

PLAINFIELD AREA PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING AGENDA  
LARGE MEETING ROOM  
FEBRUARY 21, 2024  
6:30 PM

1. Call to Order, Pledge, Roll Call
2. Public Comment
  - a. Other Comments
  - b. Special Recognition
    - i. Special Recognition of Lance Agne, 10 years
  - c. Trustee Attendance at Community Events
3. Consent Agenda
  - a. January 17, 2024 Regular Board Meeting Minutes
4. Approval of Bills Paid and Bills Payable
  - a. Payroll \$227,769.73
  - b. General Bills \$195,340.62
  - c. Other Compensation/Administrative Costs \$ 34,488.83
  - d. Total \$457,599.18
5. Committee Reports
  - a. Decennial Committee meeting, February 21, 2024
  - b. Finance Committee
  - c. Personnel Committee
6. Library Director's Report
7. Action Items: Unfinished Business
  - a. Renovation Planning
    - i. Moving Services bids (action)
    - ii. SMC (action)
    - iii. Meristem: Bond sale (action)
8. Action Items: New Business
  - a. ILA Virtual Trustee Spring Training (action)
9. Closed Session
10. Action for Items Discussed in Closed Session
11. Adjournment



BOARD OF TRUSTEES  
MINUTES OF REGULAR BOARD MEETING  
JANUARY 17, 2024

**CALL TO ORDER:** The regular meeting of January 17, 2024 was called to order at 6:30 pm in the Library's Large Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited at the preceding hearing. Roll call was conducted. Regular members present: Gilmore, Schmidt, Grotto, Las, Malec. Regular members absent: Knight, Crowner. Staff present: Pappas, Hartley, Wold. Guests present: None.

**PUBLIC COMMENT:** None.

**OTHER COMMENT:** None.

**CONSENT AGENDA:** Gilmore accepted the minutes of the regular meeting of December 13, 2023.

**APPROVAL OF BILLS PAID:** Schmidt moved approval of bills paid and bills payable for December for a total of \$341,830.17. Las seconded the motion, all voted yes via roll call vote; motion carried.

**COMMITTEE REPORTS:** The Decennial Committee will meet before the February regular meeting.

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

**ACTION ITEMS:** Unfinished Business

1. Renovation Planning - SMC will attend the regular February meeting to present the phasing details. Meristem will also attend to discuss the bonds.

**ACTION ITEMS:** New Business

2. Per Capita Grant Application - Pappas shared the submitted and approved grant application with the Board.
3. Library Vehicle Proposals - the Board reviewed the proposal matrix. Grotto moved to approve the proposal from Sunnyside. Schmidt seconded the motion, all voted yes in a roll call vote; motion carried.
4. Debt Management Policy - Pappas presented the new policy. Las moved to approve the policy as presented. Malec seconded the motion, all voted yes via roll call vote.
5. Finance Committee Recommendations - Pappas presented the mid-year budget. Grotto presented the recommendation of the Finance Committee. Grotto moved to approve the mid-year budget as presented. Schmidt seconded the motion, all voted yes in roll call vote; motion carried.

The Board did not move to a closed session.

**ADJOURNMENT:** Las moved to adjourn. Malec seconded the motion, all voted yes via voice vote. The meeting adjourned at 7:34 pm.

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Aimee Hartley  
Recording Secretary

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Lisa Schmidt  
Board Secretary Pro Tem

**Minutes of the Public Hearing  
Plainfield Public Library District  
Will and Kendall Counties, Illinois  
January 17, 2024**

The Public Hearing was called to order at 6:00 p.m. in the Small Meeting Room located on the upper level of the Plainfield Public Library District, Will and Kendall Counties, Illinois (the "District"), 15025 South Illinois Street, Plainfield, Illinois, regarding a plan to issue not to exceed \$9,900,000 in aggregate principal amount of the District's General Obligation Bonds (Alternate Revenue Source), Series 2024 (the "Bonds").

Carl Gilmore, President, as Hearing Officer read the following statement:

*Good evening, Ladies and Gentlemen. This hearing will come to order. Let the record reflect that this is a public hearing being held pursuant to the requirements of Sections 10 and 20 of the Bond Issue Notification Act of the State of Illinois, as amended. Notice of this hearing was published on December 15, 2023, in the Daily Southtown, a newspaper of general circulation in the District. This is a hearing regarding a plan to issue not to exceed \$9,900,000 in aggregate principal amount of the District's General Obligation Bonds (Alternate Revenue Source), Series 2024 (the "Bonds"). The proceeds of the Bonds will be used to (i) finance certain capital projects within the District including but not limited to renovations and repairs to Library facilities, and the expenses incident thereto, and (ii) pay certain costs of issuance of the Bonds.*

*The Bonds will be issued by the District in accordance with the provisions of Section 15 of the Local Government Debt Reform Act of the State of Illinois, as amended, and shall constitute a general obligation of the District, payable from (i) those taxes imposed by the District for the establishment, maintenance and support of a public library or libraries within the District, and (ii) such other funds of the District lawfully available and annually appropriated for such purpose.*

*This public hearing is required by Sections 10 and 20 of the Bond Issue Notification Act of the State of Illinois, as amended. At the time and place set for the public hearing, residents, taxpayers, and other interested persons will be given the opportunity to express their views for or against the proposed plan of financing, the issuance of the Bonds and the purpose of the issuance of the Bonds.*

The Hearing Officer asked if there was anyone who wished to submit written comments.  
[Please insert comments here] NONE

NONE. The Hearing Officer asked all residents, taxpayers or other interested persons attending the hearing and desiring an opportunity to express their views for or against the proposed Bonds, to please stand so that they may have an opportunity to make those comments or statements. [Please insert comments here] NONE

The Hearing Officer concluded the public hearing regarding a plan to issue not to exceed \$9,900,000 in aggregate principal amount of the District's General Obligation Bonds (Alternate Revenue Source), Series 2024.

Let the Record further reflect this public hearing was concluded at the hour of 6:38 p.m., January 17, 2024.

Respectfully Submitted,

By: Carl J. Gilmore  
Carl Gilmore, President



**Plainfield Public Library District - Total Library  
Budget vs. Actuals: FY 2023 2024 - FY24 P&L  
July 2023 - January 2024**

	January			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									58.33%
1004001 Real Estate Taxes Library		0.00		3,694,026.07	3,725,107.20	99.17%	3,694,026.07	3,725,107.20	99.17%
1004002 Personal Property Taxes	2,256.01	304.73	740.33%	19,709.32	10,845.75	181.72%	19,709.32	35,000.00	56.31%
1004003 Overlap Districts Agreement		126,000.00	0.00%	0.00	126,000.00	0.00%	0.00	315,000.00	0.00%
1004004 Lost/Damaged	695.28	422.36	164.62%	4,546.88	2,977.77	152.69%	4,546.88	5,000.00	90.94%
1004006 Copier Fees	447.55	386.62	115.76%	3,268.70	2,557.33	127.82%	3,268.70	5,000.00	65.37%
1004007 Fax Fees	94.00	80.29	117.08%	623.35	533.65	116.81%	623.35	1,000.00	62.34%
1004008 Non Resident Fees		402.61	0.00%	3,108.54	2,436.75	127.57%	3,108.54	4,000.00	77.71%
1004009 Book Sales	247.78	199.88	123.96%	1,342.32	1,132.49	118.53%	1,342.32	2,000.00	67.12%
1004010 Meeting Room Deposits	150.00	114.31	131.22%	800.00	638.87	125.22%	800.00	1,000.00	80.00%
1004012 CC Processing Fees	0.00			0.00	0.00		0.00	0.00	
1004310 Staff Purchases				-3,017.60	0.00		-3,017.60	0.00	
1004402 E-Pay Interest	2,296.46	832.69	275.79%	15,475.93	4,490.12	344.67%	15,475.93	10,000.00	154.76%
1004410 Unrealized Gain(Loss)				48,448.31	0.00		48,448.31	0.00	
1004417 Tax Escrow Interest HB	12,146.02	2,083.33	583.01%	97,712.14	14,583.31	670.03%	97,712.14	25,000.00	390.85%
1004502 Donations	2,625.62			10,292.10	0.00		10,292.10	0.00	
1004701 Per Capita Grant		0.00		116,617.93	116,606.13	100.01%	116,617.93	116,606.13	100.01%
1004702 Grants - Other	2,000.00			2,000.00	0.00		2,000.00	0.00	
1004901 Miscellaneous Income (Library)	332.42			5,005.13	0.00		5,005.13	0.00	
1004902 Sale of Library Used Equipment		27.59	0.00%	0.00	202.22	0.00%	0.00	500.00	0.00%
1004903 License Plate Renewal	4,685.02			19,396.12	0.00		19,396.12	0.00	
1004909 Rental Income	8,050.00	8,208.33	98.07%	56,350.00	57,458.31	98.07%	56,350.00	98,500.00	57.21%
1015500 Operating Transfer Out		0.00		0.00	0.00		0.00	-1,048,000.00	0.00%
2004001 Real Estate Taxes (FICA)		0.00		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	51,000.00	0.00%
2504001 Real Estate Taxes (IMRF)		0.00		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	
3004810 Transfer In		0.00		0.00	0.00		0.00	10,000.00	0.00%
5004001 Real Estate Taxes - Facil Fund		0.00		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%

	January			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
7504251 Bonds		0.00		0.00	9,000,000.00	0.00%	0.00	9,000,000.00	0.00%
7504400 Interest	315.42	111.83	282.05%	2,182.05	852.32	256.01%	2,182.05	1,500.00	145.47%
7504450 Prime Account Interest		198.01	0.00%	0.00	529.71	0.00%	0.00	1,000.00	0.00%
7504451 Unrealized Gain(Loss) iPrime				29,772.66	0.00		29,772.66	0.00	
7504504 Impact Fees	17,855.00	3,963.13	450.53%	115,863.00	37,656.25	307.69%	115,863.00	75,000.00	154.48%
7504900 Miscellaneous Income	0.10			0.10	0.00		0.10	0.00	
Total Income	\$ 54,196.68	\$ 143,335.71	37.81%	\$ 4,850,077.69	\$ 13,716,266.34	35.36%	\$ 4,850,077.69	\$ 14,032,871.49	34.56%
Gross Profit	\$ 54,196.68	\$ 143,335.71	37.81%	\$ 4,850,077.69	\$ 13,716,266.34	35.36%	\$ 4,850,077.69	\$ 14,032,871.49	34.56%
Expenses									
1015000 Administration Department									
1015001 Adminstration Salaries	36,621.76	25,566.26	143.24%	193,885.72	176,565.42	109.81%	193,885.72	321,000.00	60.40%
1015002 Unemployment Insurance	129.46	244.01	53.06%	842.22	2,089.14	40.31%	842.22	4,500.00	18.72%
1015005 Health Insurance	9,365.49	15,561.88	60.18%	101,923.99	135,078.73	75.46%	101,923.99	201,250.00	50.65%
1015011 Staff Development	118.25	3,339.11	3.54%	7,622.76	13,579.52	56.13%	7,622.76	22,000.00	34.65%
1015012 Travel Expenses	903.87	663.74	136.18%	6,007.68	8,124.70	73.94%	6,007.68	15,000.00	40.05%
1015013 Membership Dues		1,483.24	0.00%	2,771.71	5,900.89	46.97%	2,771.71	8,000.00	34.65%
1015014 Human Resources	59.52	33.50	177.67%	323.43	637.13	50.76%	323.43	2,000.00	16.17%
1015015 Staff Development EDI		1,666.67	0.00%	0.00	11,666.69	0.00%	0.00	20,000.00	0.00%
1015016 Staff Phone/Tec Expense	110.00	83.33	132.01%	410.00	583.31	70.29%	410.00	1,000.00	41.00%
1015201 Payroll Services	960.15	755.93	127.02%	5,657.57	5,381.70	105.13%	5,657.57	10,500.00	53.88%
1015202 Legal Services (Library)	517.50	1,277.03	40.52%	1,125.00	2,914.66	38.60%	1,125.00	7,000.00	16.07%
1015204 Bank Fees	497.94	313.89	158.64%	2,489.38	2,316.28	107.47%	2,489.38	4,500.00	55.32%
1015205 Trustee Development		518.02	0.00%	666.90	1,869.20	35.68%	666.90	2,500.00	26.68%
1015308 Office Supplies - Paper		129.86	0.00%	103.08	1,192.05	8.65%	103.08	2,000.00	5.15%
1015310 Office Supplies - Admin	73.20	298.93	24.49%	1,660.92	2,097.17	79.20%	1,660.92	4,000.00	41.52%
1015311 Postage		239.60	0.00%	2,400.97	2,147.89	111.78%	2,400.97	3,750.00	64.03%
1015313 Newsletter	5,800.00	6,829.07	84.93%	41,310.02	38,510.04	107.27%	41,310.02	66,000.00	62.59%
1015316 Printing - Legal		155.04	0.00%	398.00	1,887.62	21.08%	398.00	2,000.00	19.90%
1015317 Telephone	1,145.08	1,161.69	98.57%	7,904.65	8,016.33	98.61%	7,904.65	14,000.00	56.46%
1015318 Public Relations (Library)	574.66	1,864.54	30.82%	6,449.03	18,008.97	35.81%	6,449.03	39,000.00	16.54%
1015322 Contingencies Operating Fund	1,449.00	6,533.72	22.18%	5,955.24	6,571.72	90.62%	5,955.24	20,000.00	29.78%
1015801 Library-Wide Supplies & Events	723.39	1,249.09	57.91%	1,800.90	5,282.36	34.09%	1,800.90	12,000.00	15.01%
1015802 Library-Wide EDI Public Initiat		416.67	0.00%	0.00	2,916.69	0.00%	0.00	5,000.00	0.00%
1015805 Liab Ins. - Property/Package	31,071.29	24,711.38	125.74%	40,197.29	48,763.34	82.43%	40,197.29	50,000.00	80.39%
1015901 Miscellaneous Expense	10.04			35.24	0.00		35.24	0.00	

	January			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1015902 License Plate Renewal Fees	361.60			498.65	0.00		498.65	0.00	
1015903 License Plate Renewal Funds to State	4,217.00			18,527.00	0.00		18,527.00	0.00	
1015909 Rental Property Prof Svcs-Misc	644.00	1,083.33	59.45%	5,418.00	7,583.31	71.45%	5,418.00	13,000.00	41.68%
1018001 Equipment Maintenance		416.67	0.00%	0.00	2,916.69	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		919.63	0.00%	124.98	2,109.29	5.93%	124.98	5,000.00	2.50%
<b>Total 1015000 Administration Department</b>	<b>\$ 95,353.20</b>	<b>\$ 97,515.83</b>	<b>97.78%</b>	<b>\$ 456,827.81</b>	<b>\$ 559,710.84</b>	<b>81.62%</b>	<b>\$ 456,827.81</b>	<b>\$ 905,000.00</b>	<b>50.48%</b>
<b>1025000 Materials Management Dept</b>									
1025001 Materials Management Salaries	14,333.82	12,720.64	112.68%	83,728.75	90,423.30	92.60%	83,728.75	165,000.00	50.74%
1025306 Materials Mgmt Process Supply	103.26	1,072.82	9.63%	4,970.33	7,648.04	64.99%	4,970.33	15,000.00	33.14%
1025307 OCLC		87.48	0.00%	3,432.25	3,894.33	88.13%	3,432.25	4,000.00	85.81%
<b>Total 1025000 Materials Management Dept</b>	<b>\$ 14,437.08</b>	<b>\$ 13,880.94</b>	<b>104.01%</b>	<b>\$ 92,131.33</b>	<b>\$ 101,965.67</b>	<b>90.36%</b>	<b>\$ 92,131.33</b>	<b>\$ 184,000.00</b>	<b>50.07%</b>
<b>1035000 Borrower Services Department</b>									
1035001 Borrower Services Salaries	53,334.39	37,468.56	142.34%	277,738.28	272,656.91	101.86%	277,738.28	475,000.00	58.47%
1035308 Borrower Services Supplies		397.85	0.00%	5,956.87	7,597.34	78.41%	5,956.87	12,000.00	49.64%
1035309 ILL Lost Items		111.49	0.00%	433.77	654.48	66.28%	433.77	1,000.00	43.38%
1035310 Home Delivery Supplies		228.11	0.00%	48.85	2,989.90	1.63%	48.85	4,000.00	1.22%
<b>Total 1035000 Borrower Services Department</b>	<b>\$ 53,334.39</b>	<b>\$ 38,206.01</b>	<b>139.60%</b>	<b>\$ 284,177.77</b>	<b>\$ 283,898.63</b>	<b>100.10%</b>	<b>\$ 284,177.77</b>	<b>\$ 492,000.00</b>	<b>57.76%</b>
<b>1045000 Adult Services</b>									
1045001 Adult Services Salaries	50,566.57	36,813.34	137.36%	280,208.79	274,758.39	101.98%	280,208.79	484,000.00	57.89%
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	1,921.06	1,857.20	103.44%	13,246.89	12,829.87	103.25%	13,246.89	24,000.00	55.20%
1045105 Portable Media Devices - Adult		907.88	0.00%	3,704.55	5,078.88	72.94%	3,704.55	7,500.00	49.39%
1045106 Video Games - Adult		370.11	0.00%	1,865.50	1,901.15	98.12%	1,865.50	4,000.00	46.64%
1045107 Compact Discs - Adult	119.84	298.42	40.16%	1,480.96	1,902.64	77.84%	1,480.96	2,500.00	59.24%
1045108 Videos & DVDs- Adult	389.72	1,219.76	31.95%	6,796.44	8,432.70	80.60%	6,796.44	15,000.00	45.31%
1045109 Audio Books - Adult	248.75	456.60	54.48%	2,772.34	3,418.08	81.11%	2,772.34	5,500.00	50.41%
1045111 Digital Resources	5,000.00	18,750.00	26.67%	112,731.17	131,250.00	85.89%	112,731.17	225,000.00	50.10%
1045112 Fiction - Adult	1,257.83	2,045.77	61.48%	12,482.60	14,484.58	86.18%	12,482.60	25,000.00	49.93%
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	161.89	384.55	42.10%	1,916.41	3,317.83	57.76%	1,916.41	6,000.00	31.94%
1045115 Graphic Novels - Adult	375.00	343.86	109.06%	2,983.69	2,513.16	118.72%	2,983.69	4,500.00	66.30%
1045116 Nonfiction - Adult	1,280.60	2,290.95	55.90%	12,063.10	13,267.04	90.93%	12,063.10	24,000.00	50.26%
1045117 Foreign Language - Adult	11.60	240.68	4.82%	3,205.86	3,295.45	97.28%	3,205.86	6,500.00	49.32%
1045118 Reference - Adult		90.26	0.00%	360.00	638.86	56.35%	360.00	1,000.00	36.00%

	January			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1045119 Standing Orders - Adult	703.61	360.59	195.13%	5,685.84	2,741.60	207.39%	5,685.84	5,000.00	113.72%
1045120 Periodicals - Adult		1,289.29	0.00%	1,948.98	2,360.00	82.58%	1,948.98	8,500.00	22.93%
1045212 Instructors and Facilitators	150.00	727.11	20.63%	1,575.00	2,470.33	63.76%	1,575.00	4,000.00	39.38%
1045305 Bindery		60.00	0.00%	0.00	140.00	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		107.98	0.00%	350.59	1,760.95	19.91%	350.59	3,500.00	10.02%
1045405 Local History Supplies		86.73	0.00%	1,092.04	868.96	125.67%	1,092.04	2,500.00	43.68%
<b>Total 1045000 Adult Services</b>	<b>\$ 62,186.47</b>	<b>\$ 68,701.08</b>	<b>90.52%</b>	<b>\$ 487,868.03</b>	<b>\$ 511,608.48</b>	<b>95.36%</b>	<b>\$ 487,868.03</b>	<b>\$ 901,400.00</b>	<b>54.12%</b>
<b>1055000 Youth Services</b>									
1055001 Youth Services Salaries	52,723.20	39,101.65	134.84%	262,697.22	282,276.53	93.06%	262,697.22	498,000.00	52.75%
1055101 Summer Reading - Childrens		0.00		1,628.31	3,160.00	51.53%	1,628.31	9,000.00	18.09%
1055102 JUV Programs	1,275.00	1,511.04	84.38%	5,339.47	6,732.08	79.31%	5,339.47	10,000.00	53.39%
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		1,649.83	0.00%	0.00	8,226.90	0.00%	0.00	14,000.00	0.00%
1055105 Portable Media Devices - YS/YA		172.26	0.00%	0.00	1,205.82	0.00%	0.00	2,800.00	0.00%
1055107 Compact Discs - Children's		43.67	0.00%	180.14	263.83	68.28%	180.14	700.00	25.73%
1055108 Videos & DVDs - Children's	59.45	1,701.13	3.49%	1,398.03	5,025.42	27.82%	1,398.03	9,000.00	15.53%
1055109 Audio Books - Children's		8.53	0.00%	0.00	451.66	0.00%	0.00	1,300.00	0.00%
1055112 Fiction - Children's	50.40	2,041.20	2.47%	8,891.25	11,961.29	74.33%	8,891.25	20,000.00	44.46%
1055116 Nonfiction - Children's	323.27	2,655.67	12.17%	24,603.99	19,060.96	129.08%	24,603.99	39,000.00	63.09%
1055119 Standing Orders - Children's		380.00	0.00%	235.63	2,141.17	11.00%	235.63	3,500.00	6.73%
1055123 Easy Fiction	338.89	1,538.97	22.02%	10,864.60	10,626.09	102.24%	10,864.60	22,000.00	49.38%
1055310 Department Supplies - Y/S	58.33	260.55	22.39%	1,564.67	3,909.22	40.03%	1,564.67	9,000.00	17.39%
<b>Total 1055000 Youth Services</b>	<b>\$ 54,828.54</b>	<b>\$ 51,064.50</b>	<b>107.37%</b>	<b>\$ 336,369.40</b>	<b>\$ 381,539.26</b>	<b>88.16%</b>	<b>\$ 336,369.40</b>	<b>\$ 666,300.00</b>	<b>50.48%</b>
<b>1065000 Teen Services</b>									
1065101 Summer Reading - Teen		315.59	0.00%	1,754.57	1,941.29	90.38%	1,754.57	5,000.00	35.09%
1065102 Teen Programs		973.78	0.00%	3,805.61	4,461.07	85.31%	3,805.61	8,000.00	47.57%
1065104 Downloadable Materials - Teen		83.33	0.00%	0.00	583.31	0.00%	0.00	1,000.00	0.00%
1065105 Portable Media Devices - Teen		125.00	0.00%	14.09	875.00	1.61%	14.09	1,500.00	0.94%
1065108 Videos & DVDs - Teen		86.32	0.00%	0.00	520.98	0.00%	0.00	1,000.00	0.00%
1065112 Fiction - Teen	90.36	996.05	9.07%	4,802.73	6,306.85	76.15%	4,802.73	12,000.00	40.02%
1065116 Nonfiction - Teen		600.34	0.00%	135.91	3,059.53	4.44%	135.91	4,500.00	3.02%
1065310 Department Supplies - Teen		125.00	0.00%	547.04	875.00	62.52%	547.04	1,500.00	36.47%
<b>Total 1065000 Teen Services</b>	<b>\$ 90.36</b>	<b>\$ 3,305.41</b>	<b>2.73%</b>	<b>\$ 11,059.95</b>	<b>\$ 18,623.03</b>	<b>59.39%</b>	<b>\$ 11,059.95</b>	<b>\$ 34,500.00</b>	<b>32.06%</b>
<b>1075000 Community Relations Dept</b>									

	January			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1075001 Community Relations Salaries	14,385.60	10,016.95	143.61%	76,262.49	75,018.69	101.66%	76,262.49	128,000.00	59.58%
1075310 Comm. Relations Supplies		0.00		0.00	115.53	0.00%	0.00	500.00	0.00%
<b>Total 1075000 Community Relations Dept</b>	<b>\$ 14,385.60</b>	<b>\$ 10,016.95</b>	<b>143.61%</b>	<b>\$ 76,262.49</b>	<b>\$ 75,134.22</b>	<b>101.50%</b>	<b>\$ 76,262.49</b>	<b>\$ 128,500.00</b>	<b>59.35%</b>
<b>1095000 Technology</b>									
1015314 Web Page Development	90.00	68.43	131.52%	630.00	502.09	125.48%	630.00	1,500.00	42.00%
1095206 Pinnacle Cooperative		0.00		191.61	195.66	97.93%	191.61	69,000.00	0.28%
1095207 Technology Maintenance	6,013.72	8,333.33	72.16%	35,534.29	58,333.31	60.92%	35,534.29	100,000.00	35.53%
1095209 Email & Web Hosting Fees		21.90	0.00%	109.94	163.37	67.30%	109.94	500.00	21.99%
1095210 Lease Agreements	2,697.65	3,565.40	75.66%	25,196.51	19,371.46	130.07%	25,196.51	35,000.00	71.99%
1095211 Subscription Services	1,811.00	2,819.26	64.24%	27,420.57	34,834.71	78.72%	27,420.57	65,000.00	42.19%
1095301 Software		972.95	0.00%	4,625.37	2,639.00	175.27%	4,625.37	8,000.00	57.82%
1095302 Computer Supplies		240.26	0.00%	1,855.45	2,063.82	89.90%	1,855.45	3,000.00	61.85%
1095303 Data Lines	219.95	261.71	84.04%	1,539.65	1,784.22	86.29%	1,539.65	3,000.00	51.32%
1095304 Computers (Library)	573.86	2,495.88	22.99%	20,140.17	7,909.74	254.62%	20,140.17	26,000.00	77.46%
<b>Total 1095000 Technology</b>	<b>\$ 11,406.18</b>	<b>\$ 18,779.12</b>	<b>60.74%</b>	<b>\$ 117,243.56</b>	<b>\$ 127,797.38</b>	<b>91.74%</b>	<b>\$ 117,243.56</b>	<b>\$ 311,000.00</b>	<b>37.70%</b>
2005011 FICA Expense	17,466.72	13,761.46	126.92%	92,919.38	100,052.40	92.87%	92,919.38	175,000.00	53.10%
2505012 IMRF Expense-ER	14,038.87	13,841.99	101.42%	109,707.76	128,006.16	85.71%	109,707.76	225,000.00	48.76%
3005218 Audit Expense		0.00		7,390.00	10,000.00	73.90%	7,390.00	10,000.00	73.90%
<b>5085000 Facilities Expenses</b>									
5085001 Facilities Salaries	13,572.80	9,863.81	137.60%	72,815.20	72,363.97	100.62%	72,815.20	127,000.00	57.33%
5085212 Custodial Services	3,608.00	3,337.30	108.11%	25,256.00	24,850.98	101.63%	25,256.00	45,100.00	56.00%
5085213 Disposal Services	680.55	557.78	122.01%	4,552.75	4,107.94	110.83%	4,552.75	7,200.00	63.23%
5085214 Facilities Maint Agreement	440.59	500.00	88.12%	4,262.37	3,500.00	121.78%	4,262.37	6,000.00	71.04%
5085215 Equipment Maintenance Agreement	2,697.18	2,812.86	95.89%	6,629.39	6,713.53	98.75%	6,629.39	12,000.00	55.24%
5085216 Building Repair		3,779.95	0.00%	10,961.77	16,737.14	65.49%	10,961.77	35,000.00	31.32%
5085217 Equipment Repair		2,477.31	0.00%	10,113.75	10,250.99	98.66%	10,113.75	16,500.00	61.30%
5085399 Contingencies		0.00		0.00	0.00		0.00	20,000.00	0.00%
5085601 Utilities - Electric	3,840.42	3,158.38	121.59%	28,083.31	23,285.55	120.60%	28,083.31	48,000.00	58.51%
5085602 Utilities - Gas	1,493.90	1,210.94	123.37%	3,674.29	3,746.39	98.08%	3,674.29	7,200.00	51.03%
5085603 Utilities - Water	218.36	301.71	72.37%	2,182.37	2,658.08	82.10%	2,182.37	4,200.00	51.96%
5085604 Building Supplies	45.98	542.97	8.47%	1,940.79	5,746.93	33.77%	1,940.79	9,600.00	20.22%
5085605 Equipment & Tools		242.96	0.00%	352.62	1,313.38	26.85%	352.62	3,500.00	10.07%
5085606 Janitorial Supplies		1,787.46	0.00%	8,068.70	12,248.79	65.87%	8,068.70	20,000.00	40.34%
5085611 Rental Prop Util/Trash/Water	686.86	0.00		3,789.97	7,999.98	47.37%	3,789.97	8,000.00	47.37%
5085909 Rental Prop General Maint		1,250.00	0.00%	2,160.94	8,750.00	24.70%	2,160.94	15,000.00	14.41%

	January			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Total 5085000 Facilities Expenses	\$ 27,284.64	\$ 31,823.43	85.74%	\$ 184,844.22	\$ 204,273.65	90.49%	\$ 184,844.22	\$ 384,300.00	48.10%
6006002 Bond Interest		0.00		0.00	0.00		0.00	455,000.00	0.00%
6006003 Bond Principal		0.00		0.00	0.00		0.00	455,000.00	0.00%
7505213 Legal services	945.00	908.05	104.07%	1,170.00	1,741.75	67.17%	1,170.00	5,000.00	23.40%
7505214 Architechural Services	26,520.00	66,666.67	39.78%	364,929.98	466,666.69	78.20%	364,929.98	800,000.00	45.62%
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	838.75	428,571.42	0.20%	69,606.75	857,142.84	8.12%	69,606.75	3,000,000.00	2.32%
7508008 Building Improvements		428,571.42	0.00%	0.00	857,142.84	0.00%	0.00	3,000,000.00	0.00%
7508909 Rental Prop Bldg Improvements		1,250.00	0.00%	0.00	8,750.00	0.00%	0.00	15,000.00	0.00%
Total Expenses	\$ 393,115.80	\$ 1,286,864.28	30.55%	\$ 2,695,765.08	\$ 4,704,553.84	57.30%	\$ 2,695,765.08	\$ 12,168,000.00	22.15%
Net Operating Income	-\$ 338,919.12	-\$ 1,143,528.57	29.64%	\$ 2,154,312.61	\$ 9,011,712.50	23.91%	\$ 2,154,312.61	\$ 1,864,871.49	115.52%
Net Income	-\$ 338,919.12	-\$ 1,143,528.57	29.64%	\$ 2,154,312.61	\$ 9,011,712.50	23.91%	\$ 2,154,312.61	\$ 1,864,871.49	115.52%

Check Number	Transaction Date	Vendor Name	Account	Amount
11528	01/02/2024	Blue Cross and Blue Shield of Illinois	Checking Account Chase Bank	-\$ 18,225.18
11529	01/02/2024	Cintas	Checking Account Chase Bank	-\$ 369.35
11530	01/02/2024	Complete Cleaning Company	Checking Account Chase Bank	-\$ 3,608.00
11531	01/02/2024	Metropolitan Life Insurance Company	Checking Account Chase Bank	-\$ 1,827.84
11532	01/02/2024	Nicor Gas	Checking Account Chase Bank	-\$ 825.28
11533	01/02/2024	Restore - Tek, Inc.	Checking Account Chase Bank	-\$ 2,260.10
11534	01/02/2024	Scholastic Library Publishing	Checking Account Chase Bank	-\$ 93.57
11535	01/02/2024	Simoni, Grace Ann	Checking Account Chase Bank	-\$ 150.00
11536	01/02/2024	Whitmore Ace	Checking Account Chase Bank	-\$ 27.98
11537	01/02/2024	LIRA	Checking Account Chase Bank	-\$ 31,071.29
11538	01/02/2024	Risk Program Administrators-A. Gallagher	Checking Account Chase Bank	-\$ 4,760.00
11539	01/02/2024	Accurate Employment Screening, LLC	Checking Account Chase Bank	-\$ 59.52
11540	01/02/2024	Schindler Elevator Corporation	Checking Account Chase Bank	-\$ 690.18
11541	01/03/2024	Balaban, Laura	Checking Account Chase Bank	-\$ 598.00
11542	01/03/2024	Menon, Meghna	Checking Account Chase Bank	-\$ 100.00
11543	01/03/2024	Outsource IT Solutions Group	Checking Account Chase Bank	-\$ 13,265.37
11544	01/03/2024	Shaw Media	Checking Account Chase Bank	-\$ 396.48
11545	01/03/2024	Shoutbomb LLC	Checking Account Chase Bank	-\$ 612.00
11546	01/03/2024	T-Mobile	Checking Account Chase Bank	-\$ 651.59
11547	01/03/2024	Titan Image Group, Inc.	Checking Account Chase Bank	-\$ 3,392.30
11548	01/08/2024	T-Mobile	Checking Account Chase Bank	-\$ 277.90
11549	01/11/2024	Chicago Tribune	Checking Account Chase Bank	-\$ 304.00
11550	01/11/2024	D & I Electronics, Inc.	Checking Account Chase Bank	-\$ 924.00
11551	01/11/2024	Erica Bough	Checking Account Chase Bank	-\$ 175.00
11552	01/11/2024	Gale / Cengage Learning	Checking Account Chase Bank	-\$ 47.55
11553	01/11/2024	Groot, Inc.	Checking Account Chase Bank	-\$ 680.55
11554	01/11/2024	Imagine Video Productions	Checking Account Chase Bank	-\$ 350.00
11555	01/11/2024	Postmaster	Checking Account Chase Bank	-\$ 5,800.00
11556	01/11/2024	Ramos, Leslie	Checking Account Chase Bank	-\$ 100.00

Check Number	Transaction Date	Vendor Name	Account	Amount
11557	01/11/2024	Rand, Janet	Checking Account Chase Bank	-\$ 150.00
11558	01/11/2024	The Law Offices of Peregrine, Stime	Checking Account Chase Bank	-\$ 1,462.50
11562	01/11/2024	Village of Plainfield	Checking Account Chase Bank	-\$ 253.67
11560	01/11/2024	World Book, Inc.	Checking Account Chase Bank	-\$ 1,199.00
11559	01/11/2024	Village of Plainfield	Checking Account Chase Bank	-\$ 134.63
11561	01/11/2024	Village of Plainfield	Checking Account Chase Bank	-\$ 126.94
11563	01/11/2024	Metronet	Checking Account Chase Bank	-\$ 1,031.69
11564	01/15/2024	Aflac	Checking Account Chase Bank	-\$ 317.48
11565	01/15/2024	Anderson Pest Solutions	Checking Account Chase Bank	-\$ 99.30
11566	01/15/2024	Baker & Taylor - Continuation Service	Checking Account Chase Bank	-\$ 121.99
11567	01/15/2024	Blackstone Publishing	Checking Account Chase Bank	-\$ 87.29
11568	01/15/2024	LIMRiCC- UCGA	Checking Account Chase Bank	-\$ 129.46
11569	01/15/2024	RMG	Checking Account Chase Bank	-\$ 1,265.00
11570	01/15/2024	SenSource Inc.	Checking Account Chase Bank	-\$ 228.00
11571	01/15/2024	Sheehan Nagle Hartray Architects, Ltd.	Checking Account Chase Bank	-\$ 26,520.00
11572	01/15/2024	Balaban, Laura	Checking Account Chase Bank	-\$ 713.00
11573	01/16/2024	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 324.77
11574	01/16/2024	Kornfeind, Summer SDK Artistry, LLC.	Checking Account Chase Bank	-\$ 400.00
11575	01/16/2024	Midwest Tape, LLC	Checking Account Chase Bank	-\$ 1,372.52
11576	01/17/2024	Catapult- Formerly CAI & TEA	Checking Account Chase Bank	-\$ 50.00
11577	01/17/2024	Outsource IT Solutions Group	Checking Account Chase Bank	-\$ 6,013.72
11578	01/17/2024	Village of Plainfield	Checking Account Chase Bank	-\$ 838.75
11579	01/22/2024	Elan Financial Services	Checking Account Chase Bank	-\$ 8,796.10
11580	01/22/2024	Mad Science of Chicago, OOTWI, Inc.	Checking Account Chase Bank	-\$ 565.00
11581	01/22/2024	NCPERS Group Life Ins.	Checking Account Chase Bank	-\$ 96.00
11582	01/25/2024	Artivista LLC	Checking Account Chase Bank	-\$ 750.00
11583	01/25/2024	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 5,697.49
11584	01/25/2024	Blue Cross and Blue Shield of Illinois	Checking Account Chase Bank	-\$ 14,162.72
11585	01/25/2024	Children's Plus Inc.	Checking Account Chase Bank	-\$ 7,924.33
11586	01/25/2024	Cintas	Checking Account Chase Bank	-\$ 341.29



Check Number	Transaction Date	Vendor Name	Account	Amount
11587	01/25/2024	First-Citizens Bank & Trust Co.	Checking Account Chase Bank	-\$ 2,697.65
11588	01/25/2024	Metropolitan Life Insurance Company	Checking Account Chase Bank	-\$ 1,580.47
11589	01/25/2024	Midwest Tape, LLC	Checking Account Chase Bank	-\$ 925.26
11590	01/25/2024	Mosio, Inc.	Checking Account Chase Bank	-\$ 1,199.00
11591	01/25/2024	Nicor Gas	Checking Account Chase Bank	-\$ 127.28
11592	01/25/2024	T-Mobile	Checking Account Chase Bank	-\$ 333.34
11593	01/25/2024	Tortilla Flatz Mexican Grill	Checking Account Chase Bank	-\$ 300.00
11594	01/25/2024	Vision Service Plan (IL)	Checking Account Chase Bank	-\$ 75.70
11595	01/25/2024	Weblinx Incorporated	Checking Account Chase Bank	-\$ 90.00
11596	01/25/2024	Whitmore Ace	Checking Account Chase Bank	-\$ 45.98
11597	01/29/2024	Baker & Taylor Books-	Checking Account Chase Bank	-\$ 1,348.26
11598	01/29/2024	Balaban, Laura	Checking Account Chase Bank	-\$ 736.00
11599	01/29/2024	ComEd	Checking Account Chase Bank	-\$ 192.98
11600	01/29/2024	Complete Cleaning Company	Checking Account Chase Bank	-\$ 3,608.00
11601	01/29/2024	ENGIE Resources LLC	Checking Account Chase Bank	-\$ 3,710.82
11602	01/29/2024	Value Line Publishing, LLC	Checking Account Chase Bank	-\$ 5,000.00
11603	01/29/2024	ComEd	Checking Account Chase Bank	-\$ 129.60
11604	01/29/2024	Nicor Gas	Checking Account Chase Bank	-\$ 224.62
11605	01/29/2024	World Book, Inc.	Checking Account Chase Bank	-\$ 199.99
<b>Total</b>				<b>-\$ 195,340.62</b>

## January 2024 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>	4,620,414.86	302,468.32	68,858.20	498,501.58	1,000.00	5,491,242.96
<b>Deposits</b>	0.00	33,566.91		5,499.38	5,592.91	44,659.20
<b>Transfer In</b>	0.00	300,000.00				300,000.00
<b>Interest Earned</b>	12,146.02		315.42	2,296.46		14,757.90
<b>Total Receipts</b>	12,146.02	333,566.91	315.42	7,795.84	5,592.91	5,850,660.06
<b>Checks Cleared</b>	(300,000.00)	(188,941.30)				(488,941.30)
<b>Transfers Out</b>					(5,500.38)	(5,500.38)
<b>Drivers License</b>		(4,578.60)				(4,578.60)
<b>Payroll Fees</b>		(1,028.17)				(1,028.17)
<b>Bank Fees</b>		(405.41)			(92.53)	(497.94)
<b>FSA</b>		(523.81)				(523.81)
<b>Payroll</b>		(227,769.13)				(227,769.13)
<b>IMRF</b>		(22,618.31)				(22,618.31)
<b>457 Payment</b>		(5,334.00)				(5,334.00)
<b>Total Disbursements</b>	(300,000.00)	(451,198.73)	0.00	0.00	(5,592.91)	(756,791.64)
<b>Ending Balance</b>	4,332,560.88	184,836.50	69,173.62	506,297.42	1,000.00	5,093,868.42

**FY23 Fund Activity 07/01/23 - 1/31/2024**

	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	\$240,042.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$240,042.79
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115,863.00	\$115,863.00
Interest	\$113,188.07	\$0.00	\$0.00	\$0.00	\$0.00	\$2,182.05	\$115,370.12
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	\$4,095,705.24	\$0.00	\$335,389.57	\$123,688.65	\$147,476.42	\$147,817.71	\$4,850,077.59
Payroll	\$914,521.25	\$0.00	\$72,815.20	\$0.00	\$0.00	\$0.00	\$987,336.45
Personnel Expenses	\$125,149.36	\$0.00	\$0.00	\$92,919.38	\$109,707.76	\$0.00	\$327,776.50
Technology	\$117,243.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117,243.56
Other Expenses	\$704,708.69	\$7,390.00	\$112,029.02	\$0.00	\$0.00	\$439,280.86	\$1,263,408.57
Total Expenses	\$1,861,622.86	\$7,390.00	\$184,844.22	\$92,919.38	\$109,707.76	\$439,280.86	\$2,695,765.08
Net Income	\$2,234,082.38	(\$7,390.00)	\$150,545.35	\$30,769.27	\$37,768.66	(\$291,463.15)	\$2,154,312.51



Plainfield Public Library District  
Board of Trustees

President	Carl F. Gilmore
Vice President	Lisa Schmidt
Secretary	Vicki Knight
Treasurer	Erika Grotto
Trustees	Alicia Malec
	Zachary Crowner
	Lauren Las

Board Committees

Building & Grounds:	Schmidt (Chair), Crowner, Knight
Finance:	Grotto (Chair), Schmidt, Las
Personnel:	Malec (Chair), Knight

Plainfield Public Library District  
Director's Report  
Lisa Pappas, Director  
February 15, 2024

Decennial Committee meeting

The third committee meeting is at 6:00 pm on 2.21.24, immediately prior to our regular meeting, in the Large Meeting Room.

Renovation Planning Update

Chris Damsch of SMC will join us via Zoom to walk the Board through the phasing of the project.

Bond Rating and Sale

As reported, the Library received an AA+ rating from S&P and the sale of the bonds will take place as planned on the morning of Wednesday, 2.21.24. Jamie Rachlin will attend the meeting via Zoom to explain the sale information as well as why we will be issuing bonds for under \$9M.

Moving Services Bids

Bids for moving services are due by 4 pm this Friday. A Pre-bid meeting was held last week, which was attended by five vendors. The [bid specifications](#) are available on our website if you'd like to see the scope of this bid. The bid opening is Monday, 2.19.24 at 1:00 pm; we will then review the bids using a matrix and bring our recommendation to the meeting.

Finance Committee FY25 Meeting

In an effort to avoid additional meetings in May, I'd like to see if the Finance Committee could meet the week of March 25 in order to present a recommendation for the FY25 working budget at the April regular meeting. We can discuss other options at the meeting.

Renovation Open Houses

We are planning two open house events in April, inviting the public to see some of the renderings, say farewell to the current building and ask questions. Trustees are encouraged to be there as well: Wednesday, April 10 from 6-8 pm and then Saturday, April 13, the times will depend on your availability, which we can finalize at the meeting.

Personnel Committee

It's time for the Board to begin the annual director evaluation process, which starts prior to the annual budget process. Alicia Malec, as Chair, will begin the process; the committee will need to meet and bring a recommendation to the Board at the April meeting.

ILA Trustee Spring Training

Included in the packet are the offerings from ILA for their three annual trustee virtual training options this spring.

## Meetings Attended

01.15 Weekly meeting with Head of Adult Services, Lauren Pierce  
01.16 Meeting with Village Administrator, Josh Blakemore  
Bi-weekly Leadership Team Renovation meeting  
Bi-weekly meeting with Head of Borrower Services, Marisa Barys  
01.17 Weekly meeting with Head of Youth & Teen Services, Katie Gulas  
Board Meeting  
01.18 Vendor meeting: OSG Quarterly meeting  
Program Guide meeting  
Bi-weekly meeting with Head of MM, Rebecca Pfenning  
Thyra Harton Art Gallery Opening  
01.19 Pinnacle Governing Board: Fountaindale  
Pinnacle Annual Strategic Plan Committee meeting: Fountaindale Library  
01.21 Sunday Clean Sweep Day  
01.22 Weekly meeting with Head of Adult Services, Lauren Pierce  
Weekly meeting with Head of CE&M, Tracey Lane  
Quarterly Review meeting with Finance Manager, Sally Wold  
Zonta Film Festival committee meeting  
01.23 Bi-weekly meeting with Head of Borrower Services, Marisa Barys  
Quarterly Review meeting with Head of Facilities, Lance Agne  
Leadership Team meeting  
01.24 Zonta Executive Board meeting  
Weekly meeting with Head of YTS, Katie Gulas  
Quarterly Review meeting with Administrative Services Manager, Aimee Hartley  
Meeting with Chair of In-Service Committee  
01.25 Village Intergovernmental Entity meeting  
Meeting with Meristem Advisors, Jamie Rachlin, re: bond rating process  
01.26 DuPage Directors Coaching Group meeting  
Weekly meeting with Head of AS, Lauren Pierce  
01.29 Weekly meeting with Head of CE&M, Tracey Lane  
Bi-weekly Leadership Team Renovation meeting  
01.30 Bond rating meeting with Standard & Poor's  
Due Diligence meeting with IceMiller, attorneys  
Bi-weekly meeting with Head of Materials Management, Rebecca Pfenning  
02.01 Mini-golf fundraiser  
02.04 Weekly meeting with Head of AS, Lauren Pierce  
02.05 Weekly meeting with Head of CE&M, Tracey Lane  
Moving Services Pre-bid meeting  
Bi-weekly Leadership Team Renovation meeting  
02.06 Weekly meeting with Head of Youth & Teen Services, Katie Gulas  
Weekly meeting with Head of CE&M, Tracey Lane  
02.07 Leadership Team meeting  
02.12 Bi-weekly meeting with Head of Borrower Services, Marisa Barys  
02.13 Zonta monthly member meeting  
Weekly meeting with Head of Youth & Teen Services, Katie Gulas  
02.14

# Monthly Report

## Winter Reading Challenge

The 2024 Winter Reading Challenge kicked off on January 2 with the 3rd annual Extreme Book Nerd Challenge for adult readers. To complete the challenge, participants need to read 3 books from 20 challenge categories, including:

- Read a Book About the History of a City
- Read a Book Featuring a Ballerina
- Read a Book with an Alliterative Title
- Read a Fractured Fairy Tale
- Read a Legal Thriller

Participants have until March 2 to claim this year's completion prize: a pair of cozy slipper socks. 298 people have registered and 125 have completed the challenge so far.



## Staff Shoutout

Patron Rebecca Douin attended one of the Library's Cricut card-making programs and complimented the instructor, Greg. She said: "What a polite man he is. So helpful and considerate. And he answers everyone's questions and is so patient."



## Paint and Plant Program

On January 31, 16 participants painted plant pots and learned how plants, nature, and creative outlets benefit our mental health.



## STATISTICS

<b>3D Print Requests</b>	<b>1</b>
<b>Adult Program Attendees</b>	<b>258</b>
<b>Book-a-Librarian Sessions</b>	<b>3</b>
<b>ELL Program Attendees</b>	<b>179</b>
<b>Museum Passes Issued</b>	<b>17</b>
<b>Online Resources Sessions</b>	<b>1282</b>
<b>Proctoring Sessions</b>	<b>0</b>
<b>Public Computer Sessions</b>	<b>791</b>
<b>Questions Answered</b>	<b>1252</b>
<b>Tech Training Attendees</b>	<b>19</b>

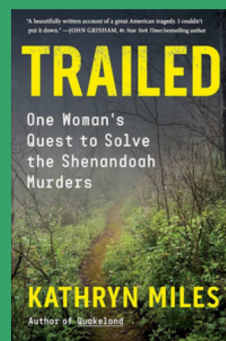
## January Book Displays



- Chilling Thrillers (Lisa)
- Books Turned into Movies (Lisa)
- Coming Soon: 2024 Events (Linda)
- Extreme Book Nerd Challenge (Jessica & Colette)
- DIY Books (Tina)
- Wishing You a Super Wonderful New Year Graphic Novels (Debi)

## January Book Clubs

13 people discussed *The Wishing Game* by Meg Shaffer at the Novel Idea Book Club with Colette.

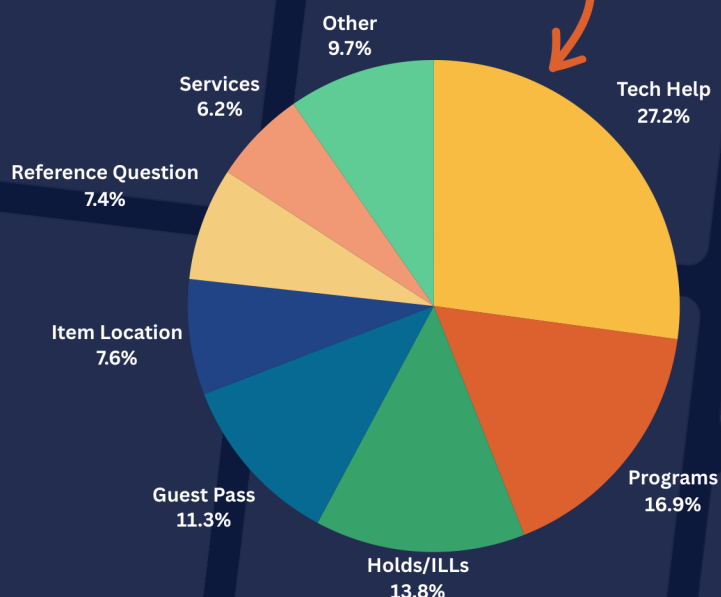


7 people attended the first meeting of the Thrill Seekers Book Club and discussed *Trailed: One Woman's Quest to solve the Shenandoah Murders* by Kathryn Miles with Lisa.



**Adult Take & Make:  
Snowflake Mantel Decor**  
42 kits claimed

## TOP QUESTION CATEGORIES







# COMMUNITY RELATIONS



Board Report | Jan/Feb 2024



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
- Ribbon Cutting @ EKids Pediatric Quick Care
- Coffee with the Mayor
- Chamber Network Night at JWO Studios
- PSACC video shoot
- Kiwanis Sweet Stroll planning meeting



## CE&M Happenings

### → Ongoing Projects

- Construction marketing has begun. We are calling this project 'Pardon our Progress'. Look out for fun stuff coming soon!
- The Pinnacle Marketers are working on Pinnacle and Pours to launch April 1, more to come soon. So far we have over 15 businesses signed up to participate.
- Summer planning has begun. CEM will be out in the community more doing pop-ups and offsite events.

### → Putt the Yellow Brick Road

- A magical time was had at Putt the Yellow Brick Road. We welcomed over 250 golfers, raised over \$8,000 and were supported by 15 sponsors.



### Art Gallery

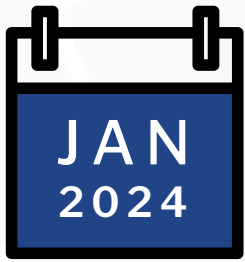
- Our first art gallery was a huge success! We had an estimated 200 people attend the opening.
- There were over 80 pieces of art submitted.
- Attendees enjoyed refreshments and appetizers from Tortilla Flatz.
- We recieved alot of great feedback and saw alot artists proudly sharing their artwork with family and friends.



### Kiwanis Sweet Stroll

- The library was once again a sponsor and the starting point for the Kiwanis Sweet Stroll. 15 local businesses participated by handing out baked goods around downtown.





# COMMUNITY RELATIONS BY THE NUMBERS



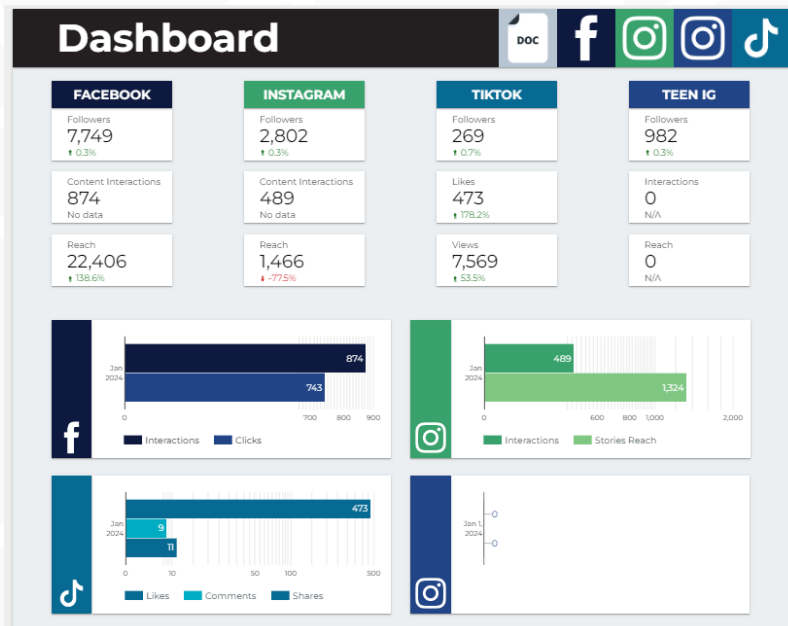
## Google Ads Stats

Campaign	Impressions	Click Through Rate	Cost*
Virtual	1,712	12.4%	\$1,523.20
Library	1,033	44.8%	\$997.55
Resources	996	7.2%	\$1,103.66

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



## Social Media Stats



## Email stats



### ENews Weekly Averages

MESSAGES SENT  
20,546

OPEN RATE  
40.4%

### New Cardholder Message Totals

MESSAGES SENT  
6,022

OPEN RATE  
62%

### Inactive Patron Message Totals

MESSAGES SENT  
11,311

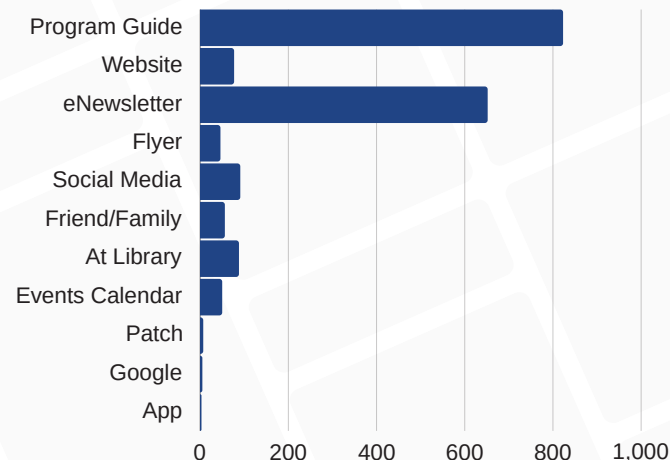
OPEN RATE  
43%

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

## Program Sign Up Stats

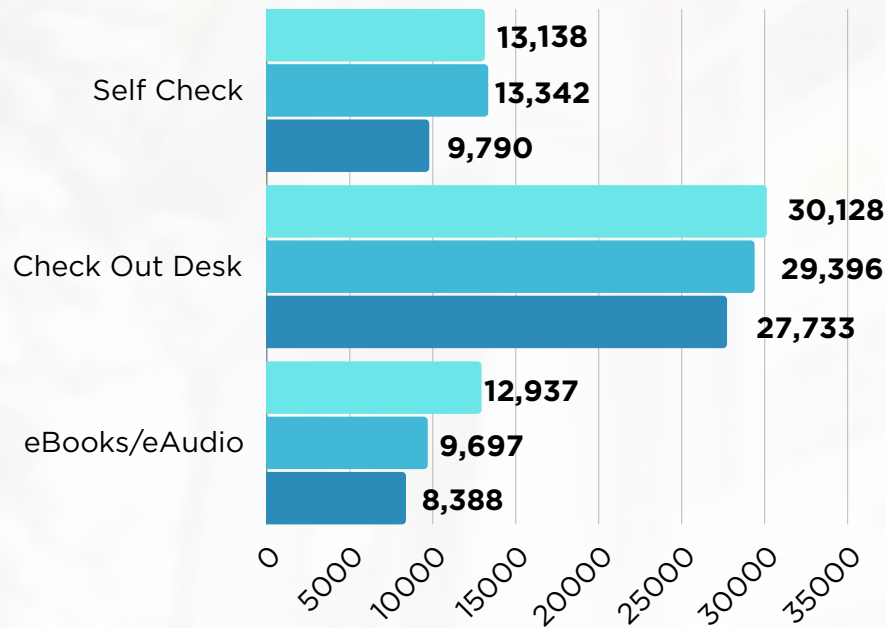


### How Patrons Learned About January Programs

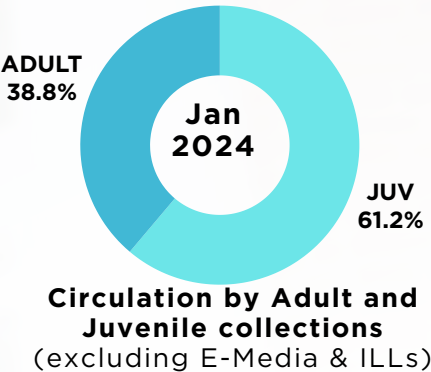


# BORROWER SERVICES NEWS

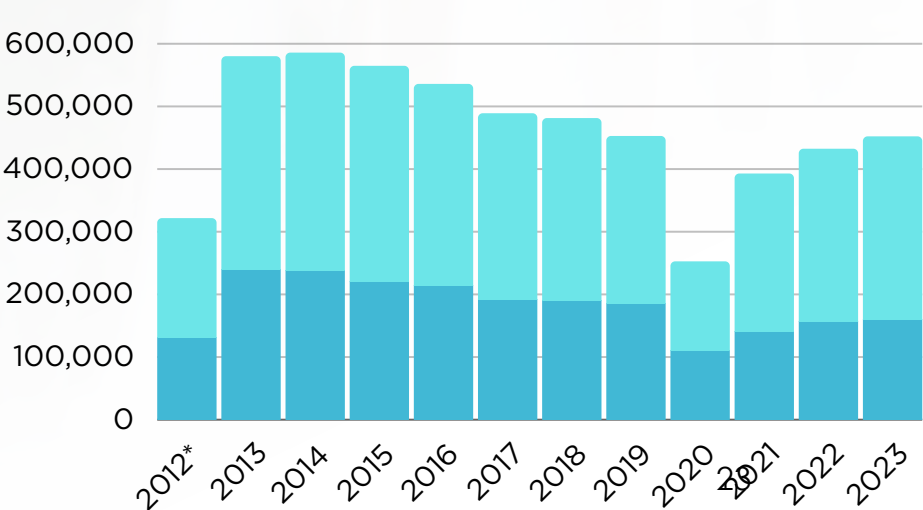
## MONTHLY CIRCULATION STATISTICS



Total Jan 2024	56,203
Total Jan 2023	52,435
Total Jan 2022	45,911



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

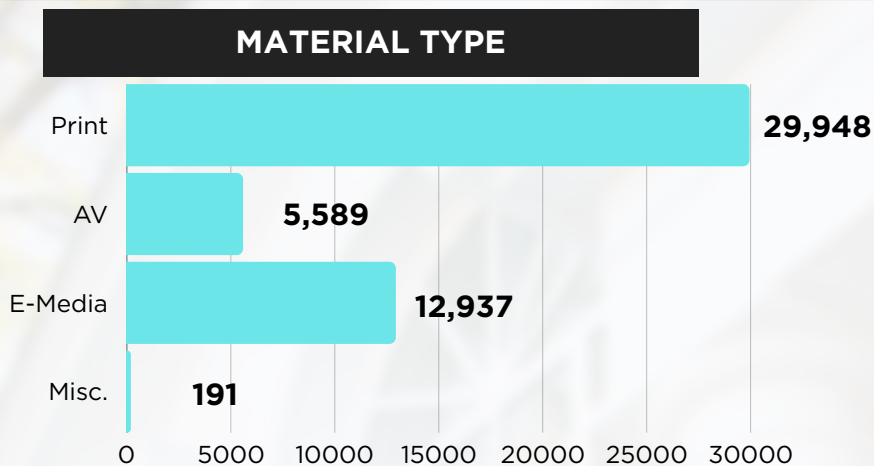


	ADULT	JUVENILE
2012*	130,772	190,950
2013	240,100	340,064
2014	237,970	347,902
2015	221,217	343,587
2016	213,677	322,262
2017	192,239	296,869
2018	189,562	291,846
2019	185,562	267,270
2020	109,773	142,942
2021	141,520	251,396
2022	156,764	275,708
2023	160,121	292,096

\*Started June 2012



# MONTHLY CHECKOUTS BY FORMAT



## CARDHOLDER STATISTICS

### MONTHLY CARDHOLDERS

Total Jan 2022 38,098

Total Jan 2023 31,426

Total Jan 2024 30,150

**200**

NEW  
ADULT  
CARDS

**52**

NEW  
JUVENILE  
CARDS

**197**

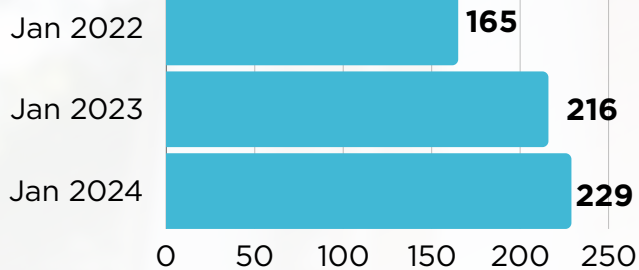
NEW  
HOUSEHOLD  
CARDS

Purge Inactive Library Cards in January

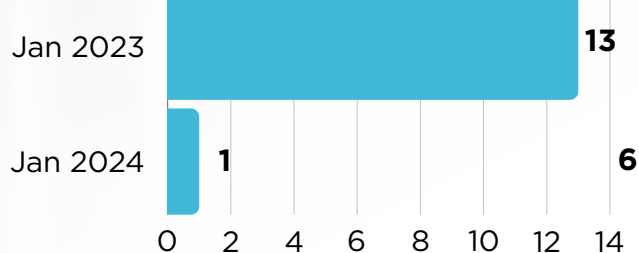
## FYTD NEW HOUSEHOLD CARDS

**1,332 CARDS**

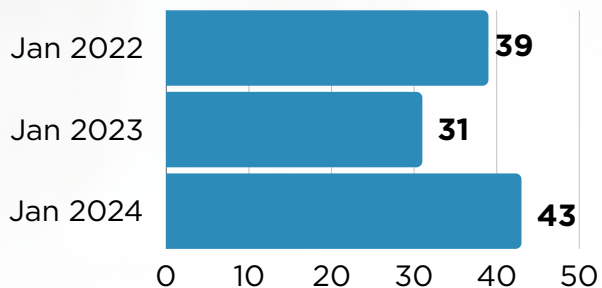
### MONTHLY INTERLIBRARY LOAN



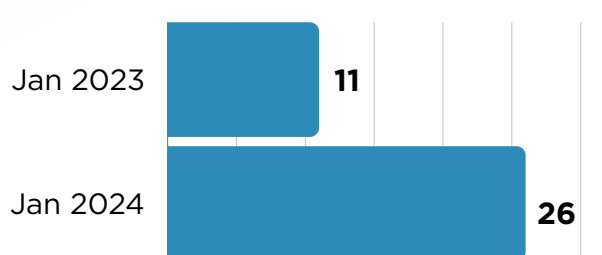
OCLC BORROWED



Find More IL Borrowed



OCLC LENT



Find More IL Lent



## MONTHLY LOCKER, CURBSIDE & NOTARY STATISTICS

### PEHS Lockers

UNIQUE PATRON VISITS	38
REPEAT PATRON VISITS	10
FIRST TIME VISITS	1
TOTAL VISITS	99
ITEMS	147

CURBSIDE DELIVERIES	42
---------------------	----

### Illinois Street Lockers

UNIQUE PATRON VISITS	46
REPEAT PATRON VISITS	13
FIRST TIME VISITS	7
TOTAL VISITS	171
ITEMS	360

NOTARY TRANSACTIONS	71
---------------------	----

## HOME DELIVERY STATISTICS

January 2024

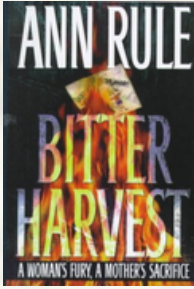
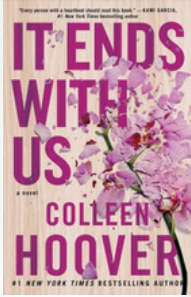

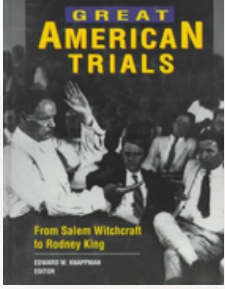
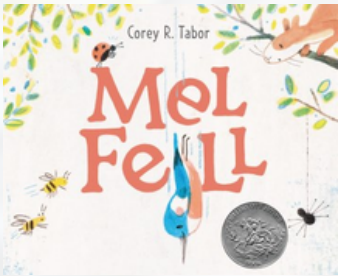
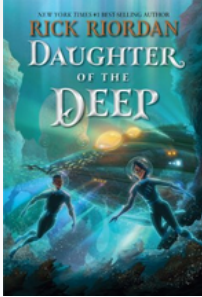

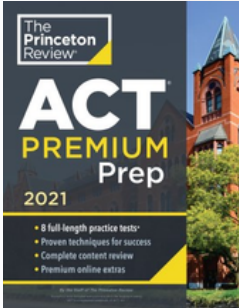




PATRONS

ITEMS



RESIDENTS	3	47
AHCL	34	132
HARBOR CHASE	2	12
HERITAGE WOODS	15	67
LAKWOOD	2	15
TOTAL	56	273

# TOP CIRCULATING ITEMS JANUARY 2024

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

## DEPARTMENT DECORATIONS

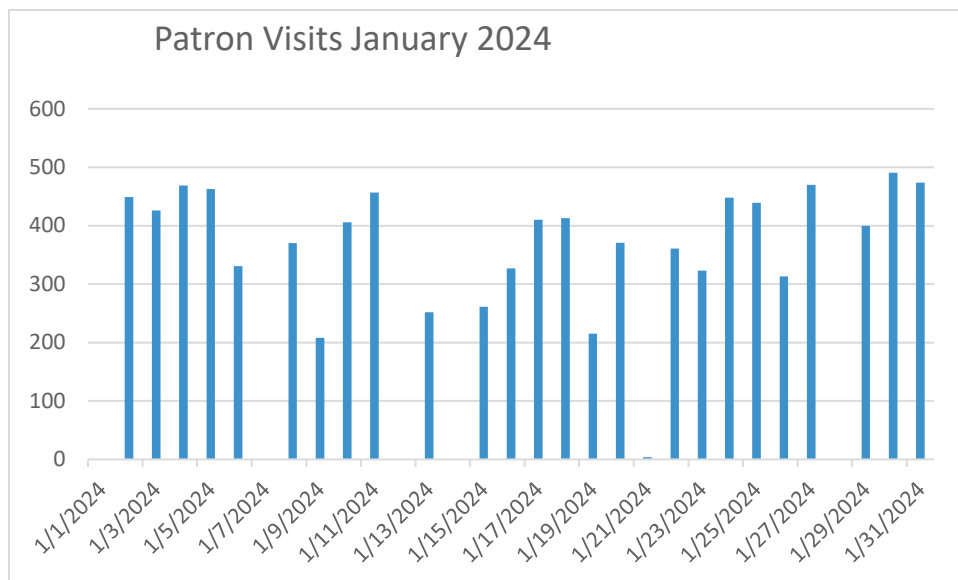


# FACILITY REPORT

LANCE AGNE, HEAD OF FACILITIES

## MONTHLY FACILITIES DEPARTMENT RECAP

The facility department has begun the new year with a lot of preparation work for the upcoming renovation. We have been exploring storage options for items that will remain on property and off site. January was also filled with assisting CEM with preparations for their annual mini-golf event. We will continue working with staff and our construction manager to facilitate the start of the renovation.





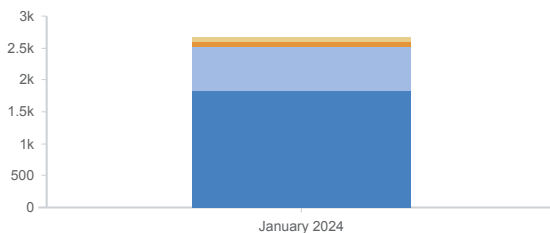
# Materials Management monthly report

What's happening in Materials Management?

You can review this report and interact with charts, data and links here -  
<https://stories.opengov.com/plainfieldpubliclibraryil/published/pObJ9zILY>

## Stats and Charts

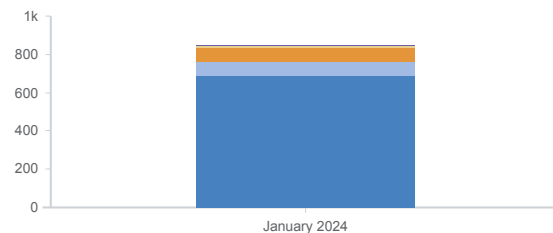
Items added to the collection in January 2024.



**2,680**

Material type in January 2024

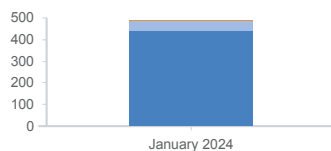
Physical items added to the collection in January 2024.



**847**

Material type in January 2024

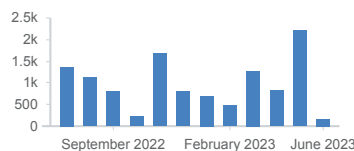
Items ordered for the collection in January 2024.



**491**

Material type in January 2024

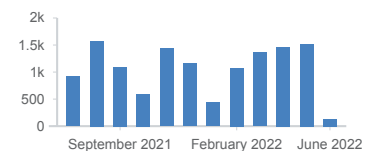
Items ordered in fiscal year FY23. (July 2022-June 2023)



**175**

Added/WD/Ordered in June 2023

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

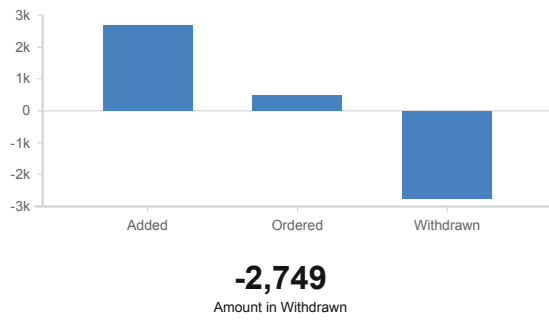


**137**

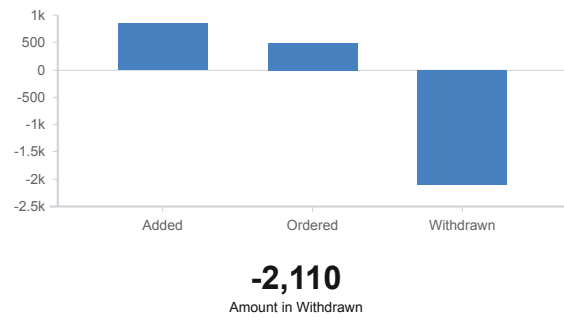
Added/WD/Ordered in June 2022



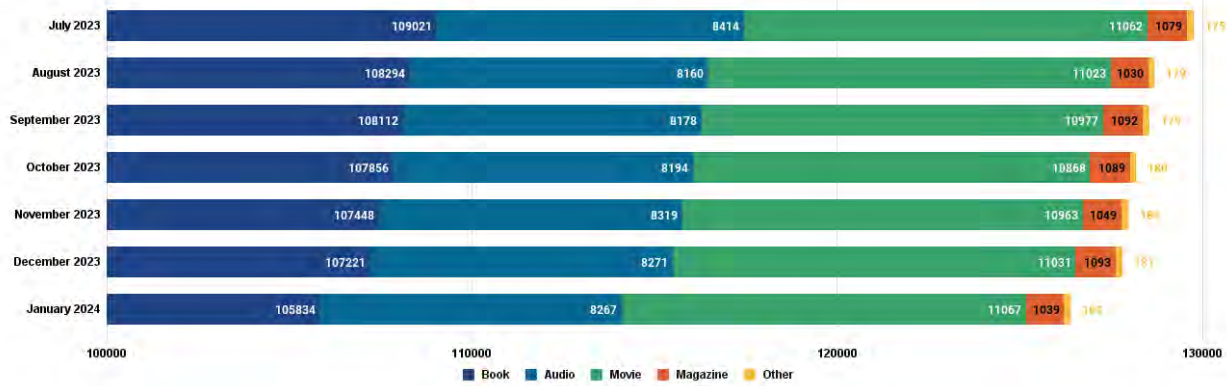
Added, withdrawn and ordered in January 2024.



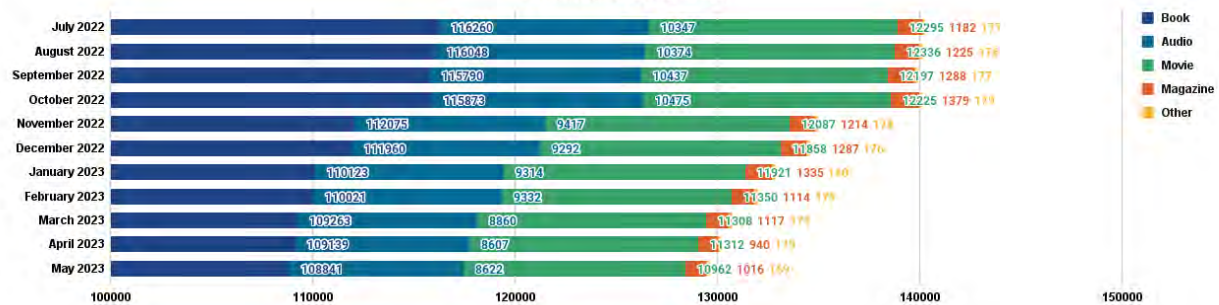
Added, withdrawn & ordered in January 2024. (no eRecords)



Collection count FY24



Collection count FY23



# Projects

Here are the current projects in the works by your Plainfield Materials Management department. Check back for updates!

## Collection Evaluation/Renovation Weeding Project

### October 2022:

- Project proposal presented to Leadership Team

### November:

- Refresher courses for staff selectors in Google Data Studio, Web Reports and Polaris Reports
- Initial big picture data and reports of physical collections
  - [Collection evaluation data studio](#)

### December:

- 1st round of Youth and Teen Services heavy weeding
  - Juvenile Nonfiction 000-550s completed
- 1st round Adult Services heavy weeding
  - Graphic Novels

### January 2023:

- Juvenile Nonfiction 550-599s completed
  - Juvenile Nonfiction 000-500s results
    - 1200 items removed
    - **Down from 8.53% dead in November 2022 to 1.4% dead at the end of January 2023**
- Adult Graphic Novels completed
  - Results
    - 405 items removed
    - **Down from 12.04% dead in December 2022 to 5.06% dead at the end of January 2023**
  - Adult 000-200s, 700s, 800s started

### February:

- New [heavy weeding workbook](#) introduced and selectors trained.
  - The new weeding workbook combines all weeding measurements and reports (dead, grubby, multiple copies) and generates one report for output so that selectors only need to take one report to the shelf. It also has a tracking component for all items that are not weeded so that at the end of the project we can review the reasons for not weeding items and reexamine our collection development and weeding procedure.
- Created [quick FAQ guide](#) for the weeding project for all staff.

### February (cont.):

- Adult 000-200s completed
  - Results
    - 126 items
    - **Down from 24% dead in December 2022 to 21% dead at the end of February 2023**
- Adult 700s completed
  - Results
    - 160 items removed
    - **Down from 11% dead in December 2022 to 2% dead at the end of February 2023**
- Adult 800s completed
  - Results
    - 207 items
    - **Down from 25% dead in December 2022 to 9% dead at the end of February 2023**
- Juvenile 600s completed
  - Results
    - 614 items removed
    - **Down from 18% dead in December 2022 to 5% dead at the end of February 2023**
- Adult Movies and TV started
- Adult Music started

### March:

- Adult Nonfiction 400s completed
  - Results
    - 101 items removed
    - **Down from 31% dead in February 2023 to 8% dead in March 2023**
- Adult Nonfiction Biographies completed
  - Results
    - 312 items removed
    - **Down from 31% dead in February 2023 to 21% dead in March 2023**
- Adult Spanish completed
  - Results
    - 320 items removed
    - **Down from 27.53% dead in February 2023 to 8.66% dead in March 2023**
- Adult Nonfiction 500s completed
  - Results
    - 38 items removed
    - **Down from 33% dead in February 2023 to 30% dead in March 2023**
- Adult Audiobooks completed
  - Results
    - 502 items removed
    - **Down from 13% dead in February 2023 to 6% dead in March 2023**
- Juvenile 700s started

### April:

- Juvenile 800s started
- Juvenile 900s started

### May:

- Adult Large Print completed
  - Results
    - 236 items removed
    - **Down from 6% dead in January 2023 to less than 1% dead in May 2023**

#### June:

- Adult Nonfiction 900s completed
  - Results
    - 672 items removed
    - **Down from 33% dead in January 2023 to 20% dead in June 2023**
- Adult World Languages (Polish and Urdu) completed
  - Results
    - Urdu collection eliminated
    - Polish
      - 185 items removed
      - **Down from 22% dead in February 2023 to 1% dead in June 2023**

#### July:

- Met with Head of Adult Services and Adult Fiction selector to begin plans for tackling weeding the Adult Fiction collection with plans to begin in August.
- Adult ESL/Language Learning started

#### August:

- Adult Fiction with author's last name from A-C started.

#### September:

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

#### October:

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

#### **November:**

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

#### **January 2024:**

- Adult Fiction K-L started
- Adult Fiction H-J completed
  - Results
    - 410 items removed
    - **Down from 19% dead to 8% dead**



# YOUTH & TEEN SERVICES MONTHLY REPORT

## Statistics

**45**

Total On-site  
Programs

**1,317**

On-site program  
attendance

**3**

Total Off-site  
Programs

**95**

Off-site program  
attendance

**4**

Self-directed  
Activities

**288**

Self-directed  
activity  
Participants

**118.75**

Teen Volunteer  
Hours Earned

**155**

Teen Volunteer  
Items made

## What's Happening In YTS

- YTS welcomed our new Teen Services Specialist, Maurice Smith on Monday, January 8! Maurice has a background in tech and customer service. He has a passion for manga, anime, podcasting, comic books, and more. We're thrilled to have him as part of our team!
- In January we also revived our Storytimes in the Community at Panera. These had been halted in 2020.

## Outreach

School Visits/  
Community Events

**67**

Number of  
Classes

**134**

Number of  
Patrons  
reached

**2,930**

# YOUTH & TEEN SERVICES MONTHLY REPORT

## Patron Feedback & Pictures

**“Emma had a great time at McDonald’s Storytime, as always!” -Janelle Kolosh**

**“Javier recently experienced a “maker space” activity that he made lip balm and sugar scrub. He was extremely proud. I actually Used it! It brought such joy for him. He also started to look at Pinterest for other “recipes”. He was thrilled. Making some for Aunts for Valentines. Thank you again for the team that not not only sparked joy but inspired further exploration and learning.” Dr. Dana Dalach, Indian Trail Middle School parent**



**Sensory Storytime**



**DuPage Children’s Museum Pop-Up**



**Storytime in the Community:  
McDonald’s**

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

# Library Trustee Forum Spring Workshops

## Library Trustee Forum (LTF)

January 18, 2024  
Kristin Pekoll  
Library Trustee Forum Staff Liaison  
[kpekoll@ila.org](mailto:kpekoll@ila.org)

## Library Trustee Forum Spring Workshops

**March 2, April 6, May 4**

The Trustee Forum is continuing its virtual Spring Workshops for 2024. Participants can attend one, two, or all three sessions. The recordings will be available to participants after each session.

Register

### Registration Fees

	All three webinars	Individual webinars
ILA Institutional or Personal Member	\$40	\$15
Non-Member	\$50	\$20

**Questions?** - email [ila@ila.org](mailto:ila@ila.org)

## PUBLICATIONS

[Committee & Forum News](#)

[Dear Elsie](#)

[ILA Connector](#)

**ILA E-Newsletter**

- [ILA E-Newsletter Archives](#)

[ILA Reporter](#)

[ILA Voices](#)

[Legal Issues for Libraries](#)

[Store](#)



**Statement of Appropriate Conduct** - All participants are expected to observe the rules and behaviors described in the [Statement of Appropriate Conduct](#) in all conference venues.

**Cancellation Policy:**

*If registered for all 3 events, cancellation must be received in writing by **Monday, February 26**. If registered for only 1 or 2 events, cancellation must be made 5 business days prior to the start of the event you wish to cancel. Please e-mail your cancellation request to [ila@ila.org](mailto:ila@ila.org). Cancellations received in time will get a refund and are subject to \$5 processing fee.*

*Please note that these events will be recorded and recordings will be shared only with those registered for the event.*

## Workshop Information

### **Inclusive Placemaking: Understanding the Power of an Accessible Library for All**

As libraries continue to consider how they will remain effective third places over the coming decades, they will also need to react to the shifting demographics within their communities. Each decision a library makes influences their ability to engage a more diverse audience. This session will provide a dynamic discussion around the concept of inclusive placemaking, ranging from ADA regulations to behavioral economics, in order to promote the importance of an accessible library for all.

Date: Saturday, March 2, 10:00 am - Noon

Speaker: Zachary Benedict, [MKM architecture + design](#)

Moderator: Jennifer Lucas

### **Illinois Library Trustees: What's the Job and What I Wish I had Known?**

This session sets the foundation for what Illinois library Trustees should do (and not do!) to efficiently and effectively serve the library. Topics covered include the duties, roles, and responsibilities of Trustees, along with a panel of experienced trustees for discussion and Q+A.

Date: Saturday, April 6, 10:00 am - Noon

Speaker: Amanda Standerfer, [Fast Forward Libraries](#)

Moderator: Laurie Metanchuk

### **Director Searches & Evaluations: Tips & Tricks from Two Veterans**



Join us as long-time library leaders Jim Deiters and Alex Todd share insights from their years of experiences on the front lines. For the past few years - in addition to their "day jobs" as public library administrators - Jim and Alex have been assisting libraries across the state with director searches, budget workshops, and trustee orientations. Join them for an hour and a half as they pass along what they have gleaned from life in the stacks. There will be time set aside for Q&A at the end of their presentation.

Saturday, May 4, 2024, 10:00 am - noon

Speakers: Jim Deiters and Alex Todd, [Deiters & Todd Library Consulting](#)

Moderator: Tom Stagg

## Speaker Bios

### **Zachary Benedict, [MKM architecture + design](#)**

Zachary Benedict is President at MKM architecture + design, a firm with over 30 years of experience in designing public libraries. With an extensive background in urban sociology, he has dedicated his career to understanding the connection between people and places. Through these efforts, he has lectured nationally to encourage communities to reevaluate the importance of inclusive placemaking (including providing the opening keynote address at the 2021 Indiana Library Federation Annual Conference).

### **Amanda Standerfer, [Fast Forward Libraries](#)**

Amanda Standerfer's passion is helping libraries and nonprofit organizations advance so they can create meaningful impact in their communities. Since 2002, Amanda's consulting practice Fast Forward Libraries has worked with libraries and nonprofits on strategic planning, fundraising, organizational development, and capacity building. Amanda has 15 years of experience at various positions in public libraries, most recently as the Director of Community Engagement for The Urbana (IL) Free Library. She also has 7 years of experience working in the philanthropy sector. She has a BA and MA in History from Eastern Illinois University and a MLIS from the University of Illinois at Urbana-Champaign.

### **Jim Deiters, [Deiters & Todd Library Consulting](#)**

Jim has spent the last 27-years as a librarian. He started at the Palos Heights Public Library before moving over to Moraine Valley Community College. His first directorship was at the Blue Island Public Library, then served as administrator at Oak Lawn. After a stop at the White Oak Public Library District, he is now Deputy Director of the Joliet Public Library.

Jim has been in both city and village settings, giving him valuable insight into the unique challenges facing municipal Board Members. He has developed an outstanding reputation among suburban libraries for his collaborative efforts and thanks to his service as Treasurer for the System Wide Automated Network (SWAN), and as president of LACONI. Jim is also well-known thanks to his contributions to the annual Director's University and for his many years as Co-Chair of ILA Advocacy. He was recently appointed to the Serving Our Public Committee with the goal of reworking state standards.

Jim has moderated conversations at his own libraries and given presentations at local and state-wide professional development events. He has helped cover topics such as adult literacy, compassion fatigue, budgeting, policy development, advocacy, leadership, and the all-important trustee orientation.

**Alex Todd, Deiters & Todd Library Consulting**

Alex began his career with the Fountaindale Public Library District in 1996. He was hired as the director of the Sycamore Public Library in 1998 before becoming the Head of Adult Services of the Prospect Heights Public Library District (PHPLD) in 2001. Alex has been PHPLD's Executive Director since 2012.

Alex went through school on an ROTC scholarship and spent 20 years in the Army Reserves. The leadership training and experience he gained from this service has formed the basis of his leadership philosophy.

Alex has served as the President of LACONI and of the Cooperative Computer Services (CCS) consortium. He has also chaired the Reference Services Forum, Intellectual Freedom Committee and co-chaired the Advocacy Committee for ILA.

Alex enjoys mentoring new library directors. He hosts a budget workshop every spring where new library district directors are invited to learn the general budget and levy process and to ask questions about the most important process they oversee. Alex has spoken at regional workshops for LACONI and Area Training for Libraries and Staff (ATLAS) as well as ILA, Reaching Forward, PLA, and ALA.

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