

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

Agenda

May 17, 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 and April 2023 Treasurers Reports
  - 7b. **Action Item:** Approve the Accounts Payable for April 19, 2023 in the amount of \$118,293.30
  - 7c. **Action Item:** Approve the Accounts Payable for May 17, 2023 in the amount of \$38,097.15
  - 7c. **Action Item:** Approval of Library Payroll for March 22, 2023 payroll in the amount of \$18,322.41; April 5, 2023 in the amount of \$17,803.14; April 19, 2023, in the amount of \$18,004.05; and May 3, 2023, in the amount of \$18,419.65.
  - 7d. **Action Item:** Ratify the IMRF payment for March 2023 in the amount of \$4,385.24 and the IMRF payment for April 2023 in the amount of \$4,348.52.
  - 7e. **Action Item:** Ratify the May 12, 2023, transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.
  - 7f. **Action Item:** Ratify the payments of the following invoices paid prior to the board meeting in the amount of \$126,678.54 due to the lack of a quorum for the April Board meeting and to avoid late fees. See attached Bill Payment List, April 5 – May 8, 2023.

# MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees  
Regular Board Meeting  
May 17, 2023  
Agenda

8. Library Director's Report
9. Committee Reports
10. Old Business
  - 10b. **Discussion/Action Item:** None
11. New Business
  - 11a. **Discussion/Action Item:** Election of Board Officers
  - 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
  - 11e. **Discussion/Action Item:** Outdoor digital sign proposal
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  
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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.

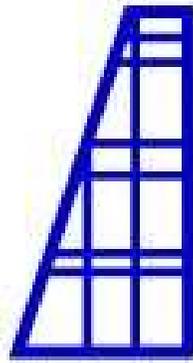
Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT

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**

**April 2023**

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
**Summary of Monthly Cash Receipts & Disbursements**  
**As of April 30, 2023**

<b>Account</b>	<b>Beginning Bal. 4/1/2023</b>	<b>Monthly Interest</b>	<b>Transfers</b>	<b>Income Property Tax</b>	<b>Other Income</b>	<b>Cash Disbursed</b>	<b>Adjustments Bank Fees</b>	<b>Ending Balance 4/30/2023</b>
US Bank- Primary	\$ 759,105.15		\$ (150,000.00)	\$ 442,868.38		\$ 274,863.83	\$ (34.95)	\$ 1,326,802.41
US Bank- Accouts Payable	68,536.94		150,000.00			(53,707.24)		164,829.70
Seaway Payroll	48,765.56	2.50				(24,378.65)		24,389.41
IL Funds - Primary	335,957.23	1,344.79						337,302.02
Seaway Foundation	13,526.52	27.71						13,554.23
Cash - Cirulation	150.00							150.00
Petty Cash	65.00							65.00
<b>TOTAL</b>	<b>\$ 1,226,106.40</b>	<b>\$ 1,375.00</b>	<b>\$ -</b>	<b>\$ 442,868.38</b>	<b>\$ -</b>	<b>\$ 196,777.94</b>	<b>\$ (34.95)</b>	<b>\$ 1,867,092.77</b>

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

	Total	
	As of Apr 30, 2023	As of Mar 31, 2023 (PP)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1001011 Petty Cash	75.00	75.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	9,334.17	13,727.71
1050011 IL Funds - Primary	337,302.02	335,957.23
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	1,326,802.41	759,105.15
1080111 US Bank - Accounts Payable	50,080.77	60,549.09
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
<b>Total Bank Accounts</b>	<b>\$ 1,723,718.17</b>	<b>\$ 1,169,537.98</b>
<b>Total Current Assets</b>	<b>\$ 1,723,718.17</b>	<b>\$ 1,169,537.98</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,723,718.17</b>	<b>\$ 1,169,537.98</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2100011 Accounts Payable	-46.08	-46.08
<b>Total Accounts Payable</b>	<b>-\$ 46.08</b>	<b>-\$ 46.08</b>
<b>Credit Cards</b>		
<b>2100311 BofA Credit Card</b>		
2100411 BOA-Stan	0.00	0.00
2100511 BOA-Josephine	0.00	0.00
<b>Total 2100311 BofA Credit Card</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
2100911 Chase Southwest Visa	0.00	0.00
<b>Total Credit Cards</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Other Current Liabilities</b>		
2101011 Federa I Tax Withheld	0.00	0.00
2102011 State Tax Withheld	5,784.54	5,784.54

# Maywood Public Library

## Statement of Financial Position Comparison

As of April 30, 2023

2103011 FICA Withheld	-0.01	-0.01
2104011 IMRF Withheld	-285.50	381.13
2104511 IMRF-VAC	1,177.99	651.05
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
<b>Total Other Current Liabilities</b>	<b>\$ 7,600.23</b>	<b>\$ 7,739.92</b>
<b>Total Current Liabilities</b>	<b>\$ 7,554.15</b>	<b>\$ 7,693.84</b>
<b>Total Liabilities</b>	<b>\$ 7,554.15</b>	<b>\$ 7,693.84</b>
<b>Equity</b>		
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90
2900078 Fund Balance - Working Cash	258,366.98	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05
2900093 Fund Balance - Unemployment	16,025.37	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00
Opening Balance Equity	-6,624.18	-6,624.18
Retained Earnings	637,084.55	637,084.55
Net Revenue	769,854.84	215,534.96
<b>Total Equity</b>	<b>\$ 1,716,164.02</b>	<b>\$ 1,161,844.14</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,723,718.17</b>	<b>\$ 1,169,537.98</b>

Monday, May 08, 2023 11:47:04 AM GMT-7 - Accrual Basis

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

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>				
3001011 Tax Revenue - Current	1,080,772.03	1,328,626.00	-247,853.97	81.35%
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	270,718.72	60,000.00	210,718.72	451.20%
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	241.00		241.00	
3070011 Copy Machine	3,290.78	2,000.00	1,290.78	164.54%
3080011 Lost and Paid	160.98	150.00	10.98	107.32%
3095011 General Sales	8.30	25.00	-16.70	33.20%
3095511 Book Sales	312.39	25.00	287.39	1249.56%
3123011 Vending Machine Income	743.75	1,500.00	-756.25	49.58%
3125011 Fax Machine	6.50		6.50	
3127011 Room Rental Income	245.00		245.00	
3130011 Miscellaneous Income	572.06	300.00	272.06	190.69%
3132511 Maywood Book Income		300.00	-300.00	0.00%
3302011 Interest - All Bank	1,145.86	200.00	945.86	572.93%
3302311 Interest - SB&T Payroll	8.87		8.87	
3304011 Interest - IL Funds Primary	8,579.16	200.00	8,379.16	4289.58%
3608011 Passport Income	6,820.00	5,000.00	1,820.00	136.40%
<b>Total Revenue</b>	<b>\$ 1,731,014.99</b>	<b>\$ 1,432,768.00</b>	<b>\$ 298,246.99</b>	<b>120.82%</b>
<b>Gross Profit</b>	<b>\$ 1,731,014.99</b>	<b>\$ 1,432,768.00</b>	<b>\$ 298,246.99</b>	<b>120.82%</b>
<b>Expenditures</b>				
4010011 Salaries	347,906.01	575,000.00	-227,093.99	60.51%
4040011 Healthcare Premium	19,258.44	65,000.00	-45,741.56	29.63%
4050011 Trustee Development	800.00	3,500.00	-2,700.00	22.86%
4051011 Staff Development	2,160.36	3,500.00	-1,339.64	61.72%
4052011 Travel	104.23	2,000.00	-1,895.77	5.21%
4060011 Professional Education	105.30		105.30	
4070011 Membership Dues	823.00	4,400.00	-3,577.00	18.70%
4080011 Adult Books	10,434.80	20,000.00	-9,565.20	52.17%
4080012 YS Books	4,288.61	15,000.00	-10,711.39	28.59%
4085011 SWAN Lost Books	188.38	2,000.00	-1,811.62	9.42%
4090011 Periodicals	1,458.48	1,600.00	-141.52	91.16%

## Maywood Public Library Budget vs. Actuals: FY23 BUDGET - FY23 P&L

July 2022 - April 2023

4100011 Adult Audio Visual	1,195.72	7,500.00	-6,304.28	15.94%
4100012 YS Audio Visual	33.23	7,500.00	-7,466.77	0.44%
4105011 Software		7,000.00	-7,000.00	0.00%
4106011 Technology	10,061.30	15,000.00	-4,938.70	67.08%
4130011 Library Supplies	3,701.69	17,000.00	-13,298.31	21.77%
4130511 Bank Fees	953.36	700.00	253.36	136.19%
4131011 Hospitality	993.13	2,000.00	-1,006.87	49.66%
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	4,850.51	10,000.00	-5,149.49	48.51%
4160011 Publicity	1,800.00	5,000.00	-3,200.00	36.00%
4170011 Professional Services	114,426.33	65,000.00	49,426.33	176.04%
4205011 Natural Gas	30,920.46	39,000.00	-8,079.54	79.28%
4210011 Databases & E-Resources	11,304.50	9,000.00	2,304.50	125.61%
4215011 Water	6,726.04	11,000.00	-4,273.96	61.15%
4225011 Electricity	56,463.07	90,000.00	-33,536.93	62.74%
4235011 Garbage	4,092.87	4,500.00	-407.13	90.95%
4240011 Maintenance of Equipment	11,629.54	35,000.00	-23,370.46	33.23%
4250011 Contract Maintenance Building	23,352.39	60,000.00	-36,647.61	38.92%
4256011 Janitorial Supplies	1,167.54	7,000.00	-5,832.46	16.68%
4260011 General Maintenance - Building	21,844.23	35,000.00	-13,155.77	62.41%
4265011 SWAN	24,935.00	26,000.00	-1,065.00	95.90%
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	2,169.35	6,000.00	-3,830.65	36.16%
4302012 YS Programming	1,055.81	4,000.00	-2,944.19	26.40%
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	8,191.21	20,000.00	-11,808.79	40.96%
6032011 Misc. Grant Expense	2,337.15		2,337.15	
6123011 Vending Machine Expenses	780.12	2,000.00	-1,219.88	39.01%
9150091 FICA Expenditures	26,571.95	44,000.00	-17,428.05	60.39%
9250092 IMRF Expenses - District	155,089.08	93,085.00	62,004.08	166.61%
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	30,146.71	35,000.00	-4,853.29	86.13%
9650096 Audit	6,250.00	7,000.00	-750.00	89.29%
Uncategorized Expense	548.32		548.32	
<b>Total Expenditures</b>	<b>\$ 961,160.15</b>	<b>\$ 1,419,785.00</b>	<b>-\$ 458,624.85</b>	<b>67.70%</b>
<b>Net Operating Revenue</b>	<b>\$ 769,854.84</b>	<b>\$ 12,983.00</b>	<b>\$ 756,871.84</b>	<b>5929.71%</b>
<b>Net Revenue</b>	<b>\$ 769,854.84</b>	<b>\$ 12,983.00</b>	<b>\$ 756,871.84</b>	<b>5929.71%</b>

# Maywood Public Library Statement of Activity by Class

July 2022 - April 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
<b>Revenue</b>									
3001011 Tax Revenue - Current	1,080,772.03								.
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	270,718.72								270,718.72
3030011 Per Capita Grant	34,762.80								34,762.80
3032611 Other Grant Income	15,869.13								15,869.13
3039011 Donations	241.00								241.00
3070011 Copy Machine	3,290.78								3,290.78
3080011 Lost and Paid	160.98								160.98
3095011 General Sales	8.30								8.30
3095511 Book Sales	312.39								312.39
3123011 Vending Machine Income	743.75								743.75
3125011 Fax Machine	6.50								6.50
3127011 Room Rental Income	245.00								245.00
3130011 Miscellaneous Income	572.06								572.06
3302011 Interest - All Bank	1,145.86								1,145.86
3302311 Interest - SB&T Payroll	8.87								8.87
3304011 Interest - IL Funds Primary	8,579.16								8,579.16
3608011 Passport Income	6,820.00								6,820.00
<b>Total Revenue</b>	<b>\$ 1,424,257.33</b>	<b>\$ 21,394.52</b>	<b>\$ 77,641.35</b>	<b>\$ 105,580.24</b>	<b>\$ 5,521.19</b>	<b>\$ 5,521.19</b>	<b>\$ 77,641.33</b>	<b>\$ 13,457.84</b>	<b>\$ 1,731,014.99</b>
<b>Gross Profit</b>	<b>\$ 1,424,257.33</b>	<b>\$ 21,394.52</b>	<b>\$ 77,641.35</b>	<b>\$ 105,580.24</b>	<b>\$ 5,521.19</b>	<b>\$ 5,521.19</b>	<b>\$ 77,641.33</b>	<b>\$ 13,457.84</b>	<b>\$ 1,731,014.99</b>

**Maywood Public Library**  
**Statement of Activity by Class**

July 2022 - April 2023

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<b>Expenditures</b>		
4010011 Salaries	347,906.01	347,906.01
4040011 Healthcare Premium	19,258.44	19,258.44
4050011 Trustee Development	800.00	800.00
4051011 Staff Development	2,160.36	2,160.36
4052011 Travel	104.23	104.23
4060011 Professional Education	105.30	105.30
4070011 Membership Dues	823.00	823.00
4080011 Adult Books	10,434.80	10,434.80
4080012 YS Books	4,288.61	4,288.61
4085011 SWAN Lost Books	188.38	188.38
4090011 Periodicals	1,458.48	1,458.48
4100011 Adult Audio Visual	1,195.72	1,195.72
4100012 YS Audio Visual	33.23	33.23
4106011 Technology	10,061.30	10,061.30
4130011 Library Supplies	3,701.69	3,701.69
4130511 Bank Fees	953.36	953.36
4131011 Hospitality	993.13	993.13
4135011 Printing	826.00	826.00
4140011 Postage	2,515.41	2,515.41
4150011 Telephone	4,850.51	4,850.51
4160011 Publicity	1,800.00	1,800.00
4170011 Professional Services	114,426.33	114,426.33
4205011 Natural Gas	30,920.46	30,920.46
4210011 Databases & E-Resources	11,304.50	11,304.50
4215011 Water	6,726.04	6,726.04
4225011 Electricity	56,463.07	56,463.07
4235011 Garbage	4,092.87	4,092.87
4240011 Maintenance of Equipment	11,629.54	11,629.54
4250011 Contract Maintenance Building	23,352.39	23,352.39
4256011 Janitorial Supplies	1,167.54	1,167.54

## Maywood Public Library Statement of Activity by Class

July 2022 - April 2023

4260011 General Maintenance - Building	21,844.23									21,844.23
4265011 SWAN	24,935.00									24,935.00
4290011 Public Programming (deleted)	54.91									54.91
4292011 Special Events	1,146.51									1,146.51
4302011 Adult Programming	2,169.35									2,169.35
4302012 YS Programming	1,055.81									1,055.81
4310011 Equipment Purchase	3,599.98									3,599.98
4320011 Legal Fees	8,191.21									8,191.21
6032011 Misc. Grant Expense	2,337.15									2,337.15
6123011 Vending Machine Expenses	780.12									780.12
9150091 FICA Expenditures		26,571.95								26,571.95
9250092 IMRF Expenses - District			155,089.08							155,089.08
9350093 Unemployment Insurance				309.12						309.12
9450094 Insurance - Workers Comp					1,590.00					1,590.00
9550095 Insurance - Liability						30,146.71				30,146.71
9650096 Audit							6,250.00			6,250.00
Uncategorized Expense	548.32									548.32
<b>Total Expenditures</b>	<b>\$ 741,203.29</b>	<b>\$ 0.00</b>	<b>\$ 26,571.95</b>	<b>\$ 155,089.08</b>	<b>\$ 309.12</b>	<b>\$ 1,590.00</b>	<b>\$ 30,146.71</b>	<b>\$ 6,250.00</b>	<b>\$ 961,160.15</b>	
<b>Net Operating Revenue</b>	<b>\$ 683,054.04</b>	<b>\$ 21,394.52</b>	<b>\$ 51,069.40</b>	<b>-\$ 49,508.84</b>	<b>\$ 5,212.07</b>	<b>\$ 3,931.19</b>	<b>\$ 47,494.62</b>	<b>\$ 7,207.84</b>	<b>\$ 769,854.84</b>	
<b>Net Revenue</b>	<b>\$ 683,054.04</b>	<b>\$ 21,394.52</b>	<b>\$ 51,069.40</b>	<b>-\$ 49,508.84</b>	<b>\$ 5,212.07</b>	<b>\$ 3,931.19</b>	<b>\$ 47,494.62</b>	<b>\$ 7,207.84</b>	<b>\$ 769,854.84</b>	

Monday, May 08, 2023 12:16:22 PM GMT-7 - Accrual Basis

# MAYWOOD PUBLIC LIBRARY DISTRICT

## MAYWOOD PUBLIC LIBRARY DISTRICT

### ACCOUNTS PAYABLE

**MAY 2023**

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
<b>2860</b>	<b>Anderson Pest Solutions</b>	4302011 Adult Programming	4/18/2023 Program		\$ 75.00	\$ 75.00
<b>2861</b>	<b>Rhonda Fentry</b>	4302011 Adult Programming	5/2/2023 Program		\$ 60.00	\$ 60.00
<b>2862</b>	<b>Rhonda Fentry</b>	4302011 Adult Programming	5/16/23 Program		\$ 50.00	\$ 50.00
<b>2863</b>	<b>Konica Minolta Business Sol</b>	4240011 Maint of Equipment		286473301	\$ 42.45	\$ 158.89
				286466014	\$ 76.11	
				286465531	\$ 40.33	
<b>2864</b>	<b>Quill LLC</b>	4130011 Library Supplies		31319936	\$ 24.04	\$ 484.35
		" " "		31786790	\$ 282.96	
		4256011 Janitorial Supplies		"	\$ 144.16	
		" " "		31776981	\$ 33.19	
<b>2865</b>	<b>Republic Services</b>	4235011 Garbage	5/1/23 - 7/31/23	0551-015666575	\$ 1,502.73	\$ 1,502.73
<b>2866</b>	<b>Royale Bezjian Inc.</b>	4250011 Contract Maint.	3/21/2023	78797	\$ 85.00	\$ 170.00
		" " "	4/18/2023	79159	\$ 85.00	
<b>2867</b>	<b>Santanna Energy Services</b>	4205011 Natural Gas	3/1/23-3/31/23	558164000	\$ 2,792.15	\$ 2,792.15
<b>2868</b>	<b>Maywood Health Ins.</b>	4040011 Healthcare Prem	May 2023	1722	\$ 2,970.36	\$ 2,970.36
<b>2869</b>	<b>Maywood Water Dept.</b>	4215011 Water	4/20/2023	427405652-00	\$ 37.55	\$ 121.76
		"	"	427403007-00	\$ 84.21	

# MAYWOOD PUBLIC LIBRARY DISTRICT

## MAYWOOD PUBLIC LIBRARY DISTRICT

### ACCOUNTS PAYABLE

**MAY 2023**

<b>2870</b>	<b>Amazon Capital Services</b>	4100011 Adult Audio Visual	1G6H-Y11Y-NQ13	\$ 60.54	<b>\$ 455.25</b>
		4106011 Tecnology	1Y77-GK31-4Q47	\$ 204.71	
		4130011 Library Supplies	1WKX-V91G-91GQ	\$ 190.00	
<b>2871</b>	<b>Ancel Glink PC</b>	4320011 Legal Fees	96025	\$ 460.00	<b>\$ 460.00</b>
<b>2872</b>	<b>Anderson Elevator</b>	4250011 Contract Maint.	INV-71979-G1H4	\$ 300.00	<b>\$ 300.00</b>
<b>2873</b>	<b>Baker &amp; Taylor</b>	4080011 Adult Books	2037362418	\$ 66.62	<b>\$ 2,552.46</b>
		4080012 Youth Books	"	\$ 367.01	
		4080011 Adult Books	2037365788	\$ 8.19	
		4080012 Youth Books	"	\$ 240.43	
		4080011 Adult Books	2037387154	\$ 126.55	
		4080012 Youth Books	"	\$ 26.35	
		4080011 Adult Books	2037413462	\$ 185.24	
		"	2037427399	\$ 622.99	
		"	2037427519	\$ 123.03	
		"	2037450064	\$ 296.98	
		"	2037300367	\$ 10.94	
		"	2037380008	\$ 18.34	
		"	2037417945	\$ 27.71	
		4100011 Adult Audio Vis.	H64447710	\$ 37.67	
		"	H64447711	\$ 14.77	
		"	H64519650	\$ 41.37	
		"	H64716310	\$ 14.03	
		"	H64778210	\$ 78.30	
		"	H64850750	\$ 41.34	
		"	H64992580	\$ 22.16	
		"	H64687210	\$ 182.44	
<b>2874</b>	<b>Candy Ridlbauer</b>	4292011 Special Events		\$ 435.00	<b>\$ 435.00</b>

# MAYWOOD PUBLIC LIBRARY DISTRICT

## MAYWOOD PUBLIC LIBRARY DISTRICT

### ACCOUNTS PAYABLE

**MAY 2023**

<b>2875</b>	<b>Chicago Tribune</b>	4090011 Periodicals		60150239	\$ 183.92	\$ <b>183.92</b>
<b>2876</b>	<b>Daniela Martinez</b>	4052011 Travel	Air fare		\$ 401.91	\$ <b>481.94</b>
		4302012 Youth Prog.			\$ 80.03	
<b>2877</b>	<b>Dushaun Branch Pollard</b>	4302011 Adult Prog.	6/14/23 Program		\$ 50.00	\$ <b>50.00</b>
<b>2878</b>	<b>Dushaun Branch Pollard</b>	4302011 Adult Prog.	6/28/23 Program		\$ 50.00	\$ <b>50.00</b>
<b>2879</b>	<b>iREAD</b>	4292011 Special Events			\$ 117.45	\$ <b>117.45</b>
<b>2880</b>	<b>John Fruit</b>	4302011 Adult Prog.	Crafts, Supplies		\$ 146.81	\$ <b>146.81</b>
<b>2881</b>	<b>Leighton Shell</b>	4052011 Travel	Director's Univ, etc.		\$ 281.34	\$ <b>782.19</b>
		4130011 Library Supplies	Badges		\$ 500.85	
<b>2882</b>	<b>LIMRiCC UCGA</b>	9350093 Unemployment	1st Qtr 2023		\$ 4,908.00	\$ <b>4,908.00</b>
<b>2883</b>	<b>MidAmerica Energy</b>	4225011 Electricity	228692		\$ 5,330.87	\$ <b>5,330.87</b>
<b>2884</b>	<b>Nicor Gas</b>	4205011 Natural Gas	558164000 0		\$ 794.48	\$ <b>794.48</b>
<b>2885</b>	<b>Nicor Gas</b>	4205011 Natural Gas	0048580000 7		\$ 380.61	\$ <b>380.61</b>
<b>2886</b>	<b>Nydia Robinson</b>	4052011 Travel	ATLAS, Air fare		\$ 441.06	\$ <b>1,013.03</b>
		4131011 Hospitality	Decorations, etc.		\$ 571.97	
<b>2887</b>	<b>Peerless Network</b>	4150011 Telephone		MAYWOODP4604	\$ 335.38	\$ <b>335.38</b>
<b>2888</b>	<b>Romano Landscape</b>	4250011 Contract Maint.		44914	\$ 645.00	\$ <b>645.00</b>
<b>2889</b>	<b>SWAN</b>	4085011 SWAN Lost Books		10280	\$ 64.09	\$ <b>64.09</b>

# MAYWOOD PUBLIC LIBRARY DISTRICT

## MAYWOOD PUBLIC LIBRARY DISTRICT

### ACCOUNTS PAYABLE

**MAY 2023**

<b>2890</b>	<b>Swank Movie Lic.</b>	4302011 Adult Prog.	Site Licensing	3364593	\$ 237.00	<b>\$ 474.00</b>
		4302012 Youth Prog.	"	"	\$ 237.00	
<b>2891</b>	<b>Thermflo</b>	4250011 Contract maint.		T23978INV	\$ 1,097.00	<b>\$ 1,097.00</b>
<b>2892</b>	<b>TSAVANT Inc.</b>	4106011 Technology		MP0027	\$ 850.00	<b>\$ 850.00</b>
<b>2893</b>	<b>Voris Mechanical</b>	4260011 General Maint.		984898	\$ 1,570.40	<b>\$ 1,570.40</b>
<b>2894</b>	<b>Williams Assoc. Architects</b>	6033011 DCOE Grant Exp.		0021639	\$ 3,745.31	<b>\$ 3,745.31</b>
<b>2895</b>	<b>SantannaEnergy</b>	4205011 Natural Gas		INV006456193	\$ 2,235.87	<b>\$ 2,235.87</b>
						<b>\$ 37,844.30</b>

MAYWOOD PUBLIC LIBRARY DISTRICT

MAYWOOD PUBLIC LIBRARY DISTRICT

ACCOUNTS PAYABLE

MAY 2023

2890	Swank Movie Lic.	4302011 Adult Prog.	Site Licensing	3364593	\$ 237.00	\$ 474.00
		4302012 Youth Prog.	"	"	\$ 237.00	
2891	Thermflo	4250011 Contract maint.		T23978INV	\$ 1,097.00	\$ 1,097.00
2892	TSAVANT Inc.	4106011 Technology		MP0027	\$ 850.00	\$ 850.00
2893	Voris Mechanical	4260011 General Maint.		984898	\$ 1,570.40	\$ 1,570.40
2894	Williams Assoc. Architects	6033011 DCOE Grant Exp.		0021639	\$ 3,745.31	\$ 3,745.31
2895	SantannaEnergy	4205011 Natural Gas		INV006456193	\$ 2,235.87	\$ 2,235.87
2896	COMCAST	4106011 TECHNOLOGY	INTERNET		17.85	17.85
2897	D. MARTINEZ	4302012 YS PROGRAM	CRAFT		81.00	81.00
						\$ 37,844.30

38,097.15



# Maywood Public Library

## Bill Payment List

April 5 - May 8, 2023

NUM	DATE	VENDOR	AMOUNT
1080111		US Bank - Accounts Payable	
2823	04/05/2023	Rhonda Fentry	-60.00
2824	04/10/2023	Pedro Diaz	-1,682.14
2825	04/12/2023	Amazon Capital Services	-107.26
2826	04/12/2023	Ancel Glink PC	-939.40
2827	04/12/2023	Anderson Elevator	-300.00
2828	04/12/2023	Anderson Pest Solutions	-75.00
2829	04/12/2023	Chicago Tribune	-187.42
2830	04/12/2023	Com Ed	-1.43
2831	04/12/2023	Comcast	-161.85
2832	04/12/2023	Daniela Martinez	-85.50
2833	04/12/2023	Gallagher, Arthur J. RMS	-859.00
2834	04/12/2023	IDENTI-CHECK	-192.08
2835	04/12/2023	John Fruit	-65.81
2836	04/12/2023	Kathy Parker Consulting	-3,575.00
2837	04/12/2023	Konica Minolta Business Solutions	-137.79
2838	04/12/2023	Leighton Shell	-2,092.11
2839	04/12/2023	Marcia Burton	-25.00
2840	04/12/2023	MidAmerican Energy	-4,639.52
2841	04/12/2023	Niche Academy	-2,500.00
2842	04/12/2023	Nicor Gas	-1,037.05
2843	04/19/2023	Nicor Gas	-3,282.13
2844	04/19/2023	Nydia Robinson	-47.65
2845	04/19/2023	OverDrive, Inc	-3,000.00
2846	04/19/2023	Peerless Network	-322.68
2847	04/19/2023	Quill LLC	-341.91
2848	04/19/2023	Romano Landscape LLC	-645.00
2849	04/19/2023	Royale Bezjian Carpet Company	-85.00
2850	04/19/2023	Santanna Energy Services	-1,070.00
2851	04/19/2023	Stephanie Samuel	-366.53
2852	04/19/2023	SWAN	-6,233.75
2853	04/19/2023	Village of Maywood - Health Benefit Fund	-1,938.38
2854	04/19/2023	Village of Maywood Code Enforcement	-300.00
2855	04/19/2023	Village of Maywood Water Department	-88.76
2856	04/19/2023	IMRF	-71,550.95
2857	04/19/2023	Romano Landscape LLC	-1,600.00
2858	04/19/2023	Baker & Taylor	-2,447.20
2859	04/19/2023	Illinois NFP Audit and Tax, LLP	-6,250.00
2860	05/03/2023	Anderson Pest Solutions	-75.00
2861	05/03/2023	Rhonda Fentry	-60.00
2862	05/03/2023	Rhonda Fentry	-50.00
2863	05/08/2023	Konica Minolta Business Solutions	-158.89

NUM	DATE	VENDOR	AMOUNT
2864	05/08/2023	Quill LLC	-484.35
2865	05/08/2023	Republic Services	-1,502.73
2866	05/08/2023	Royale Bezjian Carpet Company	-170.00
2867	05/08/2023	Santanna Energy Services	-2,792.15
2868	05/08/2023	Village of Maywood - Health Benefit Fund	-2,970.36
2869	05/08/2023	Village of Maywood Water Department	-121.76
<b>Total for 1080111 US Bank - Accounts Payable</b>			<b>\$ -126,678.54</b>

# Maywood Public Library District

## Director Report

April 2023

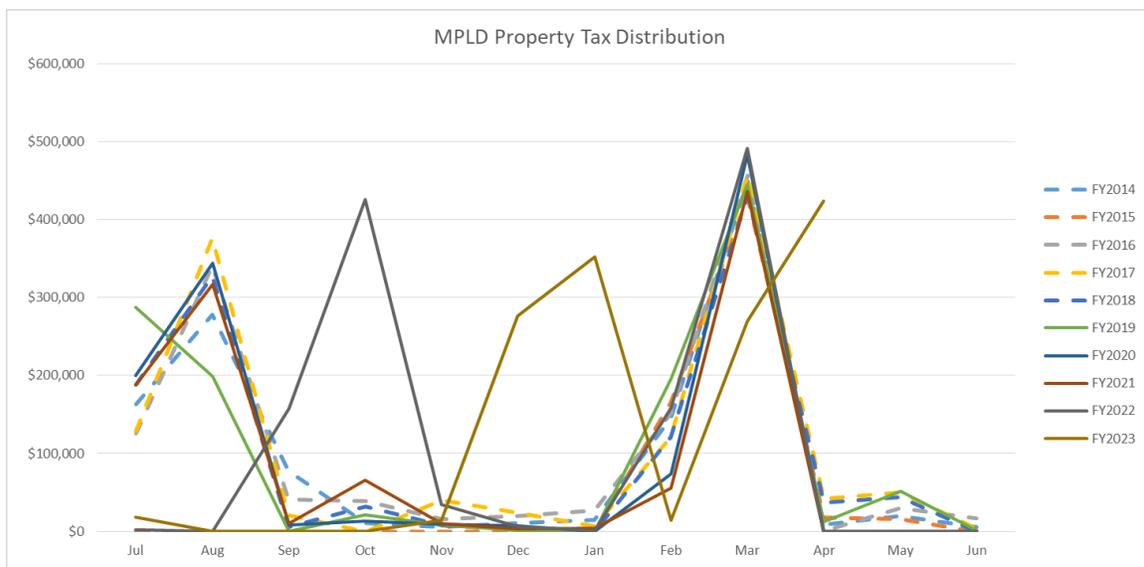
### Introduction

I will keep my introduction brief this month. Things are moving along smoothly, and I am getting settled into my role here at the library. I'll touch on a variety of topics in the sections below.

### Budget/Finances

As I mentioned last month, we were receiving more tax payments in April, which normally doesn't happen, but because the tax bills went out late the money was still coming in until the end of April. Our last payment was an additional \$19,200 on April 28<sup>th</sup>. This will most likely be our last payment of the fiscal year. But if you look at the Budget vs Actual report, please don't get concerned by the 81% of budgeted revenue number. The budgeted revenue is all contained in the *3001011 Tax Revenue – Current* budget line. But the actual revenue received is broken out into a number of sub-lines. If you total them all together, we have received \$1,387,529.69 in actual tax revenue, which is 104% of our projected tax revenue.

Revenue	Total			
	Actual	Budget	over Budget	% of Budget
3001011 Tax Revenue - Current	1,080,772.03	1,328,626.00	-247,853.97	81.35%
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	



We finally received our US Bank library credit card on May 10<sup>th</sup>. This will allow us to move forward on a number of projects which had been delayed. It also means staff will have to rely less on using their personal credit cards to make purchases and get reimbursed.

Payroll had been transitioned from the Seaway account to the US Bank account, which only left the IMRF payments. That has been switched over to the US Bank account, so later this month I will close down the last of the library Seaway bank accounts. There is still a Foundation bank account there, which will need to be addressed at some point.

We received the \$271,000 check for past Personal Property Replacement Taxes from the Village of Maywood, and it has been deposited into the library's primary account. When I was working on my FY2024 budget, I was making it a self-sustaining budget and did not factor in the \$271,000 in PPRT money we just received. But if we want to spend that money on some special projects, we will need to make sure we appropriate the funds when we do the Budget and Appropriation Ordinance later this year.

We are still working on the facilities assessment for the two Department of Commerce and Economic Opportunity grants the library is working on getting. The first is a \$200,000 grant, which has been designated in part to replace the elevator in the Carnegie building and an HVAC unit. On April 28<sup>th</sup>, I received an email from Charles J Apgar, the Grant Manager at the Office of Grants Management, who wrote to say, "*Just wanted to let you know the initial approval is back on the elevator project and it is headed to the budget approval.*"

The other is for a \$150,000 grant, which had been designated to dig a trench around the building as part of a water intrusion prevention project. Charles Apgar said that if the trenching project would not require the full \$150,000 in grant funds we could try requesting a change of intent for the grant to allow us to spend some of the funds on other infrastructure projects. I have reached out to Speaker Chris Welch's office for assistance with this. I spoke with Kaitlyn Mitchum in the Speaker's Office on May 12<sup>th</sup>, and it sounds like it will be an easy matter to add a "...and other infrastructure projects as needed" line to the grant application.

## **Facility**

Andy Dogan from Williams Architects came out to do the assessment of the facilities. He had originally hoped to have a draft ready by the end of the April, but he decided to have a structural engineer give a closer look at the Carnegie building foundation. Juan Moreno from CE Anderson came out on April 28<sup>th</sup> and, along with Dan Eallonardo from Independent Construction Services, Inc., inspected the foundation inside and outside the Carnegie building. He provided his report to Andy on May 2<sup>nd</sup>, and Andy is finishing his final report. I had hoped to have it to include with this board packet, but due to illness he won't finish it until Monday, May 15<sup>th</sup>.

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.

As I mentioned in my April report, after comparing quotes from four different landscapers, I decided to switch to Romano Landscaping. You can see the details of that decision in the April Directors report.

As a possible additional cost savings, I requested a quote from LRS for waste removal services. Our current contract with Republic is for waste removal only. We do not have any recycling. Republic was charging a pickup fee plus a fuel surcharge. Together, these added up to a monthly cost of approximately \$500 per month. The quote from LRS included recycling services, and the fuel surcharge was built into the quote. LRS will cost us approximately \$175 per month. I will be initiating the termination of services with Republic and signing up with LRS on Friday. This should give us about a \$4,000 per year savings.

<b>Republic</b>								
	7/20/2022	10/20/2022	1/20/2023	4/20/2023				
Pickup Service	\$ 820.94	\$ 820.94	\$ 1,026.17	\$ 1,026.17				
Admin Fee	\$ 5.95	\$ 5.95	\$ 5.95	\$ 5.95				
Fuel Surcharge	\$ 462.94	\$ 424.97	\$ 480.64	\$ 447.63				
	\$ 1,289.83	\$ 1,251.86	\$ 1,512.76	\$ 1,479.75				
Late Fee	\$ -	\$ 19.35	\$ 19.07	\$ 22.98				
Total	\$ 1,289.83	\$ 1,271.21	\$ 1,531.83	\$ 1,502.73				
<b>Per month</b>	<b>\$ 429.94</b>	<b>\$ 417.29</b>	<b>\$ 504.25</b>	<b>\$ 493.25</b>	Annual	\$ 6,000.00		
<b>LRS</b>								
Per month	\$ 147.00							
Lock	\$ 10.00							
Admin Fee*	\$ 5.00		*no admin fee if we use email invoicing.					
Fuel Surcharge	\$ -							
	\$ 162.00				Annual	\$ 1,944.00	\$ 4,056.00	
Estimated Monthly Service Cost (Quote includes both monthly Base Rate and monthly Variable Fuel/Environmental Recovery Cost, which are broken down as separate line items on your monthly LRS invoice)								

As mentioned in last month’s report, there had been an issue with the sump pumps in the basement. Terry Plumbing came out and worked on them. Pedro Diaz has been on vacation, but when he gets back I will get an update on the sump pumps to make sure the problem has been resolved.

We are in a holding pattern with the project to replace the carpeting in the Youth department. The one quote we received was approximately \$48,000 which would require us to go out for formal bids for the project. We are hoping the cost of this can be included in the \$150,000 DCEO grant once the “...and other infrastructure projects as needed” language is added to the grant application. We will also start the process of requesting formal bids for the work.

I have two quotes for a digital sign on 5<sup>th</sup> Avenue that can more easily identify the library and also display events at the library. Kathy Parker had reached out to the company Van Bruggen. Their quote came in around \$49,000. I received a quote for a sign from Stewart Signs that does not include installation. The sign quote was around \$19,000. I got a separate quote for installation from Paldo Sign Co. which came in around \$14,000. I don’t know if that installation included the type of brick or faux-brick façade that would match the façade of the Carnegie building. I am waiting for clarification on that. I also reached out to Olympik Signs but did not receive a quote from them. I sent them a follow up email to check if they are interested.

I have started researching alternate security and fire monitoring companies to replace Johnson Controls. I have not been impressed with the service we have been receiving from them. I have scheduled a meeting with Esscoe, who is used by another library in the SWAN consortium. I will be reaching out to FSS and CertaSite to get quotes for service, as well.

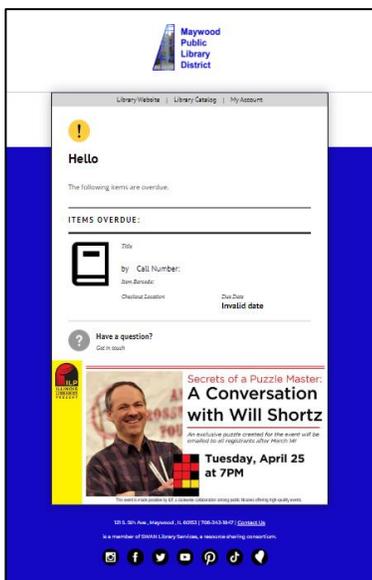
Similarly, I have not been impressed with Santanna Energy as our natural gas provider. I have had extreme difficulty communicating with their customer service company. At my last library, I signed up with NIMEC, the Northern Illinois Municipal Electric Collaborative. NIMEC is a purchasing group of over 170+ municipal and non-profit organizations that help lower member's utility supply costs by over 20%. They handle both electricity and natural gas and are able to negotiate rates on behalf of all their members. The one thing I'm not sure of is how long of a contract we are locked into with Santanna. I have reached out to NIMEC to at least start the process of investigating our options.

I have reached out to some external organizations to get information on establishing a monarch butterfly waystation garden and a pollinator garden in some of the land in the north lot. I am still investigating this, but in the course of this project I learned that the Village of Maywood has plans to develop the area around the library into a Civic Campus. I'll address this in more detail in the Miscellaneous section at the end.

## Technology

Now that we have the library credit card, Paul Haertel with PNH Computers will finish the project to switch our email over to Microsoft Office 365. This should take another week or two and will involve transferring existing emails from your Dot5 inbox to the Microsoft Office system.

At the end of April we received an email from Today's Business Solutions who is the vendor for our patron PC management and patron print management software identifying a security flaw in their PaperCut software. Apparently, Itasca Library was the victim of a ransomware attack which encrypted all their library files. The attack came through a PaperCut vulnerability. Marcia Burton worked with TBS to have our print server and PaperCut software updated to close this vulnerability.



The SWAN Library System is in the process of migrating all SWAN libraries to a new messaging service for patron notices. The new service is called MessageBee and will be a much more visually appealing messaging service. The new service is scheduled to go live June 27. Patrons will receive these notices via email or text message.

The new software will also allow us to modify the graphics in the message to promote upcoming events or new materials in the collection.

## **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 from last month. I will also include a minor change to the FOIA policy (changing the contact email from a specific email of a former employee to a generic foia@maywoodlibrary.org email address).

## **Public Relations**

*Patron Survey:* The patron survey is has concluded has been taken off on our website. John Fruit included the results of that survey in his April Information Services department report. I'll also include some of the comments from that survey here.

- 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

On Thursday, June 1<sup>st</sup>, I was invited to attend the Rotary Club of Maywood-Proviso lunch and give a presentation on the library and our plans for the future.

Working with Nydia Robinson in Patron Services, we will be implementing a new quarterly mailing to all new residents in the District. Using an online database, we can run a report of people who move into Maywood within a set period of time. Using that data, we will mail out a special "Welcome to the Community" brochure introducing them to the library and all of its services. It will include a coupon for a free item off the book sale shelf when they sign up for a new card.

## **Miscellaneous**

*Proposed Village Civic Campus:* While researching some possible uses for the lot to the north of the library I was made aware that the Village of Maywood has plans to turn the area surrounding the library into a Civic Campus. They have plans to replace the Fred Hampton Pool with a fitness center and indoor aquatic center and they would like to have the Village Hall located at 115 S. Fifth Avenue again. I have not been approached with any formal request about purchasing the land to the north, but I have started going through older library files in anticipation of that eventually happening. I found some paperwork indicating there was a previous negotiation between the library and the Village in 2007 that obviously was never finalized. Angela Smith, the Director of Community Development from the Village of Maywood stopped by on Friday, May 12<sup>th</sup>, with Michele Kitch, the new Village Planner, and an intern to discuss the general plans for the area and how the library can be a part of the planning process. I just wanted to bring this to the Board's attention in case you weren't already aware of it.

*Supplemental Insurance:* When working with Linda Gant, the H.R. coordinator for the Village of Maywood, during the open enrollment period for benefits for full-time library staff, she mentioned that they also have a contact for supplemental insurance, which could be offered to library staff. I met with Monica Klempel from Globe Life and she explained the service. This would be 100% voluntary insurance for staff members who wanted it. There would be no cost to the library. For those who wanted to sign up, they could have it paid for through pre-tax payroll deductions and then the library would just send the check to the company. This would also be available to library trustees, but payment would have to be done via bank debit instead of payroll deduction. More information about the services offered is available on their website:  
<https://home.globelifeinsurance.com/libertynational/home>

*Spanish Collection Update:* The American Library Association has a “grant” program called the ALA-FIL FREE PASS Program. This program provides support for ALA members to attend the Guadalajara International Book Fair (FIL). They receive 3 nights hotel accommodation; free FIL registration, courtesy of FIL; \$100 toward the cost of airfare, courtesy of ALA; and an additional \$100 courtesy of FIL. While there they are able to purchase books from all over Latin America at Mexican prices, often with discounts of 20%, 30%, even 50%. Our staff members Daniela Martinez and Nydia Robinson will be attending as part of the ALA-FIL Free Pass Program. Daniela will be doing purchasing for the Youth collection and Nydia will be doing purchasing for the Adult collection on behalf of John Fruit.

*Staff Update:* We are still looking to hire a full-time business office administrator, but have not had any luck in finding a suitable candidate. Doreen Berrien will continue to work part time in that capacity for the near term. In order to be able to stay open longer hours and also eventually open the 3<sup>rd</sup> floor of the library, we have increased the hours worked by Vanessa Hatter. She has been a very enthusiastic employee, and giving her more hours will help with desk coverage at both the Youth and Adult desks. We are also going to be hiring another 18-hour library assistant to assist with desk coverage. Finally, I wanted to pass on the news that the library has decided to let go staff member Jean Brooks. We are in the process of looking for a new Patron Services employee to fill the resulting gap in coverage.

May 2023

# Patron Services

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Maywood Library patrons are now able to self checkout through SWAN Mobile App! This allows anyone who is in the library, who has the app, to checkout material without having to stop at the Patron Services desk!

We had our reception for Leighton Saturday! He was a hit!! It was a nice turn out, everyone seemed to enjoy meeting him!

Couch to 5k training program will be starting in June, Leighton will be heading it with Nydia as his second. We hope some of you may join us!

Book sale area is going strong, patrons really seem to enjoy browsing and finding some book treasures.

Our statistics for the month: 1838 patrons came into the library, 1125 transactions and 57 New Patron cards!

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## April 2023 Report – Information Services

### General

We celebrated Library Week April 23-29<sup>th</sup>.

### Programs

Quilting and Sewing Club continues to come in weekly on Tuesdays and Thursdays.

Tech Friday technology assistance on Friday Mornings

Take and Go Easter themed take-home Craft

Chair Yoga on April 4<sup>th</sup>

Danny Trejo Zoom Event on April 4<sup>th</sup>

Meditation Soundbath on 4/18

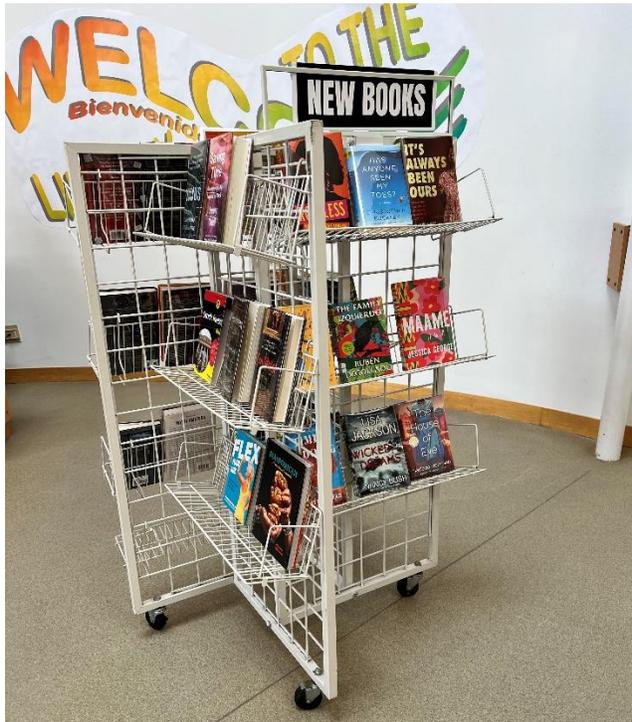
PLCCA Financial Literacy program on April 20<sup>th</sup>

Will Shortz Zoom Event on April 25<sup>th</sup>

### Collection

We have resumed weeding.

I unearthed a book display rack from the basement, and I am using it to promote new books in the lobby.



## **Looking Forward**

Summer reading is imminent. We have an opening event planned for June 3<sup>rd</sup>. Northern Illinois Raptor Rehab & Education will be visiting with a selection of educational material and birds.

Our grant funded circulating iPads have arrived. We are working on processing them, and creating circulation procedures. I plan on having classes on using them to help promote them.

April 2023 Statistics Report - Information Services Dept.

Wix

Website Visits 1341

Event Registrations

56

My Pc

Center Users 369

Youth Users

169

Copier

Faxing 240 pages

Printing 1836 pages

Scanning 661 pages

Copies 630 pages

Axis 360 : 41 checkouts

Kanopy 39 visits, 10 plays

Hoopla 2 new users; 120 Checkouts

OverDrive (Libby) 6 new users; 78 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, 3 holds filled

EBSCO: 30 Database Requests

Museum Adventure Pass: 7 passes generated

Explore More Illinois: 0 passes generated

Local History : 4 requests

Reference Questions : We average about 4 questions a day

## Youth Services Report April 2023

### Overview:

All good vibes here at Youth Services. We are continuing to see an increase in usage and visitation. There are more patrons that are becoming regulars, and the MPLD is now considered the “meet-up” spot for some teens. What has been trending the last two months is coloring. There is not a day that goes by that a patron does not ask for a coloring sheet. It has gotten to the point that I will start taking a daily count!

What is also enjoyed by our patrons is the corny joke board. One day, I thought it would be fun to have jokes so bad that they somehow become hilarious, and since then families are expecting them. Here’s this month’s jokes:

Why did the baby strawberry cry? *Because it’s mom was in a jam!*

What did the digital clock say to its mom? *Look ma, no hands!*

Terrible, right?

**Collection Development:** Because of our wonderful librarian assistants, we have **finally** completed the huge weeding process that was started in December 2022. Our collection now is liberated of materials that have been sitting on the shelves, collecting dust, for more than 10 years. This project also allowed us to incorporate the upkeep of our collection status in SWAN. I can safely say that our collection is almost exact to what it states in our catalog. To those who are not aware, this is a difficult feat to conquer, since material can be misplaced easily. We also looked at the items that have been marked missing for 3 months or more, and weeded through that list.

We have many new books that are coming, shout out Stephanie for all the cataloging she has been doing these last months. These books reflect what patrons tend to reach for, along with replacements of popular titles.

**Programming:** There was a bit of a dip this month in program participation, but there were a couple of weeks with pretty bad weather. There were some heavy rain storms that could have discouraged patrons from leaving home. Here’s a breakdown of each event this month:

**1. Anime Club: Saturday, April 1<sup>st</sup>:**

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

**2. Toddler Storytime:**

- a. **Tuesday, April 4<sup>th</sup>: Colors**
- b. **Tuesday, April 18<sup>th</sup>: Friends & Friendships**

**3. Crafty Afternoons:**

- i. **Wednesday, April 5<sup>th</sup>: Easter Eggs (Donated Craft)** One of our regular crafters donated a craft to celebrate Easter! Carlita, age 3, is an avid library user and loves to come to crafty afternoons. She loves to paint and wanted her mom to buy all the other participants Easter eggs to paint with her.
- ii. **Wednesday, April 12<sup>th</sup>: Mushroom Homes:** Our crafters built and designed their own mushroom themed bird house. They loved being able to hang their finished product at home.

- iii. **Wednesday, April 19<sup>th</sup>: Cactus:** A cactus is a beautiful plant that deserves a lot of love, and our crafters did just that. With paper, yarn, and petals, each participant was able to create their own version of what a cactus looks like.
- iv. **Wednesday, April 26<sup>th</sup>: Pizza:** What is the best kind of pizza? Cheese only? Sausage? Shrimp with jalapeños? This crafty afternoon was dedicated to finding that out!

**4. Preschool Storytime:**

- a. **Monday, April 10<sup>th</sup>: Dinosaurs vs Unicorns**
- b. **Monday, April 24<sup>th</sup>: Bedtime**

**5. Let's Play:**

- a. **Thursday, April 6<sup>th</sup> & 20<sup>th</sup>:** On let's play nights, patrons can find board and card games all throughout the YSD floor.

**Community Outreach:**

**1. Multicultural Night: Tuesday, April 4<sup>th</sup> @ Emerson Elementary from 4:00 PM - 5:30 PM**

- a. Throughout the school year, District 89 has been hosting a Family Night each month at different schools with different themes. This month's theme was Multicultural Night at Emerson Elementary. The purpose was to introduce students to music, food, clothing, and stories from other cultures around the world. As always, the MPLD was invited to come out and share our resources to the community. However, this night was incredibly special because I was invited to host a story time at the school. I had so much fun creating a story time that followed the multicultural theme, and from the participation from the audience, it is safe to assume they loved it too. I was able to read 2 stories: *Under My Hijab* x H. Khan and *Federico and the Wolf* x R. J. Gomez. These stories included the importance of clothing items for certain groups, and a retelling of a classic tale. Of course, we had some silly songs in between. It was an honor to return to my alma mater as an individual promoting the importance of acceptance through literacy. I cannot reiterate how much I enjoyed being a part of this family night.

**2. Earth Day Craft with Key2Success: Youth Networking Organization: Saturday, April 22<sup>nd</sup> @ 1:15 PM:**

- a. This program was a collaboration between Key2Success and the MPLD to promote the importance of Earth Day. In this program, participants were able to make crafts, play games, and learn great recycling habits.

**Webinars/Professional Development:**

**1. West40 Family Engagement Network: Substance Abuse and Teens (Virtual): Friday, April 14<sup>th</sup> @ 9:30 AM**

- a. West40 typically holds informational sessions on different topics each month. This month was about the effects of substance abuse, specifically with teens. In this session, they gave tips on all the resources available to this age group.

**2. ATLAS (Orland Park Public Library): Tuesday, April 11<sup>th</sup>, 2023 @ 10:00 AM -12:00 PM**

- a. The topic for ATLAS this year was all about emerging managers—from super producer to supervisor—to be exact. The 2-hour long program had training on how to effectively step into a supervisor role after being a peer, knowing and understanding family & sick time leave, and how to have difficult conversations. Overall, I was able to gather useful information on improving myself as a leader and a peer. A main point that I would love to share, is to allow yourself to get out of your head!

**3. YALD Discussion Meeting: Wednesday, April 19<sup>th</sup> 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. TAB: Friday, April 7<sup>th</sup>, 14<sup>th</sup>, & 21<sup>st</sup> @ 1:00 PM (Zoom)**

- a. TAB 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.

**Youth Services Program Stats:**

Anime Club	
Saturday, April 1 <sup>st</sup> :	5

Toddler Storytime	
Tuesday, April 4 <sup>th</sup> : Colors	6
Tuesday, April 18 <sup>th</sup> : Friends & Friendships	4

Crafty Afternoons	
Wednesday, April 5 <sup>th</sup> : Easter Egg:	26
Wednesday, April 12 <sup>th</sup> : Mushroom Homes:	32
Wednesday, April 19 <sup>th</sup> : Cactus:	24
Wednesday, April 26 <sup>th</sup> : Pizza:	30

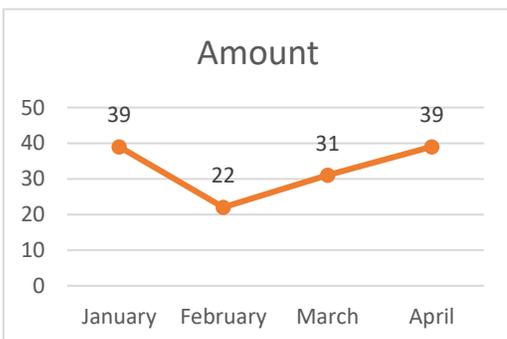
Preschool Storytime	
Monday, April 10 <sup>th</sup> : Dinosaurs vs Unicorns	5
Monday, April 24 <sup>th</sup> : Bedtime	7

Lets Play	
Thursday, April 6 <sup>th</sup> :	8
Thursday, April 20 <sup>th</sup> :	6

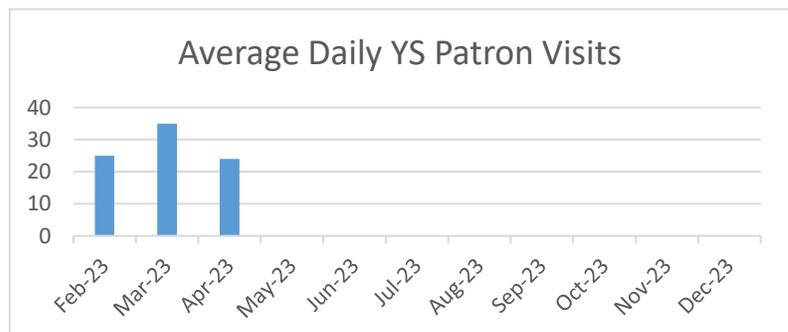
Multicultural Night Storytime	
Tuesday, April 4 <sup>th</sup> @ Emerson Elementary	67

Earth Day Craft with Key2Success	
Saturday, April 22 <sup>nd</sup>	9

**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>

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Daniela Martinez

Head of Youth Services

05/11/2023



## IT Department Monthly Report

May, 2023

The technology department is in the process of replacing the current email system with Microsoft Office 365. We are looking for it to be available within the next week or two. We have essentially outgrown the old Dot5 hosting system. We will be switching from Office 2013 to the web-based Office 365 system.

We are also in the process of replacing quite a few security cameras throughout the building. These replacement cameras include the interior and exterior of the building.

We've just recently added two iMac computers, one in the Computer Center and the other in the Youth Services computer area. The Youth Services iMac will be deployed within the next week. The usage of the iMac in the Computer Center seems to be increasing steadily.

Sincerely,  
Marcia Burton



## Quote for New Service from LRS

The LRS Difference: LRS offers each commercial customer a direct point of contact, located in Rosemont. I would be your go-to contact for the initial six months of service. I can assist with service, billing, and operations-related questions or issues. After six months, one of my qualified and experienced co-workers would continue to manage your account and would be your direct contact. Your business/building/association would have one local, direct contact for the entire duration of our partnership.

Quoted By: Will Goostree, WGoostree@LRSrecycles.com, (224) 233-1719 Direct

Quote Date: April 25, 2023 (Updated May 12, 2023)

Service Address: 121 S 5th Ave, Maywood, IL 60153

Property Type: Commercial (Maywood Public Library District)

Container Location: Behind building.

Current Hauler: Republic Services. Leighton said the contract is up in August 2023.

Site Note: Rear-load for both services.

Contact: Leighton Shell, (708) 343-1847, [LShell@maywoodlibrary.org](mailto:LShell@maywoodlibrary.org)

### Service Type(s):

- (Quantity 1) 2.0-Yard Trash Container
- (Quantity 1) 2.0-Yard Recycling Container

### Service Frequency:

- (Quantity 1) 2.0-Yard Trash Container emptied one time per week (1X/WK)
- (Quantity 1) 2.0-Yard Recycling Container emptied one time every-other-week (1X/EOW)



Estimated Monthly Service Cost (Quote includes both monthly **Base Rate** and monthly **Variable Fuel/Environmental Recovery Cost**, which are broken down as separate line items on your monthly LRS invoice):

- \$147.00 per month (\$101.00 per month for trash and \$46.00 per month for recycling)

More detailed breakdown per request on May 12, 2023:

- Trash Base Rate: \$74
- Trash Variable Fuel/Environmental Recovery Cost: \$27
- Recycling Base Rate: \$34
- Recycling Variable Fuel/Environmental Recovery Cost: \$12
- This is using May 2023 percentage of 37%

Container Delivery/Removal Cost: ~~\$150.00~~ \$60.00 container delivery (one-time cost upon service start) / ~~\$150.00~~ \$60.00 removal (one-time cost upon service end) for (2) LRS containers. A fuel surcharge is added to the container delivery cost, and to future container movements.

Lock and Chain Service (optional; only if-needed): \$10.00 per month per container. LRS provides one lock and one chain per container. Your building provides lock for 2<sup>nd</sup> side of container. LRS driver works off LRS lock; your building works off of your lock. Not available for 96-Gallon cart; not available for front-load containers.

Charge for extra/bulk items left outside/on top of containers:

- ~~\$45.00~~ \$35.00 per cubic yard for municipal solid waste
- ~~\$55.00~~ \$45.00 per cubic yard for construction and demolition debris

Recycling Container Contamination Fee: LRS does not charge extra for recycling container contamination. Many of our competitors do charge for this. Instead of charging a contamination fee, we service the container as waste material.

Monthly Administrative Fee: \$5.00 per month (fee waived to \$0 with e-mail invoicing)

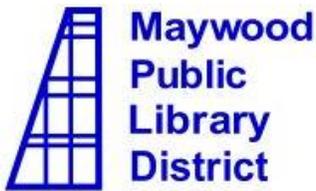
Service Agreement Term Length: ~~Five Years~~ Three Years

Waste and recycling material pricing is based on 90 lbs per cubic yard.



A note about variable fuel/environmental fee: This variable charge is included in the estimated monthly service cost quoted above. Over the past 12 months, the lowest it has been is 37% and the highest has been 47%. This rate is tied to the Department of Energy's cost of diesel fuel in the Midwest U.S. This fee is applied to the service itself (included in quote above), and is also applied to extra yards collected by LRS (if applicable).

***\*\*\*This proposal is intended solely for the use of the person or entity to which it is addressed, and contains information that is confidential and privileged. This proposal may not be disclosed to any 3rd party, including other waste and recycling haulers, without prior written consent from Will Goostree.\*\*\****



Maywood Public Library District  
121 S. 5<sup>th</sup> Avenue  
Maywood, IL 60153  
(708) 343-1847  
[www.maywoodlibrary.org](http://www.maywoodlibrary.org)

RSG  
5050 W Lake St  
Melrose Park, IL 60160  
ATTN: Commercial Sales Department

May 17, 2023

Dear Commercial Sales Department,

This letter is to notify REPUBLIC SERVICES of the termination of the Service Agreement between MAYWOOD PUBLIC LIBRARY DISTRICT and REPUBLIC SERVICES, entered into on August 28, 2017.

MAYWOOD PUBLIC LIBRARY DISTRICT does not wish to continue to receive waste hauling services from REPUBLIC SERVICES upon completion of this contract term. This letter was sent more than 60 days before the end of the current contract term and serves as official notice of cancellation. Please confirm that you will remove all of your containers from our property at 121 S. 5<sup>th</sup> Ave., Maywood, Illinois on August 28, 2023.

Sincerely,

A handwritten signature in black ink, appearing to read "Leighton Shell", written in a cursive style.

**Leighton Shell, Library Director**  
**Maywood Public Library District**

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I received the pricing approval back from Bill. Here is a breakdown.

- (1) 50"h x 91"w double face illuminated sign. Per drawing 23-001.1c & 2c. Routed aluminum faces acrylic letters illuminated by white LED modules. Integrate Watchfire LED EMC into cabinet. Dig a trench style concrete foundation. Set ground support pipe. Masonry base with limestone cap to tie stone used on the building.....\$ 31,680.00
- (1) Watchfire 10mm, high resolution, 2'h x 5'w LED display. Cloud based software. 4G wireless cell communication with life-of-sign data plan. 5 year standard warranty. Estimated at 12 amps at 120v 17,200.00
- (1) Watchfire 8mm, extra high resolution, 2'h x 5'w LED display. Cloud based software. 4G wireless communication with life-of-sign data plan. 5 year standard warranty. Estimated at 14 amps at 120v 21,300.00
- (1) Watchfire 6mm, ultra-high resolution, 2'h x 5'w LED display. Cloud based software. 4G wireless communication with life-of-sign data plan. 5 year standard warranty. Estimated at 14 amps at 120v 23,800.00

So you would combine 31,680 with which ever EMC option you would like to go with. Now I realize that it is more than my original, seat of the pants estimate, but the sign kind of took on a much more intriguing design. I can simplify the whole thing and go with a more simple design by just stacking an illuminated header sign on top. The header sign could have a routed aluminum face, or a Poly carbonate face to make things simpler yet. I can keep the masonry base, or simplify things there too and do an aluminum pole cover. That would save you money. Let me know if you are interested in seeing what that would be.

**Brad Werkman**

*Van Bruggen Signs, Inc.*

708.448.0826

[brad@vbsign.com](mailto:brad@vbsign.com)

---

**From:** director@maywoodlibrary.org <director@maywoodlibrary.org>

**Sent:** Tuesday, January 10, 2023 2:48 PM

**To:** Brad Werkman <brad@vbsign.com>

**Subject:** Re: Maywood Library - New monument sign

I want the sign to be easily readable during the day and at night. Given that it is very dark in front of the lit illumination similar to what the police and the signs on this email are fine. I think the address panel is fine, gps to get anywhere these days and having the sign that says library is most important.

Thanks

On 2023-01-09 07:09, Brad Werkman wrote:

Right now I was thinking the library name would be lit in a similar way to the police station, which is similar to what I attached to this email. We call this method "push thru" acrylic letters. If you would like to forego the illuminated library name we can make the name with a non-illuminated dimensional routed letter. But I do think the sign is taking a step back, especially at night. During the day you do not notice much of a difference at all. I have seen customers put a small floodlight on a sign like this, which can look nice coupled with a non-illuminated dimensional letter. The floodlight would have to shine on the whole sign though, not just a small part of it in order for it to look good.

I also would like to know if you want to have the address panel on the stone like we show it? It could easily get swallowed up and hidden by the plants.

Let me know which way you would like me to price this and I will let my estimator know.



**Van Bruggen SIGNS**

13401 SOUTHWEST HWY,  
ORLAND PARK, ILLINOIS

*Since 1925*

708-448-0826 • vbsign.com

This rendering is the exclusive property of Van Bruggen Signs, Inc., for the sole purpose of consideration to purchase a sign or design from Van Bruggen Signs, Inc. Any unauthorized use of this drawing will result in a compensation fee of \$500.00 for the time and effort entailed in creating these drawings.

© COPYRIGHT 2023 by Van Bruggen Signs, Inc., Orland Park, IL.

Approved \_\_\_\_\_  
Date \_\_\_\_\_

Scale	N.T.S.	Title	MAYWOOD PUBLIC LIBRARY DISTRICT			
Date	1-4-23	Description	D/F MONUMENT SIGN			
Drawn By	D.S.	Revisions By				Drawing No. 23-001.1C
		Date				



**Stewart Signs**  
 ONE SIGN. ONE COMPANY

1-800-237-3928 [stewartsigns.com](http://stewartsigns.com)

Polaris Color 10mm 64x160  
 LED Cabinet: 2' 4" x 5' 6"  
 Sk: 1015430-1 Cust: 1466150  
 4/7/2023 CgO/cLane PROPOSAL  
 Scale: 1"=1' Cabinet color: Black

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please confirm that all lettering, colors and graphics are correct before signing. Changes to artwork after signature is received will incur a \$200 art change fee.



This custom artwork is not intended to provide an exact match for ink, vinyl, paint, or LED color. Signs are designed for an illuminated graphic and art is based off of this premise. Non-illumination during daylight hours may result in graphics of varying appearance. Brickwork and masonry are not included in the proposal with the exception of Cornerstone products. Measurements shown are approximations; final product dimensions may vary. LED images shown are simulated to replicate optimum viewing distance. **Original design, do not duplicate.**

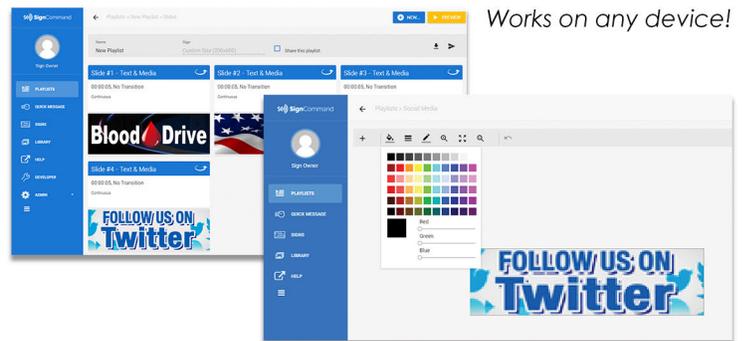
# SignCommand®

Create and send amazing messages from anywhere with the **easiest** LED sign software in the cloud!

Sign owners have told us that they want sign software that's easy to use and can be accessed from any device. Software with powerful editing and scheduling capabilities, built from the ground-up with security in mind. Software that **just works** and requires no installation or complex network setup.

Introducing SignCommand, the next generation in LED sign control. From a built-in library of video clips to easy collaboration with other users, your sign message will become a **powerful voice** for your organization. Get more from your sign with the power of the cloud!

See videos and more at [stewartsigns.com/software](http://stewartsigns.com/software)



## Access From Anywhere

From home or work, computer or phone, you can change your sign message with no software setup.



## The Media You Need

Search, preview and add from our constantly expanding graphics library, right inside the application.



## Your Message, On Your Time

Advanced scheduling options allow for highly customized messages based on date and time.



## Eye-Catching Special Effects

Many built-in transition and text effects will increase interest and attention in your sign message.



## Delivering Peace-of-Mind

Offering features like two-factor authentication, it's built from the ground-up with a focus on security.



## A Network of Support

Remote diagnostics and monitoring allow us to fix existing problems and prevent future ones.



[stewartsigns.com](http://stewartsigns.com) ■ 800-237-3928

SignCommandFlyer-SS220801



The leader in **secure and reliable** cloud application hosting.

Works across **all operating systems.**



# SignCommand®

## Built-in Graphics Library

Generate attention and interest in your message!

With your investment in LED technology, the messages that you display will now have the power to be **more effective than any other communication**. But not just any content will have the impact you're after. Plain text messages can get lost in a crowded visual landscape, and many organizations don't have the resources to create their own dynamic sign graphics.

SignCommand offers a **built-in and constantly expanding library** of graphics and video animations. These media files are created and optimized by artists that specialize in sign content creation, and will turn a sign that can be read into a sign that will be read.

Learn more and see graphics in action at [stewartsigns.com/library](http://stewartsigns.com/library)

Ask your sign consultant for SignCommand demo account access to view the library!



Church & Religious



School & Educational



Business & General  
... and many more!

OVER 1,700 ITEMS AVAILABLE!

\* Amount of image detail available on the LED display is determined by the matrix size. Examples shown here for demonstration purposes only.



stewartsigns.com ■ 800-237-3928

LibraryFlyer-SS230201

Prepared for

**Maywood Public Library District**

121 S. 5th Avenue  
 MAYWOOD, IL 60153

Prepared by

**Colin Lane**

clane@stewartsigns.com  
 1.888.237.3928

DESCRIPTION	PRICE
<p><b>Double Sided Full Color Polaris Outdoor LED Sign</b></p> <p>For larger and higher resolution displays, a separate weather-resistant LED cabinet is top-hinged for easy front access to internal components. Our flagship LED sign.</p> <p><b>LED display</b></p> <ul style="list-style-type: none"> <li>• 10mm full color at 64 pixels high by 160 pixels wide (10,240 total pixels per side)</li> <li>• Active display area 2'1" x 5'3" (11.0 square feet per side)</li> <li>• Double sided LED cabinet, size 2'4" x 5'6"</li> <li>• 1 to 8 rows of text and use your own images and video clips</li> <li>• Entire sign UL Listed and FCC Part 15 compliant</li> </ul> <p><a href="#">See full display capabilities</a></p> <p><b>Communication method</b></p> <p>Communication provided by cellular modem and LIFETIME Cell Connect data plan. <a href="#">See full specifications</a></p> <p><b>Sign structure</b></p> <ul style="list-style-type: none"> <li>• TCI® industrial powder coat finish, color: Black</li> <li>• Single pole mount</li> <li>• Leg height: 2', Leg width: 0'5", Overall sign height: 4'4"</li> <li>• Minimum wind load rating: 120mph, exposure B</li> <li>• Lifetime warranty on structure, including vandalism (see warranty for info)</li> </ul> <p><b>Electrical specifications</b></p> <ul style="list-style-type: none"> <li>• One 20 amp circuit at 120 volts, Max draw: 6.8 amps</li> </ul> <p><b>Custom options</b></p> <ul style="list-style-type: none"> <li>• One Set of Three (3) Engineer Drawings &amp; Calcs, Sealed</li> </ul>	<p>\$19,026.00</p>
<p><b>Software</b></p> <p>SignCommand.com Cloud-based LED Sign Software FREE for the lifetime of the product. Control your sign from anywhere using any device. No monthly fees. <a href="#">Learn more.</a></p>	<p>Included</p>
<p><b>Freight</b></p> <ul style="list-style-type: none"> <li>• Shipping of sign from factory to location</li> </ul>	<p>Included</p>

**Special instructions**

**Installation Not Included**

Customer is responsible for checking with local zoning/planning departments to comply with any code pertaining to signage

**Total: \$19,026.00**

+ any applicable sales tax

Payment terms: 50% Down, Balance due 10 days after shipment

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Prepared by: Colin Lane • clane@stewartsigns.com • 1.888.237.3928

**SHIPPING INFORMATION**

**Invoices**  
MAYWOOD PUBLIC LIBRARY  
121 S FIFTH AVE  
MAYWOOD, IL 60153

*All items not specified here will be shipped to:*  
Maywood Public Library District  
121 S. 5th Avenue  
MAYWOOD, IL 60153

*Shipping terms: FOB Origin. Storage and other freight services may be added to your invoice should they be required. Unless managed installation services are included, customer is responsible for unloading of sign upon delivery. Signs greater than 6 feet wide are not eligible for lift gate services.*

**TERMS & CONDITIONS** (\*unless noted elsewhere in this quote)

**TAX:** Any applicable sales tax will be added to your invoice. Organizations exempt from sales tax must include exemption certificate with order.

**PERMITS:** Permits and zoning are the responsibilities of the buyer. Check with your city or county zoning office for proper permitting procedures in your area. Sealed engineer drawings available at additional cost.

**INSTALLATION:** Installation of footers, erection, electrical service to sign site, electrical hook-up, removal and/or disposal of any existing signage, and any decorative masonry are the responsibilities of the buyer. Managed installation services are available at additional cost.

**CANCELLATION:** Any cancellation may be subject to cancellation, return, and/or restocking fees. A late fee of 1.5% per month will be charged on any overdue balances. In the event of a payment default, customer will be responsible for all of Stewart Signs' costs of collection, including but not limited to court costs, filing fees and attorney fees.

**SUPPORT:** US-based phone and internet support are provided FREE for the lifetime of the product. A premier service warranty is available at additional cost.

**SOFTWARE:** By purchasing the SignCommand.com software product, you are agreeing with the Website Terms of Use (<https://www.signcommand.com/terms>) and Software End User License Agreement (<https://www.signcommand.com/eula>).

**COMMUNICATION:** Connectivity requires cell service at sign site. Must be within the United States (including Puerto Rico) with 4G LTE coverage shown on the Verizon Coverage Map (<https://www.stewartsigns.com/verizon-map>).

**DATA PLAN:** By purchasing the Cell Connect Data Plan, you are agreeing with the Data Plan Terms and Conditions (<https://www.signcommand.com/data-plan>).

I have read and understand the Terms & Conditions above. INITIALS

**ORDERING INSTRUCTIONS**

- Review this quote for accuracy. Sign and date the quote here.
- Review any corresponding artwork provided with this quote. Check all spelling and colors. Sign and date the artwork.
- Submit both documents along with your deposit payment to your sign consultant. Speak with your consultant about payment method options.

Customer's authorized signature for quote #1015430-1

**Colin Lane** 4/7/2023

Colin Lane, Sign Consultant

**Limited Product Warranty ("Limited Warranty")**

Prepared for: Maywood Public Library District • MAYWOOD, IL  
Prepared by: Colin Lane • clane@stewartsigns.com • 1.888.237.3928

**Definition of Warranty Coverage:**

- 1) Stewart Signs (the "Company") expressly warrants to the original purchaser ("You" or "Buyer" or "Owner" or "Customer") that, for a period of five (5) years from the date of shipment (the "Warranty Period"), the electronic displays and the associated Company products (the "Product") will be reasonably free of material defects in materials and workmanship impacting Product fit, form and/or function. During the Warranty Period, the Company will, at its discretion, repair or replace any defective covered Product. The Owner will be responsible for removing and reinstalling any and all repaired or replacement parts. This Limited Warranty only applies to the Company's Product if installed, used, and maintained in the manner recommended by Company, and this Limited Warranty is conditioned upon compliance with all such instructions. Lifetime telephone support for the Product is provided, as needed.
- 2) In the event the Product is damaged during shipping, it is the responsibility of the Buyer to refuse delivery, causing the Product to be returned to the manufacturer for repair. Title to the Product passes to the Buyer upon the Company's delivery to the freight carrier. The Company assumes no liability for damage caused by careless handling or poor installation, except for work completed by employees of the Company. Loss or damage to the Product when in possession of the freight carrier is the responsibility of the Customer and is not covered by this Limited Warranty.
- 3) Any information or suggestion by the Company with respect to the Product concerning applications, specifications or compliance with zoning, codes and standards is provided solely for your convenience and without any representation as to accuracy or suitability. You must verify and test the suitability of any information with respect to the Product for your specific application.
- 4) Sign Structure and Sign Face: In the event the sign structure or identification/changeable copy portion of the sign malfunctions under normal use and service thereof DURING THE LIFE OF THE SIGN due to material defects in workmanship or materials, the Company will, at its option, repair or replace any defective materials. Excludes Cornerstone monument signs and other Cornerstone components.
- 5) Vandalism to Sign Faces: This Limited Warranty covers polycarbonate faces against breakage due to vandalism DURING THE LIFE OF THE SIGN. Warranty protection does not extend to these surfaces if damaged by gunshots, or when damaged coincident with damage to the sign cabinet in which the faces are installed. Excludes Cornerstone monument signs and other Cornerstone components.
- 6) Failed electronic parts or assemblies, with the exception of lamps, will be repaired or replaced, at the sole discretion of the Company. Owner bears the expense and responsibility of shipping Product to Company's Repair Center. Replacement or repaired parts are warranted to be free from material defects in material or workmanship for ninety (90) days, or for the remainder of the Warranty Period of the Product they are replacing or in which they are installed, whichever is longer.
- 7) The Company will repair failed LED pixels if greater than one half of one percent (0.5%) of the total number of pixels in the sign have failed in one (1) calendar year, provided the sign is installed with the recommended ventilation system for its location. The definition of pixel failure is when all LED's in the pixel will no longer emit light. Pixel repair is performed at the Company Repair Center. It is common knowledge within the sign industry that all LEDs degrade and produce less light as they age. Eventually the LEDs will require replacement even though the LEDs will still emit light. This Limited Warranty does not cover normal LED degradation.
- 8) Customer Obligations:  
Failure by the Customer to properly maintain the Product, including but not limited to filters and the ventilation/air conditioning systems, will void coverage for affected components. The Customer shall notify the Company immediately of equipment failure and allow the Company full and free access to the Product when required. Waiver of liability or other restriction shall not be imposed as a site access requirement. The Customer is responsible for all costs and management oversight associated with providing the Company access to the Product, providing the necessary machines, communication facilities and other equipment, inclusive of but not limited to lifting equipment. Should on-site repair be required, Customer is required to have a responsible individual on-site to provide access to the Product as well as sign off on a completed work order.
- 9) Exclusions and Restrictions:  
The Company reserves the right to restrict service, limit replacement parts, or invalidate this Limited Warranty to Customers whose account balance is past due.  
This Limited Warranty specifically excludes any on-site labor required to service the covered Product, including diagnosis, removal, and installation of parts and/or products. Any on-site service required by the Customer of Company technicians or a local Company-authorized service provider is billable to the Customer based on an agreed-upon written quote.  
This Limited Warranty does not apply to software. Software is covered by a separate agreement, which appears in the Company's software license agreement.  
Ballasts are covered for three (3) years.  
ID cabinet LED illumination and power supply are covered for two (2) years, when purchased as a system.
- 10) This Limited Warranty specifically does not cover the following:
  - a) Third-party communication devices such as wireless devices and modems, which are covered by a separate electronic communication warranty.
  - b) Damage to Product that has been moved from its original installation location or is mounted in a mobile structure.
  - c) Cosmetic damage to the Product (including but not limited to scratches and dents that do not otherwise affect the fit, form or functionality of the Product or materially impair its use).
  - d) Temperature sensor results: temperature sensors will register variable results, given local environmental factors such as direct sunlight, distance from concrete or asphalt, etc.; results are not guaranteed or covered under this Limited Warranty.
  - e) Recovery or transfer of any data or software stored on the Product not originally installed on the Product by the Company.
  - f) Light bulbs or lamps.
- 11) This Limited Warranty specifically does not cover conditions, defects or damage caused by or resulting from the following:
  - a) Defects caused by: unreasonable or unintended use of Product; improper or unauthorized handling; accident; omission; neglect; vandalism (unless otherwise noted in this Limited Warranty); misuse; physical abuse; installation, use and/or fabrication, and maintenance of the Product by

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Prepared by: Colin Lane • [clane@stewartsigns.com](mailto:clane@stewartsigns.com) • 1.888.237.3928

- any party other than the Company.
- b) Damage (not resulting from manufacturing defects) that occurs while the Product is in the Owner's control and/or possession, unless otherwise noted in this Limited Warranty.
  - c) Extreme physical or electrical stress or interference; environmental conditions beyond the Company's control, such as man-made or naturally occurring electrochemical oxidation or corrosion and/or metallic pollutants; normal wear and tear; inadequate, improper, or surges of electrical power; lightning, floods, fire, acts of God, war, terrorism, or other external causes, including Force Majeure.
  - d) Unauthorized modification, including installation of third-party software on the Product.
  - e) Product modification or service by anyone other than: (a) the Company, (b) a Company-authorized service provider, or (c) Customer's own installation of Company approved parts with instruction from the Company. Service to damaged or malfunctioning Product which has not been ordered or authorized by the Company's Customer Satisfaction Department is not covered under this Limited Warranty and will automatically invalidate this Limited Warranty.
  - f) Computer viruses, Trojan horses, worms, self-replicating code or like destructive code which was not included in the Product by the Company.
  - g) Products installed with known or visible manufacturing defects at the time of installation.
- 12) All items returned to the Company must have a Return Materials Authorization ("RMA") number, available by using the contact information below. Items received without an RMA number will not be processed and will be returned to the Customer at their expense. The Customer is responsible for sending a defective part to the Company, after which the Company will send a repaired or replacement part to the Customer.
- 13) The Company will provide and be responsible for the cost of shipping parts from the Company to the Customer, with the exception of sign faces replaced due to vandalism. Standard shipping via the United States Postal Service or other commercial parcel delivery company is the default method of delivery. Expedited delivery is available to the Customer at his or her expense. The Customer will provide and be responsible for the cost of shipping parts to the Company.
- 14) Warranty claims must be registered with the Company within thirty (30) days of damage or malfunction. To register a claim, the Customer must contact the Company at the location specified below and provide (a) his or her name and any other required contact information, (b) Product and purchase descriptions, and (c) the nature of the defect. The Company reserves the right (at its sole discretion) to require proof of original purchase (e.g. paid invoice, receipt) and to visit the site of the installation or to require documentation of the claim before assuming any responsibility under the provisions of this Limited Warranty.
- 15) THE LIMITED WARRANTIES SET FORTH HEREIN ARE THE ONLY WARRANTIES MADE BY THE COMPANY IN CONNECTION WITH THE PRODUCT. THE COMPANY CANNOT AND DOES NOT MAKE ANY IMPLIED OR EXPRESS WARRANTIES WITH RESPECT TO THE PRODUCT, AND DISCLAIMS ALL OTHER WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE COMPANY'S SOLE OBLIGATION UNDER THIS LIMITED WARRANTY SHALL BE TO REPAIR OR REPLACE MALFUNCTIONING OR DEFECTIVE PARTS OF THE PRODUCT. BUYER ASSUMES ALL RISK WHATSOEVER AS TO THE RESULT OF THE USE OF THE PRODUCT PURCHASED, WHETHER USED SINGULARLY OR IN COMBINATION WITH ANY OTHER PRODUCTS OR SUBSTANCES.
- 16) NO CLAIM BY BUYER OF ANY KIND, INCLUDING CLAIMS FOR INDEMNIFICATION, SHALL BE GREATER IN AMOUNT THAN THE PURCHASE PRICE OF THE PRODUCT WITH RESPECT TO WHICH DAMAGES ARE CLAIMED. IN NO EVENT SHALL COMPANY BE LIABLE TO BUYER IN TORT, CONTRACT OR OTHERWISE, FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, RELIANCE, PUNITIVE OR EXEMPLARY DAMAGES, OR FOR LOSS OF PROFIT, REVENUE OR USE, IN CONNECTION WITH, ARISING OUT OF, OR AS A RESULT OF, THE SALE, DELIVERY, SERVICING, USE OR LOSS OF USE OF THE PRODUCT SOLD HEREUNDER, OR FOR ANY LIABILITY THAT BUYER HAS TO ANY THIRD PARTY WITH RESPECT THERETO.

Contact Information:

Stewart Signs Customer Satisfaction  
2201 Cantu Court, Suite 215  
Sarasota, FL 34232  
Phone: 855-841-4624  
Web: [www.stewartsigns.com/support/](http://www.stewartsigns.com/support/)  
Email: [support@stewartsigns.com](mailto:support@stewartsigns.com)



# PALDO SIGN CO.

8110 GRAND AVENUE • RIVER GROVE, IL 60171  
PHONE (708) 456-1711 • FAX (708) 456-3552  
www.paldosigns.com "Quality Signs Since 1939"



Date 5/15/2023 CONTRACT No. Drawing Dated  
To: Maywood Public Library Leighton Shell  
Billing Address: 121 S Fifth Ave, Maywood IL 60153  
Location of work: 121 S Fifth Ave, Maywood IL 60153  
Phone: 708-343-1847 x28 ishell@maywoodlibrary.org

Accept delivery of new sign at our shop  
Install customer's new Stewart Polaris color 10mm DF sign 2'-4" h X 5'-6" w. OVH 4'-4" with new Full concrete foundation / base with rebar & J bolts provided by Stewart Sign. Install new sign on new foundation. [Landscape & seeding repair by others] Lifetime Cellular wireless data plan Software & training provided by Stewart sign. Remove dirt from site & dispose . Provide & install New brick wall with limestone cap [brick to match building as close as possible] & aluminum metal painted finish non illuminated letters 4" MAYWOOD PUBLIC LIBRARY & 3" 121 S FIFTH AVE Helvetica style as per Sketch double sided. \$16,950.00

Run new 120 volt 20 amp dedicated circuit from electric panel in basement thru ceiling approx 50' thru west brick wall & 45' underground to sign, located centered in front of library building. Run power approx. 45' underground from sign to flag pole. Provide a new LED up light fixture with photo-eye to illuminate flag pole.

\$7500.00

Advantages of buying a Stewart Sign : [A] Lifetime Guarantee on ID faces, [B] Lifetime Guarantee on Powder coated frame & poles. [C] Lifetime Training & support .

All Permit, Engineering, Job related City Fees, and a \$250 Procurement fees are Additional

Selling Price: \$(24,450.00) Terms \$(14,000.00) on signing, balance on installation.

**ALL UNPAID BALANCES SHALL BEAR INTEREST AT THE RATE OF TWO PERCENT (2%) PER MONTH AFTER 30 DAYS.**  
PARAGRAPHS 1-21, INCLUSIVE, ARE SET FORTH ON THE REVERSE SIDE AND ARE IN INTEGRAL PART OF THIS AGREEMENT.  
The parties acknowledge that they have carefully read the entire Agreement and fully understand their respective covenants hereunder.

**ACCEPTED:**

**PALDO SIGN & DISPLAY CO., INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

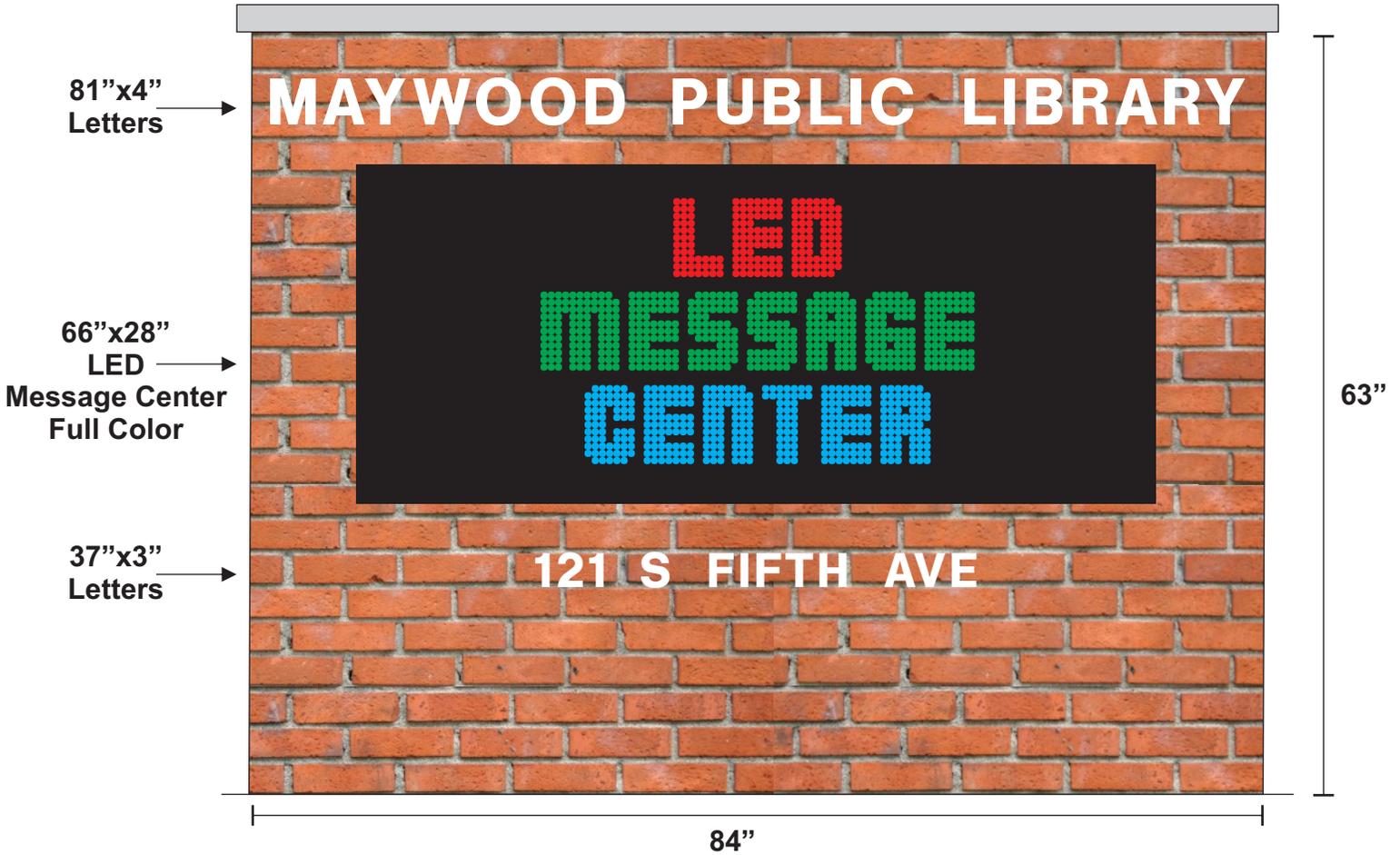
Title: \_\_\_\_\_

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

PLEASE SIGN AND RETURN THIS AGREEMENT  
Prices are subject to change if not accepted within thirty (30) days of above date  
**TERMS AND CONDITIONS OF  
SIGN ERECTION/CONSTRUCTION AGREEMENT**

1. Paldo Sign Co. shall be responsible for locating and clearing any underground public utilities on the Site, which affect or obstruct the Work. The customer is responsible for informing Paldo Sign Co. of the exact location of any underground obstructions, which may affect or obstruct the Work. Customer shall be liable for any and all damages or costs arising from its failure to so inform Paldo Sign Co. of any such obstructions.
2. Paldo Sign Co. shall obtain all permits and structural drawings cost to be borne by customer, which are required to be obtained from public authorities for the erection and electrical connection of the sign or display included in the Work (the "Sign"). Any delay in obtaining such permits shall not relieve Customer of its obligations hereunder as long as Paldo Sign Co. is diligently pursuing the steps necessary to apply for and obtain such permits. Customer shall obtain all permits and consents, which are required from any private person or entity and shall furnish written proof thereof satisfactory to Paldo Sign Co.
3. Customer will provide, as specified by Paldo Sign Co., A.C. feeders automatic time clock, switches and circuits of sufficient size and capacity (hereinafter referred to as the "service wiring") and shall bring the service wiring outside the building to the location of Work. Paldo Sign Co. shall electrically connect the Sign to the service wiring. The balance of the purchase price shall be due and owing in the event the Sign has been erected but the electrical connections have not been completed due to the failure of Customer to perform its obligations hereunder.
4. Paldo Sign Co. will make all repairs to walls, roof and roof covering removed by Paldo Sign Co. during the installation of the Sign, but Paldo Sign Co. assumes no responsibility for rebonding.
5. In the event building, underground or overhead conditions or obstructions are encountered which will impair Paldo Sign Co. erection of the Sign, Customer agrees to pay for all additional costs of erection and construction attributable to such conditions or obstructions.
6. Customer shall take all steps necessary to assure that Paldo Sign Co. shall have access to the Site in order to perform its obligations and exercise all its rights pursuant to this Agreement. Paldo Sign Co. is not responsible for damage to landscaping.
7. Customer acknowledges that all sizes, dimensions and elevations shown on any drawings of the Work are approximate only and are subject to correction and adjustment when field measurements are taken and full size patterns completed. Unless otherwise stated in specifications, Paldo Sign Co. shall determine seam location, which may not appear on sketches.
8. All employees of Paldo Sign Co. shall be covered by worker's compensation insurance. Paldo Sign Co. will also maintain public liability and property damage insurance covering injuries or death of persons and damage to property with limits of not less than \$1 million for each occurrence. Paldo Sign Co. will furnish a certificate evidencing such insurance to Customer on request.
9. Customer bears full responsibility for risk of loss or damage to the Sign after delivery thereof to the Site and for any parts and materials on the Site, whether or not the same are covered by insurance.
10. Customer agrees to pay any and all taxes now or hereafter payable in respect of any materials furnished or services rendered by Paldo Sign Co. hereunder, including Federal, State and local taxes and fees and all excise, service, sales or use taxes, but excluding Paldo Sign Co.'s income taxes. If customer fails to pay any of such taxes or fees and Paldo Sign Co. becomes obligated therefore, the amount thereof shall be added to the purchase price hereunder.
11. Title to the Sign and any other property furnished pursuant to this Agreement shall remain in Paldo Sign Co. until all amounts hereunder have been paid in full. Until such amounts have been paid in full, the Sign and all property furnished pursuant hereto shall be deemed personal property, severable and removable from any realty to which it is attached, and shall not by reason of any attachment or connection to realty be deemed or become a fixture or appurtenance to such realty.
12. The occurrence of any of the following events shall constitute a default hereunder: (a) Customer fails to pay any amounts hereunder when due, (b) Customer breaches any of the other terms and conditions of this Agreement, (c) Customer becomes insolvent, or fails to pay its debts generally as they come due, or (d) any proceeding in bankruptcy, insolvency or receivership is instituted by or against Customer. Upon the occurrence of a default hereunder, Paldo Sign Co. at its option may declare all amounts remaining unpaid hereunder at once due and payable. Paldo Sign Co. may render the Sign inoperable and may remove the Sign and all other property furnished by it hereunder, without any liability whatsoever to Customer and without relieving Customer of its obligations hereunder.
13. In the event of a default hereunder, Paldo Sign Co. shall be entitled to recover from Customer all fees and expenses, including attorney's fees, incurred by Paldo Sign Co. in enforcing its rights and remedies hereunder, including any costs incurred in removing the Sign, in collecting any sums due hereunder or for any consultation or other action taken in connection with such default. Customer shall be liable for any damages to the Site arising from the removal of the Sign.
14. The remedies provided herein are not exclusive, but shall be cumulative and in addition to all other remedies available to Paldo Sign Co., whether in law, equity or bankruptcy.
15. Paldo Sign Co. shall have no liability to Customer hereunder for any delay in performing the Work due to any act or omission of Customer or any cause beyond the control of Paldo Sign Co., including, without limiting the generality of the foregoing, fire, smoke, water, windstorm, hail, malicious mischief, vandalism, earthquakes or other acts of God.
16. Customer may not assign this Agreement without the prior written consent of Paldo Sign Co.
17. The invalidity or unenforceability of any particular provision of the Agreement shall not affect the other provisions hereof, which shall continue in force and effect and be construed in all respects as if such invalid or unenforceable provision were omitted.
18. This Agreement sets forth the entire understanding between the parties regarding the subject matter hereof. In order to avoid any misunderstanding in the future, the terms of this Agreement may not be amended or changed except in writing signed by Customer and a duly authorized officer of Paldo Sign Co.
19. No delay or failure on the part of Paldo Sign Co. to exercise any right or remedy shall operate as a waiver thereof, nor shall any single or partial exercise of the same preclude any other or further exercise thereof.
20. This Agreement is subject to final written acceptance by the President or Secretary of Paldo Sign Co. Customer acknowledges receipt of a copy of this Agreement and waives notification of acceptance hereof Paldo Sign Co.
21. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. The parties agree that any suits with respect to this Agreement shall be brought in the courts of Cook County Illinois.

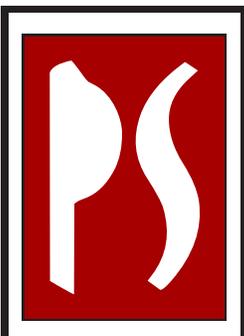
# 2 Sided Message Center Sign



4" [MAYWOOD PUBLIC LIBRARY  
3" [121 S FIFTH AVE

## Metal Letters - White Finish - Helvetica Font

THIS DRAWING IS THE COPYRIGHTED PROPERTY OF PALDO SIGN CO. REPRODUCTION IN WHOLE OR IN PART OF USE OF DESIGN CANNOT BE DONE WITHOUT THE WRITTEN PERMISSION OF PALDO SIGN CO.



# PALDO SIGN

**& Display Company**

8110 W. GRAND AVE.  
RIVER GROVE, IL 60171

Tel: 708.456.1711  
Fax: 708.456.3552

Client: Maywood Public Library Date: 05/15/2023 Rev: 2

Landlord Approval: \_\_\_\_\_ Customer Approval: \_\_\_\_\_

IMPORTANT: PLEASE EXAMINE THIS PROOF FOR ACCURACY, CONTENT & COLORS. SIGN YOUR APPROVAL IF O.K. ONCE THIS ORDER BEGINS PRODUCTION, NO CHANGES CAN BE MADE WITHOUT ADDITIONAL COST. WE WILL BEGIN PRODUCTION WHEN THE APPROVAL OF DESIGN IS RETURNED TO US. CUSTOMER IS RESPONSIBLE FOR LANDLORD APPROVAL. PLEASE NOTE: DUE TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK-BASED PRINTING PROCESS, THIS CUSTOM ARTWORK IS NOT INTENDED TO PROVIDE AN EXACT MATCH BETWEEN INK, VINYL OR PAINT.