

MAYWOOD PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Board Meeting

Agenda

February 21, 2024
6:30 p.m.

1. Call to Order & Roll Call
2. **Action Item:** Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. **Action Item:** Meeting Minutes Consent Agenda
 - 5a. Approval of the minutes of the regular meeting held on January 17, 2024
 - 5b. Approval of the minutes of the executive session held on December 20, 2023
6. Communications & Announcements
7. **Action Item:** Treasurer's Report Consent Agenda
 - 7a. Approve January 2024 financial reports
 - 7b. Approval of Library Payroll for January 10, 2024, in the amount of \$25,801.83 and January 24, 2024, in the amount of \$28,064.46.
 - 7c. Ratify the IMRF payment for January 2024 in the amount of \$3,821.88.
 - 7d. Ratify the Accounts Payable for January 30, 2024, in the amount of \$1,454.59
 - 7e. Approve the Accounts Payable for February 16, 2024, in the amount of \$47,496.36
 - 7f. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.
8. **Action Item:** Approve Library Director and Department Reports
 - 8a. Library Director Report Additional Remarks as Needed

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees
Regular Board Meeting
February 21, 2024
Agenda

9. Committee Reports

9a. **Action Item:** Approve Decennial Committee Final Report

10. Old Business

10a. **Discussion/Action Item:** None

11. New Business

11a. **Discussion Item:** Review draft of FY23 audit

11b. **Discussion Item:** Review Trustee Bylaws

11c. **Action Item:** In Service Day March 7, 2024

11d. **Action Item:** Choose Strategic Planning Process/Consultant

11e. **Action Item:** Approve Security Camera and Video Surveillance Policy

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. **Action Item:** Actions Resulting from Executive Session

15. Adjournment

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

January 17, 2024

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Williams at 6:32 PM on Wednesday January 17, 2024, at the Maywood Public Library.

President Williams called for a motion to allow Trustee Butler to attend the meeting via phone due to illness. Secretary Banks motioned to allow Trustee Butler to attend the meeting via phone and President Williams seconded the motion.

President Williams called for a voice vote.

Motion Passed

Secretary Banks conducted the roll call.

Present: Trustees Williams, Barber-Burnside, Sanchez, Banks, and Rice,

Absent: Trustees Villarreal [unexcused] and Butler [arrived 6:37 p.m. via telephone]

There was a quorum present to conduct library business.

Also present in person: Library Director Leighton Shell and Library Business Office Administrator Latonya Williams.

Also present via teleconference: Andrew Dogan, Williams Architects, and Dan Eallonardo, Independent Construction Services, Inc.

2. ADOPTION OF AGENDA

Director Shell informed the Board that two additional checks were added to the Accounts Payable report, which would require amending agenda item 7e from \$54,362.21 to \$58,899.62.

President Williams asked for a motion to approve the agenda amending item 7e to \$58,899.62. A motion was made by Vice President Burnside to amend the agenda as requested and adopt the amended agenda. The motion was seconded by Trustee Rice.

Trustee Butler joined the meeting by telephone at 6:37 p.m.

President Williams called for a voice vote.

Motion Passed

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

January 17, 2024

3. INTRODUCTION OF VISITORS

New library Business Office Administrator Latonya Williams attended the meeting.

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

Director Shell reported that he did not have minutes prepared for the December 20, 2023, closed session. President Williams asked for a motion to approve the minutes from the regular meeting held on December 20, 2023. A motion was made by Trustee Butler to approve the December 20, 2023, regular meeting minutes. The motion was seconded by Secretary Banks.

President Williams called for a voice vote.

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Director Shell reported to the Board the email communication received from the Illinois State Library informing him that the library had been invited to participate in the Federal Broadband, Equity, Access, and Deployment (BEAD) Program funding challenge process because the library had been identified through an effort with the Illinois Secretary of States Office along with the regional library systems of RAILS and IHLS as a prioritized library in the BEAD Challenge process. The library has been identified by the Illinois Office of Broadband as a Community Anchor Institution (CAI) and should be connected to internet speeds of 1 gigabit symmetrical service. He has started the process of measuring and reporting the library's actual internet connection speeds to the BEAD program.

7. TREASURER'S REPORT

7a. Approve December 2023 Treasurers Report

7b. Approval of Library Payroll for December 13, 2023, in the amount of \$19,548.70 and December 27, 2023, in the amount of \$23,231.51.

7c. Ratify the IMRF payment for December 2023 in the amount of \$4,474.81.

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

January 17, 2024

- 7d. Ratify the Accounts Payable for January 5, 2024, in the amount of \$9,499.74
- 7e. Approve the Accounts Payable for January 17, 2024, in the amount of \$58,899.62
[as amended]
- 7f. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.

Before the reading of the treasurer's report, Treasurer Sanchez asked for clarification on the wording of agenda item 7a. Specifically, she was concerned that the wording of agenda item 7a could cause confusion if there was a need to separate parts out from the consent agenda. Director Shell said that the current format of the report was the same that was used before but that it could be changed at any time if the Treasurer preferred a different format. Additionally, he said he would look into alternate wording for the agenda item. Treasurer Sanchez read the report to the Board.

President Williams asked for a motion to approve the Treasurer's Report consent agenda encompassing agenda items 7a through 7f, with the amended item 73. A motion was made by Trustee Butler and seconded by Treasurer Sanchez to approve the amended Treasurer's Report consent agenda as presented.

Trustee Rice had comments about the expenses incurred at the Guadalajara book fair where staff was sent to purchase Spanish language materials for the library collection.

Treasurer Sanchez indicated she was qualifying her vote to not include approval for check #3162 to Operation Uplift because she feels it is not appropriate for library funds to be spent on this type of event.

Trustee Rice indicated he was qualifying his vote to not include approval for check #3195 to Multicultural Books and Videos because he feels it was not appropriate to send staff to the International Book Fair in Guadalajara to purchase materials.

President Williams called for a roll call vote.

Ayes: Butler, Banks, Williams
Ayes: Sanchez, except for check #3162
Ayes: Rice, except for check #3195
Nays: n/a
Abstain: Burnside
Absent: Villarreal

Motion Passed.

Treasurer Sanchez informed the Board that effective immediately that she was resigning

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

January 17, 2024

from the officer position of Treasurer. President Williams asked Treasurer Sanchez if she would make her resignation formal by submitting it in writing. Treasurer Sanchez indicated she would.

8. DIRECTOR'S REPORT

President Williams asked for a motion to approve the Director's report. Trustee Butler moved to approve the report and Vice President Burnside seconded the motion.

Director Shell had no additional remarks to supplement his written report.

Library Business Office Administrator Latanya Williams introduced herself to the Board and gave a brief history of her experience. She indicated she had plans to help better utilize the HR technology the library uses for payroll and bookkeeping.

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

Motion Passed

9. COMMITTEE REPORTS

Director Shell reminded the Board that the Decennial Committee meeting would take place at 6:00 p.m. on February 21st, immediately prior to the Board meeting.

10. OLD BUSINESS

10a. None

11. NEW BUSINESS

11a. Approve Treasurer's Annual Statement

Vice-President Burnside expressed concern about voting on a Treasurer's Annual Statement when the Treasurer has resigned the office. Director Shell explained that the TAS was a summary of the monies received and spent from July 1, 2022 through June 30, 2023. President Williams asked for a motion to approve the Treasurer's Annual Statement. Trustee Butler made motion to approve the TAS and Trustee Rice seconded.

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

January 17, 2024

Vice-President Burnside asked if Treasurer Sanchez had a chance to review the Treasurer's Annual Statement. Treasurer Sanchez indicated she had not but that the report was generated from information that had been approved by the Board over the previous fiscal year.

President Williams called for a roll call vote to approve the Treasurer's Annual Statement.

Ayes: Butler, Banks, Williams, Burnside, Sanchez, Rice
Nays: n/a
Abstain: n/a
Absent: Villarreal

Motion Passed.

11b. Approve Williams Architect Proposal for Managing Elevator Modernization Project

President Williams asked for a motion to approve the Williams Architect Proposal for Managing Elevator Modernization Project. Trustee Butler moved to approve the proposal and Trustee Rice seconded the motion.

Trustee Rice indicated he had concerns with hiring Williams Architects to do the elevator modernization construction. Director Shell clarified that this proposal is not to do the elevator repairs, it is a proposal to design the repairs, prepare the bid documents and manage the public bid, and to supervise the construction by whichever company wins the public bid.

Dan Eallonardo with Independent Construction Services introduced himself to the Board again and reminded them that he has been acting as the "owners' representative" throughout the building assessment process. Dan summarized the results of the building assessment that had been conducted the previous year and what will be involved in modernizing the elevators to keep them in code.

Andy Dogan with Williams Architects introduced himself and summarized the information included in the proposals put before the Board.

President Williams called for a roll call vote to approve the Williams Architect Proposal for Managing Elevator Modernization Project.

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

January 17, 2024

Ayes: Butler, Banks, Williams, Burnside, Sanchez
Nays: Rice
Abstain: n/a
Absent: Villarreal

Motion Passed.

11c. Approve Williams Architect Proposal for Assisting with Illinois Public Library Construction / Remodeling for Accessibility Grant Application

President Williams asked for a motion to approve the Williams Architect Proposal for Assisting with Illinois Public Library Construction / Remodeling for Accessibility Grant Application. Vice-President Burnside moved to approve the proposal and Treasurer Sanchez seconded the motion.

President Williams called for a roll call vote to approve the Williams Architect Proposal for Assisting with Illinois Public Library Construction / Remodeling for Accessibility Grant Application.

Ayes: Butler, Banks, Williams, Burnside, Sanchez
Nays: Rice
Abstain: n/a
Absent: Villarreal

Motion Passed.

11d. Strategic Plan Options

President Williams summarized the importance of having a clear strategic plan for the library Board and staff to follow. Director Shell informed the Board that he provided a few possible ways to proceed so they could see the range of costs associated. One option could be to do the entire strategic planning process in-house, which may be possible as Latonya Williams indicated she has experience with strategic planning. The other option would be to hire a consultant to work with the library in developing the strategic plan. Latonya Williams shared a high-level plan document she prepared with the Board.

11e. Approve Library Policies Consent Agenda

- (1) Notary Policy
- (2) Social Media Policy
- (3) Library Programs and Events Policy

President Williams asked for a motion to approve the Library Policies Consent Agenda.

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

January 17, 2024

Trustee Butler moved to approve the policies consent agenda and President Williams seconded the motion.

Trustee Butler asked if the Notary Policy marked OLD was being combined with the draft Notary Policy put before the Board. Director Shell explained that the policy marked OLD was the old policy that will be replaced by the draft policy being voted on.

In regards to the Library Programs and Events Policy, Trustee Butler expressed concerns that the patrons might not be aware that they are being photographed. Director Shell said he would look into having signage created to post during events explaining the library's event photo policy.

President Williams called for a voice vote to approve the policy consent agenda.

Motion Passed.

12. COMMENTS FROM THE BOARD

Trustee Butler explained how she emailed a schedule of programs she arranged for Black History Month but was told there were conflicts with existing library events and she wanted to know what the conflicts were. President Williams indicated that due to the time constraints of the Board meeting, this topic should be handled one on one with Director Shell.

Trustee Butler asked if the Board had accepted Treasurer Sanchez's resignation from the Treasurer's office. President Williams explained that the verbal resignation had not been accepted because Treasurer Sanchez indicated she would be submitting a formal written resignation at a later time.

13. EXECUTIVE SESSION

No executive session.

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

January 17, 2024

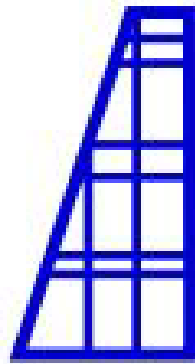
14. ADJOURNMENT

President Williams asked for a motion to adjourn the Regular Board Meeting. Vice President Burnside moved to adjourn and Trustee Rice seconded.

President Williams called for a voice vote.

Motion Passed. Meeting adjourned at 7:45 p.m

SIGNED: _____ DATE: _____
LaSondra Banks, Secretary



**Maywood
Public
Library
District**

MONTHLY FINANCIAL STATEMENTS

January 2024

Maywood Public Library District
Summary of Monthly Cash Receipts & Disbursements
As of January 31, 2024

Account	Beginning Bal. 1/1/2024	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 1/31/2024
US Bank - Primary	\$ 1,419,494.25	\$ 117.01	\$ (100,000.00)	\$ -	\$ 9,095.13		\$ (12.00)	\$ 1,328,694.39
US Bank - Accounts Payable	\$ 167,817.70	\$ 13.38	\$ 100,000.00	\$ -	\$ 1,161.92	\$ (135,623.92)	\$ -	\$ 133,369.08
US Bank - SB220079 Grant	\$ 186,006.67	\$ 15.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,022.42
US Bank - HB210029 Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Illinois Funds - Primary	\$ 349,683.38	\$ 1,601.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 351,285.24
Cash - Circulation	\$ 325.00							\$ 325.00
Petty Cash	\$ 65.00							\$ 65.00
Total	\$ 2,123,392.00	\$ 1,748.00	\$ -	\$ -	\$ 10,257.05	\$ (135,623.92)	\$ (12.00)	\$ 1,999,761.13

1/18/24 Deposit

3021011	Pers Prop Replac Tax	\$ 7,939.35
3032611	Other Grant Income	\$ -
3060011	Fines	\$ -
3070011	Copy Machine	\$ 500.90
3080011	Lost and Paid	\$ -
3095011	General Sales	\$ 14.88
3095511	Book Sales	\$ 28.00
3123011	Vending Machine Inc	\$ -
3125011	Fax Machine	\$ 12.00
3127011	Room Rental Income	\$ 40.00
3130011	Misc Income	-
3608011	Passport & License	\$ 560.00
3039011	Donations	\$ -
	Total Desposit	\$ 9,095.13

AP Credit Card Deposits

	Nayax	Square	Book Royalties
	\$ 19.50	\$ 1,042.09	\$ 100.33

Maywood Public Library
Accounts Payable Report
January 30, 2024

Vendor	Date	Account	Memo/Description	Amount	Total
Amazon Capital Services	01/31/2024	2100011 Accounts Payable	inv. 1GV3-V6NH-WhJ9 Library Supplies:	631.35	631.35
		4130011 Library Supplies	inv. 1GV3-V6NH-WHJ9 - K CUPS, Water Filter	43.02	
		4106011 Technology	inv. 1GV3-V6NH-WHJ9 - Adaptor, Iphone/Ipad Charger	46.78	
		4100011 Adult Audio Visual	Inv. 14XR-CDPK-46CV	29.95	
		4080011 Adult Books	Inv. 1PWJ-PRFC-6NVJ	39.94	
		4130011 Library Supplies	Inv. 146P-Q6KM-GYGF	330.64	
		4302011 Adult Programming	Inv. 11QJ-VXF6-F9F6	98.61	
		4302011 Adult Programming	Inv.1CPY-QQG1-MQJP	42.41	
Anderson Elevator	01/31/2024	2100011 Accounts Payable	Anderson Elevator Inv. INV-82072-L4D3	300.00	300.00
		4250011 Contract Maintenance Building	ANDERSON ELEVATOR CO.	300.00	
Com Ed	01/31/2024	2100011 Accounts Payable	Comed Bill 12/12 - 1/16	26.73	26.73
		4225011 Electricity	COMED	26.73	
Comcast	01/31/2024	2100011 Accounts Payable	Inv. Jan 30th - Feb 29th	171.85	171.85
		4106011 Technology	Comcast	171.85	
Konica Minolta Business Solutions	01/31/2024	2100011 Accounts Payable	Konica Minolta inv. 2915533261	193.08	193.08
		4240011 Maintenance of Equipment	SOLUTIONS USA INC	91.20	
		4240011 Maintenance of Equipment	KONICA MINOLTA BUSINESS SOLUTIONS USA INC	34.00	
		4240011 Maintenance of Equipment	MINOLTA BUSINESS SOLUTIONS USA INC	67.88	

Vendor	Date	Account	Memo/Description	Amount	Total
Quill LLC	01/31/2024	2100011 Accounts Payable	Inv. 36746496	43.96	43.96
		4130011 Library Supplies	Quill	43.96	
Village of Maywood Water Department	01/29/2024	2100011 Accounts Payable	Village of Maywood inv. 427403007-00	87.62	87.62
		4215011 Water	Village of Maywood inv. 427405652-00		
		4215011 Water	Water inv. 427403007-00		
			Water inv. 427405652-00	37.55	
				<u>\$ 1,454.59</u>	

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Maywood Public Library
Accounts Payable Report
February 16, 2024

Vendor	Date	Account	Memo/Description	Amount	Total
Amazon Capital Services	02/16/2024	2100011 Accounts Payable	Various invoices. See line descriptions.	588.28	588.28
		4130011 Library Supplies	inv. 1WVQ-7XTH-H9CW - printer ink	156.76	
		4130013 Tech Services Supplies	inv. 1WVQ-7XTH-H9CW - labels	56.00	
		4106011 Technology	inv. 19H3-GCVC-TTC3 - iPad protectors	20.97	
		4302012 YS Programming	inv. 169H-9CDX-MHM3 - YS programming supplies	227.09	
		4100011 Adult Audio Visual	inv. 1FJ3-XFD7-L7HN - adult DVDs	53.83	
		4130012 Patron Services Supplies	inv. 1FY1-1K6X-H119 -	73.63	
Ancel Glink PC	02/16/2024	2100011 Accounts Payable	inv. 101964	1,920.75	1,920.75
		4320011 Legal Fees	inv. 101964	1,920.75	
Anderson Elevator	02/16/2024	2100011 Accounts Payable	inv. 83376-X1B0 monthly maint.	300.00	300.00
		4250011 Contract Maintenance Building	inv. 83376-X1B0 monthly maint.	300.00	
Anderson Pest Solutions	02/16/2024	2100011 Accounts Payable	inv. 56524382	82.50	82.50
		4250011 Contract Maintenance Building	inv. 56524382	82.50	

Vendor	Date	Account	Memo/Description	Amount	Total
Baker & Taylor	02/16/2024	2100011 Accounts Payable	Various adult book invoices. See line descriptions.	1,217.58	1,217.58
		4080011 Adult Books	inv. 2038025214	177.46	
		4080011 Adult Books	inv. 2038025233	59.10	
		4080011 Adult Books	inv. 2038035943	241.68	
		4080011 Adult Books	inv. 2038049111	321.21	
		4080011 Adult Books	inv. 2038059635	335.66	
		4080011 Adult Books	inv. 2038068882	82.47	
Chicago Tribune	02/16/2024	2100011 Accounts Payable	Pays through 5/03/24	330.99	330.99
		4090011 Periodicals	Pays through 5/03/24	330.99	
Complete Temperature Systems	02/16/2024	2100011 Accounts Payable	inv. SRVCE049810 - boiler flame failure alarm	4,945.00	4,945.00
		4250011 Contract Maintenance Building	inv. SRVCE049810 - boiler flame failure alarm	715.00	
		4250011 Contract Maintenance Building	inv. SRVCE050003 - boiler flame failure alarm	1,655.00	
		4250011 Contract Maintenance Building	inv. MA008837 - quarterly maintenance	2,575.00	
Dana Szarzynski	02/16/2024	2100011 Accounts Payable	3/23/24 Intro to Dungeons & Dragons	100.00	100.00
		4302011 Adult Programming	3/23/24 Intro to Dungeons & Dragons	100.00	
Danta Williams	02/16/2024	2100011 Accounts Payable	2/22 Program (BHM) - Heritage to Hustle	150.00	150.00
		4302011 Adult Programming	2/22/24 Program (BHM)	150.00	
Forest Security, Inc.	02/16/2024	2100011 Accounts Payable	Burglar Alarm and CCTV Deposit	10,490.50	10,490.50
		4250011 Contract Maintenance Building	Deposit for Alarm and CCTV	10,490.50	

Vendor	Date	Account	Memo/Description	Amount	Total
IDENTI-CHECK	02/16/2024	2100011 Accounts Payable	inv. 246507 L. Wilson	89.80	89.80
		4170011 Professional Services	inv. 246507 L. Wilson	89.80	
Illinois Library Association	02/16/2024	2100011 Accounts Payable	inv. 277952 - Inst. Membership	225.00	225.00
		4070011 Membership Dues	inv. 277952 - Inst. Membership	225.00	
Independent Construction Services	02/16/2024	2100011 Accounts Payable	Invoices: 1302	435.00	435.00
		4170011 Professional Services	Inv. 1302	435.00	
iRead	02/16/2024	2100011 Accounts Payable	inv 280080 - 2024 summer reading supplies	974.06	974.06
		4292011 Special Events	inv 280080 - 2024 summer reading supplies	974.06	
Konica Minolta Business Solutions	02/16/2024	2100011 Accounts Payable	Copy machines maintenance. Various invoices.	226.47	226.47
		4240011 Maintenance of Equipment	inv. 292044541	115.06	
		4240011 Maintenance of Equipment	inv. 292044810	48.93	
		4240011 Maintenance of Equipment	inv. 292051693	62.48	
LIMRICC-UCGA	02/16/2024	2100011 Accounts Payable	Unemployment Insurance 4th Qtr. 2023	1,395.18	1,395.18
		9350093 Unemployment Insurance	Unemployment Insurance 4th Qtr. 2023	1,395.18	
LRS, LLC	02/16/2024	2100011 Accounts Payable	inv. LR5601055	166.20	166.20
		4235011 Garbage	inv. LR5601055	166.20	
MidAmerican Energy	02/16/2024	2100011 Accounts Payable	inv. 11989274	6,641.60	6,641.60
		4225011 Electricity	inv. 11989274	6,641.60	

Vendor	Date	Account	Memo/Description	Amount	Total
Multicultural Books & Videos	02/16/2024	2100011 Accounts Payable	Spanish language YS books.	194.22	194.22
		4080012 YS Books	inv. 23-2835C	194.22	
Nicor Gas	02/16/2024	2100011 Accounts Payable	5581640000 0 (Addition) 12/14/23-1/16/24	7,341.69	7,341.69
		4205011 Natural Gas	5581640000 0 (Addition) 12/14-1/16	7,341.69	
	02/16/2024	2100011 Accounts Payable	0048580000 7 (Carnegie) 12/14-1/16	956.05	956.05
		4205011 Natural Gas	0048580000 7 (Carnegie) 12/14-1/16	956.05	
Nydia Robinson	02/16/2024	2100011 Accounts Payable	PS Staff Meeting Snacks (Dunkin)	36.36	36.36
		4130012 Patron Services Supplies	PS Staff Meeting Snacks	36.36	
Peerless Network	02/16/2024	2100011 Accounts Payable	inv. 43674 - telephone service	757.31	757.31
		4150011 Telephone	inv. 43674 - telephone service	757.31	
Quill LLC	02/16/2024	2100011 Accounts Payable	Various invoices. See line descriptions.	328.28	328.28
		4256011 Janitorial Supplies	inv. 36848897 - tissue, towels, cleaner	254.20	
		4256011 Janitorial Supplies	inv. 36839108 - air fresheners	21.32	
		4130011 Library Supplies	inv. 37178315 - coffee	52.76	
RAILS	02/16/2024	2100011 Accounts Payable	Swank Movie License Fee (1/1/24 to 12/31/24)	448.00	448.00
		4302011 Adult Programming	Swank (1/1 to 12/31/24) 50%	224.00	
		4302012 YS Programming	Swank (1/1 to 12/31/24) 50%	224.00	
Rhonda Fentry	02/16/2024	2100011 Accounts Payable	3/5/24 Meditation Soundbath	75.00	75.00
		4302011 Adult Programming	3/5/24 Meditation Soundbath	75.00	

Vendor	Date	Account	Memo/Description	Amount	Total
Royale Bezjian Carpet Company	02/16/2024	2100011 Accounts Payable	Inv. 82621 and 82911	170.00	170.00
		4250011 Contract Maintenance Building	Inv. 82621 (Dec)	85.00	
		4250011 Contract Maintenance Building	Inv. 82911 (Jan)	85.00	
Tee Jay Service Co.	02/16/2024	2100011 Accounts Payable	inv. 204382 - entrance door swing repair	1,384.00	1,384.00
		4260011 General Maintenance - Building	inv. 204382 - entrance door swing repair	1,384.00	
The Library Store	02/16/2024	2100011 Accounts Payable	inv. 667975 - laminate film	57.78	57.78
		4130013 Tech Services Supplies	inv. 667975 - laminate film	57.78	
Tsavant Inc.	02/16/2024	2100011 Accounts Payable	inv. MP0034 - Dec, Jan, & Feb service	2,700.00	2,700.00
		4170011 Professional Services	inv. MP0034 - Dec, Jan, & Feb service	2,700.00	
US BANK	02/16/2024	2100011 Accounts Payable	Various charges. See line descriptions.	2,768.76	2,768.76
		4105011 Software	Microsoft - email	23.10	
		4051011 Staff Development	Walgreens - staff gift cards (xmas)	400.00	
		4051011 Staff Development	Office Depot - staff gift cards (xmas)	400.00	
		4051011 Staff Development	Jewel - staff gift cards (xmas)	500.00	
		4050011 Trustee Development	ILSOS - Foundation NFP Reinstatement	57.26	
		4050011 Trustee Development	Superior Awards - name plates	360.00	
		4140011 Postage	USPS - Passport Mailers	965.00	
		4131011 Hospitality	Jewel - January birthdays	12.99	
		4302012 YS Programming	Dollar Tree - YS supplies	41.25	
		4302012 YS Programming	Jewel - YS supplies	9.16	

47,496.36



Maywood Public Library

Statement of Financial Position

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF DEC 31, 2023 (PP)
ASSETS		
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	351,285.24	349,683.38
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	1,328,723.44	1,420,381.57
1080111 US Bank - Accounts Payable	120,119.10	149,321.35
1080211 US Bank - Payroll	0.00	0.00
1080311 US Bank SB220079 Grant Account (DCEO)	186,000.00	186,000.00
1099011 Cash Allocated to Other Funds	-701,337.74	-701,337.74
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90
1099078 Allocated Cash - Working Cash	258,366.98	258,366.98
1099091 Allocated Cash - FICA Bond	366,313.43	366,313.43
1099092 Allocated Cash - IMRF Fund	101,463.05	101,463.05
1099093 Allocated Cash - Unemp Fund	16,025.37	16,025.37
1099094 Allocated Cash - Workers Comp Fund	8,005.43	8,005.43
1099095 Allocated Cash - Liab Ins Fund	-87,895.42	-87,895.42
1099096 Allocated Cash - Audit Fund	-6,250.00	-6,250.00
Total Bank Accounts	\$1,986,576.58	\$2,105,835.10
Total Current Assets	\$1,986,576.58	\$2,105,835.10
TOTAL ASSETS	\$1,986,576.58	\$2,105,835.10

	TOTAL	
	AS OF JAN 31, 2024	AS OF DEC 31, 2023 (PP)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	-90.96	53,840.64
Total Accounts Payable	\$ -90.96	\$53,840.64
Other Current Liabilities		
2101011 Federal Tax Withheld	-4,761.20	-1,535.31
2102011 State Tax Withheld	3,226.00	5,784.53
2103011 FICA Withheld	-2,137.13	1,843.89
2104011 IMRF Withheld	-7,605.93	-6,160.07
2104511 IMRF-VAC	5,391.93	5,920.45
2105011 Credit Union I Withheld	-477.68	92.32
2106011 Credit Union II Withheld	335.00	385.00
2107011 Medical Insurance Withheld	5.65	234.12
2108011 Pebsco Withheld	235.00	235.00
2109011 Garnishments Withheld	0.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85
2111011 AFLAC Withheld - Post Tax	0.00	0.00
2222211 Cash Advance - Credit Card	163.34	163.34
2222411 Due to Library Foundation	0.00	0.00
Total Other Current Liabilities	\$ -5,607.17	\$6,981.12
Total Current Liabilities	\$ -5,698.13	\$60,821.76
Total Liabilities	\$ -5,698.13	\$60,821.76
Equity		
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90
2900078 Fund Balance - Working Cash	258,366.98	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05
2900093 Fund Balance - Unemployment	16,025.37	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00
Opening Balance Equity	-6,624.18	-6,624.18
Retained Earnings	1,209,023.78	1,209,023.78
Net Revenue	474,026.30	526,764.93
Total Equity	\$1,992,274.71	\$2,045,013.34
TOTAL LIABILITIES AND EQUITY	\$1,986,576.58	\$2,105,835.10



Maywood Public Library

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

July 2023 - January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3001011 Tax Revenue - Current	606,339.31	1,308,094.00	-701,754.69	46.35 %
3001080 Tax Rev Current - Building Fund	9,129.31	60,000.00	-50,870.69	15.22 %
3001091 Tax Rev Current - FICA Fund	33,130.57	55,000.00	-21,869.43	60.24 %
3001092 Tax Rev Current - IMRF Fund	45,057.58	120,000.00	-74,942.42	37.55 %
3001093 Tax Rev Current - Unemp Fund	2,355.96	1,000.00	1,355.96	235.60 %
3001094 Tax Rev Current - Workers Comp Fund	2,355.96	1,000.00	1,355.96	235.60 %
3001095 Tax Rev Current - Liab Ins Fund	33,130.57	44,000.00	-10,869.43	75.30 %
3001096 Tax Rev Current - Audit Fund	5,742.63	9,000.00	-3,257.37	63.81 %
3021011 Personal Prop Replacement Tax	122,599.42	120,000.00	2,599.42	102.17 %
3030011 Per Capita Grant	34,762.80	34,680.00	82.80	100.24 %
3032611 Other Grant Income	7,500.00	7,500.00	0.00	100.00 %
3033011 DCEO Grant	186,000.00	350,000.00	-164,000.00	53.14 %
3039011 Donations	25.20	100.00	-74.80	25.20 %
3060011 Fines	155.83		155.83	
3070011 Copy Machine	3,718.70	2,000.00	1,718.70	185.94 %
3080011 Lost and Paid	459.66	200.00	259.66	229.83 %
3095011 General Sales	149.96	25.00	124.96	599.84 %
3095511 Book Sales	274.96	500.00	-225.04	54.99 %
3123011 Vending Machine Income	774.00	1,500.00	-726.00	51.60 %
3125011 Fax Machine	56.48	25.00	31.48	225.92 %
3127011 Room Rental Income	607.33	250.00	357.33	242.93 %
3130011 Miscellaneous Income	383.55	500.00	-116.45	76.71 %
3132511 Maywood Book Income	100.33	100.00	0.33	100.33 %
3302011 Interest - All Bank	778.32	200.00	578.32	389.16 %
3304011 Interest - IL Funds Primary	11,081.42	5,000.00	6,081.42	221.63 %
3608011 Passport and License Renewal Income	6,789.30	7,000.00	-210.70	96.99 %
Total Revenue	\$1,113,459.15	\$2,127,674.00	\$ -1,014,214.85	52.33 %
GROSS PROFIT	\$1,113,459.15	\$2,127,674.00	\$ -1,014,214.85	52.33 %
Expenditures				
4010011 Salaries	338,257.59	705,000.00	-366,742.41	47.98 %
4040011 Healthcare Premium	10,597.12	65,000.00	-54,402.88	16.30 %
4050011 Trustee Development	595.00	3,500.00	-2,905.00	17.00 %
4051011 Staff Development	1,450.13	3,500.00	-2,049.87	41.43 %
4052011 Travel	1,258.04	2,000.00	-741.96	62.90 %
4070011 Membership Dues	1,572.00	4,500.00	-2,928.00	34.93 %
4080011 Adult Books	12,778.73	17,000.00	-4,221.27	75.17 %
4080012 YS Books	8,737.13	15,000.00	-6,262.87	58.25 %
4085011 SWAN Lost Books	189.94	2,000.00	-1,810.06	9.50 %
4090011 Periodicals	1,983.95	3,500.00	-1,516.05	56.68 %
4100011 Adult Audio Visual	2,924.12	7,500.00	-4,575.88	38.99 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4100012 YS Audio Visual	985.60	7,500.00	-6,514.40	13.14 %
4105011 Software	175.50	7,000.00	-6,824.50	2.51 %
4106011 Technology	7,492.82	5,000.00	2,492.82	149.86 %
4130011 Library Supplies	4,770.26	13,000.00	-8,229.74	36.69 %
4130012 Patron Services Supplies	632.93	3,000.00	-2,367.07	21.10 %
4130013 Tech Services Supplies	1,082.67	1,000.00	82.67	108.27 %
4130511 Bank Fees	1,979.31	1,200.00	779.31	164.94 %
4131011 Hospitality	2,185.40	2,500.00	-314.60	87.42 %
4135011 Printing	1,010.00	3,000.00	-1,990.00	33.67 %
4140011 Postage	132.00	3,000.00	-2,868.00	4.40 %
4150011 Telephone	5,331.62	10,500.00	-5,168.38	50.78 %
4160011 Publicity	1,281.52	5,000.00	-3,718.48	25.63 %
4170011 Professional Services	15,588.60	45,000.00	-29,411.40	34.64 %
4205011 Natural Gas	9,490.52	40,950.00	-31,459.48	23.18 %
4210011 Databases & E-Resources	11,275.21	24,000.00	-12,724.79	46.98 %
4215011 Water	10,606.15	11,550.00	-943.85	91.83 %
4225011 Electricity	47,934.79	90,000.00	-42,065.21	53.26 %
4235011 Garbage	2,433.45	9,000.00	-6,566.55	27.04 %
4240011 Maintenance of Equipment	1,261.45	36,750.00	-35,488.55	3.43 %
4250011 Contract Maintenance Building	17,306.83	60,000.00	-42,693.17	28.84 %
4256011 Janitorial Supplies	1,183.62	7,350.00	-6,166.38	16.10 %
4260011 General Maintenance - Building	11,173.23	36,750.00	-25,576.77	30.40 %
4265011 SWAN	12,934.50	26,000.00	-13,065.50	49.75 %
4292011 Special Events	1,779.73	10,000.00	-8,220.27	17.80 %
4302011 Adult Programming	2,848.27	7,000.00	-4,151.73	40.69 %
4302012 YS Programming	2,741.37	7,000.00	-4,258.63	39.16 %
4310011 Equipment Purchase		6,000.00	-6,000.00	
4311011 Capital Improvements		40,000.00	-40,000.00	
4320011 Legal Fees	690.00	15,000.00	-14,310.00	4.60 %
4330011 Passport and License Renewal Expenses	3.00		3.00	
6032011 Misc. Grant Expense	3,311.65	7,500.00	-4,188.35	44.16 %
6033011 DCEO Grant Expense	5,264.77	350,000.00	-344,735.23	1.50 %
6034011 Per Capita Grant Expenses	2,817.81	34,680.00	-31,862.19	8.13 %
6123011 Vending Machine Expenses	585.69	1,500.00	-914.31	39.05 %
6912011 Contingencies	39.00		39.00	
9150091 FICA Expenditures	24,105.35	54,000.00	-29,894.65	44.64 %
9250092 IMRF Expenses - District	6,079.21	97,739.00	-91,659.79	6.22 %
9350093 Unemployment Insurance	4,706.81	5,250.00	-543.19	89.65 %
9450094 Insurance - Workers Comp	2,717.00	1,050.00	1,667.00	258.76 %
9550095 Insurance - Liability	32,322.83	40,000.00	-7,677.17	80.81 %
9650096 Audit		7,000.00	-7,000.00	
Total Expenditures	\$638,604.22	\$1,961,269.00	\$ -1,322,664.78	32.56 %
NET OPERATING REVENUE	\$474,854.93	\$166,405.00	\$308,449.93	285.36 %
Other Expenditures				
Other Miscellaneous Expenditure	180.00		180.00	
Reconciliation Discrepancies	648.63		648.63	
Total Other Expenditures	\$828.63	\$0.00	\$828.63	0.00%
NET OTHER REVENUE	\$ -828.63	\$0.00	\$ -828.63	0.00%

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET REVENUE	\$474,026.30	\$166,405.00	\$307,621.30	284.86 %

Maywood Public Library
Statement of Activity by Class
July 2023 - January 2024

	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	Not Specified	TOTAL
Revenue										
3001011 Tax Revenue - Current	606,339.31									606,339.31
3001080 Tax Rev Current - Building Fund		9,129.31								9,129.31
3001091 Tax Rev Current - FICA Fund			33,130.57							33,130.57
3001092 Tax Rev Current - IMRF Fund				45,057.58						45,057.58
3001093 Tax Rev Current - Unemp Fund					2,355.96					2,355.96
3001094 Tax Rev Current - Workers Comp Fund						2,355.96				2,355.96
3001095 Tax Rev Current - Liab Ins Fund							33,130.57			33,130.57
3001096 Tax Rev Current - Audit Fund								5,742.63		5,742.63
3021011 Personal Prop Replacement Tax	122,599.42									122,599.42
3030011 Per Capita Grant	34,762.80									34,762.80
3032611 Other Grant Income	7,500.00									7,500.00
3033011 DCEO Grant	186,000.00									186,000.00
3039011 Donations	25.20									25.20
3060011 Fines	155.83									155.83
3070011 Copy Machine	3,718.70									3,718.70
3080011 Lost and Paid	459.66									459.66
3095011 General Sales	149.96									149.96
3095511 Book Sales	274.96									274.96
3123011 Vending Machine Income	774.00									774.00
3125011 Fax Machine	56.48									56.48
3127011 Room Rental Income	607.33									607.33
3130011 Miscellaneous Income	383.55									383.55
3132511 Maywood Book Income	100.33									100.33
3302011 Interest - All Bank	778.32									778.32
3304011 Interest - IL Funds Primary	11,081.42									11,081.42

	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	Not Specified	TOTAL
3608011 Passport and License Renewal Income	6,789.30									6,789.30
Total Revenue	\$ 982,556.57	\$ 9,129.31	\$ 33,130.57	\$ 45,057.58	\$ 2,355.96	\$ 2,355.96	\$ 33,130.57	\$ 5,742.63	\$ 0.00	\$ 1,113,459.15
Gross Profit	\$ 982,556.57	\$ 9,129.31	\$ 33,130.57	\$ 45,057.58	\$ 2,355.96	\$ 2,355.96	\$ 33,130.57	\$ 5,742.63	\$ 0.00	\$ 1,113,459.15
Expenditures										
4010011 Salaries	338,257.59									338,257.59
4040011 Healthcare Premium	10,597.12									10,597.12
4050011 Trustee Development	595.00									595.00
4051011 Staff Development	1,450.13									1,450.13
4052011 Travel	1,258.04									1,258.04
4070011 Membership Dues	1,572.00									1,572.00
4080011 Adult Books	12,778.73									12,778.73
4080012 YS Books	8,737.13									8,737.13
4085011 SWAN Lost Books	189.94									189.94
4090011 Periodicals	1,983.95									1,983.95
4100011 Adult Audio Visual	2,924.12									2,924.12
4100012 YS Audio Visual	985.60									985.60
4105011 Software	175.50									175.50
4106011 Technology	7,492.82									7,492.82
4130011 Library Supplies	4,770.26									4,770.26
4130012 Patron Services Supplies	632.93									632.93
4130013 Tech Services Supplies	1,082.67									1,082.67
4130511 Bank Fees	1,979.31									1,979.31
4131011 Hospitality	2,185.40									2,185.40
4135011 Printing	1,010.00									1,010.00
4140011 Postage	132.00									132.00
4150011 Telephone	5,331.62									5,331.62
4160011 Publicity	1,281.52									1,281.52
4170011 Professional Services	15,588.60									15,588.60
4205011 Natural Gas	9,490.52									9,490.52

	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	Not Specified	TOTAL
4210011 Databases & E-Resources	11,275.21									11,275.21
4215011 Water	10,606.15									10,606.15
4225011 Electricity	47,934.79									47,934.79
4235011 Garbage	2,433.45									2,433.45
4240011 Maintenance of Equipment	1,261.45									1,261.45
4250011 Contract Maintenance Building	17,306.83									17,306.83
4256011 Janitorial Supplies	1,183.62									1,183.62
4260011 General Maintenance - Building	11,173.23									11,173.23
4265011 SWAN	12,934.50									12,934.50
4292011 Special Events	1,779.73									1,779.73
4302011 Adult Programming	2,848.27									2,848.27
4302012 YS Programming	2,741.37									2,741.37
4320011 Legal Fees	690.00									690.00
4330011 Passport and License Renewal Expenses	3.00									3.00
6032011 Misc. Grant Expense	3,311.65									3,311.65
6033011 DCEO Grant Expense	5,264.77									5,264.77
6034011 Per Capita Grant Expenses	2,817.81									2,817.81
6123011 Vending Machine Expenses	585.69									585.69
6912011 Contingencies	39.00									39.00
9150091 FICA Expenditures	1,903.06		22,202.29							24,105.35
9250092 IMRF Expenses - District				6,079.21						6,079.21
9350093 Unemployment Insurance	-21,690.00				26,396.81					4,706.81
9450094 Insurance - Workers Comp						2,717.00				2,717.00
9550095 Insurance - Liability							32,322.83			32,322.83
Total Expenditures	\$ 548,886.08	\$ 0.00	\$ 22,202.29	\$ 6,079.21	\$ 26,396.81	\$ 2,717.00	\$ 32,322.83	\$ 0.00	\$ 0.00	\$ 638,604.22
Net Operating Revenue	\$ 433,670.49	\$ 9,129.31	\$ 10,928.28	\$ 38,978.37	-\$ 24,040.85	-\$ 361.04	\$ 807.74	\$ 5,742.63	\$ 0.00	\$ 474,854.93
Other Expenditures										
Other Miscellaneous Expenditure	180.00									180.00
Reconciliation Discrepancies									648.63	648.63
Total Other Expenditures	\$ 180.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 648.63	\$ 828.63

	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	Not Specified	TOTAL
Net Other Revenue	-\$ 180.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 648.63	-\$ 828.63
Net Revenue	\$ 433,490.49	\$ 9,129.31	\$ 10,928.28	\$ 38,978.37	-\$ 24,040.85	-\$ 361.04	\$ 807.74	\$ 5,742.63	-\$ 648.63	\$ 474,026.30

Friday, Feb 16, 2024 02:59:47 PM GMT-8 - Accrual Basis

Maywood Public Library District

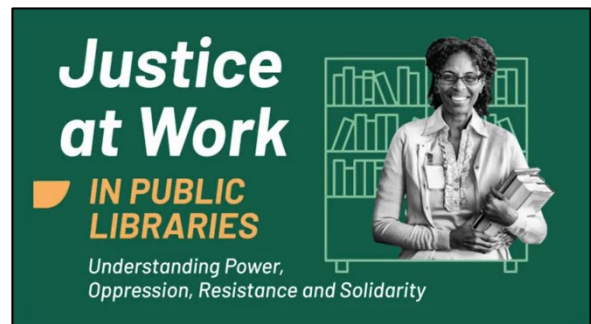
Director Report February 2023

Hello, trustees. I'll start off this month's report by jumping right into the bad news. Due to irreconcilable differences, our new business office administrator has decided the Maywood Public Library is not the place for her after all and has resigned. Due to the lengthy nature of the previous job search, I am going to look into outsourcing that function to an agency for the near future. It is possible for me to do much of it myself, but it would definitely have an impact on the other goals that we have set, such as strategic planning. We had also been planning on leaning heavily on the business office administrator for the strategic planning, but now we may want to consider going with a consultant, after all. The unexpected quitting also forced me to scramble to get the February bills ready for payment and the financial reports prepared for the Board meeting, so I will not be presenting as many policies for review as I had originally planned.

I have attended a number of virtual consortium meetings since last month. On February 6th, SWAN held an online Committee of the Whole meeting. One of the main topics was a preview of the upcoming FY25 SWAN budget, with a key takeaway being a 3.4% decrease in member fees. They also discussed the upcoming renewal period for the SWAN EBSCO database package to which we subscribe. If you are interested in watching a recording of the Committee of the Whole meeting, you can click this [LINK](#) in the PDF version of the Board packet.

Budget Highlights	
<ul style="list-style-type: none">• 100 Libraries strong<ul style="list-style-type: none">• Addison Public Library full member• Prairie State College exits• Year 2 Aspen Discovery catalog hosting & Support site hosting• Full year security initiative expenses: MDR• SWAN Expo August 2024: 50th anniversary of SWAN (1974-2024)	<ul style="list-style-type: none">• Revenue<ul style="list-style-type: none">• Increase interest income• Small RAILS funding increase from prior years• Membership fees decrease -6%• Expenses<ul style="list-style-type: none">• Overall, decrease -3.4%• Added SSO & helpdesk system

On February 14th, I sat in on the online RAILS Member Update meeting. They had some interesting discussions on how libraries can support refugees arriving in northern Illinois. They also gave an update on the [Broadband for Libraries](#) initiative which I mentioned last month. And they mentioned the legislation that will be voted on in Springfield that would raise the threshold for having to go to public bid from \$25,000 to \$35,000. Finally, they wanted to let everyone know about a [Justice at Work in Public Libraries](#) EDI online course that will be available to all RAILS libraries for the next six months. You will need your L2 login information to access the page to sign up. If you are interested in watching a recording the RAILS Member Update meeting, you can click this [LINK](#) in the PDF version of the Board packet.



I also attended a Zoom meeting of area library facilities managers on February 8th and attended an ILA presentation on "Persons in Charge" training programs on February 5th.

Regarding the question about the Treasurer's Report that came up last month, when I prepared the agenda for my first meeting in March of 2023, I used the February 2023 agenda as my template. In that agenda, the treasurer's report section was written this way...

7. Treasurer's Report
7a. **Action Item:** Approve February 2023 Treasurers Report
7b. **Action Item:** Approve the Accounts Payable for February 15, 2023 in the amount of \$548,574.55
7c. **Action Item:** Approval of Library Payroll for January 25, 2023 in the amount of \$16,168.53 and the February 8, 2023 payroll in the amount of \$18,580.56
7d. **Action Item:** Ratify the IMRF payment for January 2023 in the amount of \$2,867.07.
7e. **Action Item:** Ratify the transfer of \$200,000 on 1/13/2023 from the US Bank

...so I just kept using that language going forward. But after the question came up at the last meeting, I went further back and looked at the November and October 2022 agendas. When I did, I saw that the first item said this instead...

7. Treasurer's Report
7a. **Action Item:** Approve October 2022 financial reports
7b. **Action Item:** Approval of the Accounts Payable for November 16, 2022 in the amount of \$95,725.35.
7c. **Action Item:** Approval of Library Payroll for October 19, 2022 in the amount of \$15,689.75 and November 2, 2022 in the amount of \$13,914.79

...which does fall more in line with what Treasurer Sanchez was saying. This month, I created the agenda using the earlier language, which will hopefully clear up some of the confusion.

Additionally, at the previous meeting there were questions about the cost of sending staff members to the Guadalajara International Book Fair to purchase Spanish language materials for the collection. It was never said that the trip would be free. It was said that lodging was included, and that the library would be reimbursed for some of the travel costs. So, for example, the airfare for one of our staff members was \$ 408.31 but we received \$100 back from the American Library Association and \$100 back from the Guadalajara Book fair, so the actual cost to the library was only \$208.31. And their lodging while in Guadalajara was paid for by the ALA. We reimbursed them for meals just like we reimburse staff and trustees for meals when they attend conferences or training in Springfield or in Chicago.

As far as the book purchases are concerned, one of the benefits of purchasing at the fair is to be able to purchase titles that are not available through vendors like Baker & Taylor and to get them at lower prices than Baker & Taylor may charge. We were always going to have to pay shipping costs to have the books sent here just like we have to pay Baker & Taylor shipping costs to have books sent here when we order from them. The costs may appear higher than expected, but that is normal considering the purchases are happening all at once as opposed to spread out over the course of eight to twelve months. This was an opportunity to give our collection a much-needed boost in an area where it was severely lacking, as well as an opportunity to give two of our hardest working staff members the chance to attend a unique professional and networking event.

Budget/Finances

As I mentioned to you in my email dated February 2nd when I sent you the draft of the FY23 audit, Alfredo Rodriguez from Illinois NFP Audit & Tax, LLP was happy to report that the General Fund balance is in the positive for the first time in about ten years, which is very good news.

From page 12 of the Audit Report Draft...

“Governmental Funds Budgetary Highlights

Actual revenues in the General fund were \$1,222,880, which underperformed budget estimates by \$216,544 due mainly to property taxes. Additionally, actual expenditures were \$920,723, which underperformed budget estimates by \$1,056,777.

The General fund's net change in revenues over expenditures was a positive \$562,733. The fund balance increased to \$431,114 from \$(131,599) the previous year.”

Alfredo will be at our March meeting to give the official audit report to the Board.

In my financial report last month, I predicted that we probably wouldn't get as much tax revenue in January. In actuality, we did not receive any tax revenue in January. But as of Friday, February 16th, we did receive almost \$18,000. We should probably receive some more before the month is over. The 9-year average for February is about \$120,000, but it could go either way if you look at the past three years.

	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	\$ 183,726.92
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	\$ 486,337.12
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	\$ 17,756.46
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	\$753,991

Since our last Board meeting we received both our December and January Personal Property Replacement Tax payments from the Village of Maywood. We will not receive a PPRT payment in February. So far, the FY24 payments have been slightly lower than FY23 but still comparable to FY22. We should probably receive another \$40-50,000 before the end of the fiscal year.

	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	\$ 7,393.35
Jan	\$ 10,745.83	\$ 5,668.06	\$ 6,091.18	\$ 9,066.30	\$ 9,532.53	\$ 19,173.77	\$ 27,841.36	\$ 16,348.95
Feb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mar	\$ 6,135.28	\$ 5,028.15	\$ 2,402.64	\$ 1,802.40	\$ 3,444.08	\$ 25,110.64	\$ 13,791.97	\$ -
Apr	\$ 15,028.18	\$ 10,336.14	\$ 11,946.03	\$ 12,445.38	\$ 16,092.68	\$ 29,685.88	\$ 21,911.41	\$ -
May	\$ 16,184.18	\$ 10,535.88	\$ 14,523.46	\$ 7,956.64	\$ 20,739.07	\$ 39,745.07	\$ 35,550.90	\$ -
Jun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$77,703.35	\$49,221.81	\$53,249.02	\$58,288.11	\$73,932.48	\$161,153.41	\$182,139.98	\$80,940.05

Facilities

In the capital planning assessment that Williams Architects provided, they mentioned that the public bathroom exhaust fan should be replaced in the 5-10 year time frame. “Toilet room exhaust fans appear to be original to building and beyond expected service life. Replace inline fans including roof curbs.” But there doesn’t seem to be any venting of the bathroom spaces occurring. I went up on the roof, and the fan motor seems to be running, but there is no air flow happening in the bathrooms. It’s possible that the primary fan belt has just deteriorated and snapped. I have no idea if any preventative maintenance has been done on the unit since it was installed. I will have Pedro inspect the rooftop fan as soon as possible. The lack of bathroom venting has been noticed by the staff who work close to the first-floor bathrooms. And on the occasion we have a patron secretly smoking in one of the bathrooms, it takes longer for the air to clear without a functioning ventilation system.

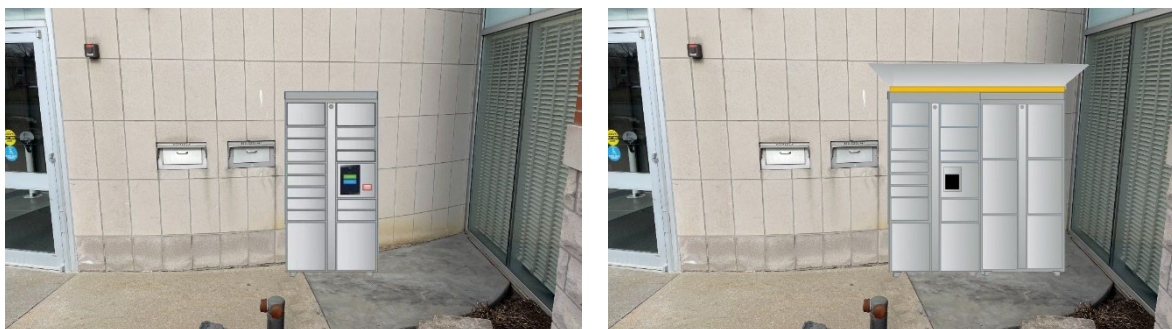


We had an incident where a patron was leaning against one of our safety pillars out front and it snapped off its mount. No one was injured in the incident. Upon inspection, our maintenance technician, Pedro, determined that two of the three bolts securing it to the ground had rusted through from winter sidewalk salting. Pedro and I had already been planning on doing some work on all of the units, removing the rust and repainting them. Pedro believes this barricade pole can be reinstalled in the same location. In the meantime, we have a safety cone at that spot, so no one trips over the hole.



We also continue to have issues with the lights along the south side of the building. We had them repaired and working for a short time, but there is still a short somewhere in the chain of lights because, when we try running them, they are causing the breakers in the breaker box to pop. We are going to have Belcore Electric come back out to do some creative troubleshooting to see if we can determine where along the line the short is happening, but we may just have to have them redo all the wiring connecting the lights at once, as opposed to having them come out multiple times if the problem isn't identified at once.

There has been a delay in receiving the new smart locker from Smiota. They have supply chain issues that are causing the delay. I did receive an email from Smiota offering us a larger unit at no extra cost that could ship out sooner rather than later. We should have no issue with space, but it may look a little odd due to the curved nature of the rotunda wall. I didn't think it would be an issue with a single-width unit, but it will definitely be more noticeable with a "doublewide". We can also just decline the offer and wait for the original single-width unit.



Policies

While working on the Decennial Committee report, I was reviewing the Illinois Standards for Public Libraries, 4th edition. I was reviewing some Illinois library standards, and in Chapter 6 (Safety) it states...

“Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of the cameras must be displayed.”

I checked and as far as I could tell, we did not have a security camera policy. I found a copy of the Joliet Public Library policy and adapted it for our use. I submitted it to our Ancel Glink attorney for review, and they sent back the revision you will be voting on this evening. They also wrote, *“I want to point out that, under “Retention,” the 30-day retention period is just a guideline that we recommend to our clients with video surveillance—it’s not a legal requirement under the Local Records Act or Illinois law. If your camera vendor/provider has provided a different retention schedule, you can utilize that timeframe as a guide in the policy rather than 30 days.”* I am just keeping the 30-day recommendation for now as we don't have our new Forest Security system installed yet and I don't know if they have any specific recommendations for retention.

I am also ordering some security camera decal signage to put on our entrance door.

We also recently had Ancel Glink review our trustee bylaws. According to the Standards for Illinois Public Libraries, Chapter 2 (Governance and Administration)...

“The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. **The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws’ guidelines and to ensure that the bylaws meet current organizational needs.**”

The current bylaws were last approved in 2016, and I suspect they have not been reviewed since then. They will need to be revised to resolve two issues identified by Ancel Glink. They indicated that bylaws’ instructions on declaring a vacancy are in conflict with the Public Library District Act, which states that a vacancy can be declared should a trustee “miss all regular board meetings for a period of one year.” They also noted that the bylaws state public bidding should happen when expenses exceed \$20,000, which is lower than the legal limit of \$25,000. However, if that is intentional, then it isn’t a problem. But as I mentioned earlier in my report, there is currently legislation up for consideration that would raise that public bidding limit to \$35,000, so if the wants to keep our local limit for public bidding at \$20,000 it will just force us to incur the additional expenses that come with the public bidding process.

Finally, I noticed that the bylaws state that any trustee can sign checks in the Treasurer’s absence, but I believe only the current President is an authorized signer with our bank, so it may make sense to update that to avoid confusion. But it may not be necessary. I have the bylaws on the agenda as a discussion item, not an action item. I am including our current bylaws for you to review. I am attaching to them some information from the Standards for Illinois Public Libraries document and a sample bylaws document from the Illinois State Library’s Administrative Ready Reference website for you to keep in mind when reviewing.

Technology

Nothing to report at this time.

Staff

As I mentioned in my opening paragraph, due to irreconcilable differences, the business office administrator has decided the Maywood Public Library is not the place for her after all and has resigned. Due to the lengthy nature of the previous job search, I am going to look into outsourcing that function to an agency for the near future. For example, Lauterbach & Amen is used by some libraries for clerical and accounting purposes. I will be speaking with one of their representatives to find out more information about the services and costs involved.

Our Head of Patron Services will be leaving us in a few short months, so I have begun the process of hiring a replacement. Following the model of other libraries, I will be looking at moving the Technical Services staff member into the Patron Services department and hiring

a manager to supervise both circulation and technical services staff. This will allow for cross training of some of the more mundane technical services tasks to other staff in the department, which they can do during slow periods at the front desk. This will also save us the expense of hiring a separate department head for such a small department.

Miscellaneous

Foundation: Since the last Board meeting I was able to file the necessary paperwork with the State of Illinois to get the Maywood Library Foundation reinstated as a not-for-profit with the state. There was a \$57.26 charge to get the Foundation reinstated, which I paid using the library credit card. Once the Foundation has its new checking account opened, I expect the Foundation could write a check to reimburse the library for that cost. I got the necessary information I needed to complete the two NGO forms that U.S. Bank had requested. I emailed them back and I am waiting to hear back from the branch manager to find out the next steps.

Submitted by: Leighton Shell, Library Director

Maywood Public Library District
Patron Services Department Report
February 2024

General

Hello!

Things that I have been working on- The ILLINET yearly report has been submitted. All of our numbers went up and I expect that trend to continue.

Some TEAM Training articles that have been read:

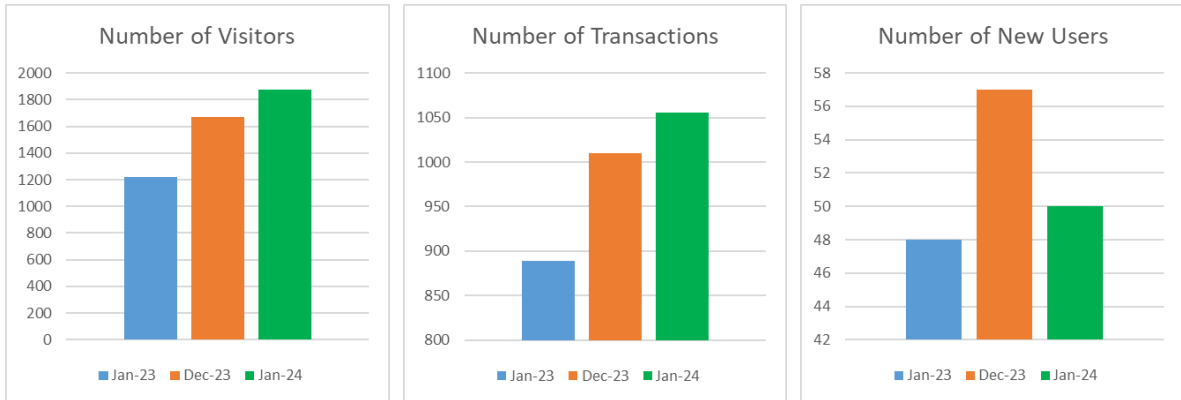
- Reframing Culture Fit to Avoid Its Dangers
- Tips for Preventing Fraud in the Workplace
- How to Stop Property Theft in Workplace (1-3)
- Protecting Intellectual Property

We had the Wine Bottle Luminary craft- everyone who attended had a wonderful time!



Some other programs coming up are the paper flower bouquet craft and the paper bowl craft. We have had quite a few patrons sign up!

Our statistics for the month: 1,875 patrons came into the library, 1,056 transactions (11.47%> Jan 2023) and 50 new patron cards!



Submitted by: Nydia Robinson, Head of Patron Services

Maywood Public Library District
Information Services Department Report
February 2024

General:

On January 25th we made a delivery of books and movies to 21 residents at Maywood Assisted Living. We delivered approximately 86 books and DVDs.

The current season of the *Illinois Libraries Presents Zoom* series continues. On January 11, there was a panel with science fiction authors Cory Doctorow, Ken Liu, and Martha Wells “Speculating About Our AI Future.” On February 6th, we had, “A Conversation with Jerry Craft: From Mama’s Boyz to New Kid and Beyond.”

Rhonda Fentry’s Soundbath Meditation program continues to be popular. Unfortunately, she just notified me that she will be cutting back again starting this summer. I have started looking at other options.

Programs:

Tuesdays @ 12:00 Quilting and Sewing (25 – total for twice a week each week)

Fridays @ 10:00 Tech Friday (3 total)

January 2 @ 12:30 Soundbath Meditation

January 11 @ 7:00 Speculating our AI Future Panel with Corry Doctorow, Ken Liu, and Martha Wells.

January 16 @ 10:30 Basic PCs (0)

January 16th @ 5:00 Adult Bottle Craft (8)

Programming Plans:

I’m currently talking to contacts at Loyolla about possibly doing joint programs with them at the library. We’re currently attempting to determine where our patrons’ interests lie. We’re also collaborating with Sara Lira and Proviso Partners for Health to offer future programming.

I’m laying the groundwork to start a book club as well.

January 2024 Statistics - Information Services Dept.

Wix	
Website Visits 1455	Event Registrations 101
My Pc	
Center Users 336	Youth Users 194
Copier	
Faxing 520 pages	Scanning 481 pages
Printing 2380 pages	Copies 1116 pages
Digital Media	
eRead IL: 29 checkouts	Hoopla 6 new users; 191 Checkouts
Libby 6 new users; 84 checkouts	Kanopy 10 visits, 2 plays
Social Media	
Facebook 1.2k likes, 1.3k followers	TikTok 44.3k likes, 1799 followers
Instagram 533 followers	Twitter 121 followers
Interlibrary Loan	
OCLC 1 checkouts, 3 holds filled	
Online Resources	
6 EBSCO Database Requests	
Museum Adventure Pass: 6 passes generated	
Explore More Illinois: 0 passes generated	
Local History: 6 requests	
Reference Questions : We average about 9 questions a day	

Submitted by: John Fruit, Head of Information Services

Maywood Public Library District
Information Technology Department Report
February 2024

General:

Computer and Wi-Fi usage is on the rise. Patrons are using the public computers as well as their own devices. Patrons are really taking advantage of our increased hours, as well. We've updated the firewall software which has really changed the steadiness of our Wi-Fi. The Youth computer area is so popular that we've had a waitlist for students.

We're really excited about working with Forest Security, Inc. They will be supplying a new and improved security camera system. They will also replace Johnson Controls and supply a new security alarm system as well.

The public computers' windows updates schedule is still in effect. Updates are completed monthly.

I am still taking advantage of all the training opportunities that are provided by TechSoup, SWAN, and other technology partners. With the ever-changing world of technology, it's a wonderful opportunity to receive all of this online training to keep up with trends.

Additionally, I learned that RAILS has a Technology and Network Management e-mail list where members can communicate and share information and support, so I signed up for the list.

Submitted by: Marcia Burton, Technology Department

Maywood Public Library District

Youth Services Department Report February 2024

Overview:

Our first month and a half of the year is over! There has been a lot of change in a short span, and it will take time for us to see average progress.

New Hours: Our daily YS patron visits have decreased from the month of December, and we have no comparison to last year. While we increased our service hours, we do have to consider that not everyone is aware of the change. Even our regular patrons packed their things to go 10 minutes before 7 PM (our previous closing time) and were surprised when we informed them that we didn't close until 9 PM. As the months progress, and with additional programming, the lull of patrons after 7:30 PM will decrease.

Library Assistant Hiring: John and I are hiring library assistant positions for 2-time intervals; Monday-Thursday, 9AM-1PM and Tuesday-Thursday, 5PM-9PM. We've gotten quite a few applications and are in the process of doing in person interviews. We are determined to fill the roles because they overlap with time frames that are particularly busy for our library.

Spanish Book Purchase from FIL: The books that I purchased at la Feria Internacional del Libro in Guadalajara, MX have finally arrived! The shipping company we used was Multicultural Books and Videos. The books were in great condition, and I was able to track them as they were heading to our facility. I highly recommend using them again for future endeavors.

Middle School Patron Behavior: The behavior for our middle school age group has gotten progressively worse. They are consistently rude and disrespectful to the staff, they ignore or forget facility rules, and refuse to recognize their actions. I've had staff members cursed out—including myself. There have been multiple occasions where staff has had to break up a potential physical altercation between groups. These actions are repetitive from the same group.

Handling issues like these are always complicated. While we will always welcome everyone to visit our library, we cannot disregard the actions they continue to choose to make. We also cannot kick out students daily because it is avoiding the issue: students do not see this library as a facility worthy of respect and importance.

The immediate solution is meeting tweens and teens in the middle. Meaning, us as a library recognizing we are a facility that allows this age group certain liberties not obtainable from another place, i.e. ability to hang out with friends without a need to buy something, access to digital resources, and a space dedicated to them. Because of these conditions, and the excitedness from getting out of school, they will be a handful. However, this does not mean that we can ignore their choices to create a chaotic environment.

I've created a system with the YS Department staff where students are given one warning about their actions/behavior. This warning is to state clearly what issue is occurring that needs to be corrected. After that, if behavior isn't corrected, they will be asked to leave and return the next day. Days will be added depending on the response. If the response escalates, students will be asked not to return until a parent/guardian comes in to discuss their behavior.

Additionally, I've branched out to significant members in District 89 that will illuminate the MPLD being a community branch that communicates with different facilities these students interact with. I've talked with Officer Herrera, which also linked Principal Mahone. From here, he's made announcements in the school, and sent out members of the school environment. Moving forward, if conditions seem to worsen, I will be working closely with other community branches to evaluate their procedures in situations like ours.

Newsletter: It's working! Mailing our newsletter to Maywood residents has been received with a positive and grateful attitude. I've been told that the reason they came for a certain serve is because of our newsletter being mailed.

Programming:

Anime Club & Chess Club have constant members each week.

Crafty Afternoons took a two-week break and returned on Wednesday, January 17th. We had our annual apron decorating session, winter painting, and snow foam craft. The snow foam craft was messy, but memorable, nonetheless.

Lego Club has increased in members. They love building things with Legos. This last session, they had to build a volcano!

Making Mondays is a great way to allow our patrons to sit and create with clay! We had two sessions: a morning and evening session.

Storytimes continue to have multiple sessions with different ages. This month we had a special session! *Storytime with Brookfield Zoo:* Brookfield Zoo came out with all their stuffed animals to give us an incredible storytime. Kids were able to learn and play.

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

Weekenders our patrons love crafty afternoons, but sometimes they can't make it. Weekenders take home craft kits for those on the go.

VR & Gaming

Community Outreach & Professional Development:

- 1. Proviso Librarians: Tuesday, January 16 | 11:00 AM**

- a. A group of Teen Librarians in the Proviso Township to create, brainstorm, and collaborate teen services at a township level.
- 2. YALD: Wednesday, January 17 | 9:30 AM**
 - a. Monthly Young Adult Librarian meeting to create, brainstorm, and collaborate services system-wide.
- 3. Seasonal Winter Drive with Riveredge Hospital**
 - a. Annual winter gear drive collection at MPLD that is donated to patients at Riveredge Hospital.
- 4. Book Donation with Riveredge Hospital**
 - a. The MPLD donated over 10 boxes of discard books to Riveredge Hospital to supply their hospital library and the “little library” they have in front.
- 5. Passport Fair at Malcolm X College: Friday, January 19 | 2:30 PM-7:00 PM**
 - a. We returned for another fair! Both Vanessa H. and I proxy an off-site passport fair at Malcolm X College. This passport fair was to help students acquire their passports for their study abroad trip to Africa

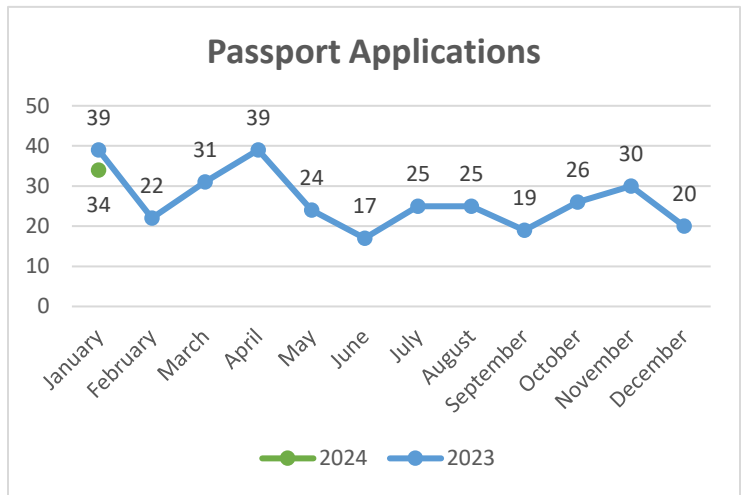
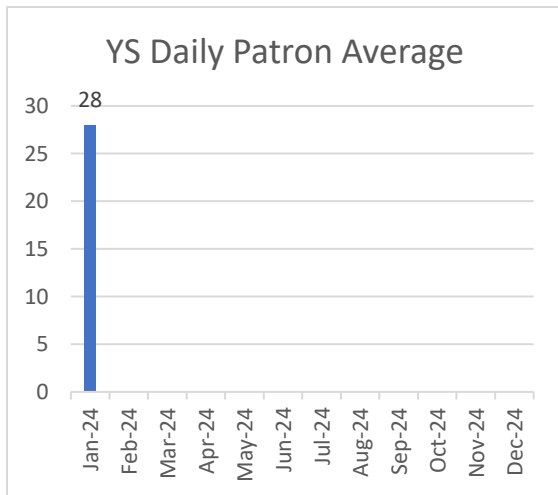
Highlights:

What better way to show the highlights than with some pictures.



Youth Services Program Stats: January 2024

Program	Date & Time	Attendance	Audience
Anime Club	01/06 @ 2:00 PM	0	Tweens and Teens
Chess Club	01/06 @ 11:00 AM	0	All
Crafty Afternoons	01/17 @ 5:00 PM	19	All
	01/24 @ 5:00 PM	20	All
	01/31 @ 5:00 PM	28	All
Journaling	01/18 @ 5:00 PM	3	Tweens and Teens
Lego Club	01/13 @ 11:00 AM	6	Kids
Making Mondays	01/08 @ 11:30 AM	0	Kids
	01/08 @ 5:00 PM	3	Kids
Movie Monday	01/22 @ 4:30 PM	9	All
Storytime	01/02 @ 10:30 AM	4	Kids
	01/08 @ 10:30 AM	2	Kids
	01/16 @ 10:30 AM	2	Kids
	01/23 @ 10:30 AM	5	Kids
Try Teens	01/18 @ 6:00 PM	8	Tweens and Teens
Tinker Toy Tuesday	01/30 All Day	25	All
Tween and Teen POV	01/09 @ 2:00 PM	7	Tweens and Teens
	01/09 @ 6:00 PM	9	Tweens and Teens
	01/11 @ 2:00 PM	5	Tweens and Teens
	01/11 @ 6:00 PM	6	Tweens and Teens
Weekenders	01/12 All Day	Cancelled (Closing)	All
	01/26 All Day	5	All
VR & Gaming	01/24 @ 6:00 PM	5	All



Submitted by: Daniela Martinez, Head of Youth Services

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

- I. Unit of government submitting this report:
Name of Library: **Maywood Public Library District**
Address of Main Library Office: **121 S. 5th Avenue, Maywood, IL 60402**

- II. Information about our Library
 - A. We are located in **Cook** County. There are **54** public libraries in our county.
 - B. The population of the territory in which our Library is located is **23,568** (as of 2020 census).
 - C. We have **26** employees of the Library (not including board members).
 - D. Our annual budget for FY24 is: **\$1,926,589**.
 - E. Our Library's equalized assessed valuation (EAV) for 2023 is **\$253,177,801**.

- III. Information about Our Committee
 - A. Committee Members:
 1. Library Board President Shakeesta Williams
 2. Library Board Vice President Arnettra Barber-Burnside
 3. Library Board Treasurer Erica Sanchez
 4. Library Board Secretary LaSondra Banks
 5. Library Board Trustee Tanya Butler
 6. Library Board Trustee John Rice
 7. Library Board Trustee Elizabeth Villarreal
 8. Library Director Leighton Shell
 9. Library Resident Marcia Burton
 10. Library Resident Daniela Martinez
 - B. Dates that our Committee Met (50 ILCS 70/20)
 1. First Meeting (must occur prior to June 10, 2023): **May 25, 2023**
 2. Second Meeting: **October 18, 2023**
 3. Third Meeting: **February 21, 2024**
 4. Additional Meetings (List All, if any): **May 15, 2024 (tentative, if needed)**

- IV. Core Programs or Services Offered by our Library
 - A. Our Library offers the following core services and programs:

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

application services, and license plate services in addition to our standard reference, readers advisory, and circulation/patron management services.

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

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

V. Awards and Recognitions

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

VI. Intergovernmental Agreements

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

1. Village of Maywood - Hosted Village events on library property and attended/supported Village events in the community.
2. Maywood Park District - Partnered for community events such as Village Holiday Tree Lighting.
3. Proviso Township - Partnered with Proviso Township and other Proviso Township public libraries to promote library awareness throughout the township and coordinate programming.
4. Chicago Passport Agency - Provided passport agents to process passport applications at other area locations.
5. School District 89 – Hosted field trips, attended school events, provided programming on and offsite, as well as outreach for services, reading challenges, donations, meetings and collaborations.
6. School District 20 - Hosted field trips, attended school events, provided programming on and offsite, as well as outreach for services, reading challenges, donations, meetings and collaborations.
7. West40 Intermediate Service Center - Hosted field trips, attended school events, provided programming on and offsite, as well as outreach for services, reading challenges, donations, meetings and collaborations.
8. Illinois Secretary of State - They Secretary of State's office came to the library as an outreach for Driver's Licenses, State IDs, etc.
9. Illinois State Library – We subscribe to discounted services provided by the Illinois State Library, such as eRead Illinois.
10. Gobierno de México: Relaciones Extranjeras Consulado Sobre Ruedas (CSR) - We have hosted the CSR which provides all official government services for Mexican citizens.

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

VII. Community Partnerships

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

- A. Maywood Fine Arts - Partnered on events to promote awareness of our organization and services as well as their organization and services.
- B. AgeOptions - We are a grant recipient from an AgeOptions program. The grant allows us to provide circulating iPad tablets, VR Programming, and other programs geared towards seniors.
- C. Garden House Apartments - We have partnered with Garden House Apartments (senior living community) to take library programming out into the community.
- D. Maywood Supportive Living - We have partnered with Maywood Supportive Living (assisted living facility) to bring library services to homebound library patrons.
- E. Howard Brown - We have partnered with Howard Brown Health to make STI testing available at the library to area residents.
- F. PLCCA - We partnered with the PLCCA (community action organization) to provide library programming. We provided the space, and they provided a presenter.
- G. American Heart Association - The AHA provided us with Infant CPR kits for a library program on infant CPR.
- H. Museum Adventure Pass - We subscribe to the Museum Adventure Pass program, which provides us with passes for Chicagoland area museums, zoos, gardens, and other organizations.
- I. Greater Chicago Food Depository - we partner with the GCFD to provide free lunches to area children during the summer months when they are not in school.

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

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

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

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

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

Library programming for youth and young adults has been excellent. Library programming for

adults has been more challenging due to the lack of evening hours of operation.

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

Library does not have a strategic plan to guide library decision making. We will be kicking off the strategic planning process in February 2024.

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

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

XI. What Can We Do Better or More Efficiently?

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

XII. Studies on Governmental Efficiencies

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

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

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

Submitted by: _____

John Rice, Chairman, Decennial Efficiency Committee
Maywood Public Library District

Date of Committee Approval of Report: _____

Trustee Bylaws

Approved 01/2016

ARTICLE I- OFFICERS

1. The officers of the Board of Library Trustees of the Maywood Public Library shall be President, Vice-President, Secretary and Treasurer, elected at the biennial meeting from among their own members to serve for the term of two (2) years.

2. Vacancies shall be declared in the office of Trustee by the Board when the elected or appointed Trustee declines or is unable to serve, **or has five unexcused absences from regular Board meetings in one year**, convicted of a misdemeanor for failing, neglecting or refusing to discharge any duty imposed upon a Trustee by the Illinois Public Library District Act, or becomes a non-resident of the Library District, or who fails to pay the library tax as levied by the Maywood Public Library District. Vacancies shall also be declared in the office of Trustee by the Board when, at any election, there are not sufficient Trustees elected to fill an entire Board of seven (7) Trustees.

If a vacancy occurs, the vacancy may be filled with the remaining Trustees until the next Public Library District election, in which Trustees are scheduled to be elected under the consolidated schedule of the elections in the General Election Law, at which time a Trustee shall be elected to fill the vacancy.

3. The President shall preside at all meetings; appoint all committees; authorize calls for any special meetings; be ex-officio member of all committees; and generally perform the duties of chief officer. In the absence of the President, the Vice-President shall preside at meetings, and if both are absent, a temporary chairman shall be elected by the Board. He/she shall not have nor exercise veto powers. The President's signature shall be required on all papers or documents. In the absence of the President, signature of line of authority will prevail.

4. The Vice-President shall perform any and all duties of the President in his/her absence.

5. The Secretary shall keep accurate minutes of all meetings; shall send notices to all members; and shall perform such other duties as may properly belong to the office or which may be assigned by the President or the Board.

6. The Treasurer shall report monthly on the finances of the Library through a treasurer's report. He/She shall sign checks for bills approved by the Board. In Treasurer's absence **another Board member** may sign checks for all approved expenditures.

ARTICLE II – COMMITTEES

1. The President of the Board shall appoint committees as he/she deems necessary. Ad Hoc committees may be appointed at the discretion of the President. The Library Director shall be an ex-officio member of all committee, standing and Ad Hoc.

2. Trustees shall serve without compensation

ARTICLE III – MEETINGS

1. The Board of Library Trustees shall meet eight times yearly at 6:30p.m., in the Carnegie Building. Dates for the regular Board Meetings are approved prior to the next calendar year. The Board shall post notice of each meeting at the library at not less than one (1) public place within the corporate

limits of the Library District at least 48 hours in advance thereof, and in accordance with the requirements of the Illinois Open Meetings Act.

2. Special meetings of the Board may be called by the President, or the President shall call such meetings upon the written request of three (3) members of the Board, for the transaction of the business stated in the Call for the meeting. Notice of any special meeting shall be posted at the Public Library and not less than one (1) public place within the corporate limits of the Library District at least 48 hours in advance thereof, and in accordance with the Illinois Open Meetings Act.

3. Notices of all meetings shall be sent by the secretary of the Board or designee to all Board members at least three (3) days prior to the date of the meetings. Copies of the previous meetings' minutes should also be sent at this time, along with any other pertinent documents which will require Board Discussion and/or approval

4. A quorum for the transaction of business shall consist of four (4) members of the Board. The Board members shall, when possible, give accordance notice to the Secretary or Librarian when unable to attend.

ARTICLE IV – FINANCES

1. The Library District Treasurer shall be the designated custodian of the general library fund as derived from taxes and from routine Library District operations.

2. The Board of Library Trustees, Library Director, Finance Director and all staff shall be bonded through the Library's insurance policy. The cost of any surety bond shall be borne by the Library District.

3. All money received by the Library District in the course of routine Library District operations shall be deposited regularly by the Librarian/or designated staff member to be credited to the general Library District fund.

4. Except as required by Article 5 of the Illinois Library District Act, any work or other public improvement which is not paid for in whole or part by special assessment or special taxation, when the expense thereof will exceed **\$20,000.00**, shall be constructed or performed by contract let to the lowest responsible bidder. The purchase of any other material may, by ordinance, be furnished by contract, let to the lowest responsible bidder.

ARTICLE V – PARLIAMENTARY PROCEDURE

Except as provided by these by-laws, and by relevant Illinois Statutes, the procedures and deliberations of the Board of Library Trustees shall be in accordance with Robert's Rules of Order, Revised.

ARTICLE VI – LIBRARY ADMINISTRATION

The Library Director appointed by the Board shall be the executive director of the Library District and shall administer the policies adopted by the Board. The Director shall be responsible for all Library District functions subject to the policies of the Board. Among the duties and responsibilities of the Director shall be the direction and supervision of all staff members in the performance of their duties, the submission to the Board of monthly and yearly reports of Library District activities; maintenance of a permanent file of the Secretary's minutes and Treasurer's monthly financial statement, budget report, bill payable report and the making of recommendations to the Board of such policies and procedures as in the opinion of the Director will promote the efficiency of the Library District in its service to the people of the community. The Board members, individually and communally, shall not interfere in the Directors performance of his or her duties and supervision of the day-to-day operations of the Library District.

ARTICLE VII – MISCELLANEOUS

These by-laws may be amended by a two-thirds vote of the members present at any regular monthly meeting of the Board, provided that the proposed amendment has been presented to the Board members in writing at a preceding regular meeting of the Board.

ARTICLE VIII – EFFECTIVE DATE

This Resolution shall be in full force and effect upon its adoption as provided by law.

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library
2. Trustees
 - Method of election or appointment
 - Length of terms
 - Duties and responsibilities
 - Filling a vacancy
 - Conflict of interest/ethics provision
 - Removal
3. Officers
 - Definition
 - Duties
 - Nomination and election procedure and meeting
 - Filling a vacancy
 - Removal
4. Committees
 - Standing
 - Appointment of ad hoc
5. Meetings
 - Time and place of regular meetings
 - Method for calling special meeting
 - Quorum for making decisions
 - Compliance with the *Open Meetings Act*
 - Quorum for board action
 - Follow a current edition of a standard parliamentary procedure manual
6. Order of business
 - Roll call
 - Approval of previous meeting minutes
 - Correspondence and communications
 - Officers' reports
 - Committee reports
 - Financial report and approval of expenditures
 - Library administrator's report
 - Unfinished business
 - New business
 - Adjournment
7. Minutes
 - Reflect attendance and actions taken

8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

Library Board Bylaws

These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of Boards of Library Trustees.

Regular Meetings

The regular meeting of the Board of Library Trustees of the _____ Public Library shall be on the [insert day] of each month. The meeting shall be at the library at _____ o'clock. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year, the board shall, by ordinance, specify regular meeting dates and times. The secretary of the board shall then (1) provide for the local newspaper the schedule of regular meetings of the board for the ensuing fiscal year, and (2) post the schedule of meetings in the library and the offices of the corporate authority, if different, with dates, times, and places of such meetings.

Special Meetings

Special meetings shall be held at any time when called by the president or secretary or by any three trustees of the board, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to board members and to any new medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the front door of the library except in the case of a bona fide emergency.

Annual Meeting

An annual meeting shall be held in [insert month] for the purpose of hearing the annual reports of the librarian and committees. The report should include a summary of the year's work with detailed account of the receipts and expenditures, a budget for the following year, and other information according to statute. -A copy should be kept on file in the library.

Quorum

A quorum at any meeting shall consist of [insert number] Board members.

Board of Library Trustees

The Board of Library Trustees of the _____ Public Library is charged with the responsibility of the governance of the library. The Board will hire a skilled Library Director who will be responsible for the day-to-day operations of the library. The Board will meet at least once per month. These meetings will be open to the public and noticed in advance. The agenda and/or information packet for the meetings will be distributed to the Board by the Library Director one week prior to meetings. Any Board member wishing to have an item placed on the agenda will call the Library Director in sufficient time preceding the meeting to have the item placed. Any Board member who is unable to attend a meeting will call the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this phone call should be placed as far in advance as possible.

Board members are not to be compensated pursuant to statute but will be reimbursed for necessary and related expenses as trustees. To be effective, Board members must attend most meetings, read materials presented for review, and attend an occasional Library System (or other library-related) workshop, seminar, or meeting. The Library Director will make the dates of these workshops known to the Board in a

timely manner. It is the goal of the Board of Library Trustees to have each member attend a minimum of one Library System (or other library-related) workshop, seminar, or meeting during each calendar year. Board members using their own vehicle will be reimbursed at the rate allowed by the IRS for travel to and from any Library System (or other library-related) workshop, seminar, or meeting. Board members are not exempt from late fees, fines, or other user fees.

Officers and Elections

The officers of the Board shall be a president, a vice-president, a secretary, and a treasurer. Those officers shall be elected by a ballot vote for (insert number) year terms at the regular meeting in the month of _____. The president shall not serve more than two consecutive terms unless by unanimous Board consent. In the event of a resignation from an office, an election to fill the unexpired term of that office will be conducted by a ballot vote at the next regular meeting.

President

The president shall preside at all board meetings, appoint all standing and special committees, serve as ex-officio member of all committees, and perform all other such duties as may be assigned by the Board. The president shall be the only spokesperson for the Board of Library Trustees in all advisory or disciplinary action directed to the staff.

Vice President

The vice president, in the absence of the president, shall assume all duties of the president.

Secretary

The secretary shall keep minutes of all board meetings, record attendance, and record a roll call on all votes (except when a ballot vote is taken). The secretary shall perform all other such clerical duties as may be assigned by the Board.

Treasurer

The treasurer is authorized by the Board to sign checks, shall serve on the finance committee, and shall draw up checks. The treasurer shall keep all financial records of the Board. The normal depository of all financial records shall be the library. The treasurer shall have charge of the library funds and income, sign all the checks on the authorization of the Board, and report at each meeting the state of the funds. In the absence of the treasurer or when he or she is unable to serve, the president or vice president may perform the duties of the treasurer. The treasurer shall be bonded in the amount to be approved by the Board and according to statute requirement. The treasurer is authorized to pay salaries and insurance bills as they come due.

Standing and Special Committees

The standing committees shall be appointed annually in the month of _____ and shall consist of three members including the Library Director. The standing committees at their first meeting shall elect a chairperson. Special committees may be appointed by the president to present reports or recommendations to the Board and shall serve until the completion of the work for which they were appointed. The standing committees shall be the finance committee, the personnel committee, the policy committee, and the building and grounds committee. The library shall be the depository of all committee reports.

Finance Committee

The Finance Committee shall be comprised of two members of the Board of Library Trustees including the Treasurer and the Library Director. The Finance Committee's responsibilities include, but are not limited to, drafting a preliminary Budget or Budget and Appropriations Ordinance for full board approval, drafting a Levy for full Board approval, drafting a working budget for full Board approval, monitoring library investments, and implementing the library's investment policy.

Personnel Committee

The Personnel Committee shall be comprised of two members of the Board of Library Trustees including the President and the Library Director. The Personnel Committee's responsibilities include, but are not limited to, preparation of the annual review of the Library Director for discussion among the full Board prior to the formal review, assisting the Library Director in the preparation of his or her annual statement of goals and objectives for the coming year, and assuming a leadership role in the resolution of any personnel conflict that cannot be resolved by the Library Director. The Library Director is responsible for the annual review of all other library employees.

Policy Committee

The Policy Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The primary responsibility of the Policy Committee is to develop the Library Policy. This policy shall include the division of responsibility between Board and staff and a Library Materials Selection Policy, and shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association. The committee shall determine the library regulations governing the use of the Library and review sections of existing policy in a systematic fashion to ensure that all policy is reviewed at an interval not to exceed three years. As a result of such policy reviews, the Policy Committee will make recommendations regarding additions or changes to existing policy as well as deleting policies which are no longer appropriate or of value. The entire Library Policy must be approved by Board vote and made readily available to the public.

Building and Grounds Committee

The Building and Grounds Committee shall be comprised of two members of the Board of Library Trustees and the Library Director. The Building and Grounds Committee's responsibilities include, but are not limited to, conducting an annual inspection of the library's physical facility to identify areas which are in need of repair and making recommendations to the full Board regarding any and all repairs which are deemed necessary either as a result of the annual inspection or throughout the year as the need arises.

Librarian Search Committee

When the position of Librarian falls vacant, the Board shall immediately select an acting librarian for the interim and establish a Librarian Search Committee, which shall consist of the President and two members elected from the Board. Applications for the position of Librarian shall be filed at the library and available to all Board members. The Search Committee shall report the results of applications and interviews to the Board. Five votes shall be required for the Board to hire a Librarian, after which the Search Committee is dissolved.

Order of Business

The following Order of Business shall be followed at regular meetings:

- Call to order
- Roll call, recording both present and absent members
- President's report
- Secretary's report, approval of minutes as received or corrected
- Correspondence, communications, and public comments
- Financial report, approval of bills payable
- Librarian's report
- Committee reports, in order of their appearance in the bylaws
- Unfinished business
- New business
- Other
- Adjournment

Parliamentary Procedure

Robert's Rules of Order, Revised shall govern the parliamentary procedure of the Board, unless otherwise specified in the bylaws.

New Trustees

The librarian shall meet with new trustees to examine the property and review services and shall present to new trustees a packet which includes the Library Policy and other procedural material, a list of trustees and committees, minutes and financial reports for the previous 12 months, and other pertinent information.

Duties of the Librarian

The librarian shall administer the policies adopted by the Board. Among duties and responsibilities of the librarian shall be that of [making recommendations for] hiring personnel, directing, supervising and disciplining of all staff members, monthly and annual reports as required by the Board, and recommending such policy and procedure as will promote the efficiency and service of the library.

Amendments

Amendments to these bylaws, the Library Policy, or any other policy or procedural document may be proposed at any regular meeting of the Board and will become effective if and as adopted by a majority of those members present, providing they represent a quorum.

Copyright and Copying

The Library may copy for its own collection material that has been lost or deteriorated only if such material is not available at a fair cost. It will post prominently all required notices regarding the copying of any materials in the library.

Administrative Records

Administrative records of the library shall be kept in the library and shall be available to the general public upon request. These shall include the monthly and annual reports of the library, all financial reports, minutes of the public Board meetings, and actions and other such items as the Board or Librarian shall file there.

Staff personnel records are confidential and shall be kept in a secure place, and only the Library Director or authorized persons shall have access to these records.

Confidential records of the Board, such as personnel records concerning the Librarian, shall be kept in the library, and only members of the Board shall have access to these records.

Circulation Records

Circulation records and other records identifying the names of library users with specific materials hereby are recognized as confidential in nature, and access thereto is hereby restricted to library staff and those members of the public with a legitimate interest therein, as hereafter provided for.

All library staff and employees are hereby advised that such records shall not be made available to casual members of the public, the press, or to any agency of State, Federal, or Local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to Federal or State law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Library staff shall observe the following procedures: On receipt of any legal process, order, or subpoena, the library staff member in charge will immediately consult with the President of the Board and the Library Attorney to ensure that (a) the document is in proper legal form, and (b) there has been a proper showing of good cause for its issuance in a court or administrative body of competent jurisdiction. Until the legality of such process, order, or subpoena has been affirmatively shown to the satisfaction of the Library Attorney, the Library will resist its issuance or enforcement until any such defects have been cured.

Security Camera & Video Surveillance Policy

Approved 2/2024

The Maywood Public Library District uses security cameras for the safety and security of Library users, staff, and property. The security camera installation consists of dedicated cameras which provide real-time surveillance through a video management system. The primary purpose of security cameras is to discourage violations of law or the Library's Rules of Conduct and, when necessary, to provide assistance to law enforcement in the apprehension and prosecution of offenders, in accordance with applicable federal, state and local laws.

Video surveillance of Library property will be conducted in a professional, ethical, and legal manner. To that end, video surveillance will be conducted in accordance with the laws of the State of Illinois and will only be used by Library employees authorized by the Library Director.

PUBLIC NOTICE

The Library shall post and maintain signs at the entrance of the building giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

CAMERA LOCATION

Cameras are positioned to monitor public areas of the Library, such as service areas, entrances, and areas prone to theft, vandalism, or other activities that may violate Library policy or federal, state, or local law.

Under no circumstances will cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

ACCESS TO DIGITAL IMAGES

Video data is recorded and stored digitally. Recorded data is considered confidential and secure.

Access to live feeds of images and recorded video data is limited to authorized Library staff designated by the Library Director. Live feed activities are randomly monitored. Because the cameras will not be constantly monitored, the public and staff should take appropriate precautions for their safety and the security of their personal property. The Library is not responsible for the loss of property or personal injury.

Access is also allowed to law enforcement officials upon request or sought pursuant to a subpoena, court order, otherwise required by law.

The Library Director will be notified of all requests for exported video footage to be furnished to law enforcement, other agencies, individuals, or for archival beyond normal time periods. When footage extraction or archival is requested, the Executive Director or his or her designated staff will maintain a record of export or archival requests, including dates, times, locations, the name of the requestor, and the subject matter of the footage.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Confidentiality and privacy issues may limit the general public from viewing security camera footage that contains personally identifying information about Library users. All requests for disclosure of recorded images, except as stated above for law enforcement, shall be made in accordance with the Freedom of Information Act, 5 ILCS 140/1, *et seq.*, and submitted to the Library Director. The Director shall review the requested images and determine if the images contain any information protected by the Library Records Confidentiality Act, 75 ILCS 70/1, *et seq.*, or are otherwise exempt from disclosure under the Freedom of Information Act.

RETENTION

Video surveillance footage will be kept for no less than 30 days and will be destroyed in accordance with the Local Records Act, 50 ILCS 205/1, *et seq.* Security cameras and other equipment will be designed with a targeted retention range of approximately 30 days. However, this retention range may vary widely since data storage depends on image quality settings, frame rates, site activity, and other variables. As video footage is recorded over time, the oldest recordings are automatically purged from the storage media to make space for newer recordings.