MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees
Regular Board Meeting

Agenda

June 22, 2022
6:30 PM

1. Call to Order & Roll Call

2. Adoption of Agenda

3. Introduction of Visitors

4. Public Comment

5. Minutes
   - 5a. ***Action Item***: Approval of the minutes of the regular meeting held on May 18, 2022
   - 5b. ***Action Item***: Approval of the minutes of the executive session held on May 18, 2022

6. Communications & Announcements

7. Treasurer's Report
   - 7a. ***Action Item*****:** Approve of May 2022 financial reports
   - 7b. ***Action Item***: Ratify the IMRF May 2022 Employer/Employee contribution payment in the amount of $7,375.80
   - 7c. ***Action Item:*** Approval of the Accounts Payable for June 22, 2022, in the amount of $56,731.52
   - 7d. ***Action Item***: Approval of Library Payroll for May 18, 2022, in the amount of $15,113.94, June 1, 2022 in the amount of $14,850.23 and June 15, 2022 in the amount of $14,380.60.

8. Interim Directors Report

9. Committee Reports

10. Old Business

11. New Business
   - 11a. ***Discussion/Action Item:*** Appoint Kathy Parker IMRF authorized agent
   - 11b. ***Discussion/Action Item:*** Job Descriptions: Circulation Clerk
   - 11c. ***Discussion/Action Item***: FY22/23 budget

12. Comments from the Board

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

14. Adjournment

Agenda Item 5a

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

May 18, 2022

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 6:30 PM on Wednesday April 20, 2022, at the Maywood Public Library.

The roll was called as follows:
Present: Trustee Barber-Burnside, Lee, Rice, Villarreal, Williams, Wimbush, President Sanchez.

There was a quorum present to conduct business.

Also present: Interim Director Parker, library employees Jori Daniels, Trent Travis, Daniela Martinez and Bryan Strand of the law firm Ancel Glink.

2. ADOPTION OF AGEDA

President Sanchez asked all in favor to adopt the agenda as presented, say aye.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Wimbush, Sanchez
Nays: None
Motion Passed

3. INTRODUCTION OF VISITORS

Bryan Strand of Ancel Glink law firm.

4. PUBLIC COMMENT
None.

5. EXECUTIVE SESSION

Trustee Williams made the motion to enter into executive session at 6:32 PM, pursuant to 5 ILCS 120/2(c)(2)," Executive Session to discuss the employment, compensation, discipline, performance, or dismissal of specific employees. Seconded by Trustee Rice.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Wimbush, Sanchez
Nays: None
Motion Passed

Trustee Barber- Burnside made the motion to reconvene open session at 7:53 PM. Seconded by Trustee Rice.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Wimbush, Sanchez
Nays: None
Motion Passed

6. APPROVAL OF MINUTES

6a. Approval of the April 20, 2022 Regular Board Meeting Minutes

A motion was made by Trustee Barber-Burnside and seconded by Trustee Wimbush to approve the minutes of the Regular Board Meeting held on April 20, 2022.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Wimbush, Sanchez
Nays: None
Motion Passed

7. COMMUNICATION AND ANNOUCEMENTS
None

8.TREASURER'S REPORT

8a. A motion made by Trustee Wimbush to accept the April 2022 Treasurers Report. Seconded by Trustee Lee.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Wimbush, Sanchez
Nays: None
Motion Passed

8 b,c,d. A motion made by Trustee Wimbush to ratify the payment of invoices between April 20 and May 18, 2022 board meeting in the amount of $16,373.57, to approve the Accounts Payable for May 18, 2022 in the amount of $62,362.17, and approve the Library Payroll for April 20, 2022 in the amount of $21,818.33 and May 4, 2022 in the amount of $22,332.39, subject to audit. Second by Trustee Barber-Burnside.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Wimbush, Sanchez
Nays: None
Motion Passed

9. INTERIM DIRECTOR'S REPORT

Interim Director Parker asked if there were any questions or comments about her written report, to which there were none at this time.

10. COMMITTEE REPORTS
None

11. OLD BUSINESS

11a. Closed Bank Accounts and money transfers

Interim Director confirmed that the recommended accounts have been closed and that the monies have been transferred to the main accounts and is reflected in the April 2022 bank accounting page of the financials.

12. NEW BUSINESS:

12a. Trustee Secretary appointment

Trustee Williams nominated Trustee Rice to be the new board Secretary. No other nominations were brought forth. Trustee Rice accepted.

A motion made by Trustee Williams to appoint Trustee Rice as the new board secretary. Seconded by Trustee Rice.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Wimbush Sanchez
Nays: None
Motion Passed

12b. Approve the LIMRiCC Intergovernmental Agreement change from 100% to 2/3 vote

A motion made by Trustee Williams to approve the LIMRiCC Intergovernmental Agreement change from 100% to 2/3 vote. Seconded by Trustee Rice.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Wimbush Sanchez
Nays: None
Motion Passed

12c. Healthcare Scenario review

Interim Director Parker discussed the healthcare scenarios presented to the board and stated that all retirees currently receiving 100% premium coverage by the library are eligible for Medicare. After much discussion on the topic, the highlights are as follows:

Trustee Wimbush stated that when the 2016 ordinance was created the board wanted to honor the past staff and show that they cared about them and that he would like to see additional scenarios.

Trustee Williams said the current model of paying 100% healthcare for retirees is not financially sustainable for the library and the library's current and any new employees who would be eligible for healthcare through the library likely cannot afford the 50% premium cost, per the current policy.

Trustee Barber-Burnside stated that she is not in favor of removing the option of the library paying 100% of the retirees' healthcare, but if it is the consensus of the board, then she insists that they be allowed a reasonable time to take care of any planned health concerns and to find alternative healthcare options.

Trustee Rice stated that the decision should be based on what is necessary for the library to progress going forward to serve the community.

12d. Approve Ordinance 2022-01: Ordinance Rescinding Ordinance 16-1A Ordinance Providing Health Care Benefits for Retirees and Ordinance 16-2A Ordinance Providing Health Care Benefits for Current Employees.

Trustee Williams moved to Approve Ordinance 2022-01: Ordinance Rescinding Ordinance 16-1A Ordinance Providing Health Care Benefits for Retirees and Ordinance 16-2A Ordinance Providing Health Care Benefits for Current Employees and to allow 120 days for the retirees' to seek alternative healthcare coverage. Seconded by Trustee Lee.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Sanchez
Nays: Wimbush
Motion Passed

12e. Vacation accruals

The board discussed the amount of vacation accruals by current staff.

A motion made by Trustee Wimbush to table Vacation Accruals decision until more information is gathered. Seconded by Trustee Lee.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Wimbush Sanchez
Nays: None
Motion Passed

12f. Approve the Group Health Insurance Plan and Vacation policies

A motion made by Trustee Williams to approve the new Group Health Insurance Plan policy, with the library paying 85% of the premium and the employee paying 15% of the premium, which mirrors the Village of Maywood policy, and to table the Vacation policy. Seconded by Trustee Rice.

Ayes: Barber-Burnside, Lee, Rice, Villarreal, Williams, Wimbush Sanchez
Nays: None
Motion Passed

13. COMMENTS FROM THE BOARD
None

14. ADJOURNMENT

A motion made by Trustee Wimbush to adjourn. Seconded by Trustee Rice.

President Sanchez adjourned the Regular Board Meeting by consensus at 9:32 PM.

SIGNED_____ DATE_____

Agenda Item 7a

1925 N. Harlem Ave, Suite 103A · Chicago · Illinois · 60707
Email: jda@afableconsulting.com
Website: www.afableconsulting.com
Toll Free: (877) 394-5550 · Mobile: (773) 793-8536

AFABLE CONSULTING LLC

June 16, 2022

The Library Board of Trustees
Maywood Public Library District
121 S. Fifth Ave.
Maywood, IL 60153

Dear Members of the Board of Trustees,

We have compiled the May 2022 Financial Reports:

- Statement of Financial Position as of May 31, 2022 – All Funds
- Year-to-date Actuals vs Annual Budget for the period ending May 31, 2022 – All Funds
- Statement of Activity by Class/Fund for the period ending May 31, 2022

All information included in these financial statements is the representation of the Library Board of Trustees of the Maywood Public Library District. Accordingly, we do not express an opinion on the financial statements taken as a whole.

Respectfully submitted,

Y. P. Afable

Yvonne P. Afable, CMA

Maywood Public Library
Statement of Financial Position - ALL FUNDS
As of May 31, 2022

	Total		
	As of May 31, 2022	As of Apr 30, 2022 (PP)	Change
ASSETS			
Current Assets			
Bank Accounts			
1001011 Petty Cash	75.00	75.00	0.00
1001511 Cash - Circulation	65.00	65.00	0.00
1020311 Seaway Bank & Trust - Payroll	218,460.70	261,428.69	-42,967.99
1050011 IL Funds - Primary	327,316.09	327,094.32	221.77
1060073 PMA - Construction Fund	22.20	22.20	0.00
1070411 Bank of New York - Escrow 2	36.60	36.60	0.00
1080011 US Bank - Primary	421,815.90	403,622.34	18,193.56
1080111 US Bank - Accounts Payable	44,877.13	131,391.58	-86,514.45
1099011 Cash Allocated to Other Funds	-701,337.74	-701,337.74	0.00
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90	0.00
1099078 Allocated Cash - Working Cash	258,366.98	258,366.98	0.00
1099091 Allocated Cash - FICA Bond	366,313.43	366,313.43	0.00
1099092 Allocated Cash - IMRF Fund	101,463.05	101,463.05	0.00
1099093 Allocated Cash - Unemp Fund	16,025.37	16,025.37	0.00
1099094 Allocated Cash - Workers Comp Fund	8,005.43	8,005.43	0.00
1099095 Allocated Cash - Liab Ins Fund	-87,895.42	-87,895.42	0.00
1099096 Allocated Cash - Audit Fund	-6,250.00	-6,250.00	0.00
Total Bank Accounts	**$ 1,012,668.62**	**$ 1,123,735.73**	**$ -111,067.11**
Total Current Assets	**$ 1,012,668.62**	**$ 1,123,735.73**	**$ -111,067.11**
TOTAL ASSETS	**$ 1,012,668.62**	**$ 1,123,735.73**	**$ -111,067.11**
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100011 Accounts Payable	-3,513.17	1,370.73	-4,883.90
Total Accounts Payable	**$ -3,513.17**	**$ 1,370.73**	**$ -4,883.90**
Credit Cards			
2100311 BofA Credit Card	0.00	370.37	-370.37
2100911 Chase Southwest Visa	164.34	164.34	0.00
Total Credit Cards	**$ 164.34**	**$ 534.71**	**$ -370.37**
Other Current Liabilities			
2102011 State Tax Withheld	5,784.54	5,784.54	0.00
2103011 FICA Withheld	-0.01	-0.01	0.00
2104011 IMRF Withheld	2,047.11	3,027.97	-980.86
2105011 Credit Union I Withheld	-1,282.68	-1,282.68	0.00
2107011 Medical Insurance Withheld	29.70	29.70	0.00
2108011 Pebsco Withheld	235.00	235.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85	0.00
2222211 Cash Advance - Credit Card	163.34	163.34	0.00

Maywood Public Library
Statement of Financial Position - ALL FUNDS
As of May 31, 2022

	Total		
	As of May 31, 2022	As of Apr 30, 2022 (PP)	Change
Total Other Current Liabilities	**$ 6,994.85**	**$ 7,975.71**	**$ -980.86**
Total Current Liabilities	**$ 3,646.02**	**$ 9,881.15**	**$ -6,235.13**
Total Liabilities	**$ 3,646.02**	**$ 9,881.15**	**$ -6,235.13**
Equity			
2900011 Fund Bal ance - Library Fund	-385,489.03	-385,489.03	0.00
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90	0.00
2900078 Fund Balance - Working Cash	258,366.98	258,366.98	0.00
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43	0.00
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05	0.00
2900093 Fund Balance - Unemployment	16,025.37	16,025.37	0.00
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43	0.00
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32	0.00
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00	0.00
Opening Balance Equity	-6,624.18	-6,624.18	0.00
Retained Earnings	500,460.53	500,460.53	0.00
Net Revenue	199,337.44	304,169.42	-104,831.98
Total Equity	**$ 1,009,022.60**	**$ 1,113,854.58**	**$ -104,831.98**
TOTAL LIABILITIES AND EQUITY	**$ 1,012,668.62**	**$ 1,123,735.73**	**$ -111,067.11**

Thursday, Jun 16, 2022 09:59:27 PM GMT-7 - Accrual Basis

Maywood Public Library
YTD Actuals vs ANNUAL Budget
July 2021 - May 2022

	Total			
	Actual	Budget	Remaining	% Remaining
Revenue				
3001011 Tax Revenue - Current	1,346,857		-1,346,857	
3020011 PPRT to Allocate		1,357,025	1,357,025	100.00%
3021011 Personal Prop Replacement Tax	55,388	75,000	19,612	26.15%
3030011 Per Capita Grant	35,533	30,000	-5,533	-18.44%
3032611 Other Grant Income	30,000	100,000	70,000	70.00%
3039011 Donations	0	100	100	100.00%
3060011 Fines	193	2,000	1,807	90.34%
3070011 Copy Machine	1,106	3,500	2,394	68.40%
3080011 Lost and Paid	93	500	407	81.40%
3095011 General Sales		25	25	100.00%
3095511 Book Sales	25	500	475	95.00%
3123011 Vending Machine Income	1,095	1,500	405	26.97%
3130011 Miscellaneous Income	5,537		-5,537	
3132511 Maywood Book Income	202		-202	
3302011 Interest - SB&T	215		-215	
3302111 Interest - SB&T Primary	9		-9	
3302211 Interest - SB&T A/P	5		-5	
3302511 Interest - Seaway Graf Gift	0		-0	
3304011 Interest - IL Funds Primary	522		-522	
3311011 Interest - Allocated		500	500	100.00%
3608011 Passport Income	2,665	2,000	-665	-33.25%
Total Revenue	**$ 1,479,446**	**$ 1,572,650**	**$ 93,204**	**5.93%**
Expenditures				
4010011 Salaries	419,581	575,000	155,419	27.03%
4040011 Hospitalization	86,288	99,000	12,712	12.84%
4050011 Travel - Library Meetings		5,000	5,000	100.00%
4051011 Travel - Staff		1,000	1,000	100.00%
4052011 Mileage	23	2,000	1,977	98.86%
4070011 Membership Dues	4,405	4,000	-405	-10.13%
4080011 Book Purchases	22,193	30,000	7,807	26.02%
4085011 Books Lost - MLS	1,639	5,000	3,361	67.21%
4090011 Periodicals	1,404	3,500	2,096	59.88%
4100011 Audio Visual	12,053	15,000	2,947	19.65%
4105011 Software	3,432	2,000	-1,432	-71.58%
4106011 Technology		10,000	10,000	100.00%
4110011 Microfilm		1,000	1,000	100.00%
4120011 Bindery		500	500	100.00%
4125011 Talking Books		30,000	30,000	100.00%
4130011 Library Supplies	14,596	20,000	5,404	27.02%
4130111 Library Supplies - Light Bulbs	814	4,000	3,186	79.64%

Maywood Public Library
YTD Actuals vs ANNUAL Budget
July 2021 - May 2022

	Total			
	Actual	Budget	Remaining	% Remaining
4130511 Bank Fees	642	600	-42	-6.96%
4131011 Library Supplies - Food	1,606	3,000	1,394	46.48%
4135011 Printing	2,761	3,000	239	7.96%
4140011 Postage	854	2,000	1,146	57.28%
4150011 Telephone	8,841	8,000	-841	-10.52%
4150111 Library Meetings - Mileage	310	2,000	1,690	84.50%
4160011 Publicity	2,584	6,000	3,416	56.94%
4170011 Professional Services	30,042	45,000	14,958	33.24%
4205011 Fuel	37,639	20,000	-17,639	-88.20%
4210011 Data Bases	8,914	15,000	6,086	40.58%
4215011 Water	9,411	15,000	5,589	37.26%
4225011 Electricity	79,508	90,000	10,492	11.66%
4240011 Maintenance of Equipment	14,059	15,000	941	6.27%
4250011 Contract Maintenance Building	65,606	55,000	-10,606	-19.28%
4256011 Janitorial Supplies	4,980	10,000	5,020	50.20%
4260011 General Maintenance - Building	121,512	75,000	-46,512	-62.02%
4261095 Repair & Maintenance - Flood Damage	40,000		-40,000	
4265011 MLS SWAN Maintenance	24,586	22,400	-2,186	-9.76%
4270011 Local History		1,000	1,000	100.00%
4290011 Public Programming	10,933	5,000	-5,933	-118.66%
4292011 Special Events	755	8,000	7,245	90.56%
4310011 Equipment Purchase	52,425	5,000	-47,425	-948.50%
4311011 Capital Improvements		100,000	100,000	100.00%
4320011 Legal Fees	7,342	20,000	12,658	63.29%
6123011 Vending Maching Expenses	1,288	1,500	212	14.11%
9150091 FICA Expenditures	32,408	47,000	14,592	31.05%
9250092 IMRF Expenses - District	75,687	65,000	-10,687	-16.44%
9350093 Unemployment Insurance	8,196	5,000	-3,196	-63.92%
9450094 Insurance - Workers Comp		3,225	3,225	100.00%
9500195 Insurance Fund - Wages	26,171		-26,171	
9550095 Insurance - Liability	38,368	30,000	-8,368	-27.89%
9650096 Audit	6,250	6,250	0	0.00%
Total Expenditures	**$ 1,280,109**	**$ 1,490,975**	**$ 210,866**	**14.14%**
Net Operating Revenue	**$ 199,337**	**$ 81,675**	**$ -117,662**	**-144.06%**

Thursday, Jun 16, 2022 10:01:48 PM GMT-7 - Accrual Basis

Maywood Public Library
Statement of Activity by Class
July 2021 - May 2022

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Revenue							
3001011 Tax Revenue - Current	1,346,857						1,346,857
3021011 Personal Prop Replacement Tax	55,388						55,388
3030011 Per Capita Grant	35,533						35,533
3032611 Other Grant Income	30,000						30,000
3039011 Donations	0						0
3060011 Fines	193						193
3070011 Copy Machine	1,106						1,106
3080011 Lost and Paid	93						93
3095511 Book Sales	25						25
3123011 Vending Machine Income	1,095						1,095
3130011 Miscellaneous Income	5,537						5,537
3132511 Maywood Book Income	202						202
3302011 Interest - SB&T	215						215
3302111 Interest - SB&T Primary	9						9
3302211 Interest - SB&T A/P	5						5
3302511 Interest - Seaway Graf Gift	0						0
3304011 Interest - IL Funds Primary	522						522
3608011 Passport Income	2,665						2,665
Total Revenue	**$ 1,479,446**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 0**	**$ 1,479,446**
Expenditures							
4010011 Salaries	419,581						419,581
4040011 Hospitalization	86,288						86,288
4052011 Mileage	23						23
4070011 Membership Dues	4,405						4,405
4080011 Book Purchases	22,193						22,193
4085011 Books Lost - MLS	1,639						1,639
4090011 Periodicals	1,404						1,404
4100011 Audio Visual	12,053						12,053
4105011 Software	3,432						3,432
4130011 Library Supplies	14,596						14,596
4130111 Library Supplies - Light Bulbs	814						814
4130511 Bank Fees	642						642
4131011 Library Supplies - Food	1,606						1,606
4135011 Printing	2,761						2,761
4140011 Postage	854						854
4150011 Telephone	8,841						8,841
4150111 Library Meetings - Mileage	310						310
4160011 Publicity	2,584						2,584
4170011 Professional Services	30,042						30,042
4205011 Fuel	37,639						37,639

Maywood Public Library
Statement of Activity by Class
July 2021 - May 2022

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4210011 Data Bases	8,914						8,914
4215011 Water	9,411						9,411
4225011 Electricity	79,508						79,508
4240011 Maintenance of Equipment	14,059						14,059
4250011 Contract Maintenance Building	65,606						65,606
4256011 Janitorial Supplies	4,980						4,980
4260011 General Maintenance - Building	121,512						121,512
4261095 Repair & Maintenance - Flood Damage					40,000		40,000
4265011 MLS SWAN Maintenance	24,586						24,586
4290011 Public Programming	10,933						10,933
4292011 Special Events	755						755
4310011 Equipment Purchase	52,425						52,425
4320011 Legal Fees	7,342						7,342
6123011 Vending Maching Expenses	1,288						1,288
9150091 FICA Expenditures		32,408					32,408
9250092 IMRF Expenses - District			75,687				75,687
9350093 Unemployment Insurance				8,196			8,196
9500195 Insurance Fund - Wages					26,171		26,171
9550095 Insurance - Liability					38,368		38,368
9650096 Audit						6,250	6,250
Total Expenditures	**$ 1,053,027**	**$ 32,408**	**$ 75,687**	**$ 8,196**	**$ 104,540**	**$ 6,250**	**$ 1,280,109**
Net Operating Revenue	**$ 426,419**	**$ -32,408**	**$ -75,687**	**$ -8,196**	**$ -104,540**	**$ -6,250**	**$ 199,337**

Thursday, Jun 16, 2022 10:06:33 PM GMT-7 - Accrual Basis

MAYWOOD PUBLIC LIBRARY DISTRICT

SUMMARY OF MONTHLY CASH RECEIPTS & DISBURSEMENTS

As of May 31, 2022

CASH ACCOUNT	BEGINNING BALANCE 4/30/22	MONTHLY INTEREST	TRANSFERS	INCOME - PROPERTY TAX & INTEREST	OTHER INCOME	CASH DISBURSED	VOIDS, ADJUSTMENTS & BANK FEES	ENDING BALANCE 5/31/22
Petty Cash	$ 75.00							**$ 75.00**
Cash - Circulation	$ 65.00							**$ 65.00**
Seaway Bank - Payroll	$ 261,428.69	$ 19.51				$ (42,987.50)		**$ 218,460.70**
IL Funds - Primary	$ 327,094.32	$ 221.77						**$ 327,316.09**
PMA - Construction Fund	$ 22.20							**$ 22.20**
Bank of NY - Escrow	$ 36.60							**$ 36.60**
US Bank - Primary	$ 403,622.34			$ 18,230.51			$ (36.95)	**$ 421,815.90**
US Bank - Accounts Payable	$ 131,391.58					$ (86,514.45)		**$ 44,877.13**
TOTAL	**$ 1,123,735.73**	**$ 241.28**	**$ -**	**$ 18,230.51**	**$ -**	**$ (129,501.95)**	**$ (36.95)**	**$ 1,012,668.62**

IL Funds - Library Foundation $10,390.23
Seaway Bank - Library Foundation $13,397.82

Maywood Public Library

Expenses by Vendor Detail

June 22, 2022

DATE	NAME		ACCOUNT	AMOUNT
Ancel Glink PC				
06/22/2022	Ancel Glink PC		4320011 Legal Fees	3,375.00
06/22/2022	Ancel Glink PC	ck#2578	4320011 Legal Fees	5,100.00
Total for Ancel Glink PC				**$8,475.00**
Anderson Elevator				
06/22/2022	Anderson Elevator		4260011 General Maintenance - Building	1,932.00
06/22/2022	Anderson Elevator	ck#2580	4250011 Contract Maintenance Building	291.00
Total for Anderson Elevator				**$2,223.00**
Baker & Taylor				
06/22/2022	Baker & Taylor		4080011 Book Purchases	152.19
06/22/2022	Baker & Taylor		4080011 Book Purchases	24.89
06/22/2022	Baker & Taylor		4080011 Book Purchases	38.39
06/22/2022	Baker & Taylor		4080011 Book Purchases	62.73
06/22/2022	Baker & Taylor		4080011 Book Purchases	454.09
06/22/2022	Baker & Taylor		4080011 Book Purchases	12.04
06/22/2022	Baker & Taylor	ck#2563	4080011 Book Purchases	73.20
Total for Baker & Taylor				**$817.53**
Bank o America				
06/22/2022	Bank o America		4100011 Audio Visual	73.86
06/22/2022	Bank o America		4265011 MLS SWAN Maintenance	39.95
06/22/2022	Bank o America		4080011 Book Purchases	29.95
06/22/2022	Bank o America		4130011 Library Supplies	11.98
06/22/2022	Bank o America		4210011 Data Bases	9.95
06/22/2022	Bank o America		4260011 General Maintenance - Building	348.44
06/22/2022	Bank o America	ck#664.03	4210011 Data Bases	149.90
Total for Bank o America				**$664.03**
Chicago Tribune				
06/22/2022	Chicago Tribune	ck#2564	4090011 Periodicals	173.32
Total for Chicago Tribune				**$173.32**
Com Ed				
06/22/2022	Com Ed	ck#2566	4225011 Electricity	24.18
Total for Com Ed				**$24.18**
Daniela Martinez				
06/22/2022	Daniela Martinez	ck#2558	4290011 Public Programming	2.28
Total for Daniela Martinez				**$2.28**
Harold Jenkins				
06/22/2022	Harold Jenkins		4260011 General Maintenance - Building	2,100.00
06/22/2022	Harold Jenkins		4260011 General Maintenance - Building	625.00
06/22/2022	Harold Jenkins	ck#2566	4260011 General Maintenance - Building	60.00
Total for Harold Jenkins				**$2,785.00**
Johnson Controls Security Solutions				
06/22/2022	Johnson Controls Security Solutions	ck#2559	4250011 Contract Maintenance Building	1,148.94

Maywood Public Library

Expenses by Vendor Detail

June 22, 2022

DATE	NAME		ACCOUNT	AMOUNT
Total for Johnson Controls Security Solutions				**$1,148.94**
Jori Daniels				
06/22/2022	Jori Daniels		4140011 Postage	107.40
06/22/2022	Jori Daniels	ck#111.20	4052011 Mileage	3.80
Total for Jori Daniels				**$111.20**
Kathy Parker				
06/22/2022	Kathy Parker	ck#2557	4052011 Mileage	273.78
06/22/2022	Kathy Parker		4260011 General Maintenance - Building	535.00
06/22/2022	Kathy Parker	ck#2579	4140011 Postage	31.10
Total for Kathy Parker				**$839.88**
Kathy Parker Consulting				
06/22/2022	Kathy Parker Consulting	ck#2561	4170011 Professional Services	15,323.00
Total for Kathy Parker Consulting				**$15,323.00**
Konica Minolta Business Solutions				
06/22/2022	Konica Minolta Business Solutions		4250011 Contract Maintenance Building	16.89
06/22/2022	Konica Minolta Business Solutions		4250011 Contract Maintenance Building	16.65
06/22/2022	Konica Minolta Business Solutions	ck#2562	4250011 Contract Maintenance Building	53.13
Total for Konica Minolta Business Solutions				**$86.67**
MidAmerican Energy				
06/22/2022	MidAmerican Energy	ck#2568	4225011 Electricity	6,670.73
Total for MidAmerican Energy				**$6,670.73**
National Pen				
06/22/2022	National Pen	ck#2569	4160011 Publicity	263.90
Total for National Pen				**$263.90**
Nicor Gas				
06/22/2022	Nicor Gas	ck#2570	4205011 Fuel	968.05
Total for Nicor Gas				**$968.05**
Royale Bezjian Carpet Company				
06/22/2022	Royale Bezjian Carpet Company	ck#2571	4250011 Contract Maintenance Building	255.00
Total for Royale Bezjian Carpet Company				**$255.00**
Santana Energy Services				
06/22/2022	Santana Energy Services	ck#2573	4205011 Fuel	6,265.04
Total for Santana Energy Services				**$6,265.04**
Stephanie Samuel				
06/22/2022	Stephanie Samuel		4256011 Janitorial Supplies	43.25
06/22/2022	Stephanie Samuel	ck#2572	6123011 Vending Maching Expenses	179.10
Total for Stephanie Samuel				**$222.35**
Tsavant Inc.				
06/22/2022	Tsavant Inc.	ck#2576	4250011 Contract Maintenance Building	840.00
Total for Tsavant Inc.				**$840.00**
Village of Maywood - Health Benefit Fund		ck#2581		

Maywood Public Library

Expenses by Vendor Detail

June 22, 2022

DATE	NAME		ACCOUNT	AMOUNT
06/22/2022	Village of Maywood - Health Benefit Fund		4040011 Hospitalization	7,363.56
Total for Village of Maywood - Health Benefit Fund				**$7,363.56**
Village of Maywood Water Department				
06/22/2022	Village of Maywood Water Department	ck#2574	4215011 Water	37.55
06/22/2022	Village of Maywood Water Department		4215011 Water	37.55
Total for Village of Maywood Water Department				**$75.10**
Voris Mechanical, Inc				
06/22/2022	Voris Mechanical, Inc	ck#2575	4260011 General Maintenance - Building	373.00
Total for Voris Mechanical, Inc				**$373.00**
TOTAL				**$55,970.76**

ZOOBean	ck#2560	421001 Databases	$760.76

New TOTAL $56,731.52

Agenda Item 7c

kathyparker consulting
17239 Oriole Avenue
Tinley Park, IL 60477
708-253-5078
kathypconsult@gmail.com

Maywood Public Library District
Services rendered April 4, 2022 to May 31, 2022
make checks payable to **kathyparker consulting**

Invoice # MRPLD2022-02
Date: 6/13/2022

Contracted work at $100.00/hr, billed in 1/4 hr increments
milege @ IRS rate billed separately

Invoice Total $15,323.00

Date	contact	Work performed	Time	Fee
4/4/2022	independent	call with attorney	0.5	$ 50.00
4/5/2022	at library	at library	4.5	$ 450.00
4/6/2022	independent	emailsl, draft agenda, ID report	1.5	$ 150.00
4/9/2022	independent	text EV, emails - CC, attorney, policy work, ID rep	2.5	$ 250.00
4/11/2022	independent	calls with Bcole, VOM, emails - various staff	2.25	$ 225.00
4/12/2022	at library	at library	4.75	$ 475.00
	independent	calls - ES, SW ID report	2.5	$ 250.00
4/14/2022	independent	minutes, ID report,bd packet docs	5.75	$ 575.00
4/18/2022	zoom	zoom training EV	1.5	$ 150.00
4/19/2022	at library	at library	4.5	$ 450.00
4/20/2022	at library	at library	5	$ 500.00
4/21/2022	independent	emails to attorney	1	$ 100.00
4/25/2022	independent	calls - attorneys, ES	1.5	$ 150.00
4/26/2022	at library	at library	5.5	$ 550.00
4/27/2022	independent	login paylocity review	2	$ 200.00
4/28/2022	independent	paylocity review	3.25	$ 325.00
4/30/2022	independent	paylocity review	5.25	$ 525.00
5/1/2022	independent	paylocity review & healthcare spreadsheet	8.5	$ 850.00
5/2/2022	independent	call - ES	1	$ 100.00
5/3/2022	at library	at library	5.5	$ 550.00
5/4/2022	independent	call with attorneys and subsequent emails	2.25	$ 225.00
	zoom	zoom with ES, SW	1.5	$ 150.00
5/7/2022	independent	ID report, agenda, health care scenarios	5.25	$ 525.00
5/9/2022	independent	health care scenarios, work on policies, call-ES	3.75	$ 375.00
5/10/2022	at library	at library	6	$ 600.00
5/12/2022	independent	board docs, attorney emails, call-ES	4.5	$ 450.00
5/13/2022	independent	paylocity	4	$ 400.00
5/14/2022	independent	minutes	2	$ 200.00
5/15/2022	independent	paylocity review data - create spreadsheet	10.75	$ 1,075.00
5/16/2022	independent	staff emails, payroll	2.25	$ 225.00
5/17/2022	independent	calls/texts -staff, calls - attorney, ES, SW, bd doc	5	$ 500.00
5/18/2022	at library	at library	9.5	$ 950.00

kathyparker consulting
17239 Oriole Avenue
Tinley Park, IL 60477
708-253-5078
kathypconsult@gmail.com

5/19/2022	independent	emails, texts ES,SW alarm & lock	2.25	$	225.00
5/20/2022	independent	texts, calls - attorney, ES, SW, US Bank, Seaway	3.25	$	325.00
5/23/2022	independent	staff emails, calls- ES, SW, Banks, CC	2.5	$	250.00
5/24/2022	independent	staff emails, attorney	0.25	$	25.00
5/25/2022	at library	at library	6.5	$	650.00
5/26/2022	independent	calls - banks, paylocity, ES,SW, staff/emails staff paylocity review	3.75	$	375.00
5/28/2022	independent	emails -staff	0.75	$	75.00
5/30/2022	independent	payroll, texts - attorney, ES, SW	1.75	$	175.00
5/31/2022	independent	paylocity call - payroll	1.75	$	175.00
	at library	at library	5	$	500.00
TOTAL				**$**	**15,325.00**

Agenda item 8

Maywood Public Library District

Interim Director Report

June 2022

Budget/Finances

Bank Accounts. It has been somewhat of a challenge getting control of our bank accounts. Ms. Zaabel was the primary on all accounts and without her available to change account statuses we are running into major roadblocks. I have experienced this at the last three libraries that Ive worked so it does not surprise me. Banks have really locked down access to accounts over the years in an effort to prevent fraud. However, it is not an easy process when a key person leaves an institution suddenly. Ms. Sanchez and Ms. Williams have been great and very patient as we navigate the processes, and they are required to sign multiple documents.

We have discovered that the library has two Library Foundation bank accounts. Ms. Williams discovered the one at Seaway bank when she went in to remove Ms. Zaabel from the accounts. There is also a Library Foundation account with Illinois Funds, which I discovered where the statements arrived. The library accountant said that neither account has been included on the monthly financials. Technically they are not Library accounts, but Library Foundation accounts. I will need to research the foundation and see what we need to do with the accounts. I have included the accounts and balances on the Bank account listing sheet in the monthly financials.

Budget FY 22/23: The budget I am introducing is very general and based off of what Ms. Zaabel had given me previously. I have made some tweaks, added some line items and deleted old ones as needed. I have been slowly reviewing past invoices as I find them, and looking at contracts to determine where the money is going. I suggest we pass this budget so we have something to start with, and as I get more data, seek quotes and possibly change some vendors we can amend the budget later in the year.

Some areas of the budget I want to bring attention to is

- *Salaries*: I have calculated the line item, adding a new director for a max of $85,000, giving all current staff a 3% raise, hiring a new business manager part time at a more reasonable rate, adding 3 part time clerks – 2 in circ and 1 in ref/youth services, a part time janitor and part time maintenance. This doesn't mean we will hire in all the positions, but the monies have been allocated. At a minimum we do need to hire at a minimum 2 circ clerks asap. We need more people to cover the desks and so we can plan to be open more hours to the public.

  All staff who were employed in 2019 got raises, thought there was no obvious method to the amount awarded. The raises were as small as 34 cents and as large as $2.47. I don't believe they were tied to an annual evaluation, as they should be. In 2020, three employees got raises with the lowest at $1.00 and the highest at $2.05. In 2021, three employees were awarded raises, with the lowest being $1.12 and the highest being $3.33 (one employee give two raises total). As stated before, there seems to be no way to determine how they raises were determined.

I also discovered that two employees are nearly $2 under the minimum wage requirement. They should have been brought up as minimum wage increased. This is a huge violation, and I will be rectifying it with the next payroll.

Raises should be based on an annual evaluation as a best practice. I do recommend the new director instituting an evaluation process for the future. While I am budgeting for 3% increases for current staff, I don't recommend awarding raises until we have a better handle on the budget and its sustainability. Also, since the rumor is that tax revenues are going to be several months late I suggest we only pay what we absolutely must in order to conserve funds until the monies come in.

- *Special Events*: I asked the staff about this line item and they said it is the annual Christmas event. I asked if the library does any other special seasonal events and they said no. I asked them to come up with some seasonal family events in an effort to bring people back to the library. This line has been beefed up to host more events.
- *Books & Programming*: I made new line items for both of areas, both separated out by Adult and Youth. The library annual report requires libraries to report how they spend their budget in these areas and collecting collection data by adult and youth. It will also allow each manager have their own budget that they are responsible for. Having the managers handle their own budgets is a good way for them to improve their managerial skills and grow them as professionals.

KPC Invoice: My invoice this month is significantly higher than the approved $5000 per month previously approved by the board. The overages were caused by the extensive amount of digging I did going through 10 years of payroll records and other financials of the library. The work is indicted in my attached invoice.

QuickBooks: I have been giving myself a crash course in QuickBooks these last few weeks, which is what Ms. Zaabel used to create the AP list and pay invoices online. I've never used QuickBooks before, so it has been a learning curve for me. I've had a few missteps but was successful in entering vendor invoices and printing checks for this month's AP. I will improve as I get more familiar with the database.

Community Engagement:
I have been contacted by two organizations - the Maywood Supportive Living and Rimland Services.

Maywood Supportive Living is renovating a building for low-income Seniors, 65 and over. We have agreed to be adopt off point for them for puzzles, games, and books during renovations. Once they are open my hope is we will find ways to collaborate with them for programming.

Rimland Services works with autistic adults and has several group homes in the Chicagoland area, with one in Maywood. We will be working with them to give the residents library cards.

Health Care Coverage for Retirees and new staff coverages

I have sent certified letters to all retirees informing them of the board decision to no longer pay for the retiree health care premium after 120 days. I have not heard back from any retiree at this point other than Ms. Zaabel moving from the family plan to individual plan. There is a process to remove anyone from the plan. They must provide proof to the village that they have coverage elsewhere. I have also contacted the village to see what is necessary to add the employees who are interested in being added to the library plan at the 85/15 coverages.

With the changes we will see about a $35,000 savings this year in health care and next year an approximate a $48,000 savings

IMRF Authorized Agent

There is an agenda item to add me as the authorized agent for the library until a new director is hired. Ms. Zaabel is currently the authorized agent and she needs to be removed and me added to the library's account. The authorized agent is the main contact for the library, adds and removed employees into IMRF, and is responsible for making sure the monthly IMRF payment is made. Once a new library director is hired, the board will approve them as the new IMRF authorized agent, and I will be removed.

Polices

General Library Policies: Many of the library's general policies are as old and/or non-existent as the Personnel Policies. I have been in discussion with managers regarding creating necessary policies in the near future to bring forth to the board for discussion and approval.

Personnel Policies: I had hoped to have more policies for this month but didn't have the time and wanted to allow adequate time to discuss the budget and other issues. I will bring the table policy from last month to the board next month.

Staff

The staff have been a great help to me as I transition in as the interim and as I work through figuring out the work that Ms. Zaabel did. They have stepped up to take over some tasks until I get more organized in the procedures. They are a dedicated group of people.

We had our second staff meeting this past week. I plan on having at least one a month during this transition. I also speak to most staff on a one-on-one basis on the days I am at the library. I am gleaning a lot of information about vendors, past procedures, and getting a historical perspective of the library. One of my intents is to help the staff grow in their position and for those interested, in the profession.

Job Descriptions: I am including new or revised job descriptions on this month's agenda for a few positions so I can get the job ads out so we can hire.

Business Manager: We also need to have a discussion on how we want to move forward on replacing the Business Manager position going forward. I am still working through all the files

and discovering the tasks that Ms. Zaabel did. She was doing a lot of the work that the library director should have been doing. As I take over the director duties I will get a better idea of what the Business Manager position will become.

Hiring additional staff: I will be placing ads soon for additional staff at the circulation desk. We need part time staff to cover the desk. We are down a few employees, and between this and staff taking vacation time it is becoming hard to cover all the desks.

Janitorial: I am going to work some numbers to see if it more cost effective to have a part time janitorial person to do the cleaning of the facility, have a licensed and bonded cleaning company.

Maintenance: I think the library needs to hire a part time maintenance person. Staff have informed me that there has not been a permanent employee in this position for a very long time and Mr. Jenkins has been filling in this position. The library needs another employee who is familiar with the facility and its systems, can make small repairs, move furniture and other heave items, and can coordinate and work with facility vendors.

Vacation Accruals: After additional conversation with the attorneys, we will need two buckets of vacation time - one before the new policy and one after the new policy. I am going to work on a procedure and revise the new proposed policy. That will be brought forth soon.

Maywood Public Library District
Job Description

Position Title: Circulation Clerk

Position requirements: Non-exempt

Reports to: Library Director/Circulation Manager

Essential Functions: Responsible for the routine application of circulation procedures, with emphasis on public service.

Responsibilities/Duties:

- Transacts circulation of materials including checkout and check in
- Accepts and processes patron registration applications
- Assists patrons with library account information including the explanation of circulations rules
- Collects money for fines, fees and lost materials and records amount properly.
- Assists with the flow of items and requests for materials
- Processes Interlibrary Loan materials
- Responsible for reserve shelf maintenance including contacting patrons for hold pickups and removing expired holds from shelf
- Answers telephone and routes calls when necessary
- Searches shelves for materials
- Attends pertinent workshops and meetings as assigned
- Performs other tasks as assigned

Qualifications for appointment:

- High school diploma
- One year library or public service experience
- Basic computer skills
- Commitment to providing excellent customer service
- Ability to exercise judgment/discretion when dealing with public/staff
- Available to work evening and weekends as schedule requires
- Ability to work as a member of a team
- Must be able to bend & stoop, reach up to 70”, remain stationary for extended periods of time, and lift up to 50 lbs. with or without reasonable accommodation

Date: June 22, 2022

ɔrary District FY22/23 Budget DRAFT

Account numbe	Description	New or renamed Line items	BUDGET FY21/22	received as of 5/31/2022	KP PROPOSED FY22/23
	REVENUES				
3001011	Tax Revenue		1,357,025	1,346,857	1,328,626
3021011	Pers Prop Replac Tax		75,000	55,388	60,000
3030011	Per Capita grant		30,000	35,533	34,442
3032611	Other grant income		100,000	30,000	
3039011	Donations		100	-	
3060011	Fines		2,000	193	-
3070011	Copy Machine		3,500	1,106	2,000
3080011	Lost and Paid		500	93	150
3095011	General Sales		25	-	25
3095511	Book Sales		500	25	25
3123011	Vending Machine Inc		1,500	1,095	1,500
3132511	Misc Income		500	5,537	300
3132511	Mayood Book Inc			202	300
3302011	all Bank Interest			229	200
3304011	IL Funds Primary Inte			522	200
3608011	Passport Income		2000	2,665	5,000
Revenue Total			**1,572,650**	**1,479,445**	**1,432,768**
LIBRARY FUND_					
GENERAL	**EXPENDITURES**				
41010011	Salaries		575,000	419,581	575,000
4040011	~~Hospitalization~~	Healthcare Premiu	99,000	86,288	65,000
4050011	~~Travel - Lib Meetings~~	Trustee Developm	5,000	-	3,500
4051011	~~Travel - Staff~~	Staff Development	1,000	-	3,500
4052011	~~Mileage~~	Travel	2,000	23	2,000
4070011	Membership Dues		4,000	4,405	4,400
4080011	~~Book Purchases~~		30,000	22,193	
		Adult Books			20,000
		YS Books			15,000
4085011	~~Books Lost - MLS~~	SWAN - Lost Books	5,000	1,639	2,000
4090011	Periodicals		3,500	1,404	1,600
4100011	Audio Visual		15,000	12,053	13,000
		Adult AV			7,500
		YS AV			7,500
4105011	Software		2,000	3,432	7,000
4106011	Technology		10,000	-	15,000
4110011	Microfilm		1,000	-	-
4120011	Bindery		500	-	-
4125011	Talking Books		30,000	-	-
4130011	Library Supplies		20,000	14,596	17,000
4130111	~~Library Supplies- bulbs~~	ELIMINATE LINE	~~4,000~~	814	~~-~~

4130511	Bank Fees		600	642	700
4131011	~~Library Supplies - Food~~	Hospitality? Misc?	3,000	1,606	2,000
4135011	Printing		3,000	2,761	3,000
4140011	Postage		2,000	854	1,500
4150011	Telephone		8,000	8,841	10,000
~~4150111~~	~~Library Meetings-Mileage~~	ELIMINATE LINE	~~2,000~~	310	~~-~~
4160011	Publicity		6,000	2,584	5,000
4170011	Professional Services		45,000	30,042	65,000
		accounting			
		cleaning co			
4205011	~~Fuel~~	Natural Gas	20,000	37,639	39,000
4210011	Databases		15,000	8,914	9,000
4215011	Water		15,000	9,411	11,000
4225011	Electricty		90,000	79,508	90,000
		Garbage			4,500
4240011	Maintenace of Equipment		15,000	14,059	35,000
4250011	Contract Bldg Maint		55,000	65,606	60,000
4256011	Janitorial Supplies		10,000	4,980	7,000
4260011	General Maint -Bldg		75,000	121,512	35,000
4261095	Repair & Maint Flood Damage		-	40,000	-
4265011	~~MLS SWAN Maintenance~~	SWAN	22,400	24,568	26,000
4270011	Local History		1,000	-	-
4290011	~~Public Programming~~	ELIMINATE LINE	~~5,000~~	10,933	~~-~~
4292011	Special Events		8,000	755	8,000
		Adult Programming			6,000
		YS Programming			4,000
4310011	Equipment Purchase		5,000	52,425	5,000
4311011	Capital Improvements		100,000	-	40,000
4320011	Legal Fees		20,000	7,342	20,000
6123011	Vending Machine Expenses		1,500	1,288	2,000
SPECIAL FUNDS	**SPECIAL FUNDS**				
9150091	FICA Expendutures		47,000	32,408	44,000
9250092	IMRF Expenses-District		65,000	75,687	93,085
9350093	Unemployment Ins		5,000	8,196	5,000
9450094	Insurance Workers com		3,225	-	1,000
9500195	Insurance Fund - Wages		-	26,171	
9550095	Insurance - Liability		30,000	38,368	35,000
9650096	Audit		6,250	6,250	7,000
TAL EXPENDITURES			**1,490,975**	**1,280,088**	**1,432,785**

Total Revenues	**1,572,650**	**1,479,445**	**1,432,768**
Total Expenditures	**1,490,975**	**1,280,088**	**1,432,785**
(Over/Under)	**81,675**	**199,357**	**(17)**

May 2022 Report – Information Services Department

Passport Report: Since we have had such an issue with people missing their appointments, we contacted the Chicago Passport Agency. They informed us that at our discretion that we can deny rebooking for an appointment that was not properly canceled. They recommended we tell patrons this when they make their appointments. Also, we have noticed many Passport photo errors. Daniela and I discussed the possibility of beginning photo services. We would be able to charge an additional fee for this. I am hoping we have the opportunity to further discuss this soon. More envelopes were ordered and received for Passports but more will need to be ordered during June.

Website & Newsletter: We have done regular maintenance and editing. A few staff members have discussed remodeling parts of our website. We know that it is considered ADA-compliant and easy to navigate (based on tests from reputable websites and lessons from webinars/meetings) but we would like to make changes to the design. Daniela and I made some mock designs for our newsletter. We decided to have it quarterly. We have been talking about doing this since we reopened so it was nice to finally have the opportunity to do it. This was an effort from all staff members since we asked staff members to tell us what they liked or didn't like in our mock designs. At the beginning of every month, I will send the newsletter to those who signed up during the prior month. For example, if the newsletter is sent on June 1, then everyone else who signs up in June, will receive a newsletter early July. Since we have so much going on, I also brought back our weekly schedule for the bulletin board, staff, and social media. I gave it a new design as well.

Programs: For the May 7, "Paint a Vase" activity, we had 7 people register but none showed up. We did have patrons ask about the Grab & Go kit in the days following so we think they was once again confused. Prior to the pandemic, Saturday afternoons were our most successful program day. This event was in the morning and I had scheduled it that way because often times Youth Services has events in the afternoon. With our short staff it is a little risky to have events at the same time on a Saturday. I might try Saturday events again in the fall when we hopefully have more staff. On Wednesday, May 25, I had 5 of the 15 registrants show up for the "Make Your Own Perfume Roller" event. It was mostly parents who were responsible for children attending Crafty Afternoons in Youth Services. Since this activity was quick, it was fine but the parents showed concern about getting back to the children – a very understandable concern especially being the day after the events in Uvalde, Texas. The Quilting and Sewing group has had some members return. We began to offer available space again on May 3 (and to continue on Tuesdays) and we have had a small crowd each week. The Howard Brown Health Clinic did not have any outside visitors again, they are going to look into more advertising since the numbers before the pandemic were much higher.

Plans for future programs: On June 4, I will have mobile DMV services at the library. Adult Summer Reading will be June 13-August 10 (same as the dates for Youth Services). I have a Walk & Talk planned for June 28 to help promote exercise, socializing, and summer reading. On June 8 & 22, I am having small DIY activities while Youth Services has Crafty Afternoons. On June 29, a nonprofit called Live4Lali will be at the library to educate the community on drug addiction and will train participants on life saving measures that can be taken in the event they are present for an overdose. This event is not in the newsletter since it was confirmed after the newsletter was completed but the organization is aware of this and will provide a flyer.

Collection Development: In May, I was able to order books selected in April and May. I was also able to order DVD's. We are continuing collection projects and corrections as well.

"On the Road to Recovery Grant": We are using the sanitizing wands quite a few times a day. Baskets are also being used quite often by staff and patrons. The UV Charging Stations have received positive feedback from

patrons and some use. We haven't had very nice weather yet but are hoping that pretty soon we can start using the canopies for outdoor events. The foot and hand operated sanitizing stations are used very often by patrons and staff. I received notice from the state that my April Report was approved so we should be receiving a check for reimbursement if we haven't yet.

Professional Development: I did not attend any live webinars but used some SWAN reference tools, including past webinars, to help with projects and ideas.

Community Engagement: Howard Brown Health Clinic has returned to the Maywood Public Library for free STI and HIV screenings and education. I am still waiting for our contact from U of I extension to update us on the solution for a program for SNAP eligible only participants. I had a meeting with a representative from WealthWave who wanted to begin a partnership. I told them that we would be in contact if interested. Between the meeting and some research, I do not think it is the best option for the library. We are continuing to share and promote events in the Maywood and Proviso community in our community resource area and on our social media. The community resource area at the library has a lot of information. Some of this is placed by patrons without staff approval. We have been trying to clean it more often and during June, Kiara and I plan on giving it a little makeover.

Other Notes: I have had a few patrons continue to ask about texting services – all in regards to Passports and the Secretary of State event on June 4. I have also had many patrons wanting to pay with credit cards. This is a question we have always had but more recently than ever. I believe many people got used to "no contact" exchanges due to the pandemic and from issues with the federal coin shortage. Finally, some patrons have expressed concern over our fax price which is $1.00 per a page.

by Jori Daniels (June 4, 2022)

May 2022 Statistics Report – Information Services Department

AXIS360: We had 44 checkouts.

hoopla: We had 9 new users this month. We had a total of 207 checkouts. 89 were audiobooks, 2 were bingepasses (this is a new feature for magazines, audiobooks, ebooks, and media), 74 were ebooks, 36 were movies & tv, and 6 were music. Hoopla services for the month were $382.19; we have a remaining credit of $2,477.84.

Kanopy: We had 2 new users. We had 4 plays. Kanopy services for the month were $10; we have a remaining credit around $2,867.

OverDrive (Libby): We had 5 new users and 39 checkouts.

Social Media:

Facebook: We currently have 1,136 likes.
Instagram: We currently have 486 followers.
TikTok: We currently have 1,536 followers.
Twitter: We currently have 112 followers.

My PC: Information Services had 205 computer users last month with an average time of about 1 hour and 22 minutes. Youth Services had 17 users with an average time of about 38 minutes.

Papercut: Faxed 71 pages. Scanned 44 pages. Printed 1,078 pages. Copied 672 pages.

OCLC: In April, we fulfilled 1 request. We made 5 requests.

EBSCO: In April, we had 94 searches from our catalog.

Museum Adventure Pass: We generated 3 passes.

Explore More Illinois: 2 passes were generated.

Passports: We had 23 applicants.

Notary Services: 6 documents

Local History: 4 requests

Readers Advisory from Display: 4 books

Reference Questions: We averaged around 10 reference questions a day.

by Jori Daniels (June 4, 2022)

Youth Services Report May

Announcements:

1. On Monday, May 23rd, 2022, I connected with Stacy McDonald from Brookfield Zoo to receive the Free General Admission Zoo tickets that our patrons absolutely love! It is always wonderful news to know that our library still has a wonderful partnership with the zoo. Typically, the zoo only gives out a few tickets for libraries in our area. However, for us, the zoo granted us with almost 2,000 tickets. These tickets will be available to Maywood PL card holders, and can only be received twice while supplies last. Specific requirements are also in place.
2. Since our partnership with Catholic Charities and NEW MOMS of Oak Park, each Saturday we have had at least 1 (one) family visitation hosted on our floor. This partnership has allowed for DCFS to have a safe space available for these families. More stats to come.
3. We have a **new newsletter!** Throughout the month, Jori and I worked together to revamp our newsletter. We each made 2 (two) samples for a total of 4 (four) and we selected the best looking one. From here, we edited our newsletter to be vibrant and user-friendly. This new newsletter showcases the programs and resources for the months of June, July, and August 2022. Please make sure to take a look!

Overview:

May was pack with many things for our library, especially in the Youth Services Department. During this month, I focused on starting to connect our bridges. Throughout the month of May, I spent time connecting with District 209, District 89, Melrose Park PL, River Forest PL, and various daycares in our immediate area.

For starters, on Thursday, May 5th, 2022, I left early to attend Proviso Math and Science Academy's Career Fair. This career fair was located at PMSA, in their auditorium, and ranged from 4:30 pm to 6:00 pm. The focus was to invite alumni to present to the current students the various careers we ended up in. To my joyous surprise, a lot of the students were very intrigued with what it means to be a librarian! I answered personal accomplishments, the description of what my title meant, the responsibilities, and what it's like to work at a library in general. Here is a look at my station at this event. What was pretty was that this program was put together by teachers and the National Honors Society at PMSA. They made posters with our names, a picture, and our title. At the end, they gave us a goody bag, to express gratitude. Here, I connect with, Victoria Medrano, IB Theory of Knowledge DP1 & DP2. She and I will now share information about events our programs happening at each of our locations.

Secondly, I was able to reach Jill Sapoznick at Washington Dual Language Academy. I informed her about our Summer Reading Challenge: Read Beyond the Beaten Path, how students can sign up, and all of the programs that will be happening here at our library. She was thrilled with all of the information and events happening at our library, and she even noted that a couple of children in the photos we have featured on our website are some of her students. How exciting!

Similar to Jill, I was able to contact Vicki Therriault, the Proviso East High School Librarian. I sent her all our information as well. She then replied that it will definitely be shared to students and be placed on their digital and physical bulletins.

Lastly, since District 89 has shifted their school layout, parents have been confused on which library is considered their "home library". To combat this, I reached out to Donna Powers, the YA Administrator at Melrose Park PL. Donna and I have shared resources with one another, including program newsletters and information. Now, parents who visit our library and do not live in Maywood, do not feel empty handed when we let them know our programs serve Maywood patrons first. The same will occur at Melrose Park PL.

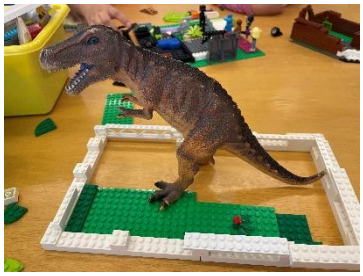
May Programs:

1. Monday Night Trivia—Monday, May 2nd @ 5:00pm
    a. Many of our patrons love some good riddles, so I thought why not a Trivia Night! The attention grabber said this, "Do you like riddles? Are there random facts you are an expert at? Show it off at our trivia night! First place winner will win a $10 Amazon gift card". There was no registration required for this event. In total, we had 4 participants.
2. DIY Saturday—Saturday, May 7th @ 3:30pm
    a. This DIY craft was for those who can't get enough of crafts. Our craft was a 3D Mother's Day Card! The cards turned out so cute. However, I will not be including a photo because the kids wanted it to be personal.
3. Toddler Storytime—Tuesday, May 10th @ 4:00pm
    a. This program is designed for young children to attend with a caregiver. Registration Required. Limit: 10
4. Crafty Afternoons—Wednesday, May 11th and 25th @ 5:00pm
    a. Join us for our crafting program for kids! Advanced registration is required for this program. This month we did a sunflower painting with noodles, pipe cleaner, glue and paint. On the 25th, we used buttons, paint, and Mod Podge to create a button tree. I would say that each craft was a success in their own way. Many of our children just want the opportunity to sit, paint, chat with friends, and create.

5. Game Night—Wednesday, May 18th @ 5:00pm
    a. Families were invited to drop in to play some board games! No registration was required. We had quite a few families come in and play our games. The games available ranged from giant connect 4, inflatable bowling, and table top games. The upper top picture is one of our participants challenging her friend to a later toss. In the future, we will have a game night, but outside!
6. Lego Club—Saturday, May 21st @ 3:30pm
    a. Lego fans were given a new Lego building challenge. Registration was required. The challenge this time was to brainstorm and create a cage for our library dinosaur. The purpose was to allow participants to evaluate the needs of the dinosaur, use their estimating skills to build enough space to fit the dinosaur, and also include their creative touch. The members had so much fun trying to make a home for the dinosaur!

7. Self-Care Monday (Meditation)—Monday, May 23rd @ 5:00pm

a. To practice self-care, we hosted a reflection and meditation session. Registration was required. Patrons always appreciate time to wind down. In these session, we practice our breathing and how to take a moment for ourselves. At the end, we closed the session by coloring!



8. Saturday Storytime—Saturday, May 28th @ 11:30am
    a. This program is designed for children and families to listen to stories, sing songs, and learn new subjects each time. This story time was all about feelings. With the help of our flannel board, kids had to describe each emotion as fast as they could. It was incredible how excited they were to answer, even if they were a little off. It was a great way to allow for the children to share stories about when they felt certain emotions. Out of all the story times, this is my favorite exercise because it teaches children how to identify emotions, describe those emotions, and explain how they experienced those emotions. Again, the attendance for this program is steadily increasing. There has not been a Storytime that had no-shows yet.

Future Programming:

All future programming can be found on our website or on our newsletter at: https://www.maywoodlibrary.org/_files/ugd/a4a3f9_961cb0582bbc4fc1ba61c0ab26db4bf3.pdf

Other Notes:

Please look out for our bulletin! It is always changing to represent who is being celebrated. Next month, we will have the bulletin split to represent the LGBTQ+ community and the celebration of Juneteenth.

As always, all the information can be found on our social media platforms and our webpage. I will continue to update our Youth Services Page on our webpage and evaluate the performance of our programs and services. If you have questions about specific program, please do not hesitate to email me.

Daniela Martinez

Head of Youth Services

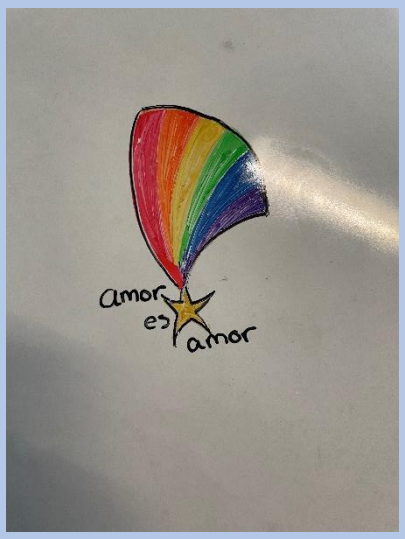
dmartinez@maywoodlibrary.org

06/04/2022




Please enjoy some pictures of our lovely patrons enjoying their MPLD!








Youth Services Stats Report

May 2022

1. Monday Night Trivia—Monday, May 2nd @ 5:00pm
    a. No Registration Required | Participants: 13
2. DIY Saturday—Saturday, May 7th @ 3:30pm
    a. Limit 15 | Participants: 6
3. Toddler Storytime—Tuesday, May 10th @ 4:00pm
    a. Limit: 10 | Participants: 0
4. Crafty Afternoons—Wednesday, May 11th and 25th @ 5:00pm
    a. Limit: 15 | Participants: 17
    b. Limit: 15 | Participants: 24
5. Game Night—Wednesday, May 18th @ 5:00pm
    a. No registration required | Participants: 19
6. Lego Club—Saturday, May 21st @ 3:30pm
    a. Limit 15 | Participants: 8
7. Self-Care Monday (Meditation)—Monday, May 23rd @ 5:00pm
    a. Limit 10 | Participants: 2
8. Saturday Storytime—Saturday, May 28th @ 11:30am
    a. Limit 15 | Participants: 2