

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
Board of Trustees  
Regular Board Meeting

Agenda

October 18, 2023  
6:30 p.m.

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. Minutes
  - 5a. **Action Item:** Approval of the minutes of the regular meeting held on September 13, 2023
6. Communications & Announcements
7. Treasurer's Report
  - 7a. **Action Item:** Approve September 2023 Treasurers Report
  - 7b. **Action Item:** Approve the Accounts Payable for October 11, 2023, in the amount of \$54,602.56
  - 7c. **Action Item:** Approve the Accounts Payable for October 18, 2023, in the amount of \$1,788.94
  - 7d. **Action Item:** Approval of Library Payroll for September 20, 2023 payroll in the amount of \$20,478.16 and October 4, 2023 in the amount of \$19,969.24.
  - 7e. **Action Item:** Ratify the IMRF payment for September 2023 in the amount of \$4,779.06
  - 7f. **Action Item:** Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.
8. Library Director's Report
9. Committee Reports
10. Old Business – None
  - 10a. **Discussion/Action Item:** Security System Update
  - 10b. **Discussion/Action Item:** 2023/2024 Salary Schedule
  - 10c. **Discussion/Action Item:** Staff Time Clock Discussion

# MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees  
Regular Board Meeting  
October 18, 2023  
Agenda

## 11. New Business

12a. **Discussion/Action Item:** Telephone System Update

12b. **Discussion/Action Item:** Meeting Room Policy

12c. **Discussion/Action Item:** Draft Levy Review

## 12. Comments from the Board

## 13. Executive Session –

- Pursuant to 5 ILCS 120/2(c)(11), 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)(1), 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.”

## 14. Adjournment

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

**September 13, 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 6:46 p.m. on Wednesday September 13, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Williams, Banks, Rice, and Butler.

Absent: Trustees Burnside (excused), Sanchez (excused), and Villarreal (excused)

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell.

**2. ADOPTION OF AGENDA**

President Williams asked for a motion to adopt the agenda. A motion was made by Trustee Butler and seconded by Trustee Rice to adopt the agenda.

President Williams called for a voice vote.

**Motion Passed**

**3. INTRODUCTION OF VISITORS**

There were no visitors attending the meeting.

**4. PUBLIC COMMENT**

There were no public comments.

**5. APPROVAL OF MINUTES**

5a & 5b Approval of the minutes of the regular meeting held on August 18, 2023, and of the executive session minutes of the regular meeting held on August 18, 2023.

President Williams asked for a motion to approve the minutes of the regular meeting minutes and executive session minutes held on August 18, 2023. A motion was

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

**September 13, 2023**

made by Trustee Butler to approve the minutes. The motion was seconded by Secretary Banks.

President Williams called for a voice vote.

**Motion Passed.**

**6. COMMUNICATION AND ANNOUCEMENTS**

Secretary Banks handed out flyers for some additional upcoming community events including the West Cook Career and Life Readiness Fall Fair, the Glen Ellyn Area Alumnae Chapter Delta Sigma Theta Sorority College and Career Readiness Fair, and the Delta Sigma Theta Sorority Carnival Book Fair.

**7. TREASURER'S REPORT**

- 7a. Approve August 2023 Treasurers Report
- 7b. Approve the Accounts Payable for September 11, 2023, in the amount of \$22,147.16
- 7c. Approval of Library Payroll for August 23, 2023 payroll in the amount of \$19,810.52 and September 6, 2023 in the amount of \$20,140.44..
- 7d. Ratify the IMRF payment for September 2023 in the amount of \$4,534.38.
- 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 Secretary Banks and seconded by Trustee Rice to approve all financial documents as presented.

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

**Motion Passed.**

**8. DIRECTOR'S REPORT**

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

Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT

September 13, 2023

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

**Motion Passed**

9. COMMITTEE REPORTS

The Decennial Committee will have its next meeting on October 18<sup>th</sup> at 6:00 pm before the October Board meeting.

10. OLD BUSINESS

10a. Security System Update

Director Shell has not received alternate quotes from Forest Security yet.

11. NEW BUSINESS

11a. Approve Budget & Appropriation Ordinance 24-02

President Williams called for a motion to pass the Budget and Appropriation Ordinance (Ordinance 24-02) which was presented at a public hearing immediately prior to the regular meeting. Secretary Banks motioned to pass the Budget and Appropriation Ordinance (Ordinance 24-02). Trustee Butler seconded the motion.

Ayes: Butler, Rice, Banks, Williams

Nays: None

Absent: Burnside, Sanchez, Villarreal

**Motion passed.**

11b. Approval of 2023/2024 Salary Schedule

Director Shell gave a brief explanation of the revised salary schedule based on the most recent HR Source salary survey results. President Williams requested this be discussed when the Treasurer and other board members were present.

12. COMMENTS FROM THE BOARD

Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT

September 13, 2023

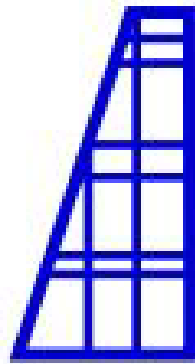
No additional comments from the Board.

14. ADJOURNMENT

President Williams called for a motion to adjourn. Trustee Butler moved to adjourn the Regular Board meeting and Secretary Banks seconded. President Williams called for a voice vote to adjourn.

**Motion passed. Meeting adjourned at 7:35 p.m.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
LaSondra Banks, Secretary



**Maywood  
Public  
Library  
District**

# **MONTHLY FINANCIAL STATEMENTS**

**September 2023**

**Maywood Public Library District**  
**Summary of Monthly Cash Receipts & Disbursements**  
**As of September 30, 2023**

Account	Beginning Bal. 9/1/2023	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 9/30/2023
US Bank - Primary	\$ 1,088,820.32	\$ 127.67	\$ (100,000.00)					\$ 988,947.99
US Bank - Accounts Payable	\$ 147,183.49	\$ 19.45	\$ 100,000.00		\$ 188.54	\$ (74,131.62)		\$ 173,259.86
Illinois Funds - Primary	\$ 343,321.37	\$ 1,555.28						\$ 344,876.65
Cash - Circulation	\$ 325.00							\$ 325.00
Petty Cash	\$ 65.00							\$ 65.00
<b>Total</b>	<b>\$ 1,579,715.18</b>	<b>\$ 1,702.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 188.54</b>	<b>\$ (74,131.62)</b>	<b>\$ -</b>	<b>\$ 1,507,474.50</b>

**AP Credit Card Deposits**

	Nayax	Square	
9/1/2023	\$ 5.93		Print/Copy
9/8/2023	\$ 17.49		Print/Copy
9/15/2023	\$ 9.95		Print/Copy
9/19/2023		\$ 35.00	Passport
9/22/2023	\$ 38.37		Print/Copy
9/28/2023		\$ 70.00	Passport
9/29/2023	\$ 11.80		Print/Copy
	\$ 83.54	\$ 105.00	
		<u>\$ 188.54</u>	





**Maywood Public Library  
Accounts Payable  
October 18, 2023**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
10/4/2023	3041	Amazon Capital Services		2100011 Accounts Payable	52.36	<b>52.36</b>
			1DHD-CT1G-KR33	4100011 Adult Audio Visual	52.36	
10/4/2023	3042	Chicago Tribune	Pays through 12/3/23	2100011 Accounts Payable	252.99	<b>252.99</b>
			Pays through 12/3/23	4090011 Periodicals	252.99	
10/4/2023	3043	Complete Temperature Systems		2100011 Accounts Payable	2,575.00	<b>2,575.00</b>
				4250011 Contract Maintenance Building	2,575.00	
10/4/2023	3044	Globe Life		2100011 Accounts Payable	71.62	<b>71.62</b>
			Acct. 55395	4040011 Healthcare Premium	71.62	
10/4/2023	3045	IDENTI-CHECK	Inv. 23-6233	2100011 Accounts Payable	51.30	<b>51.30</b>
			J Buccio	4170011 Professional Services	51.30	
10/4/2023	3046	Konica Minolta Business Solutions		2100011 Accounts Payable	214.30	<b>214.30</b>
			289247925	4240011 Maintenance of Equipment	62.26	
			289247844	4240011 Maintenance of Equipment	89.74	
			289252152	4240011 Maintenance of Equipment	62.30	

**Maywood Public Library  
Accounts Payable  
October 18, 2023**

Date	Num	Name	Memo/Description	Account	Amount	Balance
10/4/2023	3047	LIMRICC-UCGA	9350093 Unemployment Insurance	2100011 Accounts Payable	2,841.75	<b>2,841.75</b>
			Unemployment Insurance 2nd Qtr 2023	9350093 Unemployment Insurance	2,841.75	
10/4/2023	3048	Quill LLC		2100011 Accounts Payable	369.71	<b>369.71</b>
			Inv. 34475479	4130011 Library Supplies	46.13	
			Inv. 34464938	4130011 Library Supplies	174.77	
			Inv. 34361589	4130011 Library Supplies	148.81	
10/4/2023	3049	Royale Bezjian Carpet Company	Inv. 81390	2100011 Accounts Payable	85.00	<b>85.00</b>
			Inv. # 81390	4250011 Contract Maintenance Building	85.00	
10/4/2023	3050	SWAN	EBSCO Databases inv10451 SWAN Fees Jul-Sep inv10356	2100011 Accounts Payable	11,861.25	<b>11,861.25</b>
			7/1/23 - 9/30/23	4265011 SWAN	6,467.25	
			EBSCO 1/1/23-6/30/24	4210011 Databases & E-Resources	5,394.00	
10/4/2023	3051	ThermFlo, Inc	Inv. # T25816INV	2100011 Accounts Payable	947.50	<b>947.50</b>
			Inv. # T25816INV	4250011 Contract Maintenance Building	947.50	

**Maywood Public Library  
Accounts Payable  
October 18, 2023**

Date	Num	Name	Memo/Description	Account	Amount	Balance
10/4/2023	3052	Today's Business Solutions, Inc	Annual Service and Hardware Support inv15415	2100011 Accounts Payable	400.00	<b>400.00</b>
			Agreement 9900 BSA	4250011 Contract Maintenance Building	400.00	
10/4/2023	3053	Tsavant Inc.	inv. # MP0030	2100011 Accounts Payable	900.00	<b>900.00</b>
			Inv MP0030	4170011 Professional Services	900.00	
10/4/2023	3054	Village of Maywood Water Department	Water for Carnegie Bldg. & New Addition	2100011 Accounts Payable	2,104.16	<b>2,104.16</b>
			Water-42740565200	4215011 Water	1,057.20	
			Water-42740300700	4215011 Water	1,046.96	
10/11/2023	3055	Amazon Capital Services		2100011 Accounts Payable	620.85	<b>620.85</b>
			1QMJ-Q4KT-43TH	4100011 Adult Audio Visual	65.67	
			1X19-NCG3-1DYD	4100011 Adult Audio Visual	26.95	
			14V4-7PWW-VK61	4100011 Adult Audio Visual	131.88	
			1HPV-RHFC-QNLD	4100011 Adult Audio Visual	20.40	
			1NPK-1VGW-DJRJ	4130011 Library Supplies	24.78	
			1Q4D-MGTK-KW36	4302011 Adult Programming	61.55	
			1LR6-1K93-6HFK	4302011 Adult Programming	35.96	
			16H4-HJGX-D1GP	4302011 Adult Programming	29.97	
			1KLX-7MHF-LNFY	4302012 YS Programming	223.69	

**Maywood Public Library  
Accounts Payable  
October 18, 2023**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
10/11/2023	3056	American Library Association	S. Williams	2100011 Accounts Payable	130.00	<b>130.00</b>
			S. Williams	4070011 Membership Dues	130.00	
10/11/2023	3057	Anderson Elevator	INV-78138-P8Q1	2100011 Accounts Payable	300.00	<b>300.00</b>
			INV-78138-P8Q1	4250011 Contract Maintenance Building	300.00	
10/11/2023	3058	Anderson Pest Solutions	Bill 2486355, Inv. 51224934	2100011 Accounts Payable	75.00	<b>75.00</b>
			Bill 2486355, Inv. 51224934	4250011 Contract Maintenance Building	75.00	
10/11/2023	3059	Baker & Taylor		2100011 Accounts Payable	2,275.26	<b>2,275.26</b>
			2037788412	4080011 Adult Books	236.66	
			2037797095	4080011 Adult Books	142.63	
			"	4080012 YS Books	1,895.97	
10/11/2023	3060	Bradford Systems Corp.	Inv. 41593-A	2100011 Accounts Payable	4,419.56	<b>4,419.56</b>
			Inv. 41593-A	4106011 Technology	4,419.56	
10/11/2023	3061	Comcast	Acct 8771 20 001 0331433 9/30/23-10/29/23	2100011 Accounts Payable	161.85	<b>161.85</b>
			Acct 8771 20 001 0331433 9/30/23-10/29/23	4106011 Technology	161.85	

**Maywood Public Library  
Accounts Payable  
October 18, 2023**

Date	Num	Name	Memo/Description	Account	Amount	Balance
10/11/2023	3062	Doodle Art LLC	Inv. 1002	2100011 Accounts Payable	360.00	<b>360.00</b>
			Inv. 1002	4302012 YS Programming	360.00	
10/11/2023	3063	Illinois Library Association		2100011 Accounts Payable	300.00	<b>300.00</b>
			Trustee Membership-S. Williams	4070011 Membership Dues	75.00	
			Staff Membership-J. Fruit	4070011 Membership Dues	225.00	
10/11/2023	3064	Isabel Raci	11/15/2023 Program	2100011 Accounts Payable	75.00	<b>75.00</b>
			11/15/2023 Program	4302011 Adult Programming	75.00	
10/11/2023	3065	John Wilk Communication LLC	Inv. 1029	2100011 Accounts Payable	756.00	<b>756.00</b>
			Inv. 1029	4160011 Publicity	756.00	
10/11/2023	3066	LIMRICC-UCGA	Unemployment Insurance 3rd Qtr. 2023	2100011 Accounts Payable	1,865.06	<b>1,865.06</b>
			Unemployment Insurance 3rd Qtr. 2023	9350093 Unemployment Insurance	1,865.06	
10/11/2023	3067	MidAmerican Energy	Statement Date 9/14/23, 11893286	2100011 Accounts Payable	8,229.71	<b>8,229.71</b>
			Statement Date 9/14/23, 11893286	4225011 Electricity	8,229.71	

**Maywood Public Library  
Accounts Payable  
October 18, 2023**

Date	Num	Name	Memo/Description	Account	Amount	Balance
10/11/2023	3068	Midwest Tape, LLC	HOOPLA Digital Inv. # 504429639	2100011 Accounts Payable	335.17	<b>335.17</b>
			HOOPLA Digital Inv. # 504429639	4210011 Databases & E-Resources	335.17	
10/11/2023	3069	Nicor Gas	0048580000 7	2100011 Accounts Payable	266.37	<b>266.37</b>
			0048580000 7	4205011 Natural Gas	266.37	
10/11/2023	3070	Nydia Robinson		2100011 Accounts Payable	58.29	<b>58.29</b>
				4131011 Hospitality	58.29	
10/11/2023	3071	Peerless Network	Inv. 34530	2100011 Accounts Payable	2,092.25	<b>2,092.25</b>
			Inv. 34530	4150011 Telephone	2,092.25	
10/11/2023	3072	Royal Pipe & Supply Co.	Inv. S1585663.001	2100011 Accounts Payable	439.33	<b>439.33</b>
			Inv. S1585663.001	4260011 General Maintenance - Building	439.33	
10/11/2023	3073	Secretary of State	Notary for: M. Burton, A. Betinis, J. Fruit	2100011 Accounts Payable	45.00	<b>45.00</b>
			Notary for: M. Burton, A. Betinis, J. Fruit	4170011 Professional Services	45.00	
10/11/2023	3074	Stephanie Samuel		2100011 Accounts Payable	227.49	<b>227.49</b>

**Maywood Public Library  
Accounts Payable  
October 18, 2023**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
				4070011 Membership Dues	110.00	
				4130011 Library Supplies	45.89	
				4160011 Publicity	23.16	
				6123011 Vending Machine Expenses	48.44	
10/11/2023	3075	Tsavant Inc.	InvMP0031	2100011 Accounts Payable	900.00	<b>900.00</b>
			InvMP0031	4170011 Professional Services	900.00	
10/11/2023	3076	Village of Maywood - Health Benefit Fund	Inv 3022, 2022,4022, 5022	2100011 Accounts Payable	7,920.96	<b>7,920.96</b>
			Inv 3022, 2022,4022, 5022	4040011 Healthcare Premium	7,920.96	
10/11/2023	3077	Williams Associates Architects, Ltd.	Inv. 0021969	2100011 Accounts Payable	22.47	<b>22.47</b>
			Inv. 0021969	6033011 DCEO Grant Expense	22.47	
				<b>TOTAL</b>		<b>54,602.56</b>



**Maywood Public Library**  
**Accounts Payable #2**  
October 18, 2023

Date	Num	Name	Memo/Description	Account	Amount	Balance
10/16/2023	3078	Com Ed	536705012	2100011 Accounts Payable	24.18	24.18
			9/12/23 - 10/11/23	4225011 Electricity	24.18	
10/16/2023	3079	Illinois Library Association		2100011 Accounts Payable	75.00	75.00
			Trustee Membership-J. Rice	4070011 Membership Dues	75.00	
10/16/2023	3080	Konica Minolta Business Solutions		2100011 Accounts Payable	156.50	156.50
			289854587	4240011 Maintenance of Equipment	15.63	
			289854857	4240011 Maintenance of Equipment	77.54	
			289864588	4240011 Maintenance of Equipment	63.33	
10/16/2023	3081	US BANK		2100011 Accounts Payable	1,533.26	1,533.26
				4106011 Technology	352.00	
				4131011 Hospitality	51.11	
				4130011 Library Supplies	130.07	
				4130012 Patron Services Supplies	3.92	
				4130013 Tech Services Supplies	166.73	
				4260011 General Maintenance - Building	536.51	
				4302011 Adult Programming	25.00	
				6032011 Misc. Grant Expense	250.56	
				6123011 Vending Machine Expenses	17.36	
				<b>TOTAL</b>		<b>1,788.94</b>

**Maywood Public Library**  
**Statement of Financial Position Comparison**  
As of September 30, 2023

	Total	
	As of Sep 30, 2023	As of Aug 31, 2023 (PP)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1001011 Petty Cash	325.00	325.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	0.00	0.00
1050011 IL Funds - Primary	344,876.65	343,321.37
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	988,947.99	1,088,820.32
1080111 US Bank - Accounts Payable	162,753.75	135,572.29
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	<b>\$ 1,497,027.19</b>	<b>\$ 1,568,162.78</b>
Total Current Assets	<b>\$ 1,497,027.19</b>	<b>\$ 1,568,162.78</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,497,027.19</b>	<b>\$ 1,568,162.78</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	22,630.86	-96.08
Total Accounts Payable	<b>\$ 22,630.86</b>	<b>-\$ 96.08</b>
Other Current Liabilities		
2101011 Federa I 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	-3,765.63	-3,196.99
2104511 IMRF-VAC	4,076.16	3,549.22
2105011 Credit Union I Withheld	92.32	92.32
2106011 Credit Union II Withheld	385.00	385.00
2107011 Medical Insurance Withheld	234.12	234.12
2108011 Pepsco Withheld	235.00	235.00

**Maywood Public Library**  
**Statement of Financial Position Comparison**  
As of September 30, 2023

	Total	
	As of Sep 30, 2023	As of Aug 31, 2023 (PP)
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
<b>Total Other Current Liabilities</b>	<b>\$ 7,531.28</b>	<b>\$ 7,572.98</b>
<b>Total Current Liabilities</b>	<b>\$ 30,162.14</b>	<b>\$ 7,476.90</b>
<b>Total Liabilities</b>	<b>\$ 30,162.14</b>	<b>\$ 7,476.90</b>
<b>Equity</b>		
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
<b>Opening Balance Equity</b>	<b>-6,624.18</b>	<b>-6,624.18</b>
<b>Retained Earnings</b>	<b>1,209,023.78</b>	<b>1,209,023.78</b>
<b>Net Revenue</b>	<b>-51,383.36</b>	<b>42,437.47</b>
<b>Total Equity</b>	<b>\$ 1,466,865.05</b>	<b>\$ 1,560,685.88</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,497,027.19</b>	<b>\$ 1,568,162.78</b>

Thursday, Oct 12, 2023 11:27:56 AM GMT-7 - Accrual Basis



# Maywood Public Library

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July - September, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
3001011 Tax Revenue - Current	54,381.34	1,308,094.00	-1,253,712.66	4.16 %
3001080 Tax Rev Current - Building Fund	822.22	60,000.00	-59,177.78	1.37 %
3001091 Tax Rev Current - FICA Fund	2,983.87	55,000.00	-52,016.13	5.43 %
3001092 Tax Rev Current - IMRF Fund	4,058.06	120,000.00	-115,941.94	3.38 %
3001093 Tax Rev Current - Unemp Fund	212.19	1,000.00	-787.81	21.22 %
3001094 Tax Rev Current - Workers Comp Fund	212.19	1,000.00	-787.81	21.22 %
3001095 Tax Rev Current - Liab Ins Fund	2,983.87	44,000.00	-41,016.13	6.78 %
3001096 Tax Rev Current - Audit Fund	517.20	9,000.00	-8,482.80	5.75 %
3021011 Personal Prop Replacement Tax	86,203.64	120,000.00	-33,796.36	71.84 %
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	21.20	100.00	-78.80	21.20 %
3060011 Fines	53.91		53.91	
3070011 Copy Machine	1,642.33	2,000.00	-357.67	82.12 %
3080011 Lost and Paid	329.88	200.00	129.88	164.94 %
3095011 General Sales	79.43	25.00	54.43	317.72 %
3095511 Book Sales	74.53	500.00	-425.47	14.91 %
3123011 Vending Machine Income	422.00	1,500.00	-1,078.00	28.13 %
3125011 Fax Machine	7.00	25.00	-18.00	28.00 %
3127011 Room Rental Income	190.00	250.00	-60.00	76.00 %
3130011 Miscellaneous Income	158.85	500.00	-341.15	31.77 %
3132511 Maywood Book Income		100.00	-100.00	
3302011 Interest - All Bank	308.36	200.00	108.36	154.18 %
3304011 Interest - IL Funds Primary	4,672.83	5,000.00	-327.17	93.46 %
3608011 Passport Income	2,135.00	7,000.00	-4,865.00	30.50 %
<b>Total Revenue</b>	<b>\$197,232.70</b>	<b>\$2,127,674.00</b>	<b>\$ -1,930,441.30</b>	<b>9.27 %</b>
<b>GROSS PROFIT</b>	<b>\$197,232.70</b>	<b>\$2,127,674.00</b>	<b>\$ -1,930,441.30</b>	<b>9.27 %</b>
<b>Expenditures</b>				
4010011 Salaries	133,950.41	705,000.00	-571,049.59	19.00 %
4040011 Healthcare Premium	-1,786.05	65,000.00	-66,786.05	-2.75 %
4050011 Trustee Development		3,500.00	-3,500.00	
4051011 Staff Development	355.95	3,500.00	-3,144.05	10.17 %
4052011 Travel	101.25	2,000.00	-1,898.75	5.06 %
4070011 Membership Dues	460.00	4,500.00	-4,040.00	10.22 %
4080011 Adult Books	5,134.87	17,000.00	-11,865.13	30.21 %
4080012 YS Books	2,296.80	15,000.00	-12,703.20	15.31 %
4085011 SWAN Lost Books		2,000.00	-2,000.00	
4090011 Periodicals	832.53	3,500.00	-2,667.47	23.79 %
4100011 Adult Audio Visual	1,866.41	7,500.00	-5,633.59	24.89 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4100012 YS Audio Visual	963.44	7,500.00	-6,536.56	12.85 %
4105011 Software	83.10	7,000.00	-6,916.90	1.19 %
4106011 Technology	1,518.33	5,000.00	-3,481.67	30.37 %
4130011 Library Supplies	2,791.24	13,000.00	-10,208.76	21.47 %
4130012 Patron Services Supplies	550.00	3,000.00	-2,450.00	18.33 %
4130013 Tech Services Supplies	325.23	1,000.00	-674.77	32.52 %
4130511 Bank Fees	66.95	1,200.00	-1,133.05	5.58 %
4131011 Hospitality	74.13	2,500.00	-2,425.87	2.97 %
4135011 Printing	154.00	3,000.00	-2,846.00	5.13 %
4140011 Postage		3,000.00	-3,000.00	
4150011 Telephone	1,006.14	10,500.00	-9,493.86	9.58 %
4160011 Publicity	100.00	5,000.00	-4,900.00	2.00 %
4170011 Professional Services	8,028.40	45,000.00	-36,971.60	17.84 %
4205011 Natural Gas	1,963.32	40,950.00	-38,986.68	4.79 %
4210011 Databases & E-Resources	9,917.23	24,000.00	-14,082.77	41.32 %
4215011 Water	9,171.14	11,550.00	-2,378.86	79.40 %
4225011 Electricity	22,406.44	90,000.00	-67,593.56	24.90 %
4235011 Garbage	1,492.12	9,000.00	-7,507.88	16.58 %
4240011 Maintenance of Equipment	561.05	36,750.00	-36,188.95	1.53 %
4250011 Contract Maintenance Building	10,140.04	60,000.00	-49,859.96	16.90 %
4256011 Janitorial Supplies	758.19	7,350.00	-6,591.81	10.32 %
4260011 General Maintenance - Building	3,776.67	36,750.00	-32,973.33	10.28 %
4265011 SWAN	6,467.25	26,000.00	-19,532.75	24.87 %
4292011 Special Events	940.33	10,000.00	-9,059.67	9.40 %
4302011 Adult Programming	698.18	7,000.00	-6,301.82	9.97 %
4302012 YS Programming	947.43	7,000.00	-6,052.57	13.53 %
4310011 Equipment Purchase		6,000.00	-6,000.00	
4311011 Capital Improvements		40,000.00	-40,000.00	
4320011 Legal Fees	57.50	15,000.00	-14,942.50	0.38 %
6032011 Misc. Grant Expense	2,661.09	7,500.00	-4,838.91	35.48 %
6033011 DCEO Grant Expense	5,242.30	350,000.00	-344,757.70	1.50 %
6034011 Per Capita Grant Expenses	2,817.81	34,680.00	-31,862.19	8.13 %
6123011 Vending Machine Expenses	230.78	1,500.00	-1,269.22	15.39 %
6912011 Contingencies	39.00		39.00	
9150091 FICA Expenditures	10,232.96	54,000.00	-43,767.04	18.95 %
9250092 IMRF Expenses - District	-3,619.65	97,739.00	-101,358.65	-3.70 %
9350093 Unemployment Insurance	2,841.75	5,250.00	-2,408.25	54.13 %
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	
<b>Total Expenditures</b>	<b>\$248,616.06</b>	<b>\$1,961,269.00</b>	<b>\$ -1,712,652.94</b>	<b>12.68 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -51,383.36</b>	<b>\$166,405.00</b>	<b>\$ -217,788.36</b>	<b>-30.88 %</b>
<b>NET REVENUE</b>	<b>\$ -51,383.36</b>	<b>\$166,405.00</b>	<b>\$ -217,788.36</b>	<b>-30.88 %</b>

# Maywood Public Library

## Statement of Activity by Class

July - September, 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
<b>Revenue</b>									
3001011 Tax Revenue - Current	54,381.34								54,381.34
3001080 Tax Rev Current - Building Fund		822.22							822.22
3001091 Tax Rev Current - FICA Fund			2,983.87						2,983.87
3001092 Tax Rev Current - IMRF Fund				4,058.06					4,058.06
3001093 Tax Rev Current - Unemp Fund					212.19				212.19
3001094 Tax Rev Current - Workers Comp Fund						212.19			212.19
3001095 Tax Rev Current - Liab Ins Fund							2,983.87		2,983.87
3001096 Tax Rev Current - Audit Fund								517.20	517.20
3021011 Personal Prop Replacement Tax	86,203.64								86,203.64
3030011 Per Capita Grant	34,762.80								34,762.80
3039011 Donations	21.20								21.20
3060011 Fines	53.91								53.91
3070011 Copy Machine	1,642.33								1,642.33
3080011 Lost and Paid	329.88								329.88
3095011 General Sales	79.43								79.43
3095511 Book Sales	74.53								74.53
3123011 Vending Machine Income	422.00								422.00
3125011 Fax Machine	7.00								7.00
3127011 Room Rental Income	190.00								190.00
3130011 Miscellaneous Income	158.85								158.85
3302011 Interest - All Bank	308.36								308.36
3304011 Interest - IL Funds Primary	4,672.83								4,672.83
3608011 Passport Income	2,135.00								2,135.00
<b>Total Revenue</b>	<b>\$ 185,443.10</b>	<b>\$ 822.22</b>	<b>\$ 2,983.87</b>	<b>\$ 4,058.06</b>	<b>\$ 212.19</b>	<b>\$ 212.19</b>	<b>\$ 2,983.87</b>	<b>\$ 517.20</b>	<b>\$ 197,232.70</b>
<b>Gross Profit</b>	<b>\$ 185,443.10</b>	<b>\$ 822.22</b>	<b>\$ 2,983.87</b>	<b>\$ 4,058.06</b>	<b>\$ 212.19</b>	<b>\$ 212.19</b>	<b>\$ 2,983.87</b>	<b>\$ 517.20</b>	<b>\$ 197,232.70</b>
<b>Expenditures</b>									
4010011 Salaries	133,950.41								133,950.41

# Maywood Public Library

## Statement of Activity by Class

July - September, 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploym ent Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4040011 Healthcare Premium	-1,786.05								-1,786.05
4051011 Staff Development	355.95								355.95
4052011 Travel	101.25								101.25
4070011 Membership Dues	460.00								460.00
4080011 Adult Books	5,134.87								5,134.87
4080012 YS Books	2,296.80								2,296.80
4090011 Periodicals	832.53								832.53
4100011 Adult Audio Visual	1,866.41								1,866.41
4100012 YS Audio Visual	963.44								963.44
4105011 Software	83.10								83.10
4106011 Technology	1,518.33								1,518.33
4130011 Library Supplies	2,791.24								2,791.24
4130012 Patron Services Supplies	550.00								550.00
4130013 Tech Services Supplies	325.23								325.23
4130511 Bank Fees	66.95								66.95
4131011 Hospitality	74.13								74.13
4135011 Printing	154.00								154.00
4150011 Telephone	1,006.14								1,006.14
4160011 Publicity	100.00								100.00
4170011 Professional Services	8,028.40								8,028.40
4205011 Natural Gas	1,963.32								1,963.32
4210011 Databases & E-Resources	9,917.23								9,917.23
4215011 Water	9,171.14								9,171.14
4225011 Electricity	22,406.44								22,406.44
4235011 Garbage	1,492.12								1,492.12
4240011 Maintenance of Equipment	561.05								561.05
4250011 Contract Maintenance Building	10,140.04								10,140.04
4256011 Janitorial Supplies	758.19								758.19

# Maywood Public Library

## Statement of Activity by Class

July - September, 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
4260011 General Maintenance - Building	3,776.67									3,776.67
4265011 SWAN	6,467.25									6,467.25
4292011 Special Events	940.33									940.33
4302011 Adult Programming	698.18									698.18
4302012 YS Programming	947.43									947.43
4320011 Legal Fees	57.50									57.50
6032011 Misc. Grant Expense	2,661.09									2,661.09
6033011 DCEO Grant Expense	5,242.30									5,242.30
6034011 Per Capita Grant Expenses	2,817.81									2,817.81
6123011 Vending Machine Expenses	230.78									230.78
6912011 Contingencies	39.00									39.00
9150091 FICA Expenditures			10,232.96							10,232.96
9250092 IMRF Expenses - District				-3,619.65						-3,619.65
9350093 Unemployment Insurance					2,841.75					2,841.75
<b>Total Expenditures</b>	<b>\$ 239,161.00</b>	<b>\$ 0.00</b>	<b>\$ 10,232.96</b>	<b>-\$ 3,619.65</b>	<b>\$ 2,841.75</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 248,616.06</b>
<b>Net Operating Revenue</b>	<b>-\$ 53,717.90</b>	<b>\$ 822.22</b>	<b>-\$ 7,249.09</b>	<b>\$ 7,677.71</b>	<b>-\$ 2,629.56</b>	<b>\$ 212.19</b>	<b>\$ 2,983.87</b>	<b>\$ 517.20</b>	<b>-\$ 51,383.36</b>	<b>\$ 51,383.36</b>
<b>Net Revenue</b>	<b>-\$ 53,717.90</b>	<b>\$ 822.22</b>	<b>-\$ 7,249.09</b>	<b>\$ 7,677.71</b>	<b>-\$ 2,629.56</b>	<b>\$ 212.19</b>	<b>\$ 2,983.87</b>	<b>\$ 517.20</b>	<b>-\$ 51,383.36</b>	<b>\$ 51,383.36</b>

Thursday, Oct 12, 2023 11:36:54 AM GMT-7 - Accrual Basis





# IMRF WAGE REPORT SUMMARY

IMRF Form e3.10 (Rev. 12/10)

PAYMENT SUMMARY		
EMPLOYER NAME	EMPLOYER NUMBER	
MAYWOOD PUB LIBRARY DISTRICT	05999	
PAYMENT DUE DATE	TOTAL CONTRIBUTIONS DUE	PAYMENT METHOD
10/10/2023	4,779.06	EFT

PLAN SUMMARY					
REPORTING PERIOD: 09/2023					
PLAN	PLAN CODE	MEMBER COUNT	MEMBER WAGES	MEMBER CONTRIB	EMPLOYER CONTRIB
Regular Tier 1	RG01	4	17,417.65	783.79	1,466.57
Regular Tier 2	RG03	4	14,511.19	653.01	1,221.84
Voluntary Additional Tier 1	VA01	0	0.00	0.00	0.00
Voluntary Additional Tier 2	VA03	1	0.00	653.85	0.00
TOTAL		8*	31,928.84	2,090.65	2,688.41

\* count of unique members reported for all plans

ELECTRONIC SIGNATURE AUTHORIZATION			
User ID:	KPL436344	eForm Tracking Number:	E00000002025872
User Name:	LEIGHTON SHELL	eForm Time Stamp:	Fri Oct 06 13:42:13 CDT 2023
Employer Number:	05999	Authorized Agent Name:	Leighton Shell

# Maywood Public Library District

## Director Report

October 2023

Hello, trustees. I left for vacation the day after our September Board meeting and returned from vacation this past Wednesday, October 4<sup>th</sup>, so I won't have a lot of extra stuff in this report. The most important agenda item in September was the passing of the Budget and Appropriation Ordinance. In addition to passing the ordinance, it had to be published and filed with the county clerk.

*Last day (no later than the fourth Tuesday in September) for board to enact a budget and appropriation ordinance **which shall be published once thereafter.** (75 ILCS 16/30-85) [NOTE: 35 ILCS 205/162 requires that **within 30 days of adoption, a certified copy of the budget and appropriation ordinance, as well as a certified estimate of revenues...for the following year, must be filed with County Clerk.**]*

I didn't want there to be a delay with the publishing, so I was able to submit the ordinance for publishing in the Village Free Press while on vacation in Germany. It was published in the September 27, 2023, issue of the VFP. I am including a copy of the publication after my report. I also uploaded the certified ordinance to the Cook County portal on October 6<sup>th</sup>, and it has been accepted by Cook County. The next step in the process will be to approve the levy ordinance and file that with the county. I have a draft of the levy to review this month and we can finalize it in November. It has a due date of the first Tuesday in December, which in this case will be December 5<sup>th</sup>, 2023.



## Budget/Finances

We did not receive any property taxes in September, and, as of October 13h, we have not received any in October either. Unfortunately, this matches the payment schedule from last year. We did not receive any property tax money in August, September, or October of 2022. However, we should be getting some in November and then our first large payout should be in December if the pattern from last year stays the same.

	Average	MPLD FY2015	MPLD FY2016	MPLD FY2017	MPLD FY2018	MPLD FY2019	MPLD FY2020	MPLD FY2021	MPLD FY2022	MPLD FY2023	MPLD 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	\$ -	\$ -	\$ 66,170.94
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	\$66,171

We received an August Personal Property Replacement Tax check from the Village of Maywood in September, but it was made out for wrong amount. They wrote a check for the full amount the Village received instead of just the portion that is allocated to the Library. They will re-issue a new check for the correct amount. I also submitted the request for the October PPRT payment, which will be \$23,822.56.

	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	23,822.56
Nov	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec	\$ 3,488.14	\$ 1,664.67	\$ 1,816.79	\$ 2,479.47	\$ 2,004.32	\$ 5,224.72	\$ 12,621.24	0.00
Jan	\$ 10,745.83	\$ 5,668.06	\$ 6,091.18	\$ 9,066.30	\$ 9,532.53	\$ 19,173.77	\$ 27,841.36	0.00
Feb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mar	\$ 6,135.28	\$ 5,028.15	\$ 2,402.64	\$ 1,802.40	\$ 3,444.08	\$ 25,110.64	\$ 13,791.97	0.00
Apr	\$ 15,028.18	\$ 10,336.14	\$ 11,946.03	\$ 12,445.38	\$ 16,092.68	\$ 29,685.88	\$ 21,911.41	0.00
May	\$ 16,184.18	\$ 10,535.88	\$ 14,523.46	\$ 7,956.64	\$ 20,739.07	\$ 39,745.07	\$ 35,550.90	0.00
Jun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 77,703.35	\$ 49,221.81	\$ 53,249.02	\$ 58,288.11	\$ 73,932.48	\$ 161,153.41	\$ 182,139.98	\$ 57,197.75

We have been successfully accepting credit card payments for passports and other services using our new Square terminal. We also purchased a cash drawer that works with the Square terminal so we will transition to using the Square for all transactions at the Patron Services Desk. This will allow us to have consolidated transaction reports for cash, check, and credit card payments. We will list the old register for sale on the RAILS library "for sale" board.



## Facilities

At the request of the Board, I reached out to Forest Security to get an alternate quote on updating the security camera system in the library. Jay Rutili came out on August 31<sup>st</sup> and saw the existing setup. I received the quote back on the Friday after I left for vacation. I am including it in the packet for discussion in Old Business.

Pedro D. was able to get an electrician out to start work on the exterior lights. As of October 13<sup>th</sup>, they were able to get half of the lights on the south side of the building working. I am hoping they will be all working by the night of the Board meeting. Pedro is also in the process of updating the exterior lights with LED lights.



I have signed off on the contract for the new smart locker that will be installed to the right of the book drops. Pedro is in the process of extending electrical wiring to the exterior of the building where the lockers will go. I reached out to a number of concrete companies to extend the concrete pad to the right of the entrance. One company, William Hach & Associates, Inc., has a location in Maywood and they have offered to do the work at no cost to the library. I am working with the Village of Maywood to see if the 1996 plat of survey that we have is sufficient to get the permit or if we need to have a new plat of survey created, which will incur an additional expense. I have also reached out to SWAN to start the process of having the pseudo-library location created in the library catalog software.

We have managed to update some of our Library furniture cheaply. As mentioned in the Info Services report, John F. saw that some shelving was available for free at another library and arranged to have Pedro D. pick it up. He is using this to display special collections on the main floor of the library. Additionally, Daniela M. found a library offering a staff desk for free that seats two people. The desk that was in the Youth Department could only seat one staff member at a time. She arranged for Pedro to pick it up, and Pedro and Stephanie S. were able to get it installed on the second floor.



## Technology

I am in the early stages of investigating alternative phone systems for the Library. This is not an immediate priority, but it is something worth looking into going forward. I received a quote from BTS Solutions for a Voice Over IP (VOIP) system. I am including this proposal in the Board packet for discussion in New Business.

## Policies

Due to the fact I was on vacation most of the time between the two Board meetings, I will not have any policies for review this meeting. I will work on presenting more policies for review at the November meeting.

## Staff

I am still looking for an alternate time clock to the biometric one we currently have. I did not hear back with a quote from Kronos for their time clock system. We can get a wall-mounted Paylocity kiosk tablet time clock for \$1,250. This would have the option of [taking photos when staff clock in and out](#) to prevent “buddy punching”. Note: I don’t believe we have had an issue with buddy punching, but I understand this was a concern of the Board. I also was looking at the Acroprint ProPunch system which is only about \$350, but it does not have the photo capabilities. It does have the ability to do finger print scanning, but that would open up the issue of biometrics again.



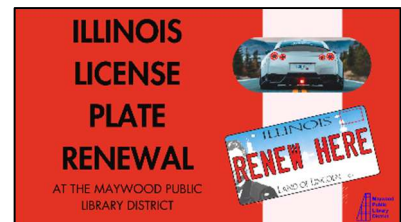
As I mentioned in last month’s director’s report, I was reviewing the September 2022 agenda to see if there was anything that needed to be addressed last month. I saw that Kathy had presented a salary schedule for the FY22/23 year. These are constantly evolving, so I created an updated salary schedule for the FY23/24 year to present to the Board. Like Kathy’s schedule from last year, it is based on the most recent salary survey by HR Source. My main reason for wanting to revisit the salary schedule is because we have two different positions: patron services assistants and library assistants. Library assistants should be making slightly higher pay than patron services assistants. But because both of the positions have a starting pay below the \$15 future minimum wage, they were both bumped up to \$15. But that means two people starting at the same time will be making the same amount of money even though one position has a little more responsibility. In order to address this, I adjusted the bottom pay of the library assistant to make it slightly higher than the patron services assistant. Also, at the September Board meeting the Board asked to see a listing of

the staff, their positions, and their pay. This information is included in the packet after the draft salary schedule.

We have had very few applicants for the business office administrator position, although while I was on vacation, I received an application from a very promising candidate. She has an extensive background in human resources and is from Maywood. And I was just contacted by another candidate who is a former library director who is very familiar with the business side of libraries. Doreen and I will be meeting with both candidates on Monday, October 16<sup>th</sup>, and hopefully one of them will pan out. We are getting close to Doreen's final weeks, and I would prefer to have a period of overlap where Doreen can work with the new hire to bring them up to speed.

## Miscellaneous

*License Plate Renewal Revenue:* We are ready to go live with the License Plate Renewal service. We have a number of staff members trained on the process, and John F. has created some promotional social media graphics to use for promoting the service. My license plate was up for renewal this month, so on Tuesday we used me as the first live license plate renewal at the Library. We will go live with the service for the general public now.



*Newsletter:* I have been in touch with Bruce Smith of B Allan Graphics, the company that did our "New Year, New Hours" direct mailer. He and I are coming up with a plan to do a mass mailing of our newsletter to all the residents in Maywood. It is my goal to start this in the new year. I am in the process of applying for a nonprofit authorization number with the U.S. Post Office so we can get the best mailing rates possible.

*Bomb Threats:* Apparently, there was another round of threats made to area libraries while I was on vacation. As before, they were being made through an online chat reference tool that the libraries were using. We don't currently have chat reference, so we never received any threats. Earlier this week a Skokie man was arrested in connection with the various bomb threats.

# the village free press

## Public Notice: Your Right to Know

### PUBLIC NOTICE

#### PUBLIC NOTICES

##### ASSUMED BUSINESS NAME

Notice is hereby given, pursuant to "An Act in relation to the use of an Assumed Business Name in the conduct or transaction of Business in the State," as amended, that a certification was registered by the undersigned with the County Clerk of Cook County, Registration Number: Y23010986 on September 13, 2023 Under the Assumed Business Name of DR. SHARON LEE GRAHAM PRODUCTIONS with the business located at 154 EASTERN AVENUE, BELLWOOD, IL 60104. The true and real full name(s) and residence address of the owner(s)/partner(s) is: SHARON L. GRAHAM 154 EASTERN AVENUE BELLWOOD, IL 60104, USA.

Published in Village Free Press  
September 27, October 4, 11, 2023

### PUBLIC NOTICE

#### PUBLIC NOTICES

##### WESTCHESTER FIRE DEPARTMENT - ACCEPTING APPLICATIONS!

###### How to Apply:

- Download and complete your application at iosolutions.com
- Submit all supporting documentation to IO Solutions by hand or mail
- Complete your application by Friday, October 20, 2023, at 2:00 PM
- U.S. Citizen or Permanent Resident Status
- Valid driver's license (valid Illinois driver's license also due at time of hire);
- High school diploma or equivalent (GED)
- Must be at least 21 years of age and under 35 years of age at time of application deadline, unless exempt by applicable state law;
- Must provide proof of successful completion of the Candidate Physical Ability Test (CPAT) with Ladder Climb Certification dated 11/18/2022 - 11/18/2023 OR must provide proof that you are signed up/scheduled to participate in the CPAT and Ladder Climb certification test conducted by a licensed agency before the interview process. If both certifications are not successfully completed at that time, you will be disqualified from the hiring process
- Valid Illinois Department of Public Health Paramedic license at time of hire. Applicants not currently in possession of an EMT-P license shall be allowed to complete the testing process by submitting proof of current enrollment in a State of Illinois IDPH approved paramedic program. Applicants

### PUBLIC NOTICE

cants must provide proof of enrollment in the program by submitting a letter of good standing from the organization sponsoring their enrollment or by the course administrator, on their letterhead.  
•Complete and submit the Reimbursement Agreement for Training Costs and Expenses as well as the additional release forms/ waivers and online application by 10/20/2023 at 2:00 PM.

#### Testing Information:

Candidates must attend the mandatory orientation and written examination on Saturday November 18, 2023. Exact details will be provided to those eligible to test.  
Any questions about location or application process should be directed to IO Solutions directly at (800)-343-HIRE or recruitment@iosolutions.com.

Published in Village Free Press  
September 27

### PUBLIC NOTICE

#### BUDGET AND APPROPRIATION 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:  
Appropriated

#### 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
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	\$ 66,150.00

### PUBLIC NOTICE

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	\$ 41,816.00
Vending Machine Expenses	\$ 1,800.00
Total Corporate Fund Appropriation	\$ 2,040,576.00

#### II. ILLINOIS MUNICIPAL RETIREMENT FUND

Total Illinois Municipal Retirement Fund Appropriation	\$ 117,300.00
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#### III. SOCIAL SECURITY FUND

Total Social Security Fund Appropriation	\$ 64,800.00
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#### IV. AUDITING FUND

Total Auditing Fund Appropriation	\$ 8,400.00
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#### V. LIABILITY INSURANCE FUND

Total Liability Insurance Fund Appropriation	\$ 48,000.00
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#### VI. WORKMEN'S COMPENSATION FUND

Total Workmen's Compensation Fund Appropriation	\$ 1,260.00
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#### VII. LIBRARY BUILDING AND SITES FUND

Total Library Building & Sites Fund Appropriation	\$ -
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#### VIII. UNEMPLOYMENT INSURANCE FUND

Total Unemployment Insurance Fund Appropriation	\$ 6,300.00
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### PUBLIC NOTICE

\$ 6,300.00  
\$ 2,231,076.00  
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 \$2,231,076.00 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: S. Williams, L. Banks, J. Rice, T. Butler  
NAYS: n/a  
ABSENT: E. Sanchez, E. Villarreal, A. Bumside

<> Shakeesta Williams, President Board of Library Trustees  
ATTEST: <> LaSondra Banks, Secretary Board of Library Trustees

Published in Village Free Press  
September 27, 2023

### REAL ESTATE FOR SALE

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS COUNTY DEPARTMENT - CHANCERY DIVISION NATIONSTAR MORTGAGE LLC Plaintiff, -v- DOROTHY A. MOORE, VILLAGE OF BELLWOOD, A MUNICIPAL CORPORATION Defendants 2023 CH 01985 627 BOHLAND AVENUE BELLWOOD, IL 60104 NOTICE OF SALE PUBLIC NOTICE IS HEREBY GIVEN that pursuant to a Judgment of Foreclosure and Sale entered in the above cause on July 5, 2023, an agent for The Judicial Sales Corporation, will at 10:30 AM on October 13, 2023, at The Judicial Sales Corporation, One South Wacker, 1st Floor Suite 35R, Chicago, IL, 60606, sell at a public sale to the highest bidder, as set forth below, the following described real estate: Commonly known as 627 BOHLAND AVENUE, BELLWOOD, IL 60104 Property Index No. 15-09-313-013-0000 The real estate is improved with a single family residence. The judgment amount was \$80,950.53.

### REAL EST

Sale terms: 25% bid by certified the sale payable Corporation. No be accepted. T funds/or wire t twenty-four (24 property is subj tate taxes, spe special taxes le estate and is o any representa quantity of title a Plaintiff and in sale is further s by the court. Upon payment bid, the purcha tificate of Sale purchaser to a after confirmat The property v inspection and representation the property. P admonished to verify all inform If this propert unit, the purch foreclosure sa gagee, shall and the legal Condominium f 605/9(g)(1) and is a condomini of a common li purchaser of the sale other than the assessme Condominium f 605/18.5(g-1). IF YOU ARE (HOMEOWNEE RIGHT TO RE SION FOR 30 OF AN ORDE IN ACCORDA 15-1701(C) OF GAGE FOREC You will need issued by a gov er's license, p to gain entry ir foreclosure sale and the same held at other The Judicial S ducts foreclosu For informatio DEAS KOCH Attorney, ON SUITE 1250, C 651-6700. Plea 23-001177. THE JUDICIA TION One South Wa Chicago, IL 60 SALE You can also v Corporation at day status repo MANLEY DEAS ONE EAST WA Chicago IL, 606 312-651-6700 E-Mail: AMPSC Attorney File Nk Attorney Code Case Number: TJS# 43-281 NOTE: Pursua llection Practice that Plaintiff's at a debt collector debt and any in be used for that Case # 2023 C 13228872

IN THE CIRCU

## September 2023 Report – Information Services

### General

Homebound delivery is now available from the library.

I spoke with the program person at Maywood Supportive Living. We are going to set up homebound delivery for 11 of their residents. Once the applications are filled out and collected, we will head over there and begin issuing library cards to the residents.

The next season of the Illinois Libraries Presents series has begun. The first two events event took place on 9/6 (featuring Colson Whitehead) and October 4<sup>th</sup> (featuring Horror writer Stephen Graham Jones). The next events is *Food, Family, and Folktales: A Conversation with Grace Lin* on October 17<sup>th</sup>.

Our Couch to 5K training program wrapped up with a 5K race at Brookfield Zoo on September 10<sup>th</sup>. We had about four patrons and four staff members take part.

I attended a program at Triton College on September 15<sup>th</sup> on Neurodiversity.

I've been taking our new VR headsets on senior outreach visits to Garden House Apartments. Turnout has been good. We've had two sessions so far with 8-9 people showing up each time to play on our 4 VR headsets. They have for the most part been very well received. There has been a technical glitch or two, and a bit of a learning curve, but once we get past those the players have a great time with them.

### Programs

Tuesdays @ 12:00 Quilting and Sewing

September 1,8,15,29 @ 10:00 Tech Friday

September 11 @10:30 Basic PCs

September 12 @ 5:00 Button Tree Craft

September 13 @ 5:30 Veterans Medicare and VA Event

September 20 @ 6:00 Mindful Movement Meditation Workshop

September 23 @ 2:00 Hip Hop Careers

September 23 @ 10:30 Picture Canvas Craft

September 25 @ 10:30 Basic iPad



## Collection

Video games are now available for circulation. We have PlayStation, Xbox, and Nintendo Switch games. Our Nintendo Switch games have proven to be very popular.

Our new display shelves are set up in the adult department. We're using them to highlight our new video game collection, our soon to be expanded Library of Things collection, new materials, Graphic Novels, and a rotating display.



John Fruit, Head of Information Services

September 2023 Statistics - Information Services Dept.

Wix

Website Visits 1038

Event Registrations 67

My Pc

Center Users 350

Youth Users 23

Copier

Faxing 190 pages

Scanning 624 pages

Printing 2184 pages

Copies 732 pages

Axis 360 : 15 checkouts

Kanopy 67 visits, 16 plays

Hoopla 9 new users; 157 Checkouts

OverDrive (Libby) 5 new users; 127 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

Instagram 533 followers

TikTok 44.3k likes, 1799 followers

Twitter 121 followers

OCLC 1 checkouts, 7 holds filled

EBSCO: 22 Database Requests

Museum Adventure Pass: 17 passes generated

Explore More Illinois: 0 passes generated

Local History: 3 requests

Reference Questions : We average about 5 questions a day

## Youth Services Report: September 2023

### Overview:

September passed by in the blink of an eye. The month was packed with celebrations, heritage, beginnings, and fall cheer. There were multiple programs happening in the community, which resulted in a dip in attendance of programs for this month.

### Programming:

*Fall into Reading* (Reading Challenge): This autumn, we are promoting getting a library card and using our reading tracker, **Beanstack**, by reading to get a free Kid's combo from Raising Cane's! This challenge will be available from September 11<sup>th</sup> to October 11<sup>th</sup>.

The crafts in our *Crafty Afternoons* program all revolved around fall and celebration! We made our own pinatas out of paper, ribbon, and tape. The crafters also helped create a beautiful grateful tree. The leaves used for this tree contained the names of those who they are grateful for, along with their own name.

Our story times consisted of 3 different audience groups: *Bilingual Storytime*, *Preschool Storytime* and *Toddler Storytime*. Our *bilingual storytime* had a total of 4 sessions: 2 different dates, with one session in the morning and the evening.

*Movie Monday* was postponed to the following week. The movie played was *Lyle, Lyle Crocodile*.

*Try Teens*, *Journaling*, and *BookTalk* are continuing to grow. There will be months that tween and teen participation will drop because of school or other community activities occurring.

*Anime Club*, *Chess Club*, and *Lego Club* have constant members each week.

### Community Outreach:

#### 1. Summit United Virtual Meeting @ 5:30 PM

- a. Summit United is a nonprofit organization that provides free virtual mentorship to students applying to college and graduate school. We will be partnering with them in November to provide a virtual guide to FAFSA for students.

#### 2. Hispanic Heritage Month Celebration @ 4:00 PM

- a. District 89 holds a string of afterschool events that acknowledge and recognize different cultures, themes, or heritage. At these events, I promote library programs, resources, and services.

#### 3. YALD @ 9:30 AM

- a. Monthly meeting for the Young Adult Librarians in our library system. We discuss programming, training, success stories, etc.

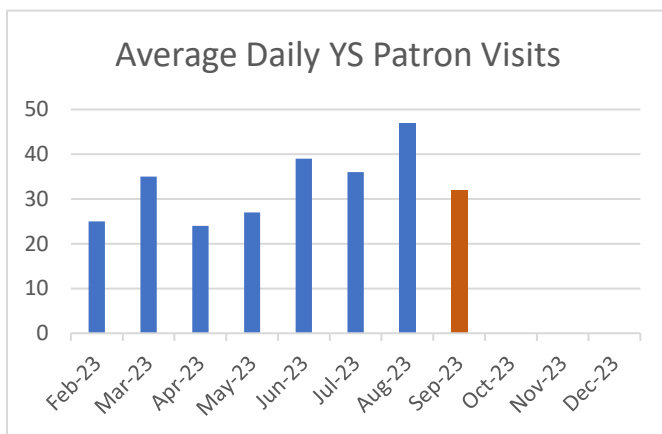
#### 4. ZAP! Conservationists in Action: Partnership with Chicago Zoological Society

- a. A free virtual series that connects children (9-15) with individuals who are taking action to positively impact the environment -- locally, nationally, and globally. Weekly guest speakers will align with various History and Heritage months.



## Youth Services Program Stats: September 2023

Program	Date & Time	Attendance	Audience
Anime Club	09/02 @ 2:30 PM	0	Tweens and Teens
Bilingual Storytime	09/05 @ 10:30 AM	6	Kids
	09/05 @ 4:00 PM	2	Kids
	09/19 @ 10:30 AM	7	Kids
	09/19 @ 4:00 PM	3	Kids
Crafty Afternoons	09/06 @ 5:00 PM	28	All
	09/13 @ 5:00 PM	26	All
	09/20 @ 5:00 PM	22	All
	09/27 @ 5:00 PM	31	All
Lego Club	09/09 @ 2:30 PM	6	Tweens and Teens
Preschool Storytime	09/11 @ 10:30 AM	7	Kids
	09/25 @ 10:30 AM	4	Kids
Journaling	09/12 @ 5:00 PM	5	Tweens and Teens
Try Teens	09/14 @ 5:00 PM	1	Tweens and Teens
Chess Club	09/16 @ 12:30 PM	5	Kids
Movie Monday	09/18 @ 4:30 PM	0	All
Book Talk	09/28 @ 5:00 PM	0	Tweens and Teens



*Daniela Martinez  
Head of Youth Services  
September 2023*

Oct. 2023

# Patron Services

---

The library was a part of the Carnival Book Fair at the end of Sept. It was a fun day! We were able to pass out around 75 Welcome brochures, newsletters, and bags of candy. It was a great event!

The Patron Services Dept., have been continuing with online training, specifically for Sexual Harassment, Bloodborne Pathogens, and Threats of Data Breach. It's an ongoing process, but we are all getting it done.

We participated in the "Passport to Proviso" program for Library sign up week. Congratulations to our winner Doug Daniels. He received a \$100 Amazon gift card!!

Our statistics for the month: 2057 patrons came into the library, 1076 transactions ([23.89% > Sept of 2022](#)) and 64 New Patron cards!

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## IT Department Monthly Report

October, 2023

- We are working with TechSavant to find possible solutions for a reasonable backup system for the server.
- We also received a proposal with several options to upgrade and replace our current phone system. The proposal is from BTS Solutions (Business Telephone System). More information will be forthcoming.
- In order to accommodate the new layout for the Youth Service Desk, we switched the phone extension from 23 to Ext. 25. The phone directory cards, located on each phone, will be updated to reflect the change. Additionally, a second desktop will be added to the Youth Service Desk in the coming weeks.

Marcia Burton  
Technology Department

August 31, 2023

Mr. Leighton Shell  
Maywood Park Library  
121 S. 5<sup>th</sup> Ave  
Maywood, IL. 60638

- ▲ Home Automation
- ▲ Security-Commercial-Residential
- ▲ Live Video Monitoring
- ▲ Smoke and Carbon Monoxide Detection
- ▲ Card Access
- ▲ Sprinkler Supervision

## **CONFIDENTIAL SECURITY PROPOSAL**

Dear Leighton,

Forest is pleased to have the opportunity to propose a security system for you. As a professional security service organization serving the Chicago area for over 40 years, providing the most professional installation and service, we have gained the trust and respect of our customers because we strive to *be the best* in every aspect of our business. At Forest, our customers and our employees, are our highest priority and meeting your needs with quality products at competitive rates is our focus. Rate is quoted on the basis of a seven-year agreement term commercial, or a five year agreement residential.

***This proposal includes*** all of the systems we discussed, as well as adding some additional technology in order to protect the premises and occupants in the best way possible, and also save as much cost in terms of using video technology to make you more secure and improve efficiency in watching and controlling your location.

### ***Forest can provide these services for your property:***

- **Burglar Alarm System** with touch screen control or button and remote access connected to a UL Central Station.
- **Fire Alarm Monitoring** for your early warning detection, sprinkler monitoring and environmental monitoring. This is critical to protect lives and property.
- **Smart Phone Access** is included with every system to ensure that you have the most technologically advanced method to receive text or email alerts on system activity, access history, and activate your system. This feature is usually not allowed on high security UL systems, that require certificates, but we can explain.
- **Video Recording** for local, cloud, or remote access of the premises and operations to improve security, access, and efficiency of your organization. Our system also can provide analytics to monitor what activity at your home or business will provide the most effective information so you can monitor that activity that is important to you.
- **High Quality Equipment** assure you that we are installing the best equipment in the industry today.
- **Service Technicians** with fully stocked service vehicles are dispatched using an advanced dispatch system. All employees carry PERC cards, are background checked, and drug tested.
- **Card Access** that will control the entry of your location and specific areas. The system will log all events, and make sure that the proper access is granted. This system also very valuable to verify

timekeeping needs of employee access. Our card access options include using a PIN reader, Card, FOB, or Bluetooth Reader option.

- **Forest Security Team** 100% Satisfaction Guaranteed! Call us anytime
- **Our company owns our own UL, 5 Diamond recognized central station, that allows the best in monitoring, as well as advanced video monitoring.**

**City of Chicago Electrical Contractor  
Licensed by the State of Illinois  
U.L. Approved  
Fully Insured**



BURGLAR ALARMS

SMOKE DETECTORS

CARBON MONOXIDE DETECTORS

ACCESS CONTROL

VIDEO CAMERAS

ENERGY MANAGEMENT

CENTRAL STATION

HOME AUTOMATION

RESIDENTIAL & COMMERCIAL SECURITY



*We Recommend that you view our Website and Forest TV for information about the capabilities of our systems and services (please just click n the links below, they are very informative on our products and services;*

## [Commercial Security Systems](#)



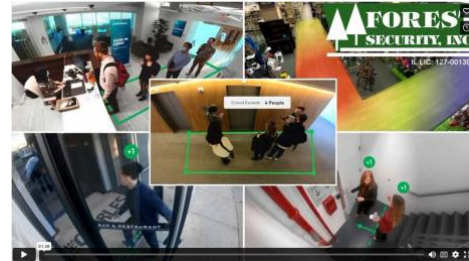
## [Pro-Video Surveillance Cameras](#)



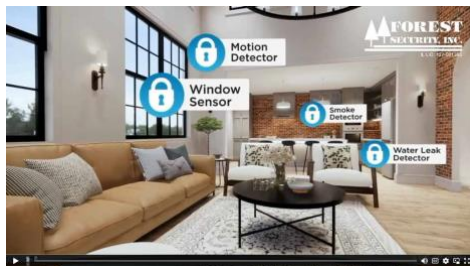
## [Card Access](#)



## [Video Analytics](#)



## [Home Security](#)



## [Home Video Monitoring](#)



## [Video Doorbell](#)



## [Top Rated by Consumer's Checkbook](#)



Forest Security, Inc.  
2720 N Thatcher Avenue  
River Grove, IL 60171

IL LIC# 127-001393  
www.ForestSecurity.com

Phone: 708-452-2000  
Fax: 708-452-1300

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## Protection Options

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### **Security Options**

#### **1. Security System-Includes Smart Phone Access**

- Perimeter Door Contacts
  - East Read Door
  - (2) NE Double Door
  - (7) North Windows
  - (4) West Windows
  - (2) West Doors
  - (6) Front Windows
  - (2) Main South Doors
  - (18) South Windows
- Interior Motion Detectors
  - Entrance 360
  - (4) Motions 360
- Panic Buttons
  - Reception
  - Security Office
  - Office
  - Circulation Desk (2)

#### **Equipment**

- UL Control Panel with Separate zoning for each point of protection
- Touch Screen Display for ease of arming and control
- Long Range Radio Transmission System for immediate response and signal transmission to Central Station
- System Standby Power (24 Hours)
- High Quality Equipment and Installation

#### **Pricing**

---

▪ One Time Installation Cost (Minimum seven year-lease) .....	\$ 4,321.00
▪ Monthly Monitoring and repair.....	\$ 132.00

### **Critical Smoke, Carbon Monoxide, and Environmental Options**

## **Other Security and Convenience Options**

### **2. Video Systems IP Very High-Resolution-Integrated with your Security App-NDAA Compliant**

- 23 High-Resolution Cameras
- 32 Channel NVR

#### **Equipment**

- Forest Vision high quality and high-resolution IP Camera 4.0 megapixel
- Forest Network Video Recorder with remote access for your smart device or desk computer, this includes a standalone server that will store your high-resolution images
- Power over Ethernet Switch
- Integrated into your Security APP
- Wiring and Installation

#### **Pricing**

---

- One Time Installation Cost (Minimum seven-year-lease) ..... \$ 14,860.00
- Monthly (Includes all service and maintenance) ..... \$ 168.00

### **3. Card Access System for Door Access without Keys**

- This option can allow you to enter your business or home without using a key. The reader can operating using a PIN, Card, FOB, or Bluetooth from your smart phone to activate doors, gates, or any opening that has an electric strike installed. An electric strike is required for this to operate, that can be quoted by your locksmith or we can arrange that for you.

#### **Equipment**

- Cloud based card reader system that will allow multiple access levels and expandability
- Complete standby power
- Access Control Cards / Keys Required (Sold Separately)

#### **Pricing**

---

- One Time Installation Cost (Minimum seven-year-lease) ..... \$ 2,250.00

- Access Control Card/Key \$ 6.50
- Monthly (Includes all service and maintenance) ..... \$ 18.00

▪ ***Please Note:*** One electric strike is required by your locksmith for each door you would like controlled by Card Access

# Smart Security Protection Options



IL LIC: 0127-001393

Customizing the options in your security system is very important to ensure all vulnerable areas to access your home are protected.

forestsecurity.com 708-452-2000

## F911 Standard Control Panel



5" Color touch screen panel with encryption for higher security

## E911 Control Panel



Color touch screen panel with facial recognition, plus so much more.

## ProSeries Control Panel



7" touch screen panel integrates with Alexa, built in bluetooth and camera

## Keypad



Button Keypad

## Keypad



LCD Serial Annunciator

## Keypad



Touch Screen Keypad

## Door & Window Contact



activates your alarm panel when a door or window is opened and your panel is armed.

## Glass Break Detector



A wall of windows can be protected with a single glass break detector.

If an intruder breaks a window for access to your home, this device is your protection solution.

## Motion Detector



Protects interior spaces from intruders by detecting movement when your security system is armed in away status. Smart enough to know if it is your family pet or an intruder.

## Smoke Detector



Home fires can be deadly. Protect your family and your home. This device can also detect quick rise of high heat for use in a kitchen.

## Heat Detector



Fixed temperature and Rate-of-Rise Heat Detectors give you early warning of a fire with alarm and sounder

## Carbon Monoxide Detector



CO leaks can come from various sources including your furnace, water heater, stove or fireplace. It can be a gas or a wood burning device. With no odor, a detector is your only option to protect against this deadly gas.

### Keyfob



**Remote Keyfob**  
For security and convenience.

Arm, Disarm plus panic on one single remote.

### Personal Emergency Button



Anyone living alone should have a way to contact help in case of an

emergency. This device provides help with the push of a button.

### Flood Detector



Know right away if a water leak occurs in your home which can

help avoid costly repairs. A broken pipe, a burst washing machine hose or a water heater leak can cause major damage.

## Outdoor Protection Options

### Siren Strobe



Scare off any vandal that tries to break into your home. Siren and strobe activates with your alarm system.

### Outdoor Gate Contact



Receive notification each time your gate or outdoor shed door is opened helps to keep an eye on your property.

### Outdoor Motion Detector



Receive notification if someone enters your back porch, deck or private walkway area helps keep you aware of outdoor security.

### Flex-IO



Outdoor contact with built-in cellular communicator allows this device to be placed almost anywhere.

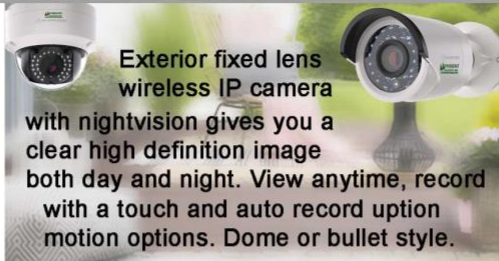
## Video Options

### Indoor IP Camera



Interior fixed lens wireless IP camera with nightvision gives you a clear high definition image both day and night. View anytime, record with a touch and auto record option motion options.

### Outdoor IP Camera



Exterior fixed lens wireless IP camera with nightvision gives you a clear high definition image both day and night. View anytime, record with a touch and auto record option motion options. Dome or bullet style.

### Pro Cameras



Commercial grade camera options gives businesses features such as varifocal lens, 24/7 onboard or SVR recording, and exclusive software that turn these cameras into critical business tools.

### Hardwired Camera Package Indoor/Outdoor



Two hardwired indoor/outdoor high definition dome cameras and 24/7 NVR recorder. (wire in conduit)

### Stream Video Recorder



24/7 continuous recording from your IP cameras without slowing down your internet connection.

## Video Doorbell with Analytics

You can see who's at the door instantly by opening your doorbell's live video feed. Its HD vision, HDR and night vision technology ensure you'll have a clear view while you talk to your visitor over two-way audio. Video Analytics lets you stay aware with fewer interruptions. You'll always know when someone's there, but you won't have to see alerts caused by animals or vehicles.



# Energy Management

## Remote Thermostat



Adjust thermostats from anywhere through your Forest Smart app or any computer. Create automated schedules for smart automation based on system activity. Set back your thermostat when your system is armed away, or pause if smoke or carbon monoxide is detected to limit the circulation of fumes.

## Temperature Sensor



Temperature Sensors deliver precision comfort to the rooms where you spend your time, not just where the thermostat happens to be.

## Smart Modules & Switches



Smart plugs and switches control and program lights and appliances automatically. Turn on a light if alarm trips. Set vacation schedules and more. Turn on/off from your phone.



### Light Package

Control lights and appliances remotely. Create custom rules to automatically turn lights and appliances on/off based on a schedule, when a specific sensor is triggered or when a specific system event occurs, such as arming/disarming.

## Smart Home LED Bulbs

Smart LED instant on, fully dimmable provides a pleasant soft white light uses less energy. Remote Control and Programmable! Automatically turn on if alarm trips. Set vacation schedules and more. Turn on/off from your phone.



# Access Control Options

## Garage Door Remote



Receive notification if garage door is left open and close directly from app. Set automation rules to close door, if open, when alarm is set.

(Ask us if your garage door opener is compatible.)

## Access Control System

Allow employee access to building or restricted areas. Records user and time locks were accessed.

## Mobile Credentials

Save money, time, and frustration by eliminating the use of separate badges or key fobs and allow employees to access doors by swiping their smartphone.

## Remote Door Lock



Best in class equipment from leading lock brands. Once installed, it can be programmed to integrate with your security system.

## Connected Car



### Connected Car

#### Key Features:





























- Track a vehicle's location
- View engine status
- Analyze fuel efficiency
- Connect car and home on one easy-to-use app

Integrate your automobile security with your Forest Security system. Know immediately if your car is moved even if the engine is off. Receive notifications if a driver is exceeding set speed limit or accelerating or breaking too hard.

Mobile App with voice Control via Amazon Echo or Google Home

Free App Included



Common Events	Dedicated	Shared Connection	
	FOREST SECURITY'S Alarm.com Connection	Broadband with Cell Backup	Broadband or Wifi Only
 Power outage	Protected 	Limited 	Exposed 
 Cable outage	Protected & Connected 	Limited 	Exposed 
 Internet outage	Protected & Connected 	Limited 	Exposed 
 Router failure	Protected & Connected 	Limited 	Exposed 
 Cable line cut from outside	Protected & Connected 	Limited 	Exposed 
 Internet speed issues (Throttling)	Protected & Connected 	Limited 	Exposed 
 Secure Connection	 Yes	 No	 No







## Dedicated Connection: Cellular



*Securely connected*

- Dedicated to security
- 24 Hour protect in power outage
- Always-on protection
- Defeats common vulnerabilities
- Independent, reliable and secure



## Shared Connection: Wifi and Broadband



*Leaves you exposed*

- Shared with many other services
- Most services disabled by power outage
- Disrupted when internet is down
- Exposed to external line cut
- Dependent on Internet provider



The **Installation** will be performed in a neat and craftsmen like manner and incorporate only the highest quality materials. At Forest, we strongly believe that good service is good business. Our reputation for high quality, responsive service reflects our commitment to establishing and maintaining solid, on-going relationships with our customers.

Our **optional maintenance agreement** provides you with low cost, onsite support program for the maintenance and service of alarm devices with a small co-payment. This agreement covers normal wear and tear only.

**This quote is only good for (30) thirty days from the above date.**

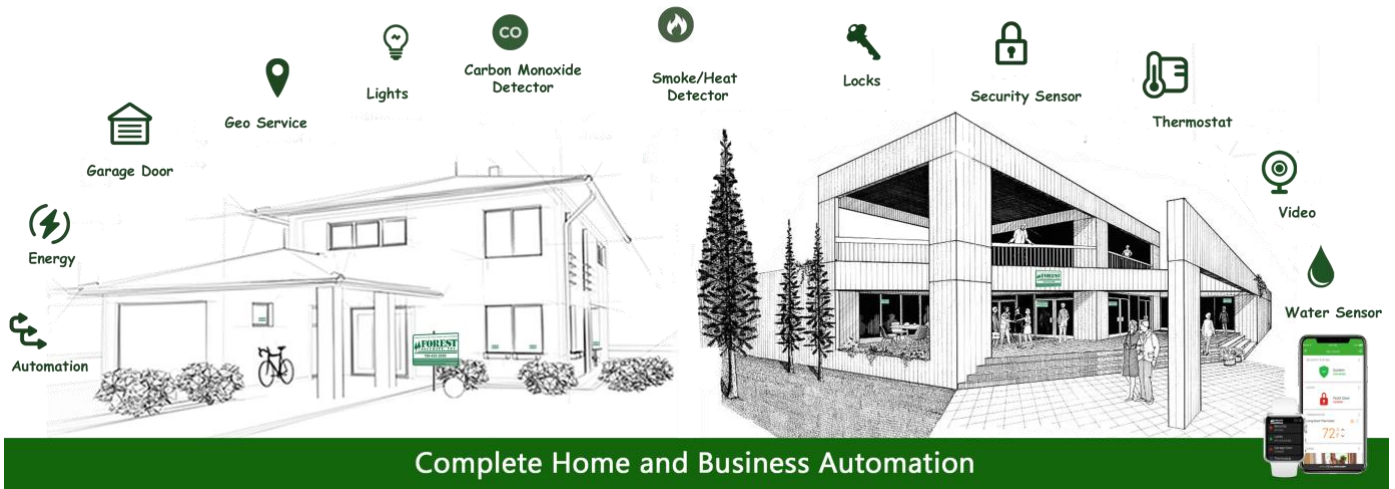
We greatly appreciate the opportunity to be of service to you and look forward to serving you in the future.

**Benefits of Choosing Forest Security, Inc.**

- ✓ Completely U.L. Approved
- ✓ State of Illinois Licensed Alarm Contractor
- ✓ City of Chicago Licensed Electrical Contractor
- ✓ 100% Completely Insured
- ✓ Family owned and operated with Headquarters in Illinois
- ✓ Over 30 Years of experience in this area
- ✓ Cordial Customer Service Team
- ✓ Save Money on Insurance and Energy Costs
- ✓ Dedicated Cellular Connection, No Vulnerable Phone Line
- ✓ Free Smart Phone App
- ✓ 24/7 Service or Assistance Available
- ✓ Panel Protection

Sincerely,  
Jay Rutili

Forest Security, Inc.  
(708) 452-2000



Forest Security, Inc.  
2720 N Thatcher Avenue  
River Grove, IL 60171

IL LIC# 127-001393  
www.ForestSecurity.com

Phone: 708-452-2000  
Fax: 708-452-1300

**Maywood Public Library District  
Salary Schedule  
2023-2024**

Job Title FT (37.5 hours)	FLSA Exempt/ Non- Exempt	Minimum	Midpoint	Maximum
Library Director (MLS)	E	\$ 84,445	\$ 105,556	\$ 126,667
		\$ 40.60	\$ 50.75	\$ 60.90
Business Manager	NE	\$ 24.70	\$ 30.87	\$ 37.04
Bookkeeper	NE	\$ 19.83	\$ 24.79	\$ 29.75
Head of Information Services (MLS)	E	\$ 55,968	\$ 69,960	\$ 83,952
		\$ 26.91	\$ 33.63	\$ 40.36
Head of Youth Services (MLS)	E	\$ 51,048	\$ 63,810	\$ 76,572
		\$ 24.54	\$ 30.68	\$ 36.81
Information/Youth Services Assistant	NE	\$ 13.07	\$ 16.34	\$ 19.61
		\$ 15.64	\$ 19.55	\$ 23.46
Head of Patron Services	E	\$ 50,809	\$ 63,511	\$ 76,214
		\$ 24.43	\$ 30.53	\$ 36.64
Circulation Clerk	NE	\$ 12.53	\$ 15.66	\$ 18.79
		\$ 15.00	\$ 18.00	\$ 21.60
IT Manager	NE	\$ 31.09	\$ 38.86	\$ 46.63
IT Assistant	NE	\$ 17.24	\$ 21.55	\$ 25.86
IT Recommended	NE	\$ 24.17	\$ 30.21	\$ 36.25
Head of Technical Services	NE	\$ 25.68	\$ 32.10	\$ 38.52
Technical Services Assistant	NE	\$ 15.43	\$ 19.28	\$ 23.14
Technical Services Recommended	NE	\$ 23.12	\$ 28.90	\$ 34.68
Maintenance	NE	\$ 15.63	\$ 19.54	\$ 23.45
Custodian	NE	\$ 12.68	\$ 15.85	\$ 19.02
		\$ 15.00	\$ 18.00	\$ 21.60
Security/Library Monitor	NE	\$ 15.28	\$ 19.10	\$ 22.92

Used HR Source 2023 Library Survey, effective June 2023. Data is 1 year old.

Methodology to create salary ranges: Took average for each category above, added together and divided by 3 to create the midpoint. Added or subtracted 20% for midpoint to get minimum and maximum.

**Maywood Public Library District  
Salary Schedule**

**2022-2023**

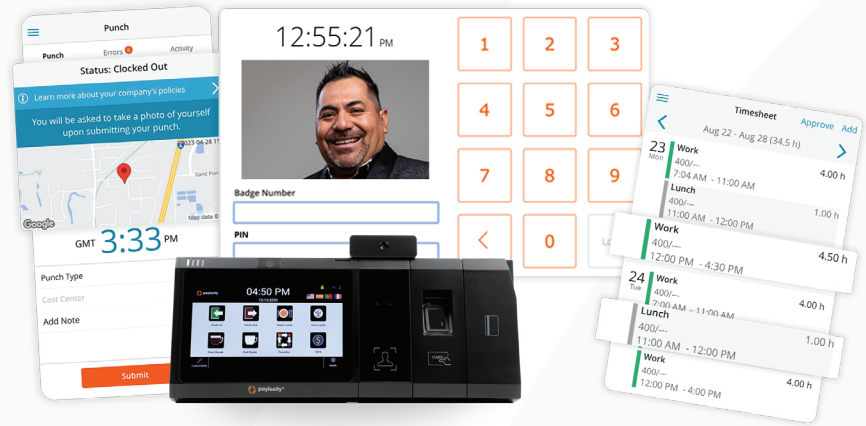
Job Title FT (37.5 hours)	FLSA Exempt/ Non- Exempt	Minimum	Midpoint	Maximum
Library Director (MLS)	E	\$75,348 38.64	\$94,184 48.30	\$113,020 57.96
Business Manager	NE	23.60	29.49	35.38
Head of Information Services (MLS)	NE	\$44,596 22.87	\$55,731 28.58	\$66,865 34.29
Head of Youth Services (MLS)	NE	\$43,290 22.20	\$53,137 27.25	\$64,935 33.30
Information/Youth Services Assistant	NE	13.06 \$15.00	16.32 \$18.00	19.58 \$21.60
Head of Lending Services	NE	\$45,201 23.18	\$56,433 28.94	\$67,216 34.47
Circulation Clerk	NE	11.44 15.00	14.30 18.00	17.16 \$21.60
IT Manager	NE	29.32	36.64	43.96
IT assist		16.13	20.16	24.19
IT recommended		\$22.72	\$28.40	\$34.07
Technical Services	NE	22.98	28.35	34.02
Maintenance	NE	15.16	18.94	22.72
Custodian recommended	NE	11.99 <b>15.00</b>	14.98 <b>18.00</b>	17.97 <b>21.60</b>

Used HR Source 2022 Library Survey, effective June 2022. Data is 1 year old.

Categories: 1-2 mil budget  
Pop 15,000 to 29,999  
Employee size 0-25 for most

Methodology to create salary ranges: Took average for each category above, added together and divided by 3 to create the midpoint. Added or subtracted 20% for midpoint to get minimum and maximum

NAME	POSITION	PAY	HOURS		HIRE DATE
AMY ARIAS-SANCHEZ	PATRON SERVICES ASSISTANT	\$ 15.00	18.0	N/E	2/22/2023
YARICEL ARRENDONDO	PATRON SERVICES ASSISTANT	\$ 15.00	18.0	N/E	11/1/2022
DOREEN BERRIEN	BUSINESS OFFICE ADMINISTRATOR	\$ 40.00	10.0	N/E	7/19/2022
ANDREA BETINIS	PATRON SERVICES ASSISTANT	\$ 15.00	12.0	N/E	5/23/2023
JOANNA BUCIO	PATRON SERVICES ASSISTANT	\$ 15.00	16.0	N/E	8/7/2023
MARCIA BURTON	IT/TECHNOLOGY	\$ 29.90	37.5	N/E	5/1/1991
KEVIN CAMACHO	PATRON SERVICES ASSISTANT	\$ 15.00	18.0	N/E	8/17/2022
KAYLAN CONNER	LIBRARY ASSISTANT (INFO/YS)	\$ 15.00	18.0	N/E	8/23/2023
PEDRO DIAZ	MAINTENANCE	\$ 20.00	18.0	N/E	8/29/2022
JOHN FRUIT	HEAD OF INFO SERVICES	\$ 26.44	40.0	E	12/19/2022
VANESSA HATTER	LIBRARY ASSISTANT (INFO/YS)	\$ 15.00	30.0	N/E	11/1/2022
RITA LEPARD	PATRON SERVICES ASSISTANT	\$ 15.00	18.0	N/E	2/22/2023
DANIELA MARTINEZ	HEAD OF YOUTH SERVICES	\$ 24.04	40.0	E	5/6/2019
VIVIAN MARTINEZ	PATRON SERVICES ASSISTANT	\$ 15.00	18.0	N/E	6/20/2023
STEVEN MCCLINTON JR	PAGE	\$ 13.75	8.0	N/E	2/1/2001
NYDIA ROBINSON	HEAD OF PATRON SERVICES	\$ 30.69	40.0	E	9/26/2022
KIARA ROBLES	LIBRARY ASSISTANT (INFO/YS)	\$ 15.75	32.0	N/E	2/20/2020
BILLY RUSSELL	SECURITY MONITOR	\$ 16.12	18.0	N/E	5/18/2016
STEPHANIE SAMUEL	TECH SERVICES	\$ 29.90	32.0	N/E	5/1/1991
LEIGHTON SHELL	LIBRARY DIRECTOR	\$ 40.87	40.0	E	2/21/2023
CURTIS THOMAS	PAGE	\$ 13.75	8.0	N/E	1/2/1998
TRENTON TRAVIS	PATRON SERVICES ASSISTANT	\$ 18.00	10.0	N/E	8/1/2015
GRASIELA VICTOR	LIBRARY ASSISTANT (INFO/YS)	\$ 15.00	18.0	N/E	11/3/2022
GEORGE WALKER	CUSTODIAN	\$ 17.00	12.0	N/E	8/29/2022



time collection | available hardware

# Modernize Time Collection

Make attendance tracking a breeze with a variety of innovative and flexible employee time tracking options and supporting features. From keypad entry to biometric punch, we offer a variety of configurations, including touchless options, badge reading, and thermal scanning.

**“Employees have multiple ways to clock in and out and managers have the flexibility of real-time, remote access for approvals. Plus, geofencing ensures accuracy.”**

– Corporate HR Manager, GT Midwest

## Ultima Time Clock

### Biometric Technology Capabilities (Optional/Modular)

- Silk ID sensor (ZK): Touch-based optical fingerprint reader
- Facial Identification: Infrared light facial biometric that can identify users in seconds
- Thermal body temperature module: Multi-point thermal body temperature module (supervisors can be notified if employee fails)
- Authentication types are modular, supported on per employee level
- Clocks can enforce wearing masks in order to punch

### Badge Reader Capabilities

- Barcode
- Magnetic stripe
- RFID

### Punch Capabilities

- In/out for the day
- Department transfers
- Early punch in and out for day schedule restrictions
- Lunch/break punches
- Short lunch restrictions
- Adjustments/tip entry
- Swipe and go

### Additional Capabilities

- Full attestation prompt support: Punch rejection, notification, and auditing abilities
- Fast punch/ swipe and go allows for a touchless punch interaction when badges or facial is supported on the clocks
- English, Spanish, Portuguese language options
- Built-in relay (Bell control)

### Ultima time clock Specs

#### Employee Capacity:

20,000 fingerprint  
6,000 facial (3,000 w/  
masks)  
10,000 card

#### Expandable employee capacity: N/A

Near real-time pull technology; punches sent immediately. Can push updates upon a configurable threshold.

7" TFT LCD capacitive touchscreen (soft keypad)

Built in ethernet & Wi-Fi

Offline punching capability  
~1,000,000 transaction

Capacity

Battery backup



# Acroprint FT217

## Badge Reader Capabilities

- Magstripe: 9-digit badge length maximum and ISO encoding standard on track 2
- Barcode: 9-digit badge length maximum, interleave 3 of 9, 2:1 ratio, and .5" tall and positioned approximately .5" from bottom of card
- HID Proximity: HID 26-bit Wiegand format H10301i

## Punch Capabilities

- In/out for the day
- Department transfers
- Early punch in and out for day schedule restrictions
- Lunch/break punches
- Adjustments/tip entry
- Swipe and go

## Additional Capabilities

- Built-in relay (Bell control)



## Acroprint FT217 Specs

- ~10,000 employee capacity
- No local software installation needed
- Full-color display with simple user interface
- Built in ethernet & Wi-Fi
- Offline punching capability
- 100,000 transaction capacity
- Badge-less Keypad Entry (default on all models)

# Kiosk Tablet

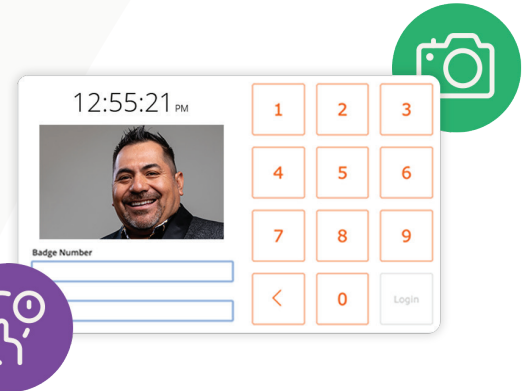
## Punch Capabilities

- In/out for the day
- Department transfers
- Early punch in and out for day schedule restrictions
- Lunch/break punches

## Additional Capabilities

- English/Spanish options
- Messaging
- Photo capture
- Full attestation prompt support:
- Punch rejection, notification, and auditing abilities

- Short lunch restrictions
- Adjustments/tip entry prompt on clock out
- functionality
- Optional PIN for added security
- Recent punches
- Schedule view
- Submit time-off requests
- Optional point occurrence visibility for employees
- Email time sheet



Want to learn more?  
**Contact your Paylocity sales rep today!**

# Letter of Intent

September 11, 2023 | Quote # Q-134649

**Client Company**

MAYWOOD PUBLIC LIBRARY - B0398  
121 S 5th Ave  
Maywood, IL 60153

**Client Contact**

LEIGHTON SHELL  
  
,  
(708) 343-1847

This letter of intent will allow Paylocity to add the following service to my account. I understand I may be required to provide some additional documentation in addition to this letter. I understand that this letter serves as an addendum to the previously executed agreement and I understand the same terms and conditions apply to this letter of intent.

## A La Carte Services

Customer Number	Company Name	Product / Service	Base Fee	Rate	Implementation Fee	Quantity
B0398	MAYWOOD PUBLIC LIBRARY - B0398	Tablet Kiosk		\$1,250.00		1

I understand that I will be billed for services (unless otherwise noted below) upon my next payroll, if applicable, in accordance with the terms of the previously executed services agreement. I will be contacted by someone from Paylocity regarding the implementation of this service.

Company Name: MAYWOOD PUBLIC LIBRARY - B0398

Authorized Officer's Signature:

Authorized Officer's Name (Print):

Title:

Date:

Paylocity Representative Name (Print): Will Hass

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020407A

PAYLOCITY CORPORATION  
ADDENDUM  
Biometric Data

Paylocity Corporation ("Paylocity") and the entity signatory in the block below ("you" or "Customer" and, jointly with Paylocity the "Parties") have entered into an agreement, this Addendum being integral part thereof (collectively, the "Agreement") pursuant to which Paylocity will provide services to you that may entail the use of Biometric Data ("Services"). With respect to the Services, this Addendum sets forth the Biometric requirements applicable to Biometric data processed by Paylocity. With effect from September 1, 2020, the Parties agree to amend the Agreement as follows:

All references to Time and Labor Related Services or similar are hereby deleted and replaced with the following:

For time and labor related services as applicable: CLIENT will be billed for the first month in full. To the extent that CLIENT has procured timekeeping equipment during the course of the relationship with Paylocity, CLIENT agrees to return all equipment to Paylocity promptly upon termination of services or Agreement. Any damaged, unreturned or unusable equipment will be the responsibility of the CLIENT. If CLIENT uses any of Paylocity's time and labor related services that include Biometric Data,



then CLIENT (i) shall be fully and solely responsible for complying with all applicable laws governing the collection, storage, use, and/or transmission of Biometric Data that CLIENT conducts or facilitates, including but not limited to, developing and complying with CLIENT'S own Biometric Data retention and destruction policies and obtaining written consents from CLIENT'S employees as may be required under applicable laws; (ii) shall be fully and solely responsible for providing a copy of Paylocity's Biometric Information Privacy Policy (which Paylocity shall provide to CLIENT) to CLIENT'S employees for whom Paylocity possesses any Biometric Data related to CLIENT'S use of Paylocity's time and labor related services; and (iii) shall be fully and solely responsible for obtaining written consents (which Paylocity shall provide in a form to CLIENT) from CLIENT'S employees for whom Paylocity may possess any Biometric Data related to CLIENT'S use of Paylocity's time and labor related services. Such consents shall be obtained prior to the collection of any Biometric data and must explicitly be for the benefit of the CLIENT, Paylocity and/or Paylocity's authorized licensors or vendors. CLIENT shall also be fully and solely responsible for complying with all applicable privacy laws and obtaining any required consents in connection with any Personal Information, including without limitation information about COVID symptoms and exposure, that is collected, stored, used or transmitted in the course of CLIENT using any of Paylocity's time and labor related services. "Personal Information" includes any information that relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, to an individual. CLIENT shall indemnify, defend and hold harmless Paylocity and its officers, directors, employees, affiliates, agents, and contractors, from and against any third-party claims, demands, suits, judgments, costs, expenses, losses and liabilities, including, without limitation, reasonable attorneys' fees (collectively, "Claims"), to the extent any Claims arise out of or relate to CLIENT'S noncompliance, or Paylocity's noncompliance to the extent Paylocity's noncompliance arises out of an act or omission by the CLIENT, with any laws related to Biometric Data or Personal Information for any services related to this Agreement. Paylocity reserves the right to select its own legal counsel for any such Claims.

"Biometric Data" includes "biometric identifiers" and "biometric information" as defined in the Illinois Biometric Information Privacy Act, 740 ILCS § 14/1, et seq. "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. "Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. "Biometric Data" also includes any similar state or local law definitions related to any biological characteristics of a person, or information based upon such a characteristic. Paylocity shall not (x) sell, lease or trade any Biometric Data that it receives from CLIENT, (y) retain, use, or disclose any Biometric Data that it receives from CLIENT for any purpose other than for the specific purpose of performing the services specified in this Agreement, or (z) retain, use, or disclose any Biometric Data that Paylocity receives from CLIENT outside of the direct business relationship between Paylocity and CLIENT.

Customer may contact Paylocity with any question or concerns at: [Privacy@Paylocity.com](mailto:Privacy@Paylocity.com)

The Parties agree to this Addendum with effect from the Effective Date on the terms set out above:

Printed Name:

Printed Name:

For and on behalf of: **PAYLOCITY CORPORATION**

For and on behalf of:

Signature

Signature

Date:

Date:

# Letter of Intent

September 11, 2023 | Quote # Q-134658

**Client Company**

MAYWOOD PUBLIC LIBRARY - B0398  
121 S 5th Ave  
Maywood, IL 60153

**Client Contact**

LEIGHTON SHELL  
  
,  
(708) 343-1847

This letter of intent will allow Paylocity to add the following service to my account. I understand I may be required to provide some additional documentation in addition to this letter. I understand that this letter serves as an addendum to the previously executed agreement and I understand the same terms and conditions apply to this letter of intent.

**A La Carte Services**

Customer Number	Company Name	Product / Service	Base Fee	Rate	Implementation Fee	Quantity
B0398	MAYWOOD PUBLIC LIBRARY - B0398	Ultima Base Terminal		\$2,800.00		1
B0398	MAYWOOD PUBLIC LIBRARY - B0398	Ultima Facial Recognition Module		\$800.00		1

\*Timeclock monthly maintenance fees are waived for the first year

I understand that I will be billed for services (unless otherwise noted below) upon my next payroll, if applicable, in accordance with the terms of the previously executed services agreement. I will be contacted by someone from Paylocity regarding the implementation of this service.

Company Name: MAYWOOD PUBLIC LIBRARY - B0398

Authorized Officer's Signature:

Authorized Officer's Name (Print):

Title:

Date:

Paylocity Representative Name (Print): Will Hass

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020407A

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For time and labor related services as applicable: CLIENT will be billed for the first month in full. To the extent that CLIENT has procured timekeeping equipment during the course of the relationship with Paylocity, CLIENT agrees to return all equipment

to Paylocity promptly upon termination of services or Agreement. Any damaged, unreturned or unusable equipment will be the responsibility of the CLIENT. If CLIENT uses any of Paylocity's time and labor related services that include Biometric Data, then CLIENT (i) shall be fully and solely responsible for complying with all applicable laws governing the collection, storage, use, and/or transmission of Biometric Data that CLIENT conducts or facilitates, including but not limited to, developing and complying with CLIENT'S own Biometric Data retention and destruction policies and obtaining written consents from CLIENT'S employees as may be required under applicable laws; (ii) shall be fully and solely responsible for providing a copy of Paylocity's Biometric Information Privacy Policy (which Paylocity shall provide to CLIENT) to CLIENT'S employees for whom Paylocity possesses any Biometric Data related to CLIENT'S use of Paylocity's time and labor related services; and (iii) shall be fully and solely responsible for obtaining written consents (which Paylocity shall provide in a form to CLIENT) from CLIENT'S employees for whom Paylocity may possess any Biometric Data related to CLIENT'S use of Paylocity's time and labor related services. Such consents shall be obtained prior to the collection of any Biometric data and must explicitly be for the benefit of the CLIENT, Paylocity and/or Paylocity's authorized licensors or vendors. CLIENT shall also be fully and solely responsible for complying with all applicable privacy laws and obtaining any required consents in connection with any Personal Information, including without limitation information about COVID symptoms and exposure, that is collected, stored, used or transmitted in the course of CLIENT using any of Paylocity's time and labor related services. "Personal Information" includes any information that relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, to an individual. CLIENT shall indemnify, defend and hold harmless Paylocity and its officers, directors, employees, affiliates, agents, and contractors, from and against any third-party claims, demands, suits, judgments, costs, expenses, losses and liabilities, including, without limitation, reasonable attorneys' fees (collectively, "Claims"), to the extent any Claims arise out of or relate to CLIENT'S noncompliance, or Paylocity's noncompliance to the extent Paylocity's noncompliance arises out of an act or omission by the CLIENT, with any laws related to Biometric Data or Personal Information for any services related to this Agreement. Paylocity reserves the right to select its own legal counsel for any such Claims.

"Biometric Data" includes "biometric identifiers" and "biometric information" as defined in the Illinois Biometric Information Privacy Act, 740 ILCS § 14/1, et seq. "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. "Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. "Biometric Data" also includes any similar state or local law definitions related to any biological characteristics of a person, or information based upon such a characteristic. Paylocity shall not (x) sell, lease or trade any Biometric Data that it receives from CLIENT, (y) retain, use, or disclose any Biometric Data that it receives from CLIENT for any purpose other than for the specific purpose of performing the services specified in this Agreement, or (z) retain, use, or disclose any Biometric Data that Paylocity receives from CLIENT outside of the direct business relationship between Paylocity and CLIENT.

Customer may contact Paylocity with any question or concerns at: [Privacy@Paylocity.com](mailto:Privacy@Paylocity.com)

The Parties agree to this Addendum with effect from the Effective Date on the terms set out above:

Printed Name:

Printed Name:

For and on behalf of: **PAYLOCITY CORPORATION**

For and on behalf of:

Signature

Signature

Date:

Date:

**Client Information:**

<b>Maywood Public Library District</b>
121 S 5 <sup>th</sup> Avenue
Maywood, IL 60153
708-343-1847

<b>Agreement Start Date</b>	/ / 2023
<b>Payment Term</b>	Monthly Recurring Payment
<b>Amount</b>	\$125.00 (One Hundred Twenty-Five Dollars)
<b>Coverage Type</b>	8x5 Monday-Friday Type Coverage

**Term:**

This agreement is for an initial term of one (1) year and will renew automatically for another one (1) year term unless written cancellation notice is received sixty (60) days prior to renewal.

**Equipment Covered:**

Only the following equipment shall be covered under this agreement. All other equipment serviced by BTS Solutions during this maintenance agreement will be billed on a time and material basis.

**Benefits of BTS Maintenance:**

- Backup Battery/UPS
- Spare Phone/Phones
- Guaranteed 4 Hour Response Time
- All Hardware/Software Covered
- Unlimited Free Help Desk Support
- All Labor Hours Included
- Unlimited Programing Changes Included
- Provide Additional Training and Programing
- Management of Carrier Issues (AT&T, Comcast, etc.)

QTY	Description
1	IP Office 500V2 Control Unit
1	IPO IP500V2 System SD Card MU-Law
1	Power Lead for IP500
1	IPO 500 Wall Mounting Kit
1	Digital Station 30
1	Digital Station 8
1	Phone 2
2	ATM 4 Analog Trunk V2 Card
1	IPO ESSNTL ED ADI LIC
1	2 Embedded Voicemail Ports
33	Avaya 9504, 1408, 1416 Digital Phones

Client: \_\_\_\_\_

BTS: \_\_\_\_\_

**Terms and Condition**

**AGREEMENT SERVICES:** For the agreement duration, BTS will provide the Client: (i) Replace/repair all covered defective equipment with no extra charge for labor or equipment related to such repair/replacement (ii) Help desk and dispatch hotline will be available Monday through Friday, 8:00 AM to 5:00 PM CST (iv) Dispatch technicians to Client's location to identify issues and replace or repair defective equipment (v) Service will occur during Coverage Hours, defined as between the hours of 8:00 AM to 5:00 PM, CST, Monday through Friday, excluding BTS holidays (vi) Restore telephony and voicemail service using Client provided copies of currently operational computer software programs and copies of properly archived, telephony, voicemail, and computer back-up files. Equipment will be restored to the most current backup (vii) BTS will also provide discounted rates of \$95 an hour for all Moves Adds, Changes and Upgrades.

**DISPATCH:** (i) Response Time for "Major Failures" (defined as attendant console outage, controller outage, or 25% outage of trunks and/or stations): A technician will be dispatched within four Coverage Hours after receipt of a call. (ii) Response Time for "Non-Major Failures" (all failures excluding Major Failures): A technician will be dispatched within twenty-four coverage hours after receipt of a call.

**CLIENT RESPONSIBILITIES:** Client agrees to (i) provide the proper environment, electrical, and telecommunications connections (ii) Provide work space that is free of any hazardous material or condition. The Client agrees to notify BTS of the presence of any hazardous material or condition on the premise and to correct any hazardous condition that affects BTS performance of the Agreement. Services will be delayed until the Client removes or corrects the hazardous condition. BTS shall not be liable to the Client as a result of such delays. (iv) Copies of all currently operational software programs, copies of the regularly archived, telephony and voicemail and computer back-up files (v) Notification to BTS of any equipment added to the covered equipment (vii) Authorization to engage manufacturers for services required for the execution of BTS'S obligations under this agreement provided that BTS agrees to reimburse Client any expense for services charged to the Client and authorized by BTS.

**NON AGREEMENT SERVICES AVAILABLE FOR ADDITIONAL FEE:** (i) On-site moves, additions, changes, and upgrades or new installations on a "Time and Materials" or "T&M" basis (ii) On-site and remote technical support for all Non-Agreement covered equipment on a "T&M" basis (iii) On-site data and voice wiring cat 3, 5e, 6, fiber, and coax (iv) On-site training in the use and programming of equipment on a "T&M" basis.

**REPAIR OR REPLACEMENT OF EQUIPMENT:** (i) Service under the Agreement will be subject to the exclusions in AGREEMENT EXCLUSIONS (ii) Repair and replacement equipment may be new, remanufactured, or refurbished at the discretion of BTS (iii) Removed equipment becomes the property of BTS.

**EXCLUSIVE REMEDIES AND LIMITATIONS OF LIABILITY:** The entire liability of BTS and its affiliates and subcontracts, (and their directors, officers, employees, agents, representatives, subcontractors, and suppliers) and client's exclusive remedies for any damages arising from the performance of any service, regardless of the form of action, whether in contract, tort including negligence, strict liability or otherwise, shall be: (1) For delays in the service agreement, BTS shall no liability unless service is delayed by more than twenty-four (24) coverage hours by causes not attributable to either client or force majeure conditions, in which case client's sole remedy shall be to cancel this agreement without incurring cancellation charges; (2) For BTS's failure to perform any other material term of this agreement, client's sole remedy shall be to cancel this agreement without incurring cancellation charges if BTS fails to correct such failure within twenty-four (24) coverage hours of receipt of client's written notice; (3) For damages to real or tangible personal property or for bodily injury or death to any person for which BTS's sole negligence was the proximate cause, client's right to proven damages to property or person; and (4) For claims other than set forth above, BTS's liability shall be limited to proven direct damages in an amount not to exceed \$100,000.00. Unless otherwise noted in this agreement, BTS shall not be liable for the following types of damages: (I) incidental damages, (II) special or consequential damages, including but not limited to: lost profits, savings or revenues of any kind. BTS shall not be liable for the types of damages enumerated above whether or not BTS has been advised of the possibilities of such damages. This paragraph shall survive the failure of any exclusive remedy.

**AGREEMENT EXCLUSIONS:** The Agreement does not cover repair for damages or malfunctions caused by: (i) The actions of non-authorized personnel (ii) Client failure to follow operation or maintenance instructions of the manufacturer (iii) Client's failure to permit BTS timely access to Client's Equipment (iv) Failure of equipment not covered by the Agreement or equipment not serviced by BTS or if Client modifies the equipment (v) Force majeure conditions as stated below (vi) The agreement

does not cover the movement or relocation of any Agreement covered equipment. You agree to notify BTS prior to equipment movement. Additional charges may apply if BTS incurs additional costs in providing service as a result of the movement of equipment (vii) The agreement does not cover the installation, re-programming or reconstruction of software telephony or voicemail files other than as described in AGREEMENT SERVICES (viii) Loss or corruption of data records. In the event that no current backups are available, BTS will attempt to reconstruct the current programming—that programming will be done at BTS's then-current programming rates (IX) The agreement excludes covered equipment maintenance issues resulting from failure of the Client's data network or its components, Ethernet switches, routers, hubs, data wiring (X) Damage incurred or attributable to the interruption of local or long distance telecommunication service carriers (xi) Lightning strikes.

**PRICE AND PAYMENT:** The Client agrees to pay the charges set forth in this Agreement to BTS. Invoices are generated according to the payment term selected on the Payment Options Page of the agreement. Payment is due within 14 days of the BTS invoice date. The Client agrees to reimburse BTS for any costs associated with collecting delinquent payments including attorney's fees and Court costs.

**CANCELLATION/TERMINATION:** (i) Client will be in default of this Agreement and BTS may terminate this Agreement if Client fails to pay charges when due or fails to perform or observe any material term or condition of this Agreement, if such failure shall continue unremedied for fourteen (14) days after receipt of written notice thereof from BTS. BTS reserves the right to collect termination charges as described below (ii) Client may terminate this Agreement, upon written notice, anytime within the first thirty (30) days without termination charge and with full refund of any paid Agreement charges (iii) Because BTS has already invested in infrastructure and specific equipment to provide each customer services under this Care Free Maintenance Service Agreement, both parties agree that calculating the precise amount of damages for cancellation/termination is impracticable. Therefore, the parties agree not as a penalty but as a fair determination of the damages that BTS would incur, that the Client will pay an amount equal to 80% of the cumulative sum of remaining balances from the date of cancellation.

**TAXES:** Client agrees to pay taxes, however designated (excluding taxes on BTS's net income) imposed or based upon the provision of the Agreement unless a tax exemption certificate is provided.

**FORCE MAJEURE:** BTS shall have no liability for delays, failure in performance or damages due to: fire, explosion, pest damage, power failures, strikes or labor disputes, water, acts of God, the elements, war, civil disturbances, acts of civil or military authorities or the public enemy, inability to secure raw materials, transportation facilities, fuel or energy shortages, acts or omissions of communications carriers, unauthorized use of the Products, or other causes beyond BTS's control whether or not similar to the foregoing.

**GENERAL:** (i) Any supplement, modification or waiver of any provision must be in writing and signed by authorized representatives of both parties (ii) If either party fails to enforce any right or remedy available under this Service Agreement, that failure shall not be construed as a waiver of any right or remedy with respect to any other breach or failure by the other party.

**OWNERSHIP AND/OR LICENSEE:** The Client warrants that it legally poses any equipment covered by this agreement or that the Client has the equipment owner's authorization to enter into this agreement and or the Client is the licensee of the software programs covered by this agreement.

**DISPUTE RESOLUTION:** (i) Any controversy or claim, whether based on contract, tort, strict liability, fraud, misrepresentation, or any other legal theory, related directly or indirectly to this Agreement ("Dispute") shall be resolved solely in accordance with the terms of this section (ii) If The Dispute cannot be settled by good faith negotiation between the parties, any remaining issues will be resolved by binding arbitration in accordance with sections iii below. The Federal Arbitration Act, 9 U.S.C. Section 1 to 15, which will govern the arbitrability of all Disputes, not state law (iii) A single arbitrator who is knowledgeable in the telecommunications/IT or in commercial matters will conduct the arbitration. The arbitrator's decision and award will be final and binding and may be entered in any court with jurisdiction. The arbitrator will not have authority to modify or expand any of the provisions of this agreement (iv) Any Dispute with respect to this Agreement must be brought in accordance with this section within one (1) year after the cause of action arises.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

BTS Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_



# Service Activation Form

**BTS Solutions**  
 3924 W Devon Avenue  
 Lincolnwood, IL 60712  
 (773) 657-3400

**Proposal #:** 246504  
**Date:** 8/29/2023  
**Quote Valid Until:** 9/28/2023  
**Order Type:** New Proposal  
**Sales Representative:** Aaron Jensen  
**Sales Rep. Email:** ajensen@midwestbts.com  
**Payment Method:** Credit Card  
**Summary:**

**Customer Name:** Maywood Public Library District  
**Customer Since:** N/A  
**Contract Start:** TBD  
**Contract Maturity:** TBD  
**Term of Commitment:** 24 months from date of Service activation per the Terms of Service

## Customer Information

	Billing Address	Shipping Address
<b>Company:</b>	Maywood Public Library District	Maywood Public Library District
<b>Contact:</b>	Leighton Shell	Leighton Shell
<b>Street 1:</b>	121 S 5TH AVE	121 S 5TH AVE
<b>Street 2:</b>		
<b>City, State, ZIP code:</b>	MAYWOOD, IL 60153	MAYWOOD, IL 60153
<b>Phone:</b>	708-343-1847	708-343-1847
<b>Fax:</b>		
<b>Mobile:</b>		
<b>Email:</b>		

## Monthly Recurring Charges (MRC)

QTY	Item ID	Description	Monthly	Monthly Ext.
10	100-03-CALLPATHM	Metered Call Path Unlimited local & long distance domestic minutes. Includes up to (10) burstable call paths at no extra cost.	\$0.00	\$0.00
1	100-06-E911	E911 Service Charge Monthly E911 Service Fee per DID, TN or unique physical address per Service Provider Terms of Service.	\$2.95	\$2.95
24	BRZ - Premium - NO CALL PATH	BREEZE Premium Seat - NO CALL PATH Includes one (1) premium extension, bundled with unlimited local and domestic LD minutes, one (1) DID, caller ID, voicemail, voicemail to email, automated attendant, mobility App, UC client/soft phone, conference bridge, and music on hold.	\$15.00	\$360.00
			<b>MRC Subtotal</b>	
			<b>\$362.95</b>	

## Non-Recurring Charges (NRC)

QTY	Item ID	Description	Price	Price Ext.
1	200-01-LNPORT	Local Number Port (LNP) (0-5 Numbers) Fee per telephone number ported	\$25.00	\$25.00
1	200-01-SETUPINST	Setup & Installation BTS system setup, programming, training for VoIP services.	\$895.00	\$895.00



# Service Activation Form

QTY	Item ID	Description	Price	Price Ext.
16	Yealink PWR Supply	Yealink T53W Power Supply The Yealink P55V1200US is a 5V/1.2A rated power supply for use with Yealink SIP-T53W, T53, T42G, T42S, T53 series IP phones.	\$15.00	\$240.00
16	YEALINK T53W	YEALINK T53W (Built-in Wifi & Bluetooth) 8 lines with dual color LED IP phone with built-in Wifi (2.4/5 GHz) with 3.7" LCD with backlight, Dual-port Gigabit Ethernet, headset support, HD Voice, USB, 5 fixed feature keys - message, headset, mute, redial, hands-free speakerphone, supports up to 3 expansion modules. Built-in bluetooth supports bluetooth headsets. Power supply not included.	\$160.00	\$2,560.00
2	Yealink Cordless Phone	Yealink W76P DECT Cordless Handset w/Base 2.4 inch 240 x 320 pixel color backlit display, 12 key numeric keypad, 5 navigation keys, 2 soft keys, 6 function keys, 6 shortcut keys, supports up to 8 W52H/W56H cordless handsets, coverage up to 50m indoors and 300m outdoors, base station powered via PoE or included AC adapter.	\$223.99	\$447.98
6	WMB-T5W	Yealink WMB-T5W Wallmount Bracket for SIP-T53/T53W/T54W	\$18.96	\$113.76
6	YEALINK T31G	YEALINK T31G 2 lines with 2.3" 132x64-pixel graphical LCD with backlight, Dual-port Gigabit Ethernet, headset support, HD Voice, Local 5-way conferencing, 5 fixed feature keys - message, headset, mute, redial, hands-free speakerphone. Power supply not included.	\$69.97	\$419.82
			<b>NRC Subtotal</b>	
			<b>\$4,701.56</b>	



# Service Activation Form

Notes

Due at Signing	
Monthly Recurring	\$362.95
Non-Recurring	\$4,701.56
Communications Service Tax	\$57.77
E911 (VoIP)	\$1.50
FCC Regulatory Fee (VoIP)	\$1.02
FUSF (VoIP)	\$55.37
Sales Tax	\$340.34
Telecommunications Infrastructure Maintenance Fee	\$2.22
Transit Tax	\$37.82
<b>Total Due at Signing</b>	<b>\$5,560.55</b>

Summary	
Monthly Recurring	\$362.95
Non-Recurring	\$4,701.56
Communications Service Tax	\$57.77
E911 (VoIP)	\$1.50
FCC Regulatory Fee (VoIP)	\$1.02
FUSF (VoIP)	\$55.37
Sales Tax	\$340.34
Telecommunications Infrastructure Maintenance Fee	\$2.22
Transit Tax	\$37.82
<b>Total</b>	<b>\$5,560.55</b>

**\* Taxes and fees are subject to change.**

The undersigned acknowledges that they have received, read, accepted, and agreed to the BTS Solutions Terms of Service, and ALL BTS Solutions Terms and Conditions incorporated by this reference.

Please charge my existing credit card on file: Yes  No

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Confidential and Proprietary to BTS Solutions. This proposal is provided to the Entity(s) and Individual(s) listed above only, and may not be disclosed or forwarded to any other party without the express, written consent of BTS Solutions.



# BTS BREEZE Features



## Interested in learning how our proven software platform can revitalize your business communications?

With BTS BREEZE VoIP Solution, we give you the tools and features you need to enhance your business for improved growth and success. Utilize countless options to take your business to the next level with a wide variety of services from Hosted PBX and VoIP to Enhanced SIP Trunking.

### Unified Communications

Unified Communications (UC) is the seamless integration of voice, presence, chat, data, applications, and other technologies that help drastically improve your communication processes and business productivity. Our software and services enable you to access your account and seamlessly incorporate our high-value cloud communication services including:

 **Hosted PBX & VoIP**

 **Customer Portal**

 **SIP Trunking**

 **Mobile VoIP**

 **Integrated Solutions**

### Hosted PBX & VoIP

#### Call Center

- Agents
- Pause
- Queues
- Reason Codes
- Tally Codes
- Zero Out

#### Call Conferencing

- Conference Bridges
- 3-Way Conference Call

#### Call Management

- Attended Transfer
- Auto Attendant Answering
- Automatic Call Distribution (ACD)
- Barge
- Burstable Virtual Call Paths
- Busy Call Forwarding
- Call Forwarding

#### Call Management (continued)

- Call Hold
- Call Park
- Call Queue
- Call Recording
- Call Routing Time Frames
- Call Waiting Indicator
- Caller ID
- Caller ID Blocking
- Caller ID Routing
- Direct Inward Dialing (DID)
- Direct Inward System Access (DISA)
- Directed Call Pickup
- Disable Outbound Dialing
- Do Not Disturb
- Find Me (Digital Assistant)
- Forward Calls Locally or Remotely (via Phone or Web)
- Incoming Call Blocking
- Incoming Call Identification

- Incoming Caller ID Routing
- Incoming Privacy Screening
- Listen Live
- Live Person Answering
- Multicast Paging
- No Answer Call Forwarding
- Office Intercom
- One Button Redial
- 1-6 Digit Extension Dialing
- Outbound Dialing Rules
- Outgoing Call Blocking
- Ring Groups
- Shared Virtual Call Paths
- Speed Dial
- Unattended Transfer
- Voicemail
- Voicemail to Email
- Voicemail to Text Message

## Hosted PBX & VoIP (continued)

### Music on Hold

Commercials On Hold  
(By Phone Number)  
Music On Hold (Custom or Default)

### Virtual Auto Attendants

Multiple Top Level Auto Attendants  
Sub-Level Auto Attendants  
Top Level Auto Attendants  
(Always On or Time Based)

### Origination and Termination

Domestic Origination  
Domestic Termination  
E911 Support  
Endpoint Templates  
International Termination  
Shared Line Appearance  
Toll Free Numbers

### Reporting

Accounting and Billing Reports  
Activity Reports  
Call Detail Records  
Call Traffic by Extension  
Call Volume Graphs  
Call Center Reports

## Mobile VoIP

With Mobile VoIP, your mobile phone becomes your mobile office. Utilize features like office extension, extension-to-extension dialing, Caller ID and more to increase productivity while pulling together voice, chat, video, and other services to support your mobile workforce. Features include:

Cloud Extensions  
Mobile Office Extensions  
Support for Softphones

## Customer Portal

Account Management  
Automated Billing System  
Case Management / LNP  
Click-to-Dial  
Detailed Accounting  
Endpoint Template Management  
Message Center  
Operator Console  
Shared Line Appearance Hunt Group  
Test My Connection  
URL Agent  
User Dashboard (Coming Soon)

## Integrated Solutions

API  
Hosted Fax  
Microsoft Outlook Plugin  
Salesforce.com Plugin  
Screen Pops

## SIP Trunking

Enhanced SIP Trunking  
Standard SIP Trunking

## How to Switch

Interested in switching to **BTS BREEZE**?

Call **773-657-3400** to receive a customized quote detailing the benefits of utilizing our innovative products and services. When you're ready, we'll install your new phone system with ZERO downtime, so you can get back to business.



**BTS Solutions**  
3924 W Devon Ave, STE 100  
Lincolnwood, IL 60712

P 773.657.3400  
F 866.814.3006  
www.btssolutions.us

## 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.

<b>Fees:</b>	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.

**ORDINANCE 2024-03**

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE MAYWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024**

**BE IT ORDAINED** by the Board of Trustees of the Maywood Public Library District as follows:

Section 1: That the sum of \$1,639,000 be and the same is assessed and levied from and against all taxable property within the limits of the said Maywood Public Library district as the same is assessed and equalized for state and county purposes for the current year, 2024, and are applied in liquidation of the appropriations heretofore made by Ordinance adopted by the board of Trustees of Maywood Public Library District at a meeting thereof regularly convened and held on September 13, 2023, and duly published as provided by law; the various objects and purposes for which said appropriations were made are set forth under the column entitled Appropriations and the specific amount hereby levied for each object and purpose is set forth under the column entitled Levy, as follows:

**ARTICLE I**  
**CORPORATE FUND**

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
4010011 Salaries	765,000.	
4040011 Healthcare Premium	70,000	
4050011 Trustee Development	4,000	
4051011 Staff Development	4200	
4052011 Travel	2,400	
4070011 Membership Dues	5,400	
4080011 Adult Books	20,400	
4080012 Youth Books	18,000	
4085011 SWAN - Lost Books	2,400	
4090011 Periodicals	4,200	
4100011 Adult AV	9,000	
4100012 Youth AV	9,000	
4105011 Software	8,400	
4106011 Technology	6,000	
4130011 Library Supplies	15,600	
4130012 Patron Services Supplies	3,600	
4130013 Tech Services Supplies	1,200	
4130511 Bank Fees	1,440	
4131011 Hospitality	3,000	
4135011 Printing	3,600	
4140011 Postage	3,600	
4150011 Telephone	12,600	
4160011 Publicity	6,000	
4170011 Professional Services	54,000	



<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
4205011	Natural Gas	49,140
4210011	Databases & E-Resources	18,800
4215011	Water	13,860
4225011	Electricity	108,000
4235011	Garbage	10,800
4240011	Maintenance of Equipment	44,100
4250011	Contract Building Maintenance	72,000
4256011	Janitorial Supplies	8,820
4260011	General Maintenance - Building	66,150
4265011	SWAN	31,200
4270011	Local History	250
4292011	Special Events	12,000
4302011	Adult Programming	8,400
4302012	Youth Programming	8,400
4310011	Equipment Purchase	7,200
43111011	Capital Improvements	48,000
4320011	Legal Fees	18,000
6032011	Misc. Grant Expenses	9,000
6033011	DCEO Grant Expenses	420,000
6034011	Per Capita Grant Expenses	41,616
6123011	Vending Machine Fees	1,800
	<b>Total Corporate Fund</b>	
	<u>\$ 2,040,576</u>	<u>\$ 1,409,000</u>

The foregoing appropriations are appropriated from the general property tax for corporate purposes. Said appropriations, less estimated amounts receivable from other sources, are hereby levied from the tax for general corporate purposes.

**ARTICLE II**

**FICA FUND**

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
9150091	FICA Expenditures	
	<u>64,800</u>	<u>55,000</u>

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for FICA purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for FICA Purposes in addition to all other Library District taxes.

**ARTICLE III**

**IMRF**

<b><u>ACCOUNT</u></b>	<b><u>APPROPRIATIONS</u></b>	<b><u>LEVY</u></b>
9250092      IMRF pension Fund	<u>117,300</u>	<u>120,000</u>

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the library district's contribution to IMRF Pension Fund and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax to pay the Library District's contributions to IMRF Pension Fund in addition to all other Library District taxes.

**ARTICLE IV**

**BUILDING & SITES**

<b><u>ACCOUNT</u></b>	<b><u>APPROPRIATIONS</u></b>	<b><u>LEVY</u></b>
Building & Site Expenses	<u>0</u>	<u>0</u>

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for the purpose of purchase, construction, and maintenance of sites and buildings, equipment, and maintenance, repairs and alterations of library buildings and equipment and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for the purposes of maintenance of sites and buildings and equipment, in addition to all other Library District taxes.

**ARTICLE V**

**UNEMPLOYMENT**

<b><u>ACCOUNT</u></b>	<b><u>APPROPRIATIONS</u></b>	<b><u>LEVY</u></b>
9350093      Unemployment	<u>6,300</u>	<u>1,000</u>

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for the participation in the unemployment insurance and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for Library District's contribution to unemployment expense purposes in addition to all other Library District taxes.

**ARTICLE VI**

**WORKERS COMPENSATION**

<b><u>ACCOUNT</u></b>		<b><u>APPROPRIATIONS</u></b>	<b><u>LEVY</u></b>
9450094	Workers Compensation	_____ 1,260	_____ 1,000

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for workers compensation purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for workers compensation purposes in addition to all other Library District taxes.

**ARTICLE VII**

**INSURANCE FUND - WAGES**

<b><u>ACCOUNT</u></b>		<b><u>APPROPRIATIONS</u></b>	<b><u>LEVY</u></b>
9500195	Insurance Fund -Wages	_____ 300	_____ -

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for insurance fund - wages purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for insurance fund - wages compensation insurance expense purposes in addition to all other Library District taxes.

**ARTICLE VIII**

**PUBLIC LIABILITY INSURANCE**

<b><u>ACCOUNT</u></b>		<b><u>APPROPRIATIONS</u></b>	<b><u>LEVY</u></b>
9550095	Public Liability Insurance	_____ 48,000	_____ 44,000

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for the public liability insurance purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for public liability insurance expense purposes in addition to all other Library District taxes.

**ARTICLE IX**

**AUDIT**

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
9650096      Audit	<u>8,400</u>	<u>9,000</u>

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for the audit purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for audit purposes in addition to all other Library District Taxes.

<u>SUMMARY</u>	
Total Corporate Fund	\$ 1,409,000
Total FICA Fund	55,000
Total IMRF Fund	120,000
Total Building & Site Fund	-
Total Unemployment Fund	1,000
Total Workers Compensation Fund	1,000
Total Insurance Fund - Wages Fund	-
Total Public Liability Insurance Fund	44,000
Total Audit Fund	<u>9,000</u>
<b>GRAND TOTAL</b>	<b>\$ <u>1,639,000</u></b>

Section 2: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

Section 3: That this ordinance shall be in full force and effect from and after passage, approval, and publication as provided by law.

ADOPTED November 15, 2023 pursuant to a roll call vote as follows:

AYES \_\_\_\_\_  
NAYS \_\_\_\_\_  
ABSENT \_\_\_\_\_

\_\_\_\_\_  
Shakeesta Williams, PRESIDENT

ATTEST:

\_\_\_\_\_  
LaSondra Banks, SECRETARY