Plainfield Public Library District
Regular Board Meeting Agenda
July 18, 2018
6:30 P.M.
Small Meeting Room

1. Call to Order, Pledge, Roll Call

2. Public Comment
   a. Trustee Attendance at Community Events

3. Consent Agenda 2
   a. June 20, 2018 Regular Board Meeting Minutes
   b. June 20, 2018 Executive Session Meeting Minutes

4. Approval of Bills Paid and Bills Payable 5

a.	Payroll	$123,619.24
b.	General Bills	252,934.80
c.	Illinois Municipal Retirement Fund	33,583.85
d.	VALIC (Deferred Compensation)	887.50
e.	Petty Cash	10.00
f.	Flexible Spending Plan	537.69
g.	Special Reserve Fund	0
h.	Total	$411,573.08

5. Committee Reports
   a. Building & Grounds Committee — set meeting date

6. Library Director's Report 23

7. Action Items
   a. Unfinished Business
      i. Advocacy Project Update (discussion)
   b. New Business
      i. Ordinance 2018-4 Levy of .02% Building and Maintenance Tax (action) 40
      ii. ILA Conference, Trustee Day, October 11, 2018 (action) 44
      iii. Library Services Policy (action) 47

8. Executive Session
   a. 5 ILCS 120/2 (c)(5) – Purchase or Lease of Real Property
   b. 5 ILCS 120/2 (c) (1) – Employment, Compensation, or Performance of a Specific Employee

9. Action for Items Discussed in Executive Session

10. Adjournment

PLAINFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF BOARD MEETING
JUNE 20, 2018

CALL TO ORDER, PLEDGE, ROLL CALL: The meeting of June 20, 2018, was called to order at 6:31 p.m. in the Library's Small Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited. Roll call was conducted. Regular members present: Andel, Miller, Knight, Gilles, Kinley, and Schmidt. Absent: Gilmore. Staff present: Pappas, Hartley. Guests present: None.

PUBLIC COMMENT: None.
Trustee Attendance at Community Events: Schmidt and Pappas discussed the recent Atlas trustee event. Knight participated in the Library's summer reading program sign up.

CONSENT AGENDA: Andel accepted the amended minutes of the May 16, 2018, Regular meeting and minutes as presented for the May 16, Executive Session.

Kinley moved approval of Bills Paid and Bills Payable for May in the amount of $485,728.53 as follows: Payroll $198,819.60, General Bills $284,105.89, IMRF $.00, VALIC $1,331.25, Petty Cash $.00, Flexible Spending Plan $1,471.79, Special Reserve Fund $.00. Andel seconded the motion, all voted yes via roll call vote; motion carried.

COMMITTEE REPORTS: Kinley presented the Personnel Committee Report of the June 12, 2018 meeting.

LIBRARY DIRECTOR'S REPORT: Pappas presented her report including plans for a partnership with the Village in creating and maintaining a micro pantry for the community. Pappas attended the recent Director University paid, for the most part, by a grant provided by RAILS. Summer Reading Program began successfully with almost 1,000 registrations on the first day alone. The SRP mascot is a red panda plush named Read. Staff and patrons are encouraged to take photos with Read during their summer adventures and share them on social media. The Slim Chickens fundraiser will be Tuesday, July 17.

ACTION ITEMS

A. Unfinished Business
   1. Advisory Project Script – Andel reminded the Board to submit names of community influencers, leaders, or organizations to Pappas or Hartley.
   2. Working Budget FY2019 – Pappas presented the working budget with revised salary figures.
      Miller moved to accept the revised Working Budget FY2019 as presented. Schmidt seconded the motion, all voted yes via roll call vote; motion carried.
   3. Fixed Asset & Property Insurance Report – the Board reviewed the reports that were recommend in the 2017 Management Letter from the Library's auditors.
   4. Benchmark Analysis & Structure Development – Pappas reported on the recent compensation study and how it was applied to each staff member's compensation.

B. New Business
   1. Pay Grade Schedule FY2019 – the recent compensation study was used to create a new pay grade schedule.
      Miller moved to approve the Pay Grade Schedule FY2019 as presetned. Knight seconded the motion, all voted yes via roll call vote; motion carried.
   2. Resolution 2018-1 Approving Preparation and Making Available a Tentative Budget and Appropriation Ordinance – the Library's attorney approved this Budget and

Appropriation Ordinance draft which will be posted for public review for over thirty days prior to approval.
Miller moved to approve Resolution 2018-1 Approving Preparation and Making Available a Tentative Budget and Appropriation Ordinance as presented. Knight seconded the motion, all voted yes via roll call vote; motion carried.
The Budget & Appropriation Hearing is set for August 15, 2018, at 6:00 p.m.

3. Audit of Secretary's Minutes – Kinley and Schmidt volunteered to review the meeting minutes of FY2018 by the August 2018 regular meeting.

ADJOURNMENT TO EXECUTIVE SESSION: Kinley moved to adjourn to executive session pursuant 5 ILS 120/2 (c)(1) Employment, Compensation, or Performance of a Specific Employee. Miller seconded the motion, all voted yes via roll call vote; motion carried.

Board adjourned to executive session at 7:45 p.m. and returned from executive session at 7:58 p.m.

RECOMMENDATION OF EXECUTIVE SESSION: Use the Management Association's 2018 compensation report as a guide to present a pay increase to the Library Director equivalent of half way between the recommended minimum and midpoint: $112,881.60; and, approve the new library director evaluation form.

Schmidt moved to approve the Personnel Committee recommendations for director pay increase and evaluation form as presented. Miller seconded the motion, all voted yes via roll call vote; motion carried.

ADJOURNMENT: Schmidt moved to adjourn; Knight seconded the motion. All voted yes via voice vote, motion carried. The meeting adjourned at 7:58 p.m.

Respectfully submitted,

Aimee Hartley
Recording Secretary

Respectfully submitted,

Vicki Knight
Board Secretary

Plainfield Public Library
Library Fund Income Statement
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1004001 · Real Estate Taxes Library				
1014001 · Property Taxes - Liab Ins	12,140.15	30,325.37	-18,185.22	40.03%
1004001 · Real Estate Taxes Library - Other	2,616,325.64	2,970,101.98	-353,776.34	88.09%
Total 1004001 · Real Estate Taxes Library	2,628,465.79	3,000,427.35	-371,961.56	87.6%
1004002 · Personal Property Taxes	26,327.24	25,000.00	1,327.24	105.31%
1004003 · Overlap Districts Agreement	334,112.08	320,000.00	14,112.08	104.41%
1004004 · Fines	37,372.03	45,000.00	-7,627.97	83.05%
1004005 · Books Bags Sales	0.00	100.00	-100.00	0.0%
1004006 · Copier Fees	8,953.40	9,600.00	-646.60	93.27%
1004007 · Fax Fees	1,600.75	2,000.00	-399.25	80.04%
1004008 · Non Resident Fees	2,941.53	3,000.00	-58.47	98.05%
1004009 · Book Sales	1,170.45	200.00	970.45	585.23%
1004010 · Meeting Room Deposits	800.00	1,200.00	-400.00	66.67%
1004400 · Tax Escrow Interest (Library)	17,222.91	10,000.00	7,222.91	172.23%
1004401 · Checking interest	90.55	1,000.00	-909.45	9.06%
1004402 · E-Pay Interest	642.02	100.00	542.02	642.02%
1004502 · Donations	18,203.07	10,000.00	8,203.07	182.03%
1004503 · Donations - Summer Reading	6,500.00	0.00	6,500.00	100.0%
1004701 · Per Capita Grant	58,494.66	0.00	58,494.66	100.0%
1004702 · Grants - Other	3,331.87	0.00	3,331.87	100.0%
1004901 · Miscellaneous Income (Library)	4,213.40	0.00	4,213.40	100.0%
1004902 · Sale of Library Used Equipment	555.00	0.00	555.00	100.0%
1015500 · Operating Transfer Out	980,000.00	-250,000.00	1,230,000.00	-392.0%
Total Income	4,130,996.75	3,177,627.35	953,369.40	130.0%
Gross Profit	4,130,996.75	3,177,627.35	953,369.40	130.0%
Expense				
1015000 · Administration Department				
1015001 · Adminstration Salaries	175,219.89	177,066.54	-1,846.65	98.96%
1015005 · Insurance	109,514.25	150,000.00	-40,485.75	73.01%
1015011 · Staff Development	15,109.99	16,000.00	-890.01	94.44%
1015012 · Travel Expenses	6,916.63	7,000.00	-83.37	98.81%
1015013 · Membership Dues	4,633.00	5,400.00	-767.00	85.8%
1015014 · Human Resources	6,539.03	3,000.00	3,539.03	217.97%
1015201 · Payroll Services	6,624.94	7,000.00	-375.06	94.64%
1015202 · Legal Services (Library)	11,340.00	10,000.00	1,340.00	113.4%
1015203 · Accounting Services	8,012.50	10,000.00	-1,987.50	80.13%
1015204 · Bank Fees	1,668.81	1,500.00	168.81	111.25%
1015205 · Trustee Development	2,217.39	2,000.00	217.39	110.87%
1015305 · Bindery	10.00	0.00	10.00	100.0%
1015307 · Office supplies - Toner	646.47	4,000.00	-3,353.53	16.16%
1015308 · Office Supplies - Copier paper	1,474.40	2,800.00	-1,325.60	52.66%
1015310 · Office Supplies - Admin	1,479.07	2,000.00	-520.93	73.95%
1015311 · Postage	3,416.73	4,000.00	-583.27	85.42%

Plainfield Public Library
Library Fund Income Statement
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	$ Over Budget	% of Budget
1015313 · Newsletter	36,668.00	50,000.00	-13,332.00	73.34%
1015314 · Web Page Development	4,710.00	5,000.00	-290.00	94.2%
1015315 · Printing - General	347.24	400.00	-52.76	86.81%
1015316 · Printing - Legal	1,154.39	2,100.00	-945.61	54.97%
1015317 · Telephone	10,155.54	16,800.00	-6,644.46	60.45%
1015318 · Public Relations (Library)	19,200.83	25,000.00	-5,799.17	76.8%
1015322 · Contingencies Operating Fund	25,355.53	10,000.00	15,355.53	253.56%
1015801 · Library - Wide Events	4,948.59	10,100.00	-5,151.41	49.0%
1018001 · Computers (Library)	23,432.46	25,000.00	-1,567.54	93.73%
1018002 · Equipment	250.00	0.00	250.00	100.0%
1018003 · Furniture & Fixtures	19,677.13	15,000.00	4,677.13	131.18%
Total 1015000 · Administration Department	500,722.81	561,166.54	-60,443.73	89.23%
1025000 · Tech Services Dept				
1025001 · Tech Services Salaries	106,437.41	115,666.81	-9,229.40	92.02%
1025306 · Tech Services Process Supply	9,049.56	9,500.00	-450.44	95.26%
1025307 · OCLC	2,565.72	2,570.00	-4.28	99.83%
Total 1025000 · Tech Services Dept	118,052.69	127,736.81	-9,684.12	92.42%
1035000 · Circulation Department				
1035001 · Circulation Salaries	382,555.88	408,002.66	-25,446.78	93.76%
1035003 · Page Salaries	65,627.86	74,024.86	-8,397.00	88.66%
1035308 · Circulation Supplies	14,455.18	14,000.00	455.18	103.25%
1035309 · ILL Lost Items	456.87	1,500.00	-1,043.13	30.46%
1035310 · Home Delivery Supplies	1,092.24	1,500.00	-407.76	72.82%
Total 1035000 · Circulation Department	464,188.03	499,027.52	-34,839.49	93.02%
1045000 · Reference/Adult Services				
1045001 · Reference Salaries	400,859.98	451,182.79	-50,322.81	88.85%
1045101 · Adult Summer Reading	8,968.75	6,000.00	2,968.75	149.48%
1045102 · Adult Programs	14,524.65	15,000.00	-475.35	96.83%
1045103 · Databases - Adult	102,715.04	93,000.00	9,715.04	110.45%
1045104 · Downloadable Materials	89,182.07	78,000.00	11,182.07	114.34%
1045105 · Portable Media Devices - Adult	1,788.85	3,000.00	-1,211.15	59.63%
1045107 · Compact Discs - Adult	3,211.21	5,000.00	-1,788.79	64.22%
1045108 · Videos & DVDs- Adult	25,872.23	27,000.00	-1,127.77	95.82%
1045109 · Audio Books - Adult	26,559.62	27,000.00	-440.38	98.37%
1045110 · Replacement Materials	108.80	1,000.00	-891.20	10.88%
1045112 · Fiction - Adult	25,122.98	26,000.00	-877.02	96.63%
1045113 · Leased Material - Adult	12,618.36	13,000.00	-381.64	97.06%
1045114 · Large Print - Adult	7,014.90	7,000.00	14.90	100.21%
1045115 · Graphic Novels - Adult	4,405.80	5,000.00	-594.20	88.12%
1045116 · Nonfiction - Adult	11,318.44	12,500.00	-1,181.56	90.55%
1045117 · Foreign Language - Adult	5,892.36	10,000.00	-4,107.64	58.92%
1045118 · Reference - Adult	2,992.03	3,000.00	-7.97	99.73%
1045119 · Standing Orders - Adult	3,983.92	5,000.00	-1,016.08	79.68%
1045120 · Periodicals - Adult	8,422.07	10,000.00	-1,577.93	84.22%
1045121 · Purchase On Demand	9,056.43	10,000.00	-943.57	90.56%

Plainfield Public Library
Library Fund Income Statement
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	$ Over Budget	% of Budget
1045123 · Exxon Mobile Grant Expenditures	1,700.00	2,000.00	-300.00	85.0%
1045125 · Other Donation Expenses	627.79	500.00	127.79	125.56%
1045212 · Instructors and Facilitators	1,625.00	5,500.00	-3,875.00	29.55%
1045305 · Bindery	0.00	400.00	-400.00	0.0%
1045306 · Microfilming Supplies	5,425.91	4,000.00	1,425.91	135.65%
1045310 · Department Supplies - Adult	1,739.31	2,500.00	-760.69	69.57%
1045405 · Local History Supplies	1,958.17	2,500.00	-541.83	78.33%
Total 1045000 · Reference/Adult Services	777,694.67	825,082.79	-47,388.12	94.26%
1055000 · Youth Services				
1055001 · Youth Services Salaries	399,644.90	412,959.95	-13,315.05	96.78%
1055101 · Summer Reading - Childrens	10,741.35	8,000.00	2,741.35	134.27%
1055102 · JUV Programs	5,436.00	5,000.00	436.00	108.72%
1055103 · Databases - YS/YA	23,164.17	25,000.00	-1,835.83	92.66%
1055104 · Downloadable Materials YS/YA	548.09	2,500.00	-1,951.91	21.92%
1055105 · Portable Media Devices - YS/YA	0.00	1,750.00	-1,750.00	0.0%
1055107 · Compact Discs - Children's	811.35	2,500.00	-1,688.65	32.45%
1055108 · Videos & DVDs - Children's	8,298.84	14,000.00	-5,701.16	59.28%
1055109 · Audio Books - Children's	1,538.79	6,600.00	-5,061.21	23.32%
1055112 · Fiction - Children's	14,394.40	16,500.00	-2,105.60	87.24%
1055116 · Nonfiction - Children's	48,511.66	35,000.00	13,511.66	138.61%
1055118 · Reference - Children's	0.00	2,000.00	-2,000.00	0.0%
1055119 · Standing Orders - Children's	1,728.78	6,000.00	-4,271.22	28.81%
1055120 · Periodicals - Children's	2,190.14	1,500.00	690.14	146.01%
1055123 · Easy Fiction	15,711.30	20,000.00	-4,288.70	78.56%
1055125 · Other Donation Expenses	252.46	500.00	-247.54	50.49%
1055310 · Department Supplies - Y/S	2,653.40	9,500.00	-6,846.60	27.93%
Total 1055000 · Youth Services	535,625.63	569,309.95	-33,684.32	94.08%
1065000 · Young Adult Services				
1065101 · Summer Reading - YA	5,775.78	3,300.00	2,475.78	175.02%
1065102 · YA Programs	3,830.00	3,500.00	330.00	109.43%
1065106 · Software - YA	1,498.32	1,500.00	-1.68	99.89%
1065107 · Compact Discs - YA	1,379.98	1,800.00	-420.02	76.67%
1065108 · Videos & DVDs - YA	3,364.35	4,500.00	-1,135.65	74.76%
1065109 · Audio Books - YA	893.00	2,800.00	-1,907.00	31.89%
1065112 · Fiction - YA	11,693.63	16,000.00	-4,306.37	73.09%
1065116 · Nonfiction - YA	2,777.59	8,000.00	-5,222.41	34.72%
1065119 · Standing Orders - YA	0.00	4,500.00	-4,500.00	0.0%
1065120 · Periodicals - YA	353.30	1,200.00	-846.70	29.44%
Total 1065000 · Young Adult Services	31,565.95	47,100.00	-15,534.05	67.02%
1075000 · Community Relations Dept				
1075001 · Community Relations Salaries	42,838.31	46,902.82	-4,064.51	91.33%
1075123 · Comm. Relations Print Materials	109.95	500.00	-390.05	21.99%
1075310 · Comm. Relations Supplies	106.14	1,000.00	-893.86	10.61%
Total 1075000 · Community Relations Dept	43,054.40	48,402.82	-5,348.42	88.95%
1095000 · Service Arrangements				

Plainfield Public Library
Library Fund Income Statement
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	$ Over Budget	% of Budget
1095206 · Pinnacle Cooperative	51,702.75	52,000.00	-297.25	99.43%
1095207 · Computer Maintenance Agreement	64,050.00	60,000.00	4,050.00	106.75%
1095209 · Email & Web Hosting Fees	4,438.33	6,500.00	-2,061.67	68.28%
1095210 · Lease Agreements	36,530.22	29,750.00	6,780.22	122.79%
1095211 · Subscription Services	52,037.24	45,000.00	7,037.24	115.64%
1095301 · Software	3,155.17	8,000.00	-4,844.83	39.44%
1095302 · Computer Supplies	185.62	1,000.00	-814.38	18.56%
1095303 · Data Lines	2,985.31	3,000.00	-14.69	99.51%
1095802 · Unemployment Exp	816.48	3,000.00	-2,183.52	27.22%
1095805 · Liab Ins. - Property/Package	18,965.00	19,000.00	-35.00	99.82%
1095806 · Liab Ins. - Workers Comp	757.00	6,053.00	-5,296.00	12.51%
Total 1095000 · Service Arrangements	235,623.12	233,303.00	2,320.12	100.99%
Total Expense	2,706,527.30	2,911,129.43	-204,602.13	92.97%
Net Ordinary Income	1,424,469.45	266,497.92	1,157,971.53	534.51%
Net Income	1,424,469.45	266,497.92	1,157,971.53	534.51%

Plainfield Public Library
Audit Fund Income Statement
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3004001 · Real Estate Taxes (Audit)	6,255.20	8,919.23	-2,664.03	70.13%
3004400 · Tax Escrow Interest - Audit	0.00	10.00	-10.00	0.0%
Total Income	6,255.20	8,929.23	-2,674.03	70.05%
Gross Profit	6,255.20	8,929.23	-2,674.03	70.05%
Expense				
3005218 · Audit Expense	8,900.00	8,250.00	650.00	107.88%
Total Expense	8,900.00	8,250.00	650.00	107.88%
Net Ordinary Income	-2,644.80	679.23	-3,324.03	-389.38%
Net Income	-2,644.80	679.23	-3,324.03	-389.38%

Plainfield Public Library
Building and Site Fund
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5004001 · Real Estate Taxes - Site Fund	229,878.89	222,980.63	6,898.26	103.09%
5004400 · Tax Escrow Interest - Site Fund	0.00	10.00	-10.00	0.0%
5004500 · Lighting Grant	0.00	0.00	0.00	0.0%
Total Income	229,878.89	222,990.63	6,888.26	103.09%
Gross Profit	229,878.89	222,990.63	6,888.26	103.09%
Expense				
508399 · Contingency Expense	0.00	0.00	0.00	0.0%
5085000 · Building and Site Expenses				
5085001 · Building Maintenance Salaries	81,155.36	84,527.35	-3,371.99	96.01%
Total 5085000 · Building and Site Expenses	81,155.36	84,527.35	-3,371.99	96.01%
5085212 · Custodial Services	32,980.00	36,000.00	-3,020.00	91.61%
5085213 · Disposal Services	2,771.78	4,600.00	-1,828.22	60.26%
5085214 · Building Maintenance Agreement	4,181.87	5,000.00	-818.13	83.64%
5085215 · Equipment Maintenance Agreement	7,144.04	18,000.00	-10,855.96	39.69%
5085216 · Building Repair	48,535.60	50,000.00	-1,464.40	97.07%
5085217 · Equipment Repair	35,000.00	35,000.00	0.00	100.0%
5085399 · Contingencies	1,200.00	20,000.00	-18,800.00	6.0%
5085601 · Utilities - Electric	48,382.65	47,000.00	1,382.65	102.94%
5085602 · Utilities - Gas	5,208.25	7,000.00	-1,791.75	74.4%
5085603 · Utilities - Water	3,226.42	3,360.00	-133.58	96.02%
5085604 · Building Supplies	8,068.25	10,000.00	-1,931.75	80.68%
5085605 · Equipment & Tools	5,296.01	6,000.00	-703.99	88.27%
5085606 · Janitorial Supplies	9,968.83	10,000.00	-31.17	99.69%
Total Expense	293,119.06	336,487.35	-43,368.29	87.11%
Net Ordinary Income	-63,240.17	-113,496.72	50,256.55	55.72%
Net Income	-63,240.17	-113,496.72	50,256.55	55.72%

Plainfield Public Library
FICA Fund Income Statement
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2004001 · Real Estate Taxes (FICA)	143,869.81	155,194.52	-11,324.71	92.7%
2004100 · FICA Tax Escrow Interesr	0.00	10.00	-10.00	0.0%
Total Income	143,869.81	155,204.52	-11,334.71	92.7%
Gross Profit	143,869.81	155,204.52	-11,334.71	92.7%
Expense				
2005011 · FICA Expense	124,442.00	138,278.30	-13,836.30	89.99%
Total Expense	124,442.00	138,278.30	-13,836.30	89.99%
Net Ordinary Income	19,427.81	16,926.22	2,501.59	114.78%
Net Income	**19,427.81**	**16,926.22**	**2,501.59**	**114.78%**

Plainfield Public Library
IMRF Fund Income Statement
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2504001 · Real Estate Taxes (IMRF)	201,730.47	217,629.09	-15,898.62	92.7%
2504400 · IMRF Tax Escrow Interest	0.00	10.00	-10.00	0.0%
Total Income	201,730.47	217,639.09	-15,908.62	92.69%
Gross Profit	201,730.47	217,639.09	-15,908.62	92.69%
Expense				
2505012 · IMRF Expense-ER	169,841.73	201,867.02	-32,025.29	84.14%
Total Expense	169,841.73	201,867.02	-32,025.29	84.14%
Net Ordinary Income	31,888.74	15,772.07	16,116.67	202.19%
Net Income	31,888.74	15,772.07	16,116.67	202.19%

Plainfield Public Library
Reserve Fund
July 2017 through June 2018

	Jul '17 - Jun 18	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
7504250 · Grants - Construction	0.00	0.00	0.00	0.0%
7504400 · Interest	2,286.98	10.00	2,276.98	22,869.8%
7504450 · Prime Account Interest	0.00	0.00	0.00	0.0%
7504504 · Impact Fees	37,838.00	25,000.00	12,838.00	151.35%
7504505 · Transfer in from other Accounts	0.00	0.00	0.00	0.0%
7504810 · In from General Fund	-980,000.00	250,000.00	-1,230,000.00	-392.0%
7504900 · Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	-939,875.02	275,010.00	-1,214,885.02	-341.76%
Gross Profit	-939,875.02	275,010.00	-1,214,885.02	-341.76%
Expense				
7505213 · Legal services	0.00	2,000.00	-2,000.00	0.0%
7508005 · Real Estate Acquistion	0.00	0.00	0.00	0.0%
7508006 · BLDG Development	0.00	0.00	0.00	0.0%
7508007 · Demolition Costs	0.00	20,000.00	-20,000.00	0.0%
7508008 · Building Improvements	46,867.52	150,000.00	-103,132.48	31.25%
7509010 · Out to General Fund	0.00	0.00	0.00	0.0%
Total Expense	46,867.52	172,000.00	-125,132.48	27.25%
Net Ordinary Income	-986,742.54	103,010.00	-1,089,752.54	-957.91%
Net Income	-986,742.54	103,010.00	-1,089,752.54	-957.91%

Plainfield Public Library
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Type	Memo	Account	Split	Amount
Agne, Lance				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-27.25
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-27.25
Amazon				
Bill	Ipad holder replacement	0002001 · Accounts Payable	1035308 · Circulation Supplies	-23.98
Bill Pmt -CCard	Ipad holder replacement	0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-23.98
Bill	Hardin Memorial Donation	0002001 · Accounts Payable	1035308 · Circulation Supplies	-79.95
Bill	Hardin Memorial Donation	0002001 · Accounts Payable	1035308 · Circulation Supplies	-94.48
Bill	Hardin Memorial Donation	0002001 · Accounts Payable	1035308 · Circulation Supplies	-23.90
Bill Pmt -CCard	Hardin Memorial Donation	0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-79.95
Bill Pmt -CCard	Hardin Memorial Donation	0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-94.48
Bill Pmt -CCard	Hardin Memorial Donation	0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-23.90
Bill	Hardin Memorial Donation	0002001 · Accounts Payable	1035308 · Circulation Supplies	-129.99
Bill Pmt -CCard	Hardin Memorial Donation	0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-129.99
Bill	Hardin Memorial Donation	0002001 · Accounts Payable	-SPLIT-	-194.14
Bill Pmt -CCard	Hardin Memorial Donation	0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-194.14
Bill	Hardin Memorial Donation	0002001 · Accounts Payable	1035308 · Circulation Supplies	-131.50
Bill	Hardin Memorial Donation	0002001 · Accounts Payable	1035308 · Circulation Supplies	-9.48
Bill	Hardin Memorial Donation	0002001 · Accounts Payable	1035308 · Circulation Supplies	-27.49
Bill Pmt -CCard	Hardin Memorial Donation	0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-131.50
Bill Pmt -CCard	Hardin Memorial Donation	0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-9.48
Bill Pmt -CCard	Hardin Memorial Donation	0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-27.49
American Library Association, alastore				
Bill		0002001 · Accounts Payable	1035308 · Circulation Supplies	-98.65
Bill Pmt -CCard		0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-98.65
Anderson				
Bill	Pest Management - June 2018	0002001 · Accounts Payable	5085214 · Building Maintenance Agreemer	-91.78
Bill Pmt -Check	Pest Management - June 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-91.78
Andromeda Technology Solutions				
Bill	Labor for Camera/Access Control	0002001 · Accounts Payable	5085216 · Building Repair	-215.00
Bill Pmt -Check	Labor for Camera/Access Control	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-215.00
Archer, Mick				
Bill Pmt -Check	Program - 6/27/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-350.00
Bill	Program - 6/27/18	0002001 · Accounts Payable	1045102 · Adult Programs	-350.00
AT&T				
Bill Pmt -Check	Account # 131015428	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-127.51
Bill	Account # 131015428	0002001 · Accounts Payable	-SPLIT-	-122.81
Baker & Taylor - Continuation Service				
Bill		0002001 · Accounts Payable	1045119 · Standing Orders - Adult	-246.55
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-560.80
Bill		0002001 · Accounts Payable	1045119 · Standing Orders - Adult	-30.51
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-277.06
Baker & Taylor Books-				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-7,214.91
Bill		0002001 · Accounts Payable	-SPLIT-	-930.29
Bill		0002001 · Accounts Payable	1055112 · Fiction - Children's	-182.57
Bill		0002001 · Accounts Payable	1055123 · Easy Fiction	-244.69
Bill		0002001 · Accounts Payable	1045115 · Graphic Novels - Adult	-64.00
Bill		0002001 · Accounts Payable	-SPLIT-	-303.74
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-17.34
Bill		0002001 · Accounts Payable	1045121 · Purchase On Demand	-124.17
Bill		0002001 · Accounts Payable	-SPLIT-	-459.75
Bill		0002001 · Accounts Payable	-SPLIT-	-140.24
Bill		0002001 · Accounts Payable	1045121 · Purchase On Demand	-82.61
Bill		0002001 · Accounts Payable	1055123 · Easy Fiction	-120.91
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-44.00
Bill		0002001 · Accounts Payable	-SPLIT-	-510.75
Bill		0002001 · Accounts Payable	1045121 · Purchase On Demand	-80.87
Bill		0002001 · Accounts Payable	-SPLIT-	-404.41
Bill		0002001 · Accounts Payable	-SPLIT-	-118.78
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-9,179.94
Bill		0002001 · Accounts Payable	1045115 · Graphic Novels - Adult	-49.84

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Bill		0002001 · Accounts Payable	-SPLIT-	-410.27
Bill		0002001 · Accounts Payable	-SPLIT-	-855.98
Bill		0002001 · Accounts Payable	-SPLIT-	-39.53
Bill		0002001 · Accounts Payable	1045102 · Adult Programs	-679.28
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-67.52
Bill		0002001 · Accounts Payable	-SPLIT-	-86.16
Bill		0002001 · Accounts Payable	-SPLIT-	-181.75
Bill		0002001 · Accounts Payable	-SPLIT-	-9.64
Bill		0002001 · Accounts Payable	-SPLIT-	-523.71
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-2,034.67
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-2,443.57
Baker & Taylor Entertainment				
Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-75.14
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-27.59
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-75.14
Balazs, Steve				
Bill Pmt -Check	Program - 6/25/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-650.00
Bill	Program - 6/25/18	0002001 · Accounts Payable	1055101 · Summer Reading - Childrens	-650.00
Barys, Marisa				
Bill Pmt -Check	Tuition Reimbursement - LIBRA -1104	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-225.00
BC Basecamp				
Bill		0002001 · Accounts Payable	1095211 · Subscription Services	-50.00
Bill Pmt -CCard		0001901 · Credit Card (Director)	0002001 · Accounts Payable	-50.00
Beaird, Tina				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-44.00
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-51.23
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-51.23
Bill	Food for OPAC meeting	0002001 · Accounts Payable	1015011 · Staff Development	-9.77
Bill Pmt -Check	Food for OPAC meeting	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-9.77
Blackstone Audio, Inc.				
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-50.00
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-2,025.87
Credit		0002001 · Accounts Payable	1045109 · Audio Books - Adult	50.00
Blue Sky Impressions, LLC				
Bill Pmt -Check	VOID: Non-adhesive notepad; check ret	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	0.00
Bill		0002001 · Accounts Payable	1015318 · Public Relations (Library)	-479.16
Bill Pmt -CCard		0001901 · Credit Card (Director)	0002001 · Accounts Payable	-479.16
Bill		0002001 · Accounts Payable	-SPLIT-	-452.89
Bill Pmt -CCard		0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-452.89
Boxwood Technology Inc. - NPO.net				
Bill		0002001 · Accounts Payable	1015014 · Human Resources	-75.00
Bill Pmt -CCard		0001901 · Credit Card (Director)	0002001 · Accounts Payable	-75.00
Brilliance Publishing, Inc.				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-124.96
Call One				
Bill Pmt -Check	Account # 1121549	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-601.44
Bill	Account # 1121549	0002001 · Accounts Payable	1015317 · Telephone	-601.44
Cardmember Service				
Bill	Account # 4246 3151 3961 3085	0002001 · Accounts Payable	-SPLIT-	-22,469.24
Bill Pmt -Check	Account # 4246 3151 3961 3085	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-22,469.24
CareerBuilder Employment Screening, LLC				
Bill	Employment Screening Services	0002001 · Accounts Payable	1015014 · Human Resources	-44.00
Bill Pmt -Check	Employment Screening Services	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-44.00
CBIZ Valuation Group, LLC				
Bill Pmt -Check	Capital Asset Inventory And Valuation Se	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,960.00
Center Point Large Print				
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-140.22
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-140.22
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-140.22
Chan, Alex				
Bill	Program - 6/13/18	0002001 · Accounts Payable	1065101 · Summer Reading - YA	-50.00
Bill Pmt -Check	Program - 6/13/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-50.00

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Type	Memo	Account	Split	Amount
Children's Plus Inc.				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-7,301.51
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-2,064.95
Cintas				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-111.32
Bill		0002001 · Accounts Payable	5085214 · Building Maintenance Agreemer	-59.42
Bill		0002001 · Accounts Payable	5085214 · Building Maintenance Agreemer	-59.42
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-115.08
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-59.42
Bill		0002001 · Accounts Payable	5085214 · Building Maintenance Agreemer	-59.42
Bill		0002001 · Accounts Payable	5085214 · Building Maintenance Agreemer	-59.42
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-59.42
Comcast				
Bill	Account # 8771 20 160 0441566	0002001 · Accounts Payable	1095303 · Data Lines	-129.85
Bill Pmt -Check	Account # 8771 20 160 0441566	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-129.85
ComEd				
Bill Pmt -Check	Account # 8616315012	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-45.71
Bill	Account # 8616315012	0002001 · Accounts Payable	5085601 · Utilities - Electric	-69.86
Bill Pmt -Check	Account # 8616315012	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-69.86
Complete Cleaning Company				
Bill	Cleaning Services - June 2018	0002001 · Accounts Payable	5085212 · Custodial Services	-2,650.00
Bill Pmt -Check	Cleaning Services - June 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-2,650.00
Corporate Imaging				
Bill		0002001 · Accounts Payable	1045102 · Adult Programs	-650.83
Bill Pmt -CCard		0001912 · Credit Card (Events)	0002001 · Accounts Payable	-650.83
Creekside Printing				
Bill Pmt -Check	Newsletter	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-6,397.00
Cross Points Sales, Inc.				
Bill Pmt -Check	Fire Alarm Monitoring - 3rd Quarter 201	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-150.00
Crown Awards				
Bill		0002001 · Accounts Payable	1035310 · Home Delivery Supplies	-11.99
Bill Pmt -CCard		0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-11.99
CTC Constant Contact				
Bill		0002001 · Accounts Payable	1015318 · Public Relations (Library)	-100.94
Bill Pmt -CCard		0001901 · Credit Card (Director)	0002001 · Accounts Payable	-100.94
D&Z HOUSE OF BOOKS				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-463.16
De Fazio, Veronica				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-41.42
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-41.42
Demco Software				
Bill	Events & Room Reserve Maintenance:4,	0002001 · Accounts Payable	1095211 · Subscription Services	-520.00
Bill Pmt -Check	Events & Room Reserve Maintenance:4,	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-520.00
Deszcz, Judith				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-67.31
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-67.31
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-41.26
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-41.26
Enterprise Newspapers, Inc.				
Bill	Legal Ad - Tentative Budget & Appropri	0002001 · Accounts Payable	1015316 · Printing - Legal	-53.75
Bill Pmt -Check	Legal Ad - Tentative Budget & Appropri	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-53.75
Everbank Commercial Finance, Inc.				
Bill	Account # 20325766	0002001 · Accounts Payable	1095210 · Lease Agreements	-1,623.08
Bill Pmt -Check	Account # 20325766	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,623.08
Facebook				
Bill		0002001 · Accounts Payable	1015318 · Public Relations (Library)	-243.54
Bill		0002001 · Accounts Payable	1015318 · Public Relations (Library)	-506.46
Bill Pmt -CCard		0001901 · Credit Card (Director)	0002001 · Accounts Payable	-243.54
Bill Pmt -CCard		0001901 · Credit Card (Director)	0002001 · Accounts Payable	-506.46
Bill		0002001 · Accounts Payable	1015318 · Public Relations (Library)	-134.75
Bill Pmt -CCard		0001901 · Credit Card (Director)	0002001 · Accounts Payable	-134.75
Bill		0002001 · Accounts Payable	1015318 · Public Relations (Library)	-131.12

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Type	Memo	Account	Split	Amount
Bill Pmt -CCard		0001901 · Credit Card (Director)	0002001 · Accounts Payable	-131.12
Fears Construction & Remodeling				
Bill	Remodel Employee Bathroom	0002001 · Accounts Payable	7508008 · Building Improvements	-3,200.00
Bill Pmt -Check	Remodel Employee Bathroom	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-3,200.00
Finnegan, Donna				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-35.00
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-35.00
First Advantage Occupational Health S.				
Bill	Account # 947576	0002001 · Accounts Payable	1015014 · Human Resources	-31.51
Fisk, Terry				
Bill	Program - 6/8/18	0002001 · Accounts Payable	1065101 · Summer Reading - YA	-350.00
Forte Payment Systems, Inc.				
Bill Pmt -Check	Equipment Warranty Fee - May 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-5.00
Bill	Equipment Warranty Fee- June 2018	0002001 · Accounts Payable	5085215 · Equipment Maintenance Agreen	-5.00
Fresh Concept Enterprises, Inc.				
Bill Pmt -CCard		0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-645.60
Bill		0002001 · Accounts Payable	1015318 · Public Relations (Library)	-645.60
Gale / Cengage Learning				
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-49.38
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-76.02
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-595.38
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-115.96
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-29.59
Bill		0002001 · Accounts Payable	1045114 · Large Print - Adult	-59.18
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-125.40
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-204.73
Google				
Bill	Google Cloud : 5/1/18-5/31/18	0002001 · Accounts Payable	1095209 · Email & Web Hosting Fees	-281.44
Bill Pmt -CCard	Google Cloud : 5/1/18-5/31/18	0001901 · Credit Card (Director)	0002001 · Accounts Payable	-281.44
Bill	Google Cloud: 6/1/18-6/30/18	0002001 · Accounts Payable	1095209 · Email & Web Hosting Fees	-279.16
Grey House Publishing				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-158.50
Groot, Inc.				
Bill	Billing Period: 6/1/18-6/30/18	0002001 · Accounts Payable	5085213 · Disposal Services	-276.12
Bill Pmt -Check	Billing Period: 6/1/18-6/30/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-276.12
Hartley, Aimee				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-102.46
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-102.46
Health Care Service Corp.- Medical				
Bill Pmt -Check	Account # 187120	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-10,645.76
Hess, Tania				
Bill	ESL Achievement Award	0002001 · Accounts Payable	1045102 · Adult Programs	-25.23
Bill Pmt -Check	ESL Achievement Award	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-25.23
Impact Networking, LLC				
Bill	Contract coverage charge - 3/20/18-6/1	0002001 · Accounts Payable	1015308 · Office Supplies - Copier paper	-1,083.53
Bill Pmt -Check	Contract coverage charge - 3/20/18-6/1	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,083.53
Interiors for Business, Inc.				
Bill	Torsion Air Chairs & Nesting Tables	0002001 · Accounts Payable	1018003 · Furniture & Fixtures	-11,895.94
Bill	Steelcase Chairs	0002001 · Accounts Payable	1015322 · Contingencies Operating Fund	-20,455.53
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-32,351.47
Jackson, Melinda				
Bill	Library & Info. Science MLS-Online	0002001 · Accounts Payable	1015011 · Staff Development	-450.00
Bill Pmt -Check	Library & Info. Science MLS-Online	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-450.00
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-81.16
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-81.16
Jewel-Osco				
Bill		0002001 · Accounts Payable	1045102 · Adult Programs	-47.50
Bill Pmt -CCard		0001912 · Credit Card (Events)	0002001 · Accounts Payable	-47.50
Joliet Junior College				
Bill	Program - 6/11/18	0002001 · Accounts Payable	1055101 · Summer Reading - Childrens	-150.00
Kin-ko Ace Stores, Inc.				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-190.03

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Type	Memo	Account	Split	Amount
Bill		0002001 · Accounts Payable	5085605 · Equipment & Tools	-32.99
Bill		0002001 · Accounts Payable	5085604 · Building Supplies	-11.98
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-49.89
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-11.98
Bill		0002001 · Accounts Payable	5085605 · Equipment & Tools	-79.99
Kohn, Kara				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-92.00
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-92.00
Lamarre, Helene				
Bill Pmt -Check	Job Club - 6/20/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-75.00
Bill	Job Club - 6/20/18	0002001 · Accounts Payable	1045212 · Instructors and Facilitators	-75.00
Lambert, Michael				
Bill	Program - 6/18/18	0002001 · Accounts Payable	1045102 · Adult Programs	-100.00
Lane, Tracey				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-38.48
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-38.48
Legends of America				
Bill		0002001 · Accounts Payable	1035310 · Home Delivery Supplies	-137.45
Bill Pmt -CCard		0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-117.90
Credit	Vendor did not have items	0002001 · Accounts Payable	1035308 · Circulation Supplies	19.55
Library Market				
Bill Pmt -Check	Library Calendar - Annual Subscription	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-2,250.00
Lizzie's Garden				
Bill	Boy Scout Donation	0002001 · Accounts Payable	5085216 · Building Repair	-107.99
Bill Pmt -CCard	Boy Scout Donation	0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-107.99
Maddox, Michael				
Bill Pmt -Check	Program - 6/20/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-375.00
Bill	Program - 6/20/18	0002001 · Accounts Payable	1045102 · Adult Programs	-375.00
Management Association				
Bill	2018 Laconi Library Survey	0002001 · Accounts Payable	1015011 · Staff Development	-100.00
Bill Pmt -Check	Benchmarking	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,000.00
Bill Pmt -Check	2018 Laconi Library Survey	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-100.00
Bill	Library Directors Roundtable Series	0002001 · Accounts Payable	1015011 · Staff Development	-100.00
Bill Pmt -CCard	Library Directors Roundtable Series	0001901 · Credit Card (Director)	0002001 · Accounts Payable	-100.00
McBrien, Chris				
Bill	Program - 6/14/18	0002001 · Accounts Payable	1055101 · Summer Reading - Childrens	-350.00
McCully, Nancy				
Bill	Program - 6/12/18	0002001 · Accounts Payable	1045102 · Adult Programs	-220.00
Medibank				
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-9.92
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-20.00
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-113.64
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-41.69
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-142.44
Check		1001003 · Checking Account (Library)	1015005 · Insurance	-200.00
Meijer				
Credit	Refund for tax charge	0002001 · Accounts Payable	1055101 · Summer Reading - Childrens	3.15
MidAmerican Energy Services, LLC				
Bill Pmt -Check	Account # 255824	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-3,784.28
Bill	Account #255824	0002001 · Accounts Payable	5085601 · Utilities - Electric	-4,678.41
Bill Pmt -Check	Account #255824	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-4,678.41
Midwest Tape				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-4,669.51
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-22.49
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-22.49
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-58.47
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-22.49
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-35.98
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-76.47
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-11.99
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-52.48
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-17.24

Plainfield Public Library
Transaction List by Vendor
June 2018

Type	Memo	Account	Split	Amount
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-75.94
Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-79.83
Bill		0002001 · Accounts Payable	1065107 · Compact Discs - YA	-11.19
Bill		0002001 · Accounts Payable	1065107 · Compact Discs - YA	-10.39
Bill		0002001 · Accounts Payable	1065108 · Videos & DVDs - YA	-35.98
Bill		0002001 · Accounts Payable	-SPLIT-	-30.88
Bill		0002001 · Accounts Payable	1065107 · Compact Discs - YA	-22.38
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-64.47
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-26.23
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-55.97
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-15.99
Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-20.98
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-39.98
Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-11.99
Bill		0002001 · Accounts Payable	1065108 · Videos & DVDs - YA	-26.24
Bill		0002001 · Accounts Payable	-SPLIT-	-55.52
Bill		0002001 · Accounts Payable	-SPLIT-	-14.04
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-3,022.85
Bill		0002001 · Accounts Payable	1065107 · Compact Discs - YA	-13.99
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-74.97
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-52.48
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-35.23
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-23.99
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-22.49
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-19.99
Bill		0002001 · Accounts Payable	1055108 · Videos & DVDs - Children's	-47.96
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-112.45
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-11.99
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-21.59
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-11.99
Bill		0002001 · Accounts Payable	1045108 · Videos & DVDs- Adult	-60.38
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-642.89
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-308.84
NCPERS Group Life Ins.				
Bill Pmt -Check	Premium - June 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-96.00
Nelson, Jodie				
Bill	Supplies - Caribbean Foot Jewelry	0002001 · Accounts Payable	1055101 · Summer Reading - Childrens	-7.96
Bill Pmt -Check	Supplies - Caribbean Foot Jewelry	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-7.96
New Readers Press				
Bill	News for You - 10 additonal copies	0002001 · Accounts Payable	1045120 · Periodicals - Adult	-151.85
Bill Pmt -Check	News for You - 10 additonal copies	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-151.85
Nicor Gas				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-250.05
Bill	Account # 66-74-59-1701 4	0002001 · Accounts Payable	5085602 · Utilities - Gas	-16.12
Bill	Account # 69-33-59-1000 1	0002001 · Accounts Payable	5085602 · Utilities - Gas	-23.50
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-39.62
Obirek, Kathleen				
Bill	Program - 6/9/18	0002001 · Accounts Payable	1045102 · Adult Programs	-295.00
Oriental Trading				
Bill	The Great American Read Grant	0002001 · Accounts Payable	1045125 · Other Donation Expenses	-39.95
Bill Pmt -CCard	The Great American Read Grant	0001912 · Credit Card (Events)	0002001 · Accounts Payable	-39.95
Pappas, Lisa				
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-414.20
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-414.20
Paypal				
Bill		0002001 · Accounts Payable	1015801 · Library - Wide Events	-51.75
Bill Pmt -CCard		0001914 · Credit Card (Comm. Relations)	0002001 · Accounts Payable	-51.75
Penguin Random House LLC				
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-60.00
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-26.25
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-56.25
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-507.75

Plainfield Public Library
Transaction List by Vendor
June 2018

Type	Memo	Account	Split	Amount
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-33.75
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-176.25
PermaCard				
Bill		0002001 · Accounts Payable	1035308 · Circulation Supplies	-1,016.86
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,016.86
Petersen, Michelle				
Bill Pmt -Check	Reimbursement for Fandom Fest T-shirt	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-12.50
Bill	Mileage	0002001 · Accounts Payable	1015012 · Travel Expenses	-28.34
Bill Pmt -Check	Mileage	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-28.34
Pinnacle Library Cooperative				
Bill		0002001 · Accounts Payable	-SPLIT-	-118,143.37
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-118,143.37
Plainfield Area Chamber				
Bill	Clubs, Service Organizations, Churches	0002001 · Accounts Payable	1015318 · Public Relations (Library)	-100.00
Bill	May Greeter Program	0002001 · Accounts Payable	1015318 · Public Relations (Library)	-164.50
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-264.50
Bill	June Greeter Program	0002001 · Accounts Payable	1015318 · Public Relations (Library)	-161.00
PLIC - SBD Grand Island				
Bill Pmt -Check	Account # 1065621-10001	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-717.21
Postmaster				
Bill	Permit # 131	0002001 · Accounts Payable	1015313 · Newsletter	-225.00
Bill Pmt -Check	Permit # 131	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-225.00
Proquest				
Bill Pmt -Check	VOID: Joliet Herald 1912, 1913, 1914; ne	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	0.00
Bill Pmt -Check	Evening Herald	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,662.98
Rainbow Book Company				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,075.14
Bill		0002001 · Accounts Payable	1055116 · Nonfiction - Children's	-41.97
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-306.38
Rand, Janet				
Bill Pmt -Check	Job Club - 6/20/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-100.00
Bill	Job Club - 6/20/18	0002001 · Accounts Payable	1045212 · Instructors and Facilitators	-100.00
Reader Service				
Bill	Harlequin - June 2018	0002001 · Accounts Payable	1045112 · Fiction - Adult	-38.40
Bill Pmt -Check	Harlequin - June 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-38.40
Recorded Books, Inc.				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-105.95
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-35.99
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-30.20
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-21.40
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-21.40
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-315.38
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-30.20
Bill		0002001 · Accounts Payable	1055109 · Audio Books - Children's	-206.20
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-30.20
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-21.40
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-73.00
Bill		0002001 · Accounts Payable	1065109 · Audio Books - YA	-334.20
Bill		0002001 · Accounts Payable	1045109 · Audio Books - Adult	-97.80
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-804.19
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-97.80
Riconosciuto, Robyn				
Bill	Program - 6/12/18	0002001 · Accounts Payable	1065101 · Summer Reading - YA	-200.00
Rivistas Subscription Services				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,110.99
Bill Pmt -Check	Adult Magazines Renewal	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-6,815.47
RMG				
Bill Pmt -Check	Boiler Repair	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,500.00
Bill	Boiler repair	0002001 · Accounts Payable	5085216 · Building Repair	-3,750.00
Bill	Remove Boiler Pump	0002001 · Accounts Payable	5085216 · Building Repair	-625.00
Bill	Material for replacement of Dielectrics	0002001 · Accounts Payable	5085216 · Building Repair	-1,025.00
Bill	Material for Boiler Pump	0002001 · Accounts Payable	5085216 · Building Repair	-800.00

Plainfield Public Library
Transaction List by Vendor
June 2018

Type	Memo	Account	Split	Amount
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-6,200.00
Bill	Preventive Maintenance on HVAC	0002001 · Accounts Payable	5085216 · Building Repair	-3,623.85
Bill Pmt -Check	Preventive Maintenance on HVAC	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-3,623.85
Bill	A/C Leaking	0002001 · Accounts Payable	5085215 · Equipment Maintenance Agreen	-625.00
Bill	Work on dielectrics	0002001 · Accounts Payable	-SPLIT-	-8,000.00
Bill	Replacement of dielectrics	0002001 · Accounts Payable	5085605 · Equipment & Tools	-3,153.75
Salem Press				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-163.02
Salsana				
Bill	Program - 6/13/18; final payment	0002001 · Accounts Payable	1055101 · Summer Reading - Childrens	-300.00
Scales and Tales Traveling Zoo				
Bill Pmt -Check	Program - 6/29/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-850.00
Bill	Program - 6/29/18	0002001 · Accounts Payable	-SPLIT-	-850.00
Show Your Logo, Inc.				
Bill	FOL Donation	0002001 · Accounts Payable	1065101 · Summer Reading - YA	-1,999.15
Bill Pmt -Check	FOL Donation	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,999.15
Bill	Market Tote Bags	0002001 · Accounts Payable	1055310 · Department Supplies - Y/S	-234.91
Bill Pmt -Check	Market Tote Bags	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-234.91
Signs by Tomorrow				
Bill Pmt -Check	Summer Reading- outside sign	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-219.55
Smarty Pants World LLC				
Bill Pmt -Check	Program - 6/27/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-499.00
Bill	Program - 6/27/18	0002001 · Accounts Payable	1055101 · Summer Reading - Childrens	-499.00
Smith, Jennifer				
Bill Pmt -Check	Make-A-Mug Program Supplies	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-47.81
Sovereign				
Bill		0002001 · Accounts Payable	1095206 · Pinnacle Cooperative	-170.14
Bill Pmt -CCard		0001901 · Credit Card (Director)	0002001 · Accounts Payable	-170.14
Stamps.com				
Bill		0002001 · Accounts Payable	1015311 · Postage	-15.99
Bill Pmt -CCard		0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-15.99
Sutcliffe, Amy				
Bill Pmt -Check	Program Supplies	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-44.98
T-Mobile				
Bill	Account # 725118701	0002001 · Accounts Payable	1015317 · Telephone	-333.19
Bill Pmt -Check	Account # 725118701	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-333.19
TBS - Today's Business Solutions, Inc.				
Bill	Magna POS renewal: 7/7/18-7/6/19	0002001 · Accounts Payable	1095301 · Software	-821.25
Bill	Annual Billing for 2018	0002001 · Accounts Payable	1095210 · Lease Agreements	-4,649.30
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-5,470.55
Tech Pro Logic				
Bill	Cable Modem	0002001 · Accounts Payable	1018002 · Equipment	-250.00
Bill Pmt -Check	Cable Modem	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-250.00
The Employers Association				
Bill	Recurring FSA	0002001 · Accounts Payable	1015005 · Insurance	-49.00
Bill Pmt -Check	FSA - May 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-49.00
Bill Pmt -Check	Recurring FSA	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-49.00
The Law Offices of Peregrine, Stime				
Bill Pmt -Check	Legal Services: 1/1/18 - 5/31/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,365.00
Thomson Reuters - West				
Bill	5/5/18-6/4/18	0002001 · Accounts Payable	1045119 · Standing Orders - Adult	-94.00
Bill Pmt -Check	5/5/18-6/4/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-94.00
Thornton, Christine				
Bill	Program - 6/19/18	0002001 · Accounts Payable	-SPLIT-	-550.00
Trent James				
Bill Pmt -Check	Program - 6/18/18; Final payment	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-275.00
Bill	Program - 6/18/18; Final payment	0002001 · Accounts Payable	1055101 · Summer Reading - Childrens	-275.00
Tri-K				
Bill		0002001 · Accounts Payable	5085606 · Janitorial Supplies	-1,553.48
Bill		0002001 · Accounts Payable	5085606 · Janitorial Supplies	-833.16
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1,553.48
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-833.16

Plainfield Public Library
Transaction List by Vendor
June 2018

Type	Memo	Account	Split	Amount
Trudy's Flowers				
Bill		0002001 · Accounts Payable	1015011 · Staff Development	-80.63
Bill Pmt -CCard		0001901 · Credit Card (Director)	0002001 · Accounts Payable	-80.63
US Post				
Bill		0002001 · Accounts Payable	1015311 · Postage	-100.00
Bill Pmt -CCard		0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-100.00
Bill		0002001 · Accounts Payable	1015311 · Postage	-50.00
Bill Pmt -CCard		0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-50.00
Bill		0002001 · Accounts Payable	1015311 · Postage	-100.00
Bill Pmt -CCard		0001906 · Credit Card (Circulation)	0002001 · Accounts Payable	-100.00
VALIC				
General Journal	6/11/18 payroll	1001003 · Checking Account (Library)	1002009 · 457 Payable	-443.75
General Journal	06/28/18 payroll	1001003 · Checking Account (Library)	1002009 · 457 Payable	-443.75
Village of Plainfield				
Bill Pmt -Check		0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-281.10
Bill	Account # 209830-001	0002001 · Accounts Payable	5085603 · Utilities - Water	-23.10
Bill	Account # 209930-000	0002001 · Accounts Payable	5085603 · Utilities - Water	-227.82
Vision Service Plan (IL)				
Bill Pmt -Check	June 2018 - Part-time Employees	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-125.43
walgreens				
Bill		0002001 · Accounts Payable	1045102 · Adult Programs	-120.00
Bill Pmt -CCard		0001912 · Credit Card (Events)	0002001 · Accounts Payable	-120.00
Walmart				
Bill		0002001 · Accounts Payable	1045102 · Adult Programs	-96.21
Bill Pmt -CCard		0001912 · Credit Card (Events)	0002001 · Accounts Payable	-96.21
Weblinx Incorporated				
Bill Pmt -Check	Web Site Maintenance - May 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-90.00
Bill	Web Site Maintenance - June 2018	0002001 · Accounts Payable	1095209 · Email & Web Hosting Fees	-90.00
Bill	Online Resources Updates - installment	0002001 · Accounts Payable	1015314 · Web Page Development	-1,575.00
Bill Pmt -Check	Online Resources Updates - installment	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-1575
Bill Pmt -Check	Web Site Maintenance - June 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-90
Webstaurant Store				
Bill		0002001 · Accounts Payable	1045102 · Adult Programs	-27.48
Bill Pmt -CCard		0001912 · Credit Card (Events)	0002001 · Accounts Payable	-27.48
will county clerk				
Check		1001002 · Petty Cash - Imprest	1015305 · Bindery	-10
World Book, Inc.				
Bill Pmt -Check	Database Library: 12/1/17-6/30/18	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-2880.22
Zabinski Consulting Services, Inc.				
Bill Pmt -Check	Accounting Services - April 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-850
Bill Pmt -Check	Accounting Services - May 2018	0001003 · Checking Account Midwest Ban	0002001 · Accounts Payable	-850

Plainfield Public Library District
Director's Report
Lisa Pappas, Director
July 12, 2018

Staff Happenings

Head of Account Services, Michelle Petersen, has accepted a position at the Helen Plum Library in Lombard. Her last day will be July 31. A good-bye party will be held that day from 3 to 5 pm. Michelle had a tremendous impact at our Library and will be dearly missed.

New Head of Technical Services Rebecca Pfenning began this week. Which is a good thing, as part-time Technical Services Assistant Jolanta Radzik, has resigned to accept a full-time cataloging position at Joliet Junior College. We now have 3 of the 4 positions in Technical Services open.

I anticipate being able to announce our new Community Engagement Liaison at the meeting.

FY2018 Board of Trustees Year in Review

Included in your packet is a re-cap of board accomplishments for fiscal year 2018. You are all to be commended for your commitment to this community via your volunteered time as trustees. Thank you!

TIF District Info

I will have a report at the board meeting from a meeting called by the Village Manager on 7/16 for all of the entities that are impacted in the current TIF and the potential TIF.

Library Services Policy Update

The DH team has revised the Library Services policy and Administrative Assistant Aimee Hartley has updated the policy into a new format. Once again, we removed extraneous language, a few unnecessary procedural items and added content for two services that were not previously included: Home Delivery and Youth Services. A marked up version and a new format version have been included in your packet.

Building and Grounds Committee

The Board President is requesting that the B&G Committee set a meeting to do a walk-through of the property and to begin discussions on the future of the property at 15021 S. Route 59. Committee members are: Lisa Schmidt, Vicki Knight and Patricia Miller. Head of Maintenance Lance Agne is the staff liaison.

Building, Sites & Maintenance Ordinance 2018-4

This agenda item will meet the statutory requirement to pass this ordinance, in anticipation of levying the 0.02% Building, Sites and Maintenance tax, a portion of the total tax levy to be approved in the fall.

Homecoming Parade date/closing
The Homecoming Parade is scheduled for Saturday, October 6. The Library will be closed from 9:00 am to 1:00 pm; this was already approved—we just needed the final date.

Trustee Day @ ILA Conference : Thursday, October 11
Trustee Day at the Illinois Library Association Annual Conference is Thursday, October 11 from 8:00 am to 4:00 pm in Peoria. Early bird registration ends September 10. I wanted to get this on your radar because it will require an overnight stay. It will be on the agenda in August to approve anyone interested in attending. The schedule is included in the packet.

Friends' Gala Event
The event is Friday, August 10, after close. The liquor license has been approved by the Village. Tickets are on sale on Eventbrite: https://www.eventbrite.com/e/bidding-beverages-bites-gala-tickets-44813459263. You are encouraged to attend and support the Friends.

Meetings Attended

6/14 Meeting with Mindy Jackson, School Services Liaison
6/18 Weekly meeting with Head of CE&M
6/19 HR Roundtable for Directors @ Tinley Park Library
6/20 Board Meeting
6/25 Weekly meeting with Head of CE&M
Bi-weekly meeting with Head of Reference
Meeting with departing DH on exit plans
6/26 Department Head meeting
6/29 Pinnacle Governing Board meeting @ Plainfield Library
7/9 Weekly meeting with Head of CE&M/Performance Evaluation meeting
Bi-weekly meeting with Head of Reference
7/10 Interviews for Community Engagement Liaison
Department Head meeting
Intro meeting with new Head of Technical Services
7/11 Performance Evaluation meeting with Finance Clerk
7/12 LIRA Full Membership meeting @ AJ Gallagher Rolling Meadows
Newsletter review meeting
Performance Evaluation meeting with Head of Youth Services
7/13 Director meeting with new Head of Technical Services
Performance Evaluation meeting with Head of Maintenance
Performance Evaluation meeting with Head of Reference
Performance Evaluation meeting with Administrative Assistant

Site and Location Usage Report (Summary)

Start date	6/1/2018
End date	6/30/2018
Context	All
User Group	All
Site	All
Location	All
Show NTA/TA Usage	Yes
Show deleted users	Yes
Total Usage	1858
Total Duration (d hh:mm:ss)	58 11:45:07
Total Utilisation (d hh:mm:ss)	58 23:46:02
Average Duration (hh:mm:ss)	00:45:19
Average Utilisation (hh:mm:ss)	00:45:43

Site	Location	Location total usage	Total duration in location (d hh:mm:ss)	Average duration in location (hh:mm:ss)	Location utilised (d hh:mm:ss)	Average utilisation in Location (hh:mm:ss)
Plainfield Public Library	Adult Services Internet	1126	36 15:23:01	00:46:51	37 01:20:47	00:47:23
Plainfield Public Library	Youth Services Internet	612	20 22:51:48	00:49:18	21 00:46:06	00:49:29
Plainfield Public Library	Express Email	120	0 21:30:18	00:10:45	0 21:39:09	00:10:49

Reference & Reader Services Monthly Report

June 2018 (submitted by Kara Kohn)

June 2018

Reference Questions Answered **1974**

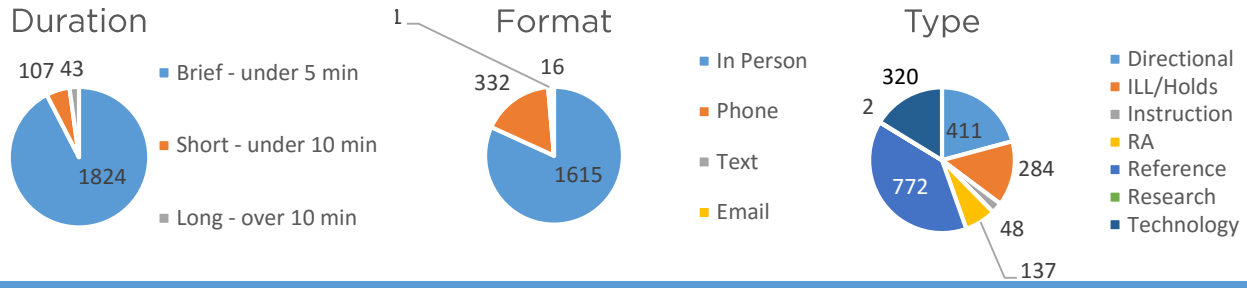
Programs	Offered	Attended
Book A Librarian	1	0
Book Discussion	2	22
ELL/ESL	50	318
Mobile Workforce	4	21
Programs	9	181
Tech Training	11	20
TOTAL	77	562

June 2017

Reference Questions Answered **2978**

Programs	Offered	Attended
Book A Librarian	2	2
Book Discussion	2	21
ELL/ESL	Recorded in program stats below	
Mobile Workforce	4	21
Programs	119	813
Tech Training	4	5
TOTAL	131	862

Breakdown of Reference Questions



Activities of Note

A Trip Down Lincoln Highway Program
Over 50 patrons attended this presentation on June 18 presented by Tina and historian Michael Lambert, which featured a virtual trip along the historic Lincoln Highway showcasing the sites from Plainfield to Joliet.

Facebook Privacy and Safety Tips Class
Lauren debuted this new class and did not have any attendees. We were unable to get it in the newsletter, so we are going to offer the program again in the fall and do better promotion.

Patron Feedback
I received two formal compliments this month about Reference staff:

1. Regarding Kelly's Book a Librarian session: "Kelly was very patient, kind, and a wealth of knowledge. Many thanks to Kelly for meeting with us, and thanks to the Plainfield Library for having this service."
2. Regarding Tech Tuesday with Lauren: Lauren was extremely helpful and worked slowly with her so she could learn.

Tech Upgrade
Vendor TBS upgraded the upstairs fax, copier and printer coin boxes which means the machines will now take all bills and have the capability to give change in singles. This upgrade greatly improves patron service and saves staff time making change.

Summer Reading Kick-Off June 4
At the end of June, there were **1,173** adults registered in the program, with **264** having met their reading goal already.

Hoopla
This newest digital download platform is gaining traction. The hoopla checkouts for the month of June are 515; that's a 72 percent increase from the soft launch in April.

JESSE WHITE
SECRETARY OF STATE
NEWS

For Immediate Release:
June 20, 2018

For More Information Contact:
Rachel French: 312-814-2599

Jesse White Awarded over $550,000 in Illinois History-Digital Imaging Grants

Grant to support the creation and storage of digital collections

Secretary of State and State Librarian Jesse White announced that the Illinois State Library has awarded Illinois History-Digital Imaging grants to 15 academic, public and special libraries totaling $555,305 to carry out projects involving the selection, digital capture and storage of important historical and cultural collections. In addition, the collections will be accessible through the Illinois Digital Archives database maintained by the State Library.

"I am pleased to be able to award these grants in an effort to increase access to significant collections about Illinois' historical and cultural importance," said White. "Documents degrade over time. By preserving these materials, future generations will be able to connect past and present."

Libraries receiving grants are:

- Bensenville Community Public Library District: $31,000 for the "The Bensenville Historical Materials Archival Project"
- McLean County Museum of History in Bloomington: $94,615 for the "Pantagraph Negatives Project"
- Eastern Illinois University in Charleston: $6,849 for the "Digitization of Local History Oral Interviews"
- Chicago Public Library: $18,480 for the "Increasing Access through Digitization: The Illinois Writers Project at Chicago Public Library"
- Roosevelt University in Chicago: $59,050 for the "Digitization of Moving and Sound Recordings of the Illinois Labor History Society"
- Old Town School of Folk Music in Chicago: $13,080 for the "La Peña Concert Series at The Old Town School of Folk Music, 1995-2005"
- Elgin Community College Renner Academic Library: $10,356 for the "The Gil Renner Collection: Insight into the Genesis of the Illinois Community College System"
- Chicago Horticultural Society - Chicago Botanic Garden's Lenhardt Library in Glencoe: $73,368 for the "Chicago Horticultural Society Documents and Original 19th Century Scientific Working Papers"
- Highland Park Public Library: $81,024 for the "Ravinia: Music Under the Stars around the World"
- Sallie Logan Public Library in Murphysboro: $13,605 for the "The Murphysboro Apple Festival Through the Years and the Tri-State Tornado of 1925"
- Methodist College in Peoria: $33,946 for the "The History of Methodist College with Digitized Primary Objects"
- Plainfield Public Library: $5,003 for the "Preserving Plainfield's History"
- Illinois State Museum Society in Springfield: $12,567 for the "The Story of the Illinois State Museum"
- Stickney-Forest View Public Library District: $7,520 for the "Stickney Area Local History Initiative"
- Morrison-Talbott Library inWaterloo: $94,842 for the "Monroe County, IL Gardner Survey Records"

Information concerning the Illinois History-Digital Imaging Grant Program can be found at http://www.cyberdriveillinois.com/departments/library/grants/il-history-digital-imaging.html.

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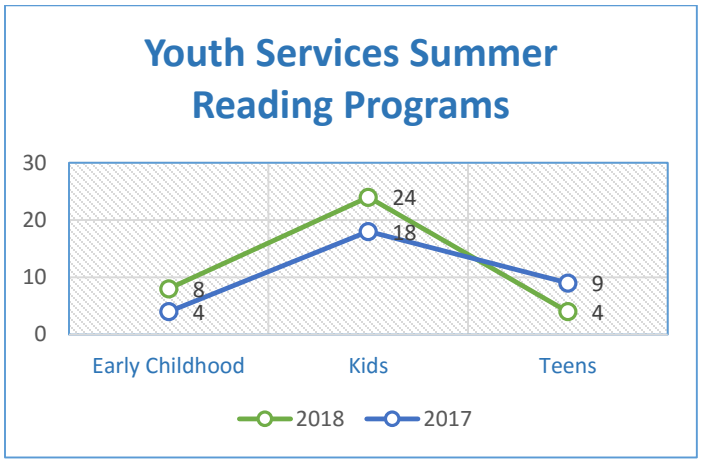
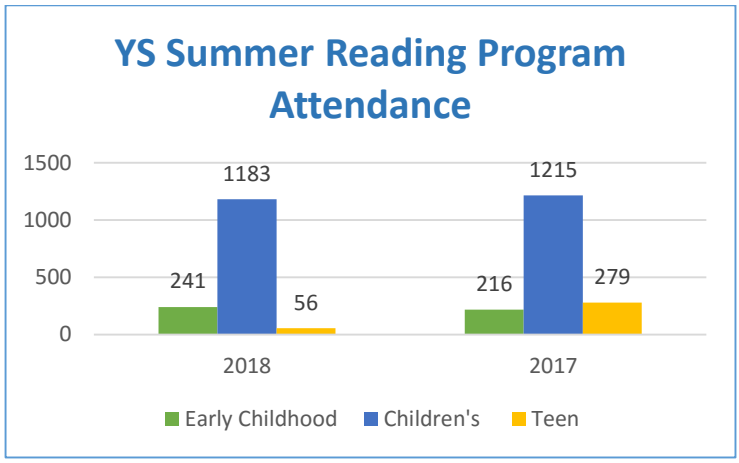
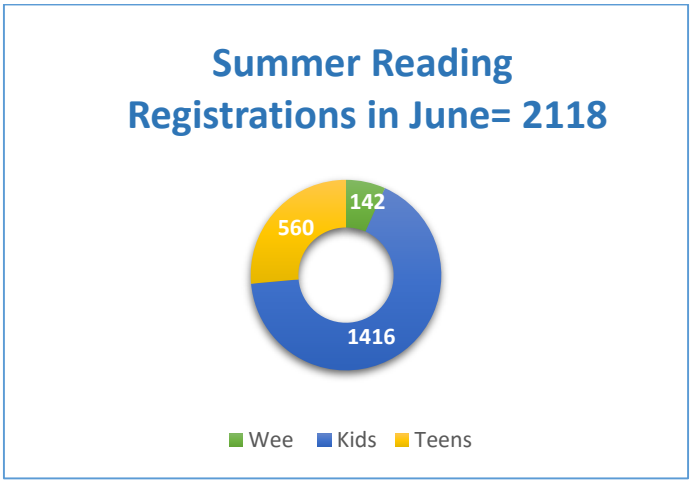
Youth Services – June

Submitted by Veronica De Fazio







Additional Activities:

* The Youth Services department represented the Library at Movies in the Park
* Jennifer and Ginny represented the Library at State Representative Mark Batinick's Child Safety Expo
* In her capacity as the new Teen Librarian, Tracey Vittorio surveyed over 80 teens during the first week of summer reading to learn about their interests and what they would like to see the library offer for teens.
* Travel Kits were prepared for 5 families

Just a few of the programs offered in June:

Storytime with Miss Mindy at the Normantown Equestrian Center

Weekly Storytime at Village Green Park with Miss Ginny and Miss Diane

Performance by Latin GRAMMY winner 123 Andres

Storytime at Hazel Marie's with Miss Jennifer

Stuffed animal sleepover fun

SPRINGFIELD OFFICE:
232-N STRATTON BUILDING
SPRINGFIELD, IL 62706
(217) 782-1331

DISTRICT OFFICE:
24047 LOCKPORT STREET
PLAINFIELD, IL 60544
(815) 254-0000

MARK BATINICK
STATE REPRESENTATIVE · 97TH DISTRICT

June 26th, 2018

Veronica DeFazio
Plainfield Public Library
15025 South Illinois Street
Plainfield, IL 60544

Dear Veronica DeFazio,

I want to extend my thanks to you for your participation in my Child Safety Expo on June 9th of 2018. With nearly five-hundred kids and parents in attendance, the Fair was a great success and we couldn't have pulled it off without your valuable participation.

If I can ever be of assistance to you regarding legislation or any other matter involving state government, please do not hesitate to contact my office at (815) 254-0000. Thank you again.

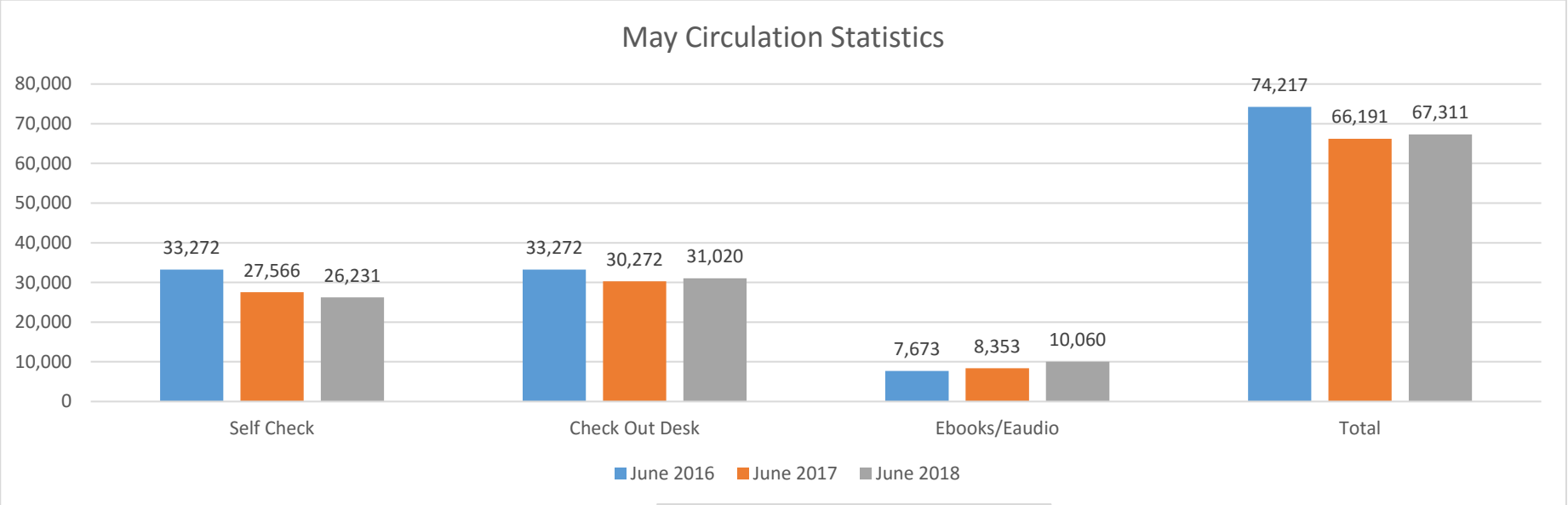
Sincerely,

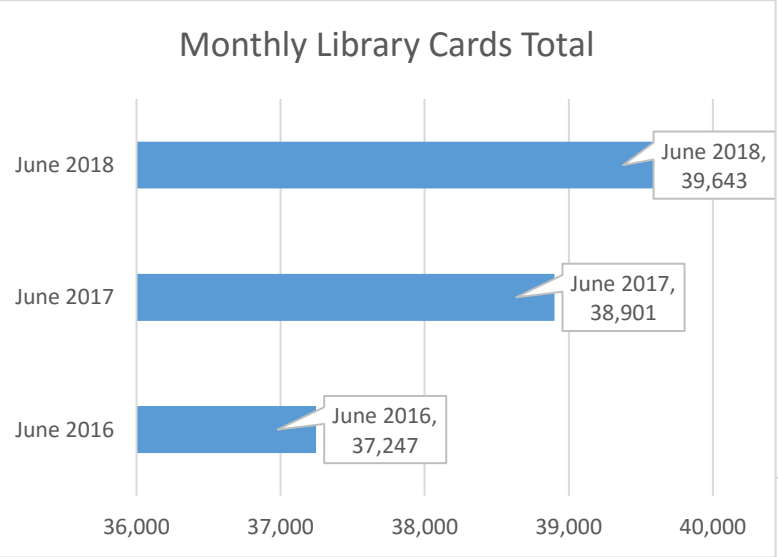
Mark Batinick
State Representative, 97th District

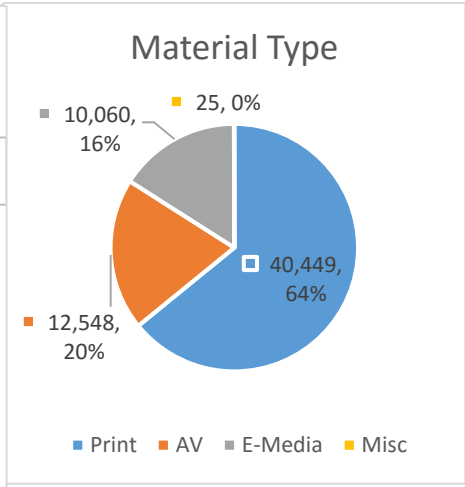
MB:dc

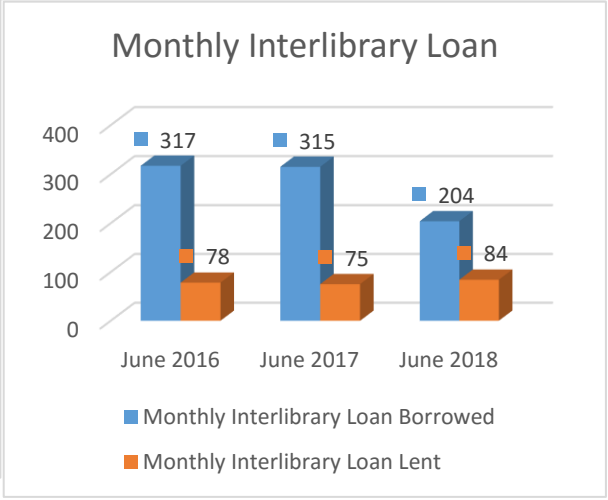
RECYCLED PAPER · SOYBEAN INKS

Account Services Report - June 2018
Michelle Petersen, Head of Account Services









Account Services Report - June 2018
Michelle Petersen, Head of Account Services

Home Delivery Statistics & Events

Lakewood Nursing lobby stop and deliveries - Played a Brain Game in Lobby

Heritage Woods Book Discussion

Bingo n' Bites

Assisted in hosting Daytime Senior program at Library on Mackinaw Island

American House Book discussion

TRIAD Senior Summer Picnic at Park District spoke to 68 seniors passed out library information

Posted Program fliers in public areas - throughout community

Stuffed current newsletter in AHCL cubbies 150

Worked in Library gardens

Met new Heritage Woods Activities Coordinator

Made 152 deliveries to patrons

I can't believe that I am writing my last Board report. This is not an easy good-bye, but sadly, the time has come for me to move on to a new adventure. I have decided to accept the position of Patron Services Manager at the Helen Plum Library in Lombard. My last day at Plainfield will be Tuesday, July 31st.

I can't thank the Board and Lisa enough for the chance to work with you all and get to know you. And to share my passion with the Plainfield Community. I have loved my last 7 years here at Plainfield and I have loved working with the entire staff. We have had a lot of fun times and I do believe that the Account Services Department is fantastic and will continue to be fantastic! Thank you again! I hope to stay in touch with everyone here at Plainfield.

All the best,
Michelle

Community Relations

Prepared by: Tracey Lane, Head of Community Engagement & Marketing

July 2018

Community Events Attended:

- June 19 – Hunger Action Month meeting – The Library will do Food for Fines for one week in September to coincide with Go Orange Day. We will also be participating in the food drive at the Pace parking lot – handing out bags and collecting food from the commuters.

- June 23 – Represented Library at the Mark Batinick job fair. Spoke with about 65 people about our resources and our one current job opening.
- June 27 – Scoops at Champion Creek- Marisa and Pam attended Scoops in my absence.
- July 10 – How-To Meeting –We have approximately 28 classes already scheduled – hoping for a total of 30. Scheduling will continue through the summer and marketing and registration will begin in August.
- July 10- Harvest 5K Meeting - 537 adults, 151 kids have registered so far – these numbers are ahead of 2017.
- July 11- Made Library announcements at Coffee with the Mayor

Library Events Attended:

- June 27 – Friends of the Library
- June 18 – Attended What Happens When We Flush? Storytime and tour of the Waste Water Treatment Plant – accompanied YS to take photos and share Read the Red Panda with the kids.
- June 27- How Does it Work? Machines that help take care of our Village. Storytime and touch a truck at Public Works- accompanied YS to take photos and share Read the Red Panda with the kids.
- July 11 – How Does it Work? Water Pressure. Storytime and tour of the pumping station - accompanied YS to take photos and share Read the Red Panda with the kids.

Upcoming Community Events/Meetings:

- Wednesdays, 6-8 pm – Scoops at various Plainfield neighborhoods
- Sundays, 12-4 pm- Farmer's Market in the Route 59 Library Parking Lot
- Tuesdays, 5-9 pm – Cruise Nights in Downtown Plainfield
- July 17 – Fundraiser at Slim Chickens – 15% of purchases will be donated back all day
- Plainfield Fest – July 20-22
- July 30 – Hunger Action Month Meeting
- August 7- National Night Out
- August 8 – Coffee with the Mayor

Upcoming Library Events:

- Kona Ice will be at the Library every Monday through July from 11:00 am to 1:30 pm
- July 13- Community Engagement Networking meeting at Barrington Library
- July 25 - Friends of the Library Meeting

Noteworthy Community Activities

We are working on a partnership with the Plainfield Park District to make our mascots

friends. We are doing a series of short videos once or twice a week of the fun summer adventures Read (Library SRP mascot) and Scout (PPD mascot) are having. They have gone to the park, a sleepover, a movie and to many other fun places. Stay tuned to our social media to follow the adventures of Read and Scout.

Noteworthy Library Activities

- Conducted second interviews for the Community Engagement Liaison position. An offer was extended pending background check and drug test.
- Audit – We are taking place in a RAILS marketing audit. Another library's marketing team will be "secret shopping" our library between now and September 7. They will look at our social media, our signage and displays. In return, I will audit the Warrenville Library. The results will be shared at our meeting at on September 7.

- Summer Reading Outreach Activities
    - **Read the Red Panda** – Our summer Reading mascot is really racking up the miles. Patrons and staff are taking him to some really fun places! Keep an eye on our Facebook and Instagram pages for updates on the adventures of Read.

Friends of the Library

• Quilt Display – The bookshelf quilt, made by Judy Bigsby, has been put on display in the lobby display case. The FOL have been selling them at programs and during Summer Reading sign-up, so far 100+ tickets have been sold. Tickets are $5 each or 6 for$20.

- August 10 Gala:

Tickets went on sale on May 1, they are $25 each and are being sold on the FOL website and through a member – so far 22 tickets have been sold.

- The Friends voted to have a family friendly mini-golf fundraiser in February. The idea will be presented to the board in the Fall. I will be talking to New Lenox about their very successful event and getting tips and ideas.

Maintenance Department Monthly Report
June 2018

Fiscal Year Ending 6/30/2018

This is a report of the action items that are completed based on the findings of the 2012 and 2017 Facility Assessments. We will continue to address the issues as time and budgets permit.

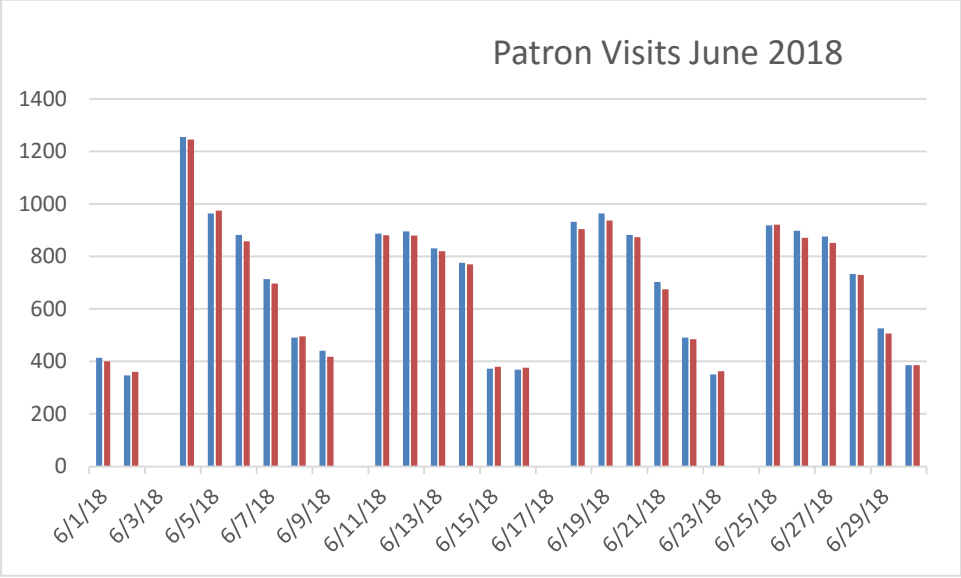
2017 Engineering Assesment Status of Findings of Aero Building Solutions		UPDATED ENDING FY 2017-18		
	Completed	Estimated Costs	Actual Costs	Date Completed
Tier 1 (0-2 Years)				
Fire Protection Compliance with NFPA 13 Standards	No	$ 60,000.00		
Replace Damaged Compressor Wire RTU#1	YES	$ 750.00		6/1/17
Repair Outide Air Intake Damper for Boiler	No	$ 2,500.00		
Identify and Repair Air Ductwork Leakages	No	$ 50,000.00		
VAV Box Air Flow Deficiencies	No	$ 750.00		
Complete Air Balance of RTU's and VAV Boxes	No	$ 11,000.00		
Repair Crankcase Heaters on Compressors all RTU's	YES	$ 1,000.00		3/1/17
Revise Occupied Temperature Setpoints/Avoid Prolonged Vent Mode	No	$ 750.00		
Repair and Paint all Exterior Soffit and Fascia	YES	$ 10,000.00	$ 9,500.00	7/1/17
Adjust Building Differential Setpoints for RTU's	No	$ -		ongoing
Replace Building Exhaust Fan	YES	$ 2,000.00	$ 1,800.00	7/1/17
Replace HW Tank Expansion Tank, Full of Water	YES	$ 1,100.00	$ 645.00	8/1/17
Replace RIB Relay for Exhaust Fan and wire correct	YES	$ 250.00	$ 250.00	8/1/17
ENERGY REDUCTION MEASURES				
Upgrade Lighting and Fixture Controls and Switching	No	$ 150,000.00	SEE BELOW UPDATED SWITCHING	
Hot Water Circulation System	YES	$ 15,000.00	$ 2,500.00	4/1/17
Replace Existing HW heater with NEW COMMERCIAL HEATER	YES	$ 3,000.00	$ 5,354.00	4/1/17
Install Parallel Positioning Controls for Boiler	No	$ 20,000.00		
Enable Supply Duct Pressure Reset	No	$ 750.00		
Lower Outside Air Temperature Setpoint to enable boiler	No			In House Work
Lower High Limit Hot Water Supply Temperature Setpoint	No	$ -		
Rewire Exhaust Fan to disable in unoccupied mode	YES	$ 750.00	$ 250.00	8/1/17
Improve Outside Airside Economizer for all RTU's	No	$ 4,200.00		
Enable Supply Air Temperature Reset for All RTU's	No	$ -		
Replaced all toilet and urinal flush valves with lower flush volume	YES	$ -	$ 3,715.00	3/1/18
Replaced All Di-Electric Unions that are and will fail resulting in leaks	YES	$ 50,000.00	$ 20,000.00	8/1/18
Replaced office switches with occupancy sensors	YES		$ 1,950.00	3/1/18
Added Contactors for main lighting to halt use of circuit panel as a switch	YES		$ 6,850.00	3/1/18
Replace Boiler Hot water pumps with 2 new higher efficiency pumps	YES		$ 4,625.00	7/1/18
2012 ASSESSMENT ITEMS NOT COMPLETED				
Ductwork Sealing	No	$ 50,000.00	Identified above	
Data Closet Cooling Upgrade	No	$ 50,000.00		
Plumbing Fixture Upgrade for Each restroom	No	$ 30,000.00	Identified above	
Hot Water Circulation System	No	$ 15,000.00	Identified above	
Replace Interior HID lights with LED	No	$ 50,000.00		
New Addressable Fire Alarm System	No	$ 100,000.00	Need to consider but not an immediate issue	
Replace lighting and controls throughout	No	$ 300,000.00	Replace all interior lighting with LED and zone controls	

Custodial –

- Wet disinfecting Lower Level; Computer Classroom, Study Room, LL Bay area tables, Public computers/workstations, card catalog stations, benches, play area tables, couches 6-11
- Clean dry erase boards; Study Room & Small Meeting Room 6-11
- Wet disinfecting Upper Level; Accounts & Reference Service desks; Public computers/workstations; Bay area, Small Meeting Room & Magazine Room tables & chairs 6-12

Maintenance –

- Bi-monthly maintenance of water fountains, sinks, & floor drains 6-5-18; 6-19-18
- Anderson Pest Control monthly inspection 6-6-18
- Monthly elevator inspection 6-6-18
- Inspect all washroom air fresheners 6-9-18
- Clean gutters
- Pull weeds
- Continued with replacement of leaking di-electric unions through out library.
- Re attached South Gutter to Building
- Completed free lighting analysis from ComEd subsidiary.
- Continued painting lower level windows.



MEETING ROOM RESERVATION STATISTICS

JUNE 2018

USE	LARGE MEETING ROOM	SMALL MEETING ROOM	STUDY ROOM	COMPUTER ROOM	STORYTIME ROOM	OFF SITE / OTHER
Library	40	41	20	16	0	8
Public	2	6	23	0	0	0

**In use for SRP*

YEAR TO DATE

Library	273	230	164	78	96	28
Public	14	27	152	0	0	0

YEAR TO DATE MONTHLY USAGE

	2018	2017	2016	2015	2014	2013
January	192	182	223	188	187	179
February	175	177	238	182	187	192
March	156	186	258	233	184	203
April	199	194	244	227	203	233
May	143	158	215	164	177	187
June	156	141	201	185	180	155
July	0	153	159	197	182	168
August	0	139	150	129	139	132
September	0	172	184	221	190	194
October	0	207	173	238	179	185
November	0	230	195	222	186	192
December	0	138	117	175	150	129
TOTALS	1021	2077	2357	2361	2144	2149

BOARD OF TRUSTEES ANNUAL REPORT

JULY 1, 2017 – JUNE 30, 2018

PRESIDENT – CARL F. GILMORE – 2012
VICE PRESIDENT – CRYSTAL A. ANDEL – 2011
SECRETARY – VICKI M. KNIGHT – 2013
TREASURER – PATRICIA LYNN MILLER – 2003
TRUSTEE – RYAN GILLES – 2017
TRUSTEE – SHARON D. KINLEY – 2001
TRUSTEE – LISA SCHMIDT – 2015

HIGHLIGHTS

- Approved the purchase and installation of a new phone system
- Approved the purchase and installation of 24 security cameras for added safety
- Approved hiring the Management Association to review the Personnel Policy for legal purposes and then approved an all-new Employee Handbook
- Approved hiring the Management Association to conduct a Benchmarking and Compensation Study
- Approved hiring CBIZ to conduct a capital asset inventory and insurance appraisal
- Approved a newly created salary schedule and market adjustment pay increases for the staff
- Eliminated library card replacement fee
- Annexed the Brummel Farm property
- Approved a Board of Trustees Code of Ethics Statement
- Accepted a $6,000 donation from the Friends of the Library
- Accepted a $25,000 donation from the Barbara Witchell Trust
- Consolidated the Liability Insurance fund into the General Fund
- Approved the revision and update of 30 job descriptions
- Approved the transfer of over $750,000.00 to reserve fund account for future expansion

TRAINING & COMMUNITY EVENTS

- ATLAS Advocacy Workshop: Carl Gilmore, Vicki Knight, Lisa Schmidt
- ATLAS Funding and Designing a Renovation: Lisa Schmidt
- Homecoming parade
- Hometown Irish parade
- Summer Reading Grand Finale
- Friends of the Library events
- Coffee with the Mayor
- Annual State of the Village address
- D202 historic walk tour guides
- ILA Legislative lunch
- ILA Conference
- Per Capita Grant discussion requirements

LEGAL & FINANCIAL

- Working Budget FY2019
- Levy of .02% Building and Maintenance Tax
- Budget & Appropriation
- Tax Levy
- Confirming & Ratifying Establishment & Use of The Special Reserve Fund
- Transfer Funds to Special Reserve Fund
- Transfer Maintenance salaries to Building & Site Fund
- Prevailing Wage approval
- Annex Brummel Farm

POLICIES

- Approved the newly created Fund Balance Policy
- Approved Meeting Room and Computer Internet Usage Policy updates
- Approved Disaster Plan and Emergency Procedures update
- Approved a newly created Security Camera Policy
- Approved the revised Public Policy
- Approved the updated Collection Development appendices
- Updated & Approved an Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy

BY THE NUMBERS

- 12 regular meetings
- 2 hearings
- 9 committee meetings
- 10 executive sessions
- 7 ordinances passed
- 3 resolutions passed
- 6 employees & 75 years of service recognized

PUBLIC NOTICE

Public notice is hereby given that, by Ordinance No. 2018-4 adopted on July 18, 2018, the Board of Library Trustees of the Plainfield Public Library District determined to levy an additional tax of 0.02% of the value of all taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for Library purposes, and maintenance, repairs and alterations of Library buildings and equipment, said levy to be effective for the 2018-2019 fiscal year. The text of said Ordinance is set forth below.

The question of levying said tax shall be submitted to the electors of the District if a petition is filed with the Board signed by not less than 4,825 registered voters in the District asking that the question of levying said 0.02% tax be submitted to the electors of the District. Said Petition must be filed within thirty (30) days after publication of this Public Notice. The date of the prospective referendum is April 2, 2019.

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

ORDINANCE NO. 2018-4

(Levy of .02% Building and Maintenance Tax)

WHEREAS, Illinois Statutes authorize the Library Trustees to levy a special tax in addition to the annual Public Library District tax for the purchase of sites and buildings, maintenance, equipment, and other purposes; and

WHEREAS, the amount of said special tax is .02% of the value of all taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Library Trustees deem it advisable and necessary to levy said special tax for the 2018-2019 fiscal year.

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

SECTION 1: For the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for Library purposes, and maintenance, repairs, and alterations of Library buildings and equipment, a special tax of .02% of the value of the taxable property in the District, as equalized or assessed by the Department of Revenue, shall be and is levied for the 2018-2019 fiscal year.

SECTION 2: Notice of the adoption of this Ordinance shall be published in accordance with Illinois Statutes.

SECTION 3: This Ordinance shall be in full force and effect from and after its adoption.

ORDINANCE NO. 2018-4

(Levy of .02% Building and Maintenance Tax)

Adopted this 18th day of July, 2018 pursuant to roll call vote as follows:

VOTES (By Trustee last name)

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

APPROVED:

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

ATTEST:

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

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

CERTIFICATE OF AUTHENTICITY

I, Vicki M. Knight, the duly qualified and acting Secretary of the Board of Library Trustees of the Plainfield Public Library District, Will and Kendall Counties, Illinois, and the keeper of the records thereof, hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. 2018-4

LEVY OF .02% BUILDING AND MAINTENANCE TAX

adopted at a regular meeting of the said Board of Library Trustees held on July 18, 2018.

_____
Vicki Knight Secretary
Board of Library Trustees

Date signed: July 18, 2018

(Library Seal)

Time	Session Title	Speaker(s)	Room	Venue	Handout
Thursday, October 11					
8:00 AM - 9:00 AM	Trustee Continental Breakfast		222	Peoria Civic Center	
9:00 AM - 10:00 AM	Board-Staff Relationships and Roles	Nancy Sylvester Professional Parliamentarian Sylvester Enterprises, Inc.	222	Peoria Civic Center	
10:15 AM - 11:15 AM	"I've Fallen and....I'm Going to Sue!!!" Public Entity Liability for Injuries on Public Property	Carmen Forte Jr. Associate Attorney Klein, Thorpe & Jenkins, Ltd. Scott Uhler Partner Klein, Thorpe & Jenkins, Ltd. Mallory Milluzzi Associate Attorney Klein, Thorpe & Jenkins, Ltd.	209	Peoria Civic Center	
10:15 AM - 11:15 AM	Effective Parliamentary Procedure for Dynamic Library Board Meetings	Nancy Sylvester Professional Parliamentarian Sylvester Enterprises, Inc.	222	Peoria Civic Center	
11:15 AM - 12:00 PM	Trustee Exhibits Break		Exhibit Hall C	Peoria Civic Center	
12:15 PM - 1:30 PM	Trustee Day Luncheon			Marriott Pere Marquette Hotel	
1:45 PM - 2:45 PM	A Trustee's Guide to Municipal Bonds	Andrew Kim Director, Public Finance PMA Securities, Inc.	136	Peoria Civic Center	
1:45 PM - 2:45 PM	Creating the Culture to Attract Quality Board Members	Jim Deiters Library Director Oak Lawn Public library Carole Medal Executive Director Gail Borden Public Library Jean Bednar Gail Borden Public Library District Board of Trustees Tiffany Henderson Gail Borden Public Library District Amanda Garcia Gail Borden Public Library District	134	Peoria Civic Center	
1:45 PM - 2:45 PM	Top Ten Budget Disasters Facing Your Library	Adam Simon Partner Ancel Glink Britt Isaly Attorney Ancel Glink	135	Peoria Civic Center	
3:00 PM - 4:00 PM	Board Wars	Julie Tappendorf Equity Partner Ancel Glink Erin Pell Attorney Ancel Glink	135	Peoria Civic Center	
3:00 PM - 4:00 PM	It's That Time Of Year Again.....Evaluating Your Library Director	Dave Barry Board President Bartlett Public Library District/Board Member RAILS Bartlett Public Library District Karolyn Nance Director Bartlett Public Library	134	Peoria Civic Center	

Registration Rates & Deadlines

Register Online

Event registrations require the individual registering to log in to their account. If you are registering someone other than yourself, or you need to register a group, please e-mail tina@ila.org for assistance.

Full Conference Registration	**Early Bird (by 9/10)**	**Advance (by 10/1)**	**On-site (after 10/1)**
ILA Member	$225	$250	$275
Non-Member	$275	$300	$325
Full-Time Student/Retired/ Unemployed Member	$125	$150	$175
Single Day	**Early Bird (by 9/10)**	**Advance (by 10/1)**	**On-site (after 10/1)**
ILA Member	$150	$175	$200
Non-Member	$200	$225	$250
Full-Time Student/Retired/ Unemployed Member	$75	$100	$125
Trustee Registration	**Early Bird (by 9/10)**	**Advance (by 10/1)**	**On-site (after 10/1)**
ILA Member Trustee Day Only (Thursday, October 11)	$175	$200	$225
Non-Member Trustee Day Only (Thursday, October 11)	$200	$225	$250
ILA Member Trustee Day + full conference	$225	$250	$275
Non-Member Trustee Day + full conference	$275	$300	$325
Exhibits Only	**Early Bird (by 9/10)**	**Advance (by 10/1)**	**On-site (after 10/1)**
Single Day Access to Exhibit Floor Only	$20	$20	$20
Special Events	**Early Bird (by 9/10)**	**Advance (by 10/1)**	**On-site (after 10/1)**

Event registrations will not be available on-site.
Please plan to register early to save money and secure your space.

EVENTS

Calendar

Annual Conference

- Conference General Information
- Conference Hotels
- Elevate Preconference: Leading with Purpose
- Internship Application
- Registration Rates & Deadlines
- Speaker Resources
- Submit a Poster Session
- Youth Services Forum Preconferenc Tour

Annual Conference Exhibitor Information

Illinois Youth Services Institute

Past ILA Annual Conferences

Future ILA Annual Conferences

Event Handouts

Library Trustee Forum
Illinois Library Association

Maintains a continuing education program and information network for library trustees and encourages citizens' use and support of libraries.

Events

AUG
18
2018

Trustee Forum Meeting

Saturday, Aug 18, 2018 10:00am

Fountaindale Public Library District, 300 W Briarcliff Rd., Bolingbrook, IL 60440

NOV
10
2018

Trustee Forum Meeting

Saturday, Nov 10, 2018 10:00am–12:00pm

Homewood Public Library, 17917 Dixie Hwy., Homewood, IL 60430

JAN
19
2019

Trustee Forum Meeting

Saturday, Jan 19, 2019 10:00am–12:00pm

Maywood Public Library, 121 S 5th Ave, Maywood, Maywood, IL 60153

More events »

FORUMS

Illinois Association of College & Research Libraries Forum (IACRL)

Library Trustee Forum (LTF)

- Bylaws of the Illinois Library Trustee Forum

Marketing Forum (MF)

Public Library Forum (PLF)

Reaching Forward Forum (RF)

Resources & Technical Services Forum (RTSF)

Young Adult Services Forum (YASF)

Library Services Policy	Section 3 Issued: 2/17/2010 Revised: 8/17/2016 Revised: 12/13/17 Revised: 1/17/2018 Approving Authority: Plainfield Public Library District Board of Trustees

**Code of Conduct removed as its own document.*

The Plainfield Public Library District's services and materials are available to all persons visiting the Library regardless of the age, race, sex, disability, or social or economic status.

Circulation

Issuing Library Cards

A. Residents of the Library District – Any resident of the Plainfield Public Library District may obtain a library card by completing an application and furnishing proof of current residency. A resident card will be verified every three years.

B. Non-Resident with Property in the District - Any person who is not a resident of the Plainfield Public Library District but pays real estate taxes on property located within the Library District may obtain a one-year non-resident card without charge, renewable with appropriate verification.

C. Non-Resident ~~with Property Outside the District~~ – According to state law, non-residents are required to purchase a library card at the nearest participating public library in the school district in which the non-resident has his or her principal residence. Qualifying property owners may purchase a Plainfield Library Card by paying a fee which is based on the current real estate tax bill. The Library shall apply its current tax rate against the net equalized assessed valuation listed on the applicant's tax bill. This card is valid for one year, renewable with appropriate verification.

D. Non-Resident Renting – According to state law, non-residents are required to purchase a library card at the nearest participating public library in the school district in which the non-resident has his or her principal residence. Qualifying renters may purchase a library card by paying a fee based upon the following formula:

Monthly rent X 15% = Nonresident renter fee

Such cards are valid for one year, renewable with appropriate verification. Non-resident renters must present a valid lease or current rent receipt in order to obtain a card.

E. Reciprocal Borrower - Any person holding a valid library card from a library participating in the "Illinois Reciprocal Borrowing Program" will be granted reciprocal borrowing privileges.

F. Business Cards - Any corporation, partnership, church, or sole proprietorship owning or renting a place of business within the geographic boundaries of the Plainfield Public Library District is eligible for an annual renewable library card. ~~one-year library card under the following conditions:~~

~~1. That an officer of the business (president, chief financial officer, chairman of the board or other principal) submits a written request, on business letterhead, for a library card designating individuals authorized to use the card~~
~~2. That the library card is to be used solely for business purposes and not for personal or family use~~
~~3. That the corporation, partnership or sole proprietorship shall be responsible for payment of any lost or damaged material as well as for accumulated fines, and~~
~~4. That this card is renewable with appropriate verification on an annual basis~~

CONFIDENTIALITY OF LIBRARY RECORDS

The Plainfield Public Library District abides by Illinois Law which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Library does not make available the records of patron transactions to any party except in compliance with the law. The Library does not make available lists of registered library patrons except in compliance with the law.

In the State of Illinois, Public Act 95-0040 (Appendix 3A) created an exception to the requirement for a court order if ALL of the following conditions are met:

A. The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation

B. The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed

C. The information requested is limited to only identifying a suspect, witness or victim of a crime, and

D. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed or services used at the library

Public Act 95-0040 also provides that "If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section." (Appendix 3B)

The legal custodian of records for the Plainfield Public Library District is the Library Director. As the legal custodian of records, the Library Director is the person responsible for responding to any request for library records or information about a library user.

The Library Director may designate one or more library employees to serve as persons responsible for responding to any request for library records or information about a library user when the Library Director is absent or unavailable.

No library employee may release library records or reveal information about a library user to any third party or law enforcement agent unless authorized to do so by the Library Director or the Library Director's designated alternate.

LENDING OF MATERIAL

The Plainfield Public Library District circulates materials in a variety of formats. Library materials shall circulate according to the schedule contained in Loan Rules and Fines (Appendix 3C).

A. The Plainfield Public Library District issues a card to a named individual. That individual, or parent/guardian if the individual is under 18, shall be held accountable for any and all items checked out on that card.

B. Library patrons may checkout materials without presenting a library card if they have a current photo ID.

C. ~~There is no limit to the number of items to be checked out except for some equipment and those items that have limitations imposed by vendors.~~

D. ~~Extended loan periods are available in special circumstances.~~

RENEWAL OF MATERIAL

Most circulating items, with the exception of items on hold, may be renewed twice. Items are renewable in person, by phone or electronically.

OVERDUE MATERIAL

Patrons are responsible for the return of all materials borrowed.

A. Patrons with overdue materials may have borrowing privileges suspended until the materials are returned and all charges paid.

~~B. Items remaining overdue beyond one month will be subject to other collection procedures. In extreme cases the Library may enlist the services of the Plainfield Police Department or a collection agency.~~

FINES AND FEES

The Plainfield Public Library District has established a schedule for lost or damaged items, fines for overdue materials and fees for other services provided by the Plainfield Public Library District. (Appendices 3C and 3D).

A. Fines will not exceed the cost of the overdue item.

~~B.~~ Patrons with unpaid fines in the amount of $10.00 or more will have borrowing privileges suspended until fines are paid under the threshold~~. A payment plan may~~

~~be instituted for large fines at the discretion of the Library Director or Head of Circulation.~~

C. All cardholders residing in the same household who incur fines totaling $50.00 or more will have library privileges suspended.

D. A charge will be applied to a patron's account for any NSF check returned to the Library. Borrowing privileges will be suspended pending payment of the check amount plus the NSF fee paid by cash, credit card or certified check.

LOST OR DAMAGED MATERIAL

Materials borrowed are the responsibility of the library patron. Item cost is the responsibility of any patron who borrows and loses or damages any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items. (Appendix 3D).

A. The cost of the item will be determined by the Library.

B. Patrons cannot replace a lost or damaged item in lieu of payment.

C. If a patron pays for a damaged item the patron may keep the item.

D. Payments made for a lost item are non-refundable.

E. Missing or lost items on a patron library card will be renewed while the patron and library staff continue to search for the item. If the item does not belong to the Plainfield Library, the owning library will be contacted and the patron must follow the owning library's policy. ~~Exceptions may be made on a case-by-case basis.~~

~~INTERLIBRARY LOANS~~ INTERLIBRARY LOANS

The purpose of Interlibrary Loan is to obtain materials not available in our Library from other libraries and to provide materials from our collections to other libraries.

Interlibrary Loan is a service available to all Plainfield Public Library District cardholders, non-resident cardholders and reciprocal borrowers, as long as the patron is in good standing (i.e., no delinquent charges or overdue items).

~~A. Fines and Fees - There is no fee to request an item on Interlibrary Loan (ILL). The Library will make every effort to obtain an item from a non-charging lender, but sometimes an item is only available from a lending library that charges fees. If that is the case, the Library will notify the patron to determine whether the patron would still like to obtain the item and pay the subsequent fee.~~

~~Overdue fines will be incurred in the same manner as items that the Library owns, according to Appendices 3C and 3D.~~

~~Lost or damaged ILL items will result in fines/charges, just as they would for lost or damaged items borrowed from our Library or within our library system and is set by the lending library.~~

B. Borrowing - The lending library may impose restrictions on materials lent, including in-library use only or no photocopying.

Turnaround time for requested items varies, depending on the availability of the material, the location of the lending library and delivery method. The Library is unable to accommodate rush or urgent requests.

Out-of-system Interlibrary Loan items may only be renewed provided the lending library allows renewals.

The Library will attempt to borrow requested materials available within the continental United States. ~~Patrons are cautioned, however, that certain types of materials may not be available.~~

~~C. Lending - The Library will accept requests via mail, fax, telephone and e-mail. All photocopy requests must be in writing indicating copyright compliance. The Library will comply with Copyright Law (17 U.S.C.) as it applies to Interlibrary Loan photocopy requests of periodical articles. The Plainfield Public Library District reserves the right to refuse to lend materials or to ask a borrowing library to restrict use of materials lent.~~

Home Delivery Services

The Library's Home Delivery Program supplies books, movies, audiobooks and more to individuals in their homes who are unable to visit the library themselves, typically due to an ongoing physical condition, illness, advanced age or other qualifying condition. This service is also available to those within assisted living and retirement homes as well as healthcare and adult day care facilities within the Plainfield Library District boundaries. This service is limited to Plainfield Public Library District cardholders.

REFERENCE

~~A. Reference service is available to all persons visiting the Library regardless of the age, race, sex, or social or economic status.~~

~~B. Reference materials are available for use in the library by all persons regardless of the age, race, sex, or social or economic status.~~

~~C. Staff trained to provide reference service is available during all hours the library is open.~~

~~D. Reference service is provided in response to all forms of inquiry including, but not limited to, telephone, text, and email.~~

E. Reference questions that cannot be answered with onsite resources are referred to another agency. Such referrals are verified and/or mediated by library staff.

F. Research and instruction on specialized topics is offered based upon staff knowledge and availability, and is scheduled as one-on-one sessions.

~~G. Requests for assistance or information receive an answer or status report within one working day.~~

H. The needs of the library users are treated with respect. Staff treat all questions with equal regard. Names of users and the transactions that occur between users and the reference staff are confidential and not discussed outside a professional context.

I. In the instance of legal, medical, investment or tax reference questions, the staff may only guide the patron to the material available on the topic of interest.

- Staff may not evaluate or interpret the information provided, nor define the meaning of terms, offer investment advice, select income tax forms or serve as a surrogate for a professional in any of the fields listed above.
- Patrons needing assistance beyond the materials and guidance provided will be advised to consult with a professional from the above listed fields for additional information or advice.

YOUTH SERVICES

Youth Services

A. Staff is trained to provide reference and reader's advisory service to children from birth through high school and their caregivers.
B. The needs of the library users are treated with respect. Staff treat all questions with equal regard. Names of users and the transactions that occur between users and the reference staff are confidential and not discussed outside a professional context.
C. Staff provides materials to support both the educational and recreational endeavors of the library users.
D. Trained staff plans programming based on what is both developmentally beneficial and socially appropriate to a specific age group.

COMPUTER AND INTERNET USE

The Plainfield Public Library District provides access to computers, Internet and electronic resources as tools to be utilized in fulfilling the Library's mission. The same standards of intellectual freedom, privacy and confidentiality endorsed by the American Library Association and incorporated into the policies of the Plainfield Public Library District shall be applied to all electronic media offered to our patrons. ~~Internet access is a privilege extended by the Plainfield Public Library District. Internet access is not to be considered as an automatic right or as an obligation of the Library District.~~

RESPONSIBILITIES OF USERS

The Library's computers may be used only for legal purposes. Library computer users must comply with all local, state and federal laws while using the Library's computers.

Users are responsible for saving data to portable data storage media and/or cloud service.

Internet users who choose to contact fee-based services while using the Library's computers are responsible for any and all charges incurred.

USE OF COMPUTERS AND INTERNET

The Plainfield Public Library District requires that patrons using Library computers, including access to the internet, do so within the guidelines of acceptable use. The following activities are unacceptable:

A. Use of electronic information networks for any purpose which results in the harassment of other users

B. Destruction of, damage to or unauthorized alteration of the Library's computer equipment software or network security procedures

C. Use of electronic information networks in any way which violates a Federal or State law

D. Use of electronic information networks in any way which violates licensing and payment agreements between the Plainfield Public Library District and network/database providers

E. Unauthorized duplication of copy-protected software or violation of software license agreements

F. Violation of system security

G. Violation of the Code of Conduct

CHILDREN'S ACCESS AND PARENTAL RESPONSIBILITY

The Library affirms the right and responsibility of a parent or legal guardian to determine and monitor their children's use of library materials and resources, including computers and the internet. Library staff is unable to monitor children's use.

Children under age 9 must be accompanied by an adult when using a computer.

WIRELESS NETWORK

The Library provides free wireless (WiFi) access for patrons. By choosing to use the Library's WiFi service, the user agrees to abide by all applicable Library policies. Signal strength may vary within the Library building. No guarantee is made for network security or wireless access connectivity.

DISCLAIMER

The Library cannot control or monitor material which may be accessible from internet sources. The Plainfield Public Library District assumes no responsibility for any damages, direct or indirect, arising from use of its computers, computer network or from its connection to other internet services. Users are discouraged from offering personal information about themselves to sites on the internet.

~~SERVICE TO PATRONS WITH DISABILITIES~~

~~The Plainfield Public Library District offers the same services to patrons with disabilities as to all other segments of the population. In addition to those services, the Library offers home delivery to patrons with temporary or permanent disabilities which prevent them from coming to the Library and welcomes service animals in the Library.~~

NOTARY PUBLIC

The Library offers limited notary services free of charge.

We do not provide notary service for the following types of documents, including but not limited to:

- Refinancing or other types of real estate loans, purchases, sales, beneficial interests in land trusts and deeds.
- An Apostille is a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another. These can be obtained through the Secretary of State's office.
- Government I-9 forms

Notary Public services may not be available at all times the Library is open to the public.

Library Services

POLICY SECTION 3

The Plainfield Public Library District's services and materials are available to all persons visiting the Library regardless of the age, race, sex, disability, or social or economic status.

Circulation

Issuing Library Cards

Residents of the Library District

Any resident of the Plainfield Public Library District may obtain a library card by completing an application and furnishing proof of current residency. A resident card will be verified every three years.

Non-Resident with Property in the District

Any person who is not a resident of the Plainfield Public Library District but pays real estate taxes on property located within the Library District may obtain a one-year non-resident card without charge, renewable with appropriate verification.

Non-Resident

According to state law, non-residents are required to purchase a library card at the nearest participating public library in the school district in which the non-resident has his or her principal residence. Qualifying property owners may purchase a Plainfield Library Card by paying a fee which is based on the current real estate tax bill. The Library shall apply its current tax rate against the net equalized assessed valuation listed on the applicant's tax bill. This card is valid for one year, renewable with appropriate verification.

Non-Resident Renting

According to state law, non-residents are required to purchase a library card at the nearest participating public library in the school district in which the non-resident has his or her principal residence. Qualifying renters may purchase a library card by paying a fee based upon the following formula:

Monthly rent X 15% = Nonresident renter fee

Such cards are valid for one year, renewable with appropriate verification. Non-resident renters must present a valid lease or current rent receipt in order to obtain a card.

Reciprocal Borrower

Any person holding a valid library card from a library participating in the "Illinois Reciprocal Borrowing Program" will be granted reciprocal borrowing privileges.

Business Cards

Any corporation, partnership, church, or sole proprietorship owning or renting a place of business within the geographic boundaries of the Plainfield Public Library District is eligible for an annual renewable library card.

Confidentiality of Library Records

The Plainfield Public Library District abides by Illinois Law which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Library does not make available the records of patron transactions to any party except in compliance with the law. The Library does not make available lists of registered library patrons except in compliance with the law.

In the State of Illinois, Public Act 95-0040 (Appendix 3A) created an exception to the requirement for a court order if ALL of the following conditions are met:

- The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation
- The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed
- The information requested is limited to only identifying a suspect, witness or victim of a crime, and
- The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed or services used at the library

Public Act 95-0040 also provides that "If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section." (Appendix 3B)

The legal custodian of records for the Plainfield Public Library District is the Library Director. As the legal custodian of records, the Library Director is the person responsible for responding to any request for library records or information about a library user.

The Library Director may designate one or more library employees to serve as persons responsible for responding to any request for library records or information about a library user when the Library Director is absent or unavailable.

No library employee may release library records or reveal information about a library user to any third party or law enforcement agent unless authorized to do so by the Library Director or the Library Director's designated alternate.

Lending of Material

The Plainfield Public Library District circulates materials in a variety of formats. Library materials shall circulate according to the schedule contained in Loan Rules and Fines (Appendix 3C).

The Plainfield Public Library District issues a card to a named individual. That individual, or parent/guardian if the individual is under 18, shall be held accountable for any and all items checked out on that card.

Library patrons may checkout materials without presenting a library card if they have a current photo ID.

Renewal of Material

Most circulating items, with the exception of items on hold, may be renewed twice. Items are renewable in person, by phone or electronically.

Overdue Material

Patrons are responsible for the return of all materials borrowed.

Patrons with overdue materials may have borrowing privileges suspended until the materials are returned and all charges paid.

Fines and Fees

The Plainfield Public Library District has established a schedule for lost or damaged items, fines for overdue materials and fees for other services provided by the Plainfield Public Library District. (Appendices 3C and 3D).

- Fines will not exceed the cost of the overdue item.
- Patrons with unpaid fines in the amount of $10.00 or more will have borrowing privileges suspended until fines are paid under the threshold.
- All cardholders residing in the same household who incur fines totaling $50.00 or more will have library privileges suspended.
- A charge will be applied to a patron's account for any NSF check returned to the Library. Borrowing privileges will be suspended pending payment of the check amount plus the NSF fee paid by cash, credit card or certified check.

Lost or Damaged Material

Materials borrowed are the responsibility of the library patron. Item cost is the responsibility of any patron who borrows and loses or damages any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items. (Appendix 3D).

- The cost of the item will be determined by the Library.
- Patrons cannot replace a lost or damaged item in lieu of payment.
- If a patron pays for a damaged item, the patron may keep the item.
- Payments made for a lost item are non-refundable.
- Missing or lost items on a patron library card will be renewed while the patron and library staff continue to search for the item. If the item does not belong to the Plainfield Library, the owning library will be contacted and the patron must follow the owning library's policy.

Interlibrary Loans

The purpose of Interlibrary Loan is to obtain materials not available in our Library from other libraries and to provide materials from our collections to other libraries.

Interlibrary Loan is a service available to all Plainfield Public Library District cardholders, non-resident cardholders and reciprocal borrowers, as long as the patron is in good standing (i.e., no delinquent charges or overdue items).

The lending library may impose restrictions on materials lent, including in-library use only or no photocopying.

Turnaround time for requested items varies, depending on the availability of the material, the location of the lending library and delivery method. The Library is unable to accommodate rush or urgent requests.

Out-of-system Interlibrary Loan items may only be renewed provided the lending library allows renewals.

The Library will attempt to borrow requested materials available within the continental United States.

Home Delivery Services

The Library's Home Delivery Program supplies books, movies, audiobooks and more to individuals in their homes who are unable to visit the library themselves, typically due to an ongoing physical condition, illness, advanced age or other qualifying condition. This service is also available to those within assisted living and retirement homes as well as healthcare and adult day care facilities within the Plainfield Library District boundaries. This service is limited to Plainfield Public Library District cardholders.

REFERENCE

Reference questions that cannot be answered with onsite resources are referred to another agency. Such referrals are verified and/or mediated by library staff.

Research and instruction on specialized topics is offered based upon staff knowledge and availability, and is scheduled as one-on-one sessions.

The needs of the library users are treated with respect. Staff treat all questions with equal regard. Names of users and the transactions that occur between users and the reference staff are confidential and not discussed outside a professional context.

In the instance of legal, medical, investment or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. Staff may not evaluate or interpret the information provided, nor define the meaning of terms, offer investment advice, select income tax forms or serve as a surrogate for a professional in any of the fields listed above. Patrons needing assistance beyond the materials and guidance provided will be advised to consult with a professional from the above listed fields for additional information or advice.

YOUTH SERVICES

Staff is trained to provide reference and reader's advisory service to children from birth through high school and their caregivers.

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Staff provides materials to support both the educational and recreational endeavors of the library users.

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COMPUTER AND INTERNET USE

The Plainfield Public Library District provides access to computers, Internet and electronic resources as tools to be utilized in fulfilling the Library's mission. The same standards of intellectual freedom, privacy and confidentiality endorsed by the American Library Association and incorporated into the policies of the Plainfield Public Library District shall be applied to all electronic media offered to our patrons.

Responsibilities of Users

The Library's computers may be used only for legal purposes. Library computer users must comply with all local, state and federal laws while using the Library's computers.

Users are responsible for saving data to portable data storage media and/or cloud service.

Internet users who choose to contact fee-based services while using the Library's computers are responsible for any and all charges incurred.

Use of Computers and Internet

The Plainfield Public Library District requires that patrons using Library computers, including access to the internet, do so within the guidelines of acceptable use. The following activities are unacceptable:

- Use of electronic information networks for any purpose which results in the harassment of other users
- Destruction of, damage to or unauthorized alteration of the Library's computer equipment software or network security procedures
- Use of electronic information networks in any way which violates a Federal or State law
- Use of electronic information networks in any way which violates licensing and payment agreements between the Plainfield Public Library District and network/database providers
- Unauthorized duplication of copy-protected software or violation of software license agreements
- Violation of system security
- Violation of the Code of Conduct

Children's Access and Parental Responsibility

The Library affirms the right and responsibility of a parent or legal guardian to determine and monitor their children's use of library materials and resources, including computers and the internet. Library staff is unable to monitor children's use.

Children under age 9 must be accompanied by an adult when using a computer.

Wireless Network

The Library provides free wireless (WiFi) access for patrons. By choosing to use the Library's WiFi service, the user agrees to abide by all applicable Library policies. Signal strength may vary within the Library building. No guarantee is made for network security or wireless access connectivity.

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NOTARY PUBLIC

The Library offers limited notary services free of charge.

We do not provide notary service for the following types of documents, including but not limited to:

- Refinancing or other types of real estate loans, purchases, sales, beneficial interests in land trusts and deeds.
- An Apostille is a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another. These can be obtained through the Secretary of State's office.
- Government I-9 forms

Notary Public services may not be available at all times the Library is open to the public.

Appendix 3A

LIBRARY RECORDS CONFIDENTIALITY ACT

(75 ILCS 70/) Library Records Confidentiality Act.

(75 ILCS 70/1) (from Ch. 81, par. 1201)

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

(1) required to do so under a court order; or

(2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

(Source: P.A. 95-40, eff. 1-1-08.)

(75 ILCS 70/2) (from Ch. 81, par. 1202)

Sec. 2. This Act may be cited as the Library Records Confidentiality Act.

(Source: P.A. 86-1475.)

Library Services

POLICY SECTION 3

Appendix 3B

OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION

This is a request under the Illinois Library Records Confidentiality Act, 75 ILCS 70/1 for information contained in the library's registration and/or circulation records.

My request for information is limited to identifying a "suspect, witness or victim of a crime."

As the basis for this request, I represent the following:

1. I am a sworn law enforcement officer.
2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for identification information.

The information I request relates to the following (description of information sought):

Officer's Printed Name | Badge Number | Agency/Department

Officer's Acknowledgment

I acknowledge receipt from the library of the information I requested.

Officers signature | Date & Time

Library Use: Please list the name(s) of Library staff assisting with the information requested.

Library Services

POLICY SECTION 3

Appendix 3C

LOAN RULES & FINES

ITEM	DUE DATE	CHECK OUT LIMIT	OVERDUE FINES	RENEWABLE?
Audiobooks	21 days	Unlimited	10 cents/day	Twice, if no holds
BluRays	21 days	Unlimited	$1.00/day	Twice, if no holds
Books	21 days	Unlimited	10 cents/day	Twice, if no holds
CDs	21 days	Unlimited	10 cents/day	Twice, if no holds
DVDs	21 days	Unlimited	$1.00/day	Twice, if no holds
eAudiobooks	7, 14 or 21 days	5 total of any format	No	No
eBooks	7, 14 or 21 days	5 total of any format	No	No
Equipment	21 days	1	$1.00/day	Once, if no holds
Juvenile Kits	21 days	Unlimited	10 cents/day	Twice, if no holds
Magazine	21 days	Unlimited	10 cents/day	Twice, if no holds
Mobile Hotspot	21 days	1	$1.00/day	Once, if no holds
New BluRays	7 days	Unlimited	$1.00/day	Twice, if no holds
New DVDs	7 days	Unlimited	$1.00/day	Twice, if no holds
Video Games	21 days	Unlimited	$1.00/day	Twice, if no holds
Video Tapes – Non fiction	21 days	Unlimited	$1.00/day	Twice, if no holds

Library Services

POLICY SECTION 3

Appendix 3D

FEE SCHEDULE

Fees

Lost/Missing Audiobook CD	$10.00/disc
NSF return check charge	$25.00
Outgoing Faxes *(Incoming Fax service not provided)*	$1.00/page
Photocopies/black & white	10 cents/page
Photocopies/color	50 cents/page
Processing Fee (for damaged or lost cases)	$5.00/item

Lost and Damaged Materials

Material that is owned by the Plainfield Library and is lost/damaged by a patron shall be paid for at the current list price shown in the item record or other current pricing media.

Non-Resident Card

Non-resident fee for library card is based on current real estate tax bill.

Non-resident fee for renters is based on Illinois State Library formula.

Code of Conduct

The Board of Trustees established the Code of Conduct to protect the rights and safety of library patrons and staff, preserve and protect the Library's resources and provide an atmosphere that is conducive to appropriate use of the library and its services. All patrons are required to comply with the Code of Conduct while in the library and on library property.

Please be respectful of other patrons, library staff and library property. Any behavior that is disruptive to library use is prohibited.

Rules that adult visitors should know:

- Computer resources and WiFi access for adults are available in the Reference and Readers Services Department. Computer resources and WiFi access for children and parents/caregivers accompanied by children are available in the Youth Services Department. Use of computer resources and Wifi access must comply with the Library's Internet and Computer Use Policy.
- To maintain a safe environment, adult visitors to the Youth Services Department must be accompanied by a child.

Rules that parents and caregivers should know:

- Children under age 9 must be with a caregiver at all times. Caregivers should be at least 16 years old and mature enough to follow the rules and guidelines.
- Children 9 years of age or older may visit by themselves and attend classes and programs without a caregiver.
- For programs that children under the age of 9 attend independently, the caregiver must remain in the Library.
- Monitoring your children's use of library materials is your responsibility. The Library does not restrict children's access.
- Respect closing times. Please ask a staff member if unsure of closing time before dropping off children. Police will be notified 15 minutes after closing if an unaccompanied child under the age of 14 is in the building.

While in the Library, we ask that you:

- Enjoy covered drinks in designated areas. Food is allowed only in meeting rooms during authorized events.
- Speak in moderate tones at all times.
- Walk, don't run.
- Use books, materials and technology respectfully.
- Dress appropriately including shoes, tops and bottoms.
- Use cell phones discreetly.

While in the Library, we ask that you NOT:

- Leave items unattended; staff is not responsible for lost or stolen items.
- Distribute or post printed materials/literature not approved by Library Administration.
- Bring animals into the facility, other than assistance animals.
- Change clothes, shave or bathe in the restrooms.
- Sell and/or solicit for services, money or other items.
- Fight or physically or verbally harass other visitors or staff.

IMPORTANT: There will be "zero tolerance" for any behavior deemed illegal or that threatens the safety of others. This behavior will result in an immediate suspension from the facility, the duration of which will be determined by the Library Director. Activities that result in immediate suspension include:

- Carrying weapons of any type.
- Soliciting, selling or using drugs.
- Destruction of property or theft of materials.
- Engaging in disorderly conduct of any kind, fighting or challenging to fight, or using obscene/offensive words.