

# MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees  
Regular Board Meeting

## Agenda

March 19, 2025  
6:30 PM

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Introduction of Visitors
4. Public Comment (3 minutes)
5. Minutes
  - 5a. **Action Item:** Approval of the minutes of the Regular meeting held on and Executive Session Minutes held on February 19, 2025.
6. Communications & Announcements
7. Treasurer's Report
  - 7a. **Action Item:** Approve March 2025 Treasurers Report
  - 7b. **Action Item:** Ratify the Accounts Payable for February 17, 2025, in the amount of \$60,590.40 and Approve the Accounts Payable for March 12, 2025, in the amount of \$49,172.08
  - 7c. **Action Item:** Approval of Library Payroll for February 19, 2025, in the amount of \$ 17,558.28, and March 5, 2025, in the amount of \$ 17,219.81.
  - 7d. **Action Item:** Approve the transfer of \$200,000 from US Bank Primary to US Bank checking to pay invoices and payroll
8. Library Directors Report
9. Committee Reports
10. Old Business
  - 10a. **Discussion/Action Item:** Space Evaluation Proposals
11. New Business
  - 11a. **Discussion/Action Item:** Board Training Day
  - 11b. **Discussion/Action Item:** Library Closing All Day – May 1, 2025: Staff Training Day, Partial Closing at 1:00 PM – June 7, 2025; Summer Reading Kick Off Event

**MAYWOOD PUBLIC LIBRARY DISTRICT**

Board of Trustees  
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12. Comments from the Board

13. Adjournment

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

**February 19, 2025**

**1. CALL TO ORDER & ROLL CALL**

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Shakeesta Williams at 6:32 PM on Wednesday, February 19, 2025, at the Maywood Public Library District.

Secretary Banks conducted the roll call.

Present: Trustee Williams, Barber-Burnside, Sanchez, Banks, Bulter, Rice

Absent: Trustee Villarreal

There was a quorum present to conduct library business.

Also present in person: Library Director Daniela Martinez, Business Consultant Doreen Berrien, Attorney Erin Monforti from Ancel Glink, Angela Smith from Village of Maywood, and Dan Eallonardo from Independent Construction Solutions.

**2. ADOPTION OF AGENDA**

President Williams asked for a motion to approve the agenda which Trustee Butler called the motion and Trustee Sanchez seconded.

President Williams called for a roll call.

Ayes: Trustee Williams, Barber-Burnside, Sanchez, Banks, Bulter, Rice

Nays:

Abstain:

**Motion Passed**

**3. INTRODUCTION OF VISITORS**

Taxpayer Stephanie Samuel, Resident Vicki Haas, Brianna Henderson, Marcus Cash, Ashley Banks, Willie Banks, Mindy Martinez, Angela Smith, Doreen Berrien, and Construction Consultant Dan Eallonardo.

**4. PUBLIC COMMENT**

Vicki Haas, a Maywood Resident, stated her disagreement in selling the vacant lot North of the Maywood Public Library District to the Village of Maywood. She explains that the land was sold before, and that Maywood Residents will have to

pay for the selling three (3) times. She made some suggestions on what to utilize the land.

Brianna Henderson, Maywood Resident, also stated her disagreement with the selling of the vacant lot North of the Maywood Public Library District to the Village of Maywood. She explains that the library could do other things with the lot and that it should be placed on pause for the upcoming election.

5. Presentation of Request of Soil Sample by Angela Smith from the Village of Maywood

Angela Smith came in to present some of the plans that the Village of Maywood has for its reimagining Maywood phase. Smith explains how using data from a 2017 study and looking at other surrounding villages, they all have a centralized area where residents can visit their local organizations. Smith states that 5<sup>th</sup> avenue is that centralized area for Maywood, and that in 2020, the image of constructing a Civic Core consisting of a municipal/civic center area, was approved by the Village of Maywood.

Smith further explains how the Village of Maywood then sought out and were granted 2 grants for Sight Preparation for Street Improvements and Sight Preparation for the Municipal Center. Smith states that the next step for the Village of Maywood is to evaluate the spaces that are available to start the Reimagine Maywood Project, and the North Vacant Lot the Maywood Public Library District owns is one of those locations. Smith explains that before any discussion of purchasing, the Village of Maywood is asking the Maywood Public Library District to allow for soil sampling to be collected from the North Vacant Lot.

Smith continues to clarify that the Village of Maywood is at a very early and beginning stage of this Reimagine Maywood Project. She repeats that they are in the Site Preparation stage. She describes this stage including questions of “what kind of building can be built? Where can it be built? What construction is needed?”

Smith again asks to Maywood Public Library District for access to conduct Phase 1 and 2 for soil sampling to be collected from the North Vacant Lot. These soil samplings will allow them to analyze what could be built on the lot. She states that this sample will consist of 7 soil borings with a drill. She then ask for the Maywood Public Library District to ratify the Village of Maywood’s Letter of Intent to allow at least access to the property to conduct the environmental studies needed, and a genuine collaboration from the Maywood Public Library District to better serve the Maywood residents.

Smith clarifies that the only communication between the Village of Maywood and the Maywood Public Library District was between each organization's attorney about the Letter of Intent. Smith states that when the Village of Maywood was creating their plan, they reach out to the Village attorney, who then reach out to the Library's attorney, which the Library attorney advise the Village attorney that it was best the Village provided a Letter of Intent to the Library. No individual conversation was had with a Maywood Public Library District Board Trustee.

Erin Monforti, Attorney from Ancel Glink, clarified the Letter of Intent was addressed to Director Martinez, who then sent it to Ancel Glink. She states that the Letter of Intent is a preliminary document that gives a framework of what could happen in a purposed project. Attorney Monforti clarifies that the LOI was not signed and at that moment, the LOI was expired. Attorney Monforti states they have only been in contact with Director Martinez and President Williams about the LOI to evaluate what the terms mean. Attorney Monforti further clarifies that Ancel Glink attorneys only conducted a preliminary assessment of the proposals to be able to orient the Trustees at the matter is being discussed at the meeting.

President Williams asked Attorney Monforti to provide some clarity on some of the comments stated by fellow board members. President Williams asked, was the property put up for sale at any time and currently? Attorney Monforti stated no. President Williams then asked, is it standard for Library Directors and Board Presidents on any board to reach out to their Library Attorney? Attorney Monforti states yes, and explained the communication between Library Director, Board of Trustees, and Library Attorneys. President Williams then asked, was there any direction given by Director Martinez or myself [President Williams] to go the Village of Maywood to give a consensus of any kind about this property. Attorney Monforti states no. President Williams asked has the Board followed the proper procedures according to OMA and the By-Laws. Attorney Monforti states yes and explained that when looking at the statues under of conflict of interest, the primary issue that can rise to liability is the financial interest of the property, such as is if a member of the Board was the sole owner of the property in question. She further states that a familiar relationship under Illinois law does not imply conflict of interest.

**Questions/Comments from the Board during presentation:**

When was permission given to obtain a soil sample?

Agenda including sale of a property.

Have you had any conversations pertaining to the selling of the property with any of the Maywood Public Library District Board Trustees?

Who gave the leeway to address the information? How did it come about to you?  
Have you discussed with any of Maywood Public Library District Board Trustees the LOI prior to the board meeting?  
Were you given any instructions from President Williams on how or when to reply to the LOI?  
Did you inform any Maywood Public Library District Board Trustee of your findings prior to the board meeting?  
Why is the North Lot owned by the Maywood Public Library District being considered? Is any other land being considered to survey?  
An appearance of conflict of interest

President Williams asked for a motion to enter Executive Session at 7:11 PM. Trustee Butler motioned to enter Executive Session to which Trustee Sanchez seconded.

President Williams called for a roll call vote.

Ayes:	Trustee Williams, Sanchez, Banks, Butler
Nays:	Trustee Barber-Burnside, Rice
Abstain:	N/A
Absent:	Trustee Villarreal

**Motion Passed.**

Executive Session—

Pursuant to 5 ILCS 120/2 (c)(7) " where setting the price for sale or lease of property owned by the public body is being considered".

and-

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)(2), to discuss the employment, compensation, discipline, performance, or dismissal of specific employees".

## 6. APPROVAL OF MINUTES

President Williams asked for a motion to approve the minutes from the Regular meeting held on and Executive Session Minutes held on January 15, 2025. Trustee Sanchez called the motion and Trustee Banks seconded.

President Williams called for a roll call vote.

Ayes: Trustee Williams, Sanchez, Banks, Butler

Nays: n/a

Abstain: Trustee Barber-Burnside

Absent: Trustee Villarreal

**Motion Passed.**

## 7. COMMUNICATION & ANNOUNCEMENTS

None.

## 8. TREASURE'S REPORT

8a. Action Item: Approve February 2025 Treasurers Report

8b. Action Item: Ratify the Accounts Payable for January 08, 2024, in the amount of \$ 78,267.66 and Approve the Accounts Payable for February 17, 2025, in the amount of \$60,590.40

8c. Action Item: Approval of Library Payroll for January 22, 2025, in the amount of \$ 17,220.37, and February 5, 2025, in the amount of \$ 17,729.09.

8d. Action Item: Approve the transfer of \$100,000 from US Bank Primary to US Bank checking to pay invoices and payroll

Treasure Sanchez read the report to the Board.

President Williams asked for a motion to approve the Treasurer's Report encompassing agenda items 8a through 8d. A motion was made by Trustee Sanchez and seconded by Trustee Barber-Burnside to approve the Treasurer's Report as presented.

President Williams called for a roll call vote.

Ayes: Trustee Williams, Barber-Burnside, Sanchez, Butler, Rice

Nays: n/a

Abstain: n/a

Absent: Trustee Villarreal

**Motion Passed.**

## 9. LIBRARY DIRECTOR'S REPORT

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

Questions/Comments from the Board:

Trustee Sanchez praised the new Youth Programming and wanted to highlight the increase in passport services as well as library card sign up

Creating a cheatsheet for seniors

Other Consulate partnerships considered

Tech grant

Policies

### **Motion Passed.**

## **10. COMMITTEE REPORTS**

Secretary Banks reported that the Maywood Public Library District Foundation met on Monday, February 17<sup>th</sup> at 2:00 PM. This meeting's purpose was to discuss possible members, subcommittees, and a plan to get it started. The next meeting would be Monday, March 10<sup>th</sup> at 2:00 PM.

Questions/Comments from the Board:

N/A

## **11. OLD BUSINESS**

### **11a. Discussion/Action Item: Elevator Modernization Project**

Dan Eallonardo from Independent Construction Solutions came to give a status report on the elevator modernization project. These reports will be given to the Library on a monthly basis to show what is occurring with the project. Eallonardo explains that there were some issues found with the elevator that the elevator contractors, Colley Elevator, did not include in the bid. The electric work proposal for the project was solicited to Excel Electric, to not exceed the amount of \$22,600.00. Eallonardo states that Excel Electric is a contracting company that is highly used by Colley Elevator. Eallonardo also adds the proposal from Johnson Controls, the company that will be working on the fire alarm and emergency system for the elevator. This proposal will have Johnson Control working with Colley Elevator in the amount of \$19,836.00. Eallonardo is asking the Board for full consideration of both proposals and will report back any cost savings presented.

Director Martinez also presented the finishes for the West Elevator that was provided by Williams Architect to select from.

Eallonardo adds that future proposals will be brought to the board to bring the elevator and elevator room up to code. Newer elevators need a phone and video as part of the emergency plan, and the elevator room needs a fire damper including in the vent that allows airflow, to prevent fire from spreading.



Questions/Comments from the Board:

Will the material be replaced with standard materials?

Why are there different electricians for the elevator system and fire alarm system?

President Williams asked for a motion to approve the proposal for Excel Electric, to not exceed the amount of \$22,600.00 and Johnson Control working with Colley Elevator in the amount of \$19,836.00. A motion was made by Trustee Sanchez and seconded by Trustee Barber-Burnside to approve the proposals.

President Williams called for a roll call vote.

Ayes: Trustee Williams, Barber-Burnside, Sanchez, Butler

Nays: Trustee Rice

Abstain: n/a

Absent: Trustee Villarreal

**Motion Passed.**

**11b. Discussion/Action Item:** Water Line Utility.

Attorney Monforti explained that the Library has reached out to the Village of Maywood to resolve the matter, but has not heard back. Director Martinez stated that the water line work was completed, and the sprinkler system is on its own meter.

## **12. NEW BUSINESS**

**12a. Discussion/Action Item:** Space Evaluation Proposals

Director Martinez presented the three (3) proposals for a space evaluation of the library; Engberg Anderson at \$24,000, Williams Architect at \$15,000, and Studio GC at \$8,500.00. Each proposal outlined how the space evaluation will be conducted and what it consists of.

Questions/Comments from the Board:

Printing Cap for proposals

Which proposal does Director Martinez prefer?

Receiving a formal proposal from Williams Architect

**12b. Discussion/Action Item:** Patron Code of Conduct

Director Martinez presented a draft of Patron Code of Conduct policy that was reviewed by Ancel Glink. Director Martinez asked the Board to review the policy to begin structuring the Library Patron Code of Conduct.

Questions/Comments from Board:  
Services animals

**12c. Discussion/Action Item: ICE Procedures**

Director Martinez presented a guideline created by the American Library Association (ALA) on how to deal with Workplace Raids.

**13. COMMENTS FROM THE BOARD**

Vice President Barber-Burnside suggested for the Board of Trustees to review their Maywood Public Library District Manual and Trustee Package, especially pages 14-15.

President Williams complimented Director Martinez and the Library Staff for their hard work.

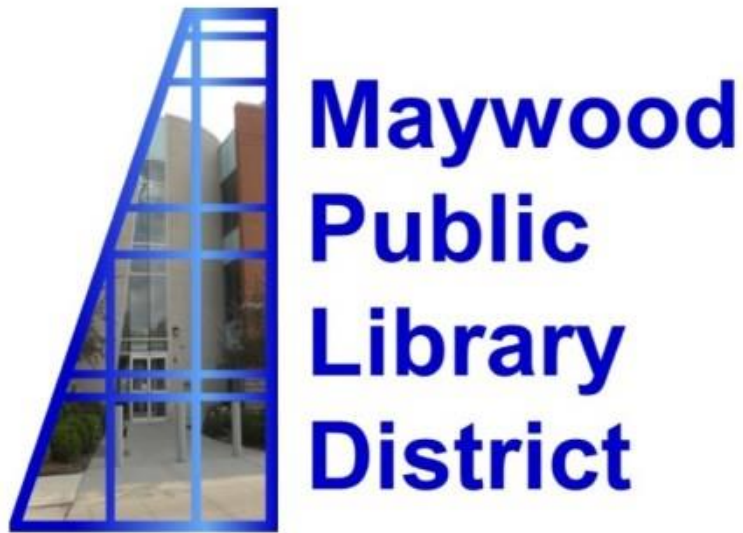
**14. ADJOURNMENT**

President Williams asked for a motion to adjourn. Trustee Sanchez moved to adjourn, and President Williams seconded the motion.

President Williams called for a vote.

**Motion Passed. The meeting adjourned at 8:51 PM.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
LaSondra Banks, Secretary



# **MONTHLY FINANCIAL STATEMENTS**

## **MARCH 2025**

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
**Summary of Monthly Cash Receipts & Disbursments**  
**As of February 28, 2025**

Account	Beginning Bal. 2/1/2025	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 2/28/2025
US Bank- Primary	\$ 1,857,719.93	\$ 129.64		\$ 120,013.11	\$ 27,515.29		\$ (13.00)	\$ 2,005,364.97
US Bank- Accouts Payable	116,232.97				3,165.62	(105,915.90)		13,482.69
US Bank-DCEO 1	200,191.94	13.82						200,205.76
US Bank-DCEO 2	11,783.24	0.82			985.06			12,769.12
IL Funds - Primary	369,933.94	1,277.70						371,211.64
Cash - Cirulation	150.00							150.00
Petty Cash	65.00							65.00
<b>TOTAL</b>	<b>\$ 2,556,077.02</b>	<b>\$ 1,421.98</b>	<b>\$ -</b>	<b>\$ 120,013.11</b>	<b>\$ 31,665.97</b>	<b>\$ (105,915.90)</b>	<b>\$ (13.00)</b>	<b>\$ 2,603,249.18</b>

	Statement Balance 2/28/25	Uncleared Transactions 2/28/25	Register Balance @ 2/28/2025
US Bank- Accouts Payable	\$ 13,482.69	\$ (20,308.15)	\$ (6,825.46)

Amounts not verified.



**Maywood Public Library**  
**Accounts Payable**  
**March 2025**

Num	Name	Memo/Description	Account	Amount	Balance
3650	Amazon Capital Services		2100011 Accounts Payable	2,781.30	2,781.30
		13XN-QYXK-P443	4100011 Adult Audio Visual	139.33	
		1X6C-D699-VLNQ	4100011 Adult Audio Visual	20.69	
		1KPT-JQNH-YXQP	4100011 Adult Audio Visual	100.44	
		1RF6-J1XF-9MJH	4100011 Adult Audio Visual	38.98	
		1JVK-9MLT-3MWY	4100011 Adult Audio Visual	1,331.87	
		1J6F-PTT3-3JC4	4100011 Adult Audio Visual	707.43	
		1YVT-XTT3-3FCD	4130011 Library Supplies	130.70	
		1NRD-LFCM-KCWX	4130011 Library Supplies	55.88	
		1YPF-J6PJ-PFPG	4130011 Library Supplies	75.56	
		1J34-7VMW-733P	4130011 Library Supplies	49.89	
		1XM3-G61L-NPVR	4131011 Hospitality	37.98	
		1PFP-9PPD-6N49	4302011 Adult Programming	43.99	
		1J96-749R-3CCM	4302012 YS Programming	48.56	
	Ancel Glink PC	Acct. # 3179830	2100011 Accounts Payable	3,103.75	3,103.75
3651		February 28, 2025	4320011 Legal Fees	3,103.75	
		INV-99639-J0F5			
3652	Anderson Elevator	INV-100293-Q6F8	2100011 Accounts Payable	810.00	810.00
		INV-99639-J0F5	4250011 Contract Maintenance Building	498.00	
		INV-100293-Q6F8	4250011 Contract Maintenance Building	312.00	

**Maywood Public Library**  
**Accounts Payable**  
**March 2025**

Num	Name	Memo/Description	Account	Amount	Balance
3653	Baker & Taylor	Various book invoices. See line descriptions.	2100011 Accounts Payable	3,164.43	3,164.43
		2038895762	6034011 Per Capita Grant Expenses	480.77	
		2038867338	6034011 Per Capita Grant Expenses	1,110.88	
		2038867623	6034011 Per Capita Grant Expenses	958.68	
		2038920851	6034011 Per Capita Grant Expenses	253.90	
		2038883106	6034011 Per Capita Grant Expenses	360.20	
3654	Blissful Light, LLC	4/22/25 Program	2100011 Accounts Payable	175.00	175.00
			4302011 Adult Programming	175.00	
3655	CINTAS	Inv. 4221877107	2100011 Accounts Payable	350.03	350.03
		Inv. 4221877107	4256011 Janitorial Supplies	350.03	
3656	Chicago Tribune	Pays thru 5/10/25	2100011 Accounts Payable	546.99	546.99
		60150239	4090011 Periodicals	546.99	
3657	Comcast	Service From 3/1/25 - 3/29/25	2100011 Accounts Payable	161.85	161.85
		Acct. 8771 20 001 0331433	4106011 Technology	161.85	
3658	ComEd	ComEd Bill Issued 2/14/25	2100011 Accounts Payable	37.95	37.95
		3278735000	4225011 Electricity	37.95	
3659	Constellation Newenergy		2100011 Accounts Payable	5,816.12	5,816.12
			4225011 Electricity	5,816.12	
3660	Danny Celis	4/4/25 Program	2100011 Accounts Payable	150.00	150.00

**Maywood Public Library**  
**Accounts Payable**  
**March 2025**

Num	Name	Memo/Description	Account	Amount	Balance
			4302011 Adult Programming	150.00	
3661	Doreen J Berrien	February Services	2100011 Accounts Payable	2,537.50	2,537.50
		February Services	4170011 Professional Services	2,537.50	
3662	Exclusive Plumbing		2100011 Accounts Payable	1,950.00	1,950.00
			4260011 General Maintenance - Building	1,950.00	
3663	Forest Security, Inc.	Inv. 184679, 185496	2100011 Accounts Payable	1,385.00	1,385.00
		Service Call	4250011 Contract Maintenance Building	320.00	
		Equipment & Maint.	4250011 Contract Maintenance Building	1,065.00	
3664	Globe Life	Acct. 55395 Due 2/1/25	2100011 Accounts Payable	119.24	119.24
		Acct. 55395 -	4040011 Healthcare Premium	119.24	
3665	IDENTI-CHECK	M. Matheny, Y Morales	2100011 Accounts Payable	153.26	153.26
		M. Matheny, Y Morales	4170011 Professional Services	153.26	
3666	James N. Rachlin	Inv. MPLD--0225	2100011 Accounts Payable	400.00	400.00
		Municipal Advisory Svcs.	4170011 Professional Services	400.00	
3667	Jason Ferguson		2100011 Accounts Payable	175.00	175.00
			4302011 Adult Programming	175.00	



**Maywood Public Library**  
**Accounts Payable**  
**March 2025**

Num	Name	Memo/Description	Account	Amount	Balance
3668	Konica Minolta Business Solutions	Copy machine maintenance. Various invoices.			
		500446246	2100011 Accounts Payable	439.06	439.06
		500436995	4240011 Maintenance of Equipment	141.09	
		500437457	4240011 Maintenance of Equipment	193.15	
			4240011 Maintenance of Equipment	104.82	
3669	LRS, LLC	LR6129920	2100011 Accounts Payable	219.09	219.09
		LR6129920	4235011 Garbage	219.09	
3670	Midwest Tape, LLC	506823333	2100011 Accounts Payable	546.58	546.58
		506823333	4100011 Adult Audio Visual	273.29	
		" "	4100012 YS Audio Visual	273.29	
3671	Niche Academy	Annual Renewal, Inv. 11191	2100011 Accounts Payable	2,652.25	2,652.25
		Annual Renewal, Inv. 11191	4210011 Databases & E-Resources	2,652.25	
3672	Nicor Gas	Natural Gas 1/14/25 - 2/14/25	2100011 Accounts Payable	277.50	277.50
		485800007	4205011 Natural Gas	277.50	
3673	Nicor Gas	Natural Gas 1/14/25 - 2/14/25	2100011 Accounts Payable	7,416.09	7,416.09
		55816400000	4205011 Natural Gas	7,416.09	
3674	Peerless Network	Inv. 71080	2100011 Accounts Payable	798.14	798.14
		Inv. 71080	4150011 Telephone	798.14	
3675	Royale Bezjian Carpet Company	Inv. 87826	2100011 Accounts Payable	85.00	85.00

**Maywood Public Library**  
**Accounts Payable**  
**March 2025**

Num	Name	Memo/Description	Account	Amount	Balance
		Inv. 87826	4250011 Contract Maintenance Building	85.00	
3676	US BANK	Various charges. See line descriptions.	2100011 Accounts Payable	3,060.27	3,060.27
		9804	4051011 Staff Development	59.00	
		9554	4260011 General Maintenance - Building	1,800.00	
		9231	4302012 YS Programming	19.55	
		8423	4130013 Tech Services Supplies	80.80	
		5613	4130011 Library Supplies	9.99	
		2330	4260011 General Maintenance - Building	889.46	
		3125	6123011 Vending Machine Expenses	200.03	
		2223	4106011 Technology	23.10	
		217	6123011 Vending Machine Expenses	-21.66	
3677	Village of Maywood - Health Benefit Fund	Inv. 30222, 31222, 40222	2100011 Accounts Payable	8,873.94	8,873.94
		30222	4040011 Healthcare Premium	3,308.66	
		31222	4040011 Healthcare Premium	3,308.66	
		40222	4040011 Healthcare Premium	2,256.62	
3678	Zoobean Inc	inv 26326	2100011 Accounts Payable	986.74	986.74
		Beanstack Plus	4210011 Databases & E-Resources	986.74	
<b>TOTAL</b>					<b>49,172.08</b>



**Maywood Public Library**  
**Budget vs. Actuals: Budget FY25 P&L - FY25 P&L**  
July 2024 - February 2025

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>				
3001011 Tax Revenue - Current	730,415.57	1,363,824.00	-633,408.43	53.56%
3001080 Tax Rev Current - Building Fund		60,000.00	-60,000.00	0.00%
3001091 Tax Rev Current - FICA Fund	23,129.19	55,000.00	-31,870.81	42.05%
3001092 Tax Rev Current - IMRF Fund	50,413.30	120,000.00	-69,586.70	42.01%
3001093 Tax Rev Current - Unemp Fund	415.49	1,700.00	-1,284.51	24.44%
3001094 Tax Rev Current - Workers Comp Fund	415.49	1,000.00	-584.51	41.55%
3001095 Tax Rev Current - Liab Ins Fund	18,489.49	44,000.00	-25,510.51	42.02%
3001096 Tax Rev Current - Audit Fund	3,808.71	9,000.00	-5,191.29	42.32%
3021011 Personal Prop Replacement Tax	81,348.50	140,000.00	-58,651.50	58.11%
3030011 Per Capita Grant	34,998.48	34,763.00	235.48	100.68%
3032611 Other Grant Income	102,630.12	57,500.00	45,130.12	178.49%
3033011 DCEO Grant	2,881.67	150,000.00	-147,118.33	1.92%
3039011 Donations		100.00	-100.00	0.00%
3060011 Fines		100.00	-100.00	0.00%
3070011 Copy Machine	2,760.42	3,500.00	-739.58	78.87%
3080011 Lost and Paid		500.00	-500.00	0.00%
3095011 General Sales	6,840.00	150.00	6,690.00	4560.00%
3095511 Book Sales		300.00	-300.00	0.00%
3123011 Vending Machine Income	1,004.16	1,500.00	-495.84	66.94%
3125011 Fax Machine		40.00	-40.00	0.00%
3127011 Room Rental Income	15.00	600.00	-585.00	2.50%
3130011 Miscellaneous Income	34.09	500.00	-465.91	6.82%
3132511 Maywood Book Income		100.00	-100.00	0.00%
3302011 Interest - All Bank	1,262.09	1,000.00	262.09	126.21%
3304011 Interest - IL Funds Primary	10,707.27	10,000.00	707.27	107.07%
3608011 Passport and License Renewal Income	10,052.63	10,000.00	52.63	100.53%
<b>Total Revenue</b>	<b>\$ 1,081,621.67</b>	<b>\$ 2,065,177.00</b>	<b>-\$ 983,555.33</b>	<b>52.37%</b>
<b>Gross Profit</b>	<b>\$ 1,081,621.67</b>	<b>\$ 2,065,177.00</b>	<b>-\$ 983,555.33</b>	<b>52.37%</b>
<b>Expenditures</b>				
4010011 Salaries	403,347.55	800,000.00	-396,652.45	50.42%
4040011 Healthcare Premium	18,993.70	40,000.00	-21,006.30	47.48%
4050011 Trustee Development	133.00	7,500.00	-7,367.00	1.77%
4051011 Staff Development	1,022.00	5,000.00	-3,978.00	20.44%
4052011 Travel	5.57	2,000.00	-1,994.43	0.28%
4070011 Membership Dues	3,105.00	4,500.00	-1,395.00	69.00%
4080011 Adult Books	6,513.30	17,000.00	-10,486.70	38.31%
4080012 YS Books	3,610.76	15,000.00	-11,389.24	24.07%

**Maywood Public Library**  
**Budget vs. Actuals: Budget FY25 P&L - FY25 P&L**  
July 2024 - February 2025

	Total			
	Actual	Budget	over Budget	% of Budget
4085011 SWAN Lost Books	681.53	500.00	181.53	136.31%
4090011 Periodicals	3,599.56	3,500.00	99.56	102.84%
4100011 Adult Audio Visual	8,485.40	6,000.00	2,485.40	141.42%
4100012 YS Audio Visual	2,906.14	2,500.00	406.14	116.25%
4105011 Software		1,000.00	-1,000.00	0.00%
4106011 Technology	6,828.55	10,000.00	-3,171.45	68.29%
4130011 Library Supplies	3,561.97	7,000.00	-3,438.03	50.89%
4130012 Patron Services Supplies		1,500.00	-1,500.00	0.00%
4130013 Tech Services Supplies	136.89	2,500.00	-2,363.11	5.48%
4130511 Bank Fees	212.68	2,200.00	-1,987.32	9.67%
4131011 Hospitality	3,251.33	3,000.00	251.33	108.38%
4135011 Printing	160.00	3,000.00	-2,840.00	5.33%
4140011 Postage	2,877.39	5,000.00	-2,122.61	57.55%
4150011 Telephone	8,691.65	10,500.00	-1,808.35	82.78%
4160011 Publicity	8,844.80	15,000.00	-6,155.20	58.97%
4170011 Professional Services	58,086.16	45,000.00	13,086.16	129.08%
4205011 Natural Gas	37,353.87	41,000.00	-3,646.13	91.11%
4210011 Databases & E-Resources	9,360.75	26,000.00	-16,639.25	36.00%
4215011 Water	11,730.49	12,500.00	-769.51	93.84%
4225011 Electricity	68,681.20	100,000.00	-31,318.80	68.68%
4235011 Garbage	1,716.76	3,500.00	-1,783.24	49.05%
4240011 Maintenance of Equipment	3,926.71	36,750.00	-32,823.29	10.68%
4250011 Contract Maintenance Building	34,834.68	65,000.00	-30,165.32	53.59%
4256011 Janitorial Supplies	2,667.98	3,000.00	-332.02	88.93%
4260011 General Maintenance - Building	27,613.25	36,750.00	-9,136.75	75.14%
4265011 SWAN	18,091.50	26,000.00	-7,908.50	69.58%
4292011 Special Events	6,231.19	10,000.00	-3,768.81	62.31%
4302011 Adult Programming	4,980.25	7,000.00	-2,019.75	71.15%
4302012 YS Programming	4,184.09	7,000.00	-2,815.91	59.77%
4310011 Equipment Purchase	11,150.39	6,000.00	5,150.39	185.84%
4311011 Capital Improvements		40,000.00	-40,000.00	0.00%
4320011 Legal Fees	12,951.18	10,000.00	2,951.18	129.51%
6032011 Misc. Grant Expense	-2,746.08	57,500.00	-60,246.08	-4.78%
6033011 DCEO Grant Expense	8,873.36	350,000.00	-341,126.64	2.54%
6034011 Per Capita Grant Expenses	16,777.85	34,763.00	-17,985.15	48.26%
6123011 Vending Machine Expenses	1,224.95	1,500.00	-275.05	81.66%
9150091 FICA Expenditures	30,098.58	70,000.00	-39,901.42	43.00%
9250092 IMRF Expenses - District	15,847.71	37,000.00	-21,152.29	42.83%

**Maywood Public Library**  
**Budget vs. Actuals: Budget FY25 P&L - FY25 P&L**  
 July 2024 - February 2025

	Total			
	Actual	Budget	over Budget	% of Budget
9350093 Unemployment Insurance	538.00	1,700.00	-1,162.00	31.65%
9450094 Insurance - Workers Comp	2,876.00	1,100.00	1,776.00	261.45%
9550095 Insurance - Liability	37,853.62	40,000.00	-2,146.38	94.63%
9650096 Audit	6,250.00	7,000.00	-750.00	89.29%
<b>Total Expenditures</b>	<b>\$ 918,123.21</b>	<b>\$ 2,040,263.00</b>	<b>-\$ 1,122,139.79</b>	<b>45.00%</b>
<b>Net Operating Revenue</b>	<b>\$ 163,498.46</b>	<b>\$ 24,914.00</b>	<b>\$ 138,584.46</b>	<b>656.25%</b>
<b>Net Revenue</b>	<b>\$ 163,498.46</b>	<b>\$ 24,914.00</b>	<b>\$ 138,584.46</b>	<b>656.25%</b>

Wednesday, Mar 12, 2025 10:57:28 AM GMT-7 - Accrual Basis



**Maywood Public Library**  
**Statement of Financial Position**  
As of February 28, 2025

	Total	
	As of Feb 28, 2025	As of Jan 31, 2025 (PP)
<b>ASSETS</b>		
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	371,211.64	369,933.94
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	2,005,180.42	1,857,535.38
1080111 US Bank - Accounts Payable	-6,825.46	100,196.01
1080211 US Bank - Payroll	0.00	0.00
1080311 US Bank SB220079 Grant Account (DCEO)	200,205.76	200,191.94
1080411 US Bank HB210029 Grant Account (DCEO)	12,769.12	11,783.24
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	\$ 2,582,990.28	\$ 2,540,089.31
Total Current Assets	\$ 2,582,990.28	\$ 2,540,089.31
<b>TOTAL ASSETS</b>	<b>\$ 2,582,990.28</b>	<b>\$ 2,540,089.31</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	-396.08	-696.08
Total Accounts Payable	-\$ 396.08	-\$ 696.08
Other Current Liabilities		
2101011 Federal Tax Withheld	-1,453.12	-1,453.12
2102011 State Tax Withheld	5,821.96	5,821.96
2103011 FICA Withheld	1,901.72	1,901.72
2104011 IMRF Withheld	-1,784.51	-1,810.17



**Maywood Public Library**  
**Statement of Financial Position**  
As of February 28, 2025

	<b>Total</b>	
	<b>As of Feb 28, 2025</b>	<b>As of Jan 31, 2025 (PP)</b>
2104511 IMRF-VAC	4,559.95	4,559.95
2105011 Credit Union I Withheld	92.32	92.32
2106011 Credit Union II Withheld	385.00	385.00
2107011 Medical Insurance Withheld	914.41	914.41
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
<b>Total Other Current Liabilities</b>	<b>\$ 10,853.92</b>	<b>\$ 10,828.26</b>
<b>Total Current Liabilities</b>	<b>\$ 10,457.84</b>	<b>\$ 10,132.18</b>
<b>Total Liabilities</b>	<b>\$ 10,457.84</b>	<b>\$ 10,132.18</b>
<b>Equity</b>		
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	2,025,492.22	2,025,492.22
Net Revenue	237,815.59	195,240.28
<b>Total Equity</b>	<b>\$ 2,572,532.44</b>	<b>\$ 2,529,957.13</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,582,990.28</b>	<b>\$ 2,540,089.31</b>

Monday, Mar 17, 2025 09:54:46 AM GMT-7 - Accrual Basis



**Maywood Public Library**  
**Statement of Activity by Class**  
July 2024 - February 2025

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploye nt Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
<b>Revenue</b>								
3001011 Tax Revenue - Current	730,415.57							730,415.57
3001091 Tax Rev Current - FICA Fund		23,129.19						23,129.19
3001092 Tax Rev Current - IMRF Fund			50,413.30					50,413.30
3001093 Tax Rev Current - Unemp Fund				415.49				415.49
3001094 Tax Rev Current - WC Fund					415.49			415.49
3001095 Tax Rev Current - Liab Ins Fund						18,489.49		18,489.49
3001096 Tax Rev Current - Audit Fund							3,808.71	3,808.71
3021011 Personal Prop Replacement Tax	81,348.50							81,348.50
3030011 Per Capita Grant	34,998.48							34,998.48
3032611 Other Grant Income	102,630.12							102,630.12
3033011 DCEO Grant	2,881.67							2,881.67
3070011 Copy Machine	2,760.42							2,760.42
3095011 General Sales	6,840.00							6,840.00
3123011 Vending Machine Income	1,004.16							1,004.16
3127011 Room Rental Income	15.00							15.00
3130011 Miscellaneous Income	34.09							34.09
3302011 Interest - All Bank	1,262.09							1,262.09
3304011 Interest - IL Funds Primary	11,984.97							11,984.97
3608011 Passport and License Renewal Income	10,052.63							10,052.63
<b>Total Revenue</b>	<b>\$ 986,227.70</b>	<b>\$ 23,129.19</b>	<b>\$ 50,413.30</b>	<b>\$ 415.49</b>	<b>\$ 415.49</b>	<b>\$ 18,489.49</b>	<b>\$ 3,808.71</b>	<b>\$ 1,082,899.37</b>
<b>Gross Profit</b>	<b>\$ 986,227.70</b>	<b>\$ 23,129.19</b>	<b>\$ 50,413.30</b>	<b>\$ 415.49</b>	<b>\$ 415.49</b>	<b>\$ 18,489.49</b>	<b>\$ 3,808.71</b>	<b>\$ 1,082,899.37</b>
<b>Expenditures</b>								
4010011 Salaries	381,278.46							381,278.46
4040011 Healthcare Premium	10,427.21							10,427.21
4050011 Trustee Development	133.00							133.00

**Maywood Public Library**  
**Statement of Activity by Class**  
July 2024 - February 2025

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploye nt Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4051011 Staff Development	963.00							963.00
4052011 Travel	5.57							5.57
4070011 Membership Dues	3,105.00							3,105.00
4080011 Adult Books	6,513.30							6,513.30
4080012 YS Books	3,610.76							3,610.76
4085011 SWAN Lost Books	681.53							681.53
4090011 Periodicals	3,052.57							3,052.57
4100011 Adult Audio Visual	5,873.37							5,873.37
4100012 YS Audio Visual	2,632.85							2,632.85
4106011 Technology	6,643.60							6,643.60
4130011 Library Supplies	2,920.14							2,920.14
4130013 Tech Services Supplies	56.09							56.09
4130511 Bank Fees	212.68							212.68
4131011 Hospitality	3,213.35							3,213.35
4135011 Printing	160.00							160.00
4140011 Postage	2,877.39							2,877.39
4150011 Telephone	7,893.51							7,893.51
4160011 Publicity	8,844.80							8,844.80
4170011 Professional Services	54,745.90							54,745.90
4205011 Natural Gas	29,660.28							29,660.28
4210011 Databases & E-Resources	5,721.76							5,721.76
4215011 Water	11,730.49							11,730.49
4225011 Electricity	62,827.13							62,827.13
4235011 Garbage	1,497.67							1,497.67
4240011 Maintenance of Equipment	3,487.65							3,487.65
4250011 Contract Maintenance Building	32,554.68							32,554.68

**Maywood Public Library**  
**Statement of Activity by Class**  
July 2024 - February 2025

	11 Library Fund	91 FICA Fund	92 IMRF Fund	93 Unemploye nt Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4256011 Janitorial Supplies	2,317.95							2,317.95
4260011 General Maintenance - Building	22,973.79							22,973.79
4265011 SWAN	18,091.50							18,091.50
4292011 Special Events	6,231.19							6,231.19
4302011 Adult Programming	4,436.26							4,436.26
4302012 YS Programming	4,115.98							4,115.98
4310011 Equipment Purchase	11,150.39							11,150.39
4320011 Legal Fees	9,847.43							9,847.43
6032011 Misc. Grant Expense	-2,746.08							-2,746.08
6033011 DCEO Grant Expense	8,873.36							8,873.36
6034011 Per Capita Grant Expenses	13,613.42							13,613.42
6123011 Vending Machine Expenses	1,046.58							1,046.58
9150091 FICA Expenditures		28,442.94						28,442.94
9250092 IMRF Expenses - District			15,847.71					15,847.71
9350093 Unemployment Insurance				538.00				538.00
9450094 Insurance - Workers Comp					2,876.00			2,876.00
9550095 Insurance - Liability						37,853.62		37,853.62
9650096 Audit							6,250.00	6,250.00
<b>Total Expenditures</b>	<b>\$ 753,275.51</b>	<b>\$ 28,442.94</b>	<b>\$ 15,847.71</b>	<b>\$ 538.00</b>	<b>\$ 2,876.00</b>	<b>\$ 37,853.62</b>	<b>\$ 6,250.00</b>	<b>\$ 845,083.78</b>
<b>Net Operating Revenue</b>	<b>\$ 232,952.19</b>	<b>-\$ 5,313.75</b>	<b>\$ 34,565.59</b>	<b>-\$ 122.51</b>	<b>-\$ 2,460.51</b>	<b>-\$ 19,364.13</b>	<b>-\$ 2,441.29</b>	<b>\$ 237,815.59</b>
<b>Net Revenue</b>	<b>\$ 232,952.19</b>	<b>-\$ 5,313.75</b>	<b>\$ 34,565.59</b>	<b>-\$ 122.51</b>	<b>-\$ 2,460.51</b>	<b>-\$ 19,364.13</b>	<b>-\$ 2,441.29</b>	<b>\$ 237,815.59</b>

Monday, Mar 17, 2025 10:00:09 AM GMT-7 - Accrual Basis



**Maywood Public Library District**  
Library Director Report  
February 2025

Spring is here! Just a short report this month since there has been a slow update to all our pending projects. I want to inform the Board that I will be taking off the week of April 21-25, June 30-July 8, and August 11-15 (tentatively). During that time, Marcia Burton can answer any questions or concerns. If an emergency, I can be reached out through cell.

**Budget/Finances**

*Budget:* In March-April, I will be working on constructing the budget for the FY25-26. I have been working on it with our consultant, Kathy Parker, and Meristem Advisor, James Rachlin.

*US Bank:* On February 13, 2025, I've reached out to our bank to inquire if they have positive pay for both our checks and ACH payments incorporated into our account. Positive pay is another security measure to eliminate potential check washing/fraud when mailing out payments. They were not able to determine it immediately but referred me to our Relationship Account Manager to see. I highly recommend we add this security measure to our accounts if we don't have it already.

*QuickBooks:* As of February 10, 2025, we finally have administrative access to the QuickBooks account. On March 12, I created a login for myself and upgraded our current subscription because we were out growing the current subscription we had. There was not an increase in cost, since our subscription is paid through Tech Soup.

*IL Funds:* The current delivery of our statements for Illinois Funds causes a disruption to Doreen's financial reporting. The past 2 months, they've arrived the day before or day of board meetings. The last activity was the submission of the new account holders when I was named Interim. I will be following up to see how to add myself to the account. This process will take some time.

**Facility**

*Elevator Modernization Project:* We are waiting to hear from Johnson Controls about the proposal agreement with our notes. Elevator work could tentatively begin at the end of March, or beginning of April.

*Water:* On February 11, 2025, the work to separate the sprinkler system from the main line was completed! It took a total of 4 hours to conduct the work. During that time, the main water line was shut off, thus the library having a late opening on Tuesday, February 11. The plumbers added a "T" pipe to separate the lines, and the sprinkler system is now running parallel to the main water line.

## Projects

*Williams Architects Building Assessment Reminder:* The next step in the building assessment to start on is the water infiltration system at the Carnegie Building. The projects that are in the 1-year repair time frame are: the modernization of our elevators and the water infiltration at the original Carnegie Building, causing damage inside of the walls and at the building foundation.

*Smart Lockers Wrap:* The Smart Lockers wrap is scheduled to be installed Friday, March 28 at 9:00 AM. It is finally warm enough for the vinyl to adhere to the lockers.

## Grants

*Per Capita Grant:* At our January 15<sup>th</sup> board meeting, I presented the *Serving Our Public Checklist*, a list that breaks down the core standards needed for the Per Capita Grant. Like last year, I believe it would be best to continue focusing on increasing our overall collection development, especially after discovering our current statistics compared to other libraries of similar size and budget. However, with the current political administration, the Per Capita grant might face some challenges. We will have to consider the possibility of not having it this upcoming year.

*IL-Tech Grant:* John and Paul from TechSevant, our IT and Server vendor, met with Marcia and I to plan out the purchasing for the IL-Tech Grant we received last year. This grant's purpose is to allow libraries to improve their current technology to better assist patrons including telephone systems, equipment, and website updates. From this, we've planned to change or horribly outdated phone system, new public laptops and desktops for patrons who need to conduct webinars/zoom meetings, a new firewall with switches, and new public desktops for our electronic library catalog. We also plan to include current software updates and renewals. It is planned to have the server maintenance and upgraded in the ends of March.

## Staff

*Staff Training:* Reaching Forward North Conference is taking place on Thursday, May 1. This conference is a great opportunity for our staff to learn about other library practices and services. It would be ideal if everyone on the staff could participate. Since it is a daylong event, we would need to close for the day. Admission is \$160 per individual.

The Head of Youth Services position has been filled! Our new Head of Youth Services, MyLeah Matheny, became part of our team on Monday, March 3. She is a dedicated Youth Services Librarian, who obtained her MLIS with a concentration in Youth Services, and a MA with a concentration in Youth Literature from Dominican University.

The Head of Patron and Tech Services was posted on January 28<sup>th</sup>, 2025. I have been interviewing for this position and have extended an offer. Since there has been a high turnover for this position, I created a Tech Services Associate position to continue the



streamline of our collection development process. Our Tech Services Associate is Andrea Betinis.

A Maintenance Technician position was posted on January 8<sup>th</sup>, 2025.

### **Miscellaneous**

*3<sup>rd</sup> Floor Activities:* We are having quite a bit of activity/programs on our 3<sup>rd</sup> floor! Here is what to expect occurring:

1. Early and Election Day Voting: March 17-April 1
2. Prom Pop Up Shop: April 7-12
3. Mexican Consulate: June 24-28 & August 26-29

*Space Evaluation:* Last month, I reached out to 3 different space evaluation companies to send us quotes for their services: Williams Architect, Endberg Anderson, and Studio GC. Each one lists their price along with the work that is included. We will be reviewing these proposals again this upcoming meeting.

*Summer Reading:* This year's Summer Reading Program is, "Level Up at Your Library". I have sent out a link to staff and board to submit their apparel selection to be ordered. The due date is end of March.

Furthermore, our summer reading kick-off event will be occurring June 7<sup>th</sup>, 2025. To properly prepare, we would need to have an early closing on June 7<sup>th</sup> at 1:00 PM.

**Submitted by: Daniela Martinez—Library Director**



## **March 2025 Report – Information Services**

### **General:**

We had a remote and an in-person Dungeon's & Dragons Saturday morning session with 5 participants each time. We are switching the Saturday in-person sessions to Thursday evenings.

We have NARCAN training for the public planned in March and April. We are collaborating with the Illinois Extension, who will be providing the training.

Our new crochet class is doing well. We had 7 participants on 3/12/25.

We've started a new Couch to 5K program in March. We're training for Roselle Run for the Roses 5K in June.

PLCCA hosted a job fair at the library on March 12 from 10-2 on the third floor. They haven't sent me numbers yet but were pleased at the turnout.

NAMI and Mujeres Latinas reached out to me about hosting informational tables/popups in the lobbies. They will be visiting us twice a month through the Spring.

I met with Patti Honan at Maywood Supportive Living about homebound delivery service. We were able to renew the accounts of all the homebound patrons and are able to resume deliveries.

Claire Cambray has been discussing collaborating on gardening related programs and projects with Proviso Partners For Health.

### **Programs:**

#### **FEBRUARY**

Tuesdays & Thursdays @ 1:00 Quilting and Sewing (21)  
Stop by our regular quilting and sewing group.

Fridays @ 10:00 Tech Friday (2)  
Sign up for one-on-one tech help. Get help with your smartphone or computer. Contact us to reserve a slot.

Saturdays @ 9:00 Resume Relief (0)  
Visit Maywood Public Library on Saturdays to get personalized resume assistance. 9:00-12:00 & 2:00-5:00. Contact us to reserve a slot.

#### Avoidance Club ()

Need a little extra help, join our Avoidance Club, where we meet to check things off our to do list that we have been avoiding!

Thursdays @ 4:00

#### Wednesday Evening Yoga (16)

Check out our new weekly yoga event!

#### Race Unity Discussion Group (6)

Join our safe space for discussions on the complexities of race and society.

February 15th @ 12:00 (6)

March 15th @ 12:00

April 12th @ 12:00

#### Dungeons & Dragons (15)

Learn how to play D&D, and play in our campaign.

February 8 @ 10:00 DND Campaign (Zoom)

February 15 @ 9:30 Intro to DND (In Person)

February 22 @ 10:00 DND Campaign (Zoom)

#### Chess (25)

February 1 @ 11:00

February 15 @ 11:00

Drop by for a game of chess in our new chess club.

#### Bingo (4)

Stop by for Bingo. Win a prize!

February 4 @ 1:00

#### Vision Board Sessions ()

Not sure what you want your year to look like? Come to one of the vision board sessions we have planned to get an idea of what you'd like to accomplish for 2025!

February 6 @ 6:00

February 8 @ 2:00

#### Crochet Class (10)

Learn the secrets of Crochet from our local expert.

Wednesdays @ 5:00

#### Family Game Night (4)

Stop in to play Nintendo Switch games and try out the library's VR Headsets

February 6 @ 6:00

#### Toastmasters (8)

Practice your public speaking with our Toastmasters local group! Join us for a special African American History Month themed event and listen to a selection of historical speeches.

February 10 @ 7:15

#### Qi Gong Meditation(1)

In preparation for this Valentine's Day, consider putting your energy into the relationship you have with yourself. Enjoy an hour of chair qigong and beautiful sounds. Through gentle, heart opening movement, breathwork, and a special meditation, experience a deep release of tension, stress, and closed-off emotions. The class will end with beautiful sounds; this practice assists in re-tuning our "instrument" back to its harmonious, natural state.

February 11 @ 1:00

#### Adult Craft (4)

Sign up for our adult crafting night!

February

2/17 @ 5:00 Alice Bey-Pug Author Talk Tweens, Teens, and Adults

2/26 @ 5:00 Wednesday Craft Paint & Sip wit Alice Bey-Pug (possibly switching to 2/26 @ 5:00 crafty Afternoon)

#### February 18 @ 2:00 Evanston's Living History with Craig Dudnick (0)

Learn about the history of a Chicago Area's African American community, and it's roots in the South. The Film's director, Craig Dudnick, will present the film and lead a discussion after.

2/18/25 From History to Present with Jason Ferguson 6:30 (4)

2/19/25 From History to Present with Jason Ferguson 1:00 CANCELLED

#### Basic PCs (0)

Learn the Basics of using a Windows PC

February 18 @ 10:30

#### Garden Club (2)

Garden Club will meet once a month throughout the spring to share tips and learn how to start a garden. Whether you have years of gardening experience or have never grown anything before, we would love to have you! We will discuss gardening methods that can be done on balconies or in very small spaces, as well as larger areas. Children are welcome to join too. If you are a gardener who would like to share your expertise, please reach out to us so we can collaborate!

February 19 @ 6:00

February 22 @ 2:30 BHM Dance Exhibition (4)

February 24 @ 1:00 Etiquette/Confidence Workshop with Lereise (3)

#### Cricut Demo (0)

Stop in try out the library's Cricut machine.

February 25th @ 1:00

#### Chicago's Music Legacy (2)

Feb 27, 2025, 6:30 PM – 8:30 PM

#### Book Discussion (0)

Sign up for our MPLD Adult Book Club! We will be reading Zone One by Colson Whitehead this month.

February 20 @ 6:30

#### Pregnancy and Women's Bodies series ()

Learn about pregnancy's effects on a woman's body. The program will be presented by Grace K. Muller, an Assistant Professor at Loyola University Chicago.

February 24 @ 5:00 Part 1 (0)

## February 2025 Statistics - Information Services Dept.

### Wix

Website Visits 2069

Event Registrations 80

### My Pc

Center Users 590

Youth Users 380

### Copier

Faxing 365 pages

Scanning 1967 pages

Printing 2386 pages

Copies 1603 pages

eRead IL: 18 checkouts

Kanopy 277 visits, 25 plays

Hoopla 8 new users; 229 Checkouts

OverDrive (Libby) 13 new users; 227 checkouts

### Social Media

Facebook 1.2k likes, 1.7k followers

Instagram 645 followers

Twitter 121

TikTok 44.3k likes, 1799 followers

followers

OCLC 2 checkouts, 2 holds filled

EBSCO: 108 Database Requests

Museum Adventure Pass: 0 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**







## Outreach/Technology Department Monthly Report

February 2025

- During this transition period of hiring a new Patron Services Manager, I have stepped in to keep the department running as smoothly as possible. I have been working with the staff and filling in as needed; this includes weekly balancing of the cash register and answering staff questions about any Patron Services issues that may arise.
- I have begun the process of completing equipment and software inventory to determine our needs for the future; this will include making sure that the 3<sup>rd</sup> Floor is equipped with wireless capabilities and security cameras. Although the 3<sup>rd</sup> Floor currently has limited usability, we want to make sure everything is ready when the floor is fully functional.
- Ms. Martinez and I have been working together to finalize the use of our Tech Grant. These funds will really assist us in our efforts to provide more digital and technology-related programs for our community. We are extremely excited about what's ahead for the library.

### Outreach Visits

I will be attending the Proviso East High School Health Fair on Thursday, March 27, 2025. More information will be available about this event soon.

Over the next few weeks, I will be distributing our current newsletter to various senior facilities and local businesses.

Marcia Burton  
Outreach/Technology Department



## Maywood Public Library District

### Youth Services Department Report March 2025

#### Overview

I am MyLeah Matheny, the new Head of Youth Services at Maywood Public Library District, holding an MLIS, a Youth Services Certificate, and an MA in Youth Literature. My first two weeks have been an incredible experience filled with connection and collaboration.

During this time, I've had the pleasure of meeting our wonderful staff, as well as engaging with parents and youth patrons. Overseeing events such as Young Chefs Ice Cream Making Day, Lego Club, Bingo, and Movie Day has allowed me to build relationships with the youth in our community. These events have been not only fun but also rewarding in fostering a sense of belonging among our young patrons.

I've also had the joy of working alongside enthusiastic teen volunteers who have been instrumental in various projects in the Youth Services area. Together, we've decorated for springtime, cleaned bookshelves, and organized our book collection.

I am truly looking forward to creating many more great memories here at Maywood Public Library District and making a positive impact in the lives of our youth.

#### Programming

*Lego Club* have constant members each week.

*ACNH Library Island Build* was created to get our interior designer to Animal Crossing fanatics to build our library island. This is a great way to engage some collaborate design and teamwork.

*Crafty Afternoons* ranged from our annual custom art apron to our vision board and more.

*Homework Help* was a way to engage our youth to complete their homework at the library, with the help of our volunteers.

*Jewelry Crew (Tweens and Teens)*: This club was created to show tweens and teens how to create and design their own jewelry. The participants had fun and were raving about the next project. This meeting was creating bracelets.

*Poetry Club* is centered around crafting our special verses to present at our poetry slam on Wednesday, February 26 at 7:00 PM!

*Movie Monday* is a wonderful way to enjoy a family movie at the library with some light snacks. During this month, we've had 2 movies showing each month, one that was all ages, and another that was rated PG-13. The intent was to capture the participation of tweens and teens with movies they would be inclined to watch.

*Self-Care: Nails* places your best self-first this year by learning how to properly take care of your nails with Ms. Lakrista. Ms. Lakrista is a licensed nail technician!

*Storytimes* continue to have multiple sessions with different ages.

*Scavenger Hunt and Trivia Week* are both passive programs that allow patrons to explore places in our department that they typically would not venture to, and a chance to learn some unique facts. With every token or trivia question found, they win a sticker or an eraser character.

*Mario Kart Monday, Overcooked Wednesday, and Ultimate Saturday* were combined to create *Couch Co-Op Night!* This program allows tweens and teens to play all the games we have on our Nintendo Switch.

*Volunteering Hour* is a weekly schedule time frame for students or adults to earn community service hours.

*Weekenders* are programs that continue to promote creativity and curiosity. Our patrons can explore different mediums of art and material, thus allowing them to venture into complex designs.

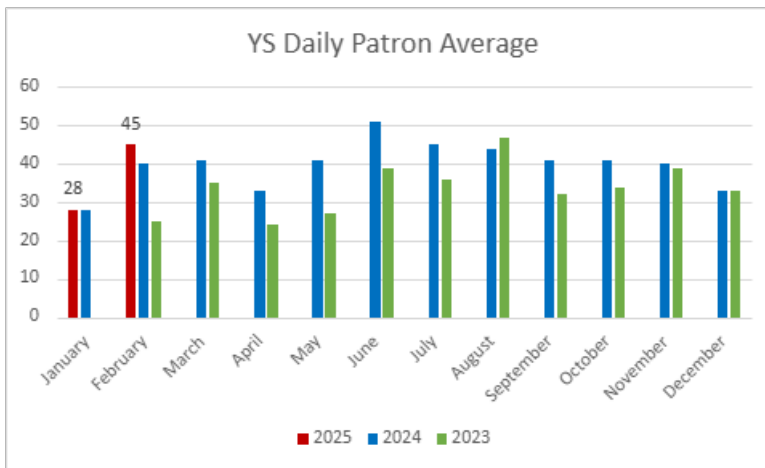
*Young Chefs* is all about learning the basics of cooking in our cooking club! This month, the chefs learned how to make some pancakes and waffles! The whole library smelled like maple syrup.

### **Community Outreach & Professional Development**

#### **1. Reaching Forward North Conference Committee | Monthly meetings**

- a. Reaching Forward North is an annual professional development conference for library support staff in central and northern Illinois. With a commitment to providing quality training and information, Reaching Forward North strives to be the premier professional development opportunity in Chicagoland and surrounding areas.

## Youth Services Department Statistics March 2025



Anime Club	02/01 @ 2:00 PM	1	Tweens and Teens
ACNH Library Island	02/06 @ 6:00 PM	0	Tweens and Teens
	02/20 @ 6:00 PM	0	Tweens and Teens
Crafty Afternoons	02/5 @ 5:00 PM	9	All
	02/12 @ 5:00 PM	3	All
	02/19 @ 5PM	3	
	02/26 @ 5PM	19	
Cupcake Reads	02/20 @ 6pm	7	All
Homework Help	02/4, 02/11, 02/18, 02/25 @ 6pm	0	All
Jewelry Crew	02/14 @ 5:00 PM	2	Tweens and Teens
Lego Club			Tweens and Teens
Movie Monday	02/17 @ 5:00 PM	0	Kids
			All
Poetry Club			Tweens and Teens
			Tweens and Teens
Self Care: Nails	02/19 @ 4 PM	5	Tweens and Teens
Storytime	02/17 @ 10:30AM	8	Tweens and Teens
			Kids
Volunteering Hours			All
Young Chefs			All

**Submitted by:**

**MyLeah Matheny – Head of Youth Services**

**Daniela Martinez – Library Director**

**March 13, 2025**

## Status Report

- SCHEDULE
  - Project Start Date August 1, 2024
  - Substantial Completion Date January 28, 2025
  - Final Completion Date February 28, 2025
- REGULATORY
  - Permit Pending
- ISSUE LOG
  - See attached.
- CONTRACT AND CHANGE ORDER LOG
  - See attached.
- CONTINGENCY LOG
  - See attached.
- PROGRESS PAYMENT REVIEW
  - Payment Application # **NONE PRESENTED**
  - Previous Payments
  - Earned to Date
  - Current Retained
  - Incomplete/Unbilled
  - % of Contract Amount Paid
- GENERAL
  - Material Fabrication

Issue Log												
Issue #	Description	Initiating Doc	Sched Impact	Est. Cost	Class	Change Yes/No	BIC	Comments	Status	Closing Doc	Related Doc	GC ID
1	Electrical Upgrades			\$ 22,600.00	IMP		EEC	T&M Not to Exceed	Open			Excel 01172025
2	Fire Alarm Modifications			\$ 19,836.00	REG		CE		Open			JC 02172025
3	Machine Room Ventilation	KC Email 02172025			REG		WA		Closed			
4	Delete East Elevator Based bid and cab interior work	PCO 1		\$ (128,164.00)	IMP		CEC		Closed	PCO 1		
5	Data Connection to Elevator	AM Email 02172025					MPLD		Closed			
6	Code Required Video Monitoring	AM Email 02172025		\$13/Mo			MPLD		Open			TMS Quote



CONTINGENCY ALLOWANCE AMOUNT				
		ORIGINAL	ADJUSTED	
		\$ 22,132.00		
ADJUSTMENTS				
	\$ -	\$ 22,132.00	\$22,132.00	ALLOWANCE BALANCE

**CONTRACT AND CHANGE ORDER SUMMARY  
MAYWOOD PUBLIC LIBRARY DISTRICT  
ELEVATOR MODERIZATION**

	A	B	C	D	E
1				<b>CONTRACT AMOUNT</b>	
2				ORIGINAL	ADJUSTED
3					
4	<b>CONTRACT ADJUSTMENTS</b>			\$ 276,648.00	
5		PCO 1	-\$128,164.00		\$148,484.00
6					
7					
8					
9					
10					
11					
12					
13					
14	<b>TOTAL</b>		<b>-\$128,164.00</b>		<b>\$148,484.00</b>



## Architectural Services Proposal

Date: February 10, 2025

To: Ms. Daniela Martinez, Library Director  
Maywood Public Library District  
121 S. 5<sup>th</sup> Ave. Maywood, IL 60153

From: Studio GC, Inc.

Re: Space Assessment Study

Dear Ms. Martinez,

Studio GC is pleased to present this proposal for a space assessment for the Maywood Public Library District.

### Scope of Architectural Services:

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#### Task 1: Data Gathering

- The initial step will be developing a three-dimensional building information model of the library. A series of diagrams will show existing public service points, departmental allocations, site elements such as parking and traffic flow, and security diagrams.
- To build the library's profile, our team will complete a deep analysis of the facility to gain a strategic understanding of the people that use the library, the people that work within its walls and how the library currently serves its community successfully and where improvements are required. The following are a list of metrics that are recommended to be included in the analysis.
  - Patrons Metrics: The size of the community served by the library (both in land area and population), population projection, the number of library card holders, the demographic makeup of the community, daily door count, daily usage of public computers, daily reservations for meeting/collaboration spaces, attendance of in-person/virtual programs, their propensity to use available self services, their usage of available special/unique services/collections.
  - Staff Metrics: The size of the staff that work within the facility, hours of operation, the number of full time versus part-time, the number of librarians, the breakdown of staff by department, the number of multilingual staff, the languages spoken, staff with specialized training, staff assigned to special collections, and breakdown of years of service at the library.

- Collection Metrics: The size of the collection, the breakdown by category, the percent of each category in circulation, the percent of each category that has not circulated in the last 5 years, the current lost/theft rate by collection, the planned growth/development of each collection, the arrangement/presentation of materials by category, availability and characteristics of foreign language collection, availability and characteristics of digital collections, availability and characteristics of a "library of things" collection, availability and characteristics of special research, local history, genealogy, and archival collections.
- Facility Metrics: The size of the library, the number of floors, the availability and characteristics of vehicle parking, the connection to public transportation, the allocation of public space versus staff space, the allocation of space by department, the number of service points, availability and characteristics of public computing, availability and characteristics of large/medium/small meeting/study/collaboration spaces, availability and characteristics of specialty spaces: reading room, maker space, sound lab, podcast room, film lab, availability and characteristics of patron seating, availability and characteristics of drive up services, and characteristics of sustainable features.
- Universal Design Metrics: The availability and characteristics of universal design spaces/elements: accessible entrance, elevator, accessible service points, collection arrangement, equal self service elements, gender neutral restrooms, family restrooms, adult changing restrooms, showers, mothers' room, sensory room, visual impaired wayfinding, hearing impaired assistance, available mobility assistance (provided by the library).
- Each metric point will establish current operations and resultant needs.
- Staff Input Sessions: The team will meet and participate in a facility tour with the key personnel of each department/facility to understand their perceived needs, recommended resolutions, and operational goals and objectives. It is anticipated that an initial meeting will be held with each set of personnel, and a final meeting will be held to report and confirm the findings. If requested, Studio GC will develop and distribute a staff survey to gather insight and facilitate input.
- Summary: A summary of identified needs and deficiencies will be reviewed with the staff. This summary will be the foundation for the following steps to determine the best implementation options to resolve deficiencies and meet needs.

## Task 2: Analysis, Collaboration, Optioning

- Based on the recommended metrics to be studied, the team will gain a thorough understanding of the usability and functional performance of the building. During

the collection process, special consideration will be given to space utilization. Any space that has a single purpose and is only used for a small portion of the day will be noted in the facility report. The team will work with Library leadership to prepare a comparative analysis of the data profile versus the library's operational goals and objectives.

- As the departmental groups are engaged, the identification of common themes or points of attention for each department will be documented. Three metrics that will be used in categorization of spaces are offered for consideration.
  - Space Usage: Periodically Active, Consistently Active, Constantly Active & Inactive
  - Space Collection Status: Emerging, Established & Growing, Established & Steady, Established & Retracting, Obsolete.
  - Level of Attention: Targeted Improvements, Strategic Renovation, Complete Renovation, Strategic Renovation & Expansion, Complete Renovation & Expansion, Repurpose, Relocate.
- Analysis of the facility operation findings versus the MPLD's stated mission, vision, and strategic plan objectives will measure performance against stated goals.
- Strategic planning session(s) with Maywood Public Library District leadership will be conducted to create options for the facility. The outcome of the session(s) will result in executable scenarios for how the library responds to service level, departmental workflow, inter-departmental interaction, and functional spatial needs.
- The team will prepare preliminary project cost estimates for the scenarios presented. The costs will be broken down by potential construction costs, professional services, furniture and equipment, and miscellaneous soft costs.

#### Task 3: Final Report:

- A final report will be prepared that shall include the exhibits and findings of each task. The report will also include the options presented and cost estimates with a recommended direction. This direction will be based on data gathered during each task and with staff collaboration and input.
- Cost estimates of all options presented.
- Presentation of the findings to key stakeholders as well as the Board.

#### Deliverables

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Draft and Final Reports including but not limited to:

- Existing floor plans annotated by use and square footage.

- Existing site plan identifying adjacencies, roadways, parking lots, and support space.
- Space profile documentation (Task 1).
- Space and adjacency diagrams.
- Input session summary (Task 1).
- Space analysis documentation (Task 2).
- Concept space and adjacency diagrams.
- Concept design floor plan options.
- All associated cost estimates for options and associated recommended work.
- Final report with a summary of findings, previous documentation, meeting minutes, detailed space requirements, identified deficiencies, and schematic layouts with itemized space areas and associated estimates developed to meet the identified needs.

#### Compensation

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Studio GC will provide the services outlined above as a lump sum fee of \$8,500.00.

Billing will be made monthly for work performed during the previous month. Bills will be prepared on a percentage basis of the basic service fee. The percentage billed will correlate with the estimated completion level of the scope of work at time of billing.

Reimbursable (printing) will be invoiced at 1.10 times the actual cost.

#### Schedule

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Our team is excited to assist on this space assessment and can proceed with this assignment upon authorization to do so.

If this proposal is acceptable, please sign a copy and forward one fully executed original of this document to our office. Retain the other copy for your contract file. If you wish to discuss the proposal in more detail, we are happy to do so at your convenience.

Thank you for considering Studio GC as your partner in creating a better library. We look forward to the opportunity to work with you to provide the best possible library services to the patrons of the Maywood Public Library District.

OWNER:

TITLE:

DATE:

STUDIO GC: 

TITLE: Darren Schretter, Principal

DATE: February 3, 2025

Cc: Vicki Luczynski, StudioGC





13 March 2025

Ms. Daniela Martinez, Library Director  
Maywood Public Library District  
121 South 5<sup>th</sup> Avenue  
Maywood, IL 60153

Re: Maywood Public Library District  
Letter of Proposal for Needs Assessment and Master Planning Services  
Williams Architects Project No. 2025-TBD

Dear Daniela:

As per our email correspondence, Williams Architects (WA) is pleased to present this Letter of Proposed Agreement for a Needs Assessment and Space Planning services for the Maywood Public Library District. Our team truly looks forward to the opportunity to 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**

The Maywood Public Library District wishes to conduct a Needs Assessment and Master Planning exercise to identify building and space needs to best serve the Maywood Public Library District service area, followed by preliminary concept directions and options for re-organization and/or re-design of selected elements of the building, and associated cost estimates. The outcome of this process should result in a recommended scope of work with associated costs that will allow the Maywood Public Library District to move immediately into basic architectural services for the suggested improvements, either in a single project or a phased series of projects depending on funding availability.

## **SCOPE OF SERVICES**

Our Needs Assessment and Master Planning process is organized into distinct phases. The first phase of the process involves several steps and tasks that are required to define the Library's space and building needs. This phase will give the Library information needed to evaluate the feasibility of and limitations regarding remodeling and expanding the existing building.

The second phase builds upon the recommendations developed in the first phase to develop concept alternatives and associated costs and a preferred, phased solution for a remodeled Library facility.

**Phase 1 – Needs Assessment** includes the following services:

- **Operational Review / Staff Discussion**
  - o WA staff shall meet with the Director and department heads to discuss current challenges related to the existing space and tour the building to identify current areas of functional inefficiencies and opportunities for improved space utilization.
- **Demographic/Market Analysis**
  - o WA shall review existing demographics and demographic trends to identify potential gaps in service and potential future services/collections that may better serve the present and future needs of the community.
- **Collection, Circulation, and Program Analysis**
  - o Utilizing at least three years of circulation and program data provided by the Library, WA shall identify patterns of increased or decreased circulation and programming that may suggest need for additional space or potential for recapture of existing space for other functions.

- **Comparative Analysis**
  - o WA shall review service offerings, building size, hours, and features of similar “peer group” libraries against the subject library for “benchmarking” purposes.
- **Evaluate Existing Space Utilization**
  - o Using forms/spreadsheets developed by WA, Library staff shall assist in identifying utilization and usage patterns of meeting rooms, study rooms, and seating areas within the existing building. This process is helpful in determining what spaces in the building may be currently underutilized.
- **Stakeholder Engagement**
  - o WA shall facilitate up to two focus group discussions with internal and external stakeholders about the Library, its current strengths, and what could be improved in terms of physical space.
  - o Potential groups interviewed may include:
    - Library Board of Trustees
    - Village Staff
    - Village Elected Officials
    - Specific Library user groups (seniors, teens, parents, etc.)
    - Park and School Districts
- **Needs Assessment and Recommendations**
  - o Building upon all the data compiled to this point, WA prepares written recommendations and descriptions of new and/or renovated components and spaces and associated required areas. Current and emerging trends in library service and spaces are discussed and analyzed relative to these recommendations. In most cases, we will provide a range of square footage to satisfy recommendations. (Example: Additional Meeting Room: Minimum 600 SF, Target 800 SF, Ideal 1,200 SF).
- Phase 1 services culminate in a presentation/update to the Library Board summarizing all of these findings to ensure that there is consensus prior to moving into concept plans.

**Phase 2 – Master Planning** includes the following services:

- **Concept Planning:**
  - o Building upon all the data developed in Phase 1, WA shall identify conceptual alternatives for reconfiguration and renovation of the building to address items identified in the Needs Assessment. Plans are developed at a diagrammatic level indicating areas of reconfiguration and remodeling. WA will identify applicable zoning/building regulations that may affect any potential additions to the facility at this time. Preliminary cost ranges are developed at this time to assist the Library in understanding capital costs and discussing potential prioritization/phasing of improvements should recommended improvements exceed available/likely funding.
- **Refinement/Development of Preferred Concept(s) and Costs:**
  - o Based on staff, Board, and Community Engagement input as applicable, WA shall refine concepts to one or two preferred concepts with associated cost estimates, with potential project phasing as required. Three-dimensional grayscale plan graphics with furniture and shelving will be created to illustrate concepts. Costs will include expected replacement/refurbishment costs of major building systems and components based on typical expected service life for the type of systems and components installed.
- **Final Presentation and Report:**
  - o WA shall deliver an in-person presentation to the Library Board of findings, concepts, costs, phasing, and potential next steps/project schedule.
    - The deliverables will include the following graphics:
      - Floor plans (including furniture and shelving) for the preferred concept.
      - A three-dimensional concept view of the floor plan (including furniture and shelving) for the preferred concept.
      - Up to three (3) three-dimensional interior renderings of proposed new or remodeled spaces.
  - o WA shall prepare a draft written report presenting all findings for initial review by Library staff and Board.
  - o Following review of the draft report by Library staff and Board, WA shall prepare a final written report for public release presenting all findings, concepts, costs, phasing, and potential next steps/project schedule.

## SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule for the overall effort. In instances where a range is indicated, the dates vary based on whether optional community engagement services (described below) are commissioned by WAPLD.

Task/Phase	Completion Date
• Authorization to Proceed	March 2025
• Phase 1: Needs Assessment	June 2025
• Phase 2: Space Planning	September 2025
• Final Presentation to Library Board	October / November 2025
• Draft Written Report to Library	October / November 2025
• Final Written Report to Library	One month following Final Presentation to Board

## PROPOSED FEES

We propose to provide the above referenced services for a fixed fee of THIRTEEN THOUSAND DOLLARS (\$13,000.00), plus reimbursable expenses as described below.

### - **Optional Community Engagement Services:**

- In addition to the scope included above, WA shall conduct and facilitate two Community Engagement meetings in which the Needs Assessment outcomes and preliminary concept options for expansion/renovation are presented to the community in an "open house" format. Interested community members will have the opportunity to interactively "select" features and design concepts most interesting to them and provide verbal and written commentary on the concept plans developed. WA will also develop an online survey to capture feedback from members of the public unable to attend meetings. These services are proposed to be provided for an additional lump sum, fixed fee of TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00)

If the scope of work should substantially increase beyond the scope described herein during 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 hourly rates, or at a mutually agreed-upon fixed fee. (It is very unlikely that any additional services are incurred during a Master Planning exercise unless additional engineering or forensic evaluation becomes advisable)

## 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:

- **Detailed design, finish selections, construction documents and specifications** – design selections, construction documents and specifications for the improvements proposed by this Scope of Work that are generally considered part of the Architect's Basic Services are not included in this proposal.

## **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 Needs Assessment and Master Plan (These have already been made available to us electronically from our previous work together)
2. We will attend up to **two (2)** Library Board meetings throughout the course of this Scope of Work to provide the Board with progress updates as mutually agreed. Additional meetings with the Library Board beyond the defined limits will be invoiced on a per meeting basis. Meetings with the Library Director and staff to review progress and gather information shall not be limited.

## **GENERAL TERMS AND CONDITIONS**

1. Invoices shall be sent monthly 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. 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.
4. Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and cause of termination.
5. 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.
6. Preliminary estimates of Construction Cost prepared and/or reviewed 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 during 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.
7. 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.
8. 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 considering 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  
Chief Operating Officer / Managing Principal

**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

## REFERENCES FOR SIMILAR WORK

We encourage you to contact our current and past clients to learn about our performance and approach to these services.

### **Berkeley Public Library**

Ryan Cox, Director

[rcox@berkeleypl.org](mailto:rcox@berkeleypl.org)

(708) 544.6017

*Completed Space Needs Assessment and Master Plan in 2021, leading to phased remodeling plans for the Library.*

### **Mokena Community Public Library District**

Cathy Palmer, Director

[cpalmer@mokenalibrary.org](mailto:cpalmer@mokenalibrary.org)

(708) 479-9663

*Space Needs Assessment and Master Plan currently in process*

### **Arlington Heights Memorial Library**

Mike Driskell, Director

[mdriskell@ahml.info](mailto:mdriskell@ahml.info)

(847) 506.6215

*Completed Master Plan for Kids' World and Makerplace, in addition to several remodeling projects*

### **New Port Richey (Florida) Public Library**

Andi Figart, Director

[figarta@cityofnewportrichy.org](mailto:figarta@cityofnewportrichy.org)

(727) 853-1249

*Completed Master Plan in 2020, leading to comprehensive remodeling of the entire Library building.*



February 10, 2025

## AGREEMENT FOR FACILITY IMPROVEMENT PLAN (FIP) MAYWOOD PUBLIC LIBRARY

*This scope is different from a STRATEGIC FACILITY PLAN (SFP) or a CAPITAL REPAIR PLAN / FACILITY CONDITION PLAN (SFP/FCA). It is intended to focus on improvements to space in support of greater functionality and aesthetic upgrades. SFP is for a broader evaluation of service needs while the CRP/FCA is focused on repairing or replacing building systems as they age beyond their effective useful life.*

between

Maywood Public Library  
121 South 5<sup>th</sup> Avenue  
Maywood, Illinois 60153

and

Engberg Anderson, Inc.  
8618 West Catalpa Avenue, Suite 1116  
Chicago, Illinois 60656

c/o: Daniela Martinez, Library Director

Engberg Anderson Project No. 253842

EA File Name: \\Ea-Chi-Nas.Eadp.Com\Chicago-FS\PROJECTS\2025 3821\253842 Maywood PL FIP\0-BD & Marketing\Proposal\Agreement For Facility Improvement Plan.Docx

Dear Daniela,

Engberg Anderson is pleased to submit this proposal for conceptual planning services. While this proposal is based on our current understanding of the project, we recognize that each Facility Improvement Plan is different and crafted from an evolving process that reflects the needs of the individual library. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard.

### PROJECT UNDERSTANDING

The Library has identified a need to undertake a rigorous, multi-step planning process to identify, explore, and quantify potential improvements to the facility to keep it in tune with contemporary service needs, community expectations, and operational effectiveness. The process will look at

- Evaluate the overall organization of public and staff spaces, specific spaces attributes and performance capabilities, more effective use of existing spaces;
- Provide more specific furniture types, arrangements and counts, and possible upgrades, collection capacities for the third floor, portions of the first floor and meeting room spaces in the original building; and
- Develop models of potential costs as an aid in budgeting.

This will include analysis of code considerations associated with reconfiguring the spaces as proposed. Some physical modifications of the spaces may be needed but the majority of the improvements are envisioned to be furniture focused. Further, the Facility Improvement Plan will look at defining a multiple-step implementation strategy intended to nest the improvements within the Library's available funding resources.



## METHODOLOGY

Engberg Anderson proposes to meet this need by working with the Library to complete a multi-step process leading to a Facility Improvement Plan. Based on the project understanding we propose a series of several on-site workshops. The workshops are envisioned to include sessions with the Library's management team, key staff, and trustees as appropriate to the stage of the project.

Public engagement can be incorporated at key points in the process to set the stage, gather insights into needs and expectations, solicit feedback on various options, and build awareness and support. Within this framework, we will complete the following components of the overall master plan:

### ***Part 1 Programming: Quantifying the Components of the Space Audit***

We will conduct a series of discussions with the management team to further the list of issues included above.

The goal of this activity is to define community specific service-based space typologies, sizes & quantities. Utilizing the results of the Investigations portion of the study, we will formulate a series of space typologies and sizes to support various parallel, sequential and independent or dedicated use patterns that fit the library's current service model and evolution as the needs of the community change. This will involve discussion of broad trends as well as the local experience with each. Our approach is to acknowledge the relationship of space to patrons:



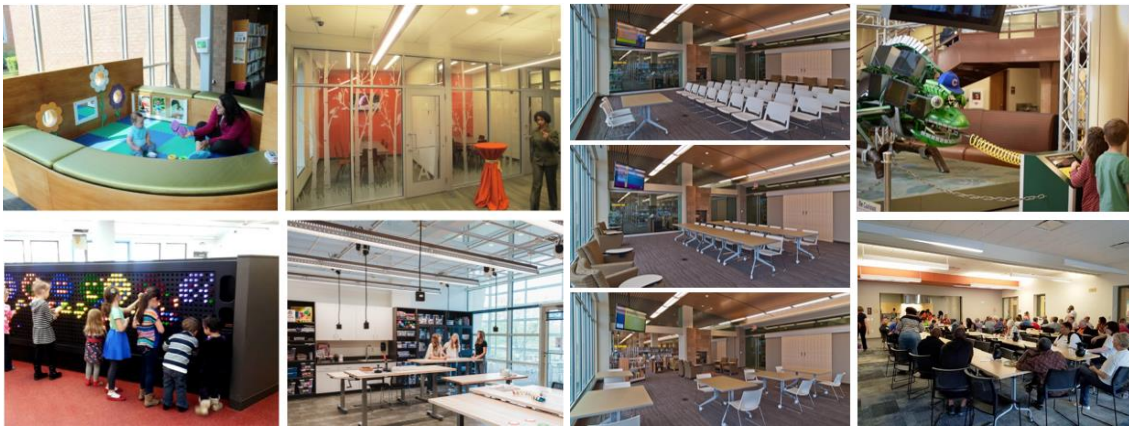
We will use the Library's previous planning studies, Strategic Plan, and understanding of the community to formulate a list of public and staff spaces to support the Library in meeting its mission. Our typical Program of Spaces defines library space use in seven major space categories:

1. Arrival | Enter, Orient, Greet, Exhibit.
2. Places to Gather | Multi-purpose, large group, flexible, connected.
3. Places to Get Things | Showplace for curated collections of various materials and objects
4. Places to Do Things | Individual and small or medium group spaces for hands-on learning, social learning, innovation, content creation, incubation.
5. Special Spaces | Community specific spaces for the needs of your community. Literacy, food literacy, artist in residence, social services access, economic development, visitor center are examples from other libraries. "Room of Requirement" to support pop-up services, emerging trends, special needs user populations.
6. Staff Spaces | Flexible and scalable to respond to changes in services, expertise, work styles, and staffing shifts, from materials handling to collaborative customer services.
7. Building Support Spaces | Future-friendly infrastructure to support continuing evolution in the services.



*Places to Browse, Discover, Discern*

*Places to Sit, Read, Contemplate*



*Places for Active Learning*

*Places for Group Learning*



*Places to Engage Technology*

*Places to Engage Staff*

This is the translation of the Strategic Plan into actionable steps for the renovation or expansion of the facility. It will anticipate the continuing impact of patron needs that are diverse, dynamic, and evolving; the general impact of technology. It will recommend furniture, fixtures, and equipment to support these needs.

## **Part 2 - Facility Effectiveness Assessment**

An evaluation of existing space will be a key component of the study. The spaces will be evaluated twice – once in preparation for the initial discussions – and a second time following those discussion to refine the evaluation in light of the newly framed space needs. Along with tours of the building, we envision a conversation with various members of the Library’s management team to further our observations of staff and patron behavior.

1. We will review the existing layout, condition, character and effectiveness of the library building to determine the how the current facility can be better adapted to emerging and traditional service patterns. The evaluation will include flexibility, technology, programming spaces for all age groups, public library trends such as hands-on and collaborative learning, special collections, genealogical research and preserving local historical archives, and other aspects of the library’s role as a community center.

We will assess how well each facility performs in terms of essential library planning parameters:

- |                           |                                 |
|---------------------------|---------------------------------|
| • Site organization.      | • Building zoning / adjacencies |
| • Collection organization | • Technology integration        |
| • Observation             | • Control                       |
| • Adaptability            | • Expandability                 |
| • Security                | • Way finding                   |
| • Self-help               | • Accessibility                 |
| • Materials processing    | • Acoustics                     |
| • Lighting                | • Image                         |

2. In the staff zone, shared service elements and workflow that support the library will be considered to maximize operational effectiveness and to repurpose duplicative space and create more or more efficient public or staff zones.

## **Part 3 - Space Audit Testing**

Depending on the results of the Programming and the Facility Effectiveness Assessment, a number of possibilities may arise. This portion of the process will enable the Library to understand how to get from what is in place to what is needed. This level of detail often suffices for most libraries and is much more rigorous than generic and rule of thumb and use of cost indexes. This part consists of multiple activities including visualizing improvements suggested by the Facility Effectiveness Assessment.

We do not prejudge and allow the Needs Assessment and Facility Effectiveness Assessment guide the definition of which options need to be included in this portion of the study. We approach each option with the same “get as much as you can for the money” and “what if this was the only option” mentality. Only once the options are defined do we work with you to compare options and define a recommendation.

### ***Define Renovation Options***

It may be appropriate to repurpose various spaces to take better advantage of their size, location, character or other attribute. Various “work with furniture as much as possible” and “stay within the existing building shell” concepts will be considered.



## Define Remodeling Options

It may be better to adjust the physical attributes of a space to meet the performance goals associated with a particular service. This is envisioned as more complex set of changes and might include moving walls, changing ceiling heights, relocating portions of the mechanical or electrical infrastructure, or reconfiguring spaces entirely. The recommended near-term improvements would be arranged to balance the immediate needs with a future friendly remodeling concept. Any such assessment would be supported with various diagrams, an assets and liabilities matrix, and a cost model.



Sample concept diagrams

## Compare Options

The various concepts generated in early discussions will be tested against the Library's mission, priorities, and fiscal resources. An assets and liabilities matrix will be prepared to define an objective performance level for each concept.

## Part 4 – Cost Modeling

A detailed, a la carte cost model will be prepared. We will frame this data for each concept. Operational cost implications of each concept will be reviewed with the Library's management team. Cost Models will be grouped to fit with designated budgets.

## Part 5 – Implementation Strategies

Based on the cost models and the elections made by the Library, we will organize immediate, intermediate and longer-term components of the plan into a sequence of discrete but related projects that may include repairs/replacements, improvements to the existing buildings, expansions, or other strategies as deemed appropriate.

Likely groupings of improvements will be defined and indexed to likely funding strategies. A recommended path to achieving the Library's goals will be among multiple paths forward (all at once, phased improvements).



Sample renderings of Children's Area, Historic Building Update, Makerplace

## Cost Models / Planning Budgets

Cost models were developed by Engberg Anderson for the full set of priorities and reviewed by Shales McNutt Construction.

It is important to note that the diagrams used in developing the cost models are conceptual and that there are limitations to the precision with which probable costs can be determined with this level of information.

More planning and detailed cost assessment will be needed if the Library embarks on any of the components. The cost models do provide a framework upon which return on investment assessments and large scale financial planning can be developed.

Costs are inclusive of construction and related expenses, furnishings, supervision and fees.

All costs are based on 4<sup>th</sup> quarter of 2019 pricing. Projects planned for future years should anticipate 3% escalation per year.

### Priority 1: Address Public Comments \$503,800

- Power Wall
- Audio-Visual Collection Reorganization
- Nursing Mothers' Room
- Quiet Computing
- Balcony

### Priority 2: Complete 2011 Master Plan \$1,018,600

- Administrative Suite
- First Floor Office

### Priority 3: Address Emerging Services \$1,026,300

- Digital Services Work Room
- Maker Lab & Audio Pod
- Video Studio
- Old Maker Room Conversion
- Social Technology & Middle School Area

### Priority 4: Maximize Building Utility \$543,400

- Attic Renovation

Sample Summary Budget

## Part 6 - Recommendation

With the testing completed, we will reconvene to identify a recommended course of action. With the agreement of the trustees and management team, we will prepare a final report.

## SCHEDULE

We propose to provide the normal scope of services within 120 days of receipt of authorization to proceed. We will work with the Library to meet schedules for planning and funding.

## BUDGET

The Library intends to implement the highest priority improvements using reserves and other funds. One goal of this study is to identify the scope of work that will fit with the resources available to the project.

## OWNER SUPPLIED INFORMATION

The following are of use in preparing the drawings and cost models included in these cope of this agreement.

- Existing building drawings from the original construction or any subsequent renovations
- Environmental Assessments or Hazardous Materials Reports
- Other condition studies
- Contacts at various agencies having jurisdiction over the project

## FEE PROPOSAL

Based on this understanding, we estimate the time and cost to complete the outlined services within an hourly, not to exceed fee of ..... \$24,000.

As noted, each Strategic Facilities Plan needs to be tailored to the Library. We are happy to discuss your specifics and can adjust the scope and focus of the effort to meet your needs.

**Reimbursable Expenses**

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client. Detailed records of reimbursable expenses shall be included in monthly invoices.

Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the *Insurance Coverages Exhibit*.

Incidental expenses will be invoiced in accordance with the attached *Reimbursable Expenses Exhibit*. Incidental Expenses shall be invoiced at our cost.

**Progress Payments**

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice.

**Additional Services**

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

**ATTACHMENTS**

The following Exhibits are made part of this agreement:

- Current Rate Schedule; Insurance Coverages; Expenses

**ACCEPTANCE**

We ask that an individual authorized to bind the Library to this agreement sign two copies of the agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For  
**Engberg Anderson, Inc.**

For  
**Maywood Public Library District**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Joseph M. Huberty \_\_\_\_\_

Name: \_\_\_\_\_

Title: Principal \_\_\_\_\_

Title: \_\_\_\_\_

Date: February 10, 2025 \_\_\_\_\_

Date: \_\_\_\_\_

**Copied** Central File

# EXHIBITS

## CURRENT RATE SCHEDULE

Invoices for basic and additional services will be invoiced based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Role	Rate	Role	Rate
PIC1 Principal	\$210	A3 Senior Project Architect/Interior Designer	\$145
PIC2 Principal	\$200	A4 Project Architect/interior Designer	\$130
PRT Partner	\$180	A5 Project Designer	\$120
A1 Senior Team Leader	\$160	INT Interns	\$90
A2 Team Leader	\$155	ADM Administrative Staff	\$75

## INSURANCE COVERAGE

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate.
- Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles.
- Workers Compensation: Statutory requirements, \$1,000,000.
- Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: \$3,000,000 per Claim; \$3,000,000 Annual Aggregate
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect will be a reimbursable expense.

## REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
  - Mileage is calculated using the prevailing IRS reimbursement rates.
  - Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibi.

## SIMILAR PROJECTS

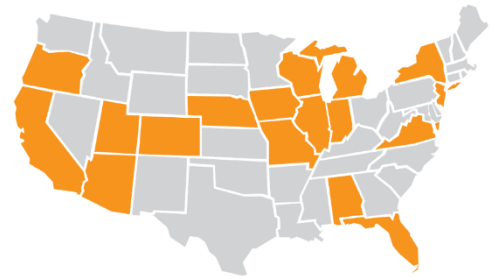
Library / Project	State	Year	CRS/ FCA	SFP FIP	Repairs	Major Project
New Albany Floyd County - Strategic Facilities Plan	IN	2013	☑	☑		
Madison Public Library – Meadowridge Library	WI	2013	☑	☑	☑	☑
Hedberg Public Library- Strategic Facilities Plan	WI	2013	☑	☑		
Beaumont Public Library – Expansion Study	CA	2014	☑	☑		☑
Rockford Public Library – Interim Main Library	IL	2014	☑		☑	☑
Nippersink Public Library- CRS	IL	2014	☑		☑	☑
Fox River Valley Public Library District - Site Studies	IL	2019	☑			
Fremont Public Library District - CRS	IL	2013	☑		☑	☑
Helen M. Plum Memorial Public Library	IL	2015	☑	☑		
Cary Area Public Library District - Renovation	IL	2015	☑	☑	☑	☑
Fox River Valley Public Library District - Dundee Library	IL	2015	☑	☑		
North Riverside Public Library District- CRS	IL	2015	☑			
Hinckley Public Library - Relocation Study	IL	2021	☑			
UW Madison - College Library - SFP	WI	2015	☑	☑		
UW Madison - Memorial Library - SFP	WI	2015	☑	☑		
UW Madison - Steenbock Library - SFP	WI	2015	☑	☑		
UW Madison Campus Libraries - SFP	WI	2015	☑	☑		
Round Lake Area Public Library District	IL	2016	☑	☑	☑	
Palatine Public Library District - CRS	IL	2016	☑	☑	☑	☑
New London Public Library - SFP	WI	2016	☑	☑		
Ela Area Public Library District - CRS 2	IL	2016	☑		☑	☑
Poplar Creek Public Library District - CRS	IL	2016	☑	☑	☑	
Appleton Public Library- Replacement Building - SFP	WI	2017	☑	☑		
UW Milwaukee - Golda Meir Library - Archives & Special Collections	WI	2017	☑	☑		☑
Frankfort Public Library District - - SFP	IL	2018	☑	☑		
Fremont Public Library District - CRS 2	IL	2018	☑		☑	☑
Washington County (VA) Public Library- SFP	VA	2018	☑	☑		
Barrington Area Library District- CRS 2	IL	2018	☑		☑	☑
Crystal Lake Public Library- CRS 2	IL	2018	☑		☑	☑
Indian Trails Public Library District - SFP	IL	2014	☑	☑		
Marion Public Library- - SFP	IA	2019	☑	☑		☑
Barrington Area Library District - CRS3	IL	2019	☑			☑
Wilmette Public Library District - CRS	IL	2019	☑		☑	
Auburn Public Library - SFP	AL	2019	☑	☑		
Lake Bluff Public Library- CRS	IL	2020	☑		☑	☑
Elmhurst Public Library District - CRS	IL	2020	☑		☑	
Fox River Valley Public Library District - SFP	IL	2020	☑	☑		
Lisle Public Library District - SFP	IL	2015	☑			
Poplar Creek Library District – Hanover Park Library	IL	2020	☑			



Library / Project	State	Year	CRS/ FCA	SFP FIP	Repairs	Major Project
Lambertville Free Public Library - SFP	NJ	2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Glencoe Public Library District - CRS	IL	2021	<input checked="" type="checkbox"/>			
Round Lake Area Public Library District - CRS 2	IL	2021	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Crystal Lake Public Library - CRS 3	IL	2021	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Palatine Public Library District - CRS 2	IL	2021	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hudson County Community College	NJ	2021		<input checked="" type="checkbox"/>		
River Grove Public Library – Relocation Study	IL	2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Winnetka-Northfield Public Library District - SFP	IL	2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Markham Public Library – Building Envelope Study	IL	2022	<input checked="" type="checkbox"/>			
Alsip-Merrionette Park Public Library District - CRS	IL	2022	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Peotone Public Library District - CRS	IL	2022	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Jersey City Free Public Library – Pricilla Gardner Main Library	NJ	2022		<input checked="" type="checkbox"/>		
Winnetka Northfield Public Library District – Northfield	IL	2023	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Forest Park Public Library District - CRS	IL	2023	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
New Providence Memorial Library - SFP	NJ	2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Ela Area Public Library District - CRS 3	IL	2024	<input checked="" type="checkbox"/>			
Fremont Public Library District - CRS 3	IL	2024	<input checked="" type="checkbox"/>			
Lodi Memorial Library - SFP	NJ	2024		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Helen Plum Library	IL	2024	<input checked="" type="checkbox"/>			
Wilmette Public Library District - SFP	IL	2024		<input checked="" type="checkbox"/>		
Warren-Newport Public Library District - SFP	IL	2025		<input checked="" type="checkbox"/>		
Wauconda Area Public Library District - SFP	IL	2025		<input checked="" type="checkbox"/>		

## ABOUT ENGBERG ANDERSON

Serving libraries across the nation, Engberg Anderson possesses an unparalleled breadth and depth of knowledge. Our extensive portfolio encompasses over 310+ library renovation and expansion projects, spanning across 17 states. These projects vary in size, ranging from a modest 300 sf to an expansive 360,000+ sf. Library patrons can experience our work in the following locations:



### One Team, and a shared commitment to

#### Architecture that inspires people, strengthens neighborhoods, and builds communities

We are a family of creatives: architects, interior designers, planners, travelers, and artists, driven to create design that serves a higher purpose.

Collaboration with our clients leads us to a deeper understanding of user needs, community identity, and inspires our best work.

Building neighborhoods improves the lives of people through impactful projects that are intensely local, detail obsessed, and reflective of their users.

### Many Skills, and a Holistic Understanding of Library Buildings



#### Planning

- Facility Planning
- Feasibility/ Site Analysis
- Accessibility
- Facility Analysis
- Capital Budgeting



#### Design

- Architecture
- Interior Design
- Furnishings
- Signage & Art
- Technology
- Sustainable Design
- Urban Design



#### Construction

- Construction Administration
- Contract Control
- Cost Control
- Schedule Control
- Quality Control



#### Repairs

- Building Integrity Studies
- Systems Evaluations
- Energy Studies
- Life Cycle Cost Analysis
- Capital Repairs Plans



#### Renovations

- Patron Experience
- Member Services
- Updated Furnishings
- Merchandising
- Work Room Alignments
- Revitalizations

## Joseph M. Huberty | AIA | LEED AP BD+C | NCARB, Principal

Joe is a Principal with Engberg Anderson since 2000 and an addicted library user since reading Harold and the Purple Crayon in a small branch of the Milwaukee Public Library. He has spent the last 30+ years planning and designing award-winning and much-loved libraries across the nation, mostly so he can hang out with librarians. Joe sees architecture as a practical art that provides future-friendly, pragmatic, and functional space that is comfortable, aspirational, and inspirational. Libraries are the ultimate embodiment of the relationship between people, services, and space. His contributions to public and academic libraries have been featured in numerous presentations at both state and national conferences. Additionally, he is a co-author of the 2nd Edition of *"The Practical Handbook of Library Architecture: Creating Building Spaces that Work."*

Joe is a licensed architect in Alabama, Arizona, Connecticut, Florida, Georgia, Illinois, Indiana, Iowa, Michigan, Missouri, Nevada, New Jersey, New Mexico, New York, North Carolina, Oklahoma, Oregon, Utah, Virginia, and Wisconsin



## CONFERENCES, SEMINARS, AND PUBLICATIONS



**The Top 5 Mistakes Renovating Your Library** | ALA 2023, Co-presenter.

**Ethnographic Design: Creating Culturally Centered Spaces** | ALA 2022, Co-presenter.

**Reopening Under COVID-19, A Space Planning Approach** | Reaching Across Illinois Library System, July 8, 2020. Iowa State Library. 2020.

**Space Planning: Reinventing Your Library Space** | ALA Regional Training, Jacksonville, FL Co-presenter. 2019.

**The Challenges of Opportunity: Service, Space, Community & Economic Development** | ILA 2018  
**Getting Your Community to Say Yes!** | ILA 2017 Co-presenter.

**Don't Worry, We're Only Going to Change Everything** | PLA 2016, Denver CO, Co-presenter.

**Space Planning Without the Space: Re-imagining Your Existing Library** | RAILS. Co-presenter. January 2016.

**Design and Working Relationships in Library Projects** | University of Illinois-Urbana Champaign iSchool, 2006-2019.

**The Twenty-First Century Library: Tomorrow's Design is Here Today** | ILA 2009 Co-presenter.

**The Efficient, Saleable Public Library** | ProjectShoehorn ILA 2009, Peoria, IL. Co-presenter.

**Creating a New Model for Today's Branch** | ILA 2009. Co-presenter.

**Extreme Makeover: Library Edition-How We Programmed, Designed, Funded and Built a Library in Just Two Years** | ILA 2005, Co-presenter.

**Mainstreaming Green Design Practices** | Energy & Environmental Building Association Excellence Conference, 2001



## TRAINING

**New Mexico Library Association** - Albuquerque

**Missouri Library Association** - Columbia

**Virginia State Library** - Norfolk, Fredericksburg

**Iowa State Library** - Council Bluffs, Des Moines, Waterloo

**Reaching Across Illinois Library System** - Elgin, Burr Ridge, Barrington Area, IL

**MAIN Library Alliance**— Long Hill Township, NJ

**PALS Plus Library Consortium**— Wayne, NJ

**Bergen County Cooperative Library System** — Livingston, NJ