate
First National Bank of Omaha	31-Mar-24	848.00	3312024	ABT - dishwasher for staff lounge	5205 Furniture	10 Corporate
First National Bank of Omaha	31-Mar-24	29.99	3312024	Adobe	5653 Technology Support	10 Corporate
First National Bank of Omaha	31-Mar-24	29.00	3312024	AMER ASSOC NOTARIES - 713-644-2299, TX - not	5814 Inservice & Training/Mileage	10 Corporate
First National Bank of Omaha	31-Mar-24	170.10	3312024	AMERICAN LIBRARY ASSOC - 860-347-6933, IL we	5814 Inservice & Training/Mileage	10 Corporate
First National Bank of Omaha	31-Mar-24	14.55	3312024	ANNIE'S RESTAURANT - Palatine, IL Rotary JD	5815 Memberships	10 Corporate
First National Bank of Omaha	31-Mar-24	178.27	3312024	DISPLAYS2GO - Sign stand	5772 Communications Dept Supplies	10 Corporate
First National Bank of Omaha	31-Mar-24	5.00	3312024	DOLLAR TREE - PALATINE, IL - fanny packs	5772 Communications Dept Supplies	10 Corporate
First National Bank of Omaha	31-Mar-24	8.75	3312024	DOLLAR TREE - PALATINE, IL - fanny packs	5772 Communications Dept Supplies	10 Corporate
First National Bank of Omaha	31-Mar-24	129.03	3312024	DRI*UPRINTING - VAN NUYS, CA - comms supplie	5815 Memberships	10 Corporate
First National Bank of Omaha	31-Mar-24	500.00	3312024	ELDERWERKS EDUCATIONAL - PALATINE, IL	5816 Community Information	10 Corporate
First National Bank of Omaha	31-Mar-24	239.85	3312024	Etsy - Ukranian books	5101 Print Materials	10 Corporate
First National Bank of Omaha	31-Mar-24	71.28	3312024	Etsy.com*VelvetKumo - bookmark tags	5776.2 Program Supplies - AS	10 Corporate
First National Bank of Omaha	31-Mar-24	112.00	3312024	GOOGLE GSUITE_palatin - Mountain View, CA	5653 Technology Support	10 Corporate
First National Bank of Omaha	31-Mar-24	29.90	3312024	HOBBY-LOBBY #0205 - PALATINE, IL décor for leg	5772 Communications Dept Supplies	10 Corporate
First National Bank of Omaha	31-Mar-24	(67.09)	3312024	HOMEDEPOT.COM - return plastic stackables	5776.2 Program Supplies - AS	10 Corporate
First National Bank of Omaha	31-Mar-24	100.00	3312024	ILLINOIS LIBRARY ASSOC - 312-644-1896, IL S Erc	5815 Memberships	10 Corporate
First National Bank of Omaha	31-Mar-24	123.95	3312024	JEWEL OSCO 3474 - PALATINE, IL - goody day	5328 Misc. Fringe Benefits	10 Corporate
First National Bank of Omaha	31-Mar-24	278.40	3312024	JOHNSON PLASTICS PLUS - sublim heat tape	5774.3 Workshop Supplies	10 Corporate
First National Bank of Omaha	31-Mar-24	237.92	3312024	LED LIGHTING SPACE - PALM DESERT, CA	5775 Maintenance Supplies	30 Building
First National Bank of Omaha	31-Mar-24	329.00	3312024	MGMT ASSC OF IL - 6309637600, IL - training	5814 Inservice & Training/Mileage	10 Corporate
First National Bank of Omaha	31-Mar-24	195.19	3312024	MICHAELS #9490 - 800-642-4235, TX AS Supplies	5776.2 Program Supplies - AS	10 Corporate
First National Bank of Omaha	31-Mar-24	264.76	3312024	MSFT * E0100RC015 - MSBILL.INFO, WA	5653 Technology Support	10 Corporate
First National Bank of Omaha	31-Mar-24	68.97	3312024	NETFLIX.COM - LOS GATOS, CA	5653 Technology Support	10 Corporate
First National Bank of Omaha	31-Mar-24	3,083.52	3312024	OFFICESUPPLY.COM - 5 drawer cabinet	5205 Furniture	10 Corporate
First National Bank of Omaha	31-Mar-24	2,210.25	3312024	SP AMERICAN BUTTON M - PLANO, TX - ws supplie	5774.3 Workshop Supplies	10 Corporate
First National Bank of Omaha	31-Mar-24	56.95	3312024	SP CHECKOUTSTORE.COM - DVD cases	5774.5 Collection Supplies - CS	10 Corporate
First National Bank of Omaha	31-Mar-24	1,136.75	3312024	SP HEAT PRESS NATION - FULLERTON, CA ws supj	5774.3 Workshop Supplies	10 Corporate

First National Bank of Omaha	31-Mar-24	10.99	3312024	SPOTIFY - 8777781161, NY	5653 Technology Support	10 Corporate
First National Bank of Omaha	31-Mar-24	25.12	3312024	SQ *NOTARY PUBLIC ASSO - gosq.com, IL stamp	5774.9 General Service Supplies	10 Corporate
First National Bank of Omaha	31-Mar-24	85.25	3312024	SQ *ONE TACO DOS TEQUI - Palatine, IL - lunch ac	5814 Inservice & Training/Mileage	10 Corporate
First National Bank of Omaha	31-Mar-24	39.16	3312024	TARGET 00007534 - PALATINE, IL - AS supplies	5776.2 Program Supplies - AS	10 Corporate
First National Bank of Omaha	31-Mar-24	465.00	3312024	TECHSOUP - 4156339300, CA - MS server softwar	5653 Technology Support	10 Corporate
First National Bank of Omaha	31-Mar-24	20.65	3312024	THE GRACE COMPANY - ws supplies quilting	5774.3 Workshop Supplies	10 Corporate
First National Bank of Omaha	31-Mar-24	1,875.00	3312024	THREADLESS - 7738783557, IL - gift cards for emp	5328 Misc. Fringe Benefits	10 Corporate
First National Bank of Omaha	31-Mar-24	1,166.50	3312024	TST* PITA PITA MEDITER - Palatine, IL - SDD	5814 Inservice & Training/Mileage	10 Corporate
First National Bank of Omaha	31-Mar-24	47.97	3312024	ZOOM.US 888-799-9666 - SAN JOSE, CA	5653 Technology Support	10 Corporate
Flying Fox Conservation Fund	18-Jun-24	400.00	6182024	Mammals and More	5813.1 Cultural/Ed Programs - YTS	10 Corporate
Fred Ettinger	2-Apr-24	75.00	4022024	Resume Clinic	5813.2 Cultural/Ed Programs - AS	10 Corporate
Fred Ettinger	7-May-24	75.00	5072024	Resume Clinic	5813.2 Cultural/Ed Programs - AS	10 Corporate
Happ Builders, Inc.	31-Mar-24	217,049.40	3312024	2nd floor staff reno	5250.1 Main Direct Costs	75 Spec Res
HAYES MECHANICAL	2-Apr-24	2,050.00	42733	quarterly billing	5539 HVAC	30 Building
Hoffman Estates Park District	15-Apr-24	2,500.00	12012023	Rent	5666 Leases(Branches)	10 Corporate
Huntley & Associates	4-Dec-23	482.50	4752	Repairs loading dock door	5537 Building Maintenance	30 Building
INDEPENDENT CONSTRUCTION SERVIC	31-Mar-24	5,215.00	1338	2nd floor reno	5260.16 Owner's Rep	75 Spec Res
INGRAM	1-Apr-24	22,415.34	Mar-24	print	5101 Print Materials	10 Corporate
INGRAM	1-Apr-24	10.98	Mar-24	non-print	5105 Nonprint Materials	10 Corporate
Jared Janssen	1-Jun-24	500.00	6012024	Jared the Juggler	5813.1 Cultural/Ed Programs - YTS	10 Corporate
JOHNSON CONTROLS	9-Mar-24	168.72	39941181	4/1 - 6/30/24 recurring service	5535 Fire and Security	30 Building
KANOPY LLC	31-Mar-24	1,155.00	#394637 - PPU	eresources	5107 Electronic Materials	10 Corporate
Kinokuniya Bookstores of America, Co	11-Mar-24	408.75	SO58634	Japanese Books	5101 Print Materials	10 Corporate
Kinokuniya Bookstores of America, Co	21-Mar-24	90.56	SO58717	print	5101 Print Materials	10 Corporate
KLEIN THORPE AND JENKINS, LTD	21-Mar-24	70.50	240412	General Services	5817 Legal	10 Corporate
KLEIN THORPE AND JENKINS, LTD	21-Mar-24	752.00	240412	PTAB	5817 Legal	10 Corporate
LIBRARY FURNITURE INTERNATIONAL, II	15-Mar-24	4,800.00	9166	Replace existing Hanex tops with Caesartone tops	5205 Furniture	10 Corporate
MIDWEST TAPE	31-Mar-24	8,179.40	505270496	eresources	5107 Electronic Materials	10 Corporate
MIDWEST TAPE	1-Apr-24	6,864.34	Mar-24	non-print	5105 Nonprint Materials	10 Corporate
Mobile Modular	14-Mar-24	138.00	301363446	Portable Storage	5260.13 Moving/Storage	75 Spec Res
National Lift Truck	4-Apr-24	389.24	240410046	PM lift truck	5532 Equipment Repair	30 Building
Northern Illinois Train Club	4-May-24	595.00	5042023	NILTC LEGO Exhibit for 100th Anniversary	5813.9 District Wide Programs	10 Corporate
NORTHWEST COMMUNITY HEALTHCAR	1-Apr-24	796.00	CINV10002453	Rent - POC	5666 Leases(Branches)	10 Corporate
Notary Public Association	18-Mar-24	62.95	3292024	Notary - Kaitlin Mathers	5815 Memberships	10 Corporate
ORIENTAL TRADING COMPANY INC	7-Mar-24	271.27	73017871301	comm supplies - 100th anniv/parade	5772 Communications Dept Supplies	10 Corporate
OVERDRIVE INC.	8-Mar-24	663.06	01018CO24075504	Ebooks	5107 Electronic Materials	10 Corporate
OVERDRIVE INC.	8-Mar-24	921.26	01018CO24075506	Audiobooks	5107 Electronic Materials	10 Corporate
OVERDRIVE INC.	14-Mar-24	755.20	01018CO24081088	Ebooks	5107 Electronic Materials	10 Corporate
OVERDRIVE INC.	14-Mar-24	664.86	01018CO24081090	Audiobooks	5107 Electronic Materials	10 Corporate
OVERDRIVE INC.	21-Mar-24	824.07	01018CO24088563	Audiobooks	5107 Electronic Materials	10 Corporate
OVERDRIVE INC.	21-Mar-24	797.44	01018CO24088565	Ebooks	5107 Electronic Materials	10 Corporate
OVERDRIVE INC.	31-Mar-24	2,633.28	01018MA24097505	eresources	5107 Electronic Materials	10 Corporate
OVERDRIVE INC.	31-Mar-24	154.16	01018CP24098818	erresources	5107 Electronic Materials	10 Corporate
OVERDRIVE INC.	4-Apr-24	1,066.09	01018CO24105234	Audiobooks	5107 Electronic Materials	10 Corporate
OVERDRIVE INC.	4-Apr-24	772.16	01018CO24105235	Ebooks	5107 Electronic Materials	10 Corporate

Palatine Public Library - Petty Cash	3-Apr-24	15.01	Mar-24	program supplies	5776.2 Program Supplies - AS	10 Corporate
Palatine Public Library - Petty Cash	3-Apr-24	72.35	Mar-24	program supplies	5776.1 Program Supplies - YTS	10 Corporate
Palatine Public Library - Petty Cash	3-Apr-24	37.74	Mar-24	community information	5816 Community Information	10 Corporate
Palatine Public Library - Petty Cash	3-Apr-24	131.52	Mar-24	mileage reimbursement	5814 Inservice & Training/Mileage	10 Corporate
PATRON POINT, INC.	1-Feb-24	8,750.00	2432	Patron Point annual service 2/1/24 - 1/31/25	5653 Technology Support	10 Corporate
PEAC Solutions	29-Mar-24	1,854.06	21150219	Copier lease	5651 Copier & Printer Maintenance	10 Corporate
Peerless Network	15-Mar-24	261.43	46762	POTS lines	5811 Telephone	10 Corporate
Playaway Products	5-Mar-24	256.46	455145	Playaway audiobook	5105 Nonprint Materials	10 Corporate
Playaway Products	12-Mar-24	1,189.93	455757	Launchpad	5105 Nonprint Materials	10 Corporate
Playaway Products	18-Mar-24	350.95	456141	Playaway audiobook	5105 Nonprint Materials	10 Corporate
Playaway Products	1-Apr-24	519.97	457668	print	5105 Nonprint Materials	10 Corporate
PLUNKETT RESEARCH, LTD	25-Mar-24	2,440.00	300135	Online subscription	5104 Databases	10 Corporate
POLONIA BOOKSTORE	29-Mar-24	222.05	76576	print	5101 Print Materials	10 Corporate
Quill Corporation	14-Mar-24	428.16	37715321	book tape`	5774.5 Collection Supplies - CS	10 Corporate
Quill Corporation	14-Mar-24	313.44	37706586	book tape	5774.5 Collection Supplies - CS	10 Corporate
Quill Corporation	3-Apr-24	21.69	38021943	markers	5774.9 General Service Supplies	10 Corporate
ROWMAN & LITTLEFIELD GROUP	22-Mar-24	238.10	12431689	print	5101 Print Materials	10 Corporate
Scott Pools LLC	22-Mar-24	612.50	2395	3/22 - 3/23/24 salt parking lot 3 times	5538 Snow Removal	30 Building
Stacy Atristain-Conway	6-May-24	325.00	50824	Make Ahead Meals	5813.2 Cultural/Ed Programs - AS	10 Corporate
SUSAN MADDOX	26-Jun-24	375.00	6262024	Super Summer Desserts	5813.2 Cultural/Ed Programs - AS	10 Corporate
YSERCO	1-Mar-24	1,832.25	4010	quarterly invoice	5539 HVAC	30 Building
SZABADOS, STEPHEN M.	12-Apr-24	225.00	4112024	Czech and Slovak Immigration to America	5813.2 Cultural/Ed Programs - AS	10 Corporate
TOWN SQUARE PUBLICATIONS	4-Mar-24	680.00	280638	Palatine Area Chamber of Commerce	5816 Community Information	10 Corporate
U.S. FIRE & SAFETY EQUIPMENT CO	26-Mar-24	136.50	520723	Annual maintenance, service call fee	5535 Fire and Security	30 Building
UNIQUE MANAGEMENT SERVICES	31-Mar-24	285.65	6124570	29 placements	5659 Collection Agency	10 Corporate
UNITE PRIVATE NETWORKS, LLC	1-Apr-24	2,102.38	SI-24-012437	Internet	5657 Internet Service	10 Corporate
Vanguard Energy	13-Mar-24	6,303.90	G404409031124	Gas	5421 Gas	10 Corporate
VERY SMART PEOPLE LLC	17-Apr-24	200.00	4172024	Wearable Tech	5813.2 Cultural/Ed Programs - AS	10 Corporate
VERY SMART PEOPLE LLC	29-May-24	200.00	5292024	Save it to the Cloud	5813.2 Cultural/Ed Programs - AS	10 Corporate
WAREHOUSE DIRECT	13-Mar-24	282.47	5684889-0	maintenance supplies	5775 Maintenance Supplies	30 Building
WAREHOUSE DIRECT	20-Mar-24	82.95	5678667-1	maintenance supplies	5775 Maintenance Supplies	10 Corporate
WAREHOUSE DIRECT	25-Mar-24	474.13	5691608-0	maintenance supplies	5775 Maintenance Supplies	30 Building
Wex Bank	23-Mar-24	112.47	95848663	van fuel purchases	5545 Van Fuel	30 Building
William Pack	8-May-24	325.00	5082024	Mind Games, The Science of Perception Deceptioi	5813.2 Cultural/Ed Programs - AS	10 Corporate
Vanguard Energy	10-Apr-24	4,418.56	G404409040824	Gas	5421 Gas	10 Corporate
TOTAL		409,920.47				

Palatine Public Library District
Warrant 2024-10 Payroll and Invoice Distribution Totals
For the month of April 2024

5300 · PAYROLL EXPENSES		
5310 · Gross Salaries		
03/15/2024	Payroll	\$162,842.05
03/29/2024	Payroll	\$176,080.18
Total 5310 · Gross Salaries		\$338,922.23
5311 · Employer IMRF Fund Expense		
03/29/2024	IMRF	\$33,019.55
Total 5311 · IMRF Fund Expense		\$33,019.55
5312 · Employer Social Security Fund Expense		
03/15/2024	Payroll Taxes	\$12,112.63
03/29/2024	Payroll Taxes	\$13,258.65
Total 5312 · Social Security Fund Exp		\$25,371.28
5313 · Employer Health & Life Insurance Expense		
03/29/2024	Health Insurance - Blue Cross/Blue Shield	\$30,801.35
03/22/2024	Life Insurance - Principal	\$2,452.33
Total 5313 · Health & Life Insurance		\$33,253.68
5660 · Payroll Processing Fee		
03/20/2024	Payroll Processing Fee	\$1,824.12
Total 5660 · Payroll Processing Fee		\$1,824.12
TOTAL 5300 · PAYROLL EXPENSES:		\$432,390.86
5660 - Bank & Credit Card Service Charges		\$497.61
Early Release Checks		
Check & ACH Pmts - 03/19/24		\$409,920.47
6500 · BOND EXPENSES		
TOTAL WARRANT 2024-10		\$842,808.94

Executive Director

Approved by the Board of Trustees

President

Date

Secretary

Date