

MAYWOOD PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Board Meeting

Agenda

June 21, 2023
6:30 PM

1. Call to Order & Roll Call
2. Adoption of Agenda
3. Introduction of Visitors
4. Public Comment
5. Minutes
 - 5a. **Action Item:** Approval of the minutes of the regular meeting held on May 17, 2023
 - 5b. **Action Item:** Approval of the executive session minutes of the regular meeting held on May 17, 2023
6. Communications & Announcements
7. Treasurer's Report
 - 7a. **Action Item:** Approve May 2023 Treasurers Report
 - 7b. **Action Item:** Approve the Accounts Payable for June 15, 2023 in the amount of \$33,239.03
 - 7c. **Action Item:** Approval of Library Payroll for May 17, 2023 in the amount of \$19,011.14, May 31, 2023 in the amount of \$18,856.53, and June 14, 2023 in the amount of \$18,638.21.
 - 7d. **Action Item:** Ratify the IMRF payment for May 2023 in the amount of \$6,611.04.
 - 7e. **Action Item:** Ratify the June 15, 2023, transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.
 - 7f. **Action Item:** Ratify the payments of invoices paid prior to the board meeting in the amount of \$ 3,259.21 (see attached June 1, 2023 transaction list)
8. Library Director's Report
 - 8a. Director's Report
 - 8b. Department Reports
9. Committee Reports

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees
Regular Board Meeting
June 21, 2023
Agenda

- 9a. Decennial Committee
- 10. Old Business
 - 10b. **Discussion/Action Item:** None
- 11. New Business
 - 11a. **Discussion/Action Item:** 2023-2033 Capital Needs Assessment
Presentation by Andy Dogan, Williams Architects
 - 11b. **Discussion/Action Item:** Board Treasurer Position
 - 11c. **Discussion/Action Item:** FY23/24 Budget
 - 11d. **Discussion/Action Item:** A Resolution to Honor Trustee Sinaria Lee
 - 11e. **Discussion/Action Item:** Complete Temperature Systems (CTS)
Contract Approval
 - 11f. **Discussion/Action Item:** Square Account Access
 - 11g. **Discussion/Action Item:** License Plate Renewal Account Access
 - 11h. **Discussion/Action Item:** Maximon Behavioral Health Proposal Discussion
 - 11i. **Discussion/Action Item:** Financial Policies: Gifts and Donations Policy;
- 12. Comments from the Board
- 13. Executive Session
 - Pursuant to 5 ILCS 120/2(c)(2), for “deliberations concerning salary schedules for one or more classes of employees”
- 14. Adjournment

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

May 17, 2023

1. CALL TO ORDER & ROLL CALL

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Sanchez at 6:35 PM on Wednesday May 17, 2023, at the Maywood Public Library.

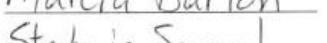
The roll was called as follows:

Present: Trustees Sanchez, Burnside, Williams, Rice, Villarreal, and Butler

Absent: None

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell, library employees Stephanie Samuel and Marcia Burton, residents LaSondra Banks, et al.

LaSondra Banks was sworn in as Trustee.

2. ADOPTION OF AGENDA

President Sanchez asked to amend the agenda to move agenda item 11a Election of Board Officers and 11b FY2022 Audit Presentation by Alfredo Rodriguez to after agenda item 4 Public Comment.

A motion was made by Trustee Villarreal and seconded by Trustee Rice to move agenda items 11a and 11b after agenda item 4.

Ayes: Banks, Burnside, Butler, Rice, Sanchez, Villarreal, Williams

Nays: None

Motion Passed

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

May 17, 2023

3. INTRODUCTION OF VISITORS

Alfredo Rodriguez, Illinois NFP Audit & Tax, LLP introduced himself. Each of the seventeen members of the public introduced themselves to the Board.

4. PUBLIC COMMENT

During introductions, the members of the public also made brief public comments in support of the new Board of Trustees.

11a. ELECTION OF BOARD OFFICERS

President:

Trustee Villarreal nominated Erica Sanchez

Secretary Rice nominated LaSondra Banks who declined

Secretary Rice nominated Tanya Butler

President Sanchez nominated Shakeesta Williams

Voting for Tanya Butler

Ayes: Butler

Nays: Banks, Villarreal, Rice, Williams, Burnside, Sanchez

Voting for Erica Sanchez

Ayes: Villarreal, Williams, Burnside, Sanchez

Nays: Butler, Banks, Rice,

Voting for Shakeesta Williams

Ayes: Banks, Villarreal, Rice, Williams, Burnside, Sanchez

Nays: Butler

Shakeesta Williams is the new President

Vice-President:

President Sanchez nominated Arnettra Burnside

Trustee Butler nominated John Rice

Voting for Arnettra Burnside

Ayes: Banks, Villarreal, Rice, Williams, Burnside, Sanchez

Nays: Butler

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

May 17, 2023

Voting for John Rice
John Rice withdrew his nomination

Arnettra Burnside is the new Vice-President

Secretary:
Treasurer Williams nominated Tanya Butler who declined
Trustee Burnside nominated John Rice who declined
Trustee Burnside nominated LaSondra Banks

Voting for LaSondra Banks
Ayes: Banks, Villarreal, Rice, Williams, Burnside, Sanchez
Nays: Butler

LaSondra Banks is the new Secretary

Treasurer:
Trustee Villarreal nominated Shakeesta Williams
Trustee Butler nominated Elizabeth Villareal who declined

Voting for Shakeesta Williams
Ayes: Villarreal, Rice, Sanchez
Nays: Butler, Banks, Williams, Burnside

The Treasurer position is still vacant.

Director Shell will contact the attorney to see what the options are for trustees holding multiple offices.

Trustee Sanchez asked newly elected President Williams if she would like to take over as meeting chairperson for the rest of the meeting. President Williams declined.

11b. FY2022 AUDIT PRESENTATION BY ALFREDO RODRIGUEZ

Alfredo Rodriguez, Illinois NFP Audit & Tax, LLP gave a presentation about the FY2022 fiscal audit.

Trustee Rice made brief remarks thanking former trustee Sinaria Lee for his service to the board, library, and community.

5. APPROVAL OF MINUTES

5a & 5b Approval of the minutes of the regular meeting held on March 15, 2023 and

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

May 17, 2023

of the executive session minutes of the regular meeting held on March 15, 2023.

President Williams made a motion to approve the minutes of the regular meeting held on March 15, 2023 amended to strike the final two paragraphs in agenda item 12 from the minutes and to approve the minutes of the executive session minutes as written. The motion was seconded by Trustee Butler.

Ayes: Banks, Burnside, Butler, Rice, Sanchez, Villarreal, Williams

Nays: None

Motion Passed

6. COMMUNICATION AND ANNOUNCEMENTS

Director Shell passed on an invitation from Broadview Public Library that they were having a grand re-opening celebration now that their renovations are complete. Director Shell also shared a letter of resignation from a library staff member.

7. TREASURER'S REPORT

7a. Approve March 2023 and April 2023 Treasurers Reports

7b. Approve the Accounts Payable for April 19, 2023 in the amount of \$118,293.30

7c. Approve the Accounts Payable for May 17, 2023 in the amount of \$38,097.15

7d. Approval of Library Payroll for March 22, 2023 payroll in the amount of \$18,322.41; April 5, 2023 in the amount of \$17,803.14; April 19, 2023, in the amount of \$18,004.05; and May 3, 2023, in the amount of \$18,419.65.

7e. Ratify the IMRF payment for March 2023 in the amount of \$4,385.24 and the IMRF payment for April 2023 in the amount of \$4,348.52.

7f. Ratify the May 12, 2023, transfer of \$100,000 from US Bank primary account to U.S. Bank Accounts Payable account to pay upcoming invoices and payroll.

7g. Ratify the payments of the following invoices paid prior to the board meeting in the amount of \$126,678.54 due to the lack of a quorum for the April Board meeting and to avoid late fees. See attached Bill Payment List, April 5 – May 8, 2023.

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

Trustee Butler asked for clarification about check number 2874 to Candy Ridlbauer.

Trustee Villarreal asked for clarification about the airfare expenses to send staff to the Guadalajara International Book Fair.

Ayes: Banks, Burnside, Butler, Rice, Sanchez, Villarreal, Williams

Nays: None

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

May 17, 2023

Motion Passed

8. DIRECTOR'S REPORT

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

The new name badges for staff have arrived and Director Shell ordered enough for the Trustees to have individual name badges to wear when attending events representing the Board.

The library had not received the draft report from Williams Architects by the board meeting, but Director Shell has a meeting scheduled on May 24 to review the draft report with Andy Dogan (Williams Architects) and Daniel Eallonardo (owners' rep for the library). Andy can then come present the report to the Board either at a special meeting or at the June board meeting.

Paul Bunyon and Sons Tree Service had been out doing some work for the Village next door and they notified Pedro Diaz that the two trees along 5th Avenue were dead and probably should be removed.

The short lights out front have been fixed, but some of the taller exterior lights are still not working. Pedro Diaz feels there is probably a short in the line somewhere.

The company Esscoe which came out to give a quote for services is also capable of updating our security camera system.

The trustees had the following statements/questions:

Trustee Butler asked if it would be possible to have Trustee business cards printed up. Stephanie Samuel will take care of this.

Trustee Burnside asked if the Williams Architect presentation could be opened up to the public to attend.

President Williams indicated the Village has a 50-50 tree removal program and wondered if the library qualified for it. Director Shell will investigate.

Trustee Rice indicated it was very important to get the exterior lights repaired as it gets very dark in the lot at night.

Trustee Sanchez also requested that the repair of the exterior security cameras be made a priority due to events which have occurred along 5th Avenue recently.

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

May 17, 2023

Trustee Sanchez asked for an update on the change to the library email service. We have the account created with Microsoft and the new library credit card and our IT consultants are finalizing the change over.

Trustee Butler requested that verbal additions to the Director Report be included in the board minutes.

Trustee Sanchez made a motion to accept the Director's Report and Trustee Butler seconded.

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

Motion Passed

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

None

11. NEW BUSINESS

11c. Decennial Committees on Local Government Efficiency Act

Director Shell shared the information regarding the Decennial Committees on Local Government Efficiency provided by RAILS. The Decennial Committee will be made up of all Library Board trustees, the Library Director, and at least two residents. The board decided to have their first meeting on May 25th. The board also asked Director Shell to see if staff members who are also Maywood residents would be interested in being on the committee.

11d. Policies: Lamination Services, Notary Services, Volunteer, Social Media, and Library Programs and Events

A motion was made by Trustee Butler and seconded by Trustee Burnside to approve the Lamination Services, Notary Services, Social Media, Library Programs and Events policies as presented, but not the Volunteer policy.

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

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

May 17, 2023

Motion Passed

11e. Outdoor digital sign proposal

The Board decided to do a full public bid process for an outdoor digital sign.

12. COMMENTS FROM THE BOARD

Trustee Butler asked about what was going on with Senate Bill 208 regarding Paid Leave for All Workers, which was mentioned in the January 2023 minutes. Director Shell informed Trustee Butler he was not yet employed by the library in January and had no information.

Trustee Butler asked for clarification on what the Youth Services collection encompassed. Director Shell explained that the collection was any materials intended for use by youth, young adults, or their parents or guardians, including books, videos, games, puzzles, etc.

Trustee Butler asked for an update on the library parking situation. Director Shell and other Trustees informed Trustee Butler that Interim Director Parker had communicated with the Village police and resolved the issue.

Trustee Butler asked about whether or not TIF money had been allocated as part of a plan to add an additional exit from the library parking lot. Other Trustees indicated no final decision had been made.

Trustee Butler asked about Pedro Diaz and Rhonda Fentry. Director Shell explained that Pedro Diaz was the library's part time maintenance technician and that Rhonda Fentry was a hired contractor who did fitness programming for the library.

Trustee Rice asked for an update on facilities issues and the vendor handling the issues. Director Shell updated the Board that we are looking at switching HVAC services to a new vendor.

13. EXECUTIVE SESSION

A motion was made by Trustee Butler and seconded by Trustee Rice to move into executive session at 9:07 p.m. per 5 ILCS 120/2(c)(1) to discuss the employment, compensation, discipline, performance, or dismissal of specific employees, and per 5 ILCS 120/2(c)(11) to discuss 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".

Regular Board Meeting Minutes
of the
MAYWOOD PUBLIC LIBRARY DISTRICT

May 17, 2023

Ayes: Banks, Burnside, Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Motion Passed

A motion was made by President Williams and seconded by Trustee Burnside to reconvene open session at 9:23 p.m.

Ayes: Banks, Burnside, Butler, Rice, Sanchez, Villarreal, Williams
Nays: None
Motion Passed

14. ADJOURNMENT

President Williams adjourned the Regular Board Meeting by consensus at 9:24 PM.

SIGNED: _____ DATE: _____

New Law Ties State Library Funding to Policies on Book Bans

Wednesday, June 14, 2023 [Julie Tappendorf](#)

At a signing ceremony at Chicago's Harold Washington Public Library on June 12th, Governor Pritzker signed into law [P.A. 103-0100](#). This new law, effective January 1, 2024, states that if a library or library system wants to be eligible for state funding, it must either:

- (1) adopt the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval; or
- (2) develop a written statement declaring the inherent authority of the library or library system to prohibit the practice of banning specific books or resources.

The State Librarian and Illinois State Library Staff are charged with administering the provisions of this new law, and are authorized to create appropriate rules and regulations to carry out the new law.

Included in the new law is the following policy statement:

It is further declared to be the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

Illinois appears to be the first state to pass this type of law that ties state funding to library policies on book banning.

Post Authored by Britt Isaly & Julie Tappendorf, Ancel Glink

10055 W. Roosevelt Rd., Suite D
Westchester, IL 60154

Emanuel "Chris"
WELCH
STATE REPRESENTATIVE

708-938-5787
WelchForRep@gmail.com

Dear Interim Director Kathy Parker,

It is my honor to invite you, your staff, and your family to join me on Monday, June 19th at Memorial Park in Hillside from 2 pm-6 pm for our annual Juneteenth and Father's Day Festival.

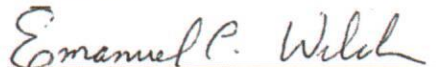
You, my friend, are a major part of what makes the 7th District strong. We would love to have you come out and fellowship with us at our annual community celebration. The event will feature entertainers, local businesses, other statewide officials, and some of our great community organizations.

The observance of Juneteenth is about the journey to freedom and achievement for African-Americans. It is as important to the shaping of America as the 4th of July. It represents the day that the American dream of life, liberty, and the pursuit of happiness became more attainable for people of color. We are our ancestors' wildest dreams. On June 19th, we look forward to facilitating ways in which we can come together in celebration of unity, respect, and community.

It is important to me that you are invited and recognized during this event. If you are able to join us, please respond to my office by calling 708.838.7005 or emailing us at admin@hdeMSIL.com to confirm your attendance. If you have other ideas that you would like to bring with you to the festivities, we would love to hear them so that this gathering is representative of the voices and hearts of our community.

Thank you for your time and consideration. I hope to see you soon.

Sincerely,



Emanuel "Chris" Welch
7th District State Representative
Speaker of the Illinois House

JOIN 7TH DISTRICT STATE REP & SPEAKER OF THE HOUSE
EMANUEL "CHRIS" WELCH FOR OUR ANNUAL

JUNETEENTH & FATHER'S DAY

FESTIVAL

MONDAY
JUNE 19, 2023
2 PM TO 6 PM

- Free & Open to the Public
- Food & Drinks
- Games & Activities
- Bounces Houses
- Vendors, Artists & Entertainers

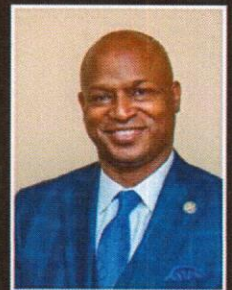
MEMORIAL PARK DISTRICT

639 N. Wolf Rd, Hillside, IL
Behind Adventure Bay Pool
Pool is not included in this event

For questions, email
communications@hdemsil.com
or call 708.838.7005



Emanuel "Chris"
WELCH
7th District
STATE REPRESENTATIVE
SPEAKER OF THE HOUSE



www.VoteChrisWelch.com

Paid for by the People for Emanuel "Chris" Welch. A copy of our report filed with the State Board of Elections is (or will be) available on the Board's official website (www.elections.il.gov) or for purchase from the State Board of Elections, Springfield, Illinois.





MONTHLY FINANCIAL STATEMENTS

May 2023

MAYWOOD PUBLIC LIBRARY DISTRICT
Summary of Monthly Cash Receipts & Disbursements
As of May 31, 2023

Account	Beginning Bal. 5/1/2023	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 5/31/2023
US Bank- Primary	\$ 1,326,802.41		\$ (100,000.00)				\$ (34.95)	\$ 1,226,767.46
US Bank- Accouts Payable	164,829.70		100,476.80			(213,258.72)		52,047.78
Seaway Payroll	19,995.87	1.70					(10.00)	19,987.57
IL Funds - Primary	337,302.02	1,458.46						338,760.48
Seaway Foundation	13,583.23	32.13			15.62			13,630.98
Cash - Cirulation	150.00							150.00
Petty Cash	65.00							65.00
TOTAL	\$ 1,862,728.23	\$ 1,492.29	\$ 476.80	\$ -	\$ 15.62	\$ (213,258.72)	\$ (44.95)	\$ 1,651,409.27

Maywood Public Library

Statement of Financial Position Comparison

As of May 31, 2023

	TOTAL	
	AS OF MAY 31, 2023	AS OF APR 30, 2023 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1001011 Petty Cash	75.00	75.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	9,325.87	9,334.17
1050011 IL Funds - Primary	338,760.48	337,302.02
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	1,226,767.46	1,326,802.41
1080111 US Bank - Accounts Payable	42,698.13	50,080.77
1080211 US Bank - Payroll	0.00	0.00
1099011 Cash Allocated to Other Funds	-701,337.74	-701,337.74
1099073 Allocated Cash - Bldg Const	45,308.90	45,308.90
1099078 Allocated Cash - Working Cash	258,366.98	258,366.98
1099091 Allocated Cash - FICA Bond	366,313.43	366,313.43
1099092 Allocated Cash - IMRF Fund	101,463.05	101,463.05
1099093 Allocated Cash - Unemp Fund	16,025.37	16,025.37
1099094 Allocated Cash - Workers Comp Fund	8,005.43	8,005.43
1099095 Allocated Cash - Liab Ins Fund	-87,895.42	-87,895.42
1099096 Allocated Cash - Audit Fund	-6,250.00	-6,250.00
Total Bank Accounts	\$1,617,750.74	\$1,723,718.17
Total Current Assets	\$1,617,750.74	\$1,723,718.17
TOTAL ASSETS	\$1,617,750.74	\$1,723,718.17
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	-46.08	-46.08
Total Accounts Payable	\$ -46.08	\$ -46.08
Credit Cards		
2100311 BofA Credit Card		
2100411 BOA-Stan	0.00	0.00
2100511 BOA-Josephine	0.00	0.00
Total 2100311 BofA Credit Card	0.00	0.00
2100911 Chase Southwest Visa	0.00	0.00

	TOTAL	
	AS OF MAY 31, 2023	AS OF APR 30, 2023 (PP)
Total Credit Cards	\$0.00	\$0.00
Other Current Liabilities		
2101011 Federal Tax Withheld	0.00	0.00
2102011 State Tax Withheld	5,784.54	5,784.54
2103011 FICA Withheld	-0.01	-0.01
2104011 IMRF Withheld	-265.19	-285.50
2104511 IMRF-VAC	1,968.40	1,177.99
2105011 Credit Union I Withheld	92.32	92.32
2106011 Credit Union II Withheld	385.00	385.00
2107011 Medical Insurance Withheld	29.70	29.70
2108011 Pepsco Withheld	235.00	235.00
2109011 Garnishments Withheld	0.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85
2111011 AFLAC Withheld - Post Tax	0.00	0.00
2222211 Cash Advance - Credit Card	163.34	163.34
2222411 Due to Library Foundation	0.00	0.00
Total Other Current Liabilities	\$8,410.95	\$7,600.23
Total Current Liabilities	\$8,364.87	\$7,554.15
Total Liabilities	\$8,364.87	\$7,554.15
Equity		
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90
2900078 Fund Balance - Working Cash	258,366.98	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05
2900093 Fund Balance - Unemployment	16,025.37	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00
Opening Balance Equity	-6,624.18	-6,624.18
Retained Earnings	637,084.55	637,084.55
Net Revenue	663,076.69	769,854.84
Total Equity	\$1,609,385.87	\$1,716,164.02
TOTAL LIABILITIES AND EQUITY	\$1,617,750.74	\$1,723,718.17

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

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
3001011 Tax Revenue - Current	1,080,772.03	1,328,626.00	-247,853.97	81.35%
3001080 Tax Rev Current - Building Fund	21,394.52		21,394.52	
3001091 Tax Rev Current - FICA Fund	77,641.35		77,641.35	
3001092 Tax Rev Current - IMRF Fund	105,580.24		105,580.24	
3001093 Tax Rev Current - Unemp Fund	5,521.19		5,521.19	
3001094 Tax Rev Current - Workers Comp Fund	5,521.19		5,521.19	
3001095 Tax Rev Current - Liab Ins Fund	77,641.33		77,641.33	
3001096 Tax Rev Current - Audit Fund	13,457.84		13,457.84	
3021011 Personal Prop Replacement Tax	270,718.72	60,000.00	210,718.72	451.20%
3030011 Per Capita Grant	34,762.80	34,442.00	320.80	100.93%
3032611 Other Grant Income	15,869.13		15,869.13	
3039011 Donations	241.00		241.00	
3070011 Copy Machine	3,290.78	2,000.00	1,290.78	164.54%
3080011 Lost and Paid	160.98	150.00	10.98	107.32%
3095011 General Sales	8.30	25.00	-16.70	33.20%
3095511 Book Sales	312.39	25.00	287.39	1249.56%
3123011 Vending Machine Income	743.75	1,500.00	-756.25	49.58%
3125011 Fax Machine	6.50		6.50	
3127011 Room Rental Income	245.00		245.00	
3130011 Miscellaneous Income	572.06	300.00	272.06	190.69%
3132511 Maywood Book Income		300.00	-300.00	0.00%
3302011 Interest - All Bank	1,147.56	200.00	947.56	573.78%
3302311 Interest - SB&T Payroll	8.87		8.87	
3304011 Interest - IL Funds Primary	10,037.62	200.00	9,837.62	5018.81%
3608011 Passport Income	6,820.00	5,000.00	1,820.00	136.40%
Total Revenue	\$ 1,732,475.15	\$ 1,432,768.00	\$ 299,707.15	120.92%
Gross Profit	\$ 1,732,475.15	\$ 1,432,768.00	\$ 299,707.15	120.92%
Expenditures				
4010011 Salaries	410,560.65	575,000.00	-164,439.35	71.40%
4040011 Healthcare Premium	21,799.43	65,000.00	-43,200.57	33.54%
4050011 Trustee Development	800.00	3,500.00	-2,700.00	22.86%
4051011 Staff Development	2,160.36	3,500.00	-1,339.64	61.72%
4052011 Travel	1,228.54	2,000.00	-771.46	61.43%
4060011 Professional Education	105.30		105.30	
4070011 Membership Dues	823.00	4,400.00	-3,577.00	18.70%
4080011 Adult Books	11,893.68	20,000.00	-8,106.32	59.47%
4080012 YS Books	4,922.40	15,000.00	-10,077.60	32.82%
4085011 SWAN Lost Books	252.47	2,000.00	-1,747.53	12.62%
4090011 Periodicals	1,642.40	1,600.00	42.40	102.65%

4100011 Adult Audio Visual	1,716.05	7,500.00	-5,783.95	22.88%
4100012 YS Audio Visual	33.23	7,500.00	-7,466.77	0.44%
4105011 Software		7,000.00	-7,000.00	0.00%
4106011 Technology	11,287.86	15,000.00	-3,712.14	75.25%
4130011 Library Supplies	4,699.54	17,000.00	-12,300.46	27.64%
4130511 Bank Fees	998.31	700.00	298.31	142.62%
4131011 Hospitality	1,565.10	2,000.00	-434.90	78.26%
4135011 Printing	826.00	3,000.00	-2,174.00	27.53%
4140011 Postage	2,515.41	1,500.00	1,015.41	167.69%
4150011 Telephone	5,185.89	10,000.00	-4,814.11	51.86%
4160011 Publicity	1,800.00	5,000.00	-3,200.00	36.00%
4170011 Professional Services	115,129.21	65,000.00	50,129.21	177.12%
4205011 Natural Gas	37,123.57	39,000.00	-1,876.43	95.19%
4210011 Databases & E-Resources	11,304.50	9,000.00	2,304.50	125.61%
4215011 Water	6,847.80	11,000.00	-4,152.20	62.25%
4225011 Electricity	61,793.94	90,000.00	-28,206.06	68.66%
4235011 Garbage	5,595.60	4,500.00	1,095.60	124.35%
4240011 Maintenance of Equipment	11,788.43	35,000.00	-23,211.57	33.68%
4250011 Contract Maintenance Building	25,639.39	60,000.00	-34,360.61	42.73%
4256011 Janitorial Supplies	1,344.89	7,000.00	-5,655.11	19.21%
4260011 General Maintenance - Building	23,414.63	35,000.00	-11,585.37	66.90%
4265011 SWAN	24,935.00	26,000.00	-1,065.00	95.90%
4290011 Public Programming (deleted)	54.91		54.91	
4292011 Special Events	1,698.96	8,000.00	-6,301.04	21.24%
4302011 Adult Programming	2,763.16	6,000.00	-3,236.84	46.05%
4302012 YS Programming	1,453.84	4,000.00	-2,546.16	36.35%
4310011 Equipment Purchase	3,599.98	5,000.00	-1,400.02	72.00%
4311011 Capital Improvements		40,000.00	-40,000.00	0.00%
4320011 Legal Fees	8,651.21	20,000.00	-11,348.79	43.26%
6032011 Misc. Grant Expense	2,337.15		2,337.15	
6033011 DCEO Grant Expense	3,745.31		3,745.31	
6123011 Vending Machine Expenses	780.12	2,000.00	-1,219.88	39.01%
9150091 FICA Expenditures	31,332.19	44,000.00	-12,667.81	71.21%
9250092 IMRF Expenses - District	157,496.90	93,085.00	64,411.90	169.20%
9350093 Unemployment Insurance	5,217.12	5,000.00	217.12	104.34%
9450094 Insurance - Workers Comp	1,590.00	1,000.00	590.00	159.00%
9550095 Insurance - Liability	30,146.71	35,000.00	-4,853.29	86.13%
9650096 Audit	6,250.00	7,000.00	-750.00	89.29%
Uncategorized Expense	548.32		548.32	
Total Expenditures	\$ 1,069,398.46	\$ 1,419,785.00	-\$ 350,386.54	75.32%
Net Operating Revenue	\$ 663,076.69	\$ 12,983.00	\$ 650,093.69	5107.27%
Net Revenue	\$ 663,076.69	\$ 12,983.00	\$ 650,093.69	5107.27%

Maywood Public Library

Statement of Activity by Class

July 2022 - May 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Revenue									
3001011 Tax Revenue - Current	1,080,772.03								1,080,772.03
3001080 Tax Rev Current - Building Fund		21,394.52							21,394.52
3001091 Tax Rev Current - FICA Fund			77,641.35						77,641.35
3001092 Tax Rev Current - IMRF Fund				105,580.24					105,580.24
3001093 Tax Rev Current - Unemp Fund					5,521.19				5,521.19
3001094 Tax Rev Current - Workers Comp Fund						5,521.19			5,521.19
3001095 Tax Rev Current - Liab Ins Fund							77,641.33		77,641.33
3001096 Tax Rev Current - Audit Fund								13,457.84	13,457.84
3021011 Personal Prop Replacement Tax	270,718.72								270,718.72
3030011 Per Capita Grant	34,762.80								34,762.80
3032611 Other Grant Income	15,869.13								15,869.13
3039011 Donations	241.00								241.00
3070011 Copy Machine	3,290.78								3,290.78
3080011 Lost and Paid	160.98								160.98
3095011 General Sales	8.30								8.30
3095511 Book Sales	312.39								312.39
3123011 Vending Machine Income	743.75								743.75
3125011 Fax Machine	6.50								6.50
3127011 Room Rental Income	245.00								245.00
3130011 Miscellaneous Income	572.06								572.06
3302011 Interest - All Bank	1,147.56								1,147.56
3302311 Interest - SB&T Payroll	8.87								8.87
3304011 Interest - IL Funds Primary	10,037.62								10,037.62
3608011 Passport Income	6,820.00								6,820.00
Total Revenue	\$ 1,425,717.49	\$ 21,394.52	\$ 77,641.35	\$ 105,580.24	\$ 5,521.19	\$ 5,521.19	\$ 77,641.33	\$ 13,457.84	\$ 1,732,475.15
Gross Profit	\$ 1,425,717.49	\$ 21,394.52	\$ 77,641.35	\$ 105,580.24	\$ 5,521.19	\$ 5,521.19	\$ 77,641.33	\$ 13,457.84	\$ 1,732,475.15

Maywood Public Library

Statement of Activity by Class

July 2022 - May 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Expenditures									
4010011 Salaries	410,560.65								410,560.65
4040011 Healthcare Premium	21,799.43								21,799.43
4050011 Trustee Development	800.00								800.00
4051011 Staff Development	2,160.36								2,160.36
4052011 Travel	1,228.54								1,228.54
4060011 Professional Education	105.30								105.30
4070011 Membership Dues	823.00								823.00
4080011 Adult Books	11,893.68								11,893.68
4080012 YS Books	4,922.40								4,922.40
4085011 SWAN Lost Books	252.47								252.47
4090011 Periodicals	1,642.40								1,642.40
4100011 Adult Audio Visual	1,716.05								1,716.05
4100012 YS Audio Visual	33.23								33.23
4106011 Technology	11,287.86								11,287.86
4130011 Library Supplies	4,699.54								4,699.54
4130511 Bank Fees	998.31								998.31
4131011 Hospitality	1,565.10								1,565.10
4135011 Printing	826.00								826.00
4140011 Postage	2,515.41								2,515.41
4150011 Telephone	5,185.89								5,185.89
4160011 Publicity	1,800.00								1,800.00
4170011 Professional Services	115,129.21								115,129.21
4205011 Natural Gas	37,123.57								37,123.57
4210011 Databases & E-Resources	11,304.50								11,304.50
4215011 Water	6,847.80								6,847.80
4225011 Electricity	61,793.94								61,793.94
4235011 Garbage	5,595.60								5,595.60

Maywood Public Library Statement of Activity by Class

July 2022 - May 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploy ment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
4240011 Maintenance of Equipment	11,788.43								11,788.43
4250011 Contract Maintenance Building	25,639.39								25,639.39
4256011 Janitorial Supplies	1,344.89								1,344.89
4260011 General Maintenance - Building	23,414.63								23,414.63
4265011 SWAN	24,935.00								24,935.00
4290011 Public Programming (deleted)	54.91								54.91
4292011 Special Events	1,698.96								1,698.96
4302011 Adult Programming	2,763.16								2,763.16
4302012 YS Programming	1,453.84								1,453.84
4310011 Equipment Purchase	3,599.98								3,599.98
4320011 Legal Fees	8,651.21								8,651.21
6032011 Misc. Grant Expense	2,337.15								2,337.15
6033011 DCEO Grant Expense	3,745.31								3,745.31
6123011 Vending Machine Expenses	780.12								780.12
9150091 FICA Expenditures			31,332.19						31,332.19
9250092 IMRF Expenses - District				157,496.90					157,496.90
9350093 Unemployment Insurance					5,217.12				5,217.12
9450094 Insurance - Workers Comp						1,590.00			1,590.00
9550095 Insurance - Liability							30,146.71		30,146.71
9650096 Audit								6,250.00	6,250.00
Uncategorized Expense	548.32								548.32
Total Expenditures	\$ 837,365.54	\$ 0.00	\$ 31,332.19	\$ 157,496.90	\$ 5,217.12	\$ 1,590.00	\$ 30,146.71	\$ 6,250.00	\$ 1,069,398.46
Net Operating Revenue	\$ 588,351.95	\$ 21,394.52	\$ 46,309.16	-\$ 51,916.66	\$ 304.07	\$ 3,931.19	\$ 47,494.62	\$ 7,207.84	\$ 663,076.69
Net Revenue	\$ 588,351.95	\$ 21,394.52	\$ 46,309.16	-\$ 51,916.66	\$ 304.07	\$ 3,931.19	\$ 47,494.62	\$ 7,207.84	\$ 663,076.69

MAYWOOD PUBLIC LIBRARY DISTRICT

MAYWOOD PUBLIC LIBRARY DISTRICT

ACCOUNTS PAYABLE

JUNE 2023

Check #	Vendor Name	Lib Acct #	Explanation	Invoice/Acct. #'s	Subtotal	Total
2898	Amazon Capital Services	4100011 Adult Audio Vis		1Y4X-6MP9P-CKH9	\$ 32.27	\$ 773.74
		4130011 Library Supplies		16HX-KCNY-61F	\$ 48.80	
		"		1PY6-HJC4-766P	\$ 147.00	
		"		1HL6-PV1Q-FJYF	\$ 107.93	
		"		1W9K-DFFV-F1GG	\$ 57.95	
		4302011 Adult Programming		1W9K-DFFV-6VNH	\$ 61.96	
		"		1D4L-RKC7-3YGK	\$ 33.98	
		4302012 YS Programming		14NG-C4R1-LHLJ	\$ 283.85	
2899	Chicago Tribune	4090011 Periodicals	Pays through 7/21/23		\$ 187.42	\$ 187.42
2900	ComEd	4225011 Electricity	4/13/23-5/12/23		\$ 22.88	\$ 22.88
2901	Johnson Controls Sec. Sol.	4250011 Contract Maint. Bldg	Burglar alarm service		\$ 1,209.54	\$ 1,209.54
2902	Konica Minolta Bus. Sol.	4240011 Maint. of Equip.		287035568	\$ 47.24	\$ 130.63
		"		287026140	\$ 55.48	
		"		287025570	\$ 27.91	
2903	Royale Bezijan Carpet Co	4250011 Contract Maint. Bldg		79530	\$ 85.00	\$ 85.00
2904	Tsavant Inc.	4106011 Technology		MP0026	\$ 850.00	\$ 850.00
2905	Amazon Capital Services	4100011 Adult Audio Vis		1PXT-G3QY-L741	\$ 106.73	\$ 571.63
		4292011 Special Events		1KRV-QLT1-FQXC	\$ 193.40	
		"		1NYR-6FY7-9H9Q	\$ 7.64	
		4302011 Adult Programming		1VJH-QNMTR-P4DG	\$ 100.48	
		"		1F6Q-LFNQ-6VJC	\$ 18.40	
		"		161R-YLVH-7XL6	\$ 39.99	
		"		1MCK-KWN9-3MM6	\$ 104.99	

MAYWOOD PUBLIC LIBRARY DISTRICT

MAYWOOD PUBLIC LIBRARY DISTRICT

ACCOUNTS PAYABLE

JUNE 2023

2906	American Library Assoc.	4050011 Trustee Develop.	Membership Dues		\$ 130.00	\$ 130.00
2907	Ancel Glink PC	4320011 Legal Fees	Employment Matters		\$ 856.00	\$ 856.00
2908	Anderson Elevator	4250011 Contract Maint Bldg	May 2023	INV 71979-G1H4	\$ 300.00	\$ 300.00
2909	Anderson Pest Solutions	4250011 Contract Maint Bldg		2486355/45053918	\$ 75.00	\$ 75.00
2910	Baker & Taylor	4080011 Adult Books		2037497775	\$ 190.14	\$ 4,249.28
		"		2037497866	\$ 256.67	
		"		2037501024	\$ 72.30	
		"		2037497905	\$ 615.24	
		"		2037498049	\$ 256.07	
		"		2037473917	\$ 454.04	
		4080012 YS Books		"	\$ 14.25	
		4080011 Adult Books		2037480846	\$ 14.23	
		4080012 YS Books		"	\$ 933.99	
		4080011 Adult Books		2037494479	\$ 216.77	
		4080012 YS Books		"	\$ 87.95	
		4080011 Adult Books		2037495736	\$ 109.81	
		4080012 Youth Books		"	\$ 8.19	
		4080011 Adult Books		2037518674	\$ 242.19	
		4080012 YS Books		"	\$ 42.42	
		4080011 Adult Books		2037535132	\$ 295.91	
		4080012 YS Books		"	\$ 35.00	
		4080011 Adult Books		2037546111	\$ 293.77	
		4080012 YS Books		"	\$ 16.48	
		"		2036357510	\$ 32.04	
		"		2037488411	\$ 24.89	
		4100011 Adult Audio Vis		T24175720	\$ 36.93	
2911	Ben & Jerry's Catering	4292011 Special Events			\$ 1,612.80	\$ 1,612.80

MAYWOOD PUBLIC LIBRARY DISTRICT

MAYWOOD PUBLIC LIBRARY DISTRICT

ACCOUNTS PAYABLE

JUNE 2023

2912	Business Card	4130511 Bank Fees			\$ 45.60	\$ 45.60
2913	Comcast	4106011 Technology	Internet	8771 20 001 0331433	\$ 161.85	\$ 161.85
2914	Daniela Martinez	4302012 YS Programming			\$ 39.38	\$ 86.09
		4052011 Travel			\$ 46.71	
2915	Dushaun Branch Pollard	4302011 Adult Prog.	7/12/23 Program		\$ 50.00	\$ 50.00
2916	Dushaun Branch Pollard	4302011 Adult Prog.	7/26/23 Program		\$ 50.00	\$ 50.00
2917	IDENTI-CHECK	4170011 Professional Svcs		23-5887	\$ 64.80	\$ 64.80
2918	Independent Construction	4170011 Professional Svcs		1139	\$ 797.50	\$ 797.50
2919	Kathy Parker Consulting	4170011 Professional Svcs			\$ 975.00	\$ 975.00
2920	MidAmerica Energy	4225011 Electricity		228692	\$ 5,642.14	\$ 5,642.14
2921	Midwest Tape LLC	4100011 Adult Audio Vis	HOOPLA Digital		\$ 147.65	\$ 147.65
2922	National Pen Co	4130011 Library Supplies			\$ 2,445.95	\$ 2,445.95
2923	Nicor Gas	4205011 Natural Gas	0048580000 7		\$ 259.09	\$ 259.09
2924	Nydia Robinson	4052011 Travel	Mount Prospect		\$ 23.41	\$ 23.41
2925	Il State Fire Marshall	4260011 General Maint Bldg	Boiler Inspection		\$ 200.00	\$ 200.00
2926	Peerless Network	4150011 Telephone		24869	\$ 335.38	\$ 335.38
2927	PNH Computer Svcs	4106011 Technology		26039	\$ 350.00	\$ 350.00

MAYWOOD PUBLIC LIBRARY DISTRICT

MAYWOOD PUBLIC LIBRARY DISTRICT

ACCOUNTS PAYABLE

JUNE 2023

2928	Quill LLC	4130011 Library Supplies		32672699	\$ 39.37	\$ 255.38
		"		32675267	\$ 111.10	
		4256011 Janitorial Supplies		32669425	\$ 104.91	
2929	Romano Landscape	4250011 Contract Maint.		45786	\$ 645.00	\$ 645.00
2930	Stephanie Samuel	4130011 Library Supplies			\$ 46.65	\$ 355.79
		4131011 Hospitality			\$ 97.14	
		6123011 Vending Mach. Exp			\$ 212.00	
2931	T-Mobile	6032011 Misc Grant Exp.			\$ 2,584.80	\$ 2,584.80
2932	Today's Business Solutions	4250011 Contract Maint.	Annual Svc Agrmt 9900BSA		\$ 300.00	\$ 4,521.00
		"	Annual Svc Agrmt 9900 Tower		\$ 300.00	
		"	ePRINTit		\$ 395.00	
		"	MyPC Pcut, Cpad Lease		\$ 2,531.00	
		4106011 Technology	Credit Card Retrofit Kit		\$ 995.00	
2933	US Bank	4130011 Library Supplies			\$ 852.72	\$ 1,108.46
		4106011 Technology			\$ 255.74	
2934	Maywood Water Dept.	4215011 Water		42740565200	\$ 125.18	\$ 295.88
		"		42740300700	\$ 170.70	
2935	Williams Assoc. Architects	6033011 DCOE Grant Exp.			\$ 23.58	\$ 23.58
2936	Zoobean Inc.	4210011 Databases/ E-Res.		Beanstack Plus	\$ 760.76	\$ 760.76
						\$ 33,239.03

MAYWOOD PUBLIC LIBRARY DISTRICT



Maywood Public Library

Transaction List with Splits

June 1, 2023

DATE	ACCOUNT	MEMO/DESCRIPTION	AMOUNT	NUM
Amazon Capital Services				
06/01/2023	2100011 Accounts Payable	Invoices: 1G6H-Y11Y-NQ13; 1Y77-GK31-4Q47; 1WKX-V91G-91GQ	773.74	
	4100011 Adult Audio Visual	Invoice: 1Y4X-6MP9P-CKH9	32.27	
	4130011 Library Supplies	Invoice: 16HX-KCNY-L61F	48.80	
	4130011 Library Supplies	Invoice: 1PY6-HJC4-766P	147.00	
	4130011 Library Supplies	Invoice 1HL6-PV1Q-FJYF	107.93	
	4130011 Library Supplies	Invoice 1W9K-DFFV-F1GG	57.95	
	4302011 Adult Programming	Invoice 1W9K-DFFV-6VNH	61.96	
	4302011 Adult Programming	Invoice 1D4L-RKC7-3YGK	33.98	
	4302012 YS Programming	Invoice 14NG-C4R1-LHLJ	283.85	
Chicago Tribune				
06/01/2023	2100011 Accounts Payable		187.42	
	4090011 Periodicals	Pays through 7/21/2023	187.42	
Com Ed				
06/01/2023	2100011 Accounts Payable	0536705012	22.88	
	4225011 Electricity	4/13/23-5/12/23	22.88	
Johnson Controls Security Solutions				
06/01/2023	2100011 Accounts Payable	Burglar alarm service	1,209.54	
	4250011 Contract Maintenance Building	inv. # 38816868	1,209.54	
Konica Minolta Business Solutions				
06/01/2023	2100011 Accounts Payable		130.63	
	4240011 Maintenance of Equipment	287035568	47.24	
	4240011 Maintenance of Equipment	287026140	55.48	
	4240011 Maintenance of Equipment	287025570	27.91	
Royale Bezjian Carpet Company				
06/01/2023	2100011 Accounts Payable	Inv. 78469	85.00	
	4250011 Contract Maintenance Building	Inv. #79530	85.00	

DATE	ACCOUNT	MEMO/DESCRIPTION	AMOUNT	NUM
Tsavant Inc.				
06/01/2023	2100011 Accounts Payable	inv. # MP0027	850.00	
	4106011 Technology	Inv. # MP0026	850.00	

Maywood Public Library District

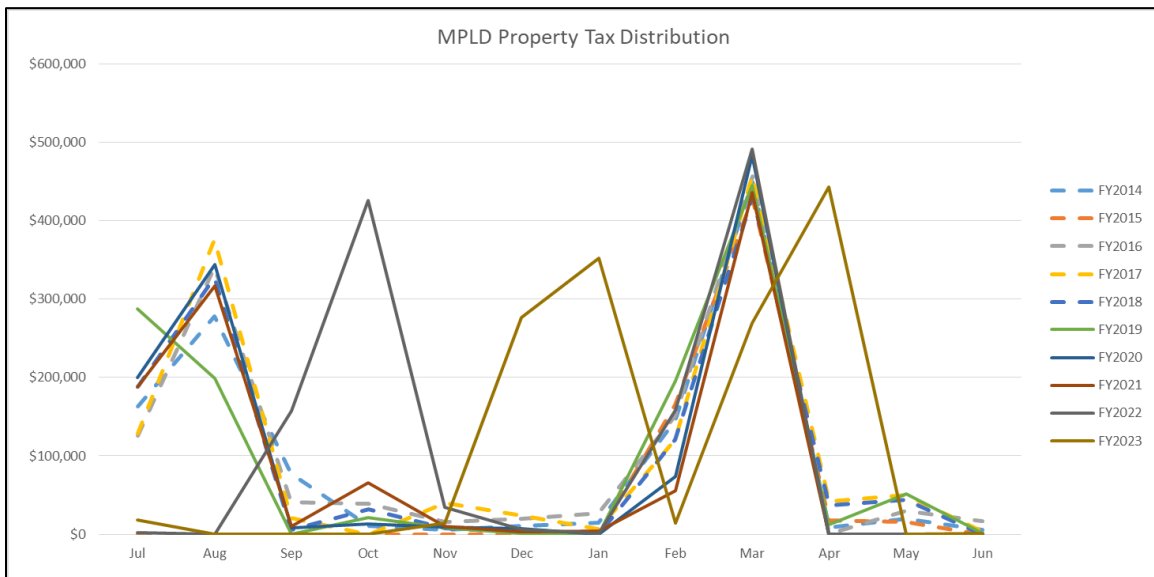
Director Report

April 2023

Budget/Finances

Even though I predicted we had received our last tax payment last month, we did receive one last small payment in June. As you can see by the chart below, this is unusual. For the past three years, we didn't receive any tax money in April, May, and June. But I'm assuming it is related to the delay in the tax bills going out. Our total collected for the fiscal year will be \$1,389,016.

	Average	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Jul	\$142,623	\$163,160	\$0	\$125,338	\$129,119	\$188,474	\$288,176	\$199,961	\$187,475	\$1,907	\$18,461
Aug	\$242,608	\$278,231	\$0	\$341,197	\$376,148	\$327,228	\$199,332	\$343,906	\$317,431	\$0	\$0
Sep	\$35,739	\$77,005	\$0	\$41,312	\$21,218	\$5,111	\$0	\$8,567	\$10,507	\$157,931	\$0
Oct	\$67,446	\$10,523	\$0	\$38,713	\$0	\$31,762	\$21,564	\$12,841	\$65,937	\$425,674	\$0
Nov	\$14,393	\$5,215	\$0	\$15,573	\$39,398	\$7,413	\$8,451	\$8,763	\$10,104	\$34,626	\$13,755
Dec	\$8,277	\$10,697	\$0	\$19,966	\$23,331	\$3,038	\$1,317	\$7,409	\$2,879	\$5,855	\$276,499
Jan	\$5,922	\$14,942	\$0	\$26,890	\$6,409	\$0	\$0	\$372	\$3,671	\$1,013	\$352,327
Feb	\$131,810	\$144,710	\$165,372	\$151,348	\$120,827	\$120,660	\$195,396	\$74,215	\$ 55,328.08	\$ 158,438.31	\$13,766
Mar	\$453,273	\$449,932	\$428,190	\$456,544	\$457,682	\$430,956	\$444,882	\$483,697	\$ 435,857.24	\$ 491,714.71	\$269,854
Apr	\$13,179	\$8,574	\$18,057	\$366	\$41,858	\$37,133	\$12,622	\$0	\$0	\$0	\$442,868
May	\$23,310	\$19,265	\$16,158	\$29,470	\$50,094	\$43,492	\$51,310	\$0	\$0	\$0	\$0
Jun	\$3,006	\$5,115	\$0	\$16,871	\$3,647	\$0	\$1,418	\$0	\$0	\$0	\$1,486
Total	\$1,124,640	\$1,187,370	\$627,776	\$1,263,587	\$1,269,730	\$1,195,267	\$1,224,468	\$1,139,731	\$1,089,188	\$1,277,159	\$1,389,016



The Personal Property Replacement Tax money is paid out from the state on a regular schedule throughout the year: July, August, October, December, January, March, April, and May. I'd like to try getting the payment of the Library's share of these funds on a similarly regular schedule (i.e. August, September, November, January, February, April, May, and June). I have forwarded a request for our April payment and our May payment to the Village of Maywood, but we have not yet received those payments. I sent a follow-up email on June 16th and I hope to have the

payments approved at the Village's June Board meeting so I can have the payments recorded in our books in this fiscal year.

	Average	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Jul	\$ 11,453.80	\$ 9,248.65	\$ 8,209.70	\$ 8,578.57	\$ 8,266.74	\$ 15,112.35	\$ 28,615.50
Aug	\$ 1,743.93	\$ 426.43	\$ 829.73	\$ 1,029.09	\$ 6,108.80	\$ 1,921.80	\$ 3,267.02
Sep	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct	\$ 12,924.01	\$ 6,313.83	\$ 7,429.49	\$ 14,930.28	\$ 7,744.25	\$ 25,179.18	\$ 38,540.57
Nov	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec	\$ 3,488.14	\$ 1,664.67	\$ 1,816.79	\$ 2,479.47	\$ 2,004.32	\$ 5,224.72	\$ 12,621.24
Jan	\$ 10,745.83	\$ 5,668.06	\$ 6,091.18	\$ 9,066.30	\$ 9,532.53	\$ 19,173.77	\$ 27,841.36
Feb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mar	\$ 6,135.28	\$ 5,028.15	\$ 2,402.64	\$ 1,802.40	\$ 3,444.08	\$ 25,110.64	\$ 13,791.97
Apr	\$ 15,028.18	\$ 10,336.14	\$ 11,946.03	\$ 12,445.38	\$ 16,092.68	\$ 29,685.88	\$ 21,911.41
May	\$ 14,247.51	\$ 10,535.88	\$ 14,523.46	\$ 7,956.64	\$ 20,739.07	\$ 39,745.07	\$ 35,550.90
Jun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$77,703.35	\$49,221.81	\$53,249.02	\$58,288.11	\$73,932.48	\$161,153.41	\$182,139.98

As mentioned last month, we finally received our US Bank library credit card. It is currently set up with a credit limit of \$1,500 but we have already encountered some issues with hitting the credit limit. It's possible that is also a problem with the billing cycle. We hit the limit and they are still waiting for a payment. So I contacted US Bank and had them change our due date to the end of the month after our monthly board meeting.

Under New Business we will be discussing the draft operational budget for Fiscal Year 2024. I have also put together a Budget Narrative document which explains what each of the budget lines is, line by line.

President Williams and I attempted to close out the Self-Help (Seaway) bank accounts but they require both signers to be present. So we will try again on a day we can coordinate with Trustee Sanchez.

Now that we have the facilities assessment for the two Department of Commerce and Economic Opportunity grant, we can start the process of going to bid for the work. The first grant is the \$200,000 grant, which has been designated in part to replace the elevator in the Carnegie building and an HVAC unit. The other is for the \$150,000 grant, which had been designated to dig a trench around the building as part of a water intrusion prevention project. Charles Apgar confirmed that the requested change to the wording of the second grant has been made. It now reads, "The sum of \$150,000, or so much thereof as may be necessary, is appropriated from the Build Illinois Bond Fund to the Department of Commerce and Economic Opportunity for a grant to Maywood Public Library for costs associated with digging a trench and/or other capital improvements."

Facilities

This meeting we will have the presentation from Andy Dogan on the 2023-2033 Capital Needs Assessment. The report has already been emailed to you and I hope you have a chance to read through it prior to the presentation. I have reached out to the library “owner rep” Daniel Eallonardo to start the next steps in the process of bidding out the work related to the DCEO grants money.

As mentioned in the verbal portion of my director’s report last month, we have two trees that have been identified as dead and needing removal. We have a quote for \$3,300 from Paul Bunyon & Sons to remove these two trees, to trim dying portions of the tree next to the library, and to trim the crab apple tree which is encroaching on the sidewalk. I am still waiting to hear back from the Village of Maywood about the possibility of a 50-50 cost sharing option.



As mentioned in past reports, there had been an issue with the sump pumps in the basement. We had been trying to get Terry Plumbing to come out and work on them, but they have not been responsive. Pedro Diaz is reaching out to other vendors to get quotes for service.

We are reaching out to two additional electricians to get quotes for them to come out and inspect the wiring for the exterior parking lot lights.

At the request of the Board we have found an alternate HVAC vendor to replace Voris Mechanical. I have their contract on the agenda under New Business, but here is a quick comparison to the 2021 Voris contract. We also now have Pedro Diaz on staff as a part-time maintenance person who can do many of the checks done by Voris previously.

	Voris	CTS
Overall Cost	\$16,500	\$10,300
Additional Work Cost	\$135/hr + \$38 Truck Charge	\$154/hr
Visits per Year	4	2
Filters/Belts Included	No	Yes once/yr

Technology

I apologize that the transition to Office 365 has taken longer than initially expected. We are very close to having this transition finally happen. We will be contacting you with new login instructions shortly.

Pedro Diaz and Marcia Burton have been working with our IT services provider to review all of the interior and exterior security cameras and to try restoring services to as many of them as possible. We will also put together a better inventory of the cameras for future administration of them.

Policies

Kathy Parker has continued to work on updating and revising some of our policies. I have also shared with her a number of financial policies that we had at my last library which were recommended by a past auditor. We will slowly start to implement versions of these policies at Maywood PLD. The first one I am including this month is a Gifts and Donations Policy.

Public Relations

Rotary Club: On Thursday, June 1st, I was invited to speak to the Maywood Proviso Rotary Club. I introduced myself as the new Director of the Maywood Public Library District and gave a brief presentation on my goals for the library going forward. I was also asked to come to their evening meeting on Thursday, June 15th, to give a brief presentation on the history of the Juneteenth holiday.



I mentioned last month that we are about to implement a quarterly mailing to new residents in the district. I'm including a copy of the draft brochure to this report.



Miscellaneous

Strategic Planning: I have reached out to three consultants for quotes to begin a strategic plan process in the new fiscal year. All three have been used by other libraries in the Chicagoland area.

Free Feminine Hygiene Products: Head of Youth Services Daniela Martinez inquired about making feminine hygiene products available to the public free of charge. We investigated further and learned that there is a grant available to non-profit institutions to help make this possible. [The Pad Project](#) is an organization that does work both overseas and in the United States. Their Pads Across America grant would provide funds to replace our coin-operated product dispensers with new ones and also funds to purchase the products to stock them with. We have completed the grant application and we are just waiting to hear if we will get the grant or not.

Staff Update: We have hired a new staff member in the Patron Services department, Andrea Betinis. We will also be looking to hire a seasonal “substitute” staff member who can assist with summer and winter periods when regular staff take vacations. We are still looking to hire a full-time business office administrator. We have posted the job to Indeed and hope to get some quality applicants from that posting. We will also be posting for another part-time Info/Youth Services library assistant.

June 2023

Patron Services

Patron Services Dept. have been steadily keeping up with online training. They are able to watch different scenarios which they may come across.

Our dept. is helping with the Summer Food Service Program, it is running smoothly, we are proud to be a part of it!

The Summer Reading Kick-off Party was so much fun! We were able to register patrons for the summer reading program. Our table handed out Find Your Voice bottles filled with goodies, Daniela did an amazing job with them! We also had signs for selfies, everyone enjoyed it!

We are in the process of mailing new residents of Maywood " Welcome Brochures" to encourage them to apply for a library card. Thanks to Marcia, they look great!

Our statistics for the month: 1912 patrons came into the library, 1059 transactions and 38 New Patron cards!

May 2023 Report – Information Services

General

We are getting increased demand for Brookfield Zoo passes. Unfortunately, our only option is the Museum Adventure Pass service, which can only provide one pass admitting two people for any individual household, and we only have 4 passes to give out at a time. We have reached out to the Brookfield Zoo for more tickets, but they have apparently discontinued their program that gave us direct access to tickets from the Zoo.

Our regular Chair Yoga/Soundbath Meditation instructor is taking a step back from programming due to personal issues, and will no longer be presenting her programs with us. I've lined up a Chair Yoga replacement, and am currently looking into options for a meditation instructor.

We applied a whiteboard film to the wall in the entryway. Right now it is being used to promote summer reading, and I envision it being used to promote more things after Summer Reading is over. Ideally it can be used to add a bit of warmth and fun, and make the lobby more inviting when you enter the library. Kiara has been very good about decorating and creating art projects in the library.

Programs

Knitting and sewing - May 2nd, May 9th, May 16th, May 23, May 30th, 12:00

Tech Fridays - May 5th, 19th, 26th, 10:00-12:00

Chair Yoga - May 2, 12:30

Drawing Comics with Jarrett J. Krosoczka - May 6 at 10 am

Book Folding Craft - May 9th 5:00-6:30

Spider-Man: Into the Spider-Verse - May 13th 1:00

Meditation Soundbath - May 16, 12:30

On Being Fabulous with Jonathan Van Ness and Kristi Yamaguchi - May 17 at 7 pm

Computer Basics Class - May 22, 10:30-11:30

Collection

Weeding continues. Our book sale is filled up, and we have many boxes of books ready to be sent out.

Looking Forward

Our grant funded circulating iPads are being processed. I have been researching circulation procedures other libraries use, and plan on adapting what I have found. I have a class on using them on June 26th. We may be getting additional funds for the grant, so we will need to do more planning on how to spend it.

May 2023 Statistics Report - Information Services Dept.

Wix

Website Visits 1224

Event Registrations

117

My Pc

Center Users 340

Youth Users

139

Copier

Faxing 267 pages

Printing 2053 pages

Scanning 326 pages

Copies 839 pages

Axis 360 : 31 checkouts

Kanopy 25 visits, 6 plays

Hoopla 12 new users; 153 Checkouts

OverDrive (Libby) 8 new users; 102 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

TikTok 44.3k likes, 1799 followers

Instagram 533 followers

Twitter 121 followers

OCLC 1 checkouts, 5 holds filled

EBSCO: 9 Database Requests

Museum Adventure Pass: 10 passes generated

Explore More Illinois: 0 passes generated

Local History : 4 requests

Reference Questions : We average about 5 questions a day

Youth Services Report May 2023

Overview:

The month of May is typically a month that we see a decrease in patron participation. Regularly, there are quite a bit of activities going on in the community, as well as the school districts. Please keep this in mind when looking at the participation statistics. Additionally, this May was a month with a lot of new programs, especially for teens! Introducing new programs always has a slow start, so as mentioned before, please keep this in mind when evaluating participation rates.

May is also an incredibly busy month for myself. During this month, it is crucial for my colleagues and me to confirm and plan our summer programming, including summer reading, which is a beast of its own. Summer reading includes brainstorming reading incentives, creating promotional artwork, flyers, and social media post to engage our community, sending sponsorships letters to various business and community hubs in our community, and a lot more.

May, along with June-August, will always be hectic, but in a good way.

Announcement:

Our winner for our *Design the New Kid's Library Card* Contest has been selected! With over 1,000 social media interactions, Kenya, age 9, and her design have official won the heart of our community.

Programming:

Crafty afternoons is our program leader! This month, our crafters created: gradient giraffes, a beautiful bouquet (using cleaners and a Mason jar lids) for Mother's Day, their very own pet octopus (with the help of craft sticks, googly eyes, and paper plates), their own custom wooden magnet, and finally, a movie scene for their chosen animal (unicorn, dinosaur, or an aquatic animal). I've included pictures to showcase the fun that each crafter had!



Preschool and *Toddler Story Times* have increased in audience attendance. There was one preschool story time that was cancelled due to a time confliction.

Our *Let's Play* event has morphed into a drop in program. We've resorted to taking out the board games and placing them all over the floor to increase patron participation. Immediately, we saw an increase of patrons engaging with the games.

Movie Monday is a great way to get patrons to come hang out and enjoy a show! Again, since it is a relatively new program, low participation was anticipated. *Teen Treats* and *Volunteer Hour* had the same outcome.

Overall, programming always reminds me of how important our library is our community, even when it feels a bit hectic! We've seen some patrons return after a long period of not coming in, and they always exclaim how great they feel to be back. I, as well as my staff, will continue to strive to make sure everyone feels like the library is for them!

Community Outreach:

1. Fine Arts @ Emerson Elementary: Wednesday, May 3rd, 2023

- a. The last family night event of District 89! This night was all about showcasing student artwork, music performances, and hands on activities.

Webinars/Professional Development:

1. Reaching Forward Conference: Friday, May 5th, 2023 (8:30 AM-4:30 PM)

- a. The Reaching Forward Conference is an ILA annual professional development conference for library support staff in central and northern Illinois. It commits to providing quality training and information, and strives to be the premier professional development opportunity. Speakers who wish to showcase their topic, have to submit their presentation and see if they are selected. I, along with my group TAB, were chosen to speak at this event! It was a wonderful experience to be a part of. I was able to collaborate with librarians from libraries like Bryon, Mount Prospect, Palatine, Alsip-Merrionette Park, and Plainfield. Below is the biography for our presentation, which could also be found on the Reaching Forward website.



- b. *“Is your library seeking to form a Teen Advisory Board/Group? Are you looking for something new to offer and energize current volunteers? No matter the size of your library, you can design a volunteer program that fits the needs of your community. Whether you are just developing the idea of implementing a TAB/TAG at your library, or are looking to grow your group, this panel of experienced youth librarians and associates will help you on your journey. With humor and insight into the teen’s mind and motivations, these presenters will discuss the start-up process, struggles faced by Covid closures, re-engaging with youth volunteers, expanding or, possibly, revamping existing volunteer programs”.*

2. YALD Discussion Meeting: Wednesday, May 17th from 9:30 - 10:30 am on Zoom

- a. This meeting is a monthly check-in with other Young Adult Librarians in our system to discuss current teen trends.

Closing:

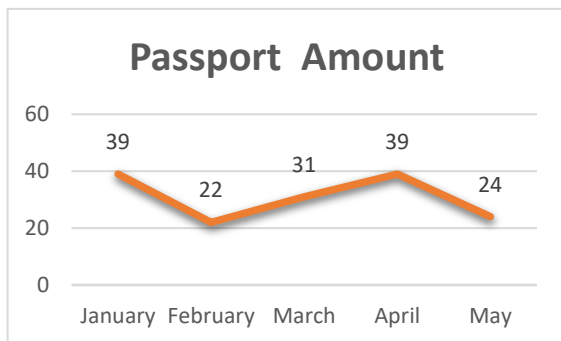
As always, I am continuing to evaluate our services, collection, and area to make sure our patrons, staff, and community receive the best experience possible. Here are some pictures to enjoy!



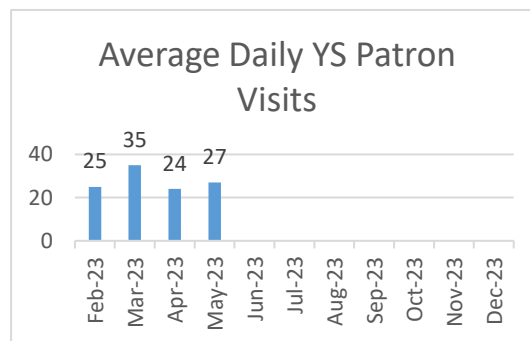
Youth Services Program Stats: May 2023

Anime Club	
Saturday, May 6th:	2
Crafty Afternoons	
Wednesday, May 3rd:	17
Wednesday, May 10th:	22
Wednesday, May 17th:	32
Wednesday, May 24th:	36
Wednesday, May 30th:	42
Let's Play	
Tuesday, May 9th:	8
Tuesday, May 23rd:	6
Movie Monday	
Monday, May 8th:	5
Monday, May 22nd:	3
Preschool Storytime	
Monday, May 8th:	Cancelled
Monday, May 22nd:	7
Teen Treats:	
Thursday, May 18th: Cereal	0
Toddler Storytime	
Tuesday, May 2nd: Big v Little	6
Tuesday, May 16th: Pets	4
Tuesday, May 30th: Problem Solving	7
Volunteer Hour:	
Friday, May 12th:	1
Friday, May 26th:	1
Reaching Forward Conference:	
Friday, May 5th	78

Passport Stats:



Patron Visits:





IT Department Monthly Report

June, 2023

The process for updating the library email system, Outlook (Office 365), is nearly complete. The new system should be active by Tuesday, June 27th. During this final stage, all email accounts will be temporarily unavailable from Friday, June 23rd to Monday, June 26th because of the migration/ data transfer process. I will be issuing login instructions, as well as temporary passwords. Just remember to check your physical library mailboxes.

Replacement cameras for the exterior of the building are currently being installed. This is the beginning stage of making sure all existing cameras are up and functioning. The next phase will be to add more cameras in areas where we see a need. These areas include interior and exterior.

Marcia Burton
Technology Department

Technical Services Report - Started May 15, 2023, submitted by Stephanie Samuel.

Books unboxed/invoiced: 185

Audio Books unboxed/invoiced: 5

DVDs unboxed/received: 9

Items processed: 164

Items Repaired: 3

Items deleted: 1

Supported the following Library departments/events this month:

- Created a 10'x4' Welcome sign, tissue paper decorations, and manned the cake table for the first Meet the Director open house.
- Created a CD/DVD damage slip for Patron services.
- Placed document bins in the elevator equipment rooms.

MAYWOOD Public Library District FY23/24 Budget DRAFT

Account number	Description	New or renamed Line items	KP PROPOSED FY22/23	Actual* FY22/23	LS Proposed FY23/24	LS Notes
REVENUES						
3001011	Tax Revenue - Corporate Fund		1,328,626	1,080,772	1,308,094	Per Rachlin Process
3001080	Tax Revenue - Building Fund			21,395	60,000	From 2022 Levy Request
3001091	Tax Revenue - FICA Fund			77,641	55,000	From 2022 Levy Request
3001092	Tax Revenue - IMRF Fund			105,580	120,000	From 2022 Levy Request
3001093	Tax Revenue - Unemployment Fund			5,521	1,000	From 2022 Levy Request
3001094	Tax Revenue - Workers Compensation Fund			5,521	1,000	From 2022 Levy Request
3001095	Tax Revenue - Liability Insurance Fund			77,641	44,000	From 2022 Levy Request
3001096	Tax Revenue - Audit Fund			13,458	9,000	From 2022 Levy Request
3021011	Pers Prop Replacement Tax		60,000	270,719	120,000	Per PPRT Recent Payments
3030011	Per Capita grant		34,442	34,763	34,680	Per Population 23,512 2020 censu
3032611	Other grant income			15,869	7,500	AgeOptions
3033011	DCEO Grant			-	350,000	Already in Chart of Accounts
3039011	Donations		-	241	100	Donations
3060011	Fines		-	-	-	Fine Free
3070011	Copy Machine		2,000	3,484	2,000	Kept Last Year Figure
3080011	Lost and Paid		150	189	200	
3095011	General Sales		25	36	25	Kept Last Year Figure
3095511	Book Sales		25	691	500	Kept Last Year Figure
3123011	Vending Machine Income		1,500	744	1,500	Kept Last Year Figure
3125011	Fax Machine		-	37	25	
3127011	Room Rental Income		-	260	250	Based on FY23 rentals
3130011	Misc Income		300	690	500	
3132511	Mayood Book Inc		300	-	100	Based on recent sales figures.
3302011	All Bank Interest		200	1,148	200	Kept Last Year Figure
3304011	IL Funds Primary Interest		200	10,038	5,000	Kept Last Year Figure
3608011	Passport Income		5,000	7,765	7,000	Based on FY23 passports
Revenue Total			1,432,768	1,734,202	2,127,674	

Account number	Description	New or renamed Line items	KP PROPOSED FY22/23	Actual* FY22/23	LS Proposed FY23/24	LS Notes
LIBRARY FUND_						
GENERAL	EXPENDITURES					
4010011	Salaries		575,000	432,021	661,000	Includes increasing VH hours and a
4040011	Healthcare Premiums		65,000	21,621	65,000	Emailed Linda to get estimate of w
4050011	Trustee Development		3,500	1,034	3,500	Kept Last Year Figure
4051011	Staff Development		3,500	2,160	3,500	Kept Last Year Figure
4052011	Travel		2,000	1,299	2,000	Kept Last Year Figure
4070011	Membership Dues		4,400	823	4,500	Employees and Trustees are Inter
4080011	Adult Books		20,000	14,911	17,000	(shifting \$3,000 to Databases for C
4080012	YS Books		15,000	6,118	15,000	Kept Last Year Figure
4085011	SWAN - Lost Books		2,000	252	2,000	Kept Last Year Figure
4090011	Periodicals		1,600	1,830	3,500	Need to start ordering magazines ;
4100011	Adult AV		7,500	2,040	7,500	Kept Last Year Figure
4100012	YS AV		7,500	33	7,500	Kept Last Year Figure
4105011	Software		7,000	-	7,000	Kept Last Year Figure
4106011	Technology		15,000	13,900	5,000	Moving TechSavant out of Techno
4130011	Library Supplies		17,000	8,557	13,000	Moving \$4,000 to sub-supplies
4130012	Patron Services Supplies		-	-	3,000	Receipt paper, bags, etc.
4130013	Tech Services Supplies		-	-	1,000	Labels, book jackets, etc.
4130511	Bank Fees		700	1,044	1,200	
4131011	Hospitality		2,000	1,662	2,500	Start paying for staff coffee.
4135011	Printing		3,000	826	3,000	Legal Notices in Newspapers?
4140011	Postage		1,500	2,515	3,000	Increase for additional mailings.
4150011	Telephone		10,000	5,521	10,500	5% increase, Peerless letter about
4160011	Publicity		5,000	1,800	5,000	Mailers, yard signs, etc.
4170011	Professional Services		65,000	117,282	45,000	Moving TechSavant out of Techno
4205011	Natural Gas		39,000	37,383	40,950	5% increase
4210011	Databases & E-Resources		9,000	12,065	24,000	Bumping up for additional e-resou
4215011	Water		11,000	7,144	11,550	5% increase
4225011	Electricity		90,000	67,459	90,000	
4235011	Garbage		4,500	5,596	9,000	Switching contractor for garbage.
4240011	Maintenance of Equipment		35,000	11,919	36,750	5% increase

Account number	Description	New or renamed Line items	KP PROPOSED FY22/23	Actual* FY22/23	LS Proposed FY23/24	LS Notes
4250011	Contract Bldg Maint		60,000	31,480	60,000	
4256011	Janitorial Supplies		7,000	1,450	7,350	5% increase
4260011	General Maint -Bldg		35,000	23,615	36,750	5% increase
4261095	Repair & Maint Flood Damage		-	-	-	
4265011	SWAN		26,000	24,935	26,000	\$25,869
4270011	Local History		-			
4292011	Special Events		8,000	3,513	10,000	Summer Reading Parties, Holiday I
4302011	Adult Programming		6,000	3,223	7,000	
4302012	YS Programming		4,000	1,777	7,000	
4310011	Equipment Purchase		5,000	3,600	6,000	
4311011	Capital Improvements		40,000	-	40,000	
4320011	Legal Fees		20,000	9,507	15,000	No legal action?
6032011	Misc. Grant Expenses		-	4,922	7,500	AgeOptions and ARPA
6033011	DCEO Grant Expenses		-	3,769	350,000	Add to Chart of Accounts
6123011	Vending Machine Expenses		2,000	992	1,500	Why isn't vending machine income
SPECIAL FUNDS	SPECIAL FUNDS					
9150091	FICA Expenditures		44,000	33,269	51,000	From salary projection spreadsheet
9250092	IMRF Expenses-District		93,085	161,166	97,739	5% increase
9350093	Unemployment Ins		5,000	5,217	5,250	5% increase
9450094	Insurance Workers com		1,000	1,590	1,050	5% increase
9500195	Insurance Fund - Wages					
9550095	Insurance - Liability		35,000	30,147	36,750	5% increase
9650096	Audit		7,000	6,250	7,000	See comments.
TOTAL EXPENDITURES			1,419,785	1,137,793	1,876,339	

Total Revenues	1,432,768	1,734,202	2,127,674
Total Expenditures	1,419,785	1,137,793	1,876,339
(Over/Under)	12,983	596,408	251,335

A Resolution to Honor Trustee Sinaria Lee
2023-01
June 21, 2023

WHEREAS: Sinaria Lee has faithfully served the Maywood Public Library District as a Library Board Trustee;

WHEREAS: Sinaria Lee has been an advocate for and representative of the members of the Maywood Public Library District community in the Library's mission to provide services and resources in a fiscally responsible and future-focused manner, and;

WHEREAS: Sinaria Lee dedicated his time and attention to being informed, educated, and involved through library conferences and networking opportunities and encouraged others to do the same, and;

WHEREAS: Sinaria Lee's involvement and dedication to the community and active use of the Library's collections and services has enhanced his role as a Trustee to the Maywood Public Library District.

NOW THEREFORE BE IT RESOLVED: that the Board of Trustees and staff of the Maywood Public Library District do hereby honor and acknowledge that Sinaria Lee has served his community with distinction and that his service to the Library has elevated its stature throughout the Illinois Library Community.

Approved this day, June 21, 2023

Shakeesta Williams, President

LaSondra Banks, Secretary

PREVENTATIVE MAINTENANCE A G R E E M E N T

Maywood Public Library

1212 S. Fifth Avenue
Maywood, IL 60153

Submitted by: Thomas Benz - Sales Manager
May 19, 2023



COMPLETE TEMPERATURE SYSTEMS

9824 SOUTH INDUSTRIAL DRIVE, BRIDGEVIEW, ILLINOIS 60455

Phone: (708) 430-5890 Fax: (708) 430-5908 Email: service@ctshvac.com

COMPLETE TEMPERATURE SYSTEMS	<h1>MAINTENANCE AGREEMENT</h1>
-------------------------------------	--------------------------------

I. SELLER	<p>COMPLETE TEMPERATURE SYSTEMS, INC. 9824 S. Industrial Drive Bridgeview, IL 60455</p>
----------------------	---

II. PURCHASER	<p>Maywood Public Library 121 S. Fifth Avenue Maywood, IL 60153</p>
--------------------------	---

III. TYPES OF AGREEMENT	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 60%;">PARTS & LABOR AGREEMENT</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 25%; border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td colspan="3">All Provisions apply. Parts and labor included.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>PERIODIC MAINTENANCE AGREEMENT</td> <td style="text-align: right;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td colspan="3">All provisions apply except VI (A)</td> </tr> <tr> <td></td> <td colspan="3">No parts included except noted below:</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td><u>FILTER SERVICE</u></td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><u>INCLUDED</u></td> </tr> </table>	<input type="checkbox"/>	PARTS & LABOR AGREEMENT	\$			All Provisions apply. Parts and labor included.			<input checked="" type="checkbox"/>	PERIODIC MAINTENANCE AGREEMENT	\$			All provisions apply except VI (A)				No parts included except noted below:			<input checked="" type="checkbox"/>	<u>FILTER SERVICE</u>	\$	<u>INCLUDED</u>
<input type="checkbox"/>	PARTS & LABOR AGREEMENT	\$																							
	All Provisions apply. Parts and labor included.																								
<input checked="" type="checkbox"/>	PERIODIC MAINTENANCE AGREEMENT	\$																							
	All provisions apply except VI (A)																								
	No parts included except noted below:																								
<input checked="" type="checkbox"/>	<u>FILTER SERVICE</u>	\$	<u>INCLUDED</u>																						

IV. PAYMENT TERMS	<ol style="list-style-type: none"> 1. Purchaser agrees to pay the Seller the Annual Sum of <u> \$10,300.00 </u> 2. Balance is due in equal installments of: <u> \$2,575.00 </u> per quarter 3. This agreement begins <u> June 1, 2023 </u>, and shall continue in force until notice of termination is given. This agreement is subject to price revision on any anniversary date and may be cancelled by either party 30 days after written notice is given.
------------------------------	--

V. ACCEPTANCE	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center;"><u>SELLER'S ACCEPTANCE</u></th> <th style="width: 50%; text-align: center;"><u>PURCHASER'S ACCEPTANCE</u></th> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature</td> <td style="border-bottom: 1px solid black;">Signature</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Thomas Benz</td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Printed Name</td> <td style="border-bottom: 1px solid black;">Printed Name</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Sales Manager</td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Title</td> <td style="border-bottom: 1px solid black;">Title</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Contract No.</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>	<u>SELLER'S ACCEPTANCE</u>	<u>PURCHASER'S ACCEPTANCE</u>	Signature	Signature	Thomas Benz		Printed Name	Printed Name	Sales Manager		Title	Title	Contract No.	Date
<u>SELLER'S ACCEPTANCE</u>	<u>PURCHASER'S ACCEPTANCE</u>														
Signature	Signature														
Thomas Benz															
Printed Name	Printed Name														
Sales Manager															
Title	Title														
Contract No.	Date														

COMPLETE TEMPERATURE SYSTEMS INC.	<h1 style="margin: 0;">MAINTENANCE AGREEMENT</h1>
--	---

VI SELLER

PARTS AND LABOR AGREEMENT

A. To provide parts and labor as required and applicable in our best judgement to keep equipment in proper operating condition. This includes but not limited to the following items.

- | | | |
|----------------------------|--------------------|----------------------|
| 1. Emergency service | 11. Water valves | 21. Diaphragm valves |
| 2. Contactors | 12. Limit switches | 22. Thermostats |
| 3. Expansion valves | 13. Shafts | 23. Motors |
| 4. Pressure control valves | 14. Float valves | 24. Strainers |
| 5. Gas Valves | 15. Refrigerant | 25. Igniters |
| 6. Liquid control valves | 16. Transformers | 26. Damper Actuators |
| 7. Compressors | 17. Thermocouples | 27. Relays |
| 8. Pilot and pilot valves | 18. Gas orifices | 28. Fan Blades |
| 9. Pressure regulators | 19. Limit controls | 29. Bearings |
| 10. Solenoid valves | 20. Pulleys/Belts | 30. Couplers |

PERIODIC MAINTENANCE AGREEMENT

B. To provide labor only for the inspection and minor mechanical adjustments as may be required to keep equipment in proper operating condition. No parts included.

To make 2 scheduled inspection calls annually on air conditioning equipment.

To make scheduled inspection calls annually on refrigeration equipment.

To make 2 scheduled inspection calls annually on heating equipment.

To provide preventive maintenance inspections as follows:

- | | |
|---|--|
| <input checked="" type="checkbox"/> RTU
<input type="checkbox"/> Unit Heat
<input type="checkbox"/> Fan Coil
<input checked="" type="checkbox"/> Boilers
<input checked="" type="checkbox"/> Pumps
<input type="checkbox"/> Humidifiers
<input checked="" type="checkbox"/> AHU | <input checked="" type="checkbox"/> Split System Condenser
<input type="checkbox"/> CRAC
<input type="checkbox"/> Exhaust Fans
<input checked="" type="checkbox"/> Chillers
<input type="checkbox"/> Fan Powered Box
<input type="checkbox"/> Other |
|---|--|

FILTER SERVICE

- Filters furnished and installed
- Annually
- Semi Annually
- Quarterly
- Other

BELT SERVICE

- Belts furnished and installed
- Annually
- Semi Annually
- Quarterly
- Other

CONDENSER COIL CLEANING

- Annually
- Semi Annually
- Quarterly
- Other

VII THE PURCHASER AGREES

- A. To accept the judgement of the Seller as to the best means and methods to be employed for any corrective work necessary.
- B. That any alterations, additions, adjustments or repairs made by others, unless authorized by the Seller, will release and terminate all obligations of the Seller.
- C. That as part of this agreement, the Seller shall not be required to furnish or install any items of equipment which may be recommended or required by insurance companies, Government, State, Municipal or other authorities, unless paid for by the Purchaser.
- D. That the product or equipment listed in this agreement is being accepted with the understanding that said equipment is in good operating condition. Should any repairs be found necessary upon start-up, or initial inspections, a charge will be made for these repairs, governed by prevailing labor and material rates.
- E. To pay extra for the replacement of coils, water cooled receivers, hermetic sealed units not covered by manufacturer's warranty, or obsolete components of equipment deemed beyond repair in the judgment of the Seller. If materials are covered by warranty, then the Purchaser agrees to pay Seller for labor and materials necessary to replace said defective warranty equipment.
- F. That the Seller shall not be required to remove or replace or alter any part of the building structure in the performance of this agreement or to make any corrections in design and/or engineering of the equipment or installation.

VIII IT IS FURTHER AGREED

- A. The Seller's work under this agreement will not include: cabinets, hardware or glass, ductwork, dampers, insulation, recording instruments, gauges, thermometers, water supply, steam and drain lines beyond the apparatus valves, electrical lines equipment beyond the apparatus main switch, moving or relocating equipment, replacement of parts that are obsolete, repairs due to freezing or from contaminated corrosive water, boiler tubes and boiler sections or refractory, furnace heat exchangers, combustion chambers, smoke stacks, chimney and breeching, painting of equipment or cleaning of coils, ducts, flues, delimiting of water cooling towers and condensers unless specifically included under optional coverages amendment to this agreement.
- B. The Purchaser will assume responsibility and pay extra for all service and material required due to electrical power failure, high or low voltage, burned out main or branch fuses, low water pressure, contamination, accident, freezing, flooding, willful damage, neglect, fire, theft, clogged filters and operation of equipment beyond design conditions.
- C. The Seller shall not be liable for any losses or damages as a result of interruption in use of equipment or due to labor disturbances, freeze-up, fire, rust or corrosion, commercial delays, spoilage, flooding, loss of business, war conditions, and/or Acts of God or circumstances beyond our control.
- D. That the Seller assumes no liability for negligence or failure whatsoever other than to perform the service herein set forth and, in no event, is the Seller's liability for any reason whatsoever, to exceed the amount of the service charge for one monthly period.
- E. The Purchaser agrees to pay as an extra for service rendered on equipment or components not listed in this agreement or for nuisance calls.

VIII (Cont'd)

- F. That the Seller reserves the right to price revisions on the labor portion of this agreement which are a direct result of union wage rate increases during the term of this agreement.
- G. This agreement is not transferable, and maybe cancelled upon 30-day notice, in writing only, by either party. If the PURCHASER, prior to the anniversary date, cancels this Agreement the SELLER is entitled to all payments for maintenance and repairs made to that date. This agreement shall be automatically renewable on an annual basis unless cancelled in writing by either party. Agreement price can only be adjusted at the anniversary date, unless equipment or services have been added or subtracted from the original Agreement.
- H. That all labor (covered by this agreement) performed other than Monday through Friday (8am to 4:30pm) will be invoiced to Purchaser at a rate of 1.5X regular labor rate; Holidays: 2X the labor rate. Regular rate is \$154 /hr/man.
- I. This agreement constitutes the entire agreement between the parties. No supplement, modification, waiver, or termination of this agreement or any of the provisions hereof shall be binding unless executed in writing by the parties to be bound thereby. No waiver of any of the provisions shall constitute a waiver of any other provisions, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.
- J. This agreement shall be construed in accordance with and governed by the laws of the State of Illinois.
- K. This agreement shall be binding upon the parties hereto and their respective successors and assigns.
- L. All claims, disputes and other matters in question between the Purchaser and the Seller arising out of, or relating to, the Agreement Document or the breach thereof, shall be decided by arbitration. A mutually agreeable arbitrator shall act as interpreter and judge and will endeavor to secure faithful performance by both the Purchaser and the Seller. Arbitrator will not show partiality to either party and decision rendered shall be final.
- M. This agreement not valid or binding until accepted by **COMPLETE TEMPERATURE SYSTEMS, INC.**
- N. SELLER shall not be required to remove or dispose of any items which are or may be identified as hazardous waste materials, such as waste oils, acid or insulation materials such as asbestos; disposal of lamps or ballasts or any other materials considered hazardous. These items are the property of the CUSTOMER, and all costs associated with proper removal, transportation and disposal are the sole responsibility of the customer.

SCOPE OF WORK

SPLIT SYSTEM - AIR HANDLER/FURNACE

QUARTERLY: (FALL)

1. Perform a visual inspection, check for unusual noise or vibration.
2. Replace filters.
3. Replace belts as stated per Terms of Agreement and/or check tension, condition and alignment of blower belts, adjust as necessary.
4. Inspect blower assembly components for wear or damage, lubricate motor and blower bearings if applicable.
5. Check condition of condensate removal system and components.
6. Check heating system components. Test heating system for proper operation. Perform manufacturer's recommended preseason start-up.
7. Check all operating and safety controls.
8. Properly secure any doors or access panels removed during inspection.
9. Service records and record conditions for each piece of equipment.
10. Submit report stating existing conditions and any additional repairs or modifications that maybe required.

QUARTERLY: (WINTER)

1. Perform a visual inspection, check for unusual noise or vibration.
2. Replace filters.
3. Replace belts as stated per Terms of Agreement and/or check tension, condition and alignment of blower belts, adjust as necessary.
4. Inspect blower assembly components for wear or damage, lubricate motor and blower bearings if applicable.
5. Check condition of condensate removal system and components.
6. Test heating system for proper operation.
7. Check all operating and safety controls.
8. Properly secure any doors or access panels removed during inspection.
9. Maintain service records and record conditions for each piece of equipment.
10. Submit report stating existing conditions and any additional repairs that may be required.

QUARTERLY: (SPRING)

1. Perform a visual inspection, check for unusual noise or vibration.
2. Replace filters.
3. Replace belts as stated per Terms of Agreement and/or check tension, condition and alignment of blower belts, adjust as necessary.
4. Inspect blower assembly components for wear or damage, lubricate motor and blower bearings if applicable.
5. Check condition of condensate removal system and components.
6. Check refrigeration cycle for proper operation.
7. Check evaporator coil for proper heat transfer.
8. Check refrigeration circuit for leaks.
9. Check compressor oil level and pressure if applicable.
10. Check all operating and safety controls.
11. Check equipment interlocks (where applicable)
12. Properly secure any doors or access panels removed during inspection.
13. Maintain service records and record conditions for each piece of equipment.
14. Submit report stating existing conditions and any additional repairs or modifications that maybe required.

QUARTERLY: (SUMMER)

1. Perform a visual inspection, check for unusual noise or vibration.
2. Replace filters.
3. Replace belts as stated per Terms of Agreement and/or check tension, condition and alignment of blower belts, adjust as necessary.
4. Inspect blower assembly components for wear or damage, lubricate motor and blower bearings if applicable.
5. Check all motor loads.
6. Service all electrical connections.
7. Check all electrical components.
8. Check all operating and safety controls.
9. Properly secure any doors or access panels removed during inspection.
10. Maintain service record condition for each piece of equipment.
11. Submit report stating existing conditions and any additional repairs or modifications that maybe required.

SCOPE OF WORK

SPLIT SYSTEM - CONDENSER UNIT

QUARTERLY: (FALL)

1. Perform a visual inspection, check for unusual noise or vibration.
2. Check heating system components, if applicable.
3. Check all operating and safety controls.
4. Check condenser fan motor(s) and blade(s) for damage. Lubricate bearings if applicable.
5. Check condenser coil for damage.
6. Properly secure any doors or access panels removed during inspection.
7. Maintain service records conditions for each piece of equipment.
8. Submit report stating existing conditions and any additional repairs or modifications that maybe required.

QUARTERLY: (WINTER)

1. Perform a visual inspection, check for unusual noise or vibration.
2. Check heating system components if applicable.
3. Check all operating and safety controls.
4. Check condenser fan motor(s) and blade(s) for damage. Lubricate bearings if applicable.
5. Check condenser coil for damage.
6. Properly secure any doors or access panels removed during inspection.
7. Maintain service records conditions for each piece of equipment.
8. Submit report stating existing conditions and any additional repairs or modifications that maybe required.

QUARTERLY: (SPRING)

1. Perform a visual inspection, check for unusual noise or vibration.
2. Check condenser fan motor and blade for damage.
3. Check condenser coil for fin damage.
4. Clean condenser coil using a non-acid based cleaner, rinse thoroughly, or pressure washing per terms of the Agreement
5. Visually check refrigerant circuit for leaks.
6. Check compressor oil level and pressure if applicable.
7. Check compressor crankcase heater. (where applicable)
8. Properly secure any doors or access panels removed during inspection.
9. Maintain service recor
10. Maintain service records conditions for each piece of equipment.
Submit report stating existing conditions and any additional repairs or modifications that maybe required.

QUARTERLY: (SUMMER)

1. Perform a visual inspection, check for unusual noise or vibration.
2. Service all electrical connections.
3. Check electrical components.
4. Check all motor loads.
5. Check all operating and safety controls.
6. Check condenser fan motor and blade for damage.
7. Check condenser coil for fin damage.
8. Properly secure any doors or access panels removed during inspection.
9. Maintain service record condition for each piece of equipment.
10. Submit report stating existing conditions and any additional repairs or modifications that maybe required.

SCOPE OF WORK
AIR HANDLING UNIT: CHILLED/HOT WATER

SEMI-ANNUAL: (2 Inspections)

1. Perform a visual inspection, check for unusual noise or vibration.
2. Replace filters.
3. Inspect heating and cooling coils, clean as required. (Per terms of agreement)
4. Inspect drain pan and condensate drain line and trap, clean and pan.
5. Clean coil inlet strainers.
6. Check piping serving unit for damage or deterioration.
7. Check operation of chilled water and hot water control valves, check position feedback for accuracy, calibrate.
8. Inspect fan wheels for damage. Clean at least once per year as needed.
9. Inspect drive sheaves for wear and damage.
10. Replace belts as stated per Terms of Agreement and/or check tension, condition and alignment of blower belts, adjust as necessary.
11. Lubricate motor and blower bearings, as required.
12. Check bearing and motor mounting.
13. Check motor operating voltage and amperages, record reading.
14. Check variable frequency drive service per manufacturer's recommendations.
15. Check electrical connections, motor starters, relays overloads and associated electrical equipment for condition and proper operation.
16. Check inlet vanes and dampers for proper operation and adjust, if necessary. (If applicable)
17. Check variable frequency drives for proper operation. (If applicable)
18. Check equipment interlocks. (If applicable)
19. Check control system input devices for proper operation and accuracy. Calibrate as needed.
20. Check calibration of controls system outputs.
22. Properly secure any doors or access panels removed during inspection.
23. Maintain service records and record conditions for each piece of equipment.
24. Submit report stating existing conditions and any additional repairs or modifications that may be required.

QUARTERLY

1. Perform a visual inspection, check for unusual noise or vibration.
2. Replace filters.
3. Check bearing and motor mounting.
4. Replace belts as stated per Terms of Agreement and/or check tension, condition and alignment of blower belts, adjust as necessary.
5. Properly secure any doors or access panels removed during inspection.
6. Maintain service records and record conditions for each piece of equipment.
7. Submit report stating existing conditions and any additional repairs or modifications that may be required.

***Total number of inspections will be based on Terms of Agreement**

BOILER

QUARTERLY: (2 per year)

1. Check boiler and system for leaks.
2. Check flame signal strength for both pilot and main flame.
3. Check pilot and main fuel shutoff valves closing.
4. Check ignitor and burner operation.
5. Lubricate motors and equipment bearings.
6. Test fan and air pressure interlocks.
7. Check main burner fuel safety shutoff valves for leakage.
8. Check low fire start interlock.
9. Check high pressure/temperature interlocks.
10. Check high and low pressure interlocks on gas train

SEMI-ANNUAL: (1 per year)

1. Inspect burner components.
2. Check flame failure system components.
3. Check piping and wiring of all interlocks and shutoff valves.
4. Perform a slow drain test for low water cut-off (if applicable)
5. Check combustion control system.

ANNUAL: (1 per year) PLEASE NOTE: ALL LINE ITEMS LISTED IN QUARTERLY AND SEMI-ANNUAL WILL BE COMPLETED DURING THE ANNUAL INSPECTION

1. Check all equipment coils and diaphragms.
2. Perform a pilot turndown test.
3. Check low water cut-off.
4. Check gas drip leg and gas strainer.
5. Clean boiler firesides (Per Terms of Agreement).
6. Drain boiler, open manholes, hand-holes, and clean water sides.
7. Clean burner and fans.
8. Replace gaskets. (Per Terms of Agreement).
9. Leak test all fuel valves.
10. Test operation of all controls and safety devices.
11. Perform combustion analysis.

TOTAL NUMBER OF INSPECTIONS WILL BE BASED ON TERMS OF AGREEMENT

PUMP AND PUMP STARTERS

ANNUAL: (1 PER YEAR)

1. Check all mounting points and verify they are secure.
2. Inspect the mechanical seal and packing.
3. Inspect the pump flanges for leaks.
4. Inspect coupling.
5. Check all electrical terminals and verify they are tight.
6. Inspect motor vents and windings for dust build up. Clean if necessary.
7. Inspect starter/contactors for arcing and/or overheating.
8. Place megohmmeter on windings to check for insulation failure.

TOTAL NUMBER OF INSPECTIONS WILL BE BASED ON TERMS OF AGREEMENT

Gifts and Donations Policy

The Maywood Public Library District welcomes gifts of books, materials, equipment, works of art, documents, photographs, property of any kind, and money. The Library reserves the right to refuse any gift that it deems to be not in the best interests of the Library to accept.

If a gift is accepted by the Library, the gift shall be final and no restrictions on the Library's ownership, possession, use or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees and memorialized in writing.

The Library does not charge or accept gifts in exchange for Library services. If a gift or "tip" is left for Library staff, it will be considered a gift or donation to the Library as a whole, not to any one individual.

Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items which are not added to collection will be used or disposed of at the discretion of the Library. The Library will consider adding donations to its collection based on several factors, including need, space, impact on staff time, and the expense and frequency of maintenance. Items to be added to the collection are restricted to those in "as-new" condition. Librarians will use professional judgment to determine if items meet the Library's materials selection policy and will enhance the Library's collection. Items not added to the collection may be given to the Friends of the Library for sale, given to other libraries, or discarded. The Library cannot assess or suggest a value for non-monetary gifts for income tax or other purposes.

The Library welcomes gifts of the following materials:

- Hardcover and paperback books in good condition
- Books on CD
- Commercially made DVDs, Blu-rays, and CDs
- Video Games

The Library cannot accept donations of the following materials:

- VHS tapes
- Records
- Audiocassettes and books on tape
- Abridged/Condensed books
- Textbooks/Encyclopedia sets

The Library welcomes monetary gifts for purchase of materials for the collections given in recognition of individuals or organizations. The library staff will choose items which accommodate the donor's subject or title preferences whenever possible, provided it is consistent with the mission, goals, and objectives of the Library. The names of the donor(s) and those recognized by the gift will be listed on a bookplate affixed to the material, if so desired.

The Library welcomes gifts of cash or stock. If the gift is used to purchase library materials, library staff will try to accommodate the donor's subject or title preferences. A plate with the donor's name will be affixed to the item purchased, if so desired.

The Library will accept gifts of real property that support the mission of the Library. Such offers will be handled by the Director who, in consultation with the Board of Trustees, will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

In general, gifts of art objects should be of local interest to the community, of a professional quality, well executed and in good condition. Art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interests of the institution. Because of the Library's limited display and storage areas, potential donors of art & decorative objects are requested to discuss any possible gifts with the Director and Board of Trustees. No gifts posing a danger or threat to patrons will be accepted (e. g. metal sculpture with sharp, moving parts). No gifts that require extensive, regular special care or conservation will be accepted.

The Library will provide a timely, written acknowledgment of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so prior to donation.

Any donations of items valued at over \$5,000 for which donors intend to claim a deduction are required by the IRS to be appraised by a "Qualified Appraiser." The Library does not pay for such appraisals and is not responsible for reviewing or authenticating the validity of such appraisals.

The Library cannot guarantee that any gift will be part of the collection or furnishings permanently. Excess articles may be first offered to other Village or Township agencies and then given to the Friends or discarded.

Approved 6/2023