

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees Regular Board Meeting

Agenda

October 19, 2022
6:30 PM

1. Call to Order & Roll Call

2. Adoption of Agenda

3. Introduction of Visitors

4. Public Comment

5. Minutes

5a. **Action Item:** Approval of the minutes of the Budget & Appropriations hearing and regular meeting held on September 21, 2022, and special meetings held on October 5 & 6, 2022.

5b. **Action Item:** Approval of the minutes of the executive session meetings held on September 21, 2022 and October 5 & 6, 2022.

6. Communications & Announcements

7. Treasurer's Report

7a. **Action Item:** Approve September 2022 financial reports

7b. **Action Item:** Ratify the IMRF September 2022 Employer/Employee contribution payment in the amount of \$9,611.70

7c. **Action Item:** Ratify the October 2022 transfer of \$150,000 from the US Bank Primary Account, to the US Bank Accounts Payable account to pay monthly invoices.

7d. **Action Item:** Ratify the October 2022 \$50,000 check deposit from US Bank Accounts Payable to Self Help/Seaway Payroll account to cover library payroll.

7c. **Action Item:** Approval if the Accounts Payable for October 19, 2022 in the amount of \$61,305.96.

7d. **Action Item:** Approval of Library Payroll for September 21, 2022 in the amount of \$23,723.20 and October 5, 2022 in the amount of \$13,637.5

8. Interim Directors Report

9. Committee Reports

10. Old Business

10a. **Discussion:** Director Search update

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10b. **Discussion/Action Item:** Rotary request – Insurance or MOU

10c. **Discussion/Action Item:** Policies: Tabled Vacation, Tabled Sick

11. New Business

11a. **Discussion/Action Item:** .02 Building and Maintenance Levy

11b. **Discussion/Action Item:** FY 23 Per Capita grant requirements – Serving Our
Public Chapters 1 - 6

12. Comments from the Board

13. Executive Session - Pursuant to 5 ILCS 120/2(c)(2), "Executive Session to discuss the employment, compensation, discipline, performance, or dismissal of specific employees" and 5 ILCS 120/2(c)(10), to discuss litigation "when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when a public body finds an action is probable or imminent".

14. Adjournment

MAYWOOD PUBLIC LIBRARY DISTRICT

Budget & Appropriations Ordinance Hearing Minutes

September 21, 2022

1. CALL TO ORDER

The Budget & Appropriations Ordinance Hearing of the Maywood Public Library Board of Trustees was called to order by President Sanchez at 6:34 PM on Wednesday September 21, 2022.

2. ROLL CALL

The roll was called as follows:

Present: Trustee Lee, Rice, Villarreal, Williams, Sanchez

Absent: Trustee Barber-Burnside (excused), Wimbush (unexcused)

There was a quorum present to conduct business.

Also present: Interim Director Kathy Parker and library employee Stephanie Samuels.

3. DISCUSSION/ACTION ITEM

Ordinance 2022-02 Budget & Appropriations Ordinance in the amount of \$2,088,200.00

A motion made by Trustee Villarreal to approve Ordinance 2022-02 Budget & Appropriations Ordinance in the amount of \$2,088,200. Second by Trustee Lee.

Ayes: Lee, Rice, Villarreal, Williams, Sanchez

Nays: None

Absent: Barber-Burnside, Wimbush

Motion Passed

4. PUBLIC COMMENT

None

5. ADJOURNMENT

A motion was made by Trustee Lee to adjourn. Seconded by Trustee Villarreal.

Meeting adjourned 6:45 PM.

SIGNED _____ DATE _____

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

September 21, 2022

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Sanchez at 6:50 PM on Wednesday September 21, 2022, at the Maywood Public Library.

The roll was called as follows:

Present: Trustee Lee, Rice, Villarreal, Williams, President Sanchez.

Absent: Trustee Barber-Burnside (excused), Wimbush (unexcused)

There was a quorum present to conduct business.

Also present: Interim Director Parker, library employees Daniela Martinez and Trenton Travis

2. ADOPTION OF AGENDA

President Sanchez asked to approve the agenda by consensus.

All trustees present voted aye by consensus

Motion Passed

3. INTRODUCTION OF VISITORS

None.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

5a. Approval of the July 20, 2022 and August 17, 2022 Regular Board Meeting Minutes

The board discussed adding excused/unexcused to the roll call for board members who do not attend the meeting.

A motion was made by Trustee Rice to add the excused/unexcused notation for board member who do not attend board meetings going forward, and to amend all minutes adding the notation going back to June 2022. Seconded by Trustee Lee.

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Ayes: Lee, Rice, Villarreal, Williams, Sanchez
Nays: None
Motion Passed

A motion was made by Trustee Rice and seconded by Trustee Lee to approve the minutes of the Regular Board Meetings held on July 20, 2022 and August 17, 2022.

Ayes: Lee, Rice, Villarreal, Williams, Sanchez
Nays: None
Motion Passed

6. COMMUNICATION AND ANNOUNCEMENTS

A card from Emma Altamirano, the daughter of recently deceased Head of Lending Services, Felipe Altamirano, thanking the board and staff for the flowers.

7. TREASURER'S REPORT

- 7a. Approve July 2022 and August 2022 Treasurers
- 7b. Ratify the IMRF July 2022 and August 2022 Employer/Employee contribution
- 7c. Approve September 21, 2022 Accounts Payable and ratify the Comcast payment
- 7d. Approve Library Payroll

Treasurer Williams stated that in comparing 2021 to 2022, the library spent the same amount of money by August of both years noting that this year the library has been open to the public the first half of 2022, while in 2021, the library was closed to the public at that same time due to the basement flood, and the majority of staff were not being paid by the library since they were on unemployment.

A motion made by Trustee Lee and seconded by Trustee Williams to approve the July and August 2022 Treasurers Report, ratify the July 2022 IMRF payment in the amount of \$8,877.58 and the August 2023 payment in the amount of \$9,867.89, the September 21, 2022 Accounts Payable in the amount of \$44,217.89, ratify the Comcast payment made online on 9/12/22 in the amount of 322.70 and Library Payroll dated August 24, 2022 in the amount of \$12,662.56 and September 7, 2022 in the amount of \$12,163.88.

Ayes: Lee, Rice, Villarreal, Williams, Sanchez
Nays: None
Motion Passed

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8.INTERIM DIRECTOR'S REPORT

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

She has contracted with a new pest control company saving the library \$175/month and \$2,100 a year.

She is still seeing HVAC quotes.

The Illinois Public Library Annual Report has been submitted.

Discussed having some issues with the sump pump and maintenance is watching it.

Stated the Mexican Consulate appointments have gone well and the turnout has been amazing.

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

Ayes: Lee, Rice, Villarreal, Williams, Sanchez

Nays: None

Motion Passed

9.COMMITTEE REPORTS

None

10d. OLD BUSINESS

Interim Director Parker confirmed that the board would conduct Zoom interviews for the library director on October 5 & 6, 2022 and a November 5, 2022 as the tentative date for in person interviews with board and staff.

11. NEW BUSINESS

11a. Policies: Vacation/Sick

After discussion and questions, the board decided to table the policies to allow Interim Director Parker to confer with attorney.

A motion made by Trustee Rice and seconded by Trustee Villarreal to table the policies so Interim Director Parker could check to see if staff accrued benefit time while on unemployment and have attorney weigh in.

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Ayes: Lee, Rice, Villarreal, Williams, Sanchez
Nays: None
Motion Passed

11b. Approve Salary Schedule

Interim Director Parker introduced the salary schedule and discussed the method that she used to create the ranges. Trustees had several questions about particular positions and certain staff wages.

A motion made by Trustee Villarreal and seconded by Trustee Lee to table the approval of the schedule until after a discussion of particular staff in executive session.

Ayes: Lee, Rice, Villarreal, Williams, Sanchez
Nays: None
Motion Passed

11c. .02 Building & Maintenance Levy

Interim Director Parker discussed the importance of the library trapping all the income it can in order to provide services and staffing for those services, in addition to the continued repairs of the facility and the only way to obtain those monies to levy the max we are allowed by law each year. Last year the Board did not approve the .02 B&M levy and Parker highly recommends they do so this year.

President Sanchez stated that last year the Board was not getting satisfactory answers as to where the money was going and that they did not feel comfortable approving a levy with those questions left unanswered and that with so many people just getting back to work after COVID.

After discussion, the Board agreed that we should file for the additional levy now that several financial questions have been answered and the community has emerged from COVID.

12. COMMENTS FROM THE BOARD

None

13. EXECUTIVE SESSION

Trustee Rice made the motion to enter into executive session at 8:17 PM, pursuant to 5 ILCS 120/2(c)(2), "Executive Session to discuss the employment, compensation, discipline, performance, or dismissal of specific employees" and 5ILCS (c)(10) to

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discuss litigation “when an action against, affecting or on behalf of the particular public body had been filed or is pending before a court or administrative tribunal or when a public body finds an action is probable or imminent”. Seconded by Trustee Villarreal.

Ayes: Lee, Rice, Villarreal, Williams, Sanchez

Nays: None

Motion Passed

Trustee Rice made the motion to reconvene open session at 9:06 PM. Seconded by Trustee Villarreal

Ayes: Lee, Rice, Villarreal, Williams, Sanchez

Nays: None

Motion Passed

A motion by Trustee Villarreal to approve the Salary Schedule as presented. Seconded by Trustee Rice.

Ayes: Lee, Rice, Villarreal, Williams, Sanchez

Nays: None

Motion Passed

14. ADJOURNMENT

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

President Sanchez adjourned the Regular Board Meeting by consensus at 9:08 PM.

SIGNED _____ DATE _____

**Special Board Meeting Minutes
of the
Maywood Public Library District**

October 5, 2022

1. CALL TO ORDER

The Special Meeting of the Maywood Public Library Board of Trustees was called to order by President Sanchez at 6:55 PM on Wednesday October 5, 2022.

2. ROLL CALL

The roll was called as follows:

Present: Trustee Barber-Burnside, Lee, Rice, Williams, Sanchez

Absent: Trustees Villarreal, Wimbush .

There was a quorum present to conduct business.

Also present: Interim Director Kathy Parker and Jim Deiters and Alex Todd from Deiters & Todd.

3. DISCUSSION ITEM

Jim Deiters and Alex Todd discussed that two candidates that would be interviewed via Zoom tonight. Mr Deiters distributed the questions that each candidate would be asked.

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

A motion was made by Trustee Williams and seconded by Trustee Rice to move into executive session for the purpose of interviewing director candidates, at 6:56 PM.

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

Nays: None

Absent: Villarreal, Wimbush.

Motion Passed

A motion was made by Trustee Rice and seconded by Trustee Williams to reconvene open session, at 8:37 PM.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

Motion Passed

4. PUBLIC COMMENT

None

5. ADJOURNMENT

President Williams adjourned the meeting by consensus at 8:45 PM

SIGNED _____ DATE _____

**Special Board Meeting Minutes
of the
Maywood Public Library District**

October 6, 2022

1. CALL TO ORDER

The Special Meeting of the Maywood Public Library Board of Trustees was called to order by President Sanchez at 6:51 PM on Thursday October 6, 2022.

2. ROLL CALL

The roll was called as follows:

Present: Trustee Barber-Burnside, Lee, Rice, Williams, Sanchez

Absent: Trustees Villarreal, Wimbush .

There was a quorum present to conduct business.

Also present: Interim Director Kathy Parker and Jim Deiters and Alex Todd from Deiters & Todd.

3. DISCUSSION ITEM

Jim Deiters and Alex Todd discussed that two candidates that would be interviewed via Zoom tonight. Mr Deiters distributed the questions that each candidate would be asked.

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

A motion was made by Trustee Williams and seconded by Trustee Rice to move into executive session for the purpose of interviewing director candidates, at 6:58 PM.

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

Nays: None

Absent: Villarreal, Wimbush.

Motion Passed

A motion was made by Trustee Rice and seconded by Trustee Williams to reconvene open session, at 8:49 PM.

Ayes: Battle, Brown, Burford, Dixon, Gay, Williams

Nays: None

Absent: Cunningham

Motion Passed

4. PUBLIC COMMENT

None

5. ADJOURNMENT

President Williams adjourned the meeting by consensus at 8:50 PM

SIGNED _____ DATE _____

MAYWOOD PUBLIC LIBRARY DISTRICT								
SUMMARY OF MONTHLY CASH RECEIPTS & DISBURSEMENTS								
As of September 30, 2022								
CASH ACCOUNT	BEGINNING BALANCE 8/31/22	MONTHLY INTEREST	TRANSFERS	INCOME - PROPERTY TAX & INTEREST	OTHER INCOME	CASH DISBURSED	VOIDS, ADJUSTMENTS & BANK FEES	ENDING BALANCE 9/30/22
Petty Cash	\$ 75.00							\$ 75.00
Cash - Circulation	\$ 65.00							\$ 65.00
Seaway Bank - Payroll	\$ 66,386.34	\$ 4.04				\$ (36,092.17)		\$ 30,298.21
IL Funds - Primary	\$ 328,672.40							\$ 328,672.40
PMA - Construction Fund	\$ 22.20							\$ 22.20
Bank of NY - Escrow	\$ 36.60							\$ 36.60
US Bank - Primary	\$ 281,558.34				\$ 1,562.00		\$ (31.95)	\$ 283,088.39
US Bank - Accounts Payable	\$ 119,312.44					\$ (44,680.59)		\$ 74,631.85
TOTAL	\$ 796,128.32	\$ 4.04	\$ -	\$ -	\$ 1,562.00	\$ (80,772.76)	\$ (31.95)	\$ 716,889.65

Maywood Public Library
Statement of Financial Position - ALL FUNDS
As of September 30, 2022

	Total		
	As of Sep 30, 2022	As of Aug 31, 2022 (PP)	Change
ASSETS			
Current Assets			
Bank Accounts			
1001011 Petty Cash	75.00	75.00	0.00
1001511 Cash - Circulation	65.00	65.00	0.00
1020311 Seaway Bank & Trust - Payroll	30,298.21	66,386.34	-36,088.13
1050011 IL Funds - Primary	328,672.40	328,672.40	0.00
1060073 PMA - Construction Fund	22.20	22.20	0.00
1070411 Bank of New York - Escrow 2	36.60	36.60	0.00
1080011 US Bank - Primary	283,088.39	281,558.34	1,530.05
1080111 US Bank - Accounts Payable	74,631.85	119,312.44	-44,680.59
1099011 Cash Allocated to Other Funds	-701,337.74	-701,337.74	0.00
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90	0.00
1099078 Allocated Cash - Working Cash	258,366.98	258,366.98	0.00
1099091 Allocated Cash - FICA Bond	366,313.43	366,313.43	0.00
1099092 Allocated Cash - IMRF Fund	101,463.05	101,463.05	0.00
1099093 Allocated Cash - Unemp Fund	16,025.37	16,025.37	0.00
1099094 Allocated Cash - Workers Comp Fund	8,005.43	8,005.43	0.00
1099095 Allocated Cash - Liab Ins Fund	-87,895.42	-87,895.42	0.00
1099096 Allocated Cash - Audit Fund	-6,250.00	-6,250.00	0.00
Total Bank Accounts	\$ 716,889.65	\$ 796,128.32	\$ -79,238.67
Total Current Assets	\$ 716,889.65	\$ 796,128.32	\$ -79,238.67
TOTAL ASSETS	\$ 716,889.65	\$ 796,128.32	\$ -79,238.67
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100011 Accounts Payable	-46.08	-46.08	0.00
Total Accounts Payable	\$ -46.08	\$ -46.08	\$ 0.00
Other Current Liabilities			
2102011 State Tax Withheld	5,784.54	5,784.54	0.00
2103011 FICA Withheld	-0.01	-0.01	0.00
2104011 IMRF Withheld	409.82	-678.01	1,087.83
2104511 IMRF-VAC	384.23	205.68	178.55
2105011 Credit Union I Withheld	2,477.32	1,707.32	770.00
2106011 Credit Union II Withheld	735.00	685.00	50.00
2107011 Medical Insurance Withheld	29.70	29.70	0.00
2108011 Pepsco Withheld	235.00	235.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85	0.00
2222211 Cash Advance - Credit Card	163.34	163.34	0.00
Total Other Current Liabilities	\$ 10,236.79	\$ 8,150.41	\$ 2,086.38

Maywood Public Library
Statement of Financial Position - ALL FUNDS
As of September 30, 2022

	Total		
	As of Sep 30, 2022	As of Aug 31, 2022 (PP)	Change
Total Current Liabilities	\$ 10,190.71	\$ 8,104.33	\$ 2,086.38
Total Liabilities	\$ 10,190.71	\$ 8,104.33	\$ 2,086.38
Equity			
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03	0.00
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90	0.00
2900078 Fund Balance - Working Cash	258,366.98	258,366.98	0.00
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43	0.00
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05	0.00
2900093 Fund Balance - Unemployment	16,025.37	16,025.37	0.00
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43	0.00
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32	0.00
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00	0.00
Opening Balance Equity	-6,624.18	-6,624.18	0.00
Retained Earnings	637,084.55	637,084.55	0.00
Net Revenue	-239,610.24	-158,285.19	-81,325.05
Total Equity	\$ 706,698.94	\$ 788,023.99	\$ -81,325.05
TOTAL LIABILITIES AND EQUITY	\$ 716,889.65	\$ 796,128.32	\$ -79,238.67

Friday, Oct 14, 2022 10:50:51 AM GMT-7 - Accrual Basis

Maywood Public Library

YTD Actuals vs ANNUAL Budget

July - September, 2022

	Total			
	Actual	Budget	Remaining	% Remaining
Revenue				
3001011 Tax Revenue - Current	18,461	1,328,626	1,310,165	98.61%
3021011 Personal Prop Replacement Tax		60,000	60,000	100.00%
3030011 Per Capita Grant		34,442	34,442	100.00%
3070011 Copy Machine		2,000	2,000	100.00%
3080011 Lost and Paid		150	150	100.00%
3095011 General Sales		25	25	100.00%
3095511 Book Sales	201	25	-176	-704.00%
3123011 Vending Machine Income		1,500	1,500	100.00%
3130011 Miscellaneous Income	136	300	164	54.67%
3132511 Maywood Book Income		300	300	100.00%
3302011 Interest - All Bank	17	200	183	91.50%
3302311 Interest - SB&T Payroll	9		-9	
3304011 Interest - IL Funds Primary	1,055	200	-855	-427.57%
3608011 Passport Income	1,225	5,000	3,775	75.50%
Total Revenue	\$ 21,104	\$ 1,432,768	\$ 1,411,664	98.53%
Gross Profit	\$ 21,104	\$ 1,432,768	\$ 1,411,664	98.53%
Expenditures				
4010011 Salaries	96,636	575,000	478,364	83.19%
4040011 Healthcare Premium	14,388	65,000	50,612	77.86%
4050011 Trustee Development		3,500	3,500	100.00%
4051011 Staff Development	90	3,500	3,410	97.43%
4052011 Travel	52	2,000	1,948	97.42%
4060011 Professional Education	105		-105	
4070011 Membership Dues	198	4,400	4,202	95.50%
4080011 Adult Books	1,309	20,000	18,691	93.46%
4080012 YS Books	715	15,000	14,285	95.23%
4085011 SWAN Lost Books		2,000	2,000	100.00%
4090011 Periodicals	146	1,600	1,454	90.88%
4100011 Adult Audio Visual		7,500	7,500	100.00%
4100012 YS Audio Visual		7,500	7,500	100.00%
4105011 Software		7,000	7,000	100.00%
4106011 Technology	3,027	15,000	11,973	79.82%
4130011 Library Supplies	95	17,000	16,905	99.44%
4130511 Bank Fees	97	700	603	86.16%
4131011 Hospitality	308	2,000	1,692	84.60%
4135011 Printing	84	3,000	2,916	97.20%
4140011 Postage		1,500	1,500	100.00%
4150011 Telephone	1,374	10,000	8,626	86.26%
4160011 Publicity		5,000	5,000	100.00%
4170011 Professional Services	26,812	65,000	38,188	58.75%

Maywood Public Library
YTD Actuals vs ANNUAL Budget
 July - September, 2022

	Total			
	Actual	Budget	Remaining	% Remaining
4205011 Natural Gas	5,393	39,000	33,607	86.17%
4210011 Data Bases	1,793	9,000	7,207	80.08%
4215011 Water	2,653	11,000	8,347	75.88%
4225011 Electricity	32,277	90,000	57,723	64.14%
4235011 Garbage	1,290	4,500	3,210	71.34%
4240011 Maintenance of Equipment	6,974	35,000	28,027	80.08%
4250011 Contract Maintenance Building	11,752	60,000	48,248	80.41%
4256011 Janitorial Supplies	783	7,000	6,217	88.81%
4260011 General Maintenance - Building	7,984	35,000	27,016	77.19%
4265011 SWAN		26,000	26,000	100.00%
4290011 Public Programming (deleted)	55		-55	
4292011 Special Events		8,000	8,000	100.00%
4302011 Adult Programming	558	6,000	5,442	90.70%
4302012 YS Programming	101	4,000	3,899	97.48%
4310011 Equipment Purchase		5,000	5,000	100.00%
4311011 Capital Improvements		40,000	40,000	100.00%
4320011 Legal Fees	563	20,000	19,438	97.19%
6032011 Misc. Grant Expense	2,337		-2,337	
6123011 Vending Machine Expenses	406	2,000	1,594	79.72%
9150091 FICA Expenditures	7,393	44,000	36,607	83.20%
9250092 IMRF Expenses - District	28,374	93,085	64,711	69.52%
9350093 Unemployment Insurance	1,309	5,000	3,691	73.82%
9450094 Insurance - Workers Comp		1,000	1,000	100.00%
9550095 Insurance - Liability		35,000	35,000	100.00%
9650096 Audit		7,000	7,000	100.00%
Uncategorized Expense	3,283		-3,283	
Total Expenditures	\$ 260,714	\$ 1,419,785	\$ 1,159,071	81.64%
Net Operating Revenue	\$ -239,610	\$ 12,983	\$ 252,593	1945.57%
Net Revenue	\$ -239,610	\$ 12,983	\$ 252,593	1945.57%

Friday, Oct 14, 2022 10:52:50 AM GMT-7 - Accrual Basis

Maywood Public Library

Statement of Activity by Class

July - September, 2022

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy- ment Fund	TOTAL
Revenue					
3001011 Tax Revenue - Current	18,461				18,461
3095511 Book Sales	201				201
3130011 Miscellaneous Income	136				136
3302011 Interest - All Bank	17				17
3302311 Interest - SB&T Payroll	9				9
3304011 Interest - IL Funds Primary	1,055				1,055
3608011 Passport Income	1,225				1,225
Total Revenue	\$ 21,104	\$ 0	\$ 0	\$ 0	\$ 21,104
Gross Profit	\$ 21,104	\$ 0	\$ 0	\$ 0	\$ 21,104
Expenditures					
4010011 Salaries	96,636				96,636
4040011 Healthcare Premium	14,388				14,388
4051011 Staff Development	90				90
4052011 Travel	52				52
4060011 Professional Education	105				105
4070011 Membership Dues	198				198
4080011 Adult Books	1,309				1,309
4080012 YS Books	715				715
4090011 Periodicals	146				146
4106011 Technology	3,027				3,027
4130011 Library Supplies	95				95
4130511 Bank Fees	97				97
4131011 Hospitality	308				308
4135011 Printing	84				84
4150011 Telephone	1,374				1,374
4170011 Professional Services	26,812				26,812
4205011 Natural Gas	5,393				5,393
4210011 Data Bases	1,793				1,793
4215011 Water	2,653				2,653
4225011 Electricity	32,277				32,277
4235011 Garbage	1,290				1,290
4240011 Maintenance of Equipment	6,974				6,974
4250011 Contract Maintenance Building	11,752				11,752
4256011 Janitorial Supplies	783				783
4260011 General Maintenance - Building	7,984				7,984
4290011 Public Programming (deleted)	55				55
4302011 Adult Programming	558				558
4302012 YS Programming	101				101
4320011 Legal Fees	563				563
6032011 Misc. Grant Expense	2,337				2,337

Maywood Public Library

Statement of Activity by Class

July - September, 2022

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploym ent Fund	TOTAL
6123011 Vending Machine Expenses	406				406
9150091 FICA Expenditures		7,393			7,393
9250092 IMRF Expenses - District			28,374		28,374
9350093 Unemployment Insurance				1,309	1,309
Uncategorized Expense	3,283				3,283
Total Expenditures	\$ 223,638	\$ 7,393	\$ 28,374	\$ 1,309	\$ 260,714
Net Operating Revenue	\$ -202,534	\$ -7,393	\$ -28,374	\$ -1,309	\$ -239,610
Net Revenue	\$ -202,534	\$ -7,393	\$ -28,374	\$ -1,309	\$ -239,610

Friday, Oct 14, 2022 10:53:18 AM GMT-7 - Accrual Basis

MAYWOOD PUBLIC LIBRARY DISTRICT

MAYWOOD PUBLIC LIBRARY DISTRICT

ACCOUNTS PAYABLE

OCTOBER 2022

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2657	Ancel Glink	4320011	Legal Fees	3179830	\$ 1,012.50	\$ 1,012.50
	140 S. Dearborn St. # 600					
	Chicago, IL 60603					
2658	Anderson Elevator	4240011 Maint. Of Equip.	Carnegie Bldg	62739-Y4WS	\$ 1,897.50	\$ 2,188.50
	2801 South 19th Ave.	4250011 Contract Maint. Bldg	Maintenace	62085-N0B6	\$ 291.00	
	Broadview, IL 60155-4758					
2659	Baker & Taylor	4080011 Adult Books		2037009836	\$ 11.15	\$ 1,503.82
	P.O. Box 277930	"		2036984192	\$ 332.72	
	Atlanta, GA 30384-7930	"		2037004437	\$ 393.72	
		"		2036999819	\$ 51.28	
		"		2036968517	\$ 164.55	
		4080012 YS Books		2037009836	\$ 522.90	
		4080012 YS Books		2036999819	\$ 8.84	
		"		2036990424	\$ 18.66	
		"				
2660	Bank of America	4130511 Bank Fees	Late Fees		\$ 111.53	\$ 3,681.42
	P.O. Box 15796	4080011 Adult Books			\$ 2,023.20	
	Wilmington, DE 19886-5796	4140011 Postage			\$ 895.00	
		4106011 Technology			\$ 501.69	
		4070011 Membership Dues			\$ 150.00	
2661	Chicago Tribune	4090011 Periodicals	Newspaper	60150239	\$ 187.42	\$ 187.42
	P.O. Box 8027					
	Willoughby, OH 44096-8027					
2662	Comcast for Business	4106011 Technology	Internet	8771 20 001 0331433	\$ 156.85	\$ 156.85
	P.O. Box 70219					

MAYWOOD PULIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
	Philadelphia, PA 19176-0219					
2663	Daniela Martinez	4302012 YS Programming	Decorations Hispanic Heritage		\$ 92.05	\$ 136.25
		"	Decorations Escape Room		\$ 44.20	
2664	Illinois Library Association	4050011 Trustee Dev.	Conference		\$ 800.00	\$ 1,000.00
	33 W. Grand Ave., Suite 401	4051011 Staff Dev.	"		\$ 200.00	
	Chicago, IL 60654-6799					
2665	Kathy Parker Consulting	4170011 Professional Svc.	Consulting	MPLD2022-04	\$ 24,950.00	\$ 25,189.78
	17239 Oriole Ave.	4256011 Janitor Supplies	Supplies	"	\$ 133.09	
	Tinley Park, IL 60477	4131011 Hospitality	Edible Arrangement	"	\$ 106.69	
2666	Konica Minolta Business Sol.	4240011 Maint. Of Equip.	Copier Meters	282439926	\$ 59.51	\$ 126.03
	Dept. CH 19188	"	"	282431606	\$ 58.55	
	Palatine, IL 60055-9188	"	"	282430762	\$ 7.97	
2667	MidAmerican Energy Svcs.	4225011 Electricity	Electricity	228692	\$ 6,042.45	\$ 6,042.45
	P.O. Box 8019					
	Davenport, IA 52808-8019					
2668	Muellermist Service	4250011 Contract Maint Bldg	Winterization Compressor 2	122263	\$ 443.75	\$ 443.75
	P.O. Box 6400					
	Broadview, IL 60155					
2669	Pedro Diaz	4260011 General Maint Bldg	Materials to Fix Toilets		\$ 227.92	\$ 227.92
2670	Peerless Network	4150011 Telephone	Telephone Service	1212195	\$ 529.56	\$ 529.56
	P.O. Box 76112					
	Cleveland, OH 44101-4755					
2671	Rhonda Fentry	4302011 Adult Programming	11/1/22 Program		\$ 50.00	\$ 50.00
2672	Rhonda Fentry	4302011 Adult Programming	11/15/22 Program		\$ 60.00	\$ 60.00

MAYWOOD PULIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2673	Ross & Jacks Landscpng	4250011 Contract Maint Bldg	September Maint.	95009	\$ 1,100.00	\$ 1,100.00
	P.O. Box 65					
	Elmhurst, IL 60126					
2674	Royale Bezjian Inc.	4250011 Contract Maint Bldg	Mat Service		\$ 170.00	\$ 170.00
	1670 N. Mannheim Rd.					
	Stone Park, IL 60165					
2675	SignCo	4160011 Publicity	Yard Signs	72803	\$ 300.00	\$ 300.00
	1955 Cornell Ave.					
	Melrose Park, IL 60160					
2676	SWAN	4265011 SWAN Fees	Fees	9548	\$ 6,233.75	\$ 11,446.75
	P.O. Box 62856	4210011 Databases	EBSCO	9625	\$ 5,213.00	
	Carol Stream, IL 60197-6286					
2677	Village of Maywood Health	4040011 Healthcare Prem.	Health ins.	1023	\$ 1,938.38	\$ 1,938.38
	40 Madison St.					
	Maywood, IL 60153					
2678	Village of Maywood Water	4215011 Water	Meter 67121394	427405652-00	\$ 922.92	\$ 1,908.43
	40 Madison St.		Meter 67282349	427403007-00	\$ 985.51	
	Maywood, IL 60153					
2679	ATLAS	4051011 Staff Dev.	Multi-Library Staff Day		\$ 135.00	\$ 135.00
	54 East 31st Street					
	Steger, IL 60475					
2680	Royal Pipe & Supply	4260011 Maint. Of Bldg	Pipe Valves, etc.	S1555538.001	\$ 907.57	\$ 900.38
	2400 Lake St./P.O. Box 1527		Credit	S1555883.001	\$ (7.19)	
	Melrose Park, IL 60161					
2681	Santanna Energy Svcs.	4225011 Electricity	Electricity	5581640000	\$ 10.77	\$ 10.77
	26697 Network Place					
	Chicago, IL 60673-1266					

MAYWOOD PUBLIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2682	Tsavant, Inc.	4106011 Technology	Web Hosting	MP0019	\$ 860.00	\$ 860.00
	2117 Chilmark Ln.					
	Schaumburg, IL 60193					
TOTAL						\$ 61,305.96

Approved by:

Date:

Maywood Public Library District

Interim Director Report

October 2022

Budget/Finances

.02 Building & Maintenance Levy: The levy will be an agenda item at this month's meeting.

I feel that I am just getting a full grasp and control over the monthly bills. I'm fairly certain I have found all of the library's regular vendors. I want to take another look at the budget and determine if there needs to be an amendment of the budget in the coming months to better reflect where we are spending our monies and if anything needs to be reallocated.

Community Engagement:

The Mexican Consulate appointments went swimmingly. We had over 900 people enter the library for appointments, with many using the computers, getting library cards and checking items out.

Hours

We have sat down and discussed adding additional hours so that we are open 10-7 Monday – Thursday. Given that we are still down staff, it is not feasible until we hire the new Head of Information Services and at least one library assistant. We don't have the bodies for coverage.

We are evaluating this consistently and we will be adding more hours as soon as we get more people.

Facility

I have asked the elevator company to give me a quote to replace the elevator in the Carnegie side. It is being repaired monthly, for more than \$1000 each time. It will be expensive to replace, however it is so old that many parts are obsolete. It is something that will need to be planned for in the not so distant future.

IMRF Audit:

The IMRF audit has been completed and there are 6 pages of compliance issues that I must address. Notably, there were staff who have been IMRF eligible (meaning they worked more than 1000/annually) and should have been entered into IMRF by Ms Zaabel as soon as they hit the 1000 mark. For one employee, I need to go back several years on non-compliance, for 2 others, just a year back. Also, all the bonuses' staff received over the years are reportable to IMRF and I must go back and report those for any staff who were IMRF eligible.

Once I have complied with all the recommendations there will be some adjustments that will require us to pay into IMRF for those years of non-compliance. I am not sure of the amount at this time. I will know once I finish the work.

Staff

Daniela Martinez is busy interviewing for library assistants and Nydia Robinson is seeking 2 additional circ clerks. I have been soliciting resumes for Head of Information Services.

Sick Leave

Maywood Public Library District provides regular, full-time and part-time employees paid time off in the event of the employee's own illness, injury or scheduled medical or dental appointments, or in the event of the employee's qualified family member's illness, injury or scheduled medical or dental appointments.

A qualified family member includes an employee's biological child, step-child, adopted child, foster child, legal ward child, grandchild or any other child in loco parentis, spouse, domestic partner, sibling, parent or step-parent, mother-in-law or father-in-law, and grandparent.

Full-time employees shall accrue 7.5 hours (1 day) of sick leave per month, up to a maximum accumulation of 240 days per IMRF retirement policies. Part-time employees shall accrue 4 hours of sick leave per month, up to a maximum accumulation of 240 days. Employees who have accrued the maximum of 240 days may not accrue beyond the 240-day maximum

Sick leave will be paid in increments based on the hours for which the employee was scheduled to work. Sick leave may also be requested in 1-hour increments for the purposes of allowing employees to attend their medical/dental appointments, pick up prescriptions and/or take care of any other medically related needs pertaining to aforementioned persons identified above.

In order for the employee to receive compensation while on sick leave, the employee must notify their immediate supervisor prior to the hour stated for beginning their daily duties. If sudden illness makes it impossible for an employee to request sick leave one (1) hour before their daily duties, the employee must notify their supervisor as soon as reasonably practicable, but ordinarily with one (1) hour after their scheduled start time.

For sick leave more than three (3) consecutive business days, or frequent absences claimed as sick days, the employee may be required to provide written verification from a licensed medical doctor to the effect the illness or injury involved was sufficient to justify the employee's absence from work and certifying also the employee is medically fit to return to work. If an employee does not provide appropriate medical documentation, the employee will not be allowed to return to work, and such time off will

be considered unpaid leave of absence subject to the terms and conditions of this policy. Employees absent for three (3) consecutive days without notifying their supervisor will be considered to have voluntarily resigned.

Any illness that occurs during an employee's scheduled vacation or on a designated holiday is considered holiday or vacation time and not sick leave.

No compensation will be paid for unused sick days at the end of an employee's employment. Illinois Municipal Retirement Fund (IMRF) eligible employees may credit unused sick leave toward service time for retirement in accordance with IMRF rules and regulations.

No sick leave is accrued by an employee on an unpaid leave of absence.

Any employee receiving compensation under the Worker's Compensation Law is not eligible for sick benefits for the same incident or absence.

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NEW POLICY Vacation

Maywood Public Library District provides regular, full-time and part-time employees paid vacation leave benefits. Vacation time is calculated on calendar year according to the schedule below. Benefit-eligible employees accrue paid vacation each pay period in which they work, take approved paid time off, or take approved unpaid FMLA.

To schedule vacation time, employees must submit a completed leave form to their supervisor at least two (2) weeks before the requested leave period. Employees must ensure they have enough accrued leave available to cover the dates requested. Requests will be approved based on several factors, including but not limited to department operating and staffing requirements. If vacation requests conflict within a department and departmental operations are such that the conflicting parties cannot be spared at the same time, the department manager shall decide the issue on the basis of seniority and/or skill needs. The supervisor shall return the leave request to the employee within three (3) business dates from submission indicating whether the request was approved or denied. If denied, the supervisor shall provide an appropriate reason on the form returned to the employee.

Employees are encouraged to use vacation time in the calendar year in which it accrues and are permitted to take up to two weeks of vacation at one time. Vacation requests over two weeks must be approved, in writing by the library director.

One week (5 days) of unused vacation may be carried over into the following year. Carry over of over five (5) days must be requested and approved by the library director in writing. Any unused vacation time in excess of the carry-over five (5) day maximum or library director approved amount will be lost at the end of the calendar year. Unused vacation time will be paid out upon termination of employment from the library.

Commented [KP1]: Not sure what board thinks of the 5 day carryover or go with use it or lose it for new staff who are hired.

Employees will not accrue vacation time during unpaid leaves of absence, except for approved FMLA or ADA leaves of absence.

The vacation time award is as follows:

Director: Upon hire, the Director receives 20 vacation days. After 5 years, a day for each year of additional employment will accrue (25 days at 10 years, 30 days at 15-years). A maximum of 30 vacation days can be earned.

Managers/Supervisors: Upon hire, a Manager/Supervisor receives 15 vacation days. After 5 years, a day for each year of additional employment will accrue (20 days at 10 years, 25 days at 15 years). A maximum of 25 vacation days can be earned.

Full-Time Staff: Upon hire, Full-Time staff receives 10 vacation days. After 5 years, a day for each year of additional employment will accrue (15 days at 10 years, 20 days at 15 years). A maximum of 20 vacation days can be earned.

Part Time Staff: Vacation is calculated on the average hours an employee worked in their previous calendar year and is awarded in hours. A new employee's vacation time is based on the average hours worked in an average week. Calendar year is January 1–December 31. Calculation is as follows:

Total number of hours worked annually ÷ 52 = average weekly hours.

After 5 years, 5 more hours for each additional year of employment will accrue (an additional 25 hours at 10 years, an additional 50 hours at 15 years).

A maximum of 50 additional hours can be earned.

Vacation for new employees will be awarded after 180 days of employment, on a prorated basis. Proration will be calculated on 26 weeks in lieu of 52.

Employees who change status from regular part-time to full-time or from full-time to regular part-time begin accruing at the new rate on the effective date of the change. Years of service accumulated during regular part-time status will count towards vacation eligibility if the employee changes status to full-time.

Vacation is paid at the employee's rate of pay in effect at the time the employee uses the vacation time. Vacation time is paid leave. Staff may not work and collect vacation pay at the same time. There will be no cash reimbursement instead of taking paid leave. Payment for accrued but unused vacation will be made to employees who separate employment from the library.

Employees hired prior to the passage of this policy shall not forfeit any accrued vacation time. However, said employees shall not accrue additional vacation time until their previously accrued time is at one (1) week at which point said employees will receive vacation time under the new policy.

This policy replaces any prior vacation policies approved by the Board of Trustees.

The policy is in force immediately after board approval and is subject to change from time to time. Nothing in this policy creates an employment contract or any promise of continued employment.

FOR REVIEW
Current Policy

VII. Vacation

- A. All full-time staff members shall earn vacation credit at the rate of ten working days per year. After five years of employment, the rate will be 15 working days per year; after ten years, the rate will be 20 days per year.
- B. The Library Director shall earn vacation credits at the rate of 20 working days per year.
- C. In addition to vacation days, full-time staff members hired prior to July 1, 2016 shall earn 3 days of leave per year, not cumulative, for personal business. This day cannot be taken before or after a vacation day or holiday.
- D. Full-time staff members shall have their birthday or a day of their choosing as a paid leave day, not cumulative.
- E. Vacation credits may not be accrued in excess of twenty-five days without prior approval of the Library Director. The Library Director shall schedule vacations to meet the needs of the Library and, insofar as possible, the staff member.

STATE OF ILLINIOS)
) ss.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, John Rice, the duly qualified and acting Secretary of the Board of Library Trustees of the Maywood Public Library District, Cook County, Illinois and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE AUTHORIZING THE LEVY OF AN ADDITIONAL TAX
FOR MAINTENANCE REPAIRS AND ALTERATION
OF THE LIBRARY BUILDING AND EQUIPMENT

Adopted at a regular meeting of the Board of Trustees held on the 19th day of October 2022.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of October, 2022.

John Rice, Secretary

**ORDINANCE AUTHORIZING LEVY OF AN ADDITIONAL TAX
FOR THE MAINTENANCE REPAIRS AND ALTERATION
OF THE LIBRARY BUILDING AND EQUIPMENT**

WHEREAS, ss35-5 of the Public Library District Act of 1991 (75 ILCS 16/35/5) authorizes the levy of an additional tax of .02% of the value of all taxable property in the District, as equalized or assessed by the Department of Revenue for the maintenance, repairs and alterations of the Library building and equipment.

NOW, THEREFORE, BE IT ORDAINED BY THE Board of Library Trustees of the MAYWOOD PUBLIC LIBRARY DISTRICT, Cook County, Illinois, that it hereby determines to levy an additional tax of .02% of the value of all taxable property in the District, as equalized and assessed by the Department of Revenue for the maintenance, repairs, and alterations of the Library building and equipment.

BE IT FURTHER ORDAINED that within fifteen (15) days after the adoption of this Ordinance, the Secretary shall publish it at least once in one or more newspapers published in the District, or if no newspaper is published therein, then in one or more newspapers with a general circulation within the District.

BE IT FURTHER ORDAINED that if no petition is filed with the Board of Library Trustees by November 19, 2022 thirty (30) days after the aforesaid publication, the District shall then proceed with the levy of said additional tax. However, if within the thirty (30) day period, a petition is filed with the Board of Library Trustees, signed by electors of the District equal in number to 760 or more of the electors (being 10% or

more of the registered voters of the Library District) in the Library District, asking that the question of levying such a .02% tax be submitted to the electors of the District, the question shall be submitted at the end of the consolidated election. If a majority of votes cast upon the question are in favor thereof, the Board of Library Trustees may levy an additional tax. The Secretary of the District shall provide a petition form to any individual requesting one.

ADOPTED and effective the 19th day of October, 2022 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

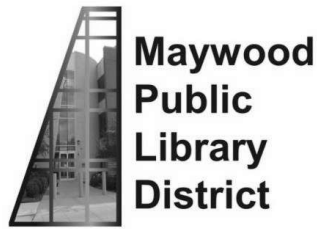
ABSENT: _____

Erica Sanchez, President

Attest:

John Rice, Secretary

Published by me this 19th day of October, 2022



Serving Our Public 4.0: Standards for Illinois Public Libraries

Per Capita Grant Review

MPLD Status Summary

Chapter- Standard or Checklist	FY23 Grant app	FY24 Grant app	FY25 Grant App
Chapter 1 Core Standards			
Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users	Y		
Core 2 The library is established and operates in compliance with Chapter 75 of the <i>Illinois Compiled Statutes</i>	Y		
Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the <i>Illinois Compiled Statutes</i> .	Y		
Core 4 The library complies with all other state and federal laws that affect library operations.	Y		
Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) <i>Library Bill of Rights</i> and other ALA intellectual freedom statements and interpretations	Y		
Core 6 The library adopts and adheres to the <i>Code of Ethics of the American Library Association</i> . The library adopts and adheres to the <i>Public Library Trustee Ethics Statement</i> , developed by United for Libraries, a division of ALA.	Y		
Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues	Y – needs to be reviewed		
Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.)	Y – will have one by the time the grant is due in January 2023		
Core 9 The board of trustees meets regularly, in accordance with the <i>Illinois Compiled Statutes</i> , with the library administrator in attendance. All board meetings and board committee meetings shall comply with the <i>Open Meetings Act</i> .	Y		

Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.	Y		
Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff	Y		
Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.	Y		
Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate.	N – this is to be worked on by new library director in coming year		
Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.	Y		
Core 15 The board of trustees annually reviews the performance of the library administrator	N – will going forward		
Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.	Y		
Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing	Y		
Core 18 The library utilizes a variety of methods to communicate with its community	Y		
Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.	Y		
Core 20 A library is open a minimum of fifteen hours per week according to the <i>Illinois Administrative Code</i> [23 Ill. Adm. Code 3030.110].	Y		
Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the <i>Illinois Public Library Annual Report</i> statewide percentages analysis	Y		
Core 22 The library board and staff promote the collections and services available to its community.	Y		
Core 23 At least every five years, and more frequently, if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.	Y		

Chapter 2 - Governance and Administration Checklist			
Library has an elected or appointed board of trustees	Y		
Library has a qualified library administrator	Y		
Library administrator files an <i>Illinois Public Library Annual Report</i> (IPLAR) with the Illinois State Library	Y		
Library administrator prepares monthly reports (including statistics) of operations and services for the boards review	Y		
Library administrator and/or library board prepares monthly fiscal reports the board's review	Y		
Library has a mission statement and a long-range/strategic plan	N – work on		
Library maintains an understanding of the community by surveys, hearings, and other means	N – work on		
Library board reviews library policies on a regular basis.	N-working on		
Library board members participate in local, state, regional, and national decision making that will benefit libraries	Y		
Library develops an orientation program for new board members.	Y		
Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible	Y		
Library keeps adequate records of library operations and follows proper procedures for disposal of records	N- not sure		
Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries	Y		
Library has a board-approved set of written by laws that govern the conduct of the board of trustees and its relationship to the library and staff	Y -need updating		
Library maintains insurance covering property and liability, including volunteer liability	Y		
Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel	N – work on		
Chapter 3 - Personnel Checklist			
Library has a board approved personnel policy	N – working on		
The library complies with state and federal laws that affect library operations	Y		
Library has staffing levels that are sufficient to carry out the library's mission	N – working on		
Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed	Y		
Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act	Y		
Library salaries and fringe benefits account for up to 70 percent of total operations budget	N – far below		
Library gives each new employee a thorough orientation	N – working on		
Library evaluates staff annually	N- work on		
Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible	N – working on		
Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration	? not sure		
Chapter 4 - Access Checklist			
The library provides the right amount of space of the right kind to meet the provisions of its long range plan	Y		
At least once every five years, the board directs a review of the library's long-term space needs	N – work on		

The staff are familiar with the requirements contained in the <i>Americans with Disabilities Act</i> (ADA) and work to address deficiencies in order to provide universal access to all patrons	Y		
The library, including branches or other service points, is located at a site that is determined to be most convenient for the community	Y		
The library provides adequate, safe, well-lighted, and convenient parking during all hours of services.	Y		
The library has the minimum required number of parking spaces	Y		
The library's entrance is easily identified, clearly visible, and well lighted	Y		
The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library	N -work on		
The library has adequate internal signage	N – work on		
The library's lighting levels comply with lighting standards	Y		
All signage is in compliance with applicable federal, state, and local regulations	?		
The library building supports the implementation of current and future telecommunications and electronic information technologies	?		
The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs	Y		
Space is allocated for child and family use with furniture and equipment designed for use by children	Y		
The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials	Y		
Chapter 5 – Building Infrastructure and Maintenance Standards			
The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule should depend on frequency of use, and other factors.	Y		
Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment	Y		
Elevators should be maintained at least annually, and should comply with applicable codes for safety	Y		
Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced)	Y		
The building facade should be inspected once a year	N -work on		
Parking lot resealing and restriping should be performed every one to three years.	?		
HVAC systems should be inspected and maintained at least twice a year (before summer and winter	Y		
Alarm system should be checked for proper operation at least once a year	Y		
Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights	Y -now it will be checked		
Emergency lighting should be checked once a month	N – work on		
Sprinkler systems should be inspected as required by code, but at least once per year	Y		
Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic	N – work on		
Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently	N- work on		

Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc	Y		
Landscaping sprinklers should be checked and maintained twice a year.	Y		
Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis	N – work on		
Hard surface flooring should receive thorough cleaning and/or polishing once per year	N – work on		
Window cleaning should be performed at least once per year	N – work on		
Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits	N/A		
Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis	N/A		
Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer	N/A		
Snow removal should be performed on an as-needed basis (either self-performed or contracted)	Y		
Egress paths should be checked once a month to ensure they are maintained open and free of obstructions	Y		
Facility Management Checklist – Ongoing Facility Maintenance Checklist			
Tuck pointing of masonry: On an as-needed basis	N – work on		
Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five-year interval	N		
Interior painting and wall coverings: On an as-needed basis	Y		
Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years	N/A		
Wood and trim components: On an as-needed basis.	N		
Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year	N		
Windows: Replace broken seals broken glass, caulking and glazing as needed	N		
Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.	N		
Landscaping: Inspect trees and sod replacement every one to two years	Y		
Graffiti removal: Perform on an as-needed basis	Y		
Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years	N/A		
Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis	N		
Facility Management Checklist - Capital Project Checklist			
<i>Warranties and professional consultation should determine capital project items</i>			
Parking lot reconstruction (not routine sealing)			
Re-roofing			
Window replacement			
HVAC equipment replacement			
Lighting replacements and upgrades			
Building additions			
Interior remodeling (carpeting, walls, furnishings, etc)			
Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades			
Major façade repairs			
Major code upgrades			

Facility Management Checklist - Capital Asset Plan Checklist			
<i>Any item that is not accounted for in library operating budget should be on this list.</i>			
Site elements such as parking lots, paving, site furnishings and signs			
HVAC systems			
Plumbing			
Elevators			
Building envelope including façade, windows and roofs			
Furnishings			
Facility Management Checklist - Environmentally Friendly Components			
<i>The best time to upgrade for energy code conformance is when a library does replacement of library systems</i>			
Roof			
Mechanical Systems			
Windows			
Library façade repair or replacement			
Lighting/LED			
Low-flow/water savings			
Chapter 6 - Safety Checklist			
The library provides a list of emergency call numbers at all staff phones in the library	N – work on		
The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers	N – work on		
The library has an emergency manual and disaster plan	N – work on		
The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator	N – working on		
The library provides a call list and contact information that is reviewed biannually	Y		
Emergency medical supplies are stored in a designated location and are accessible to staff	Y		
Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually	N – work on		
A prioritization list shows what should be salvaged in order of importance	N – work on		
A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures	N – work on		
A procedure exists for letting staff know when it is unsafe to enter the building	N – work on		
The library has a designated tornado shelter	Y		
Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked	N – work on		
The library provides adequate security for staff, users, and collections	Y		
The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library	N – work on		
At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation	Y		
Copies of the emergency manual and disaster plan are provided to community safety personnel	N – work on		

Youth Services Report September 2022

Overview:

Even though summer has left and fall has made its gracious presence, September still brought in the heat for the Youth Services Department! We've experienced an increase of patron participation in both programs and visitation. There were many days that patrons were coming in to just hang out, which was wonderful to see.

September has really motivated people to come back in. Throughout the month, I've had more drop-ins for programs than the previous months combined. For each program, I've had around 5-8 participants come in to attend our events that weren't registered for it. I do want to credit the increase of outreach events I've attended in August and September. These outreach events really allow us to connect with our community on a personal level outside the physical walls. Additionally, I've noticed that patrons have eagerly invited family members, friends, or neighbors to our programs. Thus, it can be assumed that these patrons have given us more shout outs because of their content with our services. In my program breakdown, I will describe with more detail how each one went.

As for the department, we are undergoing a lot of change. We've been working on making the YS floor much more colorful, organized, and inviting to our Maywood community. First, we've been displaying projects created by kids in our crafty afternoons on our walls. The display is called "Our Craft Artist" and can be found toward the middle of the floor. Second, we've already completed the beginning phase of our shifting project. This project's goal is to take inventory, shelf read, and review the books that are on our floor. Before, there were a lot of inconsistencies: missing books, incorrect shelving, and cataloging errors. With this project, I hope we can have a concise collection on our shelves that reflect the status of the catalog. Next, a little shout out to our staff member, Kiara! Because of her incredible art skill, we've started to paint carts with iconic book characters! Painting these carts will create a fun way to teach children on where to place books they will not check out back on the carts, instead of putting them back on the shelf. We are really trying to make sure we have a well-organized floor.

Programs:

1. **Anime Club:** Saturday, September 3rd @ 3:00 PM

- a. This fall, for the first time, we launched an Anime Club. This club meets the first Saturday of the month, and is recommended for those who love anything anime. Our goal for this club is to not only dive into a popular community, but to also have this community participant with the MPLD. The club's main purpose is to help cultivate our manga collection. Each month, after their activity, the club as a whole must suggest different manga titles, debate, and vote on which one should be bought next. It is really fun to watch them passionately argue which book is more important! This month, we had 4 members. We talked about different manga and anime we enjoyed watching.

2. **Toddler Storytime:** Tuesday, September 6th @ 11:30 AM & Tuesday, September 20th @ 11:30 AM

- a. This story time is designed for young children and families to listen to stories, sing songs, and learn new subjects each time. For both stories, I incorporated some Spanish words throughout to familiarize our toddlers with the language. The stories were all about the weather! With the help of our flannel board, we played a game of "Name that weather" where kids had to guess the weather as fast as they could. It was incredible how excited they were to answer, even if they were a little off. I do want to note that we've seen an increase of families coming in with younger babies. If the trend continues, I plan to start our baby story times.

3. Crafty Afternoons:

- a. 7th: With coffee filters, markers, and some water we made tie-dye butterflies. Each kid got 4 filters to make designs and placed them in a cup of water. After some time, the ink from the markers started to move upward. This was an easy and clear way to introduce children to displacement. It was a nice and easy science experiment.
- b. 14th: Pica Papel: Since it is the start of Hispanic Heritage Month, we taught the kids on the art of pica papel! They got the opportunity to make different shapes and designs with different kinds of paper: cardstock, tissue, construction, origami, and regular printer paper. The kids made multiple ones and left some for our department to display. Right now, you can find the pica papel hanging from our middle 3 pillars! Take a look!
- c. 21st: Open Craft (Adult and Kids): This craft was extremely busy! This was the first program I ran where it was split. This open craft session consisted of both adults and kids. On one side, kids were allowed to make journals, paint a small painting, create slime, or kinetic sand. On the other, adults were able to make wreaths, a flower vase, signs, or journals. Majority of patrons were able to do it on their own, but the little ones were eager to show off their creations. Overall, this program is a great way for families to have a space where they can spend time together and be creative!
- d. 28th: Step-by-step Spider Painting: This craft was ran by Kiara! She gave the kids step-by step instructions on how to paint a spider! The kids had a lot of fun learning how to make a spider, and the spiders can be found on "Our Crafty Artist" wall! On this date, I was at Irving Middle School for a High School Resource Fair event we were invited to.

4. Lego Club: Saturday, September 10th @ 3:00 PM

- a. For this club session, the kids had free play with the Legos. As a result, we had the kids create 2 different kingdoms: the Blue Kingdom and the Pink Kingdom! Please take a look at the YS front desk.

5. Preschool Storytime: Monday, September 12th @ 11:30 AM

- a. Preschool story times are always a fun time. We've maintained a following of various daycares and preschools to come and hear our stories.

6. Bilingual Storytime: Saturday, September 17th @ 12:00 PM & Wednesday, September 28th @ 4:30 PM

- a. It's Hispanic Heritage month! To acknowledge and celebrate, we hosted 2 bilingual story times where we sang songs in both languages, learned our colors, and how to count to 10! It was so much fun, especially because for this story time, we had a dance break in the end.

7. #BookTalk: Thursday, September 22nd @ 3:00 PM

- a. What's a library without a book club? Thursday was our first ever #BookTalk meeting! The goal is to give patrons an opportunity to discuss and talk with other book or story lovers about different things they read. It is a very loose type of book club because we won't be always reading different novels. We only had 2 participants, but I hope with more promotion, this club can be a great hit!

8. Table Top Trouble: Saturday, September 24th @ 3:30 PM

- a. Sometime people want to play board games! Since we had multiple families ask for some board games, we decided to create Table Top Trouble. This day allows patrons to play all the board games available at our library. This is a passive program, and will occur once a month.

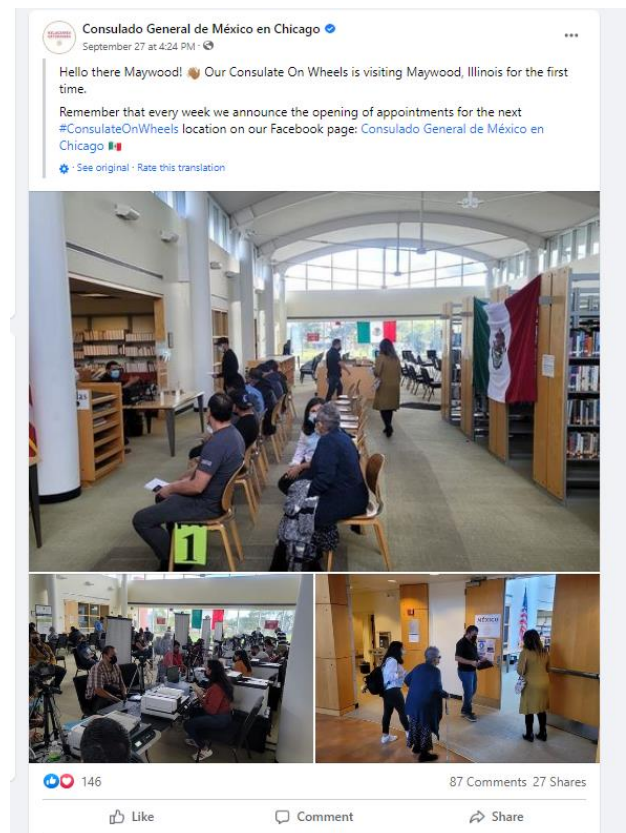
Outreach & Community:

1. Hispanic Heritage Month Celebration @ WDLA: Thursday, September 22nd @ 4:00 PM-5:30 PM

- a. This Celebration was the kick off to District 89's string of Family Nights at the District. At this event, I spoke to more than 110 families on what's going on at our library! I handed out flyers, newsletters, fake tattoos, and more. At this visitation, I was able to connect with Mike Rudolph, a Senior Outreach Coordinator at Riveredge Hospital. We started discussing about big events that each of our organization host, to where I mentioned *Letters to Santa*. Mike was very interested, and I explained what it is that we do. After I explained that the library gives kids gifts from Santa, Mike proposed that Riveredge Hospital would love to partner with the library to expand the gifts we give! I was delighted to hear and very much agreed. I will be following up with him shortly. The library will also be donating some of their withdrawn books to Riveredge Hospital for their inpatient library.

2. Mexican Consulate: Consulado Sobre Ruedas (Consulado Mobil): Tuesday, September 27th- Saturday, October 1st

- a. As mentioned in my report in August, I was finally able to make a connection with the consulate and partnered with them to host the very popular Consulado Mobil at our library! Again, The Consulado Sobre Ruedas is an equivalent to the DMV, but it is where Mexican citizens can obtain official documents such as birth certificates, passports, voter licenses, and more. Since it is extremely difficult for people to acquire an appointment, and it is something that is highly sought out by the community, having them at our library was a great way to give our community access to this resource. I am very proud to announce that having them here was a huge success! In the span of one week, the MPLD saw more than 900+ people! The people who came into the library were physically in awe by how beautiful the building was, and eagerly explained how happy they were to have an appointment here. The visitors were not reluctant to tell how long they waited or how far they have driven. We even had people that live in Indiana drive here! The Consulate team was such a delight too! Everything was located on the 3rd floor, and when the team arrived on Tuesday, they got straight to work. The 3rd floor was turned into what a DMV looks like in minutes. To recap, the Consulate was here on Tuesday (10:30 AM-3:00 PM), Wednesday through Friday (8:00 AM-3:00 PM), and Saturday (8:00 AM-1:30 PM). However, the end time just reflected the last appointment time that was available. Some days, they stayed until 4:30 PM. The first appointment for the entire week was at 10:30 AM, but by 9:00 AM, we already had a line forming in front of our doors. As soon as the consulate was ready and began accepting people, the crowd did not stop coming in. The leader, Luis, informed me that they space worked really well, and appreciated how well the library staff accommodate to their needs. Luis also stated the Consulate recognized that this was their first time ever to come to the town of Maywood. They were really happy to be here, and they stated



that they would love to come back. It is so hard to hold in my content for how well this partnership went. It was wonderful to be able to provide a service to our Maywood community that they really needed. We even had people acquire library cards right after they came down from their appointment. I am very proud of this partnership.

3. High School Resource Fair @ Irving Middle School:

- a. Irving Middle School hosted their annual high school resource fair for their graduating 8th graders. At this fair, I talked with 70+ families on what resources the library has for them. It was also so nice to be able to make a connection with Simone, an Outreach Coordinator from IMSA. I'm hoping we can create collaboration were IMSA can host some STEAM nights here for our patrons.

Webinars/Professional Development:

1. Booklist Webinars: *Trending Titles for Back to School*: Wednesday, September 14th @ 1:00 PM

- a. OverDrive's Digital Content Librarians discussed current content trends, highlighted their favorite titles from the sale, and shared best practices for increasing user engagement of a digital collection. It was very insightful to learn different tips on how to promote our current digital collection to our patrons.

Future Programs:

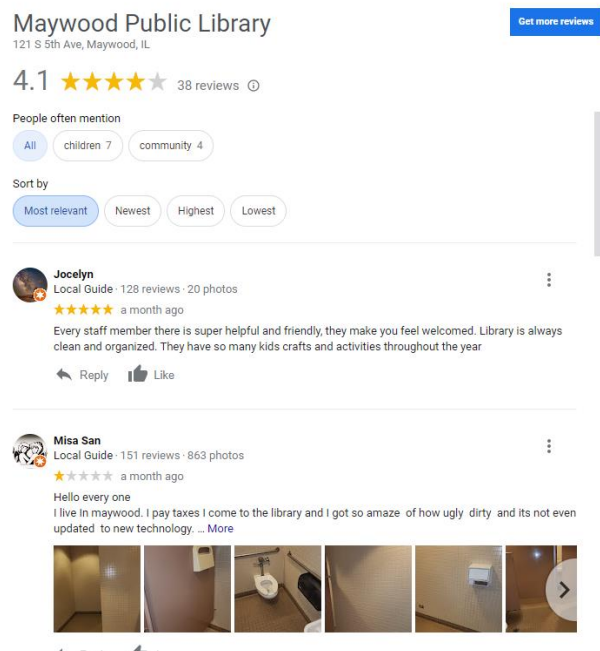
Future programs can be found here:

file:///C:/Users/dmartinez/Downloads/Fall%202022%20Newsletter%20Final.pdf

Other Notes:

On September 27thm 2022, I became the Passport Manager for our MPLD! This means I am in charge of passport services and inquires. At the same time, I also want to announce that our passport team is planning on expanding. By the end of the month of October, my goal is for us to have 6 passport agents on site. With this expansion, we are planning on patrons not needing appointments to get passports, they can just walk in. We will have 4 bilingual passport agents as well.

Next, I want to make aware of our Google rating. Our Google rating has gone up within the last month! We have been getting a lot of positive review from people who have visited our library. Someone went as far as giving me a shout out, which was exciting to see. However, we did get a concerning review. This person came into our library and took photos of our bathrooms. Mind you, our bathrooms are clean, but they are heavily outdated. It is important that we really make note of this. Our bathrooms are not user friendly. They are very dark, only have 3 stalls for adults and 2 for children. The sinks must be constantly pushed to get water out, and there isn't a place to put stuff down. I believe that we should urgently look into remodeling our bathrooms. It'll reinforce to our patrons that we



care about their health and concerns. Here is a screen grab of the review:


Maywood Public Library
121 S 5th Ave, Maywood, IL

4.1 ★★★★★ 38 reviews ⓘ

★★★★★ a month ago

Hello every one
I live in Maywood. I pay taxes I come to the library and I got so amaze of how ugly dirty and its not even updated to new technology.

The looks. Are from 1980 graphity on the baby holder. Eww it's 2022 remodel the bathroom get Mac computers
Paying takes. Raising taxes. Our maywoodians can get. A 2022 updated. Bathroom. State and federal and update this bathrooms computers etc.
We should be. Updated.
Having three floors.
We should have. More fun actives. For the youth and the kids. Money shouldn't be an issue if our mayor is doing the right thing.because we paying taxes



Reply 1

VU
Local Guide · 375 reviews · 2 photos

★★★★★ 4 months ago

Employees were very helpful, welcoming and efficient in assisting visitors needs
Great experience in the well lit and spacious facility

Reply 1

Maywood Public Library
121 S 5th Ave, Maywood, IL

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★★★★★ a month ago

Hello every one
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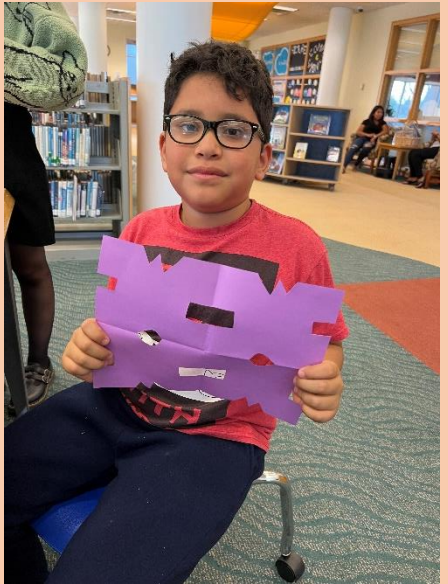
As always, if there is anything that you would like to know or have any questions, please feel free to email me or stop by for a nice chat!

Daniela Martinez

Head of Youth Services

dmartinez@maywoodlibrary.org

October 8, 2022





Our September in a collection of photos! These photos are from the following: Crafty Afternoons, The Hispanic Heritage Month @ WDLA, High School Resources Fair @ Irving, Mexican Consulate: Consulado Sobre Ruedas, our bulletin board, and on our water fountain.



Youth Service Program Stats: September 2022

1. **Anime Club:** Saturday, September 3rd @ 3:00 PM
 - a. Attendance: 7
2. **Toddler Storytime:**
 - a. Tuesday, September 6th @ 11:30 AM
 - i. Attendance: 13
 - b. Tuesday, September 20th @ 11:30 AM
 - c. Attendance: 14
3. **Crafty Afternoons:**
 - a. 7th: Butterflies: Attendance: 10
 - b. 14th: Pica Papel: Attendance: 13
 - c. 21st: Open Craft (Adult and Kids): Attendance: 21
 - d. 28th: Step-by-step Spider Painting: Attendance: 12
4. **Lego Club:** Saturday, September 10th @ 3:00 PM
 - a. Attendance: 6
5. **Preschool Storytime:** Monday, September 12th @ 11:30 AM
 - a. Attendance: 12
6. **Bilingual Storytime:**
 - a. Saturday, September 17th @ 12:00 PM: Attendance: 7
 - b. Wednesday, September 28th @ 4:30 PM: Attendance: 16
7. **#BookTalk:** Thursday, September 22nd @ 3:00 PM
 - a. Attendance: 3
8. **Table Top Trouble:** Saturday, September 24th @ 3:30 PM
 - a. Attendance: 5

Outreach & Community:

1. **Hispanic Heritage Month Celebration @ WDLA:** Thursday, September 22nd @ 4:00 PM-5:30 PM
 - a. People spoken to: 98
2. **Mexican Consulate: Consulado Sobre Ruedas (Consulado Mobil):** Tuesday, September 27th- Saturday, October 1st: Appointments:

Maywood Public Library Mexican Consulate

9/27-10/1/2022

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS
		27-Sep	28-Sep	29-Sep	30-Sep	1-Oct	
8:00			25	38	22	42	127
8:30			29	5	24	25	83
9:00			25	18	19	20	82
9:30			23	24	11	25	83
10.00		16	34	11	20	20	101

10:30	17	7	16	22	12	74
11:00	17	16	22	19	15	89
11:30	5	6	9	10	14	44
12:00	23	29	9	5	13	79
12:30	14	4	5	14	2	39
1:00	8	13	13	20		54
1:30	14	19	13	6		52
2:00	14	20	1	16		51
2:30	4	12	5	3		24
3:00	4	1				5
3:30						
TOTAL	136	263	189	211	188	987

This number does not include walk-ins. I am waiting for Luis, the Consulate Representative to send me exact numbers.

3. High School Resource Fair @ Irving Middle School:

- a. People Spoken to: 71