

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

Agenda

December 20, 2023  
6:30 p.m.

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. **Action Item:** Minutes Consent Agenda - *All items listed under this agenda item will be approved by one motion. There will be no separate discussion of these items unless a member of the audience or board requests the removal of an item for separate consideration. Any item removed for discussion will be considered after approval of the remaining Consent Agenda items.*
  - 5a. Approval of the minutes of the regular meeting held on November 15, 2023
  - 5b. Approval of the minutes of the executive session held on November 15, 2023
6. Communications & Announcements
7. **Action Item:** Treasurer's Report Consent Agenda - *All items listed under this agenda item will be approved by one motion. There will be no separate discussion of these items unless a member of the audience or board requests the removal of an item for separate consideration. Any item removed for discussion will be considered after approval of the remaining Consent Agenda items.*
  - 7a. Approve November 2023 Treasurers Report
  - 7b. Ratify the Accounts Payable for November 15, 2023, in the amount of \$4,828.35
  - 7c. Approval of Library Payroll for November 15, 2023, in the amount of \$23,228.26 and November 29, 2023, in the amount of \$26,623.47.
  - 7d. Ratify the IMRF payment for November 2023 in the amount of \$7,587.93.
  - 7e. Ratify the Accounts Payable for December 4, 2023, in the amount of \$18,896.28
  - 7f. Approve the Accounts Payable for December 18, 2023, in the amount of \$12,288.91
  - 7g. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.

# MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees  
Regular Board Meeting  
December 20, 2023  
Agenda

8. Library Director's Report
9. Committee Reports
10. Old Business
  - 10a. **Discussion/Action Item:** None
11. New Business
  - 11a. **Action Item:** Approve Director Mid-Year Review
  - 11b. **Action Item:** Approve Paid Leave Policy (to replace Vacation Policy, Personal Time Policy, and Sick Time Policy)
  - 11c. **Action Item:** Approve Employee Classification and Compensation Policy
  - 11d. **Action Item:** Approve Collection Management Policy
  - 11e. **Action Item:** Approve Resolution 24-01, A Resolution Adopting the American Library Association Library Bill of Rights Pursuant to Public Act 103-100
12. Comments from the Board
13. Executive Session –
  - Pursuant to 5 ILCS 120/2(c)(11), to discuss litigation “when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when a public body finds an action is probable or imminent.”
  - Pursuant to 5 ILCS 120/2(c)(1), to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body.”
14. Adjournment

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

**November 15, 2023**

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

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Williams at 6:39 PM on Wednesday, November 15, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Williams, Barber-Burnside, Sanchez, Banks, Rice, Villarreal, and Butler

Absent: none

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell.

**2. ADOPTION OF AGENDA**

President Williams asked for a motion to adopt the agenda. Trustee Burnside made a motion to amend the agenda by removing agenda item 14, Approval of the 6-Month Evaluation of Library Director and adopt the amended agenda. Trustee Sanchez seconded the motion.

President Williams called for a voice vote.

**Motion Passed**

**3. INTRODUCTION OF VISITORS**

There were no visitors attending the meeting.

**4. PUBLIC COMMENT**

There were no public comments.

**5. APPROVAL OF MINUTES**

President Williams asked for a motion to approve the minutes of the regular meeting minutes and the executive session minutes held on October 18, 2023. Trustee Rice made a motion to approve the minutes. Trustee Villarreal seconded the motion.

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

**November 15, 2023**

President Williams called for a voice vote. Two trustees indicated they were abstaining since they were not at the October meeting. President Williams called for a roll call vote.

Ayes: Williams, Rice, Villarreal, Sanchez, Banks  
Nays: None  
Abstain: Burnside, Butler

**Motion Passed.**

President Williams asked for a motion to approve the minutes of the Budget & Appropriation Hearing held on September 13, 2023. Trustee Sanchez made a motion to approve the minutes. Trustee Villarreal seconded the motion.

President Williams called for a roll call vote.

Ayes: Williams, Rice, Villarreal, Sanchez, Banks  
Nays: None  
Abstain: Burnside, Butler

**Motion Passed.**

**6. COMMUNICATION AND ANNOUNCEMENTS**

Library consultants Dieters & Todd sent a holiday card and chocolates to the Board.

Trustee Villarreal announced that Washington Dual Language Academy is hosting an Expo on November 29<sup>th</sup>, 2023, from 5:00 to 6:30 p.m. and they asked if the Library could have a table at the event to talk about the Library. She indicated that she would attend, if needed.

Director Shell provided communication from the Chicago Passport Agency congratulating the Library on receiving a perfect score on their Acceptance Facility Oversight Report. He also shared the email communication about the Legislative Lunch meet-up taking place on December 6th. He indicated that he would be attending, and that Trustee Butler and Trustee Banks requested a ticket to attend.

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

**November 15, 2023**

**7. TREASURER'S REPORT**

- 7a. Approve October 2023 Treasurers Report
- 7b. Approve the Accounts Payable for November 6, 2023, in the amount of \$40,100.58
- 7c. Approval of Library Payroll for October 18, 2023 in the amount of \$20,219.47 and November 1, 2023 in the amount of \$19,849.22.
- 7d. Ratify the IMRF payment for October 2023 in the amount of \$4,803.85
- 7e. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.

President Williams asked for a motion to approve the Treasurer's Report encompassing agenda items 7a through 7e. Treasurer Sanchez read agenda items and the Summary of Monthly Cash Receipts and Disbursements. A motion was made by Trustee Villarreal and seconded by Trustee Rice to approve all financial documents as presented.

Trustee Burnside asked Treasurer Sanchez if she noticed any discrepancies in the report. Treasurer Sanchez indicated nothing out of the ordinary stood out to her.

Trustee Villarreal asked for clarification on the \$21,690 refund check to LIMRiCC. Director Shell explained that LIMRiCC had paid out an unemployment claim to IDES that was eventually overturned so IDES refunded the money to the Library. As LIMRiCC paid out that claim, it was returned to them.

Treasurer Villarreal asked about the \$1,900.36 Adjustment/Bank Fee amount on the Summary of Monthly Cash Receipts & Disbursements. Director Shell said he would have to research that and report back to the Board as the Summary was created by the Business Office Administrator.

Treasurer Sanchez asked for confirmation that the two Nicor bills and the two water bills are for the two sections of the Library. Director Shell confirmed that one bill was for the Carnegie portion and the other was for the addition.

Trustee Villarreal asked for clarification on the expense marked as Travel. Director Shell explained this was to reimburse a staff member for travel costs associated with attending the ILA conference in Springfield, Illinois.

President Williams called for a roll call vote.

Ayes: Butler, Rice, Banks, Williams, Sanchez, Burnside, Villarreal  
Nays: None

**Motion Passed.**

Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT

November 15, 2023

8. DIRECTOR'S REPORT

Director Shell added the following remarks to supplement his written report:

Hach Construction was able to get the permit from the Village of Maywood and began work on expanding the concrete pad in front of the Library for the smart lockers. Because Hach Construction is local they are doing the work for free as a donation to the Library.

Also, the electrician was able to come back out and finish repairing the wiring to get the outside lights along south side of the building working again.

Trustees had the following statements/questions:

Trustee Sanchez asked for an update on the security camera and alarm system change. Director Shell indicated this would be covered in detail in a later agenda item.

Trustee Sanchez made a motion to accept the Director Report. Trustee Villarreal seconded the motion.

President Williams asked for an update on the outside digital marquee project. Director Shell explained that the costs of the digital sign warranted going out for public bid and that he had not had a chance to start that process. President Williams indicated she would prefer not hiring a consultant to conduct a public bid. Trustee Sanchez asked to be reminded of the previous quotes received. Director Shell recapped that one company would have been able to sell the digital sign for less than the public bid threshold and a separate company would have been able to install the digital sign for less than the public bid threshold, but that the Board did not like the mock-up that the company presented and preferred to go to public bid for a digital sign.

Trustee Sanchez commented to make sure our current vacation policy conforms to the Paid Leave For All Workers Act.

Trustee Butler asked that the Board packet more clearly identify which portions are the Director's report and which are the department reports.

Trustee Butler asked for clarification on the Digital Divide display in the rotunda. Director Shell explained that he had been contacted by Larry Stafford and asked if the Library would allow him to place an informational display in the rotunda about the *Closing the Digital Gap through Tech Awareness & Literacy Education* committee that he was a part of.

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

**November 15, 2023**

President Williams called for a voice vote to accept the Director report.

**Motion Passed**

**9. COMMITTEE REPORTS**

None

**10. OLD BUSINESS**

**10a. Security System Update**

Director Shell directed the Board to the packet comparing the two companies' proposals. President Williams asked for a motion to approve updating the library security system. Trustee Villarreal motioned to approve updating the library security system and Trustee Rice seconded the motion. After discussion, Trustee Burnside motioned to choose Forest Security for the new security system. Trustee Villarreal seconded the motion. Trustee Rice asked if areas of the library would be covered by security cameras. Director Shell indicated they would cover the same areas of the library the current system is covering.

President Williams called for a roll call vote.

Ayes: Rice, Banks, Williams, Sanchez, Burnside, Villarreal  
Nays: Butler

**Motion Passed.**

**10b. 2023/2024 Salary Schedule**

Director Shell presented the Board with recommendations to adjust the salary of specific positions to get them within benchmark minimums. A motion made by Trustee Villarreal and seconded by Trustee Burnside to approve the recommendations.

After discussion, the Board agreed to the recommendation to only change pay rates for positions which were falling under the benchmarked minimum pay, and, additionally, to bump up the pay rate for long-term positions whose salaries fall near benchmark minimums.

President Williams called for a roll call vote.

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

**November 15, 2023**

Ayes: Rice, Banks, Williams, Sanchez, Burnside, Villarreal, Butler  
Nays: None

**Motion Passed.**

10c. Staff Time Clock Discussion

Director Shell indicated that he had the existing time clock cleaned thoroughly and he developed a training course for staff to properly use the device. So far it is functioning correctly, so he will not look to purchase a replacement.

**11. NEW BUSINESS**

11a. FY24-03 Levy Ordinance

Director Shell presented the Board with a draft of the FY24-03 Levy Ordinance. President Williams called for a motion to adopt Ordinance FY24-03, an Ordinance Levying and Assessing Taxes of the Maywood Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024. Trustee Villarreal moved to adopt the Ordinance and Trustee Rice seconded the motion.

President Williams called for a roll call vote.

Ayes: Rice, Banks, Williams, Sanchez, Burnside, Villarreal, Butler  
Nays: None

**Motion Passed.**

11b. 2024 Holiday Closings

Director Shell presented the Board with a draft schedule of holiday closings for the 2024 calendar year. In addition to the existing holidays, he recommended closing early at 5:00 p.m. the day before Thanksgiving and the day before Independence Day. A motion made by Trustee Sanchez and seconded by Trustee Burnside to approve the holiday schedule. The Board discussed and agreed to adding the early closings, but also decided to remove the Presidents Day holiday completely and to change the New Year's Eve closing to an early 5:00 p.m. close.



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

**November 15, 2023**

President Williams called for a roll call vote.

Ayes: Rice, Banks, Williams, Sanchez, Burnside, Villarreal, Butler  
Nays: None

**Motion Passed.**

**11c. 2024 Board Meeting Dates**

Director Shell presented the Board with a draft schedule of Board meetings for the 2024 calendar year. A motion made by Trustee Sanchez and seconded by Trustee Burnside to approve the Board meeting schedule. The Board amended the schedule to remove the April 2024 and August 2024 meetings.

President Williams called for a roll call vote.

Ayes: Rice, Banks, Williams, Sanchez, Burnside, Villarreal, Butler  
Nays: None

**Motion Passed.**

**11d. Lamination Policy**

Director Shell presented the Board with a draft policy for providing lamination services to the public. President Williams asked for a motion to approve the Lamination Policy. A motion made by Trustee Burnside and seconded by Trustee Villarreal to approve the policy.

President Williams called for a voice vote.

**Motion Passed.**

**11e. Draft Compensation Policy**

Director Shell presented the Board with a draft policy that clarifies the various pay levels within the library, the library's commitment to pay an equitable wage, and to review the pay scale annually. This was just for the Board to review and suggest changes to be considered at a future meeting.

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

**November 15, 2023**

**12. COMMENTS FROM THE BOARD**

President Williams thanked Director Shell and the library staff for a job well done with reaching out to the community. She was pleased to see the library represented at various community events. And she also wanted to thank Doreen Berrien for her service to the library.

Trustee Burnside thanked Director Shell and the library staff for being proactive and responding to the various bereavements which occurred.

**13. EXECUTIVE SESSION**

President Williams asked for a motion to go into executive session pursuant to:

- 5 ILCS 120/2(c)11, to discuss litigation “when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when a public body finds an action is probable or imminent”; and
- 5 ILCS 120/2(c)(1), to discuss “the employment, compensation, discipline, performance, or dismissal of specific employees”.

A motion was made by Trustee Villarreal and seconded by Trustee Rice to go into executive session per the above exceptions.

President Williams called for a roll call vote to go into closed session.

Ayes:           Rice, Banks, Williams, Sanchez, Burnside, Villarreal, Butler  
Nays:           None

**Motion Passed. Entered closed session at 8:17 p.m.**

President Williams called for a motion to come out of closed session. Trustee Rice motioned to reconvene open session and Trustee Banks seconded the motion.

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

**November 15, 2023**

President Williams called for a roll call vote to come out of closed session.

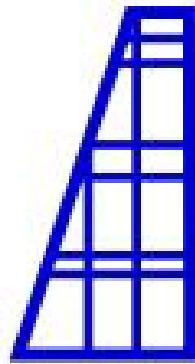
Ayes: Rice, Banks, Williams, Sanchez, Burnside, Villarreal, Butler  
Nays: None

**Motion Passed. Re-entered open session at 8:17 p.m.**

**14. ADJOURNMENT**

President Williams asked for a motion to adjourned the Regular Board Meeting by consensus at 8:17 PM.

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



**Maywood  
Public  
Library  
District**

# **MONTHLY FINANCIAL STATEMENTS**

**November 2023**

**Maywood Public Library District**  
**Summary of Monthly Cash Receipts & Disbursements**  
**As of November 30, 2023**

Account	Beginning Bal. 11/1/2023	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 11/30/2023
US Bank - Primary	\$ 939,888.08	\$ 75.87	\$ (100,000.00)	\$ 183,726.92	\$ 8,793.59			\$ 1,032,484.46
US Bank - Accounts Payable	\$ 145,133.50	\$ 12.45	\$ 100,000.00		\$ 470.54	\$ (100,071.03)		\$ 145,545.46
Illinois Funds - Primary	\$ 346,496.77	\$ 1,571.88						\$ 348,068.65
Cash - Circulation	\$ 325.00							\$ 325.00
Petty Cash	\$ 65.00							\$ 65.00
<b>Total</b>	<b>\$ 1,431,908.35</b>	<b>\$ 1,660.20</b>	<b>\$ -</b>	<b>\$ 183,726.92</b>	<b>\$ 9,264.13</b>	<b>\$ (100,071.03)</b>	<b>\$ -</b>	<b>\$ 1,526,488.57</b>

11/28/2023 Deposit

3021011	Pers Prop Replac Tax	\$ -
3032611	Other Grant Income	\$ 7,500.00
3060011	Fines	\$ -
3070011	Copy Machine	\$ 56.55
3080011	Lost and Paid	\$ 14.10
3095011	General Sales	\$ 13.24
3095511	Book Sales	\$ 2.00
3123011	Vending Machine Inc	\$ 352.00
3125011	Fax Machine	\$ -
3127011	Room Rental Income	\$ 65.00
3130011	Misc Income	\$ 124.70
3608011	Passport & License	\$665.00
3039011	Donations	\$1.00
	<b>Total Desposit</b>	<b>\$ 8,793.59</b>

AP Credit Card Deposits

	Nayax	Square
11/2/2023		\$ 56.29
11/6/2023		\$ 33.99
11/9/2023		\$ 7.45
11/10/2023	\$ 7.37	
11/14/2023		\$ 102.07
11/15/2023		\$ 67.98
11/17/2023	\$ 46.98	
11/20/2023		\$ 33.99
11/22/2023		\$ 11.10
11/24/2023	\$ 23.65	
11/28/2023		\$ 16.46
11/30/2023		\$ 63.21
	\$ 78.00	\$ 392.54
		<u>\$ 470.54</u>

**Maywood Public Library  
Accounts Payable #2  
November 15, 2023**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
11/15/2023	3109	Ancel Glink PC	Statement 97790	2100011 Accounts Payable	57.50	57.50
			Statement 97790	4320011 Legal Fees	57.50	
11/15/2023	3110	Anderson Elevator	INV 79535-S3D5	2100011 Accounts Payable	300.00	300.00
			INV 79535-S3D5	4250011 Contract Maintenance Building	300.00	
11/15/2023	3111	Belcore Electric		2100011 Accounts Payable	1,270.00	1,270.00
				4260011 General Maintenance - Building	1,270.00	
11/15/2023	3112	Demco, Inc.		2100011 Accounts Payable	181.44	181.44
				4130013 Tech Services Supplies	181.44	
11/15/2023	3113	Illinois Library Association	ILA Conference-J. Fruit	2100011 Accounts Payable	300.00	300.00
			ILA Conference-J. Fruit	4051011 Staff Development	300.00	

11/15/2023	3114	Midwest Lighting		2100011 Accounts Payable	47.73	47.73
			Inv. 144983	4260011 General Maintenance - Building	47.73	
11/15/2023	3115	Scholastic Literacy Initiatives		2100011 Accounts Payable	532.41	532.41
			Inv. # 101	4160011 Publicity	532.41	
11/15/2023	3116	Tsavant Inc.	InvMP0032	2100011 Accounts Payable	900.00	900.00
			InvMP0032	4170011 Professional Services	900.00	
11/15/2023	3117	US BANK		2100011 Accounts Payable	1,239.27	1,239.27
			Microsoft	4105011 Software	23.10	
			800 Flowers	4131011 Hospitality	114.72	
			CFS flowers & gift	4131011 Hospitality	113.97	
			Westbend Mutual	4051011 Staff Development	20.00	
			" "	4051011 Staff Development	20.00	
			" "	4051011 Staff Development	20.00	
			Dollar Tree	4302012 YS Programming	33.00	
			Sam's Club	4131011 Hospitality	15.98	
			Sam's Club	4292011 Special Events	85.63	
			Party City	4302012 YS Programming	50.00	
			Home Depot	4260011 General Maintenance - Building	742.87	
				<b>TOTAL</b>		<b>4,828.35</b>

**Maywood Public Library**  
**Accounts Payable**  
**November 16 - December 4, 2023**

Name	Date	Account	Memo/Description	Amount	Balance
<b>Amazon Capital Services</b>	<b>12/04/2023</b>	<b>2100011 Accounts Payable</b>	<b>Various invoices. See line descriptions.</b>	<b>\$ 744.82</b>	<b>\$ 744.82</b>
		4302011 Adult Programming	inv. 1XXD-LVXG-3JFK; adult craft supplies	\$ 39.25	
		4302011 Adult Programming	inv. 13R1-FH9D-4FRM;	\$ 40.89	
		4130011 Library Supplies	inv. 1K3Q-HFRK-4XVQ; calendars, K-cups, folders	\$ 101.05	
		4130012 Patron Services Supplies	inv. 1K3Q-HFRK-4XVQ; receipt paper	\$ 14.99	
		4302011 Adult Programming	inv. 14YX-YYN3-DJF4; adult craft supplies	\$ 26.98	
		4302011 Adult Programming	inv. 1VTR-VRQ6-DMFX; adult craft supplies	\$ 104.94	
		4100011 Adult Audio Visual	inv. 1P3N-RVHF-YDCF, various DVDs	\$ 259.81	
		4302012 YS Programming	inv. 19CJ-CYMQ-4PKM, youth craft supplies	\$ 39.16	
		4100011 Adult Audio Visual	inv. 1DLK-JW4R-NJKM, various DVDs	\$ 97.00	
		4100011 Adult Audio Visual	inv. 1QYW-TV64-GGVV, various DVDs	\$ 20.75	
<b>Baker &amp; Taylor</b>	<b>12/04/2023</b>	<b>2100011 Accounts Payable</b>	<b>Various invoices. See line descriptions.</b>	<b>\$ 527.02</b>	<b>\$ 527.02</b>
		4080011 Adult Books	inv. 2037920088	\$ 353.79	
		4080012 YS Books	inv. 2037920088	\$ 17.09	
		4080011 Adult Books	inv. 2037939190	\$ 143.80	
		4080012 YS Books	inv. 2037939190	\$ 12.34	
<b>Belcore Electric</b>	<b>11/27/2023</b>	<b>2100011 Accounts Payable</b>	<b>inv. 7781</b>	<b>\$ 3,712.00</b>	<b>\$ 3,712.00</b>
		4260011 General Maintenance - Building	inv. 7781	\$ 3,712.00	
<b>Com Ed</b>	<b>11/27/2023</b>	<b>2100011 Accounts Payable</b>	<b>Per. 10/11/23-11/9/23</b>	<b>\$ 24.34</b>	<b>\$ 24.34</b>
		4225011 Electricity	10/11/23-11/9/23	\$ 24.34	



Name	Date	Account	Memo/Description	Amount	Balance
Comcast	12/04/2023	2100011 Accounts Payable	Acct 8771 20 001 0331433 11/30/23-12/29/23	\$ 161.85	\$ 161.85
		4106011 Technology	Acct 8771 20 001 0331433 11/30/23-12/29/23	\$ 161.85	
Complete Temperature Systems	11/28/2023	2100011 Accounts Payable	Inv. MA008691	\$ 2,575.00	\$ 2,575.00
		4250011 Contract Maintenance Building	Quarterly inspection. Inv. MA008691	\$ 2,575.00	
Johnson Controls Security Solutions	11/16/2023	2100011 Accounts Payable	inv. 39502408	\$ 1,209.54	\$ 1,209.54
		4250011 Contract Maintenance Building	inv. 39502408 - Burglar alarm	\$ 1,209.54	
Kathy Parker Consulting	11/16/2023	2100011 Accounts Payable	inv. MPLD2023-06	\$ 3,425.00	\$ 3,425.00
		4170011 Professional Services	Services 8/9-11/11, 2023. inv. MPLD2023-06	\$ 3,425.00	
Konica Minolta Business Solutions	11/16/2023	2100011 Accounts Payable	inv. 290398424, 290387975, 290388707	\$ 193.07	\$ 193.07
		4240011 Maintenance of Equipment	inv. 290398424	\$ 23.73	
		4240011 Maintenance of Equipment	inv. 290387975	\$ 102.98	
		4240011 Maintenance of Equipment	inv. 290388707	\$ 66.36	
LRS, LLC	12/04/2023	2100011 Accounts Payable	inv. LR5540190	\$ 171.33	\$ 171.33
		4235011 Garbage	inv. LR5540190	\$ 171.33	
Nicor Gas	11/16/2023	2100011 Accounts Payable	0048580000 7 (Carnegie) 10/16/23-11/14/23	\$ 231.55	\$ 231.55
		4205011 Natural Gas	0048580000 7 (Carnegie) 10/16/23-11/14/23	\$ 231.55	
	11/16/2023	2100011 Accounts Payable	5581640000 0 (Addition) 10/16/23-11/14/23	\$ 1,427.70	\$ 1,427.70
		4205011 Natural Gas	5581640000 0 (Addition) 10/16/23-11/14/23	\$ 1,427.70	

Name	Date	Account	Memo/Description	Amount	Balance
Nydia Robinson	12/04/2023	2100011 Accounts Payable	Guadalajara FIL Expenses	\$ 218.64	\$ 218.64
		4052011 Travel	Guadalajara FIL Expenses	\$ 218.64	
Quill LLC	12/04/2023	2100011 Accounts Payable	inv. 35728522	\$ 115.93	\$ 115.93
		4130011 Library Supplies	inv. 35728522	\$ 115.93	
Village of Maywood - Health Benefit Fund	11/16/2023	2100011 Accounts Payable	Inv 6022	\$ 1,980.24	\$ 1,980.24
		4040011 Healthcare Premium	6022	\$ 1,980.24	
	12/04/2023	2100011 Accounts Payable	inv. 7022	\$ 1,980.24	\$ 1,980.24
		4040011 Healthcare Premium	inv. 7022	\$ 1,980.24	
Village of Maywood Water Department	12/04/2023	2100011 Accounts Payable	Water for Carnegie Bldg. & New Addition	\$ 198.01	\$ 198.01
		4215011 Water	Water-42740565200	\$ 67.14	
		4215011 Water	Water-42740300700	\$ 130.87	
				<b>TOTAL</b>	<b>\$ 18,896.28</b>

Monday, Dec 04, 2023 03:49:13 PM GMT-8

# Maywood Public Library Transaction List with Splits

December 5-20, 2023

Name	Date	Account	Memo/Description	Amount	Balance
<b>Amazon Capital Services</b>	<b>12/15/2023</b>	<b>2100011 Accounts Payable</b>	<b>Various invoices. See line descriptions.</b>	<b>\$ 934.08</b>	<b>\$ 934.08</b>
		4302011 Adult Programming	inv. 1MRM-X7HD-69LL - crafting supplies	\$ 58.97	
		4302012 YS Programming	inv. 14QV-MVND-TLYW - santa gifts	\$ 716.55	
		4130011 Library Supplies	inv. 13KP-FLHM-VQDN - tape, batteries, stickers	\$ 38.58	
		4260011 General Maintenance - Building	inv. 1KW3-D6TN-7917 - emer. light batteries	\$ 119.98	
<b>Ancel Glink PC</b>	<b>12/11/2023</b>	<b>2100011 Accounts Payable</b>	<b>Statement 100611</b>	<b>\$ 460.00</b>	<b>\$ 460.00</b>
		4320011 Legal Fees	Review contracts and respond.	\$ 460.00	
<b>Anderson Elevator</b>	<b>12/05/2023</b>	<b>2100011 Accounts Payable</b>	<b>inv. INV-80732-N1X2</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>
		4250011 Contract Maintenance Building	inv. INV-80732-N1X2 monthly maint. Dec	\$ 300.00	
<b>Anderson Pest Solutions</b>	<b>12/05/2023</b>	<b>2100011 Accounts Payable</b>	<b>inv. 53626162</b>	<b>\$ 82.50</b>	<b>\$ 82.50</b>
		4250011 Contract Maintenance Building	inv. 53626162	\$ 82.50	

Name	Date	Account	Memo/Description	Amount	Balance
Baker & Taylor	12/12/2023	2100011 Accounts Payable	Adult and Y/S Book Purchases	\$ 1,284.73	\$ 1,284.73
		4080011 Adult Books	inv. 2037963835	\$ 150.53	
		4080012 YS Books	inv. 2037963835	\$ 8.05	
		4080011 Adult Books	inv. 2037974903	\$ 462.71	
		4080011 Adult Books	inv. 2037974872	\$ 227.00	
		4080011 Adult Books	inv. 2037871194	\$ 421.70	
		4080012 YS Books	inv. 2037871194	\$ 14.74	
Chicago Sun-Times	12/12/2023	2100011 Accounts Payable	2024 subscription (52 weeks)	\$ 568.80	\$ 568.80
		4090011 Periodicals	2024 subscription	\$ 568.80	
Daniela Martinez	12/12/2023	2100011 Accounts Payable	Travel Expenses FIL Guadalajara	\$ 25.29	\$ 25.29
		4052011 Travel	Travel Expenses FIL Guadalajara	\$ 25.29	
Deluxe	12/09/2023	2100011 Accounts Payable	AP Checks - inv. 9003308270	\$ 253.86	\$ 253.86
		4130011 Library Supplies	AP Checks - inv. 9003308270	\$ 253.86	
Globe Life	12/12/2023	2100011 Accounts Payable		\$ 71.62	\$ 71.62
		4040011 Healthcare Premium	Acct. 55395	\$ 71.62	
IMPACT Chicago	12/05/2023	2100011 Accounts Payable	inv. 0709	\$ 400.00	\$ 400.00
		6032011 Misc. Grant Expense	AgeOptions Senior Self Defense inv. 0709	\$ 400.00	

Name	Date	Account	Memo/Description	Amount	Balance
Libraries First	12/11/2023	2100011 Accounts Payable	inv. 8729	\$ 250.00	\$ 250.00
		4070011 Membership Dues	Museum Adventure Pass for 2024	\$ 250.00	
MidAmerican Energy	12/05/2023	2100011 Accounts Payable	inv. 11940299	\$ 5,029.19	\$ 5,029.19
		4225011 Electricity	inv. 11940299	\$ 5,029.19	
Midwest Tape, LLC	12/05/2023	2100011 Accounts Payable	HOOPLA Digital Inv. # 504720314	\$ 388.63	\$ 388.63
		4210011 Databases & E-Resources	HOOPLA Digital Inv. # 504720314	\$ 388.63	
Mobile Beacon	12/12/2023	2100011 Accounts Payable	inv. A-062686-20231107-12533 devices (MB Ref. No. R-1	\$ 360.00	\$ 360.00
		4106011 Technology	12 Mos. Service Plan, inv. A-062686-20231107-1253	\$ 360.00	
Muellermist	12/05/2023	2100011 Accounts Payable	Inv. # 132443 winterization	\$ 484.75	\$ 484.75
		4250011 Contract Maintenance Building	inv. 132443 Winterization Compressor #2, etc.	\$ 484.75	
Peerless Network	12/05/2023	2100011 Accounts Payable	inv. 39122	\$ 744.39	\$ 744.39
		4150011 Telephone	inv. 39122 - telephone service	\$ 744.39	
Rhonda Fentry	12/05/2023	2100011 Accounts Payable	Meditation Soundbath 1/2/24	\$ 75.00	\$ 75.00
		4302011 Adult Programming	Meditation Soundbath 1/2/24	\$ 75.00	

Name	Date	Account	Memo/Description	Amount	Balance
Royale Bezjian Carpet Company	12/12/2023	2100011 Accounts Payable	Inv. 82343	\$ 85.00	\$ 85.00
		4250011 Contract Maintenance Building	Inv. # 82343	\$ 85.00	
Stephanie Samuel	12/12/2023	2100011 Accounts Payable	Village Tree Lighting Event Supplies and Vending Mac	\$ 102.46	\$ 102.46
		6123011 Vending Machine Expenses	Vending Machine Snacks	\$ 18.20	
		4292011 Special Events	Village Tree Lighting Event	\$ 84.26	
Tanya Butler	12/12/2023	2100011 Accounts Payable	2023 ILA Conference Expenses (Springfield)	\$ 388.61	\$ 388.61
		4052011 Travel	2023 ILA Conference Expenses (Springfield)	\$ 388.61	
				<b>TOTAL</b>	<b>\$ 12,288.91</b>

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# Maywood Public Library

## Statement of Financial Position

As of November 30, 2023

	TOTAL	
	AS OF NOV 30, 2023	AS OF OCT 31, 2023 (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	349,640.53	346,496.77
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	1,032,484.46	939,888.08
1080111 US Bank - Accounts Payable	134,552.12	134,369.03
1080211 US Bank - Payroll	0.00	0.00
1099011 Cash Allocated to Other Funds	-701,337.74	-701,337.74
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90
1099078 Allocated Cash - Working Cash	258,366.98	258,366.98
1099091 Allocated Cash - FICA Bond	366,313.43	366,313.43
1099092 Allocated Cash - IMRF Fund	101,463.05	101,463.05
1099093 Allocated Cash - Unemp Fund	16,025.37	16,025.37
1099094 Allocated Cash - Workers Comp Fund	8,005.43	8,005.43
1099095 Allocated Cash - Liab Ins Fund	-87,895.42	-87,895.42
1099096 Allocated Cash - Audit Fund	-6,250.00	-6,250.00
<b>Total Bank Accounts</b>	<b>\$1,517,125.91</b>	<b>\$1,421,202.68</b>
<b>Total Current Assets</b>	<b>\$1,517,125.91</b>	<b>\$1,421,202.68</b>
<b>TOTAL ASSETS</b>	<b>\$1,517,125.91</b>	<b>\$1,421,202.68</b>

	TOTAL	
	AS OF NOV 30, 2023	AS OF OCT 31, 2023 (PP)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	16,398.62	1,620.18
<b>Total Accounts Payable</b>	<b>\$16,398.62</b>	<b>\$1,620.18</b>
Other Current Liabilities		
2101011 Federal Tax Withheld	0.00	0.00
2102011 State Tax Withheld	5,784.54	5,784.54
2103011 FICA Withheld	308.67	308.58
2104011 IMRF Withheld	-4,208.86	-3,687.21
2104511 IMRF-VAC	5,393.51	4,866.57
2105011 Credit Union I Withheld	92.32	377.32
2106011 Credit Union II Withheld	385.00	410.00
2107011 Medical Insurance Withheld	234.12	443.35
2108011 Pebsco Withheld	235.00	235.00
2109011 Garnishments Withheld	0.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85
2111011 AFLAC Withheld - Post Tax	0.00	0.00
2222211 Cash Advance - Credit Card	163.34	163.34
2222411 Due to Library Foundation	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>\$8,405.49</b>	<b>\$8,919.34</b>
<b>Total Current Liabilities</b>	<b>\$24,804.11</b>	<b>\$10,539.52</b>
<b>Total Liabilities</b>	<b>\$24,804.11</b>	<b>\$10,539.52</b>
Equity		
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90
2900078 Fund Balance - Working Cash	258,366.98	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05
2900093 Fund Balance - Unemployment	16,025.37	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00
Opening Balance Equity	-6,624.18	-6,624.18
Retained Earnings	1,209,023.78	1,209,023.78
Net Revenue	-25,926.61	-107,585.25
<b>Total Equity</b>	<b>\$1,492,321.80</b>	<b>\$1,410,663.16</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,517,125.91</b>	<b>\$1,421,202.68</b>





# Maywood Public Library

## Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L

July - November, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
3001011 Tax Revenue - Current	238,108.26	1,308,094.00	-1,069,985.74	18.20 %
3001080 Tax Rev Current - Building Fund	822.22	60,000.00	-59,177.78	1.37 %
3001091 Tax Rev Current - FICA Fund	2,983.87	55,000.00	-52,016.13	5.43 %
3001092 Tax Rev Current - IMRF Fund	4,058.06	120,000.00	-115,941.94	3.38 %
3001093 Tax Rev Current - Unemp Fund	212.19	1,000.00	-787.81	21.22 %
3001094 Tax Rev Current - Workers Comp Fund	212.19	1,000.00	-787.81	21.22 %
3001095 Tax Rev Current - Liab Ins Fund	2,983.87	44,000.00	-41,016.13	6.78 %
3001096 Tax Rev Current - Audit Fund	517.20	9,000.00	-8,482.80	5.75 %
3021011 Personal Prop Replacement Tax	114,660.07	120,000.00	-5,339.93	95.55 %
3030011 Per Capita Grant	34,762.80	34,680.00	82.80	100.24 %
3032611 Other Grant Income	7,500.00	7,500.00	0.00	100.00 %
3033011 DCEO Grant		350,000.00	-350,000.00	
3039011 Donations	22.20	100.00	-77.80	22.20 %
3060011 Fines	124.37		124.37	
3070011 Copy Machine	2,519.35	2,000.00	519.35	125.97 %
3080011 Lost and Paid	415.54	200.00	215.54	207.77 %
3095011 General Sales	111.30	25.00	86.30	445.20 %
3095511 Book Sales	196.08	500.00	-303.92	39.22 %
3123011 Vending Machine Income	774.00	1,500.00	-726.00	51.60 %
3125011 Fax Machine	36.30	25.00	11.30	145.20 %
3127011 Room Rental Income	483.21	250.00	233.21	193.28 %
3130011 Miscellaneous Income	283.55	500.00	-216.45	56.71 %
3132511 Maywood Book Income		100.00	-100.00	
3302011 Interest - All Bank	517.53	200.00	317.53	258.77 %
3304011 Interest - IL Funds Primary	9,436.71	5,000.00	4,436.71	188.73 %
3608011 Passport and License Renewal Income	4,907.55	7,000.00	-2,092.45	70.11 %
<b>Total Revenue</b>	<b>\$426,648.42</b>	<b>\$2,127,674.00</b>	<b>\$ -1,701,025.58</b>	<b>20.05 %</b>
<b>GROSS PROFIT</b>	<b>\$426,648.42</b>	<b>\$2,127,674.00</b>	<b>\$ -1,701,025.58</b>	<b>20.05 %</b>
<b>Expenditures</b>				
4010011 Salaries	249,783.29	705,000.00	-455,216.71	35.43 %
4040011 Healthcare Premium	7,349.85	65,000.00	-57,650.15	11.31 %
4050011 Trustee Development	485.00	3,500.00	-3,015.00	13.86 %
4051011 Staff Development	715.95	3,500.00	-2,784.05	20.46 %
4052011 Travel	625.50	2,000.00	-1,374.50	31.28 %
4070011 Membership Dues	1,322.00	4,500.00	-3,178.00	29.38 %
4080011 Adult Books	7,301.93	17,000.00	-9,698.07	42.95 %
4080012 YS Books	5,428.25	15,000.00	-9,571.75	36.19 %
4085011 SWAN Lost Books	189.94	2,000.00	-1,810.06	9.50 %
4090011 Periodicals	1,085.52	3,500.00	-2,414.48	31.01 %
4100011 Adult Audio Visual	2,315.28	7,500.00	-5,184.72	30.87 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4100012 YS Audio Visual	985.60	7,500.00	-6,514.40	13.14 %
4105011 Software	152.40	7,000.00	-6,847.60	2.18 %
4106011 Technology	6,567.39	5,000.00	1,567.39	131.35 %
4130011 Library Supplies	3,551.66	13,000.00	-9,448.34	27.32 %
4130012 Patron Services Supplies	617.94	3,000.00	-2,382.06	20.60 %
4130013 Tech Services Supplies	1,082.67	1,000.00	82.67	108.27 %
4130511 Bank Fees	1,967.31	1,200.00	767.31	163.94 %
4131011 Hospitality	428.20	2,500.00	-2,071.80	17.13 %
4135011 Printing	154.00	3,000.00	-2,846.00	5.13 %
4140011 Postage		3,000.00	-3,000.00	
4150011 Telephone	3,842.80	10,500.00	-6,657.20	36.60 %
4160011 Publicity	2,137.52	5,000.00	-2,862.48	42.75 %
4170011 Professional Services	14,428.36	45,000.00	-30,571.64	32.06 %
4205011 Natural Gas	4,464.05	40,950.00	-36,485.95	10.90 %
4210011 Databases & E-Resources	10,551.48	24,000.00	-13,448.52	43.96 %
4215011 Water	10,240.86	11,550.00	-1,309.14	88.67 %
4225011 Electricity	36,857.05	90,000.00	-53,142.95	40.95 %
4235011 Garbage	1,919.76	9,000.00	-7,080.24	21.33 %
4240011 Maintenance of Equipment	910.62	36,750.00	-35,839.38	2.48 %
4250011 Contract Maintenance Building	15,972.08	60,000.00	-44,027.92	26.62 %
4256011 Janitorial Supplies	1,031.66	7,350.00	-6,318.34	14.04 %
4260011 General Maintenance - Building	10,585.10	36,750.00	-26,164.90	28.80 %
4265011 SWAN	6,467.25	26,000.00	-19,532.75	24.87 %
4292011 Special Events	1,025.96	10,000.00	-8,974.04	10.26 %
4302011 Adult Programming	1,400.99	7,000.00	-5,599.01	20.01 %
4302012 YS Programming	1,614.12	7,000.00	-5,385.88	23.06 %
4310011 Equipment Purchase		6,000.00	-6,000.00	
4311011 Capital Improvements		40,000.00	-40,000.00	
4320011 Legal Fees	172.50	15,000.00	-14,827.50	1.15 %
4330011 Passport and License Renewal Expenses	3.00		3.00	
6032011 Misc. Grant Expense	2,911.65	7,500.00	-4,588.35	38.82 %
6033011 DCEO Grant Expense	5,264.77	350,000.00	-344,735.23	1.50 %
6034011 Per Capita Grant Expenses	2,817.81	34,680.00	-31,862.19	8.13 %
6123011 Vending Machine Expenses	296.58	1,500.00	-1,203.42	19.77 %
6912011 Contingencies	39.00		39.00	
9150091 FICA Expenditures	19,030.25	54,000.00	-34,969.75	35.24 %
9250092 IMRF Expenses - District	1,773.32	97,739.00	-95,965.68	1.81 %
9350093 Unemployment Insurance	4,706.81	5,250.00	-543.19	89.65 %
9450094 Insurance - Workers Comp		1,050.00	-1,050.00	
9550095 Insurance - Liability		40,000.00	-40,000.00	
9650096 Audit		7,000.00	-7,000.00	
<b>Total Expenditures</b>	<b>\$452,575.03</b>	<b>\$1,961,269.00</b>	<b>\$ -1,508,693.97</b>	<b>23.08 %</b>
NET OPERATING REVENUE	<b>\$ -25,926.61</b>	<b>\$166,405.00</b>	<b>\$ -192,331.61</b>	<b>-15.58 %</b>
NET REVENUE	<b>\$ -25,926.61</b>	<b>\$166,405.00</b>	<b>\$ -192,331.61</b>	<b>-15.58 %</b>

# Maywood Public Library Statement of Activity by Class

July - November, 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploye nt Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	Not Specified	TOTAL
<b>Revenue</b>										
3001011 Tax Revenue - Current	238,108.26									238,108.26
3001080 Tax Rev Current - Building Fund		822.22								822.22
3001091 Tax Rev Current - FICA Fund			2,983.87							2,983.87
3001092 Tax Rev Current - IMRF Fund				4,058.06						4,058.06
3001093 Tax Rev Current - Unemp Fund					212.19					212.19
3001094 Tax Rev Current - Workers Comp Fund						212.19				212.19
3001095 Tax Rev Current - Liab Ins Fund							2,983.87			2,983.87
3001096 Tax Rev Current - Audit Fund								517.20		517.20
3021011 Personal Prop Replacement Tax	114,660.07									114,660.07
3030011 Per Capita Grant	34,762.80									34,762.80
3032611 Other Grant Income	7,500.00									7,500.00
3039011 Donations	22.20									22.20
3060011 Fines	124.37									124.37
3070011 Copy Machine	2,519.35									2,519.35
3080011 Lost and Paid	415.54									415.54
3095011 General Sales	111.30									111.30
3095511 Book Sales	196.08									196.08
3123011 Vending Machine Income	774.00									774.00
3125011 Fax Machine	36.30									36.30
3127011 Room Rental Income	483.21									483.21
3130011 Miscellaneous Income	283.55									283.55
3302011 Interest - All Bank	517.53									517.53
3304011 Interest - IL Funds Primary	7,864.83								1,571.88	9,436.71
3608011 Passport and License Renewal Income	4,907.55									4,907.55
<b>Total Revenue</b>	<b>\$ 413,286.94</b>	<b>\$ 822.22</b>	<b>\$ 2,983.87</b>	<b>\$ 4,058.06</b>	<b>\$ 212.19</b>	<b>\$ 212.19</b>	<b>\$ 2,983.87</b>	<b>\$ 517.20</b>	<b>\$ 1,571.88</b>	<b>\$ 426,648.42</b>
<b>Gross Profit</b>	<b>\$ 413,286.94</b>	<b>\$ 822.22</b>	<b>\$ 2,983.87</b>	<b>\$ 4,058.06</b>	<b>\$ 212.19</b>	<b>\$ 212.19</b>	<b>\$ 2,983.87</b>	<b>\$ 517.20</b>	<b>\$ 1,571.88</b>	<b>\$ 426,648.42</b>

**Maywood Public Library**  
**Statement of Activity by Class**  
 July - November, 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	Not Specified	TOTAL
<b>Expenditures</b>										
4010011 Salaries	249,783.29									249,783.29
4040011 Healthcare Premium	7,349.85									7,349.85
4050011 Trustee Development	485.00									485.00
4051011 Staff Development	715.95									715.95
4052011 Travel	625.50									625.50
4070011 Membership Dues	1,322.00									1,322.00
4080011 Adult Books	7,301.93									7,301.93
4080012 YS Books	5,428.25									5,428.25
4085011 SWAN Lost Books	189.94									189.94
4090011 Periodicals	1,085.52									1,085.52
4100011 Adult Audio Visual	2,315.28									2,315.28
4100012 YS Audio Visual	985.60									985.60
4105011 Software	152.40									152.40
4106011 Technology	6,567.39									6,567.39
4130011 Library Supplies	3,551.66									3,551.66
4130012 Patron Services Supplies	617.94									617.94
4130013 Tech Services Supplies	1,082.67									1,082.67
4130511 Bank Fees	1,967.31									1,967.31
4131011 Hospitality	428.20									428.20
4135011 Printing	154.00									154.00
4150011 Telephone	3,842.80									3,842.80
4160011 Publicity	2,137.52									2,137.52
4170011 Professional Services	14,428.36									14,428.36
4205011 Natural Gas	4,464.05									4,464.05
4210011 Databases & E-Resources	10,551.48									10,551.48
4215011 Water	10,240.86									10,240.86

# Maywood Public Library Statement of Activity by Class

July - November, 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploye nt Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	Not Specified	TOTAL
4225011 Electricity	36,857.05									36,857.05
4235011 Garbage	1,919.76									1,919.76
4240011 Maintenance of Equipment	910.62									910.62
4250011 Contract Maintenance Building	15,972.08									15,972.08
4256011 Janitorial Supplies	1,031.66									1,031.66
4260011 General Maintenance - Building	10,585.10									10,585.10
4265011 SWAN	6,467.25									6,467.25
4292011 Special Events	1,025.96									1,025.96
4302011 Adult Programming	1,400.99									1,400.99
4302012 YS Programming	1,614.12									1,614.12
4320011 Legal Fees	172.50									172.50
4330011 Passport and License Renewal Expenses	3.00									3.00
6032011 Misc. Grant Expense	2,911.65									2,911.65
6033011 DCEO Grant Expense	5,264.77									5,264.77
6034011 Per Capita Grant Expenses	2,817.81									2,817.81
6123011 Vending Machine Expenses	296.58									296.58
6912011 Contingencies	39.00									39.00
9150091 FICA Expenditures			19,030.25							19,030.25
9250092 IMRF Expenses - District				1,773.32						1,773.32
9350093 Unemployment Insurance	-21,690.00				26,396.81					4,706.81
<b>Total Expenditures</b>	<b>\$ 405,374.65</b>	<b>\$ 0.00</b>	<b>\$ 19,030.25</b>	<b>\$ 1,773.32</b>	<b>\$ 26,396.81</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 452,575.03</b>
<b>Net Operating Revenue</b>	<b>\$ 7,912.29</b>	<b>\$ 822.22</b>	<b>-\$ 16,046.38</b>	<b>\$ 2,284.74</b>	<b>-\$ 26,184.62</b>	<b>\$ 212.19</b>	<b>\$ 2,983.87</b>	<b>\$ 517.20</b>	<b>\$ 1,571.88</b>	<b>-\$ 25,926.61</b>
<b>Net Revenue</b>	<b>\$ 7,912.29</b>	<b>\$ 822.22</b>	<b>-\$ 16,046.38</b>	<b>\$ 2,284.74</b>	<b>-\$ 26,184.62</b>	<b>\$ 212.19</b>	<b>\$ 2,983.87</b>	<b>\$ 517.20</b>	<b>\$ 1,571.88</b>	<b>-\$ 25,926.61</b>

Thursday, Dec 14, 2023 04:17:01 PM GMT-8 - Accrual Basis



# IMRF WAGE REPORT SUMMARY

IMRF Form e3.10 (Rev. 12/10)

PAYMENT SUMMARY		
EMPLOYER NAME	EMPLOYER NUMBER	
MAYWOOD PUB LIBRARY DISTRICT	05999	
PAYMENT DUE DATE	TOTAL CONTRIBUTIONS DUE	PAYMENT METHOD
12/10/2023	7,587.93	EFT

PLAN SUMMARY					
REPORTING PERIOD: 11/2023					
PLAN	PLAN CODE	MEMBER COUNT	MEMBER WAGES	MEMBER CONTRIB	EMPLOYER CONTRIB
Regular Tier 1	RG01	4	27,839.41	1,252.78	2,344.08
Regular Tier 2	RG03	4	23,299.45	1,048.49	1,961.81
Voluntary Additional Tier 1	VA01	0	0.00	0.00	0.00
Voluntary Additional Tier 2	VA03	1	0.00	980.77	0.00
TOTAL		8*	51,138.86	3,282.04	4,305.89

\* count of unique members reported for all plans

ELECTRONIC SIGNATURE AUTHORIZATION			
User ID:	KPL436344	eForm Tracking Number:	E00000002046564
User Name:	LEIGHTON SHELL	eForm Time Stamp:	Mon Dec 04 09:38:50 CST 2023
Employer Number:	05999	Authorized Agent Name:	Leighton Shell

# Maywood Public Library District

## Director Report December 2023

Hello, trustees. Happy holidays to you and your families.

Since November 15<sup>th</sup> I have been performing all the key duties of the business office administrator, such as payroll, cutting checks, and creating financial reports for the board meeting, in addition to my duties as Director. Needless to say, the past month has been very busy. But there is a light at end of the tunnel, which I will discuss later in my report.

As I mentioned last month, as part of my community outreach, I took part in the Village of Maywood's Career & Life Readiness Fall Program. I went to the 200 S. 5<sup>th</sup> Avenue building and met with groups of middle school and high school students sharing my experiences with career planning and also promoting the Library, the HelpNow homework help web resource. I met with them on November 16<sup>th</sup> and 29<sup>th</sup> and was supposed to host a group of them at the Library on December 6<sup>th</sup> but no one showed up.

The Library partnered with the Village of Maywood and the Maywood Park District for a combined community tree lighting event on December 2<sup>nd</sup>. The Library stayed open later to act as a warming station for event participants. We had hot beverages, cookies, and popcorn for people to snack on, had holiday music playing, and Daniela Martinez had a cookie decorating craft and holiday coloring sheets.

On November 29<sup>th</sup>, I attended the Libraries of Illinois Risk Agency (LIRA) Full Membership Meeting at Gallagher HQ in Rolling Meadows. At this meeting LIRA representatives gave a review of Loss and Loss Control, presented the renewal information and had the members vote on renewal, and gave updates on various other issues, such as upcoming property appraisals for all members.

**23-24 Renewal:**


This summer, the LIRA admin team proactively forecasted increases in the insurance market.

With the hard market continuing to be a factor, we are pleased to see the options we have received from incumbent and new carrier partners.

Over the past 3 years, the RPA team has reached out to 100+ Insurance Markets to create the most competitive and best structured program for the membership.

The following presentation will break down our marketing of LIRA, in an effort to bring the most competitive program available in the global market.


Projected a budgeting forecast of 15% in July due to outside market constraints



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**Property Appraisal Update**

CBIZ Will be conducting Property Appraisals for all members of LIRA



This initiative was funded through member surplus

- no direct costs to members

CBIZ Representative will be reaching out to schedule appraisal visits soon



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LIRA predicted rate increases of up to 15%. Our individual renewal increase will be from \$30,791.71 to \$35,043.92 or a 13.81% increase. I am including the LIRA cover letter they provided with the board packet in case anyone needs more information on what LIRA does. I am also including the pricing sheet for Maywood Public Library District. On December 15<sup>th</sup>, I also met with Tracy Lesiak, our LIRA Loss Control Consultant, for our annual loss control

visit, where we reviewed our assessment from last year, noted where we made progress on risk areas, and did a walkthrough of the facility.

On November 30<sup>th</sup>, I met with the other Proviso Township public library directors to discuss common issues and talk about planned cooperative programs. One topic of discussion is to pool some marketing funds to a 6-week digital billboard promoting the township libraries and summer reading next year.

On December 6<sup>th</sup>, Trustees Butler and Banks and I attended the Illinois Legislative lunch event for the western suburbs. It was my first time attending the event and it was interesting, but it was not as productive as I had hoped it would be. Speaker Welch and Senator Lightford were unable to attend. Representative Camille Lilly was supposedly attending so we tried sitting at her table, but she ended up not attending either. We were able to network with other library directors and trustees from nearby libraries, but we did not have the face time with legislators that is the intent of the event. I will include the legislative handout from the event in this packet. It lists the legislative priorities for both the 103rd Illinois General Assembly and the 118th U.S. Congress.

On December 7<sup>th</sup>, I attended the SWAN Quarterly Meeting for Directors and Administrators. Topics of discussion included the outage of the SWAN Mobile App and its planned replacement app, SWAN OCLC services, and the timeline of the SWAN budget.

## Budget/Finances

At the last Board meeting, a question came up about the \$1,900.36 Adjustment/Bank Fee that appeared on the Summary of Monthly Cash Receipts U& Disbursements ending October 31, 2023. When I looked at the bank statement for that account, the fee was listed as being an Analysis Service Charge, dated October 16<sup>th</sup>.

Other Withdrawals			
<i>Date</i>	<i>Description of Transaction</i>	<i>Ref Number</i>	<i>Amount</i>
Oct 16	Analysis Service Charge	1600000000	\$ 1,900.36-

I reached out to U.S. Bank for a clarification on what that charge was and their response was “The Analysis Service Charge is the combined fee total for the Treasury Management Services on the account.”

The FY23 audit process has started. Alfredo Rodriguez from Illinois NFP Audit & Tax, LLP came out on December 1<sup>st</sup> to do the field work for the audit. We are now just waiting for the draft audit report. We should have the full audit ready for presentation at the January Board meeting.

Last month we had not received any property tax money as of November 10<sup>th</sup>. I'm happy to say that starting November 22<sup>nd</sup> the funds started rolling in. We received \$183,700 in November and so far we have received \$479,800 in December.



	Average	MPLD FY2015	MPLD FY2016	MPLD FY2017	MPLD FY2018	MPLD FY2019	MPLD FY2020	MPLD FY2021	MPLD FY2022	MPLD FY2023	MPLD FY2024
Jul	\$130,207	\$ -	\$ 125,338.46	\$ 129,119.44	\$ 188,473.85	\$ 288,176.25	\$ 199,961.07	\$ 187,474.51	\$ 1,907.42	\$ 18,460.70	\$ -
Aug	\$218,347	\$ -	\$ 341,197.12	\$ 376,147.56	\$ 327,228.17	\$ 199,332.15	\$ 343,905.76	\$ 317,431.09	\$ -	\$ -	\$ 66,170.94
Sep	\$32,165	\$ -	\$ 41,312.28	\$ 21,217.55	\$ 5,111.09	\$ -	\$ 8,566.86	\$ 10,506.76	\$ 157,931.43	\$ -	\$ -
Oct	\$60,701	\$ -	\$ 38,712.86	\$ -	\$ 31,761.69	\$ 21,564.32	\$ 12,841.04	\$ 65,936.56	\$ 425,673.71	\$ -	\$ -
Nov	\$14,330	\$ -	\$ 15,572.68	\$ 39,397.63	\$ 7,412.98	\$ 8,451.15	\$ 8,762.54	\$ 10,103.65	\$ 34,625.71	\$ 13,755.40	\$ 183,726.92
Dec	\$35,099	\$ -	\$ 19,965.77	\$ 23,330.61	\$ 3,038.29	\$ 1,317.44	\$ 7,409.42	\$ 2,879.19	\$ 5,855.16	\$ 276,498.90	\$ 479,855.63
Jan	\$40,562	\$ -	\$ 26,890.47	\$ 6,408.62	\$ -	\$ -	\$ 372.25	\$ 3,670.94	\$ 1,013.03	\$ 352,326.58	\$ -
Feb	\$120,006	\$ 165,371.64	\$ 151,347.54	\$ 120,827.47	\$ 120,659.76	\$ 195,395.69	\$ 74,215.21	\$ 55,328.08	\$ 158,438.31	\$ 13,765.64	\$ -
Mar	\$434,931	\$ 428,189.89	\$ 456,543.84	\$ 457,681.62	\$ 430,955.67	\$ 444,882.26	\$ 483,697.11	\$ 435,857.24	\$ 491,714.71	\$ 269,854.08	\$ -
Apr	\$56,148	\$ 18,056.51	\$ 365.53	\$ 41,857.94	\$ 37,132.77	\$ 12,621.93	\$ -	\$ -	\$ -	\$ 442,868.38	\$ -
May	\$20,979	\$ 16,157.70	\$ 29,469.78	\$ 50,094.43	\$ 43,492.40	\$ 51,309.61	\$ -	\$ -	\$ -	\$ -	\$ -
Jun	\$2,854	\$ -	\$ 16,871.10	\$ 3,646.68	\$ -	\$ 1,417.59	\$ -	\$ -	\$ -	\$ 1,486.04	\$ -
Total	\$1,124,640	\$627,776	\$1,263,587	\$1,269,730	\$1,195,267	\$1,224,468	\$1,139,731	\$1,089,188	\$1,277,159	\$1,389,016	\$729,753

The December Personal Property Replacement Tax monies were distributed, so on December 13<sup>th</sup>, I sent our request letter to the Village of Maywood for our portion of the money, which will be \$7,393.35. We will receive another PPRT payment in January. As a side note, I did email someone at the Illinois Department of Revenue to see if it was possible to have the PPRT payments sent directly to the Library. His response was, "Direct payments are only sent to districts that existed in 1976/1977. So, if the Maywood Library District did not exist then, we cannot pay you directly." So, we will have to continue requesting them from the Village of Maywood.

	Average	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Jul	\$ 11,453.80	\$ 9,248.65	\$ 8,209.70	\$ 8,578.57	\$ 8,266.74	\$ 15,112.35	\$ 28,615.50	\$ 28,741.33
Aug	\$ 1,743.93	\$ 426.43	\$ 829.73	\$ 1,029.09	\$ 6,108.80	\$ 1,921.80	\$ 3,267.02	\$ 4,633.87
Sep	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct	\$ 12,924.01	\$ 6,313.83	\$ 7,429.49	\$ 14,930.28	\$ 7,744.25	\$ 25,179.18	\$ 38,540.57	\$ 23,822.56
Nov	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec	\$ 3,488.14	\$ 1,664.67	\$ 1,816.79	\$ 2,479.47	\$ 2,004.32	\$ 5,224.72	\$ 12,621.24	\$ 7,393.35
Jan	\$ 10,745.83	\$ 5,668.06	\$ 6,091.18	\$ 9,066.30	\$ 9,532.53	\$ 19,173.77	\$ 27,841.36	\$ -
Feb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mar	\$ 6,135.28	\$ 5,028.15	\$ 2,402.64	\$ 1,802.40	\$ 3,444.08	\$ 25,110.64	\$ 13,791.97	\$ -
Apr	\$ 15,028.18	\$ 10,336.14	\$ 11,946.03	\$ 12,445.38	\$ 16,092.68	\$ 29,685.88	\$ 21,911.41	\$ -
May	\$ 16,184.18	\$ 10,535.88	\$ 14,523.46	\$ 7,956.64	\$ 20,739.07	\$ 39,745.07	\$ 35,550.90	\$ -
Jun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$77,703.35	\$49,221.81	\$53,249.02	\$58,288.11	\$73,932.48	\$161,153.41	\$182,139.98	\$64,591.10

We received our first check related to the Department of Commerce and Economic Activity grants that we are receiving. The check was for \$186,000. We opened two new accounts with U.S. Bank to keep the grant money and any interested earned on grant funds separated from the primary Library funds. Kathy Parker has also submitted a report on the DCEO grant process, which I will include as an addendum to my report.

## Facilities

After the Board approved Forest Security as our replacement security vendor, I submitted the contracts to Ancel Glink for review. They responded back with some minor suggestions to the contracts. I forwarded those changes to Forest Security and I'm waiting to hear back from them. I asked that they contact Ancel Glink directly for any clarification and to get back to me

when they are ready to sign. The Forest Security attorneys are reviewing the suggestions and I hope to hear back before the end of the month.

For a brief time last month, all the external lights on the south side of the building were functioning. Unfortunately, now the short pathway lights are not working again. Our maintenance technician Pedro is working to see if some wiring was loosened when the electrician was out getting the tall lights working again.

Pedro and I also will work on adding electrical outlets around the exterior of the building to allow us to decorate the trees out front and in the parking lot during the holiday season next year.

The smart locker project is proceeding slowly. Pedro has extended the electrical wiring to the exterior of the building where the lockers will go and the concrete pad has been extended. On December 12<sup>th</sup>, I received the following email from Smiota.

“I apologize to inform you that there will be a delay in delivery and installation the lockers. Unfortunately, our inventory shipment got delayed by 3 weeks and we have to wait till December 21 for them. As per this, we will not be able to ship out and install the locker before new year. However, we are trying our best to get the schedule expedited.”

## **Policies**

As I mentioned last month, the Paid Leave for All Workers Act will go into effect January 1, 2024, requiring all employers in Illinois (except park districts and school districts) to provide paid leave for all workers. Researching this resulted in me taking a closer look at our Vacation Policy, our Personal Time Policy, and our Sick Time policy. The new law requires up to 40 hours of general leave that can be used for any reason – health, personal, or otherwise. We offered part time workers vacation time, personal time, and sick time but they all had different rates of accrual and different requirements.

While researching this, I also found some ambiguous language in the current Vacation Policy which resulted in some confusion with how it was implemented in the past. And, I also found some mistakes in the Personal Time Policy that needed to be corrected. That Personal Time Policy is also where the birthday benefit was listed, so since I had to remove the birthday benefit and correct the mistakes anyway, I decided to just merge our Vacation, Personal Time, and Sick Time policies into a single Paid Leave Policy. I will put together some notes about the PLAW Act to go with the policy draft.

Similar to the Paid Leave for All Workers Act, Illinois recently passed Public Act 103-0100, which ties the receipt of grant funds from the Illinois State Library to a library’s adoption of the American Library Association’s “Library Bill of Rights” or the adoption of a written policy that that library will protect the intellectual freedom of the library user. This is the Illinois anti-book banning legislation. Our existing Collection Management Policy indicated that we “supported in full the precepts of the Library Bill of Rights” and other similar documents. But because future Per Capita grants and other Illinois State Library funds will depend on this, I wanted to

flesh out the language and make it clear that we adopt the documents as policy. I also created a local resolution we could pass modeled on a recent resolution that the RAILS library system created. We don't need to do both, but this type of "belt and suspenders" approach would remove any question of our position.

After recent discussions about the salary schedule, I found a sample Compensation Policy document that Downers Grove Public Library has, which I provided to the Board last month. I had not received any suggestions or feedback on it, so I modified it to fit our needs and am including it in this month's board packet for review. It gives clear guidance on the different types of pay grades at the Library and how compensation is evaluated annually and how changes are made.

## **Staff**

Since the last Board meeting, we finally got the background check results back on my candidate for the Business Office Administrator. I talked to her on December 8<sup>th</sup>, and we agreed on a December 27<sup>th</sup> start date. She asked to see information about the benefits, so I had to request that information from the Village of Maywood. As of December 15<sup>th</sup> I have not received the signed offer letter back, but I'm optimistic that we are still on track.

We are in the process of staffing up in Information/Youth Services to be able to expand our hours in the new year. We hired one new staff member, Cynthia Nordberg. Another, Andrea Moore, should be starting in a week. And we have a third that we hopefully will make an offer to by the time we meet in person.

Per the guidance from Board at the last meeting, I made a number of adjustments to pay based on benchmarking data, the need to differentiate two different library positions, and years of service to the library. I will have this information available for you to review at the Board meeting.

## **Miscellaneous**

*Newsletter:* I am still in the process of trying to get a nonprofit authorization number from the U.S. Post Office so we can get the best mailing rates possible for our newsletter. I submitted all the relevant information to the post office and just got word back of our approval as I'm typing this up.

*Meeting Room Policy:* Vanessa Hatter finished her report on the meeting room policies for River Forest, Forest Park, Broadview, Westchester, Bellwood, Hillside, Berkeley, Northlake, and Melrose Park. I will save it for the new year.

**Submitted by: Leighton Shell, Library Director**

# kathyparker consulting

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

Maywood Public Library District  
Library Consultant report  
December 2023

## **Check Review**

I have been traveling extensively the past few months but have finished for 2024. I will get back to reviewing all documents in the new year.

## **DCEO (Department of Commerce and Economic Opportunity) Grant**

These DCEO grants are by far the most challenging I have ever encountered in my work. There are several reports to submit each month, in addition to coordinating the work.

The library has received two grants from DCEO: \$200,000 for the architect assessment of the facility and elevator repair/renovations and for \$150,000 for the consultant work to write and facilitate the public bid processes and the subsequent work and for repairs to various areas of the building for HVAC, plumbing, electrical that has been called out on the assessment.

The library has received the check for \$200,000 and is waiting for the second one. All grant monies have to be deposited in interest bearing accounts and that interest must be accounted for and reported each month. Leighton and I discussed the best way to do this. We decided to have a separate grant account for each. This will allow transparency for each grant, with statements showing all monies spent and interest earned. These documents must be submitted to DCEO each month. It will also make it easier when the annual audit is done.

Now that some of the monies have been received, I will contact Dan Eallonardo from Independent Construction Services to start the work for the bid process for the elevator work.

## **Strategic Plan**

President Williams has asked me to submit a proposal to help in formulating a Strategic Plan for the library. I have submitted my proposal to her.

**Maywood Public Library District**  
**Information Services Department Report**  
**December 2023**

**General**

On November 30<sup>th</sup> we made our first delivery of books and movies to 14 residents at Maywood Assisted Living. We also took more applications and issued another 7 library cards.

The current season of the Illinois Libraries Presents Zoom series continues. On November 8<sup>th</sup> we had *A Taste of Love* with Maya-Camille Broussard, and on December 6<sup>th</sup>, we had *Surviving the Holidays* with Lori Gottlieb. On Saturday December 16<sup>th</sup> and 17<sup>th</sup>, *The Nutcracker* will be available for streaming.

The VR headsets for Senior's outreach visits at Garden House Apartments are going well. Turnout has been good with 7-10 people per session. The organizer at Garden House informed me the residents keep asking when I will be returning.

Daniela and I have hired three new Library Assistants.

On November 28<sup>th</sup>, a group of special needs transition students from Proviso Township High School visited for a tour of the library.

**Programs**

- Tuesdays @ 12:00 Quilting and Sewing
- Fridays @ 10:00 Tech Friday
- Tuesdays @ 10:30 VR For Seniors
- November 4 @ 10:30 Rustic Candle Holder Craft
- November 6 @ 10:30 iPad Training
- November 13 @10:30 Basic PCs
- November 14 @ 5:00 Christmas Tree Craft
- November 15th @ 6:00 Meditation Workshop

**Collection**

We've started to add Shelf Talkers to the shelves promoting books. Examples follow.

We will also be creating a Staff Picks display.



# Spider-Man Across the Spider- Verse

A great second installment to an amazing franchise with animation full of detail and beauty. Miles Morales galivants across the Spider-verse!  
#ImmaDoMe



Kaylan

Submitted by: John Fruit, Head of Information Services



# WATCHMEN

ALAN MOORE AND DAVE GIBBONS




JOHN

One of the most influential comic books of all time, Watchmen is a brilliant satire and deconstruction of the superhero genre. The comic follows a group of flawed superheroes as they are stalked by an unknown assassin.



# Nerdcrush

Cosplaying, romance, and confidence. This book was so cute!



Daniela

Alisha Emrich

November 2023 Statistics - Information Services Dept.

Wix

Website Visits 1098

Event Registrations  
65

My Pc

Center Users 305

Youth Users  
247

Copier

Faxing 405 pages

Printing 1623 pages

Scanning 227 pages

Copies 984 pages

eRead IL: 13 checkouts

Kanopy 27 visits, 4 plays

Hoopla 3 new users; 142 Checkouts

OverDrive (Libby) 6 new users; 112 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

TikTok 44.3k likes, 1799 followers

Instagram 533 followers

Twitter 121  
followers

OCLC 2 checkouts, 3 holds filled

EBSCO: 52 Database Requests

Museum Adventure Pass: 10 passes generated

Explore More Illinois: 0 passes generated

Local History: 3 requests

Reference Questions : We average about 7 questions a day

## Youth Services Report: November 2023

### Overview:

November was not a month that I anticipated being as busy as it was. Normally, this month was more of the lull before the storm, but not this year! November was packed with activities, outside collaboration, hiring, and professional development.

First, I want to address the passing of our beloved previous Children's Librarian, Mrs. Shelia Jones-Ferrari. Her passing impacted the community entirely. When I posted her passing, along with a tribute and some older photos, the community took the time to interact with each other and share their stories of how she influenced their lives. Altogether, her post had 16,492 post impressions and 4,621 engagements. The Maywood community loved her, and they will miss her. Here are some examples:

██████████  
Mrs. Ferrari was amazing! I loved going to story time and singing "Where is Thumbkin" with her.  
When I graduated high school she gifted me a copy of my favorite picture book (which I would check out every time I went to the library). I still have that book and read it to my kids.

4w Like Reply Hide Edited

██████████  
I remember her always being helpful getting articles I needed by borrowing from other libraries.  
She was also there when I came back with my children years later. Thank you for your dedication!

4w Like Reply Hide

██████████  
I have some of the best memories at the library because of her! I would go in and she would help me find books to read or in my school projects. She was so kind. Every time I visit my family in Maywood and drive by the library I tell my kids about the great memories I had there thanks to her ❤️

4w Like Reply Hide

Another previous staff member passed during the same time: Arthur Williams. I also posted him on our page, along with a photo and a tribute. His post had a total of 1,203 post impressions and 238 engagements. Here are some comments:

██████████  
Arthur was a dear friend and always a pleasure to be around. Sending condolences to his family and everyone who had the pleasure of knowing him. Rest well, my friend...

4w Like Reply Hide

██████████  
He was such a wonderful person! All of us in the Brookfield community are devastated to have lost him but so blessed that he was part of our library. He greeted everyone with kindness.  
He will be truly missed.  
RIP dear friend.

4w Like Reply Hide

██████████  
OMG! I would come in & ask him about his mom all the time! She was a regular at the store...So sad to hear. The sweetest, kindest soul ever! 🙏🙏🙏

4w Like Reply Hide 🥹

It is imperative to recognize the importance of our role of being a vital resource to Maywood. These two incredible people gave so much hope, comfort, and confidence to anyone who walked through the doors. It has been our mission from the beginning, and we will continue to serve our Maywood community.



Secondly, John and I began to interview different applicants for the 3 library assistant positions that were posted. We had between 10-12 people apply. We divided them into sections, interviewed all of them over the phone, and moved to in-person interviews for those who seemed fit. For right now, we have a solid crew. However, we will have to review again once we open with our extended hours.

Lastly, everyone on staff was feeling the holiday cheer! We've decorated our building all over. Please take a gander when you have a chance.

### **Programming:**

*Anime Club, Chess Club, Movie Monday, and Lego Club* have constant members each week.

The crafts in our *Crafty Afternoons* program included cultural art, oil pastels, and luminaries (that we used for our collaboration with the Village in the tree lighting ceremony).

We had a *Grateful Card Making Day*, to reflect and be thankful.

*Making Monday* was a great way to allow our patrons to sit and create with clay! We had two sessions: a morning and evening session.

Our story times always of 3 different audience groups. In November we had *Stuffy Storytime, Preschool Storytime, and Toddler Storytime*. Preschools and daycares are our current attendees.

*Stuffy Sleep Over* was the first of many adventures with our patrons favorite stuffies. I created a video of all the things they did at our library. The video can be found at: <https://www.maywoodlibrary.org/youthservices>

*Try Teens* was cancelled this month, but *Journaling* is continuing to grow. We've been receiving more inquiries about these programs from different organizations.

*Letter to Santa Program* is an annual program where families can write a letter to Santa and the library will fulfill one (1) gift! Because of the high volume, we only grant the first 50 letters and our price limit per gift is \$25. This year, the dates to write the letter were Friday, November 24<sup>th</sup> to Saturday, December 2<sup>nd</sup>. Participants do have to write the letter here using our custom flyer, and parents must sign. This year we had 51 participants.

### **Community Outreach:**

#### **1. Malcolm X College Passport Fair | Thursday, November 9<sup>th</sup> @ 3:00 PM**

- a. After we received a perfect score on our Passport Inspection in September, we were asked by Terrence Madkins, the Customer Service Manager for the Passport Acceptance Agency, if we could proxy an off-site passport fair at Malcolm X College. This passport fair was to help students acquire their passports for their study abroad trip to Africa. Of course, we happily agreed!
- b. It took place on Thursday, November 9<sup>th</sup> at Malcolm X College. Both Vanessa Hatter, one of our library assistants, and I tackled over 20 passports. Because this was the first time for both parties involved, there were a few hick-ups, but overall, we were able to work with them. They already invited us back to host another one in January 2024! Students have also reported that they have received their passports. This event was well over 4 hours. We did not get back to the library until after 7:00 PM that day!

### **Professional Development:**

#### **1. Feria del Libro @ Guadalajara, Mexico | November 26th-November 29th**

- a. Participating in FIL MEX 2023 was one of the best experiences of my professional career so far. I was able to network with different Spanish publishers, distributors, and other independent companies. I connected with librarians from all over the nation, and ironically, with a handful of librarians from our neighboring libraries who attended as well! It was a pivotal learning experience, and I truly appreciate being able to attend. Here is a breakdown of our excursion:

- i. **Day 1: Traveling to MX:** I spent most of Sunday, November 26<sup>th</sup>, traveling to Guadalajara, MX. My flight was scheduled to 2:00 PM with a layover in Mexico City that was approximately 2 hours. I arrived to our hotel in Guadalajara at 11:40 PM to check-in for the day. Our hotel fees were covered by ALA, since Nydia and I were invited as Special Librarian guests.
- ii. **Day 2: FIL Introduction, Planning, and Purchasing Phase 1:** Our first official FIL Day started bright and early at 8:30 AM. Nydia and I got together, had complementary breakfast as we planned our day ahead. Once we called our Uber, we headed to the EXPO site. Once getting there, it was buzzing with energy! We had to find ALA's central office to identify ourselves and receive the rest of the package that we needed before we met with any distributors. Next, Nydia and I met with Multicultural Books and Videos (MCBV). This distributor has been around FIL for years and was recommended to us by a librarian at Wauconda Area Public Library. We talked with Akasia and decided to go with them. A great thing about MCBV is that they will be doing all the sorting, packing, shipping after we went around FIL and pointed to the material we selected. Our selected books were collected by them, and singularly written down as we selected different publishing groups. Additionally, because they have a warehouse in a surrounding state, we should be receiving our material in January, along with an invoice for the books and their fee. The downside is that they charge 40% of the overall purchase. To alleviate some of the pressure, we scaled our book budget back to accommodate the cost. We both were a bit wary of the price, but after talking with other librarians who chose different distributors, our worries were eased. Big distributors such as Lectorum were not charging shipping, however, they did not guarantee that the books selected could be shipped, they charged a 30% fee, their collection system was incredibly confusing, and participating libraries will not be receiving their material until 6 months from November. These librarians were not thrilled with all the conditions their distributors had. After, Nydia and I began our book selection, and we were there for the entire professional sessions.
- iii. **Day 3: Purchasing Phase 2 and Finalizing:** Like our second day, we commenced our day early and headed to FIL to finish up our purchasing. We were also able to witness some seminars and books talks from international authors. After finalizing our purchases, we gathered paperwork for MCBV and reassured the timeline. We also got a chance to familiarize ourselves with local artist and take in the beauty of Guadalajara.
- iv. **Day 4: Traveling Home:** Our return flight home was rescheduled to 7:00 AM, so Nydia and I had a very early morning that day. We arrived at the Guadalajara Airport around 4:00 AM and started our journey back home.

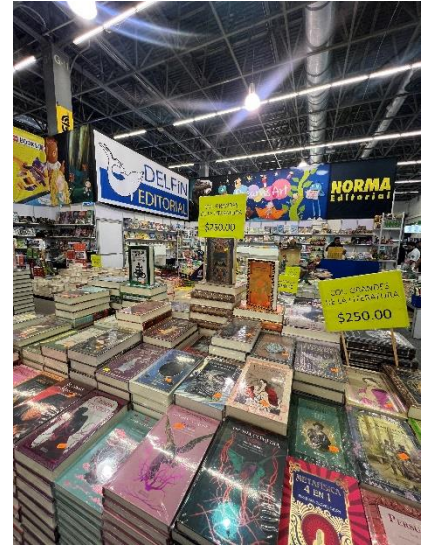


## 2. Youth Services Forum (YSF) Open Meeting | Friday, November 17 @ 11:00 AM

- a. A forum that discusses all topics dealing with Youth Services. It is a forum created for Youth Services Librarians and Department Heads.

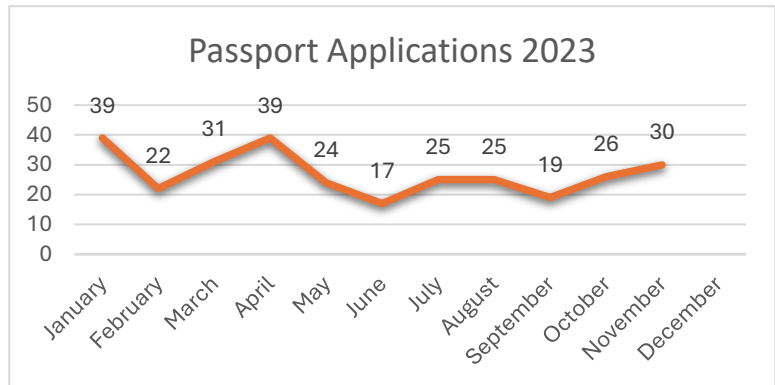
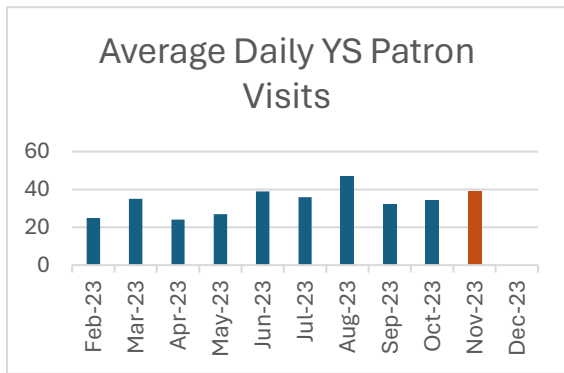
### Closing:

Our outreach sessions have been increasing much more monthly. Not only did we have the opportunity to work with Malcolm X College and attend FIL Guadalajara, we continued to attend community sessions. There was a career day at WDLA that Trustee Elizabeth Villareal and our library assistant Kiara Robles attended. They were able to speak about what it's like working and being involved with a library. Thank you so much to both for attending this event.



**Youth Services Program Stats: November 2023**

Program	Date & Time	Attendance	Audience
Anime Club	11/04 @ 2:00 PM	0	Tweens and Teens
Chess Club	11/04 @ 11:00 AM	0	All
Crafty Afternoons	11/01 @ 5:00 PM	19	All
	11/08 @ 5:00 PM	27	All
	11/22 @ 5:00 PM	32	All
Grateful Cards	11/17 (All Day)	15	All
Journaling	11/21 @ 5:00 PM	3	Tweens and Teens
Lego Club	11/18 @ 11:00 AM	12	Kids
Let's Play	11/02 @ 1:30 PM	7	All
Letters to Santa	11/24-12/2	52	All
Making Mondays	11/20 @ 11:30 AM	7	Kids
	11/20 @ 5:00 PM	4	Kids
Movie Monday	11/13 @ 4:30 PM	2	All
Storytime	11/06 @ 10:30 AM	4	Kids
	11/07 @ 2:00 PM	9	Kids
	11/20 @ 10:30 AM	7	Kids
	11/21 @ 10:30 AM	8	Kids
Stuffy Sleepover	11/09 @ 4:30 PM	5	All
Try Teens	11/16 @ 5:00 PM	Cancelled	Tweens and Teens



Daniela Martinez  
 Head of Youth Services  
 12/14/2023

## Paid Leave Policy

Approved 12/2023; effective 1/1/2024

### Vacation Time

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.

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.

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: At start of employment, the Director is eligible for 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: At start of employment, a Manager/Supervisor is eligible for 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: At start of employment, Full-Time Staff are eligible for 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: At start of employment, Part-Time Staff are eligible for 40 hours of vacation time. 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.

Less Than Part-time Staff: At start of employment, Less Than Part-Time Staff are eligible for 20 hours of vacation time. 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 90 days of employment, on a prorated basis.**

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.

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

Nothing in this policy creates an employment contract or any promise of continued employment.

### Personal Time

The library provides personal time as a benefit to full-time employees, part-time employees, and less than part-time employees. Personal time is to be used for personal business that cannot be accomplished during non-working time. This includes such things as appointments with attorneys, accountants, home repairs, vehicle repairs, mortgage closings/moving, etc.

Full-Time Employees will be granted up to three (3) paid personal days (22.5 hours) per calendar year. During their first calendar year of employment, eligible employees hired from January 1<sup>st</sup> to March 31<sup>st</sup> are granted 3 days; eligible employees hired from April 1<sup>st</sup> to June 30<sup>th</sup> are granted 2 days; eligible employees hired from July 1<sup>st</sup> to September 30<sup>th</sup> are granted 1 day;

and eligible employees hired from October 1<sup>st</sup> to December 31<sup>st</sup> receive no personal days until the following January 1.

Part-Time Employees and Less Than Part-Time Employees are eligible for seven (7) personal hours per calendar year. A regular part-time or less than part-time employee hired July 1<sup>st</sup> and after will be eligible for 7 personal hours beginning the following calendar year.

Personal time may be taken at any time during the year with the prior consent of the manager.

Personal time may not carry over to the next year and must be taken within the year awarded. There will be no payment for unused personal time upon termination of the employee.

### Sick Leave

Maywood Public Library District provides regular, full-time, part-time, **and less than 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 (1,800 hours) per IMRF retirement policies.

Part-Time Employees **and Less Than 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 (1,800 hour) may not accrue beyond the 240-day (1,800 hour) 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.

#### Time Off Requests

Time off should be requested by the employee according to established procedure to provide time for the supervisor to arrange job coverage. If time off from work is foreseeable, employees must provide reasonable notice of at least 7 calendar days to their supervisor before the date the time off is to begin.

Time off requests may be submitted no more than 6 months before the dates requested, and will be approved by the employee's supervisor or designee in the order in which they are received. The Library reserves the right to deny a time off request if approval would result in the Department or Library being below established minimal staffing levels.

If the time off is not foreseeable, such as in the event of an emergency or illness, employees shall provide such notice as soon as is practical, following general call-out procedures.

Extended leaves of absence require advance written request or notification to the appropriate supervisor, department head, and Library Director.



## Vacation [OLD]

Approved 10/2022; effective 1/1/2023

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.

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 five (5) days, 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 effective January 1, 2023 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.

## Additional Benefit Time-Off – Birthdays and Personal Days [OLD]

Approved 1/2023

### Birthdays

Library staff shall have their birthday, or a day of their choosing, as a paid leave day, not cumulative.

There will be no payment for unused birthday time upon separation of the employee.

**Effective January 1, 2024, the paid birthday leave day will cease.**

### Personal Days

The library provides personal days as a benefit to full-time employees and part-time employees. Personal days are to be used for personal business that cannot be accomplished during non-working time. This includes such things as appointments with attorneys, accountants, home repairs, mortgage closings/moving, etc.

Full-time employees will be granted up to three paid personal days (22.5 hours) per calendar year. During their first calendar year of employment, eligible employees hired from January 1<sup>st</sup> to March 31<sup>st</sup> are granted 2 days; eligible employees hired from April 1<sup>st</sup> to September 30<sup>th</sup> are granted 1 day; and eligible employees hired from October 1<sup>st</sup> to December 31<sup>st</sup> receive no personal days until the following January 1.

Part-time employees regularly scheduled to work at least 15 hours per week are eligible for 7 personal hours per calendar year. A regular part-time employee hired July 1 and after will be eligible for 7 personal hours beginning of the following calendar year.

These days may be taken at any time during the year with the prior consent of the manager.

Personal days may not carry over to the next year and must be taken within the year awarded. There will be no payment for unused personal time upon termination of the employee.

## Sick Leave [OLD]

Approved 10/2022; effective 1/1/2023

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 (1,800 hours) 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 (1,800 hour) may not accrue beyond the 240-day (1,800 hour) 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.

OLD POLICY

# Employee Classification and Compensation

Approved XX/2023

## Employee Classifications

- Full-Time Employees are those who are regularly scheduled to work a standard 7.5 hour work day and a weekly average of 37.5 hours.
- Part-Time Employees are those who are regularly scheduled to work a weekly average of between 16 and 32 hours.
- Less Than Part-Time Employees are those who are regularly scheduled to work a weekly average 15 hours or less.
- Temporary employees are those who work over a designated, predetermined period of time, usually not to exceed six months.
- Substitute employees are those who fill in for staff as necessary (maternity leaves, other types of leaves, illnesses, etc.). Generally, substitute employees have resigned/retired from their library jobs but may, at the discretion of the Library Director and Department Manager, be hired from outside the library.

Exempt employees are classified as exempt under the Fair Labor Standards Act and are excluded from specific provisions of federal and state wage and hour laws. Exempt employees are not entitled to overtime pay.

Non-exempt employees are classified as non-exempt under the Fair Labor Standards Act. Non-exempt employees who work in excess of 40 hours per week receive compensation at a rate of one and one-half times the regular rate of pay for all hours over 40. Only hours actually worked are counted toward getting to 40 hours. Paid time off, such as vacation, sick, and holiday time, is not counted.

## Compensation

This section provides a framework for pay decisions, delineates responsibilities for the administration and maintenance of the compensation program, and outlines the process of salary recommendations and changes.

### Compensation Philosophy

The library recognizes the essential role staff has in furthering the purpose and values of the library and in achieving the library's strategic goals. The Board of Library Trustees and Administration are committed to maintaining an internally equitable and externally competitive compensation structure that will enable the library to recruit and retain a diverse staff of highly proficient and qualified employees and reward high performing employees at all levels.

The library establishes and maintains pay ranges based upon internal equity and externally competitive guidelines with a base pay minimum and maximum for all pay ranges. Internal equity refers to the constant effort on the part of the Board of Library Trustees and

Administration to ensure that pay is managed fairly across all employee pay ranges. Employees will be paid within the pay range for the pay grade of their position. In determining an employee's rate of compensation within their assigned pay range, the library may consider the employee's performance, seniority, education, experience, and the requirements for the position.

Merit increases will be reviewed annually. Merit increases will be awarded to staff who demonstrate satisfactory job performance in their annual performance review and attain performance goals set forth in the prior year's annual performance review.

The library seeks to provide competitive salaries across all jobs – defined as sufficiently above the median of the local library competitor market – to continue to attract and retain superior staff. Annually, the library will collect, analyze, and consider pay ranges for benchmark positions in the competitor market and will make adjustments to pay ranges as needed.

The library compensation structure includes competitive benefits, such as flexible scheduling, paid time off, and training and continuing education for all jobs. Individual employees' eligibility for benefits is dependent on hours worked, length of service, and other factors. Not all employees qualify for all benefits offered.

The Board of Library Trustees and Administration seek to ensure that benefits are offered and managed fairly across all jobs, defined as sufficiently above the average of the local library competitor market to continue to attract and retain superior staff.

The library encourages employees in developing and maintaining competitive skill levels through support of training initiatives and learning opportunities, ensuring that necessary skill sets are developed. The library endeavors to allow time and financial support to enable staff to attend approved training.

### Objectives

The objectives of the Maywood Public Library District's compensation program include:

- Attract and retain competent personnel;
- Provide for recognition of and reward for differences in individual ability and performance;
- Establish and maintain competitive pay ranges consistent with the economic requirements of the Maywood Public Library District and commensurate with the local library competitor market;
- Relate salaries paid to the duties and responsibilities of positions to provide a stimulus for employee self-improvement and advancement to greater responsibilities;
- Maintain a program of performance evaluation that identifies opportunities for employee development and places compensation rewards on an objective basis; and

- Provide an effective management control system, which will permit delegation of responsibility within a framework of policy and procedures.

### Job Descriptions

A job description that defines the essential job requirements, duties, responsibilities, and skills required to perform a specific role will be maintained for every position.

### Salary Schedule

The library maintains a competitive salary schedule that consists of pay grades and ranges. All job descriptions will be evaluated and classified in the order of their relative value, utilizing approved evaluation techniques.

### Pay Grades

All positions will be classified by pay grade, which indicates the range of their minimum and maximum salary value.

### Pay Ranges

Pay ranges are the means by which the relative value of positions is expressed in dollar terms and will be sufficiently broad to provide salary growth potential for competent personnel. Pay ranges specifically establish the lowest dollar amount generally paid for minimum acceptable performance and the highest dollar amount generally paid for outstanding performance, relative to position market value and other positions in the library.

### Maintenance

The Salary Schedule, including pay grades and ranges, is reviewed annually by Administration and appropriate changes are recommended to the Board of Library Trustees for approval during the annual budget process.

### Service Awards (?? Does MPLD have any kind of service award program??)

All employees will receive a service award after five consecutive years of service and at each additional five consecutive years of service thereafter. The service award includes:

- One prorated personal day to be used within four months of the anniversary date;
- An honor book chosen by the employee; and
- Recognition of the milestone anniversary at the next In-Service Day.

### Emergency Closings

In the event the library is closed due to an emergency such as heavy snow, power failure, etc., all staff will be paid for their regularly scheduled hours. In the event of a closing that may be only temporary, staff who are being paid for closed times will be considered to be "on call" and are expected to return to the library for the remainder of their scheduled workday should



conditions allow the library to reopen. If an employee chooses not to come to work or leaves early due to inclement weather when the library remains open or reopens, the employee may choose to use any remaining vacation or personal time or take the time off without pay.

DRAFT

# Collection Management Policy

Approved 12/2023

## PURPOSE

The purpose of the Maywood Public Library District is to acquire, organize, and preserve a balanced collection of educational, technological, and recreational books and materials of various formats to serve the library's patrons and all the residents of Maywood.

## AUTHORITY AND RESPONSIBILITY FOR THE SELECTION OF MATERIALS

The Library Board of Directors delegates responsibility for the selection of materials to the Library Director who will operate within the framework of policies determined by the Board. Professional staff may participate in selection under the direction and as delegated by the Library Director. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

## SELECTION CRITERIA

In accordance with the recommendations of *Serving Our Public: Standards for Illinois Public Libraries*, the Maywood Public Library allocates not less than 8-12% of its operating budget for materials for patrons every year. These materials will be selected in a variety of formats including, but not limited to, print, video, sound recording, and electronic media. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including bestseller lists, and the advice of competent people in specific subject areas will also be used. Other considerations are budgetary constraints, space, existing holdings, and availability from other sources. An up-to-date reference section is of first priority, and it is important to have access to any current or past information about the Maywood community.

Particular attention and every attempt is to be made to acquire and hold permanently and for perpetuity any and all materials regarding the history of Maywood and its citizens, copies of works by any local authors, and the existing collection of local high school yearbooks.

## COLLECTION MAINTENANCE

Materials in the main library collection that are obsolete, worn, or unused may be removed from the collection. Popular or important materials that are lost or damaged will be replaced if possible. The local history collection is unique and should be regarded as special and permanent, and every effort made to preserve it in a professional manner.

## GIFTS

Gifts of books and other materials are accepted with the understanding that they may be used as the library staff see fit and in accordance with the needs and space limitations of the library. The same criteria of selection will be used as for purchased items. Gifts of historic or current Maywood interest should be added to the local history collection. The library cannot provide evaluations of gifts, but a letter from the library indicating receipt of a gift may be sent if the donor requests it. Unused gifts may be offered for sale by the library.

## INTELLECTUAL FREEDOM [OLD]

The Maywood Library Board of Directors supports in full the precepts of the Freedom to Read Statement, the Freedom to View Statement, and the Library Bill of Rights of the American Library Association.

Requests for reconsideration may be made only by registered Maywood Public Library patrons and shall be made in writing and given to the Library Director for a written response. Appeals are directed to the Board for the final decision.

## INTELLECTUAL FREEDOM [NEW]

The Maywood Public Library District endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

The Maywood Library Board of Directors supports in full the precepts of the American Library Association's Freedom to Read Statement, Freedom to View Statement, and Library Bill of Rights, and has adopted the above documents as policy. As such, the Maywood Public Library and Board shall prevent censorship of its library materials and resources, ensuring items are not withdrawn from its library collection merely because individuals or groups object to the material based on partisan or doctrinal disapproval.

Requests for reconsideration of library materials or resources may be made only by registered Maywood Public Library patrons and shall be made in writing and given to the Library Director for a written response. Appeals are directed to the Board for the final decision.

*See also: Gifts and Donations Policy*

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MAYWOOD PUBLIC LIBRARY DISTRICT  
RESOLUTION NO. 24-01  
A RESOLUTION ADOPTING THE AMERICAN LIBRARY ASSOCIATION  
LIBRARY BILL OF RIGHTS PURSUANT TO PUBLIC ACT 103-100

WHEREAS, the Maywood Public Library District is a public library district existing and operating pursuant to the Public Library District Act of 1991, 75 ILCS 16/; and

WHEREAS, on June 12, 2023, the Illinois General Assembly passed Public Act 103-100 (“Act”) to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials; and

WHEREAS, the Act provides that in order to be eligible for State of Illinois grants, Illinois libraries and Illinois library systems must either (i) adopt the American Library Association (ALA) Library Bill of Rights or, in the alternative, (ii) develop a written policy prohibiting the practice of banning books or other materials within the library or library system; and

WHEREAS, the Maywood Public Library District Board of Trustees finds and determines that adopting the ALA Library Bill of Rights, in conformance with the Act, is in the best interests of the public.

NOW THEREFORE, BE IT RESOLVED by the Maywood Public Library District Board of Trustees, as follows:

Section 1. Recitals. The above stated recitals are incorporated herein by reference.

Section 2. Adopting the ALA Library Bill of Rights. In furtherance of and in conformance with Public Act 103-100, the Maywood Public Library District Board of Trustees hereby adopts the ALA Library Bill of Rights (attached as Exhibit A), as it may be amended from time-to-time.

Section 3. Severability. In the event that any section, clause, provision, or part of this Resolution is found to be invalid by a court of competent jurisdiction, all remaining provisions will continue in full force and effect.

Section 4. Repeal and Savings Clause. All ordinances or resolutions, or parts thereof, in conflict with this Resolution are hereby repealed to the extent of the conflict.

Section 5. Effective Date. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

This Resolution is hereby APPROVED AND ADOPTED this 20th day of December 2023.

AYES: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

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Shakeesta Williams, President, Board of Trustees

ATTEST:

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LaSondra Banks, Secretary, Board of Trustees

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