

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees Regular Board Meeting

Agenda

July 20, 2022
6:30 PM

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. Minutes
 - 5a. **Action Item:** Approval of the minutes of the regular meeting held on June 22, 2022
 - 5b. **Action Item:** Approval of the minutes of the executive session held on June 22, 2022
6. Communications & Announcements
7. Treasurer's Report
 - 7a. **Action Item:** Approve June 2022 financial reports
 - 7b. **Action Item:** Ratify the IMRF June 2022 Employer/Employee contribution payment in the amount of \$13,347.26
 - 7c. **Action Item:** Ratify transfer of \$200,000 on June 23, 2022, from US Bank Primary account to US Bank Accounts Payable account to pay upcoming invoices.
 - 7d. **Action Item:** Approval of the Accounts Payable for July 20, 2022, in the amount of \$29,559.16
 - 7e. **Action Item:** Approval of Library Payroll for June 29, 2022 in the amount of \$14,837.91 and July 13, 2022 in the amount of \$14,804.04
8. Interim Directors Report
9. Committee Reports
10. Old Business
11. New Business
 - 11a. **Discussion/Action Item:** Director Search Proposals
 - 11b. **Discussion/Action Item:** Job Descriptions: Custodian, Library Assistant, Maintenance Technician
 - 11c. **Discussion/Action Item:** Maywood Fest
 - 11d. **Discussion/Action Item:** Rotary request

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12. Comments from the Board

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

14. Adjournment

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

June 22, 2022

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Sanchez at 6:34 PM on Wednesday June 22, 2022, at the Maywood Public Library.

The roll was called as follows:

Present: Trustee Barber-Burnside, Lee, Rice, Villarreal, Williams, President Sanchez.

Absent: Trustee Wimbush

There was a quorum present to conduct business.

Also present: Interim Director Parker, library employee Stephanie Samuels

2. ADOPTION OF AGENDA

President Sanchez asked all those in favor to adopt the agenda as presented, say aye.

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

Nays: None

Motion Passed

3. INTRODUCTION OF VISITORS

None.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

5a. Approval of the May 18, 2022 Regular Board Meeting Minutes

A motion was made by Trustee Williams and seconded by Trustee Lee to approve the minutes of the Regular Board Meeting held on May 18, 2022, as amended.

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

Nays: None

Motion Passed

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5b. Approval if the May 18, 2022 Executive Session Meeting Minutes

A motion was made by Trustee Rice and seconded by Trustee Williams to approve the minutes of the Executive Session Board Meeting held on May 18, 2022, as amended.

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

Nays: None

Motion Passed

6. COMMUNICATION AND ANNOUCEMENTS

None

7.TREASURER'S REPORT

7a. A motion made by Trustee Rice and seconded by Trustee Lee, to accept the May 2022 Treasurers Report.

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

Nays: None

Motion Passed

7b. A motion made by Trustee Williams and seconded by Trustee Barber-Burnside to Ratify the IMRF May 2022 Employer/Employee contribution payment in the amount of \$7,375.80

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

Nays: None

Motion Passed

7c. A motion made by Trustee Williams and seconded by Trustee Barber-Burnside to approve Accounts Payable for June 22, 2022 in the amount of \$56,731.52.

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

Nays: None

Motion Passed

7d. A motion made by Trustee Barber-Burnside and seconded by Trustee Rice to approve Library Payroll for May 18, 2022, in the amount of \$15,113.94, June 1, 2022 in the amount of \$14,850.23 and June 15, 2022 in the amount of \$14,380.60.

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

Nays: None

Motion Passed

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8.INTERIM DIRECTOR'S REPORT

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

She has been reviewing library vendors as billing has been coming in and will begin to seek competitive quotes for various services as contracts end. She also found that the library was not in compliance with having employees fill out I-9 forms when they were hired. She has met with staff to inform them of the need to fill out the forms and has begun the process to bring the library compliant with the I-9 requirement. She then asked the board if there were any questions or comments about her written report.

Trustee Barber-Burnside asked if the two staff that were not being paid minimum wage would be brought up immediately and if the library offered community services hours for school kids.

Trustee Villarreal asked about the library beginning to open at 10 am instead of 11 am. Trustee Williams also stated that the library needs to add additional hours as soon as possible, especially if staff are already in the building in the mornings.

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

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

Nays: None

Motion Passed

9.COMMITTEE REPORTS

None

10.OLD BUSINESS

None

11. NEW BUSINESS

11a. Appoint Kathy Parker IMRF Authorized Agent

A motion made by Trustee Williams and seconded by Trustee Barber-Burnside to appoint Kathy Parker IMRF Authorized Agent.

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

Nays: None

Motion Passed

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11b. Approve the Circulation Clerk job description.

A motion made by Trustee Barber-Burnside and seconded by Trustee Rice to approve the Circulation Clerk job description as presented.

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

11c. FY22/23 Budget

Interim Director Parker reviewed the proposed FY22/23 budget, noting that there would likely be a need to amend it later in the year as we get a better grasp of where we are financially and after working to find savings in vendor contracts and other areas. She fielded several questions from the board about specific line-item amounts.

A motion made by Trustee Williams and seconded by Trustee Rice to approve the FY22/23 Budget as presented.

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

12. COMMENTS FROM THE BOARD

President Sanchez wants the Board page of the library's website with Trustee bios's and pictures, similar to what other boards are doing throughout Maywood. She will compile all the information for the page and give it to the staff updating the website so they don't have to do it. She also stated that she would like the library to send out a paper newsletter at some point in the future and wants the library to be a staple of the community.

Trustee Williams commented that there are more families moving into Maywood and that the staff are doing a great job and she thanks them for putting up with the board.

13. EXECUTIVE SESSION

Trustee Rice made the motion to enter into executive session at 8:23 PM, pursuant to 5 ILCS 120/2(c)(2), "Executive Session to discuss the employment, compensation, discipline, performance, or dismissal of specific employees. Seconded by Trustee Williams.

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

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Trustee Williams made the motion to reconvene open session at 9:26 PM. Seconded by Trustee Barber-Burnside.

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

Nays: None

Motion Passed

14. ADJOURNMENT

A motion made by Trustee Williams to adjourn. Seconded by Trustee Barber-Burnside.

President Sanchez adjourned the Regular Board Meeting by consensus at 9:27 PM.

SIGNED _____ DATE _____

Maywood Public Library

Expenses by Vendor Detail

July 20, 2022

DATE	NAME	ACCOUNT	AMOUNT
Afile Consulting LLC			
07/20/2022	Afile Consulting LLC	4170011 Professional Services	760.00
Total for Afile Consulting LLC			\$760.00
American Library Association			
07/20/2022	American Library Association	4070011 Membership Dues	123.00
Total for American Library Association			\$123.00
Ancel Glink PC			
07/20/2022	Ancel Glink PC	4320011 Legal Fees	506.25
Total for Ancel Glink PC			\$506.25
Anderson Elevator			
07/20/2022	Anderson Elevator	4260011 General Maintenance - Building	305.00
07/20/2022	Anderson Elevator	4250011 Contract Maintenance Building	291.00
Total for Anderson Elevator			\$596.00
Baker & Taylor			
07/20/2022	Baker & Taylor	4080011 Book Purchases	55.10
07/20/2022	Baker & Taylor	4080011 Book Purchases	51.87
07/20/2022	Baker & Taylor	4080011 Book Purchases	35.04
07/20/2022	Baker & Taylor	4080011 Book Purchases	163.62
07/20/2022	Baker & Taylor	4080011 Book Purchases	184.04
07/20/2022	Baker & Taylor	4080011 Book Purchases	41.54
07/20/2022	Baker & Taylor	4080011 Book Purchases	72.18
Total for Baker & Taylor			\$603.39
Chicago Tribune			
07/20/2022	Chicago Tribune	4090011 Periodicals	146.00
Total for Chicago Tribune			\$146.00
Com Ed			
07/20/2022	Com Ed	4225011 Electricity	48.67
Total for Com Ed			\$48.67
Daniela Martinez			
07/20/2022	Daniela Martinez	4052011 Mileage	3.25
07/20/2022	Daniela Martinez	4290011 Public Programming	54.91
Total for Daniela Martinez			\$58.16
Erica Sanchez			
07/20/2022	Erica Sanchez	4060011 Professional Education	105.30
Total for Erica Sanchez			\$105.30
Harold Jenkins			
07/20/2022	Harold Jenkins	4260011 General Maintenance - Building	250.00
07/20/2022	Harold Jenkins	4260011 General Maintenance - Building	1,050.00
Total for Harold Jenkins			\$1,300.00
Illinois Library Association			
07/20/2022	Illinois Library Association	4070011 Membership Dues	75.00
Total for Illinois Library Association			\$75.00

Maywood Public Library

Expenses by Vendor Detail

July 20, 2022

DATE	NAME	ACCOUNT	AMOUNT
Konica Minolta Business Solutions			
07/20/2022	Konica Minolta Business Solutions	4250011 Contract Maintenance Building	13.39
07/20/2022	Konica Minolta Business Solutions	4250011 Contract Maintenance Building	17.28
07/20/2022	Konica Minolta Business Solutions	4250011 Contract Maintenance Building	37.17
Total for Konica Minolta Business Solutions			\$67.84
MidAmerican Energy			
07/20/2022	MidAmerican Energy	4225011 Electricity	4,909.08
Total for MidAmerican Energy			\$4,909.08
Muellermist Irrigation			
07/20/2022	Muellermist Irrigation	4260011 General Maintenance - Building	330.25
Total for Muellermist Irrigation			\$330.25
Nicor Gas			
07/20/2022	Nicor Gas	4205011 Fuel	879.09
Total for Nicor Gas			\$879.09
Off-Site Business Services, Inc			
07/20/2022	Off-Site Business Services, Inc	4170011 Professional Services	130.00
Total for Off-Site Business Services, Inc			\$130.00
Peerless Network			
07/20/2022	Peerless Network	4150011 Telephone	315.16
Total for Peerless Network			\$315.16
RAILS			
07/20/2022	RAILS	4210011 Data Bases	793.00
Total for RAILS			\$793.00
Ross & Jack's Landscaping			
07/20/2022	Ross & Jack's Landscaping	4250011 Contract Maintenance Building	2,200.00
Total for Ross & Jack's Landscaping			\$2,200.00
Santana Energy Services			
07/20/2022	Santana Energy Services	4205011 Fuel	3,075.83
Total for Santana Energy Services			\$3,075.83
ThermFlo, Inc			
07/20/2022	ThermFlo, Inc	4260011 General Maintenance - Building	658.00
Total for ThermFlo, Inc			\$658.00
Village of Maywood - Health Benefit Fund			
07/20/2022	Village of Maywood - Health Benefit Fund	4040011 Hospitalization	7,603.94
Total for Village of Maywood - Health Benefit Fund			\$7,603.94
Village of Maywood Water Department			
07/20/2022	Village of Maywood Water Department	4215011 Water	75.10
07/20/2022	Village of Maywood Water Department	4215011 Water	75.10
Total for Village of Maywood Water Department			\$150.20
Voris Mechanical, Inc			
07/20/2022	Voris Mechanical, Inc	4250011 Contract Maintenance Building	4,125.00

Maywood Public Library

Expenses by Vendor Detail

July 20, 2022

DATE	NAME	ACCOUNT	AMOUNT
Total for Voris Mechanical, Inc			\$4,125.00
TOTAL			\$29,559.16

Maywood Public Library District

Interim Director Report

July 2022

Budget/Finances

Bank Accounts. We are making progress on getting access to the bank accounts. We now have access online to US Bank, but now need to connect it to QuickBooks. We are slowly getting there with Seaway bank. We have had to completely wipe all old, authorized persons from all accounts and are starting over with new service agreements and authorized users. The next step is to move onto Illinois Funds.

BAO/Levy: It appears in the past the board had the Budget and Appropriations Hearing in August. I am going to move it the September to allow time for me to gather all the documents necessary. When reviewing past invoices, I noticed the library attorney was doing the Budget and Appropriations Ordinance and Tax Levy for about \$3000. It is not unusual for the library attorney or accountant to do both documents if the director didn't do them.

I asked my former financial advisor, Jamie Rachlin, who works with numerous libraries in the Chicagoland area (including Maywood at some point in the past) what he would charge to do the documents for the library. He capped at \$1500 to do both. He also reviewed our past levies and said we have significant balances in our restricted funds, and it might be a good time to review that strategy and move funds to the general fund. He would also look to see if we are levying to our best advantage. If there are no objections, I will engage Jamie Rachlin, of Meristem Advisors, to do the BAO and Levy this year.

June 2022 Financials (year end): At the time of this writing the June 2022 financials are not complete. With not having full access to the bank accounts, not receiving all the paper bank statements, not having the credit card statement and other issues, it has not been possible to completely reconcile the accounts by the accountant in time. In order to complete for year end, there are also some payments and other issues that need to be addresses. I am not sure how we correct that and am waiting for accountant to explain what is necessary to me. with As soon as I get them, I will forward to you.

QuickBooks: At last month's board meeting, the board told me to hire whoever I needed to help get the accounts corrected and read to go. I asked my former accountant, Off-Site Business, to evaluate and determine if she was interested in taking on a project. She reviewed QB for a few hours and made several recommendations and brought some serious issue to my attention. She also declined to take on the project, as it more than what she has time for right now, but is interested in submitting a proposal to do the monthly accounting once we get everything in order. There is an invoice for her time in the Bills this month.

I then reached out to my former business manager, Doreen Berrien, to see if she would be interested in helping me out and to get the accounts in order. We used QB at my old library and she was the person who did the books, with my former accountant checking her work monthly to

verify everything was accounted for and in good order. She agreed and has already taken started working with me. Doreen is an IMRF retiree and will be working as a temp employee, not to exceed 999 hours for the project. She ran my business office and will be primary responsible for getting the financial documents in order.

Real Estate Tax receipts: I am sure most of you have heard that the fall tax disbursements will be several months late, some predicting as late as February 2023. This is not great news for taxing bodies who don't have money in reserves. In the past the library borrowed monies several times through tax anticipation warrants, with considerable interest rates, to manage through late disbursements. Jamie Rachlin of Meristem Advisors has advised his clients to have at least 8 months of operating in reserves to be able to weather through this issue. If there are not 8 months, people should start to find alternative revenue streams.

In preparation for the lag in funding, I have done some rudimentary calculations. We have about \$900,000 in the various banks (Illinois Funds, US Bank and Seaway). We spent primary from the US Bank Accounts Payable and Seaway Payroll accounts. Below is an approximate accounting of what we spend per month:

Payroll	\$15,000 per payroll
IMRF payment	\$8,500 per month
Accounts Payable	<u>\$35,000 per month</u>
	\$58,500 per month
	<u> x8 months </u>
	\$468,000

This does not include my billing or a search firm fee, but I think we should be in decent shape either way. I will still be cautions in spending and will continue to find savings in every area we can. With the fall tax bills coming out late, I wonder how that will that effect the spring tax bills and will they be pushed back as well? These are things we need to watch and consider.

Business Office

The Business Office is a mess. There really is no other way to put it. It is not unusual for a person's office to be messy after many years on the job. That is a reasonable mess. I am referring to the filing of library documents. As I have been looking for specific documents, I have found documents filed in the wrong files, or just stacked up in piles or in random folders, with no apparent rhyme or reason. Nothing is where I would assume it would be and there doesn't appear to be any specific filing order. It is going to take a massive clean-out effort to find documents and get them in some sort of order.

Every file folder will need to be reviewed to determine that the proper documents are contained it and remove what should be filed somewhere else. Initially I will need to do a rough sort, looking at every document to determine if it is necessary to keep (per IL Records Retention law) or destroy. With any accumulation of papers there are likely a lot of junk papers. After the rough sort, the piles will be resorted and narrowed down and so forth until we can get the business and library files in good order.

Community Engagement:

Maywood newsletter and Maywood Fest: Treasurer Williams forwarded me the Summer Maywood newsletter stating that all other organizations are included in it, except for the library. I have reached out to the community engagement person at the village and inquired about being able to feed them information about the library to add in future newsletters. I have also asked for information about having the library participate in Maywood Fest in the fall. It is a discussion item on the agenda.

Rotary: President Sanchez was approached by the Maywood Rotary clerk who made a request for the library to host the Maywood Rotary files. She can explain at the board meeting, as it is an agenda item.

Credit Cards

Bank of America: The library credit card has been a bit of a challenge. The online access is in Ms. Zaabel's name only and I have not been able to get access, at this time. I am continuing to work on it. There appear to be recurring charges on the card (Comcast, website hosting and the library's Amazon purchases are examples). The statements are not paper and only available online with Ms. Zabel's login, so I really have no idea what is on the card.. This is just one example of many where invoices were accessible only to Ms. Zaabel and only online. It will take me some time to determine who the vendors are and get each account straightened out. We may see some services interruptions and late fees while I work through it.

Chase/Southwest: This card was in Ms. Zaabel's name and I had her close it in April. I have confirmed that it was closed on 4/22/2022.

I have not come across any other credit cards at this time. If I do, I will inform the board.

Facility

Cleaning the Facility: Harold Jenkins informed me that he would no longer be doing the library cleaning or cutting the north lawn area. I have asked our security guard, Billy Russel, who used to clean the library in the past, to clean until I can find a solution. I sought quotes to clean and determined that it is more cost effective to hire a custodian part-time to do the cleaning, for about half what we were paying Mr. Jenkins annually. If we find we need more help we can hire a second part-time person. It is an agenda item to approve the Custodian job description.

Landscaping: Currently Ross & Jacks are the landscaping company for the library, with Mr. Jenkins cutting the north lawn. We are in a contract with R&J so it does not make sense to break that contract and try to find someone to do it cheaper in the middle of the summer. I did inquire about them cutting the north lawn as needed and they said they would, with adequate notice. I will monitor the lawn and call them when it needs a cut. It will not get cut every week. Since it has been so warm, the grass has not grown much and has not been cut in a month at this point

Maintenance Technician: I have discussed with Felipe and determined that we also need to hire a part-time maintenance person. The staff have been carrying the brunt of the building issues too long. We need someone who is the point person and who knows the building systems besides Felipe. It is also on the agenda to approve the job description.

Health Care Coverage for Retirees and new staff coverages

I have heard from one retiree, who is seeking alternative health care. I have not heard from any of the others and will be following up with them by phone. Ms. Zaabel has indicated to me that she obtained other coverage for her husband but has not provided the necessary documentation to the village for them to remove him from the plan. The HR person at the village who handles the healthcare is following up with Ms. Zaabel to get that done. We must continue to pay for her husbands coverage until proof is provided to the village that he has new coverage.

I hope we can see some changes in those costs soon. That will allow for significant cost savings.

Hours open to the Public

We will be adding some more additional hours starting August 1. We will open at 10 am Monday thru Thursday. We have 4 full time employees who must share the opening and closing duties for 5 days, with 4 part time employees to fill in the full hours as well. Until we hire and train some additional staff we are completely stretched.

Staff

We have had the Circulation Clerk ad up for a few weeks and have received about 7 applicants, a few with library circulation experience. Felipe is interviewing them, and we hope to make an offer within the coming week. We will be conducting background checks on all new employees.

Library Assistant: There is another job description for the board to approve. This is a support position for Info and Youth. We currently have one assistant, and it would be helpful to have another for coverage and programming help.

Vendor and Contract Database

I am starting to create a Vendor and Contract Database. This database has all the library vendors (facility etc.), contact information, and contract information for each. This document is helpful as a reference for who does what in the library, what we are paying for any given contract and very useful when working on budget. This is a great tool to give the new library director so they have a full snapshot of all the vendors and costs in one place.

DEITERS & TODD

LIBRARY CONSULTING

June 26, 2022

Dear Ms. Sanchez,

Deiters & Todd Library Consulting is very excited at the prospect of helping the Board of Trustees of the Maywood Public Library District find its next Director. Jim and I have over 40-years of library experience, including 20-years as library directors. We are working librarians. This practical experience is unique among search consultants and gives us unmatched knowledge and a network of potential applicants.

Our search process takes approximately three-months to complete, not including the time needed for your new director to transition from their current position. It is built around communication with the Board of Trustees and full transparency of our workflow.

Our fee for this project will be \$10,000 and includes search expenses such as printing, advertising, background checks, as well as mileage and travel expenses for Jim and me. It does not include mileage, travel or per diem costs for candidate(s). If offered, those costs will be paid directly by the MPLD to the chosen candidate(s).

We will conduct a national search for your next Director which includes advertising in professional state, regional, and national sites as well as the targeted recruiting of qualified candidates. Jim and I will screen resumes as they are submitted to begin the sorting process.

After the application deadline, we will schedule initial phone interviews and narrow the candidate pool down to 4-6 strong candidates who will be invited to participate in online interviews with the Board. Jim and I will be present for these interviews, but will not participate. We will take notes, enforce time limits, and moderate the proceedings. After the online interviews, Board members will select 2 finalists to invite back for in-person interviews. We will conduct preliminary background checks on those finalists.

Please note that the entire search process to this point can be done remotely. Initial meetings with the Board and Staff are best done in-person, but circumstances may dictate otherwise. The first two rounds of interviews are designed to be held via telephone or Zoom. The final interviews are conducted in-person.

Final interviews vary in specifics, but tend to have three main components. First is a presentation and Q&A with staff and board. The candidate then meets separately with selected staff and finally with the Board. After these interviews, the Board will discuss the merits of each candidate and determine the best person for the job.

As President, you will conduct the final negotiations with the successful candidate. We will offer guidance, but this is a critical first step in establishing the President/Director relationship. Once an agreement is finalized, Jim or I will notify the other finalists of the decision. We will also assist the Library and new director on how to make the special announcement.

This process is designed to find you the next long-term leader of the Maywood Public Library District. However, unforeseen events do happen. We offer a 12-month guarantee where we will provide one-time services to replace the successful candidate if they leave for any reason.

We are excited to bring forth this proposal and are available to answer any additional questions you or the other trustees may have.

Sincerely,

Alex Todd
Co-Founder & Principal
Deiters & Todd Library Consulting

DEITERS & TODD

LIBRARY CONSULTING

Letter of Agreement

Deiters & Todd Library Consulting (Deiters & Todd) agrees to work with the Board of Trustees of the Maywood Public Library District (The Library) through the new Director hiring process by:

- Providing a list of potential interim directors to the Board.
- Developing a recruitment timeline.
- Meeting with members of the Board and staff to identify the skills, characteristics, and experiences desired in the next director.
- Reviewing and revising the position description as necessary.
- Creating and assisting with the placement of the job posting as directed.
- Recruiting desirable candidates from an established network.
- Confirming receipt of cover letters and resumes from interested applicants.
- Making cover letters and resumes from candidates available to the Board.
- Developing criteria for evaluating candidates based on best practices.
- Summarizing a roster of prospective candidates for the Board.
- Reporting progress regularly to the Board.
- Following-up on referrals and candidate nominations.
- Selecting potential candidates and conducting preliminary interviews.
- Presenting the best candidates for interviews by the Board.
- Scheduling interviews with the Board.
- Assisting with the development of questions for the interviews.
- Advising the Board in the conducting of interviews.
- Facilitating the Board decision-making process.
- Providing verification of previous employment, contacting references, authenticating education, and conducting background checks (if requested).
- Contacting the candidates not chosen for the position.

The fee for these services by Deiters & Todd will be \$10,000.00. Half of the fee, \$5,000.00, will be paid upon approval of this Agreement. The remainder of the fee will be due within 30-days of acceptance of the Library's offer by the new director. As necessary and agreed upon in writing, invoices will be submitted to the Library for itemized costs.

If offered, candidate travel expenses must be approved by the Library. The Library will reimburse expenses to the candidate as decided.

This agreement will be in effect continuously from the date of approval through the completion of the hiring process. Either Deiters & Todd or the Library may cancel this agreement with 30-day notice without cause or terminate at any time for cause with no prior notice. In the event of cancellation, Deiters & Todd will be paid for work performed and related expenses incurred.

This agreement between Deiters & Todd and the Library includes a 12-month guarantee. Deiters & Todd will provide one-time services to replace the chosen candidate, should they leave the position for any reason.

Deiters & Todd is a corporation filed in the State of Illinois. No agent, employee or servant of the corporation shall be deemed to be an employee, agent, or servant of the Library. The Search Committee is interested only in the results obtained under this agreement; the manner and means of conducting the work are under the sole control of Deiters & Todd. Deiters & Todd will be solely responsible for its acts during the performance of this agreement.

Deiters & Todd agrees that their services will be performed in accordance with the highest professional standards and current best practices of employment recruiting.

Deiters & Todd will not disclose information that is proprietary to the Library and will treat all material regarding the hiring process as confidential. This provision remains in effect during and following the completion of the recruiting process.

This agreement is subject to and construed under the laws of the State of Illinois. The provisions of this agreement may be changed or amended in writing signed by both parties upon mutual agreement. Should any particular provision in this agreement be found invalid for any reason, the remaining provisions will continue to be binding.

Alex Todd, Deiters & Todd

Erica Sanchez, Board President
Maywood Public Library District

Date

Date

Executive Director Search Timeline

Deiters & Todd Library Consulting

LIBRARY NAME	Maywood Public Library District	BOARD PRESIDENT	Erica Sanchez
Start Date	8/1/22	PROJECT END	November 29, 2022

	TASK TITLE	START DATE	DUE DATE															
				Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15
1	Learning the Library		18 days															
1.1	Sign contract	8/1/22	8/2/22															
1.2	Schedule meetings	8/3/22	8/8/22															
1.3	Meet with Board; est. salary range	8/9/22	8/19/22															
1.4	Meet with Staff	8/9/22	8/19/22															
2	Gathering and Screening Applicants		49 days															
2.1	Research Library and community	8/2/22	8/19/22															
2.2	Review job description	8/9/22	8/16/22															
2.3	Write job advertisement	8/9/22	8/16/22															
2.4	Coordinate with Board/Selection Com	8/16/22	8/23/22															
2.4	Place job advertisement	8/23/22	8/26/22															
2.6	Screen resumes as submitted	8/23/22	9/20/22															
3	Initial Interviews		24 days															
3.2	Initial phone interviews	9/21/22	9/28/22															
3.3	Semi-finalist selection	9/28/22	10/1/22															
3.4	Zoom interviews with semi-finalists	10/1/22	10/15/22															
3.6	Selection of finalists	10/8/22	10/15/22															
4	Final Interviews		11 days															
4.1	Schedule final interviews	10/16/22	10/21/22															
4.2	Conduct preliminary reference checks	10/15/22	10/22/22															
4.3	Final interviews	10/22/22	10/27/22															
4.4	Staff feedback	10/22/22	10/27/22															
4.5	Meet with Board - Final Selection	10/22/22	10/27/22															
5	Negotiations and Hiring		33 days															
5.1	Conduct final reference checks	10/27/22	11/1/22															
5.2	Meet with Board President	10/27/22	10/28/22															
5.3	President-Director Negotiations	10/29/22	11/1/22															
5.4	Prepare press release	11/1/22	11/6/22															
5.5	Transition logistics	11/1/22	11/29/22															

DTLC Task Board Task Staff Task

PROPOSAL:

Maywood Public Library District Executive Recruiting Services

July 12, 2022

SUBMITTED BY:

Jackie Throop, SPHR
Director, EngageHR
jthroop@hrsourcem.org
630-963-7600 ext. 267

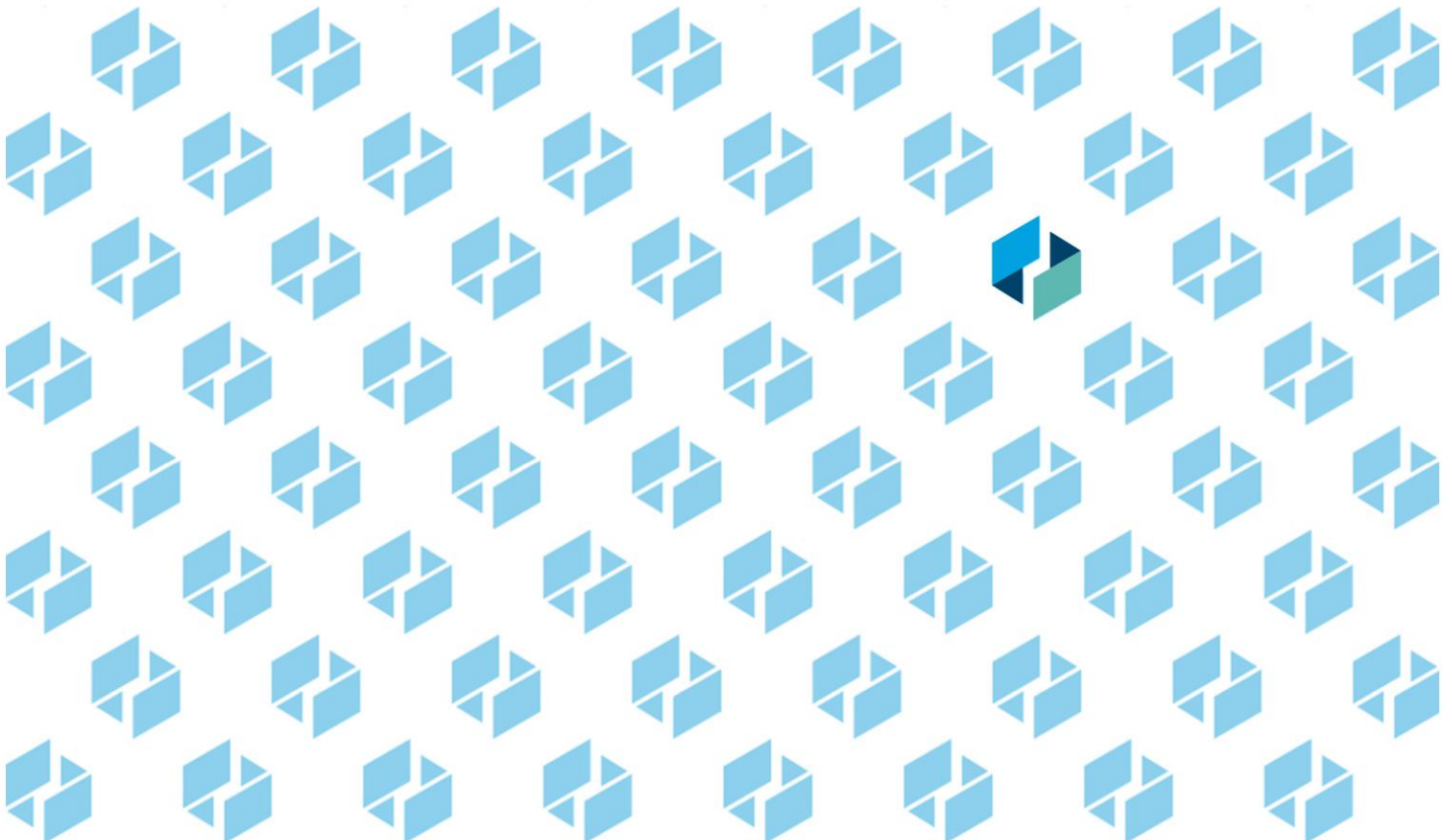


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Section 1: Qualifications

Our Unique Capabilities

HR Source, located in Downers Grove, IL, has been a leader in providing service to employers for over a century. Through the years, HR Source has directed all its efforts towards achieving a single purpose – to keep organizations strong, prosperous, and competitive by partnering to strengthen their human resource practices. Today, our strong and growing not-for-profit organization serves a diverse array of close to 1,200 employers, including manufacturers, public employers, financial service providers and social service agencies.

HR Source delivers timely information, local and national benchmarking data, first-rate educational programs, forums for member networking and a menu of solutions to current management challenges. Our services focus on complying with complex regulations, attracting and retaining talent, training employees to keep pace with today's constantly changing work environment, and building relationships with other employers and valuable resources.

Even though HR Source as an organization offers expertise and guidance in many areas of human resources, recruiting has been a critical part of its offerings for decades. HR Source's dedicated and experienced team of recruiters are committed to handling every search with the highest integrity, professionalism, and quality of service.

HR Source developed a specific Library/Executive Director search service and process designed around the needs of libraries in early 2019. The tried-and-true processes of our extensive recruiting experience, coupled with our knowledge of HR compliance, became the foundation for how HR Source approaches every Library/Executive Director search. Building on our extensive knowledge and overall service to and knowledge of libraries, our process, approach, and offerings are thoughtfully applied to every step and interaction.

Our team consists of several highly skilled recruiters. HR Source has had the privilege to partner with and successfully fill nine Library/Executive Director roles in the Chicago area over the past two years of which many of these you will see in our references. Most recently we assisted the Hillside Public Library and successfully placed a new Executive Director for them.

The size of libraries we have worked with range from an annual budget of \$1.3M to almost \$16M. Based on these searches, average time to fill has been 12 weeks.

Project Team

Mary Petersen

Recruiter - EngageHR Team

Mary has over 13 years of experience in the human resources field. Currently at HR Source, Mary is focused on recruiting and was responsible for our last successful Library Executive Director search.

Mary's has a breadth of experience including Recruiting, HR Project Manager, HR Manager, and Compensation Analyst. She takes a project management approach to her work to make sure the work gets done timely and effectively. Most of her experience in HR was in the technology industry.

Mary received her Bachelor's in Business Administration and Master's in Human Resources both from the University of Illinois at Urbana- Champaign. She also has her SPHR Certification.

Cathy Peterson, PHR, CSSR

Recruiting Manager - EngageHR Team

Joining HR Source in 2014, Cathy Peterson brings over 25 years of experience in Talent Acquisition and Management to HR Source.

Prior to joining HR Source, Cathy was the Director of Talent Acquisition for a \$20M service provider and VP of a staffing and search organization.

In her current role, Cathy is part of the Engage HR team and works directly with our members in identifying candidates for a wide range of positions, levels, and industries. Cathy also manages all recruiting partnerships, working closely with our team of recruiters to ensure the highest quality of service to our members. Cathy was instrumental in developing our process and strategy focused on Library/Executive Director searches.

Cathy is a Certified Social Sourcing Recruiter (CSSR) through AIRS, holds her Professional in Human Resources (PHR) certification through HRCI, and has an Associate of Arts Degree from the College of DuPage.

*Based on timing of work, HR Source may need to substitute another qualified recruiter. On our team Jack Joyce and Bob Baxa are also experienced with Library Director Searches.

Section 2: Scope of Services

Based on information provided by Kathy Parker, Interim Executive Director, the scope of this project is to provide recruiting support for an Executive Director search for Maywood Public Library District. It is recommended that the following activities are included in the scope of work provided by the EngageHR Team at HR Source:

- Work with the Board and its Executive Director Search Committee at Maywood Public Library District to clearly define the leadership role and scope of duties
- Gain an understanding of the culture and leadership style of the Library including the Library's Vision and Mission.
- Develop a job posting and sourcing strategy
- Screen all candidates (resume review and phone screen) and provide a pool of qualified candidates to Maywood Public Library District Board and its Executive Director Search Committee for further review
- Conduct active recruiting for passive candidates by using on-line and networking sources
- Handle all candidate communication including scheduling interviews
- Available to be onsite to assist with in-person interviews
- Support the Board and the Executive Director Search Committee at Maywood Public Library District to provide a consistent and effective process
- Develop interview questions for the Board and its Executive Director Search Committee
- Complete reference checks and recommend a background check provider

At the onset of the partnership, a specific process and timeline will be developed and confirmed prior to work being performed.

Section 2: Scope of Services (cont.)

At HR Source we encourage Diversity, Equity and Inclusion internally as well as in the work that we do recruiting for our members. Please see below for activities that we would recommend.

Intentional activities to promote a diverse candidate pool:

- 1. Diversity Plan and Library's Diversity Statement Review:** Gain an understanding of Maywood Public Library District's Diversity Plan and/or its Diversity Statement; incorporate relevant information in the job post; develop a list of job sites aligned with those diversity goals; screen candidates to determine alignment of values.
- 2. Website Review:** Review Maywood Public Library District's website and make recommendations, if applicable, to highlight the Library's Mission and Diversity Statement.
- 3. Interview Questions:** Explore with each candidate their philosophy, approach, and efforts for DE& I (Diversity, Equity and Inclusion) via phone screen questions. Build follow up questions into the Search Committee process if desired.
- 4. Sourcing:** Utilize diverse key words in search strings. We will also identify diverse professional organizations and associations to source from.
- 5. Job post:** Include language in the job post specific to your Library's mission, vision, and business and importance of diversity. We will also ensure the noted requirements and qualifications are presented accurately regarding what a candidate must have versus what would be preferred.
- 6. Applicant Tracking System (ATS):** The use of HR Source's ATS will ensure a compliant process and efficient tracking of candidates throughout the interview and selection process.

Section 3: Cost Proposal

Member Fee: \$14,000.00 **Non-Member Fee:** \$20,000.00

Fee includes: All project related expenses including advertisements and access to resume databases. Use of LinkedIn Recruiter Lite is also included if needed. Our Applicant Tracking System (ATS) would be utilized.

Using an ATS system can help streamline the process. The ATS system gives the candidate a professional application experience as they will see the Library's branded page as they apply to the position. The system also provides for a very smooth and quick application process and allows for effective and efficient candidate management process for the recruiter.

Half of the fee would be billed one month after the project starts and the second half will be billed once the project is completed.

ADDITIONAL OPTIONS*:

If any of the additional services are requested, the following **member** rates will apply:

- Interviewing coaching/training for the Board: \$1,500.00
- Executive coaching for new Executive Director:
 - First in-person one-hour session: \$450.00
 - Subsequent one-hour sessions: \$350.00 each
- Compensation Market Benchmarking: \$270.00
- Library Staff Culture Assessment: based on electronic submission and up to 100 employees: \$2,500.00. Includes a final report and employee comments. If an analysis of the data is requested, time will be billable at \$185.00/hour.

*Separate proposals will be provided for these services and can be customized, if needed.

Section 4: Contract

Letter of Agreement

July 12, 2022

HR Source agrees to offer the proposed EngageHR services for:

Member / Client Organization: Maywood Public Library District

Contact Name: Kathy Parker, Interim Executive Director

Address: 121 S. 5th Ave, Maywood, IL

Telephone: (708) 343-1847

Services to be offered: Executive Director Recruiting Support

This Letter of Agreement ("**Agreement**") sets forth the terms and conditions whereby HR Source agrees to provide certain services (as described in Section 1) to Maywood Public Library District, hereinafter referred to as the "Organization."

1. **Services.** You hereby engage, and HR Source hereby accepts such engagement, to provide certain services to the Organization on the terms and conditions set forth in this Agreement. HR Source shall provide to the Organization the following services:

This proposal is for a Library Director Search partnership. The scope of this project can include developing a job posting and sourcing strategy, sourcing candidates, screening candidates, conducting phone screens, handling all candidate communication, setting up interviews and checking references if needed. A specific process will be confirmed with the Organization at the onset of this project.

The scope can also include the additional services noted in this proposal.



Unless otherwise set forth in this Section, any additional services are not included as part of this Agreement. Services that exceed the scope of this Section may result in additional fees. HR Source shall not exceed the scope of this Agreement without the approval of the Organization.

2. **Fees and Expenses.** In exchange for these services, the member agrees to pay \$14,000, non-member \$20,000. Half of the fee would be billed one month after the project begins. The second half will be billed at the completion of the project. Payment is expected upon receipt of the invoice.

☐ Please fill out the email address where invoices should be sent:

3. **Confidentiality.** HR Source acknowledges that its employees may have access to information that is treated as confidential and proprietary by the Organization. All HR Source employees sign a Confidentiality Agreement as a requirement of their employment with HR Source and will use or share confidential information only as needed to perform the work agreed to. This may include engaging with other HR Source employees on behalf of the Organization to provide recommendations or complete a specific task or project. HR Source will not disclose Confidential Information or permit it to be disclosed, in whole or part, to any third party without the prior written consent of the Organization in each instance.

4. **Indemnification.** The Organization and HR Source shall defend, indemnify, and hold each other harmless (this includes their affiliates and officers, directors, employees, agents, successors, and assigns) from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs, or expenses of whatever kind (including reasonable attorneys' fees) arising out of or resulting from:

(a) bodily injury, death of any person or damage to real or tangible, personal property resulting from each other's acts or omissions; and

(b) breach of any representation, warranty, or obligation under this Agreement.

5. **Insurance.** During the Term of this Agreement, HR Source and the Organization shall obtain and maintain the following minimum levels of insurance: (i) Workers' Compensation insurance with coverage in accordance with statutory limits, and Employers Liability insurance with limits of not less than \$2,000,000 per occurrence; (ii) Commercial General Liability insurance, including blanket contractual liability with limits of not less than \$2,000,000 per occurrence/\$3,000,000 aggregate; and (iii) Errors and Omissions insurance with limits of not less than \$2,000,000 per occurrence. HR Source shall be immediately notified in writing of any such notice of termination. Upon written request, HR Source and the Organization shall produce proof of coverage to each other.



6. **Non-Solicitation.** The Organization agrees that that it will not make offers of employment to any employees of HR Source who have provided professional services to the Organization without providing HR Source a minimum of two (2) weeks' notice of the Organization's intent to make such an offer. The Organization further agrees that further agrees to pay a placement fee of 15% of the HR Source professional's average annual salary if the offer is made within one (1) year of completion of the assignment.

7. **Notices.** All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "**Notice**") shall be in writing and addressed to the parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the receiving party from time to time in accordance with this Section) and to the person who signs the agreement on the last page. All Notices shall be delivered by personal delivery, nationally recognized overnight courier (with all fees prepaid), email (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only if (a) the receiving party has received the Notice and (b) the party giving the Notice has complied with the requirements of this Section.

8. **Governing Law/Venue.** This Agreement and all related documents and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the State of Illinois without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Illinois. Venue is proper in the State of Illinois, County of DuPage, or the Northern District of Illinois, Eastern Division.

9. **Counterparts.** This Agreement may be executed in multiple counterparts and by facsimile signature, each of which shall be deemed an original and all of which together shall constitute one instrument.

10. **Survival.** The terms and conditions of this clause and Section 4, Section 5, Section 6, Section 7, Section 9, Section 10 and Section 11 shall survive the expiration or termination of this Agreement.

See next page for signature page:



If this letter accurately sets forth our understanding, kindly execute the enclosed copy of this letter and send back a copy.

HR Source

Member: Maywood Public Library
District

By:

By:

Jackie Throop, SPHR

Director, EngageHR

Date: July 12, 2022

Section 5: References

Maureen Barry, Board President, Hillside Public Library
708-476-9445, mobarry99@gmail.com

Aaron Skog, Executive Director, SWAN Libraries
(630) 326-7022 aaron@swanlibraries.net

Dave Della Terza, Executive Director, Naperville Public Library
ddellaterza@naperville-lib.org

Jason Laureys, Board President, Wauconda District Library
jasonlaureys.wal@gmail.com

Doug Nieman, Board Vice-President, Lake Villa District Library
Dougnieman791@gmail.com

Warrette Coleman, Board President, Richton Park Public Library District
warrette.coleman@gmail.com

Megan Creel, Human Resources, Elia Area Public Library
mcreel@aepl.org

Maywood Public Library District
Job Description

Position Title: Custodian

Position requirements: Non-exempt

Reports to: Library Director

Essential Functions: Cleans and maintains the library facility, grounds, and equipment, to ensure a clean and safe environment for library patrons and staff.

Responsibilities/Duties:

- Cleans, disinfects, and restocks washroom supplies.
- Cleans all hallways, floors, walls, ceilings, windows, office equipment and furniture, lighting fixtures, kitchens, and public meeting spaces.
- Vacuums, mops and keeps all floors free of debris and soil.
- Monitor, and coordinate orders of cleaning supplies with Business Office.
- Observes and reports needed repairs or adjustments to Library Director, Business Office or Maintenance
- Monitors and cleans all library furniture and makes recommendations to the Library Director for possible repairs/replacement.
- May assist maintenance staff with furniture movement and other tasks as requested
- Performs other tasks as assigned.

Qualifications for appointment:

- 18 years of age, plus two years' work experience, preferably in custodial services
- Ability to interact with staff members and appropriate vendors
- Must be able to bend & stoop, reach up to 70", climb stairs, stand at length, and lift up to 70 lbs. with or without reasonable accommodation
- Available to work mornings, evenings and weekends as schedule requires
- Ability to pay attention to detail and work independently.
- Ability to carry out oral and written instructions

Date: approved

Maywood Public Library District
Job Description

Position Title: Library Assistant

Position requirements: Non-exempt

Reports to: Information Services Manager, Youth Services Manager

Essential Functions: Assist in the Adult and Youth Services departments with patron reference interactions and programming.

Responsibilities/Duties:

- Assists patrons with online resources and in-person materials/devices
- Assists with planning and implementing library events and programs under the supervision of the department managers
- Resolves or reports personnel issues and issues affecting the patron experience (facilities, technology, staffing, etc)
- Participates in staff meetings
- Follows library procedures and policies
- Promotes library services and programs in the community
- Engages in professional development and continuous learning
- Stays current with trends related to technology, social media, news, and library service
- Acts as Shelver as needed
- Assists with other departments as needed
- Performs other tasks as assigned.

Qualifications for appointment:

- High School diploma or equivalent, some college preferred, plus one year customer experience, library experience preferred
- Fluency in Spanish (preferred but not required)
- An excellent communicator, critical thinker, and decision maker
- Ability to pay attention to detail and work independently.
- Ability to carry out oral and written instructions
- Supportive of the Library's efforts to provide equitable service to its patrons
- Able to thrive in an ever-changing environment with people from all backgrounds and age groups
- Able to work efficiently in a fast-paced environment
- Ability to bend, stoop, reach, stand, and walk for long periods of time
- Must be able to move materials weighing up to 50 lbs
- Must be able to push a cart of books weighing roughly 100 lbs
- Available to work mornings, evenings and weekends as schedule requires

Date: approved

Maywood Public Library District
Job Description

Position Title: Maintenance Technician

Position requirements: Non-exempt

Reports to: Library Director

Essential Functions: Responsible for inside/outside maintenance and upkeep of the library building, grounds and equipment. Supervise outside vendors and contractors along with the library director.

Responsibilities/Duties:

- Oversees and inspects the library regarding the maintenance/upkeep of the building and grounds and all library systems. Performs routine tasks to keep building functional; including but not limited to minor building repairs, basic carpentry/plumbing work, light bulb/ballast replacements, landscape needs, snow and ice removal, review of supply requirements, clean/replace filters, and maintaining custodial equipment/tools in good repair. Makes recommendations for non-routine work or repair. Identifies and performs preventative maintenance tasks.
- Regular onsite overseer of HVAC system and supplements the work of the HVAC maintenance contract service in performing routine and emergency HVAC tasks. Is a first responder to alarms/alerts of the system.
- Sets up areas for library programs.
- Oversees or administers work typically involving moving, using or adjusting heavy furniture/materials.
- Assists in procuring outside vendors/contractors for required maintenance work, evaluation of proposals and oversight of work.
- In a timely manner recommends procedures necessary to ensure that the library complies with existing fire, safety, building, and maintenance codes and regulations.
- Provides the technical support/advice on maintenance issues/repairs to manager/staff.
- Performs duties safely and within library safety procedures.
- Performs other tasks as assigned.

Qualifications for appointment:

- High School diploma plus three years appropriate skilled trades experience
- Computer literate – Internet, email and Microsoft Office knowledge
- Knowledge of proper maintenance procedures; HVAC systems/computer programs
- Proficiency with hand tools and ability to make repairs.
- Ability to interact with staff members and vendors
- Must be able to bend & stoop, reach up to 70", climb stairs, stand at length, and lift up to 70 lbs. with or without reasonable accommodation
- Available to work evening and weekends as schedule requires
- Ability to pay attention to detail and work independently.
- Ability to carry out oral and written instructions and give instructions to staff clearly and concisely
- Must have valid driver's license, insurance and access to a vehicle

Date: approved

June 2022 Report – Information Services Department

Passport Report: Daniela and I are still exploring the possibility of offering photo services but have not had time to work together to experiment. More envelopes have been ordered.

Website & Newsletter: The website has had a makeover on most of our pages. We are hoping that by the end of the summer that all pages will be compliant with the new design. We are keeping what we know about ADA-compliance in mind and once the entire website is complete with the update we will once again go through these standards and of course keep up with standards as they improve.

Programs: The Quilting and Sewing group is continuing to show up with a steady number of about 3-4 of the same participants. The mobile DMV event was a huge success with a turnout of 25 people. Almost every time slot was filled. The hosts for this event were easy to work with. I scheduled this service again for October of this year. Both of the crafts I had for the month (on the 8 and 22) had a small attendance (one had 7 while the other had 2) but I am hoping it will build over time. Howard Brown did have to cancel the June screening but they will return in July. The Live4Lali event for drug addiction and Naloxone training had 9 participants. Summer Reading also began and I had 12 adults sign up during June. I did not have any patrons register for the Walk & Talk I had in June.

Plans for future programs: Adult Summer Reading will continue through July. We have weekly challenges in July for chances to win gift cards. I have more Walk & Talk planned for July to help promote exercise, socializing, and summer reading. Two crafts are scheduled during July. With the help of Kathy, I submitted a request for the library to be part of "Illinois Libraries Present".

Collection Development: We are continuing collection projects and corrections. I did not order DVD's coming out in July as I know we are having some payment changes and I want to avoid issues with rejected payments.

"On the Road to Recovery Grant": We are using the sanitizing wands quite a few times a day. Baskets are also being used quite often by staff and patrons. The UV Charging Stations have received positive feedback from patrons and use is increasing. The canopies were finally used for the Tie Dye event that Youth Services had to kick off Summer Reading. The foot and hand operated sanitizing stations are used very often by patrons and staff. We have been given permission to order more. The company has went out of business so I will have to find an alternative.

Professional Development: I attended a live webinar on the possibility of providing license plate sticker service to the public. I also attended training on the new process for providing patrons with Ravinia tickets starting in July.

Community Engagement: I am still waiting for our contact from U of I extension to update us on the solution for a program for SNAP eligible only participants. We are continuing to share and promote events in the Maywood and Proviso community in our community resource area and on our social media.

The community resource area at the library has a lot of information. Kiara created signage and remodeled the room to make it neat and efficient. We had an incident where someone placed political ads in the room without approval. We check the room once a day at minimum but it must have happened between checks. A patron brought it to our attention and was upset. I apologized to the patron and I emailed the campaign asking to be removed from the drop off list if they had one. I wanted to cover our tracks because the library is nonpartisan and per IRS regulations for nonprofits we are not supposed to endorse a candidate. The patron understood when I explained that people do not always ask for approval and this is why we put signs up in the room enforcing approval.

On June 30, I had some individuals from Oak Street Health come into the library to view our space for a partnership. We are excited for this new partnership.

Other Notes: I had an Art Consultant from AG Designs contact me for images from our local history for a client that wanted to create a mural. The consultant agreed to the terms that the library should be acknowledged in the mural. I pulled a majority of our images and the consultant came in towards the end of the month and scanned the images.

Hotspots were upgraded. They were also up for renewal. We renewed 7 of the 10.

I slowly began one-on-one scheduled sessions. I am helping a patron type a very personal document that they are unable to type on their own. We met 3 times during June and will meet a few more times in July and possibly even more in August.

There was an incident with a patron towards the end of the month that included an attempt to leave a bag in our possession (despite our efforts of making it clear we do not watch items), bringing opened liquor into the library, and shouting profanities that caused other patrons to complain. We do not have security present during all hours. I am hoping for the safety of our staff and patrons that we begin to have security during all open hours.

We have continued to have requests for credit cards and lower fax costs. Per my conversations with Kathy about this matter, I am aware that efforts are being made for these requests. Patrons are asking a lot about the meeting rooms and when they will be open for public use. We are continuing to allow the room for use when an event can be closely monitored by staff. Hopefully as we hire more people, we can have more events. Our staff is currently spread so thin we can only provide so much time for meeting room requests and partnerships. I also request that the Meeting Room Policy is updated before opening it up to non-library events and partnerships.

by Jori Daniels (July 6, 2022)

June 2022 Statistics Report – Information Services Department

AXIS360: We had 27 checkouts.

hoopla: We had 15 new users this month. We had a total of 241 checkouts. 111 were audiobooks, 2 were bingepasses (this is a feature for magazines, audiobooks, ebooks, and media), 96 were ebooks, 30 were movies & tv, and 2 were music. Hoopla services for the month were \$456.36; we have a remaining credit of \$2,021.48.

Kanopy: We had 5 new users. We had 14 plays. Kanopy services for the month were \$27; we have a remaining credit around \$2,840.

OverDrive (Libby): We had 4 new users and 29 checkouts.

Social Media:

Facebook: We currently have 1,144 likes.

Instagram: We currently have 488 followers.

TikTok: We currently have 1,608 followers.

Twitter: We currently have 114 followers.

My PC: Information Services had 229 computer users last month with an average time of about 1 hour and 23 minutes. Youth Services had 44 users with an average time of about 48 minutes.

Papercut: Faxed 92 pages. Scanned 187 pages. Printed 1,088 pages. Copied 707 pages.

OCLC: In May, we fulfilled 1 request. We made 12 requests and had 8 filled.

EBSCO: In May, we had 39 searches from our catalog.

Museum Adventure Pass: We generated 2 passes.

Explore More Illinois: 0 passes were generated.

Passports: We had 14 applicants.

Notary Services: 1 documents

Local History: 4 requests

Readers Advisory from Display: 6 books

Reference Questions: We averaged around 12 reference questions a day.

by Jori Daniels (July 6, 2022)

Youth Services Report June 2022

Announcements:

1. The Youth Services Floor has been booming with happy patrons who want to spend their time at the library! It is always wonderful to see families eager and comfortable here.
2. This summer, we have partnered with a total of 4 different camp and daycare groups in Maywood. These groups come to participate in our programs, utilize our resources, or just to hang out! The groups are: God's Little Gift Day Care, Insight YOB (Camp Move), H.O.P.E Daycare, and Margery Daw Daycare. Each one of these groups have an average of 20 members.
3. As mentioned last month, we created a new newsletter. Through June, July, August, this newsletter will be distributed.

Overview:



Summer has definitely kicked off at our library! We had new and exciting things happening on our floor. The start of June brought the availability of Brookfield Zoo Tickets for our patrons, "LUNCH BUS", our *Read Beyond the Beaten Path: Summer Reading Challenge 2022*, outdoor activities, and more!

On June 1st, 2022, we started giving out Brookfield Zoo tickets to MPLD patrons with good standing status. These tickets give free general admission for adults or children. It does not cover parking or any of the extra exhibits that the zoo has. It has been a great treat for our patrons. Brookfield Zoo tickets prices are: Adults: \$24.95, Seniors 65 and over: \$19.95, Children 3 to 11: \$17.95. You could only imagine the total price for a family of 5! This does not include prices for parking.

We also received tickets from Chicago Union Professional Ultimate Team. This team is the official Frisbee team for the Chicago Union. Patrons had the opportunity to acquire tickets to their games free of charge!

The "LUNCH BUS" program began on Monday, June 13th, 2022 at 2:30 pm. To refresh, "LUNCH BUS" is a new program bought to you by Greater Chicago Food Depository. They will be at our library daily (Monday-Friday) on the east end of our parking lot. Again, "LUNCH BUS" provides free fresh lunches for kids 0-18. They are allowed to eat at the gazebo or under the nice, shady, trees.

What also started on Monday, June 13th, 2022 was our *Read Beyond the Beaten Path: Summer Reading Challenge 2022*! This challenges invites to take the challenge and read beyond this summer! Patrons must log the minutes read on Beanstack to earn badges and rewards. The reader with the most minutes read by the end of the summer will win! There are three (3) different reading challenge age groups, the top reader from each group will win a grand prize. The groups consists of: Ages: 0-6, 2. Ages: 7-13, 3. Ages: 14-17. On the first day of our reading challenge, we had 24 sign ups! Current stats about the summer reading program can be found on the stats report page. One big thing to highlight is the performance of Reader **10438345**. This reader is already over 1,200 minutes read!

Reader ID:	Age:	Badges Earned:	School:	Grade:	Minutes Read:
10438345	7.0	12	Lincoln Elementary	2nd Grade	1269

As mentioned previously, summer has allowed us to do a couple of outdoor activities with a much bigger crowd! Here are the programs that occurred in the month of June!

Programs:

1. Toddler Storytime: Tuesday, June 7 | 11:30 AM Registration Required*. Limit: 10
 - a. This program is designed for young children to attend with a caregiver to listen to stories, sing songs, and learn new subjects each time. This story time was all about summer. With the help of our flannel board, kids had to guess each season and describe what summer is. Story times like these re enforces the kids ability to identify season while having fun. They really love silly song about the sun! My favorite part about this story time what the flannel board activity. I created a cut out of a kid and had him eating some lollipops. The kids thought this was incredible!



2. Crafty Afternoons: Wednesdays, June 8 & 22 | 5:00 PM Registration Required*. Limit: 15
 - a. Our crafting program for kids! This month we really strutted our creative minds. Because of the heat that summer brings, we created small portable fans with paper plates, glue, popsicle sticks and paint for our first craft. Look at some of the end products of these artistic kids. Each one patiently created their own design. The craft was simple enough that our youngest patrons (aged 4) could follow, but entertaining enough that our older kids didn't get bored (aged 13). Our second craft of the month was painting, however, these painting were not ordinary paintings! Participants had the opportunity to create a design and to leave it here to be displayed. Everyone was incredibly excited to leave their creations here to be display. The painting can be found under "Our Crafty Artist" display on the Youth Services Floor. Again, many of our children just want the opportunity to sit, paint, chat with friends, and create!



3. Preschool Storytime: Monday, June 13 | 11:30 AM

- a. This program is designed for children and families to listen to stories, sing songs, and learn new subjects each time. This story time was all about breakfast. With the help of our flannel board, kids had to tell me their favorite breakfast. It was incredible how excited they were to answer. In this story time, I created a felt breakfast that had all the classics. It was a great way to allow for the children to share stories about what they like to eat and to show a glimpse of their morning routine. Again, the attendance for this program is steadily increasing. There has not been a story time that had no-shows yet.



4. Chicago Zoological Society: Tuesday, June 14: Deep Seed Adventure | 3 PM

- a. A program by Chicago Zoological Society of some outdoor fun and information. Registration was required for this event and participants had to bring a small clear container. Yvette Mendez was the one that came out and ran this program. The event took place in Room 202. This day was incredibly hot, which explains the lower turnout. There will be another event in July.

5. Game Night: Wednesday, June 15 | 5 PM

- a. Families were invited to drop in to play some board games! No registration was required. We had quite a few families come in and play our games. The games available ranged from giant connect 4, inflatable bowling, and table top games. Teens took over this program! They loved the make-shift mini golf course we had.

6. TIE DYE DAY: Saturday, June 18 | 11 AM - 1 PM & 3 - 5 PM

- a. This tie dye day was a big hit! Our patrons really came out despite the scorching heat and other activities that were happening in the community. To refresh, this event was to celebrate the kick off of our summer reading program. We heavily encouraged patrons to participate and helped them register for the program. The families really enjoyed creating their shirts. Some have even sent an after picture to my email. Since we had a program like this before, the process was pretty smooth. A community organizer loved how it was organized, they even asked how and what I did to plan this event, so they can also have one. There is something important to note for this event: **We were very, very short staffed this day.** I stayed outside for the majority of the day under all of the heat. For big events like this, which we plan on having, we need a bigger staff!



7. CAMP MOVE: Tuesday, June 21 | 12 PM

- a. CAMP MOVE called the week before to plan a once a week session for 4 weeks at the library. This was the first session. On such short notice, I acquired the supplies need to make a craft. The craft we did was slime. They all loved to make slime so much, they finished making it fairly quickly. It was super nice to see how excited they were to coming, and even more thrilling to

see their face once they were told they would be back next week! Important note: This event was not included in our original programming, it was a closed session. Partnerships like these pop up suddenly, so quick thinking is necessary. I was so happy to see that they enjoyed the first session.

8. Self Care Monday: Monday, June 27 | 5 PM

- a. To practice self-care, we hosted a reflection and meditation session. Registration was required. Patrons always appreciate time to wind down. In these session, we practice our breathing and how to take a moment for ourselves by journaling. There were specific post I selected that can help stimulate self-care conversations. At the end, we closed the session by taking the journals home!

9. Day Care Storytime: Tuesday, June 28 | 11:30 AM

- a. This event was not included in our original programming, it was a request for an additional session by patrons. I was so happy to see that parents and daycares love our story times, that they are requesting more! Although story times look simple, they require a bit of planning. I had to quickly create a flannel activity, plan the story time, learn and rehearse songs, and print out the timeline for the participants. This story time was about feelings. With the help of my make-shift flannel board, we talked about all kinds of emotions. The favorite part of the story time was a song called, "Five in the Bed". One girl already knew the tune and she was so eager to lead us through the song!

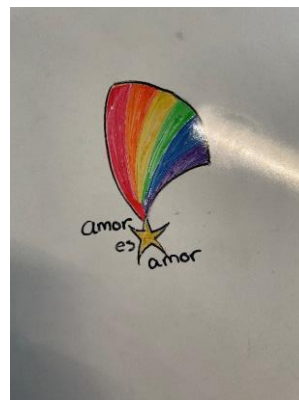
10. Outdoor Storytime: Wednesday, June 29 | 5 PM

- a. The day was so beautiful for our outdoor story time. We all were able to sit comfortably under the shade right in front of our building! This story time was also about feelings, but specifically, stress. With the help of my make-shift flannel board, we talked about ways to calm down after a stressful event. We used bubbles all throughout the stories to de-stress. The favorite part of the story time was a song called, "Take a Breath" by Raffi. It showed kids how to regulate breathing while singing a catchy tune! At the end, participants were invited to draw some wonderful images on our walk way to make the entrance unique.





Our Month of June!



Future Programming:

All future programming can be found on our website or on our newsletter at:

https://www.maywoodlibrary.org/_files/ugd/a4a3f9_961cb0582bbc4fc1ba61c0ab26db4bf3.pdf

Other Notes:

Urgent: To continue the safety of the staff, library patrons, and the library as a whole, it is urgent that a second security guard to be hired to cover the morning shift. There recently has been an incident with 2 patrons that has added to the already existing concern of safety for staff members. There was a commotion, and other patrons that were there on Thursday, June 30th, reported their concerns to me and others. I also want to highly suggest the hiring of more staff. Bigger programs that we want to have in the future can't be possible with the current staff we have. It will create strain on top of all the responsibilities each staff member has.

Please look out for our bulletin! It is always changing to represent who is being celebrated, events, and resources available to our patrons.

As always, all the information can be found on our social media platforms and our webpage. I will continue to update our Youth Services Page on our webpage and evaluate the performance of our programs and services. If you have questions about specific program, please do not hesitate to email me.

Daniela Martinez

Head of Youth Services

dmartinez@maywoodlibrary.org

07/07/2022

Program Report for June 2022

1. Toddler Storytime: Tuesday, June 7 | 11:30 AM Registration Required*. Limit: 10
 - a. Attendance: 14
2. Crafty Afternoons: Wednesdays, June 8 & 22 | 5:00 PM Registration Required*. Limit: 15
 - a. Attendance: 19
 - b. Attendance: 15
3. Preschool Storytime: Monday, June 13 | 11:30 AM
 - a. Attendance: 11
4. Chicago Zoological Society: Tuesday, June 14: Deep Seed Adventure | 3 PM
 - a. Attendance: 1
5. Game Night: Wednesday, June 15 | 5 PM
 - a. Attendance: 11 (Teens)
6. TIE DYE DAY: Saturday, June 18 | 11 AM - 1 PM & 3 - 5 PM
 - a. Attendance: 45
7. CAMP MOVE: Tuesday, June 21 | 12 PM
 - a. Attendance: 14
8. Self Care Monday: Monday, June 27 | 5 PM
 - a. Attendance: 8 (Teens)
9. Day Care Storytime: Tuesday, June 28 | 11:30 AM
 - a. Attendance: 21
10. Outdoor Storytime: Wednesday, June 29 | 5 PM
 - a. Attendance: 13

Beanstack Report for June 2022

iRead Summer 2022: Read Beyond the Beaten Path (0-6)					
Reader	Age	Earned Badges	School	Grade Level	Logged Minutes
10398203	6.5	9	Lincoln Elementary	1st Grade	513
10431678	6	4	Garfield Elementary	Kindergarten	184
11184649	4	5	Garfield Elementary	Preschool	290
11679599	5	1		Kindergarten	30
11890468	4	4	Lincoln Elementary	Preschool	190

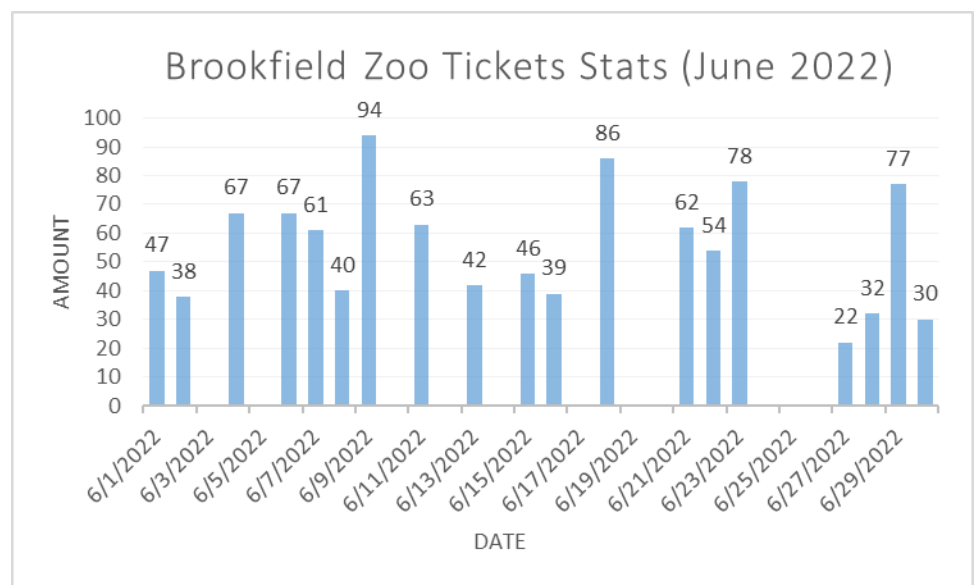
iRead Summer 2022: Read Beyond the Beaten Path (7-13)					
Reader	Age	Earned Badges	School	Grade Level	Logged Minutes
11694772	14	12	Proviso East High School	9th Grade	693

iRead Summer 2022: Read Beyond the Beaten Path (7-13)					
Reader	Age	Earned Badges	School	Grade Level	Logged Minutes
8775132	8	1	Lincoln Elementary	2nd Grade	40
10398202	7.5	9	Lincoln Elementary	2nd Grade	513
10438345	7	12	Lincoln Elementary	2nd Grade	1269

10446890	7.5	2	Washington Dual Language Academy	3rd Grade	0
11376908	10	1	Emerson Elementary	4th Grade	0
11531989	10	1	Garfield Elementary	4th Grade	0
11690729	9	4	Washington Dual Language Academy	5th Grade	195
11693838	11	1	Washington Dual Language Academy	6th Grade	0
11694824	12	11	Irving Middle School	8th Grade	795
11776749	7	1	Lincoln Elementary	2nd Grade	0
11889293	12	1		7th Grade	0
11937098	9	9	Emerson Elementary	4th Grade	480

Brookfield Zoo Stats:

Date:	Total:
6/1/2022	47
6/2/2022	38
6/4/2022	67
6/6/2022	67
6/7/2022	61
6/8/2022	40
6/9/2022	94
6/11/2022	63
6/13/2022	42
6/15/2022	46
6/16/2022	39
6/18/2022	86
6/21/2022	62
6/22/2022	54
6/23/2022	78
6/27/2022	22
6/28/2022	32
6/29/2022	77
6/30/2022	30



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Digital Statistics



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 29, 2022

Kathy Parker, Library Director
Maywood Public Library District
121 South Fifth Avenue
Maywood, Illinois 60153-1307

Dear Director Parker:

I am pleased to award the Maywood Public Library District a FY 2022 Illinois Public Library Per Capita Grant in the amount of \$34,762.80. Over \$18 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses, such as purchasing materials, supporting programming, and improving technology.

Libraries have until June 30, 2023, to obligate these grant funds and until August 15, 2023, to expend them. The FY 2022 expenditures report must be submitted with the FY 2024 application, due January 30, 2024.

The official service area population for your library is 23,568. Please be sure to use this figure on future per capita grant applications and Illinois Public Library Annual Reports (IPLAR). The official population figure for your library is based on the 2020 U.S. Census and can only be changed with proper documentation. Proper documentation includes official U.S. Census Bureau letters and/or annexation or referendum confirmations.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White
Secretary of State and State Librarian

cc: Elliot Wimbush
Maywood Public Library District Per Capita File
JW:isl