

PLAINFIELD AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING AGENDA
SMALL MEETING ROOM
JUNE 21, 2023
6:30 P.M.

1. Call to Order, Pledge, Roll Call
2. Public Comment
3. Other Comments
 - a. Trustee Attendance at Community
 - b. Friends of the Library
4. Consent Agenda
 - a. May 17, 2023 Regular Board Meeting Minutes
 - b. Closed Session Minutes Review
5. Approval of Bills Paid and Bills Payable

a. Payroll	\$154,239.66
b. General Bills	\$295,338.41
c. Other Compensation/Administrative Costs	\$28,145.89
d. Total	\$477,723.96
6. Committee Reports
7. Library Director's Report
8. Action Items: Unfinished Business
 - a. Renovation Planning (discussion)
9. Action Items: New Business
 - a. Resolution 2023-1 Approving Preparation and Making Available a Tentative Budget & Appropriation (action)
 - b. Set a Date for Public Hearing on the Tentative Budget & Appropriation Ordinance (discussion)
10. Closed Session
 - a. 5 ILCS 120/2 (c) (21) – Closed Session Minutes Review
11. Action for Items Discussed in Closed Session
12. Adjournment

BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
MAY 17, 2023

CALL TO ORDER: The regular meeting of April 19, 2023 was called to order at 7:05 pm in the Library's Small Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited at the preceding meeting. Roll call was conducted. Regular members present: Gilmore, Knight, Grotto (left at 8:04 pm), Malec, McMurtrie. Trustee-elect Crowner (sworn in at 7:26 pm). Regular members absent: Schmidt. Staff present: Pappas, Hartley, Wold. Guests present: Representative of Sheehan Nagle Hartray Architects, District residents.

PUBLIC COMMENT: None.

OTHER COMMENT: Board discussed attendance at community events. The Board recognized and thanked Sarah Weisbrodt and Josie Zudic for ten years of service to the Library.

CONSENT AGENDA: Gilmore accepted the minutes of the regular meeting of April 19, 2023.

APPROVAL OF BILLS PAID: Grotto moved approval of bills paid and bills payable for April for a total of \$279,991.46. Malec seconded the motion, all voted yes via roll call vote; motion carried.

OATH OF OFFICE: Crowner, Gilmore, and Malec were sworn in to their four year terms of Library Board Trustee.

ELECTION OF OFFICERS: Gilmore moved on behalf of the Nominating Committee to maintain the slate of officers. Malec seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE APPOINTMENTS: Gilmore made the following committee appointments:

1. Building & Grounds: Schmidt (chair), Crowner, Knight
2. Finance: Grotto (chair), McMurtrie, Schmidt
3. Personnel: Malec (chair), Knight

COMMITTEE REPORTS: The Finance Committee Chair Grotto presented the report and will discuss further in new business.

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.

ACTION ITEMS: New Business

1. Finance Committee Recommendations – In the Chair's absence, Gilmore moved on behalf of the Committee to approve the FY2024 Working Budget as presented. Knight seconded. Votes as follows: yes, Gilmore, Knight, Crowner, Malec; no, McMurtrie; absent, Grotto, Schmidt.
2. Public Meetings Ordinance 2023-3 – Malec moved to approve Ordinance 2023-3. Knight seconded the motion, all voted yes via roll call vote; motion carried.

3. Nonresident Reciprocal Access FY2024 – Board agreed by consensus to participate in the nonresident reciprocal access program for the fiscal year 2024.
4. Library Meeting Room Use – No action taken.

ADJOURNMENT: Knight moved to adjourn. Malec seconded the motion, all voted yes via voice vote. The meeting adjourned at 8:35 pm.

Aimee Hartley
Recording Secretary

Vicki Knight
Board Secretary

Date	Meeting Type	Citation	Subject	Suggested Action	Basis
12/13/2017	Regular	Real Estate	Property Acquisition, Referendum, Future planning	<i>Remain Closed</i>	Future planning
11/15/2017	Regular	Real Estate // Personnel	Former staff // Current staff // Interest in Library	<i>Remain Closed</i>	Future planning
9/20/2017	Regular	Real Estate	Property Acquisition, Referendum, Future planning	<i>Remain Closed</i>	Future planning
11/18/2015	Regular	Real Estate	Property Acquisition, Referendum, Future planning	<i>Remain Closed</i>	Future planning
7/15/2015	Regular	Real Estate // Personnel	Property Acquisition, Referendum // Former staff retirement	<i>Remain Closed</i>	Future planning
6/17/2015	Regular	Real Estate	Property Acquisition, Referendum, Future planning	<i>Remain Closed</i>	Future planning
4/15/2015	Regular	Real Estate	Property Acquisition, Referendum, Future planning	<i>Remain Closed</i>	Future planning
3/18/2015	Regular	Real Estate	Property Acquisition, Referendum, Future planning	<i>Remain Closed</i>	Future planning
10/21/2020	Regular	Real Estate	Property Acquisition, Tenent lease	<i>Remain Closed</i>	Future planning
11/18/2020	Regular	Real Estate	Property Acquisition, Tenent lease	<i>Remain Closed</i>	Future planning
12/11/2020	Special	Real Estate	Property Acquisition	<i>Remain Closed</i>	Future planning
12/16/2020	Regular	Real Estate	Property Acquisition	<i>Remain Closed</i>	Future planning
3/10/2021	Personnel	Personnel	Director contract	<i>Released December 2022</i>	
4/21/2021	Board	Personnel	Director contract	<i>Released December 2022</i>	

Plainfield Public Library District - Total Budget vs. Actuals: FY_2022_2023 - FY23 P&L

July 2022 - May 2023

91.67%

	May-23			Total YTD May			Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Income								
1004001 Real Estate Taxes Library		0.00		3,704,120.75	3,681,199.40	100.62%	3,681,199.40	100.62%
1004002 Personal Property Taxes		1,884.64	0.00%	87,407.68	26,573.93	328.92%	30,000.00	291.36%
1004003 Overlap Districts Agreement		0.00		315,604.09	315,000.00	100.19%	315,000.00	100.19%
1004004 Lost/Damaged	540.29	327.83	164.81%	6,022.52	4,503.89	133.72%	5,000.00	121.24%
1004005 Books Bags Sales		2.00	0.00%	0.00	33.00	0.00%	50.00	0.00%
1004006 Copier Fees	331.05	525.76	62.97%	5,585.05	4,527.86	123.35%	5,000.00	114.98%
1004007 Fax Fees	94.00	101.49	92.62%	1,072.25	1,059.01	101.25%	1,200.00	93.85%
1004008 Non Resident Fees	131.00	131.71	99.46%	4,402.33	2,251.52	195.53%	2,500.00	181.99%
1004009 Book Sales	103.54	105.26	98.37%	2,302.87	1,814.23	126.93%	2,000.00	121.16%
1004010 Meeting Room Deposits		56.60	0.00%	650.00	989.50	65.69%	1,000.00	65.00%
1004310 Staff Purchases				-56.00	0.00		0.00	
1004401 Checking interest		6.09	0.00%	0.82	42.57	1.93%	50.00	1.64%
1004402 E-Pay Interest	1,988.28	20.75	9582.07%	15,050.93	183.08	8220.96%	200.00	7525.47%
1004410 Unrealized Gain(Loss)				830.36	0.00		0.00	
1004417 Tax Escrow Interest HB	4,187.20	333.33	1256.17%	34,090.03	3,666.63	929.74%	4,000.00	852.25%
1004502 Donations				11,809.02	0.00		0.00	
1004503 Donations - Friends of Library				2,500.00	0.00		0.00	
1004701 Per Capita Grant		0.00		116,606.13	111,122.08	104.94%	111,122.08	104.94%
1004702 Grants - Other				145,000.39	0.00		0.00	
1004901 Miscellaneous Income (Library)	418.11			10,294.53	0.00		0.00	
1004902 Sale of Library Used Equipment		9.78	0.00%	150.00	438.21	34.23%	500.00	30.00%
1004909 Rental Income	7,950.00	8,000.00	99.38%	88,900.64	88,000.00	101.02%	96,000.00	92.60%
2004001 Real Estate Taxes (FICA)		0.00		4,412.40	4,408.61	100.09%	4,408.61	100.09%
2504001 Real Estate Taxes (IMRF)		0.00		4,412.40	4,408.61	100.09%	4,408.61	100.09%
3004001 Real Estate Taxes (Audit)		0.00		4,412.40	4,408.61	100.09%	4,408.61	100.09%
5004001 Real Estate Taxes - Facil Fund		0.00		315,487.48	315,216.47	100.09%	315,216.47	100.09%

	May-23			Total YTD May			Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
7504400 Interest	287.21	4.15	6920.72%	2,194.33	45.81	4790.07%	50.00	4388.66%
7504450 Prime Account Interest		83.33	0.00%	3,939.75	916.63	429.81%	1,000.00	393.98%
7504451 Unrealized Gain(Loss) iPrime				7,907.44	0.00		0.00	
7504504 Impact Fees	12,679.00	7,347.19	172.57%	127,945.00	82,128.66	155.79%	90,000.00	142.16%
Total Income	\$ 28,709.68	\$ 18,939.91	151.58%	\$ 5,023,055.59	\$ 4,652,938.31	107.95%	\$ 4,674,313.78	107.47%
Gross Profit	\$ 28,709.68	\$ 18,939.91	151.58%	\$ 5,023,055.59	\$ 4,652,938.31	107.95%	\$ 4,674,313.78	107.47%
Expenses								
1015000 Administration Department								
1015001 Adminstration Salaries	23,273.85	29,234.22	79.61%	277,000.03	272,916.44	101.50%	304,000.00	94.87%
1015002 Unemployment Insurance		0.00		2,255.23	4,000.00	56.38%	4,000.00	56.38%
1015005 Health Insurance	12,527.91	14,334.40	87.40%	154,652.67	168,945.95	91.54%	175,000.00	87.20%
1015006 Liab Ins. - Workers Comp		0.00		0.00	10,000.00	0.00%	10,000.00	0.00%
1015011 Staff Development		1,153.73	0.00%	15,310.81	18,350.87	83.43%	20,000.00	76.77%
1015012 Travel Expenses	1,031.78	1,009.77	102.18%	9,079.48	8,567.85	105.97%	10,000.00	93.10%
1015013 Membership Dues	-205.00	409.93	-50.01%	5,904.95	5,608.33	105.29%	6,000.00	98.42%
1015014 Human Resources	233.74	521.68	44.81%	1,178.19	1,367.77	86.14%	2,000.00	72.83%
1015015 Staff Development EDI		1,666.67	0.00%	28.16	18,333.37	0.15%	20,000.00	0.14%
1015201 Payroll Services	785.43	868.96	90.39%	9,073.53	8,614.18	105.33%	9,500.00	97.80%
1015202 Legal Services (Library)	42.00	836.30	5.02%	4,918.50	3,644.03	134.97%	5,000.00	98.37%
1015204 Bank Fees	283.24	238.14	118.94%	3,317.29	2,952.28	112.36%	3,500.00	94.78%
1015205 Trustee Development		32.24	0.00%	583.44	2,482.40	23.50%	2,500.00	23.34%
1015308 Office Supplies - Paper		165.68	0.00%	620.38	1,600.54	38.76%	2,000.00	31.02%
1015310 Office Supplies - Admin		711.73	0.00%	1,863.09	3,484.30	53.47%	4,000.00	46.58%
1015311 Postage		256.78	0.00%	3,463.21	3,117.44	111.09%	3,500.00	98.95%
1015313 Newsletter	12,477.15	14,918.04	83.64%	68,236.77	62,286.91	109.55%	64,000.00	106.62%
1015316 Printing - Legal		21.95	0.00%	952.34	1,056.69	90.12%	2,000.00	47.62%
1015317 Telephone	1,085.94	885.50	122.64%	11,980.94	10,932.28	109.59%	12,000.00	100.22%
1015318 Public Relations (Library)	100.00	3,253.91	3.07%	26,844.80	30,287.08	88.63%	35,000.00	76.70%
1015322 Contingencies Operating Fund	13,431.00	1,507.43	890.99%	13,559.24	8,608.33	157.51%	10,000.00	135.59%
1015801 Library-Wide Supplies & Events	50.00	1,592.56	3.14%	10,369.32	8,963.90	115.68%	10,000.00	103.69%
1015802 Library-Wide EDI Public Initiat		416.67	0.00%	320.00	4,583.37	6.98%	5,000.00	6.40%
1015805 Liab Ins. - Property/Package		0.00		35,374.63	40,000.00	88.44%	40,000.00	88.44%

	May-23			Total YTD May			Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
1015901 Miscellaneous Expense				218.46	0.00		0.00	
1015909 Rental Property Prof Svcs-Misc	636.00	1,704.00	37.32%	12,924.05	11,296.00	114.41%	13,000.00	99.42%
1018003 Furniture & Fixtures		437.96	0.00%	2,517.49	6,086.35	41.36%	9,880.00	25.48%
Total 1015000 Administration Department	\$ 65,753.04	\$ 76,178.25	86.31%	\$ 672,547.00	\$ 718,086.66	93.66%	\$ 781,880.00	87.32%
1025000 Materials Management Dept								
1025001 Materials Management Salaries	12,209.36	17,259.97	70.74%	131,412.56	145,847.07	90.10%	158,000.00	85.80%
1025306 Materials Mgmt Process Supply	770.46	1,775.30	43.40%	9,009.07	12,464.32	72.28%	15,000.00	60.08%
1025307 OCLC		0.00		3,327.99	3,458.74	96.22%	3,500.00	95.09%
Total 1025000 Materials Management Dept	\$ 12,979.82	\$ 19,035.27	68.19%	\$ 143,749.62	\$ 161,770.13	88.86%	\$ 176,500.00	83.80%
1035000 Borrower Services Department								
1035001 Borrower Services Salaries	34,458.54	46,511.15	74.09%	398,461.79	438,939.61	90.78%	477,000.00	86.85%
1035308 Borrower Services Supplies		789.42	0.00%	9,403.58	10,227.67	91.94%	12,000.00	78.36%
1035309 ILL Lost Items		0.00		1,104.90	459.00	240.72%	500.00	220.98%
1035310 Home Delivery Supplies		171.63	0.00%	1,519.15	3,744.25	40.57%	4,000.00	37.98%
Total 1035000 Borrower Services Department	\$ 34,458.54	\$ 47,472.20	72.59%	\$ 410,489.42	\$ 453,370.53	90.54%	\$ 493,500.00	86.38%
1045000 Adult Services								
1045001 Adult Services Salaries	32,493.72	47,403.70	68.55%	405,729.53	445,767.98	91.02%	484,000.00	87.19%
1045101 Adult Summer Reading		4,782.39	0.00%	10,711.42	10,717.84	99.94%	11,000.00	97.38%
1045102 Adult Programs	900.00	1,635.94	55.01%	20,141.93	17,742.95	113.52%	20,000.00	105.91%
1045105 Portable Media Devices - Adult		2,245.97	0.00%	5,752.59	7,230.29	79.56%	7,500.00	76.70%
1045106 Video Games - Adult		266.76	0.00%	2,691.92	2,860.78	94.10%	3,000.00	89.73%
1045107 Compact Discs - Adult	489.22	321.28	152.27%	3,248.03	3,684.50	88.15%	4,000.00	81.20%
1045108 Videos & DVDs- Adult	1,957.41	1,883.90	103.90%	12,636.89	17,122.10	73.80%	19,000.00	66.51%
1045109 Audio Books - Adult	1,377.67	1,558.71	88.39%	10,464.46	12,165.94	86.01%	13,000.00	80.50%
1045111 Digital Resources	96,615.44	18,166.67	531.83%	222,227.22	199,833.37	111.21%	218,000.00	101.94%
1045112 Fiction - Adult	2,519.23	3,165.16	79.59%	22,388.98	21,372.72	104.75%	24,000.00	93.29%
1045113 Leased Material - Adult		0.00		27,834.15	27,981.86	99.47%	28,000.00	99.41%
1045114 Large Print - Adult	2,185.49	594.67	367.51%	7,266.74	5,386.35	134.91%	6,000.00	121.11%
1045115 Graphic Novels - Adult	132.39	939.91	14.09%	3,501.71	4,293.17	81.56%	4,500.00	77.82%
1045116 Nonfiction - Adult	3,472.95	4,929.61	70.45%	19,739.71	22,002.99	89.71%	24,000.00	83.02%
1045117 Foreign Language - Adult	1,933.71	732.13	264.12%	6,547.06	5,691.57	115.03%	6,500.00	100.72%
1045118 Reference - Adult		78.31	0.00%	1,084.90	922.18	117.65%	1,000.00	108.49%

	May-23			Total YTD May			Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
1045119 Standing Orders - Adult	559.16	523.23	106.87%	5,613.65	4,287.13	130.94%	5,000.00	112.27%
1045120 Periodicals - Adult	247.00	3,522.31	7.01%	9,732.47	7,075.39	137.55%	8,500.00	114.50%
1045212 Instructors and Facilitators	120.00	274.36	43.74%	1,945.00	2,611.06	74.49%	3,000.00	71.33%
1045305 Bindery		0.00		0.00	200.00	0.00%	400.00	0.00%
1045306 Microfilming Supplies		408.50	0.00%	1,890.00	2,881.16	65.60%	4,000.00	47.25%
1045310 Department Supplies - Adult	109.55	589.10	18.60%	2,526.31	2,091.26	120.80%	2,500.00	101.05%
1045405 Local History Supplies		486.25	0.00%	1,129.83	2,402.57	47.03%	2,500.00	45.19%
Total 1045000 Adult Services	\$ 145,112.94	\$ 94,508.86	153.54%	\$ 804,804.50	\$ 826,325.16	97.40%	\$ 899,400.00	91.45%
1055000 Youth Services								
1055001 Youth Services Salaries	36,876.03	47,740.99	77.24%	406,772.87	451,391.95	90.12%	490,000.00	86.09%
1055101 Summer Reading - Childrens	200.00	1,625.06	12.31%	2,565.88	6,311.12	40.66%	8,000.00	32.07%
1055102 JUV Programs		111.03	0.00%	6,527.59	6,516.25	100.17%	7,000.00	93.25%
1055103 Databases - YS/YA		682.98	0.00%	26,356.43	23,526.49	112.03%	24,000.00	109.82%
1055104 Downloadable Materials YS/YA		4,534.35	0.00%	5,000.00	8,400.88	59.52%	11,500.00	43.48%
1055105 Portable Media Devices - YS/YA		566.75	0.00%	0.00	2,333.30	0.00%	2,800.00	0.00%
1055107 Compact Discs - Children's	13.49	16.80	80.30%	273.66	1,249.99	21.89%	1,500.00	18.24%
1055108 Videos & DVDs - Children's	122.18	1,947.95	6.27%	4,100.04	12,431.40	32.98%	14,000.00	29.29%
1055109 Audio Books - Children's		1,581.66	0.00%	0.00	5,535.22	0.00%	7,000.00	0.00%
1055112 Fiction - Children's	2,674.25	1,632.63	163.80%	14,888.25	14,715.33	101.18%	16,500.00	90.23%
1055116 Nonfiction - Children's	6,914.17	5,426.80	127.41%	27,291.13	35,239.32	77.45%	39,000.00	69.98%
1055118 Reference - Children's		0.00		64.27	1,333.33	4.82%	2,000.00	3.21%
1055119 Standing Orders - Children's		348.59	0.00%	405.92	6,000.00	6.77%	6,000.00	6.77%
1055120 Periodicals - Children's		126.82	0.00%	0.00	1,000.00	0.00%	1,500.00	0.00%
1055123 Easy Fiction	3,364.24	3,408.21	98.71%	15,916.32	18,295.66	87.00%	20,000.00	79.58%
1055310 Department Supplies - Y/S	227.42	772.32	29.45%	3,524.90	5,242.15	67.24%	7,500.00	48.52%
Total 1055000 Youth Services	\$ 50,391.78	\$ 70,522.94	71.45%	\$ 513,687.26	\$ 599,522.39	85.68%	\$ 658,300.00	80.34%
1065000 Teen Services								
1065101 Summer Reading - Teen		678.40	0.00%	1,344.40	3,578.73	37.57%	5,000.00	26.89%
1065102 Teen Programs		408.70	0.00%	6,721.05	6,345.29	105.92%	6,500.00	103.40%
1065104 Downlodable Materials - Teen		125.00	0.00%	0.00	1,375.00	0.00%	1,500.00	0.00%
1065105 Portable Media Devices - Teen		166.67	0.00%	0.00	1,833.37	0.00%	2,000.00	0.00%
1065108 Videos & DVDs - Teen		158.86	0.00%	491.05	1,152.03	42.62%	1,500.00	32.74%

	May-23			Total YTD May			Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
1065112 Fiction - Teen	3,333.68	2,133.82	156.23%	8,339.11	10,666.64	78.18%	12,000.00	69.49%
1065116 Nonfiction - Teen	1,625.63	861.58	188.68%	2,838.16	4,892.15	58.01%	5,000.00	56.76%
1065310 Department Supplies - Teen		83.33	0.00%	1,069.07	916.63	116.63%	1,000.00	106.91%
Total 1065000 Teen Services	\$ 4,959.31	\$ 4,616.36	107.43%	\$ 20,802.84	\$ 30,759.84	67.63%	\$ 34,500.00	60.30%
1075000 Community Relations Dept								
1075001 Community Relations Salaries	8,633.60	11,884.39	72.65%	99,127.28	110,815.64	89.45%	120,000.00	86.20%
1075310 Comm. Relations Supplies		14.38	0.00%	7.50	634.15	1.18%	1,000.00	0.75%
Total 1075000 Community Relations Dept	\$ 8,633.60	\$ 11,898.77	72.56%	\$ 99,134.78	\$ 111,449.79	88.95%	\$ 121,000.00	85.50%
1095000 Technology								
1015314 Web Page Development	90.00	482.29	18.66%	990.00	4,042.69	24.49%	6,000.00	16.50%
1095206 Pinnacle Cooperative	68,074.55	32,468.19	209.67%	68,384.39	54,145.41	126.30%	65,000.00	105.21%
1095207 Technology Maintenance		0.00		58,389.95	70,000.00	83.41%	70,000.00	83.41%
1095209 Email & Web Hosting Fees	620.00	61.61	1006.33%	739.88	472.45	156.60%	600.00	123.31%
1095210 Lease Agreements	4,691.58	1,894.81	247.60%	32,589.83	24,733.70	131.76%	27,000.00	120.70%
1095211 Subscription Services	3,775.00	10,443.49	36.15%	32,569.90	56,378.70	57.77%	65,000.00	50.11%
1095301 Software		786.37	0.00%	5,118.76	6,090.32	84.05%	8,000.00	63.98%
1095302 Computer Supplies		6.48	0.00%	2,175.24	1,651.10	131.74%	2,000.00	108.76%
1095303 Data Lines	219.95	213.93	102.81%	2,419.45	2,440.00	99.16%	2,700.00	89.61%
1095304 Computers (Library)		451.24	0.00%	22,755.54	21,710.07	104.82%	26,000.00	87.52%
Total 1095000 Technology	\$ 77,471.08	\$ 46,808.41	165.51%	\$ 226,132.94	\$ 241,664.44	93.57%	\$ 272,300.00	83.05%
2005011 FICA Expense	11,711.80	16,165.65	72.45%	136,466.06	151,174.35	90.27%	165,000.00	85.92%
2505012 IMRF Expense-ER	14,724.23	15,697.94	93.80%	174,524.97	195,469.39	89.29%	225,000.00	77.57%
3005218 Audit Expense				8,890.00	0.00		0.00	
5085000 Facilities Expenses								
5085001 Facilities Salaries	8,545.49	12,371.30	69.08%	102,308.45	106,787.89	95.81%	117,000.00	91.03%
5085212 Custodial Services	5,168.00	3,652.62	141.49%	38,742.00	37,490.64	103.34%	41,000.00	103.29%
5085213 Disposal Services	572.50	491.94	116.38%	6,343.41	5,387.38	117.75%	6,000.00	115.27%
5085214 Facilities Maint Agreement	385.31	336.22	114.60%	5,343.79	4,511.25	118.45%	5,000.00	106.88%
5085215 Equipment Maintenance Agreement	265.84	270.18	98.39%	9,056.25	9,639.59	93.95%	10,000.00	96.55%
5085216 Building Repair	289.88	2,080.32	13.93%	26,101.64	27,145.36	96.16%	35,000.00	74.58%
5085217 Equipment Repair		1,090.32	0.00%	7,738.46	11,857.67	65.26%	15,000.00	61.59%
5085399 Contingencies		3,333.34	0.00%	0.00	16,666.66	0.00%	20,000.00	0.00%

	May-23			Total YTD May			Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
5085601 Utilities - Electric	134.49	3,050.74	4.41%	25,257.96	35,219.79	71.72%	40,000.00	63.14%
5085602 Utilities - Gas	24.58	363.86	6.76%	6,268.30	5,855.71	107.05%	6,000.00	104.47%
5085603 Utilities - Water	253.67	356.61	71.13%	3,279.44	3,245.03	101.06%	3,500.00	93.70%
5085604 Building Supplies	197.08	502.54	39.22%	5,057.71	7,324.73	69.05%	8,000.00	63.22%
5085605 Equipment & Tools		233.26	0.00%	2,293.39	3,489.34	65.73%	6,000.00	38.22%
5085606 Janitorial Supplies		2,528.82	0.00%	13,202.17	15,689.93	84.14%	20,000.00	66.01%
5085611 Rental Prop Util/Trash/Water	723.11	1,666.67	43.39%	7,491.46	18,333.37	40.86%	20,000.00	37.46%
5085909 Rental Prop General Maint	1,436.00	1,250.00	114.88%	15,295.72	13,750.00	111.24%	15,000.00	101.97%
Total 5085000 Facilities Expenses	\$ 17,995.95	\$ 33,578.74	53.59%	\$ 273,780.15	\$ 322,394.34	84.92%	\$ 367,500.00	77.35%
66900 Reconciliation Discrepancies								
7505213 Legal services		214.37	0.00%	2,407.50	1,193.65	201.69%	2,000.00	120.38%
7505214 Architechural Services		4,166.67	0.00%	180,073.58	45,833.37	392.89%	50,000.00	360.15%
7508005 Real Estate Acquistion	3,574.13	0.00		6,961.97	0.00		0.00	
7508008 Building Improvements		5,956.13	0.00%	29,275.00	82,114.22	35.65%	150,000.00	19.52%
7508909 Rental Prop Bldg Improvements		416.67	0.00%	1,213.90	4,583.37	26.48%	5,000.00	24.28%
Total Expenses	\$ 447,766.22	\$ 447,237.23	100.12%	\$ 3,704,941.49	\$ 3,945,711.63	93.90%	\$ 4,401,880.00	86.06%
Net Operating Income	-\$ 419,056.54	-\$ 428,297.32	97.84%	\$ 1,318,114.10	\$ 707,226.68		\$ 272,433.78	
Net Income	-\$ 419,056.54	-\$ 428,297.32	97.84%	\$ 1,318,114.10	\$ 707,226.68		\$ 272,433.78	

Thursday, Jun 08, 2023 10:31:07 AM GMT-7 - Accrual Basis

Check number	Check date	Vendor name	Account number	Account name	Amount
10960	05/01/2023	Accurate Employment Screening, LLC	0001013	Checking Account Chase Bank	-\$83.74
10961	05/01/2023	Aflac	0001013	Checking Account Chase Bank	-\$317.48
10962	05/01/2023	Complete Cleaning Company	0001013	Checking Account Chase Bank	-\$3,608.00
10963	05/01/2023	ENGIE Resources LLC	0001013	Checking Account Chase Bank	-\$2,905.36
10964	05/02/2023	Will County Recorder	0001013	Checking Account Chase Bank	-\$42.00
10966	05/02/2023	Nicor Gas	0001013	Checking Account Chase Bank	-\$473.42
10967	05/02/2023	Nicor Gas	0001013	Checking Account Chase Bank	-\$113.86
10968	05/04/2023	LIMRiCC- UCGA	0001013	Checking Account Chase Bank	-\$1,368.09
10969	05/10/2023	Animal Quest Entertainment Inc.	0001013	Checking Account Chase Bank	\$0.00
10970	05/10/2023	Chicago Tribune	0001013	Checking Account Chase Bank	-\$203.92
10971	05/10/2023	Groot, Inc.	0001013	Checking Account Chase Bank	-\$572.50
10972	05/10/2023	Hispanic Food Communications, Inc.	0001013	Checking Account Chase Bank	-\$200.00
10973	05/10/2023	Innovative Interfaces, Inc.	0001013	Checking Account Chase Bank	-\$8,682.19
10974	05/10/2023	Metronet	0001013	Checking Account Chase Bank	-\$1,026.67
10975	05/10/2023	Nanny Nikki Music, LLC	0001013	Checking Account Chase Bank	-\$875.00
10976	05/10/2023	NCPERS Group Life Ins.	0001013	Checking Account Chase Bank	-\$96.00
10977	05/10/2023	Plattos Nicholas	0001013	Checking Account Chase Bank	-\$300.00
10978	05/10/2023	Rand, Janet	0001013	Checking Account Chase Bank	-\$10.00
10979	05/10/2023	Schindler Elevator Corporation	0001013	Checking Account Chase Bank	-\$450.00
10980	05/10/2023	TBS - Today's Business Solutions, Inc.	0001013	Checking Account Chase Bank	-\$68.48
10981	05/10/2023	Titan Image Group, Inc.	0001013	Checking Account Chase Bank	-\$6,739.00
10982	05/10/2023	Tri-K	0001013	Checking Account Chase Bank	-\$1,726.20
10983	05/10/2023	Village of Plainfield	0001013	Checking Account Chase Bank	-\$124.58
10984	05/10/2023	Weblinx Incorporated	0001013	Checking Account Chase Bank	-\$620.00
10985	05/10/2023	Werk Force Brewing Co.	0001013	Checking Account Chase Bank	-\$375.00
10986	05/10/2023	White, Caren	0001013	Checking Account Chase Bank	-\$250.00
10987	05/10/2023	Will County Treasurer	0001013	Checking Account Chase Bank	-\$3,574.13
10988	05/10/2023	Village of Plainfield	0001013	Checking Account Chase Bank	-\$139.96
10989	05/10/2023	Village of Plainfield	0001013	Checking Account Chase Bank	-\$324.29
10990	05/15/2023	Anderson Pest Solutions	0001013	Checking Account Chase Bank	-\$99.30

Check number	Check date	Vendor name	Account number	Account name	Amount
10991	05/15/2023	Baker & Taylor - Continuation Service	0001013	Checking Account Chase Bank	-\$369.27
10992	05/15/2023	Scholastic Library Publishing	0001013	Checking Account Chase Bank	-\$291.20
10993	05/15/2023	Shaw Media	0001013	Checking Account Chase Bank	-\$195.00
10994	05/15/2023	T-Mobile	0001013	Checking Account Chase Bank	-\$224.22
10995	05/15/2023	Thompson Elevator Inspection Service, Inc	0001013	Checking Account Chase Bank	-\$100.00
10996	05/16/2023	Midwest Tape, LLC	0001013	Checking Account Chase Bank	-\$1,234.31
10997	05/16/2023	Quench USA, INC	0001013	Checking Account Chase Bank	-\$15.84
10998	05/16/2023	Signs by Tomorrow	0001013	Checking Account Chase Bank	-\$551.28
10999	05/16/2023	SWAN	0001013	Checking Account Chase Bank	-\$45.00
11000	05/16/2023	The Sherwin Williams Co.	0001013	Checking Account Chase Bank	-\$289.88
11001	05/16/2023	Villalobos, Jose - Villa Landscaping	0001013	Checking Account Chase Bank	-\$3,800.00
11002	05/16/2023	Whitmore Ace	0001013	Checking Account Chase Bank	-\$197.08
11003	05/16/2023	Zavala's Painting	0001013	Checking Account Chase Bank	-\$1,500.00
11004	05/16/2023	Gale / Cengage Learning	0001013	Checking Account Chase Bank	-\$392.78
11005	05/16/2023	Cintas	0001013	Checking Account Chase Bank	-\$286.01
11006	05/16/2023	Center Point Large Print	0001013	Checking Account Chase Bank	-\$49.14
11007	05/16/2023	Baker & Taylor Books-	0001013	Checking Account Chase Bank	-\$1,942.98
11008	05/16/2023	JanWay Company USA, Inc.	0001013	Checking Account Chase Bank	-\$3,585.00
11009	05/22/2023	Animal Quest Entertainment Inc.	0001013	Checking Account Chase Bank	-\$274.00
11010	05/22/2023	Balazs, Steve	0001013	Checking Account Chase Bank	-\$450.00
11011	05/22/2023	Catapult- Formerly CAI & TEA	0001013	Checking Account Chase Bank	-\$35.00
11012	05/22/2023	CIT	0001013	Checking Account Chase Bank	-\$4,691.58
11013	05/22/2023	Cochran, Elise	0001013	Checking Account Chase Bank	-\$175.00
11014	05/22/2023	Elan Financial Services	0001013	Checking Account Chase Bank	-\$14,181.73
11015	05/22/2023	Irizarry, Vikki	0001013	Checking Account Chase Bank	-\$240.00
11016	05/22/2023	Morningstar	0001013	Checking Account Chase Bank	-\$7,160.00
11017	05/22/2023	NewsBank, inc.	0001013	Checking Account Chase Bank	-\$13,431.00
11018	05/22/2023	Titan Image Group, Inc.	0001013	Checking Account Chase Bank	\$0.00
11019	05/23/2023	Baker & Taylor - Continuation Service	0001013	Checking Account Chase Bank	-\$329.44
11020	05/23/2023	Baker & Taylor Books-	0001013	Checking Account Chase Bank	-\$9,650.80

Check number	Check date	Vendor name	Account number	Account name	Amount
11021	05/23/2023	Blue Cross and Blue Shield of Illinois	0001013	Checking Account Chase Bank	-\$13,519.40
11022	05/23/2023	D&Z HOUSE OF BOOKS	0001013	Checking Account Chase Bank	-\$610.55
11023	05/23/2023	Gale / Cengage Learning	0001013	Checking Account Chase Bank	-\$979.15
11024	05/23/2023	Metropolitan Life Insurance Company	0001013	Checking Account Chase Bank	-\$1,524.47
11025	05/23/2023	Midwest Tape, LLC	0001013	Checking Account Chase Bank	-\$1,977.41
11026	05/23/2023	Naperville Sun	0001013	Checking Account Chase Bank	-\$135.50
11027	05/23/2023	Pinnacle Library Cooperative	0001013	Checking Account Chase Bank	-\$157,529.99
11028	05/23/2023	Scholastic Library Publishing	0001013	Checking Account Chase Bank	-\$486.49
11029	05/23/2023	Titan Image Group, Inc.	0001013	Checking Account Chase Bank	-\$214.76
11030	05/23/2023	ComEd	0001013	Checking Account Chase Bank	-\$134.49
11031	05/23/2023	Nicor Gas	0001013	Checking Account Chase Bank	-\$73.79
11032	05/23/2023	Vision Service Plan (IL)	0001013	Checking Account Chase Bank	-\$57.27
11033	05/23/2023	ComEd	0001013	Checking Account Chase Bank	-\$94.22
11034	05/24/2023	Aflac	0001013	Checking Account Chase Bank	-\$317.48
11035	05/24/2023	HR Source	0001013	Checking Account Chase Bank	-\$150.00
11036	05/25/2023	Nicor Gas	0001013	Checking Account Chase Bank	-\$24.58
11037	05/31/2023	Animal Quest Entertainment Inc.	0001013	Checking Account Chase Bank	-\$200.00
11038	05/31/2023	Envision3, LLC	0001013	Checking Account Chase Bank	-\$12,477.15
11039	05/31/2023	Zoobean, Inc.	0001013	Checking Account Chase Bank	-\$3,775.00
				Total	-\$295,338.41

May 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	2,880,080.83	380,998.42	66,420.14	459,485.40	1,000.00	3,787,984.79
Deposits	235,951.70	19,794.03		617.00	669.63	257,032.36
Transfer In	0.00	300,000.00				300,000.00
Interest Earned	4,187.20		287.21	1,988.28		6,462.69
Total Receipts	240,138.90	319,794.03	287.21	2,605.28	669.63	4,351,479.84
Checks Cleared	(300,000.00)	(332,124.88)				(632,124.88)
Transfers Out					(617.00)	(617.00)
Payroll Fees		(785.43)				(785.43)
Bank Fees		(227.61)			(52.63)	(280.24)
FSA		(517.37)				(517.37)
Payroll		(154,239.66)				(154,239.66)
IMRF		(23,097.80)				(23,097.80)
457 Payment		(3,517.68)				(3,517.68)
Total Disbursements	(300,000.00)	(514,510.43)	0.00	0.00	(669.63)	(815,180.06)
Ending Balance	2,820,219.73	186,282.02	66,707.35	462,090.68	1,000.00	3,536,299.78

FY23 Fund Activity 07/01/22 - 5/31/2023

	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	\$710,843.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$710,843.82
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$127,945.00	\$127,945.00
Interest	\$49,141.78	\$0.00	\$0.00	\$0.00	\$0.00	\$6,134.08	\$55,275.86
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	\$0.00
Total Revenue	\$4,552,344.39	\$4,412.40	\$315,487.48	\$4,412.40	\$4,412.40	\$141,986.52	\$5,023,055.59
Payroll	\$1,718,504.06	\$0.00	\$102,308.45	\$0.00	\$0.00	\$0.00	\$1,820,812.51
Personnel Expenses	\$197,483.02	\$0.00	\$0.00	\$136,466.06	\$174,524.97	\$0.00	\$508,474.05
Technology	\$226,132.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226,132.94
Other Expenses	\$749,228.34	\$8,890.00	\$171,471.70	\$0.00	\$0.00	\$219,931.95	\$1,149,521.99
Total Expenses	\$2,891,348.36	\$8,890.00	\$273,780.15	\$136,466.06	\$174,524.97	\$219,931.95	\$3,704,941.49
Net Income	\$1,660,996.03	(\$4,477.60)	\$41,707.33	(\$132,053.66)	(\$170,112.57)	(\$77,945.43)	\$1,318,114.10

Plainfield Public Library District
Director's Report
Lisa Pappas, Director
June 15, 2023

Renovation Planning Update

I will provide an update regarding Village parking deck plans. President Gilmore would like to discuss presenting our plans at an upcoming Village COW meeting.

HR Annual Report

As requested, Administrative Services Manager, Aimee Hartley has included a report for fiscal year 2023, highlighting our staffing situation and statistics. We will include these stats each year; and we're open to any suggestions or requests for things you'd like to see us include in this report.

Staff Happenings

Steven Marshall is no longer Head of Youth & Teen Services; Librarian Katie Gulas accepted the role of Interim Supervisor of YTS through August with the goal of ushering the department through its busiest time of the year. We will consider options for the Head of the YTS Department in August. Three staff were hired in Borrower Services as Borrower Assistants: Jessica Clanton, Rachel Pauley and Mariyah Zaki. Angie Kregg, Cataloging Specialist has left; we are in the process of hiring a temporary Cataloging Specialist to get us through summer.

Tentative B&A Resolution

Our first step in the statutory financial calendar for FY24 is the adoption of the Tentative Budget & Appropriation resolution to make the B&A available for review for the required 30 days. Then, as has been our practice, just prior to our regular meeting in August, we hold the hearing for the Tentative Budget & Appropriation and vote on the ordinance. We reviewed our document with our financial advisor Jamie Rachlin. The resolution to make available the tentative B&A is up for vote at the meeting.

Closed Minutes Review

Included in your packet is a listing of the closed session meeting minutes which are up for review to decide whether or not they can be released. We do this every six months (normally we do this in May and November; due to the large agenda in May we moved it to June). We have decided to move the review to October and April in the future; this allows for current trustees to be the ones reviewing the minutes and then ample time at the end of the year, just in case. The actual minutes are on the Board secured site for you to review. This list includes a suggested action as well as the basis for that suggestion.

Strategic Plan Activities Update

The 2023 quarter 1 and 2 activities update is included in the packet.

IT Support Services Status

Our contract with TechProLogic ends June 30; we were originally going to contract for about 16 hours per week (as opposed to our contracted 24) until a permanent solution is in place, however, TPL is not able to provide that many hours. We are revising the RFP used two years ago as well as developing job descriptions for the possibility of creating an in-house position in FY 24, earlier than the FY26 plan. We hope to have proposals for the July meeting.

Follow-up Information: Free Period Products

I've included a few articles in the packet that discuss free period products in public libraries. We began doing this last June during Pride month as part of a partnership with Plainfield Pride, who donated the original cache of menstruation supplies (tampons & pads) that went in all four public restrooms (men's & women's). The purpose of the project was to normalize talking about menstruation (these hygiene products should be as commonplace in public restrooms as toilet paper) and to be inclusive of all gender identities. We chose to continue the project by installing Aunt Flow dispensers in the upstairs bathrooms.

Meetings Attended

05.12	Staff In-Service Day Architects meeting
05.15	Weekly meeting with Head of CE&M, Tracey Lane Weekly meeting with Head of Adult Services, Lauren Pierce
05.16	Facilities meeting
05.17	Goodbye Party for Manish from TechProLogic Board meeting
05.18	Materials Management Department meeting Vendor meeting: T-Mobile Fandom Fest Follow-up meeting Bi-weekly meeting with Head of MM, Rebecca Pfenning
05.19	Directors Roundtable meeting Pinnacle Governing Board meeting @ Shorewood Troy Library
05.22	Weekly meeting with Head of Adult Services, Lauren Pierce Director 1-1 with Jessica Banko PIC training with Dawn Strand and Jessica Banko
05.23	Leadership Team meeting Bi-weekly meeting with Head of Borrower Services, Marisa Barys Zonta Executive Board meeting
05.24	Interview with Joliet Herald, Denise Unland Adult Services Department meeting Weekly meeting with Interim Supervisor of Youth & Teen Services, Katie Gulas 90 Day review with Head of Adult Services, Lauren Pierce
05.25	Bi-weekly meeting with Head of MM, Rebecca Pfenning
06.05	Weekly meeting with Head of Community Engagement, Tracey Lane Weekly meeting with Head of Adult Services, Lauren Pierce

- 06.06 Bi-weekly meeting with Head of Borrower Services, Marisa Barys
New Trustee Orientation with Zach Crowner, Carl Gilmore
- 06.07 Weekly meeting with Interim Supervisor of YTS, Katie Gulas
- 06.08 Bi-weekly meeting with Head of MM, Rebecca Pfenning
- 06.09 Weekly meeting with Head of Adult Services, Lauren Pierce
- 06.12 Weekly meeting with Head of Community Engagement, Tracey Lane
Leadership Team meeting
- 06.13 Weekly meeting with Interim YTS Supervisor, Katie Gulas
- 06.14 Zonta Lunafest Planning Committee meeting



An Aunt Flow period product dispenser and signage in a restroom at Jersey City (N.J.) Free Public Library's Miller branch. The library has offered free period products thanks in large part to donations.

should be free here, just like soap or toilet paper.”

Yet La Boria, whose organization works with the 10-location Jersey City (N.J.) Free Public Library (JCFPL) system, says that it's not just about addressing the needs of low-income populations. Affordability is one thing; sheer availability is another.

“Menstrual equity has no regard for your socioeconomic status,” she points out.

“The richest woman

on the planet has gone to the bathroom [on some occasion] and not had access to a period product.”

Grants and donations can help cover the costs involved. Rachel Paulus, LGBTQ community outreach librarian for JCFPL, says La Boria's organization received a donation of 40,000 pads in June 2021 from U by Kotex via the Alliance for Period Supplies—which donates period products to women in need. These pads were subsequently distributed throughout JCFPL's branches. In addition, medical supply company Hospeco donated dispensers, installed them at cost, and provided an additional 1,200 products for free.

For libraries that need to start from scratch, Jillian Martinson, audience development manager for Elkhart (Ind.) Public Library (EPL), says Friends groups are a good resource when grants are unavailable. EPL's Friends group provided funding for the library system's five locations, allowing Martinson to buy



Period. End of Story.

Librarians help get the word—and the products—out

BY Lara Ewen

That time of the month.” “On the rag.” “Shark week.”

The euphemisms range from coy to absurd, but library workers and others want to make talking about menstruation—and accessing products related to it—as straightforward and shame-free as discussing hand-washing.

“The products are important, and normalizing the conversation is important,” says Eiko La Boria, founder and CEO of The Flow Initiative, a New Jersey-based organization devoted to stamping out social, cultural, and economic inequities associated with “period poverty.” She says libraries are a natural partner for her organization's outreach: “I wanted to implement greater access, and I thought, ‘Libraries.’”

Accessibility, availability

Currently in the US, menstrual products are not covered by food

stamps or federally funded health programs like WIC (Special Supplemental Nutrition Program for Women, Infants, and Children) and SNAP (Supplemental Nutrition Assistance Program). Some states, however, are considering legislation to change that. In the meantime, many people struggle to afford the products, says Amanda Donovan, director of marketing and communications for the eight-location Spokane (Wash.) Public Library (SPL).

“Lack of access can lead to school or work absences and can cause stress and anxiety,” Donovan says. When Washington Gov. Jay Inslee signed a 2021 law requiring schools, colleges, and universities to provide free period products in all women's and gender-neutral bathrooms, Donovan decided to build on that initiative. She thought: “We're like a school. They

everything she needed from menstrual supply company Aunt Flow.

"We use \$200 dispensers that include tampons and pads, and there are 500 of each product in each [dispenser]," Martinson says. "For a year, for all five locations, it costs \$2,400." She adds that for libraries without funding, Period.org—an organization created to provide menstrual products to communities in need—may be a possible resource.

SPL's Donovan, who also buys supplies from Aunt Flow, used her facilities budget to cover the expense of providing period supplies. "We prioritized and normalized this practice by including it in our budget, just as we would for toilet paper or soap," she says.

Information, please

One challenge, Donovan says, was her own discomfort with the subject. "It was a mental roadblock for me," she says. "I had to get up the courage to bring it up and to talk about periods to these male managers."

Paulus says some people also questioned the need for free period products. "You just have to educate people," she says. "It affects people everywhere. Seventy percent of teen girls say they miss class because of something period-related. I want to pass on this information so people can think about it."

The educational component is also about wording that removes stigma from periods, Paulus adds: "Male staff asked if we could [use other words], like 'sanitary products.' And I said no. Periods are periods. That's what it's called."

Martinson says it's also important to include period products in all restrooms—not just those designated for women, so that trans men and nonbinary people will also have access. "It's about providing

"[Period products] should be free here, just like soap or toilet paper."

AMANDA DONOVAN, director of marketing and communications at Spokane (Wash.) Public Library

dignity," she says. Pads and tampons at her library are clearly labeled *menstrual products*, not *feminine hygiene products*. "We also have signage that talks about moon cycles," she says, "so people can ask about this without calling attention to themselves."

Library guests may have different comfort levels when it comes to talking about and asking for period products. "No matter how progressive you are, [talking about them] may feel private," Donovan says, "so we hang a bag of products in the all-gender stalls, the wheelchair stall, the men's rooms, and the staff restrooms." She also placed discreet signage throughout the library, indicating products are available.

La Boria says for these programs to have wider success, the conversation needs to be opened to everyone. "You have to include men," she says. "The majority of elected officials are men, and these are the people you have to lobby to and speak with." She is creating a step-by-step toolkit that she hopes to make available via social media to help as many people as possible.

Ultimately, Donovan adds, the goal is to normalize the conversation about periods. "We're setting the example," she says. "We're hoping other libraries follow suit." **AL**

LARA EWEN is a freelance writer based in Brooklyn, New York.

◀ Continued from page 15

crucial step in creating one is to learn what your community's needs are.

"Meet with your schools, with special education staff, with families, and with the disability community," Taggart recommends.

Umstot says a collection doesn't have to be expensive or even very big at the beginning to be of value to patrons. "Start small," she suggests. "Just buy a couple things and see how kids interact with and use them."

For instance, Umstot was surprised that a weighted blanket in her library's collection got less use than some small brushes with different textures. "[I guess] people don't like sharing a blanket, even though we wash it between uses."

Items in each of the libraries' collections are disinfected after each use. (Though, early in the pandemic, some items at BTPL were not available for checkout, Taggart says, because the library didn't have the capacity to sanitize materials.)

The librarians agree that one of the most positive aspects of the accessibility collections is that they make children with special needs and their caregivers feel more welcome at their libraries.

In other settings, O'Brien says it is not uncommon for her and her daughter to feel judged, especially if her daughter expresses frustration or has outbursts. She has discovered that her library is a judgement-free zone, where she and her children are accepted.

"Just the fact that the library felt the need to have this collection is important and makes me feel more comfortable," O'Brien says. "They are compassionate and understanding that every family has different needs and kinds of lives." **AL**

ANNEMARIE MANNION is a freelance writer in the Chicago area.

ADVERTISEMENT

Free pads and tampons in all Normal Public Library restrooms



Normal Public Library (Normal Public Library)

By [Howard Packowitz](#)

Published: May. 17, 2023 at 4:47 PM CDT



NORMAL (25News Now) - Normal Public Library is providing free pads and tampons in all of its public restrooms to address what a library staffer says is “period poverty” in the Twin Cities.

The library sent out a news release Wednesday saying 10 of the library’s 12 bathrooms are now stocked with pads and tampons. Two bathrooms in the children’s section on the second floor have dispensers from a company called [Aunt Flow](#).

“We wanted to provide free period products for library patrons in the same spirit as toilet paper and paper towels. Our goals are to address period poverty in Bloomington-Normal, as well as help patrons who find themselves in public needing a pad or tampon, said Morgan Rondinelli, library technical assistant who is helping lead the effort.



“We are using the term ‘period products’ instead of ‘feminine hygiene products’ because not all individuals who menstruate identify as female and ‘hygiene’ can perpetuate shame and stigma about periods,” Rondinelli said.

Normal Public Library Board President Beth Robb told 25News she applauds library staffers for providing the products.

Dispensers are being installed in men’s bathrooms because a man might need pads or tampons for a daughter or spouse, said Robb.

“Our philosophy is need based. If a patron takes multiple pads and tampons, it’s because they need it, if not for immediate use, then for later,” said Haley Kedzierski, a former library assistant.

ADVERTISEMENT

2023 GLOBAL
REPORT

Ransomware Trends

Lessons learned from 1,200 victims



LE

“There’s a possibility that someone might not have the ability to purchase these items regularly, have a heavy flow and require more supplies, or their period came early and surprised them while in public,”

We want to provide for every scenario, free of judgment.” Kedzierski said.

The [Illinois Prairie Community Foundation](#) is providing grant money to pay for the products.

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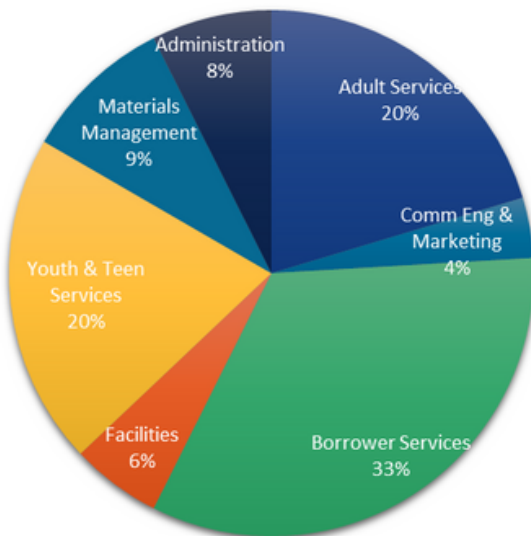


FY2023

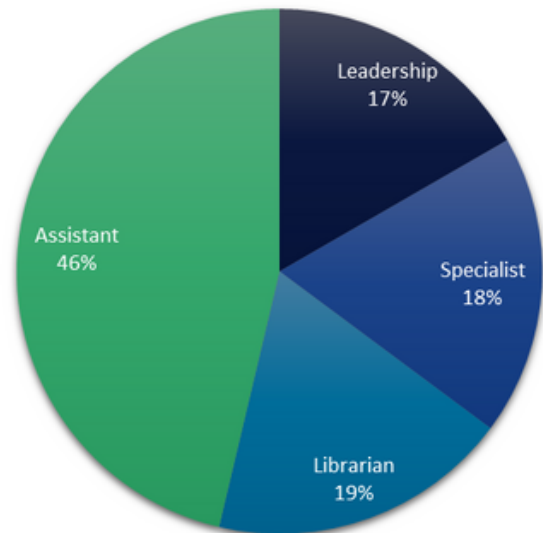
Human Resources Annual Report

Aimee Hartley, Administration Services Manager

OUR STAFF



Staff by department



Staff by role

LIBRARY WIDE TRAINING

ALL STAFF

Preventing Harassment Training

Survey basics

Mental Health First Aid Certification*

LEADERSHIP TEAM

HR Source 2023 Altogether HR

achieve's DevelUp

Bloodborne Pathogen

CONFERENCES ATTENDED

CultureCon*

Resources for Humans

Psychological Safety & Belonging

"MHFA is a course that teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis."

Learn more here: <https://www.mentalhealthfirstaid.org/>

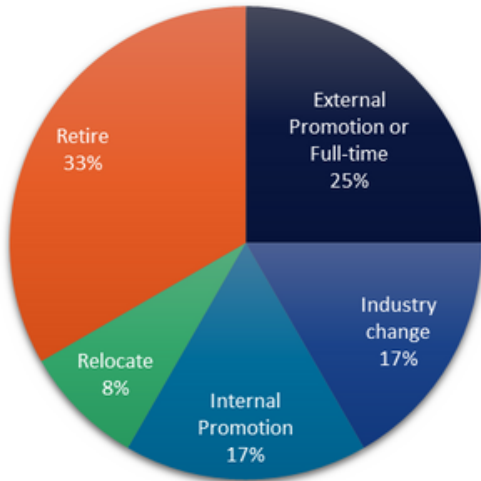
"CultureCon is our annual flagship conference that celebrates positive organizational culture and features renowned speakers from across the globe."

Learn more here: <https://www.cultureconusa.org/>

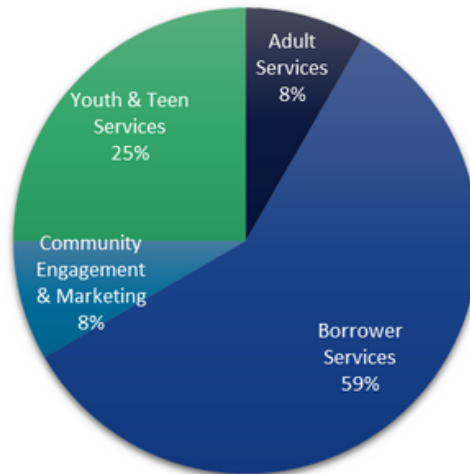
RECRUITING



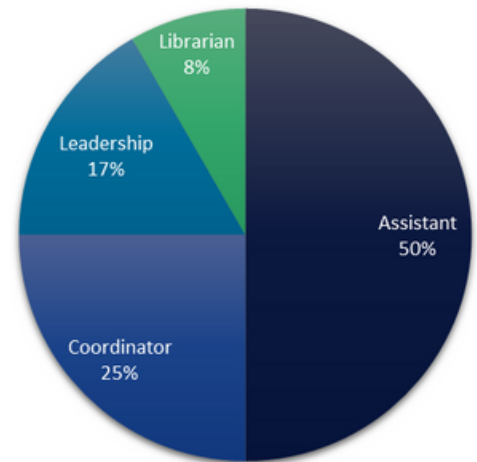
Average days vacant is measured from the first day of vacancy to the new hire's first day.
 Time to fill measures the days between job approval and job offer accepted.
 Time to hire measures the days between the candidate applying and accepting the job offer.



Reason for vacancy



Vacancy by department



Vacancy by role



Staffing over time

CALENDAR YEAR	2018	2019	2020	2021	2022	2023
HIRES	10	6	1	6	13	4
TERMS	11	5	3	8	12	5

Hires/terms over time



SURVEY PLAN & REPORT
 Engagement & Satisfaction
 External Engagement Benchmarking
 Culture Statement

PROJECTS
 POLICY / PROCEDURE UPDATES
 Employee Handbook
 New onboarding platform
 Department 101s
 Personal & Professional Growth Initiative

COMPENSATION REPORTING
 Philosophy & Plan - new for fy2023
 External Compensation Benchmarking - new for fy2024
 Internal Compensation Benchmarking - fy2023 & fy2024

Monthly Report



Ghost Hunting

Earlier this year, Tina assisted the Other Side Investigations with a ghost hunt in the Library and at a Library-owned house. Their findings at the house corroborated findings from a previous investigation by Into the Night Paranormal in 2011 (details of which had not been shared with the new investigators). The house supposedly includes two ghosts: an abusive husband and his wife. But, they also detected a third spirit: a male, thin, blond, in his twenties. Tina assumes the ghost is that of the young man who was killed in the same motorcycle/pedestrian collision that killed Randy Lambert in April 2015 near the house. The ghost's description matches that of the motorcyclist in news articles about the event. The investigators felt the house was watching them, and they described the house (very much the same way staff does) as oppressive, heavy, creepy, and suspicious. The Other Side Investigations presented their findings on May 17, and 15 patrons attended the event.



Chef Maddox

The always popular Chef Maddox presented Recipes for Your Garden Veggies on May 11. 33 patrons attended and sampled Louisiana Sunburst Salad, Spring White Bean & Vegetable Stew, and Cellentani with Bacon, Sugar Snap Peapods, Green Zucchini & Artichokes.



Adult Take & Make: Beeswax Wrap

Beeswax wrap is an eco-friendly alternative to plastic wrap. Each kit contained all the materials needed to make this sustainable craft. All 40 kits were claimed.

STATISTICS

3D Print Requests	0
Adult Program Attendees	182
Book-a-Librarian Sessions	3
ELL Program Attendees	290
Online Resources Sessions	1636
Proctoring Sessions	0
Public Computer Sessions	601
Questions Answered	1265
Tech Training Attendees	16

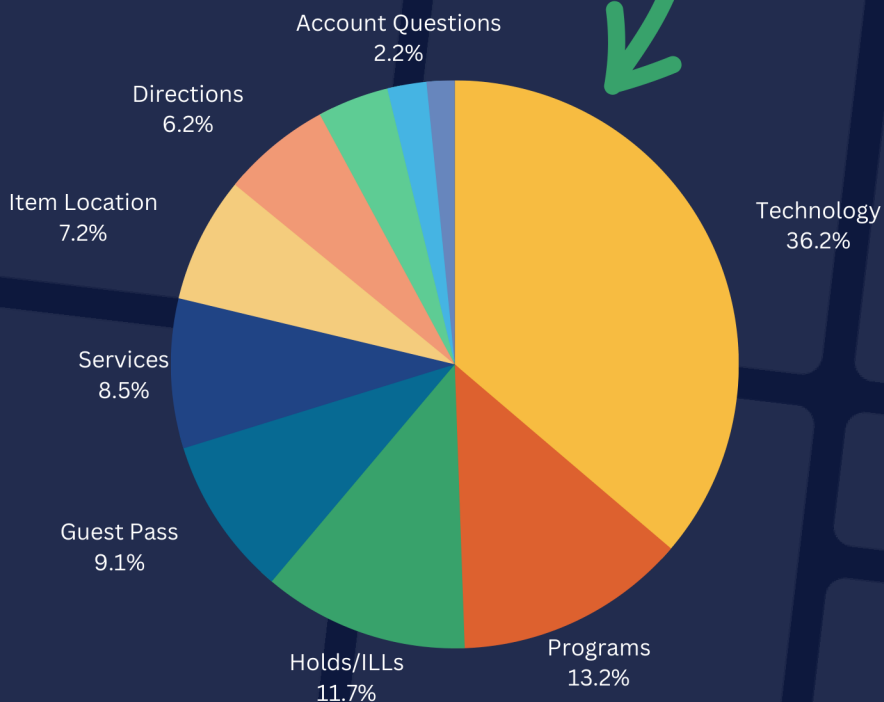
May Book Displays

- *Adventure Awaits!* (Colette/Jessica)
- *Asian Pacific American Heritage Month* (Lisa K.)
- *Suburban Suspense* (Lisa K.)
- *Mother's Day Reads* (Linda)
- *Travel* (Tina)
- *Graphic Novels: May the Force Be With You* (Debi)



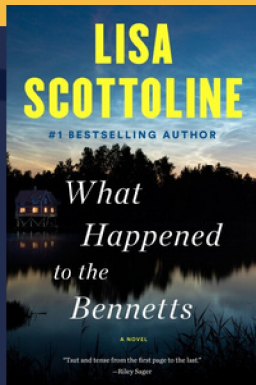
Suburban Suspense was a big hit!
51 of the 57 books displayed were checked out.

TOP 10 QUESTION CATEGORIES



A Novel Idea Book Club

Colette led a discussion of *What Happened to the Bennetts* by Lisa Scottoline this month.





COMMUNITY RELATIONS



Board Report | May 2023



Prepared by Tracey Lane
Head of Community Engagement
& Marketing



Events & Meetings

- PSACC Board meeting
- Kiwanis Club Meeting
- Ribbon Cuttings:
 - 2Teas Boba
 - MNS1 Express
 - Posh West Boutique
 - Stretch Lab
- Patron Point check-in meeting
- PSAC Annual Awards Dinner
- Pinnacle Marketing Meeting
- 5K Meeting
- Crossroads Fest Meeting
- Volunteered at Cruise Nights



CE&M Happenings

Mindy and Eli attended the first Traveling Storywalk of the Summer. A partnership with the Park District and the Police Department. Over 160 people attended.



Eli, Declan and Nicole attended the Bluesteam Festival at Bronckberry Farms on May 20. We promoted Summer Reading and made buttons with over 200 attendees.



Ongoing Projects

- We have two more traveling StoryWalks coming up
 - July 12 at Bott Park
 - August 9 at Tamarack Settlement Park
- We are planning a pet day / adoption event for September 9 outside the Library
- Golf the Walk planning will start soon (date pending)
- The StoryWalk at Clow Stephens should be installed by the end of June (fingers crossed)
- The book at the Settlers' Park SW will be changed out next week
- We are continuing to onboard our new targeted email software. We are working on:
 - Email campaign for lapsed cardholders
 - Sending hold and overdue notices
- Eli is continuing to grow our Tik Tok account and is doing a great job with it!
- Pinnacle Marketing is working on a collaborative project called Pinnacle & Pints - its like a library road trip with programming at breweries and coffee shops. It will take place Jan/Feb 2024.



Over 400 photos were taken in our Summer Reading Kickoff Photo Booth. All of the photos can be viewed on our Facebook page.





COMMUNITY RELATIONS BY THE NUMBERS

Google Ads Stats

Campaign	Impressions	Click Through Rate	Cost*
Virtual	5,258	11.4%	\$3,157.22
Library	3,588	17.9%	\$10,212.40
Resources	987	7.1%	\$697.55

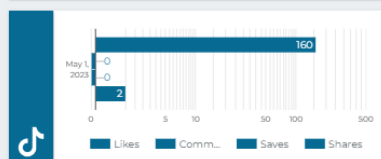
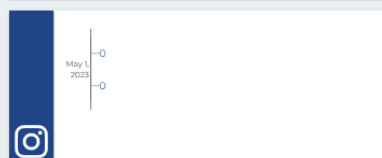
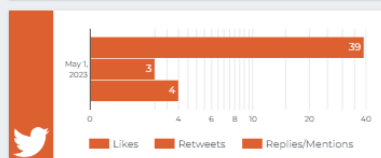
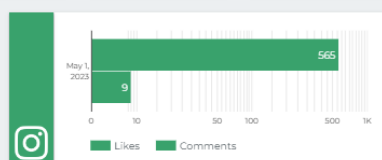
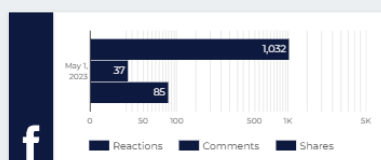
*All costs are waived through the Ad Grants program.

Social Media Stats

Dashboard



FACEBOOK	TWITTER	INSTAGRAM	TEEN IG	TIKTOK
FB Followers 7,283 ↑ 0.5%	Followers 1,387 ↑ 0.7%	Followers 2,649 ↑ 0.3%	Followers 968 ↑ -0.1%	Followers 176 No data
Engagements 2,538 ↑ -75.3%	Engagements 107 ↑ -22.5%	Interactions 1,318 ↑ -4.0%	Interactions 0 N/A	Likes 160 ↑ 52.4%
Reach 10,788 ↑ -65.0%	Impressions 2,918 ↑ -31.9%	Reach 7,682 ↑ -16.3%	Reach 0 N/A	Views 1,482 ↑ 34.2%



New!
Tik Tok
Stats

Email stats



ENews Weekly Averages

MESSAGES SENT
24,797

OPEN RATE
26.5%

New Cardholder Message Totals

MESSAGES SENT
1,007

OPEN RATE
53.12

Re-engagement Message Totals

MESSAGES SENT
0

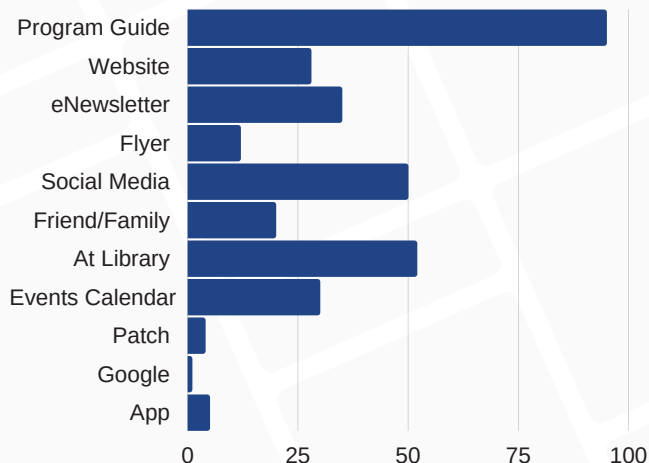
OPEN RATE
0

We are still onboarding our new system - data pending

Program Sign Up Stats

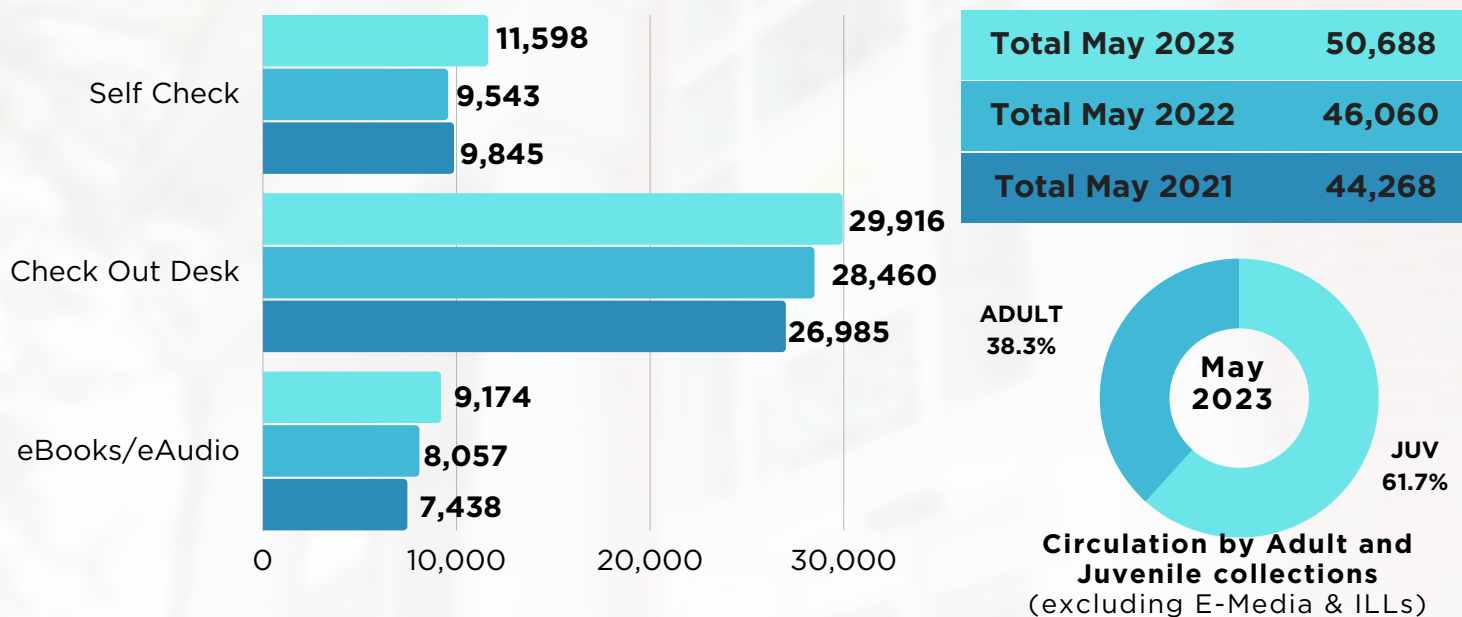


How Patrons Learned About May Programs

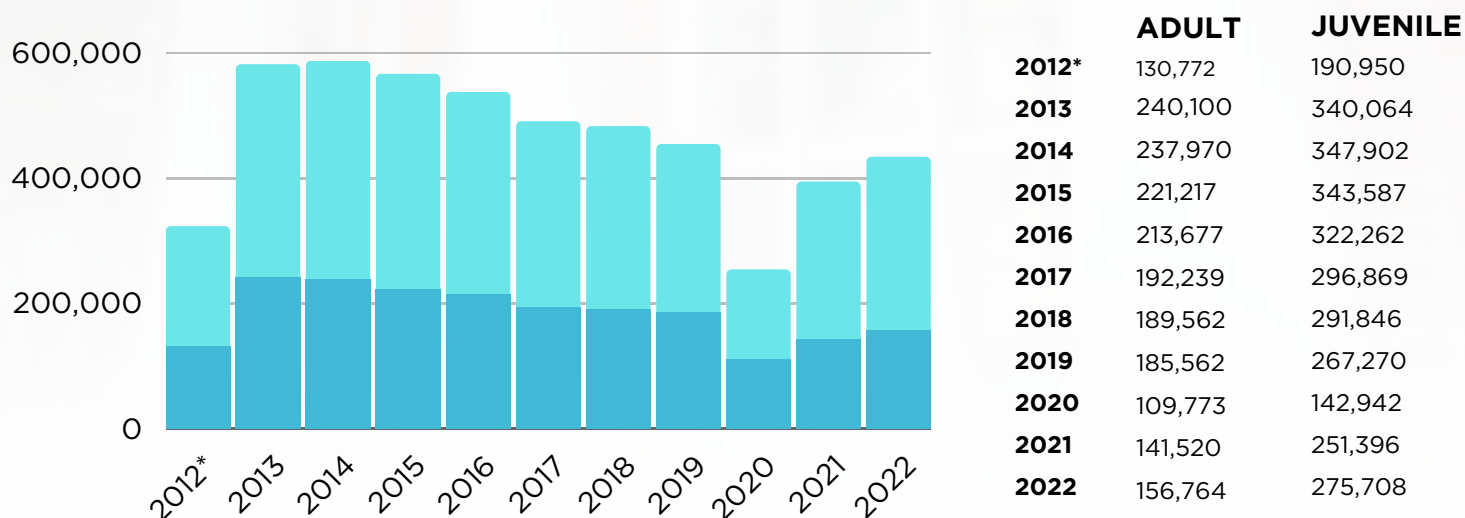


BORROWER SERVICES NEWS

MONTHLY CIRCULATION STATISTICS



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



CARDHOLDER STATISTICS

MONTHLY CARDHOLDERS

Total May 2021 37,698

Total May 2022 31,276

Total May 2023 30,237*

194

NEW
ADULT
CARDS

79

NEW
JUVENILE
CARDS

196

NEW
HOUSEHOLD
CARDS

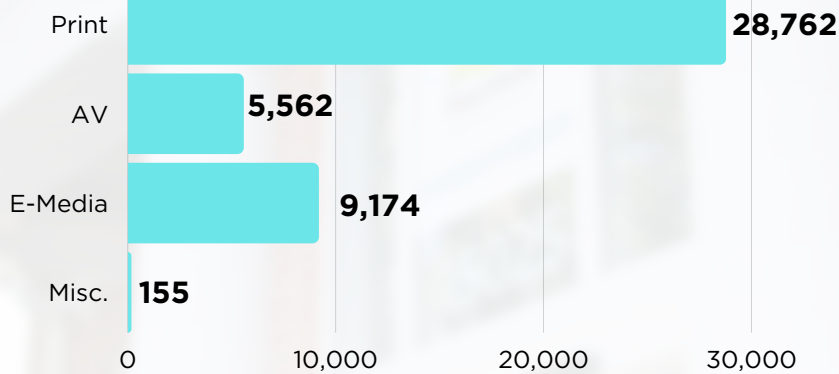
*3 years of purging cards took place causing the number to drop.

FYTD NEW HOUSEHOLD CARDS

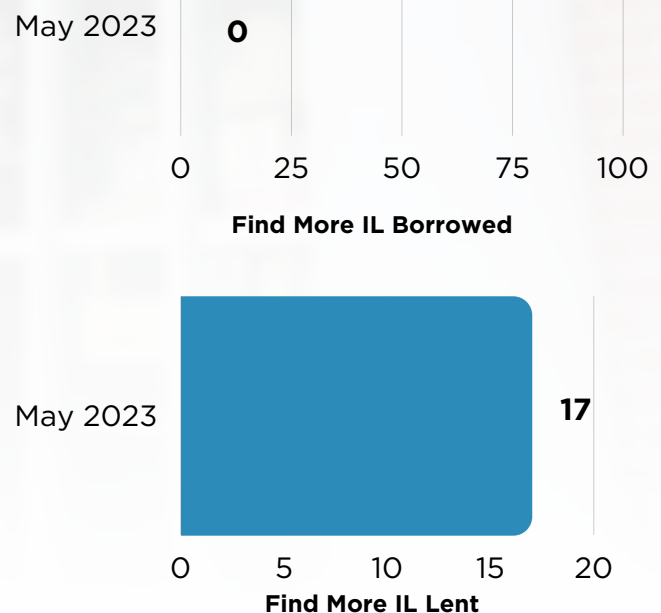
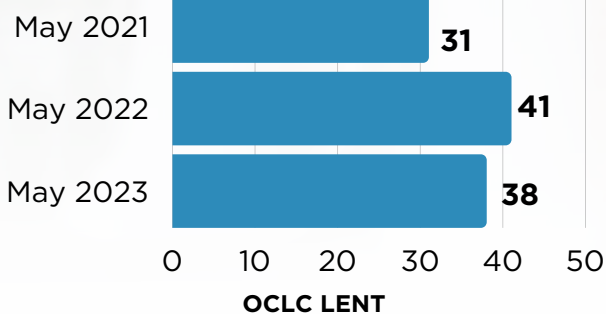
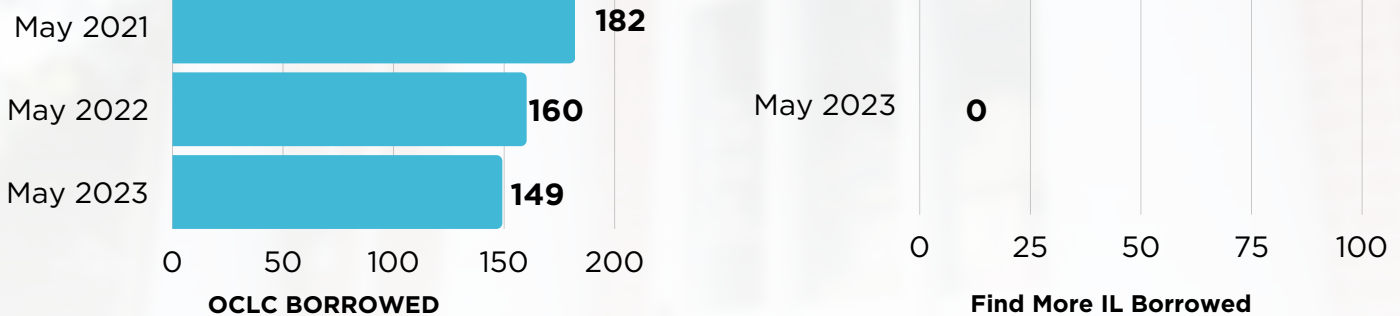
1,868 CARDS

MATERIALS STATISTICS

MATERIAL TYPE



MONTHLY INTERLIBRARY LOAN



MONTHLY LOCKER & CURBSIDE STATISTICS



PEHS Lockers were unavailable in May
Illinois Street Lockers Stats

20 different patrons came to the lockers

51 items where placed in the lockers

The same patron used the lockers 4 times

19 first time users

31 patrons used curbside

HOME DELIVERY STATISTICS

May 2023


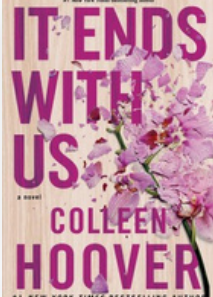
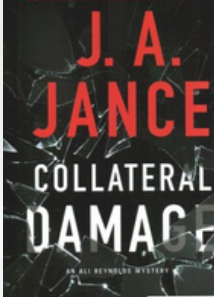


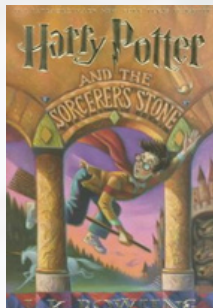
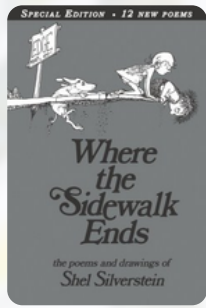
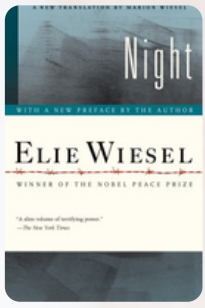


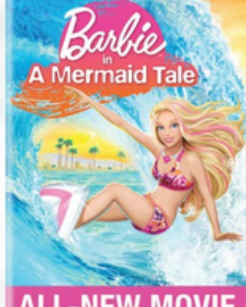

PATRONS

ITEMS

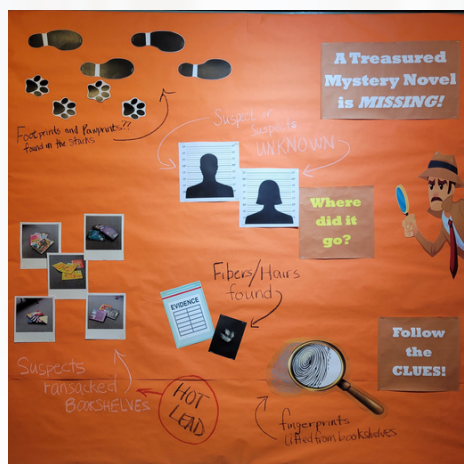


May 2023	PATRONS	ITEMS
RESIDENTS	6	60
AHCL	44	98
HARBOR CHASE	4	11
HERITAGE WOODS	29	45
LAKWOOD	4	22
TOTAL	87	236

TOP CIRCULATING ITEMS MAY 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



Decorations by Heather, Nichole, Sarah, Shelley, & Val



YOUTH & TEEN SERVICES MONTHLY REPORT

Statistics

13

Total On-site
Programs

257

On-site program
attendance

0

Total Off-site
Programs

0

Off-site program
attendance

6

Self-directed
Activities

927

Self-directed
activity
Participants

98.25

Teen Volunteer
Hours Earned

191

Teen Volunteer
Items made

YTS in the Community

YTS presented 8 programs as part of the YMCA Afterschool Program reaching 150 students.

Mindy attended a Wellness Event at Builta Elementary School and made 6 library cards.

Katie attended the last PSD 202 CAPE meeting of the year to promote the Summer Reading Program.

Katie and Tracey were invited to be panelists at the Oak Lawn Library's Fan Fest. Katie attended.

Outreach

School Visits/
Community Events **49**

Number of
Patrons
reached **7811***

*This number is higher than usual as a result of Summer Reading Promotion.

"This was so much fun! Can we do another, longer program next month?" -a Teen attending the DIY Leather Wallet program

"I've been to other storytimes around here and you all really do a bang up job. In storytimes, you recognize that children behave like children and that's great." -grandma who brings her grandchild to storytimes

"Thank you so much for having these programs where we feel like we can come and be ourselves." -Parents of a child at Sensory Playdate



FACILITY REPORT

LANCE AGNE, HEAD OF FACILITES

MONTHLY FACILITIES DEPARTMENT RECAP

April is the start of the Spring season and with that, starts the unpacking of items from the prior summer season. We began the month assisting the garden committee prepare the Community Garden Plots located at the Plainfield Township. It is a nice time to collaborate with fellow staff and enjoy the fresh air. This department delivers, assembles and maintains the perimeter fencing and the tool collection at the garden.

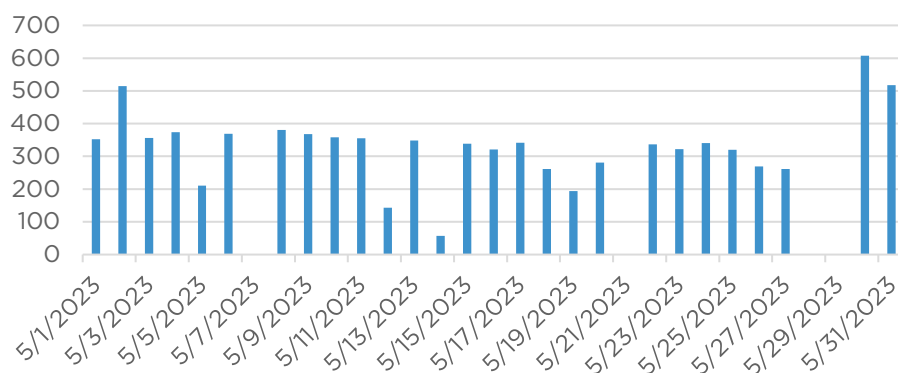
All of the library common gardens on site were weeding and mulched to prepare for the season. We are still waiting for the new plantings from the Village that will go into the new planters thank flank our entrance on Illinois street.

April is also the month in which all of the Terrazzo Marble floors were sanded and polished for the next season. It is something that enhances the look of the floors and maintains their integrity.

This month is also the month for preventative maintenance on the roof top units. This involves changing the filters, new belts and a good cleaning to the coils and parts that generate the cooling for the summer season. I was finally able to shut down the boiler for the season as the oddly cold days seem to linger well into April.

We installed a new water dispensing unit for the staff on the Upper Level that dispenses both hot and cold water. We also installed a new ice dispenser that also dispenses water. The prior units were in service to the library for over 12 years.

May 2023 Patron Visits



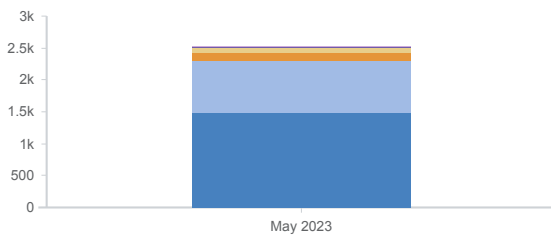
Materials Management monthly report

What's happening in Materials Management?

You can review this report and interact with the charts, data and links here - <https://stories.opengov.com/plainfieldpubliclibraryil/published/pObJ9zILY>

Stats and Charts

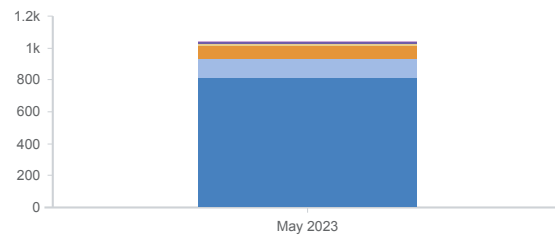
Items added to the collection in May 2023.



2,535

Material type in May 2023

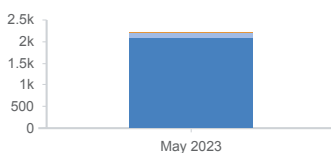
Physical items added to the collection in May 2023.



1,046

Material type in May 2023

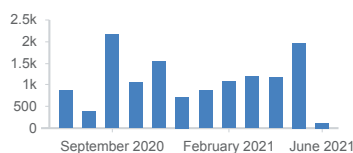
Items ordered for the collection in May 2023.



2,201

Material type in May 2023

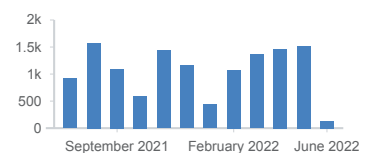
Items ordered in fiscal year FY21. (July 2020-June 2021)



111

Added/WD/Ordered in June 2021

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

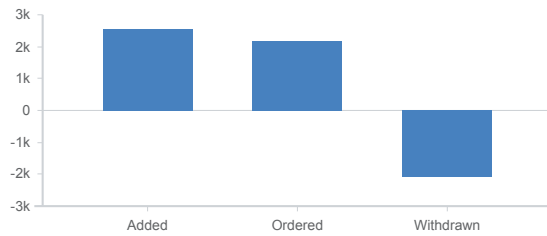


137

Added/WD/Ordered in June 2022

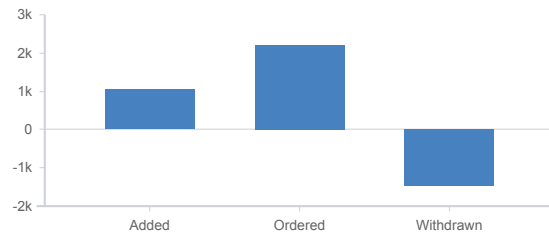
Stats and Charts

Added, withdrawn and ordered in May 2023.



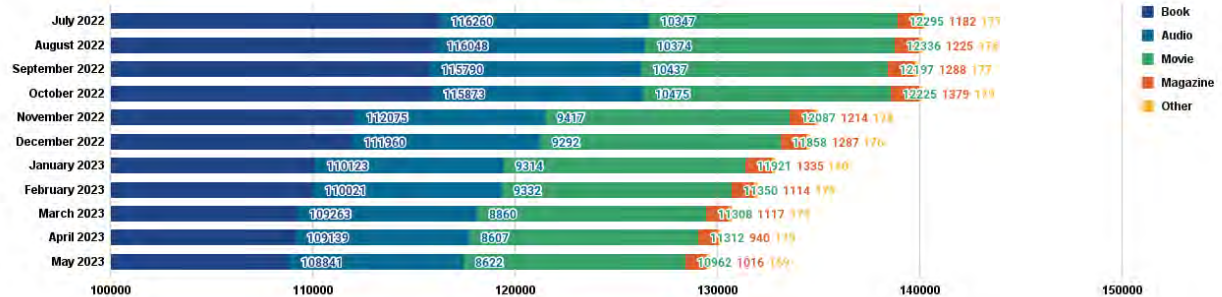
-2,088
Amount in Withdrawn

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



-1,454
Amount in Withdrawn

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 the 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 relabeling 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.



Resolution No. 2023-1
FISCAL YEAR JULY 1, 2023 to JUNE 30, 2024
RESOLUTION OF THE BOARD OF TRUSTEES OF
THE PLAINFIELD PUBLIC LIBRARY DISTRICT,
WILL AND KENDALL COUNTIES, ILLINOIS
APPROVING PREPARATION AND MAKING AVAILABLE
A TENTATIVE BUDGET AND APPROPRIATION ORDINANCE

WHEREAS, the Board of Library Trustees (the "Board") of the Plainfield Public Library District, Will and Kendall Counties, Illinois (the "District") desires to prepare and make conveniently available to the public the District's Tentative Budget and Appropriation Ordinance for the District's fiscal year beginning July 1, 2023 and ending June 30, 2024.

NOW, THEREFORE, BE IT RESOLVED that the Tentative Budget and Appropriation Ordinance of the Plainfield Public Library District, Will and Kendall Counties, Illinois for the fiscal year beginning July 1, 2023 and ending June 30, 2024 shall be prepared and made conveniently available for public inspection at the library facilities at 15025 South Illinois Street, Plainfield, Illinois, by the Board's Treasurer and the Library Administrator not less than thirty (30) days before the public hearing on such Tentative Budget and Appropriation Ordinance, which public hearing is to be held as and at a Special Board Meeting of the District, notice of which is given by the posting hereof, at 6:00 p.m. on Wednesday, August 16, 2023 at the library facilities at 15025 South Illinois Street, Plainfield, Illinois and published notice of which public hearing shall also be given at least thirty (30) days before such public hearing, as provided by law.

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

Passed by the Board of Library Trustees of the Plainfield Public Library District, Will and Kendall Counties, Illinois this 21st day of June, 2023 by a vote of:

AYES: _____

NAYS: _____

ABSENT: _____

Approved this 21st day of June, 2023.

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

Attest:

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

(SEAL)

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

SECRETARY'S CERTIFICATION OF RESOLUTION

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

I do further certify that attached hereto is a full, true and complete copy of Resolution No. 2023-1, fully entitled

FISCAL YEAR JULY 1, 2023 to JUNE 30, 2024
RESOLUTION OF THE BOARD OF TRUSTEES OF
THE PLAINFIELD PUBLIC LIBRARY DISTRICT,
WILL AND KENDALL COUNTIES, ILLINOIS
APPROVING PREPARATION AND MAKING AVAILABLE
A TENTATIVE BUDGET AND APPROPRIATION ORDINANCE

which Resolution was duly passed and adopted by the Board at a meeting of the Board held on June 21, 2023 and approved by the acting President of the District on June 21, 2023 and said Resolution has been duly filed with the undersigned as acting Secretary of the District and is in full force and effect as provided therein.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District this 21st day of June, 2023.

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

(TENTATIVE)
ORDINANCE NO. 2023-4
BUDGET AND APPROPRIATION ORDINANCE
PLAINFIELD PUBLIC LIBRARY DISTRICT
WILL AND KENDALL COUNTIES
FISCAL YEAR JULY 1, 2023 TO JUNE 30, 2024

This Ordinance constitutes the Budget and Appropriation Ordinance for the Plainfield Public Library District, Will and Kendall Counties, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

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

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

<u>Corporate</u>	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$2,071,000.00	\$4,000,000.00
Health/Life/Dental Insurance/Employee Benefits	\$201,250.00	\$350,000.00
Professional Development/Travel/Membership Dues	\$67,500.00	\$120,000.00
Payroll Services	\$10,500.00	\$19,000.00
Legal/Consulting Services	\$7,000.00	\$15,000.00
Technology Services	\$311,000.00	\$600,000.00
Departmental Supplies	\$58,000.00	\$100,000.00
Postage/Printing	\$5,750.00	\$10,000.00
Public Relations	\$105,000.00	\$180,000.00
General Operating/Corporate Contingency	\$59,900.00	\$100,000.00
Equipment/Furnishings	\$55,000.00	\$100,000.00
Programs/Outreach	\$88,000.00	\$150,000.00
Print Materials	\$209,500.00	\$420,000.00
Non-Print Materials	\$39,000.00	\$80,000.00
Digital Resources	\$279,800.00	\$400,000.00
Fund Transfers - Miscellaneous	\$138,000.00	\$300,000.00
Transfer to Debt Fund	\$910,000.00	1,800,000.00
Liability Insurance/Worker's Compensation insurance/Risk Management	\$54,500.00	\$100,000.00
Totals	\$4,670,700.00	\$8,844,000.00

Special Reserve

	<u>Budget</u>	<u>Appropriation</u>
Building Project	\$3,015,000.00	\$6,000,000.00
Property Development	\$3,000,000.00	\$6,000,000.00
Real Estate Acquisition/Ownership	\$21,000.00	\$45,000.00
Professional Fees	\$805,000.00	\$1,500,000.00
Total	\$6,841,000.00	\$13,545,000.00

Buildings & Equipment (.02% Special Tax)

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$127,000.00	\$215,000.00
Custodial Services	\$45,100.00	\$82,000.00
Maintenance Agreements/Building and Property	\$18,000.00	\$30,000.00
Repair, Replacement, Buildings and Property	\$51,500.00	\$100,000.00
Maintenance Supplies/Building and Property	\$44,600.00	\$80,000.00
Utilities/Disposal	\$74,600.00	\$150,000.00
Building, Site Maintenance Contingency	\$20,000.00	\$40,000.00
Equipment and Tools	\$3,500.00	\$10,000.00
Total	\$384,300.00	\$707,000.00

Other Funds/Special Taxes

	<u>Budget</u>	<u>Appropriation</u>
Audit	\$10,000.00	\$20,000.00
Illinois Municipal Retirement Fund	\$225,000.00	\$450,000.00
Social Security	\$175,000.00	\$330,000.00

	<u>Budget</u>	<u>Appropriation</u>
Bond Interest	\$455,000.00	\$1,000,000.00
Bond Principal	\$455,000.00	\$1,000,000.00
Total	\$910,000.00	\$2,000,000.00

Summary

	<u>Budget</u>	<u>Appropriation</u>
Corporate	\$4,670,700.00	\$8,844,000.00
Special Reserve	\$6,841,000.00	\$13,545,000.00
Buildings and Equipment (.02%)	\$384,300.00	\$707,000.00
Audit	\$10,000.00	\$20,000.00
Illinois Municipal Retirement	\$225,000.00	\$450,000.00
Social Security	\$175,000.00	\$330,000.00
Bond	\$910,000.00	\$2,000,000.00
Totals	\$13,216,000.00	\$25,896,000.00

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

- a. The cash on hand at the beginning of the fiscal year is \$2,700,000.
- b. The estimated cash expected to be received during the fiscal year from all sources is \$14,033,000.
- c. The estimated expenditures for the fiscal year are \$13,216,000.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$3,517,000.
- e. The estimated amount of taxes to be received during the fiscal year is \$4,652,000.
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$9,381,000.

SECTION 3. Funds in the total amount of \$25,896,000 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

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

AYES: _____

NAYS: _____

ABSENT: _____

PASSED by the Board of Library Trustees on August 16, 2023.

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

ATTEST:

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

(Seal)