

PLAINFIELD AREA PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING AGENDA  
SMALL MEETING ROOM  
AUGUST 16, 2023  
6:30 P.M.

1. Call to Order, Roll Call
2. Public Comment
3. Other Comments
4. Consent Agenda
  - a. July 19, 2023 Regular Board Meeting Minutes
5. Approval of Bills Paid and Bills Payable

a. Payroll	\$148,912.22
b. General Bills	\$175,609.84
c. Other Compensation/Administrative Costs	\$5,054.40
d. Total	\$329,576.46
6. Committee Reports
7. Library Director's Report
8. Action Items: Unfinished Business
  - a. Renovation Planning (discussion)
9. Action Items: New Business
  - a. Renewal of IGA with PSD202 for pick-up lockers (action)
  - b. Ordinance 2023-6 Declaring a Vacancy (action)
  - c. Ordinance 2023-4 Budget & Appropriation (action)
  - d. Set TITA Hearing Date: September 20 (action)
  - e. Resolution 2023-2 Determine Funds to be Raised (action)
  - f. 2024 Library Closings (action)
10. Closed Session
11. Action for Items Discussed in Closed Session
12. Adjournment

BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
JULY 19, 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. Roll call was conducted. Regular members present: Gilmore, Knight, Grotto, Crowner, Malec. Regular members absent: Schmidt, McMurtrie. Staff present: Pappas, Hartley, Wold. Guests present: John Shales from Shales McNutt Construction, Amy Schmieding and Eric Penney from Sheehan Nagle Hartray Architects, and Josh Blakemore from the Village of Plainfield.

**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 June 21, 2023 as presented.

**APPROVAL OF BILLS PAID:** Malec moved approval of bills paid and bills payable for June for a total of \$335,848.03. Grotto seconded the motion, all voted yes via roll call vote; motion carried.

**COMMITTEE REPORTS:** None.

*Action Items 9a and 8a were moved up to accommodate guests.*

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

**ACTION ITEMS:** Unfinished Business

1. Renovation Planning – SNHA and SMC presented updated plans to save costs; including a slight reduction in parking spaces (5) and change of emergency exit location. Malec moved to approve the updated plans as presented. Crowner seconded the motion, all voted yes via roll call vote; motion carried. SNHA and SMC projected going to bid in November of 2023.

**ACTION ITEMS:** New Business

1. Village Presentation: Sterling Bay Development – Blakemore presented on the improvements necessary for the proposed project and the proposal and cost projections for a property tax abatement. No action taken.
2. Malec and Grotto volunteered to audit the minutes for the Illinois Public Library Annual Report in time for the regular August meeting. Any discrepancies will be immediately corrected.
3. Ordinance 2023-5 Building & Maintenance Fund – Grotto moved to approve Ordinance 2023-5 as presented. Crowner seconded the motion, all voted yes via roll call vote; motion carried.
4. Managed IT Services Proposals – Grotto moved to approve a one year contract with Outsource Group. Knight seconded the motion, all voted yes via roll call vote; motion carried.

**ADJOURNMENT:** Malec moved to adjourn. Crowner seconded the motion, all voted yes via voice vote. The meeting adjourned at 7:50 pm.

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Aimee Hartley  
Recording Secretary

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Vicki M. Knight  
Board Secretary

**Plainfield Public Library District - Total**  
**Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L**

July 2023 - June 2024

	Jul 2023			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						8.33%
1004001 Real Estate Taxes Library	1,991,935.58	2,148,518.85	92.71%	1,991,935.58	3,725,107.20	53.47%
1004002 Personal Property Taxes	8,770.12	374.00	2344.95%	8,770.12	35,000.00	25.06%
1004003 Overlap Districts Agreement		0.00		0.00	315,000.00	0.00%
1004004 Lost/Damaged	673.35	461.80	145.81%	673.35	5,000.00	13.47%
1004006 Copier Fees	422.80	356.99	118.43%	422.80	5,000.00	8.46%
1004007 Fax Fees	30.00	79.00	37.97%	30.00	1,000.00	3.00%
1004008 Non Resident Fees	535.12	172.68	309.89%	535.12	4,000.00	13.38%
1004009 Book Sales	171.79	136.40	125.95%	171.79	2,000.00	8.59%
1004010 Meeting Room Deposits	100.00	19.60	510.20%	100.00	1,000.00	10.00%
1004402 E-Pay Interest	2,101.69	764.36	274.96%	2,101.69	10,000.00	21.02%
1004417 Tax Escrow Interest HB	18,827.66	2,083.33	903.73%	18,827.66	25,000.00	75.31%
1004502 Donations	125.26			125.26	0.00	
1004701 Per Capita Grant	116,617.93	0.00		116,617.93	116,606.13	100.01%
1004901 Miscellaneous Income (Library)	764.89			764.89	0.00	
1004902 Sale of Library Used Equipment		0.00		0.00	500.00	0.00%
1004909 Rental Income	8,050.00	8,208.33	98.07%	8,050.00	98,500.00	8.17%
1015500 Operating Transfer Out		0.00		0.00	-138,000.00	0.00%
2004001 Real Estate Taxes (FICA)	66,696.81	44,210.67	150.86%	66,696.81	124,729.36	53.47%
2004810 Transfer In From Gen Fund		0.00		0.00	5,100.00	0.00%
2504001 Real Estate Taxes (IMRF)	79,523.95	51,559.66	154.24%	79,523.95	148,717.28	53.47%
2504810 Transfer In from General Fund		0.00		0.00	77,000.00	0.00%
3004001 Real Estate Taxes (Audit)	0.00			0.00	0.00	
3004810 Transfer In		0.00		0.00	10,000.00	0.00%



	Jul 2023			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
5004001 Real Estate Taxes - Facil Fund	180,852.66	174,111.29	103.87%	180,852.66	338,211.52	53.47%
6004810 Transfer From General Fund		0.00		0.00	910,000.00	0.00%
7504251 Bonds		0.00		0.00	9,000,000.00	0.00%
7504400 Interest	302.10	130.21	232.01%	302.10	1,500.00	20.14%
7504450 Prime Account Interest		0.00		0.00	1,000.00	0.00%
7504504 Impact Fees	5,896.00	3,278.34	179.85%	5,896.00	75,000.00	7.86%
<b>Total Income</b>	<b>\$ 2,482,397.71</b>	<b>\$ 2,434,465.51</b>	<b>101.97%</b>	<b>\$ 2,482,397.71</b>	<b>\$ 14,896,971.49</b>	<b>16.66%</b>
<b>Gross Profit</b>	<b>\$ 2,482,397.71</b>	<b>\$ 2,434,465.51</b>	<b>101.97%</b>	<b>\$ 2,482,397.71</b>	<b>\$ 14,896,971.49</b>	<b>16.66%</b>
<b>Expenses</b>						
1015000 Administration Department				0.00	0.00	
1015001 Adminstration Salaries	23,670.72	23,824.64	99.35%	23,670.72	321,000.00	7.37%
1015002 Unemployment Insurance	467.37	1,245.43	37.53%	467.37	4,500.00	10.39%
1015005 Health Insurance	28,531.86	36,816.69	77.50%	28,531.86	201,250.00	14.18%
1015011 Staff Development	700.00	994.72	70.37%	700.00	22,000.00	3.18%
1015012 Travel Expenses	1,083.70	552.80	196.04%	1,083.70	15,000.00	7.22%
1015013 Membership Dues	676.00	1,694.98	39.88%	676.00	8,000.00	8.45%
1015014 Human Resources		182.65	0.00%	0.00	2,000.00	0.00%
1015015 Staff Development EDI		1,666.67	0.00%	0.00	20,000.00	0.00%
1015016 Staff Phone/Tec Expense		83.33	0.00%	0.00	1,000.00	0.00%
1015201 Payroll Services	761.66	771.97	98.66%	761.66	10,500.00	7.25%
1015202 Legal Services (Library)		0.00		0.00	7,000.00	0.00%
1015204 Bank Fees	274.70	375.96	73.07%	274.70	4,500.00	6.10%
1015205 Trustee Development		303.12	0.00%	0.00	2,500.00	0.00%
1015308 Office Supplies - Paper		207.67	0.00%	0.00	2,000.00	0.00%
1015310 Office Supplies - Admin		376.19	0.00%	0.00	4,000.00	0.00%
1015311 Postage		353.97	0.00%	0.00	3,750.00	0.00%
1015313 Newsletter	4,800.00	3,454.77	138.94%	4,800.00	66,000.00	7.27%
1015316 Printing - Legal		529.28	0.00%	0.00	2,000.00	0.00%

	Jul 2023			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1015317 Telephone	1,059.88	1,152.14	91.99%	1,059.88	14,000.00	7.57%
1015318 Public Relations (Library)		3,020.99	0.00%	0.00	39,000.00	0.00%
1015322 Contingencies Operating Fund		0.00		0.00	20,000.00	0.00%
1015801 Library-Wide Supplies & Events		586.61	0.00%	0.00	12,000.00	0.00%
1015802 Library-Wide EDI Public Initiat		416.67	0.00%	0.00	5,000.00	0.00%
1015805 Liab Ins. - Property/Package		0.00		0.00	50,000.00	0.00%
1015909 Rental Property Prof Svcs-Misc	644.00	1,083.33	59.45%	644.00	13,000.00	4.95%
1018001 Equipment Maintenance		416.67	0.00%	0.00	5,000.00	0.00%
1018002 Equipment		0.00		0.00	45,000.00	0.00%
1018003 Furniture & Fixtures		345.00	0.00%	0.00	5,000.00	0.00%
<b>Total 1015000 Administration Department</b>	<b>\$ 62,669.89</b>	<b>\$ 80,456.25</b>	<b>77.89%</b>	<b>\$ 62,669.89</b>	<b>\$ 905,000.00</b>	<b>6.92%</b>
<b>1025000 Materials Management Dept</b>				0.00	0.00	
1025001 Materials Management Salaries	8,831.20	12,280.36	71.91%	8,831.20	165,000.00	5.35%
1025306 Materials Mgmt Process Supply	254.80	1,163.45	21.90%	254.80	15,000.00	1.70%
1025307 OCLC	3,063.59	3,553.29	86.22%	3,063.59	4,000.00	76.59%
<b>Total 1025000 Materials Management Dept</b>	<b>\$ 12,149.59</b>	<b>\$ 16,997.10</b>	<b>71.48%</b>	<b>\$ 12,149.59</b>	<b>\$ 184,000.00</b>	<b>6.60%</b>
<b>1035000 Borrower Services Department</b>				0.00	0.00	
1035001 Borrower Services Salaries	33,486.43	38,593.38	86.77%	33,486.43	475,000.00	7.05%
1035308 Borrower Services Supplies	1,508.23	893.31	168.84%	1,508.23	12,000.00	12.57%
1035309 ILL Lost Items		50.06	0.00%	0.00	1,000.00	0.00%
1035310 Home Delivery Supplies		548.06	0.00%	0.00	4,000.00	0.00%
<b>Total 1035000 Borrower Services Department</b>	<b>\$ 34,994.66</b>	<b>\$ 40,084.81</b>	<b>87.30%</b>	<b>\$ 34,994.66</b>	<b>\$ 492,000.00</b>	<b>7.11%</b>
<b>1045000 Adult Services</b>				0.00	0.00	
1045001 Adult Services Salaries	35,203.32	38,630.34	91.13%	35,203.32	484,000.00	7.27%
1045101 Adult Summer Reading		0.00		0.00	11,000.00	0.00%
1045102 Adult Programs	1,400.00	3,077.60	45.49%	1,400.00	24,000.00	5.83%
1045105 Portable Media Devices - Adult		2,001.84	0.00%	0.00	7,500.00	0.00%
1045106 Video Games - Adult		127.08	0.00%	0.00	3,000.00	0.00%

	Jul 2023			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1045107 Compact Discs - Adult		135.37	0.00%	0.00	3,000.00	0.00%
1045108 Videos & DVDs- Adult		815.46	0.00%	0.00	15,000.00	0.00%
1045109 Audio Books - Adult		549.34	0.00%	0.00	6,000.00	0.00%
1045111 Digital Resources	37,960.28	18,750.00	202.45%	37,960.28	225,000.00	16.87%
1045112 Fiction - Adult	180.75	3,293.18	5.49%	180.75	25,000.00	0.72%
1045113 Leased Material - Adult	18,542.58	20,423.32	90.79%	18,542.58	28,000.00	66.22%
1045114 Large Print - Adult	304.97	420.92	72.45%	304.97	6,000.00	5.08%
1045115 Graphic Novels - Adult	76.61	228.49	33.53%	76.61	4,500.00	1.70%
1045116 Nonfiction - Adult	34.35	1,993.31	1.72%	34.35	24,000.00	0.14%
1045117 Foreign Language - Adult		646.97	0.00%	0.00	6,500.00	0.00%
1045118 Reference - Adult		88.10	0.00%	0.00	1,000.00	0.00%
1045119 Standing Orders - Adult	1,572.39	356.19	441.45%	1,572.39	5,000.00	31.45%
1045120 Periodicals - Adult	502.99	195.25	257.61%	502.99	8,500.00	5.92%
1045212 Instructors and Facilitators	120.00	446.78	26.86%	120.00	4,000.00	3.00%
1045305 Bindery		0.00		0.00	400.00	0.00%
1045306 Microfilming Supplies		57.14	0.00%	0.00	4,000.00	0.00%
1045310 Department Supplies - Adult		382.15	0.00%	0.00	3,500.00	0.00%
1045405 Local History Supplies	150.00	159.69	93.93%	150.00	2,500.00	6.00%
<b>Total 1045000 Adult Services</b>	<b>\$ 96,048.24</b>	<b>\$ 92,778.52</b>	<b>103.52%</b>	<b>\$ 96,048.24</b>	<b>\$ 901,400.00</b>	<b>10.66%</b>
1055000 Youth Services				0.00	0.00	
1055001 Youth Services Salaries	31,963.32	37,631.51	84.94%	31,963.32	498,000.00	6.42%
1055101 Summer Reading - Childrens	1,225.00	1,571.09	77.97%	1,225.00	9,000.00	13.61%
1055102 JUV Programs		658.59	0.00%	0.00	10,000.00	0.00%
1055103 Databases - YS/YA	18,966.09	25,704.54	73.78%	18,966.09	28,000.00	67.74%
1055104 Downloadable Materials YS/YA		2,800.00	0.00%	0.00	14,000.00	0.00%
1055105 Portable Media Devices - YS/YA		172.26	0.00%	0.00	2,800.00	0.00%
1055107 Compact Discs - Children's		6.13	0.00%	0.00	700.00	0.00%
1055108 Videos & DVDs - Children's		34.59	0.00%	0.00	9,000.00	0.00%

	Jul 2023			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1055109 Audio Books - Children's		50.67	0.00%	0.00	1,300.00	0.00%
1055112 Fiction - Children's	16.99	541.05	3.14%	16.99	20,000.00	0.08%
1055116 Nonfiction - Children's	94.42	442.69	21.33%	94.42	39,000.00	0.24%
1055119 Standing Orders - Children's	31.19	366.66	8.51%	31.19	3,500.00	0.89%
1055123 Easy Fiction	131.35	245.93	53.41%	131.35	22,000.00	0.60%
1055310 Department Supplies - Y/S	530.46	596.85	88.88%	530.46	9,000.00	5.89%
<b>Total 1055000 Youth Services</b>	<b>\$ 52,958.82</b>	<b>\$ 70,822.56</b>	<b>74.78%</b>	<b>\$ 52,958.82</b>	<b>\$ 666,300.00</b>	<b>7.95%</b>
1065000 Teen Services				0.00	0.00	
1065101 Summer Reading - Teen	400.00	1,364.87	29.31%	400.00	5,000.00	8.00%
1065102 Teen Programs	250.00	192.21	130.07%	250.00	8,000.00	3.13%
1065104 Downloadable Materials - Teen		83.33	0.00%	0.00	1,000.00	0.00%
1065105 Portable Media Devices - Teen		125.00	0.00%	0.00	1,500.00	0.00%
1065108 Videos & DVDs - Teen		20.75	0.00%	0.00	1,000.00	0.00%
1065112 Fiction - Teen	20.00	176.01	11.36%	20.00	12,000.00	0.17%
1065116 Nonfiction - Teen	29.10	27.18	107.06%	29.10	4,500.00	0.65%
1065310 Department Supplies - Teen	25.35	125.00	20.28%	25.35	1,500.00	1.69%
<b>Total 1065000 Teen Services</b>	<b>\$ 724.45</b>	<b>\$ 2,114.35</b>	<b>34.26%</b>	<b>\$ 724.45</b>	<b>\$ 34,500.00</b>	<b>2.10%</b>
1075000 Community Relations Dept				0.00	0.00	
1075001 Community Relations Salaries	9,112.00	11,935.06	76.35%	9,112.00	128,000.00	7.12%
1075310 Comm. Relations Supplies		0.00		0.00	500.00	0.00%
<b>Total 1075000 Community Relations Dept</b>	<b>\$ 9,112.00</b>	<b>\$ 11,935.06</b>	<b>76.35%</b>	<b>\$ 9,112.00</b>	<b>\$ 128,500.00</b>	<b>7.09%</b>
1095000 Technology				0.00	0.00	
1015314 Web Page Development	90.00	45.62	197.28%	90.00	1,500.00	6.00%
1095206 Pinnacle Cooperative		0.00		0.00	69,000.00	0.00%
1095207 Technology Maintenance		8,333.33	0.00%	0.00	100,000.00	0.00%
1095209 Email & Web Hosting Fees		15.64	0.00%	0.00	500.00	0.00%
1095210 Lease Agreements	2,345.79	2,261.64	103.72%	2,345.79	35,000.00	6.70%
1095211 Subscription Services	8,243.00	12,620.96	65.31%	8,243.00	65,000.00	12.68%

	Jul 2023			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1095301 Software	821.25	789.51	104.02%	821.25	8,000.00	10.27%
1095302 Computer Supplies		380.74	0.00%	0.00	3,000.00	0.00%
1095303 Data Lines	219.95	222.75	98.74%	219.95	3,000.00	7.33%
1095304 Computers (Library)		1,249.93	0.00%	0.00	26,000.00	0.00%
<b>Total 1095000 Technology</b>	<b>\$ 11,719.99</b>	<b>\$ 25,920.12</b>	<b>45.22%</b>	<b>\$ 11,719.99</b>	<b>\$ 311,000.00</b>	<b>3.77%</b>
2005011 FICA Expense	11,252.78	13,631.14	82.55%	11,252.78	175,000.00	6.43%
2505012 IMRF Expense-ER		20,511.28	0.00%	0.00	225,000.00	0.00%
3005218 Audit Expense		1,864.26	0.00%	0.00	10,000.00	0.00%
<b>5085000 Facilities Expenses</b>				0.00	0.00	
5085001 Facilities Salaries	8,777.11	9,758.81	89.94%	8,777.11	127,000.00	6.91%
5085212 Custodial Services	3,608.00	3,721.89	96.94%	3,608.00	45,100.00	8.00%
5085213 Disposal Services	572.50	503.53	113.70%	572.50	7,200.00	7.95%
5085214 Facilities Maint Agreement	99.30	500.00	19.86%	99.30	6,000.00	1.66%
5085215 Equipment Maintenance Agreement	1,545.18	1,357.43	113.83%	1,545.18	12,000.00	12.88%
5085216 Building Repair		765.90	0.00%	0.00	35,000.00	0.00%
5085217 Equipment Repair	725.00	1,648.25	43.99%	725.00	16,500.00	4.39%
5085399 Contingencies		0.00		0.00	20,000.00	0.00%
5085601 Utilities - Electric	4,511.54	3,221.31	140.05%	4,511.54	40,000.00	11.28%
5085602 Utilities - Gas	190.79	267.10	71.43%	190.79	7,200.00	2.65%
5085603 Utilities - Water	288.98	491.58	58.79%	288.98	4,200.00	6.88%
5085604 Building Supplies		1,384.44	0.00%	0.00	9,600.00	0.00%
5085605 Equipment & Tools		54.02	0.00%	0.00	3,500.00	0.00%
5085606 Janitorial Supplies	1,259.50	922.96	136.46%	1,259.50	20,000.00	6.30%
5085611 Rental Prop Util/Trash/Water	482.99	1,333.33	36.22%	482.99	16,000.00	3.02%
5085909 Rental Prop General Maint	1,448.00	1,250.00	115.84%	1,448.00	15,000.00	9.65%
<b>Total 5085000 Facilities Expenses</b>	<b>\$ 23,508.89</b>	<b>\$ 27,180.55</b>	<b>86.49%</b>	<b>\$ 23,508.89</b>	<b>\$ 384,300.00</b>	<b>6.12%</b>
6006002 Bond Interest		0.00		0.00	455,000.00	0.00%
6006003 Bond Principal		0.00		0.00	455,000.00	0.00%

	Jul 2023			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
7505213 Legal services		0.00		0.00	5,000.00	0.00%
7505214 Architechural Services	24,223.10	66,666.67	36.33%	24,223.10	800,000.00	3.03%
7508005 Real Estate Acquistion		10,500.00	0.00%	0.00	21,000.00	0.00%
7508006 BLDG Development		0.00		0.00	3,000,000.00	0.00%
7508008 Building Improvements		0.00		0.00	3,000,000.00	0.00%
7508909 Rental Prop Bldg Improvements		1,250.00	0.00%	0.00	15,000.00	0.00%
Total Expenses	\$ 339,362.41	\$ 482,712.67	70.30%	\$ 339,362.41	\$ 12,168,000.00	2.79%
Net Income	\$ 2,143,035.30	\$ 1,951,752.84	109.80%	\$ 2,143,035.30	\$ 2,728,971.49	78.53%

Friday, Aug 04, 2023 10:02:35 AM GMT-7 - Accrual Basis

Check number	Transaction date	Vendor name	Account name	Amount
11099	07/03/2023	Age of Learning, Inc.	Checking Account Chase Bank	-\$3,362.81
11100	07/03/2023	Blue Cross and Blue Shield of Illinois	Checking Account Chase Bank	-\$13,448.26
11101	07/03/2023	BookPage	Checking Account Chase Bank	-\$1,080.00
11102	07/03/2023	Complete Cleaning Company	Checking Account Chase Bank	-\$3,608.00
11103	07/03/2023	Mango Languages	Checking Account Chase Bank	-\$3,094.22
11104	07/03/2023	Metropolitan Life Insurance Company	Checking Account Chase Bank	-\$1,384.87
11105	07/03/2023	NCPERS Group Life Ins.	Checking Account Chase Bank	-\$96.00
11106	07/03/2023	NewsBank, inc.	Checking Account Chase Bank	-\$13,431.00
11107	07/03/2023	Quench USA, INC	Checking Account Chase Bank	-\$855.00
11108	07/03/2023	RAILS	Checking Account Chase Bank	-\$8,895.00
11109	07/03/2023	Rand, Janet	Checking Account Chase Bank	-\$10.00
11110	07/03/2023	Schindler Elevator Corporation	Checking Account Chase Bank	-\$690.18
11111	07/03/2023	TBS - Today's Business Solutions, Inc.	Checking Account Chase Bank	-\$821.25
11112	07/03/2023	Thomson Reuters - West	Checking Account Chase Bank	-\$294.20
11113	07/03/2023	Tumbleweed Press Inc.	Checking Account Chase Bank	-\$1,150.56
11114	07/03/2023	Vision Service Plan (IL)	Checking Account Chase Bank	-\$37.85
11116	07/03/2023	Sidecar Publications LLC	Checking Account Chase Bank	-\$348.00
11117	07/05/2023	Barrett, Barbara	Checking Account Chase Bank	-\$150.00
11118	07/05/2023	Bit Theater Inc.	Checking Account Chase Bank	-\$350.00
11119	07/05/2023	Carpet Square Records -DBA	Checking Account Chase Bank	-\$1,100.00
11120	07/05/2023	Dottie's Art Studio	Checking Account Chase Bank	-\$600.00
11121	07/05/2023	Sara Craig Co.	Checking Account Chase Bank	-\$300.00
11127	07/13/2023	Anderson Pest Solutions	Checking Account Chase Bank	-\$99.30
11128	07/13/2023	Children's Plus Inc.	Checking Account Chase Bank	-\$16.99
11129	07/13/2023	Groot, Inc.	Checking Account Chase Bank	-\$572.50
11130	07/13/2023	Halau Hula O Puanani	Checking Account Chase Bank	-\$125.00
11131	07/13/2023	Metronet	Checking Account Chase Bank	-\$1,026.85
11132	07/13/2023	Postmaster	Checking Account Chase Bank	-\$4,800.00
11133	07/13/2023	T-Mobile	Checking Account Chase Bank	-\$207.98
11134	07/13/2023	Village of Plainfield	Checking Account Chase Bank	-\$288.98
11135	07/13/2023	World Book, Inc.	Checking Account Chase Bank	-\$6,667.50
11136	07/13/2023	Village of Plainfield	Checking Account Chase Bank	-\$124.58
11137	07/13/2023	Village of Plainfield	Checking Account Chase Bank	-\$132.27
11138	07/17/2023	Center Point Large Print	Checking Account Chase Bank	-\$49.14
11139	07/17/2023	Daily Southtown	Checking Account Chase Bank	-\$112.99
11140	07/17/2023	LIMRiCC- UCGA	Checking Account Chase Bank	-\$467.37

Check number	Transaction date	Vendor name	Account name	Amount
11141	07/17/2023	NCPERS Group Life Ins.	Checking Account Chase Bank	-\$96.00
11142	07/17/2023	Proquest	Checking Account Chase Bank	-\$16,434.28
11143	07/17/2023	RAILS	Checking Account Chase Bank	-\$940.00
11144	07/17/2023	Sheehan Nagle Hartray Architects, Ltd.	Checking Account Chase Bank	-\$24,223.10
11145	07/18/2023	American Library Association	Checking Account Chase Bank	-\$118.00
11146	07/18/2023	Baker & Taylor- Lease Plan	Checking Account Chase Bank	-\$18,542.58
11147	07/18/2023	Plainfield Historical Society	Checking Account Chase Bank	-\$50.00
11148	07/18/2023	Will County Historical Society	Checking Account Chase Bank	-\$75.00
11152	07/18/2023	American Library Association	Checking Account Chase Bank	-\$333.00
11153	07/18/2023	Scholastic Library Publishing	Checking Account Chase Bank	-\$3,751.00
11154	07/19/2023	Shaw Media / Herald-News	Checking Account Chase Bank	-\$390.00
11156	07/24/2023	Elan Financial Services	Checking Account Chase Bank	-\$17,177.65
11157	07/25/2023	Blue Cross and Blue Shield of Illinois	Checking Account Chase Bank	-\$13,681.28
11158	07/25/2023	Catapult- Formerly CAI & TEA	Checking Account Chase Bank	-\$342.00
11159	07/25/2023	ComEd	Checking Account Chase Bank	-\$136.69
11160	07/25/2023	Grey House Publishing	Checking Account Chase Bank	-\$3,595.00
11161	07/25/2023	Metropolitan Life Insurance Company	Checking Account Chase Bank	-\$1,656.86
11162	07/25/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$247.98
11163	07/25/2023	Nicor Gas	Checking Account Chase Bank	-\$36.62
11164	07/25/2023	RAILS	Checking Account Chase Bank	-\$3,500.00
11165	07/25/2023	Vision Service Plan (IL)	Checking Account Chase Bank	-\$103.84
11166	07/25/2023	ComEd	Checking Account Chase Bank	-\$189.52
11167	07/25/2023	Nicor Gas	Checking Account Chase Bank	-\$21.18
11168	07/25/2023	Nicor Gas	Checking Account Chase Bank	-\$169.61
			Total	-\$175,609.84



## July 2023 Bank Activity

	Tax Escrow Heartland XXX7902	Operating Chase XXX2895	Reserve Illinois Funds XXX2514	E-Pay Illinois Funds XXX0970	Illinois National Bank XXX0970	Total
<b>Beginning Balance</b>	4,437,636.78	425,808.54	66,991.57	465,350.35	1,000.00	5,396,787.24
<b>Deposits</b>	175,052.32	138,781.40		1,204.78	1,251.93	316,290.43
<b>Transfer In</b>	0.00	200,000.00				200,000.00
<b>Interest Earned</b>	11,006.97		302.10	2,101.69		13,410.76
<b>Total Receipts</b>	186,059.29	338,781.40	302.10	3,306.47	1,251.93	5,926,488.43
<b>Checks Cleared</b>	(350,000.00)	(210,657.34)				(560,657.34)
<b>Transfers Out</b>					(1,204.78)	(1,204.78)
<b>Payroll Fees</b>		(761.66)				(761.66)
<b>Bank Fees</b>		(227.55)			(47.15)	(274.70)
<b>FSA</b>		(1,355.19)				(1,355.19)
<b>Payroll</b>		(148,912.22)				(148,912.22)
<b>IMRF</b>		0.00				0.00
<b>457 Payment</b>		(2,710.00)				(2,710.00)
<b>Total Disbursements</b>	(350,000.00)	(364,623.96)	0.00	0.00	(1,251.93)	(715,875.89)
<b>Ending Balance</b>	4,273,696.07	399,965.98	67,293.67	468,656.82	1,000.00	5,210,612.54

**FY23 Fund Activity 07/01/23 - 7/31/2023**

	Library	Audit	Building & Maintenance	FICA	IMRF	Reserve	Total
Tax Revenue	\$1,991,935.58	\$0.00	\$180,852.66	\$66,696.81	\$79,523.95	\$0.00	\$2,319,009.00
Other Revenue	\$136,261.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$136,261.26
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,896.00	\$5,896.00
Interest	\$20,929.35	\$0.00	\$0.00	\$0.00	\$0.00	\$302.10	\$21,231.45
Investment Gain(Loss)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$2,149,126.19	\$0.00	\$180,852.66	\$66,696.81	\$79,523.95	\$6,198.10	\$2,482,397.71
Payroll	\$142,266.99	\$0.00	\$8,777.11	\$0.00	\$0.00	\$0.00	\$151,044.10
Personnel Expenses	\$32,220.59	\$0.00	\$0.00	\$11,252.78	\$0.00	\$0.00	\$43,473.37
Technology	\$11,719.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,719.99
Other Expenses	\$94,170.07	\$0.00	\$14,731.78	\$0.00	\$0.00	\$24,223.10	\$133,124.95
Total Expenses	\$280,377.64	\$0.00	\$23,508.89	\$11,252.78	\$0.00	\$24,223.10	\$339,362.41
Net Income	\$1,868,748.55	\$0.00	\$157,343.77	\$55,444.03	\$79,523.95	(\$18,025.00)	\$2,143,035.30

Plainfield Public Library District  
Director's Report  
Lisa Pappas, Director  
August 10, 2023

Tentative Budget and Appropriation Hearing

The Tentative Budget and Appropriation Hearing will take place in-person just prior to the regular board meeting, on Wednesday, August 16 at 6:00 pm. Please plan to be at the Library for the 6:00 pm hearing. Then we can take action to pass the ordinance at the regular meeting following the hearing.

Truth in Taxation Hearing/Resolution to Determine Funds

Residential growth continues in Plainfield and the Library's anticipated EAV growth will exceed 5%, thus necessitating a levy request that will require a Truth in Taxation Hearing. The Resolution to Determine Funds which is on the agenda for this meeting shows a 15% levy increase. Building permits so far this year are half of last year. We continue to recommend levying high to make sure we don't miss any growth. Please keep in mind that we can levy as high as we deem necessary; the county will only extend to us what is actually owed to us based on what was collected the prior year. Traditionally, the TITA hearing is held immediately prior to the regular September board meeting, which would be 6:00 pm on Wednesday, September 20.

Renovation Planning Update

SNHA and SMC are working on construction documents and interior designs and will be meeting with me and leadership team staff at the end of August and early September. They will not need to attend the August meeting. Architect Don McKay, President Gilmore and I will be doing an informational presentation to the Village Board at their September 11 meeting.

Trustee Vacancy Declaration Ordinance

Trustee David McMurtrie has resigned from the Board of Trustees. [Public Act 102-0977](#) now requires that once a vacancy has been declared, the Board has 90 days to fill the seat before the State Library would step in and appoint someone. We will discuss our next steps at the meeting.

New Service Begins in September: License Plate Renewal Stickers

Beginning in September, the public will be able to come to PAPL to obtain their license plate renewal stickers instead of going to the Secretary of State's Offices. A number of libraries in our area have already begun offering this service which requires minimal training, minimal expense and equipment and in return, makes this tedious errand easy to accomplish. This is not a revenue-generator for the Library, although there is a small service fee that people will pay that the Library keeps. More information will be included in the Borrower Services report for September and it will be included in the policy revisions for the Library Services policy we will be presenting in September.

### 2024 Closing Dates

We are presenting our proposed closing dates a little earlier than usual as we have our first full year of half-day staff training sessions and a suggestion for January 2. We are cognizant that the dates for later in the year may have to shift due to renovation plans. We are proposing being closed for three (3) half days: February 9, May 3 and August 9. Those days the Library would be closed to the public until 1:00 pm. Library staff would be conducting training in the morning. On Friday, November 8, the Library would be closed for the full day for staff training.

Our policy as written would have the Library be closed as a holiday on Tuesday, January 2 because New Year's Eve is a Sunday. We'd like to suggest instead, the Library be open on January 2 and staff be given a floating holiday that could be used at any time between January 2 and June 30, which follows how we handle the February President's Day floating holiday we introduced six years ago.

### Longevity Awards

We have two staff members celebrating 25 years of service this month! Cindy Caswell, Youth Services Assistant, and Debi Grandsard, Adult Services Assistant. Additionally, Katie Gulas is celebrating 10 years of services at PAPL as a Youth Services Librarian. We will honor them during the 6 pm hearing.

### Storywalk Grand Opening

The StoryWalk Grand Opening and Rescue Rally is Saturday, September 9. We will do a brief ribbon-cutting ceremony along with the Board of the Park District at 11:30 am. The event will be from 11 am to 3 pm. The rescue rally will have vendors and veterinarians and pet rescues as well as therapy dogs. There will be fun for pets and humans. Please join us at 11:30 am for the ribbon-cutting.

### Renewal of the Remote Lockers IGA with PSD202

Our IGA with PSD202 for the remote lockers was for three years and expired in June. I made a few suggested revisions, vetted them through our attorney and shared them with the school district for their approval. The PSD202 Board of Education met on July 26 and approved the new IGA, which is in your packet and will need our signature now. The changes made are minor—I suggested making the agreement for five years and we added language about the school district needing to allow us network access, which was the leading cause of our technology issues. Now that that has been resolved, we wanted to make sure that language was included in the agreement. The BOE asked some questions ahead of time and then approved the IGA unanimously.

### Village Staff Presentation re: Sterling Bay Development

Village staff has asked for any feedback regarding their presentation and any decisions the Board may have regarding the tax abatement request made by Sterling Bay. I hope to share responses from other taxing bodies at our meeting.

### Meetings Attended

07.17 Weekly meeting with Head of Adult Services, Lauren Pierce  
Architects meeting  
Weekly meeting with Head of CE&M, Tracey Lane  
Zonta podcast recording

07.18 Vendor meeting: Shales McNutt  
Review of Managed IT proposals with Admin Team and Head of Facilities  
Bi-weekly meeting with Head of Borrower Services, Marisa Barys

07.19 Weekly meeting with Interim YTS Supervisor, Katie Gulas  
Fall Program Guide Review meeting  
Board of Trustees meeting

07.20 Bi-weekly meeting with Head of MM, Rebecca Pfenning

07.21 Fountaindale staff visit to learn about on-site lockers  
Pinnacle Governing Board meeting: Fountaindale Library

07.24 Vendor meeting: TechProLogic  
Weekly meeting with Head of Adult Services, Lauren Pierce  
Vendor meeting: Jamie Rachlin, Meristem Advisors with Sally Wold  
Weekly meeting with Head of CE&M, Tracey Lane

07.25 Zonta Executive Board meeting

08.03 Vendor meeting: OSG (new Managed IT firm), conducting on-boarding  
Bi-weekly meeting with Head of MM, Rebecca Pfenning  
Weekly meeting with Interim YTS Supervisor, Katie Gulas

08.07 Weekly meeting with Head of Adult Services, Lauren Pierce  
Weekly meeting with Head of CE&M, Tracey Lane  
Meeting with Matt Hammermeister, Director of Pinnacle, to conduct training as I am Treasurer for Pinnacle this year  
Meeting with Interim YTS Supervisor, Katie Gulas  
Zonta PR Committee meeting

08.08 Leadership Team meeting  
Weekly meeting with Head of CE&M, Tracey Lane

08.09- Friends of the Library Book Sale assistance

08.10

# Monthly Report

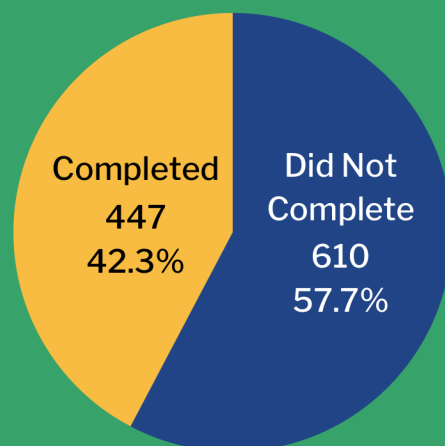
## Adult Summer Reading Program

The *Find Your Voice!* Summer Reading Program ended on July 29 with 1,057 adults registered. 447 completed the 800-page reading goal for a 42.3% completion rate. Next year, the goal will be at least 50% completed.

The 3 winners of the \$100.00 gift card grand prize were:

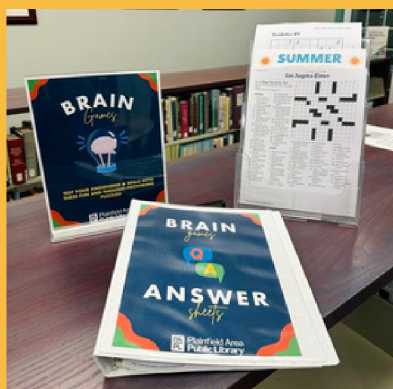
1. Samantha B.
2. Kayla W.
3. Robert N.

Kayla emailed to say "This absolutely made my day! Thank you so so much!"



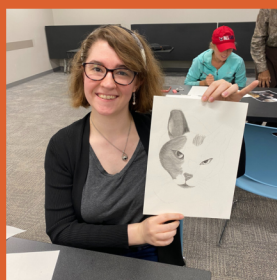
## Brain Games

Linda started a new passive program initiative called *Brain Games*. Every week, new Word Searches, Crosswords and Sudokus are provided in the Magazine Room with a binder of answer keys. Patrons enjoyed 19 free puzzles in July.



## Sketch Your Pet

11 patrons braved the stormy weather to attend the Sketch Your Pet program with Dottie Mueller of Dottie's Art Studio.

**WINNER**

## ALA Giveaway Winner

At the end of June, Greg, Kelly, and Tina attended the annual ALA Conference in Chicago. Tina entered into giveaway drawings at several vendor booths and won two!

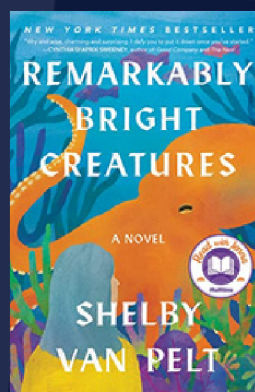
PAPL received 15 free books from Arcadia Publishing and \$500 of free books from Rowman & Littlefield.

## STATISTICS

<b>3D Print Requests</b>	<b>4</b>
<b>Adult Program Attendees</b>	<b>128</b>
<b>Book-a-Librarian Sessions</b>	<b>3</b>
<b>ELL Program Attendees</b>	<b>288</b>
<b>Online Resources Sessions</b>	<b>1472</b>
<b>Proctoring Sessions</b>	<b>5</b>
<b>Public Computer Sessions</b>	<b>658</b>
<b>Questions Answered</b>	<b>1633</b>
<b>Tech Training Attendees</b>	<b>14</b>

## Adult Take & Make: Crochet Your Own Drink Coasters

All 30 kits were claimed and included yarn, a crochet hook and instructions for accessing the Creativebug database for video tutorials.



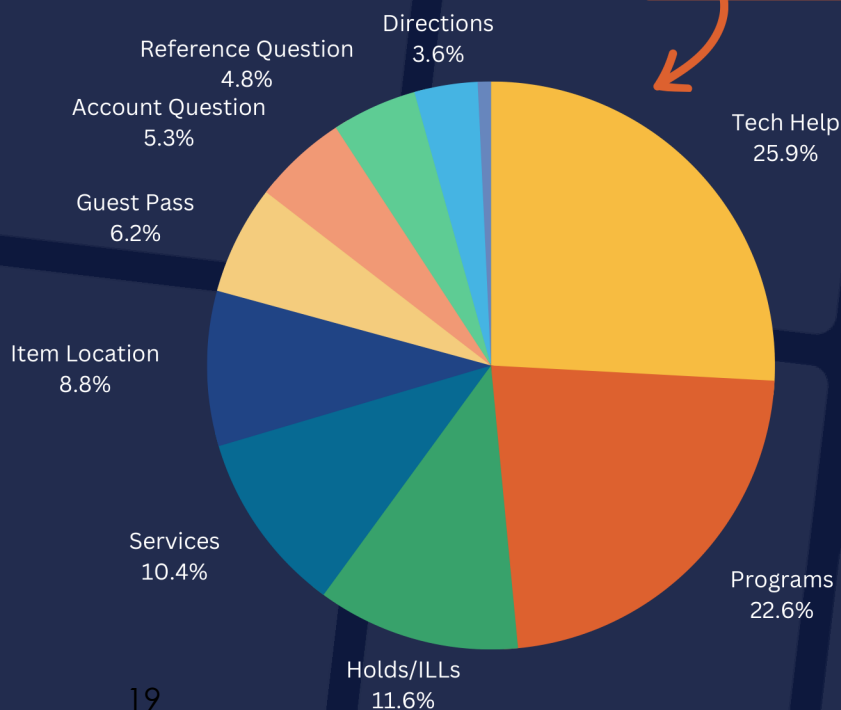
## A Novel Idea Book Club July Pick

## July Book Displays

- *Private Eye July* (Jessica)
- *Road Trip Reads* (Lisa K.)
- *Graphic Novels Month* (Lisa K.)
- *Summer Stories* (Linda)
- *Disability Pride Month* (Linda)
- *Exploration* (Tina)



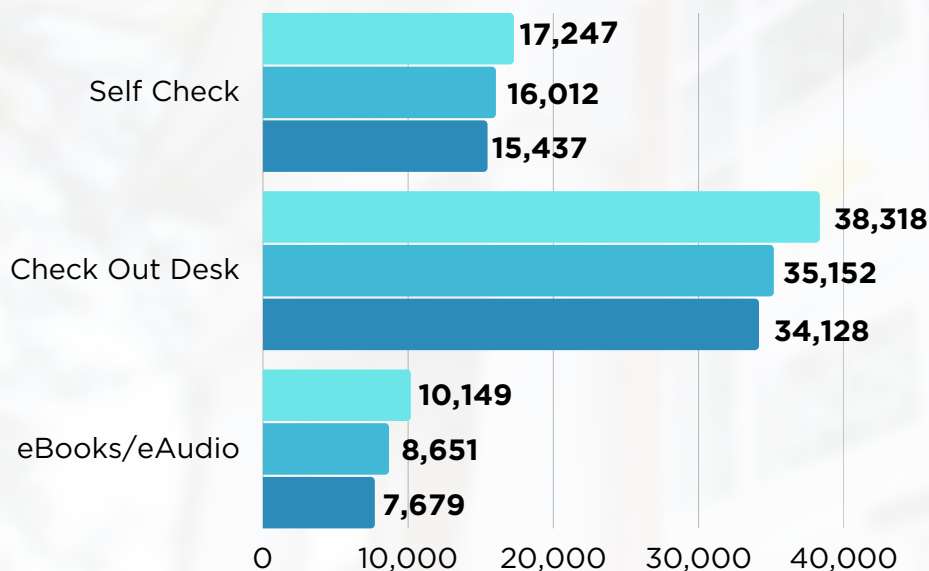
## TOP 10 QUESTION CATEGORIES





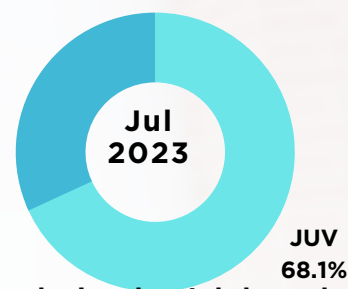
# BORROWER SERVICES NEWS

## MONTHLY CIRCULATION STATISTICS



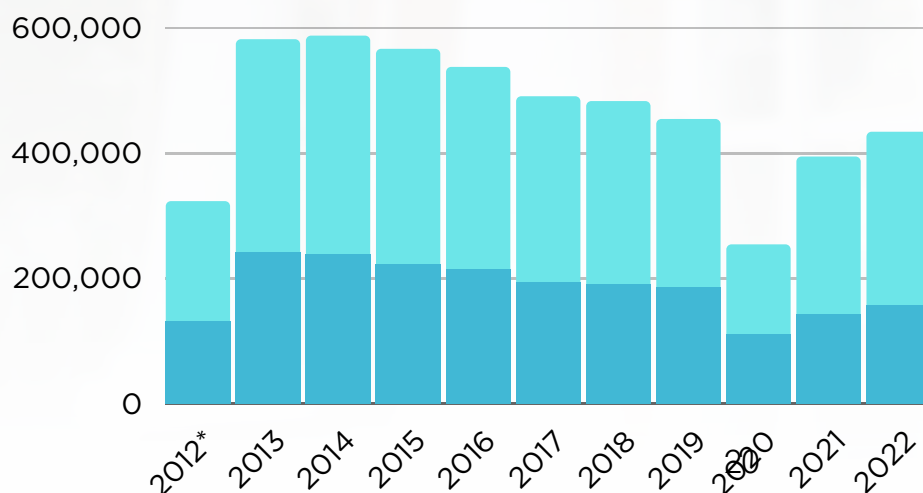
Total Jul 2023	65,714
Total Jul 2022	59,815
Total Jul 2021	57,244

ADULT  
31.9%



Circulation by Adult and Juvenile collections  
(excluding E-Media & ILLs)

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



	ADULT	JUVENILE
2012*	130,772	190,950
2013	240,100	340,064
2014	237,970	347,902
2015	221,217	343,587
2016	213,677	322,262
2017	192,239	296,869
2018	189,562	291,846
2019	185,562	267,270
2020	109,773	142,942
2021	141,520	251,396
2022	156,764	275,708



## CARDHOLDER STATISTICS

### MONTHLY CARDHOLDERS

Total Jul 2021	37,848
Total Jul 2022	30,596
Total Jul 2023	30,777*

**246**

NEW  
ADULT  
CARDS

**72**

NEW  
JUVENILE  
CARDS

**250**

NEW  
HOUSEHOLD  
CARDS

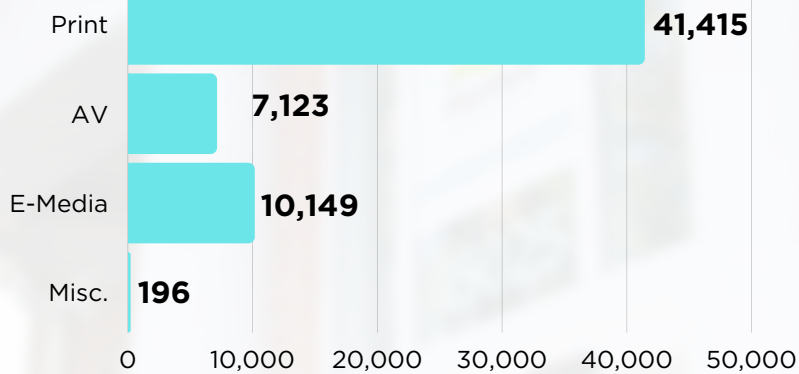
\*3 years of purging cards took place causing the number to drop.

**FYTD NEW HOUSEHOLD CARDS**

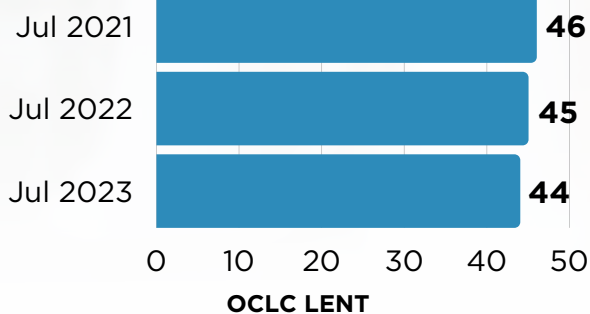
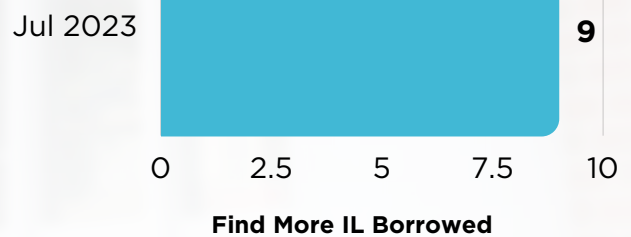
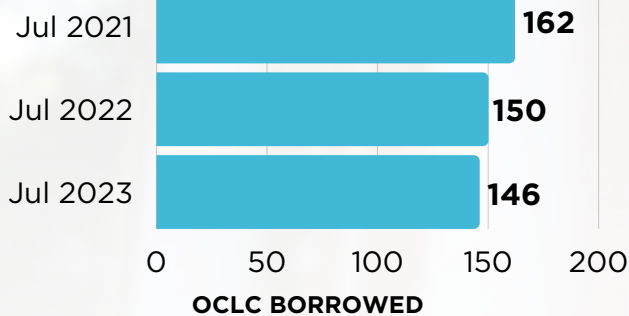
**250 CARDS**

## MATERIALS STATISTICS

### MATERIAL TYPE



### MONTHLY INTERLIBRARY LOAN



21





## MONTHLY LOCKER & CURBSIDE STATISTICS

### PEHS Lockers

DIFFERENT PATRON VISITS	31
SAME PATRON VISITS	12
FIRST TIME VISITS	3
TOTAL VISITS	93
ITEMS	131

### Illinois Street Lockers

DIFFERENT PATRON VISITS	32
SAME PATRON VISITS	14
FIRST TIME VISITS	15
TOTAL VISITS	105
ITEMS	151

CURBSIDE	33
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## HOME DELIVERY STATISTICS

July 2023

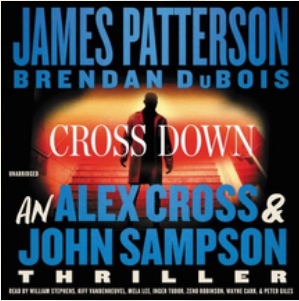



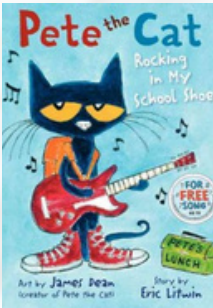
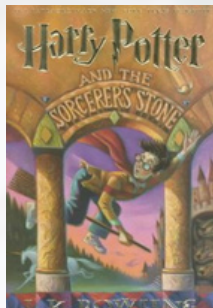
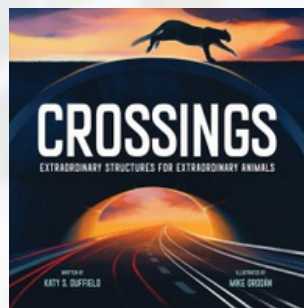
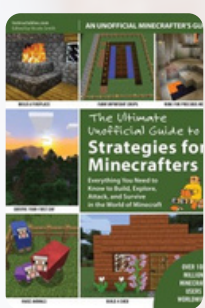




PATRONS

ITEMS

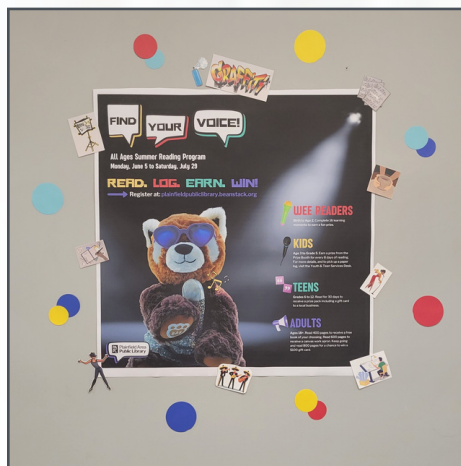


RESIDENTS	12	40
AHCL	47	103
HARBOR CHASE	5	13
HERITAGE WOODS	30	94
LAKESWOOD	3	19
TOTAL	97	269

# TOP CIRCULATING ITEMS JULY 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







# COMMUNITY RELATIONS



## Board Report | July 2023



Prepared by Tracey Lane  
Head of Community Engagement  
& Marketing



## Events & Meetings

- Kiwanis Club Meeting
- Ribbon Cuttings:
  - Pizza Ranch
  - Animal Care Center
  - TR Miller Bolingbrook
  - Habitat for Humanity
- CNN at Republic Bank
- Pinnacle and Pints Meeting
- 5K Meeting
- Patron Point Monthly Check-in
- Crossroads Fest Meeting
- National Night Out
- Volunteered at Cruise Nights
- PSACC Golf Outing
- Volunteered at Crossroads Fest



## CE&M Happenings



Ribbon Cutting with Mayor CC DeBold  
to open Crossroads Fest



Ribbon Cutting for Pizza Ranch in  
Shorewood



## Ongoing Projects

- We have one more traveling StoryWalks coming up
  - August 9 at Tamarack Settlement Park
- 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 April/May 2024.
- We have been busy taking photos at programs to build our photo library.
- The new Story Walk 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.
- We will be collecting school supplies again for Del Valle August 15 to 30



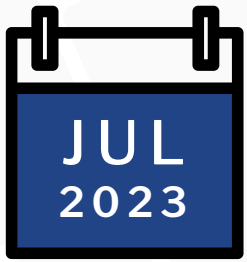
## National Night Out

- We played games and gave away Library swag to over 800 people at National Night Out.



## Friends of the Library

- The FOL made over \$200 at their Hazel Marie's Fundraiser
- After taking a year off the used book sale is back!



# COMMUNITY RELATIONS BY THE NUMBERS

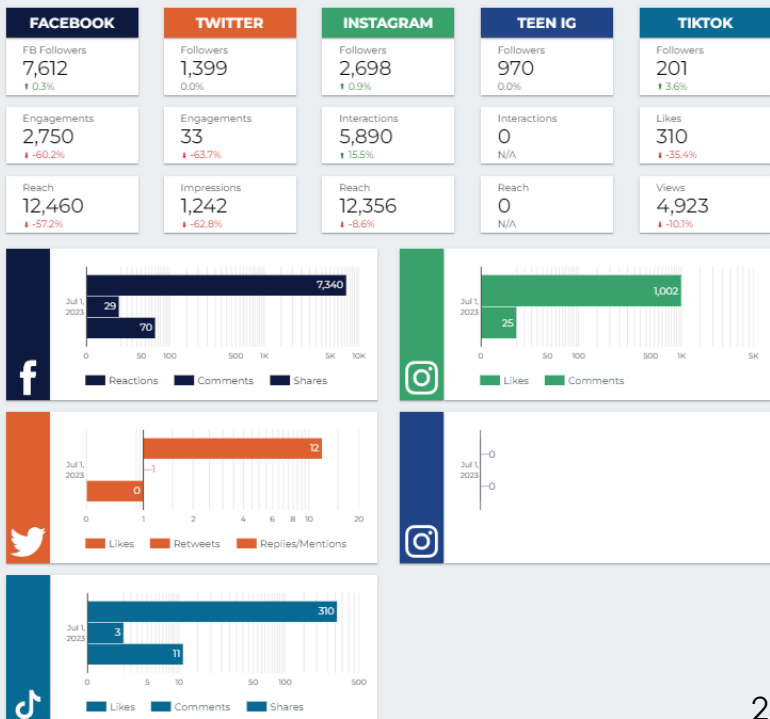
## Google Ads Stats

Campaign	Impressions	Click Through Rate	Cost*
Virtual	4,158	10.6%	\$2,774.11
Library	1,012	13.1%	\$5,996.30
Resources	985	10.5%	\$754.2

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

## Social Media Stats

### Dashboard



## Email stats

### ENews Weekly Averages

MESSAGES SENT  
23,715

OPEN RATE  
25.3%

### New Cardholder Message Totals

MESSAGES SENT  
2,167

OPEN RATE  
59%

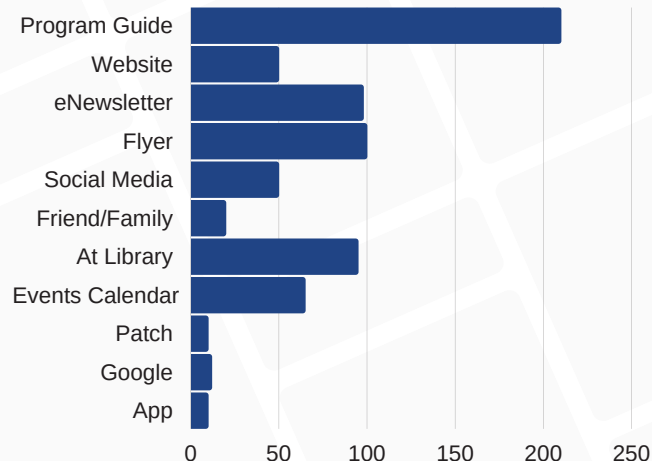
### Re-engagement Message Totals

MESSAGES SENT  
0  
We are still onboarding our new system - data pending

OPEN RATE  
0

## Program Sign Up Stats

### How Patrons Learned About July Programs



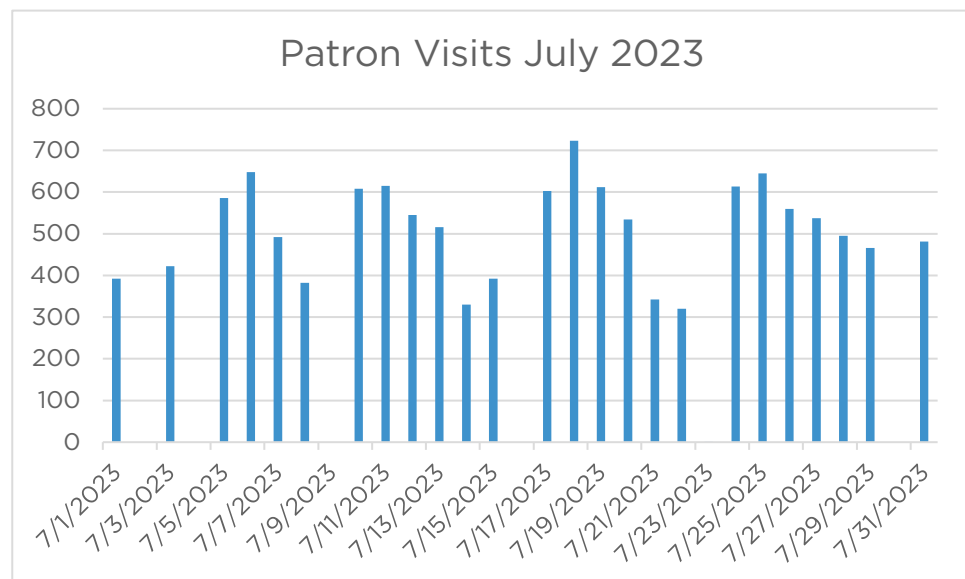
# FACILITY REPORT

LANCE AGNE, HEAD OF FACILITIES

## MONTHLY FACILITIES DEPARTMENT RECAP

The rooftop units were serviced for preventative maintenance and filter changes. This is an important task to improve the airflow and longevity of the roof top units. The library carpet was cleaned in entirety. The facilities staff has been busy identifying and tagging items to be moved to storage from the office.

There was an increase in visits from prior year same month. The summer reading program was in full swing. We will begin to prepare for the Fall season and a planned cleanout of items for reuse and recycle in September.



As of the end of the month, the bottle filling stations located on each level have saved over 20,000 water bottles since we installed them 5 years ago this August.

Fun Fact: July 2023 saw some of the hottest temperatures ever recorded on Earth. The Gulf of Mexico water temperature was almost 100 degrees in some places.

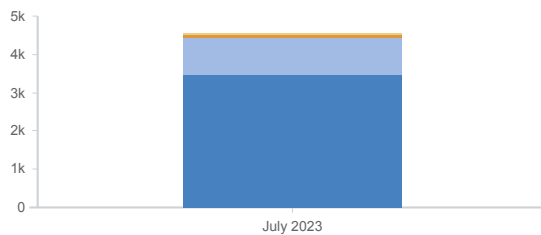
# Materials Management monthly report

What's happening in Materials Management?

You can review this report and interact with charts, data and links here -  
<https://stories.opengov.com/plainfieldpubliclibraryil/published/pObj9zILY>

## Stats and Charts

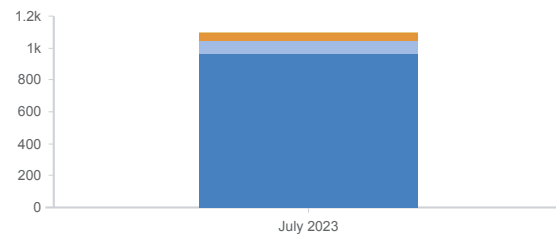
Items added to the collection in August 2023.



**4,551**

Material type in July 2023

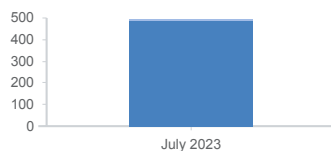
Physical items added to the collection in August 2023.



**1,098**

Material type in July 2023

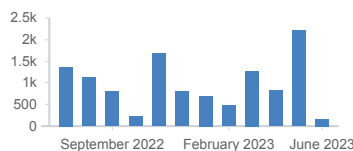
Items ordered for the collection in August 2023.



**497**

Material type in July 2023

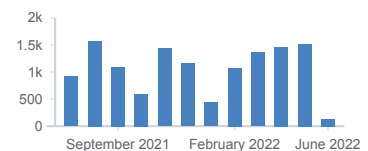
Items ordered in fiscal year FY23. (July 2022-June 2023)



**175**

Added/WD/Ordered in June 2023

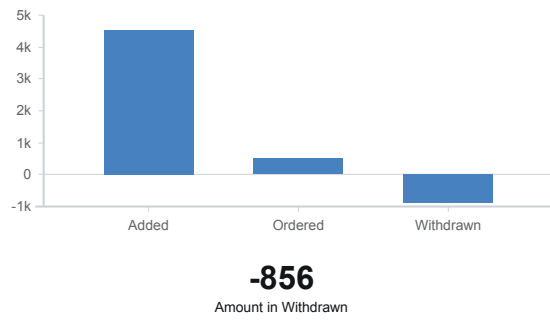
Items ordered in fiscal year FY22. (July 2021-June 2022)



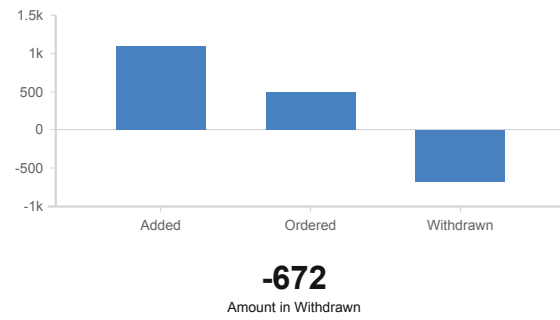
**137**

Added/WD/Ordered in June 2022

Added, withdrawn and ordered in August 2023.



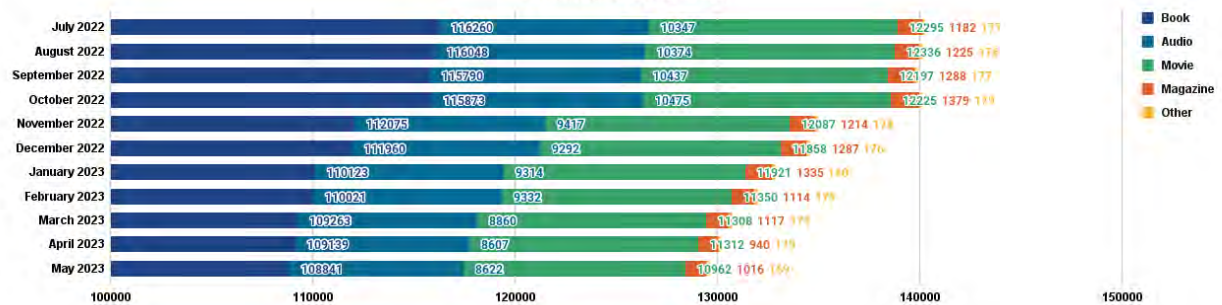
Added, withdrawn and ordered in August 2023. (no eRecords)



Collection count FY24



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 for all staff.
- 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 completed
  - 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

### May:

- Adult Large Print completed
  - Results
    - 236 items removed
    - **Down from 6% dead in January 2023 to less than 1% dead in May 2023**

### 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**

### July:

- Met with Head of Adult Services and Adult Fiction selector to begin plans for tackling weeding the Adult Fiction collection with plans to begin in August.
- Adult ESL/Language Learning 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 shelvers, the shifting and reincorporating of the Juvenile series titles. We will use February to catch up on clean-up of the project so far and plan for our next section, Juvenile Fiction!

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

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

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

## FY21 (July 2020 - June 2021)

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

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

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

**August 2020 update:** The relabeling project was put on hold in March to allow for the most materials to be available to patrons, so they could stock up on reading materials during Illinois's stay-at-home order. As the library begins to reopen, we are excited to get back to work on this project. We plan to return to the relabeling project with the library's Phase 4 of reopening in September.





# YOUTH & TEEN SERVICES MONTHLY REPORT

## Statistics

29

Total On-site  
Programs

1,033

On-site program  
attendance

8

Total Off-site  
Programs

425

Off-site program  
attendance

7

Self-directed  
Activities

1,293

Self-directed  
activity  
Participants

352.5

Teen Volunteer  
Hours Earned

18

Teen Volunteer  
Items made

## Summer Reading Stats

**Wee Readers: 143 Registered.  
57 Completed. 39.9%**

**Kids (Age 3 to Gr. 5):  
1490 Registered. 731 Completed.  
49.1%**

**Teens (Gr. 6-12): 484 Registered.  
242 Completed. 50%**

## Outreach

School Visits/  
Community Events  
Number of  
Patrons  
reached

1

165

The July Movies in the Park was  
canceled due to inclement weather.  
The rain date was also canceled.

# YOUTH & TEEN SERVICES MONTHLY REPORT

## Patron Feedback & Pictures

"It was so fun! We have the best library Thanks for all your hard work!"  
-Meghan Rafferty commenting on the Bluey Party.



**Bluey Party**



**Waste Water Treatment Facility**



**Imagine That: Village of Playfield**



**Hula Workshop**



**Play-Doh Playdate**



**What Is Water Pressure?**

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

## **INTERGOVERNMENTAL AGREEMENT**

Plainfield Public Library District

and

Plainfield Community Consolidated School District 202

Re: Library Lockers at Plainfield East High School

This Intergovernmental Agreement (IGA) is:

1. Between the Plainfield Public Library District (Library) and the Plainfield Community Consolidated School District 202 (School District) (collectively the Parties);
2. Effective July 1, 2023 and ends on June 30, 2028 (**term is 5 years**);
3. The agreement of the Parties pertaining to installation and use of Library lockers on School District property at Plainfield East High School.

### **Agreement**

A. The Library will:

1. Install at Plainfield East High School, at the Library's cost, book lockers and a return book drop at a location approved by the School District.
2. Obtain the School District's approval of the plans and specifications for the lockers.
3. Secure any required permits.
4. Designate a specific staff member to handle communications between the School District and the Library pertaining to the lockers.

B. The School District will:

1. Allow installation of the lockers at Plainfield East High School on the terms stated, i.e., at an approved location and in accordance with plans and specifications approved by the School District.
2. **Provide and maintain a dedicated pair of weatherproof network data ports for the purpose of communicating with the lockers from the Library's remote location.**
3. **Establish and maintain "hard-wired" internet connectivity to the data ports and/or lockers for the operation of the lockers<sup>1</sup>.**
4. Designate a specific staff member to handle communications between the School District and the Library pertaining to the lockers.

C. The Parties may extend or modify this IGA by written agreement.

---

<sup>1</sup> The parties understand and agree that, due to prior history of the lockers and subject matter underlying this IGA, wi-fi connectivity is insufficient to operate the lockers as designed and intended.

- D. This IGA remains in effect after June 30, 2028 subject to termination as stated in the following Paragraph E.
- E. After July 1, 2028, this IGA may be terminated by either the Library or the School District, with or without cause, upon ninety (90) days' written notice to the other. This IGA may be terminated prior to July 1, 2028 only for cause.
- F. Upon termination of this IGA, the Library will restore School District property as nearly as is reasonably possible to the condition existing prior to the installation of the lockers.
- G. The Library shall indemnify, hold harmless and defend the School District from and against any and all claims, demands, costs, fees and causes of action for any injury to persons or damage to property connected with use of the lockers.
- H. The Library, at the Library's cost, will maintain the lockers and book drop and will promptly repair or replace lockers and/or the book drop which are damaged, defaced or vandalized.
- I. Any notice under this IGA shall be in writing sent by certified mail, return receipt requested, with proper postage pre-paid, and shall be deemed to have been given on the date of the mailing, and shall be addressed as follows:

To the School District:

Plainfield Community Consolidated  
School District 202  
15732 Howard Street  
Plainfield, IL 60544

To the Library District:

Plainfield Public Library District  
  
15025 S. Illinois Street  
Plainfield, IL 60544

PLAINFIELD COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 202

By: \_\_\_\_\_  
Rod Westfall  
Board President

Date Signed: \_\_\_\_\_, 2023

PLAINFIELD PUBLIC LIBRARY  
DISTRICT

By: \_\_\_\_\_  
Carl F. Gilmore  
Board President

Date Signed: \_\_\_\_\_, 2023



## **INTERGOVERNMENTAL AGREEMENT**

Plainfield Public Library District

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3. The agreement of the Parties pertaining to installation and use of Library lockers on School District property at Plainfield East High School.

### **Agreement**

A. The Library will:

1. Install at Plainfield East High School, at the Library's cost, book lockers and a return book drop at a location approved by the School District.
2. Obtain the School District's approval of the plans and specifications for the lockers.
3. Secure any required permits.
4. Designate a specific staff member to handle communications between the School District and the Library pertaining to the lockers.

B. The School District will:

1. Allow installation of the lockers at Plainfield East High School on the terms stated, i.e., at an approved location and in accordance with plans and specifications approved by the School District.
2. Provide and maintain a dedicated pair of weatherproof network data ports for the purpose of communicating with the lockers from the Library's remote location.
3. Establish and maintain "hard-wired" internet connectivity to the data ports and/or lockers for the operation of the lockers<sup>1</sup>.
4. Designate a specific staff member to handle communications between the School District and the Library pertaining to the lockers.

C. The Parties may extend or modify this IGA by written agreement.

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- F. Upon termination of this IGA, the Library will restore School District property as nearly as is reasonably possible to the condition existing prior to the installation of the lockers.
- G. The Library shall indemnify, hold harmless and defend the School District from and against any and all claims, demands, costs, fees and causes of action for any injury to persons or damage to property connected with use of the lockers.
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Plainfield Community Consolidated  
School District 202  
15732 Howard Street  
Plainfield, IL 60544

To the Library District:

Plainfield Public Library District  
  
15025 S. Illinois Street  
Plainfield, IL 60544

PLAINFIELD COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 202

By:

  
Rod Westfall  
Board President

Date Signed: 07/26, 2023

PLAINFIELD PUBLIC LIBRARY  
DISTRICT

By:

  
Carl F. Gilmore  
Board President

Date Signed: \_\_\_\_\_, 2023

ORDINANCE NO. 2023-6

ORDINANCE DECLARING A VACANCY  
(David McMurtrie Vacancy)

WHEREAS, David McMurtrie was previously elected as a Library Trustee for a term which expires in April 2025; and

WHEREAS, McMurtrie recently resigned; and

WHEREAS, following a resignation, a vacancy in the office of Library Trustee shall be declared by the Library Board; and

WHEREAS, vacancies shall be filled by appointment of the Library Trustees until the next regular library election.

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

- A. Declare a vacancy in the office of Library Trustee;
- B. Intend to fill the vacancy by appointment until the next regular election in April, 2025.

This Ordinance is effective immediately.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Passed 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

## From Board of Trustees Bylaws, approved 2022

### SECTION 4. VACANCIES

The Board shall declare a vacancy when an elected or appointed Trustee meets one of the following conditions [75 ILCS 16/30-25 (a)]:

- A. Resigns, declines or is unable to serve
- B. Becomes a non-resident of the District
- C. Is convicted of a misdemeanor by failing, neglecting or refusing to discharge any duty imposed upon him by this Act
- D. Fails to pay the library tax levied by the District

The Board shall fill a vacancy by appointment by the remaining Trustees, by vote, requiring a majority of quorum for approval at any regular or special meeting [75 ILCS 16/30-25 (b)].

Candidate Selection Options:

- A. Appoint an individual who previously served the office of Library Trustee.
- B. Appoint an individual who previously interviewed for the office of Library Trustee.
- C. Interview individuals who previously ran for the office of Library Trustee. Appoint a viable candidate.

If there are no viable candidates to appoint, the Board will publicize the vacancy, interview candidates in executive session, and appoint selected candidate at a regular meeting.

*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

TO: Library Trustees, Plainfield Public Library District  
FROM: Roger Ritzman  
RE: Trustee Vacancy  
DATE: May 20, 2019

---

This email addresses the Board's decision to fill a vacancy on the Board.

The vacancy resulted from the lack of candidates to serve as Library Trustee at the Consolidated Election held April 2, 2019.

The relevant statutory language provides:

All vacancies shall be filled by appointment by the remaining trustees until the next regular library election, at which time a trustee shall be elected for the remainder of the unexpired term.  
75 ILCS 16/30-25(b)

The statute requires the Board to fill vacancies ("shall be filled"). The requirement is not limited to certain causes of vacancies. The statute simply refers to "All vacancies." The statute does not state, for example, that "Only vacancies which result from the circumstances described in the preceding subparagraph (a) shall be filled by appointment"<sup>1</sup>. Stated simply, the circumstances for declaring a vacancy described in subparagraph (a) are not exclusive.

The lack of candidates obviously creates a vacancy which must be filled to allow the Board to operate at "full strength". By statute, the Board must have seven (7) Trustees<sup>2</sup>.

As to the process for appointing someone to fill a vacancy, the Board has broad discretion. The statutes do not prescribe a process. At the Board's discretion, the process for appointing a Trustee may be formal or informal.

In selecting someone to fill a vacancy, the Board has broad discretion. The Board may consider multiple factors/qualifications in filling a vacancy.

RAR:flh 5/20/19 M:\\_1LIBRARYDIST\PLAINFIELD\Memo re Trustee Vacancy.docx

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<sup>1</sup> Bases for declaring a vacancy include when a Trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the district, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him or her by this Act, or (iv) has failed to pay the library taxes levied by the district. 75 ILCS 16/30-25 (a)

<sup>2</sup>Seven trustees shall constitute a board. 75 ILCS 16/30-10(a) <sup>41</sup>

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)



CERTIFICATION OF BUDGET/APPROPRIATION IN  
ACCORDANCE WITH CHAPTER 35  
SECTION 200/18-50 ILLINOIS COMPILED STATUTES

The undersigned, being Clerk/Secretary and Chief Fiscal Officer of the Taxing District below named, do hereby certify that attached hereto is a ***true and correct copy*** of the Budget/Appropriation of said District for its July 1, 2023 through June 30, 2024 fiscal year, adopted on August 16, 2023.

We further certify that the ***estimate of revenues***, by source, anticipated to be received by said Taxing District, either set forth in said document or attached hereto separately, is a true statement of said estimate.

Name of District: Plainfield Public Library District,  
Will and Kendall Counties, Illinois

Clerk/Secretary: Vicki Knight

Chief Fiscal Officer: Erika Grotto

Date: August 16, 2023

RESOLUTION NO. 2023-2

RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLAINFIELD  
PUBLIC LIBRARY DISTRICT, WILL AND KENDALL COUNTIES, ILLINOIS,  
DETERMINING AN AMOUNT OF MONEY NECESSARY TO BE RAISED  
BY TAXATION FOR THE JULY 1, 2023 - JUNE 30, 2024 FISCAL YEAR

WHEREAS, 35 ILCS 200/18-55 et seq. (The Truth in Taxation Act) provides that not less than twenty (20) days prior to the adoption of its aggregate levy, the corporate authority of each taxing district shall determine the amounts of money, exclusive of any portion of the levy attributable in the costs of conducting an election required by the General Election Law, estimated to be necessary to be raised by taxation for the year upon which the taxable property in its district; and

WHEREAS, this Board anticipates adopting its aggregate levy on September 20, 2023;

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

The following are hereby determined to be the amounts of money estimated to be required by fund to be raised by taxation for the 2023-2024 fiscal year:

2023 Proposed Levy

Corporate	\$4,699,676
Purchase, Construction and Maintenance of Sites, and Equipment Fund	\$430,000
Audit Fund	\$0
Illinois Municipal Retirement Fund	\$205,000
Social Security Fund	\$165,000
Total	\$5,499,676

SECTION 2. That this Resolution shall be in full force and effect from and after its passage, 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 16<sup>th</sup> day of August, 2023, by a vote of:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

ATTEST:

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

(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 2023-2, fully entitled

RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLAINFIELD  
PUBLIC LIBRARY DISTRICT, WILL AND KENDALL COUNTIES, ILLINOIS,  
DETERMINING AN AMOUNT OF MONEY NECESSARY TO BE RAISED  
BY TAXATION FOR THE JULY 1, 2023 - JUNE 30, 2024 FISCAL YEAR

which Resolution was duly passed and adopted by the Board at a meeting of the Board held on August 16, 2023 and approved by the President of the District Board on August 16, 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 16<sup>th</sup> day of August, 2023.

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

## 2024 Library Closings

The Library will be closed the following days or times:

Monday	January	1	All Day	New Year's Day
Friday	February	9	9am-1pm	Staff In-service, half day
Friday	May	3	9am-1pm	Staff In-service, half day
Monday	May	27	All Day	Memorial Day
Wednesday	July	3	5pm-9pm	Independence Day Eve
Thursday	July	4	All Day	Independence Day
Friday	August	9	9am-1pm	Staff In-service, half day
Monday	September	2	All Day	Labor Day Homecoming
Saturday	October	tbd	9am-12pm	Parade
Friday	November	8	All Day	Staff In-service, full day
Wednesday	November	27	5pm-9pm	Thanksgiving Eve
Thursday	November	28	All Day	Thanksgiving Day
Tuesday	December	24	All Day	Christmas Eve
Wednesday	December	25	All Day	Christmas Day
Tuesday	December	31	All Day	New Year's Eve