

PLAINFIELD AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING AGENDA
SMALL MEETING ROOM
MARCH 15, 2023
6:30 P.M.

1. Call to Order, Pledge, Roll Call
2. Public Comment
3. Other Comments
 - a. Trustee Attendance at Community Events
 - b. Friends of the Library
4. Consent Agenda
 - a. February 15, 2023 Regular Board Meeting Minutes
5. Approval of Bills Paid and Bills Payable

a. Payroll	\$148,944.38
b. General Bills	\$83,128.78
c. Other Compensation/Administrative Costs	\$50,269.75
d. Total	\$282,342.91
6. Committee Reports
 - a. Personnel Committee, scheduled April 12, 6:30 pm
 - b. Nominating Ad-Hoc Committee, to be scheduled
 - c. Finance Committee meeting, to be scheduled, tentative May 1 or 3, 2023
7. Library Director's Report
8. Action Items: Unfinished Business
 - a. Renovation Planning (discussion)
 - b. Decennial Committees (discussion)
 - c. Trustee Expenditures for Continuing Education (action)
9. Adjournment



BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
FEBRUARY 15, 2023

CALL TO ORDER: The regular meeting of February 15, 2023 was called to order at 6:30 pm in the Library's Small Meeting Room at 15025 S. Illinois Street. Roll call was conducted. Regular members present: Gilmore, Schmidt, Knight, Malec, McMurtrie. Regular members absent: Grotto, Puetz. Staff present: Pappas, Hartley, Lane, Wold. Guest present: None.

PUBLIC COMMENT: None.

OTHER COMMENT: Board discussed attendance at community events.

CONSENT AGENDA: Gilmore accepted the minutes of the regular meeting of January 18, 2023.

APPROVAL OF BILLS PAID: Malec moved approval of bills paid and bills payable for January for a total of \$278,707.09. McMurtrie seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: The Personnel Committee was scheduled for Wednesday, April 12, 2023 at 6:30 pm.

LIBRARY DIRECTOR'S REPORT: Pappas presented her report.

ACTION ITEMS: Unfinished Business

1. Renovation Planning – No action taken.
2. Decennial Committee – Item is tabled pending an expected template.

ACTION ITEMS: New Business

1. General Policy – Schmidt moved to approve the updated General Policy. McMurtrie seconded the motion, all voted yes via roll call vote; motion carried.
2. In-Service Closures – Malec moved to approve the additional 2023 closings as presented for all staff training days. Knight seconded the motion, all voted yes via roll call vote; motion carried.
3. Trustee Expenditures – Tabled until the March regular meeting.

ADJOURNMENT: McMurtrie moved to adjourn. Knight seconded the motion. All voted yes via voice vote. The meeting adjourned at 7:50 pm.

Aimee Hartley
Recording Secretary

Vicki Knight
Board Secretary

Plainfield Public Library

Profit & Loss Budget Performance Total Library w YTD

	February 2023								
	Curent Month			Year To Date			Annual		
	Feb 23	Budget	% of Budget	Jul '22 - Feb 23	YTD Budget	% of Budget	Annual Budget	YTD % of Budget	
Ordinary Income/Expense								66.67%	
Income									
1004001 · Real Estate Taxes Library	7,076.90	0.00	100.0%	3,695,853.68	3,681,199.40	100.4%	3,681,199.40	100.40%	
1004002 · Personal Property Taxes	8,495.51	1,954.32	434.7%	33,834.97	13,402.04	252.46%	30,000.00	112.78%	
1004003 · Overlap Districts Agreement	0.00	0.00	0.0%	315,604.09	315,000.00	100.19%	315,000.00	100.19%	
1004004 · Lost/Damaged	700.82	425.15	164.84%	4,122.33	3,397.09	121.35%	5,000.00	82.45%	
1004005 · Books Bags Sales	0.00	2.00	0.0%	0.00	19.00	0.0%	50.00	0.00%	
1004006 · Copier Fees	496.85	403.90	123.01%	3,916.70	3,021.38	129.63%	5,000.00	78.33%	
1004007 · Fax Fees	101.20	83.96	120.53%	670.20	712.58	94.05%	1,200.00	55.85%	
1004008 · Non Resident Fees	686.71	169.60	404.9%	3,563.13	1,819.40	195.84%	2,500.00	142.53%	
1004009 · Book Sales	201.64	114.73	175.75%	1,635.11	1,441.24	113.45%	2,000.00	81.76%	
1004010 · Meeting Room Deposits	125.00	114.78	108.9%	575.00	810.45	70.95%	1,000.00	57.50%	
1004310 · Staff Purchases	0.00	0.00	0.0%	-56.00	0.00	100.0%	0.00	100.00%	
1004401 · Checking interest	0.00	2.88	0.0%	0.82	25.64	3.2%	50.00	1.64%	
1004402 · E-Pay Interest	1,551.18	18.82	8,242.19%	9,421.18	113.43	8,305.72%	200.00	4710.59%	
1004410 · Unrealized Gain(Loss)	0.00	0.00	0.0%	-37,406.78	0.00	100.0%	0.00	100.00%	
1004417 · Tax Escrow Interest HB	4,452.54	333.33	1,335.78%	20,959.67	2,666.64	786.0%	4,000.00	523.99%	
1004502 · Donations	2,071.54	0.00	100.0%	11,339.27	0.00	100.0%	0.00	100.00%	
1004503 · Donations - Friends of Library	500.00	0.00	100.0%	2,500.00	0.00	100.0%	0.00	100.00%	
1004701 · Per Capita Grant	0.00	0.00	0.0%	116,606.13	111,122.08	104.94%	111,122.08	104.94%	
1004702 · Grants - Other	0.00	0.00	0.0%	0.39	0.00	100.0%	0.00	100.00%	
1004901 · Miscellaneous Income (Library)	251.36	0.00	100.0%	5,700.71	0.00	100.0%	0.00	100.00%	
1004902 · Sale of Library Used Equipment	0.00	50.03	0.0%	150.00	252.63	59.38%	500.00	30.00%	
1004909 · Rental Income	7,900.00	8,000.00	98.75%	65,050.64	64,000.00	101.64%	96,000.00	67.76%	
2004001 · Real Estate Taxes (FICA)	0.00	0.00	0.0%	4,412.40	4,408.61	100.09%	4,408.61	100.09%	
2504001 · Real Estate Taxes (IMRF)	0.00	0.00	0.0%	4,412.40	4,408.61	100.09%	4,408.61	100.09%	
3004001 · Real Estate Taxes (Audit)	0.00	0.00	0.0%	4,412.40	4,408.61	100.09%	4,408.61	100.09%	
5004001 · Real Estate Taxes - Facil Fund	0.00	0.00	0.0%	315,487.48	315,216.47	100.09%	315,216.47	100.09%	
7504400 · Interest	225.73	3.58	6,305.31%	1,379.51	33.67	4,097.15%	50.00	2759.02%	
7504450 · Prime Account Interest	0.00	83.33	0.0%	0.00	666.64	0.0%	1,000.00	0.00%	
7504451 · Unrealized Gain(Loss) iPrime	0.00	0.00	0.0%	-1,867.36	0.00	100.0%	0.00	100.00%	

Plainfield Public Library

Profit & Loss Budget Performance Total Library w YTD

	February 2023			Year To Date			Annual	
	Curent Month		% of Budget	Jul '22 - Feb		% of Budget	Annual Budget	YTD % of Budget
	Feb 23	Budget		23	YTD Budget			
7504504 · Impact Fees	18,257.00	5,606.46	325.64%	79,532.00	55,035.63	144.51%	90,000.00	88.37%
Total Income	53,093.98	17,366.87	305.72%	4,661,810.07	4,583,181.24	101.72%	4,674,313.78	99.73%
Gross Profit	53,093.98	17,366.87	305.72%	4,661,810.07	4,583,181.24	101.72%	4,674,313.78	99.73%
Expense								
1015000 · Administration Department								
1015001 · Adminstration Salaries	22,967.51	23,577.96	97.41%	196,336.44	191,579.39	102.48%	304,000.00	64.58%
1015002 · Unemployment Insurance	0.00	0.00	0.0%	887.14	1,400.00	63.37%	4,000.00	22.18%
1015005 · Health Insurance	12,126.64	14,352.12	84.49%	117,224.08	127,196.28	92.16%	175,000.00	66.99%
1015006 · Liab Ins. - Workers Comp	0.00	0.00	0.0%	0.00	10,000.00	0.0%	10,000.00	0.00%
1015011 · Staff Development	499.78	1,059.51	47.17%	11,948.14	14,117.86	84.63%	20,000.00	59.74%
1015012 · Travel Expenses	349.56	1,046.99	33.39%	6,302.06	5,368.19	117.4%	10,000.00	63.02%
1015013 · Membership Dues	313.00	436.82	71.65%	5,763.95	4,661.36	123.65%	6,000.00	96.07%
1015014 · Human Resources	19.60	167.32	11.71%	944.45	762.29	123.9%	2,000.00	47.22%
1015015 · Staff Development EDI	0.00	1,666.67	0.0%	28.16	13,333.36	0.21%	20,000.00	0.14%
1015201 · Payroll Services	1,245.48	1,341.65	92.83%	6,591.40	6,307.47	104.5%	9,500.00	69.38%
1015202 · Legal Services (Library)	0.00	200.62	0.0%	4,201.50	2,558.10	164.24%	5,000.00	84.03%
1015204 · Bank Fees	287.14	266.27	107.84%	2,467.70	2,111.45	116.87%	3,500.00	70.51%
1015205 · Trustee Development	120.00	215.76	55.62%	583.44	2,266.69	25.74%	2,500.00	23.34%
1015308 · Office Supplies - Paper	0.00	67.64	0.0%	245.92	1,203.54	20.43%	2,000.00	12.30%
1015310 · Office Supplies - Admin	49.32	328.95	14.99%	960.92	2,295.56	41.86%	4,000.00	24.02%
1015311 · Postage	300.00	345.34	86.87%	2,697.23	2,315.70	116.48%	3,500.00	77.06%
1015313 · Newsletter	30.22	15,216.30	0.2%	50,959.62	44,718.26	113.96%	64,000.00	79.62%
1015316 · Printing - Legal	0.00	0.00	0.0%	952.34	1,027.42	92.69%	2,000.00	47.62%
1015317 · Telephone	1,088.24	1,020.20	106.67%	8,710.94	7,942.85	109.67%	12,000.00	72.59%
1015318 · Public Relations (Library)	616.00	4,344.50	14.18%	19,250.74	20,633.14	93.3%	35,000.00	55.00%
1015322 · Contingencies Operating Fund	0.00	1,344.40	0.0%	128.24	3,953.79	3.24%	10,000.00	1.28%
1015801 · Library-Wide Supplies & Events	90.96	1,025.20	8.87%	6,553.72	4,903.55	133.65%	10,000.00	65.54%
1015802 · Library-Wide EDI Public Initiat	0.00	416.67	0.0%	320.00	3,333.36	9.6%	5,000.00	6.40%
1015805 · Liab Ins. - Property/Package	0.00	0.00	0.0%	39,841.63	40,000.00	99.6%	40,000.00	99.60%
1015901 · Miscellaneous Expense	65.21	0.00	100.0%	218.46	0.00	100.0%	0.00	100.00%
1015909 · Rental Property Prof Svcs-Misc	807.00	1,704.00	47.36%	10,771.05	6,184.00	174.18%	13,000.00	82.85%

Plainfield Public Library

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	Curent Month			Year To Date			Annual		
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1018003 · Furniture & Fixtures	0.00	702.63	0.0%	2,159.13	4,471.20	48.29%	9,880.00	21.85%	
Total 1015000 · Administration Department	40,975.66	70,847.52	57.84%	497,048.40	524,644.81	94.74%	781,880.00	63.57%	
1025000 · Materials Management Dept									
1025001 · Materials Management Salaries	11,290.32	12,715.52	88.79%	91,208.63	100,649.80	90.62%	158,000.00	57.73%	
1025306 · Materials Mgmt Process Supply	1,995.95	895.23	222.95%	6,992.33	7,466.81	93.65%	15,000.00	46.62%	
1025307 · OCLC	0.00	0.00	0.0%	3,327.99	3,458.74	96.22%	3,500.00	95.09%	
Total 1025000 · Materials Management Dept	13,286.27	13,610.75	97.62%	101,528.95	111,575.35	91.0%	176,500.00	57.52%	
1035000 · Borrower Services Department									
1035001 · Borrower Services Salaries	33,862.14	37,298.86	90.79%	278,042.76	311,564.12	89.24%	477,000.00	58.29%	
1035308 · Borrower Services Supplies	0.00	1,071.66	0.0%	4,390.92	7,541.34	58.23%	12,000.00	36.59%	
1035309 · ILL Lost Items	0.00	35.57	0.0%	969.99	364.77	265.92%	500.00	194.00%	
1035310 · Home Delivery Supplies	0.00	484.95	0.0%	1,519.15	2,699.40	56.28%	4,000.00	37.98%	
Total 1035000 · Borrower Services Department	33,862.14	38,891.04	87.07%	284,922.82	322,169.63	88.44%	493,500.00	57.74%	
1045000 · Adult Services									
1045001 · Adult Services Salaries	31,902.17	37,354.94	85.4%	297,949.58	317,008.46	93.99%	484,000.00	61.56%	
1045101 · Adult Summer Reading	0.00	0.00	0.0%	3,757.66	670.97	560.03%	11,000.00	34.16%	
1045102 · Adult Programs	3,065.00	1,489.69	205.75%	15,118.21	11,758.94	128.57%	20,000.00	75.59%	
1045105 · Portable Media Devices - Adult	0.00	885.21	0.0%	3,325.10	4,039.60	82.31%	7,500.00	44.34%	
1045106 · Video Games - Adult	0.00	173.42	0.0%	1,658.02	2,016.33	82.23%	3,000.00	55.27%	
1045107 · Compact Discs - Adult	114.68	287.47	39.89%	2,265.37	2,810.78	80.6%	4,000.00	56.63%	
1045108 · Videos & DVDs- Adult	652.18	1,671.97	39.01%	7,901.28	12,176.30	64.89%	19,000.00	41.59%	
1045109 · Audio Books - Adult	754.82	1,229.86	61.37%	7,480.18	8,327.96	89.82%	13,000.00	57.54%	
1045111 · Digital Resources	4,576.00	18,166.67	25.19%	108,714.49	145,333.36	74.8%	218,000.00	49.87%	
1045112 · Fiction - Adult	1,049.27	1,828.51	57.38%	16,130.07	14,273.45	113.01%	24,000.00	67.21%	
1045113 · Leased Material - Adult	0.00	4,666.67	0.0%	27,834.15	13,981.86	199.07%	28,000.00	99.41%	
1045114 · Large Print - Adult	319.88	311.56	102.67%	4,013.08	3,781.87	106.11%	6,000.00	66.89%	
1045115 · Graphic Novels - Adult	161.45	265.35	60.84%	1,976.32	2,728.84	72.42%	4,500.00	43.92%	
1045116 · Nonfiction - Adult	762.88	1,602.21	47.61%	12,828.88	13,569.66	94.54%	24,000.00	53.45%	
1045117 · Foreign Language - Adult	190.41	212.10	89.77%	4,061.45	3,180.23	127.71%	6,500.00	62.48%	
1045118 · Reference - Adult	0.00	75.93	0.0%	864.00	751.08	115.03%	1,000.00	86.40%	
1045119 · Standing Orders - Adult	345.60	200.91	172.02%	4,111.60	3,399.14	120.96%	5,000.00	82.23%	

Plainfield Public Library

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	Feb 23	Budget		23	YTD Budget			
1045120 - Periodicals - Adult	0.00	111.96	0.0%	1,330.79	1,340.17	99.3%	8,500.00	15.66%
1045212 - Instructors and Facilitators	195.00	199.95	97.52%	1,630.00	1,844.23	88.38%	3,000.00	54.33%
1045305 - Bindery	0.00	0.00	0.0%	0.00	116.67	0.0%	400.00	0.00%
1045306 - Microfilming Supplies	0.00	0.00	0.0%	0.00	1,576.85	0.0%	4,000.00	0.00%
1045310 - Department Supplies - Adult	0.00	67.85	0.0%	2,416.76	907.07	266.44%	2,500.00	96.67%
1045405 - Local History Supplies	0.00	41.46	0.0%	727.68	824.19	88.29%	2,500.00	29.11%
Total 1045000 - Adult Services	44,089.34	70,843.69	62.24%	526,094.67	566,418.01	92.88%	899,400.00	58.49%
1055000 - Youth Services								
1055001 - Youth Services Salaries	35,070.01	38,758.38	90.48%	283,665.06	320,007.12	88.64%	490,000.00	57.89%
1055101 - Summer Reading - Childrens	0.00	936.57	0.0%	716.88	3,729.29	19.22%	8,000.00	8.96%
1055102 - JUV Programs	500.00	1,005.45	49.73%	5,567.49	4,949.09	112.5%	7,000.00	79.54%
1055103 - Databases - YS/YA	0.00	0.00	0.0%	26,356.43	22,843.51	115.38%	24,000.00	109.82%
1055104 - Downloadable Materials YS/YA	0.00	0.00	0.0%	5,000.00	2,515.56	198.76%	11,500.00	43.48%
1055105 - Portable Media Devices - YS/YA	0.00	114.82	0.0%	0.00	1,536.91	0.0%	2,800.00	0.00%
1055107 - Compact Discs - Children's	0.00	107.50	0.0%	260.17	859.86	30.26%	1,500.00	17.35%
1055108 - Videos & DVDs - Children's	80.92	1,470.84	5.5%	3,065.15	8,981.78	34.13%	14,000.00	21.89%
1055109 - Audio Books - Children's	0.00	0.00	0.0%	0.00	3,141.49	0.0%	7,000.00	0.00%
1055112 - Fiction - Children's	169.85	1,648.91	10.3%	9,992.28	10,492.85	95.23%	16,500.00	60.56%
1055116 - Nonfiction - Children's	36.47	4,813.97	0.76%	11,034.99	25,386.94	43.47%	39,000.00	28.30%
1055118 - Reference - Children's	6.32	0.00	100.0%	56.57	1,333.33	4.24%	2,000.00	2.83%
1055119 - Standing Orders - Children's	0.00	211.23	0.0%	405.92	4,304.27	9.43%	6,000.00	6.77%
1055120 - Periodicals - Children's	0.00	0.00	0.0%	0.00	873.18	0.0%	1,500.00	0.00%
1055123 - Easy Fiction	161.32	1,576.97	10.23%	9,753.19	11,567.61	84.32%	20,000.00	48.77%
1055310 - Department Supplies - Y/S	25.78	682.34	3.78%	2,265.17	2,924.95	77.44%	7,500.00	30.20%
Total 1055000 - Youth Services	36,050.67	51,326.98	70.24%	358,139.30	425,447.74	84.18%	658,300.00	54.40%
1065000 - Teen Services								
1065101 - Summer Reading - Teen	0.00	156.82	0.0%	1,299.28	1,929.93	67.32%	5,000.00	25.99%
1065102 - Teen Programs	441.41	876.72	50.35%	4,165.09	4,421.63	94.2%	6,500.00	64.08%
1065104 - Downlodable Materials - Teen	0.00	125.00	0.0%	0.00	1,000.00	0.0%	1,500.00	0.00%
1065105 - Portable Media Devices - Teen	0.00	166.67	0.0%	0.00	1,333.36	0.0%	2,000.00	0.00%
1065108 - Videos & DVDs - Teen	0.00	7.09	0.0%	419.83	866.86	48.43%	1,500.00	27.99%

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1065112 · Fiction - Teen	275.78	740.11	37.26%	4,465.03	6,775.62	65.9%	12,000.00	37.21%
1065116 · Nonfiction - Teen	0.00	579.35	0.0%	974.48	3,429.58	28.41%	5,000.00	19.49%
1065310 · Department Supplies - Teen	0.00	83.33	0.0%	571.33	666.64	85.7%	1,000.00	57.13%
Total 1065000 · Teen Services	717.19	2,735.09	26.22%	11,895.04	20,423.62	58.24%	34,500.00	34.48%
1075000 · Community Relations Dept								
1075001 · Community Relations Salaries	8,633.60	10,216.72	84.51%	68,909.68	77,168.21	89.3%	120,000.00	57.43%
1075310 · Comm. Relations Supplies	7.50	184.06	4.08%	7.50	547.17	1.37%	1,000.00	0.75%
Total 1075000 · Community Relations Dept	8,641.10	10,400.78	83.08%	68,917.18	77,715.38	88.68%	121,000.00	56.96%
1095000 · Technology								
1015314 · Web Page Development	90.00	1,029.20	8.75%	720.00	2,676.40	26.9%	6,000.00	12.00%
1095206 · Pinnacle Cooperative	0.00	0.00	0.0%	114.18	117.85	96.89%	65,000.00	0.18%
1095207 · Computer Maintenance Agreement	0.00	0.00	0.0%	58,389.95	70,000.00	83.41%	70,000.00	83.41%
1095209 · Email & Web Hosting Fees	1.99	60.24	3.3%	110.91	345.38	32.11%	600.00	18.49%
1095210 · Lease Agreements	6,272.33	2,535.63	247.37%	22,088.98	20,193.25	109.39%	27,000.00	81.81%
1095211 · Subscription Services	179.98	2,314.05	7.78%	17,061.86	42,024.08	40.6%	65,000.00	26.25%
1095301 · Software	0.00	0.00	0.0%	2,977.78	2,505.05	118.87%	8,000.00	37.22%
1095302 · Computer Supplies	106.98	7.59	1,409.49%	1,681.00	998.64	168.33%	2,000.00	84.05%
1095303 · Data Lines	219.95	177.54	123.89%	1,759.60	1,780.89	98.81%	2,700.00	65.17%
1095304 · Computers (Library)	0.00	847.64	0.0%	7,767.79	10,962.41	70.86%	26,000.00	29.88%
Total 1095000 · Technology	6,871.23	6,971.89	98.56%	112,672.05	151,603.95	74.32%	272,300.00	41.38%
2005011 · FICA Expense	11,403.41	12,944.55	88.09%	96,540.96	106,884.87	90.32%	165,000.00	58.51%
2505012 · IMRF Expense-ER	28,705.19	14,283.58	200.97%	124,369.85	136,331.62	91.23%	225,000.00	55.28%
3005218 · Audit Expense	0.00	0.00	0.0%	8,890.00	10,000.00	88.9%	10,000.00	88.90%
5085000 · Facilities Expenses								
5085001 · Facilities Salaries	8,635.71	10,180.45	84.83%	72,309.75	72,751.52	99.39%	117,000.00	61.80%
5085212 · Custodial Services	3,608.00	3,453.51	104.47%	26,358.00	27,138.72	97.12%	41,000.00	64.29%
5085213 · Disposal Services	572.50	643.47	88.97%	4,625.91	3,913.75	118.2%	6,000.00	77.10%
5085214 · Facilities Maint Agreement	385.31	388.63	99.15%	4,077.19	3,420.69	119.19%	5,000.00	81.54%
5085215 · Equipment Maintenance Agreement	1,560.00	1,019.98	152.94%	6,477.51	6,715.56	96.46%	10,000.00	64.78%
5085216 · Building Repair	0.00	2,692.07	0.0%	17,654.82	19,420.39	90.91%	35,000.00	50.44%
5085217 · Equipment Repair	70.00	1,342.57	5.21%	5,346.64	9,095.33	58.78%	15,000.00	35.64%

Plainfield Public Library **Profit & Loss Budget Performance Total Library w YTD**

	February 2023			Year To Date			Annual	
	Curent Month		% of Budget	Jul '22 - Feb		% of Budget	Annual Budget	YTD % of Budget
	Feb 23	Budget		23	YTD Budget			
5085399 · Contingencies	0.00	3,333.33	0.0%	0.00	6,666.66	0.0%	20,000.00	0.00%
5085601 · Utilities - Electric	2,380.53	2,972.65	80.08%	19,089.99	26,915.19	70.93%	40,000.00	47.73%
5085602 · Utilities - Gas	1,124.30	1,332.41	84.38%	4,871.80	4,375.57	111.34%	6,000.00	81.20%
5085603 · Utilities - Water	0.00	265.57	0.0%	2,205.91	2,365.39	93.26%	3,500.00	63.03%
5085604 · Building Supplies	192.58	1,045.44	18.42%	4,073.24	5,950.98	68.45%	8,000.00	50.92%
5085605 · Equipment & Tools	161.96	313.41	51.68%	2,187.87	2,665.55	82.08%	6,000.00	36.47%
5085606 · Janitorial Supplies	927.56	1,330.81	69.7%	9,367.09	9,723.76	96.33%	20,000.00	46.84%
5085611 · Rental Prop Util/Trash/Water	389.08	1,666.67	23.35%	5,376.12	13,333.36	40.32%	20,000.00	26.88%
5085909 · Rental Prop General Maint	0.00	1,250.00	0.0%	9,825.78	10,000.00	98.26%	15,000.00	65.51%
Total 5085000 · Facilities Expenses	20,007.53	33,230.97	60.21%	193,847.62	224,452.42	86.37%	367,500.00	52.75%
7505213 · Legal services	0.00	132.08	0.0%	1,732.50	907.55	190.9%	2,000.00	86.63%
7505214 · Architechural Services	0.00	4,166.67	0.0%	169,706.08	33,333.36	509.12%	50,000.00	339.41%
7508005 · Real Estate Acquistion	0.00	0.00	0.0%	3,387.84	0.00	100.0%	0.00	100.00%
7508008 · Building Improvements	0.00	14,051.34	0.0%	29,275.00	73,173.35	40.01%	150,000.00	19.52%
7508909 · Rental Prop Bldg Improvements	0.00	416.67	0.0%	1,213.90	3,333.36	36.42%	5,000.00	24.28%
Total Expense	244,609.73	344,853.60	70.93%	2,590,182.16	2,788,415.02	92.89%	4,411,880.00	58.71%
Net Income	-191,515.75	-327,486.73	58.48%	2,071,627.91	1,794,766.22	115.43%	262,433.78	

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	10762	02/01/2023	American Library Association	0001013 · Checking Account Chase Bank	-391.00
Bill Pmt -Check	10763	02/01/2023	Baker & Taylor Books-	0001013 · Checking Account Chase Bank	-3,999.23
Bill Pmt -Check	10764	02/01/2023	Complete Cleaning Company	0001013 · Checking Account Chase Bank	-3,608.00
Bill Pmt -Check	10765	02/01/2023	ENGIE Resources LLC	0001013 · Checking Account Chase Bank	-2,389.02
Bill Pmt -Check	10766	02/01/2023	Midwest Tape, LLC	0001013 · Checking Account Chase Bank	-1,441.74
Bill Pmt -Check	10767	02/09/2023	Algonquin Area Public Library District	0001013 · Checking Account Chase Bank	-179.00
Bill Pmt -Check	10768	02/09/2023	Cintas	0001013 · Checking Account Chase Bank	-396.68
Bill Pmt -Check	10769	02/09/2023	Clementz Electric, LLC	0001013 · Checking Account Chase Bank	-1,296.48
Bill Pmt -Check	10770	02/09/2023	Daily Southtown	0001013 · Checking Account Chase Bank	-95.50
Bill Pmt -Check	10771	02/09/2023	Groot, Inc.	0001013 · Checking Account Chase Bank	-572.50
Bill Pmt -Check	10772	02/09/2023	Kin-ko Ace Stores, Inc.	0001013 · Checking Account Chase Bank	-58.16
Bill Pmt -Check	10773	02/09/2023	Risk Program Administrators-A. Gallagher	0001013 · Checking Account Chase Bank	-4,467.00
Bill Pmt -Check	10774	02/09/2023	SWAN	0001013 · Checking Account Chase Bank	-575.50
Bill Pmt -Check	10775	02/09/2023	TBS - Today's Business Solutions, Inc.	0001013 · Checking Account Chase Bank	-114.08
Bill Pmt -Check	10776	02/09/2023	Tri-K	0001013 · Checking Account Chase Bank	-1,521.60
Bill Pmt -Check	10777	02/09/2023	Value Line Publishing, LLC	0001013 · Checking Account Chase Bank	-5,000.00
Bill Pmt -Check	10778	02/09/2023	Village of Plainfield	0001013 · Checking Account Chase Bank	-132.27
Bill Pmt -Check	10779	02/09/2023	Weblinx Incorporated	0001013 · Checking Account Chase Bank	-90.00
Bill Pmt -Check	10780	02/09/2023	Whitmore Ace	0001013 · Checking Account Chase Bank	-505.55
Bill Pmt -Check	10781	02/09/2023	Village of Plainfield	0001013 · Checking Account Chase Bank	-139.96
Bill Pmt -Check	10782	02/09/2023	Village of Plainfield	0001013 · Checking Account Chase Bank	-265.44
Bill Pmt -Check	10783	02/13/2023	Aflac	0001013 · Checking Account Chase Bank	-317.48
Bill Pmt -Check	10784	02/13/2023	American Library Association	0001013 · Checking Account Chase Bank	-217.00
Bill Pmt -Check	10785	02/13/2023	Anderson Pest Solutions	0001013 · Checking Account Chase Bank	-99.30
Bill Pmt -Check	10786	02/13/2023	Baker & Taylor - Continuation Service	0001013 · Checking Account Chase Bank	-173.05
Bill Pmt -Check	10787	02/13/2023	Baker & Taylor Books-	0001013 · Checking Account Chase Bank	-4,081.62
Bill Pmt -Check	10788	02/13/2023	Metronet	0001013 · Checking Account Chase Bank	-1,029.06
Bill Pmt -Check	10789	02/13/2023	Midwest Tape, LLC	0001013 · Checking Account Chase Bank	-1,708.39
Bill Pmt -Check	10790	02/14/2023	Cash - PPLD	0001013 · Checking Account Chase Bank	-129.34
Bill Pmt -Check	10791	02/14/2023	Central Technology, Inc.	0001013 · Checking Account Chase Bank	-3,812.46
Bill Pmt -Check	10792	02/14/2023	Cooper, Phillip- February Sky	0001013 · Checking Account Chase Bank	-200.00
Bill Pmt -Check	10793	02/14/2023	Korean Performing Arts Inst. of Chicago	0001013 · Checking Account Chase Bank	-400.00

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	10794	02/14/2023	Mathisen, Martina	0001013 · Checking Account Chase Bank	-250.00
Bill Pmt -Check	10795	02/14/2023	Michalski, Brian - Endless Passport	0001013 · Checking Account Chase Bank	-300.00
Bill Pmt -Check	10796	02/14/2023	Sharma, Nidhi	0001013 · Checking Account Chase Bank	-125.00
Bill Pmt -Check	10797	02/14/2023	T-Mobile	0001013 · Checking Account Chase Bank	-224.13
Bill Pmt -Check	10798	02/14/2023	Shurtliff, Liesl	0001013 · Checking Account Chase Bank	-500.00
Bill Pmt -Check	10799	02/15/2023	Envision3, LLC	0001013 · Checking Account Chase Bank	-30.22
Bill Pmt -Check	10800	02/23/2023	American Library Association	0001013 · Checking Account Chase Bank	-313.00
Bill Pmt -Check	10801	02/23/2023	Bartholomew, Nicholas	0001013 · Checking Account Chase Bank	-295.00
Bill Pmt -Check	10802	02/23/2023	Blue Cross and Blue Shield of Illinois	0001013 · Checking Account Chase Bank	-13,421.50
Bill Pmt -Check	10803	02/23/2023	Cardmember Service-Busey	0001013 · Checking Account Chase Bank	-12,261.99
Bill Pmt -Check	10804	02/23/2023	Catapult- Formerly CAI & TEA	0001013 · Checking Account Chase Bank	-35.00
Bill Pmt -Check	10805	02/23/2023	Cintas	0001013 · Checking Account Chase Bank	-198.34
Bill Pmt -Check	10806	02/23/2023	CIT	0001013 · Checking Account Chase Bank	-2,345.79
Bill Pmt -Check	10807	02/23/2023	ComEd	0001013 · Checking Account Chase Bank	-103.82
Bill Pmt -Check	10808	02/23/2023	Cross Points Sales, Inc.	0001013 · Checking Account Chase Bank	-150.00
Bill Pmt -Check	10809	02/23/2023	Kiwanis Club of Plainfield	0001013 · Checking Account Chase Bank	-250.00
Bill Pmt -Check	10810	02/23/2023	Milligan, Lauren	0001013 · Checking Account Chase Bank	-75.00
Bill Pmt -Check	10811	02/23/2023	NCPERS Group Life Ins.	0001013 · Checking Account Chase Bank	-96.00
Bill Pmt -Check	10812	02/23/2023	Nicor Gas	0001013 · Checking Account Chase Bank	-285.56
Bill Pmt -Check	10813	02/23/2023	Plainfield Shorewood Area Chamber	0001013 · Checking Account Chase Bank	-150.00
Bill Pmt -Check	10814	02/23/2023	Rand, Janet	0001013 · Checking Account Chase Bank	-120.00
Bill Pmt -Check	10815	02/23/2023	The Office of the State Fire Marshal	0001013 · Checking Account Chase Bank	-70.00
Bill Pmt -Check	10816	02/23/2023	Valley Fire Protection Services, LLC	0001013 · Checking Account Chase Bank	-380.00
Bill Pmt -Check	10817	02/23/2023	Whitmore Ace	0001013 · Checking Account Chase Bank	-187.49
Bill Pmt -Check	10818	02/23/2023	ComEd	0001013 · Checking Account Chase Bank	-103.52
Bill Pmt -Check	10819	02/23/2023	Nicor Gas	0001013 · Checking Account Chase Bank	-142.26
Bill Pmt -Check	10820	02/27/2023	Aflac	0001013 · Checking Account Chase Bank	-317.48
Bill Pmt -Check	10821	02/27/2023	Allegiant Fire Protection	0001013 · Checking Account Chase Bank	-1,030.00
Bill Pmt -Check	10822	02/27/2023	Center Point Large Print	0001013 · Checking Account Chase Bank	-49.14
Bill Pmt -Check	10823	02/27/2023	Gale / Cengage Learning	0001013 · Checking Account Chase Bank	-258.69
Bill Pmt -Check	10824	02/27/2023	Metropolitan Life Insurance Company	0001013 · Checking Account Chase Bank	-1,582.46
Bill Pmt -Check	10825	02/27/2023	NewsBank, inc.	0001013 · Checking Account Chase Bank	-4,576.00

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	10826	02/27/2023	Quest College Consulting	0001013 - Checking Account Chase Bank	-200.00
Bill Pmt -Check	10827	02/27/2023	Smarty Pants World LLC	0001013 - Checking Account Chase Bank	-550.00
Bill Pmt -Check	10828	02/27/2023	Baker & Taylor - Continuation Service	0001013 - Checking Account Chase Bank	-345.60
Bill Pmt -Check	10829	02/27/2023	Baker & Taylor Books-	0001013 - Checking Account Chase Bank	-1,581.51
Bill Pmt -Check	10830	02/27/2023	Midwest Tape, LLC	0001013 - Checking Account Chase Bank	-817.87
Total					-83,128.78

February 2023 Bank Activity

	Tax Escrow Heartland XXX7902	Operating Chase XXX2895	Reserve Illinois Funds XXX2514	E-Pay Illinois Funds XXX0970	Illinois National Bank XXX0970	Total
Beginning Balance	3,316,685.13	506,865.45	65,666.80	450,343.99	1,000.00	4,340,561.37
Deposits		44,563.90		1,514.33	1,576.07	47,654.30
Transfer In	0.00					0.00
Interest Earned	4,452.54		225.73	1,551.18		6,229.45
Total Receipts	4,452.54	44,563.90	225.73	3,065.51	1,576.07	4,394,445.12
Checks Cleared		(77,759.32)				(77,759.32)
Transfers Out					(1,514.33)	(1,514.33)
Payroll Fees		(1,245.48)				(1,245.48)
Bank Fees		(225.40)			(61.74)	(287.14)
FSA		(154.87)				(154.87)
Payroll		(148,944.38)				(148,944.38)
IMRF		(45,126.32)				(45,126.32)
457 Payment		(3,517.68)				(3,517.68)
Total Disbursements	0.00	(276,973.45)	0.00	0.00	(1,576.07)	(278,549.52)
Ending Balance	3,321,137.67	274,455.90	65,892.53	453,409.50	1,000.00	4,115,895.60

FY23 Fund Activity 07/01/22 - 2/28/2023

	Library	Audit	Building & Maintenance	FICA	IMRF	Reserve	Total
Tax Revenue	\$3,729,688.65	\$4,412.40	\$315,487.48	\$4,412.40	\$4,412.40	\$0.00	\$4,058,413.33
Other Revenue	\$531,377.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$531,377.70
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,532.00	\$79,532.00
Interest	\$30,381.67	\$0.00	\$0.00	\$0.00	\$0.00	\$1,379.51	\$31,761.18
Investment Gain(Loss)	(\$37,406.78)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,867.36)	(\$39,274.14)
Transfer Out		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$4,254,041.24	\$4,412.40	\$315,487.48	\$4,412.40	\$4,412.40	\$79,044.15	\$4,661,810.07
Payroll	\$1,154,112.16	\$0.00	\$72,309.75	\$0.00	\$0.00	\$0.00	\$1,226,421.91
Personnel Expenses	\$149,689.38	\$0.00	\$0.00	\$96,540.96	\$124,369.85	\$0.00	\$370,600.19
Technology	\$112,672.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$112,672.05
Other Expenses	\$544,744.82	\$8,890.00	\$121,537.87	\$0.00	\$0.00	\$205,315.32	\$880,488.01
Total Expenses	\$1,961,218.41	\$8,890.00	\$193,847.62	\$96,540.96	\$124,369.85	\$205,315.32	\$2,590,182.16
Net Income	\$2,292,822.83	(\$4,477.60)	\$121,639.86	(\$92,128.56)	(\$119,957.45)	(\$126,271.17)	\$2,071,627.91

Plainfield Public Library District
Director's Report
Lisa Pappas, Director
March 08, 2023

Renovation Planning Update

I will provide an update from our talks with the Village. Don McKay from SNHA will be joining us with updates based on last month's financial discussion.

Staffing Update

Neil Davilo, Borrower Services Supervisor, has departed—he moved to Utah. Borrower Services Assistant Dawn Strand has been promoted to the Supervisor position. Long-time (15 years) Shelving Assistant Sheilah Hyland has announced her retirement at the end of April. The Shelving Assistant position is being phased out via attrition because of the minimum wage increases. Two people remain in that position; the duties of Shelving Assistants have been incorporated into the Borrower Services Assistant position and we have a Collections Assistant position who oversees the maintenance of the shelves. Interviews start next week for the full-time Adult Services Librarian position that is open due to Lauren Pierce's promotion to Department Head.

Personnel Committee/Director evaluation

My self-evaluation/goals have been shared with the Committee Chair. She will share the evaluation form and process with the Board and the Committee will meet on April 12 at 6:30 pm. Recommendations will then be presented at the April 19 meeting.

Decennial Committees on Local Government Efficiency Act

I have shared an article from Ancel Glink that includes guidance on the structure for the committee, however, it doesn't offer guidance on how the final report should be structured. We do need to form our committee prior to June 9, 2023 so we may want to consider whether to do the first meeting during our regular May meeting or have a separate meeting.

Trustee Expenditure: ILA Banquet

We tabled this expenditure at the February meeting. This event is Friday, May 19. The flyer has been included in the packet for your consideration.

Finance Committee

The committee needs to set a meeting to review the FY2024 proposed working budget. I am suggesting meeting the first week of May.

Nominating Committee

This ad-hoc committee will also need to meet to review the slate of officers for the next term.

Naperville Annexation Notification

As a follow-up, the certified letters you all received are required notifications when a municipality that borders our district annexes property. It's been more than a decade since that's occurred with the city of Naperville; the majority of the annexation notices

we receive are from the city of Joliet (which are mailed here). The property being annexed is on the former polo fields at 119th Street; the Village of Plainfield and the developer were unable to come to agreement on the widening of 119th so the developer chose to pursue annexation into Naperville.

Meetings Attended

02.13	Weekly meeting with Head of Community Engagement, Tracey Lane
02.14	Bi-weekly meeting with Head of Borrower Services, Marisa Barys
02.15	Weekly meeting with Head of Youth & Teen Services, Steven Marshall Library Board meeting
02.16	Meeting with Fandom Fest Committee Chairs Vendor meeting: Patron Point—marketing automation platform Bi-weekly meeting with Head of Materials Management, Rebecca Pfenning
02.17	Pinnacle Governing Board meeting: Joliet Library
02.20	Weekly meeting with Head of Adult Services, Lauren Pierce Weekly meeting with Head of Community Engagement, Tracey Lane
02.21	Zonta Member meeting Vacation 2.22 through 2.27
02.28	Bi-weekly meeting with Head of Borrower Services, Marisa Barys Zonta Executive Board meeting
03.01	Meeting with Board President, Carl Gilmore Weekly meeting with Head of YTS, Steven Marshall
03.02	Meeting with Village Administrator and Head of Public Works Meeting with SNHA Architects Bi-weekly meeting with Head of Materials Management, Rebecca Pfenning
03.03	Meeting with Library Attorney, re: Village Parking Lot IGA
03.06	Weekly meeting with Head of Adult Services, Lauren Pierce Weekly meeting with Head of Community Engagement, Tracey Lane
03.08	Weekly meeting with Head of YTS, Steven Marshall



COMMUNITY RELATIONS



Board Report | February 2023



Prepared by Tracey Lane
Head of Community Engagement
& Marketing



Events & Meetings

- PSACC Board meeting
- State of the Village Meeting
- WYSK Small Business Panel
- Ribbon Cuttings:
 - Post Net
 - CYNova
 - TreadFit
- Kiwanis Meeting
- Library Road Trip Meeting
- Harvest 5K Meeting
- Webinars:
 - The Flyer Fight
 - Inspiring Meaningful Work: Public Libraries and Workforce Development
 - The Power of Words and Thoughtful Communication
- CNN hosted by National Soft Wash / CertaPro painters
- Patron Point Kickoff / Training
- Team Nicholas Fundraiser
- Business Over Breakfast



Ribbon Cutting at CYNova CPAs & Advisors



Team Nicholas Lego Collection



Thank you for the Legos!

~Team Nicholas~

Thank you for the Legos!

Team Nicholas would like to thank you for your donation of Lego or block sets! Your donation will bring a smile to the sick children at our local hospitals this holiday season and all year long!

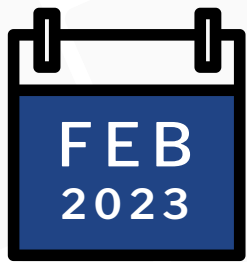
Plainfield Library

Thank you!!



CE&M Happenings

- Creating logo and graphics for Summer Reading Program: Find Your Voice
- Picking stories and preparing for Spring StoryWalk book change and Traveling StoryWalk
 - Traveling StoryWalk: we will be joining the police for Scoops along with the Park District on the first Wednesday of June, July and August.
- Onboarding a new marketing and CRM software (Patron Point)
- Planning for Library Road Trip
 - 18 libraries will be participating.
 - Each visitor gets a prize and is entered for the grand prize gift basket
 - They can also complete our scavenger hunt to be entered for a gift card
- Working with Eich's Sports to open a new online staff apparel store



COMMUNITY RELATIONS BY THE NUMBERS



Google Ads Stats

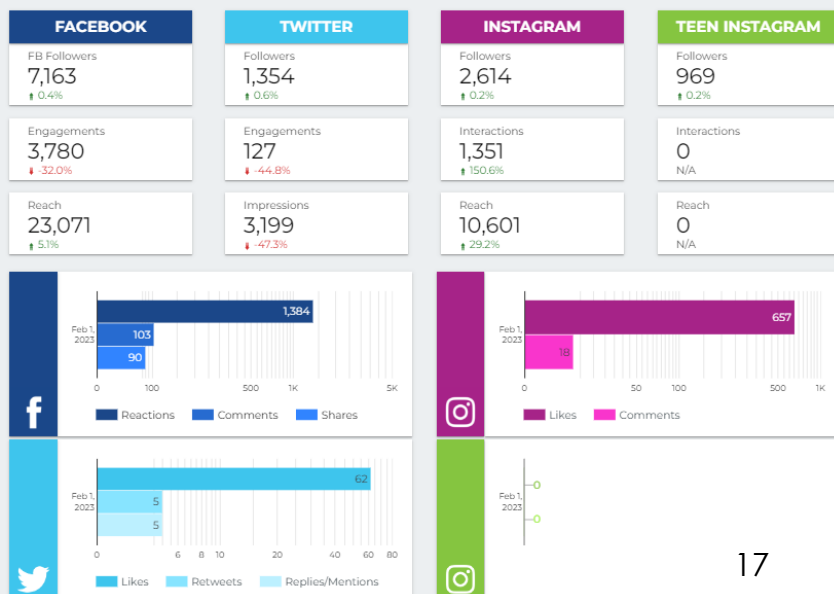
Campaign	Impressions	Click Through Rate	Cost*
Virtual	8,136	11.2%	\$7,435.00
Library	1014	13.2%	\$6,743.55
Resources	887	4.1%	\$454.80

*All costs are waived through the Ad Grants program.



Social Media Stats

Dashboard



Email stats



ENews Weekly Averages

MESSAGES SENT
22,576

OPEN RATE
55.4%

CLICKS
352

New Cardholder Message Totals

MESSAGES SENT
14,996

OPEN RATE
86.8%

CLICKS
1,204

Re-engagement Message Totals

MESSAGES SENT
40,930

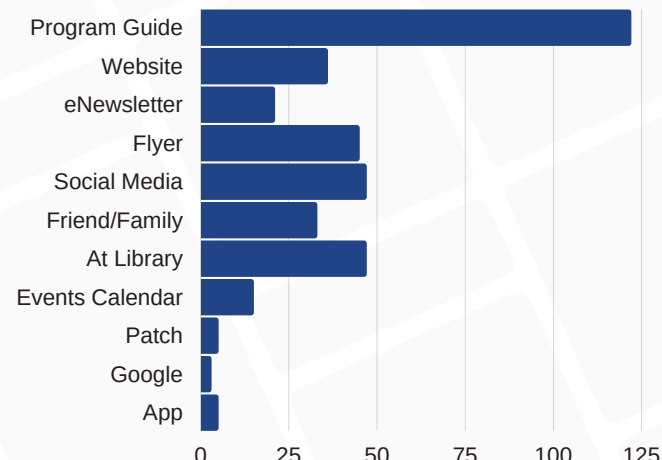
OPEN RATE
29.8%

CLICKS
197

Program Sign Up Stats



How Patrons Learned About February Programs



Monthly Report

STATISTICS

13

3D Printing
Requests

128

adult program
attendees

1

book a librarian
sessions

200

esl club & tutoring
attendees

595

public computer
sessions

1883

online resources
sessions and
searches

1

proctoring sessions

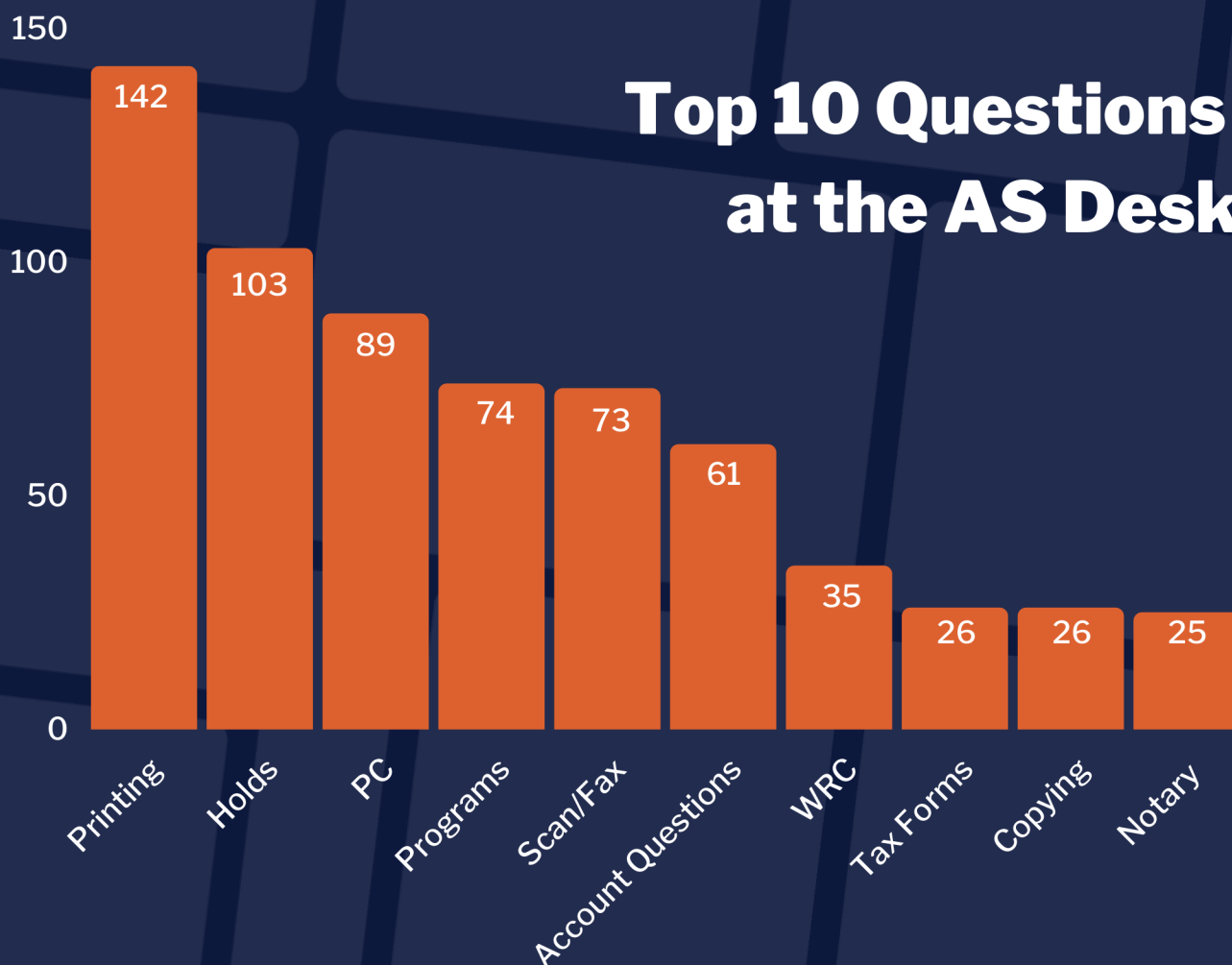
1,056

reference
questions
answered

22

tech training
attendees

Top 10 Questions at the AS Desk



MARY KUBICA

Local best-selling author Mary Kubica stopped by the library on February 1 to talk about her new book *Just the Nicest Couple* and sign books for her fans.



TAKE & MAKES

Charcuterie Boards

36 Kits Claimed



The Library partnered with the *Wine and Cheese Company* in downtown Plainfield. The kits included a small charcuterie board, spreading knife set and coupon for an instruction session on how to build a board and samples of meats and cheese!

CELTIC MUSIC CONCERT BY FEBRUARY SKY



PROGRAMS

- Mondays: Virtual Reading Club (**Tania**)
- Tuesdays: English for Beginners (**Tania**)
- Wednesdays: English for Intermediate Learners (**Tania**)
- Thursdays: Virtual Conversation Club (**Tania**)
- Feb 1: Conversation with Mary Kubica (**Jenn**)
- Feb 1: Intermediate Excel (**Greg**)
- Feb 2: Secretos culinarios: prepara comidas deliciosas con ingredientes de Simple Food (**Jenn**)
- Feb 3: Founding Fathers, Gardening & Sustainability (**Jenn**)
- Feb 6: Virtual Breathe and Relax with Qi Gong (**Jenn**)
- Feb 6: Virtual Shipwrecks of the Great Lakes (**Jenn**)
- Feb 7: Cricut Card Making (**Greg**)
- Feb 9: Virtual Book Discussion (**Colette**)
- Feb 15: Virtual Job Club (**Lisa K.**)
- Feb 15: Book Discussion (**Colette**)
- Feb 17: Virtual Erin's Law for Parents, Guardians and other Adult Stake Holders (**Jenn**)
- Feb 20: Virtual Organizing 101 - Spring Cleaning Specifics (**Jenn**)
- Feb 21: 3D Printing for Home Organization (**Greg**)
- Feb 25: Celtic Music Performance by February Sky (**Jenn**)
- Feb 27: Cyber Sleuthing Your Family Tree (**Tina**)

FACILITY REPORT

LANCE AGNE, HEAD OF FACILITIES

CUSTODIAL:

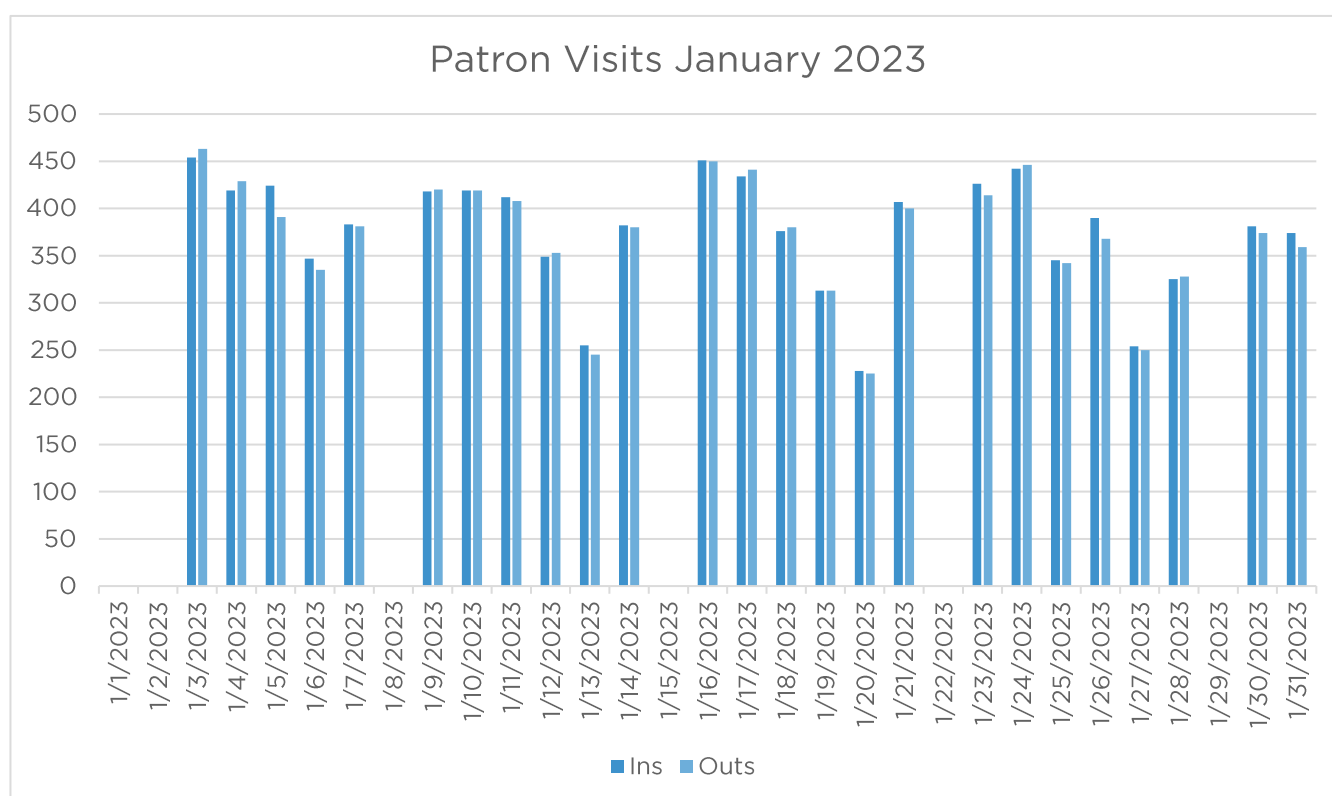
- Vacuum both levels day after Mini Golf 2/6
- Vacuum LMR daily before Storytime
- Vacuum SMR 2/7; 2/28 milkweed seeds in SMR & stacks outside SMR
- Cleaned kitchen cabinets and stove drawer. Matched lids with plastic containers, tossed chipped glass baking dishes, & rusted cookie sheet. Set out for staff to claim any of the following: 19 container lids without containers, 2 thermal coffee mug tops, & 2 divided containers
- Clean microwaves, counter tops 2/25

MAINTENANCE:

- Assist with Mini Golf event; prep, set ups, tear downs, clean up
- Changed all 4 public washroom air fresheners 2/13/23
- Check, clean, & refill all hand sanitizer stations 2/13, 2/27/23
- Cleaned, sanitized both water coolers. Trays washed in dishwasher 2/14
- Replaced public toilet paper dispenser; LL Womens middle stall someone carved into it 2/18
- Library Seed table of Library Use Room; Library Use Room computer table to UL Bay 2/27/2023
- Scrape old glue off tile where Library Seed table was in UL Elevator Lobby 2/27
- LMR & SMR tables are getting medium to deep scratches. Cleaned & applied pledge silicone to each table top 2/28
- 1 blue & 1 green recycling bin on a flatbed cart to Library Use Room for weeding. Returned jumbo black bin to garage 2/28
- Storage House thermostat turned off 2/28/2023
- Begin reviewing Admin Boxes to prep for shredding event (Zendesk 4281) 2/28

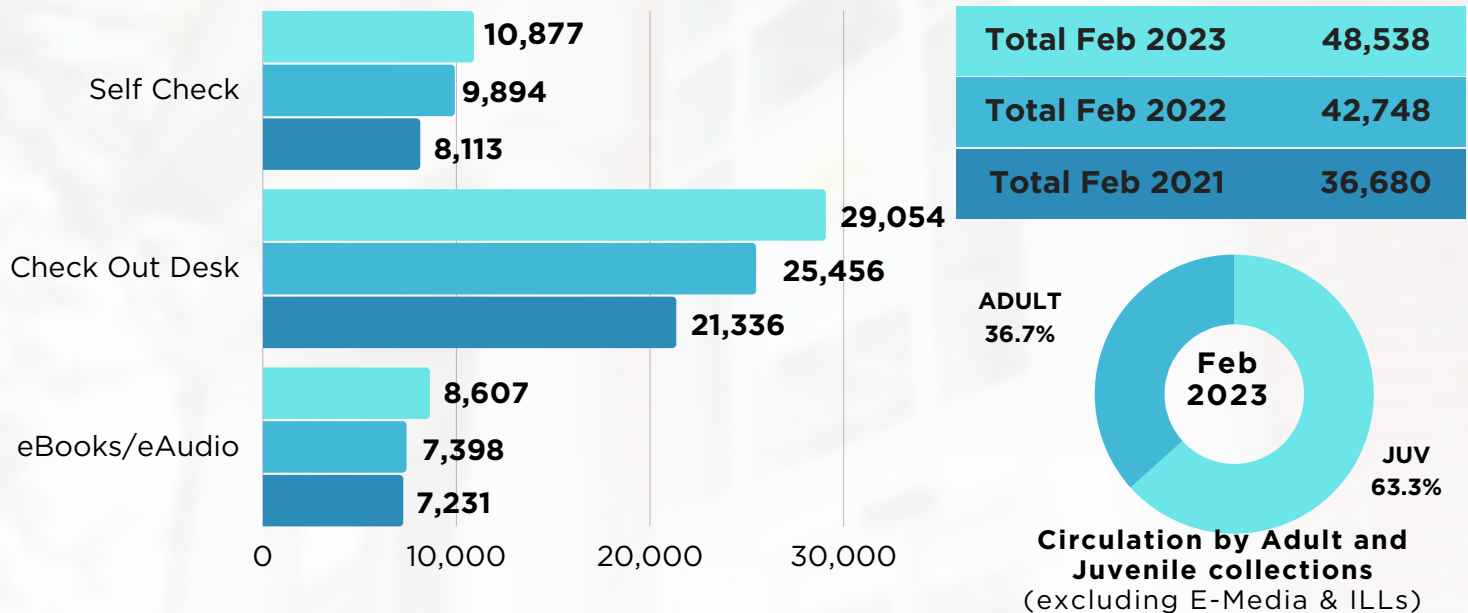
INSPECTIONS & EQUIPMENT TESTING DONE BY OUTSIDE VENDORS:

- Anderson Pest Control monthly inspection; nothing to report 2/1
- Backflow Inspection done by Rob with Valley Plumbing 2/6
- Boiler Inspection done by Zachary Vasser, Chubb; add & email picture of a plug in CO2 detector then will pass 2/7 Detector installed & emailed pic 2/7 10:02am
- Fire Alarm Inspection done by Allegiant 2/9/23
- Elevator west door has been getting stuck & making noises 2/9/23 adjusted doors & indicated rollers may need to be replaced in future per Pete with Suburban Elevator

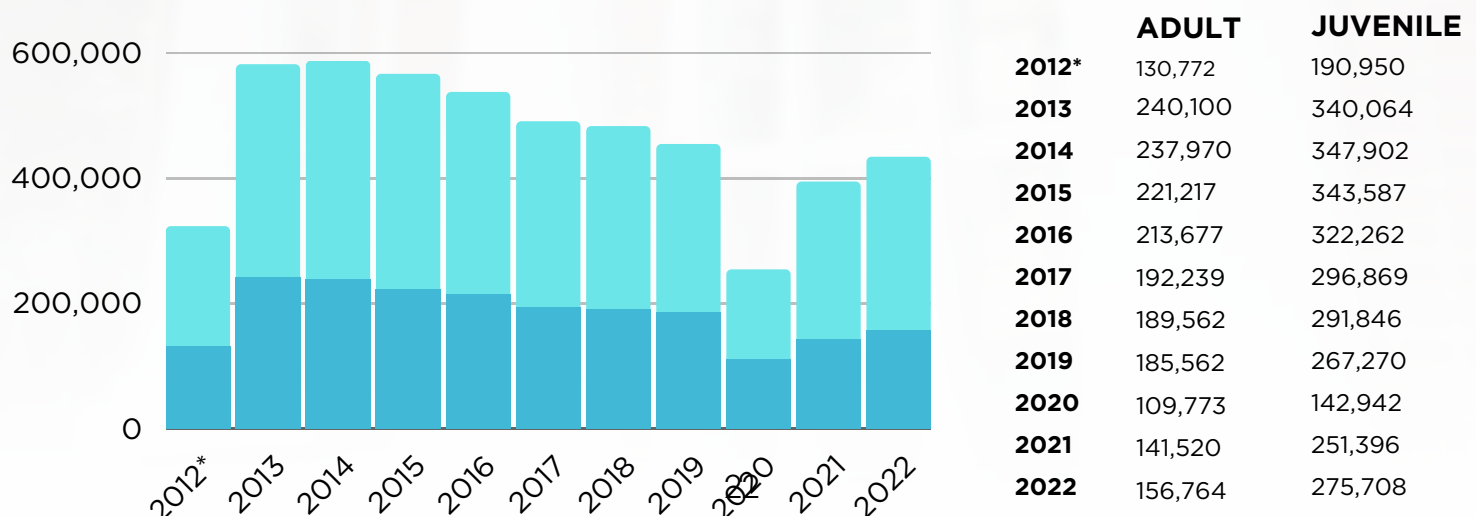


BORROWER SERVICES NEWS

MONTHLY CIRCULATION STATISTICS



CIRCULATION BY ADULT & JUVENILE COLLECTIONS (EXCLUDING E-MEDIA & ILLS)



CARDHOLDER STATISTICS

MONTHLY CARDHOLDERS

Total Feb 2021	37,583
Total Feb 2022	36,918
Total Feb 2023	30,502

170

NEW
ADULT
CARDS

47

NEW
JUVENILE
CARDS

172

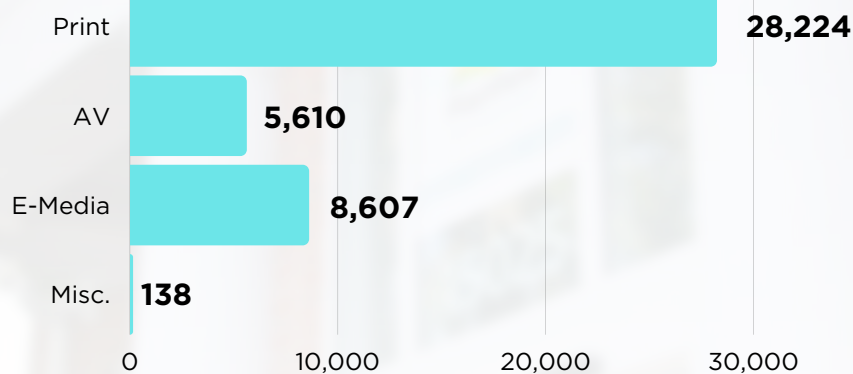
NEW
HOUSEHOLD
CARDS

FYTD NEW HOUSEHOLD CARDS

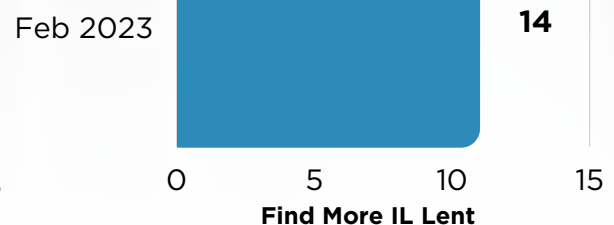
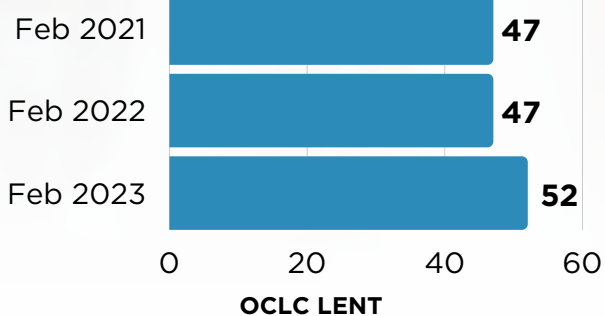
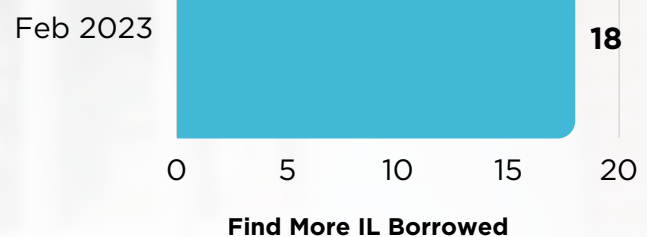
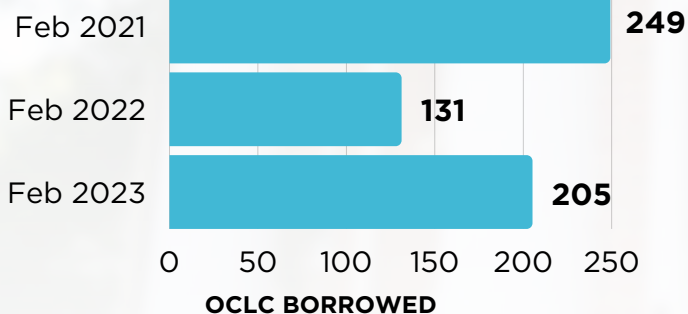
1,322 CARDS

MATERIALS STATISTICS

MATERIAL TYPE



MONTHLY INTERLIBRARY LOAN



MONTHLY LOCKER & CURBSIDE STATISTICS



Lockers were only available for 2 days

12 different patrons came to the lockers

32 items were placed in the lockers

The same patron used the lockers 2 times

3 first time users

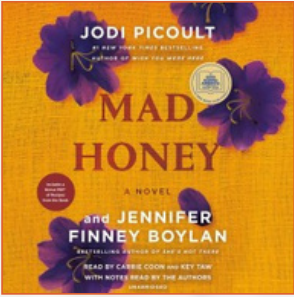

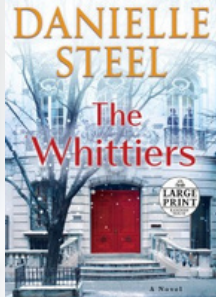

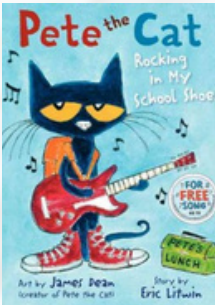

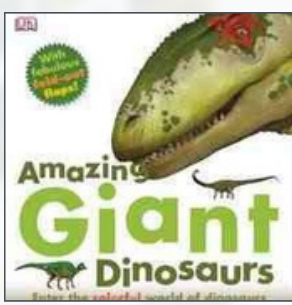
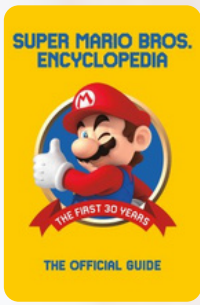




37 patrons used curbside

HOME DELIVERY STATISTICS



Feb 2023	PATRONS	ITEMS
RESIDENTS	7	45
AHCL	35	98
HARBOR CHASE	4	12
HERITAGE WOODS	49	149
LAKEWOOD	5	24
TOTAL	100	328

TOP CIRCULATING ITEMS FEBRUARY 2023

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
			

DEPARTMENT DECORATIONS



YOUTH & TEEN SERVICES

Monthly Report

STATISTICS

43

Total On-site Programs

1,266

On-site program attendance

127

Take & Makes Distributed

24

Book Box Subscriptions Filled

205

Winter Reading Program Participants

280

Data Base Uses

52

Teen Volunteer Items Made

301.75

Teen Volunteer Hours earned

YTS IN THE COMMUNITY

- **Mindy attended STEM Night @ Liberty Elementary.**
- **Mindy & Tracey attended PSD 202 Media Specialist Meeting**
- **Katie & Jodie attended Will County Executive Kids' Fair**
- **Steven attended PSD 202 CAPE Meeting**

OUTREACH

School Visits/
Community Events

63

Number of Patrons
reached

6,432*

* Highest outreach total since FY18





LACONI

May 19



\$65

Get tickets

By [LACONI Managers & Administrators](#) 23 followers [Follow](#)

When and where



Date and time

Fri, May 19, 2023, 6:00 PM – 11:00 PM CDT



Location

The Nineteenth Century Charitable Association 178 Forest Avenue #1 Oak Park, IL 60301

[Show map](#) ▾

Refund Policy

Contact the organizer to request a refund.
Eventbrite's fee is nonrefundable.

About this event



5 hours



Mobile eTicket

\$65

and Joseph Filapek, ILA Trustee of the Year 2022 about the latest issues facing libraries.

A plated dinner will be served with a cash bar available. Meal options include:

- Panko Herb Crusted Salmon
- Pasta Pomodoro with Oven Dried Tomatoes
- Seared Pork Chop with Cherry Compote

Please note your meal selection by purchasing the ticket for the meal you would like. Tickets must be purchased by Sunday May 14, 2023. Refunds are available up to 7 days in advance of the event.

Questions? Contact Suzy Wulf, swulf@phpl.info.

Tags

United States Events

Illinois Events

Things to do in Oak Park, IL

Oak Park Galas

Oak Park Charity & Causes Galas

Share with friends



\$65



Trustee Day 2023

Saturday, May 20 from 10am - noon

Alsip-Merrionette Park Public Library District
11960 S Pulaski Rd
Alsip, IL 60803

Being a Library Board member is a wonderful way to give back to your community and to your library, but it can also be very overwhelming!

Whether you are a veteran trustee or new to the position, this workshop will leave you feeling more confident in your ability to run an effective meeting and engage with your Director and community.

Jim Deiters, Assistant Director of the Joliet Public Library, and Alex Todd, Director of the Prospect Heights Library District, will be presenting a mock board meeting to review the do's and don'ts of running a public meeting. Topics include FOIA, OMA, closed sessions and voting, and there will be an opportunity for questions.

Coffee and light refreshments will be served. Register online [here](#) or mail this form along with a check to:

ATLAS c/o Jennifer Cutshall
SSCH Public Library
54 East 31st Street
Steger, IL 60475

Name _____

Library _____

Phone _____ Email _____

Amount Enclosed _____ (\$15/person)

Trustee Workshop 2023



Because Libraries Matter

Library Trustee Forum Spring Workshops

Library Trustee Forum Spring Workshops

March 4, April 1, May 13

The Trustee Forum is continuing its virtual Spring Workshop for 2023. Participants can attend one, two, or all three sessions. The recordings will be available to participants after each session.

[Register](#)

Registration Fees

	All three webinars	Individual webinars
ILA Institutional or Personal Member	\$40	\$15
Non-Member	\$50	\$20

Questions? - email ila@ila.org

Statement of Appropriate Conduct - All participants are expected to observe the rules and behaviors described in the [Statement of Appropriate Conduct](#) in all conference venues.

Cancellation Policy:

*If registered for all 3 events, cancellation must be received in writing by **Monday, February 27**. If registered for only 1 or 2 events, cancellation must be made 5 business days prior to the start of the event you wish to cancel. Please e-mail your cancellation request to ila@ila.org. Cancellations received in time will get a refund and are subject to \$5 processing fee.*

Please note that these events will be recorded and recordings will be shared only with those registered for the event.

EVENTS

[Calendar](#)

[ILA Noon Network](#)

[Meet-up in Your District in Three Steps](#)

[Library Trustee Forum Spring Workshops](#)

[Illinois Youth Services Institute](#)

[Reaching Forward South Conference](#)

[Reaching Forward Conference](#)

[Annual Conference](#)

[Webinar Archive](#)

[Events Registration Process](#)

Workshop Information

Library Buildings - Planning for the Future

Rick McCarthy and Scott Delano will discuss visioning, public sessions, design lite, and facility assessments - all leading up to generating the information that a board and library administrators need to plan for the future and keep up with changes in the world of libraries.

Date: Saturday, March 4, 10:00 am - Noon

Speaker: Rick McCarthy and Scott Delano, [StudioGC](#)

Moderator: ILA Trustee Forum Board Member

Library Finance for Trustees

Part of a board's responsibility is understanding how to best protect the library's money. Join Kelly Zabinski of Zabinski Consulting Services, Inc for an informative presentation on library finances. As a certified public accountant, Kelly will share perspective and insights into topics including fund allocations and how these funds relate back to the library budget. Kelly will also help shed light on annual financial statements and the differences between cash, accrual and modified accrual accounting practices.

Date: Saturday, April 1, 10:00 am - Noon

Speakers: Kelly Zabinski, [Zabinski Consulting Services, INC](#)

Moderator: ILA Trustee Forum Board Member

A Meeting of the Kleintown Public Library: A Look Inside How to Run an Efficient and Effective Library Board Meeting

This program will look inside the inner workings of a library board meeting, through a mock meeting presented by attorneys from Klein, Thorpe & Jenkins and fellow ILA members. The meeting topics will include issues related to Robert's Rules of Procedure, the Open Meetings Act, the Freedom of Information Act, election issues, patron issues, and other fun and exciting topics faced by library boards on a regular basis. Come learn about the common issues faced by library boards while enjoying this fun and lighthearted presentation put on by the library law experts at KTJ.

Date: Saturday, May 13, 10:00 am - Noon

Speaker: Carmen Forte Jr. [Klein, Thorpe & Jenkins](#)

Moderator: ILA Trustee Forum Board Member

Statement of Appropriate Conduct

Forums allow members to connect with one another on various specialized topics and interests. Informally structured, forum members work with one another to develop and present conference programs and informational literature, among other activities. The opportunity to serve as a forum leader is a benefit of ILA membership; forum managers and board members are required to maintain personal membership in the association during their term of service.

Fill out the form below if you're interested in joining an ILA Forum.

ILA Forum Interest Form

Speaker Bios

Rick McCarthy, [StudioGC](#), has devoted his architectural career to the design of library facilities and leads StudioGC's Library Team. He is the author of "Designing Better Libraries" and "Managing Your Library Construction Project" and has spoken about the art and science of library design at meetings of the Public Library Association, the American Library Association, and many local library associations. Under his leadership as President of the Board of Trustees of Gail Borden Library, Gail Borden won the Institute of Museum and Library Services medal that is awarded to the five best libraries in North America. Rick also sat on the Construction Grant Committee of the Illinois State Library and served on the Illinois Library Association Executive Board and was appointed by the Governor to represent Illinois libraries on the Illinois Local Government Consolidation Commission.

As Design Principal, Scott Delano provides the highest level of design leadership within the [StudioGC](#) practice, ensuring exceptional client experiences in the development and delivery of creative design solutions. Pulling from his 25+ years of industry experience focused on planning, architecture and interiors, he actively collaborates with clients, while leading the design process. Scott also brings a unique valuable perspective to our library projects as a Library Trustee at River Forest Public Library starting in April of 2023.

Kelly Zabinski, [Zabinski Consulting Services, INC](#), is a licensed CPA in good standing with the State of Illinois. She has over 20 years of extensive experience in the accounting, auditing, and financial consulting field, specifically to local government entities. She has worked as both a municipal auditor with large public accounting firms and as a Finance professional for a local municipality. Kelly serves on several committees with the Illinois Government Financial Officers Association and the Illinois CPA Society, and is a well-respected public speaker and instructor. Kelly completed her undergraduate studies in Accounting and holds an MBA in Finance from DePaul University in Chicago, Illinois.

Carmen Forte Jr. is a partner at the local government law firm of [Klein, Thorpe & Jenkins](#), Ltd. He counsels Illinois municipalities, school districts, libraries, special districts and corporate and non-profit clients. He regularly litigates in state and federal courts and various administrative venues for clients in a range of matters. He works with our clients to negotiate and manage several development agreements, helping to bring significant residential and commercial development to their communities. He prosecutes for the firm's numerous municipal clients in the areas of DUI and traffic offenses, local ordinance violations and business, tobacco and liquor licensing matters. He also defends the firm's clients in workers' compensation claims and disability pension matters. Carmen previously served as a trustee of the Village of Elmwood Park Library Board. During his tenure on the Board, he held the positions of President and Vice President and also chaired several committees. Most of his current library time is spent browsing the extensive collection of early reader books at the St. Charles Public Library with his two young children.