

# MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees  
Regular Board Meeting

## Agenda

September 18, 2024  
6:30 PM

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. Facility Update: Elevator Modernization with Independent Construction Service (Dan)
6. Minutes
  - 6a. **Action Item:** Approval of the minutes of the Regular meeting held on July 17, 2024
7. Communications & Announcements
8. Treasurer's Report
  - 8a. **Action Item:** Approve August & September 2024 Treasurers Report
  - 8b. **Action Item:** Ratify the Accounts Payable for July 17, 2024, in the amount of \$51,737.67 and Approve the Accounts Payable for August 14, 2024 in the amount of \$69,176.41 and for September 18, 2024 in the amount of \$46,016.99
  - 8c. **Action Item:** Approval of Library Payroll for July 24, 2024, in the amount of \$ 15,333.18, August 7, 2024, in the amount of \$ 15,973.72, August 21, 2024, in the amount of \$ 16,249.82 and September 4, 2024, in the amount of \$16,162.31.
9. Interim Directors Report
10. Committee Reports
11. Old Business
  - 11a. **Discussion/Action Item:** Approval of Team-BMG (Business Model Group)
12. New Business
  - 12a. **Discussion/Action Item:** Early Voting and Election Day Location
  - 12b. **Discussion/Action Item:** Elevator Modernization Change Order Budget Request
  - 12c. **Discussion/Action Item:** Strategic Planning/Kathy Parker Consulting
  - 12d. **Discussion/Action Item:** Staff Strategic Plan & Library Closing Date:

**MAYWOOD PUBLIC LIBRARY DISTRICT**

Board of Trustees  
Regular Board Meeting  
September 18, 2024  
Page 2

Friday, November 15, 2024.

12e. **Discussion/Action Item:** Director Search Proposals

12f. **Discussion/Action Item:** Annual Levy & 0.2 Building and Maintenance  
Levy

12g. **Discussion/Action Item:** FOIA Board Officer Appointment

12h. **Discussion/Action Item:** Interim Director's Presentation and Request for  
Review at October 2024 Board Meeting

12i. **Discussion/Action Item:** IMRF Staff Voluntary Contribution Errors

13. Executive Session

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

14. Comments from the Board

15. Adjournment

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

**July 17, 2024**

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Shakeesta Williams at 6:30 PM on Wednesday, July 17, 2024, at the Maywood Public Library District.

Secretary Banks conducted the roll call.

Present: Trustees Williams, Barber-Burnside, Sanchez, Banks, Butler

Absent: Trustee Villarreal, Trustee Rice

There was a quorum present to conduct library business.

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

2. ADOPTION OF AGENDA

Trustee Banks asked for a motion to approve the agenda as presented. Trustee seconded the motion.

President Williams called for a roll call.

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

Nays:

**Motion Passed**

3. INTRODUCTION OF VISITORS

Library employee and resident, Stephanie Samuel and Lead Grant Manager Catrece Smith and her colleague from Business Model Group (Team-BMG).

4. PUBLIC COMMENT

No public comment.

5. PRESENTATION FROM BMG

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

**July 17, 2024**

Lead Grant writer Catrece Smith presented the Board of Trustees with the services, training, and grant resources provided by Business Model Group (Team-BMG) along with a proposed contract of their services.

**6. APPROVAL OF MINUTES**

President Williams asked for a motion to approve the minutes from the regular meeting held on June 12, 2024. Trustee Banks made a motion to approve regular meeting minutes. Trustee Sanchez seconded the motion.

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

**7. COMMUNICATION AND ANNOUNCEMENTS**

Trustee Banks informed of a couple of community events: Inspire Fest, Saturday, July 27, Back to School Bash, Saturday, August 10, and Maywood Fest, September 6-8. For the Maywood Fest, Trustee Banks will reach out for the use of the MPLD parking lot.

**8. TREASURER'S REPORT**

8a. **Action Item:** Approve June 2024 Treasurers Report

8b. **Action Item:** Ratify the Accounts Payable for June 12, 2024, in the amount of \$51,149.14 and Approve the Accounts Payable for July 17, 2024, in the amount of \$ 51,737.67

8c. **Action Item:** Approval of Library Payroll for June 12, 2024, in the amount of \$ 17,353.60, June 26, 2024, in the amount of \$ 16,924.59, and July 10, 2024, in the amount of \$ 16,469.75.

Treasurer Sanchez read the report to the Board.

Trustee Sanchez informed the Board that the Library Credit Card was approved and has been sent to the MPLD. The previous Library Credit Card will be closed out once everything has been moved over.

Doreen Berrian reported an uncleared check that was found when doing a Bank Reconciliation along with issues that were misreported. Additionally, Berrian reported payroll deductions for healthcare were increased for 2 library employees, resulting in the possibility of MPLD owing these employees backpay. Secondly, another employee's payroll deduction for life insurance was increased, resulting in another possibility of

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

**July 17, 2024**

backpay. Then, she recommended changing language in Vacation Policy to state hours instead of days. Lastly, Berrian informed the board that our QuickBooks Administrative account is still under a previous business manager.

President Williams asked for a motion to approve the Treasurer's Report encompassing agenda items 8a through 8c. A motion for Treasure Sanchez to be placed as the administrator of QuickBooks along with President Williams. A motion was made by Trustee Sanchez and seconded by Trustee Butler to approve the Treasurer's Report as presented.

President Williams called for a roll call vote.

Questions/Comments from the Board:

Smart Locker Payment

Library Card

Check Status / Invoices

Vacation Time Policy and Accrual

QuickBooks

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

Nays: n/a

Abstain: n/a

Absent: Trustee Villarreal, Rice

**Motion Passed.**

**9. INTERIM DIRECTOR'S REPORT**

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

**Motion Passed.**

**10. COMMITTEE REPORTS**

None

**11. OLD BUSINESS**

Approve the Decennial Committee final report. President Williams asked for a motion to approve the Decennial Committee Report. Trustee Sanchez moved to

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

**July 17, 2024**

approve the report and then seconded it by Trustee Barber-Burnside.

**Motion passed.**

**12. NEW BUSINESS**

**12a. Discussion/Action Item: Approve Meristem Advisors LLC to prepare the Budget and Appropriation Ordinance for FY 2025 and Levy for the 2024 Tax Year.**

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

**Motion Passed.**

**12b. Discussion/Action Item: Approve Complete Temperature Solutions Contract**

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

**Motion Passed.**

**12c. Discussion/Action Item: Approve FY2024/2025 Budget**

Motion by Trustee Sanchez, seconded by Trustee Barber-Burnside with amendments of increase of Trustee Training Budget Line.  
Ayes: Trustee Williams, Barber-Burnside, Sanchez, Banks,  
Nays: Trustee Butler  
Abstain: n/a  
Absent: Trustee Villarreal, Rice

**Motion Passed.**

**12d. Discussion/Action Item: Approve Amended Vacation Time Policy**

Motion by Trustee Sanchez, seconded by Trustee Butler with amendments of changes of words days to hours.

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

**July 17, 2024**

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

Nays: n/a

Abstain: n/a

Absent: Trustee Villarreal, Rice

**Motion Passed.**

**13. EXECUTIVE SESSION**

Pursuant to 5 ILCS 120/(5), "The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired", and (6), "The setting of a price for sale or lease of property owned by the public body".

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

**14. ADJOURNMENT**

Trustee Butler stated her appreciation to Head of Adult Service John Fruit for helping collect books for a community event.

President Williams stated her appreciate to the staff and asked for a lunch to be provided to them.

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

President Williams called for a vote.

**Motion Passed. The meeting adjourned at 10:24 PM.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

LaSondra Banks, Secretary



**Maywood  
Public  
Library  
District**

# **MONTHLY FINANCIAL STATEMENTS**

## **AUGUST 2024**





**MAYWOOD PUBLIC LIBRARY DISTRICT**  
**Summary of Monthly Cash Receipts & Disbursements**  
**As of July 31, 2024**

<b>Account</b>	<b>Beginning Bal. 7/1/2024</b>	<b>Monthly Interest</b>	<b>Transfers</b>	<b>Income Property Tax</b>	<b>Other Income</b>	<b>Cash Disbursed</b>	<b>Adjustments Bank Fees</b>	<b>Ending Balance 7/31/2024</b>
US Bank- Primary	\$ 1,699,582.16	\$ 123.32	\$ (200,000.00)	\$ 155,973.39			\$ (12.00)	\$ 1,655,666.87
US Bank- Accouts Payable	111,813.82	13.27	200,000.00		38,061.04	(85,741.94)		264,146.19
US Bank DECO	186,093.21	14.18						186,107.39
IL Funds - Primary	359,226.67	1,642.00						360,868.67
Seaway Foundation	13,679.68	0.05						13,679.73
Cash - Cirulation	65.00							65.00
Petty Cash	75.00							75.00
<b>TOTAL</b>	<b>\$ 2,370,535.54</b>	<b>\$ 1,792.82</b>	<b>\$ -</b>	<b>\$ 155,973.39</b>	<b>\$ 38,061.04</b>	<b>\$ (85,741.94)</b>	<b>\$ (12.00)</b>	<b>\$ 2,480,608.85</b>

Amounts not verified

**Maywood Public Library**  
**Accounts Payable**  
**AUGUST 2024**

Date	Num	Name	Memo/Description	Account	Amount	Balance
08/14/2024	3409	<b>Amazon Capital Services</b>		2100011 Accounts Payable	3,882.13	3,882.13
			1FJC-7VKT-MFDD	4100011 Adult Audio Visual	45.49	
			1CN3-NDG3-H97P	4100011 Adult Audio Visual	641.47	
			1LJG-FKV4-JLR9	4100011 Adult Audio Visual	80.64	
			1VQK-6QLG-9FQL	4100011 Adult Audio Visual	614.07	
			1GQ3-PVPQ-7WKM	4100011 Adult Audio Visual	50.99	
			1CTW-W3X4-FQVG	4100011 Adult Audio Visual	39.99	
			1K6C-4K1G-K6XX	4100011 Adult Audio Visual	41.33	
			1CJT-RCVM-GL7F	4100011 Adult Audio Visual	25.33	
			11K1-HQNL-3HGF	4100011 Adult Audio Visual	237.98	
			16TK-RQ46-7DVW	4100011 Adult Audio Visual	39.55	
			1V7T-WW6Q-J6YH	4130011 Library Supplies	77.54	
			19NR-WCXC-NYVN	4130011 Library Supplies	61.88	
			1XHF-RK11-MWT7	4130011 Library Supplies	25.37	
			1K76-J9L9-7VDV	4130011 Library Supplies	232.93	
			1PPD-G674-DFHN	4131011 Hospitality	13.79	
			1QYQ-TC6T-4JHC	4131011 Hospitality	18.78	
			1Q9R-JLKF-9KJJ	4131011 Hospitality	40.63	
			1619-DNNR-7XVJ	4131011 Hospitality	61.66	
			1DMY-4CP4-XK39	4131011 Hospitality	16.35	
			1XRP-M1ML-QGY6	4131011 Hospitality	47.53	
			19MY-LFKK-M4N3	4131011 Hospitality	12.08	
			" "	4240011 Maintenance of Equipment	238.89	
			1TDL-NLCN-JFTC	4302011 Adult Programming	45.35	
			117L-NF4G-64VX	4302011 Adult Programming	174.01	

**Maywood Public Library**  
**Accounts Payable**  
**AUGUST 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
			1KGV-GQ9J-6H1X	4302011 Adult Programming	359.43	
			13KR-91GT-J9LY	4302012 YS Programming	36.99	
			1YVM-73WJ-X7TJ	4302012 YS Programming	85.98	
			1RVJ-TK73-DHLJ	4302012 YS Programming	103.24	
			1L7J-CGTC-KYG7	4130011 Library Supplies	99.99	
			" "	4302012 YS Programming	57.12	
			17P3-KR1H-1WRT	4302012 YS Programming	129.99	
			" "	4292011 Special Events	125.76	
08/14/2024	3410	<b>Ancel Glink PC</b>	Acct. # ***9830	2100011 Accounts Payable	180.00	180.00
				4320011 Legal Fees	180.00	
08/14/2024	3411	<b>Anderson Elevator</b>	Inv. 90265-C5W6, 90372-T2H6, 91014-C7Q3	2100011 Accounts Payable	2,506.00	2,506.00
			Inv. 90265-C5W6	4250011 Contract Maintenance Building	2,100.00	
			Inv. 90372-T2H6	4250011 Contract Maintenance Building	94.00	
			Inv. 91014-C7Q3	4250011 Contract Maintenance Building	312.00	
08/14/2024	3412	<b>Anderson Pest Solutions</b>	Inv. 62989853	2100011 Accounts Payable	82.50	82.50
				4250011 Contract Maintenance Building	82.50	

**Maywood Public Library**  
**Accounts Payable**  
**AUGUST 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
08/14/2024	3413	<b>Andrea Betinis</b>		2100011 Accounts Payable	250.12	250.12
			Refund for Globe Life overpayment	4040011 Healthcare Premium	250.12	
08/14/2024	3414	<b>Baker &amp; Taylor</b>	Various book invoices. See line descriptions.	2100011 Accounts Payable	3,893.58	3,893.58
			2038361606	4080011 Adult Books	34.39	
			2038369725	4080011 Adult Books	118.56	
			2038411412	4080011 Adult Books	24.75	
			2038369839	4080011 Adult Books	185.55	
			2038377622	4080011 Adult Books	230.24	
			2038368204	4080011 Adult Books	34.46	
			" "	4080012 YS Books	14.75	
			2038437318	4080011 Adult Books	27.62	
			" "	4080012 YS Books	86.26	
			2038381609	4080011 Adult Books	60.82	
			" "	4080012 YS Books	3,006.17	
			2038400696	4080012 YS Books	70.01	
08/14/2024	3415	<b>Belcore Electric</b>	Inv. 8012	2100011 Accounts Payable	652.00	652.00

**Maywood Public Library  
Accounts Payable  
AUGUST 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
			Inv. 8012	4260011 General Maintenance - Building	652.00	
08/14/2024	3416	<b>Chicago Tribune</b>	Pays through 10/5/24	2100011 Accounts Payable	430.99	430.99
			10/5/24	4090011 Periodicals	430.99	
08/14/2024	3417	<b>Comcast</b>	Service From 7/30/24-8/29/24	2100011 Accounts Payable	161.85	161.85
			Acct. 8771 20 001 0331433	4106011 Technology	161.85	
08/14/2024	3418	<b>ComEd</b>	ComEd Bill Issued 7/17/24	2100011 Accounts Payable	26.91	26.91
			3278735000	4225011 Electricity	26.91	
08/14/2024	3419	<b>Complete Temperature Systems</b>	Inv. SRVCE050744	2100011 Accounts Payable	1,500.00	1,500.00
			Quoted insulated 3 and 4 valve	4250011 Contract Maintenance Building	1,500.00	

**Maywood Public Library  
Accounts Payable  
AUGUST 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
08/14/2024	3420	<b>Danny Celis</b>	Sept. 26, 2024 Program	2100011 Accounts Payable	150.00	150.00
				4302011 Adult Programming	150.00	
08/14/2024	3421	<b>Doreen J Berrien</b>	July 2024 Services	2100011 Accounts Payable	3,538.75	3,538.75
				4170011 Professional Services	3,538.75	
08/14/2024	3422	<b>Grimes Real Estate Services</b>	Appraisal fee	2100011 Accounts Payable	1,500.00	1,500.00
				4170011 Professional Services	1,500.00	
08/14/2024	3423	<b>Illinois Library Association</b>	Inv. 280393 M. Burton	2100011 Accounts Payable	300.00	300.00
			D. Martinez	4070011 Membership Dues	150.00	
			A. Barber	4050011 Trustee Development	75.00	
			J Rice	4050011 Trustee Development	75.00	
08/14/2024	3424	<b>IMRF</b>	#1 April 2024	2100011 Accounts Payable	3,392.17	3,392.17
				2104011 IMRF Withheld	-1,249.74	

**Maywood Public Library  
Accounts Payable  
AUGUST 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
				2104511 IMRF-VAC	-653.85	
				9250092 IMRF Expenses - District	1,488.58	
08/14/2024	3425	<b>IMRF</b>	#2 April 2024	2100011 Accounts Payable	483.69	483.69
				2104011 IMRF Withheld	-220.75	
				9250092 IMRF Expenses - District	262.94	
08/14/2024	3426	<b>IMRF</b>	#1 May 2024	2100011 Accounts Payable	4,662.58	4,662.58
				2104011 IMRF Withheld	-1,804.07	
				2104511 IMRF-VAC	-709.61	
				9250092 IMRF Expenses - District	2,148.90	
08/14/2024	3427	<b>IMRF</b>	#2 May 2024	2100011 Accounts Payable	2,426.68	2,426.68
				2104011 IMRF Withheld	-549.85	
				2104511 IMRF-VAC	-1,221.89	
				9250092 IMRF Expenses - District	654.94	
08/14/2024	3428	<b>IMRF</b>	June 2024	2100011 Accounts Payable	3,158.05	3,158.05
				2104011 IMRF Withheld	-1,225.40	
				2104511 IMRF-VAC	-473.07	
				9250092 IMRF Expenses - District	1,459.58	



**Maywood Public Library**  
**Accounts Payable**  
**AUGUST 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
		<b>Independent Construction</b>				
08/14/2024	3429	<b>Services</b>	Inv. 1407	2100011 Accounts Payable	1,377.50	1,377.50
			Inv. 1407	6033011 DCEO Grant Expense	1,377.50	
08/14/2024	3430	<b>LIMRICC-UCGA</b>	Unemployment Insurance 2nd Qtr. 2024	2100011 Accounts Payable	240.66	240.66
			Unemployment Insurance 2nd Qtr. 2024	9350093 Unemployment Insurance	240.66	
08/14/2024	3431	<b>LRS, LLC</b>	LRS811430	2100011 Accounts Payable	187.26	187.26
			LRS811430	4235011 Garbage	187.26	
08/14/2024	3432	<b>MidAmerican Energy</b>	Acct. #**8692, End read 7/1/24	2100011 Accounts Payable	7,463.03	7,463.03
			Acct. #**8692, End read 7/1/24	4225011 Electricity	7,463.03	
08/14/2024	3433	<b>Midwest Tape, LLC</b>	505842343	2100011 Accounts Payable	474.76	474.76
			505842343	4210011 Databases & E-Resources	474.76	

**Maywood Public Library**  
**Accounts Payable**  
**AUGUST 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
08/14/2024	3434	<b>Nicor Gas</b>	Natural Gas 6/15/24-7/15/24	2100011 Accounts Payable	359.47	359.47
			5581640000 0	4205011 Natural Gas	359.47	
08/14/2024	3435	<b>Pedro Diaz</b>		2100011 Accounts Payable	74.10	74.10
				4240011 Maintenance of Equipment	74.10	
08/14/2024	3436	<b>Quill LLC</b>	Various invoices. See line descriptions.	2100011 Accounts Payable	1,060.50	1,060.50
			39508479	4130011 Library Supplies	119.97	
			39463683	4130011 Library Supplies	131.87	
			" "	4256011 Janitorial Supplies	278.22	
			39160923	4256011 Janitorial Supplies	53.54	
			39169070	4256011 Janitorial Supplies	171.24	
			39860840	4256011 Janitorial Supplies	305.66	
08/14/2024	3437	<b>Rhonda Fentry</b>	9/10/24 Meditation Soundbath	2100011 Accounts Payable	75.00	75.00
			9/10/24 Meditation Soundbath	4302011 Adult Programming	75.00	

**Maywood Public Library  
Accounts Payable  
AUGUST 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
08/14/2024	3438	<b>Romano Landscape LLC</b>	Inv. 51554	2100011 Accounts Payable	645.00	645.00
			Inv. 51554	4250011 Contract Maintenance Building	645.00	
08/14/2024	3439	<b>SWAN</b>	Inv. 11134	2100011 Accounts Payable	#####	11,547.24
			Inv. 11193	4265011 SWAN	6,049.25	
			Inv. 11262	4210011 Databases & E-Resources	5,247.00	
			Inv. 11307	4085011 SWAN Lost Books	250.99	
08/14/2024	3440	<b>Total Fire and Safety Inc.</b>	Inv. D012372	2100011 Accounts Payable	947.52	947.52
			Inv. D012372	4260011 General Maintenance - Building	947.52	
08/14/2024	3441	<b>Tsavant Inc.</b>	Inv. MP0045, MP0046	2100011 Accounts Payable	2,150.00	2,150.00
			Inv. MP0046	4170011 Professional Services	900.00	
			Inv. MP0045	4170011 Professional Services	1,250.00	

**Maywood Public Library**  
**Accounts Payable**  
**AUGUST 2024**

Date	Num	Name	Memo/Description	Account	Amount	Balance
08/14/2024	3442	<b>US BANK</b>	Various charges. See line descriptions.	2100011 Accounts Payable	2,710.90	2,710.90
	Ref 2516			4256011 Janitorial Supplies	37.56	
	"			6123011 Vending Machine Expenses	187.39	
	Ref 6982			4070011 Membership Dues	100.00	
	Ref 6033			4100012 YS Audio Visual	63.74	
	Ref 3064			4100012 YS Audio Visual	12.88	
	Ref 8080			4100012 YS Audio Visual	4.24	
	Ref 3069			4100012 YS Audio Visual	63.74	
	Ref 9084			4100012 YS Audio Visual	63.74	
	Ref 8574			4131011 Hospitality	35.96	
	Ref 9317			4292011 Special Events	705.20	
	Ref 2663			4131011 Hospitality	204.82	
	Ref 2569			4106011 Technology	255.26	
	Ref 1162			4106011 Technology	23.10	
	Ref 0643			4131011 Hospitality	15.98	
	"			6123011 Vending Machine Expenses	31.82	
	Ref 9572			4106011 Technology	75.00	
	Ref 5769			4302012 YS Programming	36.27	
	Ref 6647			4240011 Maintenance of Equipment	694.24	
	Ref 4009			4106011 Technology	80.00	
	Ref 0823			4131011 Hospitality	-19.04	
	Late Fee			4130511 Bank Fees	39.00	

**Maywood Public Library  
Accounts Payable  
AUGUST 2024**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Balance</b>
08/14/2024	3443	<b>Village of Maywood Water Department</b>	Water & Sewer: Accts 427403007-00 & 427405652-00	2100011 Accounts Payable	4,101.34	4,101.34
			Water inv. 427403007-00 Read Date 07/19/24	4215011 Water	2,125.78	
			Water inv. 427405652-00 Read Date 07/19/24	4215011 Water	1,975.56	
08/14/2024	3444	<b>Williams Associates Architects, Ltd.</b>	inv. 0022424, 0022557	2100011 Accounts Payable	2,584.13	2,584.13
			Inv. 0022628	6033011 DCEO Grant Expense	1,250.00	
			Inv. 0022707	6033011 DCEO Grant Expense	1,334.13	
				<b>TOTAL</b>		<b>\$ 69,176.41</b>

Wednesday, Aug 14, 2024 03:16:22 PM GMT-7



# Maywood Public Library

## Statement of Financial Position

As of July 31, 2024

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001011 Petty Cash	325.00
1001511 Cash - Circulation	65.00
1020311 Seaway Bank & Trust - Payroll	0.00
1050011 IL Funds - Primary	360,868.67
1060073 PMA - Construction Fund	22.20
1070411 Bank of New York - Escrow 2	36.60
1080011 US Bank - Primary	1,655,666.87
1080111 US Bank - Accounts Payable	233,168.25
1080211 US Bank - Payroll	0.00
1080311 US Bank SB220079 Grant Account (DCEO)	186,107.39
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
<b>Total Bank Accounts</b>	<b>\$ 2,436,259.98</b>
<b>Total Current Assets</b>	<b>\$ 2,436,259.98</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,436,259.98</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2100011 Accounts Payable	14,954.26
<b>Total Accounts Payable</b>	<b>\$ 14,954.26</b>
<b>Other Current Liabilities</b>	
2101011 Federa I Tax Withheld	-1,453.12
2102011 State Tax Withheld	5,821.96
2103011 FICA Withheld	1,901.72
2104011 IMRF Withheld	-1,106.29
2104511 IMRF-VAC	3,322.08
2105011 Credit Union I Withheld	92.32
2106011 Credit Union II Withheld	385.00

# Maywood Public Library

## Statement of Financial Position

As of July 31, 2024

	<b>Total</b>
2107011 Medical Insurance Withheld	487.72
2108011 Pepsco Withheld	235.00
2109011 Garnishments Withheld	0.00
2110011 AFLAC Withheld - Pre Tax	17.85
2111011 AFLAC Withheld - Post Tax	0.00
2222211 Cash Advance - Credit Card	163.34
2222411 Due to Library Foundation	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 9,867.58</b>
<b>Total Current Liabilities</b>	<b>\$ 24,821.84</b>
<b>Total Liabilities</b>	<b>\$ 24,821.84</b>
<b>Equity</b>	
2900011 Fund Balance - Library Fund	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90
2900078 Fund Balance - Working Cash	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05
2900093 Fund Balance - Unemployment	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00
Opening Balance Equity	-6,624.18
Retained Earnings	2,010,326.43
Net Revenue	91,887.08
<b>Total Equity</b>	<b>\$ 2,411,438.14</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,436,259.98</b>

Wednesday, Aug 14, 2024 12:06:37 PM GMT-7 - Accrual Basis



**Maywood Public Library**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
 Jul-24

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>				
3001011 Tax Revenue - Current	155,973.39	1,363,824.00	-1,207,850.61	11.44%
3001080 Tax Rev Current - Building Fund		60,000.00	-60,000.00	0.00%
3001091 Tax Rev Current - FICA Fund		55,000.00	-55,000.00	0.00%
3001092 Tax Rev Current - IMRF Fund		120,000.00	-120,000.00	0.00%
3001093 Tax Rev Current - Unemp Fund		1,700.00	-1,700.00	0.00%
3001094 Tax Rev Current - Workers Comp Fund		1,000.00	-1,000.00	0.00%
3001095 Tax Rev Current - Liab Ins Fund		44,000.00	-44,000.00	0.00%
3001096 Tax Rev Current - Audit Fund		9,000.00	-9,000.00	0.00%
3021011 Personal Prop Replacement Tax		140,000.00	-140,000.00	0.00%
3030011 Per Capita Grant	34,998.48	34,763.00	235.48	100.68%
3032611 Other Grant Income		57,500.00	-57,500.00	0.00%
3033011 DCEO Grant		150,000.00	-150,000.00	0.00%
3039011 Donations		100.00	-100.00	0.00%
3060011 Fines		100.00	-100.00	0.00%
3070011 Copy Machine	432.55	3,500.00	-3,067.45	12.36%
3080011 Lost and Paid		500.00	-500.00	0.00%
3095011 General Sales	1,239.54	150.00	1,089.54	826.36%
3095511 Book Sales		300.00	-300.00	0.00%
3123011 Vending Machine Income	284.76	1,500.00	-1,215.24	18.98%
3125011 Fax Machine		40.00	-40.00	0.00%
3127011 Room Rental Income		600.00	-600.00	0.00%
3130011 Miscellaneous Income		500.00	-500.00	0.00%
3132511 Maywood Book Income		100.00	-100.00	0.00%
3302011 Interest - All Bank	150.77	1,000.00	-849.23	15.08%
3304011 Interest - IL Funds Primary	1,642.00	10,000.00	-8,358.00	16.42%
3608011 Passport and License Renewal Income	870.44	10,000.00	-9,129.56	8.70%
<b>Total Revenue</b>	<b>\$ 195,591.93</b>	<b>\$ 2,065,177.00</b>	<b>-\$ 1,869,585.07</b>	<b>9.47%</b>
<b>Gross Profit</b>	<b>\$ 195,591.93</b>	<b>\$ 2,065,177.00</b>	<b>-\$ 1,869,585.07</b>	<b>9.47%</b>
<b>Expenditures</b>				
4010011 Salaries	66,004.29	800,000.00	-733,995.71	8.25%
4040011 Healthcare Premium	2,879.08	40,000.00	-37,120.92	7.20%
4050011 Trustee Development	283.00	7,500.00	-7,217.00	3.77%
4051011 Staff Development	227.00	5,000.00	-4,773.00	4.54%
4052011 Travel		2,000.00	-2,000.00	0.00%
4070011 Membership Dues	150.00	4,500.00	-4,350.00	3.33%
4080011 Adult Books	716.39	17,000.00	-16,283.61	4.21%
4080012 YS Books	3,177.19	15,000.00	-11,822.81	21.18%

**Maywood Public Library**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
Jul-24

	Total			
	Actual	Budget	over Budget	% of Budget
4085011 SWAN Lost Books	250.99	500.00	-249.01	50.20%
4090011 Periodicals	430.99	3,500.00	-3,069.01	12.31%
4100011 Adult Audio Visual	1,016.65	6,000.00	-4,983.35	16.94%
4100012 YS Audio Visual	802.99	2,500.00	-1,697.01	32.12%
4105011 Software		1,000.00	-1,000.00	0.00%
4106011 Technology	354.69	10,000.00	-9,645.31	3.55%
4130011 Library Supplies	277.21	7,000.00	-6,722.79	3.96%
4130012 Patron Services Supplies		1,500.00	-1,500.00	0.00%
4130013 Tech Services Supplies		2,500.00	-2,500.00	0.00%
4130511 Bank Fees	12.00	2,200.00	-2,188.00	0.55%
4131011 Hospitality	47.53	3,000.00	-2,952.47	1.58%
4135011 Printing		3,000.00	-3,000.00	0.00%
4140011 Postage		5,000.00	-5,000.00	0.00%
4150011 Telephone		10,500.00	-10,500.00	0.00%
4160011 Publicity		15,000.00	-15,000.00	0.00%
4170011 Professional Services	10,889.95	45,000.00	-34,110.05	24.20%
4205011 Natural Gas	1,468.50	41,000.00	-39,531.50	3.58%
4210011 Databases & E-Resources	5,721.76	26,000.00	-20,278.24	22.01%
4215011 Water	5,695.67	12,500.00	-6,804.33	45.57%
4225011 Electricity	14,904.78	100,000.00	-85,095.22	14.90%
4235011 Garbage	373.20	3,500.00	-3,126.80	10.66%
4240011 Maintenance of Equipment	189.40	36,750.00	-36,560.60	0.52%
4250011 Contract Maintenance Building	9,955.89	65,000.00	-55,044.11	15.32%
4256011 Janitorial Supplies	808.66	3,000.00	-2,191.34	26.96%
4260011 General Maintenance - Building	13,232.99	36,750.00	-23,517.01	36.01%
4265011 SWAN	6,049.25	26,000.00	-19,950.75	23.27%
4292011 Special Events	604.64	10,000.00	-9,395.36	6.05%
4302011 Adult Programming	375.35	7,000.00	-6,624.65	5.36%
4302012 YS Programming	183.67	7,000.00	-6,816.33	2.62%
4310011 Equipment Purchase	8,840.44	6,000.00	2,840.44	147.34%
4311011 Capital Improvements		40,000.00	-40,000.00	0.00%
4320011 Legal Fees	3,364.00	10,000.00	-6,636.00	33.64%
6032011 Misc. Grant Expense		57,500.00	-57,500.00	0.00%
6033011 DCEO Grant Expense	3,931.25	350,000.00	-346,068.75	1.12%
6034011 Per Capita Grant Expenses		34,763.00	-34,763.00	0.00%
6123011 Vending Machine Expenses	19.41	1,500.00	-1,480.59	1.29%
9150091 FICA Expenditures	4,819.07	70,000.00	-65,180.93	6.88%
9250092 IMRF Expenses - District	5,360.00	37,000.00	-31,640.00	14.49%

**Maywood Public Library**  
**Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L**  
 Jul-24

	Total			
	Actual	Budget	over Budget	% of Budget
9350093 Unemployment Insurance	240.66	1,700.00	-1,459.34	14.16%
9450094 Insurance - Workers Comp		1,100.00	-1,100.00	0.00%
9550095 Insurance - Liability		40,000.00	-40,000.00	0.00%
9650096 Audit		7,000.00	-7,000.00	0.00%
<b>Total Expenditures</b>	<b>\$ 173,658.54</b>	<b>\$ 2,040,263.00</b>	<b>-\$ 1,866,604.46</b>	<b>8.51%</b>
<b>Net Operating Revenue</b>	<b>\$ 21,933.39</b>	<b>\$ 24,914.00</b>	<b>-\$ 2,980.61</b>	<b>88.04%</b>
<b>Net Revenue</b>	<b>\$ 21,933.39</b>	<b>\$ 24,914.00</b>	<b>-\$ 2,980.61</b>	<b>88.04%</b>

Wednesday, Aug 14, 2024 11:42:32 AM GMT-7 - Accrual Basis



**Maywood Public Library**  
**Statement of Activity by Class**  
 July 2024

	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
<b>Revenue</b>									
3001011 Tax Revenue - Current	155,973.39								155,973.39
3030011 Per Capita Grant	34,998.48								34,998.48
3070011 Copy Machine	432.55								432.55
3095011 General Sales	1,239.54								1,239.54
3123011 Vending Machine Income	284.76								284.76
3302011 Interest - All Bank	150.77								150.77
3304011 Interest - IL Funds Primary	1,642.00								1,642.00
3608011 Passport and License Renewal Income	870.44								870.44
<b>Total Revenue</b>	<b>\$ 195,591.93</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>195,591.93</b>
<b>Gross Profit</b>	<b>\$ 195,591.93</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>195,591.93</b>
<b>Expenditures</b>									
4010011 Salaries	44,084.42								44,084.42
4040011 Healthcare Premium	3,495.63								3,495.63
4050011 Trustee Development	133.00								133.00
4051011 Staff Development	227.00								227.00
4100011 Adult Audio Visual	1,016.65								1,016.65
4100012 YS Audio Visual	802.99								802.99
4106011 Technology	192.84								192.84
4130011 Library Supplies	25.37								25.37
4130511 Bank Fees	12.00								12.00
4131011 Hospitality	47.53								47.53
4170011 Professional Services	3,463.26								3,463.26
4205011 Natural Gas	1,109.03								1,109.03

**Maywood Public Library**  
**Statement of Activity by Class**  
July 2024

	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
<b>Revenue</b>									
4215011 Water	1,594.33								1,594.33
4225011 Electricity	7,414.84								7,414.84
4235011 Garbage	185.94								185.94
4240011 Maintenance of Equipment	189.40								189.40
4250011 Contract Maintenance Building	5,222.39								5,222.39
4260011 General Maintenance - Building	11,633.47								11,633.47
4292011 Special Events	604.64								604.64
4302011 Adult Programming	150.35								150.35
4302012 YS Programming	183.67								183.67
4310011 Equipment Purchase	8,840.44								8,840.44
4320011 Legal Fees	3,184.00								3,184.00
6033011 DCEO Grant Expense	1,303.75								1,303.75
6123011 Vending Machine Expenses	19.41								19.41
9150091 FICA Expenditures			3,208.50						3,208.50
9250092 IMRF Expenses - District				5,360.00					5,360.00
<b>Total Expenditures</b>	<b>\$ 95,136.35</b>	<b>\$ 0.00</b>	<b>\$ 3,208.50</b>	<b>\$ 5,360.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>103,704.85</b>
<b>Net Operating Revenue</b>	<b>\$ 100,455.58</b>	<b>\$ 0.00</b>	<b>-\$ 3,208.50</b>	<b>-\$ 5,360.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>91,887.08</b>
<b>Net Revenue</b>	<b>\$ 100,455.58</b>	<b>\$ 0.00</b>	<b>-\$ 3,208.50</b>	<b>-\$ 5,360.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>91,887.08</b>

Wednesday, Aug 14, 2024 12:17:23 PM GMT-7

**Maywood Public Library**  
**Statement of Activity by Class**  
 July 2024

	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
<b>Revenue</b>									
3001011 Tax Revenue - Current	155,973.39								155,973.39
3030011 Per Capita Grant	34,998.48								34,998.48
3070011 Copy Machine	432.55								432.55
3095011 General Sales	1,239.54								1,239.54
3123011 Vending Machine Income	284.76								284.76
3302011 Interest - All Bank	150.77								150.77
3304011 Interest - IL Funds Primary	1,642.00								1,642.00
3608011 Passport and License Renewal Income	870.44								870.44
<b>Total Revenue</b>	<b>\$ 195,591.93</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>195,591.93</b>
<b>Gross Profit</b>	<b>\$ 195,591.93</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>195,591.93</b>
<b>Expenditures</b>									
4010011 Salaries	44,084.42								44,084.42
4040011 Healthcare Premium	3,495.63								3,495.63
4050011 Trustee Development	133.00								133.00
4051011 Staff Development	227.00								227.00
4100011 Adult Audio Visual	1,016.65								1,016.65
4100012 YS Audio Visual	802.99								802.99
4106011 Technology	192.84								192.84
4130011 Library Supplies	25.37								25.37
4130511 Bank Fees	12.00								12.00
4131011 Hospitality	47.53								47.53
4170011 Professional Services	3,463.26								3,463.26
4205011 Natural Gas	1,109.03								1,109.03

**Maywood Public Library**  
**Statement of Activity by Class**  
 July 2024

	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
<b>Revenue</b>									
4215011 Water	1,594.33								1,594.33
4225011 Electricity	7,414.84								7,414.84
4235011 Garbage	185.94								185.94
4240011 Maintenance of Equipment	189.40								189.40
4250011 Contract Maintenance Building	5,222.39								5,222.39
4260011 General Maintenance - Building	11,633.47								11,633.47
4292011 Special Events	604.64								604.64
4302011 Adult Programming	150.35								150.35
4302012 YS Programming	183.67								183.67
4310011 Equipment Purchase	8,840.44								8,840.44
4320011 Legal Fees	3,184.00								3,184.00
6033011 DCEO Grant Expense	1,303.75								1,303.75
6123011 Vending Machine Expenses	19.41								19.41
9150091 FICA Expenditures			3,208.50						3,208.50
9250092 IMRF Expenses - District				5,360.00					5,360.00
<b>Total Expenditures</b>	<b>\$ 95,136.35</b>	<b>\$ 0.00</b>	<b>\$ 3,208.50</b>	<b>\$ 5,360.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>103,704.85</b>
<b>Net Operating Revenue</b>	<b>\$ 100,455.58</b>	<b>\$ 0.00</b>	<b>-\$ 3,208.50</b>	<b>-\$ 5,360.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>91,887.08</b>
<b>Net Revenue</b>	<b>\$ 100,455.58</b>	<b>\$ 0.00</b>	<b>-\$ 3,208.50</b>	<b>-\$ 5,360.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>91,887.08</b>

Wednesday, Aug 14, 2024 12:17:23 PM GMT-7







**Maywood  
Public  
Library  
District**

**MONTHLY  
FINANCIAL  
STATEMENTS**

**SEPTEMBER 2024**

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
**Summary of Monthly Cash Receipts & Disbursments**  
**As of August 31, 2024**

<b>Account</b>	<b>Beginning Bal. 8/1/2024</b>	<b>Monthly Interest</b>	<b>Transfers</b>	<b>Income Property Tax</b>	<b>Other Income</b>	<b>Cash Disbursed</b>	<b>Adjustments Bank Fees</b>	<b>Ending Balance 8/31/2024</b>
US Bank- Primary	\$ 1,655,666.87	\$ 150.65		\$ 473,613.62			\$ (12.00)	\$ 2,129,419.14
US Bank- Accouts Payable	264,146.19	17.01			597.81	(122,449.51)		142,311.50
US Bank DECO	186,107.39	14.18						186,121.57
IL Funds - Primary	360,868.67	1,646.78						362,515.45
Seaway Foundation	13,679.73	0.05						13,679.78
Cash - Cirulation	65.00							65.00
Petty Cash	75.00							75.00
<b>TOTAL</b>	<b>\$ 2,480,608.85</b>	<b>\$ 1,828.67</b>	<b>\$ -</b>	<b>\$ 473,613.62</b>	<b>\$ 597.81</b>	<b>\$ (122,449.51)</b>	<b>\$ (12.00)</b>	<b>\$ 2,834,187.44</b>

Amounts not verified

**Maywood Public Library  
Accounts Payable  
September 2024**

<b>Date</b>	<b>Check #</b>	<b>Account</b>	<b>Memo/Description</b>	<b>Amount</b>	<b>Balance</b>	
9/18/2024	3448	<b>Anderson Elevator</b>	2100011 Accounts Payable 4250011 Contract Maintenance Building	Inv. 92343-R3Y3 Inv. 92343-R3Y3	312.00 312.00	312.00
9/18/2024	3449	<b>Anderson Pest Solutions</b>	2100011 Accounts Payable 4250011 Contract Maintenance Building	Bill # 2486355, Inv. # 66271730	82.50 82.50	82.50
9/18/2024	3450	<b>B Allan Graphics</b>	2100011 Accounts Payable 4140011 Postage 4160011 Publicity	i Inv. 10275 Inv. 10275	850.85 2,820.00	3,670.85
9/18/2024	3451	<b>B Allan Graphics</b>	2100011 Accounts Payable 4140011 Postage 4160011 Publicity	Inv. 102499 Inv. 102499	894.47 2,820.00	3,714.47
9/18/2024	3452	<b>Baker &amp; Taylor</b>	2100011 Accounts Payable 4080011 Adult Books 4080011 Adult Books 4080011 Adult Books 4080011 Adult Books 4080011 Adult Books	Various book invoices. See line descriptions. 2038485100 2038454196 2038503225 2038503252 2038538986	74.82 32.47 421.76 707.58 359.23	1,871.41

**Maywood Public Library  
Accounts Payable  
September 2024**

<b>Date</b>	<b>Check #</b>	<b>Account</b>	<b>Memo/Description</b>	<b>Amount</b>	<b>Balance</b>
		4080011 Adult Books	2038373300	11.19	
		4080011 Adult Books	2038513743	90.98	
		4080012 YS Books	" "	18.00	
		4080011 Adult Books	2038461853	27.61	
		4080012 YS Books	" "	95.30	
		4080011 Adult Books	2038484101	9.91	
		4080012 YS Books	" "	22.56	
9/18/2024	3453	<b>Comcast</b>			
		2100011 Accounts Payable	Service From 8/30/24 - 9/29/24		171.85
		4106011 Technology	Acct. 8771 20 001 0331433	171.85	
9/18/2024	3454	<b>ComEd</b>			
		2100011 Accounts Payable	ComEd Bill Issued 8/15/24		27.21
		4225011 Electricity	3278735000	27.21	
9/18/2024	3455	<b>Complete Temperature Systems</b>			
		2100011 Accounts Payable	Inv. MA009118		2,575.00
		4250011 Contract Maintenance Building	Quarterly	2,575.00	
9/18/2024	3456	<b>Complete Temperature Systems</b>			
		2100011 Accounts Payable			2,150.00
		4250011 Contract Maintenance Building	Service call	2,150.00	

**Maywood Public Library  
Accounts Payable  
September 2024**

<b>Date</b>	<b>Check #</b>	<b>Account</b>	<b>Memo/Description</b>	<b>Amount</b>	<b>Balance</b>
9/18/2024	3457	<b>Daniela Martinez</b>	2100011 Accounts Payable		23.54
			4052011 Travel	Mileage	3.54
			4302012 YS Programming	Supplies	20.00
9/18/2024	3458	<b>Danny Celis</b>	2100011 Accounts Payable	October 24th Program	150.00
			4302011 Adult Programming		150.00
9/18/2024	3459	<b>Doreen J Berrien</b>	2100011 Accounts Payable		2,886.27
			4170011 Professional Services	August 2024 Services	2,886.27
9/18/2024	3460	<b>Globe Life</b>	2100011 Accounts Payable	Acct. 55395 Due 8/1/24, 9/1/24	342.88
			4040011 Healthcare Premium	Acct. 55395 -	342.88
9/18/2024	3461	<b>Hillside Public Library</b>	2100011 Accounts Payable		384.80
			4160011 Publicity	Billboard	384.80
9/18/2024	3462	<b>Independent Construction Services</b>	2100011 Accounts Payable	Inv. 1426	725.00
			4170011 Professional Services	Inv. 1426	725.00

**Maywood Public Library  
Accounts Payable  
September 2024**

<b>Date</b>	<b>Check #</b>	<b>Account</b>	<b>Memo/Description</b>	<b>Amount</b>	<b>Balance</b>
9/18/2024	3463	<b>James Rachlin</b>	2100011 Accounts Payable 4170011 Professional Services	Inv. MIDL-0924 Municipal Advisory Svcs. 800.00	800.00
9/18/2024	3464	<b>Kathy Parker Consulting</b>	2100011 Accounts Payable 4170011 Professional Services	inv. MPLD2024-02 Services 6/3/24-8/30/24, Inv. MPLD2024-03 5,325.00	5,325.00
9/18/2024	3465	<b>LRS, LLC</b>	2100011 Accounts Payable 4235011 Garbage	LRS841244 LRS841244 186.88	186.88
9/18/2024	3466	<b>MidAmerican Energy</b>	2100011 Accounts Payable 4225011 Electricity	Acct. #228692, End read 8/15/24 Acct. #228692, End read 8/15/24 7,002.54	7,002.54
9/18/2024	3467	<b>Midwest Tape, LLC</b>	2100011 Accounts Payable 4100011 Adult Audio Visual 4100012 YS Audio Visual	505983634 505983634 " 247.92 247.92	495.84
9/18/2024	3468	<b>Rhiannon Taylor</b>	2100011 Accounts Payable 4302011 Adult Programming	Adult Craft Supplies 57.44	57.44
9/18/2024	3469	<b>Rhonda Fentry</b>	2100011 Accounts Payable 4302011 Adult Programming	10/8/24 Meditation Soundbath 10/8/24 Meditation Soundbath 75.00	75.00

**Maywood Public Library  
Accounts Payable  
September 2024**

Date	Check #	Account	Memo/Description	Amount	Balance
9/18/2024	3470	<b>Royale Bezjian Carpet Company</b>	2100011 Accounts Payable 4250011 Contract Maintenance Building	Work date 7/18/24 Work date 7/18/24	85.00 85.00
9/18/2024	3471	<b>Royale Bezjian Carpet Company</b>	2100011 Accounts Payable 4250011 Contract Maintenance Building	Work date 8/20/24 Work date 8/20/24	85.00 85.00
9/18/2024	3472	<b>US BANK</b>	2100011 Accounts Payable 4302012 YS Programming 4292011 Special Events 4292011 Special Events  4240011 Maintenance of Equipment 4302012 YS Programming 4130011 Library Supplies 4302012 YS Programming 4130011 Library Supplies  6123011 Vending Machine Expenses 4131011 Hospitality 4130011 Library Supplies 4130011 Library Supplies 4106011 Technology	Various charges. See line descriptions. Ref 3583 Ref 0948 Ref 1658  Ref 0677 Ref 6712 Ref 7915 Ref 7104 Ref 9489  " " Ref 2721 Ref 6390 Ref 9941 Ref 5532	1,725.87 13.75 705.20 191.11  167.58 174.11 4.99 37.98 81.84  81.83 34.85 48.17 138.26 23.10



**Maywood Public Library  
Accounts Payable  
September 2024**

<b>Date</b>	<b>Check #</b>	<b>Account</b>	<b>Memo/Description</b>	<b>Amount</b>	<b>Balance</b>
		4106011 Technology	Ref 0572	23.10	
9/18/2024	3473	<b>Village of Maywood - Health Benefit Fund</b>			
		2100011 Accounts Payable	Inv. 17222		3,322.54
		4040011 Healthcare Premium	17222	3,322.54	
9/18/2024	3474	<b>Village of Maywood Water Department</b>			
		2100011 Accounts Payable	Water & Sewer: Accts 427403007-00 & 427405652-00		4,998.10
		4215011 Water	Water inv. 427403007-00 Read Date 8/20/24	2,577.58	
		4215011 Water	Water inv. 427405652-00 Read Date 8/20/24	2,420.52	
9/18/2024	3475	<b>Belcore Electric</b>			
		2100011 Accounts Payable	Inv. 8034		2,770.00
		4260011 General Maintenance - Building	Inv. 8034	2,770.00	
<b>TOTAL</b>					<b>\$ 46,016.99</b>

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# Maywood Public Library

## Statement of Financial Position

As of August 31, 2024

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001011 Petty Cash	325.00
1001511 Cash - Circulation	65.00
1020311 Seaway Bank & Trust - Payroll	0.00
1050011 IL Funds - Primary	362,515.45
1060073 PMA - Construction Fund	22.20
1070411 Bank of New York - Escrow 2	36.60
1080011 US Bank - Primary	2,129,234.59
1080111 US Bank - Accounts Payable	125,336.84
1080211 US Bank - Payroll	0.00
1080311 US Bank SB220079 Grant Account (DCEO)	186,121.57
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
<b>Total Bank Accounts</b>	<b>\$ 2,803,657.25</b>
<b>Total Current Assets</b>	<b>\$ 2,803,657.25</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,803,657.25</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2100011 Accounts Payable	14,954.26
<b>Total Accounts Payable</b>	<b>\$ 14,954.26</b>
<b>Other Current Liabilities</b>	
2101011 Federa I Tax Withheld	-1,453.12
2102011 State Tax Withheld	5,821.96
2103011 FICA Withheld	1,901.72
2104011 IMRF Withheld	-1,657.09
2104511 IMRF-VAC	1,922.09
2105011 Credit Union I Withheld	92.32
2106011 Credit Union II Withheld	385.00

**Maywood Public Library**  
**Statement of Financial Position**  
As of August 31, 2024

	<b>Total</b>
2107011 Medical Insurance Withheld	487.72
2108011 Pepsco Withheld	235.00
2109011 Garnishments Withheld	0.00
2110011 AFLAC Withheld - Pre Tax	17.85
2111011 AFLAC Withheld - Post Tax	0.00
2222211 Cash Advance - Credit Card	163.34
2222411 Due to Library Foundation	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 7,916.79</b>
<b>Total Current Liabilities</b>	<b>\$ 22,871.05</b>
<b>Total Liabilities</b>	<b>\$ 22,871.05</b>
<b>Equity</b>	
2900011 Fund Balance - Library Fund	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90
2900078 Fund Balance - Working Cash	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05
2900093 Fund Balance - Unemployment	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00
<b>Opening Balance Equity</b>	-6,624.18
<b>Retained Earnings</b>	2,010,141.88
<b>Net Revenue</b>	461,419.69
<b>Total Equity</b>	<b>\$ 2,780,786.20</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,803,657.25</b>

Monday, Sep 16, 2024 09:40:39 AM GMT-7 - Accrual Basis

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

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>				
3001011 Tax Revenue - Current	629,587.01	1,363,824.00	-734,236.99	46.16%
3001080 Tax Rev Current - Building Fund		60,000.00	-60,000.00	0.00%
3001091 Tax Rev Current - FICA Fund		55,000.00	-55,000.00	0.00%
3001092 Tax Rev Current - IMRF Fund		120,000.00	-120,000.00	0.00%
3001093 Tax Rev Current - Unemp Fund		1,700.00	-1,700.00	0.00%
3001094 Tax Rev Current - Workers Comp Fund		1,000.00	-1,000.00	0.00%
3001095 Tax Rev Current - Liab Ins Fund		44,000.00	-44,000.00	0.00%
3001096 Tax Rev Current - Audit Fund		9,000.00	-9,000.00	0.00%
3021011 Personal Prop Replacement Tax		140,000.00	-140,000.00	0.00%
3030011 Per Capita Grant	34,998.48	34,763.00	235.48	100.68%
3032611 Other Grant Income		57,500.00	-57,500.00	0.00%
3033011 DCEO Grant		150,000.00	-150,000.00	0.00%
3039011 Donations		100.00	-100.00	0.00%
3060011 Fines		100.00	-100.00	0.00%
3070011 Copy Machine	547.69	3,500.00	-2,952.31	15.65%
3080011 Lost and Paid		500.00	-500.00	0.00%
3095011 General Sales	1,239.54	150.00	1,089.54	826.36%
3095511 Book Sales		300.00	-300.00	0.00%
3123011 Vending Machine Income	284.76	1,500.00	-1,215.24	18.98%
3125011 Fax Machine		40.00	-40.00	0.00%
3127011 Room Rental Income		600.00	-600.00	0.00%
3130011 Miscellaneous Income		500.00	-500.00	0.00%
3132511 Maywood Book Income		100.00	-100.00	0.00%
3302011 Interest - All Bank	332.61	1,000.00	-667.39	33.26%
3304011 Interest - IL Funds Primary	3,288.78	10,000.00	-6,711.22	32.89%
3608011 Passport and License Renewal Income	1,353.11	10,000.00	-8,646.89	13.53%
<b>Total Revenue</b>	<b>\$ 671,631.98</b>	<b>\$ 2,065,177.00</b>	<b>-\$ 1,393,545.02</b>	<b>32.52%</b>
<b>Gross Profit</b>	<b>\$ 671,631.98</b>	<b>\$ 2,065,177.00</b>	<b>-\$ 1,393,545.02</b>	<b>32.52%</b>
<b>Expenditures</b>				
4010011 Salaries	109,996.03	800,000.00	-690,003.97	13.75%
4040011 Healthcare Premium	8,376.39	40,000.00	-31,623.61	20.94%
4050011 Trustee Development	283.00	7,500.00	-7,217.00	3.77%
4051011 Staff Development	227.00	5,000.00	-4,773.00	4.54%
4052011 Travel	3.54	2,000.00	-1,996.46	0.18%
4070011 Membership Dues	250.00	4,500.00	-4,250.00	5.56%
4080011 Adult Books	2,451.94	17,000.00	-14,548.06	14.42%
4080012 YS Books	3,313.05	15,000.00	-11,686.95	22.09%

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

	Total			
	Actual	Budget	over Budget	% of Budget
4085011 SWAN Lost Books	250.99	500.00	-249.01	50.20%
4090011 Periodicals	430.99	3,500.00	-3,069.01	12.31%
4100011 Adult Audio Visual	3,081.41	6,000.00	-2,918.59	51.36%
4100012 YS Audio Visual	1,259.25	2,500.00	-1,240.75	50.37%
4105011 Software		1,000.00	-1,000.00	0.00%
4106011 Technology	1,006.10	10,000.00	-8,993.90	10.06%
4130011 Library Supplies	1,048.18	7,000.00	-5,951.82	14.97%
4130012 Patron Services Supplies		1,500.00	-1,500.00	0.00%
4130013 Tech Services Supplies		2,500.00	-2,500.00	0.00%
4130511 Bank Fees	63.00	2,200.00	-2,137.00	2.86%
4131011 Hospitality	530.92	3,000.00	-2,469.08	17.70%
4135011 Printing		3,000.00	-3,000.00	0.00%
4140011 Postage	1,745.32	5,000.00	-3,254.68	34.91%
4150011 Telephone		10,500.00	-10,500.00	0.00%
4160011 Publicity	6,024.80	15,000.00	-8,975.20	40.17%
4170011 Professional Services	21,155.70	45,000.00	-23,844.30	47.01%
4205011 Natural Gas	1,468.50	41,000.00	-39,531.50	3.58%
4210011 Databases & E-Resources	5,721.76	26,000.00	-20,278.24	22.01%
4215011 Water	10,693.77	12,500.00	-1,806.23	85.55%
4225011 Electricity	21,934.53	100,000.00	-78,065.47	21.93%
4235011 Garbage	560.08	3,500.00	-2,939.92	16.00%
4240011 Maintenance of Equipment	1,589.69	36,750.00	-35,160.31	4.33%
4250011 Contract Maintenance Building	15,245.39	65,000.00	-49,754.61	23.45%
4256011 Janitorial Supplies	846.22	3,000.00	-2,153.78	28.21%
4260011 General Maintenance - Building	16,002.99	36,750.00	-20,747.01	43.55%
4265011 SWAN	6,049.25	26,000.00	-19,950.75	23.27%
4292011 Special Events	2,331.91	10,000.00	-7,668.09	23.32%
4302011 Adult Programming	1,236.58	7,000.00	-5,763.42	17.67%
4302012 YS Programming	879.10	7,000.00	-6,120.90	12.56%
4310011 Equipment Purchase	8,840.44	6,000.00	2,840.44	147.34%
4311011 Capital Improvements		40,000.00	-40,000.00	0.00%
4320011 Legal Fees	3,364.00	10,000.00	-6,636.00	33.64%
6032011 Misc. Grant Expense		57,500.00	-57,500.00	0.00%
6033011 DCEO Grant Expense	5,265.38	350,000.00	-344,734.62	1.50%
6034011 Per Capita Grant Expenses		34,763.00	-34,763.00	0.00%
6123011 Vending Machine Expenses	320.45	1,500.00	-1,179.55	21.36%
9150091 FICA Expenditures	6,424.78	70,000.00	-63,575.22	9.18%
9250092 IMRF Expenses - District	7,474.28	37,000.00	-29,525.72	20.20%

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

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	Total			
	Actual	Budget	over Budget	% of Budget
9350093 Unemployment Insurance	240.66	1,700.00	-1,459.34	14.16%
9450094 Insurance - Workers Comp		1,100.00	-1,100.00	0.00%
9550095 Insurance - Liability		40,000.00	-40,000.00	0.00%
9650096 Audit		7,000.00	-7,000.00	0.00%
<b>Total Expenditures</b>	<b>\$ 277,987.37</b>	<b>\$ 2,040,263.00</b>	<b>-\$ 1,762,275.63</b>	<b>13.63%</b>
<b>Net Operating Revenue</b>	<b>\$ 393,644.61</b>	<b>\$ 24,914.00</b>	<b>\$ 368,730.61</b>	<b>1580.01%</b>
<b>Net Revenue</b>	<b>\$ 393,644.61</b>	<b>\$ 24,914.00</b>	<b>\$ 368,730.61</b>	<b>1580.01%</b>

Monday, Sep 16, 2024 10:00:36 AM GMT-7 - Accrual Basis



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

	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
<b>Revenue</b>									
3001011 Tax Revenue - Current	629,587.01								629,587.01
3030011 Per Capita Grant	34,998.48								34,998.48
3070011 Copy Machine	547.69								547.69
3095011 General Sales	1,239.54								1,239.54
3123011 Vending Machine Income	284.76								284.76
3302011 Interest - All Bank	332.61								332.61
3304011 Interest - IL Funds Primary	3,288.78								3,288.78
3608011 Passport and License Renewal Income	1,353.11								1,353.11
<b>Total Revenue</b>	<b>\$ 671,631.98</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>671,631.98</b>
<b>Gross Profit</b>	<b>\$ 671,631.98</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>671,631.98</b>
<b>Expenditures</b>									
4010011 Salaries	87,860.57								87,860.57
4040011 Healthcare Premium	5,334.95								5,334.95
4050011 Trustee Development	283.00								283.00
4051011 Staff Development	227.00								227.00
4070011 Membership Dues	250.00								250.00
4080011 Adult Books	716.39								716.39
4080012 YS Books	3,177.19								3,177.19
4085011 SWAN Lost Books	250.99								250.99
4090011 Periodicals	430.99								430.99
4100011 Adult Audio Visual	2,833.49								2,833.49
4100012 YS Audio Visual	1,011.33								1,011.33
4106011 Technology	788.05								788.05



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

	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
4130011 Library Supplies	774.92								774.92
4130511 Bank Fees	63.00								63.00
4131011 Hospitality	496.07								496.07
4170011 Professional Services	11,172.82								11,172.82
4205011 Natural Gas	1,468.50								1,468.50
4210011 Databases & E-Resources	5,721.76								5,721.76
4215011 Water	5,695.67								5,695.67
4225011 Electricity	14,904.78								14,904.78
4235011 Garbage	373.20								373.20
4240011 Maintenance of Equipment	1,422.11								1,422.11
4250011 Contract Maintenance Building	9,955.89								9,955.89
4256011 Janitorial Supplies	846.22								846.22
4260011 General Maintenance - Building	13,232.99								13,232.99
4265011 SWAN	6,049.25								6,049.25
4292011 Special Events	1,435.60								1,435.60
4302011 Adult Programming	954.14								954.14
4302012 YS Programming	633.26								633.26
4310011 Equipment Purchase	8,840.44								8,840.44
4320011 Legal Fees	3,364.00								3,364.00
6033011 DCEO Grant Expense	5,265.38								5,265.38
6123011 Vending Machine Expenses	238.62								238.62
9150091 FICA Expenditures			6,424.78						6,424.78
9250092 IMRF Expenses - District				7,474.28					7,474.28
9350093 Unemployment Insurance					240.66				240.66
<b>Total Expenditures</b>	<b>\$ 196,072.57</b>	<b>\$ 0.00</b>	<b>\$ 6,424.78</b>	<b>\$ 7,474.28</b>	<b>\$ 240.66</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>210,212.29</b>

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

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	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
Net Operating Revenue	\$ 475,559.41	\$ 0.00	-\$ 6,424.78	-\$ 7,474.28	-\$ 240.66	\$ 0.00	\$ 0.00	\$ 0.00	461,419.69
Net Revenue	\$ 475,559.41	\$ 0.00	-\$ 6,424.78	-\$ 7,474.28	-\$ 240.66	\$ 0.00	\$ 0.00	\$ 0.00	461,419.69

Monday, Sep 16, 2024 10:12:14 AM GMT-7 - Accrual Basis



**TREASURER’S ANNUAL STATEMENT OF RECEIPTS AND DISBURSEMENTS  
FOR THE MAYWOOD PUBLIC LIBRARY DISTRICT,  
COOK COUNTY, ILLINOIS**

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The undersigned, Erica Sanchez, being duly sworn on oath disposes and states as follows:

1. That she is duly appointed, qualified and acting Treasurer of the Maywood Public Library District, Cook County, Illinois and by virtue of said office receives for disbursement and disburses the funds of said Public Library District.

2. That the following is a statement of all monies, paid out that are a minimum of \$2,500 on most expenditures except for any monies paid for personal services together with a summary statement of operation by the undersigned on behalf of said Public Library District for the twelve months beginning the 1<sup>st</sup> day of July, 2023 and ending the 30<sup>th</sup> day of June, 2024.

**Balance on hand July 1, 2023** **\$ 1,566,294.68**

**Receipts:**

Property Taxes	1,537,077.19
Personal Property Replacement Tax	157,188.50
Per Capita Grant	34,762.80
Miscellaneous Grant	7,500.00
DCEO Grant	186,000.00
Donations	1,091.95
Library Services	25,239.95
General Sales	14,694.54
Interest-general	20,586.31

**Total Receipts** **\$ 1,984,141.44**

**Disbursements:**

Payroll:

Under \$25,000.00: ARRENDONDO, Y.; ARIAS-SANCHEZ, A.; BANJELOS, N.; BERRIEN, D.; BETINIS, A.; BUCIO, J.; BUDAY, I.; CAMACHO, K.; CONNER, K.; DIAZ, P.; HUBBLE, C.; JORDAN, E.; LEPARD, R.; MARTINEZ, V.; MCCLINTON, S.; NORDBERG, C.; RUSSELL, B.; TAYLOR, R.; THOMAS, C.; TRAVIS, T.; VICTOR, G.; WALKER, G.; WHITELAW, L.; WILLIAMS, L.; WILSON, L.	<b>\$ 215,587.07</b>
\$25,000 TO \$50,000: HATTER, V.; ROBINSON, N.; ROBLES, K.	104,142.32
\$50,000 TO \$75,000: BURTON, M.; FRUIT, J.; MARTINEZ, D.; SAMUEL, S.	216,392.84
Over \$75,000: SHELL, L.	80,872.91

**Total Payroll:** **\$ 616,995.14**

General:

Amazon Capital Services	\$ 21,922.33	
Ancel Glink PC	10,557.00	
Anderson Elevator	5,326.50	
B Allen Graphics	7,323.58	
Baker & Taylor	21,457.77	
Belcore Electric	4,982.00	
Bradford Systems Corp.	4,419.56	
Brainfuse	2,531.25	
Complete Temperature Systems	15,824.00	
Doreen J Berrien	2,852.50	
Forest Security, Inc.	18,489.70	
Gallagher, Arthur J.	5,255.00	
Illinois NFP Audit and Tax, LLP	6,250.00	
Johnson Controls Security Solutions	4,345.60	
Kathy Parker Consulting	12,800.00	
Libraries of Illinois Risk Agency	32,322.83	
LIMRiCC-UCCA	28,171.20	
MidAmerica Energy	83,738.46	
Midwest Tape, LLC	4,835.15	
Muellermist Multicultural Books & Videos	7,626.92	
Niche Academy	2,575.00	
Nicor Gas	37,237.16	
OverDrive, Inc.	3,000.00	
Peerless Network	7,603.56	
Quill LLC	3,446.83	
RAILS	4,194.25	
Romano Landscape LLC	6,600.00	
SWAN	32,585.74	
T-Mobile	5,008.60	
Today's Business Solutions, Inc.	3,626.00	
Tsavant Inc.	14,350.00	
US Bank	15,807.99	
Village of Maywood Health Benefit Fund	22,050.07	
Village of Maywood Water Dept.	11,068.98	
Williams Associates Architects, Ltd.	<u>17,214.77</u>	
	487,460.30	\$ 487,460.30

Amounts to vendors totaling less than \$2,500.00 each:

Collection Materials	3,945.11	
General Supplies	5,190.64	
Maintenance	10,070.81	
Programming Costs	2,835.00	
Professional Services	10,717.60	
Staff & Trustee Expenses	6,819.22	
Technology & Utilities	<u>3,577.51</u>	
	43,155.89	\$ 43,155.89

Total General \$ 530,616.19

**Total Disbursements:** \$ 1,147,611.33

**Balance on hand, June 30, 2024** \$ 2,402,824.59

3. That the undersigned has read the above and foregoing Statement of Receipts and Disbursements and that the same is true and correct.

---

ERICA SANCHEZ, TREASURER

SUBSCRIBED AND SWORN TO

Before me this \_\_\_\_\_ day

of \_\_\_\_\_, 2024

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Notary Public



**Maywood Public Library District**  
Interim Director Report  
July 17, 2024

The August to September break brought on the End of Summer Reading and the beginning of our Back to School Session.

Our End of Summer Reading Party was a lot of fun. Our patrons got to enjoy fresh popcorn, ice cream, and our activities with some nice weather. What was especially enjoyed was the huge water balloon fight that was hosted at the end. Thank you to the staff for your help setting this up, as well as the board members who came to give a helping hand.

This season brings on a busy time for the library in outreach and community involvement. Our library assisted several Village and School District events that occurred sometimes simultaneously. Because our goal as a library is to ensure that we are here for the community, I officially have named Marcia C. Burton as our Community Outreach Coordinator. She has been representing our library in events like Back to School Night for District 89 and Maywood Fest. She will begin to include her visits in her monthly reports. Our next step to improve our outreach is looking at our marketing skills. Marcia and I will be working together on obtaining library branded materials; canopy, new tablecloth, and merchandise (freebies).

Another bittersweet update is that our Hiring Head of Patron and Tech Services, Rhiannon Taylor, formally submitted her resignation. She has found a great opportunity to move up in her career and wishes the library the best. As of this Friday, September 13, I have already posted her position and interviewed 4 applicants, with 4 more to go. I plan on moving quickly with this process.

I will be giving a presentation to the board that highlights Library Status, Program Participation from 2021-2023, and my responsibilities since becoming Interim Director. With this report, I will formally ask the board for review in the October 2024 Board Meeting.

**Budget/Finances**

*Budget:* We've officially started our FY2024-2025 Budget Year.

*B&A Ordinance & Annual Levy:* From our last meeting, we took on Jamie from Meristem to work on our Budget and Appropriation Ordinance for 2024-2025 and our Annual Levy. I've met and worked with him to have it completed. Our B&A Ordinance will be read out before this upcoming board meeting. Even though Jamie made it easy, there was quite a bit I needed to prepare to send to him and to have the library in compliance. We had to submit a public notice in a local paper and have the B&A available for viewing. I was able to gather the information and to submit the notice to the Village Free Press. An example of the legal notice is included in this email.



While speaking to Jamie, he informed that the last B&A was filled out, but it did not petition the full amount that the MPLD can get. As a result, MPLD will be losing roughly about \$40,000 every year because of this fault. Jamie then advised that to recuperate the lost funds, the board approve the levy for this upcoming tax year.

*IMRF:* We are now up to date with all the Wage Reports and payments needed by IMRF. I also have confirmed that the information IMRF has versus ours is concise.

*IPLAR:* This year's IPLAR report granted me my first experience with the submitting and data inputting processes. A highlight from the report was that our patron visitation and number of programs doubled. The report will be included in this packet.

## **Facility**

*Elevator Modernization Project:* After our Special Board meeting on July 25, I had a meeting with Williams & Architect, Independent Construction Services, and Colley Elevator to discuss the next step of our elevator project. Colley then gave their alternatives and recommendations. This meeting then led to a meeting for clarity in which Independent, Williams, Kathy and I had to understand the scope of work included in our original bid. In this meeting, we were discussing the possibility of needed a new cylinder, which Williams & Architect responded it being very small. From there, we are looking at moving forward with Colley, with the slim possibility of some purchases being covered by the library budget. Basing it off their previous elevator projects, it was recommended that a change order limit should be established to grant permission for quick decisions.

*Ground Level Carnegie Building:* This month, Stephanie reported that she will start the clearing out of the metal that is located in the old Book Sale Room in the Carnegie Building.

## **Projects**

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

*Smart Lockers:* I was able to connect Marcia with Omar to train her on the usage of the Smart Lockers located outside of the library. Their first Zoom meeting included PDF resources on how to use it and step-by-step troubleshooting. However, after that initial meeting, Marcia was not able to contact Omar again after we experienced an outage and caused the lockers to be unresponsive. We still have not heard back from them. Marcia brainstormed on how to get these lockers running again and found that we will have to manually reset them every time an outage occurs.

Additionally, at the last meeting, I was asked to gather information about the charges of these Smart Lockers, as well as the design. After that meeting, I emailed our

representative, Puneet Pundora, on July 18 asking for clarification, but I have not heard from them since. I emailed them again on Friday, September 13 for the same update. Also, the design of the lockers was not included in the Smart Locker package. I reached out to our Smoita to see if anything was set up when we originally signed for the lockers and got referred to Custom Sign Consultants. The last time we touched based was on August 5, and I have not heard back from them since.

*LIRA 2024-2025:* I submitted our renewal for our insurance coverage for the year 2024-2025. This coverage also offered Cyber Security.

*3<sup>rd</sup> Floor:* The cleaning of the 3<sup>rd</sup> floor has continued. Stephanie has single-handedly condensed the shelving units to only 3. Space has now increased significantly. We have had a couple of huge events occurring on the 3<sup>rd</sup> floor; Job Fairs, Wellness Sessions, State Services (DVM), Government Services (Mexican Consulate), Star Wars. This will only continue, as we have prospects of hosting early voting services too.

*Electric Sign for MPLD:* I contacted two sign companies, SignCo and Watchfire, to get familiar with the process of getting an electric sign for our library. I've sent photos of the front area of our building and am now waiting to hear back. Our last interaction happened on August 13, was Alexa from SignCo. stated that they would be sending in quotes and pricing. As of Friday, September 13, I have sent a follow up to both companies.

## **Grants**

We have been awarded a grant that was initially submitted by Mr. Shell of a total of \$2,000.00. This grant's purpose is to install a bike repair station near our bike rack to aid in giving our community access to these resources.

Our DECO grant has been progressing according to plan. We have now spent our design and engineering portion and will be moving into our mechanical reporting once the elevator project commences.

## **Staff**

We will be hiring a new library assistant for Adult and Youth Services to replace the current positions we have vacant. John Fruit has been taking the lead on this project.

I have started the hiring process for our Head of Patron and Tech Services. Have received quite a bit of submissions.

Due to the increase in incident reports submitted by staff, I will be focusing on keeping staff morale. Furthermore, I will be looking into our policies to see their faults in Patron Behavior and Protocol.

## **Miscellaneous**

Presented at the August NoMCCO meeting about the history and changes of the Maywood Public Library District. Presented at the September Maywood Rotary meeting

about the Maywood Public Library District and how it's aiding in the mission of improving Youth & Adult Literacy.

Have been interviews for a print edition of AARP about the grant we received to improve our bike rack.

A recent FOIA request made it apparent that there is no official FOIA officer on site since our previous Director's resignation. As of Friday, September 13, I have started to look into official FOIA training to become an agent.

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



**Maywood Public Library District**  
**Patron and Technical Services Department Report**  
**July & August 2024**

**General**

Hi!

As the board did not meet last month, this report will be a compilation of both July and August.

First of all, I unfortunately have turned in my resignation as the Head of Patron and Technical Services at Maywood. My last day was Friday, September 13. I appreciate the opportunity and time I had here and all that I have learned, and I wish the Library the best in the future and hope that it and its staff always has success in pursuing its goals and providing exceptional service to the community of Maywood. In my time here, we have nearly completed the third floor weeding/book disposal project (again, massive thanks to Stephanie, Curtis, and Steve!) and I had the chance to update and put together the patron services procedure manual for 2024, as much of the documentation was outdated.

We also unfortunately said farewell to two of our patron services staff, Joanna and Yuli, but we welcome aboard Brenda Muñoz!

**Passports and Notaries**

Andrea has officially become a Notary Public, and we look forward to offering this service with extended hours. As for passports, the Library processed a total of 25 passport applications in July and 16 applications in August. A little less than we're used to, but this will likely increase again in preparation for the holiday season.

**Third Floor Weeding/Book Disposal**

Stephanie is finalizing the third floor book disposal project, with the help of Curtis and Steve. We donated another lot of 80 boxes of books to Better World Books, and Stephanie has disassembled the empty shelving units on the third floor. Ultimately, the storage stacks will be moved into one of the side alcoves, clearing the space yet further. She has also started disposing of the books in the Carnegie Building basement, which unfortunately have been contaminated with mold and must be discarded.

**Patron Services Manual, Policies, and Other Documentation**

I finished updating the procedure manual, which details the duties and procedures for patron services desk staff, along with reference information such as circulation rules, billing, how to use Workflows and Aspen (the SWAN search catalogue), how to create library cards for patrons, how to create cards for reciprocal borrowers from Chicago and

other non-SWAN libraries, how to use the cash register/square reader and other technology and equipment within the library, as well as the current employee policy manual and policies such as borrowing items from the library of things collection. Ideally, this manual will serve as a reference guide and solid foundation for training for future employees in this department.

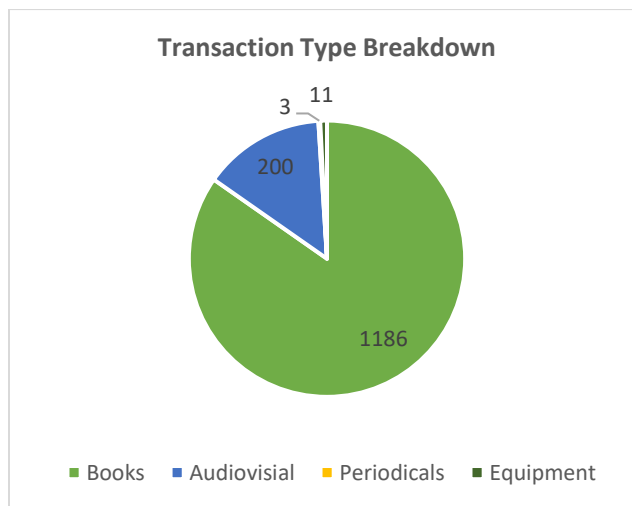
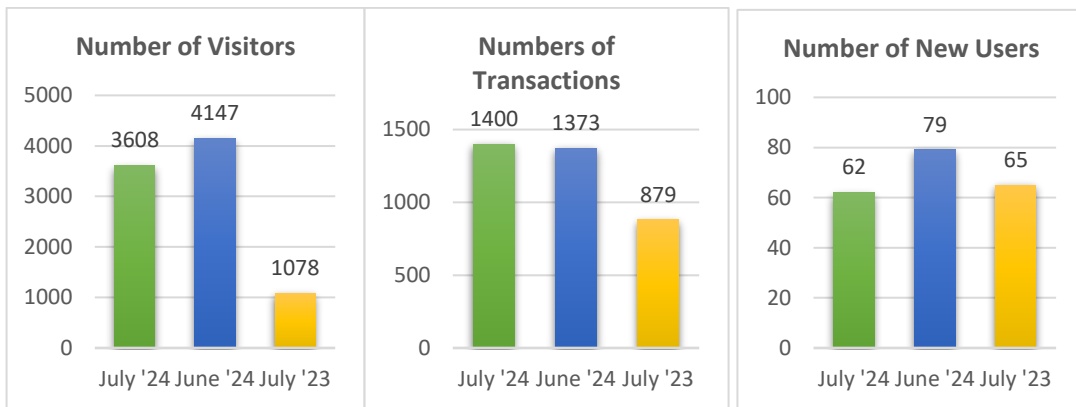
### July 2024 Statistics

3,608 patrons visited the Library (539 decrease from June)

1,400 transactions (1.95% > June 2024)

- 1,186 Books
- 200 Audiovisual (DVDs, CDs, etc.)
- 3 Periodicals
- 11 Equipment/Library of Things

62 New Patron Cards!



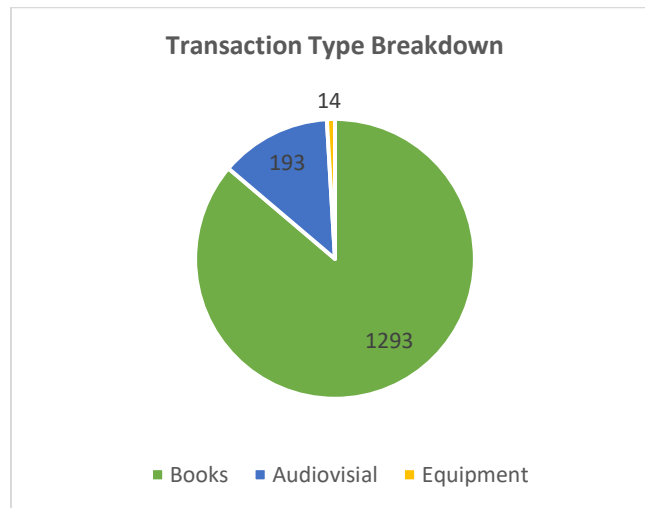
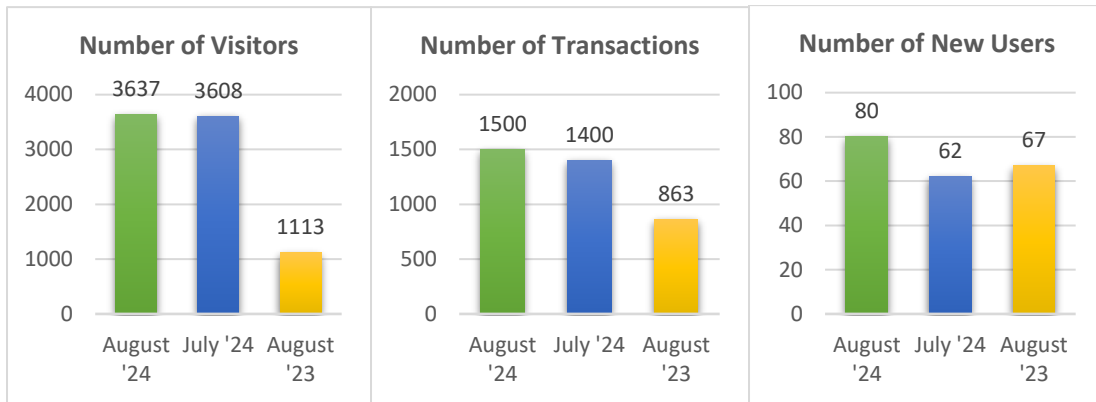
## August 2024 Statistics

3,637 patrons visited the Library (29 increase from July)

1,500 transactions (6.9% > July 2024)

- 1,293 Books
- 193 Audiovisual (DVDs, CDs, etc.)
- 14 Equipment/Library of Things

80 New Patron Cards!



Submitted by: Rhiannon Taylor, Head of Patron and Technical Services





## August 2024 Report – Information Services

### General:

Rhonda Fentry's Soundbath Meditation program continues. We had 14 people attend the latest sessions. We are trying to expand our offerings of these types of programs. Starting in September, we will be offering a Bilingual Pilates class once a month, and in November we will try out a Qi Gong Meditation program.

On August 10<sup>th</sup>, we had our Summer Reading Finale event outside the library.

On August 29<sup>th</sup>, we delivered 64 books and DVDs to 16 homebound patrons at Maywood Assisted Living. The next delivery is scheduled for September 26<sup>th</sup>.

We hired three new library assistants: Lakeisha Larry, Michelle Salamanca, and Joiya Jones. We are currently interviewing for another to replace a recent departure.

I'm arranged with Cassandra Alvarado of Selah Freedom to host two programs on human trafficking at the library. One is geared towards teens and is about staying safe online, and the other is geared towards adults and is a general informational program on human trafficking. These events will take place on October 3<sup>rd</sup> at 4:00 and 5:00.

My previous contact at Garden House apartments has departed. I went over and met her replacement on 9/10 and discussed continuing our partnership. I also reached out to the event coordinator at Maywood Phoenix Homes about possibly collaborating on outreach, homebound delivery, and programming. She is currently attempting to gauge how much interest there is on her end for that and will get back to me.

Proviso Partners for Health is finishing up their round of entrepreneur classes they have been having at the library. The group they have been working with has expressed a desire to continue to meet as a kind of entrepreneur support group. Sara Lira and I are going to discuss the possibility of converting it into a regular library program.

### Programs:

#### JULY 2024

Tuesdays @ 12:00 Quilting and Sewing (4,4,4,3,3,4,3,4 )  
Stop by our regular quilting and sewing group.

Fridays @ 10:00 Tech Friday (3)  
Sign up for one-on-one tech help. Get help with your smartphone or computer.

July 1 @ 10:00 Maywood History Walk (2)  
Take a walk with us and learn a little about Maywood History

July 9 @ 10:30 Basic PCs (0)  
Learn the basics of using a Windows PC

July 9 @ 6:00 Adult Craft (8)  
Create bread you can take home and bake in our adult crafting session.

July 11 & 25 @ 10:00 English language Conversation Group (0)  
Learning English? Practice with us in a safe place in our English language conversation group.

July 11 @ 7:00 Mindfulness/Movement program - Vanessa  
"Need some peace and quiet? What if I told you with Mindfulness meditation you can create peace and quiet in your mind anywhere you are? Interested? Please join Vanessa for a few introductory practices for mindfulness meditation."

July 18 Edward Jones @ 7:00 "Ready or not? Preparing for the Unexpected" (0)  
Life is full of surprises. A job loss, a prolonged illness or the unexpected death of a family member can have a big impact on your family and your financial situation.  
Learn tips you can use today to develop a strategy to help protect your family.

July 20 @ 10:30 Dungeons & Dragons (4)  
Learn the basics of table top role playing games and play Dungeons & Dragons!

July 20 Yoga @ 10:00 (0)  
Beginner-friendly yoga that opens the door to enhanced relaxation and well-being through a series of movements and breath-work.

July 23rd Couch to 5K Tuesdays until 9/22

July 23rd @ 12:30 Soundbath Meditation (6)  
Soundbath Meditation returns! Soundbath Meditation is a form of meditation using the ambient sounds and vibrations from crystal singing bowls, Tibetan singing bowls, Tingsha Bells, and other instruments to tap into your deeper self-conscious, creating a sense of calm, peace, and relaxation.

July 25 @ 6:30 Book Discussion (1)  
Check out our book of the month and join us for our Maywood Public Library Book Discussion.

## **August 2024**

Tuesdays @ 12:00 Quilting and Sewing (4,4,1,3,3,4,33)  
Stop by our regular quilting and sewing group.

Fridays @ 10:00 Tech Friday (0,1,1)  
Sign up for one-on-one tech help. Get help with your smartphone or computer.

August 5 @ 10:00 Maywood History Walk (0)  
Take a walk with us and learn a little about Maywood History

August 6th @ 10:30 Basic PCs (0)  
Learn the Basics of using a Windows PC

August 6th @ 12:30 Soundbath Meditation (8)  
Soundbath Meditation returns! Soundbath Meditation is a form of meditation using the ambient sounds and vibrations from crystal singing bowls, Tibetan singing bowls, Tingsha Bells, and other instruments to tap into your deeper self-conscious, creating a sense of calm, peace, and relaxation.

August 8 & 22 @ 10:00 English Language Conversation Group (0,0)  
Learning English? Practice with us in a safe place in our English language conversation group.

August 8 @ 6:00 Family VR Night (10)  
Check out the library's VR headsets

August 15 @ 7:00 Edward Jones "Broadening Your Knowledge of Investing" (cancelled)  
Your family's goals are unique to you. Your investment strategy should be too. Investing isn't a one-size-fits-all proposition. Taking your investing knowledge to the next level can help you define a strategy that fits your family's financial goals.

August 17 @ 10:30 Dungeons & Dragons (8)  
Learn the basics of tabletop role playing games and play Dungeons & Dragons!

August 17 @ 10:00 Yoga (0)  
Beginner-friendly yoga that opens the door to enhanced relaxation and well-being through a series of movements and breath-work.

August 17 @ 11:00 Unity Discussion Group (?)

August 20 @ 2:00-4:00 Headshot Photos (3)  
Stop by and get a head shot taken!

August 22nd @ 6:00 Movie Night (9)  
Come and watch a movie with us.

August 29 @ 6:30 Book Discussion (0)  
Check out our book of the month and join us for our Maywood Public Library Book Discussion.

### **Program Preview, September-November**

#### **SEPTEMBER 2024**

Tuesdays @ 12:00 Quilting and Sewing  
Stop by our regular quilting and sewing group.

Fridays @ 10:00 Tech Friday  
Sign up for one-on-one tech help. Get help with your smartphone or computer. Contact us to reserve a slot.

Saturdays @ 10:00 Resume Relief

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

Avoidance Club

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

September 5 @ 4:00

September 19 @ 4:00

September 9 @ 5:30 STEM for Adults

Never let go of your love of science and nerd adjacent things? Neither have we! Join us for our first ever STEM Club for adults

September 10 @ 12:30 Soundbath Meditation

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

September 10 @ 6:00 Adult Arts & Crafts

Sign up for our adult crafting night.

September 12 @ 5:00 Mindfulness Meditation

If you have an interest in meditation and don't know where to start, you're welcome to come check out our Intro to Mindfulness Meditation sessions.

September 12 @ 6:00 Family VR & Gaming Night

Stop in to play Nintendo Switch games and try out the library's VR Headsets

September 14 @ 11:00-12:30 Unity Discussion Group

Stop by our unity discussion group and talk about the complexities of race and society.

September 16 @ 10:00 HAP Foundation Grief Seminar

This presentation provides a guide to the different types of loss and how they affect us. We will address common myths about grief. We will also discuss the different categories of grief and grief-informed care. Participants will learn about coping strategies and how best to support loved ones who are grieving.

September 17 @ 10:30 Basic PCs

Learn the Basics of using a Windows PC.

September 19 @ 7:00, Nobody's Fool: Why We Get Taken In & What We Can Do About It

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

September 24 @ 1:00 Bingo

Stop by for Bingo. Win a prize!

September 25<sup>th</sup> @ 7:00 Adult Craft Diamond Painting Kits  
Create a landscape painting using diamonds and glue in our adult craft.

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

September 26 @ 6:30 Book Club  
Sign up for our MPLD Adult Book Club! Read *Bridgerton: The Duke and I* by Julia Quinn in September.

September 28 @ 9:30 Intro to Dungeons & Dragons  
Learn the basics of table top role playing games and play Dungeons & Dragons!

## **OCTOBER 2024**

Tuesdays @ 12:00 Quilting and Sewing  
Stop by our regular quilting and sewing group.

Fridays @ 10:00 Tech Friday  
Sign up for one-on-one tech help. Get help with your smartphone or computer. Contact us to reserve a slot.

Saturdays @ 10:00 Resume Relief  
Visit Maywood Public Library on Saturdays to get personalized resume assistance. 9:00-12:00 & 2:00-5:00. Contact us to reserve a slot.

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

October 3 @ 4:00  
October 17 @ 4:00

October 2 @ 7:00 First Time Home Buyers  
Learn the basics of financing your home.

Selah Freedom anti human-trafficking training programs.  
Selah Freedom is a nonprofit anti-human trafficking organization with the mission to end sex trafficking and bring freedom to the exploited.

10/3 @ 4:00 a Sex, Lies and Media Training for Teens

Get educated on the online recruitment tactics of predators and learn practical ways to discuss this issue, protect yourself online, and be a part of the solution.

10/3 @ 5:00 Sex Trafficking Awareness Training for Adults

Learn about the realities of sex trafficking and how to take action to stop it. This training is beneficial in educating anyone about the Commercial Sexual Exploitation of Children (CSEC)

October 3 @ 6:00 Medicare Basics

Learn about the impending changes to the Medicare 2025 program, including A & B deductibles and premiums, and changes to Medicare Part D.

October 8 @ 12:30 Soundbath Meditation

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

October 7 @ 5:30 STEM for Adults

Never let go of your love of science and nerd adjacent things? Neither have we! Join us for our STEM Club for adults!

October 8 @ 6:00 Adult Arts & Crafts – Sip and Paint

Sign up for our adult crafting night and make a spooky craft.

October 9 @ 7:00 PM Being Imperfect with Erika Sánchez

Sign up for an Illinois Library Presents interview with Erika Sánchez. Live via Zoom.

October 10 @ 5:00 Mindfulness Meditation

If you have an interest in meditation and don't know where to start, you're welcome to come check out our Intro to Mindfulness Meditation sessions.

October 10 @ 6:00 Family VR & Gaming Night

Stop in to play some Nintendo Switch games and try out the library's VR Headsets

October 15 @ 10:30 Basic PCs

Learn the Basics of using a Windows PC

October 19 @ 9:30 Intro to Dungeons & Dragons

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

October 22 @ 1:00 Bingo

Stop by for Bingo. Win a prize!

October 22 @ 7:00 PM Raise Your Voice with Jason Reynolds

Sign up for an Illinois Library Presents interview with Jason Reynolds. Youth Event, live via Zoom.

October 24 @ 4:00 Bilingual Pilates

In this program he would be teaching you the Basic Principles of Pilates method. All beginners are welcome. It will help you strengthen muscles and improve posture and flexibility, release tension and move better. The program will be presented in English and Spanish.

Halloween Themed Scavenger Hunt

Who says only kids can have all the fun? Join us for our first ever adult scavenger hunt. Use clues, Google, whatever to find all the objects on the list! Bring walking shoes!

October 24 @ 5:00

October 26 @ 1:00

October 24 @ 6:30 Book Club  
Sign up for our MPLD Adult Book Club!

10/28 @ 1:00 Senior Medicare Patrol Bingo  
Play Bingo and learn about the importance of preventing, detecting, and reporting Medicare Fraud.

## **NOVEMBER 2024**

Tuesdays @ 12:00 Quilting and Sewing  
Stop by our regular quilting and sewing group.

Fridays @ 10:00 Tech Friday  
Sign up for one-on-one tech help. Get help with your smartphone or computer. Contact us to reserve a slot.

Saturdays @ 10:00 Resume Relief  
Visit Maywood Public Library on Saturdays to get personalized resume assistance. 9:00-12:00 & 2:00-5:00. Contact us to reserve a slot.

November NaNoWriMo Writer's Workshop  
October 29<sup>th</sup> @ 7:00 , National Novel Writing Month: Character  
November 5<sup>th</sup> @ 7:00, National Novel Writing Month: Setting  
November 12<sup>th</sup> @ 7:00 National Novel Writing Month: Plot  
November 19<sup>th</sup> @ 7:00 National Novel Writing Month: Mood/tone

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

November 7 @ 4:00  
November 21 @ 4:00

November 5 @ 1:00 Bingo!  
Stop by for Bingo. Win a prize!

November 4 @ 5:30 STEM for Adults  
Never let go of your love of science and nerd adjacent things? Neither have we! Join us for our STEM Club for adults!

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

November 12 @ 6:00 Adult Arts & Crafts - Holiday wreath  
Sign up for our adult craft night and make a holiday wreath!

November 14 @ 5:00 Mindfulness Meditation

If you have an interest in meditation and don't know where to start, you're welcome to come check out our Intro to Mindfulness Meditation sessions.

November 14 @ 6:00 Family VR & Gaming Night

Stop in to play some Nintendo Switch games and try out the library's VR Headsets

November 16 @ 9:30 Intro to Dungeons & Dragons

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

November 19 @ 10:30 Basic PCs

Learn the Basics of using a Windows PC

November 19 @ 1:00 Qi Gong Meditation

This beginner friendly workshop is a combination of Qi Gong and beautiful sounds. Qi Gong involves a series of slow flowing movements and deep measured breathing while in a chair. The workshop ends with soothing sounds from crystal singing bowls, chimes, handheld gongs, and other sound instruments. The combination of qigong and sound will help reduce stress by calming the mind and body and improve sleep.

November 20 @ 7:00 Holiday Tips & Tricks with Chef Art Smith

Sign up for an Illinois Library Presents interview with Chef Art Smith. Live via Zoom.

November 21 @ 4:00 Bilingual Pilates

In this program he would be teaching you the Basic Principles of Pilates method. All beginners are welcome. It will help you strengthen muscles and improve posture and flexibility, release tension and move better. The program will be presented in English and Spanish.

November 21<sup>st</sup> @ 6:30 Book Club

Sign up for our MPLD Adult Book Club!



July 2024 Statistics - Information Services Dept.

Wix

Website Visits 1552

Event Registrations 44

My Pc

Center Users 479

Youth Users 456

Copier

Faxing 291 pages

Scanning 492 pages

Printing 2369 pages

Copies 1358 pages

eRead IL: 33 checkouts

Kanopy 193 visits, 34 plays

Hoopla 5 new users; 214 Checkouts

OverDrive (Libby) 9 new users; 178 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

Instagram 533 followers

Twitter 121

TikTok 44.3k likes, 1799 followers

followers

OCLC 1 checkouts, 8 holds filled

EBSCO: 53 Database Requests

Museum Adventure Pass: 36 passes generated

Explore More Illinois: 0 passes generated

Local History: 5 requests

Reference Questions : We average about 7 questions a day

August 2024 Statistics - Information Services Dept.

Wix

Website Visits 1410

Event Registrations 66

My Pc

Center Users 604

Youth Users 616

Copier

Faxing 183 pages

Scanning 643 pages

Printing 2550 pages

Copies 1375 pages

eRead IL: 40 checkouts

Kanopy 155 visits, 8 plays

Hoopla 8 new users; 215 Checkouts

OverDrive (Libby) 7 new users; 150 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

Instagram 533 followers

Twitter 121

TikTok 44.3k likes, 1799 followers

followers

OCLC 0 checkouts, 1 holds filled

EBSCO: 62 Database Requests

Museum Adventure Pass: 17 passes generated

Explore More Illinois: 0 passes generated

Local History: 4 requests

Reference Questions : We average about 7 questions a day

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



## Youth Services Department Report: July & August 2024

### Overview:

Summer was in full session in July and August for our library. Not only did we see more visitors this year compared to last year (can see the daily average increase in stats portion), but we also had a lot more programming available. Along with our month staples, we had an increase of 8 different programs available for youth ages 0-17.

Our *Read, Renew, Repeat*: Summer Reading 2024 program went smoothly! Our top readers for this month read a combined total of 9,000+ minutes! What a feat! During our End of Summer Party, our winners, Carla G., Julio G., and Storm L., we awarded their summer prizes of a bicycle and electric scooters. The scooters we donated by our Board Treasurer, Erica Sanchez.



With our increase of youth participation, we also had an increase of Incidents occurring in our library. I mentioned this in my Interim Director report; however, I would like to expand here. A handful of the incidents occurring are regarding unattended youth and large school groups that are waiting for the program at the 200 Masonic Temple Building. To avoid further escalation, I've met with Officer Herrera—the officer on sight for Irving Middle School. We've been brainstorming a schedule to have either her, one of her colleagues, or homeland security to be on library grounds from 2:30 PM to 4:30 PM. I am working on a schedule to have our own security onsite to over the morning and mid-day shift.

Lastly, in August, we finally acquired our library pet, Cupcake the turtle. Please feel free to visit her in the YS Department, she is intriguing to watch and has already captured the hearts of our youth.

### Programming:

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

*Crafty Afternoons* ranged from making slime French fries, having a painting contest, to brainstorming what our future library pet would be.

*Making Mondays, Tinker Toys, and Weekenders* are programs that continue to promote creativity and curiosity. Our patrons can explore different mediums of art and material, thus allowing them to venture into complex designs.

*Movie Monday* is a wonderful way to enjoy a family movie at the library with some light snacks. During the summer, we've had 2 movies showing each month, one that was all ages, and another that was rated PG-13. The intent was to capture the participation of tweens and teens with movies they would be inclined to watch.

*Showcasing Science: From Caterpillar to Butterfly* was our official attempt at STEAM based programs that ranged for more than 1 session. Our participants would come into our library for a span of 2-3 weeks to observe the progression of our caterpillars, and would write, draw, or say what they believe was occurring. Once our butterflies hatched, we released them as a group.

*Slime Saturday* was created to fill the constant question of, "Can we make slime today?". Slime is also a great way to get our youth to express their creativity, follow directions, and go through the scientific method. Example: why is my slime so clumpy? Dry? What should I do?

*Storytimes* continue to have multiple sessions with different ages.

*Mario Kart Monday, Overcooked Wednesday, and Ultimate Saturday* were unveiled this season and were received with a huge participation rate. The pattern of these gaming sessions resulted in planning of having them twice a month in the future.

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

1. National Night Out: Tuesday, August 6 @ 4:00 PM – 7:00 PM
2. Back to School at Van Burren Park: Saturday, August 10 @ 11:00 AM – 3:00 PM
3. Village Tax Meeting at Masonic Temple: Thursday, August 15 @ 12:00 PM – 2:00 PM
4. Back to School Picnic: Saturday, August 17 @ 11:00 AM – 1:00 PM

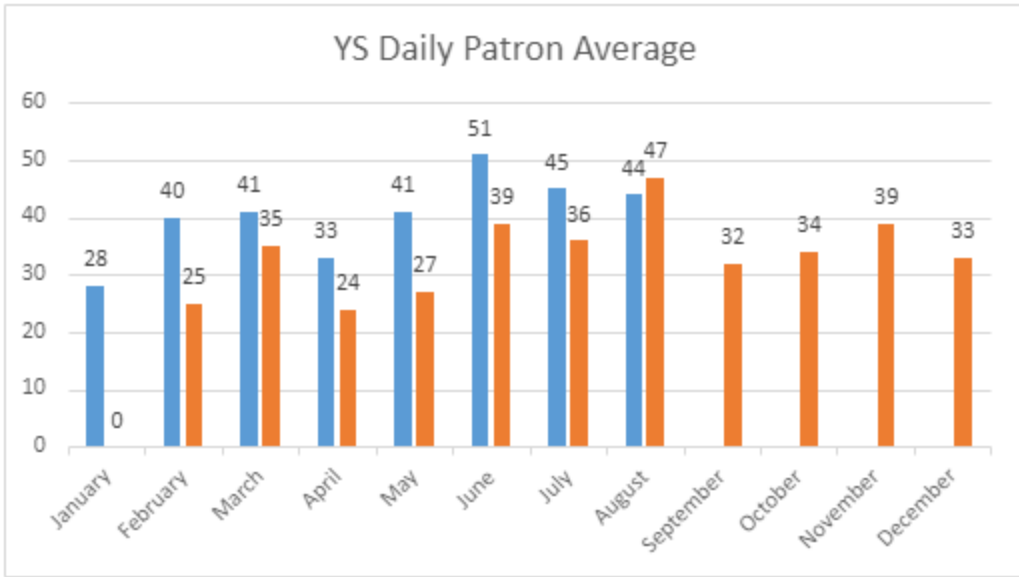
### **Summer in a couple of snapshots:**



## Youth Services Department Statistics: July & August 2024

Program	Date & Time	Attendance	Audience
Anime Club	07/06 @ 2:00 PM	0	Tweens and Teens
Chalk Art	07/02 All Day (Indoor & Outdoor)	11	All
	07/09 All Day (Indoor & Outdoor)	23	All
	07/11 All Day (Indoor & Outdoor)	17	All
	07/16 All Day (Indoor & Outdoor)	12	All
	07/18 All Day (Indoor & Outdoor)	29	All
	07/23 All Day (Indoor & Outdoor)	6	All
	07/25 All Day (Indoor & Outdoor)	4	All
	07/30 All Day (Indoor & Outdoor)	7	
Chess Club	07/06 @ 11:00 AM	4	All
Crafty Afternoons	07/10 @ 5:00 PM	7	All
	07/17 @ 5:00 PM	6	All
	07/24 @ 5:00 PM	19	All
	07/31 @ 5:00 PM	12	All
Lego Club	07/13 @ 11:00 AM	2	Kids
Maker Monday	07/29 @ 11:30 AM	4	All
	07/29 @ 5:30 PM	11	All
Mario Kart Monday	07/15 @ 5:30 PM	30	Tweens and Teens
	07/15 @ 7:00 PM	10	
Movie Monday	07/23 @ 4:30 PM	5	All
	07/08 @ 5:30 PM	5	Tweens and Teens
Overcooked Wednesday	07/31 @ 7:00 PM	6	
Storytime	07/09 @ 10:30 AM	13	Kids
	07/15 @ 10:30 AM	3	Kids
	07/19 @ 10:30 AM	6	Kids
	07/23 @ 10:30 AM	3	Kids
	07/26 @ 10:30 AM	3	Kids
	07/29 @ 10:30 AM	11	Kids
Showcasing Science: Butterfly	07/08 @ 3:30 PM	12	All
Slime Saturday	07/13 @ 3:00 PM	11	All
Summer Reading Check-In	07/18 All Day	0	All
	07/29 All Day	0	All
Tiny Art Week	07/08-07/12 All Day	56	
Try Teens	07/18 @ 6:00 PM	6	Tweens and Teens
Volunteering Hours	07/11 @ 3:00 PM	4	Tweens and Teens
	07/18 @ 3:00 PM	4	Tweens and Teens
	07/25 @ 3:00 PM	2	Tweens and Teens
Ultimate Saturdays	07/31 @ 12:00 PM	24	Tweens and Teens
Weekenders	07/19 All Day	2	All
GCFD Summer Meals	July 2024 @ 1:00 PM	\$2,560*	All

Program	Date & Time	Attendance	Audience
Anime Club	08/03 @ 2:00 PM	5	Tweens and Teens
Chalk Art	08/06 All Day (Indoor & Outdoor)	10	All
	08/08 All Day (Indoor & Outdoor)	14	All
	08/13 All Day (Indoor & Outdoor)	3	All
	08/15 All Day (Indoor & Outdoor)	5	All
	08/20 All Day (Indoor & Outdoor)	21	All
	08/22 All Day (Indoor & Outdoor)	7	All
	08/27 All Day (Indoor & Outdoor)	3	All
	08/29 All Day (Indoor & Outdoor)	21	All
Chess Club	08/03 @ 11:00 AM	3	All
Crafty Afternoons	08/07 @ 5:00 PM	17	All
	08/14 @ 5:00 PM	20	All
	08/21 @ 5:00 PM	Cancelled	All
	08/28 @ 5:00 PM	Cancelled	All
Lego Club	08/10 @ 11:00 AM	5	Kids
Maker Monday	08/05 @ 11:30 AM	0	All
	08/05 @ 5:30 PM	2	All
Mario Kart Monday	08/12 @ 5:30 PM	7	Tweens and Teens
	08/12 @ 7:00 PM	10	Tweens and Teens
Movie Monday	08/19 @ 4:30 PM	7	All
	08/26 @ 5:30 PM	5	Tweens and Teens
Overcooked Wednesday	08/28 @ 7:00 PM	Cancelled	Tweens and Teens
Storytime	08/02 @ 10:30 AM	8	Kids
	08/06 @ 10:30 AM	12	Kids
	08/12 @ 10:30 AM	5	Kids
	08/20 @ 10:30 AM	3	Kids
	08/21 @ 7:00 PM	Cancelled	Kids
	08/26 @ 10:30 AM	Cancelled	Kids
Summer Reading Finale	08/10 @ 3:00 PM	106	All
Try Teens	08/01 @ 6:00 PM	0	Tweens and Teens
Volunteering Hours	08/01 @ 3:00 PM	7	Tweens and Teens
	08/08 @ 3:00 PM	4	Tweens and Teens
	08/15 @ 3:00 PM	3	Tweens and Teens
	08/22 @ 3:00 PM	6	Tweens and Teens
	08/29 @ 3:00 PM	10	Tweens and Teens
Ultimate Saturdays	08/24 @ 12:00 PM	11	Tweens and Teens
Weekenders	08/16 All Day	0	All
	08/30 All Day	0	All
GCFD Summer Meals	August 2024 @ 1:00 PM	\$2560*	All
Name Our Library Pet Contest	08/16 All Day	81	All

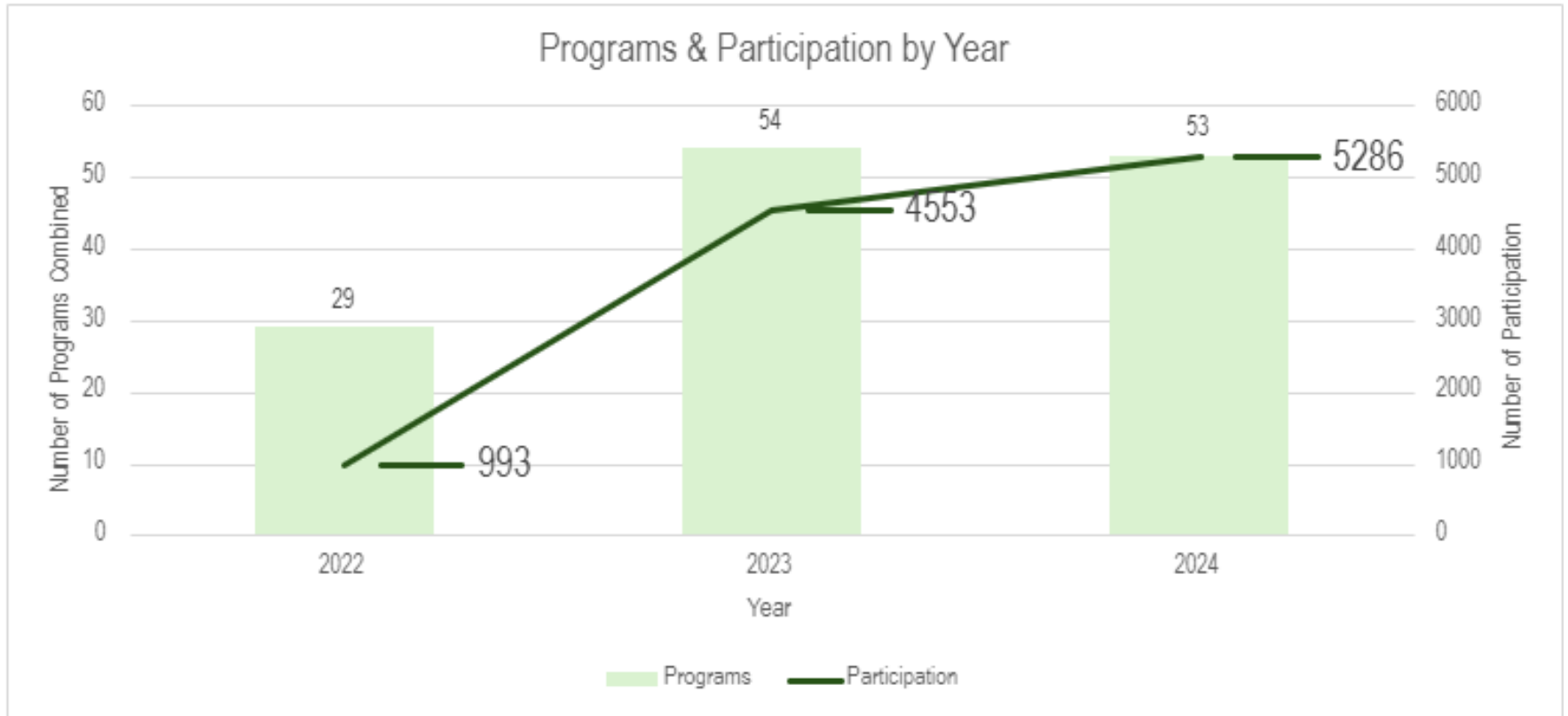


**Submitted by: Daniela Martinez, Interim Director & Head of Youth Services**

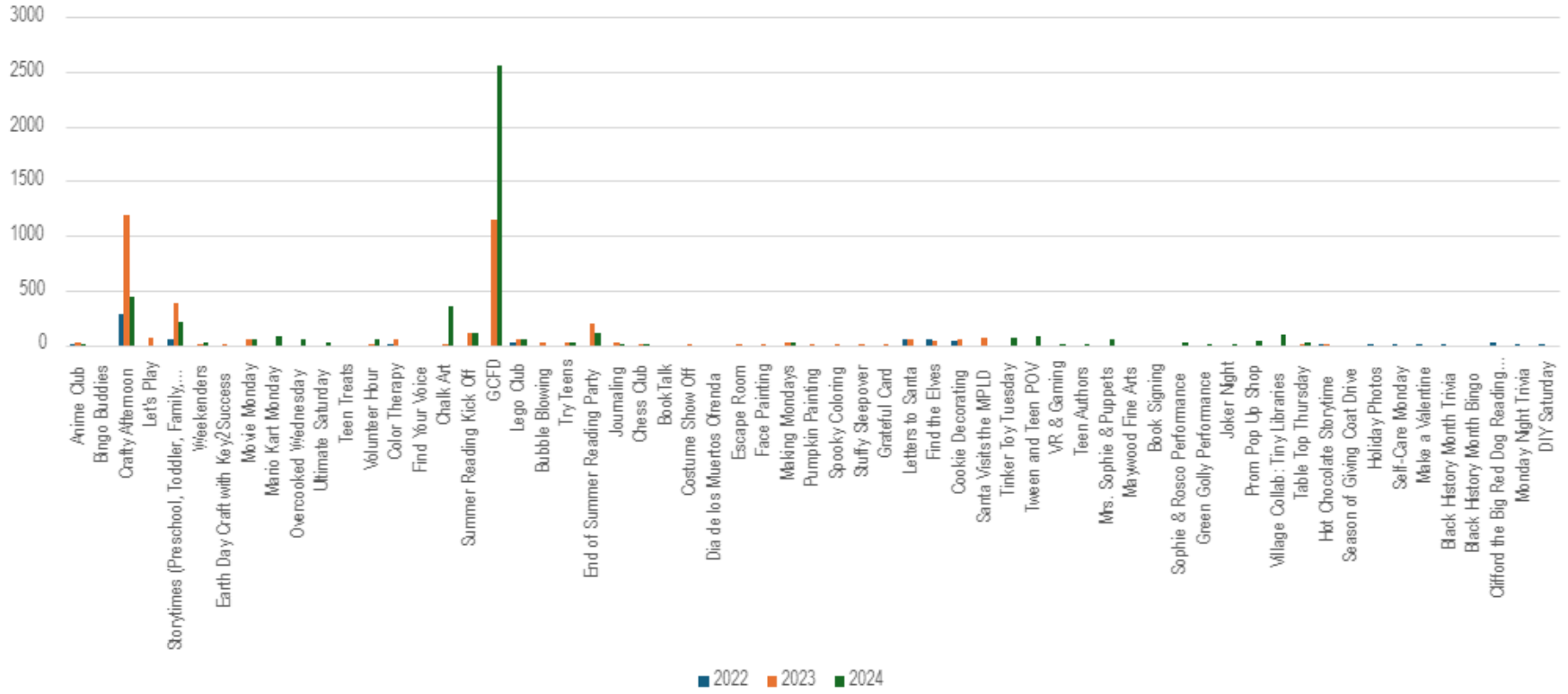




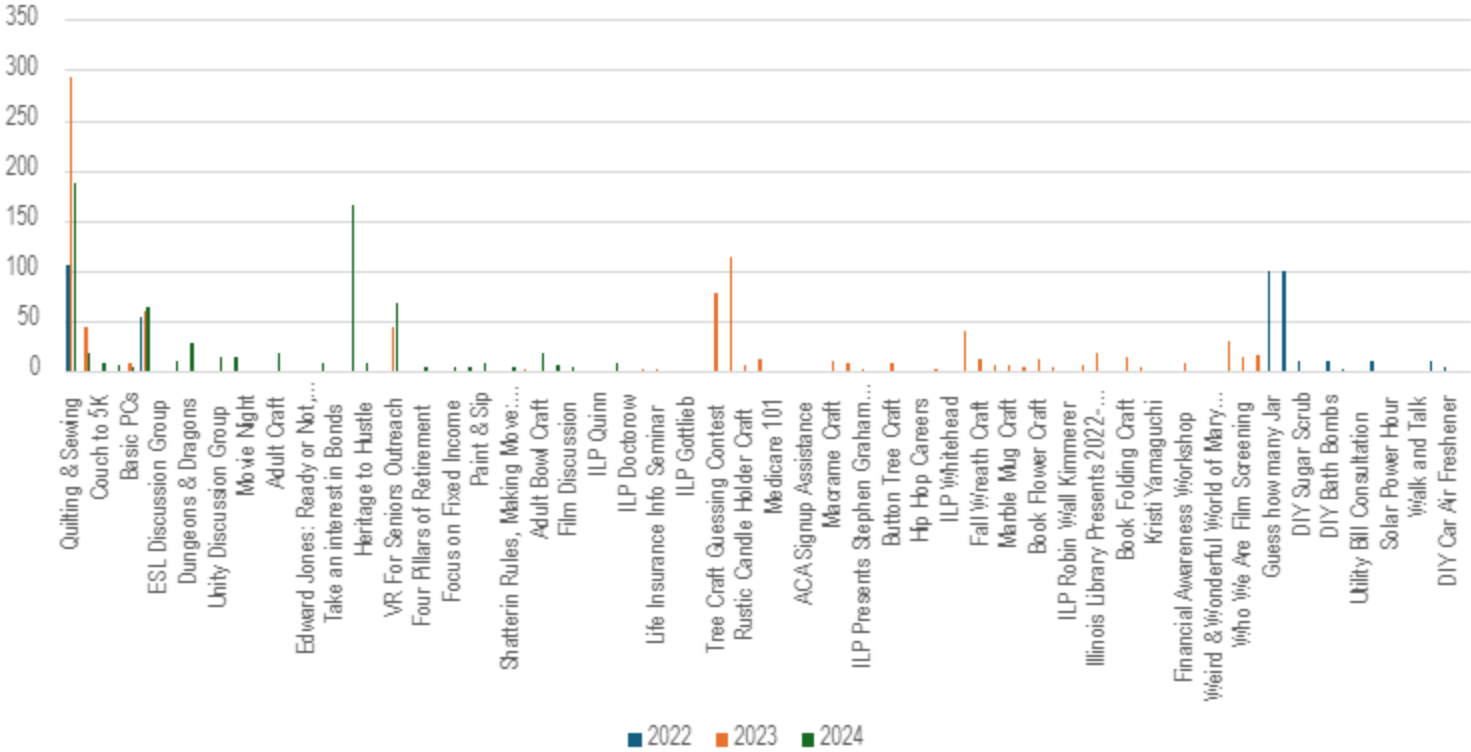
**MPLD Program 2022-2024**



## MPLD YS Program



### MPLD AS Programs







## IT Department Monthly Report

August/September 2024

- The project to promote the use of our Smart Locker system has begun. I will begin training staff on the use of the lockers so that we can start advertising to patrons. We are building our “Library of Things” collection which will be great usage for the lockers. Patrons will have access to the lockers after hours to pick up materials.
- Monthly updates for the public computers are still ongoing.
- The update for Symphony Workflows is complete. We’re hopeful that the few remaining glitches due to the update will be resolved soon. There are no major problems currently.
- The project to improve website accessibility compliance is ongoing. I’ve reached out to a couple of consultants about this matter. We are also exploring the possibility of getting external assistance with maintaining the website as well as keeping it accessibly compliant.

Marcia Burton  
Technology Department



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## **PUBLIC NOTICE**

### **PUBLIC NOTICE LEGAL NOTICE**

NOTICE OF PUBLIC HEARING on annual Budget and Appropriation Ordinance of Maywood Public Library District for the 2024-2025 Fiscal Year (FY25).

Notice is hereby given to the Public that, pursuant to Section 30-85 of the Illinois Public Library District Act of 1991 (75 ILCS 16/30-85), on Wednesday, September 18, 2024, at the hour of 6:30 P.M., the Maywood Public Library District will hold a public hearing on the annual Budget and Appropriations Ordinance for the Maywood Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2024 and ending June 30, 2025, at 121 S. 5th Avenue, Maywood, IL 60153.

Members of the Public will be allowed to comment and give testimony on the proposed Ordinance at the Public Hearing. The annual Budget and Appropriation Ordinance may be considered by the Board of Trustees of the Maywood Public Library District at the meeting to be held immediately after the meeting.

Notice is further given that the tentative budget on file with the Secretary of the Board of Trustees, Maywood Public Library District, at the Library office, located at 121 S. 5th Avenue, Maywood, IL 60153, and will be available for at least thirty (30) days, and may be reviewed or inspected upon request prior to said hearing by the Public.

The Library Board of Trustees  
Maywood Public Library District

Published in Village Free Press  
August 14, 2024

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Maywood Public Library District

## PROPOSAL

September 2024

### Strategic Plan Board/Staff/Community Facilitation Workshops

#### **Session – Board** (2-3 hours)

- Will review specific areas that board is particularly interested in querying.
- Possible evening dates: Oct 3 Nov 11-22, Dec 2-13

#### **Session – Staff – non administrative** (2-3 hours)

#### **Session – Admin staff** (1.5-2 hours)

- It would be best if the library were closed for a full day for thorough querying of all staff and not have to worry about covering desks. This could be combined with other staff training for the day
- Date to be determined

#### **Community Focus Groups** (Adult/Senior/Teen/Youth)

- # of sessions to be determined based on board requested areas of querying
- Recommend day, evening and Saturday sessions – dates to be determined

#### **Work to be performed**

- Facilitate focus groups with board, staff and community utilizing the SOAR (Strengths, Opportunities, Aspirations, Results) method regarding future of how the library may serve the residents of Maywood
- Create programming for each session
- Work with Board to determine areas of specific interest to query staff and community
- Work with library staff to create a patron survey that can be mailed out and done online for results
- Review responses from each session and surveys- highlighting similarities and differences
- Determine similar themes and create strategic goals for the library from the themes

#### **Fee**

\$100 per hour

## **Additional Work – Data Collection**

Per a request from Board president for data collection and evaluation, I will outsource data collection and evaluation. Below is the details, approximate time to complete and fees

- Review all Illinois Public Library Annual Report data for the past 10 years for Maywood and identify trends. This will include looking at the following areas:
  - Circulation
  - Interlibrary Loan
  - Programming
  - Card Holders
  - Library Visitors
  - Outreach
  - Holdings (eg. physical and digital)
  - Computer and Technology Usage
  - Staffing
  - Funding
- Compare to up to 7 other libraries based on similar budgets, building size, or geography in those key areas
- Provide a written report detailing findings and providing recommendations on areas of concern or areas to celebrate and suggestions for data collection moving forward

Anticipate the work to take 20-30 hours, completed in 4-5 weeks at \$100 per hour

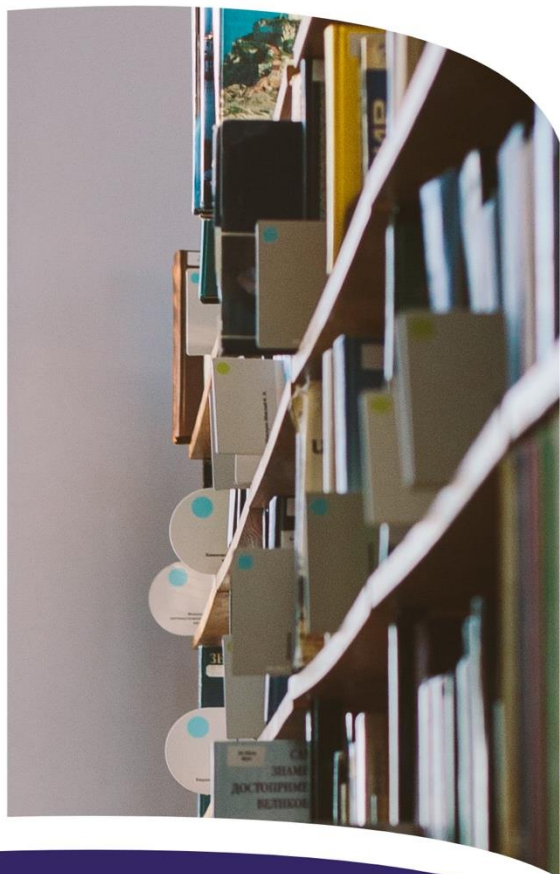
## **Delivery to Board**

I will be able to present the draft strategic goals and data collection information at the January 2025 board meeting.



**Maywood  
Public  
Library  
District**

**Library Director**



# Executive Search Proposal

**BradburyMiller  
Associates**

[bradburymiller.com](http://bradburymiller.com)

September 18, 2024

# BradburyMiller Associates

3513 E. Harvard Blvd., Canton, OH, 44709  
330.224.9177

September 11, 2024

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

## **PROPOSAL: LIBRARY DIRECTOR SEARCH – MAYWOOD PUBLIC LIBRARY DISTRICT (IL)**

Thank you for contacting us about the possibility of Bradbury Miller Associates assisting Maywood Public Library District in the search for your new Library Director. We look forward to the possibility of working with you and we are pleased to submit the attached proposal for your consideration. We think you will find us a great match for your search.

To help you quickly evaluate our services and the services you are seeking, we have addressed key search components below.

### **PHASE 1: DISCOVERY**

- Consultants meet with staff, the search committee/hiring authority, external stakeholders to develop a search strategy that is compatible with your position and region
- Design position announcement tailored to your specifications
- Assist with establishing a hiring range

### **PHASE 2: RECRUIT**

- Post the position at over 55 professional jobsites, listservs, and associations
- Recruit and develop a pool of qualified candidates meeting your criteria
- Request position-specific information from candidates to help with at-a-glance comparisons

### **PHASE 3: CANDIDATE ASSESSMENT**

- Screen qualified applicants
- Internet searching and reconnaissance
- Share candidate documentation with the search committee/hiring authority
- Meet with search committee/hiring authority to discuss candidates and select semifinalists for initial round of interviews

### **PHASE 4: INTERVIEWS + FINAL DETAILS**

- Facilitate logistics of semifinal interviews and final interviews
- Schedule interviews, prepare draft questions, and evaluation tools
- Communicate with candidates throughout the process
- Create reference reports for each finalist
- Recommend that the offer be contingent on successful background investigation

Our proposal is intended as a starting point for discussion. It summarizes our experience and qualifications, describes our typical services and methodology for a standard search, explains our fee structure, and includes references. We have outlined our services and can tailor our work to meet the needs of most organizations. The search timeline we have included is intended to be an example of the time frame required to complete a successful search.

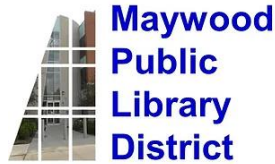
The last page of our proposal outlines the fees associated with the various options we have available. Fees are valid for one hundred twenty (120) days from the date of this letter.

Thank you again for the opportunity to submit the attached proposal for your consideration. Please feel free to contact us at your convenience to discuss how our firm can best serve your needs.

Sincerely,

A handwritten signature in cursive script that reads "Karen E. Miller".

Karen E. Miller  
President/Owner, Bradbury Miller Associates



## LIBRARY DIRECTOR SEARCH

### FIRM BACKGROUND AND QUALIFICATIONS

Bradbury Miller Associates (BMA) is operated by President and Owner Karen Miller as of January 2020 and legally qualifies as a WBE (Woman-owned Business Enterprise). Mandy Simon and Briana Trudell serve as Consultants and Beth Barker is Director of Finance and Communication.

The firm was originally established as Gossage Regan Associates in 1983 and became Gossage Sager Associates under Don Sager. In 2006, Dan and Jobeth Bradbury assumed ownership of the firm and reorganized it as a Missouri LLC operating it as Bradbury Associates-Gossage Sager Associates. In 2016, the name changed to Bradbury Miller Associates to acknowledge Karen's status as partner in the firm.

Over the past ten years, the firm has successfully completed 300+ national executive searches for public, academic, and special libraries as well as library support organizations. Current clients include:

- Montgomery County Public Library (MD)
- The Enoch Pratt Free Library (MD)
- Sanibel Public Library (FL)
- Forsyth County Public Library (GA)
- Eagle Valley Library District (CO)
- Mid York Library System (NY)
- Cecil County Public Library (MD)
- Kenosha Public Library (WI)

Bradbury Miller Associates is devoted exclusively to executive searches in the library field and utilizes library professionals with strong backgrounds in library administration and human resources. Our team is regularly engaged in the executive search work of the firm.

In all engagements, Bradbury Miller Associates works exclusively for the client organization, never on behalf of a candidate. No known conflicts of interest exist with respect to the firm, management, agents of the firm, or other persons relative to the services to be provided. If any such actual, apparent, or potential conflicts arise, they will be immediately disclosed.

We believe learning about the community and the institution and working closely with the key stakeholders brings value to the search process and achieves a very high success rate. Our consultants remain active in the American Library Association and the Public Library Association and routinely work with ALA, PLA, and ACRL (American College and Research Libraries) leadership. Because our firm is known and respected—as are our consultants—our library colleagues respond and return our calls and emails when we start prospecting on behalf of a client. We have a specialized knowledge of libraries and an entrée of library leaders that generalist firms simply cannot provide.

### Partial List of Past Clients

Dauphin County Public Library (PA)  
Flower Mound Public Library (TX)  
Maryland State Library Agency (MD)  
East Orange Public Library (NJ)  
Fort Worth Public Library (TX)  
Hennepin County Public Library (MN)  
Laramie County Public Library (WY)  
New Jersey Library Association (NJ)  
Oshkosh Public Library (WI)  
Prince George's County Public Library (MD)  
Reaching Across Illinois Library System (IL)  
Ann Arbor District Library (MI)  
Anythink Libraries (CO)  
Pierce County Library System (MD)  
Worthington Public Libraries (OH)  
Elyria Public Library System (OH)

*For a full list of clients visit our [website](#).*

## SCOPE OF SERVICES + METHODOLOGY

Throughout the recruitment and selection process, Bradbury Miller Associates handles the detail work.

- Our team is available to your organization throughout the process to answer questions and offer guidance.
- All application materials are collected by Bradbury Miller Associates to ensure consistency and comparability can be established and omissions can be identified—and that all aspects of the search process are conducted in a consistent format and meeting legal requirements.
- We coordinate with the organization’s staff to arrange semifinal and final interviews.
- We are also frequently asked to conduct final negotiations on behalf of the organization, and we are pleased to do so.

Throughout the search—and especially during the candidate identification phase—we will send regular, complete updates on our progress to the search committee/hiring authority. We will share candidate feedback, adjust our search strategies as needed, convey challenges, and share any additional information gleaned during the process.

### PHASE 1: DISCOVERY

#### INTRODUCTION TO THE ORGANIZATION + AREA

Our first step is to understand your needs as thoroughly as possible.

- Review, recommend, and otherwise assist with updates/revisions to the existing position description or the creation of a new position description, as desired
- Use surveys to collect feedback from hiring authority/search committee members, staff, and stakeholders
- Initiate virtual meetings with the search committee, hiring authority, and key staff (and possibly others) to further understand the organization’s distinctive organizational culture, mission, and concerns

### PHASE 2: RECRUIT

#### RECRUITMENT STRATEGY

More important than attracting candidates through electronic advertising, we will carry out a regional and national networking effort to identify outstanding candidates who do not normally respond to ads or announcements. Many excellent people in the library and non-profit professions ARE interested in challenging jobs when approached by a respected recruitment firm. We start with a network of outstanding members of the library profession whom we know and, based on their suggestions and nominations, broaden our search.

***Diversifying the Applicant Pool:*** Bradbury Miller Associates consultants know that both female and BIPOC candidates are under-represented in senior management positions. Consequently, we make strenuous efforts to assure that both female and BIPOC candidates are represented in our candidate pools. We place announcements in a number of diverse library-related websites and/or Listservs—BCALA (Black Caucus of the American Library Association), REFORMA, CALA-ALA (Chinese American Librarians Association), APALA (Asian Pacific American Librarians Association), and actively seek leads and recruit diverse candidates.

For each engagement, we work very closely with the Affirmative Action Officer (or equivalent), participate in discussion of the importance of the EEO compliance requirements with the library and cooperate with the Library’s Equal Employment Opportunity/Affirmative Action Office as needed and distribute candidate intake forms for statistical reporting, if this is part of the typical process

Advertising the position is our first step in recruiting, but the best way to reach candidates is to invite them to consider applying directly. We typically contact as many as 350-500 or more potential applicants, resulting in qualified candidates for each position. If a prospective candidate declines our invitation to apply, we ask them to identify others who have the required qualifications and may have interest.

## **PROMOTION, OUTREACH, + IDENTIFYING POTENTIAL CANDIDATES**

Once the search timeline is determined, we will finalize an advertising/marketing plan to stimulate greater awareness of the opening. Our goal is to work with existing marketing teams or help you craft something unique in-house. We begin each search as a blank canvas and generate a fresh list of prospective candidates by including:

- Preparation of a detailed position announcement
- Strategies for using electronic media, social media, and networking
- Advertising on professional library job boards, listservs, and websites
- A dedicated page for the position on Bradbury Miller Associates website with supplemental links to organization documents and information about the organization's service area
- Distribution to over 1,700 library colleagues through our professional newsletter
- Direct communication with potential and prospective candidate

## **PHASE 3: CANDIDATE ASSESSMENT**

### **CANDIDATE SCREENING**

- Bradbury Miller Associates conducts initial screenings on qualified candidates via phone or videoconference and shares the results of these interviews with the search committee/hiring committee as part of the process.
- All qualified candidate documents (cover letter, resume, and questionnaires) are shared with the search committee/hiring authority.
- Other documents include a complete candidate list and a qualifications comparison matrix for review.
- Bradbury Miller Associates meets virtually with the search committee/hiring authority and presents a list of recommended candidates and facilitates a discussion of each individual.
- Semifinalists are selected and invited to interview via videoconference for the preliminary round of interviews.
- We advise our clients to see as many candidates as feasible so that they have a sense of the scope and diversity of candidates actively interested in their position.

## **PHASE 4: INTERVIEWS + FINAL DETAILS**

### **SEMIFINAL + FINAL INTERVIEWS**

We recommend a two-step interviewing process; the first round consists of the search committee/hiring authority interviewing semifinalist candidates (we recommend six to eight) via videoconferencing and then selecting three to four finalist candidates for final interviews in person. The final interviews occur approximately three weeks following the semifinal interviews. We believe that it is important to move quickly through the process once the applications close, so no strong candidates withdraw for other opportunities, and we do not lose our momentum.

Bradbury Miller Associates provides customized support during the final interview process:

- Draft of interview questions for all interviews.
- Types of questions to avoid for legal or quasi-legal reasons, and hints regarding interview approaches, techniques, and pitfalls.
- We serve as technical search experts during interviews, contributing to discussion of candidate strengths and weaknesses relative to the client's perceived needs and making suggestions from experience in respect to negotiating salary, benefits, and relocation expenses with the chosen finalist.



## CHECKING REFERENCES

Once the finalists are selected to be interviewed by the final decision-making body, we conduct reference interviews for the finalist candidates.

- We interview up to three references by phone for up to four finalist candidates and create reports based on these conversations. We believe that oral interviews with a candidate's references are far superior to letters of reference.
- Because we maintain active contacts within the profession, we are often able to gather less formal assessments of a candidate's strengths and weaknesses and any areas still in need of development. Such informal information is often vital to the decision-making process.

## BACKGROUND INVESTIGATION

We will engage an experienced investigative firm to verify academic credentials, review driving records, and research county and federal district court records for prior or current criminal or civil cases. We feel this final step is an important part of the process—it allows us to independently verify that the selected candidate is who they say they are and did what they said they did. We will work with the agency and provide a written report of the research findings for the library.

## OFFER + NEGOTIATION

After the Hiring Authority chooses their next leader BMA is prepared to extend the offer and enter negotiations with the candidate, unless other arrangements are preferred.

## ABOUT THE CONSULTANTS

One of the major advantages in engaging the [Bradbury Miller Associates team](#) is that we are library professionals with search firm expertise. If selected to assist your organization, we will bring our first-hand knowledge, relationships, and experience to the process.

**Karen E. Miller, President/Owner**, serves as project co-director and primary contact for the engagement, developing the search proposal, identifying qualified candidates and conducting pre-screening interviews, and participating in site visits. Karen most recently worked as Associate Director at Stark County (Ohio) District Library and served as Interim Executive Director for SCDL in 2012. Karen has over 20 years of wide-ranging public library experience, from rural library directorships to branch management to administrative responsibilities in a county district library and in an urban metro library. Karen has demonstrated excellence in strategic planning, staff management and development, successful levy campaigns, event planning, fundraising, and public speaking. She is an active member of the Ohio Library Council, serving on the Library Education Committee and as an annual presenter for the OLC's New Library Directors Workshop, serves on the American Library Association Committee on Membership Meetings, as well as being a member of the Public Library Association. Karen also serves as Mentor and Steering Committee member for the ILEAD USA-Ohio leadership program for Ohio librarians and serves as a Director on the Board of the Bluecoats Drum and Bugle Corps, a world-class competitive marching band and performing arts education non-profit.

**Briana Trudell, Managing Consultant**, coordinates searches, ensuring a smooth process for the clients and applicants. She was most recently the Executive Coordinator at Grand Rapids Public Library in Grand Rapids, Michigan, and previously worked in Strategic Communications and Marketing. Briana is at her best when interacting with people. As a big-picture thinker and a problem solver, she is constantly identifying new ways to optimize existing systems to be more efficient and effective for the teams' needs. Briana currently serves as the Vice President on the Executive Board of the Grandville Avenue Arts & Humanities Board of Directors, as the Secretary of the Board of Directors of the Fulton Street Farmers Market, and is a founding member of the Good Manufacturing Art Collective. She is also a member of the Michigan Library Association, American Library Association, and the Public Library Association.

**Mandy R. Simon, Managing Consultant**, serves as a team lead for our clients and enjoys the process of finding the right individual to fit organizations' needs. Previously she was a Library Consultant at the State Library of Ohio, where she provided strategic and space planning services for libraries of all types across Ohio. Prior to that, Mandy served as the Collection Development Coordinator for Bexley Public Library, and as a Teen and Adult Services Librarian at Worthington Public Libraries, both suburbs of Columbus, Ohio. Mandy received her Master of Science in Library Information Science from the University of Illinois at Urbana-Champaign in 2006, was recognized as an Emerging Leader by the American Library Association in 2012, was selected for the 2014 Library Leadership Ohio cohort, and the 2015 ILEAD USA—Ohio cohort. She obtained a Graduate Certificate in Public and Nonprofit Leadership from the Ohio State University's John Glenn College of Public Affairs.

## SERVICE OPTIONS + FEES

### FULL EXECUTIVE SEARCH

A full executive search includes all four phases of work, including in-person consultant onsite for final interviews. The flat fee is: \$30,000.

### FULL EXECUTIVE SEARCH—VIRTUAL

A full executive search includes all four phases of work with a consultant joining the final interviews virtually. The flat fee is: \$27,000.

### POOL ENHANCEMENT:

The pool enhancement search focuses on building and enhancing the candidate pool and includes phases one through three—we create the announcement, advertise and recruit, and present you with an applicant pool. Your organization handles interviews and candidate evaluation once the pool has been shared with the hiring committee/authority. Our guarantee is not included for this approach. The flat fee is \$18,000.

### EXPENSES INCLUDED WITHIN OUR FEE:

- All virtual meetings
- All consultant pre-screening interview expenses
- All standard office expenses
- Advertising costs based upon our marketing plan which provides excellent exposure to the library community
- Single background investigation on the chosen candidate (full search only)
- Consultant in-person attendance for the final interviews (full search only)

**Adjustments/Discounts:** The proposed fee covers the outlined scope of services and deliverables contained in this proposal. Other modifications to the scope of services are possible and negotiable with fee adjustments being made accordingly.

**Candidate expenses:** It is the client's responsibility to reimburse candidates for onsite final interview travel expenses. Candidate expenses will vary considerably, depending on point of origin, length of stay, and the amount of lead time allowed for booking airfare.

## OPTIONAL BILLABLE EXPENSES

- **Additional reference reports:** Our proposal allows for a maximum of four candidates with three references each—should it be desired to increase the number of candidates beyond four and/or increase the number of references per individual, the cost is per reference \$500.
- **Additional background investigations:** Our proposal allows for one background investigation—should it be desired to increase the number, BMA will bill the client the fee for the additional background investigation(s) which can range between \$500 – \$1,100.
- **HoganLead Hogan Personality Assessment:** [Hogan Assessments](#) provides organizations with valid and reliable assessment tools and professional consulting expertise. Hogan’s personality, values, and cognitive-based assessment tools are the result of over 54 cumulative years of research and refinement and are used by over half of the Fortune 100 companies for employee selection and/or development purposes. Information gathered from the assessment tools will be used to develop reports that gauge a candidate’s leadership potential and leadership style; how a candidate may react to challenges and stress; what a candidate’s core values and goals appear to be; and a measure of a candidate’s emotional intelligence. A summary report will allow direct comparison of one candidate to another across these assessments. A consultant from Bradbury Miller Associates who is trained and certified in Hogan Assessments will produce the reports and will work directly with the organization’s search committee to interpret and understand the assessments and resulting reports. HoganLead inventory assessment fees are available upon request and includes a written report per candidate which is deliverable prior to final interviews. The cost for the assessment is \$1,500 per individual.



## SEARCH FEE SUMMARY

Service	Cost
Full search	\$30,000
Full search—virtual	\$27,000
Pool enhancement	\$18,000

*\*You can find details of each option on page 8 of this proposal.*

For a full search, a retainer of \$10,000 will be paid to the firm upon approval of the agreement and subtracted from the final invoice. The pool enhancement has a retainer of \$5,000 will be paid to the firm upon approval of the agreement and subtracted from the final invoice. Final invoices are payable within 30 days of the end of the process.

## FORM OF FINAL AGREEMENT

When we receive word that an engagement has been awarded, we allow our proposal to stand as the basis of our agreement, and then amend any of the details that need to be changed with a simple agreement addendum. Our client's satisfaction is our bottom line—and we are willing to stake our reputation and our fee on ensuring that level of satisfaction.

### CONCLUSION

We look forward to the possibility of working with you and your organization to help you find your next leader. If you have questions or need clarification on any aspect of the proposal, please let us know.



Karen E. Miller  
Bradbury Miller Associates  
President/Owner

We hereby accept the foregoing proposal (pages 1 – 10).

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

### Our Guarantee

Once the new Library Director is selected and appointed, if they leave the position— either voluntarily or non-voluntarily—within the first year after appointment, Bradbury Miller Associates will, on a one-time basis, reactivate the search if you request it, and will screen at least three well-qualified finalist candidates. You will assume all expenses for a reactivated search, but we will expect no additional fee. Such a reactivation of the search must assume that the search firm will be allowed to pursue its own methodology to achieve the reasonable results that you want.

**ATTACHMENT I:**  
**SEARCH TIMELINE OUTLINE**

Please see below our estimated schedule of key dates for your search process. If we are selected, we will establish a firm search timeline during our first meeting with the organization. It is our intent to conduct the search within an appropriate timeframe to allow us to find high-quality candidates for you. Our standard search takes approximately 120 days once we begin the process.

The following is an illustrative timeline and the actual target dates will be determined and approved by the search committee/hiring authority.

PHASE	TIMEFRAME (APPROXIMATE)	TASKS
Phase 1	First 30 Days	<ul style="list-style-type: none"> <li>• Initial meetings with search committee/hiring authority, staff, and stakeholders</li> <li>• Create position announcement and post/advertise nationally</li> <li>• Create recruitment strategy</li> </ul>
Phase 2 + Phase 3	45 Days	<ul style="list-style-type: none"> <li>• Initiate recruitment strategy ‘</li> <li>• Close position posting</li> <li>• Prepare candidate documents and screen qualified candidates</li> <li>• Present candidates to search committee/hiring authority and facilitate discussion of selection of semifinal candidates</li> </ul>
Phase 4	45 Days	<ul style="list-style-type: none"> <li>• Prepare for and lead semifinal interviews</li> <li>• Facilitate discussion and assist with selection of finalists</li> <li>• Conduct reference reports and coordinate final interview planning</li> <li>• Facilitate final interviews</li> <li>• Coordinate presentation of offer to selected candidate and initiate background investigation</li> </ul>

ATTACHMENT II: REFERENCES



**La Grange Public Library**  
La Grange, IL | 2022

**Elizabeth Crewe**  
Board President  
elizabeth@lagrangelibrary.org

**Jen Hovanec**  
Executive Director  
jen@lagrangelibrary.org



**Prince George's County Memorial Library System**  
Largo, MD | 2023

**Angela Smith**  
Board President  
angeladewittsmith@gmail.com

**Mark Winston**  
CEO  
mark.winston@pgcmls.info



**City of University Park Public Library**  
University Park, TX | 2024

**Cheree Bontrager**  
Human Resources Director  
cbontrager@uptexas.org

**Jacqueline Lott**  
Library Director  
jlott@uptexas.org



**East Orange Public Library**  
East Orange, NJ | 2023

**Jacquelyn Davis**  
Board President  
jrobindavis@gmail.com

**JP Porcaro**  
Library Director  
jp@eopl.org



**Gloria Coles Flint Public Library**  
Flint, MI | 2023

**Reta Stanley**  
Board President  
retavee@aol.com

**Taliah Abdullah**  
Executive Director  
tabdullah@fpl.info



**Oshkosh Public Library**  
Oshkosh, WI | 2023

**Bill Bracken**  
Board President  
wgbrack13@gmail.com

**Darryl Eschete**  
Library Director  
eschete@oshkoshpubliclibrary.org

## MAYWOOD PUBLIC LIBRARY FACILITY NEEDS

1-10 YEARS Facility work needed

taken from Williams Architect 2023 Capital Needs Assessment

### Within 1 year

Condition	Recommendation	Estimated Cost
Elevator nearing end of life & modernization	Modernize 2 elevator machinery, controls & cab Perform Carnegir first	\$ 140,000.00
Potential fire hazard with PVC piping in return air plenum areas	Replace PVC piping or insulate piping non combustible insualtion product compliant with building codes	\$ 5,000.00
Water infiltration/Carnegie causing damage to inside walls & building foundation	Expose exterior foundation walls to assess for damage Cost does not address any remediation	\$ 200,000.00
Chiller supply and return piping to roof mounted codensing units are uninsulted and projecting noise into surrounding spaces	insualte all copper chiller syooly and retur with insultion	\$ 15,000.00
Maintentance of existing battery powered exit signs and emergency lights	Maintain and replace devices as needed	\$ 2,500.00
		<b>\$ 362,500.00</b>

### 1-5 years

Condition	Recommendation	Estimated Cost
sidewalks separating from curbs	repair by mudjacking or other method to lift	\$ 25,000.00
some sidewalk sections are heavily cracked causing trip hazards	replace damaged sections	\$ 15,000.00

sidewalks lack detectable warning surfaces in contrasting colors at vehicle crossing paths	add cast iron detectable warning surfaces at pedestrian crossing	\$ 16,000.00
light bollards at entrance bollards rusted at bases	replace bollards	\$ 20,000.00
parking lot pavement replacement	mill and repave parking lot	\$ 85,000.00
employee break room sinks not ADA accessible	replace a cabinets and countertops	\$ 36,000.00
meeting room sink not accessible	replace cabinets and countertops	\$ 18,000.00
no accessible signage in bulding	provide building wide accessble signage	\$ 22,500.00
Carnegie has severe deterioration of mortar and masonry, lintels are severely corroded	tuckpoint all brick and replace damaged lintels	\$ 1,100,000.00
HVAC units drain directly onto roof instead of into roof drains	Pipe unit directly to all roof drains	\$ 10,000.00
areas of modified bitumen roofing are saturated with moisture and leaking through	cut out and remove saturated roofing and insulation, patch in new	\$ 50,000.00
condesation/thermal issue apparent from thermal imaging at north wall of rotunda	remove portion of interior paneling and repair (most likely with spray foam). Cost does not include replacement of any damaged panels	\$ 15,000.00
carpet in addition is severely worn	replace carpet	\$ 225,000.00
large meeting room have damaged finishes and outdated technology infrastructure	remodel main meeting room	\$ 275,000.00



toilet partitions in first & second floor public restrooms are corroded and past service life	repalce partitions with new plastic partitions consider as part of complete restroom remodeling project	\$ 30,000.00
HVAC in meeting rooms are extremely noisy	change duct sizes to reduce velocity and noise OR limit airflow - recommend to do at same time as meeting room remodel and replacement of HVAC unit servicing this area (RTU - 2)	\$ 100,000.00
plumbing fixtures in public restroom are worn out	replace fixtures - consider as part of complete restroom remodeling project	\$ 45,000.00
restrooms do not have thermostatic valves to limit temperature to 110 degrees	provide point of use thermostati valves as well as sensor operated faucets	\$ 4,800.00
existing head are missing escutcheons and cover plates	provide escutcheons at missing locations	\$ 2,500.00
maintenance of existing battery powered exit signs and emergency lights	replace devices as needed and maintain as needed	\$ 2,000.00
		<b>\$ 2,096,800.00</b>

**5-10 years**

<b>Condition</b>	<b>Recommendation</b>	<b>Estimated Cost</b>
modernize second elevator	modernize addition elevator	\$ 140,000.00
existing low slope roof will reach end of life within 10 years	tear off existing roofing and replce with new 30 year	\$ 525,000.00
corners and high impact wall surfaces damaged throughout building	add corner guards and wall protection	\$ 30,000.00
rstroom exxhaust fans are original to building and beyond service life	replace fans	\$ 40,000.00

temptature controlls are standalone	provode a web based temptature control system	\$ 50,000.00
MDF room has no way to reject heat from room	provide duct free split system to cool room	\$ 20,000.00
light fixtures are flourescent or HID lamps	replae all fixtures with LED	\$ 300,000.00
rotunda lights are diffcult to maintain due to height	replace with long lasting LED lights	\$ 150,000.00
		<b>\$ 1,255,000.00</b>

**Grant covering cost of Work**

SB220079 (\$200,000)

State Library Construction (\$50,000)

**Status**

Bid out - in process

HB210029 (\$150,000)

waiting for check to arrive before bidding work

HB2150029

waiting for check to arrive

HB2150029

waiting for check to arrive

**Grant covering cost of Work**

**Status**

HB210029

waiting for check to arrive

HB2150029

waiting for check to arrive

HB2150029

waiting for check to arrive

HB2150029

waiting for check to arrive

**Grant covering cost of Work**

**Status**

SB220029

going to try to do both with both grants

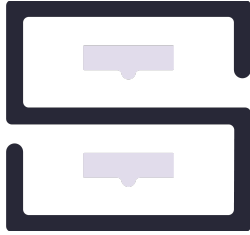
Stacks Consulting Group is a new company with a unique structure built around contractor-consultants who work collaboratively under one business umbrella. All of the Stacks consultants are current or former library professionals with extensive experience in their specific areas of expertise. While we may be new to the consulting world, our consultants have executed the same work that you need assistance with through their real-world library work. Our consultants have experience in recruitment, long range planning, executive administration, marketing, coaching and so much more. As we build a client base in the consulting industry, we hope that potential clients will be excited to see that our unique team-led structure allows us to offer exceptionally competitive pricing and will give us the opportunity to support them through their projects and achieve their goals.

We appreciate this opportunity to introduce ourselves and submit our proposal.

Regards,  
Pilar Shaker  
Founder/Executive Director

Suzy Wulf  
Director/Consultant

Molly Castor  
Director/Consultant



**Maywood  
Public  
Library  
District**

# Executive Search Proposal

Maywood Public Library District

05.09.2024

## **Stacks Consulting Group LLC**

739 Clinton Place  
River Forest, IL 60305

[stackscg.com](http://stackscg.com)

312.510.3751

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May 10, 2024

Maywood Public Library District

Dear Search Committee,

We look forward to the potential of working with the Maywood Public Library District in its search for your next Executive Director, and we are pleased to submit this proposal for your consideration.

If Stacks Consulting Group is allowed to be your search partner, we will give the project our full attention. We are a woman-founded company committed to delivering an exceptional client experience. We promise to handle the search with the highest integrity and professionalism.

We aim to ensure this process is collaborative and successful for your library. At the start, we will work with the Search Committee/Board to define the leadership expectations to ensure we recruit the right candidate for your library. The Stacks team has deep knowledge of the library landscape and an extensive network, which we would utilize to bring in top-tier candidates. We think creatively about where to find talent that matches your ideal profile. We promise to work closely with the Search Committee/Board throughout the process as we work through the recruiting and interviewing.

With over 30 years of combined experience working in libraries, we have the expertise and knowledge to identify a director's skills and strengths to navigate the current library landscape. We look forward to meeting with you regarding possible next steps. Thank you for the opportunity to present our credentials for your consideration.

Thank you,

*Suzanne Wulf*

Director & Consultant



## Goals

### Phase 1: Position Development

1. Assess needs through conversations with trustees, staff, and stakeholders. Gather feedback to understand the Library's culture, mission, and problems.
2. Review and recommend possible revisions to the existing position job description or assist in developing a new job description.

### Phase 2: Promotion & Recruiting

3. Prepare a detailed job announcement
4. Present strategies for using social media and other online platforms
5. Advertise on professional library and non-profit websites, including several diverse library-related websites and Listservs - BCALA (Black Caucus of the American Library Association, REFORMA, etc.
6. Host a dedicated page for the position on the Stacks website
7. Communicate directly with potential and prospective candidates

### Phase 3: Candidate Screening

8. Establish mutually agreed-upon interview questions that address the needs and priorities of the board.
9. Conduct initial screenings on qualified candidates via phone or video call and share the results of these interviews with the Search Committee/Board.
10. Upload all candidate documents (cover letter, resume, and questionnaire) to a Google Drive folder.
11. Create a complete candidate list and a qualified comparison matrix for review.

### Phase 4: Semifinal and Final Interviews

12. Present the Search Committee/Board with a list of recommended candidates
13. Select 6 to 9 semi-finalists for first round interviews..
14. Invite and coordinate interviews with candidates and the Search Committee/Board.
15. Identify three to four candidates for the second round of interviews.
16. Facilitate second-round interviews with both trustee and staff participation.

## Phase 5: References and Offer Letter

17. Conduct reference and background checks on finalist candidates and report findings back to the Search Committee/Board.
18. Assist in final selection conversations.
19. Mediate the final offer and negotiations.
20. Notify candidates who were not selected about the library's decision.
21. Draft a communications plan for announcing the new Director.
22. Develop talking points for the Board and Staff following the announcement of a new director

## Process

The Stacks process is flexible and will be customized to meet the needs of the client. Searches are led by your identified Stacks consultant and are supported by additional Stacks team members to ensure that you always have access to a member of your team. Your consultant will begin your search process by meeting with your team with the goal of learning more about what your needs are and what your ideal candidate looks like.

Each phase of the process will include in person and remote meeting opportunities that will not be capped.

Your consultant will be present at meetings of the committee and/or board as necessary until the search is completed.

## Proposed Timeline

**Phase 1** is estimated to last for up to **two weeks**

**Phase 2** is estimated to last for up to **six weeks** which includes three to four weeks of active advertisement. This timeline can be adjusted as needed.

**Phase 3** will begin during the period of advertisement and will not extend the timeline.

**Phase 4** is estimated to last up to **four weeks**

**Phase 5** is estimated to last up to **two weeks**

This fourteen week timeline is dependent upon many factors outside of the consultant's control including responsiveness and availability of the client. However, we will do our best to adhere to the proposed timeline in order to keep the project moving forward.

## Costs

The project is quoted at a price of ten thousand and five hundred dollars (10,500.00) plus reimbursable charges. Payment is due at the completion of each phase as detailed below:

- Upon contract approval: 50%
- Upon completion of Phase 4: 50%
- Upon completion of Phase 5: Remaining reimbursables

Reimbursables:

Mileage for your consultant will be calculated using the annual rate provided by the [Illinois Department of Central Management Services](#). The 2024 rate is .67 cents/mile

## Additional Optional Services

### I. Focus Groups

If you would like to incorporate staff, trustee, or stakeholder focus groups into your search project, please request pricing.

### II. Surveys

If you would like to incorporate online surveys into your search project, please request pricing.

### III. New Director Onboarding/Training

Stacks can provide new director onboarding and/or training at hourly in-person or virtual rates. Training packages can be purchased in block hours for a discounted hourly rate. Please request pricing.

## Your Consultant



**Suzy Wulf** has pioneered digital and public services in libraries for 15 years. Suzy has experience working at a wide range of libraries in different communities both urban and suburban. At Stacks Consulting Group, she leads in management coaching, team building, executive searches, and facilities management. Suzy has experience identifying and hiring diverse and talented library professionals. She has demonstrated excellence in staff management and development, event planning, public speaking, strategic planning and innovative programming.

She is an active member of American Library Association (ALA), Illinois Library Association (ILA), and LACONI (Library Administrators Conference of Northern Illinois). She is currently serving on the ILA Awards Committee and coordinates the Annual LACONI Trustee Banquet.

Suzy will be supported on your project by **Pilar Shaker**; Pilar Shaker, co-founder of Stacks Consulting Group, offers extensive library leadership and administrative consulting, emphasizing tailored web and design solutions.

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## References

Matt Fruth

Board President

Oak Park Public Library

[trustee.matthewf@oppl.org](mailto:trustee.matthewf@oppl.org)

Becky Keane

Board President

Niles-Maine District Library

[bkeane@nileslibrary.org](mailto:bkeane@nileslibrary.org)

Susan Lempke

Executive Director

Lincolnwood Public Library

[slempke@lincolnwood.org](mailto:slempke@lincolnwood.org)

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THIS AGREEMENT, made and entered this \_\_\_\_\_ day of \_\_\_\_\_ 2024 by and between STACKS CONSULTING LLC, referred to as the "CONTRACTOR", and the MAYWOOD PUBLIC LIBRARY located at 121 S. FIRST AVENUE, MAYWOOD, IL 60153,, hereinafter referred to as "The Library", witnesseth:

1. Scope of Work. In consideration of the mutual promises hereafter specified, the Consultant and the Library agree to the services delineated in the attached proposal, which document is incorporated by reference herein and made a part hereof.
2. Terms of Agreement. The term of this Agreement shall be from the date above through June 1, 2025 or the completion of the project, unless the term is extended by the mutual written agreement of the parties.
3. Compensation. As full and complete compensation for these services, the Library shall pay the Consultant a fee of \$10,500, plus any optional components desired (additional pricing upon request) and reimbursables as detailed in the proposal, with the final cost determined by the number of additional services selected and associated travel costs, payable according to the following payment schedule:  
50% upon contract execution, 50% upon completion of phase 4, additional fees and balance due upon project completion
4. Signed Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. This Agreement must be manually signed and may be delivered by facsimile or email (in .pdf format) and upon such delivery the facsimile or .pdf signature will be deemed to have the same effect as if the original signature has been delivered to the other Party.

5. The parties hereto shall abide by the requirements of Executive Order 11246 and the Rules and Regulations of the Illinois Department of Human Rights, and there shall be no discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap unrelated to ability or an unfavorable discharge from military service in the employment, training or promotion of personnel engaged in the performance of this agreement.

This Agreement constitutes the entire Agreement between parties hereto. There is no part of that Agreement not set forth herein; and no changes in or additions to said Agreement shall be valid unless in writing and signed by the parties hereto.

AS WITNESS WHEREOF; the parties have caused this Agreement to be executed as and of the day and year first written above.

MAYWOOD PUBLIC LIBRARY

SIGNED \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

FEIN \_\_\_\_\_

(REQUIRED)

STACKS CONSULTING GROUP LLC

SIGNED \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNED \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_