

PLAINFIELD AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING AGENDA
LARGE MEETING ROOM
NOVEMBER 15, 2023
6:30 P.M.

1. Call to Order, Pledge, Roll Call
2. Public Comment
 - a. Other Comments
 - b. Trustee Attendance at Community Events
3. Consent Agenda
 - a. October 18, 2023 Regular Board Meeting Minutes
4. Approval of Bills Paid and Bills Payable
 - a. Payroll \$151,073.56
 - b. General Bills \$201,830.35
 - c. Other Compensation/Administrative Costs \$ 56,569.94
 - d. Total \$409,473.85
5. Committee Reports
6. Library Director's Report
7. Action Items: Unfinished Business
 - a. Renovation Planning (discussion)
8. Action Items: New Business
 - a. Audit Presentation (action)
 - b. Trustee Attendance: ILA Legislative Breakfast (action)
9. Closed Session
10. Action for Items Discussed in Closed Session
11. Adjournment



BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
OCTOBER 18, 2023

CALL TO ORDER: The regular meeting of October 18, 2023 was called to order at 6:43 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, Las, Malec. Regular members absent: Crowner. Staff present: Pappas, Hartley, Pfenning, Wold. Guests present: John Shales and Chris Damsch from SMC and Jaime Rachlan from Meristem Financial.

PUBLIC COMMENT: None.

OTHER COMMENT: Board shared attendance at community events and meetings.

CONSENT AGENDA: Gilmore accepted the minutes of the regular meeting and Truth in Taxation hearing of September 20, 2023 and to accept the report of closed session minutes as presented in the October packet.

APPROVAL OF BILLS PAID: Grotto moved approval of bills paid and bills payable for September for a total of \$272,869.73. Knight seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: None.

Action items 1a and 1b were moved up to accommodate guests.

LIBRARY DIRECTOR'S REPORT: Pappas presented her report.

ACTION ITEMS: Unfinished Business

1. Renovation Planning –
 - a. SMC presented the bid process and timeline.
 - b. Meristem presented the alternative revenue bonds process and timeline.

ACTION ITEMS: New Business

2. Preventing Harassment Training – the Board reviewed the training requirements for 2023.
3. Paid Leave for All Workers Act & Policy – the Board reviewed and discussed the policy and presentation. Schmidt moved to approve the Personal Hours Policy. Las seconded the motion, all voted yes via roll call vote; motion carried.
4. Parental Leave Policy – the Board reviewed and discussed the policy and presentation. Malec moved to approve the Parental Leave Policy as presented. Grotto seconded the motion, all voted yes via roll call vote; motion carried.

The Board did not move to closed session.

ADJOURNMENT: Schmidt moved to adjourn. Las seconded the motion, all voted yes via voice vote. The meeting adjourned at 8:09 pm.

Aimee Hartley
Recording Secretary

Vicki Knight
Board Secretary

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

	Oct 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									33.33%
1004001 Real Estate Taxes Library	38,973.76	62,166.40	62.69%	3,651,036.25	3,591,365.80	101.66%	\$3,651,036.25	\$3,725,107.20	98.01%
1004002 Personal Property Taxes	7,269.21	3,163.18	229.81%	17,453.31	8,881.12	196.52%	\$17,453.31	\$35,000.00	49.87%
1004003 Overlap Districts Agreement		0.00		0.00	0.00		\$0.00	\$315,000.00	0.00%
1004004 Lost/Damaged	567.16	434.31	130.59%	2,608.73	1,793.30	145.47%	\$2,608.73	\$5,000.00	52.17%
1004006 Copier Fees	404.55	342.95	117.96%	1,914.70	1,545.03	123.93%	\$1,914.70	\$5,000.00	38.29%
1004007 Fax Fees	57.10	72.79	78.44%	299.35	330.88	90.47%	\$299.35	\$1,000.00	29.94%
1004008 Non Resident Fees	524.18	338.09	155.04%	2,069.86	1,464.09	141.38%	\$2,069.86	\$4,000.00	51.75%
1004009 Book Sales	174.04	205.40	84.73%	725.52	625.78	115.94%	\$725.52	\$2,000.00	36.28%
1004010 Meeting Room Deposits	175.00	42.50	411.76%	500.00	393.76	126.98%	\$500.00	\$1,000.00	50.00%
1004402 E-Pay Interest	2,255.39	582.35	387.29%	8,672.87	2,426.68	357.40%	\$8,672.87	\$10,000.00	86.73%
1004410 Unrealized Gain(Loss)				-5,224.95	0.00		-\$5,224.95	\$0.00	
1004417 Tax Escrow Interest HB	28,278.59	2,083.33	1357.37%	58,713.70	8,333.32	704.57%	\$58,713.70	\$25,000.00	234.85%
1004502 Donations	122.00			4,500.09	0.00		\$4,500.09	\$0.00	
1004701 Per Capita Grant		0.00		116,617.93	116,606.13	100.01%	\$116,617.93	\$116,606.13	100.01%
1004901 Miscellaneous Income (Library)	1,151.03			3,336.00	0.00		\$3,336.00	\$0.00	
1004902 Sale of Library Used Equipment		66.67	0.00%	0.00	84.35	0.00%	\$0.00	\$500.00	0.00%
1004903 License Plate Renewal	5,254.36			8,715.61	0.00		\$8,715.61	\$0.00	
1004909 Rental Income	8,050.00	8,208.33	98.07%	32,200.00	32,833.32	98.07%	\$32,200.00	\$98,500.00	32.69%
1015500 Operating Transfer Out		0.00		0.00	0.00		\$0.00	-\$138,000.00	0.00%
2004001 Real Estate Taxes (FICA)	1,304.98	22,191.00	5.88%	122,249.20	97,626.37	125.22%	\$122,249.20	\$124,729.36	98.01%
2004810 Transfer In From Gen Fund		0.00		0.00	0.00		\$0.00	\$5,100.00	0.00%
2504001 Real Estate Taxes (IMRF)	1,555.95	27,420.37	5.67%	145,760.15	119,094.64	122.39%	\$145,760.15	\$148,717.28	98.01%
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	3,538.52	18,730.11	18.89%	331,486.42	316,182.59	104.84%	\$331,486.42	\$338,211.52	98.01%
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%

	Oct 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
7504400 Interest	319.00	124.48	256.27%	1,239.14	492.03	251.84%	\$1,239.14	\$1,500.00	82.61%
7504450 Prime Account Interest		5.54	0.00%	0.00	319.77	0.00%	\$0.00	\$1,000.00	0.00%
7504451 Unrealized Gain(Loss) iPrime				11,518.87	0.00		\$11,518.87	\$0.00	
7504504 Impact Fees	13,094.00	5,714.25	229.15%	72,798.00	26,714.46	272.50%	\$72,798.00	\$75,000.00	97.06%
Total Income	\$ 113,068.82	\$ 151,892.05	74.44%	\$ 4,589,190.75	\$ 4,327,113.42	106.06%	\$4,589,190.75	\$14,896,971.49	30.81%
Gross Profit	\$ 113,068.82	\$ 151,892.05	74.44%	\$ 4,589,190.75	\$ 4,327,113.42	106.06%	\$4,592,684.64	\$14,896,971.49	30.83%
Expenses									
1015000 Administration Department									
1015001 Adminstration Salaries	23,985.94	24,962.62	96.09%	108,497.58	99,767.56	108.75%	\$108,497.58	\$321,000.00	33.80%
1015002 Unemployment Insurance	245.39	369.45	66.42%	712.76	1,845.13	38.63%	\$712.76	\$4,500.00	15.84%
1015005 Health Insurance	12,069.02	12,827.41	94.09%	63,212.56	84,164.69	75.11%	\$63,212.56	\$201,250.00	31.41%
1015011 Staff Development	35.26	1,339.80	2.63%	4,120.70	7,666.07	53.75%	\$4,120.70	\$22,000.00	18.73%
1015012 Travel Expenses	907.10	1,606.36	56.47%	2,770.86	4,772.97	58.05%	\$2,770.86	\$15,000.00	18.47%
1015013 Membership Dues		474.26	0.00%	1,793.81	2,975.78	60.28%	\$1,793.81	\$8,000.00	22.42%
1015014 Human Resources	25.44	24.66	103.16%	88.58	441.04	20.08%	\$88.58	\$2,000.00	4.43%
1015015 Staff Development EDI		1,666.67	0.00%	0.00	6,666.68	0.00%	\$0.00	\$20,000.00	0.00%
1015016 Staff Phone/Tec Expense		83.33	0.00%	0.00	333.32	0.00%	\$0.00	\$1,000.00	0.00%
1015201 Payroll Services	745.97	700.35	106.51%	3,200.50	3,065.82	104.39%	\$3,200.50	\$10,500.00	30.48%
1015202 Legal Services (Library)	607.50	1,617.64	37.55%	607.50	1,637.63	37.10%	\$607.50	\$7,000.00	8.68%
1015204 Bank Fees	294.35	247.11	119.12%	1,118.23	1,345.26	83.12%	\$1,118.23	\$4,500.00	24.85%
1015205 Trustee Development		110.75	0.00%	154.95	1,212.28	12.78%	\$154.95	\$2,500.00	6.20%
1015308 Office Supplies - Paper		77.87	0.00%	103.08	678.09	15.20%	\$103.08	\$2,000.00	5.15%
1015310 Office Supplies - Admin		320.95	0.00%	194.01	1,135.26	17.09%	\$194.01	\$4,000.00	4.85%
1015311 Postage		255.07	0.00%	788.42	1,222.84	64.47%	\$788.42	\$3,750.00	21.02%
1015313 Newsletter	5,700.00	2,249.17	253.43%	22,943.95	20,167.27	113.77%	\$22,943.95	\$66,000.00	34.76%
1015316 Printing - Legal	199.00	0.00		398.00	1,596.75	24.93%	\$398.00	\$2,000.00	19.90%
1015317 Telephone	866.68	1,067.64	81.18%	4,396.72	4,614.94	95.27%	\$4,396.72	\$14,000.00	31.41%
1015318 Public Relations (Library)	62.50	1,234.54	5.06%	3,623.16	9,501.93	38.13%	\$3,623.16	\$39,000.00	9.29%
1015322 Contingencies Operating Fund	736.00	0.00		736.00	0.00		\$736.00	\$20,000.00	3.68%
1015801 Library-Wide Supplies & Events	23.97	1,573.96	1.52%	468.39	3,472.42	13.49%	\$468.39	\$12,000.00	3.90%
1015802 Library-Wide EDI Public Initiat		416.67	0.00%	0.00	1,666.68	0.00%	\$0.00	\$5,000.00	0.00%
1015805 Liab Ins. - Property/Package		4.79	0.00%	0.00	4.79	0.00%	\$0.00	\$50,000.00	0.00%
1015902 License Plate Renewal Fees	34.65			44.65	0.00		\$44.65	\$0.00	
1015903 License Plate Renewal Funds to State	5,073.00			7,643.00	0.00		\$7,643.00	\$0.00	

	Oct 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1015909 Rental Property Prof Svcs-Misc	644.00	1,083.33	59.45%	3,486.00	4,333.32	80.45%	\$3,486.00	\$13,000.00	26.82%
1018001 Equipment Maintenance		416.67	0.00%	0.00	1,666.68	0.00%	\$0.00	\$5,000.00	0.00%
1018002 Equipment		0.00		0.00	45,000.00	0.00%	\$0.00	\$45,000.00	0.00%
1018003 Furniture & Fixtures		50.56	0.00%	124.98	1,100.05	11.36%	\$124.98	\$5,000.00	2.50%
Total 1015000 Administration Department	\$ 52,255.77	\$ 54,781.63	95.39%	\$ 231,228.39	\$ 312,055.25	74.10%	\$231,228.39	\$905,000.00	25.55%
1025000 Materials Management Dept									
1025001 Materials Management Salaries	11,392.51	12,491.24	91.20%	44,526.30	52,313.30	85.11%	\$44,526.30	\$165,000.00	26.99%
1025306 Materials Mgmt Process Supply	350.44	980.81	35.73%	3,228.48	4,607.74	70.07%	\$3,228.48	\$15,000.00	21.52%
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	\$ 11,742.95	\$ 13,472.05	87.17%	\$ 50,818.37	\$ 60,474.33	84.03%	\$50,818.37	\$184,000.00	27.62%
1035000 Borrower Services Department									
1035001 Borrower Services Salaries	35,097.29	36,686.05	95.67%	155,520.83	159,065.23	97.77%	\$155,520.83	\$475,000.00	32.74%
1035308 Borrower Services Supplies		1,084.01	0.00%	1,878.99	3,714.41	50.59%	\$1,878.99	\$12,000.00	15.66%
1035309 ILL Lost Items		0.00		136.95	459.56	29.80%	\$136.95	\$1,000.00	13.70%
1035310 Home Delivery Supplies		348.86	0.00%	0.00	1,257.12	0.00%	\$0.00	\$4,000.00	0.00%
Total 1035000 Borrower Services Department	\$ 35,097.29	\$ 38,118.92	92.07%	\$ 157,536.77	\$ 164,496.32	95.77%	\$157,536.77	\$492,000.00	32.02%
1045000 Adult Services									
1045001 Adult Services Salaries	35,209.12	38,341.32	91.83%	162,868.14	162,154.10	100.44%	\$162,868.14	\$484,000.00	33.65%
1045101 Adult Summer Reading	2,729.70	1,222.33	223.32%	2,729.70	1,222.33	223.32%	\$2,729.70	\$11,000.00	24.82%
1045102 Adult Programs	2,100.00	1,189.57	176.53%	7,090.37	7,509.20	94.42%	\$7,090.37	\$24,000.00	29.54%
1045105 Portable Media Devices - Adult		243.91	0.00%	2,394.44	2,765.53	86.58%	\$2,394.44	\$7,500.00	31.93%
1045106 Video Games - Adult		250.59	0.00%	769.80	883.73	87.11%	\$769.80	\$3,000.00	25.66%
1045107 Compact Discs - Adult	468.86	161.14	290.96%	1,008.73	812.01	124.23%	\$1,008.73	\$3,000.00	33.62%
1045108 Videos & DVDs- Adult	1,065.28	1,060.51	100.45%	4,123.18	4,557.42	90.47%	\$4,123.18	\$15,000.00	27.49%
1045109 Audio Books - Adult	35.99	453.68	7.93%	1,344.91	2,095.18	64.19%	\$1,344.91	\$6,000.00	22.42%
1045111 Digital Resources	3,868.97	18,750.00	20.63%	107,209.25	75,000.00	142.95%	\$107,209.25	\$225,000.00	47.65%
1045112 Fiction - Adult	2,019.30	1,506.45	134.04%	10,041.26	9,003.42	111.53%	\$10,041.26	\$25,000.00	40.17%
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	282.09	441.53	63.89%	1,407.46	1,959.51	71.83%	\$1,407.46	\$6,000.00	23.46%
1045115 Graphic Novels - Adult	41.96	250.44	16.75%	1,076.73	1,426.20	75.50%	\$1,076.73	\$4,500.00	23.93%
1045116 Nonfiction - Adult	1,684.95	1,503.90	112.04%	6,647.25	7,188.57	92.47%	\$6,647.25	\$24,000.00	27.70%
1045117 Foreign Language - Adult	495.71	1,023.18	48.45%	1,778.10	2,465.08	72.13%	\$1,778.10	\$6,500.00	27.36%
1045118 Reference - Adult		13.52	0.00%	360.00	466.51	77.17%	\$360.00	\$1,000.00	36.00%
1045119 Standing Orders - Adult	899.86	364.01	247.21%	4,016.66	1,575.36	254.97%	\$4,016.66	\$5,000.00	80.33%

	Oct 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1045120 Periodicals - Adult	203.92	136.89	148.97%	1,078.09	686.40	157.06%	\$1,078.09	\$8,500.00	12.68%
1045212 Instructors and Facilitators	250.00	195.36	127.97%	925.00	1,263.43	73.21%	\$925.00	\$4,000.00	23.13%
1045305 Bindery		0.00		0.00	80.00	0.00%	\$0.00	\$400.00	0.00%
1045306 Microfilming Supplies		0.00		125.00	577.45	21.65%	\$125.00	\$4,000.00	3.13%
1045310 Department Supplies - Adult		214.98	0.00%	188.67	1,105.62	17.06%	\$188.67	\$3,500.00	5.39%
1045405 Local History Supplies		157.30	0.00%	815.62	596.95	136.63%	\$815.62	\$2,500.00	32.62%
Total 1045000 Adult Services	\$ 51,355.71	\$ 67,480.61	76.10%	\$ 336,540.94	\$ 307,772.23	109.35%	\$336,540.94	\$901,400.00	37.34%
1055000 Youth Services									
1055001 Youth Services Salaries	30,377.65	40,088.02	75.78%	143,961.99	164,729.65	87.39%	\$143,961.99	\$498,000.00	28.91%
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		1,187.20	0.00%	1,447.63	4,056.62	35.69%	\$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		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	689.04	0.00%	\$0.00	\$2,800.00	0.00%
1055107 Compact Discs - Children's	172.95	80.33	215.30%	172.95	117.03	147.78%	\$172.95	\$700.00	24.71%
1055108 Videos & DVDs - Children's	111.64	519.01	21.51%	859.68	2,335.29	36.81%	\$859.68	\$9,000.00	9.55%
1055109 Audio Books - Children's		0.00		0.00	151.62	0.00%	\$0.00	\$1,300.00	0.00%
1055112 Fiction - Children's	692.43	1,395.35	49.62%	6,680.17	6,381.11	104.69%	\$6,680.17	\$20,000.00	33.40%
1055116 Nonfiction - Children's	9,728.48	2,077.67	468.24%	11,032.39	5,613.75	196.52%	\$11,032.39	\$39,000.00	28.29%
1055119 Standing Orders - Children's		206.54	0.00%	235.63	1,279.50	18.42%	\$235.63	\$3,500.00	6.73%
1055120 Periodicals - Children's				27.50	0.00		\$27.50	\$0.00	
1055123 Easy Fiction	585.43	1,553.61	37.68%	3,437.48	5,726.17	60.03%	\$3,437.48	\$22,000.00	15.62%
1055310 Department Supplies - Y/S	91.38	488.06	18.72%	712.05	2,416.13	29.47%	\$712.05	\$9,000.00	7.91%
Total 1055000 Youth Services	\$ 41,759.96	\$ 47,768.05	87.42%	\$ 189,161.87	\$ 227,260.60	83.24%	\$189,161.87	\$666,300.00	28.39%
1065000 Teen Services									
1065101 Summer Reading - Teen		0.00		1,754.57	1,562.81	112.27%	\$1,754.57	\$5,000.00	35.09%
1065102 Teen Programs	100.00	494.38	20.23%	2,259.52	1,691.11	133.61%	\$2,259.52	\$8,000.00	28.24%
1065104 Downlodable Materials - Teen		83.33	0.00%	0.00	333.32	0.00%	\$0.00	\$1,000.00	0.00%
1065105 Portable Media Devices - Teen		125.00	0.00%	14.09	500.00	2.82%	\$14.09	\$1,500.00	0.94%
1065108 Videos & DVDs - Teen		34.63	0.00%	0.00	323.17	0.00%	\$0.00	\$1,000.00	0.00%
1065112 Fiction - Teen	162.58	724.00	22.46%	2,409.86	3,161.35	76.23%	\$2,409.86	\$12,000.00	20.08%
1065116 Nonfiction - Teen	23.17	74.92	30.93%	135.91	1,520.13	8.94%	\$135.91	\$4,500.00	3.02%
1065310 Department Supplies - Teen		125.00	0.00%	547.04	500.00	109.41%	\$547.04	\$1,500.00	36.47%
Total 1065000 Teen Services	\$ 285.75	\$ 1,661.26	17.20%	\$ 7,120.99	\$ 9,591.89	74.24%	\$7,120.99	\$34,500.00	20.64%

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	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1075000 Community Relations Dept									
1075001 Community Relations Salaries	9,590.40	10,312.11	93.00%	42,684.09	44,648.41	95.60%	\$42,684.09	\$128,000.00	33.35%
1075310 Comm. Relations Supplies		0.00		0.00	74.53	0.00%	\$0.00	\$500.00	0.00%
Total 1075000 Community Relations Dept	\$ 9,590.40	\$ 10,312.11	93.00%	\$ 42,684.09	\$ 44,722.94	95.44%	\$42,684.09	\$128,500.00	33.22%
1095000 Technology									
1015314 Web Page Development	90.00	51.13	176.02%	360.00	342.44	105.13%	\$360.00	\$1,500.00	24.00%
1095206 Pinnacle Cooperative		71.98	0.00%	0.00	195.66	0.00%	\$0.00	\$69,000.00	0.00%
1095207 Technology Maintenance	6,479.85	8,333.33	77.76%	17,506.85	33,333.32	52.52%	\$17,506.85	\$100,000.00	17.51%
1095209 Email & Web Hosting Fees		17.04	0.00%	5.97	97.73	6.11%	\$5.97	\$500.00	1.19%
1095210 Lease Agreements	9,135.79	1,790.90	510.12%	16,578.60	8,767.71	189.09%	\$16,578.60	\$35,000.00	47.37%
1095211 Subscription Services	1,972.00	3,559.78	55.40%	22,366.15	26,473.88	84.48%	\$22,366.15	\$65,000.00	34.41%
1095301 Software	1,807.68	546.16	330.98%	2,628.93	1,531.18	171.69%	\$2,628.93	\$8,000.00	32.86%
1095302 Computer Supplies	252.11	533.84	47.23%	464.76	1,096.98	42.37%	\$464.76	\$3,000.00	15.49%
1095303 Data Lines	219.95	216.12	101.77%	879.80	998.79	88.09%	\$879.80	\$3,000.00	29.33%
1095304 Computers (Library)	6,974.95	82.16	8489.47%	7,170.94	4,129.46	173.65%	\$7,170.94	\$26,000.00	27.58%
Total 1095000 Technology	\$ 26,932.33	\$ 15,202.44	177.16%	\$ 67,962.00	\$ 76,967.15	88.30%	\$67,962.00	\$311,000.00	21.85%
2005011 FICA Expense	11,539.88	13,599.17	84.86%	52,236.78	57,981.17	90.09%	\$52,236.78	\$175,000.00	29.85%
2505012 IMRF Expense-ER	29,415.56	12,466.23	235.96%	65,752.03	72,723.60	90.41%	\$65,752.03	\$225,000.00	29.22%
3005218 Audit Expense	7,190.00	6,715.09	107.07%	7,390.00	8,579.35	86.14%	\$7,390.00	\$10,000.00	73.90%
5085000 Facilities Expenses									
5085001 Facilities Salaries	9,144.01	10,235.06	89.34%	40,912.91	42,351.93	96.60%	\$40,912.91	\$127,000.00	32.21%
5085212 Custodial Services	3,608.00	2,906.27	124.15%	14,432.00	14,071.22	102.56%	\$14,432.00	\$45,100.00	32.00%
5085213 Disposal Services	680.55	525.94	129.40%	2,511.10	2,324.00	108.05%	\$2,511.10	\$7,200.00	34.88%
5085214 Facilities Maint Agreement	335.88	500.00	67.18%	2,439.83	2,000.00	121.99%	\$2,439.83	\$6,000.00	40.66%
5085215 Equipment Maintenance Agreement	1,545.18	1,200.62	128.70%	3,240.36	2,894.87	111.93%	\$3,240.36	\$12,000.00	27.00%
5085216 Building Repair	1,560.00	2,042.86	76.36%	7,098.29	8,113.06	87.49%	\$7,098.29	\$35,000.00	20.28%
5085217 Equipment Repair	1,675.00	1,180.81	141.85%	9,291.82	6,439.65	144.29%	\$9,291.82	\$16,500.00	56.31%
5085399 Contingencies		0.00		0.00	0.00		\$0.00	\$20,000.00	0.00%
5085601 Utilities - Electric	3,519.48	2,541.49	138.48%	17,615.98	14,152.87	124.47%	\$17,615.98	\$40,000.00	44.04%
5085602 Utilities - Gas	182.03	196.98	92.41%	759.34	788.91	96.25%	\$759.34	\$7,200.00	10.55%
5085603 Utilities - Water	265.44	309.20	85.85%	1,433.13	1,582.35	90.57%	\$1,433.13	\$4,200.00	34.12%
5085604 Building Supplies		678.04	0.00%	891.28	4,047.08	22.02%	\$891.28	\$9,600.00	9.28%
5085605 Equipment & Tools		223.74	0.00%	286.66	739.93	38.74%	\$286.66	\$3,500.00	8.19%
5085606 Janitorial Supplies	2,257.40	1,008.43	223.85%	5,781.50	4,794.67	120.58%	\$5,781.50	\$20,000.00	28.91%

	Oct 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
5085611 Rental Prop Util/Trash/Water	417.48	1,333.33	31.31%	2,113.91	5,333.32	39.64%	\$2,113.91	\$16,000.00	13.21%
5085909 Rental Prop General Maint		1,250.00	0.00%	2,113.94	5,000.00	42.28%	\$2,113.94	\$15,000.00	14.09%
Total 5085000 Facilities Expenses	\$ 25,190.45	\$ 26,132.77	96.39%	\$ 110,922.05	\$ 114,633.86	96.76%	\$110,922.05	\$384,300.00	28.86%
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	225.00	833.70	26.99%	225.00	833.70	26.99%	\$225.00	\$5,000.00	4.50%
7505214 Architechural Services	66,932.96	66,666.67	100.40%	129,811.03	266,666.68	48.68%	\$129,811.03	\$800,000.00	16.23%
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	14,500.00	0.00		14,500.00	0.00		\$14,500.00	\$3,000,000.00	0.48%
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	5,000.00	0.00%	\$0.00	\$15,000.00	0.00%
Total Expenses	\$ 384,014.01	\$ 376,460.70	102.01%	\$ 1,467,464.44	\$ 1,740,259.07	84.32%	\$1,467,464.44	\$12,168,000.00	12.06%
Net Operating Income	-\$ 270,945.19	-\$ 224,568.65	120.65%	\$ 3,121,726.31	\$ 2,586,854.35	120.68%	\$3,121,726.31	\$2,728,971.49	114.39%
Net Income	-\$ 270,945.19	-\$ 224,568.65	120.65%	\$ 3,121,726.31	\$ 2,586,854.35	120.68%	\$3,121,726.31	\$2,728,971.49	114.39%

Tuesday, Nov 07, 2023 12:59:51 PM GMT-8 - Accrual Basis

Check Number	Transaction date	Vendor Name	Account	Amount
11307	10/03/2023	Accurate Employment Screening, LLC	Checking Account Chase Bank	-\$ 25.44
11308	10/03/2023	Baker & Taylor - Continuation Service	Checking Account Chase Bank	-\$ 260.01
11309	10/03/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 4,494.29
11310	10/03/2023	Bugle / Enterprise Newspapers	Checking Account Chase Bank	-\$ 199.00
11311	10/03/2023	EBSCO Information Services	Checking Account Chase Bank	-\$ 1,972.00
11312	10/03/2023	ENGIE Resources LLC	Checking Account Chase Bank	-\$ 4,554.23
11313	10/03/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$ 1,093.48
11314	10/03/2023	Pulte Group	Checking Account Chase Bank	-\$ 162.00
11315	10/03/2023	Schindler Elevator Corporation	Checking Account Chase Bank	-\$ 690.18
11316	10/03/2023	Shaw Media	Checking Account Chase Bank	-\$ 609.88
11317	10/03/2023	Strictly Self Defense LLC	Checking Account Chase Bank	-\$ 200.00
11318	10/03/2023	TBS - Today's Business Solutions, Inc.	Checking Account Chase Bank	-\$ 312.80
11319	10/03/2023	Weblinx Incorporated	Checking Account Chase Bank	-\$ 90.00
11320	10/19/2023	Aflac	Checking Account Chase Bank	-\$ 317.48
11321	10/19/2023	Baker & Taylor - Continuation Service	Checking Account Chase Bank	-\$ 662.23
11322	10/19/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 4,275.75
11323	10/19/2023	Barbara Meyer	Checking Account Chase Bank	-\$ 250.00
11324	10/19/2023	Blackstone Publishing	Checking Account Chase Bank	-\$ 35.99
11325	10/19/2023	Erica Bough	Checking Account Chase Bank	-\$ 525.00
11326	10/19/2023	Forst, Tauya	Checking Account Chase Bank	-\$ 500.00
11327	10/19/2023	Genealogical.com, Inc.	Checking Account Chase Bank	-\$ 150.00
11328	10/19/2023	Groot, Inc.	Checking Account Chase Bank	-\$ 680.55
11329	10/19/2023	Kankakee Public Library-	Checking Account Chase Bank	-\$ 22.00
11330	10/19/2023	Los Amigos Books	Checking Account Chase Bank	-\$ 369.50
11331	10/19/2023	Mango Languages	Checking Account Chase Bank	-\$ 3,868.97
11332	10/19/2023	Metronet	Checking Account Chase Bank	-\$ 1,031.63
11333	10/19/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$ 1,043.42
11334	10/19/2023	Murphy Security Solutions, LLC	Checking Account Chase Bank	-\$ 6,790.00
11335	10/19/2023	Northern Illinois University	Checking Account Chase Bank	-\$ 100.00

Check Number	Transaction date	Vendor Name	Account	Amount
11336	10/19/2023	Outsource IT Solutions Group	Checking Account Chase Bank	-\$ 22,559.79
11337	10/19/2023	Plainfield Shorewood Area Chamber	Checking Account Chase Bank	-\$ 62.50
11338	10/19/2023	Postmaster	Checking Account Chase Bank	-\$ 5,700.00
11339	10/19/2023	Quench USA, INC	Checking Account Chase Bank	-\$ 855.00
11340	10/19/2023	RAILS	Checking Account Chase Bank	-\$ 2,800.00
11341	10/19/2023	Ramos, Leslie	Checking Account Chase Bank	-\$ 100.00
11342	10/19/2023	Rand, Janet	Checking Account Chase Bank	-\$ 150.00
11343	10/19/2023	Ryberg, Nikki	Checking Account Chase Bank	-\$ 100.00
11344	10/19/2023	Scholastic Library Publishing	Checking Account Chase Bank	-\$ 207.98
11345	10/19/2023	Sheehan Nagle Hartray Architects, Ltd.	Checking Account Chase Bank	-\$ 66,932.96
11346	10/19/2023	T-Mobile	Checking Account Chase Bank	-\$ 249.98
11347	10/19/2023	Tech Pro Logic	Checking Account Chase Bank	-\$ 1,127.00
11348	10/19/2023	Tri-K	Checking Account Chase Bank	-\$ 1,338.40
11349	10/19/2023	Vidmar, Nicholas	Checking Account Chase Bank	-\$ 100.00
11350	10/19/2023	Anderson Pest Solutions	Checking Account Chase Bank	-\$ 99.30
11351	10/19/2023	Andromeda Technology Solutions	Checking Account Chase Bank	-\$ 1,052.90
11352	10/19/2023	Complete Cleaning Company	Checking Account Chase Bank	-\$ 1,560.00
11353	10/19/2023	Elan Financial Services	Checking Account Chase Bank	-\$ 8,753.11
11354	10/19/2023	LIMRiCC- UCGA	Checking Account Chase Bank	-\$ 245.39
11355	10/23/2023	Village of Plainfield	Checking Account Chase Bank	-\$ 265.44
11356	10/23/2023	Village of Plainfield	Checking Account Chase Bank	-\$ 132.27
11357	10/23/2023	Village of Plainfield	Checking Account Chase Bank	-\$ 124.58
11358	10/26/2023	Aflac	Checking Account Chase Bank	-\$ 317.48
11359	10/26/2023	Baker & Taylor - Continuation Service	Checking Account Chase Bank	-\$ 177.10
11360	10/26/2023	Balaban, Laura	Checking Account Chase Bank	-\$ 736.00
11361	10/26/2023	Blue Cross and Blue Shield of Illinois	Checking Account Chase Bank	-\$ 13,582.37
11362	10/26/2023	Catapult- Formerly CAI & TEA	Checking Account Chase Bank	-\$ 50.00
11363	10/26/2023	Chicago Tribune	Checking Account Chase Bank	-\$ 213.22
11364	10/26/2023	Cintas	Checking Account Chase Bank	-\$ 368.90

Check Number	Transaction date	Vendor Name	Account	Amount
11365	10/26/2023	ComEd	Checking Account Chase Bank	-\$ 127.66
11366	10/26/2023	Complete Cleaning Company	Checking Account Chase Bank	-\$ 3,608.00
11367	10/26/2023	Daily Southtown	Checking Account Chase Bank	-\$ 113.01
11368	10/26/2023	First-Citizens Bank & Trust Co.	Checking Account Chase Bank	-\$ 2,345.79
11369	10/26/2023	Metropolitan Life Insurance Company	Checking Account Chase Bank	-\$ 1,544.30
11370	10/26/2023	NCPERS Group Life Ins.	Checking Account Chase Bank	-\$ 96.00
11371	10/26/2023	Nicor Gas	Checking Account Chase Bank	-\$ 182.03
11372	10/26/2023	Paragon Micro Inc.	Checking Account Chase Bank	\$ 0.00
11373	10/26/2023	RMG	Checking Account Chase Bank	-\$ 2,075.00
11374	10/26/2023	The Law Offices of Peregrine, Stime	Checking Account Chase Bank	-\$ 832.50
11375	10/26/2023	United Rentals	Checking Account Chase Bank	-\$ 1,473.17
11376	10/26/2023	Whitmore Ace	Checking Account Chase Bank	-\$ 114.92
11377	10/26/2023	ComEd	Checking Account Chase Bank	-\$ 106.82
11378	10/26/2023	Nicor Gas	Checking Account Chase Bank	-\$ 53.81
11379	10/26/2023	Paragon Micro Inc.	Checking Account Chase Bank	-\$ 6,974.95
11380	10/31/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 2,715.45
11381	10/31/2023	Bugle / Enterprise Newspapers	Checking Account Chase Bank	-\$ 199.00
11382	10/31/2023	Central Programs, Inc.	Checking Account Chase Bank	-\$ 9,648.22
11383	10/31/2023	Chicago Tribune	Checking Account Chase Bank	-\$ 203.92
11384	10/31/2023	DJs for You	Checking Account Chase Bank	-\$ 600.00
11385	10/31/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$ 544.84
11386	10/31/2023	Practical Homeschooling	Checking Account Chase Bank	-\$ 27.50
11387	10/31/2023	Vision Service Plan (IL)	Checking Account Chase Bank	-\$ 75.70
11388	10/31/2023	Weblinx Incorporated	Checking Account Chase Bank	-\$ 90.00
11389	10/31/2023	Gale / Cengage Learning	Checking Account Chase Bank	-\$ 376.26
11390	10/31/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 2,454.00
Total				-\$201,830.35

October 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	5,585,162.38	288,313.21	67,911.71	477,405.54	1,000.00	6,419,792.84
Deposits	45,373.21	35,806.14		5,267.50	5,337.58	91,784.43
Transfer In	0.00	300,000.00				300,000.00
Interest Earned	14,569.54		319.00	2,255.39		17,143.93
Total Receipts	59,942.75	335,806.14	319.00	7,522.89	5,337.58	6,828,721.20
Checks Cleared	(300,000.00)	(174,616.92)				(474,616.92)
Transfers Out					(5,267.50)	(5,267.50)
Drivers License		(5,107.65)				(745.97)
Payroll Fees		(745.97)				(745.97)
Bank Fees		(224.27)			(70.08)	(294.35)
FSA		(433.18)				(433.18)
Payroll		(151,073.56)				(151,073.56)
IMRF		(46,298.87)				(46,298.87)
457 Payment		(3,760.00)				(3,760.00)
Total Disbursements	(300,000.00)	(382,260.42)	0.00	0.00	(5,337.58)	(682,490.35)
Ending Balance	5,345,105.13	241,858.93	68,230.71	484,928.43	1,000.00	6,146,230.85

FY23 Fund Activity 07/01/23 - 10/31/2023

	Library	Audit	Building & Maintenance	FICA	IMRF	Reserve	Total
Tax Revenue	\$3,651,036.25	\$0.00	\$331,486.42	\$122,249.20	\$145,760.15	\$0.00	\$4,250,532.02
Other Revenue	\$190,941.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190,941.10
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72,798.00	\$72,798.00
Interest	\$67,386.57	\$0.00	\$0.00	\$0.00	\$0.00	\$1,239.14	\$68,625.71
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	\$3,904,138.97	\$0.00	\$331,486.42	\$122,249.20	\$145,760.15	\$85,556.01	\$4,589,190.75
Payroll	\$658,058.93	\$0.00	\$40,912.91	\$0.00	\$0.00	\$0.00	\$698,971.84
Personnel Expenses	\$75,899.77	\$0.00	\$0.00	\$52,236.78	\$65,752.03	\$0.00	\$193,888.58
Technology	\$67,962.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$67,962.00
Other Expenses	\$281,132.72	\$7,390.00	\$70,009.14	\$0.00	\$0.00	\$148,110.16	\$506,642.02
Total Expenses	\$1,083,053.42	\$7,390.00	\$110,922.05	\$52,236.78	\$65,752.03	\$148,110.16	\$1,467,464.44
Net Income	\$2,821,085.55	(\$7,390.00)	\$220,564.37	\$70,012.42	\$80,008.12	(\$62,554.15)	\$3,121,726.31

PLAINFIELD PUBLIC LIBRARY DISTRICT

ANNUAL REPORT OF RECEIPTS AND DISBURSEMENTS FISCAL YEAR ENDING JUNE 30, 2023

Published in conformance with the Illinois Compiled Statutes, 65 ILCS 5/3-10-5-1 and 30 ILCS 15/0.01 et seq. and as modified by Public Acts 92-0354 and 92-0582 and other sections as applicable. The following represents a cash extraction from Modified Accrual Basis accounting records covering the fiscal year beginning July 1, 2022 and ending June 30, 2023.

REVENUES SUMMARY: Property tax receipts: \$4,032,844; Intergovernmental Agreement: \$261,606; Interest income: \$57,536; Illinois Personal Property Replacement Tax: \$98,256; Fines and Fees: \$6,926; Other-Grants: \$15,190; Miscellaneous Income \$596,428. TOTAL REVENUES: \$5,068,786.

EXPENDITURES SUMMARY: 4AllPromos \$4,743.79; Advantage Archives, LLC \$3,830.00; Aflac \$3,809.76; Amazon \$39,225.71; American Library Association \$4,309.90; Baker & Taylor - Continuation Service \$4,755.11; Baker & Taylor Books \$106,432.87; Baker & Taylor- Lease Plan \$27,834.15; Barking Dog Exhibits \$4,936.64; Best Buy \$3,065.67; Best Version Media \$3,283.20; Blue Cross and Blue Shield of Illinois \$162,437.92; Central Programs, Inc. \$9,995.21; Central Technology, Inc \$3,812.46; Children's Plus Inc. \$13,065.03; Cintas \$4,598.43; Clementz Electric, LLC \$6,116.48; ComEd \$2,984.47; Complete Cleaning Company \$43,690.00; Dell Marketing L.P \$15,990.01; Demco \$8,098.63; ECS Midwest, LLC \$13,500.00; Elan Financial Services \$161,854.33; ENGIE Resources \$31,139.33; Envision3, LLC \$49,161.77; Facebook-Meta \$3,386.24; First Citizens Bank & Trust Co. \$26,925.60; Fully Promoted Plainfield, IL \$2,639.56; Gale / Cengage Learning \$4,529.85; Grey House Publishing \$4,054.95; Groot Industries, Inc \$6,915.91; HR Source \$2,695.00; IHLS - OCLC \$3,327.99; Illinois Library Association \$5,889.00; Innovative Interfaces, Inc \$9,157.19; JanWay Company USA, Inc. \$3,828.28; Kanopy Inc \$3,500.00; Lauterbach & Amen, LLP \$7,090.00; Linkedin Corporation \$12,075.00; LIRA \$26,449.63; Mango Languages \$6,815.84; MCBV Multicultural Books & Videos \$3,196.00; Menards \$3,041.83; Metro FiberNet LLC \$12,422.63; Metropolitan Life Insurance Company \$17,997.04; Midwest Environmental Consulting Services \$2,500.00; Midwest Tape \$72,271.30; Morningstar \$7,160.00; Murphy Security Solutions, LLC \$32,670.00; NewsBank, Inc \$18,707.00; Nicor Gas \$8,982.94; Overdrive \$38,000.00; Paragon Micro Inc \$9,451.39; Pinnacle Library Cooperative \$157,529.99; Postmaster \$19,075.00; ProQuest \$15,787.23; Pulte Group \$4,621.00; Reaching Across Illinois Library System \$14,858.33; Restore - Tek \$4,520.20; Risk Program Administrators-A. Gallagher \$13,392.00; Rivistas Subscription Services \$7,157.62; RMG \$4,196.00; Schindler Elevator Corporation \$3,956.33; Scholastic Library Publishing \$9,225.48; Sheehan Nagle Hartray Architects, Ltd. \$234,172.65; TBS-Today's Business Solutions, Inc. \$9,681.11; Tech Pro Logic \$58,230.00; The Law Offices of Peregrine, Stime \$7,200.00; Titan Image Group, Inc \$17,316.76; T-Mobile \$2,836.50; Tri-K \$19,497.45; Twig Technologies & Ruettiger, Tonelli & Associates, Inc. \$13,460.00; US Post \$4,026.50; Value Line Publishing, LLC \$5,000.00; Villa Landscaping \$12,200.00; Village of Plainfield \$6,342.68; Will County Treasurer \$6,961.97; World Book, Inc \$6,350.00; Zavala's Painting \$13,000.00; Zoobean, Inc \$3,775.00;

All other vendors paid less than \$2,500 each: \$156,420.69.

TOTAL EXPENDITURES: \$1,919,141.53

EMPLOYEE COMPENSATION: Under \$25,000: Banko, Berghuis, Bonilla, Caswell, Chan, Clanton, Cryder, Deszcz, Dills, Finnegan, Franks, Garczynski, Hyland, Koeller, Kong Hwang, Morrical, Owens, Pauley, V.Prado, Rizzo, Sanders, Sparks, Spencer, Storiz, Vidmar, Watts, Weisbrodt, Zaki, \$25,000-\$49,999: Brenner-Hess, Davillo, Dickter, Grandsard, Kohn, Gregg, Nash, Nelson, Odegaard, J.Prado, Shelby, Strand, Yocherer, Zahara, Zudic. \$50,000-\$74,999: Agne, Barys, Beaird, Gulas, Haras, Hartley, Hunt, Jackons, Lane, Pfenning, Phillips, Pierce, J.Smith, Vittorio, Wold. \$75,000-\$100,000: None. Over \$100,000: Pappas.

Illinois Municipal Retirement Fund: \$188,091; Payroll Taxes: \$147,248.

GRAND TOTAL EXPENDITURES: \$ 4,062,406.

Respectfully submitted and certified this 15th day of November, 2023.

Erika Grotto, Treasurer
Board of Library Trustees
Plainfield Public Library District

Plainfield Public Library District
Director's Report
Lisa Pappas, Director
November 9, 2023

Renovation Planning Update

The architects and construction management company are in the thick of the bidding process. I've included a timeline for the next few months of some of the important dates relating to the construction bid process, the FF&E (Furniture, Fixtures & Equipment) bid process and the bond sale process. This timeline is not comprehensive.

On Monday, November 6, the Village Board approved the drive-up window special use permit unanimously.

The permit process has begun with the Village and they have kindly waived all permitting fees for the Library. The process is fully online and has been interesting to observe.

We had SNHA print a full set of the drawings for the Library.

The public notice for construction bids was in the Joliet Herald on Tuesday, November 7. There will not be any additional updates at the meeting from SNHA, SMC or Meristem.

Audit

The audit was completed by Lauterbach & Amen. Jasleen Kaur, who conducted the audit will be presenting the audit in person at the meeting. We will distribute print copies at that point; digital copies will go on the website as well.

Staffing Update

English Language Learning Coordinator Tania Hess retired last month after 12 years. We have hired Laura Balaban, one of our stellar ELL volunteers, as a contract employee for a temporary position until we can fill the role permanently. Kyra Kuk is our new full-time Cataloging Specialist and Erica Cullinan begins next week as the new Youth Services Librarian, filling the position of Katie Gulas, who was promoted to Head of Youth & Teen Services.

Sterling Bay Development

A letter from Mayor Argoudelis is included in the packet stating that the potential Sterling Bay development that Village Administrator Josh Blakemore spoke to us about at our July meeting is not moving forward.

ILA Legislative Breakfast December 6

ILA's Legislative Meet-ups are early this year and in person. Ours is scheduled for Wednesday, December 6 at the DoubleTree by Hilton Hotel in Alsip, 8-10 am. We have more established relationships with Senator Cappel and State Representative Harry Benton so I'm more hopeful that they will attend. I will reach out to both of their offices.

Mid-year Director Goals Update

As requested at my annual review, I have included a mid-year update on my 2023-2024 goals.

Crime Prevention Analysis

Vanessa Sula, ex-officio planning commissioner, offered to conduct a free CPTED (Crime Prevention Through Environmental Design) analysis for the Library after meeting at the Planning Commission meeting. Ms. Sula analyzed our current building and then met with me to go over a few tactics we could implement but overall, she was very impressed with all of the safety measures we have in place. We've put a copy of her full report on the board secure site.

Meetings Attended

- 10.16 Weekly meeting with Head of Adult Services, Lauren Pierce
Weekly meeting with Head of CE&M, Tracey Lane
Zonta Film Festival planning committee meeting
- 10.17 Village of Plainfield Planning Commission meeting
- 10.18 Weekly meeting with Head of YTS, Katie Gulas
Board meeting
- 10.19 Vendor meeting: Hallett Movers
Zonta 50th Anniversary celebration
- 10.20 Pinnacle Governing Board hosted at Plainfield Library
- 10.23 Weekly meeting with Head of CE&M, Tracey Lane
- 10.24 Weekly meeting with Head of Adult Services, Lauren Pierce
Bi-weekly meeting with Head of Borrower Services, Marisa Barys
Zonta Executive Board meeting
- 10.25 Weekly meeting with Head of YTS, Katie Gulas
- 10.26 Bi-weekly meeting with Head of MM, Rebecca Pfenning
- 10.30 Weekly meeting with Head of Adult Services, Lauren Pierce
Weekly meeting with Head of CE&M, Tracey Lane
Crime Prevention Analysis with Vanessa Sula
- 10.31 Meeting with Jamie Rachlin and Sally Wold, re: Bond Timeline
- 11.01 Weekly meeting with Head of YTS, Katie Gulas
- 11.03 Director meeting with Kyra Kuk, Cataloging Librarian
- 11.06 Weekly meeting with Head of AS, Lauren Pierce
OSG (Managed IT) review meeting
Zonta Film Festival planning committee meeting
Village of Plainfield Board meeting
- 11.07 Bi-weekly meeting with Head of BS, Marisa Barys

2023-2024 Mid-year Update Director Goals

Goals for CY2023 (FY23 and half of FY24)

- Oversee the renovation project: in collaboration with the Leadership Team, we will develop a plan for staffing and programming and continuing patron services as much as is possible.
- Investigate unannexed properties in the District to determine if we can reach out to property owners to consider annexation.
- Expand and implement our DEI initiatives internally and externally. Internally, this includes implementing goals from our staff engagement survey like rolling out a formalized staff culture code, a professional growth plan designed to support and encourage staff to participate in continuing education.
- Develop a delivery program/system that could provide additional service options during the renovation.

The renovation project planning is proceeding along nicely. The focus for the past few months has been on design specifications so the Leadership Team has not had much opportunity to focus on staffing and programming during the project. We are in the brainstorming phase, using project management software to organize our ideas and plans. We are in a bit of a holding pattern with SMC and SNHA regarding phasing the project, and we anticipate this being our primary focus in winter 2024.

The annexation investigation project has been on hold due to renovation planning.

DEI initiatives: We have implemented a professional and personal growth program, which is designed to support staff who are interested in continuing education, whether for professional reasons or personal ones. Several staff have already taken advantage of this opportunity, a few to learn another language. The program is designed with the staff member and their supervisor working together to develop the plan and monitor its success. Additionally, in terms of equity, we created and the Board passed two new policies: Parental Leave and Paid Leave for All Workers. A second staff survey has just been completed; the Leadership Team will evaluate responses and formulate plans to be implemented in 2024.

Some of the external programming that we've done so far: ASL (American Sign Language) for adults has been wildly popular, Girls Who Code series for teens, we have done three craft programs specifically for Spanish speaking adults, a program for those who have had a family member die recently and a Ukrainian music and dancing program. Coming soon we will have programming designed for disabled young adults who have aged out of youth programs but are not ready for adult programs, and we are working on having a memory café for adults with dementia or memory issues. We are also partnering with Cedar Lake to have joint programming with toddlers and seniors.

The delivery program concept is still in the brainstorming stage. We have been a bit stymied by the inability to obtain a vehicle. We had intended to purchase a Ford Transit Connect but have discovered they not only has it been discontinued but used vehicles are very difficult to obtain. A comparable vehicle option is the Dodge ProMaster, which is also being discontinued and difficult to find. We will continue to search for a small utility van option for our delivery services.



John F. Argoudelis
PRESIDENT

Michelle Gibas
VILLAGE CLERK

TRUSTEES

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

Lisa Pappas
Plainfield Area Public Library
15025 S. Illinois Street
Plainfield, IL 60544

Dear Lisa:

I wanted to thank the Library District for supporting the proposed tax abatement for the Sterling Bay project.

Unfortunately, the project will not be moving forward. Sterling Bay decided to move on for a variety of reasons including the market, off-site conditions, and to focus on other projects.

While Sterling Bay has moved on, we have been advised that other industrial developers are interested. When a developer decides to pursue the site, we will keep the taxing jurisdictions apprised of their progress and look forward to your continued cooperation to diversify our tax base away from our homes for the benefit of our residents.

Again, thank you for supporting development in Plainfield and for your willingness to work together.

Sincerely,

John F. Argoudelis
Village President

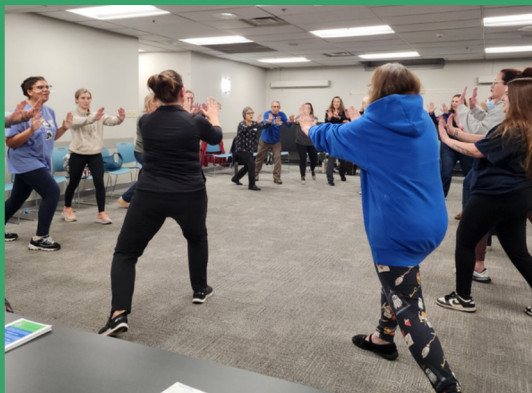
Monthly Report

Illinois Library Association Annual Conference

Two Adult Services Librarians attended the ILA Annual Conference in Springfield, IL from October 24-26. As a member of the iREAD committee, Jessica presented at the iREAD Showcase and attended a speech by Secretary of State Alexi Giannoulias. Greg attended sessions about open educational resources and tools to make technology accessible.



Self Defense Basics Classes



During October, the Library offered two self defense classes, one for families and one for adults only. 69 patrons attended both sessions led by Lindsey Daehnke of Strictly Self Defense.

Needle Felting Pumpkin with Benzie Design

13 patrons joined Stephanie Barta of Benzie Design to create their own needle-felted pumpkins. The Library has enjoyed partnering with the local craft shop over the years.

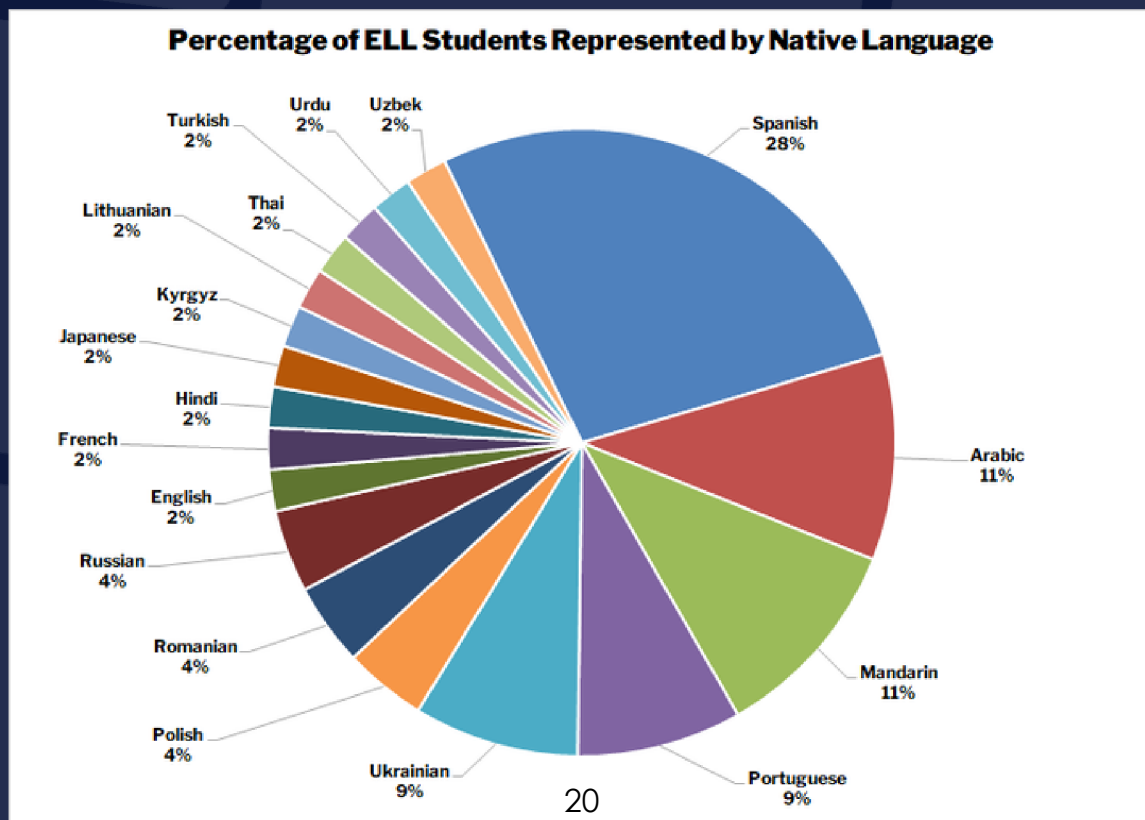
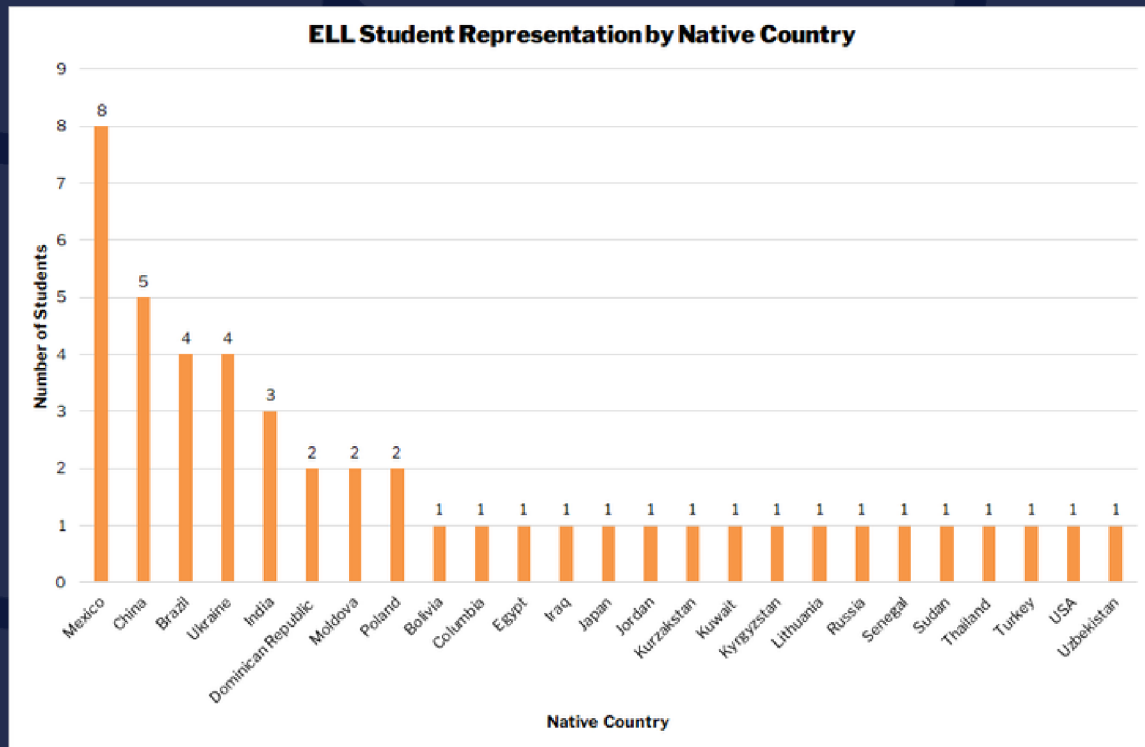


Death Cafe

The Library held its first Death Cafe, moderated by Janelle Benuska, and 9 people attended. Afterwards, our Adult Program Coordinator Jenn said "The patrons who came left feeling supported and in their own words, 'we found our tribe' to get through difficult times in life. I am glad we hosted it and think we would benefit our community by hosting something similar again."

English Language Learner Services Changes

Tania Brenner-Hess retired as the ELL Coordinator on October 5. She worked for the library for 12 years and built the program from the ground up. Laura Balaban has agreed to be the temporary ELL Coordinator until we find a permanent replacement. Laura has volunteered with the Library for many years as an ELL tutor, and earlier this year, she received the Outstanding Tutor Award from the Literacy Volunteers of Illinois and the UIC Center for Literacy. 25 countries and 19 languages are represented in our ELL program.

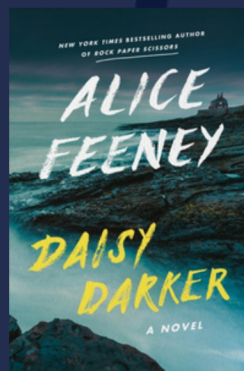


STATISTICS

3D Print Requests	7
Adult Program Attendees	382
Book-a-Librarian Sessions	4
ELL Program Attendees	248
Online Resources Sessions	1,548
Proctoring Sessions	1
Public Computer Sessions	592
Questions Answered	1,160
Tech Training Attendees	26

October Book Displays

- *Paranormal Romance* (Lisa)
- *Stories Told by Multiple Narrators* (Lisa)
- *National Newspaper Week / Bewitching Books* (Linda)
- *Horror* (Colette / Jessica)
- *Halloween Non-Fiction* (Tina)



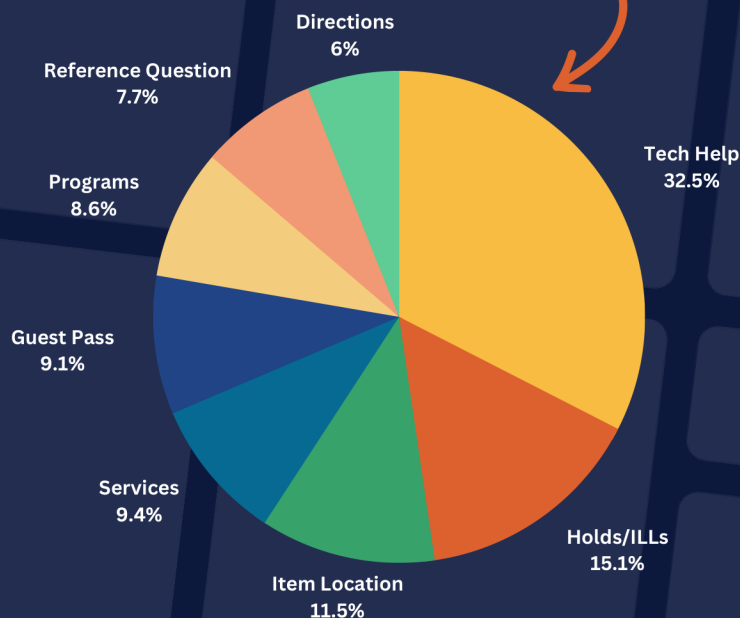
A Novel Idea Book Club October Pick

Adult Take & Make: Sun Prints

30 kits were claimed. Each kit contained 12 pieces of special paper to capture the diverse shapes of fall foliage. Patron Janelle N. shared her beautiful sun prints with the Library.



TOP EIGHT QUESTION CATEGORIES



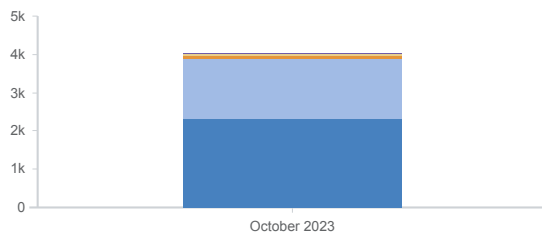
Materials Management monthly report

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

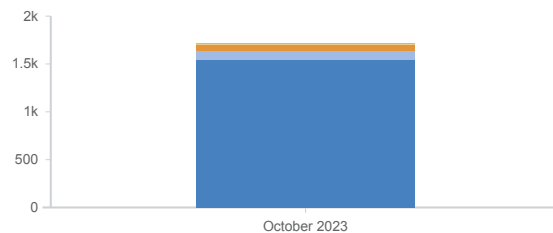
Items added to the collection in October 2023.



4,029

Material type in October 2023

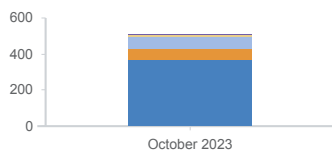
Physical items added to the collection in October 2023.



1,718

Material type in October 2023

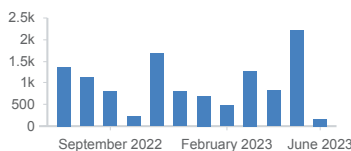
Items ordered for the collection in October 2023.



510

Material type in October 2023

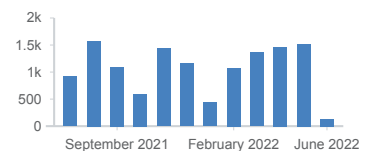
Items ordered in fiscal year FY23. (July 2022-June 2023)



175

Added/WD/Ordered in June 2023

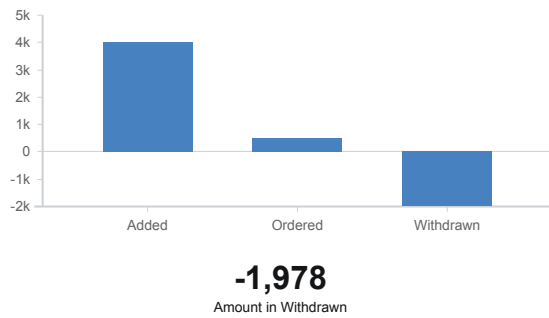
Items ordered in fiscal year FY22. (July 2021-June 2022)



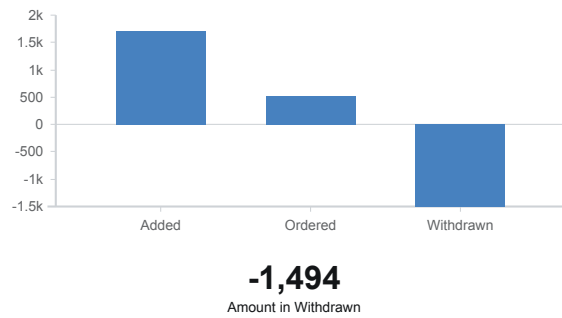
137

Added/WD/Ordered in June 2022

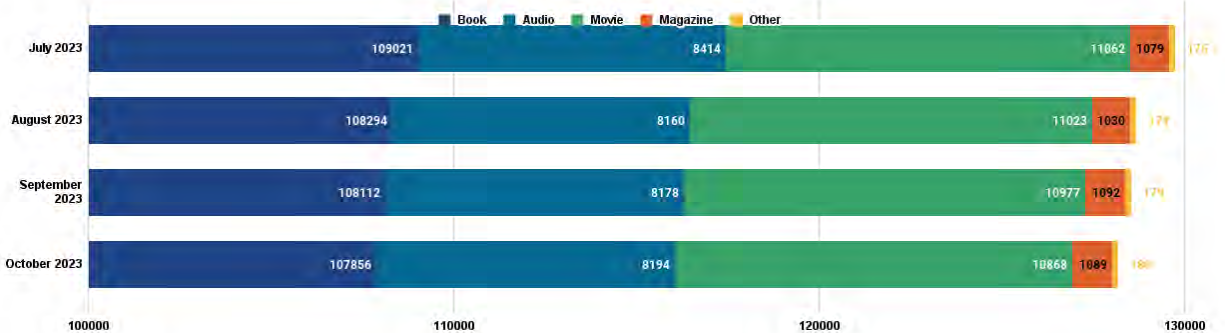
Added, withdrawn and ordered in October 2023.



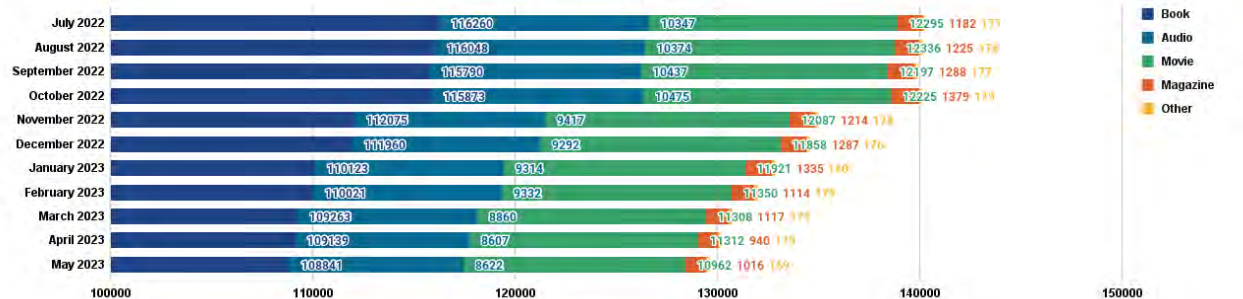
Added, withdrawn & ordered in October 2023. (no eRecords)



Collection count FY24



Collection count FY23



Updates

Projects, continuing education, and other updates from your Materials Management department.



Meet Kyra, our new Cataloging Specialist!

My name is Kyra Kuk, and I am so happy to be joining the Plainfield Area Public Library as a Cataloging Specialist. I have experience cataloging for Children's Plus, Inc., and have also been a part of the New Lenox Public Library's Youth Services Department. I look forward to utilizing my knowledge of cataloging and library services within the Materials Management Department. In my spare time I enjoy spending time with my family, reading, and traveling.

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 24% 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

October:

- Adult Fiction A-C completed
 - Results
 - 1039 items removed
 - **Down from 13% dead to 1% dead**

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 relabeling is complete! We will spend May going through and cleaning up any titles we may have missed. We will pause to focus on the end of the fiscal year orders and resume relabeling in July with YA and Juvenile nonfiction and biographies.

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

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

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



YOUTH & TEEN SERVICES MONTHLY REPORT

Statistics

55

Total On-site
Programs

2,221

On-site program
attendance

2

Total Off-site
Programs

26

Off-site program
attendance

6

Self-directed
Activities

969

Self-directed
activity
Participants

89

Teen Volunteer
Hours Earned

150

Teen Volunteer
Items made

What's Happening In YTS

- Mindy presented a poster session at the Association of Illinois School Library Educators conference.
- Heather and Jennifer led the Halloween Walk task force. Halloween Walk brought in over 848 people in attendance!
- Heather and Tracey organized our annual Spooky Graham Cracker House contest.

28

Outreach

School Visits/
Community Events **83**

Number of
Classes **215**

Number of
Patrons
reached **4,807**

YOUTH & TEEN SERVICES MONTHLY REPORT

Patron Feedback & Pictures

“We had an amazing time! Thank you all!” Jenna Mores on the Halloween Walk

“And thank you to you and the staff for always coming up with new and unique crafts and opportunities! We love you guys!” -Dan Stockhausen on Library programs for Teens



Halloween Walk



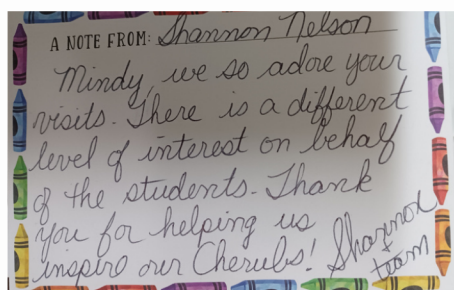
Halloween Walk



Halloween Walk



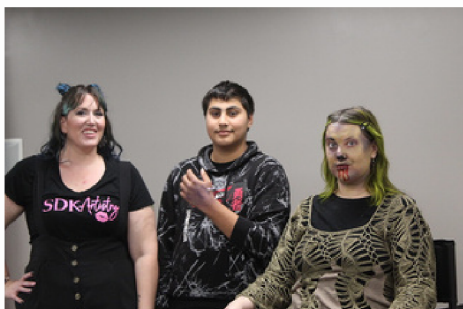
DIY Friendship Bracelets



A note from a teacher to Mindy.



Mindy and Wallin Oaks Media Center Specialist Judy Meier at AISLE conference

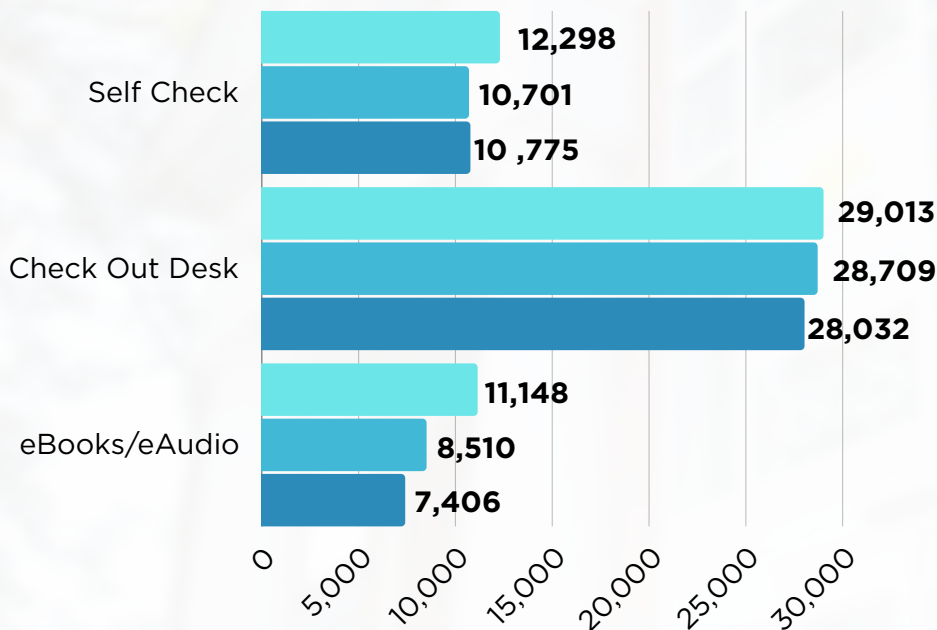


Halloween Makeup with SDK Artistry

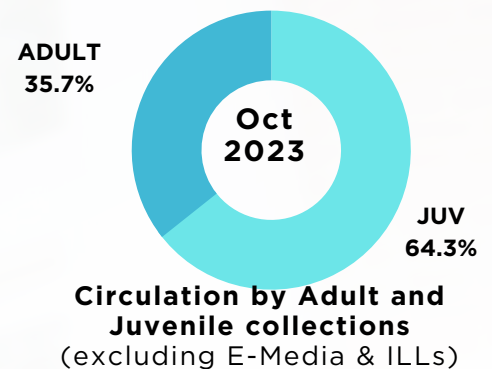
More photos from YTS programs can be found in albums on the Library's Flickr account:
<https://www.flickr.com/photos/plainfieldpubliclibrarydistrict>

BORROWER SERVICES NEWS

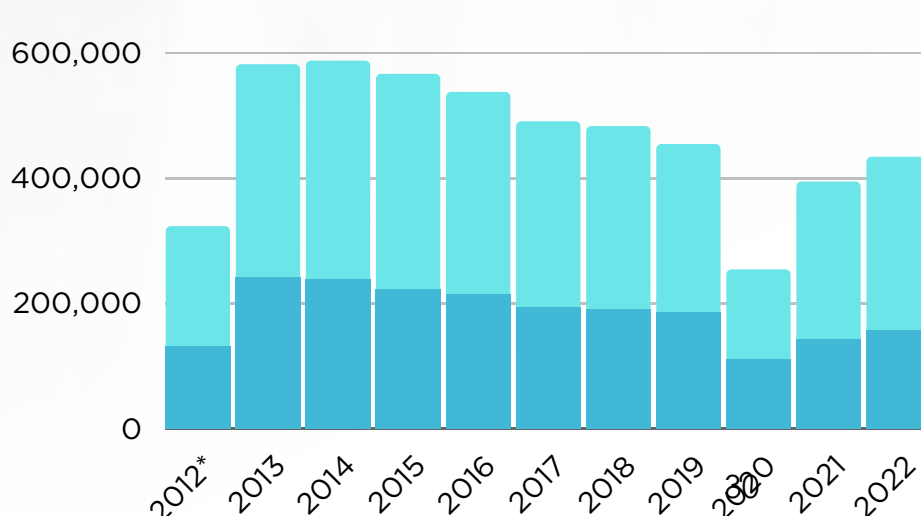
MONTHLY CIRCULATION STATISTICS



Total Oct 2023	52,459
Total Oct 2022	47,920
Total Oct 2021	46,213



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



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

CARDHOLDER STATISTICS

MONTHLY CARDHOLDERS

Total Oct 2021	38,054
Total Oct 2022	31,000
Total Oct 2023	31,357*

195

NEW
ADULT
CARDS

75

NEW
JUVENILE
CARDS

189

NEW
HOUSEHOLD
CARDS

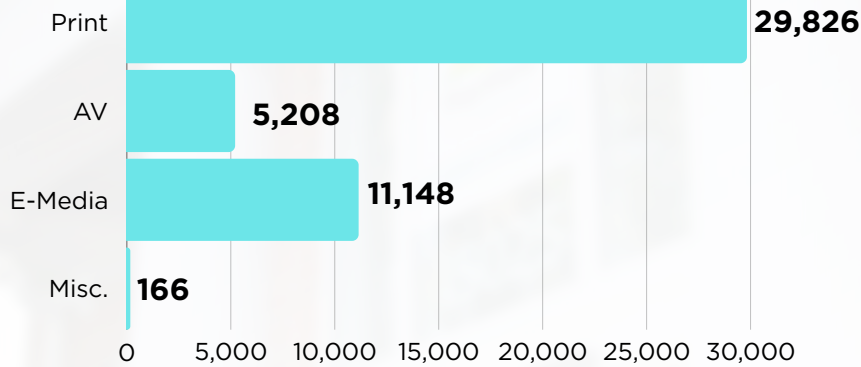
*3 years of purging cards took place 1/23 causing the number to drop.

FYTD NEW HOUSEHOLD CARDS

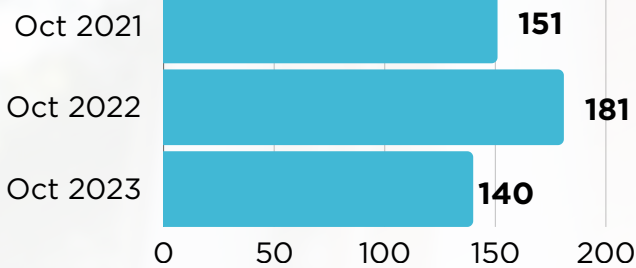
864 CARDS

MATERIALS STATISTICS

MATERIAL TYPE



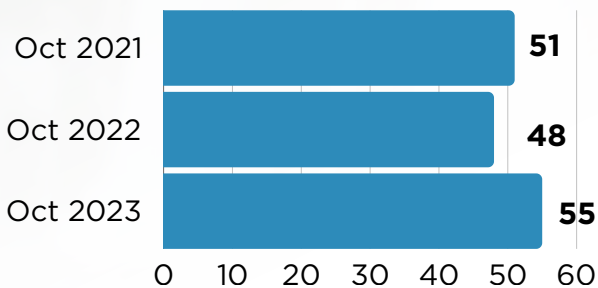
MONTHLY INTERLIBRARY LOAN



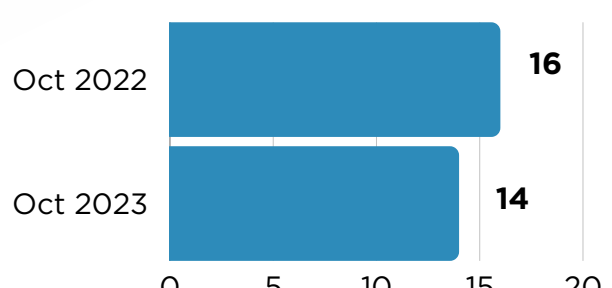
OCLC BORROWED



Find More IL Borrowed



OCLC LENT



Find More IL Lent



MONTHLY LOCKER & CURBSIDE STATISTICS

PEHS Lockers

DIFFERENT PATRON VISITS	44
SAME PATRON VISITS	11
FIRST TIME VISITS	6
TOTAL VISITS	104
ITEMS	164

Illinois Street Lockers

DIFFERENT PATRON VISITS	45
SAME PATRON VISITS	14
FIRST TIME VISITS	11
TOTAL VISITS	125
ITEMS	229

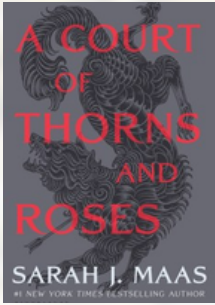
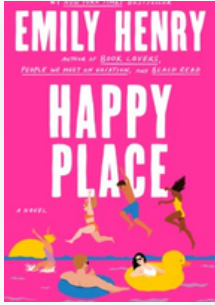

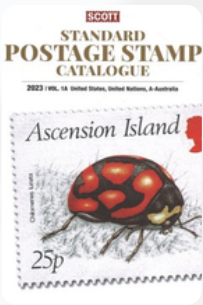
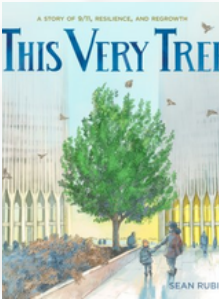


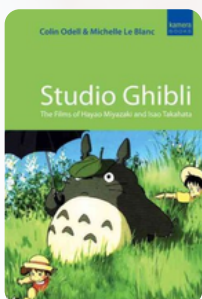
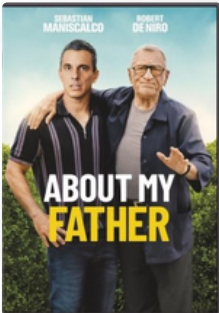



CURBSIDE	31
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HOME DELIVERY STATISTICS



October 2023	PATRONS	ITEMS
RESIDENTS	5	117
AHCL	77	164
HARBOR CHASE	6	20
HERITAGE WOODS	32	104
LAKWOOD	2	18
TOTAL	122	423

TOP CIRCULATING ITEMS OCTOBER 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 FACILITES

MONTHLY FACILITIES DEPARTMENT RECAP

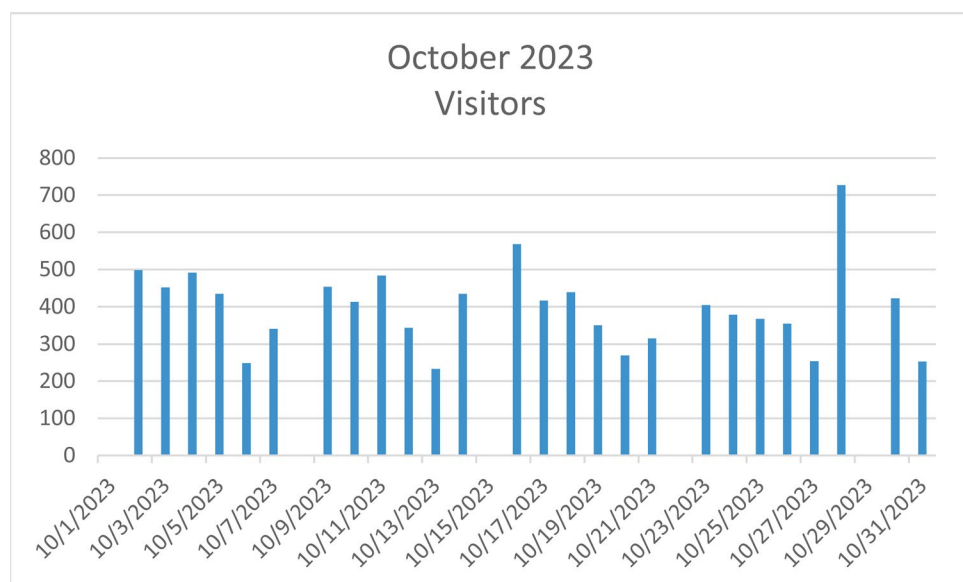
October was a typical month with respect to facilities and grounds. We were still very busy with yard work and grass cutting. The highlight of the month was the Spooktacular which was a great success and facilities staff was able to assist with the setup and construction of festival games.

The boiler was serviced and checked and actually put in to action due to an early cold and snow snap. It is ready to go for another Winter season.

We are continuing our efforts to reduce, re-purpose or remove items to make space in preparation for the renovation next year.

Normal reports were received from Anderson Pest Control this month.

We will be preparing to put salt and shovels in their respective Winter areas this upcoming month as well.





COMMUNITY RELATIONS



Board Report | October 2023



Prepared by Tracey Lane
Head of Community Engagement
& Marketing



Events & Meetings

- Kiwanis Club Meeting
- Kiwanis Foundation Meeting
- Ribbon Cuttings:
 - Bliss Hair Studio
 - Cintas
- PSACC New Member Showcase
- PSACC Board Meeting
- PSACC Executive Board Meeting
- Patron Point Monthly Check-in
- YMCA Fundraiser @ Craft'd
- WYSK Progressive Lunch
- Pinnacle and Pours Meeting
- Library Marketing and Communications Conference in Indianapolis



CE&M Happenings



Ribbon Cutting at Bliss Hair Studio



Crowded streets for Downtown's
Spooktacular



Ongoing Projects

- Working on logistics and marketing for the Handmade Market. We currently sold out with 50 vendors. New this year - we are having a kids section.

- Planning will be starting November for Pinnacle and Pours. 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 centennial to coincide with the opening of the new building.
- Creating a calendar and a sticker book featuring our mascot Read
- The Library will be partnering with the Park District again to open a third StoryWalk location at Wheatland Community Park. We are hoping for a Spring 2024 opening.
- 2024 mini-golf planning and promotion has begun for Putt the Yellow Brick Road. We have already sold in over \$1,000 in sponsorships. The committee has met to start planning decorations and entertainment. Tickets will go on sale in mid-November





COMMUNITY RELATIONS BY THE NUMBERS



Google Ads Stats

Campaign	Impressions	Click Through Rate	Cost*
Virtual	3,855	14.5%	\$3,184.22
Library	1,453	31.6%	\$1,589.30
Resources	917	7.8%	\$785.68

*All costs are waived through the Ad Grants program.



Social Media Stats

Dashboard

FACEBOOK

FB Followers
7,707
↑ 0.4%

Engagements
2,235
↓ -52.0%

Reach
31,870
↑ 43.4%

INSTAGRAM

Followers
2,758
↑ 0.8%

Interactions
5,312
↑ 238.3%

Reach
12,573
↓ -38.5%

TIKTOK

Followers
252
↑ 3.3%

Likes
482
↓ -62.6%

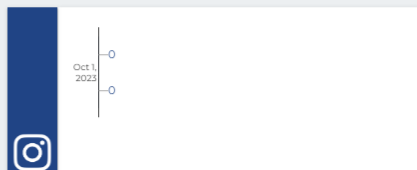
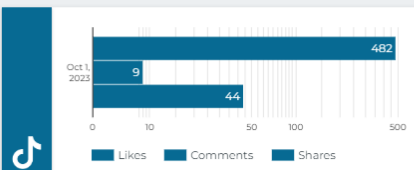
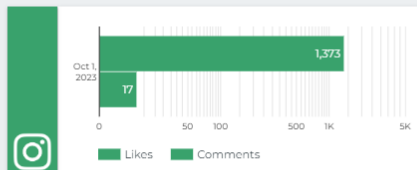
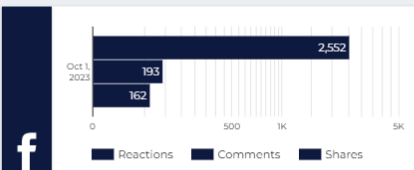
Views
6,047
↓ -63.8%

TEEN IG

Followers
977
↑ 0.1%

Interactions
0
N/A

Reach
0
N/A



36

Email stats



ENews Weekly Averages

MESSAGES SENT
20,796

OPEN RATE
39.4%

New Cardholder Message Totals

MESSAGES SENT
4,088

OPEN RATE
61.3%

Inactive Patron Message Totals

MESSAGES SENT
10,435

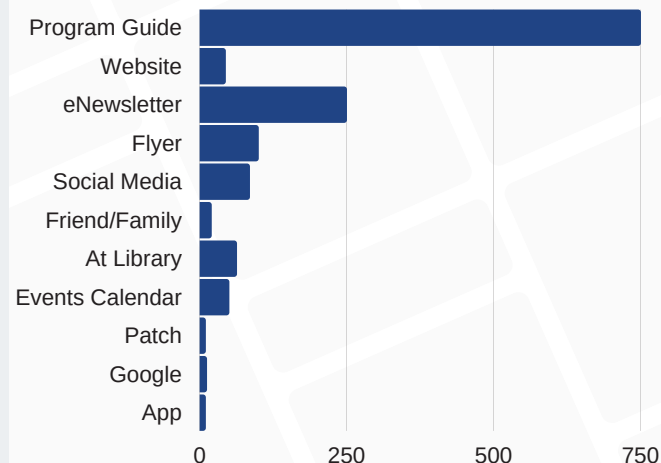
OPEN RATE
42%

194 people have 'reactivated' their library card since receiving our email.

Program Sign Up Stats



How Patrons Learned About October Programs



Legislative Meetups



2023 Legislative Meetups

This series of seven legislative events provides an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your social media or to invite them to visit your library. Learn more about how to be a strong library advocate and get prepared for a meetup by reviewing the [Ready, Set, Advocate](#) presentations and toolkit. Make the most of your Meetup with [these tips](#) from the ILA Advocacy Committee.

Advance registration is required, so don't wait! If you have questions regarding registration or you're not sure which Meetup covers your library and legislative district, contact the ILA office via email at ila@ila.org.

Register

Legislative Issues

Your registration fee includes breakfast or lunch, legislative materials, and a program featuring state and federal legislative briefings and library-related priorities and speakers.

**Registration for all meetups closes on November 24, 2023.
No on-site registration will be available.**

EVENTS

Calendar

Events Registration Process

Statement of Appropriate Conduct

Legislative Meetups

2023 People's Choice Award in Scholarly Publishing Webinar

Advocacy Tips & Tricks from Legislators

Disability 101 and Neurodiversity: A Primer

A Conversation with Mark Aaron Polger: Unpacking Effective Patron Communication

ILA Noon Network

Make your voice heard!**Tuesday, 28 November 2023
Metro East Library Legislative
Breakfast**

Sunset Hills Country Club
2525 Illinois 157
Edwardsville, IL 62025

8:00 a.m. doors open and breakfast is available

8:30 a.m. program begins

10:00 a.m. program concludes

Price: \$35

[Metro East Legislators](#)

**Tuesday, 28 November 2023
Southern Illinois Library Legislative
Lunch**

The Effingham Event Center
1501 W Fayette Avenue
Effingham, IL 62401

12:00 noon doors open and lunch is available

12:30 p.m. program begins

2:00 p.m. program concludes

Price: \$35

[Southern Illinois Legislators](#)

**Wednesday, 29 November 2023
Central Illinois Library Legislative
Breakfast**

Bloomington-Normal Marriott Hotel
201 Broadway Avenue
Normal, IL 61761

8:00 a.m. doors open and breakfast is available

8:30 a.m. program begins

10:00 a.m. program concludes

Price: \$40

[Central Illinois Legislators](#)

**Wednesday, 29 November 2023
Northwest Illinois Library Legislative
Lunch**

Flight Deck
1207 E Gurler Road
Rochelle, IL 61068

12:00 noon doors open and lunch is available

12:30 p.m. program begins

2:00 p.m. program concludes

Price: \$35

[Northwest Illinois Legislators](#)

**Wednesday, 6 December 2023
South Suburban and Chicago
Library Legislative Breakfast**

DoubleTree by Hilton Hotel Chicago-
Alsip
5000 West 127th Street
Alsip, IL 60803

8:00 a.m. doors open and breakfast is available

8:30 a.m. program begins

10:00 a.m. program concludes

Price: \$45

[South Suburban Legislators](#)

[Annual Conference](#)

[Directors University](#)

[Reaching Forward
North Conference](#)

[Reaching Forward
South Conference](#)

[Webinar Archive](#)