

MAYWOOD PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Board Meeting

Agenda

June 12, 2024
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 May 22, 2024
 - 5b. **Action Item:** Approval of the executive session minutes of the Regular meeting held on May 22, 2024
6. Communications & Announcements
7. Treasurer's Report
 - 7a. **Action Item:** Approve May 2024 Treasurers Report
 - 7b. **Action Item:** Ratify the Accounts Payable for May 22, 2024 in the amount of \$44,459.83 and Approve the Accounts Payable for June 12, 2024, in the amount of \$ 51,149.14
 - 7c. **Action Item:** Approval of Library Payroll for May 29, 2024, in the amount of \$ 20,073.16.
8. Interim Directors Report
9. Committee Reports
10. Old Business
 - 10a. **Discussion/Action Item:** Approve the Decennial Committee Final Report.
11. New Business
 - 11a. **Discussion Item/Action Item:** Approve Non-Resident Borrowing in RAILS for the year 2024-2025.
 - 11b. **Discussion Item/Action Item:** Library Credit Card
 - 11c. **Discussion Item/Action Item:** Library North Lot
12. Executive Session

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees

Regular Board Meeting

Agenda

June 12, 2024

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- Pursuant to 5 ILCS 120/(5), “The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired”, and (6), “The setting of a price for sale or lease of property owned by the public body”.

13. Comments from the Board

14. Executive Session

- Pursuant to 5 ILCS 120/2(c)(2),” Executive Session to discuss the employment, compensation, discipline, performance, or dismissal of specific employees”.

15. Adjournment

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

May 22, 2024

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Shakeesta Williams at 6:33 PM on Wednesday, May 22, 2024, at the Maywood Public Library.

Secretary Banks conducted the roll call.

Present: Trustees Williams, Sanchez, Banks, Villareal, and Rice (left at 6:41 pm)

Absent: Trustees Butler(excused) and Barber-Burnside (arrived at 6:36 pm)

There was a quorum present to conduct library business.

Also present in person: Interim Library Director Daniela Martinez, Consultant Kathy Parker and Doreen Berrien, Business Office Consultant

2. ADOPTION OF AGENDA

President Williams asked for a motion to approve agenda with one amendment-move agenda item 11b to after Executive Session. Trustee Sanchez made a motion to amend and adopt the agenda as requested. Trustee Villareal seconded the motion.

President Williams called for a roll call.

Ayes: Williams, Sanchez, Banks, Villareal

Nays: Rice

Motion Passed

3. INTRODUCTION OF VISITORS

Library employee and local resident, Stephanie Samuel and Library Patron, Tasha Blackmon

4. PUBLIC COMMENT

Tasha Blackmon, a library patron voiced concerns regarding issues she has experienced with using our computers and her flash drive and read-write discs becoming corrupted; there not being enough Chicago Sun-Times newspapers or study rooms available; passport room is not accessible(locked); certain areas of the library is extremely hot, and the library is run like a children/youth, not an adult library.

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

May 22, 2024

The Interim Executive Director addressed the concerns of Ms. Blackmon and provided updates including the air conditioning unit is being inspected/repared by the end of the week; due to confidential files, the Passport Room must remained locked; since the computers are opened to the public, information is not retained on the computer hard drives for security purposes.

5. APPROVAL OF MINUTES

President Williams asked for a motion to approve the minutes from the regular meeting held on March 20, 2024, the minutes from the executive session held on March 20, 2024, the minutes from the Special Board meeting on April 26, 2024, and the executive session minutes held on April 26, 2024. Trustee Sanchez made a motion to approve Items 5a-5d, regular meeting minutes and executive session minutes. Trustee Banks seconded the motion.

President Williams called for a voice vote. Trustee Barber-Burnside abstained.

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Interim Director Daniela Martinez reported to the Board that the air conditioning unit will be serviced this week; certain areas of the library are not cool. Our Summer Reading Program will kick-off on June 7th.

7. TREASURER'S REPORT

7a. Approval April 2024 Treasurer's Report

7b. Ratify the Accounts Payable for April 2024 in the amount of \$46,904.82; Approval of Accounts Payable for May 22, 2024 in the amount of \$44,459.83.

7c. Approval of Library Payroll for March 20, 2024 in the amount of \$17,736.62, April 17, 2024 in the amount of \$20,813.66, May 1, 2024 in the amount of \$18,658.16 and May 15, 2024 in the amount of \$21,899.32

7e. Ratify the transfer of \$200,000 on May 16, 2024 from the US Bank Primary account to US Bank Accounts Payable account to pay invoices and payroll.

Treasurer Sanchez read the report to the Board.

Doreen Berrien provided a Bank Reconciliation Report for the month of December and discussed some of the reporting inaccuracies; she is currently reconciling and will provide an update at an upcoming board meeting.

**Regular Board Meeting Minutes
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May 22, 2024

President Williams asked for a motion to approve the Treasurer's Report encompassing agenda items 7a through 9d. A motion was made by Trustee Sanchez and seconded by Trustee Williams to approve the Treasurer's Report as presented.

Questions/Comments:

Please make sure to double check items/entries for duplication

Verify healthcare statement sent by VOM- only received 2 months instead of 3 months.

Have all financial accounts been deactivated bearing the former Director's signature/access?

President Williams called for a roll call vote.

Ayes: Williams, Barber-Burnside, Sanchez, Banks, Villareal

Nays: n/a

Abstain: n/a

Absent: Butler, Rice

Motion Passed.

8. INTERIM DIRECTOR'S REPORT

President Williams asked approval of the Interim Director's report by consensus..

Motion Passed

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

10a. Decennial Committee final meeting date and report.

The committee will meet on June 12, 2024 at 6:15 pm.

11. NEW BUSINESS

11a. **Discussion/Action Item:** Accept the resignation of Library Director Leighton Shell effective May 17, 2024, with a two-week paid separation.

Motion by Trustee Sanchez, seconded by Trustee Villareal

Ayes: Trustees Williams, Barber-Burnside, Sanchez, Banks, Villareal

Nays: n/a

Absent: Butler, Rice

Motion Passed.

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MAYWOOD PUBLIC LIBRARY DISTRICT**

May 22, 2024

11b. Discussion/Action Item moved to Executive Session

11c. Discussion/Action Item: Continue using Kathy Parker as consultant to guide and train Ms. Martinez

Motion by Trustee Sanchez, seconded by Trustee Barber-Burnside

Ayes: Trustee Williams, Barber-Burnside, Sanchez, Banks, Villareal

Nays: n/a

Absent: Butler, Rice

Motion Passed.

11d. Discussion/Action Item: Approve hiring Doreen Berrien as consultant to perform duties of the Business Office during the transition with a monthly fee of \$2,200.

Motion to approve by Trustee Barber-Burnside, seconded by Trustee Villareal with the addendum- **if over 40 hours, will be paid at a rate of \$45/hr.**

Ayes: Trustee Williams, Barber-Burnside, Sanchez, Banks, Villareal

Nays: n/a

Absent: Butler, Rice

Motion Passed.

11e. Discussion/Action Item: Appoint Daniela Martinez as the IMRF Authorized Agent

Motion by Trustee Barber-Burnside, seconded by Trustee Villareal

Motion Passed by Voice Vote

11f. Discussion/Action Item: FY2024/2025 Draft Budget

Kathy Parker reviewed the draft budget that was started by the former ED, will make some additional modifications for presentation to the board at the July or August Board meeting.

11g. Discussion/Action Item: TIF Discussion

Kathy Parker spoke with the Director of Community Development (Village of Maywood) to get clarification and questions answered relative to the TIF and its impact on the MPLD. We should plan to have the Interim Director at the next scheduled TIF Joint Review Board meeting. We also need to have some discussions regarding the MPLD owned land (lot north of library) and its potential future use, etc.

11h. Discussion/Action Item: Director Search proposals.

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May 22, 2024

Received proposals from two potential search firms- HR Source and Stacks Consulting. The board will take time to review the proposals and discuss at a later time. This will allow the interim director an opportunity to address some of the short-term goals of library operations, etc.

12. COMMENTS FROM THE BOARD

None

13. EXECUTIVE SESSION

President Williams asked for a motion to go into executive session, pursuant to 5 ILCS 120/2(c)(2), to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body.”

Trustee Sanchez motioned to go into executive session and Trustee Barber-Burnside seconded.

President Williams called for a voice vote.

Motion Passed. Entered executive session at 8:18 p.m.

President Williams asked for a motion to come out of executive session. Trustee Villareal motioned to come out of executive session and Trustee Barber-Burnside seconded.

President Williams called for a voice vote.

Motion Passed. Exited executive session at 8:28 p.m.

Motion to return to Regular session at 8:29 pm by Trustee Banks, seconded by Trustee Barber-Burnside.

Ayes: President Williams, Trustees Barber-Burnside, Sanchez, Banks, and Villareal

Nays: n/a

Absent: Trustees Butler and Rice

Motion Passed.

14. Action Item: Actions Resulting from Executive Session

Motion by Trustee Sanchez and seconded by Trustee Villareal to appoint Head of

**Regular Board Meeting Minutes
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May 22, 2024

Youth Services, Daniela Martinez, to serve as Interim Library Director with a salary adjustment of \$70,000 while she serves in that capacity.

Ayes: Trustees Williams, Barber-Burnside, Sanchez, Banks, and Villareal

Nays: n/a

Absent: Trustees Butler and Rice

17. ADJOURNMENT

Trustee Banks moved to adjourn, and Trustee Barber-Burnside seconded the motion.

President Williams called for a voice vote.

Motion Passed. Meeting adjourned at 8:31 p.m.

SIGNED: _____ DATE: _____
LaSondra Banks, Secretary



**Maywood
Public
Library
District**

MONTHLY FINANCIAL STATEMENTS

MAY 2024

MAYWOOD PUBLIC LIBRARY DISTRICT
Summary of Monthly Cash Receipts & Disbursments
As of April 30, 2024

Account	Beginning Bal. 4/1/2024	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 4/30/2024
US Bank- Primary	\$ 1,979,275.86	\$ 137.71	\$ (200,000.00)		\$ 1,765.76		\$ (12.00)	\$ 1,781,167.33
US Bank- Accouts Payable	41,067.29	8.13	200,000.00		1,846.00	(128,140.09)		114,781.33
IL Funds - Primary	354,411.56	1,579.25						355,990.81
Cash - Cirulation **	325.00							325.00
Petty Cash**	65.00							65.00
TOTAL	\$ 2,375,144.71	\$ 1,725.09	\$ -	\$ -	\$ 3,611.76	\$ (128,140.09)	\$ (12.00)	\$ 2,252,329.47

** These amounts were not verified.

Maywood Public Library
Accounts Payable
JUNE 2024

Vendor	Check #	Date	Account	Memo/Description	Amount	Balance
Amazon Capital Services	3329	06/05/2024	2100011 Accounts Payable	Various invoices. See line descriptions.	3,029.67	3,029.67
			4100011 Adult Audio Visual	1F1X-PKH4-LNPV	42.07	
			4100011 Adult Audio Visual	1JKH-J3G3-LJF4	198.83	
			4100011 Adult Audio Visual	1NDM-T7VX-9WV6	226.08	
			4100011 Adult Audio Visual	1QXT-VFFJ-NLPC	192.56	
			4100011 Adult Audio Visual	1P7H-NTFD-RKHP	60.68	
			4100011 Adult Audio Visual	1N1Y-GG9K-91Y1	693.75	
			4100012 YS Audio Visual	" "	693.74	
			4130011 Library Supplies	17Q9-JXFV-FDH3	32.05	
			4130012 Patron Services Supplies	1H79-WKVD-NRF3	36.73	
			4292011 Special Events	1LYY-YKMQ-F3N7	55.23	
			4292011 Special Events	1NTK-MXPL-CPPP	137.55	
			4292011 Special Events	1N1Y-7LFN-Q9MG	165.54	
			4130011 Library Supplies	" "	72.99	
			4292011 Special Events	1HLN-V7FN-1JK7	159.98	
			4130011 Library Supplies	" "	7.91	
			4302011 Adult Programming	1RW7-YRP4-44H3	37.95	
			4302011 Adult Programming	1N3X-V6C4-LPCP	58.90	
			4302011 Adult Programming	1JYN-4D3R-GLKF	64.91	
			4302011 Adult Programming	1FHN-NT4R-K0QK	42.24	
			4302012 YS Programming	1K3C-X1F4-NLLM	49.98	

**Maywood Public Library
Accounts Payable
JUNE 2024**

Vendor	Check #	Date	Account	Memo/Description	Amount	Balance
Anderson Elevator	3330	06/05/2024	2100011 Accounts Payable	inv. 60754635 monthly maint.	82.50	82.50
			4250011 Contract Maintenance Building	Inv. 60754635	82.50	
Baker & Taylor	3331	06/05/2024	2100011 Accounts Payable	Various book invoices. See line descriptions.	446.25	446.25
			4080011 Adult Books	2038277734	123.92	
			4080011 Adult Books	2038331199	115.04	
			4080011 Adult Books	2038307524	154.22	
			4080012 YS Books	" "	28.18	
			4080012 YS Books	2038307302	24.89	
Brainfuse	3332	06/05/2024	2100011 Accounts Payable		2,531.25	2,531.25
			4210011 Databases & E-Resources		2,531.25	
Chicago Tribune	3333	06/05/2024	2100011 Accounts Payable	Pays through 8/13/24	330.99	330.99
			4090011 Periodicals	Pays through 8/13/24	330.99	

**Maywood Public Library
Accounts Payable
JUNE 2024**

Vendor	Check #	Date	Account	Memo/Description	Amount	Balance
Comcast	3334	06/05/2024	2100011 Accounts Payable		171.85	171.85
			4106011 Technology	Acct. 8771 20 001 0331433	171.85	
ComEd	3335	06/05/2024	2100011 Accounts Payable	ComEd Bill Issued 5/16/24	27.15	27.15
			4225011 Electricity	3278735000	27.15	
Complete Temperature Systems	3336	06/05/2024	2100011 Accounts Payable	Inv. SRVCE050411	1,035.00	1,035.00
			4260011 General Maintenance - Building	Chiller repair	1,035.00	
Danta Williams	3337	06/05/2024	2100011 Accounts Payable	6/20/24 Program	175.00	175.00
			4302011 Adult Programming	6/20/24 Program	175.00	

**Maywood Public Library
Accounts Payable
JUNE 2024**

Vendor	Check #	Date	Account	Memo/Description	Amount	Balance
Doreen J Berrien	3338	06/05/2024	2100011 Accounts Payable	May 2024 Services	2,852.50	2,852.50
			4170011 Professional Services		2,852.50	
Forest Security, Inc.	3339	06/05/2024	2100011 Accounts Payable	Inv. 166388 Closed circuit installation, monthly maintenance	7,484.20	7,484.20
			4250011 Contract Maintenance Building		7,484.20	
Globe Life	3340	06/05/2024	2100011 Accounts Payable	Acct. 55395 Due 6/1/24	81.23	81.23
			4040011 Healthcare Premium		81.23	
IDENTI-CHECK	3341	06/05/2024	2100011 Accounts Payable	Inv. 24-6683 R. Taylor, C. Hubble	137.70	137.70
			4170011 Professional Services		Inv. 24-6683 R. Taylor, C. Hubble	
Illinois Library Association	3342	06/05/2024	2100011 Accounts Payable	Inv. 280393 M. Burton	100.00	100.00

**Maywood Public Library
Accounts Payable
JUNE 2024**

Vendor	Check #	Date	Account	Memo/Description	Amount	Balance
			4070011 Membership Dues	Inv. 280393 M. Burton	100.00	
Independent Construction Services	3343	06/05/2024	2100011 Accounts Payable	1369	471.25	471.25
			6033011 DCEO Grant Expense	1369	471.25	
John Fruit	3344	06/05/2024	2100011 Accounts Payable		40.00	40.00
			4302011 Adult Programming		40.00	
Kathy Parker Consulting	3345	06/05/2024	2100011 Accounts Payable	inv. MPLD2024-02	5,350.00	5,350.00
			4170011 Professional Services	Services 4/22/24-5/31/24, Inv. MPLD2024-02	5,350.00	
Konica Minolta Business Solutions	3346	06/05/2024	2100011 Accounts Payable	Copy machine maintenance. Various invoices.	186.01	186.01

**Maywood Public Library
Accounts Payable
JUNE 2024**

Vendor	Check #	Date	Account	Memo/Description	Amount	Balance
			4240011 Maintenance of Equipment	293715835	19.96	
			4240011 Maintenance of Equipment	293716196	127.64	
			4240011 Maintenance of Equipment	293724357	38.41	
LRS, LLC	3347	06/05/2024	2100011 Accounts Payable	LR5735179	188.25	188.25
			4235011 Garbage	LR5735179	188.25	
Microsoft	3348	06/05/2024	2100011 Accounts Payable	5/14/24-6/13/24	23.10	23.10
			4106011 Technology	5/14/24-6/13/24	23.10	
MidAmerican Energy	3349	06/05/2024	2100011 Accounts Payable	Acct. #228692, End read 5/16/24	5,154.69	5,154.69
			4225011 Electricity	Acct. #228692, End read 5/16/24	5,154.69	

**Maywood Public Library
Accounts Payable
JUNE 2024**

Vendor	Check #	Date	Account	Memo/Description	Amount	Balance
Midwest Tape, LLC	3350	06/05/2024	2100011 Accounts Payable	Inv. 505559905	483.36	483.36
			4210011 Databases & E-Resources	505559905	483.36	
Niche Academy	3351	06/05/2024	2100011 Accounts Payable	Annual Renewal, Inv. 9467	2,575.00	2,575.00
			4210011 Databases & E-Resources	Annual Renewal, Inv. 9467	2,575.00	
Nicor Gas	3352	06/05/2024	2100011 Accounts Payable	Natural Gas 4/15/24-5/14/24	933.09	933.09
			4205011 Natural Gas	55-81-64-0000 0	933.09	
Romano Landscape LLC	3353	06/05/2024	2100011 Accounts Payable	inv. 50503	1,290.00	1,290.00
			4250011 Contract Maintenance Building	inv. 50503	1,290.00	

**Maywood Public Library
Accounts Payable
JUNE 2024**

Vendor	Check #	Date	Account	Memo/Description	Amount	Balance
Royale Bezjian Carpet Company	3354	06/05/2024	2100011 Accounts Payable	Work date 5/21/24	85.00	85.00
			4250011 Contract Maintenance Building	Work date 5/21/24	85.00	
Stephanie Samuel	3355	06/05/2024	2100011 Accounts Payable	Equipment maint., vending supplies	82.35	82.35
			6123011 Vending Machine Expenses	Vending Machine Snacks	29.88	
			4240011 Maintenance of Equipment	Menards supplies	52.47	
SWAN	3356	06/05/2024	2100011 Accounts Payable	Inv. 11134	960.00	960.00
			4265011 SWAN	Inv. 11134	960.00	
T-Mobile	3357	06/05/2024	2100011 Accounts Payable	989640597	11.80	11.80
			4106011 Technology	989640597	11.80	

**Maywood Public Library
Accounts Payable
JUNE 2024**

Vendor	Check #	Date	Account	Memo/Description	Amount	Balance
Tsavant Inc.	3358	06/05/2024	2100011 Accounts Payable	Inv. MP0043	900.00	900.00
			4170011 Professional Services	Inv. MP0043	900.00	
Village of Maywood - Health Benefit Fund	3359	06/05/2024	2100011 Accounts Payable	Inv. 13222	1,843.39	1,843.39
			4040011 Healthcare Premium	Inv. 13222	1,843.39	
Village of Maywood Water Department	3360	06/05/2024	2100011 Accounts Payable	Water & Sewer: Accts 427403007-00 & 427405652-00	136.56	136.56
			4215011 Water	Water inv. 427403007-00	99.01	
			4215011 Water	Water inv. 427405652-00	37.55	
Williams Associates Architects, Ltd.	3361	06/05/2024	2100011 Accounts Payable	inv. 0022424	11,950.00	11,950.00
			6033011 DCEO Grant Expense	inv. 0022424	11,950.00	
TOTAL						51,149.14

**Maywood Public Library
Accounts Payable
JUNE 2024**

Vendor	Check #	Date	Account	Memo/Description	Amount	Balance
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Wednesday, Jun 05, 2024 11:34:11 AM GMT-7

**Maywood Public Library
Accounts Payable #2
JUNE 2024**

Vendor	Check #	Date	Account	Memo/Description	Amount	Balance
Amazon Capital Services	3362	06/10/2024	2100011 Accounts Payable	Various invoices. See line descriptions.	269.44	269.44
			4100011 Adult Audio Visual	1W3X-7QLP-Q4D7	10.35	
			4100011 Adult Audio Visual	1Y1D-R46H-73NT	40.17	
			4100012 YS Audio Visual	" "	40.17	
			4100011 Adult Audio Visual	16TM-LWHW-766C	89.37	
			4100012 YS Audio Visual	" "	89.38	
Anderson Elevator	3363	06/10/2024	2100011 Accounts Payable	Inv. 88321-C6W1	312.00	312.00
			4250011 Contract Maintenance Building	Inv. 88321-C6W1	312.00	
Chicago Backflow, Inc	3364	06/10/2024	2100011 Accounts Payable		699.80	699.80
			4250011 Contract Maintenance Building	384811	699.80	

**Maywood Public Library
Accounts Payable #2
JUNE 2024**

Vendor	Check #	Date	Account	Memo/Description	Amount	Balance
US BANK	3365	06/10/2024	2100011 Accounts Payable	Various charges. See line descriptions.	2,276.60	2,276.60
			4051011 Staff Development		59.00	
			4052011 Travel		15.00	
			4100011 Adult Audio Visual		348.65	
			4100012 YS Audio Visual		114.94	
			4106011 Technology		46.20	
			4130011 Library Supplies		161.43	
			4130013 Tech Services Supplies		232.30	
			4140011 Postage		985.00	
			4302012 YS Programming		107.99	
						6123011 Vending Machine Expenses
TOTAL						3,557.84

Monday, Jun 10, 2024 11:51:55 AM GMT-7

Maywood Public Library

Statement of Financial Position

As of April 30, 2024

	Total	
	As of Apr 30, 2024	As of Mar 31, 2024 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1001011 Petty Cash	325.00	325.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	0.00	0.00
1050011 IL Funds - Primary	355,990.81	354,411.56
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	1,781,167.33	1,979,275.86
1080111 US Bank - Accounts Payable	103,409.83	33,312.43
1080211 US Bank - Payroll	0.00	0.00
1080311 US Bank SB220079 Grant Account (DCEO)	186,029.17	186,029.17
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	\$ 2,427,045.94	\$ 2,553,477.82
Total Current Assets	\$ 2,427,045.94	\$ 2,553,477.82
TOTAL ASSETS	\$ 2,427,045.94	\$ 2,553,477.82
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	-96.08	-171.08
Total Accounts Payable	-\$ 96.08	-\$ 171.08
Other Current Liabilities		
2101011 Federal Tax Withheld	-1,535.31	-1,535.31
2102011 State Tax Withheld	5,784.54	5,784.54
2103011 FICA Withheld	1,843.89	1,843.89
2104011 IMRF Withheld	-8,157.06	-7,992.76
2104511 IMRF-VAC	8,258.59	7,506.01

Maywood Public Library
Statement of Financial Position
As of April 30, 2024

	Total	
	As of Apr 30, 2024	As of Mar 31, 2024 (PP)
2105011 Credit Union I Withheld	377.32	92.32
2106011 Credit Union II Withheld	410.00	385.00
2107011 Medical Insurance Withheld	487.72	259.25
2108011 Pebsco Withheld	235.00	235.00
2109011 Garnishments Withheld	0.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85
2111011 AFLAC Withheld - Post Tax	0.00	0.00
2222211 Cash Advance - Credit Card	163.34	163.34
2222411 Due to Library Foundation	0.00	0.00
Total Other Current Liabilities	\$ 7,885.88	\$ 6,759.13
Total Current Liabilities	\$ 7,789.80	\$ 6,588.05
Total Liabilities	\$ 7,789.80	\$ 6,588.05
Equity		
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90
2900078 Fund Balance - Working Cash	258,366.98	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05
2900093 Fund Balance - Unemployment	16,025.37	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00
Opening Balance Equity	-6,624.18	-6,624.18
Retained Earnings	1,209,023.78	1,209,023.78
Net Revenue	901,007.73	1,028,641.36
Total Equity	\$ 2,419,256.14	\$ 2,546,889.77
TOTAL LIABILITIES AND EQUITY	\$ 2,427,045.94	\$ 2,553,477.82

Monday, Jun 10, 2024 10:40:15 AM GMT-7 - Accrual Basis

Maywood Public Library
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
July 2023 - April 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
3000011 Tax Revenue - Current to Allo	-184.55		-184.55	
3001011 Tax Revenue - Current	1,335,626.65	1,308,094.00	27,532.65	102.10%
3001080 Tax Rev Current - Building Fund	9,129.31	60,000.00	-50,870.69	15.22%
3001091 Tax Rev Current - FICA Fund	33,130.57	55,000.00	-21,869.43	60.24%
3001092 Tax Rev Current - IMRF Fund	45,057.58	120,000.00	-74,942.42	37.55%
3001093 Tax Rev Current - Unemp Fund	2,355.96	1,000.00	1,355.96	235.60%
3001094 Tax Rev Current - Workers Comp Fund	2,355.96	1,000.00	1,355.96	235.60%
3001095 Tax Rev Current - Liab Ins Fund	33,130.57	44,000.00	-10,869.43	75.30%
3001096 Tax Rev Current - Audit Fund	5,742.63	9,000.00	-3,257.37	63.81%
3021011 Personal Prop Replacement Tax	138,948.37	120,000.00	18,948.37	115.79%
3030011 Per Capita Grant	34,762.80	34,680.00	82.80	100.24%
3032611 Other Grant Income	7,500.00	7,500.00	0.00	100.00%
3033011 DCEO Grant	186,000.00	350,000.00	-164,000.00	53.14%
3039011 Donations	1,091.95	100.00	991.95	1091.95%
3060011 Fines	161.83		161.83	
3070011 Copy Machine	4,713.28	2,000.00	2,713.28	235.66%
3080011 Lost and Paid	634.28	200.00	434.28	317.14%
3095011 General Sales	218.94	25.00	193.94	875.76%
3095511 Book Sales	345.54	500.00	-154.46	69.11%
3123011 Vending Machine Income	1,487.85	1,500.00	-12.15	99.19%
3125011 Fax Machine	75.98	25.00	50.98	303.92%
3127011 Room Rental Income	765.50	250.00	515.50	306.20%
3130011 Miscellaneous Income	863.72	500.00	363.72	172.74%
3132511 Maywood Book Income	100.33	100.00	0.33	100.33%
3302011 Interest - All Bank	1,218.34	200.00	1,018.34	609.17%
3304011 Interest - IL Funds Primary	15,786.99	5,000.00	10,786.99	315.74%
3608011 Passport and License Renewal Income	12,667.14	7,000.00	5,667.14	180.96%
Total Revenue	\$ 1,873,687.52	\$ 2,127,674.00	-\$ 253,986.48	88.06%
Gross Profit	\$ 1,873,687.52	\$ 2,127,674.00	-\$ 253,986.48	88.06%
Expenditures				
4010011 Salaries	521,918.64	705,000.00	-183,081.36	74.03%
4040011 Healthcare Premium	11,610.42	65,000.00	-53,389.58	17.86%
4050011 Trustee Development	682.26	3,500.00	-2,817.74	19.49%
4051011 Staff Development	3,378.64	3,500.00	-121.36	96.53%
4052011 Travel	1,258.04	2,000.00	-741.96	62.90%
4070011 Membership Dues	2,159.00	4,500.00	-2,341.00	47.98%
4080011 Adult Books	15,606.18	17,000.00	-1,393.82	91.80%

Maywood Public Library
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
July 2023 - April 2024

	Total			
	Actual	Budget	over Budget	% of Budget
4080012 YS Books	12,196.39	15,000.00	-2,803.61	81.31%
4085011 SWAN Lost Books	189.94	2,000.00	-1,810.06	9.50%
4090011 Periodicals	2,645.93	3,500.00	-854.07	75.60%
4100011 Adult Audio Visual	3,273.33	7,500.00	-4,226.67	43.64%
4100012 YS Audio Visual	985.60	7,500.00	-6,514.40	13.14%
4105011 Software	244.80	7,000.00	-6,755.20	3.50%
4106011 Technology	8,056.07	5,000.00	3,056.07	161.12%
4130011 Library Supplies	5,825.30	13,000.00	-7,174.70	44.81%
4130012 Patron Services Supplies	742.92	3,000.00	-2,257.08	24.76%
4130013 Tech Services Supplies	1,703.49	1,000.00	703.49	170.35%
4130511 Bank Fees	2,003.31	1,200.00	803.31	166.94%
4131011 Hospitality	2,355.30	2,500.00	-144.70	94.21%
4135011 Printing	1,010.00	3,000.00	-1,990.00	33.67%
4140011 Postage	2,780.58	3,000.00	-219.42	92.69%
4150011 Telephone	7,603.56	10,500.00	-2,896.44	72.41%
4160011 Publicity	7,131.52	5,000.00	2,131.52	142.63%
4170011 Professional Services	22,862.19	45,000.00	-22,137.81	50.80%
4205011 Natural Gas	28,635.33	40,950.00	-12,314.67	69.93%
4210011 Databases & E-Resources	15,638.92	24,000.00	-8,361.08	65.16%
4215011 Water	10,809.51	11,550.00	-740.49	93.59%
4225011 Electricity	66,920.63	90,000.00	-23,079.37	74.36%
4235011 Garbage	2,934.89	9,000.00	-6,065.11	32.61%
4240011 Maintenance of Equipment	2,003.79	36,750.00	-34,746.21	5.45%
4250011 Contract Maintenance Building	44,776.25	60,000.00	-15,223.75	74.63%
4256011 Janitorial Supplies	1,749.22	7,350.00	-5,600.78	23.80%
4260011 General Maintenance - Building	14,179.55	36,750.00	-22,570.45	38.58%
4265011 SWAN	19,401.75	26,000.00	-6,598.25	74.62%
4292011 Special Events	2,753.79	10,000.00	-7,246.21	27.54%
4302011 Adult Programming	3,929.07	7,000.00	-3,070.93	56.13%
4302012 YS Programming	4,333.89	7,000.00	-2,666.11	61.91%
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	6,555.75	15,000.00	-8,444.25	43.71%
4330011 Passport and License Renewal Expenses	3.00		3.00	
6032011 Misc. Grant Expense	3,481.57	7,500.00	-4,018.43	46.42%
6033011 DCEO Grant Expense	5,264.77	350,000.00	-344,735.23	1.50%
6034011 Per Capita Grant Expenses	2,817.81	34,680.00	-31,862.19	8.13%

Maywood Public Library
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
July 2023 - April 2024

	Total			
	Actual	Budget	over Budget	% of Budget
6123011 Vending Machine Expenses	824.56	1,500.00	-675.44	54.97%
6912011 Contingencies	39.00		39.00	
9150091 FICA Expenditures	39,661.39	54,000.00	-14,338.61	73.45%
9250092 IMRF Expenses - District	14,019.23	97,739.00	-83,719.77	14.34%
9350093 Unemployment Insurance	6,101.99	5,250.00	851.99	116.23%
9450094 Insurance - Workers Comp	4,398.00	1,050.00	3,348.00	418.86%
9550095 Insurance - Liability	33,179.83	40,000.00	-6,820.17	82.95%
9650096 Audit		7,000.00	-7,000.00	0.00%
Total Expenditures	\$ 972,636.90	\$ 1,961,269.00	-\$ 988,632.10	49.59%
Net Operating Revenue	\$ 901,050.62	\$ 166,405.00	\$ 734,645.62	541.48%
Other Expenditures				
Other Miscellaneous Expenditure	42.89		42.89	
Total Other Expenditures	\$ 42.89	\$ 0.00	\$ 42.89	
Net Other Revenue	-\$ 42.89	\$ 0.00	-\$ 42.89	
Net Revenue	\$ 901,007.73	\$ 166,405.00	\$ 734,602.73	541.45%

Monday, Jun 10, 2024 10:26:47 AM GMT-7 - Accrual Basis

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

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Revenue									
3000011 Tax Revenue - Current to Allo	-184.55								-184.55
3001011 Tax Revenue - Current	1,335,626.65								1,335,626.65
3001080 Tax Rev Current - Building Fund		9,129.31							9,129.31
3001091 Tax Rev Current - FICA Fund			33,130.57						33,130.57
3001092 Tax Rev Current - IMRF Fund				45,057.58					45,057.58
3001093 Tax Rev Current - Unemp Fund					2,355.96				2,355.96
3001094 Tax Rev Current - Workers Comp Fund						2,355.96			2,355.96
3001095 Tax Rev Current - Liab Ins Fund							33,130.57		33,130.57
3001096 Tax Rev Current - Audit Fund								5,742.63	5,742.63
3021011 Personal Prop Replacement Tax	138,948.37								138,948.37
3030011 Per Capita Grant	34,762.80								34,762.80
3032611 Other Grant Income	7,500.00								7,500.00
3033011 DCEO Grant	186,000.00								186,000.00
3039011 Donations	1,091.95								1,091.95
3060011 Fines	161.83								161.83
3070011 Copy Machine	4,713.28								4,713.28
3080011 Lost and Paid	634.28								634.28
3095011 General Sales	218.94								218.94
3095511 Book Sales	345.54								345.54
3123011 Vending Machine Income	1,487.85								1,487.85
3125011 Fax Machine	75.98								75.98
3127011 Room Rental Income	765.50								765.50
3130011 Miscellaneous Income	863.72								863.72
3132511 Maywood Book Income	100.33								100.33
3302011 Interest - All Bank	1,218.34								1,218.34

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

	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
3304011 Interest - IL Funds Primary	15,786.99								15,786.99
3608011 Passport and License Renewal Income	12,667.14								12,667.14
Total Revenue	\$ 1,742,784.94	\$ 9,129.31	\$ 33,130.57	\$ 45,057.58	\$ 2,355.96	\$ 2,355.96	\$ 33,130.57	\$ 5,742.63	\$ 1,873,687.52
Gross Profit	\$ 1,742,784.94	\$ 9,129.31	\$ 33,130.57	\$ 45,057.58	\$ 2,355.96	\$ 2,355.96	\$ 33,130.57	\$ 5,742.63	\$ 1,873,687.52
Expenditures									
4010011 Salaries	521,918.64								521,918.64
4040011 Healthcare Premium	11,610.42								11,610.42
4050011 Trustee Development	682.26								682.26
4051011 Staff Development	3,378.64								3,378.64
4052011 Travel	1,258.04								1,258.04
4070011 Membership Dues	2,159.00								2,159.00
4080011 Adult Books	15,606.18								15,606.18
4080012 YS Books	12,196.39								12,196.39
4085011 SWAN Lost Books	189.94								189.94
4090011 Periodicals	2,645.93								2,645.93
4100011 Adult Audio Visual	3,273.33								3,273.33
4100012 YS Audio Visual	985.60								985.60
4105011 Software	244.80								244.80
4106011 Technology	8,056.07								8,056.07
4130011 Library Supplies	5,825.30								5,825.30
4130012 Patron Services Supplies	742.92								742.92
4130013 Tech Services Supplies	1,703.49								1,703.49
4130511 Bank Fees	2,003.31								2,003.31
4131011 Hospitality	2,355.30								2,355.30
4135011 Printing	1,010.00								1,010.00
4140011 Postage	2,780.58								2,780.58

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

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4150011 Telephone	7,603.56								7,603.56
4160011 Publicity	7,131.52								7,131.52
4170011 Professional Services	22,862.19								22,862.19
4205011 Natural Gas	28,635.33								28,635.33
4210011 Databases & E-Resources	15,638.92								15,638.92
4215011 Water	10,809.51								10,809.51
4225011 Electricity	66,920.63								66,920.63
4235011 Garbage	2,934.89								2,934.89
4240011 Maintenance of Equipment	2,003.79								2,003.79
4250011 Contract Maintenance Building	44,776.25								44,776.25
4256011 Janitorial Supplies	1,749.22								1,749.22
4260011 General Maintenance - Building	14,179.55								14,179.55
4265011 SWAN	19,401.75								19,401.75
4292011 Special Events	2,753.79								2,753.79
4302011 Adult Programming	3,929.07								3,929.07
4302012 YS Programming	4,333.89								4,333.89
4320011 Legal Fees	6,555.75								6,555.75
4330011 Passport and License Renewal Expenses	3.00								3.00
6032011 Misc. Grant Expense	3,481.57								3,481.57
6033011 DCEO Grant Expense	5,264.77								5,264.77
6034011 Per Capita Grant Expenses	2,817.81								2,817.81
6123011 Vending Machine Expenses	824.56								824.56
6912011 Contingencies	39.00								39.00
9150091 FICA Expenditures			39,661.39						39,661.39
9250092 IMRF Expenses - District				14,019.23					14,019.23
9350093 Unemployment Insurance	-21,690.00				27,791.99				6,101.99

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

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
9450094 Insurance - Workers Comp						4,398.00			4,398.00
9550095 Insurance - Liability						857.00	32,322.83		33,179.83
Total Expenditures	\$ 853,586.46	\$ 0.00	\$ 39,661.39	\$ 14,019.23	\$ 27,791.99	\$ 5,255.00	\$ 32,322.83	\$ 0.00	\$ 972,636.90
Net Operating Revenue	\$ 889,198.48	\$ 9,129.31	-\$ 6,530.82	\$ 31,038.35	-\$ 25,436.03	-\$ 2,899.04	\$ 807.74	\$ 5,742.63	\$ 901,050.62
Other Expenditures									
Other Miscellaneous Expenditure	42.89								42.89
Total Other Expenditures	\$ 42.89	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 42.89
Net Other Revenue	-\$ 42.89	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 42.89
Net Revenue	\$ 889,155.59	\$ 9,129.31	-\$ 6,530.82	\$ 31,038.35	-\$ 25,436.03	-\$ 2,899.04	\$ 807.74	\$ 5,742.63	\$ 901,007.73

Monday, Jun 10, 2024 11:01:59 AM GMT-7 - Accrual Basis

Maywood Public Library District

Interim Director Report June 2024

Happy June, everyone. Here are some highlights of what I've been working on and learning from our last Board Meeting in May. Also, I would like to remind the board that I will be on vacation starting June 26th, and returning to the office Monday, July 8. During that time, if questions could be diverted firstly to Kathy P., and if facility operations questions arise, please ask Marcia B.

In less than a month, I have already learned and experienced quite a bit of administrative work. I have already successfully deposited money into our bank accounts, kept track of the various reports I need to have ready for each month (*IMRF & IMRF Wage Reports, Grant Spending Trackers and Documents, Payroll Totals, and Financial Report Readings*), and tackled on several current and new grants. I am still in the process of making sure that our vendors and other contacts have updated information. What I plan to pick up on is the vacation time accrual on Paylocity that Mr. Shell was working on previously.

I've also spent time adding on to our outreach and partnerships with other community entities like the Village and community youth events.

On May 23, I attended a meeting of the Proviso Township public library directors. We finalized our partnership and roles for the annual Passport to Proviso library card sign-up event and combining resources to have a billboard ad promoting all Proviso Township public libraries during National Library Week. Each library will be contributing a portion amount to help with the total cost \$4,000.00 for the billboard. This cost was calculated considering our Levy. The MPLD will be contributing roughly \$385.00. This billboard is to be expected in September 2-29. My role was redesigning the passport that will be used for the event by the participating libraries in our township.

Summer Reading 2024: Read, Renew, Repeat: Reminder, our Summer Reading Kick Off Event will be on Friday, June 7th at 3:00 PM. There will be special treats like tie-dye, pillow making, face painting, and more! Since we are open to the public, we are planning to close at 12:00 PM and only provide limited services. During the 2-hour break, staff will be organizing the material needed (tie-dye, shirts, light snacks, and refreshments, etc.) and setting up each station.

Budget/Finances

FY24/25 Budget: We are still working on the draft budget. Again, Mr. Shell did have it fleshed out, but with the questions regarding the monthly financials, we do not feel comfortable with the numbers yet.

Monthly Financials: Doreen Berrien is still working on the April and now May financials. As mentioned before, she found that the bank statements have not been reconciled since December of 2023. She also discovered that the December reconciliation was not done properly, and the balance was forced in QuickBooks. She is still trying to trace back the errors created. Because she is still working on this, we could not create the April nor the May financials.

Decennial Committee

The Decennial Committee will be wrapping up on the June 12, 2024, board meeting. With this, we will be able to send in our finalized documents to the Decennial Efficiency Committee.

Facility

The switch to Forest Security for our security cameras and our alarm is now finished. We have been working with the alarm system for a little over a month now. We are taking note of any errors or inconsistencies there might be. So far, we had to have them come to replace a bad sensor on the front door because it would make the alarm go off after arming it. I spoke with Forest Security, and they had someone on site that week. Additionally, the fire alarm system needed a brief pause for a part to come in. Once it comes in, they will be finishing replacing Johnson's Control System.

Next, our AC system is on in both buildings, however, it is running partially in the New Building. As mentioned in our last meeting, Chiller 1 experienced a leakage, and it caused many iron coils to rupture. I spoke with Jason, and we were waiting for part to come in. I recently heard back from Jason, and they will be coming next week, Monday, June 10 at 7:30 AM to get that chiller up and running.

Our sprinkling system is experiencing some issues with water pressure. Pedro will be working on this over the course of this month.

Grants

Illinois State Library Construction/Live & Learn Grant: We are waiting for word if we have been awarded the grant. The awards have been made, but the letters are on the Secretary of States desk waiting for signature.

Technology Grant: We were granted a Fiscal Year 2024 Technology Grant of \$27,500.00 to improve the library's technology infrastructure. This grant support, for selected libraries, is provided pursuant to 23 Ill. Adm. Code 3035. Subpart A, State Grants. Its focus includes the upgrade of our technology equipment, software, internet capacity, phone system, and hiring a consultant company to make sure our website is ADA compliant.

Staff

We will be hiring a new library assistant for Adult and Youth Services to replace a current position.

Technology

We were awarded a Technology Grant of \$27,500.00 provided by Secretary of State, Alexi Giannoulas. As mentioned previously, this grant's purpose is to improve our technology infrastructure. I got a call from them on Wednesday night. I already am in the process of finalizing the application and have even been interviewed by abc7news. Take a look:

<https://abc7chicago.com/post/maywood-oak-park-cicero-among-other-south-suburban/14918789/>

Miscellaneous

Nothing to report at this time.

Submitted by: Daniela Martinez—Interim Director

Maywood Public Library District
Patron and Technical Services Department Report
May 2024

General

Hi!

May has mostly been the continuation and completion of those various short-term projects that were started in April. We've done more work on the third floor book disposal project and updating the signage of the first floor. We have also started preparing for the Summer Reading Program.

Third Floor Weeding/Book Disposal Project Update

Better World Books stopped by and collected 80 boxes of weeded materials this month. We have, in total, packed 160 boxes and have another 80 boxes ready for pickup. We may complete the project before the Mexican Consulate starting June 11th, but if not, we have made serious headway and the third floor should be cleared by the end of June. After the Mexican Consulate finishes using the third floor, the shelving units will be disassembled and stored in anticipation of a future needs assessment.

This project has been primarily worked on by Stephanie, Curtis, Steve, and Joanna, who have all done a truly extraordinary job!

Signage

The wooden letters from Michaels that spell out "Book Sale" have been painted by staff (a combination of the patron services clerks and the library assistants). Pedro has hung the letters over the book sale area, and I am currently working on updated price signage for the space. In the future, I'm planning to expand the painted wood letter signage to also include the circulation/front/patron services desk, as the letters are simply hung with Velcro Command strips and can be replaced or removed without damaging the wall. I will be creating a survey to ask patrons what name/term they would prefer the desk to be referred by. While we are the patron services department, that might not be the most accessible term from the patron side, and in the end, the signage is there to help new patrons navigate the space.

Summer Reading, Staff Training, and Beanstack

In preparation for the Summer Reading program, patron and tech services staff are brushing up on their knowledge of Beanstack, the app patrons use to record their reading progress during the program. Staff are encouraged to participate to familiarize themselves with the app from the patron-facing side. Staff won't be able to participate in the program to win prizes but will be able to read books and log minutes alongside patrons.

The patron services staff also helped the youth department in making 100 stuff-able pillowcases for the Summer Reading Kick Off. The pillowcases have been stored in the corner at the front desk and have been an exciting topic of discussion amongst patrons.

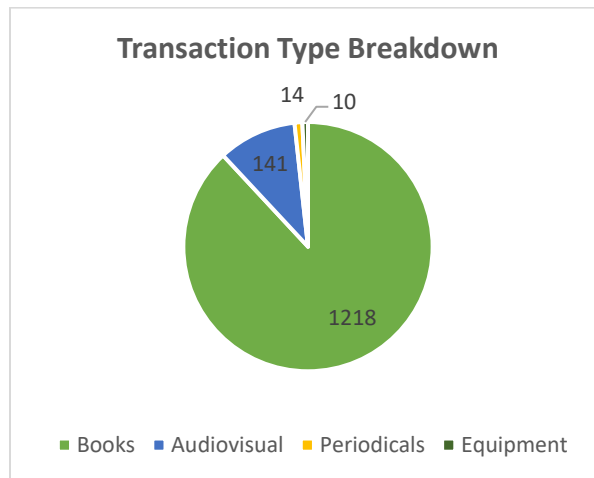
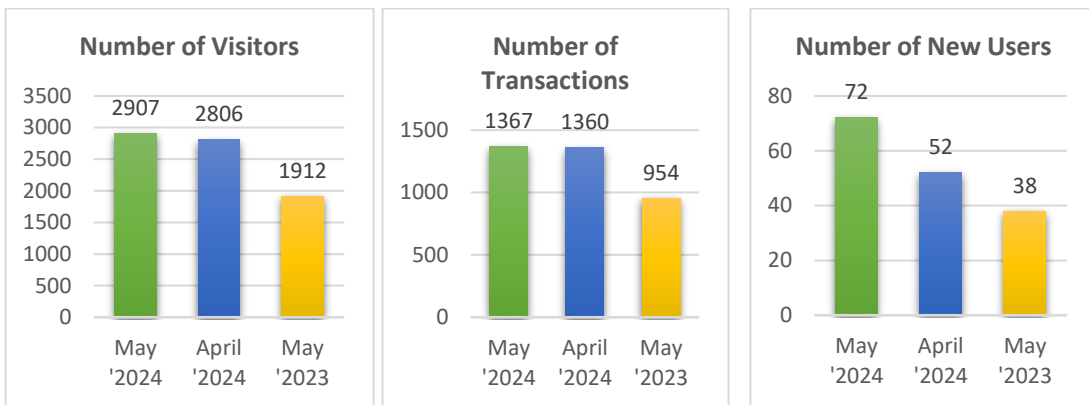
May 2024 Statistics

2,907 patrons visited the Library (101 increase from April)

1,367 transactions (36%> May 2023)

- 1,218 Books
- 141 Audiovisual (DVDs, CDs, etc.)
- 14 Periodicals
- 10 Equipment/Library of Things

72 New Patron Cards!



Submitted by: Rhiannon Taylor, Head of Patron and Technical Services

June 2024 Report – Information Services

General:

On May 30st we made a delivery of books and movies to 15 residents at Maywood Assisted Living. We delivered approximately 64 books and DVDs.

The current season of the Illinois Libraries Presents Zoom series continues. An interview with Kal Penn was presented on May 7th, and on June 4th we had The Hidden Gifts of Visual Thinkers with Dr. Temple Grandin.

Rhonda Fentry's Soundbath Meditation program continues. We had 7 people attend the latest session.

I visited Maywood Garden House Apartments on Tuesday afternoons in May and did my Virtual Reality outreach program. I had around 18 participants drop in for the sessions (with several repeat visitors).

The library acquired two Nintendo Switch Stations for general gaming and game programming at the library. The stations comprise of the Nintendo Switches, televisions, television stands, and several controllers. The switches are physically attached to the television stands in a security case. We acquired 4 multiplayer games for each Switch: Mario Party, Mario Kart 8, Super Smash Bros, and the Overcooked Collection.

Programs:

Tuesdays in March @ 12:00 Quilting and Sewing (4,2,3,3, Thursdays 3,2,2,1)

MAY

Tuesdays @ 12:00 Quilting and Sewing (3,3,2,3,3,3,4,3)
Stop by our regular quilting and sewing group.

Fridays @ 10:00 Tech Friday (1)
Sign up for one-on-one tech help. Get help with your smartphone or computer.

May 14 @ 12:30 Soundbath Meditation (7)

May 7 @ 7 PM
The Many Lives of Kal Penn

May 13 @ 10:30 Basic PCs (0)

May 18 @ 10:30 Dungeons and Dragons (3)

May 9th @ 7:00 Four Pillars of Retirement (3)

May 23 @ 6:00 Adult Craft (3)

JUNE

Tuesdays @ 12:00 Quilting and Sewing (3, 2 2,3)

Fridays @ 10:00 Tech Friday (1)

June 3 @ 10:00 Maywood History Walk (4)

June 4 @ 10:30 Basic PCs (2)

June 4th @ 7:00 The Hidden Gifts of Visual Thinkers with Dr. Temple Grandin

June 6th @ 6:30 Book Discussion (0)

June 7th @ 11:30 Kayaking (9)

May 23rd Candle Craft



May 2024 Statistics - Information Services Dept.

Wix

Website Visits 1585

Event Registrations 78

My Pc

Center Users 439

Youth Users 266

Copier

Faxing 272 pages

Scanning 562 pages

Printing 2340 pages

Copies 1240 pages

eRead IL: 16 checkouts

Kanopy 526 visits, 12 plays

Hoopla 6 new users; 207 Checkouts

OverDrive (Libby) 5 new users; 128 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

Instagram 533 followers

Twitter 121

TikTok 44.3k likes, 1799 followers

followers

OCLC 0 checkouts, 10 holds filled

EBSCO: 19 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

Youth Services Department Report June 2024

Overview:

May brought in a warm welcome to what summer 2024 will look like. We already are experienced an increase in our patron visits, as well as our program attenders. We hope to continue this flow all summer.

This month is vital to us to finalize all our summer plans: summer reading, programs, partnerships, prizes, and more. It takes the whole library to work together to create a great experience.

As mentioned in my last report, I was able to connect with Ms. Dominique Davis to have our library and a tween volunteer program hosted by the Village collaborate. We were able to execute the 2-session program of painting tiny libraries that will be posted throughout Maywood! We provided space, paint, and painting supplies. Once these tiny libraries are posted, the MPLD will also fill it with material from our Book Sale shelves for the community to enjoy.

Please check out the new stuff in our YS Department! We have a chalk wall!

Programming:

Anime Club & Chess Club have constant members each week.

Crafty Afternoons was all about creativity and design. We made kaleidoscopes from simple bead, toilet paper roll, and a reflective sheet. Then we help kids design a personal flower bouquet for their mom as Mother's Day gift using buttons, pipe cleaners, and saltshakers. From here, the crafters created their own hot air balloon, a portrait of a cupcake, and a very glittery snail. I would also like to highlight that these programs were successful due to the help of my librarian assistants, so thank you to them!

Lego Club is sought after so much, that the goal is to have it meet twice a month. This Lego club session had our mini engineers building 3 different types of flowers. The challenge in this project was learning how to create curves with Legos.

Making Mondays, Tinker Toys, and Weekenders are programs that continue to promote creativity and curiosity. Our patrons can explore different mediums of art and material, thus allowing them to venture into complex designs.

Movie Monday is a wonderful way to enjoy a family movie at the library with some light snacks. This month's movie was *Spongebob Squarepants: Sponge on the Run*.

Storytimes continue to have multiple sessions with different ages.

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

VR & Gaming has had a decrease over the month. We will be pulling this program back and reconsider why it is not grasping the attention of our patrons.

Village Collaboration: This two-part session was set as a Village and MPLD collaboration to promote literacy in our community. We hope to finish this project soon.

Community Outreach & Professional Development:

1. Village Pride, Village Wide | Saturday, May 4 (All Day)

- a. What better way to get involved with our community by being out in it! Represented by trustees and myself, the MPLD was able to clean up our community, and help paint the bridge on 17th Avenue.

2. Reaching Forward | Friday, May 10 – Donald E. Stephans Convention Center

- a. I finally presented our session of, “*Get Your Crafting With Tweens and Teens!*”, at Reaching Forward North Conference. To refresh, the purpose of our presentation is to introduce and spark creativity for crafts aimed at tweens and teens. What sets our presentation apart from the average is that each library represented in the group has different populations it serves, and overall operating budget. At our session, we had a huge crowd! There were many librarians who wanted information how to manage and carry out successful craft programs for teens, regardless of budget.
- b. Fun note to add: A lot of librarians were complementing our Library TikTok page!

3. Story time at Brookfield Zoo: A planning session (Zoom) | Wednesday, May 15 @ 1:30 PM

- a. We had the honor to be invited for a second time to Brookfield Zoo’s ZAP! Story Time At the Zoo! Each week, Brookfield Zoo has different libraries/librarians hosting a story time at the Hamill Family Nature Plaza. To ensure our patrons have an opportunity to attend, they must sign up for the story time to receive Free General Admission Tickets! There is a limited number of tickets. In this planning session, Emily S. and I brainstormed the structure of this story time, including activities, books, and more.

4. Summer Youth Experience: Saturday, May 18 @ 11:00 AM

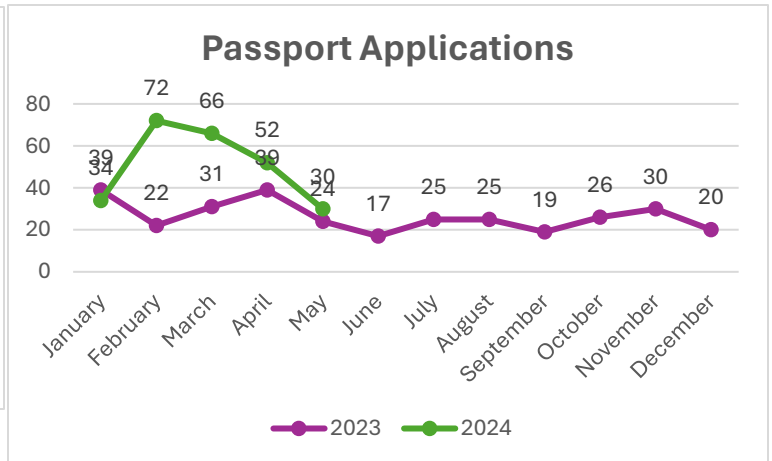
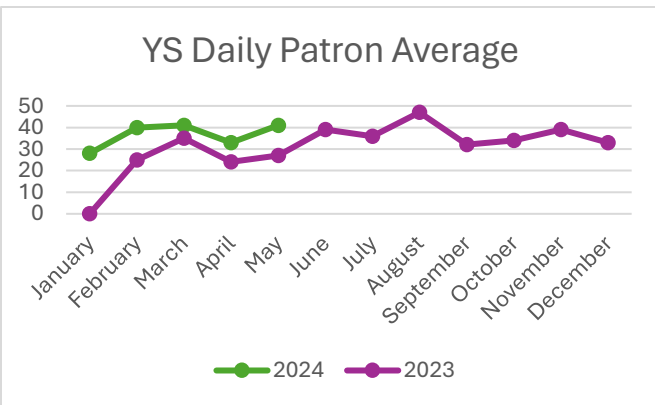
- a. Summer at the MPLD is going to be so exciting, we must make sure the community knows it! This event was hosted by the Village of Maywood, and it was located at the Maywood Park District. The goal was to give our residents a snapshot of all the organizations in Maywood, and their events for the summer. There was music, food, games, and more.

Highlights:



Youth Services Department Statistics May 2024

Program	Date & Time	Attendance	Audience
Anime Club	05/04 @ 2:00 PM	2	Tweens and Teens
Chess Club	05/04 @ 11:00 AM	1	All
Crafty Afternoons	05/01 @ 5:00 PM	24	All
	05/08 @ 5:00 PM	17	All
	05/15 @ 5:00 PM	15	All
	05/22 @ 5:00 PM	20	All
	05/29 @ 5:00 PM	10	All
Journaling	05/16 @ 5:00 PM	2	Tweens and Teens
Lego Club	05/11 @ 11:00 AM	8	Kids
Maker Monday	05/13 @ 11:30 AM	0	All
	05/13 @ 5:30 PM	5	All
Movie Monday	05/20 @ 4:30 PM	5	All
Storytime	05/06 @ 10:30 AM	5	Kids
	05/11 @ 10:30 AM	3	Kids
	05/14 @ 10:30 AM	2	Kids
	05/20 @ 10:30 AM	6	Kids
	05/28 @ 10:30 AM	3	Kids
Try Teens	05/16 @ 6:00 PM	0	Tweens and Teens
Tween and Teen POV	05/07 @ 2:00 PM	6	Tweens and Teens
	05/07 @ 6:00 PM	3	Tweens and Teens
	05/21 @ 2:00 PM	9	Tweens and Teens
	05/21 @ 6:00 PM	1	Tweens and Teens
Tabletop Thursday	05/02 @ 6:00 PM	6	All
	05/09 @ 6:00 PM	8	All
	05/23 @ 6:00 PM	9	All
	05/30 @ 6:00 PM	5	All
Weekenders	05/17 All Day	2	All
	05/31 All Day	2	All
VR & Gaming	04/15 @ 6:00 PM	0	All
Village Collab: Tiny Libraries	05/01 @ 4:00 PM	37	Tweens and Teens



Submitted by: Daniela Martinez, Interim Director / Head of Youth Services



IT Department Monthly Report

June, 2024

- The Wi-fi connection on the 3rd floor has been restored. It is sufficient to support the many events and programs we have scheduled this month.
- Computer usage is still steady. The Youth Services computer lab has seen an increase in computer usage. The summer months may look a little different, as the traffic may not be as heavy.
- Monthly updates for the public computers are still being maintained.
- I've recently attended several training sessions via webinar for technology and other training topics: Rails Member Update; Cyber Security; Non-Profit Webinar; eAccessibility Landscape; SEO Strategies.
- We are also preparing for an update to Symphony Workflows. The system should not have any downtime as this update will take place overnight, June 17-18. If there is any downtime, we are hoping that it is minimal, and the update will be successful.
- I have discovered some amazing features with the new camera system installed by Forest Security. I have been training the Security Staff on how to access and use these features.

MAYWOOD PUBLIC LIBRARY DISTRICT
DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY ACT
FINAL REPORT
JUNE 2024

I. Unit of government submitting this report:

Name of Library: **Maywood Public Library District**

Address of Main Library Office: **121 S. 5th Avenue, Maywood, IL 60402**

II. Information about our Library

A. We are located in **Cook** County. There are **54** public libraries in our county.

B. The population of the territory in which our Library is located is **23,568** (as of 2020 census).

C. We have **26** employees at the Library (not including board members).

D. Our annual budget for FY24 is: **\$1,926,589**.

E. Our Library's equalized assessed valuation (EAV) for 2023 is **\$253,177,801**.

III. Information about Our Committee

A. Committee Members:

1. Library Board President Shakeesta Williams
2. Library Board Vice President Arnettra Barber-Burnside
3. Library Board Treasurer Erica Sanchez
4. Library Board Secretary LaSondra Banks
5. Library Board Trustee Tanya Butler
6. Library Board Trustee John Rice
7. Library Board Trustee Elizabeth Villarreal
8. Library Director Leighton Shell
9. Library Resident Marcia Burton
10. Library Resident Daniela Martinez

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

1. First Meeting (must occur prior to June 10, 2023): **May 25, 2023**
2. Second Meeting: **October 18, 2023**
3. Third Meeting: **February 21, 2024**
4. Additional Meetings (List All, if any): **June 12, 2024**

IV. Core Programs or Services Offered by our Library:

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

Our library offers a collection of books, magazines, digital video discs, console video games, and a "library of things" for circulation by members of our immediate community as well as residents with library cards that are part of our larger consortium. We also provide electronic books, digital magazines and graphic novels, downloadable audiobooks, streaming music, streaming video, and research databases and online job/homework assistance sites available to just our district card

holders. We do educational and entertainment programming for youth, teens, adults, and seniors both inside the library as well as at offsite locations in the community. We provide notary public services, passport application services, and license plate services in addition to our standard reference, readers advisory, and circulation/patron management services.

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

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

V. Awards and Recognitions

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

VI. Intergovernmental Agreements

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

1. Village of Maywood - Hosted Village events on library property and attended/supported Village events in the community.
2. Maywood Park District - Partnered for community events such as Village Holiday Tree Lighting.
3. Proviso Township - Partnered with Proviso Township and other Proviso Township public libraries to promote library awareness throughout the township and coordinate programming.
4. Chicago Passport Agency - Provided passport agents to process passport applications at other area locations.
5. School District 89 – Hosted field trips, attended school events, provided programming on and offsite, as well as outreach for services, reading challenges, donations, meetings and collaborations.
6. School District 209 - Hosted field trips, attended school events, provided programming on and offsite, as well as outreach for services, reading challenges, donations, meetings and collaborations.
7. West40 Intermediate Service Center - Hosted field trips, attended school events, provided programming on and offsite, as well as outreach for services, reading challenges, donations, meetings and collaborations.
8. Illinois Secretary of State - They Secretary of State's office came to the library as an outreach for Driver's Licenses, State IDs, etc.
9. Illinois State Library – We subscribe to discounted services provided by the Illinois State Library, such as eRead Illinois.

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

VII. Community Partnerships

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

- A. Maywood Fine Arts - Partnered on events to promote awareness of our organization and services as well as their organization and services.
- B. AgeOptions - We are a grant recipient from an AgeOptions program. The grant allows us to provide circulating iPad tablets, VR Programming, and other programs geared towards seniors.
- C. Garden House Apartments - We have partnered with Garden House Apartments (senior living community) to take library programming out into the community.
- D. Maywood Supportive Living - We have partnered with Maywood Supportive Living (assisted living facility) to bring library services to homebound library patrons.
- E. Howard Brown - We have partnered with Howard Brown Health to make STI testing available at the library to area residents.
- F. PLCCA - We partner with the PLCCA (community action organization) to provide library programming. We provided the space, and they provided a presenter. PLCCA also promotes the library and its services at to the families they support.
- G. American Heart Association - The AHA provided us with Infant CPR kits for a library program on infant CPR.
- H. Museum Adventure Pass - We subscribe to the Museum Adventure Pass program, which provides us with passes for Chicagoland area museums, zoos, gardens, and other organizations.

- I. Greater Chicago Food Depository - we partner with the GCFD to provide free lunches to area children during the summer months when they are not in school.

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

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

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

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

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

Library programming for youth and young adults has been excellent. Library programming for adults has been more challenging due to the lack of evening hours of operation.

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

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

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

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

XI. What Can We Do Better or More Efficiently?

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

XII. Studies on Governmental Efficiencies

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

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

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

Submitted by: _____
John Rice, Chairman, Decennial Efficiency Committee
Maywood Public Library District

Date of Committee Approval of Report: _____

DRAFT

ADMINISTRATIVE CODE

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE B: CULTURAL RESOURCES
CHAPTER I: SECRETARY OF STATE
PART 3050 PUBLIC LIBRARY NON-RESIDENT SERVICES
SECTION 3050.30 REGIONAL LIBRARY SYSTEM RESPONSIBILITIES

Section 3050.30 Regional Library System Responsibilities

- a) The regional library systems, by September 1, 2002, shall submit to the Illinois State Library, and post on their Internet sites, the names of participating and non-participating public libraries. During this period, the regional library systems shall assist public libraries in complying with Section 3050.25 of this Part.
- b) Beginning in 2003, the regional library systems shall submit the names of participating and non-participating public libraries as of July 1 of each year in the annual report to the Illinois State Library. The report shall include the action public libraries take in compliance with Section 3050.20(a) of this Part.
- c) The regional library systems shall maintain an up-to-date list on their Internet sites of participating and non-participating public libraries and the effective dates of the 12 month period. This list shall also be available in print upon request and available for public inspection at the regional library system headquarters.



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

June 3, 2024

Ms. Daniela Martinez, Library Director
Maywood Public Library District
121 South Fifth Avenue
Maywood, Illinois 60153-1307

Dear Ms. Martinez:

I am pleased to award the Maywood Public Library District a Fiscal Year 2024 Public Library Per Capita grant in the amount of \$34,998.48.

This grant support is provided pursuant to Title 23 Ill. Adm. Code 3035.115; Public Library Per Capita and Equalization Aid Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

A handwritten signature in black ink that reads "Alexi Giannoulis".

Alexi Giannoulis, Secretary of State
and State Librarian

cc: Board President, Maywood Public Library District

AG:isl



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

June 5, 2024

Ms. Daniela Martinez, Library Director
Maywood Public Library District
121 South Fifth Avenue
Maywood, Illinois 60153-1307

Dear Ms. Martinez:

I am pleased to award the Maywood Public Library District a Fiscal Year 2024 Technology Grant for \$27,500.00 to improve the library's technology infrastructure.

This grant support, for selected libraries, is provided pursuant to 23 Ill. Adm. Code 3035. Subpart A, State Grants.

Congratulations on the success of your grant application, and best wishes for a successful project.

Sincerely,

A handwritten signature in black ink that reads "Alexi Giannoulis".

Alexi Giannoulis, Secretary of State
and State Librarian

cc: Grant Project Number: 24-9067-TECH

AG:isl

List of libraries eligible for tech grant funding:

Abingdon—John Mosser Public Library District—\$12,500
Avon—Village of Avon Public Library—\$12,500
Barry—Barry Public Library—\$12,500
Beardstown—Beardstown Houston Memorial Public Library—\$12,500
Belleville—Belleville Public Library—\$27,500
Bend—Frank Bertetti Bend Public Library—\$12,500
Benton—Benton Public Library District—\$27,500
Blue Island—Blue Island Public Library—\$27,500
Cahokia Heights—Cahokia Public Library District—\$27,500
Cairo—Cairo Public Library—\$12,500
Calumet City—Calumet City Public Library—\$27,500
Calumet Park—Calumet Park Public Library—\$12,500
Canton—Partin-Ingersoll Public Library—\$27,500
Carlville—Carlville Public Library—\$12,500
Carmi—Carmi Public Library—\$12,500
Carrier Mills—Carrier Mills-Stonefort Public Library District—\$12,500
Centralia—Centralia Regional Library District—\$27,500
Charleston—Charleston Carnegie Public Library—\$27,500
Chester—Chester Public Library—\$12,500
Chicago Heights—Chicago Heights Public Library—\$27,500
Chrisman—Chrisman Public Library—\$12,500
Christopher—Christopher Public Library—\$12,500
Cicero—Cicero Public Library—\$27,500
Colchester—Colchester District Library—\$12,500
Coulterville—Coulterville Public Library—\$12,500
Cowden—Dry Point Township Library—\$12,500
Cutler—Cutler Public Library—\$12,500
Danville—Danville Public Library—\$27,500
Decatur—Decatur Public Library—\$27,500
DePue—Selby Township Library District—\$12,500
Dixmoor—Dixmoor Public Library District—\$12,500
Dotton—Dotton Public Library District—\$27,500
Dongola—Dongola Public Library District—\$12,500
Du Quoin—Du Quoin Public Library—\$12,500
East Saint Louis—East Saint Louis Public Library—\$27,500
Eldorado—Eldorado Memorial Public Library District—\$12,500
Evansville—Evansville Public Library—\$12,500
Fairfield—Fairfield Public Library—\$12,500
Farmer City—Farmer City Public Library—\$12,500
Flora—Flora Public Library—\$12,500
Freeport—Freeport Public Library—\$27,500
Galesburg—Galesburg Public Library—\$27,500
Georgetown—Georgetown Public Library—\$12,500
Gillespie—Gillespie Public Library—\$12,500
Golconda—Golconda Public Library—\$12,500
Grayville—Groff Memorial Public Library—\$12,500
Greenfield—Greenfield Public Library—\$12,500
Greenville—Greenville Public Library—\$12,500
Harrisburg—Harrisburg Public Library District—\$27,500
Harvey—Harvey Public Library District—\$27,500
Hazel Crest—Grande Prairie Public Library District—\$27,500
Herrin—Herrin City Library—\$27,500
Hopkins Park—Pembroke Public Library District—\$12,500
Johnston City—Johnston City Public Library—\$12,500
Jonesboro—Jonesboro Public Library—\$12,500
Justice—Justice Public Library District—\$27,500
Kankakee—Kankakee Public Library—\$27,500
Kewanee—Kewanee Public Library District—\$27,500
Kinmundy—Kinmundy Public Library—\$12,500
Lacon—Lacon Public Library District—\$12,500
Lanark—Lanark Public Library—\$12,500
Lansing—Lansing Public Library—\$27,500
LaSalle—LaSalle Public Library—\$12,500
Lawrenceville—Lawrence Public Library District—\$27,500
Lincoln—Lincoln Public Library District—\$27,500
Macomb—Macomb Public Library District—\$27,500
Madison—Madison Public Library—12,500.00
Markham—Markham Public Library—\$27,500
Maywood—Maywood Public Library District—\$27,500
McLeansboro—McCoy Memorial Library—\$12,500
Melvin—Melvin Public Library—\$12,500
Mounds—Mounds Public Library—\$12,500
Mount Carmel—Mount Carmel Public Library—\$12,500
Mount Morris—Mount Morris Public Library—\$12,500
Mount Olive—Mount Olive Public Library—\$12,500
Murphysboro—Sallie Logan Public Library—\$12,500
North Chicago—North Chicago Public Library—\$27,500
Pana—Carnegie-Schuyler Library—\$12,500
Paris—Paris Carnegie Public Library—\$12,500
Park Forest—Park Forest Public Library—\$27,500
Phoenix—Phoenix Public Library District—\$12,500
Pinckneyville—Pinckneyville Public Library—\$12,500
Ramsey—Ramsey Public Library—\$12,500
Rantoul—Rantoul Public Library—\$27,500
Riverdale—Riverdale Public Library District—\$27,500
Robbins—William Leonard Public Library District—\$12,500
Rock Falls—Rock Falls Public Library District—\$27,500
Rockford—Rockford Public Library—\$27,500
Roodhouse—Roodhouse Public Library—\$12,500
Rosiclare—Rosiclare Memorial Public Library—\$12,500
Royalton—Royalton Public Library District—\$12,500
Rushville—Rushville Public Library—\$12,500
Sauk Village—Nancy L. McConathy Public Library District—\$12,500
Sesser—Sesser Public Library—\$12,500
Shawneetown—Shawneetown Public Library—\$12,500
Sheffield—Sheffield Public Library—\$12,500
South Pekin—South Pekin Public Library—\$12,500
Sparta—Sparta Public Library—\$12,500
Steger—Steger-South Chicago Heights Public Library District—\$27,500
Sterling—Sterling Public Library—\$27,500
Streator—Streator Public Library—\$27,500
Sun River Terrace—Sun River Terrace Public Library District—\$12,500
Tilden—Tilden Public Library—\$12,500
Toluca—Toluca Public Library District—\$12,500
Vandalia—Evans Public Library District—\$27,500
Venice—Venice Public Library—\$12,500
Vienna—Vienna Carnegie Public Library—\$12,500
Virginia—Virginia Memorial Public Library—\$12,500
Watseka—Watseka Public Library—\$12,500
Wenona—Bond Public Library—\$12,500
West Frankfort—West Frankfort Public Library—\$12,500
Winchester—Winchester Public Library—\$12,500
Zeigler—Zeigler Public Library—\$12,500



OFFICE *of the* SECRETARY *of* STATE

Alexi Giannoulias • Secretary of State

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Giannoulias Awarding \$2 Million in Library Tech Grants to Underserved Communities

Secretary of State announces 113 Illinois Public Libraries Eligible for Funding.

The Illinois Secretary of State's office is awarding \$2 million in new grants to assist public libraries in underserved communities with needed technology enhancements, Secretary and State Librarian Alexi Giannoulias announced today.

According to the Secretary of State's office, 113 public libraries are eligible to receive a grant – totaling an amount of either \$27,500 or \$12,500 – depending on the size of the population they serve. View a list of [eligible libraries](#).

“Libraries play a significant role in our communities, so it's imperative that they evolve to meet the needs of residents and expand their offerings, particularly when it comes to technology,” Giannoulias said. “We have a responsibility to ensure that all communities, regardless of their location or wealth, have access to the best library programming beyond just written materials. These grants will help narrow digital divides.”

To qualify, communities must be eligible for updated equalization aid grant funding – resulting from a low tax base – and have a high poverty rate.

Giannoulias made the announcement today at the Cicero Public Library, alongside Congressman Jesús “Chuy” García (IL-04) and State Representative Elizabeth ‘Lisa’ Hernandez (2nd House District).

“Our libraries provide a place for every Illinoisan to make connections with their community and to think, learn and explore new ideas,” García said. “I'm excited to see

how our libraries use this technology grant funding to expand opportunities for our residents, increase access to information and help our communities thrive.”

“Continuing to provide libraries with diverse resources whether printed or digitally, we’re making a priceless investment into our communities, especially those that are underserved,” Hernandez said. “I’m excited to see the positive impact of this funding on our communities that need it most.”

“Libraries throughout the state provide a wide range of services to their residents and need technology to make educational resources and knowledge accessible for families,” State Senator Javier Cervantes said. “I appreciate the Secretary’s continued dedication in ensuring residents have the resources they need, and I look forward to our continued partnership.”

“Bolstering our technology will help us fulfill our mission of providing information, materials and services to our residents while fostering diversity and a passion for lifelong learning,” said Sandra Tomschin with Cicero Public Library. “This grant funding will have a tremendous impact helping us bridge the digital divide and best serve our residents.”

Because libraries receive most funding through property taxes, budgets are primarily determined by their local taxable base. Property values vary widely around the state, leaving some local libraries without needed funding to continue to provide essential services to their communities or to upgrade their technology infrastructure.

In applying for the grants, libraries are encouraged to consider the technology needs of constituents. They can use the grants to help fund things such as adding hardware and software, expanding online collections and e-resources, purchasing digital devices and mobile apps, increasing Wi-Fi capacity and internet accessibility, assuring ADA compliance for library websites and purchasing adaptive technologies that accommodate service needs for persons with disabilities, and incorporating patron self-checkouts.

Libraries must file plans for use of grant funds by June 14 and projects can start as early as June 28. Libraries will have two years to spend the grant money. View a list of [eligible libraries](#).