



**Board of Library Trustees Regular Meeting**  
Meeting Room 1-North  
Main Library, 700 N. North Court, Palatine, IL  
December 19, 2023, 7:00 p.m.

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**Minutes**

**1. Call to order**

President Brauer called the meeting to order at 7:02 p.m. Secretary DeRosa was physically 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**

President Brauer approved the agenda by general consent.

**4. Introduction of Visitors**

In attendance were Executive Director Jeannie Dilger, Assistant Director Melissa Gardner, Finance Manager Mary Myers, Human Resources Manager Zach Davis, Youth & Teen Services Manager Kathy Burns, Administrative Associate Karla Nora, Library Associate Anna Golash, Library Associate Christy Michel, Cook County Board Commissioner Scott Britton, Cook County Board of Commissioners representative Barb Cornew, Friends of the Library representative Meg Cipar, Teen Advisory Board liaison Veronica True, and member Emilie Cheng. In attendance by video conference were Engberg Anderson Architects representative Kristin Richardson, Technology Manager Susan Conner, and Makerspace Coordinator Selicia Applegate.

**5. Public Comment**

There was no public comment.

**6. Liaison Reports**

a. Cook County Board

Scott Britton, Cook County Board Commissioner for the 14<sup>th</sup> District, reported on a new initiative, Cook County United Against Hate, which is a coalition of individuals, nonprofits, faith groups, businesses, and governments to publicly denounce racism, bigotry, and hatred of any kind. Commissioner Britton shared educational materials with trustees and that the program is being presented at the National Association of Counties conference in February.

Commissioner Britton also declared a resolution on behalf of the Cook County Board of Commissioners congratulating Executive Director Jeannie Dilger as the 2023 Illinois Library Association's Librarian of the Year. Britton read the resolution, which recognized Dilger's many accomplishments in her 38 years of library service.

b. Friends of the Library

Friends of the Library representative Meg Cipar reported that the Friends are getting ready for the February book sale. The Friends sent an update to all members on their accomplishments in 2023, which included \$45,000 contributed to Library programs and \$6,500 raised through the book nook. The Friends have two new board members.

c. Palatine Public Library Foundation

Trustee Jefferson reported that the Foundation met on November 16. Library staff provided a presentation regarding the 100<sup>th</sup> anniversary celebration activities, and the Foundation discussed fundraising ideas during this celebration. The Foundation hopes to raise enough money to purchase a large "Lite-Brite"-style board for the Library. The Foundation participated in the Judith Gamoran room naming ceremony on December 3, 2023. The next meeting is January 11, 2024, and the Foundation's cash on hand is \$23,935.36.

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

Trustee DeRosa reported that Executive Director Dilger's retirement was front page news in the ILA newsletter and that ILA conference handouts are available on the ILA website.

d. Teen Advisory Board (TAB)

TAB Liaison Veronica True reported that TAB members decorated the Library windows with Post-it art and are planning to have pen pals with Elderwerks participants.

## 7. Unfinished Business

### a. Staff area renovation update: award contracts for 2<sup>nd</sup> floor staff area

Executive Director Dilger reviewed the plans for staff office furniture. Engberg Anderson representative, Kristin Richardson attended the meeting virtually and reported on the details of the bids for furniture and the recommendations. Trustees discussed the performance bond amounts.

Trustee Snyder moved, seconded by Trustee Boland, to approve Award Contract 01 for Systems Furnishings to Henricksen in the amount of \$307,284.37 as presented.

Roll call vote:

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

Trustee Snyder moved, seconded by Trustee Westhoff, to approve Award Contract 02 for General Furniture HON to Henricksen in the amount of \$55,482.52 as presented.

Roll call vote:

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

Trustee Snyder moved, seconded by Trustee Boland, to approve Award Contract 03 for General Furniture KI to Kruegar International in the amount of \$21,041.50 as presented.

Roll call vote:

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

Trustee Snyder moved, seconded by Trustee Westhoff, to approve Award Contract 04 for Industrial Shelving to Library Furniture International \$26,789.00 as presented.

Roll call vote:

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

b. Discussion of Decennial Committee timeline, meeting structure, and guests

President Brauer discussed the timeline and guests for Decennial Committee meetings in 2024. The purpose of the Decennial Committee is to study local efficiencies and report back to the Cook County Board by December 2024.

**8. New Business**

a. Review and approval of policy changes

- i. Policy 4—Library Administration
- ii. Appendix 4A—The Role of the Trustee
- iii. Appendix 4B—United for Libraries Public Library Trustees Ethics Statement
- iv. Appendix 4C—The Role of the Executive Director

Trustee Puklin moved, seconded by Trustee Snyder, to reaffirm Policy 4—Library Administration, Appendix 4A—The Role of the Trustee, Appendix 4B—United for Libraries Public Library Trustees Ethics, and Appendix 4C—The Role of the Executive Director as presented.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Puklin, Snyder, and Westhoff

Nays:	None
Abstain:	None
Absent:	None
Vote:	Motion carried

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

### **a. Review of library board advocacy activities**

Trustees Westhoff and Jefferson reported on the Illinois Library Association Legislative Meet-up that they attended.

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

Treasurer Boland reported that property taxes are being received and spending is on track with the budget.

## **11. Director's Report**

Executive Director Dilger reported that the Library is getting ready to celebrate its 100<sup>th</sup> anniversary in 2024 and has activities planned May through September. The opening kickoff weekend will be May 4-5, 2024. The wrap-up weekend will be September 7-8, 2024, and will include a mini-golf fundraiser. There will be a private fundraising event on Friday, September 6, 2024, with wine, cheese, and mini golf in the library. The Friends of the Library pledged to match any funds raised up to \$10,000. The Library will also have an e-commerce site set up for Palatine Library District merchandise.

### **a. Reports on ILA Conference from library staff**

Staff attended the ILA Conference on October 24-26, 2023, and gave reports on sessions they presented or attended:

Selicia Applegate: "Books and Batting and Beyond- Engaging the Community with a Freedom Quilt"

Anna Golash and Christy Michel: "ESL-Read Together"

Susan Conner: "Inclusive Placemaking in Libraries"

## **12. Committee Reports**

### **a. Board Development Committee**

Trustee DeRosa reported that the committee met November 21 and prepared a final report that they will present at the January 16, 2024, regular board meeting. President Brauer discharged the Board Development Committee.

b. Building and Grounds Committee

The committee will meet Thursday, January 4, 2024.

c. Decennial Committee

The committee will meet January 16, 2024, at 7:00 p.m. depending upon the availability of the guests.

d. Director Evaluation Committee

Trustee Jefferson reported that the committee met on November 9 and November 17 and refined the evaluation tool and distributed it to trustees. Trustees will complete the Executive Director's evaluation at the December regular board meeting in a closed meeting session.

e. Finance Committee

The committee will meet in April, 2024.

f. Minutes Review Committee

The committee will meet February 9, 2024, at 11:00 a.m.

g. Policy Committee

The committee will meet January 11, 2024.

**13. Consent agenda**

a. Approval of Minutes

- i. Board Development Committee meeting of November 21, 2023
- ii. public hearing of November 21, 2023
- iii. regular Board meeting of November 21, 2023
- iv. Policy Committee meeting of December 7, 2023
- v. Special Board meeting of December 8, 2023

b. Approval of Warrant 2024-06 in the amount of \$659,691.19

- c. Ordinance 2024-04 Establishing the Time, Place and Date of the Regular Meetings of the Board of Library Trustees of the Palatine Public Library District for the Calendar Year 2024
- d. Resolution 2024-03 Authorizing Public Library Non-Resident Card Participation and Fees

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

Roll call vote:

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

#### **14. Correspondence**

Trustee Jefferson reported that he received a verbal comment regarding the absence of the holiday tree in the lobby.

#### **15. Closed Session for the purpose of deliberations concerning the performance of specific employees in compliance with 5 ILCS 120/2 (C) (1)**

Trustee Snyder moved, seconded by Trustee Boland, to go into closed session for the purpose of deliberations concerning the performance of specific employees in compliance with 5 ILCS 120/2 (C) (1).

Roll call vote:

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

The Board went into closed session at 8:20 p.m. and reconvened into open session at 9:02 p.m. All trustees were present.

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

Trustee Westhoff moved, seconded by Trustee Jefferson, approval of the Executive Director's salary increase by 6%.

Roll call vote:

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

**17. Closed Session for the purpose of deliberations concerning appointment of specific employees in compliance with 5 ILCS 120/2 (C) (1)**

Trustee Snyder moved, seconded by Trustee Boland, to go into closed session for the purpose of deliberations concerning appointment of specific employees in compliance with 5 ILCS 120/2 (C) (1).

Roll call vote:

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

The Board went into closed session at 9:04 p.m. and reconvened into open session at 9:11 p.m. All trustees were present.

**18. Vote on items discussed in closed session**

Trustee Westhoff moved, seconded by Trustee Puklin, that the board appoint Melissa Gardner as Executive Director of the Palatine Public Library District effective July 7, 2024, at a salary of \$151,000 annually plus benefits.

Roll call vote:

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



## **19. Adjournment**

President Brauer adjourned the meeting at 9:13 p.m.

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

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Debby Brauer, President

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Maureen DeRosa, Secretary

## Warrant List for 1/16/24

Company Name	Invoice Date	Invoice Amount	Invoice Number	Description	Account Number	Account Name
Allegra Marketing	20-Dec-23	60.00	58817	business cards	5771	Human Resources Supplies
Amazon	7-Dec-23	161.91	1VKT-MRPK-XYHV	program supplies	5776.1	Program Supplies - YTS
Amazon	7-Dec-23	11.95	1MRM-X7HD-3KDY	computer supplies	5207	Computers/Technology
Amazon	6-Dec-23	96.15	1JRM-RGM9-NMCQ	air purifier for AS	5774.9	General Service Supplies
Amazon	28-Dec-23	16.96	1PFC-NN6K-94JF	program supplies	5776.1	Program Supplies - YTS
Amazon	18-Dec-23	79.99	17D6-D3T3-631L	air purifier	5774.9	General Service Supplies
Amazon	16-Dec-23	30.36	1GR7-LXJP-F9DV	Doritos - finals week program	5776.1	Program Supplies - YTS
Amazon	16-Dec-23	16.39	1GR7-LXJP-F9DV	colored file folders	5774.9	General Service Supplies
Amazon	21-Dec-23	49.92	11KK-LMM4-4WFR	YTS program supplies	5776.1	Program Supplies - YTS
Amazon	21-Dec-23	15.97	11KK-LMM4-4WFR	supplies	5774.9	General Service Supplies
Amazon	22-Dec-23	27.55	1VVR-KPV9-C99Y	YTS program supplies	5776.1	Program Supplies - YTS
Amazon	21-Dec-23	16.99	17M9-FR XR-1C4Y	print	5101	Print Materials
Amazon	26-Dec-23	197.95	1F9P-M1WX-LX7D	non-print	5105	Nonprint Materials
Amazon	26-Dec-23	399.90	1VVR-KPV9-MFLH	non-print	5105	Nonprint Materials
Amazon	27-Dec-23	79.98	19R4-XRYM-WCMR	non-print	5105	Nonprint Materials
Amazon	17-Dec-23	48.76	13Y7-1NYL-QFTD	AS program supplies	5776.2	Program Supplies - AS
Amazon	12-Dec-23	129.18	1XLR-4PIV-7VRX	cleaning wipes	5774.9	General Service Supplies
Amazon	13-Dec-23	152.91	1VDK-GFWL-JRKY	program supplies	5776.1	Program Supplies - YTS
Amazon	12-Dec-23	59.99	1KW3-Q1HR-7L4M	non-print	5105	Nonprint Materials
Amazon	12-Dec-23	179.97	196X-MFRH-GHKX	computer supplies	5207	Computers/Technology
Amazon	13-Dec-23	16.45	1P9F-F7LD-Q6R9	print	5101	Print Materials
Amazon	14-Dec-23	77.74	1GNM-QJ3V-1LCW	office supplies	5774.9	General Service Supplies
Amazon	14-Dec-23	14.45	139K-DQQD-1XTJ	program supplies	5776.1	Program Supplies - YTS
Amazon	16-Dec-23	49.99	1Y9R-CNR4-H4RP	non-print	5105	Nonprint Materials
Amazon	28-Dec-23	28.84	11G3-LL6K-CGNN	storage container	5774.5	Collection Supplies - CS
Amazon	26-Dec-23	58.71	1CMP-NQTF-LNDM	collection services supplies	5774.5	Collection Supplies - CS
Amazon	28-Dec-23	13.39	#1V71-M1F3-7PH4	print	5101	Print Materials
Amazon	28-Dec-23	6.99	1YF4-9XTD-CPW4	non-print	5105	Nonprint Materials
Amazon	28-Dec-23	93.48	17JG-K1V3-FKND	clocks	5775	Maintenance Supplies
Amazon	30-Dec-23	57.68	196W-RYRT-M7CY	storage containers	5774.5	Collection Supplies - CS
Amazon	31-Dec-23	39.99	1TL1-F44J-QMC7	non-print	5105	Nonprint Materials
Amazon	3-Jan-24	(14.42)	1VTG-YLRG-CPQ6	credit for cracked container	5774.5	Collection Supplies - CS
Amazon	3-Jan-24	19.99	1647-6PGF-D7D9	film transparency paper	5776.1	Program Supplies - YTS
ARTHUR J. GALLAGHER & COMPANY	17-Dec-23	20,226.00	4951317	Workers Comp	5802	Public Liability Insurance
AVI Systems	20-Dec-23	13,385.00	88927649	Conference room AV	5207	Computers/Technology
Baker & Taylor	26-Dec-23	18.86	2038010611	print	5101	Print Materials
Ben Jimenez	25-Mar-24	400.00	3252024	Ben's Bubble Show	5813.1	Cultural/Ed Programs - YTS
CARASOFT TECHNOLOGY CORPORATION	13-Dec-23	13,125.00	37475797	Linked In Learning	5104	Databases
Cavendish Square Publishing	12-Dec-23	186.03	GAL3452181	print	5101	Print Materials
CENGAGE LEARNING INC - GALE	11-Dec-23	75.72	83046647	print	5101	Print Materials
CENGAGE LEARNING INC - GALE	11-Dec-23	79.47	83047647	print	5101	Print Materials
CENGAGE LEARNING INC - GALE	20-Dec-23	101.21	83076257	print	5101	Print Materials
CENGAGE LEARNING INC - GALE	20-Dec-23	72.72	83070972	print	5101	Print Materials
CHILDREN'S PLUS INC.	15-Dec-23	19.33	238998	print	5101	Print Materials
CHILDREN'S PLUS INC.	11-Dec-23	642.45	238774	print	5101	Print Materials
Comcast	24-Dec-23	139.10	20231224	Internet - NHB	5657	Internet Service

Comcast	26-Dec-23	141.85	20231226 Internet	5657 Internet Service
COMPLETE CLEANING COMPANY, INC	1-Jan-24	6,715.00 C26106	700 N. North Court, Palatine 7 x weekly	5531 Cleaning Service
COMPLETE CLEANING COMPANY, INC	1-Jan-24	435.00 C26106	3600 Lexington Drive, Hoffman Estates 6 x w	5531 Cleaning Service
CULLIGAN WATER CONDITIONING, INC	31-Dec-23	14.00	12312023 RENTAL BW CONTRACT	5423 Water
CURRENT TECHNOLOGIES CORPORATION	18-Dec-23	1,520.16	14294 Veritas renewal - server 3 year current term	5653 Technology Support
CURRENT TECHNOLOGIES CORPORATION	20-Dec-23	509.77	14284 Battery replacement APC	5207 Computers/Technology
D & Z HOUSE OF BOOKS	28-Dec-23	253.20 2023/1162321	print	5101 Print Materials
DeFRANCO PLUMBING	20-Dec-23	330.00	34714 water heater leaking	5210.8 Plumbing
DEMCO	11-Dec-23	738.20	7410001 colored coded tape	5774.5 Collection Supplies - CS
DEMCO	11-Dec-23	42.27	7410001 YTS program supplies	5776.1 Program Supplies - YTS
DEMCO	28-Dec-23	62.49	7416065 1/4" Prelaminated Dots	5776.1 Program Supplies - YTS
DEMCO	3-Jan-24	56.81	7416991 Imprinted Color-coded Paper	5774.5 Collection Supplies - CS
DEMCO	3-Jan-24	56.81	7416991 Imprinted Color-coded Paper	5774.5 Collection Supplies - CS
DEMCO	3-Jan-24	56.81	7416991 Imprinted Color-coded Paper	5774.5 Collection Supplies - CS
DEMCO	3-Jan-24	56.81	7416991 Imprinted Color-coded Paper	5774.5 Collection Supplies - CS
DEMCO	3-Jan-24	56.81	7416991 Imprinted Color-coded Paper	5774.5 Collection Supplies - CS
DEMCO	3-Jan-24	113.61	7416991 Imprinted Color-coded Paper	5774.5 Collection Supplies - CS
DEMCO	3-Jan-24	113.61	7416991 Imprinted Color-coded Paper	5774.5 Collection Supplies - CS
Donald Baumgartner	8-Apr-24	300.00	40824 The Science of Jurassic Park	5813.2 Cultural/Ed Programs - AS
EVERLIVING GREENERY	1-Jan-24	363.00	45500 Foliage Maintenance Service for current mon	5534 Landscaping and Lawn Service
Fambro Management LLC	13-Mar-24	460.00 0313-041024	Let's Play Chess	5813.1 Cultural/Ed Programs - YTS
FIRST COMMUNICATIONS, LLC	23-Dec-23	2,098.86	126149456 Telephone Lease	5667 Telephone Lease
First National Bank of Omaha	31-Dec-23	144.97	12312023 1000bulbs - light bulbs	5775 Maintenance Supplies
First National Bank of Omaha	31-Dec-23	584.67	12312023 4Imprint - staff holiday mugs	5328 Misc. Fringe Benefits
First National Bank of Omaha	31-Dec-23	744.76	12312023 Adbobe creative cloud	5653 Technology Support
First National Bank of Omaha	31-Dec-23	29.99	12312023 Adobe stock	5653 Technology Support
First National Bank of Omaha	31-Dec-23	420.00	12312023 ALA - Lib learn M Gardner	5814 Inservice & Training/Mileage
First National Bank of Omaha	31-Dec-23	18.00	12312023 ALA - PLA Conference - I Sanchez	5814 Inservice & Training/Mileage
First National Bank of Omaha	31-Dec-23	395.15	12312023 Bramble Berry - soap making supplies	5774.3 Workshop Supplies
First National Bank of Omaha	31-Dec-23	54.00	12312023 Country Donuts - Halloween prizes	5328 Misc. Fringe Benefits
First National Bank of Omaha	31-Dec-23	12.50	12312023 Dollar Tree - holiday breakfast supplies	5328 Misc. Fringe Benefits
First National Bank of Omaha	31-Dec-23	23.18	12312023 GOAEVCs virtual workshop - G Kosulic	5814 Inservice & Training/Mileage
First National Bank of Omaha	31-Dec-23	(11.60)	12312023 Etsy - Ukranian books credit	5101 Print Materials
First National Bank of Omaha	31-Dec-23	112.00	12312023 Google Gsuite	5653 Technology Support
First National Bank of Omaha	31-Dec-23	206.85	12312023 Johnson Plastics - mugs	5774.3 Workshop Supplies
First National Bank of Omaha	31-Dec-23	312.60	12312023 Labelvalue - dymo labels for CS	5774.5 Collection Supplies - CS
First National Bank of Omaha	31-Dec-23	65.73	12312023 LED lighting space - no receipt	5775 Maintenance Supplies
First National Bank of Omaha	31-Dec-23	200.00	12312023 Maritz ALA conference - I Sanchez	5814 Inservice & Training/Mileage
First National Bank of Omaha	31-Dec-23	313.94	12312023 Mcdonald Uniforms - security shirts	5328 Misc. Fringe Benefits
First National Bank of Omaha	31-Dec-23	1,025.00	12312023 Mgmt Assoc of IL - manager training C Thom	5814 Inservice & Training/Mileage
First National Bank of Omaha	31-Dec-23	2.26	12312023 Microsoft	5653 Technology Support
First National Bank of Omaha	31-Dec-23	262.50	12312023 Microsoft	5653 Technology Support
First National Bank of Omaha	31-Dec-23	68.97	12312023 Netflix	5105 Nonprint Materials
First National Bank of Omaha	31-Dec-23	325.99	12312023 OCOOCH hardwoods - workshop plywood	5774.3 Workshop Supplies
First National Bank of Omaha	31-Dec-23	26.55	12312023 SalemNow - Police State	5105 Nonprint Materials
First National Bank of Omaha	31-Dec-23	361.95	12312023 Heat Press nation - sublimation supplies	5774.3 Workshop Supplies
First National Bank of Omaha	31-Dec-23	4.00	12312023 Heat Press Nation - ws supplies	5774.3 Workshop Supplies
First National Bank of Omaha	31-Dec-23	220.96	12312023 Inventables - acrylic sheets	5774.3 Workshop Supplies
First National Bank of Omaha	31-Dec-23	173.35	12312023 Let's Stick Together - posters	5776.1 Program Supplies - YTS

First National Bank of Omaha	31-Dec-23	10.99	12312023 Spotify	5653 Technology Support
First National Bank of Omaha	31-Dec-23	444.00	12312023 Annie's Restaurant - holiday breakfast	5328 Misc. Fringe Benefits
First National Bank of Omaha	31-Dec-23	465.00	12312023 TechSoup - server license	5653 Technology Support
First National Bank of Omaha	31-Dec-23	63.58	12312023 House of Staunton - chess board set	5776.1 Program Supplies - YTS
First National Bank of Omaha	31-Dec-23	72.00	12312023 Taco Shop - tacos for teen	5776.1 Program Supplies - YTS
First National Bank of Omaha	31-Dec-23	305.80	12312023 United - Liblearn flight - M Gardner	5814 Inservice & Training/Mileage
First National Bank of Omaha	31-Dec-23	47.97	12312023 Zoom	5653 Technology Support
First National Bank of Omaha	31-Dec-23	300.80	12312023 American Library - PLA Conference - I Sanche	5814 Inservice & Training/Mileage
Fred Ettinger	9-Jan-24	75.00	1092024 Resume clinic	5813.2 Cultural/Ed Programs - AS
Fred Ettinger	6-Feb-24	75.00	2062024 Resume clinic	5813.2 Cultural/Ed Programs - AS
Fred Ettinger	11-Dec-23	85.00	1202024 Job Interview Techniques Workshop	5813.2 Cultural/Ed Programs - AS
Fred Ettinger	10-Feb-24	85.00	2102024 Job Interview Techniques Workshop	5813.2 Cultural/Ed Programs - AS
GARY MESSLING	21-Dec-23	150.00	12727 Piano tuning	5774.9 General Service Supplies
Global Trade House	27-Nov-23	105.59	48460 print	5101 Print Materials
HALLORAN & YAUCH, INC	20-Oct-23	250.00	33277 Irrigation system turned off and drained with	5534 Landscaping and Lawn Service
Happ Builders, Inc.	31-Dec-23	140,542.20	12312023 2nd floor reno - December 2023	5250.1 Main Direct Costs
HAYES MECHANICAL	2-Jan-24	2,050.00	38237 HVAC PM quarterly billing	5539 HVAC
Henricksen	19-Dec-23	99,505.63	12312023 2nd floor staff reno furniture	5260.11 Furniture, Fixtures & Equipment
Hoffman Estates Chamber of Commerce	2-Jan-24	100.00	85499 W.E.B dues	5815 Memberships
Hoffman Estates Park District	6-Nov-23	2,500.00	12012023 Rent	5666 Leases(Branches)
Illinois Library Association	2-Jan-24	84,348.12	2023 Premium LIRA Property/Casualty Invoice for 2024	5801 Library Insurance Package
INDEPENDENT CONSTRUCTION SERVICES	1-Dec-23	490.00	1285 2nd floor staff area renovation	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	1-Dec-23	140.00	1285 Members Services permits	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	1-Dec-23	210.00	1285 Elevator design	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	8-Jan-24	280.00	1294 Permits Final Occupancy Inspection	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	8-Jan-24	175.00	1294 Issues Update/ASI	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	8-Jan-24	420.00	1294 Site Visit	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	8-Jan-24	210.00	1294 ,Site Visit	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	8-Jan-24	245.00	1294 Site Visit	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	8-Jan-24	210.00	1294 Meetings	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	8-Jan-24	210.00	1294 Issues	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	8-Jan-24	210.00	1294 Issues	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	8-Jan-24	490.00	1294 Site Visit	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	8-Jan-24	210.00	1294 Issues	5260.16 Owner's Rep
INDEPENDENT CONSTRUCTION SERVICES	8-Jan-24	350.00	1294 Site Visit	5260.16 Owner's Rep
INGRAM	1-Jan-24	12,926.73	Dec-23 print	5101 Print Materials
INGRAM	1-Jan-24	364.00	Dec-23 database	5104 Databases
Ivan Sanchez	1-Dec-23	1,030.00	123123 tuition reimbursement	5814 Inservice & Training/Mileage
John Donahue	12-Jan-24	75.00	1122024 Career Counseling Appointments	5813.2 Cultural/Ed Programs - AS
John Donahue	8-Dec-23	75.00	120823 Career Counseling Appointments	5813.2 Cultural/Ed Programs - AS
John Donahue	9-Feb-24	75.00	20924 Career Counseling Appointments	5813.2 Cultural/Ed Programs - AS
JOHNSON CONTROLS	9-Dec-23	168.72	39620815 fire monitoring	5535 Fire and Security
KANOPY LLC	31-Dec-23	1,152.00	#380992 - PPU Eresources	5107 Electronic Materials
KLEIN THORPE AND JENKINS, LTD	31-Dec-23	225.00	238519 PTAB - Nov 2023	5817 Legal
KONICA MINOLTA BUSINESS SOLUTIONS	15-Dec-23	94.65	9009695829 Copier maintenance	5651 Copier & Printer Maintenance
Lakeshore Learning Materials, LLC	24-Nov-23	99.98	5.82498E+11 HEAVY-DUTY RHYTHM SET	5776.1 Program Supplies - YTS
Lakeshore Learning Materials, LLC	24-Nov-23	15.00	5.82498E+11 Shipping	5776.1 Program Supplies - YTS
LIBRARIESFIRST	8-Dec-23	650.00	8810 Museum Adventure Pass for 2024	5104 Databases
LIBRARY FURNITURE INTERNATIONAL, INC.	31-Dec-23	2,502.47	1/4/2024 Member Services final payment	5260.11 Furniture, Fixtures & Equipment

LIBRARY IDEAS LLC	14-Dec-23	695.44	104952 Vox items	5105 Nonprint Materials
LIBRARY MARKET	1-Jan-24	7,200.00	3120 Library Calendar annual subscription, hosting	5653 Technology Support
Ling Liu	17-Feb-24	150.00	2172024 Bilingual Mandarin Chinese Storytime	5813.1 Cultural/Ed Programs - YTS
MANUFACTURERS' NEWS, INC.	14-Dec-23	238.90	85688900 print	5101 Print Materials
MIDWEST TAPE	2-Jan-24	8,813.82	Dec-23 non-print	5105 Nonprint Materials
MIDWEST TAPE	31-Dec-23	7,665.53	504858362 eresources	5107 Electronic Materials
Mobile Modular	15-Dec-23	138.00	301281097 mobile storage	5260.13 Moving/Storage
MUTUAL ACE PALATINE	7-Dec-23	46.07	10093 Broom & dust pan	5775 Maintenance Supplies
NORTHWEST COMMUNITY HEALTHCARE	28-Dec-23	746.25	CINV10001283 Lease payment	5666 Leases(Branches)
NPN360	11-Dec-23	391.40	743440 damaged slips	5774.5 Collection Supplies - CS
NPN360	11-Dec-23	35.00	743440 Shipping and handling	5774.5 Collection Supplies - CS
NUB GAMES, INC	2-Jan-24	602.00	11833 Annual Subscription 2024-03-02 to 2025-03-	5653 Technology Support
ORIENTAL TRADING COMPANY INC	3-Dec-23	89.99	72861947501 CRAYOLA ULTRA CLEAN MARKER CLASSPACK	5776.1 Program Supplies - YTS
ORIENTAL TRADING COMPANY INC	3-Dec-23	(10.00)	72861947501 DISCOUNT	5776.1 Program Supplies - YTS
ORIENTAL TRADING COMPANY INC	14-Dec-23	21.99	72898154901 GLITTER FOAM GEOMETRIC SHAPES	5776.1 Program Supplies - YTS
ORIENTAL TRADING COMPANY INC	14-Dec-23	9.99	72898154901 FABULOUS FOAM ADHESIVE STAR SHAPES	5776.1 Program Supplies - YTS
OVERDRIVE INC.	7-Dec-23	786.56	01018CO23444265 Ebooks	5107 Electronic Materials
OVERDRIVE INC.	14-Dec-23	915.28	01018CO23450792 Audiobooks	5107 Electronic Materials
OVERDRIVE INC.	14-Dec-23	591.18	01018CO23450799 Ebooks	5107 Electronic Materials
OVERDRIVE INC.	14-Dec-23	22.91	01018CO23450801 Ebooks	5107 Electronic Materials
OVERDRIVE INC.	21-Dec-23	773.06	01018CO23457818 Audiobooks	5107 Electronic Materials
OVERDRIVE INC.	21-Dec-23	448.06	01018CO23457832 Ebooks	5107 Electronic Materials
OVERDRIVE INC.	28-Dec-23	436.10	01018CO23461736 Ebooks	5107 Electronic Materials
OVERDRIVE INC.	28-Dec-23	496.86	01018CO23461737 Audiobooks	5107 Electronic Materials
OVERDRIVE INC.	31-Dec-23	20.70	01018CP23463396 eresources	5107 Electronic Materials
OVERDRIVE INC.	31-Dec-23	948.28	01018MA23463599 eresources	5107 Electronic Materials
Palatine Public Library - Petty Cash	4-Jan-24	42.82	Jan-24 program supplies	5776.1 Program Supplies - YTS
Palatine Public Library - Petty Cash	4-Jan-24	15.33	Jan-24 Holiday breakfast - creamers	5328 Misc. Fringe Benefits
Palatine Public Library - Petty Cash	4-Jan-24	15.15	Jan-24 Rotary Breakfast	5816 Community Information
Palatine Public Library - Petty Cash	4-Jan-24	47.29	Jan-24 mileage	5814 Inservice & Training/Mileage
PEAC Solutions	29-Dec-23	1,953.06	20983107 Copier lease	5651 Copier & Printer Maintenance
Peerless Network	15-Dec-23	267.86	39957 POTS lines	5811 Telephone
PITNEY BOWES	11-Dec-23	460.20	3106418111 postage meter	5654 Postage
Quill Corporation	3-Jan-24	138.96	36437647 copy paper	5774.9 General Service Supplies
Sarah Abu-Absi	29-Nov-23	550.00	4232024 Forest Therapy - 2 sessions	5813.2 Cultural/Ed Programs - AS
Scott Pools LLC	7-Jan-24	980.00	2294 1/6 & 1/7 salt parking lots	5538 Snow Removal
Scott Pools LLC	31-Dec-23	367.50	2286 Salt parking lot	5538 Snow Removal
SHERWIN-WILLIAMS CO.	13-Nov-23	95.09	2419-4 Paint	5775 Maintenance Supplies
SMG Security Holdings, LLC	1-Dec-23	53.17	169553 Burglar Alarm - PALATINE PUBLIC LIBRARY - 7	5535 Fire and Security
Stacy Atristain-Conway	6-May-24	325.00	50824 Make Ahead Meals	5813.2 Cultural/Ed Programs - AS
Staples Advantage	4-Nov-23	51.06	8072216664 adm/ms supplies	5774.9 General Service Supplies
Staples Advantage	10-Oct-23	501.38	8071909398 copy paper, cardstock, post-its	5774.9 General Service Supplies
Suzan Bates	11-Mar-24	175.00	3112024 Going Vital - Birth, Death & Marriage Record:	5813.2 Cultural/Ed Programs - AS
YSERCO	27-Dec-23	1,832.25	3848 Service for agreement 9 signed proposal	5539 HVAC
SZABADOS, STEPHEN M.	12-Apr-24	225.00	4112024 Czech and Slovak Immigration to America	5813.2 Cultural/Ed Programs - AS
TASTE OF HOME	14-Dec-23	41.42	1097 TASTE OF HOME CHRISTMAS	5101 Print Materials
Teresa Gregory	14-Dec-23	250.00	1232024 See It, Believe It, Achieve It!	5813.2 Cultural/Ed Programs - AS
TOWN SQUARE PUBLICATIONS	6-Dec-23	695.00	271043 HE Chamber of Commerce	5816 Community Information
UNITE PRIVATE NETWORKS, LLC	1-Jan-24	2,102.38	SI-24-001954 Direct Internet Access	5657 Internet Service

Vanguard Energy	13-Dec-23	3,190.09	G404409121223	Gas - 12/14/23	5421 Gas
Walgreens	2-Nov-23	187.85		10312023 Flu shots	5328 Misc. Fringe Benefits
WAREHOUSE DIRECT	26-Dec-23	74.99	5637011-0	Tissues, batteries	5775 Maintenance Supplies
WAREHOUSE DIRECT	12-Dec-23	657.97	5629250-0	Maintenance supplies	5775 Maintenance Supplies
WAREHOUSE DIRECT	8-Dec-23	(1,279.61)		17703 Credit from summer reading t-shirts & bags	5776.15 Program Supplies funded by FOL - YTS
WAREHOUSE DIRECT	31-Dec-23	(299.60)		12312023 Use credit from statement	5775 Maintenance Supplies
WAREHOUSE DIRECT	28-Dec-23	22.13	5637011-1	BATTERY,PROCELL,D,12/BOX	5775 Maintenance Supplies
Wex Bank	23-Dec-23	89.14		93940183 Van fuel	5545 Van Fuel
WILLIAM PACK	8-May-24	325.00		5082024 Mind Games, The Science of Perception Dec	5813.2 Cultural/Ed Programs - AS
WM Corporate Services, Inc.	4-Jan-24	277.09	0460103-2008-6	Trash & Recycling	5533 Trash
<b>Total</b>		<b>472,948.86</b>			

**Palatine Public Library District**  
**Warrant 2024-07 Payroll and Invoice Distribution Totals**  
**For the month of January 2024**

<b>5300 · PAYROLL EXPENSES</b>			
<b>5310 · Gross Salaries</b>			
12/15/2023	Payroll		\$153,588.24
12/31/2023	Payroll		\$166,153.75
Total 5310 · Gross Salaries			<b>\$319,741.99</b>
<b>5311 · Employer IMRF Fund Expense</b>			
12/31/2023	IMRF		\$27,707.85
Total 5311 · IMRF Fund Expense			<b>\$27,707.85</b>
<b>5312 · Employer Social Security Fund Expense</b>			
12/15/2023	Payroll Taxes - Paycom		\$11,442.75
12/31/2023	Payroll Taxes - Paycom		\$12,404.01
Total 5312 · Social Security Fund Exp			<b>\$23,846.76</b>
<b>5313 · Employer Health &amp; Life Insurance Expense</b>			
12/31/2023	Health Insurance - Blue Cross/Blue Shield		\$30,489.49
12/31/2023	Life Insurance - Principal		\$2,435.02
Total 5313 · Health & Life Insurance			<b>\$32,924.51</b>
<b>5660 · Payroll Processing Fee</b>			
12/31/2023	Payroll Processing Fee		\$1,384.60
Total 5660 · Payroll Processing Fee			<b>\$1,384.60</b>
<b>TOTAL 5300 · PAYROLL EXPENSES:</b>			<b>\$405,605.71</b>
<b>5660 - Bank &amp; Credit Card Service Charges</b>			<b>\$11,515.20</b>
<b>Early Release Checks</b>			
<b>Check &amp; ACH Pmts - 01/16/24</b>			<b>\$472,948.86</b>
<b>6500 · BOND EXPENSES</b>			
<b>TOTAL WARRANT 2024-07</b>			<b>\$890,069.77</b>

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

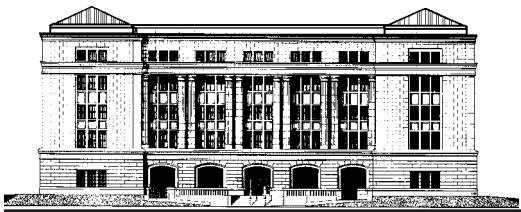
**Approved by the Board of Trustees**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



**ALEXI GIANNOULIAS • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** \_\_\_\_\_

**Library's Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer's Name:** \_\_\_\_\_  
(First Name) (Last Name)

**Preparer's Title:** \_\_\_\_\_

**Preparer's Phone Number:** \_\_\_\_\_

**Preparer's Email Address:** \_\_\_\_\_

**By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**



**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## **Chapter 8: System Member Responsibilities and Resource Sharing**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## **Chapter 9: Public Services: Reference and Reader's Advisory Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.