

PLAINFIELD AREA PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING AGENDA  
SMALL MEETING ROOM  
MAY 17, 2023  
7:00 P.M.

1. Call to Order, Pledge, Roll Call
2. Public Comment
3. Other Comments
  - a. Special Recognition
    - i. Sarah Weisbrodt, 10 years
    - ii. Josie Zudic, 10 years
  - b. Trustee Attendance at Community
  - c. Friends of the Library
4. Consent Agenda
  - a. April 19, 2023 Regular Board Meeting Minutes
5. Approval of Bills Paid and Bills Payable

a. Payroll	\$144,733.95
b. General Bills	\$106,480.65
c. Other Compensation/Administrative Costs	\$27,776.86
d. Total	\$278,991.46
6. Oath of Office
  - a. Zachary Crowner
  - b. Carl F. Gilmore
  - c. Alicia Malec
7. Election of Board Officers
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
8. Committee Appointments
  - a. Building & Grounds
  - b. Finance
  - c. Personnel
9. Committee Reports
  - a. Finance Committee, May 3 2023
10. Library Director's Report
11. Action Items: Unfinished Business
  - a. Renovation Planning (discussion)
12. Action Items: New Business
  - a. Finance Committee Recommendations (action)

- b. Public Meetings Ordinance 2023-2 (action)
- c. Nonresident Reciprocal Access FY2024 (action)
- d. Library Meeting Room Use (discussion)

13. Adjournment

BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
APRIL 19, 2023

**CALL TO ORDER:** The regular meeting of April 19, 2023 was called to order at 6:34 pm in the Library's Small Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited. Roll call was conducted. Regular members present: Gilmore, Schmidt, Knight Grotto, Malec, McMurtrie, Puetz. Regular members absent: None. Staff present: Pappas, Hartley, Wold. Guests present: Representative of Sheehan Nagle Hartray Architects, two residents.

**PUBLIC COMMENT:** None.

**OTHER COMMENT:** Board discussed attendance at community events. The Friends of the Library will have a fundraiser at Hazel Marie's. Gilmore recognized Puetz for his service to the Board of Trustees and the Library.

**CONSENT AGENDA:** Gilmore accepted the minutes of the regular meeting of March 15, 2023.

**APPROVAL OF BILLS PAID:** Malec moved approval of bills paid and bills payable for March for a total of \$358,725.24. Puetz seconded the motion, all voted yes via roll call vote; motion carried.

**COMMITTEE REPORTS:** The Personnel Committee Chair, Malec, introduced her report and will discuss in closed session. The Nominating Ad-Hoc Committee will discuss nominations before the regular May meeting. The Finance Committee is scheduled for May 3, 2023 at 6:30 pm.

**LIBRARY DIRECTOR'S REPORT:** Pappas presented her report.

**ACTION ITEMS:** Unfinished Business

1. Renovation Planning – *Item moved ahead of Director's Report.* McKay of Sheehan Nagle Hartray Architects presented an updated design.
2. Decennial Committee – the first meeting will be during the regular May meeting. The Board reviewed a template provided by RAILS.

**ACTION ITEMS:** New Business

1. Personnel Committee Recommendations – *Item moved after Closed Session.* Malec moved to accept the recommendations of the Personnel Committee. Puetz seconded the motion, all voted yes via roll call vote; motion carried.
2. Out-of-State Conference – Puetz moved to approve the staff attendance request for out-of-state conference. Grotto seconded the motion, all voted yes via roll call vote; motion carried.
3. Ordinance 2023-2 – McMurtrie moved to approve Ordinance 2023-2, Annexation Wheatland Township. Puetz seconded the motion, all voted yes via voice vote; motion carried.

**CLOSED SESSION:** Knight moved to adjourn to closed session to discuss the Personnel Committee Recommendations under New Business per 5 ILCS 120/2 (c) (1) – Performance or Compensation for a Specific Employee. Schmidt seconded the motion. All voted yes via roll call vote.

The Board adjourned to closed session at 7:51 pm and returned from closed session at 8:03 pm.

**RECOMMENDATION OF CLOSED SESSION:** Recommend a 4% pay increase for the Library Director and no other change to the current contract.

**ADJOURNMENT:** Puetz moved to adjourn. Schmidt seconded the motion, all voted yes via voice vote. The meeting adjourned at 8:06 pm.

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Aimee Hartley  
Recording Secretary

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Vicki Knight  
Board Secretary



**Plainfield Public Library District - Total  
Budget vs. Actuals: FY\_2022\_2023 - FY23 P&L**

July 2022 - April 2023

83.33%

	Apr 2023			Total YTD April			Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Income								
1004001 Real Estate Taxes Library	8,267.07	0.00		3,704,120.75	3,681,199.40	100.62%	3,681,199.40	100.62%
1004002 Personal Property Taxes	10,894.53	6,768.62	160.96%	87,407.68	24,689.29	354.03%	30,000.00	291.36%
1004003 Overlap Districts Agreement	0.00	0.00		315,604.09	315,000.00	100.19%	315,000.00	100.19%
1004004 Lost/Damaged	525.65	356.27	147.54%	5,482.23	4,176.06	131.28%	5,000.00	109.64%
1004005 Books Bags Sales	0.00	8.00	0.00%	0.00	31.00	0.00%	50.00	0.00%
1004006 Copier Fees	616.05	484.54	127.14%	5,254.00	4,002.10	131.28%	5,000.00	105.08%
1004007 Fax Fees	88.05	133.22	66.09%	978.25	957.52	102.16%	1,200.00	81.52%
1004008 Non Resident Fees	281.25	193.95	145.01%	4,271.33	2,119.81	201.50%	2,500.00	170.85%
1004009 Book Sales	230.41	69.11	333.40%	2,199.33	1,708.97	128.69%	2,000.00	109.97%
1004010 Meeting Room Deposits	0.00	18.84	0.00%	650.00	932.90	69.68%	1,000.00	65.00%
1004310 Staff Purchases	0.00	0.00		-56.00	0.00		0.00	
1004401 Checking interest	0.00	6.27	0.00%	0.82	36.48	2.25%	50.00	1.64%
1004402 E-Pay Interest	1,830.22	25.74	7110.41%	13,062.65	162.33	8046.97%	200.00	6531.33%
1004410 Unrealized Gain(Loss)	0.00	0.00		830.36	0.00		0.00	
1004417 Tax Escrow Interest HB	8,943.16	333.33	2682.97%	29,902.83	3,333.30	897.09%	4,000.00	747.57%
1004502 Donations	469.75	0.00		11,809.02	0.00		0.00	
1004503 Donations - Friends of Library	0.00	0.00		2,500.00	0.00		0.00	
1004701 Per Capita Grant	0.00	0.00		116,606.13	111,122.08	104.94%	111,122.08	104.94%
1004702 Grants - Other	145,000.00	0.00		145,000.39	0.00		0.00	
1004901 Miscellaneous Income (Library)	3,087.18	0.00		9,948.69	0.00		0.00	
1004902 Sale of Library Used Equipment	0.00	59.29	0.00%	150.00	428.43	35.01%	500.00	30.00%
1004909 Rental Income	7,950.00	8,000.00	99.38%	80,950.64	80,000.00	101.19%	96,000.00	84.32%
2004001 Real Estate Taxes (FICA)	0.00	0.00		4,412.40	4,408.61	100.09%	4,408.61	100.09%
2504001 Real Estate Taxes (IMRF)	0.00	0.00		4,412.40	4,408.61	100.09%	4,408.61	100.09%
3004001 Real Estate Taxes (Audit)	0.00	0.00		4,412.40	4,408.61	100.09%	4,408.61	100.09%
5004001 Real Estate Taxes - Facil Fund	0.00	0.00		315,487.48	315,216.47	100.09%	315,216.47	100.09%

	Apr 2023			Total YTD April			Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
7504400 Interest	264.84	2.77	9561.01%	1,907.12	41.66	4577.82%	50.00	3814.24%
7504450 Prime Account Interest	0.00	83.33	0.00%	3,939.75	833.30	472.79%	1,000.00	393.98%
7504451 Unrealized Gain(Loss) iPrime	0.00	0.00		7,907.44	0.00		0.00	
7504504 Impact Fees	5,866.00	10,288.83	57.01%	115,266.00	74,781.47	154.14%	90,000.00	128.07%
<b>Total Income</b>	<b>\$ 194,314.16</b>	<b>\$ 26,832.11</b>	<b>724.19%</b>	<b>\$ 4,994,418.18</b>	<b>\$ 4,633,998.40</b>	<b>107.78%</b>	<b>\$ 4,674,313.78</b>	<b>106.85%</b>
<b>Gross Profit</b>	<b>\$ 194,314.16</b>	<b>\$ 26,832.11</b>	<b>724.19%</b>	<b>\$ 4,994,418.18</b>	<b>\$ 4,633,998.40</b>	<b>107.78%</b>	<b>\$ 4,674,313.78</b>	<b>106.85%</b>
<b>Expenses</b>								
1015000 Administration Department								
1015001 Adminstration Salaries	22,921.07	26,812.61	85.49%	253,726.18	243,682.22	104.12%	304,000.00	83.46%
1015002 Unemployment Insurance	1,368.09	2,600.00	52.62%	2,255.23	4,000.00	56.38%	4,000.00	56.38%
1015005 Health Insurance	13,924.30	11,364.61	122.52%	142,140.75	154,611.55	91.93%	175,000.00	81.22%
1015006 Liab Ins. - Workers Comp	0.00	0.00		0.00	10,000.00	0.00%	10,000.00	0.00%
1015011 Staff Development	125.00	1,742.45	7.17%	13,366.78	17,197.14	77.73%	20,000.00	66.83%
1015012 Travel Expenses	111.54	1,071.34	10.41%	7,464.74	7,558.08	98.77%	10,000.00	74.65%
1015013 Membership Dues	0.00	185.46	0.00%	6,109.95	5,198.40	117.54%	6,000.00	101.83%
1015014 Human Resources	0.00	40.03	0.00%	944.45	846.09	111.63%	2,000.00	47.22%
1015015 Staff Development EDI	0.00	1,666.67	0.00%	28.16	16,666.70	0.17%	20,000.00	0.14%
1015201 Payroll Services	730.60	765.24	95.47%	8,288.10	7,745.22	107.01%	9,500.00	87.24%
1015202 Legal Services (Library)	675.00	249.63	270.40%	4,876.50	2,807.73	173.68%	5,000.00	97.53%
1015204 Bank Fees	263.49	353.26	74.59%	3,034.05	2,714.14	111.79%	3,500.00	86.69%
1015205 Trustee Development	0.00	0.00		583.44	2,450.16	23.81%	2,500.00	23.34%
1015308 Office Supplies - Paper	0.00	93.70	0.00%	270.36	1,434.86	18.84%	2,000.00	13.52%
1015310 Office Supplies - Admin	0.00	239.07	0.00%	1,766.57	2,772.57	63.72%	4,000.00	44.16%
1015311 Postage	0.00	272.00	0.00%	3,043.22	2,860.66	106.38%	3,500.00	86.95%
1015313 Newsletter	0.00	1,908.92	0.00%	55,759.62	47,368.87	117.71%	64,000.00	87.12%
1015316 Printing - Legal	0.00	0.00		952.34	1,034.74	92.04%	2,000.00	47.62%
1015317 Telephone	1,085.82	995.03	109.12%	10,895.00	10,046.78	108.44%	12,000.00	90.79%
1015318 Public Relations (Library)	401.12	3,394.05	11.82%	21,633.65	27,033.17	80.03%	35,000.00	61.81%
1015322 Contingencies Operating Fund	0.00	1,850.17	0.00%	128.24	7,100.90	1.81%	10,000.00	1.28%
1015801 Library-Wide Supplies & Events	235.00	2,080.62	11.29%	9,930.31	7,371.34	134.72%	10,000.00	99.30%
1015802 Library-Wide EDI Public Initiat	0.00	416.67	0.00%	320.00	4,166.70	7.68%	5,000.00	6.40%

	Apr 2023			Total YTD April			Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
1015805 Liab Ins. - Property/Package	0.00	0.00		35,374.63	40,000.00	88.44%	40,000.00	88.44%
1015901 Miscellaneous Expense	0.00	0.00		218.46	0.00		0.00	
1015909 Rental Property Prof Svcs-Misc	636.00	1,704.00	37.32%	12,288.05	9,592.00	128.11%	13,000.00	94.52%
1018003 Furniture & Fixtures	0.00	389.85	0.00%	2,159.13	5,648.39	38.23%	9,880.00	21.85%
<b>Total 1015000 Administration Department</b>	<b>\$ 42,477.03</b>	<b>\$ 60,195.38</b>	<b>70.57%</b>	<b>\$ 597,557.91</b>	<b>\$ 641,908.41</b>	<b>93.09%</b>	<b>\$ 781,880.00</b>	<b>76.43%</b>
<b>1025000 Materials Management Dept</b>								
1025001 Materials Management Salaries	10,651.04	15,104.76	70.51%	119,203.20	128,587.10	92.70%	158,000.00	75.45%
1025306 Materials Mgmt Process Supply	427.60	1,627.13	26.28%	8,074.23	10,689.02	75.54%	15,000.00	53.83%
1025307 OCLC		0.00		3,327.99	3,458.74	96.22%	3,500.00	95.09%
<b>Total 1025000 Materials Management Dept</b>	<b>\$ 11,078.64</b>	<b>\$ 16,731.89</b>	<b>66.21%</b>	<b>\$ 130,605.42</b>	<b>\$ 142,734.86</b>	<b>91.50%</b>	<b>\$ 176,500.00</b>	<b>74.00%</b>
<b>1035000 Borrower Services Department</b>								
1035001 Borrower Services Salaries	33,490.05	43,716.26	76.61%	364,003.25	392,428.46	92.76%	477,000.00	76.31%
1035308 Borrower Services Supplies	0.00	779.88	0.00%	5,287.08	9,438.25	56.02%	12,000.00	44.06%
1035309 ILL Lost Items	0.00	63.10	0.00%	1,059.90	459.00	230.92%	500.00	211.98%
1035310 Home Delivery Supplies	0.00	202.13	0.00%	1,519.15	3,572.62	42.52%	4,000.00	37.98%
<b>Total 1035000 Borrower Services Department</b>	<b>\$ 33,490.05</b>	<b>\$ 44,761.37</b>	<b>74.82%</b>	<b>\$ 371,869.38</b>	<b>\$ 405,898.33</b>	<b>91.62%</b>	<b>\$ 493,500.00</b>	<b>75.35%</b>
<b>1045000 Adult Services</b>								
1045001 Adult Services Salaries	30,231.02	43,767.52	69.07%	373,235.81	398,364.28	93.69%	484,000.00	77.11%
1045101 Adult Summer Reading	6,739.00	5,255.31	128.23%	10,496.66	5,935.45	176.85%	11,000.00	95.42%
1045102 Adult Programs	2,074.00	2,364.75	87.70%	19,341.93	16,107.01	120.08%	20,000.00	96.71%
1045105 Portable Media Devices - Adult	0.00	666.30	0.00%	5,752.59	4,984.32	115.41%	7,500.00	76.70%
1045106 Video Games - Adult	0.00	403.18	0.00%	2,691.92	2,594.02	103.77%	3,000.00	89.73%
1045107 Compact Discs - Adult	269.07	329.95	81.55%	2,758.81	3,363.22	82.03%	4,000.00	68.97%
1045108 Videos & DVDs- Adult	1,490.27	1,086.88	137.11%	10,679.48	15,238.20	70.08%	19,000.00	56.21%
1045109 Audio Books - Adult	463.89	1,106.35	41.93%	9,086.79	10,607.23	85.67%	13,000.00	69.90%
1045111 Digital Resources	0.00	18,166.67	0.00%	125,611.78	181,666.70	69.14%	218,000.00	57.62%
1045112 Fiction - Adult	2,093.50	2,065.35	101.36%	19,869.75	18,207.56	109.13%	24,000.00	82.79%
1045113 Leased Material - Adult	0.00	0.00		27,834.15	27,981.86	99.47%	28,000.00	99.41%
1045114 Large Print - Adult	613.23	415.75	147.50%	5,081.25	4,791.68	106.04%	6,000.00	84.69%
1045115 Graphic Novels - Adult	303.54	370.05	82.03%	3,369.32	3,353.26	100.48%	4,500.00	74.87%
1045116 Nonfiction - Adult	1,414.87	2,380.28	59.44%	16,266.76	17,073.38	95.28%	24,000.00	67.78%

	Apr 2023			Total YTD April			Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
1045117 Foreign Language - Adult	40.25	1,121.87	3.59%	4,613.35	4,959.44	93.02%	6,500.00	70.97%
1045118 Reference - Adult	0.00	79.96	0.00%	1,084.90	843.87	128.56%	1,000.00	108.49%
1045119 Standing Orders - Adult	369.27	201.58	183.19%	5,054.49	3,763.90	134.29%	5,000.00	101.09%
1045120 Periodicals - Adult	316.12	203.37	155.44%	9,485.47	3,553.08	266.96%	8,500.00	111.59%
1045212 Instructors and Facilitators	195.00	160.43	121.55%	1,825.00	2,336.70	78.10%	3,000.00	60.83%
1045305 Bindery	0.00	0.00		0.00	200.00	0.00%	400.00	0.00%
1045306 Microfilming Supplies	0.00	202.55	0.00%	1,890.00	2,472.66	76.44%	4,000.00	47.25%
1045310 Department Supplies - Adult	0.00	112.05	0.00%	2,416.76	1,502.16	160.89%	2,500.00	96.67%
1045405 Local History Supplies	250.00	601.01	41.60%	1,129.83	1,916.32	58.96%	2,500.00	45.19%
<b>Total 1045000 Adult Services</b>	<b>\$ 46,863.03</b>	<b>\$ 81,061.16</b>	<b>57.81%</b>	<b>\$ 659,576.80</b>	<b>\$ 731,816.30</b>	<b>90.13%</b>	<b>\$ 899,400.00</b>	<b>73.34%</b>
<b>1055000 Youth Services</b>								
1055001 Youth Services Salaries	34,117.40	45,074.81	75.69%	369,896.84	403,650.96	91.64%	490,000.00	75.49%
1055101 Summer Reading - Childrens	50.00	791.90	6.31%	1,641.88	4,686.06	35.04%	8,000.00	20.52%
1055102 JUV Programs	0.00	336.79	0.00%	6,453.59	6,405.22	100.76%	7,000.00	92.19%
1055103 Databases - YS/YA	0.00	0.00		26,356.43	22,843.51	115.38%	24,000.00	109.82%
1055104 Downloadable Materials YS/YA	0.00	1,350.97	0.00%	5,000.00	3,866.53	129.31%	11,500.00	43.48%
1055105 Portable Media Devices - YS/YA	0.00	114.82	0.00%	0.00	1,766.55	0.00%	2,800.00	0.00%
1055107 Compact Discs - Children's	0.00	199.01	0.00%	260.17	1,233.19	21.10%	1,500.00	17.34%
1055108 Videos & DVDs - Children's	254.79	713.99	35.69%	3,977.86	10,483.45	37.94%	14,000.00	28.41%
1055109 Audio Books - Children's	0.00	415.44	0.00%	0.00	3,953.56	0.00%	7,000.00	0.00%
1055112 Fiction - Children's	210.70	1,499.22	14.05%	12,207.98	13,082.70	93.31%	16,500.00	73.99%
1055116 Nonfiction - Children's	314.78	1,448.95	21.72%	20,376.96	29,812.52	68.35%	39,000.00	52.25%
1055118 Reference - Children's	0.00	0.00		64.27	1,333.33	4.82%	2,000.00	3.21%
1055119 Standing Orders - Children's	0.00	707.89	0.00%	405.92	5,651.41	7.18%	6,000.00	6.77%
1055120 Periodicals - Children's	0.00	0.00		0.00	873.18	0.00%	1,500.00	0.00%
1055123 Easy Fiction	1,211.99	1,346.03	90.04%	12,552.08	14,887.45	84.31%	20,000.00	62.76%
1055310 Department Supplies - Y/S	30.55	660.02	4.63%	3,297.48	4,469.83	73.77%	7,500.00	43.97%
<b>Total 1055000 Youth Services</b>	<b>\$ 36,190.21</b>	<b>\$ 54,659.84</b>	<b>66.21%</b>	<b>\$ 462,491.46</b>	<b>\$ 528,999.45</b>	<b>87.43%</b>	<b>\$ 658,300.00</b>	<b>70.26%</b>
<b>1065000 Teen Services</b>								
1065101 Summer Reading - Teen	0.00	970.40	0.00%	1,299.28	2,900.33	44.80%	5,000.00	25.99%
1065102 Teen Programs	650.00	781.18	83.21%	6,228.29	5,936.59	104.91%	6,500.00	95.82%

	Apr 2023			Total YTD April			Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
1065104 Downloadable Materials - Teen	0.00	125.00	0.00%	0.00	1,250.00	0.00%	1,500.00	0.00%
1065105 Portable Media Devices - Teen	0.00	166.67	0.00%	0.00	1,666.70	0.00%	2,000.00	0.00%
1065108 Videos & DVDs - Teen	71.22	55.77	127.70%	491.05	993.17	49.44%	1,500.00	32.74%
1065112 Fiction - Teen	0.00	366.19	0.00%	5,005.43	8,532.82	58.66%	12,000.00	41.71%
1065116 Nonfiction - Teen	0.00	269.86	0.00%	1,212.53	4,030.57	30.08%	5,000.00	24.25%
1065310 Department Supplies - Teen	0.00	83.33	0.00%	610.46	833.30	73.26%	1,000.00	61.05%
<b>Total 1065000 Teen Services</b>	<b>\$ 721.22</b>	<b>\$ 2,818.40</b>	<b>25.59%</b>	<b>\$ 14,847.04</b>	<b>\$ 26,143.48</b>	<b>56.79%</b>	<b>\$ 34,500.00</b>	<b>43.03%</b>
<b>1075000 Community Relations Dept</b>								
1075001 Community Relations Salaries	8,633.60	11,725.91	73.63%	90,493.68	98,931.25	91.47%	120,000.00	75.41%
1075310 Comm. Relations Supplies	0.00	0.00		7.50	619.77	1.21%	1,000.00	0.75%
<b>Total 1075000 Community Relations Dept</b>	<b>\$ 8,633.60</b>	<b>\$ 11,725.91</b>	<b>73.63%</b>	<b>\$ 90,501.18</b>	<b>\$ 99,551.02</b>	<b>90.91%</b>	<b>\$ 121,000.00</b>	<b>74.79%</b>
<b>1095000 Technology</b>								
1015314 Web Page Development	90.00	376.80	23.89%	900.00	3,560.40	25.28%	6,000.00	15.00%
1095206 Pinnacle Cooperative	0.00	21,559.37	0.00%	114.18	21,677.22	0.53%	65,000.00	0.18%
1095207 Computer Maintenance Agreement	0.00	0.00		58,389.95	70,000.00	83.41%	70,000.00	83.41%
1095209 Email & Web Hosting Fees	0.00	32.59	0.00%	112.90	410.84	27.48%	600.00	18.82%
1095210 Lease Agreements	68.48	1,806.39	3.79%	27,898.25	22,838.89	122.15%	27,000.00	103.33%
1095211 Subscription Services	10,356.19	3,356.78	308.52%	28,198.71	45,935.21	61.39%	65,000.00	43.38%
1095301 Software	0.00	1,230.32	0.00%	5,118.76	5,303.95	96.51%	8,000.00	63.98%
1095302 Computer Supplies	0.00	207.38	0.00%	2,055.27	1,644.62	124.97%	2,000.00	102.76%
1095303 Data Lines	219.95	209.70	104.89%	2,199.50	2,226.07	98.81%	2,700.00	81.46%
1095304 Computers (Library)	0.00	2,894.33	0.00%	22,755.54	21,258.83	107.04%	26,000.00	87.52%
<b>Total 1095000 Technology</b>	<b>\$ 10,734.62</b>	<b>\$ 31,673.66</b>	<b>33.89%</b>	<b>\$ 147,743.06</b>	<b>\$ 194,856.03</b>	<b>75.82%</b>	<b>\$ 272,300.00</b>	<b>54.26%</b>
2005011 FICA Expense	11,111.64	15,090.75	73.63%	124,754.26	135,008.70	92.40%	165,000.00	75.61%
2505012 IMRF Expense-ER	14,027.74	17,418.35	80.53%	159,800.74	179,771.45	88.89%	225,000.00	71.02%
3005218 Audit Expense	0.00	0.00		8,890.00	0.00		0.00	
<b>5085000 Facilities Expenses</b>	<b>0.00</b>	<b>0.00</b>						
5085001 Facilities Salaries	8,601.25	11,611.24	74.08%	93,762.96	94,416.59	99.31%	117,000.00	80.14%
5085212 Custodial Services	3,608.00	3,250.00	111.02%	33,574.00	33,838.02	99.22%	41,000.00	81.89%
5085213 Disposal Services	572.50	485.43	117.94%	5,770.91	4,895.44	117.88%	6,000.00	96.18%
5085214 Facilities Maint Agreement	495.98	360.65	137.52%	4,958.48	4,175.03	118.77%	5,000.00	99.17%
5085215 Equipment Maintenance Agreement	1,452.90	1,117.39	130.03%	8,790.41	9,369.41	93.82%	10,000.00	87.90%

	Apr 2023			Total YTD April			Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
5085216 Building Repair	2,331.05	3,091.19	75.41%	22,568.66	25,065.04	90.04%	35,000.00	64.48%
5085217 Equipment Repair	0.00	941.54	0.00%	7,685.76	10,767.35	71.38%	15,000.00	51.24%
5085399 Contingencies	0.00	3,333.33	0.00%	0.00	13,333.32	0.00%	20,000.00	0.00%
5085601 Utilities - Electric	3,026.43	2,787.01	108.59%	25,123.47	32,169.05	78.10%	40,000.00	62.81%
5085602 Utilities - Gas	512.35	315.05	162.62%	6,243.72	5,491.85	113.69%	6,000.00	104.06%
5085603 Utilities - Water	324.29	264.13	122.78%	3,025.77	2,888.42	104.76%	3,500.00	86.45%
5085604 Building Supplies	151.52	423.55	35.77%	4,741.79	6,822.19	69.51%	8,000.00	59.27%
5085605 Equipment & Tools	0.00	274.39	0.00%	2,293.39	3,256.08	70.43%	6,000.00	38.22%
5085606 Janitorial Supplies	1,726.20	2,151.12	80.25%	13,202.17	13,161.11	100.31%	20,000.00	66.01%
5085611 Rental Prop Util/Trash/Water	578.03	1,666.67	34.68%	6,768.35	16,666.70	40.61%	20,000.00	33.84%
5085909 Rental Prop General Maint	2,809.94	1,250.00	224.80%	13,259.72	12,500.00	106.08%	15,000.00	88.40%
Total 5085000 Facilities Expenses	\$ 26,190.44	\$ 33,322.69	78.60%	\$ 251,769.56	\$ 288,815.60	87.17%	\$ 367,500.00	68.51%
66900 Reconciliation Discrepancies								
7505213 Legal services	675.00	19.16	3522.96%	2,407.50	979.28	245.84%	2,000.00	120.38%
7505214 Architechural Services	2,367.50	4,166.67	56.82%	180,073.58	41,666.70	432.18%	50,000.00	360.15%
7508005 Real Estate Acquistion	0.00	0.00		3,387.84	0.00		0.00	
7508008 Building Improvements	0.00	2,984.74	0.00%	29,275.00	76,158.09	38.44%	150,000.00	19.52%
7508909 Rental Prop Bldg Improvements	0.00	416.67	0.00%	1,213.90	4,166.70	29.13%	5,000.00	24.28%
Total Expenses	\$ 244,560.72	\$ 377,046.64	64.86%	\$ 3,236,764.63	\$ 3,498,474.40	92.52%	\$ 4,401,880.00	73.53%
Net Income	-\$ 50,246.56	-\$ 350,214.53		\$ 1,757,653.55	\$ 1,135,524.00		\$ 272,433.78	

Check number	Check date	Vendor name	Account number	Account name	Amount
10895	04/05/2023	Andromeda Technology Solutions	0001013	Checking Account Chase Bank	-2,212.10
10896	04/05/2023	ENGIE Resources LLC	0001013	Checking Account Chase Bank	-2,879.52
10897	04/05/2023	Evans, Claire	0001013	Checking Account Chase Bank	-250.00
10898	04/05/2023	Murphy Security Solutions, LLC	0001013	Checking Account Chase Bank	-3,395.00
10899	04/05/2023	Nicor Gas	0001013	Checking Account Chase Bank	-786.09
10900	04/05/2023	Quench USA, INC	0001013	Checking Account Chase Bank	-312.72
10901	04/05/2023	Schindler Elevator Corporation	0001013	Checking Account Chase Bank	-690.18
10902	04/05/2023	Widuger, Christine	0001013	Checking Account Chase Bank	-235.00
10903	04/13/2023	Anderson Pest Solutions	0001013	Checking Account Chase Bank	-99.30
10904	04/13/2023	Appel, David	0001013	Checking Account Chase Bank	-400.00
10905	04/13/2023	Baker & Taylor Books-	0001013	Checking Account Chase Bank	-2,136.39
10906	04/13/2023	Chicago Tribune	0001013	Checking Account Chase Bank	-203.92
10907	04/13/2023	Cintas	0001013	Checking Account Chase Bank	-198.34
10908	04/13/2023	Complete Cleaning Company	0001013	Checking Account Chase Bank	-3,608.00
10909	04/13/2023	Daily Southtown	0001013	Checking Account Chase Bank	-111.50
10910	04/13/2023	Gale / Cengage Learning	0001013	Checking Account Chase Bank	-61.58
10911	04/13/2023	Hook, Donna	0001013	Checking Account Chase Bank	-75.00
10912	04/13/2023	Kornfeind, Summer SDK Artistry, LLC.	0001013	Checking Account Chase Bank	-300.00
10913	04/13/2023	Maddox, Susan	0001013	Checking Account Chase Bank	-350.00
10914	04/13/2023	Midwest Tape, LLC	0001013	Checking Account Chase Bank	-1,398.90
10915	04/13/2023	Plainfield Shorewood Area Chamber	0001013	Checking Account Chase Bank	-100.00
10916	04/13/2023	Postmaster	0001013	Checking Account Chase Bank	-4,800.00
10917	04/13/2023	Rand, Janet	0001013	Checking Account Chase Bank	-120.00
10918	04/13/2023	Sheehan Nagle Hartray Architects, Ltd.	0001013	Checking Account Chase Bank	-2,367.50
10919	04/13/2023	Tri-K	0001013	Checking Account Chase Bank	-1,932.88
10920	04/13/2023	Village of Plainfield	0001013	Checking Account Chase Bank	-277.21
10921	04/13/2023	Zavala's Painting	0001013	Checking Account Chase Bank	-2,300.00
10922	04/13/2023	Groot, Inc.	0001013	Checking Account Chase Bank	-572.50
10923	04/13/2023	Kornfeind, Summer SDK Artistry, LLC.	0001013	Checking Account Chase Bank	-250.00
10924	04/13/2023	Village of Plainfield	0001013	Checking Account Chase Bank	-132.27
10925	04/13/2023	Village of Plainfield	0001013	Checking Account Chase Bank	-124.58
10926	04/13/2023	Metronet	0001013	Checking Account Chase Bank	-1,026.67
10927	04/13/2023	NCPERS Group Life Ins.	0001013	Checking Account Chase Bank	-96.00
10928	04/13/2023	Signs by Tomorrow	0001013	Checking Account Chase Bank	-206.12
10929	04/18/2023	OpenGov, Inc.	0001013	Checking Account Chase Bank	-1,674.00
10930	04/18/2023	Pulte Group	0001013	Checking Account Chase Bank	-707.00
10931	04/18/2023	Record Information Services	0001013	Checking Account Chase Bank	-1,896.00

Check number	Check date	Vendor name	Account number	Account name	Amount
10932	04/18/2023	T-Mobile	0001013	Checking Account Chase Bank	-224.10
10933	04/18/2023	The Law Offices of Peregrine, Stime	0001013	Checking Account Chase Bank	-1,350.00
10934	04/18/2023	Linkedin Corporation	0001013	Checking Account Chase Bank	-12,075.00
10935	04/24/2023	Catapult- Formerly CAI & TEA	0001013	Checking Account Chase Bank	-35.00
10936	04/24/2023	Central Programs, Inc.	0001013	Checking Account Chase Bank	-9,995.21
10937	04/24/2023	ComEd	0001013	Checking Account Chase Bank	-85.77
10938	04/24/2023	Elan Financial Services	0001013	Checking Account Chase Bank	-19,272.32
10939	04/24/2023	Hud, Shasta	0001013	Checking Account Chase Bank	-50.00
10940	04/24/2023	Metropolitan Life Insurance Company	0001013	Checking Account Chase Bank	-1,599.50
10941	04/24/2023	Nicor Gas	0001013	Checking Account Chase Bank	-38.93
10942	04/24/2023	Strictly Self Defense LLC	0001013	Checking Account Chase Bank	-49.00
10943	04/24/2023	ComEd	0001013	Checking Account Chase Bank	-121.07
10956	04/24/2023	Nicor Gas	0001013	Checking Account Chase Bank	-113.86
10944	04/27/2023	Baker & Taylor - Continuation Service	0001013	Checking Account Chase Bank	-96.52
10945	04/27/2023	Baker & Taylor Books-	0001013	Checking Account Chase Bank	-2,688.19
10946	04/27/2023	Blue Cross and Blue Shield of Illinois	0001013	Checking Account Chase Bank	-14,244.32
10947	04/27/2023	Center Point Large Print	0001013	Checking Account Chase Bank	-49.14
10948	04/27/2023	Gale / Cengage Learning	0001013	Checking Account Chase Bank	-27.29
10949	04/27/2023	Midwest Tape, LLC	0001013	Checking Account Chase Bank	-860.38
10950	04/27/2023	Paragon Micro Inc.	0001013	Checking Account Chase Bank	-194.99
10951	04/27/2023	Plainfield Shorewood Area Chamber	0001013	Checking Account Chase Bank	-125.00
10952	04/27/2023	Pulte Group	0001013	Checking Account Chase Bank	-3,914.00
10953	04/27/2023	Vision Service Plan (IL)	0001013	Checking Account Chase Bank	-57.27
10954	04/27/2023	Weblinx Incorporated	0001013	Checking Account Chase Bank	-90.00
10955	04/27/2023	Wilson, Michelle	0001013	Checking Account Chase Bank	-250.00
10958	04/27/2023	Cintas	0001013	Checking Account Chase Bank	-309.01
10959	04/27/2023	Whitmore Ace	0001013	Checking Account Chase Bank	-278.51
<b>Total</b>					<b>-106,480.65</b>



## April 2023 Bank Activity

	Tax Escrow Heartland XXX7902	Operating Chase XXX2895	Reserve Illinois Funds XXX2514	E-Pay Illinois Funds XXX0970	Illinois National Bank XXX0970	Total
<b>Beginning Balance</b>	3,026,119.06	326,923.12	66,155.30	456,632.08	1,000.00	3,876,829.56
<b>Deposits</b>		183,844.83		1,023.10	1,063.01	185,930.94
<b>Transfer In</b>	0.00	150,000.00				150,000.00
<b>Interest Earned</b>	3,961.77		264.84	1,830.22		6,056.83
<b>Total Receipts</b>	3,961.77	333,844.83	264.84	2,853.32	1,063.01	4,218,817.33
<b>Checks Cleared</b>	(150,000.00)	(107,258.72)				(257,258.72)
<b>Transfers Out</b>					(1,023.10)	(1,023.10)
<b>Payroll Fees</b>		(730.60)				(730.60)
<b>Bank Fees</b>		(223.58)			(39.91)	(263.49)
<b>FSA</b>		(1,210.57)				(1,210.57)
<b>Payroll</b>		(144,733.95)				(144,733.95)
<b>IMRF</b>		(22,094.43)				(22,094.43)
<b>457 Payment</b>		(3,517.68)				(3,517.68)
<b>Total Disbursements</b>	(150,000.00)	(279,769.53)	0.00	0.00	(1,063.01)	(430,832.54)
<b>Ending Balance</b>	2,880,080.83	380,998.42	66,420.14	459,485.40	1,000.00	3,787,984.79

**FY23 Fund Activity 07/01/22 - 4/30/2023**

	Library	Audit	Building & Maintenance	FICA	IMRF	Reserve	Total
Tax Revenue	\$3,791,528.43	\$4,412.40	\$315,487.48	\$4,412.40	\$4,412.40	\$0.00	\$4,120,253.11
Other Revenue	\$701,348.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$701,348.10
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115,266.00	\$115,266.00
Interest	\$42,966.30	\$0.00	\$0.00	\$0.00	\$0.00	\$5,846.87	\$48,813.17
Investment Gain(Loss)	\$830.36	\$0.00	\$0.00	\$0.00	\$0.00	\$7,907.44	\$8,737.80
Transfer Out		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$4,536,673.19	\$4,412.40	\$315,487.48	\$4,412.40	\$4,412.40	\$129,020.31	\$4,994,418.18
Payroll	\$1,240,558.97	\$0.00	\$93,762.96	\$0.00	\$0.00	\$0.00	\$1,334,321.93
Personnel Expenses	\$180,598.16	\$0.00	\$0.00	\$124,754.26	\$159,800.74	\$0.00	\$465,153.16
Technology	\$147,743.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147,743.06
Other Expenses	\$906,292.06	\$8,890.00	\$158,006.60	\$0.00	\$0.00	\$216,357.82	\$1,289,546.48
Total Expenses	\$2,475,192.25	\$8,890.00	\$251,769.56	\$124,754.26	\$159,800.74	\$216,357.82	\$3,236,764.63
Net Income	\$2,061,480.94	(\$4,477.60)	\$63,717.92	(\$120,341.86)	(\$155,388.34)	(\$87,337.51)	\$1,757,653.55

Library Board of Trustees

Oath of Office

I, Zachary Crowner, affirm that I will support the Constitution of the United States and the Constitution of Illinois and that I will faithfully discharge the duties of the office of Library Trustee according to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

State of Illinois       )  
                              ) SS.  
County of Will        )

I, Aimee Hartley, a Notary Public in and for said County and State, hereby certify that Zachary Crowner, personally known to me to be the same person whose name is subscribed above, appeared before me this day and acknowledged that she signed the Oath of Office as her free and voluntary act.

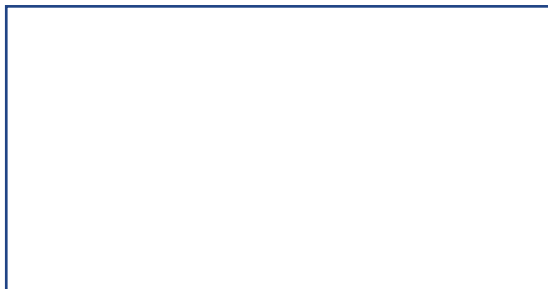
Given under my hand and official seal this 17th day of May, 2023.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Commission Expires

(Impress Notary Seal Here)

*The Library will retain this Oath of Office.*



Library Board of Trustees

Oath of Office

I, Carl F. Gilmore, affirm that I will support the Constitution of the United States and the Constitution of Illinois and that I will faithfully discharge the duties of the office of Library Trustee according to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

State of Illinois       )  
                              ) SS.  
County of Will        )

I, Aimee Hartley, a Notary Public in and for said County and State, hereby certify that Carl F. Gilmore, personally known to me to be the same person whose name is subscribed above, appeared before me this day and acknowledged that she signed the Oath of Office as her free and voluntary act.

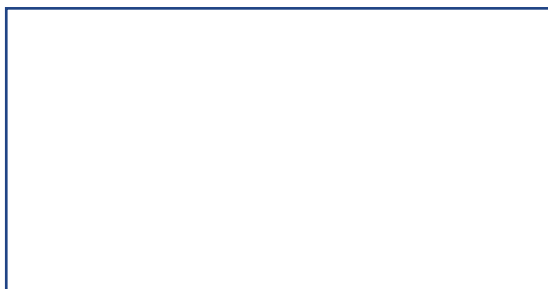
Given under my hand and official seal this 17th day of May, 2023.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Commission Expires

(Impress Notary Seal Here)

*The Library will retain this Oath of Office.*



Library Board of Trustees

Oath of Office

I, Alicia Malec, affirm that I will support the Constitution of the United States and the Constitution of Illinois and that I will faithfully discharge the duties of the office of Library Trustee according to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

State of Illinois        )  
                              ) SS.  
County of Will        )

I, Aimee Hartley, a Notary Public in and for said County and State, hereby certify that Alicia Malec, personally known to me to be the same person whose name is subscribed above, appeared before me this day and acknowledged that she signed the Oath of Office as her free and voluntary act.

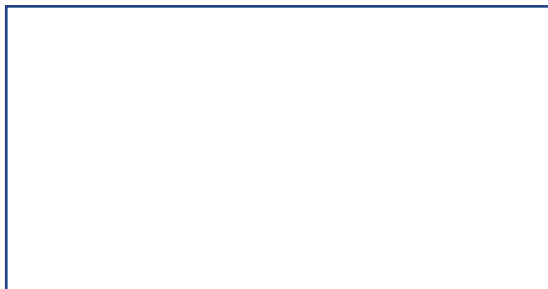
Given under my hand and official seal this 17th day of May, 2023.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Commission Expires

(Impress Notary Seal Here)

*The Library will retain this Oath of Office.*



Plainfield Public Library District  
Board of Trustees

President	Carl F. Gilmore
Vice President	Lisa Schmidt
Secretary	Vicki Knight
Treasurer	Erika Grotto
Trustees	Alicia Malec
	David McMurtrie
	Jason Puetz

Board Committees

Building & Grounds:	Schmidt (Chair), Knight, Puetz
Finance:	Grotto (Chair), McMurtrie, Schmidt
Personnel:	Malec (Chair), Knight



BOARD OF TRUSTEES  
FINANCE COMMITTEE REPORT  
MAY 3, 2023

CALL TO ORDER: The Finance Committee meeting of May 3, 2023 was called to order at 6:35 pm in the Library's Small Meeting Room at 15025 S. Illinois Street. Pledge of Allegiance was recited. Roll call was conducted. Regular committee members present: Grotto, McMurtrie, Schmidt, Gilmore as ex-officio. Regular members absent: None. Staff: Pappas, Hartley, Wold. Guest: none.

PUBLIC COMMENT: None.

DISCUSSION ITEMS

FY2024 (JULY 1, 2023-JUNE 30, 2024) BUDGET REVIEW

Pappas presented the FY2024 budget. The Committee reviewed the proposed budget. Schmidt suggested the Committee meet again later in the year to discuss renovation costs.

RECOMMENDATION FOR BOARD SESSION: The Committee recommends approving the FY2024 budget as presented and adding a Committee date to the agenda (date to be determined).

ADJOURNMENT: Grotto called to adjourn at 7:28 pm.

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Aimee Hartley  
Recording Secretary

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Erika Grotto  
Finance Committee Chair

Plainfield Public Library District  
Director's Report  
Lisa Pappas, Director  
May 11, 2023

Renovation Planning Update

Don McKay will be in attendance with exterior and interior design updates.

Oaths of Office/Election of Offices/Committees

We will be welcoming our newly elected trustees into office, holding the election of officers and assigning trustees to committees at the meeting.

Staff Special Recognition

We have two staff members celebrating 10 years of service with the Library: Finance Assistant Josie Zudic and Borrower Assistant Sarah Weisbrodt. Neither are able to attend the meeting but we will still share some words about their accomplishments.

Finance Committee Recommendation

The committee met on May 3 and will be presenting their recommendation for the FY2024 Working Budget at the meeting.

Public Meetings Ordinance

The ordinance with the dates for our regular board meetings in FY24 needs to be approved. We are recommending moving the December meeting from 12.20 to 12.13. There would still be four weeks between the November and December meeting as the November meeting is the earliest it can be, on 11.15.

Decennial Committee First Meeting

The first meeting of the Decennial Committee will take place immediately preceding our regular meeting on May 17. Please note that the Decennial Committee meeting will begin at 6:30 pm and the regular meeting is scheduled to begin at 7:00 pm. Each of you and the two resident members have received a packet/agenda which includes a tentative timeline and proposed responsibilities.

Non-Resident Participation for FY24

I recommend that the Library continue its participation in offering non-resident fee cards for purchase. These cards can only be purchased by those whose property is not included in any library service area and is located in a school district served by this library district. While we do not have many non-residents who take advantage of this opportunity, we strongly believe in offering it to the community.

Even with our marketing efforts this year to the 65 households of the newly built Liberty Green subdivision who are considered non-residents, we issued only eight non-resident library cards to five households in that development.



#### FY23 Non-Resident Statistics

Total Number of Households	23
Total Number of New Households	10
Total Number of Household Renewals	13
Total Number of New Cards Issued	58
Total Number of Cardholders as Renewals	38

Total Revenue Received \$4,121.33

The cost is determined in the exact same way it is done for those homes in the district—by applying the library district's tax rate to the equalized assessed valuation of the non-resident's property (or according to the State of Illinois' formula for renters).

#### Meeting Room Discussion

Trustee McMurtrie has requested discussion on the Library's meeting room policy and usage.

#### Managed IT Services Update

Our contract with TechProLogic ends June 30. We have mutually agreed to not renew our contract. TPL's field engineer who has been exclusive to PAPL for 14 years is moving on and staffing has been challenging for TPL. We have planned and budgeted to create an internal IT position in FY26. We will begin the RFQ process over the summer for a new managed IT services firm until FY26. We will purchase blocks of time from TPL until the new firm is in place.

#### TIF District Joint Meeting

The Village held the first in-person joint TIF District meeting in three years on April 20. Development in the Route 30 TIF has been slow but the Village is hopeful things will pick up with Olive Garden having opened now.

#### Meetings Attended

- 04.13 HR Source HR Conference: Leadership Team attended  
Leadership Team meeting
- 04.14 Pinnacle Governing Board meeting hosted by Plainfield
- 04.17 Weekly meeting with Head of CE&M, Tracey Lane
- 04.18 Weekly meeting with Head of Adult Services, Lauren Pierce
- 04.19 Library Board meeting  
Program Guide Review meeting  
Weekly meeting with Head of YTS, Steven Marshall
- 04.20 Hosted SAIL Directors meeting  
Joint TIF District meeting @Village of Plainfield
- 04.22 Fandom Fest
- 04.25 Leadership Team meeting

Bi-weekly meeting with Head of Borrower Services, Marisa Barys  
 Zonta executive board meeting  
 04.26 Weekly meeting with Head of Adult Services, Lauren Pierce  
 Borrower Services Department meeting  
 Weekly meeting with Head of YTS, Steven Marshall  
 Architects planning meeting  
 04.27 Bi-weekly meeting with Head of Materials Management, Rebecca  
 Pfenning  
 Weekly meeting with Head of CE&M, Tracey Lane  
 04.28 Interview with NIU History student-thesis on impact of pandemic on libraries  
 Zonta: Lunafest event @ Renaissance Center Joliet  
 05.01 Meeting with Marc Sims, owner TechProLogic  
 Weekly meeting with Head of Adult Services, Lauren Pierce  
 Weekly meeting with Head of Community Engagement, Tracey Lane  
 05.02 HR Roundtable  
 05.03 Weekly meeting with Head of YTS, Steven Marshall  
 Youth & Teen Services Department meeting  
 Finance Committee meeting  
 05.04 Personnel Committee Chair meeting  
 05.08 Weekly meeting with Head of Adult Services, Lauren Pierce  
 Weekly meeting with Head of Community Engagement, Tracey Lane  
 05.09 Leadership Team meeting  
 Bi-weekly meeting with Head of Borrower Services, Marisa Barys  
 Zonta membership meeting  
 05.10 Weekly meeting with Head of YTS, Steven Marshall  
 05.11 Upland Design 25 year celebration event



# COMMUNITY RELATIONS



Board Report | April 2023



Prepared by Tracey Lane  
Head of Community Engagement  
& Marketing



## Events & Meetings

- PSACC Board meeting
- Kiwanis Club Meeting
- Ribbon Cuttings:
  - Comfort Max
  - Rising Lotus Salon
  - Career Connect Education
- Lead the Way Conference in Madison, WI
- ILA Marketing Forum
- Patron Point Onboarding and Training
- TR Miller Grand Opening
- Business Over Breakfast
- Tacos and Tequila PSACC Education Fundraiser



Staff Photo from National Library Week



TREAT YOURSELF!



FUNDRAISING NIGHT

Wednesday, April 26  
6:00 to 9:00 PM

The Friends of the Library held a fundraising night at Hazel Marie's. Amount raised has not been reported yet.



## CE&M Happenings



### National Library Week

- National Library Week was April 24 to 29. We celebrated with a photo contest. We asked patrons to tell their Library Story through a photo. We had 18 entries and staff were asked to vote for their favorite.
- Tuesday was National Library Workers Day and we celebrated with a lovely staff photo. It was shared and well received on social media.
- Thursday was Library Outreach day and we took this opportunity to announce the new StoryWalk coming this Summer to Clow Stephens Park.



### Library Road Trip

- 2023 Library Road Trip was a big success!
- We had 347 people visit our Library and get stamps on their passports. 50 of our patrons returned completed passports.
- There was also a bonus game where you could do a scavenger hunt to win an additional prize and we had 282 people participate.

We were give a Little Free Library by Fountaindale Library. We donated it to the Park District and it is not up at Eaton Preserve.





# COMMUNITY RELATIONS BY THE NUMBERS

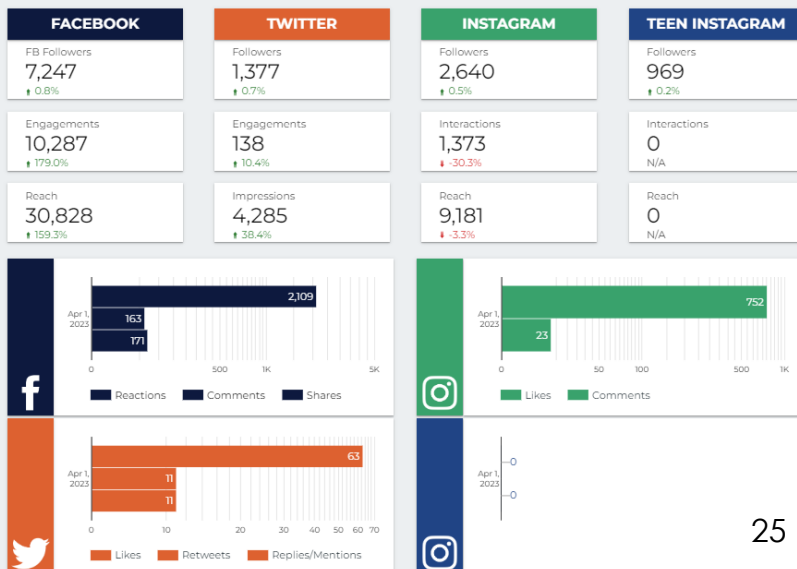
## Google Ads Stats

Campaign	Impressions	Click Through Rate	Cost*
Virtual	6,143	9.7%	\$4,855.10
Library	2,016	13.2%	\$8,0256.30
Resources	1012	8.4%	\$913.85

\*All costs are waived through the Ad Grants program.

## Social Media Stats

### Dashboard



## Email stats

### ENews Weekly Averages

MESSAGES SENT  
22,778

OPEN RATE  
46.2%

CLICKS  
268

### New Cardholder Message Totals

MESSAGES SENT  
16,069

OPEN RATE  
88.3%

CLICKS  
1,276

### Re-engagement Message Totals

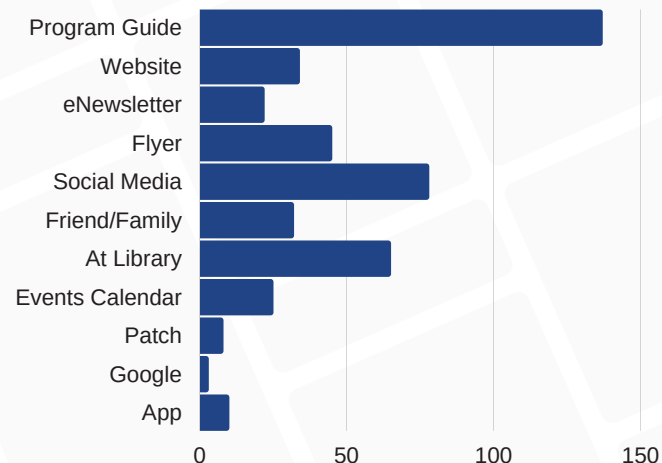
MESSAGES SENT  
41,690

OPEN RATE  
30%

CLICKS  
204

## Program Sign Up Stats

### How Patrons Learned About April Programs



# Monthly Report

## STATISTICS

**1**

3D printing requests

**290**

adult program attendees

**3**

book a librarian sessions

**287**

ELL Participants

**773**

public computer sessions

**1664**

online resources sessions and searches

**0**

proctoring sessions

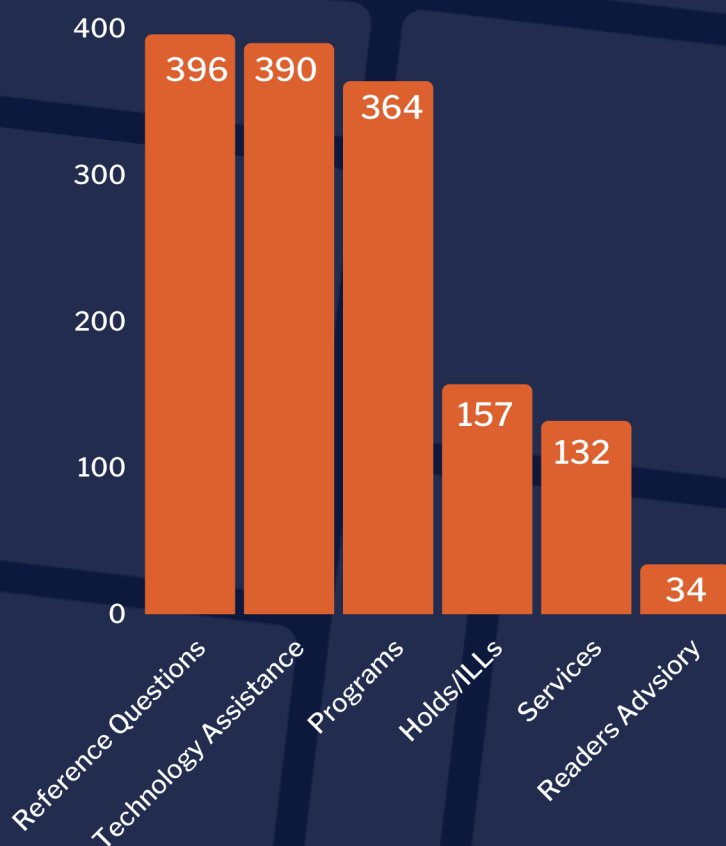
**1,489**

reference questions answered

**5**

tech training attendees

## Top Questions at the AS Desk



## ADULT TAKE & MAKES

151 kits were distributed from a selection of four different Take & Makes . Three of the Take & Makes were part of Fandom Fest on April 22:

- Jane Austen Paint Your Own Mug Kit
- Golden Snitch Kit
- Star Wars Bath Bomb Kit

The fourth kit featured a Bead Bunny Place Card Holder.

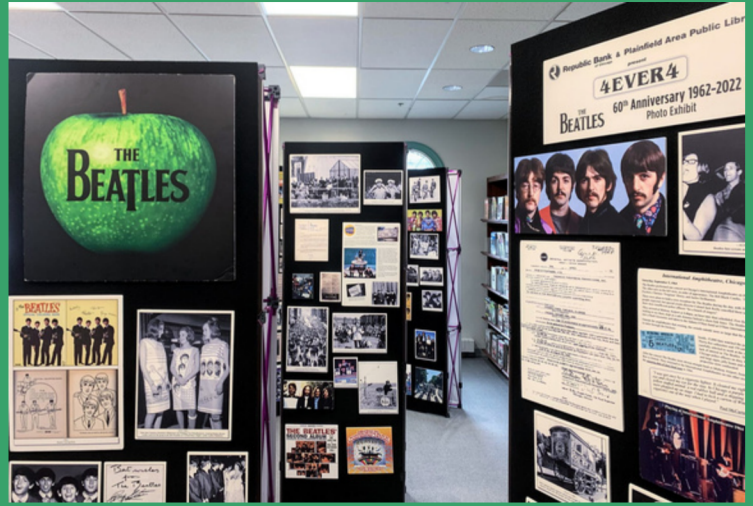




## 4ever4 Beatles Exhibit

Presented by the Republic Bank of Chicago, the 4ever4 Exhibit was on display at the Library from April 19-29 and provided patrons with a tour of the history of The Beatles in the Magazine Room.

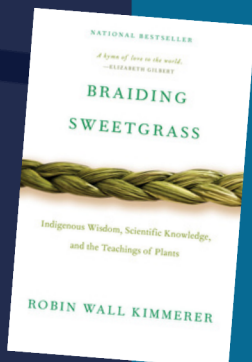
The exhibit was part of Fandom Fest. Both Greg Hunt and Jenn Cryder were part of this year's successful event.



# Welcome

## New Adult Services Librarian

Adult Services welcomed a new Librarian to the department on April 24. Jessica Banko will manage the Adult Fiction, Large Print, and Lease collections. She will also help teach our technology and maker classes, provide readers advisory, and create fun content for TikTok. We're happy to have you on our team, Jessica!



## A Novel Idea Book Club

Book Club, led by Colette, discussed *Braiding Sweetgrass* by Robin Wall Kimmerer. Patrons will get a chance to see the author speak virtually on June 21 at 7:00 PM through Illinois Libraries Presents.

## Paper Shredding Event



78 people attended our Paper Shredding event on April 15. This is a popular annual event that the Adult Services Desk fields many questions about year round.

## April Book Displays

This month Adult Services displayed books for:

- *Fandom Fest* - created by Colette
- *National Poetry Month* - created by Linda
- *A Lot Can Happen in a Single Day* (fiction that happens in 24 hours or less) - created by Lisa
- *Dear...* (epistolary fiction) - created by Lisa
- *Sexual Assault Awareness Month* - created by Lisa

# FACILITY REPORT

LANCE AGNE  
HEAD OF FACILITES

## CUSTODIAL:

- Daily Vacuum LMR before 9am programs
- Cleaned microwaves & lounge refrigerator
- Wet clean sanitize UL all public tables, computers, online catalog stations, SMR, microfiche station, print/fax station, self- check outs, holds, black displayers by columns
- Wet clean/sanitized shelving behind BS
- Wet clean sanitize LL self-checkout stations, lobby benches
- Vacuum floors
- Wet clean/sanitize LL Book Sale shelves, Bay, Early Learning
- Wet clean/sanitize west entrance railings
- Wet clean/sanitize UL Bay area, tables by CD's, self-checkout, Holds, Shelving BS hallway, Shelving Admin hallway
- Clean spattered food off interior elevator walls
- Wet clean/sanitize center stair all levels of railings, metal framing, wood half round trim
- 

## MAINTENANCE:

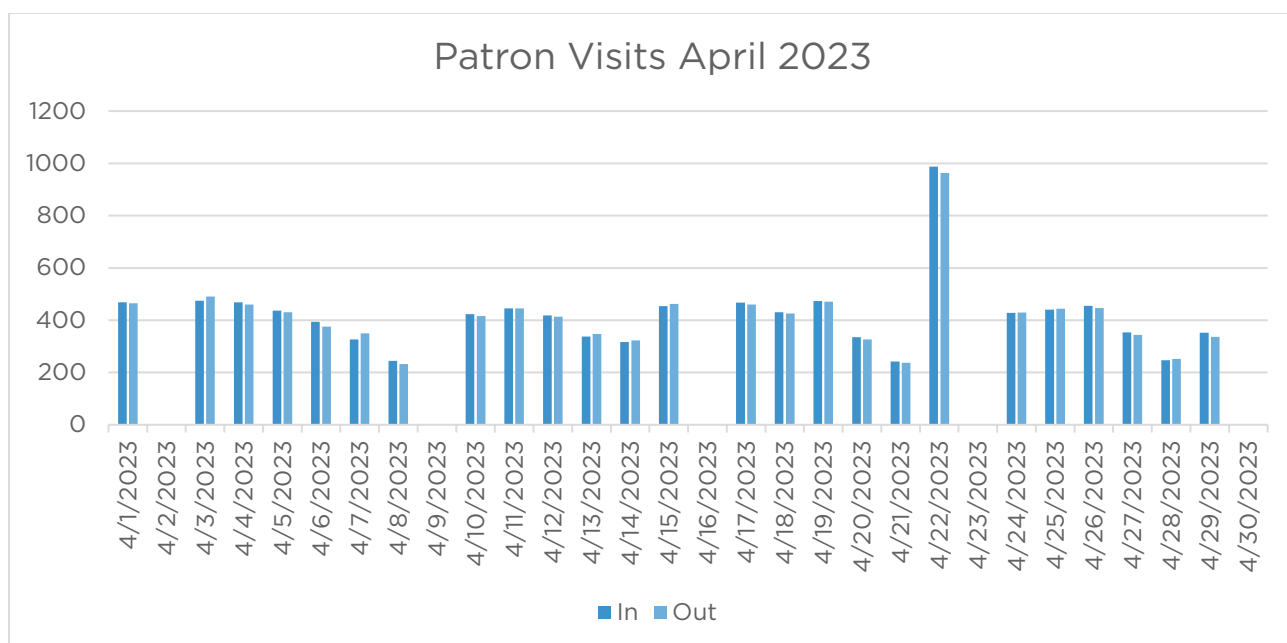
- Set alarm, clock, & changed batteries on BS Dept Weather Radio
- Tried fixing toy from Early Learning area- ok per Katie to toss
- Air fresheners in public washrooms - Changed all 4 on
- Drain Maintenance
- Hand Sanitizer Dispenser Maintenance
- Remove all gallon bottles of hand sanitizers and wall dispenser bottles/drip trays except west entrance, mudroom, and LL Self Check out stations.
- Move/relocate furniture to accommodate vendor set ups, & hang banners for Fandom Fest
- Monday after Fandom Fest -Return furniture to original locations
- Clean carpet spills from Fandom Fest weekend
- Spring Cleanup of all properties.
- Rental property grounds cleanup
- Mulched all beds around library.

#### INSPECTIONS & EQUIPMENT TESTING DONE BY OUTSIDE VENDORS:

- Anderson Pest monthly inspection - no insect activity to report
- State of IL unannounced Elevator Inspection Passed 4/18/23 (Note the phone issue has been corrected before today & was part of today's inspection)
- Boiler Certificate of Approval Received for Annual Inspection

#### RENTAL PROPERTIES:

- 15014 north Tenant locked herself out - had to go unlock her door.





# Materials Management monthly report

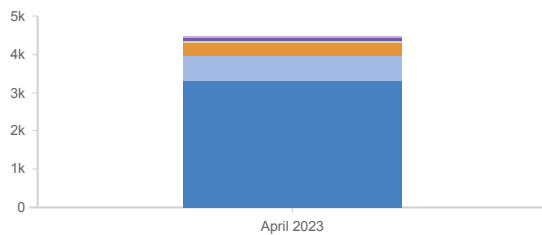
What's happening in Materials Management?

You can view this report and interact with the charts, data and links here:

<https://stories.opengov.com/plainfieldpubliclibraryil/published/pObJ9zILY>

## Stats and Charts

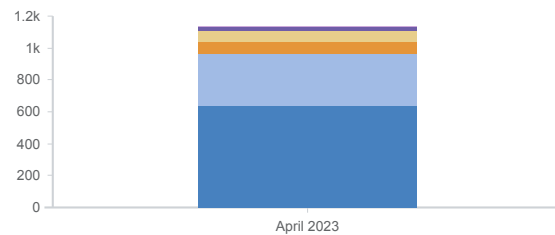
Items added to the collection in April 2023.



**4,457**

Material type in April 2023

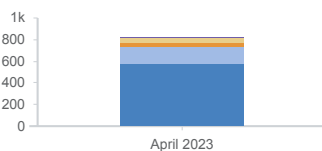
Physical items added to the collection in April 2023.



**1,134**

Material type in April 2023

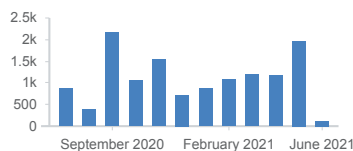
Items ordered for the collection in April 2023.



**815**

Material type in April 2023

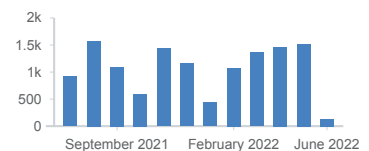
Items ordered in fiscal year FY21. (July 2020-June 2021)



**111**

Added/WD/Ordered in June 2021

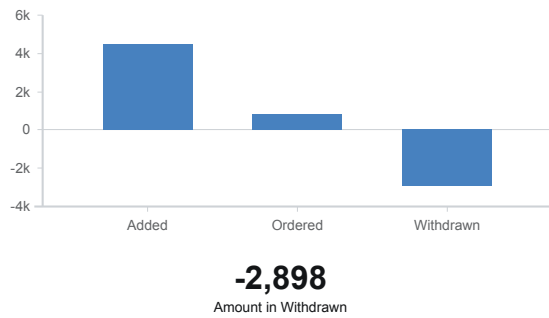
Items ordered in fiscal year FY22. (July 2021-June 2022)



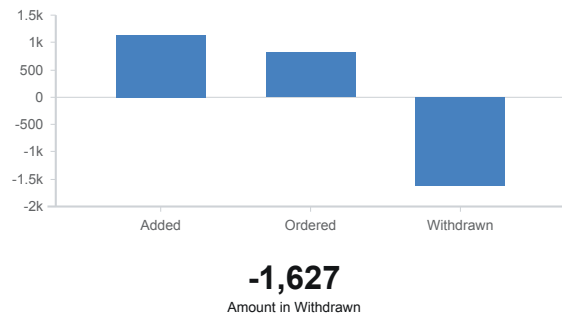
**137**

Added/WD/Ordered in June 2022

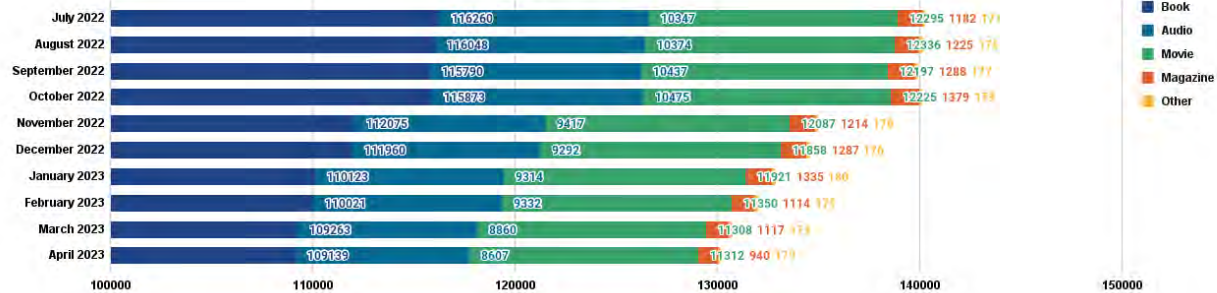
Added, withdrawn and ordered in April 2023.



Added, withdrawn and ordered in April 2023. (no eRecords)



Collection count FY23



## Updates

Projects, continuing education, and other updates from your Materials Management department.

## Projects

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

### Collection Evaluation Project

We have begun a large scale library-wide project of collection evaluation. The goal of a collection evaluation is to improve circulation and make space for new items and **31** most popular collections by really examining what we

have in our physical collections with a more critical lens. Collection assessments and evaluations can positively impact process, outcome and the library as a whole by creating a broad data-informed understanding of the collection. For us at the Plainfield Area Public Library, it has the additional benefit of making us more prepared for our potential renovation and its changes to our space.

To begin, I announced the project and began gathering some big picture initial data.

Our next step is to undergo a heavy weed library-wide. This is to remove the backlog of unweeded (not circulating) materials that may skew our evaluation and comparison. While the word weed makes people nervous (especially with the word heavy in front of it!); a majority of what we are weeding is a backlog of weeding that hasn't been done. In the process of the day to day tasks of the library, understandably, weeding often gets pushed off.

We are essentially doing a pre-cleanup so that the evaluation can be as accurate as possible.

#### **October:**

- Project proposal presented to Leadership Team

#### **November:**

- Refresher courses for staff selectors in Google Data Studio, Web Reports and Polaris Reports
- Initial big picture data and reports of physical collections
  - [Collection evaluation data studio](#)

#### **December:**

- 1st round of Youth and Teen Services heavy weeding
  - Juvenile Nonfiction 000-550s completed
- 1st round Adult Services heavy weeding
  - Graphic Novels

#### **January:**

- Juvenile Nonfiction 550-599s completed
  - Juvenile Nonfiction 000-500s results
    - 1200 items removed
    - **Down from 8.53% dead in November 2022 to 1.4% dead at the end of January 2023**
- Adult Graphic Novels completed
  - Results
    - 405 items removed
    - **Down from 12.04% dead in December 2022 to 5.06% dead at the end of January 2023**
- Adult 000-200s, 700s, 800s started

#### **February:**

- [New heavy weeding workbook](#) introduced and selectors trained.
  - The new weeding workbook combines all weeding measurements and reports (dead, grubby, multiple copies) and generates one report for output so that selectors only need to take one report to the shelf. It also has a tracking component for all items that are not weeded so that at the end of the project we can review the reasons for not weeding items and reexamine our collection development and weeding procedure.
- Created [quick FAQ guide](#) for the weeding project
- Adult 000-200s completed
  - Results
    - 126 items
    - **Down from 24% dead in December 2022 to 21% dead at the end of February 2023**
- Adult 700s completed
  - Results
    - 160 items removed
    - **Down from 11% dead in December 2022 to 2% dead at the end of February 2023**

- Adult 800s completed
  - Results
    - 207 items
    - **Down from 25% dead in December 2022 to 9% dead at the end of February 2023**
- Juvenile 600s completed
  - Results
    - 614 items removed
    - **Down from 18% dead in December 2022 to 5% dead at the end of February 2023**
- Adult Movies and TV started
- Adult Music started

#### **March:**

- Adult Nonfiction 400s completed
  - Results
    - 101 items removed
    - **Down from 31% dead in February 2023 to 8% dead in March 2023**
- Adult Nonfiction Biographies completed
  - Results
    - 312 items removed
    - **Down from 31% dead in February 2023 to 21% dead in March 2023**
- Adult Spanish completed
  - Results
    - 320 items removed
    - **Down from 27.53% dead in February 2023 to 8.66% dead in March 2023**
- Adult Nonfiction 500s completed
  - Results
    - 38 items removed
    - **Down from 33% dead in February 2023 to 30% dead in March 2023**
- Adult Audiobooks
  - Results
    - 502 items removed
    - **Down from 13% dead in February 2023 to 6% dead in March 2023**
- Juvenile 700s started

#### **April:**

- Juvenile 800s started
- Juvenile 900s started

## **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.

#### **FY23 (July 2022 - June 2023).**

**July/August 2022 update:** Completed the first section of Juvenile Fiction!

**September/October 2022 update:** The relabeling project was put on hold to focus on our collection evaluation and heavy weeding project.

#### **FY22 (July 2021 - June 2022).**

**January 2022 update:** We have completed the relabeling and, with the tireless assistance of the shelveers, the shifting and reincorporating of the Juvenile series titles. We will use February to catch up on clean-up of the project so far and plan for our next section, Juvenile Fiction!

**October 2021 update:** With the help of the shelving assistants, we began the process of relabeling, shifting, and reincorporating the Juvenile Series collection back into Juvenile Fiction.

**September 2021 update:** We completed Juvenile Biographies and Jacob Brown cleaned up inconsistencies in nonfiction call numbers for animals in Juvenile Nonfiction.

**July 2021 update:** With the start of a new fiscal year, we started relabeling again! And we finished all of YA relabeling! In July, we finished the last of the YA relabeling with YA Nonfiction and YA Biographies. We will start working our way through Juvenile starting with Juvenile Biographies in August.

### **FY21 (July 2020 - June 2021)**

**April/May 2021 update:** YA fiction relabelling is complete! We will spend May going through and cleaning up any titles we may have missed. We will pause to focus on the end of the fiscal year orders and resume reabeling in July with YA and Juvenile nonfiction and biographies.

**January 2021 update:** We finished relabeling all of Young Adult middle fiction mid-January! Hooray! We took the last two weeks of January to do cleanup and steel ourselves for beginning Young Adult teen fiction February 1st.

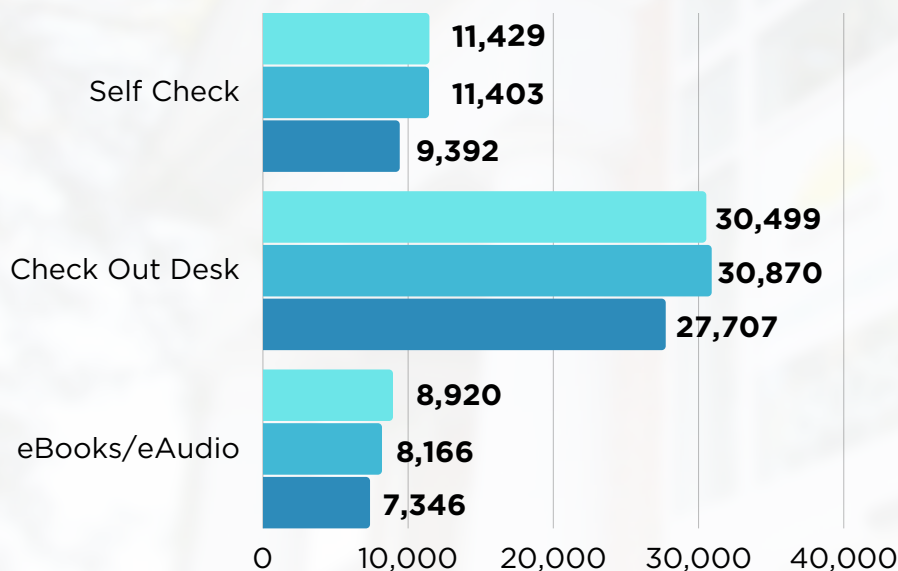
**October 2020 update:** The relabeling project has resumed! Our new cataloger, Sung, is tackling smaller sections independently while the rest of staff continues to work through Young Adult fiction. Sung started with the Children's World Languages collections. The goal is to have Young Adult middle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

**August 2020 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.

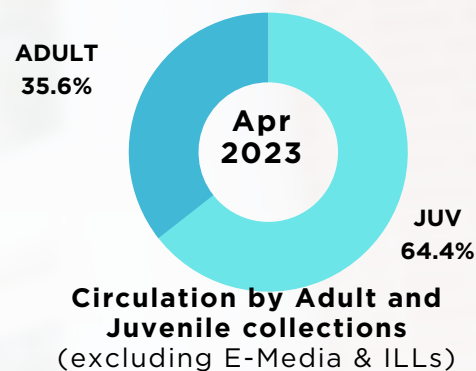


# BORROWER SERVICES NEWS

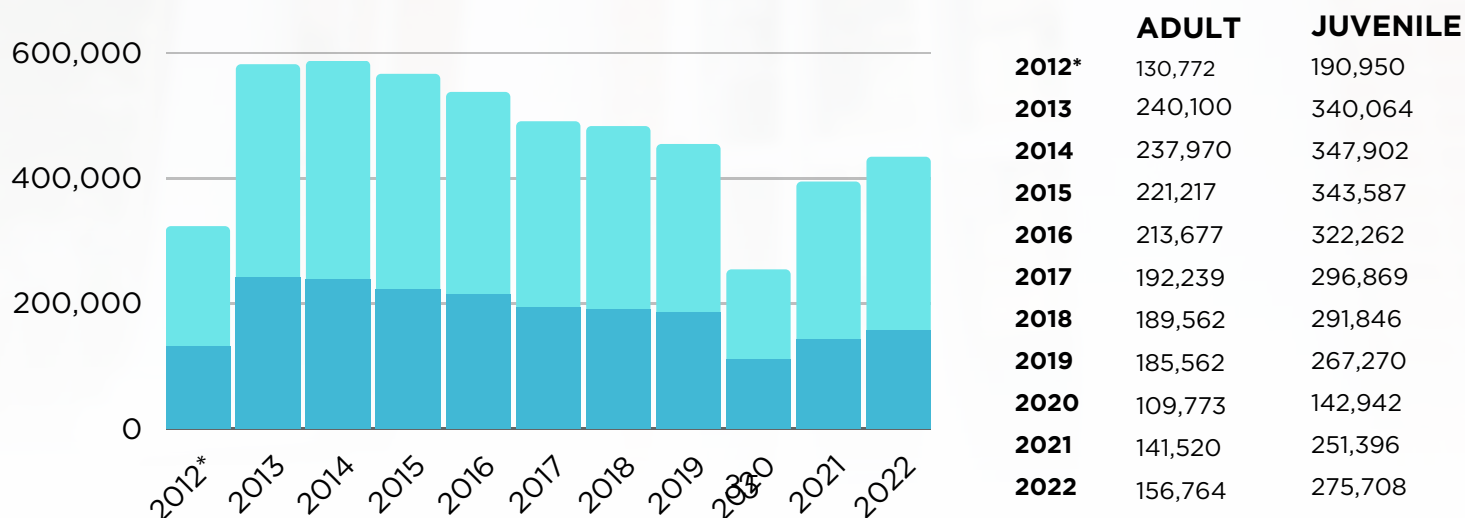
## MONTHLY CIRCULATION STATISTICS



Total Apr 2023	50,848
Total Apr 2022	50,439
Total Apr 2021	44,445



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





## CARDHOLDER STATISTICS

### MONTHLY CARDHOLDERS

Total Apr 2021	37,567
Total Apr 2022	32,994
Total Apr 2023	29,996*

**142**

NEW  
ADULT  
CARDS

**50**

NEW  
JUVENILE  
CARDS

**157**

NEW  
HOUSEHOLD  
CARDS

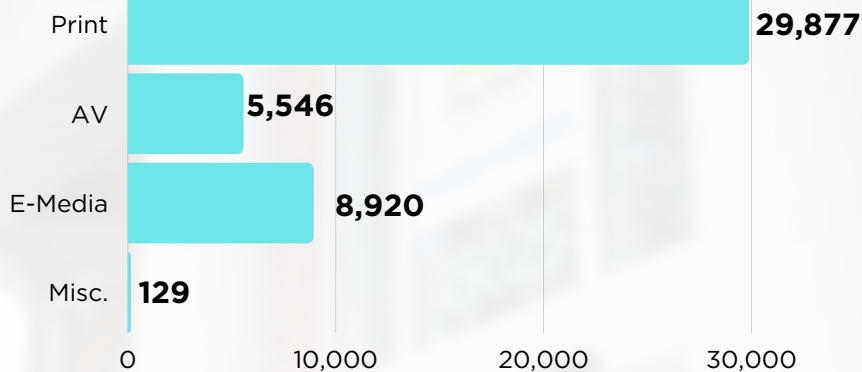
\*3 years of purging cards took place causing the number to drop.

**FYTD NEW HOUSEHOLD CARDS**

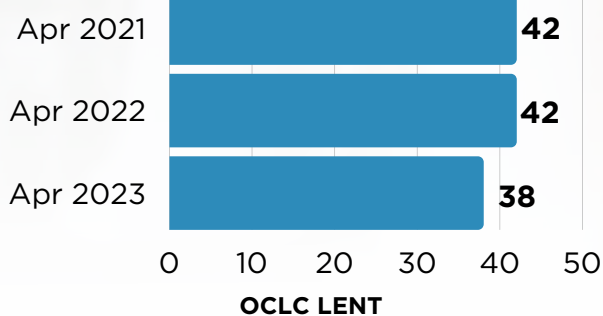
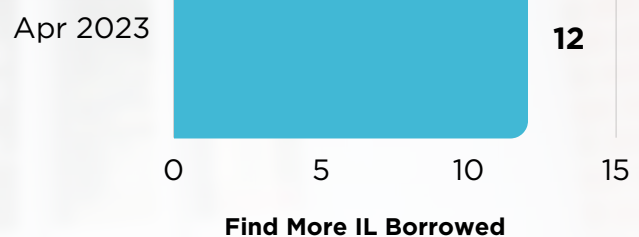
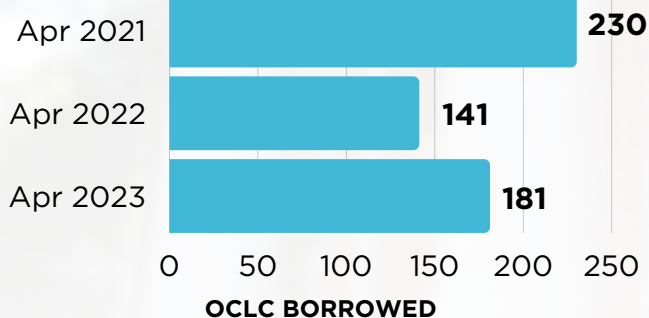
**1,672 CARDS**

## MATERIALS STATISTICS

### MATERIAL TYPE



### MONTHLY INTERLIBRARY LOAN



## MONTHLY LOCKER & CURBSIDE STATISTICS

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PEHS Lockers were unavailable in April  
Illinois Street Lockers were soft launched on April 27

3 different patrons came to the lockers

3 items were placed in the lockers

The same patron used the lockers 1 time

3 first time users

34 patrons used curbside

## HOME DELIVERY STATISTICS

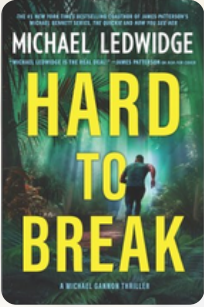

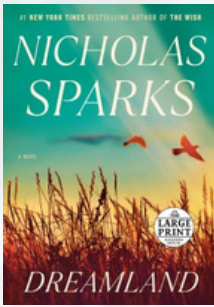

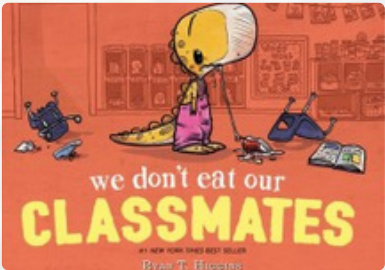

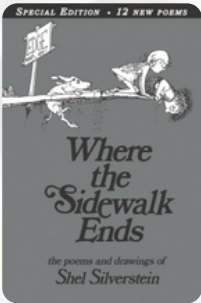
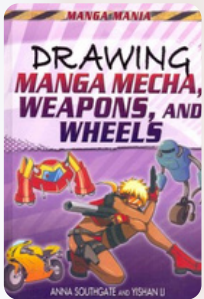




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Apr 2023	PATRONS	ITEMS
RESIDENTS	7	49
AHCL	35	97
HARBOR CHASE	6	13
HERITAGE WOODS	39	136
LAKESWOOD	3	20
TOTAL	90	315



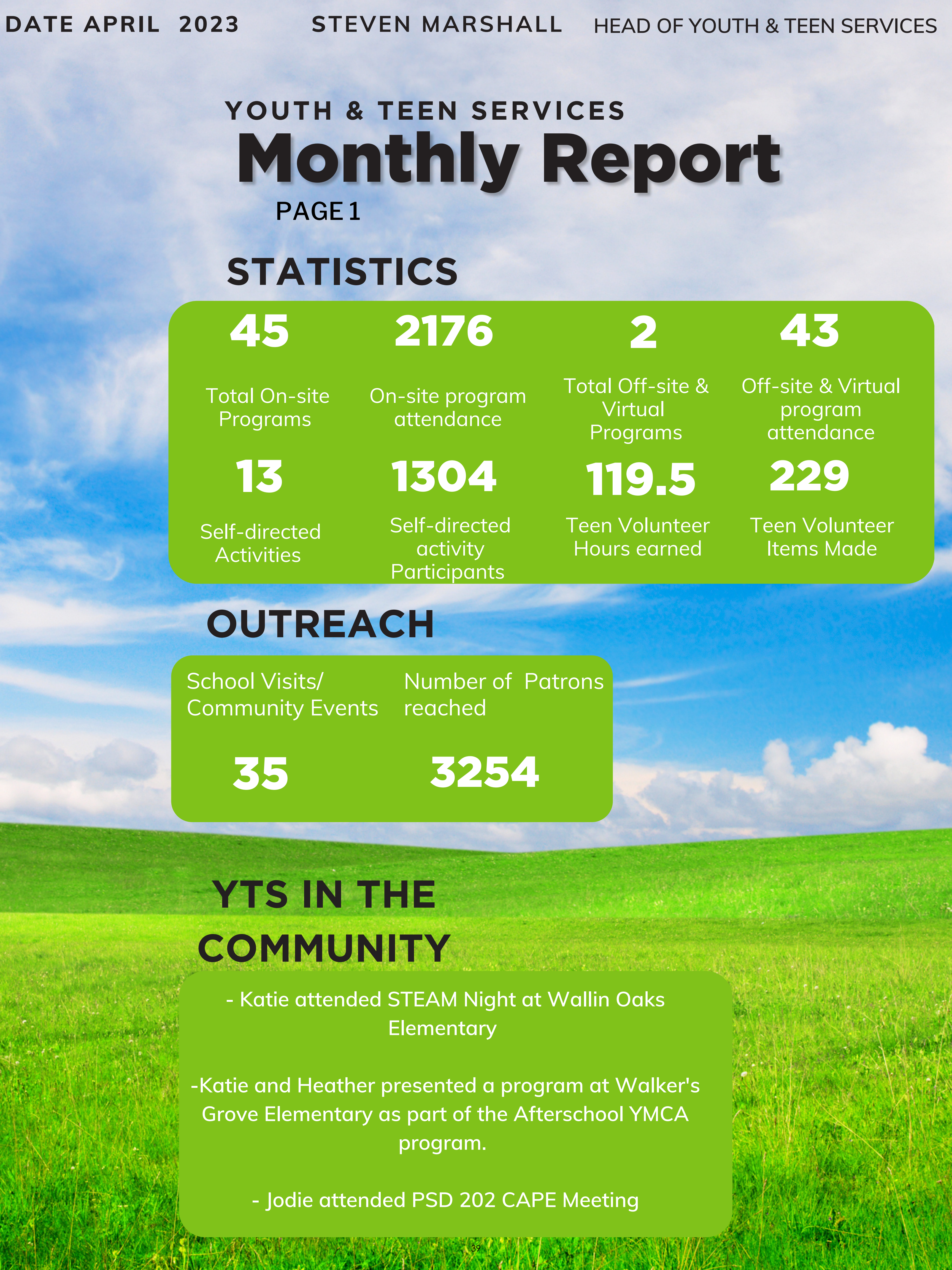
# TOP CIRCULATING ITEMS APRIL 2023

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

PAGE 1

## STATISTICS

**45**

Total On-site  
Programs

**2176**

On-site program  
attendance

**2**

Total Off-site &  
Virtual  
Programs

**43**

Off-site & Virtual  
program  
attendance

**13**

Self-directed  
Activities

**1304**

Self-directed  
activity  
Participants

**119.5**

Teen Volunteer  
Hours earned

**229**

Teen Volunteer  
Items Made

## OUTREACH

School Visits/  
Community Events

**35**

Number of Patrons  
reached

**3254**

## YTS IN THE COMMUNITY

- Katie attended STEAM Night at Wallin Oaks  
Elementary

-Katie and Heather presented a program at Walker's  
Grove Elementary as part of the Afterschool YMCA  
program.

- Jodie attended PSD 202 CAPE Meeting



## YOUTH &amp; TEEN SERVICES

# Monthly Report

PAGE 2

## Patron Feedback

“Our third graders were over the moon that they received their stories back along with some goodies from the public library. The teachers couldn't stop talking about it all day and even some of the parents posted on their social media. How awesome at the kids got these responses. It's so wonderful that the library does this! ” - Judy Meier, Media Specialist at Wallin Oaks Elementary about Jodie's 3rd Grade Writes program

"We really appreciate you coming out each month.  
The kids love you."-  
Wendy Traina, 1st grade teacher at Wesmere Elementary  
about Mindy's school visits

" This was the most fun I've had in a long time!"- an anonymous grandparent about Heather's Toddler Storytime

More patron feedback and photos are available on the following 3 pages related to FandomFest 2023.





A staff committee comprised of – Katie Gulas (co-chair), Tracey Vittorio (co-chair), McKenzie Berghuis, Jenn Cryder, Eli Dickter, Gregory Hunt, Steven Marshall, Val Prado, Jennifer Smith, Nicholas Vidmar and Rachel Watts planned Fandom Fest 2023 beginning in September 2022.

- 66 teens attended our third PROMicon on Friday night, April 14 – This afterhours event was once again chaired and implemented by Teen Librarian Tracey Vittorio and a small committee of staff members. This year, we moved PROMicon to the week before Fandom Fest to space out the events and allow more teens the opportunity to participate in the Cosplay Contest.
- 837 people attended Fandom Fest between 10:00 am and 3:00 pm on Saturday, April 22
- 21 artists/vendors displayed their wares in Artist Alley
- 48 people participated in the Cosplay Contest (double the previous highest number of participants)
- Over 80 people attended the Cosplay Contest
- 28 people attended a Fandom Trivia event at Critical Grind Board Game Cafe on March 31 to help promote Fandom Fest.
- Both PROMicon and Fandom Fest saw their largest number of attendees to date with many events at capacity.

This year we implemented attendee feedback surveys for both PROMicon and Fandom Fest. Of the PROMicon attendees, 97.6% gave the event the highest possible rating on the survey and Fandom Fest received an average rating of 9.2 out of 10 from attendees who completed the survey. The Fandom Fest survey was completed by 67 attendees and 43 PROMicon attendees completed that survey.

# FANDOM FEST 2023

## Survey feedback:

### **PROMicon**

"I love the DJ booth and the surprise face paint was great!"

"I liked the mini golf and the ability to meet new people."

"The movie and face painting were awesome."

"I liked how welcoming people were, especially because I came by myself."

Below are just a few of the highlights. All of the pictures from PROMicon can be found at <https://www.flickr.com/photos/plainfieldpubliclibrarydistrict/albums/72177720307503116>





**Survey feedback:**

**Fandom Fest**

"This is such a great event. You can tell how hard the staff worked and how much fun they had putting it together. Fandom Fest gets a little bit better every year. We are so happy we get to be a part of it."

"This was the best!"

"My favorite part was seeing my granddaughter's face when she saw Rapunzel."

"I loved the Cosplay Contest and Artist Alley!!!"

"First time we attended. Had a great time. Loved it!"

"Lots of work and great job organizing the event. Thank you for the kids' crafts."

"I just wanted to say "Thank you!" for having me for Fandom Fest. I had a great time and the company was wonderful too! Hope we can collab again soon and please if there's a spot for next year's Fandom Fest, I would LOVE to reserve one." -Artist Alley artist and local teacher, Jon Belonio

Below are just a few of the highlights. All of the pictures from FandomFest can be found at <https://www.flickr.com/photos/plainfieldpubliclibrarydistrict/albums/72177720307714658>



## FY2024 Working Budget Details

- An increase of \$300,000 in property tax revenue is expected.
- Due to the planned and approved growth in Plainfield, impact fees are expected to remain consistent or slightly drop in FY2024.
- Health Insurance costs are estimated to increase nearly 15%.
- Facilities costs were increased due to inflation.
- Includes a 2% market adjustment to the salary schedule and some adjustments to comply with our compensation plan. Our combined salaries and benefits accounts for 63.7% of our operating budget, which meets the IL recommended standard of 60-70% of the operating budget.
- Only minor changes were made within departments to reflect changing use patterns and/or needs.  
A Staff Phone/Tech Expense budget line has been created due to HR regulations. Currently, this includes department heads and managers phone reimbursement. An increase in 2025 is anticipated due to staff working remotely due to construction.
- Includes the possibility of bond offerings and the start of the renovation project in the Reserve Fund.
- The budget will now include an estimated beginning and ending fund balance. This will be helpful to track and show the sustainability of fund balances when the bond issuance and repayment begins.
- Increases to the budget due to the renovation project:
  - Revenue is increased by \$9,000,000 in the Reserve fund (\$77,500 without)
  - Expenses are estimated to be increased by \$6,800,000 in the Reserve fund (\$41,000 without)
  - Revenue is decreased by \$910,000 in the General fund to provide the Bond repayment
  - A Bond fund has been created to track the bond repayment

### Total Library

2021	2022	Budget 2023	Budget 2024
\$ 4,445,254.00	\$ 4,440,901.00	\$ 4,674,313.78	\$ 14,032,871.49
\$ 3,946,420.00	\$ 3,912,712.00	\$ 4,411,880.00	\$ 12,143,000.00
\$ 498,834.00	\$ 528,189.00	\$ 262,433.78	\$ 1,889,871.49

### General Fund

2021	2022	Budget 2023	Budget 2024
\$ 3,685,560.00	\$ 4,045,200.00	\$ 4,254,821.48	\$ 3,295,713.33
\$ 2,940,683.00	\$ 3,067,179.00	\$ 3,437,380.00	\$ 3,597,700.00
\$ 744,877.00	\$ 978,021.00	\$ 817,441.48	\$ (301,986.67)

### FICA Fund

2021	2022	Budget 2023	Budget 2024
\$ 93,378.00	\$ 2,153.00	\$ 4,408.61	\$ 175,729.36
\$ 143,829.00	\$ 148,922.00	\$ 165,000.00	\$ 175,000.00
\$ (50,451.00)	\$ (146,769.00)	\$ (160,591.39)	\$ 729.36

**IMRF Fund**

2021	2022	Budget 2023	Budget 2024
\$ 170,516.00	\$ 2,153.00	\$ 4,408.61	\$ 225,717.28
\$ 208,847.00	\$ 203,264.00	\$ 225,000.00	\$ 225,000.00
\$ (38,331.00)	\$ (201,111.00)	\$ (220,591.39)	\$ 717.28

**Audit Fund**

2021	2022	Budget 2023	Budget 2024
\$ 8,120.00	\$ 3.00	\$ 4,408.61	\$ 10,000.00
\$ 9,300.00	\$ 7,290.00	\$ 10,000.00	\$ 10,000.00
\$ (1,180.00)	\$ (7,287.00)	\$ (5,591.39)	\$ -

**Building, Sites, Maintenance Fund**

2021	2022	Budget 2023	Budget 2024
\$ 282,164.00	\$ 311,502.00	\$ 315,216.47	\$ 338,211.52
\$ 288,833.00	\$ 329,805.00	\$ 367,500.00	\$ 384,300.00
\$ (6,669.00)	\$ (18,303.00)	\$ (52,283.53)	\$ (46,088.48)

**Debt Fund**

2021	2022	Budget 2023	Budget 2024
\$ -	\$ -	\$ -	\$ 910,000.00
\$ -	\$ -	\$ -	\$ 910,000.00
\$ -	\$ -	\$ -	\$ -

**Special Reserves Fund**

2021	2022	Budget 2023	Budget 2024
\$ 205,516.00	\$ 79,890.00	\$ 91,050.00	\$ 9,077,500.00
\$ 354,928.00	\$ 156,252.00	\$ 207,000.00	\$ 6,841,000.00
\$ (149,412.00)	\$ (76,362.00)	\$ (115,950.00)	\$ 2,236,500.00

- While the working budget is not a legal document and can be amended at any time, in order for the Library to move forward with the statutory compliance calendar, the working budget needs to be approved.  
Total Library



	FY23 Budget	FY23 Actual	FY24 Budget	Difference	Notes
	Thru	4/27/2023			
Beginning Fund Balance - Estimate	2,787,429.00	2,787,429.00	3,604,870.48		
1004001 - Real Estate Taxes Library	3,681,199.40	3,695,853.68	3,725,107.20	43,907.80	includes 143rd St extension payback
1004002 - Personal Property Taxes	30,000.00	80,721.63	35,000.00	5,000.00	
1004003 - Overlap Districts Agreement	315,000.00	315,604.09	315,000.00	0.00	
1004004 - Lost/Damaged	5,000.00	5,358.92	5,000.00	0.00	
1004005 - Book Bag Sales	50.00	0.00	0.00	-50.00	
1004006 - Copier Fees	5,000.00	5,048.10	5,000.00	0.00	
1004007 - Fax Fees	1,200.00	889.25	1,000.00	-200.00	
1004008 - Non Resident Fees	2,500.00	3,986.08	4,000.00	1,500.00	
1004009 - Book Sales	2,000.00	2,138.82	2,000.00	0.00	
1004010 - Meeting Room Deposits	1,000.00	650.00	1,000.00	0.00	
1004401 - Checking Interest	50.00	0.82	0.00	-50.00	
1004402 - E-Pay Interest	200.00	11,232.43	10,000.00	9,800.00	
1004417 - Tax Escrow Interest HB	4,000.00	25,941.06	25,000.00	21,000.00	
1004502 - Donations & Sponsorships	0.00	11,589.27	0.00	0.00	
1004503 - Donations - Friends of the Library	0.00	2,500.00	0.00	0.00	
1004701 - Per Capita Grant	111,122.08	116,606.13	116,606.13	5,484.05	
1004702 - Grants - Other	0.00	145,000.39	0.00	0.00	
1004901 - Miscellaneous Income (Library)	0.00	9,817.97	0.00	0.00	
1004902 - Sale of Library Used Equipment	500.00	150.00	500.00	0.00	
1004909 - Rental Income	96,000.00	80,950.64	98,500.00	2,500.00	
1015500 - Operating Transfer Out	0.00	0.00	-138,000.00	-138,000.00	Estimated transfer to other funds
1015500 - Operating Transfer Out (Debt)	0.00	0.00	-910,000.00	-910,000.00	Bond payment
Total Income	4,254,821.48	4,514,039.28	3,295,713.33	-959,108.15	
Expense					
1015000 - Administration Department					
1015001 - Administration Salaries	304,000.00	253,726.18	321,000.00	17,000.00	
1015002 - Unemployment Insurance	4,000.00	887.14	4,500.00	500.00	
1015005 - Health Insurance	175,000.00	127,521.68	201,250.00	26,250.00	Broker expects 15% increase
1015006 - Liab Ins - Workers Comp	10,000.00	0.00	0.00	-10,000.00	Combined with 1015805
1015011 - Staff Development	20,000.00	13,267.49	22,000.00	2,000.00	
1015012 - Travel Expense	10,000.00	7,464.74	15,000.00	5,000.00	increase for 6-8 to attend PLA in March in OH, 6-8 to attend ILA in Springfield in Oct, Digipalooza, IUG, LMCC
1015013 - Membership Dues	6,000.00	5,873.95	8,000.00	2,000.00	
1015014 - Human Resources	2,000.00	944.45	2,000.00	0.00	
1015015 - Staff Development EDI	20,000.00	28.16	20,000.00	0.00	staff leadership and communication training, engagement/wellness app
1015016 - Staff Phone/Tech Expense	0.00	0.00	1,000.00	1,000.00	8 staff members, \$10 per month, 12 months - New GL Account
1015201 - Payroll Services	9,500.00	8,288.10	10,500.00	1,000.00	
1015202 - Legal Services (Library)	5,000.00	4,876.50	7,000.00	2,000.00	
1015204 - Bank Fees	3,500.00	2,994.14	4,500.00	1,000.00	
1015205 - Trustee Developoment	2,500.00	583.44	2,500.00	0.00	
1015308 - Office Supplies - Paper	2,000.00	270.36	2,000.00	0.00	
1015310 - Office Supplies - Admin	4,000.00	1,766.57	4,000.00	0.00	
1015311 - Postage	3,500.00	3,043.22	3,750.00	250.00	
1015313 - Newsletter	64,000.00	55,759.62	66,000.00	2,000.00	
1015316 - Printing - Legal	2,000.00	952.34	2,000.00	0.00	
1015317 - Telephone	12,000.00	10,895.00	14,000.00	2,000.00	Adding a device for social media content creation
1015318 - Public Relations (Library)	35,000.00	21,438.65	39,000.00	4,000.00	increase by \$4K for switch to Patron Point (Marketing tool)
1015322 - Contingencies Operating Fund	10,000.00	128.24	20,000.00	10,000.00	
1015801 - Library - Wide Supplies & Events	10,000.00	9,930.31	12,000.00	2,000.00	Fandom, Garden, branded apparel
1015802 - Library - Wide EDI Public Initiatives	5,000.00	320.00	5,000.00	0.00	
1015805 - Liab Ins - Property / Package	40,000.00	35,374.63	50,000.00	10,000.00	Increase due to delivery vehicle
1015909 - Rental Property Prof Svcs-Misc	13,000.00	12,288.05	13,000.00	0.00	

1018001 - Equipment Maintenance	0.00	0.00	5,000.00	5,000.00	Delivery vehicle maintenance (\$150*4 oil changes), repair (\$2,000) and gasoline (\$40*52)
1018002 - Equipment	0.00	0.00	45,000.00	45,000.00	Delivery Vehicle estimated
1018003 - Furniture & Fixtures	9,880.00	2,159.13	5,000.00	-4,880.00	
<b>Total 1015000 - Administration Department</b>	<b>781,880.00</b>	<b>580,782.09</b>	<b>905,000.00</b>	<b>123,120.00</b>	
1025000 - Materials Management Department					
1025001 - Materials Management Salaries	158,000.00	119,203.20	165,000.00	7,000.00	
1025306 - Materials Management Process Suppl	15,000.00	7,846.64	15,000.00	0.00	
1025307 - OCLC	3,500.00	3,327.99	4,000.00	500.00	
<b>Total 1025000 - Materials Management Dept.</b>	<b>176,500.00</b>	<b>130,377.83</b>	<b>184,000.00</b>	<b>7,500.00</b>	
1035000 - Borrower Services Department					
1035001 - Borrower Services Salaries	477,000.00	364,003.25	475,000.00	-2,000.00	
1035308 - Borrower Services Supplies	12,000.00	5,287.08	12,000.00	0.00	
1035309 - ILL Lost Items	500.00	1,059.90	1,000.00	500.00	
1035310 - Home Delivery Supplies	4,000.00	1,519.15	4,000.00	0.00	
<b>Total 1035000 - Borrower Services Department</b>	<b>493,500.00</b>	<b>371,869.38</b>	<b>492,000.00</b>	<b>-1,500.00</b>	
1045000 - Adult Services					
1045001 - Adult Services Salaries	484,000.00	373,235.81	484,000.00	0.00	
1045101 - Adult Summer reading	11,000.00	3,757.66	11,000.00	0.00	
1045102 - Adult Programs	20,000.00	19,041.93	24,000.00	4,000.00	More cultural & adult with disabilities programming
1045105 - Portable Media Devices - Adult	7,500.00	5,902.56	7,500.00	0.00	
1045106 - Video Games - Adult	3,000.00	2,691.92	3,000.00	0.00	
1045107 - Compact Discs - Adult	4,000.00	2,705.45	3,000.00	-1,000.00	
1045108 - Videos & DVDs - Adult	19,000.00	9,830.15	15,000.00	-4,000.00	
1045109 - Audio Books - Adult	13,000.00	8,942.82	6,000.00	-7,000.00	
1045111 - Digital Resources	218,000.00	125,611.78	225,000.00	7,000.00	
1045112 - Fiction - Adult	24,000.00	18,770.07	25,000.00	1,000.00	
1045113 - Leased Material - Adult	28,000.00	27,834.15	28,000.00	0.00	
1045114 - Large Print - Adult	6,000.00	4,544.45	6,000.00	0.00	
1045115 - Graphic Novels - Adult	4,500.00	3,065.78	4,500.00	0.00	
1045116 - Nonfiction - Adult	24,000.00	15,170.55	24,000.00	0.00	
1045117 - Foreign Language - Adult	6,500.00	4,613.35	6,500.00	0.00	
1045118 - Reference - Adult	1,000.00	1,084.90	1,000.00	0.00	
1045119 - Standing Orders - Adult	5,000.00	4,685.22	5,000.00	0.00	
1045120 - Periodicals - Adult	8,500.00	9,169.35	8,500.00	0.00	
1045212 - Instructors and Facilitators	3,000.00	1,825.00	4,000.00	1,000.00	
1045305 - Bindery	400.00	0.00	400.00	0.00	
1045306 - Microfilming Supplies	4,000.00	1,890.00	4,000.00	0.00	
1045310 - Department Supplies - Adult	2,500.00	2,416.76	3,500.00	1,000.00	
1045405 - Local History Supplies	2,500.00	727.68	2,500.00	0.00	
<b>Total 1045000 -Adult Services</b>	<b>899,400.00</b>	<b>647,517.34</b>	<b>901,400.00</b>	<b>2,000.00</b>	
1055000 - Youth Services					
1055001 - Youth Services Salaries	490,000.00	369,896.84	498,000.00	8,000.00	
1055101 - Summer Reading - Children	8,000.00	766.88	9,000.00	1,000.00	
1055102 - JUV Programs	7,000.00	6,453.59	10,000.00	3,000.00	
1055103 - Databases - YS/YA	24,000.00	26,356.43	28,000.00	4,000.00	
1055104 - Downloadable Materials YS	11,500.00	5,000.00	14,000.00	2,500.00	
1055105 - Portable Media Devices - YS	2,800.00	0.00	2,800.00	0.00	
1055107 - Compact Discs - Children's	1,500.00	260.17	700.00	-800.00	reduction based on usage stats, move to Fiction and programming
1055108 - Videos & DVDs - Children's	14,000.00	3,850.47	9,000.00	-5,000.00	reduction based on usage stats, move to Fiction and programming
1055109 - Audio Books - Children's	7,000.00	0.00	1,300.00	-5,700.00	reduction based on usage stats, move to Fiction and programming
1055112 - Fiction - Children's	16,500.00	11,997.28	20,000.00	3,500.00	
1055116 - Nonfiction - Children's	39,000.00	20,085.76	39,000.00	0.00	
1055118 - Reference - Children's	2,000.00	64.27	0.00	-2,000.00	eliminated collection
1055119 - Standing Orders - Children's	6,000.00	405.92	3,500.00	-2,500.00	
1055120 - Periodicals - Children's	1,500.00	0.00	0.00	-1,500.00	eliminated collection
1055123 - Easy Fiction	20,000.00	12,496.03	22,000.00	2,000.00	

1055310 - Department Supplies - Y/S	7,500.00	3,297.48	9,000.00	1,500.00	
Total 1055000 - Youth Services	658,300.00	460,931.12	666,300.00	8,000.00	
1065000 - Teen Services					
1065101 - Summer Reading - Teen	5,000.00	1,299.28	5,000.00	0.00	
1065102 - Teen Programs	6,500.00	6,091.49	8,000.00	1,500.00	
1065104 - Downloadable Materials - Teen	1,500.00	0.00	1,000.00	-500.00	
1065105 - Portable Media Devices - Teen	2,000.00	0.00	1,500.00	-500.00	
1065108 - Videos & DVDs - Teen	1,500.00	419.83	1,000.00	-500.00	
1065112 - Fiction - Teen	12,000.00	5,005.43	12,000.00	0.00	
1065116 - Nonfiction - Teen	5,000.00	1,212.53	4,500.00	-500.00	
1065310 - Department Supplies - Teen	1,000.00	610.46	1,500.00	500.00	
Total 1065000 - Young Adult Services	34,500.00	14,639.02	34,500.00	0.00	
1075000 - Community Relations Dept					
1075001 - Community Relations Salaries	120,000.00	90,493.68	128,000.00	8,000.00	
1075310 - Comm. Relations Supplies	1,000.00	7.50	500.00	-500.00	Many supply expenses come from the Library-Wide line
Total 1075000 - Community Relations Dept	121,000.00	90,501.18	128,500.00	7,500.00	
1095000 - Technology					
1015314 - Web Page Development	6,000.00	810.00	1,500.00	-4,500.00	no anticipated special projects or large updates
1095206 - Pinnacle Cooperative	65,000.00	114.18	69,000.00	4,000.00	4% increase
1095207 - Technology Maintenance	70,000.00	58,389.95	100,000.00	30,000.00	GL name change/ included Lockers Maintenance Contracts
1095209 - Email & Web Hosting Fees	600.00	112.90	500.00	-100.00	
1095210 - Lease Agreements	27,000.00	27,829.77	35,000.00	8,000.00	Copier lease increase
1095211 - Subscription Services	65,000.00	19,516.52	65,000.00	0.00	
1095301 - Software	8,000.00	5,118.76	8,000.00	0.00	
1095302 - Computer Supplies	2,000.00	2,055.27	3,000.00	1,000.00	
1095303 - Data Lines	2,700.00	2,199.50	3,000.00	300.00	
1095304 - Computers/Electronic Equipment	26,000.00	22,560.55	26,000.00	0.00	
Total 1095000 - Technology	272,300.00	138,707.40	311,000.00	18,700.00	
Total Expense	3,437,380.00	2,435,325.36	3,622,700.00	165,320.00	
Ending Fund Balance - Estimate	3,604,870.48	4,866,142.92	3,277,883.81		
	FY23 Budget	FY23 Actual	FY24 Budget	Difference	Notes

	FY23 Budget	FY23 Actual	FY24 Budget	Difference	Notes
	Thru	4/27/2023			
Beginning Fund Balance Estimate	0.00	0.00	0.00		
2004001 - Real Estate Taxes (FICA)	4,408.61	4,412.40	124,729.36	120,320.75	
2004810 - Transfer in From Gen Fund			51,000.00		
Total Income	4,408.61	4,412.40	175,729.36	171,320.75	
Expense					
2005011 - FICA Expense	165,000.00	124,754.26	175,000.00	10,000.00	
Total Expense	165,000.00	124,754.26	175,000.00	10,000.00	
Ending Fund Balance Estimate	-160,591.39	-120,341.86	729.36		

	FY23 Budget	FY23 Actual	FY24 Budget	Difference	Notes
	Thru	4/27/2023			
Beginning Fund Balance Estimate	0.00	0.00	0.00		
2504001 - Real Estate Taxes (IMRF)	4,408.61	4,412.40	148,717.28	144,308.67	
2504810 - Transfer in From Gen Fund			77,000.00	77,000.00	
Total Income	4,408.61	4,412.40	225,717.28	221,308.67	
Expense					
2505012 - IMRF Expense -ER	225,000.00	159,800.74	225,000.00	0.00	
Total Expense	225,000.00	159,800.74	225,000.00	0.00	
Ending Fund Balance Estimate	-220,591.39	-155,388.34	717.28		

	FY23 Budget	FY23 Actual	FY24 Budget	Difference	Notes
	Thru	4/27/2023			
Beginning Fund Balance Estimate	0.00	0.00	0.00		
3004001 - Real Estate Taxes (Audit)	4,408.61	4,412.40	0.00	-4,408.61	
Transfer in From Gen Fund			10,000.00	10,000.00	
Total Income	4,408.61	4,412.40	10,000.00	5,591.39	
Expense					
3005218 - Audit Expense	10,000.00	8,890.00	10,000.00	0.00	
Total Expense	10,000.00	8,890.00	10,000.00	0.00	
Ending fund Balance Estimate	-5,591.39	-4,477.60	0.00		

	FY23 Budget	FY23 Actual	FY24 Budget	Difference	Notes
	Thru	4/27/2023			
Beginning Fund Balance Estimate	101,893.00	101,893.00	49,609.47		
5004001 - Real Estate Taxes (Site Fund)	315,216.47	315,487.48	338,211.52	22,995.05	
Total Income	315,216.47	315,487.48	338,211.52	22,995.05	
Expense					
5085001 - Facilities Salaries	117,000.00	93,762.96	127,000.00	10,000.00	
5085212 - Custodial Services	41,000.00	33,574.00	45,100.00	4,100.00	
5085213 - Disposal Services	6,000.00	5,770.91	7,200.00	1,200.00	
5085214 - Building Maintenance Agreement	5,000.00	4,649.47	6,000.00	1,000.00	
5085215 - Equipment Maintenance Agreement	10,000.00	8,340.41	12,000.00	2,000.00	
5085216 - Building Repair	35,000.00	22,537.61	35,000.00	0.00	
5085217 - Equipment Repair	15,000.00	7,685.76	16,500.00	1,500.00	
5085399 - Contingencies	20,000.00	0.00	20,000.00	0.00	
5085601 - Utilities - Electric	40,000.00	25,123.47	40,000.00	0.00	
5085602 - Utilities - Gas	6,000.00	5,770.30	7,200.00	1,200.00	
5085603 - Utilities - Water	3,500.00	2,701.48	4,200.00	700.00	
5085604 - Building Supplies	8,000.00	4,310.27	9,600.00	1,600.00	
5085605 - Equipment & Tools	6,000.00	2,293.39	3,500.00	-2,500.00	
5085606 - Janitorial Supplies	20,000.00	11,475.97	20,000.00	0.00	
5085611 - Rental Prop Util/Trash/Water	20,000.00	6,276.09	16,000.00	-4,000.00	
5085909 -Rental Prop General Maint	15,000.00	13,163.78	15,000.00	0.00	
Total Expense	367,500.00	247,435.87	384,300.00	16,800.00	
Ending Fund Balance Estimate	49,609.47	169,944.61	3,520.99		

	FY23 Budget	FY23 Actual	FY24 Budget	Difference	Notes
	Thru	4/27/2023			
Beginning Fund Balance Estimate	0.00	0.00	0.00		
7504505 - Transfer from General Fund	0.00	0.00	910,000.00	910,000.00	
Total Income	0.00	0.00	910,000.00	910,000.00	
Expense					
6006002 - Bond Interest	0.00	0.00	10,000.00	10,000.00	
6006003 - Bond Principal	0.00	0.00	900,000.00	900,000.00	
Total Expense	0.00	0.00	900,000.00	900,000.00	
Ending Fund Balance Estimate	0.00	0.00	10,000.00		



		FY23 Budget	FY23 Actual	FY24 Budget	Difference	Notes
		Thru	4/27/2023			
Beginning Fund Balance Estimate		1,880,396.00	1,880,396.00	1,764,446.00		
7504250 - Grants - Construction		0.00	0.00	0.00	0.00	
7504251 - Bonds		0.00	0.00	9,000,000.00	9,000,000.00	
7504400 - Interest		50.00	1,642.28	1,500.00	1,450.00	
7504450 - Prime Account Interest		1,000.00	3,939.75	1,000.00	0.00	
7504504 - Impact Fees		90,000.00	113,463.00	75,000.00	-15,000.00	
Total Income		91,050.00	119,045.03	9,077,500.00	8,986,450.00	
Expense						
7505213 -Legal Services		2,000.00	2,407.50	5,000.00	3,000.00	
7505214 - Architectural Services		50,000.00	180,073.58	800,000.00	750,000.00	
7508005 - Real Estate Acquisition		0.00	3,387.84	21,000.00	21,000.00	Anticipated all real estate taxes - estimate 7K * 3
7508006 - BLDG Development		0.00	0.00	3,000,000.00	3,000,000.00	Estimated progress/costs as addition
7508008 - Building Improvement		150,000.00	29,275.00	3,000,000.00	2,850,000.00	Estimated progress/costs as renovation
7508909 - Rental Prop Bldg Improveme		5,000.00	1,213.90	15,000.00	10,000.00	HVAC replacement at 15014
Total Expense		207,000.00	216,357.82	6,841,000.00	6,634,000.00	
Ending Fund Balance Estimate		1,764,446.00	1,783,083.21	4,000,946.00		

### FY2024 Working Budget Summary

	General	IMRF	FICA	Audit	Build, Site, Maint	Debt	Reserve	Total
Income	3,295,713.33	225,717.28	175,729.36	10,000.00	338,211.52	910,000.00	9,077,500.00	14,032,871.49
Expense	3,602,700.00	225,000.00	175,000.00	10,000.00	384,300.00	900,000.00	6,841,000.00	12,138,000.00
Net Income/Loss	-306,986.67	717.28	729.36	0.00	-46,088.48	10,000.00	2,236,500.00	1,894,871.49

### FY2024 Working Budget Summary

	General	IMRF	FICA	Audit	Build, Site, Maint	Debt	Reserve	Total
Income	3,295,713.33	225,717.28	175,729.36	10,000.00	338,211.52	910,000.00	9,077,500.00	14,032,871.49
Expense	3,622,700.00	225,000.00	175,000.00	10,000.00	384,300.00	900,000.00	6,841,000.00	12,158,000.00
Net Income/Loss	-326,986.67	717.28	729.36	0.00	-46,088.48	10,000.00	2,236,500.00	1,874,871.49

Plainfield Public Library District Salary Schedule FY2024

Pay Grade	FLSA	Minimum	Midpoint	Maximum
A	NE	\$29,120 \$14.00	\$29,531 \$14.20	\$29,941 \$14.39
B	NE	\$29,120 \$14.00	\$35,260 \$16.95	\$42,313 \$20.34
C	NE	\$31,389 \$15.09	\$39,236 \$18.86	\$47,083 \$22.64
D	NE	\$35,151 \$16.90	\$43,939 \$21.12	\$52,725 \$25.35
E	NE	\$39,363 \$18.92	\$49,203 \$23.66	\$59,044 \$28.39
F	NE	\$44,080 \$21.19	\$55,098 \$26.49	\$66,118 \$31.79
G	NE	\$49,361 \$23.73	\$61,701 \$29.66	\$74,043 \$35.60
I	E	\$61,901 \$29.76	\$77,374 \$37.20	\$92,849 \$44.64
J	E	\$109,005 \$52.41	\$136,256 \$65.51	\$163,508 \$78.61

ORDINANCE NO. 2023-3

PUBLIC MEETINGS ORDINANCE  
OF THE PLAINFIELD PUBLIC LIBRARY DISTRICT  
WILL AND KENDALL COUNTIES, ILLINOIS FOR FISCAL YEAR  
JULY 1, 2023 TO JUNE 30, 2024

WHEREAS, pursuant to Section 30-50 of the Illinois Public Library District Act (75 ILCS 16/30-50), the Board of Library Trustees of the Plainfield Public Library District (the "Board") is required to specify, by ordinance, the time, date and place of no less than five regular meetings of the Board each fiscal year; and

WHEREAS, pursuant to Section 30-50, the Board is required to comply with the provisions of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.); and

WHEREAS, pursuant to Section 2.02 and Section 2.03 of the Illinois Open Meetings Act (5 ILCS 120/2.02 and 120/2.03), the Board is required to give public notice of the schedule of regular meetings at the beginning of each fiscal year and to state the regular dates, times and places of such meetings and to make available a schedule of all such regular meetings listing the times and places of such meetings.

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

Section 1. That the regular meetings of the Board shall be held at 15025 S. Illinois Street, Plainfield, Will County, Illinois at 6:30 pm or via videoconference as allowed by the authority of the Illinois General Assembly.

Section 2. That the regular meetings of the Board shall be held on the following dates:

July 19, 2023  
August 16, 2023  
September 20, 2023  
October 18, 2023  
November 15, 2023  
December 13, 2023  
January 17, 2024  
February 21, 2024  
March 20, 2024  
April 17, 2024  
May 15, 2024  
June 19, 2024

the Board of Trustees shall generally  
meet the third Wednesday of each month

Section 3. That, pursuant to Section 2.02 and Section 2.03 of the Open Meetings Act, a schedule of such meetings shall be posted and made available at all library facilities operated by the District and copies of such schedule shall be supplied to all news media which have filed an annual request for such notice.

Section 4. This Ordinance shall be effective upon its approval, posting and, if applicable, its publication or filing, as may be required by law.

Passed by the Board of Library Trustees of the Plainfield Public Library District, Will and Kendall Counties, Illinois this 17<sup>th</sup> day of May, 2023 by a vote of:

AYES	_____
NAYS	_____
ABSENT	_____
ABSTAIN	_____

Approved this 17<sup>th</sup> day of May, 2023.

\_\_\_\_\_  
Carl F. Gilmore, President,  
Board of Library Trustees of  
the Plainfield Public Library District,  
Will and Kendall Counties, Illinois

ATTEST:

\_\_\_\_\_  
Vicki Knight, Secretary  
Board of Library Trustees  
Of the Plainfield Public Library District,  
Will and Kendall Counties, Illinois

STATE OF ILLINOIS     )  
                                      ) SS  
COUNTY OF WILL        )

SECRETARY'S CERTIFICATION OF ORDINANCE

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

I do further certify that attached hereto is a full, true and complete copy of Ordinance No. 2023-2, fully entitled

PUBLIC MEETINGS ORDINANCE  
OF THE PLAINFIELD PUBLIC LIBRARY DISTRICT  
WILL AND KENDALL COUNTIES, ILLINOIS FOR FISCAL YEAR  
JULY 1, 2023 TO JUNE 30, 2024

which Ordinance was duly passed and adopted by the Board at a meeting of the Board held on June 15, 2023, and approved at by the President of the District on June 15, 2023, and said Ordinance has been duly filed with the undersigned as Secretary of the District and is in full force and effect as provided therein.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District this 17<sup>th</sup> day of May, 2023.

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

(SEAL)

[Other Websites](#)<https://railslibraries.org/libraries/nonres-cards>**A L****MENU** [Home](#) > [Library Exchange](#) > [Library Lookup](#) > Nonresident Card Fees

## Public Library Nonresident Cards

The board of each public library in RAILS is required by [Illinois law](#) to decide annually whether your library will participate in the state's nonresident fee program, and to inform us about the board's action within 30 days. Nothing in the statute or administrative rules requires a public library to participate in the nonresident library card reciprocal borrowing program of a regional library system.

Library directors and other designated staff can fulfill this requirement by updating your nonresident card participation and fee information in the [Library Directory & Learning Calendar \(L2\) directory](#). Once logged into L2, search and select your library in the directory. Click on the purple hyperlink above your library's name, select the "edit" tab, and scroll down to the expandable non-resident section. After you have made your changes, scroll down and select "save."

You do **not** need to send us a copy of your nonresident card resolution or ordinance.

The [Illinois Public Library Service Areas Populations Map](#) allows you to look up an address to check whether it's served by a public library.

For more information about the Illinois public library nonresident services program, including answers to frequently asked questions, see the [Illinois State Library's website](#).

**Find Library**

## Nonresident Card Program Participation