

MAYWOOD PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Board Meeting

Agenda

April 19, 2023
6:30 PM

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. Minutes
 - 5a. **Action Item:** Approval of the minutes of the regular meeting held on March 15, 2023
 - 5b. **Action Item:** Approval of the executive session minutes of the regular meeting held on March 15, 2023
6. Communications & Announcements
7. Treasurer's Report
 - 7a. **Action Item:** Approve March 2023 Treasurers Report
 - 7b. **Action Item:** Approve the Accounts Payable for March 15, 2023 in the amount of \$118,293.30
 - 7c. **Action Item:** Approval of Library Payroll for March 22, 2023 payroll in the amount of \$18,322.41 and April 5, 2023 in the amount of \$17,803.14.
 - 7d. **Action Item:** Ratify the IMRF payment for March 2023 in the amount of \$4,385.24.
 - 7e. **Action Item:** Ratify the April 6, 2023, transfer of \$150,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices.
 - 7f. **Action Item:** Ratify the payments of the following invoices paid prior to the board meeting in the amount of \$1,742.14

Pedro Diaz	\$1,682.14
Rhonda Fentry	\$60.00
8. Library Director's Report
9. Committee Reports

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees
Regular Board Meeting
April 19, 2023
Agenda

10. Old Business

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

11. New Business

11a. **Discussion/Action Item:** Swearing in of LaSondra Banks to fill the remaining term left by the vacancy of Trustee Elliot Wimbush

11b. **Discussion/Action Item:** FY2022 Audit Presentation by Alfredo Rodriguez, Illinois NFP Audit & Tax, LLP

11c. **Discussion/Action Item:** Decennial Committees on Local Government Efficiency Act

11d. **Discussion/Action Item:** Policies: Lamination Services, Notary Services, Volunteer, Social Media, Library Programs and Events

12. Comments from the Board

13. Executive Session –

- Pursuant to 5 ILCS 120/2(c)(1),” Executive Session to discuss the employment, compensation, discipline, performance, or dismissal of specific employees”, and
- Pursuant to 5 ILCS 120/2(c)(11), to discuss litigation “when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when a public body finds an action is probable or imminent”

14. Adjournment

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

March 15, 2023

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Sanchez at 6:33 PM on Wednesday March 15, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Lee, Rice, Williams, Sanchez

Absent: Trustee Villarreal. Trustee Barber-Burnside arrived at 6:33 PM

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell, Library Consultant Kathy Parker, library employee Stephanie Samuel, residents LaSondra Banks, Eileen Olivier, Lisett Ramirez, Caitlin Williams, and Dawn Williams – Maywood Park District.

2. ADOPTION OF AGENDA

President Sanchez asked to amend the agenda to move agenda item 10 a. Trustee Interviews after agenda item 4. Public Comment.

A motion was made by Trustee Rice and seconded by Trustee Lee to move agenda item 10a after agenda item 4.

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

Nays: None

Motion Passed

3. INTRODUCTION OF VISITORS

Trustee candidates LaSondra Banks, Lisett Ramirez, Eileen Olivier and Caitlin Williams introduced themselves. Also present was Dawn Williams from the Maywood Park District.

4. PUBLIC COMMENT

Dawn Williams appreciated that Leighton Shell went to the Village of Maywood board meeting and introduced himself.

Caitlin Williams apologized for not being able to make the February trustee interviews as she was exposed to COVID that day.

Eileen Olivier wanted to express her thanks for the library opening more hours

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

March 15, 2023

Lisett Ramirez stated that she didn't understand why she was interviewing for the trustee position when she interviewed last month and was told she would be appointed to the open position at this meeting.

Trustee Barber-Burnside asked why Ms. Ramirez was not given a reason as to why she was asked to re-interview.

President Sanchez said the vote was not on the February agenda and they had to rescind the vote.

Trustee Barber-Burnside apologized to Ms. Ramirez for the confusion in the interviewing process.

10 a. Trustee Interviews

Executive Session

A motion was made by Trustee Rice and seconded by Trustee Barber-Burnside to move into executive session at 6:39 PM per 5 ILCS 120/2(c)(3), for the purpose of interviewing candidates for the open trustee position.

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

Nays: None

Motion Passed

Open Session

A motion was made by Trustee Barber-Burnside and seconded by Trustee Williams to reconvene open session at 7:46 PM.

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

Nays: None

Motion Passed

A motion was made by Trustee Barber-Burnside and seconded by Trustee Lee to appoint LaSondra Banks to the open trustee position, to be sworn in at the April 19, 2023 meeting.

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

Nays: None

Recuse: Sanchez

Motion Passed

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

March 15, 2023

5. APPROVAL OF MINUTES

5a & 5b Approval of the Regular Meeting minutes of February 15, 2023 and the Executive Session minutes of February 15, 2023.

Trustee Barber-Burnside stated that she wanted President Sanchez statement struck from the record under agenda item Trustee Interviews.

President Sanchez she is not withdrawing her statement – it is what she said at the meeting.

Trustee Barber-Burnside stated she wanted the record to reflect that she requested the original email chain to prospective trustee candidates and has no evidence of the email chain. There was a request for a special meeting which was not granted. She also asked for the correspondence with the attorney regarding this matter and stated that it is about equity and inclusion. Because of this confusion, they have to do the interview process over.

President Sanchez stated that she stands by her statement and will not allow it to be changed in the official record.

A motion was made by Trustee Williams and seconded by Trustee Lee to approve all minutes as presented.

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

Nays: None

Motion Passed

Trustee Barber-Burnside left the meeting at 8:02PM.

6. COMMUNICATION AND ANNOUNCEMENTS

None.

7. TREASURER'S REPORT

7a. Approve February 2023 Financial Statements

7b. Approve the Accounts Payable for March 15, 2023 in the amount of \$39,193.74

7c. Approval of Library Payroll for February 22, 2023 in the amount of \$19,188.07 and the March 8, 2023 payroll in the amount of \$21,437.27

7d. Ratify the IMRF payment for February 2023 in the amount of \$2,941.38.

7f. Ratify US Bank check number 2767 in the amount of \$100,000 deposited into Seaway Payroll account on 1/18/2023 for payroll purposes.

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

March 15, 2023

Treasurer Williams read the summary of monthly cash and balances with the opening balance on 2/01/23 being \$1,055,403.48 and the closing balance on 2/28/23 being \$998,909.18. Tax Revenues received was \$13,765.64 and other income was \$13,434.64.

A motion made by Trustee Williams and seconded by Trustee Lee to approve all financial documents as presented.

Ayes: Lee, Rice, Williams, Sanchez
Nays: None

Motion Passed

8. DIRECTOR'S REPORT

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

Received notice from IDES that the library had an overpayment of \$22,790. He has applied for refund and will forward that amount to the LIMRiCC, who we contract with for unemployment, to pay our future quarterly unemployment payments until the funds are expended.

Reminded the trustees that the annual Statement of Economic Interest forms that each trustee must fill out is due to the county by May 1.

He attended the SWAN quarterly meeting on March 3, 2023. He voted to approve the 2023/2024 SWAN budget and gave the board an update on new databases and new message service for patrons regarding patron account status.

He also met with the IT company and discussed switching to Office 365 and utilizing Outlook email going forward.

The trustees had the following statements/questions:

Trustee Sanchez asked if the current email platform archives emails. She asked Director Shell to make sure that Outlook archived emails, since it is required for public entities.

Trustee Williams asked if Outlook was secure and why hadn't the library been using it before. She also commented that the lights outside are brighter now that new bulbs have been installed.

Trustee Rice stated that ComEd should be contacted about getting an energy grant to

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

March 15, 2023

update.

President Sanchez asked all in favor to accept the Director report, say aye.

Ayes: Lee, Rice, Williams, Sanchez
Nays: None

Motion Passed

9. COMMITTEE REPORTS

None

11. NEW BUSINESS

11a. Appoint Leighton Shell as the new IMRF Authorized Agent.

A motion made by Trustee Williams and seconded by Trustee Lee to appoint Director Leighton Shell as the new IMRF Authorized Agent for the library.

Ayes: Lee, Rice, Williams, Sanchez.
Nays: None

Motion Passed

11b. Policies: Youth Services, Staff Dress Guidelines

A motion made by Trustee Rice and seconded by Trustee Lee to approve the Youth Services and Staff Dress Guidelines as presented.

Ayes: Lee, Rice, Williams, Sanchez.
Nays: None

Motion Passed

12. COMMENTS FROM THE BOARD

President Sanchez stated that she has prepared a statement and wants it included into the official record. She read a prepared statement.

Trustee Williams said the statement needs to be rebutted since Trustee Barber-Burnside was not at the meeting to hear the statement.

Trustee Rice stated that President Sanchez should have contacted each board member to discuss the issue.

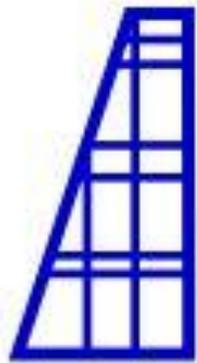
Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

March 15, 2023

14. ADJOURNMENT

President Sanchez adjourned the Regular Board Meeting by consensus at 8:22 PM.

SIGNED: _____ DATE: _____



**Maywood
Public
Library
District**

MONTHLY FINANCIAL STATEMENTS

March 2023

MAYWOOD PUBLIC LIBRARY DISTRICT
Summary of Monthly Cash Receipts & Disbursements
As of March 31, 2023

Account	Beginning Bal. 3/1/2023	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 3/31/2023
US Bank- Primary	\$ 487,829.12	\$ 1,456.89		\$ 269,854.09			\$ (34.95)	\$ 759,105.15
US Bank- Accouts Payable	127,476.75					(58,939.81)		68,536.94
Seaway Payroll	48,765.56	2.50				(24,378.65)		24,389.41
IL Funds - Primary	334,622.75	1,334.48						335,957.23
Seaway Foundation	13,526.52	27.71						13,554.23
Cash - Cirulation	150.00							150.00
Petty Cash	65.00							65.00
TOTAL	\$ 1,012,435.70	\$ 2,821.58	\$ -	\$ 269,854.09	\$ -	\$ (83,318.46)	\$ (34.95)	\$ 1,201,757.96

Maywood Public Library
Statement of Financial Position Comparison
As of March 31, 2023

	Total	
	As of Mar 31, 2023	As of Feb 28, 2023 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1001011 Petty Cash	75.00	75.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	13,727.71	113,103.86
1050011 IL Funds - Primary	335,957.23	334,622.75
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	759,105.15	412,829.12
1080111 US Bank - Accounts Payable	60,549.09	121,340.36
1080211 US Bank - Payroll	0.00	0.00
1099011 Cash Allocated to Other Funds	-701,337.74	-701,337.74
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90
1099078 Allocated Cash - Working Cash	258,366.98	258,366.98
1099091 Allocated Cash - FICA Bond	366,313.43	366,313.43
1099092 Allocated Cash - IMRF Fund	101,463.05	101,463.05
1099093 Allocated Cash - Unemp Fund	16,025.37	16,025.37
1099094 Allocated Cash - Workers Comp Fund	8,005.43	8,005.43
1099095 Allocated Cash - Liab Ins Fund	-87,895.42	-87,895.42
1099096 Allocated Cash - Audit Fund	-6,250.00	-6,250.00
Total Bank Accounts	\$ 1,169,537.98	\$ 982,094.89
Total Current Assets	\$ 1,169,537.98	\$ 982,094.89
TOTAL ASSETS	\$ 1,169,537.98	\$ 982,094.89

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

2100011 Accounts Payable -46.08 -46.08

Total Accounts Payable **-\$ 46.08 -\$ 46.08**

Credit Cards

2100311 BofA Credit Card

2100411 BOA-Stan 0.00 0.00

2100511 BOA-Josephine 0.00 0.00

Total 2100311 BofA Credit Card **\$ 0.00 \$ 0.00**

2100911 Chase Southwest Visa 0.00 0.00

Total Credit Cards **\$ 0.00 \$ 0.00**

Other Current Liabilities

2101011 Federa I Tax Withheld 0.00 0.00

2102011 State Tax Withheld 5,784.54 5,784.54

2103011 FICA Withheld -0.01 -0.01

2104011 IMRF Withheld 381.13 105.97

2104511 IMRF-VAC 651.05 387.58

2105011 Credit Union I Withheld 92.32 92.32

2106011 Credit Union II Withheld 385.00 385.00

2107011 Medical Insurance Withheld 29.70 29.70

2108011 Pepsco Withheld 235.00 235.00

2109011 Garnishments Withheld 0.00 0.00

2110011 AFLAC Withheld - Pre Tax 17.85 17.85

2111011 AFLAC Withheld - Post Tax 0.00 0.00

2222211 Cash Advance - Credit Card 163.34 163.34

2222411 Due to Library Foundation 0.00 0.00

Total Other Current Liabilities **\$ 7,739.92 \$ 7,201.29**

Total Current Liabilities **\$ 7,693.84 \$ 7,155.21**

Total Liabilities **\$ 7,693.84 \$ 7,155.21**

Equity

2900011 Fund Balance - Library Fund -385,489.03 -385,489.03

2900073 Fund Balance - Bldg Constructi 45,308.90 45,308.90

2900078 Fund Balance - Working Cash 258,366.98 258,366.98

2900091 Fund Balance - FICA Fund 366,313.43 366,313.43

2900092 Fund Balance - IMRF Fund 101,463.05 101,463.05

2900093 Fund Balance - Unemployment 16,025.37 16,025.37

2900094 Fund Balance - Workers Comp 8,005.43 8,005.43

2900095 Fund Balance - Liability Insur -87,895.32 -87,895.32

2900096 Fund Balance - Audit Fund -6,250.00 -6,250.00

Opening Balance Equity -6,624.18 -6,624.18

Retained Earnings 637,084.55 637,084.55

Net Revenue 215,534.96 28,630.50

Total Equity **\$ 1,161,844.14 \$ 974,939.68**

TOTAL LIABILITIES AND EQUITY **\$ 1,169,537.98 \$ 982,094.89**

Maywood Public Library
Budget vs. Actuals: FY23 BUDGET - FY23 P&L
 July 2022 - March 2023

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
3001011 Tax Revenue - Current	637,903.65	1,328,626.00	-690,722.35	48.01%
3001080 Tax Rev Current - Building Fund	21,394.52		21,394.52	
3001091 Tax Rev Current - FICA Fund	77,641.35		77,641.35	
3001092 Tax Rev Current - IMRF Fund	105,580.24		105,580.24	
3001093 Tax Rev Current - Unemp Fund	5,521.19		5,521.19	
3001094 Tax Rev Current - Workers Comp Fund	5,521.19		5,521.19	
3001095 Tax Rev Current - Liab Ins Fund	77,641.33		77,641.33	
3001096 Tax Rev Current - Audit Fund	13,457.84		13,457.84	
3021011 Personal Prop Replacement Tax		60,000.00	-60,000.00	0.00%
3030011 Per Capita Grant	34,762.80	34,442.00	320.80	100.93%
3032611 Other Grant Income	15,869.13		15,869.13	
3039011 Donations	211.00		211.00	
3070011 Copy Machine	2,341.98	2,000.00	341.98	117.10%
3080011 Lost and Paid	146.98	150.00	-3.02	97.99%
3095011 General Sales	1.10	25.00	-23.90	4.40%
3095511 Book Sales	285.66	25.00	260.66	1142.64%
3123011 Vending Machine Income	743.75	1,500.00	-756.25	49.58%
3125011 Fax Machine	5.50		5.50	
3127011 Room Rental Income	195.00		195.00	
3130011 Miscellaneous Income	563.06	300.00	263.06	187.69%
3132511 Maywood Book Income		300.00	-300.00	0.00%
3302011 Interest - All Bank	1,144.16	200.00	944.16	572.08%
3302311 Interest - SB&T Payroll	8.87		8.87	
3304011 Interest - IL Funds Primary	7,234.37	200.00	7,034.37	3617.19%
3608011 Passport Income	5,700.00	5,000.00	700.00	114.00%
Total Revenue	\$ 1,013,874.67	\$ 1,432,768.00	-\$ 418,893.33	70.76%
Gross Profit	\$ 1,013,874.67	\$ 1,432,768.00	-\$ 418,893.33	70.76%
Expenditures				
4010011 Salaries	307,331.01	575,000.00	-267,668.99	53.45%
4040011 Healthcare Premium	19,403.82	65,000.00	-45,596.18	29.85%
4050011 Trustee Development	800.00	3,500.00	-2,700.00	22.86%
4051011 Staff Development	1,965.36	3,500.00	-1,534.64	56.15%
4052011 Travel	86.28	2,000.00	-1,913.72	4.31%
4060011 Professional Education	105.30		105.30	
4070011 Membership Dues	823.00	4,400.00	-3,577.00	18.70%
4080011 Adult Books	6,626.17	20,000.00	-13,373.83	33.13%
4080012 YS Books	2,970.24	15,000.00	-12,029.76	19.80%
4085011 SWAN Lost Books	188.38	2,000.00	-1,811.62	9.42%
4090011 Periodicals	1,271.06	1,600.00	-328.94	79.44%

4100011 Adult Audio Visual	908.75	7,500.00	-6,591.25	12.12%
4100012 YS Audio Visual		7,500.00	-7,500.00	0.00%
4105011 Software		7,000.00	-7,000.00	0.00%
4106011 Technology	9,899.45	15,000.00	-5,100.55	66.00%
4130011 Library Supplies	1,331.29	17,000.00	-15,668.71	7.83%
4130511 Bank Fees	908.41	700.00	208.41	129.77%
4131011 Hospitality	978.95	2,000.00	-1,021.05	48.95%
4135011 Printing	826.00	3,000.00	-2,174.00	27.53%
4140011 Postage	2,515.41	1,500.00	1,015.41	167.69%
4150011 Telephone	4,527.83	10,000.00	-5,472.17	45.28%
4160011 Publicity	1,800.00	5,000.00	-3,200.00	36.00%
4170011 Professional Services	110,192.91	65,000.00	45,192.91	169.53%
4205011 Natural Gas	25,531.28	39,000.00	-13,468.72	65.46%
4210011 Data Bases	8,804.50	9,000.00	-195.50	97.83%
4215011 Water	6,637.28	11,000.00	-4,362.72	60.34%
4225011 Electricity	51,822.12	90,000.00	-38,177.88	57.58%
4235011 Garbage	4,092.87	4,500.00	-407.13	90.95%
4240011 Maintenance of Equipment	11,491.75	35,000.00	-23,508.25	32.83%
4250011 Contract Maintenance Building	22,247.39	60,000.00	-37,752.61	37.08%
4256011 Janitorial Supplies	1,001.58	7,000.00	-5,998.42	14.31%
4260011 General Maintenance - Building	18,262.09	35,000.00	-16,737.91	52.18%
4265011 SWAN	18,701.25	26,000.00	-7,298.75	71.93%
4290011 Public Programming (deleted)	54.91		54.91	
4292011 Special Events	1,146.51	8,000.00	-6,853.49	14.33%
4302011 Adult Programming	2,025.05	6,000.00	-3,974.95	33.75%
4302012 YS Programming	957.81	4,000.00	-3,042.19	23.95%
4310011 Equipment Purchase	3,599.98	5,000.00	-1,400.02	72.00%
4311011 Capital Improvements		40,000.00	-40,000.00	0.00%
4320011 Legal Fees	7,251.81	20,000.00	-12,748.19	36.26%
6032011 Misc. Grant Expense	2,337.15		2,337.15	
6123011 Vending Machine Expenses	594.14	2,000.00	-1,405.86	29.71%
9150091 FICA Expenditures	23,479.10	44,000.00	-20,520.90	53.36%
9250092 IMRF Expenses - District	81,106.37	93,085.00	-11,978.63	87.13%
9350093 Unemployment Insurance	309.12	5,000.00	-4,690.88	6.18%
9450094 Insurance - Workers Comp	1,590.00	1,000.00	590.00	159.00%
9550095 Insurance - Liability	29,287.71	35,000.00	-5,712.29	83.68%
9650096 Audit		7,000.00	-7,000.00	0.00%
Uncategorized Expense	548.32		548.32	
Total Expenditures	\$ 798,339.71	\$ 1,419,785.00	-\$ 621,445.29	56.23%
Net Operating Revenue	\$ 215,534.96	\$ 12,983.00	\$ 202,551.96	1660.13%
Net Revenue	\$ 215,534.96	\$ 12,983.00	\$ 202,551.96	1660.13%

Monday, Apr 10, 2023 09:16:05 AM GMT-7 - Accrual Basis

Maywood Public Library Statement of Activity

July 2022 - March 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Revenue									
3001011 Tax Revenue - Current	637,903.65								637,903.65
3001080 Tax Rev Current - Building Fund		21,394.52							21,394.52
3001091 Tax Rev Current - FICA Fund			77,641.35						77,641.35
3001092 Tax Rev Current - IMRF Fund				105,580.24					105,580.24
3001093 Tax Rev Current - Unemp Fund					5,521.19				5,521.19
3001094 Tax Rev Current - W.C. Fund						5,521.19			5,521.19
3001095 Tax Rev Current - Liab Ins Fund							77,641.33		77,641.33
3001096 Tax Rev Current - Audit Fund								13,457.84	13,457.84
3030011 Per Capita Grant	34,762.80								34,762.80
3032611 Other Grant Income	15,869.13								15,869.13
3039011 Donations	211.00								211.00
3070011 Copy Machine	2,341.98								2,341.98
3080011 Lost and Paid	146.98								146.98
3095011 General Sales	1.10								1.10
3095511 Book Sales	285.66								285.66
3123011 Vending Machine Income	743.75								743.75
3125011 Fax Machine	5.50								5.50
3127011 Room Rental Income	195.00								195.00
3130011 Miscellaneous Income	563.06								563.06
3302011 Interest - All Bank	1,144.16								1,144.16
3302311 Interest - SB&T Payroll	8.87								8.87
3304011 Interest - IL Funds Primary	7,234.37								7,234.37
3608011 Passport Income	5,700.00								5,700.00
Total Revenue	\$ 707,117.01	\$ 21,394.52	\$ 77,641.35	\$ 105,580.24	\$ 5,521.19	\$ 5,521.19	\$ 77,641.33	\$ 13,457.84	\$ 1,013,874.67
Gross Profit	\$ 707,117.01	\$ 21,394.52	\$ 77,641.35	\$ 105,580.24	\$ 5,521.19	\$ 5,521.19	\$ 77,641.33	\$ 13,457.84	\$ 1,013,874.67

Maywood Public Library Statement of Activity

July 2022 - March 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Expenditures									
4010011 Salaries	307,331.01								307,331.01
4040011 Healthcare Premium	19,403.82								19,403.82
4050011 Trustee Development	800.00								800.00
4051011 Staff Development	1,965.36								1,965.36
4052011 Travel	86.28								86.28
4060011 Professional Education	105.30								105.30
4070011 Membership Dues	823.00								823.00
4080011 Adult Books	6,626.17								6,626.17
4080012 YS Books	2,970.24								2,970.24
4085011 SWAN Lost Books	188.38								188.38
4090011 Periodicals	1,271.06								1,271.06
4100011 Adult Audio Visual	908.75								908.75
4106011 Technology	9,899.45								9,899.45
4130011 Library Supplies	1,331.29								1,331.29
4130511 Bank Fees	908.41								908.41
4131011 Hospitality	978.95								978.95
4135011 Printing	826.00								826.00
4140011 Postage	2,515.41								2,515.41
4150011 Telephone	4,527.83								4,527.83
4160011 Publicity	1,800.00								1,800.00
4170011 Professional Services	110,192.91								110,192.91
4205011 Natural Gas	25,531.28								25,531.28
4210011 Data Bases	8,804.50								8,804.50
4215011 Water	6,637.28								6,637.28
4225011 Electricity	51,822.12								51,822.12

Maywood Public Library Statement of Activity

July 2022 - March 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4235011 Garbage	4,092.87								4,092.87
4240011 Maintenance of Equipment	11,491.75								11,491.75
4250011 Contract Maintenance Building	22,247.39								22,247.39
4256011 Janitorial Supplies	1,001.58								1,001.58
4260011 General Maintenance - Building	18,262.09								18,262.09
4265011 SWAN	18,701.25								18,701.25
4290011 Public Programming (deleted)	54.91								54.91
4292011 Special Events	1,146.51								1,146.51
4302011 Adult Programming	2,025.05								2,025.05
4302012 YS Programming	957.81								957.81
4310011 Equipment Purchase	3,599.98								3,599.98
4320011 Legal Fees	7,251.81								7,251.81
6032011 Misc. Grant Expense	2,337.15								2,337.15
6123011 Vending Machine Expenses	594.14								594.14
9150091 FICA Expenditures			23,479.10						23,479.10
9250092 IMRF Expenses - District				81,106.37					81,106.37
9350093 Unemployment Insurance					309.12				309.12
9450094 Insurance - Workers Comp						1,590.00			1,590.00
9550095 Insurance - Liability							29,287.71		29,287.71
Uncategorized Expense	548.32								548.32
Total Expenditures	\$ 662,567.41	\$ 0.00	\$ 23,479.10	\$ 81,106.37	\$ 309.12	\$ 1,590.00	\$ 29,287.71	\$ 0.00	\$ 798,339.71
Net Operating Revenue	\$ 44,549.60	\$ 21,394.52	\$ 54,162.25	\$ 24,473.87	\$ 5,212.07	\$ 3,931.19	\$ 48,353.62	\$ 13,457.84	\$ 215,534.96
Net Revenue	\$ 44,549.60	\$ 21,394.52	\$ 54,162.25	\$ 24,473.87	\$ 5,212.07	\$ 3,931.19	\$ 48,353.62	\$ 13,457.84	\$ 215,534.96

Maywood Public Library Statement of Activity

July 2022 - March 2023

11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
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Monday, Apr 10, 2023 10:16:54 AM GMT-7 - Accrual Basis

MAYWOOD PUBLIC LIBRARY DISTRICT

MAYWOOD PUBLIC LIBRARY DISTRICT

ACCOUNTS PAYABLE

APRIL 2023

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2823	Rhonda Fentry	4302011 Adult Programming	4/18/2023 Program		\$ 60.00	\$ 60.00
2824	Pedro Diaz	4260011 General Maint.	Ballasts, bulbs, etc.		\$ 1,682.14	\$ 1,682.14
2825	Amazon Capital Services	4130011 Library Supplies	Microphone	1Y96-YWL9-GN9L	\$ 28.59	\$ 107.26
	P.O. Box 035184	"	Stamp	1RC4-RCTX-DPJ7	\$ 78.67	
	Seattle, WA 98124-5184					
2826	Ancel Glink, P.C.	4320011 Legal Fees	Employment matters, Corp.	3179830	\$ 939.40	\$ 939.40
	140 S. Dearborn St. Ste 600					
	Chicago, IL 60603					
2827	Anderson Elevator	4250011 Contract Maint.	Monthly Maintenance	70812-Z2F8	\$ 300.00	\$ 300.00
	2801 South 19th Ave.					
	Broadview, IL 60155-4758					
2828	Anderson Pest Solutions	4250011 Contract Maint Bldg	Monthly billing	2486355	\$ 75.00	\$ 75.00
	P.O. Box 740608					
	Cincinnati, OH 45274-0608					
2829	Chicago Tribune	4090011 Periodicals	Newspapers	60150239	\$ 187.42	\$ 187.42
	P.O. Box 8027					
	Willoughby, OH 44096-8027					
2830	ComEd	4225011 Electricity		536705012	\$ 1.43	\$ 1.43
	P.O. Box 6111					
	Carol Stream, IL 60197-6111					

MAYWOOD PULIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2831	Comcast	4106011 Technology	Internet	8771 20 001 0331433	\$ 161.85	\$ 161.85
	P.O. Box 70219					
	Philadelphia, PA 19176-0219					
2832	Daniela Martinez	4302012 Youth Programming	Craft Supplies		\$ 85.50	\$ 85.50
2833	Gallagher, Arthur J RMS	9550095 Liability Ins.	Crime Policy	3836794	\$ 859.00	\$ 859.00
	39735 Treasury Center					
	Chicago, IL 60694-9700					
2834	IDENTI-CHECK	4170011 Professional Svcs	L Shell, R Lepard, A Arias-S	23-5887	\$ 192.08	\$ 192.08
	3 N. Old State Capital Plaza					
	Springfield, IL 62701					
2835	John Fruit	4302011 Adult Prog.	Craft Supplies		\$ 65.81	\$ 65.81
2836	Kathy Parker Consulting	4170011 Professional Svcs.	Consulting	MPLD2023-03	\$ 3,575.00	\$ 3,575.00
	17239 Oriole Ave.					
	Tinley Park, IL 60477					
2837	Konica Minolta Business Sol	4240011 Maint. Of Equip.	Copies	285850096	\$ 71.34	\$ 137.79
	USA INC		"	285849554	\$ 21.80	
	Dept. CH 19188		"	285860215	\$ 44.65	
	Palatine, IL 60055-9188					
2838	Leighton Shell	4130011 Library Supplies	Postage stamps		\$ 1,879.16	\$ 2,092.11
		4052011 Travel	Meetings		\$ 17.95	
		4051011 Staff Dev.	Trainings		\$ 195.00	
2839	Marcia Burton	4302011 Adult Prog.	Gift Card		\$ 12.50	\$ 25.00
		4302012 Youth Prog.	"		\$ 12.50	
2840	MidAmerican Energy Svcs.	4225011 Electricity	Electricity	228692	\$ 4,639.52	\$ 4,639.52
	P.O. Box 8019					
	Davenport, IA 52808-8019					

MAYWOOD PULIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2841	Niche Academy	4210011 Databases	Subscription Svcs	Dec-21	\$ 2,500.00	\$ 2,500.00
	139 Hunters Grove Ln					
	Suite 308					
	Lehi, UT 84043					
2842	Nicor Gas	4205011 Natural Gas	Gas	00-48-58-0000 7	\$ 3,282.13	\$ 3,282.13
	P.O. Box 5407					
	Carol Stream, IL 60197-5407					
2843	Nicor Gas	4205011 Natural Gas	Gas			
	P.O. Box 5407			55-81-64-0000 0	\$ 1,037.05	\$ 1,037.05
	Carol Stream, IL 60197-5407					
2844	Nydia Robinson	4130011 Library Supllies	Tape, Command Strips		\$ 27.48	\$ 47.65
		4130011 Library Supllies	Cupcakes		\$ 14.18	
		4302011 Adult Prog.	Supplies		\$ 5.99	
2845	OverDrive	4080011 Adult Books	Books		\$ 3,000.00	\$ 3,000.00
	P.O. Box 72117					
	Cleveland, OH 44192-0002					
2846	Peerless Network	4150011 Telephone	Phone Services	MAYWOODP4604	\$ 322.68	\$ 322.68
	P.O. Box 735253					
	Chicago, IL 60673-5253					
2847	Quill LLC	4130011 Library Supplies	Office Supplies	31327866	\$ 175.95	\$ 341.91
	P.O. Box 37600	4256011 Janitorial	Supplies	"	\$ 75.99	
	Philadelphia, PA 19101-0600	4256011 Janitorial	"	31443189	\$ 43.98	
		4256011 Janitorial	"	31318968	\$ 45.99	
2848	Romano Landscape LLC	4250011 Contract Maint.	Monthly Lawn Maint.	44678	\$ 645.00	\$ 645.00
	P.O. Box 769					
	Elmhurst, IL 60101					
2849	Royale Bezjian Inc.	4250011 Contract Maint.	Mat. Service	78469	\$ 85.00	\$ 85.00

MAYWOOD PULIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
	1670 N. Mannheim Road					
	Stone Park, IL 60165					
2850	Santanna Energy Svcs.	4205011 Natural Gas	Gas	INV006456047	\$ 1,070.00	\$ 1,070.00
	26697 Network Place					
	Chicago, IL 60673-1266					
2851	Stephanie Samuel	4130011 Library Supplies	Reimbursement		\$ 180.55	\$ 366.53
		6123011 Vending Mach. Exp.	"		\$ 185.98	
2852	SWAN	4265011 SWAN Fees	4/1/23-6/30/23	10202	\$ 6,233.75	\$ 6,233.75
	P.O. Box 6286					
	Carol Stream, IL 60197-6286					
2853	Village of Maywood Health	4040011 Healthcare Prem.	Health ins.		\$ 1,938.38	\$ 1,938.38
	40 Madison St.					
	Maywood, IL 60153					
2854	Village of Maywood Code	4260011 General Maint.	Annual Elevator Insp.	23-000004	\$ 300.00	\$ 300.00
	40 Madison St.					
	Maywood, IL 60153					
2855	Village of Maywood Water	4215011 Water	Meter 67121394	427405652-00	\$ 37.55	\$ 88.76
	40 Madison St.		Meter 67282349	427403007-00	\$ 51.21	
	Maywood, IL 60153					
2856	IMRF	9250092 IMRF Exp	J. Zaabel	202314464	\$ 71,550.95	\$ 71,550.95
	2211 York Road, Suite 500					
	Oak Brook, IL 60523-2337					
2857	Romano Landscape LLC	4260011 General Maint. Bldg	Mulch	44687	\$ 1,600.00	\$ 1,600.00
	P.O. Box 769					
	Elmhurst, IL 60101					
2858	Baker & Taylor	4080011 Adult Books	Books	2037349141	\$ 241.16	\$ 2,447.20
	P.O. Box 277930	"	"	2037347255	\$ 261.19	

MAYWOOD PULIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
	Atlanta, GA 30384-7930	4080012 YS Books	"	"	\$ 16.80	
		4080011 Adult Books	"	2037344469	\$ 116.68	
		4080012 YS Books	"	"	\$ 1,255.54	
		4080011 Adult Books	"	2037320437	\$ 189.60	
		4080012 YS Books	"	"	\$ 46.03	
		4100011 Adult Audio Vis	Audio Visual	H64310730	\$ 14.77	
		4100011 Adult Audio Vis	"	H64292250	\$ 42.11	
		"	"	H64131870	\$ 22.16	
		"	"	H64373740	\$ 22.16	
		"	"	H64301940	\$ 14.77	
		"	"	H64241520	\$ 140.33	
		"	"	2037310214	\$ 30.67	
		4100012 Youth Audio Vis	"	H64285470	\$ 7.38	
		"	"	H64292251	\$ 25.85	
2859	Illinois NFP Audit and Tax	9650096 Audit	Audit	MPL-06302022	\$ 6,250.00	\$ 6,250.00
	564 W. Randolph St.					
	Suite 200					
	Chicago, IL 60661					
TOTAL						\$ 118,293.30

Approved by:

Date:

Maywood Public Library District

Director Report

April 2023

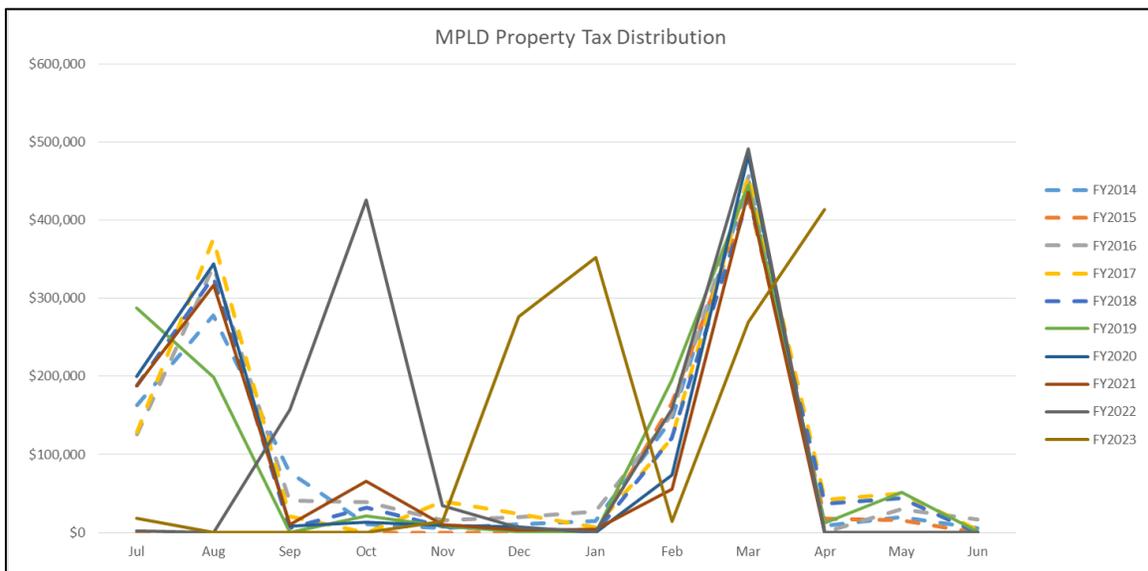
Introduction

I am still in the process of trying to introduce myself to area officials and organizations. After attending the March Village of Maywood board meeting, I emailed Mayor Booker on March 17th to coordinate meeting on Monday March 20th, but I did not hear back. He had a trip to Washington D.C. that week, so he may have gotten busy with the preparations for that trip. I am planning on taking part in the Village of Maywood Village Pride-Village Wide 2023 event on Saturday, April 22nd, and will connect with the Mayor again then.

I also sent an email to the Maywood Chamber of Commerce email address (contact@maywood-il-mcc.com) to introduce myself and to update the library contact info on the Chamber's website, but I have not heard back yet. If anyone has any information on the current status of the Chamber of Commerce, please let me know. I noticed that the website events page still shows "We are busy planning new exciting events for 2020", so I'm not sure how active the Chamber is presently.

Budget/Finances

Just in case anyone looked at the Budget vs Actual report and had concerns that we had only received 48% of our tax revenue so far, we have received an additional \$400,000 in April. The last few years, we did not receive any tax revenue in April, but the payments are still coming in slightly delayed due to the lateness of the bills going out last year. The following chart shows you the past ten years' worth of tax payments, and you can see the recent years have been less consistent in their distribution.



I have been added to the US Bank accounts and have my SinglePoint access now, as well. I have submitted the paperwork to get a library credit card, but they needed some additional information. I emailed off the additional information on April 14th, and hope to hear something back soon. We are still in the process of closing down the final Seaway back accounts and getting my name added to the Illinois Funds accounts.

Payroll has been transitioned from the Seaway account to the US Bank account. There was a small glitch in the transition which resulted in paychecks being mailed out without authorized signatures pre-printed on the checks. This has been corrected and future paychecks should be signed when mailed out.

Facility

Andy Dogan from Williams Architects came out to do the assessment of the facilities. He is in the process of writing up his report and hopes to have a draft ready by the end of the month. He will also come out and give a full presentation to the Board. His recommendation is to have the presentation at a special meeting rather than at a regular Board meeting because the presentation and Q&A can take some time and it could potentially turn a regular meeting into a much longer meeting. There were no major issues identified during his assessment.

After comparing quotes from four different landscapers, I decided to switch to Romano Landscaping. Our existing landscaping company was charging \$1,000 per month and we were having to maintain the north lot on our own. Romano Landscaping will only cost us \$645 per month, and that includes having them mow the north lot once a month to keep it from getting out of control.

Vendor	Monthly	Inc. Lot?	Add. Lot	Total	Notes	Months	Season
Ross & Jack	\$ 1,000	N	\$ -	\$ 1,000	Pedro mows lot.	9	\$ 9,000
Sebert	\$ 1,145	Y?	\$ -	\$ 1,145		8	\$ 9,160
Romano	\$ 645	Y	\$ -	\$ 645	North lot mowed monthly.	8	\$ 5,160
McAdam	\$ 618	N	\$ 61	\$ 679	North lot mowed monthly.	8	\$ 5,307

Romano also came out and did edging and installed 16 yards of mulch to all the bedding areas and around the trees for \$1,600. I had them bill us separately for that service this year for full transparency, but in the future we have the option of spreading out the cost of the mulch with our monthly landscaping payments (i.e. pay \$845 monthly for 8 months...\$645+\$200).

Pedro Diaz has been working on the interior lighting in the rotunda stairwell. He has replaced all the lamp fixtures and installed LED bulbs in the stairwell. All the lights are functioning now and the new fixtures no longer have the buzz that the old fixtures had. He has also started work on the exterior lights around the entrance. He has replaced the lights in the shorter exterior lights and is now investigating what is wrong with the taller ones. If there is an issue with the wiring connecting them, we will probably need to get an electrician out.

The sump pumps in the basement have not been automatically engaging for some reason. It was possible to get them to engage manually by flipping a wall switch, but Pedro Diaz reached out to Metropolitan Industries (who installed them after the flood) and Terry Plumbing to get

quotes on coming out to repair. Terry Plumbing came out on Friday, April 8th. I am waiting on a status update to find out if this problem has been resolved.

I am in the process of getting initial quotes on a digital sign for the library so traffic on 5th Avenue can more easily identify the library and also see what is happening at the library. Kathy Parker had already reached out to the company Van Bruggen, and I have also reached out to Olympik Signs and Stewart Signs. Based on initial ballpark quotes we will probably have to do a formal bidding process for this project. The one mock-up illustration we have so far looks like this.



Technology

Paul Haertel with PNH Computers is still in the process of setting up the new Office 365 email service, but until we have a library credit card we can't complete the process.

I am in the process of reaching out to Today's Business Solutions, who provided the credit card readers for our patron printers, to get a quote for a digital scanning/faxing solution. Currently we have no technology available for patrons who want to scan photos and our current fax setup for patrons is more difficult than it needs to be. Their ScanEZ set up comes with a flatbed scanner, a document feed scanner, and a touchscreen tablet computer as the patron interface.



Policies

Kathy Parker has continued to work on updating and revising some of our policies. We have Lamination Services, Notary Services, Volunteer, Social Media, Library Programs and Events policies to approve this month. I will include the draft policies with this packet.

Public Relations

Patron Survey: The patron survey is has concluded has been taken off on our website. John Fruit will have some results from that survey included in his Information Services department report. Be sure to check out the comments pages to see how much the public loves our library and staff.

Miscellaneous

Staff Training: As mentioned last month, I signed the library up for the online service Niche Academy. The management team is in the process of identifying tutorials that Niche Academy has created that would be of use to our patrons and also identifying tutorial topics that would be of use that we would need to create ourselves. Each manager is also working on developing staff training tutorials specific to their staff members. Additionally, I am going to use the Staff Academy as a place to put Trustee Onboarding training and information. I will create Niche Academy login accounts for all the Trustees.

<https://my.nicheacademy.com/maywoodlibrary> (Patron Academy)

<https://my.nicheacademy.com/maywoodlibrary-staff> (Staff Academy)

On, Tuesday April 11th, ATLAS (Area Training for Librarians and Staff) held a training event called *Build Your Management Toolkit for New and Middle Managers*. I asked John Fruit, Daniela Martinez, and Nydia Robinson if they would be interested in attending and they all were interested, so we signed them up. The description for this event was as follows:

“During this 2-hour session, we’ll dive into management skill-building and resource-sharing to empower new and old managers to be their best. We’ll discuss how to have those difficult conversations, set boundaries, and navigate human resources. Participants will get hands-on training with scenario practice to hone their personal managerial skills. We encourage all participants to bring questions, and supervisory issues they are experiencing to help guide discussion and brainstorming. Leave feeling empowered and ready for anything.”

I also attended Director’s University 2.0 in Springfield from Tuesday, April 11th, through Thursday, April 13th. This 3-day event covered the following topics: Creating Great Employees; Difficult Conversations with Staff; Diversity, Equity, and Inclusion; Building Board Relationships; Capital Improvement Plans; Budgeting; Succession Plans & Transitions; and First Amendment Audits & Book Challenges. It was a very informative program, and enrollment also included a copy of the book, *The Public Library Director’s HR Toolkit*.

April 2023

Patron Services

We will officially be introducing Leighton to Maywood! May 6th (11-4) we are having a reception! Light refreshments will be served. Email invitations have been sent, flyers have been posted.

The Patron Services Department seems to be running smoothly. We have added a small corner in the news letter with our staff picks. It's our staffs' recommendations of what they have been reading lately, maybe we could have some of our board members contribute to this section. 100% voluntary, it may be fun!

Coming soon: Leighton and Nydia are starting a couch to 5k training this summer, hopefully ending with everyone that participated running a 5k!

Our statistics for the month: 2099 patrons came into the library, 1341 transactions and 89 New Patron cards!

March 2023 Report – Information Services

General

We decorated the entryway for Women's History Month.

We concluded the patron survey in March. Results are below.

Programs

Local Artist Aaron Canino Lobby had a display in the lobby. He donated an illustration of the library to the library.

I had 3 one-on-one tech sessions with patrons.

We distributed 105 stress reliever puzzles and coloring pictures.

The library's recurring Yoga and meditation programs continue to do well.

Our regular quilting & sewing group came in on Tuesdays throughout the month.

Rush University visited us and distributed NARCAN and related information.

We had a St Patrick's themed adult take-home craft.

We had two Bingo programs.

Illinois Libraries Present speakers: Mary Roach had a presentation on March 1st

Collection

We have made arrangements with Better World Books to take our withdrawn items. We should be able to resume weeding.

Looking Forward

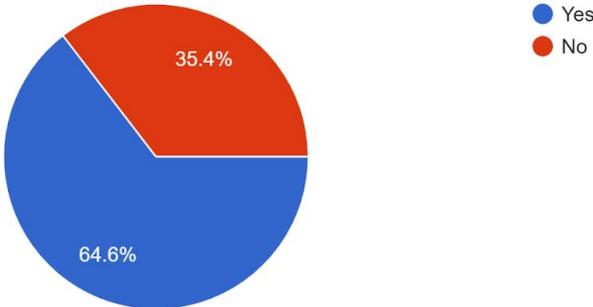
We have begun planning for summer reading.

We are working on getting circulating iPads.

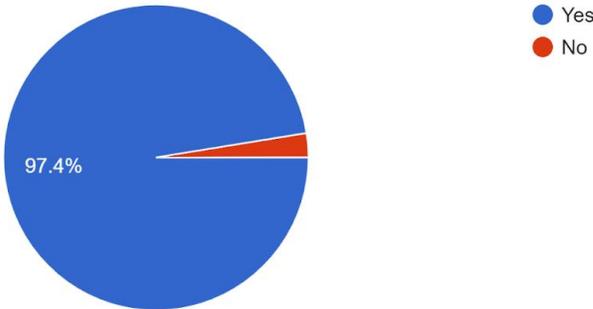
Patron Survey Results

Maywood Public Library District Q1 2023 Patron Survey

Do you have a current Maywood Public Library District library card?
79 responses

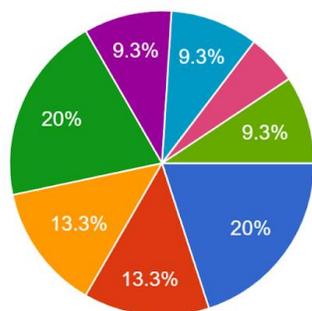


Do you live in Maywood?
78 responses



How often do you visit the Maywood Public Library?

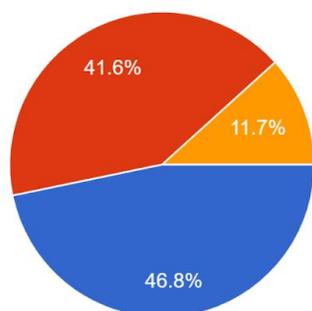
75 responses



- Several times a week
- Once a week
- More than once a month
- About once a month
- About once every 6 months
- About once a year
- This is my first visit
- Never

Do you ever visit the library with children?

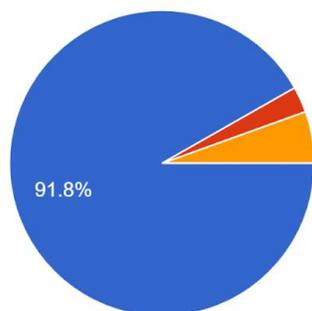
77 responses



- Yes
- No
- Sometimes

Have your visits to the library been successful?

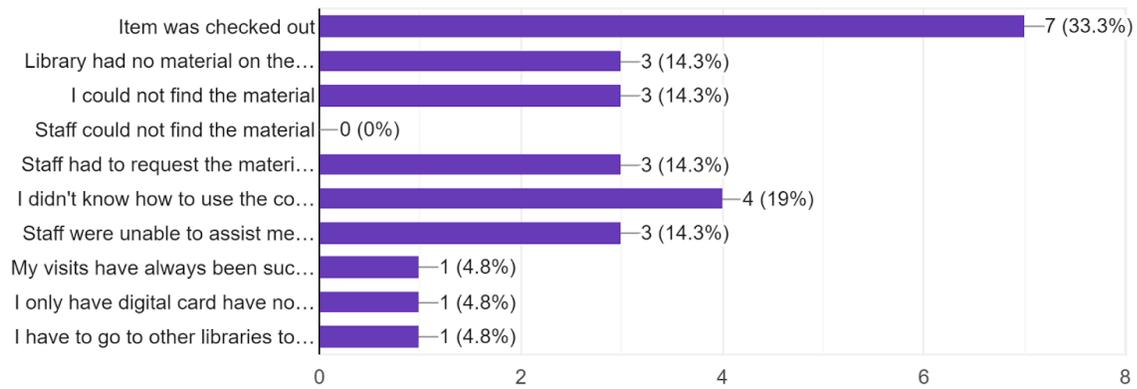
73 responses



- Yes
- No
- Sometimes

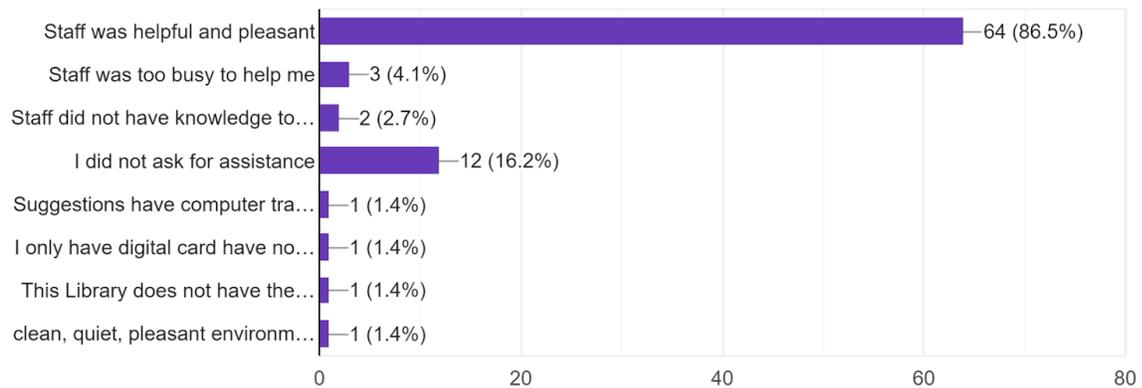
Check all the reasons for unsuccessful visits to the library.

21 responses



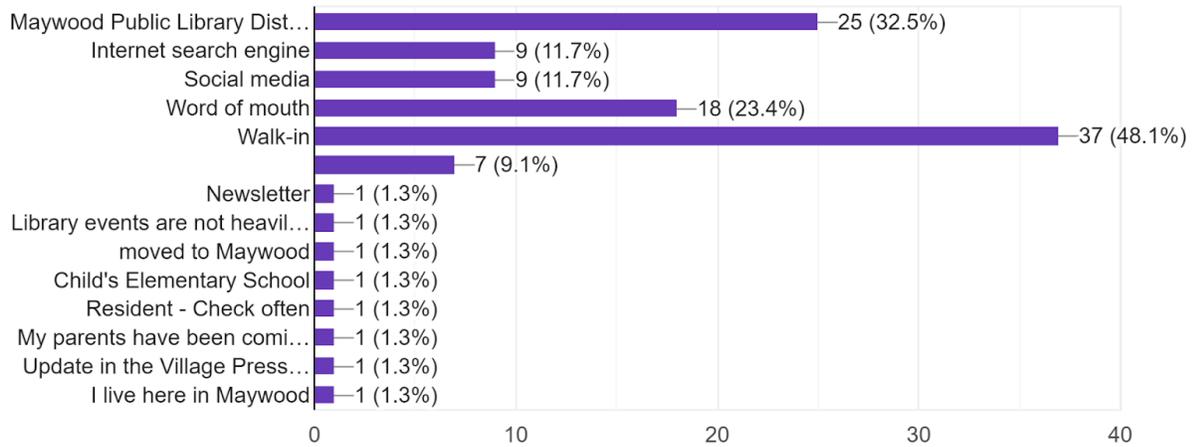
Check all describing the service you received at the library.

74 responses



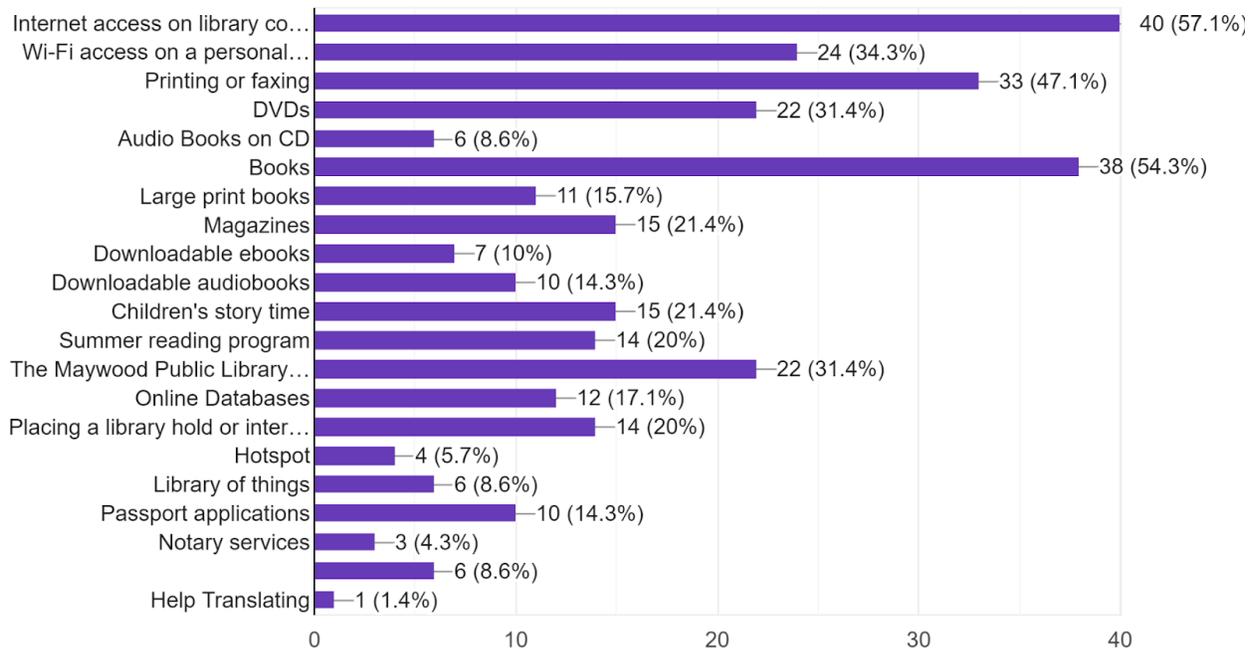
How did you find out about the Maywood Public Library District services & events?

77 responses



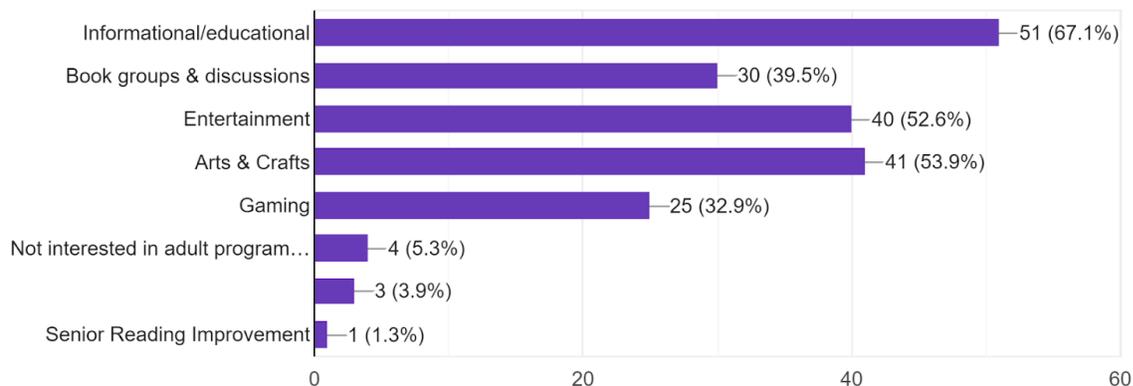
Check all Maywood Public Library District materials or services you have used in the past year.

70 responses



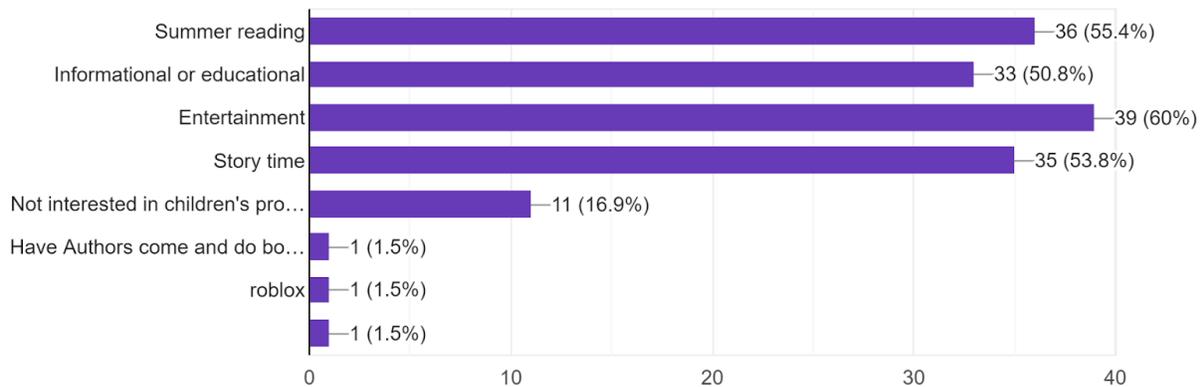
Check all adult programs that interest you.

76 responses



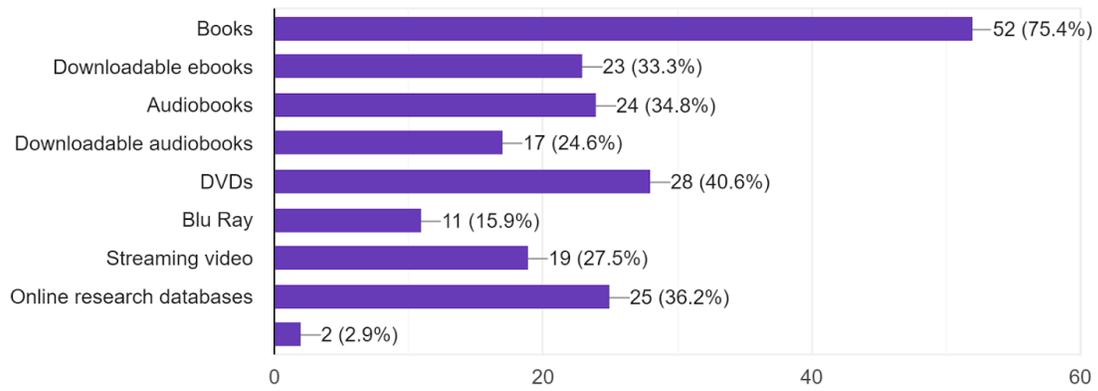
Check all children's programs that interest you.

65 responses



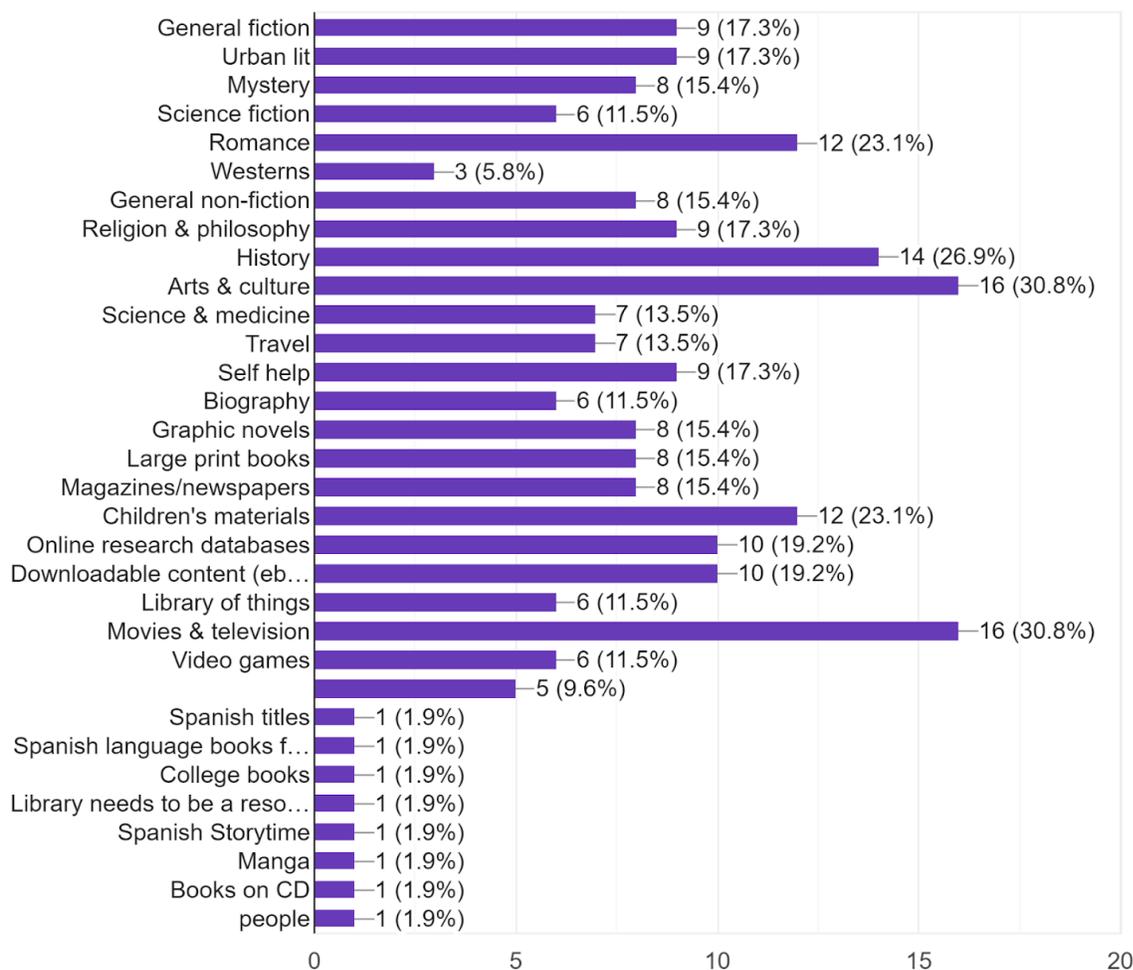
Check all preferred formats of library materials.

69 responses



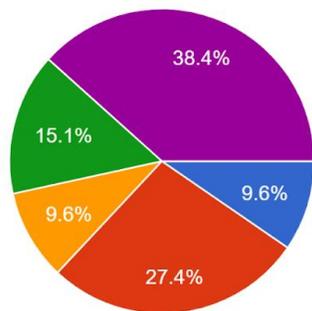
Check all areas you think the library needs more materials or services.

52 responses



Your age group?

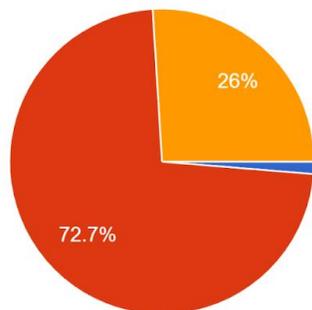
73 responses



- 18-29
- 30-39
- 40-49
- 50-59
- 60 or over

Your gender?

77 responses



- Rather not say
- Female
- Male

Comments

The library has provided my family with a peaceful/fun place to spend Saturdays and some evenings.

The youth program is the best.

I am loving the improvements and programs. Keep it up!!!

Have a Computer Classes

Great selection of ebooks

Maywood Library needs to have a toddler mommy and me program during the day while the parents have their older kids at school. Other libraries have that program earlier in the day between 8:30 am to 10:30am. Maywood library is a beautiful library and should have items in the rotunda are like plants, rotating art, couches, rugs, and decor to make it look warm and inviting. Library is not a welcoming place. Have your board members tour other neighboring libraries, like Summit, Schiller Park, Oak Park, Berwyn, Riverside, Forest Park, Broadview, North Riverside, River Forest, Bellwood, Berkeley, And see how their children's and adult sections are set up. 3rd floor could be rented out as an educational college, partner with Triton to offer continuing education classes or literary, GED programs etc. Have an indoor Cafe. I would like to see Maywood be a resource center to our community. Show our town something they have never seen before and provide services I would like to see more programs like craft. I also feel the programs need more economic help. I see lots of kids in the programs and I think supporting these programs are important. Am so happy with the staff they are always so helpful and polite. Ms Daniela does a great job and the kids love them. Ms Kiara also provides a phenomenal job with the kids.

I love that the library will be opened Monday through Saturday

Thank you for all your support and adult and children's activities. I like this library a lot - Julia Bruno. I like this library so much - Jason Bruno.

Great staff! Thank you all for what you do! :)

People Here are very nice and very helpful.

This survey helped me to understand or be better informed of services provided at the library. Staff is very welcoming. The library is always clean and well organized. The bathrooms are always clean. It is peaceful here. My children and I love it here! Thank you Maywood Library for all you do also to all the staff! (heart)

The Children's staff is always so friendly and helpful!

Thank you for all the library does to serve our community. The new children's librarian is awesome. Margaret is also super friendly and welcoming.

The Maywood Library is a jewel of our community and needs to have more programming. I grew up here and it has always been an important part of the intellectual life of the community. We need unflappable leadership here to go along with the phenomenal staff and much longer hours. Our kids need all the programming they can get for enlightenment.

Love this library!

It's been years since I visited the library. But when I was going it was helpful to me.

They have everything I ever need.

I have been a member of the Maywood Library for ever. Thank you.

Maywood need people that don't mind helping.

Love our library!

Need to have books on CD section again!

The library is my favorite place. I grew up in Maywood, so I've been coming here for a long time. I've brought my daughter and grandson here. The staff is very friendly and knowledgeable. They have had some fun activities like arts & crafts and movies. Also the Christmas sing along is nice. Looking forward to even more activities in the future.

So glad you are open late(r) again! We missed yall (heart)

March 2023 Statistics Report - Information Services Dept.

Wix

Website Visits 1577

Event Registrations

56

My Pc

Center Users 307

Youth Users

202

Copier

Faxing 295 pages

Printing 2153 pages

Scanning 520 pages

Copies 1180 pages

Axis 360 : 31 checkouts

Kanopy 16 visits, 4 plays

Hoopla 8 new users; 131 Checkouts

OverDrive (Libby) 4 new users; 63 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

TikTok 44.3k likes, 1799 followers

Instagram 533 followers

Twitter 121 followers

OCLC 1 checkouts, 1 holds placed

EBSCO: 51 Database Requests

Museum Adventure Pass: 4 passes generated

Explore More Illinois: 0 passes generated

Local History : 3 requests

Reference Questions : We average about 4 questions a day

Youth Services Report March 2023

Overview:

Our YSD has been the meet-up spot this month. We've seen a range of age groups visit our floor, and they are all very enthusiastic to be here! What has been really popular this month is coloring sheets and our 2 Clifford plushies.

We will be partnering with Scholastic, District 89, Melrose Park, and Broadview Public Library again this spring break with Clifford the Big Red Dog Spring Break Reading Challenge. To refresh, this challenge will start at the schools in District 89 that are K-5. Students will be given a tracker/challenge card that has specific activities that need to be completed. One of the activities is to visit the student's home library. Our responsibility is to give them the official Clifford Seal! It was so fun to see the readers get excited about their stamp.

As always, there will be a picture recap at the end. Come check out our displays for the month of April!

Programs: March 2023

1. Crafty Afternoons:

- i. **Wednesday, March 1st: Wind chime:** Patrons were able to welcome spring with making and painting their own wind chime!
- ii. **Wednesday, March 8th: Cancelled**
- iii. **Wednesday, March 15th: Pot of Gold:** We had so many cardboard boxes that I decided to use it to bring some luck to our patrons. We made our own pot of gold with markers, cardboard, and foam. Thank you Stephanie for collecting these cardboard boxes!
- iv. **Wednesday, March 22nd: Wooden Sign:** Patrons love painting, so this craft was all about painting their own wooden sign.
- v. **Wednesday, March 29th: Cards of Kindness:** This craft's purpose was to take a moment and write a card for someone who they are grateful for. The patrons made their own drawings to customize their card.

2. Weekenders: Crafts on the go!

- a. **Friday, March 10th & 24th:** Again, these take home crafts are perfect to give families an opportunity to do crafts at home, while also allowing us to circulate the surplus from previous crafts. Both kits had multiple crafts.

3. Anime Club: Saturday, March 4th:

- a. As always, anime club is an opportunity for tweens and teens to watch, read, and discuss manga and anime.

4. Bingo Buddies:

- a. **Tuesday, March 14th & Tuesday, March 28th:** We are still experiencing a slow start. Hopefully in April our participation rises.

5. Toddler Storytime:

- a. **Tuesday, March 7th: Spring**
- b. **Tuesday, March 21st: Fruits & Veggies**

6. Preschool Storytime:

- a. **Monday, March 13th: Camping**
- b. **Monday, March 27th: Cancelled**

7. Let's Play:

- a. **Thursday, March 9th & 23rd:** On let's play nights, patrons can find board and card games all throughout the YSD floor.

Webinars/Professional Development:

1. **Forest Park Public Library & River Forest Public Library: Monday, March 13th** (In-Person)
 - a. I met with Anne Kowalski, Middle and Teen Librarian at River Forest Public Library this month to update each other on the program collaboration ideas from last meeting. Currently, FPPL is replacing their Young Adult Services Librarian. Once they hire them, we will come in contact with them.
2. **Loyola Stitch Medical Student Collaboration: Tuesday, March 14th** (Zoom)
 - a. Zoe is a first year medical student and member of the Community and Global Health Honors Program at Loyola. She has previous experience with readings programs such as Reach out and Read and is interested in learning more about reading programs for youth at the Library and how she might potentially volunteer with/support those. We've brainstormed on bringing back Wellness Wizards and other health programs for kids.
3. **YALD Discussion Meeting: Wednesday, March 15th from 9:30 - 10:30 am on Zoom**
 - a. This meeting is a monthly check-in with other Young Adult Librarians in our system to discuss current teen trends.
4. **TAG: Friday, March 17th @ 10:00 AM** (Zoom)
 - a. TAG is a collaborating group of different Youth Services librarians that share ideas, tips, and resources for middle school and teen services. This specific meeting includes the 5 librarians that will be speaking at the Reaching Forward Conference. During this meeting, we further discussed what each person will be saying, along with other responsibilities.
5. **Teen Books Webinar: Wednesday, March 22nd @ 12:00 PM** (Zoom)
 - a. This webinar was an exposition of some of the new books that will be releasing this year for teens. I have already ordered some off this list!

Youth Services Program Stats: March 2023

Anime Club	
Saturday, March 4th	2

Bingo Buddies	
Tuesday, March 14th	0
Tuesday, March 28th	0

Crafty Afternoons	
Wednesday, March 1st	24
Wednesday, March 8th	Cancelled
Wednesday, March 15th	
Wednesday, March 22nd	25
Wednesday, March 29th	32

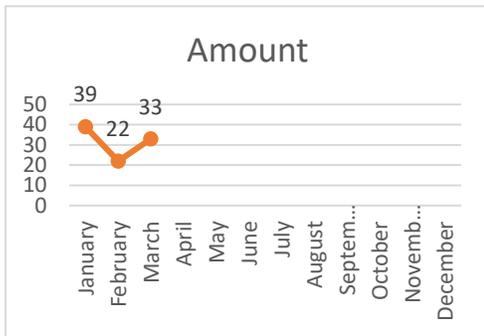
Let's Play	
Thursday, March 9th	5
Thursday, March 23rd	12

Preschool Storytime	
Monday, March 13th	2
Monday, March 27th	3

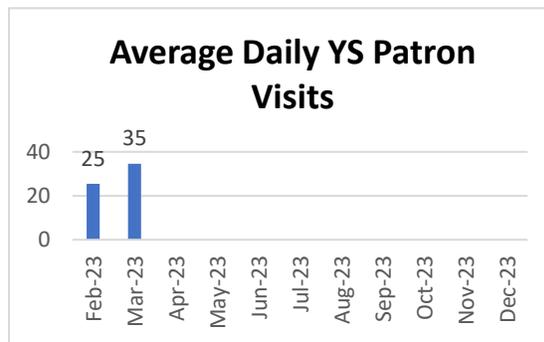
Toddler Storytime	
Tuesday, March 7th	2
Tuesday, March 21st	4

Weekenders	
Friday, March 10th	1
Friday, March 24th	1

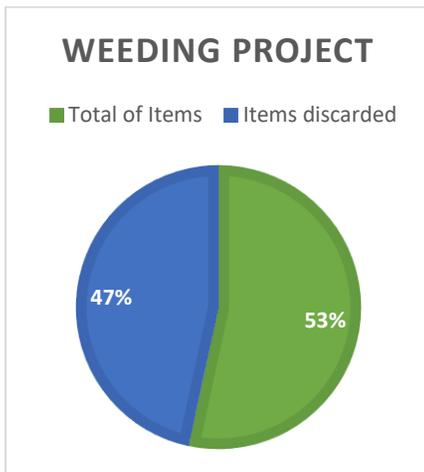
Passport Stats:



Patron Visits:



Weeding Completion Report



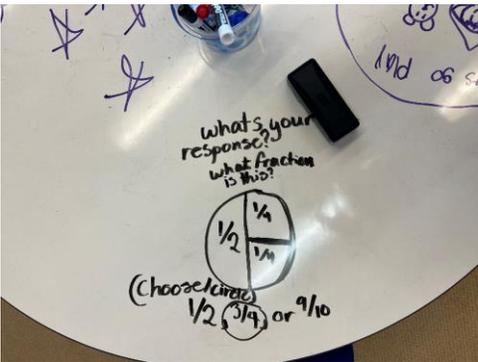
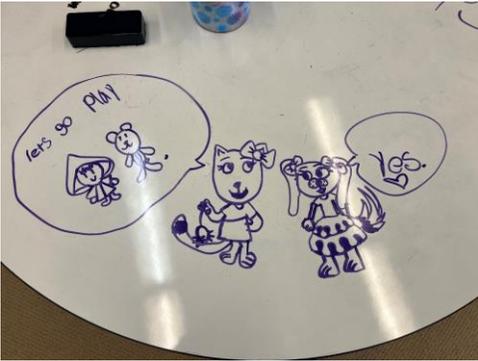
Future Programs:

Here is the booklet for the month of May:

<file:///C:/Users/youthstaff/Downloads/May%202023%20Booklet%20Final.pdf>

Daniela Martinez
Head of Youth Services

04/12/2023





Municipal Minute

Compliance with the Decennial Committees on Local Government Efficiency Act

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*, into law. This law requires all Illinois local governments that impose a tax (as defined in the Act and excepting municipalities and counties) to convene a committee to study and report on local government efficiency. There are certain actions impacted local governments must take to begin compliance with this law by no later than June 10, 2023.

Under this law, impacted local governments must:

1. Form a committee to study local efficiencies and meet for the first time no later than June 10, 2023.
2. Have the committee meet at least three times.
3. Prepare a written report with recommendations (if any) on efficiencies and increased accountability.
4. File the report with the county (or each county in which your local government is located).

WHO HAS TO COMPLY?

The Act applies to "all entities that levy taxes and are also units of local government, as defined in Section 1 of Article VII of the Illinois Constitution, except municipalities and counties."

WHO HAS TO BE ON THE COMMITTEE?

Section 10(b) of the Act specifies that the committee's membership must include the elected or appointed members of the governing board. In addition, it must include any chief executive officer (such as an executive director, administrator, or manager) and "other officer" of the local government. The committee must also include at least two residents within the territory served by the local government who are appointed by the committee chair. The committee chair can also appoint others to serve on the committee. Committee members are not compensated but can be reimbursed for any committee-related expenses.

WHAT DOES THE COMMITTEE HAVE TO DO?

The committee is required to meet at least three times, with the first meeting occurring no later than June 10, 2023. The committee meeting can be the same day as the governing body's board meeting. It can even be a part

of the regular board meeting, provided the committee meeting is listed as a part of the meeting agenda and there is a majority of the committee members present. All other requirements of the Open Meetings Act (notice, minutes, etc.) also apply to these committee meetings.

WHAT NEEDS TO HAPPEN AT THESE COMMITTEE MEETINGS?

The committee must “summarize its work and findings within a written report, which must include recommendations in respect to increased accountability and efficiency and must provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.” The goal is for the committee to study and report on local government efficiencies. Ultimately, this can be as simple or complex as you make it.

First meeting: This meeting would essentially be an “organizational” meeting to identify committee members, set deadlines for next steps, designate different committee members to compile information and identify efficiencies the local government currently has in place, and whether there are increased opportunities for efficiency and whether there are additional opportunities for accountability. This would include identifying any intergovernmental agreements currently have in place, or whether there are additional opportunities for intergovernmental cooperation (sharing equipment, personnel, resources, etc.). The committee can also discuss at this meeting whether the committee members want to gather and analyze information, or whether it wants to employ specialists in public administration and governmental management or other consultants. Keep in mind, however, that this law is an unfunded mandate, so payment for anyone hired by the committee will have to come from existing funds.

Second meeting: This meeting could be used to take the information gathered by the committee and compile it into a draft report. The committee can also identify any additional information that might be needed to prepare a final report.

Third meeting: At this meeting, the committee can finalize and approve the report.

Remember, the Act requires a *minimum* of three meetings but a committee could have as many meetings as it needs or wants. These meetings could be held throughout the year leading up to the report deadline, which is 18 months after the first committee meeting.

Additional Requirements: At the end of each meeting, the committee must “conduct a survey of residents who attended asking for input on the matters discussed at the meeting.” A committee could poll the people present at the meeting while at the meeting or send out an email survey to those attendees who provided an email address.

WHAT DO WE DO WITH THE REPORT ONCE IT HAS BEEN PREPARED?

Section 25 of the Act requires the committee to provide its report to the county board.

Post Authored by Keri-Lyn Krafthefer, Ancel Glink

Municipal Minute is authored by Julie Tappendorf, a partner at the Ancel Glink law firm in Chicago, to provide timely legal updates on topics of interest to local governments.



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MEMORANDUM

To: Reaching Across Illinois Libraries (RAILS)
From: Julie Tappendorf, Ancel Glink
Subject: Compliance with the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*
Date: March 10, 2023

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*, into law. This law requires all Illinois local governments that impose a tax (as defined in the Act and exempting municipalities and counties) to convene a committee to study and report on local government efficiency. There are certain actions that impacted local governments must take to take the first step in compliance with this law by no later than June 10, 2023.

Under this law, impacted local governments must:

1. Form a committee to study local efficiencies and meet for the first time no later than June 10, 2023.
2. Have the committee meet at least three times.
3. Prepare a written report with recommendations (if any) on efficiencies and increased accountability.
4. File the report with the county (or each county in which your local government is located).

WHO HAS TO COMPLY?

The Act applies to "all entities that levy taxes and are also units of local government, as defined in Section 1 of Article VII of the Illinois Constitution, except municipalities and counties." This definition clearly includes library districts, as they are units of local government that levy taxes.

A question has been raised whether municipal libraries organized under the Local Library Act (including village and city libraries) must also comply with the Act. Unfortunately, this is not quite as clear under the Act.

Some municipal libraries have been advised by the municipal attorney that they do not need to comply because they are exempt under the "municipalities" exemption. This interpretation seems difficult to justify, however, as "municipalities" are separate governmental entities organized under the Illinois Municipal Code, where municipal libraries are organized under the Local Library Act, with both government entities having separate governing bodies. Moreover, the Attorney

ANCEL GLINK
March 10, 2023
Page 2

General has issued an opinion that municipal libraries are considered “units of local government” under Section 1 of Article VII of the Illinois Constitution, as special districts, separate and apart from municipalities. *See* Ill. Atty. Gen. Op. 81-002

An alternative argument for exempting municipal libraries from the Act that seems more legally defensible is that although municipal libraries fall within the definition of “units of local government, as defined in Section of Article VII of the Illinois Constitution,” they do not levy taxes solely on their own behalf – instead, the municipality levies the library tax on the library’s behalf. There are several Attorney General opinions finding that while municipal libraries are “units of local government” under the Illinois constitution, they do not have the authority to levy taxes. *See* Ill. Atty. Gen. Op. 98-002. Since the Act only requires units of local government that “levy taxes” to comply with the Act, there is a legally defensible argument that municipal libraries are not subject to the Act.

As I understand it, the Illinois Library Association (ILA) has taken the position that municipal libraries do not have to comply with the Act, providing some support to municipal libraries if they choose that position.

Although there is a defensible argument that city and village libraries established under the Local Library Act do not have to comply with the Decennial Act, that would not prevent a library from choosing to take a more conservative approach and follow the procedures set out in the Act.

Ultimately, each municipal library will need to make the determination itself whether to comply with the Act and form a committee and should consult with their legal counsel on this matter.

WHO HAS TO BE ON THE COMMITTEE?

Section 10(b) of the Act specifies that the committee’s membership must include the elected or appointed members of the governing board. In addition, it must include any chief executive officer (such as the library director) and “other officer” of the local government. The committee must also include at least two residents within the territory served by the local government who are appointed by the committee chair. The committee chair can also appoint others to serve on the committee. Committee members are not compensated but can be reimbursed for any committee-related expenses.

WHAT DOES THE COMMITTEE HAVE TO DO?

The committee is required to meet at least three times, with the first meeting occurring no later than June 10, 2023. The committee meeting can be the same day as the governing body’s board meeting. It can even be a part of the regular board meeting, provided the committee meeting is listed as a part of the meeting agenda and there is a majority of the committee members present. All other requirements of the Open Meetings Act (notice, minutes, etc.) also apply to these committee meetings.

WHAT NEEDS TO HAPPEN AT THESE COMMITTEE MEETINGS?

The committee must “summarize its work and findings within a written report, which must include recommendations in respect to increased accountability and efficiency and must provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.” The goal is for the committee to study and report on local government efficiencies. Ultimately, this can be as simple or complex as you make it.

To assist libraries in working through the process of discussing, considering, and preparing the required report, we put together a draft sample report (attached as **Exhibit A**). Note that the specifics of the report are not detailed in the Act itself, so Libraries could customize the attached sample template or create its own report that meets its needs.

First meeting: This meeting would essentially be an “organizational” meeting to identify committee members, set deadlines for next steps, designate different committee members to compile information and identify efficiencies the local government currently has in place, and whether there are increased opportunities for efficiency and whether there are additional opportunities for accountability. This would include identifying any intergovernmental agreements currently have in place, or whether there are additional opportunities for intergovernmental cooperation (sharing equipment, personnel, resources, etc.). The committee can also discuss at this meeting whether the committee members want to gather and analyze information, or whether it wants to employ specialists in public administration and governmental management or other consultants. Keep in mind that this law is an unfunded mandate, so payment for anyone hired by the committee will have to come from library funds.

Second meeting: This meeting could be used to take the information gathered by the committee and compile it into a draft report. The committee can also identify any additional information that might be needed to prepare a final report.

Third meeting: At this meeting, the committee can finalize and approve the report.

Remember, the Act requires a *minimum* of three meetings; however, a committee could have as many meetings as it needs or wants. These meetings could be held throughout the year leading up to the report deadline, which is 18 months after the first committee meeting.

Additional Requirements: At the end of each meeting, the committee must “conduct a survey of residents who attended asking for input on the matters discussed at the meeting.” A committee could poll the people present at the meeting while at the meeting or send out an email survey following the meeting to those attendees who provided an email address to the committee.

WHAT DO WE DO WITH THE REPORT ONCE IT HAS BEEN PREPARED?

Section 25 of the Act requires the committee to provide its report to the county board. In addition, the Act provides that the reports must be available to the public, so libraries might consider posting the reports on their websites or making sure the reports are readily available upon request.

Exhibit A¹

**SAMPLE LIBRARY REPORT FOR COMPLIANCE WITH DECENNIAL
COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT**

I. Unit of government submitting this report:

Name of Library: _____

Address of Main Library Office: _____

II. Information about our Library

- A. We are located in _____ County. There are _____ libraries in our County.
- B. The population of the territory in which our Library is located is _____
(as of 2020 census).
- C. We have _____ employees of the Library (not including board members).
- D. Our annual budget for FY _____ is: \$ _____.
- E. Our Library's equalized assessed valuation (EAV) for 2023 is \$ _____.

III. Information about Our Committee

A. Committee Members:

Board President _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

Trustee _____

¹ **DISCLAIMER:** Please note that the sample report is provided for informational and illustration purposes only. Libraries should consult with their own library attorneys in complying with the Act and in preparing, adopting, and filing their own library reports.

Executive Director _____

Library Resident _____

Library Resident _____

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the library board of trustees (President and Trustees), the Executive Director or other official of the Library, and two residents appointed by the Board President. The President may appoint more than two residents if deemed appropriate.

B. Dates that our Committee Met (50 ILCS 70/20)

First Meeting (must occur prior to June 10, 2023): _____

Second Meeting: _____

Third Meeting: _____

Additional Meetings (List All, if any): _____

IV. Core Programs or Services Offered by our Library

A. Our Library offers the following core services and programs:

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

V. Awards and Recognitions

Our Library has received the following awards, distinctions and recognitions:

VI. Intergovernmental Agreements

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

Entity:	Services Offered:
<hr/>	<hr/>

Our Library's efficiency has increased through intergovernmental cooperation in the following
ways (list cost savings, avoiding duplicated services, etc.):

VII. Community Partnerships

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

Organization:	Services Offered:
<hr/>	<hr/>

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

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

_____ State laws applicable to Libraries

- _____ Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
- _____ Policy on public comment
- _____ Designation of OMA officer (5 ILCS 120/1.05(a))
- _____ All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
- _____ Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
- _____ Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
- _____ Designation of FOIA Officer (5 ILCS 140/3.5(a))
- _____ FOIA Officer Training (5 ILCS 140/3.5(b))
- _____ Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- _____ Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- _____ List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
- _____ Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- _____ IMRF Total Compensation Postings (5 ILCS 120/7.3)
- _____ Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
- _____ All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)
- _____ Sexual harassment prevention training (775 ILCS 5/2-109(C))
- _____ Our Intergovernmental Agreements
- _____ Our budget and financial documents
- _____ State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)
- _____ Our budget and financial documents

_____ Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016);

_____ Others (*List Below or Attach*):

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

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

XI. What Can We Do Better or More Efficiently?

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compare to the national median of 2850 individuals.

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

Note: This Report must be filed with the county (or counties) no later than 18 months after the first committee meeting.

Submitted by: _____
Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: _____

Social Media

The Maywood Public Library District reserves the right to create and monitor social media accounts to connect to the community. Social media refers to any online forum, website, or account in which users share information, ideas, messages or other content with other users through posts and comments.

Users who enter private or personal information on Maywood Public Library District social media sites do so at their own risk, and the Maywood Public Library District is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information. Content posted on the Maywood Public Library District social media sites may be subject to disclosure under the Illinois Freedom of Information Act.

Comments containing any of the following content will not be permitted on the Maywood Public Library District social media sites and are subject to removal and/or restriction by the administrator of this site or his/her designees:

1. Obscene, sexual, or pornographic content and/or language
2. Content that promotes discrimination on the basis of race, age, religion, gender, or other protected class
3. Content that violates a legal ownership interest (copyright or trademark)
4. Threats to any person
5. Conduct that violates any federal, state, or local law or encourages illegal activity
6. Promotion of any commercial activities not related to Maywood Public Library District business
7. Spam or links to malware/viruses
8. Content that advocates or promotes a candidate, referendum, or campaign

A comment posted by a member of the public on any Maywood Public Library District social media site is the opinion of the poster only, and publication of a comment does not imply endorsement of, or agreement by, the Maywood Public Library District, nor do the comments necessarily reflect the opinions or policies of the Maywood Public Library District.

The Maywood Public Library District reserves the right to deny access to Maywood Public Library District social media sites for any individual who repeatedly violates the Maywood Public Library District social media policy, at any time and without prior notice.

All comments posted to any Maywood Public Library District social site are bound by the social media platform's terms of use and the Maywood Public Library District reserves the right to report any violation of the platform's terms of use to the platform.

The Maywood Public Library may share or promote content from partnered organizations, including the District 89 and District 209 School Districts.

The Maywood Public Library may like or follow content of other libraries, organizations, and prominent figures.

The Maywood Public Library may post pictures or videos from public programs and events. Participants of these events are made aware that these images and videos may appear on social media and must speak to the librarian in charge of an event if they do not wish to appear at the event.

The Maywood Public Library reserves the right to reproduce content based on user comments, messages, and other interactions. In this event, any identifying information about the user will be removed.

The content of all Library-maintained social media platforms may be considered public record under Illinois public records law and is subject to disclosure per the Freedom of Information Act.

SAMPLE

Notary

As a service to the community, the Library offers notary services at no cost to the public. Per (5 ILCS 312/) Illinois Notary Public Act, identification documents are documents that are valid at the time of the notarial act, issued by a state agency, federal government agency, or consulate, and bearing the photographic image of the individual's face and signature of the individual. Notary service will not be provided if, in the sole discretion of the Notary, there are issues of identification or authenticity of documents.

The requester must sign the document in the presence of the notary. A signature into the notary's journal is required to have any document notarized. The notary will also make note of any supporting ID information.

The notary must give the oath to the requestor for any jurat. Accepting the oath will result in a notarization. Declining the oath will prevent notarization. All documents will be dated for the day of. Any pressure or attempt to use a different date will prevent notarization.

The notary is not authorized to provide legal advice to the requestor. Any request to see the Notary's journal for a particular notarization must be done with a FOIA request and undergo any other legal process.

Illinois law requires that all notarized documents are done in black ink.

Volunteers

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

Guidelines for All Volunteers:

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

Teen Volunteers:

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

Adult Volunteers:

The Maywood Public Library District accepts adult volunteers over the age of 18. The selection process may include an application and interview.

The Library may, on a case-by-case basis and library need, accept short-termed, court-ordered community service volunteers. The volunteer's offense must be nonviolent and non-theft related in nature.

Library Programs & Events

General

The Maywood Public Library is not responsible or at fault for injuries, illness, or other ailments that may be connected to an activity, event, or program.

The Maywood Public Library reserves the right to host programs in the library as well as outside of the library.

The Maywood Public Library reserves the right to host programs and events outside of routine library hours.

The Maywood Public Library reserves the right to advertise events and programs in library space, through electronic communication including but not limited to the website and social media accounts, and through partnerships and agreements with other institutions.

The Maywood Public Library reserves the right to end any program or event in the event of an emergency.

Should registration be required for an event, the Maywood Public Library reserves the right to cancel an event if registration numbers do not meet a minimum threshold.

Participation

Programs that require registration will require registrants to provide an email or phone number in order to register. In the event the program is canceled, delayed, or rescheduled, the librarians at the Maywood Public Library will contact the registrants. This contact information will be deleted following the event to protect participants.

Cancellation, rescheduling, or absence during a program, does not guarantee registrants or potential participants, the rights to items or material advertised in the program.

Program participants are required to show up to library events and programs at time specified unless told otherwise by a library staff member.

If a program or event requires participants to bring any items, participants will be notified of this through the advertisement of the program or during registration.

The Maywood Public Library reserves the right to take pictures and videos during programs or events that may go in the library archive or go on the library website or social media pages. Participants that do not feel comfortable with this are required to let the hosting librarian know.

The Maywood Public Library reserves the right to have age requirements for program or event participation.

The Maywood Public Library reserves the right to remove any individual or group from a library event if they are violating library policies or program rules.

Speakers and Presenters

Speakers and presenters must follow the rules of the library and respect library space.

The library reserves the right to ask speakers and presenters for proof of credentials, appropriate tax forms, or any other document or aid that may affect the quality of the program.

The staff of the Maywood Public Library are encouraged to connect with other institutions to find speakers and presenters for library events. The librarians are also encouraged to provide institutions with information on speakers and presenters they have experience with from past events or interactions. This information shall be deemed confidential to protect all institutions involved.

Laminating Services

The Maywood Public Library has a laminating machine and will laminate for patrons, upon request.

There may be a per sheet charge for laminating based on the current cost of laminating supplies. Patrons should ask about charges before having documents laminated.

When patrons request lamination, they are consenting that the color in the document they are requesting for lamination may be slightly altered.

When patrons request lamination, they are acknowledging that lamination cannot be reversed.

A staff member must use the laminating machine. Patrons should not use the machine themselves.

The Maywood Public Library will not laminate any legal or original document that has a visible or known watermark or seal. This includes social security cards and original vital records.

The Maywood Public Library has the right to refuse laminations that may include hate speech or images, obscene language or images, personal information that may result in harassment or bullying, or illegal activity.