

MAYWOOD PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Board Meeting

Agenda

March 15, 2023
6:30 PM

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. Minutes
 - 5a. **Action Item:** Approval of the minutes of the regular meeting held on February 15, 2023
 - 5b. **Action Item:** Approval of the executive session minutes of the Regular Meeting held on February 15, 2023
6. Communications & Announcements
7. Treasurer's Report
 - 7a. **Action Item:** Approve February 2023 Treasurers Report
 - 7b. **Action Item:** Approve the Accounts Payable for March 15, 2023 in the amount of \$39,193.74
 - 7c. **Action Item:** Approval of Library Payroll for February 22, 2023 payroll in the amount of \$19,188.07 and March 8, 2022 in the amount of \$21,437.27
 - 7d. **Action Item:** Ratify the IMRF payment for February 2023 in the amount of \$2,941.38.
8. Directors Report
9. Committee Reports
10. Old Business
 - 10a. **Discussion/Action Item:** Trustee Candidate Interviews
 - 10b. **Discussion/Action Item:** Trustee Appointment - Appointment of Candidate to fill Trustee Vacancy
11. New Business
 - 11a. **Discussion/Action Item:** Appoint Library Director Leighton Shell as the new IMRF Authorized Agent
 - 11b. **Discussion/Action Item:** Policies: Youth Services, Staff Dress Guidelines

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees

Regular Board Meeting

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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)(3), "to consider the selection of a person to fill a public office, including a vacancy in a public office", 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**

February 15, 2023

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Sanchez at 6:31 PM on Wednesday February 15, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustee Barber-Burnside, Lee, Rice, Williams, Sanchez

Absent: Villarreal arrived at 6:49 PM

There was a quorum present to conduct business.

Also present: Interim Director Parker, library employee Stephanie Samuel and incoming library director Leighton Shell.

2. ADOPTION OF AGENDA

President Sanchez asked to amend the agenda to move agenda item 11 a. Trustee Interviews after agenda item 4. Public Comment. approve the agenda by consensus.

A motion was made by Trustee Williams and seconded by Trustee Barber-Burnside to move agenda item 11a after agendas item 4..

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

Nays: None

Motion Passed

3. INTRODUCTION OF VISITORS

Trustee candidates Lisette Ramirez and Paula Cano introduced themselves.

4. PUBLIC COMMENT

None.

11 a. Trustee Interviews

President Sanchez stated to the board that four resumes were received for the open trustee position. She contacted all four to inform them of the date and time for interviews. Three responded that they would be at the meeting and there was no response for the fourth.

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She also stated that on the way to the library for the meeting, one of the candidates called President Sanchez to say their family member has been exposed to COVID and asked if the interview could be done via Zoom. Sanchez stated to the candidate that all candidates would need to be interviewed via Zoom to be fair to all candidates and it was too late to coordinate that at this time.

After discussion, the board agreed to interview the two candidates who were in person at the library.

A motion was made by Trustee Barber-Burnside and seconded by Trustee Rice to move into executive session at 6:43 PM, for the purpose of interviewing candidates for the open trustee position.

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

A motion was made by Trustee Williams and seconded by Trustee Barber-Burnside to reconvene open session 7:28 PM.

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

A motion was made by Trustee Villarreal and seconded by Trustee Lee directing President Sanchez to offer the open trustee position to Candidate A. If accepted the board would ratify the acceptance and swear in the new trustee at the March 2023 board meeting.

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

5. APPROVAL OF MINUTES

5a. 5b & 5c. Approval of the Regular minutes of January 18, 2023 meeting, the minutes of the Special Meetings of January 23 & 24 and and February10, 2023 and the executive session minutes of Special Meetings of January 23 & 24 and February 10, 2023

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A motion was made by Trustee Williams and seconded by Trustee Villarreal to approve all minutes as presented.

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

6. COMMUNICATION AND ANNOUNCEMENTS

Card from the library staff to the board thanking them for the staff Christmas dinner

7. TREASURER'S REPORT

- 7a. Approve January 2023 Financials Statements
- 7b. Approve the Accounts Payable for February 15, 2023 in the amount of \$48,574.55
- 7c. Approval of Library Payroll for January 25, 2023 in the amount of \$16,168.53 and the February 8, 2023 payroll in the amount of \$18,580.56
- 7d. Ratify the IMRF payment for January 2023 in the amount of \$2,867.07.
- 7e. Ratify the transfer of \$200,000 on 1/13/2023 from the US Bank Primary Account to the US Bank Accounts Payable account, to pay library invoices.
- 7f. Ratify US Bank check number 2767 in the amount of \$100,000 deposited into Seaway Payroll account on 1/18/2023 for payroll purposes.

Treasurer Williams read the summary of monthly cash and balances with the opening balance on 1/01/23 was \$800,264.90 and on 1/31/23 the closing balance was \$105,188.48. Tax Revenues received was \$352,376.58.

Trustee Rice inquired about the Interim Director's invoice. Treasurer Williams stated that the invoice covered 1.5 months and that the Interim Director has been at the library more than in the past.

Trustee Villarreal inquired about why staff were being reimbursed so often for library purchases. Interim Director Parker stated that it was because the costs would normally be covered with a library credit card, but the library didn't have an active credit card.

A motion made by Trustee Williams and seconded by Trustee Villarreal to approve all financial documents as presented.

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

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8. INTERIM DIRECTOR'S REPORT

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

She will be working with incoming director Leighton Shell to transition him in his new role. Because he has prior director experience, she didn't expect that transition to take very long, perhaps a month or so. Parker has enjoyed working with the board and staff over the past year and with the boards permission, would like to stay on a bit longer to finish up some of the projects that she was not able to attend to given the demands of the day to day.

The trustees had the following statements/questions:

Trustee Sanchez stated that she would like Parker to stay on to finish up the necessary work so that Leighton Shell can concentrate on getting acclimated with staff and the day-to-day tasks of the library. Minimally she would like Parker to complete the new library and personnel policies, the vendor lists and get all the banking and financial issues straightened out.

Trustee Barber-Burnside asked what had happened regarding contacting the police about the parking lot issues.

Trustee Williams asked if Parker would be available in the event the library needed her work in the future.

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

10a. Library Director Search: Ratify the appointment of Leighton Shell as the new library director with an annual salary of \$85,000, with a starting date of February 21, 2023

A motion made by Trustee Williams and seconded by Trustee Barber-Burnside to ratify the appointment of Leighton Shell as the new library director with an annual salary of \$85,000.

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

11. NEW BUSINESS

11b. Library Foundation

Interim Director Parker stated that a letter from the Secretary of State came to the library regarding the Maywood Library Foundation, stating that the Foundation was in danger of being dissolved due to lack of compliance: the annual report and the financial report were not filed. She found the prior years information and stated that three of the current library trustees were on Foundation board. Since the Foundation is a separate legal entity from the library they Board would need to convene and determine what the direction of the Foundation will be. There is also two Foundation bank accounts that will need to be addressed.

11c. Policies: Meeting Room and Holiday Pay

A motion made by Trustee Barber-Burnside and seconded by Trustee Villarreal to approve the Meeting Room and Holiday Pay policies as amended.

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

11d. Facility Assessment

Interim Director Parker presented the three facility assessment proposals for board review.

Trustee Rice stated that an assessment did not need to be done.

Trustees Barber-Burnside, Sanchez and Williams stated that an assessment absolutely had to be done so that the board and director have a realistic assessment of the facility issues and a road map for necessary work, priority projects and potential costs associated with the work.

President Sanchez stated that since all the proposals are nearly the same, she recommend the board go with the lowest bid.

A motion made by Trustee Villarreal and seconded by Trustee Lee to approve the facility assessment proposal by Williams Architect.

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

Nays: None

Motion Passed

11e. Rotary Black History Month request

Trustee Barber-Burnside stated that the Rotary wants to partner with the library and Maywood Historical Society want to have a display in the library on February 28, 2023.

A motion made by Trustee Villarreal and seconded by Trustee Williams to approve the partnership program.

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

Nays: None

Motion Passed

11f. Business Manager job description

Interim Director Parker presented the Business Manager position and stated that after careful review of the work and discussion with Mr. Shell, the position really needs to be a full time position.

After discussion, the name of the position would be changed to Business Office Administrator.

A motion made by Trustee Villarreal and seconded by Trustee Barber-Burnside to approve the Business Office Administrator job description.

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

Nays: None

Motion Passed

12. COMMENTS FROM THE BOARD

None.

13. EXECUTIVE SESSION

A motion made by Trustee Villarreal and seconded by Trustee Barber-Burnside to go into executive session to discuss personnel matters at 8:58 PM.

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

Nays: None

Motion Passed

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A motion made by Trustee Williams and seconded by Trustee Barber-Burnside to reconvene open session at 9:17 PM.

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

A motion made by Trustee Villarreal and seconded by Trustee Barber-Burnside to allow Interim Director/Library Consultant Kathy Parker to continue to finish up the policies and financial work.

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

14. ADJOURNMENT

President Sanchez adjourned the Regular Board Meeting by consensus at 9:18 PM.

SIGNED _____ DATE _____



**Maywood
Public
Library
District**

**MONTHLY FINANCIAL
STATEMENTS**

February 2023

MAYWOOD PUBLIC LIBRARY DISTRICT
Summary of Monthly Cash Receipts & Disbursements
As of February 28, 2023

Account	Beginning Bal. 2/1/2023	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 2/28/2023
US Bank- Primary	\$ 461,166.45			\$ 13,765.64	\$ 13,434.31		\$ (537.28)	\$ 487,829.12
US Bank- Accouts Payable	178,285.02					(50,808.27)		127,476.75
Seaway Payroll	82,260.54	5.14			7,567.96	(41,068.08)		48,765.56
IL Funds - Primary	333,476.47	1,146.28						334,622.75
Cash - Cirulation	150.00							150.00
Petty Cash	65.00							65.00
TOTAL	\$ 1,055,403.48							\$ 998,909.18

Maywood Public Library
Statement of Financial Position
As of February 28, 2023

	Total	
	As of Feb 28, 2023	As of Jan 31, 2023 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1001011 Petty Cash	75.00	75.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	113,103.86	146,598.84
1050011 IL Funds - Primary	334,622.75	333,476.47
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	412,829.12	386,166.45
1080111 US Bank - Accounts Payable	121,340.36	169,914.91
1080211 US Bank - Payroll	0.00	0.00
1099011 Cash Allocated to Other Funds	-701,337.74	-701,337.74
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90
1099078 Allocated Cash - Working Cash	258,366.98	258,366.98
1099091 Allocated Cash - FICA Bond	366,313.43	366,313.43
1099092 Allocated Cash - IMRF Fund	101,463.05	101,463.05
1099093 Allocated Cash - Unemp Fund	16,025.37	16,025.37
1099094 Allocated Cash - Workers Comp Fund	8,005.43	8,005.43
1099095 Allocated Cash - Liab Ins Fund	-87,895.42	-87,895.42
1099096 Allocated Cash - Audit Fund	-6,250.00	-6,250.00
Total Bank Accounts	\$ 982,094.89	\$ 1,036,355.47
Total Current Assets	\$ 982,094.89	\$ 1,036,355.47
TOTAL ASSETS	\$ 982,094.89	\$ 1,036,355.47
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	-46.08	-46.08
Total Accounts Payable	-\$ 46.08	-\$ 46.08
Credit Cards		
2100311 BofA Credit Card		
2100411 BOA-Stan	0.00	0.00
2100511 BOA-Josephine	0.00	0.00
Total 2100311 BofA Credit Card	\$ 0.00	\$ 0.00
2100911 Chase Southwest Visa	0.00	0.00
Total Credit Cards	\$ 0.00	\$ 0.00
Other Current Liabilities		
2101011 Federa I Tax Withheld	0.00	-716.78

Maywood Public Library
Statement of Financial Position
As of February 28, 2023

	Total	
	As of Feb 28, 2023	As of Jan 31, 2023 (PP)
2102011 State Tax Withheld	5,784.54	4,939.87
2103011 FICA Withheld	-0.01	-1,314.27
2104011 IMRF Withheld	105.97	69.70
2104511 IMRF-VAC	387.58	387.58
2105011 Credit Union I Withheld	92.32	3,247.32
2106011 Credit Union II Withheld	385.00	785.00
2107011 Medical Insurance Withheld	29.70	29.70
2108011 Pepsco Withheld	235.00	235.00
2109011 Garnishments Withheld	0.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85
2111011 AFLAC Withheld - Post Tax	0.00	0.00
2222211 Cash Advance - Credit Card	163.34	163.34
2222411 Due to Library Foundation	0.00	0.00
Total Other Current Liabilities	\$ 7,201.29	\$ 7,844.31
Total Current Liabilities	\$ 7,155.21	\$ 7,798.23
Total Liabilities	\$ 7,155.21	\$ 7,798.23
Equity		
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90
2900078 Fund Balance - Working Cash	258,366.98	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05
2900093 Fund Balance - Unemployment	16,025.37	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00
Opening Balance Equity	-6,624.18	-6,624.18
Retained Earnings	637,084.55	637,084.55
Net Revenue	28,630.50	82,248.06
Total Equity	\$ 974,939.68	\$ 1,028,557.24
TOTAL LIABILITIES AND EQUITY	\$ 982,094.89	\$ 1,036,355.47

Wednesday, Mar 08, 2023 09:43:52 AM GMT-8 - Accrual Basis

Maywood Public Library
Budget vs. Actuals: FY23 BUDGET - FY23 P&L
 July 2022 - February 2023

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
3001011 Tax Revenue - Current	532,716.13	1,328,626.00	-795,909.87	40.10%
3001080 Tax Rev Current - Building Fund	9,909.62		9,909.62	
3001091 Tax Rev Current - FICA Fund	35,962.31		35,962.31	
3001092 Tax Rev Current - IMRF Fund	48,908.74		48,908.74	
3001093 Tax Rev Current - Unemp Fund	2,557.32		2,557.32	
3001094 Tax Rev Current - Workers Comp Fund	2,557.32		2,557.32	
3001095 Tax Rev Current - Liab Ins Fund	35,962.31		35,962.31	
3001096 Tax Rev Current - Audit Fund	6,233.47		6,233.47	
3021011 Personal Prop Replacement Tax		60,000.00	-60,000.00	0.00%
3030011 Per Capita Grant	34,762.80	34,442.00	320.80	100.93%
3032611 Other Grant Income	15,869.13		15,869.13	
3039011 Donations	207.00		207.00	
3070011 Copy Machine	2,255.70	2,000.00	255.70	112.79%
3080011 Lost and Paid	141.98	150.00	-8.02	94.65%
3095011 General Sales		25.00	-25.00	0.00%
3095511 Book Sales	218.90	25.00	193.90	875.60%
3123011 Vending Machine Income	743.75	1,500.00	-756.25	49.58%
3125011 Fax Machine	2.75		2.75	
3127011 Room Rental Income	30.00		30.00	
3130011 Miscellaneous Income	557.06	300.00	257.06	185.69%
3132511 Maywood Book Income		300.00	-300.00	0.00%
3302011 Interest - All Bank	1,141.66	200.00	941.66	570.83%
3302311 Interest - SB&T Payroll	8.87		8.87	
3304011 Interest - IL Funds Primary	5,899.89	200.00	5,699.89	2949.95%
3608011 Passport Income	4,580.00	5,000.00	-420.00	91.60%
Total Revenue	\$ 741,226.71	\$ 1,432,768.00	-\$ 691,541.29	51.73%
Gross Profit	\$ 741,226.71	\$ 1,432,768.00	-\$ 691,541.29	51.73%
Expenditures				
4010011 Salaries	266,000.43	575,000.00	-308,999.57	46.26%
4040011 Healthcare Premium	17,610.82	65,000.00	-47,389.18	27.09%
4050011 Trustee Development	800.00	3,500.00	-2,700.00	22.86%
4051011 Staff Development	1,965.36	3,500.00	-1,534.64	56.15%
4052011 Travel	66.63	2,000.00	-1,933.37	3.33%
4060011 Professional Education	105.30		105.30	
4070011 Membership Dues	823.00	4,400.00	-3,577.00	18.70%
4080011 Adult Books	6,626.17	20,000.00	-13,373.83	33.13%
4080012 YS Books	2,970.24	15,000.00	-12,029.76	19.80%
4085011 SWAN Lost Books	188.38	2,000.00	-1,811.62	9.42%
4090011 Periodicals	1,087.14	1,600.00	-512.86	67.95%

Maywood Public Library
Budget vs. Actuals: FY23 BUDGET - FY23 P&L
July 2022 - February 2023

	Total			
	Actual	Budget	over Budget	% of Budget
4100011 Adult Audio Visual	908.75	7,500.00	-6,591.25	12.12%
4100012 YS Audio Visual		7,500.00	-7,500.00	0.00%
4105011 Software		7,000.00	-7,000.00	0.00%
4106011 Technology	8,199.45	15,000.00	-6,800.55	54.66%
4130011 Library Supplies	1,301.15	17,000.00	-15,698.85	7.65%
4130511 Bank Fees	873.46	700.00	173.46	124.78%
4131011 Hospitality	868.88	2,000.00	-1,131.12	43.44%
4135011 Printing	826.00	3,000.00	-2,174.00	27.53%
4140011 Postage	2,515.41	1,500.00	1,015.41	167.69%
4150011 Telephone	4,527.83	10,000.00	-5,472.17	45.28%
4160011 Publicity	1,800.00	5,000.00	-3,200.00	36.00%
4170011 Professional Services	93,730.87	65,000.00	28,730.87	144.20%
4205011 Natural Gas	13,726.53	39,000.00	-25,273.47	35.20%
4210011 Data Bases	8,804.50	9,000.00	-195.50	97.83%
4215011 Water	6,539.42	11,000.00	-4,460.58	59.45%
4225011 Electricity	49,093.85	90,000.00	-40,906.15	54.55%
4235011 Garbage	4,092.87	4,500.00	-407.13	90.95%
4240011 Maintenance of Equipment	11,316.70	35,000.00	-23,683.30	32.33%
4250011 Contract Maintenance Building	20,794.90	60,000.00	-39,205.10	34.66%
4256011 Janitorial Supplies	1,001.58	7,000.00	-5,998.42	14.31%
4260011 General Maintenance - Building	15,752.09	35,000.00	-19,247.91	45.01%
4265011 SWAN	18,701.25	26,000.00	-7,298.75	71.93%
4290011 Public Programming (deleted)	54.91		54.91	
4292011 Special Events	1,146.51	8,000.00	-6,853.49	14.33%
4302011 Adult Programming	1,862.30	6,000.00	-4,137.70	31.04%
4302012 YS Programming	905.06	4,000.00	-3,094.94	22.63%
4310011 Equipment Purchase	3,599.98	5,000.00	-1,400.02	72.00%
4311011 Capital Improvements		40,000.00	-40,000.00	0.00%
4320011 Legal Fees	7,251.81	20,000.00	-12,748.19	36.26%
6032011 Misc. Grant Expense	2,337.15		2,337.15	
6123011 Vending Machine Expenses	566.48	2,000.00	-1,433.52	28.32%
9150091 FICA Expenditures	20,328.44	44,000.00	-23,671.56	46.20%
9250092 IMRF Expenses - District	79,189.46	93,085.00	-13,895.54	85.07%
9350093 Unemployment Insurance	309.12	5,000.00	-4,690.88	6.18%
9450094 Insurance - Workers Comp	1,590.00	1,000.00	590.00	159.00%
9550095 Insurance - Liability	29,287.71	35,000.00	-5,712.29	83.68%
9650096 Audit		7,000.00	-7,000.00	0.00%
Uncategorized Expense	548.32		548.32	
Total Expenditures	\$ 712,596.21	\$ 1,419,785.00	-\$ 707,188.79	50.19%
Net Operating Revenue	\$ 28,630.50	\$ 12,983.00	\$ 15,647.50	220.52%

Maywood Public Library
Budget vs. Actuals: FY23 BUDGET - FY23 P&L
 July 2022 - February 2023

	Actual		Budget		Total over Budget	% of Budget
Net Revenue	\$ 28,630.50	\$	12,983.00	\$	15,647.50	220.62%

Wednesday, Mar 08, 2023 09:56:31 AM GMT-8 - Accrual Basis

Maywood Public Library
Statement of Activity
 July 2022 - February 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Revenue									
3001011 Tax Revenue - Current	532,716.13								532,716.13
3001080 Tax Rev Current - Building Fund		9,909.62							9,909.62
3001091 Tax Rev Current - FICA Fund			35,962.31						35,962.31
3001092 Tax Rev Current - IMRF Fund				48,908.74					48,908.74
3001093 Tax Rev Current - Unemp Fund					2,557.32				2,557.32
3001094 Tax Rev Current - Workers Comp Fund						2,557.32			2,557.32
3001095 Tax Rev Current - Liab Ins Fund							35,962.31		35,962.31
3001096 Tax Rev Current - Audit Fund								6,233.47	6,233.47
3030011 Per Capita Grant	34,762.80								34,762.80
3032611 Other Grant Income	15,869.13								15,869.13
3039011 Donations	207.00								207.00
3070011 Copy Machine	2,255.70								2,255.70
3080011 Lost and Paid	141.98								141.98
3095511 Book Sales	218.90								218.90
3123011 Vending Machine Income	743.75								743.75
3125011 Fax Machine	2.75								2.75
3127011 Room Rental Income	30.00								30.00
3130011 Miscellaneous Income	557.06								557.06
3302011 Interest - All Bank	1,141.66								1,141.66
3302311 Interest - SB&T Payroll	8.87								8.87
3304011 Interest - IL Funds Primary	5,899.89								5,899.89
3608011 Passport Income	4,580.00								4,580.00
Total Revenue	\$ 599,135.62	\$ 9,909.62	\$ 35,962.31	\$ 48,908.74	\$ 2,557.32	\$ 2,557.32	\$ 35,962.31	\$ 6,233.47	\$ 741,226.71
Gross Profit	\$ 599,135.62	\$ 9,909.62	\$ 35,962.31	\$ 48,908.74	\$ 2,557.32	\$ 2,557.32	\$ 35,962.31	\$ 6,233.47	\$ 741,226.71

Maywood Public Library
Statement of Activity
 July 2022 - February 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Expenditures									
4010011 Salaries	266,000.43								266,000.43
4040011 Healthcare Premium	17,610.82								17,610.82
4050011 Trustee Development	800.00								800.00
4051011 Staff Development	1,965.36								1,965.36
4052011 Travel	66.63								66.63
4060011 Professional Education	105.30								105.30
4070011 Membership Dues	823.00								823.00
4080011 Adult Books	6,626.17								6,626.17
4080012 YS Books	2,970.24								2,970.24
4085011 SWAN Lost Books	188.38								188.38
4090011 Periodicals	1,087.14								1,087.14
4100011 Adult Audio Visual	908.75								908.75
4106011 Technology	8,199.45								8,199.45
4130011 Library Supplies	1,301.15								1,301.15
4130511 Bank Fees	873.46								873.46
4131011 Hospitality	868.88								868.88
4135011 Printing	826.00								826.00
4140011 Postage	2,515.41								2,515.41
4150011 Telephone	4,527.83								4,527.83
4160011 Publicity	1,800.00								1,800.00
4170011 Professional Services	93,730.87								93,730.87
4205011 Natural Gas	13,726.53								13,726.53
4210011 Data Bases	8,804.50								8,804.50
4215011 Water	6,539.42								6,539.42
4225011 Electricity	49,093.85								49,093.85
4235011 Garbage	4,092.87								4,092.87

Maywood Public Library
Statement of Activity
 July 2022 - February 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4240011 Maintenance of Equipment	11,316.70								11,316.70
4250011 Contract Maintenance Building	20,794.90								20,794.90
4256011 Janitorial Supplies	1,001.58								1,001.58
4260011 General Maintenance - Building	15,752.09								15,752.09
4265011 SWAN	18,701.25								18,701.25
4290011 Public Programming (deleted)	54.91								54.91
4292011 Special Events	1,146.51								1,146.51
4302011 Adult Programming	1,862.30								1,862.30
4302012 YS Programming	905.06								905.06
4310011 Equipment Purchase	3,599.98								3,599.98
4320011 Legal Fees	7,251.81								7,251.81
6032011 Misc. Grant Expense	2,337.15								2,337.15
6123011 Vending Machine Expenses	566.48								566.48
9150091 FICA Expenditures			20,328.44						20,328.44
9250092 IMRF Expenses - District				79,189.46					79,189.46
9350093 Unemployment Insurance					309.12				309.12
9450094 Insurance - Workers Comp						1,590.00			1,590.00
9550095 Insurance - Liability							29,287.71		29,287.71
Uncategorized Expense	548.32								548.32
Total Expenditures	\$ 581,891.48	\$ 0.00	\$ 20,328.44	\$ 79,189.46	\$ 309.12	\$ 1,590.00	\$ 29,287.71	\$ 0.00	\$ 712,596.21
Net Operating Revenue	\$ 17,244.14	\$ 9,909.62	\$ 15,633.87	\$ 30,280.72	\$ 2,248.20	\$ 967.32	\$ 6,674.60	\$ 6,233.47	\$ 28,630.50
Net Revenue	\$ 17,244.14	\$ 9,909.62	\$ 15,633.87	\$ 30,280.72	\$ 2,248.20	\$ 967.32	\$ 6,674.60	\$ 6,233.47	\$ 28,630.50

MAYWOOD PUBLIC LIBRARY DISTRICT

MAYWOOD PUBLIC LIBRARY DISTRICT ACCOUNTS PAYABLE MARCH 2023

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2798	Anderson Elevator 2801 South 19th Ave. Broadview, IL 60155-4758	4250011 Contract Maint Bldg	Monthly maint.	69561-b6v2	\$ 300.00	\$ 300.00
2799	Anderson Pest Solutions P.O. Box 740608 Cincinnati, OH 45274-0608	4250011 Contract Maint Bldg	Monthly billing	2486355	\$ 75.00	\$ 75.00
2800	Chicago Tribune P.O. Box 8027 Willoughby, OH 44096-8027	4090011 Periodicals	Newspapers	60150239	\$ 183.92	\$ 183.92
2801	ComEd P.O. Box 6111 Carol Stream, IL 60197-6111	4225011 Electricity		536705012	\$ 25.88	\$ 25.88
2802	Deiters & Todd Lib. Consult. 9600 Brandt Ave. Oak Lawn, IL 60453	4170011 Professional Svcs	Consult	1028	\$ 5,000.00	\$ 5,000.00
2803	Illinois Library Association 33 W. Grand Ave. # 401 Chicago, IL 60654-6799	4302011 Adult Programming 4302012 Youth Programming	IREAD "	233390 "	\$ 52.75 \$ 52.75	\$ 105.50
2804	Illinois Library Association 33 W. Grand Ave. # 401 Chicago, IL 60654-6799	4070011 Membership Dues	Institutional Membership		\$ 225.00	\$ 225.00
2805	Independent Construction 14947 Landings Ln	4170011 Professional Svcs	Facility Eng. Proposal	1139	\$ 725.00	\$ 725.00

MAYWOOD PUBLIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
	Oak Forest, IL 60452					
2806	Johnson Controls Sec. Sol. P.O. Box 371967 Pittsburgh, PA 15250-7967	4250011 Contract Maint Bldg		38460873	\$ 1,148.94	\$ 1,148.94
2807	Kathy Parker 17239 Oriole Ave. Tinley Park, IL 60477	4131011 Hospitality	Meals-Director Interviews		\$ 110.07	\$ 110.07
2808	Kathy Parker Consulting 17239 Oriole Ave. Tinley Park, IL 60477	4170011 Professional Svcs	Consulting	MPLD2023-02	\$ 10,250.00	\$ 10,250.00
2809	Konica Minolta Business Sol USA INC Dept. CH 19188 Palatine, IL 60055-9188	4240011 Maint. Of Equip.	Copies " "	285310568 285311341 285320777	\$ 57.95 \$ 3.32 \$ 42.33	\$ 103.60
2810	Lakeland HVAC Automation P.O. Box 2312 Round Lake Beach, IL 60073	4260011 General Maint Bldg	Facility Explorer	1327	\$ 1,480.00	\$ 1,480.00
2811	MidAmerican Energy Svcs. P.O. Box 8019 Davenport, IA 52808-8019	4225011 Electricity	Electricity	228692	\$ 2,702.39	\$ 2,702.39
2812	Nydia Robinson	4052011 Travel	Reimbursement		\$ 19.65	\$ 19.65
2813	Rhonda Fentry	4302011 Adult Programming	4/4/2023 Program		\$ 50.00	\$ 50.00
2814	Rhonda Fentry	4302011 Adult Programming	3/28/2023 Program		\$ 60.00	\$ 60.00
2815	Santanna Energy Svcs 26697 Network Place Chicago, IL 60673-1266	4205011 Natural Gas	Gas	INV006455974	\$ 10,933.11	\$ 10,933.11

MAYWOOD PUBLIC LIBRARY DISTRICT

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2816	Stephanie Samuel	4130011 Library Supplies 6123011 Vending Mach. Exp.	Reimbursement "		\$ 30.14 \$ 27.66	\$ 57.80
2817	Terry Plumbing Co. 5503 S. LaGrange Road Countryside, IL 60525	4260011 General Maint Bldg	Sewer Rod & Camera	230123	\$ 1,030.00	\$ 1,030.00
2818	TSAvant 2117 Chilmark Ln Schaumburg, IL 60193	4106011 Technology	Technology	MP0023	\$ 850.00	\$ 850.00
2819	Village of Maywood Health 40 Madison St. Maywood, IL 60153	4040011 Healthcare Prem.	Health ins.		\$ 1,938.38	\$ 1,938.38
2820	Village of Maywood Water 40 Madison St. Maywood, IL 60153	4215011 Water	Meter 67121394 Meter 67282349	427405652-00 427403007-00	\$ 37.55 \$ 60.31	\$ 97.86
2821	Nicor Gas P.O. Box 5407 Carol Stream, IL 60197-5407	4205011 Natural Gas	Gas	5581640000 0	\$ 871.64	\$ 871.64
2822	TSAvant 2117 Chilmark Ln Schaumburg, IL 60193	4106011 Technology	Technology	MP00235	\$ 850.00	\$ 850.00
TOTAL					\$	\$ 39,193.74

Approved by:

Date:

Maywood Public Library District

Director Report

March 2023

Introduction

I just wanted to say again how excited I am to be working here at Maywood Public Library District. For my first Director Report, I will be following the template that Kathy has been using. But if there are specific things you would like to see in the report, please let me know. I also sometimes include photos and charts in my report. I won't include any in this report, but if that is something you would not be opposed to I can start to incorporate them into future reports.

Budget/Finances

I have been familiarizing myself with the overall budget and also implementing some procedures that I used in my last position as director.

First, I created department budget and transaction reports for the Information Services, Youth Services, and Technology departments and set them up to automatically run monthly. QuickBooks is able to email them out on the 3rd day of the month, so the department heads always know how much they have spent in their budgets and can confirm transactions are correctly applied to their budgets.

Second, I have started using the feature in QuickBooks which lets you attach PDF scans of invoices to the individual bill records in the books. It takes a little more work up front to scan the invoices as they come in, but it is a huge convenience when you are looking through the books and want to look at an invoice. You don't have to go and rifle through a drawer looking for a print invoice. It will also be very useful when the accountant or auditor is reviewing the books remotely and needs to see a specific invoice. All invoices from March 2023 forward will be scanned and entered into QuickBooks. Once a new business office administrator is hired, we can potentially go back and scan older invoices and add them to their records in QuickBooks, as well.

Finally, I am reviewing the chart of accounts looking to see if there are any additional tweaks to consider for the new fiscal year. I have been working on a draft FY2024 budget with Kathy Parker.

Facility

I have scheduled the facilities assessment by Williams Architects to take place on Tuesday, March 14th. They will arrive around 8:30 a.m. to conduct the assessment. I will come in early to meet with them.

I have reached out to a number of local landscapers to get quotes for services. I have reached out to Sebert Landscaping, Romano Landscape LLC, Trimline Landscaping, and McAdam Landscaping. Romano and McAdam have come out to look over the property. I have requested

two quotes from each: one which includes mowing the lot to the north of the building and one without. So far we have only received a quote from Romano Landscape.

I also met with John Keehn of TechSavant and Paul Haerter of PNH Computer Services to discuss the library's IT infrastructure and the services which they provide to the library.

Technology

Speaking of email, I have investigated two alternate forms of e-mail to replace our current email system. One uses Google Workspace as a platform and the other uses Microsoft 365. I have heard good things about Google Workspace but it sounds like it would take 2-3 months of haranguing Google to get them to accept us as a non-profit since we are not a 401(c)(3) non-profit. I have filled out the online paperwork with Microsoft and they have already approved our non-profit status, so I have contacted TechSavant to find out the next steps for transition our email services over. This will take us from 2 gigabytes of storage to 60 gigabytes of storage, and if down the road we need more, it is an easy matter to purchase additional storage.

Policies

After meeting with some of my Department Heads we have two policies up for considering.

The first is regarding the Youth Services space and how it is intended primarily for use by children, young adults, teens, and caregivers. We are trying to limit adults lingering in the Youth space if they are not accompanying children.

The second is regarding a general guidance to staff about appropriate dress. We have not had an issue with this, but we are starting to put together formal guidance for an employee manual.

Public Relations

Let's Talk Maywood: On March 1st, I appeared on the live streaming web show, Let's Talk Maywood with Dr. Regi Ratliff. I introduced myself and spoke some about my background and history. I also fielded questions about the library from Dr. Regi and some of his viewers. I felt it went well, and we talked about possibly having me back on closer to the summer so I can promote the summer reading drive and give updates on the library. You can watch the recording of this program here. <https://bit.ly/MPDL-030123Talk>

Village of Maywood Board Meeting: I went to the village board meeting on Tuesday March 14th. I introduced myself and spoke of my goals for the library, including increasing programming and classes and getting the 3rd floor up and operational. [note: I am writing this before the village board meeting has actually taken place, so I can't give any follow-up on the meeting.] I am also planning on meeting with Mayor Booker on Monday, March 20th to network and discuss partnership opportunities.

Patron Survey: The patron survey is still live on our website. We also have a paper survey at the desks for those who are not able to access online. I mentioned the survey on my appearance on the above mentioned Let's Talk Maywood program, so we decided to keep the survey open for a few more weeks in case the program generates more responses.

Miscellaneous

Staff Training: Included with our membership in the Libraries of Illinois Risk Agency (LIRA) is access to The Team Platform training site. I have created accounts for all staff members, as well as for all Trustees. There are annual training requirements that all staff and Trustees have, such as annual sexual harassment training. This Team Platform is an approved site for fulfilling the training requirements. There are also many other worthwhile training modules that the staff will benefit from.

Related to this, I am looking into signing up for an online tool, Niche Academy. This is an online service that can be integrated with our website. The Niche Academy company produces many tutorials for the public, such as how to use Microsoft Office or how to use the EBSCO databases. But we can also create tutorials in-house and upload them to the platform. So, for example, I can use software to record the steps needed to create a new patron record in the WorkFlows software and then turn that into a tutorial video that new Patron Services staff can watch when they are onboarded.

If you would like to see a demo version of the Niche Academy tutorials you can use the following links.

<https://my.nicheacademy.com/dandemo> (Public Academy demo)

<https://my.nicheacademy.com/dandemostaff> (Staff Academy demo)

Finally, the ATLAS library training group is having a workshop in April titled, Build Your Management Toolkit For New and Middle Managers. I have forwarded the info to J. Fruit, D. Martinez, and N. Robinson to see if they would be interested in attending as they have direct report staff. So far, J. Fruit has expressed interest in attending.

Maywood Public Library District
Interim Director/Library Consultant Report
March 2023

Director Transition

I have come into the library to work with Leighton on his transition in the past weeks. We also email, text and talk regularly and recently started to Zoom. The screen share feature has allowed for us to collaborate and I don't have to drive to the library to do it. I have been very impressed with Leighton's knowledge of QuickBooks and Paylocity. He has been running reports from both and has linked the actual invoice to the check paying it in QB. I wish he had been around last June as I was struggling with both databases. He is picking things up quickly and is not timid in asking questions.

Budget/Finances

FY23/24: Leighton and I discussed the budget and he would like me to flesh it out in the coming months so he can concentrate on getting acclimated. The draft budget will be presented at the May board meeting.

I have begun the transition of the Payroll and IMRF payments from Seaway to US Bank. That should be completed by the next payroll.

I am beginning the work on getting Leighton on the bank accounts and will start the credit card application process with him.

Leighton has been made a company administrator with Paylocity. I will need continued access as well to complete the work necessary. Paylocity has all the records I need for that work.

Facility

Leighton has taken on the facility assessment work and has been getting familiar with our vendors. He has also been obtaining quotes from new vendors for work to be done.

Grants

I will be transitioning off these grants once Leighton gets familiar.
Age Options and Department of Commerce and Economic Opportunity grants for \$350,000 total:

IMRF

Authorized Agent: I am currently the AA for the library. The board will need to approve Leighton Shell as the new AA at the March board meeting. Once approved and form signed it is sent to IMRF and he will be made AA. Leighton will have to attend training as the authorized agent. I will help him until that time, and IMRF is very helpful if there is a question.

Wage Report and IMRF Payments: By the 10th of the month the IMRF wage report and payment for the prior month must be submitted to IMRF. I walked Leighton through that process this past week. I will have him do it next month and work with him during that time.

Zaabel Return to Work Violation: I received an email from IMRF. Apparently I missed the part in the in decision where we are required to re-enroll Ms Zaabel in IMRF and report all the wages for the hours she worked from April 2017 to June 2022. The ramifications of this are that the library is responsible for the employer AND the employee contributions during that time. By my estimation, the library will likely be liable for about \$70,000. I have submitted the documents and am waiting for a response to see what we will have to pay IMRF.

Policies

I am working on started the policy handbook for both personnel and general library policies. Once together, we can add as the board approves policies. I will be working on several for the April meeting.

Youth Services

The Maywood Public Library District (MPLD) strives to create and maintain an environment that is safe and suitable for children. However, MPLD facilities are public buildings and are open to everyone. Parents, guardians, and caregivers must be aware that the MPLD cannot provide childcare and that the Library is not responsible for unattended children. Parents, guardians, and caregivers are ultimately responsible for the safety and actions of children while in the Library until the age of eighteen (18).

For the safety of children, Library staff will not give out any information about a child's whereabouts or relay messages received by telephone.

Children under the age of eight (8) must be chaperoned by a parent, guardian, or caregiver that is at least fourteen (14) years of age at all times while in the Library.

Children that are eight (8) or older may visit the MPLD without a chaperone provided that they adhere to the Patron Code of Conduct. It is the responsibility of the parent, guardian, or caregiver to know the hours of operation of the MPLD and to pick up the child when the Library closes.

If a child under the age of eighteen (18) is still in the MPLD building at the time of closing, two (2) designated Library staff members shall remain with the child for a period of twenty (20) minutes. During this time, staff members will attempt to contact the child's parent, guardian, or caregiver. If a child is not picked up by their parent, guardian, or caregiver within that timeframe, the Maywood Police Department will be contacted to provide custody. In no instance will a staff member transport a child or stay alone with a child. In the event two staff members are not available to remain with the child, the Maywood Police Department will be contacted immediately.

Parents accept full responsibility for the material selection and use of Internet by their children, as acknowledged in the Material Selection and Internet Usage Policy.

Adults in the Youth Services Department

To provide an appropriate and safe atmosphere for children, and to ensure that the Youth Services Department is a welcoming, non-intimidating, and safe place for all children who visit, the Youth Services Department is intended for the use of children eighteen (18) years of age or under. However, adults (over 18) who are not accompanied by children, may use the Youth Services Department for the purposes of retrieving materials, speaking with Library staff, or using a study room if none are available on the first floor of the Library building. The Library may occasionally schedule times during which the Youth Services Department is accessible only to appropriately-aged patrons and staff for particular events or meetings.

Approved:

In no event shall any adult engage in behavior that is unlawful or unreasonably disruptive to staff or patron activities within the Youth Services Department. For example, attempts to enter into non-public spaces, any form of physical aggression or violence, or significant interruption of Library staff service to MPLD patrons, or violation to the Library's code of conduct for use of the Library, will be considered a violation of this policy. When such a violation escalates to become a threat to the safety of Library staff or patrons, the Maywood Police Department will be contacted immediately.

Adults (over 18) who are not accompanied by children under their guardianship are not allowed to use the Youth Services Department washrooms. Washroom usage is reserved for children eighteen (18) and under. Under no circumstances may an adult (over 18) who is not accompanied by a child under their guardianship either use or enter the Youth Service Department washrooms alone.

DRAFT

Approved:

Dress Guidelines

Employees must present a professional appearance, appropriate to their job position, at all times while working. Employees are expected to be dressed and well-groomed in a manner appropriate for:

- Daily responsibilities and for specific events and programs
- The patron group(s) being serviced
- Safety requirements for work being performed

Generally, appropriate dress will be “business casual.” Examples of inappropriate dress include but are not limited to:

- Shorts (above mid-thigh) or mini-skirts
- Athletic, exercise (sweatshirts, yoga pants) or beach attire
- Leggings unless worn with an appropriate length top, sweater or dress
- Any item with images or words (except that small brand logos are acceptable)

Closed-toe shoes are required for employees who regularly work with or near book carts.

Maintenance employees are to be attired for the work that they perform and are also required to wear closed-toe shoes.

Blue jeans (neat, clean, hemmed and without holes) may be worn.

Hats and other head coverings may be worn inside the library for religious, cultural or medical reasons only.

Employees are prohibited from wearing or maintaining in their work space any type of strong smelling substance, including but not limited to: perfumes, after shaves, colognes, or other such substances. Employees are expected to maintain appropriate hygiene standards while at work or performing library work.

Any temporary exceptions based on season or special events will be communicated to all staff. Employees should discuss any questions about professional appearance with their manager.

An employee who fails to meet the above dress guidelines, as determined by their manager or the Library Director, may be sent home to change attire and receive a verbal warning. For non-exempt employees, time taken away from work to correct wardrobe choices will not be paid. Additional violations of this policy may lead to further disciplinary action, up to and including termination.

DRAFT

Youth Services Report February 2023

Announcements:

The Illinois Library Association will be hosting its 34th Annual Conference, **Reaching Forward: A Professional Development Conference for Library Staff**, on Friday, May 5, 2023 at Donald E. Stephens Convention Center. This year, I, alongside of Abigail Weaver, Teen Services Librarian, Mount Prospect Public Library, Elizabeth O'Boyle, Youth Services Librarian, South Holland Public Library, Jessica Banko, Young Adult Librarian, West Chicago Public Library District, Kaitlin Mathers, Nancy McKay, Head of Teen Services, Byron Public Library District and Wendy Roe-Chapman, will be speaking at the conference. Our session, "Teen Volunteers: From Trials to Triumphs...and Everything in BeTween!", will be on Friday, May 5th at 9:30 AM. It will cover the start-up process, struggles faced by Covid closures, how to re-engage with youth volunteers, expanding or, possibly, revamping existing volunteer programs. I am excited to be able to share and provide resources to other librarians!

I was finally able to get back in touch with Javier Aguilar Morales, Consul of Documentation for the Mexican Consulate. He informed that the consulate will be thrilled to come back to our library, and that last year, our library was one of their most successful sessions. After our meeting, we agreed to 2 potential time frames: late spring or mid-summer.

Overview:

February brought in a lot of great things. We are seeing more people utilize our floor, asking for materials, and enjoying their time here. Just like Patrons Services, we started to keep track of how many patrons visit we have hourly, but it is specifically for patrons who visit the YSD floor. On average, we are seeing at least 26 patrons daily.

Our programs have been increasing in patron participation at a much faster rate, especially our craft nights. There is enough traction to host 2 craft nights each week. Also, our Lego club had an increase in members this month.

As always, my team and I are making strides to make sure that our YSD is safe and secure space for everyone. Here's what occurred in our programs.

Programs: February 2023

1. Crafty Afternoons:

- i. **Wednesday, February 1st: Sunflowers:** Our artist sometimes like a simple craft, so this session was all about making sunflowers. These sunflowers can be found on the YSD floor.
- ii. **Wednesday, February 8th: Valentine's Day Signs:** Since Valentine's Day was just around the corner, we focused on creating love signs!
- iii. **Wednesday, February 15th: Slime:** Our artists asked us so many times, "when can we do slime again"? Well, this craft was finally the day we gave them what they were asking for!
- iv. **Wednesday, February 22nd: Chalk Art:** With black canvases and a lot of chalk, our artist were able to create unique images with something more than just paint.

2. Weekenders: Crafts on the go!

- a. **Friday, February 3rd & Friday, February 17th:** These take home crafts are perfect to give families an opportunity to do crafts at home, while also allowing us to circulate the surplus from

previous crafts. Both kits had multiple crafts, however the main craft for this month was bedazzling. Although bedazzling seems outdated, we had positive feedback and we had 2 families inquiring more about them.

3. **Anime Club: Saturday, February 4th:**
 - a. As always, anime club is an opportunity for tweens and teens to watch, read, and discuss manga and anime.
4. **Bingo Buddies:**
 - a. **Tuesday, February 7th & Tuesday, February 21st:** This club is for those who love playing bingo! February was the first month that we launched bingo buddies, and we are experiencing a slow start. Hopefully in March, our participation rises.
5. **Toddler Storytime:**
 - a. **Tuesday, February 7th: Valentine's Day**
 - b. **Tuesday, February 21st: Colors**
6. **Lego Club: Saturday, February 11th:**
 - a. Lego club is full of many energetic members who are willing to create anything out of Legos! This session, each member had to build a farm out of certain colors and could only use 25 Lego pieces. They has such a fun time trying to compete against each other.
7. **Preschool Storytime:**
 - a. **Monday, February 13th: Cancelled**
 - b. **Monday, February 27: Black History**
8. **Let's Play:**
 - a. **Thursday, February 16th:** On let's play nights, patrons can find board and card games all throughout the YSD floor.

Webinars/Professional Development:

1. **Behavioral Insights and Parenting Lab @ UChicago: Wednesday, February 8th @ 1:30 PM (Zoom)**
 - a. This meeting was more information about a collaboration between The University of Chicago and the MPLD. Kathryn Ray and Rebekah Bautista, explained that there is a program occurring in March that Maywood families could participate. Here is an exact summary: "Our current literacy program, "Learning Curiosity," is text-based project that focuses on increasing children's literacy skills. This project is fully remote and geared toward families who do not have children enrolled in preschool. Parents will receive \$120 at the end for their participation".
2. **LAN 60 (Riveredge Hospital): Wednesday, February 15th @ 1:00 PM (Zoom)**
 - a. This was a monthly community meeting for organizations or entities that provide service to those who potentially are experiencing substance abuse. Riveredge provides resources along with methods to handle these types of situations. It is also a group I network with—letting them know what resources the library has to offer.
3. **MacKids Webinar: Wednesday, February 15th @ 1:30 PM (Zoom)**
 - a. This webinar was an exposition of some of the new books that will be releasing this year for kids. They have some awesome suggestions!
4. **AI Meeting: Tuesday, February 21st @ 3:15 PM (Zoom)**
 - a. On February 10th, Michael Zhang, Co-founder and Chief Instructor at AI Camp, emailed a couple of people on staff to share potentially having an AI Summer Camp at our library. After meeting with him, I learned that this camp was either 1 week long, which would cost \$3,000 or 3 weeks long, which would be \$7,000. This AI Camp is intriguing, however it is only for a group of 10.

Included is a link to the presentation:

https://www.canva.com/design/DAFUS4wM7fU/qkxNUE7iMbt80QrcbK-mTg/edit?utm_campaign=designshare&utm_medium=link2&utm_content=DAFUS4wM7fU&utm_source=sharebutton

5. **"Seasons of Hope" Luncheon (Riveredge Hospital): Wednesday, February 22nd @ 11:30 AM**
 - a. The MPLD was invited as an honorary guest to a luncheon hosted by Riveredge Hospital. This luncheon recognized all of the community organizations that worked together to collect winter clothing all through December and January. Mike Rudolph, Manager of Business Development, informed us that often patients arrive to the hospital without a coat or shoes. With this project and our participation, they were able to collect over 280 winter items for their patients!
6. **Black History Month Assembly @ Irving Middle School: Monday, February 28th @ 3:00 PM**
 - a. Irving Middle School host an annual BHM assembly where students get to showcase poetry, songs, dancing, and more to celebrate and recognize Black History. Unfortunately, I was not able to attend due to a time conflict, however I did send Lisa Coglianese flyers and our newsletter to share.
7. **TAG: Monday, February 27th @ 2:30 PM (Zoom)**
 - a. TAG is a collaborating group of different Youth Services librarians that share ideas, tips, and resources for middle school and teen services. This specific meeting included the 5 librarians that will be speaking at the Reaching Forward Conference. During this meeting, we discussed what each person will be saying, along with other responsibilities.

Future Programs:

Here is the booklet for the months of February-April:

<file:///C:/Users/dmartinez/Downloads/February-April%202023%20Booklet%20Final.pdf>

Other Notes:

I am taking the opportunity to rave about Kiara, Grasiela, and Vanessa. They have been working incredibly hard to get through the weeding list, while still providing excellent service to our patrons! All credit goes to the 3 of them, go team!

Daniela Martinez

Head of Youth Services

dmartinez@maywoodlibrary.org

March 6, 2023

Youth Services Program Stats: February 2023

9. Crafty Afternoons:

- i. Wednesday, February 1st: 22
- ii. Wednesday, February 8th: 20
- iii. Wednesday, February 15th: 27
- iv. Wednesday, February 22nd: 25

10. Weekenders: Crafts on the go!

- a. Friday, February 3rd: 4
- b. Friday, February 17th: 5

11. Anime Club: Saturday, February 4th: 0

12. Bingo Buddies:

- a. Tuesday, February 7th: 0
- b. Tuesday, February 21st: 0

13. Toddler Storytime:

- a. Tuesday, February 7th: 4
- b. Tuesday, February 21st: 3

14. Lego Club: Saturday, February 11th: 34

15. Preschool Storytime:

- a. Monday, February 13th: Cancelled
- b. Monday, February 27: 2

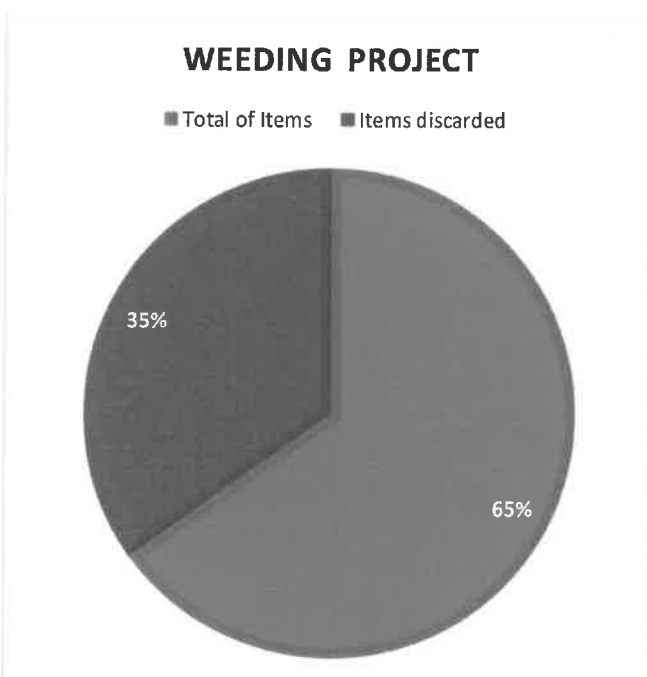
16. Let's Play:

- a. Thursday, February 16th: 16

Passport Stats:

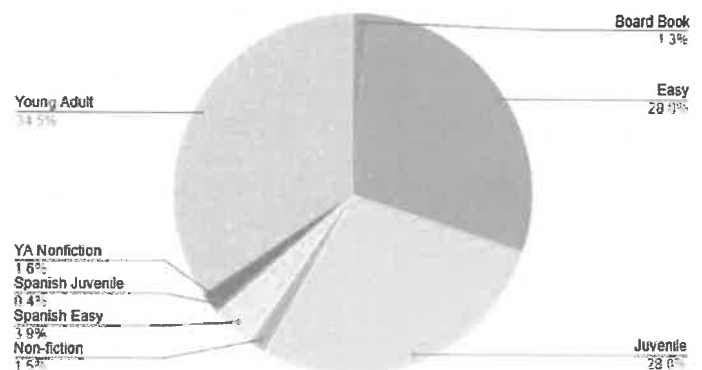
Amount of Passport Applications in February: **22**

Weeding Completion Report:



Book Purchases by Audience:

Amount Spent per Audience:



February 2023 Report – Information Services

General

We updated the Meeting Room Policy.

We decorated the entryway for Black History Month.

I visited Garden House apartments and met their event programming person. She has started referring people to our tech help service.

We started a patron survey in February. It should wrap up in March.

Programs

We had Black History Month trivia challenge for the month of February.

I had 5 one-on-one tech sessions with patrons.

We distributed 85 stress reliever puzzles and coloring pictures.

The library's recurring Yoga and meditation programs continue to do well.

Our regular quilting & sewing group came in on Tuesdays, and a couple Thursdays.

Rush University visited us and distributed NARCAN and related information.

We had a Valentines themed adult craft.

We had two Bingo programs.

I've started pushing the Illinois Libraries Present speakers. Mary Roach had a presentation on March 1st, and Danny Trejo is next on April 4th.

Collection

Our weeding project has slowed a bit as we are running out of space for the discarded books. A book sale area was created to dispose of some of them, but it has filled up for the time being. We are looking into alternatives such as Discover books to help.

Looking Forward

We have begun planning for summer reading. We are looking at having a big wrap up party at the end of the program.

February 2023 Statistics Report - Information Services Dept.

Wix

Website Visits 1864

Event Registrations
165

My Pc

Center Users 301

Youth Users
202

Copier

Faxing 235 pages

Printing 2289 pages

Scanning 412 pages

Copies 599 pages

Axis 360 : 10 checkouts

Kanopy 27 visits, 12 plays

Hoopla 4 new users; 134 Checkouts

OverDrive (Libby) 6 new users; 39 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

TikTok 44.3k likes, 1799 followers

Instagram 533 followers

Twitter 121
followers

OCLC 2 checkouts, 1 holds placed

EBSCO: 102 Database Requests

Museum Adventure Pass: 0 passes generated

Explore More Illinois: 0 passes generated

Local History : 2 requests

Reference Questions : We average about 5 questions a day



March 2023

Patron Services

The book sale area is officially open! We are excited to finally offer our patrons the chance to buy books once again.

Something new - the Patron Services Dept. is now offering the "Need Something" Service. If patrons need/forgot items like stamps, manila folders/envelopes, thumb drives or ear buds, they are able to purchase them at our Patron Services desk!

Our statistics for the month: 1444 patrons came into the library, 1073 transactions and 56 New Patron cards!

One of our employees is on sick leave and another left us. We have hired 2 new ladies, Rita LePard and Amy Arias. We are very happy to welcome them to our team!

Join us for a evening of networking and
conversation with Illinois Library Trustees.
Featuring a conversation between
Cyndi Robinson & Joe Filapek

LACONI Trustee Banquet

Friday, May 19th 6-11pm
The Nineteenth Century Club
Oak Park, IL

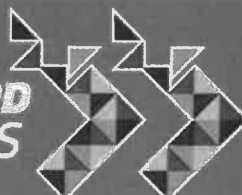
To purchase tickets and more information visit www.laconi.net



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Trustee Day 2023

Saturday, May 20 from 10am - noon

**Alsip-Merrionette Park Public Library District
11960 S Pulaski Rd
Alsip, IL 60803**

Being a Library Board member is a wonderful way to give back to your community and to your library, but it can also be very overwhelming!

Whether you are a veteran trustee or new to the position, this workshop will leave you feeling more confident in your ability to run an effective meeting and engage with your Director and community.

Jim Deiters, Assistant Director of the Joliet Public Library, and Alex Todd, Director of the Prospect Heights Library District, will be presenting a mock board meeting to review the do's and don'ts of running a public meeting. Topics include FOIA, OMA, closed sessions and voting, and there will be an opportunity for questions.

Coffee and light refreshments will be served. Register online [here](#) or mail this form along with a check to:

ATLAS c/o Jennifer Cutshall
SSCH Public Library
54 East 31st Street
Steger, IL 60475

Name _____

Library _____

Phone _____ Email _____

Amount Enclosed _____ (\$15/person) **Trustee Workshop 2023**



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2	Eligibility validation	We will verify your organization's eligibility. Our partner, TechSoup (or their local partner), may contact you for additional information.
3	Eligibility notification	Most organizations will receive an email with their eligibility results within ten (10) business days.
4	Access products and services	If your organization is eligible, you'll receive an email with a link to the Microsoft Nonprofit Hub , where you can take advantage of our nonprofit grants and discounts.

Questions?

Review our [Frequently Asked Questions](#) or contact us at aka.ms/NGOSupportForm.

OUR MOST POPULAR NONPROFIT OFFERS

Review the complete list of offers in the [Nonprofit Hub](#). Our most popular offers include tools to help you:



Enable your team's day-to-day work

Microsoft 365 with Microsoft Teams can help your nonprofit improve cybersecurity, reduce costs and empower staff and volunteers to work from anywhere.

Microsoft 365 Business Premium	Windows 11 Professional	New Surface devices
<p>An integrated solution purpose-built for small and mid-sized organizations to help you securely run and grow your nonprofit.</p> <ul style="list-style-type: none"> Free for up to 10 users; users 11-300 discounted to \$5.50* (USD) per user per month Includes desktop clients of Office, Teams, Exchange, OneDrive, and SharePoint 	<p>Full version of Windows 11 Professional, with down level rights for Windows 10 Professional.</p> <ul style="list-style-type: none"> Grants of up to 50 licenses available through TechSoup and discounted pricing for additional licenses through any Cloud Solution Provider. 	<p>8% discount*</p>



Visualize data and measure impact

Data is essential to your success. Get the tools to analyze your data and measure your impact.

Power BI Desktop	Power BI Pro
<p>Connect to data sources, build visualizations, publish to the Power BI service, and embed on websites.</p>	<p>All desktop features, plus 360° real-time views, data collaboration, content distribution, and more.</p>
<p>Free</p>	<p>US\$3* per user per month</p>



Optimize operations and migrate to the cloud

Optimize your costs while securely protecting workloads across your hybrid environments. Increase agility with best-in-class Azure infrastructure built to scale with your organization's needs.

Azure	Azure Hybrid Benefit	Windows Server 2008 / SQL Server 2008 EOS
<p>\$3,500 credit per year*</p>	<p>Discounted pricing and free extended security updates when you bring Windows Server and SQL Server on-premises licenses with Software Assurance to Azure.</p>	<p>Move Windows Server 2008/R2 services or SQL Server 2008 databases to Azure for three more years of security updates.</p>



Modernize processes and manage your constituents

Microsoft Dynamics 365 and Power Platform can help you drive deeper engagement with your stakeholders, modernize your financial systems, and build agile organizational processes.

Modernize processes:

<p>Power Apps</p>	<p>Free for up to 10 users (the "Per App" plan); discounted pricing of \$2.50* per user per month for additional users.</p>
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Manage donors and volunteers:

Dynamics 365 Sales Enterprise	Dynamics 365 Sales Professional	Dynamics 365 Customer Service Professional	Dynamics 365 Team Members
<p>Free for up to 5 users; discounted pricing of \$23.80* per user per month for additional users</p> <p>Connect with a partner</p>	<p>\$16.30* per user per month</p>	<p>\$12.50* per user per month</p>	<p>\$2.00* per user per month</p>



GET TRAINING

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- ✓ Find an overview of all our training offerings on our [resource page](#).
- ✓ Access live, trainer-led courses at the [Nonprofit Digital Academy](#) that cover Microsoft Teams, Cybersecurity, Cloud Storage, and more.



GET SUPPORT

Need guidance to help you navigate your digital transformation journey?

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- ✓ Search for technical support partners to help you navigate your journey at aka.ms/nonprofits.partners

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^ For Azure renewals, you'll receive an email 30 days from your expiration date with renewal instructions.