

# MAYWOOD PUBLIC LIBRARY DISTRICT

## Board of Trustees Regular Board Meeting

### Agenda

November 16, 2022  
6:45 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 October 19, 2022
  - 5b. **Action Item:** Approval of the minutes of the executive session meetings held on October 19, 2022.
6. Communications & Announcements
7. Treasurer's Report
  - 7a. **Action Item:** Approve October 2022 financial reports
  - 7b. **Action Item:** Approval of the Accounts Payable for November 16, 2022 in the amount of \$95,725.35.
  - 7c. **Action Item:** Approval of Library Payroll for October 19, 2022 in the amount of \$15,689.75 and November 2, 2022 in the amount of \$13,914.79
  - 7d. **Action Item:** Ratify the electronic payment to order new accounts payable checks in the amount of \$185.65
8. Interim Directors Report
9. Committee Reports
10. Old Business
  - 10a. **Discussion/Action Item:** Library Director Search update
11. New Business
  - 11a. **Discussion/Action Item:** FY 23 Per Capita grant requirements – Serving Our Public Chapters 7-12
  - 11b. **Discussion/Action Item:** Ordinance 2022-04 Reduction levy
  - 11c. **Discussion/Action Item:** 2023 Holiday Closings
  - 11d. **Discussion/Action Item:** 2023 Board meeting dates
  - 11e. **Discussion/Action Item:** 2022 Staff Christmas party

# **MAYWOOD PUBLIC LIBRARY DISTRICT**

Board of Trustees  
Regular Board Meeting  
November 16, 2022  
Agenda  
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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**

**October 19, 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 6:37 PM on Wednesday October 19, 2022, at the Maywood Public Library.

The roll was called as follows:

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

Absent: Trustee Lee (excused), Wimbush (unexcused)

There was a quorum present to conduct business.

Also present: Interim Director Parker, library employees Nydia Robinson and Stephanie Samuel

**2. ADOPTION OF AGENDA**

President Sanchez asked to approve the agenda by consensus.

All trustees present voted aye by consensus

**Motion Passed**

**3. INTRODUCTION OF VISITORS**

New Head of Information Services, Nydia Robinson introduced herself and highlighted some of the things she has done since started a few weeks prior.

**4. PUBLIC COMMENT**

None.

**5. APPROVAL OF MINUTES**

5a. Approval of the minutes of the Budget & Appropriations hearing and regular meeting held on September 21, 2022, and special meetings held on October 5 & 6, 2022.

5b. Approval of the minutes of the executive session meetings held on September 21, 2022 and October 5 & 6, 2022

A motion was made by Trustee Williams and seconded by Trustee Rice to approve the minutes of the Budget & Appropriations Ordinance Hearing and the regular board meeting held on September 21, 2022, and to approve the minutes of the executive session meetings held in September 21, 2022, October 5 & 6, 2022.

## MAYWOOD PUBLIC LIBRARY DISTRICT

### Regular Board Meeting Minutes

October 19, 2022

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

Nays: None

**Motion Passed**

#### 6. COMMUNICATION AND ANNOUNCEMENTS

An email from a resident parent complimenting Daniela Martinez, Youth Services dept head on the wonderful job she is doing for the library.

#### 7. TREASURER'S REPORT

Treasurer Williams read the summary of monthly cash and balances with the opening balance on 8/31/2020 was \$796,128 and on 9/30/2022 it was \$716,889.65.

President Sanchez asked about the Mid America Bill.

Trustee Villarreal asked about the Bank of America credit card

Trustee Barber-Burnside asked about future checks and balances going forward for finances.

Treasurer Williams stated she would like to see the actual bank statements each month.

The rest of the board agreed they would like to receive it as an email attachment, not as part of the regular board packet.

7a. Approve September 2022 Treasurers report

7b. Ratify the IMRF September 2022 Employer/Employee contribution payment in the amount of \$9,611.70

7c. Ratify the October 2022 transfer of \$150,000 from the US Bank Primary Account, to the US Bank Accounts Payable account to pay monthly invoices.

7d. Ratify the October 2022 \$50,000 check deposit from US Bank Accounts Payable to Self Help/Seaway Payroll account to cover library payroll.

7c. Approval of the Accounts Payable for October 19, 2022 in the amount of \$61,305.96.

7d. Approval of Library Payroll for September 21, 2022 in the amount of \$23,723.20 and October 5, 2022 in the amount of \$13,637.50

A motion made by Trustee Williams and seconded by Trustee Barber-Burnside to approve the September 2022 Treasurers Report, ratify the September 2022 IMRF payment in the amount of \$9,611.70, ratify the October 2022 transfer of \$150,000 from US Bank Primary to Accounts Payable accounts, ratify the US Bank check deposit to Self Help/Seaway in the amount of \$50,000, approve the October 19, 2022 Accounts Payable in the amount of \$61,305.96 and the Library Payroll for September 21, 2022 in the amount of \$23,723.20 and October 5, 2022 in the amount of \$13,637.50.

Ayes: 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:

The Tax Levy hearing is set for November 16<sup>th</sup> at 6:30 PM. If we levy and receive every penny levied, it would be a 29% increase over last year. The notice required a notice to the public which will be in the local paper. The library never receives 100% of its levy and given the fact that the library is in tax capped Cook County, it is estimated that the increase per home would be about an additional \$5.00.

Treasurer Williams said that there is a trickle down affect. If there is not enough money the library cannot hire good staff to be open more hours and provide programming and services to the public.

Trustee Barber-Burnside stated she was opposed to ant increase to the citizens of Maywood, but if the amount is reasonable, she would concur.

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

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

Nays: None

**Motion Passed**

**9.COMMITTEE REPORTS**

None

**10. OLD BUSINESS**

**10a. Director Search update**

President Sanchez stated that one of the candidates withdrew from the search and the board was not enthused with the other candidates and asked that Deiters & Todd repost at the in late November or in December.

**10b. Rotary request**

Interim Director Parker had additional communication from the Rotary. They asked if the board preferred if they obtained insurance to protect the Rotary property in the building, or if they should sign an IGA holding the library harmless.

Trustee Barber-Burnside discussed the many things Rotary does for the community. President Sanchez stated that their documents are available for others to review. Trustee Williams stated that the documents don't belong to the library and what has the Rotary done for the library?

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### Regular Board Meeting Minutes

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Trustee Rice asked what the Rotary has done for the community?

A motion was made by Trustee Barber-Burnside and seconded by Trustee Williams to have a memorandum of understanding to allow the Rotary to house their records in the library, holding the library harmless in the event of damage.

Ayes: Barber-Burnside, Villarreal, Williams, Sanchez

Nays: Rice

**Motion Passed**

#### 10c. Vacation, Sick

Interim Director Parker said that any current staff who has significant accrued vacation must use that before they can be awarded any new vacation time. The library would keep two separate records for those staff. She asked the board if they preferred a few days carryover for vacation or do a use it or lose it?

The consensus was to do a 5 day carry over per year.

A motion was made by Trustee Barber-Burnside and seconded by Trustee Williams to approve the sick and vacation policies as presented, with the vacation allowing a 5 day carryover per year, to be go into effect Jan 1, 2023.

Ayes: Barber-Burnside, Villarreal, Williams, Sanchez

Nays: Rice

**Motion Passed**

#### 11. NEW BUSINESS

##### 11a. .-2 Building & Maintenance Levy

A motion made by Trustee Williams and seconded by Trustee Villarreal to pass the .02 Building & Maintenance Levy.

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

Nays: None

**Motion Passed**

##### 11b. Per Capita grant – Serving Our Public Ch 1-6

Interim Director Parker discussed the required review of the first 6 chapters of Serving Our Public for the Pre Capita grant

## MAYWOOD PUBLIC LIBRARY DISTRICT

### Regular Board Meeting Minutes

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#### 12. COMMENTS FROM THE BOARD

None

#### 13. EXECUTIVE SESSION

Trustee Villarreal made the motion to enter into executive session at 8:43 PM, pursuant to 5 ILCS 120/2(c)(2), "Executive Session to discuss the employment, compensation, discipline, performance, or dismissal of specific employees" and 5ILCS (c)(10) to discuss litigation "when an action against, affecting or on behalf of the particular public body had been filed or is pending before a court or administrative tribunal or when a public body finds an action is probable or imminent". Seconded by Trustee Rice.

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

Nays: None

**Motion Passed**

Trustee Williams made the motion to reconvene open session at 9:13 PM. Seconded by Trustee Barber-Burnside.

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

Nays: None

**Motion Passed**

#### 14. ADJOURNMENT

President Sanchez adjourned the Regular Board Meeting by consensus at 9:15 PM.

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

# MAYWOOD PUBLIC LIBRARY DISTRICT

MAYWOOD PUBLIC LIBRARY DISTRICT

ACCOUNTS PAYABLE

NOVEMBER 2022

| Check #     | Vendor Name                 | Lib Acct #                   | Explanation             | Invoice/Acct. #'s   | Subtotal    | Total              |
|-------------|-----------------------------|------------------------------|-------------------------|---------------------|-------------|--------------------|
| <b>2683</b> | <b>Afable Consulting</b>    | 4170011 Professional Svcs    | Accounting              | 10616               | \$ 760.00   | <b>\$ 760.00</b>   |
|             | 6621 W. Cornelia Ave.       |                              |                         |                     |             |                    |
|             | Chicago, IL 60634           |                              |                         |                     |             |                    |
| <b>2684</b> | <b>Ancel Glink</b>          | 4320011                      | Legal Fees              | 3179830             | \$ 1,918.50 | <b>\$ 1,918.50</b> |
|             | 140 S. Dearborn St. # 600   |                              |                         |                     |             |                    |
|             | Chicago, IL 60603           |                              |                         |                     |             |                    |
| <b>2685</b> | <b>Anderson Elevator</b>    | 4250011 Contract Maint. Bldg | Maintenance             | 60747-C9M1          | \$ 291.00   | <b>\$ 873.00</b>   |
|             | 2801 South 19th Ave.        |                              |                         | 63250-V0S0          | \$ 291.00   |                    |
|             | Broadview, IL 60155-4758    |                              |                         | 64739-L1X1          | \$ 291.00   |                    |
| <b>2686</b> | <b>ATLAS</b>                | 4051011 Staff Development    | Multi-Library Staff Day |                     | \$ 60.00    | <b>\$ 60.00</b>    |
| <b>2687</b> | <b>Baker &amp; Taylor</b>   | 4080011 Adult Books          |                         | 2037027114          | \$ 365.88   | <b>\$ 1,012.46</b> |
|             | P.O. Box 277930             | "                            |                         | 2037056782          | \$ 125.27   |                    |
|             | Atlanta, GA 30384-7930      | "                            |                         | 2037083663          | \$ 239.31   |                    |
|             |                             | "                            |                         | 2037112988          | \$ 36.67    |                    |
|             |                             | "                            |                         | 2037037155          | \$ 15.93    |                    |
|             |                             | "                            |                         | 2037067038          | \$ 35.04    |                    |
|             |                             | "                            |                         | 2037093069          | \$ 19.18    |                    |
|             |                             | 4080012 YS Books             |                         | 2037037155          | \$ 107.21   |                    |
|             |                             | "                            |                         | 2037067038          | \$ 17.39    |                    |
|             |                             | "                            |                         | 2037093069          | \$ 50.58    |                    |
| <b>2688</b> | <b>Comcast Business</b>     | 4106011 Technology           | Internet                | 8771 20 001 0331433 | \$ 323.70   | <b>\$ 323.70</b>   |
|             | P.O. Box 70219              |                              |                         |                     |             |                    |
|             | Philadelphia, PA 19176-0219 |                              |                         |                     |             |                    |

# MAYWOOD PULIC LIBRARY DISTRICT

| Check #     | Vendor Name                     | Lib Acct #                 | Explanation             | Invoice/Acct. #'s | Subtotal     | Total               |
|-------------|---------------------------------|----------------------------|-------------------------|-------------------|--------------|---------------------|
| <b>2689</b> | <b>Daniela Martinez</b>         | 4052011 Travel             | ILA Conference Parking  |                   | \$ 15.00     | <b>\$ 174.27</b>    |
|             |                                 | 4302012 YS Programming     | Crafts, Halloween candy |                   | \$ 159.27    |                     |
|             |                                 |                            |                         |                   |              |                     |
|             |                                 |                            |                         |                   |              |                     |
| <b>2690</b> | <b>Growing Community Media</b>  | 4135011 Printing           | Legal Notices           | 89067             | \$ 392.00    | <b>\$ 742.00</b>    |
|             | 141 S. Oak Park Ave.            |                            |                         | 89086             | \$ 350.00    |                     |
|             | Oak Park, IL 60302              |                            |                         |                   |              |                     |
|             |                                 |                            |                         |                   |              |                     |
| <b>2691</b> | <b>IDENTI-CHECK</b>             | 4170011 Professional Svcs. | Background Check        | 22-5628           | \$ 64.80     | <b>\$ 208.30</b>    |
|             | 3N. Old State Capital Plaza     | "                          | "                       | 22-5680           | \$ 143.50    |                     |
|             | Springfield, IL 62701           |                            |                         |                   |              |                     |
|             |                                 |                            |                         |                   |              |                     |
| <b>2692</b> | <b>Konica Minolta Business</b>  | 4240011 Maint. Of Equip.   | Copies                  | 283111403         | \$ 54.85     | <b>\$ 101.21</b>    |
|             | USA INC                         | "                          | "                       | 283118088         | \$ 7.46      |                     |
|             | Dept. CH 19188                  | "                          | "                       | 283110882         | \$ 38.90     |                     |
|             | Palatine, IL 60055-9188         |                            |                         |                   |              |                     |
|             |                                 |                            |                         |                   |              |                     |
| <b>2693</b> | <b>Marcia Burton</b>            | 4302012 YS Programming     | Supplies                |                   | \$ 179.79    | <b>\$ 179.79</b>    |
|             |                                 |                            |                         |                   |              |                     |
| <b>2694</b> | <b>Maywood PLD</b>              | 1080111 USB Accts Payable  | Fund Transfer           |                   | \$ 75,000.00 | <b>\$ 75,000.00</b> |
|             |                                 |                            |                         |                   |              |                     |
| <b>2695</b> | <b>Medlin Communications</b>    | 4240011 Maint. Of Equip.   | Phone Line repair       | S60640            | \$ 200.00    | <b>\$ 200.00</b>    |
|             | 16W235 83rd St. Unit C          |                            |                         |                   |              |                     |
|             | Burr Ridge, IL 60527            |                            |                         |                   |              |                     |
|             |                                 |                            |                         |                   |              |                     |
| <b>2696</b> | <b>MidAmerican Energy Svcs.</b> | 4225011 Electricity        | Electricity             | 228692            | \$ 4,521.25  | <b>\$ 4,521.25</b>  |
|             | P.O. Box 8019                   |                            |                         |                   |              |                     |
|             | Davenport, IA 52808-8019        |                            |                         |                   |              |                     |
|             |                                 |                            |                         |                   |              |                     |
| <b>2697</b> | <b>Midwest Tape LLC</b>         | 4100011 Adult AV           | Audio Visual Mat.       | 502755965         | \$ 340.11    | <b>\$ 340.11</b>    |
|             | P.O. Box 715733                 |                            |                         |                   |              |                     |
|             | Cincinnati, OH 45271-5733       |                            |                         |                   |              |                     |
|             |                                 |                            |                         |                   |              |                     |
| <b>2698</b> | <b>O'Neill &amp; Gaspardo</b>   | 4170011 Professional Svcs. | Accounting              |                   | \$ 450.00    | <b>\$ 450.00</b>    |
|             | 19070 S. Everett Blvd.          |                            |                         |                   |              |                     |
|             | Mokena, IL 60448                |                            |                         |                   |              |                     |

# MAYWOOD PULIC LIBRARY DISTRICT

| Check #     | Vendor Name                       | Lib Acct #                  | Explanation       | Invoice/Acct. #'s | Subtotal    | Total              |
|-------------|-----------------------------------|-----------------------------|-------------------|-------------------|-------------|--------------------|
| <b>2699</b> | <b>Peerless Network</b>           | 4150011 Telephone           | Telephone Service | 1212195           | \$ 522.21   | <b>\$ 522.21</b>   |
|             | P.O. Box 76112                    |                             |                   |                   |             |                    |
|             | Cleveland, OH 44101-4755          |                             |                   |                   |             |                    |
| <b>2700</b> | <b>Quill, LLC</b>                 | 4130011 Library Supplies    | Office Supplies   | 28151045          | \$ 40.59    | <b>\$ 440.94</b>   |
|             | P.O. Box 37600                    |                             |                   | 28163055          | \$ 77.99    |                    |
|             | Philadelphia, PA 19101-0600       |                             |                   | 28547824          | \$ 322.36   |                    |
| <b>2701</b> | <b>Republic Services</b>          | 4235011 Garbage             | Trash Collection  | 3-0551-3000495    | \$ 1,271.21 | <b>\$ 1,271.21</b> |
|             | P.O. Box 9001154                  |                             |                   |                   |             |                    |
|             | Louisville, KY 40290-1154         |                             |                   |                   |             |                    |
| <b>2702</b> | <b>Rhonda Fentry</b>              | 4302011 Adult Programming   | 12/6/22 Program   |                   | \$ 50.00    | <b>\$ 50.00</b>    |
| <b>2703</b> | <b>Rhonda Fentry</b>              | 4302011 Adult Programming   | 12/20/22 Program  |                   | \$ 60.00    | <b>\$ 60.00</b>    |
| <b>2704</b> | <b>Ross &amp; Jacks Landscpng</b> | 4250011 Contract Maint Bldg | October Maint.    | 95311             | \$ 1,100.00 | <b>\$ 1,100.00</b> |
|             | P.O. Box 65                       |                             |                   |                   |             |                    |
|             | Elmhurst, IL 60126                |                             |                   |                   |             |                    |
| <b>2705</b> | <b>Royal Pipe &amp; Supply</b>    | 4260011 General Maint. Bldg |                   | S1557355.001      | \$ 224.47   | <b>\$ 224.47</b>   |
|             | 2400 Lake Street                  |                             |                   |                   |             |                    |
|             | Melrose Park, IL 60160            |                             |                   |                   |             |                    |
| <b>2706</b> | <b>Royale Bezjian Inc.</b>        | 4250011 Contract Maint Bldg | Mat Service       |                   | \$ 170.00   | <b>\$ 170.00</b>   |
|             | 1670 N. Mannheim Rd.              |                             |                   |                   |             |                    |
|             | Stone Park, IL 60165              |                             |                   |                   |             |                    |
| <b>2707</b> | <b>Secretary of State</b>         | 4170011 Professional Svcs.  | Notary Fee        |                   | \$ 15.00    | <b>\$ 15.00</b>    |
| <b>2708</b> | <b>Village of Maywood Health</b>  | 4040011 Healthcare Prem.    | Health ins.       | 1122              | \$ 1,938.38 | <b>\$ 1,938.38</b> |
|             | 40 Madison St.                    |                             |                   |                   |             |                    |
|             | Maywood, IL 60153                 |                             |                   |                   |             |                    |
| <b>2709</b> | <b>Village of Maywood Water</b>   | 4215011 Water               | Meter 67121394    | 427405652-00      | \$ 831.88   | <b>\$ 1,737.73</b> |

# MAYWOOD PULIC LIBRARY DISTRICT

| Check #      | Vendor Name             | Lib Acct #                   | Explanation    | Invoice/Acct. #'s | Subtotal    | Total               |
|--------------|-------------------------|------------------------------|----------------|-------------------|-------------|---------------------|
|              | 40 Madison St.          |                              | Meter 67282349 | 427403007-00      | \$ 905.85   |                     |
|              | Maywood, IL 60153       |                              |                |                   |             |                     |
|              |                         |                              |                |                   |             |                     |
| <b>2710</b>  | <b>Voris Mechanical</b> | 4250011 Contract Maint. Bldg | Maintenance    | 984759            | \$ 1,357.82 | <b>\$ 1,357.82</b>  |
|              | 54 East 31st Street     |                              |                |                   |             |                     |
|              | Steger, IL 60475        |                              |                |                   |             |                     |
|              |                         |                              |                |                   |             |                     |
|              |                         |                              |                |                   |             |                     |
|              |                         |                              |                |                   |             |                     |
| <b>TOTAL</b> |                         |                              |                |                   |             | <b>\$ 95,752.35</b> |

Approved by:

Date:

# DEITERS & TODD

LIBRARY CONSULTING

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November 8, 2022

To: Board of Trustees of the Maywood Public Library District  
From: Deiters & Todd Library Consulting  
Cc: MPLD Staff  
Subject: Search Update for November 2022

DTLC will repost the job ad on December 19 with a deadline for applications on January 13. Jim and I will conduct initial phone interviews with qualified candidates during the week of January 16th. The Zoom interviews with the board would be held over two evenings during the week of January 23rd and the final interviews with the Board and the Staff would be Saturday February 11 or 18.

The Board should check their calendars and identify which two evenings during the week of January 23rd works best for the body. Things can change before we reach that point, but we've found that the earlier an event gets on a schedule, the more likely it is to keep its precedence.

This timeline was chosen for several reasons. First, it maximizes the availability of the Board. It also avoids the holidays which generally makes scheduling interviews more of a challenge for both trustees and candidates alike. Third, these dates come after interviews to fill other, nearby director vacancies are close to completion. We believe this will benefit Maywood because there will be a large pool of qualified candidates who want to be a library director but were not the best fit for these other libraries. DTLC will talk to these folks and encourage them to apply to Maywood.

Jim Deiters  
Principal  
Deiters & Todd Library Consulting

Alex Todd  
Principal  
Deiters & Todd Library Consulting

| <b>Chapter 7 - Collection Management Checklist</b>   |                 |  |  |
|--|-----------------|--|--|
| The library board of trustees ensures that the library has a publicly funded budget to purchase materials  | Y               |  |  |
| The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget   | N               |  |  |
| Library budgets should put priority on purchasing materials that best serve their community  | Y               |  |  |
| The library has a written collection development policy approved by the board  | Y -needs update |  |  |
| Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA   | Y               |  |  |
| Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate  | Y               |  |  |
| The library considers forming a cooperative collection plan with other libraries in close proximity to one another   | Y               |  |  |
| The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods  | Y               |  |  |
| The library publicizes and promotes interlibrary loan to its patrons   | Y               |  |  |
| Library staff is trained in and follows policies and procedures related to the ILLINET <i>Interlibrary Loan Code</i> and the ALA <i>Interlibrary Loan Code</i> . Libraries agree to be responsible borrowers and lenders   | Y               |  |  |
| <b>Chapter 8 - System Member Responsibilities and Resource Sharing Checklist</b>   |                 |  |  |
| Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.   | Y               |  |  |
| Library resources, information and expertise are available via interlibrary loan, reciprocal borrowing, ad other formal cooperative agreements, and the library participates in system delivery  | Y               |  |  |
| The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements  | Y               |  |  |
| The library administrator, library staff and library board members actively participate as members of boards, committees, task forces, advisory councils etc, at various levels, including the regional library system, The Illinois State Library, the Illinois Library Association and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library types. | N – work on     |  |  |
| The library, in cooperation with regional library systems and the Illinois State Library promotes statewide tax-supported public library service for every Illinois resident   | Y               |  |  |
| If a legally established pubic library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library systems regarding grant eligibility and compliance.  | N/A             |  |  |
|  |                 |  |  |
| <b>Chapter 9 - Public Services: Reference Service Checklist</b>  |                 |  |  |
| All basic services are available when the library is open  | Y               |  |  |
| The library has a reference service policy   | Y – update      |  |  |
| The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy   | Y               |  |  |

|   |                |  |  |
|---|----------------|--|--|
| The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service  | Y              |  |  |
| The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority  | Y              |  |  |
| The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software                         | Y              |  |  |
| The library provides easy access to accurate and up-to-date community information   | Y              |  |  |
| The library provides access to local ordinances or codes of all municipalities within its service boundaries  | Y              |  |  |
| The library provides access to local and state maps.  | Y              |  |  |
| The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings  | Y              |  |  |
| The library provides voter information, including precinct boundaries and location of polling places  | Y              |  |  |
| The library provides information about local history and events   | Y              |  |  |
| The library has at least one current reference resource for each subject area   | Y              |  |  |
| Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information  | Y              |  |  |
| Staff members are encouraged to attend at least one relevant continuing education event each year   | Y              |  |  |
| The library evaluates its reference service on an annual basis  | Y              |  |  |
| <b>Reader's Advisory Service Checklist</b>  |                |  |  |
| All basic services are available when the library is open   | Y              |  |  |
| The library has competently trained staff that has thorough knowledge of popular authors and titles   | Y              |  |  |
| The library maintains a well-rounded collection of both fiction and nonfiction titles   | Y              |  |  |
| The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service  | Y              |  |  |
| The library maintains a basic collection of reader's advisory reference materials   | Y              |  |  |
| All staff members attend at least one relevant continuing education event each year   | N – working on |  |  |
| Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council   | N – work on    |  |  |
| Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event  | N – work on    |  |  |
| The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically  | Y              |  |  |
| <b>Chapter 10 – Programming Checklist</b>   |                |  |  |
| Library programs are provided free of charge, or on a cost recovery basis.  | Y              |  |  |
| Library programs are located in a physically accessible location.   | Y              |  |  |
| Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program                                 | Y              |  |  |
| The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs | Y              |  |  |
| The library presents educational, cultural, and recreational programs that reflect community needs and interests  | Y              |  |  |

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| Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users   | Y           |  |  |
| The library provides outreach programs to specific populations who cannot visit the library  | N – work on |  |  |
| The library has programming that seeks to serve children and their caregivers  | Y           |  |  |
| The library has programming that seeks to serve young adults   | Y           |  |  |
| The library has programming that seeks to serve adults and senior citizens   | Y           |  |  |
| The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities   | Y           |  |  |
| The library is encouraged to partner with other organizations to offer programs  | Y           |  |  |
|  |             |  |  |
| <b>Chapter 11 – Youth/Young Adult Services Checklist</b>   |             |  |  |
| All basic youth services are available when the library is open  | Y           |  |  |
| The library provides staff trained in serving youth  | Y           |  |  |
| The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations   | Y           |  |  |
| The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons   | Y           |  |  |
| The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.  | Y           |  |  |
| The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources  | Y           |  |  |
| The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies   | Y           |  |  |
| The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services | Y           |  |  |
| The library provides programming for youth which is developmentally appropriate and meets the needs of the community   | Y           |  |  |
| The library's programming is designed to reflect the needs and interests of youth in the community   | Y           |  |  |
| Library programs are provided free of charge or on a cost-recovery basis   | Y           |  |  |
| The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information  | Y           |  |  |
| The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.                               | Y           |  |  |
| The library strives to partner with youth-facing organizations in the community  | Y           |  |  |
| The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions  | Y           |  |  |
| The library has staff who have knowledge of popular authors, titles, and resources to provide these services   | Y           |  |  |
| Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies   | Y           |  |  |
| Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials  | Y           |  |  |
| The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement  | Y           |  |  |

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| The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth  | Y |  |  |
| The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations   | Y |  |  |
| The library strives to partner with and support local schools, including private schools and homeschoolers   | Y |  |  |
| Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth  | Y |  |  |
| The library provides a space specifically for use by children and families   | Y |  |  |
| The shelving used for housing children's materials is appropriately sized to allow for easier access.  | Y |  |  |
| The library provides early literacy programming, including regular story time, for children and families.  | Y |  |  |
| The library provides programming which facilitates play and fun for children and families.   | Y |  |  |
| The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination   | Y |  |  |
| The library provides a summer reading opportunity to encourage reading and learning during the summer  | Y |  |  |
| The library provides a welcoming environment for young adults both individually and in groups  | Y |  |  |
| The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun               | Y |  |  |
| The library provides materials both physical and digital for young adults that are intended for them   | Y |  |  |
| The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities | Y |  |  |
| <b>Chapter 12 – Technology Checklist</b>   |   |  |  |
| Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron need    |   |  |  |
| The library has:   |   |  |  |
| a telephone, with a listing in the phone book  | Y |  |  |
| a telephone voice mail and/or answering machine  | Y |  |  |
| a fax and/or scanner   | Y |  |  |
| a photocopier  | Y |  |  |
| effective Internet access with sufficient capacity to meet the needs of both the staff and the public  | Y |  |  |
| library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours)   | Y |  |  |
| an <i>Americans with Disabilities Act</i> (ADA) compliant library website that is updated at least monthly   | Y |  |  |
| up-to-date computers for staff and public access with sufficient capacity to meet needs  | Y |  |  |
| up-to-date printers for staff and public access with sufficient capacity to meet needs   | Y |  |  |
| up-to-date antivirus and Internet security software protection installed on every library computer;  | Y |  |  |
| up-to-date Internet browsers, web applications, and plug-ins   | Y |  |  |
| valid email address, accessible via the library's website, for the library administrator   | Y |  |  |

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|---|-------------|--|--|
| a website that includes basic library information such as hours, location, contact, official name of library, and content required by the <i>Open Meetings Act</i>                                  | Y           |  |  |
| The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis  | Y           |  |  |
| The wait time for patron workstations does not exceed 15 to 30 minutes  | Y           |  |  |
| The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness   | Y           |  |  |
| The library provides 24/7 remote access to library services and resources through:  |             |  |  |
| a web-accessible library catalog  | Y           |  |  |
| an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly   | Y           |  |  |
| appropriate regional, state, national, and international bibliographic databases  | Y           |  |  |
| other authenticated electronic resources that are available for direct patron use   | Y           |  |  |
| virtual reference service, and/or text messaging services, and/or a library email account   | Y           |  |  |
| The library staff must be:  |             |  |  |
| computer literate   | Y           |  |  |
| trained to use and assist patrons in the use of electronic resources and materials  | Y           |  |  |
| accessible via email and/or through messaging services  | Y           |  |  |
| The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet        | Y           |  |  |
| The library provides web links and access to regional and/or statewide initiatives including:   | Y           |  |  |
| regional library system consortial web-based catalogs   | Y           |  |  |
| Illinois State Library-sponsored databases/e-resources  | Y           |  |  |
| other electronic collections as available   | Y           |  |  |
| virtual reference service   | Y           |  |  |
| Is an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database | Y           |  |  |
| The library has a board-adopted Internet acceptable use policy  | Y - update  |  |  |
| The Internet acceptable use policy is reviewed annually   | N -work on  |  |  |
| The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity                           | Y           |  |  |
| <b>Chapter 13 - Marketing, Promotion, and Collaboration Checklist</b>   |             |  |  |
| The library has a communications plan that supports the library's long-range/strategic plan   | N – work on |  |  |
| The library staff and trustees participate in two or more cooperative activities with other community organizations   | Y           |  |  |
| The library's services and programs are promoted in the community.<br>Check the applicable publicity methods:   |             |  |  |
| Flyers  | Y           |  |  |
| Brochures   |             |  |  |
| Website   | Y           |  |  |
| Newsletter  | Y           |  |  |
| Posters   |             |  |  |
| Banners   |             |  |  |
| Displays  |             |  |  |
| Podcasting  |             |  |  |
| Presentations   |             |  |  |

|  |             |  |  |
|--|-------------|--|--|
| Speeches   |             |  |  |
| Billboards   |             |  |  |
| The library maintains at least one social media account  | Y           |  |  |
| The library invites local, state, and federal officials to visit the library   | N -work on  |  |  |
| The library's website is updated at least monthly  | Y           |  |  |
| The board, administration, and staff conduct an annual library walk-through  | N- work on  |  |  |
| The board, administration, and appropriate staff visit other libraries   | Y           |  |  |
| The budget includes funds for public relations and marketing activities  | Y           |  |  |
| The library's promotional methods and services are ADA compliant   | Y           |  |  |
| A designated staff member coordinates the library's marketing efforts  | N- work on  |  |  |
| The library's staff receives customer service and marketing training   | N -work on  |  |  |
| The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan | N – work on |  |  |
| The library surveys patrons and the community to judge awareness of the library's programs and services  | N – work on |  |  |

**ORDINANCE 2022-04**

STATE OF ILLINOIS       )  
                                      ) ss  
COUNTY OF COOK       )

**SECRETARY'S CERTIFICATE**

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

**ORDINANCE DIRECTING AGAINST PROPORTIONAL  
REDUCTION IN THE AGGREGATE EXTINCTION OF  
THE 2022 TAX LEVY OF THE MAYWOOD PUBLIC LIBRARY DISTRICT**

Adopted at regular meeting of the Board of Trustees held on the 16<sup>th</sup> day of November, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand this 16<sup>th</sup> day of November, 2022.

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John Rice, Secretary

## **ORDINANCE 2022-04**

### **ORDINANCE DIRECTING AGAINST PROPORTIONAL REDUCTION IN THE AGGREGATE EXTENSION OF THE 2022 TAX LEVY OF THE MAYWOOD PUBLIC LIBRARY DISTRICT**

**WHEREAS**, The MAYWOOD PUBLIC LIBRARY DISTRICT (the “District”) has heretofore duly adopted its 2022 Tax Levy and has duly filed a certified copy of its 2022 Tax Levy Ordinance with the County Clerk of Cook County, Illinois, within the time specified by law; and

**WHEREAS**, under the circumstances and conditions set forth in the One-Year Property Tax Extension Limitation Law (the “Tax Cap Act”) the Cook County Clerk is directed to reduce the aggregate extension proportionally for each fund unless requested by the District; and

**WHEREAS**, the District has received from the Tax Extension Division of the County Clerks Office the District’s 2022 Levy Edit Report, and has examined the levy amounts and tax rate ceiling limits set forth therein; and

**WHEREAS**, the Board of Trustees of the District has determined that it is in the best interests of the District, and of the residents and taxpayers of the District, that the County Clerk be directed against the proportional reduction in the 2022 Levy of each fund of the District which is subject to reduction under the Tax Cap Act, in the event the District’s 2022 tax levy is limited by reason of the Tax Cap Act.

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

**Section 1:** The President of the Board of the Library Trustees is authorized and directed to verify the levy amounts and tax rate ceiling limits set forth in the 2022 Levy Edit Report, making such corrections therein as may be necessary, and is further authorized and directed to sign and date the same, and cause the same to be filed with the County Clerk on or before June 30, 2023.

**Section 2:** the County Clerk is hereby requested and directed against the proportional reduction in the 2022 tax levy of each fund of the District which is subject to reduction under the Tax Cap Act, but instead to make such reductions as are set forth below in this Ordinance.

**Section 3:** In lieu of proportional reduction in the 2022 levy of each fund of the District which is subject to reduction under the Tax Cap Act, the County Clerk is directed as follows:

The County Clerk is directed not to reduce the 2022 tax levy of the following funds more than the percentages set forth opposite the name of the Fund:

| FUND                         | PERCENTAGE<br>OF REDUCTION |
|------------------------------|----------------------------|
| 1) Corporate                 | 0%                         |
| 2) Audit                     | 0%                         |
| 3) Building & Maintenance    | 0%                         |
| 4) IMRF                      | 75%                        |
| 5) Liability Insurance       | 0%                         |
| 6) Social Security           | 25%                        |
| 7) Unemployment Compensation | 0%                         |
| TOTAL                        | 100%                       |

**Section 4:** The Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk no later than June 30, 2023.

**Section 5:** The Invalidity of any item or section of this Ordinance shall not affect the validity of the whole or any other part thereof.

**Section 6:** All Ordinances or parts of Ordinances conflicting with any of the provisions of this Ordinance shall be and the same as hereby repealed.

**Section 7:** This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

PASSED and effective this 16<sup>th</sup> day of November, 2022, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Erica Sanchez, President

ATTEST:

\_\_\_\_\_  
John Rice, Secretary



## **2023 Library Holiday Closings**

January 2 (New Years Day observe)

January 16, 2023 (MLK Day)

February 20, 2023 (Presidents Day)

May 29, 2023 (Memorial Day)

June 19, 2023 (Juneteenth)

July 4, 2023

September 4, 2023 (Labor Day)

October 9, 2023 (Columbus Day) **recommend being open**

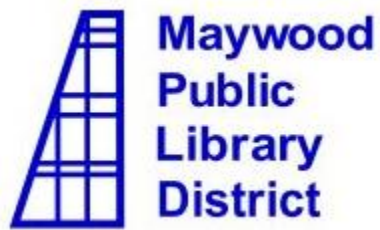
November 11, 2023 (Veteran's Day) **recommend being open**

November 23, 2023 (Thanksgiving Day)

December 23, 2023 (Saturday – observe Christmas Eve)

December 25, 2023 (Christmas Day)

December 30, 2023 (Saturday – observe New Years Eve)



## **Board of Trustees**

### **2023 Board Meeting dates**

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

January 18, 2023

February 15, 2023

March 15, 2023

April 19, 2023

May 17, 2023

June 21, 2023

July 19, 2023

August 16, 2023

September 20, 2023

October 18, 2023

November 15, 2023

December 20, 2023