

PLAINFIELD AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING AGENDA
LOCATED AT: PLAINFIELD TOWNSHIP COMMUNITY CENTER
15014 S. DES PLAINES STREET, PLAINFIELD
OCTOBER 23, 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. September 18, 2024 Regular Board Meeting Minutes
 - b. Closed session review
4. Approval of Bills Paid and Bills Payable
 - a. Payroll \$155,135.40
 - b. General Bills \$503,291.20
 - c. Other Compensation/Administrative Costs \$ 9,843.21
 - d. Total \$668,269.81
5. Committee Reports
6. Library Director's Report
7. Action Items: Unfinished Business
 - a. Renovation (discussion)
8. Action Items: New Business
 - a. Preventing Harassment Training (discussion)
 - b. Facilities Policy (action)
 - c. Out of state conference attendance request (action)
 - d. Legislative Meet-up attendance (action)
 - e. Centennial Activities (discussion)
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 BOARD MEETING
SEPTEMBER 18, 2024

CALL TO ORDER: The regular meeting of September 18, 2024 was called to order at 6:34 pm at the Plainfield Township Administration Building at 22525 W. Lockport Street, Plainfield. The Pledge of Allegiance was recited at the preceding hearing. Roll call was conducted. Regular members present: Gilmore, Knight, Grotto, Las, Puetz (sworn in at 6:46). Regular members absent: Schmidt, Malec. Staff present: Pappas, Hartley, Wold. Guests present: None.

PUBLIC COMMENT: None.

OTHER COMMENT: The Board discussed attendance at community events at the preceding hearing.

CONSENT AGENDA: Gilmore accepted the minutes of the regular meeting and the report of the Budget & Appropriation Hearing of August 21, 2024 as presented. Gilmore accepted the Library Closings as presented for calendar year 2025.

APPROVAL OF BILLS PAID: Las moved approval of bills paid and bills payable for August for a total of \$813,274.02. Grotto seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: None.

LIBRARY DIRECTOR'S REPORT: Pappas presented her report.

ACTION ITEMS: Unfinished Business

1. Renovation Planning – Pappas updated the Board on the status of the renovation.
2. Trustee Attendance - Knight moved to appoint Jason Puetz to the vacant seat for a two year unexpired term. Las seconded the motion, all voted yes in a roll call vote. Motion carried. Puetz took the oath of office. Gilmore assigned Puetz to the Building & Grounds Committee.

ACTION ITEMS: New Business

1. December Regular Meeting Date Change; December 11, 2024 at Plainfield Township Community Center at 15014 S Des Plaines in Plainfield - Grotto moved to approve the meeting date change. Puetz seconded the motion, all voted yes via roll call vote; motion carried.
2. Ordinance 2024-7 Tax Levy - Las moved to approve Ordinance 2024-7. Knight seconded the motion, all voted yes via roll call vote; motion carried.
3. Code of Conduct Policy - Grotto moved to approve the updated Code of Conduct policy as presented. Las seconded, all voted yes via roll call vote; motion carried.

ADJOURNMENT: Knight moved to adjourn. Puetz seconded the motion, all voted yes via voice vote. The meeting adjourned at 7:14 pm.

Aimee Hartley
Recording Secretary

Vicki M. Knight
Board Secretary

BOARD OF TRUSTEES
REPORT OF TRUTH & TAXATION HEARING
SEPTEMBER 18, 2024

CALL TO ORDER: The Truth & Taxation hearing of September 18, 2024 was called to order at 6:00 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, Knight, Grotto, Las. Regular members absent: Schmidt, Malec. Staff present: Pappas, Hartley, Wold. Guests present: none.

PUBLIC COMMENT: None.

OTHER COMMENT:

DISCUSSION: None.

ADJOURNMENT: The hearing adjourned at 6:34

Aimee Hartley
Recording Secretary

Vicki M. Knight
Board Secretary

Date	Meeting Type	Citation	Subject	Suggested Action	Basis
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
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
4/12/2023	Personnel	Personnel	Discussion of director salary and performance	<i>Open</i>	Public information
4/19/2023	Regular	Personnel	Discussion of director salary and performance	<i>Open</i>	Public information

**Plainfield Public Library District - Total
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L**

July 2024 - June 2025

	Sep 2024			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						25.00%
1004001 Real Estate Taxes Library	1,704,343.79	1,371,375.00	124.28%	3,927,743.61	3,970,332.60	98.93%
1004002 Personal Property Taxes		1,783.19	0.00%	6,734.74	24,500.00	27.49%
1004003 Overlap Districts Agreement		0.00		0.00	390,000.00	0.00%
1004004 Lost/Damaged	361.28	439.06	82.28%	2,011.91	5,000.00	40.24%
1004006 Copier Fees	259.85	107.23	242.33%	1,018.25	1,500.00	67.88%
1004007 Fax Fees	41.75	37.67	110.83%	298.75	500.00	59.75%
1004008 Non Resident Fees	773.87	259.51	298.20%	1,186.44	2,000.00	59.32%
1004009 Book Sales	169.50	11.23	1509.35%	497.24	200.00	248.62%
1004402 E-Pay Interest	2,366.14	585.84	403.89%	7,314.88	10,000.00	73.15%
1004410 Unrealized Gain(Loss)	57,826.94			57,826.94	0.00	
1004417 Tax Escrow Interest HB	30,427.34	4,166.67	730.26%	44,623.40	50,000.00	89.25%
1004502 Donations	100.00	416.67	24.00%	156.81	5,000.00	3.14%
1004701 Per Capita Grant		116,617.93	0.00%	117,408.56	116,617.93	100.68%
1004702 Grants - Other				1,500.00	0.00	
1004901 Miscellaneous Income (Library)	621.68			1,836.88	0.00	
1004902 Sale of Library Used Equipment		41.67	0.00%	0.00	500.00	0.00%
1004903 License Plate Renewal	2,123.82	1,250.00	169.91%	9,029.99	15,000.00	60.20%
1004909 Rental Income	8,300.00	8,208.33	101.12%	25,100.00	98,500.00	25.48%
1015500 Operating Transfer Out		0.00		0.00	-1,105,000.00	0.00%
2004001 Real Estate Taxes (FICA)	60,462.03	38,649.10	156.44%	139,337.72	140,848.57	98.93%
2004810 Transfer In From Gen Fund		0.00		0.00	40,000.00	0.00%
2504001 Real Estate Taxes (IMRF)	74,151.57	44,663.99	166.02%	170,885.91	172,738.83	98.93%
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	156,288.67	85,753.33	182.25%	360,174.87	364,080.29	98.93%

	Sep 2024			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
6004810 Transfer From General Fund		0.00		0.00	500,000.00	0.00%
7504400 Interest	306.73	166.67	184.03%	954.34	2,000.00	47.72%
7504401 7504401 Bond Interest	30,334.93	8,333.33	364.02%	100,862.34	100,000.00	100.86%
7504450 Prime Account Interest		83.33	0.00%	0.00	1,000.00	0.00%
7504451 Unrealized Gain(Loss) iPrime	16,299.08			16,299.08	0.00	
7504504 Impact Fees	21,595.00	7,948.00	271.70%	71,859.00	100,000.00	71.86%
7504810 In from General Fund		0.00		0.00	500,000.00	0.00%
Total Income	\$ 2,167,153.97	\$ 1,690,897.75	128.17%	\$ 5,064,661.66	\$ 5,570,318.22	90.92%
Gross Profit	\$ 2,167,153.97	\$ 1,690,897.75	128.17%	\$ 5,064,661.66	\$ 5,570,318.22	90.92%
Expenses						
1015000 Administration Department						
1015001 Administration Salaries	25,394.36	27,861.91	91.14%	88,309.88	335,000.00	26.36%
1015002 Unemployment Insurance		0.00		0.00	4,500.00	0.00%
1015005 Health Insurance	15,396.94	16,597.76	92.77%	55,302.62	201,250.00	27.48%
1015011 Staff Development	3,639.91	2,382.55	152.77%	6,688.62	25,000.00	26.75%
1015012 Travel Expenses	690.54	1,001.31	68.96%	2,242.78	15,000.00	14.95%
1015013 Membership Dues	180.00	276.26	65.16%	1,805.88	8,000.00	22.57%
1015014 Human Resources	245.53	88.22	278.32%	563.51	2,000.00	28.18%
1015015 Staff Development EDI		2,083.33	0.00%	0.00	25,000.00	0.00%
1015016 Staff Phone/Tec Expense	55.00	83.33	66.00%	165.00	1,000.00	16.50%
1015201 Payroll Services	739.00	847.53	87.19%	2,459.15	11,000.00	22.36%
1015202 Legal Services (Library)		0.00		0.00	7,000.00	0.00%
1015204 Bank Fees	282.36	390.59	72.29%	886.30	5,000.00	17.73%
1015205 Trustee Development	103.34	521.77	19.81%	113.02	2,500.00	4.52%
1015308 Office Supplies - Paper				144.31	0.00	
1015310 Office Supplies - Admin	37.94	271.02	14.00%	630.33	4,000.00	15.76%
1015311 Postage	120.20	211.86	56.74%	1,143.53	3,750.00	30.49%
1015313 Newsletter		2,563.04	0.00%	19,147.55	70,000.00	27.35%
1015316 Printing - Legal		286.94	0.00%	0.00	1,000.00	0.00%
1015317 Telephone	2,016.19	1,524.57	132.25%	3,551.75	15,000.00	23.68%
1015318 Public Relations (Library)	895.60	3,604.39	24.85%	4,896.71	45,000.00	10.88%
1015322 Contingencies Operating Fund		0.00		0.00	20,000.00	0.00%

	Sep 2024			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1015801 Library-Wide Supplies & Events		627.37	0.00%	741.35	12,000.00	6.18%
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	30.40	20.83	145.94%	110.20	250.00	44.08%
1015903 License Plate Renewal Funds to State	1,988.00	1,208.33	164.52%	8,131.00	14,500.00	56.08%
1015909 Rental Property Prof Svcs-Misc	664.00	1,083.33	61.29%	5,680.50	13,000.00	43.70%
1018001 Equipment Maintenance	74.34	416.67	17.84%	78.89	5,000.00	1.58%
1018002 Equipment	953.32			953.32	0.00	
1018003 Furniture & Fixtures		38.42	0.00%	0.00	500.00	0.00%
Total 1015000 Administration Department	\$ 53,506.97	\$ 65,408.00	81.80%	\$ 203,746.20	\$ 918,250.00	22.19%
1025000 Materials Management Dept						
1025001 Materials Management Salaries	11,915.16	15,258.50	78.09%	40,459.83	173,000.00	23.39%
1025306 Materials Mgmt Process Supply	63.67	1,317.54	4.83%	685.86	15,000.00	4.57%
1025307 OCLC		0.00		3,132.52	4,000.00	78.31%
Total 1025000 Materials Management Dept	\$ 11,978.83	\$ 16,576.04	72.27%	\$ 44,278.21	\$ 192,000.00	23.06%
1035000 Borrower Services Department						
1035001 Borrower Services Salaries	36,302.88	46,598.46	77.91%	131,195.65	495,000.00	26.50%
1035308 Borrower Services Supplies	308.46	382.42	80.66%	608.80	12,000.00	5.07%
1035309 ILL Lost Items		141.09	0.00%	37.99	1,000.00	3.80%
1035310 Home Delivery Supplies		0.00		0.00	4,000.00	0.00%
Total 1035000 Borrower Services Department	\$ 36,611.34	\$ 47,121.97	77.69%	\$ 131,842.44	\$ 512,000.00	25.75%
1045000 Adult Services						
1045001 Adult Services Salaries	30,462.68	47,644.35	63.94%	110,793.92	495,000.00	22.38%
1045101 Adult Summer Reading		0.00		280.23	8,000.00	3.50%
1045102 Adult Programs	1,575.00	2,245.23	70.15%	5,926.44	27,000.00	21.95%
1045105 Portable Media Devices - Adult	1,575.79	218.96	719.67%	1,974.58	7,500.00	26.33%
1045106 Video Games - Adult	63.74	323.64	19.69%	716.40	3,000.00	23.88%
1045108 Videos & DVDs- Adult	338.10	716.15	47.21%	-4,313.87	10,000.00	-43.14%
1045111 Digital Resources	25,080.00	19,875.00	126.19%	84,191.33	238,500.00	35.30%
1045112 Fiction - Adult		1,423.39	0.00%	1,063.68	20,000.00	5.32%
1045113 Leased Material - Adult		0.00		31,613.28	41,000.00	77.11%

	Sep 2024			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1045114 Large Print - Adult		539.33	0.00%	20.19	6,000.00	0.34%
1045115 Graphic Novels - Adult		209.17	0.00%	595.06	3,000.00	19.84%
1045116 Nonfiction - Adult		1,768.07	0.00%	1,858.64	20,000.00	9.29%
1045117 Foreign Language - Adult		454.59	0.00%	551.38	5,000.00	11.03%
1045118 Reference - Adult	390.63	275.11	141.99%	390.63	1,000.00	39.06%
1045119 Standing Orders - Adult		570.74	0.00%	1,576.49	7,000.00	22.52%
1045120 Periodicals - Adult	540.99	213.03	253.95%	1,250.89	9,000.00	13.90%
1045306 Microfilming Supplies	542.08			542.08	0.00	
1045310 Department Supplies - Adult		192.55	0.00%	564.03	2,500.00	22.56%
1045405 Local History Supplies		536.53	0.00%	4,451.72	6,500.00	68.49%
Total 1045000 Adult Services	\$ 60,569.01	\$ 77,205.84	78.45%	\$ 244,047.10	\$ 910,000.00	26.82%
1055000 Youth Services						
1055001 Youth Services Salaries	36,377.50	48,490.59	75.02%	128,584.35	505,000.00	25.46%
1055101 Summer Reading - Childrens		0.00		560.72	9,000.00	6.23%
1055102 JUV Programs	1,046.21	1,109.33	94.31%	2,260.09	10,000.00	22.60%
1055103 Databases - YS/YA	5,114.16	0.00		17,535.64	24,323.00	72.09%
1055104 Downloadable Materials YS/YA		997.33	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		0.00		0.00	700.00	0.00%
1055108 Videos & DVDs - Children's	96.71	763.26	12.67%	556.14	5,000.00	11.12%
1055112 Fiction - Children's		1,885.25	0.00%	2,799.54	20,000.00	14.00%
1055116 Nonfiction - Children's		1,097.14	0.00%	928.43	25,000.00	3.71%
1055118 Reference - Children's	27.50			27.50	0.00	
1055123 Easy Fiction		2,166.62	0.00%	1,366.35	22,000.00	6.21%
1055310 Department Supplies - Y/S	214.84	469.77	45.73%	537.57	9,000.00	5.97%
Total 1055000 Youth Services	\$ 42,876.92	\$ 57,151.55	75.02%	\$ 155,156.33	\$ 646,823.00	23.99%
1065000 Teen Services						
1065101 Summer Reading - Teen		5.03	0.00%	1,041.62	5,000.00	20.83%
1065102 Teen Programs	660.39	839.56	78.66%	2,394.16	8,000.00	29.93%
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		50.12	0.00%	0.00	300.00	0.00%

	Sep 2024			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1065112 Fiction - Teen		1,024.19	0.00%	68.05	12,000.00	0.57%
1065116 Nonfiction - Teen		124.15	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	\$ 660.39	\$ 2,376.38	27.79%	\$ 3,503.83	\$ 31,300.00	11.19%
1075000 Community Relations Dept						
1075001 Community Relations Salaries	9,974.40	12,621.33	79.03%	34,718.40	132,000.00	26.30%
1075310 Comm. Relations Supplies		74.53	0.00%	0.00	500.00	0.00%
Total 1075000 Community Relations Dept	\$ 9,974.40	\$ 12,695.86	78.56%	\$ 34,718.40	\$ 132,500.00	26.20%
1095000 Technology						
1015314 Web Page Development	90.00	146.83	61.30%	270.00	1,500.00	18.00%
1095206 Pinnacle Cooperative		0.00		0.00	74,000.00	0.00%
1095207 Technology Maintenance	497.74	8,333.33	5.97%	23,764.37	100,000.00	23.76%
1095209 Email & Web Hosting Fees		43.41	0.00%	23.17	500.00	4.63%
1095210 Lease Agreements	2,886.49	3,296.79	87.55%	8,370.11	40,000.00	20.93%
1095211 Subscription Services	-26.24	124.24	-21.12%	23,932.98	65,000.00	36.82%
1095301 Software	1,470.70	160.00	919.19%	1,470.70	8,000.00	18.38%
1095302 Computer Supplies		182.40	0.00%	0.00	3,000.00	0.00%
1095303 Data Lines	439.90	310.09	141.86%	659.85	3,000.00	22.00%
1095304 Computers (Library)		0.00		0.00	10,000.00	0.00%
Total 1095000 Technology	\$ 5,358.59	\$ 12,597.09	42.54%	\$ 58,491.18	\$ 305,000.00	19.18%
2005011 FICA Expense	11,836.90	17,170.16	68.94%	42,134.39	180,000.00	23.41%
2505012 IMRF Expense-ER	21,648.71	21,725.48	99.65%	51,721.93	225,000.00	22.99%
3005218 Audit Expense		0.00		2,000.00	10,000.00	20.00%
5085000 Facilities Expenses						
5085001 Facilities Salaries	9,493.26	12,379.45	76.69%	33,258.65	130,000.00	25.58%
5085212 Custodial Services	1,390.00	1,856.64	74.87%	5,960.00	22,500.00	26.49%
5085213 Disposal Services	741.35	736.48	100.66%	2,163.25	8,400.00	25.75%
5085214 Facilities Maint Agreement	393.23	675.75	58.19%	1,791.90	8,000.00	22.40%
5085215 Equipment Maintenance Agreement		1.46	0.00%	1,833.63	10,000.00	18.34%
5085216 Building Repair	151.27	1,360.54	11.12%	402.77	25,000.00	1.61%
5085217 Equipment Repair		518.80	0.00%	0.00	16,500.00	0.00%
5085399 Contingencies		0.00		0.00	15,000.00	0.00%

	Sep 2024			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
5085601 Utilities - Electric	4,886.66	3,738.09	130.73%	15,417.90	40,000.00	38.54%
5085602 Utilities - Gas	146.83	173.29	84.73%	401.99	7,200.00	5.58%
5085603 Utilities - Water	218.36	374.09	58.37%	678.62	4,200.00	16.16%
5085604 Building Supplies	281.11	596.04	47.16%	761.35	7,500.00	10.15%
5085605 Equipment & Tools		139.86	0.00%	1,119.79	3,500.00	31.99%
5085606 Janitorial Supplies	1,113.68	859.81	129.53%	3,292.48	15,000.00	21.95%
5085611 Rental Prop Util/Trash/Water	469.92	500.00	93.98%	1,524.75	6,000.00	25.41%
5085909 Rental Prop General Maint		666.67	0.00%	4,691.32	8,000.00	58.64%
Total 5085000 Facilities Expenses	\$ 19,285.67	\$ 24,576.97	78.47%	\$ 73,298.40	\$ 326,800.00	22.43%
6006002 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	20,741.00	25,000.00	82.96%	64,121.05	300,000.00	21.37%
7508005 Real Estate Acquistion		0.00		3,749.23	25,000.00	15.00%
7508006 BLDG Development	493.00	416,666.67	0.12%	29,169.00	5,000,000.00	0.58%
7508008 Building Improvements		416,666.67	0.00%	833,092.60	5,000,000.00	16.66%
7508909 Rental Prop Bldg Improvements		1,250.00	0.00%	0.00	15,000.00	0.00%
Total Expenses	\$ 295,541.73	\$ 1,214,188.68	24.34%	\$ 1,975,070.29	\$ 15,234,673.00	12.96%
Net Income	\$ 1,871,612.24	\$ 476,709.07		\$ 3,089,591.37	-\$ 9,664,354.78	

Check Detail Report

September 1-30, 2024

Account	Date	Transaction type	Num	Name	Amount
Checking Account Chase Bank	09/04/2024	Bill Payment (Check)	12044	Accurate Employment Screening, LLC	-\$ 183.38
Checking Account Chase Bank	09/04/2024	Bill Payment (Check)	12045	Cain, Renee	-\$ 250.00
Checking Account Chase Bank	09/04/2024	Bill Payment (Check)	12046	Erica Bough	-\$ 175.00
Checking Account Chase Bank	09/04/2024	Bill Payment (Check)	12047	Groot, Inc.	-\$ 741.35
Checking Account Chase Bank	09/04/2024	Bill Payment (Check)	12048	Outsource IT Solutions Group	-\$ 10,175.18
Checking Account Chase Bank	09/04/2024	Bill Payment (Check)	12049	Racibozynski, Christina	-\$ 200.00
Checking Account Chase Bank	09/04/2024	Bill Payment (Check)	12050	Ramos, Leslie	-\$ 200.00
Checking Account Chase Bank	09/04/2024	Bill Payment (Check)	12051	Sheehan Nagle Hartray Architects, Ltd.	-\$ 29,899.05
Checking Account Chase Bank	09/05/2024	Bill Payment (Check)	12052	Hansard, Denise	-\$ 100.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12053	Anderson Pest Solutions	-\$ 109.23
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12054	Cintas	-\$ 443.07
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12055	Daily Southtown	-\$ 154.91
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12056	ENGIE Resources LLC	-\$ 4,860.10
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12057	Jackson, Samuel	-\$ 100.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12058	Kanopy, Inc.	-\$ 3,000.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12059	Layman, Jez	-\$ 225.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12060	Library Ideas LLC	-\$ 2,995.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12061	Maddox, Susan	-\$ 300.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12062	Mattson, Kristen	-\$ 500.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12063	Metronet	-\$ 2,094.13
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12064	Midwest Tape, LLC	-\$ 20,000.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12065	NCPERS Group Life Ins.	-\$ 48.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12066	Outsource IT Solutions Group	-\$ 8,495.88
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12067	RAILS	-\$ 2,119.16
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12068	RMG	-\$ 3,650.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12069	Shaw Media	-\$ 60.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12070	SMC Construction Services	-\$ 360,030.87

Account	Date	Transaction type	Num	Name	Amount
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12071	TBS - Today's Business Solutions, Inc.	-\$ 4,048.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12072	Tri-K	-\$ 1,052.20
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12073	United Healthcare	-\$ 15,001.75
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12074	Village of Plainfield	-\$ 428.09
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12075	Jackson, Samuel	-\$ 100.00
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12076	IPC Electrical Supply	-\$ 258.12
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12077	Midwest Tape, LLC	-\$ 531.34
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	12078	Whitmore Ace	-\$ 102.95
Checking Account Chase Bank	09/17/2024	Bill Payment (Check)	12079	Chicago Tribune	-\$ 404.00
Checking Account Chase Bank	09/18/2024	Bill Payment (Check)	12080	Crowley Company	-\$ 3,973.70
Checking Account Chase Bank	09/19/2024	Bill Payment (Check)	12081	Maugeri, Jill	-\$ 56.00
Checking Account Chase Bank	09/24/2024	Bill Payment (Check)	12082	D.R. Horton	-\$ 166.00
Checking Account Chase Bank	09/26/2024	Bill Payment (Check)	12084	Aflac	-\$ 317.48
Checking Account Chase Bank	09/26/2024	Bill Payment (Check)	12085	Catapult- Formerly CAI & TEA	-\$ 50.00
Checking Account Chase Bank	09/26/2024	Bill Payment (Check)	12086	Complete Cleaning Company	-\$ 1,390.00
Checking Account Chase Bank	09/26/2024	Bill Payment (Check)	12087	D & I Electronics, Inc.	-\$ 155.00
Checking Account Chase Bank	09/26/2024	Bill Payment (Check)	12088	Elan Financial Services	-\$ 11,805.69
Checking Account Chase Bank	09/26/2024	Bill Payment (Check)	12089	InfoUSA Marketing, Inc.	-\$ 390.63
Checking Account Chase Bank	09/26/2024	Bill Payment (Check)	12090	Metropolitan Life Insurance Company	-\$ 1,764.18
Checking Account Chase Bank	09/26/2024	Bill Payment (Check)	12091	Midwest Tape, LLC	-\$ 406.36
Checking Account Chase Bank	09/26/2024	Bill Payment (Check)	12092	Ramos, Leslie	-\$ 200.00
Checking Account Chase Bank	09/26/2024	Bill Payment (Check)	12093	Vision Service Plan (IL)	-\$ 52.95
Checking Account Chase Bank	09/26/2024	Bill Payment (Check)	12094	Wex Bank	-\$ 74.34
Checking Account Chase Bank	09/26/2024	Bill Payment (Check)	12095	Harrison, Kim S.	-\$ 200.00
Checking Account Chase Bank	09/30/2024	Bill Payment (Check)	12096	First-Citizens Bank & Trust Co.	-\$ 2,886.49
Checking Account Chase Bank	09/30/2024	Bill Payment (Check)	12097	Home Life, Inc.	-\$ 27.50
Checking Account Chase Bank	09/30/2024	Bill Payment (Check)	12098	Quench USA, INC	-\$ 940.50
Checking Account Chase Bank	09/30/2024	Bill Payment (Check)	12099	T-Mobile	-\$ 361.96
Checking Account Chase Bank	09/30/2024	Bill Payment (Check)	12100	ENGIE Resources LLC	-\$ 4,886.66
Checking Account Chase Bank	09/16/2024	Bill Payment (Check)	ACH	Rand, Janet	-\$ 150.00
Total					-\$ 503,291.20

FY25 Fund Activity 07/01/24 - 9/30/2024

	Library	Audit	Facilities	FICA	IMRF	Reserve	Total
Tax Revenue	\$3,927,743.61	\$0.00	\$360,174.87	\$139,337.72	\$170,885.91	\$0.00	\$4,598,142.11
Other Revenue	\$166,779.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$166,779.57
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	\$100,862.34	\$100,862.34
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,859.00	\$71,859.00
Interest	\$51,938.28	\$0.00	\$0.00	\$0.00	\$0.00	\$954.34	\$52,892.62
Investment Gain(Loss)	\$57,826.94	\$0.00	\$0.00	\$0.00	\$0.00	\$16,299.08	\$74,126.02
Transfer Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$4,204,288.40	\$0.00	\$360,174.87	\$139,337.72	\$170,885.91	\$189,974.76	\$5,064,661.66
Payroll	\$534,062.03	\$0.00	\$33,258.65	\$0.00	\$0.00	\$0.00	\$567,320.68
Personnel Expenses	\$85,540.58	\$0.00	\$0.00	\$42,134.39	\$51,721.93	\$0.00	\$179,396.90
Technology	\$58,491.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,491.18
Other Expenses	\$197,689.90	\$2,000.00	\$40,039.75	\$0.00	\$0.00	\$930,131.88	\$1,169,861.53
Total Expenses	\$875,783.69	\$2,000.00	\$73,298.40	\$42,134.39	\$51,721.93	\$930,131.88	\$1,975,070.29
Net Income	\$3,328,504.71	(\$2,000.00)	\$286,876.47	\$97,203.33	\$119,163.98	(\$740,157.12)	\$3,089,591.37

September 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	5,218,297.93	347,526.84	71,384.99	7,228,269.49	548,788.12	1,000.00	13,415,267.37
Deposits	1,995,246.06	37,639.67		0.00	2,920.79	2,981.53	2,038,788.05
Transfer In	0.00	700,000.00					700,000.00
Interest Earned	15,358.10		306.73	30,334.93	2,366.14		48,365.90
Total Receipts	2,010,604.16	737,639.67	306.73	30,334.93	5,286.93	2,981.53	16,202,421.32
Checks Cleared	(450,000.00)	(518,964.08)					(968,964.08)
Transfers Out				(400,000.00)		(2,920.79)	(402,920.79)
Driver License		(2,018.40)					(2,018.40)
Payroll Fees		(739.00)					(739.00)
Bank Fees		(221.62)				(60.74)	(282.36)
FSA		(3,558.19)					(3,558.19)
Payroll		(155,135.40)					(155,135.40)
IMRF		0.00					0.00
457 Payment		(3,306.00)					(3,306.00)
Total Disbursements	(450,000.00)	(683,942.69)	0.00	(400,000.00)	0.00	(2,981.53)	(1,536,924.22)
Ending Balance	6,778,902.09	401,223.82	71,691.72	6,858,604.42	554,075.05	1,000.00	14,665,497.10

FY2024 Investment Activity

	PMA	First Midwest	Total
Beginning Balance	1,206,213.83	1,759,406.85	2,965,620.68
Deposits	0.00	0.00	0.00
Market Adjustments	16,064.57	57,826.94	73,891.51
Interest Earned	234.51	0.00	234.51
Total Receipts	16,299.08	57,826.94	74,126.02
Market Adjustments	0.00	0.00	0.00
Transfers Out	0.00	0.00	0.00
Total Disbursements	0.00	0.00	0.00
Ending Balance/Cost	1,222,512.91	1,817,233.79	3,039,746.70

< Workplace Harassment (US - Employee - 40-Minute) [English/Spanish Language Selection]

Course Details

Sexual harassment continues to remain a real workplace problem. Media stories and studies clarify the high toll that this misconduct takes on targeted employees, coworkers, and the overall work environment. United States Congress, state legislatures, and local lawmakers have all have enacted laws that require most employers to train all employees on sexual harassment prevention and response. All employees need to understand their role in promoting a healthy workplace, preventing sexual harassment, and effectively responding to such misconduct when it occurs. This scenario-led training offers employees strategies for preventing unlawful harassment and helps them understand how to respond appropriately if they witness or learn about this conduct. It also provides employees with direction on how to seek guidance or raise concerns about workplace harassment. This course does not fulfill the specific requirements of any one state and should not be used as a substitute for state-specific training in a jurisdiction that has a legislative training requirement.

Duration: 40 minutes.

< Workplace Harassment (US - Manager - 60-Minute) [English/Spanish Language Selection]

Course Details

Given continued challenges with disrespectful conduct in business at work, Workplace Harassment (5th Edition), focuses on sexual and other harassing conduct. Through scenario and motion graphics videos, it addresses the importance of respectful conduct toward coworkers and benefits that preventing and addressing harassment can provide. This course focuses on the ways that individuals are subject to or engage in questionable conduct and the harm this causes to a workplace culture. It also presents ways that everyone can raise concerns or otherwise address this conduct in a responsible manner. It includes exercises to promote learning and skill building for recognizing and responding to improper behaviors and supporting a workplace that promotes respectful conduct. This version is designed for managers in US states without general harassment training requirements.

Duration: 60 minutes.

Facilities Policy

POLICY SECTION 5

Library and Equipment Use

The primary use of the Plainfield Area Public Library’s building, grounds, and equipment is to support Library services.-The Library’s Code of Conduct policy is to be observed when using the Library’s facilities.

Meeting Rooms

The primary purpose of the Library’s meeting rooms is to support library functions, meetings and programs. When available, the Library allows public use of the Library’s meeting rooms. The policies governing the use of the meeting rooms are in accordance with Article 6 of the *Library Bill of Rights*.

USE OF LIBRARY MEETING ROOMS

The Library has two meeting rooms. The Large Meeting Room has a capacity of 60 people and the Small Meeting Room accommodates up to 20 people.

Priority in scheduling the use of the meeting rooms shall be given in the following order:

- A. Library-sponsored programs and meetings
- B. Meetings of official agencies, committees and boards of governmental entities located within the boundaries of the Plainfield Area Public Library
- C. Educational, cultural, civic and public information events of non-profit organizations and individuals located in the Library’s district.

The following table illustrates examples of allowed and prohibited uses of the Library meeting rooms. It is not an exhaustive list.

Allowed Use Examples	Prohibited Use Examples
Non-profit group informational meetings	Social gatherings, such as a baby shower
Civic organizations	Installation ceremonies
Local clubs	Business use, such as trainings or interviews
Homeowner association meetings	Tutoring services
Local school-sponsored club meetings	Rallies or demonstrations

MEETING ROOM RESERVATIONS

A meeting room reservation must be made using the Library’s online reservation system found on the Library’s website: <https://papl.info/services/meeting-rooms/>. A non-refundable \$25 fee per use of the room is required at the time of the reservation.

A valid, adult Plainfield library card in good standing is needed to reserve the room. The library card holder must be present to check in to the room and stay for the entire meeting. Reservations are restricted to non-profit groups and individuals only.

Reservations cannot be made more than six months or less than 48 hours in advance of the requested date. Individuals and groups will be restricted to two reservations per month.

The rooms are available during Library hours and must be vacated 15 minutes prior to the Library's closing. The use of Library equipment must be requested at the time of the reservation.

Room reservations may be cancelled using the Library's online reservation system. Reservations cannot be transferred to other individuals or groups. The Library reserves the right to cancel any reservation at any time. If the Library must cancel a reservation, the fee will be returned.

GENERAL INFORMATION

- A. Use of the room must not interfere with visitors' use of the Library.
- B. All meeting rooms and grounds are restricted to not-for-profit groups only.
- C. Meetings must be open to the public and not restricted to a group's own membership except as required by applicable law.
- D. No admission charge, collections or other money-raising activities may be attached to any meeting conducted in the Library's meeting rooms or on Library grounds, unless all proceeds go to the Library.
- E. No food or drinks, with the exception of water, are allowed in the meeting rooms.
- F. No illegal, incendiary, or hazardous items may be used in the Library.
- G. The rooms have tables and chairs available. Individuals and groups may move the tables and chairs to suit their meeting.
- H. The Library is not responsible for possessions left in the room or on the grounds.
- I. Use of the Library's telephone in meeting rooms is restricted for emergency use only.
- J. Library staff is not available for porter service or custodial help
- K. The Library does not supply space for groups needing a place to store their supplies or equipment.
- L. Minors must be under direct adult supervision at all times.
- M. Groups using the meeting rooms and grounds are responsible for leaving the room(s) and/or grounds as they found them and reimbursing the Library for any damage that may occur to Library-owned furniture, equipment or to the Library facility and grounds.
- N. Individuals and organizations reserving a meeting room are responsible for their own promotion of the meeting. Promotional materials must state the Library is not associated with or a sponsor of the meeting. The Library is not to be included as a source of additional information.

Exterior Grounds

The primary purpose of the Library's exterior grounds is to support library functions, meetings and programs. When not in use by the Library, the grounds are intended for the enjoyment of the public.

PETITIONS

In accordance with state law, members of the public are permitted to utilize the exterior grounds of the Library for the purpose of circulating petitions to gather signatures. Those requesting signatures are prohibited from disrupting the use of the Library and are not authorized to represent the Library in any capacity.

The Library may allow use of the Library's vestibule or lobby if weather does not allow the use of the exterior grounds. The entry doors, elevators, or stairs must not be blocked at any time.

Community Board

The Plainfield Area Public Library has a community bulletin board and literature rack located at the Library's lobby. Information posted does not necessarily reflect the views of the Plainfield Area Public Library.

- A. Bulletin board space is available to organizations engaged in educational, cultural, intellectual or charitable activities that may serve to benefit District residents.
- B. Organizations wishing to post materials on the Library's public bulletin board must submit their materials to Library Administration. If approved, items will be posted by Administration on a first-come basis.
- C. Under no circumstances may the bulletin board be used to advertise items or services for sale.
- D. All notices shall be posted for as long as possible prior to date of an event, depending on availability of space.
- E. Materials that do not meet Library guidelines will not be displayed and will be removed upon discovery.
- F. Flyers and handouts will be removed from literature racks on a periodic basis.

Outdoor Digital Sign

The purpose of the Plainfield Public Library electronic sign, located on Route 59, is to share information regarding library events which promote and enrich our citizens and local community.

Messages/announcements may be allowed from the following entities:

- A. The Plainfield Area Public Library
- B. Friends of the Plainfield Public Library
- C. Community events where the Library is a partner or participant
- D. Other local government entities

The Library will not host messages, announce events or sell advertising space to businesses or other organizations.

Exhibits

Exhibits from community sources may be allowed in the Library. Proposed exhibits must support the mission of the Library and disrupt Library operations and services.

Requests for the use of exhibit space will be accepted from local government units and non-partisan, not-for-profit organizations. Professional or commercial groups may sponsor displays if approved by the Library Director, provided they enhance library programs without soliciting sales.

the Library will not allow, and will remove, exhibits where the apparent focus is:

- Commercial or financial gain;
- Recruitment or fund-raising for any individual or organization of any sort;
- Advocacy of any particular political, religious, or philosophical point of view; or
- Any other significant digression from informative or educational content.

The Library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the Library and will take no extraordinary measures to insure its safety. The exhibitor agrees to hold the Plainfield Area Public Library harmless for the preservation, protection or possible damage or theft of any item. It is suggested that exhibitors keep an inventory of contents and provide their own insurance coverage.

Displays and exhibits are subject to limitations and availability of space as determined by the Library Director. To request exhibit space, contact the Library Director in writing.

Charity Collection Container

The Plainfield Area Public Library provides limited areas for charity collection containers sponsored by, or designed to benefit, not-for-profit community organizations to serve the needs of the Library's community.

PRIORITY FOR USE

The primary purpose of the Library's charity collection containers is to provide a collection point for items that are deemed beneficial to the residents who live within the Library's boundaries. Priority for the containers is as follows:

- Organizations with which the Library has a partnership.
- Organizations that operate within the Library's boundaries.
- Organizations that operate outside the Library's boundaries, but serve residents within the Library's service area.

LIMITS

The Library Director may exercise reasonable discretion in determining what is considered an appropriate use for a collection container and is authorized to act accordingly.

- No commercial organization or individual shall be permitted to place, on Library property, any box or receptacle that solicits donations.
- The Library reserves the right to limit the number of simultaneous charity collection containers.
- The Library reserves the right to limit the frequency of charity collection containers.
- If the Library is currently hosting a charity collection container for a particular item or organization, it will be at the discretion of the Library Director to host additional charity collection containers for the same or similar type of items or organizations.
- Collection containers are limited to a maximum period of 30 days, unless otherwise approved by the Library Director.

ENDORSEMENT

Hosting a container for a charity collection does not imply endorsement by the Library staff or the Board of Trustees of any product, service, activity, event or viewpoint.

DAMAGES AND LIABILITY

- Once deposited in the collection containers donated items will not be returned to the donator.
- The Library accepts no responsibility for the loss of or damage to any items deposited in any charity collection container.
- It is the responsibility of the charitable community organization collecting donated items to plan for their pick-up from the Library.

- Any individual, group or organization picking up donated items will be held responsible for damage to Library property associated with said pick-up.

Security Cameras

Use of security cameras is intended to enhance the safety and security of Library District users and staff by discouraging violations of the Library District's Code of Conduct, assisting Library staff in preventing violations, and providing law enforcement assistance in prosecuting criminal activity.

GUIDELINES

- A. Video recording cameras will be used in public spaces of the Library. Audio recording will not be used.
- B. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas such as parking lots, entrances, seating areas, and service desks and areas where money is stored or handled.
- C. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices.
- D. Signs will be posted at entrances to the Library informing the public and staff that security cameras are in use.
- E. Cameras will not be continuously monitored. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The Library District is not responsible for loss of property or personal injury.
- F. Recorded data is confidential and secured in a controlled area. The Library District has discretion with respect to retention, disposal and/or destruction of recordings.
- G. Cameras will not be used for the purpose of routine staff performance evaluations.

USE/DISCLOSURE

- A. Access to archived footage is restricted to designated staff, i.e., the Library Director, Leadership Team, and staff designated as Person-In-Charge.
- B. Designated staff may have access to real-time images viewable on desktop monitors in secure areas. The Library expects that the frequency of viewing and the amount of video viewed will be based on the need to assure the system is operating or to ascertain if footage is available relative to a specific incident.
- C. Access to footage by law enforcement will be provided pursuant to a Subpoena, Court Order, or as determined by the Library.
- D. Access to footage by the public may be provided pursuant to the Freedom of Information Act. Members of the public may request video footage when available by filling out a FOIA request form and/or emailing the Library's FOIA email account.
- E. Video images will be maintained as determined by the Library.
- F. Video records and photographs may be used to identify individuals responsible for Library policy violations, criminal activity on Library property, or actions which are disruptive to Library operations.
- G. In situations involving banned patrons, images may be shared with staff and images may be posted in restricted staff areas for the duration of the banning period.
- H. A breach of this Policy by staff may result in disciplinary action up to and including dismissal.
- I. Any Library employee who becomes aware of any unauthorized disclosure of a video recording and/or a privacy breach shall immediately inform the Library Director.
- J. The Library District disclaims any liability for use of video data.

NON-COMPLIANCE

Failure to comply with the Library's Facility policy may result in loss of use of the Library's facilities.

I would like to attend the [ALA Core Forum](#) in Minneapolis, Minnesota, November 14-16, 2024. The Core Forum is the annual conference for ALA's newest division, Core: Leadership, Infrastructures, Futures. It focuses on programs in the following areas: Access & Equity, Assessment, Buildings & Operations, Leadership & Management, Metadata & Collections, Preservation, Technology.

Participation in this conference will provide direct benefits to my role as a member of the leadership team and as the head of Materials Management. Several sessions will specifically address renovations, offering valuable insights that can guide PAPL's current renovation project. Including bringing back relevant ideas and strategies to assist with my role in managing our collections' move and storage and to share these and other relevant renovation insights with the leadership team.

The renovation and metadata and cataloging sessions I plan to attend also support our strategic goal of reducing barriers to service by making access convenient. Revitalizing old collections, creating more efficient and descriptive metadata and examining our renovation spaces all focus on providing service and access to patrons.

Furthermore, this experience may inspire new initiatives, projects, and workflows that we can implement within my department and across the library as a whole.

Some [sessions](#) I plan to attend are the following:

[A year of change: revitalizing an outdated collection](#)

Completely revitalizing a public library collection can be challenging for many reasons including budget, public opinion, and staff buy in. But it can be done! This session will discuss how to plan and implement a project to uplift a collection with intention based weeding and selection to replace items that will enhance the diversity and discoverability of the collection.

[Creating Metadata with subscription generative AIs](#)

This presentation will demonstrate how student workers used Generative AI to create abstracts and keywords for electronic dissertations and theses for an institutional depository. Then it will compare these four Generative AI options, evaluate their performance for creating metadata, and envision the future of generative AI and metadata.

[Wins and woes: successfully navigating a library renovation](#)

This presentation will provide insight from the perspectives of library leadership, architects, and construction project management. They will discuss the importance of developing and maintaining partnerships with stakeholders on campus and beyond, navigating the complicated landscape of construction and renovation, fundraising, the best and worst parts of renovation, and lessons learned.

There are also a number of poster presentations that sound interesting and may provide valuable information.

- A solution looking for a problem? Evaluating AI in cataloging
- Empowering library support staff: planning for a mixed-methods research study
- Make your MARC: creative and collaborative approaches to developing new catalogers
- Managing metadata mapping

The estimated cost would be approximately \$1500.

The cost is broken down below:

Core conference registration	Main conference November 15-16th	\$329
Hotel	Hilton Minneapolis - conference rate (199) (x 3 nights)	\$597 (+ taxes)
Flights or Drive/Mileage	Southwest (Chicago to Minneapolis) (x 2 flights) Price vary upon time, when booked, and directness of flight	\$200-\$300
Food	GSA per diem rate (Minneapolis/St. Paul) 1st and last day of travel - \$69 (x 2) M&IE (regular) - \$92	\$230
TOTAL		\$1356-1456

-Rebecca Pfenning
Head of Materials Management

Legislative Meetups



2024 Legislative Meetups

This series of seven legislative events provides an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your social media or to invite them to visit your library. Learn more about how to be a strong library advocate and get prepared for a meetup by reviewing the **Ready, Set, Advocate** presentations and toolkit. Make the most of your Meetup with **these tips** from the ILA Advocacy Committee.

Advance registration is required, so don't wait! If you have questions regarding registration or you're not sure which Meetup covers your library and legislative district, contact the ILA office via email at ila@ila.org.

If you need assistance with registration, first review the **Legislative Meetups Registration Instructions**.

After reviewing, if you still have issues registering, email ila@ila.org.

Registration is now open. *Please review the legislative meetups below and register accordingly. Your registration fee includes breakfast or lunch, legislative materials, and a program featuring state and federal legislative briefings and library-related priorities and speakers.*

Deadlines:

- December 3rd & 4th Meetups:
Registration closes on November 21st.
The last day to request a cancellation/refund request is also November 21st. See [below](#) for ILA's Cancellation/Refund Request Policy.
- December 9th & 10th Meetups:
Registration closes on December 2nd.

EVENTS

[Calendar](#)

[Events Registration Process](#)

[Statement of Appropriate Conduct](#)

[Annual Conference](#)

Legislative Meetups

- [Five Steps for a Successful Meetup](#)
 - [Legislative Meetups Registration Instructions](#)
 - [Meetup Information for Legislators](#)
-

[ILA Noon Network](#)

[Directors University](#)

[Reaching Forward North Conference](#)

[Reaching Forward South Conference](#)

The last day to request a cancelation/refund request is also December 2nd. See [below](#) for ILA's Cancelation/Refund Request Policy.

Illinois Youth Services
Institute

Webinar Archive

View ILA's Five Steps for a Successful Meetup.

Legislative Issues

Contact ila@ila.org with any questions.

Make your voice heard!

Tuesday, December 3, 2024
South Suburban and Chicago
Library Legislative Breakfast
DoubleTree by Hilton Hotel Chicago-
Alsip
5000 West 127th Street
Alsip, IL 60803

Tuesday, December 3, 2024
West Suburban and Chicago
Library Legislative Lunch
Chicago Marriott Oak Brook
1401 W. 22nd Street
Oak Brook, IL 60523

Register online

8:00 a.m. doors open and breakfast is available
8:30 a.m. program begins
10:00 a.m. program concludes
Price: \$45

[South Suburban Legislators](#)

Register online

12:00 p.m. doors open and lunch is available
12:30 p.m. program begins
2:00 p.m. program concludes
Price: \$55

[West Suburban Legislators](#)

Wednesday, December 4, 2024
North Suburban and Chicago
Library Legislative Breakfast
Hilton Chicago/Northbrook
2855 N. Milwaukee Avenue
Northbrook, IL 60062

Register online

8:00 a.m. doors open and breakfast is available
8:30 a.m. program begins
10:00 a.m. program concludes
Price: \$55

[North Suburban Legislators](#)

Monday, December 9, 2024

Monday, December 9, 2024