

MAYWOOD PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Board Meeting

Agenda

November 15, 2023
6:30 p.m.

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. Minutes
 - 5a. **Action Item:** Approval of the minutes of the regular meeting held on October 18, 2023
 - 5b. **Action Item:** Approval of the minutes of the executive session held on October 18, 2023
 - 5c. **Action Item:** Approval of the minutes of the Budget & Appropriation Hearing held on September 13, 2023
6. Communications & Announcements
7. Treasurer's Report
 - 7a. **Action Item:** Approve October 2023 Treasurers Report
 - 7b. **Action Item:** Approve the Accounts Payable for November 6, 2023, in the amount of \$40,100.58
 - 7c. **Action Item:** Approval of Library Payroll for October 18, 2023 payroll in the amount of \$20,219.47 and November 1, 2023 in the amount of \$19,849.22.
 - 7d. **Action Item:** Ratify the IMRF payment for October 2023 in the amount of \$4,803.85
 - 7e. **Action Item:** Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.
8. Library Director's Report
9. Committee Reports
10. Old Business
 - 10a. **Discussion/Action Item:** Security System Update

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees
Regular Board Meeting
November 15, 2023
Agenda

- 10b. **Discussion/Action Item:** 2023/2024 Salary Schedule
- 10c. **Discussion/Action Item:** Staff Time Clock Discussion

11. New Business

- 12a. **Discussion/Action Item:** FY24-03 Levy Ordinance
- 12b. **Discussion/Action Item:** 2024 Holiday Closings
- 12c. **Discussion/Action Item:** 2024 Board meeting dates
- 12d. **Discussion/Action Item:** Lamination Policy
- 12e. **Discussion/Action Item:** Draft Compensation Policy

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. Approval of the 6-Month Evaluation of Library Director

15. Adjournment

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

October 18, 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 6:30 p.m. on Wednesday October 18, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Williams, Sanchez, Banks, Rice, and Butler.
Absent: Trustees Burnside (excused) and Villarreal (excused).

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell.

President Williams asked for a motion to put the meeting in recess so the Board of Trustees could take a tour of the entire library building. A motion to recess was made by Secretary Banks and seconded by Trustee Butler.

President Williams called for a voice vote.

Motion Passed – Meeting in recess at 6:31 p.m.

After the tour, President Williams asked for a motion to come out of recess. A motion to resume was made by Secretary Banks and seconded by Trustee Butler.

President Williams called for a voice vote.

Motion Passed – Meeting back in session at 7:12 p.m.

2. ADOPTION OF AGENDA

President Williams asked for a motion to adopt the agenda. A motion was made by Trustee Butler and seconded by Secretary Banks to adopt the agenda.

President Williams called for a voice vote.

Motion Passed

3. INTRODUCTION OF VISITORS

There were no visitors in attendance.

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

October 18, 2023

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

Approval of the minutes of the regular meeting held on September 13, 2023

President Williams asked for a motion to approve the minutes of the regular meeting minutes held on September 13, 2023. A motion was made by Trustee Butler to approve the minutes. The motion was seconded by Trustee Rice.

President Williams called for a voice vote.

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Director Shell had no communications or announcements to include. Trustee Butler brought up an announcement that she is involved with a committee (*I Am My Community Collaboration*) that is working on a 2024 Black History Month program involving Maywood, Bellwood, and Broadview that would have an event on every day of the month. The committee wants to collaborate with Maywood Fine Arts and the Maywood Public Library District to have a Black History Month performance at the Library on the 3rd floor on a date to be determined.

President Williams thanked the Board and staff of the Library on behalf of her family for the sympathies extended for the loss of her sister.

Secretary Banks also thanked the Board and staff on behalf of her family for the sympathies extended for the loss of her stepfather.

7. TREASURER'S REPORT

- 7a. Approve September 2023 Treasurers Report
- 7b. Approve the Accounts Payable for October 11, 2023, in the amount of \$54,602.56
- 7c. Approve the Accounts Payable for October 18, 2023, in the amount of \$1,788.94
- 7d. Approval of Library Payroll for September 20, 2023 payroll in the amount of \$20,478.16 and October 4, 2023 in the amount of \$19,969.24.
- 7e. Ratify the IMRF payment for September 2023 in the amount of \$4,779.06

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

October 18, 2023

7f. 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 7f. A motion was made by Trustee Butler and seconded by Trustee Rice to approve all financial documents as presented.

Treasurer Sanchez asked for clarification on the IMRF payment being ratified. Director Shell explained that the IMRF wage payments had to be made by the 10th of the month each month. They are an online payment not requiring a check, so he submits the payment online and the Board ratifies the payment at the following Board meeting.

Treasurer Sanchez asked for clarification on the payment to the Village of Maywood for the Library staff health insurance. Director Shell explained that the current payment of \$7,920.96 is actually four month's worth of payments because the Village had stopped sending invoices for four months. A single month's payment of \$1980.24 is the payment for all library staff receiving health insurance through the Library.

President Williams asked if Quill was a new vendor that we were using. President Shell said we had been using Quill for office supplies since before he was hired.

Treasurer Sanchez asked about the vendor Complete Temperature Solutions. Director Shell explained this was the vendor which took over HVAC servicing from Voris.

Treasurer Sanchez asked about the vendor Call One not showing up anymore. Director Shell explained that Call One became Peerless, our current telephone service provider.

President Williams asked when account 1099011 Cash Allocated to Other Funds in the amount of \$-701,337.74 could be removed from the Statement of Financial Position Comparison report. She said she believed it was only supposed to be on the report for a year. Director Shell said he would investigate and find out.

Treasurer Sanchez asked for clarification on the Secretary of State payment of \$45. Director Shell explained this was for three staff members becoming a notary public at \$15 per person.

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

Motion Passed.

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

October 18, 2023

8. DIRECTOR'S REPORT

Director Shell indicated he had nothing to add verbally to his written report. Treasurer Sanchez asked if there was a cost difference between the two security systems mentioned. Director Shell explained that due to his getting sick so soon after returning from vacation he did not have a chance to put together a comparison spreadsheet before the Board meeting. President Williams asked for a motion to accept the Director's Report. Trustee Butler moved to accept the report and Trustee Rice seconded.

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

Motion Passed

9. COMMITTEE REPORTS

The Decennial Committee had a meeting on October 18th, 2023, prior to the Board meeting. It will have its next meeting on February 21, 2024 at 6:00 pm before the February Board meeting.

10. OLD BUSINESS

10a. Security System Update

Director Shell explained that he did receive a quote back from Forrest Security while he was on vacation. But in the week between returning from vacation and preparing for the Board meeting he did not have time to enter the quotes into a comparison spreadsheet. He will have this ready by next month.

President Williams called for a motion to table agenda item about the Security System Update until the November meeting. Trustee Butler moved to table the agenda item and Treasurer Sanchez seconded.

President Williams called for a voice vote to table the agenda item.

Motion Passed

10b. 2023/2024 Salary Schedule

President Williams asked for a motion to discuss the salary schedule presented. A motion was made by Trustee Butler and seconded by Secretary Banks.

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

October 18, 2023

Director Shell explained that he created a new salary schedule updated for the 2023/2024 fiscal year after he saw a salary schedule discussed on the September 2022 Board meeting agenda. His primary reason for creating this updated schedule was due to two staff positions currently receiving the same pay despite having different job responsibilities. Director Shell also provided the Board with the current staff salaries requested at the previous meeting. Secretary Banks asked for clarification on the difference between full-time exempt employees and full-time non-exempt employees. Director Shell explained that the full-time non-exempt employees still work a 40-hour shift but that their 30-minute meal breaks are unpaid, hence the 37.5-hour total. The Board discussed their concerns about pay adjustments not tied to performance appraisals. They requested to have a deeper discussion in closed session to discuss specific employee salaries.

10c. Staff Time Clock Discussion

Director Shell explained that he never heard back from the company Kronos about their time clock solutions. He received a quote from Paylocity for a tablet-based time clock that takes photos of staff members when they clock in and out. He also presented a quote for an Acropunch ProPunch system for \$350 that uses fingerprint scanning. He also reported a correspondence he had with the library attorney regarding biometrics. In it, the library attorney explained that *"...the Biometric Information Privacy Act specifically excludes public entities from coverage under the Act so the library is not subject to those requirements. However, you still want to make sure that if you do implement this practice, that you protect this private information."* Treasurer Sanchez expressed her desire to try updating/repairing the existing time clock if possible, rather than purchase a new one. Director Shell indicated he would try to determine if the existing time clock could be updated and/or repaired.

11. NEW BUSINESS

11a. Telephone System Update

Director Shell informed the Board that he was tentatively looking at updating the Library phone system, but that it is not an urgent issue. He merely wanted to see how the costs for other systems would compare to what we are currently paying Peerless. The proposal from BTS came in while Director Shell was on vacation and he then got sick right before the Board meeting and wasn't able to compile the costs into a comparison spreadsheet.

11b. Meeting Room Policy

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

October 18, 2023

Trustee Butler provided the Board with a proposed Meeting Room Policy that she put together. President Williams asked for a motion to adopt the Meeting Room Policy changes proposed by Trustee Butler. Trustee Rice motioned and Treasurer Sanchez seconded the motion.

During Board discussion, President Williams said she would like to consider offering room rentals to groups outside of Maywood residents and charge more.

The Board discussed the merits of deposits versus charges.

Director Shell said he would have staff compile a report of how other area libraries manage their room rentals.

11c. Draft Levy Review

Director Shell gave a brief explanation of the draft levy ordinance which must be filed with the County by December. It will be on the November agenda for final approval by the Board.

12. COMMENTS FROM THE BOARD

Trustee Butler asked if a date had been chosen to let the public peruse through the books which are being disposed of. Director Shell informed her that he had emailed the management team about it before going on vacation and had not looked into it since getting back.

Trustee Butler also asked about getting Trustee business cards. Director Shell said he would get them to her.

President Williams reported that she saw a shout-out to the library about how well things are going and she thanked the Board and staff for all the hard work being done.

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

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

October 18, 2023

- 5 ILCS 120/2(c)(1), to discuss “the employment, compensation, discipline, performance, or dismissal of specific employees”.

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

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

Motion Passed. Entered closed session at 8:04 p.m.

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

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

Motion Passed. Entered open session at 8:51 p.m.

14. ADJOURNMENT

President Williams called for a motion to adjourn. Trustee Rice moved to adjourn the Regular Board meeting and Secretary Banks seconded. President Williams called for a voice vote to adjourn.

Motion passed. Meeting adjourned at 8:52 p.m.

SIGNED: _____ DATE: _____
LaSondra Banks, Secretary

**Budget and Appropriations Hearing Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT**

September 13, 2023

1. CALL TO ORDER & ROLL CALL

The Budget and Appropriations Hearing of the Maywood Public Library District was called to order by President Williams at 6:34 p.m. on Wednesday September 13, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Williams, Banks, Rice, and Butler.

Absent: Trustees Burnside (excused), Sanchez (excused), and Villarreal (excused)

There was a quorum present to hold the hearing.

Also present: Library Director Leighton Shell.

2. PRESENTATION OF APPROPRIATION ORDINANCE

The Maywood Public Library District Budget and Appropriation Ordinance for Fiscal Year July 1, 2023, through June 30, 2024 (Ordinance 24-02), was presented at the hearing per 75 ILCS 16/30-85.

3. PUBLIC COMMENT

There were no public comments.

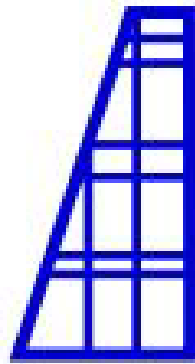
4. ADJOURNMENT

President Williams called for a motion to adjourn. Trustee Butler moved to adjourn the hearing and Trustee Banks seconded. President Williams called for a voice vote to adjourn.

Motion passed. Hearing adjourned at 6:45 p.m.

SIGNED: _____ DATE: _____

LaSondra Banks, Secretary



**Maywood
Public
Library
District**

**MONTHLY FINANCIAL
STATEMENTS**

October 2023

Maywood Public Library District
Summary of Monthly Cash Receipts & Disbursements
As of October 31, 2023

Account	Beginning Bal. 10/1/2023	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 10/31/2023
US Bank - Primary	\$ 988,947.99	\$ 105.32	\$ (100,000.00)		\$ 52,735.13		\$ (1,900.36)	\$ 939,888.08
US Bank - Accounts Payable	\$ 173,259.86	\$ 15.53	\$ 100,000.00		\$ 708.49	\$ (128,850.38)		\$ 145,133.50
Illinois Funds - Primary	\$ 344,876.65	\$ 1,620.12						\$ 346,496.77
Cash - Circulation	\$ 325.00							\$ 325.00
Petty Cash	\$ 65.00							\$ 65.00
Total	\$ 1,507,474.50	\$ 1,740.97	\$ -	\$ -	\$ 53,443.62	\$ (128,850.38)	\$ (1,900.36)	\$ 1,431,908.35

10/5/2023 Deposit

10/30/2023 Deposit

AP Credit Card Deposits

10/5/2023 Deposit			10/30/2023 Deposit			AP Credit Card Deposits		
						Nayax	Square	
3021011	Pers Prop Replac Tax	\$ -	3021011	Pers Prop Replac Tax	\$28,456.43	10/6/2023	\$ 15.00	Room Rental
3030011	Per Capita Grant	\$ -	3030011	Per Capita Grant	\$ -	10/10/2023	\$ 4.00	Faxing
3039011	Donations	\$0.00	3060011	Fines	\$30.00	10/10/2023	\$ 7.25	For Sale
3060011	Fines	\$24.00	3070011	Copy Machine	\$558.51	10/10/2023	\$ 30.00	Room Rental
3070011	Copy Machine	\$138.95	3080011	Lost and Paid	\$41.01	10/12/2023	\$ 160.50	License Renewal
3080011	Lost and Paid	\$30.55	3095011	General Sales	\$5.06	10/16/2023	\$ 40.00	Room Rental
3095011	General Sales	\$13.57	3095511	Book Sales	\$25.50	10/17/2023	\$ 104.95	Passport Services
3095511	Book Sales	\$94.05	3123011	Vending Machine Inc	\$ -	10/19/2023	\$ 33.99	Passport Services
3123011	Vending Machine Inc	\$ -	3125011	Fax Machine	\$6.00	10/20/2023	\$ 174.15	Passport Services
3125011	Fax Machine	\$1.00	3127011	Room Rental Income	\$75.00	10/23/2023	\$ 67.98	Passport Services
3127011	Room Rental Income	\$90.00	3130011	Misc Income		10/26/2023	\$ 33.99	Passport Services
3130011	Misc Income		3132511	Maywood Book Inc		10/27/2023	\$ 10.22	Print/Copy
3132511	Maywood Book Inc		3608011	Passport & License	\$650.50	10/27/2023	\$ 26.46	Print/Copy
3608011	Passport Income	\$805.00	???	Unemployment Refu	\$21,690.00		\$ 26.46	\$ 682.03
???	Insurance Payment							
				Total Desposit	\$ 51,538.01			\$ 708.49
	Total Desposit	\$ 1,197.12						

Maywood Public Library Accounts Payable

November 6, 2023

Date	Num	Name	Memo/Description	Account	Amount	Balance
11/06/2023	3084	Amazon Capital Services	INV: 1JGT-9PFK-FQ9Y, 1X7K-CCWL-MH79, 1K9M-V696-Y4RL, 1X99- XQCD-36DD, 1KNC- 6CMN-GWPN, 1HKR- RJ1F-4C9N, 1PHR- HNNJ-D47L, 1RKX- KXFH-CCDX, 1DRY- CVPP-K1QF, 16D7- VYPN-7GF4, 1YXQ- FVGR-F13Q, 17JC- JXM6-9LVV, 119T-N1QH- 1C3D, 1HW9-VCTD- FDQD, 1JFD-T77V- 1YPD	2100011 Accounts Payable	718.11	718.11
			1JGT-9PFK-FQ9Y	4100011 Adult Audio Visual	40.84	
			1X7K-CCWL-MH79	4100011 Adult Audio Visual	40.28	
			1K9M-V696-Y4RL	4100011 Adult Audio Visual	45.83	
			1X99-XQCD-36DD	4100011 Adult Audio Visual	15.73	
			1KNC-6CMN-GWPN	4100011 Adult Audio Visual	20.43	
			1HKR-RJ1F-4C9N	4100011 Adult Audio Visual	40.86	
			1PHR-HNNJ-D47L	4130011 Library Supplies	117.04	
			1RKX-KXFH-CCDX	4130011 Library Supplies	29.78	
			1DRY-CVPP-K1QF	4130011 Library Supplies	42.99	
			16D7-VYPN-7GF4	4130012 Patron Services Supplies	64.02	
			1YXQ-FVGR-F13Q	4256011 Janitorial Supplies	89.99	
			17JC-JXM6-9LVV	4260011 General Maintenance - Building	59.99	
			119T-N1QH-1C3D	4302011 Adult Programming	39.78	
			1HW9-VCTD-FDQD	4302011 Adult Programming	29.98	

Maywood Public Library Accounts Payable

November 6, 2023

Date	Num	Name	Memo/Description	Account	Amount	Balance
			1JFD-T77V-1YPD	4302011 Adult Programming	40.57	
11/06/2023	3085	American Library Association	L. Shell	2100011 Accounts Payable	247.00	247.00
			L. Shell	4070011 Membership Dues	247.00	
11/06/2023	3086	Anderson Pest Solutions	Bill 2486355, Inv. 52552766	2100011 Accounts Payable	82.50	82.50
			Bill 2486355, Inv. 52552766	4250011 Contract Maintenance Building	82.50	
11/06/2023	3087	Baker & Taylor	inv: 2037873946, 2037879858, 2037894203, 2037802443, 2037814094, 2037815580, 2037818168, 2037820736, 2037832289, 2037849988, 2037828457, T24216130	2100011 Accounts Payable	3,004.15	3,004.15
			2037873946	4080011 Adult Books	91.89	
			2037879858	4080011 Adult Books	95.20	
			2037894203	4080011 Adult Books	338.46	
			2037802443	4080011 Adult Books	256.80	

Maywood Public Library Accounts Payable

November 6, 2023

Date	Num	Name	Memo/Description	Account	Amount	Balance
			"	4080012 YS Books	111.66	
			2037814094	4080011 Adult Books	268.66	
			"	4080012 YS Books	550.29	
			2037815580	4080011 Adult Books	184.50	
			"	4080012 YS Books	127.19	
			2037818168	4080011 Adult Books	26.54	
			"	4080012 YS Books	82.24	
			2037820736	4080011 Adult Books	26.64	
			"	4080012 YS Books	47.07	
			2037832289	4080011 Adult Books	213.95	
			"	4080012 YS Books	186.23	
			2037849988	4080011 Adult Books	243.87	
			"	4080012 YS Books	112.14	
			2037828457	4080012 YS Books	18.66	
			T24216130	4100012 YS Audio Visual	22.16	
11/06/2023	3088	Chicago Tribune	Pays through 1/22/24	2100011 Accounts Payable	252.99	252.99
			Pays through 1/22/24	4090011 Periodicals	252.99	
11/06/2023	3089	Comcast	Acct 8771 20 001 0331433 10/30/23- 11/29/23	2100011 Accounts Payable	161.85	161.85
			Acct 8771 20 001 0331433 10/30/23- 11/29/23	4106011 Technology	161.85	

Maywood Public Library Accounts Payable

November 6, 2023

Date	Num	Name	Memo/Description	Account	Amount	Balance
11/06/2023	3090	Globe Life		2100011 Accounts Payable	71.62	71.62
			Acct. 55395	4040011 Healthcare Premium	71.62	
11/06/2023	3091	Illinois Library Association		2100011 Accounts Payable	485.00	485.00
			ILA Conference	4050011 Trustee Development	485.00	
11/06/2023	3092	John Fruit		2100011 Accounts Payable	504.07	504.07
				4052011 Travel	504.07	
11/06/2023	3093	LIMRICC-UCGA		2100011 Accounts Payable	21,690.00	21,690.00
			IDES Refund	9350093 Unemployment Insurance	21,690.00	
11/06/2023	3094	LRS, LLC		2100011 Accounts Payable	427.64	427.64
				4235011 Garbage	427.64	
11/06/2023	3095	MidAmerican Energy	Statement Date 10/13/23, 11916572	2100011 Accounts Payable	6,172.38	6,172.38

Maywood Public Library Accounts Payable

November 6, 2023

Date	Num	Name	Memo/Description	Account	Amount	Balance
			Statement Date 10/13/23, 11916572	4225011 Electricity	6,172.38	
11/06/2023	3096	Midwest Tape, LLC	HOOPLA Digital Inv. # 504577302	2100011 Accounts Payable	299.08	299.08
			HOOPLA Digital Inv. # 504577302	4210011 Databases & E-Resources	299.08	
11/06/2023	3097	Nicor Gas	5581640000 0	2100011 Accounts Payable	374.07	374.07
			5581640000 0	4205011 Natural Gas	374.07	
11/06/2023	3098	Nicor Gas	5581640000 0	2100011 Accounts Payable	201.04	201.04
			0048580000 7	4205011 Natural Gas	201.04	
11/06/2023	3099	Nydia Robinson		2100011 Accounts Payable	20.18	20.18
				4052011 Travel	20.18	
11/06/2023	3100	OCLC Inc	1000341863	2100011 Accounts Payable	41.26	41.26
			1000341863	4080011 Adult Books	41.26	

Maywood Public Library Accounts Payable

November 6, 2023

Date	Num	Name	Memo/Description	Account	Amount	Balance
11/06/2023	3101	Peerless Network	Inv. 34530	2100011 Accounts Payable	744.41	744.41
			Inc. 36755	4150011 Telephone	744.41	
11/06/2023	3102	Quill LLC		2100011 Accounts Payable	553.35	553.35
			Inv. 35085654	4130011 Library Supplies	93.15	
			Inv. 34836096	4130011 Library Supplies	276.72	
			"	4256011 Janitorial Supplies	183.48	
11/06/2023	3103	RAILS	IL Library Presents #11649	2100011 Accounts Payable	365.00	365.00
			IL Library Presents #11649	4302011 Adult Programming	365.00	
11/06/2023	3104	Romano Landscape LLC	48479, 47961	2100011 Accounts Payable	1,290.00	1,290.00
			Monthly Lawn Maint. Inv. 48479	4250011 Contract Maintenance Building	645.00	
			Monthly Lawn Maint. Inv. 47961	4250011 Contract Maintenance Building	645.00	
11/06/2023	3105	SWAN	10729	2100011 Accounts Payable	189.94	189.94
			10729	4085011 SWAN Lost Books	189.94	

Maywood Public Library Accounts Payable

November 6, 2023

Date	Num	Name	Memo/Description	Account	Amount	Balance
11/06/2023	3106	The Library Store	Supplies	2100011 Accounts Payable	409.27	409.27
			Supplies	4130013 Tech Services Supplies	409.27	
11/06/2023	3107	Village of Maywood Water Department	Water for Carnegie Bldg. & New Addition	2100011 Accounts Payable	1,069.72	1,069.72
			Water-42740565200	4215011 Water	330.02	
			Water-42740300700	4215011 Water	739.70	
11/06/2023	3108	WordPlacePro	1383596, 1366159	2100011 Accounts Payable	725.95	725.95
			1383596	4160011 Publicity	407.85	
			1366159	4160011 Publicity	318.10	
				TOTAL		40,100.58

Maywood Public Library

Statement of Financial Position Comparison

As of October 31, 2023

	Total	
	As of Oct 31, 2023	As of Sep 30, 2023 (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	346,496.77	344,876.65
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	939,888.08	988,947.99
1080111 US Bank - Accounts Payable	132,652.77	162,753.75
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
Total Bank Accounts	\$ 1,419,486.42	\$ 1,497,027.19
Total Current Assets	\$ 1,419,486.42	\$ 1,497,027.19
TOTAL ASSETS	\$ 1,419,486.42	\$ 1,497,027.19
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	-96.08	22,630.86
Total Accounts Payable	-\$ 96.08	\$ 22,630.86
Other Current Liabilities		
2101011 Federa I Tax Withheld	0.00	0.00
2102011 State Tax Withheld	5,784.54	5,784.54
2103011 FICA Withheld	308.58	308.58
2104011 IMRF Withheld	-3,687.21	-3,765.63
2104511 IMRF-VAC	4,866.57	4,076.16
2105011 Credit Union I Withheld	377.32	92.32
2106011 Credit Union II Withheld	410.00	385.00
2107011 Medical Insurance Withheld	443.35	234.12
2108011 Pepsco Withheld	235.00	235.00

Maywood Public Library
Statement of Financial Position Comparison
As of October 31, 2023

	Total	
	As of Oct 31, 2023	As of Sep 30, 2023 (PP)
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	\$ 8,919.34	\$ 7,531.28
Total Current Liabilities	\$ 8,823.26	\$ 30,162.14
Total Liabilities	\$ 8,823.26	\$ 30,162.14
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	-107,585.25	-51,383.36
Total Equity	\$ 1,410,663.16	\$ 1,466,865.05
TOTAL LIABILITIES AND EQUITY	\$ 1,419,486.42	\$ 1,497,027.19

Wednesday, Nov 08, 2023 09:19:15 AM GMT-8 - Accrual Basis

Maywood Public Library

Budget vs. Actuals

July - October, 2023

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
3001011 Tax Revenue - Current	54,381.34	1,308,094.00	-1,253,712.66	4.16%
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%
3033011 DCEO Grant		350,000.00	-350,000.00	0.00%
3039011 Donations	21.20	100.00	-78.80	21.20%
3060011 Fines	107.91		107.91	
3070011 Copy Machine	2,366.25	2,000.00	366.25	118.31%
3080011 Lost and Paid	401.44	200.00	201.44	200.72%
3095011 General Sales	98.06	25.00	73.06	392.24%
3095511 Book Sales	194.08	500.00	-305.92	38.82%
3123011 Vending Machine Income	422.00	1,500.00	-1,078.00	28.13%
3125011 Fax Machine	14.00	25.00	-11.00	56.00%
3127011 Room Rental Income	355.00	250.00	105.00	142.00%
3130011 Miscellaneous Income	158.85	500.00	-341.15	31.77%
3132511 Maywood Book Income		100.00	-100.00	0.00%
3302011 Interest - All Bank	429.21	200.00	229.21	214.61%
3304011 Interest - IL Funds Primary	6,292.95	5,000.00	1,292.95	125.86%
3608011 Passport and License Renewal Income	3,970.53	7,000.00	-3,029.47	56.72%
Total Revenue	\$ 230,425.29	\$ 2,127,674.00	-\$ 1,897,248.71	10.83%
Gross Profit	\$ 230,425.29	\$ 2,127,674.00	-\$ 1,897,248.71	10.83%
Expenditures				
4010011 Salaries	201,309.96	705,000.00	-503,690.04	28.55%
4040011 Healthcare Premium	5,716.45	65,000.00	-59,283.55	8.79%
4050011 Trustee Development		3,500.00	-3,500.00	0.00%
4051011 Staff Development	355.95	3,500.00	-3,144.05	10.17%
4052011 Travel	101.25	2,000.00	-1,898.75	5.06%
4070011 Membership Dues	1,075.00	4,500.00	-3,425.00	23.89%
4080011 Adult Books	5,514.16	17,000.00	-11,485.84	32.44%
4080012 YS Books	4,192.77	15,000.00	-10,807.23	27.95%
4085011 SWAN Lost Books		2,000.00	-2,000.00	0.00%
4090011 Periodicals	832.53	3,500.00	-2,667.47	23.79%

Maywood Public Library
Budget vs. Actuals
 July - October, 2023

	Total			
	Actual	Budget	over Budget	% of Budget
4100011 Adult Audio Visual	2,111.31	7,500.00	-5,388.69	28.15%
4100012 YS Audio Visual	963.44	7,500.00	-6,536.56	12.85%
4105011 Software	129.30	7,000.00	-6,870.70	1.85%
4106011 Technology	6,405.54	5,000.00	1,405.54	128.11%
4130011 Library Supplies	2,991.98	13,000.00	-10,008.02	23.02%
4130012 Patron Services Supplies	553.92	3,000.00	-2,446.08	18.46%
4130013 Tech Services Supplies	491.96	1,000.00	-508.04	49.20%
4130511 Bank Fees	1,967.31	1,200.00	767.31	163.94%
4131011 Hospitality	183.53	2,500.00	-2,316.47	7.34%
4135011 Printing	154.00	3,000.00	-2,846.00	5.13%
4140011 Postage		3,000.00	-3,000.00	0.00%
4150011 Telephone	3,098.39	10,500.00	-7,401.61	29.51%
4160011 Publicity	879.16	5,000.00	-4,120.84	17.58%
4170011 Professional Services	9,700.97	45,000.00	-35,299.03	21.56%
4205011 Natural Gas	2,229.69	40,950.00	-38,720.31	5.44%
4210011 Databases & E-Resources	10,252.40	24,000.00	-13,747.60	42.72%
4215011 Water	9,171.14	11,550.00	-2,378.86	79.40%
4225011 Electricity	30,660.33	90,000.00	-59,339.67	34.07%
4235011 Garbage	1,492.12	9,000.00	-7,507.88	16.58%
4240011 Maintenance of Equipment	717.55	36,750.00	-36,032.45	1.95%
4250011 Contract Maintenance Building	10,515.04	60,000.00	-49,484.96	17.53%
4256011 Janitorial Supplies	758.19	7,350.00	-6,591.81	10.32%
4260011 General Maintenance - Building	4,752.51	36,750.00	-31,997.49	12.93%
4265011 SWAN	6,467.25	26,000.00	-19,532.75	24.87%
4292011 Special Events	940.33	10,000.00	-9,059.67	9.40%
4302011 Adult Programming	925.66	7,000.00	-6,074.34	13.22%
4302012 YS Programming	1,531.12	7,000.00	-5,468.88	21.87%
4310011 Equipment Purchase		6,000.00	-6,000.00	0.00%
4311011 Capital Improvements		40,000.00	-40,000.00	0.00%
4320011 Legal Fees	115.00	15,000.00	-14,885.00	0.77%
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	15,337.95	54,000.00	-38,662.05	28.40%
9250092 IMRF Expenses - District	-931.24	97,739.00	-98,670.24	-0.95%
9350093 Unemployment Insurance	-16,983.19	5,250.00	-22,233.19	-323.49%
9450094 Insurance - Workers Comp		1,050.00	-1,050.00	0.00%
9550095 Insurance - Liability		40,000.00	-40,000.00	0.00%

Maywood Public Library
Budget vs. Actuals
 July - October, 2023

	Total			
	Actual	Budget	over Budget	% of Budget
9650096 Audit		7,000.00	-7,000.00	0.00%
Total Expenditures	\$ 338,010.54	\$ 1,961,269.00	-\$ 1,623,258.46	17.23%
Net Operating Revenue	-\$ 107,585.25	\$ 166,405.00	-\$ 273,990.25	-64.65%
Net Revenue	-\$ 107,585.25	\$ 166,405.00	-\$ 273,990.25	-64.65%

Wednesday, Nov 08, 2023 09:01:36 AM GMT-8 - Accrual Basis

Maywood Public Library Statement of Activity by Class

July - October, 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	TOTAL
Revenue									
3001011 Tax Revenue - Current	54,381.34								54,381.34
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
3039011 Donations	21.20								21.20
3060011 Fines	107.91								107.91
3070011 Copy Machine	2,366.25								2,366.25
3080011 Lost and Paid	401.44								401.44
3095011 General Sales	98.06								98.06
3095511 Book Sales	194.08								194.08
3123011 Vending Machine Income	422.00								422.00
3125011 Fax Machine	14.00								14.00
3127011 Room Rental Income	355.00								355.00
3130011 Miscellaneous Income	158.85								158.85
3302011 Interest - All Bank	429.21								429.21
3304011 Interest - IL Funds Primary	6,292.95								6,292.95
3608011 Passport and License Renewal Income	3,970.53								3,970.53
Total Revenue	\$ 218,635.69	\$ 822.22	\$ 2,983.87	\$ 4,058.06	\$ 212.19	\$ 212.19	\$ 2,983.87	\$ 517.20	\$ 230,425.29
Gross Profit	\$ 218,635.69	\$ 822.22	\$ 2,983.87	\$ 4,058.06	\$ 212.19	\$ 212.19	\$ 2,983.87	\$ 517.20	\$ 230,425.29
Expenditures									
4010011 Salaries	201,309.96								201,309.96

Maywood Public Library Statement of Activity by Class

July - October, 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4040011 Healthcare Premium	5,716.45								5,716.45
4051011 Staff Development	355.95								355.95
4052011 Travel	101.25								101.25
4070011 Membership Dues	1,075.00								1,075.00
4080011 Adult Books	5,514.16								5,514.16
4080012 YS Books	4,192.77								4,192.77
4090011 Periodicals	832.53								832.53
4100011 Adult Audio Visual	2,111.31								2,111.31
4100012 YS Audio Visual	963.44								963.44
4105011 Software	129.30								129.30
4106011 Technology	6,405.54								6,405.54
4130011 Library Supplies	2,991.98								2,991.98
4130012 Patron Services Supplies	553.92								553.92
4130013 Tech Services Supplies	491.96								491.96
4130511 Bank Fees	1,967.31								1,967.31
4131011 Hospitality	183.53								183.53
4135011 Printing	154.00								154.00
4150011 Telephone	3,098.39								3,098.39
4160011 Publicity	879.16								879.16
4170011 Professional Services	9,700.97								9,700.97
4205011 Natural Gas	2,229.69								2,229.69
4210011 Databases & E-Resources	10,252.40								10,252.40
4215011 Water	9,171.14								9,171.14
4225011 Electricity	30,660.33								30,660.33
4235011 Garbage	1,492.12								1,492.12
4240011 Maintenance of Equipment	717.55								717.55
4250011 Contract Maintenance Building	10,515.04								10,515.04
4256011 Janitorial Supplies	758.19								758.19

Maywood Public Library Statement of Activity by Class

July - October, 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	TOTAL
4260011 General Maintenance - Building	4,752.51								4,752.51
4265011 SWAN	6,467.25								6,467.25
4292011 Special Events	940.33								940.33
4302011 Adult Programming	925.66								925.66
4302012 YS Programming	1,531.12								1,531.12
4320011 Legal Fees	115.00								115.00
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			15,337.95						15,337.95
9250092 IMRF Expenses - District				-931.24					-931.24
9350093 Unemployment Insurance	-21,690.00				4,706.81				-16,983.19
Total Expenditures	\$ 318,897.02	\$ 0.00	\$ 15,337.95	-\$ 931.24	\$ 4,706.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 338,010.54
Net Operating Revenue	-\$ 100,261.33	\$ 822.22	-\$ 12,354.08	\$ 4,989.30	-\$ 4,494.62	\$ 212.19	\$ 2,983.87	\$ 517.20	-\$ 107,585.25
Net Revenue	-\$ 100,261.33	\$ 822.22	-\$ 12,354.08	\$ 4,989.30	-\$ 4,494.62	\$ 212.19	\$ 2,983.87	\$ 517.20	-\$ 107,585.25

Wednesday, Nov 08, 2023 09:41:20 AM 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
11/10/2023	4,803.85	EFT

PLAN SUMMARY					
REPORTING PERIOD: 10/2023					
PLAN	PLAN CODE	MEMBER COUNT	MEMBER WAGES	MEMBER CONTRIB	EMPLOYER CONTRIB
Regular Tier 1	RG01	4	17,258.89	776.65	1,453.20
Regular Tier 2	RG03	4	14,861.75	668.79	1,251.36
Voluntary Additional Tier 1	VA01	0	0.00	0.00	0.00
Voluntary Additional Tier 2	VA03	1	0.00	653.85	0.00
TOTAL		8*	32,120.64	2,099.29	2,704.56

* count of unique members reported for all plans

ELECTRONIC SIGNATURE AUTHORIZATION			
User ID:	KPL436344	eForm Tracking Number:	E00000002036472
User Name:	LEIGHTON SHELL	eForm Time Stamp:	Fri Nov 03 10:58:42 CDT 2023
Employer Number:	05999	Authorized Agent Name:	Leighton Shell

Maywood Public Library District

Director Report

November 2023

Hello, trustees. I hope everyone is surviving the time change ok. I still can't get over how quickly it gets dark in the evening now.

A few things I wanted to mention before delving into the meat and potatoes of the report. As part of my community outreach, I will be taking part in the Village of Maywood's Career & Life Readiness Fall Program. I will be meeting with groups of middle school and high school students sharing my experiences and insights on the importance of early career planning. I will be meeting with them on November 16th and 29th and we will be hosting a group of them at the Library on December 6th so they can see the various aspects of library work.

The Library has also been coordinating with the Village of Maywood and the Maywood Park District for a combined community tree lighting event on December 2nd. The tree lighting event will take place from 4p to 6p, and the Library will stay open later to act as a warming station for event participants. We will have hot beverages, cookies, and popcorn for people to snack on, we will have holiday music playing, and Daniela Martinez will have a cookie decorating craft for anyone who wants to take part. Daniela is also having a Youth craft event in November to make/decorate luminaria that we will use on December 2nd to light a path from the tree lighting to the loading doors on the north side of the Library. We will have the loading area cleared out, cleaned, and decorated so community members can come directly in from the tree lighting without having to go around the building to the main entrance.

We have also been coordinating with Tom Kus with the Maywood Historical Preservation Commission to have a historical researcher spend some time at the Library going through our copies of the old Maywood Herald and other historical papers.

Finally, I will be attending the Libraries of Illinois Risk Agency (LIRA) Full Membership Meeting on November 29th, from 9:30am to 12:00pm, at Gallagher HQ in Rolling Meadows. This meeting will unveil the 2023 renewal results and will also have security expert Paul Timm as a guest speaker.

Budget/Finances

At the last Board meeting, a question came up about the item **1099011 Cash Allocated to Other Funds** that appears on the Statement of Financial Position.

As I mentioned in my email sent Oct. 27, 2023, I reached out to the auditor to get clarification on it. That \$-701,337.74 is not something that will ever "drop off" the report. It is an accounting tool used to track the allocation of funds. We receive all of our funds in the primary bank account, but not all those funds are allocated to the General Fund. Some are allocated to IMRF, some to the audit, etc. If you add up all of the values in the eight Allocated

Cash lines below the Cash Allocated line you will find they total up the +701,337.74. So those eight lines are already canceling out the one. That is something that will always be on the Statement of Financial Position (aka Balance Sheet).

1099011 Cash Allocated to Other Funds	-701,337.74
1099073 Allocated Cash - Bldg Const	45,308.90
1099078 Allocated Cash - Working Cash	258,366.98
1099091 Allocated Cash - FICA Bond	366,313.43
1099092 Allocated Cash - IMRF Fund	101,463.05
1099093 Allocated Cash - Unemp Fund	16,025.37
1099094 Allocated Cash - Workers Comp Fund	8,005.43
1099095 Allocated Cash - Liab Ins Fund	-87,895.42
1099096 Allocated Cash - Audit Fund	-6,250.00

I also asked the auditor about the two funds that have a negative amount, and he wrote back...

“A fund can have a negative value if it doesn't receive sufficient property tax revenue to pay for expenses. The board can approve a transfer from the General Fund to those funds to cover the deficit within that Fund. You can also wait until after the audit to determine the amount that needs to be transferred from the General Funds to those with a negative value.”

The FY23 audit process will start later this month, so we may as well just wait until after the audit like Alfredo suggests.

We did not receive any property taxes in September or October, and, as of November 10th, we have not received any in November either. We did not receive any property tax money in August, September, or October of 2022, but this year we did receive some tax money in August. So, I'm working under the assumption that the payment schedule has been shifted by a month and am not expecting to receive any money in November. I'd rather err on the side of caution. If we do get some tax revenue later this month, it will be a pleasant surprise.

	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	\$ -
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	\$ -
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	\$ -

We don't receive a November Personal Property Replacement payment, so our next payment will be the December payment. We did receive the August and October payments from the Village of Maywood at the end of October. Those two payments combined were \$28,456.43.

	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	\$ -
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	\$ 57,197.75

Facilities

At the request of the Board, I reached out to Forest Security to get an alternate quote on updating the security camera system in the library. Jay Rutili came out on August 31st and saw the existing setup. I received the quote back on the Friday after I left for vacation. They provided one quote for updating the security camera system and another quote for taking over the security alarm system from Johnson Controls. I will include the breakdown of their quotes and the ISBS quotes in detail for the Old Business agenda item.

As I mentioned last month, Pedro D. was able to get an electrician (Belcore Electrical Contractors) out to start work on the exterior lights. Last month the lights closer to 5th Avenue (west of the entrance) were working again. The electrician has come back out and identified the problem with the lights east of the entrance, but it will be a little more involved to get them repaired. They will need to do some minor digging to run new electrical lines. The quote for that work was \$3,712 but it should resolve the rest of our outdoor lighting issues. They are currently planning on coming out to do the work Saturday morning, November 11th.



The smart locker project is proceeding slowly. Pedro has extended the electrical wiring to the exterior of the building where the lockers will go. Director Duncan with the Village of Maywood okay'd the use of the old Plat of Survey for requesting a permit, so Hach Construction has submitted the permit application. We are just waiting on the permit. Once Hach gets the permit they will extend the concrete pad free of charge to support the Maywood Public Library. SWAN has completed setting up the pseudo-library in the catalog software that was needed to manage the tracking of hold materials when that are to be put in the lockers for pickup. We have our support account created with Smiota and we are in the process of establishing our patron database in the Smiota software.

Technology

After the last Board meeting, I reached out to Paylocity and found out that the Schlage Handpunch time clock was a unit that they worked with, but that they haven't supported it in a long time. I was able to find a manual for it online, and Marcia and I did a deep-dive into the configuration and use of the unit. One thing I learned is that the unit does not scan the palm print of users from below. The device images the user's hand simultaneously from above and from the side using an angled mirror. It uses these two views to create a composite "model" of the user's hand to uniquely identify them for clocking in and out. Marcia performed a full maintenance cleaning of the unit, and I put together a staff training document to explain the exact recommended method of hand placement for clocking in and out. We are keeping a close eye on the unit to see if we have a reoccurrence of the problems we were having before. In the meantime, we will hold off on purchasing a new time clock. If you would like to see the simple staff training tutorial we created, you can click on this link in the PDF. <https://my.nicheacademy.com/maywoodlibrary-staff/course/67200>



I have compared the quotes between Forest Security, Inc. and ISBS/Imperial for new security camera equipment. The cost for Forest Security is definitely lower. ISBS has 3 more cameras included, but that alone can't be the difference. The ISBS/Imperial plan also reuses existing coax cabling for the cameras and it looks like Forest Security would run new network cabling for the IP cameras. They do seem to have a clear advantage for the security camera project.

I also compared the two companies for their alarm system quotes. They seem mostly comparable. The ISBS quote includes hardware/installation to add key card access to the staff door. Not all staff members have a key to open that door, but for safety and security reasons I would prefer to not have it be an unlocked door. But it is not absolutely necessary. We could also just get some additional staff keys made up for the interior staff doors.

I am in the early stages of investigating alternative phone systems for the Library. I have received some initial quotes, but since this is not a crucial upgrade I am taking it off the Old Business. We can revisit it in December possibly. The phone system is older, but it is still functioning.

Policies

The library recently purchased a large format laminator for in-house use. We are also going to offer to laminate documents for the public for a nominal charge. The included Lamination Services Policy is just to protect the Library.

After last month's discussion about the salary schedule I found a sample Compensation Policy document that Downers Grove Public Library has. We don't seem to have anything similar. 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. This is not something I expect the Board to vote to approve. I wanted you to be able to see it so you can take it home

and mark it up so we can come up with a version for our Library.

Staff

I extended a tentative offer to my preferred candidate for the Business Office Administrator position. We started the background check process on October 26th, but, unfortunately, we are still waiting for the background check results. Identi-Check was working on the employment verification and when they couldn't reach someone at one of the companies they seemed to just stop. I emailed them to find out what needs to happen to get this process completed. As it is, there is little chance the new hire will be able work directly with the interim business manager. I'm hoping she will still be available to provide phone support on a consulting basis.

As of January 1, 2024, the Paid Leave for All Workers Act will go into effect requiring all employers in Illinois (except park districts and school districts) to provide paid leave for all workers. We have already started offering paid time off to our part-time staff. I am reviewing the policy to make sure it complies with the Act. According to the Act, employees must earn at least one hour of leave for every 40 hours worked, for up to 40 hours in a 12-month period.

I also put together a basic recommendation for some minimal salary adjustments based on the salary schedule I presented last month. I'll include that information in the packet.

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.

Weeded Collection: I talked to my management team, and they informed me that all of the weeded book materials up on the 3rd floor were already made available for the public to go through in the summer of 2022 during a "buck a bag" book sale. I'm not opposed to letting people go through them again, but I do not want to slow down the process of clearing the shelves as part of the longer term plan of reopening the third floor.

Meeting Room Policy: After the last Board meeting, I asked John Fruit to have his department work on researching the meeting room policies for all of the surrounding public libraries. He had Vanessa Hatter look up the policies for River Forest, Forest Park, Broadview, Westchester, Bellwood, Hillside, Berkeley, Northlake, and Melrose Park. I will have her final report for the Board to review and discuss at the December meeting.

Nov. 2023

Patron Services

This month Patron Services is collaborating with Information Services in issuing New Patron Cards to seniors at Supportive Living. We are able to register them at their facility. This is very helpful to them, it shows that they are a part of the community and our willingness to assist them as much as we can!

More online education we are taking part in this month- Conflict De-escalation.

Progress is being made on the 3rd floor project, one box at a time.

We are now working behind the scenes creating a fun Christmas Tree for the Computer Area, hoping everyone likes it!

End of the month Nydia and Daniela are going to Guadalajara for the International Book Fair! We will have firsthand access to the latest publications in Spanish!

Our statistics for the month: 1847 patrons came into the library, 1212 transactions ([24.25%>Oct of 2022](#)) and 51 New Patron cards!

Happy Thanksgiving!!

October 2023 Report – Information Services

General

On November 7th we visited Maywood Assisted Living and issued cards for 16 of their residents. In the next few weeks we begin homebound delivery to these new patrons. They filled out an interest form when they applied, and selections will be made based on those interests.

The next season of the Illinois Libraries Presents Zoom series has begun. There were two events event took place in October. On the 4th we had a session featuring horror writer Stephen Graham Jones and, on the 17th, we had Food, Family, and Folktales: A Conversation with Grace Lin. On November 8th we had A Taste of Love with Maya-Camille Broussard. On December 6th, we will have Surviving the Holidays with Lori Gottlieb.

The VR headsets for Seniors 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 begun interviewing candidates to increase our department sizes in order to get ready for the expanded hours in January.

Programs

- Tuesdays and Thursdays @ 12:00 Quilting and Sewing
- Fridays @ 10:00 Tech Friday
- Tuesdays @ 10:30 VR For Seniors
- October 2 @ 10:30 iPad Training
- October 9 @10:30 Basic PCs
- October 11 @ 11:00 Medicare 101
- October 17 @ 5:00 Macrame Craft
- October 18 @ 6:00 Meditation Workshop
- October 21 @ 10:30 Lollipop Spider Craft

We are also taking part in the Illinois Libraries Present consortium of programming. In October there were two of the live Zoom programs.

- October 4 @ 7:00p Chills & Thrills with Horror Novelist Stephen Graham Jones
- October 17 @ 7:00p A Conversation with Award-Winning Author and Illustrator Grace Lin

ILA 2023

On October 24-26th, I attended the Illinois Library Associate conference in Springfield, IL. I met vendors, participated in various networking activities, and visited the Illinois State Library

where I met the Illinois Secretary of State and State Librarian, Alexi Giannoulis. I also attended the following sessions:

Reducing Social Isolation in Seniors: Connection Through Technology

Learn how to reduce social isolation among community members through community partnerships. In Decatur, the organization Starting Point works with the Illinois Department on Aging to serve seniors in our community. They wanted to combat the issue of social isolation that's felt by many seniors—especially those who are homebound. Starting Point got a grant to provide free tablets to seniors who qualify for the program as a way to provide connection to the outside world. Through the tablet, these individuals can video chat with family and friends, participate in virtual programming and access free e-resources through the local library. However, the issue was, how do we provide technology to a group of individuals who might not be tech savvy? The library was the key to the solution and we'll explain how we made that happen. In this session, we'll lay out the data collected on social isolation in Decatur, details about the grant and then how we implemented the tablet formatting program.

Senior Storytime Outreach Opportunity

Why let preschoolers have all the fun! Take Senior Storytime to the residents of Assisted Living Facilities in your community. You will learn everything you need to know to present a fun and engaging Senior Storytime program including suggestions of what books to read aloud, songs/entertainment ideas, crafts and all the how-to you need to know that will have your local Assisted Living Facilities begging your library to present on an ongoing basis.

Build an All-Staff All-Star Reader's Advisory Program

Would you like to engage all staff in passive reader's advisory? Learn how the Downers Grove Public Library built our Staff Picks reader's advisory program. Engaging staff from all departments and reaching patrons through many different channels has made this a winning program. We'll show you how to do this at your library.

Making Technology Accessible: Creating an Assistive Tools Kit

In this interactive session, learn how we partnered across departments to create a service that connects our community to printable assistive technology with the development of the Assistive Tools Kit, a collection of seven small devices that can be used by people of all ages to help with daily tasks such as writing, carrying bags, and opening small lids or bottle caps. Customers can borrow an assembled kit to learn which tools are most useful and create their own custom kit using the library's 3D printers for a nominal cost of materials. See a demo of the tools and learn how to develop and adapt this type of service at your library. Get tips for identifying assistive design sources, managing production to meet demand and scaling the service to your needs. This presentation includes information about how the service was designed to prioritize accessibility and the benefits and opportunities it provided to connect new customers to our 3D printing resources as well as other programs and services.

ESL Read Together

Are you looking for ways to engage and empower English language learners in your community? Consider an ESL Read Together book club, where elements of traditional book discussion and language acquisition connect. Our collaborative program develops reading and communication skills while also cultivating community among ESL speakers. In this session, participants will learn how to select appropriate reading materials, create a dynamic schedule to promote goal completion and develop supplemental documents to enrich the learning experience.

Just Decide Already: Effective Decision-Making Practices

How does your library make decisions? Have you ever stopped to think about it? During this session, we'll dig into the process of decision-making. That's right! Making a decision is a process, and when the process isn't clear or doesn't involve those impacted by the decision, confusion and resentment can result. Find out how to develop guiding principles, consider implicit bias and equity, and oversee effective change management to confidently make decisions with your team.

Presented by the Library Trustee Forum

First Amendment and Censorship

Julie Tappendorf, an attorney at Ancel Glink, will discuss recent issues that implicate the First Amendment, including book censorship, drag queen story time, pride flags, and similar free speech activities, and provide tips and best practices on avoiding First Amendment challenges.

Presented by the Library Trustee Forum

Always Negotiate: Getting the Pay you Deserve.

“Have you ever negotiated for a higher salary? Do you find yourself negotiating or advocating for others but never for yourself? Did you know women are almost 25% less likely to negotiate salary than men? Most people don't negotiate, but everyone should, and we are going to tell you why. Hear from four seasoned library directors about the importance of advocating for yourself and securing fair compensation, while still maintaining a good relationship with your supervisor and showing commitment to the organization. Hiring managers will also learn how to craft an offer that is fair, whether or not your candidates negotiate with you. If you work in the library field and you've never negotiated your salary or benefits, this program is for you.”

How to run a D&D Club at School and Public Libraries

Dungeons and Dragons is a great game, but it can be very long to play. We have come up with a variety of tips and tricks on how to slim down some of the more complicated parts of the game to better focus on group storytelling, and everyone having a great time working together.

October 2023 Statistics - Information Services Dept.

Wix

Website Visits 1173

Event Registrations

48

My Pc

Center Users 406

Youth Users

262

Copier

Faxing 174 pages

Printing 2112 pages

Scanning 353 pages

Copies 1070 pages

Axis 360 : New backend, stats unavailable

Kanopy 24 visits, 8 plays

Hoopla 6 new users; 142 Checkouts

OverDrive (Libby) 6 new users; 119 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

TikTok 44.3k likes, 1799 followers

Instagram 533 followers

Twitter 121
followers

OCLC 0 checkouts, 4 holds filled

EBSCO: 59 Database Requests

Museum Adventure Pass: 10 passes generated

Explore More Illinois: 0 passes generated

Local History: 2 requests

Reference Questions : We average about 6 questions a day

Youth Services Report: October 2023

Overview:

After reviewing and compiling the photo collage, I realized that October was incredible. On top of having new programs that sparked excitement for our patrons, we had so many group and community collaborations this month. I was able to touch base with important figures in District 89 & 209. Furthermore, I was able to collaborate with institutions like Summit United to host seminars for students in need (more about this program will be covered in the November report).

This month was also uplifting for us because the MPLD was recognized by the US Department of State and the Chicago Passport Agency as one of the few Passport Acceptance Facilities to receive a perfect score on their Passport Inspection. This inspection occurred on September 19th. Because I am the Passport Acceptance Facility Manager, all questions and responsibilities were directed at me. The inspection took a bit over an hour and a half (1.5) to go through. Well worth it!

To prepare for our increase in hours, John and I began our hiring process. We've received a couple of applications that have had previous library experience. We are hoping to finish this process by the end of November.

October was so much fun, and I hope you can see the enthusiasm as you read through the rest of my report.

Programming:

Fall into Reading (Reading Challenge): This autumn, we are promoting getting a library card and using our reading tracker, **Beanstack**, by reading to get a free Kid's combo from Raising Cane's! This challenge was featured in our last report, but after further review, I extended it until mid-November.

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

The crafts in our *Crafty Afternoons* program were all spooky themed. Kids love Halloween! We started subtle with the spookiness by crafting mummies with yarn. Next, with a couple of Styrofoam cups and pipe cleaners, we created our own mini candy buckets. Then, we up our scariness by making ghost pops. Lastly, we embrace the scar with a bang! We created our own fake scars using latex and paint. They had a great time.

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 October we had *Family 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, Journaling continuing to grow. We've been receiving more inquiries about these programs from different organizations.

Our holiday events are what made this month full of delight. We had kids show off their costumes in *Costume Show Off*. Next, they tried to escape our spooky "Forgetful Librarian" *Escape Room*, which was so loved it needed 2 sessions. Unfortunately, we did have to cancel the second session due to a scheduling conflict. After, our patrons were able to paint their own pumpkin at our *Pumpkin Painting* event and get their faces painted with spooky figures by our incredible staff (shout out Grasiela and Kiara!). Closing out our spooky month was a

good *Halloween Story time*, that was filled with kid's favorite spooky books, and *Spooky Coloring*, which Halloween themed coloring sheets were left out for coloring.

Community Outreach:

1. **WDLA Field Trip to the Library | Monday, October 2nd @ 10:00 AM**

- a. The entire 2nd grade class of Washington Dual Language Academy walked all the way here to visit us! They were so excited to be able to visit the library. During this visit, I gave them a tour, read them my favorite story of the school time season (*Mr. S* by Monica Arnaldo), and informed them of the powers of a library card. We also provided a story and craft time led by Doodle Art LLC. Doodle Art LLC is funded by local author Alicia Pugh! She was fantastic!



2. **Meet and Greet: Proviso East Parent & Student Coordinator | Tuesday, October 3rd @ 10:30 AM**

- a. Met with Parent and Student Coordinator Cori Hobbs. Mrs. Hobbs and I took the chance to touch base to review the library's resources to help the community. She was impressed with the vast number of resources available. She was particularly interested in our databases Brainfuse: HelpNow and Brainfuse: JobNow. These are resources that students will be using, and even inquired about having an on-site library sign up event.

3. **Meet and Greet: Proviso East Librarian | Thursday, October 5th @ 2:30 PM**

- a. Met with School Librarian Patricia Adjetey. Similar to my meeting with Mrs. Hobbs, Ms. Adjetey was very impressed with our resources. We began to brainstorm a presentation for students on how to get a library card.

4. **Emerson Elementary Field Trip to the Library | Friday, October 13th @ 10:00 AM**

- a. This time, the entire 1st grade class from Emerson walked all the way here to visit us! Just like our last visit, I gave them a tour, gave them a phenomenal school theme story time, had coloring available for them, and free range to all resources and toys we have on the YS floor! It was a delight.



5. **Family Literacy Night | Monday, October 30th @ 4:00 PM:**

- a. District 89 holds a string of afterschool events that acknowledge and recognize diverse cultures, themes, or heritage. At these events, I promote library programs, resources, and services. This event was all about reading! Teachers and principals from all over the district were dressed like their favorite book.



6. **YALD @ 9:30 AM**

- a. Monthly meeting for the Young Adult Librarians in our library system. We discuss programming, training, success stories, etc.

7. **ZAP! Conservationists in Action: Partnership with Chicago Zoological Society**

- a. A free virtual series that connects children (9-15) with individuals who are taking action to positively impact the environment -- locally, nationally, and globally. Weekly guest speakers will

align with various History and Heritage months. In October, ZAP!, hosted, Dr. Roberto Méndez a Biologist and community educator.

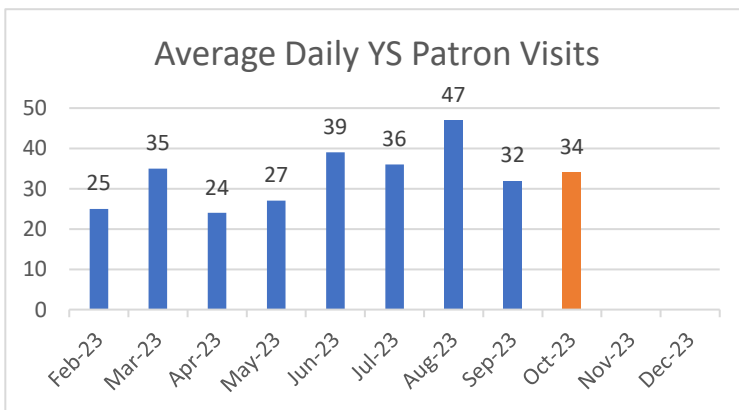
Closing:

I want to express my gratitude to the staff and board members who continue to aim for the betterment of our Maywood Public Library District! Please make sure you stop in on the fun.



Youth Services Program Stats: October 2023

Program	Date & Time	Attendance	Audience
Anime Club	10/07 @ 2:00 PM	2	Tweens and Teens
Costume Show Off	10/26 @ 5:00 PM	8	All
Crafty Afternoons	10/04 @ 5:00 PM	25	All
	10/11 @ 5:00 PM	19	All
	10/18 @ 5:00 PM	22	All
	10/25 @ 5:00 PM	18	All
Dia de los Muertos Ofrenda	10/30-11/02	NA	All
Escape Room	10/14 @ 2:00 PM	15	Tweens and Teens
	10/21 @ 2:00 PM	Cancelled	Tweens and Teens
Face Painting	10/28 @ 1:30 PM	10	All
Halloween Storytime	10/31 @ 10:30 AM	5	Kids
Lego Club	10/07 @ 11:00 AM	5	Kids
Journaling	10/17 @ 5:00 PM	3	Tweens and Teens
Making Mondays	10/23 @ 11:30 AM	7	Kids
	10/23 @ 5:00 PM	2	Kids
Movie Monday	10/16 @ 4:30 PM	5	All
	10/30 @ 4:30PM	6	All
Pumpkin Painting	10/19 @ 5:00 PM	11	All
Spooky Coloring	10/27 @ 1:30 PM	7	All
Storytime	10/09 @ 10:30 AM	7	Kids
	10/20 @ 2:00 PM	6	Kids
	10/23 @ 10:30 AM	4	Kids
Stuffy Sleepover	10/12 @ 4:30 PM	6	All
Try Teens	10/12 @ 5:00 PM	1	Tweens and Teens





IT Department Monthly Report

November, 2023

- We are getting closer to finding a reasonable backup system for the server. TechSavant is providing several options.
- All public computers have an update schedule. Updates are completed on a monthly basis. There is minimal downtime for this because each machine is unlocked and updated individually. We want patrons to have access to as many computers as possible.
- The second desktop for the Youth Services Desk has been deployed. We had to make some adjustments with the position of the copier to accommodate the new layout.
- I recently attended several online training sessions via TechSoup, which is a technology resource that specializes in providing training and resources for non-profit organizations. I also attended the SirsiDynix Connections event. This year's event was via Zoom and contained various workshops on all things library as it relates to technology.

Marcia Burton
Technology Department

Security Camera Comparison

Forest Security, Inc.

- 23 High-Resolution Cameras
High quality and high resolution IP camera 4.0 megapixel
- 32 Channel NVR
With remote access and includes a standalone server to store high-resolution images
- Power over Ethernet Switch
- Integrated into Security APP
- Wiring and Installation

One time installation cost: **\$14,860.00**
Monthly maintenance: \$ 168.00

ISBS/Imperial

- 26 4MP IP Turret Camera
- 32 Channel NVR with 10TB hard drive
With remote viewing on customer devices
- 16 Port Power over Ethernet Switch
- EoC Converter for reusing existing coax lines

One time installation cost: **\$24,042.15**
Monthly maintenance:

Alarm System Comparison

Forest Security, Inc.

- Security System – includes smart phone access
- Interior Motion Detectors
- Panic Buttons
- UL Control Panel with separate zoning
- Touch screen display
- Long Range Radio Transmission System connection to central station

One time installation cost: **\$ 4,321.00**
Monthly maint./monitoring: \$ 132.00
Key card access for Circ door: \$ 2,250.00

ISBS

- Security System – includes smart phone access
- Interior Motion Sensors
- Key card access for Circ door
- UL Control Panel with separate zoning
- Also provide fire alarm monitoring
- One training session for up to 5 staff

One time installation cost: **\$ 8,822.77**
Monthly monitoring: \$ 110.00
Monthly Service (3 mo. only) \$ 272.95

Forest Security – Security Camera

2. Video Systems IP Very High-Resolution-Integrated with your Security App-NDAA

Compliant

- 23 High-Resolution Cameras
- 32 Channel NVR

Equipment

- Forest Vision high quality and high-resolution IP Camera 4.0 megapixel
- Forest Network Video Recorder with remote access for your smart device or desk computer, this includes a standalone server that will store your high-resolution images
- Power over Ethernet Switch
- Integrated into your Security APP
- Wiring and Installation

Pricing

- One Time Installation Cost (Minimum seven-year-lease) \$ 14,860.00
- Monthly (Includes all service and maintenance) \$ 168.00

Forest Security – Alarm System

Security Options

1. Security System-Includes Smart Phone Access

- Perimeter Door Contacts
 - East Read Door
 - (2) NE Double Door
 - (7) North Windows
 - (4) West Windows
 - (2) West Doors
 - (6) Front Windows
 - (2) Main South Doors
 - (18) South Windows
- Interior Motion Detectors
 - Entrance 360
 - (4) Motions 360
- Panic Buttons
 - Reception
 - Security Office
 - Office
 - Circulation Desk (2)

Equipment

- UL Control Panel with Separate zoning for each point of protection
- Touch Screen Display for ease of arming and control
- Long Range Radio Transmission System for immediate response and signal transmission to Central Station
- System Standby Power (24 Hours)
- High Quality Equipment and Installation

Pricing

- One Time Installation Cost (Minimum seven year-lease) \$ 4,321.00
- Monthly Monitoring and repair..... \$ 132.00

3. Card Access System for Door Access without Keys

- This option can allow you to enter your business or home without using a key. The reader can operating using a PIN, Card, FOB, or Bluetooth from your smart phone to activate doors, gates, or any opening that has an electric strike installed. An electric strike is required for this to operate, that can be quoted by your locksmith or we can arrange that for you.

Equipment

- Cloud based card reader system that will allow multiple access levels and expandability
- Complete standby power
- Access Control Cards / Keys Required (Sold Separately)

Pricing

- One Time Installation Cost (Minimum seven-year-lease) \$ 2,250.00
- Access Control Card/Key \$ 6.50
- Monthly (Includes all service and maintenance) \$ 18.00

- ***Please Note***: One electric strike is required by your locksmith for each door you would like controlled by Card Access

ISBS/Imperial – Security Camera

Cameras

- ❑ I:I Swap At Current Locations
- ❑ Provide and install (1) 32 Channel NVR, (26) 4MP IP Turret Camera, (2) 16 Port PoE Switch, (1) 10 TB Hard Drive
- ❑ Install EoC converters to reuse existing coax lines for 26 cameras
- ❑ Adjust all camera angles for optimal coverage
- ❑ Network NVR and set up remote viewing on customer devices

ISBS– Alarm System

Alarm System

- ❑ Provide (1) XRI50 Panel, (4) Wireless Transmitter, (5) Wireless Repeater, (6) Hardwired Door Contact, (3) Motion Sensor
- ❑ Mount all wireless sensors and program zones to panel/receiver
- ❑ Run 18/2 cable from wireless transmitter to hardwired door contacts for exterior double doors
- ❑ Take over ongoing monitoring service for alarm system

Access Control

- ❑ Provide and install (1) Cylindrical Strike, (1) Proximity Card Reader, (1) AL125 Power Supply
- ❑ Run 18/2 from power supply to strike
- ❑ Run 18/6 cable from panel to reader
- ❑ Install (1) 734 Access Control Module to alarm panel

Fire Alarm

- ❑ Take over ongoing monitoring service for fire alarm

Training/Wrap Up

- ❑ Provide one training session for up to 5 customer personnel
- ❑ Provide ongoing support for access control, alarm, and camera systems

	Now	Min	Jan. 1, 24	Total Empl.	
Pages	\$ 13.75	\$ 14.00	\$ 14.00	2	
PS Asst.	\$ 15.00	\$ 15.00	\$ 15.00	8	
I/Y Asst.	\$ 15.00	\$ 15.64	\$ 15.64	4	Only impacting 3 of 4, but hiring additional to expand hours.
Tech Services	\$ 29.90	\$ 23.12	\$ 29.90	1	
IT Specialist	\$ 29.90	\$ 24.17	\$ 29.90	1	
Adult Head	\$ 26.44	\$ 26.91	\$ 26.91	1	
YS Head	\$ 24.04	\$ 24.54	\$ 24.54	1	Also has been with library for 5 years.
PS Head	\$ 30.69		\$ 30.69	1	
Custodian	\$ 17.00	\$ 14.00	\$ 17.00	1	
Security Monitor	\$ 16.12	\$ 15.28	\$ 16.12	1	Will need to hire another security monitor.
Maintenance	\$ 20.00	\$ 15.63	\$ 20.00	1	
Business Office	\$ 30.00	\$ 24.70	\$ 30.00	1	Assuming I was able to hire my current candidate.
Director	\$ 40.87	\$ 40.60	\$ 40.87	1	

ORDINANCE 2024-03

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

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

Section 1: That the sum of \$1,639,000 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, 2024, 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 13, 2023, 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	765,000.	
4040011 Healthcare Premium	70,000	
4050011 Trustee Development	4,000	
4051011 Staff Development	4200	
4052011 Travel	2,400	
4070011 Membership Dues	5,400	
4080011 Adult Books	20,400	
4080012 Youth Books	18,000	
4085011 SWAN - Lost Books	2,400	
4090011 Periodicals	4,200	
4100011 Adult AV	9,000	
4100012 Youth AV	9,000	
4105011 Software	8,400	
4106011 Technology	6,000	
4130011 Library Supplies	15,600	
4130012 Patron Services Supplies	3,600	
4130013 Tech Services Supplies	1,200	
4130511 Bank Fees	1,440	
4131011 Hospitality	3,000	
4135011 Printing	3,600	
4140011 Postage	3,600	
4150011 Telephone	12,600	
4160011 Publicity	6,000	
4170011 Professional Services	54,000	

<u>ACCOUNT</u>	<u>APPROPRIATIONS</u>	<u>LEVY</u>
4205011	Natural Gas	49,140
4210011	Databases & E-Resources	18,800
4215011	Water	13,860
4225011	Electricity	108,000
4235011	Garbage	10,800
4240011	Maintenance of Equipment	44,100
4250011	Contract Building Maintenance	72,000
4256011	Janitorial Supplies	8,820
4260011	General Maintenance - Building	66,150
4265011	SWAN	31,200
4270011	Local History	250
4292011	Special Events	12,000
4302011	Adult Programming	8,400
4302012	Youth Programming	8,400
4310011	Equipment Purchase	7,200
43111011	Capital Improvements	48,000
4320011	Legal Fees	18,000
6032011	Misc. Grant Expenses	9,000
6033011	DCEO Grant Expenses	420,000
6034011	Per Capita Grant Expenses	41,616
6123011	Vending Machine Fees	1,800
	Total Corporate Fund	\$ 2,040,576
		\$ 1,409,000

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	64,800
		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>117,300</u>	<u>120,000</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>0</u>	<u>0</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>6,300</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	_____ 1,260	_____ 1,000

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	_____ 300	_____ -

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	_____ 48,000	_____ 44,000

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>8,400</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.

<u>SUMMARY</u>	
Total Corporate Fund	\$ 1,409,000
Total FICA Fund	55,000
Total IMRF Fund	120,000
Total Building & Site Fund	-
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	9,000
GRAND TOTAL	\$ <u>1,639,000</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 15, 2023 pursuant to a roll call vote as follows:

AYES _____
NAYS _____
ABSENT _____

Shakeesta Williams, PRESIDENT

ATTEST:

LaSondra Banks, SECRETARY



2024 Library Holiday Closings

Monday, January 1, 2024 (New Year's Day)

Monday, January 15, 2024 (MLK Day)

Monday, February 19, 2024 (Presidents' Day)

Monday, May 27, 2024 (Memorial Day)

Wednesday, June 19, 2024 (Juneteenth)

Wednesday, July 3, 2024 Close at 5p?

Thursday, July 4, 2024 (Independence Day)

Monday, September 2, 2024 (Labor Day)

Monday, November 11, 2024 (Veteran's Day)

Wednesday, November 27, 2024 Close at 5p?

Thursday, November 28, 2024 (Thanksgiving Day)

Tuesday, December 24, 2024 (Christmas Eve)

Wednesday, December 25, 2024 (Christmas Day)

Tuesday, December 30, 2024 (New Year's Eve)



Board of Trustees

2024 Board Meeting dates

Regular Board Meetings are held on the third Wednesday of the month at 6:30 PM in the board room of the library, 2nd floor

January 17, 2024

February 21, 2024

March 20, 2024

April 17, 2024

May 15, 2024

June 12, 2024*

July 17, 2024

August 21, 2024

September 18, 2024

October 16, 2024

November 20, 2024

December 18, 2024

* Wednesday, June 19th, 2024, the library is closed for Juneteenth.

Lamination Services Policy

Approved XX/XXXX

The Maywood Public Library District offers laminating services to the public for a small fee. The library staff will laminate up to 25 inches wide and not more than 3.5mm thick. Patrons must fill out an agreement for service form and sign a waiver of responsibility. The laminator will be operated by staff for this task.

Patrons using this service must read and sign the form below.

(The following is an example of the form that must be signed in person at Maywood Public Library District.)

Lamination Services Form

Name: _____ Phone Number: _____

Number of items to be laminated: _____

Description of items: _____

*A Driver's License will be required to pick up completed documents.

Price Guide

\$.50 - 2 ½" x 3 ¾" (Business Card)

\$1.00/foot

The library staff will laminate items up to 25" wide and not more than 3.5 mm thick.

Disclaimer

Due to the heat process involved in laminating and the possibility of special coatings on the materials, the library assumes no liability as to its effect on the on the items being laminated. Patrons are advised that discoloration, bubbling, and possible damage may happen when laminating.

The information that is to be processed may not represent treason or libel (as proven in court) or pornography.

Copyright Statement: The Library adheres to the copyright laws of the United States (*Title 7 US Code*) governing the making of copies of copyrighted materials.

I will not hold the Maywood Public Library District or its employees responsible for any damage to laminated items.

Signature_____

List of the items that CANNOT be laminated:

- Social Security Card
- Medicare Card
- Anything Issued by the Government
- Anything with a Security Feature
- Diplomas or Degrees
- Any Certificate (e.g., Birth, Death, or Divorce)
- Property or Business Ownership

TO BE COMPLETED BY STAFF ONLY

Payment: Cash Check Credit

Total Amount: _____

Staff Initials: _____

Date: _____

Completion Date: _____

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 less than 37.5 hours.

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 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,

Based on DGPL policy

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 Downers Grove Public Library 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 work day 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.