MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees
Regular Board Meeting

Agenda

September 21,2022
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 July 20, 2022 and August 17, 2022

6. Communications & Announcements

7. Treasurer's Report
   - 7a. ***Action Item*****:** Approve July 2022 and August 2022 financial reports
   - 7b. ***Action Item***: Ratify the IMRF July 2022 Employer/Employee contribution payment in the amount of $8,877.58 and August IMRF Employer/Employee Payment in the amount of $9,867.89
   - 7c. **Action Item**: Approval if the Accounts Payable for September 21, 2022 in the amount of $44,217.89. Ratify the Comcast Business payment in the amount of $323.70 made online on 9/12/2022.
   - 7d. ***Action Item:*** Approval of Library Payroll for August 24, 2022 in the amount of $12,662.55 and September 7, 2022 in the amount of $12,163.88

8. Interim Directors Report

9. Committee Reports

10. Old Business
    - 10a. ***Discussion:*** Director Search update

11. New Business
    - 11a. ***Discussion/Action Item:*** Policies: Vacation, Sick
    - 11b. ***Discussion/Action Item:*** 2022/2023 Salary Schedule
    - 11c. ***Discussion***: .02 Building and Maintenance Tax Levy

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

July 20, 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 6:33 PM on Wednesday July 20, 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 AGEDA

President Sanchez asked for a motion to move agenda item 11d up on the agenda after Introduction of Visitors. Trustee Barber-Burnside motioned, Trustee Rice seconded.

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

3. INTRODUCTION OF VISITORS

Susan Flanagan, Maywood-Proviso Rotary.

11d. ROTARY REQUEST

Ms Flanagan introduced herself and asked if the library would be wiling to provide a permanent storage space for the Rotary items. They are seeking a lockable storage space for the items that would be accessible to Rotary members. Rotarians would archive the items and maintain the space.
Interim Director Parker asked about insurance coverage for the items in the event they were damages or destroyed and if the library would be responsible. Ms. Flanagan said she would look into it. The board directed Interim Director Parker to determine if a space was available in the library for appropriate storage.

4. PUBLIC COMMENT
No additional comments.

5. APPROVAL OF MINUTES

5a. Approval of the June 22, 2022 Regular Board Meeting Minutes

A motion was made by Trustee Williams and seconded by Trustee Williams to approve the minutes of the Regular Board Meeting held on June 22, 2022, as amended.

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

5b. Approval if the June 22, 2022 Executive Session Meeting Minutes

A motion was made by Trustee Lee and seconded by Trustee Williams to approve the minutes of the Executive Session Board Meeting held on June 22, 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 Williams and seconded by Trustee Barber-Burnside, to accept the June 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 Rice to Ratify the IMRF June 2022 Employer/Employee contribution payment in the amount of $13,347.26

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

7c. A motion was made by Trustee Williams and seconded by Trustee Rice to ratify transfer of $200,000 on June 23, 2022, from US Bank Primary account to US Bank Accounts Payable account to pay upcoming invoices.

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

7d. A motion made by Trustee Williams and seconded by Trustee Rice to approve Accounts Payable for June 22, 2022 in the amount of $56,731.52, with the notation that Trustee Williams would not sign the health care premium check until it was confirmed that Ms. Zaabel's husband premium was no longer being paid for by the library.

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

7e. A motion made by Trustee Williams and seconded by Trustee Rice to approve Library Payroll for June 29, 2022 in the amount of $14,837.91, July 13, 2022 in the amount of $14,804.04.

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

8.INTERIM DIRECTOR'S REPORT

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

Discovered the library has a PMA account with $22 in it. She called PMA and they had no idea about the account and after some research determined it was a very old account. They closed the account and will send a check.

She met with a representative from Proviso Leyden Council for Community Action (PLCCA) regarding working with them when we are seeking applicants for any open positions. Interim Director Parker sent over job ads for all the positions open at the library.

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. Director search Proposals

A motion made by Trustee Williams and seconded by Trustee Rice to hire Deiters & Todd to perform the new director search.

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

11b. Approve Job Descriptions: Custodian, Library Assistant and Maintenance Technician.

A motion made by Trustee Barber-Burnside and seconded by Trustee Rice to approve the Custodian, Library Assistant and Maintenance Technician job descriptions as presented.

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

11c. Maywood Fest

12. COMMENTS FROM THE BOARD

President Sanchez stated that feels slow, but the library is making progress forward. Getting the financials set is the priority and once they are in better shape things will likely move faster.

Trustee Rice asked if the library could survey patrons on what they want. President Sanchez stated that perhaps the library could ask at Maywood Fest.

13. EXECUTIVE SESSION

Trustee Williams made the motion to enter into executive session at 8:01 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 Barber-Burnside. .

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

Trustee Barber-Burnside made the motion to reconvene open session at 8:48 PM. Seconded by Trustee Lee.

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

14. ADJOURNMENT

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

President Sanchez adjourned the Regular Board Meeting by consensus at 8:48 PM.

SIGNED_____DATE_____

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

August 17, 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 6:39 PM on Wednesday August 17, 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 employees Jean Brooks, Jori Daniels and Stephanie Samuels and Jim Deiters and Alex Todd of Deiters & Todd LLC.

2. ADOPTION OF AGENDA

President Sanchez asked for a motion to move agenda item 10a up on the agenda after Agenda item 4, Introduction of Visitors. Trustee Barber-Burnside motioned, Trustee Lee seconded.

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

3. INTRODUCTION OF VISITORS

Jim Deiters & Alex Todd, Deiters & Todd

4. PUBLIC COMMENT
No additional comments.

10d. OLD BUSINESS

Jim Deiters & Alex Todd discussed the director search with the board, fielding questions about the process. They then queried the board with several questions about what they are looking for in a new director and the direction they would like to see the library move in with a new leader.

5. APPROVAL OF MINUTES

5a. Approval of the July 20, 2022 Regular Board Meeting Minutes

After discussion about the minutes and one motion, it was determined that the approval of the minutes would be table until the September board meeting and Interim Director Parker would check her notes regarding an abstention.

A motion was made by Trustee Williams and seconded by Trustee Rice to table the minutes of the Regular Board Meeting held on June 22, 2022 until next meeting.

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

5b. Approval if the July 20, 2022 Executive Session Meeting Minutes

A motion was made by Trustee Williams and seconded by Trustee Rice to approve the minutes of the Executive Session Board Meeting held on July 20, 2022, as presented.

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

6. COMMUNICATION AND ANNOUCEMENTS
None

7.TREASURER'S REPORT

7a. The July Treasurers Report was not received in time for the board meeting since library's bank statements have not all been received to prepare for the meeting. The July Treasurer's Report will be included with the August Treasurers Report at the next meeting.

A motion made by Trustee Williams and seconded by Trustee Barber-Burnside, to table the approval of the July Treasurers Report until the September meeting.

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 Rice to approve Accounts Payable for July 20, 2022 in the amount of $51,466.

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

7c. . A motion made by Trustee Williams and seconded by Trustee Barber-Burnside to approve Library Payroll for July 27, 2022 in the amount of $14,8304.04 and August 10, 2022 in the amount of $20, 434.92.

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

8.INTERIM DIRECTOR'S REPORT

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

She has hired new employees: a new circulation clerk, who started this week and a maintenance technician, with background check pending.

She stated that Youth Services Manager, Daniela Martinez has been working with the Mexican Consulate to bring the consulate to the library for appointments. She was been successful and will be meeting with them to review the space and if acceptable to them, to set to dates for appointments.

She stressed the importance of having full staff trainings and regular meetings. There are several required trainings that must be completed in addition to trainings that would benefit staff in their day to day work serving patrons. With the library being closed to the public on Fridays, much of the trainings will happen then.

President Sanchez asked the board to please be patient as we navigate these upcoming months. There is a lot of work that Interim Director is doing and not everything can be address at once.

Trustee Rice asked Interim Director about cleaning out the prior directors email account.

Trustee Williams made reference to the heads of Info Services report about cancelling some programming and asked if Interim Director Parker was aware that programs were being cancelled.

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

11. NEW BUSINESS

11a. Illinois Libraries Presents – Intergovernmental Agreement

A motion made by Trustee Barber-Burnside and seconded by Trustee Williams Rice to approve the Illinois Libraries Presents Intergovernmental Agreement .

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

11b. Approve Job Descriptions: Library Director, Head of Lending Services.

A motion made by Trustee Barber-Burnside and seconded by Trustee Williams to approve the Library Director and Head of Lending Services job descriptions as presented.

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

11c. 2022 Budget & Appropriations Ordinance

Interim Director Parker stated that the 2022 Budget & Appropriations Ordinance Hearing would take place at 6:30 PM on Wednesday September 21, 2022, with the regular board meeting immediately following.

12. COMMENTS FROM THE BOARD

None

13. EXECUTIVE SESSION

None

14. ADJOURNMENT

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

President Sanchez adjourned the Regular Board Meeting by consensus at 8:56 PM.

SIGNED_____DATE_____

Maywood Public Library
Statement of Financial Position - ALL FUNDS
As of July 31, 2022

	Total		
	As of Jul 31, 2022	As of Jun 30, 2022 (PP)	Change
ASSETS			
Current Assets			
Bank Accounts			
1001011 Petty Cash	75.00	75.00	0.00
1001511 Cash - Circulation	65.00	65.00	0.00
1020311 Seaway Bank & Trust - Payroll	133,426.67	164,340.03	-30,913.36
1050011 IL Funds - Primary	327,617.26	327,617.26	0.00
1060073 PMA - Construction Fund	22.20	22.20	0.00
1070411 Bank of New York - Escrow 2	36.60	36.60	0.00
1080011 US Bank - Primary	281,590.29	263,161.54	18,428.75
1080111 US Bank - Accounts Payable	158,054.56	188,119.97	-30,065.41
1099011 Cash Allocated to Other Funds	-701,337.74	-701,337.74	0.00
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90	0.00
1099078 Allocated Cash - Working Cash	258,366.98	258,366.98	0.00
1099091 Allocated Cash - FICA Bond	366,313.43	366,313.43	0.00
1099092 Allocated Cash - IMRF Fund	101,463.05	101,463.05	0.00
1099093 Allocated Cash - Unemp Fund	16,025.37	16,025.37	0.00
1099094 Allocated Cash - Workers Comp Fund	8,005.43	8,005.43	0.00
1099095 Allocated Cash - Liab Ins Fund	-87,895.42	-87,895.42	0.00
1099096 Allocated Cash - Audit Fund	-6,250.00	-6,250.00	0.00
Total Bank Accounts	**$ 900,887.58**	**$ 943,437.60**	**$ -42,550.02**
Total Current Assets	**$ 900,887.58**	**$ 943,437.60**	**$ -42,550.02**
TOTAL ASSETS	**$ 900,887.58**	**$ 943,437.60**	**$ -42,550.02**
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2100311 BofA Credit Card	-664.03	-664.03	0.00
2100911 Chase Southwest Visa	164.34	164.34	0.00
Total Credit Cards	**$ -499.69**	**$ -499.69**	**$ 0.00**
Other Current Liabilities			
2102011 State Tax Withheld	5,784.54	5,784.54	0.00
2103011 FICA Withheld	-0.01	-0.01	0.00
2104011 IMRF Withheld	971.49	0.00	971.49
2104511 IMRF-VAC	148.18	88.66	59.52
2105011 Credit Union I Withheld	862.32	92.32	770.00
2106011 Credit Union II Withheld	535.00	385.00	150.00
2107011 Medical Insurance Withheld	29.70	29.70	0.00
2108011 Pebsco Withheld	235.00	235.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85	0.00
2222211 Cash Advance - Credit Card	827.37	827.37	0.00
Total Other Current Liabilities	**$ 9,411.44**	**$ 7,460.43**	**$ 1,951.01**

Maywood Public Library
Statement of Financial Position - ALL FUNDS
As of July 31, 2022

	Total		
	As of Jul 31, 2022	As of Jun 30, 2022 (PP)	Change
Total Current Liabilities	**$ 8,911.75**	**$ 6,960.74**	**$ 1,951.01**
Total Liabilities	**$ 8,911.75**	**$ 6,960.74**	**$ 1,951.01**
Equity			
2900011 Fund Bal ance - Library Fund	-385,489.03	-385,489.03	0.00
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90	0.00
2900078 Fund Balance - Working Cash	258,366.98	258,366.98	0.00
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43	0.00
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05	0.00
2900093 Fund Balance - Unemployment	16,025.37	16,025.37	0.00
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43	0.00
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32	0.00
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00	0.00
Opening Balance Equity	-6,624.18	-6,624.18	0.00
Retained Earnings	627,252.23	500,460.53	126,791.70
Net Revenue	-44,501.03	126,791.70	-171,292.73
Total Equity	**$ 891,975.83**	**$ 936,476.86**	**$ -44,501.03**
TOTAL LIABILITIES AND EQUITY	**$ 900,887.58**	**$ 943,437.60**	**$ -42,550.02**

Thursday, Aug 18, 2022 10:21:42 AM GMT-7 - Accrual Basis

Maywood Public Library
YTD Actuals vs ANNUAL Budget
July 2022

	Total			
	Actual	Budget	Remaining	% Remaining
Revenue				
3001011 Tax Revenue - Current	18,461	1,328,626	1,310,165	98.61%
3021011 Personal Prop Replacement Tax		60,000	60,000	100.00%
3030011 Per Capita Grant		34,442	34,442	100.00%
3070011 Copy Machine		2,000	2,000	100.00%
3080011 Lost and Paid		150	150	100.00%
3095011 General Sales		25	25	100.00%
3095511 Book Sales		25	25	100.00%
3123011 Vending Machine Income		1,500	1,500	100.00%
3130011 Miscellaneous Income		300	300	100.00%
3132511 Maywood Book Income		300	300	100.00%
3302011 Interest - All Bank	13	200	187	93.52%
3304011 Interest - IL Funds Primary		200	200	100.00%
3608011 Passport Income		5,000	5,000	100.00%
Total Revenue	**$ 18,474**	**$ 1,432,768**	**$ 1,414,294**	**98.71%**
Expenditures				
4010011 Salaries	29,263	575,000	545,737	94.91%
4040011 Healthcare Premium	7,604	65,000	57,396	88.30%
4050011 Trustee Development		3,500	3,500	100.00%
4051011 Staff Development		3,500	3,500	100.00%
4052011 Travel	3	2,000	1,997	99.84%
4060011 Professional Education	105		-105	
4070011 Membership Dues	198	4,400	4,202	95.50%
4080011 Adult Books	510	20,000	19,490	97.45%
4080012 YS Books	93	15,000	14,907	99.38%
4085011 SWAN Lost Books		2,000	2,000	100.00%
4090011 Periodicals	146	1,600	1,454	90.88%
4100011 Adult Audio Visual		7,500	7,500	100.00%
4100012 YS Audio Visual		7,500	7,500	100.00%
4105011 Software		7,000	7,000	100.00%
4106011 Technology		15,000	15,000	100.00%
4130011 Library Supplies		17,000	17,000	100.00%
4130511 Bank Fees	33	700	667	95.29%
4131011 Hospitality		2,000	2,000	100.00%
4135011 Printing		3,000	3,000	100.00%
4140011 Postage		1,500	1,500	100.00%
4150011 Telephone	315	10,000	9,685	96.85%
4160011 Publicity		5,000	5,000	100.00%
4170011 Professional Services	1,259	65,000	63,741	98.06%
4205011 Natural Gas	3,955	39,000	35,045	89.86%
4210011 Data Bases	793	9,000	8,207	91.19%

Maywood Public Library
YTD Actuals vs ANNUAL Budget
July 2022

	Total			
	Actual	Budget	Remaining	% Remaining
4215011 Water	150	11,000	10,850	98.63%
4225011 Electricity	4,958	90,000	85,042	94.49%
4235011 Garbage		4,500	4,500	100.00%
4240011 Maintenance of Equipment		35,000	35,000	100.00%
4250011 Contract Maintenance Building	6,684	60,000	53,316	88.86%
4256011 Janitorial Supplies		7,000	7,000	100.00%
4260011 General Maintenance - Building	2,593	35,000	32,407	92.59%
4265011 SWAN		26,000	26,000	100.00%
4290011 Public Programming (deleted)	55		-55	
4292011 Special Events		8,000	8,000	100.00%
4302011 Adult Programming		6,000	6,000	100.00%
4302012 YS Programming		4,000	4,000	100.00%
4310011 Equipment Purchase		5,000	5,000	100.00%
4311011 Capital Improvements		40,000	40,000	100.00%
4320011 Legal Fees	1,013	20,000	18,988	94.94%
6123011 Vending Machine Expenses		2,000	2,000	100.00%
9150091 FICA Expenditures	2,239	44,000	41,761	94.91%
9250092 IMRF Expenses - District		93,085	93,085	100.00%
9350093 Unemployment Insurance		5,000	5,000	100.00%
9450094 Insurance - Workers Comp		1,000	1,000	100.00%
9550095 Insurance - Liability		35,000	35,000	100.00%
9650096 Audit		7,000	7,000	100.00%
Uncategorized Expense	1,006		-1,006	
Total Expenditures	**$ 62,975**	**$ 1,419,785**	**$ 1,356,810**	**95.56%**
Net Operating Revenue	**$ -44,501**	**$ 12,983**	**$ 57,484**	**442.76%**

Thursday, Aug 18, 2022 08:49:08 PM GMT-7 - Accrual Basis

Maywood Public Library
Statement of Activity by Class
July 2022

	11 Library Fund	91 FICA Fund	TOTAL
Revenue			
3001011 Tax Revenue - Current	18,461		18,461
3302011 Interest - All Bank	13		13
Total Revenue	**$ 18,474**	**$ 0**	**$ 18,474**
Expenditures			
4010011 Salaries	29,263		29,263
4040011 Healthcare Premium	7,604		7,604
4052011 Travel	3		3
4060011 Professional Education	105		105
4070011 Membership Dues	198		198
4080011 Adult Books	510		510
4080012 YS Books	93		93
4090011 Periodicals	146		146
4130511 Bank Fees	33		33
4150011 Telephone	315		315
4170011 Professional Services	1,259		1,259
4205011 Natural Gas	3,955		3,955
4210011 Data Bases	793		793
4215011 Water	150		150
4225011 Electricity	4,958		4,958
4250011 Contract Maintenance Building	6,684		6,684
4260011 General Maintenance - Building	2,593		2,593
4290011 Public Programming (deleted)	55		55
4320011 Legal Fees	1,013		1,013
9150091 FICA Expenditures		2,239	2,239
Uncategorized Expense	1,006		1,006
Total Expenditures	**$ 60,736**	**$ 2,239**	**$ 62,975**
Net Operating Revenue	**$ -42,262**	**$ -2,239**	**$ -44,501**

Thursday, Aug 18, 2022 10:27:20 AM GMT-7 - Accrual Basis

MAYWOOD PUBLIC LIBRARY DISTRICT

SUMMARY OF MONTHLY CASH RECEIPTS & DISBURSEMENTS

As of July 31, 2022

CASH ACCOUNT	BEGINNING BALANCE 6/30/22	MONTHLY INTEREST	TRANSFERS	INCOME - PROPERTY TAX & INTEREST	OTHER INCOME	CASH DISBURSED	VOIDS, ADJUSTMENTS & BANK FEES	ENDING BALANCE 7/31/22
Petty Cash	$ 75.00							**$ 75.00**
Cash - Circulation	$ 65.00							**$ 65.00**
Seaway Bank - Payroll	$ 164,340.03	$ 12.96				$ (30,925.32)	$ (1.00)	**$ 133,426.67**
IL Funds - Primary	$ 327,617.26							**$ 327,617.26**
PMA - Construction Fund	$ 22.20							**$ 22.20**
Bank of NY - Escrow	$ 36.60							**$ 36.60**
US Bank - Primary	$ 263,161.54			$ 18,460.70			$ (31.95)	**$ 281,590.29**
US Bank - Accounts Payable	$ 188,119.97					$ (30,065.41)		**$ 158,054.56**
TOTAL	**$ 943,437.60**	**$ 12.96**	**$ -**	**$ 18,460.70**	**$ -**	**$ (60,990.73)**	**$ (32.95)**	**$ 900,887.58**

Maywood Public Library District

Interim Director Report

September 2022

Budget/Finances

Bank Accounts. We finally have full electronic access to both US Bank and Seaway bank. We will now start the process to gain access to Illinois Funds. I wanted to get our main accounts righted before I started that process with the President and Treasurer.

Budget & Appropriations Hearing: The hearing will be at 6:30 PM, and the regular meeting will start at 6:45 PM.

Tax Levy Hearing: We will have the Tax Levy Hearing at the November 16th meeting.

.02 Building & Maintenance Levy: I know that last year the board was not in favor of passing the .02 levy. I highly recommend that this be reconsidered going forward. This is a small amount of money overall (about $26,000) to leave on the table that we could use for building work and repairs. Also note that if a line item is not levied in 3 years, the library will lose the ability to levy in that line again. With the tax cap in Cook County and not receiving all that we levy for, our base is slowly eroded. Taking advantage of the levies we have available to us to help provide a facility and services to the community should be a priority. It is an agenda item for discussion.

Community Engagement:

As stated last month, we will be a site for pop up Mexican Consulate appointments. The staff has indicated that we have had a small uptick in people coming in and thinks it is in part to the Consulate being at the library.

Credit Cards

Bank of America: The library credit card has not been fully resolved. I am still working on it

Facility

I have finally had time to start seeking quotes for HVAC and pest control. Stephanie, Marcia and Pedro have been a big help in escorting vendors around the facility. I have seen some potential savings and will be moving forward on changing some vendors.

Health Care Coverage for Retirees and new staff coverages

Effective October 1st, we are no longer paying for any retirees' healthcare. Stan Huntington and Sarah Brooks have obtained alternative coverage. Jo Zaabel has never responded to any of my inquiries regarding her coverage, so she has been dropped due to non payment. Shelia Ferrari will COBRA with us until open enrollment for Medicare starts. She has submitted her first check, made payable to the library, for her continued coverage.

We currently have one staff member on the coverage, so our premium has shrunk considerably to $823 per month or about $10,000/year. That will save us about $89,000 this fiscal year. We can expect to add at least two additional employees to the coverage as we hire new staff, but that was expected and manageable.

IMRF Audit:
Given that we had to self-report to IMRF in June, this triggered a full IMRF audit. Searching for requested documents has taken Doreen and I some time, and as we produce documents, they ask for more. Hopefully we will be done within a month so I can get back to other work.

Staff

I have hired 3 new part time staff members in the past month. All have had background checks done on them, as part of our new hiring and onboarding procedures. Kevin Camacho is our new circ clerk. He has been working about a month and seems to be getting on nicely. Pedro Diaz has been hired as Maintenance Technician. Pedro is full time maintenance at Oak Park and brings a lot of library maintenance experience. He has been getting acclimated to the facility in the past 3 weeks. George Walker is the new custodian. He has also been getting acclimated to the library and will slowly clean each area of the building, many areas of which have not been cleaned thoroughly in quite some time.

Salary Schedule: I have created a salary schedule for the boards review and hopeful approval. A salary schedule is used as a guide for the library director to hire people in within an approved range based on education and experience. When reviewing what staff are making, looking at their past raises and bonus' given over the years, there doesn't appear to be any methodology to how raises and bonus' were determine.

Having a salary schedule evens the playing field and provides a framework for assigning wages to the new employees and making adjustments for current staff. This will be an important document for the new director to utilize as they hire staff and determine raises going forward.

On the document I explain how I came to the numbers within the range. Assuming that the board approves the schedule, it needs to be noted that we do have staff who would be under the minimum and at the lower end of the minimum and midpoint, for where they should be. For anyone under the minimum, we would need to bring them up immediately. For the others we can discuss how best to move forward. It will be an item for discussion in executive session once the schedule is approved.

NEW POLICY Vacation

Maywood Public Library District provides regular, full-time and part-time employees paid vacation leave benefits. Vacation time is calculated on calendar year according to the schedule below. Benefit-eligible employees accrue paid vacation each pay period in which they work, take approved paid time off~~,~~ or take approved unpaid FMLA.

To schedule vacation time, employees must submit a completed leave form to their supervisor at least two (2) weeks before the requested leave period. Employees must ensure they have enough accrued leave available to cover the dates requested. Requests will be approved based on several factors, including but not limited to department operating and staffing requirements. If vacation requests conflict within a department and departmental operations are such that the conflicting parties cannot be spared at the same time, the department manager shall decide the issue on the basis of seniority and/or skill needs. The supervisor shall return the leave request to the employee within three (3) business dates from submission indicating whether the request was approved or denied. If denied, the supervisor shall provide an appropriate reason on the form returned to the employee.

Employees are encouraged to use vacation time in the calendar year in which it accrues and are permitted to take up to two weeks of vacation at one time. Vacation requests over two weeks must be approved, in writing by the library director.

One week (5 days) of unused vacation may be carried over into the following year. Carry over of over five (5) days must be requested and approved by the library director in writing. Any unused vacation time in excess of the carry-over five (5) day maximum or library director approved amount will be lost at the end of the calendar year. Unused vacation time will be paid out upon termination of employment from the library.

Commented [KP1]: Not sure what board thinks of the 5 day carryover or go with use it or lose it for new staff who are hired.

Employees will not accrue vacation time during unpaid leaves of absence, except for approved FMLA or ADA leaves of absence.

The vacation time award is as follows:

Director: Upon hire, the Director receives 20 vacation days. After 5 years, a day for each year of additional employment will accrue (25 days at 10 years, 30 days at 15-years). A maximum of 30 vacation days can be earned.

Managers/Supervisors: Upon hire, a Manager/Supervisor receives 15 vacation days. After 5 years, a day for each year of additional employment will accrue (20 days at 10 years, 25 days at 15 years). A maximum of 25 vacation days can be earned.

Full-Time Staff: Upon hire, Full-Time staff receives 10 vacation days. After 5 years, a day for each year of additional employment will accrue (15 days at 10 years, 20 days at 15 years). A maximum of 20 vacation days can be earned.

Part Time Staff: Vacation is calculated on the average hours an employee worked in their previous calendar year and is awarded in hours. A new employee's vacation time is based on the average hours worked in an average week.
Calendar year is January1–December 31.
Calculation is as follows:
Total number of hours worked annually ÷ 52 = average weekly hours.
After 5 years, 5 more hours for each additional year of employment will accrue (an additional 25 hours at 10 years, an additional 50 hours at 15 years). A maximum of 50 additional hours can be earned.

Vacation for new employees will be awarded after 180 days of employment, on a prorated basis. Proration will be calculated on 26 weeks in lieu of 52.

Employees who change status from regular part-time to full-time or from full-time to regular part-time begin accruing at the new rate on the effective date of the change. Years of service accumulated during regular part-time status will count towards vacation eligibility if the employee changes status to full-time

Vacation is paid at the employee's rate of pay in effect at the time the employee uses the vacation time. Vacation time is paid leave. Staff may not work and collect vacation pay at the same time. There will be no cash reimbursement instead of taking paid leave. Payment for accrued but unused vacation will be made to employees who separate employment from the library.

Employees hired prior to the passage of this policy shall not forfeit any accrued vacation time. However, said employees shall not accrue additional vacation time until their previously accrued time is at one (1) week at which point said employees will receive vacation time under the new policy.

This policy replaces any prior vacation policies approved by the Board of Trustees.

The policy is in force immediately after board approval and is subject to change from time to time. Nothing in this policy creates an employment contract or any promise of continued employment.

FOR REVIEW
Current Policy

VII. Vacation

A. All full-time staff members shall earn vacation credit at the rate of ten working days per year. After five years of employment, the rate will be 15 working days per year; after ten years, the rate will be 20 days per year.

B. The Library Director shall earn vacation credits at the rate of 20 working days per year.

C. In addition to vacation days, full-time staff members hired prior to July 1, 2016 shall earn 3 days of leave per year, not cumulative, for personal business. This day cannot be taken before or after a vacation day or holiday.

D. Full-time staff members shall have their birthday or a day of their choosing as a paid leave day, not cumulative.

E. Vacation credits may not be accrued in excess of twenty-five days without prior approval of the Library Director. The Library Director shall schedule vacations to meet the needs of the Library and, insofar as possible, the staff member.

Sick Leave

Maywood Public Library District provides regular, full-time and part-time employees paid time off in the event of the employee's own illness, injury or scheduled medical or dental appointments, or in the event of the employee's qualified family member's illness, injury or scheduled medical or dental appointments.

A qualified family member includes an employee's biological child, step-child, adopted child, foster child, legal ward child, grandchild or any other child in loco parentis, spouse, domestic partner, sibling, parent or step-parent, mother-in-law or father-in-law, and grandparent.

Full-time employees shall accrue 7.5 hours (1 day) of sick leave per month, up to a maximum accumulation of240 days per IMRF retirement policies. Part-time employees shall accrue 4 hours of sick leave per month, up to a maximum accumulation of 240 days. Employees who have accrued the maximum of 240 days may not accrue beyond the 240-day maximum

Sick leave will be paid in increments based on the hours for which the employee was scheduled to work. Sick leave may also be requested in 1-hour increments for the purposes of allowing employees to attend their medical/dental appointments, pick up prescriptions and/or take care of any other medically related needs pertaining to aforementioned persons identified above.

In order for the employee to receive compensation while on sick leave, the employee must notify their immediate supervisor prior to the hour stated for beginning their daily duties. If sudden illness makes it impossible for an employee to request sick leave one (1) hour before their daily duties, the employee must notify their supervisor as soon as reasonably practicable, but ordinarily with one (1) hour after their scheduled start time.

For sick leave more than three (3) consecutive business days, or frequent absences claimed as sick days, the employee may be required to provide written verification from a licensed medical doctor to the effect the illness or injury involved was sufficient to justify the employee's absence from work and certifying also the employee is medically fit to return to work. If an employee does not provide appropriate medical documentation, the employee will not be allowed to return to work, and such time off will

be considered unpaid leave of absence subject to the terms and conditions of this policy. Employees absent for three (3) consecutive days without notifying their supervisor will be considered to have voluntarily resigned.

Any illness that occurs during an employee's scheduled vacation or on a designated holiday is considered holiday or vacation time and not sick leave.

No compensation will be paid for unused sick days at the end of an employee's employment. Illinois Municipal Retirement Fund (IMRF) eligible employees may credit unused sick leave toward service time for retirement in accordance with IMRF rules and regulations.

No sick leave is accrued by an employee on an unpaid leave of absence.

Any employee receiving compensation under the Worker's Compensation Law is not eligible for sick benefits for the same incident or absence.

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Maywood Public Library District
Salary Schedule

2022-2023

Job Title FT (37.5 hours)	FLSA Exempt/ Non- Exempt	Minimum	Midpoint	Maximum
Library Director (MLS)	E	$75,348	$94,184	$113,020
		38.64	48.30	57.96
Business Manager	NE	23.60	29.49	35.38
Head of Information Services (MLS)	NE	$44,596	$55,731	$66,865
		22.87	28.58	34.29
Head of Youth Services (MLS)	NE	$43,290	$53,137	$64,935
		22.20	27.25	33.30
Information/Youth Services Assistant	NE	13.06	16.32	19.58
		$15.00	$18.00	$21.60
Head of Lending Services	NE	$45,201	$56,433	$67,216
		23.18	28.94	34.47
Circulation Clerk	NE	11.44	14.30	17.16
		15.00	18.00	$21.60
IT Manager	NE	29.32	36.64	43.96
IT assist		16.13	20.16	24.19
IT recommended		$22.72	$28.40	$34.07
Technical Services	NE	22.98	28.35	34.02
Maintenance	NE	15.16	18.94	22.72
Custodian	NE	11.99	14.98	17.97
recommended		**15.00**	**18.00**	**21.60**

Used HR Source 2022 Library Survey, effective June 2022. Data is 1 year old.

Categories: 1-2 mil budget
Pop 15,000 to 29,999
Employee size 0-25 for most

Methodology to create salary ranges: Took average for each category above, added together and divided by 3 to create the midpoint. Added or subtracted 20% for midpoint to get minimum and maximum

Approved 9/2022