

MAYWOOD PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Board Meeting

Agenda

January 17, 2024
6:30 p.m.

1. Call to Order & Roll Call
2. **Action Item:** Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. **Action Item:** Meeting Minutes Consent Agenda
 - 5a. Approval of the minutes of the regular meeting held on December 20, 2023
 - 5b. Approval of the minutes of the executive session held on December 20, 2023
6. Communications & Announcements
7. **Action Item:** Treasurer's Report Consent Agenda
 - 7a. Approve December 2023 Treasurers Report
 - 7b. Approval of Library Payroll for December 13, 2023, in the amount of \$19,548.70 and December 27, 2023, in the amount of \$23,231.51.
 - 7c. Ratify the IMRF payment for December 2023 in the amount of \$4,474.81.
 - 7d. Ratify the Accounts Payable for January 5, 2024, in the amount of \$9,499.74
 - 7e. Approve the Accounts Payable for January 17, 2024, in the amount of \$54,362.21
 - 7f. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.
8. **Action Item:** Library Director and Department Reports
 - 8a. Library Director Report Additional Remarks as Needed
 - 8b. Business Office Administrator Introduction and Remarks
9. Committee Reports
 - 9a. Decennial Committee

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees
Regular Board Meeting
January 17, 2024
Agenda

10. Old Business

10a. **Discussion/Action Item:** None

11. New Business

11a. **Action Item:** Approve Treasurer's Annual Statement

11b. **Action Item:** Approve Williams Architect Proposal for Managing Elevator Modernization Project

11c. **Action Item:** Approve Williams Architect Proposal for Assisting with Illinois Public Library Construction / Remodeling for Accessibility Grant Application

11d. **Discussion Item:** Strategic Plan Options

11e. **Action Item:** Approve Library Policies Consent Agenda
(1) Notary Policy
(2) Social Media Policy
(3) Library Programs and Events Policy

12. Comments from the Board

13. Executive Session –

- Pursuant to 5 ILCS 120/2(c)(11), 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.”
- Pursuant to 5 ILCS 120/2(c)(1), to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body.”

14. **Action Item:** Actions Resulting from Executive Session

15. Adjournment

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

December 20, 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 Williams at 6:31 PM on Wednesday December 20, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Williams, Barber-Burnside [arrived 6:35 PM], Banks, Rice, and Butler
Absent: Trustees Sanchez [excused], Villarreal [unexcused]

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell.

2. ADOPTION OF AGENDA

President Williams asked to amend the agenda to move agenda item 13 (Executive Session) to before agenda item 11 (New Business). A motion was made by Trustee Butler to amend the agenda as requested and adopt the amended agenda. The motion was seconded by Secretary Banks.

President Williams called for a voice vote.

Motion Passed

3. INTRODUCTION OF VISITORS

There were no visitors attending the meeting.

4. PUBLIC COMMENT

There were no public comments.

5. APPROVAL OF MINUTES

President Williams asked for a motion to approve the consent agenda including the regular meeting minutes and the executive session minutes both held on November 15, 2023. A motion was made by Trustee Rice to approve the minutes consent agenda. The motion was seconded by Secretary Banks.

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

December 20, 2023

President Williams called for a voice vote.

Motion Passed.

6. COMMUNICATION AND ANNOUNCEMENTS

Director Shell asked the Board to provide him with t-shirt sizes if they wanted to get summer reading t-shirts when we order them for the staff.

Trustee Butler informed the Board that library staff member Marcia Burton would be receiving an award at Operation Uplift's 35th Annual Dr. Martin Luther King, Jr. Celebration and Community Awards Gala on January 13th and requested that the Board attend.

7. TREASURER'S REPORT

- 7a. Approve November 2023 Treasurers Report
- 7b. Ratify the Accounts Payable for November 15, 2023, in the amount of \$4,828.35
- 7c. Approve the Library Payroll for November 15, 2023 in the amount of \$23,228.26 and November 29, 2023 in the amount of \$26,623.47.
- 7d. Ratify the IMRF payment for November 2023 in the amount of \$7,587.93
- 7e. Ratify the Accounts Payable for December 4, 2023, in the amount of \$18,896.28
- 7f. Approve the Accounts Payable for December 18, 2023, in the amount of \$12,288.91
- 7g. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.

President Williams asked for a motion to approve the Treasurer's Report consent agenda encompassing agenda items 7a through 7e. President Williams read through agenda items and the Summary of Monthly Cash Receipts and Disbursements. A motion was made by Trustee Rice and seconded by Secretary Banks to approve the Treasurer's Report as presented.

Trustee Rice asked for further clarification on what the Treasury Management Services charge from the bank statement was. Director Shell said he would reach back out to U.S. Bank for further clarification.

Trustee Rice asked if the Belcore Electric charge was for quarterly service or a single repair. Director Shell reported that the charge was for specific work done to repair the external lights along the south side of the building. It was not a recurring service charge.

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

December 20, 2023

Trustee Rice asked what the \$742.87 Home Depot charge on the library credit card was for. Director Shell reported that the charge was for the new window blinds in the Patron Services work room that replaced the old plastic sheeting on the window.

President Williams called for a roll call vote.

Ayes: Butler, Rice, Banks, Williams
Nays: None
Abstain: Burnside
Absent: Sanchez, Villarreal

Motion Passed.

8. DIRECTOR'S REPORT

Director Shell added the following remarks to supplement his written report:

Director Shell reported that he received the signed offer letter back from Latonya Williams so she would be able to start following her two-week notice at her previous employer.

Director Shell also indicated he would be working on standardizing the layout of the department reports, so they more clearly identify which department they are for.

The trustees had the following statements/questions:

Secretary Banks thanked Director Shell and the staff of the library for all the work they put into the annual Maywood Tree Lighting event. She reported receiving positive feedback from the residents who visited the library during this community event.

President Williams asked for a motion to approve the Director's report. Trustee Butler moved to approve the report and Vice President Burnside seconded the motion.

President Williams called for a voice vote to accept the Director report.

Motion Passed

9. COMMITTEE REPORTS

Trustee Butler made an announcement for what she hopes will become a Black History

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

December 20, 2023

Month Committee. She is working on scheduling a number of Black History Month programs around Maywood and wants to have some take place at the library. She mentioned a book signing event and a performance by Stairway to the Stars. Vice President Burnside requested that during Black History Month the library decorates exclusively for Black History Month.

Trustee Butler also announced that she picked up some information about a Book Mobile grant when she was attending the Illinois Library Association conference and handed off that information to Daniela Martinez. Vice President Burnside requested that the library look into all liability issues related to book mobiles and book bicycles.

10. OLD BUSINESS

10a. None

13. EXECUTIVE SESSION

President Williams asked for a motion to go into executive session pursuant to:

- 5 ILCS 120/2(c)11, 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”; and
- 5 ILCS 120/2(c)(1), to discuss “the employment, compensation, discipline, performance, or dismissal of specific employees”.

A motion was made by Trustee Butler and seconded by Vice President Burnside to go into executive session per the above exceptions.

President Williams called for a voice vote to accept the Director report.

Motion Passed. Entered closed session at 6:55 p.m.

President Williams called for a motion to come out of closed session. Vice President Burnside motioned to reconvene open session and Secretary Banks seconded the motion.

President Williams called for a voice vote to accept the Director report.

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

December 20, 2023

Motion Passed. Re-entered open session at 7:34 p.m.

11. NEW BUSINESS

11a. Approve Director Mid-Year Review

President Williams asked for a motion to approve Director Shell's mid-year review. Trustee Butler moved to approve the Director's mid-year review and Vice President Burnside seconded the motion.

President Williams called for a voice vote to approve the Director's mid-year review.

Motion Passed.

11b. Approve Paid Leave Policy (to replace Vacation Policy, Personal Time Policy, and Sick Time Policy)

President Williams asked for a motion to approve the Paid Leave Policy. Vice President Burnside moved to approve the Paid Leave Policy and Trustee Rice seconded the motion.

Director Shell explained again that the main reason for modifying the policies and combining them into one was to be compliant with the new Paid Leave For All Workers Act which goes into effect in the new year.

President Williams called for a voice vote to approve the Paid Leave Policy.

Motion Passed.

11c. Approve Employee Classification and Compensation Policy

President Williams asked for a motion to approve the Employee Classification and Compensation Policy. Secretary Banks moved to approve the Employee Classification and Compensation Policy and Trustee Rice seconded the motion.

Trustee Butler asked for clarification about if the classifications are levels. Director Shell explained that in order to have our Paid Leave Policy accurately comply with the Paid Leave For All Workers Act, it was necessary to have two classifications of part-time workers so they can accrue time off at two slightly different levels. He also explained that the policy also clarifies how the library will use annual benchmarking to ensure staff are compensated appropriately.

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

December 20, 2023

President Williams called for a voice vote to approve the Employee Classification and Compensation Policy.

Motion Passed.

11d. Approve Collection Management Policy

President Williams asked for a motion to approve the Collection Management Policy. Secretary Banks moved to approve the Employee Classification and Compensation Policy and Trustee Rice seconded the motion.

Trustee Butler asked for clarification about Collection Management. Director Shell explained Collection Management was the overall term for how the library decides to purchase new materials, how it maintains the materials that it has, and how it eventually removes materials from the collection. He explained that the majority of the policy was not changing, but that the Intellectual Freedom paragraph was fleshed out to comply with the new Illinois anti-book banning legislation.

President Williams called for a voice vote.

Motion Passed.

11e. Approve Resolution 24-01, A Resolution Adopting the American Library Association Library Bill of Rights Pursuant to Public Act 103-100

President Williams asked for a motion to approve Resolution 24-01, A Resolution Adopting the American Library Association Library Bill of Rights. Trustee Butler moved to approve the Resolution 24-01 and Trustee Rice seconded the motion.

Director explained that it wasn't necessary to update the Collection Management Policy and pass Resolution 24-01, but that this was a "belt and suspenders" approach to make sure there is no doubt that we are in compliance.

President Williams called for a roll call vote.

Ayes: Butler, Rice, Banks, Williams, Burnside
Nays: None
Abstain: None
Absent: Sanchez, Villarreal

Motion Passed.

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

December 20, 2023

12. COMMENTS FROM THE BOARD

President Williams said she appreciated all the Trustees giving up their time and advocating on behalf of the library and being community leaders and being proactive and visible in the community. She reminded the Board that the roles and responsibilities of the Trustees is to advocate for the library, to create policy for the library, to create the budget, to hire the Director and oversee management of the library, and to set the vision and the tone of the library. She asks the entire Board to be present on behalf of their constituents. This means attending meetings and being prepared with appropriate questions. She reminded the Board that there must be a quorum present to conduct library business and that it is not fair if Trustees repeatedly do not attend meetings and put library business in jeopardy. Director Shell asked President Williams if he should add the Trustee Training videos to the meeting agenda starting in January. President Williams requested the Trustee Training videos be added.

Vice President Burnside added that the Board officer positions have additional responsibilities, which makes their attendance at meetings even more important.

Trustee Butler thanked President Williams for having the Trustee holiday dinner outing. She thought it was a very enjoyable time.

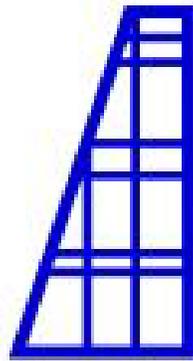
14. ADJOURNMENT

President Williams asked for a motion to adjourn the Regular Board Meeting. Vice President Burnside moved to adjourn and Trustee Rice seconded.

President Williams called for a voice vote.

Motion Passed. Meeting adjourned at 7:52 p.m.

SIGNED: _____ DATE: _____
LaSondra Banks, Secretary



**Maywood
Public
Library
District**

**MONTHLY FINANCIAL
STATEMENTS**

December 2023

Maywood Public Library District
Summary of Monthly Cash Receipts & Disbursements
As of December 31, 2023

Account	Beginning Bal. 12/1/2023	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 12/31/2023
US Bank - Primary	\$ 1,032,484.46	\$ 119.59	\$ (100,000.00)	\$ 486,337.12	\$ 553.08			\$ 1,419,494.25
US Bank - Accounts Payable	\$ 145,545.46	\$ 10.81	\$ 100,000.00		\$ 484.27	\$ (78,222.84)		\$ 167,817.70
US Bank - SB220079 Grant	\$ -	\$ 6.67	\$ 186,000.00			\$ -		\$ 186,006.67
US Bank - HB210029 Grant	\$ -	\$ -	\$ -			\$ -		\$ -
Illinois Funds - Primary	\$ 348,068.65	\$ 1,614.73						\$ 349,683.38
Cash - Circulation	\$ 325.00							\$ 325.00
Petty Cash	\$ 65.00							\$ 65.00
Total	\$ 1,526,488.57	\$ 1,751.80	\$ 186,000.00	\$ 486,337.12	\$ 1,037.35	\$ (78,222.84)	\$ -	\$ 2,123,392.00

12/19/2023 Deposit

3021011	Pers Prop Replac Tax	\$ -
3032611	Other Grant Income	\$ -
3060011	Fines	\$ 15.00
3070011	Copy Machine	\$ 141.60
3080011	Lost and Paid	\$ 19.00
3095011	General Sales	\$ 10.48
3095511	Book Sales	\$ 31.50
3123011	Vending Machine Inc	\$ -
3125011	Fax Machine	\$ -
3127011	Room Rental Income	\$ 55.00
3130011	Misc Income	\$ 100.00
3608011	Passport & License	\$177.50
3039011	Donations	\$3.00
	Total Desposit	\$ 553.08

AP Credit Card Deposits

	Nayax	Square
12/1/2023	\$ 15.85	
12/8/2023	\$ 8.42	\$ 16.46
12/13/2023		\$ 5.74
12/14/2023		\$ 43.63
12/15/2023	\$ 17.29	
12/18/2023		\$ 33.99
12/20/2023		\$ 33.99
12/22/2023	\$ 8.65	
12/28/2023		\$ 156.23
12/29/2023	\$ 7.76	\$ 136.26
	\$ 57.97	\$ 426.30
		<u>\$ 484.27</u>

Maywood Public Library
Transaction List with Splits
December 19, 2023 - January 5, 2024

Name	Date	Account	Memo/Description	Amount	Total
Amazon Capital Services					
	12/21/2023	2100011 Accounts Payable	Various invoices. See line descriptions.	220.73	220.73
		4302011 Adult Programming	inv. 13GG-H4VC-NY7G - D&D books, puzzle mat	99.91	
		4130011 Library Supplies	inv. 13GG-H4VC-CVfy - batteries	13.54	
		4260011 General Maintenance - Building	inv. 1CPV-MHL3-16FY - lightbulbs	63.46	
		4302011 Adult Programming	inv. 11P1-7WJ4-3N4L - craft supplies	43.82	
Com Ed					
	12/21/2023	2100011 Accounts Payable	Read dates: 11/9-12/12	24.68	24.68
		4225011 Electricity	11/9-12/12	24.68	
Konica Minolta Business Solutions					
	12/21/2023	2100011 Accounts Payable	inv. 290906312; 290906314; 290911129	157.75	157.75
		4240011 Maintenance of Equipment	inv. 290906312	86.50	
		4240011 Maintenance of Equipment	inv. 290906314	51.34	
		4240011 Maintenance of Equipment	inv. 290911129	19.91	
Operation Uplift, Inc.					
	01/02/2024	2100011 Accounts Payable	Dr. King Gala Tickets (M. Burton Award)	800.00	800.00
		4131011 Hospitality	Dr. King Gala Tickets (M. Burton Award)	800.00	
SWAN					
	12/27/2023	2100011 Accounts Payable	SWAN Fees (Oct-Dec) inv. 10647	6,467.25	6,467.25
		4265011 SWAN	SWAN Fees (Oct-Dec) inv. 10647	6,467.25	
US BANK					
	12/19/2023	2100011 Accounts Payable	Various charges. See line descriptions.	1,749.67	1,749.67
		4051011 Staff Development	Buca di Beppo - staff holiday party	654.18	
		4131011 Hospitality	CFS Flowers - Madlock Bereavement	115.96	
		4106011 Technology	Microsoft - staff email	23.10	

4235011 Garbage	LRS - expedited bill payment	174.00
4260011 General Maintenance - Building	Ace Hardware - lithium batteries	18.69
4131011 Hospitality	800-Flowers - Ferrari Bereavement	107.28
4130011 Library Supplies	Walmart - holiday decorations	14.91
6123011 Vending Machine Expenses	Sam's Club	35.46
4050011 Trustee Development	ILA - legislative lunch	110.00
4051011 Staff Development	ILA - legislative lunch	55.00
4130011 Library Supplies	Michael's - window decorating supplies	39.35
4130011 Library Supplies	Sam's Club - office supplies	21.72
6123011 Vending Machine Expenses	Sam's Club - snacks and soda	98.98
4131011 Hospitality	CFS Flowers - Williams Bereavement	120.96
4292011 Special Events	Sam's Club - tree lighting event supplies	160.08

Village of Maywood Water Department

01/05/2024	2100011 Accounts Payable	Water for Carnegie Bldg. & New Addition	79.66	79.66
	4215011 Water	Water-42740565200	34.14	
	4215011 Water	Water-42740300700	45.52	

TOTAL \$ 9,499.74

Friday, Jan 05, 2024 09:29:52 AM GMT-8

Maywood Public Library
Accounts Payable
January 6, 2024 - January 17, 2024

Name	Date	Account	Memo/Description	Amount	Total
Amazon Capital Services	12/27/2023	2100011 Accounts Payable	Various invoices. See line descriptions.	260.73	260.73
		4302012 YS Programming	inv. 1L9K-RGTF-9RXN	34.04	
		4302012 YS Programming	inv. 19R4-XRYM-QNTD	25.36	
		4100011 Adult Audio Visual	inv. 1GKR-PWMN-VPVP - DVDs	201.33	
Anderson Pest Solutions	12/27/2023	2100011 Accounts Payable	inv. 55527084	82.50	82.50
		4250011 Contract Maintenance Building	inv. 55527084	82.50	
Baker & Taylor	01/05/2024	2100011 Accounts Payable	Adult and Y/S Book Purchases	645.45	645.45
		4080011 Adult Books	inv. 2037991790	53.10	
		4080011 Adult Books	inv. 2038008483	210.22	
		4080011 Adult Books	inv. 2038017098	60.97	
		4080011 Adult Books	inv. 2038017067	321.16	
Chicago Tribune	12/27/2023	2100011 Accounts Payable	Pays through 3/13/24	329.63	329.63
		4090011 Periodicals	Pays through 3/13/24	329.63	
Comcast	01/08/2024	2100011 Accounts Payable	Acct 8771 20 001 0331433 12/30/23-1/29/24	161.85	161.85
		4106011 Technology	Acct 8771 20 001 0331433 12/30/23-1/29/24	161.85	
Craig Dudnick	01/11/2024	2100011 Accounts Payable		350.00	350.00
		4302011 Adult Programming	Alice's Ordinary People Film Screening - Feb24	350.00	
Danta Williams	01/05/2024	2100011 Accounts Payable	Adult Programming: Black History Month	150.00	150.00
		4302011 Adult Programming	Black History Month Program (2/8/24)	150.00	

Name	Date	Account	Memo/Description	Amount	Total
Gallagher, Arthur J. RMS	12/27/2023	2100011 Accounts Payable	Inv. # 4951247 - workers comp-LIRA	2,717.00	2,717.00
		9450094 Insurance - Workers Comp	Inv. # 4951247 - workers comp-LIRA	2,717.00	
Globe Life	01/08/2024	2100011 Accounts Payable		143.24	143.24
		4040011 Healthcare Premium	Acct. 55395	143.24	
IDENTI-CHECK	01/02/2024	2100011 Accounts Payable	Inv. 24-6444	139.60	139.60
		4170011 Professional Services	Cynthia Nordberg	74.80	
		4170011 Professional Services	Nayrin Banuelos-Bogarín	64.80	
Libraries of Illinois Risk Agency	12/27/2023	2100011 Accounts Payable	LIRA Property/Casualty 2023	32,322.83	32,322.83
		9550095 Insurance - Liability	LIRA Property/Casualty 2023	32,322.83	
LRS, LLC	01/02/2024	2100011 Accounts Payable	inv. LR5567171	168.36	168.36
		4235011 Garbage	inv. LR5567171	168.36	
MidAmerican Energy	12/21/2023	2100011 Accounts Payable	inv. 11964063	5,997.14	5,997.14
		4225011 Electricity	inv. 11964063	5,997.14	
Midwest Tape, LLC	01/02/2024	2100011 Accounts Payable	HOOPLA Digital Inv. #504859148	335.10	335.10
		4210011 Databases & E-Resources	HOOPLA Digital Inv. # 504859148	335.10	
Motion Picture Licensing Corp	01/08/2024	2100011 Accounts Payable	Membership Dues - Motion picture license	283.00	283.00
		4302012 YS Programming	MPLC Umbrella License 02/24-02/25	283.00	

Name	Date	Account	Memo/Description	Amount	Total
Nicor Gas	12/27/2023	2100011 Accounts Payable	5581640000 0 (Addition) 11/14-12/14/23	5,026.47	5,026.47
		4205011 Natural Gas	5581640000 0 (Addition) 11/14-12/14/23	5,026.47	
Peerless Network	01/02/2024	2100011 Accounts Payable	inv. 41410	744.43	744.43
		4150011 Telephone	inv. 41410 - telephone service	744.43	
Quill LLC	12/27/2023	2100011 Accounts Payable	inv. 36159752	255.01	255.01
		4130011 Library Supplies	inv. 36159752 - paper, coffee/tea	202.04	
		4256011 Janitorial Supplies	inv. 36159752 - trash bags	52.97	
Rhonda Fentry	12/27/2023	2100011 Accounts Payable	Meditation Soundbath 2/6/24	75.00	75.00
		4302011 Adult Programming	Meditation Soundbath 2/6/24	75.00	
US BANK	01/02/2024	2100011 Accounts Payable	Various charges. See line descriptions.	1,808.63	1,808.63
		4051011 Staff Development	Target - Gift Cards	25.00	
		4131011 Hospitality	McCormick & Schmicks	613.00	
		4105011 Software	Microsoft - staff email	23.10	
		4140011 Postage	Postage	132.00	
		4256011 Janitorial Supplies	Cleaning Supplies Goo Gone WD40 Cleaner	98.99	
		4292011 Special Events	AA Rental & Gift Cards	509.43	
		4302011 Adult Programming	Target Gift Cards - \$50 a piece	100.00	
		6123011 Vending Machine Expenses	Sam's Club - snacks and soda	136.47	
		4302012 YS Programming	Target Gift Cards \$25 a piece	170.64	
Village of Maywood - Health Benefit Fund	01/04/2024	2100011 Accounts Payable	inv. 8022	1,980.24	1,980.24
		4040011 Healthcare Premium	inv. 8022	1,980.24	
Village of Maywood Code Enforcement	01/10/2024	2100011 Accounts Payable	Inv 24-0103-13	386.00	386.00
		4260011 General Maintenance - Building	General Maintenance of Building - Elevator Inspection Fees for 2023 and 2022	386.00	

Name

Date

Account

Memo/Description

Amount

Total

TOTAL \$ 54,362.21

Friday, Jan 12, 2024 05:10:17 PM GMT-8



Maywood Public Library

Statement of Financial Position

As of December 31, 2023

	TOTAL	
	AS OF DEC 31, 2023	AS OF NOV 30, 2023 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1001011 Petty Cash	325.00	325.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	0.00	0.00
1050011 IL Funds - Primary	349,640.53	349,640.53
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	1,512,893.17	1,032,484.46
1080111 US Bank - Accounts Payable	49,083.57	134,552.12
1080211 US Bank - Payroll	0.00	0.00
1080311 US Bank SB220079 Grant Account (DCEO)	186,000.00	
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	\$2,098,066.07	\$1,517,125.91
Total Current Assets	\$2,098,066.07	\$1,517,125.91
TOTAL ASSETS	\$2,098,066.07	\$1,517,125.91

	TOTAL	
	AS OF DEC 31, 2023	AS OF NOV 30, 2023 (PP)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	53,840.64	16,398.62
Total Accounts Payable	\$53,840.64	\$16,398.62
Other Current Liabilities		
2101011 Federa I Tax Withheld	-1,535.31	0.00
2102011 State Tax Withheld	5,784.53	5,784.54
2103011 FICA Withheld	1,843.89	308.58
2104011 IMRF Withheld	-6,160.07	-4,208.86
2104511 IMRF-VAC	5,920.45	5,393.51
2105011 Credit Union I Withheld	92.32	92.32
2106011 Credit Union II Withheld	385.00	385.00
2107011 Medical Insurance Withheld	234.12	234.12
2108011 Pebsco 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	\$6,981.12	\$8,405.40
Total Current Liabilities	\$60,821.76	\$24,804.02
Total Liabilities	\$60,821.76	\$24,804.02
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	1,209,023.78	1,209,023.78
Net Revenue	518,995.90	-25,926.52
Total Equity	\$2,037,244.31	\$1,492,321.89
TOTAL LIABILITIES AND EQUITY	\$2,098,066.07	\$1,517,125.91

Maywood Public Library

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

July 2023 - January 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
3001011 Tax Revenue - Current	717,963.89	1,308,094.00	-590,130.11	54.89 %
3001080 Tax Rev Current - Building Fund	822.22	60,000.00	-59,177.78	1.37 %
3001091 Tax Rev Current - FICA Fund	2,983.87	55,000.00	-52,016.13	5.43 %
3001092 Tax Rev Current - IMRF Fund	4,058.06	120,000.00	-115,941.94	3.38 %
3001093 Tax Rev Current - Unemp Fund	212.19	1,000.00	-787.81	21.22 %
3001094 Tax Rev Current - Workers Comp Fund	212.19	1,000.00	-787.81	21.22 %
3001095 Tax Rev Current - Liab Ins Fund	2,983.87	44,000.00	-41,016.13	6.78 %
3001096 Tax Rev Current - Audit Fund	517.20	9,000.00	-8,482.80	5.75 %
3021011 Personal Prop Replacement Tax	114,660.07	120,000.00	-5,339.93	95.55 %
3030011 Per Capita Grant	34,762.80	34,680.00	82.80	100.24 %
3032611 Other Grant Income	7,500.00	7,500.00	0.00	100.00 %
3033011 DCEO Grant	186,000.00	350,000.00	-164,000.00	53.14 %
3039011 Donations	25.20	100.00	-74.80	25.20 %
3060011 Fines	155.83		155.83	
3070011 Copy Machine	2,690.96	2,000.00	690.96	134.55 %
3080011 Lost and Paid	434.54	200.00	234.54	217.27 %
3095011 General Sales	121.78	25.00	96.78	487.12 %
3095511 Book Sales	227.58	500.00	-272.42	45.52 %
3123011 Vending Machine Income	774.00	1,500.00	-726.00	51.60 %
3125011 Fax Machine	36.30	25.00	11.30	145.20 %
3127011 Room Rental Income	538.21	250.00	288.21	215.28 %
3130011 Miscellaneous Income	383.55	500.00	-116.45	76.71 %
3132511 Maywood Book Income		100.00	-100.00	
3302011 Interest - All Bank	517.53	200.00	317.53	258.77 %
3304011 Interest - IL Funds Primary	9,436.71	5,000.00	4,436.71	188.73 %
3608011 Passport and License Renewal Income	5,085.05	7,000.00	-1,914.95	72.64 %
Total Revenue	\$1,093,103.60	\$2,127,674.00	\$ -1,034,570.40	51.38 %
GROSS PROFIT	\$1,093,103.60	\$2,127,674.00	\$ -1,034,570.40	51.38 %
Expenditures				
4010011 Salaries	291,638.73	705,000.00	-413,361.27	41.37 %
4040011 Healthcare Premium	11,135.59	65,000.00	-53,864.41	17.13 %
4050011 Trustee Development	595.00	3,500.00	-2,905.00	17.00 %
4051011 Staff Development	1,450.13	3,500.00	-2,049.87	41.43 %
4052011 Travel	1,258.04	2,000.00	-741.96	62.90 %
4070011 Membership Dues	1,572.00	4,500.00	-2,928.00	34.93 %
4080011 Adult Books	9,706.91	17,000.00	-7,293.09	57.10 %
4080012 YS Books	5,480.47	15,000.00	-9,519.53	36.54 %
4085011 SWAN Lost Books	189.94	2,000.00	-1,810.06	9.50 %
4090011 Periodicals	1,983.95	3,500.00	-1,516.05	56.68 %
4100011 Adult Audio Visual	2,894.17	7,500.00	-4,605.83	38.59 %
4100012 YS Audio Visual	985.60	7,500.00	-6,514.40	13.14 %
4105011 Software	175.50	7,000.00	-6,824.50	2.51 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
4106011 Technology	7,274.19	5,000.00	2,274.19	145.48 %
4130011 Library Supplies	4,352.64	13,000.00	-8,647.36	33.48 %
4130012 Patron Services Supplies	632.93	3,000.00	-2,367.07	21.10 %
4130013 Tech Services Supplies	1,082.67	1,000.00	82.67	108.27 %
4130511 Bank Fees	1,967.31	1,200.00	767.31	163.94 %
4131011 Hospitality	2,185.40	2,500.00	-314.60	87.42 %
4135011 Printing	154.00	3,000.00	-2,846.00	5.13 %
4140011 Postage	132.00	3,000.00	-2,868.00	4.40 %
4150011 Telephone	5,331.62	10,500.00	-5,168.38	50.78 %
4160011 Publicity	2,137.52	5,000.00	-2,862.48	42.75 %
4170011 Professional Services	15,063.72	45,000.00	-29,936.28	33.47 %
4205011 Natural Gas	9,490.52	40,950.00	-31,459.48	23.18 %
4210011 Databases & E-Resources	11,275.21	24,000.00	-12,724.79	46.98 %
4215011 Water	10,518.53	11,550.00	-1,031.47	91.07 %
4225011 Electricity	47,908.06	90,000.00	-42,091.94	53.23 %
4235011 Garbage	2,433.45	9,000.00	-6,566.55	27.04 %
4240011 Maintenance of Equipment	1,068.37	36,750.00	-35,681.63	2.91 %
4250011 Contract Maintenance Building	17,006.83	60,000.00	-42,993.17	28.34 %
4256011 Janitorial Supplies	1,183.62	7,350.00	-6,166.38	16.10 %
4260011 General Maintenance - Building	11,173.23	36,750.00	-25,576.77	30.40 %
4265011 SWAN	12,934.50	26,000.00	-13,065.50	49.75 %
4292011 Special Events	1,779.73	10,000.00	-8,220.27	17.80 %
4302011 Adult Programming	2,565.75	7,000.00	-4,434.25	36.65 %
4302012 YS Programming	2,882.87	7,000.00	-4,117.13	41.18 %
4310011 Equipment Purchase		6,000.00	-6,000.00	
4311011 Capital Improvements		40,000.00	-40,000.00	
4320011 Legal Fees	632.50	15,000.00	-14,367.50	4.22 %
4330011 Passport and License Renewal Expenses	3.00		3.00	
6032011 Misc. Grant Expense	3,311.65	7,500.00	-4,188.35	44.16 %
6033011 DCEO Grant Expense	5,264.77	350,000.00	-344,735.23	1.50 %
6034011 Per Capita Grant Expenses	2,817.81	34,680.00	-31,862.19	8.13 %
6123011 Vending Machine Expenses	585.69	1,500.00	-914.31	39.05 %
6912011 Contingencies	39.00		39.00	
9150091 FICA Expenditures	22,202.29	54,000.00	-31,797.71	41.12 %
9250092 IMRF Expenses - District	6,079.21	97,739.00	-91,659.79	6.22 %
9350093 Unemployment Insurance	4,706.81	5,250.00	-543.19	89.65 %
9450094 Insurance - Workers Comp	2,717.00	1,050.00	1,667.00	258.76 %
9550095 Insurance - Liability	32,322.83	40,000.00	-7,677.17	80.81 %
9650096 Audit		7,000.00	-7,000.00	
Total Expenditures	\$582,283.26	\$1,961,269.00	\$ -1,378,985.74	29.69 %
NET OPERATING REVENUE	\$510,820.34	\$166,405.00	\$344,415.34	306.97 %
NET REVENUE	\$510,820.34	\$166,405.00	\$344,415.34	306.97 %



Maywood Public Library

Statement of Activity by Class

July - December, 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	NOT SPECIFIED	TOTAL
Revenue										
3001011 Tax Revenue - Current	717,963.89									\$717,963.89
3001080 Tax Rev Current - Building Fund		822.22								\$822.22
3001091 Tax Rev Current - FICA Fund			2,983.87							\$2,983.87
3001092 Tax Rev Current - IMRF Fund				4,058.06						\$4,058.06
3001093 Tax Rev Current - Unemp Fund					212.19					\$212.19
3001094 Tax Rev Current - Workers Comp Fund						212.19				\$212.19
3001095 Tax Rev Current - Liab Ins Fund							2,983.87			\$2,983.87
3001096 Tax Rev Current - Audit Fund								517.20		\$517.20
3021011 Personal Prop Replacement Tax	114,660.07									\$114,660.07
3030011 Per Capita Grant	34,762.80									\$34,762.80
3032611 Other Grant Income	7,500.00									\$7,500.00
3033011 DCEO Grant	186,000.00									\$186,000.00
3039011 Donations	25.20									\$25.20
3060011 Fines	155.83									\$155.83
3070011 Copy Machine	2,690.96									\$2,690.96
3080011 Lost and Paid	434.54									\$434.54
3095011 General Sales	121.78									\$121.78
3095511 Book Sales	227.58									\$227.58
3123011 Vending Machine Income	774.00									\$774.00
3125011 Fax Machine	36.30									\$36.30
3127011 Room Rental Income	538.21									\$538.21
3130011 Miscellaneous Income	383.55									\$383.55
3302011 Interest - All Bank	517.53									\$517.53
3304011 Interest - IL Funds Primary	7,864.83								1,571.88	\$9,436.71
3608011 Passport and License Renewal Income	5,085.05									\$5,085.05
Total Revenue	\$1,079,742.12	\$822.22	\$2,983.87	\$4,058.06	\$212.19	\$212.19	\$2,983.87	\$517.20	\$1,571.88	\$1,093,103.60
GROSS PROFIT	\$1,079,742.12	\$822.22	\$2,983.87	\$4,058.06	\$212.19	\$212.19	\$2,983.87	\$517.20	\$1,571.88	\$1,093,103.60
Expenditures										
4010011 Salaries	291,638.73									\$291,638.73
4040011 Healthcare Premium	9,012.11									\$9,012.11
4050011 Trustee Development	595.00									\$595.00
4051011 Staff Development	1,425.13									\$1,425.13
4052011 Travel	1,258.04									\$1,258.04
4070011 Membership Dues	1,572.00									\$1,572.00
4080011 Adult Books	9,061.46									\$9,061.46
4080012 YS Books	5,480.47									\$5,480.47
4085011 SWAN Lost Books	189.94									\$189.94
4090011 Periodicals	1,983.95									\$1,983.95
4100011 Adult Audio Visual	2,894.17									\$2,894.17
4100012 YS Audio Visual	985.60									\$985.60
4105011 Software	152.40									\$152.40
4106011 Technology	7,112.34									\$7,112.34
4130011 Library Supplies	4,352.64									\$4,352.64
4130012 Patron Services Supplies	632.93									\$632.93
4130013 Tech Services Supplies	1,082.67									\$1,082.67
4130511 Bank Fees	1,967.31									\$1,967.31
4131011 Hospitality	772.40									\$772.40
4135011 Printing	154.00									\$154.00
4150011 Telephone	4,587.19									\$4,587.19
4160011 Publicity	2,137.52									\$2,137.52
4170011 Professional Services	14,924.12									\$14,924.12
4205011 Natural Gas	9,490.52									\$9,490.52

	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	NOT SPECIFIED	TOTAL
4210011 Databases & E-Resources	10,940.11									\$10,940.11
4215011 Water	10,438.87									\$10,438.87
4225011 Electricity	47,908.06									\$47,908.06
4235011 Garbage	2,265.09									\$2,265.09
4240011 Maintenance of Equipment	1,068.37									\$1,068.37
4250011 Contract Maintenance Building	17,006.83									\$17,006.83
4256011 Janitorial Supplies	1,084.63									\$1,084.63
4260011 General Maintenance - Building	10,787.23									\$10,787.23
4265011 SWAN	12,934.50									\$12,934.50
4292011 Special Events	1,270.30									\$1,270.30
4302011 Adult Programming	1,965.75									\$1,965.75
4302012 YS Programming	2,429.23									\$2,429.23
4320011 Legal Fees	632.50									\$632.50
4330011 Passport and License Renewal Expenses	3.00									\$3.00
6032011 Misc. Grant Expense	3,311.65									\$3,311.65
6033011 DCEO Grant Expense	5,264.77									\$5,264.77
6034011 Per Capita Grant Expenses	2,817.81									\$2,817.81
6123011 Vending Machine Expenses	449.22									\$449.22
6912011 Contingencies	39.00									\$39.00
9150091 FICA Expenditures			22,202.29							\$22,202.29
9250092 IMRF Expenses - District				6,079.21						\$6,079.21
9350093 Unemployment Insurance	-21,690.00				26,396.81					\$4,706.81
9450094 Insurance - Workers Comp						2,717.00				\$2,717.00
9550095 Insurance - Liability							32,322.83			\$32,322.83
Total Expenditures	\$484,389.56	\$0.00	\$22,202.29	\$6,079.21	\$26,396.81	\$2,717.00	\$32,322.83	\$0.00	\$0.00	\$574,107.70
NET OPERATING REVENUE	\$595,352.56	\$822.22	\$ -19,218.42	\$ -2,021.15	\$ -26,184.62	\$ -2,504.81	\$ -29,338.96	\$517.20	\$1,571.88	\$518,995.90
NET REVENUE	\$595,352.56	\$822.22	\$ -19,218.42	\$ -2,021.15	\$ -26,184.62	\$ -2,504.81	\$ -29,338.96	\$517.20	\$1,571.88	\$518,995.90



IMRF WAGE REPORT SUMMARY

IMRF Form e3.10 (Rev. 12/10)

PAYMENT SUMMARY		
EMPLOYER NAME	EMPLOYER NUMBER	
MAYWOOD PUB LIBRARY DISTRICT	05999	
PAYMENT DUE DATE	TOTAL CONTRIBUTIONS DUE	PAYMENT METHOD
01/10/2024	4,474.81	EFT

PLAN SUMMARY					
REPORTING PERIOD: 12/2023					
PLAN	PLAN CODE	MEMBER COUNT	MEMBER WAGES	MEMBER CONTRIB	EMPLOYER CONTRIB
Regular Tier 1	RG01	4	15,619.71	702.89	1,315.18
Regular Tier 2	RG03	5	13,954.22	627.94	1,174.95
Voluntary Additional Tier 1	VA01	0	0.00	0.00	0.00
Voluntary Additional Tier 2	VA03	1	0.00	653.85	0.00
TOTAL		9*	29,573.93	1,984.68	2,490.13

* count of unique members reported for all plans

ELECTRONIC SIGNATURE AUTHORIZATION			
User ID:	KPL436344	eForm Tracking Number:	E00000002056746
User Name:	LEIGHTON SHELL	eForm Time Stamp:	Thu Jan 04 10:59:02 CST 2024
Employer Number:	05999	Authorized Agent Name:	Leighton Shell

Maywood Public Library District

Director Report January 2023

Hello, trustees. Happy New Year! If you didn't already see our online announcements, we have increased our Library hours of operation as of January 2nd. We are now open 9 a.m. to 9 p.m. Monday through Thursday and 9 a.m. to 5 p.m. Friday and Saturday. If you are in the area some evening, feel free to stop in and say hello to the staff.

With the holidays, there were no RAILS, SWAN, or other meetings to attend this past month. In community relationship building, I will be attending Operation Uplift's 35th Annual Dr. Martin Luther King, Jr. Celebration and Community Awards Black-Tie Gala Event on Saturday, January 12th. This was actually something that was on my RADAR to attend even before learning that Marcia Burton was receiving an award. I will also be attending the Rotary Club of Maywood-Proviso Centennial Celebration on January 21st.

At the request of the Board President, I will hold off on starting the Trustee Training Short Take videos. We will either start them in a future meeting, or we will hold off and watch them at a Board retreat.

Budget/Finances

At the November Board meeting, a question came up about the \$1,900.36 Adjustment/Bank Fee that appeared in the Treasurer's Report. I reached out to U.S. Bank for a clarification on what that charge was and their response was "The Analysis Service Charge is the combined fee total for the Treasury Management Services on the account." I was able to get more detailed information about that service charge, and the majority of it is related to our request for the 2020 check images. Back in July we determined that changing our account slightly would give us access to check images, but the change would take a while. We decided to have U.S. Bank pull the 2020 check images in the meantime. This incurred a cost, which resulted in the higher than normal service charge. I'll attach the full breakdown as an addendum to my report, but here is the relevant excerpt.

Image Services				
SP Cks Pd per item Stored	45	Minimum	10.00	30,417
SPE Image Retrieved				
First	10	0.00000	No Charge	
Next	965	2.00000	1,930.00	
Total	975		1,930.00	5,870,417
Subtotal: Image Services			1,940.00	

I reached out to Alfredo Rodriguez from Illinois NFP Audit & Tax, LLP for an update on the FY23 audit. He emailed saying they plan to issue a draft of the audit report by the end of the week of the Board meeting. Obviously, this means they won't be presenting at the January

meeting. I gave him the date of the February meeting and he said he will be out of town then. He will plan on presenting the audit findings to the Board at the March 20th Board meeting.

As mentioned last month, we received a good chunk of our tax funds between November 22nd and December 22nd. We received an additional \$5,500 the two days after our December Board meeting bringing our December total to \$486,337. We probably won't get as much in January. We did last year, but that was because the payments appeared to be shifted by a month.

	Average	MPLD FY2015	MPLD FY2016	MPLD FY2017	MPLD FY2018	MPLD FY2019	MPLD FY2020	MPLD FY2021	MPLD FY2022	MPLD FY2023	MPLD FY2024
Jul	\$130,207	\$ -	\$ 125,338.46	\$ 129,119.44	\$ 188,473.85	\$ 288,176.25	\$ 199,961.07	\$ 187,474.51	\$ 1,907.42	\$ 18,460.70	\$ -
Aug	\$218,347	\$ -	\$ 341,197.12	\$ 376,147.56	\$ 327,228.17	\$ 199,332.15	\$ 343,905.76	\$ 317,431.09	\$ -	\$ -	\$ 66,170.94
Sep	\$32,165	\$ -	\$ 41,312.28	\$ 21,217.55	\$ 5,111.09	\$ -	\$ 8,566.86	\$ 10,506.76	\$ 157,931.43	\$ -	\$ -
Oct	\$60,701	\$ -	\$ 38,712.86	\$ -	\$ 31,761.69	\$ 21,564.32	\$ 12,841.04	\$ 65,936.56	\$ 425,673.71	\$ -	\$ -
Nov	\$14,330	\$ -	\$ 15,572.68	\$ 39,397.63	\$ 7,412.98	\$ 8,451.15	\$ 8,762.54	\$ 10,103.65	\$ 34,625.71	\$ 13,755.40	\$ 189,796.02
Dec	\$35,099	\$ -	\$ 19,965.77	\$ 23,330.61	\$ 3,038.29	\$ 1,317.44	\$ 7,409.42	\$ 2,879.19	\$ 5,855.16	\$ 276,498.90	\$ 486,337.12
Jan	\$40,562	\$ -	\$ 26,890.47	\$ 6,408.62	\$ -	\$ -	\$ 372.25	\$ 3,670.94	\$ 1,013.03	\$ 352,326.58	\$ -
Feb	\$120,006	\$ 165,371.64	\$ 151,347.54	\$ 120,827.47	\$ 120,659.76	\$ 195,395.69	\$ 74,215.21	\$ 55,328.08	\$ 158,438.31	\$ 13,765.64	\$ -
Mar	\$434,931	\$ 428,189.89	\$ 456,543.84	\$ 457,681.62	\$ 430,955.67	\$ 444,882.26	\$ 483,697.11	\$ 435,857.24	\$ 491,714.71	\$ 269,854.08	\$ -
Apr	\$56,148	\$ 18,056.51	\$ 365.53	\$ 41,857.94	\$ 37,132.77	\$ 12,621.93	\$ -	\$ -	\$ -	\$ 442,868.38	\$ -
May	\$20,979	\$ 16,157.70	\$ 29,469.78	\$ 50,094.43	\$ 43,492.40	\$ 51,309.61	\$ -	\$ -	\$ -	\$ -	\$ -
Jun	\$2,854	\$ -	\$ 16,871.10	\$ 3,646.68	\$ -	\$ 1,417.59	\$ -	\$ -	\$ -	\$ 1,486.04	\$ -
Total	\$1,124,640	\$627,776	\$1,263,587	\$1,269,730	\$1,195,267	\$1,224,468	\$1,139,731	\$1,089,188	\$1,277,159	\$1,389,016	\$736,235

The January Personal Property Replacement Tax monies were distributed, so on January 9th, I sent our request letter to the Village of Maywood for our portion of the money, which will be \$16,348.95. We are still waiting for the December payment from the Village. We will not receive a PPRT payment in February. So far, the FY24 payments have been slightly lower than FY23 but still comparable to FY22.

	Average	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Jul	\$ 11,453.80	\$ 9,248.65	\$ 8,209.70	\$ 8,578.57	\$ 8,266.74	\$ 15,112.35	\$ 28,615.50	\$ 28,741.33
Aug	\$ 1,743.93	\$ 426.43	\$ 829.73	\$ 1,029.09	\$ 6,108.80	\$ 1,921.80	\$ 3,267.02	\$ 4,633.87
Sep	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct	\$ 12,924.01	\$ 6,313.83	\$ 7,429.49	\$ 14,930.28	\$ 7,744.25	\$ 25,179.18	\$ 38,540.57	\$ 23,822.56
Nov	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec	\$ 3,488.14	\$ 1,664.67	\$ 1,816.79	\$ 2,479.47	\$ 2,004.32	\$ 5,224.72	\$ 12,621.24	\$ 7,393.35
Jan	\$ 10,745.83	\$ 5,668.06	\$ 6,091.18	\$ 9,066.30	\$ 9,532.53	\$ 19,173.77	\$ 27,841.36	\$ 16,348.95
Feb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mar	\$ 6,135.28	\$ 5,028.15	\$ 2,402.64	\$ 1,802.40	\$ 3,444.08	\$ 25,110.64	\$ 13,791.97	\$ -
Apr	\$ 15,028.18	\$ 10,336.14	\$ 11,946.03	\$ 12,445.38	\$ 16,092.68	\$ 29,685.88	\$ 21,911.41	\$ -
May	\$ 16,184.18	\$ 10,535.88	\$ 14,523.46	\$ 7,956.64	\$ 20,739.07	\$ 39,745.07	\$ 35,550.90	\$ -
Jun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$77,703.35	\$49,221.81	\$53,249.02	\$58,288.11	\$73,932.48	\$161,153.41	\$182,139.98	\$80,940.05

Facilities

On January 4th, Kathy Parker, Dan Eallonardo, and I had a conference call to discuss the Elevator Modernization Project now that we had received some of the DCEO grant funding. We discussed three possible paths forward. One option was to just request proposals from companies to upgrade the elevators to current code. But different companies might have different opinions on what that meant and we would end up possibly comparing apples to

oranges when we were comparing proposals that we received back. A second option was to hire an elevator company to determine the specific specs required, and then request quotes from companies to match those specs, but then we would be having one company determining the specs and then giving a quote on those specs. The third option was to hire a firm like Williams Architects to come up with the specs and produce the public bid documents required and to also manage the public bidding process. Dan also recommended having them supervise the construction and close-out of the elevator upgrade process, too.

Kathy and I agreed this sounded like the best option, so I reached out to Andy Dogan at Williams Architects and requested a proposal from him to do the whole design/public bid/construction/close-out process. He told us that the \$186,000 might not be enough for both elevators, but that he could also provide a proposal to assist the Library with applying for an Illinois Public Library Construction Grant. He said we could apply under the Remodeling for Accessibility category to get an additional \$50,000. He provided both of these proposals and I have them on the agenda for the Board to review and discuss at this Board meeting. It is my recommendation that we go with both of these proposals so we can move forward with the elevator modernization.

The switch to Forest Security for our security cameras and our alarm system is slowly moving forward. After our attorney made recommendations for changes to the contracts, I forwarded those changes to Forest Security. They said they agreed to the suggested changes but could not modify the documents themselves. They asked me to make the modifications to the contracts. I finally was able to find some time to make those changes, so I submitted the signed, modified contracts back to Forest Security this past week.

Now that we are in the new year, I reached out to Smiota to get an update on the delayed delivery and installation of the smart lockers. If you recall, they emailed last month to say there were inventory delays on their end. I am still waiting to hear back with a new ETA on the lockers.

Policies

As of last month's meeting, I still did not have a Business Office Administrator on staff, so I was working to bring our paid time off policies into compliance with the new Paid Leave For All Workers Act as best I could. Now that Latonya Williams has started, she is reviewing the policy and all of our personnel policies to see if they need any additional work. We won't be reviewing those policies this month, but they may come up again in later this year if Latonya feels they need additional work.

Back in April, we had a number of policies on the agenda for review and approval, but we ended up not having a quorum and the Board did not meet. When preparing the agenda for May, it slipped my mind to move those policies to the May agenda for approval. I have added them to this month's agenda to finally have them reviewed and approved. They are the Notary Policy, the Social Media Policy, and the Library Programs and Events Policy.

Technology

Earlier this week I received an email from the Illinois Secretary of States office stating that our Library has been invited to participate in the Federal Broadband, Equity, Access, and Deployment (BEAD) Program funding challenge process. Our library has been identified by the Illinois Office of Broadband as a Community Anchor Institution (CAI) that should be connected to internet speeds of 1 gigabit symmetrical service (1000/1000mbps). We are currently only getting 50 mbps download and 10 mbps upload speeds. We received a separate email that stated that, through the Secretary of States office's work with the RAILS library system, we have also been identified as a "prioritized library". I will be working on this process to try securing us funding to get gigabit internet access at the Library.

Staff

Shortly after the December Board meeting, I received the signed offer letter back from Latonya Williams. Her first day was December 27th, and she has been getting settled into her new position and meeting all the staff. I am very excited to have her join the team. I believe she will be a huge asset to getting the Library's financial books, payroll system, and policies even more organized and accurate. I have invited her to attend the Board meeting where she will introduce herself to the entire Board.

We finished hiring our three new staff members who joined the Information/Youth Services team. This is what allowed us to expand our hours of operation. We are in the process of looking for another part-time security monitor to assist Billy Russell with the security operations at the library. In the meantime, he is staying a little longer in the evening to make sure there are no issues.

Miscellaneous

Newsletter: I was finally able to get our non-profit authorization number from the U.S. Postal Service. I have been working with B Allan Graphics to print and mail the newsletter to all the residential addresses in Maywood, which will be 7,764 homes. I will be starting the budget planning process for FY25 and I will be sure to increase our Publicity budget line to be able to absorb this additional cost.

Foundation: I reached out to U.S. Bank to start the process of opening a checking account for the Maywood Library Foundation. I was told that I couldn't start that process until the Foundation was reinstated as a non-for-profit organization with the State of Illinois. The Illinois Secretary of State's website had an online form that I was able to use to submit that request and get the process started. There were some fees involved, which I paid using the Library's credit card. That reinstatement process should take about two weeks and then I will need members of the Foundation Board to go with me to the bank to open the checking account.

Submitted by: Leighton Shell, Library Director



Account Analysis and Billing
200 S 6th St. / EP-MN-L18B
Minneapolis, MN 55402

Customer Analysis Statement

Statement Period: September 2023
Page 1 of 8



MAYWOOD PUBLIC LIBRARY DISTRICT

Account Number: [REDACTED]
TOTAL CHARGE: \$1,900.36

The Total Charge will be assessed to account 1-993-8111-4271 in the month of October.

Direct inquiries to: Commercial Customer Service at 1.800.706.4727.

To help ensure the accuracy of your service activity, please review this statement promptly and compare it to your records. You must report any discrepancies within 30 days of the date this analysis statement is mailed or made available to you. After 30 days your service activity and billing will be deemed correct.

Consolidated Analysis Summary

MAYWOOD PUBLIC LIBRARY DISTRICT

Lead Account Number	[REDACTED]
Earnings Credit Rate	0.40%
Negative Collected Rate	12.50%
Reserve Adjustment Rate †	0.00%
Current Month Multiplier	3,041.66
Settlement Frequency	Monthly
Settlement Period	September 2023

Balance Summary

Average Ledger Balance	\$	1,193,285.59
Average Float	-	0.00
Average Collected Balance	=	1,193,285.59

Settlement Analysis

Collected Balance Available for Earnings Credit Services	\$	1,193,285.59
Earnings Credit @ 0.40000%	\$	392.31
Interest Paid On Balances	-	147.12
Net Earnings Credit	=	245.19
Earnings Credit Based Service Charges	-	2,145.55
Current Month Surplus/(Deficit) Position	=	(1,900.36)
Net Service Charges	\$	(1,900.36)

† The Reserve Adjustment deduction on your analyzed account statement may not necessarily reflect the actual reserves incurred by U.S. Bank.



Account Analysis and Billing
 200 S 6th St. / EP-MN-L18B
 Minneapolis, MN 55402
 000640704 01 SP 106481856997443 S

Service Activity Detail - Summary

Service	Volume	Avg Unit Price*	Total Charge	Collected Balance Required
Depository Services				
Account Maintenance	2	0.00000	No Charge	0
Combined Transactions/Items	59	0.16949	10.00	30,417
Deposit Coverage				
First	250	0.00000	No Charge	
Next	942	0.12900	121.51	
Total	1,192		121.51	369,593
Truncated Paper Stmt	2	6.00000	12.00	36,500
Check Filter Monthly Maint	1	11.00000	11.00	33,458
Subtotal: Depository Services			154.51	
SinglePoint				
SPE CDay Det & Sum Mo Maint	1	10.00000	10.00	30,417
SPE Current Day per Item Det	39	0.00000	No Charge	0
SPE Pday Det & Sum Mo Maint				
First	1	11.00000	11.00	
Next	2	0.00000	No Charge	
Total	3		11.00	33,458
SPE Previous Day per Item Det	60	0.00000	No Charge	0
SP Image Access Mo Maint	1	30.00000	30.00	91,250
Subtotal: SinglePoint			51.00	
Image Services				
SP Cks Pd per item Stored	45	Minimum	10.00	30,417
SPE Image Retrieved				
First	10	0.00000	No Charge	
Next	965	2.00000	1,930.00	
Total	975		1,930.00	5,870,417
Subtotal: Image Services			1,940.00	
ACH Services				
ACH Received Item	14	0.00000	No Charge	0
ACH Received Addenda Item	1	0.04000	0.04	122
Subtotal: ACH Services			0.04	
Earnings Credit Based Service Charges			2,145.55	6,526,048
Total Service Charges			2,145.55	

* For statements with more than one account, the per-unit pricing can vary from account to account. For detailed pricing information, refer to account level statements.

Maywood Public Library District

Information Services Department Report January 2024

General:

On December 2nd we participated in Maywood's tree lighting ceremony, opening the library to attendees and offering snacks and activities like cookie decorating.



We had two contests over the holidays. Patron Services created a tree out of cloth pillows stuffed with crumpled sheets of paper, and we had a contest where participants had to guess how many balls of paper were used. We also had a contest for the tree in the lobby where participants had to guess how many ornaments decorated the tree. The results are:

- Tree Craft: 77 participants, 3721 pages used, winner guessed 3,000.
- Tree Ornaments: 113 participants, 853 ornaments used, winner guessed 855.

On December 28th we made a delivery of books and movies to 21 residents at Maywood Assisted Living. We delivered approximately 84 books and DVDs.



The current season of the *Illinois Libraries Presents on Zoom* series continues. On December 6th, we had *Surviving the Holidays* with Lori Gottlieb. On Saturday December 16th and 17th, *The Nutcracker* was available for streaming. On January 11, there was a panel with science fiction authors Cory Doctorow, Ken Liu, and Martha Wells on the topic “*Speculating About Our AI Future.*”

The VR headsets for Senior’s outreach visits at Garden House Apartments continued, though participation slowed down over the holidays.

Rhonda Fentry has returned with her Soundbath Meditation program. Her programs were always well attended, but she had to take an extended break last year. We’re excited to have her back!

Programs

- Tuesdays @ 12:00 Quilting and Sewing
- Fridays @ 10:00 Tech Friday
- December 1 @ 11:00 Age Options Information and Bingo
- December 5 @ 10:30 Basic PCs
- December 13 @ 5:30-6:30 Life Insurance Informational Seminar
- December 16 @ 10:30 Family Craft Program
- December 19 @ 10:30 iPad Training
- December 20 @ 5:00 Virtual Reality at the Library
- January 2 @ 12:30 Soundbath Meditation

Programming Plans

Our expanded hours give us increased flexibility for evening programming, and I'm looking forward to expanding our programming offerings for adults. I have some informational/educational programming lined up for the evening in February and beyond, and we're exploring the possibility of doing book or film discussions, and craft activities like Paint 'n Sips.

December 2023 Statistics - Information Services Dept.

Wix Website Visits 1053	Event Registrations 51
My Pc Center Users 273	Youth Users 179
Copier Faxing 159 pages Printing 882 pages	Scanning 178 pages Copies 497 pages
Digital Media eRead IL: 13 checkouts Libby 6 new users; 84 checkouts	Hoopla 1 new users; 38 Checkouts Kanopy 62 visits, 1 plays
Social Media Facebook 1.2k likes, 1.3k followers Instagram 533 followers	TikTok 44.3k likes, 1799 followers Twitter 121 followers
Interlibrary Loan OCLC 1 checkouts, 3 holds filled	
Online Resources 71 EBSCO Database Requests	
Museum Adventure Pass: 6 passes generated Explore More Illinois: 0 passes generated Local History: 4 requests Reference Questions : We average about 7 questions a day	

Submitted by: John Fruit, Head of Information Services

Maywood Public Library District
Youth Services Department Report
January 2024

Overview:

We had a lot of traction this December. It was full of programming and interviews. The great news is that we were able to hire 2 new library assistants: Nayrin B. and Cynthia N. They will be working in both YS and AS. Please make sure to say hello when you see them! Again, December was packed with programming. All details about what was occurring in the YS Department can be found below.

Programming:

This month had a lot of holiday centered programs. Those will be highlighted to distinguish between them.

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

The crafts in our *Crafty Afternoons* program included a trial run for the gingerbread contest, mini tree paintings using oil pastels, and painting their own custom ornament.

Making Monday was a great way to allow our patrons to sit and create with clay! We had two sessions: a morning and evening session. In this month, we've asked participants what else they would like to see and make.

Our story times always of 3 different audience groups. In November we had *Stuffy Storytime, Preschool Storytime, and Toddler Storytime*. Preschools and daycares are our current attendees.

Stuffy Sleep Over has many adventures with our patrons favorite stuffies. I created a video of all the things they did at our library. The video can be found at: <https://www.maywoodlibrary.org/youthservices>

Try Teens was cancelled this month, but *Journaling* is continuing to grow. We've been receiving more inquiries about these programs from different organizations.

Letter to Santa Program is an annual program for families to write a letter to Santa and the library will fulfill one (1) gift! Because of the high volume, we only grant the first 50 letters and our price limit per gift is \$25. This year, the dates to write the letter were Friday, November 24th to Saturday, December 2nd. Participants do have to write the letter here using our custom flyer, and parents must sign. This year we had 51 participants.

Find the Elves is an annual program where elves are hidden all throughout the Youth Services Department floor. The goal is to find them all in under 30 minutes. This program always has a high-yield turnout, so there were 2 dates set, and each date had 2 sessions. Additionally, this year we hid 200 elves to add to the fun. The person who found the most elves won a \$25 gift card.

Cookie Decorating is another annual program where kids compete to decorate the best giant gingerbread cookie ever. This year we had more options to decorate: a tree, a snowman, and the traditional gingerbread man. Additionally, this year was the first time we asked patrons to vote on social media. There were many interactions on this post (19,656 Impressions, 16,615 reached, 1,925 engagements). The voting lasted for 1 (week), votes were determined by total number of reactions, and it had to be to the original photo the library posted. After one week, our winner was Carla G.! She had a total of 538 reactions!



Santa Visits the MPLD On Thursday, December 21st at 5:00 PM, the kids who wrote letters to Santa were mailed an invitation to pick up their gifts and get a chance to see Santa! Once the families arrived, I walked them to the front entrance of the YS floor and asked them to chant for Santa. Santa, who was played by Leighton, then came out from the 2nd floor of the Carnegie building, down to the YS floor, ringing his bells. The kids were so excited, and a little girl ran up to hug him. With that, Santa sat on his chair, distributed gifts, and took pictures. All the families were content with the entire set up.



Community Outreach:

1. National Honor Society's Breakfast with Santa at Proviso East: Saturday, December 2 | 8:30 AM-12:00 PM

The MPLD was an honored guest at The National Honors Society's annual, "Breakfast with Santa". Our library made a huge book donation to this event to give to families in our Proviso Township Community. I managed our table, and it was so much fun. I was able to interact and connect with different groups outside our library. There were a lot of families who were thrilled about choosing new books! The books that were donated by the MPLD had a special sticker inside, and from the book



donation table, they were the first to go. Our Maywood families truly enjoyed selecting out material that was topical and interesting!

2. **Village Tree Lighting: Saturday, December 2 | 4:00 PM**

To say that our combined efforts to make this year's tree lighting only a success is an understatement. We went above our initial plans, and our community was appreciative of it! They loved the luminaries that guided them into our building, the freshly popped popcorn, the cookie decorating station, and the hot chocolate! A thing to note for next year is to make more batches of hot chocolate. Everyone seemed to be enjoying their time and were relieved they could pop into our library to get a small break from the cold!

3. **Visiting West40 Proviso East: Thursday, December 7 | 11:45 AM**

After some outreach communications with Claudia Gates, Nydia and I went to Proviso East to speak to 3 different classes about what the MPLD is all about! We answered questions about services, how to be part of the library, and even volunteering. We were there for about 3 hours, and we had some positive feedback. At this time, Claudia and I set up a date for when students could take a field trip to our library.

4. **Proviso East at MPLD: Thursday, December 14 | 9:30 AM**

This visit was arranged on the day Nydia and I did some outreach at Proviso East. A group of students came in to do a tour of our library, and participated in a Teen program that we were going to have later that day.

5. **WDLA (1st graders) at MPLD: Friday, December 15 | 10:00 AM**

The entire 1st grade class came to visit our library! That is a total of 50 students! They were enthralled with everything the library had to offer them. They especially enjoyed the stories I read in our story time. We also had coloring sheets that were incredibly popular. The class left with memories of a nice time and a newsletter for their parents.



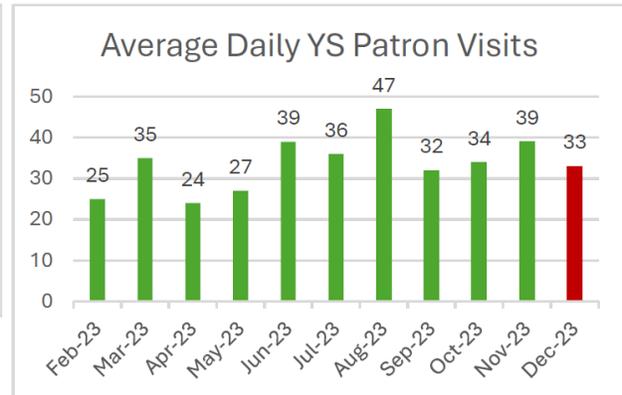
Closing:

There is no better way to sum up a month of cheer than with some pictures, but since there are so many, I leave you with these.



Youth Services Program Stats: December 2023

Program	Date & Time	Attendance	Audience
Anime Club	12/02 @ 2:00 PM	9	Tweens & Teens
Chess Club	12/02 @ 11:00 AM	4	All
Crafty Afternoons	12/06 @ 5:00 PM	32	All
	12/13 @ 5:00 PM	29	All
	12/20 @ 5:00 PM	24	All
	12/27 @ 5:00 PM	27	All
Find the Elves	12/12 @ 5:00 PM	10	All
	12/16 @ 2:00 PM	20	All
Journaling	12/12 @ 5:00 PM	8	Tweens & Teens
Lego Club	12/16 @ 11:00 AM	4	Kids
Cookie Decorating	12/09 @ 1:00 PM	46	All
Letters to Santa	11/24 - 12/2	52	All
Santa Visits the MPLD	12/21 @ 5:00 PM	60	All
Making Mondays	12/18 @ 11:30 AM	3	Kids
	12/18 @ 5:00 PM	6	Kids
Movie Monday	12/11 @ 4:30 PM	5	All
Storytime	12/05 @ 10:30 AM	4	Kids
	12/09 @ 10:30 AM	2	Kids
	12/11 @ 10:30 AM	2	Kids
	12/19 @ 10:30 AM	5	Kids
Stuffy Sleepover	12/18 @ 4:30 PM	4	All
Try Teens	12/14 @ 5:00 PM	8	Tweens & Teens



Submitted by: Daniela Martinez, Head of Youth Services

Maywood Public Library District

Patron Services Department Report January 2024

General

Happy New Year! It seems like Dec flew by. Since our last report Daniela and I went to Proviso East to speak to some students about everything the library has to offer and what it takes to get a library card. The teacher (Claudia Gates) was really happy we could make it out.

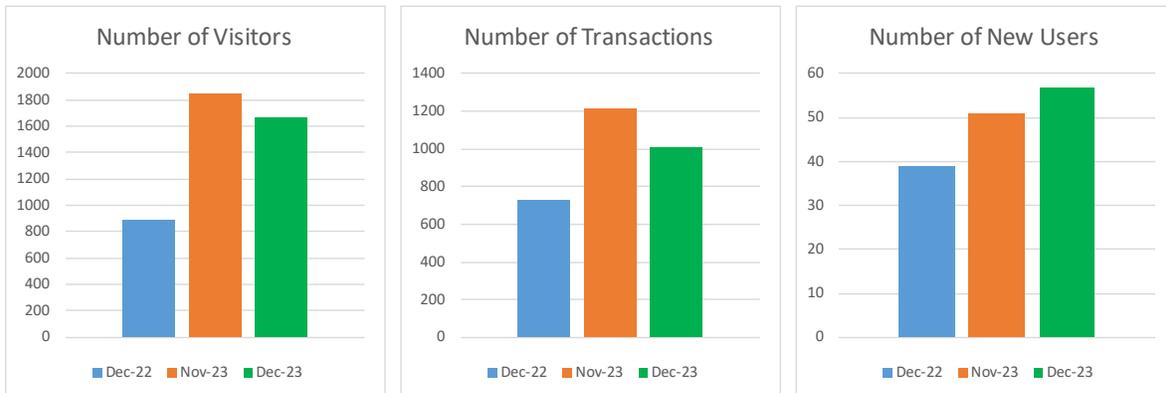
Some TEAM Training articles that have been read: Pronoun Policies Aren't Enough to Foster Inclusivity and Reframing Culture Fit to Avoid It. Very interesting and informative.

We had the library holiday get together Sat., Jan 6th at Buca di Beppo in Lombard. We want to thank Leighton and the Board for funding our night out. It was great seeing everyone outside of work!

We had a contest for our patrons - how many crumpled pages did it take to stuff the Christmas tree? The answer was 3,721!! The winner was Janice D. We had 77 participants!!

We have an Adult Craft Program coming up next week - Wine Bottle Luminary. It should be a fun one. And now they are able to stay longer because of our new hours!

Our statistics for the month: 1,669 patrons came into the library, 1,010 transactions (21.77% >Dec 2022) and 57 New Patron Cards!



Submitted by: Nydia Robinson, Head of Patron Services

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

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

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

2. That the following is a statement of all monies paid out that are a minimum of \$2,500 on most expenditures except for any monies paid for personal services together with a summary statement of operation by the undersigned on behalf of said Public Library District for the twelve months beginning the 1st day of July, 2022 and ending the 30th day of June, 2023.

Balance on hand July 1, 2022 **\$ 806,250.43**

Receipts:

Property Taxes	1,389,015.73
Personal Property Replacement Tax	270,718.72
Per Capita Grant	34,762.80
Miscellaneous Grants	15,869.13
Donations	266.00
General Sales	2,366.33
Library Services	12,532.27
Interest-general	12,639.03

Total Receipts **\$ 1,738,170.01**

Disbursements:

Payroll:

Under \$25,000.00:	\$ 196,828.29
ALTAMIRANO, F.; ARIAS-SANCHEZ, A.; ARRENDONDO, Y.; BERRIEN, D.; BETINIS, A.; BROOKS, A.; CAMACHO, K.; DANIELS, J.; DIAZ, P.; FRUIT, J.; GOLDEN, M.; HATTER, V.; LEPARD, R.; MARTINEZ, V.; MCCLINTON, S.; ROBLES, K.; RUSSELL, B.; SHELL, L.; THOMAS, C.; TRAVIS, T.; VICTOR, G.; WALKER, G.	
\$25,000 to \$50,000.00:	141,287.94
BURTON, M.; MARTINEZ, D.; ROBINSON, N.; SAMUEL, S.	
\$50,000.00 to \$75,000.00:	0.00
Over \$75,000.00:	0.00

Total Payroll: **\$ 338,116.23**

General:

Afable Consulting LLC	4,710.00		
Ancel Glink PC	9,507.21		
Anderson Elevator	14,330.00		
B Allen Graphics	3,111.00		
Baker & Taylor	19,189.29		
Bank of America	3,681.42		
Deiters & Todd Library Consulting, LLC	10,000.00		
Gallagher, Arthur J. RMS	3,443.00		
Illinois NFP Audit and Tax, LLP	6,250.00		
IMRF	118,077.77		
Johnson Controls Fire Protection LP	4,136.91		
Johnson Controls Security Solutions	4,656.36		
Kathy Parker Consulting	92,245.80		
Konica Minolta	9,174.61		
Leighton Shell	2,874.30		
Libraries of Illinois Risk Agency	29,287.71		
LIMRICC-UCGA	8,621.68		
MidAmerican Energy	55,951.59		
Niche Academy	2,500.00		
Nicor Gas	13,593.54		
OverDrive, Inc	3,000.00		
Pedro Diaz	2,669.38		
Peerless Network	5,521.27		
Republic Services	5,595.60		
Romano Landscape LLC	3,535.00		
Ross & Jack's Landscaping	7,700.00		
Santanna Energy Services	35,575.04		
SWAN	30,521.69		
T-Mobile	2,584.80		
ThermFlo, Inc	2,643.00		
Today's Business Solutions, Inc	4,521.00		
Tsavant Inc.	9,377.00		
Village of Maywood - Health Benefit Fund	33,897.65		
Village of Maywood Water Department	7,143.68		
Voris Mechanical, Inc	8,616.86		
Williams Associates Architects, Ltd.	9,950.92		
	<hr/>		
	588,195.08	\$	588,195.08

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

Collection Materials	7,143.31		
Programming Costs	4,805.24		
Utilities and Technology	4,529.16		
Maintenance	9,692.55		
General Supplies	10,129.73		
Staff and Trustee Expenses	12,678.71		
Professional Services	2,835.75		
	<hr/>		
	51,814.45	\$	51,814.45

Total General: \$ 640,009.53

Total Disbursements: \$ 978,125.76

Balance on hand June 30, 2023 \$ 1,566,294.68

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

ERICA SANCHEZ, TREASURER

SUBSCRIBED AND SWORN TO

Before Me This _____ Day

of _____, 2024

Notary Public

5 January 2024

Mr. Leighton Shell, Library Director
Maywood Public Library District
121 South Fifth Avenue
Maywood, IL 60153

Re: Letter of Proposal (LOP) For Architectural Services –
Maywood Public Library District – Elevator Modernization Services
Williams Architects Project No. 2024-TBD

Dear Leighton:

Williams Architects is pleased to present this Letter of Proposal for services required to prepare documents required to describe and publicly bid modernization of the two elevators within the Maywood Public Library District facility at 121 South Fifth Avenue in Maywood, IL.

PROJECT BACKGROUND / UNDERSTANDING

Having secured State of Illinois DCEO funding for capital improvements, the Library now seeks assistance with determining the scope of work involved with modernization of the two existing elevators within the facilities, bidding the required scope of work, overseeing the bidding process, and performing construction administration services for the project. Alternate bids will be created and solicited for remodeling of the finishes in each elevator cab.

Our services shall include the following:

- Creation of drawings and a Project Manual including all the documents and specifications required to describe and bid the elevator modernization work to elevator contractors.
- Design and selection of materials and finishes for alternate bid elevator cab remodeling.
- Issuance of the bid documents to the BHFx Online Plan Room for interested bidders to register to receive bid documents.
- Conducting a pre-bid meeting to introduce potential contractors to the project.
- Issuance of addenda as necessary to clarify the scope of work required of bidders.
- Conducting a bid opening in accordance with state of Illinois public procurement law.
- Analysis of bids received and award summary letter to the Board of Trustees.
- Attendance at three site observation meetings to observe progress and verify completion of work. A Field Observation Report will be issued for each meeting/visit.
- Completion of forms as required for Illinois State Library grant certifications.



SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule based on the Library's requirements:

Task/Phase	Completion Date
• Authorization To Proceed	February 2024
• Bid Documents Complete	April 2024
• Project Out To Bid	May 2024
• Award of Contract	June 2024
• Construction	To Be Determined (based on material and equipment lead time)

We understand the Library may be interested in pursuing an Illinois State Library (ISL) accessibility grant for this work. If the Library is awarded a grant, it cannot award contracts for the work until a grant agreement is issued by the State Library and executed by the Library, which typically occurs in May or June of each year. We have provided a proposal for ISL grant assistance services for this project under separate cover.

PROPOSED PROFESSIONAL FEES

We propose to provide the above referenced services for a fixed fee of **EIGHTEEN THOUSAND SIX HUNDRED DOLLARS (\$18,600.00)**.

This fee is broken down by task as follows:

Task 50 – Bid Document Creation	\$ 10,500.00
Task 55 – Bidding Assistance	\$ 2,500.00
Task 60 – Construction & Grant Assistance	\$ 5,600.00
Total	\$ 18,600.00

OTHER ADDITIONAL SERVICES

If the scope of work should substantially increase or decrease during the project beyond the scope indicated herein, or if additional latent or concealed conditions should require additional project scope or specialized investigation, we will propose a fee and time adjustment to the mutual satisfaction of the Maywood Public Library District and Williams Architects. Examples of such circumstances that may suggest a fee and time adjustment are discovery of conditions that may warrant the engagement of testing and inspection companies to measure or evaluate hidden or invisible conditions such as structural load calculations or environmental impact.

Any Additional Services requested in writing by the Maywood Public Library District for work not included shall be provided at our hourly rates or at mutually agreed upon fixed fees.

REIMBURSABLE EXPENSES

In addition to our professional services listed above, we shall also invoice the Owner for our reimbursable expenses at our direct cost. Reimbursable expenses include mileage to and from the Library from our Maywood office, online plan room fees, project-related expenses such as printing & photocopying, electronic documentation transfer, postage / messenger / FedEx, project related supplies, etc. We anticipate that most of the documents created in conjunction with our scope of work will be transmitted electronically.

PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. Invoices shall be sent on a monthly basis with payment due 30 days from invoice date. Unpaid balances shall incur an interest charge in accordance with the Illinois Prompt Payment Act.
2. The Library shall provide all available existing conditions drawings and specifications for our use in identifying existing conditions and systems.
3. This proposal is based on the “professional standard of care” for architectural services provided by similar firms performing similar services. The client understands that while producing our documents, imperfections and inconsistencies may occur, and that invisible or undetectable conditions may not be able to be identified. However, every reasonable effort to remedy such imperfections and inconsistencies will be made at no additional cost to the Library.
4. **Elevator modernization projects are most efficiently and cost-effectively bid directly to elevator companies rather than to general contractors.** Elevator companies cannot perform any modifications to electrical or fire alarm work that may need to occur to make their work functional. Since each elevator company will have slightly different equipment requiring different electrical and fire alarm modifications to the existing facility, it is not possible for an architect to create a “complete scope package” without making the scope of work completely proprietary to one vendor or manufacturer. Therefore, additional electrical and fire alarm work at additional cost may be required based on the awarded contractor's requirements to complete the modernization projects. The awarded elevator contractor will be required to identify such requirements at the time of their bid so such scope and cost can be validated prior to contract award, and WA will assist the Library in obtaining proposals for such work from its existing fire alarm vendor and/or other area electrical companies.
5. As the specific information required for permit of the elevator work will vary from contractor to contractor based on the equipment they provide, application for and submission of required documents for any required permits shall be the Contractor's responsibility.
6. This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
7. Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and cause of termination.
8. Duties, responsibilities and limitations of authority of the Architect shall not be restricted, modified or extended without a written Amendment to this Agreement signed by the Owner and Architect.
9. Preliminary estimates of Construction Cost prepared by the Architect represent the Architect's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices for

work described and recommended in the course of this Scope of Work will not vary from the Owner's Project Budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Architect.

10. Architect makes no warranties, express or implied. Nothing contained in the Agreement shall require the Architect to exercise professional skill and judgment greater than that which can be reasonably expected from other architects performing similar services to those required hereunder. This limitation shall also apply to any certification or representation made by Architect as an accommodation upon request of Owner. The Architect shall not make, nor shall Architect be required to make any certification or representation which seeks knowledge, services or responsibilities beyond the services set forth herein.
11. This Agreement shall be governed by the law of the State of Illinois. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the Owner or the Architect.
12. As licensed architects, our firm is not licensed or experienced in the identification, discovery, or testing of any hazardous materials and therefore cannot bear professional responsibility for any such materials or discoveries thereof. We would be glad to refer the Library to qualified testing and remediation companies experienced in such matters upon request if necessary.
13. We shall be compensated for all alternate bid items drawn and approved change orders that are not caused by imperfections and inconsistencies in the contract documents prepared by our firm.
14. The following items or services are not part of our Basic Services, but can be provided as an Additional Service:
 - a. Meetings and site visits beyond those noted herein
 - b. Services related to technology such as design/specification of data cabling, security systems, telephone, A/V, etc. (Drawings will indicate locations of data and phone jacks required with conduit for Owner-provided cabling and terminations)
 - c. As-Built Documentation (this is typically provided by the Contractors)

CONCLUSION

If the Maywood Public Library District agrees with the terms and conditions of this proposed Letter of Agreement, please sign and date below, and return a copy to our office. We will prepare a formal AIA Owner-Architect agreement consistent with the scope and fees within this Proposal for the Library's consideration and execution following acceptance of this Proposal. We truly appreciate this opportunity to continue our professional relationship with the Maywood Public Library District and look forward to working together as a team to make the project a success for the Library and the community it serves.

Cordially,



Andrew R. Dogan, AIA, NCARB, LEED AP
Senior Principal / Vice President

ACCEPTANCE:

The Maywood Public Library District hereby accepts the terms and conditions of this Proposal and authorizes Williams Architects and its consultants to begin services immediately.

Printed Name and Title
Maywood Public Library District Authorized Representative

Authorized Signature
Maywood Public Library District

Date

5 January 2024

Mr. Leighton Shell, Library Director
Maywood Public Library District
121 South Fifth Avenue
Maywood, IL 60153

Re: Letter of Proposal (LOP) For Grant Assistance Services –
Maywood Public Library District – Elevator Modernization Services
Williams Architects Project No. 2024-TBD

Dear Leighton:

Williams Architects (WA) is pleased to present this Letter of Proposed Agreement for Illinois State Library Accessibility Grant Application Assistance Services for the Maywood Public Library District. Our team truly looks forward to the opportunity to again work with the Maywood Public Library District on this very important project for your community. The following is our initial understanding of the scope of the project and the services required to meet your expectations.

PROJECT BACKGROUND / UNDERSTANDING

Based on the Capital Needs Assessment completed by our firm last year, the Maywood Public Library District wishes to apply for an Illinois State Library Accessibility Grant to help fund implementation of needed elevator modernization to two existing hydraulic elevators within the building. WA has provided a proposal for implementation services for this project under separate cover.

SCOPE OF SERVICES

We will provide a Facilities Plan document including preliminary drawings and outline specification as required by the grant application materials to define the work. These are basic drawings that will indicate the scope of new work required, without final selection of materials, colors, and construction details. Additionally, we will assist the Library with the application itself and supporting documentation required by the grant (as indicated at https://www.cyberdriveillinois.com/departments/library/grants/livelearn_construction.html) All information shall be provided to the Library by February 12, 2024 for final review and comment by the Library so that the application and all supporting materials can be submitted prior to the February 15, 2024 deadline. Our Scope of Services includes two meetings at the Library as required to discuss and coordinate the documentation as well as attendance at the Illinois State Library grant hearing to answer questions about the project (conducted online).

SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule for the overall effort:

Task	Completion Date
• Authorization to Proceed	Thursday, January 18
• Draft Supporting Materials	Friday, February 2
• Final Supporting Materials	Monday, February 12
• Final Application Materials	Prior to Thursday, February 15, 2024 deadline
• ISL Grant Hearing	To be determined.
• Project Implementation	To be determined.



PROPOSED FEES

We propose to provide the above referenced services for a lump sum, fixed fee not to exceed **TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00)**.

If the scope of work should substantially increase beyond the scope described herein during the course of our efforts, we will negotiate a fee adjustment to the mutual satisfaction of the Maywood Public Library District and Williams Architects.

ADDITIONAL SERVICES

Any Additional Services requested in writing by the Maywood Public Library District for work not included in this Proposal shall be provided on an hourly basis at our current schedule of hourly rates. Lump sum fees can also be provided for specific additional services or efforts upon request. These rates shall be revised at the beginning of June each year.

REIMBURSABLE EXPENSES

In addition to our professional services listed above, we shall also invoice the Owner for our reimbursable expenses at our direct cost. Reimbursable expenses include mileage to and from the project site, project-related expenses such as printing & photocopying, online plan room service fees, electronic documentation transfer, postage / messenger / FedEx, project related supplies, etc. We anticipate that most of the documents created in conjunction with our scope of work will be transmitted electronically.

EXCLUDED SERVICES

The following services are not included in this proposal, and can be provided at additional cost upon request by the Library:

- **Construction Documents, Specifications, Bidding, and Construction Administration** – any services requested from our office to implement the proposed project will be provided separately upon notification of grant award. WA has provided a proposal for such services under separate cover.

PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Library shall provide all available existing conditions drawings for our use in developing the documents.
2. This Proposal assumes that WA will be engaged for professional architectural services to implement the project should the grant being applied for be awarded to the Library.

GENERAL TERMS AND CONDITIONS

1. Invoices shall be sent on a monthly basis with payment due 30 days from invoice date. Unpaid balances shall incur an interest charge in accordance with the Illinois Prompt Payment Act.
2. This Agreement represents the entire and integrated agreement between the Owner and Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.
3. While we have an excellent track record of assisting our clients with grant applications, scoring and evaluation of grants is completed by a group of volunteer library directors from across the state of Illinois. As their scoring methodology is beyond our control and

influence, we cannot guarantee, warrant, represent that the Library will receive a grant as a result of our services.

4. This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.
5. Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and cause of termination.
6. Duties, responsibilities and limitations of authority of the Architect shall not be restricted, modified or extended without a written Amendment to this Agreement signed by the Owner and Architect.
7. Preliminary estimates of Construction Cost prepared by the Architect represent the Architect's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices for work described and recommended in the course of this Scope of Work will not vary from the Owner's Project Budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Architect.
8. Architect makes no warranties, express or implied. Nothing contained in the Agreement shall require the Architect to exercise professional skill and judgment greater than that which can be reasonably expected from other architects performing similar services to those required hereunder. This limitation shall also apply to any certification or representation made by the Architect as an accommodation upon request of Owner. The Architect shall not make, nor shall the Architect be required to make any certification or representation which seeks knowledge, services or responsibilities beyond the services set forth herein.
9. This Agreement shall be governed by the law of the State of Illinois. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the Owner or the Architect.

CONCLUSION

If the Maywood Public Library District agrees with the terms and conditions of this Letter of Proposed Agreement, please sign and date below, and return a copy to our office. Upon receipt of this signed Letter of Proposed Agreement, we will be ready to commence with the defined services herein. We again wish to express our appreciation to the Maywood Public Library District for continuing its professional relationship with Williams Architects for this effort and look forward to working together as a team to make the project a success for the Library and the community it serves.

Cordially,



Andrew R. Dogan, AIA, NCARB, LEED AP
Senior Principal / Vice President

ACCEPTANCE

The Maywood Public Library District hereby accepts the terms and conditions of this Letter of Proposed Agreement and authorizes Williams Architects and its consultants to begin services immediately.

Printed Name and Title
Maywood Public Library District Authorized Representative

Authorized Signature
Maywood Public Library District

Date

Maywood Strategic Planning

2024 - 2027 Strategic Plan

We need to understand the Maywood community and devise a plan that focuses on the unique ways library services can support the needs, goals, and values of Maywood residents...

Mission: Why We Exist

As a civic resource, the Maywood Public Library's mission is to maintain excellence in providing the best possible materials in regard to educational, technological, and recreational uses for its community. The Library's focus is to continue to research, evaluate, and generate outreach programs for the benefit of the Maywood community. The Library is also a repository of local Maywood history. The Maywood Public Library District cooperates with all other libraries.

What We're Striving For

2024 - 2027 Goals

- Provide the community with services for their families in close and convenient proximity to maximize the library resources available to them.
- Implement a child development program for children birth to age five to develop literacy and social skills that ensure children are ready for kindergarten.
- Develop the best possible materials regarding educational, technology, and recreational uses for its community developing personal interests from teens, building life skills, and gaining real-world experiences that ensure teenagers feel competent and prepared for their futures.
- Maintain the historical integrity and evolution of the Library providing resources to see themselves represented, to feel welcome, and to take full advantage of what is available at the library.

Investment In the Plan

- Identify and address gaps to achieve the 3-year strategy.

Critical Growth Areas

- Advocacy
- Finance
- Grants
- Operational Efficiency
- Staff Development
- Public Awareness

Maywood Public Library District
Strategic Plan Proposal
December 2023

President Williams has asked me to submit a proposal to work with the library on doing a 3 year strategic plan. A strategic plan is a guide to use going forward on the trajectory of library services, staffing, facility, etc.

A plan should have input from all library stakeholders: library board and staff, community officials and residents. These are accomplished by querying people in a variety of formats: in person focus groups, online and paper surveys. The plan should be a living document and most of the work that the library does with board decisions, services, staffing etc should be with the plan as a guiding factor in how those decisions and services are made. A good plan should have goals, objective, strategies to accomplish the goals and a way to measure the success of each goal.

It is my recommendation that the library take the first half of the year to do the work and create the plan with implementation to begin in the new fiscal year FY24/25.

Process

It can take several months to create a strategic plan before implementation can take place. In order for it to be a living document and not something that sits on a shelf, there needs to be a lot on input from stakeholders, buy in from staff and board to implement the plan and follow up on the document on a regular basis. It needs to be through and complete with measurable goals.

Step 1

Consultant and Director meet to discuss process. We would create timeline for focus groups, what those groups consist of, creating of online and paper surveys and what questions will be asked for all methods of querying.

Step 2

Get online and paper surveys up and running

Step 3

Conduct several focus groups with a minimum of one each for the board, staff and several for residents of different age demographics. Separate focus groups for community leaders (village, schools, businesses) are also suggested to see what opportunities for partnerships are possible.

Step 4

Consultant and Director will review all responses and look for themes and put together a beginning document of those themes for board to review and discuss which are priorities to pursue for the next 3 years.

Step 5

Consultant and Director take those priorities and start to create the actual Plan with goals, objectives, and strategies to accomplish those goals.

Step 6

Plan presented to board for approval.

Step 7

New plan begin July 1, 2024 and run from FY24/25 to FY26/27 with quarterly review of goals. In January 2027, the planning for the next 3 years begin again.

FEE

My fee would remain the same at \$100/hr.

I anticipate the following for hours needed to complete the work. Dependent on how much input from Director and if staff help with survey and transcription implementation, that will save some time for me.

Prep work – 10-12 hours

- Create timeline
- Focus group participants
- Create questions for groups

Focus groups – 2 hours per

- At a minimum, 1 each for board, staff and residents.
- Recommend several for residents based on age, and for community leaders

Post group work – 15-20 hours

- Transcribe comments
- Review online surveys
- Look for themes
- Draft document with goals and objective based off of themes
- Work with Director to create strategies
- Create final document

Strategic Planning Proposal for the Maywood Public Library District

July 24, 2023



Proposal submitted by:



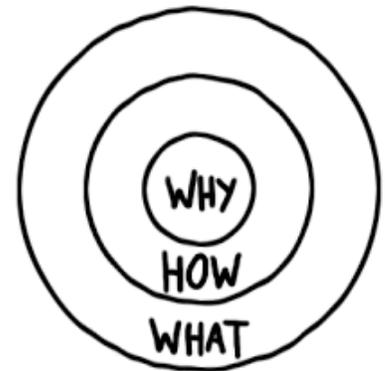
Amanda E. Standerfer, Founder and Lead Consultant
Fast Forward Libraries LLC
712 Arlington Ct.
Champaign, IL 61820
217-821-2880
amanda@standerferconsulting.com
fastforwardlibraries.com

Letter of Transmittal

I am pleased to submit this proposal to Maywood Public Library District (MPLD) for strategic planning process facilitation and consulting. I am the founder and lead consultant for [Fast Forward Libraries LLC](#), a small consulting group specializing in assisting libraries and nonprofits over the past 20 years with focused, flexible planning processes to increase their performance and impact. Besides strategic planning, we assist organizations with fundraising and development planning, capacity building/organizational development, staff training and team building, data collection and analysis, and grant writing.

This proposal details a grounded research planning process that will result in a focused, actionable 3-year strategic plan for MPLD. Fast Forward Libraries team has extensive experience working with public libraries, and strives to be a neutral process facilitator and partner to maximize community and stakeholder input, reflection, and learning so the resulting strategic plan is compelling, responsive, and focused. We are steeped in organizational development methods and group dynamics, both essential elements of the strategic planning process. We specialize in processes leading to a graphical one-page strategic plan (see examples provided), which is vital for community and stakeholder communication and a visual reminder of the strategic direction during the life of the plan.

The graphical one-page plan is supported by an annual activity plan to guide the day-to-day management of the plan that roll up to the established strategic directions, mission, and vision. Using [Simon Sinek's "Golden Circle" \(Why? How? What?\)](#) model and PLA's new ["Strategic Planning for Public Libraries" by Joy L. Fuller](#)¹ as a framework for the process, stakeholders at all levels find connection and purpose in the plan which makes success achievable.



Each process we facilitate is customized to achieve shared goals. Helping libraries develop their strengths and become learning organizations is our passion because libraries are the anchor of democracy in our society and we need to evolve to respond to community needs in holistic ways that honor the complexities of our society. Adopting the practices of a learning organization during the planning process will equip MPLD to be a flexible, nimble, and vital institution for decades to come.

It's exciting that MPLD is engaging in strategic planning and considering library impact in the community. Strategic planning is a crucial development activity and will positively impact MPLD for years to come. I think you will find that our proposal closely aligns with your needs. Please do not hesitate to email or call with any questions. I look forward to hearing from you!



Amanda E. Standerfer
Founder & Lead Consultant
Fast Forward Libraries LLC
217-821-2880
amanda@standerferconsulting.com

¹ Our client [Indian Trails Public Library District](#) in Wheeling, Illinois is heavily featured in this new publication.

Executive Summary

The Maywood Public Library District (MPLD) seeks to engage in a collaborative, participatory planning process that will result in a comprehensive 3-year strategic plan for the library. Using a fresh, streamlined strategic planning process, MPLD can consider what opportunities exist and how to evolve to increase impact in the community and broaden partnerships, especially focusing on reaching underserved populations through an appreciative inquiry and grounded research approach.

In our approach, we use:

- [Systems thinking](#) - considering individual aspects of the library, how they interrelate, and what this means for overall dynamics and potential levers for change.
- [Design thinking](#) - putting humans as the core of the library's work.
- [Diversity, equity, and inclusion](#) - DEI is a critical foundational lens that is applied throughout the process to ensure we hear from all aspects of the community.

The planning process is organized into three phases:

LEARN: Core to the planning process is learning. Learning requires research, information gathering, dialogue, and analysis. A considerable amount of time is devoted to learning during this process—both internally within the library, and externally out in the community—to help participants deeply connect with all things MPLD. Our role as process facilitators is to direct learning activities and to serve as a neutral guide during the process.

Internal learning: Board and Staff members will have several opportunities to participate in and contribute to the strategic planning process during this phase including engaging in an environmental scan, SOAR (strengths, opportunities, aspirations, results) analysis, and survey.

External learning: Community input (qualitative and quantitative) will be gathered in multiple ways. We will concurrently engage in a community needs assessment process using focus groups and interviews to gain a broad view of what's on the minds of community members representing various stakeholders and groups, especially focusing on non-users. At the same time, we will conduct a community survey to get broad community input about library strengths and impact. In addition, we will compile data on community demographics and library data trends to give additional context to the process. We will look for strengths and connections to help Trustees and Staff consider MPLD's role in new ways.

At the end of this phase, we'll summarize all data with findings in a Learning Report. The Learning Report is key to informing the agenda for the DREAM phase of the process.

DREAM: During this phase, Trustees and Staff members will synthesize the learning and dream about the future during retreat sessions. The retreat sessions allow for dedicated time and space to step back and think strategically, working through ideas together to build strategic plan elements. In addition, we'll review (and update if needed) the current vision and mission statements.

DO: Finally, the plan will start to take shape, and we'll spend time during this phase developing and revising documents and graphics that make the plan come to life. We'll develop an Implementation Guide to help the library further develop an activity plan, evaluation framework, and reporting/communications plan.

The final product will be a comprehensive, data-driven, outcome-focused strategic plan with an accompanying one-page graphical version. Committing to this process and way of operating will require clear communication and buy-in from Staff and the Board. The results will unify and energize all involved!

Your Strategic Plan Overview / Summary of Deliverables

Deliverable	Purpose
<p>Learning Report</p> <ul style="list-style-type: none"> Comprehensive report of all data gathered during the initial phase of the planning process, including a community demographic profile with 2010 to 2020 comparisons (as available) and a peer library comparison. Provides analysis and findings that help the staff and Board build strategic plan elements. 	<ul style="list-style-type: none"> Key tool for informing strategic planning process. Summary to provide community members and stakeholders as support for strategic plan elements.
<p>One-page Strategic Plan Graphic</p> <ul style="list-style-type: none"> High-level graphical version of the strategic plan. Quick reference for: <ul style="list-style-type: none"> Vision Mission Strategic Directions Goals 	<ul style="list-style-type: none"> For communication about strategic direction. Use in library (as a flyer and poster), on website, and in publications. Use in Board reports as reminder of high-level strategy. Use in staff areas as reminder of high-level strategy. Use with library users/the community in publications and at meetings as a reminder of high-level strategy.
<p>Strategic Plan Document</p> <ul style="list-style-type: none"> This is the expanded, more traditional text-heavy strategic planning document for Board approval. It provides additional context and detail about the planning process and other plan components. 	<ul style="list-style-type: none"> Use on your website as the “full plan” for community/stakeholders to review. Staff should have access to this document so they can understand their role in implementation.
<p>Implementation Guide: Activity Plan, Evaluation Framework, and Reporting Timeline</p> <ul style="list-style-type: none"> The Implementation Guide includes drafts of the activity plan, evaluation framework, and reporting timeline. The activity plan changes and is updated annually by staff. The evaluation framework breaks down which metrics will show progress for each goal. The reporting timeline details how, when, and what will be reported to various stakeholder audiences as well as how data will be used for continuous improvement over the life of the plan. 	<ul style="list-style-type: none"> Staff use the activity plan to detail annual activities and accomplishments. The activity plan can also be used to set individual performance goals. The activity plan can be used to develop progress reporting using template. Evaluation framework, aligned with goals, helps stakeholders understand metrics that show strategic plan success. Reporting timeline guides development of communication to stakeholders related to the plan.

Key Personnel and Qualifications/Experience

Amanda E. Standerfer, MA, MLIS



Amanda's passion is helping libraries and nonprofit organizations advance so they can create meaningful impact in their communities. Since 2002, Amanda has served as a consultant and facilitator, working with libraries, nonprofits, and small businesses on strategic planning, fundraising, organizational development, and capacity building (operating as a sole proprietor until formalizing as Fast Forward Libraries LLC in early 2022).

Amanda was most recently the Director of Community Engagement for [The Urbana \(IL\) Free Library](#). She's spent about half of her career working in philanthropy (as Program Officer for [The Lumpkin Family Foundation](#) based in Mattoon, IL and as Program Director with the [Southeastern Illinois Community Foundation](#), serving Effingham and Mattoon, IL) and the other half in libraries (as Head of the Adult Division at the [Decatur \(IL\) Public Library](#) and as Director of the [Helen Matthes Library](#) in Effingham, IL). She loves melding her library and philanthropy knowledge – a self-proclaimed “philanthro-brarian.”

Amanda has twice been elected to the Board of the [Illinois Library Association](#) (ILA), most recently completing a three-year term in 2016. Amanda was also selected as a member of the first class of *Synergy: The Illinois Library Leadership Initiative* and one of only two librarians ever selected for participation in *Leadership Illinois*.

Amanda holds a B.A. and an M.A. in history from [Eastern Illinois University](#) and an M.S. in library and information science from the [University of Illinois at Urbana-Champaign](#).

Amanda is the lead consultant for this project and will manage all aspects of the process.

Cindy Fesemyer, MA, MLIS



Helping information organizations see the big picture as they strive to help their community reach its aspirations is Cindy Fesemyer's passion as the Principal of Fesemyer Consulting, LLC.

Community engagement, qualitative assessment, strategic planning, engaged leadership, staff training, and keynoting are her areas of expertise.

Previously she was employed at the Wisconsin State Library as their first Adult and Community Services Consultant and served seven years as Director of the Columbus Public Library (WI), named a finalist for Library Journal's 2017 Best Small Library in America. She teaches academic and continuing education courses for the UW-Madison iSchool, sits on various committees of the Public Library Association, and is a Trustee for the Madison Public Library.

Librarianship is Cindy's second career. After 14 years managing non-profits, she earned her MLIS from UW-Madison in 2012 and dual Masters in English Literature and Teaching Writing from Humboldt State University.

Cindy is the lead consultant for the community needs assessment aspect of the process.

Laura Huddleston, MLIS



Laura Huddleston is an associate consultant with Fast Forward Libraries. She has a special interest in the “how” of public libraries and loves to learn about ways they can thrive to benefit patrons and communities.

For ten years, Laura led the children’s department at the Mattoon Public Library perfecting a few story time voices and the ability to find a title based on a two-word description. During her tenure, Laura managed collection development, various school/public collaborations, and all children's programming. She helped design and launch the MPL’s inaugural Book Buggy mobile library to reach underserved youth and piloted the First Grade, First Card program to bring library cards to local first-graders. Laura served on the ISLMA Monarch Award Committee and received a 20 Under 40 Award from the Mattoon Journal Gazette for contributions to her community.

Laura recently served as Program Officer for Community Outreach and Organizational Learning at the Lumpkin Family Foundation where she led new efforts in trust-based philanthropy, impact evaluation, and organizational learning including a facilitated EDI process for board and staff.

Laura currently serves as a trustee of the Mattoon Public Library and as a community advisor for the Coles County Peace and Justice Fund. She holds a BA in Spanish and secondary education from Eastern Illinois University and an MLIS from Indiana University.

Laura provides research and logistical support, supports community input elements, and manages the development of the Learning Report.

Sarah Forbes, PhD.



Dr. Sarah Forbes is the founding Director of Student Academic Success at [Rose-Hulman Institute of Technology](#), helping students to discover new strategies to achieve their academic goals. Prior to this, Sarah spent 10 years as the Director of Data Management and Reporting. Her role in the Office of Institutional Research, Planning and Assessment was to manage data collection and reporting to all functional units on campus as well as to external constituents. She also served as a liaison between Academic Affairs and Enterprise Information Technology, helping each group to identify their needs and streamline both data entry and reporting processes.

Prior to working at Rose-Hulman, Sarah worked at the [Helen Matthes Library](#) in Effingham, Illinois. There she focused on marketing, outreach, and adult education.

In her spare time, Sarah serves as a research consultant to non-profit organizations. Sarah earned a B.A. in Psychology from [McKendree University](#), an M.A. in Experimental Psychology from [Indiana State University](#), and a Ph.D. in Curriculum and Instruction from [Indiana State University](#).

Sarah assists with community survey development and compiles data for the Learning Report.

Jennie Grace, BFA



Jennie Grace is the Graphic & Web Designer for [The Urbana \(IL\) Free Library](#), a position she’s held since 2007. Jennie holds a BFA in graphic design from [Eastern Illinois University](#).

Jennie creates the one-page plan document.

Work Plan

Phase I: LEARN

The first phase of the strategic planning process is the longest and the most important! During this phase, we'll spend time gathering data internally and externally to inform the strategic planning process.

Form the Planning Team: First, we will establish the Planning Team (5-7 Staff and Trustees TBD) to work with Amanda to guide and manage the planning process. The Team meets regularly throughout the process (as a group and via email) to give input about various aspects of the process and to edit/refine process/plan documents. To get started, we'll hold a Kick Off meeting to finalize the timeline, get some initial input, and start planning the community survey and focus groups/interviews. The Planning Team will gather internal and external documents to inform the process, like library data, evaluation reports, previous strategic plan reports, community demographic data, and strategic plans for other community organizations.



Board & Staff Process Orientation & Input: It is key to generate excitement about the process with the Board and Staff and to involve them early in the process. To do this, we'll focus inward. Cindy will hold sessions with the Board and Staff to get them oriented to the strategic planning process and conduct an environmental scan, SOAR analysis (similar to a SWOT, but with an appreciative inquiry lens focusing on strengths, opportunities, aspirations, and results), and get input on what else we need to learn as part of the process. Paired with these sessions is a Board and Staff Survey to get insight into the library's working culture to start identifying strengths and gaps.

Community Needs Assessment Focus Groups & Interviews: To gather input from non-users, we will use a needs assessment approach that uses a community mapping process to identify library relationships and gaps. Cindy will lead this part of the process. It is key to reach out to community stakeholders and groups working with underserved populations to ask for their assistance in organizing specific focus groups and encouraging participation in the process. These focus groups and interviews will give vital input into the process related to overarching community concerns that the library needs to consider during the planning process.

Gather Community Feedback & Conduct Research: At the same time as the community needs assessment process, we'll gather community and stakeholder feedback via a survey. The community survey is key to gaining a broad understanding MPLD's current state, strengths, and potential future direction from community members that care about the future of the library. Amanda will develop the community survey (edited and approved by the Planning Team) to get qualitative and quantitative input on:

1. **Awareness of Library Services** – How aware are respondents of the various library services? Where do they learn about what's going on at the library? (This data can be benchmarked for future evaluations.)
2. **Value and Satisfaction** – What aspects of MPLD's work do respondents value the most? Are they satisfied with MPLD's work? (This data can be benchmarked for future evaluations.)
3. **Community Needs** – What are top community needs? How might the library address these needs?
4. **Future Focus** – What's important going forward? What are MPLD's strengths? How should MPLD measure success?
5. **Other relevant questions** – Operating hours? Facilities? Accessibility? Support of a future referendum? TBD by the Planning Team

In addition, we'll compile community demographic data and review library statistical data to identify trends and opportunities.

At the end of this phase, Amanda, Cindy, and Laura (with assistance from library staff) will gather all information into a Learning Report. The Learning Report will identify library strengths and provide findings that will ground the Board and staff retreats in the next phase.

Deliverables:	Finalized planning process timeline with meeting dates. Learning Report that includes analysis and findings from information gathered/reviewed, survey, focus groups, and interviews. Regular check-ins with Library Director.
Timeframe:	September – December 2023

Phase II: DREAM

This phase starts with a Planning Team meeting to review the Learning Report and plan for the Board and staff retreats.

Board Retreat Session: The 3-hour Board retreat will focus on reviewing learning and dreaming about the future. During the retreat, we'll get the Board up to speed on the planning process, review and discuss the Learning Report, review and update the vision, mission, affirm strategic directions, and set plan goals. During the session, the Board will also talk about possible activities that will help achieve plan goals. We'll use our time to critically think about what's most important for MPLD, including new services that will address priorities, services to discontinue, capacity building strategies, methods of outreach that might attract underserved populations, and funding implications.

Staff Retreat Session(s): During this phase, we'll also hold a 3-4-hour staff retreat (or multiple, shorter retreats to maximize staff participation) to also share the Learning Report and dream about the next 3 years. Staff will spend time brainstorming activities that will help achieve plan goals. This input is valuable to the activity plan that will guide implementation.

It's important that everyone feel engaged at the retreats and that their perspectives are expressed and respected, so the facilitation will be flexible to accommodate for multiple input methods. At the end of the sessions, participants will feel confident that MPLD is on the right track for transformative change, rooted in strategies for equity, innovation, and flexibility in the delivery of library services.

The final piece of this phase is another Planning Team meeting to debrief on the retreats and discuss a draft strategic plan outline.

Deliverables:	Board and staff retreat sessions. Strategic plan outline. Regular check-ins with Library Director.
Timeframe:	January – February 2024

Phase III: DO

In this phase, we'll draft and revise the various plan documents. Amanda, Laura, and Jennie will prepare drafts of the graphical and written versions of the plan and the activity plan. The Planning Team will review and edit the drafts. In addition, we will share the drafts with key staff and stakeholders for feedback.

After Planning Team review, we'll present the draft plan documents to the Board for final comment/revisions. Amanda will make revisions and present final plan documents for approval.

Next, we will collaboratively develop an Implementation Guide that informs three key elements of operationalizing the strategic plan: The activity plan (that also identifies potential budget resources needed), evaluation framework, and reporting/communication timeline. We will hold a meeting with the Planning Team or Management Team to review and refine draft documents that the library will use during the life of the plan.

Deliverables:	All draft plan documents approximately one month after the retreat sessions with final documents presented a month after presentation of the drafts. Draft Implementation Guide with activity plan, evaluation framework, and reporting timeline. Regular check-ins with Library Director.
Timeframe:	March – April 2024

Exclusions or Exceptions

Fast Forward Libraries is pleased to offer Spanish translation of the community survey for an additional fee (see the Work Plan). Unfortunately, at this time, no other languages are available.

Fast Forward Libraries excludes any interpretation service related to the focus groups or interviews. The library is responsible to provide any on-site interpretation services required.

Fast Forward Libraries excludes any cost related to the printing and/or mailing of the community survey. A print-ready version of the survey will be provided upon survey launch and the library can print and distribute this version at the library and throughout the community. While a mailed survey is not recommended, the library may choose to print and mail the survey at their own expense. The library might want to consider a postcard mailing to the community to inform them about the online survey (this type of mailing is less costly and has been effective in other communities). Fast Forward Libraries would advise the library during this process, but not be responsible for any cost associated with the final product. In addition, the library is responsible for entering all printed surveys into Survey Monkey.

Schedule of Costs and Timeline

Phase I: LEARN			
Goal: To finalize the planning process and receive community/stakeholder feedback that will inform the strategic planning process.			
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Cost</u>
<p>Planning Team Kick-Off Meeting: Review process and timeline, discuss information gathering needs, and initial information gathering.</p>	Amanda, Cindy, and Laura with Planning Team	September 2023 2 hours preparation 1.5-hour meeting (via Zoom videoconference) 1 hour follow-up	\$1,500
<p>Community Survey Development and Administration: Develop survey instrument and refine with Planning Team. Administer and monitor survey with Planning Team assistance with link distribution.</p> <p><i>*Print survey available for distribution. Library staff enter responses. **Mailed survey not recommended. Mailing cost not included. ***Spanish translation of SurveyMonkey version of the community survey is available for \$2,000. This includes a paper version of the survey for the library to print on-demand.</i></p>	Amanda, Laura, and Sarah with assistance from Planning Team	September – October 2023 20 hours survey development 10 hours survey administration/monitoring Email/phone meeting(s) as needed	\$3,000
<p>Board & Staff Process Orientation & Input: Conduct a process orientation, environmental scan, and SOAR analysis.</p> <p><i>*Scheduled with the in-person focus group sessions.</i></p>	Cindy with Board/Staff	October or November 2023 4 hours preparation 1.5-hour session with Board (in-person if possible) Up to three 1-hour session with staff (in-person & via Zoom) 4 hours follow-up and reporting 1 day on-site	\$3,000 *These sessions can be virtual to reduce cost.
<p>Board and Staff Survey: Develop and administer survey/s as approved by Planning team specific to internal feedback.</p>	Amanda and Sarah with assistance from Planning Team	November 2023 6 hours survey development, administration, and monitoring	\$600

<p>Community Focus Groups and Interviews: Up to 5 focus group sessions (in-person and virtual) and 8 interviews to learn more about community concerns from stakeholders (like government and school leaders) groups not already connected with the library. Planning Team members will invite focus group/interview participants.</p> <p><i>*Scheduled at the same time as the initial Board and Staff Sessions.</i> <i>**If Spanish interpretation is needed, we will work with you to provide that service. Interpretation cost not included.</i></p>	Cindy with assistance from Planning Team	<p>October or November 2023</p> <p><i>1 hour planning meeting with Planning Team (via Zoom)</i></p> <p><i>2 hours focus group registration and preparation</i></p> <p><i>Up to 5 focus groups, one-hour each (in-person and via Zoom)</i></p> <p><i>Up to 8 interviews, up to 30 minutes each (via Zoom or phone)</i></p> <p><i>8 hours notes and reporting</i></p> <p><i>1 day on-site</i></p>	\$4,000
<p>Learning Report: Develop report that analyzes and synthesizes all information gathered (including library and community data supplied by library staff).</p>	Amanda and Laura with editing assistance from Planning Team	<p>December 2023</p> <p><i>30 hours learning report</i></p>	\$3,000
Phase I total (inclusive of supplies and travel):			\$15,100

Phase II: DREAM			
Goal: To report learning to the Board and staff and build plan elements at retreat sessions.			
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Cost</u>
<p>Planning Meeting: Review Learning Report and prepare for Board and staff retreats.</p>	Amanda and Planning Team	<p>January 2024</p> <p><i>1 hour preparation</i></p> <p><i>1-hour meeting (via Zoom videoconference)</i></p> <p><i>1 hour follow-up</i></p>	\$300
<p>Board Retreat Session: 3-4-hour, in-person session with Board to review learning and develop strategic plan elements.</p>	Amanda	<p>January or February 2024</p> <p><i>4 hours preparation</i></p> <p><i>4-hour meeting with Board</i></p> <p><i>2 hours follow-up</i></p> <p><i>1 day on-site</i></p>	\$3,000

<p>Staff Retreat Session: 3-4-hour, in-person session (if gathering all staff in one meeting is not possible, we can hold multiple, shorter sessions to maximize participation) with staff to review learning and brainstorm activities to achieve plan goals.</p> <p><i>*To keep travel costs low, the Board and staff retreat sessions will be held on consecutive days.</i></p>	Amanda	January or February 2024 <i>4 hours preparation</i> <i>4-hour meeting with staff</i> <i>2 hours follow-up</i> <i>1 day on-site</i>	\$3,000
<p>Planning Team Debrief Meeting: Check-in with Planning Team to review strategic plan outline document.</p> <p>Deliverable: Strategic plan outline.</p>	Amanda and Planning Team	February 2024 <i>4 hours preparation</i> <i>90-minute meeting (via Zoom videoconference)</i> <i>1 hour follow-up</i>	\$700
Phase II total (inclusive of supplies and travel):			\$7,000

Phase III: DO			
Goal: To develop and refine all plan documents, develop activity plan aligned with evaluation framework, and prepare for plan approval.			
<u>What</u>	<u>Who</u>	<u>When/Duration</u>	<u>Cost</u>
<p>Document Development: Develop graphical and written plan for review by Board.</p> <p>Deliverable: Draft plan documents for review.</p>	Amanda and Laura	February and March 2024 <i>30 hours</i>	\$3,000
<p>Board Meeting: Meeting with Board to review all plan documents and make final revisions.</p> <p>Deliverable: Final plan documents for approval.</p>	Amanda with Board	March 2024 <i>2 hours preparation</i> <i>Up to 1-hour meeting with Board (via Zoom)</i> <i>2 hours follow-up</i>	\$500

<p>Implementation Guide: Develop draft documents for review by Leadership Team to launch plan implementation.</p> <p>Deliverable: Draft Implementation Guide with draft activity plan, evaluation framework, and reporting timeline.</p>	Amanda and Laura	March 2024 <i>20 hours document development</i>	\$2,000
<p>Implementation Meeting: Review Implementation Guide with Planning Team or Leadership Team (TBD).</p>	Amanda	April 2024 <i>1 hour preparation</i> <i>1 hour meeting (via Zoom)</i> <i>1 hour follow-up</i>	\$300
Phase III total (inclusive of supplies):			\$5,800
Grand total (not to exceed): (inclusive of supplies and travel):			\$27,900

References

Mr. Brian Shepard

Executive Director
Indian Trails Public Library District
847-279-2202
bshepard@indiantrailslibrary.org

Facilitated comprehensive strategic planning process for public library serving 67,000 residents.

Ms. Donna Richards

Board President
Pollard Memorial Library
Lowell, MA
978-502-7373
Donna.S.Richards@gmail.com

Provided facilitation for strategic planning process for public library serving 111,306 residents.

Ms. Carolyn Coulter

LLSAP Services Manager / Director
PrairieCat
309-623-4176
carolyn.coulter@railslibraries.info

Provided strategic planning facilitation for multi-type library automation consortium.

Ms. Ann Hokanson

Executive Director
Traverse des Sioux Library System
Minnesota Multicounty Multitype Library Systems
Coordinating Council
833-837-5422 x. 700
ahokanson@tds.lib.mn.us

Provided facilitation for seven multicounty multitype library systems across Minnesota to create the group's first member-informed, joint strategic plan.

I am happy to provide contact information for any client listed on the following page – just ask!

Library Strategic Planning:

- Allegan District Library (MI)
- Athens Regional Library System (GA)
- Aurora Public Library District (IL)
- Bellwood Public Library (IL)
- Bensenville Community Public Library (IL)
- Black River Falls Public Library (WI)
- Bloomfield Township Library (MI)
- Carlock Public Library District (IL)
- Cary Area Public Library District (IL)
- Chesterfield Township Library (MI)
- Chillicothe Public Library District (IL)
- Cheltenham Township Library System (PA)
- Comstock Township Library (MI)
- Crystal Lake Public Library (IL)
- Des Plaines Public Library (IL) (department-level strategic planning)
- Duluth Public Library (MN) – Every Child Ready Duluth Initiative
- Dunlap Public Library District (IL)
- Elk Grove Village Public Library (IL)
- El Paso District Library (IL)
- Farmington Community Library (MI)
- Fondulac District Library (IL)
- Fossil Ridge Public Library District (IL)
- Fountaindale Public Library District (Bolingbrook, IL)
- Franklin Public Library (MI)
- Helen Plum Library (Lombard, IL)
- Highland Park Public Library (IL)
- Hollis Social Library (NH)
- Holly Township Public Library (MI)
- Howard Miller Public Library (MI)
- Indian Prairie District Public Library (Metamora, IL)
- Indian Trails Public Library District (Wheeling, IL)
- Kewanee Public Library (IL)
- LACONI (continuing education consortium in northern Illinois)
- La Grange Public Library (IL)
- Lakeland Library Cooperative (ILS only) (Grand Rapids, MI)
- Lake Villa District Library (IL)
- Lapeer District Library (MI)
- LibraryLinkNJ
- Mahomet Public Library (IL)
- Minnesota Library Association
- Minnesota Multicounty Multitype Library Systems
- Morton Grove Public Library (IL)
- Nashua Public Library (NH)
- Norfolk Public Library (NE) Commerce Township Community Library (IL)
- Northbrook Public Library (IL)
- Orion Township Public Library (MI)
- Oswego Public Library (NY)

Library Strategic Planning (con't):

- Otsego District Public Library (MI)
- Paw Paw District Library (MI)
- Peter White Public Library (MI)
- Pinnacle Library Cooperative (IL)
- Plainfield Public Library District (IL)
- Pollard Memorial Library (Lowell, MA)
- Portage District Library (MI)
- PrairieCat ILS (northern IL)
- Prairielands Library Exchange (MN)
- Resource Sharing Alliance NFP (central IL)
- Richland Community Library (MI)
- River Forest Public Library (IL)
- River Valley Public Library District (IL)
- Round Lake Area Public Library District (IL)
- Santa Clara City Library (CA)
- Schaumburg Township District Library (IL)
- Silvis Public Library (IL)
- Southwest Michigan Library Cooperative (MI)
- Spring Lake District Library (MI)
- St. Charles Public Library (IL)
- Sterling Public Library (IL)
- Three Rivers Public Library District (Minooka, IL)
- Tippecanoe County Public Library (Lafayette, IN)
- Traverse des Sioux Regional Library System (MN)
- The Urbana Free Library (IL)
- Utah Library Association
- Viking Library System (MN)
- Waukegan Public Library (IL)

Library Organizational Capacity Building:

- Addison Public Library (IL) (culture code)
- Broadview Public Library District (IL, community survey)
- Elmhurst College (IL) (Staff retreat)
- Grayslake Area Public Library District (IL) (unified service desk reorganization)
- Grayslake Area Public Library District Foundation (IL) (capacity building)
- Helen Plum Library (Lombard, IL) (culture code)
- Indian Prairie Public Library (IL) (Board and Staff retreat facilitation)
- Indian Trails Public Library District Foundation (Wheeling, IL) (fundraising planning)
- Lillie M. Evans Public Library District (Princeville, IL, focus groups)
- Mahomet Public Library (IL) (fundraising planning)
- Commerce Township Community Library (IL) (culture code)

Library Training, Workshop, Webinar, or Coaching:

- Alaska State Library DirLead (director's retreat)
- Bloomington Public Library (IL) (fundraising capacity building)
- Fast Forward Library Leadership Cohort (leadership development program – two sessions annually)
- Herrick District Library (MI) (facilitation)
- Illinois Library Association (Trustee Day programs)
- InfoPeople (webinar)
- LACONI consortium in northern IL (strategic planning workshop)
- LibLearnX (conference program)
- Next Level Library Leadership Institute (FL) (coaching)
- Public Library Association (conference program)
- Reaching Across Illinois Library System (webinar)

Nonprofits (strategic planning facilitation unless noted):

- Champaign County Design and Conservation Foundation (IL)
- Coles County Habitat for Humanity (Charleston, IL, board retreat)
- Coles County United Way (Mattoon, IL, board reorganization and strategic planning)
- Effingham County Museum (IL)
- Family Service of Lake County (IL)
- Fit-2-Serve (Mattoon, IL)

LSTA 5-year Evaluation Projects:

Idaho Commission for Libraries (2021)

- Illinois Environmental Council / Education Fund
- Illinois Stewardship Alliance (Springfield, IL)
- The James Project (Springfield, IL)
- Kidzeum (Springfield, IL)
- Lincoln Memorial Garden (Springfield, IL)
- Mid Illinois Big Brothers Big Sisters (Effingham, IL division)
- Sugar Grove Nature Center (IL)
- Sullivan Chamber and Economic Development (IL, board retreat and strategic planning)

Notary Policy

Approved 1/2024

As a service to the community, the Library offers notary services at no cost to the public. Per (5 ILCS 312/) Illinois Notary Public Act, identification documents are documents that are valid at the time of the notarial act, issued by a state agency, federal government agency, or consulate, and bearing the photographic image of the individual's face and signature of the individual. Notary service will not be provided if, in the sole discretion of the Notary, there are issues of identification or authenticity of documents.

The requester must sign the document in the presence of the notary. A signature into the notary's journal is required to have any document notarized. The notary will also make note of any supporting ID information. Illinois law requires that all notarized documents are done in black ink.

The notary must give the oath to the requestor for any jurat. Declining the oath will prevent notarization of documents. All documents will be dated for the day of notarization. Any pressure or attempt to use a different date will prevent notarization.

The notary cannot provide notary service for documents of conveyance or real estate, i.e. mortgages, loans, or property transfers, foreign documents, or copies of original documents.

The notary is not authorized to provide legal advice to the requestor. Any request to see the Notary's journal for a particular notarization must be done with a FOIA request and undergo any other legal process.

We recommend scheduling all notary appointments ahead of time to make sure a notary will be present. Any walk-in notary requests of more than 3 documents may be asked to schedule the notary services for a future date.

Notary Policy **OLD**

Approved 7/2018

The library does not charge a fee for notary services.

~~In order to have something notarized, the requestor must have a valid adult library card in good standing.~~

In addition to this, the requestor must have a valid Driver's License or State ID that is not expired, U.S. or foreign Passport, U.S. military ID card (if signature is present), or an ID card issued by INS (if signature is present).

~~It is required to make an appointment to have any of the allowed documents notarized.~~

The library will not notarize the following documents:

- Authorization for Temporary Child Care
- Bill of Sales, Certifying any document,
- Credible Witness,
- Custody Agreements,
- Deeds,
- Notarial Records,
- Passport/ID Authentication,
- Power of Attorney,
- Property Titles or Transfers,
- Quitclaim Deeds,
- Rental Agreements, or
- Spousal Waivers.

The requestor must sign the document in the presence of the notary.

A ~~thumb print and~~ signature into the notary's journal is required to have any document notarized. The notary will also make note of any supporting ID information.

The notary must give the oath to the requestor for any jurat. Accepting the oath will result in a notarization. Declining the oath will prevent notarization.

All documents will be dated for the day of. Any pressure or attempt to use a different date will prevent notarization.

The notary is not authorized to provide legal advice to the requestor.

Any request to see the Notary's journal for a particular notarization must be done with a FOIA request (see Policy 20.0) and undergo any other legal process.

Illinois law requires that all notarized documents are done in black ink.

Social Media Policy

Approved 1/2024

The Maywood Public Library District reserves the right to create and monitor social media accounts to connect to the community. Social media refers to any online forum, website, or account in which users share information, ideas, messages, or other content with other users through posts and comments.

Users who enter private or personal information on Maywood Public Library District social media sites do so at their own risk, and the Maywood Public Library District is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information. Content posted on the Maywood Public Library District social media sites may be subject to disclosure under the Illinois Freedom of Information Act.

Comments containing any of the following content will not be permitted on the Maywood Public Library District social media sites and are subject to removal and/or restriction by the administrator of this site or his/her designees:

1. Obscene, sexual, or pornographic content and/or language
2. Content that promotes discrimination on the basis of race, age, religion, gender, or other protected class
3. Content that violates a legal ownership interest (copyright or trademark)
4. Threats to any person
5. Conduct that violates any federal, state, or local law or encourages illegal activity
6. Promotion of any commercial activities not related to Maywood Public Library District business
7. Spam or links to malware/viruses
8. Content that advocates or promotes a candidate, referendum, or campaign

A comment posted by a member of the public on any Maywood Public Library District social media site is the opinion of the poster only, and publication of a comment does not imply endorsement of, or agreement by, the Maywood Public Library District, nor do the comments necessarily reflect the opinions or policies of the Maywood Public Library District.

The Maywood Public Library District reserves the right to deny access to Maywood Public Library District social media sites for any individual who repeatedly violates the Maywood Public Library District social media policy, at any time and without prior notice.

All comments posted to any Maywood Public Library District social site are bound by the social media platform's terms of use and the Maywood Public Library District reserves the right to report any violation of the platform's terms of use to the platform.

The Maywood Public Library may share or promote content from partnered organizations, including the District 89 and District 209 School Districts.

The Maywood Public Library may like or follow content of other libraries, organizations, and prominent figures.

The Maywood Public Library may post pictures or videos from public programs and events. Participants of these events are made aware that these images and videos may appear on social media and must speak to the librarian in charge of an event if they do not wish to appear at the event.

The Maywood Public Library reserves the right to reproduce content based on user comments, messages, and other interactions. In this event, any identifying information about the user will be removed.

The content of all Library-maintained social media platforms may be considered public record under Illinois public records law and is subject to disclosure per the Freedom of Information Act.

DRAFT

Library Programs and Events Policy

Approved 1/2024

General

The Maywood Public Library is not responsible or at fault for injuries, illness, or other ailments that may be connected to an activity, event, or program.

The Maywood Public Library reserves the right to host programs in the library as well as outside of the library.

The Maywood Public Library reserves the right to host programs and events outside of routine library hours.

The Maywood Public Library reserves the right to advertise events and programs in library space, through electronic communication including but not limited to the website and social media accounts, and through partnerships and agreements with other institutions.

The Maywood Public Library reserves the right to end any program or event in the event of an emergency.

Should registration be required for an event, the Maywood Public Library reserves the right to cancel an event if registration numbers do not meet a minimum threshold.

Participation

Programs that require registration will require registrants to provide an email or phone number in order to register. In the event the program is canceled, delayed, or rescheduled, the librarians at the Maywood Public Library will contact the registrants. This contact information will be deleted following the event to protect participants.

Cancellation, rescheduling, or absence during a program, does not guarantee registrants or potential participants, the rights to items or material advertised in the program.

Program participants are required to show up to library events and programs at time specified unless told otherwise by a library staff member.

If a program or event requires participants to bring any items, participants will be notified of this through the advertisement of the program or during registration.

The Maywood Public Library reserves the right to take pictures and videos during programs or events that may go in the library archive or go on the library website or social media pages. Participants that do not feel comfortable with this are required to let the hosting librarian know.

The Maywood Public Library reserves the right to have age requirements for program or event participation.

The Maywood Public Library reserves the right to remove any individual or group from a library event if they are violating library policies or program rules.

Speakers and Presenters

Speakers and presenters must follow the rules of the library and respect library space.

The library reserves the right to ask speakers and presenters for proof of credentials, appropriate tax forms, or any other document or aid that may affect the quality of the program.

The staff of the Maywood Public Library are encouraged to connect with other institutions to find speakers and presenters for library events. The librarians are also encouraged to provide institutions with information on speakers and presenters they have experience with from past events or interactions. This information shall be deemed confidential to protect all institutions involved.

DRAFT