

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees Regular Board Meeting

Agenda

July 17, 2024

6:30 PM

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. Presentation from Catrece Smith, Lead Grant Manager at Team-BMG
6. Minutes
 - 6a. **Action Item:** Approval of the minutes of the Regular meeting held on June 12, 2024
7. Communications & Announcements
8. Treasurer's Report
 - 8a. **Action Item:** Approve June 2024 Treasurers Report
 - 8b. **Action Item:** Ratify the Accounts Payable for June 12, 2024, in the amount of \$51,149.14 and Approve the Accounts Payable for July 17, 2024, in the amount of \$ 51,737.67
 - 8c. **Action Item:** Approval of Library Payroll for June 12, 2024, in the amount of \$ 17,353.60, June 26, 2024, in the amount of \$ 16,924.59, and July 10, 2024, in the amount of \$ 16,469.75.
9. Interim Directors Report
10. Committee Reports
11. Old Business
 - 11a. **Discussion/Action Item:** Approve the Decennial Committee Final Report.
12. New Business
 - 12a. **Discussion/Action Item:** Approve Meristem Advisors LLC to prepare the Budget and Appropriation Ordinance for FY 2025 and Levy for the 2024 Tax Year.
 - 12b. **Discussion/Action Item:** Approve Complete Temperature Solutions Contract
 - 12c. **Discussion/Action Item:** Approve FY2024/2025 Budget
 - 12d. **Discussion/Action Item:** Approve Amended Vacation Time Policy

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees
Regular Board Meeting

July 17, 2024

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13. Executive Session

- Pursuant to 5 ILCS 120/(5), "The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired", and (6), "The setting of a price for sale or lease of property owned by the public body".

14. Comments from the Board

15. Adjournment



**Maywood
Public
Library
District**

MONTHLY FINANCIAL STATEMENTS

JUNE 2024

MAYWOOD PUBLIC LIBRARY DISTRICT
Summary of Monthly Cash Receipts & Disbursments
As of June 30, 2024

Account	Beginning Bal. 6/1/2024	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 6/30/2024
US Bank- Primary	\$ 1,672,359.80	\$ 124.74		\$ 21,476.32	\$ 5,645.30		\$ (24.00)	\$ 1,699,582.16
US Bank- Accouts Payable	220,017.44	12.96			387.71	(108,604.29)		111,813.82
IL Funds - Primary	357,630.09	1,596.58						359,226.67
DCEO Grant Account	186,079.49	13.72						186,093.21
Cash - Cirulation	325.00							325.00
Petty Cash	65.00							65.00
TOTAL	\$ 2,436,476.82	\$ 1,748.00	\$ -	\$ 21,476.32	\$ 6,033.01	\$ (108,604.29)	\$ (24.00)	\$ 2,357,105.86

These amounts not verified

Maywood Public Library
Accounts Payable
July 2024

Date	Num	Name	Memo/Description	Account	Amount	Balance
07/10/2024	3375	Amazon Capital Services	Various invoices. See line descriptions.	2100011 Accounts Payable	617.11	617.11
			1K6C-4K1G-K6XX	4100011 Adult Audio Visual	41.33	
			1CJT-RCVM-GL7F	4100011 Adult Audio Visual	25.33	
			11K1-HQNL-3HGF	4100011 Adult Audio Visual	237.98	
			1CTW-W3X4-FQVG	4100012 YS Audio Visual	39.99	
			1GQ3-PVPQ-7WKM	4100012 YS Audio Visual	50.99	
			1XHF-RK11-MWT7	4130011 Library Supplies	25.37	
			1XRP-M1ML-QGY6	4131011 Hospitality	47.53	
			1TDL-NLCN-JFTC	4302011 Adult Programming	45.35	
			1RVJ-TK73-DHLJ	4302012 YS Programming	103.24	
07/10/2024	3376	American Library Association	ALA Dues S. Williams	2100011 Accounts Payable	133.00	133.00
			ALA Dues S. Williams	4050011 Trustee Development	133.00	
07/10/2024	3377	Ancel Glink PC	Acct. # ***9830	2100011 Accounts Payable	2,729.00	2,729.00
				4320011 Legal Fees	2,429.00	
				4320011 Legal Fees	300.00	
07/10/2024	3408	Anderson Elevator	Inv. 89596-H9K0	2100011 Accounts Payable	312.00	312.00
			Inv. 89596-H9K0	4250011 Contract Maintenance Building	312.00	
07/10/2024	3378	Anderson Pest Solutions	Bill # 2486355	2100011 Accounts Payable	82.50	82.50
				4250011 Contract Maintenance Building	82.50	
07/10/2024	3379	ATLAS		2100011 Accounts Payable	50.00	50.00
			Membership	4051011 Staff Development	50.00	

Maywood Public Library
Accounts Payable
July 2024

Date	Num	Name	Memo/Description	Account	Amount	Balance
07/10/2024	3380	Bradford Systems Corp.	Inv. 41593-1	2100011 Accounts Payable	8,840.44	8,840.44
			Inv. 41593-1	4310011 Equipment Purchase	8,840.44	
07/10/2024	3381	Comcast	Service From 6/30/24-7/29/24	2100011 Accounts Payable	171.85	171.85
			Acct. 8771 20 001 0331433	4106011 Technology	171.85	
07/10/2024	3382	ComEd	ComEd Bill Issued 6/17/24	2100011 Accounts Payable	26.94	26.94
			3278735000	4225011 Electricity	26.94	
07/10/2024	3383	Complete Temperature Systems	Inv. SRVCE050411	2100011 Accounts Payable	11,523.00	11,523.00
			Chiller repair	4260011 General Maintenance - Building	2,787.00	
			Installation	4260011 General Maintenance - Building	8,736.00	
07/10/2024	3384	Dasia Key	7/20/24 Program	2100011 Accounts Payable	35.00	35.00
				4302011 Adult Programming	35.00	
07/10/2024	3385	Dasia Key	8/17/24 Program	2100011 Accounts Payable	35.00	35.00
				4302011 Adult Programming	35.00	
07/10/2024	3386	Doreen J Berrien		2100011 Accounts Payable	2,773.75	2,773.75
			June Services	4170011 Professional Services	2,773.75	
07/10/2024	3387	Forest Security, Inc.	Inv. 170168, 166307	2100011 Accounts Payable	2,617.89	2,617.89
			Equipment maintenance & monitoring	4250011 Contract Maintenance Building	900.00	
			Monitoring	4250011 Contract Maintenance Building	1,717.89	

Maywood Public Library
Accounts Payable
July 2024

Date	Num	Name	Memo/Description	Account	Amount	Balance
07/10/2024	3388	Globe Life	Acct. 55395 Due 7/1/24	2100011 Accounts Payable	81.23	81.23
			Acct. 55395 -	4040011 Healthcare Premium	81.23	
07/10/2024	3389	Independent Construction Services	Inv. 1388	2100011 Accounts Payable	217.50	217.50
			Inv. 1388	6033011 DCEO Grant Expense	217.50	
07/10/2024	3405	John Fruit		2100011 Accounts Payable	35.00	35.00
				4302011 Adult Programming	35.00	
07/10/2024	3406	John Wilk Communication LLC	Legal Notice, Inv. 1188	2100011 Accounts Payable	455.00	455.00
			Legal Notice, Inv. 1188	4320011 Legal Fees	455.00	
07/10/2024	3407	Konica Minolta Business Solutions	Copy machine maintenance. Various invoices.	2100011 Accounts Payable	189.40	189.40
			294228248	4240011 Maintenance of Equipment	24.87	
			294228065	4240011 Maintenance of Equipment	119.83	
			294238112	4240011 Maintenance of Equipment	44.70	
07/10/2024	3393	LAKELAND HVAC Automation Inc.		2100011 Accounts Payable	1,480.00	1,480.00
			Security updates for Facility Explorer #80178983	4250011 Contract Maintenance Building	1,480.00	
07/10/2024	3394	LRS, LLC	LR5770733	2100011 Accounts Payable	185.94	185.94
			LR5770733	4235011 Garbage	185.94	
07/10/2024	3395	MidAmerican Energy	Acct. #228692, End read 6/17/24	2100011 Accounts Payable	7,387.90	7,387.90
			Acct. #228692, End read 6/17/24	4225011 Electricity	7,387.90	

Maywood Public Library
Accounts Payable
July 2024

Date	Num	Name	Memo/Description	Account	Amount	Balance
07/10/2024	3396	Midwest Tape, LLC	505701369	2100011 Accounts Payable	484.27	484.27
			505701369	4100011 Adult Audio Visual	242.14	
			"	4100012 YS Audio Visual	242.13	
07/10/2024	3397	Nicor Gas	Natural Gas 5/15/24-6/15/24	2100011 Accounts Payable	1,109.03	1,109.03
			55-81-64-0000 0	4205011 Natural Gas	1,109.03	
07/10/2024	3398	Romano Landscape LLC	Inv. 51027	2100011 Accounts Payable	645.00	645.00
			Inv. 51027	4250011 Contract Maintenance Building	645.00	
07/10/2024	3399	Royale Bezjian Carpet Company	Work date 6/18/24	2100011 Accounts Payable	85.00	85.00
			Work date 5/21/24	4250011 Contract Maintenance Building	85.00	
07/10/2024	3401	Village of Maywood - Health Benefit Fund	Inv. 13222	2100011 Accounts Payable	4,801.65	4,801.65
			14222	4040011 Healthcare Premium	1,479.13	
			13222	4040011 Healthcare Premium	3,322.52	
07/10/2024	3402	Village of Maywood Water Department	Water & Sewer: Accts 427403007-00 & 427405652-00	2100011 Accounts Payable	1,594.33	1,594.33
			Water inv. 427403007-00 Read Date 06/20/2024	4215011 Water	862.60	
			Water inv. 427405652-00 Read Date 06/20/2024	4215011 Water	731.73	
07/10/2024	3403	Williams Associates Architects, Ltd.	inv. 0022424, 0022557	2100011 Accounts Payable	1,086.25	1,086.25
			inv. 0022424	6033011 DCEO Grant Expense	22.11	
			inv. 0022557	6033011 DCEO Grant Expense	1,064.14	

Maywood Public Library
Accounts Payable
July 2024

Date	Num	Name	Memo/Description	Account	Amount	Balance
07/10/2024	3404	Zoobean Inc	inv 26326	2100011 Accounts Payable	939.75	939.75
			Beanstack Plus	4100011 Adult Audio Visual	469.87	
			" "	4100012 YS Audio Visual	469.88	
07/10/2024	3400	US BANK	Various charges. See line descriptions.	2100011 Accounts Payable	1,012.94	1,012.94
				4051011 Staff Development	59.00	
				4051011 Staff Development	59.00	
				4302012 YS Programming	80.43	
				4292011 Special Events	53.88	
				4260011 General Maintenance - Building	60.43	
				4260011 General Maintenance - Building	12.70	
				4292011 Special Events	483.30	
				4292011 Special Events	12.50	
				4051011 Staff Development	59.00	
				4292011 Special Events	54.96	
				4106011 Technology	20.99	
				4260011 General Maintenance - Building	37.34	
				6123011 Vending Machine Expenses	19.41	
TOTAL						51,737.67

Maywood Public Library
Accounts Payable
July 2024

Date	Num	Name	Memo/Description	Account	Amount	Balance
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Maywood Public Library

Statement of Financial Position

As of June 30, 2024

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1001011 Petty Cash	325.00
1001511 Cash - Circulation	65.00
1020311 Seaway Bank & Trust - Payroll	0.00
1050011 IL Funds - Primary	357,630.09
1060073 PMA - Construction Fund	22.20
1070411 Bank of New York - Escrow 2	36.60
1080011 US Bank - Primary	1,699,582.16
1080111 US Bank - Accounts Payable	103,571.17
1080211 US Bank - Payroll	0.00
1080311 US Bank SB220079 Grant Account (DCEO)	186,093.21
1099011 Cash Allocated to Other Funds	-701,337.74
1099073 Allocated Cash - Bldg Const	45,308.90
1099078 Allocated Cash - Working Cash	258,366.98
1099091 Allocated Cash - FICA Bond	366,313.43
1099092 Allocated Cash - IMRF Fund	101,463.05
1099093 Allocated Cash - Unemp Fund	16,025.37
1099094 Allocated Cash - Workers Comp Fund	8,005.43
1099095 Allocated Cash - Liab Ins Fund	-87,895.42
1099096 Allocated Cash - Audit Fund	-6,250.00
Total Bank Accounts	\$ 2,347,325.43
Total Current Assets	\$ 2,347,325.43
TOTAL ASSETS	\$ 2,347,325.43
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100011 Accounts Payable	14,954.26
Total Accounts Payable	\$ 14,954.26
Other Current Liabilities	
2101011 Federa I Tax Withheld	-1,535.31
2102011 State Tax Withheld	5,784.54
2103011 FICA Withheld	1,843.89
2104011 IMRF Withheld	-5,089.79
2104511 IMRF-VAC	10,183.88
2105011 Credit Union I Withheld	92.32
2106011 Credit Union II Withheld	385.00
2107011 Medical Insurance Withheld	487.72
2108011 Pebsco Withheld	235.00

Maywood Public Library

Statement of Financial Position

As of June 30, 2024

	Total
ASSETS	
2109011 Garnishments Withheld	0.00
2110011 AFLAC Withheld - Pre Tax	17.85
2111011 AFLAC Withheld - Post Tax	0.00
2222211 Cash Advance - Credit Card	163.34
2222411 Due to Library Foundation	0.00
Total Other Current Liabilities	\$ 12,568.44
Total Current Liabilities	\$ 27,522.70
Total Liabilities	\$ 27,522.70
Equity	
2900011 Fund Balance - Library Fund	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90
2900078 Fund Balance - Working Cash	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05
2900093 Fund Balance - Unemployment	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00
Opening Balance Equity	-6,624.18
Retained Earnings	1,209,023.78
Net Revenue	801,554.32
Total Equity	\$ 2,319,802.73
TOTAL LIABILITIES AND EQUITY	\$ 2,347,325.43

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Maywood Public Library

Budget vs. Actuals: Budget FY24 P&L - FY24 P&L

July 2023 - June 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
3000011 Tax Revenue - Current to Allo	-61,015.34		-61,015.34	
3001011 Tax Revenue - Current	1,491,265.27	1,308,094.00	183,171.27	114.00%
3001080 Tax Rev Current - Building Fund	43,073.27	60,000.00	-16,926.73	71.79%
3001091 Tax Rev Current - FICA Fund	13,834.80	55,000.00	-41,165.20	25.15%
3001092 Tax Rev Current - IMRF Fund	1,711.53	120,000.00	-118,288.47	1.43%
3001093 Tax Rev Current - Unemp Fund	855.76	1,000.00	-144.24	85.58%
3001094 Tax Rev Current - Workers Comp Fund	855.76	1,000.00	-144.24	85.58%
3001095 Tax Rev Current - Liab Ins Fund	38,651.87	44,000.00	-5,348.13	87.85%
3001096 Tax Rev Current - Audit Fund	7,844.47	9,000.00	-1,155.53	87.16%
3021011 Personal Prop Replacement Tax	157,188.50	120,000.00	37,188.50	130.99%
3030011 Per Capita Grant	34,762.80	34,680.00	82.80	100.24%
3032611 Other Grant Income	7,500.00	7,500.00	0.00	100.00%
3033011 DCEO Grant	186,000.00	350,000.00	-164,000.00	53.14%
3039011 Donations	1,091.95	100.00	991.95	1091.95%
3060011 Fines	989.83		989.83	
3070011 Copy Machine	5,807.39	2,000.00	3,807.39	290.37%
3080011 Lost and Paid	695.95	200.00	495.95	347.98%
3095011 General Sales	218.94	25.00	193.94	875.76%
3095511 Book Sales	345.54	500.00	-154.46	69.11%
3123011 Vending Machine Income	2,011.85	1,500.00	511.85	134.12%
3125011 Fax Machine	75.98	25.00	50.98	303.92%
3127011 Room Rental Income	765.50	250.00	515.50	306.20%
3130011 Miscellaneous Income	863.72	500.00	363.72	172.74%
3132511 Maywood Book Income	100.33	100.00	0.33	100.33%
3302011 Interest - All Bank	1,563.46	200.00	1,363.46	781.73%
3304011 Interest - IL Funds Primary	17,426.27	5,000.00	12,426.27	348.53%
3608011 Passport and License Renewal Income	14,029.73	7,000.00	7,029.73	200.42%
Total Revenue	\$ 1,968,515.13	\$ 2,127,674.00	-\$ 159,158.87	92.52%
Gross Profit	\$ 1,968,515.13	\$ 2,127,674.00	-\$ 159,158.87	92.52%
Expenditures				
4010011 Salaries	621,149.44	705,000.00	-83,850.56	88.11%
4040011 Healthcare Premium	17,160.86	65,000.00	-47,839.14	26.40%
4050011 Trustee Development	682.26	3,500.00	-2,817.74	19.49%
4051011 Staff Development	3,437.64	3,500.00	-62.36	98.22%
4052011 Travel	1,273.04	2,000.00	-726.96	63.65%
4070011 Membership Dues	2,334.00	4,500.00	-2,166.00	51.87%
4080011 Adult Books	16,878.76	17,000.00	-121.24	99.29%
4080012 YS Books	12,264.97	15,000.00	-2,735.03	81.77%
4085011 SWAN Lost Books	362.74	2,000.00	-1,637.26	18.14%

Maywood Public Library
Budget vs. Actuals: Budget FY24 P&L - FY24 P&L
July 2023 - June 2024

	Total			
	Actual	Budget	over Budget	% of Budget
4090011 Periodicals	2,976.92	3,500.00	-523.08	85.05%
4100011 Adult Audio Visual	5,821.99	7,500.00	-1,678.01	77.63%
4100012 YS Audio Visual	1,923.83	7,500.00	-5,576.17	25.65%
4105011 Software	244.80	7,000.00	-6,755.20	3.50%
4106011 Technology	8,503.97	5,000.00	3,503.97	170.08%
4130011 Library Supplies	6,301.49	13,000.00	-6,698.51	48.47%
4130012 Patron Services Supplies	836.67	3,000.00	-2,163.33	27.89%
4130013 Tech Services Supplies	1,935.79	1,000.00	935.79	193.58%
4130511 Bank Fees	2,039.31	1,200.00	839.31	169.94%
4131011 Hospitality	2,484.34	2,500.00	-15.66	99.37%
4135011 Printing	1,010.00	3,000.00	-1,990.00	33.67%
4140011 Postage	3,845.78	3,000.00	845.78	128.19%
4150011 Telephone	7,603.56	10,500.00	-2,896.44	72.41%
4160011 Publicity	7,131.52	5,000.00	2,131.52	142.63%
4170011 Professional Services	38,728.11	45,000.00	-6,271.89	86.06%
4205011 Natural Gas	37,237.16	40,950.00	-3,712.84	90.93%
4210011 Databases & E-Resources	21,716.65	24,000.00	-2,283.35	90.49%
4215011 Water	11,068.98	11,550.00	-481.02	95.84%
4225011 Electricity	84,018.94	90,000.00	-5,981.06	93.35%
4235011 Garbage	3,312.02	9,000.00	-5,687.98	36.80%
4240011 Maintenance of Equipment	2,242.27	36,750.00	-34,507.73	6.10%
4250011 Contract Maintenance Building	56,481.55	60,000.00	-3,518.45	94.14%
4256011 Janitorial Supplies	1,999.75	7,350.00	-5,350.25	27.21%
4260011 General Maintenance - Building	16,070.48	36,750.00	-20,679.52	43.73%
4265011 SWAN	26,829.00	26,000.00	829.00	103.19%
4292011 Special Events	3,770.38	10,000.00	-6,229.62	37.70%
4302011 Adult Programming	4,573.07	7,000.00	-2,426.93	65.33%
4302012 YS Programming	4,726.74	7,000.00	-2,273.26	67.52%
4310011 Equipment Purchase		6,000.00	-6,000.00	0.00%
4311011 Capital Improvements		40,000.00	-40,000.00	0.00%
4320011 Legal Fees	7,148.25	15,000.00	-7,851.75	47.66%
4330011 Passport and License Renewal Expenses	3.00		3.00	
6032011 Misc. Grant Expense	8,478.37	7,500.00	978.37	113.04%
6033011 DCEO Grant Expense	17,686.02	350,000.00	-332,313.98	5.05%
6034011 Per Capita Grant Expenses	2,817.81	34,680.00	-31,862.19	8.13%
6123011 Vending Machine Expenses	1,361.73	1,500.00	-138.27	90.78%
6912011 Contingencies	39.00		39.00	
9150091 FICA Expenditures	47,200.11	54,000.00	-6,799.89	87.41%
9250092 IMRF Expenses - District	14,019.23	97,739.00	-83,719.77	14.34%
9350093 Unemployment Insurance	-16,642.21	5,250.00	-21,892.21	-316.99%

Maywood Public Library
Budget vs. Actuals: Budget FY24 P&L - FY24 P&L
July 2023 - June 2024

	Total			
	Actual	Budget	over Budget	% of Budget
9450094 Insurance - Workers Comp	4,398.00	1,050.00	3,348.00	418.86%
9550095 Insurance - Liability	33,179.83	40,000.00	-6,820.17	82.95%
9650096 Audit	6,250.00	7,000.00	-750.00	89.29%
Total Expenditures	\$ 1,166,917.92	\$ 1,961,269.00	-\$ 794,351.08	59.50%
Net Operating Revenue	\$ 801,597.21	\$ 166,405.00	\$ 635,192.21	481.71%
Other Expenditures				
Other Miscellaneous Expenditure	42.89		42.89	
Total Other Expenditures	\$ 42.89	\$ 0.00	\$ 42.89	
Net Other Revenue	-\$ 42.89	\$ 0.00	-\$ 42.89	
Net Revenue	\$ 801,554.32	\$ 166,405.00	\$ 635,149.32	481.69%

Thursday, Jul 11, 2024 03:00:54 PM GMT-7 - Accrual Basis

Maywood Public Library

Statement of Activity by Class

July 2023 - June 2024

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Revenue									
3000011 Tax Revenue - Current to Allo	-61,015.34								-61,015.34
3001011 Tax Revenue - Current	1,491,265.27								1,491,265.27
3001080 Tax Rev Current - Building Fund		43,073.27							43,073.27
3001091 Tax Rev Current - FICA Fund			13,834.80						13,834.80
3001092 Tax Rev Current - IMRF Fund				1,711.53					1,711.53
3001093 Tax Rev Current - Unemp Fund					855.76				855.76
3001094 Tax Rev Current - Workers Comp Fund						855.76			855.76
3001095 Tax Rev Current - Liab Ins Fund							38,651.87		38,651.87
3001096 Tax Rev Current - Audit Fund								7,844.47	7,844.47
3021011 Personal Prop Replacement Tax	157,188.50								157,188.50
3030011 Per Capita Grant	34,762.80								34,762.80
3032611 Other Grant Income	7,500.00								7,500.00
3033011 DCEO Grant	186,000.00								186,000.00
3039011 Donations	1,091.95								1,091.95
3060011 Fines	989.83								989.83
3070011 Copy Machine	5,807.39								5,807.39
3080011 Lost and Paid	695.95								695.95
3095011 General Sales	218.94								218.94
3095511 Book Sales	345.54								345.54
3123011 Vending Machine Income	2,011.85								2,011.85
3125011 Fax Machine	75.98								75.98
3127011 Room Rental Income	765.50								765.50
3130011 Miscellaneous Income	863.72								863.72
3132511 Maywood Book Income	100.33								100.33
3302011 Interest - All Bank	1,563.46								1,563.46
3304011 Interest - IL Funds Primary	17,426.27								17,426.27
3608011 Passport and License Renewal Income	14,029.73								14,029.73

Maywood Public Library

Statement of Activity by Class

July 2023 - June 2024

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Revenue									
Total Revenue	\$ 1,861,687.67	\$ 43,073.27	\$ 13,834.80	\$ 1,711.53	\$ 855.76	\$ 855.76	\$ 38,651.87	\$ 7,844.47	\$ 1,968,515.13
Gross Profit	\$ 1,861,687.67	\$ 43,073.27	\$ 13,834.80	\$ 1,711.53	\$ 855.76	\$ 855.76	\$ 38,651.87	\$ 7,844.47	\$ 1,968,515.13
Expenditures									
4010011 Salaries	621,149.44								621,149.44
4040011 Healthcare Premium	17,160.86								17,160.86
4050011 Trustee Development	682.26								682.26
4051011 Staff Development	3,437.64								3,437.64
4052011 Travel	1,273.04								1,273.04
4070011 Membership Dues	2,334.00								2,334.00
4080011 Adult Books	16,878.76								16,878.76
4080012 YS Books	12,264.97								12,264.97
4085011 SWAN Lost Books	362.74								362.74
4090011 Periodicals	2,976.92								2,976.92
4100011 Adult Audio Visual	5,821.99								5,821.99
4100012 YS Audio Visual	1,923.83								1,923.83
4105011 Software	244.80								244.80
4106011 Technology	8,503.97								8,503.97
4130011 Library Supplies	6,301.49								6,301.49
4130012 Patron Services Supplies	836.67								836.67
4130013 Tech Services Supplies	1,935.79								1,935.79
4130511 Bank Fees	2,039.31								2,039.31
4131011 Hospitality	2,484.34								2,484.34
4135011 Printing	1,010.00								1,010.00
4140011 Postage	3,845.78								3,845.78
4150011 Telephone	7,603.56								7,603.56
4160011 Publicity	7,131.52								7,131.52
4170011 Professional Services	38,728.11								38,728.11

Maywood Public Library

Statement of Activity by Class

July 2023 - June 2024

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Revenue									
4205011 Natural Gas	37,237.16								37,237.16
4210011 Databases & E-Resources	21,716.65								21,716.65
4215011 Water	11,068.98								11,068.98
4225011 Electricity	84,018.94								84,018.94
4235011 Garbage	3,312.02								3,312.02
4240011 Maintenance of Equipment	2,242.27								2,242.27
4250011 Contract Maintenance Building	56,481.55								56,481.55
4256011 Janitorial Supplies	1,999.75								1,999.75
4260011 General Maintenance - Building	16,070.48								16,070.48
4265011 SWAN	26,829.00								26,829.00
4292011 Special Events	3,770.38								3,770.38
4302011 Adult Programming	4,573.07								4,573.07
4302012 YS Programming	4,726.74								4,726.74
4320011 Legal Fees	7,148.25								7,148.25
4330011 Passport and License Renewal Expenses	3.00								3.00
6032011 Misc. Grant Expense	8,478.37								8,478.37
6033011 DCEO Grant Expense	17,686.02								17,686.02
6034011 Per Capita Grant Expenses	2,817.81								2,817.81
6123011 Vending Machine Expenses	1,361.73								1,361.73
6912011 Contingencies	39.00								39.00
9150091 FICA Expenditures	327.63		46,872.48						47,200.11
9250092 IMRF Expenses - District				14,019.23					14,019.23
9350093 Unemployment Insurance	-21,690.00				5,047.79				-16,642.21
9450094 Insurance - Workers Comp						4,398.00			4,398.00
9550095 Insurance - Liability						857.00	32,322.83		33,179.83
9650096 Audit								6,250.00	6,250.00

Maywood Public Library

Statement of Activity by Class

July 2023 - June 2024

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Revenue									
Total Expenditures	\$ 1,057,150.59	\$ 0.00	\$ 46,872.48	\$ 14,019.23	\$ 5,047.79	\$ 5,255.00	\$ 32,322.83	\$ 6,250.00	\$ 1,166,917.92
Net Operating Revenue	\$ 804,537.08	\$ 43,073.27	-\$ 33,037.68	-\$ 12,307.70	-\$ 4,192.03	-\$ 4,399.24	\$ 6,329.04	\$ 1,594.47	\$ 801,597.21
Other Expenditures									
Other Miscellaneous Expenditure	42.89								42.89
Total Other Expenditures	\$ 42.89	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 42.89
Net Other Revenue	-\$ 42.89	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 42.89
Net Revenue	\$ 804,494.19	\$ 43,073.27	-\$ 33,037.68	-\$ 12,307.70	-\$ 4,192.03	-\$ 4,399.24	\$ 6,329.04	\$ 1,594.47	\$ 801,554.32

Thursday, Jul 11, 2024 03:24:19 PM GMT-7 - Accrual Basis

Maywood Public Library District
Interim Director Report
July 17, 2024

Hello, everyone and Happy Summer! Here are some highlights of what I've been working on and learning from our last Board Meeting in June.

From my last report, I had mentioned that I have been tackling on administrative work as it comes by. To my findings, June is a much busier time altogether. We have multiple deadlines for contract renewals, state mandated reports (ie. IPLAR, Levy, Budget and Ordinance), and summertime programs and partnerships. Then there are the routine duties of IMRF & IMRF Wage Reports, Grant Spending Trackers and Documents, Payroll Totals, and Financial Report Readings. While I have experience in these reports and responsibilities, I am excited to tackle them on from a Library Director's perspective.

For instance, this month I reviewed and signed the FY2025 ILLINET/OCLC Group Services Program Renewal. This ensures our participation for World Share Metadata / OCLC Cataloging for the 2025 fiscal year. I also opted for our library to participate in SWAN's proposed database plan that would reduce our current bill for online databases, plus increase our current resources. I've jumped into reporting our ongoing grants with the state and have even caught up our library with certain late reporting. I've called and emailed our vendors to see if we have any dues, and we should be up to date with everything.

In my last report, I mentioned that I will be working on tackling the vacation time on Paylocity project that Mr. Shell started. My current step in that project is after meeting with Doreen and talking with Paylocity, it is best to make sure that our current vacation policy has the consistent language needed to upload to Paylocity. After that, I can proceed to inputting the correct times for staff.

June also brought on the beginning of our summer programming. We had a positive turnout for our Kick of Summer Reading Party that occurred Friday, June 8th at 3:00 PM to 5:00 PM. We had facepainting, pillow making, popcorn, snacks, big bubbles, tie dye stations, and more. It was a wonderful time. Please refer to the June Youth Services Department Report for more information and photos. I do want to thank our Board President, Mrs. Shakeesta Williams for attending and for helping us run the pillow making station.

On top of this, I am managing my Youth Services Department Head responsibilities such as summer reading and community programming/outreach. More about this can be found in the Youth Services Department Report.

Budget/Finances

FY24/25 Budget: The budget will be included in this board meeting for approval. Since there were questions regarding the monthly financials, we did not feel comfortable with

the numbers yet, thus resulting in the budget being presented now. The budget should be concrete, with only slight future changes for the salary, FICA and IMRF lines. Kathy Parker is the one who reviewed and created the FY 2024-2025 Budget.

Monthly Financials: Doreen Berrien is still working on the December reconciliation that was not done properly, and investigating the balance that was forced in QuickBooks. She is continuing to trace back the errors created. She has written a summary of her findings and progress.

Facility

The switching of our alarm system to Forest Security has now been completed with minimal issues. I had mentioned in our last meeting that we were experiencing alarm sensor errors. Forest Security has come out to fix those errors. We, hopefully, expect not to have any more issues.

Next, our AC system has been worked on since our last meeting. As mentioned, Chiller 1 experienced a leakage, and it caused many iron coils to rupture. The total amount of ruptured coils was around 300. Those have now been replaced as well as the insulator wrap needed for both chillers.

Pedro Diaz, our Building Maintenance Technician, has reported that there is some leakage coming from sinks and toilets in our 1st and 3rd floor bathrooms. We are going to have both the leakage and ventilation system in our bathrooms reviewed because we are experiencing strong odors travelling all throughout the building.

Our sprinkling system was experiencing some water pressure issues, but Pedro was able to figure out that the water sprinkler heads needed replacement. Fun note, they work so well, that after the library closes, children are running through them as if it's a mini waterpark.

I'm going to touch base with other pending facility issues to make sure we have official documentation of what has been completed and what has been done.

Projects

We will soon start our Elevator Modernization Project. I am working with my staff to make sure they understand what our role will be at the fore front when receiving future bids and/or documents.

Grants

Illinois State Library Construction/Live & Learn Grant: Last board meeting, we were waiting for word if we have been awarded the grant. We have been awarded the grant and have been sent the contract signed by the Secretary of State. This grant is in addition to previous grants awarded and it is for \$50,000.00.

Fiscal Year 2024 Technology Grant: Again, we were granted a Technology Grant of \$27,500.00 to improve the library's technology infrastructure. We recently sent signed

contracts for this grant from the Secretary of State and have now received a signed contract by the Secretary of State.

Staff

We will be hiring a new library assistants for Adult and Youth Services to replace the current positions we have vacant.

Miscellaneous

Nothing to report at this time.

Submitted by: Daniela Martinez—Interim Director

Maywood Public Library District
Patron and Technical Services Department Report
June 2024

General

Hi!

June was the start of summer vacation for many, so it has been a period of downtime for ongoing projects, as a number of patron services staff have been out traveling and enjoying the season. The third floor weeding/book disposal project is nearly completed. All that's left is to disassemble the unused shelving units and finish weeding the old reference texts. The storage collection and holiday decorations have been consolidated in preparation for this move. Again, massive thanks to Stephanie, Curtis, Steve, and Joanna for everything they've done for bringing this project to completion!

This month has mostly been one of preparation for the year going forward, as we've started a new fiscal year and are doing some long-term planning for the coming months.

Passports and Notaries

I have become not only a passport agent, but lead for the Library's passport processing services at the Library. In the month of June, the library has processed 13 passports. It is my hope that in future, we can offer an all-in-one service and also have a passport photo service available so that applicants don't have to travel to Walgreens (for example) to have their photos done. If the photos are on site, we, as passport agents, have control over whether the photo is acceptable or not and can print/take another if it isn't, whereas right now, we send the applicant back to Walgreens to retake the photo (this isn't common, but when it does (rarely) come up, it can be a hassle).

Andrea and I are also in the process of becoming Notary Publics, as the Library is currently down to only one notary (Daniela).

Staff Performance Reviews

Patron services staff have been given their yearly performance reviews (with one exception, who is currently on vacation and the review is slated for later in July). As I am a newcomer here, I mostly focused the reviews on what everyone's goals are for the next year. As such, Andrea will be working more with Stephanie to learn the ropes of technical services and cataloguing. The reviews also brought to light how in need the patron services department is for updated manuals and procedures, which I will be working on over the next few months. Some of the training manuals are a few years out of date, and while our procedures haven't changed all that much, giving them a bit of a makeover to keep them updated and current will also offer the opportunity for everyone

to refresh themselves on said procedures (as I plan to have everyone look over the updated manuals for clarity and accuracy).

New Patron Services Clerk

We have also hired a new temporary patron services clerk to cover some of the shifts for staff members who are on summer vacation! Yuli Melnyk will be working with us for July and August.

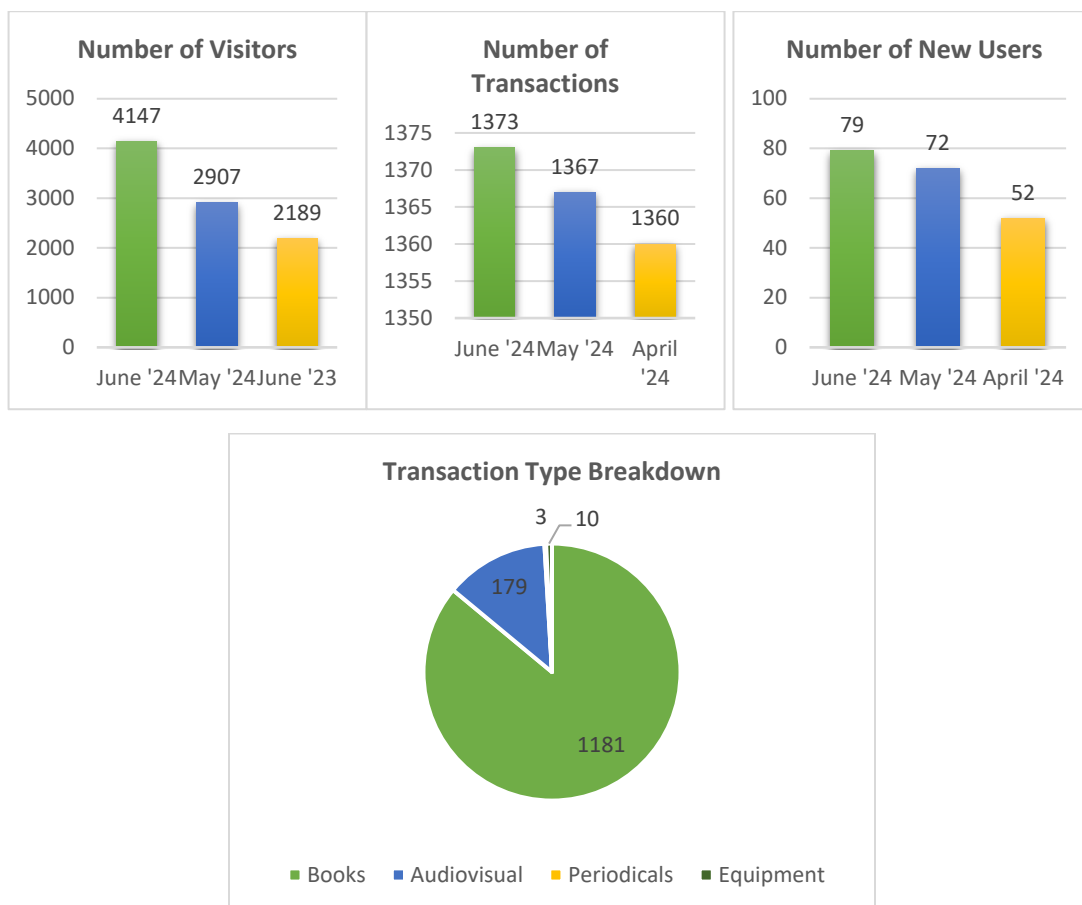
June 2024 Statistics

4,147 patrons visited the Library (1,240 increase from May—for the Mexican Consulate)

1,373 transactions (0.4%> May 2024)

- 1,181 Books
- 179 Audiovisual (DVDs, CDs, etc.)
- 3 Periodicals
- 10 Equipment/Library of Things

79 New Patron Cards!



Submitted by: Rhiannon Taylor, Head of Patron and Technical Services

May 2024 Report – Information Services

General:

The current season of the Illinois Libraries Presents Zoom series finished up with the rescheduled The Hidden Gifts of Visual Thinkers with Dr. Temple Grandin on June 4th. The next season will begin in September.

Rhonda Fentry's Soundbath Meditation program continues. We had 6 people attend the latest session.

On June 7th, we had a Kayaking program. Westchester Public Library organized the event and opened up time slots to area libraries. We signed up, and 7 of our patrons were able to participate. Pictures are below.

Also on June 7th we had our Summer Reading opening event outside the library. Pictures are below.

On June 18th I participated in a Zoom Meeting with Age Guide about the grant we received from them.

On June 18th, we had a Career Fair on the third floor. There were 150 participants and 14 employers. The program was a collaboration with Dr Eddie Taylor.

On July 11, we delivered 60 books and DVDs to 15 homebound patrons at Maywood Assisted Living. The June delivery was delayed due to a vacation and July 4th holiday.

Starting July 10, Mujeres Latinas in Action (<https://mujereslatinasenaccion.org/>) will be passing out information in our lobby once a month through December.

Programs:

Tuesdays @ 12:00 Quilting and Sewing (4,4,3,4,3,3,4,4)
Stop by our regular quilting and sewing group.

Fridays @ 10:00 Tech Friday(0,1,0,2)
Sign up for one-on-one tech help. Get help with your smartphone or computer.

June 3 @ 10:00 Maywood History Walk (4)
Take a walk with us and learn a little about the history of the Maywood Candy Company.

June 4 @ 10:30 Basic PCs (2)
Learn the basics of using a Windows PC

June 4th @ 7:00 The Hidden Gifts of Visual Thinkers with Dr. Temple Grandin
Watch the Dr. Grandin interview live via Zoom.

June 6th @ 6:30 Book Discussion (0)

Check out our book tasting and help shape the future of the MPLD book club.

June 7th @ 11:30 Kayaking (7)

Kayaking for beginners and children at the Thatcher Glen Pond. Sign up by May 31st!

June 11 @ 12:30 Soundbath Meditation (6)

Soundbath Meditation returns! Soundbath Meditation is a form of meditation using the ambient sounds and vibrations from crystal singing bowls, Tibetan singing bowls, Tingsha Bells, and other instruments to tap into your deeper self-conscious, creating a sense of calm, peace, and relaxation.

June 11 @ 6:00 Adult Craft (13)

Create your very own succulent planter in our adult craft.

June 13 & 27 @ 10:00 English language Conversation Group (0,0)

Learning English? Practice with us in a safe place in our English language conversation group.

June 13 @ 7:00 Take an Interest in Bonds presented by Edward Jones (0)

Learn about fixed income investments like bonds.

June 15th @ 11:00 Race Unity Discussion Group (8)

Join our safe space for discussions on the complexities of race and society.

June 15 @ 10:30 Dungeons & Dragons (1)

Learn the basics of table top role playing games and play Dungeons & Dragons!

June 18th @ 10:00-1:00 Job Fair For Black America (150 participants, 14 employers, 2 volunteers)

In honor of Juneteenth, this is a one of a kind free job fair for employers to meet qualified career and job seekers from the Black/African American Community.

June 20th @ 6:30 Heritage to Hustle (7)

Learn how it started in this presentation on the history of Black innovation.

June 22 @ 10:00 Yoga (0)

Beginner-friendly yoga that opens the door to enhanced relaxation and well-being through a series of movements and breath-work.

June 27 @ 7:00 Mindfulness/Movement program (0)

"Need some peace and quiet? What if I told you with Mindfulness meditation you can create peace and quiet in your mind anywhere you are? Interested? Please join Vanessa for a few introductory practices for mindfulness meditation."

June 7th Kayaking Program



June 7th Summer Reading Program











June 2024 Statistics - Information Services Dept.

Wix

Website Visits 1850

Event Registrations 111

My Pc

Center Users 444

Youth Users 457

Copier

Faxing 320 pages

Scanning 767 pages

Printing 2180 pages

Copies 1028 pages

eRead IL: 28 checkouts

Kanopy 281 visits, 8 plays

Hoopla 5 new users; 212 Checkouts

OverDrive (Libby) 10 new users; 166 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

Instagram 533 followers

Twitter 121
followers

TikTok 44.3k likes, 1799 followers

OCLC 0 checkouts, 10 holds filled

EBSCO: 33 Database Requests

Museum Adventure Pass: 25 passes generated

Explore More Illinois: 0 passes generated

Local History: 3 requests

Reference Questions : We average about reference 6 questions a day

Submitted by: John Fruit, Head of Information Services

Maywood Public Library District

Youth Services Department Report

July 2024

Overview:

It's Summer Reading Season! We have officially started our summer reading challenge, programs, and partnerships this month.

We've had quite a few daycares and summer camps visit us from the start of June. They come in for programs such as Chalk Art, Storytime (both in and outdoor), and for coloring hour! It is refreshing to see our community coming in to just spend a nice time in their library.

Our summer reading challenge, *Read, Renew, Repeat*, started on Friday, June 8 and will last until Wednesday, July 31st. To celebrate our launch, we had a lovely kick-off party! The party was outdoors and opened to everyone. We had multiple stations of activity and entertainment, as well as snacks and drinks. This year, we focused on the theme of reusing. One of our stations was a pillow making spot, where patrons could choose different fabric designs and shapes (a heart, star, circle, or rectangular) to make their custom pillow. The fabric was donated by Stephanie Samuel, in honor of her mother, Mrs. Shirely Samuel, who love to create. We also had our tie dye station with vibrant colors to set the tone for summer this year. Mostly importantly, we had a station dedicated to helping our patrons sign up for the reading challenge through Beanstack. Beanstack is the library reading tracking system that allows us to determine who read the most this summer. Our hopes are to increase participation, and to ensure that Beanstack is used, I've set up check-in dates for those who need more assistance. Lastly, the star of the kick-off party, was our very own popcorn machine! Our library smelled like a movie theater, and the kids enjoyed being able to get freshly popped popcorn. As always, I took notes for the future kick-off party and plan on adversting it in our local newspaper and our Village Newsletter, on top of the MPLD newsletter that get sent to our Maywood Residents.

With an increase in visiting patrons, we are going to need to clean our carpet on the YS Department floor. My hopes are that the carpet cleaning will hold out until we commence our carpet replacement project in the future.

Again, our YS Department is vibrant with colors and laughter. Please feel free to stop by!

Programming:

Anime Club & Chess Club needs more advertising for tweens and teens to participate in.

Chalk Art is an ultimate favorite now that we have 2 chalk walls in our YS Department. Now, rain or shine, patrons can enjoy creating with chalk.

Crafty Afternoons had a few sessions this month because of library closings! However, that didn't stop our amazing crafters. This month, they created I would also like to highlight that these programs were successful due to the help of my librarian assistants, so thank you to them!

Lego Club is sought after so much, that the goal is to have it meet twice a month. This Lego club session was a free play session. Our engineers were thrilled to be able to just build.

Making Mondays, Tinker Toys, and Weekenders are programs that continue to promote creativity and curiosity. Our patrons can explore different mediums of art and material, thus allowing them to venture into complex designs.

Movie Monday is a wonderful way to enjoy a family movie at the library with some light snacks. This month we had 2 different sessions. One movie date was for kids (0-12), while the other showed a PG-13 movie. My goal is to increase the tween and teen attendance.

Storytimes continue to have multiple sessions with different ages. Our daycares have fill returned and made story time a blast! We read all about animals and feeling sad. These sessions are both in and outdoor, depending on the weather.

Switch Nights: Mario Kart Monday, Overcooked Wednesday, and Ultimate Saturdays have finally arrived! We now are proud owners of 2 Nintendo Switch consoles with multiple controllers and we can finally host game nights. These nights are so fun! We already have our patrons asking for multiple sessions!

Try Teens, Journaling, Tween and Teen POV are all tween and teen-based programs that consider trends, pop culture, discussion, bonding, and laughter.

Volunteer Hour gives patrons the opportunity to earn some volunteer hours. This program runs on Thursdays from 3:00 PM to 5:00 PM on the YS Department Floor. The duties range from book cleaning to organizing craft supplies.

Community Outreach & Professional Development:

1. Greater Chicago Food Depository | June through August

- a. Just like last year, we are hosting a free cold meal for youth 17 and under. These meals started in June and will last until August. They can be found on the YS Department Floor and will be available Monday through Friday, from 1:00 PM to 3:00 PM, except for the days we are closed.

2. Consulado Sobre Ruedas (Mexican Consulate) | Tuesday, June 11 through Friday, June 14

- a. The Consulado Sobre Ruedas has made their return yet again. As always they come in fully prepared and well attended. This time, they were here for only 4 days, but have already expressed their intent to return.

3. Outdoor Storytime: A Brookfield Zoo Storytime | Tuesday, June 11 @ 10:30 AM

- a. We had the honor to be invited for a second time to Brookfield Zoo's ZAP! Story Time At the Zoo! Each week, Brookfield Zoo has different libraries/librarians hosting a story time at the Hamill Family Nature Plaza. To ensure our patrons have an opportunity to attend, we offered a sign up for the story time to receive Free General Admission Tickets! It was exciting to be able to read at the zoo and teach children about habitats. At this story time, I read 2 stories, conducted 2 activities, and announced what's going on at our library.

4. Village Flag Raising for Juneteenth | Monday, June 17 – Maywood Police Station

- a. The Village of Maywood honored Juneteenth by having a flag raising. At this event, the Village was gifted 1 of 4 original portraits from the people of Forest Park. The Village then gifted it to us to display in our library. This portrait is breathtaking, illustrating the feeling of being freed. We hope to have it displayed in the Adult Services Department for the time being.

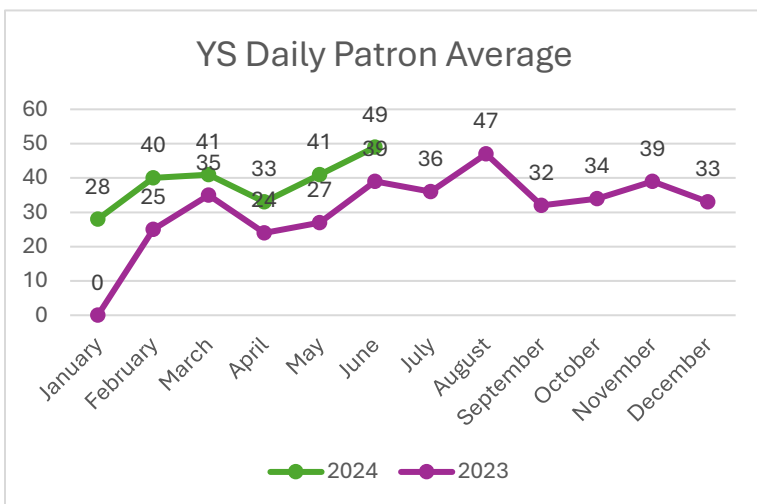
Highlights:

I want to take the time to formally say thank you to my staff for supporting me during this time of being both Interim Director and Head of Youth Services. Without their help or dedication, it would have been much harder to do. Thank you, all.

Respectfully Submitted: Daniela Martinez, Head of Youth Services / Interim Director | 07/12/2024

Youth Services Department Statistics June 2024

Program	Date & Time	Attendance	Audience
Anime Club	06/01 @ 2:00 PM	2	Tweens and Teens
#BookTalk	06/04 @ 6:00 PM	0	Tweens and Teens
Chalk Art	Tuesdays @ 11:30 AM	46	All
	Tuesdays @ 5:30 PM	73	All
	Thursday @ 11:30 AM	39	All
	Thursday @ 5:30 PM	82	All
Chess Club	06/01 @ 11:00 AM	3	All
Crafty Afternoons	06/05 @ 5:00 PM	26	All
	06/12 @ 5:00 PM	21	All
	06/26 @ 5:00 PM	32	All
Lego Club	06/15 @ 11:00 AM	8	Kids
Maker Monday	06/17 @ 11:30 PM	4	All
	06/17 @ 5:30 PM	8	All
Movie Monday	06/03 @ 5:30 PM	4	Tweens and Teens
	06/24 @ 5:30 PM	3	All
Mario Kart	06/10 @ 5:30 PM	19	Tweens and Teens
Overcooked Wednesday	06/26 @ 7:00 PM	18	All
Storytime	06/05 @ 7:00 PM	3	Kids
	06/10 @ 10:30 AM	13	Kids
	06/21 @ 10:30 AM	11	Kids
	06/24 @ 10:30 AM	8	Kids
Try Teens	06/13 @ 6:00 PM	0	Tweens and Teens
Table Top Thursday	Thursdays	49	All
Ultimate Saturday	06/22 @ 12:00 PM	16	All
Weekenders	06/14 All Day	5	All
	06/28 All Day	6	All
VR & Gaming	06/12 @ 6:00 PM	4	All
Summer Reading Kick-Off	06/08 @ 3:00 PM	95	All
Mexican Consulate	06/11-06/14	1,200+	Partnership
Brookfield Zoo ZAP! Story Time	06/13 @ 10:30 AM	69	Outreach





IT Department Monthly Report

July, 2024

- I am in the process of planning a visit to tour the smart locker system at Oak Park Public Library's main branch. We've just recently installed the same system and I want to see how Oak Park's is working for them. Staff will be trained in the coming weeks on how to use the lockers. We're hoping that the new lockers will increase patron material pickup after hours.
- The Youth Services computer lab has seen a drastic increase in computer usage this summer. We've actually had a waiting list on some days.
- Monthly updates for the public computers are still being maintained.
- The update for Symphony Workflows has been postponed. No new information about a rescheduled date is available.
- There are a few locations, internal and external, that will need security cameras. I am in the process of completing that list and making everyone aware of the suggested locations.
- I've had several consultations on making the website more accessibly compliant. We're working on this project to improve our website availability to everyone.

Marcia Burton
Technology Department

MAYWOOD PUBLIC LIBRARY DISTRICT
DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY ACT
FINAL REPORT
JULY 2024

- I. Unit of government submitting this report:
Name of Library: **Maywood Public Library District**
Address of Main Library Office: **121 S. 5th Avenue, Maywood, IL 60402**
- II. Information about our Library
 - A. We are located in **Cook** County. There are **54** public libraries in our county.
 - B. The population of the territory in which our Library is located is **23,568** (as of 2020 census).
 - C. We have **26** employees at the Library (not including board members).
 - D. Our annual budget for FY24 is: **\$1,926,589**.
 - E. Our Library's equalized assessed valuation (EAV) for 2023 is **\$253,177,801**.
- III. Information about Our Committee
 - A. Committee Members:
 1. Library Board President Shakeesta Williams
 2. Library Board Vice President Arnettra Barber-Burnside
 3. Library Board Treasurer Erica Sanchez
 4. Library Board Secretary LaSondra Banks
 5. Library Board Trustee Tanya Butler
 6. Library Board Trustee John Rice
 7. Library Board Trustee Elizabeth Villarreal
 8. Library Resident Marcia Burton
 9. Library Resident Daniela Martinez
 - B. Dates that our Committee Met (50 ILCS 70/20)
 1. First Meeting (must occur prior to June 10, 2023): **May 25, 2023**
 2. Second Meeting: **October 18, 2023**
 3. Third Meeting: **February 21, 2024**
 4. Additional Meetings (List All, if any): **June 12, 2024**
- IV. Core Programs or Services Offered by our Library:
 - A. Our Library offers the following core services and programs:

Our library offers a collection of books, magazines, digital video discs, console video games, and a "library of things" for circulation by members of our immediate community as well as residents with library cards that are part of our larger consortium. We also provide electronic books, digital magazines and graphic novels, downloadable audiobooks, streaming music, streaming video, and research databases and online job/homework assistance sites available to just our district card holders. We do educational and entertainment programming for youth, teens, adults,

and seniors both inside the library as well as at offsite locations in the community. We provide notary public services, passport application services, and license plate services in addition to our standard reference, readers advisory, and circulation/patron management services.

B. Other core services/programs we could possibly provide:

Our hours of operation were not where they should have been, but starting in January 2024 we expanded our hours to conform to the Standards for Illinois Public Libraries. Now that we are open later in the evening, we will be able to offer additional programs for the adult community that we could not do before. We also hope to partner with Triton Community College for more adult educational opportunities at the library.

V. Awards and Recognitions

The library original library at this address was a Carnegie library built in 1905. In 1998, a modern addition was added to the building. The new addition was designed by Ross, Barney & Jankowski architects and won the 1999 Distinguished Building Award from the American Institute of Architects Chicago.

VI. Intergovernmental Agreements

A. We partner with or have Intergovernmental Agreements with the following other governments (list as many as you have):

1. Village of Maywood - Hosted Village events on library property and attended/supported Village events in the community.
2. Maywood Park District - Partnered for community events such as Village Holiday Tree Lighting.
3. Proviso Township - Partnered with Proviso Township and other Proviso Township public libraries to promote library awareness throughout the township and coordinate programming.
4. Chicago Passport Agency - Provided passport agents to process passport applications at other area locations.
5. School District 89 – Hosted field trips, attended school events, provided programming on and offsite, as well as outreach for services, reading challenges, donations, meetings and collaborations.
6. School District 209 - Hosted field trips, attended school events, provided programming on and offsite, as well as outreach for services, reading challenges, donations, meetings and collaborations.
7. West40 Intermediate Service Center - Hosted field trips, attended school events, provided programming on and offsite, as well as outreach for services, reading challenges, donations, meetings and collaborations.
8. Illinois Secretary of State - They Secretary of State's office came to the library as an outreach for Driver's Licenses, State IDs, etc.
9. Illinois State Library – We subscribe to discounted services provided by the Illinois State Library, such as eRead Illinois.

10. Gobierno de México: Relaciones Extranjeros Consulado Sobre Ruedas (CSR) - We have hosted the CSR which provides all official government services for Mexican citizens.
 11. Illinois Libraries Present – We participate with Illinois Libraries Present, a consortium of Illinois public libraries pooling funds to provide online literary themed events via Zoom and Youtube.
 12. Reaching Across Illinois Library System (RAILS) - We are part of the northern Illinois library system, through which we receive training, discounts, special offers, email forums, and general library support.
 13. SWAN Library Consortium - We are part of the SWAN library consortium, through which we receive resource sharing, group purchasing discounts, centralized catalog
 14. Media On Demand - We are part of a consortium of public libraries pooling resources to purchase digital content from OverDrive, including ebooks and downloadable audiobooks.
- B. Our Library's efficiency has increased through intergovernmental cooperation in the following ways (list cost savings, avoiding duplicated services, etc.):
1. By hosting the Village public shredding event in the library parking lot, library patrons were able to utilize the services without the library having to schedule a separate shred event which would incur additional costs for the library.
 2. By partnering with the other Township public libraries in a combined Library Card Sign-Up Month event, we were able to expand awareness of our library and other libraries in our service area.

VII. Community Partnerships

We partner with the following organizations (list as many as you have):

- A. Maywood Fine Arts - Partnered on events to promote awareness of our organization and services as well as their organization and services.
- B. AgeOptions - We are a grant recipient from an AgeOptions program. The grant allows us to provide circulating iPad tablets, VR Programming, and other programs geared towards seniors.
- C. Garden House Apartments - We have partnered with Garden House Apartments (senior living community) to take library programming out into the community.
- D. Maywood Supportive Living - We have partnered with Maywood Supportive Living (assisted living facility) to bring library services to homebound library patrons.
- E. Howard Brown - We have partnered with Howard Brown Health to make STI testing available at the library to area residents.
- F. PLCCA - We partner with the PLCCA (community action organization) to provide library programming. We provided the space, and they provided a presenter. PLCCA also promotes the library and its services at to the families they support.
- G. American Heart Association - The AHA provided us with Infant CPR kits for a library program on infant CPR.
- H. Museum Adventure Pass - We subscribe to the Museum Adventure Pass program, which provides us with passes for Chicagoland area museums, zoos, gardens, and other organizations.

- I. Greater Chicago Food Depository - we partner with the GCFD to provide free lunches to area children during the summer months when they are not in school.

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

A. State Laws applicable to Libraries	<u>X</u>
B. Illinois Open Meetings Act (5 ILCS 120/1 et seq.)	<u>X</u>
C. Policy on public comment	<u>X</u>
D. Designation of OMA officer (5 ILCS 120/1.05(a))	<u>X</u>
E. All Board Members have completed OMA Training (5 ILCS 120/1.05(b))	<u>X</u>
F. Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)	<u>X</u>
G. Illinois Freedom of Information Act (5 ILCS 140/1 et seq.)	<u>X</u>
H. Designation of FOIA Officer (5 ILCS 140/3.5(a))	<u>X</u>
I. FOIA Officer Training (5 ILCS 140/3.5(b))	<u>X</u>
J. Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))	<u>X</u>
K. Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))	<u>X</u>
L. List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)	<u>X</u>
M. Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))	<u>X</u>
N. IMRF Total Compensation Postings (5 ILCS 120/7.3)	<u>X</u>
O. Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 et seq.)	_____
P. All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 et seq.)	<u>X</u>
Q. Sexual harassment prevention training (775 ILCS 5/2-109(C))	<u>X</u>
R. Our Intergovernmental Agreements	<u>X</u>
S. Our budget and financial documents	<u>X</u>
T. State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.)	<u>X</u>
U. Our budget and financial documents	<u>X</u>
V. Reports on government efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016)	<u>X</u>
W. Others (List Below or Attach)	_____

- IX. What Have We Done Well? *(List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements; list any increase in number of library patrons served, etc.)*

In recent years, budgeting inefficiencies resulted in low staffing, which in turn resulted in reduced hours of operation and availability to the public. Over the past two years the library has introduced various checks and balances on the finances resulting in more fiscal efficiencies. The library has been able to increase staffing levels and increase the hours that it is open to the public.

Library programming for youth and young adults has been excellent. Library programming for adults has been more challenging due to the lack of evening hours of operation.

X. What Inefficiencies Did We Identify/What Are our Next Steps?

Library does not have a strategic plan to guide library decision making. We will be kicking off the strategic planning process in the new fiscal year.

As mentioned earlier, adult programming was lacking primarily because the library closed too early in the evening for programming to take place. We have already expanded our hours and will be offering new adult evening programming going forward.

Library collection development was not being managed by the subject matter experts resulting in a stagnant, outdated collection. Department Heads are now responsible for selecting their own acquisitions and managing their own collection budgets.

XI. What Can We Do Better or More Efficiently?

Improve communication with the public on the services and resources available to them at the public library.

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1,800 residents compared to the national median of 2,850 individuals.

XIII. Our Committee's Recommendations Regarding Increased Accountability and Efficiency

Prioritize developing a 3–5-year strategic plan for the library incorporating feedback from all stakeholders, including the community, the staff, and the library board. This will provide the library with the clear direction needed to keep improving services to the community.

Submitted by: _____
John Rice, Chairman, Decennial Efficiency Committee
Maywood Public Library District

Date of Committee Approval of Report: _____

DRAFT

May 13, 2024

Ms. Shakeesta Williams
Board President
Maywood Public Library District
121 S 5th Ave.
Maywood, IL 60153

Dear Ms. Williams:

Meristem Advisors LLC ("Meristem" or "Consultant") appreciates the opportunity to serve as a consultant to Maywood Public Library District (the "Library," "District," "Client," or "you") in connection with the preparation of its Budget and Appropriation Ordinance for Fiscal Year 2025 and Levy for the 2024 Tax Year, as well as the preparation of a financial projection and other analysis for the Library as requested. Upon your acceptance, this engagement letter (the "Agreement") will serve as our mutual agreement with respect to the terms and conditions of our engagement, effective on the date this Agreement is executed by the Library (the "Effective Date"). As of its effective date, this Agreement replaces the previous agreement between the District and Meristem dated June 11, 2022.

1. Scope of Services.

(a) **Services to be provided.** Meristem is engaged by the Library as its Consultant to provide financial analysis and projections as requested, as set forth in **Appendix A** (the "Scope of Services").

(b) **Limitations on Scope of Services.** The Scope of Services is subject to the following limitations:

(i) The Scope of Services is limited solely to the services described therein and is subject to any limitations set forth within the description of the Scope of Services.

(ii) (a) Consultant's Scope of Services explicitly excludes any advice related to the issuance of a municipal bond unless and until the Library enters into an agreement with Consultant for such an issuance, (b) absent such an agreement, Consultant will not provide services related to the issuance of a municipal bond and is not acting as a municipal advisor and does not owe a fiduciary duty to you with respect to any issuance of municipal bonds pursuant to Section 15B of the Exchange Act as those terms are defined therein, and (c) to the extent any information and material contained in any communication is deemed to relate to the issuance of a municipal bond, the Library shall not assume that Meristem owes the Library a fiduciary duty pursuant to Section 15B of the Exchange Act; and (d) you should discuss any information and material contained in any communication with any and all internal or external advisors and experts that you deem appropriate before acting on such information or material.

(iii) The Scope of Services does not include tax, legal, accounting or engineering advice with respect to any Issue or Product or in connection with any opinion or certificate rendered by counsel or any other person, and does not include review or advice on any feasibility study.

(iv) Client agrees not to represent, publicly or to any specific person, that Meristem is Client's IRMA for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the "IRMA exemption") with respect to any aspect of municipal financial products or the issuance of municipal securities, or with respect to any specific municipal financial product or any specific issuance of municipal securities.

(v) Client acknowledges by retaining Meristem in connection with the Scope of Services, that Meristem makes no representation, guarantee or warranty that any projections, analysis or recommendations will come to pass as presented, and that Meristem neither assumes nor bears

any responsibility regarding, nor liability for, the accuracy of any projections, analysis or recommendations beyond fees at risk as described in **Section 3. Compensation.**

(c) **Amendment to Scope of Services.** The Scope of Services may be changed only by written amendment or supplement to the Scope of Services described herein. The parties agree to amend or supplement the Scope of Services described herein promptly to reflect any material changes or additions to the Scope of Services.

2. **Term of this Engagement.** The term of this Agreement begins upon its execution by both parties and will continue until December 31, 2024 (the "Initial Contract Period") and will automatically renew annually unless otherwise terminated. This Agreement may be terminated with or without cause by either party upon the giving of at least thirty (30) days' prior written notice (or less by mutual agreement) to the other party of its intention to terminate, specifying in such notice the effective date of such termination. All unbilled time and expenses shall be submitted within 30 days of termination, and paid within 60 days of termination.

3. **Compensation.**

(a) **Fees and expenses.** Services hereunder will be measured, and billed as appropriate, on an hourly standard, rounded up to the nearest 6 minutes. Meristem's hourly rate for services provided hereunder shall be \$250 per hour. Work will not be performed except at the direction of the Library. Invoices will be submitted monthly and are due and payable upon receipt. Additional discussions and modifications to the projection will be billed at the hourly rate. Out of pocket expenses will be billed at cost.

(b) **Limitation of liability.** In the absence of willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties hereunder on the part of Meristem, Meristem shall have no liability to Client for any act or omission in the course of, or connected with, rendering services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, any municipal financial product or any other investment, or for any financial or other damages resulting from Client's election to act or not to act, as the case may be, in concert with or contrary to any advice or recommendation provided by Meristem to Client. No recourse shall be had against Meristem for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of Client arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received in connection with the services provided hereunder. Notwithstanding the foregoing, nothing contained in this paragraph or elsewhere in this Agreement shall constitute a waiver by Client of any of its legal rights any laws whose applicability is not permitted to be contractually waived.

4. **Required Disclosures.** In signing this agreement, Meristem asserts that it has no conflict of interest in serving the Library. Meristem will promptly notify the Library if a conflict arises in the course of the engagement, and agrees to terminate the agreement according to its terms if the Library does not waive such conflict.

5. **Waiver of Jury Trial.** EACH PARTY AGREES TO WAIVE ANY RIGHT TO A TRIAL BY JURY WITH RESPECT TO ANY CLAIM, COUNTERCLAIM OR ACTION ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED HEREBY OR THE RELATIONSHIP BETWEEN THE PARTIES. PARTIES AGREE TO WAIVE CONSEQUENTIAL AND PUNATIVE DAMAGES.

6. **Choice of Law.** This Agreement shall be construed and given effect in accordance with the laws of Illinois.

7. **Binding Effect; Assignment.** This Agreement shall be binding upon and inure to the benefit of Client and Meristem, their respective successors and permitted assigns; provided however, neither party may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.

8. **Deliverables.** Except as required by law, Meristem's work product pursuant to this Agreement, including, but not limited to analyses, spreadsheets, presentations, and other materials, is provided to the Library for its exclusive use, and the Library agrees not to share such materials with any other party without the express consent of Meristem.

9. **Entire Agreement.** This instrument, including all appendices hereto, contains the entire agreement between the parties relating to the rights herein granted and obligations herein assumed. This Agreement may not be amended, supplemented or modified except by means of a written instrument executed by both parties.

10. **Severability.** If any provision of this Agreement is, or is held or deemed to be, invalid, inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions because it conflicts with any provisions of any constitution, statute, rule or public policy, or for any other reason, such circumstances shall not make the provision in question invalid, inoperative or unenforceable in any other case or circumstance, or make any other provision or provisions of this Agreement invalid, inoperative or unenforceable to any extent whatever.

11. **No Third Party Beneficiary.** This Agreement is made solely for the benefit of the parties and their respective successors and permitted assigns. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties and their respective successors and permitted assigns, any rights, remedies, obligations or liabilities under or by reason of this Agreement.

12. **Authority.** The undersigned represents and warrants that (s)he has full legal authority to execute this Agreement on behalf of Client. The following individuals have the authority to direct Meristem's activities under this Agreement:

**Director, Maywood Public Library District
Interim Director, Maywood Public Library District
Board President, Maywood Public Library District**

12. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but which taken together, shall constitute one and the same instrument.

Sincerely,



By: James Rachlin
Title: President
Date: May 13, 2024

ACCEPTED AND AGREED:

Maywood Public Library District

By: _____
Title: _____
Date: _____

APPENDIX A – SCOPE OF SERVICES

The Scope of Services to be provided under this Agreement shall consist of the activities described below with respect to the Library's financial planning or as otherwise requested by Client:

Activities within the Scope of the B&A and Levy analysis:

1. Review the District's Budget and Appropriation Ordinance for Fiscal Year '24-'25 and Levy for the 2024 Tax Year and make recommendations as to the amount and allocation of the Appropriation and Levy among the District's funds and in the aggregate

Activities related to the preparation of a financial projection (only provided at the direction Library):

1. Incorporate historical financial and other information relevant to the library's budgeting requirements
2. Evaluate the Library's current financial position as it relates to adequacy of fund balances and operating performance
3. Assist the Library in establishing a projection of future financial performance and requirements under varying assumptions as an aid to planning
 - a. Assist the Library in establishing a baseline minimum projected fund balance necessary for secure operations, and measure any excess funds above the baseline
4. Forecast the impact on the Library's revenue of new, existing and expiring TIF property
5. Depending on information availability and in concert with the Library and its architect, evaluate the reserve levels needed to accommodate future capital requirements for the Library:
 - a. Develop a budget that will provide for the operation and capital needs of the proposed building
 - b. Use a capital needs assessment to create a budget for annually funding a capital reserve sufficient to maintain the Library's capital assets over time
6. Provide a summary report of analysis
7. Attend a meeting of the Library's governing body to present analyses and recommendations, as requested. Travel to and from meetings will be billed at one-half Meristem's hourly rate plus the federal mileage reimbursement rate (currently \$0.585 per mile).

Other services available, solely at the further direction of the Library. Hourly rates will apply:

1. Annually calculate a levy amount expected to be sufficient to maximize the funding available from property taxes under the Property Tax Extension Limitation Law
2. Annually review the Library's Budget and Appropriation Ordinance
3. Attend community meetings to explain and clarify the costs of operating the Library, impact on tax bills and other questions that community residents may have, as requested
4. As requested, analyze the impact on the Library of alternate funding strategies such as annexation and consolidation of property
5. Support efforts to work with State and local legislators to find additional funding for the Library by providing relevant numeric and qualitative analysis
6. Other work related to the Library's operating and financial strategy as determined by the Library
7. Scope of services excludes work related to the issuance of debt by the Library for any reason, including working cash, new money or refunding purposes, which work will be subject to a separate engagement letter and scope of services.



**COMPLETE
TEMPERATURE
SYSTEMS INC.**

Heating / Air Conditioning / Piping

9824 SOUTH INDUSTRIAL DRIVE / BRIDGEVIEW, ILLINOIS 60455

Phone: (708) 430-5890 Fax: (708) 430-5908 www.ctshvac.com

July 9, 2024

Maywood Public Library
Daniela Martinez
1212 S 5th Ave
Maywood, IL 60153

RE: HVAC Preventative Maintenance Agreement M-609

Dear Daniela,

I apologize as we have passed your anniversary date for your HVAC Preventative Maintenance Agreement with us. It was due to expire on 6/30/24. Complete Temperature Systems, Inc. would like to take this opportunity to thank you for your continued business. Our goal is to continue to earn your trust and loyalty.

We are well aware that our customer's operating costs continue to rise and if we can help in any way, CTS will try to help when possible. For the renewal contract (7/1/2024 – 6/30/25), we will NOT be increasing the cost of the HVAC Preventative Agreement. The terms and billing will remain the same at \$2,575.00 payable quarterly for a total of \$10,300 per contract year.

We hope that this is acceptable to you as we look forward to partnering with you for many years. Kindly sign this letter below and return it to me at your convenience. I apologize for contacting you late this time.

If you should have any questions, feel free to contact me directly at (708) 430-5890.

Regards,

Rich Biedrzycki
Account Manager
RBiedrzycki@ctshvac.com

X _____

Title: _____

Date: _____

MAYWOOD Public Library District FY24/25 Budget DRAFT

Account number	Description	LS Proposed FY23/24	LSActual FY23/24	ACTUAL DB	LS Proposed FY24/25	LS Notes
	REVENUES		45,383			
3001011	Tax Revenue - Corporate	1,308,094	1,445,963	1,491,265	1,363,824	Per Rachlin Process
3001080	Tax Revenue - Building Fu	60,000	9,129	43,073	60,000	From 2023 Levy Request
3001091	Tax Revenue - FICA Fund	55,000	33,131	13,834	55,000	From 2023 Levy Request
3001092	Tax Revenue - IMRF Fund	120,000	45,058	1,711	120,000	From 2023 Levy Request
3001093	Tax Revenue - Unemploy	1,000	2,356	856	1,700	From 2023 Levy Request
3001094	Tax Revenue - Workers Cr	1,000	2,356	856	1,000	From 2023 Levy Request
3001095	Tax Revenue - Liability Ins	44,000	33,131	38,652	44,000	From 2023 Levy Request
3001096	Tax Revenue - Audit Fund	9,000	5,743	7,844	9,000	From 2023 Levy Request
3021011	Pers Prop Replacement T	120,000	138,948	157,189	140,000	word is PPRT will be less in coming years
3030011	Per Capita grant	34,680	34,763	34,763	34,763	Per Population 23,512 2020 census (\$1.475 p
3032611	Other grant income	7,500	7,500	7,500	57,500	ISL capital grantAgeOptions - reapply nextg wi
3033011	DCEO Grant	350,000	186,000	186,000	150,000	waiting for 2ns grant check to come in
3039011	Donations	100	91	1,020	100	Donations
3060011	Fines	-	161	990	100	Fine Free
3070011	Copy Machine	2,000	4,417	5,807	3,500	
3080011	Lost and Paid	200	624	696	500	
3095011	General Sales	25	196	219	150	
3095511	Book Sales	500	335	346	300	
3123011	Vending Machine Income	1,500	1,488	2,012	1,500	
3125011	Fax Machine	25	62	76	40	
3127011	Room Rental Income	250	750	766	600	
3130011	Misc Income	500	843	864	500	
3132511	Mayood Book Inc	100	100	100	100	
3302011	All Bank Interest	200	1,072	1,563	1,000	
3304011	IL Funds Primary Interest	5,000	14,208	174,276	10,000	
3608011	Passport/DL sticker Incon	7,000	9,836	14,030	10,000	
Revenue Total		2,127,674	1,978,259	2,186,307	2,065,177	

Account number	Description	LS Proposed FY23/24	LSActual FY23/24	ACTUAL DB	LS Proposed FY24/25	LS Notes
LIBRARY FUND_						
GENERAL	EXPENDITURES					
4010011	Salaries	705,000	439,227	621,149	650,000	need to rework numbers
4040011	Healthcare Premiums	65,000	11,905	17,161	40,000	2 employees right now, new director may war
4050011	Trustee Development	3,500	682	682	3,500	ILA in Peoria
4051011	Staff Development	3,500	2,750	3,438	4,000	ILA in Peoria
4052011	Travel	2,000	1,258	1,723	2,000	
4070011	Membership Dues	4,500	1,997	2,334	4,500	
4080011	Adult Books	17,000	14,880	16,879	17,000	(shifting \$3,000 to Databases for OverDrive)
4080012	YS Books	15,000	9,009	12,265	15,000	
4085011	SWAN - Lost Books	2,000	190	363	500	
4090011	Periodicals	3,500	3,067	2,977	3,500	
4100011	Adult AV	7,500	3,046	5,822	6,000	
4100012	YS AV	7,500	986	1,924	2,500	
4105011	Software	7,000	222	245	1,000	
4106011	Technology	5,000	7,785	8,504	10,000	Moving TechSavant out of Technology to Prof
4130011	Library Supplies	13,000	5,593	6,301	7,000	
4130012	Patron Services Supplies	3,000	743	837	1,500	
4130013	Tech Services Supplies	1,000	1,196	1,936	2,500	Labels, book jackets, etc.
4130511	Bank Fees	1,200	1,991	2,039	2,200	
4131011	Hospitality	2,500	2,245	2,484	3,000	Start paying for staff coffee.
4135011	Printing	3,000	1,010	1,010	3,000	Legal Notices in Newspapers?
4140011	Postage	3,000	1,950	3,845	5,000	Increase for additional mailings.
4150011	Telephone	10,500	6,089	7,604	10,500	5% increase, Peerless letter about billing error
4160011	Publicity	5,000	4,312	7,132	15,000	Mailers, yard signs, etc.
4170011	Professional Services	45,000	20,192	38,728	45,000	Moving TechSavant out of Technology to Prof
4205011	Natural Gas	40,950	24,130	37,237	41,000	5% increase
4210011	Databases & E-Resources	24,000	12,120	21,717	26,000	Bumping up for additional e-resources
4215011	Water	11,550	10,606	11,069	12,500	5% increase
4225011	Electricity	90,000	61,294	84,019	100,000	
4235011	Garbage	9,000	2,768	3,312	3,500	Switched contractor for garbage.
4240011	Maintenance of Equipme	36,750	1,734	2,242	36,750	

Account number	Description	LS Proposed FY23/24	LSActual FY23/24	ACTUAL DB	LS Proposed FY24/25	LS Notes
4250011	Contract Bldg Maint	60,000	33,677	56,482	65,000	
4256011	Janitorial Supplies	7,350	1,631	2,000	3,000	
4260011	General Maint -Bldg	36,750	14,121	16,070	36,750	
4261095	Repair & Maint Flood Dar	-				
4265011	SWAN	26,000	12,935	26,829	26,000	\$24,122
4270011	Local History					
4292011	Special Events	10,000	2,754	3,770	10,000	Summer Reading Parties, Holiday Parties
4302011	Adult Programming	7,000	3,637	4,573	7,000	
4302012	YS Programming	7,000	4,051	4,727	7,000	
4310011	Equipment Purchase	6,000			6,000	
4311011	Capital Improvements	40,000		40,000	40,000	
4320011	Legal Fees	15,000	6,020	7,148	10,000	
6032011	Misc. Grant Expenses	7,500	3,312	8,478	57,500	ISL grant elevator & AgeOptions and ARPA
6033011	DCEO Grant Expenses	350,000	5,265	17,686	350,000	e;evator and other facility work
6034022	Per Capita Grant Expense	34,680	2,818	2,818	34,763	
6123011	Vending Machine Expensi	1,500	688	1,362	1,500	
SPECIAL FUNDS		SPECIAL FUNDS				
9150091	FICA Expenditures	54,000	31,760	47,200	58,000	From salary projection spreadsheet.
9250092	IMRF Expenses-District	97,739	12,052	47,200	120,000	5% increase - need actual IMRF #
9350093	Unemployment Ins	5,250	6,102	(16,642)	1,700	5% increase
9450094	Insurance Workers com	1,050	4,398	4,398	1,100	5% increase
9500195	Insurance Fund - Wages					
9550095	Insurance - Liability	40,000	32,323	33,180	40,000	15% increase per LIRA
9650096	Audit	7,000		6,250	7,000	See comments.
TOTAL EXPENDITURES		1,961,269	837,497	1,240,506	1,956,263	

Total Revenues	2,127,674	1,978,259	2,186,407	2,065,177
Total Expenditures	1,961,269	837,497	1,240,261	1,956,263
(Over)/Under	166,405	1,140,762	946,146	108,914



Business Model Group

Since 2019, we have embraced our duty and purpose: to provide stability in an unstable world, to thrive in a competitive environment, to achieve success, and to inspire success in others.





About Our Company

BMG is committed to delivering top-quality professional development and coaching services. According to BMG's principal officer, most small businesses and entrepreneurs face two significant challenges: insufficient training and development resources, and a lack of deep knowledge necessary to manage their businesses from a true "ownership" perspective. These issues result in lowered expectations, stunted business and personal growth, and frequent owner burnout. BMG aims to address and overcome these weaknesses to capture a greater share of the local market.



Problems

Nonprofit organizations often encounter resource barriers that hinder their effectiveness. This is particularly true for small nonprofits operating with limited budgets that must be meticulously managed to maximize the impact of their work.



Internal Problem

These challenges include ensuring sustainability, retaining and engaging donors, finding the right volunteers, and streamlining their internal and external processes.



Industry Problem

Many nonprofit organizations rely on government assistance, which can come in the form of grants, matching schemes, or as a safety net to bridge funding gaps. However, shrinking budgets at state, national, and municipal levels mean there is less funding available. Consequently, most nonprofits receive less funding than they need, and some receive no funding at all.



Market Problem

It may take some time for a nonprofit to determine if their branding aligns with their message. This process often involves trial and error to see what works. If donations aren't coming in, something isn't working. At this point, the nonprofit should seek assistance.



The Solutions

Team-BMG aims to engage in direct outreach for grants and relief assistance, offering application preparation for nonprofits and small businesses and providing additional technical support as needed. Our technical assistance covers a range of areas, including but not limited to financial literacy, credit counseling, financial aid, accessing government contracts, and exporting.



Market Solution

To achieve this, consider the following approaches:

- Intentionally select colors and study color psychology.
- Keep your copy short and concise.
- Ensure your message is direct and to the point.
- Tell a story (people love stories!).
- Evoke emotions.
- Seize every opportunity.



Internal Solution

Nonprofits should approach their organization like a startup. First, they should conduct research to understand their clients' problems. Next, they should develop a Minimum Viable Product (MVP), testing and iterating it until they achieve product-market fit. Once they find this fit, nonprofits should pitch their programming to foundations and corporations interested in the problem they are addressing.



Industry Solution

One effective strategy to enhance nonprofit capacity, particularly for smaller charities, is to foster collaboration with other organizations. By forming coalitions based on shared missions or geographic proximity, nonprofits can enhance efficiency, share information, and build capacity without substantial costs.



Services Overview

- Offer technical assistance in multiple languages.
- Implement aid and technical assistance programs for underserved communities, including socially and economically disadvantaged groups, rural populations, veterans, women, and individuals with disabilities.
- Conduct targeted grassroots outreach through phone calls, texts, emails, and other engagement methods.
- Provide culturally and linguistically competent professionals such as CPAs, attorneys, and other experts to counsel entrepreneurs in underserved communities.
- Enhance communication efforts through earned and paid media, and collaborate with trusted partners like schools, churches, and local elected officials.
- Collect and report data as per performance management requirements, submitting information promptly to the designated "Hub" for further analysis and reporting.





Key to Success



BMG's Objectives

- Creating a distinctive and comprehensive environment that sets BMG apart from other coaching and professional development firms.
- Educating the business community about the benefits of business and strategic coaching.
- Establishing a learning environment where individuals with diverse backgrounds can collaborate to tackle professional and personal challenges. Providing affordable access to business coaching and other developmental resources.

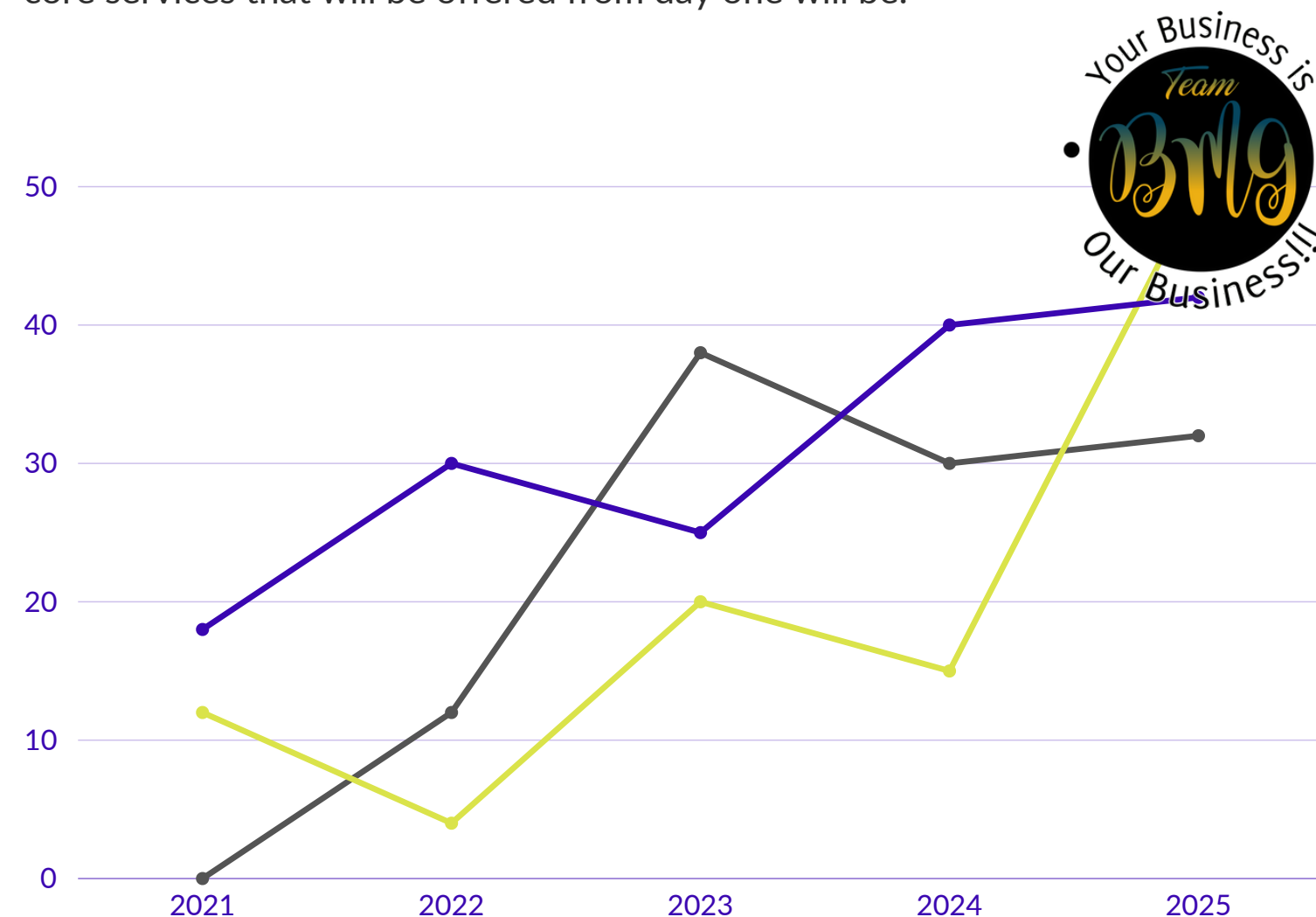
The Economic Objectives for BMG

- Contribute to local economies by fostering growth and innovation in communities affected by the pandemic.
- Stimulate economic development by offering employment opportunities to individuals who may not find positions with larger corporations.
- Ensure that Business Model Group meets or exceeds its targets for federal prime contracting dollars awarded to small businesses.
- Enhance financial literacy within the small business community. Achieve increased economic productivity through diversification, technological upgrades, and innovation.



Company Traction

Team-BMG focus on three market of businesses retail, nonprofit, and transportation industry. BMG provides strategic coaching, professional development and counseling for small business owners, entrepreneurs, nonprofit, and self-employed professionals. The core services that will be offered from day one will be:



Retail Company

+45%

Our services are meticulously crafted to drive development by deploying cutting-edge strategies and personalized interventions, ensuring transformative results for our clients.

Nonprofit Organization

+63%

By leveraging our expertise and resources, we empower individuals and organizations to unlock their full potential and achieve sustainable success.

Transportation Company

+59%

Through continuous innovation and a commitment to excellence, we aim to redefine industry standards and deliver measurable impacts that propel our clients toward their goals effectively and efficiently.

Competitive Advantage

Creativity

Creating a distinctive and innovative environment that sets BMG apart from other coaching and professional development firms.

Innovative

Educating the business and nonprofit community about the benefits of business and strategic coaching, BMG offers an online school that helps clients understand their businesses and navigate the grant application process.

Effective

Creating a learning environment that unites individuals with diverse interests and backgrounds in a shared forum to address challenges both professionally and personally.

Efficient

Excellence in delivering completely confidential, reliable, and trustworthy expertise and information.

Market Driven

Consistently creating engaging and insightful learning experiences to foster ongoing growth and success with every client.

- Enhancing visibility to attract new business opportunities.
- Utilizing state-of-the-art technology to optimize our services.
- Ensuring convenient access to our offerings.
-
- Building a seasoned advisory team to provide expert guidance and support.

Agile

Team-BMG enhances solutions through the collaborative efforts of self-organizing, cross-functional teams working closely with their customers and end-users. As we journey towards excellence and discovery, we sow seeds that will yield a harvest imbued with renewed purpose.



The Super Team



Lead Grant Manager

Catrece Smith, the Lead Grant Manager, brings over 24 years of experience in the nonprofit industry. Committed to fostering success both personally and for others, she aims to empower small businesses and nonprofits in achieving impactful and effective business and community outreach goals.



Graphic Designer

Tatiana Nichols is our Senior Graphic Designer, blending technology and art to convey ideas through digital designs incorporating images and text. With over 5 years of experience in the field, she excels in creating visually compelling communication solutions.



Technical Supervisor

Mariah Wright serves as our Technical Supervisor with over 10 years of experience overseeing employee performance within a specific department. She supervises the installation, repair, troubleshooting, and maintenance conducted by technicians.

Additionally, Mariah is a Branding Specialist dedicated to crafting optimal marketing plans for small businesses and nonprofits.



HR Manager

Dee Smith brings a decade of experience in hiring and payroll management.



Account Executive

Erica Nicole, our CPA, brings over 20 years of experience in consistently meeting client expectations, including quotas, goals, and budgetary constraints. She has a proven track record of meeting project deadlines set by clients.



Final Statement

We acknowledge our duty and purpose in life: to provide stability in an unstable world, to achieve personal success, and to inspire success in others. We believe that prosperity and a brighter future for families are universal aspirations, not limited to any one nation. As we journey forward in our quest for excellence, guided by integrity and discovery, we sow seeds that will yield a harvest enriched with renewed purpose.

Because, we're here to help



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