

PLAINFIELD AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING AGENDA
LARGE MEETING ROOM
OCTOBER 18, 2023
6:30 P.M.

1. Call to Order, Pledge, Roll Call
2. Public Comment
 - a. Other Comments
 - b. Trustee Attendance at Community Events
 - c. Friends of the Library
3. Consent Agenda
 - a. September 20, 2023 Regular Board Meeting Minutes
 - b. September 20, 2023 Truth in Taxation Hearing
 - c. Closed Session Review
4. Approval of Bills Paid and Bills Payable
 - a. Payroll \$151,583.67
 - b. General Bills \$114,207.29
 - c. Other Compensation/Administrative Costs \$7,078.77
 - d. Total \$272,869.73
5. Committee Reports
6. Library Director's Report
7. Action Items: Unfinished Business
 - a. Renovation Planning (action)
 - i. SNHA
 - ii. SMC
8. Action Items: New Business
 - a. Preventing Harassment Training (discussion)
 - b. Paid Leave for All Workers Act and Policy (action)
 - c. Parental Leave Policy (action)
9. Closed Session
 - a. 5 ILCS 120/2 (c) (21) – Closed Session Minutes Review
10. Action for Items Discussed in Closed Session
11. Adjournment

BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
SEPTEMBER 20, 2023

CALL TO ORDER: The regular meeting of September 20, 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, Schmidt, Knight, Grotto, Malec. Regular members absent: Crouner. Staff present: Pappas, Hartley, Lane. Wold. Guests present: Lauren Las will be sworn in at the meeting, representatives at Sheehan Nagle Hartray Architects.

PUBLIC COMMENT: None.

OTHER COMMENT: At the preceding meeting, the Board recognized Kelly Haras for ten years of service at the Library and thanked her for her dedication to the community. The Board discussed participation at community events.

CONSENT AGENDA: Gilmore accepted the minutes of the regular meeting and Budget & Appropriate hearing of August 16, 2023.

APPROVAL OF BILLS PAID: Malec moved approval of bills paid and bills payable for August for a total of \$472,057.16. 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. Appointment of Lauren Las - Schmidt moved to accept the appointment of Lauren Las. Knight seconded the motion, all voted yes in a roll call vote. Motion carried. Las took the oath of office. Gilmore assigned Las to the Finance Committee.
2. Renovation Planning – SNHA presented a presentation on proposed interiors for the renovation/additions.

ACTION ITEMS: New Business

3. Library Services Policy - Grotto moved to adopt the updated policy as presented. Knight seconded the motion, all voted yes via roll call vote; motion carried.
4. ILA Conference - Schmidt moved to approve attendance, hotel, and travel for one trustee. Grotto seconded the motion, all voted yes via roll call vote; motion carried.
5. October Meeting - no action taken.
6. Ordinance 2023-7 Tax Levy – Schmidt moved to approve Ordinance 2023-7. Grotto seconded the motion, all voted yes via roll call vote; motion carried.

ADJOURNMENT: Las moved to adjourn. Knight seconded the motion, all voted yes via voice vote. The meeting adjourned at 8:05 pm.

Aimee Hartley
Recording Secretary

Vicki Knight
Board Secretary



BOARD OF TRUSTEES
REPORT OF TRUTH & TAXATION HEARING
SEPTEMBER 20, 2023

CALL TO ORDER: The regular meeting of September 20, 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, Schmidt, Knight, Grotto, Malec. Regular members absent: Crowner. Staff present: Pappas, Hartley, Pierce, Wold. Guests present: Lauren Las.

PUBLIC COMMENT: None.

OTHER COMMENT: The Board recognized Adult Services Librarian & Technology Trainer Kelly Haras for 10 years of service. The Board thanked her for her dedication to the Library's community.

Board discussed attendance at the Library's Story Walk grand opening and the Village's visioning and committee of the whole meetings.

DISCUSSION: None.

ADJOURNMENT: The hearing adjourned at 6:31 pm.

Aimee Hartley
Recording Secretary

Vicki M. Knight
Board Secretary

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

Plainfield Public Library District - Total
Budget vs. Actuals: FY_2023_2024 - FY24 P&L
 July 2023 - June 2024

	Sep 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									25.00%
1004001 Real Estate Taxes Library	1,397,219.69	1,286,672.78	108.59%	3,612,062.49	3,529,199.40	102.35%	3,612,062.49	3,725,107.20	96.97%
1004002 Personal Property Taxes	1,413.98	2,547.41	55.51%	10,184.10	5,717.94	178.11%	10,184.10	35,000.00	29.10%
1004003 Overlap Districts Agreement		0.00		0.00	0.00		0.00	315,000.00	0.00%
1004004 Lost/Damaged	703.59	439.06	160.25%	2,041.57	1,358.99	150.23%	2,041.57	5,000.00	40.83%
1004006 Copier Fees	481.15	357.43	134.61%	1,510.15	1,202.08	125.63%	1,510.15	5,000.00	30.20%
1004007 Fax Fees	119.00	75.35	157.93%	242.25	258.09	93.86%	242.25	1,000.00	24.23%
1004008 Non Resident Fees	434.02	519.02	83.62%	1,545.68	1,126.00	137.27%	1,545.68	4,000.00	38.64%
1004009 Book Sales	236.88	112.27	210.99%	549.48	420.38	130.71%	549.48	2,000.00	27.47%
1004010 Meeting Room Deposits	150.00	61.35	244.50%	325.00	351.26	92.52%	325.00	1,000.00	32.50%
1004402 E-Pay Interest	2,142.71	585.84	365.75%	6,417.48	1,844.33	347.96%	6,417.48	10,000.00	64.17%
1004410 Unrealized Gain(Loss)	-5,224.95			-5,224.95	0.00		-5,224.95	0.00	
1004417 Tax Escrow Interest HB		2,083.33	0.00%	30,435.11	6,249.99	486.96%	30,435.11	25,000.00	121.74%
1004502 Donations	4,194.53			4,378.09	0.00		4,378.09	0.00	
1004701 Per Capita Grant		116,606.13	0.00%	116,617.93	116,606.13	100.01%	116,617.93	116,606.13	100.01%
1004901 Miscellaneous Income (Library)	764.75			2,184.97	0.00		2,184.97	0.00	
1004902 Sale of Library Used Equipment		15.95	0.00%	0.00	17.68	0.00%	0.00	500.00	0.00%
1004903 License Plate Renewal	3,461.25			3,461.25	0.00		3,461.25	0.00	
1004909 Rental Income	8,050.00	8,208.33	98.07%	24,150.00	24,624.99	98.07%	24,150.00	98,500.00	24.52%
1015500 Operating Transfer Out		0.00		0.00	0.00		0.00	-138,000.00	0.00%
2004001 Real Estate Taxes (FICA)	46,783.71	28,081.52	166.60%	120,944.22	75,435.37	160.33%	120,944.22	124,729.36	96.97%
2004810 Transfer In From Gen Fund		0.00		0.00	0.00		0.00	5,100.00	0.00%
2504001 Real Estate Taxes (IMRF)	55,781.14	36,366.95	153.38%	144,204.20	91,674.27	157.30%	144,204.20	148,717.28	96.97%
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	126,856.96	116,818.26	108.59%	327,947.90	297,452.48	110.25%	327,947.90	338,211.52	96.97%
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	306.28	128.86	237.68%	920.14	367.55	250.34%	920.14	1,500.00	61.34%

Plainfield Public Library District - Total
Budget vs. Actuals: FY_2023_2024 - FY24 P&L
 July 2023 - June 2024

	Sep 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
7504450 Prime Account Interest		314.23	0.00%	0.00	314.23	0.00%	0.00	1,000.00	0.00%
7504451 Unrealized Gain(Loss) iPrime	11,518.87			11,518.87	0.00		11,518.87	0.00	
7504504 Impact Fees	28,824.00	5,961.00	483.54%	59,704.00	21,000.21	284.30%	59,704.00	75,000.00	79.61%
Total Income	\$ 1,684,217.56	\$ 1,605,955.07	104.87%	\$ 4,476,119.93	\$ 4,175,221.37	107.21%	\$ 4,476,119.93	\$ 14,896,971.49	30.05%
Gross Profit	\$ 1,684,217.56	\$ 1,605,955.07	104.87%	\$ 4,476,119.93	\$ 4,175,221.37	107.21%	\$ 4,476,119.93	\$ 14,896,971.49	30.05%
Expenses									
1015000 Administration Department				0.00	0.00		0.00	0.00	
1015001 Adminstration Salaries	24,308.86	26,739.01	90.91%	84,511.64	74,804.94	112.98%	84,511.64	321,000.00	26.33%
1015002 Unemployment Insurance		0.00		467.37	1,475.68	31.67%	467.37	4,500.00	10.39%
1015005 Health Insurance	10,759.14	16,597.76	64.82%	50,826.06	71,337.28	71.25%	50,826.06	201,250.00	25.26%
1015011 Staff Development	41.79	2,096.65	1.99%	3,546.75	6,326.27	56.06%	3,546.75	22,000.00	16.12%
1015012 Travel Expenses	346.56	1,001.32	34.61%	1,863.76	3,166.61	58.86%	1,863.76	15,000.00	12.43%
1015013 Membership Dues	-75.00	276.26	-27.15%	1,726.86	2,501.52	69.03%	1,726.86	8,000.00	21.59%
1015014 Human Resources		88.22	0.00%	18.10	416.38	4.35%	18.10	2,000.00	0.91%
1015015 Staff Development EDI		1,666.67	0.00%	0.00	5,000.01	0.00%	0.00	20,000.00	0.00%
1015016 Staff Phone/Tec Expense		83.33	0.00%	0.00	249.99	0.00%	0.00	1,000.00	0.00%
1015201 Payroll Services	735.90	808.63	91.01%	2,454.53	2,365.47	103.77%	2,454.53	10,500.00	23.38%
1015202 Legal Services (Library)		0.00		0.00	19.99	0.00%	0.00	7,000.00	0.00%
1015204 Bank Fees	274.84	351.53	78.18%	823.88	1,098.15	75.02%	823.88	4,500.00	18.31%
1015205 Trustee Development		521.77	0.00%	126.06	1,101.53	11.44%	126.06	2,500.00	5.04%
1015308 Office Supplies - Paper		269.93	0.00%	103.08	600.22	17.17%	103.08	2,000.00	5.15%
1015310 Office Supplies - Admin		271.02	0.00%	137.33	814.31	16.86%	137.33	4,000.00	3.43%
1015311 Postage		211.86	0.00%	656.42	967.77	67.83%	656.42	3,750.00	17.50%
1015313 Newsletter		2,416.58	0.00%	17,243.95	17,918.10	96.24%	17,243.95	66,000.00	26.13%
1015316 Printing - Legal	199.00	573.89	34.68%	199.00	1,596.75	12.46%	199.00	2,000.00	9.95%
1015317 Telephone	1,150.80	1,422.94	80.87%	3,280.06	3,547.30	92.47%	3,280.06	14,000.00	23.43%
1015318 Public Relations (Library)	609.88	3,123.81	19.52%	3,232.30	8,267.39	39.10%	3,232.30	39,000.00	8.29%
1015322 Contingencies Operating Fund		0.00		0.00	0.00		0.00	20,000.00	0.00%
1015801 Library-Wide Supplies & Events	211.20	627.37	33.66%	444.42	1,898.46	23.41%	444.42	12,000.00	3.70%
1015802 Library-Wide EDI Public Initiat		416.67	0.00%	0.00	1,250.01	0.00%	0.00	5,000.00	0.00%

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1015805 Liab Ins. - Property/Package		0.00		0.00	0.00		0.00	50,000.00	0.00%
1015902 License Plate Renewal Fees	10.00			10.00	0.00		10.00	0.00	
1015903 License Plate Renewal Funds to State	2,570.00			2,570.00	0.00		2,570.00	0.00	
1015909 Rental Property Prof Svcs-Misc	644.00	1,083.33	59.45%	2,842.00	3,249.99	87.45%	2,842.00	13,000.00	21.86%
1018001 Equipment Maintenance		416.67	0.00%	0.00	1,250.01	0.00%	0.00	5,000.00	0.00%
1018002 Equipment		45,000.00	0.00%	0.00	45,000.00	0.00%	0.00	45,000.00	0.00%
1018003 Furniture & Fixtures		384.20	0.00%	124.98	1,049.49	11.91%	124.98	5,000.00	2.50%
Total 1015000 Administration Department	\$ 41,786.97	\$ 106,449.42	39.26%	\$ 177,208.55	\$ 257,273.62	68.88%	\$ 177,208.55	\$ 905,000.00	19.58%
1025000 Materials Management Dept				0.00	0.00		0.00	0.00	
1025001 Materials Management Salaries	9,788.61	14,569.42	67.19%	33,133.79	39,822.06	83.20%	33,133.79	165,000.00	20.08%
1025306 Materials Mgmt Process Supply	689.73	1,317.54	52.35%	1,743.11	3,626.93	48.06%	1,743.11	15,000.00	11.62%
1025307 OCLC		0.00		3,063.59	3,553.29	86.22%	3,063.59	4,000.00	76.59%
Total 1025000 Materials Management Dept	\$ 10,478.34	\$ 15,886.96	65.96%	\$ 37,940.49	\$ 47,002.28	80.72%	\$ 37,940.49	\$ 184,000.00	20.62%
1035000 Borrower Services Department				0.00	0.00		0.00	0.00	
1035001 Borrower Services Salaries	34,537.97	44,763.32	77.16%	120,423.54	122,379.18	98.40%	120,423.54	475,000.00	25.35%
1035308 Borrower Services Supplies		382.42	0.00%	1,878.99	2,630.40	71.43%	1,878.99	12,000.00	15.66%
1035309 ILL Lost Items	755.90	141.09	535.76%	877.90	459.56	191.03%	877.90	1,000.00	87.79%
1035310 Home Delivery Supplies		0.00		0.00	908.26	0.00%	0.00	4,000.00	0.00%
Total 1035000 Borrower Services Department	\$ 35,293.87	\$ 45,286.83	77.93%	\$ 123,180.43	\$ 126,377.40	97.47%	\$ 123,180.43	\$ 492,000.00	25.04%
1045000 Adult Services				0.00	0.00		0.00	0.00	
1045001 Adult Services Salaries	36,496.50	46,585.59	78.34%	127,659.02	123,812.78	103.11%	127,659.02	484,000.00	26.38%
1045101 Adult Summer Reading		0.00		0.00	0.00		0.00	11,000.00	0.00%
1045102 Adult Programs	1,525.00	1,995.76	76.41%	4,990.37	6,319.63	78.97%	4,990.37	24,000.00	20.79%
1045105 Portable Media Devices - Adult		218.96	0.00%	2,394.44	2,521.62	94.96%	2,394.44	7,500.00	31.93%
1045106 Video Games - Adult		323.64	0.00%	769.80	633.14	121.58%	769.80	3,000.00	25.66%
1045107 Compact Discs - Adult	92.48	187.11	49.43%	449.80	650.87	69.11%	449.80	3,000.00	14.99%
1045108 Videos & DVDs- Adult	760.90	1,074.22	70.83%	2,815.75	3,496.91	80.52%	2,815.75	15,000.00	18.77%
1045109 Audio Books - Adult	289.34	445.02	65.02%	1,154.16	1,641.50	70.31%	1,154.16	6,000.00	19.24%
1045111 Digital Resources	20,380.00	18,750.00	108.69%	103,340.28	56,250.00	183.72%	103,340.28	225,000.00	45.93%
1045112 Fiction - Adult	514.75	1,779.23	28.93%	6,728.22	7,496.97	89.75%	6,728.22	25,000.00	26.91%

Plainfield Public Library District - Total
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	Sep 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1045113 Leased Material - Adult		0.00		18,542.58	22,378.23	82.86%	18,542.58	28,000.00	66.22%
1045114 Large Print - Adult	199.21	539.33	36.94%	988.52	1,517.98	65.12%	988.52	6,000.00	16.48%
1045115 Graphic Novels - Adult	288.94	313.75	92.09%	928.15	1,175.76	78.94%	928.15	4,500.00	20.63%
1045116 Nonfiction - Adult	1,142.97	2,121.69	53.87%	4,481.03	5,684.67	78.83%	4,481.03	24,000.00	18.67%
1045117 Foreign Language - Adult	291.83	590.96	49.38%	1,254.71	1,441.90	87.02%	1,254.71	6,500.00	19.30%
1045118 Reference - Adult	360.00	275.11	130.86%	360.00	452.99	79.47%	360.00	1,000.00	36.00%
1045119 Standing Orders - Adult	696.93	407.64	170.97%	3,042.09	1,211.35	251.13%	3,042.09	5,000.00	60.84%
1045120 Periodicals - Adult	326.23	201.20	162.14%	987.16	549.51	179.64%	987.16	8,500.00	11.61%
1045212 Instructors and Facilitators	250.00	210.90	118.54%	675.00	1,068.07	63.20%	675.00	4,000.00	16.88%
1045305 Bindery		0.00		0.00	80.00	0.00%	0.00	400.00	0.00%
1045306 Microfilming Supplies		520.31	0.00%	125.00	577.45	21.65%	125.00	4,000.00	3.13%
1045310 Department Supplies - Adult		269.58	0.00%	188.67	890.64	21.18%	188.67	3,500.00	5.39%
1045405 Local History Supplies	150.00	206.36	72.69%	665.62	439.65	151.40%	665.62	2,500.00	26.62%
Total 1045000 Adult Services	\$ 63,765.08	\$ 77,016.36	82.79%	\$ 282,540.37	\$ 240,291.62	117.58%	\$ 282,540.37	\$ 901,400.00	31.34%
1055000 Youth Services				0.00	0.00		0.00	0.00	
1055001 Youth Services Salaries	30,869.68	47,834.98	64.53%	113,584.34	124,641.63	91.13%	113,584.34	498,000.00	22.81%
1055101 Summer Reading - Childrens		0.00		1,628.31	1,772.53	91.86%	1,628.31	9,000.00	18.09%
1055102 JUV Programs	600.00	1,109.33	54.09%	1,447.63	2,869.42	50.45%	1,447.63	10,000.00	14.48%
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		997.33	0.00%	0.00	6,287.62	0.00%	0.00	14,000.00	0.00%
1055105 Portable Media Devices - YS/YA		172.26	0.00%	0.00	516.78	0.00%	0.00	2,800.00	0.00%
1055107 Compact Discs - Children's		0.00		0.00	36.70	0.00%	0.00	700.00	0.00%
1055108 Videos & DVDs - Children's	492.46	1,373.87	35.84%	717.31	1,816.28	39.49%	717.31	9,000.00	7.97%
1055109 Audio Books - Children's		100.95	0.00%	0.00	151.62	0.00%	0.00	1,300.00	0.00%
1055112 Fiction - Children's	4,111.55	1,885.25	218.09%	5,680.40	4,985.76	113.93%	5,680.40	20,000.00	28.40%
1055116 Nonfiction - Children's	350.90	1,550.17	22.64%	1,335.10	3,536.08	37.76%	1,335.10	39,000.00	3.42%
1055119 Standing Orders - Children's		0.00		235.63	1,072.96	21.96%	235.63	3,500.00	6.73%
1055123 Easy Fiction	564.19	2,166.62	26.04%	1,548.44	4,172.56	37.11%	1,548.44	22,000.00	7.04%
1055310 Department Supplies - Y/S		469.77	0.00%	620.67	1,928.07	32.19%	620.67	9,000.00	6.90%
Total 1055000 Youth Services	\$ 36,988.78	\$ 57,660.53	64.15%	\$ 145,763.92	\$ 179,492.55	81.21%	\$ 145,763.92	\$ 666,300.00	21.88%

Plainfield Public Library District - Total
Budget vs. Actuals: FY_2023_2024 - FY24 P&L
 July 2023 - June 2024

	Sep 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1065000 Teen Services				0.00	0.00		0.00	0.00	
1065101 Summer Reading - Teen		5.03	0.00%	1,754.57	1,562.81	112.27%	1,754.57	5,000.00	35.09%
1065102 Teen Programs	100.00	839.56	11.91%	1,303.52	1,196.73	108.92%	1,303.52	8,000.00	16.29%
1065104 Downloadable Materials - Teen		83.33	0.00%	0.00	249.99	0.00%	0.00	1,000.00	0.00%
1065105 Portable Media Devices - Teen		125.00	0.00%	0.00	375.00	0.00%	0.00	1,500.00	0.00%
1065108 Videos & DVDs - Teen		167.08	0.00%	0.00	288.54	0.00%	0.00	1,000.00	0.00%
1065112 Fiction - Teen	917.83	1,024.19	89.62%	2,174.43	2,437.35	89.21%	2,174.43	12,000.00	18.12%
1065116 Nonfiction - Teen	83.64	279.35	29.94%	112.74	1,445.21	7.80%	112.74	4,500.00	2.51%
1065310 Department Supplies - Teen	199.09	125.00	159.27%	456.12	375.00	121.63%	456.12	1,500.00	30.41%
Total 1065000 Teen Services	\$ 1,300.56	\$ 2,648.54	49.10%	\$ 5,801.38	\$ 7,930.63	73.15%	\$ 5,801.38	\$ 34,500.00	16.82%
1075000 Community Relations Dept				0.00	0.00		0.00	0.00	
1075001 Community Relations Salaries	9,596.09	12,238.86	78.41%	33,093.69	34,336.30	96.38%	33,093.69	128,000.00	25.85%
1075310 Comm. Relations Supplies		74.53	0.00%	0.00	74.53	0.00%	0.00	500.00	0.00%
Total 1075000 Community Relations Dept	\$ 9,596.09	\$ 12,313.39	77.93%	\$ 33,093.69	\$ 34,410.83	96.17%	\$ 33,093.69	\$ 128,500.00	25.75%
1095000 Technology				0.00	0.00		0.00	0.00	
1015314 Web Page Development	90.00	146.83	61.30%	270.00	291.31	92.68%	270.00	1,500.00	18.00%
1095206 Pinnacle Cooperative		0.00		0.00	123.68	0.00%	0.00	69,000.00	0.00%
1095207 Technology Maintenance	6,000.00	8,333.33	72.00%	9,900.00	24,999.99	39.60%	9,900.00	100,000.00	9.90%
1095209 Email & Web Hosting Fees		43.41	0.00%	3.98	80.69	4.93%	3.98	500.00	0.80%
1095210 Lease Agreements	2,658.59	2,884.69	92.16%	7,442.81	6,976.81	106.68%	7,442.81	35,000.00	21.27%
1095211 Subscription Services		124.24	0.00%	20,011.78	22,914.10	87.33%	20,011.78	65,000.00	30.79%
1095301 Software		160.00	0.00%	821.25	985.02	83.37%	821.25	8,000.00	10.27%
1095302 Computer Supplies		182.40	0.00%	212.65	563.14	37.76%	212.65	3,000.00	7.09%
1095303 Data Lines	219.95	310.09	70.93%	659.85	782.67	84.31%	659.85	3,000.00	22.00%
1095304 Computers (Library)		0.00		0.00	4,047.30	0.00%	0.00	26,000.00	0.00%
Total 1095000 Technology	\$ 8,968.54	\$ 12,184.99	73.60%	\$ 39,322.32	\$ 61,764.71	63.66%	\$ 39,322.32	\$ 311,000.00	12.64%
2005011 FICA Expense	11,537.79	16,705.25	69.07%	40,696.90	44,382.00	91.70%	40,696.90	175,000.00	23.26%
2505012 IMRF Expense-ER		21,725.48	0.00%	36,336.47	60,257.37	60.30%	36,336.47	225,000.00	16.15%
3005218 Audit Expense		0.00		200.00	1,864.26	10.73%	200.00	10,000.00	2.00%
5085000 Facilities Expenses				0.00	0.00		0.00	0.00	

Plainfield Public Library District - Total
Budget vs. Actuals: FY_2023_2024 - FY24 P&L
 July 2023 - June 2024

	Sep 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
5085001 Facilities Salaries	9,158.97	12,101.23	75.69%	31,768.90	32,116.87	98.92%	31,768.90	127,000.00	25.01%
5085212 Custodial Services	3,608.00	3,721.53	96.95%	10,824.00	11,164.95	96.95%	10,824.00	45,100.00	24.00%
5085213 Disposal Services	680.55	631.27	107.81%	1,830.55	1,798.06	101.81%	1,830.55	7,200.00	25.42%
5085214 Facilities Maint Agreement	440.14	500.00	88.03%	1,971.63	1,500.00	131.44%	1,971.63	6,000.00	32.86%
5085215 Equipment Maintenance Agreement		1.76	0.00%	1,695.18	1,694.25	100.05%	1,695.18	12,000.00	14.13%
5085216 Building Repair	3,158.00	1,904.75	165.80%	4,485.39	6,070.20	73.89%	4,485.39	35,000.00	12.82%
5085217 Equipment Repair	1,473.17	518.80	283.96%	7,616.82	5,258.84	144.84%	7,616.82	16,500.00	46.16%
5085399 Contingencies		0.00		0.00	0.00		0.00	20,000.00	0.00%
5085601 Utilities - Electric	4,679.67	3,738.09	125.19%	14,096.50	11,611.38	121.40%	14,096.50	40,000.00	35.24%
5085602 Utilities - Gas	191.58	173.29	110.55%	577.31	591.93	97.53%	577.31	7,200.00	8.02%
5085603 Utilities - Water		374.09	0.00%	902.25	1,273.15	70.87%	902.25	4,200.00	21.48%
5085604 Building Supplies	64.56	762.93	8.46%	787.34	3,369.04	23.37%	787.34	9,600.00	8.20%
5085605 Equipment & Tools		139.86	0.00%	241.68	516.19	46.82%	241.68	3,500.00	6.91%
5085606 Janitorial Supplies	1,338.40	1,223.84	109.36%	3,524.10	3,786.24	93.08%	3,524.10	20,000.00	17.62%
5085611 Rental Prop Util/Trash/Water	219.54	1,333.33	16.47%	1,439.58	3,999.99	35.99%	1,439.58	16,000.00	9.00%
5085909 Rental Prop General Maint	98.00	1,250.00	7.84%	1,644.00	3,750.00	43.84%	1,644.00	15,000.00	10.96%
Total 5085000 Facilities Expenses	\$ 25,110.58	\$ 28,374.77	88.50%	\$ 83,405.23	\$ 88,501.09	94.24%	\$ 83,405.23	\$ 384,300.00	21.70%
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	27,251.92	66,666.67	40.88%	62,878.07	200,000.01	31.44%	62,878.07	800,000.00	7.86%
7508005 Real Estate Acquistion		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	3,750.00	0.00%	0.00	15,000.00	0.00%
Total Expenses	\$ 272,078.52	\$ 464,169.19	58.62%	\$ 1,071,941.95	\$ 1,363,798.37	78.60%	\$ 1,071,941.95	\$ 12,168,000.00	8.81%
Net Operating Income	\$ 1,412,139.04	\$ 1,141,785.88	123.68%	\$ 3,404,177.98	\$ 2,811,423.00	121.08%	\$ 3,404,177.98	\$ 2,728,971.49	124.74%
Net Income	\$ 1,412,139.04	\$ 1,141,785.88	123.68%	\$ 3,404,177.98	\$ 2,811,423.00	121.08%	\$ 3,404,177.98	\$ 2,728,971.49	124.74%

Check number	Transaction date	Vendor Name	Account	Amount
11247	09/06/2023	Addison Public Library	Checking Account Chase Bank	-\$ 14.95
11248	09/06/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 1,797.65
11249	09/06/2023	Gale / Cengage Learning	Checking Account Chase Bank	-\$ 145.09
11250	09/06/2023	Nicor Gas	Checking Account Chase Bank	-\$ 170.97
11251	09/06/2023	Outsource IT Solutions Group	Checking Account Chase Bank	-\$ 3,900.00
11252	09/06/2023	Make Believe Professionals	Checking Account Chase Bank	-\$ 211.20
11253	09/07/2023	Gresham, Susan	Checking Account Chase Bank	-\$ 100.00
11254	09/07/2023	Rand, Janet	Checking Account Chase Bank	-\$ 150.00
11255	09/07/2023	Vidmar, Nicholas	Checking Account Chase Bank	-\$ 100.00
11256	09/13/2023	Aflac	Checking Account Chase Bank	-\$ 317.48
11257	09/14/2023	Anderson Pest Solutions	Checking Account Chase Bank	-\$ 99.30
11258	09/14/2023	Baker & Taylor - Axis 360 & Subs. Account	Checking Account Chase Bank	-\$ 109.17
11259	09/14/2023	Baker & Taylor - Continuation Service	Checking Account Chase Bank	-\$ 210.45
11260	09/14/2023	Brown, Cheryl	Checking Account Chase Bank	-\$ 250.00
11261	09/14/2023	Groot, Inc.	Checking Account Chase Bank	-\$ 680.55
11262	09/14/2023	HCG Consulting Solutions, Inc.	Checking Account Chase Bank	-\$ 300.00
11263	09/14/2023	Kanopy, Inc.	Checking Account Chase Bank	-\$ 3,500.00
11264	09/14/2023	Kornfeind, Summer SDK Artistry, LLC.	Checking Account Chase Bank	-\$ 250.00
11265	09/14/2023	Mechanic Shop Femme, Inc.	Checking Account Chase Bank	-\$ 600.00
11266	09/14/2023	Metronet	Checking Account Chase Bank	-\$ 1,001.89
11267	09/14/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$ 12,000.00
11268	09/14/2023	Quest College Consulting	Checking Account Chase Bank	-\$ 200.00
11269	09/14/2023	Ramos, Leslie	Checking Account Chase Bank	-\$ 100.00
11270	09/14/2023	Shaw Media	Checking Account Chase Bank	-\$ 60.00
11271	09/14/2023	Sheehan Nagle Hartray Architects, Ltd.	Checking Account Chase Bank	-\$ 27,251.92
11272	09/14/2023	Strictly Self Defense LLC	Checking Account Chase Bank	-\$ 200.00
11273	09/14/2023	T-Mobile	Checking Account Chase Bank	-\$ 203.32
11274	09/14/2023	Tiger Lily Music	Checking Account Chase Bank	-\$ 600.00
11275	09/14/2023	Village of Plainfield	Checking Account Chase Bank	-\$ 124.58

Check number	Transaction date	Vendor Name	Account	Amount
11276	09/14/2023	Village of Plainfield	Checking Account Chase Bank	-\$ 312.52
11277	09/14/2023	Village of Plainfield	Checking Account Chase Bank	-\$ 124.58
11278	09/19/2023	Outsource IT Solutions Group	Checking Account Chase Bank	-\$ 6,000.00
11279	09/19/2023	Schattner, Jacquie	Checking Account Chase Bank	-\$ 150.00
11280	09/19/2023	The New York Times	Checking Account Chase Bank	-\$ 2,080.00
11281	09/19/2023	Andromeda Technology Solutions	Checking Account Chase Bank	-\$ 3,158.68
11282	09/19/2023	Cintas	Checking Account Chase Bank	-\$ 451.51
11283	09/19/2023	T-Mobile	Checking Account Chase Bank	-\$ 120.54
11284	09/19/2023	Whitmore Ace	Checking Account Chase Bank	-\$ 64.56
11285	09/20/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 6,141.67
11286	09/20/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$ 559.96
11287	09/21/2023	Elan Financial Services	Checking Account Chase Bank	-\$ 14,917.34
11288	09/28/2023	Aflac	Checking Account Chase Bank	-\$ 317.48
11289	09/28/2023	Blackstone Publishing	Checking Account Chase Bank	-\$ 158.37
11290	09/28/2023	Blue Cross and Blue Shield of Illinois	Checking Account Chase Bank	-\$ 13,582.37
11291	09/28/2023	Catapult- Formerly CAI & TEA	Checking Account Chase Bank	-\$ 49.00
11292	09/28/2023	ComEd	Checking Account Chase Bank	-\$ 125.44
11293	09/28/2023	Complete Cleaning Company	Checking Account Chase Bank	-\$ 3,608.00
11294	09/28/2023	First-Citizens Bank & Trust Co.	Checking Account Chase Bank	-\$ 2,345.79
11295	09/28/2023	Gale / Cengage Learning	Checking Account Chase Bank	-\$ 64.76
11296	09/28/2023	InfoUSA Marketing, Inc.	Checking Account Chase Bank	-\$ 360.00
11297	09/28/2023	Kankakee Public Library-	Checking Account Chase Bank	-\$ 740.95
11298	09/28/2023	Metropolitan Life Insurance Company	Checking Account Chase Bank	-\$ 159.43
11299	09/28/2023	NCPERS Group Life Ins.	Checking Account Chase Bank	-\$ 96.00
11300	09/28/2023	Nicor Gas	Checking Account Chase Bank	-\$ 23.63
11301	09/28/2023	Pulte Group	Checking Account Chase Bank	-\$ 225.00
11302	09/28/2023	Tee Jay Service Company	Checking Account Chase Bank	-\$ 3,158.00
11303	09/28/2023	Vision Service Plan (IL)	Checking Account Chase Bank	-\$ 75.70
11304	09/28/2023	ComEd	Checking Account Chase Bank	-\$ 182.83

Check number	Transaction date	Vendor Name	Account	Amount
11305	09/28/2023	Nicor Gas	Checking Account Chase Bank	-\$ 36.71
11306	09/28/2023	Nicor Gas	Checking Account Chase Bank	-\$ 167.95
Total				-\$ 114,207.29

September 2023 Bank Activity

	Tax Escrow Heartland XXX7902	Operating Chase XXX2895	Reserve Illinois Funds XXX2514	E-Pay Illinois Funds XXX0970	Illinois National Bank XXX0970	Total
Beginning Balance	4,244,811.83	285,143.15	67,605.43	471,948.28	1,000.00	5,070,508.69
Deposits	1,626,641.50	338,840.82		3,314.55	3,364.55	1,972,161.42
Transfer In	0.00					0.00
Interest Earned	13,709.05		306.28	2,142.71		16,158.04
Total Receipts	1,640,350.55	338,840.82	306.28	5,457.26	3,364.55	7,058,828.15
Checks Cleared	(300,000.00)	(177,008.32)				(477,008.32)
Transfers Out					(3,314.55)	(3,314.55)
Driver License		(2,580.00)				(2,580.00)
Payroll Fees		(735.90)				(735.90)
Bank Fees		(224.84)			(50.00)	(274.84)
FSA		(828.03)				(828.03)
Payroll		(151,583.67)				(151,583.67)
IMRF		0.00				0.00
457 Payment		(2,710.00)				(2,710.00)
Total Disbursements	(300,000.00)	(335,670.76)	0.00	0.00	(3,364.55)	(639,035.31)
Ending Balance	5,585,162.38	288,313.21	67,911.71	477,405.54	1,000.00	6,419,792.84

FY2023 Investment Activity

	PMA	First Midwest	Total
Beginning Balance	1,149,908.02	1,700,694.74	2,850,602.76
Deposits	0.00	0.00	0.00
Market Adjustments	11,518.87	0.00	11,518.87
Interest Earned	0.00	0.00	0.00
Total Receipts	11,518.87	0.00	11,518.87
Market Adjustments	0.00	(5,224.95)	(5,224.95)
Transfers Out	0.00	0.00	0.00
Total Disbursements	0.00	(5,224.95)	(5,224.95)
Ending Balance/Cost	1,161,426.89	1,695,469.79	2,856,896.68

FY23 Fund Activity 07/01/23 - 9/30/2023

	Library	Audit	Building & Maintenance	FICA	IMRF	Reserve	Total
Tax Revenue	\$3,612,062.49	\$0.00	\$327,947.90	\$120,944.22	\$144,204.20	\$0.00	\$4,205,158.81
Other Revenue	\$167,190.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$167,190.47
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59,704.00	\$59,704.00
Interest	\$36,852.59	\$0.00	\$0.00	\$0.00	\$0.00	\$920.14	\$37,772.73
Investment Gain(Loss)	(\$5,224.95)	\$0.00	\$0.00	\$0.00	\$0.00	\$11,518.87	\$6,293.92
Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$3,810,880.60	\$0.00	\$327,947.90	\$120,944.22	\$144,204.20	\$72,143.01	\$4,476,119.93
Payroll	\$512,406.02	\$0.00	\$31,768.90	\$0.00	\$0.00	\$0.00	\$544,174.92
Personnel Expenses	\$60,903.43	\$0.00	\$0.00	\$40,696.90	\$36,336.47	\$0.00	\$137,936.80
Technology	\$39,322.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,322.32
Other Expenses	\$232,219.38	\$200.00	\$51,636.33	\$0.00	\$0.00	\$66,452.20	\$350,507.91
Total Expenses	\$844,851.15	\$200.00	\$83,405.23	\$40,696.90	\$36,336.47	\$66,452.20	\$1,071,941.95
Net Income	\$2,966,029.45	(\$200.00)	\$244,542.67	\$80,247.32	\$107,867.73	\$5,690.81	\$3,404,177.98

Plainfield Public Library District
Director's Report
Lisa Pappas, Director
October 12, 2023

Renovation Planning Update

The public notice sign has gone up in front of the Library, notices sent to adjacent properties and documents sent to the planning commission for their Tuesday, October 17 meeting for the hearing for a special use permit to have the drive-up window on the renovated building. SNHA architects, Board President Carl Gilmore and I will attend to answer any questions. Shales McNutt will attend the regular board meeting to talk about the bidding process which will start in November.

Paid Parental Leave Policy Update

The Library's current policy is outdated and not as inclusive as we would like it to be. We would like to extend paid parental leave to all employees who qualify for FML (Federal Family Medical Leave) for up to six weeks for the birth or adoption of a child. This policy would go into effect on January 1, 2024. Administrative Services Manager Aimee Hartley will present our full recommendation.

Paid Leave for All Workers Act

This new act goes into effect January 1, 2024. Administrative Services Manager Aimee Hartley will be presenting our recommended policy and procedure change in order to comply with the act. To read more about the act prior to the meeting, visit <https://labor.illinois.gov/laws-rules/paidleave.html>.

Closed Session Minutes Review

Included in your packet is a listing of the closed session meeting minutes which are up for review to decide whether or not they can be released. We are required to do this every six months; the actual minutes are on the Board secured site for you to review. This list includes a suggested action as well as the basis for that suggestion. It is included in the consent agenda unless a trustee requests going into closed session to discuss and/or review the minutes.

Preventing Harassment Training

It's time for the annual required trustee training. We will share a link via email for you to complete this requirement online in the next few weeks. As a reminder, if you are required to complete this annual training for your employer, you may email a copy of your certificate to Aimee as proof of compliance.

Meetings Attended

- 09.14 Architects meetings re: interior design, individually with each department manager
Bi-weekly meeting with Head of MM, Rebecca Pfenning
Notary quarterly meeting
Architects meeting with IT consultants and OSG, managed IT services

- 09.18 Weekly meeting with Head of Adult Services, Lauren Pierce
Weekly meeting with Head of CE&M, Tracey Lane
Zonta Film Festival planning committee meeting
- 09.20 Weekly meeting with Head of YTS, Katie Gulas
Board meeting
- 09.27 Weekly meeting with Head of YTS, Katie Gulas
- 09.28 Village of Plainfield Intergovernmental meeting
Architects meetings: Hardware and Landscaping
Newsletter review meeting
Bi-weekly meeting with Head of MM, Rebecca Pfenning
Architects/Construction Management: Phasing meeting
- 09.29 Clean Sweep
- 10.02 Weekly meeting with Head of Adult Services, Lauren Pierce
Weekly meeting with Head of CE&M, Tracey Lane
New Trustee Orientation with Lauren Las
- 10.03 Webinar with FBI re: bomb threat response
Weekly meeting with Head of YTS, Katie Gulas
- 10.04 Visit/tour of St. Charles Library with Head of BS, Marisa Barys
- 10.05 Architects meetings: Admin, AS, BS, YTS individually for workroom and service desk layouts
Project Management Fundamentals course, session 1
- 10.06 RAILS Directors' meeting re: bomb threat response
Architects meetings: Admin, CE&M, MM individually for office/workroom layouts
Women Directors of Pinnacle meeting
- 10.09 Weekly meeting with Head of AS, Lauren Pierce
- 10.10 OSG review meeting
Leadership Team meeting
Bi-weekly meeting with Head of BS, Marisa Barys
Zonta member meeting
- 10.11 Architects meeting: Landscape design
Newsletter review meeting
Weekly meeting with Head of YTS, Katie Gulas
- 10.12 Project Management Fundamentals Course, session 2
Architects meeting: Signage
Bi-weekly meeting with Head of MM, Rebecca Pfenning

Monthly Report

Senior Technology Workshop

The Library partnered with the Plainfield Park District to host a Senior Technology Workshop at the Plainfield Township Community Center on September 27. Greg, Jessica, and Lisa presented an overview of technology services available at the Library. The 16 attendees also received one-on-one device help.

"Multiple attendees expressed and reemphasized gratitude for the program." - Greg

"Everyone seemed really engaged and happy that we were there to answer questions they had about their personal devices." - Jessica

"My goal was that everyone who attended leave with a skill or tip that they didn't have when they came in, and I think we achieved that!" - Lisa



New Online Resource

The Library now has a subscription to New York Times All Access. Patrons have unlimited access to News, Cooking, and Wirecutter onsite at the Library, and can access all of that plus Games and the Athletic at home with a 24-hour access code. The Library offers 5000 24-hour access codes a year.



Adult Take & Makes: Paint a Fall Gnome & Papel Picado

The Library handed out 48 kits containing a wooden gnome ornament, paint, and brushes. Patron Judi D. stopped by the Adult Services Desk to share her finished gnome.

We also gave out a Papel Picado kit on September 15 in celebration of the start of Hispanic Heritage Month.



American Sign Language for Beginners

27 people attended the first ASL for Beginners class on September 13. The Library will be offering more ASL classes through March 2024.

STATISTICS

3D Print Requests	1
Adult Program Attendees	334
Book-a-Librarian Sessions	5
ELL Program Attendees	280
Online Resources Sessions	1639
Proctoring Sessions	0
Public Computer Sessions	666
Questions Answered	1084
Tech Training Attendees	22

September Book Displays

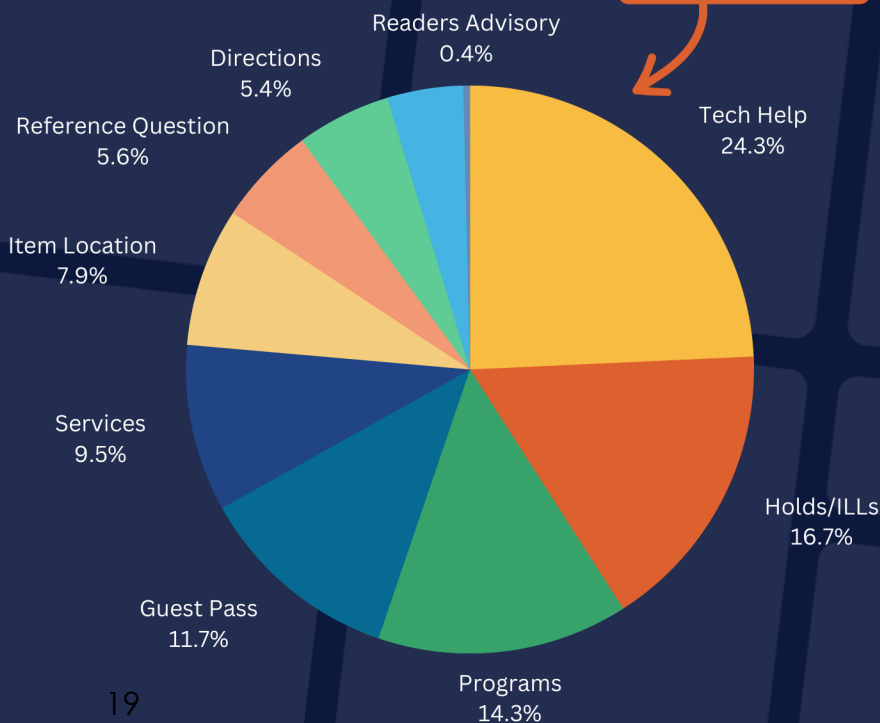
- *Sports Fiction* (Lisa)
- *Hispanic Heritage Month* (Lisa)
- *National Suicide Prevention Month* (Linda)
- *Latin American Authors* (Linda)
- *fREADom: In celebration of the upcoming Banned Books Week starting October 1* (Colette / Jessica)
- *Back to School* (Tina)



A Novel Idea Book Club September Pick



TOP 10 QUESTION CATEGORIES





COMMUNITY RELATIONS



Board Report | September 2023



Prepared by Tracey Lane
Head of Community Engagement
& Marketing



Events & Meetings

- Kiwanis Club Meeting
- Ribbon Cuttings:
 - Broad Shoulders
 - Webb Chevy 10-year Anniversary
- CNN Chili Cookoff at Library
- PSACC Board Meeting
- PSACC Executive Board Meeting
- Patron Point Monthly Check-in
- Volunteered at Harvest 5K
- Volunteered at YMCA Golf Outing
- Kiwanis Club Fundraiser
- Regional Economic Update Luncheon



CE&M Happenings



Volunteering at the Harvest 5K



Donations made to St. John's from Hunger Action Month



T-shirt Fundraiser

- We opened up a t-shirt store using Bonfire to sell shirts to the public and staff.
- In just one month we have sold 42 shirts and made over \$300.
- We currently have 4 t-shirt designs available as well as tote bags, hats and mugs.
- You can shop here:
<https://www.bonfire.com/store/plainfield-area-public-library/>



Ongoing Projects

- Partnering with Will County Now for Period Action Day - we are a drop off site
- Working on logistics and marketing for the Handmade Market. We currently have 45 vendors signed up. We are hoping for 50. New this year - we are having a kids section.
- Working on putting together the Winter Program Guide
- Planning has started for the 2024 mini-golf. We are doing a Wizard of Oz theme.
- Planning will be starting in November for Pinnacle and Pints. A Pinnacle collaboration that will combine a road trip to local breweries and coffee shops with library programming and book recommendations.
- Brainstorming for renovation marketing ideas
- Brainstorming for the Library's 100th to coincide with the opening of the new building



Chamber Chili Cookoff

- The Library co-hosted the Chamber's annual chili cook off. We had 6 entries and over 50 attendees.
- 1st Place: Allisa Burke, 4Sight iCare
- 2nd Place: Dan Barnes, CertaPro Painter





COMMUNITY RELATIONS BY THE NUMBERS



Google Ads Stats

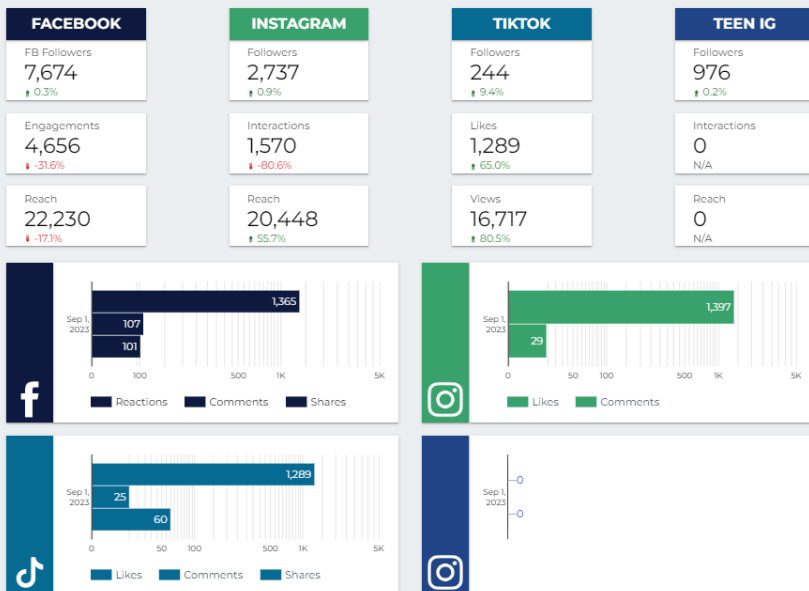
Campaign	Impressions	Click Through Rate	Cost*
Virtual	2,719	117%	\$2,857.12
Library	1,987	24.5%	\$9,672.39
Resources	502	4%	\$217.45

*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
21,511

OPEN RATE
40%

New Cardholder Message Totals

MESSAGES SENT
3,724

OPEN RATE
60%

Inactive Patron Message Totals

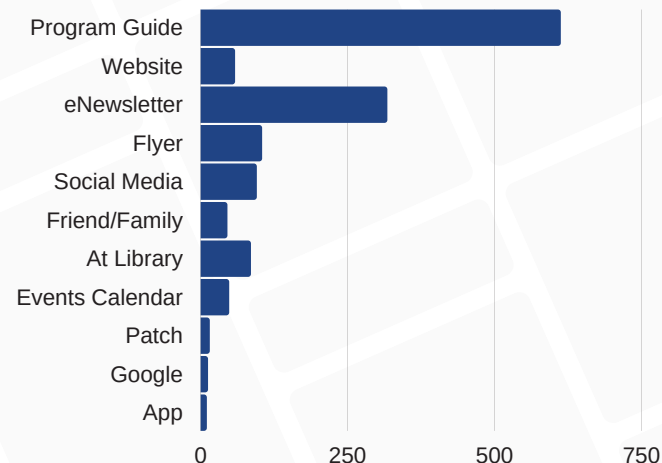
MESSAGES SENT
10,435

OPEN RATE
42%

Program Sign Up Stats

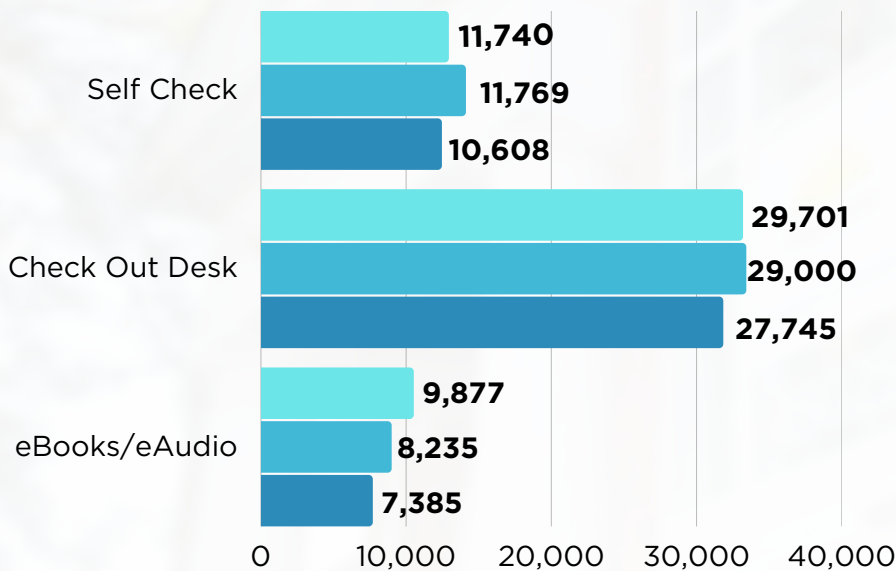


How Patrons Learned About September Programs

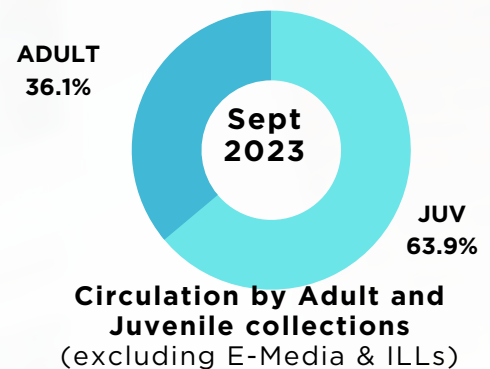


BORROWER SERVICES NEWS

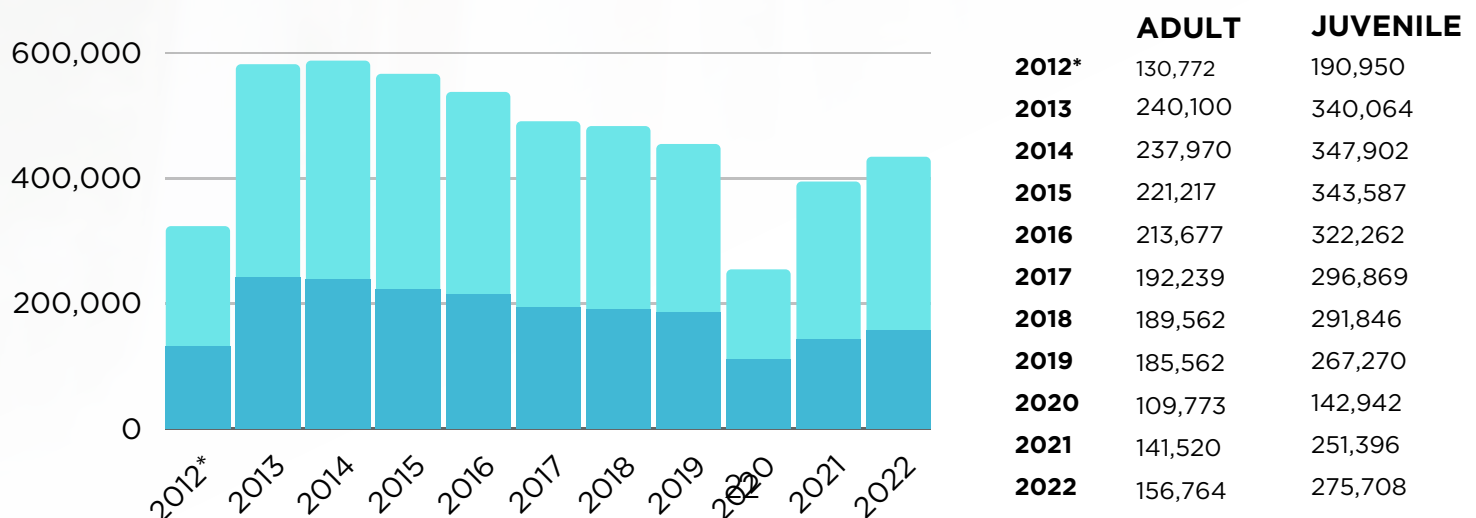
MONTHLY CIRCULATION STATISTICS



Total Sept 2023	51,318
Total Sept 2022	49,004
Total Sept 2021	45,738



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



CARDHOLDER STATISTICS

MONTHLY CARDHOLDERS

Total Sept 2021	38,026
Total Sept 2022	30,897
Total Sept 2023	31,122*

171

NEW
ADULT
CARDS

65

NEW
JUVENILE
CARDS

176

NEW
HOUSEHOLD
CARDS

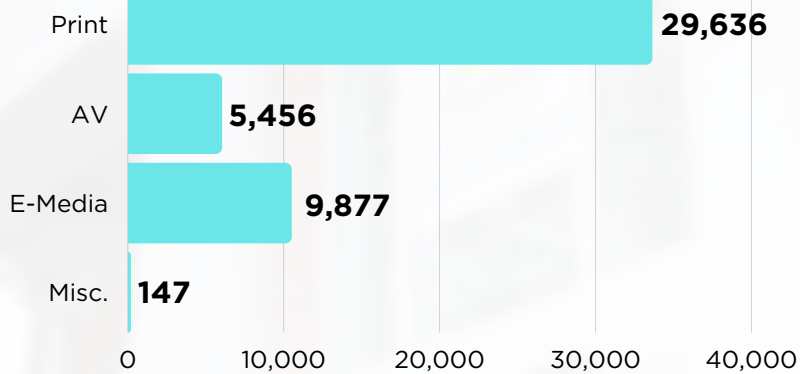
*3 years of purging cards took place 1/23 causing the number to drop.

FYTD NEW HOUSEHOLD CARDS

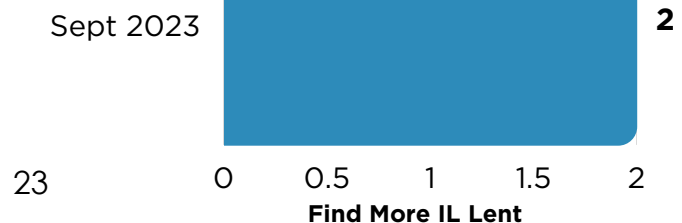
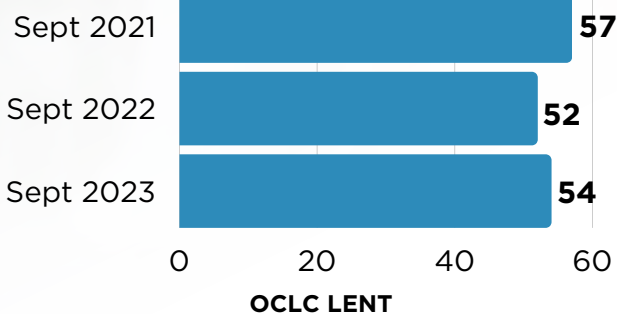
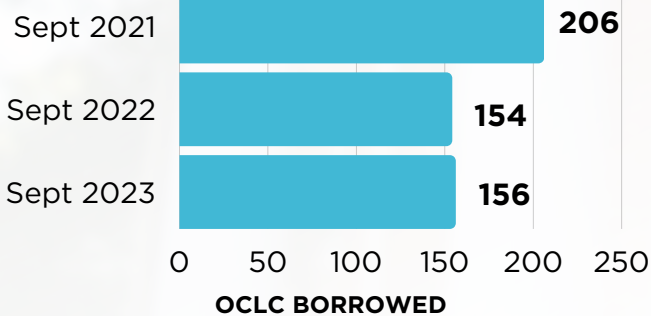
675 CARDS

MATERIALS STATISTICS

MATERIAL TYPE



MONTHLY INTERLIBRARY LOAN





MONTHLY LOCKER & CURBSIDE STATISTICS

PEHS Lockers

DIFFERENT PATRON VISITS	37
SAME PATRON VISITS	13
FIRST TIME VISITS	5
TOTAL VISITS	111
ITEMS	172

Illinois Street Lockers

DIFFERENT PATRON VISITS	49
SAME PATRON VISITS	16
FIRST TIME VISITS	20
TOTAL VISITS	127
ITEMS	240

CURBSIDE	23
----------	----

HOME DELIVERY STATISTICS



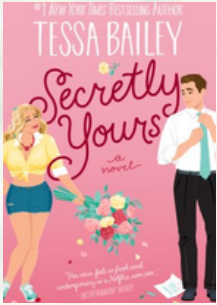
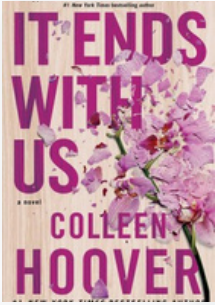

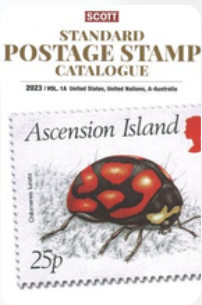
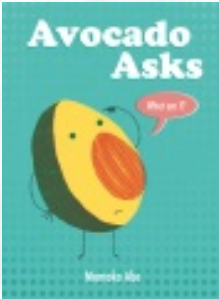
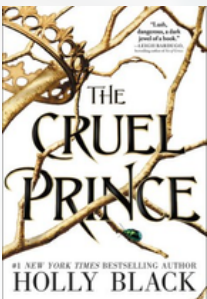






September 2023

PATRONS

ITEMS

RESIDENTS	5	66
AHCL	45	113
HARBOR CHASE	7	18
HERITAGE WOODS	32	98
LAKESWOOD	2	16
TOTAL	91	311

TOP CIRCULATING ITEMS SEPTEMBER 2023

ADULT AUDIOBOOK	ADULT FICTION	ADULT LARGE PRINT	ADULT NONFICTION
			
PICTURE BOOKS FICTION	YOUNG ADULT FICTION	JUVENILE NONFICTION	YOUNG ADULT NONFICTION
			
ADULT MOVIES & TV	ADULT MUSIC	JUVENILE MOVIES & TV	YOUNG ADULT MOVIES & TV
			

DEPARTMENT DECORATIONS



FACILITY REPORT

LANCE AGNE, HEAD OF FACILITIES

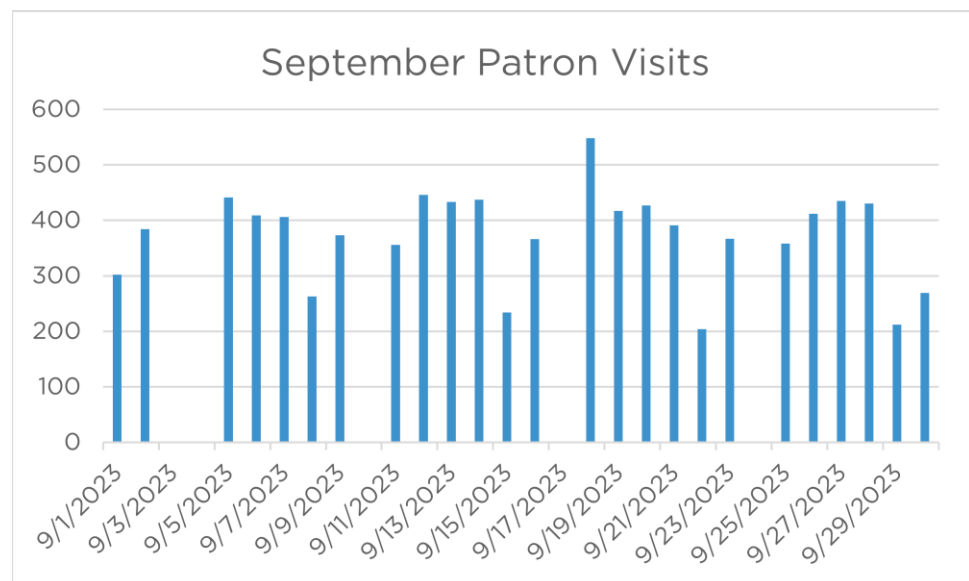
MONTHLY FACILITIES DEPARTMENT RECAP

This month we were busy getting ready for the fall clean sweep. Fellow staff and facilities staff went through their departments and organized and removed items that were no longer being used. This is in anticipation of needing extra storage space when the renovation begins. I personally have been attending construction/phasing meetings throughout the month to get an understanding of the construction process for the renovation.

We had TeeJay Service perform some repair work on the sliding doors, as well as Ross Mechanical Group was here to replace the float switches on our ejector system.

We also replaced one of the camers video recorders, as it had met its end of life cycle.

We continued to prep the outside for the colder months ahead.





YOUTH & TEEN SERVICES MONTHLY REPORT

Statistics

43

Total On-site
Programs

1169

On-site program
attendance

3

Total Off-site
Programs

92

Off-site program
attendance

6

Self-directed
Activities

877

Self-directed
activity
Participants

156.5

Teen Volunteer
Hours Earned

338

Teen Volunteer
Items made

What's Happening In YTS

- **Storytimes are back in full swing! We conduct 7 storytimes every week.**
- **We resumed our visits to the YMCA after school program.**
- **Students from both Ina Brixey and Plainfield South High School Score classes visited the Library.**

27

Outreach

School Visits/
Community Events **34**

Number of
Classes **234**

Number of
Patrons
reached **5,076**

YOUTH & TEEN SERVICES MONTHLY REPORT

Patron Pictures



ABC Games



ABC Games



Amazing Library Road Race



Mindy at Meadow View



Amazing Library Road Race

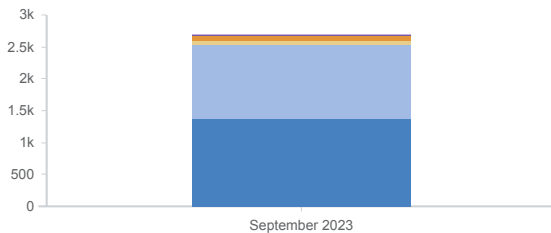
More photos from YTS programs can be found in albums on the Library's Flickr account:
<https://www.flickr.com/photos/plainfieldpubliclibrarydistrict>

Materials Management monthly report

What's happening in Materials Management?

Stats and Charts

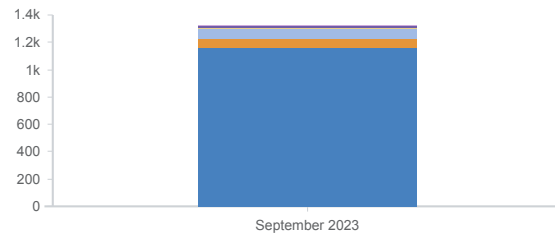
Items added to the collection in September 2023.



2,696

Material type in September 2023

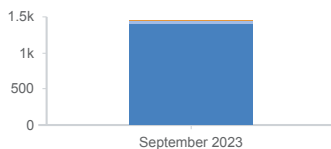
Physical items added to the collection in September 2023.



1,322

Material type in September 2023

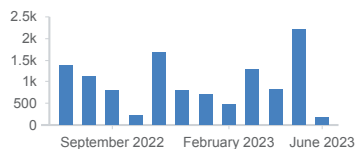
Items ordered for the collection in September 2023.



1,452

Material type in September 2023

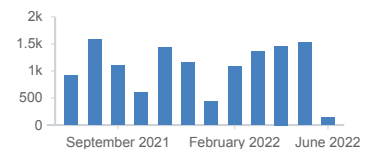
Items ordered in fiscal year FY23. (July 2022-June 2023)



175

Added/WD/Ordered in June 2023

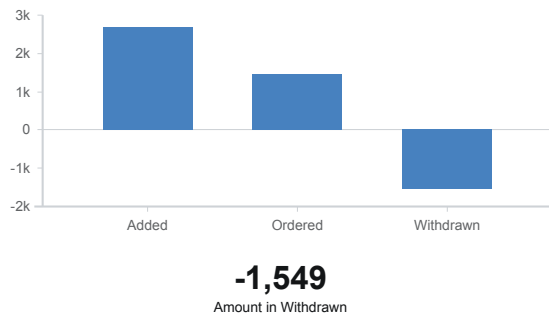
Items ordered in fiscal year FY22. (July 2021-June 2022)



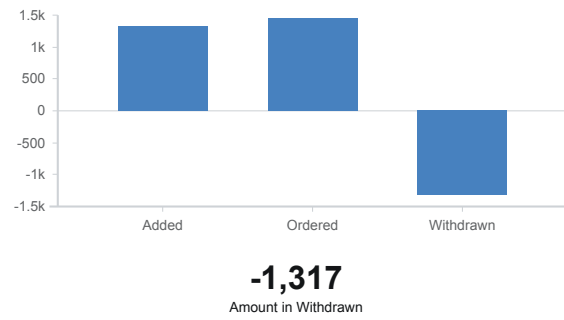
137

Added/WD/Ordered in June 2022

Added, withdrawn and ordered in September 2023.



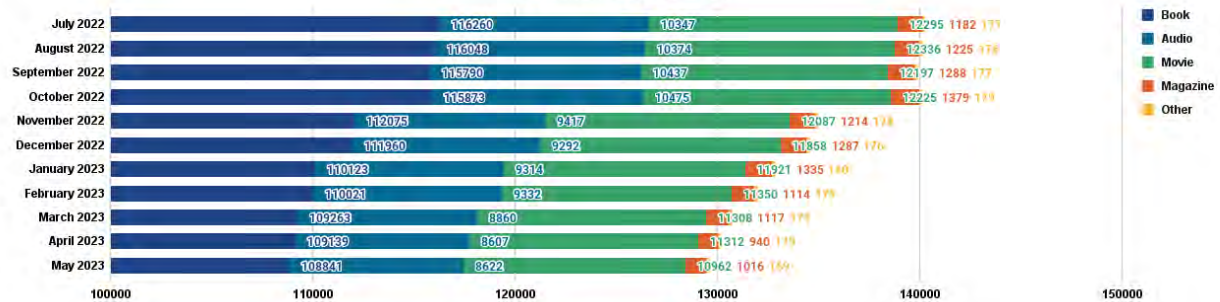
Added, withdrawn & ordered in September 2023. (no eRecords)



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.

September:

- Adult Fiction with author's last name from D-E started.
- Juvenile 900s restarted

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.



Harassment Prevention for US Employees

Discrimination and harassment at work can have a corrosive effect on an organization's culture and can lead to low employee morale, reduced productivity, and even criminal liability. This course addresses federal anti-discrimination and anti-harassment laws. In addition to providing an overview of the types of behaviors that can give rise to discrimination and harassment -- including sexual harassment --, this course will discuss the benefits of and strategies for promoting a respectful work environment. Additional customization may be required in order to fully address any relevant *state* requirements.

This course was developed with subject matter support provided by the Potomac Law Group, PLLC. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice. Because laws and regulations governing discrimination and harassment may change, the most current legal developments may or may not be reflected in the course. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with any law or other directive. Transmission of the information is not intended to create, and receipt does not constitute an attorney-client relationship. Readers should not act upon this information without seeking independent legal advice.

Duration: 42 minutes.

Harassment Prevention for US Managers

Harassment and discrimination can have a devastating impact on an organization's work environment and enormous personal consequences to those involved. Managers and supervisors have a responsibility to both their employees and their company to know their role in preventing and responding to all forms of workplace harassment and discrimination, including sexual harassment. This course is intended to help develop a set of values in managerial and supervisory employees that will assist them in preventing and effectively responding to incidents of discrimination and workplace harassment. This course addresses federal anti-discrimination and anti-harassment laws. Additional customization may be required in order to fully address any relevant *state* requirements.

This course was developed with subject matter support provided by The Potomac Law Group, PLLC. Please note, however, that the course materials and content are for informational purposes only and do not constitute legal advice and may or may not reflect the most current legal developments. Nothing herein, or in the course materials, shall be construed as professional advice as to any particular situation or constitute a legal opinion with respect to compliance with legal statutes or statutory instruments. Transmission of the information is not intended to create, and receipt does not constitute an attorney-client relationship. Readers should not act upon this information without seeking independent legal advice.

Duration: 72 minutes.

From the Employee Handbook 2022

Merging Personal Days and Floating Holidays to create Personal Hours

PERSONAL LEAVE DAYS HOURS

~~Each full time employee will be granted three (3) pro-rated personal leave days per fiscal year (July 1 – June 30). Pro-rated personal leave must be used prior to the end of the fiscal year (June 30) or forfeited. Personal leave may be used in four (4) hour increments at your discretion with the approval of your supervisor. Personal leave is granted to the Library Director according to the Library Director's employment contract.~~

All employees are eligible to receive one hour of paid leave for every 40 hours worked, up to 40 hours of paid leave per fiscal year (July 1 – June 30). Hours are rounded to the nearest half hour.

Hours will be frontloaded based on the employee's expected work schedule for the upcoming fiscal year. New hires will receive hours based on their expected schedule for the remainder of the fiscal year and can use the time at 90 days of employment. The Library may increase or decrease the amount of leave for any employee who substantially changes their work schedule during the fiscal year in order to ensure the Library is providing the correct amount of leave earned by the employee based on hours worked.

Employees may use Personal Hours for any reason and are not required to provide a reason or to provide documentation in support of the leave. Paid leave must be used in increments of two hours. If the remaining balance is less than two hours, the entire balance must be used.

If the use of paid leave is foreseeable, the employee must provide notice of at least seven days of the planned leave in accordance with the Library's usual procedure for requesting time off. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon as practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures.

Employees must use all paid leave by the end of the fiscal year. Unused personal hours cannot be carried over and will be forfeited at the end of the fiscal year. Unused personal hours will not be paid out upon termination of employment.

HOLIDAYS AND CLOSINGS

The Library will close on the following days:

- A. New Year's Day (January 1)
- B. Memorial Day (Last Monday in May)
- C. Independence Day (July 4)
- D. Labor Day (First Monday in September)
- E. Staff In-Service Day
- F. Thanksgiving (4th Thursday in November)

- G. Christmas Eve (December 24)
- H. Christmas Day (December 25)
- I. New Year's Eve (December 31)

The Board of Trustees approves the holiday schedule each year. When a holiday falls on a Saturday, the Friday preceding may be the official Library holiday. When a holiday falls on a Sunday, the Monday following may be the official Library holiday.

Full-time employees receive eight hours of pay for holiday closings listed above. Part-time employees, working in an IMRF-qualified position with at least one (1) consecutive year of service receive pro-rated pay for holidays listed above. Pro-rated paid holiday leave shall be calculated using the weekly average number of hours worked during the preceding fiscal year. Hours are rounded to the nearest half hour.

~~These employees will also receive one (1) floating holiday to be used during the months of February through June. Floating holiday hours are forfeited if not used by the end of June unless arrangements are made and approved by your supervisor in advance.~~

When a legal holiday falls on a day which is a regular day off for a full-time employee, full-time employees will receive equivalent time off.

Days other than official holidays when the Library is closed are considered administrative days.

The Library will observe the following unpaid administrative days:

- A. Easter
- B. Independence Eve between the hours of 5:00 pm and 9:00 pm
- C. Homecoming between the hours of 9:00 am and 1:00 pm
- D. Thanksgiving Eve between the hours of 5:00 pm and 9:00 pm

PAID PARENTAL LEAVE

Staff working for the Library for 12 consecutive months, with at least 1250 annual hours, and have given birth to a child, be a spouse or committed partner of a person who has given birth to a child, have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger) may be eligible for paid parental leave of up to six weeks.

The purpose of paid parental leave is to enable the employee to care for and bond with their newborn, newly adopted or foster child. This paid leave will run concurrently with their FMLA leave, when applicable, and may not be used to extend the FMLA leave. This paid parental leave is in addition to any available sick leave, vacation time or other forms of paid leave. Paid parental leave must be taken within the first 12 months of the birth, adoption, or placement of the child or children. The amount of paid parental leave does not increase with multiple births or placements of children. An employee may not receive more than 6 weeks of paid parental leave in any rolling 12-month period.

Paid parental leave weeks are based on the employee's regularly scheduled weekly hours. Approved paid parental leave may be taken intermittently and can be used any time during the twelve-month period immediately following the birth, adoption, or placement of a child with the employee. Employees cannot earn more than their regular pay. Any unused time will be forfeited; and, upon separation of employment, no unused time will be paid out.

After the paid parental leave is exhausted, the remainder of the leave can be compensated through the employee's available paid time off or will be unpaid leave. Holiday pay will be charged to holiday pay policy and count toward the FMLA time.

To request paid parental leave, provide reasonable notice to your supervisor. You must complete any necessary forms and may be required to provide documentation to substantiate the request.