PLAINFIELD PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING AGENDA
JANUARY 20, 2021
6:30 P.M.
REMOTE VIA ZOOM

In accordance with the Government Emergency Administration Act (PA 100-0640) the Plainfield Public Library District Board of Trustees finds that an in-person meeting is not practical or prudent and will hold a virtual meeting to perform essential business.

Below are links to connect or call into the meeting:

Join Zoom Meeting
https://us02web.zoom.us/j/81816632776?pwd=cDRic1hwOFpTNnl0WjRHWC85clFqUT09

Meeting ID: 818 1663 2776
Passcode: 820817
One tap mobile
+13126266799,,81816632776# US (Chicago)
+13017158592,,81816632776# US (Washington D.C)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US (Washington D.C)
+1 929 205 6099 US (New York)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Meeting ID: 818 1663 2776
Find your local number: https://us02web.zoom.us/u/kkZQzGyWN

In lieu of providing public comment in person or by phone, members of the public may send statements to the Library Director at lpappas@plainfieldpubliclibrary.org by 5:00 pm on Wednesday, January 20. Comments will be read aloud at the meeting.

1. Call to Order, Pledge, Roll Call

2. Public Comment

3. Other Comments
    a. Special Recognition
        i. Judi Deszcz, 15 years of service
    b. Trustee Attendance at Community Events
    c. Friends of the Library

4. Consent Agenda
    a. December 16, 2020 Regular and Closed Session Board Meeting Minutes

5. Approval of Bills Paid and Bills Payable
    a. Payroll $143,335.68
    b. General Bills $159,947.43
    c. Other Compensation/Administrative Costs $26,951.63
    d. Total $330,234.74

6. Committee Reports
    a. Finance Committee Report, January 13, 2021
    b. Building & Grounds Committee, set date
    c. Personnel Committee, set date

7. Library Director's Report

8. Action Items
    a. Unfinished Business
        i. Strategic Plan (discussion)
        ii. Building & Grounds Recommendations: Fire Panel Upgrade (action)

    b. New Business
        i. ILA Library Legislative Meetup, January 29, 2021 (action)
        ii. Ordinance 2021-1 Confirming Plans for Property Purchase (action)
        iii. Finance Committee Recommendations (action)

9. Executive Session
    a. 5 ILCS 120/2 (c)(5) – Purchase or Lease of Real Property

10. Action for Items Discussed in Executive Session

11. Adjournment

PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
DECEMBER 16, 2020

CALL TO ORDER: The regular meeting of December 16, 2020 was called to order at 6:32 pm via remote access in the Library's Large Meeting Room at 15025 S. Illinois Street. Pledge of Allegiance was recite. Roll call was conducted. Library attendance: Regular member: Gilmore. Staff: Hartley, Kohn, Wold. Remote attendance: Regular members: Andel, Knight, Schmidt, Cann, Grotto, Malec. Regular members absent: None. Staff present: Pappas, Lane. Guest present: None.

PUBLIC COMMENT: None.

OTHER COMMENT: The Board recognized and thanked staff for their service to the Library and community: Head of Youth Services Veronica DeFazio, 10 years; Account Services Assistant Joann Larsen, 20 years; Shelving Assistant Sheilah Hyland, 15 years.

CONSENT AGENDA: Gilmore accepted the regular and closed meeting minutes of November 18, 2020.

APPROVAL OF BILLS PAID: Andel moved approval of bills paid and bills payable for November for a total of $249,621.99. Malec seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORT: The Finance Committee will meet on January 13, 2021 at 6:30 pm. The Building & Grounds and Personnel Committees will set dates at the January regular meeting.

LIBRARY DIRECTOR'S REPORT: Reference & Reader Services Librarian Tina Beaird presented the Library's website collection *Will County: Preserving History's Heritage*. The digitized historic records project was supported by the Illinois State Library's Library Services and Technology Act grant.

Pappas presented her monthly report including the Village's preliminary plans for the Illinois St. streetscape extension and the new lockers are installed.

A. UNFINISHED BUSINESS
    1. Strategic Plan – the quarters three and four updates will be presented to the Board at the regular January meeting.
    2. Per Capita Grant – the Board read chapters 7 – 13 and relevant appendices from the Illinois Library Association's *Serving Our Public 4.0.* Pappas presented the checklists for those chapters
    3. Building & Grounds Recommendations: Fire Panel – item is postponed until the regular January meeting.

B. NEW BUSINESS
    1. Emergency Succession Plan –Grotto moved to approve the Emergency Succession Plan as presented. Schmidt seconded the motion, all voted yes via roll call vote; motion carried.

2. FFCRA Deadline Extension – Andel moved to approve the FFCRA Policy deadline extension to the end of the Library's fiscal year. Grotto seconded the motion, all voted yes via roll call vote; motion carried.

Closed Session: Knight moved to adjourn to executive session pursuant to 5 ILCS 120/2 (c)(5) – Purchase or Lease of Real Property. Malec seconded the motion, all voted yes via roll call vote; motion carried.

The Board adjourned to closed session at 7:33 pm and returned at 7:46 pm.

Recommendation of Closed Session: None.

Adjournment: Malec moved to adjourn; Schmidt seconded the motion. All voted yes via roll call vote. The meeting adjourned at 7:46 pm.

Aimee Hartley
Recording Secretary

Vicki Knight
Board Secretary

Plainfield Public Library
Profit & Loss Budget Performance
December 2020

	Curent Month			Year To Date			Annual	
	Dec 20	Budget	% of Budget	Jul - Dec 20	YTD Budget	% of Budget	Annual Budget	YTD % of Budget
Ordinary Income/Expense								50.00%
Income								
1004001 · Real Estate Taxes Library	31,771.34	59,856.55	53.08%	3,197,182.65	3,183,416.45	100.43%	3,183,416.45	100.43%
1004002 · Personal Property Taxes	0.00	739.60	0.0%	7,253.65	8,993.46	80.66%	21,000.00	34.54%
1004003 · Overlap Districts Agreement	0.00	0.00	0.0%	0.00	0.00	0.0%	346,986.59	0.00%
1004004 · Fines	257.73	746.38	34.53%	3,151.93	4,671.79	67.47%	10,000.00	31.52%
1004006 · Copier Fees	3.50	593.00	0.59%	71.20	3,612.00	1.97%	7,500.00	0.95%
1004007 · Fax Fees	0.00	97.00	0.0%	33.00	574.00	5.75%	1,200.00	2.75%
1004008 · Non Resident Fees	0.00	117.00	0.0%	1,296.42	1,160.00	111.76%	2,000.00	64.82%
1004009 · Book Sales	0.00	31.00	0.0%	871.39	1,267.00	68.78%	2,500.00	34.86%
1004010 · Meeting Room Deposits	0.00	0.00	0.0%	50.00	0.00	100.0%	0.00	100.00%
1004310 · Staff Purchases	0.00	0.00	0.0%	-59.04	0.00	100.0%	0.00	100.00%
1004400 · Tax Escrow Interest (Library)	1,062.73	1,796.00	59.17%	6,222.68	7,531.00	82.63%	15,000.00	41.49%
1004401 · Checking interest	6.83	1.63	419.02%	36.83	18.48	199.3%	50.00	73.66%
1004402 · E-Pay Interest	33.38	76.00	43.92%	289.00	309.00	93.53%	1,000.00	28.90%
1004408 · Interest - Cert of Dep	219.00	166.00	131.93%	2,623.57	996.00	263.41%	2,000.00	131.18%
1004502 · Donations	650.00	0.00	100.0%	1,272.46	0.00	100.0%	0.00	100.00%
1004503 · Donations - Friends of Library	0.00	0.00	0.0%	2,000.00	0.00	100.0%	3,000.00	66.67%
1004701 · Per Capita Grant	0.00	0.00	0.0%	94,171.25	0.00	100.0%	0.00	100.00%
1004702 · Grants - Other	0.00	0.00	0.0%	17,000.00	0.00	100.0%	0.00	100.00%
1004901 · Miscellaneous Income (Library)	815.93	0.00	100.0%	1,309.69	0.00	100.0%	0.00	100.00%
1004902 · Sale of Library Used Equipment	-30.00	70.00	-42.86%	-30.00	201.00	-14.93%	500.00	-6.00%
2004001 · Real Estate Taxes (FICA)	927.93	1,765.95	52.55%	93,378.03	92,975.97	100.43%	92,975.97	100.43%
2504001 · Real Estate Taxes (IMRF)	1,694.47	3,225.85	52.53%	170,516.40	169,782.21	100.43%	169,782.21	100.43%
3004001 · Real Estate Taxes (Audit)	80.69	153.61	52.53%	8,119.81	8,084.86	100.43%	8,084.86	100.43%
5004001 · Real Estate Taxes - Site Fund	2,803.95	5,281.84	53.09%	282,164.06	280,949.13	100.43%	280,949.13	100.43%
7504400 · Interest	5.11	455.00	1.12%	44.38	2,494.00	1.78%	6,500.00	0.68%
7504450 · Prime Account Interest	8.37	0.00	100.0%	9,932.92	0.00	100.0%	0.00	100.00%
7504504 · Impact Fees	15,351.00	1,175.00	1,306.47%	89,202.00	11,385.00	783.51%	25,000.00	356.81%
Total Income	55,661.96	76,347.41	72.91%	3,988,104.28	3,778,421.35	105.55%	4,179,445.21	95.42%
Gross Profit	55,661.96	76,347.41	72.91%	3,988,104.28	3,778,421.35	105.55%	4,179,445.21	95.42%

Plainfield Public Library
Profit & Loss Budget Performance
December 2020

	Curent Month			Year To Date			Annual	
	Dec 20	Budget	% of Budget	Jul - Dec 20	YTD Budget	% of Budget	Annual Budget	YTD % of Budget
Expense								
1015000 · Administration Department								
1015001 · Adminstration Salaries	20,060.06	22,296.00	89.97%	129,807.53	127,705.00	101.65%	260,000.00	49.93%
1015002 · Unemployment Insurance	0.00	0.00	0.0%	720.03	2,000.00	36.0%	4,000.00	18.00%
1015005 · Health Insurance	10,861.19	13,548.00	80.17%	79,224.13	87,070.00	90.99%	150,000.00	52.82%
1015006 · Liab Ins. - Workers Comp	0.00	1,875.00	0.0%	0.00	3,750.00	0.0%	7,500.00	0.00%
1015011 · Staff Development	609.92	1,040.00	58.65%	6,722.79	10,660.00	63.07%	20,000.00	33.61%
1015012 · Travel Expenses	15.12	717.00	2.11%	641.82	5,885.00	10.91%	12,000.00	5.35%
1015013 · Membership Dues	443.00	556.00	79.68%	3,797.00	3,394.00	111.87%	6,000.00	63.28%
1015014 · Human Resources	0.00	38.00	0.0%	514.50	661.00	77.84%	2,000.00	25.73%
1015201 · Payroll Services	576.37	591.00	97.53%	3,646.17	3,524.00	103.47%	7,500.00	48.62%
1015202 · Legal Services (Library)	5,000.00	0.00	100.0%	6,012.50	2,539.00	236.81%	6,000.00	100.21%
1015204 · Bank Fees	155.29	159.00	97.67%	1,002.25	998.00	100.43%	2,000.00	50.11%
1015205 · Trustee Development	0.00	139.00	0.0%	665.00	1,334.00	49.85%	2,500.00	26.60%
1015308 · Office Supplies - Paper	1,759.43	174.00	1,011.17%	2,581.60	569.00	453.71%	3,000.00	86.05%
1015310 · Office Supplies - Admin	0.00	354.00	0.0%	1,322.58	1,227.00	107.79%	3,000.00	44.09%
1015311 · Postage	150.00	226.00	66.37%	2,161.35	1,526.00	141.64%	3,500.00	61.75%
1015313 · Newsletter	0.00	7,416.00	0.0%	22,039.30	23,467.00	93.92%	45,000.00	48.98%
1015316 · Printing - Legal	53.75	28.00	191.96%	352.63	956.00	36.89%	1,200.00	29.39%
1015317 · Telephone	1,092.83	1,162.00	94.05%	4,462.06	5,452.00	81.84%	11,000.00	40.56%
1015318 · Public Relations (Library)	103.84	1,704.00	6.09%	10,393.72	14,335.00	72.51%	35,000.00	29.70%
1015321 · Administrative - Misc	0.00	0.00	0.0%	5,992.26	0.00	100.0%	0.00	100.00%
1015322 · Contingencies Operating Fund	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00	0.00%
1015801 · Library-Wide Supplies & Events	158.05	212.00	74.55%	3,017.11	2,687.00	112.29%	10,000.00	30.17%
1015805 · Liab Ins. - Property/Package	5,883.00	24,082.00	24.43%	5,898.00	25,449.00	23.18%	26,000.00	22.69%
1015901 · Miscellaneous Expense	0.00	0.00	0.0%	-516.00	0.00	100.0%	0.00	100.00%
1018003 · Furniture & Fixtures	0.00	25.00	0.0%	384.99	491.00	78.41%	20,000.00	1.93%
Total 1015000 · Administration Department	46,921.85	76,342.00	61.46%	290,843.32	325,679.00	89.3%	657,200.00	44.26%
1025000 · Tech Services Dept								
1025001 · Tech Services Salaries	10,536.52	12,453.00	84.61%	67,831.84	70,697.00	95.95%	144,000.00	47.11%
1025306 · Tech Services Process Supply	828.44	1,257.00	65.91%	5,215.62	5,384.00	96.87%	15,000.00	34.77%

Plainfield Public Library
Profit & Loss Budget Performance
December 2020

	Curent Month			Year To Date			Annual	
	Dec 20	Budget	% of Budget	Jul - Dec 20	YTD Budget	% of Budget	Annual Budget	YTD % of Budget
1025307 · OCLC	336.60	0.00	100.0%	3,058.58	2,918.00	104.82%	3,000.00	101.95%
Total 1025000 · Tech Services Dept	11,701.56	13,710.00	85.35%	76,106.04	78,999.00	96.34%	162,000.00	46.98%
1035000 · Account Services Department								
1035001 · Account Services Salaries	35,037.35	40,901.00	85.66%	226,470.48	243,164.00	93.14%	475,000.00	47.68%
1035308 · Account Services Supplies	560.38	486.00	115.31%	9,606.37	3,975.00	241.67%	10,000.00	96.06%
1035309 · ILL Lost Items	0.00	31.00	0.0%	98.44	249.00	39.53%	500.00	19.69%
1035310 · Home Delivery Supplies	0.00	429.00	0.0%	500.00	1,198.00	41.74%	4,000.00	12.50%
Total 1035000 · Account Services Department	35,597.73	41,847.00	85.07%	236,675.29	248,586.00	95.21%	489,500.00	48.35%
1045000 · Reference/Adult Services								
1045001 · Reference Salaries	33,125.47	39,211.00	84.48%	224,670.10	235,215.00	95.52%	462,000.00	48.63%
1045101 · Adult Summer Reading	0.00	71.00	0.0%	0.00	147.00	0.0%	6,000.00	0.00%
1045102 · Adult Programs	955.70	996.00	95.95%	6,108.04	6,181.00	98.82%	15,000.00	40.72%
1045103 · Databases - Adult	0.00	1,193.00	0.0%	25,938.88	41,040.00	63.2%	85,000.00	30.52%
1045104 · Downloadable Materials	5,000.00	923.00	541.71%	69,158.14	15,597.00	443.41%	129,000.00	53.61%
1045105 · Portable Media Devices - Adult	746.26	130.00	574.05%	3,915.70	1,844.00	212.35%	5,500.00	71.20%
1045106 · Video Games - Adult	587.05	152.00	386.22%	1,337.12	1,512.00	88.43%	3,000.00	44.57%
1045107 · Compact Discs - Adult	415.78	344.00	120.87%	1,109.39	1,939.00	57.22%	4,000.00	27.74%
1045108 · Videos & DVDs- Adult	880.05	2,453.00	35.88%	6,664.10	11,334.00	58.8%	25,000.00	26.66%
1045109 · Audio Books - Adult	886.79	525.00	168.91%	6,653.05	9,110.00	73.03%	15,000.00	44.35%
1045112 · Fiction - Adult	921.33	1,162.00	79.29%	11,633.93	10,629.00	109.46%	24,000.00	48.48%
1045113 · Leased Material - Adult	0.00	0.00	0.0%	27,627.20	0.00	100.0%	28,000.00	98.67%
1045114 · Large Print - Adult	359.67	420.00	85.64%	3,363.30	3,636.00	92.5%	7,000.00	48.05%
1045115 · Graphic Novels - Adult	442.24	343.00	128.93%	1,786.16	2,066.00	86.46%	4,500.00	39.69%
1045116 · Nonfiction - Adult	1,794.21	1,565.00	114.65%	9,300.80	10,896.00	85.36%	26,000.00	35.77%
1045117 · Foreign Language - Adult	0.00	426.00	0.0%	2,895.87	2,658.00	108.95%	6,500.00	44.55%
1045118 · Reference - Adult	0.00	60.00	0.0%	669.42	419.00	159.77%	1,000.00	66.94%
1045119 · Standing Orders - Adult	89.68	549.00	16.34%	2,184.87	3,021.00	72.32%	5,000.00	43.70%
1045120 · Periodicals - Adult	195.00	162.00	120.37%	957.45	1,125.00	85.11%	8,000.00	11.97%
1045125 · Other Donation Expenses	0.00	1.00	0.0%	32.92	371.00	8.87%	500.00	6.58%
1045212 · Instructors and Facilitators	75.00	174.00	43.1%	960.00	766.00	125.33%	3,000.00	32.00%
1045305 · Bindery	0.00	12.00	0.0%	0.00	107.00	0.0%	400.00	0.00%

Plainfield Public Library
Profit & Loss Budget Performance
December 2020

	Curent Month			Year To Date			Annual	
	Dec 20	Budget	% of Budget	Jul - Dec 20	YTD Budget	% of Budget	Annual Budget	YTD % of Budget
1045306 · Microfilming Supplies	0.00	695.00	0.0%	155.37	1,996.00	7.78%	4,000.00	3.88%
1045310 · Department Supplies - Adult	25.92	61.00	42.49%	768.05	560.00	137.15%	2,500.00	30.72%
1045405 · Local History Supplies	79.90	203.00	39.36%	279.90	820.00	34.13%	2,500.00	11.20%
Total 1045000 · Reference/Adult Services	46,580.05	51,831.00	89.87%	408,169.76	362,989.00	112.45%	872,400.00	46.79%
1055000 · Youth Services								
1055001 · Youth Services Salaries	32,633.51	38,997.00	83.68%	219,198.79	232,701.00	94.2%	457,000.00	47.97%
1055101 · Summer Reading - Childrens	0.00	3.00	0.0%	2,609.00	2,400.00	108.71%	8,000.00	32.61%
1055102 · JUV Programs	60.00	98.00	61.22%	3,356.38	2,539.00	132.19%	7,000.00	47.95%
1055103 · Databases - YS/YA	0.00	653.00	0.0%	13,757.46	20,379.00	67.51%	21,000.00	65.51%
1055104 · Downloadable Materials YS/YA	0.00	0.00	0.0%	3,000.00	452.00	663.72%	17,500.00	17.14%
1055105 · Portable Media Devices - YS/YA	0.00	0.00	0.0%	0.00	471.00	0.0%	1,800.00	0.00%
1055107 · Compact Discs - Children's	0.00	41.00	0.0%	0.00	999.00	0.0%	1,500.00	0.00%
1055108 · Videos & DVDs - Children's	421.93	991.00	42.58%	1,853.42	6,021.00	30.78%	14,000.00	13.24%
1055109 · Audio Books - Children's	0.00	783.00	0.0%	448.39	2,561.00	17.51%	5,000.00	8.97%
1055112 · Fiction - Children's	1,391.32	672.00	207.04%	8,278.67	7,095.00	116.68%	16,500.00	50.17%
1055116 · Nonfiction - Children's	9,182.05	1,617.00	567.85%	14,886.05	16,949.00	87.83%	39,000.00	38.17%
1055118 · Reference - Children's	1,998.00	0.00	100.0%	1,998.00	2,000.00	99.9%	2,000.00	99.90%
1055119 · Standing Orders - Children's	0.00	0.00	0.0%	0.00	3,797.00	0.0%	6,000.00	0.00%
1055120 · Periodicals - Children's	0.00	0.00	0.0%	0.00	1,246.00	0.0%	1,500.00	0.00%
1055123 · Easy Fiction	1,721.48	1,135.00	151.67%	13,127.96	8,385.00	156.57%	20,000.00	65.64%
1055125 · Other Donation Expenses	73.79			73.79			0.00	100.00%
1055310 · Department Supplies - Y/S	95.36	122.00	78.16%	773.72	1,405.00	55.07%	7,500.00	10.32%
Total 1055000 · Youth Services	47,577.44	45,112.00	105.47%	283,361.63	309,400.00	91.58%	625,300.00	45.32%
1065000 · Young Adult Services								
1065101 · Summer Reading - YA	250.00	0.00	100.0%	577.92	1,426.00	40.53%	5,000.00	11.56%
1065102 · YA Programs	0.00	415.00	0.0%	2,086.07	2,605.00	80.08%	6,500.00	32.09%
1065108 · Videos & DVDs - YA	12.74	285.00	4.47%	172.41	947.00	18.21%	1,500.00	11.49%
1065109 · Audio Books - YA	0.00	375.00	0.0%	710.80	748.00	95.03%	1,500.00	47.39%
1065112 · Fiction - YA	530.69	1,595.00	33.27%	4,423.13	7,291.00	60.67%	16,000.00	27.65%
1065116 · Nonfiction - YA	130.51	502.00	26.0%	477.72	3,003.00	15.91%	8,000.00	5.97%
Total 1065000 · Young Adult Services	923.94	3,172.00	29.13%	8,448.05	16,020.00	52.73%	38,500.00	21.94%

Plainfield Public Library
Profit & Loss Budget Performance
December 2020

	Curent Month			Year To Date			Annual	
	Dec 20	Budget	% of Budget	Jul - Dec 20	YTD Budget	% of Budget	Annual Budget	YTD % of Budget
1075000 · Community Relations Dept								
1075001 · Community Relations Salaries	6,444.18	7,833.00	82.27%	42,386.30	46,998.00	90.19%	94,000.00	45.09%
1075310 · Comm. Relations Supplies	0.00	17.00	0.0%	60.00	394.00	15.23%	1,000.00	6.00%
Total 1075000 · Community Relations Dept	6,444.18	7,850.00	82.09%	42,446.30	47,392.00	89.56%	95,000.00	44.68%
1095000 · Technology								
1015314 · Web Page Development	90.00	0.00	100.0%	540.00	1,807.00	29.88%	6,000.00	9.00%
1095206 · Pinnacle Cooperative	0.00	0.00	0.0%	0.00	29.00	0.0%	60,000.00	0.00%
1095207 · Computer Maintenance Agreement	0.00	10,379.00	0.0%	28,490.00	64,555.00	44.13%	66,000.00	43.17%
1095209 · Email & Web Hosting Fees	445.99	472.00	94.49%	2,995.93	2,071.00	144.66%	5,000.00	59.92%
1095210 · Lease Agreements	3,396.83	6,359.00	53.42%	14,020.54	16,284.00	86.1%	26,000.00	53.93%
1095211 · Subscription Services	500.00	824.00	60.68%	11,281.15	33,780.00	33.4%	52,000.00	21.70%
1095301 · Software	16.00	91.00	17.58%	389.20	1,351.00	28.81%	8,000.00	4.87%
1095302 · Computer Supplies	104.97	33.00	318.09%	2,528.25	422.00	599.11%	1,200.00	210.69%
1095303 · Data Lines	222.20	245.00	90.69%	3,659.27	1,263.00	289.73%	2,400.00	152.47%
1095304 · Computers (Library)	0.00	0.00	0.0%	2,134.43	0.00	100.0%	26,000.00	8.21%
Total 1095000 · Technology	4,775.99	18,403.00	25.95%	66,038.77	121,562.00	54.33%	252,600.00	26.14%
2005011 · FICA Expense	11,319.34	12,748.00	88.79%	72,118.57	75,463.00	95.57%	150,000.00	48.08%
2505012 · IMRF Expense-ER	15,658.71	22,331.00	70.12%	102,583.32	102,730.00	99.86%	220,000.00	46.63%
3005218 · Audit Expense	0.00	549.00	0.0%	9,300.00	7,405.00	125.59%	7,800.00	119.23%
5085000 · Building and Site Expenses								
5085001 · Building Maintenance Salaries	7,362.01	8,833.00	83.35%	51,434.24	53,002.00	97.04%	106,000.00	48.52%
5085212 · Custodial Services	2,650.00	2,995.00	88.48%	15,900.00	17,344.00	91.67%	36,000.00	44.17%
5085213 · Disposal Services	345.81	346.00	99.95%	2,025.45	2,185.00	92.7%	4,600.00	44.03%
5085214 · Building Maintenance Agreement	300.62	378.00	79.53%	2,261.46	2,548.00	88.75%	5,000.00	45.23%
5085215 · Equipment Maintenance Agreement	544.00	45.00	1,208.89%	3,611.98	3,439.00	105.03%	10,000.00	36.12%
5085216 · Building Repair	1,076.11	2,993.00	35.95%	11,574.21	21,212.00	54.56%	42,000.00	27.56%
5085217 · Equipment Repair	0.00	579.00	0.0%	9,402.31	5,873.00	160.09%	15,000.00	62.68%
5085399 · Contingencies	0.00	0.00	0.0%	0.00	5,000.00	0.0%	20,000.00	0.00%
5085601 · Utilities - Electric	2,191.86	3,750.00	58.45%	18,745.24	23,485.00	79.82%	45,000.00	41.66%
5085602 · Utilities - Gas	712.02	969.00	73.48%	1,530.24	2,308.00	66.3%	7,000.00	21.86%
5085603 · Utilities - Water	174.50	271.00	64.39%	923.80	1,843.00	50.13%	3,500.00	26.39%

Plainfield Public Library
Profit & Loss Budget Performance
December 2020

	Curent Month			Year To Date			Annual	
	Dec 20	Budget	% of Budget	Jul - Dec 20	YTD Budget	% of Budget	Annual Budget	YTD % of Budget
5085604 · Building Supplies	224.31	1,113.00	20.15%	5,622.19	4,452.00	126.29%	8,000.00	70.28%
5085605 · Equipment & Tools	331.81	382.00	86.86%	1,081.27	2,185.00	49.49%	6,000.00	18.02%
5085606 · Janitorial Supplies	1,823.76	623.00	292.74%	8,400.72	4,731.00	177.57%	15,000.00	56.01%
5085611 · Property Maintenance	2,148.79	500.00	429.76%	3,978.46	3,000.00	132.62%	6,000.00	66.31%
Total 5085000 · Building and Site Expenses	19,885.60	23,777.00	83.63%	136,491.57	152,607.00	89.44%	329,100.00	41.47%
7505213 · Legal services	0.00	333.00	0.0%	0.00	1,998.00	0.0%	4,000.00	0.00%
7508005 · Real Estate Acquistion	400.00	0.00	100.0%	160.61	0.00	100.0%	0.00	100.00%
7508008 · Building Improvements	24,518.98	4,166.00	588.55%	32,313.98	25,000.00	129.26%	50,000.00	64.63%
Total Expense	272,305.37	322,171.00	84.52%	1,765,057.21	1,875,830.00	94.1%	3,953,400.00	44.65%
Net Ordinary Income	-216,643.41	-245,823.59	88.13%	2,223,047.07	1,902,591.35	116.84%	226,045.21	
Net Income	**-216,643.41**	**-245,823.59**	**88.13%**	**2,223,047.07**	**1,902,591.35**	**116.84%**	**226,045.21**	

FY21 Fund Activity 07/01/20 - 12/31/20

	Library	Audit	Building & Maintenance	FICA	IMRF	Reserve	Total
Tax Revenue	$3,204,436.30	$8,119.81	$282,164.06	$93,378.03	$170,516.40	$0.00	$3,758,614.60
Other Revenue	$121,138.30	$0.00	$0.00	$0.00	$0.00	$0.00	$121,138.30
Impact Fees	$0.00	$0.00	$0.00	$0.00	$0.00	$89,202.00	$89,202.00
Interest	$9,172.08	$0.00	$0.00	$0.00	$0.00	$9,977.30	$19,149.38
Transfer Out	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Revenue	$3,334,746.68	$8,119.81	$282,164.06	$93,378.03	$170,516.40	$99,179.30	$3,988,104.28
Payroll	$920,758.76	$0.00	$51,434.24	$0.00	$0.00	$0.00	$972,193.00
Personnel Expenses	$95,266.44	$0.00	$0.00	$72,118.57	$102,583.32	$0.00	$269,968.33
Technology	$66,038.77	$0.00	$0.00	$0.00	$0.00	$0.00	$66,038.77
Other Expenses	$330,025.19	$9,300.00	$85,057.33	$0.00	$0.00	$32,474.59	$456,857.11
Total Expenses	$1,412,089.16	$9,300.00	$136,491.57	$72,118.57	$102,583.32	$32,474.59	$1,765,057.21
Net Income	$1,922,657.52	($1,180.19)	$145,672.49	$21,259.46	$67,933.08	$66,704.71	$2,223,047.07

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	35632	12/02/2020	Aflac	0001003 · Checking Account Midwest Bank	-236.36
Bill Pmt -Check	35633	12/02/2020	Andertoons, LLC	0001003 · Checking Account Midwest Bank	-200.00
Bill Pmt -Check	35634	12/02/2020	Cardmember Service-Busey	0001003 · Checking Account Midwest Bank	-13,072.99
Bill Pmt -Check	35635	12/02/2020	Complete Cleaning Company	0001003 · Checking Account Midwest Bank	-2,650.00
Bill Pmt -Check	35636	12/02/2020	Creekside Printing	0001003 · Checking Account Midwest Bank	-7,587.76
Bill Pmt -Check	35637	12/02/2020	Cross Points Sales, Inc.	0001003 · Checking Account Midwest Bank	-150.00
Bill Pmt -Check	35638	12/02/2020	D&Z HOUSE OF BOOKS	0001003 · Checking Account Midwest Bank	-442.72
Bill Pmt -Check	35639	12/02/2020	Daily Southtown	0001003 · Checking Account Midwest Bank	-195.00
Bill Pmt -Check	35640	12/02/2020	HR Source	0001003 · Checking Account Midwest Bank	-250.00
Bill Pmt -Check	35641	12/02/2020	Imagine Arts	0001003 · Checking Account Midwest Bank	-300.00
Bill Pmt -Check	35642	12/02/2020	Midwest Tape	0001003 · Checking Account Midwest Bank	-323.14
Bill Pmt -Check	35643	12/02/2020	Nicor Gas	0001003 · Checking Account Midwest Bank	-32.79
Bill Pmt -Check	35644	12/02/2020	Plainfield Area Chamber	0001003 · Checking Account Midwest Bank	-100.00
Bill Pmt -Check	35645	12/02/2020	Rand, Janet	0001003 · Checking Account Midwest Bank	-110.00
Bill Pmt -Check	35646	12/02/2020	RMG	0001003 · Checking Account Midwest Bank	-2,460.00
Bill Pmt -Check	35647	12/02/2020	Scholastic Library Publishing	0001003 · Checking Account Midwest Bank	-327.60
Bill Pmt -Check	35648	12/02/2020	Sedona Public Library	0001003 · Checking Account Midwest Bank	-15.00
Bill Pmt -Check	35649	12/02/2020	The Employers Association	0001003 · Checking Account Midwest Bank	-42.00
Bill Pmt -Check	35650	12/02/2020	The Office of the State Fire Marshal	0001003 · Checking Account Midwest Bank	-70.00
Bill Pmt -Check	35651	12/02/2020	Tri-K	0001003 · Checking Account Midwest Bank	-180.00
Bill Pmt -Check	35652	12/02/2020	Vidcode Inc.	0001003 · Checking Account Midwest Bank	-1,950.00
Bill Pmt -Check	35653	12/02/2020	Vision Service Plan (IL)	0001003 · Checking Account Midwest Bank	-103.37
Bill Pmt -Check	35654	12/02/2020	Weblinx Incorporated	0001003 · Checking Account Midwest Bank	-90.00
Bill Pmt -Check	35655	12/02/2020	Nicor Gas	0001003 · Checking Account Midwest Bank	-50.00
Bill Pmt -Check	35656	12/08/2020	Cash - PPLD	0001003 · Checking Account Midwest Bank	-217.29
Bill Pmt -Check	35657	12/08/2020	Neurauter, Jacqui	0001003 · Checking Account Midwest Bank	-75.00
Bill Pmt -Check	35658	12/09/2020	Andertoons, LLC	0001003 · Checking Account Midwest Bank	-200.00
Bill Pmt -Check	35659	12/09/2020	Cintas	0001003 · Checking Account Midwest Bank	-190.71
Bill Pmt -Check	35660	12/09/2020	IHLS - OCLC	0001003 · Checking Account Midwest Bank	-336.60
Bill Pmt -Check	35661	12/09/2020	Kin-ko Ace Stores, Inc.	0001003 · Checking Account Midwest Bank	-59.95
Bill Pmt -Check	35662	12/09/2020	LACONI, Inc.	0001003 · Checking Account Midwest Bank	-100.00
Bill Pmt -Check	35663	12/09/2020	Leone, Natalie	0001003 · Checking Account Midwest Bank	-310.00

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	35664	12/09/2020	Nicor Gas	0001003 · Checking Account Midwest Bank	-459.24
Bill Pmt -Check	35665	12/09/2020	The Nature Boys, Inc.	0001003 · Checking Account Midwest Bank	-1,750.00
Bill Pmt -Check	35666	12/09/2020	Twisted Fiber Studio	0001003 · Checking Account Midwest Bank	-279.00
Bill Pmt -Check	35667	12/09/2020	Village of Plainfield	0001003 · Checking Account Midwest Bank	-174.50
Bill Pmt -Check	35668	12/09/2020	Anderson Pest Solutions	0001003 · Checking Account Midwest Bank	-94.55
Bill Pmt -Check	35669	12/09/2020	Gale / Cengage Learning	0001003 · Checking Account Midwest Bank	-154.34
Bill Pmt -Check	35670	12/09/2020	Reader Service	0001003 · Checking Account Midwest Bank	-40.40
Bill Pmt -Check	35671	12/14/2020	Baker & Taylor - Continuation Service	0001003 · Checking Account Midwest Bank	-137.02
Bill Pmt -Check	35672	12/14/2020	Baker & Taylor Books-	0001003 · Checking Account Midwest Bank	-6,766.92
Bill Pmt -Check	35673	12/14/2020	Bugle / Enterprise Newspapers	0001003 · Checking Account Midwest Bank	-53.75
Bill Pmt -Check	35674	12/14/2020	Children's Plus Inc.	0001003 · Checking Account Midwest Bank	-2,443.62
Bill Pmt -Check	35675	12/14/2020	Head, Belynda	0001003 · Checking Account Midwest Bank	-130.00
Bill Pmt -Check	35676	12/14/2020	Impact Networking, LLC	0001003 · Checking Account Midwest Bank	-223.00
Bill Pmt -Check	35677	12/14/2020	Metro FiberNet LLC	0001003 · Checking Account Midwest Bank	-1,022.24
Bill Pmt -Check	35678	12/14/2020	Midwest Tape	0001003 · Checking Account Midwest Bank	-1,954.15
Bill Pmt -Check	35679	12/15/2020	Central Technology, Inc.	0001003 · Checking Account Midwest Bank	-431.28
Bill Pmt -Check	35680	12/15/2020	Clementz Electric, LLC	0001003 · Checking Account Midwest Bank	-1,076.11
Bill Pmt -Check	35681	12/15/2020	Landmark Building Inspection, Inc.	0001003 · Checking Account Midwest Bank	-400.00
Bill Pmt -Check	35682	12/15/2020	Musician's Friend	0001003 · Checking Account Midwest Bank	-250.00
Bill Pmt -Check	35683	12/15/2020	Suburban Elevator Company	0001003 · Checking Account Midwest Bank	-308.00
Bill Pmt -Check	35684	12/15/2020	T-Mobile	0001003 · Checking Account Midwest Bank	-302.79
Bill Pmt -Check	35685	12/15/2020	Tech Pro Logic	0001003 · Checking Account Midwest Bank	-28,490.00
Bill Pmt -Check	35686	12/15/2020	The Law Offices of Peregrine, Stime	0001003 · Checking Account Midwest Bank	-5,000.00
Bill Pmt -Check	35687	12/15/2020	TIAA Commercial Finance, Inc.	0001003 · Checking Account Midwest Bank	-1,623.08
Bill Pmt -Check	35688	12/16/2020	American Library Association	0001003 · Checking Account Midwest Bank	-396.00
Bill Pmt -Check	35689	12/16/2020	CIT	0001003 · Checking Account Midwest Bank	-1,773.75
Bill Pmt -Check	35690	12/16/2020	Libraries First	0001003 · Checking Account Midwest Bank	-500.00
Bill Pmt -Check	35691	12/16/2020	Groot, Inc.	0001003 · Checking Account Midwest Bank	-345.81
Bill Pmt -Check	35692	12/22/2020	ComEd	0001003 · Checking Account Midwest Bank	-37.82
Bill Pmt -Check	35693	12/22/2020	Impact Networking, LLC	0001003 · Checking Account Midwest Bank	-1,532.04
Bill Pmt -Check	35694	12/22/2020	Midwest Tape	0001003 · Checking Account Midwest Bank	-1,432.74
Bill Pmt -Check	35695	12/22/2020	Nicor Gas	0001003 · Checking Account Midwest Bank	-46.10

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	35696	12/22/2020	Principal Life Insurance Company	0001003 · Checking Account Midwest Bank	-754.57
Bill Pmt -Check	35697	12/22/2020	Pulte Group	0001003 · Checking Account Midwest Bank	-472.00
Bill Pmt -Check	35698	12/22/2020	Shoutbomb LLC	0001003 · Checking Account Midwest Bank	-402.00
Bill Pmt -Check	35699	12/22/2020	Suburban Elevator Company	0001003 · Checking Account Midwest Bank	-236.00
Bill Pmt -Check	35700	12/22/2020	The Employers Association	0001003 · Checking Account Midwest Bank	-42.00
Bill Pmt -Check	35701	12/22/2020	ComEd	0001003 · Checking Account Midwest Bank	-64.99
Bill Pmt -Check	35702	12/22/2020	ComEd	0001003 · Checking Account Midwest Bank	-90.31
Bill Pmt -Check	35703	12/22/2020	Cardmember Service-Busey	0001003 · Checking Account Midwest Bank	-10,033.59
Bill Pmt -Check	35704	12/30/2020	Aflac	0001003 · Checking Account Midwest Bank	-236.36
Bill Pmt -Check	35705	12/30/2020	American Library Association	0001003 · Checking Account Midwest Bank	-295.00
Bill Pmt -Check	35706	12/30/2020	Blue Cross and Blue Shield of Illinois	0001003 · Checking Account Midwest Bank	-12,326.32
Bill Pmt -Check	35707	12/30/2020	Cintas	0001003 · Checking Account Midwest Bank	-132.26
Bill Pmt -Check	35708	12/30/2020	Gale / Cengage Learning	0001003 · Checking Account Midwest Bank	-48.73
Bill Pmt -Check	35709	12/30/2020	Grey House Publishing	0001003 · Checking Account Midwest Bank	-480.55
Bill Pmt -Check	35710	12/30/2020	Murphy Security Solutions, LLC	0001003 · Checking Account Midwest Bank	-24,518.98
Bill Pmt -Check	35711	12/30/2020	NCPERS Group Life Ins.	0001003 · Checking Account Midwest Bank	-96.00
Bill Pmt -Check	35712	12/30/2020	Nicor Gas	0001003 · Checking Account Midwest Bank	-68.56
Bill Pmt -Check	35713	12/30/2020	OverDrive, Inc.	0001003 · Checking Account Midwest Bank	-5,000.00
Bill Pmt -Check	35714	12/30/2020	Quench USA, INC	0001003 · Checking Account Midwest Bank	-284.28
Bill Pmt -Check	35715	12/30/2020	Tri-K	0001003 · Checking Account Midwest Bank	-1,823.76
Bill Pmt -Check	35716	12/30/2020	Vision Service Plan (IL)	0001003 · Checking Account Midwest Bank	-113.08
Bill Pmt -Check	35717	12/30/2020	Weblinx Incorporated	0001003 · Checking Account Midwest Bank	-90.00
Bill Pmt -Check	35718	12/30/2020	Nicor Gas	0001003 · Checking Account Midwest Bank	-91.01
Bill Pmt -Check	35719	12/30/2020	Nicor Gas	0001003 · Checking Account Midwest Bank	-712.02
Bill Pmt -Check	35720	12/30/2020	Children's Plus Inc.	0001003 · Checking Account Midwest Bank	-9,078.53
				Total	-159,547.43

December 2020 Bank Activity

	Tax Escrow Busey XXX1945	Operating First Midwest XXX7572	Petty Cash First Midwest XXX1443	Reserve Illinois Funds XXX2514	E-Pay Illinois Funds XXX0970	Illinois National Bank XXX0970	Total
Beginning Balance	4,077,013.24	794,370.41	3,673.00	64,328.16	420,315.49	1,000.00	5,360,700.30
Deposits	37,278.38	17,327.42			265.90	280.74	55,152.44
Transfer In	0.00	150,000.00					150,000.00
Interest Earned	1,062.73	6.83		5.11	33.38		1,108.05
Total Receipts	38,341.11	167,334.25	0.00	5.11	299.28	280.74	5,566,960.79
Checks Cleared	(615,461.65)	(74,656.61)	0.00				(690,118.26)
Transfers Out		(315,461.65)				(265.90)	(315,727.55)
Payroll Fees		(576.37)					(576.37)
Bank Fees	0.00	(140.45)				(14.84)	(155.29)
FSA		(1,040.12)					(1,040.12)
Payroll		(143,335.68)					(143,335.68)
IMRF		(24,594.69)					(24,594.69)
457 Payment		(600.00)					(600.00)
Total Disbursements	(615,461.65)	(560,405.57)	0.00	0.00	0.00	(280.74)	(1,176,147.96)
Ending Balance	3,499,892.70	401,299.09	3,673.00	64,333.27	420,614.77	1,000.00	4,390,812.83

December 2020 Investment Activity

	Cert of Dep & IPRIME	Cert of Dep Busey	First Midwest	Total
Beginning Balance	1,092,106.04	207,118.30	102,428.00	1,299,224.34
Deposits	0.00	0.00		0.00
Interest Earned	8.37	219.00	315,461.65	315,689.02
Total Receipts	8.37	219.00	315,461.65	315,689.02
Transfers Out	0.00	0.00		0.00
Total Disbursements	0.00	0.00	0.00	0.00
Ending Balance	1,092,114.41	207,337.30	417,889.65	1,614,913.36

Plainfield Public Library District
Director's Report
Lisa Pappas, Director
January 13, 2021

Current Phase Status

The Library plans to enter into a Limited Services Phase beginning 1/18/21 for two weeks. This phase will allow for patrons to return to walk-in for Grab & Go services, including PC usage and allows us all to get used to having the public back in the building after six weeks. Then on 2/1/21, assuming our county/area meets the State's mitigation plan, our plan is to expand hours to 10 am to 9 pm M-Th and 10 am to 5 pm Friday and Saturday, and allow all walk-in services on a gradual basis as restrictions ease.

Staff Longevity Awards

Senior Services Coordinator, Judi Deszcz, is celebrating 15 years with the Library. Judi coordinates home delivery and outreach to seniors.

Strategic Plan Status Report

We have now completed the first year of our strategic plan and we've accomplished a lot, all things considered, for 2020. Please review the status report as posted to OpenGov: Activity Plan Progress Report

Closing on Property

The closing for 15008 S. Route 59 is being moved to February to allow for the public notice and to pass the ordinance at the February meeting to spend the funds from the reserve account as we have done for the previous purchases.

Grab & Go Lockers are Live

A soft roll-out began this week for the lockers at Plainfield East HS. Promotion begins next week with a targeted email to library users in that quadrant of our district, social media and a press release. The lockers will be featured in the next print newsletter arriving in homes at the end of February.

Finance Committee Meeting Notes

The Finance Committee met on Wednesday, January 13 at 6:30 pm, via Zoom, to conduct the mid-year budget review and to discuss the Building & Grounds Committee request for information to determine funds for expansion and review the Finance Policy. Recommendations will be made at the meeting.

Fire Panel Recommendation

A recommendation for the fire panel upgrade will be provided at the meeting.

Trustee Training Opportunity

Special Trustee Event, January 20

Join colleagues from around RAILS for an event designed specifically for trustees. On Wednesday, January 20, noon–1 p.m., you're invited to the RAILS Online Roundtable: Trustee Update 2021.

This event will include two short presentations:

- Alex Todd, Library Director, Prospect Heights Public Library District, will present on budgetary best practices during the pandemic.
- Joe Filapek, Trustee, Aurora Public Library District, will present the importance of trustee onboarding and some ideas for building a trustee onboarding process.

This event will also include a discussion and Q&A portion. All staff and public library trustees from RAILS member libraries are invited. This event will be recorded.

Other Trustee Training Opportunities and Events

Normally, the ILA Trustee Forum has a trustee event in late January/February but so far, no announcement has been made. The Plainfield State of the Village address has been postponed--Village President Collins would like to have the event in person as it is his last one so it may be in spring. Similarly, I find no announcements for the Romeoville or Bolingbrook events as of yet. The Chamber of Commerce has not yet announced their Legislative Luncheon normally held around this time as well.

However, the annual ILA Legislative Breakfast for the south suburbs is happening, virtually, on Friday, January 29 from 10:00 am to 11:30 am. Registration is $15. Please plan to notify us of your interest in attending the Meet-Up at the board meeting so the expense can be voted on.

Meetings Attended

12/09	Weekly meeting with Head of YS, Veronica De Fazio
12/10	Village COVID meeting
12/11	Village of Plainfield Planning Dept meeting re: Illinois Street Streetscape
12/11	Special Board Meeting
12/14	Village Board meeting via Zoom
12/16	HR Webinar: COVID vaccine
	Weekly meeting with Head of YS, Veronica De Fazio
	Board meeting
12/17	Village COVID meeting
	Vendor meeting: Innovative, re: Mobile App
12/18	Pinnacle Governing Board via Zoom
12/21	HR meeting re: unpaid leave option
12/22	Weekly meeting with Head of CE&M, Tracey Lane
01/04	HR meeting re: unpaid leave option
	Weekly meeting with Head of CE&M, Tracey Lane
01/05	Forecasting Meeting with Head of Finance, Sally Wold
	Zonta Executive Board meeting
01/06	Weekly meeting with Head of Youth Services, Veronica De Fazio
01/07	Village COVID meeting
	Newsletter Review meeting
01/08	Vendor meeting: DTEN--hardware for Zoom meetings
01/11	HR meeting
	Zonta website meeting
01/12	DH meeting
	Bi-weekly meeting with Head of Account Services, Marisa Barys
	Zonta Club meeting
01/13	Board Finance Committee Meeting
01/14	Bi-weekly meeting with Head of Technical Services, Rebecca Pfenning

Youth Services Report - December Happenings
Submitted by Veronica De Fazio, Head of Youth Services

Virtual Programming

Children's Programs
Number of Programs
5
Number of Real Time Attendees
199
Number of Video Views
84

Teen Programs
Number of Programs
3
Number of Real Time Attendees
24
Number of Video Views
n/a

Take and Makes
Number of Take and Make Programs
8

Number of Kits Picked Up
283

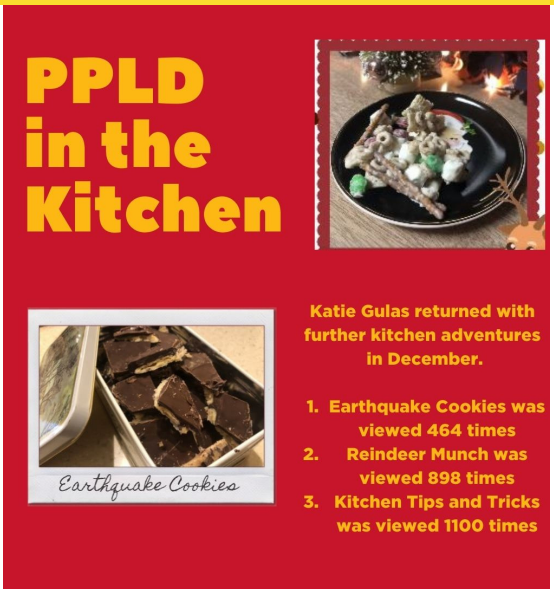
Grab Bags
Number of Requests
19

Number of Children Served
33

Services to Schools

Preschool Virtual Visits	Elementary Virtual Visits	Middle School Virtual Visits
2	44	0
Number of Students	**Number of Students**	**Number of Students**
27	1051	0

Additional Youth Services Activities



Teen Volunteers

- 58 volunteers
- 5 service projects
- 875 items made
- 232.25 service hours earned

Communications

(12/14/20 email from Lauren Minott, Crystal Lawns to Mindy Jackson)
"All of your programming is so perfect! Could you please come again in late January?We will begin our space (sun, moon, star pattern) unit in January. It will still be at the “beginning” of the unit for us, but we love when you come and what you’re offering is always a good fit for what we’re studying. Lauren Minott, First Grade Teacher, Crystal Lawns"

(12/20/20 email from Lisa Munson , Walker's Grove)
"Thank you so much for visiting today and sharing your Southeast presentation! It was an excellent review for information the students have already learned, and a great introduction into what we still need to cover. I appreciate your time and commitment with our learning and curriculum. Have a wonderful holiday season! Lisa"

(12/21/20 note from At-Home Scavenger Hunt participant)
"Thank you for the Amazon.com Gift Card! We had fun playing the scavenger hunt and appreciate all the offerings the Library has put out during the pandemic. -- Susan Zuanella"

December 14, 2020

Plainfield Public Library
Attn: Jodie Nelson
15025 S Illinois Street
Plainfield, IL 60544

Dear Jodie,

Thank you for your generous donation of 149 Handmade Items, 39 Letters, and your dedication to our mission. With the help of grateful Americans like you, we have delivered over **2.9 million** of our signature Care Packages to Deployed Troops, Veterans, Wounded Heroes and their Caregivers, Military Families, Recruits Graduates and First Responders since 2003.

A Care Package brings joy to a Service Member stationed far from home and enables a Veteran, Wounded Hero or Caregiver to feel appreciated -- many for the first time. Our Battalion Buddies bring comfort to the children of Deployed Troops at a very stressful time in their young lives. When we hand deliver Care Pouches to new Officer and Recruit Graduates, they know that as they begin their career of service to our great nation, they are supported along the way. And the delivery of First Responder Care Packages shows local heroes that their community values them in an often thankless job.

Your kindness not only helps to send Care Packages to brighten someone’s day - by contributing to Operation Gratitude, you are also helping us to do something even greater. Together we are strengthening communities, and it all starts with you, our generous and thoughtful contributors and volunteers.

To demonstrate your impact, I want to share one of my favorite emails with you. It reminds me of what it was like to receive Care Packages during long deployments away from my own three sons:

> *To the Volunteers at Operation Gratitude:*
> *I cannot express in words what your care packages do for our soldiers. The letters I received today brought joy to an otherwise lonely heart. I've never felt so proud to be a soldier in the US military. I am a husband and father of four. This is my first deployment and I have never missed a holiday with my family until this point. Your cards and very helpful items are a great reminder of the love I have for my family and for my country. Thank you for your support, and I will ensure that we pay it forward. God Bless, 1LT W.B., Army Reserves, Afghanistan*

Thank you again for your thoughtfulness and wonderful patriotic spirit. Every single donation we receive furthers our mission, and the recipients of your generosity will remember your kindness forever. As a 20-year Marine Veteran and the CEO of this amazing organization, I will always be appreciative of your support and encouragement for Operation Gratitude. You are truly making a difference!

With Warm Regards and Semper Fidelis,

Kevin M. Schmiegel

Kevin M. Schmiegel
Lieutenant Colonel, USMC (Ret.)
Chief Executive Officer

Operation Gratitude has been granted non-profit status under Section 501 (c) 3 of the IRS Code. Your contribution to this organization is fully deductible in accordance with applicable law for federal income tax purposes as no goods or services were provided in exchange for this donation.

P.O. Box 260257 • Encino, California 91426-0257 • www.OperationGratitude.com • Info@OperationGratitude.com • Phone: 818.960.7878
Tax ID: 20-0103575

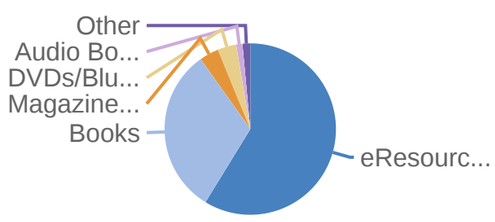
Technical Services monthly report

What's happening in Tech Services?

Stats and Charts

You can view this report online and interact with the charts and data here - https://stories.opengov.com/plainfieldpubliclibraryil/published/pObJ9zILY

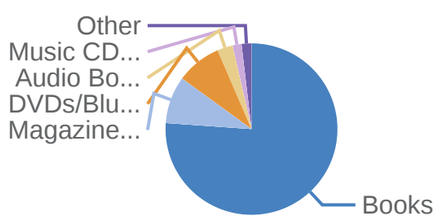
Items added in December 2020



2,590

Material type in 2020

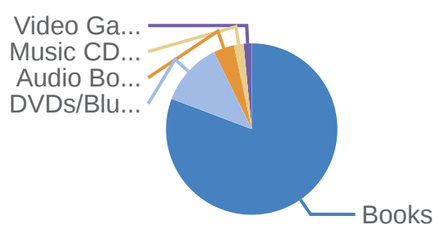
Physical items added in December 2020



1,068

Material type in 2020

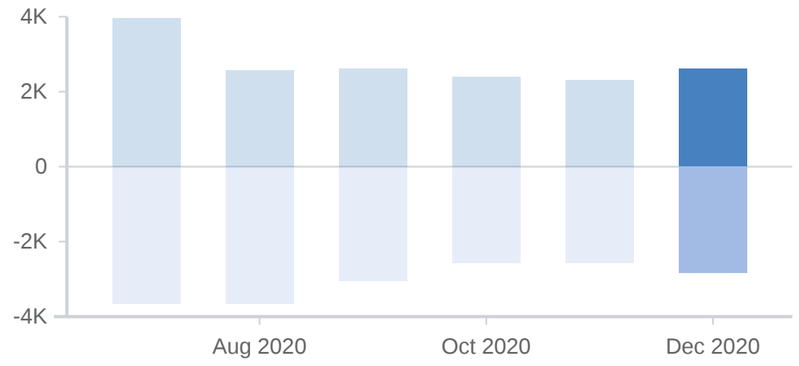
Items ordered in December 2020



717

Material type in 2020

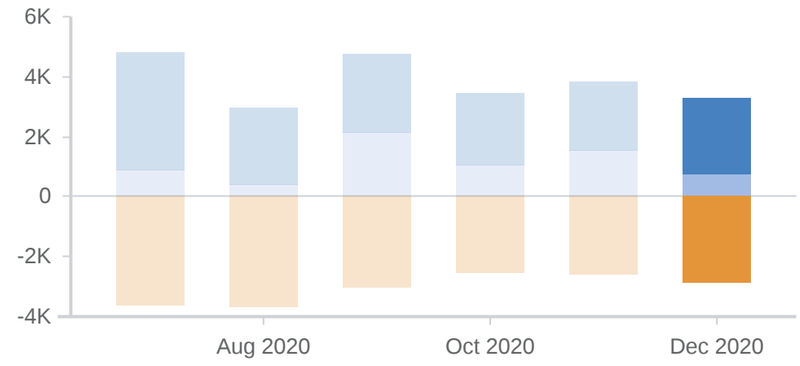
Added vs Withdrawn by month



-253

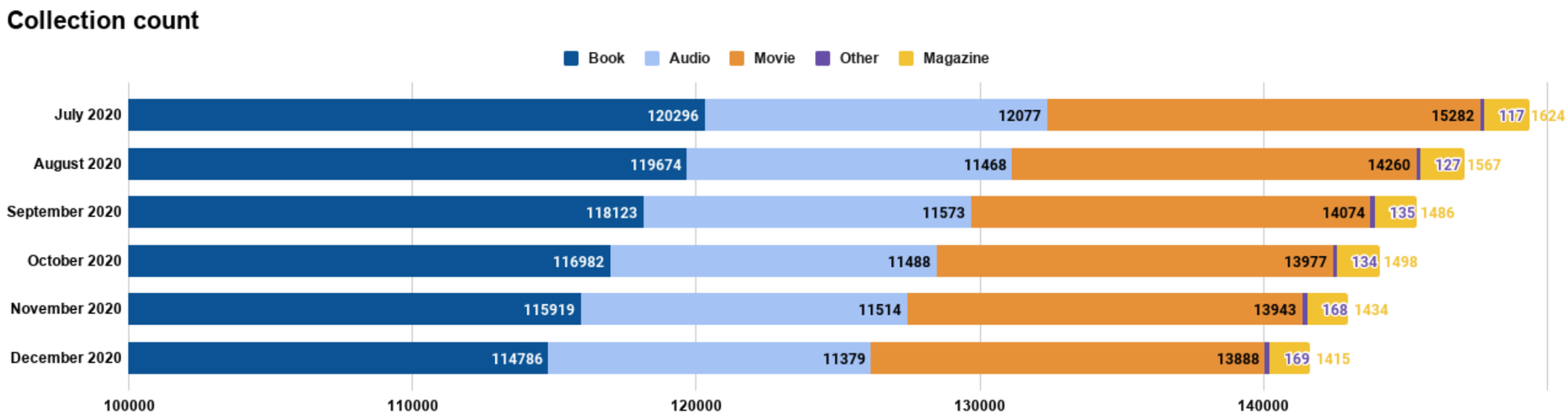
Added/WD/Ordered in Dec 2020

Added vs Withdrawn vs Ordered by month



464

Added/WD/Ordered in Dec 2020

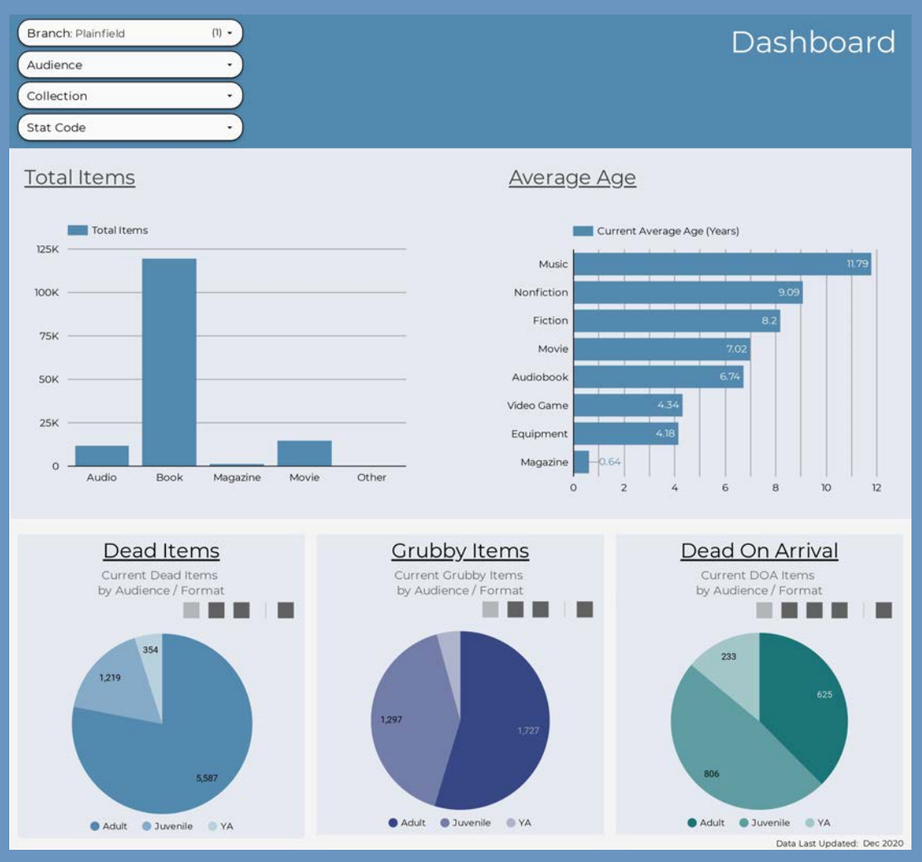


Projects

Here are the current projects in the works by your Plainfield Technical Services department. Check back for updates!

Pinnacle Google Data Studio

Last year the Plainfield Public Library made the decision not to renew our collection management tool, Collection HQ. Collection HQ is designed to help libraries identify what items and collections need to be removed, refreshed or expanded. However, it is a product with a very steep price tag. We decided to save money and see what we could create in house. This was a long and multi-step process that involved first making reports in Polaris, but with the release and expanded use of Google Data Studio in 2019, I wanted to give it a try.



Our ILS manager, Matt Hammermeister, and I have been working on a Pinnacle collection Google Data Studio since February. In October, Matt presented the Google Data Studio to the PinCollect committee and as of November 1, staff in Pinnacle libraries now can use the Pinnacle Data Studio for their collection management. Matt will update the data monthly and continue to maintain the data studio.

By making our own version of this service, we saved the library about 20K a year and have a product that we have more control over. Click here to visit the full studio.

Relabeling Project

In our continued efforts to make things more findable for patrons, we have switched to spine labels with a more readable font, and spelling out more information. These labels will also match our shelf locations and collections in the catalog making it so much easier to find things! We started with Young Adult Fiction and will work our way through Youth Services.

August update: The relabeling project was put on hold in March to allow for the most materials to be available to patrons, so they could stock up on reading materials during Illinois's stay-at-home order. As the library begins to reopen, we are excited to get back to work on this project. We plan to return to the relabeling project with the library's Phase 4 of reopening in September.

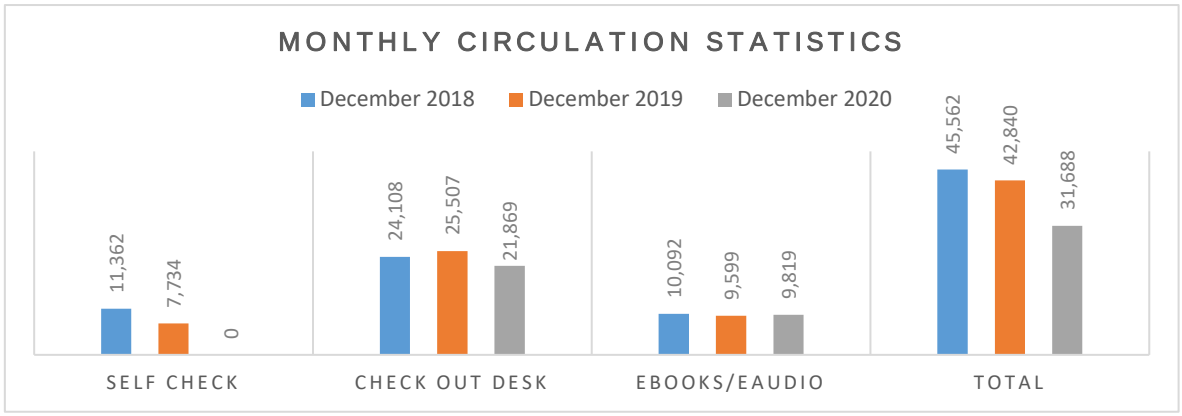
October update: The relabeling project has resumed! Our new cataloger, Sung, is tackling smaller sections independently while the rest of staff continues to work through Young Adult fiction. Sung started with the Children's World Languages collections. The goal is to have Young Adult middle grade fiction completed by the end of 2020. Wish us luck!

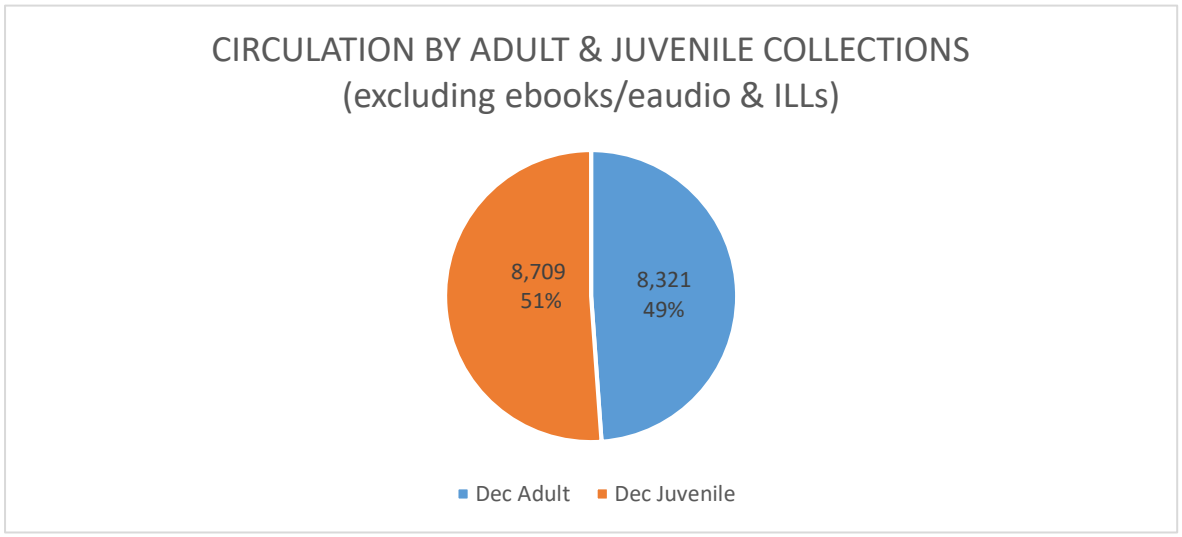
prepared by Rebecca Pfenning, Head of Technical Services

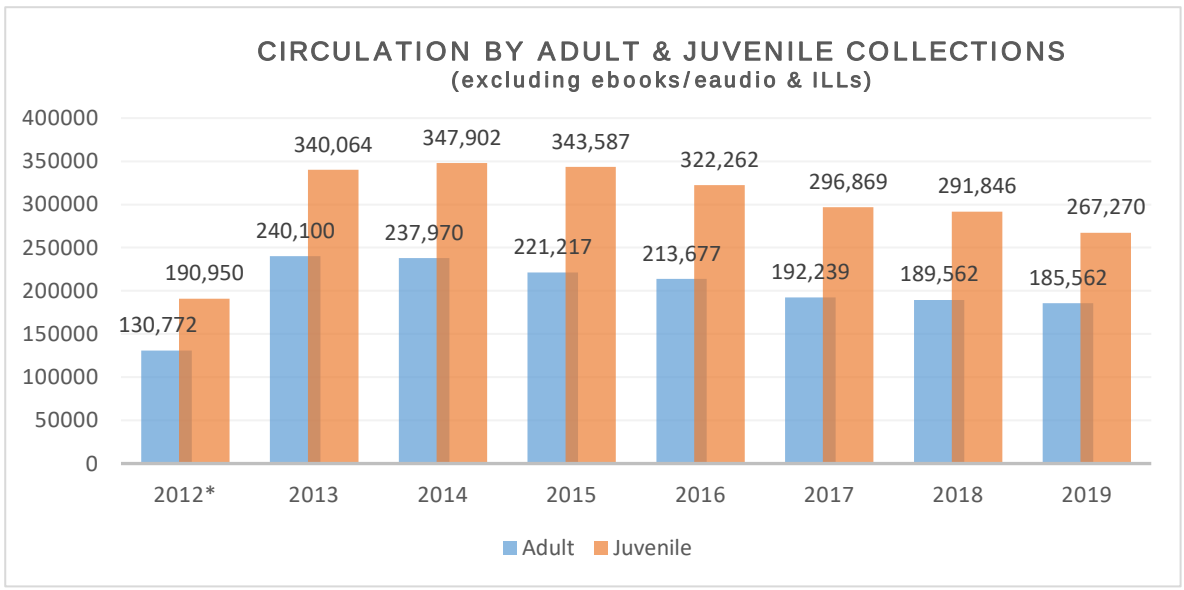
Powered by OpenGov

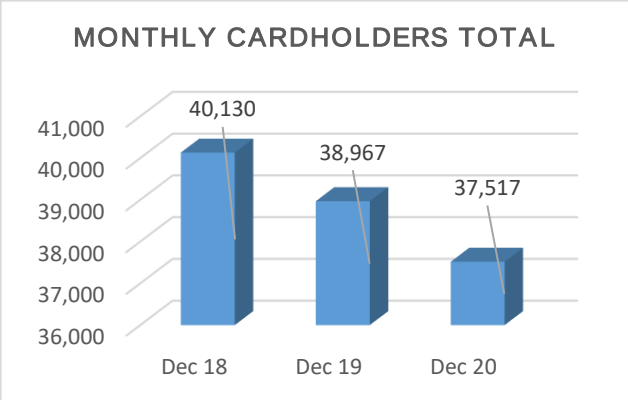
Account Services News- December 2020 ***closed to public 11/23/2020**

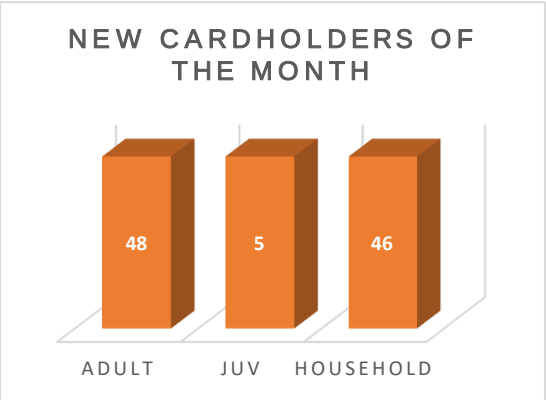
Prepared by Marisa Barys, Head of Account Services

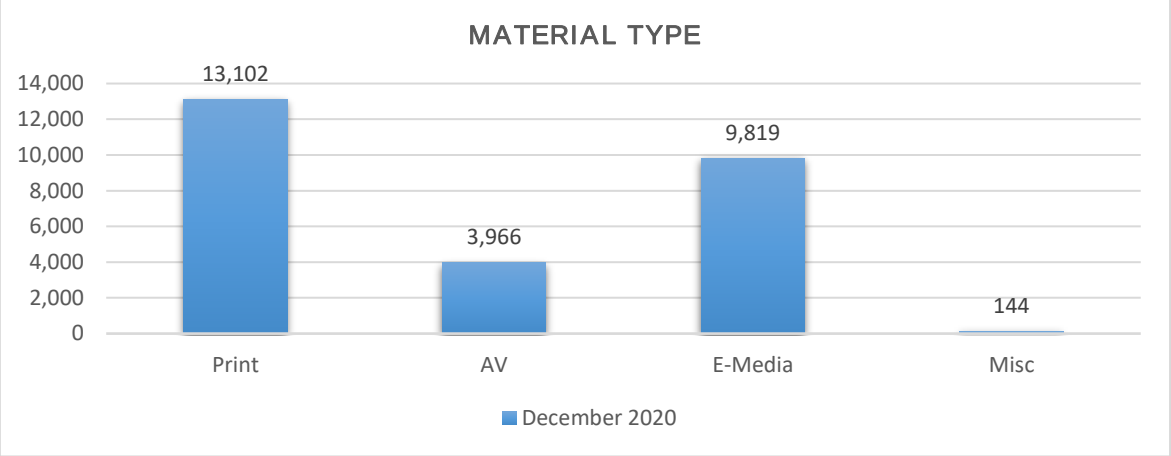


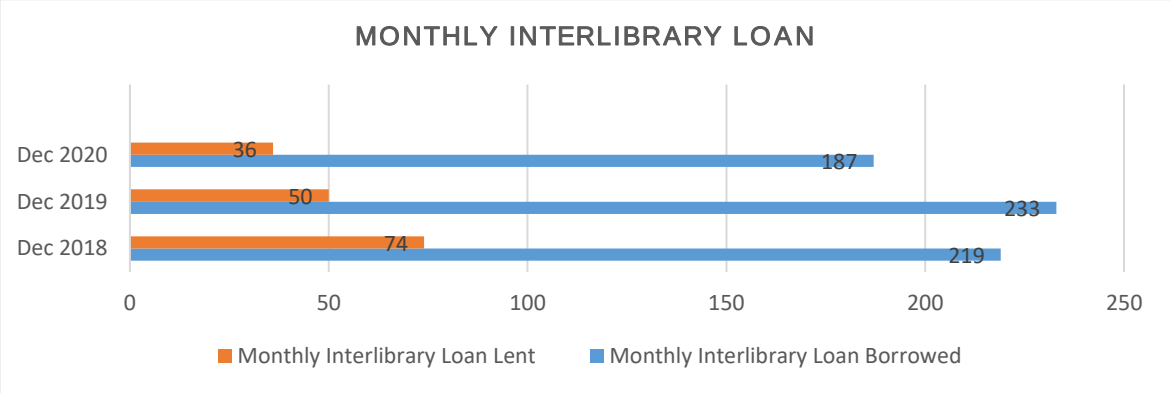






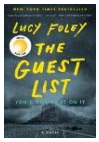
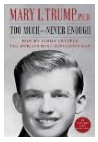
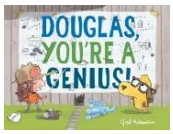
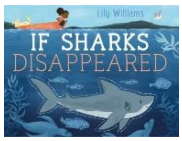






Home Delivery Stats and Events
Deliveries:
American House Cedar Lake: 117 items
Heritage Woods: 41 items
Harbor Chase: 22 items
Residents: 37 items
Total: 217 items

FYTD New Household Cards
As of July 2020: 509

Top Circulating Items December 2020			
Adult Audiobook	**Adult Fiction**	**Adult Large Print**	**Adult Nonfiction**
			
Picture Books Fiction	**Young Adult Fiction**	**Juvenile Nonfiction**	**Young Adult Nonfiction**
			
Adult Movies & TV	**Adult Music**	**Juvenile Movies & TV**	**Young Adult Movies & TV**

Decorations by Sarah, Nichole, Heather, Janet, and Shelley:

Facility Report

LANCE AGNE, HEAD OF MAINTENANCE

- Continued Upper Level painting and high peaks
- Anderson Pest Control monthly inspection fruit flies & ants in kitchen
- Trim Locust trees & bushes by bay & east sidewalk work done by The Nature Boys
- Changed out Boiler Room lighting to LED & last remaining florescent light in the Maintenance Exit ramp
- Removed curbside posts and affixed signs permanently to building
- Repaired and re-installed staff door lock
- Thrift Books pick up 3 bins from LL Bay
- Monthly drain maintenance
- Checked all rest room air fresheners replaced Public UL Men's & Public LL Women's
- Organized Stored YS Shelving stored in south closet located under center stairs
- Worked to secure bids for Fire Alarm Panel upgrade
- Attended walk through with Home Inspector for property purchase
- Daily check/clean emergency stairwell
- Picking up parking lot & property garbage
- Reviewed mid-year budgets

COMMUNITY RELATIONS

December 2020 - January 2021

Prepared by Tracey Lane,
Head of Community Engagement & Marketing

EVENTS & ACTIVITIES

- Chamber Board Meeting
- PACC Executive Board Meeting
- RAILS/ILA Marketing Roundtable
- Ambassadors Meeting
- Kiwanis Meeting

CE&M HAPPENINGS

Kiwanis Cookie Walk

- Kiwanis held their first Cookie Walk Fundraiser on December 12. Andrea Ferak represents the Library in the Kiwanis..

Andrea sat on the planning committee and played in integral role in this event. The Library also handed out cookies. Over 100 people signed up and 15 downtown businesses handed out cookies. The event received very positive feedback.

Other Projects

- Interviewing libraries/doing research on those who have done a name change or brand refresh.
- Continue to update signage, website and social media as needed for new phases
- CE&M will be launching a blog - details to come soon

CE&M HAPPENINGS, CONT..

Marketing Audit

- While the Library building was unavailable to the public we took the opportunity to redo some of the faded and dated signage on the upper level.
- We also cleaned up sections of the website and old digital marketing files.
- Next up: Lower Level signage and marketing brochures

Holiday Lights Collection

- Holiday Lights has once again been super popular. We will continue to collect until February 28.

Grab & Go Locker Marketing

- With the lockers getting ready to launch to the public we have been busy creating social media, newspaper ads, emails, press releases, website content, how-to videos and much more to get the word out to the public.

COMMUNITY RELATIONS BY THE NUMBERS

December 2020

GOOGLE ADS STATS

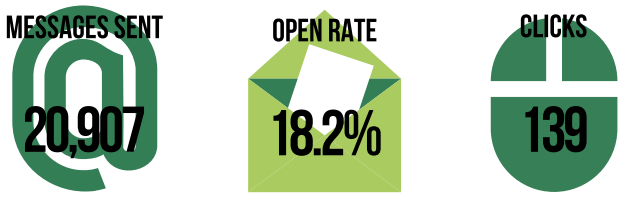
December 1 to 31

Campaign	Impressions	Click Through Rate	Cost*
Virtual	11,671	10.65%	$8,816.78
Library	781	27.53%	$266.92
Resources	3,417	7.43%	$1,018.51

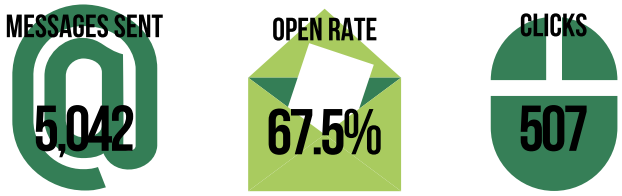
*All costs are waived through the Ad Grants program.

EMAIL STATS

ENews Weekly Averages



New Cardholder Message Totals

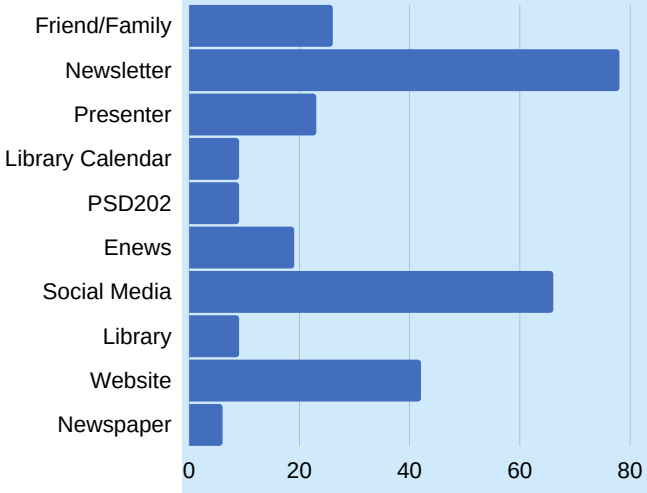


PROGRAM SIGN UP STATS

SOCIAL MEDIA STATS

	Facebook		Twitter		Instagram		Teen Instagram	
Followers	6,431	16	1,091	4	2,318	13	825	11
Engagement	7,773	21%	5,141	611%	874	-8%	0	#DIV/0!
Reach/ Impressions	85,222	12%	27,630	36%	11,900	-14%		
Likes	1,840	-1%	637	138%	848	-8%	0	#DIV/0!
Comments/ Mentions	187	-3%	14	-44%	26	-4%	0	#DIV/0!
Shares/ Retweets	222	-20%	93	210%				
Username	@PlainfieldLibrary		@PPLD1		@PlainfieldLibrary		@PlainfieldTeens	
Last Profile Check?	1/4/21		1/4/21		1/4/21		1/4/21	
Posting Frequency	2-3 times a day		3-5 times a day		5-7x a week			

How Patrons Learned About December Programs



Reference & Reader Services Monthly Report

Kara Kohn, Head of R&RS

December 2020

December 2020*

Reference Questions Answered 422
Unique Chat Questions Answered 67

Programs	Offered	Attended
Book A Librarian (virtual)	0	0
Book Discussion	2	9
ELL/ESL	25	66
Mobile Workforce	n/a	n/a
Programs	12	314
Proctoring Requests	0	0
Tech Training (virtual)	2	2
TOTAL	41	391

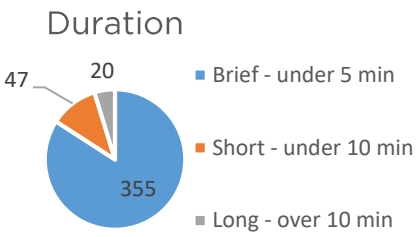
*Limited hours & services

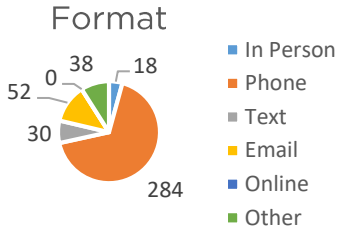
December 2019

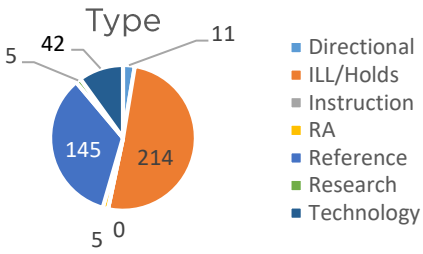
Reference Questions Answered 1124
Unique Chat Questions Answered 18

Programs	Offered	Attended
Book A Librarian	3	3
Book Discussion	2	19
ELL/ESL	105	420
Mobile Workforce	4	14
Programs	10	163
Proctoring Requests	n/a	n/a
Tech Training	8	19
TOTAL	132	638

Breakdown of Reference Questions







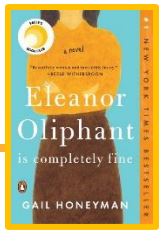
Activities of Note

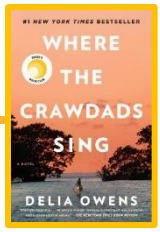
Adult Virtual Programs
Monday: Reading Club (Tania, Kiley)
Thursdays: Conversation Club (Tania, Tina, Therese)
Dec 1-6: Elegant Holiday Dinners (Therese)
Dec 1-13: 'Twas the Night Before Christmas (Therese)
Dec 1-13: Modern Hand Lettering (Therese)
Dec 1-20: Holiday Bow Making (Tania, Therese)
Dec 7-13: The Beatles, Chicago and the 1960s (Therese)
Dec 8: Excel Pivot Tables (Kiley)
Dec 10: Book Discussion (Colette)
Dec 13: PBS Books Convo with Ben Vanstone (Therese)
Dec 14-27: Completely Cracked Christmas (Therese)
Dec 16: Job Club (Kiley, Paula)
Dec 16: Book Discussion (Colette)
Dec 16: Excel & Google Sheets Basics (Lauren)

Free Books for the Taking
Since the Library is only open for Curbside Pickup, Colette has made a cart of new books (advanced readers) available for browsing every day by the outside book drop, weather permitting. We have given away over 100 books and counting!

Elegant Holiday Dinners Program Feedback
"Thank you for offering this programming. It's programming that I can't get on TV or even YouTube. It's an excellent use of taxpayer money"
– Virginia Gale

Did You Know?
The Library offers 45-50 book discussion kit titles. Despite the pandemic, 101 kits checked out in 2020! *Where the Crawdads Sing* by Delia Owens and *Eleanor Oliphant is Completely Fine* by Gail Honeyman tied for first place as being the most checked out book kits.





Diversity Audit Plans
The Department met to discuss the diversity audit of adult fiction we will be starting in January. Lauren is spearheading this project where each staff member will participate in evaluating every book in the collection to look for bias, stereotypes, and representation. Paula completed a test audit of Adult westerns.

Site and Location Usage Report (Summary)

Start date	12/1/2020
End date	12/31/2020
Context	All
User Group	All
Report Filters	All
Site	All
Location	All
Show NTA/TA Usage	Yes
Show deleted users	Yes
Total Usage	17
Total Duration (d hh:mm:ss)	0 01:25:40
Total Utilisation (d hh:mm:ss)	0 01:20:46
Average Duration (d hh:mm:ss)	00:05:02
Average Utilisation (d hh:mm:ss)	00:04:45

Site	Location	Location total usage	Total duration in location (d hh:mm:ss)	Average duration in location (d hh:mm:ss)	Location utilised (d hh:mm:ss)	Average utilisation in Location (d hh:mm:ss)
Plainfield Public Library	Youth Services Internet	16	0 01:22:20	00:05:08	0 01:18:41	00:04:55
Plainfield Public Library	Adult Services Internet	1	0 00:03:20	00:03:20	0 00:02:05	00:02:05

ILLINOIS LIBRARY ASSOCIATION | Because libraries Matter

How to Prepare for a Meet-up

https://www.ila.org/events/legislative-meet-ups/how-to-prepare-for-a-meet-up

So you're thinking about attending one of ILA's upcoming **Library Legislative Meet-ups**, or perhaps have already registered? We've compiled some information here to help you get the most out of this opportunity to connect with your state and federal elected officials.

First

Who are they? If you don't already know who represents you and/or your library (often not the same individual) in either the Illinois General Assembly or the United States Congress, you can search for them **here.**

Second

Are your legislators planning to attend an upcoming Meet-up? If so, which one? We update these lists daily as we receive confirmations:

1/29/2021 South Suburban Zoom @ 10:00 a.m.

2/5/2021 Southern Illinois Zoom @ 10:00 a.m.

2/8/2021 Chicago Zoom @ Noon

2/15/2021 North Suburban Zoom @ 9:00 a.m.

2/19/2021 West Suburban Zoom @ Noon

2/22/2021 Metro East Zoom @ 10:00 a.m.

2/26/2021 Central Illinois Zoom @ 8:00 a.m.

3/5/2021 Northwestern Illinois Zoom @ 10:00 a.m.

If your legislator has not yet responded, why not reach out to his or her office to urge them to come? It is highly impactful for legislators to hear from constituents in addition to the ILA office. They've all been invited, but if the person you speak with isn't familiar with the event, just take his or her name and contact information and let us know at **ila@ila.org**. *Please note:* It is just as valuable to connect with staff members if the legislator cannot attend. Staffers often have more time to discuss issues, and they are often the ones educating the legislators on relevant issues and helping craft legislation or positions.

Next

What will you learn about at the Meet-up? Program content will vary a bit by location, but generally the speakers will focus on ILA and library legislative priorities and the value and worth of libraries. This year's Meet-ups will look a little different as they will all be held virtually via Zoom and last an hour, rather

EVENTS

Calendar

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than mingling over breakfast or lunch. What hasn't changed is our commitment to advocating strongly for Illinois libraries!

Finally

Don't forget to have fun and be excited about taking this important step toward advocating for Illinois libraries, and the millions we serve! Your homework is to follow up with legislators after the event to invite them to your library (provided it's open to in-person public services) or schedule an individual meeting. We look forward to seeing you at a Meet-up.

Future ILA Annual Conferences

Past ILA Annual Conferences

33 W. Grand Ave, Suite 401 Chicago, IL 60654-6799
312 644-1896 phone 312 644-1899 fax ila@ila.org

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ORDINANCE NO. 2021-1

ORDINANCE CONFIRMING PLANS FOR PROPERTY PURCHASE AND PROPOSING A FINANCE PLAN

Property commonly known as 15014 S. Route 59, Plainfield, Illinois 60544 (Gargano and Waeghe)

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 Purchase**. The Library Trustees hereby determine to acquire a property (the "Property") proximate to the Library District's property. The property is commonly known as 15014 S. Illinois Route 59, Plainfield, Illinois.

Section 2. **Finance Plan**. The Library Trustees propose to pay for the Property from the Library District's Special Reserve Fund.

Section 3. **Estimated Cost.** The estimated cost of acquiring the Property is $265,000.

Section 4. **Notice of Meeting**. The Library Trustees will consider the purchase of the Property and the method of payment at a meeting at the Library, 15025 S. Illinois Street, Plainfield, Illinois, at 6:30 p.m. on February 17, 2021.

Section 5. **Effective Date**. This Ordinance is effective immediately.

Passed January 20, 2021, by roll call vote as follows:

VOTES (by Trustee last name)

AYES: _____

NAYS: _____

ABSENT: _____

_____
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

Plainfield Public Library General Fund FY 2021 (July 1, 2020 - June 30, 2021)

12/31/20

	FY21 Budget	FY21 Actual	% of Budget	MidYear	Difference	Notes
Income						
1004001 - Real Estate Taxes Library	3,183,416.45	3,197,182.65	100.43%			
1004002 - Personal Property Taxes	21,000.00	7,253.65	34.54%			
1004003 - Overlap Districts Agreement	346,986.59	0.00	0.00%			Anticipate receiving in late February/early March
1004004 - Fines	10,000.00	2,926.71	29.27%			We went fine-free in September 2020
1004005 - Books Bags Sales	0.00	0.00				
1004006 - Copier Fees	7,500.00	71.20	0.95%			
1004007 - Fax Fees	1,200.00	33.00	2.75%			
1004008 - Non Resident Fees	2,000.00	1,296.42	64.82%			
1004009 - Book Sales	2,500.00	871.39	34.86%			
1004010 - Meeting Room Deposits	0.00	50.00				
1004310 - Staff Purchases	0.00	-59.04				
1004400 - Tax Escrow Interest (Library	15,000.00	5,159.95	34.40%			
1004401 - Checking Interest	50.00	30.00	60.00%			
1004402 - E-Pay Interest	1,000.00	255.62	25.56%			
1004408 - Interest - Cert of Dep	2,000.00	2,666.85	133.34%			
1004502 - Donations	0.00	1,272.46				
1004503 - Donations - Friends of the Library	3,000.00	2,000.00	66.67%			
1004505 - Donations - Trust Fund	0.00	0.00				
1004701 - Per Capita Grant	0.00	94,171.25				
1004702 - Grants - Other	0.00	17,000.00				Includes $15K from CARES Act and Rotary $500
1004901 - Miscellaneous Income (Library)	0.00	1,309.69				
1004902 - Sale of Library Used Equipment	500.00	-30.00	-6.00%			
1015500 - Operating Transfer Out	0.00	0.00				
Total Income	3,596,153.04	3,333,461.80	92.70%	0.00	0.00	

Plainfield Public Library General Fund FY 2021 (July 1, 2020 - June 30, 2021)

Expense							
1015000 - Administration Department							
	1015001 - Administration Salaries	260,000.00	129,807.53	49.93%	270,000.00	10,000.00	Job reclassification adjustment
	1015002 - Unemployment Insurance	4,000.00	720.03	18.00%			
	1015005 - Health Insurance	150,000.00	78,184.01	52.12%			
	1015006 - Liab Ins - Workers Comp	7,500.00	0.00	0.00%			
	1015011 - Staff Development	20,000.00	6,370.16	31.85%	15,000.00	-5,000.00	Most training is virtual--Pandemic Effect
	1015012 - Travel Expense	12,000.00	641.82	5.35%	8,000.00	-4,000.00	No travel; but will begin regular mileage costs for delivery to lockers
	1015013 - Membership Dues	6,000.00	3,797.00	63.28%			
	1015014 - Human Resources	2,000.00	514.50	25.73%			
	1015201 - Payroll Services	7,500.00	3,646.17	48.62%			
	1015202 - Legal Services (Library)	6,000.00	6,012.50	100.21%			
	1015204 - Bank Fees	2,000.00	846.96	42.35%			
	1015205 - Trustee Develpoment	2,500.00	665.00	26.60%			
	1015308 - Office Supplies - Paper	3,000.00	2,577.21	85.91%			
	1015310 - Office Supplies - Admin	3,000.00	1,282.41	42.75%			
	1015311 - Postage	3,500.00	1,891.36	54.04%			
	1015313 - Newsletter	45,000.00	22,039.30	48.98%			
	1015316 - Printing - Legal	1,200.00	352.63	29.39%			
	1015317 - Telephone	11,000.00	4,462.06	40.56%			This is wonky because we transitioned our phone lines to MetroNet who also provides our data lines
	1015318 - Public Relations (Library)	35,000.00	9,643.61	27.55%			
	1015321 - Administrative - Misc	0.00	5,992.26				Donations - Wags to Wishes and Bags of Hope--Friends of the Library Summer Reading
	1015322 - Contingencies Operating Fund	20,000.00	0.00	0.00%			
	1015801 - Library - Wide Events	10,000.00	2,879.06	28.79%			
	1015805 - Liab Ins - Property / Package	26,000.00	15.00	0.06%	30,000.00	4,000.00	14.72% increase in liability insurances
	1015901 - Miscellaneous Expense	0.00	-516.00				overpayment FY20, refunded in FY21
	1018003 - Furniture & Fixtures	20,000.00	384.99	1.92%			

Plainfield Public Library General Fund FY 2021 (July 1, 2020 - June 30, 2021)

Total 1015000 - Administration Department	657,200.00	282,209.57	42.94%		5,000.00	
1025000 - Tech Service Department						
1025001 - Tech Services Salaries	144,000.00	67,831.84	47.11%			
1025306 - Tech Services Process Supply	15,000.00	4,858.87	32.39%			
1025307 - OCLC	3,000.00	3,058.58	101.95%			
Total 1025000 - Tech Services Dept.	162,000.00	75,749.29	46.76%	0.00	0.00	
1035000 - Account Services Department						
1035001 - Account Services Salaries	475,000.00	226,470.48	47.68%			
1035308 - Account Services Supplies	10,000.00	9,028.01	90.28%	15,000.00	5,000.00	$8,089 Pandemic expenses
1035309 - ILL Lost Items	500.00	98.44	19.69%			
1035310 - Home Delivery Supplies	4,000.00	500.00	12.50%			
Total 1035000 - Account Services Department	489,500.00	236,096.93	48.23%		5,000.00	
1045000 - Reference/Adult Services						
1045001 - Reference Salaries	462,000.00	224,670.10	48.63%			
1045101 - Adult Summer reading	6,000.00	0.00	0.00%			
1045102 - Adult Programs	15,000.00	5,871.34	39.14%			
1045103 - Databases - Adult	85,000.00	25,938.88	30.52%			
1045104 - Downloadable Materials	129,000.00	69,158.14	53.61%	131,000.00	2,000.00	$2K From Videos & DVDs 1045108
1045105 - Portable Media Devices - Adult	5,500.00	2,939.52	53.45%	7,500.00	2,000.00	$2K From Videos & DVDs 1045108
1045106 - Video Games - Adult	3,000.00	750.07	25.00%			
1045107 - Compact Discs - Adult	4,000.00	1,109.39	27.73%			
1045108 - Videos & DVDs - Adult	25,000.00	6,664.10	26.66%	21,000.00	-4,000.00	$2K to Port Med Device 1045105 and $2k to Downloadable Materials 1045104
1045109 - Audio Books - Adult	15,000.00	6,653.05	44.35%			
1045112 - Fiction - Adult	24,000.00	11,579.01	48.25%			
1045113 - Leased Material - Adult	28,000.00	27,627.20	98.67%			
1045114 - Large Print - Adult	7,000.00	3,363.30	48.05%			
1045115 - Graphic Novels - Adult	4,500.00	1,786.16	39.69%			

1045116 - Nonfiction - Adult	26,000.00	9,300.80	35.77%			
1045117 - Foreign Language - Adult	6,500.00	2,895.87	44.55%			
1045118 - Reference - Adult	1,000.00	452.52	45.25%			
1045119 - Standing Orders - Adult	5,000.00	2,184.87	43.70%			
1045120 - Periodicals - Adult	8,000.00	957.45	11.97%			
1045121 - Purchase On Demand	0.00	0.00				
1045123 - Exxon Mobile Grant Expenditures	0.00	0.00				
1045125 - Other Donations Expenses	500.00	32.92	6.58%	0.00	-500.00	Eliminate per Kara - Witt/Kahn donation
1045212 - Instructors and Facilitators	3,000.00	960.00	32.00%			
1045305 - Bindery	400.00	0.00	0.00%			
1045306 - Microfilming Supplies	4,000.00	155.37	3.88%			
1045310 - Department Supplies - Adult	2,500.00	742.13	29.69%			$326.73 Pandemic
1045405 - Local History Supplies	2,500.00	200.00	8.00%			
Total 1045000 - Reference/Adult Services	872,400.00	405,992.19	46.54%		-500.00	
1055000 - Youth Services						
1055001 - Youth Services Salaries	457,000.00	219,198.79	47.96%			
1055101 - Summer Reading - Children	8,000.00	225.00	2.81%			
1055102 - JUV Programs	7,000.00	3,168.17	45.26%			
1055103 - Databases - YS/YA	21,000.00	13,757.46	65.51%			
1055104 - Downloadable Materials YS/YA	17,500.00	3,000.00	17.14%			
1055105 - Portable Media Devices - YS/YA	1,800.00	0.00	0.00%			
1055107 - Compact Discs - Childre's	1,500.00	0.00	0.00%			
1055018 - Videos & DVDs - Children's	14,000.00	1,853.42	13.24%			
1055109 - Audio Books - Children's	5,000.00	448.39	8.97%			
1055112 - Fiction - Children's	16,500.00	8,278.67	50.17%			
1055116 - Nonfiction - Children's	39,000.00	14,886.05	38.17%			
1055118 - Reference - Children's	2,000.00	0.00	0.00%			
1055119 - Standing Orders - Children's	6,000.00	0.00	0.00%			

	1055120 - Periodicals - Children's	1,500.00	0.00	0.00%			
	1055123 - Easy Fiction	20,000.00	13,053.04	65.27%			
	1055310 - Department Supplies - Y/S	7,500.00	773.72	10.32%			$312.93 Pandemic
Total 1055000 - Youth Services		625,300.00	278,642.71	44.56%	0.00	0.00	
1065000 - Young Adult Services							
	1065101 - Summer Reading - YA	5,000.00	577.92	11.56%			
	1065102 - YA Programs	6,500.00	2,074.89	31.92%			
	1065108 - Videos & DVDs - YA	1,500.00	172.41	11.49%			
	1065109 - Audio Books - YA	1,500.00	710.80	47.39%			
	1065112 - Fiction - YA	16,000.00	4,423.13	27.64%			
	1065116 - Nonfiction - YA	8,000.00	477.72	5.97%			
Total 1065000 - Young Adult Services		38,500.00	8,436.87	21.91%	0.00	0.00	
1075000 - Community Relations Dept							
	1075001 - Community Relations Salaries	94,000.00	42,386.30	45.09%			Eliminated Marketing Asst position as of 12/31/20
	1075310 - Comm. Relations Supplies	1,000.00	60.00	6.00%			
Total 1075000 - Community Relations Dept		95,000.00	42,446.30	44.68%	0.00	0.00	
1095000 - Technology							
	1015314 - Web Page Development	6,000.00	540.00	9.00%			Only Weblinx $90 per month included: the local history site costs came from Reference budget
	1095206 - Pinnacle Cooperative	60,000.00	0.00	0.00%			Paid in June 2021
	1095207 - Computer Maintenance	66,000.00	28,490.00	43.17%			
	1095209 - Email & Web Hosting Fees	5,000.00	2,549.94	51.00%			
	1095210 - Lease Agreements	26,000.00	14,020.54	53.93%			
	1095211 - Subscription Services	52,000.00	11,281.15	21.69%			Majority paid in May and June
	1095301 - Software	8,000.00	373.20	4.67%			
	1095302 - Computer Supplies	1,200.00	2,423.28	201.94%			$794.45 Pandemic - Paragon Micro $1,041
	1095303 - Data Lines	2,400.00	3,659.27	152.47%			Metronet combining of bill - still looking into dividing between accounts
	1095304 - Computers (Library)	26,000.00	2,134.43	8.21%			$89.94 Pandemic

Total 1095000 - Technology	252,600.00	65,471.81	25.92%	0.00	0.00	
Total Expense	3,192,500.00	1,395,045.67	43.70%	0.00	9,500.00	
Net Income Library	403,653.04	1,938,416.13		0.00	-9,500.00	

Plianfield Public Library Audit Funds FY2021 July 1, 2020 - June 30, 2021

12/31/20

	FY21 Budget	FY21 Actual	% of Budget	MIdYear	Difference	Notes
Income						
3004001 - Real Estate Taxes (Audit)	8,084.86	8,119.81	100.43%			
Total Income	8,084.86	8,119.81	100.43%	0.00		
Expense						
3005218 - Audit Expense	7,800.00	9,300.00	119.23%			Actuarial service additional expense
Total Expense	7,800.00	9,300.00	119.23%	0.00		
Net Income	284.86	-1,180.19		0.00		

Plainfield Public Library Building, Sites and Maintenance Fund FY2021 July 1, 2020 to June 30, 2021

12/31/20

	FY21 Budget	FY21 Actual	% of Budget	MIdYear	Difference	Notes
Income						
5004001 - Real Estate Taxes (Site Fund)	280,949.13	282,164.06	100.43%			
Total Income	280,949.13	282,164.06	100.43%	0.00		
Expense						
5085001 - Building Maintenance Salaries	106,000.00	51,434.24	48.52%			
5085212 - Custodial Services	36,000.00	15,900.00	44.17%			
5085213 - Disposal Services	4,600.00	2,025.45	44.03%			
5085214 - Building Maintenance Agreement	5,000.00	2,187.65	43.75%			
5085215 - Equipment Maintenance Agreement	10,000.00	3,611.98	36.12%			
5085216 - Building Repair	42,000.00	11,574.21	27.56%			
5085217 - Equipment Repair	15,000.00	9,261.33	61.74%			
5085399 - Contingencies	20,000.00	0.00	0.00%			
5085601 - Utilities - Electric	45,000.00	18,745.24	41.66%			Compared to December 2019: $25,024.93--Pandemic Effect and new lighting
5085602 - Utilities - Gas	7,000.00	1,530.24	21.86%			Compared to December 2019: $2,574.39 --Pandemic Effect
5085603 - Utilities - Water	3,500.00	749.30	21.41%			Compared to December 2019: $1,877.99 --Pandemic Effect
5085604 - Building Supplies	8,000.00	5,430.74	67.88%			$2,695.08 Pandemic supplies
5086505 - Equipment & Tools	6,000.00	723.98	12.07%			
5085606 - Janitorial Supplies	15,000.00	8,400.72	56.00%			$2,193.48 Pandemic supplies
5085611 - Property Maintenance	6,000.00	3,978.46	66.31%	7,000.00	1,000.00	Utilities and expenses for the properties and tree removal $1,750; increased for added costs with additional property--which will be offset by rental income
Total Expense	329,100.00	135,553.54	41.19%		1,000.00	
Net Income	-48,150.87	146,610.52			-1,000.00	

Plainfield Public Library FICA Funds FY2021 July 1, 2020 - June 30, 2021

12/31/20

	FY21 Budget	FY21 Actual	% of Budget	MidYear	Difference	Notes
Income						
2004001 - Real Estate Taxes (FICA)	92,975.97	93,378.03	100.43%			
2004100 -FICA Tax Escrow Interest	0.00	0.00				
Total Income	92,975.97	93,378.03	100.43%	0.00		
Expense						
2005011 - FICA Expense	150,000.00	72,118.57	48.08%			
Total Expense	150,000.00	72,118.57	48.08%	0.00		
Net Income	-57,024.03	21,259.46		0.00		

Plainfield Public Library IMRF Fund FY2021 July 1, 2020 - June 30, 2021

12/31/20

	FY21 Budget	FY21 Actual	% of Budget	MIdYear	Difference	Notes
Income						
2504004 - Real Estate Taxes (IMRF)	169,782.21	170,516.40	100.43%			
2504400 - IMRF Tax Escrow Interest	0.00					
Total Income	169,782.21	170,516.40	100.43%	0.00		
Expense						
2505012 - IMRF Expense -ER	220,000.00	102,583.32	46.63%			
Total Expense	220,000.00	102,583.32	46.63%	0.00		
Net Income	-50,217.79	67,933.08		0.00		

Plainfield Public Library Reserve Fund FY2021 July 1, 2020 - June 30, 2021

12/31/20

	FY21 Budget	FY21 Acutal	% of Budget	MIdYear	Difference	Notes
Income						
7504250 - Grants - Construction	0.00	0.00				
7504400 - Interest	6,500.00	39.27	0.60%			
7504450 - Prime Account Interest	0.00	9,924.55				
7504504 - Impact Fees	25,000.00	89,202.00	356.81%			See 10 year comparison document
Total Income	31,500.00	99,165.82		0.00	0.00	
Expense						
7505213 -Legal Services	4,000.00	0.00	0.00%			
7505214 - Architectural Services	0.00	0.00				
7508005 - Real Estate Acquisition	0.00	160.61		280,000.00	280,000.00	Purchase of property closing on 1/13/21
7508006 - BLDG Development	0.00	0.00				
7508007 - Demolition Costs	0.00	0.00				
7508008 - Building Improvement	50,000.00	32,313.98	64.63%			Lockers: Paid for with Witchell donation of $25K
7509010 - Out to General Fund	0.00	0.00				
Total Expense	54,000.00	32,474.59	60.14%		280,000.00	
Net Income	-22,500.00	66,691.23			-280,000.00	

Plainfield Public Library Fund Balances FY2021

Fund Balances - FY2020 as of 6/30/20		Estimated as of 12/31/2020	
General/Operating	$1,899,382.00	$ 3,296,140.00	
IMRF	$ 35,084.00	$ 103,017.00	
FICA	$ 21,944.00	$ 43,203.00	
Audit	$ 3,250.00	$ 2,070.00	
Bldg Sites & Maint	$ 126,865.00	$ 273,475.00	
Reserve	$1,656,170.00	$ 1,722,861.00	$280,000
			Estimated for Purchase of property 1/21
Total	$3,742,695.00	$ 5,440,766.00	

Mid-year FY21 Budget Notes

- By board request, this budget was kept flat--no increases--until after all the property tax revenue was received. Budgeted revenue from property tax has been 100% received.

- The annual adjustments to the salary schedule were paused, as requested until mid-year review.

- We anticipated a 2% adjustment to the salary schedule in June 2020. The total annual amount for this increase would have been $45,000 to $46,000 (including salaries, IMRF & FICA). If the Board chooses to implement that now, at mid-year, the additional budgeted funds would be no more than $25,000.

- Gas and Water expenses are lower due to the Pandemic Effect.

- Electricity expenses are lower due to new lighting and the Pandemic Effect.

- We reclassified the Administrative Assistant job description to Administrative Services Manager to reflect the expanded HR responsibilities added to this position. This moves this position one pay grade higher resulting in a need to increase the Admin Salaries budget line.

- We eliminated the very part-time Marketing Assistant position and transferred her duties to the Community Liaison position.

- The purchase of the property which closes on 1/13/21 is not included in the budget but with closing fees, property taxes, etc., an approximate cost will be $280,000. These funds come from the Reserves fund.

- Impact Fees collected so far have exceeded $89,000, which represents a 356% increase. We've included a timeline of the past decade of impact fees received. The new fee structure went into effect in June 2020, which accounts for some of the additional funds, along with the fact that no impact fees were collected in March-May of 2020. However, we have processed 160 permits so far in FY21.

- $14,500 of current expenses are due to the pandemic which will be be covered by CARES Act funds. These are noted in the comments.

- The mid-year budget as adjusted, without the 2% salary schedule adjustments, increases by just $10,500. With the 2% salary schedule adjustment implemented beginning February 1, it would result in a less than $35,000 increase. We cautiously anticipate still being able to save over $400,000 at year end.

For Board approval 1.20.2021:
Changes are highlighted in blue

Finance Policy

POLICY SECTION 4

INTRODUCTION

The purpose of the Plainfield Public Library District's Finance Policy is to provide a framework for the Board of Library Trustees and staff for the fiscal operations of the Library, to assure sound fiscal management and to outline responsibilities for management of the Library's public funds. The Board of Trustees and the staff understand it has an obligation to adhere to all Illinois statutes and state-mandated accounting practices.

BUDGET AND REPORTING

The Plainfield Public Library District has a Board-approved written budget. This budget is developed annually as a cooperative process between the Board's Finance Committee, the Library Director and additional staff members with responsibility for budgetary elements. Each year, the Board of Trustees determines if the Library's revenues are adequate to meet the needs of the community. If the revenues were not adequate to meet the needs of the community, the Board of Trustees would take action.

On a monthly basis, the Library Director presents written reports on library operations to the Board of Trustees. These reports include such areas as finance, library usage, matters of personnel, collection development and programming in addition to any other relevant and pertinent information.

The Library maintains adequate records of library operations in a manner easily understood by the public as well as the Board of Trustees and Library Director. This record of library operations is presented at each Board of Trustees monthly meeting and clearly indicates the financial position of the library. In addition to the general financial position of the library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year to date expenditures and remaining budget.

PURCHASING

Purchases of the District are governed by the State of Illinois statutes. It is the policy of the Plainfield Public Library District Board of Trustees to, in addition to any statutory requirements, use the most responsible business practices in its purchases.

PURCHASES UP TO $5,000

- Purchases valued up to $5,000 may be made by designated staff members with attention to lowest possible cost and highest possible quality, performance, and service capacity.

PURCHASES $5,000 TO $25,000

- The Library Director will approve or oversee all purchases between $5,000 and $25,000 for approved budget line items.
    - Purchases not included in the annual budget that are between $5,000 and $15,000 will be made at the discretion of the Library Director.
    - Purchases not included in the annual budget that are between $15,000 and $25,000 will be presented to the Board for approval.

These purchases or contracts may be made without competitive bid requirements, but will, whenever possible and required, be based on at least three documented price quotes.

PURCHASES EXCEEDING $25,000

- Purchases and contracts exceeding $25,000 require Board approval and a formal competitive bid unless exempt under applicable exceptions.

In an extreme emergency, such as a condition that threatens the safety of the public or staff, or the integrity of the Library's building or other major property, the Library Director may make purchases over $25,000 per vendor to restore stability to the situation. The director will document the circumstances surrounding the emergency and the response.

RECEIPTS AND DISBURSEMENTS

A. All monies received shall be deposited as soon as is practicable.
B. Employee expense reimbursements will be submitted, approved, processed and paid via the payroll software/service.
C. Two (2) of any six (6) designated signers shall sign any check drawn on a Library account.
D. Disbursement checks may be signed by authorized staff signers although final approval of expenses rests with the Board of Trustees.
E. The Board of Trustees authorizes electronic payment of regular ongoing expenses, such as medical insurance premiums and utilities.
F. The Board of Trustees authorizes the following cash balances:
    1. Petty Cash fund in the amount of $250.
    2. Petty Cash Imprest checking account in the amount of $1,000.
    3. A Cash Drawer Change fund in the amount of $400.
G. The Library Director shall maintain a corporate credit card account for library expenses. Designated staff shall be authorized cardholders, at the Library Director's discretion.

EXPENSE REIMBURSEMENTS

All trustee requested reimbursements for any type of expense must be requested on a Travel Reimbursement Request form accompanied by corresponding receipts and subject to the Reimbursement Guide for Travel Expenses. Approval must be by a roll call vote by the Board of Trustees.

Employees' reimbursement for any type of expense must be requested through the District's payroll program within 10 working days and accompanied by corresponding receipts. Once approved by the immediate supervisor, the request is processed and payment included in the upcoming payroll run.

Guidelines for Expense Reimbursement is as follows:

A. When using privately owned vehicles for library-related business, staff and trustees will be reimbursed for tolls, parking fees and mileage using the IRS-approved rate.
B. Travel, whether by private or commercial vehicle, shall be done at the lowest possible total cost, with consideration for staff or Trustee time pursuant to the Reimbursement Guide for Travel Expenses.
C. Cost of lodging will be fully reimbursed at GSA per diem rates, upon presentation of appropriate documentation.
D. Meal expense will be reimbursed in full, up to the GSA per diem rate, for the following:
    1. Full day events
    2. When lunch is included in registration fee for local events
    2. For overnight stays
E. The cost of alcoholic beverages shall not be reimbursed.

GIFTS AND DONATIONS TO THE LIBRARY

The Library welcomes cash contributions, gifts of real property, stocks and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the Library to accept the contribution. All donations are subject to the approval of the Library Director and the Board of Trustees. Tax-deductible contributions in support of the Library may also be made through the Friends of the Plainfield Library, which is a 501(c)3 organization.

DISPOSAL OF SURPLUS LIBRARY MATERIALS

Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property whether purchased by the Library or donated) which in the judgement of the Library Director is no longer necessary or useful for library purposes may be disposed of in the following manner:

Discarded
Given to local philanthropic, educational, cultural, government, or other not-for-profit organizations

Traded in on new equipment
Made available for sale
Items valued $1,000 or more will be displayed at the Library and/or a public notice of its availability, the date, and terms of the proposed sale posted

INVESTMENTS

Purpose and Scope

The purpose of this policy statement is to outline the responsibilities, general objectives and specific guidelines for management of public funds by the Plainfield Public Library District. Its scope is all public funds of the Library.

Responsibilities

All Investment policies and procedures of the Plainfield Public Library District will be in accordance with Illinois law. The authority of the Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is acting under authority of the Board of Trustees.

Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Treasurer. The Treasurer, the Finance Manager, and the Library Director are responsible for establishing internal controls and written procedures for the operation of the investment program.

The Board may appoint the Finance Manager and/or Director of The Plainfield Public Library District responsible for Investing and Transferring funds. Actions taken by the Finance Manager and/or Director with respect to the Library funds shall be subject to review and approval by the Treasurer and the Finance Committee.

The Treasurer will work in consultation with the Finance Manager and Director to recommend changes to investment strategies and allocation. Such changes will be submitted to the Board of Trustees for approval.

"Prudent Person" Standard

All Library activities shall use a "prudent person" standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this Policy and the written procedures of the Library and exercising due diligence, shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Objectives and Guidelines

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

A. Legality (conforming with all legal requirements) and Safety (reserving capital and including diversification appropriate to the nature and amount of the funds):
    1. Investments will be made only in securities guaranteed by the U.S. government, or in FDIC insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage [unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral]. Any credit union accounts would not exceed insured amounts and otherwise would be in complete compliance with the legal requirements for such accounts and institutions.
    2. Authorized investments include and will primarily consist of: Certificate of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool and any other investments allowed under State law that satisfy the investment objectives of the Library District.
B. Liquidity (Maintaining sufficient liquidity to meet current obligations and those reasonably anticipated.
   In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.
C. Yield (attaining a market rate of return on investments)
   Within the constraints of Illinois law, considerations of safety and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts.
D. Simplicity of management
   The time required by library administrative staff to manage investments shall be kept to a minimum.

Reporting

Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Board of Trustees and at least quarterly include information regarding securities in the portfolio by class or type, book value, income earned and market value as of the report date. At least annually, the Treasurer shall review this Policy for any needed modifications and report to the Board on the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification and general performance. These reports will be available to the general public upon request.

Internal Controls

In addition to these guidelines, the Treasurer shall establish a system of internal controls and written operational procedures designed to prevent loss, theft, or misuse of the funds.

Authorized Financial Advisors and Institutions

Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon recommendation of the Treasurer. The

Treasurer will maintain a list of financial advisors and institutions authorized to provide investment services.

Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

FUND BALANCE POLICY

The Fund Balance Policy establishes a minimum level at which the projected year-end fund balance of each fund should be maintained. This policy is established to provide financial stability, cash flow for operations and the assurance that the District will be able to respond to emergencies with fiscal strength.

It is the Plainfield Public Library District's philosophy to support fiscal sustainability as our first priority while also building funds for future needs. Adequate fund balance/net asset levels are crucial in long-term financial planning. If the Board of Trustees adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to the policy within a three-year period.

The following parameters will be used as a part of the budget process to establish targets for the following funds:

General Fund

The General Fund is the general operating fund of the Library. It is used to account for administrative, library, and all financial resources, except those accounted for in another fund. The year-end balance for the General Fund shall represent no less than three months of expenditures. Balances above the maximum or at fiscal year-end may be transferred to the Special Reserve Fund through Board resolution.

Special Revenue Funds

These funds (currently, IMRF, FICA, audit and Building, Sites and Maintenance) are provided by a specific annual property tax levy or other restricted and/or committed revenue source. They are legally restricted to the specific purpose of the corresponding fund. ~~The year-end balance for the funds shall represent no less than three months of expenditures.~~

Special Reserve Fund

The Special Reserve Fund shall be maintained in accordance with the last adopted Special Reserve Fund Ordinance. The Board shall update and adopt the Special Reserve Ordinance at regular intervals not to exceed three (3) years. The Special Reserve Fund is 100% committed for projects identified in the Special Reserve Fund Ordinance.

In all cases, deferred property tax revenue will not be included in the year-end fund balance amount.

Review Procedures

Unexpected situations may cause the District to fall below the minimum level surplus. The Library Director is responsible for regularly monitoring revenue and expenditures. If, during the year, projections suggest that revenue will not meet expectations and fund target(s) will not be met at year-end, then the Director will take one or more of the following actions to reach the goals established in the budget:

Review expenses with Management Team
Reduce capital asset expenditures
Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals, and
Present to the Board of Trustees other expenditure control options, including those that might modify the goals established in the adopted budget.

This policy will be reviewed every three years.