

PLAINFIELD AREA PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING AGENDA  
LARGE MEETING ROOM  
JANUARY 17, 2024  
6:30 PM\*

*\*The January regular meeting will take place immediately following the BINA Hearing at 6:30 pm.*

1. Call to Order, Pledge, Roll Call
2. Public Comment
  - a. Other Comments
  - b. Trustee Attendance at Community Events
3. Consent Agenda
  - a. December 13, 2023 Regular Board Meeting Minutes
4. Approval of Bills Paid and Bills Payable
  - a. Payroll \$150,870.68
  - b. General Bills \$156,326.26
  - c. Other Compensation/Administrative Costs \$ 34,633.23
  - d. Total \$341,830.17
5. Committee Reports
  - a. Finance Committee Report, January 10, 2024
  - b. Decennial Committee meeting, February 21, 2024
6. Library Director's Report
7. Action Items: Unfinished Business
  - a. Renovation Planning (action)
8. Action Items: New Business
  - a. Per Capita Grant Application (discussion)
  - b. Chrysler Pacifica Minivan Proposals (action)
  - c. Debt Management Policy (action)
  - d. Finance Committee Recommendations (action)
9. Closed Session
10. Action for Items Discussed in Closed Session
11. Adjournment

BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
DECEMBER 13, 2023

**CALL TO ORDER:** The regular meeting of December 13, 2023 was called to order at 6:30 pm in the Library's Small Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited. Roll call was conducted. Regular members present: Gilmore, Schmidt, Knight, Grotto, Las, Malec. Regular members absent: Crowner. Staff present: Pappas, Agne, Hartley, Lane, Pfenning. Wold. Guests present: None: Shales McNutt Construction representatives John Shales and Chris Damsch, Sheehan Nagle Hartray Architects representative Don McKay.

**PUBLIC COMMENT:** None.

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

**CONSENT AGENDA:** Gilmore accepted the minutes of the regular meeting of November 15, 2023.

**APPROVAL OF BILLS PAID:** Malec moved approval of bills paid and bills payable for November for a total of \$438,690.22. Knight seconded the motion, all voted yes via roll call vote; motion carried.

**COMMITTEE REPORTS:** The Finance Committee will meet January 10, 2024 at 7pm.

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

**ACTION ITEMS:** Unfinished Business

1. Renovation Planning
  - a. Award Construction Bids
    - i. SMC presented the bids and alternatives and their recommendations. Malec moved to approve the bid recommendation for the base bid plus two alternates: staff room and upgraded lobby flooring for \$7,237,527. Schmidt seconded the motion, all voted yes via roll call vote; motion carried.
    - ii. The Board will need to decide how they want to be notified of changes and progress and how they want to make decisions in between regular board meetings.
  - b. Award Furniture, Furnishings, and Equipment Bids – SNHA presented the bids, alternates, and their recommendation. Schmidt moved to approve package 1 with alternate 2 and packages 2 & 3 for \$511,971.74. Las seconded the motion, all voted yes via roll call vote, motion carried.
  - c. Ordinance 2023-8 Issuance of General Obligation Bonds – Grotto moved to approve Ordinance 2023-8. Malec seconded the motion, all voted yes via roll call vote; motion carried.

**ACTION ITEMS:** New Business

2. Extended Child Bereavement Act – Malec moved to approve the changes to the Compassionate Leave in the Library's Employee Handbook as presented in the packet. Las seconded the motion, all voted yes via roll call vote, motion carried.
3. Per Capita Requirements - Malec moved to approve the updated ALA Bill of Rights language in the Collection Policy: *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.* Schmidt seconded the motion, all voted yes via roll call vote, motion carried.

The Board did not move to a closed session.

**ADJOURNMENT:** Las moved to adjourn. Knight seconded the motion, all voted yes via voice vote. The meeting adjourned at 7:39 pm.

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Aimee Hartley  
Recording Secretary

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Vicki Knight  
Board Secretary

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

	Dec-23			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
<b>Income</b>									
1004001 Real Estate Taxes Library	23,426.16	73,330.14	31.95%	3,694,026.07	3,725,107.20	99.17%	3,694,026.07	3,725,107.20	99.17%
1004002 Personal Property Taxes		1,066.11	0.00%	17,453.31	10,541.02	165.58%	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	743.03	344.45	215.71%	3,851.60	2,555.41	150.72%	3,851.60	5,000.00	77.03%
1004006 Copier Fees	352.50	292.60	120.47%	2,821.15	2,170.71	129.96%	2,821.15	5,000.00	56.42%
1004007 Fax Fees	77.00	51.48	149.57%	529.35	453.36	116.76%	529.35	1,000.00	52.94%
1004008 Non Resident Fees		149.16	0.00%	3,108.54	2,034.14	152.82%	3,108.54	4,000.00	77.71%
1004009 Book Sales	128.90	122.44	105.28%	1,094.54	932.61	117.36%	1,094.54	2,000.00	54.73%
1004010 Meeting Room Deposits	25.00	83.58	29.91%	650.00	524.56	123.91%	650.00	1,000.00	65.00%
1004310 Staff Purchases				-3,005.69	0.00		-3,005.69	0.00	
1004402 E-Pay Interest	2,293.84	648.90	353.50%	13,179.47	3,657.43	360.35%	13,179.47	10,000.00	131.79%
1004410 Unrealized Gain(Loss)	53,673.26			48,448.31	0.00		48,448.31	0.00	
1004417 Tax Escrow Interest HB	13,158.45	2,083.33	631.61%	85,566.12	12,499.98	684.53%	85,566.12	25,000.00	342.26%
1004502 Donations	1,705.00			7,666.48	0.00		7,666.48	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)	548.26			4,672.71	0.00		4,672.71	0.00	
1004902 Sale of Library Used Equipment		12.70	0.00%	0.00	174.63	0.00%	0.00	500.00	0.00%
1004903 License Plate Renewal	2,833.98			14,711.10	0.00		14,711.10	0.00	
1004909 Rental Income	8,050.00	8,208.33	98.07%	48,300.00	49,249.98	98.07%	48,300.00	98,500.00	49.04%
1015500 Operating Transfer Out		0.00		0.00	0.00		0.00	-138,000.00	0.00%
2004001 Real Estate Taxes (FICA)	784.39	8,343.69	9.40%	123,688.65	124,729.36	99.17%	123,688.65	124,729.36	99.17%
2004810 Transfer In From Gen Fund		0.00		0.00	0.00		0.00	5,100.00	0.00%
2504001 Real Estate Taxes (IMRF)	935.24	10,901.97	8.58%	147,476.42	148,717.28	99.17%	147,476.42	148,717.28	99.17%
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	2,126.92	3,986.69	53.35%	335,389.57	338,211.52	99.17%	335,389.57	338,211.52	99.17%
6004810 Transfer From General Fund		0.00		0.00	0.00		0.00	910,000.00	0.00%
7504251 Bonds		0.00		0.00	9,000,000.00	0.00%	0.00	9,000,000.00	0.00%



	Dec-23			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
7504400 Interest	317.96	128.91	246.65%	1,866.63	740.49	252.08%	1,866.63	1,500.00	124.44%
7504450 Prime Account Interest		4.92	0.00%	0.00	331.70	0.00%	0.00	1,000.00	0.00%
7504451 Unrealized Gain(Loss) iPrime	18,253.79			29,772.66	0.00		29,772.66	0.00	
7504504 Impact Fees	10,461.00	4,338.00	241.15%	98,480.00	33,693.12	292.29%	98,480.00	75,000.00	131.31%
Total Income	\$ 139,894.68	\$ 114,097.40	122.61%	\$ 4,796,364.92	\$ 13,572,930.63	35.34%	\$ 4,796,364.92	\$ 14,896,971.49	32.20%
Gross Profit	\$ 139,894.68	\$ 114,097.40	122.61%	\$ 4,796,364.92	\$ 13,572,930.63	35.34%	\$ 4,796,364.92	\$ 14,896,971.49	32.20%
Expenses									
1015000 Administration Department									
1015001 Adminstration Salaries	24,344.74	25,603.64	95.08%	157,263.96	150,999.16	104.15%	157,263.96	321,000.00	48.99%
1015002 Unemployment Insurance		0.00		712.76	1,845.13	38.63%	712.76	4,500.00	15.84%
1015005 Health Insurance	16,963.22	18,116.28	93.64%	92,558.50	119,516.85	77.44%	92,558.50	201,250.00	45.99%
1015011 Staff Development		1,482.00	0.00%	5,593.42	10,240.41	54.62%	5,593.42	22,000.00	25.42%
1015012 Travel Expenses	370.28	995.89	37.18%	4,409.81	7,460.96	59.11%	4,409.81	15,000.00	29.40%
1015013 Membership Dues		913.58	0.00%	2,162.71	4,417.65	48.96%	2,162.71	8,000.00	27.03%
1015014 Human Resources		58.47	0.00%	240.51	603.63	39.84%	240.51	2,000.00	12.03%
1015015 Staff Development EDI		1,666.67	0.00%	0.00	10,000.02	0.00%	0.00	20,000.00	0.00%
1015016 Staff Phone/Tec Expense	55.00	83.33	66.00%	300.00	499.98	60.00%	300.00	1,000.00	30.00%
1015201 Payroll Services	742.12	775.12	95.74%	4,697.42	4,625.77	101.55%	4,697.42	10,500.00	44.74%
1015202 Legal Services (Library)		0.00		607.50	1,637.63	37.10%	607.50	7,000.00	8.68%
1015204 Bank Fees	341.49	349.57	97.69%	1,991.44	2,002.39	99.45%	1,991.44	4,500.00	44.25%
1015205 Trustee Development	44.67	0.00		657.91	1,351.18	48.69%	657.91	2,500.00	26.32%
1015308 Office Supplies - Paper		338.33	0.00%	103.08	1,062.19	9.70%	103.08	2,000.00	5.15%
1015310 Office Supplies - Admin		325.91	0.00%	1,269.76	1,798.24	70.61%	1,269.76	4,000.00	31.74%
1015311 Postage		295.25	0.00%	1,914.98	1,908.29	100.35%	1,914.98	3,750.00	51.07%
1015313 Newsletter		1,236.84	0.00%	35,510.02	31,680.97	112.09%	35,510.02	66,000.00	53.80%
1015316 Printing - Legal		123.22	0.00%	398.00	1,732.58	22.97%	398.00	2,000.00	19.90%
1015317 Telephone	1,089.58	1,154.35	94.39%	6,759.57	6,854.64	98.61%	6,759.57	14,000.00	48.28%
1015318 Public Relations (Library)	646.48	3,496.31	18.49%	4,942.92	16,144.43	30.62%	4,942.92	39,000.00	12.67%
1015322 Contingencies Operating Fund	2,047.00	0.00		4,506.24	38.00	11858.53%	4,506.24	20,000.00	22.53%
1015801 Library-Wide Supplies & Events		404.77	0.00%	831.53	4,033.27	20.62%	831.53	12,000.00	6.93%
1015802 Library-Wide EDI Public Initiat		416.67	0.00%	0.00	2,500.02	0.00%	0.00	5,000.00	0.00%
1015805 Liab Ins. - Property/Package	9,126.00	20,175.78	45.23%	9,126.00	24,051.96	37.94%	9,126.00	50,000.00	18.25%
1015901 Miscellaneous Expense	0.20			0.20	0.00		0.20	0.00	
1015902 License Plate Renewal Fees	34.65			137.05	0.00		137.05	0.00	
1015903 License Plate Renewal Funds to State	3,278.00			14,310.00	0.00		14,310.00	0.00	

	Dec-23			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1015909 Rental Property Prof Svcs-Misc	644.00	1,083.33	59.45%	4,774.00	6,499.98	73.45%	4,774.00	13,000.00	36.72%
1018001 Equipment Maintenance		416.67	0.00%	0.00	2,500.02	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		5.06	0.00%	124.98	1,189.66	10.51%	124.98	5,000.00	2.50%
Total 1015000 Administration Department	\$ 59,727.43	\$ 79,517.04	75.11%	\$ 355,904.27	\$ 462,195.01	77.00%	\$ 355,904.27	\$ 905,000.00	39.33%
1025000 Materials Management Dept									
1025001 Materials Management Salaries	12,045.31	12,785.15	94.21%	69,394.93	77,702.66	89.31%	69,394.93	165,000.00	42.06%
1025306 Materials Mgmt Process Supply	509.03	1,021.09	49.85%	4,285.27	6,575.22	65.17%	4,285.27	15,000.00	28.57%
1025307 OCLC	368.66	253.56	145.39%	3,432.25	3,806.85	90.16%	3,432.25	4,000.00	85.81%
Total 1025000 Materials Management Dept	\$ 12,923.00	\$ 14,059.80	91.91%	\$ 77,112.45	\$ 88,084.73	87.54%	\$ 77,112.45	\$ 184,000.00	41.91%
1035000 Borrower Services Department									
1035001 Borrower Services Salaries	34,315.87	38,387.11	89.39%	224,403.89	235,188.35	95.41%	224,403.89	475,000.00	47.24%
1035308 Borrower Services Supplies	3,392.30	888.08	381.98%	5,771.95	7,199.49	80.17%	5,771.95	12,000.00	48.10%
1035309 ILL Lost Items	-73.97	21.86	-338.38%	433.77	542.99	79.89%	433.77	1,000.00	43.38%
1035310 Home Delivery Supplies		854.55	0.00%	48.85	2,761.79	1.77%	48.85	4,000.00	1.22%
Total 1035000 Borrower Services Department	\$ 37,634.20	\$ 40,151.60	93.73%	\$ 230,658.46	\$ 245,692.62	93.88%	\$ 230,658.46	\$ 492,000.00	46.88%
1045000 Adult Services									
1045001 Adult Services Salaries	33,235.04	38,026.13	87.40%	229,642.22	237,945.05	96.51%	229,642.22	484,000.00	47.45%
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	300.00	1,257.94	23.85%	10,043.71	10,972.67	91.53%	10,043.71	24,000.00	41.85%
1045105 Portable Media Devices - Adult		523.62	0.00%	2,688.73	4,171.00	64.46%	2,688.73	7,500.00	35.85%
1045106 Video Games - Adult		211.27	0.00%	1,182.56	1,531.04	77.24%	1,182.56	3,000.00	39.42%
1045107 Compact Discs - Adult	75.69	458.61	16.50%	1,320.65	1,604.22	82.32%	1,320.65	3,000.00	44.02%
1045108 Videos & DVDs- Adult	1,323.19	1,387.78	95.35%	6,406.73	7,212.94	88.82%	6,406.73	15,000.00	42.71%
1045109 Audio Books - Adult	540.30	369.83	146.09%	2,442.59	2,961.48	82.48%	2,442.59	6,000.00	40.71%
1045111 Digital Resources		18,750.00	0.00%	107,472.17	112,500.00	95.53%	107,472.17	225,000.00	47.77%
1045112 Fiction - Adult	198.32	1,444.60	13.73%	11,184.02	12,438.81	89.91%	11,184.02	25,000.00	44.74%
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	107.39	405.29	26.50%	1,754.52	2,933.28	59.81%	1,754.52	6,000.00	29.24%
1045115 Graphic Novels - Adult	647.44	385.80	167.82%	2,608.69	2,169.30	120.25%	2,608.69	4,500.00	57.97%
1045116 Nonfiction - Adult	1,950.28	1,714.55	113.75%	10,782.50	10,976.09	98.24%	10,782.50	24,000.00	44.93%
1045117 Foreign Language - Adult	31.73	190.35	16.67%	3,022.47	3,054.77	98.94%	3,022.47	6,500.00	46.50%
1045118 Reference - Adult		34.01	0.00%	360.00	548.60	65.62%	360.00	1,000.00	36.00%
1045119 Standing Orders - Adult	418.33	323.76	129.21%	4,982.23	2,381.01	209.25%	4,982.23	5,000.00	99.64%
1045120 Periodicals - Adult	418.99	209.17	200.31%	1,948.98	1,070.71	182.03%	1,948.98	8,500.00	22.93%

	Dec-23			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1045212 Instructors and Facilitators	250.00	194.67	128.42%	1,425.00	1,743.22	81.75%	1,425.00	4,000.00	35.63%
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		350.89	0.00%	242.28	1,652.97	14.66%	242.28	3,500.00	6.92%
1045405 Local History Supplies		185.28	0.00%	1,092.04	782.23	139.61%	1,092.04	2,500.00	43.68%
<b>Total 1045000 Adult Services</b>	<b>\$ 39,496.70</b>	<b>\$ 66,423.55</b>	<b>59.46%</b>	<b>\$ 421,999.37</b>	<b>\$ 442,907.40</b>	<b>95.28%</b>	<b>\$ 421,999.37</b>	<b>\$ 901,400.00</b>	<b>46.82%</b>
<b>1055000 Youth Services</b>									
1055001 Youth Services Salaries	34,564.21	39,116.96	88.36%	209,974.02	243,174.88	86.35%	209,974.02	498,000.00	42.16%
1055101 Summer Reading - Childrens		661.68	0.00%	1,628.31	3,160.00	51.53%	1,628.31	9,000.00	18.09%
1055102 JUV Programs		224.48	0.00%	3,272.79	5,221.04	62.68%	3,272.79	10,000.00	32.73%
1055103 Databases - YS/YA		0.00		18,966.09	26,498.29	71.57%	18,966.09	28,000.00	67.74%
1055104 Downloadable Materials YS/YA		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	1,033.56	0.00%	0.00	2,800.00	0.00%
1055107 Compact Discs - Children's	7.19	87.08	8.26%	180.14	220.16	81.82%	180.14	700.00	25.73%
1055108 Videos & DVDs - Children's	384.47	563.25	68.26%	1,338.58	3,324.29	40.27%	1,338.58	9,000.00	14.87%
1055109 Audio Books - Children's		291.51	0.00%	0.00	443.13	0.00%	0.00	1,300.00	0.00%
1055112 Fiction - Children's	1,269.04	1,647.72	77.02%	8,840.85	9,920.09	89.12%	8,840.85	20,000.00	44.20%
1055116 Nonfiction - Children's	9,750.25	7,040.24	138.49%	23,492.55	16,405.29	143.20%	23,492.55	39,000.00	60.24%
1055119 Standing Orders - Children's		481.67	0.00%	235.63	1,761.17	13.38%	235.63	3,500.00	6.73%
1055123 Easy Fiction	5,163.86	2,268.48	227.64%	10,525.71	9,087.12	115.83%	10,525.71	22,000.00	47.84%
1055310 Department Supplies - Y/S	19.94	244.67	8.15%	1,125.20	3,648.67	30.84%	1,125.20	9,000.00	12.50%
<b>Total 1055000 Youth Services</b>	<b>\$ 51,158.96</b>	<b>\$ 52,800.00</b>	<b>96.89%</b>	<b>\$ 279,579.87</b>	<b>\$ 330,474.76</b>	<b>84.60%</b>	<b>\$ 279,579.87</b>	<b>\$ 666,300.00</b>	<b>41.96%</b>
<b>1065000 Teen Services</b>									
1065101 Summer Reading - Teen		62.89	0.00%	1,754.57	1,625.70	107.93%	1,754.57	5,000.00	35.09%
1065102 Teen Programs	500.00	437.89	114.18%	3,210.04	3,487.29	92.05%	3,210.04	8,000.00	40.13%
1065104 Downloadable Materials - Teen		83.33	0.00%	0.00	499.98	0.00%	0.00	1,000.00	0.00%
1065105 Portable Media Devices - Teen		125.00	0.00%	14.09	750.00	1.88%	14.09	1,500.00	0.94%
1065108 Videos & DVDs - Teen		76.50	0.00%	0.00	434.66	0.00%	0.00	1,000.00	0.00%
1065112 Fiction - Teen	1,308.38	623.54	209.83%	3,880.33	5,310.80	73.06%	3,880.33	12,000.00	32.34%
1065116 Nonfiction - Teen		528.63	0.00%	135.91	2,459.19	5.53%	135.91	4,500.00	3.02%
1065310 Department Supplies - Teen		125.00	0.00%	547.04	750.00	72.94%	547.04	1,500.00	36.47%
<b>Total 1065000 Teen Services</b>	<b>\$ 1,808.38</b>	<b>\$ 2,062.78</b>	<b>87.67%</b>	<b>\$ 9,541.98</b>	<b>\$ 15,317.62</b>	<b>62.29%</b>	<b>\$ 9,541.98</b>	<b>\$ 34,500.00</b>	<b>27.66%</b>
<b>1075000 Community Relations Dept</b>									
1075001 Community Relations Salaries	9,590.40	10,145.63	94.53%	61,876.89	65,001.74	95.19%	61,876.89	128,000.00	48.34%
1075310 Comm. Relations Supplies		41.00	0.00%	0.00	115.53	0.00%	0.00	500.00	0.00%

	Dec-23			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Total 1075000 Community Relations Dept	\$ 9,590.40	\$ 10,186.63	94.15%	\$ 61,876.89	\$ 65,117.27	95.02%	\$ 61,876.89	\$ 128,500.00	48.15%
1095000 Technology									
1015314 Web Page Development	90.00	45.61	197.33%	540.00	433.66	124.52%	540.00	1,500.00	36.00%
1095206 Pinnacle Cooperative		0.00		0.00	195.66	0.00%	0.00	69,000.00	0.00%
1095207 Technology Maintenance	6,013.72	8,333.33	72.16%	29,520.57	49,999.98	59.04%	29,520.57	100,000.00	29.52%
1095209 Email & Web Hosting Fees		21.90	0.00%	107.95	141.47	76.31%	107.95	500.00	21.59%
1095210 Lease Agreements	2,697.65	2,890.99	93.31%	22,498.86	15,806.06	142.34%	22,498.86	35,000.00	64.28%
1095211 Subscription Services	650.00	1,406.39	46.22%	25,542.39	32,015.45	79.78%	25,542.39	65,000.00	39.30%
1095301 Software	1,996.44	9.11	21914.82%	4,625.37	1,666.05	277.62%	4,625.37	8,000.00	57.82%
1095302 Computer Supplies	870.00	425.12	204.65%	1,697.81	1,823.56	93.10%	1,697.81	3,000.00	56.59%
1095303 Data Lines	219.95	241.29	91.16%	1,319.70	1,522.51	86.68%	1,319.70	3,000.00	43.99%
1095304 Computers (Library)	12,395.37	0.00		19,566.31	5,413.86	361.41%	19,566.31	26,000.00	75.26%
Total 1095000 Technology	\$ 24,933.13	\$ 13,373.74	186.43%	\$ 105,418.96	\$ 109,018.26	96.70%	\$ 105,418.96	\$ 311,000.00	33.90%
2005011 FICA Expense	11,657.26	14,112.86	82.60%	75,452.66	86,290.94	87.44%	75,452.66	175,000.00	43.12%
2505012 IMRF Expense-ER	15,087.39	17,956.43	84.02%	95,668.89	114,164.17	83.80%	95,668.89	225,000.00	42.52%
3005218 Audit Expense		0.00		7,390.00	10,000.00	73.90%	7,390.00	10,000.00	73.90%
5085000 Facilities Expenses									
5085001 Facilities Salaries	9,204.59	10,038.20	91.70%	59,242.40	62,500.16	94.79%	59,242.40	127,000.00	46.65%
5085212 Custodial Services	3,608.00	3,721.23	96.96%	21,648.00	21,513.68	100.62%	21,648.00	45,100.00	48.00%
5085213 Disposal Services	680.55	550.25	123.68%	3,872.20	3,550.16	109.07%	3,872.20	7,200.00	53.78%
5085214 Facilities Maint Agreement	468.65	500.00	93.73%	3,821.78	3,000.00	127.39%	3,821.78	6,000.00	63.70%
5085215 Equipment Maintenance Agreement		167.33	0.00%	3,932.21	3,900.67	100.81%	3,932.21	12,000.00	32.77%
5085216 Building Repair	2,260.10	1,640.14	137.80%	9,930.39	12,957.19	76.64%	9,930.39	35,000.00	28.37%
5085217 Equipment Repair	395.00	43.88	900.18%	9,986.82	7,773.68	128.47%	9,986.82	16,500.00	60.53%
5085399 Contingencies		0.00		0.00	0.00		0.00	20,000.00	0.00%
5085601 Utilities - Electric	3,516.87	3,092.08	113.74%	24,242.89	20,127.17	120.45%	24,242.89	40,000.00	60.61%
5085602 Utilities - Gas	921.36	1,219.08	75.58%	2,180.39	2,535.45	86.00%	2,180.39	7,200.00	30.28%
5085603 Utilities - Water	253.67	391.51	64.79%	1,964.01	2,356.37	83.35%	1,964.01	4,200.00	46.76%
5085604 Building Supplies	29.99	346.13	8.66%	1,703.27	5,203.96	32.73%	1,703.27	9,600.00	17.74%
5085605 Equipment & Tools	27.98	156.07	17.93%	352.62	1,070.42	32.94%	352.62	3,500.00	10.07%
5085606 Janitorial Supplies	1,454.00	4,122.43	35.27%	8,068.70	10,461.33	77.13%	8,068.70	20,000.00	40.34%
5085611 Rental Prop Util/Trash/Water	553.78	1,333.33	41.53%	3,103.11	7,999.98	38.79%	3,103.11	16,000.00	19.39%
5085909 Rental Prop General Maint	47.00	1,250.00	3.76%	2,160.94	7,500.00	28.81%	2,160.94	15,000.00	14.41%
Total 5085000 Facilities Expenses	\$ 23,421.54	\$ 28,571.66	81.97%	\$ 156,209.73	\$ 172,450.22	90.58%	\$ 156,209.73	\$ 384,300.00	40.65%
6006002 Bond Interest		0.00		0.00	0.00		0.00	455,000.00	0.00%

	Dec-23			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
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	32,606.14	66,666.67	48.91%	338,409.98	400,000.02	84.60%	338,409.98	800,000.00	42.30%
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	54,268.00	428,571.42	12.66%	68,768.00	428,571.42	16.05%	68,768.00	3,000,000.00	2.29%
7508008 Building Improvements		428,571.42	0.00%	0.00	428,571.42	0.00%	0.00	3,000,000.00	0.00%
7508909 Rental Prop Bldg Improvements		1,250.00	0.00%	0.00	7,500.00	0.00%	0.00	15,000.00	0.00%
Total Expenses	\$ 374,312.53	\$ 1,264,275.60	29.61%	\$ 2,287,790.64	\$ 3,417,689.56	66.94%	\$ 2,287,790.64	\$ 12,168,000.00	18.80%
Net Income	-\$ 234,417.85	-\$ 1,150,178.20	20.38%	\$ 2,508,574.28	\$ 10,155,241.07	24.70%	\$ 2,508,574.28	\$ 2,728,971.49	91.92%

Check Number	Transaction Date	Vendor Name	Account	Amount
11461	12/04/2023	Balaban, Laura	Checking Account Chase Bank	-\$ 713.00
11462	12/07/2023	Sands, Katharine	Checking Account Chase Bank	-\$ 150.00
11463	12/07/2023	Baker & Taylor - Continuation Service	Checking Account Chase Bank	-\$ 441.09
11464	12/07/2023	Cintas	Checking Account Chase Bank	-\$ 340.84
11465	12/07/2023	Cintas Fire Protection	Checking Account Chase Bank	-\$ 505.85
11466	12/07/2023	DuPage Children's Museum	Checking Account Chase Bank	-\$ 250.00
11467	12/07/2023	Envision3, LLC	Checking Account Chase Bank	-\$ 12,566.07
11468	12/07/2023	Gale / Cengage Learning	Checking Account Chase Bank	-\$ 186.91
11469	12/07/2023	JWO Studio	Checking Account Chase Bank	-\$ 340.00
11470	12/07/2023	Outsource IT Solutions Group	Checking Account Chase Bank	-\$ 2,215.44
11471	12/07/2023	RMG	Checking Account Chase Bank	-\$ 300.00
11472	12/07/2023	TBS - Today's Business Solutions, Inc.	Checking Account Chase Bank	-\$ 524.96
11473	12/07/2023	Weblinx Incorporated	Checking Account Chase Bank	-\$ 90.00
11474	12/07/2023	Whitmore Ace	Checking Account Chase Bank	-\$ 67.97
11475	12/12/2023	Erica Bough	Checking Account Chase Bank	-\$ 175.00
11476	12/12/2023	Groot, Inc.	Checking Account Chase Bank	-\$ 680.55
11477	12/12/2023	Joe Organizer	Checking Account Chase Bank	-\$ 300.00
11478	12/12/2023	LeGear, John	Checking Account Chase Bank	\$ 0.00
11479	12/12/2023	Metronet	Checking Account Chase Bank	-\$ 1,031.63
11480	12/12/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$ 232.12
11481	12/12/2023	Pleiter, Alyse	Checking Account Chase Bank	-\$ 100.00
11482	12/12/2023	Rand, Janet	Checking Account Chase Bank	-\$ 150.00
11483	12/12/2023	RejuveNate - Plants & Wellness	Checking Account Chase Bank	-\$ 500.00
11484	12/12/2023	SMC Construction Services	Checking Account Chase Bank	-\$ 54,268.00
11485	12/12/2023	Paterson, Jill	Checking Account Chase Bank	-\$ 275.00
11486	12/12/2023	Ramos, Leslie	Checking Account Chase Bank	-\$ 100.00
11487	12/12/2023	Tri-K	Checking Account Chase Bank	-\$ 833.20
11488	12/12/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 4,219.91
11489	12/13/2023	Blackstone Publishing	Checking Account Chase Bank	-\$ 184.47

Check Number	Transaction Date	Vendor Name	Account	Amount
11490	12/13/2023	Cushing Co.	Checking Account Chase Bank	-\$ 411.62
11491	12/13/2023	Libraries First	Checking Account Chase Bank	-\$ 650.00
11492	12/13/2023	Sheehan Nagle Hartray Architects, Ltd.	Checking Account Chase Bank	-\$ 32,606.14
11493	12/13/2023	University Products, Inc.	Checking Account Chase Bank	-\$ 246.42
11494	12/13/2023	Village of Plainfield	Checking Account Chase Bank	-\$ 116.89
11495	12/13/2023	Village of Plainfield	Checking Account Chase Bank	-\$ 277.21
11496	12/13/2023	Village of Plainfield	Checking Account Chase Bank	-\$ 132.27
11497	12/18/2023	Balaban, Laura	Checking Account Chase Bank	-\$ 736.00
11498	12/20/2023	Anderson Pest Solutions	Checking Account Chase Bank	-\$ 99.30
11499	12/20/2023	Cavendish Square	Checking Account Chase Bank	-\$ 204.44
11500	12/20/2023	Gale / Cengage Learning	Checking Account Chase Bank	-\$ 59.84
11501	12/20/2023	IHLS - OCLC	Checking Account Chase Bank	-\$ 368.66
11502	12/20/2023	Naperville Public Library	Checking Account Chase Bank	-\$ 98.96
11503	12/20/2023	NCPERS Group Life Ins.	Checking Account Chase Bank	-\$ 96.00
11504	12/20/2023	Outsource IT Solutions Group	Checking Account Chase Bank	-\$ 6,013.72
11505	12/20/2023	Risk Program Administrators-A. Gallagher	Checking Account Chase Bank	-\$ 4,366.00
11506	12/20/2023	The Ames Library	Checking Account Chase Bank	-\$ 30.00
11507	12/20/2023	Catapult- Formerly CAI & TEA	Checking Account Chase Bank	-\$ 50.00
11508	12/20/2023	Nicor Gas	Checking Account Chase Bank	-\$ 171.96
11509	12/20/2023	Nicor Gas	Checking Account Chase Bank	-\$ 96.08
11510	12/21/2023	Baker & Taylor - Continuation Service	Checking Account Chase Bank	-\$ 296.34
11511	12/21/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 4,425.85
11512	12/21/2023	Blackstone Publishing	Checking Account Chase Bank	-\$ 356.04
11513	12/21/2023	Children's Plus Inc.	Checking Account Chase Bank	-\$ 2,143.54
11514	12/21/2023	Elan Financial Services	Checking Account Chase Bank	-\$ 7,364.69
11515	12/21/2023	Midwest Tape, LLC	Checking Account Chase Bank	-\$ 750.75
11516	12/21/2023	World Book, Inc.	Checking Account Chase Bank	-\$ 1,673.91
11517	12/28/2023	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 1,567.16
11518	12/28/2023	ComEd	Checking Account Chase Bank	-\$ 120.25

Check Number	Transaction Date	Vendor Name	Account	Amount
11519	12/28/2023	Daily Southtown	Checking Account Chase Bank	-\$ 114.99
11520	12/28/2023	ENGIE Resources LLC	Checking Account Chase Bank	-\$ 3,402.11
11521	12/28/2023	First-Citizens Bank & Trust Co.	Checking Account Chase Bank	-\$ 2,697.65
11522	12/28/2023	Kiwanis Club of Plainfield	Checking Account Chase Bank	-\$ 250.00
11523	12/28/2023	Quench USA, INC	Checking Account Chase Bank	-\$ 855.00
11524	12/28/2023	Weblinx Incorporated	Checking Account Chase Bank	-\$ 90.00
11525	12/28/2023	ComEd	Checking Account Chase Bank	-\$ 114.76
11526	12/28/2023	Tri-K	Checking Account Chase Bank	-\$ 1,454.00
11527	12/28/2023	Vision Service Plan (IL)	Checking Account Chase Bank	-\$ 75.70
<b>Total</b>				<b>-\$ 156,326.26</b>



### December 2023 Bank Activity

	Tax Escrow Heartland XXX7902	Operating Chase XXX2895	Reserve Illinois Funds XXX2514	E-Pay Illinois Funds XXX0970	Illinois National Bank XXX0970	Total
<b>Beginning Balance</b>	4,929,983.70	456,948.54	68,540.24	491,823.09	1,000.00	5,948,295.57
<b>Deposits</b>	27,272.71	372,925.37		4,384.65	4,500.20	409,082.93
<b>Transfer In</b>	0.00					0.00
<b>Interest Earned</b>	13,158.45		317.96	2,293.84		15,770.25
<b>Total Receipts</b>	40,431.16	372,925.37	317.96	6,678.49	4,500.20	6,373,148.75
<b>Checks Cleared</b>	(350,000.00)	(341,901.68)				(691,901.68)
<b>Transfers Out</b>					(4,384.65)	(4,384.65)
<b>Driver License</b>		(3,312.65)				(3,312.65)
<b>Payroll Fees</b>		(742.12)				(742.12)
<b>Bank Fees</b>		(225.94)			(115.55)	(341.49)
<b>FSA</b>		(1,846.74)				(1,846.74)
<b>Payroll</b>		(150,870.68)				(150,870.68)
<b>IMRF</b>		(23,695.78)				(23,695.78)
<b>457 Payment</b>		(4,810.00)				(4,810.00)
<b>Total Disbursements</b>	(350,000.00)	(527,405.59)	0.00	0.00	(4,500.20)	(881,905.79)
<b>Ending Balance</b>	4,620,414.86	302,468.32	68,858.20	498,501.58	1,000.00	5,491,242.96

### FY2024 Investment Activity

	PMA	First Midwest	Total
<b>Beginning Balance</b>	1,161,426.89	1,695,469.79	2,856,896.68
<b>Deposits</b>	0.00	0.00	0.00
<b>Market Adjustments</b>	18,253.79	53,673.26	71,927.05
<b>Interest Earned</b>	0.00	0.00	0.00
<b>Total Receipts</b>	18,253.79	53,673.26	71,927.05
<b>Market Adjustments</b>	0.00	0.00	0.00
<b>Transfers Out</b>	0.00	0.00	0.00
<b>Total Disbursements</b>	0.00	0.00	0.00
<b>Ending Balance/Cost</b>	1,179,680.68	1,749,143.05	2,928,823.73

**FY23 Fund Activity 07/01/23 - 12/31/2023**

	Library	Audit	Building & Maintenance	FICA	IMRF	Reserve	Total
Tax Revenue	\$3,694,026.07	\$0.00	\$335,389.57	\$123,688.65	\$147,476.42	\$0.00	\$4,300,580.71
Other Revenue	\$218,471.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$218,471.02
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$98,480.00	\$98,480.00
Interest	\$98,745.59	\$0.00	\$0.00	\$0.00	\$0.00	\$1,866.63	\$100,612.22
Investment Gain(Loss)	\$48,448.31	\$0.00	\$0.00	\$0.00	\$0.00	\$29,772.66	\$78,220.97
Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$4,059,690.99	\$0.00	\$335,389.57	\$123,688.65	\$147,476.42	\$130,119.29	\$4,796,364.92
Payroll	\$952,555.91	\$0.00	\$59,242.40	\$0.00	\$0.00	\$0.00	\$1,011,798.31
Personnel Expenses	\$110,375.13	\$0.00	\$0.00	\$75,452.66	\$95,668.89	\$0.00	\$281,496.68
Technology	\$105,418.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105,418.96
Other Expenses	\$373,742.25	\$7,390.00	\$96,967.33	\$0.00	\$0.00	\$410,977.11	\$889,076.69
Total Expenses	\$1,542,092.25	\$7,390.00	\$156,209.73	\$75,452.66	\$95,668.89	\$410,977.11	\$2,287,790.64
Net Income	\$2,517,598.74	(\$7,390.00)	\$179,179.84	\$48,235.99	\$51,807.53	(\$280,857.82)	\$2,508,574.28

Plainfield Area Public Library  
Finance Committee Meeting Report  
January 10, 2024  
7:00 PM

**Call to Order:** The meeting of January 10, 2024 was called to order at 7:00 pm via remote access and in person in the Library's Small Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited. Roll call was conducted. Regular committee members: Grotto, Schmidt (remote), Las, Gilmore as ex-officio. Staff: Pappas, Hartley, Wold. Guest: none.

**Public Comment:** None.

**Discussion Items:** FY2024 (July 1, 2023 – June 30, 2024) Working Budget - Pappas presented the mid-year budget for FY2024 with minimal changes.

**Recommendation for Board Session:** The Committee recommends approving the changes to the FY2024 mid-year budget report as presented.

**Adjournment:** The meeting adjourned at 7: 38 pm.

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Aimee Hartley  
Recording Secretary

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Erika Grotto  
Finance Chair

Plainfield Public Library District  
Director's Report  
Lisa Pappas, Director  
January 10, 2024

Renovation Planning Update

We have identified three alternate locations for off-site programming and will be working on IGAs and/or letters of agreements with the agencies that have kindly agreed to be our community partners. More details will be provided as they are firmed up.

Some of the next steps for us are finalizing a timeline, securing movers (this will be a bid process) and planning the move of items to storage, temporary location or permanent location.

Chris Damsch, from Shales McNutt will attend the February meeting to go over the phasing of the project with you.

BINA (Bond Issue Notification Act) Hearing

The hearing is scheduled at **6:30 pm** on 01.17.24, immediately prior to our regular meeting. Notice of the hearing was published as required by statute. The purpose of the hearing is to allow residents the opportunity to express their views regarding the plan to issue bonds. The hearing will last only a few minutes if there are no attendees; there is no need to begin this hearing at 6:00 pm, as we do for B&A and TITA hearings.

Debt Management Policy

This recommended policy will explain how the Library District plans to handle its debt service. It is recommended to have such a policy in place, particularly prior to the bond rating process.

Bond Rating and Sale Process

Sally Wold and Municipal Financial Advisor Jamie Rachlin and I present to the bond rating agencies on January 30. It takes about 10 days to receive our bond rating, which we anticipate receiving by February 9. Assuming we receive the AAA rating that Jamie anticipates, then the competitive bid sale will take place on the morning of February 21 and at the regular meeting that evening, the bond resolution is passed and we sell the bonds.

Finance Committee Mid-year Review

The Finance Committee met on January 10 to review the current FY24 budget and will have recommendations at the meeting.

Vehicle Purchase Update

An RFP was issued to five area Chrysler dealerships and public notice placed in the Joliet Herald for proposals for a 2023 Chrysler Pacifica Minivan. Proposals were due by 01.11.24. I will share the decision matrix and my recommendation at the meeting.

Strategic Plan Update for 2023 Q3&4

I've included a final update for 2023 for our strategic plan activities that support our strategic directions. This concludes our strategic plan for now. Our original goal when

we passed it in December 2019 was to conclude it with going to referendum in 2024; instead we are self-funding a full renovation and addition. We have certainly accomplished significant goals over the past four years! Once we've made it through the renovation, we can start on our next strategic plan.

#### State of Village is now State of Will County

The Mayor canceled the annual State of the Village luncheon which is planned by the Chamber of Commerce. The March 20 event will continue but as a State of Will County event instead. At this time, it is unknown if a State of Village event will take place in a different venue/different date but we will keep you posted. We can decide at the February meeting if there is interest in attending the March 20 event.

#### Per Capita Grant Requirement

The Per Capita Grant application for FY24 requires that we review *Serving Our Public 4.0 Standards for Public Libraries* to review the Library's standing for each of the chapters. The application covers our standing on these standards. You can find *SOP 4.0* on the board secure site in the Library Information section if you'd like to read more about the standards.

#### Construction Grant Opportunity Fails

In early December the State Library announced that there would be Live and Learn construction grant opportunities available for CY24 but with a deadline of January 15, we had to act fast. Live and Learn grants have three categories: remodeling for accessibility of up to \$50,000, matching mini grants for libraries with an income of less than \$15 per capita or new construction/remodeling of up to \$125,000 matching grant (which is what we planned to apply for). Sally Wold and I worked on obtaining all the necessary documents from various agencies, including all manner of maps and the elusive sign-off letter from the IL State Historic Preservation Office. We attended a webinar on 12.22.23 about the grant process led by the State Library. Afterwards, in a call to their office for clarification, I learned we were ineligible to apply. With the new State Librarian, new rules have been put into place, one of which is that your project may not be underway in any capacity—as soon as bids were awarded for the project, we became ineligible. This is the opposite of how it has worked in the past—usually, they wouldn't consider a project for a grant unless it was in progress.

#### Plainfield Public Arts Council

The Mayor is putting together a public arts council which he announced on social media, requesting that those interested in participating contact him directly. Both Tracey Lane and I have contacted the Mayor to express our interest in being a part of the council. We will keep you updated.

#### Plainfield Fest

The Riverfront Foundation was able to convince the Board of Education to hold the carnival for Plainfield Fest on their grounds this year, so the previously canceled Plainfield Fest is back on, for June 28-30, with events happening on a closed Lockport Street. While it's great that the festival is revived, the lack of parking in the Illinois Street lot is a cause for concern.

### Art Gallery Opening on 01.18

We have more than 60 pieces of art submitted for the Thyra Hartong art gallery pop-op from 6 to 8 pm on Thursday, January 18. We hope you can join us—the Historical Society has lent us several of long-time Director Thyra Hartong's artwork and artists will be on hand to talk about their works.

### Meetings Attended

- 12.07 Tour Park District facilities  
Bi-weekly meeting with Head of MM, Rebecca Pfenning
- 12.08 FF&E Bid Opening
- 12.11 Weekly meeting with Head of CE&M, Tracey Lane  
Weekly meeting with Head of Adult Services, Lauren Pierce
- 12.12 FF&E Bid Review with SNHA
- 12.13 LIRA Annual Risk Assessment meeting/tour  
Board Meeting
- 12.15 Pinnacle Governing Board: White Oak Library
- 12.18 Weekly meeting with Head of AS, Lauren Pierce  
Chrysler Dealership visit/test drive  
Zonta Film Festival committee meeting
- 12.19 Bi-weekly meeting with Head of Borrower Services, Marisa Barys
- 12.20 Weekly meeting with Head of YTS, Katie Gulas
- 12.21 State Library Construction Grant Webinar  
Architect meeting: Furniture discussion  
Bi-weekly meeting with Head of MM, Rebecca Pfenning
- 01.03 Weekly meeting with Head of YTS, Katie Gulas
- 01.04 Program Guide meeting
- 01.05 Visit/tour Township meeting room  
Meeting with Financial Advisor, Jamie Rachlin re: bond rating process
- 01.08 Weekly meeting with Head of AS, Lauren Pierce  
Weekly meeting with Head of CE&M, Tracey Lane
- 01.09 Leadership Team meeting  
Zonta member meeting
- 01.10 Weekly meeting with Head of YTS, Katie Gulas  
Finance Committee meeting

# Monthly Report

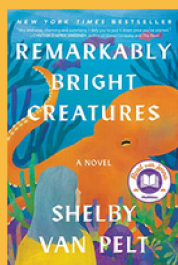
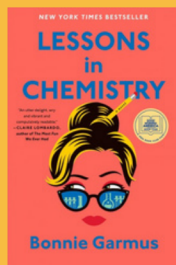
## Holiday Decor

Thank you to Colette and Tina for the beautiful and festive holiday decor!



## Book Club Kits 2023

The Library provided 127 book club kits for the community. *Lessons in Chemistry* by Bonnie Garmus and *Remarkably Bright Creatures* by Shelby Van Pelt tied as the most popular kits!



## Personalized Picks 2023

18 patrons utilized the Personalized Picks service to receive a list of book recommendations curated by one of our Adult Services Librarians.

## Professional & Personal Growth Benefit



Two Adult Services Librarians have taken advantage of the Professional & Personal Growth benefit provided by the Library. Tina completed training to become a Master Gardener, and Jessica took an American Sign Language class. Both plan to utilize their new skills in future Library programs and at home.

## Computer Club



Computer Club is in the afternoon on second Wednesdays and began in March 2023. This program is designed as a safe place for people to learn about a specific tech topic and ask questions. Greg, Jessica, and Lisa have discussed mouse and keyboard tips, email basics, Microsoft® Word, passwords, Android and Apple devices, and more. Although geared towards seniors, anyone is welcome to register. 43 people have attended so far, with classes averaging 4 attendees.

## STATISTICS

<b>3D Print Requests</b>	<b>3</b>
<b>Adult Program Attendees</b>	<b>250</b>
<b>Book-a-Librarian Sessions</b>	<b>4</b>
<b>ELL Program Attendees</b>	<b>168</b>
<b>Museum Passes Issued</b>	<b>27</b>
<b>Online Resources Sessions</b>	<b>1232</b>
<b>Proctoring Sessions</b>	<b>0</b>
<b>Public Computer Sessions</b>	<b>627</b>
<b>Questions Answered</b>	<b>1124</b>
<b>Tech Training Attendees</b>	<b>30</b>

## December Book Displays

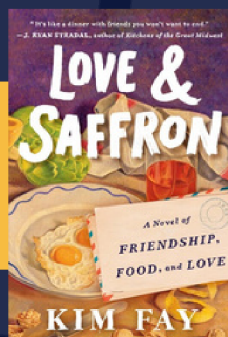
- Holiday Fiction (Lisa)
- Explore Illinois History (Linda)
- Holiday Hot Picks (Jessica & Colette)
- Holiday Non-Fiction (Tina)
- Holiday-Hued Superhero Graphic Novels (Debi)

## Adult Take & Make: Winter Indoor Wreath

All 40 kits were claimed.

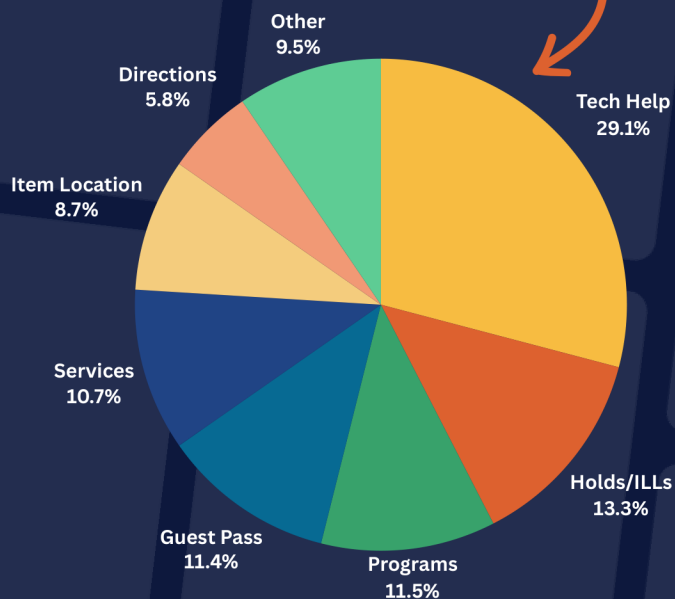
## Kindness Bookmarks Passive Program

Patrons can brighten each other's day by coloring wooden bookmarks to take home or leave for someone else to enjoy. This passive program has been so popular, we've needed to refill supplies.



## A Novel Idea Book Club December Pick

## TOP QUESTION CATEGORIES







# COMMUNITY RELATIONS



## Board Report | December 2023



**Prepared by Tracey Lane**  
Head of Community Engagement  
& Marketing



## Events & Meetings

- Kiwanis Club Meeting
- Kiwanis Foundation Meeting
- PSACC Board Meeting
- Patron Point Monthly Check-in
- Pinnacle and Pours Meeting
- Coffee with the Mayor
- Chamber Network Night at Aurora Fire Museum



## CE&M Happenings

## → Ongoing Projects

- Brainstorming for renovation marketing ideas
- Brainstorming for the Library's centennial to coincide with the opening of the new building.
- Creating a monthly printable calendar page featuring our mascot Read
- Recruiting artists and planning for the opening party for our first art gallery
  - We have over 60 pieces of art entered
  - Tortilla Flatz will be catering the event
- Promotions and planning for Putt the Yellow Brick Road have begun:
  - We have sold over 175 tickets
  - Raised over \$7,500 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.
  - We have 7 businesses signed up (4 from Plainfield) as well as some other great programs



## Coffee with the Mayor 10.10

- The village is holding a flag designing contest. Entries can be submitted through Feb 1. More information can be found on the Village Website
- Village offices will be closed for MLK day, this will not affect garbage pickup
- YMCA:
  - will be hosting their Gala on February 24 at Bolingbrook Golf Club. Tickets are available on their website
  - offering \$0 joiner fee for the month of January
- Building Department:
  - Proposed Rental ordinance going before the board
  - will make sure rental properties are up to code
  - help to regulate who is living in the rental homes and hopefully cut down on crime
  - 391 permits were issued for single family homes in 2024
  - 15,000 inspections were completed by the building dept in 2024
  - We will be getting a new Belle Tire, Taco Bell, Buona Beef, Popeye's Chicken, Dollar Tree. 3 car dealerships and a 350,000 sq ft industrial development
  - Approx 1/2 million sq ft of new development will be coming to 3 different areas in town over the next few years
  - The ordinance to have a dispensary in Plainfield was passed. 2 are slated to open at each end of town
    - This is expected to bring in approx \$1 million in revenue for the Village Capital Fund
- Park District:
  - The new park at Van Horn East is finally open. This park has activities geared toward those on the Autism Spectrum
  - The Wheatland Park at 127 was gifted to the PD and will be developed to include a shelter, games, dog park, walking trails and a StoryWalk (partnered with the Library)
  - The Park at Heritage Oaks will also be renovated this year
  - Ottawa Street pool passes go on sale February 23



# COMMUNITY RELATIONS



## Board Report | December 2023



### Coffee with the Mayor 10.10 Continued:

- Police:
  - 3 new officers were sworn in
    - including the new Community Engagement officer, Brett, who I was able to talk with about Library partnerships
  - The Chief addressed the migrant issue and said the Plainfield does have a plan in place if they should be dropped off here. Most are being dropped at train depots and we do not have one.
    - Only 10% of migrants have shown up in Will County
- Budget:
  - for the first time in a long time the village is making more in revenue from sales tax than from real estate taxes
  - Water rates have not been raised in 3 years even though the price to the village has gone up 7%, a 3% (or less than \$3) increase is being considered
- Riverfront Foundation
  - Plainfield Fest will be back June 28-30. The carnival will be back at Central HS and the bands and vendors will remain downtown like in past years
- Fire:
  - The new Chief will (finally) be sworn in at a ceremony on Jan 16 at 6pm. It is open to the public and will take place at the Fire District Headquarters on 135th
  - Reminders to keep your dryer vents clear snow, to please leave a 3 foot clearance around fire hydrants when shoveling and make sure your address is visible on your home or mailbox
- An ordinance to allow gaming will be brought to the Village Board soon.
  - It will not be allowed in gas stations or in the downtown area (due to the proximity to a church)
  - If approved this will bring in more revenue for some businesses in town
- IDOT wants to do construction on the Lockport St bridge this year which will only allow for east bound traffic. The village is hoping to push the project to 2025 due to the 143rd Street extension that will be starting construction soon.
- The village had over 400 miles of lanes to be cleared when it snows. For updates on progress follow Public Works on X (formerly Twitter)
- Old Town Construction Project:
  - The current water main project will be wrapped in May and followed by road reconstruction that is anticipated to last till the end of 2024
  - They will then start on the area south of Lockport St in 2025 to replace the water mains / service and start road reconstruction



# COMMUNITY RELATIONS BY THE NUMBERS



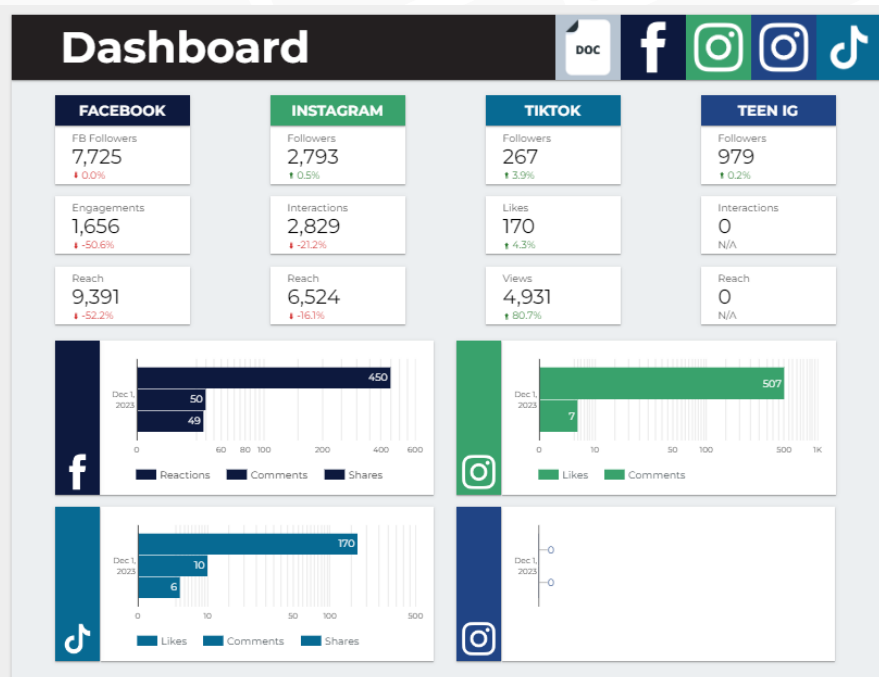
## Google Ads Stats

Campaign	Impressions	Click Through Rate	Cost*
Virtual	1,855	10.2%	\$1,857.20
Library	982	37.7%	\$932.01
Resources	1,293	9.8%	\$1,088.56

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



## Social Media Stats



## Email stats



### ENews Weekly Averages

MESSAGES SENT  
20,643

OPEN RATE  
41.4%

### New Cardholder Message Totals

MESSAGES SENT  
5,071

OPEN RATE  
61%

### Inactive Patron Message Totals

MESSAGES SENT  
10,897

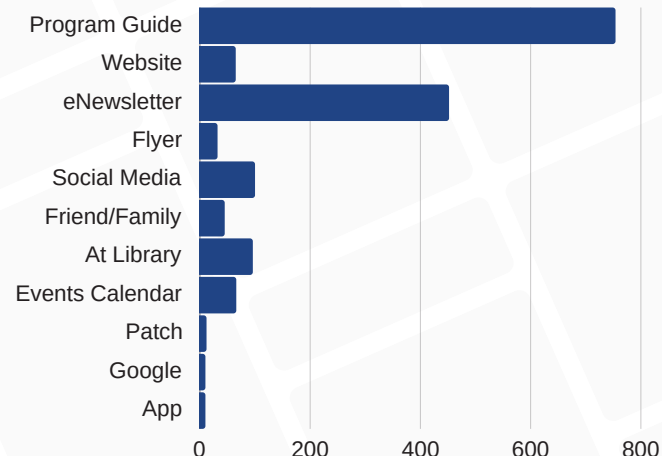
OPEN RATE  
42.7%

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

## Program Sign Up Stats

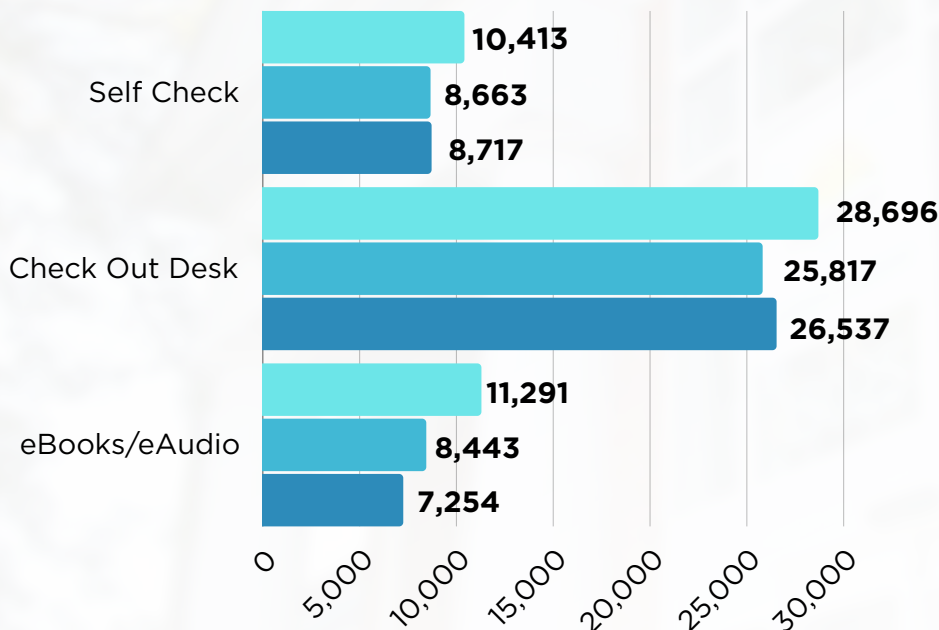


### How Patrons Learned About December Programs

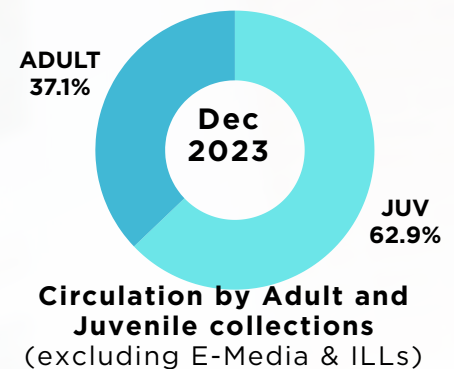


# BORROWER SERVICES NEWS

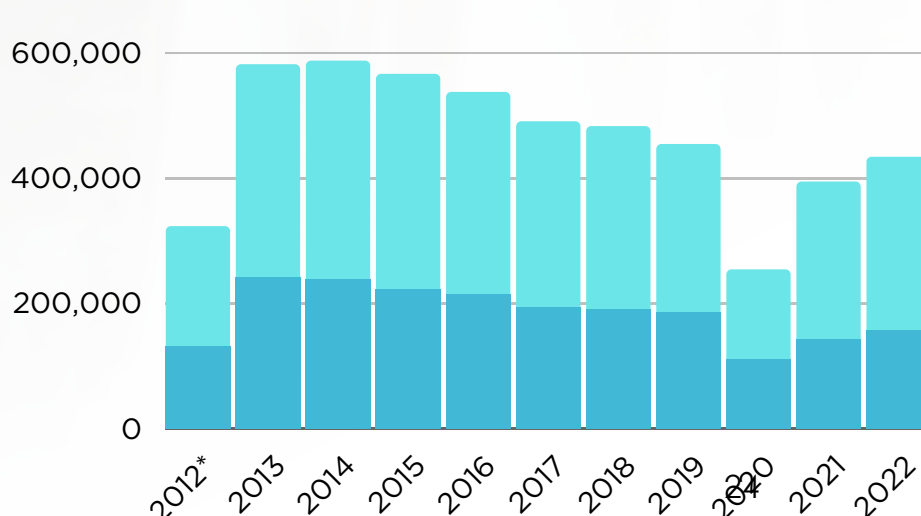
## MONTHLY CIRCULATION STATISTICS



Total Dec 2023	50,400
Total Dec 2022	42,923
Total Dec 2021	42,508



## 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 Dec 2021	38,080
Total Dec 2022	31,222
Total Dec 2023	31,548*

**126**

NEW  
ADULT  
CARDS

**40**

NEW  
JUVENILE  
CARDS

**126**

NEW  
HOUSEHOLD  
CARDS

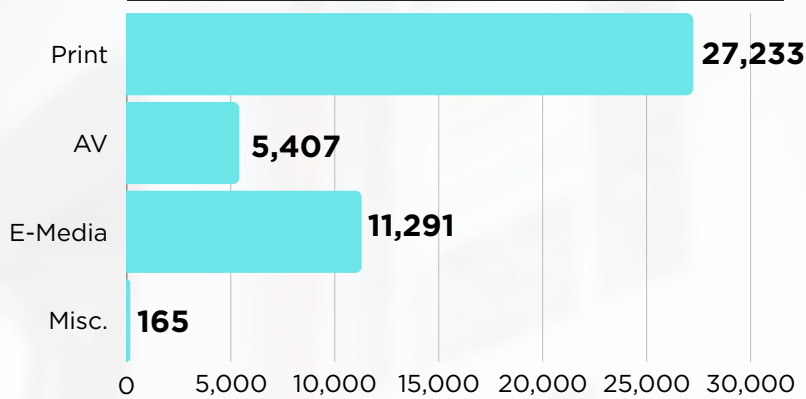
\*3 years of purging cards took place 1/23 causing the number to drop.

**FYTD NEW HOUSEHOLD CARDS**

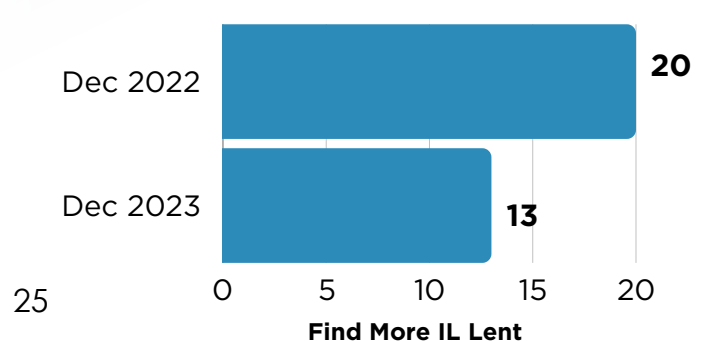
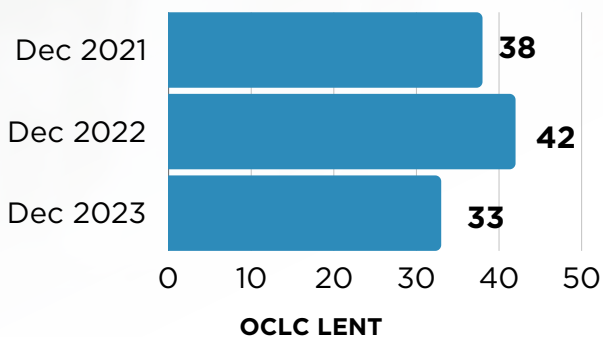
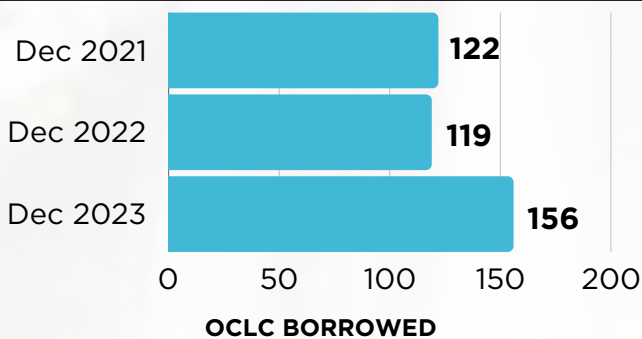
**1,135 CARDS**

## MATERIALS STATISTICS

### MATERIAL TYPE



### MONTHLY INTERLIBRARY LOAN







## MONTHLY LOCKER & CURBSIDE STATISTICS

### PEHS Lockers

DIFFERENT PATRON VISITS	36
SAME PATRON VISITS	10
FIRST TIME VISITS	2
TOTAL VISITS	100
ITEMS	148

### Illinois Street Lockers

DIFFERENT PATRON VISITS	47
SAME PATRON VISITS	12
FIRST TIME VISITS	10
TOTAL VISITS	165
ITEMS	252

CURBSIDE	26
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## HOME DELIVERY STATISTICS



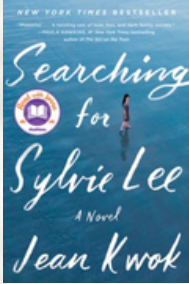
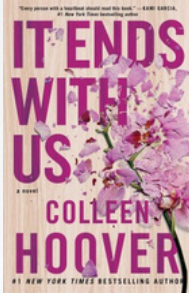
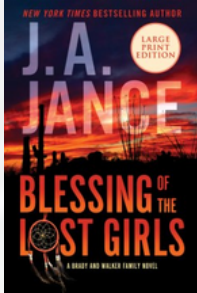
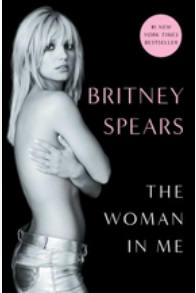

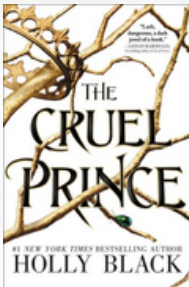

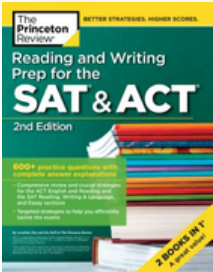




December 2023

PATRONS

ITEMS

RESIDENTS	3	61
AHCL	43	110
HARBOR CHASE	2	15
HERITAGE WOODS	14	80
LAKESWOOD	4	21
TOTAL	66	287

# TOP CIRCULATING ITEMS DECEMBER 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



# YOUTH & TEEN SERVICES MONTHLY REPORT

## Statistics

**26**

Total On-site  
Programs

**706**

On-site program  
attendance

**2**

Total Off-site  
Programs

**48**

Off-site program  
attendance

**7**

Self-directed  
Activities

**1,660**

Self-directed  
activity  
Participants

**147.5**

Teen Volunteer  
Hours Earned

**304**

Teen Volunteer  
Items made

## What's Happening In YTS

- YTS offered our Virtual New Year's Party once again this year. Each member of the department contributed in a different way to this video. One hundred kits were created and the video was viewed 78 times!
- The Teen Study, Snacks, and Self Care program was so popular that we added two additional sessions during finals week!

28

## Outreach

School Visits/  
Community Events **70**

Number of  
Classes **170**

Number of  
Patrons  
reached **3,754**



# YOUTH & TEEN SERVICES MONTHLY REPORT

## Patron Feedback & Pictures

**"Thanks so much for coming out last week. The kids were so excited to tell me about your visit. They were happy to see you again  
I just wanted to thank you for all your kindness and patience with my class over the last couple years." -Amy Fisher, Special Education Teacher Eichelberger Elementary**



**Crafty Kids Crew**



**Crafty Kids Crew**



**Winter Wonderland Party**



**Study, Snack, & Self Care**

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



Lisa Pappas <lpappas@papl.info>

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## A Quick Note from the PSACC Office

1 message

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**Plainfield Shorewood Area Chamber of Commerce** <psacc@psacchamber.com>

Fri, Jan 5, 2024 at 9:06 AM

Reply-To: psacc@psacchamber.com

To: lpappas@papl.info



Dear Chamber Members,

We regret to inform you that the State of the Village originally slated for March 20th, 2024 has been canceled at the request of Mayor John Argoudelis. Due to this cancellation we will be hosting a State of the County with Will County Executive Jennifer Bertino-Tarrant as our Guest Speaker on March 20th 2024. Please stay tuned for more information on that event in the near future and we look forward to having many of you there.

Any questions regarding the State of the Village should be directed to the Village of Plainfield.

Sincerely

Plainfield Shorewood Area Chamber of Commerce

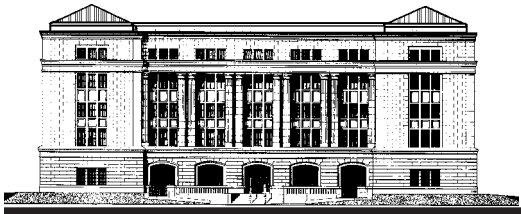
<b>2023 Strategic Plan Activities</b>				
<b>EDUCATE: Engagement opportunities build awareness of and support for the library. We inform and engage our community.</b>				
<b>Goal 1: Build library presence in the community by looking for outreach and collaboration opportunities.</b>				
<b>Activity</b>	<b>Who</b>	<b>Timeline</b>	<b>Status Q1 &amp; Q2 January through May 2023</b>	<b>Status Q3 &amp; Q4 June through December 2023</b>
2021 Partner with the YMCA on their after school program. Continue Partnership in Spring 2022.	YS	FY22 (ongoing)	YTS contiued to partner with the YMCA in the Spring of 2023 by visiting over 150 students across ten different schools as part of the YMCA After school program. YTS read stories, played games, and brought crafts as well.	YTS continued the partnership with the YMCA from September through December 2023. YTS visited over 10 different schools (about 175 students) and read stories, played games, and brought crafts.
Resume special summer storytimes with community partners	YS & CEM	FY22 (ongoing)	YTS partnered with the Plainfield Park District once again this summer to present Storytimes at the Village Green. YTS is also presenting storytimes at Hazel Marie's and at our community garden.	YTS continued the partnership with Plainfield Park District throughout the rest of the summer to present storytimes at the Village Green. YTS also presented storytimes at Hazel Marie's and the Community Garden. In December, YTS embarked on a partnership with our locally owned and operated McDonald's to provide patrons with another option for storytimes in the community twice a month.
Become active members of local groups and organizations.	CE&M and Director	FY21 (ongoing)	Tracey Lane is a member of the Chamber and the Kiwanis club	CEM is looking to join the newly formed Plainfield Arts Council for the new public arts space
Seek new partnerships and advertising mediums to share Library's message	CE&M	FY22 (ongoing)	Partnered with the PD on a new permnanet StoryWalk at Clow Stephens. Opened in May.	We created rescue rally this year partnering with the Park District and local pet organizations and rescues. We also did Traveling StoryWalk again this year but added the police department ad an additional partner.
Focus targeted attention to the areas of our district outside Plainfield to make them aware they are part of our Library District	CE&M	FY21 (ongoing)		Moving to 2024 - will be planning a series or pop up events while the building is being renovated.
Engage and inform the community of our presence and services by meeting them outside the 4 walls of of our building.	CE&M	FY21 (ongoing)	Attending new events we have not attened in the past (Pride Fest, Bluestem Eearth Festival)	Continued to attend the popular summer events (NNO, Cruise Nights, Traveling SW)
NEW: (3/23) Collaborate inter-departmentally and with local non-profits to create regular programming for developmentally disabled adults.	YTS/AS	FY23-24 (ongoing)	Moved to Q3/Q4.	Moved to 2024. The first Library Insiders (for adults with disabilities) scheduled for 02/19/2024 at 6:30 PM
NEW: Expanding our social media presence to Tik Tok	CE&M	FY24 (ongoing)	We are aveaging 1 to 2 videos per week and started keeping stats. Patrons really like it!	We have tapered off our number of videos due to time, but the platform is doing well and we are getting great feedback.
<b>Goal 2: Increase awareness of all the library has to offer.</b>				
<b>Activity</b>	<b>Who</b>	<b>Timeline</b>	<b>Status Q1 &amp; Q2 January through May 2023</b>	<b>Status Q3 &amp; Q4 June through December 2023</b>

Create new partnerships for off-site youth and teen programs that we do not have space for in this location	YS, CE&M	FY23	Not yet started, but YTS will be reaching out to community partners in the future when construction limits our use of the building.	YTS has partnered with McDonald's and renewed our partnership with Panera to provide storytimes in the community.
Create annual report booklet (a la Barrington)	CE&M Dept	FY21 (ongoing)	Will start working on in July after fiscal year is over	Completed in July, will do yearly
Review library demographics and saturation rates to determine neighborhoods to target with marketing/communication	CE&M using PP	First quarter 2024	Onboarded a new program (Patron Point); CEM staff has been training on how to run stats	Patron Point has been a learning curve and we still have kinks to work out but it has allowed us to send a few very successful targeted emails.
Track what is promoted in the library, at outreach events, and through social media to see if an increase in usage correlates to promotion (services, collections, etc)	CE&M	FY21 (ongoing)		moved to after reno - stats will not be accurate
Conduct a marketing campaign that features a user of the month--each month featuring a different program, service, collection, super-user, etc. (testimonials)	YS, AS, BS, led by CE&M	FY23	Moved to Q3 & 4	Moved to 2024 - good reno project
Repeat community survey to look for increased awareness of services	CE&M	FY23	Moving to post renovation	
<b>CAPTIVATE: Create meaningful opportunities for individuals to explore and create. We open minds and enrich lives.</b>				
<b>Goal 1: Promote literacy, curiosity, and the love of reading by creating collections that respond to community needs.</b>				
<b>Activity</b>	<b>Who</b>	<b>Timeline</b>	<b>Status Q1 &amp; Q2 January through May 2023</b>	<b>Status Q3 &amp; Q4 June through December 2023</b>
Added in 2020: Conduct an audit of the Adult Fiction Collection by examining each book in the collection to look for biases, problems and representation. Use knowledge gleaned from audit to create diversity in reading lists, book recommendations and displays and for weeding (retain books with positive representation even if not circulating; remove books with negative stereotypes, etc).	Adult Services	FY21-24	Audit is finished, but weeding is ongoing.	Weeding is ongoing. Displays have included Hispanic Heritage Month, Native American Heritage Month, Women's History Month, Juneteenth, Disability Pride Month, National Suicide Prevention Month, Pride Month, Black History Month, Sexual Assault Awareness Month.
Create Accessibility Support Collection	YS/MM	FY22-23	Rolled out to coincide with Summer Reading 2023, included in the Summer 2023 program guide, created a feature on the website	There are currently 5 different items/kits as part of the Accessibility Support Collection. These items have been checked out a total of 74 times. Twenty four of those check outs were for the Tonie box alone.
<b>Goal 2: Enhance and grow connections through vibrant programs and access to technology.</b>				
<b>Activity</b>	<b>Who</b>	<b>Timeline</b>	<b>Status Q1 &amp; Q2 January through May 2023</b>	<b>Status Q3 &amp; Q4 June through December 2023</b>
Institute post-program/event online surveys	Adult Services, YS, CE&M	FY20 (ongoing)	Ongoing for Adult Technology classes and programs.	Ongoing for Adult Technology classes and programs.

Grow VR/AR and maker programming	Adult Services	FY21 (ongoing)	Hired another AS Librarian with Cricut programming experience. Purchased a Cricut Access subscription and cricut accesories to enhance programming. YTS has borrowed Quests for their programming. 2 Cricut classes were offered with 13 people attending.	Several 3D printer and Cricut classes are offered every quarter including 3D Printed Desktop Planters, Cricut Card Making, 3D Design with Blender, Etched Pint Glasses
Added June 2022: Create process for patrons to be able to submit their own designs to be 3D printed	Adult Services	FY23	Ongoing. A new 3D Printer has been ordered and should arrive in Q3.	Ongoing. New Prusa MK4 arrived and is a much faster, more accurate printer. 25 3D print requests fulfilled June-December.
NEW: Provide more cultural/language-based programming to increase diverse programming.	Adult Services	FY23-24	Ongoing. Examples: American Sign Language class in January, Secretos culinarios in February, Celtic music concert in February, Introduction to Korean Traditional Music in March	Ongoing. Examples: Spanish terrarium program, Ukrainian music concert, Papel Picado Take & Make, Restorative Practices program, ASL for Beginners
NEW: Create Patron Perks: Incentives for patrons to get library cards and to keep coming back	Borrower Services	FY23	Started the program in April with popcorn Fridays, bookmarks for new cards for kids, and swag for new cards in their birthday month	Ongoing. We have added Cocoa and Curbside and Big Reader Bonus.
NEW: (3/23) Present bi-lingual and EDI-focused programming for each age group on a minimum of a quarterly basis.	YTS	FY23-24	YTS has presented Bilingual Storytimes in the spring and will do so in the summer. YTS has also worked with numerous diverse presenters for our paid programming.	YTS continued Bilingual Storytimes in the summer. YTS also featured diverse presenters through the summer. We also offer sensory storytimes and sensory friendly field trips for schools.
<b>CONNECT: Expand service points and resources. We evolve and grow.</b>				
<b>Goal 1: Reduce barriers to service by making access convenient.</b>				
<b>Activity</b>	<b>Who</b>	<b>Timeline</b>	<b>Status Q1 &amp; Q2 January through May 2023</b>	<b>Status Q3 &amp; Q4 June through December 2023</b>
Implement another set of lockers at library and/or south	BS & LP	FY22 or 23	New lockers were installed and operational in April 2023; promotion of the lockers will wait until PEHS lockers are back online	Both sets of lockers (Plainfield East HS and at the library) are up and running.
Purchase a vehicle for outreach activities and delivery of materials to off-site lockers and home delivery patrons	Admin	CY23	Moved to Q3/waiting until Will County ARPA funds received, which was April 2023	To be completed Q1 2024
NEW: Improve Go Go Gadgets Collection Processes for Patrons	AS	FY23-24	Adult Rokus are being streamlined so there are no longer separate streaming and movie Rokus. This should hopefully make the Rokus less confusing for staff and patrons. Ongoing: Update instruction guides to include pictures of everything included with gadget so patrons know what to return.	Ongoing.
Collection evaluation project: Phase 1 - heavy weed and data gathering.  Phase 1 is heavy weeding and data gathering. Weeding to get the collections cleaned up and initial comparative data to begin making comparative space and collection decisions.	MM (YTS, AS, BS, and maintenance)	FY23 and ongoing	Heavy weeding schedule begun in full in January 2023.	Ongoing. BS has been creating record sets of items to be withdrawn and boxing up items to send to Baker & Taylor.
NEW: Remove/reduce restrictions for public access to computers	AS	FY23	Instituted no picture ID required for guest passes	Ongoing. 748 guest passes issued from June through December.
<b>Goal 2: Increase library resources to ensure growth and sustainability.</b>				
<b>Activity</b>	<b>Who</b>	<b>Timeline</b>	<b>Status Q1 &amp; Q2 2023</b>	<b>Status Q3 &amp; Q4 2023</b>

Investigate/consider implementing new service to generate alternate source of revenue to offset going fine-free: License plate renewals	BS	FY 23	Started the process and have looked into 2 different companies.	Began license plate sticker renewals for the public in September. Have done 97 renewals as of 12/31/23.
Fundraising/capital development training	Trustees	FY23	Will revisit in FY24	FY25
NEW: Investigate and implement capital campaign	CE&M and Trustees	FY24 and beyond		FY25





ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: \_\_\_\_\_

Library's Control Number: \_\_\_\_\_ Branch Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact information of the person completing this grant application:

Preparer's Name: \_\_\_\_\_  
(First Name) (Last Name)

Preparer's Title: \_\_\_\_\_

Preparer's Phone Number: \_\_\_\_\_

Preparer's Email Address: \_\_\_\_\_

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)



## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## **Chapter 8: System Member Responsibilities and Resource Sharing**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## **Chapter 9: Public Services: Reference and Reader's Advisory Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

## Debt Management Policy

This Debt Management Policy of the Plainfield Library District (the “Library”) sets forth certain debt management objectives for the Library and establishes overall parameters for issuing and administering the Library’s debt. The purpose of this Debt Management Policy is to assist the Library in pursuit of the following objectives:

- Minimize debt service and issuance costs
- Maintain access to cost-effective borrowing
- Achieve the highest practical credit rating
- Full and timely repayment of debt
- Maintain full and complete financial disclosure and reporting
- Ensure financial controls are in place with respect to proceeds of debt issuances
- Ensure compliance with applicable State and Federal laws

**1. Debt Management Goals and Objectives.** The Library’s debt issuance activities and procedures shall be aligned with the Library’s vision and goals for providing adequate facilities and programs that support the residents. The Library shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue. When issuing debt, the Library shall ensure that it:

1. Maintains accountability for the fiscal health of the Library, including management and transparency of the Library’s financing programs.
2. Seeks the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.

**2. General Provisions, Types of Debt that May be Issued.** The Library may use any borrowing methods approved for library districts under State of Illinois Law. Further, the Library will strive to ensure that any issuance of debt is exempt from federal taxation to the extent possible. The following types of debt may be issued under this policy subject to State and Federal law:

- Debt Certificates
- General Obligation Bonds (Alternate Revenue Source)
- General Obligation Bonds, pursuant to referendum

Prior to issuance of debt, the Library will consider the cost of debt service and its impact on the Library’s operations. The Library will evaluate a projection of future financial performance that demonstrates the affordability of the proposed borrowing, and any operational adjustments, if any, required to accommodate bond debt service. Bond refundings that produce debt service savings are not subject to this requirement.

The Library will not issue debt with a variable interest rate or borrow using financial products that incorporate derivatives, directly or indirectly.

**3. Purposes for Borrowing.** Long-term borrowing may be used to finance capital improvements, renovations, acquisition of property, construction of new buildings, or any other purpose permitted under Illinois law. As part of a long term borrowing, the Library may also



fund capitalized interest, costs of issuance, required reserves, and any other financing related costs which may be legally funded from bond proceeds. Long-term borrowing shall not be used to fund operating costs.

Borrowings to refinance existing borrowings for savings are permissible if the refinancing produces net present value savings of at least 3.0%. Borrowings to restructure outstanding debt that do not achieve the savings target are permissible if they meet the requirements for issuing new debt described in Section 2 above.

Except to address an unavoidable and temporary shortfall in funds, the Library shall not use short-term borrowing as a funding mechanism. In the event that the Library should require borrowing on a short-term basis, it shall immediately formulate a plan to avoid such borrowing in the future.

**4. Responsibility for Debt Management Activities.** The Finance Manager, directed by the Library Director, shall be responsible for managing and coordinating all activities related to the issuance and administration of debt, including the implementation of internal control procedures to ensure that the proceeds of debt are directed to the intended use. The Finance Manager is responsible for the Library's debt administration activities, particularly the timely payment of debt, investment of bond proceeds, monitoring compliance with bond covenants, continuing disclosure, and arbitrage compliance for tax-exempt debt. The Finance Manager is also responsible for implementing internal control procedures to ensure that bond proceeds or other debt is directed to the intended use.

**5. Debt Repayment.** Debt will be structured with a maturity consistent with a fair allocation of costs to current and future beneficiaries of the financed capital project. The Library shall structure its debt issues so that the maturity of the debt issue is consistent with the economic or useful life of the capital project to be financed.

**6. Professional Assistance.** The Library shall utilize the services of bond counsel on all debt financings. The Library shall utilize the services of independent financial/municipal advisors when deemed appropriate by the Finance Manager. The Finance Manager shall have the authority to periodically select service providers as necessary to meet legal requirements and minimize net Library debt costs. Such services, depending on the type of financing, may include financial advisory, underwriting, trustee, verification agent, escrow agent, arbitrage consulting, and special tax consulting. The goal in selecting service providers, whether through a competitive process or single-source selection, is to achieve an appropriate balance between service and cost.

**7. Method of Sale.** The Finance Manager shall be responsible for determining the appropriate manner in which to offer any securities to investors. The Library may use competitive bid, negotiated sale, or private placement to sell its bonds. On a case-by-case basis the Finance Manager will make a determination as to the most effective method of sale.

**8. Investment of Bond Proceeds.** Investment of bond proceeds or other forms of debt shall be consistent with federal tax requirements, the Library's Investment Policy as modified from time to time, and with requirements contained in the governing bond documents.

**9. Disclosure Practices and Arbitrage Compliance**

(1) Financial Disclosure. The Library is committed to full and complete primary and secondary market financial disclosure in compliance with its Continuing Disclosure Undertakings and in accordance with disclosure requirements established by the Securities and Exchange Commission and the Municipal Securities Rulemaking Board, as may be amended from time to time. The Library is also committed to cooperating fully with rating agencies, institutional and individual investors, other levels of government, and the general public to share clear, timely, and accurate financial information. The Finance Manager will be responsible for the execution of financial disclosure responsibilities, which responsibilities may be delegated.

(2) Arbitrage Compliance and Tax-exemption Maintenance. The Finance Manager shall maintain a system of record keeping and reporting to meet the arbitrage compliance requirements of federal tax law. The Finance Manager shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. The Library shall be vigilant in ensuring that bond or other proceeds are only expended in accordance with the stated purposes at the time such debt was. This includes maintaining records of draws on said proceeds which identify the purpose and payee of said draw. The policy of the Library is to comply with all federal tax and securities law which may be applicable to its debt, which may include requirements relating to arbitrage, rebate and continuing disclosure. Reviews of such requirements in connection with prior and new debt issues may be conducted by Library Counsel or bond counsel. Any Library personnel involved in conducting such reviews may receive periodic training regarding their responsibilities as needed. In addition, the Finance Manager or designee shall ensure that the Library completes, as applicable, all performance and financial audits that may be required for any debt issued by the Library, including disclosure requirements applicable to a particular transaction.

**10. Review.** This policy shall be reviewed periodically by the Board consistent with other policies.