

PLAINFIELD AREA PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR BOARD MEETING AGENDA
LOCATED AT: PLAINFIELD TOWNSHIP ADMINISTRATION BUILDING
22525 W. LOCKPORT STREET, PLAINFIELD
JANUARY 15, 2025
6:30 PM

1. Call to Order, Pledge, Roll Call
2. Public Comment
 - a. Other Comments
 - b. Trustee Attendance at Community Events
3. Consent Agenda
 - a. December 11, 2024 Regular Board Meeting Minutes
4. Approval of Bills Paid and Bills Payable
 - a. Payroll \$ 236,233.41
 - b. General Bills \$1,629,039.85
 - c. Other Compensation/Administrative Costs \$ 34,351.24
 - d. Total \$1,899,624.50
5. Committee Reports
 - a. By-laws ad-hoc committee
 - b. Finance mid-year budget meeting January 15, 2025
6. Library Director's Report
7. Action Items: Unfinished Business
 - a. Renovation (discussion)
8. Action Items: New Business
 - a. Trustee Candidate Questions (discussion)
 - b. Finance Committee Mid-year Budget (discussion)
9. Closed Session
10. Action for Items Discussed in Closed Session
11. Adjournment

BOARD OF TRUSTEES
MINUTES OF REGULAR BOARD MEETING
DECEMBER 11, 2024

CALL TO ORDER: The regular meeting of December 11, 2024 was called to order at 6:31 pm at the Plainfield Township Community Center at 15014 S. Des Plaines Street, Plainfield. The Pledge of Allegiance was recited. Roll call was conducted. Regular members present: Gilmore, Schmidt, Knight, Grotto, Malec, Puetz. Regular members absent: Las. Staff present: Pappas, Hartley, Wold. Guests present: Representative from Lauterbach & Amen, LLP.

PUBLIC COMMENT: None.

OTHER COMMENT: None.

CONSENT AGENDA: Gilmore accepted the minutes of the regular meeting of November 20, 2024 as presented.

APPROVAL OF BILLS PAID: Malec moved to approval of bills paid and bills payable for November for a total of \$277,208.06. Grotto seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: The By-laws ad hoc committee was formed: Gilmore, Grotto, Malec. Finance Committee meeting: January 15, 2025 at 6:00 pm.

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

ACTION ITEMS: Unfinished Business

1. Renovation – Pappas presented updates. Representatives from the construction company will attend the January regular meeting.

ACTION ITEMS: New Business

1. Audit Presentation – Schmidt moved to accept the audit as presented. Puetz seconded the motion, all voted yes via roll call vote; motion carried.
2. Abatement Ordinance – Pappas presented the ordinance. Grotto moved to approved Ordinance 2024-8 as presented. Knight seconded the motion, all voted yes via roll call; motion carried.

ADJOURNMENT: Puetz moved to adjourn. Malec seconded the motion, all voted yes via voice vote. The meeting adjourned at 7:10 pm.

Aimee Hartley
Recording Secretary

Vicki M. Knight
Board Secretary

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

July 2024 - June 2025

	Dec 2024			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Income						50.00%
1004001 Real Estate Taxes Library	23,686.75	87,842.96	26.96%	4,020,108.30	3,970,332.60	101.25%
1004002 Personal Property Taxes	1,354.23	746.28	181.46%	12,417.57	24,500.00	50.68%
1004003 Overlap Districts Agreement		0.00		0.00	390,000.00	0.00%
1004004 Lost/Damaged	570.11	344.45	165.51%	4,121.86	5,000.00	82.44%
1004006 Copier Fees	251.15	87.78	286.11%	2,023.91	1,500.00	134.93%
1004007 Fax Fees	14.25	25.74	55.36%	485.00	500.00	97.00%
1004008 Non Resident Fees	498.49	74.58	668.40%	2,973.25	2,000.00	148.66%
1004009 Book Sales	251.11	12.24	2051.55%	1,071.00	200.00	535.50%
1004310 Staff Purchases				-7.58	0.00	
1004402 E-Pay Interest	2,124.22	648.90	327.36%	14,155.84	10,000.00	141.56%
1004410 Unrealized Gain(Loss)	-14,745.55			43,081.39	0.00	
1004417 Tax Escrow Interest HB	15,550.79	4,166.67	373.22%	96,458.74	50,000.00	192.92%
1004502 Donations	60.98	416.67	14.64%	817.79	5,000.00	16.36%
1004701 Per Capita Grant		0.00		117,408.56	116,617.93	100.68%
1004702 Grants - Other				1,500.00	0.00	
1004901 Miscellaneous Income (Library)	496.04			3,578.29	0.00	
1004902 Sale of Library Used Equipment		41.67	0.00%	0.00	500.00	0.00%
1004903 License Plate Renewal	2,965.41	1,250.00	237.23%	18,781.30	15,000.00	125.21%
1004909 Rental Income	8,300.00	8,208.33	101.12%	50,000.00	98,500.00	50.76%
1015500 Operating Transfer Out		0.00		0.00	-1,105,000.00	0.00%
2004001 Real Estate Taxes (FICA)	840.30	14,252.64	5.90%	142,614.38	140,848.57	101.25%
2004810 Transfer In From Gen Fund		0.00		0.00	40,000.00	0.00%
2504001 Real Estate Taxes (IMRF)	1,030.55	16,158.89	6.38%	174,904.45	172,738.83	101.25%
2504810 Transfer In from General Fund		0.00		0.00	55,000.00	0.00%
3004001 Real Estate Taxes (Audit)				0.00	0.00	
3004810 Transfer In		0.00		0.00	10,000.00	0.00%

	Dec 2024			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
5004001 Real Estate Taxes - Facil Fund	2,172.08	27,596.43	7.87%	368,644.73	364,080.29	101.25%
6004810 Transfer From General Fund		0.00		0.00	500,000.00	0.00%
7504400 Interest	268.99	166.67	161.39%	1,827.63	2,000.00	91.38%
7504401 7504401 Bond Interest	19,888.85	8,333.33	238.67%	174,399.58	100,000.00	174.40%
7504450 Prime Account Interest		83.33	0.00%	0.00	1,000.00	0.00%
7504451 Unrealized Gain(Loss) iPrime	6,367.83			22,666.91	0.00	
7504504 Impact Fees	15,039.00	5,784.00	260.01%	115,775.00	100,000.00	115.78%
7504810 In from General Fund		0.00		0.00	500,000.00	0.00%
Total Income	\$ 86,985.58	\$ 176,241.56	49.36%	\$ 5,389,807.90	\$ 5,570,318.22	96.76%
Gross Profit	\$ 86,985.58	\$ 176,241.56	49.36%	\$ 5,389,807.90	\$ 5,570,318.22	96.76%
Expenses						
1015000 Administration Department				0.00	0.00	
1015001 Adminstration Salaries	38,209.90	26,677.02	143.23%	177,109.46	335,000.00	52.87%
1015002 Unemployment Insurance		0.00		343.05	4,500.00	7.62%
1015005 Health Insurance	10,974.75	18,116.28	60.58%	90,928.68	201,250.00	45.18%
1015011 Staff Development	2,364.25	1,684.09	140.39%	12,490.31	25,000.00	49.96%
1015012 Travel Expenses	651.91	995.89	65.46%	4,623.23	15,000.00	30.82%
1015013 Membership Dues	378.00	913.58	41.38%	3,491.88	8,000.00	43.65%
1015014 Human Resources	72.76	58.47	124.44%	712.47	2,000.00	35.62%
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%	385.00	1,000.00	38.50%
1015201 Payroll Services	950.30	812.03	117.03%	4,887.45	11,000.00	44.43%
1015202 Legal Services (Library)		0.00		652.50	7,000.00	9.32%
1015204 Bank Fees	275.63	388.42	70.96%	1,985.96	5,000.00	39.72%
1015205 Trustee Development	188.97	0.00		1,047.05	2,500.00	41.88%
1015308 Office Supplies - Paper				144.31	0.00	
1015310 Office Supplies - Admin		325.91	0.00%	729.32	4,000.00	18.23%
1015311 Postage	-66.17	295.25	-22.41%	2,152.79	3,750.00	57.41%
1015313 Newsletter		1,311.80	0.00%	36,806.52	70,000.00	52.58%
1015316 Printing - Legal		61.61	0.00%	0.00	1,000.00	0.00%
1015317 Telephone	464.89	1,236.80	37.59%	11,463.30	15,000.00	76.42%
1015318 Public Relations (Library)	342.70	4,034.21	8.49%	10,680.55	45,000.00	23.73%

	Dec 2024			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1015322 Contingencies Operating Fund		0.00		378.55	20,000.00	1.89%
1015801 Library-Wide Supplies & Events		404.77	0.00%	842.15	12,000.00	7.02%
1015802 Library-Wide EDI Public Initiat		416.67	0.00%	0.00	5,000.00	0.00%
1015805 Liab Ins. - Property/Package	38,303.19	22,193.36	172.59%	38,303.19	55,000.00	69.64%
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%	216.60	250.00	86.64%
1015903 License Plate Renewal Funds to State	3,090.00	1,208.33	255.72%	17,876.00	14,500.00	123.28%
1015909 Rental Property Prof Svcs-Misc	664.00	1,083.33	61.29%	7,672.50	13,000.00	59.02%
1018001 Equipment Maintenance	45.05	416.67	10.81%	367.81	5,000.00	7.36%
1018003 Furniture & Fixtures		0.51	0.00%	0.00	500.00	0.00%
Total 1015000 Administration Department	\$ 97,048.63	\$ 85,822.49	113.08%	\$ 426,290.63	\$ 918,250.00	46.42%
1025000 Materials Management Dept				0.00	0.00	
1025001 Materials Management Salaries	18,049.73	13,387.72	134.82%	83,091.03	173,000.00	48.03%
1025306 Materials Mgmt Process Supply	142.83	1,021.09	13.99%	2,318.61	15,000.00	15.46%
1025307 OCLC	379.72	253.56	149.76%	3,512.24	4,000.00	87.81%
Total 1025000 Materials Management Dept	\$ 18,572.28	\$ 14,662.37	126.67%	\$ 88,921.88	\$ 192,000.00	46.31%
1035000 Borrower Services Department				0.00	0.00	
1035001 Borrower Services Salaries	55,042.09	39,953.78	137.76%	260,125.37	495,000.00	52.55%
1035308 Borrower Services Supplies	2,038.40	888.08	229.53%	5,883.33	12,000.00	49.03%
1035309 ILL Lost Items		21.86	0.00%	149.15	1,000.00	14.92%
1035310 Home Delivery Supplies		854.55	0.00%	0.00	4,000.00	0.00%
Total 1035000 Borrower Services Department	\$ 57,080.49	\$ 41,718.27	136.82%	\$ 266,157.85	\$ 512,000.00	51.98%
1045000 Adult Services				0.00	0.00	
1045001 Adult Services Salaries	49,022.47	38,890.36	126.05%	218,465.48	495,000.00	44.13%
1045101 Adult Summer Reading		0.00		1,907.07	8,000.00	23.84%
1045102 Adult Programs	1,300.00	1,415.18	91.86%	10,011.50	27,000.00	37.08%
1045105 Portable Media Devices - Adult		523.62	0.00%	3,209.14	7,500.00	42.79%
1045106 Video Games - Adult		211.27	0.00%	2,421.92	3,000.00	80.73%
1045108 Videos & DVDs- Adult	322.35	925.19	34.84%	3,275.46	10,000.00	32.75%
1045111 Digital Resources		19,875.00	0.00%	80,970.38	238,500.00	33.95%
1045112 Fiction - Adult	585.97	1,155.68	50.70%	8,059.70	20,000.00	40.30%
1045113 Leased Material - Adult		0.00		31,613.28	41,000.00	77.11%

	Dec 2024			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1045114 Large Print - Adult	19.16	405.29	4.73%	797.86	6,000.00	13.30%
1045115 Graphic Novels - Adult	296.73	257.20	115.37%	1,978.04	3,000.00	65.93%
1045116 Nonfiction - Adult	1,075.35	1,428.79	75.26%	8,263.41	20,000.00	41.32%
1045117 Foreign Language - Adult	141.20	146.42	96.43%	2,684.09	5,000.00	53.68%
1045118 Reference - Adult		34.01	0.00%	390.63	1,000.00	39.06%
1045119 Standing Orders - Adult	765.17	453.26	168.81%	3,865.10	7,000.00	55.22%
1045120 Periodicals - Adult	558.99	221.47	252.40%	2,368.87	9,000.00	26.32%
1045306 Microfilming Supplies				542.08	0.00	
1045310 Department Supplies - Adult		250.64	0.00%	869.21	2,500.00	34.77%
1045405 Local History Supplies		481.73	0.00%	4,574.69	6,500.00	70.38%
Total 1045000 Adult Services	\$ 54,087.39	\$ 66,675.11	81.12%	\$ 386,267.91	\$ 910,000.00	42.45%
1055000 Youth Services				0.00	0.00	
1055001 Youth Services Salaries	54,205.89	39,650.02	136.71%	255,862.43	505,000.00	50.67%
1055101 Summer Reading - Childrens		661.68	0.00%	560.72	9,000.00	6.23%
1055102 JUV Programs		224.48	0.00%	3,076.98	10,000.00	30.77%
1055103 Databases - YS/YA		0.00		17,535.64	24,323.00	72.09%
1055104 Downloadable Materials YS/YA		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		87.08	0.00%	0.00	700.00	0.00%
1055108 Videos & DVDs - Children's	81.69	312.92	26.11%	1,348.29	5,000.00	26.97%
1055112 Fiction - Children's	307.43	1,647.72	18.66%	6,771.68	20,000.00	33.86%
1055116 Nonfiction - Children's	163.94	4,616.41	3.55%	3,229.42	25,000.00	12.92%
1055118 Reference - Children's				27.50	0.00	
1055123 Easy Fiction	1,233.40	2,268.48	54.37%	6,189.46	22,000.00	28.13%
1055310 Department Supplies - Y/S	371.10	244.67	151.67%	2,205.08	9,000.00	24.50%
Total 1055000 Youth Services	\$ 56,363.45	\$ 49,885.72	112.99%	\$ 296,807.20	\$ 646,823.00	45.89%
1065000 Teen Services				0.00	0.00	
1065101 Summer Reading - Teen		62.89	0.00%	1,041.62	5,000.00	20.83%
1065102 Teen Programs	550.00	437.89	125.60%	4,685.46	8,000.00	58.57%
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		22.95	0.00%	0.00	300.00	0.00%

	Dec 2024			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
1065112 Fiction - Teen	1,035.22	623.54	166.02%	2,955.67	12,000.00	24.63%
1065116 Nonfiction - Teen		257.17	0.00%	481.25	2,000.00	24.06%
1065310 Department Supplies - Teen		125.00	0.00%	261.27	1,500.00	17.42%
Total 1065000 Teen Services	\$ 1,585.22	\$ 1,737.77	91.22%	\$ 9,425.27	\$ 31,300.00	30.11%
1075000 Community Relations Dept				0.00	0.00	
1075001 Community Relations Salaries	14,973.60	10,462.68	143.11%	69,640.80	132,000.00	52.76%
1075310 Comm. Relations Supplies		41.00	0.00%	191.47	500.00	38.29%
Total 1075000 Community Relations Dept	\$ 14,973.60	\$ 10,503.68	142.56%	\$ 69,832.27	\$ 132,500.00	52.70%
1095000 Technology				0.00	0.00	
1015314 Web Page Development	90.00	45.61	197.33%	540.00	1,500.00	36.00%
1095206 Pinnacle Cooperative		0.00		0.00	74,000.00	0.00%
1095207 Technology Maintenance	15,837.57	8,333.33	190.05%	53,725.70	100,000.00	53.73%
1095209 Email & Web Hosting Fees		21.90	0.00%	123.16	500.00	24.63%
1095210 Lease Agreements	3,102.30	3,303.99	93.90%	21,405.12	40,000.00	53.51%
1095211 Subscription Services		1,406.39	0.00%	26,147.15	65,000.00	40.23%
1095301 Software		9.11	0.00%	2,080.55	8,000.00	26.01%
1095302 Computer Supplies		425.12	0.00%	0.00	3,000.00	0.00%
1095303 Data Lines	219.95	241.29	91.16%	1,319.70	3,000.00	43.99%
1095304 Computers (Library)	560.28	7.21	7770.87%	869.63	10,000.00	8.70%
Total 1095000 Technology	\$ 19,810.10	\$ 13,793.95	143.61%	\$ 106,211.01	\$ 305,000.00	34.82%
2005011 FICA Expense	18,066.81	14,503.70	124.57%	83,872.57	180,000.00	46.60%
2505012 IMRF Expense-ER	14,345.78	17,956.43	79.89%	95,366.09	225,000.00	42.38%
3005218 Audit Expense	2,000.00	0.00		9,190.00	10,000.00	91.90%
5085000 Facilities Expenses				0.00	0.00	
5085001 Facilities Salaries	14,045.40	10,267.69	136.79%	66,384.08	130,000.00	51.06%
5085212 Custodial Services	1,390.00	1,856.49	74.87%	10,130.00	22,500.00	45.02%
5085213 Disposal Services	741.35	641.96	115.48%	4,387.30	8,400.00	52.23%
5085214 Facilities Maint Agreement	597.21	662.28	90.17%	4,152.50	8,000.00	51.91%
5085215 Equipment Maintenance Agreement		139.44	0.00%	4,027.02	10,000.00	40.27%
5085216 Building Repair	374.84	1,171.53	32.00%	7,839.91	25,000.00	31.36%
5085217 Equipment Repair		43.88	0.00%	63.65	16,500.00	0.39%
5085399 Contingencies		0.00		0.00	15,000.00	0.00%

	Dec 2024			Total		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
5085601 Utilities - Electric		3,092.08	0.00%	25,473.71	40,000.00	63.68%
5085602 Utilities - Gas	1,113.36	1,219.08	91.33%	1,945.84	7,200.00	27.03%
5085603 Utilities - Water	159.51	391.51	40.74%	1,263.08	4,200.00	30.07%
5085604 Building Supplies	104.32	270.41	38.58%	1,557.61	7,500.00	20.77%
5085605 Equipment & Tools		156.07	0.00%	1,216.29	3,500.00	34.75%
5085606 Janitorial Supplies		3,033.75	0.00%	4,871.08	15,000.00	32.47%
5085611 Rental Prop Util/Trash/Water	540.21	500.00	108.04%	2,875.72	6,000.00	47.93%
5085909 Rental Prop General Maint	2,306.00	666.67	345.90%	7,379.96	8,000.00	92.25%
Total 5085000 Facilities Expenses	\$ 21,372.20	\$ 24,112.84	88.63%	\$ 143,567.75	\$ 326,800.00	43.93%
6006002 Bond Interest	302,200.00	0.00		302,200.00	500,000.00	60.44%
7505213 Legal services		0.00		270.00	5,000.00	5.40%
7505214 Architechural Services	22,255.79	25,000.00	89.02%	97,708.84	300,000.00	32.57%
7508005 Real Estate Acquistion		4,912.17	0.00%	3,749.23	25,000.00	15.00%
7508006 BLDG Development	2,000.00	416,666.67	0.48%	49,951.99	5,000,000.00	1.00%
7508008 Building Improvements	351,169.07	416,666.67	84.28%	2,928,188.79	5,000,000.00	58.56%
7508909 Rental Prop Bldg Improvements		1,250.00	0.00%	3,320.00	15,000.00	22.13%
Total Expenses	\$ 1,052,930.81	\$ 1,205,867.84	87.32%	\$ 5,367,299.28	\$ 15,234,673.00	35.23%
Net Income	-\$ 965,945.23	-\$ 1,029,626.28	93.82%	\$ 22,508.62	-\$ 9,664,354.78	-0.23%

Plainfield Area Public Library Check Detail

December 1-31, 2024

Checking Account Chase Bank

Date	Transaction type	Num	Name	Amount
12/02/2024	Bill Payment (Check)	12181	Aflac	-317.48
12/02/2024	Bill Payment (Check)	12182	Catapult- Formerly CAI & TEA	-50.00
12/02/2024	Bill Payment (Check)	12183	First-Citizens Bank & Trust Co.	-3,102.30
12/02/2024	Bill Payment (Check)	12184	Metropolitan Life Insurance Company	-1,764.18
12/02/2024	Bill Payment (Check)	12185	Patibulario Art & Craft LLC	-525.00
12/02/2024	Bill Payment (Check)	12186	SMC Construction Services	-492,622.57
12/02/2024	Bill Payment (Check)	12187	T-Mobile	-361.96
12/02/2024	Bill Payment (Check)	12188	Vision Service Plan (IL)	-52.95
12/04/2024	Bill Payment (Check)	12189	Baker & Taylor Books-	-2,076.10
12/04/2024	Bill Payment (Check)	12190	Cintas	-443.07
12/04/2024	Bill Payment (Check)	12191	Complete Cleaning Company	-1,390.00
12/04/2024	Bill Payment (Check)	12192	Groot, Inc.	-741.35
12/04/2024	Bill Payment (Check)	12193	Naperville Public Library	-63.97
12/04/2024	Bill Payment (Check)	12194	Patterson, Jill	-275.00
12/04/2024	Bill Payment (Check)	12195	PUMC	-1,000.00
12/04/2024	Bill Payment (Check)	12196	Ramos, Leslie	-150.00
12/04/2024	Bill Payment (Check)	12197	Tri-K	-821.60
12/04/2024	Bill Payment (Check)	12198	Weblinx Incorporated	-90.00
12/04/2024	Bill Payment (Check)	12199	Whitmore Ace	-106.10
12/04/2024	Bill Payment (Check)	12200	Accurate Employment Screening, LLC	-72.76
12/04/2024	Bill Payment (Check)	BP05-24-67	Nicor Gas	-225.07
12/04/2024	Bill Payment (Check)	BP05-24-68	Nicor Gas	-74.35
12/04/2024	Bill Payment (Check)	BP05-24-69	ComEd	-41.10
12/04/2024	Bill Payment (Check)	BP05-24-70	ComEd	-45.39
12/05/2024	Bill Payment (Check)	12201	Bremner, John	-100.00
12/05/2024	Bill Payment (Check)	12202	ENGIE Resources LLC	-2,965.62

Date	Transaction type	Num	Name	Amount
12/05/2024	Bill Payment (Check)	12203	Ramos, Leslie	-350.00
12/09/2024	Bill Payment (Check)	12204	Baker & Taylor - Continuation Service	-500.88
12/09/2024	Bill Payment (Check)	12205	Terminix Anderson	-109.23
12/10/2024	Bill Payment (Check)	12206	Baker & Taylor Books-	-4,379.60
12/10/2024	Bill Payment (Check)	12207	Metronet	-322.88
12/10/2024	Bill Payment (Check)	12208	Midwest Tape, LLC	-1,321.95
12/10/2024	Bill Payment (Check)	12209	RAILS	-821.25
12/10/2024	Bill Payment (Check)	12210	SMC Construction Services	-748,409.19
12/10/2024	Bill Payment (Check)	12211	Zions Bank / Illinois Corporate Trust	-302,200.00
12/13/2024	Bill Payment (Check)		Rand, Janet	-150.00
12/13/2024	Bill Payment (Check)		TBS - Today's Business Solutions, Inc.	-420.00
12/17/2024	Bill Payment (Check)	12212	GlamBat Studios	-250.00
12/17/2024	Bill Payment (Check)	12213	IHLS - OCLC	-379.72
12/17/2024	Bill Payment (Check)	12214	Michel, Khadia	-200.00
12/17/2024	Bill Payment (Check)	12215	NCPERS Group Life Ins.	-80.00
12/17/2024	Bill Payment (Check)	12216	Ramos, Leslie	-200.00
12/17/2024	Bill Payment (Check)	12217	Scholastic Library Publishing	-31.19
12/17/2024	Bill Payment (Check)	12218	United Healthcare	-14,268.10
12/18/2024	Bill Payment (Check)	BP05-24-71	Village of Plainfield	-159.51
12/18/2024	Bill Payment (Check)	BP05-24-72	Village of Plainfield	-126.94
12/18/2024	Bill Payment (Check)	BP05-24-73	Village of Plainfield	-126.94
12/20/2024	Bill Payment (Check)	12219	Baker & Taylor - Continuation Service	-111.69
12/20/2024	Bill Payment (Check)	12220	Baker & Taylor Books-	-1,454.60
12/20/2024	Bill Payment (Check)	12221	Catapult- Formerly CAI & TEA	-50.00
12/20/2024	Bill Payment (Check)	12222	Cintas	-215.44
12/20/2024	Bill Payment (Check)	12223	Grainger	-64.84
12/20/2024	Bill Payment (Check)	12224	Lauterbach & Amen, LLP	-2,000.00
12/20/2024	Bill Payment (Check)	12225	Outsource IT Solutions Group	-16,397.85
12/20/2024	Bill Payment (Check)	12226	Sheehan Nagle Hartray Architects, Ltd.	-22,255.79
12/20/2024	Bill Payment (Check)	12227	Wex Bank	-45.05
12/20/2024	Bill Payment (Check)	12228	Whitmore Ace	-104.32

Date	Transaction type	Num	Name	Amount
12/20/2024	Bill Payment (Check)	12229	Titan Image Group, Inc.	-1,879.97
12/30/2024	Bill Payment (Check)		Erica Bough	-175.00
			Total	-1,629,039.85

FY25 Fund Activity 07/01/24 - 12/31/2024

	Library	Audit	Facilities	FICA	IMRF	Reserve	Debt	Total
Tax Revenue	\$4,020,108.30	\$0.00	\$368,644.73	\$142,614.38	\$174,904.45	\$0.00	\$0.00	\$4,706,271.86
Other Revenue	\$215,170.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$215,170.95
Bonds	\$0.00	\$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	\$174,399.58	\$0.00	\$174,399.58
Impact Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115,775.00	\$0.00	\$115,775.00
Interest	\$110,614.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,827.63	\$0.00	\$112,442.21
Investment Gain(Loss)	\$43,081.39	\$0.00	\$0.00	\$0.00	\$0.00	\$22,666.91	\$0.00	\$65,748.30
Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$4,388,975.22	\$0.00	\$368,644.73	\$142,614.38	\$174,904.45	\$314,669.12	\$0.00	\$5,389,807.90
Payroll	\$1,026,084.67	\$0.00	\$66,384.08	\$0.00	\$0.00	\$0.00	\$0.00	\$1,092,468.75
Personnel Expenses	\$117,862.07	\$0.00	\$0.00	\$83,872.57	\$95,366.09	\$0.00	\$0.00	\$297,100.73
Technology	\$106,211.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106,211.01
Other Expenses	\$399,756.27	\$9,190.00	\$77,183.67	\$0.00	\$0.00	\$3,083,188.85	\$302,200.00	\$3,871,518.79
Total Expenses	\$1,649,914.02	\$9,190.00	\$143,567.75	\$83,872.57	\$95,366.09	\$3,083,188.85	\$302,200.00	\$5,367,299.28
Net Income	\$2,739,061.20	(\$9,190.00)	\$225,076.98	\$58,741.81	\$79,538.36	(\$2,768,519.73)	(\$302,200.00)	\$22,508.62

December 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	6,445,586.71	759,073.55	72,296.02	5,912,252.81	568,318.41	1,000.00	13,758,527.50
Deposits	27,729.68	23,084.06			4,310.32	3,730.21	58,854.27
Transfer In	0.00	1,352,200.00					1,352,200.00
Interest Earned	15,550.79		268.99	19,888.85	2,124.22		37,832.85
Total Receipts	43,280.47	1,375,284.06	268.99	19,888.85	6,434.54	3,730.21	15,207,414.62
Checks Cleared	(602,200.00)	(1,618,214.79)					(2,220,414.79)
Bill Pay/ACH		(1,544.30)					(1,544.30)
Transfers Out				(750,000.00)		(3,679.77)	(753,679.77)
Driver License		(3,118.50)					(3,118.50)
Payroll Fees		(743.63)					(743.63)
Bank Fees		(225.19)				(50.44)	(275.63)
FSA		(2,144.60)					(2,144.60)
Payroll		(236,233.41)					(236,233.41)
IMRF		(23,160.32)					(23,160.32)
457 Payment		(4,959.00)					(4,959.00)
Total Disbursements	(602,200.00)	(1,890,343.74)	0.00	(750,000.00)	0.00	(3,730.21)	(3,244,729.65)
Ending Balance	5,886,667.18	244,013.87	72,565.01	5,182,141.66	574,752.95	1,000.00	11,962,684.97

FY2024 Investment Activity

	PMA	First Midwest	Total
Beginning Balance	1,222,512.91	1,817,233.79	3,039,746.70
Deposits	0.00	0.00	0.00
Market Adjustments	6,178.80	(14,745.55)	(8,566.75)
Interest Earned	189.03	0.00	189.03
Total Receipts	6,367.83	(14,745.55)	(8,377.72)
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	1,228,880.74	1,802,488.24	3,031,368.98

Plainfield Public Library District
Director's Report
Lisa Pappas, Director
January 9, 2025

Finance Committee Meeting/Recommendation

The Finance Committee will be meeting immediately prior to our regular meeting at 6:00 pm and will present a recommendation for the mid-year review of the FY25 budget.

Renovation Update

Chris Damsch of Shales McNutt Construction and Amy Schmieding of SNHA/Woolpert will join us to provide an update and overview of the first six months of the renovation project.

Per Capita Grant FY25

The FY25 Per Capita Grant application and expenditures report for FY23 were submitted to the State (due by 1.30.25). Beginning last year, we also have to certify that we comply with the 75 ILCS 10 statute certifying that the Library has adopted the ALA Bill of Rights. As a committee is working on revising the *Serving our Public* standards, the State Library has not asked Library Boards to review formally chapters as they have in the past. I have included the submitted documents in your board packet. We have already received approval so as long as the funds are there, we will receive the FY25 Per Capita Grant funds.

Bylaws Ad Hoc Committee

The committee should set a date to meet.

Trustee Candidate Questions

Included in your packet are the questions used for the Library's candidate information page on the website. Please review for discussion for possible changes, additions or deletions.

Save the Date: Monday, February 3

We are on the Village of Plainfield's agenda to do a proclamation honoring the Library's Centennial, which formed February 1, 1925.

Taxing Bodies Joint Letter re: Trammel Crow

I attended the 01.06.25 Village Board meeting along with the other taxing bodies who signed off on the letter of support for the Trammel Crow warehouse development project. The Board did vote 4-2 in favor of directing the attorneys to draw up annexation documents. This will come before the Board again, possibly at the February 3rd Village meeting. I will provide a recap at the meeting. Thank you to trustee Alicia Malec who also attended. Watch the meeting [here](#).

Meetings Attended

- 12.09 Weekly meeting with Head of Adult Services, Lauren Pierce
Weekly meeting with Head of CE&M, Tracey Lane
Mid-year budget with Finance Manager, Sally Wold
- 12.10 Weekly OACM meeting
Leadership Team meeting
- 12.11 Weekly meeting with Head of YTS, Katie Gulas
Board meeting
- 12.16 Weekly meeting with Head of CE&M, Tracey Lane
Weekly meeting with Head of Adult Services, Lauren Pierce
- 12.17 Weekly Leadership Team meeting
Weekly OACM meeting
Bi-weekly meeting with Head of Borrower Services, Marisa Barys
Senator Meg Cappel Open House
- 12.18 Weekly meeting with Head of YTS, Katie Gulas
Risk Management Training: Defensive Driving Techniques (LIRA annual required training)
- 12.19 Joint TIF District meeting
Bi-weekly meeting with Head of MM, Rebecca Pfenning
- 12.20 Taxing Bodies meeting
Pinnacle Governing Board meeting @ Crest Hill Library
- 12.23 Weekly meeting with Head of CE&M, Tracey Lane
- 01.02 Bi-weekly meeting with Head of MM, Rebecca Pfenning
- 01.06 Weekly meeting with Head of CE&M, Tracey Lane
Weekly meeting with Head of Adult Services, Lauren Pierce
Village Board meeting
- 01.07 Weekly OACM meeting
Leadership Team meeting
- 01.08 Weekly meeting with Head of YTS, Katie Gulas
- 01.09 SAIL meeting @ Manhattan Elwood Library
Program Guide meeting

March 2025- State of the County Event

By **Plainfield Shorewood Area Chamber of Commerce**

When and where

Date and Time



Wednesday, Mar 19, 2025

11:30 AM - 1:30 PM

Location

Mistwood golf Club



1700 West Renwick Road

Romeoville, Illinois, 60446

Come to and get a chance to hear from our Will County Executive, Jennifer Bertino-Tarrant, on things that happened throughout 2024 and what is in store for 2025.

As a lifelong resident, Jennifer Bertino-Tarrant is honored to serve as Will County's fourth Chief Executive Officer. Jennifer is a champion for hard-working families and businesses in Will County and brings an extensive background in education advocacy, innovation, and public service.

Prior to her role as County Executive, Jennifer served two terms in the Illinois General Assembly. As a State Senator, Jennifer was a leading advocate for public education and supporting students and teachers. She was an architect in reforming Illinois' broken education funding system, investing hundreds of millions of new dollars to schools annually and was instrumental in passing legislation aimed at addressing our teacher shortage.

Throughout her legislative career, Jennifer focused on fostering a vibrant Illinois and helping others through infrastructure investment, workforce development and training, protection of seniors and expanding services for veterans.

Please Join Us For The

STATE OF THE COUNTY

March 19, 2025

11:30 - 1:30 pm

\$50.00 Members

\$60.00 Future-Members

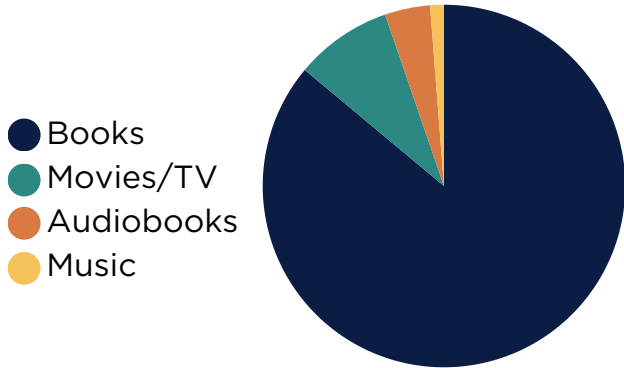
Guest Speaker: Jennifer Bertino-Tarrant
Will County Executive

MISTWOOD GOLF CLUB
 1700 W. Renwick Rd, Romeoville, IL 60446

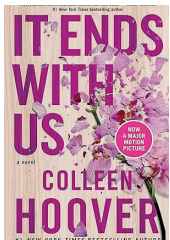
Purchase Tickets at WWW.PSACchamber.com
RSVP by March 14th, 2024



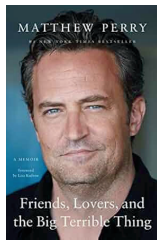
609,793
total items checked out



Top Checked Out Items



Adult Fiction



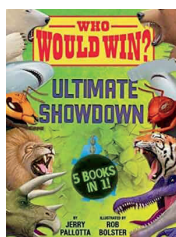
Adult Non-Fiction



Adult Movie/TV Show



Kids Fiction



Kids Non-Fiction



Kids Movie/TV Show

PA Plainfield Area
PL Public Library

2024 Year in Review

\$6,329,593.63

saved by using your Library Card

\$149,834.91

most saved by a patron



3,255 Library Cards made

Total Current Cardholders: **27,702**



344 visits to Curbside Pickup

Approximately **45,000** students were visited in grades K-12

825 ELL Classes & Tutoring Sessions were offered to **2,509** students

Youth & Teen Programs



398 Programs Offered



12,530 Attendees

Grab & Go Lockers

2,264 visits to the Illinois Street Lockers

1,099 visits to the Plainfield East Lockers

434 NEW patrons used the lockers



Adult Programs



163 Programs Offered



2,539 Attendees



COMMUNITY RELATIONS

Board Report | Dec 2024 / Jan 2025

Prepared by Tracey Lane
Head of Community Engagement
& Marketing

Events & Meetings

- Kiwanis Club Meeting
- Kiwanis Foundation Meeting
- PSACC Board Meeting
- PSACC Executive Board Meeting
- Coffee with the Mayor
- TheirStory Onboarding
- Ribbon Cuttings:
 - Madison Elyse Events
 - G.R.I.T RX Fitness
- Meeting with WerkForce Brewing
- Kiwanis Sweet Stroll Planning Meeting

CE&M Happenings

Ongoing CEM Projects

- Office Move: we are in the midst of moving from one temporary space to another.
- 2024 Snapshot - working on a graphic to share to summarize our year.
- The cycle for the Spring Program Guide has started.
- Centennial Updates
 - We have rolled out the logo and a few fun things to start the year off. Like the new store , new library cards and list of 100 Things to Do at the Library.
 - A pop-up display is being created and will be ‘traveling’ around town starting in February. It will showcase some interesting facts about the last 100 years of not only the library but the world and literature.
 - Werk Force Brewing has agreed to host a fundraiser for us. It will take place on May 2 in their Barrel House and will be a 1920's speakeasy theme. More details to come, a planning meeting is scheduled for later in January.
 - Meetings have been scheduled with a few other businesses and the historical society to discuss partnerships and celebratory ideas.
 - We signed up for a new transcribing software that Tracey Vittorio and the teens will be using to conduct the 100 interviews. We have 12 already scheduled to start on Jan 13.



Ribbon Cutting for Madison Elyse events in Shorewood.

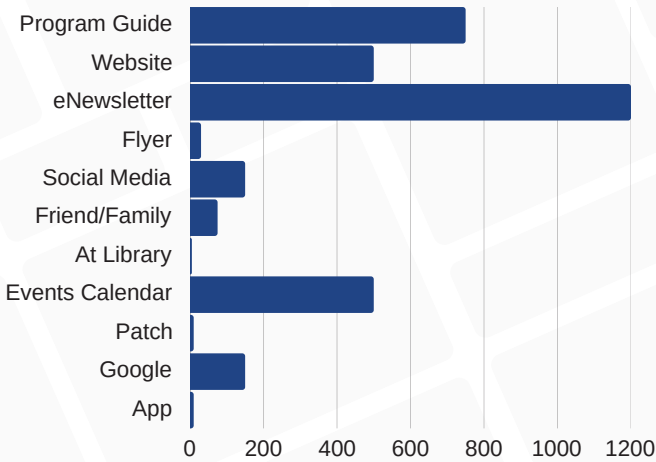


COMMUNITY RELATIONS BY THE NUMBERS

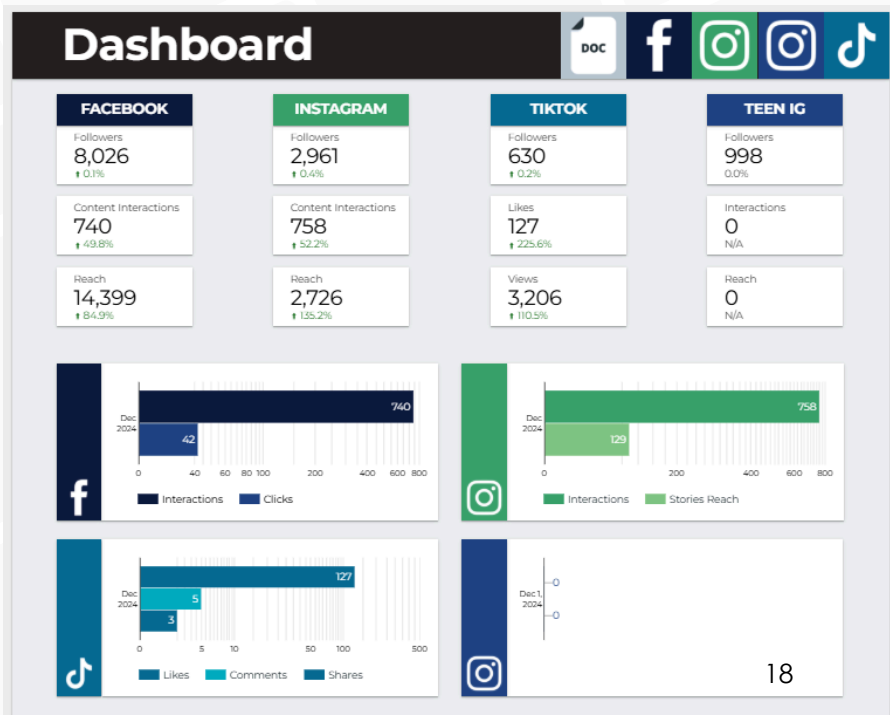
Program Sign Up Stats



How Patrons Learned About December Programs



Social Media Stats



Email stats



ENews Weekly Averages

MESSAGES SENT
18,938

OPEN RATE
39.5%

New Cardholder Message Totals

MESSAGES SENT
12,171

OPEN RATE
61.4%

Inactive Patron Messages sent this month

MESSAGES SENT
317

OPEN RATE
44.5%

Birthday**

58%

OPEN RATE

Construction

47%

OPEN RATE

** We have given away over 92 birthday gifts since starting the program in May.

Monthly Report

New AS Librarian

Andrea Sowers joined the Adult Services department on December 9 and will focus on providing technology and maker programs as well as collection development for nonfiction and video games. She is an experienced and creative librarian who has previously worked at the Joliet and La Grange public libraries. We are excited to have her on our team!



Alebrije Masks Art Workshop

On December 3, local artist and ELL program student Emanuel Zarate taught attendees how to create stunning neon masks with blacklight paint. This bilingual program was taught in both Spanish and English, and attendees learned the importance of using recycled materials to create sustainable art.

Getting Crafty with Cricut®: Winter Door Sign

On December 16, participants used cut stencils to paint a festive winter door sign.



2024 Book Club Kit Stats

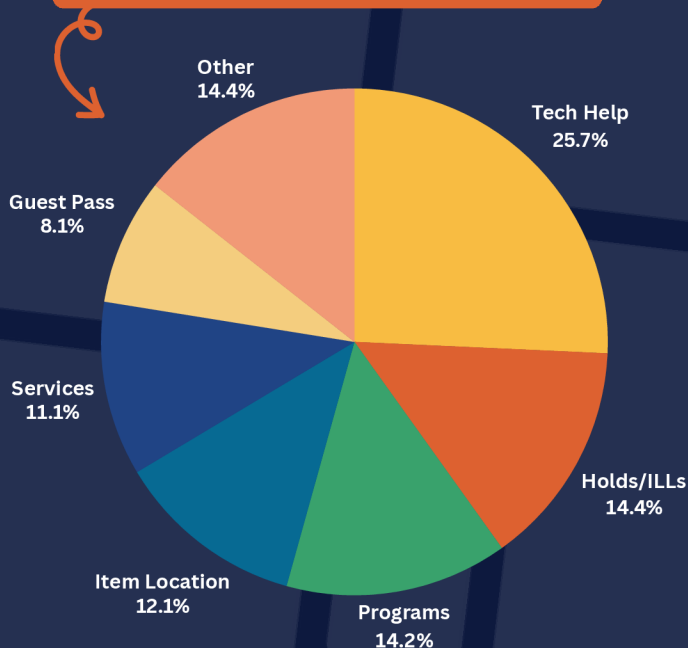
Book Club Kits circulated 169 times in 2024 which is an increase from 128 times in 2023. The top book club titles were:

- 1 **Lessons in Chemistry** by Bonnie Garmus
- 2 **The Women** by Kristin Hannah
- 3 **First Lie Wins** by Ashley Elston
Someone Else's Shoes by Jojo Moyes
The Spectacular by Fiona Davis

STATISTICS

3D Print Requests	1
Adult Program Attendees	110
Book-a-Librarian Sessions	2
ELL Program Attendees	140
Museum Passes Issued	23
Online Resources Sessions	3172
Public Computer Sessions	391
Questions Answered	521
Tech Training Attendees	19

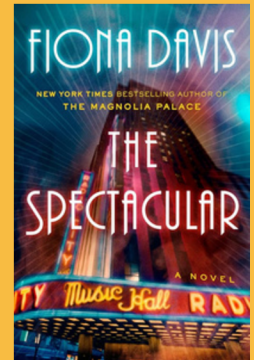
QUESTION CATEGORIES



Book Clubs



Thrill Seekers
6 participants
Discussion led by
Jessica on 12/09



A Novel Idea
9 participants
Discussion led by
Colette on 12/18

Other December Programs

- 12/02: (Virtual) Breathe and Relax with Tai Chi and Qi Gong
- 12/04: (Virtual) Awesome Australia
- 12/10: (Virtual) Illinois Libraries Present: Raina Telgemeier
- 12/12: (Off-Site) Stitching in the Stacks
- 12/18: (Virtual) Job Club
- 12/18: (Off-Site) ASL: The Basics
- 12/20-12/22: (Virtual) Illinois Libraries Present: Screening of Little Women, The Musical
- 12/30: (Virtual) A New Year's "Eve Eve" Cooking Celebration

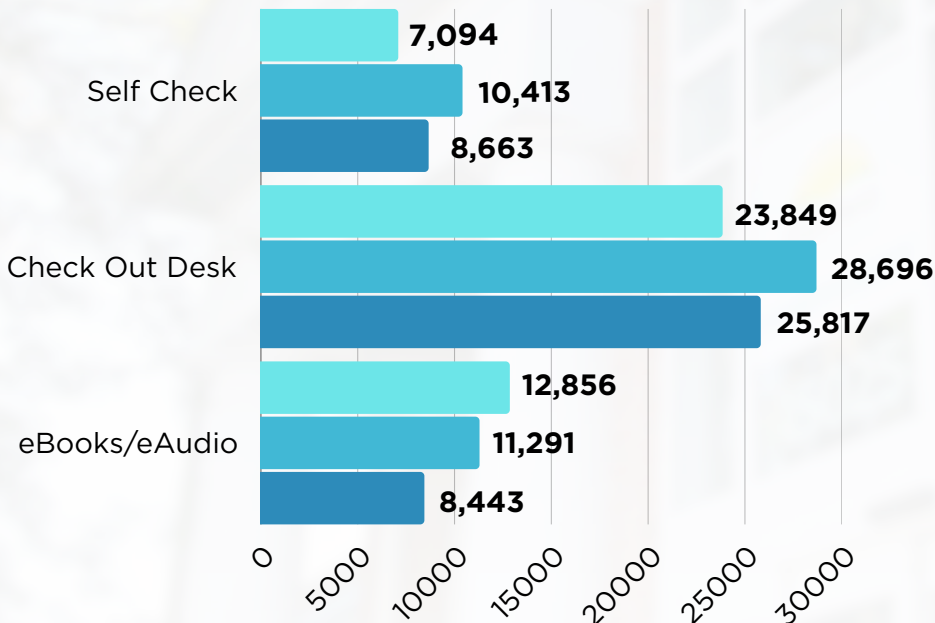
December Library Displays

- *Holiday Fiction* (Lisa)
- *Graphic Novels from Around the World* (Mariyah)
- *Holiday Hot Picks* (Colette & Jessica)

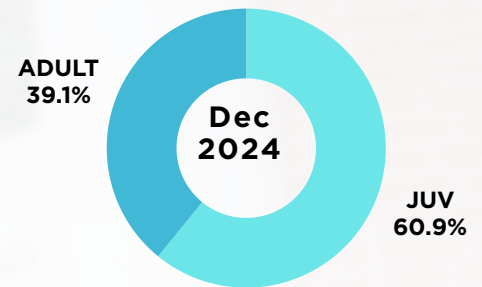
BORROWER SERVICES NEWS

MONTHLY CIRCULATION STATISTICS

We will only be using 1 self-checkout instead of 3 during Reno.

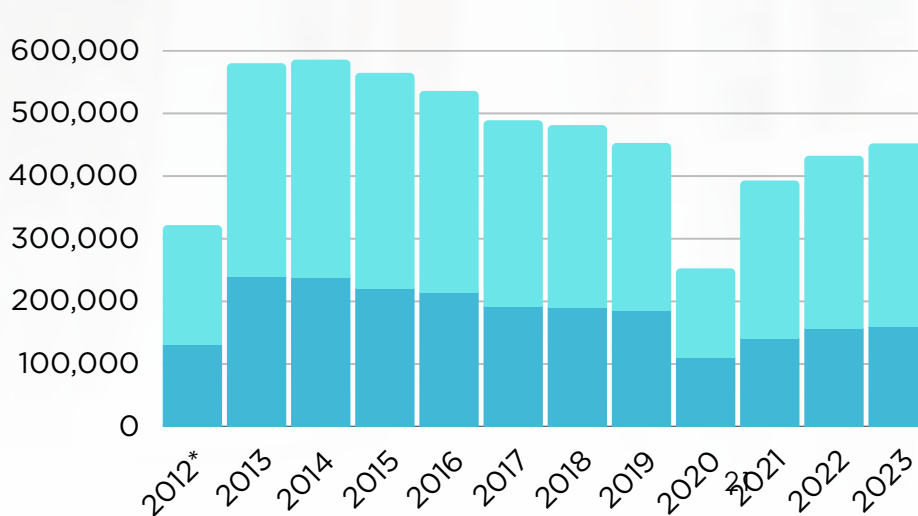


Total Dec 2024	43,799
Total Dec 2023	50,400
Total Dec 2022	42,923



Circulation by Adult and Juvenile collections (excluding E-Media & ILLs)

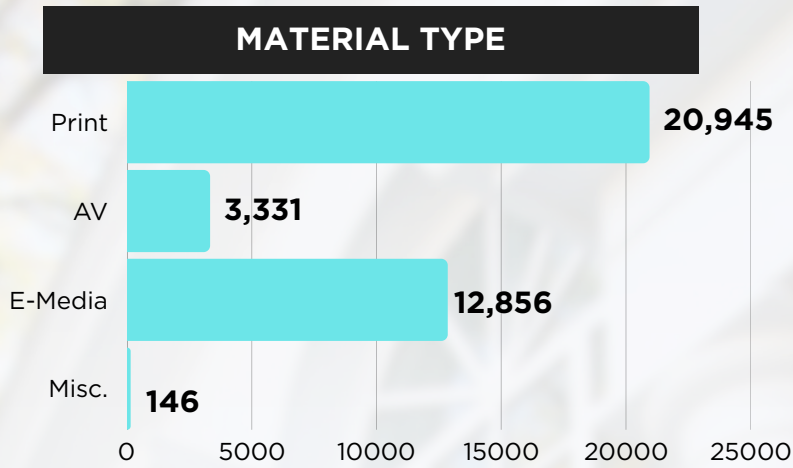
CIRCULATION BY ADULT & JUVENILE COLLECTIONS (EXCLUDING E-MEDIA & ILLS)



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

*Started June 2012

MONTHLY CHECKOUTS BY FORMAT



CARDHOLDER STATISTICS

MONTHLY CARDHOLDERS

Total Dec 2022	31,222
Total Dec 2023	31,548
Total Dec 2024	27,670

138

NEW
ADULT
CARDS

39

NEW
JUVENILE
CARDS

139

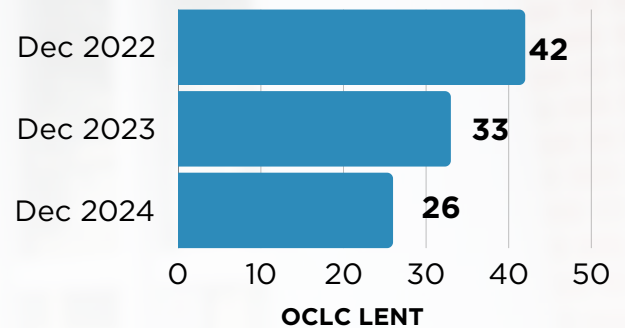
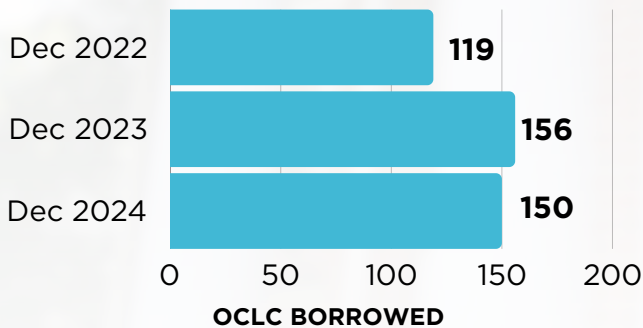
NEW
HOUSEHOLD
CARDS

Inactive library cards are purged every January.

FYTD NEW HOUSEHOLD CARDS

1,085

MONTHLY INTERLIBRARY LOAN



MONTHLY LOCKER, CURBSIDE & NOTARY STATISTICS

PEHS Lockers

UNIQUE PATRON VISITS	52
REPEAT PATRON VISITS	8
FIRST TIME VISITS	1
% OF VISITS DURING CLOSED HOURS/SUNDAYS	6%
ITEMS	248

- Visited the most on Fridays
- Picked up items the most between the hours of 12pm-1pm & 3pm-4pm

CURBSIDE DELIVERIES	25
---------------------	----

Illinois Street Lockers

UNIQUE PATRON VISITS	99
REPEAT PATRON VISITS	15
FIRST TIME VISITS	2
% OF VISITS DURING CLOSED HOURS/SUNDAYS	9%
ITEMS	566

- Visited the most on Fridays
- Picked up items the most between the hours of 1pm-2pm & 2pm-3pm

NOTARY TRANSACTIONS	103
---------------------	-----

HOME DELIVERY STATISTICS



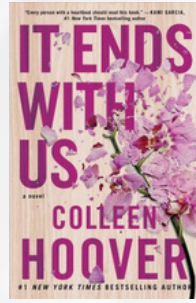
December 2024	PATRONS	ITEMS
RESIDENTS	0	0
AHCL	33	107
CIEL (used to be Harbor Chase)	4	10
HERITAGE WOODS	20	71
LAKWOOD	2	14
TOTAL	59	202

TOP CIRCULATING ITEMS DECEMBER 2024

ADULT GRAPHIC NOVEL



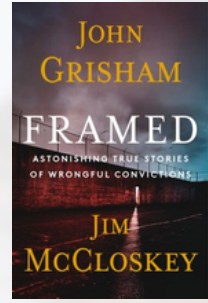
ADULT FICTION



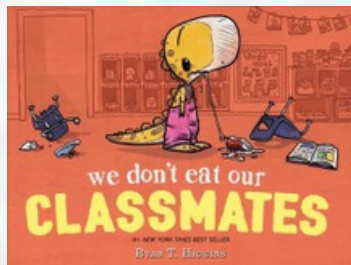
ADULT LARGE PRINT



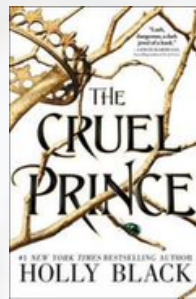
ADULT NONFICTION



PICTURE BOOKS FICTION



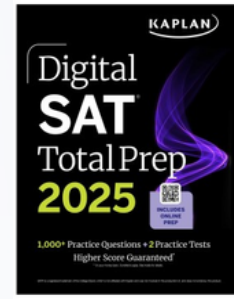
YOUNG ADULT FICTION



JUVENILE NONFICTION



YOUNG ADULT NONFICTION



ADULT MOVIES & TV



ADULT VIDEO GAMES



JUVENILE MOVIES & TV



WORLD LANGUAGES ADULT MOVIES & TV



DEPARTMENT DECORATIONS



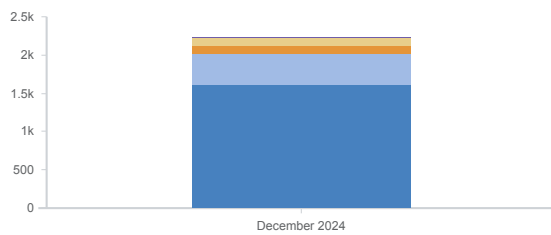
Materials Management monthly report

What's happening in Materials Management?

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

Stats and Charts

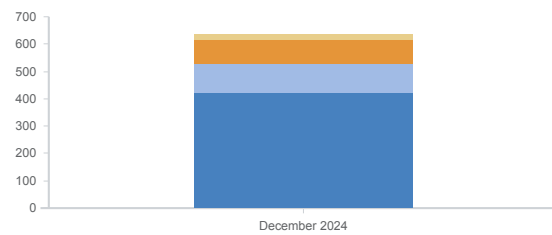
Items added to the collection in December 2024.



2,231

Material type in December 2024

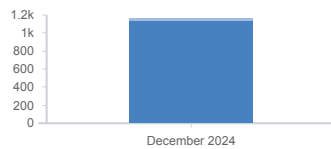
Physical items added to the collection in December 2024.



634

Material type in December 2024

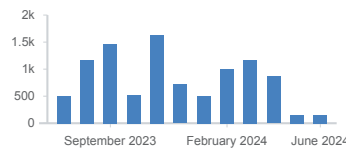
Items ordered for the collection in December 2024.



1,171

Material type in December 2024

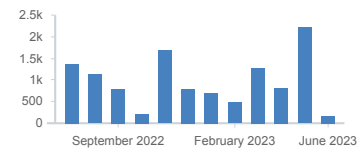
Items ordered in fiscal year FY24. (July 2023-June 2024)



163

Added/WD/Ordered in June 2024

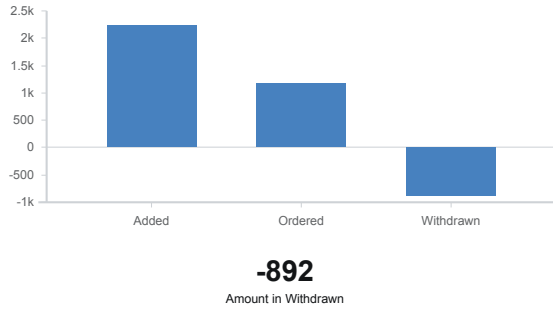
Items ordered in fiscal year FY23. (July 2022-June 2023)



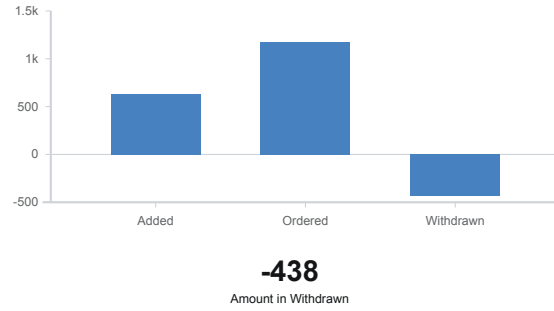
175

Added/WD/Ordered in June 2023

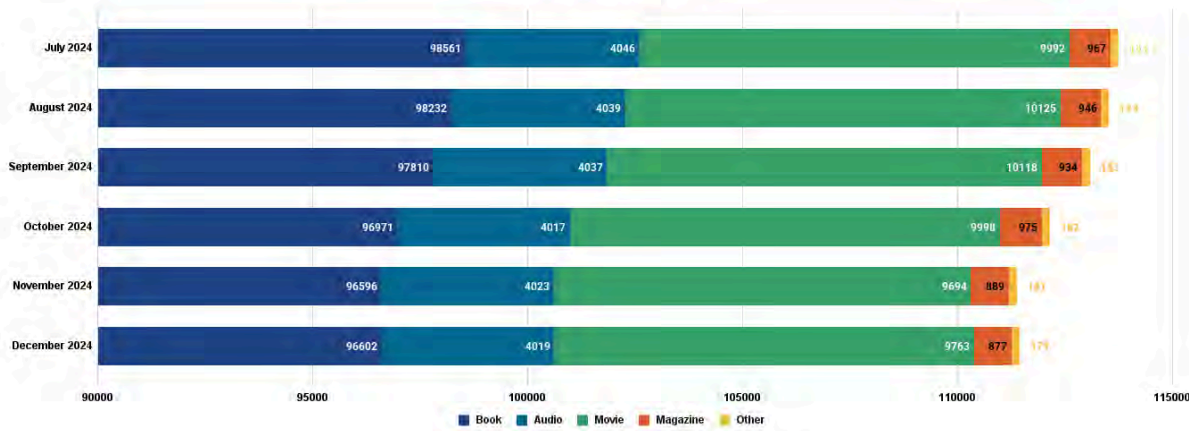
Added, withdrawn and ordered in December 2024.



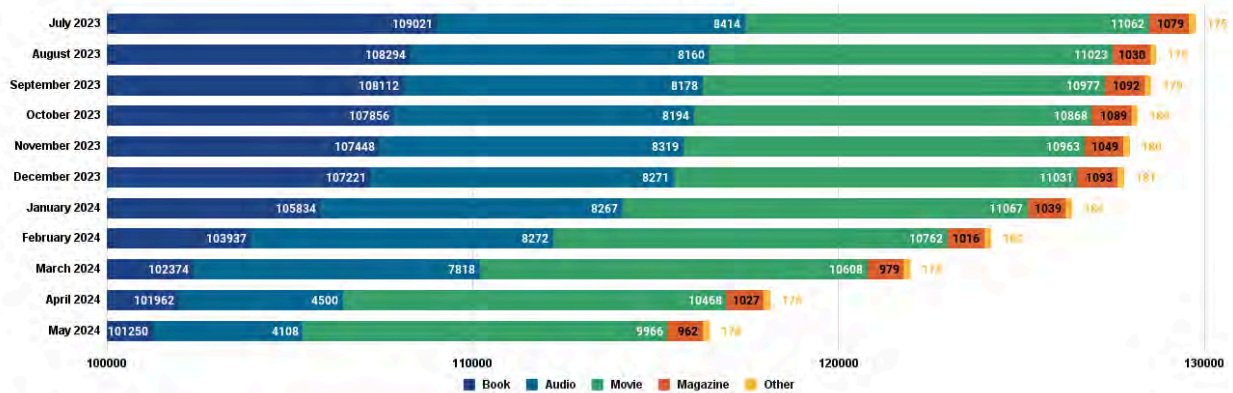
Added, withdrawn & ordered in December 2024. (no eRecords)



Collection count FY25



Collection count FY24



YOUTH & TEEN SERVICES MONTHLY REPORT

Statistics

0	0	21	397
Total On-site Programs	On-site program attendance	Total Off-site Programs	Off-site program attendance
3	227	55.5	172
Self-directed Activities	Self-directed activity Participants	Teen Volunteer Hours Earned	Teen Volunteer Items made

*All programs are offsite during renovation

What's Happening in YTS

- **December was a slower programming month for YTS as we prepared to move back downstairs to our newly renovated office and workroom! Before the holidays YTS started organizing our supplies in the new storage area and we eagerly await moving into our new desks.**
- **We were fully immersed in our "Library Era" as we celebrated Taylor Swift's birthday with programs from trivia to an escape room to a full-fledged birthday party!**

27

Outreach

School Visits/ Community Events	81
Number of Classes	173
Number of Patrons reached	3,621

YOUTH & TEEN SERVICES MONTHLY REPORT

Patron Feedback & Pictures



Eraser Clay Creations



Happy Birthday (Taylor's Version)



Taylor Swift Trivia Winners



Happy Birthday (Taylor's Version)



Family Storytime at PUMC

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



Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ City: _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2023: _____

Based on the library's Planned Use of Grant Funds from the FY2023 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2023 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

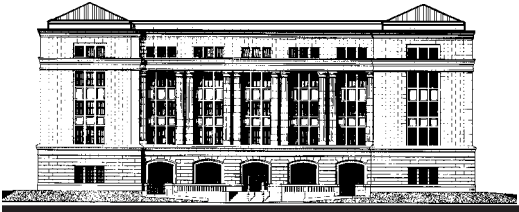
Public Services: Reference and Reader's Advisory — Chapter 9

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

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

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

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

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

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

Legal Name of Library: _____

Library’s Control Number: _____ **Branch Number:** _____ **Today’s Date:** _____

Contact information of the person completing this grant application:

Preparer’s Name: _____
(First Name) *(Last Name)*

Preparer’s Title: _____

Preparer’s Phone Number: _____

Preparer’s Email Address: _____

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

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

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

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

Service Area Population _____

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

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

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

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

Chapter 1: Core Standards

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

Chapter 2: Governance and Administration

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

Chapter 3: Personnel

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

Chapter 4: Access

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

Chapter 5: Building Infrastructure and Maintenance

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

Chapter 6: Safety

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

Chapter 7: Collection Management

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

Chapter 8: System Member Responsibilities and Resource Sharing

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

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

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

Chapter 10: Programming

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

Chapter 11: Youth/Young Adult Services

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

Chapter 12: Technology

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

Chapter 13: Marketing, Promotion and Collaboration

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

Part II: Planned Use of Grant Funds

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

From the Candidate Services policy:

Candidate Information Page

After the lottery and before the ballot certification, the Library will submit a Candidate Statement Questionnaire to the candidates. Deadline will be the last day the Library has to certify with Will County.

The Library will post, to its website, candidate responses within 72 hours of ballot certification. Candidates will be listed in ballot order OR alphabetical order. The Library will not edit the candidate responses in any way and is not responsible for any errors.

Sample notice to the public: *Trustees are elected to a 4-year term and serve without compensation. The statements that follow are provided in an effort to help you make an informed voting decision. The responses are provided exactly as they were written by the candidates. The candidates are listed in alpha or ballot order.*

Candidates who wish to edit their responses may submit the edited copy and the Library will have five days to post the edited information. Candidates may not submit for edit more than twice.

Candidates who miss the deadline may respond at any time and the Library will have five days to post the response.

Sample questions: What skills would you bring to the Board, what do you believe are the most essential services that the Library should provide for our community, what role does the Library play in your life, how can the public find out more about you (opportunity to list a website, etc)

2023 Questions for candidates:

1. What are your qualifications for the position of Library Trustee?
2. What is your motivation for seeking a position as a Library Trustee?
3. What do you believe are the most essential services the Library should provide for its community?
4. If elected, what would you see as your responsibility to the Library's community?