

PLAINFIELD AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING AGENDA
SMALL MEETING ROOM
JULY 19, 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. June 21, 2023 Regular Board Meeting Minutes
5. Approval of Bills Paid and Bills Payable

a. Payroll	\$140,672.54
b. General Bills	\$167,552.50
c. Other Compensation/Administrative Costs	\$27,622.99
d. Total	\$335,848.03
6. Committee Reports
7. Library Director's Report
8. Action Items: Unfinished Business
 - a. Renovation Planning (discussion)
 - i. SNHA and SMC: cost estimates
9. Action Items: New Business
 - a. Village of Plainfield presentation: Sterling Bay Development (discussion)
 - b. Assign Auditor of Secretary Minutes, due 8/31/2023 (discussion)
 - c. Ordinance 2023-5 Building and Maintenance Fund (action)
 - d. Managed IT Services Proposals (action)
10. Closed Session
11. Action for Items Discussed in Closed Session
12. Adjournment



BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
JUNE 21, 2023

CALL TO ORDER: The regular meeting of June 21, 2023 was called to order at 6:30 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, Schmidt, Crowner, Malec. Regular members absent: Knight, Grotto, McMurtrie. Staff present: Pappas, Hartley. Guests present: none.

PUBLIC COMMENT: None.

OTHER COMMENT: Friends of the Library will host a book sale in the Library on August 10-12, 2023.

CONSENT AGENDA: Gilmore accepted the minutes of the regular meeting of May 17, 2023 and accepted the closed minutes report as presented.

APPROVAL OF BILLS PAID: Schmidt moved approval of bills paid and bills payable for May for a total of \$477,723.96. Malec seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: None.

LIBRARY DIRECTOR'S REPORT: Pappas presented her report.

ACTION ITEMS: Unfinished Business

1. Renovation Planning – the Board discussed plans present renovation plans to the Village.

ACTION ITEMS: New Business

1. Resolution 2023-1 Approving Preparation and Making Available a Tentative Budget & Appropriation – Malec moved to approve Resolution 2023-1. Crowner seconded the motion, all voted yes via roll call vote; motion carried.
2. Set a Date for Public Hearing on the Tentative Budget & Appropriation Ordinance – the Hearing will be held at 6:00 pm on August 16, 2023.

ADJOURNMENT: Schmidt moved to adjourn. Crowner seconded the motion, all voted yes via voice vote. The meeting adjourned at 7:29 pm.

Aimee Hartley
Recording Secretary

Lisa Schmidt
Board Secretary Pro Tem

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

July 2022 - June 2023

	Jun 2023			Total YTD		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						100.00%
1004001 Real Estate Taxes Library		0.00		3,704,120.75	3,681,199.40	100.62%
1004002 Personal Property Taxes	10,848.00	3,426.07	316.63%	98,255.68	30,000.00	327.52%
1004003 Overlap Districts Agreement		0.00		315,604.09	315,000.00	100.19%
1004004 Lost/Damaged	918.23	496.11	185.09%	6,940.75	5,000.00	138.82%
1004005 Books Bags Sales		17.00	0.00%	0.00	50.00	0.00%
1004006 Copier Fees	688.20	472.14	145.76%	6,273.25	5,000.00	125.47%
1004007 Fax Fees	180.25	140.99	127.85%	1,252.50	1,200.00	104.38%
1004008 Non Resident Fees	924.59	248.48	372.10%	5,326.92	2,500.00	213.08%
1004009 Book Sales	441.43	185.77	237.62%	2,744.30	2,000.00	137.22%
1004010 Meeting Room Deposits	25.00	10.50	238.10%	675.00	1,000.00	67.50%
1004310 Staff Purchases				-56.00	0.00	
1004401 Checking interest		7.43	0.00%	0.82	50.00	1.64%
1004402 E-Pay Interest	1,971.32	16.92	11650.83%	17,022.25	200.00	8511.13%
1004410 Unrealized Gain(Loss)	-16,179.18			-15,348.82	0.00	
1004417 Tax Escrow Interest HB		333.37	0.00%	34,090.03	4,000.00	852.25%
1004502 Donations	880.83			12,689.85	0.00	
1004503 Donations - Friends of Library				2,500.00	0.00	
1004701 Per Capita Grant		0.00		116,606.13	111,122.08	104.94%
1004702 Grants - Other				145,000.39	0.00	
1004901 Miscellaneous Income (Library)	557.67			10,852.20	0.00	
1004902 Sale of Library Used Equipment		61.79	0.00%	150.00	500.00	30.00%
1004909 Rental Income	8,050.00	8,000.00	100.63%	96,950.64	96,000.00	100.99%
2004001 Real Estate Taxes (FICA)		0.00		4,412.40	4,408.61	100.09%

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

July 2022 - June 2023

	Jun 2023			Total YTD		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
2504001 Real Estate Taxes (IMRF)		0.00		4,412.40	4,408.61	100.09%
3004001 Real Estate Taxes (Audit)		0.00		4,412.40	4,408.61	100.09%
5004001 Real Estate Taxes - Facil Fund		0.00		315,487.48	315,216.47	100.09%
7504400 Interest	284.22	4.19	6783.29%	2,478.55	50.00	4957.10%
7504450 Prime Account Interest		83.37	0.00%	3,939.75	1,000.00	393.98%
7504451 Unrealized Gain(Loss) iPrime	9,080.24			16,987.68	0.00	
7504504 Impact Fees	27,071.00	7,871.34	343.92%	155,016.00	90,000.00	172.24%
Total Income	\$ 45,741.80	\$ 21,375.47	213.99%	\$ 5,068,797.39	\$ 4,674,313.78	108.44%
Gross Profit	\$ 45,741.80	\$ 21,375.47	213.99%	\$ 5,068,797.39	\$ 4,674,313.78	108.44%
Expenses						
1015000 Administration Department				0.00	0.00	
1015001 Adminstration Salaries	22,903.65	31,083.56	73.68%	299,903.68	304,000.00	98.65%
1015002 Unemployment Insurance		0.00		2,255.23	4,000.00	56.38%
1015005 Health Insurance	-1,986.00	6,054.05	-32.80%	152,666.67	175,000.00	87.24%
1015006 Liab Ins. - Workers Comp		0.00		0.00	10,000.00	0.00%
1015011 Staff Development	42.74	1,649.13	2.59%	19,765.13	20,000.00	98.83%
1015012 Travel Expenses	267.30	1,432.15	18.66%	9,346.78	10,000.00	93.47%
1015013 Membership Dues		391.67	0.00%	7,508.90	6,000.00	125.15%
1015014 Human Resources	338.72	632.23	53.58%	1,640.00	2,000.00	82.00%
1015015 Staff Development EDI		1,666.63	0.00%	28.16	20,000.00	0.14%
1015201 Payroll Services	760.01	885.82	85.80%	9,833.54	9,500.00	103.51%
1015202 Legal Services (Library)		1,355.97	0.00%	4,918.50	5,000.00	98.37%
1015204 Bank Fees	468.90	547.72	85.61%	3,786.19	3,500.00	108.18%
1015205 Trustee Development		17.60	0.00%	583.44	2,500.00	23.34%

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

July 2022 - June 2023

	Jun 2023			Total YTD		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1015308 Office Supplies - Paper		399.46	0.00%	620.38	2,000.00	31.02%
1015310 Office Supplies - Admin		515.70	0.00%	1,818.65	4,000.00	45.47%
1015311 Postage		382.56	0.00%	4,163.40	3,500.00	118.95%
1015313 Newsletter		1,713.09	0.00%	68,236.77	64,000.00	106.62%
1015316 Printing - Legal		943.31	0.00%	952.34	2,000.00	47.62%
1015317 Telephone	1,053.82	1,067.72	98.70%	13,034.76	12,000.00	108.62%
1015318 Public Relations (Library)		4,712.92	0.00%	27,554.72	35,000.00	78.73%
1015322 Contingencies Operating Fund		1,391.67	0.00%	13,559.24	10,000.00	135.59%
1015801 Library-Wide Supplies & Events		1,036.10	0.00%	10,652.79	10,000.00	106.53%
1015802 Library-Wide EDI Public Initiat		416.63	0.00%	320.00	5,000.00	6.40%
1015805 Liab Ins. - Property/Package		0.00		35,374.63	40,000.00	88.44%
1015901 Miscellaneous Expense				218.46	0.00	
1015909 Rental Property Prof Svcs-Misc	644.00	1,704.00	37.79%	13,568.05	13,000.00	104.37%
1018003 Furniture & Fixtures		3,793.65	0.00%	2,967.48	9,880.00	30.04%
Total 1015000 Administration Department	\$ 24,493.14	\$ 63,793.34	38.39%	\$ 705,277.89	\$ 781,880.00	90.20%
1025000 Materials Management Dept				0.00	0.00	
1025001 Materials Management Salaries	8,626.65	12,152.93	70.98%	140,039.21	158,000.00	88.63%
1025306 Materials Mgmt Process Supply	296.16	2,535.68	11.68%	9,860.94	15,000.00	65.74%
1025307 OCLC		41.26	0.00%	3,327.99	3,500.00	95.09%
Total 1025000 Materials Management Dept	\$ 8,922.81	\$ 14,729.87	60.58%	\$ 153,228.14	\$ 176,500.00	86.81%
1035000 Borrower Services Department				0.00	0.00	
1035001 Borrower Services Salaries	32,705.61	38,060.39	85.93%	431,167.40	477,000.00	90.39%
1035308 Borrower Services Supplies		1,772.33	0.00%	9,567.02	12,000.00	79.73%
1035309 ILL Lost Items		41.00	0.00%	1,104.90	500.00	220.98%

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

July 2022 - June 2023

	Jun 2023			Total YTD		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1035310 Home Delivery Supplies		255.75	0.00%	1,519.15	4,000.00	37.98%
Total 1035000 Borrower Services Department	\$ 32,705.61	\$ 40,129.47	81.50%	\$ 443,358.47	\$ 493,500.00	89.84%
1045000 Adult Services				0.00	0.00	
1045001 Adult Services Salaries	32,637.26	38,232.02	85.37%	438,366.79	484,000.00	90.57%
1045101 Adult Summer Reading		282.16	0.00%	10,711.42	11,000.00	97.38%
1045102 Adult Programs	1,240.00	2,257.05	54.94%	21,525.29	20,000.00	107.63%
1045105 Portable Media Devices - Adult		269.71	0.00%	6,205.23	7,500.00	82.74%
1045106 Video Games - Adult		139.22	0.00%	2,754.88	3,000.00	91.83%
1045107 Compact Discs - Adult	190.34	315.50	60.33%	3,438.37	4,000.00	85.96%
1045108 Videos & DVDs- Adult	1,261.75	1,877.90	67.19%	13,898.64	19,000.00	73.15%
1045109 Audio Books - Adult	204.95	834.06	24.57%	10,669.41	13,000.00	82.07%
1045111 Digital Resources		18,166.63	0.00%	222,323.10	218,000.00	101.98%
1045112 Fiction - Adult	721.83	2,627.28	27.47%	23,181.71	24,000.00	96.59%
1045113 Leased Material - Adult		18.14	0.00%	27,834.15	28,000.00	99.41%
1045114 Large Print - Adult	451.10	613.65	73.51%	7,717.84	6,000.00	128.63%
1045115 Graphic Novels - Adult	45.55	206.83	22.02%	3,601.19	4,500.00	80.03%
1045116 Nonfiction - Adult	565.62	1,997.01	28.32%	20,305.33	24,000.00	84.61%
1045117 Foreign Language - Adult		808.43	0.00%	6,547.06	6,500.00	100.72%
1045118 Reference - Adult		77.82	0.00%	1,949.61	1,000.00	194.96%
1045119 Standing Orders - Adult	432.21	712.87	60.63%	6,045.86	5,000.00	120.92%
1045120 Periodicals - Adult	203.92	1,424.61	14.31%	9,976.39	8,500.00	117.37%
1045212 Instructors and Facilitators	270.00	388.94	69.42%	2,215.00	3,000.00	73.83%
1045305 Bindery		200.00	0.00%	0.00	400.00	0.00%
1045306 Microfilming Supplies		1,118.84	0.00%	3,830.00	4,000.00	95.75%

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

July 2022 - June 2023

	Jun 2023			Total YTD		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1045310 Department Supplies - Adult		408.74	0.00%	2,526.31	2,500.00	101.05%
1045405 Local History Supplies		97.43	0.00%	1,129.83	2,500.00	45.19%
Total 1045000 Adult Services	\$ 38,224.53	\$ 73,074.84	52.31%	\$ 846,753.41	\$ 899,400.00	94.15%
1055000 Youth Services				0.00	0.00	
1055001 Youth Services Salaries	30,873.60	38,608.05	79.97%	437,646.47	490,000.00	89.32%
1055101 Summer Reading - Childrens	375.00	1,688.88	22.20%	4,671.44	8,000.00	58.39%
1055102 JUV Programs		483.75	0.00%	6,721.44	7,000.00	96.02%
1055103 Databases - YS/YA		473.51	0.00%	26,356.43	24,000.00	109.82%
1055104 Downloadable Materials YS/YA		3,099.12	0.00%	5,000.00	11,500.00	43.48%
1055105 Portable Media Devices - YS/YA	-241.40	466.70	-51.72%	-241.40	2,800.00	-8.62%
1055107 Compact Discs - Children's	35.97	250.01	14.39%	309.63	1,500.00	20.64%
1055108 Videos & DVDs - Children's	35.21	1,568.60	2.24%	4,135.25	14,000.00	29.54%
1055109 Audio Books - Children's		1,464.78	0.00%	0.00	7,000.00	0.00%
1055112 Fiction - Children's	2,582.84	1,784.67	144.72%	17,471.09	16,500.00	105.89%
1055116 Nonfiction - Children's	1,100.11	3,760.68	29.25%	28,391.24	39,000.00	72.80%
1055118 Reference - Children's		666.67	0.00%	64.27	2,000.00	3.21%
1055119 Standing Orders - Children's		0.00		610.36	6,000.00	10.17%
1055120 Periodicals - Children's		500.00	0.00%	0.00	1,500.00	0.00%
1055123 Easy Fiction	3,151.58	1,704.34	184.91%	19,067.90	20,000.00	95.34%
1055310 Department Supplies - Y/S	180.55	2,257.85	8.00%	3,903.50	7,500.00	52.05%
Total 1055000 Youth Services	\$ 38,093.46	\$ 58,777.61	64.81%	\$ 554,107.62	\$ 658,300.00	84.17%
1065000 Teen Services				0.00	0.00	
1065101 Summer Reading - Teen		1,421.27	0.00%	1,697.16	5,000.00	33.94%
1065102 Teen Programs		154.71	0.00%	6,810.76	6,500.00	104.78%

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

July 2022 - June 2023

	Jun 2023			Total YTD		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1065104 Downloadable Materials - Teen		125.00	0.00%	0.00	1,500.00	0.00%
1065105 Portable Media Devices - Teen		166.63	0.00%	0.00	2,000.00	0.00%
1065108 Videos & DVDs - Teen	31.48	347.97	9.05%	522.53	1,500.00	34.84%
1065112 Fiction - Teen	1,826.74	1,333.36	137.00%	10,165.85	12,000.00	84.72%
1065116 Nonfiction - Teen		107.85	0.00%	3,287.95	5,000.00	65.76%
1065310 Department Supplies - Teen		83.37	0.00%	772.28	1,000.00	77.23%
Total 1065000 Teen Services	\$ 1,858.22	\$ 3,740.16	49.68%	\$ 23,256.53	\$ 34,500.00	67.41%
1075000 Community Relations Dept				0.00	0.00	
1075001 Community Relations Salaries	8,633.60	9,184.36	94.00%	107,760.88	120,000.00	89.80%
1075310 Comm. Relations Supplies		365.85	0.00%	7.50	1,000.00	0.75%
Total 1075000 Community Relations Dept	\$ 8,633.60	\$ 9,550.21	90.40%	\$ 107,768.38	\$ 121,000.00	89.06%
1095000 Technology				0.00	0.00	
1015314 Web Page Development	90.00	1,957.31	4.60%	1,080.00	6,000.00	18.00%
1095206 Pinnacle Cooperative		10,854.59	0.00%	68,384.39	65,000.00	105.21%
1095207 Technology Maintenance		0.00		58,389.95	70,000.00	83.41%
1095209 Email & Web Hosting Fees		127.55	0.00%	794.03	600.00	132.34%
1095210 Lease Agreements	6,393.79	2,266.30	282.12%	38,983.62	27,000.00	144.38%
1095211 Subscription Services		8,621.30	0.00%	35,031.89	65,000.00	53.90%
1095301 Software		1,909.68	0.00%	5,118.76	8,000.00	63.98%
1095302 Computer Supplies		348.90	0.00%	2,175.24	2,000.00	108.76%
1095303 Data Lines	219.95	260.00	84.60%	2,639.40	2,700.00	97.76%
1095304 Computers (Library)	103.45	4,289.93	2.41%	22,858.99	26,000.00	87.92%
Total 1095000 Technology	\$ 6,807.19	\$ 30,635.56	22.22%	\$ 235,456.27	\$ 272,300.00	86.47%
2005011 FICA Expense	10,781.73	13,825.65	77.98%	147,247.79	165,000.00	89.24%

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

July 2022 - June 2023

	Jun 2023			Total YTD		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
2505012 IMRF Expense-ER	13,566.38	29,530.61	45.94%	188,091.35	225,000.00	83.60%
3005218 Audit Expense				8,890.00	0.00	
5085000 Facilities Expenses				0.00	0.00	
5085001 Facilities Salaries	8,501.97	10,212.11	83.25%	110,810.42	117,000.00	94.71%
5085212 Custodial Services	3,608.00	3,509.36	102.81%	42,350.00	41,000.00	103.29%
5085213 Disposal Services	572.50	612.62	93.45%	6,915.91	6,000.00	115.27%
5085214 Facilities Maint Agreement	385.31	488.75	78.84%	5,881.81	5,000.00	117.64%
5085215 Equipment Maintenance Agreement	599.15	360.41	166.24%	9,655.40	10,000.00	96.55%
5085216 Building Repair		7,854.64	0.00%	26,379.55	35,000.00	75.37%
5085217 Equipment Repair	1,811.92	3,142.33	57.66%	9,550.38	15,000.00	63.67%
5085399 Contingencies		3,333.34	0.00%	0.00	20,000.00	0.00%
5085601 Utilities - Electric	6,810.31	4,780.21	142.47%	32,068.27	40,000.00	80.17%
5085602 Utilities - Gas	197.98	144.29	137.21%	6,466.28	6,000.00	107.77%
5085603 Utilities - Water	288.98	254.97	113.34%	3,568.42	3,500.00	101.95%
5085604 Building Supplies		675.27	0.00%	5,408.30	8,000.00	67.60%
5085605 Equipment & Tools		2,510.66	0.00%	2,338.38	6,000.00	38.97%
5085606 Janitorial Supplies	4,582.00	4,310.07	106.31%	19,497.45	20,000.00	97.49%
5085611 Rental Prop Util/Trash/Water	400.82	1,666.63	24.05%	7,892.28	20,000.00	39.46%
5085909 Rental Prop General Maint		1,250.00	0.00%	15,295.72	15,000.00	101.97%
Total 5085000 Facilities Expenses	\$ 27,758.94	\$ 45,105.66	61.54%	\$ 304,078.57	\$ 367,500.00	82.74%
66900 Reconciliation Discrepancies				0.00	0.00	
7505213 Legal services		806.35	0.00%	2,407.50	2,000.00	120.38%
7505214 Architechural Services	41,532.00	4,166.63	996.78%	263,756.08	50,000.00	527.51%
7508005 Real Estate Acquisition				6,961.97	0.00	

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

July 2022 - June 2023

	Jun 2023			Total YTD		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
7508008 Building Improvements		67,885.78	0.00%	29,275.00	150,000.00	19.52%
7508909 Rental Prop Bldg Improvements		416.63	0.00%	1,213.90	5,000.00	24.28%
Total Expenses	\$ 253,377.61	\$ 456,168.37	55.54%	\$ 4,021,128.87	\$ 4,401,880.00	91.35%
Net Operating Income	-\$ 207,635.81	-\$ 434,792.90	47.76%	\$ 1,047,668.52	\$ 272,433.78	
Net Income	-\$ 207,635.81	-\$ 434,792.90	47.76%	\$ 1,047,668.52	\$ 272,433.78	

Wednesday, Jul 12, 2023 10:43:04 AM GMT-7 - Accrual Basis

Check number	Check date	Vendor name	Account number	Account name	Amount
--	06/19/2023	Baker & Taylor - Continuation Service	0001013	Checking Account Chase Bank	-\$451.98
--	06/30/2023	Baker & Taylor Books-	0001013	Checking Account Chase Bank	-\$19.18
11040	06/06/2023	Rand, Janet	0001013	Checking Account Chase Bank	-\$110.00
11041	06/06/2023	Johns, Catherine	0001013	Checking Account Chase Bank	-\$75.00
11042	06/06/2023	Rand, Janet	0001013	Checking Account Chase Bank	-\$120.00
11043	06/06/2023	Plainfield Shorewood Area Chamber	0001013	Checking Account Chase Bank	-\$100.00
11044	06/06/2023	Village of Plainfield	0001013	Checking Account Chase Bank	-\$253.67
11045	06/06/2023	Village of Plainfield	0001013	Checking Account Chase Bank	-\$124.58
11046	06/06/2023	Village of Plainfield	0001013	Checking Account Chase Bank	-\$116.89
11047	06/06/2023	Weblinx Incorporated	0001013	Checking Account Chase Bank	-\$90.00
11048	06/13/2023	Accurate Employment Screening, LLC	0001013	Checking Account Chase Bank	-\$278.48
11049	06/13/2023	Advantage Archives, LLC	0001013	Checking Account Chase Bank	-\$1,940.00
11050	06/13/2023	Anderson Pest Solutions	0001013	Checking Account Chase Bank	-\$99.30
11051	06/13/2023	Children's Plus Inc.	0001013	Checking Account Chase Bank	-\$4,523.75
11052	06/13/2023	Cintas	0001013	Checking Account Chase Bank	-\$240.38
11053	06/13/2023	Complete Cleaning Company	0001013	Checking Account Chase Bank	-\$5,168.00
11054	06/13/2023	Cross Points Sales, Inc.	0001013	Checking Account Chase Bank	-\$150.00
11055	06/13/2023	ENGIE Resources LLC	0001013	Checking Account Chase Bank	-\$2,917.19
11056	06/13/2023	Groot, Inc.	0001013	Checking Account Chase Bank	-\$572.50
11057	06/13/2023	MCBV Multicultural Books & Videos	0001013	Checking Account Chase Bank	-\$1,596.00
11058	06/13/2023	Metronet	0001013	Checking Account Chase Bank	-\$1,026.67
11059	06/13/2023	Quench USA, INC	0001013	Checking Account Chase Bank	-\$599.15
11060	06/13/2023	Nicor Gas	0001013	Checking Account Chase Bank	-\$313.63
11061	06/13/2023	T-Mobile	0001013	Checking Account Chase Bank	-\$202.10
11062	06/13/2023	TBS - Today's Business Solutions, Inc.	0001013	Checking Account Chase Bank	-\$4,048.00
11063	06/13/2023	Tri-K	0001013	Checking Account Chase Bank	-\$1,713.28
11064	06/13/2023	Scholastic Library Publishing	0001013	Checking Account Chase Bank	-\$37.48
11065	06/13/2023	Sherwin Williams	0001013	Checking Account Chase Bank	-\$323.27
11066	06/13/2023	The Sherwin Williams Co.	0001013	Checking Account Chase Bank	-\$46.81
11067	06/14/2023	Hispanic Food Communications, Inc.	0001013	Checking Account Chase Bank	\$0.00
11068	06/14/2023	Hispanic Food Communications, Inc.	0001013	Checking Account Chase Bank	-\$200.00
11070	06/19/2023	Baker & Taylor Books-	0001013	Checking Account Chase Bank	-\$14,727.24
11071	06/19/2023	Center Point Large Print	0001013	Checking Account Chase Bank	-\$49.14
11072	06/20/2023	Midwest Tape, LLC	0001013	Checking Account Chase Bank	-\$4,706.02
11073	06/20/2023	Catapult- Formerly CAI & TEA	0001013	Checking Account Chase Bank	-\$35.00

Check number	Check date	Vendor name	Account number	Account name	Amount
11074	06/20/2023	McKula Inc. Twig Technologies & Ruetttiger, Tonelli & Associates, Inc.	0001013	Checking Account Chase Bank	-\$1,500.00
11075	06/20/2023	Fun Bounces Rental	0001013	Checking Account Chase Bank	-\$3,200.00
11076	06/20/2023	Elan Financial Services	0001013	Checking Account Chase Bank	-\$375.00
11077	06/21/2023	Franklin, Lynne; Lynne Franklin Wordsmith	0001013	Checking Account Chase Bank	-\$13,889.73
11078	06/22/2023	Baker & Taylor Books-	0001013	Checking Account Chase Bank	-\$75.00
11079	06/27/2023	Chicago Tribune	0001013	Checking Account Chase Bank	-\$335.11
11080	06/27/2023	ComEd	0001013	Checking Account Chase Bank	-\$203.92
11081	06/27/2023	Daily Southtown	0001013	Checking Account Chase Bank	-\$105.86
11082	06/27/2023	ENGIE Resources LLC	0001013	Checking Account Chase Bank	-\$111.50
11083	06/27/2023	Gale / Cengage Learning	0001013	Checking Account Chase Bank	-\$3,759.79
11084	06/27/2023	Midwest Tape, LLC	0001013	Checking Account Chase Bank	-\$238.12
11085	06/27/2023	Nicor Gas	0001013	Checking Account Chase Bank	-\$289.93
11086	06/27/2023	Weblinx Incorporated	0001013	Checking Account Chase Bank	-\$25.32
11087	06/27/2023	ComEd	0001013	Checking Account Chase Bank	-\$90.00
11088	06/27/2023	Nicor Gas	0001013	Checking Account Chase Bank	-\$133.33
11089	06/27/2023	Nicor Gas	0001013	Checking Account Chase Bank	-\$38.11
11090	06/27/2023	Aflac	0001013	Checking Account Chase Bank	-\$172.66
11091	06/30/2023	Baker & Taylor Books-	0001013	Checking Account Chase Bank	-\$317.48
11092	06/30/2023	Cintas	0001013	Checking Account Chase Bank	-\$6,872.64
11093	06/30/2023	CIT	0001013	Checking Account Chase Bank	-\$198.34
11094	06/30/2023	Gale / Cengage Learning	0001013	Checking Account Chase Bank	-\$2,345.79
11095	06/30/2023	Society of American Archivists	0001013	Checking Account Chase Bank	-\$169.10
11096	06/30/2023	Whitmore Ace	0001013	Checking Account Chase Bank	-\$233.00
11097	06/30/2023	Accurate Employment Screening, LLC	0001013	Checking Account Chase Bank	-\$44.99
11098	06/30/2023	Cavendish Square	0001013	Checking Account Chase Bank	-\$60.24
11122	06/30/2023	Midwest Tape, LLC	0001013	Checking Account Chase Bank	-\$204.44
11123	06/30/2023	Tri-K	0001013	Checking Account Chase Bank	-\$155.53
11124	06/30/2023	Midwest Tape, LLC	0001013	Checking Account Chase Bank	-\$4,582.00
11125	06/30/2023	Sheehan Nagle Hartray Architects, Ltd.	0001013	Checking Account Chase Bank	-\$368.38
11126	06/30/2023		0001013	Checking Account Chase Bank	-\$80,482.50
Total					-\$167,552.50

June 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	2,820,219.73	186,282.02	66,707.35	462,090.68	1,000.00	3,536,299.78
Deposits	1,909,596.36	498,484.57		1,288.35	1,321.03	2,410,690.31
Transfer In	0.00					0.00
Interest Earned	7,820.69		284.22	1,971.32		10,076.23
Total Receipts	1,917,417.05	498,484.57	284.22	3,259.67	1,321.03	5,957,066.32
Checks Cleared	(300,000.00)	(90,662.52)				(390,662.52)
Transfers Out					(1,288.35)	(1,288.35)
Payroll Fees		(760.01)				(760.01)
Bank Fees		(270.81)			(32.68)	(303.49)
FSA		(1,643.88)				(1,643.88)
Payroll		(140,672.54)				(140,672.54)
IMRF		(21,430.61)				(21,430.61)
457 Payment		(3,517.68)				(3,517.68)
Total Disbursements	(300,000.00)	(258,958.05)	0.00	0.00	(1,321.03)	(560,279.08)
Ending Balance	4,437,636.78	425,808.54	66,991.57	465,350.35	1,000.00	5,396,787.24

FY2023 Investment Activity

	PMA	First Midwest	Total
Beginning Balance	1,140,827.78	1,716,873.92	2,857,701.70
Deposits	0.00	0.00	0.00
Market Adjustments	4,296.49	0.00	4,296.49
Interest Earned	4,783.75	3,507.62	8,291.37
Total Receipts	9,080.24	3,507.62	12,587.86
Market Adjustments	0.00	(19,686.80)	(19,686.80)
Transfers Out	0.00	0.00	0.00
Total Disbursements	0.00	(19,686.80)	(19,686.80)
Ending Balance/Cost	1,149,908.02	1,700,694.74	2,850,602.76

FY23 Fund Activity 07/01/22 - 6/30/2023

	Library	Audit	Building & Maintenance	FICA	IMRF	Reserve	Total
Tax Revenue	\$3,802,376.43	\$4,412.40	\$315,487.48	\$4,412.40	\$4,412.40	\$0.00	\$4,131,101.11
Other Revenue	\$723,510.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$723,510.02
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$155,016.00	\$155,016.00
Interest	\$51,113.10	\$0.00	\$0.00	\$0.00	\$0.00	\$6,418.30	\$57,531.40
Investment Gain(Loss)	(\$15,348.82)	\$0.00	\$0.00	\$0.00	\$0.00	\$16,987.68	\$1,638.86
Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$4,561,650.73	\$4,412.40	\$315,487.48	\$4,412.40	\$4,412.40	\$178,421.98	\$5,068,797.39
Payroll	\$1,854,884.43	\$0.00	\$110,810.42	\$0.00	\$0.00	\$0.00	\$1,965,694.85
Personnel Expenses	\$203,044.41	\$0.00	\$0.00	\$147,247.79	\$188,091.35	\$0.00	\$538,383.55
Technology	\$235,456.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$235,456.27
Other Expenses	\$775,821.60	\$8,890.00	\$193,268.15	\$0.00	\$0.00	\$303,614.45	\$1,281,594.20
Total Expenses	\$3,069,206.71	\$8,890.00	\$304,078.57	\$147,247.79	\$188,091.35	\$303,614.45	\$4,021,128.87
Net Income	\$1,492,444.02	(\$4,477.60)	\$11,408.91	(\$142,835.39)	(\$183,678.95)	(\$125,192.47)	\$1,047,668.52

Plainfield Public Library District
Director's Report
Lisa Pappas, Director
July 14, 2023

Renovation Planning Update

Representatives from SNHA and Shales McNutt will be in attendance with updates to renovation cost estimates.

Building Sites & Maintenance Ordinance

This ordinance is on the agenda to be passed prior to the passage of the levy, as recommended by our attorney. This makes it clear the Board intended to incorporate in the levy its prior action on the Building, Sites & Maintenance/.02% tax fund. The majority of the Library's annual maintenance budget, including salaries for the Facilities Department is funded through this special fund.

Secretary's Minutes Audit

One of the requirements of the Illinois Public Library Annual Report (IPLAR) is an annual audit of Secretary's Minutes. Two trustees need to volunteer or are appointed to conduct the audit, which consists of reading through the minutes and check that there are complete minutes for each meeting held during the fiscal year (including closed session minutes not yet available to the public), that each is signed by the Board Secretary or Secretary Pro Tem and that Board actions are properly recorded in the minutes. The report is due to the Illinois State Library on September 1, so we generally request that each of the two trustees complete the audit prior to the August Board Meeting.

Managed IT Services Proposals

Proposals are due by the end of the day on Friday, July 14. The Admin team and Head of Facilities will review the proposals and have vendor recommendations at the meeting. The RFP (Request for Proposals) is included in the packet.

Village Staff Presentation re: Sterling Bay Development

Village staff will be presenting information on the Sterling Bay development that I told you about at the May meeting. This is an industrial development at Frontage Road/143rd Street where there are no utilities. The Village is looking to do a set-up with the taxing bodies similar to the 143rd Street expansion agreement. Information on this development is in the packet.

Memo from Attorney re: Eligibility for State Grants

Included in the packet is the memo we received from attorney Roger Ritzman regarding the recently signed Public Act that goes into effect 1.1.24 eliminating eligibility for state funded grants to libraries who do not adopt and follow the Library Bill of Rights. Our Collection Development policy states we follow the ALA Library Bill of Rights.

Meetings Attended

06.15 Quarterly Check-in with Finance Manager, Sally Wold
Quarterly Check-in with Administrative Services Manager, Aimee Hartley

06.16 Quarterly Check-in with Head of Facilities, Lance Agne
Pinnacle Governing Board meeting @ Crest Hill Library

06.19 Weekly meeting with Head of CE&M, Tracey Lane
Vendor meeting: Outgoing Managed IT vendor, TechProLogic

06.20 Vendor meeting: Managed IT, OSG and StratusComm
Quarterly Check-in with Head of Borrower Services, Marisa Barys

06.21 Weekly meeting with Interim YTS Supervisor, Katie Gulas
Board meeting

06.22 Intergovernmental entities meeting at Village

06.27 Vendor meeting: Managed IT, ComputerView
Leadership Team meeting

06.28 Vendor meeting: T-Mobile (setting up Government account)
Weekly meeting with Interim YTS Supervisor, Katie Gulas

06.29 Vendor meeting: Managed IT, WebIT and BKS
Bi-weekly meeting with Head of MM, Rebecca Pfenning

06.30 Directors Coaching Group: Hinsdale Library

07.06 Newsletter/Program Guide Review meeting

07.07 Vendor meeting: MetroNet
Vendor meeting: Managed IT, Verity

07.10 Weekly meeting with Head of CE&M, Tracey Lane

07.11 Vendor meeting: Managed IT, BKS
PIC Quarterly meeting
Leadership Team meeting

07.12 Weekly meeting with Interim YTS Supervisor, Katie Gulas

07.13 Vendor meeting: Managed IT, OSG
Weekly meeting with Head of Adult Services, Lauren Pierce

07.14 LIRA Annual meeting @ AJ Gallagher in Rolling Meadows

Monthly Report

Adult Summer Reading Program

1,031 adults have registered for the *Find Your Voice!* Adult Summer Reading Program. The 600-page prize (pictured right) is a blue work apron.



Staff Shout Out

Email from Tracey M. about Jessica:

"I want to tell you about someone very special, a young lady who helped a techno-challenged woman like me to get things done due to my personal printer at home was not working. She patiently assisted me and taught me some things, how to use google docs which I had no idea existed.

She was awesome!! It is so wonderful having people in your establishment like Jessica!"



Werk Force Brewing Tasting

25 attendees joined the Library for a tasting and tour at Work Force Brewing Co. here in Plainfield. Learning about a local business was fun for all, and the Library has already received requests to host this program again.

Pride Month Events

- Pride Buttons on June 1
- Pride Mini Heart Felt Garland Take & Make on June 3
- LGBTQIA+ Law on June 8



STATISTICS

3D Print Requests	1
Adult Program Attendees	240
Book-a-Librarian Sessions	8
ELL Program Attendees	282
Online Resources Sessions	1,495
Proctoring Sessions	7
Public Computer Sessions	679
Questions Answered	1,847
Tech Training Attendees	10

June Book Displays

- *Pride Month* (Colette/Jessica)
- *Beach Blanket Books* (Lisa K.)
- *Historical Mysteries* (Lisa K.)
- *Juneteenth* (Linda)
- *Men Can Cook* (Tina)
- Graphic Novels: *Splash Aquaman* (Debi)

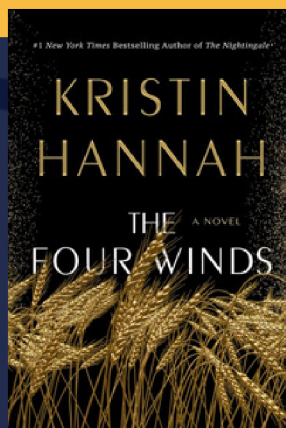


Adult Take & Make: Mosquito Prevention Garden

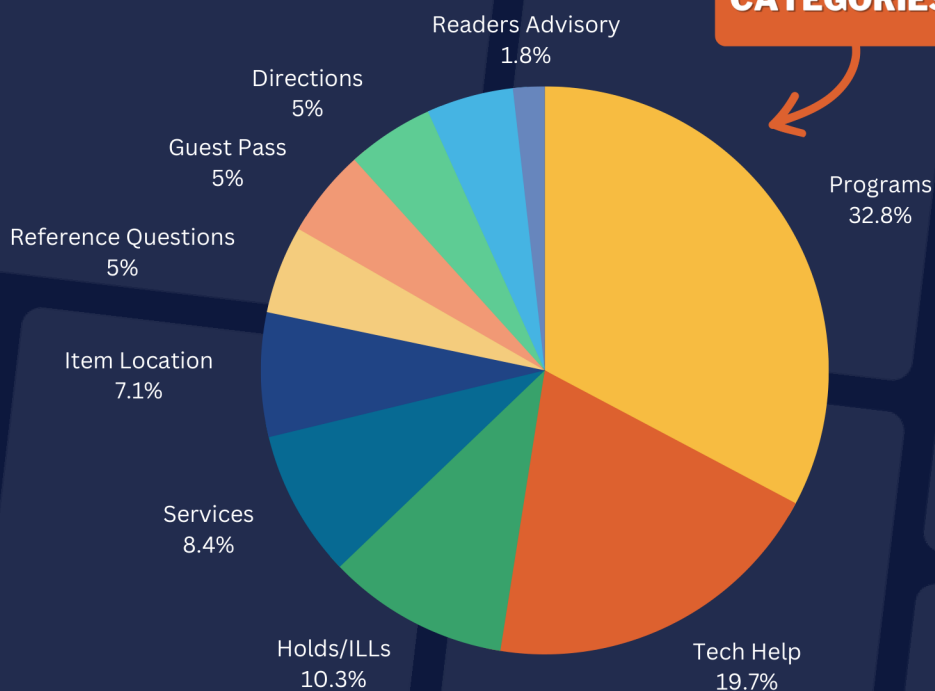
All 25 kits were claimed and included soil, pots, and seeds to grow mosquito repelling plants such as marigolds.

A Novel Idea Book Club

Colette and Jessica led a discussion of *The Four Winds* by Kristin Hannah this month.



TOP 10 QUESTION CATEGORIES





COMMUNITY RELATIONS



Board Report | June 2023



Prepared by Tracey Lane
Head of Community Engagement
& Marketing



Events & Meetings

- PSACC Board meeting
- Kiwanis Club Meeting
- Kiwanis Fundraiser
- WYSK Fundraiser
- Women in Business Conference
- Patron Point check-in meeting
- Pinnacle Marketing Meeting
- 5K Meeting
- Crossroads Fest Meeting
- Volunteered at Cruise Nights



CE&M Happenings



Ongoing Projects

- We have one more traveling StoryWalks coming up
 - August 9 at Tamarack Settlement Park
- We had over 100 people enter our StoryWalk Ice Cream contest that was being promoted in Settlers' Park.
- The Settlers' Park Storywalk will be changed out at the end of July.
- We are continuing to onboard our new targeted email software. We are working on:
 - Email campaign for lapsed cardholders
 - Hold and overdue notices are now branded and being sent through Patron Point
- 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 that incorporates local breweries and coffee shops. It will take place in early 2024.
- We have been busy taking photos at programs to build our photo library.
- The new StoryWalk was installed at Clow Stephens Park. We are having a Grand Opening Pet Event on Saturday, September 9 with the Park District. We will have rescues, reading to pets, crafts, pet vendors, free pet photos, food trucks and costumed characters.



The new Plainfield StoryWalk was installed at Clow Stephens Park in partnership with the Plainfield Park District.



COMMUNITY RELATIONS BY THE NUMBERS



Google Ads Stats

Campaign	Impressions	Click Through Rate	Cost*
Virtual	6,854	13.1%	\$4,228.18
Library	1,712	14.6%	\$7,058.17
Resources	1,027	8%	\$515.30

*All costs are waived through the Ad Grants program.



Social Media Stats

Dashboard



Email stats



ENews Weekly Averages

MESSAGES SENT
23,883

OPEN RATE
28.2%

New Cardholder Message Totals

MESSAGES SENT
1,636

OPEN RATE
55%

Re-engagement Message Totals

MESSAGES SENT
0

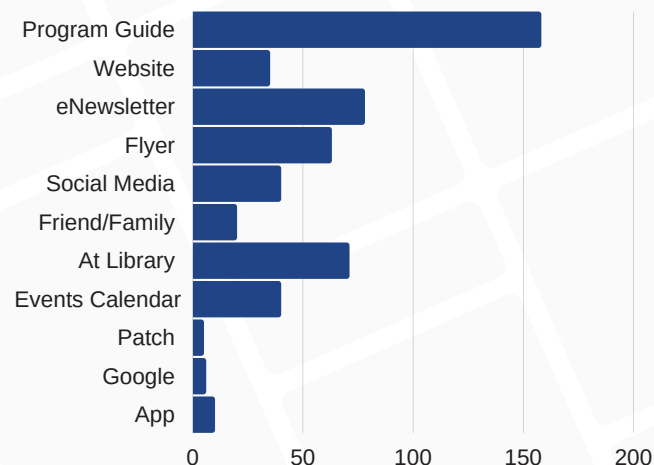
OPEN RATE
0

We are still onboarding our new system - data pending

Program Sign Up Stats



How Patrons Learned About June Programs



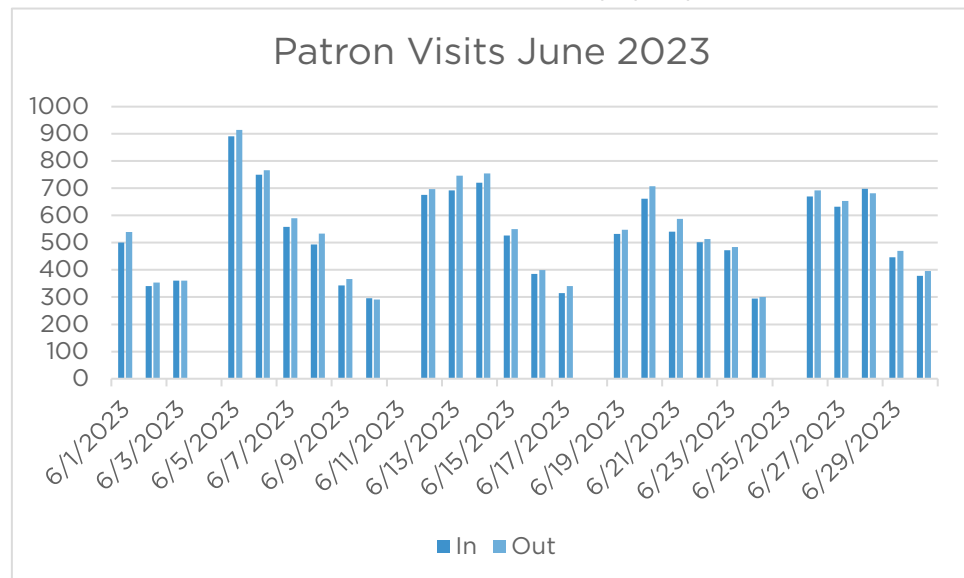
FACILITY REPORT

LANCE AGNE, HEAD OF FACILITIES

MONTHLY FACILITIES DEPARTMENT RECAP

June was filled with getting the outdoor areas of the library set up and maintained for the summer visitors. There was a lot of weeding and tending to the garden areas of the Library as well as the grassy area. We experienced some long weeks without much rain, so the lawns and gardens were slightly watered to maintain their dormancy.

We saw an increase of patron visits from 2022. There were three thousand more visitors this month than last year, this month. We have seen a slight increase in the use of consumables, such as paper products, which coincides



Plans for next month will be to continue working on building items that will not be addressed in the remodel and normal maintenance items on the mechanical systems. We will be doing some carpet cleaning, spot carpet cleaning in the next month as well.

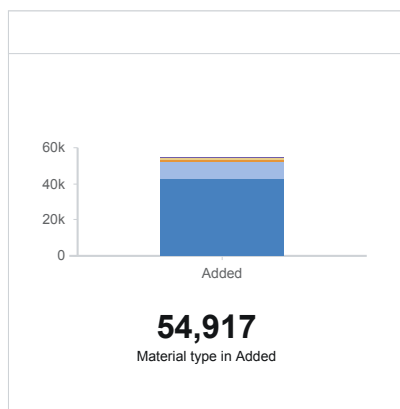
The community garden is flourishing. Several vegetables have been sprouting up and maintenance at the garden has been minimal.



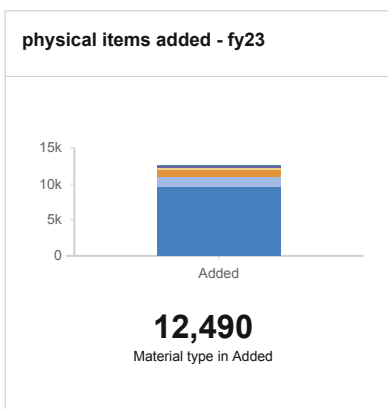
You can view this report online and interact with charts and data here:
<https://stories.opengov.com/plainfieldpubliclibraryil/published/OGEU5PLPF>

Stats and Charts

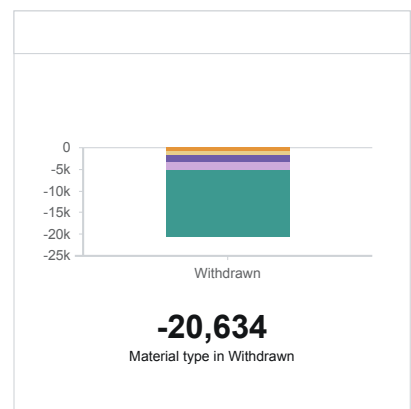
Items added to the
Plainfield Area Public
Library in FY23.



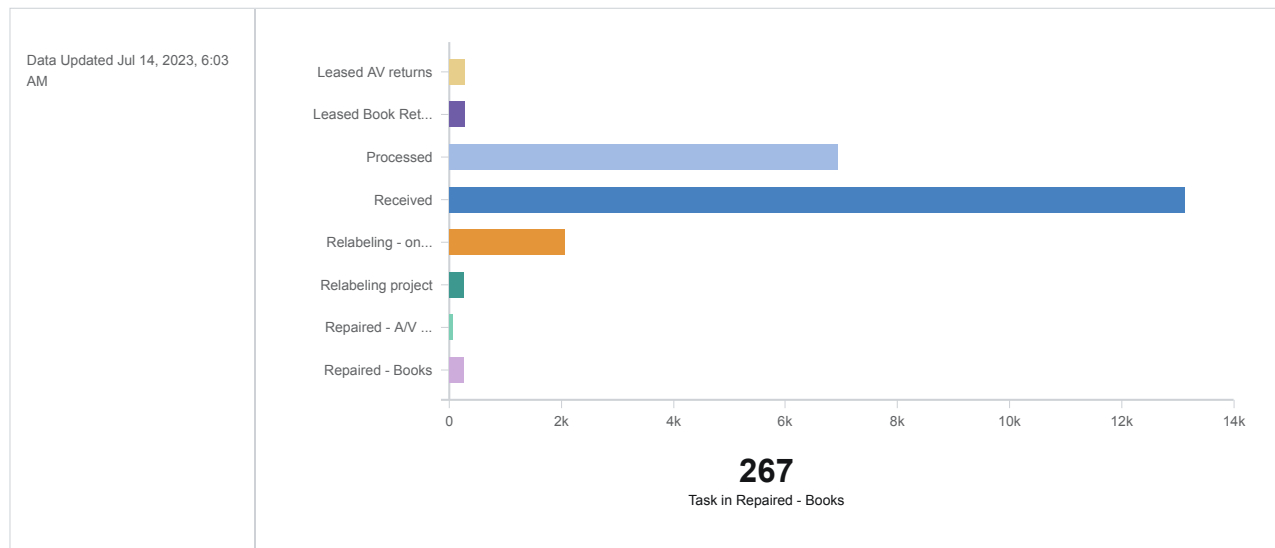
Physical items added
to the Plainfield Area
Public Library in FY23
(excludes
eResources).



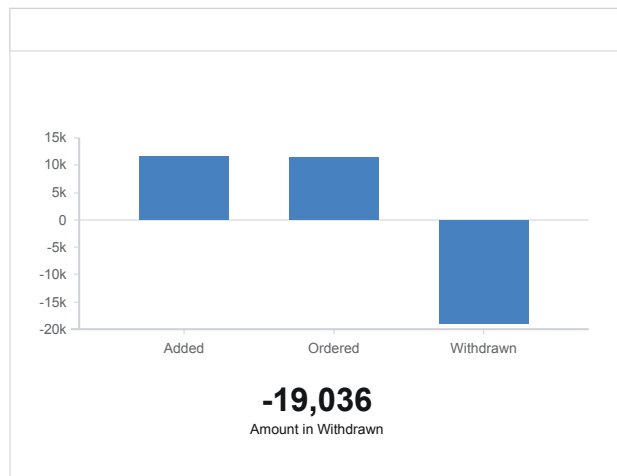
Physical items
removed from the
Plainfield Area Public
Library in FY23
(excludes
eResources).



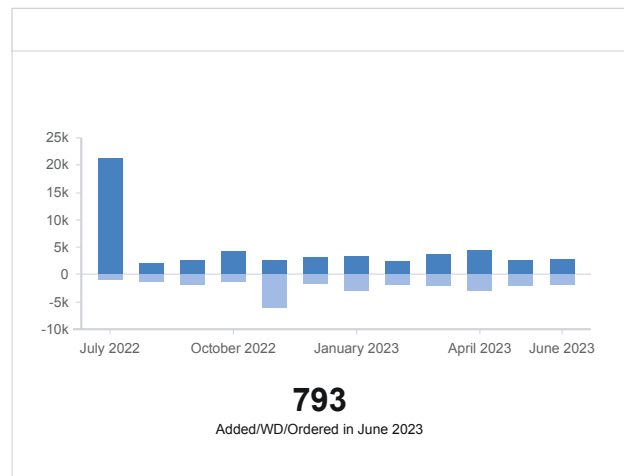
Items received and processed by Materials Management in FY23



Items added vs. ordered vs. withdrawn in FY23. (physical only- no eResources)

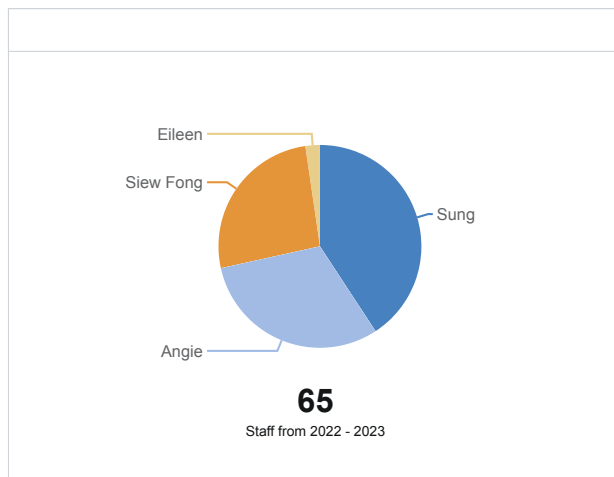
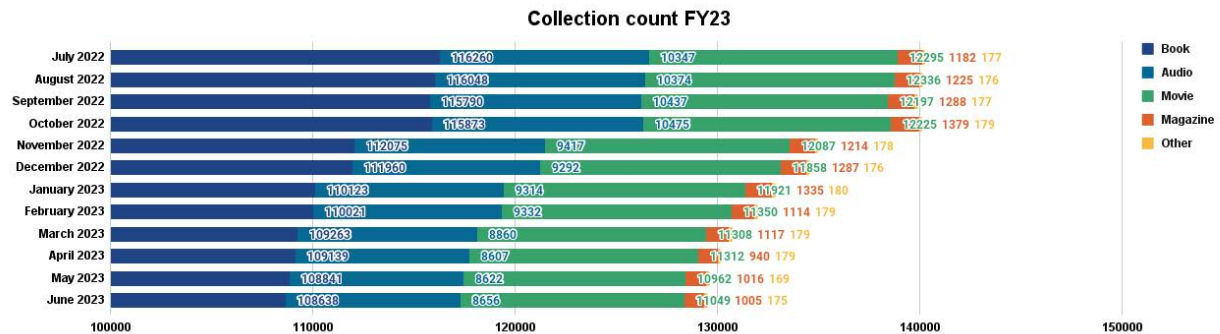


Items added vs. withdrawn by month in FY23.



This report includes eResources so you will notice a slight difference in the total of added from this report to the previous.

Monthly collection count by material type for FY23.



Staff completed 65 hours of continuing education this year!

PROJECT STATS

SERIES CLEANUP

The series cleanup project is a Pinnacle wide project to make sure all copies and titles in a book series have the same author and name of the series.



JUVENILE REFERENCE MADE CIRCULATING



We decided to make more of the Juvenile Reference materials available for checkout. So now kids can take home these useful resources!

NEW FAMILY ACCESSIBILITY COLLECTION

Accessibility items provide support for children of all abilities in areas of physical, mental and emotional development. From a storytime cube to a talking pen to a balance board, there is something for everyone!



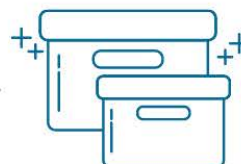
PINNACLE DEI HEADINGS



The Technical Services Pinnacle group continues to work on adding local (Pinnacle specific) headings for topics in equity, diversity and inclusion. These headings will make it easier to track stats, as well as help selectors create book lists and shelf displays while creating more access points for patrons!

COLLECTION EVALUATION PROJECT - HEAVY WEEDING

We have begun a large scale library-wide project of collection evaluation for assessing our collections at a macro level as well as preparing for a renovation. The first step in this process is a heavy weeding of the collections. See below for detailed timeline.



June updates

Heavy Weeding project

June:

- Adult Nonfiction 900s completed
 - Results
 - 672 items removed
 - **Down from 33% dead in January 2023 to 20% dead in June 2023**
- Adult World Languages (Polish and Urdu) completed
 - Results
 - Urdu collection eliminated
 - Polish
 - 185 items removed
 - **Down from 22% dead in February 2023 to 1% dead in June 2023**

New temporary Cataloging Specialist - meet Larissa!

Hello! My name is Larissa Ester and I am the new temporary cataloger. I am originally from Mulvane, Kansas, a small town with a population of roughly 6,000 people. I graduated with my Bachelor's degree in French Language and Literature from Kansas State University in 2019 and my MLIS from Louisiana State University in 2022. Before becoming a librarian, I taught 6th grade in Baton Rouge, Louisiana; however, I discovered that I was more passionate about librarianship and I made the career change. When I'm not at work, you can find me at the bowling alley, eating at a new restaurant, or traveling around the country! I have just recently moved to Illinois with my fiancé and am super excited to get to know the community and to begin working at the Plainfield Area Public Library!



YOUTH & TEEN SERVICES MONTHLY REPORT

Statistics

23

Total On-site
Programs

1,155

On-site program
attendance

11

Total Off-site
Programs

680

Off-site program
attendance

6

Self-directed
Activities

1,119

Self-directed
activity
Participants

304

Teen Volunteer
Hours Earned

10

Teen Volunteer
Items made

YTS in the Summer

In the month of June, YTS registered 1,375 kids, 434 teens, and 123 babies for the Summer Reading Program.

Programs are filling up in minutes and YTS staff has responded on more than one occasion by expanding or adding sessions onto programs to accommodate demand.

Tracey, Jodie, Jennifer, and Rachel attended the ALA Annual Conference in Chicago.

Outreach

School Visits/
Community Events

7

Number of
Patrons
reached

715*

*This number includes
preschool/daycare visits and
Movies in the Park.

YOUTH & TEEN SERVICES MONTHLY REPORT

Patron Feedback & Pictures

"Thank you so much for hosting this event. My child and her friends had so much fun. Our libraries and librarians are the BEST!" Lynda Maki about the Foam Party

"That's awesome! Thanks for expanding it. My kids were bummed when the registration was full. You made their day!"

-Kristin Diane about the expansion of the Foam Party

"We loved it! My son wishes there was another one tomorrow!"

-Sarah Eriksen about VIP Birdwatching

"You guys are as popular as Taylor Swift!"

-parent comment about trying to sign up for
Library programs this summer.



Foam Party



Nanny Nikki Concert



Animal Quest



What Happens When I Dial 911?

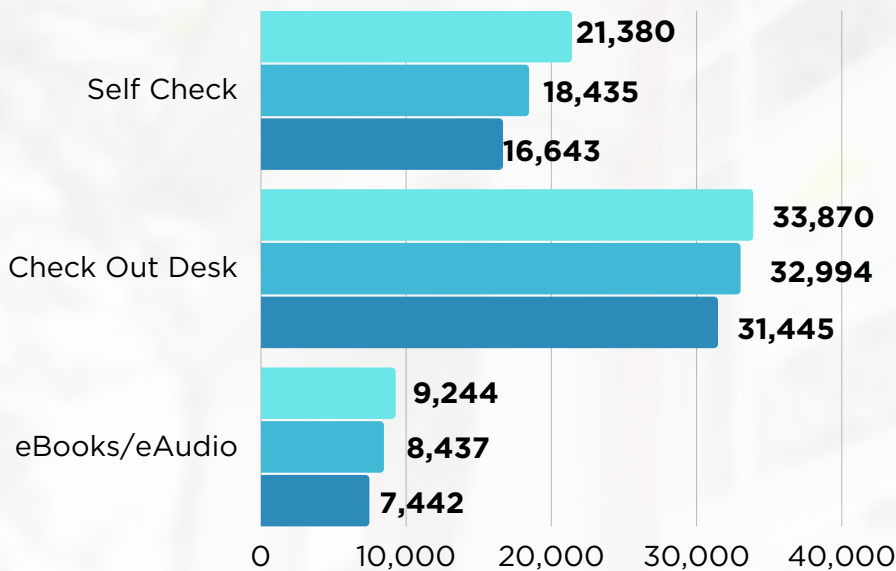


Storytime with Horses

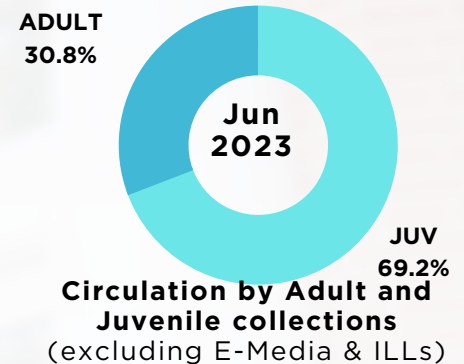
More photos from SRP 2023 programs can be found in albums on the Library's Flickr account:
<https://www.flickr.com/photos/plainfieldpubliclibrarydistrict>

BORROWER SERVICES NEWS

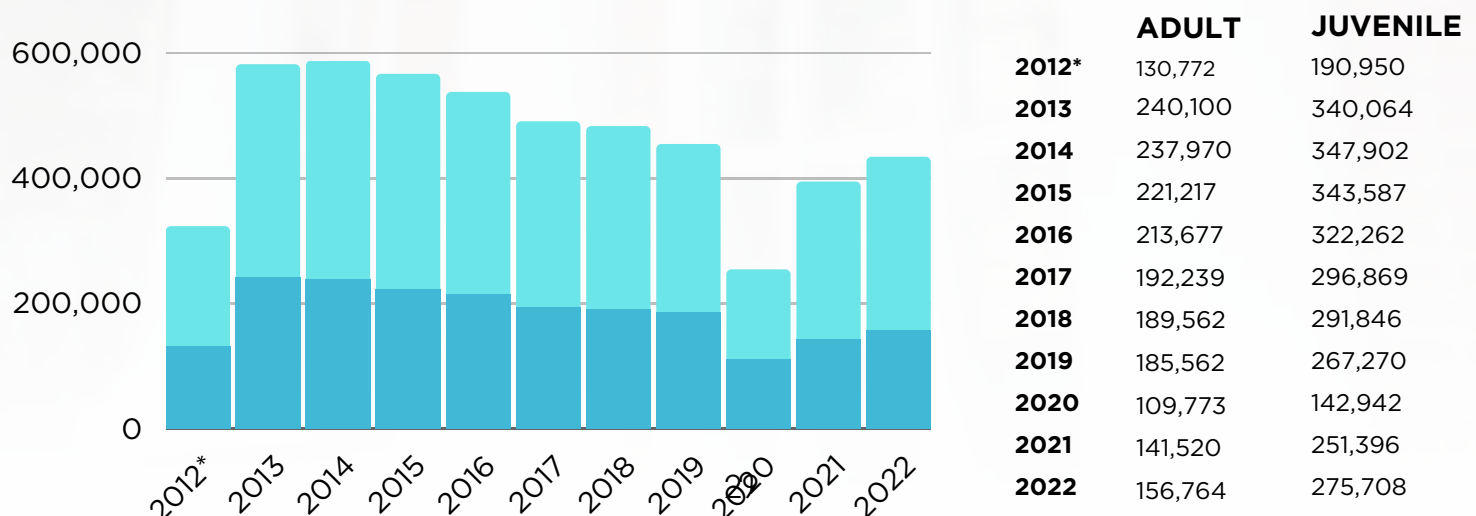
MONTHLY CIRCULATION STATISTICS



Total Jun 2023	64,494
Total Jun 2022	59,866
Total Jun 2021	55,530



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



CARDHOLDER STATISTICS

MONTHLY CARDHOLDERS

Total Jun 2021	37,782
Total Jun 2022	30,386
Total Jun 2023	30,610*

274

NEW
ADULT
CARDS

194

NEW
JUVENILE
CARDS

309

NEW
HOUSEHOLD
CARDS

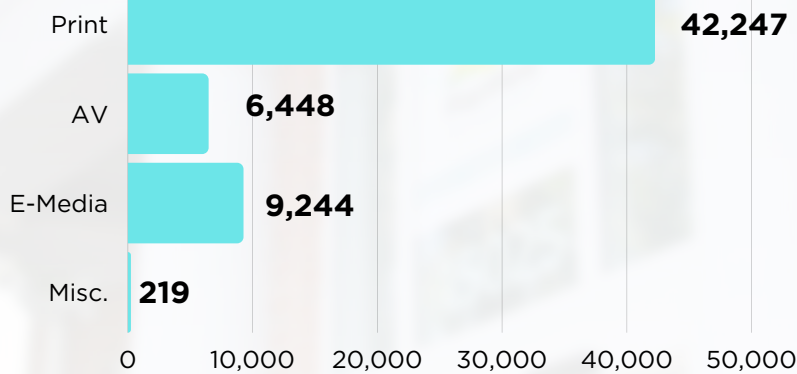
*3 years of purging cards took place causing the number to drop.

FYTD NEW HOUSEHOLD CARDS

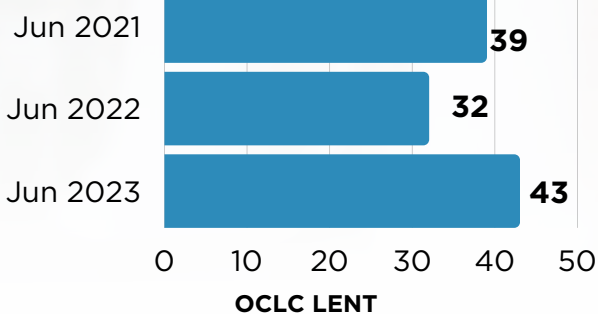
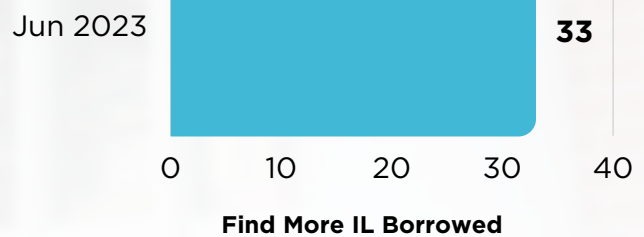
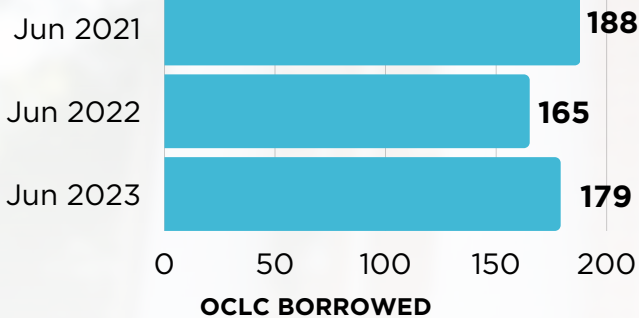
2,177 CARDS

MATERIALS STATISTICS

MATERIAL TYPE



MONTHLY INTERLIBRARY LOAN





MONTHLY LOCKER & CURBSIDE STATISTICS

PEHS Lockers*

* Starting 6/23/23

12 different patrons came to the lockers
The same patron used the lockers 3 times
26 items where placed in the lockers
2 first time users

Illinois Street Lockers

37 different patrons came to the lockers
The same patron used the lockers 11 times
140 items where placed in the lockers
20 first time users

36 patrons used curbside

HOME DELIVERY STATISTICS

June 2023


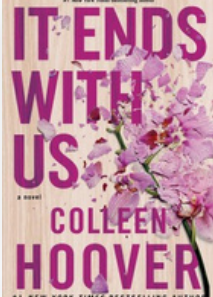



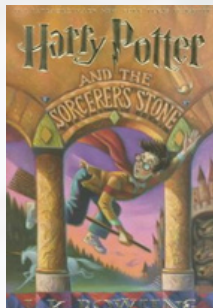
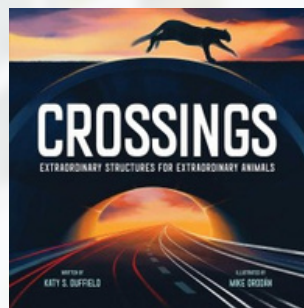
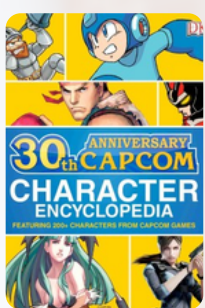




PATRONS

ITEMS

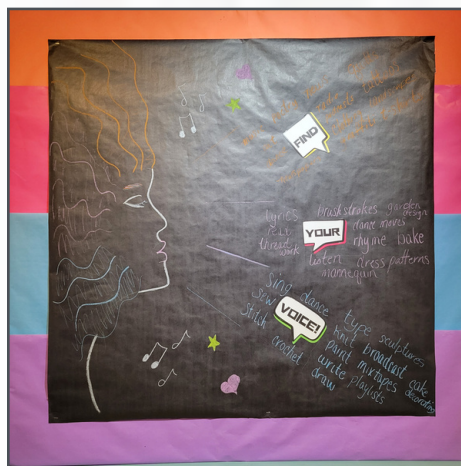


	PATRONS	ITEMS
RESIDENTS	11	94
AHCL	34	142
HARBOR CHASE	5	13
HERITAGE WOODS	26	98
LAKEWOOD	3	20
TOTAL	79	367

TOP CIRCULATING ITEMS JUNE 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



*Law Offices of
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.*

221 EAST ILLINOIS STREET
P.O. BOX 564
WHEATON, ILLINOIS 60187-0564
PHONE (630) 665-1900
FAX (630) 665-0407
EMAIL: rritzman@psnrb.com

HARTMAN E. STIME (1927-1991)
ROY I. PEREGRINE
THOMAS M. NEWMAN
ROGER A. RITZMAN
MARK A. RITZMAN

**MEMO RE: SELECTION OF LIBRARY MATERIALS AND ELIGIBILITY FOR
STATE GRANTS**

P.A. 103-0100 EFFECTIVE 1/2/24

TO: Public Library Clients

FROM: Roger Ritzman
Mark Ritzman

DATE: June 16, 2023

This Memo confirms that, via P.A. 103-0100 effective 1/1/24 (copy attached), the Illinois Library Systems Act (75 ILCS 10/1 et. seq.) was amended.

The amendments made by P.A. 103-0100 include the following:

A. A statement of policy, i.e.:

It is further declared to be the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

- B. A directive to the State Librarian and Illinois State Library staff to establish rules and regulations designed to achieve certain standards and objectives including:

Adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of the people of this state and prohibit the practice of banning specific books or resources.

- C. A requirement for eligibility for State grants, i.e.:

In order to be eligible for State grants, a library or library system shall adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement prohibiting the practice of banning books or other materials within the library or library system.

Attached simply for easy reference is ALA's Library Bill of Rights.

Notes:

1. As noted above, P.A. 103-0100 is effective 1/1/24.
2. In the coming weeks/months, the State Librarian/Illinois State Library staff may promulgate "rules and regulations" relevant to implementation of P.A. 103-0100.
3. Eligibility for State grants can be satisfied by:

Adopting the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval or, in the alternative, develop a written statement prohibiting the practice of banning books or other materials within the library.

Your material selection policy already may be complaint via adoption of the ALA Bill of Rights.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

AN ACT concerning local government.

Be it enacted by the People of the State of Illinois,
represented in the General Assembly:

Section 5. The Illinois Library System Act is amended by
changing Sections 1 and 3 and by adding Section 8.7 as follows:

(75 ILCS 10/1) (from Ch. 81, par. 111)

Sec. 1. Because the state has a financial responsibility
in promoting public education, and because the public library
is a vital agency serving all levels of the educational
process, it is hereby declared to be the policy of the state to
encourage the improvement of free public libraries and to
encourage cooperation among all types of libraries in
promoting the sharing of library resources, including digital
resources. In keeping with this policy, provision is hereby
made for a program of state grants designed to establish,
develop and operate a network of library systems covering the
entire state.

It is further declared to be the policy of the State to
encourage and protect the freedom of libraries and library
systems to acquire materials without external limitation and
to be protected against attempts to ban, remove, or otherwise
restrict access to books or other materials.

(Source: P.A. 83-411.)

(75 ILCS 10/3) (from Ch. 81, par. 113)

Sec. 3. The State Librarian and the Illinois State Library
his staff shall administer the provisions of this Act and
shall prescribe such rules and regulations as are necessary to
carry the provisions of this Act into effect.

The rules and regulations established by the State
Librarian for the administration of this Act shall be designed
to achieve the following standards and objectives:

A provide library service for every citizen in the state
by extending library facilities to areas not now served.

B provide library materials for student needs at every
educational level.

C provide adequate library materials to satisfy the
reference and research needs of the people of this state.

D provide an adequate staff of professionally trained
librarians for the state.

E adopt the American Library Association's Library Bill of
Rights that indicates materials should not be proscribed or
removed because of partisan or doctrinal disapproval or, in
the alternative, develop a written statement declaring the
inherent authority of the library or library system to provide
an adequate collection stock of books and other materials
sufficient in size and varied in kind and subject matter to
satisfy the library needs of the people of this state and
prohibit the practice of banning specific books or resources.

F provide adequate library outlets and facilities
convenient in time and place to serve the people of this state.

G encourage existing and new libraries to develop library
systems serving a sufficiently large population to support
adequate library service at reasonable cost.

H foster the economic and efficient utilization of public
funds.

I promote the full utilization of local pride,
responsibility, initiative and support of library service and
at the same time employ state aid as a supplement to local
support.

The Advisory Committee of the Illinois State Library shall
confer with, advise and make recommendations to the State
Librarian regarding any matter under this Act and particularly
with reference to the formation of library systems.

(Source: Laws 1965, p. 3077.)

(75 ILCS 10/8.7 new)

Sec. 8.7. State grants; book banning. In order to be
eligible for State grants, a library or library system shall
adopt the American Library Association's Library Bill of
Rights that indicates materials should not be proscribed or
removed because of partisan or doctrinal disapproval or, in
the alternative, develop a written statement prohibiting the
practice of banning books or other materials within the
library or library system.

John F. Argoudelis
PRESIDENT

Michelle Gibas
VILLAGE CLERK



TRUSTEES

Margie Bonuchi
Patricia T. Kalkanis
Richard Kiefer
Cally Larson
Tom Ruane
Brian Wojowski

TO: PRESIDENT ARGOUEDELIS and BOARD OF TRUSTEES
FROM: JAKE MELROSE, AICP, E.D. DIRECTOR
DATE: MAY 8, 2023
SUBJECT: STERLING BAY INDUSTRIAL – 143rd & FRONTAGE

LOCATION: SWC 143rd Street & Frontage Road
CURRENT ZONING: Unincorporated Will County
COMP. PLAN: *Office/Research & Development*

DISCUSSION

Village staff has been working with the development group, Sterling Bay, exploring the opportunity to bring approximately two (2) million square feet of industrial development to the 152 acres at the southwest corner of 143rd Street & Frontage Road.

From staff's perspective, this has been one of the better opportunities for industrial development given its adjacency to Interstate 55; however, the exorbitant costs of infrastructure improvements required for the site continues to make the development unviable without assistance.

Staff is seeking the Village Board's input to answer two initial questions regarding not only this project, but this property in general:

1. Conceptually, would an industrial use and rezoning (I-1) be supported for the subject property?
2. If yes, would the Village be willing to support an applicant's need for assistance through potential property tax abatements from local taxing bodies if they are inclined to participate?

PROPERTY BACKGROUND

The subject area has multiple parcels with different ownership that are under contract by Sterling Bay to complete their due diligence. The total site is approximately 152 acres with some floodplain impacting the total net acreage.

The current Comprehensive Plan identifies this area as Office Research and Development. This is outdated terminology as post-recession, this type of development has been near non-existent

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Phone (815) 4363-7093 Fax (815) 436-1950
www.plainfield-il.org

outside of high intensity metro areas and the days of sprawling research business parks are no longer being pursued. The Comprehensive Plan does not specify what this land use category is and only references light industrial as the most comparable use in the land use descriptions.

The thought of industrial in this area is not new to the Village as the Village Board previously reviewed the potential of industrial/business park development in the subject area through planning exercises, which an excerpt of this exercise attached called the Four Seasons Plan and this plan is also referenced in the Comprehensive Plan as well.

PROJECT INFORMATION

Sterling Bay is projecting the net acreage of the site would allow for approximately 2 million square feet of industrial space on the project. The property would be accessed via 143rd Street and Frontage Road. The subject site is approximately 2,800 ft. from the 143rd Street/IL 126 intersection, 1.8 miles to the IL 126 interchange and 2,500 feet to the future Lockport/Airport Road interchange if that comes to fruition. Until the 126 and Lockport/Airport interchange improvements are implemented, the likely truck routing would be: Northbound – 143rd Street west to IL 126 north to I-55; Southbound – 143rd Street west to IL Route 59 South to US Route 30 south to I-55 south OR 143rd Street west to Ridge Road south to I-80.

The primary reason the property has been vacant is due to the infrastructure and utility location. Preliminary engineering shows that the development of this site would require a 3,800-foot water line extension and potentially 8,550-foot sewer line extension. The developer is exploring other options for a shorter run of both extensions however those options also present numerous challenges.

The roadway improvements also present challenges, particularly 143rd Street. The stretch of 143rd between the IL 126 & the subject site staddles two lake areas (Bass & Gill/Deer Creek Recreation) that create considerable improvement challenges and Frontage Road will need significant improvements as well. (need to confirm this is the case) That portion of 143rd Street is currently Plainfield Township jurisdiction, and Sterling Bay has already met with the Road Commissioner to determine the preferred road improvements in that area.

INCENTIVE NEED

From initial due diligence, Sterling Bay is projecting the off-site infrastructure improvements could cost approximately \$10 million, which is a substantial figure in any development. Staff believes the need for an incentive is relatively clear and the “but for” need for the project would be justified; however, when asked whether a tax increment financing (TIF) district would be possible staff was reluctant to pursue.

As the Village does not have many mechanisms for industrial development to offset these costs outside of TIF, therefore as an alternative, staff recommended the potential to approach the local taxing bodies about a property tax abatement to offset these infrastructure costs.

The current property tax bill is \$13,027 for the properties combined. If this property were to develop, the project would generate over \$2 million in property taxes and the off-site improvements could bring new development opportunities to the Vulcan site as well as the Four Seasons Park if the Park District were to sell.

Sterling Bay is requesting direction from the Board on the viability of this projects prior to investing more in engineering and legal costs, and will be in attendance Monday to introduce the project and answer any preliminary questions the Board may have.

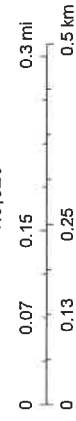
Sterling Bay Site Aerial



5/4/2023, 12:10:10 PM

- Village Address Points
- ▭ Parcels
- Plainfield Zoning
 - ▭ R1- Low Density Single-Family Residential District
 - ▭ R2- Townhouse Residential District
 - ▭ R3- Multiple Family Residential District
 - ▭ R4- Office, Research, and Light Industrial District
 - ▭ I1- General Industrial District
 - ▭ I2- Planned Unit Development Properties

1:9,028



County of Will, Maxar, Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FNO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), Swisstopo, Mapbox, and the GIS User Community, Will County GIS, Plainfield GIS

County of Will, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METINASA, EPA, USDA | Plainfield GIS | NPWS National Repository | Will County GIS | County of Will, Maxar | Plainfield Staff

Year	Estimated Property Taxes by Year	85% of Tax Bill (202, Village, PFPD, Library, Park)	Percentage abated	Total Dollars Abated	Dollars to Local Taxing Bodies	Dollars to taxing bodies w/out development
1	\$ 269,847	\$ 229,370	80%	\$ 183,496	\$ 86,351	\$ 13,500
2	\$ 297,322	\$ 252,724	80%	\$ 202,179	\$ 95,143	\$ 13,635
3	\$ 2,326,530	\$ 1,977,551	80%	\$ 1,582,040	\$ 744,490	\$ 13,771
4	\$ 2,349,796	\$ 1,997,327	80%	\$ 1,597,861	\$ 751,935	\$ 13,909
5	\$ 2,373,294	\$ 2,017,300	80%	\$ 1,613,840	\$ 759,454	\$ 14,048
6	\$ 2,397,027	\$ 2,037,473	80%	\$ 1,629,978	\$ 767,049	\$ 14,189
7	\$ 2,420,997	\$ 2,057,847	80%	\$ 1,646,278	\$ 774,719	\$ 14,331
8	\$ 2,445,207	\$ 2,078,426	80%	\$ 1,662,741	\$ 782,466	\$ 14,474
9	\$ 2,469,659	\$ 2,099,210	0%	\$ -	\$ 2,469,659	\$ 14,619
10	\$ 2,494,356	\$ 2,120,203	0%	\$ -	\$ 2,494,356	\$ 14,765
11	\$ 2,519,299	\$ 2,141,404	0%	\$ -	\$ 2,519,299	\$ 14,912
12	\$ 2,544,492	\$ 2,162,818	0%	\$ -	\$ 2,544,492	\$ 15,062
13	\$ 2,569,937	\$ 2,184,446	0%	\$ -	\$ 2,569,937	\$ 15,212
14	\$ 2,595,636	\$ 2,206,291	0%	\$ -	\$ 2,595,636	\$ 15,364
15	\$ 2,621,593	\$ 2,228,354	0%	\$ -	\$ 2,621,593	\$ 15,518
16	\$ 2,647,809	\$ 2,250,638	0%	\$ -	\$ 2,647,809	\$ 15,673
17	\$ 2,674,287	\$ 2,273,144	0%	\$ -	\$ 2,674,287	\$ 15,830
18	\$ 2,701,030	\$ 2,295,876	0%	\$ -	\$ 2,701,030	\$ 15,988
19	\$ 2,728,040	\$ 2,318,834	0%	\$ -	\$ 2,728,040	\$ 16,148
20	\$ 2,755,320	\$ 2,342,022	0%	\$ -	\$ 2,755,320	\$ 16,309
Totals	\$ 46,201,478			\$ 10,118,414	\$ 36,083,064	\$ 297,257

ORDINANCE NO. 2023-5

(Levy of .02% Building and Maintenance Tax)

WHEREAS, Illinois Statutes authorize the Library Trustees to levy a special tax in addition to the annual Public Library District tax for the purchase of sites and buildings, maintenance, equipment, and other purposes; and

WHEREAS, the amount of said special tax is .02% of the value of all taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Library Trustees deem it advisable and necessary to levy said special tax for the 2023-2024 fiscal year.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Library Trustees of the Plainfield Public Library District that:

SECTION 1: For the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for Library purposes, and maintenance, repairs, and alterations of Library buildings and equipment, a special tax of .02% of the value of the taxable property in the District, as equalized or assessed by the Department of Revenue, shall be and is levied for the 2023-2024 fiscal year.

SECTION 2: Notice of the adoption of this Ordinance shall be published in accordance with Illinois Statutes.

SECTION 3: This Ordinance shall be in full force and effect from and after its adoption.

ORDINANCE NO. 2023-5
(Levy of .02% Building and Maintenance Tax)

Adopted this 19th day of July, 2023 pursuant to roll call vote as follows:

VOTES (By Trustee last name)

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED:

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

ATTEST:

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

PUBLIC NOTICE

Public notice is hereby given that, by Ordinance No. 2023-5 adopted on July 19, 2023, the Board of Library Trustees of the Plainfield Public Library District determined to levy an additional tax of 0.02% of the value of all taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for Library purposes, and maintenance, repairs and alterations of Library buildings and equipment, said levy to be effective for the 2023-2024 fiscal year. The text of said Ordinance is set forth below.

The question of levying said tax shall be submitted to the electors of the District if a petition is filed with the Board signed by not less than 5,565 registered voters in the District asking that the question of levying said 0.02% tax be submitted to the electors of the District. Said Petition must be filed within thirty (30) days after publication of this Public Notice. The date of the prospective referendum is April 2, 2024.

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

STATE OF ILLINOIS)
COUNTY OF WILL) SS.
)

CERTIFICATE OF AUTHENTICITY

I, Vicki Knight, the duly qualified and acting Secretary of the Board of Library Trustees of the Plainfield Public Library District, Will and Kendall Counties, Illinois, and the keeper of the records thereof, hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. 2023-5

LEVY OF .02% BUILDING AND MAINTENANCE TAX

adopted at a regular meeting of the said Board of Library Trustees held on July 19, 2023.

Vicki Knight, Secretary
Board of Library Trustees

Date signed: July 19, 2023

(Library Seal)

Request for Proposal

MANAGED INFORMATION TECHNOLOGY SERVICES

JUNE 22, 2023

Objective

The Plainfield Public Library District is seeking proposals from qualified firms with experience providing IT support services to public libraries. Support services will include but are not limited to ongoing support and coordination of systems to ensure efficient operations, maintenance, troubleshooting, installation and implementation of new technologies including hardware and software for a system that serves the Library staff and the public.

Deadline for receipt

Proposals must be received via email before 4:00 pm Friday, July 14, 2023. Proposals should be addressed to Lisa Pappas, Director, Plainfield Public Library District and emailed to lpappas@papl.info.

Inquiries

All questions regarding the details of this proposal should be emailed to Library Director Lisa Pappas, lpappas@papl.info.

Background

The Library is a district, serving over 80,000 residents of Plainfield, all of Plainfield Township, Wheatland Township in Bolingbrook and parts of Kendall County. The building is undersized for the size community served, at 27,000 square feet, which presents technology and storage challenges. A renovation and small addition project are planned and anticipated to begin in spring 2024.

The Library is open Monday through Saturday, for a total of 64 hours per week. There are approximately 55 employees.

Currently, IT services are managed in their entirety by an independent service provider three days per week, for 24 hours per week, 52 weeks per year, including two telephone support incidents per month and four next day emergency response incidents per year.

The Library is a member of Pinnacle Library Cooperative, a consortium that provides an integrated library system for the online catalog, circulation of materials and inventory control. Managed services coordinates all technical requirements of the integration of this system within the Library's network. Pinnacle employs an ILS Manager.

The Library's website is hosted by a third party and is not part of the proposed managed services except for providing information as needed to the third party.

Scope of Work / Information Technology Responsibilities

Responsibilities include coordination of all IT functions that serve the staff and general public that use the Library's technology, including but not limited to the following:

- Skilled staff will be on site 20-24 hours per week, Monday through Friday, and will determine daily projects based on the help desk ticket system. For consistency and continuity, the Library prefers that one person be assigned to the Library.
- Works directly with staff to troubleshoot technology issues.
- Does not work directly with the public, but does resolve technology issues for public devices and equipment.
- Investigates pricing, seeks quotes and prepares technology purchase suggestions for Library Director consideration and approval.
- Coordinates and implements installation and training for LAN physical resources including computers, servers, hard disk storage, printers, modems and scanners, maintaining equipment maintenance logs and history.
- Coordinates and implements installation and maintenance of the network including configuration, access security, troubleshooting, overall installation and maintenance of file server files and information sources.
- Coordinates and implements acquisition/installation/training for LAN applications software including word processing, spreadsheet, database, accounting, desktop publishing, communications.
- Coordinates and implements acquisition/installation/troubleshooting/repair of VOIP telephone lines and equipment.
- Installs internal cabling and makes changes or oversees work of outside contractors.
- Coordinates troubleshooting, problem reporting, and maintenance coordination to/with appropriate third-party vendors including public copier and printing systems, digital signage, security cameras, data service provider, etc.
- Supervises maintenance programs for Library technology equipment and makes recommendations for replacements as necessary.
- Creates written procedures or instructions for Library personnel for equipment, software and computers as needed. May provide training on new equipment as necessary.

- Performs all routine maintenance and upgrades to Library technology as needed.
- Stays up to date with technology and the ways technology is used in libraries and makes recommendations for improvements and modifications.
- Provides support for technology emergencies whenever the Library is open, 6 days, 64 hours per week.
- Maintains an inventory of technology assets.
- Assists in the preparation of the 5-year technology program in coordination Library Director, including annual updates.
- Prepares recommendations for Library technology needs for the annual budget.
- Maintains warranties on all equipment.

Additionally, because of the 2024 planned renovation, recommendations and assistance with technology construction decisions may be required.

Plainfield Public Library District Technologies

- 1 SonicWALL Firewall
- 2 Physical Windows Server
- 3 Virtual Windows Server
- 5 network switches
- 1 UPS
- 10 wireless access points (UniFi Network)
- 2 separate wireless networks for staff and public
- 1 UniFi Cloud Key for Wi-Fi stats and management
- 96 networked staff and patron computers
- 10 staff laptops, 2 patron laptops
- 8 Porteus Kiosk based OPEC computers
- 3 Cen-tec Self-Checkout stations
- 3 large TV/smart board setups for meeting rooms
- 1 projector, receiver and screen setup with surround sound
- 39 handset Avaya VoIP phone system
- 2 Security Camera NVR with 34 IP cameras
- 14 Networked printers, 3 Local printers, 1 networked poster printer
- 3 Networked copiers
- 1 Microfilm reader
- 2 local desktop scanners
- 16 Thermal receipt printers
- 31 barcode scanners
- 1 networked people counter
- 20+ iPads for patron programming
- 2 MacBooks
- 3 cloud based indoor big TV ScreenScape display
- 1 cloud based Watchfire outdoor EMC display

- 3 LAN based small indoor Philips display
- 1 SimpleScan setup for public fax and scan and 1 fax machine staff use
- 3 Coin towers for copiers
- Various devices for patrons to check out in the GoGo Gadgets collection
- Multiple Hotspots for patron use
- 5 Library-issued staff phones
- Two sets of 30 patron pick-up lockers with check-out kiosk (one on-site and one off-site)
- Various desktop and server-based software including: Symantec AV, Veritas Backup; QuickBooks, SmartShield; Adobe Creative Suite; MS Office; MyPC, Papercut, Polaris Integrated Library System, OCLC, Arduino, Magna cash register and more.

Proposal Content Requirements

The Library will consider selected firms based on qualifications, experience and proposed price for the specified services. Once a service provider is selected, the Library will enter into a 12 month contract with an option for renewal.

Proposals must include background information which identifies the qualifications of the firm, provide information on similar experience managing IT services in public libraries and three references.

Only proposals that include on-site service will be considered.

Proposals should also include the following:

- Pricing for a one year contract with renewal details.
- Ability to purchase service hours when needed for special projects beyond the scope of the contract.

Timeline

Proposals must be received via email by 4:00 pm Friday, July 14, 2023.

All companies submitting a proposal will be contacted via email by Friday, July 21, 2023.

Winning bidder's service must begin no later than September 1, 2023.