

PLAINFIELD AREA PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING AGENDA  
LARGE MEETING ROOM  
SEPTEMBER 20, 2023  
6:30 P.M.

1. Call to Order, Pledge, Roll Call
2. Public Comment
  - a. Other Comments
  - b. Trustee Attendance at Community
  - c. Friends of the Library
3. Consent Agenda
  - a. August 16, 2023 Regular Board Meeting Minutes
  - b. August 16, 2023 Truth in Taxation Hearing
4. Approval of Bills Paid and Bills Payable
  - a. Payroll \$236,096.46
  - b. General Bills \$173,066.74
  - c. Other Compensation/Administrative Costs \$62,893.96
  - d. Total \$472,057.16
5. Committee Reports
6. Library Director's Report
7. Action Items: Unfinished Business
  - a. Board Vacancy (action)
    - i. Appointment of Lauren Las
    - ii. Oath of Office
    - iii. Committee Assignments
  - b. Renovation Planning (action)
8. Action Items: New Business
  - a. Library Services Policy
  - b. ILA Conference Attendance (action)
  - c. Regular October Meeting Conflict (action)
  - d. Ordinance 2023-7 Tax Levy Ordinance (action)
9. Closed Session
10. Action for Items Discussed in Closed Session
11. Adjournment

BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
AUGUST 16, 2023

**CALL TO ORDER:** The regular meeting of August 16, 2023 was called to order at 6:32 pm in the Library's Small Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited at the preceding hearing. Roll call was conducted. Regular members present: Gilmore, Knight, Grotto, Malec. Regular members absent: Schmidt, Crowner, McMurtrie. Staff present: Pappas, Hartley, Wold. Guests present: District resident.

**PUBLIC COMMENT:** None.

**OTHER COMMENT:** At the preceding hearing, the Board recognized Youth Services Assistant Cindy Caswell and Adult Services Assistant Debi Grandsard for 25 years of service and Youth Services Librarian Katie Gulas for 10 years of service. The Board thanked them for their dedication to the Library's community.

**CONSENT AGENDA:** Gilmore accepted the minutes of the regular meeting of July 19, 2023 as presented.

**APPROVAL OF BILLS PAID:** Malec moved approval of bills paid and bills payable for June for a total of \$329,576.46. Grotto 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 – SNHA are working on interior spaces and will meet with the leadership team in September for phasing planning. They will attend the September regular meeting.

**ACTION ITEMS:** New Business

1. Intergovernmental Agreement with PSD202 for lockers – Grotto moved to approve the IGA as presented. Knight seconded the motion, all voted yes via roll call vote; motion carried.
2. Ordinance 2023-6 Declaring a Vacancy – the Board received trustee McMurtrie's resignation. Grotto moved to approve Ordinance 2023-6 as presented. Malec seconded the motion, all voted yes via roll call vote; motion carried. The Board agreed to contact candidates who applied for a previous vacancy.
3. Ordinance 2023-4 Budget & Appropriations – Malec moved to approve Ordinance 2023-4. Grotto seconded the motion, all voted yes via roll call vote; motion carried.
4. Truth in Taxation Hearing – the Board will hold the hearing on September 20, 2023 at 6pm.
5. Resolution 2023-2 Determine Funds to be Raised – Malec moved to approve Resolution 2023-2. Knight seconded the motion, all voted yes via roll call vote; motion carried.
6. 2024 Library Closings – some changes may be necessary due to upcoming construction; those changes will be brought to the Board as necessary. Grotto moved to approve the closings as presented. Malec seconded the motion, all voted yes via voice vote; motion carried.

**ADJOURNMENT:** Grotto moved to adjourn. Malec seconded the motion, all voted yes via voice vote. The meeting adjourned at 7:01 pm.

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Aimee Hartley  
Recording Secretary

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Vicki M. Knight  
Board Secretary



BOARD OF TRUSTEES  
REPORT OF BUDGET & APPROPRIATION HEARING  
AUGUST 16, 2023

**CALL TO ORDER:** The regular meeting of August 16, 2023 was called to order at 6:01 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, Malec. Regular members absent: Schmidt, Crowner, McMurtrie. Staff present: Pappas, Caswell, Gulas, Hartley, Pierce, Wold. Guests present: none.

**PUBLIC COMMENT:** None.

**OTHER COMMENT:** The Board recognized Youth Services Assistant Cindy Caswell and Adult Services Assistant Debi Grandsard for 25 years of service and Youth Services Librarian Katie Gulas for 10 years of service. The Board thanked them for their dedication to the Library's community.

Board discussed attendance at the Library's Kids Handmade Market and the Friends book sale.

**DISCUSSION:** None.

**ADJOURNMENT:** The hearing adjourned at 6:31 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 - August, 2023

	Aug 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									16.67%
1004001 Real Estate Taxes Library	222,907.22	94,007.77	237.12%	2,214,842.80	2,242,526.62	98.77%	2,214,842.80	3,725,107.20	59.46%
1004002 Personal Property Taxes		2,796.53	0.00%	8,770.12	3,170.53	276.61%	8,770.12	35,000.00	25.06%
1004003 Overlap Districts Agreement		0.00		0.00	0.00		0.00	315,000.00	0.00%
1004004 Lost/Damaged	704.63	458.13	153.81%	1,377.98	919.93	149.79%	1,377.98	5,000.00	27.56%
1004006 Copier Fees	606.20	487.66	124.31%	1,029.00	844.65	121.83%	1,029.00	5,000.00	20.58%
1004007 Fax Fees	93.25	103.74	89.89%	123.25	182.74	67.45%	123.25	1,000.00	12.33%
1004008 Non Resident Fees	576.54	434.30	132.75%	1,111.66	606.98	183.15%	1,111.66	4,000.00	27.79%
1004009 Book Sales	140.81	171.71	82.00%	312.60	308.11	101.46%	312.60	2,000.00	15.63%
1004010 Meeting Room Deposits	75.00	270.31	27.75%	175.00	289.91	60.36%	175.00	1,000.00	17.50%
1004402 E-Pay Interest	2,173.08	494.13	439.78%	4,274.77	1,258.49	339.67%	4,274.77	10,000.00	42.75%
1004417 Tax Escrow Interest HB	11,607.45	2,083.33	557.16%	30,435.11	4,166.66	730.44%	30,435.11	25,000.00	121.74%
1004502 Donations	58.30			183.56	0.00		183.56	0.00	
1004701 Per Capita Grant		0.00		116,617.93	0.00		116,617.93	116,606.13	100.01%
1004901 Miscellaneous Income (Library)	655.33			1,420.22	0.00		1,420.22	0.00	
1004902 Sale of Library Used Equipment		1.73	0.00%	0.00	1.73	0.00%	0.00	500.00	0.00%
1004909 Rental Income	8,050.00	8,208.33	98.07%	16,100.00	16,416.66	98.07%	16,100.00	98,500.00	16.35%
1015500 Operating Transfer Out		0.00		0.00	0.00		0.00	-138,000.00	0.00%
2004001 Real Estate Taxes (FICA)	7,463.70	3,143.18	237.46%	74,160.51	47,353.85	156.61%	74,160.51	124,729.36	59.46%
2004810 Transfer In From Gen Fund		0.00		0.00	0.00		0.00	5,100.00	0.00%
2504001 Real Estate Taxes (IMRF)	8,899.11	3,747.66	237.46%	88,423.06	55,307.32	159.88%	88,423.06	148,717.28	59.46%
2504810 Transfer In from General Fund		0.00		0.00	0.00		0.00	77,000.00	0.00%
3004001 Real Estate Taxes (Audit)	0.00			0.00	0.00		0.00	0.00	
3004810 Transfer In		0.00		0.00	0.00		0.00	10,000.00	0.00%
5004001 Real Estate Taxes - Facil Fund	20,238.28	6,522.93	310.26%	201,090.94	180,634.22	111.32%	201,090.94	338,211.52	59.46%
6004810 Transfer From General Fund		0.00		0.00	0.00		0.00	910,000.00	0.00%
7504251 Bonds		0.00		0.00	0.00		0.00	9,000,000.00	0.00%
7504400 Interest	311.76	108.48	287.39%	613.86	238.69	257.18%	613.86	1,500.00	40.92%
7504450 Prime Account Interest		0.00		0.00	0.00		0.00	1,000.00	0.00%

**Plainfield Public Library District - Total**  
**Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L**  
 July - August, 2023

	Aug 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
7504504 Impact Fees	24,984.00	11,760.87	212.43%	30,880.00	15,039.21	205.33%	30,880.00	75,000.00	41.17%
<b>Total Income</b>	<b>\$ 309,544.66</b>	<b>\$ 134,800.79</b>	<b>229.63%</b>	<b>\$ 2,791,942.37</b>	<b>\$ 2,569,266.30</b>	<b>108.67%</b>	<b>\$ 2,791,942.37</b>	<b>\$ 14,896,971.49</b>	<b>18.74%</b>
<b>Gross Profit</b>	<b>\$ 309,544.66</b>	<b>\$ 134,800.79</b>	<b>229.63%</b>	<b>\$ 2,791,942.37</b>	<b>\$ 2,569,266.30</b>	<b>108.67%</b>	<b>\$ 2,791,942.37</b>	<b>\$ 14,896,971.49</b>	<b>18.74%</b>
<b>Expenses</b>									
1015000 Administration Department									
1015001 Adminstration Salaries	36,532.06	24,241.29	150.70%	60,202.78	48,065.93	125.25%	60,202.78	321,000.00	18.75%
1015002 Unemployment Insurance		230.25	0.00%	467.37	1,475.68	31.67%	467.37	4,500.00	10.39%
1015005 Health Insurance	12,602.45	17,922.83	70.32%	41,134.31	54,739.52	75.15%	41,134.31	201,250.00	20.44%
1015011 Staff Development	34.94	3,234.90	1.08%	734.94	4,229.62	17.38%	734.94	22,000.00	3.34%
1015012 Travel Expenses	433.50	1,612.49	26.88%	1,517.20	2,165.29	70.07%	1,517.20	15,000.00	10.11%
1015013 Membership Dues	505.19	530.28	95.27%	1,181.19	2,225.26	53.08%	1,181.19	8,000.00	14.76%
1015014 Human Resources		145.51	0.00%	0.00	328.16	0.00%	0.00	2,000.00	0.00%
1015015 Staff Development EDI		1,666.67	0.00%	0.00	3,333.34	0.00%	0.00	20,000.00	0.00%
1015016 Staff Phone/Tec Expense		83.33	0.00%	0.00	166.66	0.00%	0.00	1,000.00	0.00%
1015201 Payroll Services	956.97	784.87	121.93%	1,718.63	1,556.84	110.39%	1,718.63	10,500.00	16.37%
1015202 Legal Services (Library)		19.99	0.00%	0.00	19.99	0.00%	0.00	7,000.00	0.00%
1015204 Bank Fees	274.34	370.66	74.01%	549.04	746.62	73.54%	549.04	4,500.00	12.20%
1015205 Trustee Development		276.64	0.00%	0.00	579.76	0.00%	0.00	2,500.00	0.00%
1015308 Office Supplies - Paper		122.62	0.00%	0.00	330.29	0.00%	0.00	2,000.00	0.00%
1015310 Office Supplies - Admin		167.10	0.00%	0.00	543.29	0.00%	0.00	4,000.00	0.00%
1015311 Postage	4.43	401.94	1.10%	4.43	755.91	0.59%	4.43	3,750.00	0.12%
1015313 Newsletter	12,443.95	12,046.75	103.30%	17,243.95	15,501.52	111.24%	17,243.95	66,000.00	26.13%
1015316 Printing - Legal		493.58	0.00%	0.00	1,022.86	0.00%	0.00	2,000.00	0.00%
1015317 Telephone	1,069.38	972.22	109.99%	2,129.26	2,124.36	100.23%	2,129.26	14,000.00	15.21%
1015318 Public Relations (Library)	635.00	2,122.59	29.92%	1,018.94	5,143.58	19.81%	1,018.94	39,000.00	2.61%
1015322 Contingencies Operating Fund		0.00		0.00	0.00		0.00	20,000.00	0.00%
1015801 Library-Wide Supplies & Events	0.00	684.48	0.00%	0.00	1,271.09	0.00%	0.00	12,000.00	0.00%
1015802 Library-Wide EDI Public Initiat		416.67	0.00%	0.00	833.34	0.00%	0.00	5,000.00	0.00%
1015805 Liab Ins. - Property/Package		0.00		0.00	0.00		0.00	50,000.00	0.00%

**Plainfield Public Library District - Total**  
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1015909 Rental Property Prof Svcs-Misc	1,554.00	1,083.33	143.45%	2,198.00	2,166.66	101.45%	2,198.00	13,000.00	16.91%
1018001 Equipment Maintenance		416.67	0.00%	0.00	833.34	0.00%	0.00	5,000.00	0.00%
1018002 Equipment		0.00		0.00	0.00		0.00	45,000.00	0.00%
1018003 Furniture & Fixtures		320.29	0.00%	0.00	665.29	0.00%	0.00	5,000.00	0.00%
<b>Total 1015000 Administration Department</b>	<b>\$ 67,046.21</b>	<b>\$ 70,367.95</b>	<b>95.28%</b>	<b>\$ 130,100.04</b>	<b>\$ 150,824.20</b>	<b>86.26%</b>	<b>\$ 130,100.04</b>	<b>\$ 905,000.00</b>	<b>14.38%</b>
1025000 Materials Management Dept									
1025001 Materials Management Salaries	14,513.98	12,972.28	111.88%	23,345.18	25,252.64	92.45%	23,345.18	165,000.00	14.15%
1025306 Materials Mgmt Process Supply	512.63	1,145.94	44.73%	835.81	2,309.39	36.19%	835.81	15,000.00	5.57%
1025307 OCLC		0.00		3,063.59	3,553.29	86.22%	3,063.59	4,000.00	76.59%
<b>Total 1025000 Materials Management Dept</b>	<b>\$ 15,026.61</b>	<b>\$ 14,118.22</b>	<b>106.43%</b>	<b>\$ 27,244.58</b>	<b>\$ 31,115.32</b>	<b>87.56%</b>	<b>\$ 27,244.58</b>	<b>\$ 184,000.00</b>	<b>14.81%</b>
1035000 Borrower Services Department									
1035001 Borrower Services Salaries	52,399.14	39,022.48	134.28%	85,885.57	77,615.86	110.65%	85,885.57	475,000.00	18.08%
1035308 Borrower Services Supplies		1,354.67	0.00%	1,508.23	2,247.98	67.09%	1,508.23	12,000.00	12.57%
1035309 ILL Lost Items		268.41	0.00%	0.00	318.47	0.00%	0.00	1,000.00	0.00%
1035310 Home Delivery Supplies		360.20	0.00%	0.00	908.26	0.00%	0.00	4,000.00	0.00%
<b>Total 1035000 Borrower Services Department</b>	<b>\$ 52,399.14</b>	<b>\$ 41,005.76</b>	<b>127.78%</b>	<b>\$ 87,393.80</b>	<b>\$ 81,090.57</b>	<b>107.77%</b>	<b>\$ 87,393.80</b>	<b>\$ 492,000.00</b>	<b>17.76%</b>
1045000 Adult Services									
1045001 Adult Services Salaries	55,959.20	38,596.85	144.98%	91,162.52	77,227.19	118.04%	91,162.52	484,000.00	18.84%
1045101 Adult Summer Reading		0.00		0.00	0.00		0.00	11,000.00	0.00%
1045102 Adult Programs	500.00	1,246.27	40.12%	1,900.00	4,323.87	43.94%	1,900.00	24,000.00	7.92%
1045105 Portable Media Devices - Adult		300.82	0.00%	0.00	2,302.66	0.00%	0.00	7,500.00	0.00%
1045106 Video Games - Adult		182.42	0.00%	0.00	309.50	0.00%	0.00	3,000.00	0.00%
1045107 Compact Discs - Adult	357.32	328.39	108.81%	357.32	463.76	77.05%	357.32	3,000.00	11.91%
1045108 Videos & DVDs- Adult	1,715.24	1,607.23	106.72%	2,054.85	2,422.69	84.82%	2,054.85	15,000.00	13.70%
1045109 Audio Books - Adult	864.82	647.14	133.64%	864.82	1,196.48	72.28%	864.82	6,000.00	14.41%
1045111 Digital Resources		18,750.00	0.00%	82,960.28	37,500.00	221.23%	82,960.28	225,000.00	36.87%
1045112 Fiction - Adult	2,431.99	2,424.56	100.31%	6,153.76	5,717.74	107.63%	6,153.76	25,000.00	24.62%
1045113 Leased Material - Adult		1,954.91	0.00%	18,542.58	22,378.23	82.86%	18,542.58	28,000.00	66.22%
1045114 Large Print - Adult	395.51	557.73	70.91%	789.31	978.65	80.65%	789.31	6,000.00	13.16%

**Plainfield Public Library District - Total**  
**Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L**  
 July - August, 2023

	Aug 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1045115 Graphic Novels - Adult	562.60	633.52	88.81%	639.21	862.01	74.15%	639.21	4,500.00	14.20%
1045116 Nonfiction - Adult	3,243.61	1,569.67	206.64%	3,338.06	3,562.98	93.69%	3,338.06	24,000.00	13.91%
1045117 Foreign Language - Adult	664.64	203.97	325.85%	677.88	850.94	79.66%	677.88	6,500.00	10.43%
1045118 Reference - Adult		89.78	0.00%	0.00	177.88	0.00%	0.00	1,000.00	0.00%
1045119 Standing Orders - Adult	367.98	447.52	82.23%	2,345.16	803.71	291.79%	2,345.16	5,000.00	46.90%
1045120 Periodicals - Adult	112.99	153.06	73.82%	615.98	348.31	176.85%	615.98	8,500.00	7.25%
1045212 Instructors and Facilitators	195.00	410.39	47.52%	425.00	857.17	49.58%	425.00	4,000.00	10.63%
1045305 Bindery		80.00	0.00%	0.00	80.00	0.00%	0.00	400.00	0.00%
1045306 Microfilming Supplies	125.00	0.00		125.00	57.14	218.76%	125.00	4,000.00	3.13%
1045310 Department Supplies - Adult		238.91	0.00%	0.00	621.06	0.00%	0.00	3,500.00	0.00%
1045405 Local History Supplies	200.00	73.60	271.74%	350.00	233.29	150.03%	350.00	2,500.00	14.00%
<b>Total 1045000 Adult Services</b>	<b>\$ 67,695.90</b>	<b>\$ 70,496.74</b>	<b>96.03%</b>	<b>\$ 213,301.73</b>	<b>\$ 163,275.26</b>	<b>130.64%</b>	<b>\$ 213,301.73</b>	<b>\$ 901,400.00</b>	<b>23.66%</b>
<b>1055000 Youth Services</b>									
1055001 Youth Services Salaries	50,751.34	39,175.14	129.55%	82,714.66	76,806.65	107.69%	82,714.66	498,000.00	16.61%
1055101 Summer Reading - Childrens		201.44	0.00%	1,225.00	1,772.53	69.11%	1,225.00	9,000.00	13.61%
1055102 JUV Programs		1,101.50	0.00%	450.00	1,760.09	25.57%	450.00	10,000.00	4.50%
1055103 Databases - YS/YA		0.00		18,966.09	25,704.54	73.78%	18,966.09	28,000.00	67.74%
1055104 Downloadable Materials YS/YA		2,490.29	0.00%	0.00	5,290.29	0.00%	0.00	14,000.00	0.00%
1055105 Portable Media Devices - YS/YA		172.26	0.00%	0.00	344.52	0.00%	0.00	2,800.00	0.00%
1055107 Compact Discs - Children's		30.57	0.00%	0.00	36.70	0.00%	0.00	700.00	0.00%
1055108 Videos & DVDs - Children's	224.85	407.82	55.13%	224.85	442.41	50.82%	224.85	9,000.00	2.50%
1055109 Audio Books - Children's		0.00		0.00	50.67	0.00%	0.00	1,300.00	0.00%
1055112 Fiction - Children's	1,209.46	2,559.46	47.25%	1,568.85	3,100.51	50.60%	1,568.85	20,000.00	7.84%
1055116 Nonfiction - Children's	797.00	1,543.22	51.65%	984.20	1,985.91	49.56%	984.20	39,000.00	2.52%
1055119 Standing Orders - Children's		706.30	0.00%	235.63	1,072.96	21.96%	235.63	3,500.00	6.73%
1055123 Easy Fiction	784.29	1,760.01	44.56%	984.25	2,005.94	49.07%	984.25	22,000.00	4.47%
1055310 Department Supplies - Y/S	90.21	861.45	10.47%	620.67	1,458.30	42.56%	620.67	9,000.00	6.90%
<b>Total 1055000 Youth Services</b>	<b>\$ 53,857.15</b>	<b>\$ 51,009.46</b>	<b>105.58%</b>	<b>\$ 107,974.20</b>	<b>\$ 121,832.02</b>	<b>88.63%</b>	<b>\$ 107,974.20</b>	<b>\$ 666,300.00</b>	<b>16.21%</b>
<b>1065000 Teen Services</b>									

**Plainfield Public Library District - Total**  
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 July - August, 2023

	Aug 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1065101 Summer Reading - Teen	264.25	192.91	136.98%	664.25	1,557.78	42.64%	664.25	5,000.00	13.29%
1065102 Teen Programs		164.96	0.00%	250.00	357.17	69.99%	250.00	8,000.00	3.13%
1065104 Downloadable Materials - Teen		83.33	0.00%	0.00	166.66	0.00%	0.00	1,000.00	0.00%
1065105 Portable Media Devices - Teen		125.00	0.00%	0.00	250.00	0.00%	0.00	1,500.00	0.00%
1065108 Videos & DVDs - Teen		100.71	0.00%	0.00	121.46	0.00%	0.00	1,000.00	0.00%
1065112 Fiction - Teen	1,399.54	1,237.15	113.13%	1,581.44	1,413.16	111.91%	1,581.44	12,000.00	13.18%
1065116 Nonfiction - Teen		1,138.68	0.00%	29.10	1,165.86	2.50%	29.10	4,500.00	0.65%
1065310 Department Supplies - Teen	154.61	125.00	123.69%	179.96	250.00	71.98%	179.96	1,500.00	12.00%
<b>Total 1065000 Teen Services</b>	<b>\$ 1,818.40</b>	<b>\$ 3,167.74</b>	<b>57.40%</b>	<b>\$ 2,704.75</b>	<b>\$ 5,282.09</b>	<b>51.21%</b>	<b>\$ 2,704.75</b>	<b>\$ 34,500.00</b>	<b>7.84%</b>
1075000 Community Relations Dept									
1075001 Community Relations Salaries	14,385.60	10,162.38	141.56%	23,497.60	22,097.44	106.34%	23,497.60	128,000.00	18.36%
1075310 Comm. Relations Supplies		0.00		0.00	0.00		0.00	500.00	0.00%
<b>Total 1075000 Community Relations Dept</b>	<b>\$ 14,385.60</b>	<b>\$ 10,162.38</b>	<b>141.56%</b>	<b>\$ 23,497.60</b>	<b>\$ 22,097.44</b>	<b>106.34%</b>	<b>\$ 23,497.60</b>	<b>\$ 128,500.00</b>	<b>18.29%</b>
1095000 Technology									
1015314 Web Page Development	90.00	98.86	91.04%	180.00	144.48	124.58%	180.00	1,500.00	12.00%
1095206 Pinnacle Cooperative		123.68	0.00%	0.00	123.68	0.00%	0.00	69,000.00	0.00%
1095207 Technology Maintenance	9,900.00	8,333.33	118.80%	9,900.00	16,666.66	59.40%	9,900.00	100,000.00	9.90%
1095209 Email & Web Hosting Fees		21.64	0.00%	0.00	37.28	0.00%	0.00	500.00	0.00%
1095210 Lease Agreements	2,438.43	1,830.48	133.21%	4,784.22	4,092.12	116.91%	4,784.22	35,000.00	13.67%
1095211 Subscription Services	2,250.00	10,168.90	22.13%	10,602.17	22,789.86	46.52%	10,602.17	65,000.00	16.31%
1095301 Software		35.51	0.00%	821.25	825.02	99.54%	821.25	8,000.00	10.27%
1095302 Computer Supplies		0.00		212.65	380.74	55.85%	212.65	3,000.00	7.09%
1095303 Data Lines	219.95	249.83	88.04%	439.90	472.58	93.08%	439.90	3,000.00	14.66%
1095304 Computers (Library)		2,797.37	0.00%	0.00	4,047.30	0.00%	0.00	26,000.00	0.00%
<b>Total 1095000 Technology</b>	<b>\$ 14,898.38</b>	<b>\$ 23,659.60</b>	<b>62.97%</b>	<b>\$ 26,940.19</b>	<b>\$ 49,579.72</b>	<b>54.34%</b>	<b>\$ 26,940.19</b>	<b>\$ 311,000.00</b>	<b>8.66%</b>
2005011 FICA Expense	17,906.33	14,045.61	127.49%	29,159.11	27,676.75	105.36%	29,159.11	175,000.00	16.66%
2505012 IMRF Expense-ER	36,336.47	18,020.61	201.64%	36,336.47	38,531.89	94.30%	36,336.47	225,000.00	16.15%
3005218 Audit Expense	200.00	0.00		200.00	1,864.26	10.73%	200.00	10,000.00	2.00%
5085000 Facilities Expenses									

**Plainfield Public Library District - Total**  
**Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L**  
 July - August, 2023

	Aug 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
5085001 Facilities Salaries	13,832.82	10,256.83	134.86%	22,609.93	20,015.64	112.96%	22,609.93	127,000.00	17.80%
5085212 Custodial Services	3,608.00	3,721.53	96.95%	7,216.00	7,443.42	96.94%	7,216.00	45,100.00	16.00%
5085213 Disposal Services	577.50	663.26	87.07%	1,150.00	1,166.79	98.56%	1,150.00	7,200.00	15.97%
5085214 Facilities Maint Agreement	385.31	500.00	77.06%	1,420.82	1,000.00	142.08%	1,420.82	6,000.00	23.68%
5085215 Equipment Maintenance Agreement	150.00	335.06	44.77%	1,695.18	1,692.49	100.16%	1,695.18	12,000.00	14.13%
5085216 Building Repair	1,327.39	3,399.55	39.05%	1,327.39	4,165.45	31.87%	1,327.39	35,000.00	3.79%
5085217 Equipment Repair		3,091.79	0.00%	2,984.97	4,740.04	62.97%	2,984.97	16,500.00	18.09%
5085399 Contingencies		0.00		0.00	0.00		0.00	20,000.00	0.00%
5085601 Utilities - Electric	4,905.29	4,651.98	105.45%	9,416.83	7,873.29	119.60%	9,416.83	40,000.00	23.54%
5085602 Utilities - Gas	194.94	151.54	128.64%	385.73	418.64	92.14%	385.73	7,200.00	5.36%
5085603 Utilities - Water	312.52	407.48	76.70%	902.25	899.06	100.35%	902.25	4,200.00	21.48%
5085604 Building Supplies	116.13	1,221.67	9.51%	273.19	2,606.11	10.48%	273.19	9,600.00	2.85%
5085605 Equipment & Tools		322.31	0.00%	205.65	376.33	54.65%	205.65	3,500.00	5.88%
5085606 Janitorial Supplies	750.20	1,639.44	45.76%	2,185.70	2,562.40	85.30%	2,185.70	20,000.00	10.93%
5085611 Rental Prop Util/Trash/Water	472.51	1,333.33	35.44%	1,220.04	2,666.66	45.75%	1,220.04	16,000.00	7.63%
5085909 Rental Prop General Maint	98.00	1,250.00	7.84%	1,546.00	2,500.00	61.84%	1,546.00	15,000.00	10.31%
<b>Total 5085000 Facilities Expenses</b>	<b>\$ 26,730.61</b>	<b>\$ 32,945.77</b>	<b>81.14%</b>	<b>\$ 54,539.68</b>	<b>\$ 60,126.32</b>	<b>90.71%</b>	<b>\$ 54,539.68</b>	<b>\$ 384,300.00</b>	<b>14.19%</b>
6006002 Bond Interest		0.00		0.00	0.00		0.00	455,000.00	0.00%
6006003 Bond Principal		0.00		0.00	0.00		0.00	455,000.00	0.00%
7505213 Legal services		0.00		0.00	0.00		0.00	5,000.00	0.00%
7505214 Architechural Services	11,403.05	66,666.67	17.10%	35,626.15	133,333.34	26.72%	35,626.15	800,000.00	4.45%
7508005 Real Estate Acquistion	3,574.13	0.00		3,574.13	10,500.00	34.04%	3,574.13	21,000.00	17.02%
7508006 BLDG Development		0.00		0.00	0.00		0.00	3,000,000.00	0.00%
7508008 Building Improvements		0.00		0.00	0.00		0.00	3,000,000.00	0.00%
7508909 Rental Prop Bldg Improvements		1,250.00	0.00%	0.00	2,500.00	0.00%	0.00	15,000.00	0.00%
<b>Total Expenses</b>	<b>\$ 383,277.98</b>	<b>\$ 416,916.51</b>	<b>91.93%</b>	<b>\$ 778,592.43</b>	<b>\$ 899,629.18</b>	<b>86.55%</b>	<b>\$ 778,592.43</b>	<b>\$ 12,168,000.00</b>	<b>6.40%</b>
<b>Net Operating Income</b>	<b>-\$ 73,733.32</b>	<b>-\$ 282,115.72</b>	<b>26.14%</b>	<b>\$ 2,013,349.94</b>	<b>\$ 1,669,637.12</b>	<b>120.59%</b>	<b>\$ 2,013,349.94</b>	<b>\$ 2,728,971.49</b>	<b>73.78%</b>
<b>Net Income</b>	<b>-\$ 73,733.32</b>	<b>-\$ 282,115.72</b>	<b>26.14%</b>	<b>\$ 2,013,349.94</b>	<b>\$ 1,669,637.12</b>	<b>120.59%</b>	<b>\$ 2,013,349.94</b>	<b>\$ 2,728,971.49</b>	<b>73.78%</b>

Check Number	Transaction date	Vendor Name	Account	Amount
11169	08/02/2023	Advantage Archives, LLC	Checking Account Chase Bank	-\$150.00
11170	08/02/2023	Aflac	Checking Account Chase Bank	-\$317.48
11171	08/02/2023	Appel, David	Checking Account Chase Bank	-\$400.00
11172	08/02/2023	Complete Cleaning Company	Checking Account Chase Bank	-\$3,608.00
11173	08/02/2023	ENGIE Resources LLC	Checking Account Chase Bank	-\$4,374.85
11174	08/02/2023	First-Citizens Bank & Trust Co.	Checking Account Chase Bank	-\$2,345.79
11175	08/02/2023	Illinois Library Association	Checking Account Chase Bank	-\$100.00
11176	08/02/2023	Kornfeind, Summer SDK Artistry, LLC.	Checking Account Chase Bank	-\$250.00
11177	08/02/2023	Mathisen, Martina	Checking Account Chase Bank	-\$700.00
11178	08/02/2023	PermaCard	Checking Account Chase Bank	-\$1,508.23
11179	08/02/2023	Scholastic Library Publishing	Checking Account Chase Bank	-\$31.19
11180	08/02/2023	Sergiyenko, Gennady	Checking Account Chase Bank	-\$400.00
11181	08/02/2023	Weblinx Incorporated	Checking Account Chase Bank	-\$90.00
11182	08/03/2023	Eckstein, Susan; Susan Eckstein Enterprises, LTD.	Checking Account Chase Bank	-\$75.00
11183	08/03/2023	Rand, Janet	Checking Account Chase Bank	-\$120.00
11184	08/07/2023	Rand, Janet	Checking Account Chase Bank	-\$110.00
11185	08/10/2023	Baker & Taylor - Continuation Service	Checking Account Chase Bank	-\$602.98
11186	08/10/2023	Children's Plus Inc.	Checking Account Chase Bank	-\$73.04
11187	08/10/2023	Cintas	Checking Account Chase Bank	-\$484.35
11188	08/10/2023	Groot, Inc.	Checking Account Chase Bank	-\$577.50
11189	08/10/2023	IHLS - OCLC	Checking Account Chase Bank	-\$3,063.59
11190	08/10/2023	RMG	Checking Account Chase Bank	-\$2,955.00
11191	08/10/2023	Shaw Media	Checking Account Chase Bank	-\$171.94
11192	08/10/2023	Sheehan Nagle Hartray Architects, Ltd.	Checking Account Chase Bank	-\$11,403.05
11193	08/10/2023	Tri-K	Checking Account Chase Bank	-\$1,435.50
11194	08/10/2023	Village of Plainfield	Checking Account Chase Bank	\$0.00
11195	08/10/2023	Whitmore Ace	Checking Account Chase Bank	-\$65.94
11196	08/10/2023	Menard Consulting, Inc.	Checking Account Chase Bank	-\$200.00
11197	08/10/2023	Menards	Checking Account Chase Bank	-\$124.91
11198	08/10/2023	Village of Plainfield	Checking Account Chase Bank	-\$300.75

Check Number	Transaction date	Vendor Name	Account	Amount
11199	08/10/2023	Village of Plainfield	Checking Account Chase Bank	-\$124.58
11200	08/10/2023	Village of Plainfield	Checking Account Chase Bank	-\$139.96
11201	08/15/2023	Alzo, Lisa	Checking Account Chase Bank	-\$200.00
11202	08/15/2023	Anderson Pest Solutions	Checking Account Chase Bank	-\$99.30
11203	08/15/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$5,044.55
11204	08/15/2023	Gale / Cengage Learning	Checking Account Chase Bank	-\$114.76
11205	08/15/2023	Magic of Gary Kantor	Checking Account Chase Bank	-\$450.00
11206	08/15/2023	Metronet	Checking Account Chase Bank	-\$1,026.85
11207	08/15/2023	Ramos, Leslie	Checking Account Chase Bank	-\$100.00
11208	08/15/2023	T-Mobile	Checking Account Chase Bank	-\$217.48
11209	08/15/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$393.22
11210	08/15/2023	Cintas	Checking Account Chase Bank	-\$110.67
11211	08/15/2023	Complete Cleaning Company	Checking Account Chase Bank	-\$1,280.00
11212	08/15/2023	Illinois Library Association	Checking Account Chase Bank	-\$400.00
11213	08/15/2023	TBS - Today's Business Solutions, Inc.	Checking Account Chase Bank	-\$92.64
11214	08/16/2023	Will County Treasurer	Checking Account Chase Bank	-\$3,574.13
11215	08/16/2023	Library Market	Checking Account Chase Bank	-\$2,250.00
11216	08/23/2023	Catapult- Formerly CAI & TEA	Checking Account Chase Bank	-\$42.00
11217	08/23/2023	ComEd	Checking Account Chase Bank	-\$118.10
11218	08/23/2023	Complete Cleaning Company	Checking Account Chase Bank	-\$3,608.00
11219	08/23/2023	Cross Points Sales, Inc.	Checking Account Chase Bank	-\$150.00
11220	08/23/2023	Elan Financial Services	Checking Account Chase Bank	-\$19,424.54
11221	08/23/2023	ENGIE Resources LLC	Checking Account Chase Bank	-\$4,787.19
11222	08/23/2023	Envision3, LLC	Checking Account Chase Bank	-\$12,443.95
11223	08/23/2023	First-Citizens Bank & Trust Co.	Checking Account Chase Bank	-\$2,345.79
11224	08/23/2023	Lynn, John	Checking Account Chase Bank	-\$275.00
11225	08/23/2023	Metropolitan Life Insurance Company	Checking Account Chase Bank	-\$2,929.17
11226	08/23/2023	NCPERS Group Life Ins.	Checking Account Chase Bank	-\$96.00
11227	08/23/2023	Nicor Gas	Checking Account Chase Bank	-\$23.97
11228	08/23/2023	Outsource IT Solutions Group	Checking Account Chase Bank	-\$6,000.00



Check Number	Transaction date	Vendor Name	Account	Amount
11229	08/23/2023	Weblinx Incorporated	Checking Account Chase Bank	-\$90.00
11230	08/23/2023	ComEd	Checking Account Chase Bank	-\$186.58
11231	08/23/2023	Nicor Gas	Checking Account Chase Bank	-\$36.77
11232	08/23/2023	Kornfeind, Summer SDK Artistry, LLC.	Checking Account Chase Bank	-\$300.00
11233	08/23/2023	Mrizek, Adriana	Checking Account Chase Bank	-\$275.00
11234	08/23/2023	Party Characters for Kids	Checking Account Chase Bank	\$0.00
11235	08/29/2023	Blue Cross and Blue Shield of Illinois	Checking Account Chase Bank	-\$13,582.37
11236	08/29/2023	OverDrive, Inc.	Checking Account Chase Bank	-\$45,000.00
11237	08/29/2023	Vision Service Plan (IL)	Checking Account Chase Bank	-\$75.70
11238	08/30/2023	Baker & Taylor - Continuation Service	Checking Account Chase Bank	-\$267.12
11239	08/30/2023	Cavendish Square	Checking Account Chase Bank	-\$204.44
11240	08/30/2023	Cintas	Checking Account Chase Bank	-\$618.02
11241	08/30/2023	Whitmore Ace	Checking Account Chase Bank	-\$374.53
11242	08/31/2023	Baker & Taylor Books-	Checking Account Chase Bank	\$0.00
11243	08/31/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$2,899.43
11244	08/31/2023	Graphic Sciences, Inc.	Checking Account Chase Bank	-\$125.00
11245	08/31/2023	Tri-K	Checking Account Chase Bank	-\$750.20
11246	08/31/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$4,380.64
<b>Total</b>				<b>-\$173,066.74</b>

## August 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>	4,273,696.07	399,965.98	67,293.67	468,656.82	1,000.00	5,210,612.54
<b>Deposits</b>	259,508.31	34,459.85		1,118.38	1,155.28	296,241.82
<b>Transfer In</b>	0.00	300,000.00				300,000.00
<b>Interest Earned</b>	11,607.45		311.76	2,173.08		14,092.29
<b>Total Receipts</b>	271,115.76	334,459.85	311.76	3,291.46	1,155.28	5,820,946.65
<b>Checks Cleared</b>	(300,000.00)	(150,292.26)				(450,292.26)
<b>Transfers Out</b>					(1,118.38)	(1,118.38)
<b>Payroll Fees</b>		(956.97)				(956.97)
<b>Bank Fees</b>		(237.44)			(36.90)	(274.34)
<b>FSA</b>		(422.12)				(422.12)
<b>Payroll</b>		(236,096.46)				(236,096.46)
<b>IMRF</b>		(57,212.43)				(57,212.43)
<b>457 Payment</b>		(4,065.00)				(4,065.00)
<b>Total Disbursements</b>	(300,000.00)	(449,282.68)	0.00	0.00	(1,155.28)	(750,437.96)
<b>Ending Balance</b>	4,244,811.83	285,143.15	67,605.43	471,948.28	1,000.00	5,070,508.69

**FY24 Fund Activity 07/01/23 - 8/31/2023**

	Library	Audit	Building & Maintenance	FICA	IMRF	Reserve	Total
Tax Revenue	\$2,214,842.80	\$0.00	\$201,090.94	\$74,160.51	\$88,423.06	\$0.00	\$2,578,517.31
Other Revenue	\$147,221.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147,221.32
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,880.00	\$30,880.00
Interest	\$34,709.88	\$0.00	\$0.00	\$0.00	\$0.00	\$613.86	\$35,323.74
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	\$2,396,774.00	\$0.00	\$201,090.94	\$74,160.51	\$88,423.06	\$31,493.86	\$2,791,942.37
Payroll	\$286,808.32	\$0.00	\$22,609.93	\$0.00	\$0.00	\$0.00	\$309,418.25
Personnel Expenses	\$46,753.64	\$0.00	\$0.00	\$29,159.11	\$36,336.47	\$0.00	\$112,249.22
Technology	\$26,940.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,940.19
Other Expenses	\$258,654.74	\$200.00	\$31,929.75	\$0.00	\$0.00	\$39,200.28	\$329,984.77
Total Expenses	\$619,156.89	\$200.00	\$54,539.68	\$29,159.11	\$36,336.47	\$39,200.28	\$778,592.43
Net Income	\$1,777,617.11	(\$200.00)	\$146,551.26	\$45,001.40	\$52,086.59	(\$7,706.42)	\$2,013,349.94

Plainfield Public Library District  
Director's Report  
Lisa Pappas, Director  
September 13, 2023

Truth in Taxation Hearing

The TITA hearing will take place immediately prior to the regular September board meeting, at 6:00 pm on Wednesday, September 20.

Levy Ordinance

The final step in the statutory financial calendar process is the passing of the levy ordinance. The TITA hearing will take place immediately prior to the regular meeting. Our levy calls for a 15% increase to account for the considerable residential growth that continues in this community. As you know, since the EAV figures don't come out until after we must submit our levy, we levy high to make sure to capture that growth. The county cannot extend to us more than what is owed to us.

Renovation Planning Update

Architect Don McKay, President Gilmore and I attended the Village of Plainfield's COW meeting on Monday, September 11 to do an informational presentation for the Village Board. I sent a link via email so you could view the presentation as well. Overall, it went really well. Architects from SNHA and John Shales from SMC will attend the September meeting with updates on interior designs.

Trustee Appointee Lauren Las

Resident Lauren Las, who interviewed in 2020 for the Board has happily agreed to be appointed to the vacant trustee seat. After voting to do so, we will be able to swear Lauren in at the 9.20 meeting. President Gilmore and I will conduct trustee orientation with Lauren the following week.

Area Library Bomb Threats

For several weeks now, Chicago area libraries, mostly in the northern suburbs, have been terrorized with bomb threats that have come in to the library via the chat message feature on their website. On Tuesday, 9.12, after we had been lulled into thinking they'd stopped, a new crop of threats attacked west suburban libraries, including as close as Aurora.

I have spoken directly with Plainfield Police Chief Robert Miller for guidance on procedures should we receive a threat.

The good news for us is that we do not have chat messaging installed on our website. We do have it through our catalog--this is with Unique through Pinnacle. The other Pinnacle libraries chose to add the chat widget from Unique to their websites; I decided against it because I prefer that the public be in direct contact with Plainfield staff, not a call center in Kentucky. We have the Text-a-Librarian service instead and so far,; no issues have been reported. Many libraries have disabled their chat feature for now.

## IPLAR

The Illinois Public Library Annual Report was completed prior to the 9.1.23 deadline. The full report is on the board-secured site for you to review.

Tracey Lane completed a great recap of our year in our annual report which is available on social media and our website: <https://fy2023-annual-report.my.canva.site/>

## Trustee Site

Thanks to President Gilmore's suggestion, we inquired with our website designers/host and learned that we are able to make the board secured portion of the website accessible via email login rather than password-protected. This saves everyone from having to remember yet another password and the hassle of having to change it each time there's a board change. We will demonstrate how to get in at the meeting and it will then go live the following day.

## Longevity Award

Adult Services Librarian/Staff Trainer Kelly Haras is celebrating ten years with the Library this month. We will honor her during the 6 pm hearing.

## Storywalk Grand Opening

The grand opening/rescue rally was a great success! Tracey Lane estimates about 500 attendees, dogs were adopted, people and pets had fun. It's a great partnership with our Park District. We hope to do another one with the Park District in 2024 at a north side park.

## ILA Conference

The 2023 Conference takes place in Springfield. Trustee Day is Thursday, October 26. A list of the day's programs is in your packet or [here](#). Registration is \$300 per trustee prior to 10.2.23.

## Meetings Attended

08.11	Financial Advisor meeting: Jamie Rachlin, Sally Wold
08.14	Weekly meeting with Head of Adult Services, Lauren Pierce Architects meeting
08.15	Weekly meeting with Head of CE&M, Tracey Lane Bi-weekly meeting with Head of Borrower Services, Marisa Barys
08.16	Weekly meeting with Interim YTS Supervisor, Katie Gulas Board meeting
08.17	Meeting with New Lenox Library Director Michelle Krooswyk Bi-weekly meeting with Head of MM, Rebecca Pfenning
08.18	Pinnacle Governing Board meeting: Fountaindale Library
08.21	Weekly meeting with Head of Adult Services, Lauren Pierce Weekly meeting with Head of CE&M, Tracey Lane
08.22	Leadership Team meeting Zonta Executive Board meeting

08.23	Weekly meeting with Interim YTS Supervisor, Katie Gulas
08.24	Vendor meeting: OSG, first quarterly meeting
08.25	Staff In-Service Day
08.28	Weekly meeting with Head of Adult Services, Lauren Pierce
09.05	Vendor: OSG Training for Admin tracking
09.06	Weekly meeting with Head of YTS, Katie Gulas
09.07	Architects meetings: Hardware and Landscaping
09.08	Pinnacle Governing Board meeting: Lemont Library
09.11	Weekly meeting with Head of Adult Services, Lauren Pierce
	Weekly meeting with Head of CE&M, Tracey Lane
	Village of Plainfield COW meeting
09.12	Leadership Team meeting
	Bi-weekly meeting with Head of Borrower Services, Marisa Barys
	Zonta member meeting
09.13	Architects meetings: Admin, AS, BS, CE&M, MM, YTS separately for workroom and service desk layouts

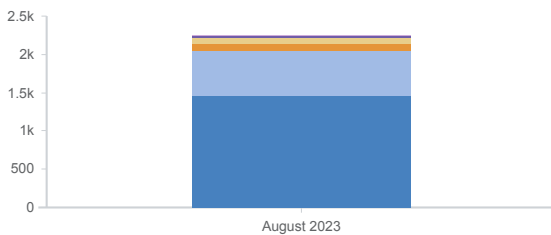
# Materials Management monthly report

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

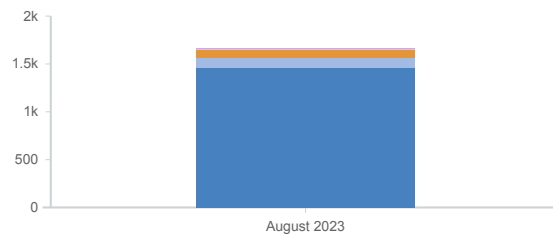
Items added to the collection in September 2023.



**2,241**

Material type in August 2023

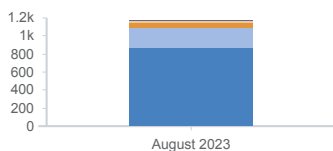
Physical items added to the collection in September 2023.



**1,660**

Material type in August 2023

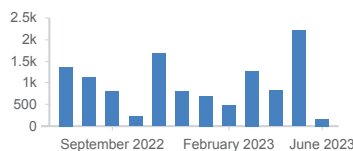
Items ordered for the collection in September 2023.



**1,181**

Material type in August 2023

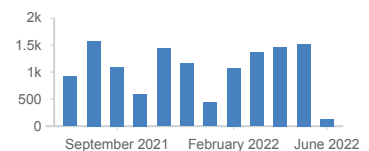
Items ordered in fiscal year FY23. (July 2022-June 2023)



**175**

Added/WD/Ordered in June 2023

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



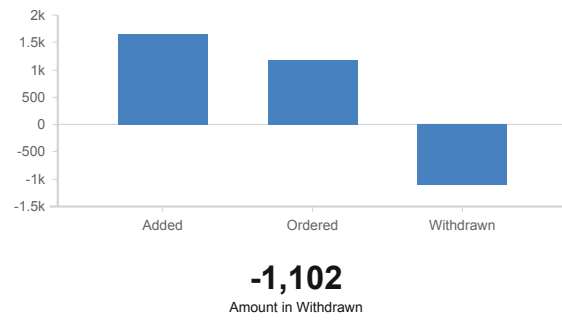
**137**

Added/WD/Ordered in June 2022

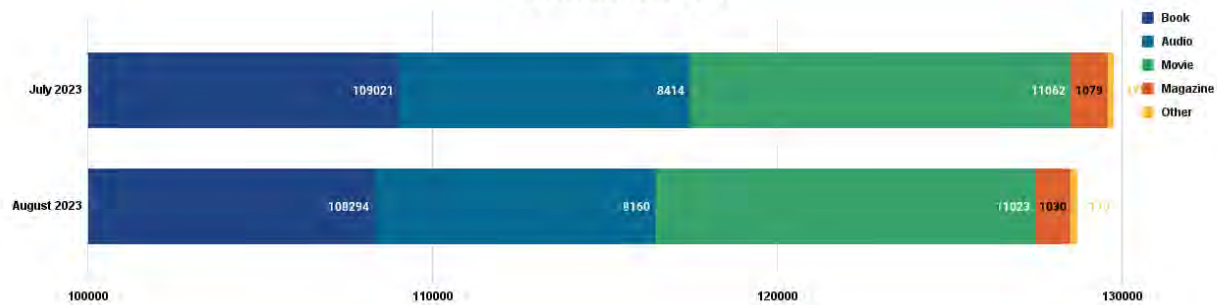
Added, withdrawn and ordered in September 2023.



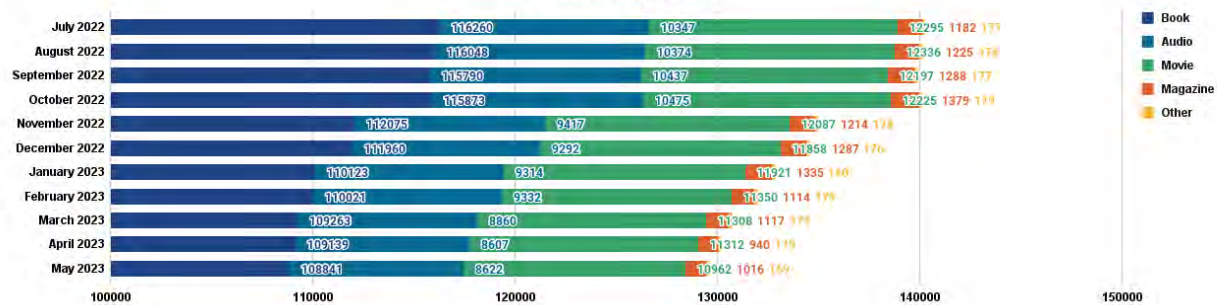
Added, withdrawn & ordered in September 2023. (no eRecords)



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

### August:

- Adult Fiction with author's last name from A-C 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 shelvees, the shifting and reincorporating of the Juvenile series titles. We will use February to catch up on clean-up of the project so far and plan for our next section, Juvenile Fiction!

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

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

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

## FY21 (July 2020 - June 2021)

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

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

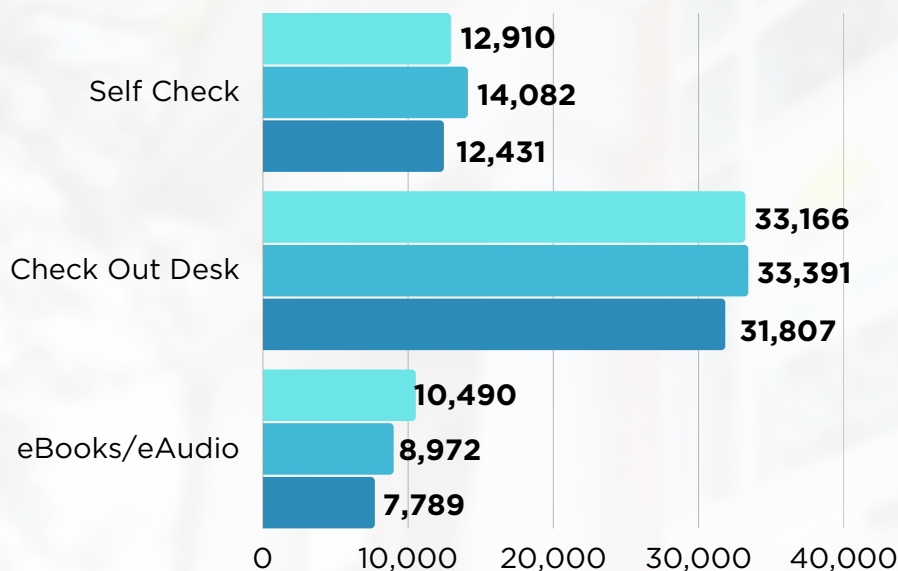
**October 2020 update:** The relabeling project has resumed! Our new cataloger, Sung, is tackling smaller sections independently while the rest of staff continues to work through Young Adult fiction. Sung started with the Children's World Languages collections. The goal is to have Young Adult middle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

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

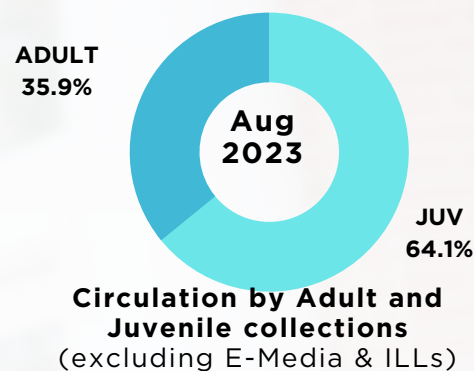


# BORROWER SERVICES NEWS

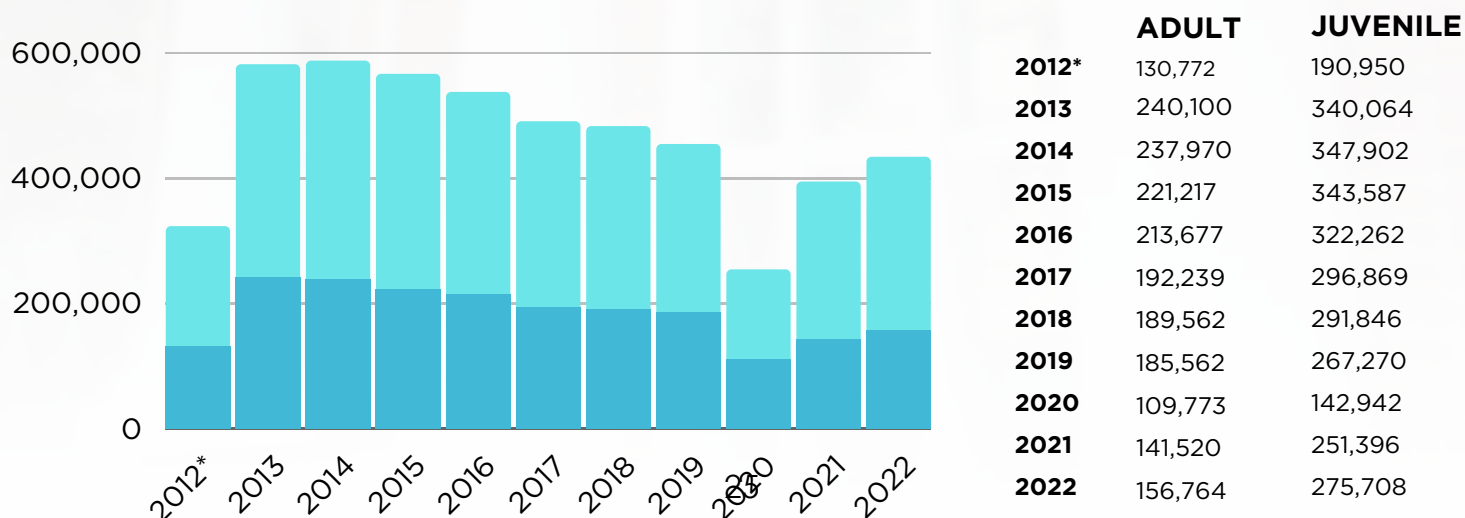
## MONTHLY CIRCULATION STATISTICS



Total Aug 2023	56,566
Total Aug 2022	56,445
Total Aug 2021	52,350



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



## CARDHOLDER STATISTICS

### MONTHLY CARDHOLDERS

Total Aug 2021	37,911
Total Aug 2022	30,818
Total Aug 2023	31,037*

**255**

NEW  
ADULT  
CARDS

**91**

NEW  
JUVENILE  
CARDS

**249**

NEW  
HOUSEHOLD  
CARDS

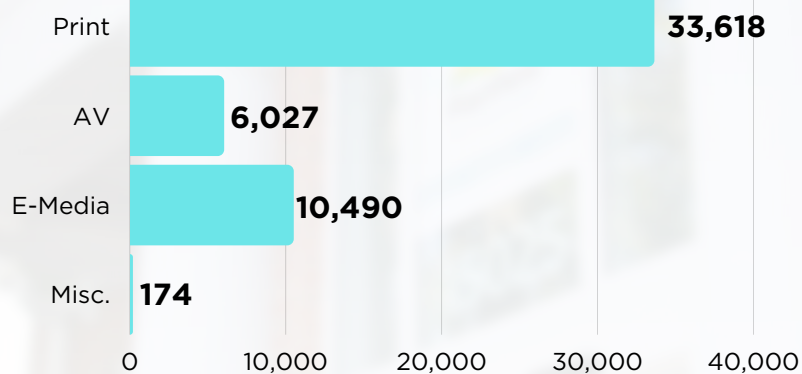
\*3 years of purging cards took place causing the number to drop.

**FYTD NEW HOUSEHOLD CARDS**

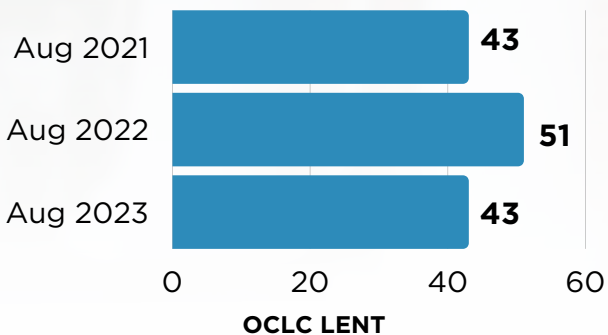
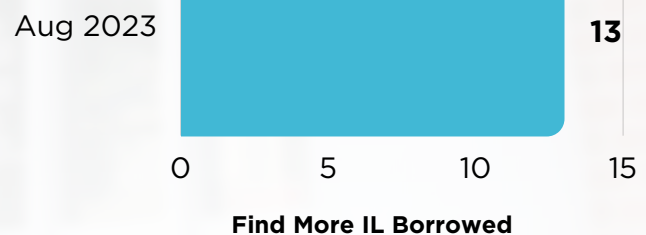
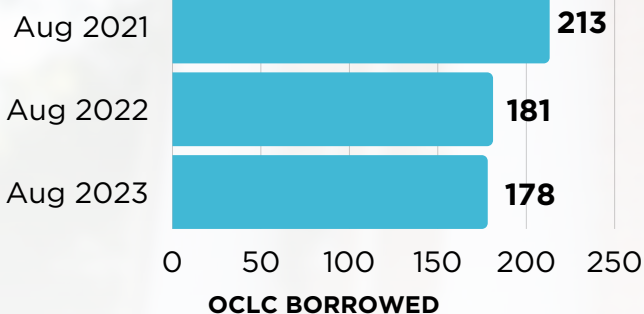
**499 CARDS**

## MATERIALS STATISTICS

### MATERIAL TYPE



### MONTHLY INTERLIBRARY LOAN







## MONTHLY LOCKER & CURBSIDE STATISTICS

### PEHS Lockers

DIFFERENT PATRON VISITS	26
SAME PATRON VISITS	9
FIRST TIME VISITS	2
TOTAL VISITS	76
ITEMS	114

### Illinois Street Lockers

DIFFERENT PATRON VISITS	34
SAME PATRON VISITS	11
FIRST TIME VISITS	14
TOTAL VISITS	107
ITEMS	163

CURBSIDE	34
----------	----

## HOME DELIVERY STATISTICS

August 2023


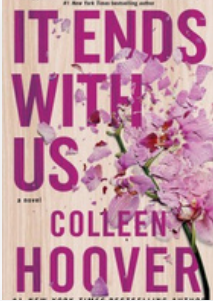

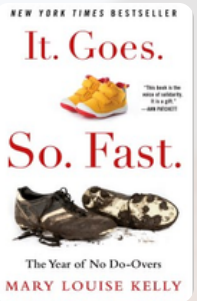
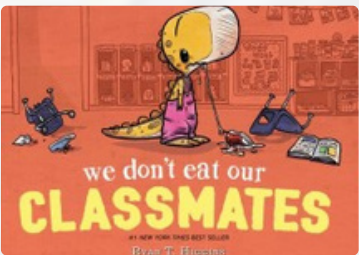




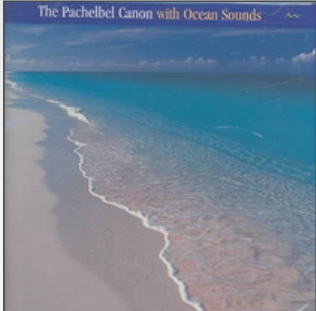


PATRONS

ITEMS



RESIDENTS	5	78
AHCL	38	101
HARBOR CHASE	5	15
HERITAGE WOODS	50	151
LAKWOOD	2	15
TOTAL	100	360

# TOP CIRCULATING ITEMS AUGUST 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 NEWS

License Plate Sticker Renewal is now available at the Check Out Desk!

We will receive a nominal fee for each sticker made. While not a revenue generator, it is a great service to offer to the community.

We started the service on September 1st and as of September 13th, we have done 5 renewals!

RENEW AT  
**PAPL**

Bring your renewal notice, your current registration card or vehicle identification number (VIN) and your driver's license or ID to the Check Out Desk to purchase your new license plate sticker in minutes.

For more information, visit [papl.info/services/license-plate-renewal](http://papl.info/services/license-plate-renewal).





# YOUTH & TEEN SERVICES MONTHLY REPORT

## Statistics

**10**

Total On-site  
Programs

**447**

On-site program  
attendance

**3**

Total Off-site  
Programs

**82**

Off-site program  
attendance

**2**

Self-directed  
Activities

**570**

Self-directed  
activity  
Participants

**95.5**

Teen Volunteer  
Hours Earned

**72**

Teen Volunteer  
Items made

## YTS Milestones

**This month we celebrated three  
milestone anniversaries!**

**Heather Phillips celebrated 5  
years.**

**Katie Gulas celebrated 10 years.**

**Cindy Caswell celebrated 25  
years!**

29

## Outreach

School Visits/  
Community Events **17**

Number of  
Classes **70**

Number of  
Patrons  
reached **1794**

# YOUTH & TEEN SERVICES MONTHLY REPORT

## Patron Feedback & Pictures

"Thanks for having this. Making items kept my girls busy and excited all of July! And then they got to make some money after. Also great to have them practice public speaking when taking to potential customers! -Amy Nelson McKnight on the Kids' Handmade Market



**Back to School Looks with .  
SDK Artistry**



**Drop in Bubble Bash**



**Drop in Bubble Bash**



**Kids Handmade Market**



**Kids Handmade Market**

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



# COMMUNITY RELATIONS



## Board Report | August 2023



Prepared by Tracey Lane  
Head of Community Engagement  
& Marketing



## Events & Meetings

- Kiwanis Club Meeting
- Ribbon Cuttings:
  - Little Kitchen
  - 815 Project
- CNN at Home Plate Realty
- Spooktacular Meeting
- PSACC Board Meeting
- PSACC Executive Board Meeting
- Patron Point Monthly Check-in
- Harvest 5K Meeting
- National Night Out
- Volunteered at Cruise Nights
- PSACC Golf Outing
- Volunteered at Crossroads Fest
- Community Narcan Training



## CE&M Happenings



Ribbon Cutting at the 815 Project



Traveling  
StoryWalk  
at Tamarack  
Settlement  
Park on 8/9



## Rescue Rally / StoryWalk Grand Opening

- The Grand Opening of the new StoryWalk was celebrated with a pet-themed event on September 9. It was a beautiful day filled with lots of fun and animals. We had 15 vendors and over 500 people attend.



## Friends of the Library

- The FOL booksale came back on a smaller scale and was still a success. The raised just under \$4,000.



## T-shirt Fundraiser

- We opened up a t-shirt store using Bonfire to sell shirts to the
- public and staff.
- We opened the store with two designs. The library gets proceeds from each shirt sold. We plan to keep adding new designs.



## FY2023 Annual Report

- [Click here to view the FY2023 Annual Report](#)



## Ongoing Projects

- We will be participating as a drop off location for Hunger Action Month
- Applications are open for the November Handmade Market - we already have 20 applications.





# COMMUNITY RELATIONS BY THE NUMBERS

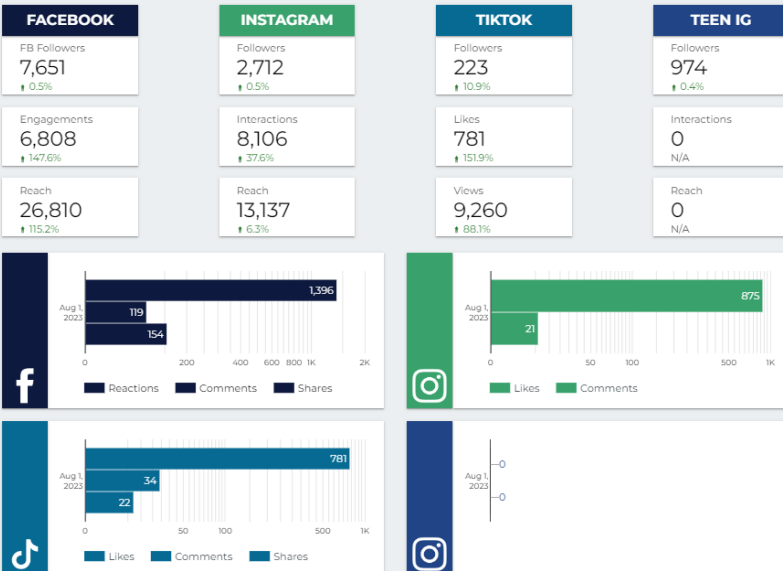
## Google Ads Stats

Campaign	Impressions	Click Through Rate	Cost*
Virtual	3,214	9.4%	\$1,968.301
Library	1,355	18.5%	\$7,366.85
Resources	712	6.1%	\$540.25

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

## Social Media Stats

### Dashboard



We deactivated our Twitter Account in August.

## Email stats

### ENews Weekly Averages

MESSAGES SENT  
24,102

OPEN RATE  
29%

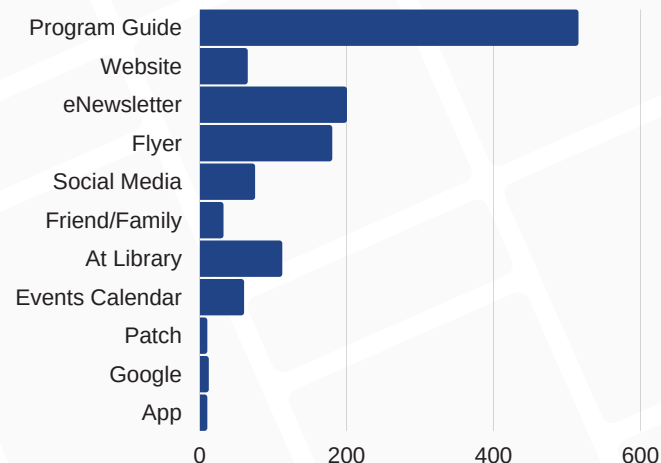
### New Cardholder Message Totals

MESSAGES SENT  
3,447

OPEN RATE  
60%

## Program Sign Up Stats

### How Patrons Learned About August Programs



# Monthly Report

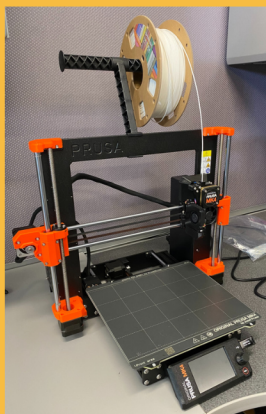
## Chicago Cossacks

The Chicago Cossacks performed in celebration of Ukrainian Independence Day. 29 people of all ages attended the concert including Ukrainian immigrants who thanked the Library for sharing Ukrainian culture. On Facebook, Donna Bruno said “We enjoyed the music, singing, performers, & the history of the music,” and Svit Mit said “Thank you so much for doing this event in Plainfield!!”



## New 3D Printer

The department purchased a new Prusa MK4 3D printer with ExxonMobil Grant money. Greg assembled the machine out of a kit. This 3D printer is faster, quieter, and enables us to provide more reliable 3D Printing services for patrons.



## Spanish Terrarium Program

Linda led the Construye Su Propio Jardín Terrario program for 11 attendees. Linda is fluent in both Spanish and English and helped everyone create their own glass terrarium with provided supplies. This program is part of an initiative by our Adult Programming Coordinator (Jenn) to provide more programs in Spanish.



## Shoutout to Kelly

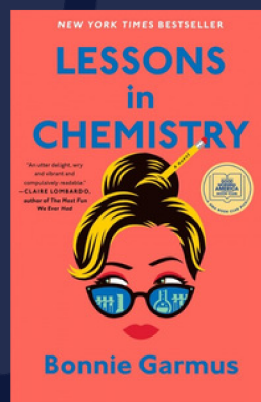
Kelly is a member of the In-Service Planning Committee and helped plan the informative August 25 Staff In-Service program which included a presentation about keeping cool under pressure, ALICE training, and a PowerPoint party.

## STATISTICS

<b>3D Print Requests</b>	<b>8</b>
<b>Adult Program Attendees</b>	<b>269</b>
<b>Book-a-Librarian Sessions</b>	<b>5</b>
<b>ELL Program Attendees</b>	<b>280</b>
<b>Online Resources Sessions</b>	<b>1290</b>
<b>Proctoring Sessions</b>	<b>2</b>
<b>Public Computer Sessions</b>	<b>689</b>
<b>Questions Answered</b>	<b>1477</b>
<b>Tech Training Attendees</b>	<b>12</b>

## Adult Take & Make: Make Your Own Bird Feeder

48 people took home bird feeder kits. Patron Marie Weiss emailed the Library to say thank you for the kit and shared photos of the building process.



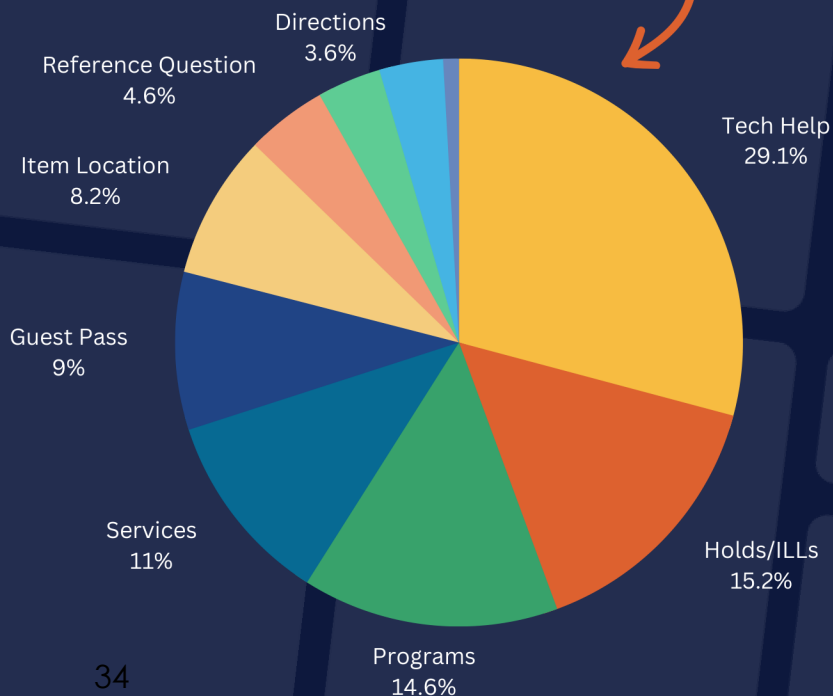
## A Novel Idea Book Club August Pick

## August Book Displays

- *Top Shelf Picks* (Jessica)
- *Mistaken Identities / Imposters* (Lisa K.)
- *Romantic Fantasy* (Lisa K.)
- *Back to School Books* (Linda)
- *Sports* (Tina)
- *Graphic Novels: Simply MARVELous* (Debi)



## TOP 10 QUESTION CATEGORIES



# FACILITY REPORT

LANCE AGNE, HEAD OF FACILITES

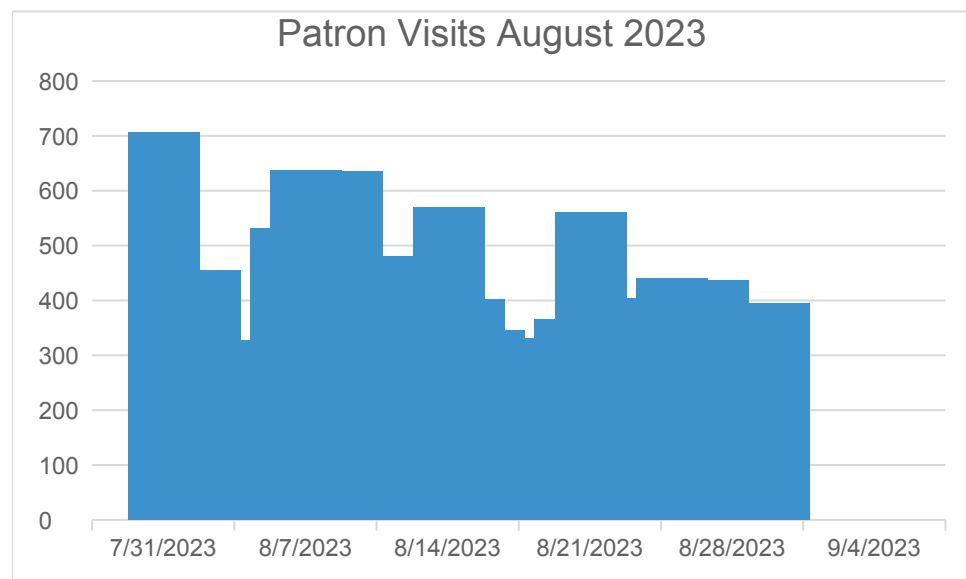
## MONTHLY FACILITIES DEPARTMENT RECAP

August was a rather uneventful month for facilities related issues. The department assisted with the Annual Friends of the Library Book Sale. We were able to set up for the event early in the week, to allow for donations to arrive prior to the weekend of staging all of the donations.

We were forced to replace the NVR for the camera system as the current one had a critical hardware issue and was unable to run properly.

The rest of the month was spent with normal cleaning and equipment inspections and keeping up with the groundskeeping that goes on during the summer months.

Visitor traffic to library seemed to be on the increase during August. Please see below.



Library Board of Trustees

Oath of Office

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

State of Illinois       )  
                              ) SS.  
County of Will        )

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

Given under my hand and official seal this 20th day of September, 2023.

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

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

(Impress Notary Seal Here)

*The Library will retain this Oath of Office.*





Plainfield Public Library District  
Board of Trustees

President	Carl F. Gilmore
Vice President	Lisa Schmidt
Secretary	Vicki Knight
Treasurer	Erika Grotto
Trustees	Alicia Malec
	Zachary Crowner

Board Committees

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

## Library Services

### POLICY SECTION 2

The Plainfield Area Public Library's services and materials are available to all persons visiting the Library regardless of their age, race, sex, disability, or social or economic status.

## Circulation

### ISSUING LIBRARY CARDS

#### *Residents of the Library District*

Any resident of the Plainfield Area Public Library may obtain a library card by completing an application and furnishing proof of current residency. A resident card will be verified every three years.

#### *Non-Resident with Property in the District*

Any person who is not a resident of the Plainfield Area Public Library but pays real estate taxes on property and/or leases property located within the Library District may obtain a one-year non-resident card without charge, renewable with appropriate verification.

#### *Non-Resident*

According to state law, non-residents are required to purchase a library card at the nearest participating public library in the school district in which the non-resident has their principal residence. Qualifying property owners may purchase a Plainfield Library Card by paying a fee which is based on the current real estate tax bill. The Library shall apply its current tax rate against the net equalized assessed valuation listed on the applicant's tax bill. This card is valid for one year, renewable with appropriate verification.

#### *Non-Resident Student*

Any student whose principal residence is not within a public library service area and who is eligible to receive free or reduced-price lunches under the National School Lunch Program, as determined by Income Eligibility Guidelines established by the U.S. Department of Agriculture (USDA) or the Community Eligible Provision of the USDA National School Lunch Program is eligible for a free non-resident library card.

When applying for a non-resident card, the qualifying student must present to the library documentation from the school or school district that indicates their eligibility for free or reduced-price lunches.

#### *Non-Resident Veteran*

Veterans with service-connected disabilities of at least 70% who are exempt from paying property taxes on their primary residence, an unmarried surviving spouse of a veteran who has previously qualified for this exemption prior to their death, or an unmarried surviving spouse of a service member killed in the line of duty shall be eligible to receive a free non-resident library card.

**Commented [1]:** Are these intended to refer to two different types of non-residents? The structure of this section makes me think so. If so, we need some clarification

**Commented [2]:** Also, maybe we should include a link to the public act: <https://www.ilso.gov/departments/library/libraries/nonresident.html#:~:text=Adm.,cost%20paid%20by%20the%20residents>.

**Commented [3]:** Yes, they are two different cards.

**Commented [4]:** Need a sentence explaining non resident means unserved.

**Commented [5]:** Any person whose residence is ineligible for library services  
Any person whose residence is located in an area that is unserved by a library  
Any person whose residence is located in an area that does not pay property taxes for library service

**Commented [6]:** I like "Any person whose residence is located in an area that does not pay property taxes for library service" best.

2 total reactions

Lisa Pappas reacted with 👍 at 2023-07-21 09:01 AM  
Marisa Barys reacted with 👍 at 2023-07-24 18:41 PM

**Commented [7]:** Agree, maybe add "whose residence is in Plainfield or a Plainfield adjacent area that does not pay property taxes..."

Approved by the Plainfield Area Public Library Board of Trustees: 10.2021

Qualifying veterans or surviving partners must present documentation from the county where they reside that indicates their residence is exempt from paying property taxes.

#### *Non-Resident Renting*

According to state law, non-residents are required to purchase a library card at the nearest participating public library in the school district in which the non-resident has their principal residence. Qualifying renters may purchase a library card by paying a fee based upon the following formula:

$$\text{Monthly rent} \times 15\% = \text{Nonresident renter fee}$$

Such cards are valid for one year, renewable with appropriate verification. Non-resident renters must present a valid lease or current rent receipt in order to obtain a card.

#### *Reciprocal Borrower*

Any person holding a valid library card from a library participating in the "Illinois Reciprocal Borrowing Program" will be granted reciprocal borrowing privileges. Each library may set its own applicable restrictions.

Commented [8]: added

#### *Business Cards*

Any corporation, partnership, church, or sole proprietorship owning or renting a place of business within the geographic boundaries of the Plainfield Area Public Library is eligible for an annual renewable library card.

#### *Temporary Visitors Library Card*

Temporary and unsheltered visitors may obtain a library card by completing an application and providing an ID. The card allows a two item checkout (no devices), access to the computers, and local use only. No holds can be placed. The card is renewable annually.

### CONFIDENTIALITY OF LIBRARY RECORDS

The Plainfield Area Public Library abides by Illinois Law which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Library does not make available the records of patron transactions to any party except in compliance with the law. The Library does not make available lists of registered library patrons except in compliance with the law.

In the [State of Illinois, Public Act 95-0040](#) (Appendix 2A) created an exception to the requirement for a court order if ALL of the following conditions are met:

Commented [9]: added and delete appendix 2a

- The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation
- The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed
- The information requested is limited to only identifying a suspect, witness or victim of a crime, and
- The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed or services used at the library

Public Act 95-0040 also provides that "If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section." (Appendix 2B)

Approved by the Plainfield Area Public Library Board of Trustees: 10.2021

The legal custodian of records for the Plainfield Area Public Library is the Library Director. As the legal custodian of records, the Library Director is the person responsible for responding to any request for library records or information about a library user.

The Library Director may designate one or more library employees to serve as persons responsible for responding to any request for library records or information about a library user when the Library Director is absent or unavailable.

No library employee may release library records or reveal information about a library user to any third party or law enforcement agent unless authorized to do so by the Library Director or the Library Director's designated alternate.

### LENDING OF MATERIAL

The Plainfield Area Public Library circulates materials in a variety of formats. Library materials shall circulate according to the schedule contained in Loan Rules and Fines (Appendix 2C).

The Plainfield Area Public Library issues a card to a named individual. That individual, or parent/guardian if the individual is under 18, shall be held accountable for any and all items checked out on that card.

Library patrons may checkout materials without presenting a library card if they have a current photo ID.

Family members or other persons listed may pick up holds for library patrons if the library patron has signed the Hold Pickup Authorization form, which is indicated in the patron's record.

### RENEWAL OF MATERIAL

Most circulating items, with the exception of items ~~on~~ with holds for other patrons and out of system Interlibrary Loan (ILL) materials, may be renewed twice by automatic renewal.

Commented [10]: corrected

### OVERDUE MATERIAL

Patrons are responsible for the return of all materials borrowed.

Patrons with overdue materials may have borrowing privileges suspended until the materials are returned and all charges paid.

### FINES AND FEES

The Plainfield Area Public Library has established a schedule for lost or damaged items, fines for overdue materials and fees for other services provided by the Plainfield Area Public Library. (Appendices 2C and 2D).

- Fines will not exceed the cost of the overdue item.
- Patrons with unpaid fines in the amount of \$10.00 or more will have borrowing privileges suspended until fines are paid under the threshold.
- All cardholders residing in the same household who incur fines totaling \$50.00 or more will have library privileges suspended.
- A charge will be applied to a patron's account for any NSF check returned to the Library. Borrowing privileges will be suspended pending payment of the check amount plus the NSF fee paid by cash, credit card or certified check.

Approved by the Plainfield Area Public Library Board of Trustees: 10.2021

## LOST OR DAMAGED MATERIAL

Materials borrowed are the responsibility of the library patron. Item cost is the responsibility of any patron who borrows and loses or damages any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items. (Appendix 3D).

- The cost of the item will be determined by the Library.
- Patrons cannot replace a lost or damaged item in lieu of payment.
- When a patron pays for the replacement of a damaged item, the patron may keep the item.
- Payments made for a lost item are non-refundable.
- Missing or lost items on a patron library card will be renewed while the patron and library staff continue to search for the item. If the item does not belong to the Plainfield Library, the owning library will be contacted and the patron must follow the owning library's policy.

## INTERLIBRARY LOANS

The purpose of Interlibrary Loan is to obtain materials not available in our Library from other libraries and to provide materials from our collections to other libraries.

Interlibrary Loan is a service available to all Plainfield Area Public Library cardholders, non-resident cardholders and reciprocal borrowers, as long as the patron is in good standing (i.e., no delinquent charges or overdue items).

The lending library may impose restrictions on materials lent, including in-library use only or no photocopying.

Turnaround time for requested items varies, depending on the availability of the material, the location of the lending library and delivery method. The Library is unable to accommodate rush or urgent requests.

Out-of-system Interlibrary Loan items may only be renewed provided the lending library allows renewals.

The Library will attempt to borrow requested materials available only within the continental United States.

## HOME DELIVERY SERVICES

The Library's Home Delivery Program supplies books, movies, audiobooks and more library materials to individuals in their homes who are unable to visit the library themselves, typically due to an ongoing physical condition, illness, advanced age or other qualifying condition. This service is also available to those within assisted living and retirement homes as well as healthcare and adult day care facilities within the Plainfield Library District boundaries. This service is limited to Plainfield Area Public Library cardholders.

Commented [11]: updated

## Adult Services

The needs of the library users are treated with respect. Staff treat all questions with equal regard. Names of users and the transactions that occur between users and the reference staff are confidential and not discussed outside a professional context.

Commented [12]: update from ref

Approved by the Plainfield Area Public Library Board of Trustees: 10.2021

Research and instruction on specialized topics is offered based upon staff knowledge and availability, and is scheduled as one-on-one sessions. Reference questions that cannot be answered with onsite resources are referred to another agency. Such referrals are verified and/or mediated by library staff. In support of life-long learning, specialized instruction is offered via classes, presentations, and book-a-librarian sessions depending on staff availability and skill sets.

In the instance of legal, medical, investment or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. Staff may not evaluate or interpret the information provided, nor define the meaning of terms, offer investment advice, select income tax forms or serve as a surrogate for a professional in any of the fields listed above. Patrons needing assistance beyond the materials and guidance provided will be advised to consult with a professional from the above listed fields for additional information or advice.

## Youth & Teen Services

Commented [13]: add

Staff is trained to provide reference and reader's advisory service to children from birth through high school and their caregivers.

The needs of the library users are treated with respect. Staff treat all questions with equal regard. Names of users and the transactions that occur between users and the reference staff are confidential and not discussed outside a professional context.

Staff provides materials to support both the educational and recreational endeavors of the library users.

Trained staff plans programming based on what is both developmentally beneficial and appropriate to a specific age group.

## Computer and Internet Use

The Plainfield Area Public Library provides access to computers, Internet and electronic resources as tools to be utilized in fulfilling the Library's mission. The same standards of intellectual freedom, privacy and confidentiality endorsed by the American Library Association and incorporated into the policies of the Plainfield Area Public Library shall be applied to all electronic media offered to our patrons.

### RESPONSIBILITIES OF USERS

Library computer users must comply with all local, state and federal laws while using the Library's computers. Users of the Library's computers and Wi-Fi must comply with all local, state and federal laws.

Commented [14]: add

Users are responsible for saving data to portable data storage media and/or cloud service.

### USE OF COMPUTERS AND INTERNET

The Plainfield Area Public Library requires that patrons using Library computers, including access to the internet, do so within the guidelines of acceptable use. The following activities are unacceptable:

Approved by the Plainfield Area Public Library Board of Trustees: 10.2021

- Use of electronic information networks for any purpose which results in the harassment of other users
- Destruction of, damage to or unauthorized alteration of the Library's computer equipment software or network security procedures
- Use of electronic information networks in any way which violates a Federal or State law
- Use of electronic information networks in any way which violates licensing and payment agreements between the Plainfield Area Public Library and network/database providers
- Unauthorized duplication of copy-protected software or violation of software license agreements
- Violation of system security
- Violation of the Code of Conduct

### CHILDREN'S ACCESS AND PARENTAL RESPONSIBILITY

The Library affirms the right and responsibility of a parent or legal guardian to determine and monitor their children's use of library materials and resources, including computers and the internet. Library staff is unable to monitor children's use.

Children under age 9 must be accompanied by an adult when using a computer.

### WIRELESS NETWORK

The Library provides free wireless (WiFi) access for patrons. By choosing to use the Library's WiFi service, the user agrees to abide by all applicable Library policies. Signal strength may vary within the Library building. No guarantee is made for network security or wireless access connectivity.

### DISCLAIMER

The Library cannot control or monitor material which may be accessible from internet sources. The Plainfield Area Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its computers, computer network or from its connection to other internet services. ~~Users are discouraged from offering personal information about themselves to sites on the internet. Users are responsible for protecting their private information.~~

Commented [15]: change

## Notary Public

The Library offers limited notary services free of charge.

We do not provide notary service for the following types of documents, including but not limited to:

- Refinancing or other types of real estate loans, purchases, sales, beneficial interests in land trusts and deeds.
- ~~An Apostille is a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another. These can be obtained through the Secretary of State's office. An Apostille, which is obtained through the Secretary of State's Office for the purpose of certifying the authenticity of a document that is issued in one country to be used and considered valid in another.~~
- Government I-9 forms

Commented [16]: update

Approved by the Plainfield Area Public Library Board of Trustees: 10.2021



Notary Public services may not be available at all times the Library is open to the public.

Patrons must provide their own witnesses if the document to be notarized requires them.  
Witnesses must also bring photo identification.

Commented [17]: add

## Proctoring Services

The Library offers proctoring services free of charge to adult Plainfield Area Public Library cardholders on exams that are four hours or less, with the following stipulations:

- Proctoring must be scheduled at least one week in advance and is administered by appointment only.
- There is a \$5 rescheduling fee for cancellations.
- The Library cannot provide a dedicated quiet space for taking exams.
- Proctors will not remain with the student but will intermittently monitor them.
- Tests requiring software must be downloaded on the student's own device.
- Students are responsible for providing a pre-paid mailing envelope for paper tests that need to be mailed back to the institution.

Commented [18]: remove

## License Plate Renewal Services

The Library offers Illinois license plate renewal services for a small fee to patrons.

-Available to all residents of Illinois

-A \$7.50 processing fee, payable by cash, or credit/debit (and a 3% transaction fee) is applied per sticker.

- Bring in their renewal registration or VIN number

- Current ID to verify name

-Can reprint sticker within 4 weeks. Must bring in the original sticker.

Commented [19]: Add whatever else is needed to this section, @mbarys@papl.info  
Assigned to Marisa Barys

Commented [20]: As soon as I get training I will add to this.

Approved by the Plainfield Area Public Library Board of Trustees: 10.2021



## Lost & Found

Commented [21]: added

The Plainfield Public Library is not responsible for any lost or abandoned items. Patrons are solely responsible for their own property. All unclaimed items or found items turned in to the staff will be placed in the Library's Lost and Found. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

Lost items will be stored for a period of four weeks. Unclaimed items will be disposed of according to Library disposal procedures and perishable items will be disposed of immediately.

Approved by the Plainfield Area Public Library Board of Trustees: 10.2021

# Library Services

## POLICY SECTION 2

The Plainfield Area Public Library's services and materials are available to all persons visiting the Library regardless of the age, race, sex, disability, or social or economic status.

## Circulation

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### ISSUING LIBRARY CARDS

#### *Residents of the Library District*

Any resident of the Plainfield Area Public Library may obtain a library card by completing an application and furnishing proof of current residency. A resident card will be verified every three years.

#### *Reciprocal Borrower*

Any person holding a valid library card from a library participating in the "Illinois Reciprocal Borrowing Program" will be granted reciprocal borrowing privileges. Each library may set its own applicable restrictions.

#### *Business Cards*

Any corporation, partnership, church, or sole proprietorship owning or renting a place of business within the geographic boundaries of the Plainfield Area Public Library is eligible for an annual renewable library card.

#### *Temporary Visitors Library Card*

Temporary and unsheltered visitors may obtain a library card by completing an application and providing an ID. The card allows a two item checkout (no devices), access to the computers, and local use only. No holds can be placed. The card is renewable annually.

#### *Non-Resident*

Non-resident cards are issued to any person whose residence is located in an area that does not pay property taxes for library services.

According to [state law](#), non-residents are required to purchase a library card at the nearest participating public library in the school district in which the non-resident has their principal residence. Qualifying property owners may purchase a Plainfield Library Card by paying a fee which is based on the current real estate tax bill. The Library shall apply its current tax rate against the net equalized assessed valuation listed on the applicant's tax bill. This card is valid for one year, renewable with appropriate verification.

#### *Non-Resident with Property in the District*

Any person who is not a resident of the Plainfield Area Public Library but pays real estate taxes on property and/or leases property located within the Library District may obtain a one-year non-resident card without charge, renewable with appropriate verification.

#### *Non-Resident Student*

Any student whose principal residence is not within a public library service area and who is eligible to receive free or reduced-price lunches under the National School Lunch Program, as determined by Income Eligibility Guidelines established by the U.S. Department of Agriculture (USDA) or the Community Eligible Provision of the USDA National School Lunch Program is eligible for a free non-resident library card.

When applying for a non-resident card, the qualifying student must present to the library documentation from the school or school district that indicates their eligibility for free or reduced-price lunches.

#### *Non-Resident Veteran*

Veterans with service-connected disabilities of at least 70% who are exempt from paying property taxes on their primary residence, an unmarried surviving spouse of a veteran who has previously qualified for this exemption prior to their death, or an unmarried surviving spouse of a service member killed in the line of duty shall be eligible to receive a free non-resident library card.

Qualifying veterans or surviving partners must present documentation from the county where they reside that indicates their residence is exempt from paying property taxes.

#### *Non-Resident Renting*

According to state law, non-residents are required to purchase a library card at the nearest participating public library in the school district in which the non-resident has their principal residence. Qualifying renters may purchase a library card by paying a fee based upon the following formula:

$$\text{Monthly rent} \times 15\% = \text{Nonresident renter fee}$$

Such cards are valid for one year, renewable with appropriate verification. Non-resident renters must present a valid lease or current rent receipt in order to obtain a card.

## **CONFIDENTIALITY OF LIBRARY RECORDS**

The Plainfield Area Public Library abides by Illinois Law which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Library does not make available the records of patron transactions to any party except in compliance with the law. The Library does not make available lists of registered library patrons except in compliance with the law.

In the State of Illinois, [Public Act 95-0040](#) created an exception to the requirement for a court order if ALL of the following conditions are met:

- The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation
- The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed
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## **LENDING OF MATERIAL**

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Family members or other persons listed may pick up holds for library patrons if the library patron has signed the Hold Pickup Authorization form, which is indicated in the patron's record.

## **RENEWAL OF MATERIAL**

Most circulating items, with the exception of items with holds for other patrons and out of system Interlibrary Loan (ILL) materials, may be renewed twice by automatic renewal.

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## **FINES AND FEES**

The Plainfield Area Public Library has established a schedule for lost or damaged items, fines for overdue materials and fees for other services provided by the Plainfield Area Public Library. (Appendices 2C and 2D).

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- Violation of system security
- Violation of the Code of Conduct

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The Library affirms the right and responsibility of a parent or legal guardian to determine and monitor their children's use of library materials and resources, including computers and the internet. Library staff is unable to monitor children's use.

Children under age 9 must be accompanied by an adult when using a computer.

## WIRELESS NETWORK

The Library provides free wireless (Wi-Fi) access for patrons. By choosing to use the Library's Wi-Fi service, the user agrees to abide by all applicable Library policies. Signal strength may vary within the Library building. No guarantee is made for network security or wireless access connectivity.

## DISCLAIMER

The Library cannot control or monitor material which may be accessible from internet sources. The Plainfield Area Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its computers, computer network or from its connection to other internet services. Users are responsible for protecting their private information.

## Notary Public

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The Library offers limited notary services free of charge. Notary Public services may not be available at all times the Library is open to the public.

Patrons must bring their own witnesses when the document to be notarized requires them. Witnesses must provide valid identification.

We do not provide notary service for the following types of documents, including but not limited to:

- Refinancing or other types of real estate loans, purchases, sales, beneficial interests in land trusts and deeds.
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- Tests requiring software must be downloaded on the student's own device.
- Students are responsible for providing a pre-paid mailing envelope for paper tests that need to be mailed back to the institution.

## License Plate Renewal Services

---

The Library offers Illinois license plate renewal services to Illinois residents for a small fee.

The resident must bring the following:

- Valid, current identification
- Renewal registration or vehicle identification number (VIN) and license plate number
- Processing fee per sticker of \$7.50, payable by cash or credit / debit card. A 3% transaction fee will apply for credit / debit transactions.

## Lost & Found

---

The Plainfield Public Library is not responsible for any lost or abandoned items. Patrons are solely responsible for their own property. All unclaimed items or found items turned in to the staff will be placed in the Library's Lost and Found. As a courtesy to our patrons, the Library staff will make a reasonable attempt to determine and contact the rightful owner of the lost property if said property contains sufficient identifying information.

Lost items will be stored for a period of four weeks. Unclaimed items will be disposed of according to Library disposal procedures and perishable items will be disposed of immediately.



## Trustee Program Schedule

Register online



The programs listed below are suggested for Trustees, but you are able to attend any program of your choice. [Click here to view the full schedule of conference programming.](#)

### Thursday, October 26

**8:00 – 9:00 a.m.**

#### **Trustee Day Continental Breakfast**

This [breakfast](#) is included in the registration price for trustees. This is the start to a day designed to support library trustee education by providing programming and networking opportunities.

**9:00 – 10:00 a.m.**

#### **Book & Program Challenges: A Primer for Trustees**

Challenges to books, displays, and programs are becoming a more common occurrence for libraries across the state. Sometimes these challenges are brought to library staff, and sometimes they are brought directly to a library board. Join veteran trustee Jennifer Mauk of the Caseyville Public Library and EveryLibrary executive director John Chrastka as they examine some recent history of challenges and their outcomes, and present tips for how best to prepare for and deal with challenges when they happen.

Presented by the ILA Intellectual Freedom Committee and the Library Trustee Forum

## EVENTS

### Calendar

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### Events Registration Process

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### Statement of Appropriate Conduct

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### Annual Conference

- [Annual Conference Registration Instructions](#)
- [Community Project](#)
- [Catering Menus](#)
- [Conference Advertising](#)
- [Conference Preview](#)
- [Evening Activities](#)
- [Exhibitor Information](#)
- [Hotel Information](#)
- [IACRL @ ILA Programming](#)
- [Registration Rates & Deadlines](#)
- [Sponsorship Opportunities](#)
- [Trustee Program Schedule](#)
- [Past ILA Annual Conferences](#)

Speakers: Jennifer Mauk, Caseyville Public Library District; John Chrastka, EveryLibrary

**9:00 – 10:00 a.m.**

#### **Next Agenda Item... Public Comment**

This presentation will focus on the creation and enforcement of rules and procedures governing public participation at library board meetings. From Board meetings to Committee meetings, the creation of proper rules and procedures for public participation is important to running an efficient and orderly meeting. We at KTJ will share our best practices on advising our clients on how to draft and enforce these policies in the best manner, while staying within the guidelines of the OMA. We will discuss real-life examples of how the policies we have helped draft have been beneficial to our clients, and how such policies have been challenged and upheld by the Courts.

Presented by the Library Trustee Forum

Speakers: Carmen Forte, Klein, Thorpe & Jenkins, LTD; Dennis Walsh, Klein, Thorpe & Jenkins, LTD

**9:00 – 10:00 a.m.**

#### **A Roadmap to Sustainable Libraries**

Developing roadmaps toward sustainability not only improve operations and can reduce costs, but it can also serve as a model for your community, civic leaders, youth, and families. We will discuss the funding opportunities available to local libraries to modernize facilities and secure cost savings while creating a more positive environmental footprint. These efforts are also prime for community partnerships, intergenerational skill sharing, youth leadership, and much more.

Presented by the Library Trustee Forum

Speaker: Andrea Densham, Densham Consulting

**9:00 – 10:00 a.m.**

#### **Just Decide Already! Effective Decision-Making Practices**

How does your library make decisions? Have you ever stopped to think about it? During this session, we'll dig into the process of decision-making. That's right! Making a decision is a process, and when the process isn't clear or doesn't involve those impacted by the decision, confusion and resentment can result. Find out how to develop guiding principles, consider implicit bias and equity, and oversee effective change management to confidently make decisions with your team.

Presented by the Library Trustee Forum

Speaker: Amanda Standerfer, Fast Forward Libraries LLC

**11:00 a.m. – 12:00 p.m.**

#### **First Amendment and Censorship**

Julie Tappendorf, an attorney at Ancel Glink, will discuss recent issues that implicate the First Amendment, including book censorship, drag queen story time, pride flags, and similar free speech activities, and provide tips and best practices on avoiding First Amendment challenges.

Presented by the Library Trustee Forum

Speaker: Julie Tappendorf, Ancel Glink, PC

**12:00 – 1:30 p.m.**

#### **Trustee Day Luncheon**

This [box lunch](#) is included in the registration price for trustees. This is a great break to meet fellow trustees and share what you've learned. The Trustee Luncheon is made possible by the generous support of Klein, Thorpe, and Jenkins.

- [Future ILA Annual Conferences](#)

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## ILA Noon Network

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### Marketing Forum Roundtable: Engagement: Attracting New Patrons to the Library

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### Directors University

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### Reaching Forward North Conference

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### Reaching Forward South Conference

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### Webinar Archive

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**Join the Conversation!**  
**#ILAAC23**

**Thank you for the wonderful  
support of our sponsors.**

**1:45 – 2:45 p.m.****iLEAD Leadership, Empowerment, Accessibility, Development for Public Library Trustees**

Trustees are vital to carrying out their library's mission. They are the ones making sure the community's needs are being met. Therefore, they must be equipped with the tools and knowledge to be effective. iLEAD - leadership, empowerment, accessibility, and development for public library trustees is a new online learning portal developed for Illinois Public Library Trustees. This project is grant funded by the Illinois State Library and developed by the Illinois Heartland Library System (IHLS), with subject matter experts located throughout the state contributing and advising. This online learning portal provides IPL trustees with the knowledge, requirements, and resources they need to be influential library leaders. During this session, the speakers will address the importance of public library trustees and this project. Session attendees will be among the first to register for the portal. A portal preview will review the learning content, navigate the learning modules, and discuss maximizing learning benefits and earning trustee badges. Presented by the Library Trustee Forum

Speakers: Anna Yackle, Illinois Heartland Library System; Leanne Furby, Illinois Heartland Library System

**1:45 – 2:45 p.m.****Maintaining Confidentiality while Navigating the Open Meetings Act: Best Practices for Agendas and Closed Sessions**

This presentation will focus on the proper way to call a public meeting to discuss the hiring and firing of directors and staff, including how to properly draft an agenda item, how to enter closed session for the specific issue, and what can be discussed and performed in closed session on these subjects.

Presented by the Library Trustee Forum

Speakers: Mallory Milluzzi and Carmen Forte, Klein Thorpe & Jenkins

**3:00 – 4:00 p.m.****Social Media & Libraries**

Libraries, like other government entities, are increasingly turning to social media as an efficient and effective way to communicate about meetings, activities, and events. As this practice continues, library officials and employees should be aware of the legal issues that can arise in connection with government use of social media. In this session, Julie Tappendorf, an attorney at Ancel Glink, will discuss best practices for compliance with the First Amendment, provide guidance on the moderation of comments, and share tips for creating a social media policy for the administration of library social media sites.

Presented by the Library Trustee Forum

Speaker: Julie Tappendorf, Ancel Glink, PC



## TAX LEVY ORDINANCE

## ORDINANCE 2023-7

ORDINANCE OF PLAINFIELD PUBLIC LIBRARY DISTRICT,  
WILL AND KENDALL COUNTIES, ILLINOIS, LEVYING TAXES  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024

WHEREAS, applicable statutes authorize the Board of Library Trustees to levy taxes for library purposes.

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

**Section 1:** Ordinance 2023-4 (Budget and Appropriation Ordinance) previously passed by the Board is incorporated by reference.

**Section 2:** A tax in the sum of \$5,499,676 is levied upon all taxable property within the District, said tax levied to defray expenses and liabilities of the District for the fiscal year beginning July 1, 2023 ending June 30, 2024 for the specific objects and purposes indicated as follows:

**Corporate Fund**

	<u>Appropriation</u>	<u>Levy</u>
Salaries	\$ 3,500,000	\$ 2,471,926
Health/Life/Dental Insurance/Employee Benefits	350,000	255,750
Professional Development/Travel/ Membership Dues	100,000	75,000
Payroll / Accounting Services	20,000	15,000
Legal / Consulting Services	45,000	30,000
Technology Services	545,000	311,000
Office Supplies	100,000	50,000
Postage / Printing / Public Relations	300,000	200,000
General Operating / Corporate Contingency	190,000	100,000
Equipment / Furnishings	150,000	125,000
Programs / Outreach	150,000	79,000
Print Materials	420,000	300,000
Non-Print Materials	100,000	50,000
Digital Resources / Database Licensing	400,000	270,000
Property / Development	300,000	200,000
New Growth Expenses	200,000	100,000
Fund Transfers – Miscellaneous	400,000	0
Transfer to Bond Fund	1,800,000	0
Transfer to Special Reserve Fund	6,000,000	0
Liability Insurance/Worker's Compensation	100,000	57,000
Insurance/Risk Management		
Audit	0	10,000

Total Estimated Expenditures	15,170,000	4,699,676
Levied for the foregoing Corporate Fund expenses from the General Public Library Tax	15,170,000	4,699,676

#### Special Funds / Special Tax Levies

	<u>Appropriation</u>	<u>Levy</u>
<u>Building, Equipment &amp; Maintenance Fund (.02%)</u>		
Building, Equipment & Maintenance	699,000	
Levied for the foregoing expense of Building, Equipment & Maintenance from a SPECIAL TAX in addition to all other taxes levied by the District		430,000

#### Audit Fund

Audit	20,000	
Levied for the foregoing expense of Audit from a SPECIAL TAX in addition to all other taxes levied by the District		0

#### Illinois Municipal Retirement Fund (IMRF)

Illinois Municipal Retirement	450,000	
Levied for the foregoing expense of Illinois Municipal Retirement from a SPECIAL TAX in addition to all other taxes levied by the District		205,000

#### FICA / Social Security Fund

Social Security	330,000	
Levied for the foregoing expense of Social Security from a SPECIAL TAX in addition to all other taxes levied by the District		165,000

#### Other Funds (No Levy)

	<u>Appropriation</u>	<u>Levy</u>
Bonds	1,800,000	0
Special Reserve Fund / Expansion Project <sup>1</sup>	6,000,000	0

<sup>1</sup> \$6 million is 57% of the total cost of the anticipated \$10.5 million expansion project expected to be completed May 2025.

#### Summary

	<u>Appropriation</u>	<u>Levy</u>
Corporate Fund	\$15,170,000	4,699,676
Building, Equipment & Maintenance	699,000	430,000
IMRF	450,000	205,000
FICA / Social Security	330,000	165,000
Audit	20,000	0
Bonds	1,800,000	0
Special Reserve Fund	6,000,000	0
TOTALS	\$24,469,000	5,499,676

Section 3: The Secretary is authorized and directed to file a certified copy of this Ordinance with the County Clerks of Will County and Kendall County within the time specified by law.

Section 4: This Ordinance is in full force and effect from and after its passage.

PASSED this 20th day of September, 2023, pursuant to a roll call vote as follows:

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

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

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

\_\_\_\_\_  
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)

STATE OF ILLINOIS    )  
                                      ) SS.  
COUNTY OF WILL     )

CERTIFICATE OF AUTHENTICITY

I, \_\_\_\_\_, 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. 2023-7

ORDINANCE OF PLAINFIELD PUBLIC LIBRARY DISTRICT,  
WILL AND KENDALL COUNTIES, ILLINOIS, LEVYING TAXES FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024

adopted at a regular meeting of the said Board of Library Trustees held on the 20th day of September, 2023.

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

Date signed: September 20, 2023

(Library Seal)

STATE OF ILLINOIS    )  
                                  ) SS.  
COUNTY OF WILL    )

CERTIFICATE OF COMPLIANCE WITH  
THE TRUTH IN TAXATION LAW

I, Carl F. Gilmore, certify that I am the duly presiding officer of the Plainfield Public Library District, Will and Kendall Counties, Illinois, and I certify that the attached Tax Levy Ordinance No. 2023-7 was adopted in compliance with the Truth in Taxation Law, 35 ILCS 200/18-55 et seq., i.e.:

- \_\_\_\_\_ The Library District levied an amount less than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year.
- X   The Library District levied an amount greater than 105% of the final aggregate extension plus any amount abated prior to extension for the preceding year and a public hearing was held on September 20, following publication of notice of the public hearing.

This Certificate applies to the 2023 levy.

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

Date signed: September 20, 2023

(Library Seal)