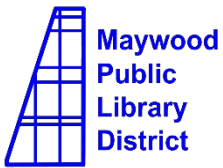


## MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees  
Regular Board Meeting  
October 17, 2025, 6:30 PM

### Agenda

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Pledge of Allegiance
4. Public Comment (3 minutes)
5. Presentation by Dan Eallonardo from Independent Construction Services
6. Minutes
  - 7a. **Action Item:** Approval of the minutes of the Public Hearing and Regular meeting held on September 17, 2025.
7. Communications & Announcements
8. Treasurer's Report
  - 9a. **Action Item:** Approve October 2025 Treasurers Report
  - 9b. **Action Item:** Ratify the Accounts Payable for September 10, 2025, in the amount of \$150,646.14.  
Ratify the IMRF Payment for October 1, 2025, in the amount of \$2,574.74, and  
Approve the Accounts Payable for October 8, 2025, in the amount of \$62,429.86.
  - 9c. **Action Item:** Approval of Library Payroll for September 17, 2025, in the amount of \$18,834.77, and October 1, 2025, in the amount of \$19,728.36.
  - 9d. **Action Item:** Approve the transfer of \$150,000 from US Bank Primary to US Bank checking to pay invoices and payroll
9. Library Director's Report
10. Committee Reports
11. Old Business
  - 11a. **Discussion/Action Item:** Policies: Board By-Laws, Code of Conduct, Board Code of Ethics
  - 11b. **Discussion/Action Item:** Wintrust Proposal
  - 11c. **Discussion/Action Item:** Sidewalk Proposal
12. New Business
  - 12a. **Discussion/Action Item:** Tentative Levy Draft Ordinance and Hearing
  - 12b. **Discussion/Action Item:** Tentative Truth in Taxation Hearing



## MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees  
Regular Board Meeting  
October 15, 2025  
Page 2

### 13. New Business

13c. **Discussion/Action Item:** Illinois Standards 5.0 Introduction & Bridge

13d. **Discussion/Action Item:** MPLD Board & Staff Holiday Party & Incentives

### 14. Executive Session

5 ILCS 120/2 (c)(11): 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 the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

### 15. Comments from the Board

### 16. Adjournment

---

The next board meeting is scheduled for Wednesday, November 19, 2025, at 6:30 PM.

**Special Hearing Meeting Minutes  
MAYWOOD PUBLIC LIBRARY DISTRICT**

**September 17, 2025**

**1. CALL TO ORDER & ROLL CALL**

The Special Hearing of the BAO of the Maywood Public Library District Board of Trustees was called to order by President LaSondra Banks at 6:19 PM on Wednesday, September 17, 2025, at the Maywood Public Library District.

Trustee Butler conducted roll call.

Present: Trustee Butler, Sanchez, Williams, Villarreal, Banks

Absent: Trustee Henderson, Rice

There was a quorum present to conduct library business.

**Motion Passed.**

Also present in person: Library Director, Daniela Martinez

**2. ADOPTION OF AGENDA**

President Banks asked for a motion to approve the agenda to which Trustee Williams called the motion and Trustee Banks seconded.

President Banks called for a roll call.

Present: Trustee Butler, Sanchez, Williams, Villarreal, Banks

Absent: Trustee Henderson, Rice

**Motion Passed**

**3. INTRODUCTION OF VISITORS**

**4. PUBLIC COMMENT**



VISITORS  
MAYWOOD PUBLIC LIBRARY DISTRICT  
BUDGET AND APPROPRIATIONS HEARING  
September 17, 2025

LaSondra V. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. FISCAL YEAR 2025-2026 BUDGET AND APPROPRIATION ORDINANCE HEARING**

Questions from the Public:

**What is the Budget and Appropriation?**

**Special Hearing Meeting Minutes  
MAYWOOD PUBLIC LIBRARY DISTRICT**

**September 17, 2025**

Director Martinez stated that the Budget and Appropriation Ordinance is a document that informs the community of the projected expenditures of the MPLD for the next fiscal year.

**6. ADJOURNMENT**

President Banks asked for a motion to adjourn. Trustee Williams moved to adjourn, and Trustee Sanchez seconded the motion.

President Banks called for a vote.

**Motion Passed. The meeting adjourned at 6:30 PM.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Brianna A. Henderson, Secretary

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

**September 17, 2025**

**1. CALL TO ORDER & ROLL CALL**

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President LaSondra Banks at 6:30 PM on Wednesday, September 17, 2025, at the Maywood Public Library District.

Trustee Butler conducted roll call.

Present: Trustee Butler, Henderson (arrived at 7:15 PM), Rice (arrived at 6:30PM),  
Sanchez, Williams, Villarreal, Banks

Absent: N/A

There was a quorum present to conduct library business.

**Motion Passed.**

Also present in person: Library Director, Daniela Martinez

**2. ADOPTION OF AGENDA**

President Banks asked for a motion to approve the agenda as amended to move items 10c. and 11a. after public comment which Trustee Williams called the motion and Trustee Villarreal seconded.

President Banks called for a roll call.

Ayes: Trustee Butler, Rice, Sanchez, Williams, Villarreal, Banks

Nays: n/a

Abstain: n/a

Absent: Trustee Henderson (arrived at 7:15PM)

**Motion Passed**

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**



VISITORS  
MAYWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
September 17, 2025

*Anthony Cook*  
*Claudia V.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**September 17, 2025**

**5. APPROVAL OF MINUTES**

President Banks asked for a motion to approve the minutes with corrections mentioned from the Regular meeting held on July 17, 2025. Trustee Butler called the motion and Trustee Banks seconded.

President Banks called for a vote.

**Motion Passed**

**6. FACILITIES UPDATE BY DAN EALLONARDO**

Dan provided an update to the Elevator Modernization project, stating that the project was semi completed and that there are small punch line items. Dan stated that the elevator is functioning and that it passed the State inspection.

**7. WILLIAM'S ARCHITECT SPACE EVALUATION REPORT BY ANDY DOGAN AND KYLE CUNNINGHAM**

Andy provided the space evaluation report for the library that included performance assessment and recommendations for improving the utilization of space.

Questions from the Board:

Data comparisons and variable definitions

**8. WINTRUST BANK PROPOSAL BY RICARDO MORALES**

**9. COMMUNICATION & ANNOUNCEMENTS**

President Banks stated that the Village will be hosting a Tax Appeal meeting on Monday, September 22, 2025, at 6:00 PM and there will be a car show on Oak St on Sunday, September 28, 2025, from 9:00 AM to 4:00 PM.

**10. TREASURER'S REPORT**

7a. Action Item: Approve August & September 2025 Treasurers Report

7b. Action Item: Ratify the Accounts Payable for July 9, 2025, in the amount of \$53,881.55 and August 20, 2025, in the amount of \$63,164.58,  
Ratify the IMRF Payment for August 8, 2025, in the amount of \$2,916.30 and September 4, 2025, in the amount of \$2,998.43, and  
Approve the Accounts Payable for September 10, 2025, in the amount of \$150,646.14.

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

**September 17, 2025**

7c. Action Item: Approval of Library Payroll for July 23, 2025, in the amount of \$21, 531.18, and August 6, 2025, in the amount of \$21,490.92, August 20, 2025, in the amount of \$21,636.58, and September 3, 2025, in the amount of \$19,044.42.

7d. Action Item: Ratify the transfer of \$100,000 on September 3, 2025, and Approve the transfer of \$200,000 from US Bank Primary to US Bank checking to pay invoices and payroll

Treasurer Sanchez read the report to the Board.

President Banks asked for a motion to approve the Treasurer's Report encompassing agenda items 7a through 7d. A motion was made by Trustee Williams and seconded by Trustee Sanchez to approve the Treasurer's Report as presented.

Question/Comments from the Board:

**Trustee Butler:** Anderson elevator is for the West Elevator?

Director Martinez stated that it is the maintenance of the East Elevator.

**Trustee Butler:** Identi-Check is for identity theft prevention?

Director Martinez stated that it is for employee background checks.

**Trustee Butler:** Who is James Rachlin?

Director Martinez stated that James Rachlin prepares our Levy and Budget and Ordinances.

**Trustee Butler:** Who is Peerless network?

Director Martinez stated that it was our old phone system and that it should be the last invoice since the library sent out a cease of service.

**Trustee Butler:** Is T-Mobile for your work phone?

Director Martinez stated that the T-Mobile bill is for the Hotspot service offered to patrons.

**Trustee Butler:** How many employees are in our health insurance coverage?

Director Martinez stated that there are 5 employees on the insurance.

President Banks called for a roll call vote.

Ayes: Trustee Butler, Henderson, Rice, Sanchez, Williams, Villarreal, Banks

Nays: n/a

Abstain: n/a

Absent: n/a

**Motion Passed.**

**11. LIBRARY DIRECTOR'S REPORT**

President Banks asked for a motion to approve the Library Director's report. Trustee Williams moved to approve the report with appreciation and Trustee Villarreal seconded the motion.

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

**September 17, 2025**

Questions/Comments from the Board:

Trustee Williams stated Director Martinez has been doing great work with great management. President Banks thanked Director Martinez and the library staff.

**Motion Passed.**

**12. COMMITTEE REPORTS**

Trustee Butler reported that the Foundation group is still in the process of getting everything finalized. Director Martinez stated that the form has been mailed out to the State to change the primary account holder.

**13. OLD BUSINESS**

**10a. Discussion/Action Item:** Policies: Rules of Conduct, Board By-Laws, Board Code of Conduct

Director Martinez presented 3 (three) policies drafted by Library Consultant, Kathy Parker, from KP Consult for the board to review. Director Martinez states that she and Consultant Parker have been working on updating the policies for the general and personal manual.

Question/Comments from the Board:

Board members agreed to move to the next meeting, October 15, 2025.

**No action was taken.**

**10b. Discussion/Action Item:** Ordinance # 2025-02 Budget & Appropriations for the Fiscal Year beginning July 1, 2025, and ending June 30, 2026

The Board discussed the Budget and Appropriation Ordinance for the fiscal year 2025-2026 which Trustee Butler motioned to approve the Budget and Appropriation Ordinance and Trustee Williams seconded the motion.

Questions/Comments from the Board:

President Banks called for a roll call vote.

Ayes: Trustee Butler, Rice, Sanchez, Williams, Villarreal, Banks

Nays: n/a

Abstain: Trustee Henderson

Absent: n/a

**Motion Passed.**

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

**September 17, 2025**

**10d. Discussion/Action Item:** William's Architect Lintel & Tuckpointing Proposal

Director Martinez presented the Lintel & Tuckpointing Proposal from William's Architect for the West Carnegie Building to which Trustee Williams motioned for the approval of the proposal and Trustee Sanchez seconded the motion.

President Banks called for a roll call vote.

Ayes: Trustee Butler, Henderson, Sanchez, Williams, Villarreal, Banks

Nays: n/a

Abstain: Trustee Rice

Absent: n/a

**Motion Passed.**

**10e. Discussion/Action Item:** Sidewalk Repair Proposal

Director Martinez presented two proposals for the repair of the South sidewalk that extends to the entrance of the building.

Questions/Comments from Board:

**Which company is recommended by the Director?**

Director Martinez stated that US Waterproofing has worked with libraries previously.

**No motion needed.**

**10f. Discussion/Action Item:** Treasurer's Audit Report

Director Martinez presented the Treasurer's Audit Report from the previous fiscal year to which Trustee Williams motioned to approve the Treasurer's Audit Report and Trustee Butler seconded the motion.

Question/Comments from the Board:

President Banks called for a roll call vote.

Ayes: Trustee Butler, Rice, Sanchez, Williams, Villarreal, Banks

Nays: n/a

Abstain: Trustee Henderson

Absent: n/a

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

**September 17, 2025**

**Motion Passed.**

**14. NEW BUSINESS**

**11a. Discussion/Action Item: Wintrust Bank Proposal**

Director Martinez restated the presentation points that presenter Ricardo Morales stated earlier to which Trustee Williams motioned to table the item for the next meeting and Trustee Butler seconded the motion.

President Banks called for a vote.

**Motion Tabled.**

**11b. Discussion/Action Item: Library Closing: Friday, November 7, 2025, for a Staff Training Day (2 of 2)**

Director Martinez stated that this closing will cover staff emergency procedures and department updates, to which Trustee Butler motioned for approval and Trustee Sanchez seconded the motion.

President Banks called for a vote.

**Motion Passed.**

**11c. Discussion/Action Item: Annual Audit - Illinois NFP Audit & Tax Proposal**

Director Martinez presented the engagement letter for our Annual Audit from Illinois NFP Audit & Tax Proposal to which Trustee Sanchez approved the engagement letter and Trustee Villarreal seconded the motion.

Question/Comments from the Board:

President Banks called for a roll call vote.

Ayes: Trustee Butler, Rice, Sanchez, Williams, Villarreal, Banks

Nays: n/a

Abstain: Trustee Henderson

Absent: n/a

**Motion Passed.**

**11d. Discussion/Action Item: FY25-26 Levy and 0.2 Building and Maintenance**

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

**September 17, 2025**

Director Martinez presented the .02 Building and Maintenance to be added to the Annual Levy to which Trustee Williams motioned to approve the .02 Building and Maintenance Ordinance and Trustee Villarreal seconded the motion.

Question/Comments from the Board:

President Banks called for a roll call vote.

Ayes: Trustee Butler, Sanchez, Williams, Villarreal, Banks

Nays: n/a

Abstain: Trustee Henderson, Rice

Absent: n/a

**Motion Passed.**

**11e. Discussion/Action Item:** MPLD Chamber of Commerce Membership

Director Martinez stated there was a proposal for the MPLD to become a member of the Maywood Chamber of Commerce.

Commissioner Anthony Cook, who attended the meeting and presented the benefits of becoming a member of the Chamber of Commerce.

President Banks asked for a motion to approve purchasing the Business Level Membership to which Trustee Butler motioned the approval and Trustee Williams seconded the motion.

Question/Comments from the Board:

Chamber membership fees and benefits

Organizations that are part of the Chamber

Local Policies, Procedures, and Purpose of the Chamber

President Banks called for a roll call vote.

Ayes: Trustee Butler, Henderson, Rice, Williams, Villarreal, Banks

Nays: n/a

Abstain: Trustee Sanchez

Absent: n/a

**Motion Passed.**

**15. COMMENTS FROM THE BOARD**

Trustee Butler thanked Director Martinez for her collaboration and representation with

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

**September 17, 2025**

the Back-to-School event hosted by Miracle Revival Church.

Secretary Henderson complimented the End of Summer Reading Program and the fun activities available to the patrons.

Director Martinez informed the board that Treasurer Sanchez donated the first-place prizes for each reading group and thanked Treasurer Sanchez for her donation.

Secretary Henderson stated that they would like to bridge the gap more between District 209 activities.

Vice President Williams thanked Director Martinez and her team for the Summer Reading Program, an increase in program participation, and Director Martinez's efforts in staying on target with maintenance development.

President Banks stated the improvement of community partnerships and collaborations.

**16. ADJOURNMENT**

President Banks asked for a motion to adjourn. Trustee Butler moved to adjourn, and Vice President Williams seconded the motion.

President Banks called for a vote.

**Motion Passed. The meeting adjourned at 9:04 PM.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Brianna A. Henderson, Secretary



**Maywood  
Public  
Library  
District**

# **MONTHLY FINANCIAL STATEMENTS**

## **SEPTEMBER 2025**

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
**Summary of Monthly Cash Receipts & Disbursments**  
**As of September 30, 2025**

| Account                  | Beginning Bal.<br>9/1/2025 | Monthly<br>Interest | Transfers       | Income<br>Property Tax | Other<br>Income    | Cash<br>Disbursed      | Adjustments<br>Bank Fees | Ending Balance<br>9/30/2025 |
|--------------------------|----------------------------|---------------------|-----------------|------------------------|--------------------|------------------------|--------------------------|-----------------------------|
| US Bank- Primary         | \$ 2,074,653.81            | \$ 146.14           | \$ (150,000.00) | \$ 5,495.69            | \$ 1,019.24        |                        | \$ (13.00)               | \$ 1,931,301.88             |
| US Bank- Accouts Payable | 43,608.14                  | 9.50                | 300,000.00      |                        | 999.34             | (237,763.88)           |                          | 106,853.10                  |
| US Bank-DCEO 1           | 200,296.58                 | 9.63                | (150,000.00)    |                        |                    |                        |                          | 50,306.21                   |
| US Bank-DCEO 2           | 12,774.88                  | 0.94                |                 |                        | -                  |                        |                          | 12,775.82                   |
| IL Funds - Primary       | 379,582.76                 | 1,362.75            |                 |                        |                    |                        |                          | 380,945.51                  |
| Cash - Cirulation        | 150.00                     |                     |                 |                        |                    |                        |                          | 150.00                      |
| Petty Cash               | 65.00                      |                     |                 |                        |                    |                        |                          | 65.00                       |
| <b>TOTAL</b>             | <b>\$ 2,711,131.17</b>     | <b>\$ 1,528.96</b>  | <b>\$ -</b>     | <b>\$ 5,495.69</b>     | <b>\$ 2,018.58</b> | <b>\$ (237,763.88)</b> | <b>\$ (13.00)</b>        | <b>\$ 2,482,397.52</b>      |

|                          | Statement<br>Balance<br>9/30/25 | Uncleared<br>Transactions<br>9/30/25 | Register<br>Balance<br>9/30/25 |
|--------------------------|---------------------------------|--------------------------------------|--------------------------------|
| US Bank- Accouts Payable | \$ 106,853.10                   | \$ (21,628.23)                       | \$ 85,224.87                   |

Amounts not verified.

**Maywood Public Library**  
**Accounts Payable**  
**October 2025**

| Num  | Name                         | Memo/Description | Account full name                | Amount | Balance         |
|------|------------------------------|------------------|----------------------------------|--------|-----------------|
| 3909 | Amazon Capital Services      |                  | 2100011 Accounts Payable         |        | <b>1,833.67</b> |
|      | Amazon Capital Services      | 1LRW-PT3D-6MNG   | 4080011 Adult Books              | 85.57  |                 |
|      | Amazon Capital Services      | 1TQ7-JGX1-6K9C   | 4100011 Adult Audio Visual       | 20.24  |                 |
|      | Amazon Capital Services      | 1FRN-TKLV-DK9X   | 4130011 Library Supplies         | 95.63  |                 |
|      | Amazon Capital Services      | 1FT6-N3T6-H3VC   | 4130011 Library Supplies         | 43.58  |                 |
|      | Amazon Capital Services      | " "              | 4131011 Hospitality              | 72.99  |                 |
|      | Amazon Capital Services      | 1G3H-JTCX-C1N9   | 4130011 Library Supplies         | 28.71  |                 |
|      | Amazon Capital Services      | " "              | 4131011 Hospitality              | 11.49  |                 |
|      | Amazon Capital Services      | " "              | 4160011 Publicity                | 73.06  |                 |
|      | Amazon Capital Services      | 1Y7J-49P3-QDD6   | 4130012 Patron Services Supplies | 41.98  |                 |
|      | Amazon Capital Services      | 17MC-KV71W3N     | 4131011 Hospitality              | 59.63  |                 |
|      | Amazon Capital Services      | " "              | 4302011 Adult Programming        | 11.95  |                 |
|      | Amazon Capital Services      | 161G-CGLL-WY19   | 4260011 General Maint. Bldg      | 13.66  |                 |
|      | Amazon Capital Services      | " "              | 4302012 YS Programming           | 78.40  |                 |
|      | Amazon Capital Services      | 1WVK-4LQX-4GN1   | 4302011 Adult Programming        | 38.32  |                 |
|      | Amazon Capital Services      | 1KMM-9JVQ-6MJP   | 4302011 Adult Programming        | 29.99  |                 |
|      | Amazon Capital Services      | 1DFQ-CV1J-41GN   | 4302011 Adult Programming        | 37.98  |                 |
|      | Amazon Capital Services      | 1F11-M4XV-RWVL   | 4302011 Adult Programming        | 548.45 |                 |
|      | Amazon Capital Services      | 1LFN-X1WJ-M7XT   | 4302012 YS Programming           | 19.19  |                 |
|      | Amazon Capital Services      | 1DR1-W31C-C4HP   | 4302012 YS Programming           | 110.74 |                 |
|      | Amazon Capital Services      | 1R4Y-7CWJ-NT6Y   | 4302012 YS Programming           | 136.57 |                 |
|      | Amazon Capital Services      | 1649-T1WT-YX74   | 4302012 YS Programming           | 71.74  |                 |
|      | Amazon Capital Services      | 1DNL-CJC6-6PVP   | 4302012 YS Programming           | 82.39  |                 |
|      | Amazon Capital Services      | " "              | 4260011 General Maint. Bldg      | 93.58  |                 |
|      | Amazon Capital Services      | 1KWL-GVDG-GTLY   | 6123011 Vending Machine Expenses | 27.83  |                 |
| 3910 | American Library Association | S. Williams      | 2100011 Accounts Payable         |        | <b>130.00</b>   |

**Maywood Public Library**  
**Accounts Payable**  
**October 2025**

| Num  | Name                         | Memo/Description                              | Account full name                | Amount   | Balance          |
|------|------------------------------|-----------------------------------------------|----------------------------------|----------|------------------|
|      | American Library Association | S. Williams                                   | 4070011 Membership Dues          | 130.00   |                  |
| 3911 | B Allan Graphics             | Inv. 103767                                   | 2100011 Accounts Payable         |          | <b>3,838.53</b>  |
|      | B Allan Graphics             | Inv. 103767                                   | 4140011 Postage                  | 1,018.53 |                  |
|      | B Allan Graphics             | "                                             | 4160011 Publicity                | 2,820.00 |                  |
| 3912 | Baker & Taylor               | Various book invoices. See line descriptions. | 2100011 Accounts Payable         |          | <b>2,059.19</b>  |
|      | Baker & Taylor               | 2039287687                                    | 4080011 Adult Books              | 294.43   |                  |
|      | Baker & Taylor               | 2039287681                                    | 4080011 Adult Books              | 219.79   |                  |
|      | Baker & Taylor               | 2039273392                                    | 4080011 Adult Books              | 110.72   |                  |
|      | Baker & Taylor               | " "                                           | 4080012 YS Books                 | 16.99    |                  |
|      | Baker & Taylor               | 2039278918                                    | 4080011 Adult Books              | 53.58    |                  |
|      | Baker & Taylor               | " "                                           | 4080012 YS Books                 | 1,327.48 |                  |
|      | Baker & Taylor               | H72896520                                     | 4080012 YS Books                 | 36.20    |                  |
| 3913 | CINTAS                       | 9340236670                                    | 2100011 Accounts Payable         |          | <b>915.17</b>    |
|      | CINTAS                       | 4243334196                                    | 4256011 Janitorial Supplies      | 202.04   |                  |
|      | CINTAS                       | 4244818735                                    | 4256011 Janitorial Supplies      | 343.33   |                  |
|      | CINTAS                       | 4245548659                                    | 4256011 Janitorial Supplies      | 184.90   |                  |
|      | CINTAS                       | 4244062513                                    | 4256011 Janitorial Supplies      | 184.90   |                  |
| 3915 | CINTAS                       | 9340236670                                    | 2100011 Accounts Payable         |          | <b>500.00</b>    |
|      | CINTAS                       | 9340236670                                    | 4240011 Maintenance of Equipment | 500.00   |                  |
| 3914 | Comcast                      | Service From 9/30/25-10/29/25                 | 2100011 Accounts Payable         |          | <b>209.85</b>    |
|      | Comcast                      | Acct. 8771 20 001 0331433                     | 4106011 Technology               | 209.85   |                  |
| 3916 | ComEd                        | ComEd Bill Issued 9/17/25                     | 2100011 Accounts Payable         |          | <b>61.36</b>     |
|      | ComEd                        | 3278735000                                    | 4225011 Electricity              | 61.36    |                  |
| 3917 | Complete Temperature Systems | SRVCE053144                                   | 2100011 Accounts Payable         |          | <b>702.00</b>    |
|      | Complete Temperature Systems | New Carry-Over Tube                           | 4260011 General Maint. Bldg      | 702.00   |                  |
| 3918 | Constellation Newenergy      | customer 204816860-0                          | 2100011 Accounts Payable         |          | <b>17,353.30</b> |

**Maywood Public Library**  
**Accounts Payable**  
**October 2025**

| Num  | Name                              | Memo/Description                       | Account full name                | Amount    | Balance          |
|------|-----------------------------------|----------------------------------------|----------------------------------|-----------|------------------|
|      | Constellation Newenergy           |                                        | 4225011 Electricity              | 17,353.30 |                  |
| 3919 | Doreen J Berrien                  | Sepr. 2025 Services                    | 2100011 Accounts Payable         |           | <b>2,560.00</b>  |
|      | Doreen J Berrien                  | Sept. 2025 Svcs                        | 4170011 Professional Services    | 2,560.00  |                  |
| 3920 | Dunne Cleaning Specialists Inc.   |                                        | 2100011 Accounts Payable         |           | <b>2,435.50</b>  |
|      | Dunne Cleaning Specialists Inc.   | Carpet Cleaning                        | 4260011 General Maint. Bldg      | 2,435.50  |                  |
| 3921 | Eduardo Garcia                    |                                        | 2100011 Accounts Payable         |           | <b>76.97</b>     |
|      | Eduardo Garcia                    | Smoke alarm/Carbon Monoxide Detector   | 4260011 General Maint. Bldg      | 76.97     |                  |
| 3922 | Forest Security, Inc.             | Inv. 189914                            | 2100011 Accounts Payable         |           | <b>1,065.00</b>  |
|      | Forest Security, Inc.             | Equip. Maint.                          | 4250011 Contract Maint. Bldg     | 1,065.00  |                  |
| 3923 | Framework IT                      | DG10721                                | 2100011 Accounts Payable         |           | <b>645.78</b>    |
|      | Framework IT                      | DG10721                                | 4150011 Telephone                | 645.78    |                  |
| 3924 | Globe Life                        | Acct. 55395 Due 10/1/25                | 2100011 Accounts Payable         |           | <b>119.24</b>    |
|      | Globe Life                        | Acct. 55395 -                          | 4040011 Healthcare Premium       | 119.24    |                  |
| 3925 | Growing Community Media           | Inv. 77530-R,77583-R                   | 2100011 Accounts Payable         |           | <b>492.00</b>    |
|      | Growing Community Media           | Order # 95329                          | 4160011 Publicity                | 217.00    |                  |
|      | Growing Community Media           | Order #95346                           | 4160011 Publicity                | 275.00    |                  |
| 3926 | Illinois Library Association      |                                        | 2100011 Accounts Payable         |           | <b>400.00</b>    |
|      | Illinois Library Association      | Conference Registration L. Banks       | 4050011 Trustee Development      | 25.00     |                  |
|      | Illinois Library Association      | Conference Registration-T. Butler      | 4050011 Trustee Development      | 375.00    |                  |
| 3927 | Jean Edrada                       | Nov. 5 Program                         | 2100011 Accounts Payable         |           | <b>125.00</b>    |
|      | Jean Edrada                       | Nov. 5 Program                         | 4302011 Adult Programming        | 125.00    |                  |
| 3928 | Johnson Controls Fire Protection  | Inv. 41853526                          | 2100011 Accounts Payable         |           | <b>17,544.02</b> |
|      | Johnson Controls Fire Protection  | Inv. 41853526                          | 6032011 Misc. Grant Expense      | 17,544.02 |                  |
| 3929 | Konica Minolta Business Solutions | Copy machine maintenance. various inv. | 2100011 Accounts Payable         |           | <b>138.18</b>    |
|      | Konica Minolta Business Solutions | 504072618                              | 4240011 Maintenance of Equipment | 138.18    |                  |
| 3930 | LRS, LLC                          | LR6385667                              | 2100011 Accounts Payable         |           | <b>237.02</b>    |
|      | LRS, LLC                          | LR6385667                              | 4235011 Garbage                  | 237.02    |                  |

**Maywood Public Library**  
**Accounts Payable**  
**October 2025**

| <b>Num</b> | <b>Name</b>                     | <b>Memo/Description</b>                 | <b>Account full name</b>         | <b>Amount</b> | <b>Balance</b>  |
|------------|---------------------------------|-----------------------------------------|----------------------------------|---------------|-----------------|
| 3931       | Midwest Tape, LLC               | 507821555                               | 2100011 Accounts Payable         |               | <b>497.56</b>   |
|            | Midwest Tape, LLC               | 507821555                               | 4210011 Databases & E-Resources  | 497.56        |                 |
| 3932       | Quill LLC                       | 44491133                                | 2100011 Accounts Payable         |               | <b>156.38</b>   |
|            | Quill LLC                       | 45842496                                | 4256011 Janitorial Supplies      | 63.27         |                 |
|            | Quill LLC                       | 45678844                                | 4256011 Janitorial Supplies      | 89.23         |                 |
|            | Quill LLC                       | 45850591                                | 4256011 Janitorial Supplies      | 3.88          |                 |
| 3933       | RAILS                           | eRead Membership                        | 2100011 Accounts Payable         |               | <b>1,350.00</b> |
|            | RAILS                           | eRead Membership                        | 4210011 Databases & E-Resources  | 1,350.00      |                 |
| 3934       | Rhonda Fentry                   | 11/11/25 Program                        | 2100011 Accounts Payable         |               | <b>75.00</b>    |
|            | Rhonda Fentry                   | 11/11/25 Program                        | 4302011 Adult Programming        | 75.00         |                 |
| 3935       | Romano Landscape LLC            | 56410                                   | 2100011 Accounts Payable         |               | <b>675.00</b>   |
|            | Romano Landscape LLC            | 56410                                   | 4250011 Contract Maint. Bldg     | 675.00        |                 |
| 3936       | Royal Pipe & Supply Co.         | S1638241.001                            | 2100011 Accounts Payable         |               | <b>12.22</b>    |
|            | Royal Pipe & Supply Co.         | S1638241.001                            | 4260011 General Maint. Bldg      | 12.22         |                 |
| 3937       | Royale Bezjian Carpet Company   | Inv. 90430                              | 2100011 Accounts Payable         |               | <b>85.00</b>    |
|            | Royale Bezjian Carpet Company   | Inv. 90430                              | 4250011 Contract Maint. Bldg     | 85.00         |                 |
| 3938       | SWAN                            | Inv. 11976, 12045                       | 2100011 Accounts Payable         |               | <b>45.00</b>    |
|            | SWAN                            | 12114                                   | 4051011 Staff Development        | 45.00         |                 |
| 3939       | T-Mobile                        | 989640597                               | 2100011 Accounts Payable         |               | <b>72.98</b>    |
|            | T-Mobile                        | 989640597                               | 4106011 Technology               | 72.98         |                 |
| 3940       | Today's Business Solutions, Inc | Inv. 18075, 18095                       | 2100011 Accounts Payable         |               | <b>400.00</b>   |
|            | Today's Business Solutions, Inc | Inv. 18894                              | 4250011 Contract Maint. Bldg     | 400.00        |                 |
| 3941       | Total Fire and Safety Inc.      | Inv. D417622                            | 2100011 Accounts Payable         |               | <b>149.17</b>   |
|            | Total Fire and Safety Inc.      | Inv. D417622                            | 4240011 Maintenance of Equipment | 149.17        |                 |
| 3942       | US BANK                         | Various charges. See line descriptions. | 2100011 Accounts Payable         |               | <b>2,748.54</b> |
|            | US BANK                         | 9581                                    | 4106011 Technology               | 23.10         |                 |
|            | US BANK                         | 7390                                    | 4140011 Postage                  | 4.25          |                 |

**Maywood Public Library**  
**Accounts Payable**  
**October 2025**

| Num  | Name                                 | Memo/Description                  | Account full name                | Amount             | Balance            |
|------|--------------------------------------|-----------------------------------|----------------------------------|--------------------|--------------------|
|      | US BANK                              | 7841                              | 4131011 Hospitality              | 41.66              |                    |
|      | US BANK                              | 7634                              | 6123011 Vending Machine Expenses | 97.10              |                    |
|      | US BANK                              | 5908                              | 4131011 Hospitality              | 5.45               |                    |
|      | US BANK                              | 5711                              | 4160011 Publicity                | 419.92             |                    |
|      | US BANK                              | 7132                              | 4302012 YS Programming           | 15.50              |                    |
|      | US BANK                              | 2365                              | 4302012 YS Programming           | 9.99               |                    |
|      | US BANK                              | 4088                              | 4260011 General Maint. Bldg      | 86.69              |                    |
|      | US BANK                              | 9019                              | 4140011 Postage                  | 4.25               |                    |
|      | US BANK                              | 6421                              | 4140011 Postage                  | 10.60              |                    |
|      | US BANK                              | 3708                              | 4260011 General Maint. Bldg      | 180.00             |                    |
|      | US BANK                              | 9365                              | 4051011 Staff Development        | 78.75              |                    |
|      | US BANK                              | 6999                              | 4150011 Telephone                | 43.13              |                    |
|      | US BANK                              | 8205                              | 4260011 General Maint. Bldg      | 233.98             |                    |
|      | US BANK                              | 6205                              | 4070011 Membership Dues          | 175.00             |                    |
|      | US BANK                              | 0090                              | 4051011 Staff Development        | 26.25              |                    |
|      | US BANK                              | 0073                              | 4170011 Professional Services    | 400.00             |                    |
|      | US BANK                              | 4907                              | 4131011 Hospitality              | 14.41              |                    |
|      | US BANK                              | 8740                              | 4260011 General Maint. Bldg      | 233.22             |                    |
|      | US BANK                              | 8256                              | 4302012 YS Programming           | 5.11               |                    |
|      | US BANK                              | 4762                              | 4260011 General Maint. Bldg      | 158.65             |                    |
|      | US BANK                              | 7537                              | 4260011 General Maint. Bldg      | 481.53             |                    |
| 3943 | Village of Maywood Water Dept.       | Water & Sewer: Accts 427403007-00 | 2100011 Accounts Payable         |                    | <b>87.63</b>       |
|      | Village of Maywood Water Dept.       | Water Acct. 427403007-00          | 4215011 Water                    | 87.63              |                    |
| 3944 | Williams Associates Architects, Ltd. | Inv. 0023584                      | 2100011 Accounts Payable         |                    | <b>2,633.60</b>    |
|      | Williams Associates Architects, Ltd. | Inv. 0023584                      | 4170011 Professional Services    | 2,633.60           |                    |
|      |                                      |                                   |                                  | <b>\$62,429.86</b> | <b>\$62,429.86</b> |

**Maywood Public Library**  
**Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L**  
**July 2025 - September 2025**

|                                             | Total               |                        |                         |              |
|---------------------------------------------|---------------------|------------------------|-------------------------|--------------|
|                                             | Actual              | Budget                 | over Budget             | % of Budget  |
| <b>Revenue</b>                              |                     |                        |                         |              |
| 3001011 Tax Revenue - Current               | 21,248.33           | 1,575,000.00           | -1,553,751.67           | 1.35%        |
| 3001080 Tax Rev Current - Building Fund     |                     | 50,000.00              | -50,000.00              | 0.00%        |
| 3001091 Tax Rev Current - FICA Fund         | 824.84              | 62,000.00              | -61,175.16              | 1.33%        |
| 3001092 Tax Rev Current - IMRF Fund         | 1,797.86            | 2,000.00               | -202.14                 | 89.89%       |
| 3001093 Tax Rev Current - Unemp Fund        | 14.82               | 1,500.00               | -1,485.18               | 0.99%        |
| 3001094 Tax Rev Current - Workers Comp Fund | 14.82               | 4,000.00               | -3,985.18               | 0.37%        |
| 3001095 Tax Rev Current - Liab Ins Fund     | 659.38              | 40,000.00              | -39,340.62              | 1.65%        |
| 3001096 Tax Rev Current - Audit Fund        | 135.82              | 9,000.00               | -8,864.18               | 1.51%        |
| 3021011 Personal Prop Replacement Tax       | 12,700.24           | 75,000.00              | -62,299.76              | 16.93%       |
| 3030011 Per Capita Grant                    | 34,762.80           | 34,763.00              | -0.20                   | 100.00%      |
| 3032611 Other Grant Income                  |                     | 7,500.00               | -7,500.00               | 0.00%        |
| 3033011 DCEO Grant                          | 43.11               | 140,000.00             | -139,956.89             | 0.03%        |
| 3039011 Donations                           | 28.06               | 100.00                 | -71.94                  | 28.06%       |
| 3060011 Fines                               |                     | 100.00                 | -100.00                 | 0.00%        |
| 3070011 Copy Machine                        | 2,294.90            | 3,500.00               | -1,205.10               | 65.57%       |
| 3080011 Lost and Paid                       | 101.00              | 500.00                 | -399.00                 | 20.20%       |
| 3095011 General Sales                       | 103.71              | 200.00                 | -96.29                  | 51.86%       |
| 3095511 Book Sales                          | 104.75              | 300.00                 | -195.25                 | 34.92%       |
| 3123011 Vending Machine Income              | 469.00              | 2,000.00               | -1,531.00               | 23.45%       |
| 3125011 Fax Machine                         | 2.75                | 50.00                  | -47.25                  | 5.50%        |
| 3127011 Room Rental Income                  | 15.00               | 600.00                 | -585.00                 | 2.50%        |
| 3130011 Miscellaneous Income                |                     | 600.00                 | -600.00                 | 0.00%        |
| 3132511 Maywood Book Income                 |                     | 100.00                 | -100.00                 | 0.00%        |
| 3302011 Interest - All Bank                 | 489.19              | 1,000.00               | -510.81                 | 48.92%       |
| 3304011 Interest - IL Funds Primary         | 4,209.16            | 13,000.00              | -8,790.84               | 32.38%       |
| 3608011 Passport and License Renewal Income | 4,096.99            | 10,000.00              | -5,903.01               | 40.97%       |
| <b>Total Revenue</b>                        | <b>\$ 84,116.53</b> | <b>\$ 2,032,813.00</b> | <b>-\$ 1,948,696.47</b> | <b>4.14%</b> |
| <b>Gross Profit</b>                         | <b>\$ 84,116.53</b> | <b>\$ 2,032,813.00</b> | <b>-\$ 1,948,696.47</b> | <b>4.14%</b> |
| <b>Expenditures</b>                         |                     |                        |                         |              |
| 4010011 Salaries                            | 186,419.65          | 800,000.00             | -613,580.35             | 23.30%       |
| 4040011 Healthcare Premium                  | 17,563.28           | 55,000.00              | -37,436.72              | 31.93%       |
| 4050011 Trustee Development                 | 350.00              | 7,500.00               | -7,150.00               | 4.67%        |
| 4051011 Staff Development                   | 515.00              | 5,000.00               | -4,485.00               | 10.30%       |
| 4052011 Travel                              | 36.85               | 2,000.00               | -1,963.15               | 1.84%        |
| 4070011 Membership Dues                     | 230.00              | 4,000.00               | -3,770.00               | 5.75%        |
| 4080011 Adult Books                         | 1,938.30            | 17,000.00              | -15,061.70              | 11.40%       |
| 4080012 YS Books                            | 86.14               | 15,000.00              | -14,913.86              | 0.57%        |

**Maywood Public Library**  
**Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L**  
**July 2025 - September 2025**

|                                               | Total      |            |             |             |
|-----------------------------------------------|------------|------------|-------------|-------------|
|                                               | Actual     | Budget     | over Budget | % of Budget |
| 4085011 SWAN Lost Books                       | 382.99     | 700.00     | -317.01     | 54.71%      |
| 4090011 Periodicals                           |            | 4,000.00   | -4,000.00   | 0.00%       |
| 4100011 Adult Audio Visual                    | 1,269.47   | 6,000.00   | -4,730.53   | 21.16%      |
| 4100012 YS Audio Visual                       |            | 3,000.00   | -3,000.00   | 0.00%       |
| 4105011 Software                              | 255.26     | 1,000.00   | -744.74     | 25.53%      |
| 4106011 Technology                            | 1,272.51   | 10,000.00  | -8,727.49   | 12.73%      |
| 4130011 Library Supplies                      | 1,156.95   | 7,000.00   | -5,843.05   | 16.53%      |
| 4130012 Patron Services Supplies              | 505.25     | 1,500.00   | -994.75     | 33.68%      |
| 4130013 Tech Services Supplies                | 631.13     | 2,500.00   | -1,868.87   | 25.25%      |
| 4130511 Bank Fees                             | 39.00      | 2,200.00   | -2,161.00   | 1.77%       |
| 4131011 Hospitality                           | 866.29     | 3,500.00   | -2,633.71   | 24.75%      |
| 4135011 Printing                              | 338.01     | 3,000.00   | -2,661.99   | 11.27%      |
| 4140011 Postage                               | 1,102.69   | 5,000.00   | -3,897.31   | 22.05%      |
| 4150011 Telephone                             | 4,401.67   | 10,000.00  | -5,598.33   | 44.02%      |
| 4160011 Publicity                             | 3,722.80   | 10,000.00  | -6,277.20   | 37.23%      |
| 4170011 Professional Services                 | 27,280.67  | 75,000.00  | -47,719.33  | 36.37%      |
| 4205011 Natural Gas                           |            | 50,000.00  | -50,000.00  | 0.00%       |
| 4210011 Databases & E-Resources               | 7,034.15   | 25,000.00  | -17,965.85  | 28.14%      |
| 4215011 Water                                 | 248.09     | 12,500.00  | -12,251.91  | 1.98%       |
| 4225011 Electricity                           | 22,711.92  | 90,000.00  | -67,288.08  | 25.24%      |
| 4235011 Garbage                               | 704.71     | 3,500.00   | -2,795.29   | 20.13%      |
| 4240011 Maintenance of Equipment              | 2,850.12   | 36,000.00  | -33,149.88  | 7.92%       |
| 4250011 Contract Maintenance Building         | 13,884.84  | 65,000.00  | -51,115.16  | 21.36%      |
| 4256011 Janitorial Supplies                   | 3,218.37   | 3,000.00   | 218.37      | 107.28%     |
| 4260011 General Maintenance - Building        | 3,074.47   | 37,000.00  | -33,925.53  | 8.31%       |
| 4265011 SWAN                                  | 6,133.75   | 27,000.00  | -20,866.25  | 22.72%      |
| 4292011 Special Events                        | 2,112.27   | 10,000.00  | -7,887.73   | 21.12%      |
| 4302011 Adult Programming                     | 2,174.79   | 7,000.00   | -4,825.21   | 31.07%      |
| 4302012 YS Programming                        | 2,765.35   | 7,000.00   | -4,234.65   | 39.51%      |
| 4310011 Equipment Purchase                    |            | 6,000.00   | -6,000.00   | 0.00%       |
| 4311011 Capital Improvements                  |            | 40,000.00  | -40,000.00  | 0.00%       |
| 4320011 Legal Fees                            | 2,266.25   | 10,000.00  | -7,733.75   | 22.66%      |
| 4330011 Passport and License Renewal Expenses | 61.00      | 2,000.00   | -1,939.00   | 3.05%       |
| 6032011 Misc. Grant Expense                   | 24,891.98  | 7,500.00   | 17,391.98   | 331.89%     |
| 6033011 DCEO Grant Expense                    | 103,890.82 | 140,000.00 | -36,109.18  | 74.21%      |
| 6034011 Per Capita Grant Expenses             | 3,579.62   | 34,763.00  | -31,183.38  | 10.30%      |
| 6123011 Vending Machine Expenses              | 776.78     | 1,500.00   | -723.22     | 51.79%      |

# Maywood Public Library

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - September 2025

---

|                                  | Total                 |                        |                         |                 |
|----------------------------------|-----------------------|------------------------|-------------------------|-----------------|
|                                  | Actual                | Budget                 | over Budget             | % of Budget     |
| 6831111 Technology Grant         | 645.00                |                        | 645.00                  |                 |
| 9150091 FICA Expenditures        | 13,983.68             | 62,000.00              | -48,016.32              | 22.55%          |
| 9250092 IMRF Expenses - District | 5,217.46              | 50,000.00              | -44,782.54              | 10.43%          |
| 9350093 Unemployment Insurance   | 904.28                | 1,700.00               | -795.72                 | 53.19%          |
| 9450094 Insurance - Workers Comp |                       | 4,000.00               | -4,000.00               | 0.00%           |
| 9550095 Insurance - Liability    |                       | 45,000.00              | -45,000.00              | 0.00%           |
| 9650096 Audit                    |                       | 7,000.00               | -7,000.00               | 0.00%           |
| <b>Total Expenditures</b>        | <b>\$ 473,493.61</b>  | <b>\$ 1,834,363.00</b> | <b>-\$ 1,360,869.39</b> | <b>25.81%</b>   |
| <b>Net Operating Revenue</b>     | <b>-\$ 389,377.08</b> | <b>\$ 198,450.00</b>   | <b>-\$ 587,827.08</b>   | <b>-196.21%</b> |
| <b>Net Revenue</b>               | <b>-\$ 389,377.08</b> | <b>\$ 198,450.00</b>   | <b>-\$ 587,827.08</b>   | <b>-196.21%</b> |

Monday, Oct 06, 2025 11:00:11 AM GMT-7 - Accrual Basis

# Maywood Public Library

## Statement of Financial Position Comparison

As of September 30, 2025

|                                                | Total                  |                         |
|------------------------------------------------|------------------------|-------------------------|
|                                                | As of Sep 30, 2025     | As of Aug 31, 2025 (PP) |
| <b>ASSETS</b>                                  |                        |                         |
| Current Assets                                 |                        |                         |
| Bank Accounts                                  |                        |                         |
| 1001011 Petty Cash                             | 325.00                 | 325.00                  |
| 1001511 Cash - Circulation                     | 65.00                  | 65.00                   |
| 1020311 Seaway Bank & Trust - Payroll          | 0.00                   | 0.00                    |
| 1050011 IL Funds - Primary                     | 380,945.51             | 379,582.76              |
| 1060073 PMA - Construction Fund                | 22.20                  | 22.20                   |
| 1070411 Bank of New York - Escrow 2            | 36.60                  | 36.60                   |
| 1080011 US Bank - Primary                      | 1,931,117.33           | 2,074,469.26            |
| 1080111 US Bank - Accounts Payable             | 85,224.87              | 15,421.92               |
| 1080211 US Bank - Payroll                      | 0.00                   | 0.00                    |
| 1080311 US Bank SB220079 Grant Account (DCEO)  | 50,306.21              | 200,296.58              |
| 1080411 US Bank HB210029 Grant Account (DCEO)  | 12,775.82              | 12,774.88               |
| 1099011 Cash Allocated to Other Funds          | -1,203,679.92          | -1,203,679.92           |
| 1099073 Allocated Cash - Bldg Const            | 45,308.90              | 45,308.90               |
| 1099078 Allocated Cash - Working Cash          | 0.00                   | 0.00                    |
| 1099080 Allocated Cash - Building Fund         | 65,709.14              | 65,709.14               |
| 1099091 Allocated Cash - FICA Bond             | 568,725.91             | 568,725.91              |
| 1099092 Allocated Cash - IMRF Fund             | 263,826.96             | 263,826.96              |
| 1099093 Allocated Cash - Unemp Fund            | 12,417.28              | 12,417.28               |
| 1099094 Allocated Cash - Workers Comp Fund     | 21,620.75              | 21,620.75               |
| 1099095 Allocated Cash - Liab Ins Fund         | 197,191.57             | 197,191.57              |
| 1099096 Allocated Cash - Audit Fund            | 28,879.41              | 28,879.41               |
| Total Bank Accounts                            | <b>\$ 2,460,818.54</b> | <b>\$ 2,682,994.20</b>  |
| Total Current Assets                           | <b>\$ 2,460,818.54</b> | <b>\$ 2,682,994.20</b>  |
| Other Assets                                   |                        |                         |
| 1600011 Property Taxes Receivable              | 846,797.96             | 846,797.96              |
| 1600080 Property Taxes Receivable-Bldg. Fund   | 0.00                   | 0.00                    |
| 1600091 Property Taxes Receivable-FICA         | 32,818.75              | 32,818.75               |
| 1600092 Property Taxes Receivable-IMRF         | 71,604.55              | 71,604.55               |
| 1600093 Property Taxes Receivable-Unemployment | 596.70                 | 596.70                  |
| 1600094 Property Taxes Receivable-WC           | 596.70                 | 596.70                  |
| 1600095 Property Taxes Receivable-Liab. Ins.   | 26,255.00              | 26,255.00               |
| 1600096 Property Taxes Receivable-Audit        | 5,370.34               | 5,370.34                |
| 1700011 Per Capita Grant Receivable            | 34,998.48              | 34,998.48               |
| 1800011 Replacement Taxes Receivable           | 20,789.34              | 20,789.34               |
| 1900094 Prepaid Expenditures-WC                | 1,358.50               | 1,358.50                |

# Maywood Public Library

## Statement of Financial Position Comparison

As of September 30, 2025

|                                              | Total                  |                         |
|----------------------------------------------|------------------------|-------------------------|
|                                              | As of Sep 30, 2025     | As of Aug 31, 2025 (PP) |
| 1900095 Prepaid Expenditures-Liab. Ins.      | 16,875.58              | 16,875.58               |
| Total Other Assets                           | \$ 1,058,061.90        | \$ 1,058,061.90         |
| <b>TOTAL ASSETS</b>                          | <b>\$ 3,518,880.44</b> | <b>\$ 3,741,056.10</b>  |
| <b>LIABILITIES AND EQUITY</b>                |                        |                         |
| <b>Liabilities</b>                           |                        |                         |
| <b>Current Liabilities</b>                   |                        |                         |
| Accounts Payable                             |                        |                         |
| 2100011 Accounts Payable                     | 38,060.26              | 38,060.26               |
| Total Accounts Payable                       | \$ 38,060.26           | \$ 38,060.26            |
| Other Current Liabilities                    |                        |                         |
| 2100092 Accounts Payable-IMRF                | 5,097.06               | 5,097.06                |
| 2100096 Accounts Payable-Audit               | 6,250.00               | 6,250.00                |
| 2101011 Federal Tax Withheld                 | 82.19                  | 82.19                   |
| 2102011 State Tax Withheld                   | 37.42                  | 37.42                   |
| 2103011 FICA Withheld                        | 57.83                  | 57.83                   |
| 2104011 IMRF Withheld                        | -2,941.17              | -3,426.02               |
| 2104511 IMRF-VAC                             | -213.91                | -213.91                 |
| 2105011 Credit Union I Withheld              | 285.00                 | 0.00                    |
| 2106011 Credit Union II Withheld             | 25.00                  | 0.00                    |
| 2107011 Medical Insurance Withheld           | 1,916.18               | 983.50                  |
| 2108011 Pebsco Withheld                      | 0.00                   | 0.00                    |
| 2109011 Garnishments Withheld                | 0.00                   | 0.00                    |
| 2110011 AFLAC Withheld - Pre Tax             | 0.00                   | 0.00                    |
| 2111011 AFLAC Withheld - Post Tax            | 0.00                   | 0.00                    |
| 2200011 Accrued Wages                        | 11,446.15              | 11,446.15               |
| 2222211 Cash Advance - Credit Card           | 0.00                   | 0.00                    |
| 2222411 Due to Library Foundation            | 0.00                   | 0.00                    |
| 2600011 Deferred Revenue-Property Tax        | 846,797.96             | 846,797.96              |
| 2600080 Def Rev Prop Tax - Building Fund     | 0.00                   | 0.00                    |
| 2600091 Def Rev Prop Tax - FICA Fund         | 32,818.75              | 32,818.75               |
| 2600092 Def Rev Prop Tax - IMRF Fund         | 71,604.55              | 71,604.55               |
| 2600093 Def Rev Prop Tax - Unemp Fund        | 596.70                 | 596.70                  |
| 2600094 Def Rev Prop Tax - Workers Comp Fund | 596.70                 | 596.70                  |
| 2600095 Def Rev Prop Tax - Liab Ins Fund     | 26,255.00              | 26,255.00               |
| 2600096 Def Rev Prop Tax - Audit Fund        | 5,370.34               | 5,370.34                |
| Total Other Current Liabilities              | \$ 1,006,081.75        | \$ 1,004,354.22         |
| Total Current Liabilities                    | \$ 1,044,142.01        | \$ 1,042,414.48         |
| Total Liabilities                            | \$ 1,044,142.01        | \$ 1,042,414.48         |

# Maywood Public Library

## Statement of Financial Position Comparison

As of September 30, 2025

|                                        | Total                  |                         |
|----------------------------------------|------------------------|-------------------------|
|                                        | As of Sep 30, 2025     | As of Aug 31, 2025 (PP) |
| <b>Equity</b>                          |                        |                         |
| 2900011 Fund Balance - Library Fund    | -385,489.03            | -385,489.03             |
| 2900073 Fund Balance - Bldg Constructi | 45,308.90              | 45,308.90               |
| 2900078 Fund Balance - Working Cash    | 0.00                   | 0.00                    |
| 2900080 Fund Balance - Building & Site | 40,877.00              | 40,877.00               |
| 2900091 Fund Balance - FICA Fund       | 583,823.00             | 583,823.00              |
| 2900092 Fund Balance - IMRF Fund       | 233,313.00             | 233,313.00              |
| 2900093 Fund Balance - Unemployment    | 17,976.00              | 17,976.00               |
| 2900094 Fund Balance - Workers Comp    | 26,752.00              | 26,752.00               |
| 2900095 Fund Balance - Liability Insur | 203,216.00             | 203,216.00              |
| 2900096 Fund Balance - Audit Fund      | 20,425.00              | 20,425.00               |
| 2930011 Retained Earnings II           | -385,269.18            | -385,269.18             |
| Opening Balance Equity                 | -6,624.18              | -6,624.18               |
| Retained Earnings                      | 2,469,394.71           | 2,469,394.71            |
| Net Revenue                            | -388,964.79            | -165,061.60             |
| <b>Total Equity</b>                    | <b>\$ 2,474,738.43</b> | <b>\$ 2,698,641.62</b>  |
| <b>TOTAL LIABILITIES AND EQUITY</b>    | <b>\$ 3,518,880.44</b> | <b>\$ 3,741,056.10</b>  |

Monday, Oct 06, 2025 11:10:38 AM GMT-7 - Accrual Basis

**Maywood Public Library**  
**Statement of Activity by Class**  
July - September, 2025

|                                          | 11 Library Fund     | 80 Building & Sites Fund | 91 FICA Fund     | 92 IMRF Fund       | 93 Unemployment Fund | 94 Workers Comp Fund | 95 Liability Insurance Fund | 96 Audit Fund    | TOTAL            |
|------------------------------------------|---------------------|--------------------------|------------------|--------------------|----------------------|----------------------|-----------------------------|------------------|------------------|
| <b>Revenue</b>                           |                     |                          |                  |                    |                      |                      |                             |                  |                  |
| 3001011 Tax Revenue - Current            | 21,248.33           |                          |                  |                    |                      |                      |                             |                  | 21,248.33        |
| 3001091 Tax Rev Current - FICA Fund      |                     |                          | 824.84           |                    |                      |                      |                             |                  | 824.84           |
| 3001092 Tax Rev Current - IMRF Fund      |                     |                          |                  | 1,797.86           |                      |                      |                             |                  | 1,797.86         |
| 3001093 Tax Rev Current - Unemp Fund     |                     |                          |                  |                    | 14.82                |                      |                             |                  | 14.82            |
| 3001094 Tax Rev Current - WC Fund        |                     |                          |                  |                    |                      | 14.82                |                             |                  | 14.82            |
| 3001095 Tax Rev Current - Liab Ins Fund  |                     |                          |                  |                    |                      |                      | 659.38                      |                  | 659.38           |
| 3001096 Tax Rev Current - Audit Fund     |                     |                          |                  |                    |                      |                      |                             | 135.82           | 135.82           |
| 3021011 Personal Prop Replacement Tax    | 12,700.24           |                          |                  |                    |                      |                      |                             |                  | 12,700.24        |
| 3030011 Per Capita Grant                 | 34,762.80           |                          |                  |                    |                      |                      |                             |                  | 34,762.80        |
| 3033011 DCEO Grant                       | 43.11               |                          |                  |                    |                      |                      |                             |                  | 43.11            |
| 3039011 Donations                        | 28.06               |                          |                  |                    |                      |                      |                             |                  | 28.06            |
| 3070011 Copy Machine                     | 2,162.10            |                          |                  |                    |                      |                      |                             |                  | 2,162.10         |
| 3080011 Lost and Paid                    | 59.00               |                          |                  |                    |                      |                      |                             |                  | 59.00            |
| 3095011 General Sales                    | 92.25               |                          |                  |                    |                      |                      |                             |                  | 92.25            |
| 3095511 Book Sales                       | 78.50               |                          |                  |                    |                      |                      |                             |                  | 78.50            |
| 3123011 Vending Machine Income           | 469.00              |                          |                  |                    |                      |                      |                             |                  | 469.00           |
| 3125011 Fax Machine                      | 2.75                |                          |                  |                    |                      |                      |                             |                  | 2.75             |
| 3127011 Room Rental Income               | 15.00               |                          |                  |                    |                      |                      |                             |                  | 15.00            |
| 3302011 Interest - All Bank              | 489.19              |                          |                  |                    |                      |                      |                             |                  | 489.19           |
| 3304011 Interest - IL Funds Primary      | 4,209.16            |                          |                  |                    |                      |                      |                             |                  | 4,209.16         |
| 3608011 Passport and Lic. Renewal Income | 3,746.99            |                          |                  |                    |                      |                      |                             |                  | 3,746.99         |
| <b>Total Revenue</b>                     | <b>\$ 80,106.48</b> | <b>\$ 0.00</b>           | <b>\$ 824.84</b> | <b>\$ 1,797.86</b> | <b>\$ 14.82</b>      | <b>\$ 14.82</b>      | <b>\$ 659.38</b>            | <b>\$ 135.82</b> | <b>83,554.02</b> |
| <b>Gross Profit</b>                      | <b>\$ 80,106.48</b> | <b>\$ 0.00</b>           | <b>\$ 824.84</b> | <b>\$ 1,797.86</b> | <b>\$ 14.82</b>      | <b>\$ 14.82</b>      | <b>\$ 659.38</b>            | <b>\$ 135.82</b> | <b>83,554.02</b> |
| <b>Expenditures</b>                      |                     |                          |                  |                    |                      |                      |                             |                  |                  |

**Maywood Public Library**  
**Statement of Activity by Class**  
July - September, 2025

|                                  | 11 Library<br>Fund | 80<br>Building<br>& Sites<br>Fund | 91 FICA Fund | 92 IMRF<br>Fund | 93<br>Unemploy<br>ment<br>Fund | 94<br>Workers<br>Comp<br>Fund | 95<br>Liability<br>Insuranc<br>e Fund | 96 Audit<br>Fund | TOTAL      |
|----------------------------------|--------------------|-----------------------------------|--------------|-----------------|--------------------------------|-------------------------------|---------------------------------------|------------------|------------|
| 4010011 Salaries                 | 186,419.65         |                                   |              |                 |                                |                               |                                       |                  | 186,419.65 |
| 4040011 Healthcare Premium       | 18,029.62          |                                   |              |                 |                                |                               |                                       |                  | 18,029.62  |
| 4050011 Trustee Development      | 350.00             |                                   |              |                 |                                |                               |                                       |                  | 350.00     |
| 4051011 Staff Development        | 515.00             |                                   |              |                 |                                |                               |                                       |                  | 515.00     |
| 4052011 Travel                   | 36.85              |                                   |              |                 |                                |                               |                                       |                  | 36.85      |
| 4070011 Membership Dues          | 230.00             |                                   |              |                 |                                |                               |                                       |                  | 230.00     |
| 4080011 Adult Books              | 1,938.30           |                                   |              |                 |                                |                               |                                       |                  | 1,938.30   |
| 4080012 YS Books                 | 86.14              |                                   |              |                 |                                |                               |                                       |                  | 86.14      |
| 4085011 SWAN Lost Books          | 382.99             |                                   |              |                 |                                |                               |                                       |                  | 382.99     |
| 4100011 Adult Audio Visual       | 1,269.47           |                                   |              |                 |                                |                               |                                       |                  | 1,269.47   |
| 4105011 Software                 | 255.26             |                                   |              |                 |                                |                               |                                       |                  | 255.26     |
| 4106011 Technology               | 1,272.51           |                                   |              |                 |                                |                               |                                       |                  | 1,272.51   |
| 4130011 Library Supplies         | 1,156.95           |                                   |              |                 |                                |                               |                                       |                  | 1,156.95   |
| 4130012 Patron Services Supplies | 505.25             |                                   |              |                 |                                |                               |                                       |                  | 505.25     |
| 4130013 Tech Services Supplies   | 631.13             |                                   |              |                 |                                |                               |                                       |                  | 631.13     |
| 4130511 Bank Fees                | 39.00              |                                   |              |                 |                                |                               |                                       |                  | 39.00      |
| 4131011 Hospitality              | 866.29             |                                   |              |                 |                                |                               |                                       |                  | 866.29     |
| 4135011 Printing                 | 338.01             |                                   |              |                 |                                |                               |                                       |                  | 338.01     |
| 4140011 Postage                  | 1,102.69           |                                   |              |                 |                                |                               |                                       |                  | 1,102.69   |
| 4150011 Telephone                | 4,401.67           |                                   |              |                 |                                |                               |                                       |                  | 4,401.67   |
| 4160011 Publicity                | 3,722.80           |                                   |              |                 |                                |                               |                                       |                  | 3,722.80   |
| 4170011 Professional Services    | 27,020.02          |                                   |              |                 |                                |                               |                                       |                  | 27,020.02  |
| 4210011 Databases & E-Resources  | 7,034.15           |                                   |              |                 |                                |                               |                                       |                  | 7,034.15   |
| 4215011 Water                    | 248.09             |                                   |              |                 |                                |                               |                                       |                  | 248.09     |
| 4225011 Electricity              | 22,711.92          |                                   |              |                 |                                |                               |                                       |                  | 22,711.92  |

**Maywood Public Library**  
**Statement of Activity by Class**  
July - September, 2025

|                                               | 11 Library Fund | 80 Building & Sites Fund | 91 FICA Fund  | 92 IMRF Fund | 93 Unemployment Fund | 94 Workers Comp Fund | 95 Liability Insurance Fund | 96 Audit Fund | TOTAL       |
|-----------------------------------------------|-----------------|--------------------------|---------------|--------------|----------------------|----------------------|-----------------------------|---------------|-------------|
| 4235011 Garbage                               | 704.71          |                          |               |              |                      |                      |                             |               | 704.71      |
| 4240011 Maintenance of Equipment              | 2,850.12        |                          |               |              |                      |                      |                             |               | 2,850.12    |
| 4250011 Contract Maintenance Building         | 13,884.84       |                          |               |              |                      |                      |                             |               | 13,884.84   |
| 4256011 Janitorial Supplies                   | 3,218.37        |                          |               |              |                      |                      |                             |               | 3,218.37    |
| 4260011 General Maintenance - Building        | 3,074.47        |                          |               |              |                      |                      |                             |               | 3,074.47    |
| 4265011 SWAN                                  | 6,133.75        |                          |               |              |                      |                      |                             |               | 6,133.75    |
| 4292011 Special Events                        | 2,112.27        |                          |               |              |                      |                      |                             |               | 2,112.27    |
| 4302011 Adult Programming                     | 2,174.79        |                          |               |              |                      |                      |                             |               | 2,174.79    |
| 4302012 YS Programming                        | 2,765.35        |                          |               |              |                      |                      |                             |               | 2,765.35    |
| 4320011 Legal Fees                            | 2,266.25        |                          |               |              |                      |                      |                             |               | 2,266.25    |
| 4330011 Passport and License Renewal Expenses | 61.00           |                          |               |              |                      |                      |                             |               | 61.00       |
| 6032011 Misc. Grant Expense                   | 24,891.98       |                          |               |              |                      |                      |                             |               | 24,891.98   |
| 6033011 DCEO Grant Expense                    | 103,890.82      |                          |               |              |                      |                      |                             |               | 103,890.82  |
| 6034011 Per Capita Grant Expenses             | 3,579.62        |                          |               |              |                      |                      |                             |               | 3,579.62    |
| 6123011 Vending Machine Expenses              | 776.78          |                          |               |              |                      |                      |                             |               | 776.78      |
| 6831111 Technology Grant                      | 645.00          |                          |               |              |                      |                      |                             |               | 645.00      |
| 9150091 FICA Expenditures                     |                 |                          | 13,983.68     |              |                      |                      |                             |               | 13,983.68   |
| 9250092 IMRF Expenses - District              | 2,662.22        |                          |               | 1,374.75     |                      |                      |                             |               | 4,036.97    |
| 9350093 Unemployment Insurance                |                 |                          |               |              | 904.28               |                      |                             |               | 904.28      |
| Total Expenditures                            | \$ 456,256.10   | \$ 0.00                  | \$ 13,983.68  | \$ 1,374.75  | \$ 904.28            | \$ 0.00              | \$ 0.00                     | \$ 0.00       | 472,518.81  |
| Net Operating Revenue                         | -\$ 376,149.62  | \$ 0.00                  | -\$ 13,158.84 | \$ 423.11    | -\$ 889.46           | \$ 14.82             | \$ 659.38                   | \$ 135.82     | -388,964.79 |
| Net Revenue                                   | -\$ 376,149.62  | \$ 0.00                  | -\$ 13,158.84 | \$ 423.11    | -\$ 889.46           | \$ 14.82             | \$ 659.38                   | \$ 135.82     | -388,964.79 |

Monday, Oct 06, 2025 11:16:30 AM GMT-7 - Accrual Basis

**Maywood Public Library District**  
**Library Director's Report**  
**October 2025**

This October, the Illinois Library Association will be hosting its annual conference at Donald Stevenson Convention Center. This conference will occur Tuesday, October 14, 2025, through Thursday, October 16, 2025. Hope to see those Trustees who signed up to participate in the Trustee Day, occurring October 16, 2025.

Secondly, this past reporting period, I was recognized by Illinois Library Association in their ILA Member Spotlight! It was a fun way to talk about our library, while also stating my dedication to social service and advocacy. You can find the article here: [ILA D. Martinez Spotlight](#)

**Library Department Highlights:**

Head of Adult Services, John F: We have started creating hygiene kits to offer our unhoused patrons. Included in the kits are hand warmers, deodorant, socks, gloves, beanie hats, lip balm, toothbrushes, toothpaste, bandages, body wipes, and maxi pads.

Head of Patron and Tech Services, Kryztal G: September was National Library Card Sign-up Month. To celebrate, we held a raffle with the intention of incentivizing new and existing patrons to check out materials. The prizes elected by the Patron Services staff were a Nintendo Switch Lite and a Koba eReader. The number of accounts created was consistent with the previous month, but the checkouts increased by 27%! There were 203 total entries in the raffle. The winners will be chosen on October 8th.

Head of IT/Outreach, Marcia B: The library website will be getting an updated look. To complete the process of making the website ADA accessible and compliant, we will be purchasing a digital software tool from Recite Me. I have observed that other area libraries are using this tool on their websites as well.

Head of Youth: We are in the process of hiring a new Head of Youth Services. Also, in person programming has made a comeback! Our last in person craft had 30 participants!

---

**Library Projects**

The MPLD is getting spooky this October! Check out the new expo drawing in our rotunda created by Miss Kiara R., the ghosts in the window created by our volunteer group, and the pumpkin painting available for our patrons!

## **Building Projects**

**Elevator Modernization:** As of October 8, 2025, we are still closing out the remainder of the punch list from Colley Elevator. We have received a portion of sample carpet squares from William's Architect to replace the existing carpet in the West Elevator but are awaiting more squares.

**HVAC & Tuckpointing:** The tuckpointing project will be a massive feat, with an approximate spending amount of \$1.2 million. I met with Kyle and Andy, from Williams Architect, and have a proposed start time of Spring 2026.

**Library Beautification:** Ed, our Maintenance Tech, has been working consistently on small overall projects that enhance the current presentation of the library. In this past month, Ed has installed lighting near the sump pump for more visibility, recalibrated the temperature difference in Level 1 and 2 of the Carnegie building, cleared out the storage unit in our North lot, and other daily library beautification details. On Saturday, September 25, 2025, we had our carpet cleaned in the YS Department and 3<sup>rd</sup> floor, making the area look brand new!

**Sidewalk Repair:** There has been a change in price for our sidewalk repair/lifting proposal. Since we are a government entity, we are under the prevailing wage act. Thus, the initial proposal from US Waterproofing has doubled to \$15,419.96.

**Rotary Statue & Sitting Area:** In a previous meeting, I informed the Rotary members of the Rotary Statue and the liabilities it has created for the MPLD. Since then, I have not heard back from the Rotary. Currently, the deterioration of the area has increased. Between Monday, September 29, 2025, and Tuesday, September 30, 2025, the Rotary sitting area increased in trash including alcohol bottles, recreational drug items, and cigarettes. The bricks enclosing the Rotary statue crumbled even more. The trashing was not confined to the area of the Rotary statue, but to the North facing wall of the MPLD. During this time, the MPLD's outer outlets were ripped out from the building, exposing one of our breaker boxes and human feces were found in the bushes of both North and West facing walls. Due to the urgency of the liability, our library cleaned up the area and removed the crumbling bricks. However, this will not remedy the other shifting bricks. My recommendation is to remove the remainder of the brick enclosed, along with the lifting of the grounded bricks. Photos can be found at the end of my report.

## **Financial**

**Audit with Illinois NTP Tax and Audit:** On October 1, 2025, Doreen and I finished out Audit checklist and have scheduled a fieldwork day for Monday, October 20, 2025.

**Wintrust Proposal:** On Thursday, September 25, 2025, I visited Laura Bartnik, Library Director and Annette Ignoffo, Business Office Manager of the Northlake Public Library District. Laura and Annette were incredibly helpful with answering some of the questions other Trustees had. These questions included service etiquette, documentation changing (changing of signers during

Board changes), credit card service, and banking benefits. Laura and Annette seemed content with the service Wintrust provides. Not only does Northlake PLD have Wintrust, so does Broadview and Hillside. I believe the switch will be positive for us as well. The MagSave interest rate alone could increase the building of our current funds.

This FY25-26, I have been working with Jamie Rachlin to project our financial trends for the upcoming years.

- Annual Levy, B&A, and 0.02 Building and Maintenance: Jamie Rachlin and I worked on our B&A, and will work Annual Levy, and .02 Building and Maintenance for this fiscal year to create proper scheduling. This month,
- Funds for Tuckpointing: Met with Jamie on July 23, 2025, to discuss the financial position of the MPLD and what we need to do to prepare for our capital improvement projects, with the focus point of our tuckpoint project, estimated at \$1.2 Million. From this meeting, Jamie assured the MPLD can objectively complete the project at once, and reviewing in February 2026 our cash flow for the year.

Technology Grant from IL: This grant will cover the upgrading of our phone system, our server, and the ADA compliance that is required by 2026. At this time, our server has been upgraded, our phone system was installed, and we have been in contact with Streamline to get a quote for our website transformation. Furthermore, we will be purchasing additional computers for the public.

DCEO Grant & IL-Construction Grant: Our DCEO grant ending in 07 along with the IL-Construction Grant focuses on the Elevator Modernization for our West Elevator. Our DCEO grant ending in 97 focuses on the HVAC and Tuckpointing needs for our building. Both grants are reported monthly.

## **Reports**

Serving Our Public Checklist: This past year, the Illinois State Library updated the Serving our Public Checklist. This checklist's completion is vital for libraries to complete for their next Per Capita Grant. Since our board has already passed a couple of chapters in this checklist, I will be explaining the bridge document that will cover the new items for those already approved chapters.

Treasure's Annual Statement: Last meeting, our Treasurer's Audit was approved and has been posted in our library and on our website under: <https://www.maywoodlibrary.org/public-information>

## **Policies**

Rules of Conduct, Board By-Laws, Board Code of Conduct: These policies were reviewed by Kathy Parker and follow the policy review plan. The Board were to submit their corrections to the policies by October 7, end of day.

Personnel Policy Book: On the week of August 4, 2025, I created and submitted a new personnel policy book for Kathy Parker to review. Since then, we have been working on finalizing it for review. It will be presented in sections, starting with the October 2025 board meeting.

## **Events**

ILA Conference – October 14-16, 2025, in Rosemont, IL

## **Community Outreach and Collaborations**

The MPLD will be hosting and/or participating in the following community events:

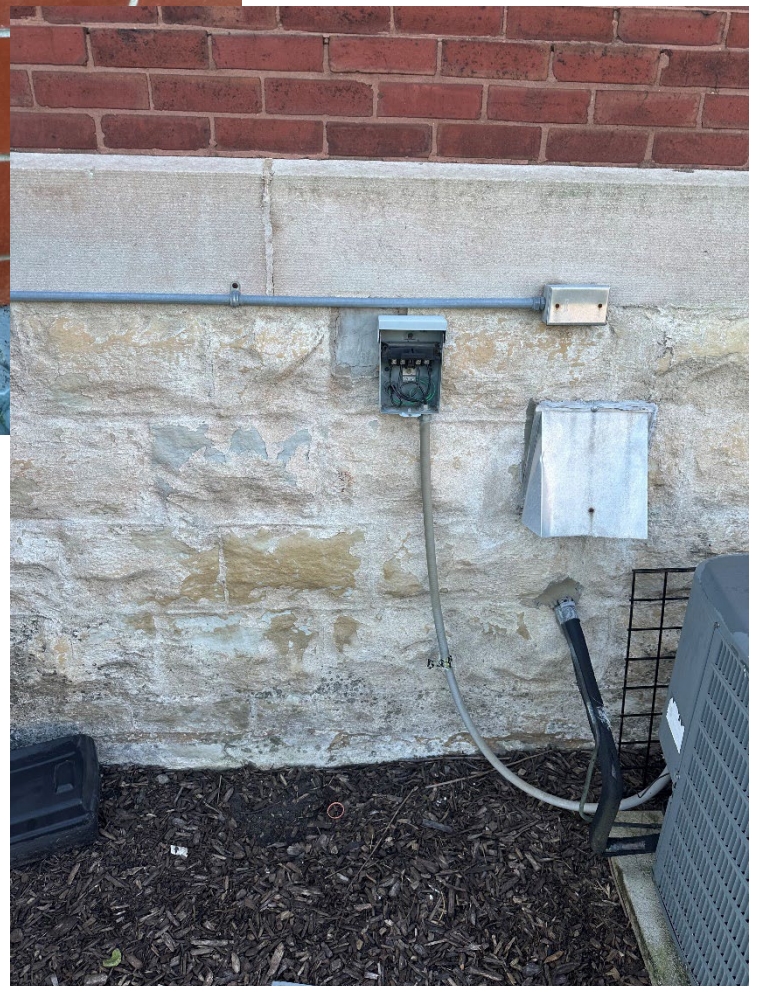
1. Halloween Trail: October 2025
  - a. In collaboration with the Village, the MPLD will have a table at the trail and will be giving out sweet treats and information!
2. Interlibrary Film Series: (Jan–Apr 2026)
  - a. Beginning in January 2026, our libraries will partner to bring a film series based on banned or challenged books to our respective communities. Each institution will host four screenings—one per month from January through early April—culminating in all of us screening *The Librarians* at some point during the week of April 19–25. Expected collaborating libraries are Broadview, Bellwood, and other Proviso Township Libraries.
3. Early & Election Day Voting: March 2026

Respectfully submitted,

**Daniela Martinez**

Library Director

October 8, 2025







## October 2025 Report – Information Services

### General:

We have started creating hygiene kits to offer our unhoused patrons. Included in the kits are hand warmers, deodorant, socks, gloves, beanie hats, lip balm, toothbrushes, toothpaste, bandages, body wipes, and maxi pads. Kiara has started assembling the kits, and we expect have roughly 100 to initially make available.

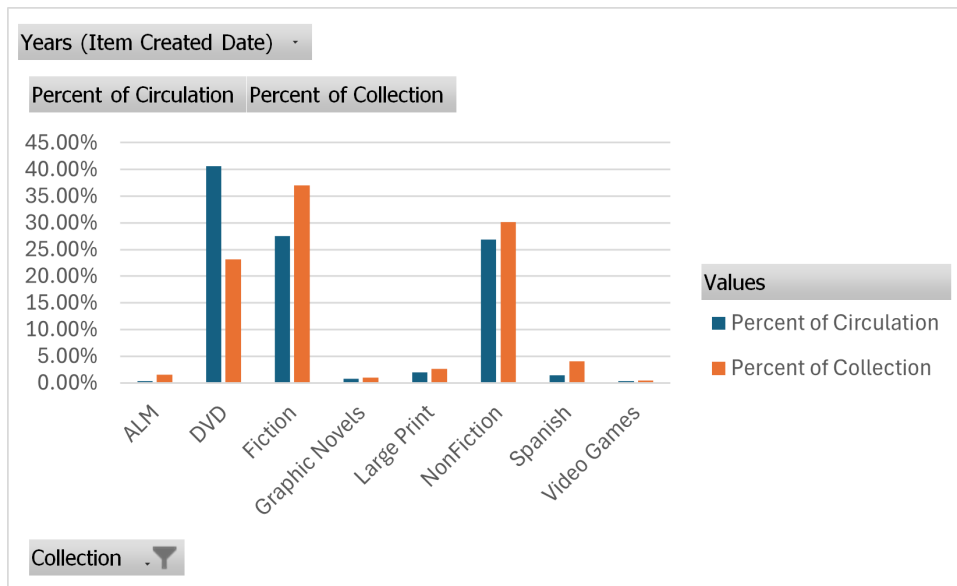
Our new Library assistants, Makiah Watson and Lauren Jankowski, started on September 17<sup>th</sup> and 18<sup>th</sup> respectively. Makiah will work primarily in Youth Services, and Lauren will work primarily in Adult Services.

### Collection

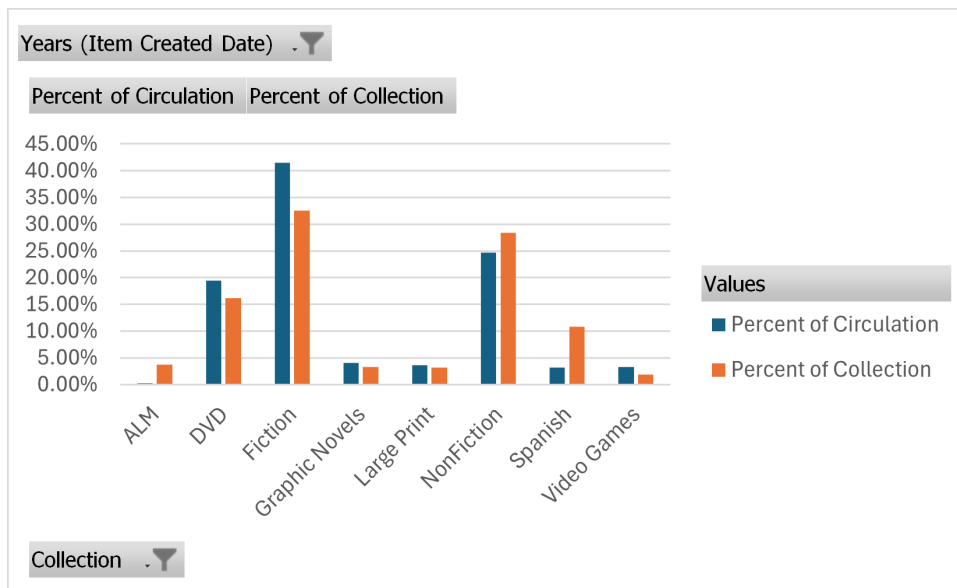
I've been analyzing the Adult collection to see how it is performing. The data being used is a snapshot from October 2025.

This first graph is a breakdown of the AS collection. It shows what percentage of the Adult Services collection a section constitutes, and the percentage of circulation from the total Adult collection circulation each section does. It shows us the performance of each section relative to others.

This first table shows performance information for all items in the Adult Services Collection.



This second table shows the same information only for items added to the collection in the last 5 years.



We can see here that, for new items added in the last 5 years, some parts of the collection are underperforming relative to their size. The Non Fiction is a popular section in terms of circulation, but underperforms slightly relative to its size. Fiction and DVDs both very popular, and are also overperforming relative to their size.

The following tables show some of the numbers behind these graphs.

All items in the collection:

| Row Labels       | Items in Collection | Total Circulation | Average Circulation | % of Collection | % of Circulation |
|------------------|---------------------|-------------------|---------------------|-----------------|------------------|
| + DVD            | 5,215               | 44,408            | 9                   | 22.73%          | 39.73%           |
| + Fiction        | 8,340               | 30,101            | 4                   | 36.35%          | 26.93%           |
| + NonFiction     | 6,775               | 29,359            | 4                   | 29.53%          | 26.27%           |
| + BOCD           | 449                 | 2,615             | 6                   | 1.96%           | 2.34%            |
| + Large Print    | 582                 | 2,173             | 4                   | 2.54%           | 1.94%            |
| + Spanish        | 917                 | 1,581             | 2                   | 4.00%           | 1.41%            |
| + Graphic Novels | 221                 | 851               | 4                   | 0.96%           | 0.76%            |
| + Video Games    | 88                  | 373               | 4                   | 0.38%           | 0.33%            |
| + ALM            | 356                 | 315               | 1                   | 1.55%           | 0.28%            |
| Grand Total      | 22,943              | 111,776           | 5                   | 100.00%         | 100.00%          |

Items added in the last 5 years:

| Row Labels         | Items in<br>Collection | Total<br>Circulation | Average<br>Circulation | % of<br>Collection | % of<br>Circulation |
|--------------------|------------------------|----------------------|------------------------|--------------------|---------------------|
| + Fiction          | 1,492                  | 4,669                | 3                      | 32.29%             | 41.11%              |
| + NonFiction       | 1,301                  | 2,777                | 2                      | 28.16%             | 24.45%              |
| + DVD              | 741                    | 2,184                | 3                      | 16.04%             | 19.23%              |
| + Graphic Novels   | 150                    | 460                  | 3                      | 3.25%              | 4.05%               |
| + Large Print      | 146                    | 411                  | 3                      | 3.16%              | 3.62%               |
| + Video Games      | 88                     | 373                  | 4                      | 1.90%              | 3.28%               |
| + Spanish          | 496                    | 358                  | 1                      | 10.74%             | 3.15%               |
| + BOCD             | 36                     | 103                  | 3                      | 0.78%              | 0.91%               |
| + ALM              | 170                    | 22                   | 0                      | 3.68%              | 0.19%               |
| <b>Grand Total</b> | <b>4,620</b>           | <b>11,357</b>        | <b>2</b>               | <b>100.00%</b>     | <b>100.00%</b>      |

These numbers provide us insights into how to allocate funds, what collections may need refreshed, or what collections could be promoted more.

## Weeding

We are starting another round of weeding older items that are not circulating in the adult services collection. The criteria being used are books more than 5 years old that have not circulated in 5 years and have zero or low lifetime checkouts.

## Programs

I've reached out to a couple area libraries about potentially partnering to do Dungeons & Dragons programming.

We're planning on a Banned Book Movie Adaptation series starting in January. We'll be watching movies like *Perks of being a Wallflower*, *Precious*, *Kite Runner*, and *Raisin in the Sun*. We will be collaborating with the Broadview and Bellwood public libraries who will also be presenting a similar film series.

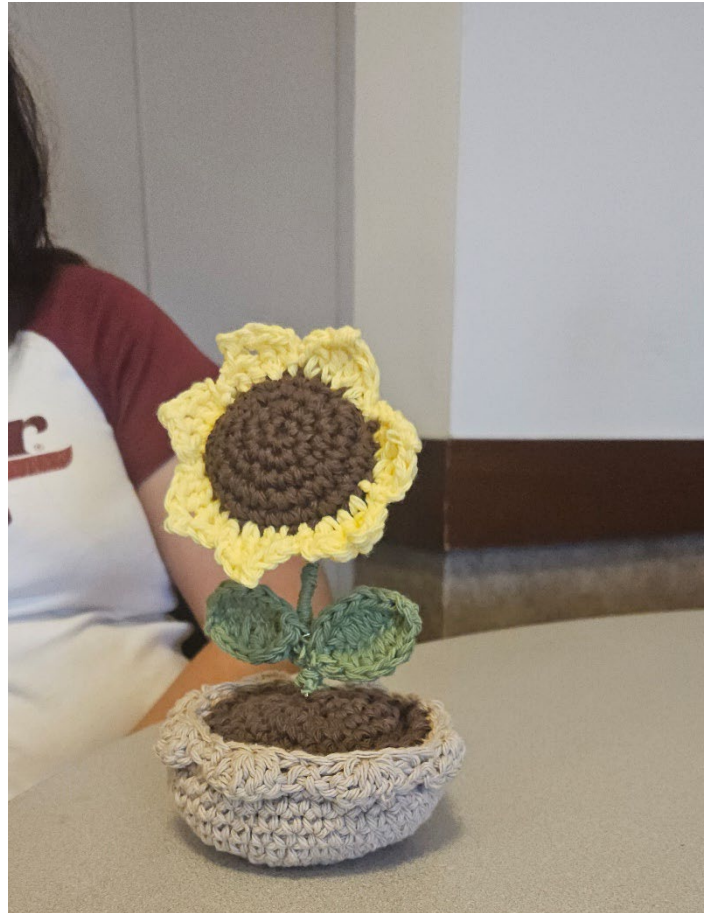
We've acquired the Wits Workout program guide and materials. This will help us host Wits Workouts sessions for our Senior patrons. Wits workouts are designed to allow seniors to exercise their minds and socialize with their peers.

Wits Workout for Seniors

Wednesday, October 15, 2025 @ 2:00 ,

Join us to challenge your memory, recall, and problem-solving skills. Exercise your brain using fun, interactive challenges.

**Photos from recent programs:**











| Date                          | Title                                       | Attendance |
|-------------------------------|---------------------------------------------|------------|
| Tuesday, September 2, 2025    | Bingo                                       | 6          |
| Tuesday, September 2, 2025    | Garden Club                                 |            |
| Wednesday, September 3, 2025  | Crochet Class                               | 10         |
| Wednesday, September 3, 2025  | Wednesday Yoga                              | 0          |
| Friday, September 5, 2025     | Tech Fridays                                | 1          |
| Saturday, September 6, 2025   | Breaking Generational Curse Program         | 3          |
| Monday, September 8, 2025     | Toastmasters                                | 7          |
| Tuesday, September 9, 2025    | Quilting & Sewing                           | 4          |
| Tuesday, September 9, 2025    | Soundbath Meditation                        | 10         |
| Wednesday, September 10, 2025 | Crochet Class                               | 7          |
| Wednesday, September 10, 2025 | NAMI Popup                                  |            |
| Thursday, September 11, 2025  | Quilting & Sewing                           | 3          |
| Friday, September 12, 2025    | Dungeons & Dragons Fridays                  | 4          |
| Friday, September 12, 2025    | Tech Fridays                                | 1          |
| Monday, September 15, 2025    | Plant Swap                                  | 6          |
| Tuesday, September 16, 2025   | Cricut Crafting                             | 0          |
| Tuesday, September 16, 2025   | Garden Club: Seed Saving                    | 6          |
| Tuesday, September 16, 2025   | Quilting & Sewing                           | 4          |
| Wednesday, September 17, 2025 | Crochet Class                               | 10         |
| Thursday, September 18, 2025  | Board Game Night                            | 1          |
| Thursday, September 18, 2025  | Quilting & Sewing                           |            |
| Thursday, September 18, 2025  | VR & Gaming                                 | 0          |
| Friday, September 19, 2025    | Plant Swap                                  | 10         |
| Friday, September 19, 2025    | Tech Fridays                                | 2          |
| Saturday, September 20, 2025  | How money works -Budget is Not a dirty word | 1          |
| Monday, September 22, 2025    | Property Tax Seminar                        | 30         |
| Tuesday, September 23, 2025   | Adult Craft                                 | 5          |
| Tuesday, September 23, 2025   | Basic PCs                                   | 1          |
| Tuesday, September 23, 2025   | Bingo                                       |            |
| Tuesday, September 23, 2025   | Quilting & Sewing                           | 4          |
| Wednesday, September 24, 2025 | Crochet Class                               | 8          |
| Wednesday, September 24, 2025 | Drop in Center: On-the-Go Wellness          |            |
| Wednesday, September 24, 2025 | NAMI Popup                                  |            |
| Thursday, September 25, 2025  | Quilting & Sewing                           | 3          |
| Friday, September 26, 2025    | Dungeons & Dragons Fridays                  | 3          |
| Friday, September 26, 2025    | Tech Fridays                                | 2          |

|                              |                                             |   |
|------------------------------|---------------------------------------------|---|
| Saturday, September 27, 2025 | ASL Class                                   |   |
| Tuesday, September 30, 2025  | Learn the Basics of Self Defense with       | 5 |
| Tuesday, September 30, 2025  | Quilting & Sewing                           | 3 |
|                              | Understanding Medicare: The Ins and Outs of |   |
| Tuesday, September 30, 2025  | Medicare Coverage in 2025                   | 4 |

## September 2025 Statistics - Information Services Dept.

### Wix

Website Visits 1741

Event Registrations 109

### My Pc

Center Users 624

Youth Users 402

### Copier

Faxing 478 pages

Scanning 1538 pages

Printing 4118 pages

Copies 2214 pages

eRead IL: 26 checkouts

Kanopy 131 visits, 1 plays

Hoopla 6 new users; 220 Checkouts

OverDrive (Libby) 12 new users; 146 checkouts

### Social Media

Facebook 1.2k likes, 1.7k followers

Instagram 645 followers

Twitter 121

TikTok 44.3k likes, 1799 followers

followers

OCLC X checkouts, X holds filled

EBSCO: X Database Requests

Museum Adventure Pass: 16 passes generated

Explore More Illinois: 0 passes generated

Local History: 3 requests

Reference Questions : We average about 6 questions a day

**Submitted by: John Fruit, Head of Information Services**

## **Maywood Public Library District**

### **Patron and Technical Services Department Report September 2025**

#### **GENERAL**

Hello,

September was National Library Card Sign-up Month. To celebrate, we held a raffle with the intention of incentivizing new and existing patrons to check out materials. The prizes elected by the Patron Services staff were a Nintendo Switch Lite and a Koba eReader. The number of accounts created was consistent with the previous month, but the checkouts increased by 27%! There were 203 total entries in the raffle. The winners will be chosen on October 8<sup>th</sup>.

I completed the training course from the Greater Chicago Food Depository required to be a meal site for juvenile patrons. Though I am not spearheading this initiative, I am excited to help in any way possible.

Technical Services began processing the Library of Things items left previously unfinished. Andrea and I have started a goal to process three to four items (in addition to the regular duties) per week until completion.

#### **TECHNICAL SERVICES STATISTICS**

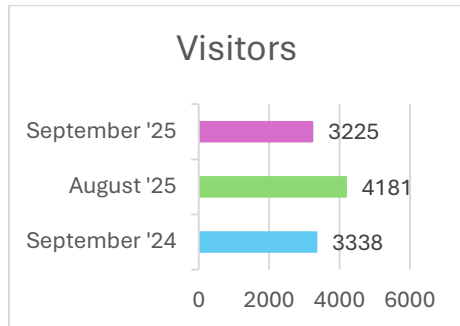
**352** items were added to the collection.

- 17 Adult Fiction Books
- 27 Adult Non-Fiction Books
- 10 YA Fiction Books
- 0 YA Non-Fiction Book
- 211 Juvenile Fiction Books
- 52 Juvenile Non-Fiction Books
- 10 DVDs
- 8 Magazines
- 17 Library of Things Items

**184** materials were discarded.

## PATRON SERVICES STATISTICS

**3,225 patrons visited the Library**

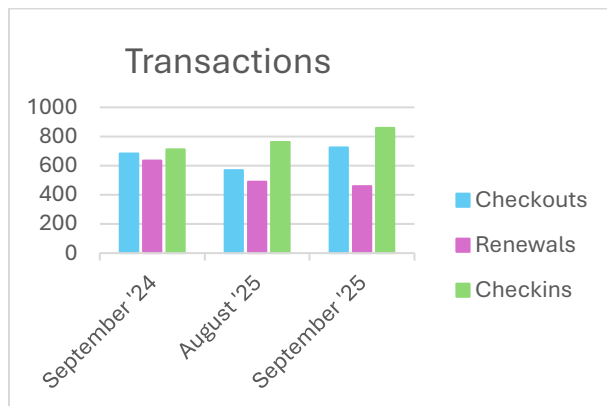


## Checkouts and Renewals

**1,184 total transactions**

- 974 Books
- 179 Audiovisuals (DVDs, Video Games, and Audiobooks)
- 25 Equipment/Library of Things
- 5 Magazines
- 1 Kit

**859 materials were checked in.**



## ILLs Sent and Received (items sent and received to fulfill holds)

445 items sent

56 items received

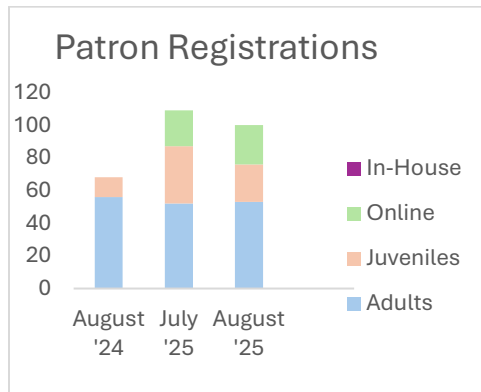
## Items transited (items handled by staff being transferred from one library to another)

In 687

Out 699

### 101 Library Accounts Created

- 71 Adults
- 30 Juveniles



**473** Users with recorded activity (number of patrons that used their card).

**117** items were used by patrons browsing the shelves.

Maywood Public Library District has **3,716 patrons** with a library card.

- 2,723 non-expired cards
- 993 expired cards

Submitted by: Kryztal Gonzalez, Head of Patron and Technical Services

## Outreach/Technology Department Monthly Report

October 2025

- We are still awaiting a response from Forest Security to install several exterior and third floor cameras. Critical areas are still the focus for the new camera installs.
- Our contract with Konica Minolta has been extended for an additional year. We are still considering upgrading the machine in the Computer Center as that is the one that is the most used. If possible, we would like to move the current machine in the Computer Center to the Youth Services floor. We would like the availability of an additional copier that offers many of the same features if possible.
- The library website will be getting an updated look. To complete the process of making the website ADA accessible and compliant, we will be purchasing a digital software tool from Recite Me. I have observed that other area libraries are using this tool on their websites as well.
- I am creating a schedule to update all staff and public computers to Windows 11. We will soon be replacing the outdated catalog computers.

### Outreach Events

- I attended the School District 89 National Hispanic Heritage Month Event on Wednesday, September 24<sup>th</sup>. This event was extremely successful. We were able to distribute our newsletter and other information to lots of families.
- This month I will be distributing more newsletters to various places in the community.

Marcia Burton  
Outreach/Technology Department



## COMMERCIAL CONTRACT

Chicago Home Repair No. 2204799 / Contractor License No. TGC121225

(800) 323-3628 | uswaterproofing.com

**Advisor:** Rocco Caffero **Date of Estimate:** 09/25/2025

**Account #:** CUST360188 | **Appointment #:** SA-839680

| Customer Information                                              | Additional Information                                                     |
|-------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Customer Name:</b> Maywood Library                             | <b>Account:</b> Maywood Library - 121 South 5th Avenue - Maywood, IL 60153 |
| <b>Site Address:</b><br>121 South 5th Avenue<br>Maywood, IL 60153 | <b>Billing Address:</b><br>121 South 5th Avenue<br>Maywood, IL 60153       |
| <b>Phone:</b>                                                     | <b>Email:</b> dmartinez@maywoodlibrary.org                                 |



| Estimate Item Detail                                                                                                                                                                                                                                                   |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>[#21750]</b> <a href="#">XXX - Concrete Replacement (patch -or- form &amp; pour) - RETIRED PRODUCT</a>                                                                                                                                                              | 12 (SQFT) |
| <i>One Year Warranty on materials &amp; workmanship against abnormal defects. Due to the inherent nature of concrete, cracking, chipping and spalling may occur, not because of faulty workmanship, but because of normal shrinkage or expansion of materials</i>      |           |
| <b>[#53009]</b> <a href="#">Polyurethane Concrete Raising Package 301-400 sf/up to 4" Settlement</a>                                                                                                                                                                   | 1 (EA)    |
| <i>Five Year Warranty on significant settlement (greater than 1/4in) of treated slab. Due to the condition of the slab, we cannot ensure perfect alignment between segments of concrete. Warranty does not cover against erosion of soil beneath concrete slab. It</i> |           |
| <b>[#53011]</b> <a href="#">Polyurethane Concrete Raising Package 501-600 sf/up to 4" Settlement</a>                                                                                                                                                                   | 1 (EA)    |
| <i>Five Year Warranty on significant settlement (greater than 1/4in) of treated slab. Due to the condition of the slab, we cannot ensure perfect alignment between segments of concrete. Warranty does not cover against erosion of soil beneath concrete slab. It</i> |           |
| <b>[#62010]</b> <a href="#">XXX - Concrete Removal (saw-cut -or- break-out) - RETIRED PRODUCT</a>                                                                                                                                                                      | 12 (SQFT) |
| <i>Possible Warranty - Look Up</i>                                                                                                                                                                                                                                     |           |
| <b>[#USW_SERVICES]</b> <a href="#">Courtesy Check-Up</a>                                                                                                                                                                                                               | 1 (EA)    |
|                                                                                                                                                                                                                                                                        |           |

**Deposit Due Upon Signing: \$7,709.98**

**Progress Payment Due Prior to Job Starting: \$5,139.99**

**Balance Due Upon Completion: \$2,569.99**

**Contract Total: \$15,419.96**

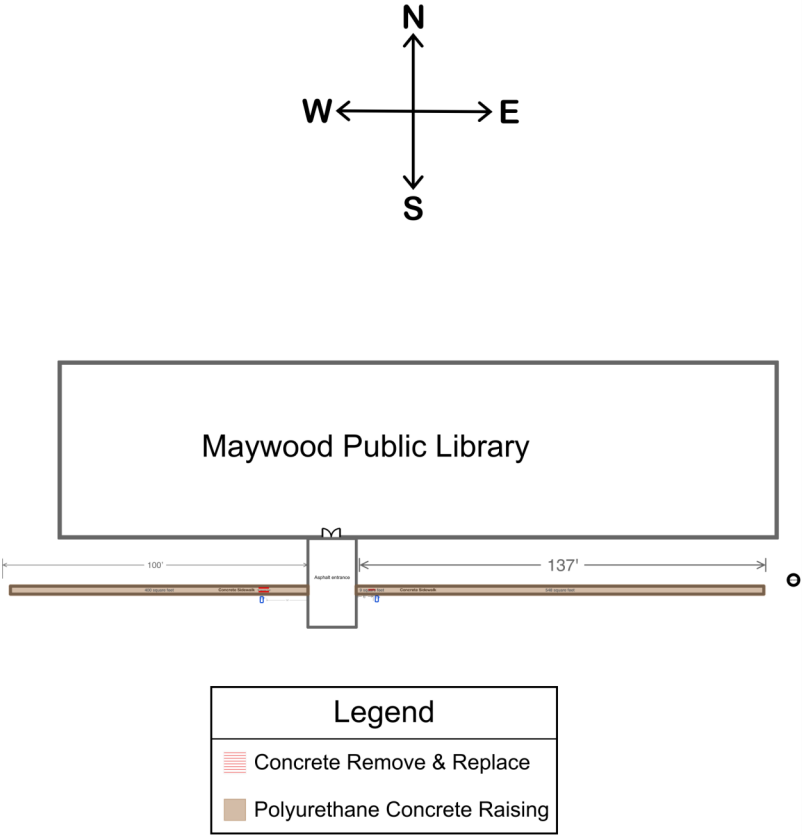
**Payment by Credit Card:** We impose a surcharge of 3% on the transaction amount of any payments made by credit card. This surcharge is in addition to the contract amounts set forth above and any other amounts due under this Contract. Customer hereby authorizes U.S. Waterproofing to add this 3% surcharge to any credit card payments made in connection with this Contract, without further authorization or notice. Customer agrees not to dispute any payments with their credit card company so long as the transaction corresponds to the terms stated in this Contract.

**Customer Signature:**

**Date:**

PCR: Customer understands and acknowledges that concrete patch may not match existing concrete.

PCR: When we raise concrete, USW cannot be responsible for damaging concrete slab(s) during the lifting process or if crack(s) / joint(s) close



## **Customer Acknowledgements**

- YOU, THE CONSUMER, MAY CANCEL THIS CONTRACT AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. IF CANCELLATION HAPPENS AFTER THE THIRD BUSINESS DAY YOUR DEPOSIT WILL BE FORFEITED. See link for current copy of notice  
<https://illinoisattorneygeneral.gov/Page-Attachments/ThreeDayRighttoCancelHomeRepair.pdf>
- This is a mutually agreed upon Contract. Our estimate is free and based in part on the customer's input. It is possible there may be additional problems that are not included in this contract
- This contract contains the full agreement between both parties and no representation made by any agent shall be binding unless specifically incorporated herein
- Customer acknowledges receipt of General Conditions and "Home Repair: Know Your Consumer Rights" brochure
- Contract is subject to the approval of a Corporate Officer of U.S. Waterproofing. In the event the contract is rejected by U.S. Waterproofing and work is not performed, customer will receive a full refund of their deposit, less any incurred permit fees
- No action may be maintained against U.S. Waterproofing for an amount greater than the amount paid to U.S. Waterproofing under this contract
- If this contract is referred to an attorney for collection, the customer shall pay, in addition to the balance due on this Contract, reasonable attorney's fees and costs incurred by U.S. Waterproofing in collecting on your account
- All warranties are invalid until such time the Contract amount is paid in full
- In the event customer requests warranty service and it is found that U.S. Waterproofing's original repair is not faulty, U.S. Waterproofing reserves the right to charge a nominal service fee
- If there are any inconsistencies between the Contract and Drawing(s) provided, the Contract shall take precedence
- Customer represents and warrants that they are authorized to sign this Contract and do not need to obtain further authority or consent to enter into this Contract

## **General Conditions**

1. The system described on the front of this contract is designed to address a specific problem. It is possible there are additional problems that are not included in our contract / scope of work. Problems outside the area where our system is installed are not covered under the warranty and are subject to additional cost

2. While it is rare, in the event U.S. Waterproofing (USW) were to damage a water main, sewer line, electrical conduit, or gas line during our installation, we agree and reserve the right to make the repair(s) at no cost to the customer provided the system is in good working condition and the municipality does not require the system be upgraded or replaced which would be done at an additional charge. USW cannot be held responsible for damage to radiant heat lines beneath the concrete floor

3. Our contract is based on the assumption that the building is built according to normal construction standards and that there has been no previous attempts at underpinning the foundation. It is also assumed that the bottom of the footing/wall is no greater than 18 inches below the basement/crawl space floor -or- more than 48 inches below a concrete slab on grade. In the event any unforeseen conditions should exist there may be an additional charge to complete our work

4. USW is not responsible for personal injury, loss of work / income or damage to property caused by water seepage, flooding, excavation or unavoidable dust associated with our work

5. USW has the right to make any changes in the work specifications, for any reason, in order to properly complete the job at no additional charge to the customer

6. USW is not responsible for finished landscaping. Our responsibility shall be limited to rough grading; we can not guarantee the survival of grass, plantings, trees or shrubbery

7. Should our system be modified by others in any way, the warranty shall become null and void

8. If it is necessary for USW to work on a neighbor's property, it is assumed the customer has obtained permission and that it has been granted

9. All work is to be done weather permitting

10. Unless specified otherwise, our scope of work does not include removal or replacement of any interior obstructions (such as, but not limited to, drywall, paneling, carpeting, shelving, flooring, furnaces, boilers, water heaters, washers, dryers, sinks, toilets, vanities, tubs, showers, etc.) or exterior obstructions (such as, but not limited to, AC units, decks, trees, shrubbery, paving, stoops, porches, etc.)

11. In the event it is determined that a warranty repair is required, customer must remove all obstructions (drywall, paneling, etc.) at their expense in order to provide USW access to make the necessary repair

12. USW's scope of work does not include any mold, asbestos, lead-based paint and radon gas mitigation or removal, rodent and bug / insect infestation and / or remediation. USW cannot be held responsible or liable for any mold, asbestos, lead-based paint or radon gas related claims

13. If the city, village or local municipality requires additional work that is not covered under our scope of work on the contract, customer understands there may be additional charges

14. USW reserves the right to cancel contract, restore jobsite and refund deposit (less any incurred permit costs) if unknown factors (or conditions) are discovered during course of installation

15. USW's warranty is limited to those things specified in the contract. Among other things, it does not cover against condensation, vapor transmission, excess humidity, above grade penetration of water, earthquakes, high winds, overland flooding or other acts of God. The warranty specifically excludes water coming from anywhere other than where waterproofing repairs were made and from sources beyond our control; i.e., power failure, unplugged sump pumps, frozen pipes, sewer back-up, etc.

16. The customer authorizes USW to photograph and/or video record customer's property and use such photographs and/or videos for internal documentation and limited promotional purposes. The customer hereby agrees to indemnify and hold USW harmless for said uses

17. Customer authorizes USW to sign on their behalf for necessary permit applications

18. The customer agrees to allow USW to provide their name, address and phone number as a reference to prospective customer(s) without any compensation owed or due to customer for such use. The customer hereby agrees to indemnify and hold USW harmless for such use

19. Paying by check authorizes USW to send the information from your check electronically to your bank for payment. Your account will be debited in the amount of your check and the transaction will appear on your bank statement. Your original check will be destroyed and you will not receive your cancelled check back

20. If this contract is referred to an attorney for collection, the customer shall pay, in addition to the balance due on this Contract, reasonable attorney's fees and costs incurred by USW in collecting on your account, as well as a 1.5% per month late payment charge. All warranties are invalid until such time as the contract amount is paid in full.

#### SPECIFIC TO WATERPROOFING

21. In the event seepage should persist in an area where we have applied our process, it may be necessary to perform a hose test by running water on grade to confirm that the seepage problem is below ground where we performed our services. If the interior walls and/or floor are finished or covered, at USW's request, it may be necessary for the customer to remove all obstructions (such as paneling, drywall, plaster, framing, carpeting, tile, shelving, carpentry, etc.) to the bare foundation wall, at the customer's expense, so the source of the problem can be identified

22. Our Warranty does not cover against sand or iron bacteria clogging our Drain Tile System. Iron bacteria is a living organism found in certain soils and it is one of only two which can exist without sunlight. It is virtually impossible to detect its presence

until its orange, sludge-like byproduct appears. If identified, the warranty will be limited to ten years with service calls ranging from \$450 to \$975 per visit, depending on the extent of the repair. Measures will be taken to minimize return service calls, such as adding clean-out ports so the system can be periodically flushed with liquid bacteria inhibitor, which will help to remediate the iron bacteria it comes in contact with and help limit future growth

23. If seepage persists through the floor or cove joint (where floor and wall meet) in an area where a Drain Tile System has not been installed, it may be necessary to install a Drain Tile System at an additional charge

24. Our system may be dependent on the operation of sump pump(s) and/or existing underground drainage system(s). We are not responsible for the operation of sump pump(s) or underground drainage system(s) not installed by USW, nor water once pumped out of the building. If sump pump discharge is connected to customer's sewer line, it is customer's responsibility to ensure their sewer system is maintained and fully operational. If additional pumping capacity is needed to keep up with the flow of water, customer is responsible for USW's material and labor cost. Sump pumps and accessories installed by USW are covered by the manufacturer's warranty. Customer is to provide an electrical outlet for their operation, unless otherwise specified. We require installing a "dedicated" 110v electrical outlet to ensure proper operation of sump pump(s)

25. If our installation includes excavation and the application of a membrane, it is possible the wall(s) may be so eroded that they are unsuitable for the membrane application. Should that prove to be the case, it may be necessary to prepare the wall by replacing some masonry units and/or applying a layer of cement plaster (parging) at an additional cost. No additional work will be done without the customer's prior approval

26. Seepage through below grade masonry walls is only covered in areas where an exterior subsoil membrane has been applied

27. USW's warranty on waterproofing repairs does not cover against structural problems such as, but not limited to, settlement of footings / concrete slabs and inward / outward rotation of foundation walls unless a structural repair has been made by USW to correct such issues

#### SPECIFIC TO FOUNDATION REPAIR

28. Foundation underpinning warranty does not cover against the foundation wall(s) rotating inward or outward

29. When carbon fiber is installed to stabilize horizontal movement of the foundation wall a steel angle must be installed along the top of the foundation wall in order for our warranty to be in effect. The warranty for carbon fiber/wall bracing does not cover against vertical settlement of the wall/footing(s)

30. Foundation underpinning and carbon fiber/wall bracing warranties will be deemed null and void in the event owner fails to properly maintain guttering system, downspouts, and/or downspout extensions (a minimum of 10 ft. from the building or underground to city sewer). It is also the responsibility of the property owner to maintain a positive pitch of the landscape grading in order to eliminate any ponding of water near the foundation. Our warranty does not cover against foundation settlement caused by sink holes and / or defective underground drainage, water and sewer systems

#### SPECIFIC TO FOUNDATION GUTTERS

31. U.S. Waterproofing is not responsible for water freezing or any resulting damage. Customer is responsible for maintaining and cleaning gutter system

#### SPECIFIC TO CONCRETE RAISING

32. U.S. Waterproofing cannot be responsible for damage to any electrical, gas, water, air duct(s), irrigation, or downspout lines that penetrate and/or are located beneath the concrete slab we are attempting to raise with our process. Furthermore we cannot be responsible for any new cracks that might possibly develop in the concrete during the lifting process, nor the color match of the cement patch covering the injection holes

## NOTICE OF CANCELLATION

Date of Transaction:

You may cancel this transaction, without penalty or obligation, within 3 business days from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to U.S. Waterproofing, at 81 Remington Rd., Schaumburg, IL, 60173, not later than midnight on **09/28/2025**.

I HEREBY CANCEL THIS TRANSACTION.

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Date

## Illinois Public Library Standards: Access

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible layouts to house and circulate the collections, comfortable and light filled areas for the public and staff, meeting and study rooms for both group and individual use, and youth spaces that inspire children and teens. Libraries should review the long-term spatial needs of the library in conjunction with their current strategic plan.

| STANDARD | CORE                                                                                                                              | INTERMEDIATE                                                                                                                                     | ADVANCED                                                                                                                                   |
|----------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act. <b>X</b> |                                                                                                                                                  |                                                                                                                                            |
| 2        | The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].                                                  | The library is open to the public with daytime, evening and weekend hours. <b>X</b>                                                              | The library is open 7 days a week, for most of the year.                                                                                   |
| 3        | The library regularly reviews long term space needs.                                                                              | The library addresses long term space needs in its strategic plan. <b>X</b>                                                                      | The library conducts a community needs survey and includes library spaces in the questionnaire.                                            |
| 4        | The library provides an exterior book return that is open 24/7.                                                                   | The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window). | The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers). <b>X</b> |
| 5        | The library provides adequate, safe, well-lit, and convenient parking during all hours of service. <b>X</b>                       |                                                                                                                                                  |                                                                                                                                            |

|           |                                                                                                                                          |                                                                                                          |                                                                                                                          |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>6</b>  | The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians. <b>X</b>           |                                                                                                          |                                                                                                                          |
| <b>7</b>  | The library's interior spaces are adequately illuminated.                                                                                | Natural light is utilized as much as possible. <b>X</b>                                                  | The library has energy efficient lighting throughout its buildings.                                                      |
| <b>8</b>  | The library provides signage to identify collections, services, and amenities.                                                           | In multilingual communities, signage is provided in relevant languages throughout the building. <b>X</b> |                                                                                                                          |
| <b>9</b>  | The library provides designated spaces for youth and adults.                                                                             | The library provides dedicated space for teens. <b>X</b>                                                 | The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room). |
| <b>10</b> | The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages. <b>X</b>                        |                                                                                                          |                                                                                                                          |
| <b>11</b> | The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages. <b>X</b> |                                                                                                          |                                                                                                                          |
| <b>12</b> | The library provides accessible spaces for library programs, meetings, and individual and group study.                                   | The library has rooms designated for programs, meetings, and individual and group study. <b>X</b>        |                                                                                                                          |

## Illinois Public Library Standards: Advocacy & Community Engagement

Advocacy and community engagement are vital for libraries to ensure continued support, relevance and sustainability. Advocacy helps secure necessary funding and public support by demonstrating the library's value to policymakers and stakeholders. Community engagement fosters deeper connections and ensures that programs and services address the evolving needs of the people it serves. By actively engaging with diverse populations, libraries promote the message that they provide learning opportunities, services, and programs that are free, inclusive and welcoming to all. Together, advocacy and community engagement ensure that libraries remain essential resources.

| STANDARD | CORE                                                                                                                                            | INTERMEDIATE                                                                                                                                          | ADVANCED                                                                                                                                                                                      |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | The director and board are knowledgeable of state-wide advocacy training tools.                                                                 | Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups. <b>X</b> | Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.                                               |
| <b>2</b> | The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis). | The director and staff present at school, business and community meetings on library initiatives, programs, collections and services. <b>X</b>        | The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers. |
| <b>3</b> | The director and staff collect and analyze data to measure how community members use the library.                                               | Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.          | The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders. <b>X</b>                                           |

|          |                                                                                                                                                                                                |                                                                                                                                                    |                                                                                                                                |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>4</b> | The director and board know their local, state and federal elected officials.                                                                                                                  | The library includes local, state and federal elected officials on mailing lists and invites them to events.                                       | The library partners with elected officials to co-host events and informational sessions to promote civic engagement. <b>X</b> |
| <b>5</b> | The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed. | The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA. | The director, board and/or staff serve on forums, committees, and boards of ILA and ALA. <b>X</b>                              |
| <b>6</b> | The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.                                                     | The director, staff and board use their community engagement to inform the library's strategic plan. <b>X</b>                                      | The library is a sought after partner in working with and developing community initiatives.                                    |

## Illinois Public Library Standards: Buildings & Grounds

Stewardship of public library buildings involves designing, constructing and preserving facilities to ensure accessibility, safety, and functionality, for staff and users. This includes site selection, architectural planning for space efficiency, furniture and fixtures that meet patron and staff needs, and incorporating modern technology and sustainability features. Operational responsibilities include routine cleaning, grounds maintenance, structural repairs, HVAC upkeep, and technology updates to provide a comfortable and welcoming interior and exterior environment. Long-term financial planning is needed for libraries to ensure that it remains a well-equipped and inviting space for learning, research and community engagement.

| STANDARD | CORE                                                                                                                                | INTERMEDIATE                                                                                                                                                      | ADVANCED                                                                                                                                           |
|----------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.<br><b>X</b>               | The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building. | The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.   |
| 2        | The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure. | The library regularly reviews the capital improvement plan.                                                                                                       | The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.<br><b>X</b> |
| 3        | The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.<br><b>X</b>               | The library keeps a current inventory of all furniture, fixtures, and equipment.                                                                                  | The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.                      |

|          |                                                                                                                                                       |                                                                                                                                                                                   |  |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>4</b> | The library has liability insurance that will cover replacement costs of the facility and its contents. <b>X</b>                                      | The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.                                                                  |  |
| <b>5</b> | Staff and trustees receive a tour of the library's buildings and grounds.                                                                             | Key staff receive training on building systems appropriate to their roles. <b>X</b>                                                                                               |  |
| <b>6</b> | The library has a building and grounds maintenance checklist that is annually reviewed and updated. <b>X</b>                                          | The library has a facilities maintenance manual that includes instructions for operation of all building systems.                                                                 |  |
| <b>7</b> | The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties. <b>X</b>   | The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties. |  |
| <b>8</b> | The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems. <b>X</b> |                                                                                                                                                                                   |  |

|           |                                                                                                                                                                                                |                                                                                                                     |                                                                                                                    |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>9</b>  | The library has a master key box and a password list for access to the building and its systems. <b>X</b>                                                                                      | The library has a security protocol for the distribution of keys and passwords, including regular password changes. |                                                                                                                    |
| <b>10</b> | The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers). <b>X</b> | The library has a plan to improve environmental efficiency and sustainability.                                      | The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star). |

## Illinois Public Library Standards: Collection Management

Libraries select, maintain, and provide access to information and materials in a variety of formats for all ages of the community to fulfill their educational, informational, recreational, and cultural needs. Libraries have a policy that addresses the selection and evaluation of materials and their weeding process.

Collections may be expanded beyond the physical boundaries of libraries through resource sharing, cooperative collection management, electronic resources and virtual collections. Libraries are encouraged to enhance their collections by participating in interlibrary loan practices and utilizing digital resources through national, state, regional, and local cooperative programs.

| STANDARD | CORE                                                                                                                                                                                                                                                             | INTERMEDIATE                                                                                                                                                    | ADVANCED                                                                                                                  |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | The library has a Board-approved collection management policy that affirms the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. <b>X</b><br>[75 ILCS 5/4-7.2; 75 ILCS 16/30-60] |                                                                                                                                                                 |                                                                                                                           |
| <b>2</b> | The library's budget has a designated budget line item for collection management. <b>X</b>                                                                                                                                                                       | Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.                                                             |                                                                                                                           |
| <b>3</b> | The library has a process in place for collection management.                                                                                                                                                                                                    | The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials. | Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects. <b>X</b> |

|          |                                                                                                                                                                                                                    |                                                                                                  |                                                                                                                                                                      |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4</b> | The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery. <b>X</b> |                                                                                                  |                                                                                                                                                                      |
| <b>5</b> | The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.                                                                                                   | The library publicizes and promotes interlibrary loan to its patrons. <b>X</b>                   | The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.                                                    |
| <b>6</b> | The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.                                                                   | The library regularly reviews the collection to ensure its inclusivity. <b>X</b>                 | The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection. |
| <b>7</b> | The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).                                          | The library circulates physical objects and digital tools (a.k.a. "Library of Things"). <b>X</b> |                                                                                                                                                                      |
| <b>8</b> | Materials are cataloged according to standard library practices.                                                                                                                                                   | Staff are aware of the importance of culturally sensitive cataloging terminology. <b>X</b>       |                                                                                                                                                                      |
| <b>9</b> | The library has a reconsideration of materials policy and process. <b>X</b>                                                                                                                                        |                                                                                                  |                                                                                                                                                                      |

|           |                                                       |                                                     |   |                                                                                                          |
|-----------|-------------------------------------------------------|-----------------------------------------------------|---|----------------------------------------------------------------------------------------------------------|
| <b>10</b> | The library serves as a repository for local history. | The library provides access to genealogy resources. | X | The library's special collections are digitized to preserve and provide broad access to these resources. |
|-----------|-------------------------------------------------------|-----------------------------------------------------|---|----------------------------------------------------------------------------------------------------------|

## Illinois Public Library Standards: Finance & Budget

Illinois public libraries receive the bulk of their funding from local property tax revenues. Additional funding may come from grants and other miscellaneous revenue streams. Because public tax dollars fund library services, all libraries should strive for strong financial policies and transparent documentation. Board-approved policies and transparency are critical for maintaining public trust, ensuring legal compliance, and fostering responsible stewardship of taxpayer funds. Given the trust that taxpayers put in the library administration to be good stewards of the public monies, extensive training for the director and board of trustees is recommended.

The fiscal well-being of a public library is paramount to serving the community's residents. A library's well-managed finances—through strong policies, procedures, and oversight—allow administration to maintain the facility and collections, hire and retain qualified and competent staff, and provide a variety of programs and services that stakeholders desire. Creating and managing the annual budget is one of the core tasks of the director, and oversight of library finances is one of the most important responsibilities of the board.

Audits are a best practice for maintaining fiscal integrity. Libraries with a budget of \$850,000 or more are required by Illinois statute (50 ILCS 310/1) to conduct an annual audit. It is a best practice recommendation that libraries under that budgetary limit still conduct an annual audit. Audits may be done in conjunction with the library's funding agency (city, village) or independently (districts).

| STANDARD | CORE                                                                                            | INTERMEDIATE                                                                                                                                          | ADVANCED                                                                                         |
|----------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 1        | The library has a written budget that is developed by administration and approved by the board. | The library has the budget in an electronic spreadsheet format.  | The library includes legacy data in the spreadsheet to project future revenues and expenditures. |



|          |                                                                                                                                                                                                        |                                                                                                                                                                                                                      |                                                                                                                                                          |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5</b> | The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.       | The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.<br><b>X</b>                                                                  |                                                                                                                                                          |
| <b>6</b> | The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor. | The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.<br><b>X</b>                                                                           |                                                                                                                                                          |
| <b>7</b> | The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.                                                        | The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.<br><b>X</b> | The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget. |

|           |                                                                                                                                                                                                                          |                                                                                                                                                                        |                                                                                                          |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>8</b>  | The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.                                                  | The library board reviews and approves the annual audit, making the audit findings available to the public.<br><br><b>X</b>                                            | The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks. |
| <b>9</b>  | The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9). | The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.<br><br><b>X</b> |                                                                                                          |
| <b>10</b> | The library utilizes internal controls to prevent fraud.                                                                                                                                                                 | The board and director regularly review the library's internal controls.                                                                                               | If the library utilizes an auditor, they review the library's internal controls. <b>X</b>                |
| <b>11</b> | The library securely stores financial documents (e.g., checks, payroll, credit cards). <b>X</b>                                                                                                                          | The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).                                                        |                                                                                                          |

|    |                                             |                                                                                                                                                                                                                          |                                                                                                                                                                |
|----|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 | The library has a long-term financial plan. | The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses.<br><br> | The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]). |
|----|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Illinois Public Library Standards: Governance & Administration

Illinois public libraries are governed by locally elected or appointed boards, which operate under the Illinois Local Library Act (75 ILCS 5) or the Illinois Public Library District Act (75 ILCS 16). The library board sets policies, oversees budgets and hires a director to manage day to day operations. Libraries may be municipal, district, or part of other government entities, and they receive funding through local property taxes, state grants and other sources. The Illinois State Library, under the Secretary of State, provides oversight with guidance and funding support. Additionally, regional library systems assist with resource sharing and professional development.

The library director serves as the chief administrator responsible for managing daily operations, maintaining building and grounds, implementing board policies, and ensuring the library meets community needs. They oversee staff, budgeting, strategic planning and compliance with state and local regulations. The director works closely with the board by providing reports and recommendations and advocates for funding and community partnerships. Additionally, they facilitate programming, collection development, and technology initiatives to enhance public services.

| STANDARD | CORE                                                                                                                                                                                                                                        | INTERMEDIATE                                            | ADVANCED                                           |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------|
| 1        | The board has an approved set of bylaws that outline its rules and procedures. X                                                                                                                                                            | The board bylaws are reviewed at least every 3-5 years. | An attorney reviews the board bylaws periodically. |
| 2        | The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers. X |                                                         |                                                    |

|          |                                                                                                                                |                                                                                                                    |                                                                                                                                                           |
|----------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3</b> | The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes. <b>X</b>   |                                                                                                                    |                                                                                                                                                           |
| <b>4</b> | At each regular meeting, the board reviews and approves minutes and financial reports.                                         | At each regular meeting, the library director presents to the board a report of library activities and statistics. | At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics). <b>X</b> |
| <b>5</b> | The library has a board-approved mission statement. <b>X</b>                                                                   | The mission statement is reviewed periodically by the board, director, and staff.                                  | The library creates a vision or values statement.                                                                                                         |
| <b>6</b> | Trustees represent the needs, interests, and aspirations of the community. <b>X</b>                                            | Trustees solicit input on library activities from the community.                                                   | Trustees serve on other local committees and forums acting as a bridge from the library to the community.                                                 |
| <b>7</b> | The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65] | The IPLAR is prepared by administration and presented to the board of trustees at a public meeting. <b>X</b>       |                                                                                                                                                           |

|           |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                |                                                                                          |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>8</b>  | The library has public and internal policies that are approved by the board. <b>X</b>                                                                                                                                                                                                                    | The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation. | Library policies are regularly reviewed by an attorney or expert on the relevant topic.  |
| <b>9</b>  | The library has a strategic plan that is developed by the board, director, and staff.                                                                                                                                                                                                                    | The strategic plan is reviewed regularly by the board, director and staff.                                                                     | The library includes members of the community in strategic plan development. <b>X</b>    |
| <b>10</b> | The library has a succession plan for the director. <b>X</b>                                                                                                                                                                                                                                             | The library has a succession plan for the director and key staff.                                                                              | The succession plan is reviewed with the board and administration and updated as needed. |
| <b>11</b> | The board and director develop an orientation program for new trustees.                                                                                                                                                                                                                                  | The board actively participates in ongoing continuing education activities. <b>X</b>                                                           |                                                                                          |
| <b>12</b> | The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided. <b>X</b> |                                                                                                                                                |                                                                                          |

|           |                                                                                                                                                                            |                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                            |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>13</b> | The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future. <b>X</b>                                     | The board advocates for the library with local stakeholders.                                                                                                                                                                                                             | The board advocates for the library with state and federal stakeholders.                                                                                                                                                                   |
| <b>14</b> | The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association. | The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, <i>ILA Reporter</i> ). | The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association. <b>X</b> |
| <b>15</b> | The director participates in professional development activities, including Directors University for first-time Illinois directors.                                        | The library provides financial support for the director's membership in professional organizations.                                                                                                                                                                      | The director contributes to the profession by committee service, presentations, and authorship. <b>X</b>                                                                                                                                   |

## Illinois Public Library Standards: Human Resources

Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

| STANDARD | CORE                                                                                                                                                                                                                     | INTERMEDIATE                                                                                                                                               | ADVANCED                                                                                                                                                                        |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | The library has sufficient staff for the hours that the library is open.                                                                                                                                                 | Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.           | Library staff represent community demographics, especially focusing on cultural and multilingual diversity. <b>X</b>                                                            |
| <b>2</b> | The library has a set of board-approved personnel policies.                                                                                                                                                              | The personnel policies are reviewed on a regular schedule by the director and key staff. <b>X</b>                                                          | The personnel policies are reviewed by an attorney.                                                                                                                             |
| <b>3</b> | The library provides job descriptions for all positions.                                                                                                                                                                 | Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs. <b>X</b> | Job descriptions are reviewed by an HR professional.                                                                                                                            |
| <b>4</b> | The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits. <b>X</b> | The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.  | The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices. |

|          |                                                                                                                                    |                                                                                                                                                                                                                                                       |                                                                                                                                            |
|----------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5</b> | The library provides employee benefits as directed by federal, state, and local law.                                               | The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs. <b>X</b> | The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.                            |
| <b>6</b> | The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.              | Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm). <b>X</b>                                                                                               | The library employs a staff member who is dedicated to human resource management.                                                          |
| <b>7</b> | Staff members receive coaching, feedback, and support for their own development at least annually. <b>X</b>                        | The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.                                            | The performance appraisal system develops work goals and activities that align with the strategic plan.                                    |
| <b>8</b> | New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements. | The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. <b>X</b>                                                                        | The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development. |

|   |                                                                                                                             |                                                                                                                                                                                                                           |  |
|---|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 9 | <p>The library has a succession plan for the director.</p> <p style="text-align: center; color: red; font-size: 2em;">X</p> | <p>The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.</p> |  |
|---|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

## Illinois Public Library Standards: Information Services

Information services include circulation, reference, reader's advisory, and technology assistance and instruction. Circulation activities may include library card registration, check-out and check-in of materials, management of patron accounts, hold placement, and interlibrary loan. Reference services primarily focus on answering informational questions, whether for school research projects, personal interest, or daily life needs. Reader's advisory encourages the use of collections for recreational purposes, including the suggestion of books and other media through one-on-one conversations, booklists, displays, and other means. Technology assistance and instruction may range from basic internet access, to device assistance, to computer classes, to high-tech digital media labs. These activities may be performed in separate departments or provided at a variety of service points using a range of service models.

In addition, information services may include referral to social service agencies, which, for some libraries, may mean branching into social work services. It may also include facilitation of the use of library spaces like meeting and study rooms and maker spaces. Libraries may opt to provide other services, such as notary, passport applications, or license plate renewal.

| STANDARD | CORE                                                                                                                                                                                                                                                   | INTERMEDIATE                                                                                                                                                                                                             | ADVANCED |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>1</b> | All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions. | If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas. <b>X</b> |          |
| <b>2</b> | Staff provide accurate, timely, and courteous service. <b>X</b>                                                                                                                                                                                        |                                                                                                                                                                                                                          |          |
| <b>3</b> | The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy. <b>X</b>                                                                                             | If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.                                                    |          |

|          |                                                                                                                                                                                                                                                            |                                                                                                                                                                                                |                                                                                                                                                                                        |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4</b> | Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.                                                                                                          | The library provides a variety of self-service information service resources via its website or library apps 24/7.<br><b>X</b>                                                                 | The library provides information services by chat or phone outside of the hours the library is open.                                                                                   |
| <b>5</b> | Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials). | The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).<br><b>X</b> |                                                                                                                                                                                        |
| <b>6</b> | Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.                                                                                                                                                      | The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.<br><b>X</b>                | The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.                                                   |
| <b>7</b> | Staff recognize the wide array of individual information needs within the community and strive to offer services for all.                                                                                                                                  | The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.<br><b>X</b>                                            | The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness). |



## Illinois Public Library Standards: Marketing & Promotion

Marketing and promotion play a critical role in the success and sustainability of public libraries. It is more important than ever for public libraries to tell their stories, collect data and measure success in order to sustain interest and support within their communities. When libraries utilize a variety of digital, print and face-to-face interactions, they not only raise awareness of their services, programs and collections but also retain and increase library users. Libraries that invest in marketing and promotion practices will successfully showcase value, impact, and return on investment to their communities.

| STANDARD | CORE                                                                                                                                                                                                                                                                                                                         | INTERMEDIATE                                                                                                                                                                 | ADVANCED                                                                          |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1        | The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community. X                                                                                                                                                                       | The library has a marketing guide that outlines where and how the library will market its services, programs and collections.                                                | The library adopts a formal marketing plan.                                       |
| 2        | The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month). | The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways. X | The library has one or more dedicated employees for marketing and graphic design. |
| 3        | The library allocates funds for marketing and promotion. X                                                                                                                                                                                                                                                                   |                                                                                                                                                                              |                                                                                   |

|          |                                                                                                                                         |                                                                                                                                                                  |                                                                                                                                  |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>4</b> | The library adopts an easily recognizable logo that represents the library's brand.                                                     | The library uses its logo consistently across all print and digital marketing platforms. <b>X</b>                                                                | The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts). |
| <b>5</b> | The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.          | The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds. <b>X</b> |                                                                                                                                  |
| <b>6</b> | The library understands the community it serves and designs its marketing efforts to reach all residents. <b>X</b>                      | The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.                                     |                                                                                                                                  |
| <b>7</b> | The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board). <b>X</b> |                                                                                                                                                                  |                                                                                                                                  |
| <b>8</b> | The library collects data, stories and photos that illustrate the value of the library.                                                 | The library uses collected data, stories, and photos to communicate the value of the library to the community.                                                   | The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact. <b>X</b>   |

|   |                                                                                             |                                                                                                                                                                                    |  |
|---|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 9 | <p>The library regularly evaluates the effectiveness of its marketing efforts.</p> <p>X</p> | <p>The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.</p> |  |
|---|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

## Illinois Public Library Standards: Programming

Programming is one of the channels through which libraries fulfill their mission of bringing people together for educational, recreational, and civic or community purposes. Literacy initiatives such as storytimes and book discussions encourage a love of reading and provide an opportunity to highlight library collections. Lifelong learning programs empower patrons with new information and improved skills that support their academic and vocational advancement, as well as their personal growth. Cultural programs promote appreciation of the arts and introduce participants to a variety of world traditions. Arts and crafts and do-it-yourself workshops foster creativity and ingenuity. Recreational programs combat social isolation and encourage interaction with others in the community. Programming can also serve as outreach to the community and promotion of the library's services by offering a wide variety of events that appeal to both regular and new users. Programs may be in-person, virtual, or hybrid; they may include traditional presenter-led events as well as opportunities for self-directed activities by patrons. Programming must strive to welcome people of all ages, abilities, identities, and backgrounds.

| STANDARD | CORE                                                                                                                                         | INTERMEDIATE                                                                                                                                        | ADVANCED                                                                                                     |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 1        | The library provides programs for all ages free of charge or on a cost recovery basis.                                                       | The library provides virtual or hybrid programs where appropriate. <b>X</b>                                                                         |                                                                                                              |
| 2        | The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs. <b>X</b> | The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio). | The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision). |
| 3        | The library has a board-approved programming policy for all ages that includes a protocol for response to challenges. <b>X</b>               |                                                                                                                                                     |                                                                                                              |

|   |                                                                                                                                                                                                                                                                                     |                                                                                                                                                                  |                                                                                                                                                              |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.                                                                                                                                                           | The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs. X | The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library. |
| 5 | The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation. X                                                                                                           |                                                                                                                                                                  |                                                                                                                                                              |
| 6 | The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs. | The library provides staff training in best practices for meeting the programming needs of a diverse community.                                                  | The library offers dedicated programs that address the specific cultures, life experiences and interests of its community. X                                 |

## Illinois Public Library Standards: Safety & Emergency Preparedness

Public libraries strive to be welcoming community centers safe for all who enter. Libraries should have written plans and policies to manage safety and security concerns, emergencies, and disaster recovery. Library staff should be well-versed in all emergency and safety plans, policies and protocols and have training on how to handle difficult situations with patrons. Local, state and federal safety and emergency laws should be reviewed on a regular basis. It is also critical that libraries maintain open lines of communication with the community and first responders.

| STANDARD | CORE                                                                                                                                    | INTERMEDIATE                                                                                                     | ADVANCED                                                                                                                                      |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency. <b>X</b> |                                                                                                                  |                                                                                                                                               |
| <b>2</b> | Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.                      | The library staff have ready access to all library key service providers (plumbing, electric, roofing). <b>X</b> | The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public. |
| <b>3</b> | The library provides training for staff on safety and emergency preparedness.                                                           | The library includes safety and emergency training in new employee on-boarding procedures. <b>X</b>              | In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).      |
| <b>4</b> | The library has a board approved Patron Conduct Policy.                                                                                 | The library staff is aware of the Patron Conduct Policy and understands how to implement it.                     | The library has a dedicated security staff person and/or a security surveillance system. <b>X</b>                                             |

|   |                                                                                                                                                                                                        |                                                                                                                                                                                                                  |                                                                                                                                                                       |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public. | Floor plans with designated emergency routes and equipment are displayed and shared with first responders.                                                                                                       | The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints. X |
| 6 | The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff. X                                                   |                                                                                                                                                                                                                  |                                                                                                                                                                       |
| 7 | The library has an emergency and disaster preparedness manual that is easily accessible to staff. X                                                                                                    | The library annually reviews and updates the library emergency and preparedness manual.                                                                                                                          | The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.                                                      |
| 8 | The library has a disaster recovery plan that is kept in an off-site location. X                                                                                                                       | The library has a technology recovery plan, in the event of a physical disaster or cyberattack.                                                                                                                  |                                                                                                                                                                       |
| 9 | The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.                                                                                               | The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role. X |                                                                                                                                                                       |

|    |                                                                                                                |                                                                                                                     |  |
|----|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--|
| 10 | The library follows all local and state requirements for emergency systems and equipment inspections. <b>X</b> | The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis. |  |
|----|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--|

## Illinois Public Library Standards: Technology

Technology is an integral part of any library. Technology transforms the library into a dynamic hub of information, learning and community engagement. Libraries offer a wide array of digital services and tools that cater to the diverse needs of their communities. From providing access to e-books, high-speed internet and online learning platforms to offering maker spaces equipped with 3D printers and coding workshops, technology has expanded the role of libraries far beyond traditional boundaries. By bridging the digital divide, fostering lifelong learning and supporting innovation, technology ensures that libraries remain relevant and accessible in an increasingly digital world.

| STANDARD | CORE                                                                        | INTERMEDIATE                                                                                             | ADVANCED                                                                                                                   |
|----------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 1        | The library has a dedicated budget for technology equipment and services. X | The library has a technology replacement schedule and/or a technology plan.                              | The library conducts a technology needs assessment that examines current and emerging trends and includes community input. |
| 2        | The library has a board approved internet and computer use policy. X        | The library reviews and updates computer use policies on a regular basis.                                |                                                                                                                            |
| 3        | The library provides a sufficient number of public use computers.           | The library offers laptops or tablets for the public to use in-house.                                    | The library allows laptops or tablets to be checked-out by the public. X                                                   |
| 4        | The library has access to a trained individual to maintain all technology.  | The library has a trained staff person or contractual service to maintain the technology infrastructure. | The library has a dedicated IT department. X                                                                               |

|          |                                                                                                                                                                                                                            |                                                                                                                                                                               |                                                                                                                                          |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5</b> | The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.            | The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.<br><br><b>X</b>                             | The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.       |
| <b>6</b> | Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment). | The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.<br><br><b>X</b> | The library provides adaptive equipment for individuals of all abilities for checkout.                                                   |
| <b>7</b> | The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.                                                                                     | The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.                                                       | The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout. <b>X</b> |
| <b>8</b> | The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.                                                                                                    | The library offers facsimile, mobile printing, and scanners.<br><br><b>X</b>                                                                                                  | The library offers video conferencing equipment and space.                                                                               |

|   |                                                                                                                                                        |                                                                                                                                            |                                                                                                        |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 9 | <p>The library is aware of emerging technology trends such as the maker movement.</p> <p style="text-align: center; color: red; font-size: 2em;">X</p> | <p>The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.</p> | <p>The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.</p> |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|

## **NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR MAYWOOD PUBLIC LIBRARY DISTRICT**

I. A public hearing to approve a proposed property tax levy increase for Maywood Public Library District for 2024 will be held on November 19, 2025 at 6:30 PM at the Library, 121 S. 5th Avenue Maywood, IL 60153.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Daniela Martinez, Library Director, 121 S. 5th Avenue Maywood, IL 60153 - (708) 343-1847.

II. The corporate and special purpose property taxes extended for 2024 were \$ 1,751,861.75.

The proposed corporate and special purpose property taxes to be levied for 2025 are \$1,911,000. This represents a 9.1% increase over the previous year's extension.

III. The property taxes extended for debt service and public building commission leases for 2024 were \$0.

The property taxes to be levied for debt service and public building commission leases for 2025 are \$0. This represents a 0% increase over the previous year.

IV. The total property taxes extended for 2025 were \$1,751,861.75.

The estimated total property taxes to be levied for 2024 are \$1,911,000. This represents a 9.1% increase over the previous year's extension.

**ORDINANCE 2025-03**

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE MAYWOOD PUBLIC LIBRARY  
DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND  
ENDING JUNE 30, 2026**

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

Section 1: That the sum of \$1,911,000 be and the same is assessed and levied from and against all taxable property within the limits of the said Maywood Public Library district as the same is assessed and equalized for state and county purposes for the current year, 2026, and are applied in liquidation of the appropriations heretofore made by Ordinance adopted by the board of Trustees of Maywood Public Library District at a meeting thereof regularly convened and held on September 17, 2025, and duly published as provided by law; the various objects and purposes for which said appropriations were made are set forth under the column entitled Appropriations and the specific amount hereby levied for each object and purpose is set forth under the column entitled Levy, as follows:

**ARTICLE I  
CORPORATE FUND**

| <b><u>ACCOUNT</u></b>       | <b><u>APPROPRIATIONS</u></b> | <b><u>LEVY</u></b> |
|-----------------------------|------------------------------|--------------------|
| 4010011 Salaries            | 1,280,000                    | 531,500            |
| 4040011 Healthcare Premiums | 88,000                       | 36,300             |
| 4050011 Trustee Development | 12,000                       | 4,900              |
| 4051011 Staff Development   | 8,000                        | 3,300              |
| 4052011 Travel              | 3,000                        | 1,200              |
| 4070011 Membership Dues     | 6,000                        | 2,400              |
| 4080011 Adult Books         | 27,000                       | 11,100             |
| 4080012 Youth Books         | 24,000                       | 9,900              |
| 4085011 SWAN - Lost Books   | 1,000                        | 400                |
| 4090011 Periodicals         | 6,000                        | 2,400              |
| 4100011 Adult AV            | 10,000                       | 4,100              |
| 4100012 Youth AV            | 5,000                        | 2,000              |
| 4105011 Software            | 2,000                        | 800                |
| 4106011 Technology          | 16,000                       | 6,600              |
| 4130011 Library Supplies    | 11,000                       | 4,500              |
| 4130012 Patron Services     | 2,000                        | 800                |
| 4130013 Tech Services       | 4,000                        | 1,600              |
| 4130511 Bank Fees           | 4,000                        | 1,600              |
| 4131011 Hospitality         | 6,000                        | 2,400              |
| 4135011 Printing            | 5,000                        | 2,000              |
| 4140011 Postage             | 8,000                        | 3,300              |
| 4150011 Telephone           | 16,000                       | 6,600              |
| 4160011 Publicity           | 16,000                       | 6,600              |

| <u>ACCOUNT</u>                         | <u>APPROPRIATIONS</u> | <u>LEVY</u>         |
|----------------------------------------|-----------------------|---------------------|
| 4170011 Professional Services          | 120,000               | 49,600              |
| 4205011 Natural Gas                    | 80,000                | 33,000              |
| 4210011 Databases & E-                 | 40,000                | 16,500              |
| 4215011 Water                          | 20,000                | 8,200               |
| 4225011 Electricity                    | 144,000               | 59,500              |
| 4235011 Garbage                        | 6,000                 | 2,400               |
| 4240011 Maintenance of Equipment       | 58,000                | 23,900              |
| 4250011 Contract Building Maintenance  | 104,000               | 43,000              |
| 4256011 Janitorial Supplies            | 5,000                 | 2,000               |
| 4260011 General Maintenance - Building | 59,000                | 24,300              |
| 4265011 SWAN                           | 43,000                | 17,700              |
| 4292011 Special Events                 | 16,000                | 6,600               |
| 4302011 Adult Programming              | 11,000                | 4,500               |
| 4302012 Youth Programming              | 11,000                | 4,500               |
| 4310011 Equipment Purchase             | 10,000                | 4,100               |
| 43111011 Capital Improvements          | 64,000                | 26,400              |
| 4320011 Legal Fees                     | 16,000                | 6,600               |
| 6034022 Passport/DL Sticker Expense    | 3,000                 | 1,200               |
| 6032011 Misc. Grant Expenses           | 412,000               | 170,300             |
| 6033011 DCEO Grant Expenses            | 224,000               | 92,600              |
| Tuckpointing and Building Improvement  | 1,325,000             | 547,900             |
| 6034022 Per Capita Grant Expenses      | 56,000                | 23,100              |
| 6123011 Vending Machine Expenses       | 2,000                 | 800                 |
| <b>Total Corporate Fund</b>            | <b>\$ 4,389,000</b>   | <b>\$ 1,815,000</b> |

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

## ARTICLE II

### FICA FUND

| <u>ACCOUNT</u>            | <u>APPROPRIATIONS</u> | <u>LEVY</u> |
|---------------------------|-----------------------|-------------|
| 9150091 FICA Expenditures | 99,000                | 10,000      |

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

### **ARTICLE III**

#### **IMRF**

| <b><u>ACCOUNT</u></b>        | <b><u>APPROPRIATIONS</u></b> | <b><u>LEVY</u></b> |
|------------------------------|------------------------------|--------------------|
| 9250092    IMRF pension Fund | <u>80,000</u>                | <u>10,000</u>      |

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

### **ARTICLE IV**

#### **BUILDING & SITES**

| <b><u>ACCOUNT</u></b>    | <b><u>APPROPRIATIONS</u></b> | <b><u>LEVY</u></b> |
|--------------------------|------------------------------|--------------------|
| Building & Site Expenses | <u>90,000</u>                | <u>60,000</u>      |

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

**ARTICLE V**

**UNEMPLOYMENT**

| <b><u>ACCOUNT</u></b>   | <b><u>APPROPRIATIONS</u></b> | <b><u>LEVY</u></b> |
|-------------------------|------------------------------|--------------------|
| 9350093    Unemployment | _____ 3,000                  | _____ 1,000        |

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

.

.

**ARTICLE VI**

**WORKERS COMPENSATION**

| <b><u>ACCOUNT</u></b>           | <b><u>APPROPRIATIONS</u></b> | <b><u>LEVY</u></b> |
|---------------------------------|------------------------------|--------------------|
| 9450094    Workers Compensation | _____ 6,000                  | _____ 1,000        |

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

**ARTICLE VII**

**INSURANCE FUND - WAGES**

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

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

.

.

.

## ARTICLE VIII

### PUBLIC LIABILITY INSURANCE

| <u>ACCOUNT</u>                        | <u>APPROPRIATIONS</u> | <u>LEVY</u>   |
|---------------------------------------|-----------------------|---------------|
| 9550095    Public Liability Insurance | <u>72,000</u>         | <u>10,000</u> |

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

## ARTICLE IX

### AUDIT

| <u>ACCOUNT</u>   | <u>APPROPRIATIONS</u> | <u>LEVY</u>  |
|------------------|-----------------------|--------------|
| 9650096    Audit | <u>11,000</u>         | <u>4,000</u> |

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

### SUMMARY

|                                       |           |                                |
|---------------------------------------|-----------|--------------------------------|
| Total Corporate Fund                  | \$        | 1,815,000                      |
| Total FICA Fund                       |           | 10,000                         |
| Total IMRF Fund                       |           | 10,000                         |
| Total Building & Site Fund            |           | 60,000                         |
| Total Unemployment Fund               |           | 1,000                          |
| Total Workers Compensation Fund       |           | 1,000                          |
| Total Insurance Fund - Wages Fund     |           | -                              |
| Total Public Liability Insurance Fund |           | 10,000                         |
| Total Audit Fund                      |           | <u>4,000</u>                   |
| <b>GRAND TOTAL</b>                    | <b>\$</b> | <b><u><u>1,911,000</u></u></b> |

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

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

ADOPTED November 19, 2025 pursuant to a roll call vote as follows:

AYES \_\_\_\_\_

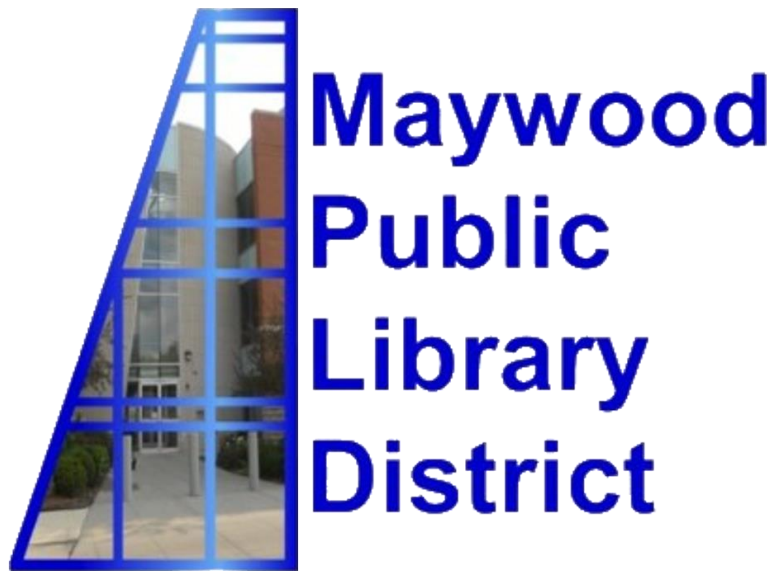
NAYS \_\_\_\_\_

ABSENT \_\_\_\_\_

\_\_\_\_\_  
LaSondra Banks, PRESIDENT

ATTEST:

\_\_\_\_\_  
Brianna A. Henderson, SECRETARY



# **PERSONNEL POLICIES**

**MAYWOOD PUBLIC LIBRARY DISTRICT  
PERSONNEL POLICIES  
TABLE OF CONTENTS**

**Contents**

|                                                                                         |    |
|-----------------------------------------------------------------------------------------|----|
| Important Message.....                                                                  | 7  |
| ADMINISTRATION .....                                                                    | 9  |
| 1.1 Administration and Governance .....                                                 | 9  |
| 1.2 Person in Charge.....                                                               | 9  |
| 1.3 Dual Positions .....                                                                | 9  |
| EMPLOYMENT/GENERAL POLICIES .....                                                       | 9  |
| 2.1 Equal Employment Opportunity .....                                                  | 9  |
| 2.2 Non-Discrimination and Anti-Harassment.....                                         | 10 |
| Discrimination .....                                                                    | 10 |
| Harassment .....                                                                        | 10 |
| Sexual Harassment.....                                                                  | 11 |
| Investigation Procedure.....                                                            | 11 |
| Retaliation Prohibited .....                                                            | 12 |
| Resolution Outside The Maywood Public Library District .....                            | 12 |
| 2.3 Reasonable Accommodation .....                                                      | 12 |
| 2.4 Nepotism.....                                                                       | 13 |
| 2.5 Whistleblower Protection .....                                                      | 13 |
| Whistleblower Reporting and Anti-Retaliation Policy .....                               | 13 |
| Procedures for Reporting and Investigating Reports of Improper Governmental Action..... | 14 |
| Investigation of Complaint.....                                                         | 14 |
| Determination and Remedial Action If Necessary .....                                    | 15 |
| Designation of Auditing Official .....                                                  | 15 |
| COMPENSATION .....                                                                      | 15 |
| 3.1 Compensation Philosophy .....                                                       | 15 |
| Objectives.....                                                                         | 16 |
| Job Descriptions .....                                                                  | 16 |
| Salary Schedule .....                                                                   | 17 |
| Pay Grades .....                                                                        | 17 |

|                                                                           |    |
|---------------------------------------------------------------------------|----|
| Pay Ranges .....                                                          | 17 |
| Maintenance .....                                                         | 17 |
| Service Awards .....                                                      | 17 |
| 3.2 Employee Classifications .....                                        | 17 |
| 3.3 Timekeeping.....                                                      | 18 |
| 3.34 Breaks and Mealtime .....                                            | 18 |
| 3.5 Breaks for Nursing Parents .....                                      | 18 |
| 3.6 Overtime .....                                                        | 19 |
| 3.7 Paydays .....                                                         | 19 |
| 3.8 Pay for Exempt Employees .....                                        | 19 |
| 3.9 Salary Scales .....                                                   | 19 |
| 3.10 Travel, Meal, and Lodging Reimbursement .....                        | 19 |
| Trustee Professional Meetings, Workshops, Training, and Memberships ..... | 20 |
| Staff Professional Meetings, Workshops, Training, and Memberships .....   | 20 |
| Local Travel .....                                                        | 20 |
| Non-Local Travel .....                                                    | 20 |
| Approval of Expenses.....                                                 | 21 |
| Documentation of Expenses .....                                           | 21 |
| CONDUCT POLICIES.....                                                     | 22 |
| 4.1 Attendance and Punctuality.....                                       | 22 |
| Late to work .....                                                        | 22 |
| Sick or unable to come to work .....                                      | 22 |
| 4.2 Behavior Standards .....                                              | 22 |
| 4.3 Disciplinary Steps .....                                              | 23 |
| 4.4 Performance Evaluation and Salary Review .....                        | 24 |
| 4.5 Appearance, Attire and Hygiene .....                                  | 24 |
| 4.6 Employee Files .....                                                  | 25 |
| 4.7 Confidential Information.....                                         | 25 |
| 4.8 Staff Development .....                                               | 25 |
| 4.9 Contest and Program Prizes.....                                       | 26 |
| 4.10 Visitors in the Workplace.....                                       | 26 |
| 4.11 Volunteers.....                                                      | 26 |
| 4.12 Problem Solving .....                                                | 26 |

|                                                                                      |           |
|--------------------------------------------------------------------------------------|-----------|
| 4.13 Separation of Employment .....                                                  | 27        |
| Retirement .....                                                                     | 27        |
| <b>COMMUNICATION STANDARDS .....</b>                                                 | <b>28</b> |
| <b>5.1 Political Endorsements or Activities .....</b>                                | <b>28</b> |
| <b>5.2 Solicitation and Distribution .....</b>                                       | <b>28</b> |
| <b>5.3 Use of Computer, Electronic and Telecommunications .....</b>                  | <b>28</b> |
| <b>5.4 Artificial Intelligence Use in the Workplace .....</b>                        | <b>29</b> |
| Guidelines for Using AI Tools .....                                                  | 29        |
| Violations of this Policy .....                                                      | 30        |
| 5.5 Cell Phone Use .....                                                             | 31        |
| HEALTH AND SAFETY .....                                                              | 31        |
| 6.1 Use of Cellular Phones .....                                                     | 31        |
| 6.2 Use of Facilities, Equipment and Property, including Intellectual Property ..... | 32        |
| 6.3 Health and Safety .....                                                          | 32        |
| 6.4 Workplace Bullying .....                                                         | 32        |
| 6.5 Workplace Violence .....                                                         | 34        |
| Prohibited Conduct .....                                                             | 34        |
| Procedures for Reporting a Threat .....                                              | 34        |
| 6.6 Smoke-Free Workplace .....                                                       | 35        |
| 6.7 Drug-Free Workplace .....                                                        | 35        |
| Prohibited Activity .....                                                            | 35        |
| Testing for Alcohol and Drugs .....                                                  | 36        |
| Employee Assistance Program .....                                                    | 37        |
| 6.8 Inspections .....                                                                | 37        |
| 6.9 Safety/Reporting an Injury .....                                                 | 37        |
| 6.10 Emergency Closing - Severe Weather and Building Emergencies .....               | 37        |
| 6.11 Extended Emergency Closing .....                                                | 38        |
| EMPLOYEE BENEFITS .....                                                              | 38        |
| 7.1 Benefits Overview .....                                                          | 38        |
| Group Health Insurance Plans .....                                                   | 39        |
| 7.2 Paid Time Off .....                                                              | 40        |
| Personal Time .....                                                                  | 40        |
| Time Off Request .....                                                               | 40        |

|                                                                                                           |    |
|-----------------------------------------------------------------------------------------------------------|----|
| 7.3 Vacation .....                                                                                        | 40 |
| 7.4 Sick .....                                                                                            | 41 |
| 7.5 Holidays.....                                                                                         | 42 |
| 7.6 Floating Holiday .....                                                                                | 43 |
| 7.7 Unpaid Time Off .....                                                                                 | 43 |
| LEAVES OF ABSENCE .....                                                                                   | 44 |
| 8.1 Family and Medical Leave Act.....                                                                     | 44 |
| Basic Leave Entitlement .....                                                                             | 44 |
| Reasons for Leave .....                                                                                   | 44 |
| Military Family Leave Entitlement .....                                                                   | 44 |
| Improper Use of Leave.....                                                                                | 45 |
| Notice of Leave .....                                                                                     | 45 |
| Medical Certification—Leave for Employee’s Own or a Covered Family Member’s Serious Health Condition..... | 45 |
| Certification for a Qualifying Exigency.....                                                              | 46 |
| Certification for Service Member Family Leave .....                                                       | 46 |
| Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave .....               | 46 |
| Substitution of Paid Leave .....                                                                          | 46 |
| Benefits During Leave .....                                                                               | 46 |
| Intermittent Leave/Reduced Schedule Leave.....                                                            | 46 |
| Job Restoration .....                                                                                     | 47 |
| 8.2 Medical Leave .....                                                                                   | 47 |
| 8.3 Paid Parental Leave.....                                                                              | 47 |
| Eligibility .....                                                                                         | 47 |
| Effect on Benefits.....                                                                                   | 47 |
| Requesting Paid Parental Leave.....                                                                       | 48 |
| When Both Parents are Eligible Employees.....                                                             | 48 |
| 8.4 Bereavement Leave .....                                                                               | 48 |
| Illinois Family Bereavement Leave Act .....                                                               | 48 |
| Child Extended Bereavement Leave Act .....                                                                | 49 |
| 8.5 Victims’ Economic Security and Safety Act (VESSA) .....                                               | 50 |
| 8.6 Jury Duty Leave .....                                                                                 | 52 |
| 8.7 Voting Leave.....                                                                                     | 52 |

|                                                 |    |
|-------------------------------------------------|----|
| 8.8 Military Leave and Reserve Duty Leave ..... | 53 |
| 8.9 Personal Leave of Absence .....             | 53 |

DRAFT

## Important Message

This Personnel Policy is designed to acquaint you with the Maywood Public Library District and provide you with general information regarding working conditions, employee benefits, and some of the policies affecting your employment. It describes many of your responsibilities as an employee and outlines the programs developed by the Maywood Public Library District to benefit employees. You are responsible for reading, understanding, and complying with all provisions of the handbook.

Employment and compensation with the library are “at will” which means that either the employee or the library may terminate the employment relationship at any time, for any reason or no reason, with or without cause or notice.

This employee handbook does not constitute a contract of employment with the library. Nor shall it or any of its provisions be construed as a term of any employment contract or be interpreted to give the right to any employee to be retained in the service of the library.

This Personnel Policy supersedes all previous handbooks and written policies. The Maywood Public Library District reserves the right to revise, supplement, deviate from, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The Maywood Public Library District will make an effort to notify you of such changes as they occur.

Applicable federal, state or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state, or local laws or regulations;
- If any omissions or inclusions cause conflict with federal, state, or local laws or regulations; or
- If typographical or printer error should cause conflict with any federal, state, or local laws or regulations.

Should there be any questions as to the interpretation of the policies or benefits listed in this Personnel Policy, the final explanation and resolution will be at the sole and absolute discretion of MPLD, subject to applicable federal, state, and local laws. If you have any questions about this handbook, please see the Library Director.

## ADMINISTRATION

### 1.1 Administration and Governance

The Maywood Public Library District is organized and operates under the provisions of the Illinois Local Library Act (75 ILCS 5/1-0.1 et seq.). Legal responsibility is vested in the Board of Library Trustees, which is the policy-forming body of the Library. The members of the Board of Library Trustees are elected by the residents of the Village of Maywood. The responsibilities of the Board include selection and appointment of a Director, who is the administrative officer of the Library. The Director is responsible for the implementation of the policies and decisions of the Board as they affect employees. The Director oversees overall Library staff and is responsible for the hiring, discipline, and discharge of all employees; the assignment of duties, positions, and compensation; employee morale; and establishing standards of service and staff development.

### 1.2 Person in Charge

In the absence of the Director from the building, the designated “Person in Charge,” as determined by the Director, will assume temporary administration of the Library. The Person in Charge will make decisions in regard to matters of significance. In the absence of anyone else in the immediate vicinity when an emergency happens, all employees, regardless of their position in the Library, are expected to respond appropriately.

### 1.3 Dual Positions

An employee of the Library cannot, while so employed, be a member of the Board of Trustees of the Maywood Public Library District. An employee who is appointed to the Board of Trustees shall have employment with the Library terminated at the end of the last pay period of the month in which such appointment takes place. A member of the Board of Trustees of the Maywood Public Library District shall not be eligible for employment with the Library until a period of one (1) year has elapsed from the time of leaving the Board.

## EMPLOYMENT/GENERAL POLICIES

### 2.1 Equal Employment Opportunity

The Maywood Public Library District will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, reproductive health decisions, family responsibilities, or any other category protected by applicable law. Such action shall include but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Any employee who believes this policy has been violated should report the situation to the Library Director. All such matters will be held in confidence, thoroughly investigated, and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the Library's investigative procedures.

The Library strongly encourages use of this policy if necessary and assures its employees that they need fear no reprisals for bringing forth a good faith claim, regardless of the results of any investigation.

## 2.2 Non-Discrimination and Anti-Harassment

The Maywood Public Library District is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the Library will not tolerate discrimination or harassment by anyone, including any supervisor, employee, vendor, patron, consultant, contractor, board member, or other regular visitor of the Library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

### Discrimination

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, ancestry, national origin, citizenship status, work authorization status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, choices relating to reproductive health care or gender-affirming care, military or veteran status, genetic information, order of protection status, parental status, source of income, housing status, family responsibilities, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member or perceived member of a protected group.

### Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, ancestry, national origin, citizenship status, work authorization status, religion, sex, pregnancy, sexual orientation, gender identity, choices relating to reproductive health care or gender-affirming care, age, disability, marital status, military or veteran status, genetic information, order of protection status, parental status, source of income, housing status, family responsibilities, or any other category protected by applicable law. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes but is not limited to: (a) epithets, slurs, negative stereotypes, or intimidating acts that are based on a person's actual or perceived protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her actual or perceived protected status.

## Sexual Harassment

Sexual harassment, as defined by the IHRA, consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendo, leers, gestures, teasing, sexually explicit or obscene jokes, remarks, or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Unwelcome touching, such as patting, pinching, or constant brushing against another's body; or
4. Suggesting or demanding sexual involvement of another individual, whether or not such suggestion or demand is accompanied by implicit

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another individual who witnesses or overhears the conduct.

Sexual harassment is illegal. For purposes of this policy, the term "working environment" is not limited to the physical location an employee is assigned to perform his or her duties.

Annual sexual harassment training will be provided in accordance with applicable law.

## Investigation Procedure

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to his or her supervisor, any other manager or the Library Director. If the complaint involves the Library Director, the employee shall immediately notify a member of the Board of Trustee. If a manager or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Library Director.

Human Resources, or its designee, shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Library Director. The Library Director shall, in consultation with legal counsel for the Library, ensure that an independent review is conducted with respect to such allegations.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with Employer's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the individual to disciplinary action, up to and including termination. The Library will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

### Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Employer policy. Any individual who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination. The Library will also take appropriate action to address a third party or non-employee who engages in retaliation.

### Resolution Outside The Maywood Public Library District

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within two years of the alleged incident(s) unless it is a continuing offense.

### Contact Information

#### Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

#### Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

#### United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY: 800-869-8001

## 2.3 Reasonable Accommodation

The Library supports the Americans with Disabilities Act of 1990 as amended, the Illinois Human Rights Act and Title VII of the Civil Rights Act and will attempt to provide reasonable accommodations for qualified individuals with disabilities; women affected by pregnancy, childbirth, or related conditions in the workplace; and individuals who request such accommodations for their religious beliefs or practices unless such accommodations would present an undue hardship for the Library.

Reasonable accommodations apply to all covered employees and applicants, and include hiring practices, job placement, training, pay practices, promotion and demotion policies, access to benefits, and layoff and termination procedures.

As noted above, individuals who may request a reasonable accommodation include:

- A qualified individual with a disability, which includes any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of himself /herself or other individuals in the workplace;
- A pregnant individual, which includes any woman affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth; and
- An individual who requests reasonable accommodations that will allow the individual to practice his or her religion.

Should you require reasonable accommodation in the workplace, please contact the Director as soon as possible.

## 2.4 Nepotism

Relatives of the Maywood Public Library District employees are eligible for hiring. However, no family member shall be directly supervised by another member of the same family. Relatives of the Library's Board of Trustees are not eligible to be hired for any position at the Library.

## 2.5 Whistleblower Protection

A whistleblower as defined by this policy is an employee of the Maywood Public Library District who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Library or the Board of Trustees. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must follow the steps outlined below.

### Whistleblower Reporting and Anti-Retaliation Policy

It is the policy of the Maywood Public Library District to act in accordance with Illinois Public Act 101-652 generally, and specifically Section 4.1 of that Act and prohibit any official from retaliating against any

employee who: (a) reports an improper governmental action, (b) cooperates in the investigation related to a report of an improper governmental action, or (c) testifies in a proceeding or prosecution of an improper governmental action. An improper governmental action is defined as follows:

- “Improper governmental action” includes any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of federal, State, or unit of local government law or rule; is an abuse of authority; violates the public’s trust or expectation of his or her conduct; is of substantial and specific danger to the public’s health or safety; or is a gross waste of public funds.
- “Improper governmental action” does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent the actions amounts to retaliation. Retaliation, in this context means retaliatory action that results from an employee’s protected activity of reporting improper governmental action, cooperating in the investigation, proceeding or prosecution of a reported improper governmental action.

Copies of this Policy and Procedure, along with a copy of Section 4.1 of Public Act 101-652 will be given to every employee upon hiring. Additionally, these same documents will be furnished or made available to all employees on an annual basis.

#### Procedures for Reporting and Investigating Reports of Improper Governmental Action

##### *Reporting an “Improper Governmental Action” or Retaliation.*

1. If an employee believes that he/she has witnessed an improper governmental action, as defined in the Policy above, the employee must submit a written report of the improper governmental action to the Auditing Official, which Auditing Official has been designated in Section III.
2. If an employee believes that he/she has been retaliated against for reporting improper governmental action, or cooperating in the investigation, or procedure involving an improper governmental action, the employee must report such alleged retaliation to the Auditing Official within sixty (60) days of the retaliatory action taking place.
3. The Auditing Official may transfer the complaint to another auditing official, including the States Attorney, if he/she determines that it is appropriate.
4. If the Auditing Official is also the subject of the complaint, the Complainant may file the complaint with any States Attorney.

##### *Investigation of Complaint.*

1. Identity of the Complainant
  - a. The Auditing Official will keep the identity of the Complainant confidential to the extent allowed by law.
  - b. The Complainant may waive confidentiality in writing on a form presented to the Auditing Official.
2. The Auditing Official shall investigate the complaint promptly and thoroughly and conclude whether or not the evidence gathered through such investigation warrants merit of a finding

that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation occurred or did not occur.

3. The investigation by the Auditing Official may include:
  - a. Interviews of the Complainant and witnesses;
  - b. Interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint;
  - c. Inspection of documentation (in written, printed, or electronic format) relevant to the complaint;
  - d. Take any other appropriate measures to ensure that the complaint has been thoroughly investigated.
  - e. Make a determination whether the complaint has merit or whether the complaint does not have merit.

#### Determination and Remedial Action If Necessary

1. If the Auditing Official determines that the complaint has no merit, the complaint can be dismissed.
2. If the Auditing Official determines that the complaint has merit, they may take remedial action on behalf of the Complainant, including reinstatement, reimbursement for lost wages or expenses, promotion, or other remedial action that the Auditing Official deems appropriate. The Auditing Official may also make the investigation findings available to the Complainant's attorney if the Auditing Official finds that restitution is not sufficient.
3. Any person who engages in prohibited retaliation under Section 4.1 of Public Act 101-652 may also be subject to fines, appropriate employment action, civil or criminal prosecution, or any combination of these actions.

#### Designation of Auditing Official

The Library designates the Library Director, Board President or Vice-President to serve as the Auditing Official of the Library, with the duties and responsibilities set forth in 50 ILCS 105/4.1 and this Policy.

Approved 4/2022

## COMPENSATION

This section provides a framework for pay decisions, delineates responsibilities for the administration and maintenance of the compensation program, and outlines the process of salary recommendations and changes.

### 3.1 Compensation Philosophy

The library recognizes the essential role staff has in furthering the purpose and values of the library and in achieving the library's strategic goals. The Board of Library Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the library to recruit and retain a diverse staff of highly proficient and qualified employees and reward high performing employees at all levels.

The library establishes and maintains pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges. Internal equity refers to the