

MAYWOOD PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Board Meeting

Agenda

October 16, 2024
6:30 PM

1. Call to Order & Roll Call
 2. Adoption of Agenda
 3. Introduction of Visitors
 4. Public Comment
 5. Annual Levy Presentation by James (Jamie) Rachlin from Meristem Advisors
 6. Facilities Update by Dan Eallonardo from Independent Construction Services
 7. Minutes
 - 7a. **Action Item:** Approval of the minutes of the Regular meeting and the Executive Session held on September 18, 2024
 8. Communications & Announcements
 9. Treasurer's Report
 - 9a. **Action Item:** Approve October 2024 Treasurers Report
 - 9b. **Action Item:** Ratify the Accounts Payable for August 14, 2024 in the amount of \$69,176.41 and for September 18, 2024 in the amount of \$46,016.99 and Approve the Accounts Payable for October 09, 2024, in the amount of \$44,120.17
 - 9c. **Action Item:** Approval of Library Payroll for September 18, 2024, in the amount of \$16,848.73 and October 2, 2024, in the amount of \$15,349.92.
 - 9d. **Action Item:** Ratify the transfer of \$200,000 from US Bank Primary to US Bank checking to pay invoices and payroll
 10. Interim Directors Report
 11. Committee Reports
 12. Old Business
 - 12a. **Discussion/Action Item:** Interim Director's Review
- Executive Session
- Pursuant to 5 ILCS 120/2(c)(2), "Executive Session to discuss the employment, compensation, discipline, performance, or dismissal of specific employees".

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees
Regular Board Meeting

October 16, 2024

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12b. **Discussion/Action Item:** Director Search Proposal

12c. **Discussion/Action Item:** Approving 0.2 Building and Maintenance Levy

12d. **Discussion/Action Item:** IMRF Staff Contribution Errors Update

13. Executive Session

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

14. New Business

14a. **Discussion/Action Item:** Water Utility Inquiry Update

15. Comments from the Board

16. Adjournment

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Shakeesta Williams at 6:37 PM on Wednesday, September 18, 2024, at the Maywood Public Library District.

Secretary Banks conducted the roll call.

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

Absent: Trustee Banks (excused)

There was a quorum present to conduct library business.

Also present in person: Interim Library Director Daniela Martinez, Doreen Berrien, Business Office Consultant, Kyle A. Cunningham from William's Architect's, and Kathy Parker from KP Consultants.

2. ADOPTION OF AGENDA

President Williams asked for a motion to approve the agenda as amended, placing Executive Session after the Treasure's Report, before the Interim Report. Trustee Villarreal called the motion and Trustee Rice seconded.

President Williams called for a roll call.

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

Nays:

Motion Passed

3. INTRODUCTION OF VISITORS

Library employee and resident, Stephanie Samuel and Maywood Chamber of Commerce Member, Jade Sky Insurance, and resident, Anthony Cook.

4. PUBLIC COMMENT

No public comment.

5. FACILITIES UPDATE FROM WILLIAM'S ARCHITECTS

Associate Kyle Cunningham came to give an update and clarification on the Elevator Modernization Project and presented to the board the recommendations brought by Colley Elevator, regarding the cylinder.

Questions/Comments from the Board:
Budget/Cost/Contingency included in Grant
Projected Work

6. APPROVAL OF MINUTES

President Williams asked for a motion to approve the minutes from the regular meeting held on July 17, 2024. Trustee Bulter made a motion to approve regular meeting minutes. Trustee Villarreal seconded the motion.

President Williams called for a vote. **Motion Passed.**

7. COMMUNICATION AND ANNOUNCEMENTS

Trustee Butler mentioned Library programs occurring in October to which Interim Martinez gave the time and date: Sex, Lies & Media Training for Teens, October 3 @ 4 PM and Sex Trafficking Awareness, October 3 @ 5 PM.

Interim Martinez also announced representing and reading at the Brookfield Zoo, along with Tour of Proviso Bike Ride.

8. TREASURER'S REPORT

8a. **Action Item:** Approve August & September 2024 Treasurers Report

8b. **Action Item:** Ratify the Accounts Payable for July 17, 2024, in the amount of \$51,737.67 and Approve the Accounts Payable for August 14, 2024 in the amount of \$69,176.41 and for September 18, 2024 in the amount of \$46,016.99

8c. **Action Item:** Approval of Library Payroll for July 24, 2024, in the amount of \$ 15,333.18, August 7, 2024, in the amount of \$ 15,973.72, August 21, 2024, in the amount of \$ 16,249.82 and September 4, 2024, in the amount of \$16,162.31.

Treasurer Sanchez read the report to the Board.

President Williams asked for a motion to approve the Treasurer's Report encompassing

agenda items 8a through 8c. A motion was made by Trustee Villarreal and seconded by Trustee Sanchez to approve the Treasurer's Report as presented.

President Williams called for a roll call vote.

Questions/Comments from the Board:

Water Bill

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

Nays: n/a

Abstain: n/a

Absent: Trustee Banks

Motion Passed.

9. EXECUTIVE SESSION

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

President Williams asked for a motion to move into Executive Session. Trustee Sanchez motion to move into Executive session and was second by Trustee Villarreal.

10. INTERIM DIRECTOR'S REPORT

President Williams asked for a motion to approve the Interim Director's report. Trustee Sanchez moved to approve the report and Trustee Barber-Burnside seconded the motion.

Motion Passed.

11. COMMITTEE REPORTS

A meeting for the Maywood Foundation Committee must be established at the October 16, 2024 Board Meeting.

12. OLD BUSINESS

Approval of Team-BMG (Business Model Group). President Williams asked for a motion to approve Team-BMG, Trustee Villarreal motioned the approval and President Williams second.

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

Motion passed.

13. NEW BUSINESS

13a. Discussion/Action Item: Early Voting and Election Day Location.

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

Motion Passed.

13b. Discussion/Action Item: Elevator Modernization Change Order up to \$10,000 Budget Request with Prior Approval of Treasurer or President

Motion by Trustee Sanchez, seconded by Trustee Villarreal
Ayes: Trustee Williams, Sanchez, Butler, Villarreal
Nays: Trustee Rice
Abstain: n/a
Absent: Trustee Banks

Motion Passed.

13c. Discussion/Action Item: Strategic Planning/Kathy Parker Consulting

Motion was passed in a previous meeting.

13d. Discussion/Action Item: Staff Strategic Plan & Library Closing Date: Friday, November 15, 2024.

Motion by Trustee Barber-Burnside, seconded by Trustee Villarreal
Ayes: Trustee Williams, Barber-Burnside, Sanchez, Butler, Rice, Villarreal
Nays: n/a
Abstain: n/a

Absent: Trustee Banks

Motion Passed.

13e. Discussion/Action Item: Director Search Proposals

Motion to table by Trustee Sanchez, seconded by Trustee Rice

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

Nays:

Abstain: Trustee Barber-Burnside

Absent: Trustee Banks

Motion Tabled.

13f. Discussion/Action Item: Annual Levy & 0.2 Building and Maintenance Levy

Motion by Trustee Butler, seconded by Trustee Sanchez

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

Nays: n/a

Abstain: n/a

Absent: Trustee Banks

Motion Passed.

13g. Discussion/Action Item: FOIA Board Officer Appointment

Motion for Interim Martinez and Trustee Sanchez to become FOIA Officers
by Trustee Villarreal, seconded by Trustee Butler

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

Nays: n/a

Abstain: n/a

Absent: Trustee Banks

Motion Passed.

**13h. Discussion/Action Item: Interim Director's Presentation and Request for
Review at October 2024 Board Meeting**

No motion required.

13i. Discussion/Action Item: IMRF Staff Voluntary Contribution Errors

No motion required.

14. ADJOURNMENT

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

President Williams called for a vote.

Motion Passed. The meeting adjourned at 9:38 PM.

SIGNED: _____ DATE: _____
LaSondra Banks, Secretary

DRAFT



**Maywood
Public
Library
District**

MONTHLY FINANCIAL STATEMENTS

OCTOBER 2024

MAYWOOD PUBLIC LIBRARY DISTRICT
Summary of Monthly Cash Receipts & Disbursements
As of September 30, 2024

Account	Beginning Bal. 9/1/2024	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Stmt. Balance 9/30/2024
US Bank- Primary	\$ 2,129,419.14	\$ 162.02			\$ 104,849.09		\$ (12.00)	\$ 2,234,418.25
US Bank- Accouts Payable	142,311.50	7.62			659.58	(86,545.73)		56,432.97
US Bank DECO	186,121.57	13.73						186,135.30
IL Funds - Primary	362,515.45							
Seaway Foundation	13,679.78	0.05						13,679.83
Cash - Cirulation	65.00							65.00
Petty Cash	75.00							75.00
TOTAL	\$ 2,834,187.44	\$ 183.42	\$ -	\$ -	\$ 105,508.67	\$ (86,545.73)	\$ (12.00)	\$ 2,490,806.35

Statement Not Available
Amounts not verified

	Statement Balance 9/30/2024	Uncleared Transactions @ 9/30/24	Register Balance @ 9/30/24
US Bank- Accouts Payable	56,432.97	(24,203.56)	32,229.41

Maywood Public Library
Accounts Payable
October 2024

Vendor	Check Num.	Account	Memo/Description	Amount	
Anderson Elevator	3476	2100011 Accounts Payable	Inv. 93621-W0K6	312.00	312.00
		4250011 Contract Maintenance Building	Inv. 93621-W0K6	312.00	
Amazon Capital Services	3477	2100011 Accounts Payable		5,003.82	5,003.82
		4080011 Adult Books	1JGP-M96Q-YTQL	85.63	
		4080011 Adult Books	1GVM-PYPD-MRN4	32.94	
		4100011 Adult Audio Visual	19JV-K7L4-FXFG	509.68	
		4100011 Adult Audio Visual	1VCT-W916-NWND	58.09	
		4100011 Adult Audio Visual	13LF-N314-DGQP	42.22	
		4106011 Technology	16TW-XG44-C1WM	377.43	
		4106011 Technology	13RQ-4J7G-DK63	84.93	
		4130011 Library Supplies	1DYQ-WW43-6VGF	186.79	
		4130011 Library Supplies	1MY7-QKKP-RHQ9	75.67	
		4130011 Library Supplies	1KMR-61XY-1T6H	23.98	
		4130011 Library Supplies	1CFW-QPKP-7MVR	27.00	
		4130011 Library Supplies	1KNF-LNFX-V91N	97.74	
		4302012 YS Programming	" "	148.65	
		4130013 Tech Services Supplies	1C9K-H9CH-NW6J	56.09	
		4131011 Hospitality	13KF-7YYV-64TL	80.33	
		4256011 Janitorial Supplies	1MJ9-G4J4-16HK	67.00	
		4302011 Adult Programming	1RXP-TK3L-C6YG	107.37	
		4302011 Adult Programming	14NN-KFVV-DG9Q	8.99	
		4302011 Adult Programming	1QYJ-FLMH-D9HH	28.92	
4302012 YS Programming	1CWC-LWGC-VD9D	75.21			

Maywood Public Library
Accounts Payable
October 2024

Vendor	Check Num.	Account	Memo/Description	Amount	
		6034011 Per Capita Grant Expenses	1H9N-97N3-7L9F	2,005.44	
		6034011 Per Capita Grant Expenses	1RM7-PPL3-C316	432.74	
		6032011 Misc. Grant Expense	17H1-DWN4-C993	236.97	
		4130011 Library Supplies	1XMD-1WQ7-G11F	91.05	
		4302012 YS Programming	" "	62.96	
Anderson Pest Solutions	3478	2100011 Accounts Payable	Bill 2486355	82.50	82.50
		4250011 Contract Maintenance Building		82.50	
Baker & Taylor	3479	2100011 Accounts Payable	Various book invoices. See line descriptions.	396.73	396.73
		4080011 Adult Books	2038569909	396.73	
Blissful Light, LLC	3480	2100011 Accounts Payable	11/19/24 Program	175.00	175.00
		4302011 Adult Programming		175.00	
Comcast	3481	2100011 Accounts Payable	Service From 9/30/24 - 10/29/24	161.85	161.85
		4106011 Technology	Acct. 8771 20 001 0331433	161.85	

**Maywood Public Library
Accounts Payable
October 2024**

Vendor	Check Num.	Account	Memo/Description	Amount	
ComEd	3482	2100011 Accounts Payable	ComEd Bill Issued 9/16/24	27.44	27.44
		4225011 Electricity	3278735000	27.44	
Complete Temperature Systems	3483	2100011 Accounts Payable	INV. MA008976	2,575.00	2,575.00
		4250011 Contract Maintenance Building	Quarterly Billing	2,575.00	
Danny Celis	3484	2100011 Accounts Payable	November 21, 2024 Program	150.00	150.00
		4302011 Adult Programming		150.00	
Doreen J Berrien	3485	2100011 Accounts Payable		3,246.25	3,246.25
		4170011 Professional Services	September Services	3,246.25	
Ebsco	3486	2100011 Accounts Payable	Periodicals inv. 1729294	468.06	468.06
		4090011 Periodicals	Periodicals inv. 1729294	468.06	
Globe Life	3487	2100011 Accounts Payable	Acct. *5395 Due10/1/24	171.44	171.44
		4040011 Healthcare Premium	Acct. *5395 -	171.44	

**Maywood Public Library
Accounts Payable
October 2024**

Vendor	Check Num.	Account	Memo/Description	Amount	
Independent Construction Services	3488	2100011 Accounts Payable	Inv. 1441	435.00	435.00
		4170011 Professional Services	Inv. 1441	435.00	
James Rachlin	3489	2100011 Accounts Payable	Inv. MPLD-1024	1,050.00	1,050.00
		4170011 Professional Services	Municipal Advisory Svcs.	1,050.00	
John Wilk Communication LLC	3490	2100011 Accounts Payable	Legal Notice, Inv. 1204	147.00	147.00
		4135011 Printing	Legal Notice, Inv. 1204	147.00	
Konica Minolta Business Solutions	3491	2100011 Accounts Payable	Copy machine maintenance. Various invoices.	281.77	281.77
		4240011 Maintenance of Equipment	295802931	103.77	
		4240011 Maintenance of Equipment	295793318	20.35	
		4240011 Maintenance of Equipment	295792941	157.65	
LRS, LLC	3492	2100011 Accounts Payable	LR5882059	186.33	186.33
		4235011 Garbage	LR5882059	186.33	

Maywood Public Library
Accounts Payable
October 2024

Vendor	Check Num.	Account	Memo/Description	Amount	
MidAmerican Energy	3493	2100011 Accounts Payable	Acct. #**8692, End read 9/16/24	9,998.99	9,998.99
		4225011 Electricity	Acct. #**8692, End read 9/16/24	9,998.99	
Midwest Tape, LLC	3484	2100011 Accounts Payable	506125197	530.06	530.06
		4100011 Adult Audio Visual	506125197	265.03	
		4100012 YS Audio Visual	"	265.03	
Nicor Gas	3495	2100011 Accounts Payable	Natural Gas 8/15/24 - 9/16/24	2,947.45	2,947.45
		4205011 Natural Gas	5581640000 0	2,947.45	
PNH Computer Services	3496	2100011 Accounts Payable	Invoice 29043	2,705.00	2,705.00
		4106011 Technology	Sonic Firewall, Support Package	2,705.00	
Quill LLC	3497	2100011 Accounts Payable	Various invoices. See line descriptions.	307.21	307.21
		4130011 Library Supplies	40568752	140.84	
		4131011 Hospitality	" "	43.40	
		4130011 Library Supplies	40716799	23.98	
		4256011 Janitorial Supplies	" "	59.48	
		4256011 Janitorial Supplies	40644127	7.06	
		4131011 Hospitality	" "	32.45	

Maywood Public Library
Accounts Payable
October 2024

Vendor	Check Num.	Account	Memo/Description	Amount	
RAILS	3498	2100011 Accounts Payable		2,035.00	2,035.00
		4070011 Membership Dues	Inv. 12802	685.00	
		4070011 Membership Dues	Inv. 12935	1,350.00	
Rhonda Fentry	3499	2100011 Accounts Payable	11/12/24 Meditation Soundbath	75.00	75.00
		4302011 Adult Programming	11/12/24 Meditation Soundbath	75.00	
Romano Landscape LLC	3500	2100011 Accounts Payable	inv. 52019,52586	1,290.00	1,290.00
		4250011 Contract Maintenance Building	52586	645.00	
		4250011 Contract Maintenance Building	52019	645.00	
Today's Business Solutions, Inc	3501	2100011 Accounts Payable	inv. 16197 - lease payment for MyPC, PaperCut, & cpads (5/31/24-5/30/25)	400.00	400.00
		4240011 Maintenance of Equipment	Annual Agreement, TBS Tower, Hardware	400.00	
Tsavant Inc.	3502	2100011 Accounts Payable	Sept. & Oct. Services	1,800.00	1,800.00
		4170011 Professional Services	Inv. MP0047	1,800.00	

Maywood Public Library
Accounts Payable
October 2024

Vendor	Check Num.	Account	Memo/Description	Amount	
US BANK	3503	2100011 Accounts Payable	Various charges. See line descriptions.	1,246.22	1,246.22
		4260011 General Maintenance - Building	Ref 2238	220.63	
		4260011 General Maintenance - Building	Ref 6513	(36.89)	
		4140011 Postage	Ref 3248	73.00	
		4131011 Hospitality	Ref 1979	27.35	
		4130011 Library Supplies	Ref 3192	9.99	
		4106011 Technology	Ref 1061	840.00	
		4260011 General Maintenance - Building	Ref 8635	112.14	
Village of Maywood Water Department	3504	2100011 Accounts Payable	Water & Sewer: Accts 427403007-00 & 427405652-00	4,940.05	4,940.05
		4215011 Water	Water inv. 427403007-00 Read Date 9/30/24	2,603.74	
		4215011 Water	Water inv. 427405652-00 Billing end 9/30/24	2,336.31	
Williams Associates Architects, Ltd.	3505	2100011 Accounts Payable	inv. 0022424, 0022557	975.00	975.00
		4260011 General Maintenance - Building	Inv. 0022802	975.00	
Peerless Network	3506	2100011 Accounts Payable	Inv. 61029	4,710.36	4,710.36
		4150011 Telephone		4,710.36	

**Maywood Public Library
Accounts Payable
October 2024**

Vendor	Check Num.	Account	Memo/Description	Amount	
LIMRiCC UCGA	3507	2100011 Accounts Payable	3rd Quarter 2024	117.54	117.54
		9350093 Unemployment		117.54	
TOTAL					48,948.07

Wednesday, Oct 09, 2024 10:35:40 AM GMT-7

Maywood Public Library
Statement of Financial Position Comparison
As of September 30, 2024

	Total	
	As of Sep 30, 2024	As of Aug 31, 2024 (PP)
ASSETS		
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	362,515.45	362,515.45
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	2,234,233.70	2,129,234.59
1080111 US Bank - Accounts Payable	32,229.41	125,336.84
1080211 US Bank - Payroll	0.00	0.00
1080311 US Bank SB220079 Grant Account (DCEO)	186,135.30	186,121.57
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
Total Bank Accounts	\$ 2,815,562.66	\$ 2,803,657.25
Total Current Assets	\$ 2,815,562.66	\$ 2,803,657.25
TOTAL ASSETS	\$ 2,815,562.66	\$ 2,803,657.25
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	-396.08	-396.08
Total Accounts Payable	-\$ 396.08	-\$ 396.08
Other Current Liabilities		
2101011 Federa I Tax Withheld	-1,453.12	-1,453.12
2102011 State Tax Withheld	5,821.96	5,821.96
2103011 FICA Withheld	1,901.72	1,901.72
2104011 IMRF Withheld	-1,617.07	-1,657.09
2104511 IMRF-VAC	2,375.33	1,922.09
2105011 Credit Union I Withheld	92.32	92.32

Maywood Public Library
Statement of Financial Position Comparison
As of September 30, 2024

	Total	
	As of Sep 30, 2024	As of Aug 31, 2024 (PP)
2106011 Credit Union II Withheld	385.00	385.00
2107011 Medical Insurance Withheld	487.72	487.72
2108011 Pepsco 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
Total Other Current Liabilities	\$ 8,410.05	\$ 7,916.79
Total Current Liabilities	\$ 8,013.97	\$ 7,520.71
Total Liabilities	\$ 8,013.97	\$ 7,520.71
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	2,025,492.22	2,025,492.22
Net Revenue	472,831.84	461,419.69
Total Equity	\$ 2,807,548.69	\$ 2,796,136.54
TOTAL LIABILITIES AND EQUITY	\$ 2,815,562.66	\$ 2,803,657.25

Monday, Oct 14, 2024 10:35:28 AM GMT-7 - Accrual Basis

Maywood Public Library
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
 July 2024 - September 2024

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
3001011 Tax Revenue - Current	541,696.66	1,363,824.00	-822,127.34	39.72%
3001080 Tax Rev Current - Building Fund		60,000.00	-60,000.00	0.00%
3001091 Tax Rev Current - FICA Fund	21,028.21	55,000.00	-33,971.79	38.23%
3001092 Tax Rev Current - IMRF Fund	45,833.93	120,000.00	-74,166.07	38.19%
3001093 Tax Rev Current - Unemp Fund	377.75	1,700.00	-1,322.25	22.22%
3001094 Tax Rev Current - Workers Comp Fund	377.75	1,000.00	-622.25	37.78%
3001095 Tax Rev Current - Liab Ins Fund	16,809.97	44,000.00	-27,190.03	38.20%
3001096 Tax Rev Current - Audit Fund	3,462.74	9,000.00	-5,537.26	38.47%
3021011 Personal Prop Replacement Tax		140,000.00	-140,000.00	0.00%
3030011 Per Capita Grant	34,998.48	34,763.00	235.48	100.68%
3032611 Other Grant Income	103,500.00	57,500.00	46,000.00	180.00%
3033011 DCEO Grant		150,000.00	-150,000.00	0.00%
3039011 Donations		100.00	-100.00	0.00%
3060011 Fines		100.00	-100.00	0.00%
3070011 Copy Machine	969.98	3,500.00	-2,530.02	27.71%
3080011 Lost and Paid		500.00	-500.00	0.00%
3095011 General Sales	2,115.54	150.00	1,965.54	1410.36%
3095511 Book Sales		300.00	-300.00	0.00%
3123011 Vending Machine Income	284.76	1,500.00	-1,215.24	18.98%
3125011 Fax Machine		40.00	-40.00	0.00%
3127011 Room Rental Income		600.00	-600.00	0.00%
3130011 Miscellaneous Income	34.09	500.00	-465.91	6.82%
3132511 Maywood Book Income		100.00	-100.00	0.00%
3302011 Interest - All Bank	515.98	1,000.00	-484.02	51.60%
3304011 Interest - IL Funds Primary	3,288.78	10,000.00	-6,711.22	32.89%
3608011 Passport and License Renewal Income	2,029.40	10,000.00	-7,970.60	20.29%
Total Revenue	\$ 777,324.02	\$ 2,065,177.00	-\$ 1,287,852.98	37.64%
Gross Profit	\$ 777,324.02	\$ 2,065,177.00	-\$ 1,287,852.98	37.64%
Expenditures				
4010011 Salaries	152,641.69	800,000.00	-647,358.31	19.08%
4040011 Healthcare Premium	7,698.60	40,000.00	-32,301.40	19.25%
4050011 Trustee Development	283.00	7,500.00	-7,217.00	3.77%
4051011 Staff Development	227.00	5,000.00	-4,773.00	4.54%
4052011 Travel	3.54	2,000.00	-1,996.46	0.18%
4070011 Membership Dues	2,285.00	4,500.00	-2,215.00	50.78%
4080011 Adult Books	2,967.24	17,000.00	-14,032.76	17.45%
4080012 YS Books	3,313.05	15,000.00	-11,686.95	22.09%

Maywood Public Library
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
July 2024 - September 2024

	Total			
	Actual	Budget	over Budget	% of Budget
4085011 SWAN Lost Books	250.99	500.00	-249.01	50.20%
4090011 Periodicals	899.05	3,500.00	-2,600.95	25.69%
4100011 Adult Audio Visual	3,956.43	6,000.00	-2,043.57	65.94%
4100012 YS Audio Visual	1,524.28	2,500.00	-975.72	60.97%
4105011 Software		1,000.00	-1,000.00	0.00%
4106011 Technology	5,175.31	10,000.00	-4,824.69	51.75%
4130011 Library Supplies	1,725.22	7,000.00	-5,274.78	24.65%
4130012 Patron Services Supplies		1,500.00	-1,500.00	0.00%
4130013 Tech Services Supplies	56.09	2,500.00	-2,443.91	2.24%
4130511 Bank Fees	75.00	2,200.00	-2,125.00	3.41%
4131011 Hospitality	714.45	3,000.00	-2,285.55	23.82%
4135011 Printing	147.00	3,000.00	-2,853.00	4.90%
4140011 Postage	1,818.32	5,000.00	-3,181.68	36.37%
4150011 Telephone		10,500.00	-10,500.00	0.00%
4160011 Publicity	6,024.80	15,000.00	-8,975.20	40.17%
4170011 Professional Services	28,218.84	45,000.00	-16,781.16	62.71%
4205011 Natural Gas	4,415.95	41,000.00	-36,584.05	10.77%
4210011 Databases & E-Resources	5,721.76	26,000.00	-20,278.24	22.01%
4215011 Water	15,633.82	12,500.00	3,133.82	125.07%
4225011 Electricity	31,960.96	100,000.00	-68,039.04	31.96%
4235011 Garbage	746.41	3,500.00	-2,753.59	21.33%
4240011 Maintenance of Equipment	2,271.46	36,750.00	-34,478.54	6.18%
4250011 Contract Maintenance Building	19,504.89	65,000.00	-45,495.11	30.01%
4256011 Janitorial Supplies	979.76	3,000.00	-2,020.24	32.66%
4260011 General Maintenance - Building	17,273.87	36,750.00	-19,476.13	47.00%
4265011 SWAN	6,049.25	26,000.00	-19,950.75	23.27%
4292011 Special Events	2,331.91	10,000.00	-7,668.09	23.32%
4302011 Adult Programming	1,781.86	7,000.00	-5,218.14	25.46%
4302012 YS Programming	1,165.92	7,000.00	-5,834.08	16.66%
4310011 Equipment Purchase	8,840.44	6,000.00	2,840.44	147.34%
4311011 Capital Improvements		40,000.00	-40,000.00	0.00%
4320011 Legal Fees	3,364.00	10,000.00	-6,636.00	33.64%
6032011 Misc. Grant Expense	236.97	57,500.00	-57,263.03	0.41%
6033011 DCEO Grant Expense	5,265.38	350,000.00	-344,734.62	1.50%
6034011 Per Capita Grant Expenses	2,438.18	34,763.00	-32,324.82	7.01%
6123011 Vending Machine Expenses	320.45	1,500.00	-1,179.55	21.36%
9150091 FICA Expenditures	11,267.83	70,000.00	-58,732.17	16.10%
9250092 IMRF Expenses - District	8,186.90	37,000.00	-28,813.10	22.13%

Maywood Public Library
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
 July 2024 - September 2024

	Total			
	Actual	Budget	over Budget	% of Budget
9350093 Unemployment Insurance	240.66	1,700.00	-1,459.34	14.16%
9450094 Insurance - Workers Comp		1,100.00	-1,100.00	0.00%
9550095 Insurance - Liability		40,000.00	-40,000.00	0.00%
9650096 Audit		7,000.00	-7,000.00	0.00%
Total Expenditures	\$ 370,003.53	\$ 2,040,263.00	-\$ 1,670,259.47	18.14%
Net Operating Revenue	\$ 407,320.49	\$ 24,914.00	\$ 382,406.49	1634.91%
Net Revenue	\$ 407,320.49	\$ 24,914.00	\$ 382,406.49	1634.91%

Monday, Oct 14, 2024 10:23:05 AM GMT-7 - Accrual Basis

Maywood Public Library
Statement of Activity by Class
July - September, 2024

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Revenue								
3001011 Tax Revenue - Current	541,696.66							541,696.66
3001091 Tax Rev Current - FICA Fund		21,028.21						21,028.21
3001092 Tax Rev Current - IMRF Fund			45,833.93					45,833.93
3001093 Tax Rev Current - Unemp Fund				377.75				377.75
3001094 Tax Rev Current - Workers Comp Fund					377.75			377.75
3001095 Tax Rev Current - Liab Ins Fund						16,809.97		16,809.97
3001096 Tax Rev Current - Audit Fund							3,462.74	3,462.74
3030011 Per Capita Grant	34,998.48							34,998.48
3032611 Other Grant Income	103,500.00							103,500.00
3070011 Copy Machine	969.98							969.98
3095011 General Sales	2,115.54							2,115.54
3123011 Vending Machine Income	284.76							284.76
3130011 Miscellaneous Income	34.09							34.09
3302011 Interest - All Bank	515.98							515.98
3304011 Interest - IL Funds Primary	3,288.78							3,288.78
3608011 Passport and License Renewal Income	2,029.40							2,029.40
Total Revenue	\$ 689,433.67	\$ 21,028.21	\$ 45,833.93	\$ 377.75	\$ 377.75	\$ 16,809.97	\$ 3,462.74	\$ 777,324.02
Gross Profit	\$ 689,433.67	\$ 21,028.21	\$ 45,833.93	\$ 377.75	\$ 377.75	\$ 16,809.97	\$ 3,462.74	\$ 777,324.02
Expenditures								
4010011 Salaries	132,667.88							132,667.88
4040011 Healthcare Premium	7,853.96							7,853.96
4050011 Trustee Development	283.00							283.00
4051011 Staff Development	227.00							227.00
4052011 Travel	3.54							3.54
4070011 Membership Dues	250.00							250.00

Maywood Public Library
Statement of Activity by Class
 July - September, 2024

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4080011 Adult Books	2,451.94							2,451.94
4080012 YS Books	3,313.05							3,313.05
4085011 SWAN Lost Books	250.99							250.99
4090011 Periodicals	430.99							430.99
4100011 Adult Audio Visual	3,081.41							3,081.41
4100012 YS Audio Visual	1,259.25							1,259.25
4106011 Technology	1,006.10							1,006.10
4130011 Library Supplies	1,048.18							1,048.18
4130511 Bank Fees	75.00							75.00
4131011 Hospitality	530.92							530.92
4140011 Postage	1,745.32							1,745.32
4160011 Publicity	6,024.80							6,024.80
4170011 Professional Services	21,446.41							21,446.41
4205011 Natural Gas	1,468.50							1,468.50
4210011 Databases & E-Resources	5,721.76							5,721.76
4215011 Water	10,693.77							10,693.77
4225011 Electricity	21,934.53							21,934.53
4235011 Garbage	560.08							560.08
4240011 Maintenance of Equipment	1,589.69							1,589.69
4250011 Contract Maintenance Building	15,245.39							15,245.39
4256011 Janitorial Supplies	846.22							846.22
4260011 General Maintenance - Building	16,002.99							16,002.99
4265011 SWAN	6,049.25							6,049.25
4292011 Special Events	2,331.91							2,331.91
4302011 Adult Programming	1,236.58							1,236.58
4302012 YS Programming	879.10							879.10

Maywood Public Library
Statement of Activity by Class
 July - September, 2024

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4310011 Equipment Purchase	8,840.44							8,840.44
4320011 Legal Fees	3,364.00							3,364.00
6033011 DCEO Grant Expense	5,265.38							5,265.38
6123011 Vending Machine Expenses	320.45							320.45
9150091 FICA Expenditures		9,764.84						9,764.84
9250092 IMRF Expenses - District			8,186.90					8,186.90
9350093 Unemployment Insurance				240.66				240.66
Total Expenditures	\$ 286,299.78	\$ 9,764.84	\$ 8,186.90	\$ 240.66	\$ 0.00	\$ 0.00	\$ 0.00	\$ 304,492.18
Net Operating Revenue	\$ 403,133.89	\$ 11,263.37	\$ 37,647.03	\$ 137.09	\$ 377.75	\$ 16,809.97	\$ 3,462.74	\$ 472,831.84
Net Revenue	\$ 403,133.89	\$ 11,263.37	\$ 37,647.03	\$ 137.09	\$ 377.75	\$ 16,809.97	\$ 3,462.74	\$ 472,831.84

Monday, Oct 14, 2024 10:41:51 AM GMT-7 - Accrual Basis

Maywood Public Library District
Interim Director Report
October 16, 2024

September and October have already been busy months filled with exciting partnerships, both new and old, and programs available to our patrons.

We had our final Farmer's Market session on September 26th, 2024. To show their appreciation, the Read Food's collective gave the staff a basket full of fresh produce, sweet treats, and a 10% off coupon on their next purchase.

We had a better turnout of participants this year for our *Passport to Proviso Contest*. Every September, we celebrate National Library Sign Up Month. This year, our winner was Elizabeth Stevenson. She was incredibly excited to have won and even shared her enthusiasm by asking if it would be posted online.

We are welcoming back Loyola University services in our rotunda this October with Community Hypertension Prevention Project, Prostate Cancer Awareness Information, and NAMI (National Alliance on Mental Illness) education on mental health.

Our 3rd floor is also prepped and ready for our first official Early and Election Day Voting Collaboration. Our community is excited about this opportunity! We've gotten multiple calls already, and thanks to the help of our Library Assistant, Claire Hubble, for gathering information about early voting, creating fun infographics about voting procedures, and for make it possible for us to have a page on our website to refer to if people have questions! She rocks! The webpage can be found at: <https://www.maywoodlibrary.org/early-election-day-voting>

Lastly, we have also welcomed DLD for Youth! They are here on Mondays and Wednesday, to show our youth different skills and guidance needed when growing up. They have had a huge turnout already, and we look forward to our continuous collaboration.

Budget/Finances

B&A Ordinance/Annual Levy/.02 Building & Maintenance Levy: Jamie, Kathy, and I have been working on submitting the B&A Ordinance and Annual Levy for this year.

As mentioned in last month's meeting, our levy sum of \$1,929,000 be and the same is assessed and levied from and against all taxable property within the limits of the said Maywood Public Library District. The Annual Levy is set to protect from losing money in case EAV falls. The extension will not go up more than around 4%.

At this meeting we will be bringing a .02 Building and Maintenance Levy to the board to approve. Jamie will also attend this meeting to answer questions and update our current levy.

Facility

Elevator Modernization Project: At our last board meeting, there was a main concern of making sure that the elevators' work and that the contingency is enough to cover any possible issues that occur once the work begins.

To recap, Colley elevator presented two alternatives after Colley surveyed our elevator and suggested that our cylinders may need to be replaced. However, the cylinder work was not included in our contingency or in our budget. The first alternative recommended the library to do the complete mechanical and cosmetic work for the west elevator and working on only the mechanical work for the east elevator. The second alternative was to complete the entire mechanical and cosmetic work for both elevators.

After touching back with Independent Construction Service (ICS) and Williams Architect's, they were able to put together the numbers for the work that Colley suggested. Dan, from ICS was asked to rework the numbers that included the scope of work and the pricing with the alternatives that Colley suggested. Later, it was also asked if he could report the numbers of the original and mechanical work being done on the west elevator. Included in this packet is a rework of the numbers. Here are some highlights:

Original scope of mechanical work on both elevators and west elevator cosmetic work- \$248,048. This does not include any of the "alternate additional recommendations" work Colley detailed in their July 25th letter.

The high side of the range is \$480,822. This assumes both cylinders are bad and need to be replaced, the pit channels must be replaced in the east elevator and the interior car doors need to be replaced in the west elevator. This budget also maintains the original \$22,132 contingency to account for other possible concealed conditions that may exist.

Unfortunately, we must take into consideration this possible work during the modernization project, since the load test is done when all work is completed, and it is witnessed by the state elevator inspector. If we want a load test done before work begins, we will have to request and pay for it.

Another route that was suggested to cancel the alternates for the cab modernization. If the elevators pass, the cab modernization part could just be put out to bid again and done after the project. The disadvantage will be having to put our elevator out of service twice.

Projects

Paylocity: The vacation, sick, and personal time policies have been updated and submitted to Paylocity. They now reflect what is our rates and regulations. As of this month, vacation, sick, and personal time totals have been submitted to Paylocity as well to allow our staff to view and submit requests online. I will continue to use the Leave Log created while getting this project done to make sure that it is reflecting correctly.

Smart Lockers: Last month, we were having issues with the connectivity of the Smart Lockers. However, once investigating, Marcia found that we will have to manually reset

them every time an outage occurs. When discussing with Pedro, we plan to switch out the outlet that is outside to one that would not cause interruption.

I was able to connect with Tim Reynolds from Custom Sign Consulting. He was able to design a wrap for our smart lockers, but it was simple and did not give much direction on how to use. It will also be better if the instruction were in English and Spanish. He has sent 2 designs so far and will be sending more colorful ones soon.

Ground Level Carnegie Building & 3rd Floor Update: Last month, Stephanie reported that she will start the clearing out of the metal that is in the old Book Sale Room in the Carnegie Building. That section is now cleared! Stephanie and Pedro worked together to move the metal. Furthermore, Stephanie cleared out the 3rd floor, including the floor area and the 2 nooks on the floor. This took her 2 weeks to do and required sawing off and demolishing old study carrels that were built into the wall. They are now clear of all the material that was placed in these reading nooks.



Electric Sign for MPLD: We finally have a sign design sent by Alexa from SignCo./Watchfire. The cost to manufacture and install the sign will be \$72,000 and the permit Procurement is \$400, all fees will be billed at cost. Here is a sample of it. I did request a sample of a raised sign, since we have concerns about drivers not being able to see when turning out.



Grants

DCEO Grants: We received checks from the ILS for our DCEO Grants in the amounts of \$10,000, \$14,000. These payments have been deposited to our primary account and need to be transferred to their specific grant account. I have asked Doreen and Trustee Erica Sanchez to transfer over the payments.

Live and Learn Construction Grant: We have also received payment of \$50,000 for our awarded Live and Learn grant. It has been deposited as well.

Technology Grant: Our technology grant funds of \$27,500 have been received this month as well! This one has been deposited to our primary account. Because we do have to report for this grant, I believe creating a specific budget line label ILS Tech Grant will make it easy to keep track. I will be presenting this at our board meeting.

Staff

We will be hiring a new library assistant for Adult and Youth Services to replace the current positions we have vacant. John Fruit has been taking the lead on this project. We also hired someone for Patron Services, and they will be starting later this month.

I am finalizing the Head of Patron and Technical Services search and plan on having this role by the end of this month.

Miscellaneous

Incident Reports with Youth: We have been experiencing a lot of tweens fighting, running, but most importantly, orbeez shootings. The tweens have made the MPLD their meetup spot, where they plan their next moves, while also causing disruption to our library with their yelling, swearing, and physical altercations. I reached out to Officer Herrera and have set up a plan to try to tackle this issue. With her help, we will be getting in contact with parents to alert them of their child's behavior. Furthermore, the library will begin to search bookbags for an orbeez gun.

Submitted by: Daniela Martinez—Interim Director | Head of Youth Services

September 2024 Report – Information Services

General:

Rhonda Fentry's Soundbath Meditation program continues. We had 4 and 7 people attend the latest two sessions. We had our first Bilingual Pilates class. Only two participants, but they both thought it was fantastic. I'll work on promoting it more. In November we will have our first Qi Gong Meditation program.

On September 26th, we delivered 60 books and DVDs to 15 homebound patrons at Maywood Assisted Living. The next delivery is scheduled for October 31st.

I arranged with Kassandra Alvarado of Selah Freedom to host two programs on human trafficking at the library. One is geared towards teens and is about staying safe online, and the other is geared towards adults and is a general informational program on human trafficking. These events took place on October 3rd.

Our Dungeon's & Dragons program has a dedicated following, and we are looking at expanding the number of events we are doing and adding a remote option.

We applied for and received another Age Guide grant for library programming and technology geared towards seniors. This is a continuation of a grant we have had for the last year that has funded programs, circulating iPads, circulating hotspots, and more for the library and our senior patrons. I also participated in the quarterly meeting for our current grant from Age Guide.

The hotspots continue to be very popular recently, and we have lost 3 in the past few months, so we have acquired 6 more to circulate from Mobile Beacon.

Programs:

SEPTEMBER

Tuesdays @ 12:00 Quilting and Sewing (2,3,3,2,2,3,2,2)
Stop by our regular quilting and sewing group.

Fridays @ 10:00 Tech Friday (0,1,2)

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

Saturdays @ 10:00 Resume Relief

Visit Maywood Public Library on Saturdays to get personalized resume assistance. 9:00-12:00 & 2:00-5:00. Contact us to reserve a slot. (<https://koalendar.com/e/resume-relief>)

Avoidance Club

Need a little extra help, join our Avoidance Club, where we meet to check things off our to do list that we have been avoiding!

September 5 @ 4:00 (2)
September 19 @ 4:00 (3)
Changed to every Thursday

September 9 @ 5:30 STEM for Adults (3)
Never let go of your love of science and nerd adjacent things? Neither have we! Join us for our first ever STEM Club for adults

September 10 @ 12:30 Soundbath Meditation (3)
Soundbath Meditation returns! Soundbath Meditation is a form of meditation using the ambient sounds and vibrations from crystal singing bowls, Tibetan singing bowls, Tingsha Bells, and other instruments to tap into your deeper self-conscious, creating a sense of calm, peace, and relaxation.

September 10 @ 6:00 Adult Arts & Crafts (4)
Sign up for our adult crafting night.

September 12 @ 5:00 Mindfulness Meditation (2)
If you have an interest in meditation and don't know where to start, you're welcome to come check out our Intro to Mindfulness Meditation sessions.

September 12 @ 6:00 Family VR & Gaming Night (1)
Stop in to play Nintendo Switch games and try out the library's VR Headsets

September 14 @ 11:00-12:30 Unity Discussion Group (5)
Stop by our unity discussion group and talk about the complexities of race and society.

September 16 @ 10:00 HAP Foundation Grief Seminar (0)
This presentation provides a guide to the different types of loss and how they affect us. We will address common myths about grief. We will also discuss the different categories of grief and grief-informed care. Participants will learn about coping strategies and how best to support loved ones who are grieving.

September 19 @ 7:00, Nobody's Fool: Why We Get Taken In & What We Can Do About It (1)
Join us for a talk with Professor Dan Simons, co-author of Nobody's Fool: Why We Get Taken In and What We Can Do About It, brought to you in partnership with the League of Women Voters of Illinois Mis/Disinformation Task Force. Via Zoom.

September 24 @ 1:00 Bingo (2)
Stop by for Bingo. Win a prize!

September 25th @ 7:00 Adult Craft Diamond Painting Kits (17)
Create a landscape painting using diamonds and glue in our adult craft.

September 26th @ 4:00 Bilingual Pilates (2)
In this program he would be teaching you the Basic Principles of Pilates method. All beginners are welcome. It will help you strengthen muscles and improve posture and flexibility, release tension and move better. The program will be presented in English and Spanish.

September 26 @ 6:30 Book Club (0)

Sign up for our MPLD Adult Book Club! Read *Bridgerton: The Duke and I* by Julia Quinn in September.

September 28 @ 9:30 Intro to Dungeons & Dragons (4)

Learn the basics of table top role playing games and play Dungeons & Dragons!

September 2024 Statistics - Information Services Dept.

Wix

Website Visits 1552

Event Registrations 44

My Pc

Center Users 479

Youth Users 456

Copier

Faxing 291 pages

Scanning 492 pages

Printing 2369 pages

Copies 1358 pages

eRead IL: 44 checkouts

Kanopy 88 visits, 3 plays

Hoopla 11 new users; 229 Checkouts

OverDrive (Libby) 4 new users; 150 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

Instagram 533 followers

Twitter 121

TikTok 44.3k likes, 1799 followers

followers

OCLC 1 checkouts, 1 holds filled

EBSCO: 5 Database Requests

Museum Adventure Pass: 22 passes generated

Explore More Illinois: 0 passes generated

Local History: 3 requests

Reference Questions : We average about 6 questions a day

Submitted by: John Fruit, Head of Information Services



Outreach/Technology Department Monthly Report

September 2024

- The Smart Locker project is now underway. I've begun testing the system with the use of staff accounts only. We've experienced several power interruptions over the past month. I've been working with maintenance to minimize these disruptions because they directly affect the use of the Smart Lockers.
- Monthly updates for the public computers are still ongoing.
- The project to improve website accessibility compliance is still in effect. This continued project gives us the opportunity to examine our existing website and explore every opportunity for determining our website needs for the future. External assistance for website maintenance is still being discussed.
- We are also in the process of updating our existing phone system. I've reached out to a few consultants that can help us understand exactly what our phone needs look like for the future.

Outreach Visits

- Over the past month, I have attended two events for School District 89.
 - Washington Dual Language Academy's Hispanic Heritage Festival
 - Irving Middle School's High School Resource Fair

During both events, the library was represented with a table of information to promote all of the services and events the library offers. Additionally, information about how to obtain library card was presented.

- During my visit to Irving Middle School, I was able to connect with staff from two of the local high schools, Proviso East and Proviso Math and Science Academy. I distributed business cards and got the information for both school librarians. I will be reaching out via email for invitations to future school events.
- I am also in the process of building my contact email list for various community organizations. I will be reaching out to connect with them for future events.

Marcia Burton

Outreach/Technology Department

Maywood Public Library District
Elevator Modernization
OVERALL PROJECT BUDGET
July 31, 2024

Construction Cost				
Construction Base Bid	Colley Elevator Company		\$ 219,448.00	Fixed
Alternate #1	Remodeling Cab #1		\$ 28,600.00	Fixed
Alternate # 2	Remodeling Cab #2		\$ 28,600.00	Fixed
Construction Contingency	8% of Construction Cost		\$ 22,132.00	Budget
Total Construction Amount			\$ 298,780.00	

Professional Fees				
Williams Architects	Design Team Fee	\$ 18,600.00		Fixed
Williams Architects	Grant Assistance	\$ 2,250.00		Fixed
Independent Construction Services	Owner's Rep Fee	\$ 10,440.00		Budget
Reimbursable Expenses	Printing/Public Notices	\$ 1,500.00		Budget
Total Professional Fees			\$ 32,790.00	

Other Owner Costs				
Owner Provided Info/Services				
	Electrical/Fire Alarm Upgrades	\$ 19,000.00		Budget
	AV Upgrades	\$ 5,000.00		Budget
	Pavement Cores	\$ -		
	Independent Testing	\$ -		
	Environmental Survey	\$ -		
	Environmental Remediation	\$ -		
	Temporary Facilities/Moving Expense	\$ -		
Owner Cost Items Purchased				
	Appliances	\$ -		
	Telephone System	\$ -		
	Permit Cost	\$ 4,000.00		Budget
	Other Misc. Costs	\$ -		
	Legal	\$ -		
Owner Cost-Potential & Project Specific				
	Plan Commission and Board Approvals			
	Builders Risk Insurance			
	Utility Tie In/Upgrades			
Total Other Costs			\$ 28,000.00	

Estimated Total Project Cost \$ 359,570.00

Voluntary Alternates		Item Number	
East Elevator			
	Valve Rebuild	1	\$ 6,000.00
	Valve Replacement	2	\$ 10,000.00
	Cylinder Replacement	3	\$ 57,000.00
	Pit Channels	4	\$ 6,232.00
West Elevator			
	Interior Car Doors	5	\$ 5,320.00
	Cylinder Replacement	6	\$ 52,700.00

Total Adjusted Project Cost assuming the worst case scenario. Includes completing items 3,4,5,6 of the Voluntary Alternates \$ 480,822.00



226 William Street
Bensenville, Illinois 60106

Phone: 630.766.7230
Fax: 630.766.7568
Web: www.colleyelevator.com
Email: Alex@colleyelevator.com

July 25th, 2024

Maywood Public Library District
C/o Williams Architects
500 Park Blvd. – Ste. 800
Itasca, IL 60143

Re: Alternate/Additional Recommendations for Elevators – 121 S. 5th Ave., Maywood, IL

To whom this may concern,

We appreciate you reaching out and allowing us to survey the elevator for this bid. During my survey, I felt I should suggest this alternate solution to the problems that were explained to me on site during this visit. This differentiating opinion is primarily in regard to the “East” Elevator. Please review and let me know if you have any questions.

East Elevator Scope of work- The project scope of work entails replacing the control operating system (controller), fixtures (push buttons), door operator & assoc. door equip. and power unit. All of which were done in 2012. The equipment that is being asked for would be no different than what is there now.

Issues Presented (bouncing/sinking/oil loss-not sure where)

The issues explained to me (bouncing/sinking/oil loss – 2nd hand from building - told to them by current company) could be as simple as a valve adjustment or as serious as a cylinder replacement. Without being the maintenance company and having that service history (tending to service calls/treating), I am unable to determine this for them. I would approach as a valve adjustment, if that does not work, we could discuss valve rebuild or replacement options (pricing found below). Worst case, we could be talking the need for a cylinder replacement (pricing found below). None of which I saw on the scope which was worth bringing to your attention.

Cylinder

This hydraulic cylinder is a large piece of metal pipe that is buried, vertically, approximately 40’ (+/-) underground. For the last 36 +/- many years, this has been in contact with soil/sand/water /electrolysis, which all deteriorate metal over time.

There is no way to determine the condition for it is buried but during the annual CAT 1 test it is pressurized to expose any leaks. These tests can create pin holes that could expand over time as well. With it being this old, we’d suggest planning for the eventual demise.

There are also some risks when you remove a cylinder from the ground that could increase costs. See below:

Cylinder hole clause: The contract price is based on encountering soil, free from rocks, boulders, building construction members, sand, water, quicksand, underground caves or any other destruction or unusual condition during installation will result in an increase by the amount of the additional labor at our usual rates, and the actual cost of additional materials plus 15%.

Pit Channels

The metal used to stabilize the hydraulic cylinder is deteriorated and should be replaced. This is broken out from the cylinder replacement because it should be done if the cylinder is not immediately replaced. (see picture below)



We feel confident you can forego the modernization that the project scope calls for and tackle the immediate needs.

Valve Rebuild	\$ 6,000.00
Valve Replacement	\$ 10,000.00
Cylinder	\$ 57,000.00
Pit Channels	\$ 6,232.00

West Elevator Scope of work- The project scope of work entails replacing the control operating system (controller), fixtures (push buttons), door operator & assoc. door equip. and power unit. All of which I am in agreement with but there are items I would like to bring to your attention.

Car Doors (doors seen inside elevator)

The doors themselves were in rough shape and replacing those as part of the modernization is recommended.

Hydraulic Cylinder

Also, the hydraulic cylinder is approx. 27 years old which replacement should be budgeted for. May not need replacement now but you should at least know the cost in today's dollars (seen below).

Car Doors	\$ 5,320.00
Cylinder	\$ 52,700.00

If you should have any questions or require any additional information, please call me at extension 112 or on my cell phone at 224-535-1742.

Sincerely,

Alex Macias

Alex Macias

Account Manager

STATE OF ILLINIOS)
) ss.
COUNTY OF COOK)

SECRETARY’S CERTIFICATE

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

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

Adopted at a regular meeting of the Board of Trustees held on the 16th day of October 2024.

IN WITNESS WHEREOF, I have hereunto set my hand this 16th day of October, 2024.

LaSondra Banks, Secretary

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

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

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

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

BE IT FURTHER ORDAINED that if no petition is filed with the Board of Library Trustees by November 15, 2024 thirty (30) days after the aforesaid publication, the District shall then proceed with the levy of said additional tax. However, if within the thirty (30) day period, a petition is filed with the Board of Library Trustees, signed by electors of the District equal in number to 760 or more of the electors (being 10% or

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

ADOPTED and effective the 16th day of October 2024 pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Shakeesta Williams, President

Attest:

LaSondra Banks, Secretary

Published by me this 16th day of October 2024

ORDINANCE 2024-03

ORDINANCE LEVYING AND ASSESSING TAXES OF THE MAYWOOD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025

BE IT ORDAINED by the Board of Trustees of the Maywood Public Library District as follows:

Section 1: That the sum of \$1,929,000 be and the same is assessed and levied from and against all taxable property within the limits of the said Maywood Public Library district as the same is assessed and equalized for state and county purposes for the current year, 2025, and are applied in liquidation of the appropriations heretofore made by Ordinance adopted by the board of Trustees of Maywood Public Library District at a meeting thereof regularly convened and held on September 18, 2024, and duly published as provided by law; the various objects and purposes for which said appropriations were made are set forth under the column entitled Appropriations and the specific amount hereby levied for each object and purpose is set forth under the column entitled Levy, as follows:

ARTICLE I
CORPORATE FUND

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
4010011 Salaries	1,280,000	730,300
4040011 Healthcare Premium	64,000	36,300
4050011 Trustee Development	12,000	6,800
4051011 Staff Development	8,000	4,500
4052011 Travel	3,000	1,700
4070011 Membership Dues	7,000	3,900
4080011 Adult Books	27,000	15,300
4080012 Youth Books	24,000	13,600
4085011 SWAN - Lost Books	1,000	500
4090011 Periodicals	6,000	3,400
4100011 Adult AV	10,000	5,600
4100012 Youth AV	4,000	2,200
4105011 Software	2,000	1,100
4106011 Technology	16,000	9,000
4130011 Library Supplies	4,000	2,200
4130012 Patron Services	300	100
4130013 Tech Services	300	100
4130511 Bank Fees	5,000	2,800
4131011 Hospitality	5,000	2,800

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
4135011 Printing	5,000	2,800
4140011 Postage	8,000	4,500
4150011 Telephone	17,000	9,600
4160011 Publicity	24,000	13,600
4170011 Professional Services	72,000	40,900
4205011 Natural Gas	66,000	37,500
4210011 Databases E-Resources	42,000	23,800
4215011 Water	20,000	11,300
4225011 Electricity	160,000	90,900
4235011 Garbage	6,000	3,400
4240011 Maintenance if Equipment	59,000	33,500
4250011 Contract Building Maintenance	104,000	59,100
4256011 Janitorial Supplies	5,000	2,800
4260011 General Maintenance - Building	59,000	33,500
4261095 Repair & Maintenance Flood Damage	0	0
4265011 SWAN	26,000	14,700
4270011 Local History	0	0
4292011 Special Events	16,000	9,000
4302011 Adult Programming	11,000	6,200
4302012 Youth Programming	11,000	6,200
4310011 Equipment Purchase	10,000	5,600
43111011 Capital Improvements	64,000	36,300
4320011 Legal Fees	16,000	9,000
6032011 Misc. Grant Expenses	92,000	52,300
6033011 DCEO Grant Expenses	560,000	318,400
6034022 Per Capita Grant Expenses	56,000	31,800
6123011 Vending Machine Fees	2,000	1,100
Total Corporate Fund	\$ 2,989,600	\$ 1,700,000

The foregoing appropriations are appropriated from the general property tax for corporate purposes. Said appropriations, less estimated amounts receivable from other sources, are hereby levied from the tax for general corporate purposes.

ARTICLE II

FICA FUND

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
9150091 FICA Expenditures	112,000	55,000

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for FICA purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for FICA Purposes in addition to all other Library District taxes.

ARTICLE III

IMRF

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
9250092 IMRF pension Fund	<u>59,000</u>	<u>59,000</u>

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the library district's contribution to IMRF Pension Fund and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax to pay the Library District's contributions to IMRF Pension Fund in addition to all other Library District taxes.

ARTICLE IV

BUILDING & SITES

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
Building & Site Expenses	<u>60,000</u>	<u>60,000</u>

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for the purpose of purchase, construction, and maintenance of sites and buildings, equipment, and maintenance, repairs and alterations of library buildings and equipment and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for the purposes of maintenance of sites and buildings and equipment, in addition to all other Library District taxes.

ARTICLE V

UNEMPLOYMENT

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
9350093 Unemployment	<u>3,000</u>	<u>1,000</u>

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for the participation in the unemployment insurance and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for Library District's contribution to unemployment expense purposes in addition to all other Library District taxes.

ARTICLE VI

WORKERS COMPENSATION

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
9450094 Workers Compensation	<u>2,000</u>	<u>1,000</u>

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for workers compensation purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for workers compensation purposes in addition to all other Library District taxes.

ARTICLE VII

INSURANCE FUND - WAGES

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
9500195 Insurance Fund -Wages	<u>300</u>	<u>-</u>

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for insurance fund - wages purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for insurance fund - wages compensation insurance expense purposes in addition to all other Library District taxes.

ARTICLE VIII

PUBLIC LIABILITY INSURANCE

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
9550095 Public Liability Insurance	<u>64,000</u>	<u>44,000</u>

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for the public liability insurance purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for public liability insurance expense purposes in addition to all other Library District taxes.

ARTICLE IX

AUDIT

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
9650096 Audit	<u>11,000</u>	<u>9,000</u>

The foregoing appropriation is hereby appropriated from the proceeds of a special tax for the audit purposes and is in addition to all other library district taxes as provided by law. Said appropriation is hereby levied from the proceeds of a special tax for audit purposes in addition to all other Library District Taxes.

SUMMARY

Total Corporate Fund	\$	1,700,000
Total FICA Fund		55,000
Total IMRF Fund		59,000
Total Building & Site Fund		60,000
Total Unemployment Fund		1,000
Total Workers Compensation Fund		1,000
Total Insurance Fund - Wages Fund		-
Total Public Liability Insurance Fund		44,000
Total Audit Fund		<u>9,000</u>
GRAND TOTAL	\$	<u><u>1,929,000</u></u>

Section 2: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

Section 3: That this ordinance shall be in full force and effect from and after passage, approval, and publication as provided by law.

ADOPTED November 20, 2024 pursuant to a roll call vote as follows:

AYES _____

NAYS _____

ABSENT _____

Shakeesta Williams, PRESIDENT

ATTEST:

LaSondra Banks, SECRETARY