

# MAYWOOD PUBLIC LIBRARY DISTRICT

## Board of Trustees Regular Board Meeting

### Agenda

May 19, 2025  
6:30 PM

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Pledge of Allegiance
4. Public Comment (3 minutes)
5. Minutes
  - 4a. **Action Item:** Approval of the minutes of the Regular meeting held on March 19, 2025.
6. Communications & Announcements
7. Treasurer's Report
  - 7a. **Action Item:** Approve March 2025 and April 2025 Treasurers Report
  - 7b. **Action Item:** Ratify the Accounts Payable for March 12, 2025, in the amount of \$49,172.08. Approve the Accounts Payable in April 14, 2025, in the amount of \$48,941.42 and for May 14, 2025, in the amount of \$44,309.02
  - 7c. **Action Item:** Approval of Library Payroll for March 19, 2025, in the amount of \$18,822.44; April 2, 2025, in the amount of \$18,747.25; April 16, 2025, in the amount of \$20,390.34; April 30, 2025, in the amount of \$20,316.54; and May 14, 2025, in the amount of \$20,382.03
  - 7d. **Action Item:** Approve the transfer of \$100,000 from US Bank Primary to US Bank checking to pay invoices and payroll
8. Library Director's Report
9. Committee Reports
10. Old Business
  - 10a. **Discussion/Action Item:** Space Evaluation – William's Architect
  - 10b. **Discussion/Action Item:** Outdoor Digital Sign Proposals
11. New Business
  - 11a. **Discussion/Action Item:** Election of Board Officers
  - 11b. **Discussion/Action Item:** FY2025-2026 Draft Budget

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Board of Trustees

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11c. ***Discussion/Action Item:*** Policies: Rules of Conduct, Board By-Laws, Board Code of Conduct

11d. ***Discussion/Action Item:*** Adding/Removing Authorized Users on IL Funds Account

12. Comments from the Board

13. Adjournment

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

**March 19, 2025**

**1. CALL TO ORDER & ROLL CALL**

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Shakeesta Williams at 6:30 PM on Wednesday, March 19, 2025, at the Maywood Public Library District.

Secretary Banks conducted the roll call.

Present: Trustee Williams, Barber-Burnside, Sanchez, Banks, Bulter, Rice

Absent: Trustee Villarreal

There was a quorum present to conduct library business.

Also present in person: Library Director, Daniela Martinez, and Business Consultant, Doreen Berrien

**2. ADOPTION OF AGENDA**

President Williams asked for a motion to approve the agenda which Trustee Butler called the motion and Trustee Sanchez seconded.

President Williams called for a roll call.

Ayes: Trustee Williams, Sanchez, Banks, Bulter, Rice

Nays: Trustee Barber-Burnside

Abstain: n/a

**Motion Passed**

**3. INTRODUCTION OF VISITORS**

District 89 Superintendent & Maywood Resident, Dr. Michelle Hassan, Taxpayer Stephanie Samuel, Resident Ashley Banks, Marcus Cash, Village Trustee Raymund Williams

**4. PUBLIC COMMENT**

District 89 Superintendent, Dr. Michelle Hassan, stated her enthusiasm for collaborating with the Maywood Public Library District after Director Martinez inquired about including library programming with District 89's programming. Dr. Hassan stated she wanted to come and acknowledge the efforts of Director

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Martinez, as well as mentioning her excitement for how the library and District 89's collaboration in starting a literacy program. Dr. Hassan states that she and Director Martinez will be working closely for the summer and looking forward to it.

Secretary Banks stated Trustee Villarreal entered the meeting at 6:34 PM.

**5. APPROVAL OF MINUTES**

President Williams asked for a motion to approve the minutes with corrections mentioned from the Regular meeting held on and Executive Session Minutes held on February 19, 2025. Trustee Sanchez called the motion and Trustee Butler seconded.

Vice President Barber-Burnside requested that the minutes reflect the order of which the meeting was held. Vice President Barber-Burnside requested that her name be included next to the questions she had and questions separated for each response.

Trustee Butler requested that her name be redacted from the Executive Session Minutes from February 19, 2025, and replaced with only "Trustee".

Vice President Barber-Burnside and Trustee Butler request the record show they had an issue with the Executive Session Minutes if corrections are not made.

President Williams called for a roll call vote.

Ayes: Trustee Williams, Sanchez, Banks, Rice, Villarreal

Nays: Trustee Barber-Burnside, Butler

Abstain: n/a

Absent: n/a

**Motion Passed.**

**6. COMMUNICATION & ANNOUNCEMENTS**

None.

**7. TREASURE'S REPORT**

7a. Action Item: Approve March 2025 Treasurers Report

7b. Action Item: Ratify the Accounts Payable for February 17, 2025, in the amount of \$ 60,590.40 and Approve the Accounts Payable for March 12, 2025, in the amount of \$49,172.08.

7c. Action Item: Approval of Library Payroll for February 19, 2025, in the amount of \$17,558.28, and March 5, 2025, in the amount

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of \$ 17,219.81.

7d. Action Item: Approve the transfer of \$200,000 from US Bank Primary to  
US Bank checking to pay invoices and payroll

Treasure Sanchez read the report to the Board.

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

Question/Comments from the Board:

**Treasure Sanchez:** Are we paying the Natural Gas invoices in advance?

*Director Martinez stated the library is not paying for it in advance and is reaching out to Nicor Gas on what is being charged overall.*

**Treasure Sanchez:** What months have been included in the Healthcare invoice from the Village for this Account Payable?

*Director Martinez stated the month included are February, March, and April.*

**Treasure Sanchez:** What's the reason for Exclusive Plumbing coming out multiple times?

*Director Martinez stated that there had been some leakages in the washrooms on the first floor. Director Martinez also stated that details can be found in her Director's Report.*

**Trustee Butler:** Could a printed version of the AP be available before the board meeting?

*President Williams and Treasure Sanchez state that the AP and Board packet are sent out on Friday. Director Martinez states that the printed version can be found in the Board member's mailbox.*

President Williams called for a roll call vote.

Ayes:	Trustee Williams, Sanchez, Banks, Butler, Rice, Villarreal
Nays:	n/a
Abstain:	Trustee Barber-Burnside
Absent:	n/a

**Motion Passed.**

**8. LIBRARY DIRECTOR'S REPORT**

President Williams asked for a motion to approve the Library Director's report. Trustee Butler moved to approve the report and Trustee Banks seconded the motion.

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Questions/Comments from the Board:

**President Williams:** What year is the bathroom remodel in the Capital Assessment Plan?

*Director Martinez said between the years 3-5.*

**Trustee Butler:** What is the purpose of the lock on the 3<sup>rd</sup> floor? Are they internally lock? Is it in service when events are occurring on the 3<sup>rd</sup> floor?

*Director Martinez stated that the 3<sup>rd</sup> floor lockers are closed when the 3<sup>rd</sup> floor does not have any event occurring. Director Martinez explained that despite the bathrooms being closed, staff members occasionally open the bathrooms to flush the toilets and use the sinks to avoid erosion. Director Martinez further states that the bathrooms are available to the public when events are occurring.*

**Trustee Butler:** When new managers are hired, can they be introduced to the board at the following board meeting?

*Director Martinez states of course.*

**Trustee Butler:** Does our current security service cover every angle in the library that could lead to a liability?

*Director Martinez stated that the current cameras do cover the main areas inside and outside of the building. Director Martinez states that she is currently working to contact Forest Security to add cameras to the 3<sup>rd</sup> floor, extend the line of coverage for the exterior, and add a camera to oversee the Smart Lockers.*

**Vice President Barber-Burnside:** To digress, what year did the flood occur? Were there any floods prior to that?

*Director Martinez states that the last flood occurred on May 17, 2021, and is not aware if there were any floods prior.*

**Vice President Barber-Burnside:** During the flood, did they place any sub pumps?

*Director Martinez stated yes, during the time sub pumps were reported to be replace. Director Martinez further explained that the next steps are to evaluate if the sub pumps are functioning at full capacity. This evaluation will take place when a Maintenance Technician is hired. Director Martinez states she currently is interviewing our previous Maintenance Technician, Pedro Diaz.*

**Trustee Rice:** This was informed to the previous director, what is being done about the water dripping from the arch in the South side of the building (New Annex)?

*Director Martinez stated that this is the first time the issue has been brought*

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*up. Trustee Butler suggested that Trustee Rice send Director Martinez photos of what he is referring to.*

**Trustee Rice:** Make sure that when project go out, it is to bid to post it on the construction booklet that incorporates companies nationwide, and to include local companies.

*Director Martinez stated that when projects for the library go out to bid, the companies submit their bid to the library. President Williams repeated the same.*

**Trustee Rice:** All I am asking is that when placing public bids is to reach out to a minority.

*Vice President Barber-Burnside asked if Trustee Rice would like it to be place on the website. Trustee Rice stated you betcha. Trustee Butler asked what the current protocol for bids is. Director Martinez stated that public bids must be on the website, in the local newspaper, and onsite to notify the local companies*

**Trustee Butler:** Can trustee's names be placed on the newsletter? Can we get a flyer highlighting senior programs?

**Motion Passed.**

**9. COMMITTEE REPORTS**

Trustee Butler reported that the Maywood Public Library District Foundation met on Monday, March 10<sup>th</sup> at 2:00 PM. This meeting's purpose was to set up a mission statement. The next meeting would be Monday, April 14 at 2:00 PM.

Questions/Comments from the Board:  
N/A

**10. OLD BUSINESS**

**10a. Discussion/Action Item:** Space Evaluation Proposals

President Williams asked for a motion to discuss the Space Evaluation Proposals. Trustee Butler moved to approve the report and Trustee Sanchez seconded the motion.

President Williams called for a roll call vote.

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

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Villarreal

Nays: Trustee Rice

Abstain: n/a

Absent: n/a

**Motion Passed.**

**11. NEW BUSINESS**

**11a. Discussion/Action Item:** Board Training Day

Director Martinez presented two (2) days for a Board Training Day with Kathy Parker, from KP Consult; Saturday, June 7, 2025, or Saturday, June 14, 2025. The board selected Saturday, June 14, 2025.

Questions/Comments from the Board:

**Vice President Barber-Burnside:** Is Kathy Parker's Board Training Fee an addition to what she is already being paid?

*Director Martinez stated that Kathy Parker will be compensated with her already established fee. President Williams and Treasure Sanchez stated that she charges her hourly rate instead of the original fee Kathy Parker charges for Trustee Trainings.*

**11b. Discussion/Action Item:** Library Closing All Day – May 1, 2025: Staff Training Day, Partial Closing at 1:00 PM – June 7, 2025: Summer Reading Kick Off Event

Director Martinez asked for the closing of May 1, 2025 for an all-day staff training at Reaching Forward North Conference 2025, hosted by Illinois Library Association, and for the partial closing at 1:00 PM, June 7, 2025, to prepare for the Summer Reading Kick Off Event.

President Williams asked for a motion to approve the closing of May 1, 2025, and the partial closing at 1:00 PM, June 7, 2025. Trustee Barber-Burnside moved to approve the report and Trustee Banks seconded the motion.

President Williams called for a roll call vote.

Ayes: Trustee Williams, Barber-Burnside, Banks, Sanchez, Butler,  
Rice, Villarreal

Nays: n/a

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Abstain: n/a

Absent: n/a

**Motion Passed.**

Questions/Comments from Board:

**Trustee Rice:** Why an all-day training?

*Director Martinez informed that the training will be an all-day, offsite training opportunity for staff to learn more about library programs, policy, and procedures at the Donald Steven Convention Center with other library professionals.*

**Secretary Banks:** Will the entire library be open when the event is occurring, or will it just be the 1<sup>st</sup> floor and lobby area?

*Director Martinez stated that the 1<sup>st</sup> floor and lobby area will be available during the Summer Reading Kick Off Event.*

**12. COMMENTS FROM THE BOARD**

Vice President Barber-Burnside stated that she will be taking her name plate and will be here for the changing of the Library Board.

Trustee Butler stated her gratitude to John Fruit, Head of Adult Services and to Director Martinez.

President Williams complimented Director Martinez and the Library Staff for their hard work.

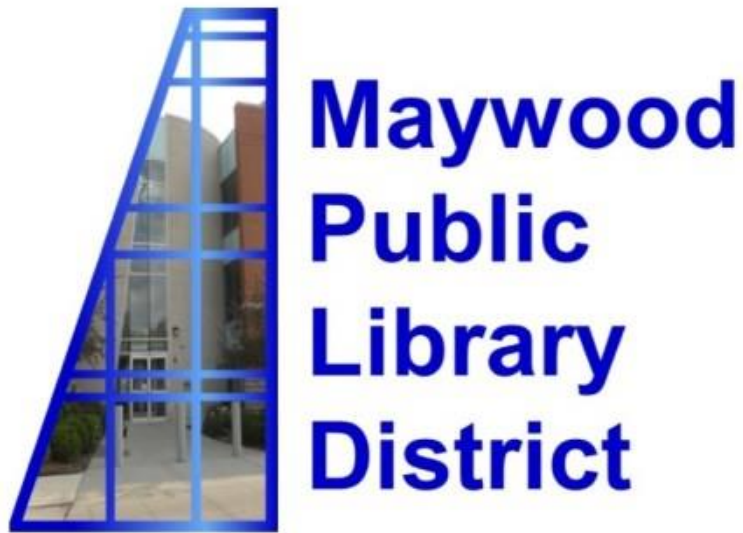
**13. ADJOURNMENT**

President Williams asked for a motion to adjourn. Trustee Butler moved to adjourn, and President Williams seconded the motion.

President Williams called for a vote.

**Motion Passed. The meeting adjourned at 7:45 PM.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
LaSondra Banks, Secretary



# **MONTHLY FINANCIAL STATEMENTS**

## **MARCH 2025**

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
**Summary of Monthly Cash Receipts & Disbursements**  
**As of March 31, 2025**

Account	Beginning Bal. 3/1/2025	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 3/31/2025
US Bank- Primary	\$ 2,005,364.97	\$ 173.30	\$ (300,000.00)	\$ 550,024.19	\$ -		\$ (13.00)	\$ 2,255,549.46
US Bank- Accouts Payable	13,482.69	10.65	300,000.00		3,080.94	(103,673.64)		212,900.64
US Bank-DCEO 1	200,205.76	15.30						200,221.06
US Bank-DCEO 2	12,769.12	0.97			-			12,770.09
IL Funds - Primary	371,211.64	1,397.95						372,609.59
Cash - Cirulation	150.00							150.00
Petty Cash	65.00							65.00
<b>TOTAL</b>	<b>\$ 2,603,249.18</b>	<b>\$ 1,598.17</b>	<b>\$ -</b>	<b>\$ 550,024.19</b>	<b>\$ 3,080.94</b>	<b>\$ (103,673.64)</b>	<b>\$ (13.00)</b>	<b>\$ 3,054,265.84</b>

	Statement Balance 3/31/2025	Uncleared Transactions 3/31/2025	Register Balance @ 3/31/2025
US Bank- Accouts Payable	\$ 212,900.64	\$ (16,488.15)	\$ 196,412.49

Amounts not verified.

**Maywood Public Library District**  
**Accounts Payable**  
**April 2025**

Check #	Vendor	Account	Memo/Description	Amount	Balance
3679	Amazon Capital Services	2100011 Accounts Payable		2,601.25	<b>2,601.25</b>
		4100011 Adult Audio Visual	17Y7-93XQ-QHNK	19.95	
		4100011 Adult Audio Visual	16WX-WLYT-VLQG	77.29	
		4100011 Adult Audio Visual	1QGQ-MFY9-G7RP	140.38	
		4100011 Adult Audio Visual	1CQ1-QCYC-K1FP	60.54	
		4100011 Adult Audio Visual	17L7-3JNP-9FM4	18.98	
		4130011 Library Supplies	1GTK-XF9Q-4M91	26.00	
		4130011 Library Supplies	1WYQ-41KR-WQ4V	193.92	
		4130011 Library Supplies	1HWL-GCGQ-Y1CF	38.65	
		4130011 Library Supplies	1FMM-FNW9-4CK6	111.14	
		4131011 Hospitality	" "	12.77	
		4150011 Telephone	13F7-YKQR-GCGQ	812.64	
		4302011 Adult Programming	1CHK-NFKV-HWQR	82.51	
		4130011 Library Supplies	16VV-6KFR-7CTY	275.64	
		4302012 YS Programming	" "	42.28	
		4302011 Adult Programming	199P-FJP6-H9NR	120.44	
		4302011 Adult Programming	17KD-LHX3-1LYL	56.16	
		4302011 Adult Programming	16KV-LTRT-H9JT	74.41	
		4302012 YS Programming	16WQ-X6JY-4L7J	127.29	
		4302012 YS Programming	1FYG-MR7X-4KCY	240.58	
		6034011 Per Capita Grant Expenses	1WXN-1JWY-CK4C	69.68	
3680	Anderson Elevator	2100011 Accounts Payable	INV-101509-K4G8	321.00	<b>321.00</b>
		4250011 Contract Maintenance Building		321.00	

**Maywood Public Library District**  
**Accounts Payable**  
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Check #	Vendor	Account	Memo/Description	Amount	Balance
3681	Baker & Taylor	2100011 Accounts Payable	Various book invoices. See line descriptions.	1,631.34	<b>1,631.34</b>
		6034011 Per Capita Grant Expenses	2038989699	912.16	
		6034011 Per Capita Grant Expenses	2038967175	307.75	
		6034011 Per Capita Grant Expenses	2038939758	411.43	
3682	Chicago Tribune	2100011 Accounts Payable	60150239	546.99	<b>546.99</b>
		4090011 Periodicals	60150239	546.99	
3683	CINTAS	2100011 Accounts Payable	Inv. 9310834699, 9314821851	1,000.00	<b>1,000.00</b>
		4240011 Maintenance of Equipment	9314821851	500.00	
		4240011 Maintenance of Equipment	9310834699	500.00	
3684	CINTAS	2100011 Accounts Payable	Inv. 4221877107	357.72	<b>357.72</b>
		4256011 Janitorial Supplies	4223340441	187.43	
		4256011 Janitorial Supplies	4226285274	170.29	
3685	Comcast	2100011 Accounts Payable	Service From 3/30/25-4/29/25	161.85	<b>161.85</b>
		4106011 Technology	Acct. 8771 20 001 0331433	161.85	
3686	ComEd	2100011 Accounts Payable	ComEd Bill Issued 3/19/25	10.11	<b>10.11</b>
		4225011 Electricity	3278735000	10.11	
3687	Constellation Newenergy	2100011 Accounts Payable	customer 204816860-0	6,489.63	<b>6,489.63</b>
		4225011 Electricity		6,489.63	

**Maywood Public Library District**  
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Check #	Vendor	Account	Memo/Description	Amount	Balance
3688	Danny Celis	2100011 Accounts Payable	5/2/25 Program	150.00	<b>150.00</b>
		4302011 Adult Programming		150.00	
3689	Doreen J Berrien	2100011 Accounts Payable	March Services	2,571.25	<b>2,571.25</b>
		4170011 Professional Services	March Services	2,571.25	
3690	IDENTI-CHECK	2100011 Accounts Payable	K. Gonzalez	76.63	<b>76.63</b>
		4170011 Professional Services	K. Gonzalez	76.63	
3691	Kathy Parker Consulting	2100011 Accounts Payable	Inv. MPLD2025-01	6,350.00	<b>6,350.00</b>
		4170011 Professional Services	Services 12/9/24 - 3/31/25	6,350.00	
3692	Konica Minolta Business Solutions	2100011 Accounts Payable	Copy machine maintenance. Various invoices.	387.72	<b>387.72</b>
		4240011 Maintenance of Equipment	500991486	175.81	
		4240011 Maintenance of Equipment	500984280	155.63	
		4240011 Maintenance of Equipment	500984435	56.28	
3693	LRS, LLC	2100011 Accounts Payable	LR6129920	219.28	<b>219.28</b>
		4235011 Garbage	LR6129920	219.28	
3694	Marcia Burton	2100011 Accounts Payable		213.69	<b>213.69</b>
		4052011 Travel	Mileage	3.93	
		4302011 Adult Programming	Supplies	209.76	

**Maywood Public Library District**  
**Accounts Payable**  
**April 2025**

Check #	Vendor	Account	Memo/Description	Amount	Balance
3695	Midwest Tape, LLC	2100011 Accounts Payable	506823333	532.94	<b>532.94</b>
		4100011 Adult Audio Visual	506969077	532.94	
3696	Nicor Gas	2100011 Accounts Payable	Natural Gas 2/14/25-3/18/25	792.70	<b>792.70</b>
		4205011 Natural Gas	485800007	792.70	
3697	Nicor Gas	2100011 Accounts Payable	Natural Gas 2/14/25-3/18/25	6,097.23	<b>6,097.23</b>
		4205011 Natural Gas	55816400000	6,097.23	
3698	OverDrive, Inc	2100011 Accounts Payable		3,000.00	<b>3,000.00</b>
		4210011 Databases & E-Resources	INV H-0110912	3,000.00	
3699	Peerless Network	2100011 Accounts Payable	Inv. 72991	1,592.97	<b>1,592.97</b>
		4150011 Telephone	Inv. 72991	1,592.97	
3700	PNH Computer Services	2100011 Accounts Payable	Invoice 30019	1,704.00	<b>1,704.00</b>
		6831111 Technology Grant	WD 2tb hard drive	1,704.00	
3701	Quill LLC	2100011 Accounts Payable	43249846	137.99	<b>137.99</b>
		4130011 Library Supplies	43249846	137.99	
3702	Rhonda Fentry	2100011 Accounts Payable	5/13/25 Program	75.00	<b>75.00</b>
		4302011 Adult Programming	5/13/25 Program	75.00	
3703	Risk Program Administrators	2100011 Accounts Payable		857.00	<b>857.00</b>
		9550095 Insurance - Liability	Inv. 5099037	857.00	

**Maywood Public Library District**  
**Accounts Payable**  
**April 2025**

Check #	Vendor	Account	Memo/Description	Amount	Balance
3704	Romano Landscape LLC	2100011 Accounts Payable	53727	675.00	<b>675.00</b>
		4250011 Contract Maintenance Building	53727	675.00	
3705	Royale Bezjian Carpet Company	2100011 Accounts Payable	Inv. 93770	85.00	<b>85.00</b>
		4250011 Contract Maintenance Building	Inv. 93770	85.00	
3706	Terminix Anderson	2100011 Accounts Payable	Inv. 74955569	90.75	<b>90.75</b>
		4250011 Contract Maintenance Building	Bill 2486355	90.75	
3707	Today's Business Solutions, Inc	2100011 Accounts Payable	Inv. 17964 Annual Agreement, TBS9900	300.00	<b>300.00</b>
		4250011 Contract Maintenance Building	Annual Agreement, TBS Tower, Hardware	300.00	
3708	Tsavant Inc.	2100011 Accounts Payable	Mar. & Apr. Services	1,800.00	<b>1,800.00</b>
		4170011 Professional Services	Inv. MP0051	1,800.00	
3709	US BANK	2100011 Accounts Payable	Various charges. See line descriptions.	3,974.45	<b>3,974.45</b>
		4260011 General Maintenance - Building	3791	1,950.00	
		4302012 YS Programming	9200	33.93	

**Maywood Public Library District**  
**Accounts Payable**  
**April 2025**

Check #	Vendor	Account	Memo/Description	Amount	Balance
		4330011 Passport and License Renewal Expenses	2593	116.38	
		4302012 YS Programming	2045	9.99	
		4330011 Passport and License Renewal Expenses	6460	134.83	
		4140011 Postage	6460	134.82	
		4330011 Passport and License Renewal Expenses	8225	1,010.00	
		4260011 General Maintenance - Building	5925	475.00	
		4330011 Passport and License Renewal Expenses	745	50.50	
		4051011 Staff Development	6837	59.00	
3710	Village of Maywood Water Department	2100011 Accounts Payable	Water & Sewer: Accts 427403007-00	425.06	<b>425.06</b>
		4215011 Water	Water Acct. 427403007-00	425.06	
3711	Williams Associates Architects, Ltd.	2100011 Accounts Payable	Inv. 0023174	560.00	<b>560.00</b>
		4170011 Professional Services	Inv. 0023174	560.00	
3712	Ancel Glink PC	Acct. # 3179830	2100011 Accounts Payable	896.25	<b>896.25</b>
		March 31, 2025	4320011 Legal Fees	896.25	

**Maywood Public Library District**  
**Accounts Payable**  
**April 2025**

Check #	Vendor	Account	Memo/Description	Amount	Balance
3713	Village of Maywood - Health Benefit Fund	Inv. 50222	2100011 Accounts Payable	2,256.62	<b>2,256.62</b>
		50222	4040011 Healthcare Premium	2,256.62	
<b>TOTAL</b>					<b>48,941.42</b>

**Maywood Public Library**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
**July 2024 - March 2025**

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>				
3001011 Tax Revenue - Current	1,184,866.68	1,022,868.00	161,998.68	115.84%
3001080 Tax Rev Current - Building Fund		45,000.00	-45,000.00	0.00%
3001091 Tax Rev Current - FICA Fund	45,995.53	41,249.97	4,745.56	111.50%
3001092 Tax Rev Current - IMRF Fund	100,253.71	90,000.00	10,253.71	111.39%
3001093 Tax Rev Current - Unemp Fund	826.26	1,275.03	-448.77	64.80%
3001094 Tax Rev Current - Workers Comp Fund	826.26	749.97	76.29	110.17%
3001095 Tax Rev Current - Liab Ins Fund	36,768.87	33,000.03	3,768.84	111.42%
3001096 Tax Rev Current - Audit Fund	7,574.12	6,750.00	824.12	112.21%
3021011 Personal Prop Replacement Tax	81,348.50	105,000.03	-23,651.53	77.47%
3030011 Per Capita Grant	34,998.48	26,072.28	8,926.20	134.24%
3032611 Other Grant Income	102,630.12	43,125.03	59,505.09	237.98%
3033011 DCEO Grant	2,897.94	112,500.00	-109,602.06	2.58%
3039011 Donations		74.97	-74.97	0.00%
3060011 Fines		74.97	-74.97	0.00%
3070011 Copy Machine	2,891.23	2,625.03	266.20	110.14%
3080011 Lost and Paid		375.03	-375.03	0.00%
3095011 General Sales	6,840.00	112.50	6,727.50	6080.00%
3095511 Book Sales		225.00	-225.00	0.00%
3123011 Vending Machine Income	1,004.16	1,125.00	-120.84	89.26%
3125011 Fax Machine		29.97	-29.97	0.00%
3127011 Room Rental Income	15.00	450.00	-435.00	3.33%
3130011 Miscellaneous Income	34.09	375.03	-340.94	9.09%
3132511 Maywood Book Income		74.97	-74.97	0.00%
3302011 Interest - All Bank	1,446.04	749.97	696.07	192.81%
3304011 Interest - IL Funds Primary	13,382.92	7,499.97	5,882.95	178.44%
3608011 Passport and License Renewal Income	13,002.76	7,499.97	5,502.79	173.37%
<b>Total Revenue</b>	<b>\$ 1,637,602.67</b>	<b>\$ 1,548,882.72</b>	<b>\$ 88,719.95</b>	<b>105.73%</b>
<b>Gross Profit</b>	<b>\$ 1,637,602.67</b>	<b>\$ 1,548,882.72</b>	<b>\$ 88,719.95</b>	<b>105.73%</b>
<b>Expenditures</b>				
4010011 Salaries	427,396.83	600,000.03	-172,603.20	71.23%
4040011 Healthcare Premium	18,666.90	29,999.97	-11,333.07	62.22%
4050011 Trustee Development	133.00	5,625.00	-5,492.00	2.36%
4051011 Staff Development	1,022.00	3,750.03	-2,728.03	27.25%
4052011 Travel	5.57	1,500.03	-1,494.46	0.37%
4070011 Membership Dues	3,105.00	3,375.00	-270.00	92.00%
4080011 Adult Books	6,513.30	12,750.03	-6,236.73	51.08%
4080012 YS Books	3,610.76	11,250.00	-7,639.24	32.10%

**Maywood Public Library**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
**July 2024 - March 2025**

	Total			
	Actual	Budget	over Budget	% of Budget
4085011 SWAN Lost Books	681.53	375.03	306.50	181.73%
4090011 Periodicals	3,599.56	2,625.03	974.53	137.12%
4100011 Adult Audio Visual	8,485.40	4,500.00	3,985.40	188.56%
4100012 YS Audio Visual	2,906.14	1,874.97	1,031.17	155.00%
4105011 Software		749.97	-749.97	0.00%
4106011 Technology	6,828.55	7,499.97	-671.42	91.05%
4130011 Library Supplies	3,561.97	5,249.97	-1,688.00	67.85%
4130012 Patron Services Supplies		1,125.00	-1,125.00	0.00%
4130013 Tech Services Supplies	136.89	1,874.97	-1,738.08	7.30%
4130511 Bank Fees	225.68	1,649.97	-1,424.29	13.68%
4131011 Hospitality	3,251.33	2,250.00	1,001.33	144.50%
4135011 Printing	160.00	2,250.00	-2,090.00	7.11%
4140011 Postage	2,877.39	3,750.03	-872.64	76.73%
4150011 Telephone	8,691.65	7,875.00	816.65	110.37%
4160011 Publicity	8,844.80	11,250.00	-2,405.20	78.62%
4170011 Professional Services	58,434.36	33,750.00	24,684.36	173.14%
4205011 Natural Gas	37,353.87	30,750.03	6,603.84	121.48%
4210011 Databases & E-Resources	9,360.75	19,500.03	-10,139.28	48.00%
4215011 Water	11,730.49	9,375.03	2,355.46	125.12%
4225011 Electricity	68,681.20	74,999.97	-6,318.77	91.57%
4235011 Garbage	1,716.76	2,625.03	-908.27	65.40%
4240011 Maintenance of Equipment	3,926.71	27,562.50	-23,635.79	14.25%
4250011 Contract Maintenance Building	34,834.68	48,750.03	-13,915.35	71.46%
4256011 Janitorial Supplies	2,667.98	2,250.00	417.98	118.58%
4260011 General Maintenance - Building	27,613.25	27,562.50	50.75	100.18%
4265011 SWAN	18,091.50	19,500.03	-1,408.53	92.78%
4292011 Special Events	6,231.19	7,499.97	-1,268.78	83.08%
4302011 Adult Programming	4,980.25	5,249.97	-269.72	94.86%
4302012 YS Programming	4,184.09	5,249.97	-1,065.88	79.70%
4310011 Equipment Purchase	11,150.39	4,500.00	6,650.39	247.79%
4311011 Capital Improvements		29,999.97	-29,999.97	0.00%
4320011 Legal Fees	12,951.18	7,499.97	5,451.21	172.68%
6032011 Misc. Grant Expense	-2,746.08	43,125.03	-45,871.11	-6.37%
6033011 DCEO Grant Expense	8,873.36	262,500.03	-253,626.67	3.38%
6034011 Per Capita Grant Expenses	16,777.85	26,072.28	-9,294.43	64.35%
6123011 Vending Machine Expenses	1,224.95	1,125.00	99.95	108.88%
9150091 FICA Expenditures	31,913.35	52,499.97	-20,586.62	60.79%
9250092 IMRF Expenses - District	16,776.32	27,749.97	-10,973.65	60.46%

**Maywood Public Library**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
**July 2024 - March 2025**

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	Total			
	Actual	Budget	over Budget	% of Budget
9350093 Unemployment Insurance	538.00	1,275.03	-737.03	42.20%
9450094 Insurance - Workers Comp	2,876.00	825.03	2,050.97	348.59%
9550095 Insurance - Liability	37,853.62	29,999.97	7,853.65	126.18%
9650096 Audit	6,250.00	5,249.97	1,000.03	119.05%
<b>Total Expenditures</b>	<b>\$ 944,950.27</b>	<b>\$ 1,530,197.28</b>	<b>-\$ 585,247.01</b>	<b>61.75%</b>
<b>Net Operating Revenue</b>	<b>\$ 692,652.40</b>	<b>\$ 18,685.44</b>	<b>\$ 673,966.96</b>	<b>3706.91%</b>
<b>Net Revenue</b>	<b>\$ 692,652.40</b>	<b>\$ 18,685.44</b>	<b>\$ 673,966.96</b>	<b>3706.91%</b>

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**Maywood Public Library**  
**Statement of Financial Position**  
As of March 31, 2025

	Total	
	As of Mar 31, 2025	As of Feb 28, 2025 (PP)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1001011 Petty Cash	325.00	325.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	0.00	0.00
1050011 IL Funds - Primary	372,609.59	371,211.64
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	2,255,364.91	2,005,180.42
1080111 US Bank - Accounts Payable	196,412.49	-6,825.46
1080211 US Bank - Payroll	0.00	0.00
1080311 US Bank SB220079 Grant Account (DCEO)	200,221.06	200,205.76
1080411 US Bank HB210029 Grant Account (DCEO)	12,770.09	12,769.12
1099011 Cash Allocated to Other Funds	-1,203,679.92	-1,203,679.92
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90
1099078 Allocated Cash - Working Cash	0.00	0.00
1099080 Allocated Cash - Building Fund	65,709.14	65,709.14
1099091 Allocated Cash - FICA Bond	568,725.91	568,725.91
1099092 Allocated Cash - IMRF Fund	263,826.96	263,826.96
1099093 Allocated Cash - Unemp Fund	12,417.28	12,417.28
1099094 Allocated Cash - Workers Comp Fund	21,620.75	21,620.75
1099095 Allocated Cash - Liab Ins Fund	197,191.57	197,191.57
1099096 Allocated Cash - Audit Fund	28,879.41	28,879.41
<b>Total Bank Accounts</b>	<b>\$ 3,037,826.94</b>	<b>\$ 2,582,990.28</b>
<b>Total Current Assets</b>	<b>\$ 3,037,826.94</b>	<b>\$ 2,582,990.28</b>
<b>Other Assets</b>		
1600011 Property Taxes Receivable	846,797.96	846,797.96
1600080 Property Taxes Receivable-Bldg. Fund	0.00	0.00
1600091 Property Taxes Receivable-FICA	32,818.75	32,818.75
1600092 Property Taxes Receivable-IMRF	71,604.55	71,604.55
1600093 Property Taxes Receivable-Unemployment	596.70	596.70
1600094 Property Taxes Receivable-WC	596.70	596.70
1600095 Property Taxes Receivable-Liab. Ins.	26,255.00	26,255.00
1600096 Property Taxes Receivable-Audit	5,370.34	5,370.34
1700011 Per Capita Grant Receivable	34,998.48	34,998.48
1800011 Replacement Taxes Receivable	20,789.34	20,789.34

# Maywood Public Library

## Statement of Financial Position

As of March 31, 2025

	Total	
	As of Mar 31, 2025	As of Feb 28, 2025 (PP)
1900094 Prepaid Expenditures-WC	1,358.50	1,358.50
1900095 Prepaid Expenditures-Liab. Ins.	16,875.58	16,875.58
Total Other Assets	\$ 1,058,061.90	\$ 1,058,061.90
<b>TOTAL ASSETS</b>	<b>\$ 4,095,888.84</b>	<b>\$ 3,641,052.18</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	38,060.26	38,060.26
Total Accounts Payable	\$ 38,060.26	\$ 38,060.26
Other Current Liabilities		
2100092 Accounts Payable-IMRF	5,097.06	5,097.06
2100096 Accounts Payable-Audit	6,250.00	6,250.00
2101011 Federa I Tax Withheld	82.19	82.19
2102011 State Tax Withheld	37.42	37.42
2103011 FICA Withheld	57.83	57.83
2104011 IMRF Withheld	-3,953.14	-3,952.99
2104511 IMRF-VAC	-213.91	-213.91
2105011 Credit Union I Withheld	0.00	0.00
2106011 Credit Union II Withheld	0.00	0.00
2107011 Medical Insurance Withheld	426.69	426.69
2108011 Pebsco Withheld	0.00	0.00
2109011 Garnishments Withheld	0.00	0.00
2110011 AFLAC Withheld - Pre Tax	0.00	0.00
2111011 AFLAC Withheld - Post Tax	0.00	0.00
2200011 Accrued Wages	11,446.15	11,446.15
2222211 Cash Advance - Credit Card	0.00	0.00
2222411 Due to Library Foundation	0.00	0.00
2600011 Deferred Revenue-Property Tax	846,797.96	846,797.96
2600080 Def Rev Prop Tax - Building Fund	0.00	0.00
2600091 Def Rev Prop Tax - FICA Fund	32,818.75	32,818.75
2600092 Def Rev Prop Tax - IMRF Fund	71,604.55	71,604.55
2600093 Def Rev Prop Tax - Unemp Fund	596.70	596.70
2600094 Def Rev Prop Tax - Workers Comp Fund	596.70	596.70
2600095 Def Rev Prop Tax - Liab Ins Fund	26,255.00	26,255.00
2600096 Def Rev Prop Tax - Audit Fund	5,370.34	5,370.34
Total Other Current Liabilities	\$ 1,003,270.29	\$ 1,003,270.44

**Maywood Public Library**  
**Statement of Financial Position**  
As of March 31, 2025

	Total	
	As of Mar 31, 2025	As of Feb 28, 2025 (PP)
<b>Total Current Liabilities</b>	<b>\$ 1,041,330.55</b>	<b>\$ 1,041,330.70</b>
<b>Total Liabilities</b>	<b>\$ 1,041,330.55</b>	<b>\$ 1,041,330.70</b>
<b>Equity</b>		
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90
2900078 Fund Balance - Working Cash	0.00	0.00
2900080 Fund Balance - Building & Site	40,877.00	40,877.00
2900091 Fund Balance - FICA Fund	583,823.00	583,823.00
2900092 Fund Balance - IMRF Fund	233,313.00	233,313.00
2900093 Fund Balance - Unemployment	17,976.00	17,976.00
2900094 Fund Balance - Workers Comp	26,752.00	26,752.00
2900095 Fund Balance - Liability Insur	203,216.00	203,216.00
2900096 Fund Balance - Audit Fund	20,425.00	20,425.00
2930011 Retained Earnings II	-385,269.18	-385,269.18
Opening Balance Equity	-6,624.18	-6,624.18
Retained Earnings	1,967,597.38	1,967,597.38
Net Revenue	692,652.40	237,815.59
<b>Total Equity</b>	<b>\$ 3,054,558.29</b>	<b>\$ 2,599,721.48</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 4,095,888.84</b>	<b>\$ 3,641,052.18</b>

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**Maywood Public Library**  
**Statement of Activity by Class**  
July 2024 - March 2025

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
<b>Revenue</b>								
3001011 Tax Revenue - Current	1,184,866.68							1,184,866.68
3001091 Tax Rev Current - FICA Fund		45,995.53						45,995.53
3001092 Tax Rev Current - IMRF Fund			100,253.71					100,253.71
3001093 Tax Rev Current - Unemp Fund				826.26				826.26
3001094 Tax Rev Current - Workers Comp Fund					826.26			826.26
3001095 Tax Rev Current - Liab Ins Fund						36,768.87		36,768.87
3001096 Tax Rev Current - Audit Fund							7,574.12	7,574.12
3021011 Personal Prop Replacement Tax	81,348.50							81,348.50
3030011 Per Capita Grant	34,998.48							34,998.48
3032611 Other Grant Income	102,630.12							102,630.12
3033011 DCEO Grant	2,897.94							2,897.94
3070011 Copy Machine	2,891.23							2,891.23
3095011 General Sales	6,840.00							6,840.00
3123011 Vending Machine Income	1,004.16							1,004.16
3127011 Room Rental Income	15.00							15.00
3130011 Miscellaneous Income	34.09							34.09
3302011 Interest - All Bank	1,446.04							1,446.04
3304011 Interest - IL Funds Primary	13,382.92							13,382.92
3608011 Passport and License Renewal Income	13,002.76							13,002.76
<b>Total Revenue</b>	<b>\$ 1,445,357.92</b>	<b>\$ 45,995.53</b>	<b>\$ 100,253.71</b>	<b>\$ 826.26</b>	<b>\$ 826.26</b>	<b>\$ 36,768.87</b>	<b>\$ 7,574.12</b>	<b>\$ 1,637,602.67</b>
<b>Gross Profit</b>	<b>\$ 1,445,357.92</b>	<b>\$ 45,995.53</b>	<b>\$ 100,253.71</b>	<b>\$ 826.26</b>	<b>\$ 826.26</b>	<b>\$ 36,768.87</b>	<b>\$ 7,574.12</b>	<b>\$ 1,637,602.67</b>
<b>Expenditures</b>								

**Maywood Public Library**  
**Statement of Activity by Class**  
July 2024 - March 2025

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4010011 Salaries	427,396.83							427,396.83
4040011 Healthcare Premium	18,666.90							18,666.90
4050011 Trustee Development	133.00							133.00
4051011 Staff Development	1,022.00							1,022.00
4052011 Travel	5.57							5.57
4070011 Membership Dues	3,105.00							3,105.00
4080011 Adult Books	6,513.30							6,513.30
4080012 YS Books	3,610.76							3,610.76
4085011 SWAN Lost Books	681.53							681.53
4090011 Periodicals	3,599.56							3,599.56
4100011 Adult Audio Visual	8,485.40							8,485.40
4100012 YS Audio Visual	2,906.14							2,906.14
4106011 Technology	6,828.55							6,828.55
4130011 Library Supplies	3,561.97							3,561.97
4130013 Tech Services Supplies	136.89							136.89
4130511 Bank Fees	225.68							225.68
4131011 Hospitality	3,251.33							3,251.33
4135011 Printing	160.00							160.00
4140011 Postage	2,877.39							2,877.39
4150011 Telephone	8,691.65							8,691.65
4160011 Publicity	8,844.80							8,844.80
4170011 Professional Services	58,434.36							58,434.36
4205011 Natural Gas	37,353.87							37,353.87
4210011 Databases & E-Resources	9,360.75							9,360.75
4215011 Water	11,730.49							11,730.49

**Maywood Public Library**  
**Statement of Activity by Class**  
July 2024 - March 2025

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4225011 Electricity	68,681.20							68,681.20
4235011 Garbage	1,716.76							1,716.76
4240011 Maintenance of Equipment	3,926.71							3,926.71
4250011 Contract Maintenance Building	34,834.68							34,834.68
4256011 Janitorial Supplies	2,667.98							2,667.98
4260011 General Maintenance - Building	27,613.25							27,613.25
4265011 SWAN	18,091.50							18,091.50
4292011 Special Events	6,231.19							6,231.19
4302011 Adult Programming	4,980.25							4,980.25
4302012 YS Programming	4,184.09							4,184.09
4310011 Equipment Purchase	11,150.39							11,150.39
4320011 Legal Fees	12,951.18							12,951.18
6032011 Misc. Grant Expense	-2,746.08							-2,746.08
6033011 DCEO Grant Expense	8,873.36							8,873.36
6034011 Per Capita Grant Expenses	16,777.85							16,777.85
6123011 Vending Machine Expenses	1,224.95							1,224.95
9150091 FICA Expenditures		31,913.35						31,913.35
9250092 IMRF Expenses - District			16,776.32					16,776.32
9350093 Unemployment Insurance				538.00				538.00
9450094 Insurance - Workers Comp					2,876.00			2,876.00
9550095 Insurance - Liability						37,853.62		37,853.62
9650096 Audit							6,250.00	6,250.00
<b>Total Expenditures</b>	<b>\$ 848,742.98</b>	<b>\$ 31,913.35</b>	<b>\$ 16,776.32</b>	<b>\$ 538.00</b>	<b>\$ 2,876.00</b>	<b>\$ 37,853.62</b>	<b>\$ 6,250.00</b>	<b>\$ 944,950.27</b>
<b>Net Operating Revenue</b>	<b>\$ 596,614.94</b>	<b>\$ 14,082.18</b>	<b>\$ 83,477.39</b>	<b>\$ 288.26</b>	<b>-\$ 2,049.74</b>	<b>-\$ 1,084.75</b>	<b>\$ 1,324.12</b>	<b>\$ 692,652.40</b>
<b>Net Revenue</b>	<b>\$ 596,614.94</b>	<b>\$ 14,082.18</b>	<b>\$ 83,477.39</b>	<b>\$ 288.26</b>	<b>-\$ 2,049.74</b>	<b>-\$ 1,084.75</b>	<b>\$ 1,324.12</b>	<b>\$ 692,652.40</b>

**Maywood Public Library**  
**Statement of Activity by Class**  
 July 2024 - March 2025

11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
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Monday, Apr 14, 2025 08:37:56 AM GMT-7 - Accrual Basis



**Maywood  
Public  
Library  
District**

# **MONTHLY FINANCIAL STATEMENTS**

## **APRIL 2025**

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
**Summary of Monthly Cash Receipts & Disbursements**  
**As of April 30, 2025**

Account	Beginning Bal. 4/1/2025	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 4/30/2025
US Bank- Primary	\$ 2,255,549.46	\$ 168.51		\$ 44,934.92	\$ 4,953.81		\$ (13.00)	\$ 2,305,593.70
US Bank- Accouts Payable	212,900.64	11.67			1,801.88	(128,236.30)		86,477.89
US Bank-DCEO 1	200,221.06	14.81						200,235.87
US Bank-DCEO 2	12,770.09	0.94			-			12,771.03
IL Funds - Primary	371,211.64	1,397.95						372,609.59
Cash - Cirulation	150.00							150.00
Petty Cash	65.00							65.00
<b>TOTAL</b>	<b>\$ 3,052,867.89</b>	<b>\$ 1,593.88</b>	<b>\$ -</b>	<b>\$ 44,934.92</b>	<b>\$ 6,755.69</b>	<b>\$ (128,236.30)</b>	<b>\$ (13.00)</b>	<b>\$ 2,977,903.08</b>

	Statement Balance 4/30/2025	Uncleared Transactions 4/30/2025	Register Balance 4/30/2025
US Bank- Accouts Payable	\$ 86,477.89	\$ (19,213.26)	\$ 67,264.63

Amounts not verified.

**Maywood Public Library**  
**Accounts Payable**  
**May 2025**

Num	Name	Memo/Description	Account	Amount	Balance
3718	Amazon Capital Services		2100011 Accounts Payable	1,437.93	<b>1,437.93</b>
		1FR7-H4QT-FGCC	4130011 Library Supplies	51.15	
		19D9-PG4H-HHTT	4130011 Library Supplies	29.12	
		1WWV-6JTG-JGTW	4130011 Library Supplies	126.75	
		1VJL-49QM-RH9X	4130011 Library Supplies	48.98	
		1V9T-MG3V-CJ94	4130011 Library Supplies	59.16	
		1DF7-QFDC-41PQ	4130012 Patron Services Supplies	49.68	
		1VC9-NYPV-N1YR	4130012 Patron Services Supplies	22.49	
		1KKR-CCTP-F4YY	4130012 Patron Services Supplies	40.49	
		19LF-V96W-VMLW	4256011 Janitorial Supplies	19.47	
		16R1-QXLL-M6PM	4292011 Special Events	123.18	
		1VJL-49QM-LQMC	4302011 Adult Programming	57.23	
		1Y6Y-CNQJ-7YN9	4302011 Adult Programming	39.18	
		1KW7-FM7Y-YT37	4302011 Adult Programming	40.14	
		17LN-X33G-3HGJ	4302011 Adult Programming	79.34	
		1QP6-G7RJ-HLYL	4302011 Adult Programming	39.27	
		1KW7-FM7Y-L93M	4302012 YS Programming	482.13	
		1N69-L7N9-971L	4302012 YS Programming	24.96	
		1RJR-HKWK-7793	4302012 YS Programming	25.23	
		1K43-9FLC-9XPJ	4302012 YS Programming	79.98	
3720	American Library Association	D. Martinez	2100011 Accounts Payable	125.00	<b>125.00</b>
		D. Martinez	4070011 Membership Dues	125.00	
3714	Anderson Elevator	INV-102804-M0Y0	2100011 Accounts Payable	321.00	<b>321.00</b>

**Maywood Public Library**  
**Accounts Payable**  
**May 2025**

Num	Name	Memo/Description	Account	Amount	Balance
			4250011 Contract Maintenance Building	321.00	
3716	Baker & Taylor	Various book invoices. See line descriptions.	2100011 Accounts Payable	4,049.60	<b>4,049.60</b>
		2038989452	6034011 Per Capita Grant Expenses	1,308.41	
		2039023558	6034011 Per Capita Grant Expenses	611.59	
		2039012865	6034011 Per Capita Grant Expenses	342.02	
		2039055217	6034011 Per Capita Grant Expenses	444.72	
		2039043674	6034011 Per Capita Grant Expenses	414.33	
		2039045161	6034011 Per Capita Grant Expenses	596.76	
		2039065842	6034011 Per Capita Grant Expenses	331.77	
3717	Blissful Light, LLC	6/10/2025 Program	2100011 Accounts Payable	175.00	<b>175.00</b>
			4302011 Adult Programming	175.00	
3719	Chicago Sun-Times	Acct. 158502	2100011 Accounts Payable	366.00	<b>366.00</b>
		Acct. 158502	4090011 Periodicals	366.00	
3715	CINTAS	9319131737	2100011 Accounts Payable	500.00	<b>500.00</b>
		9319131737	4240011 Maintenance of Equipment	500.00	
3722	CINTAS	9319131737	2100011 Accounts Payable	1,201.48	<b>1,201.48</b>
		4224829917	4256011 Janitorial Supplies	350.03	
		4225569934	4256011 Janitorial Supplies	170.29	
		4224093406	4256011 Janitorial Supplies	170.29	
		4229360245	4256011 Janitorial Supplies	170.29	
		4222506566	4256011 Janitorial Supplies	170.29	

**Maywood Public Library**  
**Accounts Payable**  
**May 2025**

Num	Name	Memo/Description	Account	Amount	Balance
		4227838274	4256011 Janitorial Supplies	170.29	
3723	Comcast	Service From 4/30/25-5/29/25	2100011 Accounts Payable	161.85	<b>161.85</b>
		Acct. 8771 20 001 0331433	4106011 Technology	161.85	
3721	ComEd	ComEd Bill Issued 4/17/25	2100011 Accounts Payable	4.09	<b>4.09</b>
		3278735000	4225011 Electricity	4.09	
3725	Constance Martin		2100011 Accounts Payable	413.87	<b>413.87</b>
			6032011 Misc. Grant Expense	413.87	
3724	Daniela Martinez		2100011 Accounts Payable	23.71	<b>23.71</b>
		Mileage	4052011 Travel	23.71	
3726	Doreen J Berrien	April Services	2100011 Accounts Payable	2,368.75	<b>2,368.75</b>
		April Services	4170011 Professional Services	2,368.75	
3727	4 Imprint	Pro Forma Inv. 29360355	2100011 Accounts Payable	3,009.11	<b>3,009.11</b>
		Pro Forma Inv. 29360355	4310011 Equipment Purchase	3,009.11	
3728	Globe Life	Acct. 55395 Due 4/1/25, 5/1/25	2100011 Accounts Payable	238.48	<b>238.48</b>
		Acct. 55395 -	4040011 Healthcare Premium	238.48	
3729	IDENTI-CHECK	S. Gumidyala	2100011 Accounts Payable	76.63	<b>76.63</b>
		K. Gonzalez	4170011 Professional Services	76.63	

**Maywood Public Library**  
**Accounts Payable**  
**May 2025**

Num	Name	Memo/Description	Account	Amount	Balance
3730	Illinois Library Association	Inv. 306150	2100011 Accounts Payable	1,167.96	<b>1,167.96</b>
		Inv. 306150	4292011 Special Events	1,167.96	
3731	Independent Construction Services	Inv. 1527	2100011 Accounts Payable	507.50	<b>507.50</b>
		Inv. 1527	4170011 Professional Services	507.50	
3732	James N. Rachlin	Inv. MPLD--0425	2100011 Accounts Payable	650.00	<b>650.00</b>
		Municipal Advisory Svcs.	4170011 Professional Services	650.00	
3733	John Fruit		2100011 Accounts Payable	23.71	<b>23.71</b>
			4052011 Travel	23.71	
3734	Konica Minolta Business Solutions	Copy machine maintenance. Various invoices.	2100011 Accounts Payable	439.95	<b>439.95</b>
		501560862	4240011 Maintenance of Equipment	26.69	
		501560482	4240011 Maintenance of Equipment	196.79	
		501568956	4240011 Maintenance of Equipment	216.47	
3735	Kryztal Gonzalez		2100011 Accounts Payable	23.71	<b>23.71</b>
			4052011 Travel	23.71	
3736	LRS, LLC	6198842	2100011 Accounts Payable	218.45	<b>218.45</b>
		6198842	4235011 Garbage	218.45	
3737	Marcia Burton		2100011 Accounts Payable	23.71	<b>23.71</b>
		Mileage	4052011 Travel	23.71	

**Maywood Public Library**  
**Accounts Payable**  
**May 2025**

Num	Name	Memo/Description	Account	Amount	Balance
3738	Midwest Tape, LLC	507110735	2100011 Accounts Payable	539.48	<b>539.48</b>
		507110735	4100011 Adult Audio Visual	539.48	
3739	Nicor Gas	Natural Gas 3/18/25-4/16/25	2100011 Accounts Payable	1,287.65	<b>1,287.65</b>
		485800007	4205011 Natural Gas	1,287.65	
3740	Nicor Gas	Natural Gas 3/18/25-4/16/25	2100011 Accounts Payable	8,419.87	<b>8,419.87</b>
		55816400000	4205011 Natural Gas	8,419.87	
3741	Peerless Network	Inv. 74879	2100011 Accounts Payable	807.56	<b>807.56</b>
		Inv. 74879	4150011 Telephone	807.56	
3742	Quill LLC	43249846	2100011 Accounts Payable	333.77	<b>333.77</b>
		44020605	4130011 Library Supplies	153.77	
		43606568	4256011 Janitorial Supplies	54.75	
		43615742	4256011 Janitorial Supplies	45.89	
		" "	4131011 Hospitality	79.36	
3743	Rita Lepard		2100011 Accounts Payable	23.71	<b>23.71</b>
			4052011 Travel	23.71	
3744	Romano Landscape LLC	54285	2100011 Accounts Payable	675.00	<b>675.00</b>
		54285	4250011 Contract Maintenance Building	675.00	
3745	Royale Bezjian Carpet Company	Inv. 88397	2100011 Accounts Payable	85.00	<b>85.00</b>

**Maywood Public Library**  
**Accounts Payable**  
**May 2025**

Num	Name	Memo/Description	Account	Amount	Balance
		Inv. 88397	4250011 Contract Maintenance Building	85.00	
3746	Samantha Arroyo		2100011 Accounts Payable	23.71	<b>23.71</b>
			4052011 Travel	23.71	
3747	SWAN	Inv. 11816, 11891	2100011 Accounts Payable	6,092.50	<b>6,092.50</b>
		11816	4265011 SWAN	6,030.50	
		11891	4085011 SWAN Lost Books	62.00	
3748	Terminix Anderson	Inv. 76203355	2100011 Accounts Payable	90.75	<b>90.75</b>
		Inv. 76203355	4250011 Contract Maintenance Building	90.75	
3749	The Library Store	inv. 683558 - laminate, book covers	2100011 Accounts Payable	320.14	<b>320.14</b>
		727944	4130013 Tech Services Supplies	100.80	
		730211	4130013 Tech Services Supplies	56.18	
		731945	4130013 Tech Services Supplies	47.93	
		735479	4130013 Tech Services Supplies	24.89	
		738532	4130013 Tech Services Supplies	90.34	
3750	Today's Business Solutions, Inc	Inv. 18075, 18095	2100011 Accounts Payable	2,926.00	<b>2,926.00</b>
		Inv. 18075	4250011 Contract Maintenance Building	395.00	
		Inv. 18095	4250011 Contract Maintenance Building	2,531.00	
3751	Village of Maywood - Health Benefit Fund	60222	2100011 Accounts Payable	5,067.62	<b>5,067.62</b>

**Maywood Public Library**  
**Accounts Payable**  
**May 2025**

Num	Name	Memo/Description	Account	Amount	Balance
		60222	4040011 Healthcare Premium	5,067.62	
3752	Village of Maywood Water Department	Water & Sewer: Accts 427403007-00	2100011 Accounts Payable	88.77	<b>88.77</b>
		Water Acct. 427403007-00	4215011 Water	88.77	
				TOTAL	<b>\$ 44,309.02</b>

**Maywood Public Library**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
July 2024 - April 2025

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>				
3001011 Tax Revenue - Current	1,229,801.60	1,136,520.00	93,281.60	108.21%
3001080 Tax Rev Current - Building Fund		50,000.00	-50,000.00	0.00%
3001091 Tax Rev Current - FICA Fund	45,995.53	45,833.30	162.23	100.35%
3001092 Tax Rev Current - IMRF Fund	100,253.71	100,000.00	253.71	100.25%
3001093 Tax Rev Current - Unemp Fund	826.26	1,416.70	-590.44	58.32%
3001094 Tax Rev Current - Workers Comp Fund	826.26	833.30	-7.04	99.16%
3001095 Tax Rev Current - Liab Ins Fund	36,768.87	36,666.70	102.17	100.28%
3001096 Tax Rev Current - Audit Fund	7,574.12	7,500.00	74.12	100.99%
3021011 Personal Prop Replacement Tax	81,348.50	116,666.70	-35,318.20	69.73%
3030011 Per Capita Grant	34,998.48	28,969.20	6,029.28	120.81%
3032611 Other Grant Income	102,630.12	47,916.70	54,713.42	214.18%
3033011 DCEO Grant	2,913.69	125,000.00	-122,086.31	2.33%
3039011 Donations		83.30	-83.30	0.00%
3060011 Fines		83.30	-83.30	0.00%
3070011 Copy Machine	4,128.16	2,916.70	1,211.46	141.54%
3080011 Lost and Paid	22.00	416.70	-394.70	5.28%
3095011 General Sales	8,561.33	125.00	8,436.33	6849.06%
3095511 Book Sales		250.00	-250.00	0.00%
3123011 Vending Machine Income	1,529.16	1,250.00	279.16	122.33%
3125011 Fax Machine		33.30	-33.30	0.00%
3127011 Room Rental Income	15.00	500.00	-485.00	3.00%
3130011 Miscellaneous Income	722.07	416.70	305.37	173.28%
3132511 Maywood Book Income		83.30	-83.30	0.00%
3302011 Interest - All Bank	1,626.22	833.30	792.92	195.15%
3304011 Interest - IL Funds Primary	13,382.92	8,333.30	5,049.62	160.60%
3608011 Passport and License Renewal Income	15,565.21	8,333.30	7,231.91	186.78%
<b>Total Revenue</b>	<b>\$ 1,689,489.21</b>	<b>\$ 1,720,980.80</b>	<b>-\$ 31,491.59</b>	<b>98.17%</b>
<b>Gross Profit</b>	<b>\$ 1,689,489.21</b>	<b>\$ 1,720,980.80</b>	<b>-\$ 31,491.59</b>	<b>98.17%</b>
<b>Expenditures</b>				
4010011 Salaries	503,797.14	666,666.70	-162,869.56	75.57%
4040011 Healthcare Premium	20,269.92	33,333.30	-13,063.38	60.81%
4050011 Trustee Development	133.00	6,250.00	-6,117.00	2.13%
4051011 Staff Development	1,081.00	4,166.70	-3,085.70	25.94%
4052011 Travel	9.50	1,666.70	-1,657.20	0.57%
4070011 Membership Dues	3,105.00	3,750.00	-645.00	82.80%
4080011 Adult Books	6,513.30	14,166.70	-7,653.40	45.98%
4080012 YS Books	3,610.76	12,500.00	-8,889.24	28.89%

**Maywood Public Library**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
July 2024 - April 2025

	Total			
	Actual	Budget	over Budget	% of Budget
4085011 SWAN Lost Books	681.53	416.70	264.83	163.55%
4090011 Periodicals	4,146.55	2,916.70	1,229.85	142.17%
4100011 Adult Audio Visual	9,335.48	5,000.00	4,335.48	186.71%
4100012 YS Audio Visual	2,906.14	2,083.30	822.84	139.50%
4105011 Software		833.30	-833.30	0.00%
4106011 Technology	6,990.40	8,333.30	-1,342.90	83.89%
4130011 Library Supplies	4,345.31	5,833.30	-1,487.99	74.49%
4130012 Patron Services Supplies		1,250.00	-1,250.00	0.00%
4130013 Tech Services Supplies	136.89	2,083.30	-1,946.41	6.57%
4130511 Bank Fees	238.68	1,833.30	-1,594.62	13.02%
4131011 Hospitality	3,264.10	2,500.00	764.10	130.56%
4135011 Printing	160.00	2,500.00	-2,340.00	6.40%
4140011 Postage	3,012.21	4,166.70	-1,154.49	72.29%
4150011 Telephone	11,097.26	8,750.00	2,347.26	126.83%
4160011 Publicity	8,844.80	12,500.00	-3,655.20	70.76%
4170011 Professional Services	70,498.65	37,500.00	32,998.65	188.00%
4205011 Natural Gas	44,243.80	34,166.70	10,077.10	129.49%
4210011 Databases & E-Resources	12,360.75	21,666.70	-9,305.95	57.05%
4215011 Water	12,155.55	10,416.70	1,738.85	116.69%
4225011 Electricity	75,180.94	83,333.30	-8,152.36	90.22%
4235011 Garbage	1,936.04	2,916.70	-980.66	66.38%
4240011 Maintenance of Equipment	5,314.43	30,625.00	-25,310.57	17.35%
4250011 Contract Maintenance Building	36,306.43	54,166.70	-17,860.27	67.03%
4256011 Janitorial Supplies	3,025.70	2,500.00	525.70	121.03%
4260011 General Maintenance - Building	30,038.25	30,625.00	-586.75	98.08%
4265011 SWAN	18,091.50	21,666.70	-3,575.20	83.50%
4292011 Special Events	6,231.19	8,333.30	-2,102.11	74.77%
4302011 Adult Programming	5,748.53	5,833.30	-84.77	98.55%
4302012 YS Programming	4,638.16	5,833.30	-1,195.14	79.51%
4310011 Equipment Purchase	11,150.39	5,000.00	6,150.39	223.01%
4311011 Capital Improvements		33,333.30	-33,333.30	0.00%
4320011 Legal Fees	13,847.43	8,333.30	5,514.13	166.17%
4330011 Passport and License Renewal Expenses	1,311.71		1,311.71	
6032011 Misc. Grant Expense	-2,746.08	47,916.70	-50,662.78	-5.73%
6033011 DCEO Grant Expense	8,873.36	291,666.70	-282,793.34	3.04%
6034011 Per Capita Grant Expenses	18,478.87	28,969.20	-10,490.33	63.79%
6123011 Vending Machine Expenses	1,224.95	1,250.00	-25.05	98.00%

**Maywood Public Library**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
**July 2024 - April 2025**

	Total			
	Actual	Budget	over Budget	% of Budget
6831111 Technology Grant	1,704.00		1,704.00	
9150091 FICA Expenditures	37,707.97	58,333.30	-20,625.33	64.64%
9250092 IMRF Expenses - District	17,704.82	30,833.30	-13,128.48	57.42%
9350093 Unemployment Insurance	538.00	1,416.70	-878.70	37.98%
9450094 Insurance - Workers Comp	2,876.00	916.70	1,959.30	313.73%
9550095 Insurance - Liability	38,710.62	33,333.30	5,377.32	116.13%
9650096 Audit	6,250.00	5,833.30	416.70	107.14%
<b>Total Expenditures</b>	<b>\$ 1,077,080.93</b>	<b>\$ 1,700,219.20</b>	<b>-\$ 623,138.27</b>	<b>63.35%</b>
<b>Net Operating Revenue</b>	<b>\$ 612,408.28</b>	<b>\$ 20,761.60</b>	<b>\$ 591,646.68</b>	<b>2949.72%</b>
<b>Net Revenue</b>	<b>\$ 612,408.28</b>	<b>\$ 20,761.60</b>	<b>\$ 591,646.68</b>	<b>2949.72%</b>

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**Maywood Public Library**  
**Statement of Financial Position Comparison**  
As of April 30, 2025

	Total	
	As of Apr 30, 2025	As of Mar 31, 2025 (PP)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1001011 Petty Cash	325.00	325.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	0.00	0.00
1050011 IL Funds - Primary	372,609.59	372,609.59
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	2,305,409.15	2,255,364.91
1080111 US Bank - Accounts Payable	67,264.63	196,412.49
1080211 US Bank - Payroll	0.00	0.00
1080311 US Bank SB220079 Grant Account (DCEO)	200,235.87	200,221.06
1080411 US Bank HB210029 Grant Account (DCEO)	12,771.03	12,770.09
1099011 Cash Allocated to Other Funds	-1,203,679.92	-1,203,679.92
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90
1099078 Allocated Cash - Working Cash	0.00	0.00
1099080 Allocated Cash - Building Fund	65,709.14	65,709.14
1099091 Allocated Cash - FICA Bond	568,725.91	568,725.91
1099092 Allocated Cash - IMRF Fund	263,826.96	263,826.96
1099093 Allocated Cash - Unemp Fund	12,417.28	12,417.28
1099094 Allocated Cash - Workers Comp Fund	21,620.75	21,620.75
1099095 Allocated Cash - Liab Ins Fund	197,191.57	197,191.57
1099096 Allocated Cash - Audit Fund	28,879.41	28,879.41
Total Bank Accounts	<b>\$ 2,958,739.07</b>	<b>\$ 3,037,826.94</b>
Total Current Assets	<b>\$ 2,958,739.07</b>	<b>\$ 3,037,826.94</b>
Other Assets		
1600011 Property Taxes Receivable	846,797.96	846,797.96
1600080 Property Taxes Receivable-Bldg. Fund	0.00	0.00
1600091 Property Taxes Receivable-FICA	32,818.75	32,818.75
1600092 Property Taxes Receivable-IMRF	71,604.55	71,604.55
1600093 Property Taxes Receivable-Unemployment	596.70	596.70
1600094 Property Taxes Receivable-WC	596.70	596.70
1600095 Property Taxes Receivable-Liab. Ins.	26,255.00	26,255.00
1600096 Property Taxes Receivable-Audit	5,370.34	5,370.34
1700011 Per Capita Grant Receivable	34,998.48	34,998.48
1800011 Replacement Taxes Receivable	20,789.34	20,789.34
1900094 Prepaid Expenditures-WC	1,358.50	1,358.50

**Maywood Public Library**  
**Statement of Financial Position Comparison**  
As of April 30, 2025

	Total	
	As of Apr 30, 2025	As of Mar 31, 2025 (PP)
1900095 Prepaid Expenditures-Liab. Ins.	16,875.58	16,875.58
Total Other Assets	\$ 1,058,061.90	\$ 1,058,061.90
<b>TOTAL ASSETS</b>	<b>\$ 4,016,800.97</b>	<b>\$ 4,095,888.84</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	38,060.26	38,060.26
Total Accounts Payable	\$ 38,060.26	\$ 38,060.26
Other Current Liabilities		
2100092 Accounts Payable-IMRF	5,097.06	5,097.06
2100096 Accounts Payable-Audit	6,250.00	6,250.00
2101011 Federa I Tax Withheld	82.19	82.19
2102011 State Tax Withheld	37.42	37.42
2103011 FICA Withheld	57.83	57.83
2104011 IMRF Withheld	-2,796.89	-3,953.14
2104511 IMRF-VAC	-213.91	-213.91
2105011 Credit Union I Withheld	0.00	0.00
2106011 Credit Union II Withheld	0.00	0.00
2107011 Medical Insurance Withheld	426.69	426.69
2108011 Pebsco Withheld	0.00	0.00
2109011 Garnishments Withheld	0.00	0.00
2110011 AFLAC Withheld - Pre Tax	0.00	0.00
2111011 AFLAC Withheld - Post Tax	0.00	0.00
2200011 Accrued Wages	11,446.15	11,446.15
2222211 Cash Advance - Credit Card	0.00	0.00
2222411 Due to Library Foundation	0.00	0.00
2600011 Deferred Revenue-Property Tax	846,797.96	846,797.96
2600080 Def Rev Prop Tax - Building Fund	0.00	0.00
2600091 Def Rev Prop Tax - FICA Fund	32,818.75	32,818.75
2600092 Def Rev Prop Tax - IMRF Fund	71,604.55	71,604.55
2600093 Def Rev Prop Tax - Unemp Fund	596.70	596.70
2600094 Def Rev Prop Tax - Workers Comp Fund	596.70	596.70
2600095 Def Rev Prop Tax - Liab Ins Fund	26,255.00	26,255.00
2600096 Def Rev Prop Tax - Audit Fund	5,370.34	5,370.34
Total Other Current Liabilities	\$ 1,004,426.54	\$ 1,003,270.29
Total Current Liabilities	\$ 1,042,486.80	\$ 1,041,330.55
Total Liabilities	\$ 1,042,486.80	\$ 1,041,330.55

**Maywood Public Library**  
**Statement of Financial Position Comparison**  
As of April 30, 2025

	Total	
	As of Apr 30, 2025	As of Mar 31, 2025 (PP)
<b>Equity</b>		
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90
2900078 Fund Balance - Working Cash	0.00	0.00
2900080 Fund Balance - Building & Site	40,877.00	40,877.00
2900091 Fund Balance - FICA Fund	583,823.00	583,823.00
2900092 Fund Balance - IMRF Fund	233,313.00	233,313.00
2900093 Fund Balance - Unemployment	17,976.00	17,976.00
2900094 Fund Balance - Workers Comp	26,752.00	26,752.00
2900095 Fund Balance - Liability Insur	203,216.00	203,216.00
2900096 Fund Balance - Audit Fund	20,425.00	20,425.00
2930011 Retained Earnings II	-385,269.18	-385,269.18
Opening Balance Equity	-6,624.18	-6,624.18
Retained Earnings	1,967,597.38	1,967,597.38
Net Revenue	612,408.28	692,652.40
<b>Total Equity</b>	<b>\$ 2,974,314.17</b>	<b>\$ 3,054,558.29</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 4,016,800.97</b>	<b>\$ 4,095,888.84</b>

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**Maywood Public Library**  
**Statement of Activity by Class**  
July 2024 - April 2025

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploye nt Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
<b>Revenue</b>								
3001011 Tax Revenue - Current	1,229,801.60							1,229,801.60
3001091 Tax Rev Current - FICA Fund		45,995.53						45,995.53
3001092 Tax Rev Current - IMRF Fund			100,253.71					100,253.71
3001093 Tax Rev Current - Unemp Fund				826.26				826.26
3001094 Tax Rev Current - WC Fund					826.26			826.26
3001095 Tax Rev Current - Liab Ins Fund						36,768.87		36,768.87
3001096 Tax Rev Current - Audit Fund							7,574.12	7,574.12
3021011 Personal Prop Replacement Tax	81,348.50							81,348.50
3030011 Per Capita Grant	34,998.48							34,998.48
3032611 Other Grant Income	102,630.12							102,630.12
3033011 DCEO Grant	2,913.69							2,913.69
3070011 Copy Machine	4,128.16							4,128.16
3080011 Lost and Paid	22.00							22.00
3095011 General Sales	8,561.33							8,561.33
3123011 Vending Machine Income	1,529.16							1,529.16
3127011 Room Rental Income	15.00							15.00
3130011 Miscellaneous Income	722.07							722.07
3302011 Interest - All Bank	1,626.22							1,626.22
3304011 Interest - IL Funds Primary	13,382.92							13,382.92
3608011 Passport and License Renewal Income	15,565.21							15,565.21
<b>Total Revenue</b>	<b>\$ 1,497,244.46</b>	<b>\$ 45,995.53</b>	<b>\$ 100,253.71</b>	<b>\$ 826.26</b>	<b>\$ 826.26</b>	<b>\$ 36,768.87</b>	<b>\$ 7,574.12</b>	<b>\$ 1,689,489.21</b>
<b>Gross Profit</b>	<b>\$ 1,497,244.46</b>	<b>\$ 45,995.53</b>	<b>\$ 100,253.71</b>	<b>\$ 826.26</b>	<b>\$ 826.26</b>	<b>\$ 36,768.87</b>	<b>\$ 7,574.12</b>	<b>\$ 1,689,489.21</b>
<b>Expenditures</b>								
4010011 Salaries	503,797.14							503,797.14

**Maywood Public Library**  
**Statement of Activity by Class**  
July 2024 - April 2025

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	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploye nt Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4040011 Healthcare Premium	20,269.92							20,269.92
4050011 Trustee Development	133.00							133.00
4051011 Staff Development	1,081.00							1,081.00
4052011 Travel	9.50							9.50
4070011 Membership Dues	3,105.00							3,105.00
4080011 Adult Books	6,513.30							6,513.30
4080012 YS Books	3,610.76							3,610.76
4085011 SWAN Lost Books	681.53							681.53
4090011 Periodicals	4,146.55							4,146.55
4100011 Adult Audio Visual	9,335.48							9,335.48
4100012 YS Audio Visual	2,906.14							2,906.14
4106011 Technology	6,990.40							6,990.40
4130011 Library Supplies	4,345.31							4,345.31
4130013 Tech Services Supplies	136.89							136.89
4130511 Bank Fees	238.68							238.68
4131011 Hospitality	3,264.10							3,264.10
4135011 Printing	160.00							160.00
4140011 Postage	3,012.21							3,012.21
4150011 Telephone	11,097.26							11,097.26
4160011 Publicity	8,844.80							8,844.80
4170011 Professional Services	70,498.65							70,498.65
4205011 Natural Gas	44,243.80							44,243.80
4210011 Databases & E-Resources	12,360.75							12,360.75
4215011 Water	12,155.55							12,155.55
4225011 Electricity	75,180.94							75,180.94

**Maywood Public Library**  
**Statement of Activity by Class**  
July 2024 - April 2025

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploye nt Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4235011 Garbage	1,936.04							1,936.04
4240011 Maintenance of Equipment	5,314.43							5,314.43
4250011 Contract Maintenance Building	36,306.43							36,306.43
4256011 Janitorial Supplies	3,025.70							3,025.70
4260011 General Maintenance - Building	30,038.25							30,038.25
4265011 SWAN	18,091.50							18,091.50
4292011 Special Events	6,231.19							6,231.19
4302011 Adult Programming	5,748.53							5,748.53
4302012 YS Programming	4,638.16							4,638.16
4310011 Equipment Purchase	11,150.39							11,150.39
4320011 Legal Fees	13,847.43							13,847.43
4330011 Passport and License Renewal Expenses	1,311.71							1,311.71
6032011 Misc. Grant Expense	-2,746.08							-2,746.08
6033011 DCEO Grant Expense	8,873.36							8,873.36
6034011 Per Capita Grant Expenses	18,478.87							18,478.87
6123011 Vending Machine Expenses	1,224.95							1,224.95
6831111 Technology Grant	1,704.00							1,704.00
9150091 FICA Expenditures		37,707.97						37,707.97
9250092 IMRF Expenses - District			17,704.82					17,704.82
9350093 Unemployment Insurance				538.00				538.00
9450094 Insurance - Workers Comp					2,876.00			2,876.00
9550095 Insurance - Liability						38,710.62		38,710.62
9650096 Audit							6,250.00	6,250.00
Total Expenditures	\$ 973,293.52	\$ 37,707.97	\$ 17,704.82	\$ 538.00	\$ 2,876.00	\$ 38,710.62	\$ 6,250.00	\$ 1,077,080.93

# Maywood Public Library

## Statement of Activity by Class

July 2024 - April 2025

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	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploye nt Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Net Operating Revenue	\$ 523,950.94	\$ 8,287.56	\$ 82,548.89	\$ 288.26	-\$ 2,049.74	-\$ 1,941.75	\$ 1,324.12	\$ 612,408.28
Net Revenue	\$ 523,950.94	\$ 8,287.56	\$ 82,548.89	\$ 288.26	-\$ 2,049.74	-\$ 1,941.75	\$ 1,324.12	\$ 612,408.28

Monday, May 12, 2025 09:55:33 AM GMT-7 - Accrual Basis



**Maywood Public Library District  
Library Director's Report  
May 2025**

A lot has happened since our last report! I want to inform the Board that I will be taking time off during the weeks of **June 30–July 8** and **August 11–15** (tentatively). During my absence, **Marcia Burton** will be available to respond to any questions or concerns.

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**Library Department Highlights**

**Adult Services – John**

Our *Seed Library* has experienced strong engagement. We have distributed over **211 seed packets** to **48 individuals**, and we've begun receiving donations from patrons contributing to the program.

**Patron Services – Kryztal**

After noticing a high amount of outstanding material fees, I contacted several patrons directly. I'm pleased to report that some returned their overdue items. Moving forward, staff will make weekly outreach efforts to remind patrons of overdue materials.

**Outreach/IT – Marcia Burton**

On **April 21, 2025**, I attended Triton College's Community Resource Fair. This event had hundreds of student participants and provided valuable opportunities to share library services and collaborate with other local libraries.

**Youth Services – MyLeah**

A meaningful dialogue with a group of young male patrons sparked interest in library careers. They asked thoughtful questions about becoming a librarian, the responsibilities of a department head, and the educational pathways required. This was an inspiring and encouraging interaction.

**All – Level Up at Your Library**

This year's Summer Reading theme is Level Up at Your Library, with our Kick Off Event being on Saturday, June 7, 2025 from 3:00 PM – 5:00 PM.

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**Financial Overview**

**1. US Bank**

- On **February 13, 2025**, I inquired about implementing *Positive Pay* to enhance check and ACH security. We are waiting for a response from our Relationship Account Manager.
- **Treasure Sanchez** and I have spent over 2 hours working to regain online access to our library credit card. The issue was due to an incorrectly entered EIN by the bank.

## **2. IL-Funds**

- Updating authorized signers (including myself) is necessary to improve access and ensure timely financial reporting.

## **3. FY25-26 Budget**

- A draft of the upcoming fiscal year budget has been prepared and included for this meeting. Several current line items have already been exhausted, and strategies are being developed to mitigate such issues in the next cycle.

---

## **Grants & Required Reports**

1. GATA
2. IL-Tech Grant
3. IL-Construction Grant
4. DCEO Grant
5. SEI – This report must be completed by both staff and trustees. Please check your library email for submission instructions.

---

## **Facilities Updates**

### **Elevator Modernization**

- Work is expected to begin at the end of May. Colley is waiting on a duplicate permit due to a lost check. Kyle from William's Architect is coordinating a pre-construction meeting.

### **Plumbing & Leaks**

- Exclusive Plumbing repaired a leak in the 1st-floor women's washroom.
- Ceiling spots in Adult and Youth Services have been inspected. A minor residual leak remains in Adult Services and will be monitored.

### **Building Temperature**

- Temperature regulation has been challenging. Eduardo and Pedro will work with our HVAC vendor to resolve the issue.

### **Space Evaluation**

- William's Architect and I will be setting up a meeting to discuss the initial steps for the Space Evaluation.

### **Outdoor Grates & Heat Exhaust**

- The metal grates near the North side of the New Annex were damaged by individuals loitering overnight. The issue has been fixed. We've requested Maywood Police support in deterring this behavior.

### **Sub Pump**

- The sump pump is being manually drained due to malfunctioning floaters. Eduardo is gathering proposals for inspection and repair.

### **Security Cameras**

- Marcia and I met with Forest Security on Monday, May 5, to request a proposal for additional cameras at key locations including the parking lot, 5th Avenue, and several 3rd-floor areas.

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### **Community Engagement & Library Presence**

As Library Director, I remain committed to MPLD's visibility and representation in the community. In future reports, a "Community Engagement & Presence" section will highlight our ongoing efforts.

### **Meetings & Events:**

1. Library Budget Workshop (Prospect Heights)
2. Reaching Forward North Conference Committee
3. Monthly Department Head Meeting
4. Maywood Summer Market Meeting (Real Food Collective & MPLD)
5. Public Library Association Meeting
6. District 89 Literacy Collaboration

7. District 89 Swear-In Ceremony
  8. Village-Wide Clean-Up Day
  9. District 89 School Play
  10. Lt. Fairley's Retirement Celebration
- 

## Staff Updates

### New Hires:

- **Eduardo Garcia**, Maintenance Technician, began on **May 12, 2025**. He brings experience in commercial plumbing, electrical, HVAC, and preventive maintenance.
- **Kryztal Gonzalez**, Head of Patron and Tech Services, started **March 30, 2025**. Formerly Assistant Department Head at Franklin Park Public Library, she is already making a positive impact on patron services and circulation.

### Policy & Training:

- A new **termination policy** has been added to our policy creation list, including updated security protocols.
  - All staff attended the **Reaching Forward North Conference** on **May 1**, an invaluable training and networking opportunity.
- 

## Miscellaneous

### Work Phone

- I am now accessible via my official work phone during library hours. After my office hours, messages will be returned the next business day unless urgent.

### Early Voting & Election Day

- Voter engagement was low. Jurors had to enforce boundary rules, and some candidates have yet to retrieve their campaign signs.

### Policy & Board Training

- Kathy Parker submitted three policy drafts: *Board By-Laws*, *Board Code of Ethics*, and *MPLD Code of Conduct*.

- **Board Training Day** is scheduled for **Saturday, June 14, 2025**, with sessions on team building, board-director relationships, and DEI initiatives.

#### **Outreach to Dominican University**

- We've initiated contact with the **MSW Program** at Dominican University for potential collaboration.

#### **Garden Bed**

- A new garden bed has been constructed on the South side of the New Annex. Our mini garden project will be launching soon.

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#### **Conclusion**

This period has been filled with growth, maintenance, outreach, and operational advancements. Thank you for your continued support as we are moving forward with improving services and infrastructure. Please don't hesitate to reach out with questions or feedback.

Respectfully submitted,

**Daniela Martinez**

Library Director, Maywood Public Library District



## **April 2025 Report – Information Services**

### **General:**

PLCCA hosted a job fair at the library on March 12 from 10-2 on the third floor. They had 107 attendees participate in the fair.

The library hosted early voting on the third floor March 17 -- March 31<sup>st</sup>, and we were a supersite polling place for the April 1<sup>st</sup> election.

On February 21 and March 1<sup>st</sup>, the library hosted a candidate forum on the third floor for local candidates of the impending April 1<sup>st</sup> election.

Mujeres Latinas & NAMI had popup information tables in our Lobby in March. They plan on hosting them again for the next few months. NAMI has also invited us to do a brief presentation on our wellness programming and Seed Library at their new Drop-In Center in Oak Park.

On March 6<sup>th</sup>, we spoke with a MLIS student from Dominican University about leadership trends in public libraries.

MyLeah and I are currently planning a reorganization of the Adult Services and Youth Services Departments. Rather than both departments sharing a common pool of Library Assistants, Library Assistants will be assigned to specific departments. Each department will also hire a new library assistant. We are currently interviewing prospects.

We had a remote and an in-person Dungeon's & Dragons Saturday morning session with 5 participants each time. We are switching the Saturday in-person sessions to Thursday afternoons. We are hoping to attract more after-school student participation with the switch.

Sour seed library has been doing well. Our Garden Club is also starting gain traction as well. As we may be getting a community garden this summer, some parties, including Proviso Partners 4 Health, have expressed interest in supporting the garden.

### **Programs:**

Quilting and Sewing (4,3,3,3,4,3,3,4,3)  
Stop by our regular quilting and sewing group.  
Tuesdays & Thursdays @ 1:00

Crochet Class (6,5,8,7)  
Learn the secrets of Crochet from our local expert.

Wednesdays @ 5:00

Fridays @ 10:00 Tech Friday (1,2)

Sign up for one-on-one tech help. Get help with your smartphone or computer. Contact us to reserve a slot.

Resume Relief (X)

Visit Maywood Public Library on Saturdays to get personalized resume assistance. 9:00-12:00 & 2:00-5:00. Contact us to reserve a slot.

Saturdays @ 10:00

Evening Yoga (4,5,4,6,)

Wednesdays @ 6:30

Walking Club (1,0,1,0,1,)

Join us for a jaunt around the park.

Mondays & Thursdays @ 9:30

Couch to 5K (X)

Get ready for the Elmwood Strawberry Fest 5K in June with our Couch-to-5K program starting on March 11.

Tuesdays & Thursdays @ 5:30

Pregnancy and People's Bodies series (1)

Learn about pregnancy's effects on a person's body. The program will be presented by Grace K. Muller, an Assistant Professor at Loyola University Chicago.

February 24 @ 5:00

March 3 @ 5:00

March 10 @ 5:00

Dungeons & Dragons

Thursday Evening D&D

Join us for in person one-shots and character creation.

March 13 @ 6:30 (5)

April 10 @ 6:30 (5)

May 8 @ 6:30 (5)

Saturday D&D Online Campaign (X)

Join our long term online D&D Campaign.

March 1 @ 10:00 (5)

March 8 @ 10:00 (5)  
March 15 @ 10:00 (5)

Board Game Night (X)  
March 17 @ 6:30 ()

Puzzle Saturdays (X)  
March 22 @ 2:00

MPLD Book Club  
March 20 @ 6:30 (0)

Adult Craft-time  
March 11 @ 6:00 (5)

VR and Gaming Night  
March 6 @ 6:00 (8)

Garden Club  
Garden Club will meet once a month throughout the spring to share tips and learn how to start a garden. Whether you have years of gardening experience or have never grown anything before, we would love to have you! We will discuss gardening methods that can be done on balconies or in very small spaces, as well as larger areas. Children are welcome to join too. If you are a gardener who would like to share your expertise, please reach out to us so we can collaborate! Join us in March for March 19th at 6:00 - Seed Starting! (6)

Bilingual Pilates  
In this program he would be teaching you the Basic Principles of Pilates method. All beginners are welcome. It will help you strengthen muscles and improve posture and flexibility, release tension and move better. The program will be presented in English and Spanish.  
March 7th @ 12:30 (0)

Race Unity Discussion Group  
Join our safe space for discussions on the complexities of race and society.  
March 15th @ 12:00 (12)

Saturday Chess

Drop by for a game of chess in our new chess club.

March 1 @ 11:00 (10)

March 15 @ 11:00 (12)

Toastmasters

Practice your public speaking with our local Toastmaster's group.

March 10 @ 7:15 (9)

Soundbath Meditation (X)

Soundbath Meditation returns! Soundbath Meditation is a form of meditation using the ambient sounds and vibrations from crystal singing bowls, Tibetan singing bowls, Tingsha Bells, and other instruments to tap into your deeper self-conscious, creating a sense of calm, peace, and relaxation.

March 11 @ 12:30 (13)

Bingo (X)

Stop by for Bingo. Win a prize!

March 4 @ 1:00 (5)

Cricut Crafting

Drop in for a Cricut crafting session.

March 11 @ 1:00 (2)

Basic PCs

Learn the basics of using a Windows PC.

March 18 @ 10:30 (1)

Plant Swap (X)

March 20 @ 3:30

NARCAN Training (X)

Get training in the use of NARCAN from a Community Health Educator from Illinois Extension.

March 22 @ 10:00 (0)Z

April 10 @ 10:00 (1)

#### First Time Home Buyer Seminar

Learn the basics of financing your home.

March 5 @ 6:30 (3)

#### Breaking Generational Curse Financial Planning (X)

March 8 @ 2:00 Long Term Care Planning

#### Vision Board Sessions

Not sure what you want your year to look like? Come to one of the vision board sessions we have planned to get an idea of what you'd like to accomplish for 2025!

March 27 @ 6:00

March 29 @ 2:00

#### Benefits Access Enrollment program with Age Options (0)

Age Options is coming to assist with your benefit applications! Meet with a benefit specialist to receive a benefit screening and apply in person. Be sure to sign up for a time slot.

March 11 @ 11:00

#### PLCCA Job Fair (107)

The PLCCA in Maywood will host a Career and Resource Fair at the Maywood Public Library District.

March 12 @ 10:00-2:00

## March 2025 Statistics - Information Services Dept.

### Wix

Website Visits 2168

Event Registrations 116

### My Pc

Center Users 795

Youth Users 486

### Copier

Faxing 513 pages

Scanning 1558 pages

Printing 3514 pages

Copies 2474 pages

eRead IL: 25 checkouts

Kanopy 184 visits, 12 plays

Hoopla 13 new users; 220 Checkouts

OverDrive (Libby) 9 new users; 142 checkouts

### Social Media

Facebook 1.2k likes, 1.7k followers

Instagram 645 followers

Twitter 121

TikTok 44.3k likes, 1799 followers

followers

OCLC 0 checkouts, 0 holds filled

EBSCO: 44 Database Requests

Museum Adventure Pass: 17 passes generated

Explore More Illinois: 0 passes generated

Local History: 3 requests

Reference Questions : We average about 8 questions a day

**Submitted by: John Fruit, Head of Information Services**

## **May 2025 Report – Information Services**

### **General:**

We hired a new Library assistant for Adult Services, Shyamala Gumidyala.

We had a remote and an in-person Dungeon's & Dragons Saturday morning session with 5-6 participants each time. We have switched the Saturday in-person sessions to Thursday afternoons. We are hoping to attract more after-school student participation with the switch. We are also adding a Friday afternoon session on Fridays throughout June.

Sour seed library has been doing well. We've given out at least 211 seed packets to 48 individuals so far. The total is likely more as not everyone stops by the desk after collecting seeds. We've had people start donating to the seed library as well. Our Garden Club is doing well, and will start meeting 3 times a month starting in June.

Our new Crochet Class is doing quite well. We had 8 attendees at our latest April session.

Our Unity Discussion group is also doing quite well. We had 15 attendees in April.

Our evening Yoga program will continue at least through June. The organization we partnered with to present the program has a grant funding the event for that long. We're uncertain if we will be able to continue after June however.

### **Programs:**

Quilting and Sewing (,3,3,4,3)

Stop by our regular quilting and sewing group.

Tuesdays & Thursdays @ 1:00

Crochet Class (7,8,6,8 )

Learn the secrets of Crochet from our local expert.

Wednesdays @ 5:00

Fridays @ 10:00 Tech Friday (1,2,2)

Sign up for one-on-one tech help. Get help with your smartphone or computer. Contact us to reserve a slot.

Resume Relief (0)

Visit Maywood Public Library on Saturdays to get personalized resume assistance. 9:00-12:00 & 2:00-

5:00. Contact us to reserve a slot.  
Saturdays @ 10:00

Avoidance Club (0)  
Need a little extra help, join our Avoidance Club, where we meet to check things off our to do list that we have been avoiding!  
Thursdays @ 4:00

Evening Yoga (6,5,5,6)  
Wednesdays @ 6:30

Walking Club (1,2,2,2)  
Join us for a jaunt around the park.  
Mondays & Thursdays @ 9:30

Dungeons & Dragons ()  
Thursday Evening D&D  
Join us for in person one-shots and character creation.  
April 10 @ 6:30 (4)

Saturday D&D Online Campaign (X)  
Join our long term online D&D Campaign.  
April 5 @ 10:00 (6)  
April 19 @ 10:00 (6\_  
April 26 @ 10:00 (6)  
May 3 @ 10:00 (6)

Board Game Night (X)  
April 7 @ 6:30 (0)  
April 21 @ 6:30 (1)

Puzzle Saturdays  
April 26 @ 2:00 (0)

First-time Home Buyer Seminar  
Learn how to purchase your first home with local experts in English and Spanish.  
April 3rd @ 6:00 (English) (8)  
April 5th @ 10:00 (Spanish) (4)

#### Garden Club

Garden Club will meet once a month throughout the spring to share tips and learn how to start a garden. Whether you have years of gardening experience or have never grown anything before, we would love to have you! We will discuss gardening methods that can be done on balconies or in very small spaces, as well as larger areas. Children are welcome to join too. If you are a gardener who would like to share your expertise, please reach out to us so we can collaborate! Join us in March for April 16 @ 6:00 (5)

#### Bilingual Pilates (X)

In this program he would be teaching you the Basic Principles of Pilates method. All beginners are welcome. It will help you strengthen muscles and improve posture and flexibility, release tension and move better. The program will be presented in English and Spanish.  
April 4th @ 12:30 (0)

#### Race Unity Discussion Group

Join our safe space for discussions on the complexities of race and society.  
April 12th @ 12:00 (15)

#### Saturday Chess

Drop by for a game of chess in our new chess club.  
April 5 @ 11:00 (9)  
April 19 @ 11:00 (7)

#### Toastmasters (X)

Practice your public speaking with our local Toastmaster's group.  
April 14 @ 7:15 (9)

#### Bingo

Stop by for Bingo. Win a prize!  
April 1 @ 1:00 (6)  
May 6 @ 1:00 (5)

#### Cricut Crafting

Drop in for a Cricut crafting session.  
April 8 @ 1:00 (1)

#### Basic PCs ()

Learn the basics of using a Windows PC.

April 15 @ 10:30 (1)

#### NARCAN Training (X)

Get training in the use of NARCAN from a Community Health Educator from Illinois Extension.

April 10 @ 10:00 (1)

#### Breaking Generational Curse Financial Planning

April 12 @ 2:00 Income Replacement Strategies (4)

#### Beautiful Sounds Meditation (2)

Consider putting your energy into the relationship you have with yourself. Enjoy an hour of chair Tai Chi and beautiful sounds. Through gentle, heart opening movement, breathwork, and a special meditation, experience a deep release of tension, stress, and closed-off emotions. The class will end with beautiful sounds; this practice assists in re-tuning our “instrument” back to its harmonious, natural state.

April 22 @ 1:00

## April 2025 Statistics - Information Services Dept.

### Wix

Website Visits 1714

Event Registrations 208

### My Pc

Center Users 708

Youth Users 403

### Copier

Faxing 298 pages

Scanning 973 pages

Printing 3770 pages

Copies 1901 pages

eRead IL: 17 checkouts

Kanopy 142 visits, 10 plays

Hoopla 11 new users; 224 Checkouts

OverDrive (Libby) 11 new users; 149 checkouts

### Social Media

Facebook 1.2k likes, 1.7k followers

Instagram 645 followers

Twitter 121

TikTok 44.3k likes, 1799 followers

followers

OCLC 4 checkouts, 15 holds filled

EBSCO: 62 Database Requests

Museum Adventure Pass: 13 passes generated

Explore More Illinois: 0 passes generated

Local History: 2 requests

Reference Questions : We average about 7 questions a day

**Submitted by: John Fruit, Head of Information Services**





## Outreach/Technology Department Monthly Report

April/May 2025

- We are implementing Phase I of the new phone system installation. A meeting has been set up with Framework IT to discuss the details: contract, purchase of new phones, timeframe for installation, etc. This project should be completed before the end of June 2025.
- During the month of May, we will set up a meeting with TechSavant to discuss updating our network firewall and replacing the previously mentioned switches.
- Updates have been made to our E-Print service via our Today's Business Solutions (TBS) vendor. This service is available for patrons to print from home as well as print from their devices while visiting the library.
- Director Martinez and I met with Forest Security to discuss the installation of new cameras for the exterior of the building as well as replacing and installing new cameras for the 3<sup>rd</sup> Floor. We are hopeful that this project will be completed by the end of June 2025.

### Outreach Events

On Monday, April 14, 2025, I participated in District 89's Game Night at Roosevelt Elementary in Broadview, Illinois. This event was incredibly fun and well attended. I offered information to our community families about the amazing programs we have at the library. On April 23, 2025, I attended District 89's Poetry Slam. This well-attended event featured poetry readings from many talented students in the district.

On Monday, April 21, 2025, I participated in Triton Colleges' annual Community Resource Fair. Hundreds of students participated in this resource fair, and I was able to share information about the services and programs offered at the library. I also connected and exchanged ideas with area libraries. This event was informative and worthwhile.

On Saturday, May 17, 2025, I will be attending the Parent's Palooza community event hosted by District 89. This event allows the library the opportunity to connect with students and their families and promote the library's programs and events.

Marcia Burton  
Outreach/Technology Department



## **Maywood Public Library District**

### **Patron and Technical Services Department Report**

**April 2025**

#### **GENERAL**

Hello,

April was a month of learning and making urgent changes to specific areas. Those areas included patron management and material recuperation. While going over the list of patrons with outstanding bills, I noticed many discrepancies in the patron registration procedure. I established a procedure that should minimize errors and reviewed the expectations with staff one-on-one. I will continue to monitor their progress and make corrections as needed. I was pleased to find that a few of the accounts that I personally contacted returned their outstanding materials. Therefore, staff will be tasked with contacting patrons once a week to remind them of their overdue materials. The goal is to minimize the amount of money owed and have more of our materials circulating.

I met with Broadview's newest Library Services Manager, Elizabeth Clower. She is new to Library Services/Circulation and asked her pending questions. I was able to answer most of her questions and guided her towards answers in questions I could not help with. She vowed to reach out again should she need more questions answered.

Positively, going over my expectations has opened conversations with staff. Staff shared their ideas, expressed their preferred creative outlets, and vented their frustrations. I look forward to continuing working with them to minimize their frustrations, encourage their creativity, and working with them to ensure their retention of procedures and library policy.

#### **TECHNICAL SERVICES STATISTICS**

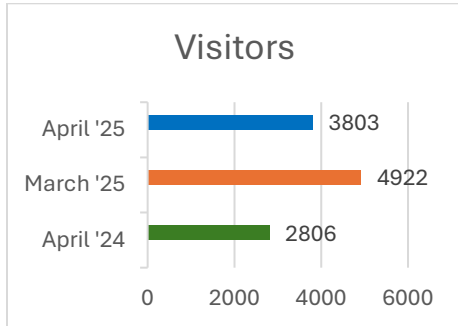
**216** new items were added to the collection.

- 107 Adult Fiction Books
- 85 Adult Non-Fiction Books
- 5 Juvenile Fiction Books
- 1 YA Non-Fiction Book
- 1 Fiction Audiobook
- 3 Non-Fiction Audiobooks
- 2 DVDs
- 12 Magazines

172 materials were discarded (in large part to the delinquent accounts that were deleted)

## PATRON SERVICES STATISTICS

**3,803 patrons visited the Library (22.7% decrease from March 2025, but 35.5% increase from April 2024)**

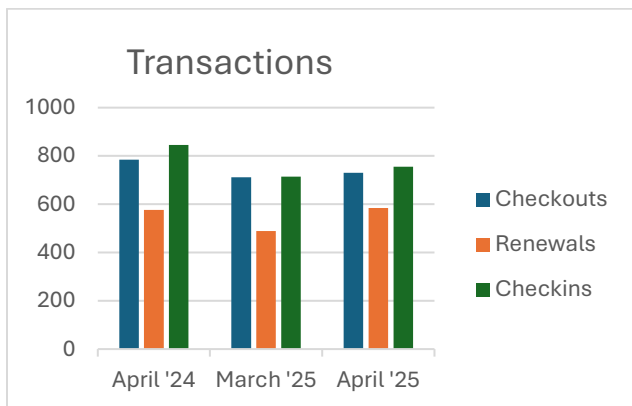


### Checkouts and Renewals

**1,315 transactions (9.5% increase from March 2025)**

- 1,123 Books
- 168 Audiovisuals (DVDs, Video Games, and Audiobooks)
- 19 Equipment/Library of Things
- 4 Magazines

**756 materials were checked in.**



### ILLs Sent and Received (items sent and received to fulfill holds)

414 items sent

64 items received

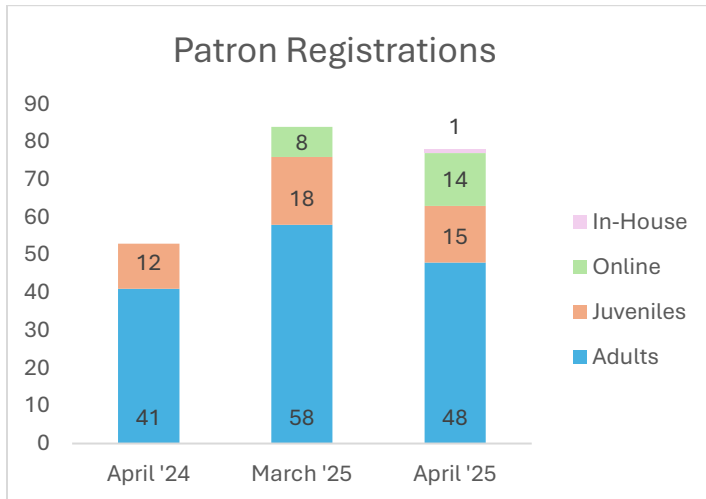
### Items transited (items handled by staff being transferred from one library to another)

In 625

Out 666

## 78 Library Accounts Created

- 48 Adults
- 15 Juveniles
- 14 Online
- 1 In-house



**696** Users with recorded activity (number of patrons that used their card).

Maywood Public Library District has **3,411 patrons** with a library card.

- 2,649 non-expired cards
- 762 expired cards

Submitted by: Kryztal Gonzalez, Head of Patron and Technical Services



## Maywood Public Library District

### Youth Services Department Report April 2025

#### Overview

- **Looking ahead-New Hire:** Alexis Foran joins the team as a Library Assistant in the Youth Services (YS) department, starting in May.
- **Curious Youth Patrons:** A conversation with the head of YS and a group of young male patrons sparked interest in the librarian profession. The youth asked insightful questions about what it takes to become a librarian, the role of head of Youth Services, and the college path to pursue such a career.
- **New YS Rules:** New rules are being developed and workshopped by the head of YS to create a safer and more enjoyable environment for youth patrons in the YS department.

#### Programming

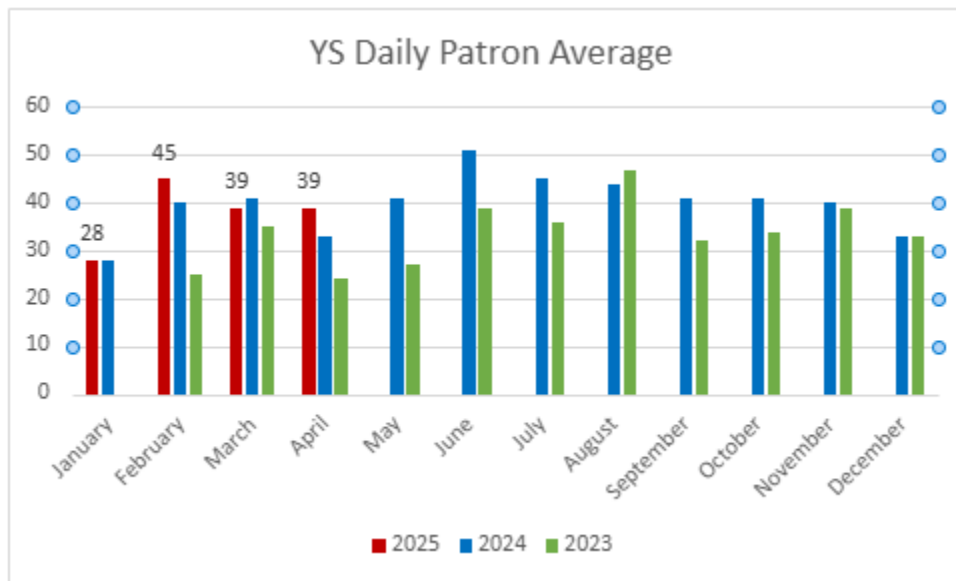
- **Lego Club, Movie Monday, Homework Help, Storytime, ACNH Library Island Build, Cupcake Reads, and Young Chefs** have seen a decrease in popularity among youth this month. However, these programs were designed with youth engagement in mind and are currently being revised as part of YS's evolving summer programming strategy. Some programs have also included youth volunteers, providing them with hands-on experience.
- **Crafty Afternoons** continues to be one of the most popular weekly events, with strong engagement in April. Youth patrons and their caregivers have enjoyed making various crafts, including the well-loved color-your-own tote bag activity.
- **Jewelry Crew (Tweens and Teens) and Self-Care: Nails** are two highly popular programs among older youth, consistently growing in attendance. These programs teach skills such as making cute jewelry and practicing basic nail care.
- **Scavenger Hunt and Trivia Week** are both passive programs that consistently engage youth of all ages when offered.
- **Volunteering Hour** has blossomed with a strong group of teen and young adult volunteers assisting with various programs and projects while earning community service hours.

#### Community Outreach & Professional Development

- **Prom Pop-Up Shop:** A collaborative event that lasted about two weeks, featuring donations from local youth librarians and patrons. Hosted at MPLD by the head of YS, the event successfully brought the community together.

## Youth Services Department Statistics April 2025

Program	Date & Time	Attendance	Audience
Anime Club	4/12@ 2:00 PM	1	Tweens and Teens
ACNH Library Island	every other week in April, starting 4/1	0	Tweens and Teens
Crafty Afternoons	4/2, 4/9, 4/16, 4/23, 4/30 @ 5:00 PM	25	Kids
Cupcake Reads	4/3, 4/10, 4/17, 4/24 @ 6pm	0	All
Homework Help	Every Tuesday in April @ 5-6pm	0	All
Jewelry Crew	4/18 @ 5:00 PM	7	Tweens and Teens
Lego Club	4/12 @ 11:30AM	2	Tweens and Teens
Movie Monday: Kids and Teens	every other Monday in March @ 5:30 PM	2	All (every other week)
Trivia	every other week in March, starting 4/1	10+	All
Scavenger Hunt	every other week in March, starting 4/1	10+	All
Self Care: Nails	4/15, 4/29 @ 3 PM	6	Tweens and Teens
Storytime	4/8, 4/12, 4/22, 4/26, 4/28 @ 10:30AM	2	Kids
Volunteering Hours	every Tuesday and Thursday in March from 3-5pm	4	All
Prom Pop Up Shop	4/7-4/18, during library open hours	10	Teens
Young Chefs	12-Apr	0	All



**Submitted by:**

**MyLeah Matheny – Head of Youth Services**

**May 12, 2025**

## Maywood Public Library District

### Youth Services Department Report March 2025

#### **Overview**

March in Youth Services was filled with the beginning of spring and lots of fun activities blooming. Our picture book display, featuring handmade flowers, has been a big hit with patrons visiting the Youth Services floor. March programs have brought the youth community together, including our popular crafty afternoons on Wednesdays. This month has been a great start to the March-May line of events we have planned for Youth Services. It was also my first month as the new head of Youth Services, and it has been full of learning and fun.

#### **Programming**

**Lego Club** is a popular Saturday morning event that brings in younger kids and their parents for a recurring activity each week.

**The ACNH Library Island Build** was not as popular in March, but there is a related display in Youth Services that draws attention from patrons and staff.

**Crafty Afternoons**, the most popular Youth Services event so far in March, has evolved into sharing simple DIY crafts that youth and families love to do together every Wednesday. March's lineup of crafts included DIY bookmarks, color-your-own tote bags, and more.

**Homework Help** has had very few patrons participate, but it seems helpful to those who do inquire. Library assistants in Youth Services assist with this program when inquiries come in for homework help at this time.

**Jewelry Crew (Tweens and Teens)** is a much-loved program where tweens and teens create their own jewelry, such as bracelets, hosted by one of our library assistants, Lakrista.

**Self-Care: Nails** is another program hosted by Lakrista, a licensed nail technician. Youth were lining up to learn how to get a manicure, and they frequently inquire about this program.

**Movie Monday** has been appreciated by younger kids and occurs every other Monday throughout March. The teen movies have not been as popular, but families and younger kids enjoy the movie choices more for their movie days.

**Storytimes** continue to have multiple sessions on Mondays, Tuesdays, and Saturdays, though engagement has been low. However, one or two families have attended and had a great time engaging with the stories.

**Scavenger Hunt and Trivia Week** are passive programs that alternate each week in March. Both are popular with youth patrons, who can complete either a scavenger hunt worksheet or answer a trivia question, depending on the activity of the week, to earn a prize once they answer correctly or turn in their sheets.

**Volunteering Hour** is a weekly scheduled time for students and young adults (ages 12-19) to earn community service hours and has been popular this month, with up to five volunteers.

**Young Chefs** allows youth patrons to try making their own fun food creations, although it was not as popular in March due to low attendance. We made ice cream for one Young Chefs event this month.

### **Community Outreach & Professional Development**

We connected with a local group of librarians to host the Prom Pop-Up Shop. Donations were collected at MPLD and mostly dropped off by local public librarians. The free pop-up shop is being hosted on the 3rd floor of MPLD by the Youth Services department and is open from April 7th to April 12th.

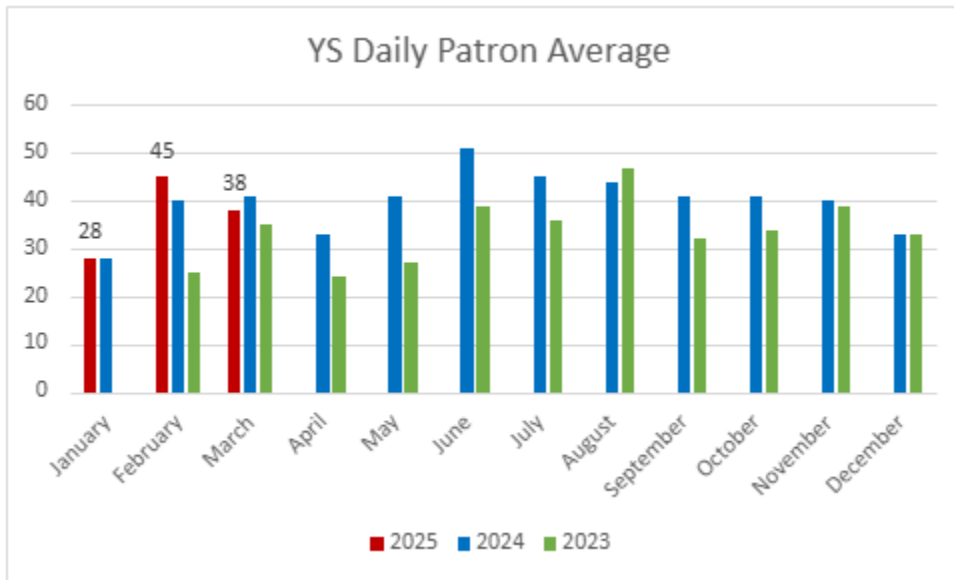
#### **Pictures of the Prom Pop Up Shop**



### **Expanding The YS Team**

The hiring process for a new library assistant to join the YS department is ongoing, with interviews and candidate reviews currently underway to fill the part-time position. In addition, the development of guidelines and training materials for the YS department is in progress. Plans to establish dedicated teams for both YS and AS are also being developed. This includes analyzing results from a recent library assistant poll created by the heads of the AS and YS departments, as well as holding meetings and coordinating schedules that meet the needs of each department while considering the preferences of the library assistants.

## Youth Services Department Statistics March 2025



Program	Date & Time	Attendance	Audience
Anime Club	03/01 @ 2:00 PM	1	Tweens and Teens
ACNH Library Island	every other week in March, starting 3/03	0	Tweens and Teens
Crafty Afternoons	03/05, 03/12, 03/19, 03/26 @ 5:00 PM	25	Kids
Cupcake Reads	03/06, 03/13, 03/20, 03/27 @ 6pm	6	All
Homework Help	Every Tuesday in March @ 5-6pm	2	All
Jewelry Crew	03/08 @ 5:00 PM	7	Tweens and Teens
Lego Club	Every Saturday in March @ 11:30AM	10	Tweens and Teens
Movie Monday: Kids and Teens	every other Monday in March @ 5:30 PM	5	All (every other week)
Trivia	every other week in March, starting 3/03	10	All
Scavenger Hunt	every other week in March, starting 3/03	10	All
Self Care: Nails	03/25 @ 4 PM	7	Tweens and Teens
Storytime	03/03, 03/08, 03/11, 03/17, 03/22, 03/25, 03/31 @ 10:30AM	4	Kids
Volunteering Hours	every Tuesday and Thursday in March from 3-5pm	4	All
Young Chefs	8-Mar	1	All

Links to March data Excel sheets:

[Youth Patron Visit Tally.xlsx](#)

[Program Stats 2025.xlsx](#)

**Submitted by:**

**MyLeah Matheny – Head of Youth Services**

**April 9, 2025**



**MAYWOOD Public Library District FY25/26 Budget DRAFT**

Account number	Description	ACTUAL June 30 DB	KP Proposed FY24/25	Actual Mar-25	DM Proposed FY 25/26
<b>REVENUES</b>					
3001011	Tax Revenue - Corporate Fund	1,491,265	1,363,824	1,229,802	1,575,000
3001080	Tax Revenue - Building Fund	43,073	60,000		50,000
3001091	Tax Revenue - FICA Fund	13,834	55,000	45,996	62,000
3001092	Tax Revenue - IMRF Fund	1,711	120,000	100,254	2,000
3001093	Tax Revenue - Unemployment Fund	856	1,700	826	1,500
3001094	Tax Revenue - Workers Compensatic	856	1,000	826	4,000
3001095	Tax Revenue - Liability Insurance Fun	38,652	44,000	36,769	40,000
3001096	Tax Revenue - Audit Fund	7,844	9,000	7,574	9,000
3021011	Pers Prop Replacement Tax	157,189	140,000	81,349	75,000
3030011	Per Capita grant	34,763	34,763	34,998	34,763
3032611	Other grant income	7,500	57,500	102,630	7,500
3033011	DCEO Grant	186,000	150,000	2,914	140,000
3039011	Donations	1,020	100		100
3060011	Fines	990	100		100
3070011	Copy Machine	5,807	3,500	4,553	3,500
3080011	Lost and Paid	696	500	41	500
3095011	General Sales	219	150	8,768	200
3095511	Book Sales	346	300	24	300
3123011	Vending Machine Income	2,012	1,500	1,529	2,000
3125011	Fax Machine	76	40		50
3127011	Room Rental Income	766	600	75	600
3130011	Misc Income	864	500	722	600
3132511	Mayood Book Inc	100	100		100
3302011	All Bank Interest	1,563	1,000	1,626	1,000
3304011	IL Funds Primary Interest	174,276	10,000	13,383	13,000
3608011	Passport/DL sticker Income	14,030	10,000	16,090	10,000
<b>Revenue Total</b>		<b>2,186,307</b>	<b>2,065,177</b>	<b>1,690,749</b>	<b>2,032,813</b>

Account number	Description	ACTUAL June 30 DB	KP Proposed FY24/25	Actual Mar-25	DM Proposed FY 25/26
<b>LIBRARY FUND_</b>					
<b>GENERAL</b>	<b>EXPENDITURES</b>				
4010011	Salaries	621,149	800,000	503,797	800,000
4040011	Healthcare Premiums	17,161	40,000	20,270	55,000
4050011	Trustee Development	682	7,500	133	7,500
4051011	Staff Development	3,438	5,000	1,081	5,000
4052011	Travel	1,723	2,000	10	2,000
4070011	Membership Dues	2,334	4,500	3,105	4,000
4080011	Adult Books	16,879	17,000	6,513	17,000
4080012	YS Books	12,265	15,000	3,611	15,000
4085011	SWAN - Lost Books	363	500	682	700
4090011	Periodicals	2,977	3,500	4,147	4,000
4100011	Adult AV	5,822	6,000	9,335	6,000
4100012	YS AV	1,924	2,500	2,906	3,000
4105011	Software	245	1,000		1,000
4106011	Technology	8,504	10,000	6,990	10,000
4130011	Library Supplies	6,301	7,000	4,345	7,000
4130012	Patron Services Supplies	837	1,500		1,500
4130013	Tech Services Supplies	1,936	2,500	137	2,500
4130511	Bank Fees	2,039	2,200	239	2,200
4131011	Hospitality	2,484	3,000	3,264	3,500
4135011	Printing	1,010	3,000	160	3,000
4140011	Postage	3,845	5,000	3,012	5,000
4150011	Telephone	7,604	10,500	11,097	10,000
4160011	Publicity	7,132	15,000	8,845	10,000
4170011	Professional Services	38,728	45,000	70,499	75,000
4205011	Natural Gas	37,237	41,000	44,244	50,000
4210011	Databases & E-Resources	21,717	26,000	12,361	25,000
4215011	Water	11,069	12,500	12,156	12,500
4225011	Electricity	84,019	100,000	75,181	90,000

Account number	Description	ACTUAL June 30 DB	KP Proposed FY24/25	Actual Mar-25	DM Proposed FY 25/26
4235011	Garbage	3,312	3,500	1,936	3,500
4240011	Maintenance of Equipment	2,242	36,750	5,314	36,000
4250011	Contract Bldg Maint	56,482	65,000	36,306	65,000
4256011	Janitorial Supplies	2,000	3,000	3,026	3,000
4260011	General Maint -Bldg	16,070	36,750	30,038	37,000
4261095	Repair & Maint Flood Damage				
4265011	SWAN	26,829	26,000	18,092	27,000
4270011	Local History				
4292011	Special Events	3,770	10,000	6,231	10,000
4302011	Adult Programming	4,573	7,000	5,749	7,000
4302012	YS Programming	4,727	7,000	4,638	7,000
4310011	Equipment Purchase		6,000	11,150	6,000
4311011	Capital Improvements	40,000	40,000		40,000
4320011	Legal Fees	7,148	10,000	13,847	10,000
4330011	Passport/DL sticker Expense			1,312	2,000
6032011	Misc. Grant Expenses	8,478	57,500	(2,746)	7,500
6033011	DCEO Grant Expenses	17,686	350,000	8,873	140,000
6034022	Per Capita Grant Expenses	2,818	34,763	18,479	34,763
6123011	Vending Machine Expenses	1,362	1,500	1,225	1,500
6831111	Tech Grant			1,704	
<b>SPECIAL FUNDS</b>	<b>SPECIAL FUNDS</b>				
9150091	FICA Expenditures	47,200	70,000	37,708	62,000
9250092	IMRF Expenses-District	47,200	37,000	19,612	50,000
9350093	Unemployment Ins	(16,642)	1,700	538	1,700
9450094	Insurance Workers com	4,398	1,100	2,876	4,000
9500195	Insurance Fund - Wages				
9550095	Insurance - Liability	33,180	40,000	38,711	45,000
9650096	Audit	6,250	7,000	6,250	7,000
<b>TOTAL EXPENDITURES</b>		<b>1,240,506</b>	<b>2,040,263</b>	<b>1,078,988</b>	<b>1,834,363</b>
<b>Total Revenues</b>		<b>2,186,407</b>	<b>2,065,177</b>	<b>1,690,749</b>	<b>2,032,813</b>

Account number	Description	ACTUAL June 30 DB	KP Proposed FY24/25	Actual Mar-25	DM Proposed FY 25/26
	Total Expenditures	1,240,261	2,040,263	1,078,988	1,834,363
	(Over)/Under	946,146	24,914	611,761	198,450



**BY-LAWS OF THE  
MAYWOOD PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**Article I. Name**

This organization shall be called the Board of Trustees of the Maywood Public Library District, and all trustees shall serve in the compliance with the following by-laws

**Article II. Board Members**

Section 1. The Board shall consist of seven members. Trustees shall serve for six-year terms as elected, or as provided by law to serve an unexpired term.

Section 2. Vacancies shall be declared by the Board when a trustee declines or is unable to serve or becomes a non-resident of the Library District.

Section 3. Vacancies may be filled by the Board until the next election with the approval of the majority of all the remaining trustees. Vacancies may be published in the local newspapers.

Section 4. Trustees shall serve without compensation

**Article III. Officers**

Section 1. The officers shall be the President, Vice-President, Secretary and Treasurer, elected biennially from among the elected trustees at an annual meeting of the Board. Officers may hold one office at a time. The election shall be by voice vote.

Section 2. Officers shall serve a term of two (2) years with the privilege of re-election, but no more than two (2) successive terms from the meeting at which they are elected, and until their successors are duly elected.

Section 3. President. The President shall preside at all meetings of the Board; authorize calls for any special meetings. Appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all the duties associated with the office of President. The President may cast a vote on all ballots. The President's name shall be called last on roll-call votes.

Section 4. Vice-President. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President and shall act as liaison with the legal counsel of the Board.

In the event that the President and Vice-President are absent a temporary chair shall be elected by the Board for that meeting only.

Section 5. Secretary. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, shall perform such other duties as are generally associated with the office, and shall act as election clerk as designated by law.

The Secretary may deputize anyone to perform all of their duties to allow for ease of operations, with the exception of signatures on legal and financial documents.

Section 6. Treasurer. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally associated with the office, including chair of the Finance Committee. The Treasurer shall be bonded in the amount as may be required by state statute, at District expense. In the absence or disability of the Treasurer, the duties shall be performed by such other members of the Board as the Board may designate.

The Treasurer shall report monthly on the finances of the Library through the Treasurers Report. They shall, whenever possible, be one of the two signatories on all checks approved for bills approved by the Board.

Section 7. Signatories. The Board President, Board Treasurer, and the Library Director shall be authorized to sign on all library bank accounts. All accounts require two signatures.

Section 8. Vacancy in Office. Upon notice of a vacancy, the Board shall immediately inform the Illinois State Library and elect a new officer, within 60 days of vacancy, for the remainder of the term.

The President will issue a call to the public about the vacancy and letters of interest/resumes will be collected for review by the Board. The Board will convene, interview candidates and select a new Trustee, by voice vote, to fill the vacancy.

#### Article IV. Meetings

Section 1. Regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

All meetings shall be open to the public and shall be posted within 48 hours in advance thereof, in accordance with the requirements of the Illinois Open Meetings Act.

Section 2. The meetings for the purpose of the election of officers biennially shall be held at the regularly scheduled meeting of the Board in May.

Section 3. The agenda shall be prepared by the Library Director in consultation with the Board President. Copies of the agenda and minutes must be sent to each Board member no less than three (3) days prior to the regular meeting. Any pertinent

documents which require Board discussion and/or approval must be included along with the agenda.

Section 4. The order for regular meetings shall include, but not limited to, the following items which shall be covered in the sequence shown as far as circumstances will permit:

1. Call to Order & Roll Call
2. Approval of Agenda
3. Introduction of Visitor
4. Public Comment
5. Approval of minutes of previous meeting and any special meetings
6. Communications & Announcements
7. Treasurer's report, Accounts Payable, Library Payroll
8. Library Directors report
9. Committee Reports
10. Old Business
11. New Business
12. Comments from Board
13. Adjournment

Members of the audience may comment on, or be asked to comment on, specific agenda items during the meeting at the discretion of the President or presiding officer.

Section 5. Special meetings of the Board may be called by the President, or the President shall call such meetings upon written request of four (4) members, for the transaction of business as stated in the call for the meeting, and must be posted in accordance of the Illinois Open Meeting Act, at least 48 hours in advance.

Section 6. A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board, present in person. A majority of those present shall determine the vote taken on any question, unless a larger majority is required by law.

Section 7. Proceedings of all meetings shall be guided by Robert's Rules of Order (most current edition), in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this Board.

## Article V. Committees

Section 1. The President shall appoint "ad hoc" committees of one or more members of the Board, or one or more residents of the District at large with the approval of the Board, for specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed, and after a final written report is presented to the Board.

Section 2. The President may appoint the following standing committees: Finance, Personnel and Policy, Facilities and Long-range Planning, Public Relations and Outreach.

Section 3. No committee shall have other than advisory powers, unless by suitable action of the Board it is granted specific power to act.

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## CURRENT MPLD BY-LAWS

Adopted and Revised January 20, 2016

Policy 1.0

### RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF THE MAYWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, ADOPTING BY-LAWS

WHEREAS, the Board of Library Trustees of the Maywood Public Library District has determined the need to adopt by-laws to govern the actions of the members of the Board of Library Trustees;

NOW THEREFORE, BE IT RESOLVED that all present and future members of the Board of Library Trustees of the Maywood Public Library District and the Library Director shall serve in compliance with the following by-laws:

### BY-LAWS OF THE BOARD OF THE LIBRARY TRUSTEES OF THE MAYWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS

The following by-laws hereby set forth the duties of the officers of the Board, provide procedures for the conduct of meetings and the business of the Board, specify the powers and duties of the Library Director and provide general rules relating to the government of the Board of Library Trustees.

#### ARTICLE I - OFFICERS

1. The officers of the Board of Library Trustees of the Maywood Public Library shall be President, Vice-President, Secretary and Treasurer, elected at the biennial meeting from among their own members to serve for the term of two (2) years.

2. Vacancies shall be declared in the office of Trustee by the Board when the elected or appointed Trustee declines or is unable to serve, or has five unexcused absences from regular Board meetings in one year, convicted of a misdemeanor for failing, neglecting or refusing to discharge any duty imposed upon a Trustee by the Illinois Public Library District Act, or becomes a non-resident of the Library District, or who fails to pay the library tax as levied by the Maywood Public Library District. Vacancies shall also be declared in the office of Trustee by the Board when, at any election, there are not sufficient Trustees elected to fill an entire Board of seven (7) Trustees.

If a vacancy occurs, the vacancy may be filled with the remaining Trustees until the next Public Library District election, in which Trustees are scheduled to be elected under the consolidated schedule of the elections in the General Election Law, at which time a Trustee shall be elected to fill the vacancy.

3. The President shall preside at all meetings; appoint all committees; authorize calls for any special meetings; be ex-officio member of all committees; and generally perform the duties of chief officer. In the absence of the President, the Vice-President shall preside at meetings, and if both are absent, a temporary chairman shall be elected by the Board. He/she shall not have nor exercise veto powers. The President's signature shall be required on all papers or documents. In the absence of the President, signature of line of authority will prevail.

4. The Vice-President shall perform any and all duties of the President in his/her absence.

5. The Secretary shall keep accurate minutes of all meetings; shall send notices to all members; and shall perform such other duties as may properly belong to the office or which may be assigned by the President or the Board.

6. The Treasurer shall report monthly on the finances of the Library through a treasurer's report. He/She shall sign checks for bills approved by the Board. In Treasurer's absence another Board member may sign checks for all approved expenditures.

#### ARTICLE II – COMMITTEES

1. The President of the Board shall appoint committees as he/she deems necessary. Ad Hoc committees may be appointed at the discretion of the President. The Library Director shall be an ex-officio member of all committee, standing and Ad Hoc.

2. Trustees shall serve without compensation

#### ARTICLE III – MEETINGS

1. The Board of Library Trustees shall meet eight times yearly at 6:30p.m., in the Carnegie Building. Dates for the regular Board Meetings are approved prior to the next calendar year. The Board shall post notice of each meeting at the library at not less than one (1) public place within the corporate limits of the Library District at least 48 hours in advance thereof, and in accordance with the requirements of the Illinois Open Meetings Act.

2. Special meetings of the Board may be called by the President, or the President shall call such meetings upon the written request of three (3) members of the Board, for the transaction of the business stated in the Call for the meeting. Notice of any special meeting shall be posted at the Public Library and not less than one (1) public place within the corporate limits of the Library District at least 48 hours in advance thereof, and in accordance with the Illinois Open Meetings Act.

3. Notices of all meetings shall be sent by the secretary of the Board or designee to all Board members at least three (3) days prior to the date of the meetings. Copies of the previous meetings' minutes should also be sent at this time, along with any other pertinent documents which will require Board Discussion and/or approval

4. A quorum for the transaction of business shall consist of four (4) members of the Board. The Board members shall, when possible, give accordance notice to the Secretary or Librarian when unable to attend.

#### ARTICLE IV – FINANCES

1. The Library District Treasurer shall be the designated custodian of the general library fund as derived from taxes and from routine Library District operations.

2. The Board of Library Trustees, Library Director, Finance Director and all staff shall be bonded through the Library's insurance policy. The cost of any surety bond shall be borne by the Library District.

3. All money received by the Library District in the course of routine Library District operations shall be deposited regularly by the Librarian/or designated staff member to be credited to the general Library District fund.

4. Except as required by Article 5 of the Illinois Library District Act, any work or other public improvement which is not paid for in whole or part by special assessment or special taxation, when the expense thereof will exceed \$20,000.00, shall be constructed or performed by contract let to the lowest responsible bidder. The purchase of any other material may, by ordinance, be furnished by contract, let to the lowest responsible bidder.

#### ARTICLE V – PARLIAMENTARY PROCEDURE

Except as provided by these by-laws, and by relevant Illinois Statutes, the procedures and deliberations of the Board of Library Trustees shall be in accordance with Robert's Rules of Order, Revised.

#### ARTICLE VI – LIBRARY ADMINISTRATION

The Library Director appointed by the Board shall be the executive director of the Library District and shall administer the policies adopted by the Board. The Director shall be responsible for all Library District functions subject to the policies of the Board. Among the duties and responsibilities of the Director shall be the direction and supervision of all staff members in the performance of their duties, the submission to the Board of monthly and yearly reports of Library District activities; maintenance of a permanent file of the Secretary's minutes and Treasurer's monthly financial statement, budget report, bill payable report and the making of recommendations to the Board of such policies and procedures as in the opinion of the Director will promote the efficiency of the Library District in its service to the people of the community. *The Board members, individually and communally, shall not interfere in the Directors performance of his or her duties and supervision of the day-to-day operations of the Library District.*

#### ARTICLE VII – MISCELLANEOUS

These by-laws may be amended by a two-thirds vote of the members present at any regular monthly meeting of the Board, provided that the proposed amendment has been presented to the Board members in writing at a preceding regular meeting of the Board.

#### ARTICLE VIII – EFFECTIVE DATE

This Resolution shall be in full force and effect upon its adoption as provided by law.

ADOPTED by the Board of Library Trustees of the Maywood Public Library District, Cook County, Illinois, and this 20th day of January, 2016 pursuant to a roll call vote as follows:

ADOPTED by the Board of Library Trustees of the Maywood Public Library District, Cook County, Illinois, this day of , 20 , pursuant to a roll call vote as follows:

AYES: MOSLEY, WIMBUSH, BUTLER, GALARZA, & MOLONY NAYS:

ABSENT: VINA

APPROVED by me this      day of , 20 .

President

ATTEST:

Secretary

DRAFT

## MAYWOOD PUBLIC LIBRARY DISTRICT

### Code of Conduct

The Maywood Public Library District welcomes all residents and visitors and is dedicated to free and equal access to information, knowledge, and independent learning for our diverse community.

#### LIBRARY RESPONSIBILITY

With public service as the highest priority, the Board of Trustees has established the rules and regulations governing use of the library, such that all people may enjoy its benefits. All library patrons can expect to:

1. Receive courteous service,
2. Be treated fairly and equitably by all library staff,
3. Have questions, comments and concerns addressed in a timely manner
4. Suggest new materials, programs and services,
5. Have staff make the library operate in the best interest of the taxpayers, and
6. Have a safe, clean, and comfortable building.

#### PATRON RESPONSIBILITY

Individuals visiting or using the library's facilities must comply with the following Public Code of Behavior. The Maywood Public Library District will uphold all federal, state and local laws, rules, regulations and ordinances in regard to public behavior. Patrons shall be engaged in activities associated with the use of a public library while in the building.

Patrons may not interfere with the use of the library by other patrons or interfere with staff performance of their duties. Interference includes, but is not limited to:

1. Use of loud, abusive, threatening or insulting language; or behavior including language or behavior that offends, threatens, or insults groups or individuals, based on: race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics; that may result in injury or harm to any library patron or staff member, including challenging another person to fight or engage in any fight.
2. Patrons may not sexually harass other patrons or staff. Harassment includes:
  - a. making inappropriate personal comments or sexual advances;

- b. using obscene or lewd language or gestures;
  - c. staring at, or following, a patron, volunteer, or staff in a manner that reasonably can be expected to disturb them,
  - d. and exposing others to sexual internet content (more information on internet usage can be found in the Internet Policy).
- 3. Solicitation is not allowed inside the library except as otherwise stipulated in the Room Rentals policy. This includes circulating petitions, selling, or begging, among patrons, volunteers or staff members. Any solicitation conducted outside on Library grounds must not impede entry or exit from the library building or disrupt Library operations. All solicitation must comply with the Village of Maywood Municipal Code.
- 4. Patrons may enjoy covered beverages and snack food throughout the library, unless otherwise indicated.
- 5. Sleeping is prohibited in the library.
- 6. Bringing pets or animals, other than service animals necessary for disabilities, into the library is not allowed, except as authorized by the Library Director for special programming purposes.
- 7. Shirts and shoes are required for health reasons and must be worn at all times.
- 8. Patrons whose overpowering perfume or cologne or inadequate bodily hygiene interferes with other patrons use of the library shall be asked to leave the building and return when the problem has been corrected.
- 9. Cell phone usage is restricted to the lobby area of the first floor.
- 10. Use of skateboards, roller blades or roller-skates is not allowed in the library or on library property.
- 11. Carrying or concealing of weapons are any kind are prohibited on library property.
- 12. The use of incendiary devices, such as candles, matches or lighters are prohibited on library grounds. Smoking, including vaping and e-cigarettes, is not permitted within the library or within 25 feet of any public entrance.
- 13. Any other behavior which could reasonably be expected to disturb other patrons or interfere with the library staff performance of their duties is prohibited.
- 14. While the library encourages use by everyone, it cannot assume responsibility for the care and supervision of any patrons who are disabled or impaired to the extent that they cannot independently follow library rules or be safe without a

caregiver. Patrons who require personal supervision or assistance must provide this care themselves. In the event that a patron in the library requires such care and is without it, the library may contact social services or the police.

15. Children under the age of eight (8) must be accompanied by a parent, guardian or other responsible person aged 16 years or older at all times.
16. Public washrooms may not be used for bathing, washing of clothes or any other inappropriate uses. The 2<sup>nd</sup> floor restrooms are restricted to use by children and should be accompanied by caregivers 16 years or older.

The above enumerated rules are not intended to be a complete list of violations but are intended for guidance only. Library staff and/or local law enforcement officers are authorized to expel people who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to library patrons or staff. Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff designated by the Library Director may temporarily suspend patron privileges for twenty four (24) hours up to one (1) year, including restricting access to the library property, services or programs for patrons who violate the public code of behavior. Unlawful activities will be reported immediately to the police.

# MAYWOOD PUBLIC LIBRARY DISTRICT

## Board of Trustees Code of Ethics

As a library trustee, I shall observe ethical standards with absolute truth, integrity and honor.

I shall represent all citizens honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.

I shall respect my fellow trustees opinions and viewpoints as an elected representative of the community of Maywood.

I shall be prepared for and actively participate in library board meetings.

I shall avoid any conflict of interest or any appearance of impropriety which could result from my position, nor shall I use my Board membership for personal gain or publicity.

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at an open Board meeting. I will respect and support the majority vote of the board on agenda issues.

I shall at all times respect the confidentiality of privileged information. I shall support the library's Resource Selection Policy to the fullest and the librarians' efforts to resist censorship of library materials by groups or individuals.

I shall be involved and knowledgeable about not only local library concerns, but also about state and national issues.

I shall be aware of the state laws governing libraries.

I shall ensure the Board hire the best, most qualified person to serve as Library Director, follow the chain of command when responding to any constituent or employee concerns. I recognize that a trustee ensures that the library and finances are well managed and does not get involved in the day-to-day management of the library.

As a trustee who has accepted library Board responsibilities, I shall endeavor to perform all the functions expected of and implicit in that position.

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### Current Code of Ethics

Adopted and Revised January 20, 2016

Policy 2.0

### A Code of Ethics for Library Board Members

As a member of the Board I will:

- Listen carefully to my teammates, and the constituents I serve.

- Respect the opinion of my fellow board members.
- Respect and support the majority decisions of the board.
- Recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- Keep well informed of developments that are relevant to issues that may come before the board.
- Participate actively in board meetings and actions.
- Call to attention to the board any issues that I believe will have an adverse effect on the library or our constituents.
- Attempt to interpret the needs of constituents to the library and interpret the action of the library to its constituents.
- Refer constituent or staff complaints to the proper level on the chain of command.
- Recognize that the board member's job is to insure that the library is well-managed, not to manage the library.
- Vote to hire the best possible person to manage the library.
- Represent all constituents of the library and not a particular geographic area or special interest groups.
- Consider myself a "trustee" of the library and do my best to insure that the library is well maintained, financially secure, growing and always operating on the best interest of the constituents.
- Always work to learn more about the board member's job and how to do the job better.
- Declare any conflicts of interest between my personal life and my position on the library board, and avoid voting on issues that appear to be a conflict of interest.
- Board members individually and communally shall not interfere in the Administrative Librarian's performance of his/her duties and supervision of the day-to-day operation of the Library District.

As a member of the board I will not:

- Be critical, in or outside of the board meeting, of fellow board members or their opinions.
- Use the library or any other part of the organization for my personal advantage or the personal advantage of my friends or relatives.
- Discuss the confidential proceedings of the board outside the board meeting.

- Promise prior to a meeting how I will vote on any issue of the meeting.
- Interfere with the duties of the director or undermine the director's authority.

DRAFT





13 March 2025

Ms. Daniela Martinez, Library Director  
Maywood Public Library District  
121 South 5<sup>th</sup> Avenue  
Maywood, IL 60153

Re: Maywood Public Library District  
Letter of Proposal for Needs Assessment and Master Planning Services  
Williams Architects Project No. 2025-TBD

Dear Daniela:

As per our email correspondence, Williams Architects (WA) is pleased to present this Letter of Proposed Agreement for a Needs Assessment and Space Planning services for the Maywood Public Library District. Our team truly looks forward to the opportunity to work with the Maywood Public Library District on this very important project for your community. The following is our initial understanding of the scope of the project and the services required to meet your expectations.

## **PROJECT BACKGROUND / UNDERSTANDING**

The Maywood Public Library District wishes to conduct a Needs Assessment and Master Planning exercise to identify building and space needs to best serve the Maywood Public Library District service area, followed by preliminary concept directions and options for re-organization and/or re-design of selected elements of the building, and associated cost estimates. The outcome of this process should result in a recommended scope of work with associated costs that will allow the Maywood Public Library District to move immediately into basic architectural services for the suggested improvements, either in a single project or a phased series of projects depending on funding availability.

## **SCOPE OF SERVICES**

Our Needs Assessment and Master Planning process is organized into distinct phases. The first phase of the process involves several steps and tasks that are required to define the Library's space and building needs. This phase will give the Library information needed to evaluate the feasibility of and limitations regarding remodeling and expanding the existing building.

The second phase builds upon the recommendations developed in the first phase to develop concept alternatives and associated costs and a preferred, phased solution for a remodeled Library facility.

**Phase 1 – Needs Assessment** includes the following services:

- **Operational Review / Staff Discussion**
  - o WA staff shall meet with the Director and department heads to discuss current challenges related to the existing space and tour the building to identify current areas of functional inefficiencies and opportunities for improved space utilization.
- **Demographic/Market Analysis**
  - o WA shall review existing demographics and demographic trends to identify potential gaps in service and potential future services/collections that may better serve the present and future needs of the community.
- **Collection, Circulation, and Program Analysis**
  - o Utilizing at least three years of circulation and program data provided by the Library, WA shall identify patterns of increased or decreased circulation and programming that may suggest need for additional space or potential for recapture of existing space for other functions.

- **Comparative Analysis**
  - o WA shall review service offerings, building size, hours, and features of similar “peer group” libraries against the subject library for “benchmarking” purposes.
- **Evaluate Existing Space Utilization**
  - o Using forms/spreadsheets developed by WA, Library staff shall assist in identifying utilization and usage patterns of meeting rooms, study rooms, and seating areas within the existing building. This process is helpful in determining what spaces in the building may be currently underutilized.
- **Stakeholder Engagement**
  - o WA shall facilitate up to two focus group discussions with internal and external stakeholders about the Library, its current strengths, and what could be improved in terms of physical space.
  - o Potential groups interviewed may include:
    - Library Board of Trustees
    - Village Staff
    - Village Elected Officials
    - Specific Library user groups (seniors, teens, parents, etc.)
    - Park and School Districts
- **Needs Assessment and Recommendations**
  - o Building upon all the data compiled to this point, WA prepares written recommendations and descriptions of new and/or renovated components and spaces and associated required areas. Current and emerging trends in library service and spaces are discussed and analyzed relative to these recommendations. In most cases, we will provide a range of square footage to satisfy recommendations. (Example: Additional Meeting Room: Minimum 600 SF, Target 800 SF, Ideal 1,200 SF).
- Phase 1 services culminate in a presentation/update to the Library Board summarizing all of these findings to ensure that there is consensus prior to moving into concept plans.

**Phase 2 – Master Planning** includes the following services:

- **Concept Planning:**
  - o Building upon all the data developed in Phase 1, WA shall identify conceptual alternatives for reconfiguration and renovation of the building to address items identified in the Needs Assessment. Plans are developed at a diagrammatic level indicating areas of reconfiguration and remodeling. WA will identify applicable zoning/building regulations that may affect any potential additions to the facility at this time. Preliminary cost ranges are developed at this time to assist the Library in understanding capital costs and discussing potential prioritization/phasing of improvements should recommended improvements exceed available/likely funding.
- **Refinement/Development of Preferred Concept(s) and Costs:**
  - o Based on staff, Board, and Community Engagement input as applicable, WA shall refine concepts to one or two preferred concepts with associated cost estimates, with potential project phasing as required. Three-dimensional grayscale plan graphics with furniture and shelving will be created to illustrate concepts. Costs will include expected replacement/refurbishment costs of major building systems and components based on typical expected service life for the type of systems and components installed.
- **Final Presentation and Report:**
  - o WA shall deliver an in-person presentation to the Library Board of findings, concepts, costs, phasing, and potential next steps/project schedule.
    - The deliverables will include the following graphics:
      - Floor plans (including furniture and shelving) for the preferred concept.
      - A three-dimensional concept view of the floor plan (including furniture and shelving) for the preferred concept.
      - Up to three (3) three-dimensional interior renderings of proposed new or remodeled spaces.
  - o WA shall prepare a draft written report presenting all findings for initial review by Library staff and Board.
  - o Following review of the draft report by Library staff and Board, WA shall prepare a final written report for public release presenting all findings, concepts, costs, phasing, and potential next steps/project schedule.

## SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule for the overall effort. In instances where a range is indicated, the dates vary based on whether optional community engagement services (described below) are commissioned by WAPLD.

Task/Phase	Completion Date
• Authorization to Proceed	March 2025
• Phase 1: Needs Assessment	June 2025
• Phase 2: Space Planning	September 2025
• Final Presentation to Library Board	October / November 2025
• Draft Written Report to Library	October / November 2025
• Final Written Report to Library	One month following Final Presentation to Board

## PROPOSED FEES

We propose to provide the above referenced services for a fixed fee of THIRTEEN THOUSAND DOLLARS (\$13,000.00), plus reimbursable expenses as described below.

### - **Optional Community Engagement Services:**

- In addition to the scope included above, WA shall conduct and facilitate two Community Engagement meetings in which the Needs Assessment outcomes and preliminary concept options for expansion/renovation are presented to the community in an "open house" format. Interested community members will have the opportunity to interactively "select" features and design concepts most interesting to them and provide verbal and written commentary on the concept plans developed. WA will also develop an online survey to capture feedback from members of the public unable to attend meetings. These services are proposed to be provided for an additional lump sum, fixed fee of TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00)

If the scope of work should substantially increase beyond the scope described herein during our efforts, we will negotiate a fee adjustment to the mutual satisfaction of the Maywood Public Library District and Williams Architects.

## ADDITIONAL SERVICES

Any Additional Services requested in writing by the Maywood Public Library District for work not included in this Proposal shall be provided on an hourly basis at our current hourly rates, or at a mutually agreed-upon fixed fee. (It is very unlikely that any additional services are incurred during a Master Planning exercise unless additional engineering or forensic evaluation becomes advisable)

## REIMBURSABLE EXPENSES

In addition to our professional services listed above, we shall also invoice the Owner for our reimbursable expenses at our direct cost. Reimbursable expenses include mileage to and from the project site, project-related expenses such as printing & photocopying, online plan room service fees, electronic documentation transfer, postage / messenger / FedEx, project related supplies, etc. We anticipate that most of the documents created in conjunction with our scope of work will be transmitted electronically.

## EXCLUDED SERVICES

The following services are not included in this proposal, and can be provided at additional cost upon request by the Library:

- **Detailed design, finish selections, construction documents and specifications** – design selections, construction documents and specifications for the improvements proposed by this Scope of Work that are generally considered part of the Architect's Basic Services are not included in this proposal.

## PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Library shall provide all available existing conditions drawings for our use in developing the Needs Assessment and Master Plan (These have already been made available to us electronically from our previous work together)
2. We will attend up to **two (2)** Library Board meetings throughout the course of this Scope of Work to provide the Board with progress updates as mutually agreed. Additional meetings with the Library Board beyond the defined limits will be invoiced on a per meeting basis. Meetings with the Library Director and staff to review progress and gather information shall not be limited.

## GENERAL TERMS AND CONDITIONS

1. Invoices shall be sent monthly with payment due 30 days from invoice date. Unpaid balances shall incur an interest charge in accordance with the Illinois Prompt Payment Act.
2. This Agreement represents the entire and integrated agreement between the Owner and Architect and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.
3. This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
4. Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and cause of termination.
5. Duties, responsibilities, and limitations of authority of the Architect shall not be restricted, modified or extended without a written Amendment to this Agreement signed by the Owner and Architect.
6. Preliminary estimates of Construction Cost prepared and/or reviewed by the Architect represent the Architect's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices for work described and recommended during this Scope of Work will not vary from the Owner's Project Budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Architect.
7. Architect makes no warranties, express or implied. Nothing contained in the Agreement shall require the Architect to exercise professional skill and judgment greater than that which can be reasonably expected from other architects performing similar services to those required hereunder. This limitation shall also apply to any certification or representation made by Architect as an accommodation upon request of Owner. The Architect shall not make, nor shall Architect be required to make any certification or representation which seeks knowledge, services or responsibilities beyond the services set forth herein.
8. This Agreement shall be governed by the law of the State of Illinois. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the Owner or the Architect.

## CONCLUSION

If the Maywood Public Library District agrees with the terms and conditions of this Letter of Proposed Agreement, please sign and date below, and return a copy to our office. Upon receipt of this signed Letter of Proposed Agreement, we will be ready to commence with the defined services herein.

We again wish to express our appreciation to the Maywood Public Library District for considering Williams Architects for this effort and look forward to working together as a team to make the project a success for the Library and the community it serves.

Cordially,



Andrew R. Dogan, AIA, NCARB, LEED AP  
Chief Operating Officer / Managing Principal

**ACCEPTANCE:**

The Maywood Public Library District hereby accepts the terms and conditions of this Letter of Proposed Agreement and authorizes Williams Architects and its consultants to begin services immediately.

Daniela Martinez, Library Director

Printed Name and Title  
Maywood Public Library District Authorized Representative



Authorized Signature  
Maywood Public Library District

04/01/2025

Date

## REFERENCES FOR SIMILAR WORK

We encourage you to contact our current and past clients to learn about our performance and approach to these services.

### **Berkeley Public Library**

Ryan Cox, Director

[rcox@berkeleypl.org](mailto:rcox@berkeleypl.org)

(708) 544.6017

*Completed Space Needs Assessment and Master Plan in 2021, leading to phased remodeling plans for the Library.*

### **Mokena Community Public Library District**

Cathy Palmer, Director

[cpalmer@mokenalibrary.org](mailto:cpalmer@mokenalibrary.org)

(708) 479-9663

*Space Needs Assessment and Master Plan currently in process*

### **Arlington Heights Memorial Library**

Mike Driskell, Director

[mdriskell@ahml.info](mailto:mdriskell@ahml.info)

(847) 506.6215

*Completed Master Plan for Kids' World and Makerplace, in addition to several remodeling projects*

### **New Port Richey (Florida) Public Library**

Andi Figart, Director

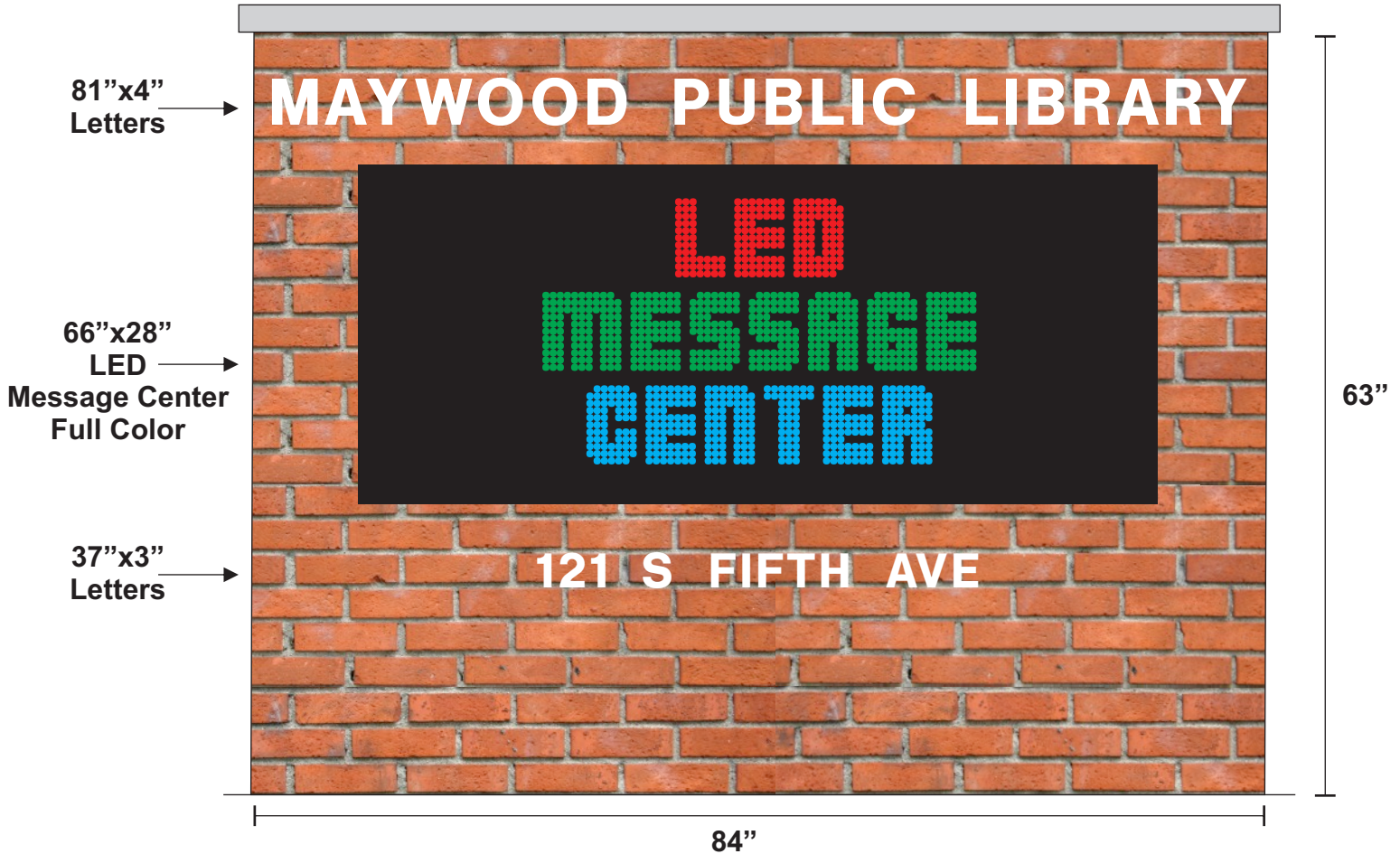
[figarta@cityofnewportriches.org](mailto:figarta@cityofnewportriches.org)

(727) 853-1249

*Completed Master Plan in 2020, leading to comprehensive remodeling of the entire Library building.*



# 2 Sided Message Center Sign



4" **MAYWOOD PUBLIC LIBRARY**

3" **121 S FIFTH AVE**

**Metal Letters - White Finish - Helvetica Font**

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

	<b>PALDO SIGN</b>		8110 W. GRAND AVE. RIVER GROVE, IL 60171
	<b>&amp; Display Company</b>		Tel: 708.456.1711 Fax: 708.456.3552
	Client: <u>Maywood Public Library</u>	Date: <u>05/15/2023</u>	Rev: <u>2</u>
	Landlord Approval: _____	Customer Approval: _____	

IMPORTANT: PLEASE EXAMINE THIS PROOF FOR ACCURACY, CONTENT & COLORS. SIGN YOUR APPROVAL IF O.K. ONCE THIS ORDER BEGINS PRODUCTION, NO CHANGES CAN BE MADE WITHOUT ADDITIONAL COST. WE WILL BEGIN PRODUCTION WHEN THE APPROVAL OF DESIGN IS RETURNED TO US. CUSTOMER IS RESPONSIBLE FOR LANDLORD APPROVAL. PLEASE NOTE: 106 TO THE PHYSICAL LIMITATIONS OF THE PAPER AND INK-BASED PRINTING PROCESS, THIS CUSTOM ARTWORK IS NOT INTENDED TO PROVIDE AN EXACT MATCH BETWEEN INK, VINYL OR PAINT.



# PALDO SIGN CO.

8110 GRAND AVENUE • RIVER GROVE, IL 60171

PHONE (708) 456-1711 • FAX (708) 456-3552

www.paldosigns.com "Quality Signs Since 1939"



Date 3/14/2025

CONTRACT No.

Drawing Dated

To: Maywood Public Library Daniela Martinez

Billing Address: 121 S Fifth Ave, Maywood IL 60153

Location of work: 121 S Fifth Ave, Maywood IL 60153

Phone: 708-343-1847 x 28

dmartinez@maywoodlibrary.org

Accept delivery of new sign at our shop

Install customer's new Stewart Polaris color 10mm DF sign 2'-4"h X 5'-6"w. OVH 4'-4" with new Full concrete foundation / base with rebar & J bolts provided by Stewart Sign. Install new sign on new foundation. [Landscape & seeding repair by others] Lifetime Cellular wireless data plan Software & training provided by Stewart sign. Remove dirt from site & dispose. Provide & install New brick wall with limestone cap [brick to match building as close as possible] & aluminum metal painted finish non illuminated letters 4" MAYWOOD PUBLIC LIBRARY & 3" 121 S FIFTH AVE Helvetica style as per Sketch double sided. \$18,680.00

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

\$8000.00

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

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

Selling Price: \$(22,680.00) Terms \$(14,000.00) on signing, balance on installation.

**ALL UNPAID BALANCES SHALL BEAR INTEREST AT THE RATE OF TWO PERCENT (2%) PER MONTH AFTER 30 DAYS.**

PARAGRAPHS 1-21, INCLUSIVE, ARE SET FORTH ON THE REVERSE SIDE AND ARE IN INTEGRAL PART OF THIS AGREEMENT. The parties acknowledge that they have carefully read the entire Agreement and fully understand their respective covenants hereunder.

**ACCEPTED:**

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

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

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

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

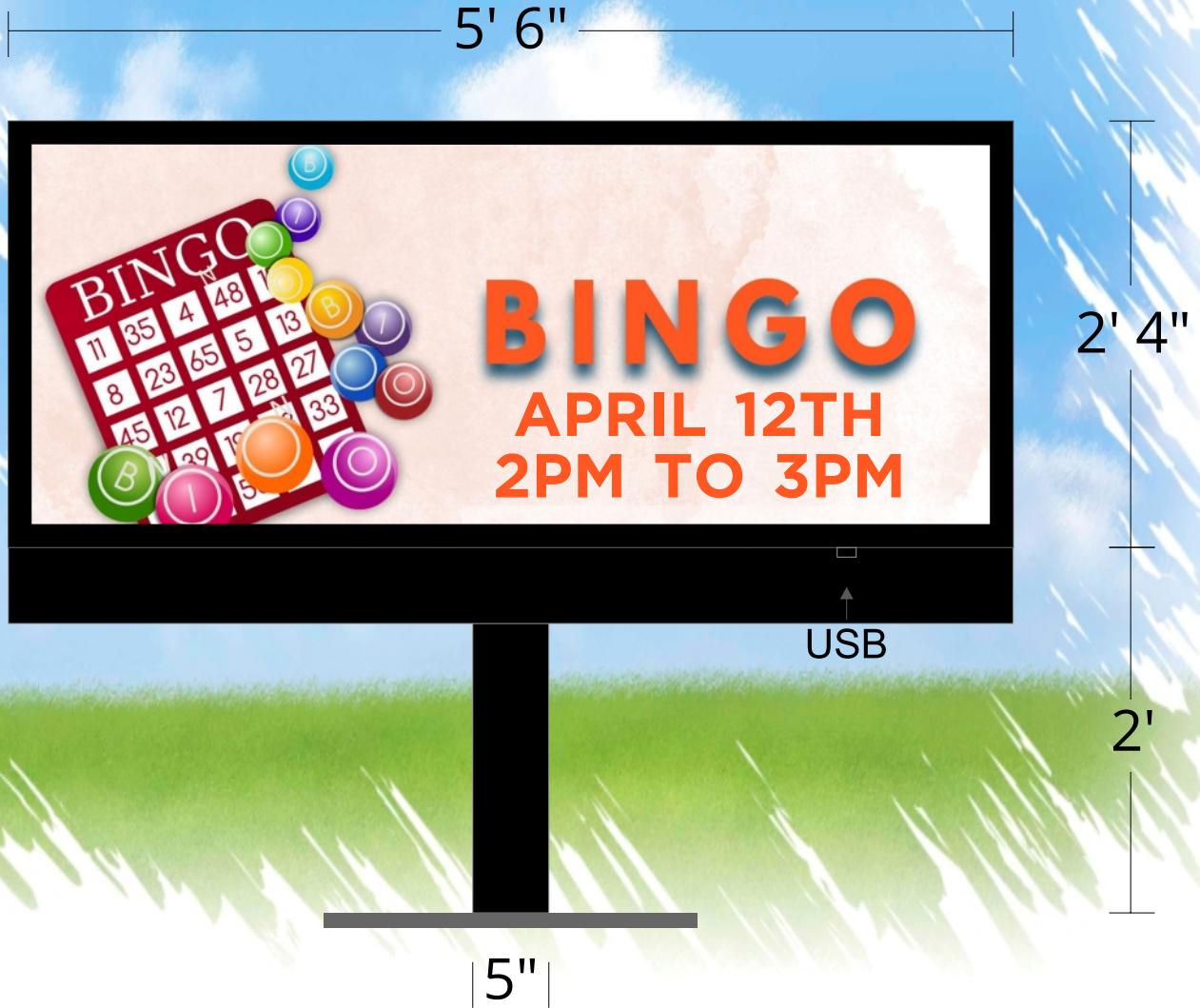
Date: \_\_\_\_\_

PLEASE SIGN AND RETURN THIS AGREEMENT

Prices are subject to change if not accepted within thirty (30) days of above date

**TERMS AND CONDITIONS OF  
SIGN ERECTION/CONSTRUCTION AGREEMENT**

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



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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

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



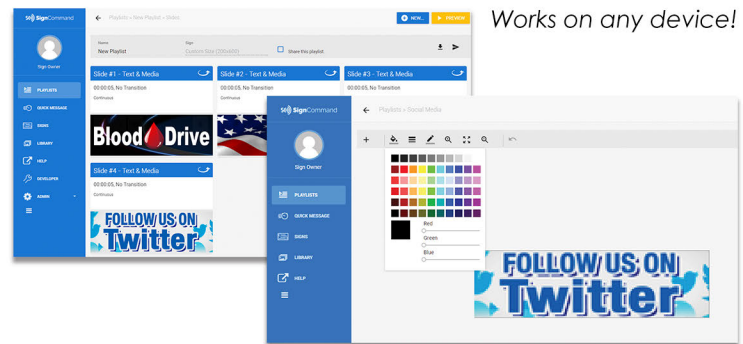


Create and send amazing messages from anywhere  
with the **easiest** LED sign software in the cloud!

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

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

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



### Access From Anywhere

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



### The Media You Need

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



### Your Message, On Your Time

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



### Eye-Catching Special Effects

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



### Delivering Peace-of-Mind

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



### A Network of Support

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



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

SignCommandFlyer-SS220801



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

Works across **all** operating systems.



# SignCommand®

## Built-in Graphics Library

*Generate attention and interest in your message!*

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

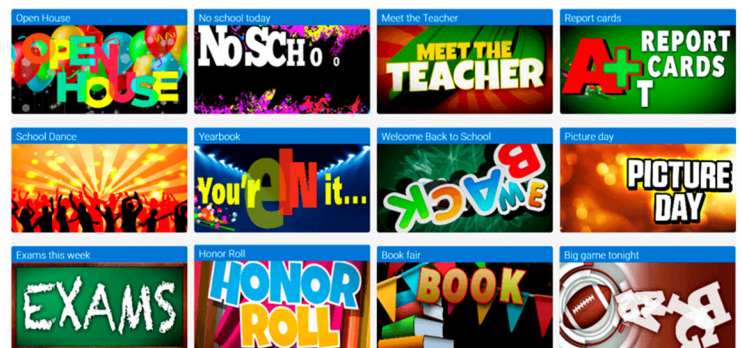
SignCommand offers a **built-in and constantly expanding library** of graphics and video animations. These media files are created and optimized by artists that specialize in sign content creation, and will turn a sign that can be read into a sign that will be read.

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

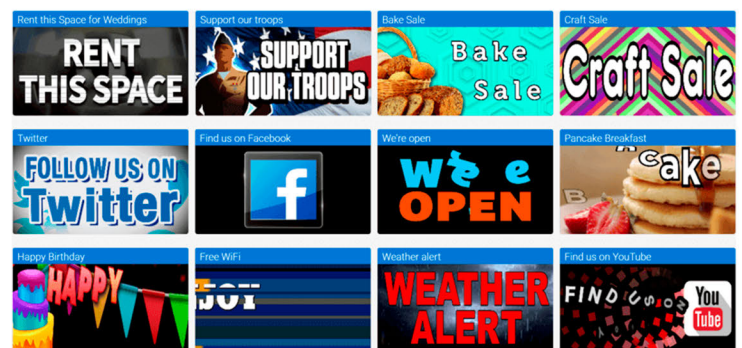
*Ask your sign consultant for SignCommand demo account access to view the library!*



Church & Religious



School & Educational



Business & General  
... and many more!

OVER 1,700 ITEMS AVAILABLE!

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

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LibraryFlyer-SS230201

Prepared for

**Maywood Public Library District**

121 S. 5th Avenue  
MAYWOOD, IL 60153

Prepared by

**Colin Lane**

clane@stewartsigns.com  
1.888.237.3928

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

**Special instructions**

**Installation Not Included**

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

**Total: \$19,026.00**

+ any applicable sales tax

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



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

## SHIPPING INFORMATION

### Invoices

MAYWOOD PUBLIC LIBRARY  
121 S FIFTH AVE  
MAYWOOD, IL 60153

All items not specified here will be shipped to:

Maywood Public Library District  
121 S. 5th Avenue  
MAYWOOD, IL 60153

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

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

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

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

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

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

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

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

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

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

I have read and understand the Terms & Conditions above.

INITIALS

## ORDERING INSTRUCTIONS

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

Customer's authorized signature for quote #1015430-1



SIGNATURE

PRINT NAME

DATE

Colin Lane

4/7/2023

Colin Lane, Sign Consultant

Limited Product Warranty ("Limited Warranty")

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

**Definition of Warranty Coverage:**

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

Prepared for: Maywood Public Library District • MAYWOOD, IL

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

any party other than the Company.

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

Contact Information:

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



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Polaris Color 10.66mm 60x150  
 LED Cabinet: 2' 4" x 5' 6"  
 Sk: 1015430-2 Cust: 1466150  
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 Date \_\_\_\_\_

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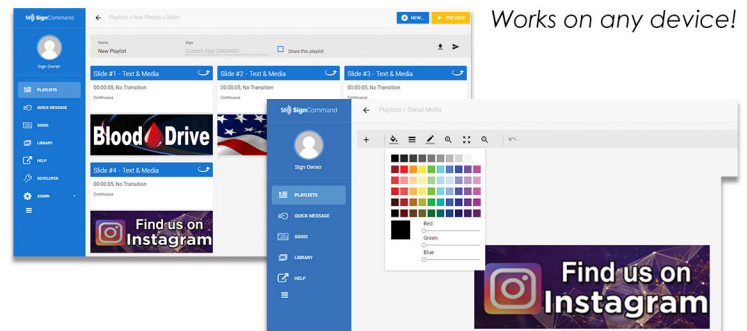


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SignCommandFlyer-SS231001



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

Works across **all** operating systems.



# SC SignCommand®

Built-in Graphics for Your Library

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Announce



Educate



Promote

MANY MORE ITEMS AVAILABLE!

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LibraryFlyerLibraries-SS231001

Prepared for

**Maywood Public Library District**

121 S. 5th Avenue


MAYWOOD, IL 60153

Prepared by

**Colin Lane**

clane@stewartsigns.com

1.888.237.3928

DESCRIPTION	PRICE
<p><b>Double Sided Full Color Polaris Outdoor LED Sign</b></p> <p>For larger and higher resolution displays, a separate weather-resistant LED cabinet is top-hinged for easy front access to internal components. Our flagship LED sign.</p> <p><b>LED display</b></p> <ul style="list-style-type: none"> <li>• 10.66mm full color at 60 pixels high by 150 pixels wide (9,000 total pixels per side)</li> <li>• Active display area 2'1" x 5'3" (11.0 square feet per side)</li> <li>• Double sided LED cabinet, size 2'4" x 5'6"</li> <li>• 1 to 7 rows of text and use your own images and video clips</li> <li>• 10-year parts availability guarantee (see warranty for info)</li> <li>• Entire sign UL Listed and FCC Part 15 compliant</li> </ul> <p><a href="#">See full display capabilities</a></p> <p><b>Communication method</b></p> <p>Communication provided by cellular modem and LIFETIME Cell Connect data plan.</p> <p><a href="#">See full specifications</a></p> <p><b>Sign structure</b></p> <ul style="list-style-type: none"> <li>• TCI® industrial powder coat finish, color: Black</li> <li>• Single pole mount</li> <li>• Leg height: 2', Leg width: 0'5", Overall sign height: 4'4"</li> <li>• Minimum wind load rating: 120mph, exposure B</li> <li>• Lifetime warranty on structure, including vandalism (see warranty for info)</li> </ul> <p><b>Electrical specifications</b></p> <ul style="list-style-type: none"> <li>• One 20 amp circuit at 120 volts, Max draw: 7.8 amps</li> </ul> <p><b>Custom options</b></p> <ul style="list-style-type: none"> <li>• One Set of Three (3) Engineer Drawings &amp; Calcs, Sealed</li> </ul>	<p>\$19,126.00</p> 
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Total: \$19,126.00  
+ any applicable sales tax  
Payment terms: 50% Down, Balance due 10 days after shipment



INITIALS



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

## SHIPPING INFORMATION

### Invoices

MAYWOOD PUBLIC LIBRARY  
121 S FIFTH AVE  
MAYWOOD, IL 60153

*All items not specified here will be shipped to:*

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

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

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

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

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

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

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

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

I have read and understand the Terms & Conditions above.

INITIALS

## ORDERING INSTRUCTIONS

1. Review this quote for accuracy. Initial each page of the quote. Sign and date the quote here.
2. Review any corresponding artwork provided with this quote. Check all spelling and colors. Sign and date the artwork.
3. Submit both documents along with your deposit payment to your sign consultant. Speak with your consultant about payment method options.
4. If your organization is sales tax exempt, provide your sales tax exemption certificate with order.

Customer's authorized signature for quote #1015430-2

SIGNATURE

PRINT NAME

DATE

Colin Lane

Colin Lane, Sign Consultant

3/14/2025

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

### Limited Product Warranty ("Limited Warranty")

#### Definition of Warranty Coverage:

- 1) Stewart Signs (the "Company") expressly warrants to the original purchaser ("You" or "Buyer" or "Owner" or "Customer") that, for a period of five (5) years from the date of shipment (the "Warranty Period"), the electronic displays and the associated Company products (the "Product") will be reasonably free of material defects in materials and workmanship impacting Product fit, form and/or function. During the Warranty Period, the Company will, at its discretion, repair or replace any defective covered Product. The Owner will be responsible for removing and reinstalling any and all repaired or replacement parts. This Limited Warranty only applies to the Company's Product if installed, used, and maintained in the manner recommended by Company, and this Limited Warranty is conditioned upon compliance with all such instructions. Lifetime telephone support for the Product is provided, as needed.
- 2) In the event the Product is damaged during shipping, it is the responsibility of the Buyer to refuse delivery, causing the Product to be returned to the manufacturer for repair. Title to the Product passes to the Buyer upon the Company's delivery to the freight carrier. The Company assumes no liability for damage caused by careless handling or poor installation, except for work completed by employees of the Company.
- 3) Any information or suggestion by the Company with respect to the Product concerning applications, specifications or compliance with zoning, codes and standards is provided solely for your convenience and without any representation as to accuracy or suitability. You must verify and test the suitability of any information with respect to the Product for your specific application.
- 4) Sign Structure and Sign Face: In the event the sign structure or identification/changeable copy portion of the sign malfunctions under normal use and service thereof DURING THE LIFE OF THE SIGN due to material defects in workmanship or materials, the Company will, at its option, repair or replace any defective materials.
- 5) Vandalism to Sign Faces: This Limited Warranty covers polycarbonate faces against breakage due to vandalism DURING THE LIFE OF THE SIGN. Warranty protection does not extend to these surfaces if damaged by gunshots, or when damaged coincident with damage to the sign cabinet in which the faces are installed. LED panels are also covered from vandalism for the duration of the electronics portion of the Limited Warranty (5 years). Excludes Cornerstone monument signs and other Cornerstone components.
- 6) Failed electronic parts or assemblies will be repaired or replaced, at the sole discretion of the Company. Replacement or repaired parts are warranted to be free from material defects in material or workmanship for ninety (90) days, or for the remainder of the Warranty Period of the Product they are replacing or in which they are installed, whichever is longer.
- 7) The Company will repair failed LED pixels if greater than one quarter of one percent (0.25%) of the total number of pixels in the sign have failed in one (1) calendar year, provided the sign is installed with the recommended ventilation system for its location. The definition of pixel failure is when all LEDs in the pixel will no longer emit light. Pixel repair is performed at the Company Repair Center. It is common knowledge within the sign industry that all LEDs degrade and produce less light as they age. Eventually the LEDs will require replacement even though the LEDs will still emit light. This Limited Warranty does not cover normal LED degradation.
- 8) Customer Obligations:  
Failure by the Customer to properly maintain the Product will void coverage for affected components. The Customer shall notify the Company immediately of equipment failure and allow the Company full and free access to the Product when required. Waiver of liability or other restriction shall not be imposed as a site access requirement. The Customer is responsible for all costs and management oversight associated with providing the Company access to the Product, providing the necessary machines, communication facilities and other equipment, inclusive of but not limited to lifting equipment. Should on-site repair be required, Customer is required to have a responsible individual on-site to provide access to the Product as well as sign off on a completed work order.
- 9) Exclusions and Restrictions:  
The Company reserves the right to restrict service, limit replacement parts, or invalidate this Limited Warranty to Customers whose account balance is past due.  
This Limited Warranty specifically excludes any on-site labor required to service the covered Product, including diagnosis, removal, and installation of parts and/or products. Any on-site service required by the Customer of Company technicians or a local Company-authorized service provider is billable to the Customer based on an agreed-upon written quote.  
This Limited Warranty does not apply to software. Software is covered by a separate agreement, which appears in the Company's software license agreement.  
ID cabinet LED illumination and power supply are covered for two (2) years, when purchased as a system.
- 10) This Limited Warranty specifically does not cover the following:
  - a) Third-party communication devices such as wireless devices and modems, which are covered by a separate electronic communication warranty. This includes the Ubiquiti wireless radios provided by Stewart Signs, which carry a one (1) year warranty from ship date when purchased with a new sign.
  - b) Damage to Product that has been moved from its original installation location or is mounted in a mobile structure.
  - c) Cosmetic damage to the Product (including but not limited to scratches and dents that do not otherwise affect the fit, form or functionality of the Product or materially impair its use).
  - d) Recovery or transfer of any data or software stored on the Product not originally installed on the Product by the Company.

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Prepared for: Maywood Public Library District • MAYWOOD, IL

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

- 11) This Limited Warranty specifically does not cover conditions, defects or damage caused by or resulting from the following:
- a) Defects caused by: unreasonable or unintended use of Product; improper or unauthorized handling; accident; omission; neglect; vandalism (unless otherwise noted in this Limited Warranty); misuse; physical abuse; installation, use and/or fabrication, and maintenance of the Product by any party other than the Company.
  - b) Damage (not resulting from manufacturing defects) that occurs while the Product is in the Owner's control and/or possession, unless otherwise noted in this Limited Warranty.
  - c) Extreme physical or electrical stress or interference; environmental conditions beyond the Company's control, such as man-made or naturally occurring salt air/fog, electrochemical oxidation or corrosion and/or metallic pollutants. Also not covered is normal wear and tear; inadequate, improper, or surges of electrical power; lightning, floods, fire, acts of God, war, terrorism, or other external causes, including Force Majeure.
  - d) Unauthorized modification, including installation of third-party software on the Product.
  - e) Product modification or service by anyone other than: (a) the Company, (b) a Company-authorized service provider, or (c) Customer's own installation of Company approved parts with instruction from the Company. Service to damaged or malfunctioning Product which has not been ordered or authorized by the Company's Customer Satisfaction Department is not covered under this Limited Warranty and will automatically invalidate this Limited Warranty.
  - f) Computer viruses, Trojan horses, worms, self-replicating code or like destructive code which was not included in the Product by the Company.
  - g) Products installed with known or visible manufacturing defects at the time of installation.
- 12) The Company will provide and be responsible for the cost of shipping parts from the Company to the Customer, with the exception of sign faces replaced due to vandalism. Standard shipping via the United States Postal Service or other commercial parcel delivery company is the default method of delivery. Expedited delivery is available to the Customer at his or her expense.
- 13) Warranty claims must be registered with the Company within thirty (30) days of damage or malfunction. To register a claim, the Customer must contact the Company at the location specified below and provide (a) his or her name and any other required contact information, (b) Product and purchase descriptions, and (c) the nature of the defect. The Company reserves the right (at its sole discretion) to require proof of original purchase (e.g. paid invoice, receipt) and to visit the site of the installation or to require documentation of the claim before assuming any responsibility under the provisions of this Limited Warranty.
- 14) THE LIMITED WARRANTIES SET FORTH HEREIN ARE THE ONLY WARRANTIES MADE BY THE COMPANY IN CONNECTION WITH THE PRODUCT. THE COMPANY CANNOT AND DOES NOT MAKE ANY IMPLIED OR EXPRESS WARRANTIES WITH RESPECT TO THE PRODUCT, AND DISCLAIMS ALL OTHER WARRANTIES, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE COMPANY'S SOLE OBLIGATION UNDER THIS LIMITED WARRANTY SHALL BE TO REPAIR OR REPLACE MALFUNCTIONING OR DEFECTIVE PARTS OF THE PRODUCT. BUYER ASSUMES ALL RISK WHATSOEVER AS TO THE RESULT OF THE USE OF THE PRODUCT PURCHASED, WHETHER USED SINGULARLY OR IN COMBINATION WITH ANY OTHER PRODUCTS OR SUBSTANCES.
- 15) NO CLAIM BY BUYER OF ANY KIND, INCLUDING CLAIMS FOR INDEMNIFICATION, SHALL BE GREATER IN AMOUNT THAN THE PURCHASE PRICE OF THE PRODUCT WITH RESPECT TO WHICH DAMAGES ARE CLAIMED. IN NO EVENT SHALL COMPANY BE LIABLE TO BUYER IN TORT, CONTRACT OR OTHERWISE, FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, RELIANCE, PUNITIVE OR EXEMPLARY DAMAGES, OR FOR LOSS OF PROFIT, REVENUE OR USE, IN CONNECTION WITH, ARISING OUT OF, OR AS A RESULT OF, THE SALE, DELIVERY, SERVICING, USE OR LOSS OF USE OF THE PRODUCT SOLD HEREUNDER, OR FOR ANY LIABILITY THAT BUYER HAS TO ANY THIRD PARTY WITH RESPECT THERETO.

10-Year Parts Guarantee - Stewart Signs provides a 10-year parts guarantee for our LED signage. While hardware can change year over year, we will have available suitable hardware to allow the continued use of your signage for 10-years from the ship date of the sign. Changes in hardware include but are not limited to: visual hardware changes, software changes, or control system upgrades.

Contact Information:

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

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INITIALS

## VanBruggen Quote

- 50”h x 91”w double face illuminated sign. Per drawing 23-001.1c & 2c. Routed aluminum faces with push-thru acrylic letters illuminated by white LED modules. Integrate Watchfire LED EMC into cabinet. Dig and pour new full trench style concrete foundation. Set ground support pipe. Masonry base with limestone cap to tie in with existing stone used on the building.....\$ **39,950.00**
- (1) Watchfire 10mm, high resolution, 2’h x 5’w LED display. Cloud based software. 4G wireless cellular communication with life-of-sign data plan. 5 year standard warranty. Estimated at 12 amps at 120volt power.....\$ **17,900.00**
- (1) Watchfire 8mm, extra high resolution, 2’h x 5’w LED display. Cloud based software. 4G wireless cellular communication with life-of-sign data plan. 5 year standard warranty. Estimated at 14 amps at 120volt power.....\$ **21,400.00**
- (1) Watchfire 6mm, ultra-high resolution, 2’h x 5’w LED display. Cloud based software. 4G wireless cellular communication with life-of-sign data plan. 5 year standard warranty. Estimated at 14 amps at 120volt power.....\$ **24,000.00**

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**RE: MPLD Sign Proposal**

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From Brad Werkman <brad@vbsign.com>

Date Mon 3/17/2025 11:51 AM

To Daniela Martinez <dmartinez@maywoodlibrary.org>

Cc Director <Director@maywoodlibrary.org>

Daniela,

Here are the updated costs, I will write an actual Proposal when the decision is made on which option is preferred.

I do have to say something regarding the masonry part of this project. I reached out to the mason who quoted this last time and that we have used for years. He told me last week that he has closed his business. This may affect the pricing if I have get a new mason. This guy was a small outfit with out much overhead and was perfect for our sin bases. I used his old number and added some money for the couple of years that have gone by. I have not had much time to dig deeper into a new mason, but when the time comes we will most likely have to adjust the cost.

The other aspect of the masonry that I learned about this morning, is that this exact stone is not available at the supplier anymore. Depending on what we can find could impact the pricing as well. We may have to look at some options at some point and decide when you get closer to a decision.

- (1) 50"h x 91"w double face illuminated sign. Per drawing 23-001.1c & 2c. Routed aluminum faces with push-thru acrylic letters illuminated by white LED modules. Integrate Watchfire LED EMC into cabinet. Dig and pour new full trench style concrete foundation. Set ground support pipe. Masonry base with limestone cap to tie in with existing stone used on the building.....\$ **39,950.00**
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**Brad Werkman**

office: 708.448.0826

13401 Southwest Highway, Orland Park IL 60462

[www.vbsign.com](http://www.vbsign.com)





13401 SOUTHWEST HWY.,  
ORLAND PARK, ILLINOIS

Since  
1925

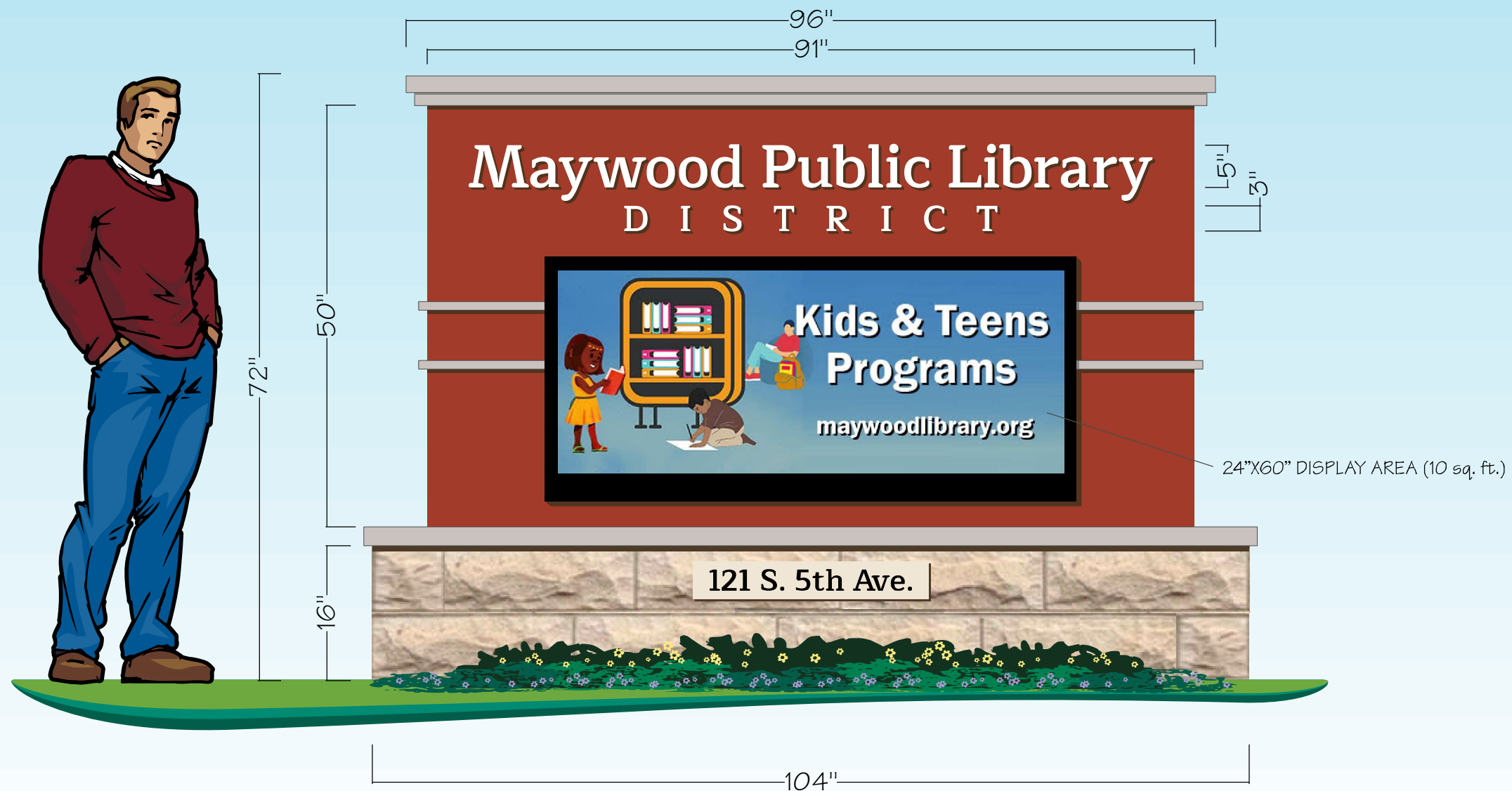
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Date

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Drawn By	D.S.	Revisions By					Drawing No. 23-001.1C
		Date					



OPTION (A)



13401 SOUTHWEST HWY.,  
ORLAND PARK, ILLINOIS

Since  
1925

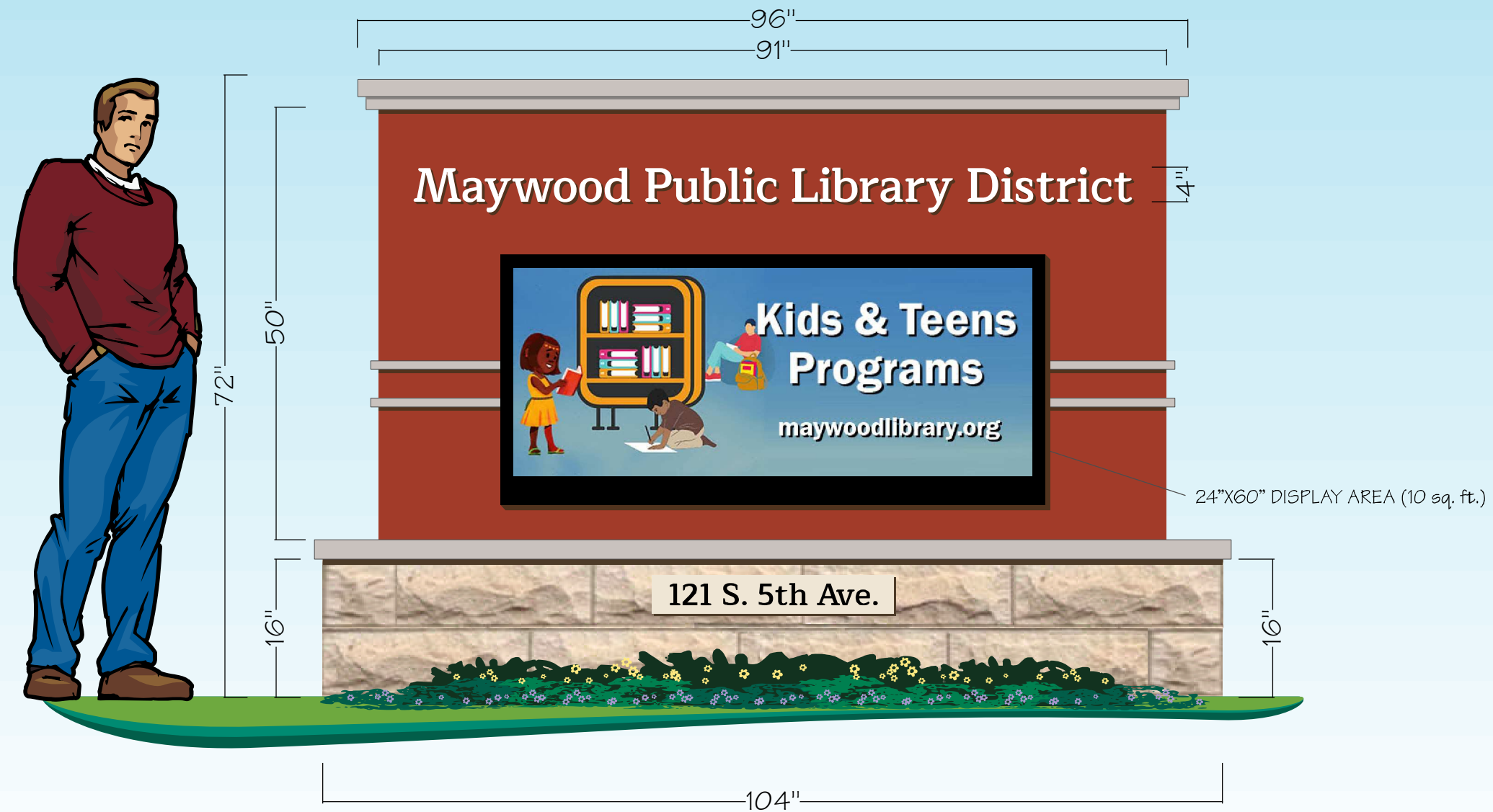
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	Date 1-4-23		Description D/F MONUMENT SIGN									
	Drawn By D.S.		Revisions By					Drawing No.				
								23-001.2C				

23-001.2C



OPTION (B)



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