

# MAYWOOD PUBLIC LIBRARY DISTRICT

## Board of Trustees Regular Board Meeting

### Agenda

August 17, 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 July 20, 2022
  - 5b. **Action Item:** Approval of the minutes of the executive session held on July 20, 2022
6. Communications & Announcements
7. Treasurer's Report
  - 7a. **Action Item:** Approve July 2022 financial reports
  - 7b. **Action Item:** Approval of the Accounts Payable for August 17, 2022, in the amount of \$51,466.50
  - 7c. **Action Item:** Approval of Library Payroll for July 27, 2022 in the amount of \$14,804.04 and August 10, 2022 in the amount of \$20,434.92.
8. Interim Directors Report
9. Committee Reports
10. Old Business
  - 10a. **Discussion/Action Item:** Director Search -Deiters & Todd
11. New Business
  - 11a. **Discussion/Action Item:** Illinois Libraries Presents IGA
  - 11b. **Discussion/Action Item:** Job Descriptions: Library Director, Head/Lending Services
  - 11c. **Discussion/Action Item:** September 2022 Budget& Appropriations Ordinance and Regular Board Meeting September 21, 2022

# **MAYWOOD PUBLIC LIBRARY DISTRICT**

Board of Trustees  
Regular Board Meeting  
August 22, 2022  
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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” and 5 ILCS 120/2(c)(10), 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**

**July 20, 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 6:33 PM on Wednesday July 20, 2022, at the Maywood Public Library.

The roll was called as follows:

Present: Trustee Barber-Burnside, Lee, Rice, Villarreal, Williams, President Sanchez.

Absent: Trustee Wimbush

There was a quorum present to conduct business.

Also present: Interim Director Parker, library employee Stephanie Samuels

**2. ADOPTION OF AGENDA**

President Sanchez asked for a motion to move agenda item 11d up on the agenda after Introduction of Visitors. Trustee Barber-Burnside motioned, Trustee Rice seconded.

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

Nays: None

**Motion Passed**

**3. INTRODUCTION OF VISITORS**

Susan Flanagan, Maywood-Proviso Rotary.

**11d. ROTARY REQUEST**

Ms Flanagan introduced herself and asked if the library would be willing to provide a permanent storage space for the Rotary items. They are seeking a lockable storage space for the items that would be accessible to Rotary members. Rotarians would archive the items and maintain the space.

Interim Director Parker asked about insurance coverage for the items in the event they were damaged or destroyed and if the library would be responsible. Ms. Flanagan said she would look into it. The board directed Interim Director Parker to determine if a space was available in the library for appropriate storage.

**4. PUBLIC COMMENT**

No additional comments.

**MAYWOOD PUBLIC LIBRARY DISTRICT**

## 5. APPROVAL OF MINUTES

### 5a. Approval of the June 22, 2022 Regular Board Meeting Minutes

A motion was made by Trustee Williams and seconded by Trustee Williams to approve the minutes of the Regular Board Meeting held on June 22, 2022, as amended.

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

Nays: None

**Motion Passed**

### 5b. Approval of the June 22, 2022 Executive Session Meeting Minutes

A motion was made by Trustee Lee and seconded by Trustee Williams to approve the minutes of the Executive Session Board Meeting held on June 22, 2022, as amended.

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

Nays: None

**Motion Passed**

## 6. COMMUNICATION AND ANNOUNCEMENTS

None

## 7. TREASURER'S REPORT

7a. A motion made by Trustee Williams and seconded by Trustee Barber-Burnside, to accept the June 2022 Treasurers Report.

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

Nays: None

**Motion Passed**

7b. A motion made by Trustee Williams and seconded by Trustee Rice to Ratify the IMRF June 2022 Employer/Employee contribution payment in the amount of \$13,347.26

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

Nays: None

**Motion Passed**

7c. A motion was made by Trustee Williams and seconded by Trustee Rice to ratify transfer of \$200,000 on June 23, 2022, from US Bank Primary account to US Bank Accounts Payable account to pay upcoming invoices.

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

Nays: None

**Motion Passed**

## MAYWOOD PUBLIC LIBRARY DISTRICT

### Regular Board Meeting Minutes

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7d. A motion made by Trustee Williams and seconded by Trustee Rice to approve Accounts Payable for June 22, 2022 in the amount of \$56,731.52, with the notation that Trustee Williams would not sign the health care premium check until it was confirmed that Ms. Zaabel's husband premium was no longer being paid for by the library.

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

Nays: None

**Motion Passed**

7e. A motion made by Trustee Williams and seconded by Trustee Rice to approve Library Payroll for June 29, 2022 in the amount of \$14,837.91, July 13, 2022 in the amount of \$14,804.04.

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

Nays: None

**Motion Passed**

### 8.INTERIM DIRECTOR'S REPORT

Interim Director Parker added the following remarks to supplement her written report:

Discovered the library has a PMA account with \$22 in it. She called PMA and they had no idea about the account and after some research determined it was a very old account. They closed the account and will send a check.

She met with a representative from Proviso Leyden Council for Community Action (PLCCA) regarding working with them when we are seeking applicants for any open positions. Interim Director Parker sent over job ads for all the positions open at the library.

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

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

Nays: None

**Motion Passed**

### 9.COMMITTEE REPORTS

None

### 10.OLD BUSINESS

None

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**11. NEW BUSINESS**

11a. Director search Proposals

A motion made by Trustee Williams and seconded by Trustee Rice to hire Deiters & Todd to perform the new director search.

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

Nays: None

**Motion Passed**

11b. Approve Job Descriptions: Custodian, Library Assistant and Maintenance Technician.

A motion made by Trustee Barber-Burnside and seconded by Trustee Rice to approve the Custodian, Library Assistant and Maintenance Technician job descriptions as presented.

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

Nays: None

**Motion Passed**

11c. Maywood Fest

**12. COMMENTS FROM THE BOARD**

President Sanchez stated that feels slow, but the library is making progress forward. Getting the financials set is the priority and once they are in better shape things will likely move faster.

Trustee Rice asked if the library could survey patrons on what they want. President Sanchez stated that perhaps the library could ask at Maywood Fest.

**13. EXECUTIVE SESSION**

Trustee Williams made the motion to enter into executive session at 8:01 PM, pursuant to 5 ILCS 120/2(c)(2), "Executive Session to discuss the employment, compensation, discipline, performance, or dismissal of specific employees" and 5ILCS (c)(10) to discuss litigation "when an action against, affecting or on behalf of the particular public body had been filed or is pending before a court or administrative tribunal or when a public body finds an action is probable or imminent". Seconded by Trustee Barber-Burnside. .

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

Nays: None

**Motion Passed**

Trustee Barber-Burnside made the motion to reconvene open session at 8:48 PM.  
Seconded by Trustee Lee.

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

Nays: None

**Motion Passed**

**14. ADJOURNMENT**

A motion made by Trustee Barber-Burnside to adjourn. Seconded by Trustee Rice.

President Sanchez adjourned the Regular Board Meeting by consensus at 8:48 PM.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

# MAYWOOD PUBLIC LIBRARY DISTRICT

## MAYWOOD PUBLIC LIBRARY DISTRICT ACCOUNTS PAYABLE AUGUST 2022

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
<b>2594</b>	<b>Afable Consulting LLC</b>	4170011 Professional Svcs.	Accounting Services	10303	\$ 910.00	<b>\$ 910.00</b>
	6621 W. Cornelia Ave.					
	Chicago, IL 60634					
<b>2595</b>	<b>Ancel Glink, P.C.</b>	4320011 Legal Fees	Employment Matters	3179830	\$ 56.25	<b>\$ 56.25</b>
	140 S. Dearborn Suite 600					
	Chicago, IL 60603					
<b>2636</b>	<b>Anderson Elevator</b>	4260011 General Maint. Bldg	Monthly Maintenance	36977-J5M4	\$ 291.00	<b>\$ 1,899.00</b>
	2801 South 19th Ave.	4250011 Contract Maint. Bldg	Water issues	28916-V8Z2	\$ 1,608.00	
	Broadview, IL 60155-4758					
<b>2597</b>	<b>Baker &amp; Taylor</b>	4080011 Book Purchases		2036858710	\$ 141.17	<b>\$ 1,042.71</b>
	P.O. Box 277930	"		2036873941	\$ 89.34	
	Atlanta, GA 30384-7930	"		2036892174	\$ 98.81	
		"		2036914546	\$ 110.00	
		"		2036917892	\$ 28.07	
		"		2036904756	\$ 10.51	
		4080012 YS Books		"	\$ 125.98	
		"		2036879032	\$ 438.83	
<b>2598</b>	<b>ComEd</b>	4225011 Electricity	Electricity	536705012	\$ 49.00	<b>\$ 49.00</b>
	P.O. Box 6111					
	Carol Stream, IL 60197-6111					
<b>2599</b>	<b>Daniela Martinez</b>	4052011 Mileage	Reimbursement		\$ 2.93	<b>\$ 44.37</b>
		4302012	"		\$ 41.44	
<b>2600</b>	<b>Deiters &amp; Todd Lib. Consult</b>	4170011 Professional Svcs.	Consulting	1024	\$ 5,000.00	<b>\$ 5,000.00</b>



# MAYWOOD PUBLIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2601	Erica Sanchez	4131011 Hospitality	Reimbursement Funeral Flowers		\$ 307.98	\$ 307.98
2602	Jori Daniels	4052011 Travel	Trips to Post Office		\$ 2.93	\$ 323.40
		4302011 Adult Prog.	Supplies & Food		\$ 320.47	
2603	Kathy Parker Consulting	4170011 Consulting	6/1/22 - 7/31/22 Consulting		\$ 16,250.00	\$ 16,250.00
2604	Konica Minolta	4250011 Contract Maint. Equip	Copier Maint.	40361222	\$ 1,220.52	\$ 1,220.52
	21146 Network Place					
	Chicago, IL 60673-1211					
2605	Konica Minolta Bus. Solutions	4240011 Contract Maint. Equip	Maintenance Contract	281262989	\$ 3.61	\$ 56.49
	Dept. CH 19188	"	"	281263451	\$ 21.71	
	Palatine, IL 60055-9188	"	"	281267082	\$ 31.17	
2606	MidAmerican Energy Svcs.	4225011 Electricity	Electricity	2/18/2526	\$ 10,507.14	\$ 10,507.14
	P.O. Box 8019					
	Davenport, IA 52808-8019					
2607	Nationwide	4170011 Professional Svcs.	RE:D. Martinez Notary Bond	222349946	\$ 50.00	\$ 50.00
	P.O. Box 77210					
	Mnpls, MN 55480-7200					
2608	Nicor Gas	4205011 Fuel	Heating	5581640000 0	\$ 968.05	\$ 968.05
	P.O. Box 5407					
	Carol Stream, IL 60153-1307					
2609	Peerless Network	4150011 Telephone	Telephone Service	540678	\$ 530.21	\$ 530.21
	P.O. Box 76112					
	Cleveland, OH 44101-4755					
2610	Republic Services	4235011 Garbage	Trash pickup 0551-015478725		\$ 1,289.83	\$ 1,289.83
	P.O. Box 6118					
	Carol Stream, IL 60197-6118					

# MAYWOOD PUBLIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2611	Rhonda Fentry	4302011 Adult Prog.	Chair yoga		\$ 50.00	\$ 50.00
2627	Rhonda Fentry	4302011 Adult Prog.	Meditation		\$ 60.00	\$ 60.00
2628	Ross Jack's Landscaping	4250011 Contract Maint. Bldg	Lawn Maintenance	94373	\$ 1,100.00	\$ 1,100.00
	P.O. Box 65					
	Elmhurst, IL 60126					
2629	Royale Bezjian Inc.	4250011 Contract Maint. Bldg	Mat Service	79353	\$ 85.00	\$ 255.00
	26697 Network Place			75349	\$ 85.00	
	Chicago, IL 60673-1266			75547	\$ 85.00	
2630	Secretary of State (IL)	4170011 Professional Svcs.	Notary App		\$ 10.00	\$ 10.00
2631	Total Fire & Safety	4260011 General Maint. Bldg	Maint. & Annual Inspections	C502400	\$ 711.20	\$ 711.20
	6808 Hobson Valley Dr.					
	Woodridge, IL 60517					
2632	Tsavant	4106011 Technology	Tech Services	MP0016	\$ 850.00	\$ 1,700.00
	2117 Chilmark Lane	4106011 Technology	"	MP0017	\$ 850.00	
	Schaumburg, IL 60193					
2633	Village of Maywood-Health	4040011 Hospitalization	Health Insurance	0922	\$ 4,845.95	\$ 4,845.95
	40 Madison St.					
	Maywood, IL 60153					
2634	Village of Maywood Water	4215011 Water	Meter 67121394	427405652-00	\$ 716.94	\$ 1,479.40
	40 Madison St.	"	Meter 67282349	427403007-00	\$ 762.46	
	Maywood, IL 60153					
2635	Wendell Maclin	4250011 Contract Maint. Bldg	Service 6/3/22		\$ 250.00	\$ 750.00
	370 Windy Point Dr.	"	Service 7/11/22		\$ 250.00	
	Glendale Heights, IL 60139	"	Service 8/22		\$ 250.00	
<b>TOTAL</b>						<b>\$ 51,466.50</b>

# kathyparker consulting

17239 Oriole Avenue

Tinley Park, IL 60477

708-253-5078

kathypconsult@gmail.com

## Maywood Public Library District

Services rendered June 1, 2022 to July 31, 2022  
make checks payable to **kathyparker consulting**

Invoice # MRPLD2022-03

Date: 8/8/2022

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

**Invoice Total \$16,250.00**

Date	contact	Work performed	Time	Fee
6/1/2022	at library	at library	8.25	\$ 825.00
6/2/2022	independent	email board, village emails	0.75	\$ 75.00
6/3/2022	independent	calls ES, letters to retirees, email attorney, IMRF c	3.25	\$ 325.00
6/4/2022	independent	mail cert letters, emails staff	1.25	\$ 125.00
6/6/2022	independent	emails- staff, IMRF, accountant	1.5	\$ 150.00
6/7/2022	independent	emails -staff QB	3	\$ 300.00
6/8/2022	independent	emails - TALX, ES, staff, vendors	1	\$ 100.00
6/9/2022	independent	emails, VOM, staff accountant	0.75	\$ 75.00
6/10/2022	independent	emails -staff	0.5	\$ 50.00
6/12/2022	independent	bills, emails	1.5	\$ 150.00
6/13/2022	independent	payroll, IMRF audit work, Bank calls, AP	5.25	\$ 525.00
6/14/2022	at library	at library	7.5	\$ 750.00
6/15/2022	at library	at library	5.75	\$ 575.00
6/16/2022	independent	budget, vendor calls, emails	3.75	\$ 375.00
6/17/2022	independent	bank calls, ES/SW emails, minutes, board pckt	6.5	\$ 650.00
6/18/2022	independent	emails, finish board packet	1	\$ 100.00
6/20/2022	at library	at library	6.75	\$ 675.00
6/22/2022	at library	at library	6	\$ 600.00
6/24/2022	independent	process AP, empl app, post jobs,	2.75	\$ 275.00
6/27/2022	at library	at library	5.75	\$ 575.00
6/30/2022	independent	emails, staff texts, emails VOM, vendor database	5	\$ 500.00
7/1/2022	independent	vendor calls, VOM emails	1.25	\$ 125.00
7/3/2022	independent	stans emails, ID report, agenda	3.5	\$ 350.00
7/6/2022	independent	emails, texts	1	\$ 100.00
7/9/2022	independent	emails, texts, agenda	1.5	\$ 150.00
7/10/2022	independent	emails, IMRF audit docs, payroll, ID report	3.75	\$ 375.00
7/11/2022	at library	at library	7.75	\$ 775.00
7/12/2022	independent	agenda, IMRF docs, calls VOM, paylocity	2.75	\$ 275.00
7/13/2022	independent	IMRF call and online, emails, texts, QB	5.5	\$ 550.00
7/14/2022	independent	IMRF wage report, paylocity, AP, emails, schedule, salaries, minutes	5.75	\$ 575.00
7/15/2022	independent	AP, ID report, board packet, emails, minutes	7.25	\$ 725.00

## kathyparker consulting

17239 Oriole Avenue

Tinley Park, IL 60477

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7/17/2022	independent	stan email, BOA call, ES calls	3.75	\$	375.00
7/18/2022	independent	county calls, emails, BOA call	2.5	\$	250.00
7/19/2022	at library	at library	6.75	\$	675.00
7/20/2022	at library	at library	7	\$	700.00
7/21/2022	at library	at library	4	\$	400.00
7/22/2022	independent	emails, calls VOM	2	\$	200.00
7/24/2022	independent	payroll, job ads, budget doc	2.5	\$	250.00
7/25/2022	at library	at library	5.75	\$	575.00
7/26/2022	independent	IMRF, emails, vendor calls, cendor database	4.25	\$	425.00
7/28/2022	independent	callsVOM, emails -staff	0.75	\$	75.00
7/29/2022	independent	call ES	1.5	\$	150.00
7/30/2022	independent	calls ES FA, emails, newsletter for VOM, flyer people spreadsheet, job desc	4	\$	400.00
7/31/2022	independent	B&A setup, emails, agenda, salary review	3		
<b>TOTAL</b>				<b>\$</b>	<b>16,250.00</b>

**kathyparker consulting**

**17239 Oriole Avenue**

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**708-253-5078**

**[kathypconsult@gmail.com](mailto:kathypconsult@gmail.com)**

# **Maywood Public Library District**

## **Interim Director Report**

**August 2022**

I would like to request that the board grant me and the staff some grace and understanding as we move forward the next few months. I know the board wants more community engagement, more hours, more patron access. It takes time. I have taken on the role of full-time director, business manager and now circulation manager, all on a part time basis. The staff are helping me as much as they can and have taken on quite a few extra tasks (like managing the building day to day, etc) that I would normally be doing. They have been extremely helpful. For a library our size, budget and population, we should have between 15 and 20 staff according to Serving Our Public. We have 8 employees.

The staff have not had any formalized training in so many areas that are necessary, both legally and for their position enhancements. We need time to accomplish all of this in addition to doing the day to day of the library. It is very messy at the library right now. I promise it will get better. It is always worse before it gets better. Thank you.

### **Budget/Finances**

*Bank Accounts.* The process is not going as smoothly as we had hoped. At this time, we still do not have full access to the one local bank and minimal online access to the other. Because of this, we are not able to completely balance the books and update the financials. This means that the July monthly financials will not be complete, as they were not last month.

*Budget & Appropriations Hearing:* The hearing will be at the beginning of the September 21<sup>st</sup> board meeting. Normally the library has held it in August but I did not have enough time to work with the financial consultant in July.

### **Community Engagement:**

*Maywood newsletter and Maywood Fest:* I have sent a newsletter blurb to the village for the next e-newsletter. I will continue to send them each month.

### **Credit Cards**

*Bank of America:* The library credit card has not been fully resolved. I am still working on it

### **Director Search**

The Deiters & Todd will be at the board meeting on Wednesday August 17<sup>th</sup> board meeting to discuss the search and query the board. After they finish with the board, they will meet with the staff while the board finishes the board meeting. We will be approving the library director and salary range at the meeting. Once all of this is complete, D&T will get the job ad out to the masses.

## **Facility**

We have had several alarm issues in the past week or so. Stephanie Samuel responded to three nights/mornings alarm calls at 4 am, 5 am and midnight. She was a huge help. We had an old sensor issue that had to be replaced. It seems to be working ok right now.

## **Health Care Coverage for Retirees and new staff coverages**

Ms Zaabel's husband has been removed from the health plan effective August. We will see a credit from the August check for September. Felipe Altamirano was also removed and we should see a credit for the August payment as well.

I spoke to Stan Huntington and he will be getting alternative coverage effective September 15, 2022. I have not heard from Jo Zaabel or Sheila Ferrari. I will continue to follow up.

## **Hours open to the Public**

We are now open Monday and Wednesday 10-7, Tuesday and Thursday 10-5 and Saturdays 10-4. As we hire more people, I want to extend the Tuesday/Thursday to 7 so we are consistent all week. Having few staff is challenging for consistent coverage. We'll get there.

## **Illinois Libraries Presents**

The library will be joining this new initiative which was started by several north Illinois libraries earlier this year. There was a trial period from January to June 2022, which posed successful and will continue. For a small membership fee (\$400) based on the library budget size, library patrons will have online access via to programs hosting speakers of note in a variety of areas – authors, actors etc. The past speaker list has gotten rave reviews. ([www.illinoislibrariespresent.com](http://www.illinoislibrariespresent.com))

## **Staff**

We have 4 open positions: Circ clerk, Custodian, Maintenance Technician and just posted Head of Lending Services. Felipe interviewed several people for Circ Clerk but admitted to me that he was very ill while conducting the interviews and doesn't remember how they went. I interviewed a few and have extended an offer to one young man, background check contingent.

*Training:* As I stated earlier, the staff need training in several areas. I am going to seek some training opportunities for all. We will likely have the trainings on Fridays, since the library is closed. Staff will be getting paid for attending all training.

## **Vendor and Contract Database**

I have started the Vendor and Contract Database. This database has all the library vendors (facility etc.), contact information, and contract information for each. It does require me to contact many of the vendors to gather information.

**ILLINOIS LIBRARIES PRESENT:  
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING  
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement ("Agreement") also known as "Illinois Libraries Present" is entered into this Monday August 14, 2022, by and between the Northbrook Public Library an Illinois public library, ("Northbrook Library"), and Maywood PLO LIBRARY an Illinois public Library or Library District (the "Library"), and the Reaching Across Illinois Library System ("RAILS"), for the purpose of facilitating the joint purchasing of programming, events and services for the parties' use.

**WHEREAS**, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

**WHEREAS**, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

**WHEREAS**, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programming, events and services;

**WHEREAS**, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library's and the LIBRARY'S jointly negotiating and contracting for programming

**NOW, THEREFORE, IN CONSIDERATION** for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties' intent for this agreement to rest on the other power which they are lawfully exercising.



## Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a "CONTRACTING PROVIDER OF THE PROGRAM") so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the "Services") to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM's Contract, except as to services for the LIBRARY, without Northbrook Library's express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY's sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

## Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY's payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

#### Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director  
Northbrook Public Library  
1201 Cedar Lane  
Northbrook, Illinois 60062

If to the

Maywood Public Library District  
1215. 5th Avenue  
Maywood, IL 60153

If to RAILS:

Reaching Across Illinois Library System  
Re: Illinois Libraries Present  
125 Tower Dr  
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.

H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY

  
Jay Glaubinger (Oct 7, 2021 16:02 CDT)

By: Jay Glaubinger, Board President

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

Date: September 23, 2021

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

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

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

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

# **EXHIBIT A**

## **SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM**

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
Library Director Job Description

**Position Title:** Executive Director

**Position requirements:** Full-time; exempt

**Salary range:** \$66,000 - \$99,000 (Full range, not hiring range; based on a \$75,000 hiring point)

**Reports to:** Board of Trustees

**Essential Functions** A professional position with responsibility for the overall administration of the Library in accordance with the policies adopted by the Board of Trustees. Responsibilities include all aspects of library administration; library-related services and activities; and library building and grounds.

**Responsibilities/Duties:**

- **Library Operations**
  - Responsible for the organization and implementation of all library services and programs.
  - Establishes and implements procedures that support Board approved Library policies.
  - Create a welcoming and inclusive environment for all library staff and patrons.
  - Oversees the care and maintenance of the library building, equipment, and grounds.
- **Personnel**
  - Recruits and appoints a diverse range of employees and is responsible for all personnel related action.
  - Responsible for the supervision, evaluation, scheduling and professional development of all staff.
  - Responsible for implementing the Library's collection development plan.
- **Finances**
  - Leads the Board through the financial process, including preparing the Budget & Appropriation and Levy Ordinances.
  - Administers the budget as approved by the Board.
  - Provides accurate and complete copies of the monthly financial statements to each Trustee.
  - Manages the financial and business transactions of the library.
- **Board Relations**
  - Prepares agendas and information for Board and committee meetings.
  - Attends all board and committee meetings and actively participates in them.
  - Reports on library operations and concerns at regular monthly Board meetings.
  - Recommends and assists in the development and review of policies and the long range plan.
  - Prepares annual reports, grant proposals, and other documents as needed.
- **Community Relations**
  - Develops knowledge of and sensitivity for the community and its service needs.
  - Establishes and maintains good working relationships with village, school, park district and other governmental bodies.
  - Creates partnerships and cooperates with community organizations to foster understanding of and support for the Library's role in the community.
  - Widely publicizes library's resources and programs.
  - Proactively identify un/underserved segments of the community and initiates outreach library services accordingly.
  - Acts as liaison on behalf of the Board with the regional library system. Participates in professional organizations and cooperative library programs on local, state and national levels.
- **Performs other duties as necessary or directed by the Library Board.**

**Qualifications for appointment:**

- A.L.A. accredited Master's degree in Library/Information Science or other graduate Library degree
- Minimum five years' library experience with three years' supervisory experience
- Demonstrated oral and written communication skills
- Ability to exercise judgment/discretion when dealing with public/staff
- Knowledge of library automation
- Commitment to public service

**Working Conditions/Physical Requirements:**

- Ability to read, write and communicate fluently in English.
- Frequently required to bend, stoop, kneel, crouch and reach various heights.
- Physical ability to stand for extended periods of time.
- Ability to lift and carry items up to 25 pounds.
- Ability to push/pull items of 70 pounds or higher while utilizing a cart.
- Ability to perform fine motor skills tasks
- Visual acuity sufficient to read various font sizes.

**Approved:** XXXX, 20XX

**Maywood Public Library District**  
Job Description

**Position Title:** Head of Lending Services

**Position requirements:** Non-exempt

**Reports to:** Library Director

**Essential Functions:** Responsible for the supervision of the circulation staff and the oversight of the day-to-day responsibilities of the circulation department.

**Responsibilities/Duties:**

- Supervise Lending Services staff and day to day duties
- Interpret policies and procedures as established by the Library Director and Board of Trustees
- Establishes procedures that implement operational policies for the Lending Services Department.
- Create statistical reports for circulated materials and new patrons.
- Attend ILS conferences, workshops, seminars and classes to maintain knowledge of the changing in technologies and circulation procedures
- Works at circulation desk
- Collects monies records amount properly.
- Performs other tasks as assigned

**Qualifications for appointment:**

- LTA (Library Technical Assistant) certificate or a minimum of 2 years college
- Two years library or public service/customer experience
- Two years supervisory/managerial experience
- Intermediate to advanced 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", stand at length, and lift up to 50 lbs. with or without reasonable accommodation

**Date:** August 2022

## July 2022 Report – Information Services Department

**Passport Report:** Daniela and I have not had the opportunity to experiment with photo services. This is something that seems simple to do but we know we need at least an hour of interrupted time for. During July, some staff had vacations so we had less appointments booked. We did begin a process of having Passport appointment requests made through our website. Our main reason for providing this source is that customers are arriving without proper documents and blaming us. We have our script and know what to tell them but forcing them to read it in writing will hopefully lessen these situations. In August, and the foreseeable future, we are going to have a lot less Passport appointments since the staff is spread so thin. We had to submit our new Passport hours and we had to remove hours from weekday evenings. We usually receive a lot of volume between evenings and Saturdays. During August, Daniela and I will both renew our Passport certifications.

**Website & Newsletter:** A majority of our website has had a makeover now. Daniela and I are working on the Fall Newsletter.

**Programs:** The Quilting and Sewing group is continuing to show up with a steady number of about 3-4 of the same participants. Since staff was short I had to get off track of my “every other Wednesday” program rhythm. I had a program scheduled on July 20 that 2 people came to. On July 27, I had multiple people registered for 2 programs but had to cancel because we did not have enough staff. It seems that canceling programs is something that may be normalized until we have more staff because we are at the point where if one staff member calls in or takes time off that we have to cancel appointments and programs. Summer Reading did not have much growth from June (this is normal) but the winners of the weekly \$10 Amazon gift cards were all very excited.

**Plans for future programs:** Adult Summer Reading is ending soon and I do have to note that having Beanstack has made this so much easier for both patrons and staff. Two crafts are scheduled for August. We also have a virtual program scheduled for August with CUB. I am excited for the Library Board to fill out the IGA so we can officially be part of “Illinois Libraries Present”. We were very excited to buy a Cricut machine for programs in the fall (and obviously future). Staff have not had much time to play around with it. I think I am the only one who has had some time to do this and I know I need more practice to carry out more extensive programs. We will also need more tools to do some crafts. Fall is going to also have crafts with Halloween, presentations related to Halloween, and activities for Hispanic Heritage Month. In addition to planning these crafts, I have invited Rhonda Fentry back to the library for Chair Yoga and Soundbath Meditation. Rhonda has impressive credentials and has always received very positive feedback from audiences. We are glad to have her back at the library. In 2020, I had the goal of starting a Memory Café and in September I am finally going to start. I am guessing this is going to have a slow start and then a stable crowd – much like how Bingo was for us in the past. In October, I am having the Secretary of State’s Office back at the library to offer limited services traditionally seen at the DMV. Daniela and I had a meeting with Pillars Community Health in regards to building a partnership and having programs and services related to Domestic Abuse, Dating Violence, and Cyberbullying. We are hoping to team up with them in the next couple of months for programs. As mentioned above, any program that is staff hosted or requires staff assistance is at a high risk of cancellation until we have more staff.

**Collection Development:** We are continuing collection projects and corrections. I did not order DVD’s coming out in July as I know we are having some payment changes and I want to avoid issues with rejected payments.

**“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 use is increasing. The foot and hand operated sanitizing stations are used very often by patrons and staff. We have been given permission to order more. The company we originally ordered from went out of business. I did find another company that was able to work with us and we are expecting the stations in August.

Professional Development: I did not attend any professional development events but I am excited to attend the SWAN Expo in August. It had always proven to be a great professional experience.

Community Engagement: As stated above, we are excited to partner with Pillars Community Health. Unfortunately, our monthly visits from Howard Brown are put on hold. They are a great organization and are excited to perhaps work with us on a smaller scale (such as a community health fair) in the future. Our partnership with Ravinia continues as we have tickets available.

Other Notes: I have continued short one-on-one sessions but due to our new hours they may have to stop.

Per Kathy, I know that we are receiving a credit card machine soon. This will make things easier for staff. We are excited to hire more staff since there are so few of us and it is exhausting for staff.

Towards the end of the month I was extremely ill and I thank my colleagues for stepping up during this time but we should not be in the position where the absence of one person causes everyone else to rearrange their schedules and daily duties. I am grateful I have these amazing colleagues.

On Monday and Wednesday mornings at the start of August, for the first hour we are open we only have three staff members present for the entire building. Sadly, with our current staff availability this was the situation we were forced into. It is unfortunate that the safety and well-being of our staff and community members matters so little (if at all). This is not okay. It is stressful for staff and is a reminder to them that they are not appreciated or valued. I also fear it is going to cause staff members to come in while feeling under the weather or even leave their position at the library due to lack of safety and receiving the right to a safe workplace. These circumstances are not the fault of any staff member.

I also hope staff receives training for CPR, First Aid, and mental health. These trainings are extremely crucial now more than ever seeing that there are times at the library where there is one person for an entire floor. My CPR and First Aid is expired. I attended many webinars and past trainings on mental health but I think an in-person training would be extremely beneficial.

**by Jori Daniels (August 3, 2022)**

## **July 2022 Statistics Report – Information Services Department**

AXIS360: We had 40 checkouts.

hoopla: We had 15 new users this month. We had a total of 311 checkouts. 127 were audiobooks, 3 were bingepasses (this is a feature for magazines, audiobooks, ebooks, and media), 110 were ebooks, 64 were movies & tv, and 7 were music. Hoopla services for the month were \$608.66; we have a remaining credit of \$1,412.82. At this rate, we will probably have to replenish within 2 months or so.

Kanopy: We had 0 new users. We had 1 play. Kanopy services for the month were \$2; we have a remaining credit around \$2,838.

OverDrive (Libby): We had 6 new users and 49 checkouts.

Social Media:

Facebook: We currently have 1,151 likes.

Instagram: We currently have 494 followers.

TikTok: We currently have 1,658 followers.

Twitter: We currently have 115 followers.

My PC: Information Services had 226 computer users last month with an average time of about 1 hour and 25 minutes. Youth Services had 27 users with an average time of about 1 hour and 14 minutes.

Papercut: Faxed 102 pages. Scanned 267 pages. Printed 1,337 pages. Copied 715 pages.

OCLC: In June, we fulfilled 2 requests. We made 1 request and it was filled.

EBSCO: In July, we had 62 searches from our catalog.

Museum Adventure Pass: We generated 9 passes. This is a record high for us.

Explore More Illinois: 0 passes were generated.

Passports: We had 6 applicants.

Notary Services: 1 document

Local History: 4 requests

Readers Advisory from Display: 4 books

Reference Questions: We averaged around 11 reference questions a day.

**by Jori Daniels (August 3, 2022)**

## Youth Services Report July 2022

### Announcements:

1. Our Brookfield Zoo tickets are going fast! It is projected that we may run out by the end of August. I have connected Stacy at Brookfield Zoo to see if we could receive more, however, I am still waiting for her reply.

### Overview:

Just like the start of June, July continued the availability of Brookfield Zoo Tickets for our patrons, "LUNCH BUS", our *Read Beyond the Beaten Path*: Summer Reading Challenge 2022, outdoor activities, and more!

The "LUNCH BUS" program began on Monday, June 13<sup>th</sup>, 2022 at 2:30 pm. To refresh, "LUNCH BUS" is a new program bought to you by Greater Chicago Food Depository. They will be at our library daily (Monday-Friday) on the east end of our parking lot. Again, "LUNCH BUS" provides free fresh lunches for kids 0-18. They are allowed to eat at the gazebo or under the nice, shady, trees.

We had an increase of different daycares, camps, and preschools that are located in Maywood visit our library. They always are so surprised with the space that we have created. They especially love the front and back lounge areas. The front area is meant for preschoolers and younger kids, while the back is more reserved for older kids and teens. However, I often find teens enjoying the blocks located in the front and it is always nice to see!

Our *Read Beyond the Beaten Path*: Summer Reading Challenge 2022 continues! Reminder, this challenge invites patrons to take the challenge and read beyond this summer! Patrons must log the minutes read on Beanstack to earn badges and rewards. The reader with the most minutes read by the end of the summer will win! There are three (3) different reading challenge age groups, the top reader from each group will win a grand prize. The groups consists of: Ages: 0-6, 2. Ages: 7-13, 3. Ages: 14-17. On the first day of our reading challenge, we had 24 sign ups! Current stats about the summer reading program can be found on the stats report page. Once again I am highlighting the performance of Reader **10438345**. This reader is already over 3,103 minutes read!

Reader ID:	Age:	Badges Earned:	School:	Grade:	Minutes Read:
10438345	7.0	12	Lincoln Elementary	2nd Grade	3103

As mentioned previously, summer has allowed us to do a couple of outdoor activities with a much bigger crowd! Here are the programs that occurred in the month of July!

### Programs:

1. Toddler Storytime—Tuesday, July 5<sup>th</sup> @ 11:30am
  - a. This program is designed for young children to attend with a caregiver to listen to stories, sing songs, and learn new subjects each time. This story time was all about clothing. Story times like these re-enforces the kids ability to express their own designs and styles. It was pretty fun singing song about what were we wearing. My favorite part about this story time was the flannel board activity. I created a cutouts of different clothing items. When I placed them on the flannel board, they had to guess as fast as they could. I had little ones yelling the answers! The kids thought this was incredible!

2. Preschool Storytime—Monday, July 11<sup>th</sup> @ 11:30am

- a. This program is designed for preschoolers and families to listen to stories, sing songs, and learn new subjects each time. This story time was all about the sun. In this story time, I collected stories that talked about the sun heat. Again, the attendance for this program is steadily increasing. There has not been a story time that had no-shows yet.

3. CAMP MOVE: Crafts—Tuesday, July 12<sup>th</sup> @ 12:00pm

- a. Reminder: CAMP MOVE called for a 4 week session at the library. For this session, we took the time to paint. Some of the campers decided to leave their paintings, and they were hung on the “Our Crafty Artist Wall”. Important note: This event was not included in our original programming, it was a closed session. Partnerships like these pop up suddenly, so quick thinking is necessary.

4. Crafty Afternoons—Wednesday, July 13<sup>th</sup> and 27<sup>th</sup> @ 5:00pm:

- a. For the CA on July 13<sup>th</sup>, we worked together to create a dual painting! I bought big canvases and place them on the tables. Participants then had to choose a partner, and then took turns painting on the canvas. Each person had 5 minutes to add to the collaboration painting, switched once the timer went off, and continued until the canvas was covered. I have the completed canvases in my office, and will hang them up once we can order again.



For the CA on July 27<sup>th</sup>, we had snow in July! With the help of baking soda, shaving crème, some glitter, and food dye, we were able to replicate cool feeling snow. This craft was a complete mess, but it was sooo worth it to see these little snow man being made! The glitter was a bonus because it made the “snow” glisten. At the end, participants had the option to leave the snow here, or take it home in a bag (most of them took it home). Then, they also got the opportunity to vote for their next craft. Of course they chose slime. Once the craft was over, Kiara and I spent the next hour and a half vacuuming and cleaning. Many thanks to her because we were able to tackle this messy, messy craft.

5. Lego Club—Saturday, July 16<sup>th</sup> @ 3:30pm

- a. Lego fans were given a new Lego building challenge. Registration was required. The challenge this time was to brainstorm together and create a house. The purpose was to allow participants to work together and use their architect skills to construct their dream home with Legos.

6. Daycare Storytime—Tuesday, July 19<sup>th</sup> @ 11:30am

- a. This event was not included in our original programming, it was a request for an additional session by patrons. I was so happy to see that parents and daycares love our story times, that they are requesting more! Although story times look simple, they require a bit of planning. I had to quickly create a flannel activity, plan the story time, learn and rehearse songs, and print out the timeline for the participants. This story time was about “Our Favorite Stories”. With the help of my make-shift flannel board, we talked about all kinds of our favorite tales! The stories we read were: *Leave me alone* by Vera Bosgol and *The Adventures of Beekle: The Unimaginary Friend* by Dan Santat.





7. No Scrap Left Behind (CZS)—Thursday, July 21<sup>st</sup> @ 5:00pm

a. A program by Chicago Zoological Society of some outdoor fun and information. Registration was required for this event and participants had to bring a small clear container. Yvette Mendez was the one that came out and ran this program. The event took place in Room 202. This day was incredibly hot, which explains the lower turnout. There will be another event in August.

8. Self-Care Monday (Meditation)—Monday, July 25<sup>th</sup> @ 5:00pm

a. To practice self-care, we hosted a self-care 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 by journaling or coloring.





## Webinars/Professional Developments Sessions Attended:

1. Booklist: Fall Graphic Novels Preview: July 12<sup>th</sup>, 2022
2. Booklist: Fall Nonfiction Books Preview: July 13<sup>th</sup>, 2022
3. SLJ: Picture Book Palooza: July, 14<sup>th</sup>, 2022
4. SLJ: Diversity Collection and Audits: July 26, 2022

## 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](https://www.maywoodlibrary.org/_files/ugd/a4a3f9_961cb0582bbc4fc1ba61c0ab26db4bf3.pdf)

## Other Notes:

**URGENT:** Our understaff situation has continued to add on the lack of safety, stability, and work load for the current staff. We have had to cancel programs, reconfigure staff placement, and lessen time availability for programs, one-on-ones, and appointments to account for desk coverage. While July was bustling with activity in the Youth Services Department and the library as a whole, the staff really had to push themselves to make it work. Unfortunately, the staff pushing themselves is not a new thing. Contrary, the staff will continue to face similar dilemmas. Our current situation is as follows: if 2 (two) staff members fall sick, have an emergency, or cannot make it into work, the library will have to shut down for physical visitors or have staff members work with no lunch and get overtime.

With all of this chaos, the staff has continuously added on to their plate of responsibilities. For example, the responsibilities for myself this month alone included: hosting double the amount of programs (indoor and outdoor), managing the summer reading program (which any librarian can tell you is a beast on its own) attending webinars for professional development, continuing passport services, reorganizing the shelving, translating all flyers, handouts, and documents, community outreach for different organizations like Loyola Stritch, and much more. This is just a glimpse of the responsibilities, and with the new school year approaching, it will double with more attempts of outreach and services.

I ask that the attempt to hire new staff become **heavily prioritize**. Furthermore, I ask that the staff gets recognition and adequate compensation for their constant willingness to make it work. Our current staff members love this library and the community, and we want to be able to present the best version of the MPLD to them.

On a lighter note, please look out for our bulletin! It is always changing to represent who is being celebrated, events, and resources available to our patrons. This time we have PACMAN and the balloon house from UP!

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.

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Daniela Martinez

Head of Youth Services

[dmartinez@maywoodlibrary.org](mailto:dmartinez@maywoodlibrary.org)

July 5, 2022



## Youth Services Stats Report August 2022

1. Toddler Storytime—Tuesday, July 5<sup>th</sup> @ 11:30am
  - a. Attendance: 8
2. Preschool Storytime—Monday, July 11<sup>th</sup> @ 11:30am
  - a. Attendance: 11
3. CAMP MOVE: Crafts—Tuesday, July 12<sup>th</sup> @ 12:00pm
  - a. Attendance: 6
4. Crafty Afternoons—Wednesday, July 13<sup>th</sup> and 27<sup>th</sup> @ 5:00pm
  - a. Attendance: 24
  - b. Attendance: 16
5. Lego Club—Saturday, May 21<sup>st</sup> @ 3:30pm
  - a. Attendance: 8
6. Daycare Storytime—Tuesday, July 19<sup>th</sup> @ 11:30am
  - a. Attendance: 9
7. No Scrap Left Behind (CZS)—Thursday, July 21<sup>st</sup> @ 5:00pm
  - a. Attendance: 2
8. Self-Care Monday (Meditation)—Monday, July 25<sup>th</sup> @ 5:00pm
  - a. Attendance: 2

iRead Summer 2022: Read Beyond the Beaten Path (0-6)					
Reader	Age	Earned Badges	School	Grade Level	Logged Minutes
10398203	6.5	11	Lincoln Elementary	1st Grade	685
10431678	6	4	Garfield Elementary	Kindergarten	184
11184649	4	10	Garfield Elementary	Preschool	581
11679599	5	1		Kindergarten	30
11890468	4	7	Lincoln Elementary	Preschool	378

iRead Summer 2022: Read Beyond the Beaten Path (7-12)					
Reader	Age	Earned Badges	School	Grade Level	Logged Minutes
8775132	8	1	Lincoln Elementary	2nd Grade	40
10398202	7.5	11	Lincoln Elementary	2nd Grade	685
10438345	7	12	Lincoln Elementary	2nd Grade	3103
10446890	7.5	2	Washington Dual Language Academy	3rd Grade	0
11376908	10	1	Emerson Elementary	4th Grade	0
11531989	10	1	Garfield Elementary	4th Grade	0
11690729	9	4	Washington Dual Language Academy	5th Grade	195
11693838	11	1	Washington Dual Language Academy	6th Grade	0
11694824	12	11	Irving Middle School	8th Grade	974
11776749	7	1	Lincoln Elementary	2nd Grade	0
11889293	12	1		7th Grade	0
11937098	9	12	Emerson Elementary	4th Grade	710

iRead Summer 2022: Read Beyond the Beaten Path (13-17)					
Reader	Age	Earned Badges	School	Grade Level	Logged Minutes
11694772	14	12	Proviso East High School	9th Grade	693



Dates:	Sum of Number of Tickets:
7/2/2022	74
7/6/2022	46
7/7/2022	24
7/9/2022	38
7/11/2022	23
7/12/2022	43
7/13/2022	26
7/14/2022	63
7/16/2022	25
7/18/2022	16
7/19/2022	22
7/20/2022	20
7/21/2022	24
7/25/2022	17
7/26/2022	19
7/27/2022	8
7/28/2022	36
7/30/2022	36
<b>Grand Total</b>	<b>560</b>

