

PLAINFIELD AREA PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FINANCE COMMITTEE AGENDA  
JANUARY 10, 2024  
7:00 P.M.  
SMALL MEETING ROOM

Zoom link:

<https://us02web.zoom.us/j/85859855334?pwd=emsrZTU4T2pnV29OQTNKMVlvWUhOdz09>

1. Call to Order, Pledge, Roll Call
2. Public Comment
3. Discussion Items
  - A. Mid-year Budget Review
4. Recommendations for Board Action
5. Adjournment

Plainfield Public Library General Fund FY 2023 (July 1, 2022 - June 30, 2023)

01/03/24

	FY24 Budget	FY24 Actual	% of Budget	MidYear	Difference	Notes
1004001 - Real Estate Taxes Library	3,725,107.20	3,694,026.07	99.17%			
1004002 - Personal Property Taxes	35,000.00	19,709.32	56.31%			
1004003 - Overlap Districts Agreement	315,000.00	0.00	0.00%			
1004004 - Lost/Damaged	5,000.00	3,898.28	77.97%			
1004005 - Books Bags Sales	0.00	0.00				remove for FY25
1004006 - Copier Fees	5,000.00	2,885.45	57.71%			
1004007 - Fax Fees	1,000.00	541.35	54.14%			
1004008 - Non Resident Fees	4,000.00	3,108.54	77.71%			
1004009 - Book Sales	2,000.00	1,147.16	57.36%			
1004010 - Meeting Room Deposits	1,000.00	700.00	70.00%			budget \$0 for FY25
1004402 - E-Pay Interest	10,000.00	13,179.47	131.79%			
104410 - Unrealized Gain(Loss)	0.00	-5,224.95				Investments YTD
1004417 - Tax Escrow Interest HB	25,000.00	72,407.67	289.63%			wahoo for interest rate increases
1004502 - Donations & Sponsorships	0.00	7,666.48				event sponsorships and memorial donations
1004503 - Donations - Friends of the Library	0.00	0.00				
1004701 - Per Capita Grant	116,606.13	116,617.93	100.01%			
1004702 - Grants - Other	0.00	0.00				
1004901 - Miscellaneous Income (Library)	0.00	4,673.71				
1004902 - Sale of Library Used Equipment	500.00	0.00	0.00%			
1004903 - License Plate Renewal	0.00	15,528.60				Reflects how many have been processed (94)
1004909 - Rental Income	98,500.00	48,300.00	49.04%			
1015500 - Operating Transfer Out	-138,000.00	0.00	0.00%			Estimated transfer to other funds
1015500 - Operating Transfer Out (Debt)	-910,000.00	0.00	0.00%			Bond payment

Plainfield Public Library General Fund FY 2023 (July 1, 2022 - June 30, 2023)

01/03/24

	FY24 Budget	FY24 Actual	% of Budget	MidYear	Difference	Notes
	3,295,713.33	3,999,165.08	121.34%		0.00	
1015000 - Administration Department						
1015001 - Administration Salaries	321,000.00	157,263.96	48.99%			
1015002 - Unemployment Insurance	4,500.00	712.76	15.84%			
1015005 - Health Insurance	201,250.00	92,558.50	45.99%			
1015011 - Staff Development	22,000.00	5,368.02	24.40%			
1015012 - Travel Expense	15,000.00	4,409.81	29.40%			
1015013 - Membership Dues	8,000.00	1,927.71	24.10%			
1015014 - Human Resources	2,000.00	300.03	15.00%			
1015015 - Staff Development EDI	20,000.00	0.00	0.00%			
1015016 - Staff Phone/Tech Expense	1,000.00	300.00	1,000.00			
1015201 - Payroll Services	10,500.00	4,697.42	44.74%			
1015202 - Legal Services (Library)	7,000.00	607.50	8.68%			
1015204 - Bank Fees	4,500.00	1,875.89	41.69%			
1015205 - Trustee Development	2,500.00	657.91	26.32%			
1015308 - Office Supplies - Paper	2,000.00	103.08	5.15%			
1015310 - Office Supplies - Admin	4,000.00	940.88	23.52%			
1015311 - Postage	3,750.00	1,594.99	42.53%			
1015313 - Newsletter	66,000.00	35,510.02	53.80%			
1015316 - Printing - Legal	2,000.00	398.00	19.90%			
1015317 - Telephone	14,000.00	6,481.67	46.30%			
1015318 - Public Relations (Library)	39,000.00	4,942.92	12.67%			

Plainfield Public Library General Fund FY 2023 (July 1, 2022 - June 30, 2023)

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	FY24 Budget	FY24 Actual	% of Budget	MidYear	Difference	Notes
1015322 - Contingencies Operating Fund	20,000.00	3,908.24	19.54%			This is for temporary contract employee for ELL Services
1015801 - Library - Wide Supplies & Events	12,000.00	831.53	6.93%			
1015802 - Library - Wide EDI Public Initiatives	5,000.00	0.00	0.00%			
1015805 - Liab Ins - Property / Package	50,000.00	40,197.29	80.39%			
1015901 - Miscellaneous Expense	0.00	0.00				
1015902 - License Plate Renewal Fees	0.00	137.05				Processing agency fee
1015903 - License Plate Renewal Funds to State	0.00	14,001.00				Goes to State of IL
1015909 - Rental Property Prof Svcs-Misc	13,000.00	4,774.00	36.72%			
1018001 - Equipment Maintenance	5,000.00	0.00	5,000.00			vehicle maintenance
1018002 - Equipment	45,000.00	0.00	45,000.00			vehicle
1018003 - Furniture & Fixtures	5,000.00	124.98	2.50%			
<b>Total 1015000 - Administration Department</b>	<b>905,000.00</b>	<b>384,625.16</b>	<b>42.50%</b>		<b>0.00</b>	
<b>1025000 - Materials Management Department</b>						
1025001 - Mat Management Salaries	165,000.00	69,394.93	42.06%			
1025306 - Mat Management Process Supply	15,000.00	3,944.80	26.30%			
1025307 - OCLC	4,000.00	3,432.25	85.81%			
<b>Total 1025000 - Materials Management Dept.</b>	<b>184,000.00</b>	<b>76,771.98</b>	<b>41.72%</b>		<b>0.00</b>	
<b>1035000 - Borrower Services Department</b>						
1035001 - Borrower Services Salaries	475,000.00	224,403.89	47.24%			
1035308 - Borrower Services Supplies	12,000.00	2,319.60	19.33%			
1035309 - ILL Lost Items	1,000.00	433.77	43.38%			
1035310 - Home Delivery Supplies	4,000.00	48.85	1.22%			
<b>Total 1035000 - Borrower Services Department</b>	<b>492,000.00</b>	<b>227,206.11</b>	<b>46.18%</b>		<b>0.00</b>	
<b>1045000 - Adult Services</b>						

Plainfield Public Library General Fund FY 2023 (July 1, 2022 - June 30, 2023)

01/03/24

	FY24 Budget	FY24 Actual	% of Budget	MidYear	Difference	Notes
1045001 - Adult Services Salaries	484,000.00	229,642.22	47.45%			
1045101 - Adult Summer reading	11,000.00	2,729.70	24.82%			
1045102 - Adult Programs	24,000.00	10,318.71	42.99%			
1045105 - Portable Media Devices - Adult	7,500.00	2,688.73	35.85%			
1045106 - Video Games - Adult	3,000.00	1,182.56	39.42%	4,000.00	1,000.00	
1045107 - Compact Discs - Adult	3,000.00	1,244.96	41.50%	2,500.00	-500.00	
1045108 - Videos & DVDs - Adult	15,000.00	6,041.65	40.28%			
1045109 - Audio Books - Adult	6,000.00	2,355.31	39.26%	5,500.00	-500.00	
1045111 - Digital Resources	225,000.00	107,472.17	47.77%			
1045112 - Fiction - Adult	25,000.00	11,111.58	44.45%			
1045113 - Leased Material - Adult	28,000.00	18,542.58	66.22%			
1045114 - Large Print - Adult	6,000.00	1,706.97	28.45%			
1045115 - Graphic Novels - Adult	4,500.00	2,485.89	55.24%			
1045116 - Nonfiction - Adult	24,000.00	8,892.22	37.05%			
1045117 - Foreign Language - Adult	6,500.00	2,998.05	46.12%			
1045118 - Reference - Adult	1,000.00	360.00	36.00%			
1045119 - Standing Orders - Adult	5,000.00	4,860.24	97.20%			
1045120 - Periodicals - Adult	8,500.00	1,644.98	19.35%			
1045212 - Instructors and Facilitators	4,000.00	1,425.00	35.63%			
1045305 - Bindery	400.00	0.00	0.00%			
1045306 - Microfilming Supplies	4,000.00	125.00	3.13%			
1045310 - Department Supplies - Adult	3,500.00	242.28	6.92%			
1045405 - Local History Supplies	2,500.00	1,092.04	43.68%			
<b>Total 1045000 - Reference/Adult Services</b>	<b>901,400.00</b>	<b>419,162.84</b>	<b>46.50%</b>		<b>0.00</b>	

Plainfield Public Library General Fund FY 2023 (July 1, 2022 - June 30, 2023)

01/03/24

	FY24 Budget	FY24 Actual	% of Budget	MidYear	Difference	Notes
<b>1055000 - Youth Services</b>						
1055001 - Youth Services Salaries	498,000.00	209,974.02	42.16%			
1055101 - Summer Reading - Children	9,000.00	1,628.31	18.09%			
1055102 - JUV Programs	10,000.00	3,261.80	32.62%			
1055103 - Databases - YS/YA	28,000.00	18,966.09	67.74%			
1055104 - Downloadable Materials YS/YA	14,000.00	0.00	0.00%			
1055105 - Portable Media Devices - YS/YA	2,800.00	0.00	0.00%			
1055107 - Compact Discs - Children's	700.00	180.14	25.73%			
1055018 - Videos & DVDs - Children's	9,000.00	1,057.55	11.75%			
1055109 - Audio Books - Children's	1,300.00	0.00	0.00%			
1055112 - Fiction - Children's	20,000.00	7,866.54	39.33%			
1055116 - Nonfiction - Children's	39,000.00	14,941.30	38.31%			
1055119 - Standing Orders - Children's	3,500.00	235.63	6.73%			
1055123 - Easy Fiction	22,000.00	9,622.31	43.74%			
1055310 - Department Supplies - Y/S	9,000.00	1,125.20	12.50%			
<b>Total 1055000 - Youth Services</b>	<b>666,300.00</b>	<b>268,858.89</b>	<b>40.35%</b>		<b>0.00</b>	
<b>1065000 - Teen Services</b>						
1065101 - Summer Reading - Teen	5,000.00	1,754.57	35.09%			
1065102 - Teen Programs	8,000.00	3,110.04	38.88%			
1065104 - Downloadable Materials - Teen	1,000.00	0.00	0.00%			
1065105 - Portable Media Devices - Teen	1,500.00	14.09	0.94%			
1065108 - Videos & DVDs - Teen	1,000.00	0.00	0.00%			
1065112 - Fiction - Teen	12,000.00	2,747.55	22.90%			
1065116 - Nonfiction - Teen	4,500.00	135.91	3.02%			

Plainfield Public Library General Fund FY 2023 (July 1, 2022 - June 30, 2023)

01/03/24

	FY24 Budget	FY24 Actual	% of Budget	MidYear	Difference	Notes
1065310 - Department Supplies - Teen	1,500.00	547.04	36.47%			
<b>Total 1065000 - Teent Services</b>	<b>34,500.00</b>	<b>8,309.20</b>	<b>24.08%</b>		<b>0.00</b>	
<b>1075000 - Community Engagement</b>						
1075001 - Community Engagement Salaries	128,000.00	61,876.89	48.34%			
1075310 - Comm. Engagement Supplies	500.00	0.00	0.00%			
<b>Total 1075000 - Community Engagement</b>	<b>128,500.00</b>	<b>61,876.89</b>	<b>48.15%</b>		<b>0.00</b>	
<b>1095000 - Technology</b>						
1015314 - Web Page Development	1,500.00	540.00	36.00%			
1095206 - Pinnacle Cooperative	69,000.00	0.00	0.00%			
1095207 - Technology Maintenance	100,000.00	29,520.57	29.52%			
1095209 - Email & Web Hosting Fees	500.00	107.95	21.59%			
1095210 - Lease Agreements	35,000.00	22,498.86	64.28%			
1095211 - Subscription Services	65,000.00	26,154.39	40.24%			
1095301 - Software	8,000.00	4,625.37	57.82%			
1095302 - Computer Supplies	3,000.00	1,697.81	56.59%			
1095303 - Data Lines	3,000.00	1,319.70	43.99%			
1095304 - Computers/Electronic Equipment	26,000.00	19,566.31	75.26%	32,000.00	6,000.00	
<b>Total 1095000 - Technology</b>	<b>311,000.00</b>	<b>106,030.96</b>	<b>34.09%</b>		<b>6,000.00</b>	
	<b>3,622,700.00</b>	<b>1,552,842.03</b>	<b>42.86%</b>		<b>6,000.00</b>	
	<b>-326,986.67</b>	<b>2,446,323.05</b>			<b>-6,000.00</b>	

Plainfield Public Library FICA Funds FY2023 July 1, 2022 - June 30, 2023

01/03/24

	FY24 Budget	FY24 Actual	% of Budget	MidYear	Difference	Notes
<b>Income</b>						
2004001 - Real Estate Taxes (FICA)	124,729.36	123,688.65	99.17%			
2004810 - Transfer in From Gen	51,000.00	0.00	0.00%			
<b>Total Income</b>	<b>175,729.36</b>	<b>123,688.65</b>	<b>70.39%</b>		<b>0.00</b>	
<b>Expense</b>						
2005011 - FICA Expense	175,000.00	75,452.66	43.12%			
<b>Total Expense</b>	<b>175,000.00</b>	<b>75,452.66</b>	<b>43.12%</b>			
<b>Net Income</b>	<b>729.36</b>	<b>48,235.99</b>			<b>0.00</b>	

Plainfield Public Library IMRF Fund FY2022 July 1, 2021 - June 30, 2022

01/03/24

	FY24 Budget	FY24 Actual	% of Budget	MidYear	Difference	Notes
2504004 - Real Estate Taxes (IMRF)	148,717.28	147,476.42	99.17%			
2504810 - Transfer in From Gen Fund	77,000.00	0.00	0.00%			
	225,717.28	147,476.42	65.34%		0.00	
2505012 - IMRF Expense -ER	225,000.00	95,668.89	42.52%			
	225,000.00	95,668.89	42.52%			
	717.28	51,807.53			0.00	

Plainfield Public Library Audit Fund FY2022 July 1, 2021 - June 30, 2022

01/03/24

	FY24 Budget	FY24 Actual	% of Budget	MidYear	Difference	Notes
3004001 - Real Estate Taxes (Audit)	0.00	0.00	#DIV/0!			
Transfer in From Gen Fund	10,000.00		0.00%			
	10,000.00	0.00	0.00%			
3005218 - Audit Expense	10,000.00	7,390.00	73.90%			
	10,000.00	7,390.00	73.90%			
	0.00	-7,390.00			0.00	

Plainfield Public Library Building Maintenance Fund FY2023 July 1, 2022 - June 30, 2023

01/03/24

	FY24 Budget	FY24 Actual	% of Budg	MidYear	Difference	Notes
<b>Income</b>						
5004001 - Real Estate Taxes (Site Fund)	338,211.52	335,389.57	99.17%			
<b>Total Income</b>	<b>338,211.52</b>	<b>335,389.57</b>	<b>99.17%</b>			
<b>Expense</b>						
5085001 - Facilities Salaries	127,000.00	59,242.40	46.65%			
5085212 - Custodial Services	45,100.00	25,256.00	56.00%			zero out for FY25
5085213 - Disposal Services	7,200.00	3,872.20	53.78%			
5085214 - Facilities Maintenance Agreement	6,000.00	3,821.78	63.70%			Rate increases
5085215 - Equipment Maintenance Agreement	12,000.00	5,477.39	45.64%			
5085216 - Building Repair	35,000.00	9,930.39	28.37%			
5085217 - Equipment Repair	16,500.00	9,591.82	58.13%			
5085399 - Contingencies	20,000.00	0.00	0.00%			
5085601 - Utilities - Electric	40,000.00	24,242.89	60.61%	48,000.00	8,000.00	Rate Increases
5085602 - Utilities - Gas	7,200.00	2,180.39	30.28%			
5085603 - Utilities - Water	4,200.00	1,710.34	40.72%			
5085604 - Building Supplies	9,600.00	1,703.27	17.74%			
5086505 - Equipment & Tools	3,500.00	352.62	10.07%			
5085606 - Janitorial Supplies	20,000.00	8,068.70	40.34%			
5085611 - Rental Prop Util/Trash/Water	16,000.00	2,841.54	17.76%	8,000.00	-8,000.00	Reduce for FY25
5085909 - Rental Prop General Maint	15,000.00	2,160.94	14.41%			
<b>Total Expense</b>	<b>384,300.00</b>	<b>160,452.67</b>	<b>41.75%</b>		<b>0.00</b>	
<b>Net Income</b>	<b>-46,088.48</b>	<b>174,936.90</b>			<b>0.00</b>	

Plainfield Public Library Reserve Fund FY2023 July 1, 2022 - June 30, 2023

01/03/24

	FY24 Budget	FY24 Actual	% of Budget	MidYear	Difference	Notes
7504250 - Grants - Construction						
7504251 - Bonds	9,000,000.00	0.00	0.00%			
7504400 - Interest	1,500.00	1,866.63	124.44%			
7504450 - Prime Account Interest	1,000.00	0.00	0.00%			
7504451 - Unrealized Gain(Loss)	0.00	11,518.87				
7504504 - Impact Fees	75,000.00	97,935.00	130.58%			
	9,077,500.00	111,320.50				
7505213 -Legal Services	5,000.00	225.00	4.50%			
7505214 - Architectural Services	800,000.00	338,409.98	42.30%			
7508005 - Real Estate Acquisition	21,000.00	3,574.13	17.02%			
7508006 - BLDG Development	3,000,000.00	68,768.00	2.29%			
7508007 - Demolition Costs	0.00	0.00				
7508008 - Building Improvement	3,000,000.00	0.00	0.00%			
7508009 - Rental Prop Bldg Improvement	15,000.00	0.00	0.00%			
7509010 - Out to General Fund						
	6,841,000.00	410,977.11			0.00	
	2,236,500.00	-299,656.61			0.00	