

MAYWOOD PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Board Meeting

Agenda

August 16, 2023
6:30 PM

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. Presentation by Maximon Behavioral Health
6. Minutes
 - 6a. **Action Item:** Approval of the minutes of the regular meeting held on July 19, 2023
 - 6b. **Action Item:** Approval of the executive session minutes of the regular meeting held on July 19, 2023
7. Communications & Announcements
8. Treasurer's Report
 - 8a. **Action Item:** Approve July 2023 Treasurers Report
 - 8b. **Action Item:** Approve the Accounts Payable for August 9, 2023, in the amount of \$ 42,972.29 and the Accounts Payable for August 15, 2023 (*final amount will be determined prior to meeting*)
 - 8c. **Action Item:** Approval of Library Payroll for July 26, 2023 payroll in the amount of \$20,442.37 and August 9, 2023 in the amount of \$19,746.55.
 - 8d. **Action Item:** Ratify the IMRF payment for July 2023 in the amount of \$3,020.61 (\$4,596.35 - \$1,575.74 *credit...see Director Report*).
 - 8e. **Action Item:** Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.
9. Library Director's Report
10. Committee Reports
11. Old Business – None

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees
Regular Board Meeting
July 19, 2023
Agenda

12. New Business

- 12a. **Discussion/Action Item:** Review Budget & Appropriation Ordinance 24-02
- 12b. **Discussion/Action Item:** Youth Department Carpeting Project
- 12c. **Discussion/Action Item:** Smart Locker Proposal
- 12d. **Discussion/Action Item:** Policies to Review/Approve
Collection Management Policy (was *Materials Selection Policy*), Homebound Delivery Policy and Application, Hotspot Lending Policy, Investment of Public Funds Policy, iPad Lending Policy and Agreement Form, Meeting Room Policy, Outstanding Check Policy, Patron Services Policy (was *Circulation Policy*), Petty Cash Policy, Public Bidding Policy, Surplus Property Policy, Volunteer Policy and Application
- 12e. **Discussion/Action Item:** Security System Update
- 12f. **Discussion/Action Item:** Staff Time Clock Discussion
- 12g. **Discussion/Action Item:** Staff Holiday Party Plans
- 12h. **Discussion/Action Item:** Library Foundation Committee
- 12i. **Discussion/Action Item:** IPLAR Review

13. Comments from the Board

14. Executive Session –

- Pursuant to 5 ILCS 120/2(c)(1), 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.”
- Pursuant to 5 ILCS 120/2(c)(11), to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body.”

15. Adjournment

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

July 19, 2023

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Williams at 6:32 p.m. on Wednesday July 19, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Williams, Sanchez, Rice, Villarreal, and Butler.
Absent: Trustees Banks (excused) and Burnside (unexcused)

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell and library consultant Kathy Parker.

2. ADOPTION OF AGENDA

President Williams asked for a motion to amend the agenda to move agenda item 13 Executive Session to after agenda item 4 Public Comment.

A motion was made by Trustee Butler and seconded by Trustee Rice to move agenda items 13 after agenda item 4.

Ayes: Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Absent: Banks, Burnside

Motion Passed

Trustee Butler asked if it was possible to add another exception to the executive session. This will be done during the motion to enter executive session.

A motion was made by Trustee Butler and seconded by Treasurer Sanche to adopt the amended agenda.

Ayes: Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Absent: Banks, Burnside

Motion Passed

3. INTRODUCTION OF VISITORS

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Kathy Parker, former interim Director and current library consultant introduced herself.

4. PUBLIC COMMENT

There were no additional public comments.

13. EXECUTIVE SESSION

President Williams asked for a motion to go into executive session pursuant to:

- 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”; and
- 5 ILCS 120/2(c)(1), to discuss “the employment, compensation, discipline, performance, or dismissal of specific employees”.

A motion was made by Trustee Butler and seconded by Trustee Rice to go into executive session per the above.

Ayes: Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Absent: Banks, Burnside

Motion Passed. Entered closed session at 6:39 p.m.

President Williams called for a motion to come out of executive session. Trustee Butler motioned to reconvene open session and Trustee Rice seconded the motion.

Ayes: Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Absent: Banks, Burnside

Motion Passed. Entered open session at 7:28 p.m.

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5. APPROVAL OF MINUTES

5a & 5b Approval of the minutes of the regular meeting held on June 21, 2023, and of the executive session minutes of the regular meeting held on June 21, 2023.

President Williams asked for a motion to approve the minutes of the regular meeting minutes and executive session minutes held on June 21, 2023. A motion was made by Trustee Butler to approve the minutes after amending one of the closed sessions minutes to remove her name from the attendance as she was not there. The motion was seconded by Trustee Rice.

Ayes: Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Absent: Banks, Burnside

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Director Shell shared the email response he received from Library attorney Julie Tappendorf answering the question about which votes needed to be roll call votes and which could be voice votes. Her recommendation was:

Roll Call Votes:

- All ordinances should be voted on by roll call vote.
- Any resolution or any motion that involves (1) the expenditure of library funds or (2) would create a liability against the library should be voted on by roll call vote.
- The motion to go into execution session must be by roll call vote.

Voice Votes:

- Approval of Minutes
- Approval of routine matters that do not expend money or create a liability

Director Shell also shared the request from the Village of Maywood to let them park a Mobile Museum of Tolerance in the library parking lot during their National Night Out event on August 1st.

Trustee Butler shared a flyer about a Four Corners Family and Friends Day in the Park at 10th and Washington scheduled for Saturday, July 29th. She also mentioned the annual Old Timers Picnic will be held in the park behind the Library and she informed the committee that the Library parking lot could not be used until after the

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Library closed for the day.

7. TREASURER'S REPORT

- 7a. Approve June 2023 Treasurers Report
- 7b. Approve the Accounts Payable for June 28, 2023, in the amount of \$12,975.20 and the Accounts Payable for July 19, 2023, in the amount of \$15,776.06
- 7c. Approval of Library Payroll for June 28, 2023 payroll in the amount of \$19,200.60 and July 12, 2023 in the amount of \$20,161.34.
- 7d. Ratify the IMRF payment for June 2023 in the amount of \$4,443.21.
- 7e. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.

President Williams asked for a motion to approve the Treasurer's Report encompassing agenda items 7a through 7f. A motion was made by Trustee Villarreal and seconded by Trustee Rice to approve all financial documents as presented.

Trustee Sanchez asked for clarification on who the vendor Chicago Back Flow was. Director Shell explained they were the vendor who came out to test the fire pump system.

Trustee Sanchez asked for clarification on who Independent Construction Services was. Director Shell explained that this was the company Dan Eallonardo, who has been acting as our owners' rep, works for.

Finally, Trustee Villarreal asked why the Seaway Foundation account information is showing up on the summary report but not the statement of financial position report. Director Shell explained that the statement of financial position is only showing information about accounts directly controlled by the Library. The Library may receive bank statements from Foundation bank accounts and can report them to the board, but that money is not directly under the control of the Library.

Treasurer Sanchez requested that Romano Landscaping come out and cut the north lot grass. Director Shell explained they only come out once a month to mow that lot.

Treasurer Sanchez asked why we cut a check to IMRF when we had an \$11,000+ credit with them. Director Shell explained that in all likelihood he just paid the IMRF payment out of habit as that was the normal procedure. He also indicated that the Library received a letter from IMRF saying we owed an "accelerated payment" charge of \$10,286.85 and that he was going to see if that could be paid out of the \$11,000 credit the Library has with IMRF.

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Trustee Villarreal asked about the turnout of the Chair Yoga program.

Director Shell indicated that, in response to questions brought up last month, he separated out the Foundation bank accounts from the summary report and also included a more detailed view of deposits in the summary report.

Trustee Villarreal asked about voiding out old un-cleared checks to get them off the books.

Ayes: Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Absent: Banks, Burnside

Motion Passed.

8. DIRECTOR'S REPORT

Director Shell added the following remarks to supplement his written report:

Each Trustee received a draft annual calendar of tasks the Board needs to do and in which month they need to do them. The calendar will also have key facilities tasks and other tasks deemed important enough to include. Each Trustee also received a copy of the Days and Dates to Remember document that gets shared by the Illinois State Library each year.

Earlier in the year, someone came out to give an estimate for replacing the carpeting in the Youth department. That estimate came back above the threshold that triggers going out for bid. On next month's agenda will be an action item to approve going out for bid.

We have the DCEO grants coming in that have specific requirements that are more consuming than originally expected. If the Board is in agreement, I would like to continue working with Kathy Parker to assist with the grant paperwork, as she is more familiar with them.

The Trustees had the following statements/questions:

Treasurer Sanchez asked for clarification on the proposal to expand library hours of operation. Director Shell indicated his plan was to shoot for January 1, 2024, as the date we expand our hours similar to the 2023 change in hours. The Trustees also suggested the possibility of including Sunday hours to bring the total hours to 68.

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Treasurer Sanchez asked for clarification on the Library policies posted on the Library website. Director Shell explained that the policies on the website are all the old 2016 approved policies, some of which have been revised but not posted. He said he will work with the management team to update the website policy page and get the most recent policies posted.

Trustee Rice asked for an update on the sump pump issue mentioned in the Director Report and wanted to know if the sump pumps were tied into the generator line. Director Shell said Andy Dogan was scheduled to come back out to verify that the sump pumps...

Trustee Rice also mentioned that ComEd may have a program for updating our external lighting.

President Williams requested that we meet 30 minutes prior to the start of the August Board meeting to do a walk-through of the Library.

President Williams asked for a motion to accept the Director's Report. Trustee Butler moved to accept the report and Trustee Villarreal seconded.

President Williams called for a voice vote to accept the Director report.

Motion Passed

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

- 10a. Approval of FY2024 Budget
- 10b. Maximon Behavioral Health Proposal Discussion
- 10c. Gifts and Donations Policy

President Williams called for a motion to approve agenda items 10a and 10c. Treasurer Sanchez made a motion and Trustee Villarreal seconded.

President Williams asked about possibly having an Outreach staff member who can represent the Library at Village events and in the Community. Treasurer Sanchez believes this should be considered part of the job functions of the department heads. The Board wants to make sure the Library is well represented in the

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Community. Director Shell indicated that as the Library staffs up to be able to open additional hours, we will have more flexibility to send staff to attend various events.

Ayes: Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Absent: Banks, Burnside

Motion Passed.

Trustee Butler explained more about what the Maximon Behavioral Health Proposal entailed, including that Maximon is willing to pay for space. The Board did not think using the 3rd floor of the addition was workable, but they are willing to hear the proposal from Maximon at the August meeting. Director Shell will invite them to the August meeting.

11. NEW BUSINESS

11a. A Resolution to Honor Doreen Berrien

Director Shell read the text of the resolution to honor Doreen Berrien. President Williams called for a motion to pass the resolution. Trustee Villarreal motioned to pass the resolution and to purchase a \$250 gift card for her. Trustee Rice seconded the motion.

Ayes: Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Absent: Banks, Burnside

Motion passed.

11b. Approval of Providing Non-Resident Cards Using the General Formula Method of Pricing

Director Shell gave a brief explanation of the non-resident patron cards and the General Formula Method for computing the cost of non-resident cards. By using the General Formula Method, the cost for non-resident cards for the upcoming year would be \$210. Trustee Butler moved to approve offering non-resident cards priced at \$210 based on the General Formula Method. Trustee Villarreal seconded the motion.

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Ayes: Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Absent: Banks, Burnside

Motion passed.

11c. Approval of Building and Maintenance Tax Ordinance

President Williams called for a motion to approve Ordinance 24-01, Building and Maintenance Tax Ordinance for FY2023-2024. Trustee Butler motioned to approve and Trustee Villarreal seconded the motion.

Ayes: Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Absent: Banks, Burnside

Motion passed.

11d. Community Event Calendar

Director Shell informed the Board that the Library will have a table at the Village of Maywood National Night Out event on August 1st. Director Shell requested that if Trustees have knowledge of local events that the Library should attend to share those events with him.

11e. Future of Library Foundation

President Williams asked to table the agenda item. Treasurer Sanchez moved to table the agenda item and Trustee Villarreal seconded.

Ayes: Rice, Sanchez, Villarreal, Williams
Nays: None
Abstain: Butler
Absent: Banks, Burnside

Motion passed.

11f. Rescheduling September Board Meeting

Director Shell requested that the Board move the September Board meeting from September 20th to September 13th. Treasurer Sanchez suggested canceling the September meeting. The Board discussed rescheduling the August meeting but ultimately decided to leave the August meeting on the 16th.

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President Williams asked for a motion to cancel the September meeting. Trustee Butler moved to cancel and Trustee Villarreal seconded the motion.

Ayes: Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Absent: Banks, Burnside

Motion passed.

12. COMMENTS FROM THE BOARD

Trustee Butler asked to revisit the Meeting Room Rental Policy at the August meeting. She also asked the Board to waive the fee for her to rent a meeting room in August. Director Shell said he would have the date reserved for Trustee Butler's meeting. The Board can vote on waiving the rental fee at the August meeting.

14. ADJOURNMENT

President Williams called for a motion to adjourn. Treasurer Sanchez moved to adjourn the Regular Board Meeting and Trustee Villarreal seconded. President Williams called for a voice vote to adjourn.

Motion passed. Meeting adjourned at 9:01 p.m.

SIGNED: _____ DATE: _____
LaSondra Banks, Secretary



Mayor Nathaniel George Booker

August 6 at 2:25 PM · 🌐



The Village of Maywood would like to thank the [Maywood Public Library District](#) for an amazing finale to their Summer Reading Challenge. Check out all the great things happening at the Library by visiting <https://www.maywoodlibrary.org/happeningnow>

#ElementsofaHealthyMaywood #MAYWOODTOGETHER #MovingMaywoodForwardTogether #UnityInOurCommunity #MiraclesSignsAndWonders #HealthyMaywoodWestCook



You and 38 others

2 comments 8 shares

Cam Rodriguez
Better Government Association
223 W. Jackson Blvd, Suite 300
Chicago, IL 60606

August 1, 2023

Dear Records Officer:

This is a request under the Illinois Freedom of Information Act. Pursuant to that law (5 ILCS 140), I request access to and copies of your body's full payroll expenditures by individual for the year 2021, including salary and all additional payments. This request for total compensation includes, but is not limited to, the following information:

- Last name
- First name
- Middle name (or initial, if available)
- Suffix (e.g. Sr., Jr., III et al. if available)
- Title
- Department
- Annual Base Salary
- Overtime, holiday pay, bonus compensation and any other additional payments made to employees excluding costs such as insurance, pension or benefit payments
- Start date.

Please include annual compensation for any and all elected or appointed officials as well. Do not include hourly rates of pay for employees unless it is also accompanied by the total compensation for the year. If you do not have the full year 2021 data, a 2020/2021 fiscal or school year would also be acceptable. Please provide these records electronically in a spreadsheet or delimited text format (such as an Excel file, xlsx, xls, csv or txt file extensions).

Please do not respond with paper, scanned/photocopied or pdf documents if at all avoidable (Section 6(a) of the Illinois Freedom of Information Act states: "When a person requests a copy of a record maintained in an electronic format, the public body shall furnish it in the electronic format specified by the requester, if feasible.").

Because I am a member of the media and do not plan on using this for commercial purposes, but in the interest of the public, I request a fee waiver in part or whole for these documents. If there is a fee, and a waiver is not granted, please let me know the cost via email.

If my request is denied in whole or part, please justify all withholdings by reference to specific exemptions.

If you have questions regarding this request, please feel free to contact me. I look forward to your response within five business days of receipt of this request.

Thank you in advance for your assistance.

Sincerely,

Cam Rodriguez
Data Reporter, Illinois Answers Project
(312) 767-9531
crodriguez@bettergov.org

the village free press

Public Notice: Your Rig

PUBLIC NOTICE

**PUBLIC NOTICE
PUBLIC NOTICE OF COURT
DATE FOR
REQUEST FOR NAME CHANGE**

STATE OF ILLINOIS,
CIRCUIT COURT
COOK COUNTY.

Request of ANNIE MAE BELL
20234003902.

There will be a court date on my
Request to change my name from:
ANNIE MAE BELL to the new name of:
ANNIE MAE CRUDUP

The court date will be held:
On 9/12/2023 at 11:00 AM at 1500
Maybrook Drive, Maywood, Cook
County in Courtroom # 0111

Published in Village Free Press
August 2, 9, 16, 2023.

PUBLIC NOTICE LEGAL NOTICE

NOTICE OF PUBLIC HEARING on
Annual Budget and Appropriation
Ordinance of Maywood Public Li-
brary District for the 2023-2024 Fis-
cal Year (FY24)

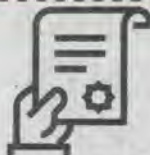
Notice is hereby given to the Pub-
lic that, pursuant to Section 30-85
of the Illinois Public Library District
Act of 1991 (75 ILCS 1630-85), on
Wednesday, September 13, 2023,
at the hour of 6:30 P.M. the May-
wood Public Library District will hold
a public hearing on the annual Bud-
get and Appropriations Ordinance for
the Maywood Public Library District,
Cook County, Illinois, for the fiscal
year beginning July 1, 2023 and
ending June 30, 2024 at 121 S. 5th
Avenue, Maywood, IL 60153.

Members of the Public will be al-
lowed to comment and give testimo-
ny on the proposed Ordinance at the
Public Hearing. This annual Budget
and Appropriations Ordinance may
be considered by the Board of Trust-
ees of the Maywood Public Library
District at a meeting to be held im-
mediately after the Hearing.

Notice is further given that the ter-
native budget is now on file with the
Secretary of the Board of Trustees,
Maywood Public Library District, at
the Library office, located at 121 S.
5th Avenue, Maywood, IL 60153,
and will be available for at least thirty
(30) days, and may be reviewed or
inspected upon request prior to said
hearing by the Public.

The Library Board of Trustees
Maywood Public Library District

Published in Village Free Press
August 9, 2023



PUBLIC NOTICE

**PUBLIC NOTICE
LEGAL NOTICE**

WEST40 INTERMEDIATE SER-
VICE CENTER
PROJ. NO. 23037A
ST. JOSEPH HIGH SCHOOL -
PHASE I - INTERIOR RENOVA-
TIONS

SECTION .001113 - ADVERTISE-
MENT FOR BIDS

Sealed bids for the Phase I - In-
terior Renovations will be received by
West40 Intermediate Service Center
at the St. Joseph High School,
10900 W Cermak Rd., Westchester,
IL 60154 until 2:00 pm, prevailing
time on Tuesday, August 22, 2023.
Lump Sum bid proposals will be re-
ceived for this project at the sched-
uled time of receipt of bids and will
be publicly opened and read aloud
at the above-stated time and place.

Each bid must be accompanied by
a Bid Guarantee in the form of a Bid
Bond, Certified Check, or Bank Draft
in an amount equal to and not less
than ten percent (10%) of the bid and
made payable to "West40 Interme-
diate Service Center". No bid shall
be withdrawn for a period of sixty
(60) days after the bid opening date
without the consent of the Owner.
Checks or drafts of unsuccessful
Bidders will be returned as soon as
practical, after opening and check-
ing the bids.

Bids shall be submitted in an opaque
sealed envelope clearly marked as
SEALED BID and addressed to:
West40 Intermediate Service Center
ATTN: Director of Operations
10900 W Cermak Rd. (St. Joseph
High School)
Westchester, IL 60154

If mailing the bid prior to the bid
opening, please send it to West40 In-
termediate Service Center, 4413 W.
Roosevelt Rd, Suite 104, Hillside, IL
60162 to arrive prior to 1:30 pm, pre-
valuing time on Tuesday, August 22,
2023. West40 ISC is not responsible
for late or lost bids that are mailed.

The Board of Education reserves the
right to reject any or all bids or parts
thereof or waive any irregularities or
informalities in bidding.

This Contract is subject to the Illi-
nois Prevailing Wage Act (820 ILCS
130/1 et seq.).

Bidding documents consist of draw-
ings, project manuals, plus all adden-
da issued prior to bids, and may be
obtained on July 28, 2023, electroni-
cally and reproduced at the Bidder's
expense from Cross Rhodes Repro-
graphics, 30 Eisenhower Lane North,
Lombard, IL 60148, (630) 963-4700,
www.x-rhodesplanroom.com or con-
tact them at orders@x-rhodes.com.

A mandatory pre-bid meeting walk-
through for prime contractors will be
held at 10:00 AM, prevailing time, on
Thursday August 10, 2023 at St. Jo-
seph High School located at 10900
W. Cermak Road, Westchester, Il-
linois 60154. Subcontractors are en-
couraged, but not required to attend.
After the pre-bid meeting, everyone
shall visit the site to view the area of
work, gather additional information,
and ask specific questions. There

PUBLIC NOTICE

shall be only one scheduled walk-
through of the site. Attendance shall
be taken at the site to ensure that
all contractors have visited the site.
Non-attendance can be grounds for
rejection of bid.

Board of Education
West40 Intermediate Service Center
Hillside, Cook County, Illinois

END OF SECTION 001113

ADVERTISEMENT FOR BIDS
001113 - 1
JULY 27, 2023

Published in Village Free Press
August 9, 2023

REAL ESTATE FOR SALE

IN THE CIRCUIT COURT OF COOK
COUNTY, ILLINOIS
COUNTY DEPARTMENT - CHAN-
CERY DIVISION

U.S. BANK NATIONAL ASSOCIA-
TION, AS TRUSTEE FOR ABFC
2002-NC1 TRUST, ABFC ASSET-
BACKED CERTIFICATES, SERIES
2002-NC1
Plaintiff,

-v.-
BRENDA J. CROCKETT, DAVID
CROCKETT
Defendants

2018 CH 06761
2345 SOUTH 20TH AVENUE
BROADVIEW, IL 60155
NOTICE OF SALE

PUBLIC NOTICE IS HEREBY GIV-
EN that pursuant to a Judgment of
Foreclosure and Sale entered in the
above cause on May 20, 2019, an
agent for The Judicial Sales Corpora-
tion, will at 10:30 AM on August 30,
2023, at The Judicial Sales Corpora-
tion, One South Wacker, 1st Floor
Suite 35R, Chicago, IL, 60608, sell
at a public sale to the highest bidder,
as set forth below, the following de-
scribed real estate:
Commonly known as 2345 SOUTH
20TH AVENUE, BROADVIEW, IL
60155
Property Index No. 15-22-113-028-
0000

The real estate is improved with a
single family residence.

Sale terms: 25% down of the high-
est bid by certified funds at the close
of the sale payable to The Judicial
Sales Corporation. No third party
checks will be accepted. The bal-
ance, in certified funds/or wire trans-
fer, is due within twenty-four (24)
hours. The subject property is sub-
ject to general real estate taxes, spe-
cial assessments, or special taxes
levied against said real estate and
is offered for sale without any repre-
sentation as to quality or quantity of
title and without recourse to Plaintiff
and in "AS IS" condition. The sale
is further subject to confirmation by
the court.

Upon payment in full of the amount
bid, the purchaser will receive a Cer-
tificate of Sale that will entitle the pur-
chaser to a deed to the real estate
after confirmation of the sale.

The property will NOT be open for
inspection and plaintiff makes no
representation as to the condition of
the property. Prospective bidders are
admonished to check the court file to
verify all information.
If this property is a condominium unit,

REAL ESTATE FOR SALE

the purchaser of the unit at the fore-
closure sale, other than a mortgag-
ee, shall pay the assessments and
the legal fees required by The Con-
dominium Property Act, 765 ILCS
605.9(g)(1) and (g)(4). If this property
is a condominium unit which is part
of a common interest community,
the purchaser of the unit at the fore-
closure sale other than a mortgag-
ee shall pay the assessments required
by The Condominium Property Act,
765 ILCS 605/18.5(g-1).

IF YOU ARE THE MORTGAGOR
(HOMEOWNER), YOU HAVE THE
RIGHT TO REMAIN IN POSSES-
SION FOR 30 DAYS AFTER EN-
TRY OF AN ORDER OF POSSES-
SION, IN ACCORDANCE WITH
SECTION 15-1701(C) OF THE IL-
LINOIS MORTGAGE FORECLO-
SURE LAW.

You will need a photo identifica-
tion issued by a government agency
(driver's license, passport, etc.) in or-
der to gain entry into our building and
the foreclosure sale room in Cook
County and the same identification
for sales held at other county venues
where The Judicial Sales Corpora-
tion conducts foreclosure sales.

For information, examine the court
file, CODILIS & ASSOCIATES,
P.C. Plaintiff's Attorneys, 15W030
NORTH FRONTAGE ROAD, SUITE
100, BURR RIDGE, IL, 60527 (630)
794-9876
THE JUDICIAL SALES CORPORA-
TION
One South Wacker Drive, 24th Floor,
Chicago, IL 60606-4650 (312) 236-
SALE

You can also visit The Judicial Sales
Corporation at www.jscc.com for a 7
day status report of pending sales.
CODILIS & ASSOCIATES, P.C.
15W030 NORTH FRONTAGE
ROAD, SUITE 100
BURR RIDGE IL, 60527
630-794-5300

E-Mail: pleadings@il.cslegal.com
Attorney File No. 14-18-04157
Attorney ARDC No. 00468002
Attorney Code. 21762
Case Number: 2018 CH 06761
TJSC#: 43-2908

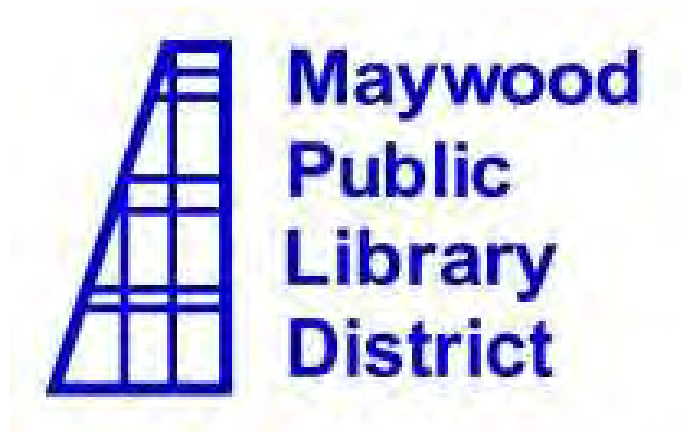
NOTE: Pursuant to the Fair Debt
Collection Practices Act, you are
advised that Plaintiff's attorney is
deemed to be a debt collector at
that purpose. Information obtained will be used for
that purpose.
Case # 2018 CH 06761
I3225797

IN THE CIRCUIT COURT OF COOK
COUNTY, ILLINOIS
COUNTY DEPARTMENT - CHAN-
CERY DIVISION

JPMORGAN CHASE BANK, NA-
TIONAL ASSOCIATION
Plaintiff,

-v.-
FREDDIE ADAMS, JOHN ADAMS
MICHAEL ADAMS, STEVEN AD-
AMS, JOSEPH ADAMS, UNKNOWN
HEIRS AND LEGATEES OF AL-
BERT ADAMS, UNKNOWN OWN-
ERS AND NONRECORD CLAIM-
ANTS, WILLIAM P. BUTCHER, AS
SPECIAL REPRESENTATIVE FOR
ALBERT ADAMS (DECEASED)
Defendants

2022 CH 09785
2925 S 12TH AVE
BROADVIEW, IL 60155
NOTICE OF SALE
PUBLIC NOTICE IS HEREBY GIV-
EN that pursuant to a Judgment of



MONTHLY FINANCIAL STATEMENTS

JULY 2023

Maywood Public Library District
Summary of Monthly Cash Receipts & Disbursements
As of July 31, 2023

Account	Beginning Bal. 6/1/2023	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 6/30/2023
US Bank - Primary	\$ 1,130,982.39	\$ 4.39	\$ (100,000.00)		\$ 39,183.61		\$ (66.95)	\$ 1,070,103.44
US Bank - Accounts Payable	\$ 74,914.26	\$ 0.57	\$ 100,000.00		\$ 55,178.86	\$ (89,680.40)		\$ 140,413.29
Self-Help (Seaway) Payroll	\$ 19,987.57					\$ (19,987.57)		\$ -
Illinois Funds - Primary	\$ 340,203.82	\$ 1,534.33						\$ 341,738.15
Cash - Circulation	\$ 65.00							\$ 65.00
Petty Cash	\$ 75.00							\$ 75.00
Total	\$ 1,566,228.04	\$ 1,539.29	\$ -	\$ -	\$ 94,362.47	\$ (109,667.97)	\$ (66.95)	\$ 1,552,394.88

7/7/2023 Deposit		
3021011	Pers Prop Replac Tax	\$ 35,550.90
3039011	Donations	\$ 5.00
3060011	Fines	\$ 9.00
3070011	Copy Machine	\$ 78.10
3080011	Lost and Paid	\$ 189.92
3095011	General Sales	\$ 4.80
3095511	Book Sales	\$ 25.03
3123011	Vending Machine Inc	\$ 422.00
3125011	Fax Machine	\$ -
3127011	Room Rental Income	\$ 80.00
3130011	Misc Income	\$ 140.79
3132511	Mayood Book Inc	\$ -
3608011	Passport Income	\$ 490.00
???	Insurance Payment	\$ 969.19
	Total Desposit	\$ 37,964.73

7/31/2023 Deposit		
3021011	Pers Prop Replac Tax	
3030011	Per Capita Grant	
3039011	Donations	\$0.70
3060011	Fines	\$20.00
3070011	Copy Machine	\$222.20
3080011	Lost and Paid	\$51.95
3095011	General Sales	\$13.47
3095511	Book Sales	\$12.25
3123011	Vending Machine Inc	=
3125011	Fax Machine	\$5.25
3127011	Room Rental Income	\$0.00
3130011	Misc Income	\$ 18.06
3132511	Mayood Book Inc	
3608011	Passport Income	\$875.00
???	Insurance Payment	
	Total Desposit	\$ 1,218.88

7/18/2023 Deposit		
3021011	Pers Prop Replac Tax	
3030011	Per Capita Grant	\$ 34,762.80
3039011	Donations	
3060011	Fines	
3070011	Copy Machine	
3080011	Lost and Paid	
3095011	General Sales	
3095511	Book Sales	
3123011	Vending Machine Inc	
3125011	Fax Machine	
3127011	Room Rental Income	
3130011	Misc Income	\$ 19,979.98
3132511	Mayood Book Inc	
3608011	Passport Income	
???	Insurance Payment	
	Total Desposit	\$ 54,742.78

Maywood Public Library District Foundation
Summary of Monthly Cash Receipts & Disbursements
As of July 31, 2023

Account	Beginning Bal. 6/1/2023	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 6/30/2023
Illinois Funds - Foundation	\$ 10,753.57	\$ 45.84						\$ 10,799.41
Self-Help (Seaway) Foundatio	\$ 13,679.51					\$ (13,679.51)		\$ -
Check from Self-Help								\$ 13,679.51
Total	\$ 24,433.08	\$ 45.84	\$ -	\$ -	\$ -	\$ (13,679.51)	\$ -	\$ 24,478.92



Maywood Public Library

Statement of Financial Position

As of July 31, 2023

	TOTAL	
	AS OF JUL 31, 2023	AS OF JUN 30, 2023 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1001011 Petty Cash	75.00	75.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	0.00	9,317.51
1050011 IL Funds - Primary	341,738.15	340,203.82
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	1,070,103.44	1,130,982.39
1080111 US Bank - Accounts Payable	132,195.70	45,074.35
1080211 US Bank - Payroll	0.00	0.00
1099011 Cash Allocated to Other Funds	-701,337.74	-701,337.74
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90
1099078 Allocated Cash - Working Cash	258,366.98	258,366.98
1099091 Allocated Cash - FICA Bond	366,313.43	366,313.43
1099092 Allocated Cash - IMRF Fund	101,463.05	101,463.05
1099093 Allocated Cash - Unemp Fund	16,025.37	16,025.37
1099094 Allocated Cash - Workers Comp Fund	8,005.43	8,005.43
1099095 Allocated Cash - Liab Ins Fund	-87,895.42	-87,895.42
1099096 Allocated Cash - Audit Fund	-6,250.00	-6,250.00
Total Bank Accounts	\$1,544,236.09	\$1,525,776.87
Total Current Assets	\$1,544,236.09	\$1,525,776.87
TOTAL ASSETS	\$1,544,236.09	\$1,525,776.87
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	-46.08	-46.08
Total Accounts Payable	\$ -46.08	\$ -46.08
Credit Cards		
2100311 BofA Credit Card		
2100411 BOA-Stan	0.00	0.00
2100511 BOA-Josephine	0.00	0.00
Total 2100311 BofA Credit Card	0.00	0.00
2100911 Chase Southwest Visa	0.00	0.00

	TOTAL	
	AS OF JUL 31, 2023	AS OF JUN 30, 2023 (PP)
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2101011 Federal Tax Withheld	0.00	0.00
2102011 State Tax Withheld	5,784.54	5,784.54
2103011 FICA Withheld	308.58	308.58
2104011 IMRF Withheld	-2,487.65	-1,887.13
2104511 IMRF-VAC	3,022.28	2,495.34
2105011 Credit Union I Withheld	92.32	92.32
2106011 Credit Union II Withheld	385.00	385.00
2107011 Medical Insurance Withheld	29.70	29.70
2108011 Pepsco Withheld	235.00	235.00
2109011 Garnishments Withheld	0.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85
2111011 AFLAC Withheld - Post Tax	0.00	0.00
2222211 Cash Advance - Credit Card	163.34	163.34
2222411 Due to Library Foundation	0.00	0.00
Total Other Current Liabilities	\$7,550.96	\$7,624.54
Total Current Liabilities	\$7,504.88	\$7,578.46
Total Liabilities	\$7,504.88	\$7,578.46
Equity		
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90
2900078 Fund Balance - Working Cash	258,366.98	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05
2900093 Fund Balance - Unemployment	16,025.37	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00
Opening Balance Equity	-6,624.18	-6,624.18
Retained Earnings	1,208,973.78	637,084.55
Net Revenue	18,532.80	571,889.23
Total Equity	\$1,536,731.21	\$1,518,198.41
TOTAL LIABILITIES AND EQUITY	\$1,544,236.09	\$1,525,776.87



Maywood Public Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

July 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3001011 Tax Revenue - Current		1,308,094.00	-1,308,094.00	
3001080 Tax Rev Current - Building Fund		60,000.00	-60,000.00	
3001091 Tax Rev Current - FICA Fund		55,000.00	-55,000.00	
3001092 Tax Rev Current - IMRF Fund		120,000.00	-120,000.00	
3001093 Tax Rev Current - Unemp Fund		1,000.00	-1,000.00	
3001094 Tax Rev Current - Workers Comp Fund		1,000.00	-1,000.00	
3001095 Tax Rev Current - Liab Ins Fund		44,000.00	-44,000.00	
3001096 Tax Rev Current - Audit Fund		9,000.00	-9,000.00	
3021011 Personal Prop Replacement Tax	35,550.90	120,000.00	-84,449.10	29.63 %
3030011 Per Capita Grant	34,762.80	34,680.00	82.80	100.24 %
3032611 Other Grant Income		7,500.00	-7,500.00	
3033011 DCEO Grant		350,000.00	-350,000.00	
3039011 Donations	5.70	100.00	-94.30	5.70 %
3060011 Fines	29.00		29.00	
3070011 Copy Machine	736.38	2,000.00	-1,263.62	36.82 %
3080011 Lost and Paid	241.87	200.00	41.87	120.94 %
3095011 General Sales	18.27	25.00	-6.73	73.08 %
3095511 Book Sales	37.28	500.00	-462.72	7.46 %
3123011 Vending Machine Income	422.00	1,500.00	-1,078.00	28.13 %
3125011 Fax Machine	5.25	25.00	-19.75	21.00 %
3127011 Room Rental Income	80.00	250.00	-170.00	32.00 %
3130011 Miscellaneous Income	158.85	500.00	-341.15	31.77 %
3132511 Maywood Book Income		100.00	-100.00	
3302011 Interest - All Bank	5.73	200.00	-194.27	2.87 %
3304011 Interest - IL Funds Primary	1,534.33	5,000.00	-3,465.67	30.69 %
3608011 Passport Income	1,365.00	7,000.00	-5,635.00	19.50 %
Total Revenue	\$74,953.36	\$2,127,674.00	\$ -2,052,720.64	3.52 %
GROSS PROFIT	\$74,953.36	\$2,127,674.00	\$ -2,052,720.64	3.52 %
Expenditures				
4010011 Salaries	44,491.48	705,000.00	-660,508.52	6.31 %
4040011 Healthcare Premium	-1,378.03	65,000.00	-66,378.03	-2.12 %
4050011 Trustee Development		3,500.00	-3,500.00	
4051011 Staff Development		3,500.00	-3,500.00	
4052011 Travel	27.38	2,000.00	-1,972.62	1.37 %
4070011 Membership Dues	130.00	4,500.00	-4,370.00	2.89 %
4080011 Adult Books	792.60	17,000.00	-16,207.40	4.66 %
4080012 YS Books	22.43	15,000.00	-14,977.57	0.15 %
4085011 SWAN Lost Books		2,000.00	-2,000.00	
4090011 Periodicals		3,500.00	-3,500.00	
4100011 Adult Audio Visual	51.39	7,500.00	-7,448.61	0.69 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4100012 YS Audio Visual	143.17	7,500.00	-7,356.83	1.91 %
4105011 Software		7,000.00	-7,000.00	
4106011 Technology	171.85	5,000.00	-4,828.15	3.44 %
4130011 Library Supplies	154.75	13,000.00	-12,845.25	1.19 %
4130012 Patron Services Supplies		3,000.00	-3,000.00	
4130013 Tech Services Supplies	281.78	1,000.00	-718.22	28.18 %
4130511 Bank Fees	66.95	1,200.00	-1,133.05	5.58 %
4131011 Hospitality	10.99	2,500.00	-2,489.01	0.44 %
4135011 Printing		3,000.00	-3,000.00	
4140011 Postage		3,000.00	-3,000.00	
4150011 Telephone	335.38	10,500.00	-10,164.62	3.19 %
4160011 Publicity		5,000.00	-5,000.00	
4170011 Professional Services	948.47	45,000.00	-44,051.53	2.11 %
4205011 Natural Gas	752.53	40,950.00	-40,197.47	1.84 %
4210011 Databases & E-Resources	376.16	24,000.00	-23,623.84	1.57 %
4215011 Water	2,526.36	11,550.00	-9,023.64	21.87 %
4225011 Electricity	7,022.08	90,000.00	-82,977.92	7.80 %
4235011 Garbage		9,000.00	-9,000.00	
4240011 Maintenance of Equipment	164.71	36,750.00	-36,585.29	0.45 %
4250011 Contract Maintenance Building	1,105.00	60,000.00	-58,895.00	1.84 %
4256011 Janitorial Supplies	190.08	7,350.00	-7,159.92	2.59 %
4260011 General Maintenance - Building	1,099.64	36,750.00	-35,650.36	2.99 %
4265011 SWAN		26,000.00	-26,000.00	
4292011 Special Events	331.65	10,000.00	-9,668.35	3.32 %
4302011 Adult Programming	238.96	7,000.00	-6,761.04	3.41 %
4302012 YS Programming	33.35	7,000.00	-6,966.65	0.48 %
4310011 Equipment Purchase		6,000.00	-6,000.00	
4311011 Capital Improvements		40,000.00	-40,000.00	
4320011 Legal Fees		15,000.00	-15,000.00	
6032011 Misc. Grant Expense	18.99	7,500.00	-7,481.01	0.25 %
6033011 DCEO Grant Expense		350,000.00	-350,000.00	
6034011 Per Capita Grant Expenses		34,680.00	-34,680.00	
6123011 Vending Machine Expenses		1,500.00	-1,500.00	
9150091 FICA Expenditures	3,452.64	54,000.00	-50,547.36	6.39 %
9250092 IMRF Expenses - District	-7,142.18	97,739.00	-104,881.18	-7.31 %
9350093 Unemployment Insurance		5,250.00	-5,250.00	
9450094 Insurance - Workers Comp		1,050.00	-1,050.00	
9550095 Insurance - Liability		40,000.00	-40,000.00	
9650096 Audit		7,000.00	-7,000.00	
Total Expenditures	\$56,420.56	\$1,961,269.00	\$ -1,904,848.44	2.88 %
NET OPERATING REVENUE	\$18,532.80	\$166,405.00	\$ -147,872.20	11.14 %
NET REVENUE	\$18,532.80	\$166,405.00	\$ -147,872.20	11.14 %

Maywood Public Library Statement of Activity by Class

July 2023

	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									
3021011 Personal Prop Replacement Tax	35,550.90								35,550.90
3030011 Per Capita Grant	34,762.80								34,762.80
3039011 Donations	5.70								5.70
3060011 Fines	29.00								29.00
3070011 Copy Machine	736.38								736.38
3080011 Lost and Paid	241.87								241.87
3095011 General Sales	18.27								18.27
3095511 Book Sales	37.28								37.28
3123011 Vending Machine Income	422.00								422.00
3125011 Fax Machine	5.25								5.25
3127011 Room Rental Income	80.00								80.00
3130011 Miscellaneous Income	158.85								158.85
3302011 Interest - All Bank	5.73								5.73
3304011 Interest - IL Funds Primary	1,534.33								1,534.33
3608011 Passport Income	1,365.00								1,365.00
Total Revenue	\$ 74,953.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 74,953.36
Gross Profit	\$ 74,953.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 74,953.36
Expenditures									
4010011 Salaries	44,491.48								44,491.48
4040011 Healthcare Premium	-1,378.03								-1,378.03
4052011 Travel	27.38								27.38
4070011 Membership Dues	130.00								130.00
4080011 Adult Books	792.60								792.60
4080012 YS Books	22.43								22.43
4100011 Adult Audio Visual	51.39								51.39
4100012 YS Audio Visual	143.17								143.17
4106011 Technology	171.85								171.85

Maywood Public Library Statement of Activity by Class

July 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4130011 Library Supplies	154.75								154.75
4130013 Tech Services Supplies	281.78								281.78
4130511 Bank Fees	66.95								66.95
4131011 Hospitality	10.99								10.99
4150011 Telephone	335.38								335.38
4170011 Professional Services	948.47								948.47
4205011 Natural Gas	752.53								752.53
4210011 Databases & E-Resources	376.16								376.16
4215011 Water	2,526.36								2,526.36
4225011 Electricity	7,022.08								7,022.08
4240011 Maintenance of Equipment	164.71								164.71
4250011 Contract Maintenance Building	1,105.00								1,105.00
4256011 Janitorial Supplies	190.08								190.08
4260011 General Maintenance - Building	1,099.64								1,099.64
4292011 Special Events	331.65								331.65
4302011 Adult Programming	238.96								238.96
4302012 YS Programming	33.35								33.35
6032011 Misc. Grant Expense	18.99								18.99
9150091 FICA Expenditures			3,452.64						3,452.64
9250092 IMRF Expenses - District				-7,142.18					-7,142.18
Total Expenditures	\$ 60,110.10	\$ 0.00	\$ 3,452.64	-\$ 7,142.18	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	56,420.56
Net Operating Revenue	\$ 14,843.26	\$ 0.00	-\$ 3,452.64	\$ 7,142.18	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	18,532.80
Net Revenue	\$ 14,843.26	\$ 0.00	-\$ 3,452.64	\$ 7,142.18	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	18,532.80

**Maywood Public Library
Transaction List with Splits
AUGUST 2023**

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
08/02/2023	2976	Amazon Capital Services		2100011 Accounts Payable	2,046.50	2,046.50
			1V11-G9HH-47Q7	4100011 Adult Audio Visual	194.66	
			1N19-VQTV-7V9Q	4100011 Adult Audio Visual	70.97	
			1L91-J3TR-H31V	4100012 YS Audio Visual	293.52	
			11FW-DXVJ-MGYC	4100012 YS Audio Visual	13.98	
			1LKY-1NLV-6WNJ	4100012 YS Audio Visual	284.77	
			1HXT-P47M-3R9D	4302011 Adult Programming	34.88	
			11KF-K9YC-4KQ3	4302011 Adult Programming	24.98	
			1YRP-C44L-RH4H	4302012 YS Programming	562.41	
			147F-J1G9-TWH3	4302012 YS Programming	67.35	
			1QVR-377W-MJR7	6032011 Misc. Grant Expense	498.98	
08/02/2023	2977	Anderson Elevator	Invoice: 28916-V8Z2	2100011 Accounts Payable	1,608.00	1,608.00
			INV 28916-V8Z2	4250011 Contract Maintenance Building	1,608.00	
08/02/2023	2978	Chicago Back Flow, Inc		2100011 Accounts Payable	699.80	699.80
			Inv. 384811	4260011 General Maintenance - Building	699.80	
08/02/2023	2979	Comcast	Acct. # 8771 20 001 0331433	2100011 Accounts Payable	161.85	161.85
			Service 7/30-23-8/29/23	4106011 Technology	161.85	

**Maywood Public Library
Transaction List with Splits
AUGUST 2023**

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
08/02/2023	2980	Lorraine Whitelaw		2100011 Accounts Payable	33.91	33.91
			Refund of withholding	2104011 IMRF Withheld	-33.91	
08/02/2023	2981	Quill LLC		2100011 Accounts Payable	310.99	310.99
			Inv. 33383243	4130011 Library Supplies	125.93	
			Inv 33395887	4130011 Library Supplies	185.06	
08/02/2023	2982	Republic Services	Inv. # 0551-015730442	2100011 Accounts Payable	1,450.03	1,450.03
			Trash pick up	4235011 Garbage	1,450.03	
08/02/2023	2983	Village of Maywood Water		2100011 Accounts Payable	2,173.58	2,173.58
			Water-42740565200	4215011 Water	1,035.58	
			Water-42740300700	4215011 Water	1,138.00	
08/02/2023	2984	Globe Life		2100011 Accounts Payable	71.62	71.62
				4040011 Healthcare Premium	71.62	
08/09/2023	2985	Amazon Capital Services		2100011 Accounts Payable	7,782.27	7,782.27
			1T7R-YRC7-1HXJ	4100011 Adult Audio Visual	30.05	
			1M7H-GYQY-NCLW	4100011 Adult Audio Visual	470.50	
			1J4Y-W61M-C99T	4100011 Adult Audio Visual	665.88	
			1T7R-YRC7-1HXJ	4100011 Adult Audio Visual	-0.55	
			16VP-FTP9-WP7P	4100012 YS Audio Visual	213.01	
			1MF9-LYY6-PVQQ	4130011 Library Supplies	1,599.99	

**Maywood Public Library
Transaction List with Splits
AUGUST 2023**

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
			1XVC-1NGM-TY7C	4130011 Library Supplies	25.70	
			1MDH-QTDF-3R4C	4292011 Special Events	131.27	
			1YH4-NVXJ-4YTX	4302011 Adult Programming	59.83	
			1GW9-D9YV-XJGY	4302012 YS Programming	27.99	
			1HMF-NVCN-7Y3H	4302012 YS Programming	58.89	
			14MF-R1YF-VCR3	6032011 Misc. Grant Expense	35.45	
			1KR1-M43M-DDVH	6032011 Misc. Grant Expense	1,646.45	
			1KF6-RHLM-W4JC	6034011 Per Capita Grant Expenses	8.49	
			19FP-7HRV-CDHQ	6034011 Per Capita Grant Expenses	2,560.32	
			13XQ-CCYT-D4YC	6034011 Per Capita Grant Expenses	249.00	
08/09/2023	2986	Anderson Elevator	Invoice: 75673-Q9V7	2100011 Accounts Payable	300.00	300.00
			INV 75673-Q9V7	4250011 Contract Maintenance Building	300.00	
08/09/2023	2987	Anderson Pest Solutions	Bill 2486355, Inv. 48857621	2100011 Accounts Payable	75.00	75.00
			Bill 2486355, Inv. 48857621	4250011 Contract Maintenance Building	75.00	
08/09/2023	2988	Baker & Taylor		2100011 Accounts Payable	4,900.38	4,900.38
			2037617650	4080011 Adult Books	331.60	
			2037648753	4080011 Adult Books	64.78	
			2037648829	4080011 Adult Books	61.62	
			2037698305	4080011 Adult Books	262.17	
			2037646172	4080011 Adult Books	11.57	

**Maywood Public Library
Transaction List with Splits
AUGUST 2023**

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
			2037595947	4080011 Adult Books	287.87	
			"	4080012 YS Books	40.54	
			2037641862	4080011 Adult Books	135.96	
			"	4080012 YS Books	7.43	
			2037647497	4080011 Adult Books	1,000.04	
			"	4080012 YS Books	12.29	
			2037662388	4080011 Adult Books	276.88	
			"	4080012 YS Books	2,137.70	
			2037679135	4080011 Adult Books	251.03	
			"	4080012 YS Books	18.90	
08/09/2023	2989	Com Ed	536705012	2100011 Accounts Payable	24.71	24.71
			6/13/23-7/13/23	4225011 Electricity	24.71	
08/09/2023	2990	Illinois Library Association	J. Fruit Membership	2100011 Accounts Payable	100.00	100.00
			J. Fruit	4070011 Membership Dues	100.00	
08/09/2023	2991	Leighton Shell		2100011 Accounts Payable	436.21	436.21
			LIRA, Credit Union	4052011 Travel	30.26	
			Gift Card	4051011 Staff Development	255.95	
			Balloon Program	4292011 Special Events	150.00	
08/09/2023	2992	LRS, LLC		2100011 Accounts Payable	18.83	18.83
				4235011 Garbage	18.83	

**Maywood Public Library
Transaction List with Splits
AUGUST 2023**

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
08/09/2023	2993	MECA Tree Service	Inv. 513	2100011 Accounts Payable	1,200.00	1,200.00
			Inv. 513	4260011 General Maintenance - Building	1,200.00	
08/09/2023	2994	MidAmerican Energy	Acct. # 228692	2100011 Accounts Payable	7,839.14	7,839.14
			Statement Date 7/17/23	4225011 Electricity	7,839.14	
08/09/2023	2995	Midwest Tape, LLC	Audio Visual - Hoopla	2100011 Accounts Payable	426.67	426.67
			HOOPLA Digital Inv. # 504148403	4210011 Databases & E-Resources	426.67	
08/09/2023	2996	Mobile Beacon	Renewal of Hot Spots	2100011 Accounts Payable	720.00	720.00
			12 Mos. Service Plan	4106011 Technology	600.00	
			12 Mos. Service Fee	4106011 Technology	120.00	
08/09/2023	2997	Nicor Gas	5581640000 0	2100011 Accounts Payable	441.52	441.52
			5581640000 0	4205011 Natural Gas	441.52	
08/09/2023	2998	Peerless Network	Inv. 29759	2100011 Accounts Payable	335.38	335.38
			Inv. 29759	4150011 Telephone	335.38	
08/09/2023	2999	RAILS		2100011 Accounts Payable	850.00	850.00
			eRead Fee-Axis360	4210011 Databases & E-Resources	850.00	

**Maywood Public Library
Transaction List with Splits
AUGUST 2023**

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
08/09/2023	3000	Romano Landscape LLC	Monthly Lawn Maint. inv 46892	2100011 Accounts Payable	645.00	645.00
			Monthly Lawn Maint. inv 46892	4250011 Contract Maintenance Building	645.00	
08/09/2023	3001	Total Fire and Safety Inc.	C732214	2100011 Accounts Payable	758.68	758.68
			Inv. C732214	4260011 General Maintenance - Building	758.68	
08/09/2023	3002	US BANK		2100011 Accounts Payable	642.62	642.62
				4051011 Staff Development	100.00	
				4105011 Software	60.00	
				4106011 Technology	23.10	
				4131011 Hospitality	47.16	
				4260011 General Maintenance - Building	18.55	
				4292011 Special Events	185.16	
				4302011 Adult Programming	100.57	
				4302012 YS Programming	10.00	
				6123011 Vending Machine Expenses	59.08	
				6912011 Contingencies	39.00	
08/09/2023	3003	Williams Assoc. Architects, Ltd.	inv 0021845	2100011 Accounts Payable	4,494.60	4,494.60
			Inv. 0021845	6033011 DCEO Grant Expense	4,494.60	
08/09/2023	3004	Kathy Parker Consulting	Invoice MPLD-2023-05	2100011 Accounts Payable	2,425.00	2,425.00

**Maywood Public Library
Transaction List with Splits
AUGUST 2023**

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
				4170011 Professional Services	2,425.00	
				TOTAL		\$ 42,972.29

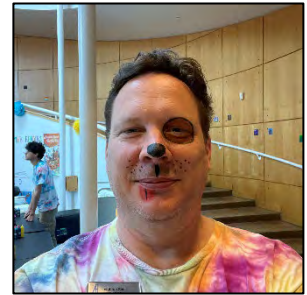
Maywood Public Library District

Director Report

August 2023

As I mentioned last month, I will be trying to use my director's report to talk about key topics in the agenda for the Board meeting as well as answer any questions that came up in the last Board meeting. If there is anything you would like addressed in my report or one of the department reports, please let me know. These reports can be tweaked to give you the information that you are most interested in.

First off, I just want to say that, despite the rain, we had a nice Summer Reading final party on Saturday, August 5th. Thank you to Trustees Sanchez and Banks for stopping in. Mayor Booker also stopped by, and his staff took some great photos that they shared on their social media platform. I'm including a screenshot of it in my Communications report. We believe we had about 91 people attend and enjoy the face painting, the balloon artist, ice cream, tie dye shirt making, and live music from staff member Stephanie Samuel and accompanying musicians. We couldn't do our chalk art, giant bubble making, or water balloon fight, but we will try that again next year. Probably, my favorite part of the event was at the very end when people were leaving, and I was thanking them for coming. A young boy of about 5 was heading out the door and ran back and gave me a hug before leaving.



I apologize for the mix-up about the September meeting. I honestly did not expect the Board to decide to cancel the meeting. I wasn't thinking about the Budget & Appropriation Ordinance when you were discussing canceling the meeting. The B&A Ordinance has to be approved by the 4th Tuesday in September. In theory we could have done it at the August meeting, but we would have to have had a Budget & Appropriation Public Hearing, too. And notification of that hearing has to be published in a newspaper 30 days in advance of the hearing. As the July meeting was on July 19 and the August meeting is on August 16, I would have had to have published the hearing notice in the paper two days before the July meeting when you decided to cancel the September meeting. After discussing with President Williams, we decided to have a regular Board meeting on September 13th with the B&A hearing immediately preceding it. I have published the notice of the hearing in the August 9th Village Free Press. I am including the B&A Ordinance for you to review, and I have it available if any members of the public would like to inspect it. Approval of the ordinance will take place September 13th. On a related note, I traditionally start numbering my resolutions and ordinances at the beginning of the fiscal year. So, the Building and Maintenance Ordinance was 24-01 (the first ordinance of FY24) and this ordinance will be ordinance 24-02.

Budget/Finances

We did not receive any property tax revenue from Cook County in July, but as of August 10th, we have received about \$47,400. Assuming Cook County has their property tax billing issues

sorted, we should be receiving more this month. We traditionally get a substantial amount in August. It's just the last two years we didn't get any in August.

	Average	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Jul	\$130,207	\$ -	\$ 125,338.46	\$ 129,119.44	\$ 188,473.85	\$ 288,176.25	\$ 199,961.07	\$ 187,474.51	\$ 1,907.42	\$ 18,460.70	\$ -
Aug	\$218,347	\$ -	\$ 341,197.12	\$ 376,147.56	\$ 327,228.17	\$ 199,332.15	\$ 343,905.76	\$ 317,431.09	\$ -	\$ -	\$ 47,390.49
Sep	\$32,165	\$ -	\$ 41,312.28	\$ 21,217.55	\$ 5,111.09	\$ -	\$ 8,566.86	\$ 10,506.76	\$ 157,931.43	\$ -	\$ -
Oct	\$60,701	\$ -	\$ 38,712.86	\$ -	\$ 31,761.69	\$ 21,564.32	\$ 12,841.04	\$ 65,936.56	\$ 425,673.71	\$ -	\$ -
Nov	\$14,330	\$ -	\$ 15,572.68	\$ 39,397.63	\$ 7,412.98	\$ 8,451.15	\$ 8,762.54	\$ 10,103.65	\$ 34,625.71	\$ 13,755.40	\$ -
Dec	\$35,099	\$ -	\$ 19,965.77	\$ 23,330.61	\$ 3,038.29	\$ 1,317.44	\$ 7,409.42	\$ 2,879.19	\$ 5,855.16	\$ 276,498.90	\$ -
Jan	\$40,562	\$ -	\$ 26,890.47	\$ 6,408.62	\$ -	\$ -	\$ 372.25	\$ 3,670.94	\$ 1,013.03	\$ 352,326.58	\$ -
Feb	\$120,006	\$ 165,371.64	\$ 151,347.54	\$ 120,827.47	\$ 120,659.76	\$ 195,395.69	\$ 74,215.21	\$ 55,328.08	\$ 158,438.31	\$ 13,765.64	\$ -
Mar	\$434,931	\$ 428,189.89	\$ 456,543.84	\$ 457,681.62	\$ 430,955.67	\$ 444,882.26	\$ 483,697.11	\$ 435,857.24	\$ 491,714.71	\$ 269,854.08	\$ -
Apr	\$56,148	\$ 18,056.51	\$ 365.53	\$ 41,857.94	\$ 37,132.77	\$ 12,621.93	\$ -	\$ -	\$ -	\$ 442,868.38	\$ -
May	\$20,979	\$ 16,157.70	\$ 29,469.78	\$ 50,094.43	\$ 43,492.40	\$ 51,309.61	\$ -	\$ -	\$ -	\$ -	\$ -
Jun	\$2,854	\$ -	\$ 16,871.10	\$ 3,646.68	\$ -	\$ 1,417.59	\$ -	\$ -	\$ -	\$ 1,486.04	\$ -
Total	\$1,124,640	\$627,776	\$1,263,587	\$1,269,730	\$1,195,267	\$1,224,468	\$1,139,731	\$1,089,188	\$1,277,159	\$1,389,016	\$47,390

I have started requesting the Personal Property Replacement Taxes from the Village of Maywood the month they are disbursed. They usually vote on them and mail us the check the following month. We have received all our FY23 PPRT payments from the village, and I have requested the recent July and August payments.

	Average	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Jul	\$11,453.80	\$ 9,248.65	\$ 8,209.70	\$ 8,578.57	\$ 8,266.74	\$ 15,112.35	\$ 28,615.50	28,741.33
Aug	\$ 1,743.93	\$ 426.43	\$ 829.73	\$ 1,029.09	\$ 6,108.80	\$ 1,921.80	\$ 3,267.02	4,633.87
Sep	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Oct	\$12,924.01	\$ 6,313.83	\$ 7,429.49	\$ 14,930.28	\$ 7,744.25	\$ 25,179.18	\$ 38,540.57	
Nov	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Dec	\$ 3,488.14	\$ 1,664.67	\$ 1,816.79	\$ 2,479.47	\$ 2,004.32	\$ 5,224.72	\$ 12,621.24	
Jan	\$10,745.83	\$ 5,668.06	\$ 6,091.18	\$ 9,066.30	\$ 9,532.53	\$ 19,173.77	\$ 27,841.36	
Feb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Mar	\$ 6,135.28	\$ 5,028.15	\$ 2,402.64	\$ 1,802.40	\$ 3,444.08	\$ 25,110.64	\$ 13,791.97	
Apr	\$15,028.18	\$ 10,336.14	\$ 11,946.03	\$ 12,445.38	\$ 16,092.68	\$ 29,685.88	\$ 21,911.41	
May	\$16,184.18	\$ 10,535.88	\$ 14,523.46	\$ 7,956.64	\$ 20,739.07	\$ 39,745.07	\$ 35,550.90	
Jun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$77,703.35	\$49,221.81	\$53,249.02	\$58,288.11	\$73,932.48	\$161,153.41	\$182,139.98	\$33,375.19

The Library's public printer/copier has a credit card reader attached to it and Nayax is the merchant services provider that processes those transactions. I had not seen any indication that Nayax was forwarding on any of the credit card payments that we received, so I reached out to them. They have since started transferring those payments into the US Bank Primary Account. They show up as electronic deposits from NAYAX on the statement and are part of the \$55,178.86 in Other Income on the Summary of Cash Receipts & Disbursements report.

Other Deposits			
Date	Description of Transaction	Ref Number	Amount
Jul 14	Electronic Deposit	From NAYAX	\$ 405.66
Jul 21	Electronic Deposit	From NAYAX	12.46
Jul 21	Electronic Funds Transfer	From Account	100,000.00
Jul 28	Electronic Deposit	From NAYAX	17.96

I am in the process of setting up a Petty Cash system. I have included a Petty Cash Policy in the policies for review. I am going to increase the amount of Petty Cash on hand from the \$75 it was listed as before to \$250.

I reached out to IMRF and they were able to deduct the accelerated payment from the credit balance we had with them.

Per your request, \$10,286.85 of the library districts accounts receivable credit balance was applied to the Accelerated Payment (AP) Invoice for [REDACTED]). This letter serves as your confirmation that the previous AP invoice has been voided.

The remaining amount of credit was applied to our July IMRF wage report payment leaving \$3,020.61 to be paid, which is the amount listed in the Treasurer's Report to be ratified.

Currently, there is a \$1,575.74 credit on file. You may reduce the \$4,596.35 by the \$1,575.74 and remit payment of \$3,020.61. You may see your Accounts Receivable balance online by following the below path.

In the Treasurer's Report section of the agenda there is a placeholder for another batch of checks that Doreen will be processing on Monday, August 14. I will have the final dollar amount to enter there before we post the agenda Monday evening and I can email out the Accounts Payable report on Monday, as well.

Rather than ratifying a bank transfer after the fact, I will just have a standing entry in the Treasurer's Report to approve transferring funds the day after the Board meeting.

Facilities

Andy Dogan from Williams Architects came out to follow up on a few items that came up during his briefing with staff and the Board. He updated his assessment report and revised the numbers. The new report is now the Final version. I will send it in a separate email and if anyone would prefer a print copy, just let me know. One of the things identified was, interior channels where pipes run vertically from the basement to the roof were not properly insulated for noise prevention. In the summertime when the basement chillers were running, it resulted in a clearly audible droning noise in the first-floor study room and in the second floor youth staff work room. It was probably also audible up on the 3rd floor. We have had patrons who use the study room complain about the noise and it was so problematic for youth staff that they would have to wear headphones to try drowning out the noise. Andy and Pedro, our maintenance technician, have identified some ways to alleviate the noise.

I have been meeting with vendors getting estimates to update our entire security camera system. I am reviewing the quotes and will present a proposal to the board at a future meeting. I am also meeting with vendors to get quotes for switching our security alarm system and fire alarm system away from Johnson Controls, who have not been very responsive.

As mentioned last month, back in March we had Glenbard Interiors give a quote to recarpet the 2nd floor youth department. Their quote came back around \$48,000, above the threshold that requires a public bid. Now that I am mostly settled into my role as director I would like to move forward with this project. With the Board's approval, I can start the public bidding process and hopefully get this project done this fiscal year.

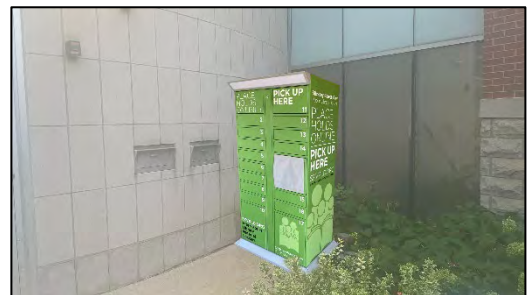
At the end of this month, our contract with Republic for waste removal services will end and our contract with LRS will begin. LRS is scheduled to deliver the replacement garbage bin and the new recycling bin August 28th. The old Republic bin will be picked up about a week later, but LRS does not foresee that being an issue.

Technology

As mentioned last month, the transition to the new Office 365 email system has been completed. The Library staff are all using the new email service. If you have not come in to meet with Marcia Burton to get your Trustee email address set up, please try to come in as soon as possible so you don't miss out on any important emails.

One of my proposed goals for the Library was to acquire a smart locker for outside the building to allow people to pick up materials even when the Library is closed. I have added a New Business item to discuss this in more detail and have a proposal from the company for you to look over in this packet. To get a single unit with 17 lockers it would cost about \$13,000 and an annual maintenance cost of about \$1,000. At the end of the proposal, I have included a page where I mocked up how I envision the installation to look. Here is a smaller version of one for reference. If you would like to see the tutorial video that I made at Stickney-Forest View Public Library, the YouTube video is available to watch at:

<https://youtu.be/ETWzPwM1fSM> If you want to skip to just the locker portion, jump ahead to 3 minutes and 15 seconds in the video.

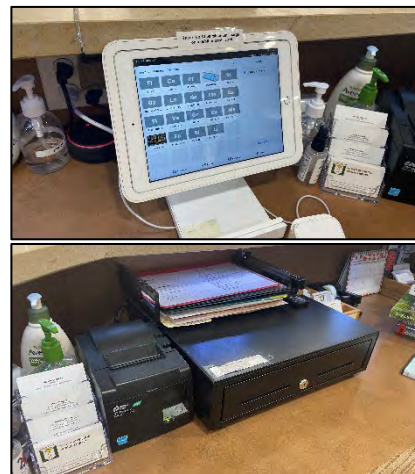


In the FY24 budget I increased the amount of funds dedicated to databases and e-resources so we can purchase some additional services for our community. One of these services is the Niche Academy tutorial system which has been in place for at least a month now. It has online tutorials for the public to learn how to use Library specific resources like our online catalog or our wi-fi hotspots. But it also has pre-made tutorials on how to use our various research databases and even how to do things like use the Google Drive suite of tools or social media tools like Facebook and Instagram. If you would like to browse the tutorials available, you can click this link. <https://my.nicheacademy.com/maywoodlibrary>

Two other resources I just signed us up for are both from the company BrainFuse. The first is HelpNow, which offers free online tutoring, homework help, practice tests for SAT, ACT, and ASVAB, and more. It also has an Adult Learning Center component where patrons can access High School Equivalency prep, US Citizenship test prep, resume assistance, Microsoft Office support, and Career Resources. The other service from BrainFuse we signed up for is JobNow, which is designed to support every step of the job search process. It

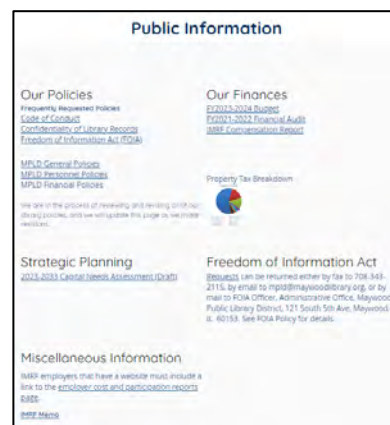
includes live online coaches who, among other things, assist in resume/cover letter preparation, and help patrons prepare for job interviews. Both of these services can be accessed from computers in the Library or from home, and should be up and live by Wednesday, August 15th. If you would like more information about either of these services you can click the following links: [HelpNow](#) [JobNow](#)

I'm in the process of ordering the credit card payment system for the Patron Services desk now that the Board has approved linking the Square online payment system to our bank account. I recently went to the North Riverside Public Library to view their set up and we will be creating something similar. If possible, we will try to reuse the existing cash register that the library just purchased, but the new Square system would be much more flexible if it were linked to a cash drawer. We could then use the Square system to track all our cash, check, and credit card transactions. If we go that route, I would try to list the cash register we have on the RAILS For Sale page to sell to another library who may need a cash register.



Policies

I finally had some time to work on some personnel and general policies, and Kathy has been going over the financial policies that I sent her from SFVPLD. Between the two of us, we have a number of policies for you to read and discuss. Many things have changed since most of these policies have last been reviewed. The Library went fine-free this past January, so that required us to re-write a good chunk of our Circulation Policy, re-named the Patron Services Policy to match the re-naming of the department. Per the Board's request at the last meeting, I have removed the Library Policies page from the Library's website. Most of the policies listed were out of date and the Board did not like the presentation of the policies. Instead, I have created a new page on the website that falls under the About Us menu item. It is a [Public Information](#) page and I modeled it on the [Transparency](#) page of the Downers Grove Public Library. The intent is to have a single place where patrons can find information about the Library's finances, audits, strategic plans, and other useful information. I have also added a Policies subsection on that page where I will have a few frequently requested policies easily available and links to three consolidated policy documents: General Policies, Financial Policies, and Personnel Policies. These documents are PDFs with an alphabetized table of contents that links users right to the relevant page in the document. As the Board continues to approve revised policies, I will update these documents accordingly.



Staff

We are still searching for a full-time business manager, but Doreen has graciously agreed to stay on a little longer. We are working to minimize the number of days she has to drive to Maywood. I am investigating the plan of changing the position from a Business Office Manager in charge of Human Resources along with the QuickBooks and financials, and making the position more of a Bookkeeper position and handling more of the human resources myself along with the assistance of a consulting firm like HR Source. I checked the most recent salary survey results for a bookkeeper position and did a little benchmarking. We could potentially hire someone at that position starting at \$20 per hour.

I have given the management team the goal of staffing up the Library to be able to expand our hours of operation beginning January 2024. The idea is to do another “New Year, New Hours” promotion. We have just hired another library assistant to work in the Information Services and Youth Services departments and we will try to hire another three before the end of the year.

I wasn't sure if I should include this under staff or under Technology, but we have been having issues with the existing biometric time clock. Many staff members say it is becoming less reliable and they have to make several attempts to get it to register their palm print and clock them in or out. I understand the Library has had it for a long time. We use Paylocity for our payroll services and it is possible for staff members to clock in and clock out directly in the Paylocity system. This also allows managers to input staff schedules in the Paylocity system, and they can immediately see when a staff member's swipes differ from the established schedule. It is my recommendation to do away with the biometric time clock in favor of using the Paylocity system, so I added that as a new business agenda item to gauge the Board's feelings on the matter.

Finally, now that summer is winding down, I am starting to get questions about a staff holiday party. I took over as director at my last library right before the pandemic, so social distancing kept us from having any large gatherings. I would very much appreciate any guidance and suggestions from the Board on what has been done in the past and what you feel comfortable doing going forward.

Miscellaneous

License Plate Renewal Revenue: At the June Board meeting the Board authorized allowing the State of Illinois and a license plate renewing vendor to deduct their feeds directly from our bank account. I have reached out to the SSLT company and signed us up to provide license plate renewal services at the Library. We have received our initial inventory of the license plate sticker sheets and we have been given user accounts in the SSLT system. Starting Monday, August 14, we will begin doing hands-on training with staff and hope to have the service up and available for the public by the end of the week. We will also do a social media push and post signage in the Library.



August 2023 Report – Information Services

General

We had our Summer Reading Finale Party on August 5th. Despite the rain and having to move to the lobby inside, we still had a good turnout. The balloon artist was a last-minute addition to the program that turned out to be very fortuitous. When the rain moved the event indoors many of the days planned events had to be canceled, but the balloon artist was still able to do his program with the kids. They all enjoyed learning how to make their own balloon animal.



Adult Summer Reading participation was not where I would like it to be, but I understand we are still in rebuilding mode. We had 16 adults take part in the adult summer reading challenges, reading a combined total 14,998 minutes and earning a total of 88 challenge badges in Beanstack. Our youngest adult reader was 22 years old and our oldest was 54 years old. Surprisingly, no seniors took part in the summer reading challenge. Of the 16 who participated, 6 completed all challenges and the winner of the adult summer reading grand prize, a Samsung tablet, was Danelle Sibley.

I've begun doing tech outreach to push our iPads, etc., and offer general tech education. I've had my first scheduled sessions at Garden House. In them I teach the seniors how to use the iPads and pitch various services the library has to offer.

We are going to expand our grant-funded senior programming outreach in other ways. We acquired a Cri-Cut Maker 3 cutting machine to support and encourage our knitting and sewing group. The Maker 3 cuts considerably more kinds of material, and its ability to cut fabric will aid both the knitting and sewing group, and our craft programs.



Additionally, the grant has also allowed us to purchase virtual reality (VR) headsets for use in our Senior Technology outreach and programming. I hope to have them set up and outreach

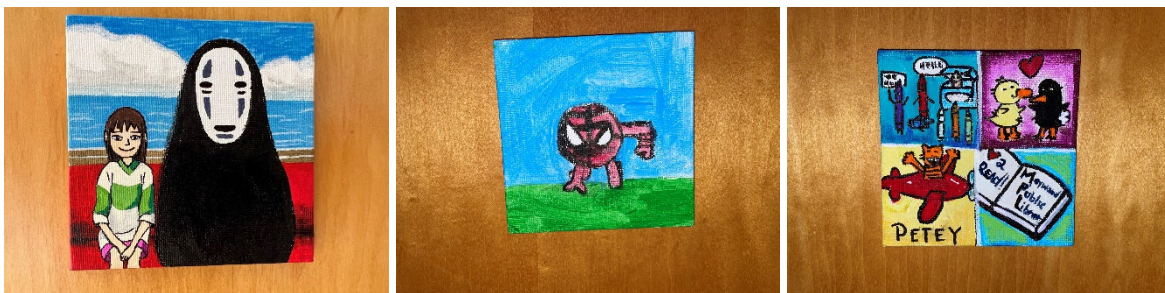
started in the next few weeks, with in house library programs to follow. One of the games available in VR is a relaxing fishing game that you can play sitting down and simulate being in beautiful fishing locations from around the world.



The iPads are physically ready to be circulated. All that is needed is a policy in place, and to finalize check in/check out procedures.

We have created a possible policy for homebound delivery, subject to board approval.

Our Tiny Art Show is now on display in the Rotunda.



Programs

Tuesdays @ 12:00 Knitting and Sewing

July 11 @ 5:00 Tiny Art Show Session

July 7, 14, 28 @ 10-12 Tech Fridays

July 12 @ 12:00 Chair Yoga

July 19 @ 5:30 Infant CPR

July 22 @ 10:00 Senior Medicare Patrol Bingo

July 24 @ 10:30 Basic iPad

July 26 @ 12:00 Yoga

Couch to 5K

Tiny Art Show - Display in Lobby

Collection

The Adult and Children's department have started purchasing video games for our new video game collection. Initially we are concentrating on PS4, Xbox One, and Nintendo Switch games, though I hope to purchase for the current generation of PlayStation 5 and Xbox Series X/S as well down the line.

The adult department has received \$17,381.40 from a state Per Capita Grant to spend on adult collection. I've earmarked \$5,000 to spend refreshing the library's adult Spanish collection. Much of that will be spent during the upcoming trip to Guadalajara.

Some of the remaining funds have been spent dramatically expanding our Library of Things collection. A variety of items have been purchased and will be added to the collection including sewing machines, A Go Pro, projector and screen, an automotive OBDII reader, thermal camera, photo scanner, coin sorter/counter, metal detector, and much more!

Looking Forward

We're still exploring the possibility of creating a maker space eventually. A potential pitfall we have run into is providing proper ventilation for some of the equipment we would like to acquire, such as 3D printers.

July 2023 Statistics - Information Services Dept.

Wix

Website Visits 1193

Event Registrations

63

My Pc

Center Users 339

Youth Users

379

Copier

Faxing 233 pages

Printing 1898 pages

Scanning 397 pages

Copies 973 pages

Axis 360 : 36 checkouts

Kanopy 23 visits, 1 plays

Hoopla 7 new users; 185 Checkouts

OverDrive (Libby) 5 new users; 110 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

TikTok 44.3k likes, 1799 followers

Instagram 533 followers

Twitter 121 followers

OCLC 0 checkouts, 3 holds filled

EBSCO: 8 Database Requests

Museum Adventure Pass: 27 passes generated

Explore More Illinois: 0 passes generated

Local History: 4 requests

Reference Questions : We average about 5 questions a day

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Instagram 533 followers

Twitter 121 followers

OCLC 0 checkouts, 3 holds filled

EBSCO: 8 Database Requests

Museum Adventure Pass: 27 passes generated

Explore More Illinois: 0 passes generated

Local History: 4 requests

Reference Questions : We average about 5 questions a day

July 2023 Statistics - Information Services Dept.

Wix

Website Visits 1193

Event Registrations

63

My Pc

Center Users 339

Youth Users

379

Copier

Faxing 233 pages

Scanning 397 pages

Printing 1898 pages

Copies 973 pages

Axis 360 : 36 checkouts

Kanopy 23 visits, 1 plays

Hoopla 7 new users; 185 Checkouts

OverDrive (Libby) 5 new users; 110 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

Instagram 533 followers

Twitter 121

TikTok 44.3k likes, 1799 followers

followers

OCLC 0 checkouts, 3 holds filled

EBSCO: 8 Database Requests

Museum Adventure Pass: 27 passes generated

Explore More Illinois: 0 passes generated

Local History: 4 requests

Reference Questions : We average about 5 questions a day

Youth Services Report July 2023

Overview:

It's hard to believe that July has already come and left! This month centered around outdoor activities and our summer reading theme: *Find Your Voice!*

The YSD has continued to have cosmetic and collection changes. Each change is to ensure our welcoming atmosphere.

We continued our Free Lunch Program with Greater Chicago Food Depository. It has become increasingly sought after.

Programming:

Crafty afternoons had more participants this month! Our crafters created a hanging star decoration, floating jellyfish (with only paper bowls and ribbons), a rocket, and lastly, a tiny piece of artwork! The tiny artwork was a collaboration with Adult Services, where we collect tiny art pieces and display them throughout the month of August. These pieces can be found posted along the rotunda wall.

Preschool and *Toddler Story Times* have continued to increase in audience attendance. We are getting a lot of camps and families who are looking for things to do. Everyone is welcome!

Movie Monday is a nice constant for our patrons who love to hang out. Movies are showcased in the Multipurpose Room in the YSD.

Try Teens had the same outcome as last month, and *Find Your Voice* had no attendance. It will take some time to regain regular teen participation.

Chalk Art, *Outdoor Storytimes*, *Color Hour* have a very consistent attendance. Patrons have enjoyed participating in library programs both indoors and out. Particularly, this month, our Outdoor Story times had a higher participation rate. We also introduced a new outdoor event: *Bubble Blowing Party!* This program was to allow patrons to show off their bubble blowing-and popping skills. There was one date that had to be moved inside, but who doesn't love bubbles and books?

Both *Anime Club* and *Lego Club* had low attendance. This is because of the timing of each club. *Anime Club* was on the same day as our launch party, making it possible for it to have been forgotten. Our *Take Home Crafts* also seem to be missed by our patrons.

Community Outreach:

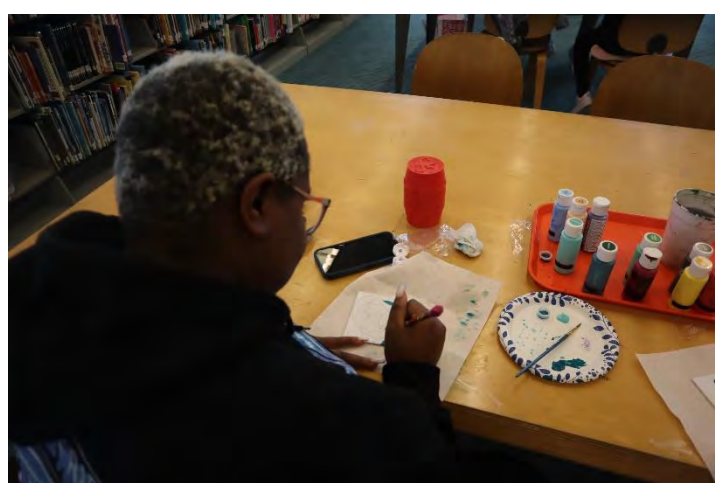
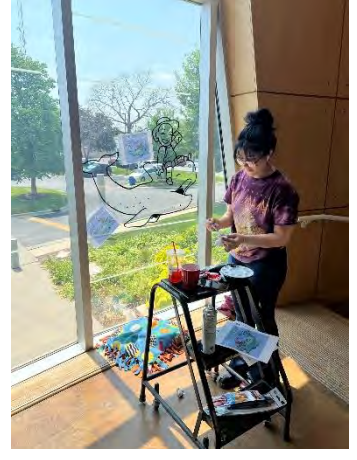
a. Storytime at Brookfield Zoo: Tuesday, July 18th @ 10:30 AM

- i. I finally hosted our story time at the zoo collaboration! It was a delightful experience and I had so much fun. My story time theme was "habitats". I read 2 stories that incorporated animal's natural habitats and how animals should be treated. Then, I had a couple of songs that the kids could sing along. It was invigorating hearing little one's sing, "Five Speckled Frog" from the top of their lungs.
- ii. As a result, Emily Olsen, Community Engagement Coordinator, was impressed with my story time. She took the opportunity to email the following:
 1. "We wanted to express a massive THANK YOU for being a guest storyteller at ZAP! Storytime at the Zoo! You were amazing to work with. Your enthusiasm, theming, and collaboration skills were top-notch. The kids (and me) were completely engaged with your books, and I loved your affirmations at the end so much I used it in one of my programs last week."

iii. Emily also gave us 200 zoo tickets for us to distribute as the YSD sees fit.

Closing:

How can wrap up a month of summer fun and activities? With pictures! Here's our month of July.

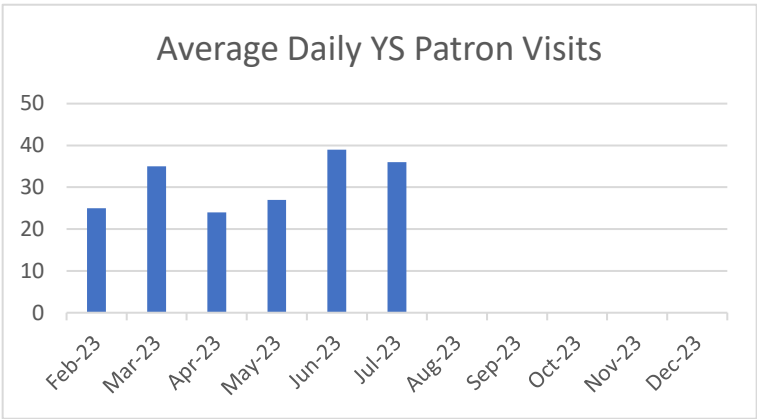
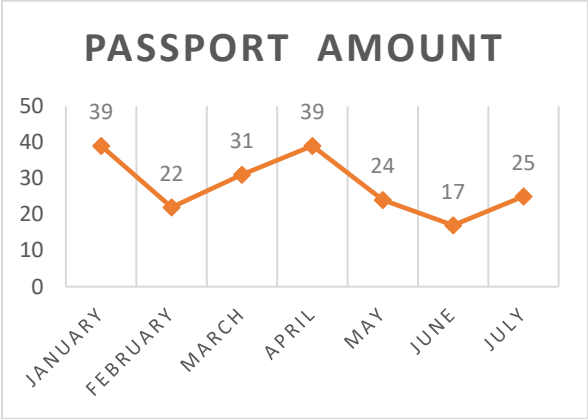


Youth Services Program Statistics: July 2023

Anime Club	
Saturday, July 1st	0
Crafty Afternoons	
Wednesday, July 5th: Star Decoration	22
Wednesday, July 12th: Tiny Art Show	45
Wednesday, July 19th: Jelly Fish	32
Wednesday, July 26th: Rocket	27
Color Therapy	
Thursday, July 7th	6
Thursday, July 21	10
Movie Monday	
Monday, July 10th: Zootopia	3
Outdoor Storytime	
Tuesday, July 11th @ 10:30 AM	12
Tuesday, July 11th @ 5:00 PM	0
Tuesday, July 25th @ 10:30 AM	7
Tuesday, July 25th @ 5:00 PM	2
Preschool Storytime	
Monday, July 3rd:	7
Monday, July 17th:	5
Try Teens	
Thursday, July 13th: Pop Tarts	0
Find Your Voice	
Tuesday, July 18th:	0
Bubble Blowing	
Thursday, July 6th:	7
Thursday, July 20th:	14
Take Home Crafts	
July 28th & 29th	1
Chalk Art:	
Friday, July 14th	6
Lego Club:	
Saturday, July 8th	6

Storytime at Brookfield Zoo	
Tuesday, July 18th	87

GCFD: Daily Lunches	
Monday-Friday @ 1:00-3:00 PM	514



Summer Reading 2023	
Audience:	Time Read:
Early Readers (0-6)	2127
Kids (7-12)	6558
Teens (13-18)	885

August 2023

Patron Services

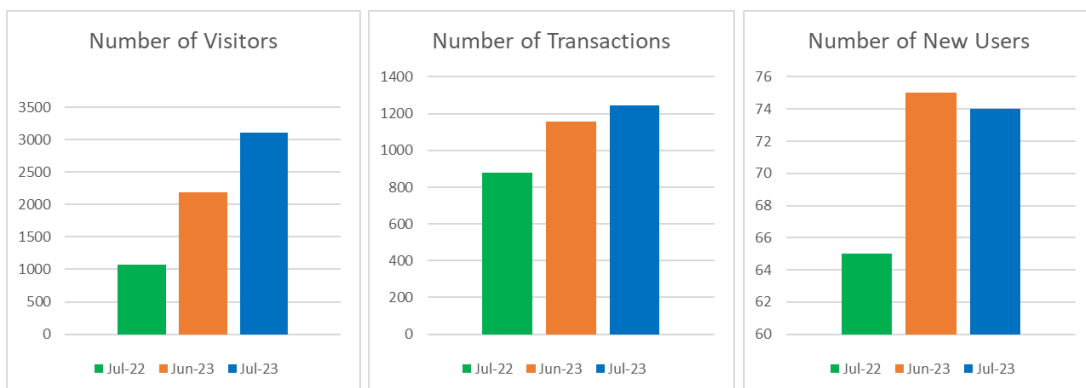
A few of the Patron Services staff are going back to school, so you will be seeing a new face. Joanna Bucio is joining our team!

The library was a part of the National Night Out Event on Aug 1st. It was really nice to see some of our patrons stop by to say hello, and hopefully new ones pick up our newsletter and ask questions.



Patron Services will soon be offering laminating services to our patrons! We will be able to laminate something as small as a card to as big as a large banner!

Our statistics for the month: 3110 patrons came into the library, 1245 transactions, and 74 New Patron cards! I have been able to get a full year's worth of statistics so I can show comparisons to a year ago as well as to last month.



BUDGET AND APPROPRIATION ORDINANCE

ORDINANCE FY 24-02

**MAYWOOD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

FISCAL YEAR JULY 1, 2023 to JUNE 30, 2024

WHEREAS, this Ordinance constitutes the Budget and Appropriation Ordinance for the Maywood Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024; and

WHEREAS, the Board of Trustees of the Maywood Library Public Library District, Cook County, Illinois, has prepared or caused to be prepared a tentative form of the Annual Budget and Appropriation for said Library District for the Fiscal Year beginning July 1, 2023 and ending on June 30, 2024, and the same being conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Annual Budget and Appropriations Ordinance on September 13, 2023, notice of which was given at least thirty (30) days prior thereto in accordance with law; and

WHEREAS, all other legal requirements have been complied with by the Board of Trustees of the Maywood Public Library District;

BE IT ORDAINED by the President and the Board of Library Trustees of the Maywood Public Library District, Cook County, Illinois, as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2023 and ending June 30, 2024. The following sums, or so much thereof as by law may be authorized, shall be and the same are hereby budgeted, set aside, and appropriated for the specified library purposes for the fiscal year beginning on July 1, 2023, and ending on June 30, 2024; and the objects and purposes for which said appropriations are made and the amounts thereby appropriated are as follows:

	<u>Appropriated</u>
I. CORPORATE FUND	
Salaries	\$ 765,000.00
Healthcare Premiums	\$ 70,000.00
Trustee Development	\$ 4,000.00
Staff Development	\$ 4,200.00
Travel	\$ 2,400.00
Membership Dues	\$ 5,400.00
Adult Books	\$ 20,400.00
YS Books	\$ 18,000.00

	<u>Appropriated</u>
SWAN - Lost Books	\$ 2,400.00
Periodicals	\$ 4,200.00
Adult AV	\$ 9,000.00
YS AV	\$ 9,000.00
Software	\$ 8,400.00
Technology	\$ 6,000.00
Library Supplies	\$ 15,600.00
Patron Services Supplies	\$ 3,600.00
Tech Services Supplies	\$ 1,200.00
Bank Fees	\$ 1,440.00
Hospitality	\$ 3,000.00
Printing	\$ 3,600.00
Postage	\$ 3,600.00
Telephone	\$ 12,600.00
Publicity	\$ 6,000.00
Professional Services	\$ 54,000.00
Natural Gas	\$ 49,140.00
Databases & E-Resources	\$ 28,800.00
Water	\$ 13,860.00
Electricity	\$ 108,000.00
Garbage	\$ 10,800.00
Maintenance of Equipment	\$ 44,100.00
Contract Bldg Maint	\$ 72,000.00
Janitorial Supplies	\$ 8,820.00
General Maint -Bldg	\$ 44,100.00
SWAN	\$ 31,200.00
Local History	\$ 250.00
Special Events	\$ 12,000.00
Adult Programming	\$ 8,400.00
YS Programming	\$ 8,400.00
Equipment Purchase	\$ 7,200.00
Capital Improvements	\$ 48,000.00
Legal Fees	\$ 18,000.00
Misc. Grant Expenses	\$ 9,000.00
DCEO Grant Expenses	\$ 420,000.00
Per Capita Grant Expenses	\$ 41,616.00
Vending Machine Expenses	\$ 1,800.00
 Total Corporate Fund Appropriation	 \$ 2,018,526.00

Appropriated

II. ILLINOIS MUNICIPAL RETIREMENT FUND

Total Illinois Municipal Retirement Fund Appropriation \$ 117,300.00

III. SOCIAL SECURITY FUND

Total Social Security Fund Appropriation \$ 64,800.00

IV. AUDITING FUND

Total Auditing Fund Appropriation \$ 8,400.00

V. LIABILITY INSURANCE FUND

Total Liability Insurance Fund Appropriation \$ 48,000.00

VI. WORKMEN'S COMPENSATION FUND

Total Workmen's Compensation Fund Appropriation \$ 1,260.00

VII. LIBRARY BUILDING AND SITES FUND

Total Library Building & Sites Fund Appropriation

VIII. UNEMPLOYMENT INSURANCE FUND

Total Unemployment Insurance Fund Appropriation \$ 6,300.00

SUMMARY

I. CORPORATE FUND	\$ 2,018,526.00
II. ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 117,300.00
III. SOCIAL SECURITY FUND	\$ 64,800.00
IV. AUDITING FUND	\$ 8,400.00
V. LIABILITY INSURANCE FUND	\$ 48,000.00
VI. WORKMEN'S COMPENSATION FUND	\$ 1,260.00
VII. LIBRARY BUILDING AND SITES FUND	\$ -
VIII. UNEMPLOYMENT INSURANCE FUND	\$ 6,300.00
	\$ 2,209,026.00

SECTION 2. As part of the Annual Budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$1,566,295.00
- b. The estimated cash expected to be received during the fiscal year from all sources is \$2,127,674.00
- c. The estimated expenditures for the fiscal year are \$1,961,269
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$1,732,700.00
- e. The estimated amount of taxes to be received during the fiscal year is \$1,598,094
- f. The estimated amount of income to be received from sources other than library taxes is \$529,580.00

SECTION 3. Funds in the total amount of \$2,209,026.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

PASSED by the Board of Library Trustees on September 13th, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

Shakeesta Williams, President
Board of Library Trustees
Maywood Public Library District

ATTEST:

LaSondra Banks, Secretary
Board of Library Trustees
Maywood Public Library District

(SEAL)



Automating the Secure Exchange of Physical Goods

Contactless Smart Hold Lockers for Libraries

Proposal for Maywood Public Library

July 28, 2023



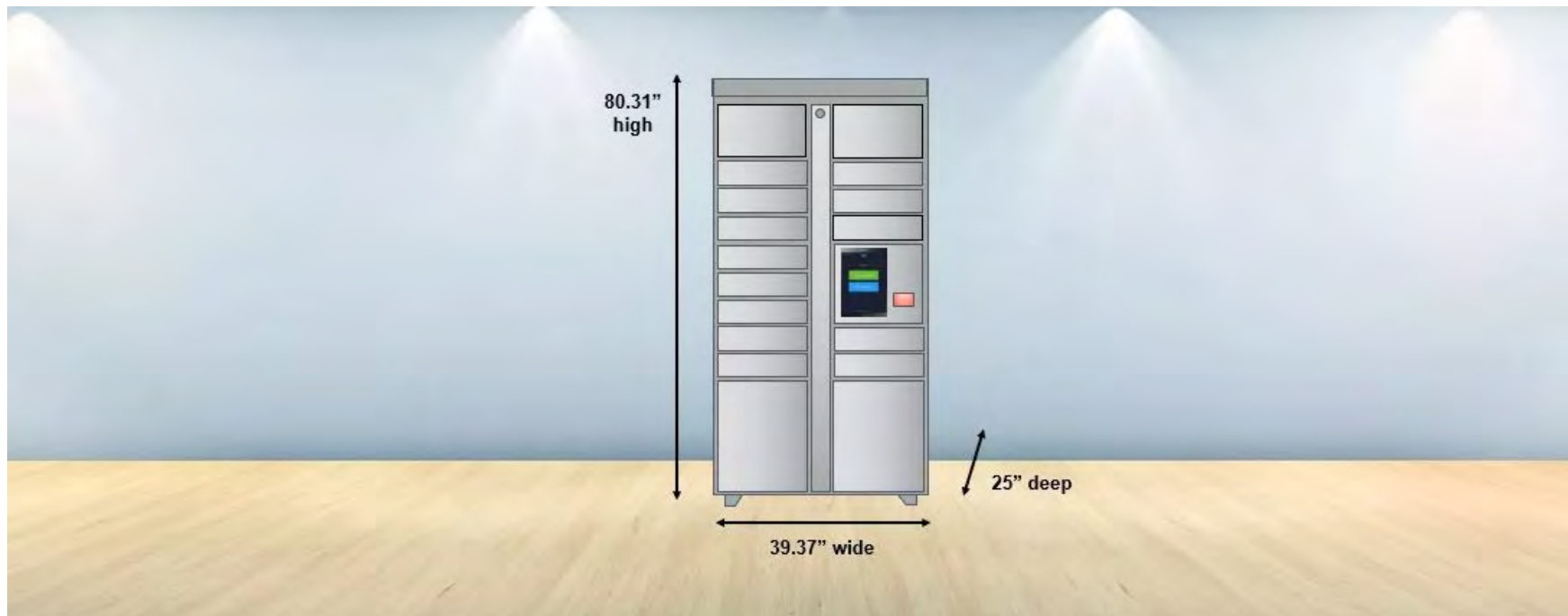
Devin Wahlert
262-902-8033
DWahlert@BradfordSystems.com



smiota

Configuration - 17 Door outdoor

Locker Size	Number of Doors	Size (H, W, D)
Small	13	4.33 x 14 x 24"
Medium	2	9.45 x 14 x 24"
Large	2	20.28 x 14 x 24"
Total	17	



Pricing - 17 Door outdoor

Hardware and Software	Price	QTY	Subtotal
17 Door Control Unit outdoor	\$9,990.00	1	\$9,990.00
Shipping and installation			
Shipping & Installation	\$2,250.00	1	\$2,250.00

Total* \$12,240.00

Annual Support	Price	QTY	Subtotal
Annual Maintenance & Support	\$60.00	17	\$1,020.00

Total* \$1,020.00

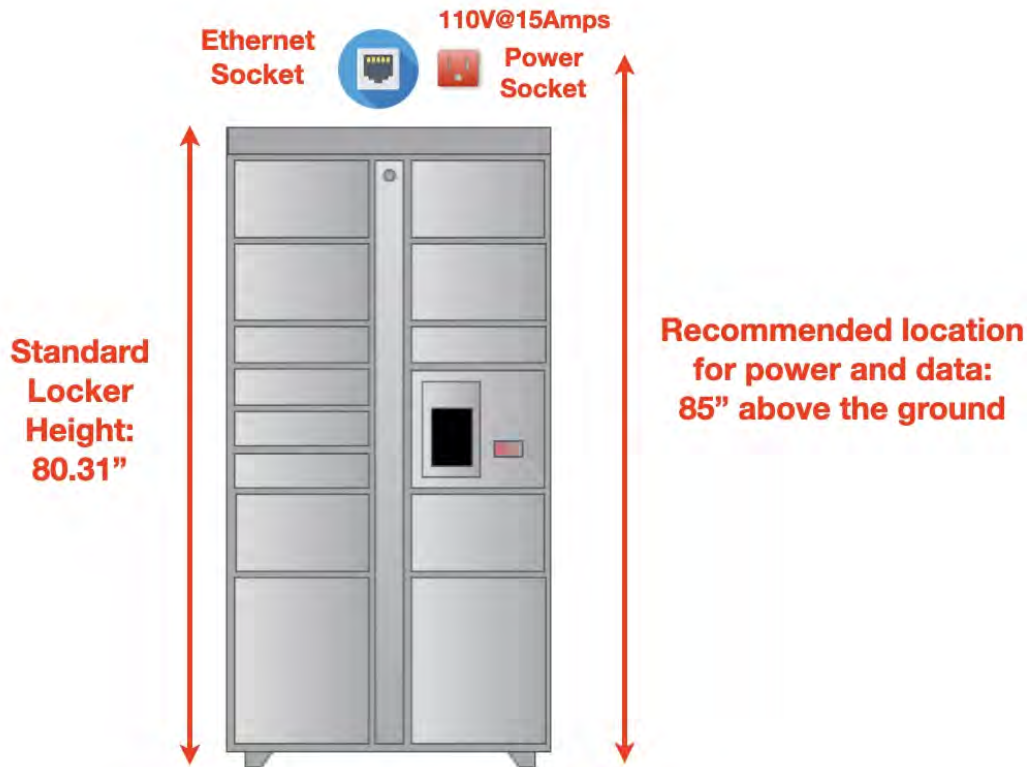
*Plus Applicable Taxes

Pricing includes Mobile App, Remote Access, Real time Dashboard and Reporting, Email and Text Messaging.

Maintenance includes all remote software support for the term of the agreement.



Locker Electrical and Ethernet Requirement



Power & Data are provided by the client

Power requirements:

- each main console unit requires one power socket
- each refrigerated locker unit requires one outlet

Recommended power outlet location:

- 85" from the ground for the main console
- 90" from the ground for refrigerator or freezer

Data requirements:

- lockers require Ethernet connection or strong WiFi
- for ethernet - we recommend the data outlet to be located next to the power outlet.

Smiota recommends both power and data outlets to be located above the main console locker unit as shown.

Rugged Outdoor Lockers

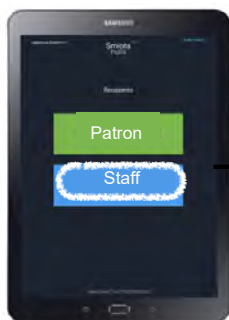
- Well-lit lockers with LED lighting for night pickup and drop-off
- Integrated rugged outdoor tablet with wide operating temperature range from +120F to -15F
- Weather sealed doors to protect against moisture, rain and snow
- ADA compliance with 48" screen access
- Option to add UV-C technology for disinfection

Smiota

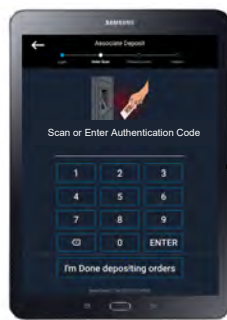


Secure and Simple; Drop-offs and Pick-ups

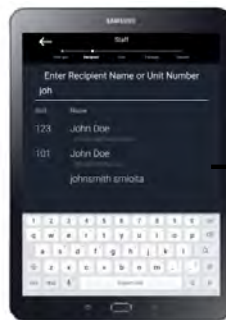
Drop-offs
Less than 15
seconds



Tap
Staff



Scan or Enter
Authentication Badge



Select Patron Name

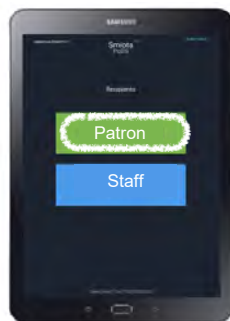


Choose
Locker Size

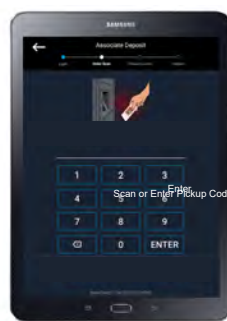


Deposit Items and
Close the Door

Pick-ups
Less than 5
seconds



Tap
Patron

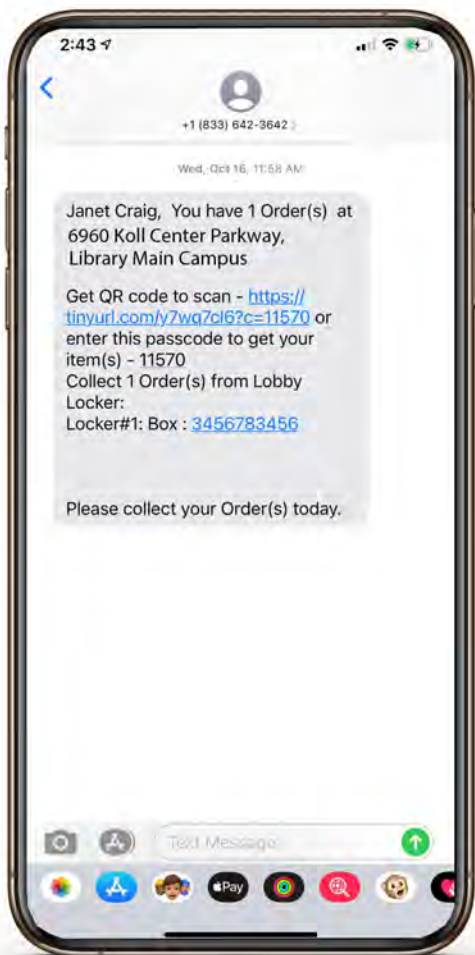


Scan QR code / library card or
Enter Pin or
Tap Green Button on Mobile App



Pickup Items and
Close the Door

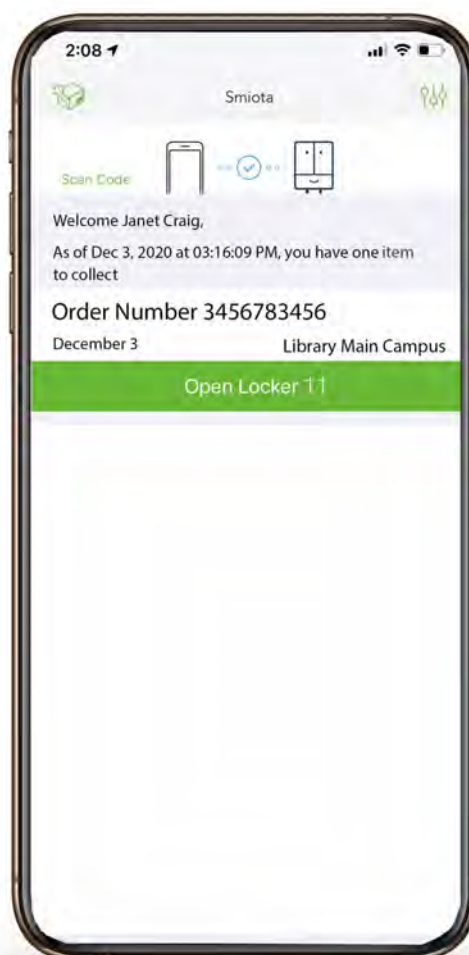
3 Convenient Options for Patron Notifications



smiota Text



Email



Mobile App

- Once an item has been deposited, Smiota automatically notifies the patron
- Notifications are sent via text, email and/or Smiota App.
- A unique passcode / QR code is generated for locker access.
- With an ILS integrated solution, libraries can opt to notify the patrons through the ILS

Our Customer Success Story

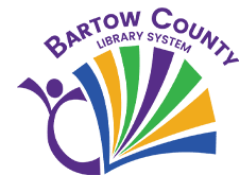
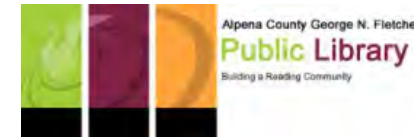
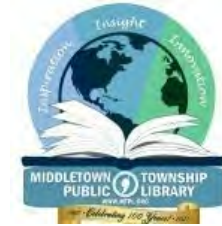
Fortune 1000 Companies : Trust Smiota technology for rock-solid security

24x7 Support: Smiota is always there to answer your call and solve your problem

Agility and Flexibility : Remote management of lockers for software updates, new features and upgrades

Highly Competitive Prices: We are cost effective with a unified platform offering many tools and services that keep growing

Smiota



Proprietary & Confidential 2023

Bringing Patrons Back to Libraries; Safely



In the COVID-19 era, implementing social distancing is a challenge for institutions.

Smiota Smart Lockers can keep staff members and patrons safe with contactless deliveries.

Smiota Smart Lockers make it safe with:

- Outdoor Lockers with 24/7 access for pickup
- Secure storage for holds, pickups and returns
- Automated notifications to patrons
- Contactless pick up from lockers
- Optional integration with popular ILS (Sierra, Polaris and more)



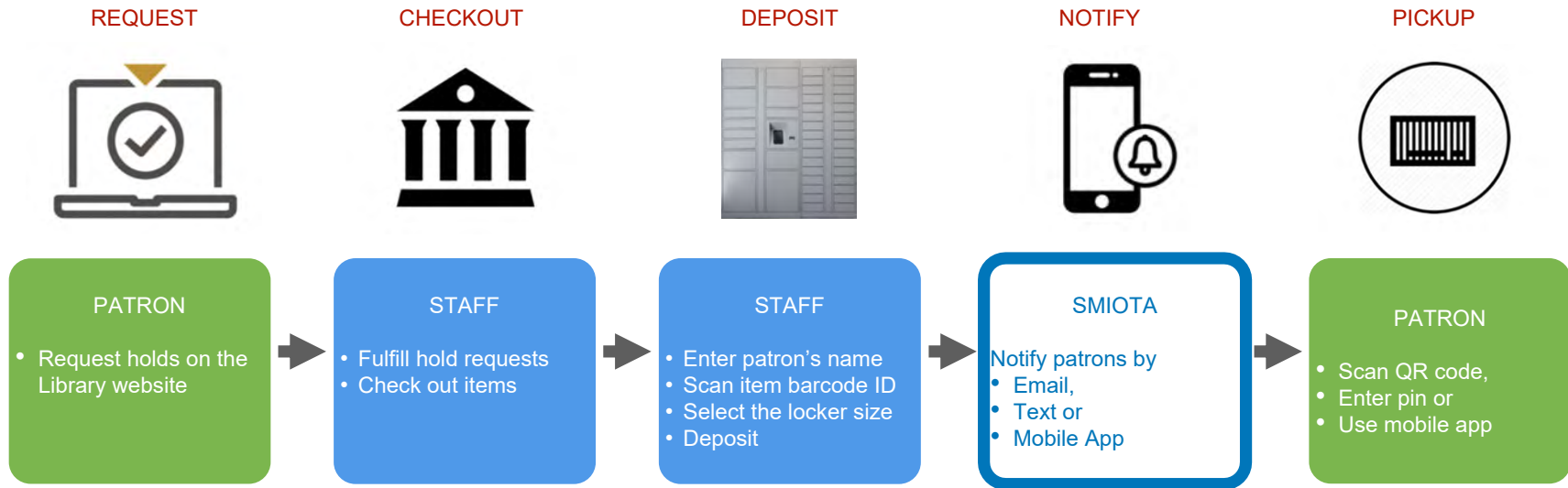
Smiota Smart Lockers at Wilmington Public Library

Smiota Smart Lockers (indoor) installed at Wilmington Public Library, IL. They constructed a new structure to house the smart lockers and offered complementary services like a free book rack and fax machine.



"When I was looking for a curbside holds and delivery solution during the pandemic, Smiota was quick to respond and flexible to work with. They understood the need and developed a workflow that would hold library titles and deliver them to our patrons. 24/7 pickup is an excellent service even in good times." - Maria Meachum, Library Director

Smiota Contactless Standard Workflow



- ✓ Install and setup in a day
- ✓ Easy to use
- ✓ Minimal training required
- ✓ Automatic reminders

Smiota Mobile App

Delivery and Pickup App: Easy to Register, Use and Manage. Included with all standard installations.

One Click Pickup: Button goes green for pickup when item is available in locker.

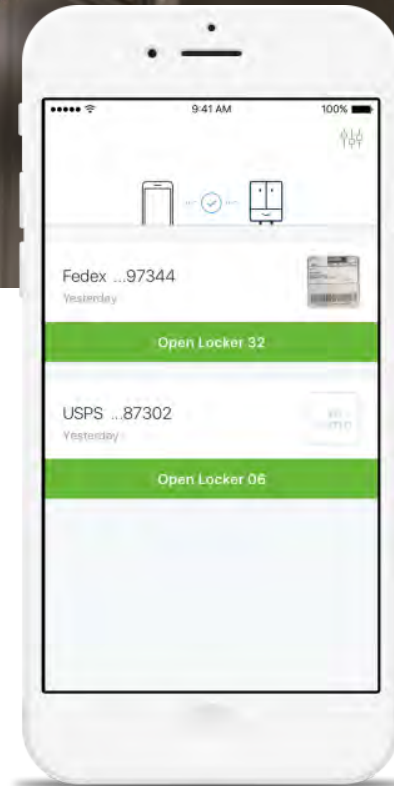
Concurrent Use: Lockers open when user is present in front of lockers. Multiple users can access lockers at the same time. Deposits and pickups can happen concurrently.



Google Play



App Store



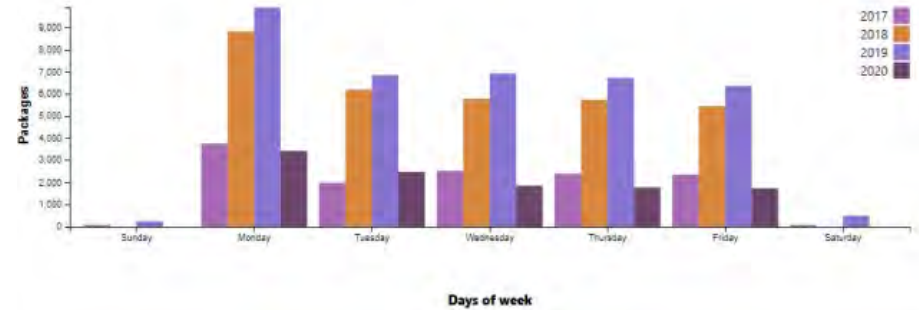
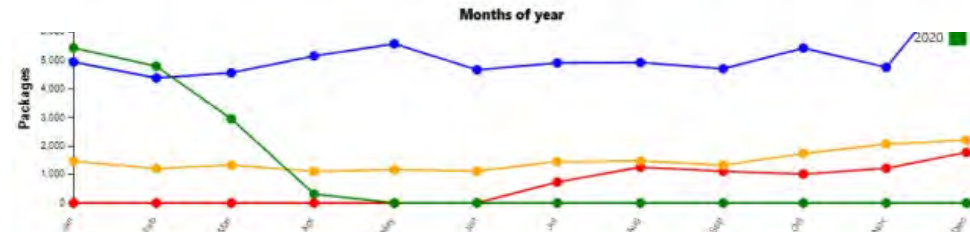
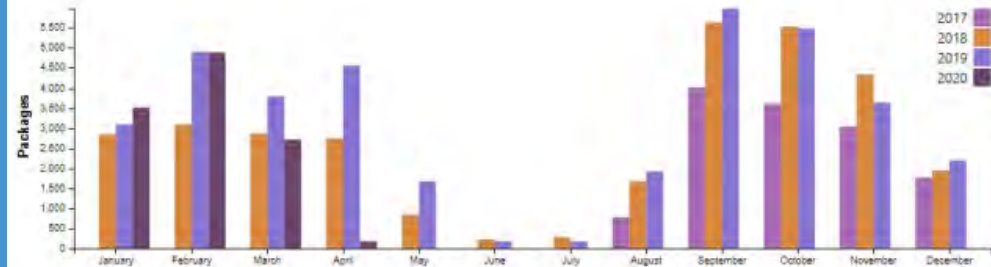
Smiota

Smiota Reports and Dashboards

Service Level Agreement Tracking: Real time SLA dashboards to manage all critical tasks

APIs: Ability to export reports into Business Intelligence software for further analysis

Role based logins: Mail staff versus Admins for management of multiple locations



Day of Week	2017	2018	2019	2020
Sunday	63	3	264	0
Monday	3773	8859	9923	3422
Tuesday	2003	6206	8851	2467
Wednesday	2504	5795	6937	1867
Thursday	2407	5729	6758	1778
Friday	2366	5443	6365	1751
Saturday	94	11	496	2



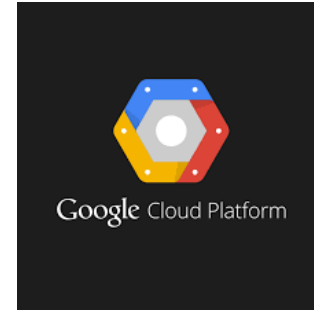
Vinyl Wrap examples



Smiota

Your Data is Secure with Smiota

- SOC2 Type 2 and ISO 27002 certified
- Penetration test report and security white paper available on request.
- Security approved by the likes of Workday, Facebook and LinkedIn.
- Smiota uses GCP as its platform and applies GCP's encryption policy to Storage/Database/Instance to protect user data.
- Infra security assessment provided by Google Security Command Center
- Scheduled web app security scanning by Google App Scanner
- Network Security by using private VPC in GCP
- User password is encrypted by SHA-512
- Smiota supports Google Apps SSO





August 16, 2023

MPLD Policies for Review

Materials Selection Policy [OLD]

Approved 01/2016

PURPOSE

The purpose of the Maywood Public Library District is to acquire, organize, and preserve a balanced collection of educational, technological, and recreational books and materials of various other formats to serve the library patrons and all the residents of Maywood.

AUTHORITY AND RESPONSIBILITY FOR THE SELECTION OF MATERIALS

The Library Board of Directors delegates responsibility for the selection of materials to the Library Administrator who will operate within the framework of policies determined by the Board. Professional staff may participate in selection under the direction and as delegated by the Administrator. Every consideration will be given to suggestions made by patrons.

SELECTION CRITERIA

Goal of the library is to have a balanced collection of excellence and lasting value as well as a selection of current and popular interest. Materials will be selected considering the needs and interest of the community, budgetary constraints, space, existing holdings and availability from other sources. An up-to-date reference section is of first priority and it is important to have access to any current or past information about the Maywood community.

Particular attention and every attempt is to be made to acquire and hold permanently and for perpetuity any and all materials regarding the history of Maywood and its citizens, copies of works by any local authors, and the existing collection of High School year books.

COLLECTION MAINTENANCE

The local history collection is unique and should be regarded as special and permanent and every effort made to preserve it in a professional manner. Materials in the main library collection that are obsolete, worn, or unused may be deleted. Popular or important materials that are lost or damaged will be replaced if possible.

GIFTS

Gifts of books and other materials are accepted with the understanding that they may be used as the librarian sees fit and in accordance with the needs and space limitations of the library. The same criteria of selection will be used as for purchased items. Gifts of historic or current Maywood interest should be added to

the local history collection. The library cannot provide evaluations of gifts but a letter from the library indicating receipt of a gift may be sent if the donor requests it. Unused gifts may be offered for sale by the library. (*See new Gifts and Donations Policy*)

INTELLECTUAL FREEDOM

The Maywood Library Board of Directors supports in full the precepts of the Freedom to Read Statement and the Library Bill of Rights of the American Library Association.

DRAFT

Collection Management Policy [NEW]

Approved XX/XXXX

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SELECTION CRITERIA

In accordance with the recommendations of Serving Our Public: Standards for Illinois Public Libraries, the Maywood Public Library allocates not less than 8-12% of its operating budget for materials for patrons every year. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including bestseller lists, and the advice of competent people in specific subject areas also will be used. Other considerations are budgetary constraints, space, existing holdings and availability from other sources. An up-to-date reference section is of first priority and it is important to have access to any current or past information about the Maywood community.

Particular attention and every attempt is to be made to acquire and hold permanently and for perpetuity any and all materials regarding the history of Maywood and its citizens, copies of works by any local authors, and the existing collection of **local** high school year books.

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GIFTS

Gifts of books and other materials are accepted with the understanding that they may be used as the **library staff** see fit and in accordance with the needs and space limitations of the library. The same criteria of selection will be used as for purchased items. Gifts of historic or current Maywood interest should be added to the local history collection. The library cannot provide evaluations of gifts, but a letter from the library indicating receipt of a gift may be sent if the donor requests it. Unused gifts may be offered for sale by the library.

INTELLECTUAL FREEDOM

The Maywood Library Board of Directors supports in full the precepts of the Freedom to Read Statement, **the Freedom to View Statement**, and the Library Bill of Rights of the American Library Association.

Requests for reconsideration may be made only by registered Maywood Public Library patrons, and shall be made in writing and given to the library director for a written response. Appeals are directed to the Board for the final decision.

See also: Gifts and Donations Policy

Name: _____

Address: _____ Tel: _____

Library Card Number: _____

Complaint Represents: _____ Individual _____ Organization

Reason for Complaint: _____

Resource is a:

_____ Book	_____ E-Book	_____ Audiobook
_____ DVD	_____ Music CD	_____ Videogame
_____ Database	_____ Streaming Item	_____ Magazine
_____ Program	_____ Other	_____

Title and Author/Producer: _____

Have you read or viewed the entire work? _____

If not, what parts? _____

How does this resource not meet the criteria of the collection development policy of the Maywood Public Library District? _____

To what in the material do you object? (Please be specific; cite pages or sections)

What do you feel might be the result of reading or viewing this material?

What would you like the library to do about this material? _____

Signature: _____

Date: _____

Homebound Delivery Policy

Approved XX/XXXX

Purpose

The homebound delivery program at Maywood Public Library provides Library services to individuals of all ages who are residents of Maywood and are unable to physically come to the library because of temporary or long-term illness, injury, impairment, medical condition or disability.

Eligibility

Eligible users must Live in the Maywood Public Library District service area

Eligible users must possess a valid Maywood Public Library District library card

Eligible users must be unable to visit the library on their own due to temporary or long-term illness, injury, impairment, medical condition, or disability (medical certification is not required)

Application

Homebound patrons must register for a library card if he or she does not already have one.

Arrangements can be made to have the Homebound Services Librarian register a homebound patron who does not have a card.

Loan Procedures

Once the patron has applied, a staff member will contact the applicant to explain how to request materials. Library staff will assist in selecting material for patrons. MPLD provides a wide variety of library materials, including books, DVDs, music, audiobooks, and large type books. Hold rules and item limits will be the same as for all other library patrons. MPLD reserves the right to restrict titles and formats requested for homebound services based on their availability.

Delivery and Pickup

Materials will be delivered to and picked up from each participant's residence by library staff. A schedule of delivery will be set up during regular library business hours, depending upon the patron's needs and the availability of library staff. The materials will be delivered in an MPLD bag and must be returned in the same bag.

If, during the time of the scheduled home visit, the weather is threatening, the Librarian may reschedule their visit.

Fines and Fees

Overdue fines will not be assessed for homebound services.
Fees will be charged for lost or damaged library material.

Home Environment

Librarians will provide library service only. They cannot assist patrons in any other ways, e.g. medical, household tasks, etc. Librarians will not enter the patron's residence. Homebound patrons are expected to abide by the Patron Code of Conduct in order to receive homebound services.

If for any reason the Librarian feels unsafe or faces extremely unsanitary conditions, they can decide to remove home delivery privileges, documenting their reason (e.g. aggressive dog, etc.).

DRAFT

**Maywood Public Library
Homebound Delivery Application**

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

(708) 343-1847
www.maywoodlibrary.org
mpld@maywoodlibrary.org

Applicant Name: _____

Street Address: _____

City: _____ Zip Code: _____ Email: _____

Telephone: _____ Date of Birth: _____

Emergency Contact:

Name: _____ Telephone: _____

Eligibility

Visual Impairment Physical Impairment Recovery from surgery or Injury
 Other (please explain) _____

Release Form & Service Agreement

By reading the following program policies and signing below, I agree to hold harmless and release the Franklin Park Public Library District, its officers, agents, employees, and representatives from any loss, liability, claim, suit or judgment that may arise out of or in conjunction with the library homebound delivery service. Further, I understand that:

- I may select specific titles from the library collection or allow library staff to select titles for me based on the preferences indicated on the following page.
- Deliveries will be made to my home on a scheduled basis.
- The library representative will only be available for scheduled deliveries and assistance in selecting materials. He/she will not assist with daily living activities or offer advice on financial or personal matters.
- I will be responsible for any library materials that are lost or damaged while checked out to me.
- The program is supervised by the library staff and that any problems with delivery service or staff are to be reported to the Homebound Services Librarian or the Director.
- I may become ineligible for the program if I do not abide by these guidelines.

Signature: _____ Date: _____

(If the applicant is under 18 years of age, a parent or guardian is required to sign.)

**Maywood Public Library
Homebound Delivery Application**

Please check all that apply.

Media Type

- Regular print
- Large print
- Hardcover
- Paperback
- Audiobooks: CD
- eBooks
- eAudiobooks
- Movies: DVD
- Magazines

Language

- English
- Spanish

Fiction Genres

- Action/Adventure
- Classics
- Espionage
- Family Sagas
- Fantasy
- Graphic Novels/Comics
- Historical
- Humorous
- Mystery/Detective
- Religious
- Romance (spicy)
- Romance (cozy)
- Science Fiction
- Short Stories
- Suspense
- Thrillers
- Western

Nonfiction Subjects

- Arts & Crafts
- Biography
- Business & Economics
- Computers & Technology
- Cooking
- Gardening
- Government & Politics
- Health & Medicine
- History
- Humor
- Poetry & Literature
- Psychology & Self-Help
- Religion & Philosophy
- Science & Nature
- Sports & Recreation
- Travel & Adventure

List some of your favorite Authors:

I do not wish to receive material that contain:

- Strong language Violence Explicit descriptions of sex

Do you have a current Maywood Public Library card? Yes No

Do you own a computer/smartphone/tablet with internet access? Yes No

Please describe in detail how to find your house, noting specific landmarks when possible:

Hotspot Lending Policy [OLD]

Approved 7/2019

The Maywood Public Library makes hotspots available to Maywood Library Card Holders. Hotspots are provided according to availability and the following:

1. Hotspots may be borrowed by any adult with a Maywood library card in good standing. The borrower must show a valid form of identification (driver's license or state ID) in addition to their library card each time a hotspot is checked out.
2. ~~The loan period is 21 days.~~ No renewals are available.
3. Only 1 hotspot may be checked out per household.
4. When the hotspot is returned, there is a ~~7-day~~ waiting period to checkout another hotspot by that household.
5. ~~A cash deposit of \$20.00 will be collected at the time of checkout when~~ the borrower completes the "Hotspot Lending Agreement".
6. Hotspots must be returned to the Reference Desk with all parts (hotspot, USB cable, adapter, container box) during library hours. ~~The deposit will be returned in full if the hotspot is returned in complete working order to the Reference Desk.~~ Use of any book drops will result in ~~the loss of deposit.~~
7. ~~Fines for unreturned hotspots are \$5.00 per a day, not counting the days the library is closed. Accrued fines will be deducted from the initial \$20.00 deposit.~~
8. The borrower assumes full responsibility for the cost of repair or replacement in the event the hotspot is lost, damaged, or stolen. The library will assess the technological issues and charge the borrower accordingly. ~~Missing parts will result in the following deduction from the deposit:~~
 - i. ~~Missing USB Cable~~ ~~\$10.00~~
 - ii. ~~Missing adapter~~ ~~\$10.00~~
 - iii. ~~Missing container box~~ ~~\$5.00~~

If the hotspot is not returned, the wireless service will be discontinued. The hotspot will be unusable, deposit will be forfeited and the borrower will be charged for the cost of replacement ~~(\$100.00).~~

Hotspot Lending Policy [NEW]

Approved XX/XXXX

The Maywood Public Library makes hotspots available to Maywood Library Card Holders. Hotspots are provided according to availability and the following:

1. Hotspots may be borrowed by any adult with a Maywood library card in good standing. The borrower must show a valid form of identification (driver's license or state ID) in addition to their library card each time a hotspot is checked out.
2. No renewals are available.
3. Only 1 hotspot may be checked out per household.
4. When the hotspot is returned, there is a **24-hour** waiting period to checkout another hotspot by that household.
5. The borrower must complete a "Hotspot Lending Agreement".
6. Hotspots must be returned to the Reference Desk with all parts and accessories during library hours. Use of any book drops will result in **the loss of hotspot borrowing privileges**.
7. The borrower assumes full responsibility for the cost of repair or replacement in the event the hotspot or its accessories are lost, damaged, tampered with, or stolen. The library will assess the technological issues and charge the borrower accordingly.
8. If the hotspot is not returned, the wireless service will be discontinued, hotspot borrowing privileges will be forfeited, and the borrower will be charged for the cost of replacement.
9. **Repeated failure to return hotspots on time may result in hotspot borrowing privileges being forfeited. Privileges may be reinstated upon appeal after 1 year.**

Investment of Public Funds Policy

Approved: XX/XXXX

Purpose

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Maywood Public Library District.

Responsibilities

All investment policies and procedures of the Maywood Public Library District should be in accordance with Illinois law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act, and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and, by designation, the Library Director acting under the authority of the Library Board of Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

Objectives and Guidelines

In selecting financial institutions and investment instruments to be used, the following general investment objectives and guidelines should be considered:

1. **Safety**
Library funds may be invested only in those authorized investments set forth in the Illinois Public Funds Investment Act.
2. **Maintenance of sufficient liquidity to meet current obligations**
In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).
3. **Return on investment**
Within the constraints on Illinois law and this investment policy, every effort should be made to maximize return on investments made. All available funds should be placed in investments or kept in interest bearing deposit accounts at all times.
4. **Simplicity of management**
The time required by Library administrative staff to manage investments should be kept to a minimum.

Apple iPad Lending Policy

Approved XX/XXXX

The Maywood Public Library makes Apple iPads available to Maywood Library Card Holders. iPads are provided according to availability and the following:

Who can check out an iPad?

- The borrower must be an adult (age 18 or older).
- The borrower must have a Maywood library card in good standing.
- The borrower must show a valid form of identification (driver's license or state ID) in addition to their library card each time an iPad is checked out. A copy of the ID will be made.
- Under no circumstances will a user be allowed to check out an iPad for another person.

Checking Out and Returning Information

- No renewals are available.
- Only 1 iPad may be checked out per household.
- When the iPad is returned, there is a 24-hour waiting period to check out another iPad by that household.
- iPads must be returned to the Reference Desk in the computer center with all accessories during library hours. Use of the book drop will result in a loss of iPad borrowing privileges.
- The borrower is responsible for any loss or damage to the device while in his/her possession.

Fines and Fees

- Fines will be assessed for overdue iPads, excluding days the library is closed.
- If the iPad is not returned, the device will be remotely locked and rendered unusable, and the borrower will be charged for the cost of the iPad and accessories.
- The borrower assumes full responsibility for the cost of repair or replacement in the event the iPad is lost, damaged, or stolen. Charges will accrue for missing, lost, unreturned, or damaged accessories. The library will assess the technological issues and charge the borrower accordingly.
- If the borrower modifies or tampers with the iPad operating system (i.e., jailbreaks the iPad) or voids the warranty, the borrower will be charged the replacement cost of the iPad.

Regulations of Use

- The iPad must be returned in the same condition as when it was borrowed.
- Users may not add or remove apps, download any programs, or change the configuration of the iPad in any way.
- Borrowers are required to report any problems experienced with the iPad during their borrowing period. The working condition of the iPad will be assessed before checkout and upon its return.
- A patron will need to complete an “iPad Borrowing Agreement” acknowledging financial responsibility for lost or damaged equipment.
- The Maywood Public Library district reserves the right to refuse service to anyone who abuses the equipment or is repeatedly late in returning the iPad.

DRAFT

Maywood Public Library District Apple iPad Lending Agreement

When borrowing an iPad from the library, I understand and agree to the following:

1. I am responsible for the iPad as long as it is checked out to me.
2. I will not loan the iPad to anyone else.
3. I will not tamper with the iPad hardware or software.
4. I will immediately report any loss, damage, or malfunction of the iPad or its accessories to library staff (e-mail mpld@maywoodlibrary.org or call 708-343-1847).
5. I agree to pay overdue fines if I return the iPad after the due date (fines are \$5.00 per day).
6. I agree to pay all costs associated with the damage to, tampering with, or theft of the iPad or USBC power adapter or lightning cable or case. I agree to pay a \$330.00 replacement fee for iPad and/or a \$38.00 fee for the USBC power adapter and lightning cable (\$19 for the lightning cable, \$19 for the USBC Power Adapter), \$20 for the iPad case, and \$10 for the pouch.

By signing below, I certify that I have read, understand, and accept all of the terms and conditions stated above.

Signature: _____

Date: _____

STAFF: PLEASE FILL IN THE FOLLOWING INFORMATION:

Patron Name: _____

Patron Barcode: _____

Today's Date: _____

iPad # and Barcode: _____

Note: Before you check out the item, please be sure to check if all parts are present. Item consists of 4 items: iPad, pouch, charger, and charging cable. All parts present?

Yes ____ **No** ____ **Staff Initials** ____

WHEN IPAD IS RETURNED:

1. Check for 4 pieces: iPad, pouch, charger and charging cable. All parts present?

Yes ____ No ____

2. DATE RETURNED (IMPORTANT): _____

3. STAFF INITIALS: _____

Meeting Room Policy

Approved 2/2023

The Maywood Public Library District offers meeting room space in order to support our mission to provide an environment where community members can come together.

Availability and Use

Room and equipment availability is as follows:

- Room 201 (capacity 60 people)
- Room 201 Projector Screen
- Room 202 (capacity 30 people)
- Projector with attached DVD player, laptop and speakers (must be reserved 15 days before event)
- Podium

The meeting rooms are available for reservation at the following times:

Monday through Thursday	10:15 a.m. to 6:45 p.m.
Friday & Saturday	10:15 a.m. to 3:45 p.m.

All groups must be out 15 minutes prior to the library's closing time.

Priority for any meeting room is given first to library and library-sponsored or co-sponsored functions.

The Library makes its meeting rooms available as "designed and limited forums" for meetings and programs to:

1. Library District sponsored meetings or programs.
2. Friends of the Maywood Public Library District programs, meetings or activities;
3. Meetings of municipalities, agencies or departments of local government located within the library boundaries;
4. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a non-profit 501 (c)(3); within the boundaries of Maywood Public Library District
5. Businesses within the district boundaries in need of space to conduct a meeting.

The library's meeting rooms may not be used for:

1. The sale or promotion of commercial products or services, except in conjunction with a library-sponsored event or program. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services;
2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;

3. Groups who have no members residing within the Maywood Public Library District boundaries;
4. Religious worship services or proselytizing; or
5. Any illegal activities.

Permission to use the meeting rooms does not imply endorsement of an outside organization by the library and groups may not state or imply library sponsorship when publicizing the event. Any communication and advertising must clearly state: Event not sponsored by the Maywood Public Library District. All meetings must be open to the public. Doors may not be locked at any time, per Maywood Fire Ordinance.

General Rules and Regulations

1. The Maywood Public Library District complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all patrons holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
2. Library sponsored groups shall have the first choice of time. Reservations shall be taken on a first-come, first-served basis. Where a conflict exists, regarding requested dates, preference shall be given in the order of the listing of who rooms are available to, above.
3. Any groups wishing to show a film or documentary must provide the library with proof that they have obtained the public performance rights for the movie.
4. Storage is not available before or after room use. The library is not responsible for the safety of or damage to personal property.
5. Library meeting rooms may not be used for the sale, advertising, solicitation, or promotion of any products or services. Admission or fees of any kind may not be charged. Donations may be taken if approved in advance by the Library Director or except as otherwise allowed by law.
6. Organizations meeting in the library may not use the library as a mailing address or telephone number. The telephone facilities of the library shall not be available to the persons meeting in the building.
7. Nothing may be attached to the walls, ceilings, doors or light fixtures of the meeting room. Decorations must be limited to those items which can stand on the floor or a table, and which conform to fire regulations.
8. Smoking and the use of e-cigarettes, food and alcoholic beverages are not permitted.
9. Excessive noise or disruption to the functions of the library are not permitted. All those present must abide by the library's Public Code of Behavior policy.
10. The use of hazardous materials or incendiary devices (including candles) is prohibited.

11. Bringing animals, other than service animals necessary for a disability, into the library is prohibited, except as authorized by the Library Director.
12. Posted occupancy limits must be observed and enforced by the signee.
13. Use of the Maywood Public Library District name, address or telephone number as the official contact information for any organization using the rooms is strictly prohibited.
14. MPLD staff will open windows and adjust blinds if requested. MPLD staff will not provide any porter services or carry supplies or items for organizers.

Reservation Process

Reservations for the rooms must be completed by a Maywood resident 18 years or older with a valid Maywood library card in good standing.

The requestor must be present during the entire event. A second requestor may be added to the reservation and the room reservation may be transferred to that person. To preserve the confidentiality of the signee, the library will only speak to the cardholder or alternate cardholder who reserved the room regarding the reservation. The library has full discretion to approve room usage.

Maywood residents may not reserve the meeting rooms for more than 2 meetings per month. The use of the meeting rooms by Maywood groups shall be subject to the following restrictions:

1. Reservations are made by completing a Meeting Room application and submitting the required fee up to three (3) days prior to the event.
2. Meeting rooms may be booked two months in advance.
3. The person reserving the room must choose from standard set-up options. Special set-ups are not available.
4. Access to the meeting rooms will not be granted before the agreed start time of the reservation and must be vacated by the agreed end time. Failure to vacate on time will incur fees and/or revocation of meeting room privileges.
5. Once the room reservation has been confirmed, the reservation will be honored unless the group violates the conditions set forth for the use of the room or in the event of an emergency. The library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances.
6. A brief orientation will be provided by library staff at the start of every event. Library staff will not be available to operate equipment for the duration of the event, but will review how to use the equipment in the rooms during the orientation.
7. Patrons are encouraged to cancel reservations at least 24 hours in advance for all reservations. Any group that reserves a room that requires technology or set-up of furniture must cancel at least 24 hours in advance or they will be assessed a cancellation fine of \$100.00 and may lose future meeting room privileges. The library will waive the fee for first instance of non-compliance. Any group that fails to

show up for their reservation or fails to cancel their booking prior to the start time of their reservation will be assessed a cancellation fine of \$100.00 and may lose future meeting room privileges. The library will waive the fee for first instance of non-compliance.

Fees & Fines

Fees and fines will be added to the patron's library card and may be paid at the Circulation Desk.

Fees:	Non-Profit	Profit
Meeting Room	\$15.00	\$50.00
Light Refreshment	\$15.00	\$15.00

Light Refreshment Definition: For purposes of this policy, bottles of water, soft drinks, juice, tea and coffee and an edible item that may serve between meals, such as popcorn, chips, donuts, sweet rolls, pieces of fruits etc.

Extended Use of Meeting Room: is \$25 per each partial or additional 15 minutes when the library is open. If a room is not vacated at the agreed upon time, the signee shall pay \$25 for each partial or additional 15 minutes of use of the room. Room Occupancy after library Closes is a \$100 fine if occupants are still in the room after the library closed unless waived by library Administration. The library will waive the fee for first instance of non-compliance.

Cancellation or No Show Fine: \$100.00 as outlined above.

The library reserves the right to charge additional fees if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.

Equal Opportunity

Meeting rooms are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Maywood Public Library District's meeting rooms will be available to reasonably accommodate all patrons, regardless of race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics. However, the library does not guarantee availability to any individual citizen or group.

Liability

The organization or individual agrees to indemnify and hold harmless the Maywood Public Library District from any loss, cost, expense or damage occasioned by the use of the meeting room.

In addition, each group or organization using the library's meeting rooms shall be responsible for damage to the room and its contents, including any library equipment, used by the group. A charge will be assessed for any special cleaning or repairs made necessary by a group. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed.

Withdrawal of Privileges

Failure to abide by the requirements and regulations set forth in this policy will result in a possible charge or revocation of meeting room privileges.

Outstanding Check Policy

Approved XX/XXXX

The Library will contact payees of uncashed checks after 60 days outstanding. If the payee lost or misplaced the Library's check, the Library will instruct the bank to stop payment or void the uncashed check and will issue a replacement check, deducting any stop payment fee charged by the bank.

If a check is not cleared after six (6) months, the Library as holder of unclaimed property first must exhaust all options to locate the property's rightful owner through a process of due diligence before determining in which state to report the abandoned property. When a check is outstanding for more than six (6) months the Library's Treasurer, or their designee, shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The letter will indicate that the payee will have 30 days to claim the outstanding check, after which the funds may be transferred to the custody of the State Treasurer.

At least once each year, the Library's Treasurer, or their designee, shall prepare a listing of all checks that have been outstanding for more than six (6) months for which notification was sent to the payee and the check was not claimed. A journal entry will be done to deposit the funds into the Maywood Public Library District's unclaimed liability account. At the end of each fiscal year, the Treasurer will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding funds are from checks dated three (3) years or older, and will be sent to the State of Illinois, Unclaimed Property Division, per 765 ILCS 1026/ Revised Uniform Unclaimed Property Act.

Patron Services Policy

Approved XX/XXXX

Borrowing Privileges:

A library card is required to borrow books and other library materials.

The Maywood Public Library will not issue cards or provide services to patrons who are known to have overdue obligations (in the form of unpaid fines or overdue / lost / damaged material) at another library in Illinois.

- I. Types of Cards
 - a. Maywood Resident Library Card – A system-wide library card that allows the cardholder full borrowing privileges and services afforded by the Maywood Public Library District and the SWAN Library System. Adults, ages 18 and older, must provide a current Illinois Driver License or Illinois State's ID, and a current utility bill indicating his/her current Maywood address.
 - b. Maywood Resident Children's Library Card – Children under the age of 18 must be accompanied by a parent or legal guardian in order to apply for a children's library card.
 - c. Staff Library Card – Maywood Public Library employees can obtain a staff library card and it can be used system-wide. The employee's library card is good for the duration of their employment.
 - d. Local User Library Card – A temporary library card that allows the cardholder full borrowing privileges and services of the Maywood Public Library District, but does not include the privileges and services of the SWAN Library System or reciprocal borrowing privileges. This card is valid for 6 months and is issued to individuals temporarily residing in local rehabilitation facilities.
 - e. Non-Resident Library Card – According to the Illinois Public Law PL-92-0166, any person residing in an area that does not pay taxes to support a public library may purchase a non-resident library card at the public library located closest to the person's principal residence. The library will issue a card for a period of one year. This library card is valid at any public library in Illinois as long the user does not have any outstanding fines. Its cost will be determined by the General Formula Method on an annual basis.
 - f. Non-Resident Business Owner and/or Real Estate Owner Library Card – any owner, of a taxable real estate located in Maywood is eligible to apply for a Local Library card at the Maywood Public Library District during the time such business is in active operation upon presentation of the most recent property tax bill. For the purpose of this policy, the business must be located in Maywood with a physical location other than a postal box. This privilege shall be extended to only one person for each parcel of taxable property.
- II. Application Process

- a. The applicant must complete and sign the application form. In signing the application form, the applicant agrees to:
 - i. Be responsible for all materials checked out on his/her card.
 - ii. Be responsible for any charges that may result from late return, loss, or damaged materials borrowed.
 - iii. Comply with the policies of the Maywood Public Library and the SWAN Library System.
 - b. For an applicant under the age of 18, the parent or legal guardian must be present and sign the application form. The parent or legal guardian must have a Maywood Public Library card and be in good standing. By signing the application they:
 - i. Assume the responsibility for material checked out on the minor's library card.
 - ii. Assume the responsibility for any fines that may result from late return, lost, or damage to materials borrowed.
 - iii. Acknowledge the fact that there are no restrictions on borrowing any library materials (except on online streaming, DVDs and CDs).
 - iv. Assume the responsibility of determining and monitoring their own children's use of library materials and resources. The Board of Library Trustees and staff of the Maywood Public Library do not act "in loco parentis" (in the place of a parent) for any child.
 - c. The Maywood Public Library staff will keep and maintain an accurate record of library cardholders.
 - d. Maywood Resident Library Cards (adult and children) are issued for a period of three years.
 - e. Local User Library Cards are issued for a period of 6 months.
 - f. Non-Resident Library Cards are issued for 1 year.
- III. Non-SWAN Reciprocal Borrower Cardholders (e.g. Chicago Residents)
- a. The patron will need to supply two (2) forms of identification and be in good standing with their home library.
 - i. Current photo ID (Illinois State ID or Illinois State Driver License)
 - ii. Current home library card
- IV. Library Cards Renewal
- a. Library cards must be renewed three years in compliance with the date on the library card. To renew a library card the patron should have paid outstanding debts and paid all necessary fees. Patron must show a valid Illinois State's ID or Illinois State's Driver License along with a recent utility bill at the time of renewal.
 - b. To renew a Non-SWAN Reciprocal Borrowing Card (e.g. Chicago) patron needs to present:
 - i. Current picture ID (Illinois State's ID or Illinois State's Driver License)
 - ii. Current home library card

- V. Missing, Lost, or Stolen Library Cards
 - a. It is the responsibility of the Library cardholder to immediately notify the Maywood Public Library, or the library which issued their card, of a missing, lost, or stolen card.
 - b. The cardholder is responsible for any and all charges and debts incurred by anyone using the missing, lost, or stolen card. This responsibility exists until the Maywood Public Library is notified of the missing, lost, or stolen card.
 - c. Following notification, the Maywood Public Library staff (or the library which issued their card) will "BARRED" the patron's computerized record, and the missing, lost, or stolen card may not be used anywhere within the SWAN Library System.
 - d. A replacement library card may be issued immediately if the patron so desires. To obtain a replacement library card, the cardholder should:
 - i. Have paid all outstanding debts.
 - ii. Present two (2) appropriate identifications that verify their name and present address. One identification must be a valid Illinois State's Driver License or Illinois State's ID along with a utility bill.
 - iii. Pay all necessary fees if applicable, including a library card replacement fee of \$3.00.
 - e. If the cardholder does not wish an immediate replacement, and the original library card is found, then the cardholder may resume use of the original card. The Maywood Public Library will require proper identification before the card is reinstated.
- VI. Damaged Library Cards
 - a. A library card damaged through normal use may be replaced at no charge.
 - b. A library card damaged through neglect may be replaced at the cost of \$3.00
- VII. Termination of Card(s)
 - a. System Reciprocal Borrowing Library Cards and Local Library Cards may be terminated, before expiration, under the following conditions:
 - i. A library card is voluntarily returned to the Maywood Public Library by the cardholder.
 - ii. The parent or legal guardian of a child's library cardholder, under 18 years of age, returns the child's library card to the Maywood Public Library.
 - iii. The parent or guardian of a financially dependent library cardholder returns the card.
 - iv. The library cardholder is reported deceased.
 - v. The library cardholder moves from Maywood.
- VIII. System Reciprocal Borrowing Library Card.
 - a. System Reciprocal Borrowing Library Cardholder is entitled to many of the privileges and services afforded by the Maywood Public Library such as:
 - i. Inter-library loan requests.

- ii. The use of the guest public computers (20 minutes limit).
 - b. To obtain those services and privileges which are available to the System Reciprocal Library Cardholder from the Maywood Public Library, the cardholder should:
 - i. Possess a valid System Reciprocal Borrowing Library Card.
 - ii. Have no outstanding fines or charges with the SWAN Library System.
 - c. A missing, lost or stolen System Reciprocal Borrowing Library Card will not be honored. The card will be retained by the Maywood Public Library and returned to the home library.
- IX. Other Illinois Public Library Cards, (out of the SWAN Library System)
Patrons shall follow the above Reciprocal Borrowing System process to obtain reciprocal privileges.
- X. Confidentiality of Library Records
The Maywood Public Library District upholds the principles of the American Library Association's Freedom to Read Statement, concerning privacy and confidentiality of personal information. The Maywood Public Library pledges to the Code of Ethics of the American Library Association and is governed by Illinois Compiled Statutes (75 ILCS 70/) Library Records Confidentiality Act: "The registration and circulation records of a library are confidential information." (see also the *Confidentiality of Records Including Patron Privacy* policy)

Circulation of Materials:

- I. Print and Non-Print Materials
 - a. Materials loan rules, 3-week period:
 - i. Books
 - ii. Books on CDs
 - iii. Periodicals
 - iv. DVDs
 - b. Reference materials from the Maywood Public Library Reference Collection circulate only under special circumstances determined by the reference librarian and/or Library Director.
 - c. DVDs may be checked out by either a valid System Reciprocal Borrowing Library Card or Local Cardholder, providing that the cardholder is an adult, of 18 years of age or older. Limit of 5 movies per library cardholder
 - d. A book drop is placed outside of the library for the convenience of patrons.
 - i. All books, magazines, books on CD, and DVDs may be placed in the book drop. Items from the Library of Things and electronic equipment may not be placed in the book drop.
 - ii. Materials placed in the book drop at times when the library is closed will not be checked in until the next day the library is open.

II. Vacation Loans

Upon request, certain print materials may be made available for a 5-week loan period.

III. Renewal of Materials

- a. Books, Magazines, and Books on CDs may be renewed unless requested by another patron. All renewable materials may be renewed for the periods equal to the original check out period. If no one is waiting for the items, there are only two (2) renewals permitted.
- b. DVDs are not renewable
- c. ILL renewals can be done either in person, by telephone, or online. If the renewal is permitted, the computer will issue a new date due.
- d. The Maywood library staff will attempt to renew any material(s) regardless of due date or where the items were checked out. The renewal transaction may be done in person, by telephone or online.

IV. System Reciprocal Borrowing

- a. Any valid library card holder may travel to any other library within the SWAN Library System and privileges will be granted in accordance with the reciprocal borrowing lending library policies.
- b. Materials borrowed from another library may be returned to the Maywood Public Library; the material(s) will be checked in and sent back to the home library.

V. Inter-Library Loans (ILL)

- a. Any valid library cardholder is entitled to request Inter-Library Loan materials.
- b. To request ILL material(s):
 - i. ILL requests may be made in person, over the telephone, or online.
 - ii. ILL material can be returned at any SWAN library on or before its date due regardless of where the materials were checked out.
 - iii. ILL renewals can be done either in person, over the phone, or online. If the renewal is permitted the computer will issue a new date due.
 - iv. Any overdue fees can be collected at any SWAN library regardless of where the items were checked out.

VI. Reserving Materials

- a. Any valid library cardholder is entitled to reserve materials and be notified of the same. Upon request, patron will be notified either via robo-call, email or text message when materials become available.
- b. Items are only held for pick-up for a limited time of 5 business days.
- c. When a reserve or a hold is placed, the cardholder's ID number is identified. The same card must be used to check out the item.

Fines and Charges

The object of the policy on fines and charges is to encourage the prompt return of materials. However, when materials become overdue, lost, or damaged, procedures are instituted which will enable the library to retrieve the materials so that they will be available to other patron(s).

I. Lost and Damaged Materials

- a. The patron will be charged the replacement cost of the item(s) plus \$5.00 processing per item.
- b. Replacement materials are not accepted for lost or damaged items.
- c. There are no REFUNDS for lost and paid materials.

II. Claims Returned

A Claim Returned is when a patron has indicated that an item(s) has been returned but the item(s) still appears in the catalog system on his/her library account.

- a. If a patron indicates, by phone or in person, that they have returned an item(s) and the catalog system indicates that the items are still checked out to them, the staff will search the shelves for the item(s).
- b. If the item(s) in question is found, the item will be discharged from the patron's record and fines will not be accrued.
- c. If the item in question is not found on the shelves a Claims Return will be processed on the patron's record.
- d. The item marked as claim returned will remain on the patron's record.
- e. Patron may have one claim returned over the lifetime of his/her library card and maintain borrowing privileges.
- f. Claims returned status will be removed from the patron's record only if the item is located either by the patron at home or by the library staff and subsequently discharged.

Petty Cash Policy

Approved XX/XXXX

Petty cash shall be established for the Maywood Public Library for the purchase of materials, supplies, or services under conditions requiring immediate payment.

Petty cash reserves are kept in a secure location in the Library's Administrative office. Petty cash is counted and reconciled at the end of each month. In the event that the balance of Petty cash is getting low, the Business Manager shall prepare a reconciliation of the petty cash fund providing a count of cash currently in the secure location as well as a detailed listing of petty cash reimbursement slips received. Any discrepancies must be documented and reported to the Library Director. Upon approval, a check will be cut to increase the petty cash box to its designated balance.

All requests for petty cash reimbursement must be submitted to the Library Director on an approved petty cash reimbursement form and include appropriate receipts and documentation supporting the amount of the request. All requested information must be completed prior to making any disbursements including date of request, payee, account to be charged, amount due, authorized approval and a description of the nature of the expense.

Public Bidding Policy

Approved XX/XXXX

ADVERTISEMENTS FOR BIDS

In conformance with 75 ILCS 16/40-45 for projects involving expenditures of over \$25,000 the project shall be advertised in a local English language newspaper of general circulation published in the Library District, 30 days in advance of the date announced for the receiving of bids, in an attempt to obtain competitive bids. The advertisement for bids shall be posted in a readily accessible place in the Library.

For projects involving expenditures of \$25,000 or less, the Library Director shall negotiate the best price possible and, whenever reasonably possible, obtain three (3) quotes on the project.

Advertisements for bids shall describe the character of the proposed contract or agreement in sufficient detail to enable the bidders thereon to know what their obligations will be, either in the advertisement itself, or by reference to detailed plans and specifications on file at the time of the publication of the announcement. Such advertisement shall also state the date, time, and place assigned for the opening of bids, and no bids shall be received at any time subsequent to the time indicated in the announcement.

EXEMPTIONS FROM BIDDING

Bidding is not required in the following cases, as defined in 30 ILCS 105/20, 500/1-1, 525/0-01, and related statutes, unless otherwise required by 75 ILCS 16/40-45:

1. Where the goods or services to be procured are economically procurable from only one source, such as contracts for telephone service, electrical energy, and other public utility services, books, pamphlets and periodicals, and specially designed business and research equipment and related supplies.
2. Where the services required are for professional or artistic skills pursuant to a written contract. Where applicable, compliance shall be made with Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et.seq.
3. In emergencies involving public health, public safety, or where immediate expenditure is necessary for repairs to Library property in order to protect against further loss of, or damage to, Library property, to prevent or minimize serious disruption in Library services or to insure the integrity of Library records. However, if said emergency expenditure of

funds exceeds \$25,000 the Library Director must contact the Library Board President immediately for approval. An emergency board meeting may be called for further approval.

4. Contracts for repairs, maintenance, remodeling, renovation, or construction of a single project involving expenditure not to exceed \$25,000 and not involving a change or increase in the size, type or extent of an existing facility.
5. Contracts for repairs, maintenance, or any other services not specifically exempt from bidding where expenditures for such services do not exceed \$25,000 for the same type of service at the same location during any fiscal year.
6. Purchases of commodities and equipment where individual orders do not exceed \$25,000.
7. Contracts for the maintenance or servicing of, or provision of repair parts for equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance or servicing can best be performed by the manufacturer or authorized service agent or such a contract would be otherwise advantageous to the Library.
8. Where the goods or services are procured from another governmental agency.
9. Purchases and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software or services and telecommunications and inter-connect equipment, software and services.
10. Purchases of, and contracts for, office equipment and associated supplies when such contracts provide for prices that are equal to or lower than Federal General services administration contracts and when such contracts or pricing result in economic advantage to the Library.

OPENING OF BIDS

All sealed bids shall be publicly opened by a Trustee or authorized employee of the Library, and all such bids shall be open to public inspection in the Library business office for a period of at least 48 hours before award is made.

An extension of time may be granted for the opening of bids upon publication in a local English language newspaper of general circulation, of the date to which the bid opening has been extended. The time of the bid extension opening shall not be less than 5 days after the publication thereof, Sundays and legal holidays excluded.

REJECTION OF BIDS/READVERTISEMENT

Any and all bids may be rejected by the Board if the bidder is not deemed responsible, or the character or quality of the services, supplies, materials, equipment or labor does not conform to requirements or if the public interest may otherwise be served thereby.

When all bids are rejected, a re-advertisement for bids thereof shall be published in the same manner as the original advertisement. Proposals shall be publicly opened at the day, hour, and place specified in the solicitation for bids, or any extension thereof in accordance with this policy.

AWARDING OF CONTRACTS

All purchases, contracts, and expenditures shall be awarded by the Board to the lowest responsible bidder.

In determining the lowest responsible bidder, in addition to price, the Board shall consider:

- A. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- B. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- D. The quality of performance of previous contracts or services;
- E. The previous and existing compliance by the bidder with the laws and ordinances relating to the contract or service;
- F. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- G. The quality, availability and adaptability of the supplies, or contractual services to the particular use required;
- H. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- I. The number and scope of conditions attached to the bid;
- J. Such other factors as the Board shall deem appropriate.

Contracts must be awarded only on the basis of criteria which are publicly disseminated. The Library will not respond to requests to bidders or communicate with them in any way other than through the invitation to bid, written specifications, and pre-bid conference, the date and time of which must be advertised in the invitation to bid.

Tie bids.

A. *Local Vendors.* If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder.

B. *Outside Vendors.* Where subsection A is not in effect, the Board shall award the contract to one of the tie bidders by drawing lots in public.

CONTRACTS

General conditions of the contract for construction, etc., and detailed procedures will be according to the recommendation and advice of the Library's attorney and consulting architect or engineer.

SPECIFICATIONS

In case of contracts for the construction of buildings, or for other construction work in or about buildings and grounds, where the entire estimated cost of such work exceeds \$100,000 prospective bidders, as well as architects and engineers employed in connection with such project, must be pre-qualified to determine their responsibility. Separate specifications must be prepared for all equipment, labor and materials in connection with the following 5 subdivisions of the work to be performed:

1. Plumbing
2. Heating, piping, refrigeration and automatic temperature control systems, including the testing and balancing of such systems.
3. Ventilating and distribution systems for conditioned air, including the testing and balancing of such systems.
4. Electric wiring.
5. General contract work.

Such specifications shall be so drawn as to permit separate and independent bidding upon each of the above 5 subdivisions of work; provided, however, if the total estimated cost of all such work is less than \$100,000, such separate and independent specifications and bidding shall not be required. All contracts awarded for any part thereof shall award the 5 subdivisions of such work separately to responsible and reliable persons, firms, or corporations engaged in these classes of work. Such contracts, at the discretion of the Library Board, may be assigned to the successful bidder on the general contract work, or to the successful bidder on the subdivision of work designated by the Library Board prior to bidding as the prime subdivision of work; provided that all payments will be made directly to the contractors for the 5 subdivisions of such work upon compliance with the conditions of the contract. A contract may be let for one or more buildings in any project to the same contractor. The specifications shall require, however, that unless the buildings are identical, a separate price shall be submitted for each building. The contract may be

awarded to the lowest responsible bidder for each or all of the buildings included in the specifications.

ARCHITECTS/CERTIFICATES OF PAYMENT

Any contract entered into or expenditure of funds by the Library for the remodeling, renovation or construction, involving an expenditure in excess of \$25,000, shall be subject to the supervision of a licensed architect or engineer and no payment shall be paid for such remodeling, renovation or construction unless the vouchers or invoice for such work is accompanied by a written certificate of such licensed architect or engineer that the payment represents work satisfactorily completed; labor; or materials incorporated in or stored at the site of such work; provided, periodic payments can be made during the course of such work upon a certificate of such licensed architect or engineer and indicating the proportionate amount of the total work satisfactorily completed.

REQUIREMENTS OF BIDDERS

SWORN STATEMENTS

Each bidder shall accompany his bid with a sworn statement, or otherwise swear or affirm, that he has not been a party to collusion among bidders, in the form prescribed by 65 ILCS 5/8-10-8.

Every bid submitted to and contract executed by the Library shall contain a certification (a "no violation" certificate) by the contractor that the contractor is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or 33E-4 of 720 ILCS 5133 E. The Library shall provide a form for such certification.

BID BONDS

Cash, cashier's check, a certified check, or a bid bond, in a reasonable amount, but not in excess of 10% of the contract amount, may be required of each bidder by the Library on all bids involving amounts in excess of \$25,000 and, if so required, the advertisement for bids shall so specify.

PERFORMANCE/PAYMENT BONDS

Every contractor engaged by the Library for contracts exceeding \$25,000 shall be required to furnish, supply and deliver a bond to the Library. Performance and payment bonds will be required each in the amount of 100% of the contract price, or as fixed by the Library Board. Such bond, among other conditions, shall be conditioned for the completion of the contract, for the payment of material used in such work, and for all labor performed in such work, whether by subcontractor or otherwise. Each bond will contain the following provisions, in substance:

"The principal and sureties on this bond agree that all the undertakings, covenants, terms, conditions, and agreements of the contract or contracts entered into between the principal and the

Library will be performed and fulfilled and to pay all persons, firms, and corporations having contracts with the principal or with subcontractors, all just claims due them under the provisions of such contracts for labor performed or materials furnished in the performance of the contract on account of which this bond is given, after final settlement between the Library and the principal has been made."

The bond may be acquired from the company, agent, or broker of the contractor's choice. The bond and sureties shall be subject to the right of reasonable approval or disapproval, including suspension, by the Library. (Public Construction Bond Act, 30 ILCS 550/0.01 et seq.).

Whenever any contract entered into by the Library for the repair, remodeling, renovation, or construction of a building or structure, provides for retention of a percentage of the contract price until final completion and acceptance of the work, upon the request of the contractor and with the approval of the Library Board the amount so retained may be deposited under a trust agreement with an Illinois bank of the contractor's choice and subject to the approval of the Library. The contractor shall receive any interest thereon. Upon application of the contractor, the trust agreement must contain, as a minimum, the following provisions:

1. The amount to be deposited subject to the trust;
2. The terms and conditions of payment in case of default of the contractor;
3. The termination of the trust agreement upon completion of the contract;
4. The contractor shall be responsible for obtaining the written consent of the bank trustee, and any costs or service fees shall be borne by the contractor.

The trust agreement may, at the discretion of the Library and upon request of the contractor, become operative at the time of the first partial payment.

PREVAILING WAGES

In accordance with 820 ILCS 130/1 et. seq., contractors engaged by the Library must pay their laborers, mechanics, and other workers the prevailing wage. The prevailing rate of wages means the hourly cash wages paid generally in Cook County to employees engaged in work of a similar character on public works.

The requirement to pay prevailing wages does not apply to maintenance work. "Maintenance work" means the repair of existing facilities when the size, type, or extent of such existing facilities is not changed or increased. EXCEPTIONS: Contracts for janitorial cleaning services, window washing, and security services must be paid prevailing wages.

The Library will list the most current prevailing wage rates available in each bid specification pursuant to The Illinois Department of Labor rates as supplied to each County Clerk at the first of each month as required by law.

CERTIFICATES OF INSURANCE

A certificate of insurance shall be required of every bidder and every contractor. Contractors shall be insured for the following minimum amounts by insurance companies with a minimum Best's rating of A

Worker's compensation: \$100,000 each occurrence, \$100,000 each employee; \$500,000 policy limit General Liability: \$1,000,000 each occurrence; \$2,000,000 aggregate; Automobile Liability: \$500,000 each accident; \$1,000,000 combined

CHANGE ORDERS

Change orders which authorize or necessitate an increase or decrease in either the cost of a contract by \$10,000, or more, or the time of completion by 30 days or more, must be approved by the library director. Any changes orders over \$10,000 and/or completion over 30 days must be presented to the Library Board for approval.

A determination in writing is required stating that the circumstances requiring the change order: (1) were not reasonably foreseeable when the contract was signed; or (2) were not contemplated by the contract as signed; or (3) are in the best interests of the Library District. Change order determinations shall be kept in a permanent contract file open to the public and shall otherwise meet the requirements of 720 ILCS 5/33 E-9 et. Seq

AUTHORIZED EXPENDITURES BY LIBRARY DIRECTOR

No commitment for expenditures of Library District monies, except from the petty cash fund, shall be made without authorization or a purchase order issued according to the following conditions:

1. \$5,000 or More:
All expenditures of \$5,000 or more shall be made only with prior Board approval in the manner prescribed by State law and Board policy.
2. Less than \$5,000 – More than \$1,000:
All expenditures of less than \$5,000 but more than \$1,000 shall be made only with prior Board approval (approval includes budgeted items approved by the Board). Staff shall

obtain at least three documented quotations.

3. Less than \$1,000:

Expenditures of less than \$1,000 for approved budget items or budget contingency items may be made at the discretion of the Director without bids or quotations.

4. Emergency Expenditures:

Emergency (unbudgeted) expenditures over \$1,000 can be made only by the Director upon approval of the Board President and approved by majority of the Board. The initial Board inquiry may be by phone, which is then to be ratified at the next Board meeting.

Emergency (unbudgeted) expenditures under \$1,000 may be made by the Director in consultation with the Board President and shall be reported at the next Board meeting.

DISPOSAL OF SURPLUS LIBRARY PROPERTY

Real or personal Library property which in the judgment of the Library Director is no longer useful or necessary for Library purposes may be disposed of in the following manner:

1. Books and other library materials from the Library's collection, or gift materials, may be discarded, sold, or given to another local government or not-for-profit organization.
2. Personal property of any value may be donated or sold to any other tax-supported library or to any library system operating under the provisions of the Illinois Library System Act under terms or conditions determined by the Board.
3. Personal property having a current unit value of up to \$1,000, may, at the discretion of the Director, be discarded, turned in on new equipment, or made available for sale.
4. Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed at the library and a public notice of its availability, the date, and the terms of the proposed sale shall be posted. In all other cases, the Board shall dispose of real and personal property in accordance with the Illinois District Library Act (75 ILCS 16.30-55.40).

MISCELLANEOUS

1. The Library Board of Trustees reserves the right at any time to modify or waive compliance with the terms of this Public Bidding Policy.
2. In the event of any conflict between the terms of the Public Bidding Policy and applicable statutes, the statutes control.

See also: Surplus Property Policy

OLD POLICY

Policy 16.0

Disposal of Surplus Library Materials Policy

Adopted and revised June 15, 2016

Library property (i.e. print, non-print materials, equipment, supplies, and/or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes may be disposed of in the following manner.

- 1. Books and non-print materials from the library's collection, or gift materials, may be discarded, sold, or upon the approval of the Board of Library Directors, be given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.**
- 2. Any other personal property having an individual current value of less than \$100 may at the discretion of the Library Director, be discarded, turned in on new equipment, or made available for sale.**
- 3. In the case of individual surplus items having a current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.**
- 4. No favoritism shall be shown to members of the Board of Library Directors or members of their immediate families who make bids on or purchase any library item declared surplus.**
- 4. Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability, the date and terms of the proposed sale shall be posted.**

Surplus Property Policy – NEW

Approved XX/XXXX

Surplus property, which in the judgment of the Library Director and involved staff members, as agents for the Library Board, is deemed no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Surplus property of any value may be donated or sold to other tax supported libraries library systems, school districts or other tax supported agencies as the Director, as agent for the Library Board, may determine.
2. Books and non-print materials from the Library's collections may be donated for sale by the Friends of the Stickney-Forest View Public Library, given to other libraries or charitable organizations, or discarded.
3. Whenever possible, property should be discarded in an ecologically sound manner.
4. Surplus property having an estimated value of less than \$1,000.00 may be discarded as determined by the Library Director.
5. Surplus property having an estimated value of more than \$1,000.00 and less than \$2,500.00 may, at the Director's discretion, be displayed at the library and a public notice of sale will be posted with dates and terms.
6. In all cases, surplus property will be handled according to the terms of the Illinois Local Library Act, 75 ILCS 5/4-16.

Volunteers (OLD)

Approved 8/2016

Individuals wishing to donate their time to library work, or individuals doing court-appointed community service may, with the approval of the Library Director, work in certain supervised positions when the need arises. All applicants must fill out an application form and will be screened by the Library staff under the direction of the Library Director. Termination of the volunteer's services can be made immediately by the Library Director if for any reason he/she is deemed to be an unacceptable addition to the Library by giving notice to the supervisor. No credits will accrue for volunteer positions.

DRAFT

Volunteer Policy (NEW)

Approved XX/XXXX

Maywood Public Library District provides volunteer opportunities for community members. The library will not discriminate in making volunteer opportunities available. Opportunities are available on a first-come, first-served basis. Submitting a form does not guarantee a volunteer opportunity.

Guidelines for All Volunteers:

Preference will be given to Maywood Public Library District patrons. Volunteers will be provided with documentation of participation, if needed. All volunteers must sign and abide by the volunteer agreement form. All Maywood Public Library District policies and guidelines must be followed by all volunteers. All volunteers are expected to conform to staff dress and conduct guidelines.

Teen Volunteers:

The Maywood Public Library District accepts Teen Volunteers between the ages of 13 and 18. In special circumstances, younger children may be considered. The selection process may include an application and interview. A parental consent form must be filed.

Teen Volunteers are recruited, trained and overseen by the Youth & Information Services Librarians. Typical shifts last for approximately two hours and may include the following: assisting in programs, locating/shelving materials, acting as computer monitors, providing homework help to younger children, and promoting the library and its resources to peers. Teens may participate for mandatory services hours through their schools or other organizations.

Adult Volunteers:

Court Ordered Community Service

The Maywood Public Library District accepts, on a limited basis, court ordered short-term community service volunteers. The volunteer's offense must be of a nonviolent and non-theft related nature.

A variety of tasks may be assigned to respond to immediate needs that the library might have. Library activities may limit the number of volunteers that are accepted at one time. Volunteers will be supervised by the Head of Information Services. Tasks may include work within the library such as shelving materials, cleaning, dusting, straightening shelves, assisting with book sales and/or programs, shifting collections, recycling activities, shelf-reading, inventory, preparing seasonal displays, table set-up. Tasks may also include work outside the library, such as picking up litter from library grounds when weather permits.

Volunteers may bring a personal listening device to help pass the time. All volunteers are expected to observe proper decorum while on library property and not entertain their peers during service hours.

If 2 days are missed without notifying the library the absence will sever the library's obligation to provide you an opportunity to fulfill your court ordered sentence.

All Volunteers must sign and abide by the volunteer agreement form.