

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees
Regular Board Meeting

Agenda

January 18, 2023
6:30 PM

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. Minutes
 - 5a. **Action Item:** Approval of the FY23 Tax Levy Hearing minutes held on November 16, 2022.
 - 5b. **Action Item:** Approval of the minutes of the regular meeting held on November 16, 2022
 - 5c. **Action Item:** Approval of the minutes of the executive session meetings held on November 16, 2022.
6. Communications & Announcements
7. Treasurer's Report
 - 7a. **Action Item:** Approve November 2022 and December 2022 Financials Statements
 - 7b. **Action Item:** Ratify the Accounts Payable for December 14, 2022 in the amount of \$43,864.78.
 - 7c. **Action Item:** Approve the Accounts Payable for January 18, 2023 in the amount of \$53,614.83
 - 7d. **Action Item:** Approval of Library Payroll for November 16, 2022 in the amount of \$15,424.46, the November 30, 2022 payroll in the amount of \$14,705.63, the December 14, 2022 payroll in the amount of \$16,765.12, the December 29, 2022 payroll in the amount of \$16,217.94 and the January 11, 2023 payroll in the amount of \$16,168.53
 - 7e. **Action Item:** Ratify the IMRF payment for October 2022 in the amount of \$6,944.58, the November 2022 IMRF payment in the amount of \$10,996.93, the December 2022 IMRF payment in the amount of \$7,980.58, the 2021/2022 IMRF wage adjustments as requested from the IMRF audit in the amount of \$2,762.67, and the J. Zaabel IMRF Return to Work violation fine in the amount of \$5,061.36.
 - 7f. **Action Item:** Ratify the LIMRiCC Unemployment Compensation 3rd quarter payment in the amount of \$750.93, including the \$50 late fee

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7g. **Action Item:** Ratify the transfer of \$150,000 on 12/15/2022 from the US Bank Primary Account to the US Bank Accounts Payable account, to pay library invoices.

8. Interim Directors Report

9. Committee Reports

10. Old Business

10a. **Discussion/Action Item:** Library Director Search update

10b. **Discussion/Action Item:** Tabled Policy: Additional Benefit Time Off

11. New Business

11a. **Discussion/Action Item:** April 4, 2023 local election

11b. **Discussion/Action Item:** Resignation of Trustee Elliot Wimbush

11c. **Discussion/Action Item:** Raises for certain longer term library staff

12. Comments from the Board

13. Executive Session - Pursuant to 5 ILCS 120/2(c)(2), "Executive Session to discuss the employment, compensation, discipline, performance, or dismissal of specific employees" and 5 ILCS 120/2(c)(10), to discuss litigation "when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when a public body finds an action is probable or imminent".

14. Adjournment

**FY 22/23 Tax Levy Hearing Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT**

November 16, 2022

1. CALL TO ORDER & ROLL CALL

The FY22/23 Tax Levy Hearing of the Maywood Public Library District Board of Trustees was called to order by Vice-President Barber-Burnside 6:32 PM on Wednesday November 16, 2022, at the Maywood Public Library.

The roll was called as follows:

Present: Trustee Barber-Burnside, Lee, Rice, Villarreal, Williams,
Absent: President Sanchez (excused), Wimbush (unexcused)

There was a quorum present to conduct business.

Also present: Interim Director Parker, library employee Stephanie Samuel

2.APPROVE THE FY22/23 TAX LEVY IN THE AMOUNT OF \$1,999,000.000

A motion was made by Trustee Villarreal and seconded by Trustee Lee to approve the FY22/23 Tax Levy in the amount of \$1,999,000.00.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams.

Nays: None

Motion Passed

3. ADJOURNMENT

A motion was made by Trustee Lee to adjourn the tax levy hearing and seconded by Trustee Williams at 6:43 PM.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams.

Nays: None

Motion Passed

SIGNED _____ DATE _____

**Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT**

November 16, 2022

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by Vice-President Barber-Burnside 6:45 PM on Wednesday November 16, 2022, at the Maywood Public Library.

The roll was called as follows:

Present: Trustee Barber-Burnside, Lee, Rice, Villarreal, Williams,
Absent: President Sanchez (excused), Wimbush (unexcused)

There was a quorum present to conduct business.

Also present: Interim Director Parker, library employee Stephanie Samuel

2. ADOPTION OF AGENDA

Vice-President Barber-Burnside asked to approve the agenda by consensus.

All trustees present voted aye by consensus

Motion Passed

3. INTRODUCTION OF VISITORS

None.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

5a. & 5b. Approval of the minutes of the regular meeting held on October 19, 2022 and the minutes of the executive session meetings held on October 19, 2022.

A motion was made by Trustee Rice and seconded by Trustee Lee to approve the regular board meeting held on October 19, 2022 and the minutes of the executive session meetings held in October 19, 2022.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams.

Nays: None

Motion Passed

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6. COMMUNICATION AND ANNOUNCEMENTS

None.

7. TREASURER'S REPORT

Treasurer Williams read the summary of monthly cash and balances with the opening balance on 10/01/22 was \$717,579.24 and on 10/31/22 the closing balance was \$663,260.96.

Trustee Rice asked about the Voris Mechanical bill

7a. Approve October 2022 financial reports

7b. Approval of the Accounts Payable for November 16, 2022 in the amount of \$95,725.35.

7c. Approval of Library Payroll for October 19, 2022 in the amount of \$15,689.75 and November 2, 2022 in the amount of \$13,914.79

7d. Ratify the electronic payment to order new accounts payable checks in the amount of \$185.65

A motion made by Trustee Williams and seconded by Trustee Villarreal to approve the October 2022 Financial Report, approve the November 16, 2022 Accounts Payable in the amount of \$95,725.35, Library Payroll for October 19, 2022 in the amount of \$15,689.75, and November 2, 2022 in the amount of \$13,914.79 and ratify the electronic payment to order new Accounts Payable checks in the amount of \$185.65.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams

Nays: None

Motion Passed

8. INTERIM DIRECTOR'S REPORT

Interim Director Parker added the following remarks to supplement her written report:

The field work for the audit was earlier in the week. There was a lot of discussion with the auditors on how we have improved the internal controls in the last few months and what more we can do going forward. The auditor stated that the Village of Maywood normally cuts checks to the library for PPRT (Personal Property Replacement Tax) and Ms Zaabel used to send a letter requesting payment. Interim Director Parker will research and work on that process.

Doreen Berrien, temp Business Office, is creating a procedure manual for all processes in the Business Office, from Payroll to Account Reconciliations. This will be a good guide for the new director and business office person.

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Nydia Robinson, Head of Lending Services, has requested the library purchase a register at the front desk to streamline cash handling process. We will be purchasing one soon.

Vice-President Barber-Burnside asked all in favor to accept the Interim Director report, say aye.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams

Nays: None

Motion Passed

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

10a. Director Search update

Interim Director Parker stated that Deiters & Todd would be putting a new ad out mid December with a cut off of mid January. She also stated that Forest Park and LaGrange Park also had open director positions and the starting salary was \$90,000 which will make it more difficult for us to attract someone at our posting of \$75,000.

Trustee Williams asked if there was any way an additional \$10,000-\$15,000 could be found to up the starting salary to make the position more attractive. Parker stated that we have had some significant savings over the last few months and thought it was possible to find additional funds to increase starting salary.

11. NEW BUSINESS

11a. Per Capita grant – Serving Our Public Ch 7-12

Interim Director Parker discussed the required review of the chapters 7-12 of Serving Our Public for the Per Capita grant

11b. Ordinance 2022-04 Reduction Levy

A motion made by Trustee Villarreal and seconded by Trustee Lee to pass Ordinance 2022-04 Reduction Levy.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams

Nays: None

Motion Passed

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11c. 2023 Holiday Closings

After discussion, the Board determined to withdraw Columbus Day from the list of Library Holiday closings, and approve the remaining as presented

A motion made by Trustee Villarreal and seconded by Trustee Williams to approve the 2023 Holiday Closings, removing Columbus Day.

.Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams

Nays: None

Motion Passed

11d. 2023 Board Meeting Dates

A motion made by Trustee Williams and seconded by Trustee Rice to approve the 2023 Board Meeting Dates as presented.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams

Nays: None

Motion Passed

11e. Staff Christmas Party and bonus

After discussion, the board determined that the library would pay up to \$500 for a staff Christmas dinner and give each staff member gift cards not to exceed \$2,000.

A motion made by Trustee Williams and seconded by Trustee Rice to approve that the library pay no more than \$500 for a staff Christmas dinner and to give employees hired prior to July 1, 2022, \$100 Visa Gift card each. Employees hired after July 1, 2022 would receive \$25 Visa Gift Cards. Interim Director Parker would receive a \$250 gift card.

.Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams

Nays: None

Motion Passed

12. COMMENTS FROM THE BOARD

None

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13. EXECUTIVE SESSION

Trustee Williams made the motion to enter into executive session at 8:17 PM, pursuant to 5 ILCS 120/2(c)(2),” Executive Session to discuss the employment, compensation, discipline, performance, or dismissal of specific employees” and 5ILCS (c)(10) to discuss litigation “when an action against, affecting or on behalf of the particular public body had been filed or is pending before a court or administrative tribunal or when a public body finds an action is probable or imminent”. Seconded by Trustee Villarreal.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams

Nays: None

Motion Passed

Trustee Villarreal made the motion to reconvene open session at 8:52 PM. Seconded by Trustee Williams.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams

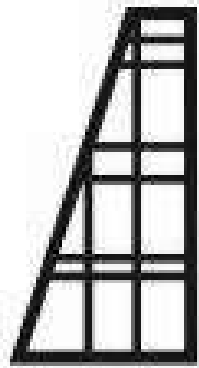
Nays: None

Motion Passed

14. ADJOURNMENT

Vice- President Barber-Burnside adjourned the Regular Board Meeting by consensus at 8:53 PM.

SIGNED _____ DATE _____



**Maywood
Public
Library
District**

**MONTHLY FINANCIAL
STATEMENTS**

November 2022

Maywood Public Library
Statement of Financial Position
As of November 30, 2022

	Total		
	As of Nov 30, 2022	As of Oct 31, 2022 (PP)	Change
ASSETS			
Current Assets			
Bank Accounts			
1001011 Petty Cash	75.00	75.00	0.00
1001511 Cash - Circulation	65.00	65.00	0.00
1020311 Seaway Bank & Trust - Payroll	54,988.62	31,559.90	23,428.72
1050011 IL Funds - Primary	331,180.46	330,207.91	972.55
1060073 PMA - Construction Fund	22.20	22.20	0.00
1070411 Bank of New York - Escrow 2	36.60	36.60	0.00
1080011 US Bank - Primary	117,025.23	178,301.78	-61,276.55
1080111 US Bank - Accounts Payable	92,394.52	113,146.87	-20,752.35
1080211 US Bank - Payroll	0.00	0.00	0.00
1099011 Cash Allocated to Other Funds	-701,337.74	-701,337.74	0.00
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90	0.00
1099078 Allocated Cash - Working Cash	258,366.98	258,366.98	0.00
1099091 Allocated Cash - FICA Bond	366,313.43	366,313.43	0.00
1099092 Allocated Cash - IMRF Fund	101,463.05	101,463.05	0.00
1099093 Allocated Cash - Unemp Fund	16,025.37	16,025.37	0.00
1099094 Allocated Cash - Workers Comp Fund	8,005.43	8,005.43	0.00
1099095 Allocated Cash - Liab Ins Fund	-87,895.42	-87,895.42	0.00
1099096 Allocated Cash - Audit Fund	-6,250.00	-6,250.00	0.00
Total Bank Accounts	\$ 595,787.63	\$ 653,415.26	-57,627.63
Total Current Assets	\$ 595,787.63	\$ 653,415.26	-\$ 57,627.63
TOTAL ASSETS	\$ 595,787.63	\$ 653,415.26	-\$ 57,627.63
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100011 Accounts Payable	-46.08	-46.08	0.00
Total Accounts Payable	-\$ 46.08	-\$ 46.08	
Credit Cards			
2100311 BofA Credit Card			
2100411 BOA-Stan	0.00	0.00	0.00
2100511 BOA-Josephine	0.00	0.00	0.00
Total 2100311 BofA Credit Card	\$ 0.00	\$ 0.00	\$ 0.00
2100911 Chase Southwest Visa	0.00	0.00	0.00
Total Credit Cards	\$ 0.00	\$ 0.00	0.00
Other Current Liabilities			
2101011 Federal Tax Withheld	0.00	0.00	0.00

2102011 State Tax Withheld	5,784.54	5,784.54	0.00
2103011 FICA Withheld	-0.01	-0.01	0.00
2104011 IMRF Withheld	292.91	-69.94	362.85
2104511 IMRF-VAC	387.58	387.58	0.00
2105011 Credit Union I Withheld	3,247.32	3,247.32	0.00
2106011 Credit Union II Withheld	785.00	785.00	0.00
2107011 Medical Insurance Withheld	29.70	29.70	0.00
2108011 Pepsco Withheld	235.00	235.00	0.00
2109011 Garnishments Withheld	0.00	0.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85	0.00
2111011 AFLAC Withheld - Post Tax	0.00	0.00	0.00
2222211 Cash Advance - Credit Card	163.34	163.34	0.00
2222411 Due to Library Foundation	0.00	0.00	0.00
Total Other Current Liabilities	\$ 10,943.23	\$ 10,580.38	362.85
Total Current Liabilities	\$ 10,897.15	\$ 10,534.30	\$ 362.85
Total Liabilities	\$ 10,897.15	\$ 10,534.30	\$ 362.85
Equity			
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03	0.00
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90	0.00
2900078 Fund Balance - Working Cash	258,366.98	258,366.98	0.00
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43	0.00
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05	0.00
2900093 Fund Balance - Unemployment	16,025.37	16,025.37	0.00
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43	0.00
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32	0.00
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00	0.00
Opening Balance Equity	-6,624.18	-6,624.18	0.00
Retained Earnings	637,084.55	637,084.55	0.00
Net Revenue	-361,418.70	-303,428.22	-57,990.48
Total Equity	\$ 584,890.48	\$ 642,880.96	-57,990.48
TOTAL LIABILITIES AND EQUITY	\$ 595,787.63	\$ 653,415.26	-57,627.63

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Maywood Public Library
YTD Actuals vs ANNUAL Budget
 July - November, 2022

	Total			
	Actual	Budget	Remaining	% Remaining
Revenue				
3001011 Tax Revenue - Current	32,216.10	1,328,626.00	1,296,409.90	97.58%
3021011 Personal Prop Replacement Tax		60,000.00	60,000.00	100.00%
3030011 Per Capita Grant	34,762.80	34,442.00	-320.80	-0.93%
3032611 Other Grant Income	7,531.98		-7,531.98	
3070011 Copy Machine		2,000.00	2,000.00	100.00%
3080011 Lost and Paid	111.98	150.00	38.02	25.35%
3095011 General Sales		25.00	25.00	100.00%
3095511 Book Sales	206.00	25.00	-181.00	-724.00%
3123011 Vending Machine Income	6.00	1,500.00	1,494.00	99.60%
3130011 Miscellaneous Income	395.20	300.00	-95.20	-31.73%
3132511 Maywood Book Income		300.00	300.00	100.00%
3302011 Interest - All Bank	22.99	200.00	177.01	88.51%
3302311 Interest - SB&T Payroll	8.87		-8.87	
3304011 Interest - IL Funds Primary	3,563.20	200.00	-3,363.20	-1681.60%
3608011 Passport Income	1,855.00	5,000.00	3,145.00	62.90%
Total Revenue	\$ 80,680.12	\$ 1,432,768.00	-\$ 1,352,087.88	-94.37%
Gross Profit	\$ 80,680.12	\$ 1,432,768.00	-\$ 1,352,087.88	-94.37%
Expenditures				
4010011 Salaries	166,522.31	575,000.00	408,477.69	71.04%
4040011 Healthcare Premium	16,108.58	65,000.00	48,891.42	75.22%
4050011 Trustee Development	800.00	3,500.00	2,700.00	77.14%
4051011 Staff Development	485.00	3,500.00	3,015.00	86.14%
4052011 Travel	66.63	2,000.00	1,933.37	96.67%
4060011 Professional Education	105.30		-105.30	#DIV/0!
4070011 Membership Dues	348.00	4,400.00	4,052.00	92.09%
4080011 Adult Books	5,122.50	20,000.00	14,877.50	74.39%
4080012 YS Books	1,440.54	15,000.00	13,559.46	90.40%
4085011 SWAN Lost Books		2,000.00	2,000.00	100.00%
4090011 Periodicals	333.42	1,600.00	1,266.58	79.16%
4100011 Adult Audio Visual	340.11	7,500.00	7,159.89	95.47%
4100012 YS Audio Visual		7,500.00	7,500.00	100.00%
4105011 Software		7,000.00	7,000.00	100.00%
4106011 Technology	4,869.24	15,000.00	10,130.76	67.54%
4130011 Library Supplies	724.97	17,000.00	16,275.03	95.74%
4130511 Bank Fees	272.28	700.00	427.72	61.10%
4131011 Hospitality	414.67	2,000.00	1,585.33	79.27%
4135011 Printing	826.00	3,000.00	2,174.00	72.47%
4140011 Postage	895.00	1,500.00	605.00	40.33%
4150011 Telephone	2,425.96	10,000.00	7,574.04	75.74%

4160011 Publicity	300.00	5,000.00	4,700.00	94.00%
4170011 Professional Services	54,184.73	65,000.00	10,815.27	16.64%
4205011 Natural Gas	5,392.94	39,000.00	33,607.06	86.17%
4210011 Data Bases	7,006.00	9,000.00	1,994.00	22.16%
4215011 Water	6,299.31	11,000.00	4,700.69	42.73%
4225011 Electricity	42,851.66	90,000.00	47,148.34	52.39%
4235011 Garbage	2,561.04	4,500.00	1,938.96	43.09%
4240011 Maintenance of Equipment	9,298.24	35,000.00	25,701.76	73.43%
4250011 Contract Maintenance Building	17,257.96	60,000.00	42,742.04	71.24%
4256011 Janitorial Supplies	916.21	7,000.00	6,083.79	86.91%
4260011 General Maintenance - Building	9,337.01	35,000.00	25,662.99	73.32%
4265011 SWAN	6,233.75	26,000.00	19,766.25	76.02%
4290011 Public Programming (deleted)	54.91		-54.91	
4292011 Special Events		8,000.00	8,000.00	100.00%
4302011 Adult Programming	777.72	6,000.00	5,222.28	87.04%
4302012 YS Programming	576.20	4,000.00	3,423.80	85.60%
4310011 Equipment Purchase		5,000.00	5,000.00	100.00%
4311011 Capital Improvements		40,000.00	40,000.00	100.00%
4320011 Legal Fees	3,493.50	20,000.00	16,506.50	82.53%
6032011 Misc. Grant Expense	2,337.15		-2,337.15	
6123011 Vending Machine Expenses	405.58	2,000.00	1,594.42	79.72%
9150091 FICA Expenditures	12,722.29	44,000.00	31,277.71	71.09%
9250092 IMRF Expenses - District	52,579.59	93,085.00	40,505.41	43.51%
9350093 Unemployment Insurance	1,309.20	5,000.00	3,690.80	73.82%
9450094 Insurance - Workers Comp		1,000.00	1,000.00	100.00%
9550095 Insurance - Liability		35,000.00	35,000.00	100.00%
9650096 Audit		7,000.00	7,000.00	100.00%
Uncategorized Expense	4,103.32		-4,103.32	
Total Expenditures	\$ 442,098.82	\$ 1,419,785.00	-\$ 977,686.18	-68.86%
Net Operating Revenue	-\$ 361,418.70	\$ 12,983.00	-\$ 374,401.70	-2883.78%
Net Revenue	-\$ 361,418.70	\$ 12,983.00	-\$ 374,401.70	-2783.78%

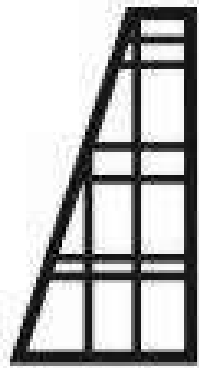
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Maywood Public Library
Statement of Activity by Class
July - November, 2022

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	TOTAL
Revenue					
3001011 Tax Revenue - Current	32,216.10				32,216.10
3030011 Per Capita Grant	34,762.80				34,762.80
3032611 Other Grant Income	7,531.98				7,531.98
3080011 Lost and Paid	111.98				111.98
3095511 Book Sales	206.00				206.00
3123011 Vending Machine Income	6.00				6.00
3130011 Miscellaneous Income	395.20				395.20
3302011 Interest - All Bank	22.99				22.99
3302311 Interest - SB&T Payroll	8.87				8.87
3304011 Interest - IL Funds Primary	3,563.20				3,563.20
3608011 Passport Income	1,855.00				1,855.00
Total Revenue	\$ 80,680.12	\$ 0.00	\$ 0.00	\$ 0.00	\$ 80,680.12
Gross Profit	\$ 80,680.12	\$ 0.00	\$ 0.00	\$ 0.00	\$ 80,680.12
Expenditures					
4010011 Salaries	166,522.31				166,522.31
4040011 Healthcare Premium	16,108.58				16,108.58
4050011 Trustee Development	800.00				800.00
4051011 Staff Development	485.00				485.00
4052011 Travel	66.63				66.63
4060011 Professional Education	105.30				105.30
4070011 Membership Dues	348.00				348.00
4080011 Adult Books	5,122.50				5,122.50
4080012 YS Books	1,440.54				1,440.54
4090011 Periodicals	333.42				333.42
4100011 Adult Audio Visual	340.11				340.11
4106011 Technology	4,869.24				4,869.24
4130011 Library Supplies	724.97				724.97
4130511 Bank Fees	272.28				272.28
4131011 Hospitality	414.67				414.67
4135011 Printing	826.00				826.00
4140011 Postage	895.00				895.00
4150011 Telephone	2,425.96				2,425.96
4160011 Publicity	300.00				300.00
4170011 Professional Services	54,184.73				54,184.73
4205011 Natural Gas	5,392.94				5,392.94
4210011 Data Bases	7,006.00				7,006.00
4215011 Water	6,299.31				6,299.31
4225011 Electricity	42,851.66				42,851.66
4235011 Garbage	2,561.04				2,561.04

4240011 Maintenance of Equipment	9,298.24			9,298.24	
4250011 Contract Maintenance Building	17,257.96			17,257.96	
4256011 Janitorial Supplies	916.21			916.21	
4260011 General Maintenance - Building	9,337.01			9,337.01	
4265011 SWAN	6,233.75			6,233.75	
4290011 Public Programming (deleted)	54.91			54.91	
4302011 Adult Programming	777.72			777.72	
4302012 YS Programming	576.20			576.20	
4320011 Legal Fees	3,493.50			3,493.50	
6032011 Misc. Grant Expense	2,337.15			2,337.15	
6123011 Vending Machine Expenses	405.58			405.58	
9150091 FICA Expenditures		12,722.29		12,722.29	
9250092 IMRF Expenses - District			52,579.59	52,579.59	
9350093 Unemployment Insurance			1,309.20	1,309.20	
Uncategorized Expense	4,103.32			4,103.32	
Total Expenditures	\$ 375,487.74	\$ 12,722.29	\$ 52,579.59	\$ 1,309.20	\$ 442,098.82
Net Operating Revenue	-\$ 294,807.62	-\$ 12,722.29	-\$ 52,579.59	-\$ 1,309.20	-\$ 361,418.70
Net Revenue	-\$ 294,807.62	-\$ 12,722.29	-\$ 52,579.59	-\$ 1,309.20	-\$ 361,418.70

Thursday, Jan 12, 2023 04:29:10 PM GMT-8 - Accrual Basis



**Maywood
Public
Library
District**

**MONTHLY FINANCIAL
STATEMENTS**

December 2022

Maywood Public Library
Statement of Financial Position - ALL FUNDS
As of December 31, 2022

	Total		
	As of Dec 31, 2022	As of Nov 30, 2022 (PP)	Change
ASSETS			
Current Assets			
Bank Accounts			
1001011 Petty Cash	75.00	75.00	0.00
1001511 Cash - Circulation	65.00	65.00	0.00
1020311 Seaway Bank & Trust - Payroll	8,229.93	54,988.62	-46,758.69
1050011 IL Funds - Primary	332,286.06	331,180.46	1,105.60
1060073 PMA - Construction Fund	22.20	22.20	0.00
1070411 Bank of New York - Escrow 2	36.60	36.60	0.00
1080011 US Bank - Primary	243,492.18	117,025.23	126,466.95
1080111 US Bank - Accounts Payable	198,529.74	92,394.52	106,135.22
1080211 US Bank - Payroll	0.00	0.00	0.00
1099011 Cash Allocated to Other Funds	-701,337.74	-701,337.74	0.00
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90	0.00
1099078 Allocated Cash - Working Cash	258,366.98	258,366.98	0.00
1099091 Allocated Cash - FICA Bond	366,313.43	366,313.43	0.00
1099092 Allocated Cash - IMRF Fund	101,463.05	101,463.05	0.00
1099093 Allocated Cash - Unemp Fund	16,025.37	16,025.37	0.00
1099094 Allocated Cash - Workers Comp Fund	8,005.43	8,005.43	0.00
1099095 Allocated Cash - Liab Ins Fund	-87,895.42	-87,895.42	0.00
1099096 Allocated Cash - Audit Fund	-6,250.00	-6,250.00	0.00
Total Bank Accounts	\$ 782,736.71	\$ 595,787.63	186,949.08
Total Current Assets	\$ 782,736.71	\$ 595,787.63	186,949.08
TOTAL ASSETS	\$ 782,736.71	\$ 595,787.63	186,949.08
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100011 Accounts Payable	-46.08	-46.08	0.00
Total Accounts Payable	-\$ 46.08	-\$ 46.08	0.00
Credit Cards			
2100311 BofA Credit Card			
2100411 BOA-Stan	0.00	0.00	0.00
2100511 BOA-Josephine	0.00	0.00	0.00
Total 2100311 BofA Credit Card	\$ 0.00	\$ 0.00	0.00
2100911 Chase Southwest Visa	0.00	0.00	0.00
Total Credit Cards	\$ 0.00	\$ 0.00	0.00
Other Current Liabilities			
2101011 Federa I Tax Withheld	0.00	0.00	0.00

2102011 State Tax Withheld	5,784.54	5,784.54	0.00
2103011 FICA Withheld	-0.01	-0.01	0.00
2104011 IMRF Withheld	-39.37	292.91	-332.28
2104511 IMRF-VAC	387.58	387.58	0.00
2105011 Credit Union I Withheld	3,247.32	3,247.32	0.00
2106011 Credit Union II Withheld	785.00	785.00	0.00
2107011 Medical Insurance Withheld	29.70	29.70	0.00
2108011 Pebsco Withheld	235.00	235.00	0.00
2109011 Garnishments Withheld	0.00	0.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85	0.00
2111011 AFLAC Withheld - Post Tax	0.00	0.00	0.00
2222211 Cash Advance - Credit Card	163.34	163.34	0.00
2222411 Due to Library Foundation	0.00	0.00	0.00
Total Other Current Liabilities	\$ 10,610.95	\$ 10,943.23	-332.28
Total Current Liabilities	\$ 10,564.87	\$ 10,897.15	-332.28
Total Liabilities	\$ 10,564.87	\$ 10,897.15	-332.28
Equity			
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03	0.00
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90	0.00
2900078 Fund Balance - Working Cash	258,366.98	258,366.98	0.00
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43	0.00
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05	0.00
2900093 Fund Balance - Unemployment	16,025.37	16,025.37	0.00
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43	0.00
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32	0.00
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00	0.00
Opening Balance Equity	-6,624.18	-6,624.18	0.00
Retained Earnings	637,084.55	637,084.55	0.00
Net Revenue	-174,137.34	-361,418.70	187,281.36
Total Equity	\$ 772,171.84	\$ 584,890.48	187,281.36
TOTAL LIABILITIES AND EQUITY	\$ 782,736.71	\$ 595,787.63	\$ 186,949.08

Thursday, Jan 12, 2023 12:13:12 PM GMT-8 - Accrual Basis

Maywood Public Library
YTD Actuals vs ANNUAL Budget
 July - December, 2022

	Total			
	Actual	Budget	Remaining	% Remaining
Revenue				
3001011 Tax Revenue - Current	308,715	1,328,626	1,019,911	76.76%
3021011 Personal Prop Replacement Tax		60,000	60,000	100.00%
3030011 Per Capita Grant	34,763	34,442	-321	-0.93%
3032611 Other Grant Income	7,532		-7,532	
3070011 Copy Machine		2,000	2,000	100.00%
3080011 Lost and Paid	112	150	38	25.35%
3095011 General Sales		25	25	100.00%
3095511 Book Sales	206	25	-181	-724.00%
3123011 Vending Machine Income	6	1,500	1,494	99.60%
3130011 Miscellaneous Income	395	300	-95	-31.73%
3132511 Maywood Book Income		300	300	100.00%
3302011 Interest - All Bank	1,133	200	-933	-466.28%
3302311 Interest - SB&T Payroll	9		-9	
3304011 Interest - IL Funds Primary	3,563	200	-3,363	-1681.60%
3608011 Passport Income	1,855	5,000	3,145	62.90%
Total Revenue	358,289	1,432,768	1,074,479	74.99%
Gross Profit	358,289	1,432,768	1,074,479	74.99%
Expenditures				
4010011 Salaries	197,655	575,000	377,345	65.63%
4040011 Healthcare Premium	17,902	65,000	47,098	72.46%
4050011 Trustee Development	800	3,500	2,700	77.14%
4051011 Staff Development	741	3,500	2,759	78.83%
4052011 Travel	67	2,000	1,933	96.67%
4060011 Professional Education	105		-105	
4070011 Membership Dues	348	4,400	4,052	92.09%
4080011 Adult Books	5,202	20,000	14,798	73.99%
4080012 YS Books	2,021	15,000	12,979	86.53%
4085011 SWAN Lost Books		2,000	2,000	100.00%
4090011 Periodicals	521	1,600	1,079	67.45%
4100011 Adult Audio Visual	340	7,500	7,160	95.47%
4100012 YS Audio Visual		7,500	7,500	100.00%
4105011 Software		7,000	7,000	100.00%
4106011 Technology	6,775	15,000	8,225	54.84%
4130011 Library Supplies	725	17,000	16,275	95.74%
4130511 Bank Fees	304	700	396	56.54%
4131011 Hospitality	559	2,000	1,441	72.06%
4135011 Printing	826	3,000	2,174	72.47%
4140011 Postage	895	1,500	605	40.33%
4150011 Telephone	2,950	10,000	7,050	70.50%

4160011 Publicity	300	5,000	4,700	94.00%
4170011 Professional Services	79,183	65,000	-14,183	-21.82%
4205011 Natural Gas	5,520	39,000	33,480	85.85%
4210011 Data Bases	7,006	9,000	1,994	22.16%
4215011 Water	6,377	11,000	4,623	42.03%
4225011 Electricity	48,859	90,000	41,141	45.71%
4235011 Garbage	2,561	4,500	1,939	43.09%
4240011 Maintenance of Equipment	11,143	35,000	23,857	68.16%
4250011 Contract Maintenance Building	19,883	60,000	40,117	66.86%
4256011 Janitorial Supplies	916	7,000	6,084	86.91%
4260011 General Maintenance - Building	9,933	35,000	25,067	71.62%
4265011 SWAN	6,234	26,000	19,766	76.02%
4290011 Public Programming (deleted)	55		-55	
4292011 Special Events		8,000	8,000	100.00%
4302011 Adult Programming	1,288	6,000	4,712	78.54%
4302012 YS Programming	576	4,000	3,424	85.60%
4310011 Equipment Purchase	100	5,000	4,900	98.00%
4311011 Capital Improvements		40,000	40,000	100.00%
4320011 Legal Fees	4,450	20,000	15,550	77.75%
6032011 Misc. Grant Expense	2,337		-2,337	
6123011 Vending Machine Expenses	566	2,000	1,434	71.68%
9150091 FICA Expenditures	15,093	44,000	28,907	65.70%
9250092 IMRF Expenses - District	65,148	93,085	27,937	30.01%
9350093 Unemployment Insurance	2,060	5,000	2,940	58.80%
9450094 Insurance - Workers Comp		1,000	1,000	100.00%
9550095 Insurance - Liability		35,000	35,000	100.00%
9650096 Audit		7,000	7,000	100.00%
Uncategorized Expense	4,103		-4,103	
Total Expenditures	532,426	1,419,785	887,359	62.50%
Net Operating Revenue	-174,137	12,983	187,120	1441.27%
Net Revenue	-174,137	12,983	187,120	1441.27%

Thursday, Jan 12, 2023 11:59:40 AM GMT-8 - Accrual Basis

Maywood Public Library
Statement of Activity by Class
 July - December, 2022

	93 Unemployment				
	11 Library Fund	91 FICA Fund	92 IMRF Fund	t Fund	TOTAL
Revenue					
3001011 Tax Revenue - Current	308,715.00				308,715.00
3030011 Per Capita Grant	34,762.80				34,762.80
3032611 Other Grant Income	7,531.98				7,531.98
3080011 Lost and Paid	111.98				111.98
3095511 Book Sales	206.00				206.00
3123011 Vending Machine Income	6.00				6.00
3130011 Miscellaneous Income	395.20				395.20
3302011 Interest - All Bank	1,132.56				1,132.56
3302311 Interest - SB&T Payroll	8.87				8.87
3304011 Interest - IL Funds Primary	3,563.20				3,563.20
3608011 Passport Income	1,855.00				1,855.00
Total Revenue	\$ 358,288.59	\$ 0.00	\$ 0.00	\$ 0.00	\$ 358,288.59
Gross Profit	\$ 358,288.59	\$ 0.00	\$ 0.00	\$ 0.00	\$ 358,288.59
Expenditures					
4010011 Salaries	197,654.57				197,654.57
4040011 Healthcare Premium	17,901.58				17,901.58
4050011 Trustee Development	800.00				800.00
4051011 Staff Development	740.95				740.95
4052011 Travel	66.63				66.63
4060011 Professional Education	105.30				105.30
4070011 Membership Dues	348.00				348.00
4080011 Adult Books	5,202.41				5,202.41
4080012 YS Books	2,021.25				2,021.25
4090011 Periodicals	520.84				520.84
4100011 Adult Audio Visual	340.11				340.11
4106011 Technology	6,774.74				6,774.74
4130011 Library Supplies	724.97				724.97
4130511 Bank Fees	304.23				304.23
4131011 Hospitality	558.71				558.71
4135011 Printing	826.00				826.00
4140011 Postage	895.00				895.00
4150011 Telephone	2,950.48				2,950.48
4160011 Publicity	300.00				300.00
4170011 Professional Services	79,183.29				79,183.29
4205011 Natural Gas	5,519.52				5,519.52
4210011 Data Bases	7,006.00				7,006.00
4215011 Water	6,376.70				6,376.70
4225011 Electricity	48,858.81				48,858.81
4235011 Garbage	2,561.04				2,561.04

4240011 Maintenance of Equipment	11,142.71				11,142.71
4250011 Contract Maintenance Building	19,882.90				19,882.90
4256011 Janitorial Supplies	916.21				916.21
4260011 General Maintenance - Building	9,933.02				9,933.02
4265011 SWAN	6,233.75				6,233.75
4290011 Public Programming (deleted)	54.91				54.91
4302011 Adult Programming	1,287.72				1,287.72
4302012 YS Programming	576.20				576.20
4310011 Equipment Purchase	99.98				99.98
4320011 Legal Fees	4,449.75				4,449.75
6032011 Misc. Grant Expense	2,337.15				2,337.15
6123011 Vending Machine Expenses	566.48				566.48
9150091 FICA Expenditures		15,092.79			15,092.79
9250092 IMRF Expenses - District			65,147.78		65,147.78
9350093 Unemployment Insurance				2,060.13	2,060.13
Uncategorized Expense	4,103.32				4,103.32
Total Expenditures	\$ 450,125.23	\$ 15,092.79	\$ 65,147.78	\$ 2,060.13	\$ 532,425.93
Net Operating Revenue	-\$ 91,836.64	-\$ 15,092.79	-\$ 65,147.78	-\$ 2,060.13	-\$ 174,137.34
Net Revenue	-\$ 91,836.64	-\$ 15,092.79	-\$ 65,147.78	-\$ 2,060.13	-\$ 174,137.34

Thursday, Jan 12, 2023 12:06:21 PM GMT-8 - Accrual Basis

MAYWOOD PUBLIC LIBRARY DISTRICT
MAYWOOD PUBLIC LIBRARY DISTRICT
ACCOUNTS PAYABLE
DECEMBER 2022

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2711	Afable Consulting 6621 W. Cornelia Ave. Chicago, IL 60634	4170011 Professional Svcs	Accounting October and November	10727, 10778	\$ 1,520.00	\$ 1,520.00
2712	Ancel Glink 140 S. Dearborn St. # 600 Chicago, IL 60603	4320011	Legal Fees	3179830	\$ 956.25	\$ 956.25
2713	Anderson Elevator 2801 South 19th Ave. Broadview, IL 60155-4758	4250011 Contract Maint. Bldg	Maintenance	65871-N2W9	\$ 291.00	\$ 291.00
2714	Baker & Taylor P.O. Box 277930	4080011 Adult Books " 4080012 YS Books " "		2037124813 2037145726 2037124813 2037131889 2037155956	\$ 17.11 \$ 33.09 \$ 29.71 \$ 529.29 \$ 51.42	\$ 660.62
2715	Chicago Tribune P.O. Box 8027 Willoughby, OH 44096-8027	4090011 Periodicals	Newspaper	60150239	\$ 187.42	\$ 187.42
2716	ComEd P.O. Box 6111 Carol Stream, IL 60197	4225011 Electricity	Electric bill	536705012	\$ 23.12	\$ 23.12
2717	Erica Sanchez	4131011 Hospitality	Reimbursement-food director inter		\$ 144.04	\$ 144.04
2718	Johnson Controls Sec. Sol. P.O. Box 371967	4250011 Contract Maint.		38094030	\$ 1,148.94	\$ 1,148.94

MAYWOOD PUBLIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
	Pittsburgh, PA 15250-7967					
2719	Konica Minolta 21146 Network Place Chicago, IL 60673-1211	4240011 Maint. Of Equip.	Copier	2000320037	\$ 1,788.04	\$ 1,788.04
2720	Konica Minolta Business USA INC Dept. CH 19188 Palatine, IL 60055-9188	4240011 Maint. Of Equip. " "	Copies " "	283683849 283673275 283673360	\$ 18.44 \$ 4.12 \$ 33.87	\$ 56.43
2721	LIMRICC-UCGGA 668 N. River Road Naperville, IL 60563	9350093 Unemployment	Unemployment	3rd Qtr 2022	\$ 750.93	\$ 750.93
2722	Marcia Burton	4106011 Technology	renew Dot5 website/2 yrs		\$ 188.50	\$ 188.50
2723	MidAmerican Energy Svcs. P.O. Box 8019 Davenport, IA 52808-8019	4225011 Electricity	Electricity	228692	\$ 1,753.06	\$ 1,753.06
2724	Nicor Gas P.O. Box 5407 Carol Stream, il 60197-5407	4205011 Gas	Gas	5581640000 0	\$ 126.58	\$ 126.58
2725	Nydia Robinson	4310011 Equipment	Reimbursement-ash register		\$ 99.98	\$ 99.98
2726	O'Neill & Gaspardo 19070 S. Everett Blvd. Mokena, IL 60448	4170011 Professional Svcs.	Accounting		\$ 1,498.75	\$ 1,498.75
2727	Pedro Diaz	4260011 General Maint.	Janitorial Supplies		\$ 596.01	\$ 596.01
2728	Peerless Network P.O. Box 76112 Cleveland, OH 44101-4755	4150011 Telephone	Telephone Svc.	11/15/5218	\$ 524.52	\$ 524.52

MAYWOOD PUBLIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2729	RAILS P.O. Box 6118 Carol Stream, IL 60197-6118	4302011 Adult Prog.	Illinois Library Presents	8/12/1927	\$ 400.00	\$ 400.00
2730	Rhonda Fentry	4302011 Adult Programming	1/3/23 Program		\$ 50.00	\$ 50.00
2731	Rhonda Fentry	4302011 Adult Programming	1/17/23 Program		\$ 60.00	\$ 60.00
2732	Ross & Jacks Landscpng P.O. Box 65 Elmhurst, IL 60126	4250011 Contract Maint Bldg	November Maint.	95610	\$ 1,100.00	\$ 1,100.00
2733	Royale Bezjian Inc. 1670 N. Mannheim Rd. Stone Park, IL 60165	4250011 Contract Maint Bldg	Mat Service		\$ 85.00	\$ 85.00
2734	Santanna Energy Svcs. 26697 Network Place Chicago, IL 60673-1266	4205011 Natural Gas	Gas	5581640000	\$ 4,230.97	\$ 4,230.97
2735	Stephanie Samuel	4151011 Staff Development 6123011 Vending Mach.	Reimbursement/ID gift card vending machine supplies		\$ 255.95 \$ 160.90	\$ 416.85
2736	Tsavant 2117 Chilmark Lane Schaumburg, IL 60193	4106011 Technology	Tech Svcs.	MP0021	\$ 1,717.00	\$ 1,717.00
2737	Village of Maywood Health 40 Madison St. Maywood, IL 60153	4040011 Healthcare Prem.	Health ins. M.Burton/S. Ferrari	1222	\$ 1,938.38	\$ 1,938.38
2738	Village of Maywood Water 40 Madison St. Maywood, IL 60153	4215011 Water	Meter 67121394 Meter 67282349	427405652-00 427403007-00	\$ 37.55 \$ 39.84	\$ 77.39

MAYWOOD PUBLIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2739	Kathy Parker Consulting	4170011 Professional Svcs.	10/1/22 - 12/12/22		\$ 21,475.00	\$ 21,475.00
TOTAL						\$ 43,864.78

Approved by:

Date:

kathyparker consulting

17239 Oriole Avenue

Tinley Park, IL 60477

708-253-5078

kathypconsult@gmail.com

Maywood Public Library District

Services rendered October 1, 2022 to December 12, 2022
make checks payable to **kathyparker consulting**

Invoice # MRPLD2022-05

Date: 12/13/2022

Contracted work at \$100.00/hr, billed in 1/4 hr increments
mileage @ IRS rate billed separately

Invoice Total \$21,475.00

Date	contact	Work performed	Time	Fee
10/1/2022	independent	prepare docs for D&T, special meet agenda and	2.75	\$ 275.00
10/3/2022	at library	at library	7.5	\$ 750.00
10/4/2022	independent	BOA & Levy doc, Usbank/seaway calls, ES call D&T calls, emails	7.75	\$ 775.00
10/5/2022	at library	at library and director interviews	8.5	\$ 850.00
10/6/2022	at library	at library and director interviews	8.25	\$ 825.00
10/7/2022	independent	staff texts and emails	0.75	\$ 75.00
10/10/2022	independent	bills, attorney calls, konicka, banks, IMRF	6.75	\$ 675.00
10/11/2022	at library	at library	6.5	\$ 650.00
	independent	IMRF wage report, agendas, US Bank, ID report	3.5	\$ 350.00
10/12/2022	at library	at library	5	\$ 500.00
	independent	ES call, IMRF, attorney & afable calls	2.5	\$ 250.00
10/13/2022	independent	emails/texts/calls, staff and Oneil/Gaspardo	2.25	\$ 225.00
10/14/2022	independent	bd packet, minutes, ordinance, emails	6.5	\$ 650.00
10/16/2022	independent	IMRF, emails	1.5	\$ 150.00
10/17/2022	at library	at library	5.5	\$ 550.00
10/18/2022	independent	paylocity, scan docs, texts SW, Oneil, IL Funds	7.75	\$ 775.00
10/19/2022	at library	at library	7.5	\$ 750.00
10/20/2022	independent	minutes, pred docs to publish in paper	1.75	\$ 175.00
10/21/2022	independent	clean out J.Daniels email	1	\$ 100.00
10/22/2022	independent	clean out J.Daniels email	1	\$ 100.00
10/23/2022	independent	staff emails	0.25	\$ 25.00
10/24/2022	independent	levy to pub,staff issue, ES texts	1.75	\$ 175.00
11/3/2022	independent	staff/library emails after vacation	3	\$ 300.00
11/7/2022	at library	at library	5.75	\$ 575.00
11/8/2022	independent	IMRF, attorney, bills, emails, agenda	8.5	\$ 850.00
11/9/2022	at library	at library	5.75	\$ 575.00
11/11/2022	independent	IMRF, bd packet, attorney calls	5.25	\$ 525.00
11/14/2022	at library	at library	6.5	\$ 650.00
11/16/2022	at library	at library	5.75	\$ 575.00
11/18/2022	independent	interview AS candidate off site	2.5	\$ 250.00

kathyparker consulting

17239 Oriole Avenue

Tinley Park, IL 60477

708-253-5078

kathypconsult@gmail.com

11/20/2022	independent	interview AS candidate off site	1.75	\$	175.00
11/21/2022	at library	at library	6	\$	600.00
11/22/2022	independent	call with Nydia - issue	0.25	\$	25.00
11/23/2022	independent	Sam.gov reg, emails IMRF	3.75	\$	375.00
11/25/2022	independent	emails, AS job offer	1.25	\$	125.00
11/28/2022	at library	at library	7.25	\$	725.00
11/29/2022	independent	emails, IMRF, bills, LIRA pkt	4.5	\$	450.00
11/30/2022	offsite	LIRA meeting-RollingMeadows, email, call w/att	5.5	\$	550.00
12/1/2022	independent	IMRF, emails	3.75	\$	375.00
12/2/2022	offsite	Multilibrary day - Oak Forest	6	\$	600.00
12/3/2022	independent	ES call	0.75	\$	75.00
12/5/2022	independent	ES call,IMRF, bills, emails	4.25	\$	425.00
12/6/2022	independent	IMRF, emails, salary and budget work	5.25	\$	525.00
12/7/2022	at library	at library	6.75	\$	675.00
12/8/2022	independent	calls with SW and attorney	1.75	\$	175.00
12/10/2022	independent	emails, IMRF review, ES call	2.25	\$	225.00
12/11/2022	independent	paylocity, emails, audit work, ES call, background election rules prep and review	5.75	\$	575.00
12/12/2022	at library	at library	7.5	\$	750.00

TOTAL **\$ 21,475.00**

MAYWOOD PUBLIC LIBRARY DISTRICT
MAYWOOD PUBLIC LIBRARY DISTRICT
ACCOUNTS PAYABLE
JANUARY 2023

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2740	Anderson Elevator 2801 South 19th Ave. Broadview, IL 60155-4758	4260011 Gen. Maint. Bldg " 4250011 Contract Maint Bldg	Repair - new Annual Test	66519-S2V3 66594-V2W5 67061-L7G5	\$ 1,340.00 \$ 3,295.00 \$ 291.00	\$ 4,926.00
2741	Anderson Pest Solutions P.O. Box 740608 Cincinnati, OH 45274-0608	4250011 Contract Maint Bldg	Pest Control	2486355	\$ 75.00	\$ 75.00
2742	Baker & Taylor P.O. Box 277930 Atlanta, GA 30384-7930	4080011 Adult Books 4080012 Youth Books " "		2037181796 2037191597 2037234000 2037241348	\$ 26.53 \$ 12.05 \$ 10.07 \$ 710.86	\$ 759.51
2743	Chicago Sun-Times 8526 Solutions Center Chicago, IL 60677-8022	4090011 Periodicals		158502	\$ 566.30	\$ 566.30
2744	ComEd P.O. Box 6111 Carol Stream, IL 60197-6111	4225011 Electricity		536705012	\$ 47.46	\$ 47.46
2745	Comcast Business P.O. Box 70219 Philadelphia, PA 19176-0219	4106011 Technology	Internet	8771 20 001 0331433	\$ 161.85	\$ 161.85
2746	Gallagher, Arthur J RMS 39735 Treasury Center Chicago, IL 60694-9700	9450094 Worker's Comp	WC Insurance	4528491	\$ 1,590.00	\$ 1,590.00
2747	IDENTI-CHECK	4170011 Professional Svcs.	Background Check	Dec-80	\$ 78.80	\$ 78.80

MAYWOOD PUBLIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
	3N. Old State Capital Plaza Springfield, IL 62701					
2748	Kathy Parker	4131011 Hospitality 4051011 Staff Dev.	Staff Lunch - Atlas training Xmas Staff Gift Cards		\$ 181.61 \$ 1,224.41	\$ 1,406.02
2749	Konica Minolta 21146 Network Place Chicago, IL 60673-1211	4310011 Equip. Purchase	buy out of 3 copier leases	061-0138630-000	\$ 3,500.00	\$ 3,500.00
2750	Konica Minolta Business USA INC Dept. CH 19188 Palatine, IL 60055-9188	4240011 Maint. Of Equip. " "	Copies " "	284195459 284195734 284201851	\$ 5.41 \$ 36.38 \$ 36.55	\$ 78.34
2751	Libraries First USA INC Dept. CH 19188 Palatine, IL 60055-9188	4070011 Membership Dues	Museum pass membership	8433	\$ 250.00	\$ 250.00
2752	LIRA	9550095 Insurance-Liability	Liability Ins.		\$ 29,287.71	\$ 29,287.71
2753	LIMIRCC UCGA	9350093 Unemployment	4th Qtr Unemployment Ins.		\$ 1,653.55	\$ 1,653.55
2754	Marcia Burton	4302011 Adult Program	Program Supplies		\$ 210.29	\$ 210.29
2755	MidAmerican Energy Svcs. P.O. Box 8019 Davenport, IA 52808-8019	4225011 Electricity	Electricity	228692	\$ 868.50	\$ 868.50
2756	Motion Picture Lic. Corp P.O. Box 80144 City of Industry, CA 91716	4302011 Adult Program 4302012 Youth Program	renewal of movie license	504414077 "	\$ 132.61 \$ 132.62	\$ 265.23
2757	Nicor Gas	4205011 Natural Gas		5581640000 0	\$ 2,934.75	\$ 2,934.75

MAYWOOD PUBLIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
	P.O. Box 5407					
	Carol Stream, IL 60197-5407					
2758	Peerless Network	4150011 Telephone	Telephone Service	1212195	\$ 528.07	\$ 528.07
	P.O. Box 76112					
	Cleveland, OH 44101-4755					
2759	Quill, LLC	4130011 Library Supplies	Office Supplies	29564741	\$ 114.01	\$ 371.83
	P.O. Box 37600			29562763	\$ 62.09	
	Philadelphia, PA 19101-0600			29548708	\$ 145.90	
				29747048.00	\$ 49.83	
2760	Rhonda Fentry	4302011 Adult Programming	2/21/23 Program		\$ 60.00	\$ 60.00
2761	Rhonda Fentry	4302011 Adult Programming	2/7/23 Program		\$ 50.00	\$ 50.00
2762	Strong On Design	4170011 Professional Svcs	Postcard design	29.00	\$ 50.00	\$ 50.00
	123 Indianwood Blvd #702					
	Park Forest, IL 60466					
2763	TSAvant, Inc.	4160611 Technology	IT company	MP0022	\$ 850.00	\$ 850.00
2764	Village of Maywood Health	4040011 Healthcare Prem.	Health ins.	1322	\$ 1,938.38	\$ 1,938.38
	40 Madison St.					
	Maywood, IL 60153					
2765	Village of Maywood Water	4215011 Water	Meter 67121394	427405652-00	\$ 37.55	\$ 86.48
	40 Madison St.		Meter 67282349	427403007-00	\$ 48.93	
	Maywood, IL 60153					
2766	Voris Mechanical	4260011 General Maint Bldg	Maintenance	984754	\$ 1,020.76	\$ 1,020.76
	370 Windy Point Dr.		reissue of check that was not recd			
TOTAL						\$ 53,614.83

MAYWOOD PUBLIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
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Approved by:

Date:

Maywood Public Library District

Interim Director Report

December 2022/January 2023

Budget/Finances

Audit: The field work for the audit has been done and they are working on finalizing the document. I hope to have the final audit for review at the February meeting.

FY23/24 Budget: I am starting to flesh out next years budget. I want to have a pretty solid document ready for the when the new director starts so they don't have to jump right into budgeting when they first start. It takes a new director some time to acclimate to their new job and having a clear budget path will help them acclimate quicker.

Business Files: Doreen has organized the employee files. They are not completely done, as any employee medical files must be pulled from the personnel files and organized separately. This should have been done all along but had not been. We will work with current staff only, and not go back to former staff. We are also going to start organizing the other files. We've been doing our best to work in the chaos since there is so much work to be done, but it is getting impossible to keep organized. We are going to have to take a few days to get it all in order.

Konica-Minolta Copier(s) Lease: We are nearly at the end of the copier lease for the 3 copiers for the library. The payoff is \$3,500.00. Marcia and I discussed if we should payoff and keep what we have for the time being, try to lease new machines with Konica-Minolta or send back the machines (at a significant shipping cost) and try to look for new machines with a new company. It would cost nearly \$2,000 to ship the machines back, and leave us with no copiers. We decided that payoff is best, keep what we have and evaluate our needs going forward. We would continue a maintenance contract on the machines.

There are some great products out there that may be of a better benefit for our patrons and staff and taking some time to investigate and evaluate products would be in our best interest. We can begin the work now, and once the new director starts they can continue the process.

Monthly Financials: We are at a point where Doreen feels comfortable doing the monthly financials. She has completed both November and December 2022 and they are both in the packet. We are going to add the other financial sheet that Afable included, but didn't really have time to created that this month with year-end work also going on. With Doreen completing the financials the library will save \$9,360 a year. As we move forward and hire a new business manager, I recommend that the library hire an accountant to review the monthly financial work of the business manager and director, at a much lower cost, to allow for another set of eyes on the library finances.

Facility

There is a number of facility work that needs to be done. Having Pedro on hand has allowed us to discover several issues that will need to be addressed. I spoke with President Sanchez and discussed the need for the library to have a full assessment of the facility done. This would entail bringing in a library architect and various mechanical engineers to evaluate the entire facility, from the envelope to all systems within, and the outside grounds. The architect would then create a document that outlines the details of each system and component, what needs to be repaired, replaced, an approximate time frame to do so, affix a cost to each work needed and then prioritize all the work in order of necessity. This full facility assessment would be a wonderful tool for the board and new director going forward so that all can be proactive in maintaining the facility. I have done a few at the libraries I have worked with and they have been an invaluable tool. With President Sanchez's permission, I have engaged Independent Consulting Services to bring a few architects in to walk the building and give us quotes for an assessment.

Below are a few issues we know needs to be addressed:

Elevator/Carnegie: We have the maintenance company out on a regular basis to repair this. I have asked for a quote to replace the elevator. If we put a completely new elevator in, we will have to put in a new shaft since the new cars are much larger than our existing shaft. However, we can keep our current car, in the existing shaft and replace all of the mechanics with new \$115,000.

HVAC/Carnegie: We know that the one unit is old and on its last leg. Last quote was around \$40,000

Sign: This is not a triage need, but I think the library needs an external electronic sign on 5th Avenue noting where we are and what is going on at the library. I am working with VanBruggen signs, who does many of the exterior signs at other libraries in the Chicagoland area for a rendering and quote.

Tuckpointing/Carnegie: During the liability insurance walk through, they found that the concrete in first level storage area in the northwest corner of the building is chipping and flaking up. When Pedro continued to investigate he discovered all the drywall was wet as well, indicating water significant water intrusion. There are significant gaps in the mortar between the bricks. It will need to be tuckpointed. I have not received quotes for that work at this time.

Grants

Age Options: I have applied for and received a \$6000 grant from Age Options. I missed the grant application window by a few days, having found the grant offering in Jori Daniels email after the fact. I emailed the grant coordinator and asked if I could still apply and she said I could try and see if her manager would approve it based on the fact that I had applied for the grant at the last two libraries I was at. We were approved for the prorated amount of \$6000, as the original grant offering was for \$7500. This grant is to bring technology to seniors in the community. No less than 20% of the grant

monies must be used for the purchase of technology. John Fruit, our new Head of Information Services and I have been discussing the technology and programming we can provide. He is going to put together a program plan so we can get started.

Department of Commerce and Economic Opportunity grants for \$350,000 total: Apparently Kimberly Lightford and Chris Welsh secured \$350,000 (\$200,000 and \$150,000 respectively) in funding in the state budget for the library. Mr. Huntington was supposed to submit the formal applications after the fact to begin the release of the monies but apparently this was not completed in 2022. The grant new DCEO grant coordinator reached out and informed me that he needed the grant applications for the monies to be released. After some scrambling, I have begun to submit the applications. The funds were initially earmarked for the following: \$150,000 to dig a trench and \$200,000 for infrastructure. I am working on getting specific quotes for a variety of infrastructure work we need to do. My hope is that some of work I have mentioned above can be paid for with these funds. I am working with the grant coordinator on how we can make that happen. Finding out about these grants are a gift and I am grateful to have learned about them so we can find a way to utilize them.

Per Capita: I have filed the Per Capita grant for FY23, which is due January 30th. Given the state of our collection, I have earmarked next year's grant towards the library collection for both adult and youth, split in half. This will allow staff funds to evaluate and purchase new items for the collections.

Hours

We have started our new hours at 50 per week, adding Fridays into the mix. I believe we have as many people come in that first Friday as we do on Saturdays. It was nice to take off the Closed on Fridays notification in a few places.

IMRF RATE: I am happy to report the 2023 IMRF rate the library pays for each employee who works over 18 hours a week has decreased considerably. In 2022 we were paying 36.34% and for 2023 we will be paying 8.42%. This means that we will be saving a considerable amount of money on our IMRF monthly payroll payments, even though we have more full-time employees. I will discuss with the managers how important it is to keep the part time staff on task with their assigned hours. We do not want those hours to creep up as they have in the past.

Insurance

The annual public liability insurance and workers comp insurance premiums are due. Surprisingly, the LIRA pool (who we get our insurance through) was able to keep the premiums stable as the brokers went out, sought competitive pricing and changed over from a long time carrier because their price was no longer competitive. Due to our 3 million dollar claim in 2020, the rates went up for the pool last year, which is why the long time carrier didn't come in as low as hoped.

Policies

The *Additional Benefit Time Off* policy was tabled with the Vacation and Sick Policy in August, and I forgot to bring it back for approval. It is an agenda item under Unfinished Business.

Public Relations

Patron Survey: I haven't forgotten the discussion some months back about doing an online patron survey. I have discussed this with John Fruit and we will be creating a short online patron survey that will query patrons on what they would like to see in regards to programming, collection and other services.

Postcard mailer: You may have noticed the postcard that arrived in your mailbox about our new hours. This went out to all postal residents my Maywood, including businesses. Normally I would not include businesses, but I wanted to do a wide swath throughout the village so everyone is aware that we added hours and are working our way back.

Once the library has a new director, I would recommend mailing out the newsletter that is currently created in house. For cost savings it may be necessary to mail out quarterly, as many libraries do.

We have to apply for a USPS nonprofit mailing permit. In the past I have always used the printers permit number and he gave us the non-profit mailing rate, but the USPS no longer allow that. My understanding is the process is a bit cumbersome and I will get started on it right away. We want to be able to do mailers at a less post rate going forward.

Village Free Press article: The editor of the Village Free Press interviewed me the first of the month about new changes at the library. I think the article was pretty positive and highlighted how the board is working towards fiscal responsibility and services for patrons.

Staff

We now have a full staff of 17, with the exception of the library director. New staff are being trained as we move forward.

Annual Evaluations: I am not sure if annual evaluations have ever been done at the library. I have not found any in the personnel files I have looked at. Annual evaluations are the norm in libraries and the business world and it is something that the managers and I will be discussing this month. I recommend evaluations take place in late spring, in preparation for the new fiscal year so that annual raises can be included in the new FY budget. We will be discussing evaluation forms and process as we move forward.

I also the board have a discussion at a future meeting, before the new library director starts on how the evaluation process will look for the library director. It is also very important for the library director to be evaluated, especially a new one, so that everyone is on the same page.

Monthly Managers Meetings: On Monday January 23rd, we are going to have our first monthly managers meeting. My goal is that we have conduct a regular monthly meeting to ensure consistency in departments, how managers are handling issues and to work together as a collaborative team. The staff do that much now, but having a more structured environment will make for a stronger library. We will discuss a variety of issues each month. To get us started we will discuss our immediate needs of each department, general library policies and general concerns.

Raises for longer term employees: Seven of our longer employed staff have not received raises since 2019, nor a necessary salary bump. I would like to recommend that we increase those employees with a 3% increase effective the first payroll in February. I did calculate a 3% increase for these employees in the budget in July. The total increase to the budget line would be about \$4,600 for the remainder of the year. This would address all staff, long term and new, in regards to salaries and begin to prepare us for the normal operations of a library where staff are evaluated and given raises on an annual basis, budget permitting. It is an agenda item for discussion and possible action.

Miscellaneous

Lending Services name change: Nydia Robinson, the Head of Lending Services, has requested that we change the department name to Patron Services. I agree. That department does so much more than lend items. They give library cards, place holds for patrons, notarize documents, facilitate passport applications. Just as Reference has morphed into Information Services since they do so much more than answer reference questions, Lending Services should change to Patron Services. Other than changing job titles, phone labels and website, the name change would not cause any undue hardship

Library Collection -Adult and Youth: When I was interviewing John Fruit for the Head of Info Services he asked how the collections was. I had been so busy concentrating on finances, staffing and hours and such that I hadn't spent much time thinking about the collection. I had noted that we have a very low circulation record for library materials. After a quick evaluation and subsequent talks with staff it has been determined that our collection is outdated, unused and is in dire need of attention. Much has not circulated in years, if ever. A complete revamp is necessary and will take some time to get the collection in good shape. As indicated earlier in my report next years Per Capita will be designated for the collections, and I will encourage staff to look for and write grants to work on the collection.

Public Library Annual Certification: Each January, all public libraries are required to certify annually with the state library. They ask a variety of questions – hours, do we comply with the basic tenants of library code etc. I certified the library on 1/10/2023.

Additional Benefit Time Off – Birthdays and Personal Days

Birthdays

Library staff shall have their birthday, or a day of their choosing, as a paid leave day, not cumulative.

Commented [KP1]: This mirrors the old policy except it only pertained to full time staff hired prior to July 1, 2016. I recommend being consistent with all staff.

There will be no payment for unused birthday time upon separation of the employee

Personal Days

The library provides personal days as a benefit to full-time employees and part-time employees. Personal days are to be used for personal business that cannot be accomplished during non-working time. This includes such things as appointments with attorneys, accountants, home repairs, mortgage closings/moving, etc.

Full-time employees will be granted up to three paid personal days (22.5 hours) per calendar year. During their first calendar year of employment, eligible employees hired from January 1st to March 31st are granted 2 days; eligible employees hired from April 1st to September 30th are granted 1 day; and eligible employees hired from October 1st to December 31st receive no personal days until the following January 1.

Commented [KP2]: This is congruent with the old library policy

Part-time employees regularly scheduled to work at least 15 hours per week are eligible for 7 personal hours per calendar year. A regular part-time employee hired July 1 and after will be eligible for 7 personal hours beginning of the following calendar year.

These days may be taken at any time during the year with the prior consent of the manager.

Personal days may not carry over to the next year and must be taken within the year awarded. There will be no payment for unused personal time upon termination of the employee.

12 December, 2022

To Erica Sanchez, Board President, and the Board of Trustees of the Maywood Public Library District;

It has been my privilege to serve the Maywood Public Library District, and the neighbours of Maywood for the past 15 years.

Whereas, I am moving out of Maywood, and will no longer fulfill the residence requirement of Library Board Trustee, I hereby retire my seat on the Maywood Public Library Board of Directors, effective immediately.

I wish nothing but the best for the Library's future endeavours.

Your servant,

Rev. Elliot Wimbush

December 2022 Report – Information Services

General

I started as the new Head of Information Services started on December 19th.

Programs

The adult department had three contests through December. There was an ornament contest where 74 participants tried to guess how many ornaments were on a tree. There was a Guess the Kisses contest where 72 participants tried to guess how many Hershey's kisses were in a bottle. The final contest was a Guess the Pages contest where 75 participants tried to guess how many pages made up the library's Book Tree craft. All three were well received, and there was much interest in results of the contests.

We distributed 30 stress reliever puzzles and coloring pictures.

The library's recurring Yoga and Knitting programs continue.

Collection

I have resumed materials ordering for the adult collection. I am attempting to tailor the selection of materials selection to fit the interests and needs of Maywood patrons. I have undertaken an analysis of the collection aid in this.

One aspect I have looked at how well the collection as a whole circulates. The following shows the last year items in the collection circulated.

Year of last circulation	Item Count	% of Collection
⊕ 0 circ	10048	37.82%
⊕ 2015	747	2.81%
⊕ 2016	1480	5.57%
⊕ 2017	2019	7.60%
⊕ 2018	2480	9.34%
⊕ 2019	3631	13.67%
⊕ 2020	1195	4.50%
⊕ 2021	946	3.56%
⊕ 2022	4020	15.13%

For example, 4020 items in the adult collection circulated in the last year (about 15% of the collection). 9792 items (37% of the collection) have circulated in the last 4 years.

On the other end, 10,048 items (about 38% of the adult collection) have never circulated at all (or last circulated before we got our current ILS). This number is on the high side.

Row Labels	Percent of Collection	Percent of Circulation	Turnover*
⊕ Adult Language Materials	1.31%	0.19%	0.48
⊕ Audiobook	1.63%	2.78%	5.53
⊕ DVD	18.84%	42.33%	7.30
⊕ Fiction	41.82%	26.38%	2.05
⊕ Large Type	2.04%	1.33%	2.11
⊕ Nonfiction	31.39%	25.75%	2.67
⊕ Spanish	2.96%	1.24%	1.36

Here we can see how the collections do relative to each other by showing what percent of the total collection they are, and what percent of the circulation they are. Turnover tells us the average number of times item an item in a particular collection has checked out.

DVDs over perform quite a bit, making up 19% of the adult collection, but 42% of adult circulation. Conversely, fiction underperforms at 42% of the adult collection, but only 26% of adult circulation.

These suggest a few things:

- We really need to weed the collection. We have a large number of items not serving any purpose, and need to be removed.
- Some of the collection may be dated, or do not meet the needs and interests of our patrons.
- We may need to do more to promote different parts of our collection.
- We may need re-prioritize what we spend money on, or rethink how we are spending it.

Looking Forward

I plan on ramping up more programming in the future. I've started drop-in sessions for tech help, have a tech class on mobile devices. We are planning on having bingo sessions, and open crafting sessions.

We will be exploring possible new services for patrons such as a tablets for seniors program.

John Fruit, Head of Information Services

December 2022 Statistics Report - Information Services Dept.

Wix

Website Visits 1395

Event Registrations 62

My Pc

Center Users 168

Youth Users 70

Copier

Faxing 158 pages

Scanning 518 pages

Printing 688 pages

Copies 642 pages

Axis 360 : 20 checkouts

Kanopy 34 visits, 5 plays

Hoopla 8 new users; 122 Checkouts

OverDrive (Libby) 6 new users; 48 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

Instagram 533 followers

TikTok 44.3k likes, 1799 followers

Twitter 121 followers

OCLC 3 checkouts, 1 holds placed

EBSCO: 1232 Database Requests

Museum Adventure Pass: 4 passes generated

Explore More Illinois: 0 passes generated

Local History : 1 requests

Reference Questions : We averaged 6 questions a day

January 2023

Lending Services

Hello! Lending Service Dept. is doing very well. We have been training our new employees, they are both catching on! At the same time I am making sure the rest of the Lending Services staff understand our new and old ways of doing things. Training as we go along.

The cash register is up and running. We are now able to tell what clerk is performing the transaction and how much money is being brought in. I am working with Adult Services to come up with a strategy for ALL money transactions to go through the register.

Schedule has been finalized for all new library hours to be fully staffed.

We have been getting positive feedback, from our new patrons, about the goodie bag they receive when they get a new library card! (Bag includes our newsletter, hand sanitizer, book marks, key chain, and a pencil).

The big project we are working on, and will be for a while, is what does the library truly own. We are scanning every book, DVDs, and magazine. We are able to see what is missing and if everything is cataloged correctly. Every single item is being touched.

Friday, January 13th, Daniela and myself are going to Martin Luther King Day Community Giveaway. I was able to gain access to register new patrons while there.. Daniela will be sharing the programs that are available at the library as well as answer any questions!

Our statistics for the month- 893 patrons came into the library, 791 transactions, and 39 New Patron cards!

One more thing, I would like to change the name of our dept. We do so much more than lend materials to the public. We work to help patrons with anything they may need. I would like it to be Patron Services.

We hope all of you have a Happy New Year!!

Youth Services Report November and December 2022

Overview:

Because November and December are intertwined, I will be reporting them within the same document. Since a lot occurs within these two months, this report will be a bit on the longer side.

The end of the year is always so cheerful and warm at our library. Families are more inclined to visit and stay for a while. Often, I find families reading on bean bags or cuddling with our reading bear.

We have had a lot of traction these 2 months and all of it filled with holiday cheer. Our programs were well attended each time, and patrons are eager to register their little ones. Typically, our programs have an attendance rate of 10-15. However, for November and December, each program had more than 15 participants. There were 2 crafty afternoons that had a total of 28 & 32 participants.

Additionally, our patrons have been very impressed with the diversity of our collection, and the amount of new books we have acquired. Specifically, patrons were enthusiastic with the increase of our Spanish books and manga.

This year, I really wanted to create a fireplace for our YSD. I thought it would be a very cozy touch to our floor. Next thing I know, I see some empty boxes, and boom! It became a reality. There is a picture that can be located further down. A special thanks to Grasiela, Vanessa, Kiara, and Curtis who helped me create such a cozy piece.

Programs: November 2022

1. Crafty Afternoons:

a. Wednesday, November 2nd: Scarecrow

- i. What's the best way to really get into the fall season? Painting some scarecrows! In this session, each crafter was given a wooden canvas with the outline of a scarecrow. What's great about the canvas is that it's multipurpose! It can turn into a magnet, a sign, or as a simple painting. It seems like both the crafters and their parents really enjoyed this feature. As always, any kind of craft that involves painting—or glitter—is always well received.

b. Wednesday, November 9th: Mask

- i. After looking through the remainder of our crafting supplies, I noticed that we had A LOT of blank kids mask left over from the Family Reading Night we had back in November 2021. To try to use some up, this craft night was all about decorating your own mask! All crafters were given circle sponge brushes to give the mask and air spray affect with the paint that they chose. Don't be alarm, the paint that we used was fabric paint specifically. Giving them a chance to design a mask was so much fun to them. They had a ball.

c. Wednesday, November 16th: Pencil Cup Holders

- i. With some yarn and Popsicle sticks, crafters learned how to be patient and careful with this delicate and mindful craft. The goal of this craft was to give our patrons an opportunity to whine down and chat while they wind up their wooden pencil cups. To



start, they were handed sticks that were premade (thank you Kiara for helping with gluing these cups), and yarn of their choice. From there, they had to tie the yarn on one of the sticks and start meticulously threading the yarn. It did take a bit of practice and concentration. At the end, they felt relaxed and accomplished because they were able to complete a more “hands-on” task.



d. Wednesday, November 23rd: I am Grateful Card

i. Since it’s around the time to be grateful, why not make a grateful card. This craft was all about decorating a paper framed card, surrounded by some fall leaves. To make it even more meaningful, we took and printed pictures of each crafter to put in the center of each card. From there, all crafters has the opportunity to reflect and explain what or who they were grateful for, or draw a picture!

e. Wednesday, November 30th: Stockings

i. On this day, the fireplace was unveiled! Patrons were excited to see such a prop, and were overjoyed to find out that it wasn’t complete just yet. This craft day, crafters were given a brown paper stocking to decorate however they please. Once they finished, they were to hang on the fire place! However, that wasn’t all. At the end, crafters were given an actual stocking to decorate and take home! It was so much fun to see them decorate both stockings.

2. Anime Club: Saturday, November 5th

a. We had 2 new members join in and discuss their favorite anime. Shortly after, we watched the first episode of SPY X FAMILY. We officially started our journey.

3. Lego Club: Saturday, November 12th

a. For this club session, the kids had free play with the Legos. In return, we had some decorative pieces to place on our desk. Come check them out!

4. Preschool Storytime:

a. **Monday, November 14th:** A story time all about how fun it is to visit the library. A book I want to highlight that we read is *A Library* by Nikki Giovanni. This book was a great example of how libraries have continued to matter throughout history. This story, along with the songs, are what the little ones enjoyed the most.

b. **Monday, November 28th:** Because it snowed this week, our story time focused on winter. We sang about the snowflakes falling and had a conversation about what to do when it snows. Fun fact: a lot of preschoolers love to eat snow!

5. Family Storytime: Saturday, November 19th

a. Another opportunity to come to a story time as a family! Sometimes, the weekdays can be hectic, so I hosted another story time on a Saturday. As mentioned last month, my hope is to have at least one each month. With time, I know it will become as popular as our preschool and toddler story time.

6. Toddler Storytime: Tuesday, November 22nd

a. I don’t know who had more fun during this time: the toddlers who were giggling when we sang the turkey song or myself who had to watch them do the turkey dance. We all had a blast

during this thankful story time. Not only did we dance, we also read stories where each story had a grateful moment.

7. Table Top Trouble: Saturday, November 26th

- a. Table Top Trouble is a staple monthly program that allows patrons access to all of our games, Legos, and anything in between!

Programs: December 2022

1. Letter to Santa:

- a. It's our annual Letter to Santa Program! Each year, we have families anticipating the opportunity to write a letter to Santa, place it in his mailbox, receive a letter from Santa, and get a gift from him delivered to our MPLD! Because of the high volume, we only grant the first 50 letters. Below were the exact requirements:

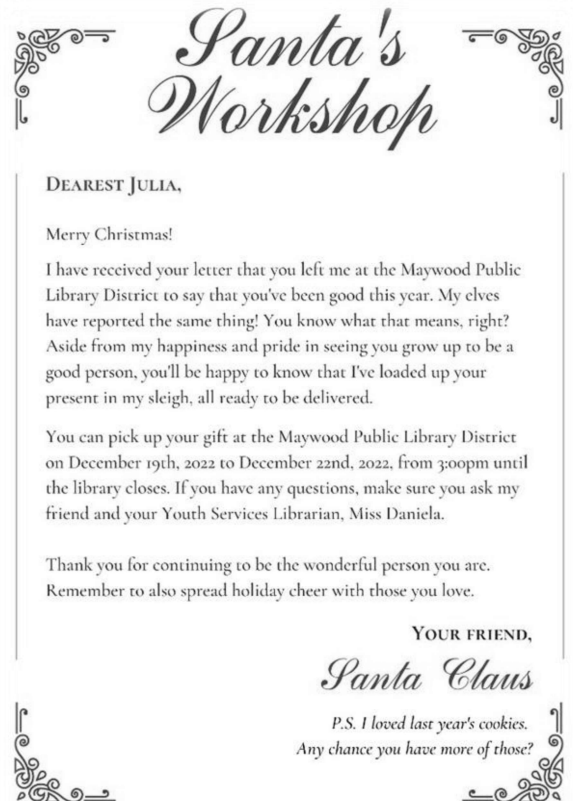
- i. Participants must be 17 and under, and live in Maywood.
- ii. Only the first 50 letters will be fulfilled by the MPLD.
- iii. Only one (1) gift will be given from the letter.
- iv. Letters must be written at the MPLD and will be provided by the MPLD during library operating hours.
- v. Letters will be available Monday through Thursday from 3:00pm to close, and Saturday 10:00am to close.
- vi. Each letter will have a \$25 limit.
- vii. Pick up for the gifts will start on Monday, December 19th, 2022 through Thursday, December 22nd, 2022 at the Youth Services Department.

- b. During this time, I become incredible busy. It is crucial that I make sure we order the gifts early enough to receive them before the pickup date, create the letters from Santa, and mail out the notices so that the kids get it in time. Wrapping each gift is also not an easy feat. I want to thank Rita, our volunteer, who helped me label and organize each gift. I do want to point out that the ordering process of the gifts was a little tricky this year. I wasn't sure how we were going to order them, but I was able to work around the situation. My hope is that next year, we have a much more streamlined ordering process.
- c. All in all, the Letter to Santa Program was a complete success! It feels wonderful to be able to give back to our community of Maywood. There will be pictures included toward the end.

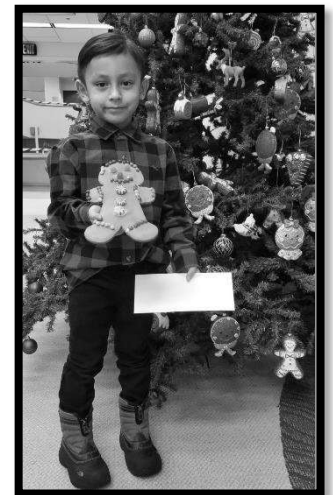
2. Season of Giving: Winter Coat Drive: All Winter Season

- a. For the winter season, The MPLD partnered with Riveredge Hospital for their annual winter gear drive. This drive aims to collect new and gently-used winter clothes to donate to patients and those in need. The donation box is located on the main floor.

3. Holiday Photos: Every Thursday:



- a. Our tree is incredible, and it looks dazzling alongside the rotunda decorations. To encourage patrons to get into the spirit, I thought it would be great to be able to take a picture with our tree during operating hours, and get 1 (one) free photo! The photos were printed onsite, and handed to our patrons that same day.
- 4. Hot Chocolate Storytime: Thursday, December 1st & Thursday, December 28th:**
- a. Patrons were invited to join library staff for stories, songs, and hot chocolate! Both sessions were the same stories, however, they were at different times and days to give all families the opportunity to participate.
- 5. Anime Club: Saturday, December 3rd:**
- a. Like last month, we had 2 new members join in and discuss their favorite anime. Shortly after, we watched the second episode of SPY X FAMILY.
- 6. Crafty Afternoons:**
- a. The crafts for this month are all related to the holiday season. Below are the exact craft for each week.
 - i. **Wednesday, December 7th: Ornaments**
 - ii. **Wednesday, December 14th: Snow Canvases**
 - iii. **Wednesday, December 21st: Final (Snow Globes and Party!):** This was both a craft and a final hurrah for the year! We took pictures and placed them inside custom snow globes as a gift. Additionally, we had a couple of snacks and drinks too! It was fun for all of us.
- 7. Preschool Storytime:**
- a. **Monday, December 5th:** We had a silly story time this week with a bunch of silly rhymes and songs.
 - b. **Monday, December 19th:** This week, we focused on our bedtime routine. Each preschooler was so eager to share how they get ready for bed. All of them stated that they get tucked in and have a story read to them.
- 8. Find the Elves: Saturday, December 10th:**
- a. Our elves were hidden all throughout the Youth Services Department floor. The goal was to find them all in under 30 minutes. Families had such a nice time, I decided to extend the program for the entire week. To make it even more fun and interactive, kids got the opportunity to hide the elves themselves.
- 9. Toddler Storytime:**
- a. **Tuesday, December 13th:** Just like the story time on Monday, November 28th, we had a winter story time, but with stories more suited for toddlers.
 - b. **Tuesday, December 27th:** This story time was all about the New Year and making New Year's resolutions. It was interesting to know that toddlers wanted so much for this New Year.
- 10. Cookie Decorating Contest: Saturday, December 17th:** Patrons were able to show us their best cookie decorating skills for a chance to win a \$25 Visa Gift Card. Winner: Angel, age 6.



Webinars/Professional Development:

- 1. YALD Discussion Meeting: Wednesday, November 16 from 9:30 - 10:30 am on Zoom**
 - a. This meeting is a monthly check-in with other Young Adult Librarians in our system to discuss current teen trends.

Future Programs:

Here is the booklet for the month of January:

<file:///C:/Users/dmartinez/Downloads/January%202023%20Booklet%20Portrait.pdf>

Other Notes:

This year was a great reflection of what I aim to have at our library. As the year progressed, I was able to witness our traffic grow into a diverse and happy group. They have expressed gratitude and content to see their library booming. I really want to thank my team and coworkers for being a part of such responsibility.

Additionally, in the month of January, I will be focusing on 2 potential grants for our library: IEEE Region 4, 2023 SKPL Grant and the Will Eisner Graphic Novel Innovation Grant. Both of these grants aim to increase our collection by providing funds to create a circulating STEAM kit collection and to increase our graphic novel selection.

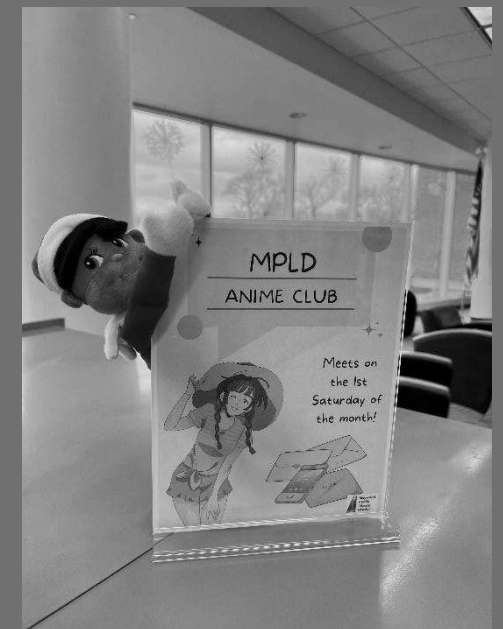
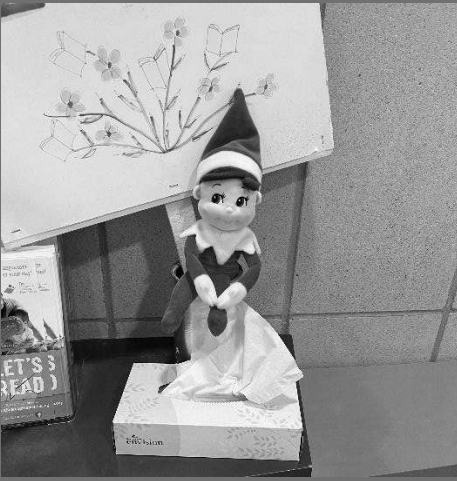
Lastly, I do want to inform that I will be meeting with both Alea Perez, Young Adult Services Manager at Forest Park Public Library, and Anne Kowalski, Middle and Teen Librarian at River Forest Public Library this month to discuss future collaboration between our 3 libraries. We have been brainstorming on how to adequately service our surrounding communities.

Daniela Martinez

Head of Youth Services

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January 9, 2023



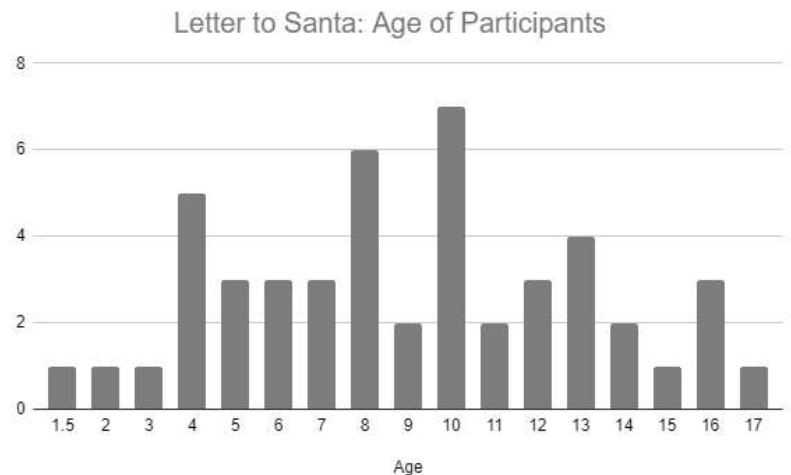
Youth Services Program Stats November & December 2022

Programs: November 2022

1. Crafty Afternoons:
 - a. Wednesday, November 2nd: Scarecrow
 - i. Participation: 16
 - b. Wednesday, November 9th: Mask
 - i. Participation: 18
 - c. Wednesday, November 16th: Pencil Cup Holders
 - i. Participation: 13
 - d. Wednesday, November 23rd: I am Grateful Card
 - i. Participation: 12
 - e. Wednesday, November 30th: Stockings
 - i. Participation: 28
2. Anime Club: Saturday, November 5th
 - a. Participation: 3
3. Lego Club: Saturday, November 12th
 - a. Participation: 9
4. Preschool Storytime:
 - a. Monday, November 14th:
 - i. Participation: 6
 - b. Monday, November 28th:
 - i. Participation: 5
5. Family Storytime: Saturday, November 19th
 - a. Participation: 7
6. Toddler Storytime: Tuesday, November 22nd
 - a. Participation: 4
7. Table Top Trouble: Saturday, November 26th
 - a. Participation: 7

Programs: December 2022

1. Letter to Santa:
 - a. Participation: 54
2. Season of Giving: Winter Coat Drive: All Winter Season
 - a. Riveredge has come to pick up the box 2 already.
3. Holiday Photos: Every Thursday:
 - a. Photos printed: 10
4. Hot Chocolate Storytime:
 - a. Thursday, December 1st:
Participation: 3
 - b. Thursday, December 28th:
Participation: 6
5. Anime Club: Saturday, December 3rd:



- a.** Participation: 4
- 6. Crafty Afternoons:
 - a.** Wednesday, December 7th: Ornaments
 - i. Participation: 26
 - b.** Wednesday, December 14th: Snow Canvases
 - i. Participation: 32
 - c.** Wednesday, December 21st: Final (Snow Globes and Party!):
 - i. Participation: 26
- 7. Preschool Storytime:
 - a.** Monday, December 5th:
 - i. Participation: 6
 - b.** Monday, December 19th:
 - i. Participation: 4
- 8. Find the Elves: Saturday, December 10th:
 - a.** Participation: 46
- 9. Toddler Storytime:
 - a.** Tuesday, December 13th:
 - i. Participation: 4
 - b.** Tuesday, December 27th:
 - i. Participation: 3
- 10. Cookie Decorating Contest: Saturday, December 17th:
 - a.** Participation: 34

village free press

Maywood Library Opens New Year With Extended Hours, More Staffers



The Maywood Public Library recently extended its opening hours. | File

Wednesday, January 4, 2023 || By Michael Romain || [@maywoodnews](#) || UPDATED: 1/5/22

The [Maywood Public Library](#), 121 S. 5th Ave. in Maywood, is entering 2023 with extended hours and more staff members. The library's extended hours went into effect on Jan. 3.

The library is oMonday through Thursday, from 10 a.m. to 7 p.m., and 10 a.m. to 4 p.m. on Fridays. Before, the library was closed on Fridays, open from 10 a.m. to 7 p.m. on Mondays and Wednesdays, and from 10 a.m. to 5 p.m. on Tuesdays and Thursdays. The library will continue to be open from 10 a.m. to 4 p.m. on Saturdays, and closed on Sundays.

"A lot of this came together in the last two months," said Kathy Parker, the library's interim executive director who came aboard in April following [the retirement](#) of longtime director Stan Huntington in early 2022.

Parker said the library's trustee board brought her on board in April. She's since been evaluating the library's finances and operations. She said an outside firm is facilitating the search for a permanent library director, which Parker stressed will not be her.

"I do consulting, but the thing I like is interim director work to help during these transition times," she said on Jan. 4. "I've been having conversations with the board about spending money better, making difficult choices, and looking at salaries and contracts."

The current expansionary moment is a far cry from a decade ago when the library closed for almost two weeks due to financial pressures, and Huntington had to furlough staffers and cut his own salary.

Huntington told Village Free Press at the time that the library had experienced a shortfall in operating funds due to a drastic reduction in property tax revenue and a debt burden stemming from the financial costs of building its \$8 million annex in 1998.

The library would operate with severely curtailed hours for the next decade, closing and reopening in fits and starts.

In May 2020, a historic rainfall caused the library's basement to flood, ruining the building's critical mechanical and electrical systems. The library wouldn't reopen until August 2021 and after roughly \$2 million worth of renovations.

During her interview on Wednesday, Parker said she and the board are taking steps to ensure that 2013 does not repeat itself.

"We've been spending a lot of time evaluating the finances," Parker said, adding that she's currently working to secure state funding. Parker also said that, unlike a decade ago, the library isn't saddled with the pension and healthcare obligations that come with full-time employees.

Parker said the board has been pushing for extended hours, more programming and healthy financial stewardship.

"They've been a great group to work with and they're very invested in making sure the library is a success for patrons and residents in the community," she said. "I know the board wants to be competitive with our neighboring libraries."

CORRECTION: A previous version of this article included incorrect hours the library is open. The article has since been corrected and updated. VFP regrets the error.