

PLAINFIELD AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING AGENDA
LOCATED AT: PLAINFIELD TOWNSHIP ADMINISTRATION BUILDING
22525 W. LOCKPORT STREET, PLAINFIELD
AUGUST 21, 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. July 17, 2024 Regular Board Meeting Minutes
4. Approval of Bills Paid and Bills Payable
 - a. Payroll \$234,186.63
 - b. General Bills \$167,756.12
 - c. Other Compensation/Administrative Costs \$37,396.63
 - d. Total \$439,339.38
5. Committee Reports
6. Library Director's Report
7. Action Items: Unfinished Business
 - a. Renovation (discussion)
 - b. Resolution 2024-2 Determine Funds to be Raised (action)
 - c. Ordinance 2024-4 Budget & Appropriation (action)
 - d. Set TITA Hearing Date: September 18 (action)
 - e. Trustee Attendance
 - i. Ordinance 2024-5 Declaring a Vacancy (action)
 - ii. Filling a Vacancy (discussion)
 - f. ILA Conference attendance (action)
8. Action Items: New Business
 - a. Programming Policy (action)
 - b. October meeting date change (action)
 - c. Bond Levy Abatement (discussion)
9. Adjournment



PLAINFIELD AREA PUBLIC LIBRARY
MINUTES OF REGULAR BOARD MEETING
JULY 24, 2024

CALL TO ORDER: The meeting of July 24, 2024 was called to order at 6:32 pm at the Plainfield Township Administration Building at 22525 W. Lockport Street, Plainfield. The Pledge of Allegiance was recited. Roll call was conducted. Regular members present: Gilmore, Schmidt, Knight, Grotto, Las, Malec. Absent: Crowner. 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 June 19, 2024.

APPROVAL OF BILLS PAID: Grotto moved approval of bills paid and bills payable for June for a total of \$741,259.23. Las seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: None.

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

ACTION ITEMS: UNFINISHED BUSINESS

Renovation: Pappas shared renovation updates.

Trustee Attendance: Trustee Crowner has missed 12 meetings. A certified letter will be mailed to Crowner notifying him that an ordinance to declare a vacancy will be on the agenda of the next regular meeting.

ACTION ITEMS: NEW BUSINESS

Auditor of Secretary Minutes: Trustees Malec and Las volunteered to audit the FY2024 minutes before the next regular meeting.

Employee Handbook Policy: Malec moved to approve the changes to the Library's Employee Handbook as presented. Schmidt seconded the motion, all voted yes via roll call vote; motion carried.

ILA Conference Trustee Attendance: Item is postponed until the August regular meeting.

Ordinance 2024-6 Building & Maintenance Fund: Malec moved to approve Ordinance 2024-6 as presented. Grotto seconded the motion, all voted yes via roll call vote; motion carried.

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

Aimee Hartley
Recording Secretary

Vick M. Knight
Board Secretary

Plainfield Area Public Library
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
July 2024

	Jul 2024			YTD to Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						8.33%
1004001 Real Estate Taxes Library	2,141,894.95	2,103,588.28	101.82%	2,141,894.95	3,970,332.60	53.95%
1004002 Personal Property Taxes		261.80	0.00%	0.00	24,500.00	0.00%
1004003 Overlap Districts Agreement		0.00		0.00	390,000.00	0.00%
1004004 Lost/Damaged	895.31	461.80	193.87%	895.31	5,000.00	17.91%
1004006 Copier Fees	327.55	107.10	305.84%	327.55	1,500.00	21.84%
1004007 Fax Fees	96.00	39.50	243.04%	96.00	500.00	19.20%
1004008 Non Resident Fees		86.34	0.00%	0.00	2,000.00	0.00%
1004009 Book Sales	138.01	13.64	1011.80%	138.01	200.00	69.01%
1004402 E-Pay Interest	2,461.06	764.36	321.98%	2,461.06	10,000.00	24.61%
1004417 Tax Escrow Interest HB	14,196.06	4,166.67	340.71%	14,196.06	50,000.00	28.39%
1004502 Donations	27.46	416.67	6.59%	27.46	5,000.00	0.55%
1004701 Per Capita Grant	117,408.56	0.00		117,408.56	116,617.93	100.68%
1004901 Miscellaneous Income (Library)	468.21			468.21	0.00	
1004902 Sale of Library Used Equipment		41.67	0.00%	0.00	500.00	0.00%
1004903 License Plate Renewal	4,143.60	1,250.00	331.49%	4,143.60	15,000.00	27.62%
1004909 Rental Income	8,150.00	8,208.33	99.29%	8,150.00	98,500.00	8.27%
1015500 Operating Transfer Out		0.00		0.00	-1,105,000.00	0.00%
2004001 Real Estate Taxes (FICA)	75,984.28	52,508.84	144.71%	75,984.28	140,848.57	53.95%
2004810 Transfer In From Gen Fund		0.00		0.00	40,000.00	0.00%
2504001 Real Estate Taxes (IMRF)	93,188.28	68,925.95	135.20%	93,188.28	172,738.83	53.95%
2504810 Transfer In from General Fund		0.00		0.00	55,000.00	0.00%
3004001 Real Estate Taxes (Audit)	0.00			0.00	0.00	
3004810 Transfer In		0.00		0.00	10,000.00	0.00%
5004001 Real Estate Taxes - Facil Fund	196,412.19	147,428.53	133.23%	196,412.19	364,080.29	53.95%
6004810 Transfer From General Fund		0.00		0.00	500,000.00	0.00%
7504400 Interest	323.34	166.67	194.00%	323.34	2,000.00	16.17%
7504401 7504401 Bond Interest	36,298.75	8,333.33	435.59%	36,298.75	100,000.00	36.30%
7504450 Prime Account Interest		83.33	0.00%	0.00	1,000.00	0.00%
7504504 Impact Fees	26,625.00	4,371.13	609.11%	26,625.00	100,000.00	26.63%
7504810 In from General Fund		0.00		0.00	500,000.00	0.00%
Total Income	\$ 2,719,038.61	\$ 2,401,223.94	113.24%	\$ 2,719,038.61	\$ 5,570,318.22	48.81%
Gross Profit	\$ 2,719,038.61	\$ 2,401,223.94		\$ 2,719,038.61	\$ 5,570,318.22	
Expenses						
1015000 Administration Department						
1015001 Adminstration Salaries	37,514.94	24,820.43	151.15%	37,514.94	335,000.00	11.20%
1015002 Unemployment Insurance		1,245.43	0.00%	0.00	4,500.00	0.00%
1015005 Health Insurance	25,334.97	36,816.69	68.81%	25,334.97	201,250.00	12.59%
1015011 Staff Development	678.88	1,130.37	60.06%	678.88	25,000.00	2.72%
1015012 Travel Expenses	568.62	552.80	102.86%	568.62	15,000.00	3.79%
1015013 Membership Dues	185.00	1,694.98	10.91%	185.00	8,000.00	2.31%
1015014 Human Resources		182.65	0.00%	0.00	2,000.00	0.00%
1015015 Staff Development EDI		2,083.33	0.00%	0.00	25,000.00	0.00%
1015016 Staff Phone/Tec Expense	110.00	83.33	132.01%	110.00	1,000.00	11.00%
1015201 Payroll Services	925.10	808.73	114.39%	925.10	11,000.00	8.41%
1015202 Legal Services (Library)		0.00		0.00	7,000.00	0.00%
1015204 Bank Fees	300.81	417.73	72.01%	300.81	5,000.00	6.02%

	Jul 2024			YTD to Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1015205 Trustee Development		303.12	0.00%	0.00	2,500.00	0.00%
1015310 Office Supplies - Admin		376.19	0.00%	0.00	4,000.00	0.00%
1015311 Postage		353.97	0.00%	0.00	3,750.00	0.00%
1015313 Newsletter	6,000.00	3,664.15	163.75%	6,000.00	70,000.00	8.57%
1015316 Printing - Legal		264.64	0.00%	0.00	1,000.00	0.00%
1015317 Telephone	1,173.60	1,234.43	95.07%	1,173.60	15,000.00	7.82%
1015318 Public Relations (Library)	495.33	3,485.75	14.21%	495.33	45,000.00	1.10%
1015322 Contingencies Operating Fund		0.00		0.00	20,000.00	0.00%
1015801 Library-Wide Supplies & Events		586.61	0.00%	0.00	12,000.00	0.00%
1015802 Library-Wide EDI Public Initiat		416.67	0.00%	0.00	5,000.00	0.00%
1015805 Liab Ins. - Property/Package		0.00		0.00	55,000.00	0.00%
1015901 Miscellaneous Expense		1,000.00	0.00%	0.00	12,000.00	0.00%
1015902 License Plate Renewal Fees	28.50	20.83	136.82%	28.50	250.00	11.40%
1015903 License Plate Renewal Funds to State	3,935.00	1,208.33	325.66%	3,935.00	14,500.00	27.14%
1015909 Rental Property Prof Svcs-Misc	3,230.50	1,083.33	298.20%	3,230.50	13,000.00	24.85%
1018001 Equipment Maintenance		416.67	0.00%	0.00	5,000.00	0.00%
1018003 Furniture & Fixtures		34.50	0.00%	0.00	500.00	0.00%
Total 1015000 Administration Department	\$ 80,481.25	\$ 84,285.66	95.49%	\$ 80,481.25	\$ 918,250.00	8.76%
1025000 Materials Management Dept						
1025001 Materials Management Salaries	16,609.35	12,858.45	129.17%	16,609.35	173,000.00	9.60%
1025306 Materials Mgmt Process Supply	236.78	1,163.45	20.35%	236.78	15,000.00	1.58%
1025307 OCLC	3,132.52	3,553.29	88.16%	3,132.52	4,000.00	78.31%
Total 1025000 Materials Management Dept	\$ 19,978.65	\$ 17,575.19	113.68%	\$ 19,978.65	\$ 192,000.00	10.41%
1035000 Borrower Services Department						
1035001 Borrower Services Salaries	56,391.19	40,168.74	140.39%	56,391.19	495,000.00	11.39%
1035308 Borrower Services Supplies		893.31	0.00%	0.00	12,000.00	0.00%
1035309 ILL Lost Items	25.00	50.06	49.94%	25.00	1,000.00	2.50%
1035310 Home Delivery Supplies		548.06	0.00%	0.00	4,000.00	0.00%
Total 1035000 Borrower Services Department	\$ 56,416.19	\$ 41,660.17	135.42%	\$ 56,416.19	\$ 512,000.00	11.02%
1045000 Adult Services						
1045001 Adult Services Salaries	47,254.89	39,508.30	119.61%	47,254.89	495,000.00	9.55%
1045101 Adult Summer Reading		0.00		0.00	8,000.00	0.00%
1045102 Adult Programs	2,775.00	3,462.30	80.15%	2,775.00	27,000.00	10.28%
1045105 Portable Media Devices - Adult		2,001.84	0.00%	0.00	7,500.00	0.00%
1045106 Video Games - Adult		127.08	0.00%	0.00	3,000.00	0.00%
1045108 Videos & DVDs- Adult	-5,303.47	543.64	-975.55%	-5,303.47	10,000.00	-53.03%
1045111 Digital Resources	49,595.00	19,875.00	249.53%	49,595.00	238,500.00	20.79%
1045112 Fiction - Adult	856.33	2,634.55	32.50%	856.33	20,000.00	4.28%
1045113 Leased Material - Adult	12,870.78	29,905.58	43.04%	12,870.78	41,000.00	31.39%
1045114 Large Print - Adult	20.19	420.92	4.80%	20.19	6,000.00	0.34%
1045115 Graphic Novels - Adult	582.83	152.32	382.64%	582.83	3,000.00	19.43%
1045116 Nonfiction - Adult	1,839.66	1,661.09	110.75%	1,839.66	20,000.00	9.20%
1045117 Foreign Language - Adult	551.38	497.67	110.79%	551.38	5,000.00	11.03%
1045118 Reference - Adult		88.10	0.00%	0.00	1,000.00	0.00%
1045119 Standing Orders - Adult	524.64	498.66	105.21%	524.64	7,000.00	7.49%
1045120 Periodicals - Adult	554.99	206.74	268.45%	554.99	9,000.00	6.17%
1045310 Department Supplies - Adult		272.96	0.00%	0.00	2,500.00	0.00%
1045405 Local History Supplies		415.20	0.00%	0.00	6,500.00	0.00%
Total 1045000 Adult Services	\$ 112,122.22	\$ 102,271.95	109.63%	\$ 112,122.22	\$ 910,000.00	12.32%
1055000 Youth Services						
1055001 Youth Services Salaries	55,384.33	38,143.70	145.20%	55,384.33	505,000.00	10.97%

	Jul 2024			YTD to Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1055101 Summer Reading - Childrens		1,571.09	0.00%	0.00	9,000.00	0.00%
1055102 JUV Programs	52.00	658.59	7.90%	52.00	10,000.00	0.52%
1055103 Databases - YS/YA	12,380.49	22,328.97	55.45%	12,380.49	24,323.00	50.90%
1055104 Downloadable Materials YS/YA		2,800.00	0.00%	0.00	14,000.00	0.00%
1055105 Portable Media Devices - YS/YA		172.26	0.00%	0.00	2,800.00	0.00%
1055107 Compact Discs - Children's		6.13	0.00%	0.00	700.00	0.00%
1055108 Videos & DVDs - Children's	163.38	19.22	850.05%	163.38	5,000.00	3.27%
1055112 Fiction - Children's	2,486.12	541.05	459.50%	2,486.12	20,000.00	12.43%
1055116 Nonfiction - Children's	513.77	387.21	132.69%	513.77	25,000.00	2.06%
1055123 Easy Fiction	1,238.30	245.93	503.52%	1,238.30	22,000.00	5.63%
1055310 Department Supplies - Y/S	306.29	596.85	51.32%	306.29	9,000.00	3.40%
Total 1055000 Youth Services	\$ 72,524.68	\$ 67,471.00	107.49%	\$ 72,524.68	\$ 646,823.00	11.21%
1065000 Teen Services						
1065101 Summer Reading - Teen		1,364.87	0.00%	0.00	5,000.00	0.00%
1065102 Teen Programs	300.00	192.21	156.08%	300.00	8,000.00	3.75%
1065104 Downloadable Materials - Teen		83.33	0.00%	0.00	1,000.00	0.00%
1065105 Portable Media Devices - Teen		125.00	0.00%	0.00	1,500.00	0.00%
1065108 Videos & DVDs - Teen		6.23	0.00%	0.00	300.00	0.00%
1065112 Fiction - Teen	68.05	176.01	38.66%	68.05	12,000.00	0.57%
1065116 Nonfiction - Teen		12.08	0.00%	0.00	2,000.00	0.00%
1065310 Department Supplies - Teen		125.00	0.00%	0.00	1,500.00	0.00%
Total 1065000 Teen Services	\$ 368.05	\$ 2,084.73	17.65%	\$ 368.05	\$ 31,300.00	1.18%
1075000 Community Relations Dept						
1075001 Community Relations Salaries	14,769.60	12,308.03	120.00%	14,769.60	132,000.00	11.19%
1075310 Comm. Relations Supplies		0.00		0.00	500.00	0.00%
Total 1075000 Community Relations Dept	\$ 14,769.60	\$ 12,308.03	120.00%	\$ 14,769.60	\$ 132,500.00	11.15%
1095000 Technology						
1015314 Web Page Development	90.00	45.62	197.28%	90.00	1,500.00	6.00%
1095206 Pinnacle Cooperative		0.00		0.00	74,000.00	0.00%
1095207 Technology Maintenance	6,564.01	8,333.33	78.77%	6,564.01	100,000.00	6.56%
1095209 Email & Web Hosting Fees		15.64	0.00%	0.00	500.00	0.00%
1095210 Lease Agreements		2,584.73	0.00%	0.00	40,000.00	0.00%
1095211 Subscription Services	17,738.71	12,620.96	140.55%	17,738.71	65,000.00	27.29%
1095301 Software		789.51	0.00%	0.00	8,000.00	0.00%
1095302 Computer Supplies		380.74	0.00%	0.00	3,000.00	0.00%
1095303 Data Lines	219.95	222.75	98.74%	219.95	3,000.00	7.33%
1095304 Computers (Library)		480.74	0.00%	0.00	10,000.00	0.00%
Total 1095000 Technology	\$ 24,612.67	\$ 25,474.02	96.62%	\$ 24,612.67	\$ 305,000.00	8.07%
2005011 FICA Expense	17,909.03	14,008.22	127.85%	17,909.03	180,000.00	9.95%
2505012 IMRF Expense-ER	15,836.61	20,511.28	77.21%	15,836.61	225,000.00	7.04%
3005218 Audit Expense	2,000.00	1,864.26	107.28%	2,000.00	10,000.00	20.00%
5085000 Facilities Expenses						
5085001 Facilities Salaries	14,205.48	9,981.70	142.32%	14,205.48	130,000.00	10.93%
5085212 Custodial Services	3,180.00	1,856.82	171.26%	3,180.00	22,500.00	14.13%
5085213 Disposal Services	680.55	687.45	99.00%	680.55	8,400.00	8.10%
5085214 Facilities Maint Agreement	582.99	621.06	93.87%	582.99	8,000.00	7.29%
5085215 Equipment Maintenance Agreement	1,683.63	1,131.19	148.84%	1,683.63	10,000.00	16.84%
5085216 Building Repair		547.07	0.00%	0.00	25,000.00	0.00%
5085217 Equipment Repair		1,648.25	0.00%	0.00	16,500.00	0.00%
5085399 Contingencies		0.00		0.00	15,000.00	0.00%
5085601 Utilities - Electric		3,221.31	0.00%	0.00	40,000.00	0.00%

	Jul 2024			YTD to Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
5085602 Utilities - Gas	113.15	267.10	42.36%	113.15	7,200.00	1.57%
5085603 Utilities - Water	183.05	491.58	37.24%	183.05	4,200.00	4.36%
5085604 Building Supplies	109.90	1,081.59	10.16%	109.90	7,500.00	1.47%
5085605 Equipment & Tools		54.02	0.00%	0.00	3,500.00	0.00%
5085606 Janitorial Supplies	769.00	634.15	121.26%	769.00	15,000.00	5.13%
5085611 Rental Prop Util/Trash/Water	538.25	500.00	107.65%	538.25	6,000.00	8.97%
5085909 Rental Prop General Maint	925.00	666.67	138.75%	925.00	8,000.00	11.56%
Total 5085000 Facilities Expenses	\$ 22,971.00	\$ 23,389.96	98.21%	\$ 22,971.00	\$ 326,800.00	7.03%
606002 Bond Interest		0.00		0.00	500,000.00	0.00%
7505213 Legal services		0.00		0.00	5,000.00	0.00%
7505214 Architechural Services		25,000.00	0.00%	0.00	300,000.00	0.00%
7508005 Real Estate Acquistion		7,284.08	0.00%	0.00	25,000.00	0.00%
7508006 BLDG Development	1,000.00	416,666.67	0.24%	1,000.00	5,000,000.00	0.02%
7508008 Building Improvements	1,883.55	416,666.67	0.45%	1,883.55	5,000,000.00	0.04%
7508909 Rental Prop Bldg Improvements		1,250.00	0.00%	0.00	15,000.00	0.00%
Total Expenses	\$ 442,873.50	\$ 1,279,771.89	34.61%	\$ 442,873.50	\$ 15,234,673.00	2.91%
Net Income	\$ 2,276,165.11	\$ 1,121,452.05		\$ 2,276,165.11	-\$ 9,664,354.78	

Plainfield Area Public Library
Check Detail
July 1-31, 2024

Num	Date	Transaction type	Name	Amount
11927	07/01/2024	Bill Payment (Check)	Grey House Publishing	-\$ 3,595.00
11928	07/01/2024	Bill Payment (Check)	Jackson, Samuel	-\$ 100.00
11929	07/01/2024	Bill Payment (Check)	Sidecar Publications LLC	-\$ 348.00
11930	07/01/2024	Bill Payment (Check)	Springshare LLC	-\$ 8,500.00
11931	07/01/2024	Bill Payment (Check)	Tumbleweed Press Inc.	-\$ 1,150.56
11932	07/01/2024	Bill Payment (Check)	United Healthcare	-\$ 14,179.00
11934	07/01/2024	Bill Payment (Check)	Complete Cleaning Company	-\$ 1,008.37
11935	07/01/2024	Bill Payment (Check)	Quench USA, INC	-\$ 940.50
11936	07/01/2024	Bill Payment (Check)	PUMC	-\$ 1,000.00
11945	07/11/2024	Bill Payment (Check)	Baker & Taylor- Lease Plan	-\$ 4,883.28
11946	07/11/2024	Bill Payment (Check)	Community Sportsplex LLC	-\$ 50.00
11947	07/11/2024	Bill Payment (Check)	Hook, Donna	-\$ 100.00
11948	07/11/2024	Bill Payment (Check)	Rand, Janet	-\$ 150.00
ACH	07/11/2024	Bill Payment (Check)	Michalski, Brian - Endless Passport	-\$ 900.00
11949	07/15/2024	Bill Payment (Check)	Anderson Pest Solutions	-\$ 109.23
11950	07/15/2024	Bill Payment (Check)	Baker & Taylor- Lease Plan	-\$ 7,987.50
11951	07/15/2024	Bill Payment (Check)	Cain, Renee	-\$ 250.00
11952	07/15/2024	Bill Payment (Check)	Cintas	-\$ 132.47
11953	07/15/2024	Bill Payment (Check)	Groot, Inc.	-\$ 680.55
11954	07/15/2024	Bill Payment (Check)	Menard Consulting, Inc.	-\$ 2,000.00
11955	07/15/2024	Bill Payment (Check)	Metronet	-\$ 1,031.59
11956	07/15/2024	Bill Payment (Check)	Modern Marketing	-\$ 195.09
11957	07/15/2024	Bill Payment (Check)	NCPERS Group Life Ins.	-\$ 96.00
11958	07/15/2024	Bill Payment (Check)	OverDrive, Inc.	-\$ 45,000.00
11959	07/15/2024	Bill Payment (Check)	Schindler Elevator Corporation	-\$ 743.13

Num	Date	Transaction type	Name	Amount
11960	07/15/2024	Bill Payment (Check)	Jackson, Samuel	-\$ 100.00
11961	07/23/2024	Bill Payment (Check)	Amber's Traveling Massage	-\$ 200.00
11962	07/23/2024	Bill Payment (Check)	Baker & Taylor - Continuation Service	-\$ 524.64
11963	07/23/2024	Bill Payment (Check)	Bruce, Jason	-\$ 150.00
11964	07/23/2024	Bill Payment (Check)	Catapult- Formerly CAI & TEA	-\$ 350.00
11965	07/23/2024	Bill Payment (Check)	Daily Southtown	-\$ 150.99
11966	07/23/2024	Bill Payment (Check)	Elan Financial Services	-\$ 11,294.74
11967	07/23/2024	Bill Payment (Check)	Jackson, Samuel	-\$ 100.00
11968	07/23/2024	Bill Payment (Check)	Metropolitan Life Insurance Company	-\$ 1,887.49
11969	07/23/2024	Bill Payment (Check)	Outsource IT Solutions Group	-\$ 6,564.01
11970	07/23/2024	Bill Payment (Check)	Plainfield Historical Society	-\$ 50.00
11971	07/23/2024	Bill Payment (Check)	Postmaster	-\$ 6,000.00
11972	07/23/2024	Bill Payment (Check)	RAILS	-\$ 8,895.00
11973	07/23/2024	Bill Payment (Check)	Village of Plainfield	-\$ 1,883.55
11974	07/23/2024	Bill Payment (Check)	Will County Historical Society	-\$ 75.00
11975	07/23/2024	Bill Payment (Check)	World Book, Inc.	-\$ 7,001.00
11976	07/23/2024	Bill Payment (Check)	Complete Cleaning Company	-\$ 1,790.00
11977	07/23/2024	Bill Payment (Check)	T-Mobile	-\$ 361.96
11981	07/24/2024	Bill Payment (Check)	Aflac	-\$ 317.48
11982	07/24/2024	Bill Payment (Check)	RAILS	-\$ 1,375.00
BP05-24-35	07/25/2024	Bill Payment (Check)	Village of Plainfield	-\$ 147.74
BP05-24-36	07/25/2024	Bill Payment (Check)	Village of Plainfield	-\$ 134.63
BP05-24-37	07/25/2024	Bill Payment (Check)	Village of Plainfield	-\$ 126.94
BP05-24-38	07/25/2024	Bill Payment (Check)	ComEd	-\$ 127.53
BP05-24-39	07/25/2024	Bill Payment (Check)	ComEd	-\$ 98.01
11983	07/30/2024	Bill Payment (Check)	Baker & Taylor Books-	-\$ 2,895.48
11984	07/30/2024	Bill Payment (Check)	RAILS	-\$ 980.00
11985	07/30/2024	Bill Payment (Check)	SWAN	-\$ 25.00
11986	07/30/2024	Bill Payment (Check)	United Health Care	-\$ 15,370.90
11987	07/30/2024	Bill Payment (Check)	Vision Service Plan (IL)	-\$ 52.95

Num	Date	Transaction type	Name	Amount
11988	07/30/2024	Bill Payment (Check)	Weblinx Incorporated	-\$ 90.00
11989	07/30/2024	Bill Payment (Check)	Cintas	-\$ 341.29
11990	07/30/2024	Bill Payment (Check)	Signs by Tomorrow	-\$ 329.91
11991	07/30/2024	Bill Payment (Check)	Whitmore Ace	-\$ 109.90
11992	07/30/2024	Bill Payment (Check)	Chicago Tribune	-\$ 404.00
11993	07/30/2024	Bill Payment (Check)	RMG	-\$ 925.00
11994	07/31/2024	Bill Payment (Check)	Baker & Taylor - Axis 360 & Subs. Account	-\$ 995.71
11995	07/31/2024	Bill Payment (Check)	Cryder, Jennifer	-\$ 100.00
11996	07/31/2024	Bill Payment (Check)	Hollie's Massage LLC	-\$ 150.00
11997	07/31/2024	Bill Payment (Check)	Pointon, Scott	-\$ 150.00
Total				-\$ 167,756.12

July 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	5,288,093.11	530,741.58	70,737.38	8,057,742.08	536,203.15	1,000.00	14,484,517.30
Deposits	105,523.17	38,389.54		0.00	5,101.26	5,179.95	154,193.92
Transfer In	0.00	700,000.00					700,000.00
Interest Earned	14,196.06		323.34	36,298.75	2,461.06		53,279.21
Total Receipts	119,719.23	738,389.54	323.34	36,298.75	7,562.32	5,179.95	15,391,990.43
Checks Cleared	(300,000.00)	(531,851.65)					(831,851.65)
Bill Pay/ACH		(1,534.85)					
Transfers Out				(400,000.00)		(5,101.26)	(405,101.26)
Drivers License		(3,963.50)					(3,963.50)
Payroll Fees		(721.39)					(721.39)
Bank Fees		(222.12)				(78.69)	(300.81)
FSA		(1,418.90)					(1,418.90)
Payroll		(234,186.63)					(234,186.63)
IMRF		(25,886.72)					(25,886.72)
457 Payment		(5,184.00)					(5,184.00)
Total Disbursements	(300,000.00)	(804,969.76)	0.00	(400,000.00)	0.00	(5,179.95)	(1,508,614.86)
Ending Balance	5,107,812.34	464,161.36	71,060.72	7,694,040.83	543,765.47	1,000.00	13,883,375.57

FY25 Fund Activity 07/01/24 - 7/31/2024

	Library	Audit	Facilities	FICA	IMRF	Reserve	Total
Tax Revenue	\$2,141,894.95	\$0.00	\$196,412.19	\$75,984.28	\$93,188.28	\$0.00	\$2,507,479.70
Other Revenue	\$131,654.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$131,654.70
Bonds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,298.75	\$36,298.75
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,625.00	\$26,625.00
Interest	\$16,657.12	\$0.00	\$0.00	\$0.00	\$0.00	\$323.34	\$16,980.46
Investment Gain(Loss)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$2,290,206.77	\$0.00	\$196,412.19	\$75,984.28	\$93,188.28	\$63,247.09	\$2,719,038.61
Payroll	\$227,924.30	\$0.00	\$14,205.48	\$0.00	\$0.00	\$0.00	\$242,129.78
Personnel Expenses	\$27,802.57	\$0.00	\$0.00	\$17,909.03	\$15,836.61	\$0.00	\$61,548.21
Technology	\$24,612.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,612.67
Other Expenses	\$100,933.77	\$2,000.00	\$8,765.52	\$0.00	\$0.00	\$2,883.55	\$114,582.84
Total Expenses	\$381,273.31	\$2,000.00	\$22,971.00	\$17,909.03	\$15,836.61	\$2,883.55	\$442,873.50
Net Income	\$1,908,933.46	(\$2,000.00)	\$173,441.19	\$58,075.25	\$77,351.67	\$60,363.54	\$2,276,165.11

RESOLUTION NO. 2024-2

RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLAINFIELD
PUBLIC LIBRARY DISTRICT, WILL AND KENDALL COUNTIES, ILLINOIS,
DETERMINING AN AMOUNT OF MONEY NECESSARY TO BE RAISED
BY TAXATION FOR THE JULY 1, 2024 – JUNE 30, 2025 FISCAL YEAR

WHEREAS, 35 ILCS 200/18-55 et seq. (The Truth in Taxation Act) provides that not less than twenty (20) days prior to the adoption of its aggregate levy, the corporate authority of each taxing district shall determine the amounts of money, exclusive of any portion of the levy attributable in the costs of conducting an election required by the General Election Law, estimated to be necessary to be raised by taxation for the year upon which the taxable property in its district; and

WHEREAS, this Board anticipates adopting its aggregate levy on September 18, 2024;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Plainfield Public Library District, Will and Kendall Counties, Illinois, as follows:

The following are hereby determined to be the amounts of money estimated to be required by fund to be raised by taxation for the 2024-2025 fiscal year:

2024 Proposed Levy

Corporate	\$5,028,061
Purchase, Construction and Maintenance of Sites, and Equipment Fund	\$461,692
Audit Fund	\$0
Illinois Municipal Retirement Fund	\$219,051
Social Security Fund	\$178,611
<hr/>	
Total	\$5,887,415

SECTION 2. That this Resolution shall be in full force and effect from and after its passage, approval, posting and publication as provided by law.

Passed by the Board of Library Trustees of the Plainfield Public Library District, Will and Kendall Counties, Illinois, this 21st day of August, 2024, by a vote of:

AYES: _____

NAYS: _____

ABSENT: _____

Carl Gilmore, President,
Board of Library Trustees of the
Plainfield Public Library District,
Will and Kendall Counties, Illinois

ATTEST:

Vicki Knight, Secretary
Board of Library Trustees of the
Plainfield Public Library District,
Will and Kendall Counties, Illinois

(SEAL)

STATE OF ILLINOIS)
) SS
COUNTY OF WILL)

SECRETARY'S CERTIFICATION OF RESOLUTION

I, the undersigned, do hereby certify that I am the duly elected, qualified and acting Secretary of the Plainfield Public Library District, Will and Kendall Counties, Illinois (the "District"), and that as such official I am the keeper of the records, files and seal of The Board of Library Trustees of the District (the "Board").

I do further certify that attached hereto is a full, true and complete copy of Resolution 2024-2, fully entitled

RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLAINFIELD
PUBLIC LIBRARY DISTRICT, WILL AND KENDALL COUNTIES, ILLINOIS,
DETERMINING AN AMOUNT OF MONEY NECESSARY TO BE RAISED
BY TAXATION FOR THE JULY 1, 2024 – JUNE 30, 2025 FISCAL YEAR

which Resolution was duly passed and adopted by the Board at a meeting of the Board held on August 21, 2024 and approved by the President of the District Board on August 21, 2024, and said Resolution has been duly filed with the undersigned as acting Secretary of the District and is in full force and effect as provided therein.

I do further certify that the deliberations of the Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Library District Act of 1991, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District this 21st day of August, 2024.

Vicki Knight, Secretary,
The Board of Library Trustees of the
Plainfield Public Library District,
Will and Kendall Counties, Illinois

ORDINANCE NO. 2024-4
 BUDGET AND APPROPRIATION ORDINANCE
 PLAINFIELD PUBLIC LIBRARY DISTRICT
 WILL AND KENDALL COUNTIES
 FISCAL YEAR JULY 1, 2024 TO JUNE 30, 2025

This Ordinance constitutes the Budget and Appropriation Ordinance for the Plainfield Public Library District, Will and Kendall Counties, Illinois, for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

BE IT ORDAINED by the Board of Library Trustees of the Plainfield Public Library District, Will and Kendall Counties, Illinois, as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

<u>Corporate</u>	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$2,135,000.00	\$4,000,000.00
Health/Life/Dental Insurance/Employee Benefits	\$201,250.00	\$350,000.00
Professional Development/Travel/Membership Dues	\$75,500.00	\$120,000.00
Payroll Services	\$11,000.00	\$20,000.00
Legal/Consulting Services	\$7,000.00	\$14,000.00
Technology Services	\$305,000.00	\$600,000.00
Departmental Supplies	\$67,000.00	\$100,000.00
Postage/Printing	\$4,750.00	\$10,000.00
Public Relations	\$115,000.00	\$200,000.00
General Operating/Corporate Contingency	\$87,750.00	\$120,000.00
Equipment/Furnishings	\$5,500.00	\$20,000.00
Programs/Outreach	\$72,000.00	\$140,000.00
Print Materials	\$171,300.00	\$350,000.00
Non-Print Materials	\$41,000.00	\$80,000.00
Digital Resources	\$289,323.00	\$500,000.00
Fund Transfers - Miscellaneous	\$605,000.00	\$1,200,000.00
Transfer to Debt Fund	\$500,000.00	1,000,000.00
Liability Insurance/Worker's Compensation insurance/Risk Management	\$59,500.00	\$100,000.00
Totals	\$4,752,873.00	\$8,924,000.00

Special Reserve

	<u>Budget</u>	<u>Appropriation</u>
Building Project	\$5,000,000.00	\$7,000,000.00
Property Development	\$5,015,000.00	\$7,000,000.00
Real Estate Acquisition/Ownership	\$25,000.00	\$50,000.00
Professional Fees	\$305,000.00	\$600,000.00
Total	\$10,345,000.00	\$14,650,000.00

Buildings & Equipment (.02% Special Tax)

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$130,000.00	\$230,000.00
Custodial Services	\$22,500.00	\$52,000.00
Maintenance Agreements/Building and Property	\$18,000.00	\$36,000.00
Repair, Replacement, Buildings and Property	\$49,500.00	\$100,000.00
Maintenance Supplies/Building and Property	\$22,500.00	\$50,000.00
Utilities/Disposal	\$65,800.00	\$120,000.00
Building, Site Maintenance Contingency	\$15,000.00	\$30,000.00
Equipment and Tools	\$3,500.00	\$10,000.00
Total	\$326,800.00	\$628,000.00

Other Funds/Special Taxes

	<u>Budget</u>	<u>Appropriation</u>
Audit	\$10,000.00	\$20,000.00
Illinois Municipal Retirement Fund	\$225,000.00	\$450,000.00
Social Security	\$180,000.00	\$360,000.00

	<u>Budget</u>	<u>Appropriation</u>
Bond Interest	\$500,000.00	\$1,000,000.00
Bond Principal	\$0.00	\$500,000.00
Total	\$500,000.00	\$1,500,000.00

Summary

	<u>Budget</u>	<u>Appropriation</u>
Corporate	\$4,752,873.00	\$8,924,000.00
Special Reserve	\$10,345,000.00	\$14,650,000.00
Buildings and Equipment (.02%)	\$326,800.00	\$628,000.00
Audit	\$10,000.00	\$20,000.00
Illinois Municipal Retirement	\$225,000.00	\$450,000.00
Social Security	\$180,000.00	\$360,000.00
Bond	\$500,000.00	\$1,500,000.00
Totals	\$16,339,673.00	\$26,532,000.00

SECTION 2. As part of the Annual Budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$14,000,000.
- b. The estimated cash expected to be received during the fiscal year from all sources is \$5,570,000.
- c. The estimated expenditures for the fiscal year are \$16,340,000.
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$3,230,000.
- e. The estimated amount of taxes to be received during the fiscal year is \$5,038,000.
- f. The estimated amount of income to be received from sources other than library taxes for the fiscal year is \$532,000.

SECTION 3. Funds in the total amount of \$26,532,000 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

AYES: _____

NAYS: _____

ABSENT: _____

PASSED by the Board of Library Trustees on August 21, 2024.

Carl F. Gilmore, President
Board of Library Trustees
Plainfield Public Library District

ATTEST:

Vicki Knight, Secretary Board
of Library Trustees Plainfield
Public Library District

(Seal)

ORDINANCE NO. 2024-5

ORDINANCE TO DECLARE A
VACANCY AND APPOINT A LIBRARY TRUSTEE
(Zachary Crowner)

WHEREAS, there will be one vacancy on the Board of Library Trustees as a result of a Library Trustee’s declination to serve; and

WHEREAS, the Public Library District Act of 1991, 75 ILCS 16/1-1 et seq. (the “Act”), provides that vacancies in the office of Library Trustee shall be declared by the Library Board; and

WHEREAS, under the Act, vacancies shall be filled by appointment of the remaining Library Trustees until the next regular library election.

NOW, THEREFORE, BE IT ORDAINED by the Library Trustees of the Plainfield Public Library District hereby:

- A. Declare a vacancy in the office of Library Trustee.
- B. Intend to fill the vacancy by appointment forthwith until the next regular election in April of 2025.

This ordinance is effective immediately.

Passed August 21, 2024

Ayes _____

Nays _____

Absent _____

Abstain _____

 Carl Gilmore, President
 Board of Library Trustees
 Plainfield Public Library District

ATTEST:

By: _____
 Vicki M. Knight, Secretary
 Board of Library Trustees
 Plainfield Public Library District



If you plan to attend the **Trustee Day Breakfast and/or Luncheon**, you **MUST** register for either of the **Trustee Day options**. See the [2024 Annual Conference Registration Instructions](#) page for full details.



The programs listed below are suggested for Trustees, but you are able to attend any program of your choice. [Click here to view the full schedule of conference programming.](#)

Thursday, October 10

8:00 – 9:00 a.m.

Trustee Day Breakfast

This [breakfast](#) is included in the registration price for trustees. This is the start to a day designed to support library trustee education by providing programming and networking opportunities. The Trustee Breakfast is hosted by the Library Trustee Forum and is made possible by the generous support of [Klein, Thorpe & Jenkins, LTD.](#)

9:00 – 10:00 a.m.

Fostering Compassionate and Empathetic Library Policies for a Better Work Culture

Please join us for an enlightening discussion on implementing compassion and empathy in the workplace. Our aim is to inspire trustees to cultivate a culture of empathy, understanding, and inclusivity in their decision-making processes while shaping library policies. We will share success stories and discuss how embracing compassion can enhance work culture, foster staff retention, and improve morale within the library profession. By prioritizing the needs of our staff and considering their perspectives, we can create a more positive work environment that promotes growth and success.

EVENTS

[Calendar](#)

[Events Registration Process](#)

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Annual Conference

- [Catering Menus](#)
- [Community Project](#)
- [Conference Advertising](#)
- [Conference Preview](#)
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- [Internship Program](#)
- [Registration Rates & Deadlines](#)
- [SARL ILA Annual Conference Grant](#)
- [Speaker Information and Resources](#)
- [Sponsorship Opportunities](#)
- [Submit a Poster Session](#)

Speakers: Alvin Stockdale, Jacob Brown, Jennifer Hovanec, Katie Allan, Kim Scott, Rene Leyva, and Tom Stagg

9:00 – 10:00 a.m.

Is that Obscene? Legal Fundamentals of Intellectual Freedom

With increased pressure from local, county, or state officials, and sometimes law enforcement, it is important for librarians to understand their First Amendment rights to collect, and provide, materials for their patrons. Directives given to library staff are often vague and include, or allude to, threats to their jobs, without giving guidance on how to implement changes in policies or state laws. Attendees will learn about the legal obligations of libraries as related to the First Amendment to better understand how they can provide library services while also functioning within state and local law.

Speaker: Deborah Caldwell-Stone, ALA Office for Intellectual Freedom

10:00 a.m. – 11:00 a.m.

Coffee Break in the Exhibits Hall

Visit our library partners with free coffee and a chance to win prizes by participating in Passport to Prizes. Each exhibitor that is participating has invested \$100 in the [ILA Diversity Scholarship Fund](#).

11:00 a.m. – 12:00 p.m.

Being Prepared Leads to Effective and Efficient (& Shorter!) Board Meetings

Board meetings don't have to be long and tedious! Well, not as long and tedious as yours tend to be. Jim Deiters and Alex Todd of Deiters & Todd Library Consulting will share best practices on how to make your meetings more interesting, more productive, more shorter, and more concerned with positive results than grammatical errors. You'll learn useful hacks to streamline the monthly administrative work that trustees must muddle through, the value of pre-meeting preparation, and how to effectively participate in group discussions (spoiler alert: it involves active listening as well as reflective speaking).

Presented by the Library Trustee Forum

Speakers: Jim Deiters, Deiters & Todd Library Consulting; Alex Todd, Deiters & Todd Library Consulting

11:00 a.m. – 12:00 p.m.

The Trustee's Important Role in Financial Oversight of the Library

One of the main responsibilities of a Library Trustee is the oversight of finances. You have an important role to play in ensuring that the Library has proper internal controls to achieve its objectives, but you may not know where to start. What fiscal policies and procedures should the library have to ensure financial integrity? What questions should you be asking to ensure the Library is meeting its responsibilities and protecting its assets? This discussion will probe the scope of Trustee responsibilities, focus attention on the most pressing financial matters for which Trustees have oversight, and provide you ways to constructively engage with the Library Director about the Library's operations.

Presented by the Library Trustee Forum

Speakers: Andy Mace, James Rachlin, Kathy Parker, kathyparker consulting

12:00 – 1:30 p.m.

Trustee Day Luncheon

This [luncheon](#) is included in the registration price for trustees. This is a great break to meet fellow trustees and share what you've learned. [Library Trustee Forum](#) President, Jennifer Lucas will provide an update on the activities of the

- [Trustee Program Schedule](#)
- [Volunteer to Review Resumes](#)
- [Past ILA Annual Conferences](#)
- [Future ILA Annual Conferences](#)

[Impartial and Effective Election Messaging for Libraries](#)

[ILA Noon Network](#)

[Directors University](#)

[Reaching Forward North Conference](#)

[Reaching Forward South Conference](#)

[Illinois Youth Services Institute](#)

[Webinar Archive](#)

Thank you for the wonderful support of our sponsors.

forum.

The Trustee Luncheon is made possible by the generous support of [Illinois Heartland Library System \(IHLS\)](#) and the [iLEAD Trustee Learning Portal](#).

1:45 – 2:45 p.m.

DiversiTEA Closing Keynote

TBD

Speakers: Imani Barbarin

3:00 – 4:00 p.m.

Everything Old Is New Again: Real Talk About Public Library Building Renovations

One of the main responsibilities of a public library trustee in Illinois is to be a steward of their library's physical building, and that means making critical decisions about its upkeep over time. Not only do Library buildings need renovation due to wear and tear, but also, Boards need to respond to changes in how the Library is used over time. Regular assessment of the Library's spaces in relation to the current community's needs is crucial to ensuring that the Library functions efficiently and effectively. And, while it is always the new building projects that steal the spotlight, in reality, it is more likely that a Trustee will be called upon to work on a building renovation project during their time serving. In fact, the most recent ILA Reporter's annual report on new building projects for 2023 spotlighted more renovations than new construction. Join a panel of Directors and their Trustees as they discuss their recent renovation projects, from a wide range of budgets and all utilizing different architects and construction firms, sharing the details of the entire process from the earliest days identifying that they need to renovate all the way through to the ribbon cutting. This will be an honest discussion about what they went through, with time left for questions from the audience.

Presented by the Library Trustee Forum

Speakers: Becky Spratford, Emily Porter; Jennifer Hovanec; Joanna Kluever; Michelle Krooswyk

3:00 – 4:00 p.m.

Standing Room Only: How to Effectively Approach Crowds at Public Meetings

This session will focus the proper way to address large crowds, or even smaller crowds, at public meetings of the Library Board. We will discuss effective public participation policies and how to implement them, how to manage persistent or abusive public comments, and how to properly regain control of a meeting that is interrupted by a lively crowd.

Presented by the Library Trustee Forum

Speakers: Carmen Forte, Jr., Klein Thorpe & Jenkins, LTD; Mallory Milluzzi, Klein Thorpe & Jenkins, LTD; Anne Skrodzki, Jr., Klein Thorpe & Jenkins, LTD; Kaylee Hartman, Jr., Klein Thorpe & Jenkins, LTD

3:00 – 4:00 p.m.

How to iLEAD

iLEAD – leadership, empowerment, accessibility, and development for public library trustees. With continued funding from the Illinois Secretary of State's office, the Illinois Heartland Library System (IHLS) has added new topics, features, and functionality. iLEAD provides IPL trustees with the knowledge, requirements, and resources they need to meet their community's needs effectively. During this session, the speaker will address the importance of this project, assist session



attendees with registration, and walk through the portal to review the newly added learning content and demonstrate how to navigate the modules to maximize learning benefits and earn trustee badges.

Speaker: Leanne Furby, Illinois Heartland Library System (IHLS)

3:00 – 4:00 p.m.

Core - Culture - Strategy: A Holistic Approach to Strategic Planning

Having a strong strategic plan alone doesn't guarantee success! To evolve into a high-performing, strategically-focused library, you must also consider core operations and workplace culture. By using a holistic approach, you will ensure sustained transformation vs. checking things off your short-term TO DO list. This session will give an overview of a new way to design a strategic planning process that considers the three key elements to maximize community impact - core operations, strategic priorities, and workplace culture - and how to operationalize your plan to level up every aspect of your library.

Presented by the Library Trustee Forum

Speaker: Amanda Standerfer, Fast Forward Libraries

Would you like to increase your visibility to thousands of library professionals and show your support for their important work? Contact Kristin Pekoll, kpekoll@ila.org to join this notable group of [sponsors](#).

560 W Washington Blvd., Suite 330 Chicago, IL 60661
312 644-1896 phone 312 644-1899 fax ila@ila.org

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Library Services

POLICY SECTION 2

Programming

Programs are an integral aspect of library service. Programming furthers the mission of the Library by providing information and entertainment and highlighting the collections and services of the Library. All library-sponsored programs, both on-site and off-site, are administered under this policy.

The Library recognizes and upholds the right of its patrons to select events and programs that align with their individual needs, tastes, or values. Patrons should only apply those values to their own attendance of Library events and programs and should not restrict nor interfere with other patrons' freedom to attend events or programs in any way.

Library Programs

The selection of Library programs, topics, presenters and classes are chosen by staff for their:

- relevance to community needs or interests
- popular appeal
- capacity to equitably reach/engage a diverse community
- support of the Library's strategic plan
- suitability for a general audience
- raise awareness and visibility of the Library

Library-Sponsored Programs

Library-sponsored presentations are to be free of solicitations, sales pitches, or proselytizing unless prior authorization from the Library is given. No goods or services, including attendees' names and/or contact information, may be solicited or sold during the program or event, with limited exceptions and prior authorization, such as books or music at author or performer events. Additionally, acceptance of a program or topic by the Library does not constitute an endorsement of the group's or individual's policies or beliefs. The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series.

Due to the high volume of proposals received, Library staff will respond only to the program proposals that most closely meet our guidelines, mission, needs, schedule, and budget. The Library Director reserves the right to make final decisions regarding programs.

Participation in Programs

A PAPL library card is not required to participate in or attend most library programs, unless otherwise specified. Some programs may require advance registration. PAPL reserves the right to give preference to PAPL cardholders.

Library programs are open to all, except when there is an age limitation due to the intended audience of the program. When safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first-served basis, either with advanced registration or at the door.

Program participants are expected to follow the Library's Code of Conduct at all times. If a participant fails to follow the Code of Conduct, they may be asked to leave the program or Library.

Cancellations

Programs may be canceled for a number of reasons, chiefly: safety, severe weather, absence of the presenter, or due to low registration. If an event or program is canceled by the Library, efforts will be made to notify registered participants, and the public. Canceled events are not automatically rescheduled.

Patrons who are registered for an event they cannot attend are asked to cancel their registration at least 24 hours in advance.

Attendees are expected to be on time for all programs. Those who arrive 10 minutes or more after the program start time may be denied access after that time, and their spot may be given away to people on the waiting list.

Accommodations

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Bill of Rights. Accommodations for programs are available, and should be arranged by submitting a [request form](#) at least seven business days prior to a scheduled program.

Recording of Programs

Limitations to photography and videography may apply at programs and events based upon contract and copyright restrictions with the presenters. Attendees should discuss their desire to photograph or record a program or event in advance with the appropriate library staff.

Library staff may also photograph or otherwise record Library programs for promotional purposes.

Library Outreach and Partner Programs

Library staff may conduct instructional programs and visits (on-site and off-site) for institutions and groups based on staff availability, suitability of location, prevalence of

Library District residents, and relevance to other library services, collections, programs, or initiatives.

PAPL may partner or co-sponsor programs or events with other agencies, organizations and businesses, provided that the programs with other partners are compatible with the Library's mission and vision. Appropriate partnerships and sponsorships will be sought to help further our outreach efforts.

Meeting Room Rentals by the Public

The Library allows use of its meeting spaces for events and programs not sponsored by PAPL. Programs initiated by other organizations are not to be considered library programs and do not reflect the mission and values of Plainfield Area Public Library. See Meeting Room Policy for additional information. Renters should make sure to specify in their advertisements that their program is not affiliated with Plainfield Area Public Library.