Plainfield Public Library District
Regular Board Meeting Agenda
June 20, 2018
6:30 P.M.
Small Meeting Room

1. Call to Order, Pledge, Roll Call

2. Public Comment
   a. Trustee Attendance at Community Events

3. Consent Agenda 2
   a. May 16, 2018 Regular Board Meeting Minutes
   b. May 16, 2018 Executive Session Meeting Minutes

4. Approval of Bills Paid and Bills Payable 5

a.	Payroll	$198,819.60
b.	General Bills	284,105.89
c.	Illinois Municipal Retirement Fund	0.00
d.	VALIC (Deferred Compensation)	1,331.25
e.	Petty Cash	0
f.	Flexible Spending Plan	1,471.79
g.	Special Reserve Fund	0
h.	Total	$485,728.53

5. Committee Reports
   a. Personnel Committee Report, June 12, 2018 26

6. Library Director's Report

7. Action Items
   a. Unfinished Business
      i. Advocacy Project Update (discussion)
      ii. Working Budget FY2019 (action) 53
      iii. Fixed Asset and Property Insurance Report (discussion) 65
      iv. Benchmark Analysis & Structure Development (discussion) 115
   b. New Business
      i. Pay Grade Schedule FY2019 (action) 129
      ii. Resolution 2018-1 Approving Preparation & Making Available a Tentative Budget & Appropriation Ordinance and Set Hearing Date (action) 130
      iii. Audit of Secretary's Minutes for FY2018; Set Date (discussion)

8. Executive Session
   a. 5 ILCS 120/2 (c)(5) – Purchase or Lease of Real Property
   b. 5 ILCS 120/2 (c) (1) – Employment, Compensation, or Performance of a Specific Employee

9. Action for Items Discussed in Executive Session

10. Adjournment

Plainfield Public Library
Library Fund Income Statement
July 2017 through May 2018

	Jul '17 - May 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1004001 · Real Estate Taxes Library				
1014001 · Property Taxes - Liab Ins	12,140.15	30,325.37	-18,185.22	40.03%
1004001 · Real Estate Taxes Library - Other	2,616,325.64	2,970,101.98	-353,776.34	88.09%
Total 1004001 · Real Estate Taxes Library	2,628,465.79	3,000,427.35	-371,961.56	87.6%
1004002 · Personal Property Taxes	23,112.57	25,000.00	-1,887.43	92.45%
1004003 · Overlap Districts Agreement	334,112.08	320,000.00	14,112.08	104.41%
1004004 · Fines	33,691.43	45,000.00	-11,308.57	74.87%
1004005 · Books Bags Sales	0.00	100.00	-100.00	0.0%
1004006 · Copier Fees	8,239.39	9,600.00	-1,360.61	85.83%
1004007 · Fax Fees	1,400.55	2,000.00	-599.45	70.03%
1004008 · Non Resident Fees	2,700.94	3,000.00	-299.06	90.03%
1004009 · Book Sales	861.06	200.00	661.06	430.53%
1004010 · Meeting Room Deposits	800.00	1,200.00	-400.00	66.67%
1004400 · Tax Escrow Interest (Library)	15,411.27	10,000.00	5,411.27	154.11%
1004401 · Checking interest	87.36	1,000.00	-912.64	8.74%
1004402 · E-Pay Interest	556.30	100.00	456.30	556.3%
1004502 · Donations	17,972.08	10,000.00	7,972.08	179.72%
1004503 · Donations - Summer Reading	6,500.00	0.00	6,500.00	100.0%
1004701 · Per Capita Grant	58,494.66	0.00	58,494.66	100.0%
1004702 · Grants - Other	2,740.00	0.00	2,740.00	100.0%
1004901 · Miscellaneous Income (Library)	3,625.07	0.00	3,625.07	100.0%
1004902 · Sale of Library Used Equipment	555.00	0.00	555.00	100.0%
1015500 · Operating Transfer Out	980,000.00	-250,000.00	1,230,000.00	-392.0%
Total Income	4,119,325.55	3,177,627.35	941,698.20	129.64%
Gross Profit	4,119,325.55	3,177,627.35	941,698.20	129.64%
Expense				
1015000 · Administration Department				
1015001 · Adminstration Salaries	160,740.54	177,066.54	-16,326.00	90.78%
1015005 · Insurance	111,124.86	150,000.00	-38,875.14	74.08%
1015011 · Staff Development	13,234.59	16,000.00	-2,765.41	82.72%
1015012 · Travel Expenses	5,896.52	7,000.00	-1,103.48	84.24%
1015013 · Membership Dues	4,633.00	5,400.00	-767.00	85.8%
1015014 · Human Resources	5,130.05	3,000.00	2,130.05	171.0%
1015201 · Payroll Services	6,147.32	7,000.00	-852.68	87.82%
1015202 · Legal Services (Library)	9,975.00	10,000.00	-25.00	99.75%
1015203 · Accounting Services	7,162.50	10,000.00	-2,837.50	71.63%
1015204 · Bank Fees	1,451.90	1,500.00	-48.10	96.79%
1015205 · Trustee Development	2,217.39	2,000.00	217.39	110.87%
1015307 · Office supplies - Toner	646.47	4,000.00	-3,353.53	16.16%
1015308 · Office Supplies - Copier paper	390.87	2,800.00	-2,409.13	13.96%
1015310 · Office Supplies - Admin	1,011.19	2,000.00	-988.81	50.56%
1015311 · Postage	2,834.75	4,000.00	-1,165.25	70.87%
1015313 · Newsletter	36,443.00	50,000.00	-13,557.00	72.89%

Plainfield Public Library
Library Fund Income Statement
July 2017 through May 2018

	Jul '17 - May 18	Budget	$ Over Budget	% of Budget
1015314 · Web Page Development	3,135.00	5,000.00	-1,865.00	62.7%
1015315 · Printing - General	347.24	400.00	-52.76	86.81%
1015316 · Printing - Legal	1,100.64	2,100.00	-999.36	52.41%
1015317 · Telephone	9,240.91	16,800.00	-7,559.09	55.01%
1015318 · Public Relations (Library)	15,783.27	25,000.00	-9,216.73	63.13%
1015322 · Contingencies Operating Fund	2,940.00	10,000.00	-7,060.00	29.4%
1015801 · Library - Wide Events	3,962.80	10,100.00	-6,137.20	39.24%
1018001 · Computers (Library)	23,432.46	25,000.00	-1,567.54	93.73%
1018003 · Furniture & Fixtures	7,781.19	15,000.00	-7,218.81	51.88%
Total 1015000 · Administration Department	436,763.46	561,166.54	-124,403.08	77.83%
1025000 · Tech Services Dept				
1025001 · Tech Services Salaries	101,488.88	115,666.81	-14,177.93	87.74%
1025306 · Tech Services Process Supply	8,815.43	9,500.00	-684.57	92.79%
1025307 · OCLC	2,565.72	2,570.00	-4.28	99.83%
Total 1025000 · Tech Services Dept	112,870.03	127,736.81	-14,866.78	88.36%
1035000 · Circulation Department				
1035001 · Circulation Salaries	353,992.13	408,002.66	-54,010.53	86.76%
1035003 · Page Salaries	60,117.91	74,024.86	-13,906.95	81.21%
1035308 · Circulation Supplies	11,975.63	14,000.00	-2,024.37	85.54%
1035309 · ILL Lost Items	456.87	1,500.00	-1,043.13	30.46%
1035310 · Home Delivery Supplies	790.86	1,500.00	-709.14	52.72%
Total 1035000 · Circulation Department	427,333.40	499,027.52	-71,694.12	85.63%
1045000 · Reference/Adult Services				
1045001 · Reference Salaries	368,535.21	451,182.79	-82,647.58	81.68%
1045101 · Adult Summer Reading	0.00	6,000.00	-6,000.00	0.0%
1045102 · Adult Programs	11,311.68	15,000.00	-3,688.32	75.41%
1045103 · Databases - Adult	81,582.01	93,000.00	-11,417.99	87.72%
1045104 · Downloadable Materials	43,690.35	78,000.00	-34,309.65	56.01%
1045105 · Portable Media Devices - Adult	2,019.73	3,000.00	-980.27	67.32%
1045107 · Compact Discs - Adult	3,113.88	5,000.00	-1,886.12	62.28%
1045108 · Videos & DVDs- Adult	24,799.19	27,000.00	-2,200.81	91.85%
1045109 · Audio Books - Adult	26,021.78	27,000.00	-978.22	96.38%
1045110 · Replacement Materials	108.80	1,000.00	-891.20	10.88%
1045112 · Fiction - Adult	21,891.32	26,000.00	-4,108.68	84.2%
1045113 · Leased Material - Adult	12,618.36	13,000.00	-381.64	97.06%
1045114 · Large Print - Adult	6,415.69	7,000.00	-584.31	91.65%
1045115 · Graphic Novels - Adult	4,291.96	5,000.00	-708.04	85.84%
1045116 · Nonfiction - Adult	10,751.70	12,500.00	-1,748.30	86.01%
1045117 · Foreign Language - Adult	5,760.91	10,000.00	-4,239.09	57.61%
1045118 · Reference - Adult	2,992.03	3,000.00	-7.97	99.73%
1045119 · Standing Orders - Adult	3,612.86	5,000.00	-1,387.14	72.26%
1045120 · Periodicals - Adult	1,454.75	10,000.00	-8,545.25	14.55%
1045121 · Purchase On Demand	8,768.78	10,000.00	-1,231.22	87.69%
1045123 · Exxon Mobile Grant Expenditures	500.00	2,000.00	-1,500.00	25.0%
1045125 · Other Donation Expenses	523.94	500.00	23.94	104.79%

Plainfield Public Library
Library Fund Income Statement
July 2017 through May 2018

	Jul '17 - May 18	Budget	$ Over Budget	% of Budget
1045212 · Instructors and Facilitators	1,450.00	5,500.00	-4,050.00	26.36%
1045305 · Bindery	0.00	400.00	-400.00	0.0%
1045306 · Microfilming Supplies	5,728.48	4,000.00	1,728.48	143.21%
1045310 · Department Supplies - Adult	373.79	2,500.00	-2,126.21	14.95%
1045405 · Local History Supplies	1,958.17	2,500.00	-541.83	78.33%
Total 1045000 · Reference/Adult Services	650,275.37	825,082.79	-174,807.42	78.81%
1055000 · Youth Services				
1055001 · Youth Services Salaries	371,360.59	412,959.95	-41,599.36	89.93%
1055101 · Summer Reading - Childrens	5,645.32	8,000.00	-2,354.68	70.57%
1055102 · JUV Programs	5,436.00	5,000.00	436.00	108.72%
1055103 · Databases - YS/YA	20,283.95	25,000.00	-4,716.05	81.14%
1055104 · Downloadable Materials YS/YA	548.09	2,500.00	-1,951.91	21.92%
1055105 · Portable Media Devices - YS/YA	0.00	1,750.00	-1,750.00	0.0%
1055107 · Compact Discs - Children's	811.35	2,500.00	-1,688.65	32.45%
1055108 · Videos & DVDs - Children's	8,062.94	14,000.00	-5,937.06	57.59%
1055109 · Audio Books - Children's	1,332.59	6,600.00	-5,267.41	20.19%
1055112 · Fiction - Children's	13,818.05	16,500.00	-2,681.95	83.75%
1055116 · Nonfiction - Children's	38,996.90	35,000.00	3,996.90	111.42%
1055118 · Reference - Children's	0.00	2,000.00	-2,000.00	0.0%
1055119 · Standing Orders - Children's	1,728.78	6,000.00	-4,271.22	28.81%
1055120 · Periodicals - Children's	2,190.14	1,500.00	690.14	146.01%
1055123 · Easy Fiction	14,326.80	20,000.00	-5,673.20	71.63%
1055125 · Other Donation Expenses	252.46	500.00	-247.54	50.49%
1055310 · Department Supplies - Y/S	2,337.88	9,500.00	-7,162.12	24.61%
Total 1055000 · Youth Services	487,131.84	569,309.95	-82,178.11	85.57%
1065000 · Young Adult Services				
1065101 · Summer Reading - YA	2,476.63	3,300.00	-823.37	75.05%
1065102 · YA Programs	3,830.00	3,500.00	330.00	109.43%
1065106 · Software - YA	1,458.33	1,500.00	-41.67	97.22%
1065107 · Compact Discs - YA	1,322.03	1,800.00	-477.97	73.45%
1065108 · Videos & DVDs - YA	3,302.13	4,500.00	-1,197.87	73.38%
1065109 · Audio Books - YA	558.80	2,800.00	-2,241.20	19.96%
1065112 · Fiction - YA	10,882.92	16,000.00	-5,117.08	68.02%
1065116 · Nonfiction - YA	2,777.59	8,000.00	-5,222.41	34.72%
1065119 · Standing Orders - YA	0.00	4,500.00	-4,500.00	0.0%
1065120 · Periodicals - YA	353.30	1,200.00	-846.70	29.44%
Total 1065000 · Young Adult Services	26,961.73	47,100.00	-20,138.27	57.24%
1075000 · Community Relations Dept				
1075001 · Community Relations Salaries	38,735.10	46,902.82	-8,167.72	82.59%
1075123 · Comm. Relations Print Materials	109.95	500.00	-390.05	21.99%
1075310 · Comm. Relations Supplies	106.14	1,000.00	-893.86	10.61%
Total 1075000 · Community Relations Dept	38,951.19	48,402.82	-9,451.63	80.47%
1095000 · Service Arrangements				
1095206 · Pinnacle Cooperative	0.00	52,000.00	-52,000.00	0.0%
1095207 · Computer Maintenance Agreement	64,050.00	60,000.00	4,050.00	106.75%

Plainfield Public Library
Library Fund Income Statement
July 2017 through May 2018

	Jul '17 - May 18	Budget	$ Over Budget	% of Budget
1095209 · Email & Web Hosting Fees	3,787.73	6,500.00	-2,712.27	58.27%
1095210 · Lease Agreements	30,257.84	29,750.00	507.84	101.71%
1095211 · Subscription Services	49,647.35	45,000.00	4,647.35	110.33%
1095301 · Software	2,208.92	8,000.00	-5,791.08	27.61%
1095302 · Computer Supplies	185.62	1,000.00	-814.38	18.56%
1095303 · Data Lines	2,605.14	3,000.00	-394.86	86.84%
1095802 · Unemployment Exp	816.48	3,000.00	-2,183.52	27.22%
1095805 · Liab Ins. - Property/Package	18,965.00	19,000.00	-35.00	99.82%
1095806 · Liab Ins. - Workers Comp	757.00	6,053.00	-5,296.00	12.51%
Total 1095000 · Service Arrangements	173,281.08	233,303.00	-60,021.92	74.27%
Total Expense	2,353,568.10	2,911,129.43	-557,561.33	80.85%
Net Ordinary Income	1,765,757.45	266,497.92	1,499,259.53	662.58%
Net Income	1,765,757.45	266,497.92	1,499,259.53	662.58%

Plainfield Public Library
Audit Fund Income Statement
July 2017 through May 2018

	Jul '17 - May 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3004001 · Real Estate Taxes (Audit)	6,255.20	8,919.23	-2,664.03	70.13%
3004400 · Tax Escrow Interest - Audit	0.00	10.00	-10.00	0.0%
Total Income	6,255.20	8,929.23	-2,674.03	70.05%
Gross Profit	6,255.20	8,929.23	-2,674.03	70.05%
Expense				
3005218 · Audit Expense	8,900.00	8,250.00	650.00	107.88%
Total Expense	8,900.00	8,250.00	650.00	107.88%
Net Ordinary Income	-2,644.80	679.23	-3,324.03	-389.38%
Net Income	-2,644.80	679.23	-3,324.03	-389.38%

Plainfield Public Library
Building and Site Fund
July 2017 through May 2018

	Jul '17 - May 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5004001 · Real Estate Taxes - Site Fund	229,878.89	222,980.63	6,898.26	103.09%
5004400 · Tax Escrow Interest - Site Fund	0.00	10.00	-10.00	0.0%
5004500 · Lighting Grant	0.00	0.00	0.00	0.0%
Total Income	229,878.89	222,990.63	6,888.26	103.09%
Gross Profit	229,878.89	222,990.63	6,888.26	103.09%
Expense				
508399 · Contingency Expense	0.00	0.00	0.00	0.0%
5085000 · Building and Site Expenses				
5085001 · Building Maintenance Salaries	74,815.64	84,527.35	-9,711.71	88.51%
Total 5085000 · Building and Site Expenses	74,815.64	84,527.35	-9,711.71	88.51%
5085212 · Custodial Services	30,330.00	36,000.00	-5,670.00	84.25%
5085213 · Disposal Services	2,495.66	4,600.00	-2,104.34	54.25%
5085214 · Building Maintenance Agreement	3,796.75	5,000.00	-1,203.25	75.94%
5085215 · Equipment Maintenance Agreement	6,509.04	18,000.00	-11,490.96	36.16%
5085216 · Building Repair	36,824.81	50,000.00	-13,175.19	73.65%
5085217 · Equipment Repair	27,975.15	35,000.00	-7,024.85	79.93%
5085399 · Contingencies	1,200.00	20,000.00	-18,800.00	6.0%
5085601 · Utilities - Electric	43,634.38	47,000.00	-3,365.62	92.84%
5085602 · Utilities - Gas	5,168.63	7,000.00	-1,831.37	73.84%
5085603 · Utilities - Water	2,975.50	3,360.00	-384.50	88.56%
5085604 · Building Supplies	7,351.89	10,000.00	-2,648.11	73.52%
5085605 · Equipment & Tools	1,854.09	6,000.00	-4,145.91	30.9%
5085606 · Janitorial Supplies	7,582.19	10,000.00	-2,417.81	75.82%
Total Expense	252,513.73	336,487.35	-83,973.62	75.04%
Net Ordinary Income	-22,634.84	-113,496.72	90,861.88	19.94%
Net Income	-22,634.84	-113,496.72	90,861.88	19.94%

Plainfield Public Library
FICA Fund Income Statement
July 2017 through May 2018

	Jul '17 - May 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2004001 · Real Estate Taxes (FICA)	143,869.81	155,194.52	-11,324.71	92.7%
2004100 · FICA Tax Escrow Interesr	0.00	10.00	-10.00	0.0%
Total Income	143,869.81	155,204.52	-11,334.71	92.7%
Gross Profit	143,869.81	155,204.52	-11,334.71	92.7%
Expense				
2005011 · FICA Expense	115,080.98	138,278.30	-23,197.32	83.22%
Total Expense	115,080.98	138,278.30	-23,197.32	83.22%
Net Ordinary Income	28,788.83	16,926.22	11,862.61	170.08%
Net Income	28,788.83	16,926.22	11,862.61	170.08%

Plainfield Public Library
IMRF Fund Income Statement
July 2017 through May 2018

	Jul '17 - May 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2504001 · Real Estate Taxes (IMRF)	201,730.47	217,629.09	-15,898.62	92.7%
2504400 · IMRF Tax Escrow Interest	0.00	10.00	-10.00	0.0%
Total Income	201,730.47	217,639.09	-15,908.62	92.69%
Gross Profit	201,730.47	217,639.09	-15,908.62	92.69%
Expense				
2505012 · IMRF Expense-ER	147,551.93	201,867.02	-54,315.09	73.09%
Total Expense	147,551.93	201,867.02	-54,315.09	73.09%
Net Ordinary Income	54,178.54	15,772.07	38,406.47	343.51%
Net Income	54,178.54	15,772.07	38,406.47	343.51%

Plainfield Public Library
Reserve Fund
July 2017 through May 2018

	Jul '17 - May 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
7504250 · Grants - Construction	0.00	0.00	0.00	0.0%
7504400 · Interest	2,020.41	10.00	2,010.41	20,204.1%
7504450 · Prime Account Interest	0.00	0.00	0.00	0.0%
7504504 · Impact Fees	32,398.00	25,000.00	7,398.00	129.59%
7504505 · Transfer in from other Accounts	0.00	0.00	0.00	0.0%
7504810 · In from General Fund	-980,000.00	250,000.00	-1,230,000.00	-392.0%
7504900 · Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	-945,581.59	275,010.00	-1,220,591.59	-343.84%
Gross Profit	-945,581.59	275,010.00	-1,220,591.59	-343.84%
Expense				
7505213 · Legal services	0.00	2,000.00	-2,000.00	0.0%
7508005 · Real Estate Acquistion	0.00	0.00	0.00	0.0%
7508006 · BLDG Development	0.00	0.00	0.00	0.0%
7508007 · Demolition Costs	0.00	20,000.00	-20,000.00	0.0%
7508008 · Building Improvements	43,460.23	150,000.00	-106,539.77	28.97%
7509010 · Out to General Fund	0.00	0.00	0.00	0.0%
Total Expense	43,460.23	172,000.00	-128,539.77	25.27%
Net Ordinary Income	-989,041.82	103,010.00	-1,092,051.82	-960.14%
Net Income	-989,041.82	103,010.00	-1,092,051.82	-960.14%

Plainfield Public Library
Transaction List by Vendor
May 2018

Type	Memo	Account	Split	Amount
Amazon				
Bill		0002001 · Accounts Payable	1065106 · Software - YA	-954.14
Bill Pmt -CCard		0001901 · Credit Card (Director)	0002001 · Accounts Payable	-954.14
Bill Pmt -CCard		0001904 · Credit Card (Ref Manager)	0002001 · Accounts Payable	-21.98
Bill	3 items @ 7.99	0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-23.97
Bill	7 items @ $9.99	0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-69.93
Bill	4 items @ $10.99	0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-43.96
Bill	2 items @ 14.98	0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-29.96
Bill		0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-14.23
Bill		0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-14.16
Bill		0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-13.28
Bill		0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-12.98
Bill	2 items @ $5.67	0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-11.34
Bill	2 items @ 5.99	0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-11.98
Bill	3 items @ 6.99	0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-20.97
Bill		0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-8.99
Bill Pmt -CCard	7 items @ $9.99	0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-69.93
Bill Pmt -CCard	4 items @ $10.99	0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-43.96
Bill Pmt -CCard	2 items @ 14.98	0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-29.96
Bill Pmt -CCard		0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-14.23
Bill Pmt -CCard		0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-14.16
Bill Pmt -CCard		0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-13.28
Bill Pmt -CCard		0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-12.98
Bill Pmt -CCard	2 items @ $5.67	0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-11.34
Bill Pmt -CCard	2 items @ 5.99	0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-11.98
Bill Pmt -CCard	3 items @ 6.99	0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-20.97
Bill Pmt -CCard		0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-8.99
Bill Pmt -CCard	3 items @ 7.99	0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-23.97
Bill		0002001 · Accounts Payable	1045117 · Foreign Language - Adult	-21.98
Anderson				
Bill	Pest Service - May 2018	0002001 · Accounts Payable	5085214 · Building Maintenance Agreemer	-91.78
Bill Pmt -Check	Pest Service - May 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-91.78
Andertoons, LLC				
Bill Pmt -Check	Program - 4/26/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-500.00
Andromeda Technology Solutions				
Bill Pmt -Check	Camera Service	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-335.00
AT&T				
Bill Pmt -Check	Account # 131015428	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-117.77
Baker & Taylor - Continuation Service				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-153.24
Bill		0002001 · Accounts Payable	1045119 · Standing Orders - Adult	-236.50
Bill		0002001 · Accounts Payable	1045119 · Standing Orders - Adult	-156.25
Baker & Taylor Books-				
Bill		0002001 · Accounts Payable	-SPLIT-	-634.18
Bill		0002001 · Accounts Payable	-SPLIT-	-58.79
Bill		0002001 · Accounts Payable	-SPLIT-	-184.20
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-7,092.71
Bill		0002001 · Accounts Payable	-SPLIT-	-57.11
Bill		0002001 · Accounts Payable	1045121 · Purchase On Demand	-97.62
Bill		0002001 · Accounts Payable	-SPLIT-	-530.74
Bill		0002001 · Accounts Payable	-SPLIT-	-555.58
Bill		0002001 · Accounts Payable	1055123 · Easy Fiction	-207.25
Bill		0002001 · Accounts Payable	1055123 · Easy Fiction	-372.11
Bill		0002001 · Accounts Payable	-SPLIT-	-421.17
Bill		0002001 · Accounts Payable	1055112 · Fiction - Children's	-195.95
Bill		0002001 · Accounts Payable	-SPLIT-	-162.57
Bill		0002001 · Accounts Payable	-SPLIT-	-68.45
Bill		0002001 · Accounts Payable	-SPLIT-	-101.83
Bill		0002001 · Accounts Payable	-SPLIT-	-657.22
Bill		0002001 · Accounts Payable	-SPLIT-	-716.08
Bill		0002001 · Accounts Payable	-SPLIT-	-329.60
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-18.69

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	Type	Memo	Account	Split	Amount
	Bill		0002001 · Accounts Payable	1065116 · Nonfiction - YA	-14.45
	Bill		0002001 · Accounts Payable	1045115 · Graphic Novels - Adult	-17.47
	Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,145.96
	Bill		0002001 · Accounts Payable	-SPLIT-	-425.22
	Bill		0002001 · Accounts Payable	1055123 · Easy Fiction	-259.15
	Bill		0002001 · Accounts Payable	-SPLIT-	-162.08
	Bill		0002001 · Accounts Payable	-SPLIT-	-246.60
	Bill		0002001 · Accounts Payable	-SPLIT-	-210.86
	Bill		0002001 · Accounts Payable	-SPLIT-	-213.80
	Bill		0002001 · Accounts Payable	-SPLIT-	-340.97
	Bill		0002001 · Accounts Payable	-SPLIT-	-519.16
	Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-35.37
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-61.22
	Bill		0002001 · Accounts Payable	-SPLIT-	-1,417.63
	Bill		0002001 · Accounts Payable	1055112 · Fiction - Children's	-5.77
	Bill		0002001 · Accounts Payable	-SPLIT-	-520.40
	Bill	Crabtree Donation - $9.59	0002001 · Accounts Payable	-SPLIT-	-302.87
	Bill		0002001 · Accounts Payable	-SPLIT-	-108.32
	Bill		0002001 · Accounts Payable	-SPLIT-	-378.60
	Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-34.85
	Bill		0002001 · Accounts Payable	-SPLIT-	-121.15
	Bill		0002001 · Accounts Payable	1055123 · Easy Fiction	-464.36
	Bill		0002001 · Accounts Payable	-SPLIT-	-178.05
	Bill		0002001 · Accounts Payable	-SPLIT-	-620.47
	Bill		0002001 · Accounts Payable	-SPLIT-	-199.95
	Bill		0002001 · Accounts Payable	1045115 · Graphic Novels - Adult	-837.25
	Bill		0002001 · Accounts Payable	-SPLIT-	-342.75
	Bill		0002001 · Accounts Payable	-SPLIT-	-319.91
	Bill		0002001 · Accounts Payable	-SPLIT-	-84.89
	Bill		0002001 · Accounts Payable	-SPLIT-	-388.80
Baker & Taylor Entertainment					
	Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-163.45
	Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-27.59
Barnes & Noble					
	Bill		0002001 · Accounts Payable	1065101 · Summer Reading - YA	-50.00
	Bill Pmt -CCard		0001902 · Credit Card (YS/Teen)	0002001 · Accounts Payable	-50.00
	Bill		0002001 · Accounts Payable	1055104 · Downloadable Materials YS/YA	-272.34
	Bill Pmt -CCard		0001905 · Credit Card (YS Manager)	0002001 · Accounts Payable	-272.34
Barys, Marisa					
	Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-17.33
	Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-17.33
	Bill	Tuition Reimbursement - LIBRA -1104	0002001 · Accounts Payable	1015011 · Staff Development	-225.00
Beaird, Tina					
	Bill Pmt -Check	Reimbursement for Parking	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-16.00
	Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-41.42
	Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-41.42
	Bill	Parking - ISHRAB committee meeting	0002001 · Accounts Payable	1015012 · Travel Expenses	-28.00
	Bill	Parking on 5/11/18	0002001 · Accounts Payable	1015012 · Travel Expenses	-16.00
Beery Heating & Cooling, Inc.					
	Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-11,200.00
Blackstone Audio, Inc.					
	Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,766.23
	Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-711.93
	Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-247.99
	Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-100.00
	Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-200.00
	Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-295.98
	Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-181.99
	Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-150.00
Brilliance Publishing, Inc.					
	Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-342.40
	Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-124.96

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Type	Memo	Account	Split	Amount
Call One				
Bill Pmt -Check	Account # 1121549	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-606.25
Bill	Account # 1121549	0002001 · Accounts Payable	1015317 · Telephone	-606.25
Cardmember Service				
Bill	Account # 4246 3151 3961 3085	0002001 · Accounts Payable	-SPLIT-	-12,802.61
Bill Pmt -Check	Account # 4246 3151 3961 3085	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-12,802.61
Cavendish Square				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-195.54
CBIZ Valuation Group, LLC				
Bill Pmt -Check	Capital Asset Inventory & Valuation - 1st	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-2,940.00
Center Point Large Print				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-140.22
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-140.22
Central Technology, Inc.				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-5,685.00
Chicago Tribune				
Bill	Account # 70236263	0002001 · Accounts Payable	1045120 · Periodicals - Adult	-351.00
Bill Pmt -Check	Account # 70236263	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-351.00
Children's Plus Inc.				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-5,173.90
Bill		0002001 · Accounts Payable	1055112 · Fiction - Children's	-69.80
Bill		0002001 · Accounts Payable	1055112 · Fiction - Children's	-41.85
Bill		0002001 · Accounts Payable	1055123 · Easy Fiction	-88.70
Cintas				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-166.98
Bill		0002001 · Accounts Payable	5085214 · Building Maintenance Agreemer	-55.66
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-55.66
Bill		0002001 · Accounts Payable	5085214 · Building Maintenance Agreemer	-55.66
Bill		0002001 · Accounts Payable	5085214 · Building Maintenance Agreemer	-55.66
Comcast				
Bill	Account # 8771 20 160 0441566	0002001 · Accounts Payable	1095303 · Data Lines	-129.85
Bill Pmt -Check	Account # 8771 20 160 0441566	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-129.85
ComEd				
Bill Pmt -Check	Account # 8616315012	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-53.63
Bill	Account # 8616315012	0002001 · Accounts Payable	5085601 · Utilities - Electric	-45.71
Complete Cleaning Company				
Bill	Cleaning Services - May 2018	0002001 · Accounts Payable	5085212 · Custodial Services	-2,650.00
Bill Pmt -Check	Cleaning Services - May 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-2,650.00
Creekside Printing				
Bill	Newsletter	0002001 · Accounts Payable	1015313 · Newsletter	-6,397.00
Crosby, Cindy				
Bill Pmt -Check	Program - 5/14/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-150.00
Bill	Program - 5/14/18	0002001 · Accounts Payable	1045102 · Adult Programs	-150.00
Cross Points Sales, Inc.				
Bill	Fire Alarm Monitoring - 3rd Quarter 201	0002001 · Accounts Payable	5085215 · Equipment Maintenance Agreer	-150.00
D&Z HOUSE OF BOOKS				
Bill	Polish Books	0002001 · Accounts Payable	1045117 · Foreign Language - Adult	-419.84
Bill	Polish Books	0002001 · Accounts Payable	1045117 · Foreign Language - Adult	-43.32
De Fazio, Veronica				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-40.33
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-40.33
Deszcz, Judith				
Bill Pmt -Check	Reimbursement - Senior Services Progra	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-69.96
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-53.63
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-53.63
DK Agencies Ltd.				
Bill		0002001 · Accounts Payable	-SPLIT-	-401.24
Bill Pmt -CCard		0001904 · Credit Card (Ref Manager)	0002001 · Accounts Payable	-401.24
Bill Pmt -CCard	Foreign Transaction Fee	0001904 · Credit Card (Ref Manager)	0002001 · Accounts Payable	-12.03
Bill	Foreign Transaction Fee	0002001 · Accounts Payable	-SPLIT-	-12.03
Ellis Systems				
Bill	Brackets for Shelves	0002001 · Accounts Payable	5085217 · Equipment Repair	-404.00

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Type	Memo	Account	Split	Amount
Bill Pmt -Check	Brackets for Shelves	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-404.00
Everbank Commercial Finance, Inc.				
Bill	Account # 20325766	0002001 · Accounts Payable	1095210 · Lease Agreements	-1,623.08
Bill Pmt -Check	Account # 20325766	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,623.08
Exxon Mobil				
Bill		0002001 · Accounts Payable	5085604 · Building Supplies	-11.04
Bill Pmt -CCard		0001908 · Credit Card (Maintenance)	0002001 · Accounts Payable	-11.04
Family Video Movie Club				
Bill		0002001 · Accounts Payable	1045102 · Adult Programs	-3.49
Bill Pmt -CCard		0001912 · Credit Card (Events)	0002001 · Accounts Payable	-3.49
Finnegan, Donna				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-22.24
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-22.24
first midwest bank				
Check		1001007 · Tax Escrow (Library)	1001003 · Checking Account (Library)	-150,000.00
Fisk, Terry				
Bill Pmt -Check	Program - 6/8/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-350.00
Forte Payment Systems, Inc.				
Bill Pmt -Check	Equipment Warranty Fee - April 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-5.00
Gale / Cengage Learning				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-379.61
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-28.79
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-98.76
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-181.54
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-522.95
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-28.79
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-257.50
Google				
Bill Pmt -CCard		0001901 · Credit Card (Director)	0002001 · Accounts Payable	-283.33
Bill		0002001 · Accounts Payable	1095209 · Email & Web Hosting Fees	-283.33
Grabenstetter, Sasha				
Bill Pmt -Check	Program - 4/23/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-50.00
Grey House Publishing				
Bill		0002001 · Accounts Payable	1045118 · Reference - Adult	-158.50
Groot, Inc.				
Bill	Account # 3098-316179	0002001 · Accounts Payable	5085213 · Disposal Services	-243.26
Bill Pmt -Check	Account # 3098-316179	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-243.26
Health Care Service Corp.- Medical				
Bill Pmt -Check	Account # 187120	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-10,645.76
Bill	Account # 187120	0002001 · Accounts Payable	1015005 · Insurance	-10,645.76
Hubbard, Daniel B.				
Bill Pmt -Check	Program - 5/29/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-175.00
Bill	Program - 5/29/18	0002001 · Accounts Payable	1045405 · Local History Supplies	-175.00
Imagine Arts				
Bill	Program - 5/5/18	0002001 · Accounts Payable	1045102 · Adult Programs	-315.00
Bill	Program - 5/8/18	0002001 · Accounts Payable	1045102 · Adult Programs	-315.00
iRead				
Bill Pmt -Check	Teen SRP Prizes	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-940.00
Jackson, Melinda				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-113.88
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-113.88
Jaworski, Thomas				
Bill	Program - 5/7/18	0002001 · Accounts Payable	1065102 · YA Programs	-175.00
Joliet Junior College				
Bill Pmt -Check	Program - 6/11/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-150.00
Kin-ko Ace Stores, Inc.				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-21.52
Bill		0002001 · Accounts Payable	5085604 · Building Supplies	-7.47
Bill		0002001 · Accounts Payable	5085604 · Building Supplies	-46.98
Bill		0002001 · Accounts Payable	5085605 · Equipment & Tools	-49.99
Bill		0002001 · Accounts Payable	5085604 · Building Supplies	-22.94
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-43.77

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Type	Memo	Account	Split	Amount
Bill		0002001 · Accounts Payable	5085216 · Building Repair	-70.12
Kohn, Kara				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-50.04
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-50.04
Lambert, Michael				
Bill Pmt -Check	Program - 6/18/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-100.00
Lane, Tracey				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-12.75
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-12.75
Linda Ling				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-19.51
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-19.51
Management Association				
Bill Pmt -Check	Market Benchmarking	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-5,815.00
Mathisen, Martina				
Bill	Program - 5/10/18	0002001 · Accounts Payable	1045102 · Adult Programs	-300.00
McBrien, Chris				
Bill Pmt -Check	Program - 6/14/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-350.00
McCully, Nancy				
Bill Pmt -Check	Program - 6/12/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-220.00
Medibank				
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-19.92
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-62.00
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-50.00
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-597.18
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-10.00
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-700.00
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-110.00
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-12.69
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-20.00
Medlin Communications				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-266.76
MidAmerican Energy Services, LLC				
Bill Pmt -Check	Account # 255824	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-3,546.34
Bill	Account # 255824	0002001 · Accounts Payable	5085601 · Utilities - Electric	-3,784.28
Midwest Tape				
Bill		0002001 · Accounts Payable	-SPLIT-	-35.28
Bill		0002001 · Accounts Payable	-SPLIT-	-26.68
Bill		0002001 · Accounts Payable	-SPLIT-	-100.84
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-2,806.96
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-23.18
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-104.96
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-22.49
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-71.22
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-42.48
Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-26.98
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-113.60
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-11.24
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-824.35
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-99.71
Bill		0002001 · Accounts Payable	1065108 · Videos & DVDs - YA	-699.97
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-135.92
Bill		0002001 · Accounts Payable	1065107 · Compact Discs - YA	-135.91
Bill		0002001 · Accounts Payable	-SPLIT-	-13.24
Bill		0002001 · Accounts Payable	-SPLIT-	-17.84
Bill		0002001 · Accounts Payable	-SPLIT-	-17.84
Bill	Hoopla content	0002001 · Accounts Payable	1045104 · Downloadable Materials	-12,000.00
Bill Pmt -Check	Hoopla content	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-12,000.00
Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-271.83
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-137.44
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-53.22
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-11.99

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	Type	Memo	Account	Split	Amount
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-69.71
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-55.48
	Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-7.99
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-277.44
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-115.25
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-48.72
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-86.10
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-54.71
	Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-282.88
	Bill		0002001 · Accounts Payable	1065108 · Videos & DVDs - YA	-157.44
	Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-15.99
	Bill		0002001 · Accounts Payable	1065107 · Compact Discs - YA	-14.99
	Bill		0002001 · Accounts Payable	1065107 · Compact Discs - YA	-27.38
	Bill		0002001 · Accounts Payable	1065107 · Compact Discs - YA	-134.30
	Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-895.52
	Bill		0002001 · Accounts Payable	-SPLIT-	-39.52
	Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-11.24
	Bill		0002001 · Accounts Payable	-SPLIT-	-14.84
	Bill		0002001 · Accounts Payable	-SPLIT-	-30.08
	Bill		0002001 · Accounts Payable	-SPLIT-	-33.68
	Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-10.39
	Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-126.18
	Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-280.88
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-74.97
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-47.98
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-191.90
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-47.22
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-50.38
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-104.33
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-144.14
	Bill		0002001 · Accounts Payable	-SPLIT-	-18.04
	Bill		0002001 · Accounts Payable	-SPLIT-	-18.04
	Bill		0002001 · Accounts Payable	1065107 · Compact Discs - YA	-69.74
	Bill		0002001 · Accounts Payable	1065107 · Compact Discs - YA	-53.76
	Bill		0002001 · Accounts Payable	-SPLIT-	-16.84
	Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-112.91
	Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-208.82
	Bill		0002001 · Accounts Payable	1065108 · Videos & DVDs - YA	-65.97
	Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-7.99
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-19.99
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-37.48
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-22.49
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-18.74
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-22.49
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-141.64
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-38.72
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-143.90
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-417.78
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-22.49
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-26.24
	Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-26.24
	Bill		0002001 · Accounts Payable	1065107 · Compact Discs - YA	-12.99
	Bill		0002001 · Accounts Payable	1065107 · Compact Discs - YA	-37.97
Naperville Sun					
	Bill Pmt -Check	Pays Through 4/28/19	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-78.00
Nash, Anastasia					
	Bill	Reaching Forward parking fee	0002001 · Accounts Payable	1015011 · Staff Development	-15.00
	Bill Pmt -Check	Reaching Forward parking fee	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-15.00
	Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-43.55
	Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-43.55
NCPERS Group Life Ins.					
	Bill Pmt -Check	Premium - May 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-96.00

Plainfield Public Library
Transaction List by Vendor
May 2018

Type	Memo	Account	Split	Amount
Bill	Premium - June 2018	0002001 · Accounts Payable	1002007 · Benefits Payable - NCPERS	-96.00
Nelson, Jodie				
Bill Pmt -Check	Fingerprint Garden Program	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-9.50
Bill	Tea Party Supplies	0002001 · Accounts Payable	1055310 · Department Supplies - Y/S	-31.98
Bill Pmt -Check	Tea Party Supplies	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-31.98
Nicor Gas				
Bill Pmt -Check	Account # 66-74-59-1701 4	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-69.53
Bill	Account # 69-33-59-1000 1	0002001 · Accounts Payable	5085602 · Utilities - Gas	-486.40
Bill Pmt -Check	Account # 69-33-59-1000 1	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-486.40
Bill	Account # 66-74-59-1701 4	0002001 · Accounts Payable	5085602 · Utilities - Gas	-27.46
Bill	Account # 69-33-59-1000 1	0002001 · Accounts Payable	5085602 · Utilities - Gas	-222.59
Obirek, Kathleen				
Bill Pmt -Check	Program - 6/9/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-295.00
Pack, William				
Bill	Program- 5/9/18	0002001 · Accounts Payable	1045102 · Adult Programs	-300.00
Paddock Publications				
Bill	Daily Herald Business Ledger	0002001 · Accounts Payable	1045120 · Periodicals - Adult	-49.99
Bill Pmt -Check	Daily Herald Business Ledger	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-49.99
Penguin Random House LLC				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-802.50
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-30.00
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-30.00
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-240.00
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-63.75
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-30.00
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-87.75
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-30.00
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-30.00
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-63.75
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-26.25
Petersen, Michelle				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-22.89
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-22.89
Phillips, Pam				
Bill Pmt -Check	Paper for IMBK	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-6.62
Plainfield Area Chamber				
Bill	April Greeter Program	0002001 · Accounts Payable	1015318 · Public Relations (Library)	-141.75
Bill Pmt -Check	April Greeter Program	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-141.75
Plainfield Public Library District				
Bill	Petty cash reimbursement	0002001 · Accounts Payable	-SPLIT-	-225.52
Bill Pmt -Check	Petty cash reimbursement	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-225.52
PLIC - SBD Grand Island				
Bill Pmt -Check	Account # 1065621-10001	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-717.21
Bill	Account # 1065621-10001	0002001 · Accounts Payable	1015005 · Insurance	-717.21
Proquest				
Bill	Joliet Herald 1912, 1913, 1914	0002001 · Accounts Payable	-SPLIT-	-1,965.55
Rak, Paul				
Bill Pmt -Check	Program - 5/17/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-250.00
Bill	Program - 5/17/18	0002001 · Accounts Payable	1045102 · Adult Programs	-250.00
Rand, Janet				
Bill Pmt -Check	Job Club - 5/16/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-100.00
Bill	Job Club - 5/16/18	0002001 · Accounts Payable	1045212 · Instructors and Facilitators	-100.00
Reaching Across Illinois Library System				
Bill	eRead Illinois Membership Fee-Axis 360	0002001 · Accounts Payable	1045104 · Downloadable Materials	-3,558.00
Bill Pmt -Check	eRead Illinois Membership Fee-Axis 360	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-3,558.00
Reader Service				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-76.80
Record Information Services				
Bill	Library Sub & Check Illinois	0002001 · Accounts Payable	1045103 · Databases - Adult	-1,896.00
Bill Pmt -Check	Library Sub & Check Illinois	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,896.00
Recorded Books, Inc.				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,860.43

Plainfield Public Library
Transaction List by Vendor
May 2018

Type	Memo	Account	Split	Amount
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-99.00
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-35.99
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-62.20
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-35.99
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-6.95
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-602.58
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-99.00
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-82.20
Riconosciuto, Robyn				
Bill Pmt -Check	Program - 6/12/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-200.00
Rivistas Subscription Services				
Bill Pmt -Check	Magazine Renewal	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-353.30
Bill		0002001 · Accounts Payable	1055120 · Periodicals - Children's	-75.09
Bill	Periodicals - Children's	0002001 · Accounts Payable	1055120 · Periodicals - Children's	-466.49
Bill		0002001 · Accounts Payable	1055120 · Periodicals - Children's	-569.41
RMG				
Bill	Service Call - 4/26/18	0002001 · Accounts Payable	5085216 · Building Repair	-515.00
Bill Pmt -Check	Service Call - 4/26/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-515.00
Bill	Boiler Repair	0002001 · Accounts Payable	5085216 · Building Repair	-1,500.00
Rose Deneen				
Bill Pmt -Check	Program - 5/15/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-325.00
Bill	Program - 5/15/18	0002001 · Accounts Payable	1045102 · Adult Programs	-325.00
Salem Press				
Bill		0002001 · Accounts Payable	1045118 · Reference - Adult	-163.02
Salsana				
Bill Pmt -Check	Program - 6/13/18; final payment	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-300.00
Signs by Tomorrow				
Bill	Summer Reading- outside sign	0002001 · Accounts Payable	1015318 · Public Relations (Library)	-219.55
Smith, Jennifer				
Bill	Make-A-Mug Program Supplies	0002001 · Accounts Payable	1055102 · JUV Programs	-47.81
Sutcliffe, Amy				
Bill	Program Supplies	0002001 · Accounts Payable	1055102 · JUV Programs	-44.98
T-Mobile				
Bill	Account # 725118701	0002001 · Accounts Payable	1015317 · Telephone	-333.19
Bill Pmt -Check	Account # 725118701	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-333.19
Target				
Bill	Gift Cards for SRP	0002001 · Accounts Payable	1065101 · Summer Reading - YA	-50.00
Bill Pmt -CCard	Gift Cards for SRP	0001902 · Credit Card (YS/Teen)	0002001 · Accounts Payable	-50.00
TBS - Today's Business Solutions, Inc.				
Bill	Cost per fax - Jan-Mar	0002001 · Accounts Payable	1095210 · Lease Agreements	-134.88
Bill Pmt -Check	Cost per fax - Jan-Mar	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-134.88
The Employers Association				
Bill Pmt -Check	Flexible Spending Admin - April 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-49.00
Bill	FSA - May 2018	0002001 · Accounts Payable	1015005 · Insurance	-49.00
Thompson Elevator Inspection Service, Inc				
Bill Pmt -Check	Semi-annual elevator inspection	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-100.00
Thornton, Christine				
Bill Pmt -Check	Program - 6/19/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-550.00
Tri-K				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,036.51
Upland Design Ltd.				
Bill Pmt -Check	Professional Services through 4/25/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-500.00
VALIC				
General Journal	5/17/18 payroll	1001003 · Checking Account (Library)	1002009 · 457 Payable	-443.75
General Journal	5/31/18 payroll	1001003 · Checking Account (Library)	1002009 · 457 Payable	-443.75
Village of Plainfield				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-281.10
Bill	Account # 209930-000	0002001 · Accounts Payable	5085603 · Utilities - Water	-258.00
Bill	Account # 209830-001	0002001 · Accounts Payable	5085603 · Utilities - Water	-23.10
Vision Service Plan (IL)				
Bill Pmt -Check	Part-time Employees - May 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-125.43
Bill	June 2018 - Part-time Employees	0002001 · Accounts Payable	1015005 · Insurance	-125.43

Plainfield Public Library
Transaction List by Vendor
May 2018

Type	Memo	Account	Split	Amount
Walmart				
Bill		0002001 · Accounts Payable	1015801 · Library - Wide Events	-7.32
Bill Pmt -CCard		0001914 · Credit Card (Comm. Relations)	0002001 · Accounts Payable	-7.32
Weblinx Incorporated				
Bill Pmt -Check	Web Site Maintenance - April 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-90.00
Bill		0002001 · Accounts Payable	1015314 · Web Page Development	-620.00
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-620.00
Bill Pmt -Check	Web Site Maintenance - Feb. 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-90.00
Bill	Web Site Maintenance - May 2018	0002001 · Accounts Payable	1095209 · Email & Web Hosting Fees	-90.00
Windows to the World Communications, Inc.				
Bill Pmt -Check	Program - 5/30/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-500.00
Bill	Program - 5/30/18	0002001 · Accounts Payable	1045125 · Other Donation Expenses	-500.00
Zoobean, Inc.				
Bill Pmt -Check	Beanstack License - 6/6/18-6/5/19	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-3,775.00

PLAINFIELD PUBLIC LIBRARY DISTRICT
ILLINOIS FUNDS RESERVE ACCOUNT

Balance as of	4/30/2018			$	174,971.86
Receipts for Month:					
	Impact Fees Received for Month		-		
	Interest Earned		259.77		
		Total Receipts			259.77
Disbursements for Month:					
Reclassed Expenses from General Fund:			-		
		Total Disbursements			-
Balance as of	5/31/2018	#7139122514		$	175,231.63

PLAINFIELD PUBLIC LIBRARY DISTRICT
FIRST MIDWEST BANK PETTY CASH CHECKING

Balance as of	4/30/2018			$	4,681.00
Receipts for Month:					
	Transfer from Checking		-		
		Total Receipts			-
Disbursements for Month:					
		Total Disbursements	175.00		175.00
Balance as of	5/31/2018	#3650001443		$	4,506.00

PLAINFIELD PUBLIC LIBRARY DISTRICT
ILLINOIS FUNDS E-PAY

Balance as of	4/30/2018			$	54,079.53
Receipts for Month:					
	Transfer from Illinois National Bank		1,075.15		
	Interest Earned		81.12		
		Total Receipts			1,156.27
Disbursements for Month:					
		Total Disbursements	-		-
Balance as of	5/31/2018	#151600010970		$	55,235.80

PLAINFIELD PUBLIC LIBRARY DISTRICT
ILLINOIS NATIONAL BANK

Balance as of	4/30/2018			$	1,000.00
Receipts for Month:					
	Fines/Room Reservation Deposited		1,112.63		
	Interest Earned		-		
		Total Receipts			1,112.63
Disbursements for Month:					
	Transfer to Epay		(1,075.15)		
	Bank Fees		(37.48)		
		Total Disbursements			(1,112.63)
Balance as of	5/31/2018	#151600010970		$	1,000.00

PLAINFIELD PUBLIC LIBRARY DISTRICT
FIRST MIDWEST BANK CHECKING ACCOUNT

Balance as of	4/30/2018			$	249,095.42
Receipts for Month:					
	Deposits		173,966.48		
	Transfer In		300,000.00		
	Interest Earned		3.36		
		Total Receipts			473,969.84
Disbursements for Month:					
	Bills Paid		(283,988.03) *		
	Transfer to Petty Cash				
	Payroll Fees		(703.00)		
	Bank Fees		(80.38)		
	FSA		(1,471.79)		
	Payroll		(198,819.60)		
	IMRF		-		
	457 Payment		(1,331.25)		
	United Healthcare EFT		- *		
		Total Disbursements			(486,394.05)
Balance as of	5/31/2018	#6717572		$	236,671.21

PLAINFIELD PUBLIC LIBRARY DISTRICT
FIRST COMMUNITY BANK TAX ESCROW
FINANCIAL STATEMENT AS OF June 30, 2017

Balance as of	4/30/2018			$	3,314,291.26
Receipts for Month:					
	Transfer from other Bank				
	Property Taxes		453,098.33		
	Interest Earned		1,479.13		
		Total Receipts			454,577.46
Disbursements for Month:					
		Total Disbursements	(300,000.00)		(300,000.00)
Balance as of	5/31/2018	#1945		$	3,468,868.72

PLAINFIELD PUBLIC LIBRARY DISTRICT
SUMMARY OF ALL ACCOUNTS

General Library Fund -- Checking	#6717572	$	236,671.21
Illinois Funds Checking -- Operating Account	#7139168386		-
Illinois Funds Checking -- Reserve Account	#7139122514		175,231.63
Illinois National Bank	#151600010970		1,000.00
First Community Bank	#1945		3,468,868.72
Petty Cash Checking	#3650001443		4,506.00
E-Pay	#151600010970		55,235.80
Total of All Funds		$	3,941,513.36
Total Interest Earned for Month by All Accounts		$	1,823.38

Library Director Annual Evaluation

Date: _____

Directions: Using the self-evaluation submitted by the library director as well as your own observations, please comment on the director's performance.

Board Communication

- Keeps the Board informed of issues, needs, and operations of the Library.
- Offers professional advice on issues requiring Board action.
- Supports and implements Board policy and communicates the Board's intention to staff and public.
- Sets specific goals for the Library and reports status of progress toward achieving these goals in measurable ways.

Board Comments:

Personnel Management

- Develops and implements sound personnel procedures and practices.
- Recruits and retains quality employees.
- Delegates authority appropriately.

- Minimizes potential for conflict and judiciously resolves conflict as needed.

Board Comments:

Business and Finance

- Evaluates and anticipates the ongoing and future financial needs of the Library.
- Operates within the budget approved by the Board.
- Supervises daily operations and uses good fiscal judgment.
- Maintains an open line of communication with our attorney and seeks council when appropriate.

Board Comments:

Community Relations

- Ensures the Library's visibility in the community.
- Acts as a respected steward for the Library.
- Strives to gain public support for the Library.
- Develops and encourages goodwill among staff and community.
- Makes certain the Library has a positive relationship with all media.

Board Comments:

Goals / Objectives

- Meets annual goals.
- Actively pursues training and educational opportunities (as director).

Board Comments:

Sign and Date:

Chair of Personnel Committee

Library Director

Plainfield Public Library District
Director's Report
Lisa Pappas, Director
June 14, 2018

Staff Happenings
Our new Head of Technical Services is Rebecca Pfenning; Rebecca comes to us from the Addison Public Library and her first day will be July 10. Technical Services Assistant Michelle Beltran is retiring after 17+ years; Michelle's last day is June 27. Tracey Lane and I anticipate doing interviews for the Community Engagement Liaison soon and Veronica will be interviewing for the Youth Services Librarian later this month.

Capital Asset Inventory and Valuation
The report is included in the packet. This was one of the recommendations made in the 2017 Management Letter from the auditors. They will receive this when they come to do the audit in September.

TIF District Extension Potential
The Village is considering extending the downtown TIF that is set to expire in 2021. They have hired a research firm to examine how to do so. I spoke with Jonathan Proulx, Director of Planning for the Village and was assured that all affected taxing bodies will be part of the discussions. Here's a link to an article from the Times Weekly: http://thetimesweekly.com/news/2018/may/25/tiff-district-plainfield/

Working Budget for FY19
The latest draft of the working budget is included in your packet. Line items in green are ones that have changed since this was last presented, and please note that I have updated the current budget expenditures through June 7. The salary lines reflect the actual compensation study figures.

Compensation Study (Benchmark Analysis) and Pay Grade Assignments
The study has been included in the packet along with an explanation from me on the process and the pay grade schedule to be approved.

Tentative B&A
A resolution making the Tentative Budget & Appropriation Ordinance available for public viewing has been included in your packet. This draft of the B&A will go out for viewing for 30 days before the hearing, which will be on August 15, immediately before the regularly scheduled meeting. Reminder—the B&A is simply an expression of what could be spent if sufficient funds were to become available. We will not be spending these funds.

Audit of Secretary's Minutes

As a requirement for the Illinois Public Library Annual report, two trustees must volunteer or be appointed to conduct an audit of the minutes, which consists of reading through the minutes of the past fiscal year and making sure there are minutes for each meeting held in that fiscal year (including closed session minutes not yet released to the public), that each is signed by the Board Secretary or the Secretary Pro Tem and that Board actions are properly recorded in the minutes. The report is due by September 1 so we would request the minutes be reviewed prior to the August 15 board meeting.

Summer Reading 2018

Summer Reading, Reading Takes You Everywhere, has been a huge success so far. Almost 1000 people registered on the first day and over 2500 people have registered so far. We're trying something new this summer—we have a mascot, Read, the Red Panda. Read is traveling not just all over town but anywhere in the world! Staff are taking Read with them on vacation and patrons can take a paper Read with them too. We're asking people to share their pictures with us on social media.

Facebook

Speaking of social media, the Library now has over 5,000 likes on Facebook. We posted a thank you video highlighting some recent programming.

Fundraiser at Slim Chickens

Visit new restaurant Slim Chickens on Tuesday, July 17 and 15% of proceeds that day will go to the Library.

Blessing Box

As reported by Tracey Lane in May, after discussions by Department Heads, she contacted the Village about how we might partner to create a food blessing box for those in need. The project has been in the works, with plans to install this micro pantry in a convenient downtown location (like the Library) in September, which is National Hunger Action month. I will have more to share about this partnership at the board meeting.

Meetings Attended

5/14 Weekly meeting with Head of CE&M
5/15 Reference Desk: 2 hours
Meeting with departing DH on exit plans
5/16 Board Meeting
5/17 SAIL meeting—Minooka Library

PIC Training—I trained 3 new PICs
Historic Preservation Commission meeting

5/19 Annual Trustee Workshop: Alsip-Merrionette Library

5/21 Weekly meeting with Head of CE&M
Bi-weekly meeting with Head of Reference
Audit Entrance Meeting with Lauterbach & Amen

5/22 Department Head meeting
Interviews for Head of Tech Services

5/23 Vendor meeting: My Library Rewards with Mitch Czalpa
Account Services Desk coverage: 2 hours

5/24 Interviews for Head of Tech Services
Pinnacle Governing Board meeting @ Shorewood Library

5/29 Field trip to IFB Furniture Headquarters—Batavia
Payroll training (LP will be doing payroll alone in June)

5/30 Recruiting and Hiring for Non-Traditional Positions training—La Grange Park

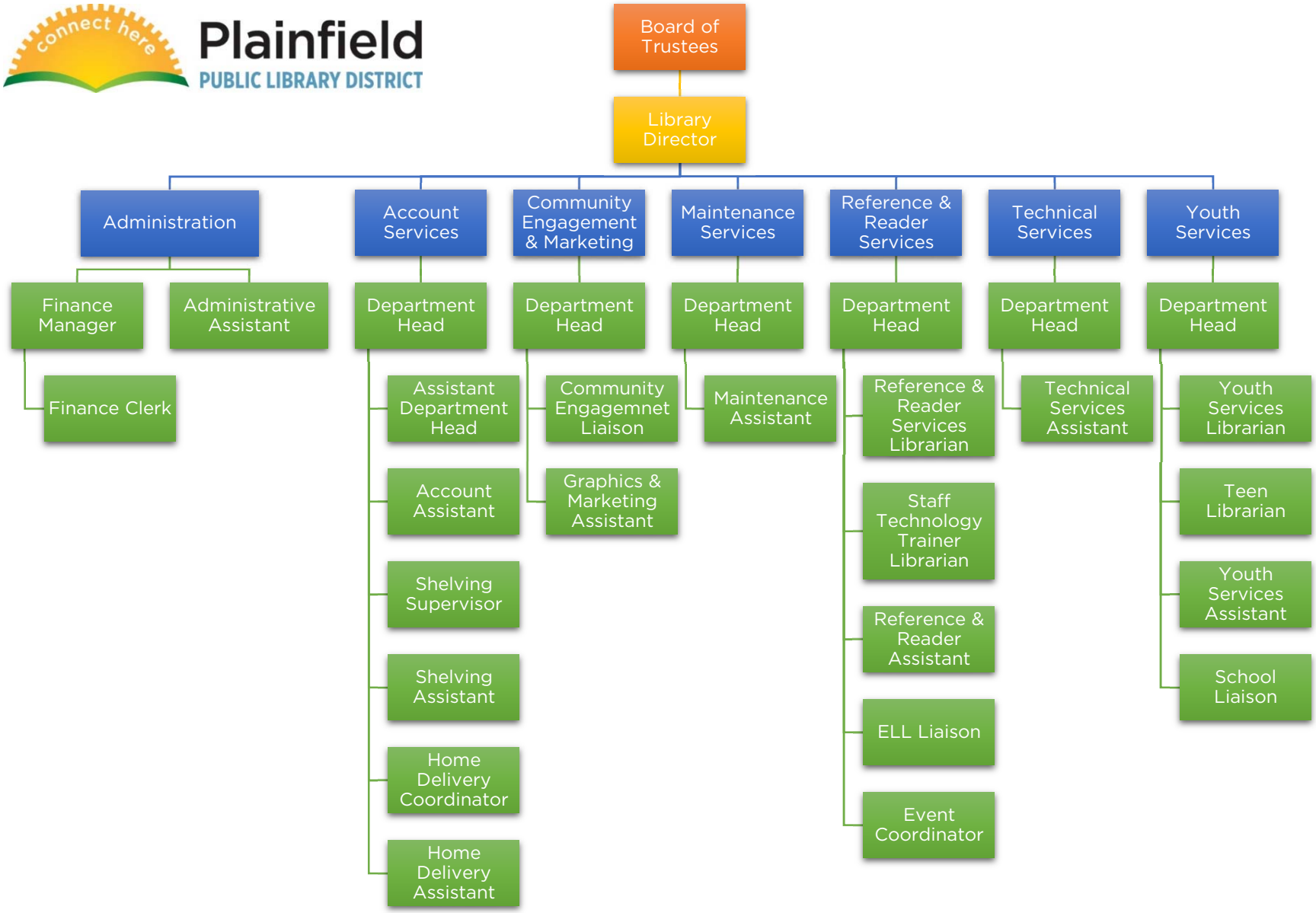
5/31 Second Interview for Head of Tech Services
Meeting with Sharon Kinley, Head of Personnel Committee and Board President

6/4 to 6/8 Directors University—Springfield, IL

6/11 Weekly meeting with Head of CE&M

6/12 Department Head meeting
Bi-weekly meeting with Head of Reference
Personnel Committee meeting

Plainfield
PUBLIC LIBRARY DISTRICT



Site and Location Usage Report (Summary)

Start date	5/1/2018
End date	5/31/2018
Context	All
User Group	All
Site	All
Location	All
Show NTA/TA Usage	Yes
Show deleted users	Yes
Total Usage	1741
Total Duration (d hh:mm:ss)	59 05:38:46
Total Utilisation (d hh:mm:ss)	59 08:39:09
Average Duration (hh:mm:ss)	00:48:59
Average Utilisation (hh:mm:ss)	00:49:05

Site	Location	Location total usage	Total duration in location (d hh:mm:ss)	Average duration in location (hh:mm:ss)	Location utilised (d hh:mm:ss)	Average utilisation in Location (hh:mm:ss)
Plainfield Public Library	Adult Services Internet	1152	37 16:45:51	00:47:07	37 15:52:56	00:47:04
Plainfield Public Library	Youth Services Internet	457	20 12:17:28	01:04:38	20 16:04:34	01:05:07
Plainfield Public Library	Express Email	132	1 00:35:27	00:11:10	1 00:41:39	00:11:13

MEETING ROOM RESERVATION STATISTICS

MAY 2018

USE	LARGE MEETING ROOM	SMALL MEETING ROOM	STUDY ROOM	COMPUTER ROOM	STORYTIME ROOM	OFF SITE / OTHER
Library	28	39	26	13	0	4
Public	2	3	28	0	0	0

YEAR TO DATE

Library	233	189	144	62	96	20
Public	12	21	129	0	0	0

YEAR TO DATE MONTHLY USAGE

	2018	2017	2016	2015	2014	2013
January	192	182	223	188	187	179
February	175	177	238	182	187	192
March	143	186	258	233	184	203
April	199	194	244	227	203	233
May	143	158	215	164	177	187
June	0	141	201	185	180	155
July	0	153	159	197	182	168
August	0	139	150	129	139	132
September	0	172	184	221	190	194
October	0	207	173	238	179	185
November	0	230	195	222	186	192
December	0	138	117	175	150	129
TOTALS	852	2077	2357	2361	2144	2149

Reference & Reader Services Monthly Report

May 2018 (submitted by Kara Kohn)

May 2018

Reference Questions Answered **1585**

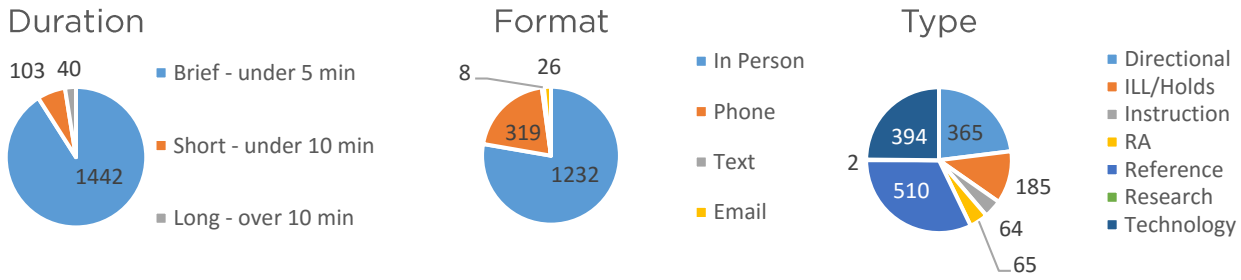
Programs	Offered	Attended
Book A Librarian	2	2
Book Discussion	2	24
ELL/ESL	52	404
Mobile Workforce	5	24
Programs	16	251
Tech Training	13	26
TOTAL	90	731

May 2017

Reference Questions Answered **2199**

Programs	Offered	Attended
Book A Librarian	5	5
Book Discussion	1	20
ELL/ESL	Recorded in program stats below	
Mobile Workforce	5	25
Programs	128	879
Tech Training	9	5
TOTAL	148	934

Breakdown of Reference Questions



Activities of Note

Reaching Forward Conference May 4

Tina presented at the conference this year on "Genealogy @ Your Reference Desk." Kara attended programs on "Homeless But Not Helpless," "Discover Your Unique Styles," "Interview and Hiring the Best Candidates" and "Whole Person Librarianship."

FY18 Budget Spending

Staff wrapped up spending budgets this month before the end of the fiscal year. With monies leftover in Dept supplies, we purchased 3D doodler pens, Bondic plastic welders and moldable glue for new maker programs to be offered in FY19.

WTTW Kids BIG IDEA Tour May 30

In partnership with our local PBS affiliate, WTTW Chicago, and paid for by The Great American Read grant, this event hosted by Therese and Veronica (YS) was a fun-filled interactive live show that allowed children to explore the BIG IDEA: Wonder, Watch and Learn! And included a meet and greet with Curious George. There were 121 patrons who attended this program.

Preserving Plainfield History Grant

Tina's was awarded a $5,000 grant administered by State Librarian/Secretary of State Jesse White's office to go towards digitizing important Plainfield history.

Summer Reading 2018

Staff worked on Adult Summer Reading plans which included prizes, setting up software, reading logs, etc. This year, adult participants will get free books at 400 and 600 pages plus an insulated tote bag and entry in the grand prize drawing at 800 pages. Lauren has contributed to decorations for registration week as a member of the Decoration Committee.

Gmail by Google

Kara Kohn <kkohn@plainfieldpubliclibrary.org>

Fwd: Award Notification: The Great American Read

1 message

Therese Chaves <tchaves@plainfieldpubliclibrary.org> Mon, Apr 30, 2018 at 1:50 PM
To: Lisa Pappas <lpappas@plainfieldpubliclibrary.org>, Kara Kohn <kkohn@plainfieldpubliclibrary.org>

Happy day!

---------- Forwarded message ----------
From: **Public Programs Office** <publicprograms@ala.org>
Date: Monday, April 30, 2018
Subject: Award Notification: The Great American Read
To: tchaves@plainfieldpubliclibrary.org

Having trouble viewing this e-mail? View as a web page.

Re: ALA Grant# 12512

Dear Therese Chaves:

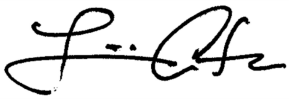
The American Library Association (ALA) Public Programs Office is pleased to inform you that your library is one of 50 libraries – out of a total of 223 applicants - selected to receive a community programming grant to support *The Great American Read*, an eight-part television and online series created by The Public Broadcasting Service (PBS) and designed to spark a national conversation about reading and the books that have inspired, moved, and shaped us.

To confirm your library's participation as a host site of *The Great American Read*, please complete and submit this Letter of Agreement no later than Monday, May 7, 2018.

We ask that you delay public announcement of this award until May 8, 2018, following ALA's national press release. By May 8, ALA will share a template local press release and a variety of other promotional support materials with you. Additionally, to help all selected libraries with next steps for *The Great American Read* project, ALA and PBS will host an informational webinar on Tuesday, May 15. Attendance at this webinar is not required, and it will be recorded for future viewing. An email inviting you to register will be sent separately.

Please contact the ALA Public Programs Office at publicprograms@ala.org if you have additional questions. Congratulations on being selected for *The Great American Read* library programming grant!

Sincerely,



Lainie Castle
Project Director
ALA Public Programs Office

ALAAmericanLibraryAssociation

To unsubscribe from all American Library Association communications, click here.
American Library Association, 50 East Huron Street, Chicago, IL 60611.

Powered by informz

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Therese Chaves
Event Coordinator
Plainfield Public Library District
15025 S. Illinois Street, Plainfield, IL 60544
815-327-2505
tchaves@plainfieldpubliclibrary.org

May 11, 2018

Mrs. Tina Beaird
Plainfield Public Library District
15025 S. Illinois St.
Plainfield, Illinois 60544-2819

Dear Mrs. Beaird,

I am pleased to award the Plainfield Public Library a FY2018 grant for $5,003.00 in support of *Preserving Plainfield's History.*

Thank you for your efforts to provide quality library services. Libraries remain the best and most reliable source Illinoisans have for information access, resource sharing and encouraging and supporting lifelong learning.

Congratulations on the success of your grant application, and best wishes for a successful project.

Sincerely,

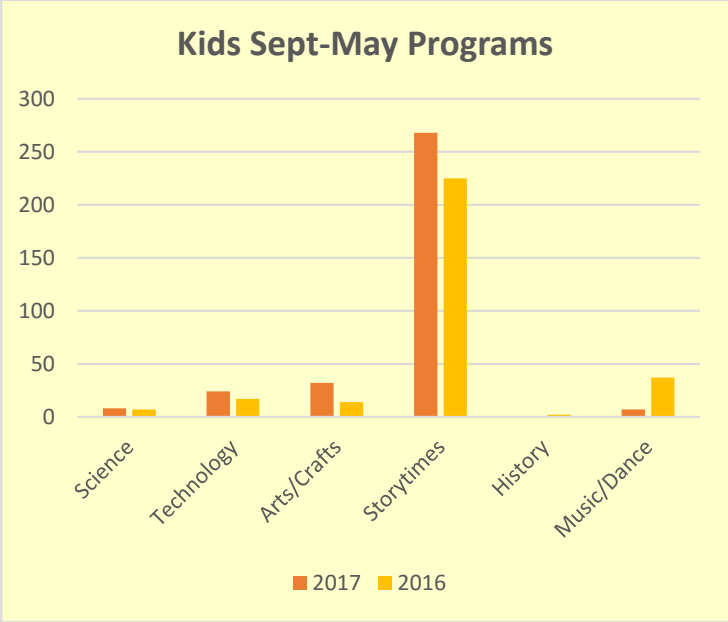
Jesse White

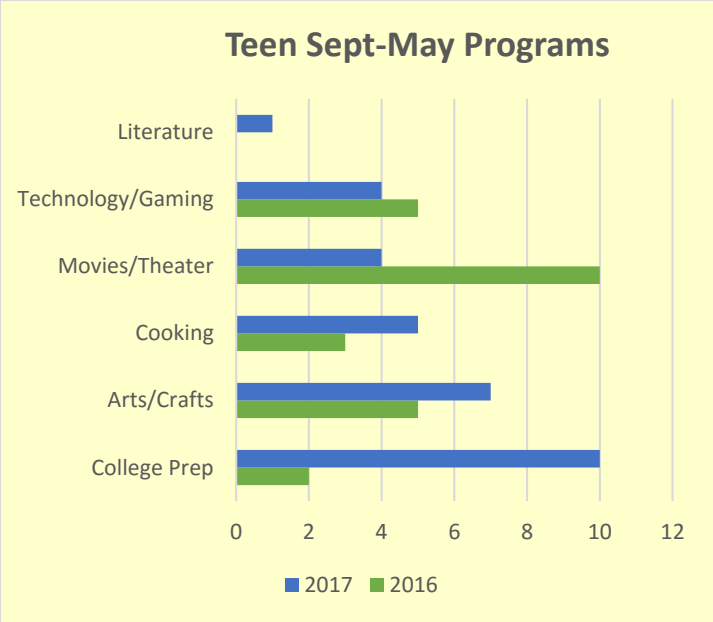
Jesse White
Secretary of State
State Librarian

Jw:isl/ldg

Cc: Grant Project Number: 18-6024-DIG
Grant Monitor: Sandra Fritz

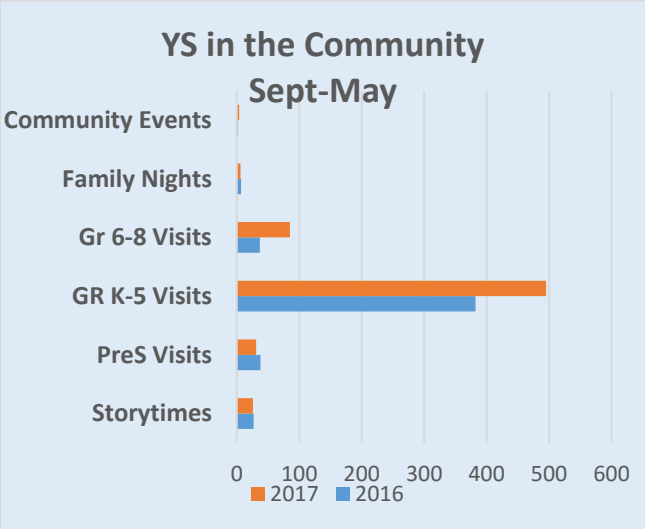
Youth Services May – Veronica De Fazio

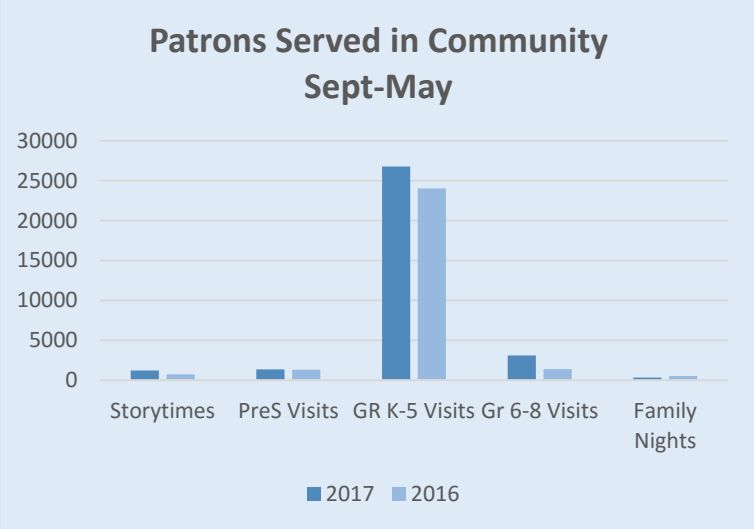




Total Kids Programs: **2017-18** = 349**, 2016-17**= 307

Total Teen Programs: **2017-18**= 31, **2016-17** = 25





Total Visits in the Community:

2017-18 = 647, **2016-17** = 493

Total Patrons Served in Community:
2017-18= 32,782 , **2016-17** = 27,981

YS Activities:

- Veronica acted as Co-Chair of the Reaching Forward Conference held in Rosemont. 850+ library employees from the Chicagoland area were in attendance. Tracey Vittorio attended the conference.
- Veronica attended the final District 202 CAPE meeting of the school year to promote the summer reading program.
- Interviews were held for the summer reading intern program. Those accepted as interns also attended special orientation sessions presented by Pam Phillips and Amy Sutcliffe.
- The final touches were put on the Summer Reading Program.

Plainfield PUBLIC LIBRARY DISTRICT

School Services: A Statistical Review

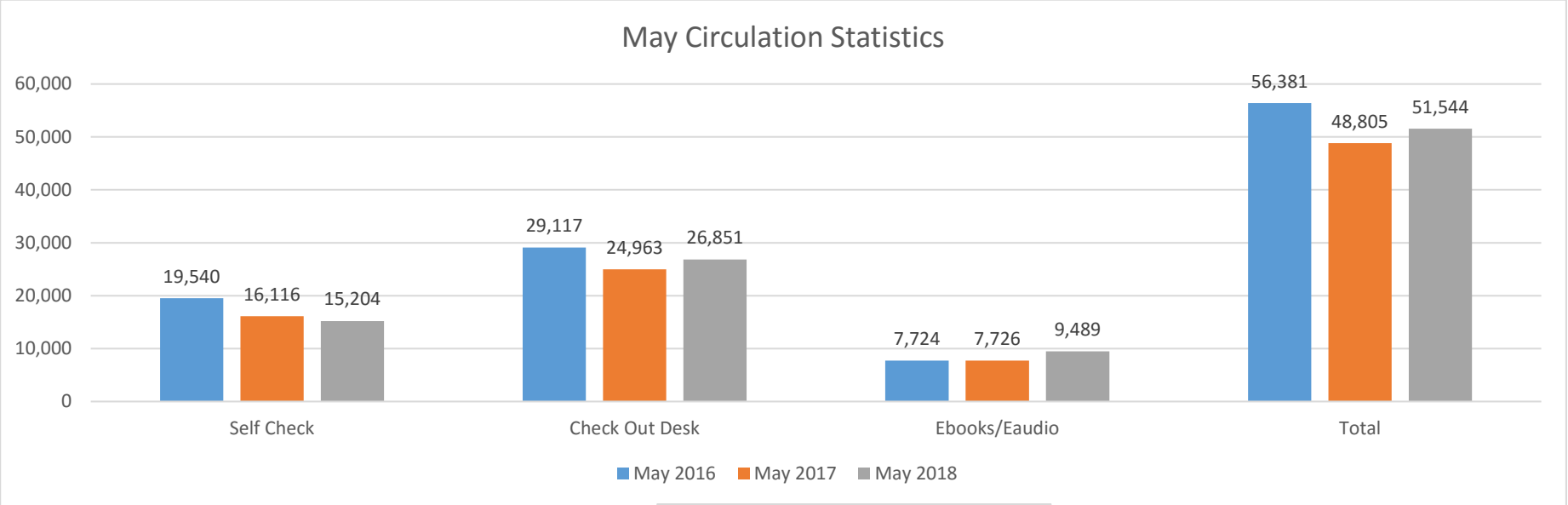
Programs at (18) Elementary Schools

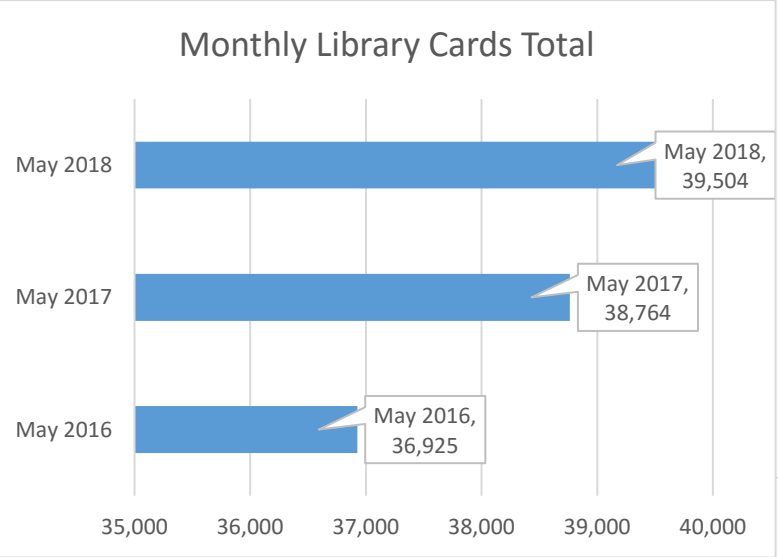
# of Elementary School Students who received a School Services program between July – June	# of Visits to Elementary Schools between July-June	# of Individual School Service program sessions presented in Elementary Schools between July-June	# of Elementary School classes that received a School Service program between July-June
2016-2017: 26,853 2017-2018: 27,879	2016-2017: 262 2017-2018: 249	2016-2017: 420 2017-2018: 485	2016-2017: 1,085 2017-2018: 1,138

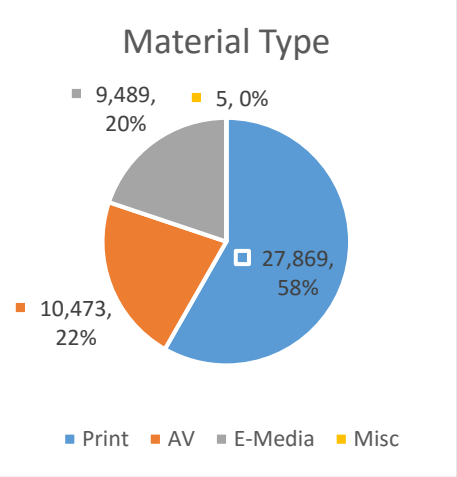
Programs at (8) Middle Schools

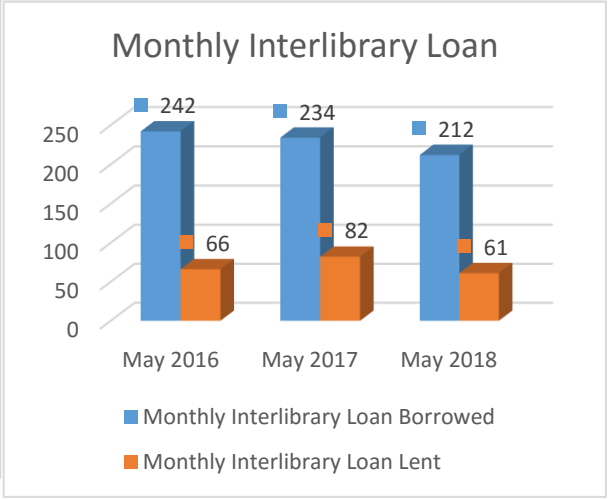
# of Middle School Students who received a School Services program between July-June	# of Visits to Middle Schools between July-June	# of Individual School Service program sessions presented in Middle Schools between July-June	# of Middle School classes that received a School Service program between July-June
2016-2017: 1,444 2017-2018: 3,076	2016-2017: 16 2017-2017: 22	2016-2017: 40 2017-2018: 85	2016-2017: 62 2017-2018: 126

Account Services Report - June 2018
Michelle Petersen, Head of Account Services









Account Services Report - June 2018
Michelle Petersen, Head of Account Services

Home Delivery Statistics & Events

Bingo n Bites 23 5/3

Lakewoood Nursing lobby stop and book marker coloring. 15 deliveries and 4 coloring participants 5/7

Participated in ALZ Audio Conference Caregiver Bootcamp 5/8

Participated in Alzheimer Audio Conference on "Hearing Loss and Dementia" 4/10

American House Book discussion 10 participants 5/15

Attended Board Meeting to talk about Barbara Witchell 5/16

TRIAD Served as Hostess 23 4/23

TRIAD Police Dapartment sponsored Coffee and Donuts Medical Waste turn in 23 5/21

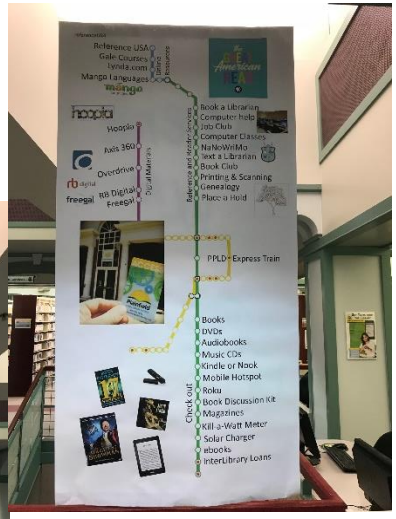
Stuffed Newsletters in AHCL cubbies 135

Gardens/Eagle Scout project

Posted publicity fliers

New HDS cards 3

HDS 115 deliveries



To the
Glenfield Public Library -

Thank you so much
for the ladies who Bring
Books To us That are HOOSEBOUND

Judi DESZCZ Comes To
My Home - I LOVE the Books She
BRINGS AND I LOVE her VISIT
She is 1 in a Million

I AM HONORED BY YOUR
KINDNESS AND GENEROSITY

Sincerely
Irma Jean Carr

Community Relations

Prepared by: Tracey Lane, Head of Community Engagement & Marketing

June 2018

Community Events Attended:

- June 3 - $127.00 was raised at the Chipotle Fundraiser
- June 6 – How-To Meeting –We have approximately 28 classes already scheduled – hoping for a total of 30. Scheduling will continue through the summer and marketing and registration will begin in August.

- June 6 – Scoops at Grande Park- The Library will be joining the Police Department every Wednesday this summer at their Scoops nights. We will be bringing yard games (corn hole and giant jenga) as well as signing people up for library cards and the summer reading program.
- June 9 – Attended Primrose Preschool Grand Opening on 135th Street. Primrose donated 3 books to the Libraries YS collection.
- June 12 - Harvest 5K Meeting – 62 adults, 7 kids and 8 corporate teams have registered so far – these numbers are ahead of 2017.
- June 13- Made Library announcements at Coffee with the Mayor

Library Events Attended:

- May 30 – Friends of the Library meeting
- June 1 – RAILS Marketing Roundtable at Westmont Library – we discussed marketing procedure and chain of command from requests of marketing materials to how they are produced and displayed. We are taking part in a marketing audit. A member of the marketing team from another Library will "secret shop" our flyers and social media and report back at the next meeting. I will be doing the same to another area library.
- June 6 – Storytime with Horses – accompanied YS to take photos and share Read the Red Panda with the kids.
- June 12- Attended Storytime at Village Green - accompanied YS to take photos and

share Read the Red Panda with the kids.

- June 13 – VIP Bird watching - accompanied YS to take photos and share Read d Panda with the kids.

Upcoming Community Events/Meetings:

- Wednesdays, 6-8 pm – Scoops at various Plainfield neighborhoods
- Sundays, 12-4 pm- Farmer's Market in the Route 59 Library Parking Lot
- Tuesdays, 5-9 pm – Cruise Nights in Downtown Plainfield
- June 19 – Hunger Action Month Meeting
- June 20 – Library presentation for Kiwanis club
- June 33 – Mark Batinick Job Fair at Troy Middle School – The Library will have a table
- July 11 – Coffee with the Mayor
- July 17 – Fundraiser at Slim Chickens – 15% of purchases will be donated back all day

Upcoming Library Events:

- Kona Ice will be at the Library every Monday through July from 11:00 am to 1:30 pm
- May 30 - Friends of the Library Meeting

Noteworthy Community Activities

- Garage Band Brewing will be opening in the old fire station in Fall or Winter.

Noteworthy Library Activities

- Sign Audit - CE&M will be meeting with each of the department heads over the next week to do a walk through and discuss the amount and placement of signage. The end

goal is to reduce the amount of signs we have and to make the ones we feel are necessary uniform. Holders (similar to the new ones in the lobby) will be purchased. We will determine what needs to be posted and where will get the most exposure.

- Summer Reading Outreach Activities
    - **Read the Red Panda** – Read is our Summer Reading mascot. Since the theme is Reading Takes You Everywhere, we are asking our patrons to take Read everywhere and share their adventures with us. Staff has two stuffed Reads that they can take on vacation or to programs and around town. We are also handing out paper Reads for patrons to take on their adventures this summer. They can then send the pictures to our social email address or tag them with our hashtags (#ReadingTakesYouEverywhere and #ReadEverywhere) and we share them on our social media and our internal monitors.

    - **Send Read a Postcard -** The Lower Level bulletin board has been turned into a mailbox for Read the Red Panda. We are asking kids through FB and a display in the YS department to send Read a post card from their summer travels. Postcards received will be added to our wall.

    - **Sidewalk Chalk** – during Summer Reading Registration Kelly Haras and Kiley Mullane drew a mural in front the of library and we asked patrons to draw all the fun places their books and real travels will take them this summer.

    - **Staff Adventures** – In keeping with the theme of Reading Takes You Everywhere staff have been submitting the real or fictional places they are getting lost in this summer and we are putting them up on the monitors throughout the Library with their photo at title as a way to get to know the Library staff.

Friends of the Library

- Quilt Display – The bookshelf quilty, made by Judy Bigsby, has been put on display in the lobby display case. The FOL have been selling them at programs and during Summer Reading sign-up, so far 105 tickets have been sold. Tickets are $5 each or 6 for$20.

- August 10 Gala:
  - Tickets went on sale on May 1, they are $25 each and are being sold on the FOL website and through a member – so far 17 tickets have been sold.
  - They voted to purchase photo booth software and a photo printer to set-up a photo booth at the Gala. They have generously donated the printer and software to the Library to use at events.

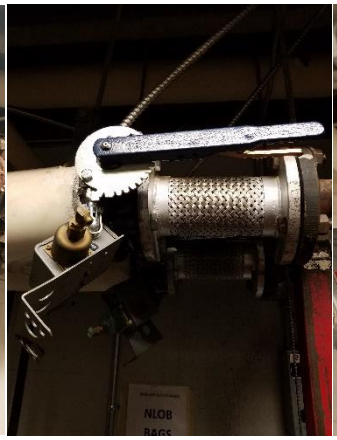
Maintenance Department Monthly Report
May 2018
Prepared by Lance Agne

Custodial

- Monthly Cleaning per Schedule.

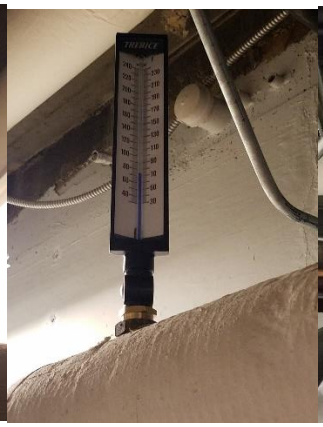
Maintenance

- Di-electric union replacement continues to eliminate leaking unions
- Outdoor benches built by Eagle Scout have been placed in garden space
- Paint blackboard for YS Service Desk
- Continue priming window divider woodwork
- Continued window painting in lower level.
- HVAC Routine Maintenance completed. New belts, greased bearings and drive motors and will set up for powerwash of coils in June.
- Energy audit completed by ComEd third party vendor to determine energy reduction measures. More information to come in June.
- Passed annual fire inspection from Plainfied Fire Protection District.
- Boiler system upgrades to increase longevity. See Pictures:



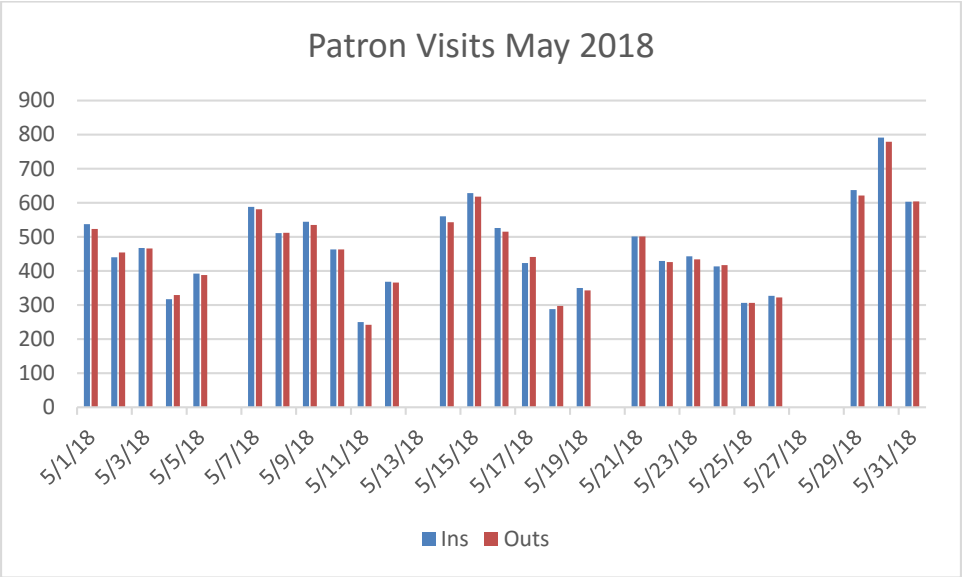
New Hot Water Pumps to be installed

4 New Zone Shut off Valves to replace in-operable original ones. This will allow for any future boiler work to be done without draining entire system.



New Pressure and Temperature Gauges. Far right picture is a new pressure relief valve.

Patron Visits for the Month of May 2018:



Plainfield Public Library
General Fund
FY2019
(July 1, 2018 - June 30, 2019)

	FY18 Budget	Thru 6/7/18	FY19 Budget	Notes	Difference
Income					
1004001 · Real Estate Taxes Library	2,970,101.98	2,628,465.79	3,023,762.98		53,661.00
1004002 · Personal Property Taxes	25,000.00	26,327.24	25,000.00		
1004003 · Overlap Districts Agreement	320,000.00	334,112.08	345,000.00		25,000.00
1004004 · Fines	45,000.00	34,413.73	40,000.00		-5,000.00
1004005 · Books Bags Sales	100.00	0.00	0.00		-100.00
1004006 · Copier Fees	9,600.00	8,501.89	9,000.00		-600.00
1004007 · Fax Fees	2,000.00	1,485.55	1,500.00		-500.00
1004008 · Non Resident Fees	3,000.00	2,941.53	3,000.00		
1004009 · Book Sales	200.00	952.16	800.00		600.00
1004010 · Meeting Room Deposits	1,200.00	800.00	1,200.00		
1004310 · Staff Purchases	0.00	143.95	0.00		
1004400 · Tax Escrow Interest (Library)	10,000.00	15,411.27	15,000.00		5,000.00
1004401 · Checking interest	1,000.00	87.36	150.00		-850.00
1004402 · E-Pay Interest	100.00	556.30	400.00		300.00
1004502 · Donations	10,000.00	17,972.08	5,000.00		-5,000.00
1004503 · Donations - Summer Reading	0.00	6,500.00	0.00		
1004702 · Grants - Other	0.00	58,494.66	0.00	FY17 Per Capita funded at $58, 494.66 on 4/23/18; FY18 Per Capita--awarded at $94,171.45; not including it in budget	
1004901 · Miscellaneous Income (Library)	0.00	3,725.07	0.00		
1004902 · Sale of Library Used Equipment	0.00	555.00	0.00		
1015500 · Operating Transfer Out	-250,000.00	0.00	0.00	wait until after audit to move	250,000.00
Total Income	3,147,301.98	3,141,445.66	3,469,812.98		322,511.00

Plainfield Public Library
General Fund
FY2019
(July 1, 2018 - June 30, 2019)

	FY18 Budget	Thru 6/7/18	FY19 Budget	Notes	Difference
Expense					
1015000 · Administration Department					
1015001 · Adminstration Salaries	177,066.54	160,740.54	256,000.00	compensation study revision--pending Director final compensation, includes F/T Finance manager	78,933.46
1015005 · Insurance	150,000.00	111,124.86	150,000.00	minimal increase--plan change	
1015011 · Staff Development	16,000.00	13,234.59	18,000.00	slight increase--3 new DHs; anticipate training needs	2,000.00
1015012 · Travel Expenses	7,000.00	5,896.52	7,500.00	ILA in Peoria--hotel expenses	500.00
1015013 · Membership Dues	5,400.00	4,633.00	5,500.00		100.00
1015014 · Human Resources	3,000.00	5,130.05	6,000.00	added staff and moved some costs such as business cards and name badges here/ Management Association membership ($1,000)	3,000.00
1015201 · Payroll Services	7,000.00	6,147.32	7,500.00		500.00
1015202 · Legal Services (Library)	10,000.00	9,975.00	12,000.00		2,000.00
1015203 · Accounting Services	10,000.00	7,162.50	3,000.00	will be needed at least thru audit	-7,000.00
1015204 · Bank Fees	1,500.00	1,451.90	1,500.00		
1015205 · Trustee Development	2,000.00	2,217.39	2,500.00		500.00
1015307 · Office supplies - Toner	4,000.00	646.47	0.00	Will be combining this and next line due to Impact contract	-4,000.00
1015308 · Office Supplies - Copier paper	2,800.00	390.87	3,000.00	Our Impact contract covers most of this--overages and specialty paper will go here	200.00
1015310 · Office Supplies - Admin	2,000.00	1,011.19	2,500.00		500.00
1015311 · Postage	4,000.00	2,834.75	4,000.00		
1015313 · Newsletter	50,000.00	36,443.00	45,000.00	removed special edition newsletter	-5,000.00
1015314 · Web Page Development	5,000.00	31,350.00	5,200.00	One project planned: Youth Services pages	200.00
1015315 · Printing - General	400.00	347.24	400.00		
1015316 · Printing - Legal	2,100.00	1,100.64	2,100.00		
1015317 · Telephone	16,800.00	9,240.91	10,000.00	previously budgeted for new data line; complete	-6,800.00
1015318 · Public Relations (Library)	25,000.00	15,783.27	40,000.00	Includes possible project for research/creation of marketing and strategic plan	15,000.00
1015322 · Contingencies Operating Fund	10,000.00	2,940.00	10,000.00		

Plainfield Public Library
General Fund
FY2019
(July 1, 2018 - June 30, 2019)

	FY18 Budget	Thru 6/7/18	FY19 Budget	Notes	Difference
1015801 · Library - Wide Events	10,100.00	3,962.80	10,000.00		-100.00
1018001 · Computers (Library)	25,000.00	23,432.46	26,000.00	YS computer and 2 departments need replacing in Spring 2019	1,000.00
1018003 · Furniture & Fixtures	15,000.00	7,781.19	20,000.00	Seating/furniture upgrades	5,000.00
Total 1015000 · Administration Department	**561,166.54**	**464,978.46**	**647,700.00**		**86,533.46**
1025000 · Tech Services Dept					
1025001 · Tech Services Salaries	115,666.81	101,488.88	130,000.00	compensation study, includes new DH, new 16 hr/wk position and new person in 27 hr/wk position due to retirement	14,333.19
1025306 · Tech Services Process Supply	9,500.00	8,815.43	12,000.00	pre-processing costs; saves staff time	2,500.00
1025307 · OCLC	2,570.00	2,565.72	2,600.00		30.00
Total 1025000 · Tech Services Dept	**127,736.81**	**112,870.03**	**144,600.00**		**16,863.19**
1035000 · Circulation Department					
1035001 · Circulation Salaries	408,002.66	353,992.13	406,000.00	compensation study; no staffing changes (one position remains unfilled)	-2,002.66
1035003 · Page Salaries	74,024.86	60,117.91	88,000.00	compensation study; no staffing changes	13,975.14
1035308 · Circulation Supplies	14,000.00	11,975.63	14,000.00		0.00
1035309 · ILL Lost Items	1,500.00	456.87	500.00	not utilized; Pinnacle policy change	-1,000.00
1035310 · Home Delivery Supplies	1,500.00	790.86	1,500.00		0.00
Total 1035000 · Circulation Department	**499,027.52**	**427,333.40**	**510,000.00**		**10,972.48**
1045000 · Reference/Adult Services					
1045001 · Reference Salaries	451,182.79	368,535.21	458,000.00	compensation study; 2 on-call librarian positions eliminated	6,817.21
1045101 · Adult Summer Reading	6,000.00	0.00	6,000.00		
1045102 · Adult Programs	15,000.00	11,311.68	15,000.00		
1045103 · Databases - Adult	93,000.00	102,715.04	96,000.00	Subscription cost increase/ Anticipating PCG for some databases	3,000.00
1045104 · Downloadable Materials	78,000.00	89,168.08	84,000.00	Increase for hoopla (anticipate using PC grant funds) and PinDigital	6,000.00
1045105 · Portable Media Devices - Adult	3,000.00	2,019.73	3,000.00	adding more hotspot/mobile devices	0.00
1045107 · Compact Discs - Adult	5,000.00	3,113.88	3,500.00		-1,500.00
1045108 · Videos & DVDs- Adult	27,000.00	24,799.19	27,000.00		

Plainfield Public Library
General Fund
FY2019
(July 1, 2018 - June 30, 2019)

			FY18 Budget	Thru 6/7/18	FY19 Budget	Notes	Difference
		1045109 · Audio Books - Adult	27,000.00	26,021.78	28,000.00	all replacement items are CDs for audiobooks; move that $1000 to audiobooks	1,000.00
		1045110 · Replacement Materials	1,000.00	108.80	0.00	eliminate line; move funds to 1045109	-1,000.00
		1045112 · Fiction - Adult	26,000.00	21,891.32	26,000.00		
		1045113 · Leased Material - Adult	13,000.00	12,618.36	14,000.00		1,000.00
		1045114 · Large Print - Adult	7,000.00	6,415.69	7,000.00		0.00
		1045115 · Graphic Novels - Adult	5,000.00	4,291.96	4,500.00		-500.00
		1045116 · Nonfiction - Adult	12,500.00	10,751.70	15,000.00	Need more funding for biographies and language learning materials	2,500.00
		1045117 · Foreign Language - Adult	10,000.00	5,760.91	7,000.00	low circulation; space constraints	-3,000.00
		1045118 · Reference - Adult	3,000.00	2,992.03	3,000.00		
		1045119 · Standing Orders - Adult	5,000.00	3,651.26	5,000.00		
		1045120 · Periodicals - Adult	10,000.00	1,454.75	10,000.00		
		1045121 · Purchase On Demand	10,000.00	8,768.78	10,000.00		
		1045123 · Exxon Mobile Grant Expenditures	2,000.00	500.00	0.00		
		1045125 · Other Donation Expenses	500.00	523.94	500.00		
		1045212 · Instructors and Facilitators	5,500.00	1,450.00	3,000.00	Current staffing able to meet need	-2,500.00
		1045305 · Bindery	400.00	0.00	400.00		
		1045306 · Microfilming Supplies	4,000.00	5,728.48	4,000.00		
		1045310 · Department Supplies - Adult	2,500.00	373.79	2,500.00		
		1045405 · Local History Supplies	2,500.00	1,958.17	2,500.00		
	Total 1045000 · Reference/Adult Services		825,082.79	716,924.53	834,900.00		9,817.21
	1055000 · Youth Services						
		1055001 · Youth Services Salaries	412,959.95	371,360.59	450,000.00	compensation study; new YS librarian	37,040.05
		1055101 · Summer Reading - Childrens	8,000.00	5,645.32	8,000.00		
		1055102 · JUV Programs	5,000.00	5,436.00	7,000.00		2,000.00
		1055103 · Databases - YS/YA	25,000.00	20,283.95	25,000.00		

Plainfield Public Library
General Fund
FY2019
(July 1, 2018 - June 30, 2019)

			FY18 Budget	Thru 6/7/18	FY19 Budget	Notes	Difference
		1055104 · Downloadable Materials YS/YA	2,500.00	548.09	2,500.00		0.00
		1055105 · Portable Media Devices - YS/YA	1,750.00	0.00	1,750.00		0.00
		1055107 · Compact Discs - Children's	2,500.00	811.35	1,500.00		-1,000.00
		1055108 · Videos & DVDs - Children's	14,000.00	8,062.94	14,000.00		0.00
		1055109 · Audio Books - Children's	6,600.00	1,332.59	5,000.00		-1,600.00
		1055112 · Fiction - Children's	16,500.00	13,818.05	16,500.00		
		1055116 · Nonfiction - Children's	35,000.00	38,996.90	39,000.00		4,000.00
		1055118 · Reference - Children's	2,000.00	0.00	2,000.00		0.00
		1055119 · Standing Orders - Children's	6,000.00	1,728.78	6,000.00		
		1055120 · Periodicals - Children's	1,500.00	2,190.14	1,500.00		
		1055123 · Easy Fiction	20,000.00	14,326.80	20,000.00		
		1055125 · Other Donation Expenses	500.00	252.46	500.00		
		1055310 · Department Supplies - Y/S	9,500.00	2,337.88	7,500.00		-2,000.00
	Total 1055000 · Youth Services		569,309.95	487,131.84	607,750.00		38,440.05
	1065000 · Young Adult Services						
		1065101 · Summer Reading - YA	3,300.00	2,476.63	5,000.00		1,700.00
		1065102 · YA Programs	3,500.00	3,830.00	6,500.00		3,000.00
		1065106 · Software - YA	1,500.00	1,458.33	1,500.00		
		1065107 · Compact Discs - YA	1,800.00	1,322.03	1,800.00		
		1065108 · Videos & DVDs - YA	4,500.00	3,302.13	4,500.00		
		1065109 · Audio Books - YA	2,800.00	558.80	1,500.00		-1,300.00
		1065112 · Fiction - YA	16,000.00	10,882.92	16,000.00		0.00
		1065116 · Nonfiction - YA	8,000.00	2,777.59	8,000.00		0.00
		1065119 · Standing Orders - YA	4,500.00	0.00	0.00	eliminate GL; unused; move into YA programs and YA SRP	-4,500.00
		1065120 · Periodicals - YA	1,200.00	353.30	1,200.00		0.00

Plainfield Public Library
General Fund
FY2019
(July 1, 2018 - June 30, 2019)

	FY18 Budget	Thru 6/7/18	FY19 Budget	Notes	Difference
Total 1065000 · Young Adult Services	47,100.00	26,961.73	46,000.00		-1,100.00
1075000 · Community Relations Dept					
1075001 · Community Relations Salaries	46,902.82	38,735.10	96,000.00	compensation study; full year with DH, replace unfilled Community Liaison	49,097.18
1075123 · Comm. Relations Print Materials	500.00	109.95	250.00		-250.00
1075310 · Comm. Relations Supplies	1,000.00	106.14	1,200.00		200.00
Total 1075000 · Community Relations Dept	48,402.82	38,951.19	97,450.00		49,047.18
1095000 · Service Arrangements					
1095206 · Pinnacle Cooperative	52,000.00	51,532.61	56,000.00		4,000.00
1095207 · Computer Maintenance ~~Agreement~~	60,000.00	64,050.00	66,000.00	deployment projects and network upgrades	6,000.00
1095209 · Email & Web Hosting Fees	6,500.00	3,787.73	6,000.00		-500.00
1095210 · Lease Agreements	29,750.00	30,257.84	32,000.00		2,250.00
1095211 · Subscription Services	45,000.00	49,647.35	55,000.00	adding Incident Tracker/ new Room/Event Mgt product	10,000.00
1095301 · Software	8,000.00	2,208.92	8,000.00		
1095302 · Computer Supplies	1,000.00	185.62	1,000.00		
1095303 · Data Lines	3,000.00	2,605.14	3,000.00		
1095802 · Unemployment Exp	3,000.00	816.48	3,000.00	Moving these three to to Administration for FY19	
1095805 · Liab Ins. - Property/Package	19,000.00	18,965.00	20,000.00	Liability insurance in general fund; previously separate fund	1,000.00
1095806 · Liab Ins. - Workers Comp	6,053.00	757.00	7,500.00	Increased after audit due to additional class of employee--drivers	1,447.00
Total 1095000 · Service Arrangements	233,303.00	224,813.69	257,500.00		24,197.00
Total Expense	3,161,129.43	2,499,964.87	3,145,900.00		
	13,827.45	-641,480.79	323,912.98	Remaining unbudgeted; to be transferred to Reserve fund for capital improvements	

updated 6/11/18 lyp

Plainfield Public Library
Audit Fund
Draft Working Budget FY2019

	FY18	Thru 6/7/18	FY19	Notes
Ordinary Income/Expense				
Income				
3004001 · Real Estate Taxes (Audit)	8,919.23	6,255.20	9,258.31	
Total Income	8,919.23	6,255.20	9,258.31	
Expense				
3005218 · Audit Expense	8,250.00	8,900.00	8,250.00	
Total Expense	8,250.00	8,900.00	8,250.00	
Net Ordinary Income	669.20	-2,644.80	1,008.31	
Net Income	**669.20**	**-2,644.80**	**1,008.31**	

Plainfield Public Library
Building, Sites and Maintenance Fund
Draft Working Budget FY2019

	FY18	Thru 6/7/18	FY19	Notes	Difference
Ordinary Income/Expense					
Income					
5004001 · Real Estate Taxes - Site Fund	222,980.63	229,878.89	238,864.31		
Total Income	**222,980.63**	**229,878.89**	**238,864.31**		**15,883.68**
Expense					
5085001 - Building Maintenance Salaries	84,527.35	74,815.64	98,000.00	compensation study revisions	13,472.65
5085212 · Custodial Services	36,000.00	32,980.00	36,000.00		
5085213 · Disposal Services	4,600.00	2,771.78	4,600.00		
5085214 · Building Maintenance Agreement	5,000.00	3,796.75	5,000.00		
5085215 · Equipment Maintenance Agreement	18,000.00	6,509.04	10,000.00	preventative maintenance HVAC contract that we did not renew 2 years ago; not needed due to training/skill of Head of Maintenance	-8,000.00
5085216 · Building Repair	50,000.00	36,824.81	60,000.00	anticipating concrete work, boiler upgrades, fire sprinkler upgrade and other projects--see Bldg Projects list	10,000.00
5085217 · Equipment Repair	35,000.00	27,975.15	25,000.00	moving some monies to Bldg Repair	-10,000.00
5085399 · Contingencies	20,000.00	1,200.00	20,000.00		
xxxxxxx Property Maintenance	n/a	n/a	20,000.00	demolition of house	
5085601 · Utilities - Electric	47,000.00	43,634.38	45,000.00		-2,000.00
5085602 · Utilities - Gas	7,000.00	5,168.63	7,000.00		
5085603 · Utilities - Water	3,360.00	2,975.50	3,300.00		-60.00
5085604 · Building Supplies	10,000.00	7,351.89	10,000.00		
5085605 · Equipment & Tools	6,000.00	1,854.09	6,000.00		
5085606 - Janitorial Supplies	10,000.00	7,582.19	10,000.00		
Total Expense	**336,487.35**	**247,857.66**	**359,900.00**		23,412.65
Net Ordinary Income	-113,506.72	-17,978.77	-121,035.69		-7,528.97
	-113,506.72	**-17,978.77**	**-121,035.69**		**-7,528.97**

Plainfield Public Library
FICA Fund
Draft Working Budget FY2019

	FY18	Thru 6/7/18	FY19	Notes
Ordinary Income/Expense				
Income				
2004001 · Real Estate Taxes (FICA)	155,194.52	143,869.81	111,099.68	extended less at county calculations to spend down fund
2004100 · FICA Tax Escrow Interest	0.00	0.00	0.00	
Total Income	155,194.52	143,869.81	111,099.68	
Expense				
2005011 · FICA Expense	138,278.30	115,080.98	150,000.00	spending down fund balance
Total Expense	138,278.30	115,080.98	150,000.00	
Net Ordinary Income	16,916.22	28,788.83	-38,900.32	
Net Income	**16,916.22**	**28,788.83**	**-38,900.32**	

Plainfield Public Library
IMRF Fund
Draft Working Budget FY2019

	FY18	Thru 6/7/18	FY19	Notes
Ordinary Income/Expense				
Income				
2504001 · Real Estate Taxes (IMRF)	217,629.09	201,730.47	174,056.17	extended less from county calculations to spend down fund
2504400 · IMRF Tax Escrow Interest	0.00	0.00	0.00	
Total Income	217,629.09	201,730.47	174,056.17	
Expense				
2505012 · IMRF Expense-ER	201,867.02	147,551.93	220,000.00	add'tl staff; spending down fund balance
Total Expense	201,867.02	147,551.93	220,000.00	
Net Ordinary Income	15,762.07	54,178.54	-45,943.83	
Net Income	**15,762.07**	**54,178.54**	**-45,943.83**	

Plainfield Public Library
Reserve Fund
Draft Working Budget FY2019

	FY18	Thru 6/7/18	FY19	Notes
Ordinary Income/Expense				
Income				
7504250 · Grants - Construction	0.00	0.00	0.00	
7504400 · Interest	10.00	2,020.41	1,600.00	
7504504 · Impact Fees	25,000.00	36,534.00	35,000.00	
7504810 · In from General Fund	250,000.00	980,000.00	0.00	$230K in Jan 2017, $250K in July 2017, $500K in Sept 2018/ Recommend waiting until after audit to transfer funds
Total Income	**275,010.00**	**1,018,554.41**	**36,600.00**	
Expense				
7505213 · Legal services	4,000.00		2,000.00	
7508007 · Demolition Costs	20,000.00		20,000.00	Was not done in FY18, added to Bldg, Sites & Maintenance bdgt for FY19
7508008 · Building Improvements	150,000.00	43,460.23	150,000.00	Building Projects 2019; will do as much as possible from Bldg, Sites & Maintenance fund first
7509010 · Out to General Fund	0.00	0.00	0.00	
Total Expense	174,000.00	43,460.23	172,000.00	
Net Ordinary Income	101,010.00	975,094.18	-135,400.00	
	101,010.00	**975,094.18**	**-135,400.00**	

Plainfield Public Library
Fund Balances
Draft Working Budget FY2019

Fund balances - FY2018 as of February 2018		
General/Operating	$	2,337,711.47
IMRF	$	174,215.16
FICA	$	129,047.38
Audit	$	1,958.29
Bldg Sites & Maint	$	362,680.57
Insurance	$	(27,662.22)
Working Cash	$	26,835.46
	$	**3,004,786.11**
Reserve	**$**	**989,792.45**

Prepared by

CBIZ VALUATION GROUP, LLC

A Capital Assets Inventory Report
for

Plainfield Public Library District

as of
June 30, 2018

CBIZ Valuation Group

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Exhibits

A. Tables (A legend for the nomenclature referenced in the reports.)

B. Account Summary Report (Summary of the total values of capital assets by account.)

C. Account Summary Report by Location (Summary of the total values of capital assets by Location.)

D. Accounting Detail Report (Detail of current year depreciation for capital assets by classification and account.)

E. Year-To-Date Depreciation Summary - Entity (Summary of current year depreciation for capital assets by account)

F. Depreciation Detail –Active Assets (Detail of current year depreciation for capital assets by classification and account

G. Data File containing all assets with their location, organization, and depreciation information.

CBIZ Valuation Group, LLC
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Ph: 312-602-6600 • F: 312-602-6610

June 13, 2018

Ms. Lisa Pappas
Library Director
Plainfield Public Library District
15025 South Illinois Street
Plainfield, IL 60544

Dear Ms. Pappas:

CBIZ Valuation Group, LLC (CVG) has completed a capital assets inventory of certain property exhibited to us as part of Plainfield Public Library District located in Plainfield, Illinois and presents our findings in this report.

Purpose of the Valuation

The purpose of this engagement was to provide to Plainfield Public Library District a capital assets report for Plainfield Public Library District in connection with its internal analysis for financial reporting for the identified property as of June 30, 2018.

CVG's opinion is intended to assist Plainfield Public Library District in making informed business decisions and it is not a recommendation. Any decision relating to purchases or sales shall remain Plainfield Public Library District responsibility and be made solely at its discretion. This report may only be used for the specific purpose stated.

Plainfield Public Library District is the sole intended user of CVG's report or other work product. Plainfield Public Library District may disclose an informational copy of the report or other work product to its auditing and insurance professionals acting in an advisory capacity in connection with the purpose of this engagement. Plainfield Public Library District shall not reference CVG or its work in any public filing or other materials distributed to actual or prospective shareholders, investors, financing parties, or similar third parties without CVG's prior written consent.

Definition of Value

Original/Acquisition Cost: The amount of money originally paid to acquire an asset. It generally includes costs such as transportation, set-up charges, taxes, engineering and architectural fees.

Accumulated Depreciation: The depreciation that has taken place on a particular asset up to the present time.

Book Value: The capitalized cost (original cost) of an asset less the depreciation taken up to the present time.

Valuation Methodology

Our valuation will utilize various techniques to develop cost conclusions. The sources may include the use of proprietary and third-party software, proprietary databases, technical pricing subscriptions, various publications, and client-supplied information (purchase orders, capital project costs, financial statements, etc.). We will determine acquisition cost utilizing the following costing methods:

Direct Costing	Assigning the original cost of an asset based on actual cost records/invoices/documents.
Normal Costing	Estimating the original cost of an asset by indexing the replacement cost new (RCN) of an asset by a reciprocal factor of the asset's price increase from its estimated acquisition date to the date analyzed.
Standard Costing	Estimating the original cost of an asset based on a known average cost for a like asset with the same or similar acquisition dates.

Our valuation utilized the following methods and conventions while establishing depreciation:

Straight-Line Method	The method of calculating depreciation by dividing the cost, less salvage, by the number of fiscal periods of useful life.
First-of-the-Month (Full Month) Convention	Assets are treated as being placed into service on the first day of the month they are acquired – even if they were actually purchased after the first of the month. For additions, depreciation is calculated for a full month in the month the asset was acquired. For disposals, no depreciation is calculated in the month of disposition, rather it is calculated through the last day of the month prior to disposal.

Valuation Scope

This report includes property classified as buildings, contents, and site improvements. All other asset classifications were included as part of the client supplied process. CVG's staff completed an inspection of the identified property located at these facilities on April 2, 2018.

- **Buildings & Structures** – CVG physically inspected and valued buildings (structures with permanent foundations) at the sites inspected. During the inspections, basic construction components including COPE data were observed and collected. Square footage was calculated using a combination of physically measuring the buildings, conducting take-offs of blueprints, and information made available by the Plainfield Public Library District. Digital photos were taken of each structure inspected and incorporated into our reports and work files.
- **Contents – Detailed Inventory:** Assets with an estimated unit replacement cost greater than $5000 were inventoried and valued individually. As available, we captured the following information for these assets: location, department, description, manufacturer, model, serial number, asset/tag number and replacement cost.
- **Land Parcels:** Acquisition costs and dates for land parcels was incorporated in our analysis based on information provided by management. Values were provided and listed in aggregate for each inspected site.

Certain items were included based on information supplied by Plainfield Public Library District. That information includes land parcels, infrastructure, landscaping, records, drawings, vehicles, and software.

Conclusion

For reporting purposes, it is our professional opinion that the depreciated original costs for the capital assets, as of June 30, 2018, are reasonably represented as follows:

Description	($)
Original Cost	**$4,525,843.95**
Accumulated Depreciation	**$2,064,211.04**
Book Value	**$2,461,632.91**

This report includes calculations through June 30, 2018. There may have been asset activity (additions, disposals) that has occurred since CBIZ was on site. Any activity that has occurred since CBIZ was on-site that has not been reported to CBIZ will not be reflected in the enclosed reports. We have no responsibility to update our report for events and circumstances occurring after the date of this report. The information provided to us by others is believed to be reliable, but no responsibility for its accuracy is assumed

This report presents only summary discussions of the data, reasoning, and analyses used in the appraisal process to develop CVG's opinion of value. Supporting documentation concerning these matters has been retained in our work files. The depth of the discussion contained in this report is specific to your needs as the client and for the stated intended use. CVG is not responsible for the unauthorized use of this report.

Any use of our analysis will not constitute an examination, review or compilation of financial statements in accordance with standards established by the American Institute of Certified Public Accountants (AICPA). We will not express an opinion or any other form of assurance on the reasonableness of the underlying assumptions or whether any of the financial statements, if used, are presented in conformity with AICPA presentation guidelines.

These analyses are intended to comply with generally accepted valuation methods, and our report is expressly subject to the Terms and Conditions included in our engagement letter and Assumptions and Limiting Conditions contained in this report.

Should you have any questions regarding this report, please contact Brian Johnston at 845-987-6288 or Rich Meyer at 312-602-6753.

Respectfully submitted,

CBIZ Valuation Group, LLC

CBIZ VALUATION GROUP, LLC

Contract #: 396264

ASSUMPTIONS AND LIMITING CONDITIONS

This valuation by CBIZ Valuation Group, LLC ("CBIZ") is subject to and governed by the following Assumptions and Limiting Conditions and other terms, assumptions and conditions contained in the engagement letter.

Limitation on Distribution and Use

The report, the final estimate of value, and the prospective financial analyses (collectively, as used in this paragraph, the "CBIZ Work Product") included therein are intended solely for the information of the person or persons to whom they are addressed and solely for the purposes stated; they should not be relied upon for any other purpose, and no party other than the Company may rely on them for any purpose whatsoever. Neither the valuation report, its contents, nor any reference to the appraiser or CBIZ may be referred to or quoted in any registration statement, prospectus, offering memorandum, sales brochure, other appraisal, loan or other agreement or document given to third parties. In addition, except as set forth in the report, our analysis and report are not intended for general circulation or publication, nor are they to be reproduced or distributed to third parties.

Notwithstanding the foregoing, if the Company desires to distribute or use the CBIZ Work Product in any way not expressly contemplated by these Assumptions and Limiting Conditions or the Agreement, including, without limitation and by way of example, reference to CBIZ by name or inclusion of any portion of the CBIZ Work Product in any regulatory filing, CBIZ, at our sole discretion, may permit Company to do so for a fee commensurate to the additional risk associated with such distribution or use.

As required by new U.S. Treasury rules, we inform you that, unless expressly stated otherwise, any U.S. federal tax advice contained in this letter, including attachments, is not intended or written to be used, and cannot be used, by any person for the purpose of avoiding any penalties that may be imposed by the Internal Revenue Service.

Not a Fairness Opinion

Neither our opinion nor our report are to be construed as an opinion of the fairness of an actual or proposed transaction, a solvency opinion, or an investment recommendation, but, instead, are the expression of our determination of the fair value between a hypothetical willing buyer and a hypothetical willing seller in an assumed transaction on an assumed valuation date where both the buyer and the seller have reasonable knowledge of the relevant facts.

Operational Assumptions

Unless stated otherwise, our analysis (i) assumes that, as of the valuation date, the Company and its assets will continue to operate as configured as a going concern, (ii) is based on the past, present and future projected financial condition of the Company and its assets as of the valuation date, and (iii) assumes that the Company has no undisclosed real or contingent assets or liabilities, other than in the ordinary course of business, that would have a material effect on our analysis.

Competent Management Assumed

It should be specifically noted that the valuation assumes the property will be competently managed and maintained over the expected period of ownership. This appraisal engagement does not entail an evaluation of management's effectiveness, nor are we responsible for future marketing efforts and other management or ownership actions upon which actual results will depend.

No Obligation to Provide Services After Completion

Valuation assignments are accepted with the understanding that there is no obligation to furnish services after completion of the original assignment. If the need for subsequent services related to a valuation assignment occurs, including updates, conferences, testimony, preparation for testimony, document production, interrogatory response preparation, or reprint and copy services whether by request of the Company or by subpoena or other legal process initiated by a party other than the Company, Company agrees to compensate CBIZ for its time at its standard hourly rates then in effect plus all expenses incurred in the performance of said services. CBIZ reserves the right to make adjustments to the analysis, opinion and conclusion set forth in the report as we deem necessary by consideration of additional or more reliable data that may become available.

No Opinion is Rendered as to Legal Fee or Property Title

No opinion is rendered as to legal fee or property title. No opinion is intended in matters that require legal, engineering or other professional advice that has been or will be obtained from professional sources.

Liens and Encumbrances

We gave no consideration to liens or encumbrances except as specifically stated. We assumed that all required licenses and permits are in full force and effect, and we made no independent on-site tests to identify the presence of any potential environmental risks. We assume no responsibility for the acceptability of the valuation approaches used in our report as legal evidence in any particular court or jurisdiction.

Information Provided by Others

Information furnished by others is presumed to be reliable; no responsibility, whether legal or otherwise, is assumed for its accuracy and cannot be guaranteed as being certain. All financial data, operating histories and other data relating to income and expenses attributed to the business have been provided by management or its representatives and have been accepted without further verification except as specifically stated in the report.

Prospective Financial Information

Valuation reports may contain prospective financial information, estimates or opinions that represent reasonable expectations at a particular point in time, but such information, estimates or opinions are not offered as forecasts, prospective financial statements or opinions, predictions or as assurances that a particular level of income or profit will be achieved, that events will occur or that a particular price will be offered or accepted. Actual results achieved during the period covered by our prospective financial analysis will vary from those described in our report, and the variations may be material.

Any use of management's projections or forecasts in our analysis will not constitute an examination, review or compilation of prospective financial statements in accordance with standards established by the American Institute of Certified Public Accountants (AICPA). We will not express an opinion or any other form of assurance on the reasonableness of the underlying assumptions or whether any of the prospective financial statements, if used, are presented in conformity with AICPA presentation guidelines.

EXHIBITS

TABLES

Plainfield Public Library

TABLE STRUCTURE

Organizational Tables

Fund	Program	Department
A - General	A - General	A - General

Locational Tables

Entity	Site	Building
01 - Plainfield Public Library	01 - Plainfield Public Library	01 - Public Library
	02 - Plainfield Public Library House	01 - House
		02 - Garage

Class Tables

Account	Class	Useful Life
10 - Land Parcels	100 - Land Parcels, Easements, & Right of Ways	0
20 - Site Improvements	200 - Site Improvements	20
	201 - Athletic Fields	15
	202 - Fencing, gates	20
	203 - Fountains	20
	204 - Golf Courses	20
	205 - Landscaping	10
	206 - Outdoor Lighting	20
	207 - Outside Sprinkler Systems	25
	208 - Pavement, Asphalt	20
	209 - Pavement, Concrete	30
	210 - Pavement, Gravel	15
	211 - Pavement, Brick/Stone	30
	212 - Curbing, Asphalt	15
	213 - Curbing, Concrete	20
	214 - Curbing, Brick/Stone	20
	215 - Parking Bumpers	20
	216 - Flagpoles	20
	217 - Pedestrian Bridge, Steel	30
	218 - Pedestrian Bridge, Concrete	30
	219 - Pedestrian Bridge, Wood	25
	220 - Recreational Equipment, Stationary	20
	221 - Retaining Walls	20
	222 - Running Tracks, Asphalt	20
	223 - Running Tracks, Cinder	30
	224 - Running Tracks, Rubber	15
	225 - Tennis Courts	20
	226 - Signage	15
30 - Buildings	300 - Buildings & Structures	40
	301 - Portable Structures	25
	302 - Park Shelters/Dugouts	25
	303 - Swimming Pools	40
	304 - HVAC Systems	20
	305 - Roofing	20
	306 - Interior Construction	25
	307 - Flooring, Soft	7
	308 - Flooring, Hard	15
	309 - Electrical	30
	310 - Plumbing	30
	311 - Sprinklers/Fire Systems	25
	312 - Elevators	20
35 - Construction In Progress	350 - Construction In Progress	0
50 - Machinery & Equipment	500 - Machinery & Equipment	15
	501 - Audio Visual Equipment	10
	502 - Business Machines	7
	503 - Communications Equipment	10
	504 - Copiers	5
	505 - Custodial Equipment	15
	506 - Furniture & Accessories	20
	507 - Food Service Equipment/Appliances	15
	508 - Machinery & Tools	15
	509 - Science & Engineering Equipment	10
	510 - Computer Equipment	5
	511 - Software-Basic	5
	512 - Software - Administrative	10
	513 - Athletic Equipment	10
	514 - Uniforms	5
	515 - Books, Library	7
	516 - Books, Reference	10
	517 - Multi-Media (CD's, DVD's, VHS)	5
	518 - Musical Instruments	10
	519 - Law Enforcement Equipment	10
	520 - Fire Department Equipment	12
	521 - Medical Equipment	10
	522 - Contractors Equipment, Non-licenced Rolling Stock	10
	523 - Grounds Equipment	15
	524 - Recreational Equipment, Movable	15
	525 - Utility Equipment (Pumps, Valves, Fittings)	30
	526 - Fine Art & Historical Collections	n/a
60 - Licensed Vehicles	600 - Licensed Vehicles	8
	601 - Passenger Buses	10
	602 - Firetrucks	10
	603 - Police Cars	5
	604 - Ambulances	8
	605 - Construction Vehicles	10
	606 - Licensed Trailers	15

ACCOUNT SUMMARY REPORT

PLAINFIELD PUBLIC LIBRARY

Account Summary

Fiscal Year Ending: 6/30/2018

Account Code	Account Description	# of Assets	Original Cost	Accumulated Depreciation	Book Value
10	Land Parcels	1	$831,996.00	$0.00	$831,996.00
30	Buildings	1	$3,631,924.00	$2,005,124.71	$1,626,799.29
50	Machinery & Equipment	8	$61,923.95	$59,086.33	$2,837.62
	REPORT TOTALS:	10	$4,525,843.95	$2,064,211.04	$2,461,632.91

ACCOUNT SUMMARY REPORT BY LOCATION

PLAINFIELD PUBLIC LIBRARY

Accounting Detail Report - Locational

SITE: 01 PLAINFIELD PUBLIC LIBRARY

BUILDING: 01 PUBLIC LIBRARY

Fiscal Year Ending: 6/30/2018

Asset ID	Class	Qty	Description: Manufacturer	Model	S/N	Acq. Date	Life	Original Cost	Accumulated Depreciation	Book Value
Room: 0-BUILDING										
992018016	300	1	BUILDINGS AND IMPROVEMENTS			6/30/1996	40	$3,631,924.00	$2,005,124.71	$1,626,799.29
			ROOM TOTALS:			Asset Count: 1		$3,631,924.00	$2,005,124.71	$1,626,799.29
Room: 0-LAND										
992018017	100	1	LAND - PLAINFIELD PUBLIC LIBRARY			1/1/1940	0	$831,996.00	$0.00	$831,996.00
			ROOM TOTALS:			Asset Count: 1		$831,996.00	$0.00	$831,996.00
Room: LIBRARY										
20180039	502	1	SELF - CHECKOUT SYSTEM (3)			3/1/2004	7	$9,250.00	$9,250.00	$0.00
20180038	502	1	SELF - CHECKOUT SYSTEM (2)			3/1/2004	7	$9,250.00	$9,250.00	$0.00
20180037	502	1	SELF - CHECKOUT SYSTEM (1)			3/1/2004	7	$9,250.00	$9,250.00	$0.00
20180003	502	1	MICROFILM SCANNER			1/1/2010	7	$5,797.79	$5,797.79	$0.00
			ST IMAGING	ST VIEW SCAN III	15188-70404					
			ROOM TOTALS:			Asset Count: 4		$33,547.79	$33,547.79	$0.00
Room: SERVER ROOM										
20180036	510	1	SERVER			1/4/2014	5	$7,094.04	$6,384.64	$709.40
			HP	G6	2M27040374					
20180035	510	1	SERVER			1/3/2014	5	$7,094.04	$6,384.64	$709.40
			HP	G6	2M25020GGR					
20180034	510	1	SERVER			1/2/2014	5	$7,094.04	$6,384.64	$709.40
			HP	G5	MXQ82700RW					
20180033	510	1	SERVER			1/1/2014	5	$7,094.04	$6,384.64	$709.40
			HP	G6	MXQ2010395					

Accounting Detail Report - Locational

SITE: 01 PLAINFIELD PUBLIC LIBRARY

BUILDING: 01 PUBLIC LIBRARY

Fiscal Year Ending: 6/30/2018

Asset ID	Class	Qty	Description: Manufacturer	Model	S/N	Acq. Date	Life	Original Cost	Accumulated Depreciation	Book Value
ROOM TOTALS:						Asset Count:	4	$28,376.16	$25,538.54	$2,837.62
BUILDING TOTALS:						Asset Count:	10	$4,525,843.95	$2,064,211.04	$2,461,632.91
SITE TOTALS:						Asset Count:	10	$4,525,843.95	$2,064,211.04	$2,461,632.91
REPORT TOTALS:						Asset Count:	10	$4,525,843.95	$2,064,211.04	$2,461,632.91

ACCOUNTING DETAIL REPORT

PLAINFIELD PUBLIC LIBRARY

Accounting Detail Report - Organizational

Fiscal Year Ending: 6/30/2018

ACTIVITY: A GENERAL
PROGRAM: A GENERAL
DEPARTMENT: A GENERAL

Asset ID	Class	Qty	Description: Manufacturer	Model	S/N	Acq. Date	Life	Original Cost	Accumulated Depreciation	Book Value
ACCOUNT: 10 Land Parcels										
992018017	100	1	LAND - PLAINFIELD PUBLIC LIBRARY			1/1/1940	0	$831,996.00	$0.00	$831,996.00
			ACCOUNT TOTALS:			Asset Count: 1		$831,996.00	$0.00	$831,996.00
ACCOUNT: 30 Buildings										
992018016	300	1	BUILDINGS AND IMPROVEMENTS			6/30/1996	40	$3,631,924.00	$2,005,124.71	$1,626,799.29
			ACCOUNT TOTALS:			Asset Count: 1		$3,631,924.00	$2,005,124.71	$1,626,799.29
ACCOUNT: 50 Machinery & Equipment										
20180003	502	1	MICROFILM SCANNER			1/1/2010	7	$5,797.79	$5,797.79	$0.00
			ST IMAGING	ST VIEW SCAN III	15188-70404					
20180033	510	1	SERVER			1/1/2014	5	$7,094.04	$6,384.64	$709.40
			HP	G6	MXQ2010395					
20180034	510	1	SERVER			1/2/2014	5	$7,094.04	$6,384.64	$709.40
			HP	G5	MXQ82700RW					
20180035	510	1	SERVER			1/3/2014	5	$7,094.04	$6,384.64	$709.40
			HP	G6	2M25020GGR					
20180036	510	1	SERVER			1/4/2014	5	$7,094.04	$6,384.64	$709.40
			HP	G6	2M27040374					
20180037	502	1	SELF - CHECKOUT SYSTEM (1)			3/1/2004	7	$9,250.00	$9,250.00	$0.00
20180038	502	1	SELF - CHECKOUT SYSTEM (2)			3/1/2004	7	$9,250.00	$9,250.00	$0.00
20180039	502	1	SELF - CHECKOUT SYSTEM (3)			3/1/2004	7	$9,250.00	$9,250.00	$0.00
			ACCOUNT TOTALS:			Asset Count: 8		$61,923.95	$59,086.33	$2,837.62
			DEPARTMENT TOTALS:			Asset Count: 10		$4,525,843.95	$2,064,211.04	$2,461,632.91

Accounting Detail Report - Organizational

ACTIVITY: A GENERAL

PROGRAM: A GENERAL

DEPARTMENT: A GENERAL

Fiscal Year Ending: 6/30/2018

Asset ID	Class	Qty	Description: Manufacturer	Model	S/N	Acq. Date	Life	Original Cost	Accumulated Depreciation	Book Value
PROGRAM TOTALS:						Asset Count:	10	$4,525,843.95	$2,064,211.04	$2,461,632.91
ACTIVITY TOTALS:						Asset Count:	10	$4,525,843.95	$2,064,211.04	$2,461,632.91
REPORT TOTALS:						Asset Count:	10	$4,525,843.95	$2,064,211.04	$2,461,632.91

YEAR-TO-DATE DEPRECIATION SUMMARY

PLAINFIELD PUBLIC LIBRARY

Year to Date Depreciation Summary - Entity

Fiscal Year Ending: 6/30/2018

	Beginning Year Original Cost	Beginning Depreciation	Current Year Depreciation	Less Depreciation of Current Year Disposals	Accumulated Depreciation
Land Parcels	$831,996.00	$0.00	$0.00	$0.00	$0.00
Buildings	$3,631,924.00	$1,914,326.61	$90,798.10	$0.00	$2,005,124.71
Machinery & Equipment	$61,923.95	$53,411.10	$5,675.23	$0.00	$59,086.33
REPORT TOTALS:	$4,525,843.95	$1,967,737.71	$96,473.33	$0.00	$2,064,211.04

DEPRECIATION DETAIL REPORT

PLAINFIELD PUBLIC LIBRARY

Depreciation Detail-Active Assets

Fiscal Year Ending: 6/30/2018

Asset ID	Qty	Description: Manufacturer	Model	S/N	Acq. Date	Life	Original Cost	Salvage Value	Prior Year Ending Depreciation	Current Year Depreciation	Accumulated Depreciation	Book Value
Account:	10	Land Parcels										
Class Code:	100	Land Parcels, Easements, & Right of Ways										
992018017	1	LAND - PLAINFIELD PUBLIC LIBRARY			1/1/1940	0	$831,996.00	$0.00	$0.00	$0.00	$0.00	$831,996.00
		ACCOUNT TOTALS:		Asset Count: 1			$831,996.00	$0.00	$0.00	$0.00	$0.00	$831,996.00
Account:	30	Buildings										
Class Code:	300	Buildings & Structures										
992018016	1	BUILDINGS AND IMPROVEMENTS			6/30/1996	40	$3,631,924.00	$0.00	$1,914,326.61	$90,798.10	$2,005,124.71	$1,626,799.29
		ACCOUNT TOTALS:		Asset Count: 1			$3,631,924.00	$0.00	$1,914,326.61	$90,798.10	$2,005,124.71	$1,626,799.29
Account:	50	Machinery & Equipment										
Class Code:	502	Business Machines										
20180003	1	MICROFILM SCANNER			1/1/2010	7	$5,797.79	$0.00	$5,797.79	$0.00	$5,797.79	$0.00
		ST IMAGING	ST VIEW SCAN III	15188-70404								
20180037	1	SELF - CHECKOUT SYSTEM (1)			3/1/2004	7	$9,250.00	$0.00	$9,250.00	$0.00	$9,250.00	$0.00
20180038	1	SELF - CHECKOUT SYSTEM (2)			3/1/2004	7	$9,250.00	$0.00	$9,250.00	$0.00	$9,250.00	$0.00
20180039	1	SELF - CHECKOUT SYSTEM (3)			3/1/2004	7	$9,250.00	$0.00	$9,250.00	$0.00	$9,250.00	$0.00
Class Code:	510	Computer Equipment										
20180033	1	SERVER			1/1/2014	5	$7,094.04	$0.00	$4,965.83	$1,418.81	$6,384.64	$709.40
		HP	G6	MXQ2010395								
20180034	1	SERVER			1/2/2014	5	$7,094.04	$0.00	$4,965.83	$1,418.81	$6,384.64	$709.40
		HP	G5	MXQ82700RW								
20180035	1	SERVER			1/3/2014	5	$7,094.04	$0.00	$4,965.83	$1,418.81	$6,384.64	$709.40
		HP	G6	2M25020GGR								

PLAINFIELD PUBLIC LIBRARY

Depreciation Detail-Active Assets

Fiscal Year Ending: 6/30/2018

Asset ID	Qty	Description: Manufacturer	Description: Model	Description: S/N	Acq. Date	Life	Original Cost	Salvage Value	Prior Year Ending Depreciation	Current Year Depreciation	Accumulated Depreciation	Book Value
20180036	1	SERVER			1/4/2014	5	$7,094.04	$0.00	$4,965.83	$1,418.81	$6,384.64	$709.40
		HP	G6	2M27040374								
		ACCOUNT TOTALS:		Asset Count:	8		$61,923.95	$0.00	$53,411.10	$5,675.23	$59,086.33	$2,837.62
		REPORT TOTALS:		Asset Count:	10		$4,525,843.95	$0.00	$1,967,737.71	$96,473.33	$2,064,211.04	$2,461,632.91

Prepared by

CBIZ VALUATION GROUP, LLC

An Insurance Valuation Report of Tangible Property Assets
for

Plainfield Public Library District

as of
April 2, 2018

CBIZ Valuation Group

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Exhibits

A. Insurance Class Summary Report (*summary of all assets showing insurable values arranged by asset class*)

B. Insurance Summary Report (*summary of all assets showing insurable values by category*)

C. Insurance Detail Report (*provides a detailed listing of the District's assets by location in PDF format*) Current Year Additions Reports - Insurance (Provides a detailed listing of all assets acquired in the current year.)

D. Building Detail Report

E. Data File (Provided Separately in Excel format)

CBIZ Valuation Group, LLC
3625 Cumberland Blvd Suite 1100
Atlanta, GA 30339 • www.cbiz.com/valuation
Ph: 312-602-6600 • F: 312-602-6610

June 12, 2018

Ms. Lisa Pappas
Library Director
Plainfield Public Library District
15025 South Illinois Street
Plainfield, IL 60544

Dear Ms. Pappas:

CBIZ Valuation Group, LLC (CVG) has completed an insurance appraisal of certain property exhibited to us as part of Plainfield Public Library District located in Plainfield, Illinois and presents our findings in this report.

Purpose of the Valuation

The purpose of this engagement was to provide to Plainfield Public Library District a property insurance appraisal for Plainfield Public Library District in connection with its internal analysis for insurance needs for the identified property as of April 2, 2018.

CVG's opinion is intended to assist Plainfield Public Library District in making informed business decisions and it is not a recommendation. Any decision relating to insurance coverage shall remain Plainfield Public Library District responsibility and be made solely at its discretion. This report may only be used for the specific purpose stated.

Wheaton Sanitary District is the sole intended user of CVG's report or other work product. Plainfield Public Library District shall not reference CVG or its work in any public filing or other materials distributed to actual or prospective shareholders, investors, financing parties, or similar third parties without CVG's prior written consent.

Definition of Value

Replacement Cost New, as applicable to insurance valuations, is defined as the cost required to produce a property of like kind and materials at one time in accordance with current market prices for materials, labor and manufactured equipment, contractors overhead, profit and fees, but without provisions for overtime or bonuses for labor and premiums for materials. We did not take into consideration compliance with state or local ordinances or costs associated with demolition of property or the removal of debris. Partial losses may result in higher replacement costs as partial losses often require a substantial amount of repair in conjunction with the replacement process.

Our conclusions of value include deductions for standard insurance exclusions (i.e., underground piping, foundations, footings, excavation, grading, etc.).

CVG's valuation methodology did not include the development of reproduction costs for ornate or historical property.

Valuation Methodology

There are three fundamental techniques applied in the valuation of assets. These techniques are based on the cost to acquire new (cost approach); the cost at which the asset may change hands in the marketplace (sales comparison or market approach); and the present worth of expected cash flows (income approach). The principle of substitution is important to the development and application of these three techniques. This principle provides that a prudent investor will pay no more for an asset, property or business than he would be required to pay for a replacement serving as a reasonable substitute of equal utility. The cost approach is most applicable in our valuation for property insurance reporting purposes, thus the cost approach was utilized.

The three principal methods for estimating value are summarized as:

Cost Approach	This approach considers the current cost of reproducing the appraised assets. The reproduction/replacement cost new of the appraised assets is estimated on the basis of current labor and material prices plus allowances for overhead, profit and provisions for mechanical and engineering fees, supervision and other miscellaneous fees.
Sales Comparison Approach	This approach produces an estimate of value by comparing the subject to sales of similar items. The technique is sometimes referred to as the market approach in that it is used to indicate the value established by informed buyers and sellers in the market. Caution must be exercised in using this method since the appraiser is not always privilege to the intricacies of the transaction and yet must attempt to make a valid comparison with the subject. Therefore, the sales comparison approach, although considered, was not applied.
Income Approach	This approach gives consideration to the net income expectancy from the assets appraised, and to the capitalization of income in accordance with prevailing returns on properties or investments of similar risks, to determine the amount at which ownership by a prudent investor would be justified. Therefore, the income approach, although considered, was not applied.

Valuation Scope

This report includes property classified as buildings, contents, and site improvements. All other asset classifications were not included as part of the appraisal process, CVG's staff completed an inspection of the identified property located at these facilities on April 2, 2018.

- **Buildings & Structures** – CVG completed a limited scope physical inspection and valuation of buildings (structures with permanent foundations) located at the sites inspected. During the inspections, basic construction components including COPE data were observed and collected. Square footage was calculated using a combination of physically measuring the buildings, conducting take-offs of blueprints, and information made available by the Wheaton Sanitary District. Digital photos were taken of each structure inspected and incorporated into our reports and work files.
- **Contents – Detailed Inventory:** Assets with an estimated unit replacement cost greater than $1,000 were inventoried and valued individually. As available, we captured the following information for these assets: location, department, description, manufacturer, model, serial number, asset/tag number and replacement cost. Assets that fall below the $1,000 unit threshold were valued by type and location. We also utilized District supplied IT and other lists to assist with this portion.

Certain items were excluded from the scope of the inspection, including land parcels, infrastructure, uninsurable site improvements, landscaping, intangible assets, dams and levees, vehicles, vestments, software, records, drawings, consumables, stores, spare parts, fine arts, art glass, third party property, and property not accessible or not located in client facilities during fieldwork.

The valuation included a visit to the property with analysis of other data made available to us and research of current construction costs. A detailed listing of the property appraised together with an estimate of the insurable values is contained in the summary and detail reports contained herein.

Conclusion

Our opinions, as of April 2, 2018, of the (rounded) replacement cost new is as follows:

Description	Replacement Cost New Less Exclusions ($)
Buildings	6,814,700
Contents	2,135,900
TOTAL	**$8,950,600**

Some assumptions inevitably will not materialize and unanticipated events and circumstances may occur; therefore, actual results achieved may vary. We have no responsibility to update our report for events and circumstances occurring after the date of this report. The information provided to us by others is believed to be reliable, but no responsibility for its accuracy is assumed.

The values presented in this report represent conclusions based on conventional insurance reporting. They are not intended to reflect unusual circumstances or "broad evidence rule" considerations.

In a partial loss, the amount involved may be based upon repair cost which could be higher than reproduction/replacement cost new as defined in this report.

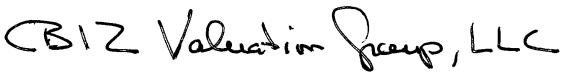
The indication of an opinion of value herein does not guarantee that a buyer or seller can be found at the amount indicated.

This report presents only summary discussions of the data, reasoning, and analyses used in the appraisal process to develop CVG's opinion of value. Supporting documentation concerning these matters has been retained in our work files. The depth of the discussion contained in this report is specific to your needs as the client and for the state intended use. CVG is not responsible for the unauthorized use of this report.

These analyses are intended to comply with generally accepted valuation methods, and our report is expressly subject to the Terms and Conditions included in our engagement letter and Assumptions and Limiting Conditions contained in this report.

Should you have any questions regarding this report, please contact Brian Johnston at 845-987-6288 or Rich Meyer at 312-602-6753.

Respectfully submitted,



CBIZ VALUATION GROUP, LLC

Contract #: 396264

ASSUMPTIONS AND LIMITING CONDITIONS

This valuation by CBIZ Valuation Group, LLC ("CBIZ") is subject to and governed by the following Assumptions and Limiting Conditions and other terms, assumptions and conditions contained in the engagement letter.

Limitation on Distribution and Use

The report, the final estimate of value, and the prospective financial analyses (collectively, as used in this paragraph, the "CBIZ Work Product") included therein are intended solely for the information of the person or persons to whom they are addressed and solely for the purposes stated; they should not be relied upon for any other purpose, and no party other than the Company may rely on them for any purpose whatsoever. Neither the valuation report, its contents, nor any reference to the appraiser or CBIZ may be referred to or quoted in any registration statement, prospectus, offering memorandum, sales brochure, other appraisal, loan or other agreement or document given to third parties. In addition, except as set forth in the report, our analysis and report are not intended for general circulation or publication, nor are they to be reproduced or distributed to third parties.

Notwithstanding the foregoing, if the Company desires to distribute or use the CBIZ Work Product in any way not expressly contemplated by these Assumptions and Limiting Conditions or the Agreement, including, without limitation and by way of example, reference to CBIZ by name or inclusion of any portion of the CBIZ Work Product in any regulatory filing, CBIZ, at our sole discretion, may permit Company to do so for a fee commensurate to the additional risk associated with such distribution or use.

As required by new U.S. Treasury rules, we inform you that, unless expressly stated otherwise, any U.S. federal tax advice contained in this letter, including attachments, is not intended or written to be used, and cannot be used, by any person for the purpose of avoiding any penalties that may be imposed by the Internal Revenue Service.

Not a Fairness Opinion

Neither our opinion nor our report are to be construed as an opinion of the fairness of an actual or proposed transaction, a solvency opinion, or an investment recommendation, but, instead, are the expression of our determination of the fair value between a hypothetical willing buyer and a hypothetical willing seller in an assumed transaction on an assumed valuation date where both the buyer and the seller have reasonable knowledge of the relevant facts.

Operational Assumptions

Unless stated otherwise, our analysis (i) assumes that, as of the valuation date, the Company and its assets will continue to operate as configured as a going concern, (ii) is based on the past, present and future projected financial condition of the Company and its assets as of the valuation date, and (iii) assumes that the Company has no undisclosed real or contingent assets or liabilities, other than in the ordinary course of business, that would have a material effect on our analysis.

Competent Management Assumed

It should be specifically noted that the valuation assumes the property will be competently managed and maintained over the expected period of ownership. This appraisal engagement does not entail an evaluation of management's effectiveness, nor are we responsible for future marketing efforts and other management or ownership actions upon which actual results will depend.

No Obligation to Provide Services After Completion

Valuation assignments are accepted with the understanding that there is no obligation to furnish services after completion of the original assignment. If the need for subsequent services related to a valuation assignment occurs, including updates, conferences, testimony, preparation for testimony, document production, interrogatory response preparation, or reprint and copy services whether by request of the Company or by subpoena or other legal process initiated by a party other than the Company, Company agrees to compensate CBIZ for its time at its standard hourly rates then in effect plus all expenses incurred in the performance of said services. CBIZ reserves the right to make adjustments to the analysis, opinion and conclusion set forth in the report as we deem necessary by consideration of additional or more reliable data that may become available.

No Opinion is Rendered as to Legal Fee or Property Title

No opinion is rendered as to legal fee or property title. No opinion is intended in matters that require legal, engineering or other professional advice that has been or will be obtained from professional sources.

Liens and Encumbrances

We gave no consideration to liens or encumbrances except as specifically stated. We assumed that all required licenses and permits are in full force and effect, and we made no independent on-site tests to identify the presence of any potential environmental risks. We assume no responsibility for the acceptability of the valuation approaches used in our report as legal evidence in any particular court or jurisdiction.

Information Provided by Others

Information furnished by others is presumed to be reliable; no responsibility, whether legal or otherwise, is assumed for its accuracy and cannot be guaranteed as being certain. All financial data, operating histories and other data relating to income and expenses attributed to the business have been provided by management or its representatives and have been accepted without further verification except as specifically stated in the report.

Prospective Financial Information

Valuation reports may contain prospective financial information, estimates or opinions that represent reasonable expectations at a particular point in time, but such information, estimates or opinions are not offered as forecasts, prospective financial statements or opinions, predictions or as assurances that a particular level of income or profit will be achieved, that events will occur or that a particular price will be offered or accepted. Actual results achieved during the period covered by our prospective financial analysis will vary from those described in our report, and the variations may be material.

Any use of management's projections or forecasts in our analysis will not constitute an examination, review or compilation of prospective financial statements in accordance with standards established by the American Institute of Certified Public Accountants (AICPA). We will not express an opinion or any other form of assurance on the reasonableness of the underlying assumptions or whether any of the prospective financial statements, if used, are presented in conformity with AICPA presentation guidelines.

EXHIBITS

INSURANCE SUMMARY REPORT

PLAINFIELD PUBLIC LIBRARY

Insurance Summary Report - Replacement Cost

				Replacement Cost
Site: 01	**PLAINFIELD PUBLIC LIBRARY**			
Building: 01	PUBLIC LIBRARY			
	Category: 1	Construction		$6,566,700.00
	Category: 2	Contents		$2,112,310.00
			BUILDING TOTALS:	$8,679,010.00
			SITE TOTALS:	$8,679,010.00
Site: 02	**PLAINFIELD PUBLIC LIBRARY HOUSE**			
Building: 01	HOUSE			
	Category: 1	Construction		$220,500.00
	Category: 2	Contents		$22,000.00
			BUILDING TOTALS:	$242,500.00
Building: 02	GARAGE			
	Category: 1	Construction		$27,500.00
	Category: 2	Contents		$1,600.00
			BUILDING TOTALS:	$29,100.00
			SITE TOTALS:	$271,600.00
			REPORT TOTALS:	**$8,950,610.00**

INSURANCE CLASS SUMMARY REPORT

PLAINFIELD PUBLIC LIBRARY

Insurance Class Summary Report

				Asset Count	Replacement Cost
Site:	**01**	**PLAINFIELD PUBLIC LIBRARY**			
Building:	01	PUBLIC LIBRARY			
Class:	300	Buildings & Structures		1	$6,566,700.00
Class:	502	Business Machines		6	$50,510.00
Class:	506	Furniture & Accessories		45	$1,956,680.00
Class:	510	Computer Equipment		12	$105,120.00
			BUILDING TOTALS:	64	$8,679,010.00
			SITE TOTALS:	64	$8,679,010.00
Site:	**02**	**PLAINFIELD PUBLIC LIBRARY HOUSE**			
Building:	01	HOUSE			
Class:	300	Buildings & Structures		1	$220,500.00
Class:	506	Furniture & Accessories		1	$12,000.00
Class:	510	Computer Equipment		1	$10,000.00
			BUILDING TOTALS:	3	$242,500.00
Building:	02	GARAGE			
Class:	300	Buildings & Structures		1	$27,500.00
Class:	500	Machinery & Equipment		1	$1,000.00
Class:	506	Furniture & Accessories		1	$600.00
			BUILDING TOTALS:	3	$29,100.00
			SITE TOTALS:	6	$271,600.00
			REPORT TOTALS:	**70**	**$8,950,610.00**

INSURANCE DETAIL REPORT

PLAINFIELD PUBLIC LIBRARY

Insurance Detail Report - Replacement Cost

SITE: 01 PLAINFIELD PUBLIC LIBRARY

BUILDING: 01 PUBLIC LIBRARY

Asset ID	Category	Qty	Description: Manufacturer	Model	S/N	Acq. Date	Replacement Cost
Floor: 1							
Room: 0-BUILDING							
992018006	1	1	PUBLIC LIBRARY			1/1/1940	$6,566,700.00
	ROOM TOTALS:			Asset Count: 1			$6,566,700.00
Room: BUSINESS OFFICE							
20180021	2	1	MODULAR OFFICE DESK SYSTEM INCLUDING CABINETS			1/1/2010	$1,450.00
20180022	2	1	MODULAR OFFICE DESK SYSTEM INCLUDING CABINETS			1/1/2010	$1,450.00
20180023	2	1	MODULAR OFFICE DESK SYSTEM INCLUDING CABINETS			1/1/2010	$1,450.00
	ROOM TOTALS:			Asset Count: 3			$4,350.00
Room: FINANCE							
20180002	2	1	PRINTER/POSTER			1/1/2014	$4,630.00
			HP	DJ Z5400	CN4BC6H039		
20180024	2	1	MODULAR OFFICE DESK SYSTEM INCLUDING CABINETS			1/1/2010	$1,450.00
20180025	2	1	MODULAR OFFICE DESK SYSTEM INCLUDING CABINETS			1/1/2010	$1,450.00
20180026	2	1	MODULAR OFFICE DESK SYSTEM INCLUDING CABINETS			1/1/2010	$1,450.00
20180027	2	1	MODULAR OFFICE DESK SYSTEM INCLUDING CABINETS			1/1/2010	$1,450.00
20180028	2	1	MODULAR OFFICE DESK SYSTEM INCLUDING CABINETS			1/1/2010	$1,450.00
	ROOM TOTALS:			Asset Count: 6			$11,880.00
Room: HALLWAY							

Insurance Detail Report - Replacement Cost

SITE: 01 PLAINFIELD PUBLIC LIBRARY

BUILDING: 01 PUBLIC LIBRARY

Asset ID	Category	Qty	Description: Manufacturer	Model	S/N	Acq. Date	Replacement Cost
20180017	2	1	ROTATING FILE CABINETS TIMES 2	X2		1/1/2008	$1,670.00
20180018	2	1	ROTATING FILE CABINETS TIMES 2	X2		1/1/2008	$1,670.00
20180019	2	1	ROTATING FILE CABINETS TIMES 2	X2		1/1/2008	$1,670.00
20180020	2	1	ROTATING FILE CABINETS TIMES 2	X2		1/1/2008	$1,670.00
	ROOM TOTALS:				Asset Count: 4		$6,680.00
Room: LIBRARY							
00001	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
00002	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
00003	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
00004	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
00005	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
00006	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
00007	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
00011	2	1	LAMINATE LIBRARY SHELVING 42"H			1/3/2008	$1,000.00
00157	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
00158	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00

Insurance Detail Report - Replacement Cost

SITE: 01 PLAINFIELD PUBLIC LIBRARY

BUILDING: 01 PUBLIC LIBRARY

Asset ID	Category	Qty	Description	Acq. Date	Replacement Cost
00159	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
00160	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
00161	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
00162	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
00163	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
00164	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
00166	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
20180003	2	1	MICROFILM SCANNER ST IMAGING ST VIEW SCAN III 15188-70404	1/1/2010	$5,780.00
20180004	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
20180005	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
20180006	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
20180007	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
20180008	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
20180009	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
20180010	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00
20180011	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE	1/1/2008	$1,100.00

Insurance Detail Report - Replacement Cost

SITE: 01 PLAINFIELD PUBLIC LIBRARY

BUILDING: 01 PUBLIC LIBRARY

Asset ID	Category	Qty	Description: Manufacturer	Model	S/N	Acq. Date	Replacement Cost
20180012	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
20180013	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
20180014	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
20180015	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
20180016	2	1	STEEL LIBRARY SHELVING 84"H DOUBLE FACE			1/1/2008	$1,100.00
20180029	2	1	LAMINATE LIBRARY SHELVING 42"H			1/1/2008	$1,000.00
20180030	2	1	LAMINATE LIBRARY SHELVING 42"H			1/2/2008	$1,000.00
20180037	2	1	SELF - CHECKOUT SYSTEM (1)			3/1/2004	$10,200.00
20180038	2	1	SELF - CHECKOUT SYSTEM (2)			3/1/2004	$10,200.00
20180039	2	1	SELF - CHECKOUT SYSTEM (3)			3/1/2004	$10,200.00
	ROOM TOTALS:			Asset Count: 36			$71,280.00

Room: SERVER ROOM

20180031	2	1	POWER SUPPLY			1/1/2014	$1,500.00
			LIEBERT	GXT4	1612400305AFB83		
20180032	2	1	SERVER			1/1/2015	$1,050.00
			HP	PROLIANT DL20 G			
20180033	2	1	SERVER			1/1/2014	$6,330.00
			HP	G6	MXQ2010395		
20180034	2	1	SERVER			1/2/2014	$6,330.00
			HP	G5	MXQ82700RW		

Insurance Detail Report - Replacement Cost

SITE: 01 PLAINFIELD PUBLIC LIBRARY

BUILDING: 01 PUBLIC LIBRARY

	Asset ID	Category	Qty	Description: Manufacturer	Model	S/N	Acq. Date	Replacement Cost
	20180035	2	1	SERVER HP	G6	2M25020GGR	1/3/2014	$6,330.00
	20180036	2	1	SERVER HP	G6	2M27040374	1/4/2014	$6,330.00
	992018001	2	1	48 PORT SWITCH NETGEAR	PROSAFE S3300-52	3TU5787T8017A	1/1/2014	$1,650.00
	992018002	2	1	48 PORT SWITCH NETGEAR	PROSAFE S3300-52	3TU5787T8015E	1/1/2014	$1,650.00
	992018003	2	1	48 PORT SWITCH NETGEAR	PROSAFE S3300-52	3TU5787W8016F	1/1/2014	$1,650.00
	992018004	2	1	48 PORT SWITCH NETGEAR	PROSAFE S3300-52	3TS5777S8012E	1/1/2014	$1,650.00
	992018005	2	1	48 PORT SWITCH NETGEAR	PROSAFE S3300-52	3TS5787G80110	1/1/2014	$1,650.00
		ROOM TOTALS:			Asset Count:	11		$36,120.00
Room: T/O								
	992018013	2	1	GRP. OF FURNITURE & ACCESSORIES			1/1/2017	$1,903,500.00
	992018014	2	1	GRP. OF COMPUTER EQUIPMENT			1/1/2017	$69,000.00
	992018015	2	1	GRP. OF BUSINESS MACHINES			1/1/2017	$9,500.00
		ROOM TOTALS:			Asset Count:	3		$1,982,000.00
		BUILDING TOTALS:			Asset Count:	64		$8,679,010.00
		SITE TOTALS:			Asset Count:	64		$8,679,010.00

PLAINFIELD PUBLIC LIBRARY

Insurance Detail Report - Replacement Cost

SITE: 02 PLAINFIELD PUBLIC LIBRARY HOUSE

BUILDING: 01 HOUSE

Asset ID	Category	Qty	Description: Manufacturer	Model	S/N	Acq. Date	Replacement Cost
Floor: 1							
Room: 0-BUILDING							
992018007	1	1	HOUSE			1/1/1900	$220,500.00
	ROOM TOTALS:			Asset Count:	1		$220,500.00
Room: KITCHEN							
992018011	2	1	GRP. OF COMPUTER EQUIPMENT			1/1/2017	$10,000.00
	ROOM TOTALS:			Asset Count:	1		$10,000.00
Room: T/O							
992018012	2	1	GRP. OF FURNITURE & ACCESSORIES			1/1/2017	$12,000.00
	ROOM TOTALS:			Asset Count:	1		$12,000.00
	BUILDING TOTALS:			Asset Count:	3		$242,500.00

Insurance Detail Report - Replacement Cost

SITE: 02 PLAINFIELD PUBLIC LIBRARY HOUSE

BUILDING: 02 GARAGE

Asset ID	Category	Qty	Description: Manufacturer	Model	S/N	Acq. Date	Replacement Cost
Floor: 1							
Room: 0-BUILDING							
992018008	1	1	GARAGE			1/1/1950	$27,500.00
	ROOM TOTALS:		Asset Count: 1				$27,500.00
Room: T/O							
992018009	2	1	GRP. OF FURNITURE & ACCESSORIES			1/1/2017	$600.00
992018010	2	1	GRP. OF MACHINERY & EQUIPMENT			1/1/2017	$1,000.00
	ROOM TOTALS:		Asset Count: 2				$1,600.00
	BUILDING TOTALS:		Asset Count: 3				$29,100.00
	SITE TOTALS:		Asset Count: 6				$271,600.00
	REPORT TOTALS:		Asset Count: 70				$8,950,610.00

BUILDING DETAIL REPORT

BUILDING DETAIL REPORT

Plainfield Public Library

CBIZ Valuation Group, LLC

PLAINFIELD PUBLIC LIBRARY

Inspected: 4/2/2018

Insured	01	**Tour Guide**	Lisa Pappas
Site	01 - Plainfield Public Library		
Building	01 - Plainfield Public Library		
Address	15025 South Illinois Street		
City, State, Zip	Plainfield, IL 60544		
Latitude	N 41.60908360	**Longitude**	W -88.20325430

INSURABLE VALUES	
Building	$6,566,700
Contents	$2,112,300
Site Improvements	$0
Separately Insurable	$0
Total	**$8,679,000**
Per SqFt Rate	**$268**

UNDERWRITING DATA

Occupancy	100% Library (Public)		
Stories above Grade	1	**Year Built**	1940
Superstructure SqFt	12,254	**Vacant**	No
Substructure SqFt	*12,254*		
Total SqFt	**24,508**		
ISO Class	100% 2 - Masonry/Joisted Masonry		
Foundation Type	Masonry Basement		
Exterior Wall Finish	100% Brick on Masonry		
Roof Pitch	90% Low (2:12 to 6:12 Pitch), 10% Flat		
Roof Geometry	Gable		
Roof Frame Type	Wood Purlins		
Roof Materials	10% Built-Up, Smooth, 90% Shingles, Asphalt		
Heating System	100% Steam/Hot Water with Radiators		
Cooling System	100% Rooftop Unit		
Electrical	Yes	**Plumbing**	Yes
Passenger Elevators	1		
Freight Elevators	0		

Sprinkler System	Yes	***Type***	Wet Pipe	**Automatic Fire Detection**	Yes	***Type***	Central
Manual Fire Alarms	Yes	***Type***	Central	**Entry Alarms**	Yes	***Type***	Central

NOTES:

BUILDING DETAIL REPORT

Plainfield Public Library

CBIZ Valuation Group, LLC

PLAINFIELD PUBLIC LIBRARY

Inspected: 4/2/2018

Insured	01	**Tour Guide**	Lisa Pappas
Site	02 - Residence		
Building	01 - House		
Address	15022 South Division Street		
City, State, Zip	Plainfield, IL 60544		
Latitude	N 41.60959978	**Longitude**	W -88.20242818

INSURABLE VALUES	
Building	$220,500
Contents	$22,000
Site Improvements	$0
Separately Insurable	$0
Total	**$242,500**
Per SqFt Rate	**$108**

UNDERWRITING DATA

Occupancy	100% House, Single Family		
Stories above Grade	2	**Year Built**	1900
Superstructure SqFt	1,595	**Vacant**	Yes
Substructure SqFt	*442*		
Total SqFt	**2,037**		
ISO Class	100% 1 - Frame		
Foundation Type	Masonry Basement		
Exterior Wall Finish	5% Concrete Block, 95% Siding, Wood on Frame		
Roof Pitch	100% Low (2:12 to 6:12 Pitch)		
Roof Geometry	Gable		
Roof Frame Type	Wood Purlins		
Roof Materials	100% Shingles, Asphalt		
Heating System	100% Heat Pump		
Cooling System	100% Forced Cool Air		
Electrical	Yes	**Plumbing**	Yes
Passenger Elevators	0		
Freight Elevators	0		

Sprinkler System	None	***Type***	None	**Automatic Fire Detection**	None ***Type*** None
Manual Fire Alarms	None	***Type***	None	**Entry Alarms**	None ***Type*** None

NOTES:

BUILDING DETAIL REPORT

Plainfield Public Library

CBIZ Valuation Group, LLC

PLAINFIELD PUBLIC LIBRARY

Inspected: 4/2/2018

Insured	01	**Tour Guide**	Lisa Pappas
Site	02 - Residence		
Building	02 - Garage		
Address	15022 South Division Street		
City, State, Zip	Plainfield, IL 60544		
Latitude	N 41.60952604	**Longitude**	W -88.20273932

INSURABLE VALUES	
Building	$27,500
Contents	$1,600
Site Improvements	$0
Separately Insurable	$0
Total	**$29,100**
Per SqFt Rate	**$52**

UNDERWRITING DATA

Occupancy	100% Garage				
Stories above Grade	1	**Year Built**	1950		
Superstructure SqFt	526	**Vacant**	No		
Substructure SqFt	*0*				
Total SqFt	**526**				
ISO Class	100% 1 - Frame				
Foundation Type	Mat/Slab				
Exterior Wall Finish	100% Siding, Metal or Other on Frame				
Roof Pitch	100% Low (2:12 to 6:12 Pitch)				
Roof Geometry	Hip				
Roof Frame Type	Wood Purlins				
Roof Materials	100% Shingles, Asphalt				
Heating System	100% None				
Cooling System	100% None				
Electrical	Yes	**Plumbing**	No		
Passenger Elevators	0				
Freight Elevators	0				
Sprinkler System	None ***Type*** None	**Automatic Fire Detection**	None ***Type*** None		
Manual Fire Alarms	None ***Type*** None	**Entry Alarms**	None ***Type*** None		

NOTES:

Compensation Study Process

The Management Association used the following to conduct the benchmarking study:

- The updated job descriptions we completed in March
- Two salary surveys: LACONI library survey (100+ libraries) and the Management Association (MA) proprietary library benchmarking survey (143 Illinois libraries).
- An additional MA salary survey for non-library traditional roles (such as maintenance, marketing, finance and HR responsibilities).

Data compared:

- Equivalent positions at five local libraries and five Chicagoland libraries
- Libraries of: similar population size, similar budget size and then of similar staff size

After compiling all of the data, a Pay Grade structure was created (see page 8 of MA report), outlining a minimum, midpoint (market) and maximum pay for each category. Positions were assigned to specific pay grades.

Management Association then did a payroll analysis to determine how each of our staff member's pay compared.

I used that data and applied additional criteria specific to our employees for determining where we would place each staff member. I factored in the following:

- Number of years in position
- Number of years at the organization
- Experience

I determined what the percentage increase would be to progress each employee to the midpoint or market hourly rate, at which Management Association has determined competent performers should be hired. My first priority was to move those who were below the minimum pay and my second priority was to move the others towards or at the midpoint.

I created several categories:

- 2% cost of living increase
- 2.4% MA-recommended trend increase
- Midpoint (anyone whose increase was 20% or less but more than 2.4%)
- Half-way to Midpoint (an increase of 21% or more to reach the midpoint)

I made determinations based on the above factors and met with each Department Head to go over my recommendations for each employee. All increases were agreed upon.

- Those who landed in the first two categories were employees who are already at or above the midpoint.
- Employees in the fourth category, whose increase would be between 21% and 39%, will take two years to reach the midpoint.
- The four remaining employees, whose increases range between 40% and 57% will take three years to reach the midpoint.
- The one employee whose pay falls beyond the maximum will have their pay frozen and will receive a lump sum bonus check equivalent to the MA-recommended increase of 2.4%.

The new Pay Grade structure differs from our current Salary Schedule in that we no longer have steps within each pay grade. The new system allows managers the flexibility to determine, within the 12% range of the pay grade, what staff salaries should be, based on merit.

At the end of each fiscal year, Management Association will recommend what the updated Pay Grade scale will be. Therefore, each year, the pay grade will be reviewed and approved by the Board. Management Association recommends repeating the benchmarking study every three to five years.

Market Benchmarking & Compensation Structure Development Project

Plainfield Public Library District

April 2018

Kathryn O'Connor,
PHR, SHRM-CP, CCP, GRP
Director, Compensation Services

Management Association
The HR Source for employers®

Plainfield Public Library District

Market Benchmarking and
Compensation Structure
Development Project

April 2018

Final Report	**Tab 1**
Benchmarking Spreadsheet	**Tab 2**
Competitive Pay Structure	**Tab 3**
Pay Grade Assignments	**Tab 4**
Payroll Analysis Report	**Tab 5**
Sample Compensation Policy	**Tab 6**

Plainfield Public Library District

Market Benchmarking &
Compensation Structure Project Report

April 2018

Prepared by:
Management Association
3025 Highland Parkway, Suite 225
Downers Grove, Illinois 60515
(630) 963-7600
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A. Objectives

1. To develop a competitive compensation structure using benchmarking analysis of the appropriate regional labor market.

2. To analyze the current competitive pay practices of the Plainfield Public Library District to provide advice on updating and improving administration of the compensation program.

B. Purpose

1. Plainfield Public Library District's primary purpose *externally* is to ensure that its job rates are comparable to the going rates offered by its labor market competitors.

2. Plainfield Public Library District's primary purpose *internally* is to ensure that its positions are ranked appropriately within the organization.

3. Develop a custom competitive pay structure for the Plainfield, Illinois region.

4. Analyze the relationship between pay grades and employee pay rates to determine how rates of pay outside of the depicted ranges will affect future labor costs.

C. Benchmarking

The benchmarking analysis was developed using compensation data from the following surveys:

A Management Association's 2017 Library Survey
B 2017 LACONI Survey Using Selected Comparable Libraries
C Management Association's 2017 Metro Chicago Compensation Survey

Job descriptions from the Plainfield Public Library District were reviewed by the compensation analyst and were used to benchmark positions to the surveys. During this analysis, particular attention was paid to the actual job duties being performed by each job. Library-specific jobs were compared to library data only. Jobs that could extend outside of the library industry were given 66% weight to library data and 33% weight to for-profit data. When possible, data was collected from multiple surveys.

Compensation data from the surveys was adjusted to July 1, 2018. Hourly rates are also included, and useful when calculating annual salaries for individuals that do not work a 2,080 hour work year (40 hours per week).

D. Structure Development

Regression analysis and standard statistical calculations were used to derive a set of pay ranges. Minimums and maximums of each pay range have been set at 20% above and 20% below the midpoints. There is an average midpoint to midpoint progression of 11.98% between the 16 grades proposed for the Plainfield Public Library District.

Plainfield Public Library District positions were slotted into the pay grade structure based on the survey data compiled for each position. Positions were assigned a pay grade by identifying the pay grade midpoint that most closely matched the market rate for each job, with one exception. The market data collected for the *Head of Reference and Reader Services* position originally placed that job in pay grade 12. In an effort to keep that job aligned with other library department heads, the consultant and library management determined it was best to manually slot that job in pay grade 11.

The custom pay grade structure for the Plainfield Public Library District has six pay grades that are empty. These grades will remain on the structure in case positions are restructured, need to be reanalyzed, or if new positions are created.

The regional structure can be immediately adopted as a compensation planning tool. It will provide guidelines for the Plainfield Public Library District to use in formulating a strategy to effectively recruit and retain employees possessing the desired qualifications and talents.

E. Exempt/Non-exempt Status

The exemption status of each position was determined based on the information contained in the job description. The exemption status of each position is listed, and positions with a job code of “E” were determined to be exempt and positions with a “NE” were determined to be non-exempt by our compensation analyst according to the Fair Labor Standards Act (FLSA), and current Illinois wage and hour laws.

F. Outcomes

Overall, in the administration of base pay, the Plainfield Public Library District is lagging its labor market competition. This is illustrated through the included Payroll Analysis Report. Individual employee rates of pay were compared to the structure midpoints. Data was adjusted appropriately for part-time employees.

Information from the Payroll Analysis Report is summarized in the table below:

COMPETITIVE POSITION	# OF EMPS	ANNUAL COST
Under Minimum	7	$17,661
Under Midpoint	40	$216,829
Over Midpoint	16	$31,726
Over Maximum	1	$3,418

Compa-ratio is an analytical tool used by compensation professionals that compares employees' individual annual salaries to the structure midpoint for their positions' grades. The midpoint is defined as the amount the Plainfield Public Library District would expect to pay for a given grade of work under normal circumstances. A rate of pay which is exactly the same as the midpoint would have a compa-ratio of 100%. In this case, we have utilized the midpoint of each model range, since the midpoints are most reflective of the actual data in the selected surveys and are the basis for the model range.

When using compa-ratios as an analytical or budgeting tool, the Plainfield Public Library District should look for wide variations from 100%. In analyzing pay in relationship to the model ranges shown in the Payroll Analysis, we have calculated these findings:

The overall average compa-ratio for the Plainfield Public Library District is 91.5%. This indicates that according to the compensation structure developed, the Plainfield Public Library District is compensating its employees 8.5% less than similarly situated organizations according to the utilized survey sources. With respect to individual compa-ratios, a range from 63.9% to 128.6% can be seen. If the Plainfield Public Library District were to adopt the salary structure as given, ideal compa-ratios would fall between 80% and 120%.

G. Communication

With the general tendency being in favor of employees knowing more about how the Plainfield Public Library District determines their rates of pay, management should disclose to them as much information about its pay practices as it feels comfortable revealing. The just-completed thorough study of position duties and responsibilities, and the subsequent pay ranges, gives the Plainfield Public Library District a solid foundation for explaining additions, changes or deletions in its compensation program.

Listed below are basic guidelines for effectively disclosing to employees, on an ongoing basis, how the Plainfield Public Library District determined their pay in addition to explaining the purpose and effect on the individual pay of the position evaluation project.

- Thoroughly instruct supervisors and managers on all aspects of the Plainfield Public Library District pay policies.
- Use supervisors and managers to inform employees of these policies and answer specific and general pay questions.
- Explain position duties and responsibilities, pay grades and ranges to employees.
- Inform newly hired individuals of the Plainfield Public Library District pay policies and the specifics about their opportunities for merit increases in the future.

H. **Administration**

The success of a compensation program based on market benchmarking depends on formulating and enforcing impartial rules for ensuring that not only is each employee correctly classified in a position having a current and accurate job description, but that the employee is equitably paid within the rate range decided upon. In addition, it is necessary to set up a plan to identify and take action with respect to exceptional cases and to correct inequities. A sample Wage Administration Policy and Procedure has been included to assist the Plainfield Public Library District in development of its plan. This example is not intended to simply represent a popular approach, but rather to illustrate different methods of systematically setting or changing an employee's rate of pay.

I. **Implementation**

The Management Association staff is available to assist with questions that may arise. We will continue to be vitally interested in the continued effectiveness of this project. Additionally, once the Plainfield Public Library District puts job descriptions and pay ranges into effect, provisions should be made to update these plans and documents annually.

The Plainfield Public Library District is encouraged to view this analysis only as a guide in determining if actual inequities exist, taking into consideration factors such as individual job performance, labor market availability, newly assigned or inexperienced personnel or other criteria which may logically have a bearing on individual rates of pay.

Plainfield Public Library District
Benchmarking Spreadsheet
Effective: July 1, 2018

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 7/1/2018	Weight	Composite Base Wage
16	**E**	Library Director	A	1	Director, Budget $2,000,000 to $3,999,999	$106,687	$110,101	16.67%	**$123,594**
			A	1	Director, Population 50,000 or more	$128,259	$132,363	16.67%	
			A	1	Director, Employment Size 50 to 79	$121,412	$125,297	16.66%	
			B		Director	$120,738	$124,602	50.00%	
11	**E**	Head of Reference and Reader Services			Manually Slotted by Consultant and Library Management				
11	**E**	Head of Youth Services	A	7	Youth Services Department Head, Budget $2,000,000 to $3,999,999	$64,336	$66,395	16.67%	**$73,198**
			A	7	Youth Services Department Head, Population 50,000 or more	$74,162	$76,535	16.67%	
			A	7	Youth Services Department Head, Employment Size 50 to 79	$71,086	$73,361	16.66%	
			B		Youth Services Department Head	$71,996	$74,300	50.00%	
11	**E**	Finance Manager	A	23	Business Manager, Budget $2,000,000 to $3,999,999	$51,836	$53,495	11.11%	**$72,898**
			A	23	Business Manager, Population 50,000 or more	$77,743	$80,231	11.11%	
			A	23	Business Manager, Employment Size 50 to 79	$60,657	$62,598	11.12%	
			B		Business Manager	$71,373	$73,657	33.33%	
			C	301.106	General Accounting Supervisor, Total Responses	$76,982	$79,599	33.33%	
11	**E**	Head of Technical Services	A	6	Technical Services Department Head, Budget $2,000,000 to $3,999,999	$63,547	$65,581	16.67%	**$72,065**
			A	6	Technical Services Department Head, Population 50,000 or more	$71,390	$73,674	16.67%	
			A	6	Technical Services Department Head, Employment Size 50 to 79	$68,355	$70,542	16.66%	
			B		Technical Services Department Head	$71,897	$74,198	50.00%	
11	**E**	Head of Account Services	A	4	Circulation Department Head, Budget $2,000,000 to $3,999,999	$63,699	$65,737	16.67%	**$70,675**
			A	4	Circulation Department Head, Population 50,000 or more	$67,494	$69,654	16.67%	
			A	4	Circulation Department Head, Employment Size 50 to 79	$66,586	$68,717	16.66%	
			B		Circulation Department Head	$71,041	$73,314	50.00%	
10	**E**	Head of Community Engagement and Marketing	A	59	Marketing & Public Relations Manager, Budget $2,000,000 to $3,999,999	$54,954	$56,713	11.11%	**$62,376**
			A	59	Marketing & Public Relations Manager, Population 50,000 or more	$68,793	$70,994	11.11%	
			A	59	Marketing & Public Relations Manager, Employment Size 50 to 79	$52,465	$54,144	11.12%	
			B		Marketing & Public Relations Manager	$65,391	$67,484	33.33%	
			C	311.301	Marketing Generalist II, Total Responses	$57,089	$59,030	33.33%	
10	**NE**	Head of Maintenance	A	29	Facility & Grounds Maintenance Manager, Budget $2,000,000 to $3,999,999	$49,826	$51,420	11.11%	**$60,649**
			A	29	Facility & Grounds Maintenance Manager, Population 50,000 or more	$66,543	$68,672	11.11%	
			A	29	Facility & Grounds Maintenance Manager, Employment Size 50 to 79	$58,440	$60,310	11.11%	
			B		Facility & Grounds Maintenance Manager	$59,691	$61,601	33.33%	
			C	304.150	Facilities Supervisor I (Single Location), Company Size 51 - 100	$61,892	$63,996	16.67%	
			C	304.150	Facilities Supervisor I (Single Location), South Suburbs	$54,574	$56,430	16.67%	
9	**NE**	Staff Technology Trainer Librarian	A	10	Librarian, Budget $2,000,000 to $3,999,999	$50,580	$52,199	8.33%	**$55,484**
			A	10	Librarian, Population 50,000 or more	$54,961	$56,720	8.33%	
			A	10	Librarian, Employment Size 50 to 79	$51,120	$52,756	8.34%	
			B		Librarian	$54,193	$55,927	25.00%	
			A	52	Digital/Virgual Services Specialist, All Libraries Combined	$54,321	$56,059	50.00%	
9	**NE**	Reference and Reader Services Librarian	A	10	Librarian, Budget $2,000,000 to $3,999,999	$50,580	$52,199	13.33%	**$55,139**
			A	10	Librarian, Population 50,000 or more	$54,961	$56,720	13.33%	
			A	10	Librarian, Employment Size 50 to 79	$51,120	$52,756	13.34%	
			B		Librarian	$54,193	$55,927	40.00%	
			A	52	Digital/Virgual Services Specialist, All Libraries Combined	$54,321	$56,059	20.00%	

Plainfield Public Library District
Benchmarking Spreadsheet
Effective: July 1, 2018

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 7/1/2018	Weight	Composite Base Wage
9	**NE**	Youth Services Librarian	A	10	Librarian, Budget $2,000,000 to $3,999,999	$50,580	$52,199	14.17%	**$55,082**
			A	10	Librarian, Population 50,000 or more	$54,961	$56,720	14.17%	
			A	10	Librarian, Employment Size 50 to 79	$51,120	$52,756	14.16%	
			B		Librarian	$54,193	$55,927	42.50%	
			A	52	Digital/Virgual Services Specialist, All Libraries Combined	$54,321	$56,059	15.00%	
9	**NE**	Community Engagement Liaison	A	47	Outreach Coordinator, Budget $2,000,000 to $3,999,999	$52,322	$53,996	33.33%	**$54,787**
			A	47	Outreach Coordinator, Population 50,000 or more	$55,142	$56,907	33.33%	
			A	47	Outreach Coordinator, Employment Size 50 to 79	$51,802	$53,460	33.34%	
9	**NE**	Teen Librarian	A	10	Librarian, Budget $2,000,000 to $3,999,999	$50,580	$52,199	12.50%	**$54,505**
			A	10	Librarian, Population 50,000 or more	$54,961	$56,720	12.50%	
			A	10	Librarian, Employment Size 50 to 79	$51,120	$52,756	12.50%	
			B		Librarian	$54,193	$55,927	37.50%	
			A	52	Digital/Virgual Services Specialist, All Libraries Combined	$54,321	$56,059	15.00%	
			A	58	Volunteer Coordinator, Population 50,000 or more	$47,620	$49,144	10.00%	
9	**NE**	School Liaison	A	55	School Liaison, Budget $2,000,000 to $3,999,999	$45,073	$46,515	8.33%	**$53,120**
			A	55	School Liaison, Population 50,000 or more	$51,523	$53,172	8.33%	
			A	55	School Liaison, Employment Size 50 to 79	$49,227	$50,802	8.34%	
			B		School Liaison	$50,870	$52,498	25.00%	
			A	10	Librarian, Budget $2,000,000 to $3,999,999	$50,580	$52,199	8.33%	
			A	10	Librarian, Population 50,000 or more	$54,961	$56,720	8.33%	
			A	10	Librarian, Employment Size 50 to 79	$51,120	$52,756	8.34%	
			B		Librarian	$54,193	$55,927	25.00%	
8	**NE**	ELL Liaison	A	46	Program Coordinator, Budget $2,000,000 to $3,999,999	$43,935	$45,341	7.50%	**$52,686**
			A	46	Program Coordinator, Population 50,000 or more	$50,262	$51,870	7.50%	
			A	46	Program Coordinator, Employment Size 50 to 79	$46,602	$48,093	7.50%	
			B		Program Coordinator	$52,624	$54,308	22.50%	
			A	58	Volunteer Coordinator, Population 50,000 or more	$47,620	$49,144	10.00%	
			A	47	Outreach Coordinator, Budget $2,000,000 to $3,999,999	$52,322	$53,996	15.00%	
			A	47	Outreach Coordinator, Population 50,000 or more	$55,142	$56,907	15.00%	
			A	47	Outreach Coordinator, Employment Size 50 to 79	$51,802	$53,460	15.00%	
8	**NE**	Events Coordinator	A	46	Program Coordinator, Budget $2,000,000 to $3,999,999	$43,935	$45,341	16.67%	**$51,371**
			A	46	Program Coordinator, Population 50,000 or more	$50,262	$51,870	16.67%	
			A	46	Program Coordinator, Employment Size 50 to 79	$46,602	$48,093	16.66%	
			B		Program Coordinator	$52,624	$54,308	50.00%	
8	**NE**	Graphics and Marketing Associate	A	28	Graphic Designer, Budget $2,000,000 to $3,999,999	$42,412	$43,769	11.11%	**$48,853**
			A	28	Graphic Designer, Population 50,000 or more	$49,204	$50,779	11.11%	
			A	28	Graphic Designer, Employment Size 50 to 79	$46,296	$47,777	11.11%	
			B		Graphic Designer	$46,713	$48,208	33.33%	
			C	311.307	Graphic Artist, Company Size 51 - 100	$47,549	$49,166	16.67%	
			C	311.307	Graphic Artist, South Suburbs	$50,919	$52,650	16.67%	

Plainfield Public Library District
Benchmarking Spreadsheet
Effective: July 1, 2018

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 7/1/2018	Weight	Composite Base Wage
8	**NE**	Administrative Assistant	A	18	Administrative Assistant, Executive, Budget $2,000,000 to $3,999,999	$39,707	$40,978	6.67%	**$48,297**
			A	18	Administrative Assistant, Executive, Population 50,000 or more	$49,952	$51,550	6.67%	
			A	18	Administrative Assistant, Executive, Employment Size 50 to 79	$47,647	$49,172	6.66%	
			B		Administrative Assistant, Executive	$45,961	$47,432	20.00%	
			C	202.038	Administrative Assistant II, Company Size 51 - 100	$48,173	$49,811	20.00%	
			A	21	Human Resources Assistant, All Libraries Combined	$46,119	$47,595	26.67%	
			C	206.013	Human Resources Assistant, Company Size 51 - 100	$48,674	$50,329	13.33%	
7	**NE**	Accounting Clerk	A	25	Bookkeeper (Accounting Clerk), Budget $2,000,000 to $3,999,999	$41,307	$42,629	11.11%	**$45,617**
			A	25	Bookkeeper (Accounting Clerk), Population 50,000 or more	$44,514	$45,938	11.11%	
			A	25	Bookkeeper (Accounting Clerk), Employment Size 50 to 79	$44,682	$46,112	11.11%	
			B		Bookkeeper	$42,952	$44,326	33.33%	
			C	201.004	Accounting Clerk II, Company Size 51 - 100	$48,530	$50,180	16.67%	
			C	201.004	Accounting Clerk II, South Suburbs	$43,601	$45,083	16.67%	
7	**NE**	Assistant Head of Account Services	A	48	Circulation Supervisor, Budget $2,000,000 to $3,999,999	$39,712	$40,983	15.00%	**$44,957**
			A	48	Circulation Supervisor, Population 50,000 or more	$43,607	$45,002	15.00%	
			A	48	Circulation Supervisor, Employment Size 50 to 79	$42,954	$44,329	15.00%	
			B		Circulation Supervisor	$39,497	$40,761	45.00%	
			A	4	Circulation Department Head, Budget $2,000,000 to $3,999,999	$63,699	$65,737	1.66%	
			A	4	Circulation Department Head, Population 50,000 or more	$67,494	$69,654	1.67%	
			A	4	Circulation Department Head, Employment Size 50 to 79	$66,586	$68,717	1.67%	
			B		Circulation Department Head	$71,041	$73,314	5.00%	
6	**NE**	Home Delivery Coordinator	A	12	Library Assistant, Budget $2,000,000 to $3,999,999	$35,550	$36,688	6.67%	**$42,030**
			A	12	Library Assistant, Population 50,000 or more	$40,413	$41,706	6.67%	
			A	12	Library Assistant, Employment Size 50 to 79	$38,769	$40,010	6.66%	
			B		Library Assistant	$37,742	$38,950	20.00%	
			A	54	Homebound Assistant, Budget $2,000,000 to $3,999,999	$38,094	$39,313	6.67%	
			A	54	Homebound Assistant, Population 50,000 or more	$37,788	$38,997	6.67%	
			B		Homebound Assistant	$36,691	$37,865	13.33%	
			C	116.054	Driver, Company Size 51 - 100	$37,134	$38,397	13.33%	
			A	47	Outreach Coordinator, Budget $2,000,000 to $3,999,999	$52,322	$53,996	6.66%	
			A	47	Outreach Coordinator, Population 50,000 or more	$55,142	$56,907	6.67%	
			A	47	Outreach Coordinator, Employment Size 50 to 79	$51,802	$53,460	6.67%	
6	**NE**	Maintenance Assistant	A	44	Maintenance Worker, Budget $2,000,000 to $3,999,999	$33,669	$34,567	11.11%	**$40,002**
			A	44	Maintenance Worker, Population 50,000 or more	$39,205	$40,250	11.11%	
			A	44	Maintenance Worker, Employment Size 50 to 79	$33,946	$34,851	11.12%	
			B		Maintenance Worker	$34,888	$35,818	33.33%	
			C	109.611	Building/Grounds Maintenance Mechanic I, Total Responses	$46,277	$47,634	33.33%	
6	**NE**	Shelving Supervisor	A	57	Shelver/Page Supervisor, Budget $2,000,000 to $3,999,999	$34,265	$35,361	16.67%	**$39,771**
			A	57	Shelver/Page Supervisor, Population 50,000 or more	$41,791	$43,128	16.67%	
			A	57	Shelver/Page Supervisor, Employment Size 50 to 79	$39,131	$40,383	16.66%	
			B		Shelver/Page Supervisor	$38,680	$39,918	50.00%	

Plainfield Public Library District
Benchmarking Spreadsheet
Effective: July 1, 2018

Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 7/1/2018	Weight	Composite Base Wage
6	**NE**	Youth Services Assistant	A	12	Library Assistant, Budget $2,000,000 to $3,999,999	$35,550	$36,688	16.67%	**$39,209**
			A	12	Library Assistant, Population 50,000 or more	$40,413	$41,706	16.67%	
			A	12	Library Assistant, Employment Size 50 to 79	$38,769	$40,010	16.66%	
			B		Library Assistant	$37,742	$38,950	50.00%	
6	**NE**	Reference and Reader Services Assistant	A	12	Library Assistant, Budget $2,000,000 to $3,999,999	$35,550	$36,688	16.67%	**$39,209**
			A	12	Library Assistant, Population 50,000 or more	$40,413	$41,706	16.67%	
			A	12	Library Assistant, Employment Size 50 to 79	$38,769	$40,010	16.66%	
			B		Library Assistant	$37,742	$38,950	50.00%	
5	**NE**	Technical Services Assistant	A	45	Technical Services Assistant, Budget $2,000,000 to $3,999,999	$34,521	$35,626	16.67%	**$35,758**
			A	45	Technical Services Assistant, Population 50,000 or more	$37,551	$38,753	16.67%	
			A	45	Technical Services Assistant, Employment Size 50 to 79	$36,128	$37,284	16.66%	
			B		Technical Services Assistant	$33,231	$34,294	50.00%	
5	**NE**	Home Delivery Assistant	A	54	Homebound Assistant, Budget $2,000,000 to $3,999,999	$38,094	$39,313	8.33%	**$34,846**
			A	54	Homebound Assistant, Population 50,000 or more	$37,788	$38,997	8.33%	
			B		Homebound Assistant	$36,691	$37,865	16.67%	
			C	116.054	Driver, Company Size 51 - 100	$37,134	$38,397	16.67%	
			A	14	Circulation Clerk, Budget $2,000,000 to $3,999,999	$26,827	$27,685	8.33%	
			A	14	Circulation Clerk, Population 50,000 or more	$31,897	$32,918	8.33%	
			A	14	Circulation Clerk, Employment Size 50 to 79	$29,159	$30,092	8.34%	
			B		Circulation Clerk	$31,210	$32,209	25.00%	
4	**NE**	Account Assistant	A	14	Circulation Clerk, Budget $2,000,000 to $3,999,999	$26,827	$27,685	16.67%	**$31,220**
			A	14	Circulation Clerk, Population 50,000 or more	$31,897	$32,918	16.67%	
			A	14	Circulation Clerk, Employment Size 50 to 79	$29,159	$30,092	16.66%	
			B		Circulation Clerk	$31,210	$32,209	50.00%	
1	**NE**	Shelving Assistant	A	15	Shelver/Page, Budget $2,000,000 to $3,999,999	$20,403	$21,056	16.67%	**$22,632**
			A	15	Shelver/Page, Population 50,000 or more	$22,603	$23,326	16.67%	
			A	15	Shelver/Page, Employment Size 50 to 79	$20,280	$20,929	16.66%	
			B		Pages	$22,764	$23,492	50.00%	

Survey Sources									
A	Management Association's 2017 Library Survey								
B	LACONI 2017 Survey Using Comparable Libraries								
C	Management Association's 2017 Metro Chicago Compensation Survey								

Plainfield Public Library District
Competitive Pay Structure
Effective: July 1, 2018
Based on a 40 Hour Workweek

Pay Grade	Range Minimum	Range Midpoint	Range Maximum
1	$18,106	$22,632	$27,158
2	$20,275	$25,344	$30,413
3	$22,705	$28,381	$34,057
4	$25,425	$31,782	$38,138
5	$28,472	$35,590	$42,708
6	$31,884	$39,855	$47,826
7	$35,705	$44,631	$53,557
8	$39,983	$49,979	$59,974
9	$44,774	$55,968	$67,161
10	$50,139	$62,674	$75,209
11	$56,147	$70,184	$84,221
12	$62,876	$78,594	$94,313
13	$70,410	$88,012	$105,615
14	$78,847	$98,559	$118,270
15	$88,295	$110,369	$132,443
16	$98,875	$123,594	$148,313

Fiscal Year 2019 Pay Grade Schedule

Pay Grade	FLSA	Minimum	Midpoint	Maximum
A	NE	$18,106 $8.70	$22,632 $10.88	$27,158 $13.06
B	NE	$25,425 $12.22	$31,782 $15.28	$38,138 $18.34
C	NE	$28,472 $13.69	$35,590 $17.11	$42,708 $20.53
D	NE	$31,884 $15.33	$39,855 $19.16	$47,826 $22.99
E	NE	$35,705 $17.17	$44,631 $21.46	$53,557 $25.75
F	NE	$39,983 $19.22	$49,979 $24.03	$59,974 $28.83
G	NE	$44,774 $21.53	$55,968 $26.91	$67,161 $32.29
H	E / NE	$50,139 $24.11	$62,674 $30.13	$75,209 $36.16
I	E	$56,147 $26.99	$70,184 $33.74	$84,221 $40.49
J	E	$98,875 $47.54	$123,594 $59.42	$148,313 $71.30

Resolution No. 2018-1
FISCAL YEAR JULY 1, 2018 to JUNE 30, 2019
RESOLUTION OF THE BOARD OF TRUSTEES OF
THE PLAINFIELD PUBLIC LIBRARY DISTRICT,
WILL AND KENDALL COUNTIES, ILLINOIS
APPROVING PREPARATION AND MAKING AVAILABLE
A TENTATIVE BUDGET AND APPROPRIATION ORDINANCE

WHEREAS, the Board of Library Trustees (the "Board") of the Plainfield Public Library District, Will and Kendall Counties, Illinois (the "District") desires to prepare and make conveniently available to the public the District's Tentative Budget and Appropriation Ordinance for the District's fiscal year beginning July 1, 2018 and ending June 30, 2019.

NOW, THEREFORE, BE IT RESOLVED that the Tentative Budget and Appropriation Ordinance of the Plainfield Public Library District, Will and Kendall Counties, Illinois for the fiscal year beginning July 1, 2018 and ending June 30, 2019 shall be prepared and made conveniently available for public inspection at the library facilities at 15025 South Illinois Street, Plainfield, Illinois, by the Board's Treasurer and the Library Administrator not less than thirty (30) days before the public hearing on such Tentative Budget and Appropriation Ordinance, which public hearing is to be held as and at a Special Board Meeting of the District, notice of which is given by the posting hereof, at 6:00 p.m. on Wednesday, August 15, 2018 at the library facilities at 15025 South Illinois Street, Plainfield, Illinois and published notice of which public hearing shall also be given at least thirty (30) days before such public hearing, as provided by law.

FURTHER RESOLVED that the Resolution shall be effective upon its approval, posting and publication, as provided by law.

Passed by the Board of Library Trustees of the Plainfield Public Library District, Will and Kendall Counties, Illinois this 20th day of June, 2018 by a vote of:

AYES: _____

NAYS: _____

ABSENT: _____

Approved this 20th day of June, 2018.

_____
Crystal Andel, Vice-President,
The Board of Library Trustees of the
Plainfield Public Library District,
Will and Kendall Counties, Illinois

Attest:

_____
Vicki Knight, Secretary
The Board of Library Trustees
of the Plainfield Public Library District,
Will and Kendall Counties, Illinois

(SEAL)

(PLAINFIELD PUBLIC LIBRARY DISTRICT, WILL AND KENDALL COUNTIES, ILLINOIS - BUDGET AND APPROPRIATION HEARING NOTICE - TO BE PUBLISHED IN A NEWSPAPER PUBLISHED IN THE DISTRICT BY **30 days before the August 15, 2018 board meeting**.

LEGAL NOTICE

Notice is hereby given that a public hearing will be held on the Tentative Budget and Appropriation Ordinance for the fiscal year of July 1, 2018 through June 30, 2019 for the PLAINFIELD PUBLIC LIBRARY DISTRICT, WILL AND KENDALL COUNTIES, ILLINOIS, at 15025 South Illinois Street, Plainfield, Illinois at 6:00 p.m. on Wednesday, August 15, 2018. Copies of the Tentative Budget and Appropriation Ordinance for said fiscal year will be available at least thirty days before said public hearing for public inspection at the Plainfield Public Library District facility at 15025 South Illinois Street, Plainfield, Illinois 60544 during regular business hours.

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

SECRETARY'S CERTIFICATION OF RESOLUTION

I, the undersigned, do hereby certify that I am the duly elected, qualified and acting Secretary of the Plainfield Public Library District, Will and Kendall Counties, Illinois (the "District"), and that as such official I am the keeper of the records, files and seal of The Board of Library Trustees of the District (the "Board").

I do further certify that attached hereto is a full, true and complete copy of Resolution No. 2018-1, fully entitled

FISCAL YEAR JULY 1, 2018 to JUNE 30, 2019
RESOLUTION OF THE BOARD OF TRUSTEES OF
THE PLAINFIELD PUBLIC LIBRARY DISTRICT,
WILL AND KENDALL COUNTIES, ILLINOIS
APPROVING PREPARATION AND MAKING AVAILABLE
A TENTATIVE BUDGET AND APPROPRIATION ORDINANCE

which Resolution was duly passed and adopted by the Board at a meeting of the Board held on June 20, 2018, and approved by the acting President of the District on June 20, 2018 and said Resolution has been duly filed with the undersigned as acting Secretary of the District and is in full force and effect as provided therein.

I do further certify that the deliberations of the Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Library District Act of 1991, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District this 20th day of June, 2018.

_____
Vicki Knight, Secretary,
The Board of Library Trustees of the
Plainfield Public Library District,
Will and Kendall Counties, Illinois

(TENTATIVE)
ORDINANCE NO. 2018-5
BUDGET AND APPROPRIATION ORDINANCE
PLAINFIELD PUBLIC LIBRARY DISTRICT
WILL AND KENDALL COUNTIES
FISCAL YEAR JULY 1, 2018 TO JUNE 30, 2019

This Ordinance constitutes the Budget and Appropriation Ordinance for the Plainfield Public Library District, Will and Kendall Counties, Illinois, for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

BE IT ORDAINED by the Board of Library Trustees of the Plainfield Public Library District, Will and Kendall Counties, Illinois, as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Tentative

	FY2019 Budget	FY2019 Appropriation
Corporate		
Salaries	$ 1,904,000.00	$ 4,000,000.00
Health/Life/Dental Insurance/Employee Benefits	$ 150,000.00	$ 320,000.00
Professional Development/Travel/Membership Dues	$ 44,000.00	$ 95,000.00
Payroll/Accounting Services	$ 12,000.00	$ 22,000.00
Legal/Consulting Services	$ 12,000.00	$ 20,000.00
Technology Services	$ 237,200.00	$ 425,000.00
Departmental Supplies	$ 56,700.00	$ 100,000.00
Postage/Printing	$ 6,750.00	$ 20,000.00
Public Relations	$ 85,000.00	$ 175,000.00
General Operating/Corporate Contingency	$ 10,000.00	$ 60,000.00
Equipment/Furnishings	$ 46,000.00	$ 100,000.00
Programs/Outreach	$ 50,500.00	$ 120,000.00
Print Materials	$ 213,700.00	$ 500,000.00
Non-Print Materials	$ 179,150.00	$ 400,000.00
Database Licensing	$ 122,500.00	$ 225,000.00
Property/Development	$ -	$ 150,000.00
New Growth Expenses	$ -	$ 150,000.00
Fund Transfers – Miscellaneous	$ -	$ 150,000.00
Transfer to Special Reserve Fund	$ -	$ 500,000.00
Liability insurance, worker's compensation insurance, risk management	$ 30,500.00	$ 60,000.00
Totals	$ 3,160,000.00	$ 7,592,000.00

Working Cash				
Transfer to Corporate Fund			$	25,000.00
Special Reserve				
Property Acquisition / Construction / Expansion / Related				
Professional Fees			$	1,000,000.00
Buildings & Equipment (.02% Special Tax)				
Custodial Services	$	40,000.00	$	80,000.00
Maintenance Agreements/Building and Property	$	35,000.00	$	70,000.00
Repair, Replacement, Buildings and Property	$	105,000.00	$	200,000.00
Maintenance Supplies/Building and Property	$	20,000.00	$	40,000.00
Utilities/Disposal	$	60,000.00	$	120,000.00
Building, Site Maintenance Contingency	$	20,000.00	$	40,000.00
Equipment and Tools	$	6,000.00	$	15,000.00
Total	$	286,000.00	$	565,000.00
Other Funds/Special Funds				
Audit	$	10,000.00	$	20,000.00
Illinois Municipal Retirement Fund	$	220,000.00	$	450,000.00
Social Security	$	150,000.00	$	300,000.00
Summary				
Corporate	$	3,160,000.00	$	7,592,000.00
Working Cash			$	25,000.00
Special Reserve			$	1,000,000.00
Buildings and Equipment (.02%)	$	286,000.00	$	565,000.00
Audit	$	10,000.00	$	20,000.00
Illinois Municipal Retirement	$	220,000.00	$	450,000.00
Social Security	$	150,000.00	$	300,000.00
Total	$	3,826,000.00	$	9,952,000.00

Tentative

SECTION 2. As part of the Annual Budget, it is stated:

a. The cash on hand at the beginning of the fiscal year is $1,000,000.

b. The estimated cash expected to be received during the fiscal year from all sources is $4,300,000.

c. The estimated expenditures for the fiscal year are $3,800,000.

d. The estimated cash expected to be on hand at the end of the fiscal year is $1,500,000.

e. The estimated amount of taxes to be received during the fiscal year is $4,200,000.

f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is $100,000.

SECTION 3. Funds in the total amount of $9,952,000 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

AYES: _____

NAYS: _____

ABSENT: _____

PASSED by the Board of Library Trustees on August 16, 2018.

_____

Carl F. Gilmore, President
Board of Library Trustees
Plainfield Public Library District

ATTEST:

_____

Vicki M. Knight, Secretary
Board of Library Trustees
Plainfield Public Library District

(Seal)

Tentative