

PLAINFIELD AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING AGENDA
SMALL MEETING ROOM
DECEMBER 13, 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
4. November 15, 2023 Regular Board Meeting Minutes
5. Approval of Bills Paid and Bills Payable
 - a. Payroll \$151,029.52
 - b. General Bills \$254,337.88
 - c. Other Compensation/Administrative Costs \$ 33,322.82
 - d. Total \$438,690.22
6. Committee Reports
 - a. Finance Committee Mid-Year Review Meeting: January 10, 2024 suggested
7. Library Director's Report
8. Action Items: Unfinished Business
 - a. Renovation Planning (action)
 - i. Award Construction bids (action)
 - ii. Award Furniture, Furnishing & Equipment bids (action)
 - iii. Ordinance 2023-8 Issuance of General Obligation Bonds (action)
9. Action Items: New Business
 - a. Employee Handbook: Extended Child Bereavement Act (action)
 - b. Per Capita Requirements
 - i. 75 ILCS 10/8.7 Compliance (discussion)
 - ii. Collection Policy Update (action)
10. Closed Session
11. Action for Items Discussed in Closed Session
12. Adjournment

BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
NOVEMBER 15, 2023

CALL TO ORDER: The regular meeting of November 15, 2023 was called to order at 6:30 pm in the Library's Large Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited. Roll call was conducted. Regular members present: Gilmore, Knight, Grotto, Las, Malec. Regular members absent: Schmidt, Crowner. Staff present: Pappas, Hartley, Pfenning. Wold. Guests present: None: Lauterbach & Amen, LLP representative Jasleen Kaur.

PUBLIC COMMENT: None.

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

CONSENT AGENDA: Gilmore accepted the minutes of the regular meeting of October 18, 2023.

APPROVAL OF BILLS PAID: Grotto moved approval of bills paid and bills payable for October for a total of \$409,473.85. Las seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: None.

Action item 2b was moved up to accommodate guests.

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

ACTION ITEMS: Unfinished Business

1. Renovation Planning – Pappas updated the Board on the upcoming events related to phasing, collections logistics, and bidding.

ACTION ITEMS: New Business

2. Audit Presentation – guest Kaur presented the FY2023 audit to the Board. Malec moved to approve the audit as presented. Grotto seconded the motion, all voted yes via roll call vote; motion carried.
3. Trustee Attendance at ILA Legislative Meetup - the Board discussed attendance at the event. Malec moved to approve the cost of two registrations. Knight seconded the motion, all voted yes via roll call vote; motion carried.

The Board did not move to a closed session.

ADJOURNMENT: Knight moved to adjourn. Las seconded the motion, all voted yes via voice vote. The meeting adjourned at 7:07 pm.

Aimee Hartley
Recording Secretary

Vicki Knight
Board Secretary

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

	Nov 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									41.67%
1004001 Real Estate Taxes Library	18,196.73	60,411.26	30.12%	3,669,232.98	3,651,777.06	100.48%	\$3,669,232.98	\$3,725,107.20	98.50%
1004002 Personal Property Taxes		593.79	0.00%	17,453.31	9,474.91	184.21%	\$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	499.84	417.66	119.68%	3,108.57	2,210.96	140.60%	\$3,108.57	\$5,000.00	62.17%
1004006 Copier Fees	553.95	333.08	166.31%	2,468.65	1,878.11	131.44%	\$2,468.65	\$5,000.00	49.37%
1004007 Fax Fees	153.00	71.00	215.49%	452.35	401.88	112.56%	\$452.35	\$1,000.00	45.24%
1004008 Non Resident Fees	1,038.68	420.89	246.78%	3,108.54	1,884.98	164.91%	\$3,108.54	\$4,000.00	77.71%
1004009 Book Sales	240.12	184.39	130.22%	965.64	810.17	119.19%	\$965.64	\$2,000.00	48.28%
1004010 Meeting Room Deposits	125.00	47.22	264.72%	625.00	440.98	141.73%	\$625.00	\$1,000.00	62.50%
1004012 CC Processing Fees	12.26			12.26	0.00		\$12.26	\$0.00	
1004310 Staff Purchases				-2,962.30	0.00		-\$2,962.30	\$0.00	
1004402 E-Pay Interest	2,212.76	581.85	380.30%	10,885.63	3,008.53	361.83%	\$10,885.63	\$10,000.00	108.86%
1004410 Unrealized Gain(Loss)				-5,224.95	0.00		-\$5,224.95	\$0.00	
1004417 Tax Escrow Interest HB	13,693.97	2,083.33	657.31%	72,407.67	10,416.65	695.11%	\$72,407.67	\$25,000.00	289.63%
1004502 Donations	1,521.39			5,961.48	0.00		\$5,961.48	\$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)	728.45			4,124.45	0.00		\$4,124.45	\$0.00	
1004902 Sale of Library Used Equipment		77.58	0.00%	0.00	161.93	0.00%	\$0.00	\$500.00	0.00%
1004903 License Plate Renewal	3,324.76			11,877.12	0.00		\$11,877.12	\$0.00	
1004909 Rental Income	8,050.00	8,208.33	98.07%	40,250.00	41,041.65	98.07%	\$40,250.00	\$98,500.00	40.86%
1015500 Operating Transfer Out		0.00		0.00	0.00		\$0.00	-\$138,000.00	0.00%
2004001 Real Estate Taxes (FICA)	609.29	18,759.30	3.25%	122,858.49	116,385.67	105.56%	\$122,858.49	\$124,729.36	98.50%
2004810 Transfer In From Gen Fund		0.00		0.00	0.00		\$0.00	\$5,100.00	0.00%
2504001 Real Estate Taxes (IMRF)	726.46	18,720.67	3.88%	146,486.61	137,815.31	106.29%	\$146,486.61	\$148,717.28	98.50%
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	1,652.12	18,042.24	9.16%	333,138.54	334,224.83	99.67%	\$333,138.54	\$338,211.52	98.50%
6004810 Transfer From General Fund		0.00		0.00	0.00		\$0.00	\$910,000.00	0.00%

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

	Nov 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
7504251 Bonds		9,000,000.00	0.00%	0.00	9,000,000.00	0.00%	\$0.00	\$9,000,000.00	0.00%
7504400 Interest	309.53	119.55	258.91%	1,548.67	611.58	253.22%	\$1,548.67	\$1,500.00	103.24%
7504450 Prime Account Interest		7.01	0.00%	0.00	326.78	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	15,221.00	2,640.66	576.41%	88,019.00	29,355.12	299.84%	\$88,019.00	\$75,000.00	117.36%
Total Income	\$ 68,869.31	\$ 9,131,719.81	0.75%	\$ 4,654,934.51	\$ 13,458,833.23	34.59%	\$4,654,934.51	\$14,896,971.49	31.25%
Gross Profit	\$ 68,869.31	\$ 9,131,719.81	0.75%	\$ 4,654,934.51	\$ 13,458,833.23	34.59%	\$4,654,934.51	\$14,896,971.49	31.25%
Expenses									
1015000 Administration Department									
1015001 Adminstration Salaries	24,421.64	25,627.96	95.29%	132,919.22	125,395.52	106.00%	\$132,919.22	\$321,000.00	41.41%
1015002 Unemployment Insurance		0.00		712.76	1,845.13	38.63%	\$712.76	\$4,500.00	15.84%
1015005 Health Insurance	12,382.72	17,235.88	71.84%	75,595.28	101,400.57	74.55%	\$75,595.28	\$201,250.00	37.56%
1015011 Staff Development	260.32	1,092.34	23.83%	4,910.24	8,758.41	56.06%	\$4,910.24	\$22,000.00	22.32%
1015012 Travel Expenses	1,268.67	1,692.10	74.98%	4,039.53	6,465.07	62.48%	\$4,039.53	\$15,000.00	26.93%
1015013 Membership Dues		528.29	0.00%	1,860.76	3,504.07	53.10%	\$1,860.76	\$8,000.00	23.26%
1015014 Human Resources	106.68	104.12	102.46%	195.26	545.16	35.82%	\$195.26	\$2,000.00	9.76%
1015015 Staff Development EDI		1,666.67	0.00%	0.00	8,333.35	0.00%	\$0.00	\$20,000.00	0.00%
1015016 Staff Phone/Tec Expense		83.33	0.00%	0.00	416.65	0.00%	\$0.00	\$1,000.00	0.00%
1015201 Payroll Services	754.80	784.83	96.17%	3,955.30	3,850.65	102.72%	\$3,955.30	\$10,500.00	37.67%
1015202 Legal Services (Library)		0.00		607.50	1,637.63	37.10%	\$607.50	\$7,000.00	8.68%
1015204 Bank Fees	531.72	307.56	172.88%	1,649.95	1,652.82	99.83%	\$1,649.95	\$4,500.00	36.67%
1015205 Trustee Development		138.90	0.00%	154.95	1,351.18	11.47%	\$154.95	\$2,500.00	6.20%
1015308 Office Supplies - Paper		45.77	0.00%	103.08	723.86	14.24%	\$103.08	\$2,000.00	5.15%
1015310 Office Supplies - Admin		337.07	0.00%	940.88	1,472.33	63.90%	\$940.88	\$4,000.00	23.52%
1015311 Postage		390.20	0.00%	1,108.41	1,613.04	68.72%	\$1,108.41	\$3,750.00	29.56%
1015313 Newsletter	12,566.07	10,276.86	122.28%	35,510.02	30,444.13	116.64%	\$35,510.02	\$66,000.00	53.80%
1015316 Printing - Legal		12.61	0.00%	398.00	1,609.36	24.73%	\$398.00	\$2,000.00	19.90%
1015317 Telephone	866.68	1,085.35	79.85%	5,263.40	5,700.29	92.34%	\$5,263.40	\$14,000.00	37.60%
1015318 Public Relations (Library)	-30.98	3,146.19	-0.98%	4,091.44	12,648.12	32.35%	\$4,091.44	\$39,000.00	10.49%
1015322 Contingencies Operating Fund	1,723.24	38.00	4534.84%	2,459.24	38.00	6471.68%	\$2,459.24	\$20,000.00	12.30%

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Budget vs. Actuals: FY_2023_2024 - FY24 P&L
 July - November, 2023

	Nov 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1015801 Library-Wide Supplies & Events		156.08	0.00%	831.53	3,628.50	22.92%	\$831.53	\$12,000.00	6.93%
1015802 Library-Wide EDI Public Initiat		416.67	0.00%	0.00	2,083.35	0.00%	\$0.00	\$5,000.00	0.00%
1015805 Liab Ins. - Property/Package		3,871.39	0.00%	0.00	3,876.18	0.00%	\$0.00	\$50,000.00	0.00%
1015902 License Plate Renewal Fees	57.75			102.40	0.00		\$102.40	\$0.00	
1015903 License Plate Renewal Funds to State	3,389.00			11,032.00	0.00		\$11,032.00	\$0.00	
1015909 Rental Property Prof Svcs-Misc	644.00	1,083.33	59.45%	4,130.00	5,416.65	76.25%	\$4,130.00	\$13,000.00	31.77%
1018001 Equipment Maintenance		416.67	0.00%	0.00	2,083.35	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		84.55	0.00%	124.98	1,184.60	10.55%	\$124.98	\$5,000.00	2.50%
Total 1015000 Administration Department	\$ 58,942.31	\$ 70,622.72	83.46%	\$ 292,696.13	\$ 382,677.97	76.49%	\$292,696.13	\$905,000.00	32.34%
1025000 Materials Management Dept				0.00	0.00				
1025001 Materials Management Salaries	12,823.32	12,604.21	101.74%	57,349.62	64,917.51	88.34%	\$57,349.62	\$165,000.00	34.76%
1025306 Materials Mgmt Process Supply	192.01	946.39	20.29%	3,459.44	5,554.13	62.29%	\$3,459.44	\$15,000.00	23.06%
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	\$ 13,015.33	\$ 13,550.60	96.05%	\$ 63,872.65	\$ 74,024.93	86.29%	\$63,872.65	\$184,000.00	34.71%
1035000 Borrower Services Department									
1035001 Borrower Services Salaries	34,567.19	37,736.01	91.60%	190,088.02	196,801.24	96.59%	\$190,088.02	\$475,000.00	40.02%
1035308 Borrower Services Supplies		2,597.00	0.00%	2,319.60	6,311.41	36.75%	\$2,319.60	\$12,000.00	19.33%
1035309 ILL Lost Items		61.57	0.00%	378.78	521.13	72.68%	\$378.78	\$1,000.00	37.88%
1035310 Home Delivery Supplies		650.12	0.00%	48.85	1,907.24	2.56%	\$48.85	\$4,000.00	1.22%
Total 1035000 Borrower Services Department	\$ 34,567.19	\$ 41,044.70	84.22%	\$ 192,835.25	\$ 205,541.02	93.82%	\$192,835.25	\$492,000.00	39.19%
1045000 Adult Services									
1045001 Adult Services Salaries	33,539.04	37,764.82	88.81%	196,407.18	199,918.92	98.24%	\$196,407.18	\$484,000.00	40.58%
1045101 Adult Summer Reading		0.00		2,729.70	1,222.33	223.32%	\$2,729.70	\$11,000.00	24.82%
1045102 Adult Programs	2,525.00	2,205.53	114.48%	10,243.71	9,714.73	105.45%	\$10,243.71	\$24,000.00	42.68%
1045105 Portable Media Devices - Adult		881.85	0.00%	2,688.73	3,647.38	73.72%	\$2,688.73	\$7,500.00	35.85%
1045106 Video Games - Adult		436.04	0.00%	1,182.56	1,319.77	89.60%	\$1,182.56	\$3,000.00	39.42%
1045107 Compact Discs - Adult	197.55	333.60	59.22%	1,206.28	1,145.61	105.30%	\$1,206.28	\$3,000.00	40.21%
1045108 Videos & DVDs- Adult	778.94	1,267.74	61.44%	4,902.12	5,825.16	84.15%	\$4,902.12	\$15,000.00	32.68%
1045109 Audio Books - Adult	192.96	496.47	38.87%	1,717.82	2,591.65	66.28%	\$1,717.82	\$6,000.00	28.63%

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

	Nov 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1045111 Digital Resources		18,750.00	0.00%	107,472.17	93,750.00	114.64%	\$107,472.17	\$225,000.00	47.77%
1045112 Fiction - Adult	590.22	1,990.79	29.65%	10,642.16	10,994.21	96.80%	\$10,642.16	\$25,000.00	42.57%
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	226.08	568.48	39.77%	1,647.13	2,527.99	65.16%	\$1,647.13	\$6,000.00	27.45%
1045115 Graphic Novels - Adult	887.82	357.30	248.48%	1,961.25	1,783.50	109.97%	\$1,961.25	\$4,500.00	43.58%
1045116 Nonfiction - Adult	580.38	2,072.97	28.00%	7,660.68	9,261.54	82.71%	\$7,660.68	\$24,000.00	31.92%
1045117 Foreign Language - Adult	24.23	399.34	6.07%	2,691.13	2,864.42	93.95%	\$2,691.13	\$6,500.00	41.40%
1045118 Reference - Adult		48.08	0.00%	360.00	514.59	69.96%	\$360.00	\$1,000.00	36.00%
1045119 Standing Orders - Adult	547.24	481.89	113.56%	4,563.90	2,057.25	221.84%	\$4,563.90	\$5,000.00	91.28%
1045120 Periodicals - Adult	316.91	175.14	180.95%	1,529.99	861.54	177.59%	\$1,529.99	\$8,500.00	18.00%
1045212 Instructors and Facilitators	250.00	285.12	87.68%	1,175.00	1,548.55	75.88%	\$1,175.00	\$4,000.00	29.38%
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		196.46	0.00%	242.28	1,302.08	18.61%	\$242.28	\$3,500.00	6.92%
1045405 Local History Supplies		0.00		845.62	596.95	141.66%	\$845.62	\$2,500.00	33.82%
Total 1045000 Adult Services	\$ 40,656.37	\$ 68,711.62	59.17%	\$ 380,536.99	\$ 376,483.85	101.08%	\$380,536.99	\$901,400.00	42.22%
1055000 Youth Services									
1055001 Youth Services Salaries	31,447.82	39,328.27	79.96%	175,409.81	204,057.92	85.96%	\$175,409.81	\$498,000.00	35.22%
1055101 Summer Reading - Childrens		725.79	0.00%	1,628.31	2,498.32	65.18%	\$1,628.31	\$9,000.00	18.09%
1055102 JUV Programs	740.00	939.94	78.73%	3,261.80	4,996.56	65.28%	\$3,261.80	\$10,000.00	32.62%
1055103 Databases - YS/YA		793.75	0.00%	18,966.09	26,498.29	71.57%	\$18,966.09	\$28,000.00	67.74%
1055104 Downloadable Materials YS/YA		289.45	0.00%	0.00	6,577.07	0.00%	\$0.00	\$14,000.00	0.00%
1055105 Portable Media Devices - YS/YA		172.26	0.00%	0.00	861.30	0.00%	\$0.00	\$2,800.00	0.00%
1055107 Compact Discs - Children's		16.05	0.00%	172.95	133.08	129.96%	\$172.95	\$700.00	24.71%
1055108 Videos & DVDs - Children's	38.22	425.75	8.98%	897.90	2,761.04	32.52%	\$897.90	\$9,000.00	9.98%
1055109 Audio Books - Children's		0.00		0.00	151.62	0.00%	\$0.00	\$1,300.00	0.00%
1055112 Fiction - Children's	333.43	1,891.26	17.63%	7,014.29	8,272.37	84.79%	\$7,014.29	\$20,000.00	35.07%
1055116 Nonfiction - Children's	595.76	3,751.30	15.88%	11,628.15	9,365.05	124.17%	\$11,628.15	\$39,000.00	29.82%
1055119 Standing Orders - Children's		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	

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1055123 Easy Fiction	1,739.39	1,092.47	159.22%	5,216.50	6,818.64	76.50%	\$5,216.50	\$22,000.00	23.71%
1055310 Department Supplies - Y/S	106.09	987.87	10.74%	1,105.26	3,404.00	32.47%	\$1,105.26	\$9,000.00	12.28%
Total 1055000 Youth Services	\$ 35,000.71	\$ 50,414.16	69.43%	\$ 225,564.19	\$ 277,674.76	81.23%	\$225,564.19	\$666,300.00	33.85%
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	300.00	1,358.29	22.09%	2,710.04	3,049.40	88.87%	\$2,710.04	\$8,000.00	33.88%
1065104 Downloadable Materials - Teen		83.33	0.00%	0.00	416.65	0.00%	\$0.00	\$1,000.00	0.00%
1065105 Portable Media Devices - Teen		125.00	0.00%	14.09	625.00	2.25%	\$14.09	\$1,500.00	0.94%
1065108 Videos & DVDs - Teen		34.99	0.00%	0.00	358.16	0.00%	\$0.00	\$1,000.00	0.00%
1065112 Fiction - Teen	15.70	1,525.91	1.03%	2,571.95	4,687.26	54.87%	\$2,571.95	\$12,000.00	21.43%
1065116 Nonfiction - Teen		410.43	0.00%	135.91	1,930.56	7.04%	\$135.91	\$4,500.00	3.02%
1065310 Department Supplies - Teen		125.00	0.00%	547.04	625.00	87.53%	\$547.04	\$1,500.00	36.47%
Total 1065000 Teen Services	\$ 315.70	\$ 3,662.95	8.62%	\$ 7,733.60	\$ 13,254.84	58.35%	\$7,733.60	\$34,500.00	22.42%
1075000 Community Relations Dept									
1075001 Community Relations Salaries	9,602.40	10,207.70	94.07%	52,286.49	54,856.11	95.32%	\$52,286.49	\$128,000.00	40.85%
1075310 Comm. Relations Supplies		0.00		0.00	74.53	0.00%	\$0.00	\$500.00	0.00%
Total 1075000 Community Relations Dept	\$ 9,602.40	\$ 10,207.70	94.07%	\$ 52,286.49	\$ 54,930.64	95.19%	\$52,286.49	\$128,500.00	40.69%
1095000 Technology									
1015314 Web Page Development	90.00	45.61	197.33%	450.00	388.05	115.96%	\$450.00	\$1,500.00	30.00%
1095206 Pinnacle Cooperative		0.00		0.00	195.66	0.00%	\$0.00	\$69,000.00	0.00%
1095207 Technology Maintenance	6,000.00	8,333.33	72.00%	23,506.85	41,666.65	56.42%	\$23,506.85	\$100,000.00	23.51%
1095209 Email & Web Hosting Fees		21.84	0.00%	5.97	119.57	4.99%	\$5.97	\$500.00	1.19%
1095210 Lease Agreements	3,222.61	4,147.36	77.70%	19,801.21	12,915.07	153.32%	\$19,801.21	\$35,000.00	56.57%
1095211 Subscription Services		4,135.18	0.00%	24,892.39	30,609.06	81.32%	\$24,892.39	\$65,000.00	38.30%
1095301 Software		125.76	0.00%	2,628.93	1,656.94	158.66%	\$2,628.93	\$8,000.00	32.86%
1095302 Computer Supplies	219.00	301.46	72.65%	727.96	1,398.44	52.06%	\$727.96	\$3,000.00	24.27%
1095303 Data Lines	219.95	282.43	77.88%	1,099.75	1,281.22	85.84%	\$1,099.75	\$3,000.00	36.66%
1095304 Computers (Library)		1,284.40	0.00%	7,170.94	5,413.86	132.46%	\$7,170.94	\$26,000.00	27.58%
Total 1095000 Technology	\$ 9,751.56	\$ 18,677.37	52.21%	\$ 80,284.00	\$ 95,644.52	83.94%	\$80,284.00	\$311,000.00	25.81%
2005011 FICA Expense	11,558.62	14,196.91	81.42%	63,795.40	72,178.08	88.39%	\$63,795.40	\$175,000.00	36.45%

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

	Nov 2023			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
2505012 IMRF Expense-ER	14,829.47	23,484.14	63.15%	80,581.50	96,207.74	83.76%	\$80,581.50	\$225,000.00	35.81%
3005218 Audit Expense		1,420.65	0.00%	7,390.00	10,000.00	73.90%	\$7,390.00	\$10,000.00	73.90%
5085000 Facilities Expenses									
5085001 Facilities Salaries	9,124.90	10,110.03	90.26%	50,037.81	52,461.96	95.38%	\$50,037.81	\$127,000.00	39.40%
5085212 Custodial Services	3,608.00	3,721.23	96.96%	18,040.00	17,792.45	101.39%	\$18,040.00	\$45,100.00	40.00%
5085213 Disposal Services	680.55	675.91	100.69%	3,191.65	2,999.91	106.39%	\$3,191.65	\$7,200.00	44.33%
5085214 Facilities Maint Agreement	572.46	500.00	114.49%	3,353.13	2,500.00	134.13%	\$3,353.13	\$6,000.00	55.89%
5085215 Equipment Maintenance Agreement	655.85	838.47	78.22%	3,896.21	3,733.34	104.36%	\$3,896.21	\$12,000.00	32.47%
5085216 Building Repair		3,203.99	0.00%	7,098.29	11,317.05	62.72%	\$7,098.29	\$35,000.00	20.28%
5085217 Equipment Repair	300.00	1,290.15	23.25%	9,591.82	7,729.80	124.09%	\$9,591.82	\$16,500.00	58.13%
5085399 Contingencies		0.00		0.00	0.00		\$0.00	\$20,000.00	0.00%
5085601 Utilities - Electric	3,110.04	2,882.22	107.90%	20,726.02	17,035.09	121.67%	\$20,726.02	\$40,000.00	51.82%
5085602 Utilities - Gas	499.69	527.46	94.74%	1,259.03	1,316.37	95.64%	\$1,259.03	\$7,200.00	17.49%
5085603 Utilities - Water		382.51	0.00%	1,433.13	1,964.86	72.94%	\$1,433.13	\$4,200.00	34.12%
5085604 Building Supplies	66.96	810.75	8.26%	1,064.57	4,857.83	21.91%	\$1,064.57	\$9,600.00	11.09%
5085605 Equipment & Tools		174.42	0.00%	324.64	914.35	35.51%	\$324.64	\$3,500.00	9.28%
5085606 Janitorial Supplies		1,544.23	0.00%	5,781.50	6,338.90	91.21%	\$5,781.50	\$20,000.00	28.91%
5085611 Rental Prop Util/Trash/Water	186.26	1,333.33	13.97%	2,300.17	6,666.65	34.50%	\$2,300.17	\$16,000.00	14.38%
5085909 Rental Prop General Maint		1,250.00	0.00%	2,113.94	6,250.00	33.82%	\$2,113.94	\$15,000.00	14.09%
Total 5085000 Facilities Expenses	\$ 18,804.71	\$ 29,244.70	64.30%	\$ 130,211.91	\$ 143,878.56	90.50%	\$130,211.91	\$384,300.00	33.88%
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		225.00	833.70	26.99%	\$225.00	\$5,000.00	4.50%
7505214 Architechural Services	175,581.19	66,666.67	263.37%	305,392.22	333,333.35	91.62%	\$305,392.22	\$800,000.00	38.17%
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		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	6,250.00	0.00%	\$0.00	\$15,000.00	0.00%
Total Expenses	\$ 422,625.56	\$ 413,154.89	102.29%	\$ 1,901,479.46	\$ 2,153,413.96	88.30%	\$1,901,479.46	\$12,168,000.00	15.63%
Net Operating Income	-\$ 353,756.25	\$ 8,718,564.92	-4.06%	\$ 2,753,455.05	\$ 11,305,419.27	24.36%	\$2,753,455.05	\$2,728,971.49	100.90%

**Plainfield Public Library District - Total
Budget vs. Actuals: FY_2023_2024 - FY24 P&L**

July - November, 2023

Net Income

Nov 2023			YTD			YTD to Total Budget		
Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
-\$ 353,756.25	\$ 8,718,564.92	-4.06%	\$ 2,753,455.05	\$ 11,305,419.27	24.36%	\$2,753,455.05	\$2,728,971.49	100.90%

Check number	Transaction date	Vendor Name	Account	Amount
11391	11/07/2023	Accurate Employment Screening, LLC	Checking Account Chase Bank	-\$ 106.68
11392	11/07/2023	Baker & Taylor - Continuation Service	Checking Account Chase Bank	-\$ 462.57
11393	11/07/2023	Balaban, Laura	Checking Account Chase Bank	-\$ 759.00
11394	11/07/2023	Brillon, Becky	Checking Account Chase Bank	-\$ 100.00
11395	11/07/2023	Cramer, Daniel	Checking Account Chase Bank	-\$ 150.00
11396	11/07/2023	ENGIE Resources LLC	Checking Account Chase Bank	-\$ 3,391.82
11397	11/07/2023	Groot, Inc.	Checking Account Chase Bank	-\$ 680.55
11399	11/07/2023	Rand, Janet	Checking Account Chase Bank	-\$ 150.00
11401	11/07/2023	Titan Image Group, Inc.	Checking Account Chase Bank	-\$ 2,729.70
11400	11/07/2023	Sands, Katharine	Checking Account Chase Bank	\$ 0.00
11402	11/07/2023	Village of Plainfield	Checking Account Chase Bank	-\$ 265.44
11398	11/07/2023	RAILS	Checking Account Chase Bank	-\$ 1,375.00
11403	11/07/2023	Village of Plainfield	Checking Account Chase Bank	-\$ 132.27
11404	11/07/2023	Village of Plainfield	Checking Account Chase Bank	-\$ 124.58
11405	11/08/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 2,326.52
11406	11/08/2023	Cintas	Checking Account Chase Bank	-\$ 473.16
11407	11/08/2023	Dudek, Debra	Checking Account Chase Bank	-\$ 175.00
11408	11/08/2023	Gale / Cengage Learning	Checking Account Chase Bank	-\$ 21.31
11409	11/08/2023	Lauterbach & Amen, LLP	Checking Account Chase Bank	-\$ 7,190.00
11410	11/08/2023	Menards	Checking Account Chase Bank	-\$ 70.14
11411	11/08/2023	Outsource IT Solutions Group	Checking Account Chase Bank	-\$ 44.20
11412	11/08/2023	Paragon Micro Inc.	Checking Account Chase Bank	-\$ 479.85
11413	11/08/2023	Ramos, Leslie	Checking Account Chase Bank	-\$ 100.00
11414	11/08/2023	Slager, Gina	Checking Account Chase Bank	-\$ 150.00
11415	11/08/2023	Tri-K	Checking Account Chase Bank	-\$ 2,257.40
11416	11/08/2023	Vidmar, Nicholas	Checking Account Chase Bank	-\$ 100.00
11417	11/08/2023	Whitmore Ace	Checking Account Chase Bank	-\$ 103.15
11418	11/13/2023	Anderson Pest Solutions	Checking Account Chase Bank	-\$ 99.30
11419	11/13/2023	Blackstone Publishing	Checking Account Chase Bank	-\$ 190.75

Check number	Transaction date	Vendor Name	Account	Amount
11420	11/13/2023	D&Z HOUSE OF BOOKS	Checking Account Chase Bank	-\$ 888.80
11421	11/13/2023	Raymond Geddes Co., Inc.	Checking Account Chase Bank	-\$ 50.00
11422	11/13/2023	Metronet	Checking Account Chase Bank	-\$ 1,031.63
11423	11/13/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$ 1,495.08
11424	11/13/2023	Naperville Sun	Checking Account Chase Bank	-\$ 134.99
11425	11/14/2023	Evans, Claire	Checking Account Chase Bank	-\$ 175.00
11426	11/14/2023	Paterson, Jill	Checking Account Chase Bank	-\$ 275.00
11427	11/14/2023	Blackstone Publishing	Checking Account Chase Bank	-\$ 179.95
11428	11/14/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$ 204.00
11429	11/28/2023	Augustana College	Checking Account Chase Bank	-\$ 52.00
11430	11/28/2023	Baker & Taylor - Continuation Service	Checking Account Chase Bank	-\$ 106.15
11431	11/28/2023	Blackstone Publishing	Checking Account Chase Bank	-\$ 71.99
11432	11/28/2023	Blue Cross and Blue Shield of Illinois	Checking Account Chase Bank	-\$ 15,033.25
11433	11/28/2023	Catapult- Formerly CAI & TEA	Checking Account Chase Bank	-\$ 50.00
11434	11/28/2023	ComEd	Checking Account Chase Bank	-\$ 93.08
11435	11/28/2023	Complete Cleaning Company	Checking Account Chase Bank	-\$ 3,608.00
11436	11/28/2023	Cross Points Sales, Inc.	Checking Account Chase Bank	-\$ 150.00
11437	11/28/2023	Daily Southtown	Checking Account Chase Bank	-\$ 112.99
11438	11/28/2023	DuPage Children's Museum	Checking Account Chase Bank	-\$ 100.00
11439	11/28/2023	Elan Financial Services	Checking Account Chase Bank	-\$ 12,996.54
11440	11/28/2023	ENGIE Resources LLC	Checking Account Chase Bank	-\$ 2,984.09
11441	11/28/2023	First-Citizens Bank & Trust Co.	Checking Account Chase Bank	-\$ 2,697.65
11442	11/28/2023	Metropolitan Life Insurance Company	Checking Account Chase Bank	-\$ 1,435.70
11443	11/28/2023	Morgan, Lindsay	Checking Account Chase Bank	-\$ 15.00
11444	11/28/2023	Naperville Public Library	Checking Account Chase Bank	-\$ 162.88
11445	11/28/2023	NCPERS Group Life Ins.	Checking Account Chase Bank	-\$ 96.00
11446	11/28/2023	Nicor Gas	Checking Account Chase Bank	-\$ 410.99
11447	11/28/2023	Outsource IT Solutions Group	Checking Account Chase Bank	-\$ 6,000.00
11448	11/28/2023	Round Rock Public Library	Checking Account Chase Bank	-\$ 26.95

Check number	Transaction date	Vendor Name	Account	Amount
11449	11/28/2023	Sheehan Nagle Hartray Architects, Ltd.	Checking Account Chase Bank	-\$ 175,581.19
11450	11/28/2023	Vision Service Plan (IL)	Checking Account Chase Bank	-\$ 75.70
11451	11/28/2023	ComEd	Checking Account Chase Bank	-\$ 125.95
11452	11/28/2023	Nicor Gas	Checking Account Chase Bank	-\$ 93.18
11453	11/28/2023	Nicor Gas	Checking Account Chase Bank	-\$ 88.70
11454	11/28/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 1,277.45
11455	11/28/2023	Chicago Tribune	Checking Account Chase Bank	-\$ 203.92
11456	11/28/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$ 609.69
11457	11/28/2023	Balaban, Laura	Checking Account Chase Bank	-\$ 736.00
11458	11/30/2023	Forst, Richard	Checking Account Chase Bank	-\$ 250.00
11459	11/30/2023	Forst, Tauya	Checking Account Chase Bank	-\$ 250.00
11460	11/30/2023	Quest College Consulting	Checking Account Chase Bank	-\$ 200.00
Total				-\$254,337.88

November 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	5,345,105.13	241,858.93	68,230.71	484,928.43	1,000.00	6,141,123.20
Deposits	21,184.60	23,507.68		4,681.90	4,820.35	54,194.53
Transfer In	0.00	450,000.00				450,000.00
Interest Earned	13,693.97		309.53	2,212.76		16,216.26
Total Receipts	34,878.57	473,507.68	309.53	6,894.66	4,820.35	6,661,533.99
Checks Cleared	(450,000.00)	(74,065.73)				(524,065.73)
Transfers Out					(4,681.90)	(4,681.90)
Drivers License		(3,446.75)				(3,446.75)
Payroll Fees		(754.80)				(754.80)
Bank Fees		(393.27)			(138.45)	(531.72)
FSA		(585.01)				(585.01)
Payroll		(151,029.52)				(151,029.52)
IMRF		(23,332.99)				(23,332.99)
457 Payment		(4,810.00)				(4,810.00)
Total Disbursements	(450,000.00)	(258,418.07)	0.00	0.00	(4,820.35)	(713,238.42)
Ending Balance	4,929,983.70	456,948.54	68,540.24	491,823.09	1,000.00	5,948,295.57

FY23 Fund Activity 07/01/23 - 11/30/2023

	Library	Audit	Building & Maintenance	FICA	IMRF	Reserve	Total
Tax Revenue	\$3,669,232.98	\$0.00	\$333,138.54	\$122,858.49	\$146,486.61	\$0.00	\$4,271,716.62
Other Revenue	\$204,063.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$204,063.00
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$88,019.00	\$88,019.00
Interest	\$83,293.30	\$0.00	\$0.00	\$0.00	\$0.00	\$1,548.67	\$84,841.97
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	\$3,951,364.33	\$0.00	\$333,138.54	\$122,858.49	\$146,486.61	\$101,086.54	\$4,654,934.51
Payroll	\$634,460.34	\$0.00	\$50,037.81	\$0.00	\$0.00	\$0.00	\$684,498.15
Personnel Expenses	\$91,269.13	\$0.00	\$0.00	\$63,795.40	\$80,581.50	\$0.00	\$235,646.03
Technology	\$80,284.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,284.00
Other Expenses	\$489,795.83	\$7,390.00	\$80,174.10	\$0.00	\$0.00	\$323,691.35	\$901,051.28
Total Expenses	\$1,295,809.30	\$7,390.00	\$130,211.91	\$63,795.40	\$80,581.50	\$323,691.35	\$1,901,479.46
Net Income	\$2,655,555.03	(\$7,390.00)	\$202,926.63	\$59,063.09	\$65,905.11	(\$222,604.81)	\$2,753,455.05

Plainfield Public Library District
Director's Report
Lisa Pappas, Director
December 8, 2023

Renovation Planning Update

Both SMC and SNHA will be providing their recommendations on the construction and furniture bids following the conclusion of bid openings this week. The recommendations will be shared with you so you have time to review them prior to the meeting. At the meeting, we will award bids to the lowest responsible bidders as well as consider the alternate bids. SMC and SNHA staff will be in attendance.

We have begun a dialogue with the Park District about use of their space during renovation. Head of YTS Katie Gulas, Head of Adult Services Lauren Pierce and I met with Park District Director Carlo Capalbo to look at the spaces at their administrative building as well as at the Des Plaines Street facility yesterday and we have some really great possibilities for collaboration for program space. I have also started a conversation with Superintendent Wood about the use of the parking lot at the Academy for staff parking during construction and the potential use of the Ina Brixey Preschool Center for summer programming.

Finance Committee Mid-Year Review

The Finance Committee should plan to meet to review the FY23 budget now that we are midway through the year. I am tentatively suggesting Wednesday, January 10 at 6:30 pm to meet; it can be done via Zoom.

143rd Street Extension Begins

Included in the packet is an update letter from Village Administrator Joshua Blakemore regarding the details of payment for the 143rd Street extension IGA. We will begin our payments in 2025.

Vehicle Purchase Update

After exhausting multiple avenues for purchasing a Ford Transit Connect without success, and after consulting with several other libraries in the same situation, we are now considering purchasing a Chrysler Pacifica minivan. We will go through the bid process and anticipate awarding a bid at the January 17 meeting. More details to be shared at the meeting.

Ordinance for Notice of Intent to Issue Bonds

The ordinance for our Notice of Intent to Issue Bonds is included in the packet. This is the first step in the process; this is published providing 30 days notice and then the hearing will take place at the January 17 regular board meeting. The ordinance was prepared by IceMiller, our legal counsel for the bond process. You'll recall from our prior conversations with financial advisor Jamie Rachlin, that the Board chose to decide on the final bond amount at the December meeting. We will have an update on Jamie's recommendation at the meeting.

LIRA Liability Insurance Pool Update

Finance Manager Sally Wold and I attended the renewal meeting last week. LIRA now

has 63 libraries participating. When we joined at its inception in 2012 there were 23 libraries. Our renewal increase is going up by 16%; which is the highest increase we've experienced. The largest increase is in the excess liability coverage, which was unexpected but according to AJ Gallagher has everything to do with the fact that libraries, as entities open to everyone and everything, pose challenges for insurers. Situations like the bomb threats of the summer and fall impacted this renewal.

ILA Legislative Breakfast December 6

I was able to connect with both State Senator Meg Loughran Cappel and State Representative Harry Benton who committed to attending the event. They did both attend, as did 10 other legislators or their representatives. Trustee Lauren Las joined us as well.

State Statute Requiring Certification Against Book Banning

A new requirement of the IPLAR (Illinois Public Library Annual Report) this year is certification that the Library meets the following state statute: [75 ILCS 10/8.7](#). It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. Illinois libraries are only eligible for state-funded grants if they provide a written certification that they have adopted the American Library Association's Library Bill of Rights, specifically indicating reading materials should not be removed or restricted because of partisan or personal disapproval; or provide their own policy statement prohibiting the practice of banning books or resources.

Our Library adopted the ALA's Bill of Rights long ago; we recommend adding a sentence to our Collection Development policy to address this requirement.

Extended Bereavement Policy

A new employment law necessitates adding a section to our bereavement leave policy specifically allowing for leave in the case of suicide or homicide of a child. The suggested additions are in your packet for your review.

New Business on Lockport St

The village notified us as an adjacent property owner of the plans for the former Tawny Tortoise building (immediately adjacent/connected to the Baci building). The [public hearing](#) is on the Planning Commission agenda for Tuesday, December 5. Parsonage Events is planning a boutique style banquet and event space for up to 85 people. The plan involves using the public parking lot as usable parking for their events. Their timeline for opening is currently unknown and impacted by the fact that building owners have to improve the water line on the property which can't be done until spring. I plan to view the recording of the hearing and will report to the Board at our meeting.

Online Payments

We are now set up to accept online payments for donations, sponsorships and impact fees (developer fees). We have had a spell of small donation requests recently, many preferring to pay online (even with the convenience fees) and in an effort to simplify

the impact fee process, we're offering developer's the option to pay online--again, with convenience fees.

Meetings Attended

11.08	Weekly meeting with Head of YTS, Katie Gulas
11.09	HR Source webinar: Accountability
11.10	Vendor meeting: SNHA re: FF&E Bi-weekly meeting with Head of MM, Rebecca Pfenning
11.13	Weekly meeting with Head of CE&M, Tracey Lane Weekly meeting with Head of Adult Services, Lauren Pierce
11.14	Al Aqsa Islamic Center Interfaith Dinner Zonta membership meeting
11.15	Board meeting
11.16	Leadership Team meeting with SMC and SNHA re: phasing plan
11.17	Directors coaching group meeting Oak Brook
11.20	Weekly meeting with Head of CE&M, Tracey Lane Bi-weekly meeting with Head of Borrower Services, Marisa Barys
11.21	Weekly meeting with Head of YTS, Katie Gulas
11.28	Weekly meeting with Head of AS, Lauren Pierce Zonta Executive Board meeting
11.29	LIRA Renewal meeting Weekly meeting with Head of Adult Services, Lauren Pierce Weekly meeting with Head of YTS, Katie Gulas
11.30	Construction Bid opening
12.01	Director meeting with new employee, Erica Cullinan
12.04	Vendor meeting: T-Mobile re fixed internet devices
12.05	In-Service Committee 2024 kick-off meeting Vendor meeting: OSG 90 day status meeting Bi-weekly meeting with Head of Borrower Services, Marisa Barys Village of Plainfield Plan Commission hearing
12.06	ILA Legislative Breakfast Alsip IL Weekly meeting with Head of YTS, Katie Gulas Construction Bid Opening Part 2



Illinois Library Association LIBRARY LEGISLATIVE MEETUPS

103rd Illinois General Assembly | 2024 Spring Session |

Fund Libraries

Fully fund Fiscal Year 2025 state appropriations for the Illinois Secretary of State's grant programs, equalization grants, and per capita grants for public libraries, school libraries, and library systems. Approve appropriations for the Illinois State Library and higher education institutions including state university and community college academic libraries for the benefit of students, their families, and our communities. Increase the per capita and per student grant rates for public libraries and school libraries, respectively, to keep pace with increased expenses libraries will incur throughout the year.

Raise the Current Competitive Bidding Threshold

The Illinois Local Library Act and the Public Library District Act of 1991 currently set the competitive bidding threshold at \$25,000. The association supports legislation seeking an inflationary adjustment to \$30,000 for administrative burden relief and taxpayer savings.

Amend the Acquisition of Treasurer Bonds for Libraries

Illinois libraries are required to acquire treasurer bonds at 50% of the total funds received by a library in the previous fiscal year. Other units of local government, however, are required to acquire treasurer bonds at 10% of yearly collected revenue. ILA will introduce legislation seeking parity between libraries and other governmental units to require library treasurers to hold a bond of 10% of total revenue collections from the previous fiscal year.

Equitable Access to Electronic Literary Materials Act

Restrictions placed on libraries accessing digital content have posed a challenge in acquiring and providing access to e-books, as publishers often impose restrictive licensing and contractual terms. Most publishers and aggregators force libraries to acquire e-books with licensing terms that make it impossible to meet library standard access and preservation missions. ILA is proposing legislation seeking to change this through a new state law based on consumer protection and contract law to regulate library e-books contracts with publishers.



Illinois Library Association
560 W. Washington Blvd, Suite 330
Chicago, IL 60661
e: ila@ila.org w: ila.org



@ILLibraryAssoc



@IllLibraryAssoc



[illibraryassociation](https://www.instagram.com/illibraryassociation)



Illinois Library Association



Illinois Library Association LIBRARY LEGISLATIVE MEETUPS

118th U.S. Congress | Second Session |

Funding and Support

Dedicated library programs: Increase and maintain funding for the:

- Institute of Museum and Library Services, which administers the Library Services and Technology Act, with priority on services and technology for underserved communities;
- Innovative Approaches to Literacy program and support for school libraries through the Department of Education;
- Improving Library and Museum Facilities proposed program or other approaches to support library renovation and construction, sustainability, and resilience; and
- National library programs, including the Library of Congress and the Federal Depository Library Program.

Library-eligible programs: Continue and enhance federal programs for which libraries are eligible recipients or partners. Recognize and support libraries' important roles in:

- Economic and workforce development, including in reauthorization of the Workforce Innovation and Opportunity Act;
- K-12 and early education, including in reauthorization of the Every Student Succeeds Act; and
- Higher education, including in reauthorization of the Higher Education Act.

Library workers: Provide support and relief for library workers, including preserving the eligibility of library workers for Public Service Loan Forgiveness.

Digital Inclusion and Skills

To promote digital equity, access to technology, and enable modern library services, libraries in all parts of the country must be able to serve their users with fast and affordable broadband, technology access, and digital skills training.

- E-rate: Improve outreach and technical assistance for applicants to increase library participation in the program, especially in underserved communities. Expand eligible uses.
- Digital skills and economic opportunity: Expand support for libraries to deliver digital skills training and business and workforce development resources.
- Content access and liability: Restore net neutrality protections. Preserve Section 230 of the Communications Decency Act liability protections for libraries.

Copyright, Licensing, and Competition

Libraries rely on balanced and flexible copyright policy to enable vital library services. ALA supports a modern copyright system with effective user rights and limitations and exceptions to copyright. Additionally, libraries rely on fair licenses and market practices in order to provide access to digital content such as e-books.

- E-books and digital content: Prevent unfair and anti-competitive practices that limit libraries' ability to meet their users' reading and information needs.
- Copyright Office: Preserve the Librarian of Congress' authority to manage and oversee the Copyright Office.

Government Information and Services

Libraries provide access to government information and services in communities across the country. ALA supports policies that assist libraries in providing no-fee permanent public access to government information and equitable access to government services, which includes voting.

- Federal Depository Library Program: Modernize the Federal Depository Library Program.
- Public access to research: Ensure public access to publicly-funded research and data.

Dear Neighbor,

I trust this letter finds you well. We are reaching out to share the exciting news about our new venture, The Parsonage Events, and to inform you of our application for a Business Special Permit in Plainfield, IL. Please find the official letter enclosed for your reference. Our mission is to establish a local event space that caters to the diverse needs of our community while enhancing the social fabric of our town.

The proposed location for The Parsonage Events is the historic property at 24012 W Lockport St., Plainfield, formerly a Rectory. Our vision is to preserve its historical significance by creating an intimate, boutique setting. As founders, we will personally manage day-to-day operations, sales, and marketing, with plans to expand our team with 1-2 part-time staff as the business grows.

Our venue will be available for a range of events, primarily on weekends, such as showers, rehearsals, anniversaries, birthdays, social gatherings, and micro weddings/elopements. On weekdays, we aim to offer the space for rentals, accommodating photography sessions, corporate luncheons, and meetings. The goal is not just to provide an event space but to create a gathering place for making memories, hosting unique local events, and giving back to the community in addition to full scale event planning services.

The maximum capacity for standing room events is 85 guests, with approximately 60 guests for seated events. Drawing on over a decade of experience in planning events in Chicago, I bring valuable insights into event management and the art of curating guest experiences that align with our community's values. Our deep roots and understanding of local expectations position us to ensure the success of The Parsonage Events.

As long-standing members of Plainfield, my family's history in the area, including owning and operating Krebs Drug Store, inspires us with a sense of responsibility and dedication to preserving our town's unique character. Lockport St. holds a special place in my heart, where I spent my after-school hours and eventually worked part-time. It is a dream of mine to bring my city experience to a place I now call home again and where I am raising my own family.

We are committed to ensuring that The Parsonage Events becomes an asset to the Plainfield community, fully compliant with local regulations and guidelines. Should you have any questions or need additional information, we are at your disposal. Thank you for your time and consideration of our application. We eagerly anticipate the opportunity to positively contribute to our community by providing a unique and welcoming space for various events. Please do not hesitate to reach out with any questions.

Best Regards,

Megan Kramer (815-263-9010)

Aaron Kramer (630-450-5947)

November 14, 2023

**PLAINFIELD PUBLIC LIBRARY DIST
15025 S ILLINOIS ST
PLAINFIELD IL 60544**

RE: Case 2030-101923.SU

Dear Adjacent Landowner:

PUBLIC NOTICE is hereby given to all persons interested that Megan Kramer, has filed with the Village of Plainfield an application for a Special Use to operate an event space for the property located at 24012 W. Lockport St., Plainfield (PIN 06-03-09-408-041-0000).

**A public hearing will be held on
December 5, 2023, at 7:00 p.m.
Plainfield Village Hall
24401 W. Lockport Street
Plainfield, Illinois**

The meeting will be conducted in person during which the commission will hear evidence presented on the Petition and such other matters as may properly come before it. All interested parties are invited to attend the public hearing and will be given an opportunity to be heard. Any updates or changes will be posted on the Village's website – <https://www.plainfieldil.gov>.

The public hearing may also be viewed on Plainfield Community Television on Comcast Channel 6 and AT&T U-verse Channel 99. It can also be viewed live at <https://www.plainfieldil.gov/government/agendas-meetings>. Click "In Progress" to watch a meeting in progress.

Should you have any questions regarding this matter, please feel free to contact the Village Planning Department at (815) 439-2824 or by emailing planning@goplainfield.com or the undersigned petitioner.

Sincerely,

Megan Kramer & Aaron Kramer
815-263-9010
630-450-5947



John F. Argoudelis
PRESIDENT

Michelle Gibas
VILLAGE CLERK

TRUSTEES

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

VIA EMAIL & U.S. MAIL

November 21, 2023

Lisa Pappas
Director
PLAINFIELD AREA PUBLIC LIBRARY
15025 S. Illinois St.
Plainfield, IL 60544

Re: 143rd Street West Status Update and IGA Coordination

Ms. Pappas:

On behalf of the Village of Plainfield team, I'm pleased to provide the following update on the status of upcoming construction of the 143rd Street west project, extending 143rd Street between Ridge Road and Steiner Road. In addition, this letter includes details that may be helpful for the Library District in planning for future property tax reimbursement payments to the Village of Plainfield pursuant to the previously approved intergovernmental agreements (IGA's) that were approved to fund the project with 50 percent of the property tax revenue each local unit of government receives from the Diageo/Midwest Warehouse distribution center at 25820 W. 143rd St. (PIN 06-03-06-400-005-0000).

At its November 6, 2023 meeting, the Plainfield Village Board awarded the construction contract for the 143rd Street west project in the amount of \$10,443,768 to Austin Tyler Construction. The scope of work includes extending 143rd Street as a three-lane section west from its current terminus west of Steiner Road to Ridge Road; reconstructing the Ridge Road-Johnson Road/143rd Street intersection, including the addition of a signalized intersection and turn lanes on Ridge Road; and extending the 16-inch water main west from Steiner Road along the new 143rd Street and continuing north on Ridge Road to connect to the existing water main near Plainfield Road. The construction contract has a deadline for completion by late November 2024.

Once the project is completed late next year, the Village of Plainfield will certify the total construction costs. The Village was successful in securing approximately \$980,000 in grant funding. Kendall County also agreed to provide \$1 million toward the cost of the Ridge Road-143rd Street intersection improvements. Pursuant to IGA's that were approved by each unit of local government, all taxing districts agreed to provide funding of up to \$7.5 million in total over the 10-year period following completion of the project. The amount to be provided by each entity is based on 50 percent of the property tax bill from the Diageo distribution center.

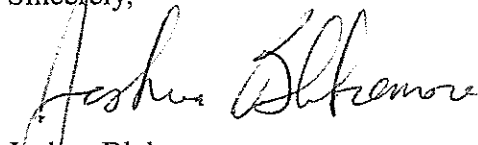
143rd Street West Status Update and IGA Coordination
November 21, 2023
Page 2

For the Plainfield Area Public Library, for the 2023 property tax bill, the amount paid to the Library District is \$35,949 and the amount that would be provided to the Village of Plainfield is \$17,974.50. We would be looking to collect this reimbursement in early 2025 following certification of the final construction costs. This would be the first payment of up to 10 years of payments or until the Village has received the maximum amount owed by the Plainfield Area Public Library of \$171,505 per the funding cap in the IGA.

We wanted to share this status update and also provide the financial information that may help your district plan for the future reimbursement requests. The elected officials and staff of the Village of Plainfield are grateful for the Library District's support of this project, which was instrumental in securing the Diageo distribution center. This project has generated more than \$4.8 million in local property tax revenues since it was completed in 2020. Completion of the 143rd Street west extension is also critical to other approved and anticipated projects, such as DHL Supply Chain (1.2 million sf), BP-Chill (380,000 sf, under construction), and a third project of approximately 1.5 million sf proposed for the 143rd Street west corridor.

Thank you again for your support of this important regional infrastructure improvement. Let me know if you have any questions regarding the above information or if I may be of further assistance.

Sincerely,



Joshua Blakemore
Village Administrator

cc: Scott Threewitt, P.E., Public Works Director
Jonathan Proulx, Planning Director

06-03-06-400-005-0000
LIT PLAINFIELD BTS LLC
ATTN ASSET MANAGER
1717 MCKINNEY AVE STE
1900
DALLAS TX 75202

Township
PLAINFIELD

Property Class	Tax Code	Tax Rate
C	0602	8.1173
2021 NET EAV		2022 NET EAV
19,883,530		19,883,530

Taxing Body	2021		2022	
	Rate	Amount	Rate	Amount
FOREST PRESERVE	1339	26,624.05	.1257	24,993.60
WILL COUNTY BLDG COMM	.0000	.00	.0000	.00
PLFD TWP TOWN FUNDS	.0780	15,509.15	.0754	14,992.18
PLFD TWP ROAD FUNDS	.0517	10,279.79	.0500	9,941.77
PLAINFIELD FIRE DIST	.9302	184,956.60	.9230	183,524.98
UNIT SCHOOL DIST 202	5.2250	1,038,914.44	5.1481	1,023,624.01
COMM COLLEGE DIST 525	.2848	56,628.29	.2876	57,185.03
VILLAGE OF PLAINFIELD	.4669	92,836.20	.4669	92,836.20
VIL PLAINFIELD RD BR	.0515	10,240.02	.0498	9,902.00
PLAINFIELD PARK DIST	.2526	50,225.80	.2480	49,311.15
PLFD PUB LIB DIST	.1821	36,207.91	.1808	35,949.42
WILL COUNTY	.5761	114,549.01	.5620	111,745.44

*** TOTAL *** 8.2328 1,636,971.26 8.1173 1,614,005.78

**143rd Street West
Intergovernmental Agreements Summary**

Estimated Cost/Maximum Reimb.: \$7,500,000

Unit of Gov't.	Percent by Unit of Gov't.	Cap by Unit of Gov't.
PSD202	67.93%	\$5,094,903
Plainfield Fire	11.49%	\$861,546
Will County Bldg	7.13%	\$534,424
Village of Plainfield	0.00%	\$0
JJC	3.56%	\$267,303
Plainfield Park Dist	3.02%	\$226,859
Plainfield Library	2.29%	\$171,505
Forest Preserve	2.26%	\$61,500
Pfld Twp Road Fund	1.00%	\$74,906
Pfld Twp Road Fund	0.66%	\$49,729
VOP Bridge	0.66%	\$49,639
Will County Bldg	0.00%	\$0
	100%	\$7,392,315

			Estimated Tax Bill	Estimated Annual Reimb.
		\$7,500,000	\$ 1,500,000.00	50%
PSD202	67.93%	\$5,094,903	\$ 1,018,980.59	\$ 509,490.30
Plainfield Fire	11.49%	\$861,550	\$ 172,309.95	\$ 86,154.98
Will County Bldg	0.00%	\$0	\$ -	\$ -
JJC	3.56%	\$267,303	\$ 53,460.65	\$ 26,730.33
Plainfield Park Dist	3.02%	\$226,861	\$ 45,372.14	\$ 22,686.07
Plainfield Library	2.29%	\$171,512	\$ 34,302.39	\$ 17,151.19
Forest Preserve	2.26%	\$169,178	\$ 33,835.63	\$ 16,917.81
Pfld Twp Road Fund	1.00%	\$74,908	\$ 14,981.51	\$ 7,490.76
Pfld Twp Road Fund	1.32%	\$99,375	\$ 19,874.97	\$ 9,937.48
Will County Bldg	7.13%	\$534,411	\$ 106,882.16	\$ 53,441.08
	100%	\$7,500,000	\$ 1,500,000.00	\$ 750,000.00

Monthly Report

Author & Writer Summit

Adult Program Coordinator Jenn hosted the Library's 2nd annual Author & Writer Summit on November 4 to kick off NaNoWriMo (National Novel Writing Month). 105 people participated in a full day of programs, including a beaded bookmark take & make, a presentation by the local Toastmasters group and a literary agent Q&A. 3,789 words were written by those who took advantage of the quiet writing room. Lisa assisted with the event and noted the following feedback from participants:

- "I was able to get over a roadblock in the piece I'm writing today."
- "This library has the best programs!"
- "Appreciated having devoted quiet time to write."

Staff Shoutout

Debi selects books monthly for the Perfect Match Book Box subscription program and received this email from patron Jenn Thill:

"Hello, I LOVE the book box program! It is perfect. I don't always fill out my response card, but this last session was the BEST! Love, love, loved every book. One selection, *Breakaway*, was actually a book on my 'to read' list and it was a thrilling surprise to find that as my selection.... This is a great program. I look forward to getting my box each month! Thank you, Debi!"

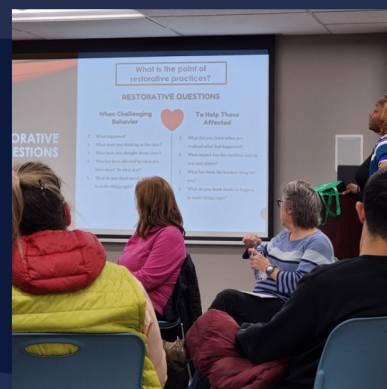


Tarot Card Reading for Beginners November 1

Barabara Meyer explained how to read simple spreads. Each participant had a chance to win their own tarot deck.

Learning, Leveraging & Listening November 29

Attorneys Tauya and Richard Forst explained the benefits of restorative practices including conflict resolution and increased inclusivity.



Museum Passes

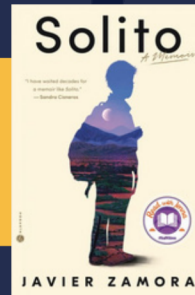
The Library issued 20 Museum Adventure passes and 2 Explore More Illinois passes in November. The Brookfield Zoo was the most popular destination with 11 passes borrowed.

STATISTICS

3D Print Requests	0
Adult Program Attendees	293
Book-a-Librarian Sessions	1
ELL Program Attendees	233
Online Resources Sessions	1502
Proctoring Sessions	0
Public Computer Sessions	578
Questions Answered	947
Tech Training Attendees	34

New English Language Learning Tutors

The Library has a grant partnership with Joliet Junior College to train ELL tutors. Cristina, Adriana, and Wafa recently received their tutoring certificates. ELL Coordinator Laura says "they are a hard-working group of ladies who will add a lot to our program."



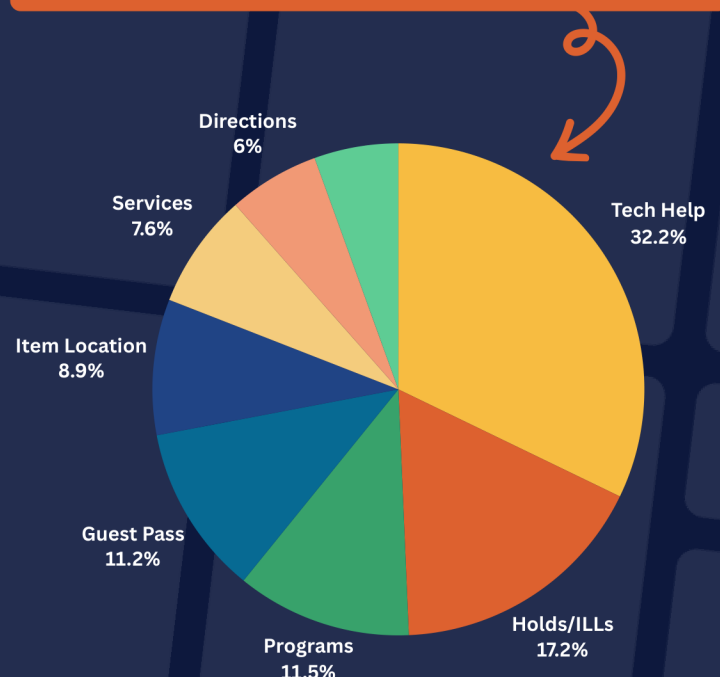
A Novel Idea Book Club November Pick

November Book Displays

- *Native American Voices* (Lisa)
- *Sibling Stories* (Lisa)
- *National Novel Writing Month* (Linda)
- *Non-Fiction November* (Jessica & Colette)
- *Holiday Hot Picks* (Jessica & Colette)
- *Thanksgiving* (Tina)



TOP EIGHT QUESTION CATEGORIES





COMMUNITY RELATIONS



Board Report | November 2023



Prepared by Tracey Lane
Head of Community Engagement
& Marketing



Events & Meetings

- Kiwanis Club Meeting
- Kiwanis Foundation Meeting
- PSACC Board Meeting
- PSACC Executive Board Meeting
- Patron Point Monthly Check-in
- PSACC Giveback Luncheon
- ServPro Holiday Kickoff Party
- Accountability Training
- Marketing 101 Webinar
- Pinnacle and Pours Meeting
- Library Marketing and Communications Conference in Indianapolis (Nov 5-7)
- Volunteered at the 3F Turkey Trot



CE&M Happenings

→ Handmade Holiday Market

- The 3rd annual market was a success with 47 vendors (6 kid vendors) and over 900 visitors.



Grinchmas on the Green

Once again the library sponsored a tree in Village Green park for the holidays. This year staff pitched in to make Wizard of Oz themed ornaments to promote our up coming mini-golf event.



Ongoing Projects

- 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
- Recruiting artists and planning for the opening party for our first art gallery
- Promotions and planning for Putt the Yellow Brick Road have begun:
 - We have sold over 70 tickets
 - Raised over \$4,000 in sponsorship money
- 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.
- The Pinnacle Library marketers are working to get the Pinnacle and Pours program going. We are planning to launch our marketing in February.
- The Library will be featured live on "Where's Allison?" Through the PSACC Facebook page on Monday, December 11



LMCC 2023

- I attended the Library and Marketing Communications Conference in Indianapolis at the beginning of November. This was a very educational conference for me as there were two classes on renovations as well as a class on a beer program (similar to the one we are participating in). I was able to learn a lot and make contacts with libraries to call on later for advice and ideas.



COMMUNITY RELATIONS BY THE NUMBERS



Google Ads Stats

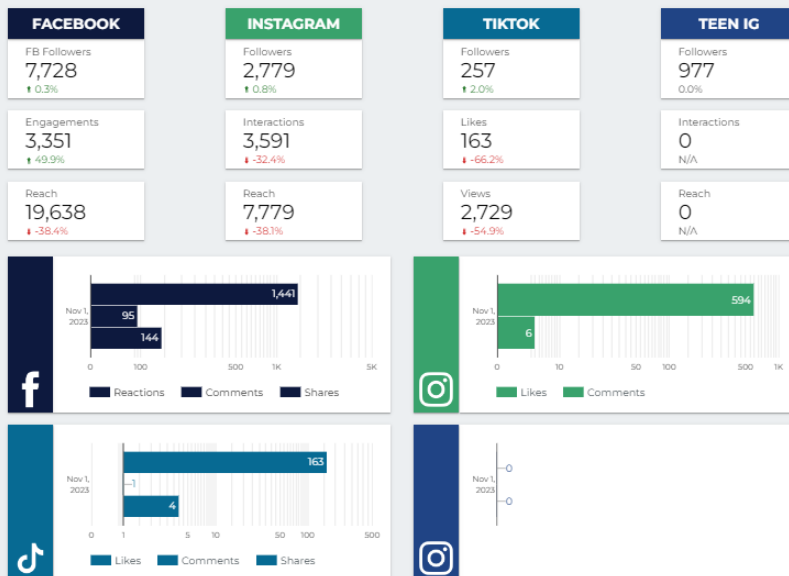
Campaign	Impressions	Click Through Rate	Cost*
Virtual	2,588	12.3%	\$1,772.33
Library	1,857	40.4%	\$2,310.27
Resources	1,012	11.1%	\$971.58

*All costs are waived through the Ad Grants program.



Social Media Stats

Dashboard



Email stats



ENews Weekly Averages

MESSAGES SENT
20,772

OPEN RATE
41.7%

New Cardholder Message Totals

MESSAGES SENT
4,701

OPEN RATE
61%

Inactive Patron Message Totals

MESSAGES SENT
10,664

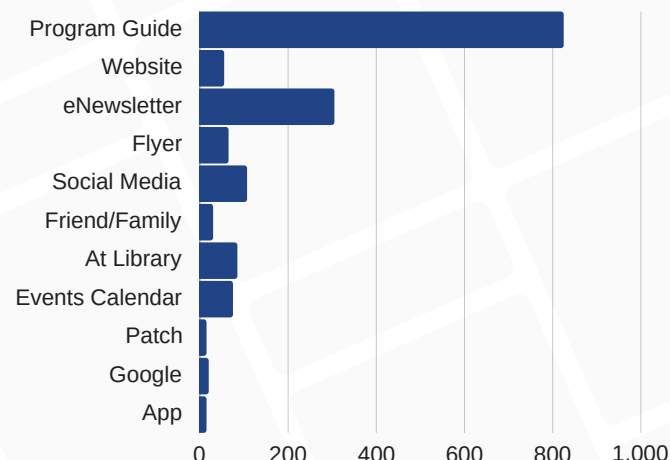
OPEN RATE
42.7%

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

Program Sign Up Stats

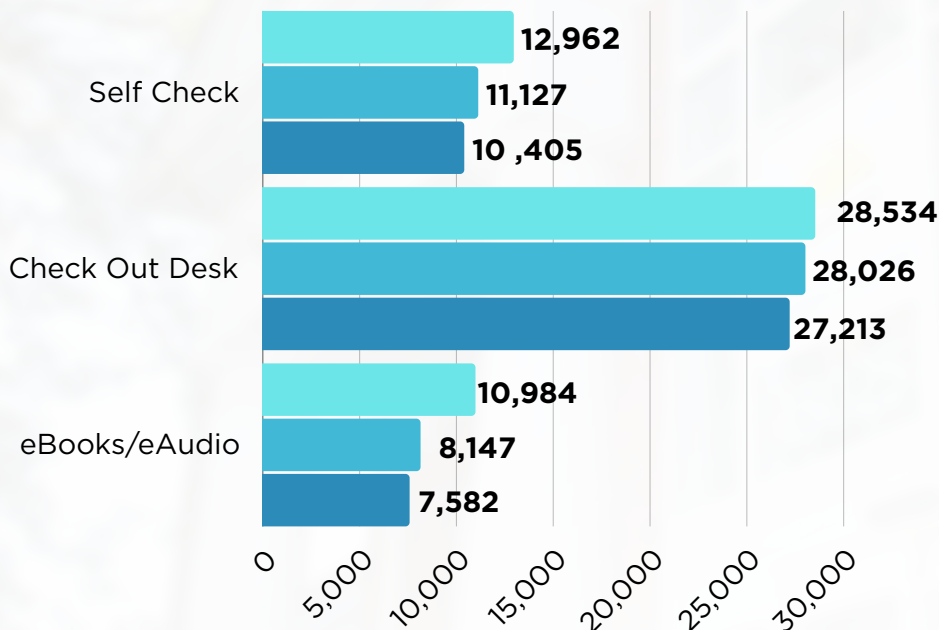


How Patrons Learned About November Programs

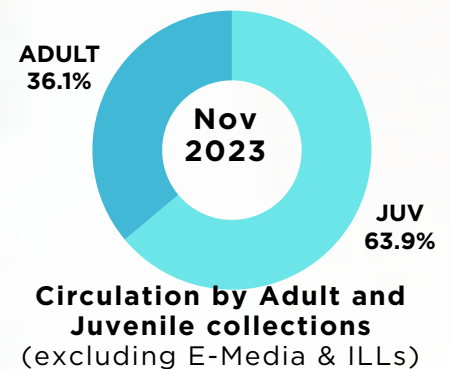


BORROWER SERVICES NEWS

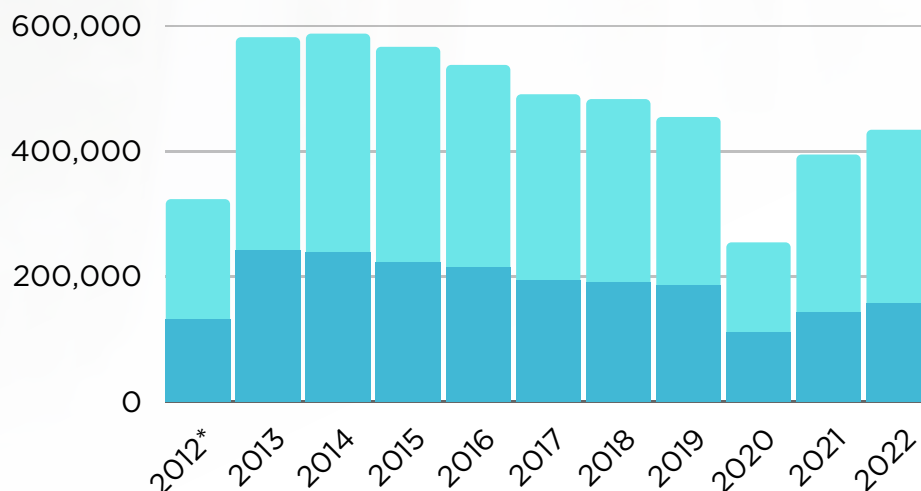
MONTHLY CIRCULATION STATISTICS



Total Nov 2023	52,480
Total Nov 2022	47,300
Total Nov 2021	45,200



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 Nov 2021 38,081

Total Nov 2022 31,127

Total Nov 2023 31,417*

139

NEW
ADULT
CARDS

57

NEW
JUVENILE
CARDS

145

NEW
HOUSEHOLD
CARDS

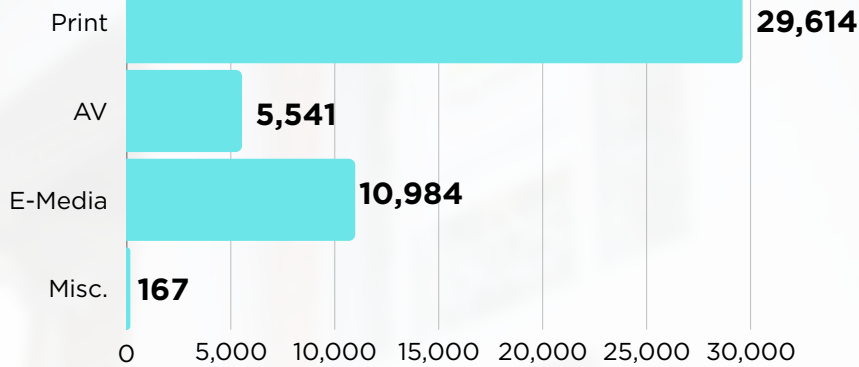
*3 years of purging cards took place 1/23 causing the number to drop.

FYTD NEW HOUSEHOLD CARDS

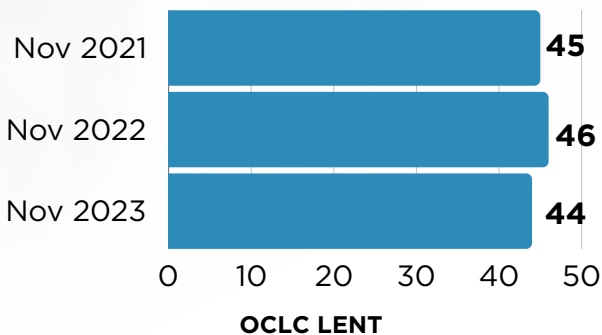
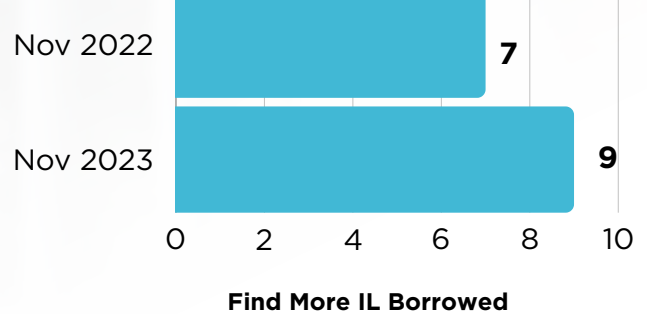
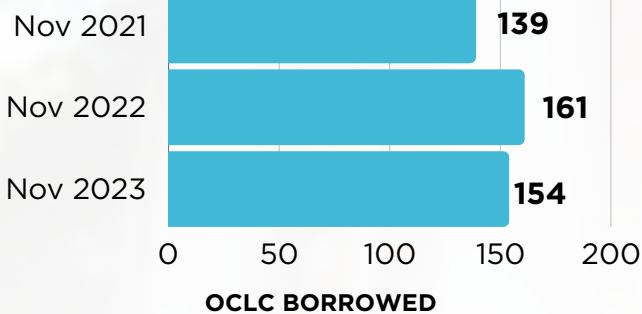
1009 CARDS

MATERIALS STATISTICS

MATERIAL TYPE



MONTHLY INTERLIBRARY LOAN





MONTHLY LOCKER & CURBSIDE STATISTICS

PEHS Lockers

DIFFERENT PATRON VISITS	38
SAME PATRON VISITS	12
FIRST TIME VISITS	5
TOTAL VISITS	108
ITEMS	155

Illinois Street Lockers

DIFFERENT PATRON VISITS	49
SAME PATRON VISITS	14
FIRST TIME VISITS	8
TOTAL VISITS	160
ITEMS	307

CURBSIDE	37
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HOME DELIVERY STATISTICS



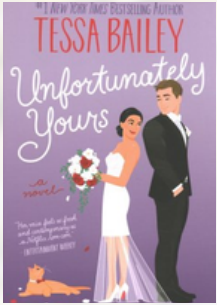

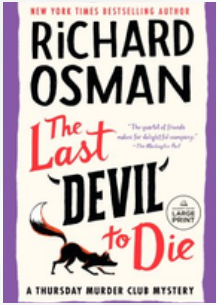
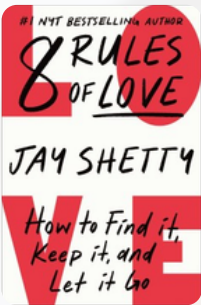
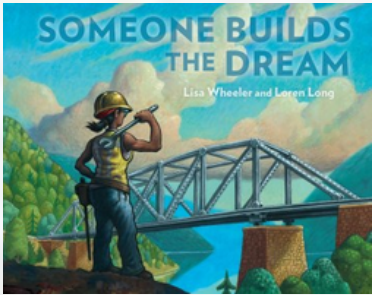
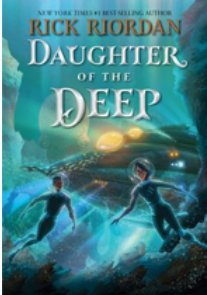

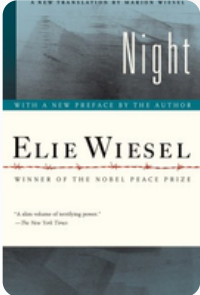


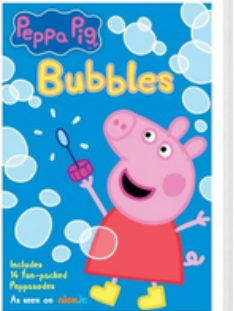

November 2023

PATRONS

ITEMS

RESIDENTS	4	72
AHCL	50	94
HARBOR CHASE	6	22
HERITAGE WOODS	51	133
LAKESWOOD	2	16
TOTAL	113	337

TOP CIRCULATING ITEMS NOVEMBER 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



Decorations by Heather, Nichole, Sarah, Shelley & Val

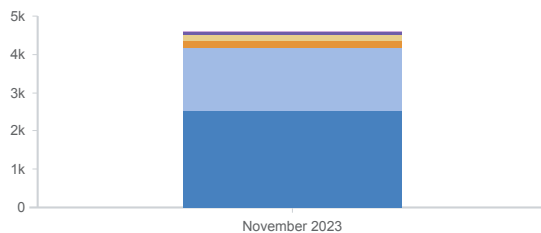
Materials Management monthly report

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

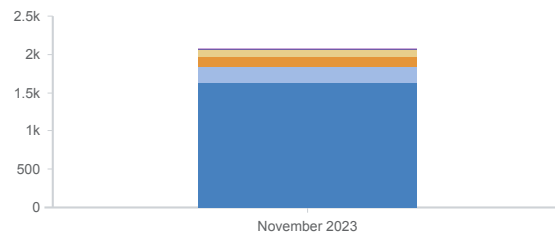
Items added to the collection in November 2023.



4,602

Material type in November 2023

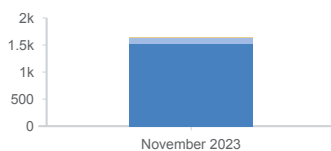
Physical items added to the collection in November 2023.



2,080

Material type in November 2023

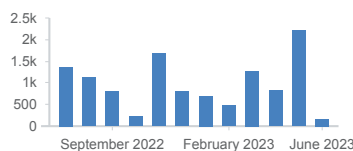
Items ordered for the collection in November 2023.



1,629

Material type in November 2023

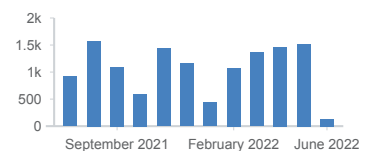
Items ordered in fiscal year FY23. (July 2022-June 2023)



175

Added/WD/Ordered in June 2023

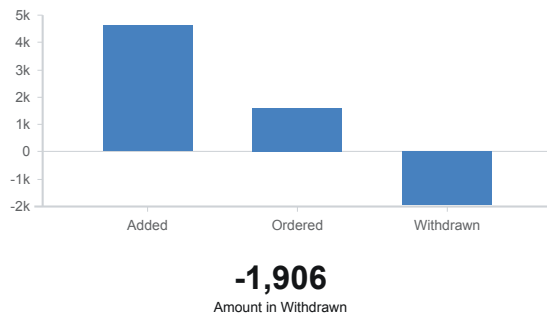
Items ordered in fiscal year FY22. (July 2021-June 2022)



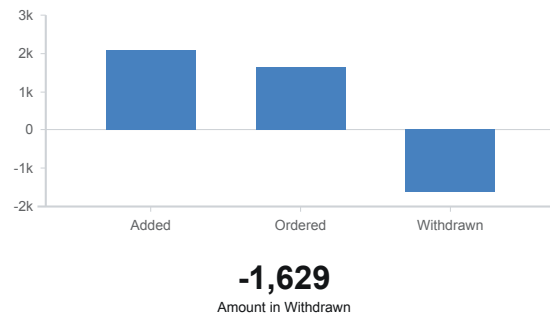
137

Added/WD/Ordered in June 2022

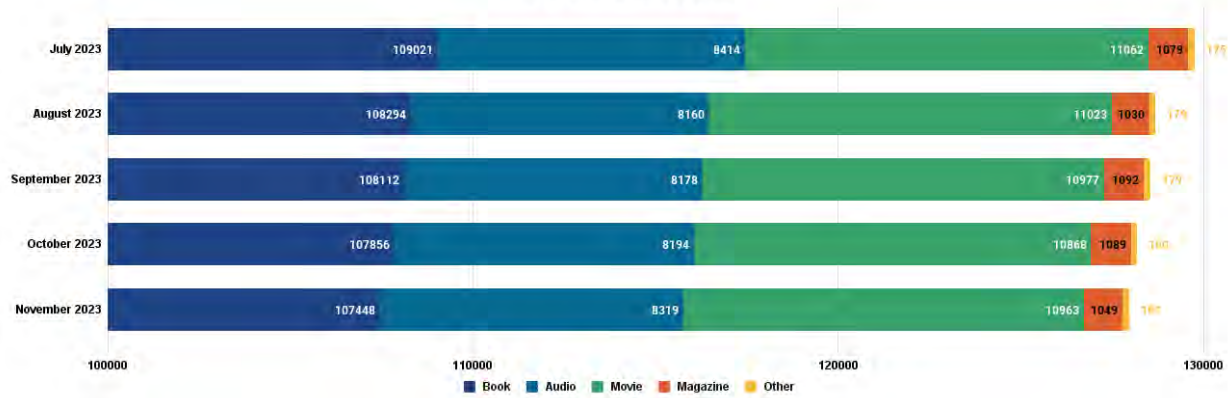
Added, withdrawn and ordered in November 2023.



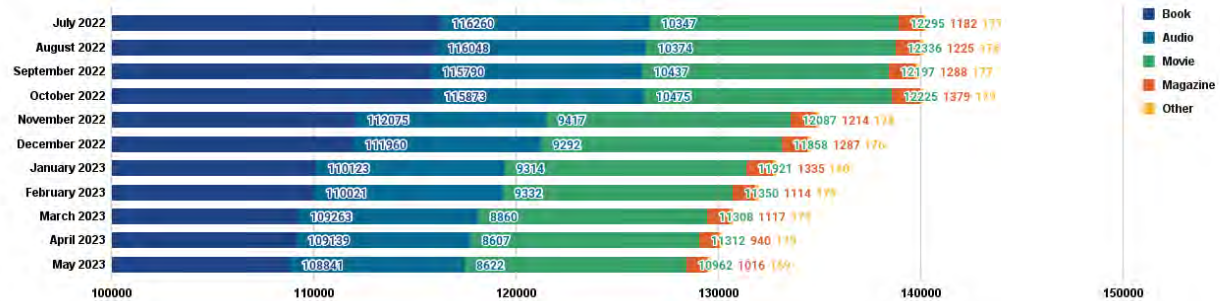
Added, withdrawn & ordered in November 2023. (no eRecords)



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 resumed

October:

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

November:

- Adult Fiction H-J started
- Adult Fiction D-E completed
 - Results
 - 562 items removed
 - **Down from 30% dead to 2% dead**
- Adult Fiction F-G completed
 - Results
 - 389 items removed
 - **Down from 17% dead to 10% 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 shelveers, 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.

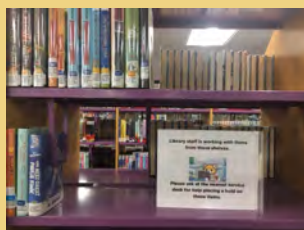
FY21 (July 2020 - June 2021)

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.



FACILITY REPORT

LANCE AGNE, HEAD OF FACILITES

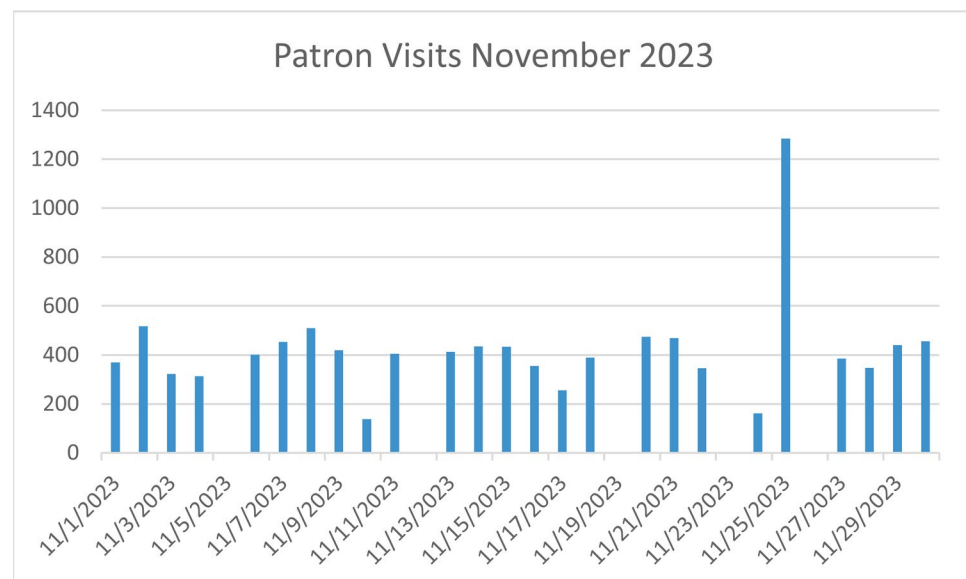
MONTHLY FACILITIES DEPARTMENT RECAP

We have begun planning for the office moves that will be taking place in the 2nd quarter of next year. There is a lot of logistical items that need to be addressed as we progress into the end of this calendar year. We hope to have a good plan in place for the start of the renovations.

The facilities team assisted with the Hand Made Market hosted by the Library in late November. We were able to accommodate the requests made by our Community Engagement Department to provide vendor space for the market.

I attended the Pre-Bid walk through for contractors. It was hosted by Shales McNutt to give an opportunity for potential contractors to get a look at the property prior to submitting a bid for review. I was able to answer some questions from several contractors.

We had normal inspections from our pest control and elevator vendors. The annual fire - extinguisher certification also took place this month.





YOUTH & TEEN SERVICES MONTHLY REPORT

Statistics

55

Total On-site
Programs

1,148

On-site program
attendance

3

Total Off-site
Programs

70

Off-site program
attendance

6

Self-directed
Activities

1,535

Self-directed
activity
Participants

137

Teen Volunteer
Hours Earned

167

Teen Volunteer
Items made

What's Happening In YTS

- YTS welcomed our newest Librarian, Erica Cullinan, this month! Erica will be conducting visits to preschools as well as presenting storytimes and programs in the Library.
- Dinovember was back in full force in the Youth & Teen Services department. Violet the Velociraptor was found over 900 times!

Outreach

School Visits/
Community Events **64**

Number of
Classes **130**

Number of
Patrons
reached **2813**

YOUTH & TEEN SERVICES MONTHLY REPORT

Patron Feedback & Pictures

"I just wanted to thank you for taking the time to come out and share the Colonial Adventure stories with my classes. I know it was an unusual day (power outage followed by a 25 minute lockdown), so I truly appreciate it. I always enjoy seeing the students' reactions to the end of the adventure." -Liane Skill (7th Gr. Teacher at Timber Ridge) on Mindy's recent school visit using interactive choose your own adventure books.



Crafty Kids Crew



STEMgineering



STEMgineering



LEGO Challenge Club

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

ORDINANCE NO. 2023-8

AN ORDINANCE authorizing the issuance of General Obligation Bonds (Alternate Revenue Source), Series 2024, of the Plainfield Area Public Library District, Will and Kendall Counties, Illinois, in an aggregate principal amount not to exceed \$9,900,000 for the purpose of financing the costs of certain capital projects within the District and paying for costs related thereto.

WHEREAS, the Plainfield Area Public Library District, Will and Kendall Counties, Illinois (the "District"), is a duly organized and existing public library district created under the provisions of the laws of the State of Illinois (the "State"), and is now operating under the provisions of the Public Library District Act of 1991 of the State, and all laws amendatory thereof and supplementary thereto (the "Library Act"), and having the powers, objects and purposes provided by said Library Act; and

WHEREAS, The Board of Library Trustees of the District (the "Board") has determined that it is necessary to (i) finance certain capital projects within the District including but not limited to renovations and repairs to Library facilities, and the expenses incident thereto (the "Project"), and (ii) pay certain costs of issuance of the Bonds (as such term is hereinafter defined), all for the benefit of the inhabitants of the District; and

WHEREAS, the estimated cost of the Project, including legal, financial, bond discount, printing and publication costs, capitalized interest, and other expenses (collectively, the "Costs"), is not less than \$9,900,000, and there are insufficient funds on hand and lawfully available to pay such costs; and

WHEREAS, up to \$9,900,000 of alternate bonds need to be issued at this time pursuant to the Local Government Debt Reform Act of the State, as amended (the "Act"); and

WHEREAS, it is necessary for the best interests of the District that the Project be completed, and in order to raise funds required for such purpose it will be necessary for the District to borrow an aggregate principal amount of not to exceed \$9,900,000 and in evidence thereof to issue alternate bonds, being general obligation bonds payable from those taxes imposed by the District for the establishment, maintenance and support of a public library or libraries within the District (the "Pledged Revenues"), in accordance with the provisions of the Library Act and the Act; and

WHEREAS, if the above-mentioned revenue source is insufficient to pay the alternate bonds, ad valorem property taxes levied against all of the taxable property in the District without limitation as to rate or amount (the "Pledged Taxes") are authorized to be extended to pay the principal of and interest on the alternate bonds;

WHEREAS, pursuant to and in accordance with the provisions of Section 15 of the Act, the District is authorized to issue alternate bonds in an aggregate principal amount not to exceed \$9,900,000 for the purpose of providing funds for the Project and to pay the Costs;

NOW THEREFORE, Be It Ordained by The Board of Library Trustees of the Plainfield Area Public Library District, Will and Kendall Counties, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true, and correct and does incorporate them into this Ordinance by this reference.

Section 2. Determination to Issue Bonds. It is necessary and in the best interests of the District to finance the Project and to pay the Costs; therefore, alternate bonds of the District are hereby authorized to be issued and sold in an aggregate principal amount not to exceed \$9,900,000, and to be known as “General Obligation Bonds (Alternate Revenue Source), Series 2024” (the “Bonds”) of the District, said Bonds being payable from (i) those taxes imposed by the District for the establishment, maintenance and support of a public library or libraries within the District (the “Pledged Revenues”), and (ii) ad valorem taxes levied against all of the taxable property in the District without limitation as to rate or amount (the “Pledged Taxes”).

Section 3. Publication. This Ordinance, together with a notice in the statutory form, shall be published once in the *Daily Southtown*, the same being a newspaper of general circulation in the District. If no petition, signed by 3,842 electors (said number being the greater of (i) seven and one-half percent (7½%) of the registered voters in the District or (ii) the lesser of 200 registered voters or 15% of registered voters), is filed with the Secretary of the Board within thirty (30) days after the date of publication of this ordinance and the Notice asking that the question (the “Proposition”) of the issuance of the Bonds be submitted to the voters of said District at the general primary election to be held on the 19th day of March, 2024, unless there are no voters scheduled to cast votes for any candidates for nomination for, election to or retention in public office, in which case the Proposition shall be submitted to the electors of the District at the general election to be held on the 5th day of November, 2024, then said District shall thereafter be authorized to issue the Bonds for the purpose hereinabove provided. The Circuit Court may declare that an emergency referendum should be held prior to any of said election dates pursuant to the provisions of Section 2A-1.4 of the Election Code of the State, as amended. A petition form shall be provided by the Secretary at the principal office of the District located at 15025 South Illinois Street, Plainfield, Illinois, to any individual requesting one.

Section 4. Additional Ordinances. If no petition meeting the requirements of applicable law is filed during the petition period hereinabove referred to, then the Board may adopt additional ordinances or proceedings supplementing or amending this Ordinance providing for the issuance and sale of the Bonds and prescribing all the details of the Bonds, so long as the maximum amount of the Bonds as set forth in this Ordinance is not exceeded and there is no material change in the purposes described herein. Such additional ordinances or proceedings shall in all instances become effective in accordance with applicable law. This Ordinance, together with such additional ordinances or proceedings, shall constitute complete authority for the issuance of the Bonds under applicable law.

Section 5. Additional Proceedings. If no petition meeting the requirement of applicable law is filed during the petition period hereinabove referred to, then the preparation and distribution

of a preliminary official statement relating to the Bonds is hereby approved, and the President is hereby authorized to deem the preliminary official statement nearly final.

Section 6. Severability. If any section, paragraph, clause or provision of this Ordinance shall be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the other provisions of this Ordinance.

Section 7. Repealer. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 8. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

AYES: _____

NAYS: _____

ABSENT: _____

PASSED this 13th day of December, 2023.

APPROVED by me this 13th day of December, 2023.

By: _____

Its: President, The Board of Library Trustees
Plainfield Area Public Library District,
Will and Kendall Counties, Illinois

ATTEST:

By: _____

Its: Secretary, The Board of Library Trustees
Plainfield Area Public Library District,
Will and Kendall Counties, Illinois

**NOTICE OF INTENT TO ISSUE BONDS
AND RIGHT TO FILE PETITION
AND HEARING ON PROPOSED ISSUANCE**

Notice is hereby given that pursuant to Ordinance No. 2023-8, adopted on December 13, 2023, the Plainfield Area Public Library District, Will and Kendall Counties, Illinois (the “District”), intends to issue alternate bonds, being general obligation bonds (the “Bonds”) payable from the hereinafter identified revenue source, in an aggregate principal amount not to exceed \$9,900,000, and bearing interest per annum at not to exceed the maximum rate authorized by law at the time the Bonds are sold, for the purpose of (i) financing certain capital projects within the District including but not limited to renovations and repairs to Library facilities, and (ii) paying certain costs of issuance of the Bonds. The Bonds shall be payable from (a) those taxes imposed by the District for the establishment, maintenance and support of a public library or libraries within the District, and (b) ad valorem taxes levied against all of the taxable property in the District without limitation as to rate or amount. The ordinance authorizing the issuance of the Bonds is attached hereto and appears below this notice.

Notice is hereby further given that if a petition signed by 3,842 or more of registered voters of the District is submitted to the Secretary of The Board of Library Trustees (the “Secretary”) within thirty (30) days after the date of publication of the Ordinance and this Notice asking that the question (the “Proposition”) of the issuance of the Bonds be submitted to the voters of said District at the general primary election to be held on the 19th day of March, 2024, unless there are no voters scheduled to cast votes for any candidates for nomination for, election to or retention in public office, in which case the Proposition shall be submitted to the electors of the District at the general election to be held on the 5th day of November, 2024, then said District shall thereafter be authorized to issue the Bonds for the purpose hereinabove provided. The Circuit Court may declare that an emergency referendum should be held prior to any of said election dates pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. A petition form shall be provided by the Secretary at the principal office of the District located at 15025 South Illinois Street, Plainfield, Illinois.

/s/ Vicki M. Knight

Secretary, The Board of Library Trustees
Plainfield Area Public Library District,
Will and Kendall Counties, Illinois

PETITION – WILL COUNTY

To the Secretary of Plainfield Area Public Library District, Will and Kendall Counties, Illinois:

We, the undersigned, being registered voters of the Plainfield Area Public Library District, Will and Kendall Counties, Illinois, do hereby petition you to cause the question of issuing not to exceed \$9,900,000 General Obligation Bonds (Alternate Revenue Source), Series 2024 (the “Bonds”), of said District for the purpose of (i) financing certain capital projects within the District including but not limited to renovations and repairs to Library facilities and the expenses incident thereto, and (ii) paying certain costs of issuance of the Bonds being payable from (a) those taxes imposed by the District for the establishment, maintenance and support of a public library or libraries within the District, and (b) ad valorem taxes levied against all of the taxable property in the District without limitation as to rate or amount, to be certified to the County Clerk of Will County, Illinois, and submitted to the electors of said District at the next election to be held at which said question may be voted upon.

<u>Name</u>	<u>Address</u>	<u>City</u>
_____	_____	_____, Will County, Illinois
_____	_____	_____, Will County, Illinois
_____	_____	_____, Will County, Illinois
_____	_____	_____, Will County, Illinois
_____	_____	_____, Will County, Illinois
_____	_____	_____, Will County, Illinois
_____	_____	_____, Will County, Illinois
_____	_____	_____, Will County, Illinois
_____	_____	_____, Will County, Illinois
_____	_____	_____, Will County, Illinois

I, _____ of _____ (insert residence address), _____, Illinois, do hereby certify that I am a citizen of the United States and at least 18 years of age or older, and in the County of Will, Illinois, and that the signatures on this petition were signed in my presence, and are genuine, and, to the best of my knowledge and belief, the persons so signing were at the time of signing this petition registered voters of said District and that their respective addresses are correctly stated herein.

/s/ _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Illinois Notary Public

My Commission Expires: _____

PETITION – KENDALL COUNTY

To the Secretary of Plainfield Area Public Library District, Will and Kendall Counties, Illinois:

We, the undersigned, being registered voters of the Plainfield Area Public Library District, Will and Kendall Counties, Illinois, do hereby petition you to cause the question of issuing not to exceed \$9,900,000 General Obligation Bonds (Alternate Revenue Source), Series 2024 (the “Bonds”), of said District for the purpose of (i) financing certain capital projects within the District including but not limited to renovations and repairs to Library facilities and the expenses incident thereto, and (ii) paying certain costs of issuance of the Bonds being payable from (a) those taxes imposed by the District for the establishment, maintenance and support of a public library or libraries within the District, and (b) ad valorem taxes levied against all of the taxable property in the District without limitation as to rate or amount, to be certified to the County Clerk of Kendall County, Illinois, and submitted to the electors of said District at the next election to be held at which said question may be voted upon.

<u>Name</u>	<u>Address</u>	<u>City</u>
_____	_____	_____, Kendall County, Illinois
_____	_____	_____, Kendall County, Illinois
_____	_____	_____, Kendall County, Illinois
_____	_____	_____, Kendall County, Illinois
_____	_____	_____, Kendall County, Illinois
_____	_____	_____, Kendall County, Illinois
_____	_____	_____, Kendall County, Illinois
_____	_____	_____, Kendall County, Illinois
_____	_____	_____, Kendall County, Illinois
_____	_____	_____, Kendall County, Illinois

I, _____ of _____ (insert residence address), _____, Illinois, do hereby certify that I am a citizen of the United States and at least 18 years of age or older, and in the County of Kendall, Illinois, and that the signatures on this petition were signed in my presence, and are genuine, and, to the best of my knowledge and belief, the persons so signing were at the time of signing this petition registered voters of said District and that their respective addresses are correctly stated herein.

/s/ _____

Subscribed and sworn to before me this _____ day of _____, 20__.

My Commission Expires: _____	_____ Illinois Notary Public
------------------------------	---------------------------------

BINA Notice Form

The Board of Library Trustees of the Plainfield Area Public Library District, Will and Kendall Counties, Illinois will hold a public hearing on January 17, 2024 at 6:30 p.m. The hearing will be held in the Small Meeting Room located on the upper level of the Library., 15025 South Illinois Street, Plainfield, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell alternate bonds in the amount of up to \$9,900,000 for the purpose of (i) financing certain capital projects within the District including but not limited to renovations and repairs to Library facilities and the expenses incident thereto, and (ii) paying certain costs of issuance of the Bonds being payable from (a) those taxes imposed by the District for the establishment, maintenance and support of a public library or libraries within the District, and (b) ad valorem taxes levied against all of the taxable property in the District without limitation as to rate or amount.

By: /s/ Vicki M. Knight

Title: Secretary

President's Approval and Order Setting Public Hearing:

The undersigned, President of the Board of the above library district hereby approves and orders the setting of the above Bond Issue Notification Act hearing.

Date: _____, 2023

President, The Board of Library Trustees

When signed by the President, please date and scan back to Ice Miller LLP, Attention: Shelly Scinto.

From the Employee Handbook 2022

Adding the Extended Child Bereavement Act, effective January 1, 2024

COMPASSIONATE LEAVE

All employees with one year of service are eligible for up to three days paid compassionate leave due to the death of an immediate family member (as defined in the Sick Leave section). In addition, employees are eligible for an additional seven (7) days of unpaid leave. Employees may use this time (three days paid, seven days unpaid) to attend the funeral or alternative to a funeral of a covered family member, make arrangements necessitated by the death of the covered family member, and/or grieve the death of the covered family member. This policy also allows absence from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

In addition, employees, who have been employed for at least two weeks and have lost a child due to homicide or suicide, are eligible for six weeks unpaid compassion leave. This leave must be taken within one year after the employee notifies the Library of the loss and may be taken in a single continuous period or intermittently in increments.

Notify your supervisor of the situation as soon as practical. Your supervisor will notify the Administration Services Manager of the reason and length of your absence. In certain circumstances, the Library may require you to provide reasonable documentation of the need for the leave.

Employees may use any unused paid time off to run concurrently with compassionate leave. Additional paid or unpaid time or leave for persons not covered in the definition of “immediate family member” may be allowed in some circumstances at the discretion of the Library Director, or the employee may be permitted to use other available paid or unpaid time off. Employees are requested to provide as much notice of the leave as possible. This policy does not permit an employee to exceed the amount of leave available under the Family and Medical Leave Act.

(75 ILCS 10/8.7)

(This Section may contain text from a Public Act with a delayed effective date)

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

(Source: P.A. 103-100, eff. 1-1-24.)

From the Collection Development Policy 2022

Updating the Bill of Rights statement

Purpose

The authority and responsibility for the selection of library materials are delegated to the Library Director and, under their direction, to additional staff members who are qualified for this activity. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law. (75 Illinois Compiled Statutes 5/4-7.2). Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the Plainfield Area Public Library will strive to allocate 12% of its operating budget on materials every year. The collection is designed to meet the needs of the Plainfield Library District community. It is the duty of the staff to acquire materials which meet these needs even though the materials may present views contrary to the personal beliefs of staff members, library trustees, community organizations or individuals.

~~The Plainfield Area Public Library subscribes to the selection principles contained in the Library Bill of Rights, adopted and amended by the American Library Association.~~

The Plainfield Area Public Library adopts the [American Library Association's Bill of Rights](#) and shall protect the intellectual freedom of the Library user, and shall prevent censorship of its materials, ensuring items are not withdrawn from its collection because of partisan, doctrinal, or personal disapproval.