

PLAINFIELD AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING AGENDA
LARGE MEETING ROOM
APRIL 17, 2024
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. March 20, 2024 Regular Board Meeting Minutes
 - b. March 27, 2024 Special Board Meeting Minutes
 - c. Closed Session Review
4. Approval of Bills Paid and Bills Payable
 - a. Payroll \$152,789.19
 - b. General Bills \$154,259.61
 - c. Other Compensation/Administrative Costs \$ 7,844.16
 - d. Total \$314,892.96
5. Committee Reports
 - a. Personnel Committee: May 13, 2024
 - b. Finance Committee Report, April 8, 2024
6. Library Director's Report
7. Action Items: Unfinished Business
 - a. Renovation Planning
 - i. SMC Phasing (discussion)
8. Action Items: New Business
 - i. FY25 Working Budget (action)
 - ii. ATLAS Trustee workshop May 18, 2024 (action)
9. Closed Session
 - a. 5 ILCS 120/2 (c) (21) – Closed Session Minutes Review
10. Action for Items Discussed in Closed Session
11. Adjournment



Board of Trustees
Minutes of Regular Meeting
March 20 2024

Call to Order: The meeting of March 20, 2024 was called to order at 6:31 pm in the Library's Large Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited. Roll call was conducted. Regular members present: Gilmore, Schmidt, Knight, Grotto, Malec. Absent: Crowner, Las. Staff: Pappas, Hartley, Wold. Guest: None.

PUBLIC COMMENT: None.

OTHER COMMENT: The board discussed attendance at various community events.

CONSENT AGENDA: Gilmore accepted the minutes of the regular meeting of February 21, 2024.

APPROVAL OF BILLS PAID: Grotto moved approval of bills paid and bills payable for January for a total of \$262,124.57. Knight seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS:

Decennial Committee report will be signed and submitted to Will and Kendall Counties.

Personnel Committee is scheduled for Monday, May 13, 2024 at 6:30pm

Finance Committee is scheduled for Monday, April 8 at 7pm

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

ACTION ITEMS: Unfinished Business

1. Renovation Planning
 - a. SMC: Phasing - SMC did not present.
 - b. Groundbreaking - the board discussed options for a groundbreaking ceremony. The Board decided on April 17 at 6pm just before the regular board meeting.
 - c. *Items 7.a.iii-v:* Park District IGA, Plainfield United Methodist Church contract, and Plainfield Township IGA - Malec moved to approve the IGAs and contract as presented for offsite room use during construction. Grotto seconded the motion all voted yes via roll call vote.

ACTION ITEMS: New Business

2. Library closure for moving, April 29 - May 12: these are tentative dates and may need to be changed to accommodate Village approval. Schmidt moved to approve the closing for a period of two weeks. Knight seconded the motion all voted yes via voice vote; motion carried.

3. State of the Village - Malec moved to approve attendance for four trustees up to a cost of \$250.00. Grotto seconded the motion all voted yes via roll call vote; motion carried.

The Board did not move to a closed session.

ADJOURNMENT: Grotto moved to adjourn. Malec seconded the motion, all voted yes via voice vote. The meeting adjourned at 7:31 pm.

Aimee Hartley
Recording Secretary

Vicki Knight
Board Secretary



BOARD OF TRUSTEES
MINUTES OF SPECIAL BOARD MEETING
MARCH 27, 2024

CALL TO ORDER: The special meeting of March 27, 2024 was called to order at 6:30 pm in the Library’s Small Meeting Room at 15025 S. Illinois Street. Roll call was conducted. Regular members present: Gilmore, Schmidt, Knight, Las, Malec. Regular members absent: Grotto, Crowner. Staff present: Pappas, Wold. Guest present: None

PUBLIC COMMENT: None.

OTHER COMMENT: None.

DISCUSSION ITEM:

1. Ordinance 2024-2 – Ordinance abating the taxes heretofore levied for the year 2023 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2024 of the Plainfield Public Library District. Will and Kendall Counties, Illinois was presented. Malec moved to adopt Ordinance 2024-2. Malec seconded the motion. All voted yes via roll call vote. Motion carried.

ADJOURNMENT: Schmidt moved to adjourn. Malec seconded the motion. All voted yes via voice vote. The meeting adjourned at 6:32 pm.

Lisa Y. Pappas
Recording Secretary

Vicki M. Knight
Board Secretary

Date	Meeting Type	Citation	Subject	Suggested Action	Basis
3/18/2015	Regular	Real Estate	Property Acquisition, Future planning, land swap	<i>Open</i>	No longer considering options
4/15/2015	Regular	Real Estate	Property Acquisition, Referendum, Future planning	<i>Remain Closed</i>	Future planning
6/17/2015	Regular	Real Estate	Property Acquisition, Referendum, Future planning	<i>Remain Closed</i>	Future planning
7/15/2015	Regular	Real Estate // Personnel	Property Acquisition, parking // Former staff retirement	<i>Open</i>	No longer considering options
11/18/2015	Regular	Real Estate	Property Acquisition, Referendum, Future planning	<i>Remain Closed</i>	Future planning
9/20/2017	Regular	Real Estate	Property Acquisition, Referendum, Future planning	<i>Remain Closed</i>	Future planning
11/15/2017	Regular	Real Estate // Personnel	Former staff // Current staff // Future Planning	<i>Remain Closed</i>	Future planning
12/13/2017	Regular	Real Estate	Property Acquisition, Referendum, Future planning	<i>Remain Closed</i>	Future planning
10/21/2020	Regular	Real Estate	Property Acquisition, Tenent lease	<i>Remain Closed</i>	Future planning
11/18/2020	Regular	Real Estate	Property Acquisition, Tenent lease	<i>Remain Closed</i>	Future planning
12/11/2020	Special	Real Estate	Property Acquisition	<i>Remain Closed</i>	Future planning
12/16/2020	Regular	Real Estate	Property Acquisition	<i>Open</i>	Public information

**Plainfield Public Library District - Total
Budget vs. Actuals: FY_2023_2024 - FY24 P&L
July 2023 - June 2024**

	March			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income									75.00%
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	2,941.85	7,134.70	41.23%	27,639.89	20,293.79	136.20%	27,639.89	35,000.00	78.97%
1004003 Overlap Districts Agreement		63,000.00	0.00%	320,127.93	315,000.00	101.63%	320,127.93	315,000.00	101.63%
1004004 Lost/Damaged	662.68	395.83	167.42%	5,831.08	3,838.33	151.92%	5,831.08	5,000.00	116.62%
1004006 Copier Fees	421.30	495.22	85.07%	4,248.25	3,477.53	122.16%	4,248.25	5,000.00	84.97%
1004007 Fax Fees	136.00	102.43	132.77%	861.35	706.38	121.94%	861.35	1,000.00	86.14%
1004008 Non Resident Fees	387.44	275.09	140.84%	3,732.92	3,109.69	120.04%	3,732.92	4,000.00	93.32%
1004009 Book Sales	247.39	172.18	143.68%	1,815.03	1,469.71	123.50%	1,815.03	2,000.00	90.75%
1004010 Meeting Room Deposits		54.79	0.00%	850.00	813.99	104.42%	850.00	1,000.00	85.00%
1004012 CC Processing Fees				0.00	0.00		0.00	0.00	
1004013 TIF Rebate				14,667.62	0.00		14,667.62	0.00	
1004310 Staff Purchases				-3,017.60	0.00		-3,017.60	0.00	
1004402 E-Pay Interest	2,364.35	891.69	265.15%	20,022.03	6,307.78	317.42%	20,022.03	10,000.00	200.22%
1004410 Unrealized Gain(Loss)	-1,393.00			47,055.31	0.00		47,055.31	0.00	
1004417 Tax Escrow Interest HB	11,503.20	2,083.33	552.15%	119,999.32	18,749.97	640.00%	119,999.32	25,000.00	480.00%
1004502 Donations	40.32			12,718.74	0.00		12,718.74	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	0.00		2,000.00	0.00	
1004901 Miscellaneous Income (Library)	1,002.29			6,873.37	0.00		6,873.37	0.00	
1004902 Sale of Library Used Equipment	1,456.30	123.84	1175.95%	3,669.56	380.03	965.60%	3,669.56	500.00	733.91%
1004903 License Plate Renewal	2,570.23			24,470.98	0.00		24,470.98	0.00	
1004909 Rental Income	8,050.00	8,208.33	98.07%	72,450.00	73,874.97	98.07%	72,450.00	98,500.00	73.55%
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%

	March			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
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%
7504251 Bonds	8,268,575.31	0.00		8,419,675.31	9,000,000.00	93.55%	8,419,675.31	9,000,000.00	93.55%
7504400 Interest	318.78	91.61	347.98%	2,797.66	1,032.02	271.09%	2,797.66	1,500.00	186.51%
7504401 7504401 Bond Interest	23,988.17			24,167.05	0.00		24,167.05	0.00	
7504450 Prime Account Interest		199.38	0.00%	0.00	736.39	0.00%	0.00	1,000.00	0.00%
7504451 Unrealized Gain(Loss) iPrime	14,935.09			44,707.75	0.00		44,707.75	0.00	
7504504 Impact Fees	11,909.00	9,003.65	132.27%	142,737.00	53,737.06	265.62%	142,737.00	75,000.00	190.32%
7504900 Miscellaneous Income				0.10	0.00		0.10	0.00	
Total Income	\$ 8,350,116.70	\$ 92,232.07	9053.38%	\$ 13,737,299.29	\$ 13,956,899.13	98.43%	\$ 13,737,299.29	\$ 14,032,871.49	97.89%
Gross Profit	\$ 8,350,116.70	\$ 92,232.07	9053.38%	\$ 13,737,299.29	\$ 13,956,899.13	98.43%	\$ 13,737,299.29	\$ 14,032,871.49	97.89%
Expenses									
1015000 Administration Department									
1015001 Adminstration Salaries	24,284.94	28,261.94	85.93%	242,515.40	230,737.34	105.10%	242,515.40	321,000.00	75.55%
1015002 Unemployment Insurance		0.00		842.22	2,089.14	40.31%	842.22	4,500.00	18.72%
1015005 Health Insurance	13,469.82	16,277.71	82.75%	130,365.41	168,212.35	77.50%	130,365.41	201,250.00	64.78%
1015011 Staff Development	42.71	1,368.33	3.12%	8,273.88	16,330.59	50.66%	8,273.88	22,000.00	37.61%
1015012 Travel Expenses	617.03	1,486.30	41.51%	8,697.32	10,689.48	81.36%	8,697.32	15,000.00	57.98%
1015013 Membership Dues		266.17	0.00%	3,331.66	6,731.65	49.49%	3,331.66	8,000.00	41.65%
1015014 Human Resources	121.26	30.80	393.70%	757.34	698.90	108.36%	757.34	2,000.00	37.87%
1015015 Staff Development EDI		1,666.67	0.00%	0.00	15,000.03	0.00%	0.00	20,000.00	0.00%
1015016 Staff Phone/Tec Expense	55.00	83.33	66.00%	465.00	749.97	62.00%	465.00	1,000.00	46.50%
1015201 Payroll Services	773.48	952.02	81.25%	7,649.09	7,731.55	98.93%	7,649.09	10,500.00	72.85%
1015202 Legal Services (Library)		0.00		1,125.00	2,914.66	38.60%	1,125.00	7,000.00	16.07%
1015204 Bank Fees	246.54	388.90	63.39%	3,064.83	3,103.72	98.75%	3,064.83	4,500.00	68.11%
1015205 Trustee Development		180.99	0.00%	767.54	2,346.92	32.70%	767.54	2,500.00	30.70%
1015308 Office Supplies - Paper	5.89	303.43	1.94%	108.97	1,564.55	6.96%	108.97	2,000.00	5.45%
1015310 Office Supplies - Admin		533.18	0.00%	1,822.19	2,953.51	61.70%	1,822.19	4,000.00	45.55%
1015311 Postage		364.63	0.00%	2,722.66	2,853.00	95.43%	2,722.66	3,750.00	72.60%
1015313 Newsletter		4,262.01	0.00%	53,890.63	51,489.50	104.66%	53,890.63	66,000.00	81.65%
1015316 Printing - Legal		0.00		398.00	1,887.62	21.08%	398.00	2,000.00	19.90%
1015317 Telephone	1,414.73	1,169.04	121.02%	10,464.46	10,535.80	99.32%	10,464.46	14,000.00	74.75%
1015318 Public Relations (Library)	372.11	3,718.40	10.01%	9,790.25	25,435.72	38.49%	9,790.25	39,000.00	25.10%
1015321 Administrative - Misc				0.00	0.00		0.00	0.00	

	March			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1015322 Contingencies Operating Fund	1,334.00	1,306.38	102.11%	8,243.74	10,441.42	78.95%	8,243.74	20,000.00	41.22%
1015801 Library-Wide Supplies & Events		1,208.22	0.00%	8,281.62	7,371.88	112.34%	8,281.62	12,000.00	69.01%
1015802 Library-Wide EDI Public Initiat		416.67	0.00%	0.00	3,750.03	0.00%	0.00	5,000.00	0.00%
1015805 Liab Ins. - Property/Package		0.00		40,158.29	49,502.09	81.12%	40,158.29	50,000.00	80.32%
1015901 Miscellaneous Expense				34.25	0.00		34.25	0.00	
1015902 License Plate Renewal Fees	28.50			244.75	0.00		244.75	0.00	
1015903 License Plate Renewal Funds to State	2,623.00			22,864.00	0.00		22,864.00	0.00	
1015909 Rental Property Prof Svcs-Misc	644.00	1,083.33	59.45%	6,706.00	9,749.97	68.78%	6,706.00	13,000.00	51.58%
1018001 Equipment Maintenance		416.67	0.00%	0.00	3,750.03	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		848.37	0.00%	124.98	3,262.64	3.83%	124.98	5,000.00	2.50%
Total 1015000 Administration Department	\$ 46,033.01	\$ 66,593.49	69.13%	\$ 573,709.48	\$ 696,884.06	82.32%	\$ 573,709.48	\$ 905,000.00	63.39%
1025000 Materials Management Dept									
1025001 Materials Management Salaries	10,382.44	15,323.47	67.76%	104,532.21	119,553.82	87.44%	104,532.21	165,000.00	63.35%
1025306 Materials Mgmt Process Supply	134.72	1,117.44	12.06%	5,384.91	10,280.13	52.38%	5,384.91	15,000.00	35.90%
1025307 OCLC		0.00		3,432.25	3,894.33	88.13%	3,432.25	4,000.00	85.81%
Total 1025000 Materials Management Dept	\$ 10,517.16	\$ 16,440.91	63.97%	\$ 113,349.37	\$ 133,728.28	84.76%	\$ 113,349.37	\$ 184,000.00	61.60%
1035000 Borrower Services Department									
1035001 Borrower Services Salaries	33,136.76	41,441.34	79.96%	345,004.46	351,424.32	98.17%	345,004.46	475,000.00	72.63%
1035308 Borrower Services Supplies		151.13	0.00%	6,126.04	9,149.92	66.95%	6,126.04	12,000.00	51.05%
1035309 ILL Lost Items		6.68	0.00%	433.77	670.74	64.67%	433.77	1,000.00	43.38%
1035310 Home Delivery Supplies		490.22	0.00%	124.81	3,943.99	3.16%	124.81	4,000.00	3.12%
Total 1035000 Borrower Services Department	\$ 33,136.76	\$ 42,089.37	78.73%	\$ 351,689.08	\$ 365,188.97	96.30%	\$ 351,689.08	\$ 492,000.00	71.48%
1045000 Adult Services									
1045001 Adult Services Salaries	35,414.21	38,661.51	91.60%	349,357.34	349,272.11	100.02%	349,357.34	484,000.00	72.18%
1045101 Adult Summer Reading	5,733.67	0.00		8,463.37	1,222.33	692.40%	8,463.37	11,000.00	76.94%
1045102 Adult Programs	2,550.00	2,308.03	110.48%	16,425.42	17,632.96	93.15%	16,425.42	24,000.00	68.44%
1045105 Portable Media Devices - Adult		487.56	0.00%	4,059.72	6,460.40	62.84%	4,059.72	7,500.00	54.13%
1045106 Video Games - Adult		324.47	0.00%	2,487.17	2,667.22	93.25%	2,487.17	4,000.00	62.18%
1045107 Compact Discs - Adult	42.87	47.14	90.94%	1,741.01	1,988.43	87.56%	1,741.01	2,500.00	69.64%
1045108 Videos & DVDs- Adult	392.83	1,356.27	28.96%	7,929.38	10,946.88	72.44%	7,929.38	15,000.00	52.86%
1045109 Audio Books - Adult	139.48	432.42	32.26%	3,429.19	4,282.99	80.07%	3,429.19	5,500.00	62.35%
1045111 Digital Resources	21,896.00	18,750.00	116.78%	146,906.17	168,750.00	87.06%	146,906.17	225,000.00	65.29%
1045112 Fiction - Adult	675.05	1,813.71	37.22%	14,497.31	18,169.39	79.79%	14,497.31	25,000.00	57.99%

	March			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1045113 Leased Material - Adult		0.00		18,542.58	27,978.23	66.28%	18,542.58	28,000.00	66.22%
1045114 Large Print - Adult	214.44	576.27	37.21%	2,272.56	4,373.04	51.97%	2,272.56	6,000.00	37.88%
1045115 Graphic Novels - Adult	548.23	467.42	117.29%	3,798.89	3,304.68	114.95%	3,798.89	4,500.00	84.42%
1045116 Nonfiction - Adult	1,486.63	1,425.60	104.28%	15,559.79	16,143.99	96.38%	15,559.79	24,000.00	64.83%
1045117 Foreign Language - Adult	1,093.37	385.66	283.51%	4,552.68	3,809.97	119.49%	4,552.68	6,500.00	70.04%
1045118 Reference - Adult		15.40	0.00%	360.00	677.70	53.12%	360.00	1,000.00	36.00%
1045119 Standing Orders - Adult	103.02	268.08	38.43%	6,277.38	3,265.47	192.24%	6,277.38	5,000.00	125.55%
1045120 Periodicals - Adult	114.99	1,512.08	7.60%	9,112.65	3,951.05	230.64%	9,112.65	8,500.00	107.21%
1045212 Instructors and Facilitators	400.00	217.95	183.53%	2,125.00	2,931.78	72.48%	2,125.00	4,000.00	53.13%
1045305 Bindery		100.00	0.00%	0.00	240.00	0.00%	0.00	400.00	0.00%
1045306 Microfilming Supplies		1,354.98	0.00%	125.00	2,732.43	4.57%	125.00	4,000.00	3.13%
1045310 Department Supplies - Adult		692.02	0.00%	391.40	2,523.72	15.51%	391.40	3,500.00	11.18%
1045405 Local History Supplies		151.63	0.00%	1,391.04	1,037.01	134.14%	1,391.04	2,500.00	55.64%
Total 1045000 Adult Services	\$ 70,804.79	\$ 71,348.20	99.24%	\$ 619,805.05	\$ 654,361.78	94.72%	\$ 619,805.05	\$ 901,400.00	68.76%
1055000 Youth Services									
1055001 Youth Services Salaries	35,469.93	44,385.37	79.91%	334,179.32	367,315.17	90.98%	334,179.32	498,000.00	67.10%
1055101 Summer Reading - Childrens		904.88	0.00%	2,028.31	4,416.27	45.93%	2,028.31	9,000.00	22.54%
1055102 JUV Programs		949.19	0.00%	7,548.60	8,696.36	86.80%	7,548.60	10,000.00	75.49%
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	8,226.90	0.00%	0.00	14,000.00	0.00%
1055105 Portable Media Devices - YS/YA		172.26	0.00%	0.00	1,550.34	0.00%	0.00	2,800.00	0.00%
1055107 Compact Discs - Children's		0.00		180.14	312.11	57.72%	180.14	700.00	25.73%
1055108 Videos & DVDs - Children's		574.55	0.00%	1,575.69	6,575.53	23.96%	1,575.69	9,000.00	17.51%
1055109 Audio Books - Children's		0.00		0.00	451.66	0.00%	0.00	1,300.00	0.00%
1055112 Fiction - Children's	443.91	1,172.43	37.86%	11,153.10	14,664.33	76.06%	11,153.10	20,000.00	55.77%
1055116 Nonfiction - Children's	3,972.30	3,457.55	114.89%	28,995.35	25,727.37	112.70%	28,995.35	39,000.00	74.35%
1055119 Standing Orders - Children's		351.04	0.00%	235.63	2,492.21	9.45%	235.63	3,500.00	6.73%
1055123 Easy Fiction	1,235.65	1,131.59	109.20%	12,934.95	13,574.64	95.29%	12,934.95	22,000.00	58.80%
1055310 Department Supplies - Y/S		1,407.67	0.00%	2,362.75	5,580.72	42.34%	2,362.75	9,000.00	26.25%
Total 1055000 Youth Services	\$ 41,121.79	\$ 54,506.53	75.44%	\$ 420,159.93	\$ 486,081.90	86.44%	\$ 420,159.93	\$ 666,300.00	63.06%
1065000 Teen Services									
1065101 Summer Reading - Teen		0.00		1,754.57	2,091.71	83.88%	1,754.57	5,000.00	35.09%
1065102 Teen Programs	210.98	871.56	24.21%	6,173.61	6,608.96	93.41%	6,173.61	8,000.00	77.17%
1065104 Downloadable Materials - Teen		83.33	0.00%	0.00	749.97	0.00%	0.00	1,000.00	0.00%

	March			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1065105 Portable Media Devices - Teen		125.00	0.00%	14.09	1,125.00	1.25%	14.09	1,500.00	0.94%
1065108 Videos & DVDs - Teen		16.92	0.00%	0.00	542.00	0.00%	0.00	1,000.00	0.00%
1065112 Fiction - Teen	1,212.78	556.69	217.86%	6,040.43	7,571.15	79.78%	6,040.43	12,000.00	50.34%
1065116 Nonfiction - Teen	118.15	113.28	104.30%	254.06	3,762.60	6.75%	254.06	4,500.00	5.65%
1065310 Department Supplies - Teen		125.00	0.00%	547.04	1,125.00	48.63%	547.04	1,500.00	36.47%
Total 1065000 Teen Services	\$ 1,541.91	\$ 1,891.78	81.51%	\$ 14,783.80	\$ 23,576.39	62.71%	\$ 14,783.80	\$ 34,500.00	42.85%
1075000 Community Relations Dept							0.00	0.00	
1075001 Community Relations Salaries	9,590.40	11,115.17	86.28%	95,443.29	96,463.26	98.94%	95,443.29	128,000.00	74.57%
1075310 Comm. Relations Supplies		28.67	0.00%	0.00	267.95	0.00%	0.00	500.00	0.00%
Total 1075000 Community Relations Dept	\$ 9,590.40	\$ 11,143.84	86.06%	\$ 95,443.29	\$ 96,731.21	98.67%	\$ 95,443.29	\$ 128,500.00	74.27%
1095000 Technology									
1015314 Web Page Development	90.00	190.47	47.25%	810.00	1,039.63	77.91%	810.00	1,500.00	54.00%
1095206 Pinnacle Cooperative		0.00		191.67	195.66	97.96%	191.67	69,000.00	0.28%
1095207 Technology Maintenance	15,277.44	8,333.33	183.33%	56,839.17	74,999.97	75.79%	56,839.17	100,000.00	56.84%
1095209 Email & Web Hosting Fees		17.89	0.00%	109.94	209.41	52.50%	109.94	500.00	21.99%
1095210 Lease Agreements	2,697.65	1,122.42	240.34%	33,229.61	27,278.67	121.82%	33,229.61	35,000.00	94.94%
1095211 Subscription Services	3,661.75	408.49	896.41%	31,457.03	35,765.96	87.95%	31,457.03	65,000.00	48.40%
1095301 Software		1,303.11	0.00%	4,625.37	4,375.71	105.71%	4,625.37	8,000.00	57.82%
1095302 Computer Supplies		333.60	0.00%	1,888.22	2,448.40	77.12%	1,888.22	3,000.00	62.94%
1095303 Data Lines	219.95	238.86	92.08%	1,979.55	2,238.44	88.43%	1,979.55	3,000.00	65.99%
1095304 Computers (Library)		7,505.00	0.00%	20,400.13	15,943.31	127.95%	20,400.13	26,000.00	78.46%
Total 1095000 Technology	\$ 21,946.79	\$ 19,453.17	112.82%	\$ 151,530.69	\$ 164,495.16	92.12%	\$ 151,530.69	\$ 311,000.00	48.72%
2005011 FICA Expense	11,683.51	15,268.39	76.52%	116,472.75	129,269.11	90.10%	116,472.75	175,000.00	66.56%
2505012 IMRF Expense-ER	20,819.56	22,596.28	92.14%	130,527.32	167,895.51	77.74%	130,527.32	225,000.00	58.01%
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	9,231.57	11,051.33	83.53%	91,709.77	93,605.13	97.98%	91,709.77	127,000.00	72.21%
5085212 Custodial Services	3,608.00	3,797.90	95.00%	32,472.00	32,502.14	99.91%	32,472.00	45,100.00	72.00%
5085213 Disposal Services	680.55	557.78	122.01%	5,913.85	5,223.50	113.22%	5,913.85	7,200.00	82.14%
5085214 Facilities Maint Agreement	468.65	500.00	93.73%	5,394.51	4,500.00	119.88%	5,394.51	6,000.00	89.91%
5085215 Equipment Maintenance Agreement		1,349.31	0.00%	8,292.39	9,184.68	90.29%	8,292.39	12,000.00	69.10%
5085216 Building Repair	1,790.00	2,408.86	74.31%	13,951.77	22,949.53	60.79%	13,951.77	35,000.00	39.86%
5085217 Equipment Repair	3,450.00	1,803.90	191.25%	13,563.75	12,933.38	104.87%	13,563.75	16,500.00	82.20%
5085399 Contingencies		0.00		0.00	0.00		0.00	20,000.00	0.00%

	March			YTD			YTD to Total Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
5085601 Utilities - Electric	3,544.65	4,172.63	84.95%	35,711.50	32,118.27	111.19%	35,711.50	48,000.00	74.40%
5085602 Utilities - Gas	482.39	1,160.72	41.56%	5,457.40	6,460.18	84.48%	5,457.40	7,200.00	75.80%
5085603 Utilities - Water	241.90	369.71	65.43%	2,713.25	3,342.71	81.17%	2,713.25	4,200.00	64.60%
5085604 Building Supplies	70.70	433.75	16.30%	2,206.42	6,681.90	33.02%	2,206.42	9,600.00	22.98%
5085605 Equipment & Tools	81.15	244.53	33.19%	594.07	1,700.69	34.93%	594.07	3,500.00	16.97%
5085606 Janitorial Supplies		1,704.71	0.00%	9,733.90	15,479.76	62.88%	9,733.90	20,000.00	48.67%
5085611 Rental Prop Util/Trash/Water	500.31	0.00		4,933.94	7,999.98	61.67%	4,933.94	8,000.00	61.67%
5085909 Rental Prop General Maint	2,490.00	1,250.00	199.20%	8,243.94	11,250.00	73.28%	8,243.94	15,000.00	54.96%
Total 5085000 Facilities Expenses	\$ 26,639.87	\$ 30,805.13	86.48%	\$ 240,892.46	\$ 265,931.85	90.58%	\$ 240,892.46	\$ 384,300.00	62.68%
6006002 Bond Interest		0.00		0.00	0.00		0.00	455,000.00	0.00%
6006003 Bond Principal		0.00		0.00	0.00		0.00	455,000.00	0.00%
7505213 Legal services		0.00		1,170.00	2,116.75	55.27%	1,170.00	5,000.00	23.40%
7505214 Architechural Services	4,732.00	66,666.67	7.10%	371,161.98	600,000.03	61.86%	371,161.98	800,000.00	46.40%
7508005 Real Estate Acquisition		0.00		3,574.13	10,500.00	34.04%	3,574.13	21,000.00	17.02%
7508006 BLDG Development	950.00	428,571.42	0.22%	91,056.75	1,714,285.68	5.31%	91,056.75	3,000,000.00	3.04%
7508008 Building Improvements	31,354.00	428,571.42	7.32%	31,354.00	1,714,285.68	1.83%	31,354.00	3,000,000.00	1.05%
7508909 Rental Prop Bldg Improvements	3,754.92	1,250.00	300.39%	3,754.92	11,250.00	33.38%	3,754.92	15,000.00	25.03%
Total Expenses	\$ 334,626.47	\$ 1,277,196.60	26.20%	\$ 3,337,825.00	\$ 7,246,582.36	46.06%	\$ 3,337,825.00	\$ 12,168,000.00	27.43%
Net Income	\$ 8,015,490.23	-\$ 1,184,964.53	-676.43%	\$ 10,399,474.29	\$ 6,710,316.77	154.98%	\$ 10,399,474.29	\$ 1,864,871.49	

Check Num	Transaction Date	Vendor Name	Account	Amount
11668	03/12/2024	Accurate Employment Screening, LLC	Checking Account Chase Bank	-121.26
11669	03/12/2024	Anderson Pest Solutions	Checking Account Chase Bank	-99.30
11670	03/12/2024	Blackstone Publishing	Checking Account Chase Bank	-250.55
11671	03/12/2024	Cameron, Paul	Checking Account Chase Bank	-100.00
11672	03/12/2024	Cintas	Checking Account Chase Bank	-236.88
11673	03/12/2024	ComEd	Checking Account Chase Bank	-152.38
11674	03/12/2024	Complete Cleaning Company	Checking Account Chase Bank	-3,608.00
11675	03/12/2024	Cross Points Sales, Inc.	Checking Account Chase Bank	-150.00
11676	03/12/2024	ENGIE Resources LLC	Checking Account Chase Bank	-3,948.62
11677	03/12/2024	Evans, Claire	Checking Account Chase Bank	-275.00
11678	03/12/2024	Gale / Cengage Learning	Checking Account Chase Bank	-119.57
11679	03/12/2024	Groot, Inc.	Checking Account Chase Bank	-680.55
11680	03/12/2024	Kornfeind, Summer SDK Artistry, LLC.	Checking Account Chase Bank	-250.00
11681	03/12/2024	Metronet	Checking Account Chase Bank	-1,031.69
11682	03/12/2024	Nicor Gas	Checking Account Chase Bank	-1,185.16
11683	03/12/2024	Postmaster	Checking Account Chase Bank	-5,500.00
11684	03/12/2024	Rand, Janet	Checking Account Chase Bank	-150.00
11685	03/12/2024	Record Information Services	Checking Account Chase Bank	-1,896.00
11686	03/12/2024	Rivistas, LLC	Checking Account Chase Bank	-6,629.69
11687	03/12/2024	RMG	Checking Account Chase Bank	-1,068.00
11688	03/12/2024	Sheehan Nagle Hartray Architects, Ltd.	Checking Account Chase Bank	-1,500.00
11689	03/12/2024	TBS - Today's Business Solutions, Inc.	Checking Account Chase Bank	-96.16
11690	03/12/2024	Titan Image Group, Inc.	Checking Account Chase Bank	-406.80
11691	03/12/2024	Tri-K	Checking Account Chase Bank	-1,665.20
11692	03/12/2024	Vanguard Archives	Checking Account Chase Bank	-700.00
11693	03/12/2024	Village of Plainfield	Checking Account Chase Bank	-134.63
11694	03/12/2024	World Book, Inc.	Checking Account Chase Bank	-189.99
11695	03/12/2024	ComEd	Checking Account Chase Bank	-134.92
11696	03/12/2024	Kornfeind, Summer SDK Artistry, LLC.	Checking Account Chase Bank	-250.00

Check Num	Transaction Date	Vendor Name	Account	Amount
11697	03/12/2024	Village of Plainfield	Checking Account Chase Bank	-142.32
11698	03/12/2024	Village of Plainfield	Checking Account Chase Bank	-288.98
11699	03/12/2024	Balaban, Laura	Checking Account Chase Bank	-747.50
11700	03/19/2024	Baker & Taylor - Continuation Service	Checking Account Chase Bank	-488.52
11701	03/19/2024	Baker & Taylor Books-	Checking Account Chase Bank	-5,827.69
11702	03/19/2024	Blackstone Publishing	Checking Account Chase Bank	-180.85
11703	03/19/2024	Children's Plus Inc.	Checking Account Chase Bank	-5,019.45
11704	03/19/2024	Cintas	Checking Account Chase Bank	-132.47
11705	03/19/2024	Clementz Electric, LLC	Checking Account Chase Bank	-3,754.92
11706	03/19/2024	Midwest Tape, LLC	Checking Account Chase Bank	-1,670.87
11707	03/19/2024	NCPERS Group Life Ins.	Checking Account Chase Bank	-96.00
11708	03/19/2024	Outsource IT Solutions Group	Checking Account Chase Bank	-15,277.44
11709	03/19/2024	Scholastic Library Publishing	Checking Account Chase Bank	-182.00
11710	03/19/2024	Sheehan Nagle Hartray Architects, Ltd.	Checking Account Chase Bank	-4,732.00
11711	03/19/2024	SMC Construction Services	Checking Account Chase Bank	-25,799.00
11712	03/19/2024	Villa Landscaping	Checking Account Chase Bank	-3,725.00
11713	03/19/2024	Whitmore Ace	Checking Account Chase Bank	-113.71
11714	03/19/2024	Catapult- Formerly CAI & TEA	Checking Account Chase Bank	-50.00
11715	03/19/2024	Quest College Consulting	Checking Account Chase Bank	-200.00
11716	03/19/2024	Titan Image Group, Inc.	Checking Account Chase Bank	-5,733.67
11717	03/20/2024	Elan Financial Services	Checking Account Chase Bank	-12,477.18
11718	03/21/2024	D&Z HOUSE OF BOOKS	Checking Account Chase Bank	-783.48
11719	03/26/2024	Balaban, Laura	Checking Account Chase Bank	-586.50
11720	03/26/2024	Cintas	Checking Account Chase Bank	-236.88
11721	03/26/2024	First-Citizens Bank & Trust Co.	Checking Account Chase Bank	-2,697.65
11722	03/26/2024	Menon, Meghna	Checking Account Chase Bank	-100.00
11723	03/26/2024	Metropolitan Life Insurance Company	Checking Account Chase Bank	-1,681.48
11724	03/26/2024	Midwest Tape, LLC	Checking Account Chase Bank	-20,000.00
11725	03/26/2024	Nicor Gas	Checking Account Chase Bank	-137.72

Check Num	Transaction Date	Vendor Name	Account	Amount
11726	03/26/2024	PUMC	Checking Account Chase Bank	-500.00
11727	03/26/2024	Rand, Janet	Checking Account Chase Bank	-150.00
11728	03/26/2024	RMG	Checking Account Chase Bank	-5,690.00
11729	03/26/2024	Schindler Elevator Corporation	Checking Account Chase Bank	-743.13
11730	03/26/2024	T-Mobile	Checking Account Chase Bank	-602.99
11731	03/26/2024	Weblinx Incorporated	Checking Account Chase Bank	-90.00
11732	03/26/2024	Whitmore Ace	Checking Account Chase Bank	-38.14
11733	03/26/2024	Nicor Gas	Checking Account Chase Bank	-30.64
11734	03/26/2024	Baker & Taylor Books-	Checking Account Chase Bank	-1,021.08
Total				-154,259.61

March 2024 Bank Activity

	Tax Escrow Heartland XXX7902	Operating Chase XXX2895	Reserve Illinois Funds XXX2514	Bonds Illinois Funds XXX1043	E-Pay Illinois Funds XXX0970	Illinois National Bank XXX0970	Total
Beginning Balance	4,193,344.86	427,348.27	69,470.45	151,278.88	512,714.15	1,000.00	5,355,156.61
Deposits	0.00	174,082.13		8,268,575.31	4,305.13	4,714.09	8,451,676.66
Transfer In	0.00						0.00
Interest Earned	11,503.20		318.78	23,988.17	2,364.35		38,174.50
Total Receipts	11,503.20	174,082.13	318.78	8,292,563.48	6,669.48	4,714.09	13,845,007.77
Checks Cleared	(150,000.00)	(128,289.44)					(278,289.44)
Transfers Out						(4,630.15)	(4,630.15)
Driver License		(2,651.50)					(2,651.50)
Payroll Fees		(773.48)					(773.48)
Bank Fees		(222.68)				(83.94)	(306.62)
FSA		(640.50)					(640.50)
Payroll		(152,789.19)					(152,789.19)
IMRF		0.00					0.00
457 Payment		(3,556.00)					(3,556.00)
Total Disbursements	(150,000.00)	(288,922.79)	0.00	0.00	0.00	(4,714.09)	(443,636.88)
Ending Balance	4,054,848.06	312,507.61	69,789.23	8,443,842.36	519,383.63	1,000.00	13,401,370.89

FY2024 Investment Activity

	PMA	First Midwest	Total
Beginning Balance	1,179,680.68	1,749,143.05	2,928,823.73
Deposits	0.00	0.00	0.00
Market Adjustments	14,935.09	0.00	14,935.09
Interest Earned	0.00	0.00	0.00
Total Receipts	14,935.09	0.00	14,935.09
Market Adjustments	0.00	(1,393.00)	(1,393.00)
Transfers Out	0.00	0.00	0.00
Total Disbursements	0.00	(1,393.00)	(1,393.00)
Ending Balance/Cost	1,194,615.77	1,747,750.05	2,942,365.82

FY23 Fund Activity 07/01/23 - 3/31/2024

	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	\$615,557.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.10	\$615,557.15
Bonds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,419,675.31	\$8,419,675.31
Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,167.05	\$24,167.05
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$142,737.00	\$142,737.00
Interest	\$140,021.35	\$0.00	\$0.00	\$0.00	\$0.00	\$2,797.66	\$142,819.01
Investment Gain(Loss)	\$47,055.31	\$0.00	\$0.00	\$0.00	\$0.00	\$44,707.75	\$91,763.06
Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$4,496,659.78	\$0.00	\$335,389.57	\$123,688.65	\$147,476.42	\$8,634,084.87	\$13,737,299.29
Payroll	\$1,471,032.02	\$0.00	\$91,709.77	\$0.00	\$0.00	\$0.00	\$1,562,741.79
Personnel Expenses	\$159,916.92	\$0.00	\$0.00	\$116,472.75	\$130,527.32	\$0.00	\$406,916.99
Technology	\$151,530.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$151,530.69
Other Expenses	\$557,991.06	\$7,390.00	\$149,182.69	\$0.00	\$0.00	\$502,071.78	\$1,216,635.53
Total Expenses	\$2,340,470.69	\$7,390.00	\$240,892.46	\$116,472.75	\$130,527.32	\$502,071.78	\$3,337,825.00
Net Income	\$2,156,189.09	(\$7,390.00)	\$94,497.11	\$7,215.90	\$16,949.10	\$8,132,013.09	\$10,399,474.29



BOARD OF TRUSTEES
FINANCE COMMITTEE REPORT
APRIL 8, 2024

CALL TO ORDER: The Finance Committee meeting of April 8, 2024 was called to order at 7:04 pm in the Library Director's Office at 15025 S. Illinois Street. Pledge of Allegiance was recited. Roll call was conducted. Regular committee members present: Grotto, Schmidt, Las, Gilmore as ex-officio. Regular members absent: None. Staff: Pappas, Wold. Guest: none.

PUBLIC COMMENT: None.

DISCUSSION ITEMS:

FY2025 (JULY 1, 2024-JUNE 30, 2025) BUDGET REVIEW

Pappas presented the FY2024 budget. The Committee reviewed the proposed budget.

RECOMMENDATION FOR BOARD SESSION: The Committee recommends approving the FY2025 budget as presented.

ADJOURNMENT: Grotto called to adjourn at 7:59 pm.

Lisa Y. Pappas
Recording Secretary

Erika Grotto
Finance Committee Chair

Plainfield Public Library District
Director's Report
Lisa Pappas, Director
April 12, 2024

Groundbreaking

Our ceremony will take place in the grass of the house at 6:00 pm, weather permitting. If weather is a factor, we'll do acknowledgements in the Large Meeting Room and hopefully be able to take a few pictures under a tent in the yard.

Renovation Planning Update

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

Finance Committee FY25 Meeting

The Committee will present their recommendation regarding the draft FY25 working budget after I review the budget with the full Board. The draft FY25 working budget and notes are included in the packet/website.

Closed Session Minutes Review

The list of the closed session meeting minutes which are up for review is in your packet. We are required to review for retention or release of the minutes every six months; the minutes are on the Board secured site for you to review. The list includes a suggested action and basis for that suggestion. It is included in the consent agenda unless it's determined necessary to go into closed session to discuss and/or review.

Public Library Association Conference

Five staff, including myself, were able to attend the PLA conference in Columbus, OH last week. It was a great few days of connecting, learning and fellowship. We'll be doing an internal debriefing to talk about takeaways that we can implement here.

Personnel Committee

The Director's self-evaluation was shared with Personnel Committee Chair, Alicia Malec. The committee will meet on Monday, May 13.

Village of Plainfield Special Census

The Village voted on April 1 to conduct a special census in 2025 to account for the 10% growth they estimate has occurred since the 2020 census was completed. This could result in additional federal funding for the village; for us it would mean a slight increase to the annual per capita grant and could push our population over 85,000.

ATLAS Trustee Training May 18

ATLAS is conducting a two hour training on Saturday, May 18 on trustee-director relations. The workshop is being led by Kate Buckson, Director of the St. Charles Library; she is someone I admire as a fellow director; I would recommend attending if it fits your schedule.

Meetings Attended

- 03.15 Pinnacle Governing Board meeting: Lemont Library
Vendor meeting: Erickson Engineers: EPA filing
- 03.18 Weekly meeting with Head of CE&M, Tracey Lane
Weekly meeting with Head of Adult Services, Lauren Pierce
FY25 Working Budget planning with Finance Manager Sally Wold
Zonta: Film Festival fundraiser walk-through
- 03.19 Leadership Team Renovation meeting
- 03.20 Weekly meeting with Head of YTS, Katie Gulas
PAPL March Board meeting
- 03.21 Zonta Film Festival Fundraiser
- 03.22 Directors coaching meeting
- 03.25 Weekly meeting with Head of Adult Services, Lauren Pierce
Weekly meeting with Head of CE&M, Tracey Lane
Zonta Leadership Workshop: core competencies
- 03.26 Bi-weekly meeting with Head of Borrower Services, Marisa Barys
Leadership Team meeting
Zonta executive board meeting
- 03.27 Weekly meeting with Head of YTS, Katie Gulas
Vendor meeting: NovelList staff training product
Vendor meeting: Post bond issuance wrap-up meeting with Jamie Rachlin and IceMiller attorneys
- 03.05 Special PAPL board meeting: bond abatement ordinance
- 04.01 Weekly meeting with Head of AS, Lauren Pierce
Weekly meeting with Head of CE&M, Tracey Lane
- 04.02-05 Public Library Association (PLA) conference, Columbus, OH
- 04.08 Weekly meeting with Head of AS, Lauren Pierce
Weekly meeting with Head of CE&M, Tracey Lane
PAPL Board Finance committee meeting
- 04.09 Bi-weekly Leadership Team Renovation meeting
Bi-weekly meeting with Head of Borrower Services, Marisa Barys
- 04.10 Weekly meeting with Head of Youth & Teen Services, Katie Gulas
PAPL Open House for Renovation
- 04.11 Program Guide review meeting
Bi-weekly meeting with Head of MM, Rebecca Pfenning



COMMUNITY RELATIONS

CE&M Happenings

Board Report | Feb/March 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 @ Hotworx
- Crossroads Fest meeting
- Shorewood State of the Village
- Harvest 5K Meeting
- PSACC New Member Showcase
- Library Construction Open House



Mayor CC DeBold of Shorewood with PSACC Board Members at the State of the Village



→ Pinnacle and Pours

Pinnacle and Pours kicked off on April 1. We have 13 businesses participating, 9 programs scheduled and over 100 books on the recommended reading list. So far over 57 people have participated (26 PAPL patrons). We will be adding a pop-up Scrabble Coaster take and make to give participants another opportunity since the programs filled very quickly.

→ Ongoing Projects

- **Read on the Go**
 - We are creating a passport program and hosting a series of pop up library events this summer to engage patrons while we are under construction. Each stop will have an activity, a themed giveaway and a special Read sticker to add to the passport. If patrons visit all 6 they are entered into a grand prize gift card drawing. We will be at:
 - Splash Bash at Village Green Splash Pad
 - StoryWalk and Scoops at Tamarack Park
 - Let's Roll Roller Skatin Party with YTS at Settler's Park
 - Exploration Station Scavenger Hunt at Riverview Farmstead
 - Fun on the Farm gardening project and animal visit at Bronkberry Farm
 - Olympic Games at Community SportsPlex
- **Special Events**
 - In May (when we are settled in our new temporary spaces) CEM will be forming a Centennial Committee. We will be working with local businesses and planning events for a year-long celebration.
- Construction marketing continues as we get ready for the project to start and bring weekly updates to the community.
- Summer Program Guide cycle has begun.



COMMUNITY RELATIONS BY THE NUMBERS

Google Ads Stats

Campaign	Impressions	Click Through Rate	Cost*
Virtual	987	7.3%	\$744.32
Library	1,725	36.8%	\$1,212.6
Resources	896	9.4%	\$992.13

*All costs are waived through the Ad Grants program.

Social Media Stats



Email stats

ENews Weekly Averages

MESSAGES SENT
19,833

OPEN RATE
39.9%

New Cardholder Message Totals

MESSAGES SENT
6,804

OPEN RATE
62.1%

Inactive Patron Message Totals

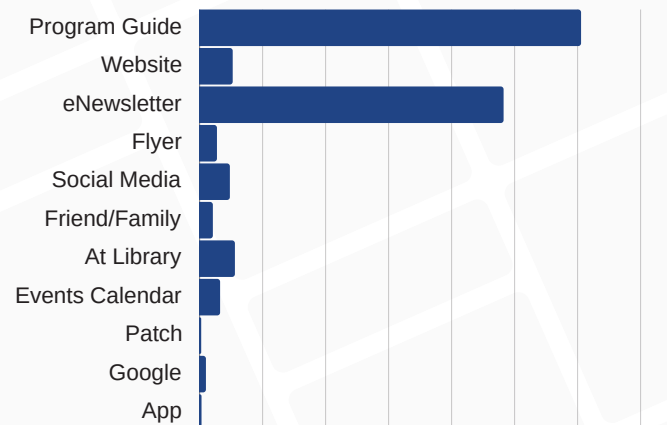
MESSAGES SENT
11,509

OPEN RATE
43%

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

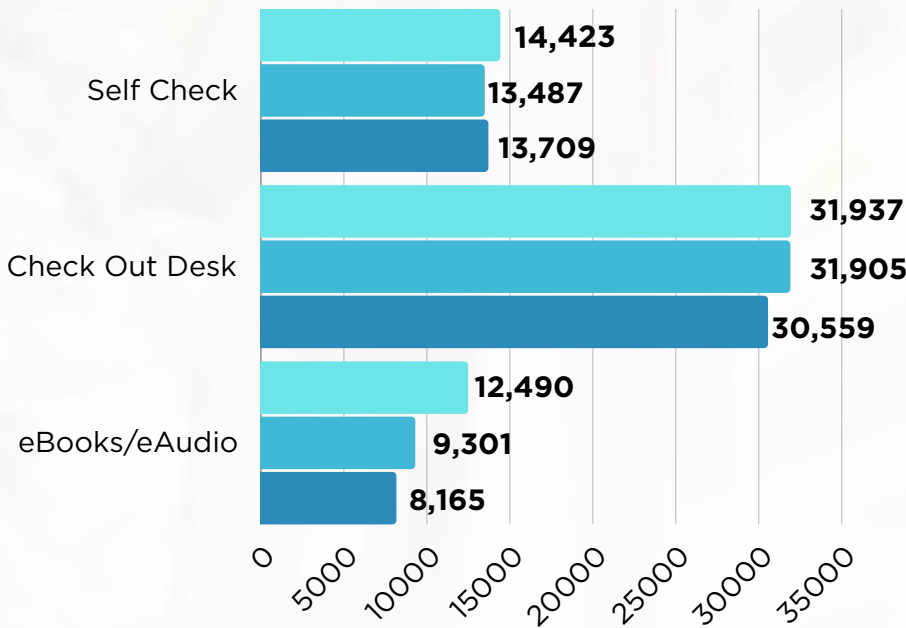
Program Sign Up Stats

How Patrons Learned About March Programs

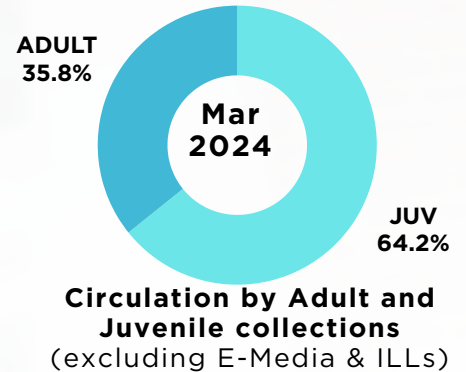


BORROWER SERVICES NEWS

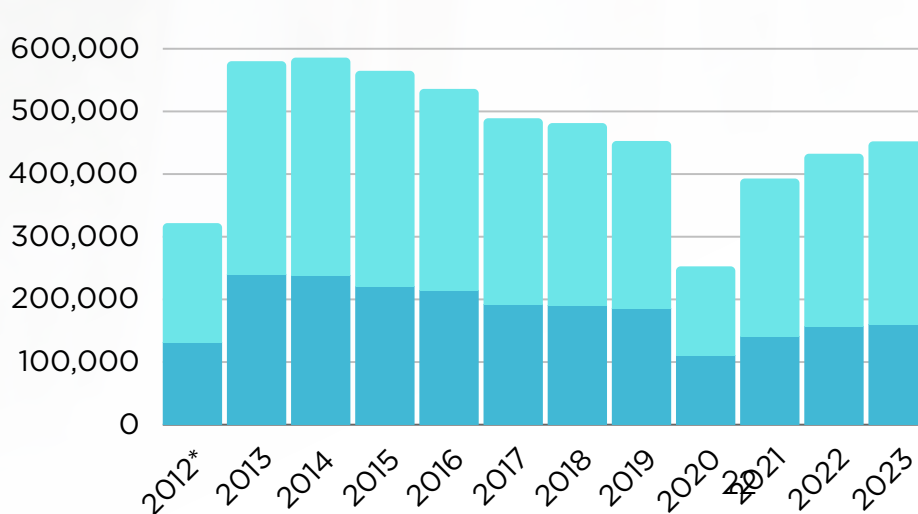
MONTHLY CIRCULATION STATISTICS



Total Mar 2024	58,850
Total Mar 2023	54,693
Total Mar 2022	52,433



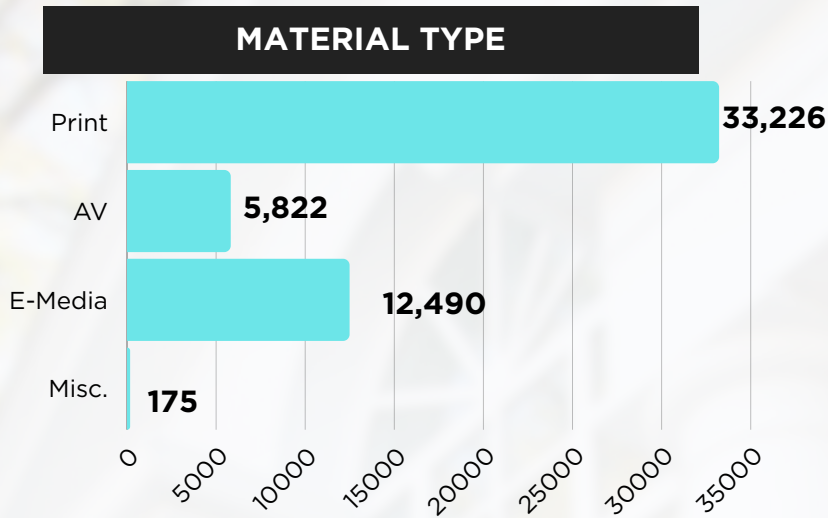
CIRCULATION BY ADULT & JUVENILE COLLECTIONS (EXCLUDING E-MEDIA & ILLS)



	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 Mar 2022	38,827
Total Mar 2023	30,030
Total Mar 2024	27,508

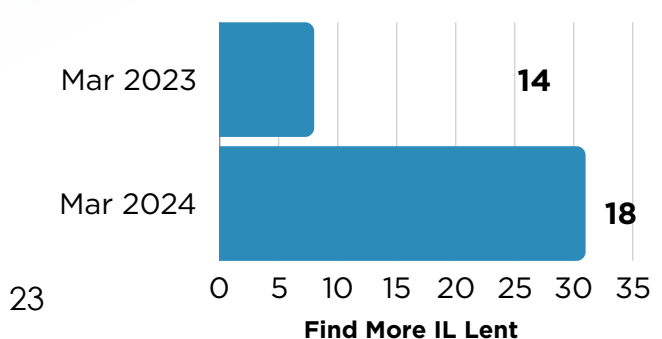
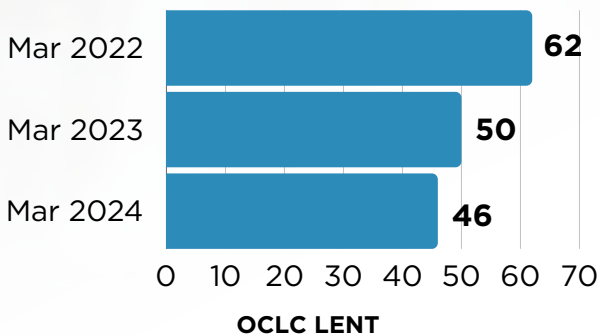
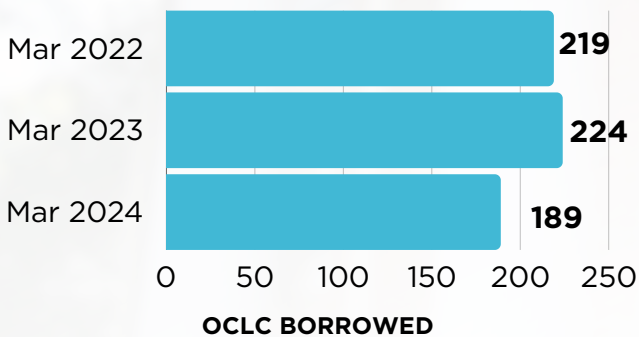


Purge Inactive Library Cards in January

FYTD NEW HOUSEHOLD CARDS

1,715 CARDS

MONTHLY INTERLIBRARY LOAN





MONTHLY LOCKER, CURBSIDE & NOTARY STATISTICS

PEHS Lockers

UNIQUE PATRON VISITS	36
REPEAT PATRON VISITS	8
FIRST TIME VISITS	3
TOTAL VISITS	102
ITEMS	143

CURBSIDE DELIVERIES	41
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Illinois Street Lockers

UNIQUE PATRON VISITS	46
REPEAT PATRON VISITS	9
FIRST TIME VISITS	9
TOTAL VISITS	126
ITEMS	266

NOTARY TRANSACTIONS	68
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HOME DELIVERY STATISTICS

March 2024

PATRONS

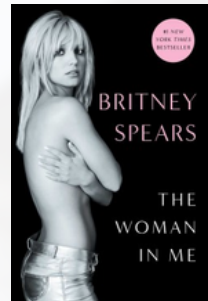
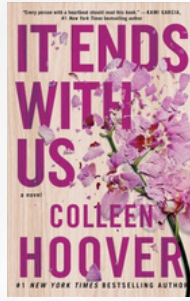
ITEMS



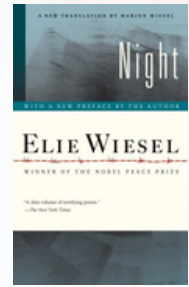
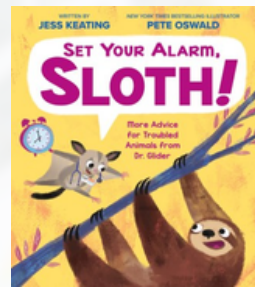
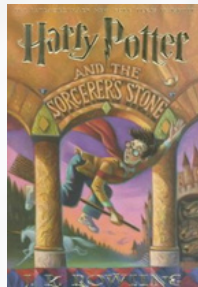
	PATRONS	ITEMS
RESIDENTS	3	31
AHCL	40	104
HARBOR CHASE	4	12
HERITAGE WOODS	17	68
LAKWOOD	2	14
TOTAL	66	229

TOP CIRCULATING ITEMS MARCH 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





YOUTH & TEEN SERVICES MONTHLY REPORT

Statistics

51	1,633	3	81
Total On-site Programs	On-site program attendance	Total Off-site Programs	Off-site program attendance
6	951	290.5	930
Self-directed Activities	Self-directed activity Participants	Teen Volunteer Hours Earned	Teen Volunteer Items made

What's Happening In YTS

- On March 2, we held our Short Story Contest Award presentation with Author Julian Randall (Joining us via Zoom because of car trouble. See pic on page 2).
- On March 9, we hosted our 2nd Annual Local Children's Author & Illustrator Fair featuring 9 local authors and illustrators.
- YTS geared up for the upcoming Eclipse with solar and lunar-themed Make & Takes the week of Spring Break.

Outreach

School Visits/ Community Events	76
Number of Classes	166
Number of Patrons reached	3,632



YOUTH & TEEN SERVICES MONTHLY REPORT

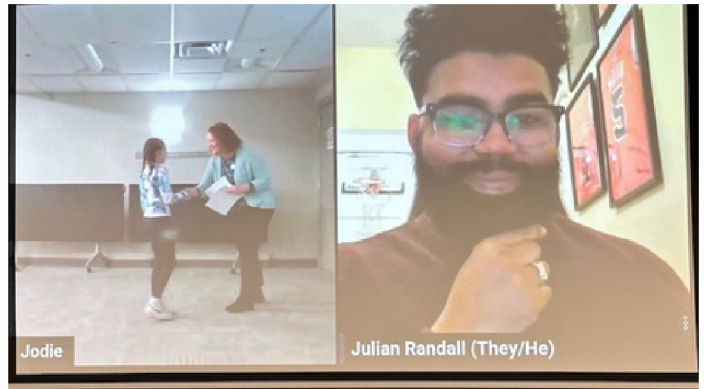
Patron Feedback & Pictures



Drop-In ABC Games



Solar Kids



**Short Story Contest Awards
Presentation**



Local Children's Author & Illustrator Fair



Dave DiNaso's Traveling World of Reptiles

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

Monthly Report

Cricut® Programs

Jessica led two Cricut® programs in March: **Garden Flags** and **Lunar Nightlights**.

Participants had fun being creative while learning how to use a popular crafting tool.



New ELL Coordinator

Adult Services hired a new ELL Coordinator. Asifa Munawar started on March 4. She knows four languages: English, Urdu, Punjabi, and Hindi. Asifa previously worked as a Parent Educator/Home Visitor for the Childcare Network of Evanston. She is a newer resident of the Plainfield community and is an active member of her mosque. We are so happy and excited that Asifa has joined our team!



Women's History Month

Thank you to the Dr. Patricia Lynn Miller Endowment for Advancing Women's Rights and Celebrating Women's History for sponsoring several programs:

- Amazing Women display
- Rosie the Riveter and Other She-roles presentation
- *Below the Belt: The Last Health Taboo* screening
- Unlock the Power of Financial Choice presentation



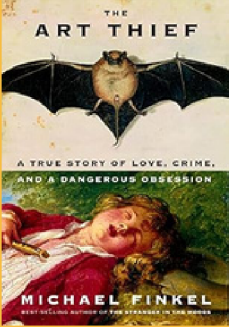
Other Program Highlights

- On March 2, 39 patrons attended the **Intro to Photography** program presented by Carrie White Photography.
- The **2024 Solar Eclipse Challenge** began on March 8.
- The March 20 **Virtual Job Club** was attended by 45 participants who learned about AI and ChatGPT.
- 123 people attended activities for the March 23 **True Crime Day**.


STATISTICS

3D Print Requests	3
Adult Program Attendees	504
Book-a-Librarian Sessions	4
ELL Program Attendees	189
Museum Passes Issued	31
Online Resources Sessions	1868
Proctoring Sessions	0
Public Computer Sessions	1034
Questions Answered	1524
Tech Training Attendees	44

March Book Clubs



Thrill Seekers
16 participants



A Novel Idea
9 participants



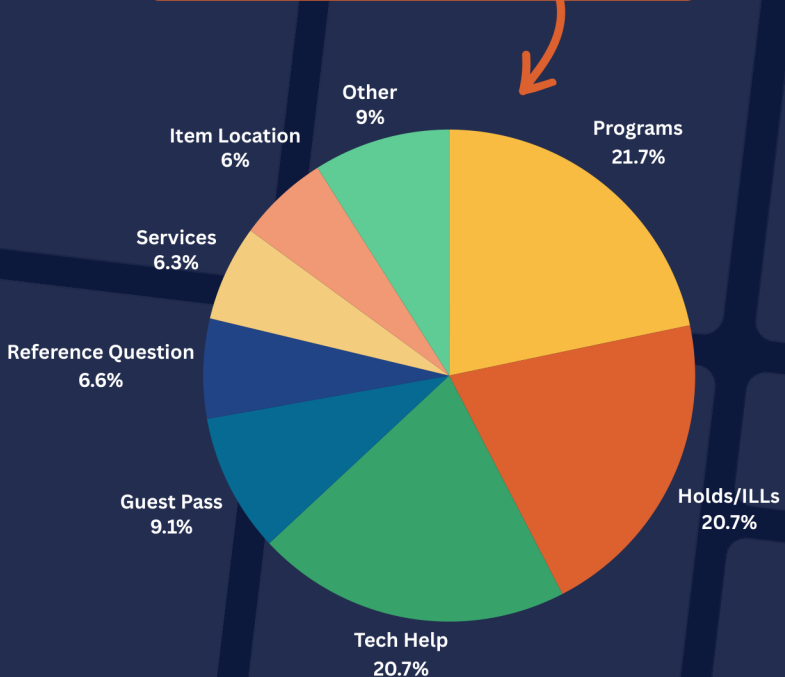
Adult Take & Make:
Line Art Greeting Cards

All 24 kits claimed.

March Book Displays

- *Women's History Month* (Lisa)
- *Vacations Gone Terribly Wrong* (Lisa)
- *Welsh Heritage Month* (Linda)
- *National Craft Month* (Linda)
- *2024 Solar Eclipse Challenge* (Jessica & Colette)
- *St. Patrick's Day / Irish Heritage* (Tina & Lisa)
- *Seeing Green Graphic Novels* (Debi)
- *Girl Power Graphic Novels* (Debi)

TOP QUESTION CATEGORIES



4/1/2024

Account	2022 Activity	2023 Activity	2024 Budget	2024 Activity to date	FY 2025 Budget	Notes
Library - General Funds						
Beginning Fund Balance - Estimate		2,787,429.00	3,604,870.48	3,945,124.77	3,277,883.81	
1004001 - Real Estate Taxes Library	3,581,803.64	3,704,120.75	3,725,107.20	3,708,693.69	3,970,332.60	
1004002 - Personal Property Taxes	86,304.24	98,255.68	35,000.00	27,639.89	24,500.00	reduced 30% of current budget due to reallocation of funds by the state
1004003 - Overlap Districts Agreement	315,622.16	315,604.09	315,000.00	320,127.93	390,000.00	Change in allocation tax rate
1004004 - Lost/Damaged	6,583.19	6,925.56	5,000.00	5,842.47	5,000.00	
1004005 - Book Bag Sales	33.00	0.00	0.00	0.00	0.00	Will be giveaways
1004006 - Copier Fees	5,945.34	6,273.25	5,000.00	4,248.28	1,500.00	Due to Renovation
1004007 - Fax Fees	1,086.75	1,252.50	1,000.00	861.35	500.00	Due to Renovation
1004008 - Non Resident Fees	3,156.06	5,326.92	4,000.00	3,732.92	2,000.00	Due to Renovation
1004009 - Book Sales	2,503.36	2,744.30	2,000.00	1,813.53	200.00	Due to Renovation
1004010 - Meeting Room Deposits	175.00	675.00	1,000.00	850.00	0.00	Due to Renovation
1004402 - E-Pay Interest	1,092.82	17,022.25	10,000.00	20,022.03	10,000.00	
1004417 - Tax Escrow Interest HB	573.70	34,090.03	25,000.00	119,999.32	50,000.00	
1004502 - Donations & Sponsorships	6,544.57	12,689.85	0.00	12,718.74	5,000.00	mini-golf and hand-made market unlikely in 2025
1004503 - Donations - Friends of the Library	3,825.00	2,500.00	0.00	0.00	0.00	
1004701 - Per Capita Grant	111,122.08	116,606.13	116,606.13	116,617.93	116,617.93	
1004702 - Grants - Other	25,616.73	145,000.39	0.00	2,000.00	0.00	
1004901 - Miscellaneous Income (Library)	6,424.75	10,852.20	0.00	6,793.37	0.00	
1004902 - Sale of Library Used Equipment	580.00	150.00	500.00	3,744.56	500.00	
1004903 - License Plate Renewal	0.00	0.00	0.00	24,144.47	15,000.00	
1004909 - Rental Income	28,216.00	96,950.64	98,500.00	72,450.00	98,500.00	
1015500 - Operating Transfer Out	-353,097.00	-330,991.94	-138,000.00	0.00	-605,000.00	estimate
1015500 - Operating Transfer Out (Debt)			-910,000.00	0.00	-500,000.00	Bond Payment
Total Income	3,834,111.39	4,246,047.60	3,295,713.33	4,452,300.48	3,584,650.53	

Expense						
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1015000 - Administration Department						
1015001 - Administration Salaries	287,568.28	299,903.68	321,000.00	242,515.40	335,000.00	
1015002 - Unemployment Insurance	2,513.74	2,255.23	4,500.00	842.22	4,500.00	
1015005 - Health Insurance	143,886.00	152,666.67	201,250.00	130,365.41	201,250.00	Did not increase last year, but chance of 15% increase this year
1015011 - Staff Development	13,711.21	20,806.48	22,000.00	8,128.95	25,000.00	
1015012 - Travel Expense	5,561.16	9,449.08	15,000.00	8,697.32	15,000.00	
1015013 - Membership Dues	6,096.13	7,903.85	8,000.00	3,081.66	8,000.00	
1015014 - Human Resources	2,973.90	1,640.00	2,000.00	757.34	2,000.00	
1015015 - Staff Development EDI	0.00	28.16	20,000.00	0.00	25,000.00	repurposing for staff wellness benefit

Account	2022 Activity	2023 Activity	2024 Budget	2024 Activity to date	FY 2025 Budget	Notes
1015016 - Staff Phone/Tech Expense	0.00	0.00	1,000.00	465.00	1,000.00	
1015201 - Payroll Services	8,792.55	9,833.54	10,500.00	7,649.09	11,000.00	
1015202 - Legal Services (Library)	2,272.50	4,918.50	7,000.00	1,125.00	7,000.00	
1015204 - Bank Fees	3,489.86	3,786.19	4,500.00	3,040.97	5,000.00	
1015205 - Trustee Developoment	965.39	693.97	2,500.00	1,017.54	2,500.00	
1015308 - Office Supplies - Paper	1,522.19	729.29	2,000.00	108.97	0.00	combine with admin supplies
1015310 - Office Supplies - Admin	4,827.38	2,178.74	4,000.00	1,684.91	4,000.00	
1015311 - Postage	3,981.68	4,383.39	3,750.00	2,722.66	3,750.00	
1015313 - Newsletter	53,101.04	68,236.77	66,000.00	53,890.63	70,000.00	while programming will be reduced somewhat, we've added 2000 more homes to our district
1015316 - Printing - Legal	1,199.94	952.34	2,000.00	398.00	1,000.00	
1015317 - Telephone	12,258.79	13,034.76	14,000.00	10,464.46	15,000.00	
1015318 - Public Relations (Library)	29,802.92	32,840.48	39,000.00	7,580.93	45,000.00	Need for centennial
1015322 - Contingencies Operating Fund	0.00	13,559.24	20,000.00	8,243.74	20,000.00	
1015801 - Library - Wide Supplies & Events	10,552.51	11,785.96	12,000.00	7,036.62	12,000.00	
1015802 - Library - Wide EDI Public Initiatives	0.00	320.00	5,000.00	0.00	5,000.00	
1015805 - Liab Ins - Property / Package	35,393.00	35,374.63	50,000.00	40,158.29	55,000.00	
1015901 - Miscellaneous Expense	0.00	218.46	0.00	34.25	12,000.00	Plainfield United Methodist Church rental for programming
1015902 - License Plate Renewal Fees	0.00	0.00	0.00	244.75	250.00	
1015903 - License Plate Renewal Funds to State	0.00	0.00	0.00	22,864.00	14,500.00	
1015909 - Rental Property Prof Svcs-Misc	4,136.28	13,052.05	13,000.00	6,706.00	13,000.00	
1018001 - Equipment Maintenance	0.00	0.00	5,000.00	0.00	5,000.00	
1018002 - Equipment	0.00	0.00	45,000.00	0.00	0.00	
1018003 - Furniture & Fixtures	3,917.01	2,967.48	5,000.00	124.98	500.00	
Total 1015000 - Administration Department	638,523.46	713,518.94	905,000.00	569,949.09	918,250.00	
1025000 - Materials Management Department						
1025001 - Materials Management Salaries	137,827.40	140,039.21	165,000.00	104,532.21	173,000.00	
1025306 - Materials Management Process Supply	14,242.26	9,860.94	15,000.00	5,362.36	15,000.00	
1025307 - OCLC	3,412.33	3,327.99	4,000.00	3,432.25	4,000.00	
Total 1025000 - Materials Management Dept.	155,481.99	153,228.14	184,000.00	113,326.82	192,000.00	
1035000 - Borrower Services Department						
1035001 - Borrower Services Salaries	459,880.21	431,167.40	475,000.00	345,004.46	495,000.00	
1035308 - Borrower Services Supplies	5,914.01	9,867.93	12,000.00	6,126.04	12,000.00	
1035309 - ILL Lost Items	226.88	1,104.90	1,000.00	433.77	1,000.00	
1035310 - Home Delivery Supplies	29.23	1,519.15	4,000.00	124.81	4,000.00	
Total 1035000 - Borrower Services Department	466,050.33	443,659.38	492,000.00	351,689.08	512,000.00	
1045000 - Adult Services						
1045001 - Adult Services Salaries	452,525.07	438,366.79	484,000.00	349,357.34	495,000.00	
1045101 - Adult Summer reading	12,626.74	10,711.42	11,000.00	8,463.37	8,000.00	Fewer Prizes due to Reno

Account	2022 Activity	2023 Activity	2024 Budget	2024 Activity to date	FY 2025 Budget	Notes
1045102 - Adult Programs	14,484.52	21,712.65	24,000.00	16,425.42	27,000.00	increased 3,000 for Job Club
1045105 - Portable Media Devices - Adult	7,892.89	7,320.70	7,500.00	4,016.33	7,500.00	
1045106 - Video Games - Adult	2,357.26	3,160.39	3,000.00	2,487.17	3,000.00	
1045107 - Compact Discs - Adult	2,458.16	3,438.37	3,000.00	1,741.01	0.00	Due to Reno
1045108 - Videos & DVDs - Adult	17,334.86	13,898.64	15,000.00	7,929.38	10,000.00	5,000 moved to DVD Lease - Reno
1045109 - Audio Books - Adult	13,500.85	10,669.41	6,000.00	3,429.19	0.00	Eliminate
1045111 - Digital Resources	224,100.55	222,545.91	225,000.00	146,906.17	238,500.00	Hoopla & Libby
1045112 - Fiction - Adult	24,401.40	23,314.86	25,000.00	14,053.99	20,000.00	4,000 to Book Lease - Reno
1045113 - Leased Material - Adult	27,594.25	27,834.15	28,000.00	18,542.58	41,000.00	Due to Reno
1045114 - Large Print - Adult	5,884.16	7,717.84	6,000.00	2,156.89	6,000.00	
1045115 - Graphic Novels - Adult	3,761.12	3,601.19	4,500.00	3,709.61	3,000.00	Due to Reno
1045116 - Nonfiction - Adult	21,239.32	20,765.28	24,000.00	14,809.92	20,000.00	4,000 to Book Lease - Reno
1045117 - Foreign Language - Adult	6,306.05	6,547.06	6,500.00	4,256.22	5,000.00	Due to Reno
1045118 - Reference - Adult	1,220.39	1,949.61	1,000.00	360.00	1,000.00	
1045119 - Standing Orders - Adult	5,458.47	6,045.86	5,000.00	6,174.36	7,000.00	Increase in Print Costs
1045120 - Periodicals - Adult	9,306.64	9,976.39	8,500.00	8,997.66	9,000.00	Increase in Print Newspaper Costs
1045212 - Instructors and Facilitators	1,985.00	2,322.16	4,000.00	2,125.00	0.00	Eliminate - Move 3,000 to Adult Programs - Job Club
1045305 - Bindery	0.00	0.00	400.00	0.00	0.00	Eliminate
1045306 - Microfilming Supplies	3,901.00	3,830.00	4,000.00	125.00	0.00	Combine with Local History Supplies
1045310 - Department Supplies - Adult	2,572.00	2,986.12	3,500.00	391.41	2,500.00	
1045405 - Local History Supplies	1,958.75	1,129.83	2,500.00	1,391.04	6,500.00	Will be reduced in FY26 when special projects are completed.
Total 1045000 -Adult Services	862,869.45	849,844.63	901,400.00	617,849.06	910,000.00	
1055000 - Youth Services						
1055001 - Youth Services Salaries	461,848.78	437,646.47	498,000.00	334,179.32	505,000.00	
1055101 - Summer Reading - Children	8,857.62	6,067.32	9,000.00	2,028.31	9,000.00	
1055102 - JUV Programs	6,123.28	7,200.60	10,000.00	7,013.12	10,000.00	
1055103 - Databases - YS/YA	19,930.67	26,356.43	28,000.00	18,966.09	24,323.00	Cancel Scholastic's TrueFlix
1055104 - Downloadable Materials YS	5,633.07	5,000.00	14,000.00	0.00	14,000.00	
1055105 - Portable Media Devices - YS	969.83	0.00	2,800.00	0.00	2,800.00	
1055106 - Video Games - Children's	747.76	0.00	0.00	0.00	0.00	Eliminate
1055107 - Compact Discs - Children's	451.38	309.63	700.00	180.14	700.00	
1055108 - Videos & DVDs - Children's	2,815.09	4,135.25	9,000.00	1,575.69	5,000.00	Due to Reno
1055109 - Audio Books - Children's	1,433.16	0.00	1,300.00	0.00	0.00	Eliminate
1055112 - Fiction - Children's	15,217.40	17,471.09	20,000.00	11,013.01	20,000.00	
1055116 - Nonfiction - Children's	32,483.80	28,391.24	39,000.00	28,995.35	25,000.00	Due to Reno
1055119 - Standing Orders - Children's	740.18	610.36	3,500.00	235.63	0.00	Eliminate
1055123 - Easy Fiction	19,323.93	19,067.90	22,000.00	12,842.88	22,000.00	
1055310 - Department Supplies - Y/S	10,852.22	6,551.47	9,000.00	2,070.22	9,000.00	

Account	2022 Activity	2023 Activity	2024 Budget	2024 Activity to date	FY 2025 Budget	Notes
Total 1055000 - Youth Services	587,428.17	558,807.76	666,300.00	419,099.76	646,823.00	
1065000 - Teen Services						
1065101 - Summer Reading - Teen	2,558.12	2,255.20	5,000.00	1,754.57	5,000.00	
1065102 - Teen Programs	6,947.43	6,830.74	8,000.00	5,329.83	8,000.00	
1065104 - Downloadable Materials - Teen	0.00	753.22	1,000.00	0.00	1,000.00	
1065105 - Portable Media Devices - Teen	0.00	0.00	1,500.00	14.09	1,500.00	
1065108 - Videos & DVDs - Teen	823.95	522.53	1,000.00	0.00	300.00	Discontinued except anime - Reno
1065112 - Fiction - Teen	10,090.16	10,165.85	12,000.00	6,003.30	12,000.00	
1065116 - Nonfiction - Teen	2,638.62	3,287.95	4,500.00	254.06	2,000.00	Due to Reno
1065310 - Department Supplies - Teen	37.03	871.90	1,500.00	547.04	1,500.00	
Total 1065000 - Young Adult Services	23,095.31	24,687.39	34,500.00	13,902.89	31,300.00	
1075000 - Community Relations Dept						
1075001 - Community Relations Salaries	81,629.65	107,760.88	128,000.00	95,443.29	132,000.00	
1075310 - Comm. Relations Supplies	87.22	7.50	500.00	0.00	500.00	
Total 1075000 - Community Relations Dept	81,716.87	107,768.38	128,500.00	95,443.29	132,500.00	
1095000 - Technology						
1015314 - Web Page Development	2,025.00	1,080.00	1,500.00	810.00	1,500.00	
1095206 - Pinnacle Cooperative	64,309.90	68,384.39	69,000.00	191.67	72,000.00	
1095207 - Technology Maintenance	57,210.00	58,389.95	100,000.00	56,839.17	100,000.00	
1095209 - Email & Web Hosting Fees	793.02	796.02	500.00	109.94	500.00	
1095210 - Lease Agreements	31,327.26	38,983.62	35,000.00	33,229.61	40,000.00	
1095211 - Subscription Services	55,410.10	35,420.05	65,000.00	31,447.54	65,000.00	
1095301 - Software	6,475.39	5,118.76	8,000.00	4,625.37	8,000.00	
1095302 - Computer Supplies	1,770.09	2,295.22	3,000.00	1,888.22	3,000.00	
1095303 - Data Lines	2,639.40	2,639.40	3,000.00	1,979.55	3,000.00	
1095304 - Computers/Electronic Equipment	30,826.05	23,729.80	26,000.00	20,400.13	10,000.00	other technology costs are part of renovation costs
Total 1095000 - Technology	252,786.21	236,837.21	311,000.00	151,521.20	303,000.00	
Total Expense	3,067,951.79	3,088,351.83	3,622,700.00	2,332,781.19	3,645,873.00	
Ending Fund Balance - Estimate		3,945,124.77	3,277,883.81	6,064,644.06	3,216,661.34	

FICA Funds						
Beginning Fund Balance Estimate		0.00	0.00	0.00	729.36	
2004001 - Real Estate Taxes (FICA)	2,153.26	4,412.40	124,729.36	123,688.65	140,848.57	
2004810 - Transfer in From Gen Fund	146,769.00	142,835.39	51,000.00	0.00	40,000.00	
Total Income	148,922.26	147,247.79	175,729.36	123,688.65	180,848.57	
Expense						
2005011 - FICA Expense	148,921.97	147,247.79	175,000.00	116,472.75	180,000.00	

Account	2022 Activity	2023 Activity	2024 Budget	2024 Activity to date	FY 2025 Budget	Notes
Total Expense	148,921.97	147,247.79	175,000.00	116,472.75	180,000.00	
Ending Fund Balance Estimate		0.00	729.36	7,215.90	1,577.93	

IMRF Funds						
Beginning Fund Balance Estimate		0.00	0.00	16,949.10	717.28	
2504001 - Real Estate Taxes (IMRF)	2,153.26	4,412.40	148,717.28	147,476.42	172,738.83	
2504810 - Transfer in From Gen Fund	201,111.00	183,678.95	77,000.00	0.00	55,000.00	
Total Income	203,264.26	188,091.35	225,717.28	147,476.42	227,738.83	
Expense						
2505012 - IMRF Expense -ER	203,264.26	188,091.35	225,000.00	130,527.32	225,000.00	
Total Expense	203,264.26	188,091.35	225,000.00	130,527.32	225,000.00	
Ending Fund Balance Estimate		0.00	717.28		3,456.11	

Audit Funds						
Beginning Fund Balance Estimate		0.00	0.00	0.00	0.00	
3004001 - Real Estate Taxes (Audit)	3.00	4,412.40	0.00	0.00	0.00	
Transfer in From Gen Fund	5,217.00	4,477.60	10,000.00	0.00	10,000.00	
Total Income	5,220.00	8,890.00	10,000.00	0.00	10,000.00	
Expense						
3005218 - Audit Expense	7,290.00	8,890.00	10,000.00	7,390.00	10,000.00	Will need new actuarial contract
Total Expense	7,290.00	8,890.00	10,000.00	7,390.00	10,000.00	
Ending fund Balance Estimate		0.00	0.00	-7,390.00	0.00	

Facilities Funds						
Beginning Fund Balance Estimate		101,893.00	49,609.47	112,432.02	3,520.99	
5004001 - Real Estate Taxes (Site Fund)	311,502.11	315,487.48	338,211.52	335,389.57	364,080.29	
Total Income	311,502.11	315,487.48	338,211.52	335,389.57	364,080.29	
Expense						
5085001 - Facilities Salaries	105,111.34	110,810.42	127,000.00	91,709.77	130,000.00	
5085212 - Custodial Services	39,000.00	42,350.00	45,100.00	36,080.00	22,500.00	Reduce due to construction
5085213 - Disposal Services	6,688.25	6,915.91	7,200.00	5,913.85	8,400.00	
5085214 - Facilities Maintenance Agreement	7,456.97	5,881.81	6,000.00	5,394.51	8,000.00	Rate Increases
5085215 - Equipment Maintenance Agreement	11,639.26	9,655.40	12,000.00	9,976.93	10,000.00	

Account	2022 Activity	2023 Activity	2024 Budget	2024 Activity to date	FY 2025 Budget	Notes
5085216 - Building Repair	35,559.70	26,379.55	35,000.00	13,951.77	25,000.00	
5085217 - Equipment Repair	14,654.75	9,550.38	16,500.00	13,563.75	16,500.00	
5085399 - Contingencies	0.00	0.00	20,000.00	0.00	15,000.00	
5085601 - Utilities - Electric	39,874.11	32,068.27	40,000.00	35,711.50	40,000.00	Rate increases
5085602 - Utilities - Gas	5,952.57	6,466.28	7,200.00	5,457.40	7,200.00	
5085603 - Utilities - Water	2,773.33	3,279.44	4,200.00	2,471.35	4,200.00	
5085604 - Building Supplies	6,800.62	6,016.83	9,600.00	2,206.42	7,500.00	
5085605 - Equipment & Tools	6,838.92	2,763.88	3,500.00	594.07	3,500.00	
5085606 - Janitorial Supplies	15,617.18	19,497.45	20,000.00	9,733.90	15,000.00	
5085611 - Rental Prop Util/Trash/Water	10,254.59	7,635.43	16,000.00	4,672.37	6,000.00	Reduce for FY25 Based on History
5085909 - Rental Prop General Maint	21,583.35	15,677.41	15,000.00	6,018.94	8,000.00	
Total Expense	329,804.94	304,948.46	384,300.00	243,456.53	326,800.00	
Ending Fund Balance Estimate		112,432.02	3,520.99	204,365.06	40,801.28	

Debt Funds						
Beginning Fund Balance Estimate		0.00	0.00	0.00	0.00	
6004810 - Transfer from General Fund	0.00	0.00	910,000.00	0.00	500,000.00	
Total Income	0.00	0.00	910,000.00	0.00	500,000.00	
Expense						
6006002 - Bond Interest	0.00	0.00	455,000.00	0.00	500,000.00	Only Interest due 1/1 and 7/1
6006003 - Bond Principal	0.00	0.00	455,000.00	0.00	0.00	First Principal payment due 1/1/26
Total Expense	0.00	0.00	910,000.00	0.00	500,000.00	
Ending Fund Balance Estimate		0.00	0.00	0.00	0.00	

Reserve Funds						
Beginning Fund Balance Estimate		1,880,396.00	1,764,446.00	1,738,216.75	9,825,576.99	
7504251 - Bonds	0.00	0.00	9,000,000.00	8,419,675.31	0.00	
7504400 - Interest	162.67	2,478.55	1,500.00	2,797.66	2,000.00	
7504401 - Bond Interest	0.00	0.00	0.00	24,167.05	100,000.00	Interest until Bond Proceeds are spent
7504450 - Prime Account Interest	633.36	3,939.75	1,000.00	0.00	1,000.00	
7504504 - Impact Fees	113,702.00	155,016.00	75,000.00	142,737.00	100,000.00	
Transfer from General Fund					500,000.00	
Total Income	114,498.03	161,434.30	9,077,500.00	8,589,377.02	703,000.00	
Expense						
7505213 - Legal Services	1,530.00	2,407.50	5,000.00	1,170.00	5,000.00	

Account	2022 Activity	2023 Activity	2024 Budget	2024 Activity to date	FY 2025 Budget	Notes
7505214 - Architectural Services	10,000.00	263,756.08	800,000.00	371,161.98	300,000.00	
7508005 - Real Estate Acquisition	6,732.78	6,961.97	21,000.00	3,574.13	25,000.00	
7508006 - BLDG Development	10,350.00	0.00	3,000,000.00	91,056.75	5,000,000.00	
7508008 - Building Improvement	29,843.45	29,275.00	3,000,000.00	31,299.00	5,000,000.00	
7508909 - Rental Prop Bldg Improvements	97,795.66	1,213.00	15,000.00	3,754.92	15,000.00	
Total Expense	156,251.89	303,613.55	6,841,000.00	502,016.78	10,345,000.00	
Ending Fund Balance Estimate		1,738,216.75	4,000,946.00	9,825,576.99	183,576.99	

Income	4,617,518.05	5,067,198.52	14,032,871.49	13,648,232.14	5,570,318.22
Expenses	3,913,484.85	4,041,142.98	12,168,000.00	3,332,644.57	15,232,673.00
Net (does not include Investment Market values)	704,033.20	1,026,055.54	1,864,871.49	10,315,587.57	-9,662,354.78

FY2025 Working Budget Details

- The Budget now shows a Two-Year History to analyze and adjust to trends.
- An increase of \$300,000 in property tax revenue is expected.
- A \$70,000 increase in overlapping taxed revenue is expected.
- Due to the planned and approved growth in Plainfield, impact fees are expected to remain consistent or slightly drop in FY2025.
- Health Insurance costs are estimated to increase nearly 15%. (They did not Increase in FY24 as originally expected.)
- We have reached the tipping point for the newsletter/program guide—we can no longer sustain a 12- or 16-page newsletter/program guide to each residence. CE&M is working towards a digital/mailed version and a smaller printed version for FY26.
- Salaries
 - The budgeted salaries comply with our compensation plan.
 - The salary adjustments portray only 1.38% of the total budgeted expenses.
 - Our combined salaries and benefits accounts for 56.10% of our operating budget, which is slightly below the IL recommended standard of 60-70% of the operating budget.
- Reductions were made on physical items in favor of digital items due to anticipated limited space during the renovation. These most likely will increase once the renovation is completed.
- A loss will be shown due to the timing of the Bond sale and the majority of the construction expenses will be in different fiscal years.
- The budget includes an estimated beginning and ending fund balance. This will be helpful to track and show the sustainability of fund balances when the bond issuance and repayment begins.
- Changes to the budget due to the renovation project:
 - Expenses are increased by \$10,000,000 in the Reserve fund (\$345,000 without)
 - Revenue is decreased by \$500,000 in the General fund to provide the Bond interest repayment
 - Revenue is decreased by \$500,000 in the General fund to provide reimbursement for the remaining cost of the renovation not covered by the Bond issuance.
 - A Bond fund has been created to track the bond repayment
- While the working budget is not a legal document and can be amended at any time, in order for the Library to move forward with the statutory compliance calendar, the working budget needs to be approved.



TRUSTEE DIRECTOR RELATIONS ANNUAL TRUSTEE DAY

SATURDAY, MAY 18, 2024
10 A.M. - 12 P.M.

@ORLAND PARK PUBLIC LIBRARY
14921 S Ravinia Ave
Orland Park, IL 60462



Saturday, May 18

Trustee / Director Relations



Select tickets

I'm a Library Trustee. Here's some tools to be the best community advocate possible.

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Date and time

 Saturday, May 18 · 10am - 12pm CDT

Location

 **Orland Park Public Library**
14921 South Ravinia Avenue Orland Park, IL 60462
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About this event

 2 hours

I learned what Library Board of Trustees do. Now what?

How can I better connect my role as Trustee to advocate for the public. We've made our goals and plans but how can my Library provide better access to the community we serve? Trustee and Director relationships are important to grow and maintain for a successful community collaboration.

Join Kate Buckson, Director of St. Charles Public Library as she shares her experiences,

Tickets

Member Rate	—	0
\$15.00 +\$2.85 Fee		Read more

Non Member Rate	—	0
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