

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
Board of Trustees  
Regular Board Meeting

Agenda

July 19, 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 June 21, 2023
  - 5b. **Action Item:** Approval of the executive session minutes of the regular meeting held on June 21, 2023
6. Communications & Announcements
7. Treasurer's Report
  - 7a. **Action Item:** Approve June 2023 Treasurers Report
  - 7b. **Action Item:** Approve the Accounts Payable for June 28, 2023, in the amount of \$12,975.20 and the Accounts Payable for July 19, 2023, in the amount of \$15,776.06
  - 7c. **Action Item:** Approval of Library Payroll for June 28, 2023 payroll in the amount of \$19,200.60 and July 12, 2023 in the amount of \$20,161.34.
  - 7d. **Action Item:** Ratify the IMRF payment for June 2023 in the amount of \$4,443.21.
  - 7e. **Action Item:** Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.
8. Library Director's Report
9. Committee Reports

# MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees  
Regular Board Meeting  
July 19, 2023  
Agenda

## 10. Old Business

- 10a. **Discussion/Action Item:** Approval of FY2024 Budget
- 10b. **Discussion/Action Item:** Maximon Behavioral Health Proposal Discussion
- 10c. **Discussion/Action Item:** Gifts and Donations Policy

## 11. New Business

- 11a. **Discussion/Action Item:** A Resolution to Honor Trustee Doreen Berrian
- 11b. **Discussion/Action Item:** Approval of Providing Non-Resident Cards Using the General Formula Method of Pricing A Resolution to Honor Trustee Sinaria Lee
- 11c. **Discussion/Action Item:** Approval of Building and Maintenance Tax Ordinance
- 11d. **Discussion/Action Item:** Community Event Calendar
- 11e. **Discussion/Action Item:** Future of Library Foundation
- 11f. **Discussion/Action Item:** Rescheduling September Board Meeting

## 12. Comments from the Board

## 13. Executive Session –

- Pursuant to 5 ILCS 120/2(c)(11), to discuss litigation “when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when a public body finds an action is probable or imminent.”

## 14. Adjournment

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

**June 21, 2023**

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

The Regular Meeting of the Maywood Public Library District Board of Trustees was called to order by President Williams at 6:31 p.m. on Wednesday June 21, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Williams, Sanchez, Rice, Villarreal, and Banks.

Absent: Trustee Butler (excused). Vice-President Burnside arrived at 6:32 p.m.

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell, Andy Dogan of Williams Architects, Dan Eallonardo of Independent Construction Services, Inc., Doreen Berrien, interim business manager, and library employees Daniela Martinez and Stephanie Samuel.

**2. ADOPTION OF AGENDA**

President Williams asked for a motion to amend the agenda to move agenda item 11a Capital Needs Assessment Presentation by Andy Dogan to after agenda item 4 Public Comment.

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

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

**Motion Passed**

President Williams asked for a motion to adopt the amended agenda.

A motion was made by Trustee Rice and seconded by Vice-President Burnside to adopt the amended agenda.

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

**Motion Passed**

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

**June 21, 2023**

**3. INTRODUCTION OF VISITORS**

Andy Dogan of Williams Architects introduced himself and indicated he would be giving the Capital Needs Assessment presentation Dan Eallonardo of Independent Construction Services, Inc. introduced himself and indicated he is contracted to act as the owners' representative for the library. Doreen Berrien introduced herself and thanked the Board for the opportunity to come in and assist the Board and the Library through the transition period. Daniela Martinez and Stephanie Samuel introduced themselves to the Board.

**4. PUBLIC COMMENT**

There were no additional public comments.

**11a. FY2022 CAPITAL NEEDS ASSESSMENT PRESENTATION BY A. DOGAN**

Andy Dogan of Williams Architects gave a presentation summarizing the findings of his 2023-2033 Capital Needs Assessment. During the presentation, Dan Eallonardo of Independent Construction Services, Inc. offered input as part of his role as owner's representative.

**5. APPROVAL OF MINUTES**

5a & 5b Approval of the minutes of the regular meeting held on May 17, 2023, and of the executive session minutes of the regular meeting held on May 17, 2023.

President Williams asked for a motion to approve the minutes of the regular meeting held on May 17, 2023 as written and to approve the minutes of the executive session minutes as written. A motion was made Trustee Rice and seconded by Vice-President Burnside.

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

**Motion Passed**

**6. COMMUNICATION AND ANNOUCEMENTS**

Director Shell referred to two communications included in the Board packet. The first

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

**June 21, 2023**

was an article written by Library attorney Julie Tappendorf about the new state law tying state funding to the Library's adoption of the Library Bill of Rights or declaring that the Library prohibits the practice of banning specific books or resources.

The second was an invitation from Illinois Speaker Emanuel "Chris" Welch for library staff, trustees and families to attend the annual Juneteenth and Father's Day Celebration on Monday, June 19<sup>th</sup>, 2023. President Williams requested that future invitations be passed on to Trustees as soon as they are received.

**7. TREASURER'S REPORT**

- 7a. Approve May 2023 Treasurers Report
- 7b. Approve the Accounts Payable for June 15, 2023 in the amount of \$33,239.03
- 7c. Approve 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. Ratify the IMRF payment for May 2023 in the amount of \$6,611.04
- 7e. 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. Ratify the payments of invoices paid prior to the board meeting in the amount of \$ 3,259.21

President Williams asked for a motion to approve the Treasurer's Report encompassing agenda items 7a through 7f. A motion was made by Trustee Rice and seconded by Secretary Banks to approve all financial documents as presented.

Trustee Sanchez asked for clarification on check 2911 to Ben & Jerry's Catering. Director Shell explained that this was for our end of summer reading party on Saturday, August 5, 2023.

Trustee Sanchez asked for clarification on check 2931 to T-Mobile and the Misc. Grant Expense budget line it was charged to. Director Shell explained that the Library purchased a number of iPads using AgeOptions grant money for senior patrons to use and the T-Mobile charge was for the data plan for the devices. The data plan was also being paid for by AgeOptions grant money. For the FY2024 budget, a specific AgeOptions grant line was added to the chart of accounts.

Trustee Sanchez asked for clarification on check 2932 to Today's Business Solutions. Director Shell explained that Today's Business Solutions (TBS) provide the coin towers and credit card readers for the patron print/copy machines, as well as the software to manage the patron computer sign-in process and patron print management.

Trustee Sanchez asked for clarification on check 2933 to US Bank. Director Shell

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

**June 21, 2023**

explained that this was the payment for the new Library credit card. The Board discussed what a reasonable limit on the credit card would be. The Board would prefer a limit less than \$15,000. Director Shell will try to get a limit of \$8,000 to \$10,000.

Trustee Villarreal asked for clarification on the Summary of Monthly Cash Receipts and Disbursements. She asked about the additional \$476.80 showing up in the Transfers column of the US Bank Accounts Payable account. Director Shell did not have an immediate answer as to what the deposit was but said he would find out. Trustee Villarreal indicated that she would like the report to “zero out”.

Trustee Villarreal asked for clarification on why the Summary of Monthly Cash Receipts & Disbursements report had an ending balance for the US Bank Accounts Payable account of \$52,047.78, while the Statement of Financial Position report had an ending balance of \$42,698.13 for the same account. Director Shell said he suspected it was due to checks entered into QuickBooks that had not cleared yet and said he would find out. Trustee Villarreal had the same question regarding the Seaway Payroll account (\$19,987.57 vs \$9,325.87) and the Cash-Circulation and Petty-Cash. Director Shell will investigate and report back to the Board at the next meeting.

Finally, Trustee Villarreal asked why the Seaway Foundation account information is showing up on the summary report but not the statement of financial position report. Director Shell explained that the statement of financial position is only showing information about accounts directly controlled by the Library. The Library may receive bank statements from Foundation bank accounts and can report them to the board, but that money is not directly under the control of the Library.

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

**Motion Passed**

## 8. DIRECTOR'S REPORT

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

We received a letter from IMRF indicating that IMRF has credited our employer IMRF account for \$11,422.46 which were member contributions paid by the Library. More information could be presented in closed session if there were questions.

Pedro Diaz has been having difficulties getting a plumber to come out and look at the

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

**June 21, 2023**

sump pumps in the basement, so that issue is still not resolved.

Pedro Diaz has also been having difficulties getting an electrician to come out to look at the wiring for the external parking lot lights. He is reaching out to some new electricians to try getting this resolved.

Pedro Diaz and Marcia Burton have been working their way through the non-functioning security cameras and have managed to get a few of them working again.

The Dot5 company that our old email system was provide through was recently bought by another company and they don't have a simple tool to migrate old emails from Trustee accounts to the new Office 365 accounts. Marcia Burton will need to change the passwords on the Trustee accounts stating on Friday, June 23<sup>rd</sup>, to do that, so Trustees will not have access to their email until the new Office 365 accounts are turned on.

The trustees had the following statements/questions:

Vice-President Burnside asked if the plumbers or electricians were under any kind of contract that they are violating by not being responsive. Director Shell said they were not contracted workers.

Trustee Sanchez requested that Director Shell get additional tree removal quotes to compare with Paul Bunyon and Sons and to focus on local businesses if possible. Directed Shell indicated that he would welcome any suggestions for local vendors, as he is not as familiar with what businesses are in the area.

Vice-President Burnside asked about the possibility of having Library provided "company" cell phones to use for doing Library Board business. Director Shell said he could look into pricing and bump up the Technology budget line to accommodate this if the Trustees wanted.

Vice-President Burnside asked about having their photos taken for a display of Board members in the Library. Director Shell said those photos could be taken any time that the Trustees wanted to come into the Library to have them done. They didn't need to be done at the same time or coordinated by Library staff.

President Williams and Vice-President Burnside thanked Director Shell for representing the Library and giving a Juneteenth presentation to the Rotary Club of Maywood-Proviso.

President Williams asked for a motion to accept the Director's Report. Vice-President Burnside made a motion to accept the report and Trustee Villarreal seconded.

Regular Board Meeting Minutes  
of the  
MAYWOOD PUBLIC LIBRARY DISTRICT

June 21, 2023

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

**Motion Passed**

9. COMMITTEE REPORTS

None

10. OLD BUSINESS

None

11. NEW BUSINESS

11b. Board Treasurer Position

President Williams nominated Trustee Erica Sanchez for the position of Board Treasurer. Vice-President Burnside seconded the nomination.

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

**Erica Sanchez has been elected to the position of Board Treasurer.**

11c. FY23/24 Budget

Director Shell gave a brief overview of the proposed FY24 operational budget. The Board was not sure when they normally approved the budget in past years.

Trustee Sanchez asked for clarification about the IMRF credit mentioned during the Director's Report. It was decided to discuss it in a closed session.

Trustee Sanchez asked for clarification about the increase in budget line *4140011 Postage* for additional mailings. She indicated she would like to prioritize mailing out the newsletter to all households in Maywood over the welcome brochure for new residents.

Vice-President Burnside said she met with a PLCCA representative and that they will be stopping by the Library to meet with Director Shell to discuss partnership opportunities. She also requested that the Library send a letter of introduction to the PLCCA.

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

**June 21, 2023**

**11d. A Resolution to Honor Trustee Sinaria Lee**

Vice-President Burnside made a motion to pass the resolution honoring Trustee Sinaria Lee for his service to the Library and the Maywood community. Treasurer Banks seconded the motion.

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

**Motion Passed**

**11e. Complete Temperature Systems (CTS) Contract Approval**

President Williams asked for a motion to approve the Preventative Maintenance Agreement with Complete Temperature Systems (CTS). Trustee Villarreal motioned to approve the contract and Secretary Banks seconded.

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

**Motion Passed**

**11f. Square Account Access**

President Williams asked for a motion to approve allowing the linking of the Square point of sale system with the Library's accounts payable bank account. Vice-President Burnside made the motion and Trustee Villarreal seconded.

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

**Motion Passed**

**11g. License Plate Renewal Account Access**

President Williams asked for a motion to approve allowing the State of Illinois and whichever license plate renewal company we contract with to deduct their fees directly from the accounts payable bank account. Trustee Rice made the motion and Secretary Banks seconded.

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

**June 21, 2023**

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

**Motion Passed**

11h. Maximon Behavioral Health Proposal Discussion

President Williams asked for a motion to table agenda item 11h due to Trustee Butler's absence. Secretary Banks made the motion and Trustee Rice seconded the motion.

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

**Motion Passed**

11h. Financial Policies: Gifts and Donations Policy

Treasurer Sanchez asked if there was a separate policy regarding employee gifts and donations, that specifies that employees cannot accept gifts. Secretary Banks pointed out that paragraph three in the draft policy does state the procedure if a patron gives a gift or tip to a staff member.

Suggestions for possible edits were made including...

"If a gift or "tip" is left for any individual Library staff member it will be considered a gift or donation to the library as a whole and not to the individual staff member."

"Tips or monetary gifts for individuals cannot be accepted."

Secretary Banks made a motion to adopt the Gifts and Donations Policy as amended using the suggestions above and Trustee Villarreal seconded the motion.

After further discussion, Secretary Banks made a motion to rescind her previous motion on the Gifts and Donations Policy and Trustee Villarreal seconded the motion to rescind.

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

**Motion Passed**

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

**June 21, 2023**

President Williams asked for a motion to table agenda item 11i so more work can be done on the policy. Secretary Banks made the motion and Trustee Rice seconded the motion.

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

**Motion Passed**

**12. COMMENTS FROM THE BOARD**

President Williams thanked the Board for the opportunity so serve as President. She also wanted to go on record to say that Erica Sanchez's work as previous President was phenomenal. She knows all the work that Erica Sanchez did behind the scenes, including when on vacation. Work that may not be seen by other Board members. She personally thanked Treasurer Sanchez for the work she did as President and her leadership. Trustee Rice and Vice-President Burnside also thanked Treasurer Sanchez for the work she did.

**13. EXECUTIVE SESSION**

President Williams called for a motion to go into executive session per 5 ILCS 120/2(c)(2) for "deliberations concerning salary schedules for one or more classes of employees". Vice-President Burnside motioned to go into executive session and Secretary Banks seconded.

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

**Motion Passed. Entered closed session at 9:31 pm**

At 9:38pm the Board ended the closed session per 5 ILCS 120/2(c)(2) and went right into a new closed session, per 5 ILCS 120/2(c)(1) to discuss "the employment, compensation, discipline, performance, or dismissal of specific employees", resulting from earlier discussions in open session and per 5 ILCS 120/2(c)(11) to discuss "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**

**June 21, 2023**

President Williams called for a motion to reconvene open session. Trustee Villarreal motioned to reconvene open session at 9:49 pm and Secretary Banks seconded the motion.

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

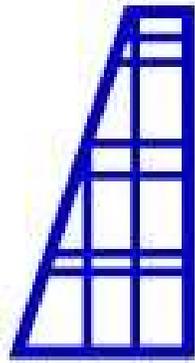
Nays: None

**Motion Passed**

**14. ADJOURNMENT**

President Williams adjourned the Regular Board Meeting by consensus at 9:50 pm.

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



**Maywood  
Public  
Library  
District**

# **MONTHLY FINANCIAL STATEMENTS**

**JUNE 2023**

**Maywood Public Library District**  
**Summary of Monthly Cash Receipts & Disbursements**  
**As of June 30, 2023**

Account	Beginning Bal. 6/1/2023	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 6/30/2023
US Bank - Primary	\$ 1,226,767.46		\$ (100,000.00)	\$ 1,486.04	\$ 2,823.00		\$ (94.11)	\$ 1,130,982.39
US Bank - Accounts Payable	\$ 52,047.78		\$ 100,000.00			\$ (77,133.52)		\$ 74,914.26
Self-Help (Seaway) Payroll	\$ 19,987.57	\$ 1.64					\$ (10.00)	\$ 19,979.21
IL Funds - Primary	\$ 338,760.48	\$ 1,443.34						\$ 340,203.82
Cash - Circulation	\$ 150.00							\$ 150.00
Petty Cash	\$ 65.00							\$ 65.00
<b>Total</b>	<b>\$ 1,637,778.29</b>	<b>\$ 1,444.98</b>	<b>\$ -</b>	<b>\$ 1,486.04</b>	<b>\$ 2,823.00</b>	<b>\$ (77,133.52)</b>	<b>\$ (104.11)</b>	<b>\$ 1,566,294.68</b>

6/6/2023 Deposit

3039011	Donations	\$ -
3060011	Fines	\$ -
3070011	Copy Machine	\$ 193.57
3080011	Lost and Paid	\$ 27.64
3095011	General Sales	\$ 27.27
3095511	Book Sales	\$ 378.35
3123011	Vending Machine Inc	\$ -
3125011	Fax Machine	\$ 30.25
3127011	Room Rental Income	\$ 15.00
3130011	Misc Income	\$ 118.36
3132511	Mayood Book Inc	\$ -
3608011	Passport Income	\$ 945.00
	<b>Total Desposit</b>	<b>\$ 1,735.44</b>

6/23/2023 Deposit

3039011	Donations	\$ 25.00
3060011	Fines	
3070011	Copy Machine	\$ 466.55
3080011	Lost and Paid	\$ 14.16
3095011	General Sales	\$ 4.85
3095511	Book Sales	\$ 12.00
3123011	Vending Machine Inc	
3125011	Fax Machine	\$ 1.00
3127011	Room Rental Income	\$ 15.00
3130011	Misc Income	\$ 189.00
3132511	Mayood Book Inc	
3608011	Passport Income	\$ 360.00
	<b>Total Desposit</b>	<b>\$ 1,087.56</b>

# Maywood Public Library

## Statement of Financial Position Comparison

As of June 30, 2023

	Total	
	As of Jun 30, 2023	As of May 31, 2023 (PP)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1001011 Petty Cash	75.00	75.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	9,317.51	9,325.87
1050011 IL Funds - Primary	340,203.82	338,760.48
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	1,130,982.39	1,226,767.46
1080111 US Bank - Accounts Payable	45,074.35	42,698.13
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
<b>Total Bank Accounts</b>	<b>\$ 1,525,776.87</b>	<b>\$ 1,617,750.74</b>
<b>Total Current Assets</b>	<b>\$ 1,525,776.87</b>	<b>\$ 1,617,750.74</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,525,776.87</b>	<b>\$ 1,617,750.74</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2100011 Accounts Payable	-46.08	-46.08
<b>Total Accounts Payable</b>	<b>-\$ 46.08</b>	<b>-\$ 46.08</b>
<b>Credit Cards</b>		
<b>2100311 BofA Credit Card</b>		
2100411 BOA-Stan	0.00	0.00
2100511 BOA-Josephine	0.00	0.00
<b>Total 2100311 BofA Credit Card</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
2100911 Chase Southwest Visa	0.00	0.00
<b>Total Credit Cards</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Other Current Liabilities</b>		
2101011 Federa I Tax Withheld	0.00	0.00
2102011 State Tax Withheld	5,784.54	5,784.54

# Maywood Public Library

## Statement of Financial Position Comparison

As of June 30, 2023

	Total	
	As of Jun 30, 2023	As of May 31, 2023 (PP)
2103011 FICA Withheld	308.58	-0.01
2104011 IMRF Withheld	-1,887.13	-265.19
2104511 IMRF-VAC	2,495.34	1,968.40
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
<b>Total Other Current Liabilities</b>	<b>\$ 7,624.54</b>	<b>\$ 8,410.95</b>
<b>Total Current Liabilities</b>	<b>\$ 7,578.46</b>	<b>\$ 8,364.87</b>
<b>Total Liabilities</b>	<b>\$ 7,578.46</b>	<b>\$ 8,364.87</b>
<b>Equity</b>		
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90
2900078 Fund Balance - Working Cash	258,366.98	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05
2900093 Fund Balance - Unemployment	16,025.37	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00
Opening Balance Equity	-6,624.18	-6,624.18
Retained Earnings	637,084.55	637,084.55
Net Revenue	571,889.23	663,076.69
<b>Total Equity</b>	<b>\$ 1,518,198.41</b>	<b>\$ 1,609,385.87</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,525,776.87</b>	<b>\$ 1,617,750.74</b>

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

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>				
3001011 Tax Revenue - Current	1,003,251.85	1,328,626.00	-325,374.15	75.51%
3001080 Tax Rev Current - Building Fund	26,904.51		26,904.51	
3001091 Tax Rev Current - FICA Fund	97,637.30		97,637.30	
3001092 Tax Rev Current - IMRF Fund	132,774.73		132,774.73	
3001093 Tax Rev Current - Unemp Fund	6,943.12		6,943.12	
3001094 Tax Rev Current - Workers Comp Fund	6,943.12		6,943.12	
3001095 Tax Rev Current - Liab Ins Fund	97,637.28		97,637.28	
3001096 Tax Rev Current - Audit Fund	16,923.82		16,923.82	
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	266.00		266.00	
3070011 Copy Machine	3,950.90	2,000.00	1,950.90	197.55%
3080011 Lost and Paid	202.78	150.00	52.78	135.19%
3095011 General Sales	40.42	25.00	15.42	161.68%
3095511 Book Sales	702.74	25.00	677.74	2810.96%
3123011 Vending Machine Income	743.75	1,500.00	-756.25	49.58%
3125011 Fax Machine	37.75		37.75	
3127011 Room Rental Income	275.00		275.00	
3130011 Miscellaneous Income	879.42	300.00	579.42	293.14%
3132511 Maywood Book Income		300.00	-300.00	0.00%
3302011 Interest - All Bank	1,149.20	200.00	949.20	574.60%
3302311 Interest - SB&T Payroll	8.87		8.87	
3304011 Interest - IL Funds Primary	11,480.96	200.00	11,280.96	5740.48%
3608011 Passport Income	8,065.84	5,000.00	3,065.84	161.32%
<b>Total Revenue</b>	<b>\$ 1,738,170.01</b>	<b>\$ 1,432,768.00</b>	<b>\$ 305,402.01</b>	<b>121.32%</b>
<b>Gross Profit</b>	<b>\$ 1,738,170.01</b>	<b>\$ 1,432,768.00</b>	<b>\$ 305,402.01</b>	<b>121.32%</b>
<b>Expenditures</b>				
4010011 Salaries	453,816.59	575,000.00	-121,183.41	78.92%
4040011 Healthcare Premium	24,413.11	65,000.00	-40,586.89	37.56%
4050011 Trustee Development	930.00	3,500.00	-2,570.00	26.57%
4051011 Staff Development	2,160.36	3,500.00	-1,339.64	61.72%
4052011 Travel	1,298.66	2,000.00	-701.34	64.93%
4060011 Professional Education	105.30		105.30	
4070011 Membership Dues	823.00	4,400.00	-3,577.00	18.70%
4080011 Adult Books	14,910.82	20,000.00	-5,089.18	74.55%
4080012 YS Books	6,117.61	15,000.00	-8,882.39	40.78%
4085011 SWAN Lost Books	252.47	2,000.00	-1,747.53	12.62%
4090011 Periodicals	2,079.36	1,600.00	479.36	129.96%

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

	Total			
	Actual	Budget	over Budget	% of Budget
4100011 Adult Audio Visual	2,494.49	7,500.00	-5,005.51	33.26%
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	13,917.15	15,000.00	-1,082.85	92.78%
4130011 Library Supplies	8,621.09	17,000.00	-8,378.91	50.71%
4130511 Bank Fees	1,088.86	700.00	388.86	155.55%
4131011 Hospitality	1,690.24	2,000.00	-309.76	84.51%
4135011 Printing	826.00	3,000.00	-2,174.00	27.53%
4140011 Postage	2,545.39	1,500.00	1,045.39	169.69%
4150011 Telephone	5,521.27	10,000.00	-4,478.73	55.21%
4160011 Publicity	1,800.00	5,000.00	-3,200.00	36.00%
4170011 Professional Services	117,430.74	65,000.00	52,430.74	180.66%
4205011 Natural Gas	37,953.01	39,000.00	-1,046.99	97.32%
4210011 Databases & E-Resources	12,065.26	9,000.00	3,065.26	134.06%
4215011 Water	7,143.68	11,000.00	-3,856.32	64.94%
4225011 Electricity	67,483.67	90,000.00	-22,516.33	74.98%
4235011 Garbage	5,595.60	4,500.00	1,095.60	124.35%
4240011 Maintenance of Equipment	12,085.61	35,000.00	-22,914.39	34.53%
4250011 Contract Maintenance Building	32,367.93	60,000.00	-27,632.07	53.95%
4256011 Janitorial Supplies	1,449.80	7,000.00	-5,550.20	20.71%
4260011 General Maintenance - Building	23,614.63	35,000.00	-11,385.37	67.47%
4265011 SWAN	24,935.00	26,000.00	-1,065.00	95.90%
4290011 Public Programming (deleted)	54.91		54.91	
4292011 Special Events	3,639.17	8,000.00	-4,360.83	45.49%
4302011 Adult Programming	3,222.96	6,000.00	-2,777.04	53.72%
4302012 YS Programming	1,865.12	4,000.00	-2,134.88	46.63%
4310011 Equipment Purchase	3,599.98	5,000.00	-1,400.02	72.00%
4311011 Capital Improvements		40,000.00	-40,000.00	0.00%
4320011 Legal Fees	9,507.21	20,000.00	-10,492.79	47.54%
6032011 Misc. Grant Expense	4,921.95		4,921.95	
6033011 DCEO Grant Expense	9,950.92		9,950.92	
6123011 Vending Machine Expenses	1,113.74	2,000.00	-886.26	55.69%
9150091 FICA Expenditures	34,922.58	44,000.00	-9,077.42	79.37%
9250092 IMRF Expenses - District	161,166.16	93,085.00	68,081.16	173.14%
9350093 Unemployment Insurance	5,217.12	5,000.00	217.12	104.34%
9450094 Insurance - Workers Comp	2,584.00	1,000.00	1,584.00	258.40%
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	
<b>Total Expenditures</b>	<b>\$ 1,166,280.78</b>	<b>\$ 1,419,785.00</b>	<b>-\$ 253,504.22</b>	<b>82.14%</b>

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

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	Total			
	Actual	Budget	over Budget	% of Budget
Net Operating Revenue	\$ 571,889.23	\$ 12,983.00	\$ 558,906.23	4404.91%
Net Revenue	\$ 571,889.23	\$ 12,983.00	\$ 558,906.23	4404.91%

Tuesday, Jul 11, 2023 09:23:09 AM GMT-7 - Accrual Basis

# Maywood Public Library

## Statement of Activity by Class

July 2022 - June 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemployment Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
<b>Revenue</b>									
3001011 Tax Revenue - Current	1,003,251.85								1,003,251.85
3001080 Tax Rev Current - Building Fund		26,904.51							26,904.51
3001091 Tax Rev Current - FICA Fund			97,637.30						97,637.30
3001092 Tax Rev Current - IMRF Fund				132,774.73					132,774.73
3001093 Tax Rev Current - Unemp Fund					5,521.19	1,421.93			6,943.12
3001094 Tax Rev Current - Workers Comp Fund						6,943.12			6,943.12
3001095 Tax Rev Current - Liab Ins Fund							97,637.28		97,637.28
3001096 Tax Rev Current - Audit Fund								16,923.82	16,923.82
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	266.00								266.00
3070011 Copy Machine	3,950.90								3,950.90
3080011 Lost and Paid	202.78								202.78
3095011 General Sales	40.42								40.42
3095511 Book Sales	702.74								702.74
3123011 Vending Machine Income	743.75								743.75
3125011 Fax Machine	37.75								37.75
3127011 Room Rental Income	275.00								275.00
3130011 Miscellaneous Income	879.42								879.42
3302011 Interest - All Bank	1,149.20								1,149.20
3302311 Interest - SB&T Payroll	8.87								8.87
3304011 Interest - IL Funds Primary	11,480.96								11,480.96
3608011 Passport Income	8,065.84								8,065.84
<b>Total Revenue</b>	<b>\$ 1,352,406.13</b>	<b>\$ 26,904.51</b>	<b>\$ 97,637.30</b>	<b>\$ 132,774.73</b>	<b>\$ 5,521.19</b>	<b>\$ 8,365.05</b>	<b>\$ 97,637.28</b>	<b>\$ 16,923.82</b>	<b>\$ 1,738,170.01</b>
<b>Gross Profit</b>	<b>\$ 1,352,406.13</b>	<b>\$ 26,904.51</b>	<b>\$ 97,637.30</b>	<b>\$ 132,774.73</b>	<b>\$ 5,521.19</b>	<b>\$ 8,365.05</b>	<b>\$ 97,637.28</b>	<b>\$ 16,923.82</b>	<b>\$ 1,738,170.01</b>

# Maywood Public Library

## Statement of Activity by Class

July 2022 - June 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
<b>Expenditures</b>									
4010011 Salaries	453,816.59								453,816.59
4040011 Healthcare Premium	24,413.11								24,413.11
4050011 Trustee Development	930.00								930.00
4051011 Staff Development	2,160.36								2,160.36
4052011 Travel	1,298.66								1,298.66
4060011 Professional Education	105.30								105.30
4070011 Membership Dues	823.00								823.00
4080011 Adult Books	14,910.82								14,910.82
4080012 YS Books	6,117.61								6,117.61
4085011 SWAN Lost Books	252.47								252.47
4090011 Periodicals	2,079.36								2,079.36
4100011 Adult Audio Visual	2,494.49								2,494.49
4100012 YS Audio Visual	33.23								33.23
4106011 Technology	13,917.15								13,917.15
4130011 Library Supplies	8,621.09								8,621.09
4130511 Bank Fees	1,088.86								1,088.86
4131011 Hospitality	1,690.24								1,690.24
4135011 Printing	826.00								826.00
4140011 Postage	2,545.39								2,545.39
4150011 Telephone	5,521.27								5,521.27
4160011 Publicity	1,800.00								1,800.00
4170011 Professional Services	117,430.74								117,430.74
4205011 Natural Gas	37,953.01								37,953.01
4210011 Databases & E-Resources	12,065.26								12,065.26
4215011 Water	7,143.68								7,143.68
4225011 Electricity	67,483.67								67,483.67
4235011 Garbage	5,595.60								5,595.60

# Maywood Public Library

## Statement of Activity by Class

July 2022 - June 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	12,085.61								12,085.61
4250011 Contract Maintenance Building	32,367.93								32,367.93
4256011 Janitorial Supplies	1,449.80								1,449.80
4260011 General Maintenance - Building	23,614.63								23,614.63
4265011 SWAN	24,935.00								24,935.00
4290011 Public Programming (deleted)	54.91								54.91
4292011 Special Events	3,639.17								3,639.17
4302011 Adult Programming	3,222.96								3,222.96
4302012 YS Programming	1,865.12								1,865.12
4310011 Equipment Purchase	3,599.98								3,599.98
4320011 Legal Fees	9,507.21								9,507.21
6032011 Misc. Grant Expense	4,921.95								4,921.95
6033011 DCEO Grant Expense	9,950.92								9,950.92
6123011 Vending Machine Expenses	1,113.74								1,113.74
9150091 FICA Expenditures	308.59		34,613.99						34,922.58
9250092 IMRF Expenses - District				161,166.16					161,166.16
9350093 Unemployment Insurance					5,217.12				5,217.12
9450094 Insurance - Workers Comp						2,584.00			2,584.00
9550095 Insurance - Liability							30,146.71		30,146.71
9650096 Audit								6,250.00	6,250.00
Uncategorized Expense	548.32								548.32
<b>Total Expenditures</b>	<b>\$ 926,302.80</b>	<b>\$ 0.00</b>	<b>\$ 34,613.99</b>	<b>\$ 161,166.16</b>	<b>\$ 5,217.12</b>	<b>\$ 2,584.00</b>	<b>\$ 30,146.71</b>	<b>\$ 6,250.00</b>	<b>\$ 1,166,280.78</b>
<b>Net Operating Revenue</b>	<b>\$ 426,103.33</b>	<b>\$ 26,904.51</b>	<b>\$ 63,023.31</b>	<b>-\$ 28,391.43</b>	<b>\$ 304.07</b>	<b>\$ 5,781.05</b>	<b>\$ 67,490.57</b>	<b>\$ 10,673.82</b>	<b>\$ 571,889.23</b>
<b>Net Revenue</b>	<b>\$ 426,103.33</b>	<b>\$ 26,904.51</b>	<b>\$ 63,023.31</b>	<b>-\$ 28,391.43</b>	<b>\$ 304.07</b>	<b>\$ 5,781.05</b>	<b>\$ 67,490.57</b>	<b>\$ 10,673.82</b>	<b>\$ 571,889.23</b>

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE**  
**JULY 19, 2023**

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
07/12/2023	2949	American Library Association		2100011 Accounts Payable	130.00	130.00
				4070011 Membership Dues	130.00	
07/12/2023	2950	Amazon Capital Services	Invoices: 1PXT-G3QY-L741; 1KRV-QLT1-FQXC; 1NYR-6FY7-9H9Q; 1VJH-QNMTR-P4DG; 1F6Q-LFNQ-6VJC; 161R-YLVH-7XL6; 1MCK-KWN9-3MM6	2100011 Accounts Payable	389.37	389.37
			16KT-7D4N-XGQX	4100011 Adult Audio Visual	51.39	
			Invoice # 1WNG-VPYD-91M9	4100012 YS Audio Visual	143.17	
			Invoice # 113L-WYH4-KG9W	4130011 Library Supplies	22.98	
			Invoice # 1W3R-WQVX-1MTY	4130011 Library Supplies	92.87	
			Invoice# 1X9V-6W1W-99RP	4302011 Adult Programming	24.99	
			Invoice# 1KXY-CD1W-3TCN	4302011 Adult Programming	53.97	
07/12/2023	2951	Anderson Elevator	Invoice: 74452-W3D8	2100011 Accounts Payable	300.00	300.00
			Monthly Maintenance July Invoice: 74452-W3D8	4250011 Contract Maintenance Building	300.00	
07/12/2023	2952	Anderson Pest Solutions		2100011 Accounts Payable	75.00	75.00
			Bill # 2486355, Inv. # 47757422	4250011 Contract Maintenance Building	75.00	
07/12/2023	2953	Baker & Taylor		2100011 Accounts Payable	815.03	815.03
			2037570270	4080011 Adult Books	423.89	
			"	4080012 YS Books	22.43	
			2037570400	4080011 Adult Books	368.71	
07/12/2023	2954	Chicago Back Flow, Inc		2100011 Accounts Payable	699.00	699.00
			inv. # 38411	4260011 General Maintenance - Building	699.00	

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE**  
**JULY 19, 2023**

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
07/12/2023	2955	Comcast	Acct. # 8771 20 001 0331433	2100011 Accounts Payable	171.85	171.85
			Internet June 23,2023	4106011 Technology	171.85	
07/12/2023	2956	Daniela Martinez		2100011 Accounts Payable	37.28	37.28
				4302012 YS Programming	33.35	
				4052011 Travel	3.93	
07/12/2023	2957	Dushaun Branch Pollard		2100011 Accounts Payable	100.00	100.00
			Chair Yoga 8/9/23	4302011 Adult Programming	100.00	
07/12/2023	2958	Dushaun Branch Pollard		2100011 Accounts Payable	60.00	60.00
			Chair Yoga 8/23/23	4302011 Adult Programming	60.00	
07/12/2023	2959	Independent Construction Services	Invoices: 1208	2100011 Accounts Payable	435.00	435.00
			Inv#1208	4170011 Professional Services	435.00	
07/12/2023	2960	The Library Store	Supplies	2100011 Accounts Payable	281.78	281.78
			Supplies	4130013 Tech Services Supplies	281.78	
07/12/2023	2961	MidAmerican Energy	Acct. # 228692	2100011 Accounts Payable	7,022.08	7,022.08
			End Read Date 6/13/23	4225011 Electricity	7,022.08	
07/12/2023	2962	Midwest Tape, LLC	Audio Visual - Hoopla	2100011 Accounts Payable	376.16	376.16
			HOOPLA Digital Inv. # 504011489	4210011 Databases & E-Resources	376.16	
07/12/2023	2963	Nicor Gas	5581640000 0	2100011 Accounts Payable	316.86	316.86
			5581640000 0	4205011 Natural Gas	316.86	
07/12/2023	2964	Nicor Gas	485800007	2100011 Accounts Payable	435.67	435.67

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE**  
**JULY 19, 2023**

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
			485800007	4205011 Natural Gas	435.67	
07/12/2023	2965	Nydia Robinson		2100011 Accounts Payable	10.99	10.99
				4131011 Hospitality	10.99	
07/12/2023	2966	Pedro Diaz		2100011 Accounts Payable	281.60	281.60
			Lot/Roof Patching Supplies	4260011 General Maintenance - Building	258.15	
			mileage R/B	4052011 Travel	23.45	
07/12/2023	2967	Peerless Network	inv 27325	2100011 Accounts Payable	335.38	335.38
			Inv. 27325	4150011 Telephone	335.38	
07/12/2023	2968	Illinois Library Association	iREAD 247358,247091,244444,244442	2100011 Accounts Payable	331.65	331.65
			iREAD 247358,247091,244444,244442	4292011 Special Events	331.65	
07/12/2023	2969	Romano Landscape LLC	inv 46222	2100011 Accounts Payable	645.00	645.00
			Monthly Lawn Maint. inv 46222	4250011 Contract Maintenance Building	645.00	
07/12/2023	2970	Village of Maywood Water Department	Water for Carnegie Bldg. & New Addition	2100011 Accounts Payable	2,526.36	2,526.36
			Water-42740565200	4215011 Water	1,194.90	
			Water-42740300700	4215011 Water	1,331.46	
				<b>TOTAL PAYMENTS</b>		<b>15,776.06</b>

**MAYWOOD PUBLIC LIBRARY DISTRICT**  
**ACCOUNTS PAYABLE**  
**JUNE 28, 2023**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo/Description</b>	<b>Account</b>	<b>Amount</b>	<b>Open Balance</b>
06/28/2023	2937	Amazon Capital Services	Invoices: 1PXT-G3QY-L741; 1KRV-QLT1-FQXC; 1NYR-6FY7-9H9Q; 1VJH-QNMTR-P4DG; 1F6Q-LFNQ-6VJC; 161R-YLVH-7XL6; 1MCK-KWN9-3MM6	2100011 Accounts Payable	134.80	134.80
			Invoice: 1PCK-R4DM-H3T3	4100011 Adult Audio Visual	41.52	
			Invoice # 1CQH-W9ML-DQDC	4100011 Adult Audio Visual	72.83	
			Invoice # 1Q16-4N3L-3V7K	4130011 Library Supplies	20.45	
06/28/2023	2938	Chicago Tribune		2100011 Accounts Payable	249.54	249.54
			Pays through 9/7/23	4090011 Periodicals	249.54	
06/28/2023	2939	Com Ed	536705012	2100011 Accounts Payable	24.71	24.71
			5/12/23-6/13/23	4225011 Electricity	24.71	
06/28/2023	2940	Gallagher, Arthur J. RMS		2100011 Accounts Payable	994.00	994.00
			Inv. # 4652191	9450094 Insurance - Workers Comp	994.00	
06/28/2023	2941	Konica Minolta Business Solutions		2100011 Accounts Payable	166.55	166.55
			287556057	4240011 Maintenance of Equipment	55.80	
			287563008	4240011 Maintenance of Equipment	23.19	
			287555892	4240011 Maintenance of Equipment	87.56	
06/28/2023	2942	Midwest Tape, LLC	Audio Visual - Hoopla	2100011 Accounts Payable	340.51	340.51
			HOOPLA Digital Inv. # 503871099	4100011 Adult Audio Visual	340.51	
06/28/2023	2943	Nicor Gas	5581640000 0	2100011 Accounts Payable	570.35	570.35
			5581640000 0	4205011 Natural Gas	570.35	





# IMRF WAGE REPORT SUMMARY

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

PAYMENT SUMMARY		
EMPLOYER NAME	EMPLOYER NUMBER	
MAYWOOD PUB LIBRARY DISTRICT	05999	
PAYMENT DUE DATE	TOTAL CONTRIBUTIONS DUE	PAYMENT METHOD
07/10/2023	4,443.21	EFT

PLAN SUMMARY					
REPORTING PERIOD: 06/2023					
PLAN	PLAN CODE	MEMBER COUNT	MEMBER WAGES	MEMBER CONTRIB	EMPLOYER CONTRIB
Regular Tier 1	RG01	4	17,305.84	778.77	1,457.15
Regular Tier 2	RG03	3	12,023.43	541.07	1,012.37
Voluntary Additional Tier 1	VA01	0	0.00	0.00	0.00
Voluntary Additional Tier 2	VA03	1	0.00	653.85	0.00
TOTAL		7*	29,329.27	1,973.69	2,469.52

\* count of unique members reported for all plans

ELECTRONIC SIGNATURE AUTHORIZATION			
User ID:	KPL436344	eForm Tracking Number:	E00000001983964
User Name:	LEIGHTON SHELL	eForm Time Stamp:	Wed Jul 05 13:20:53 CDT 2023
Employer Number:	05999	Authorized Agent Name:	Leighton Shell

# Maywood Public Library District

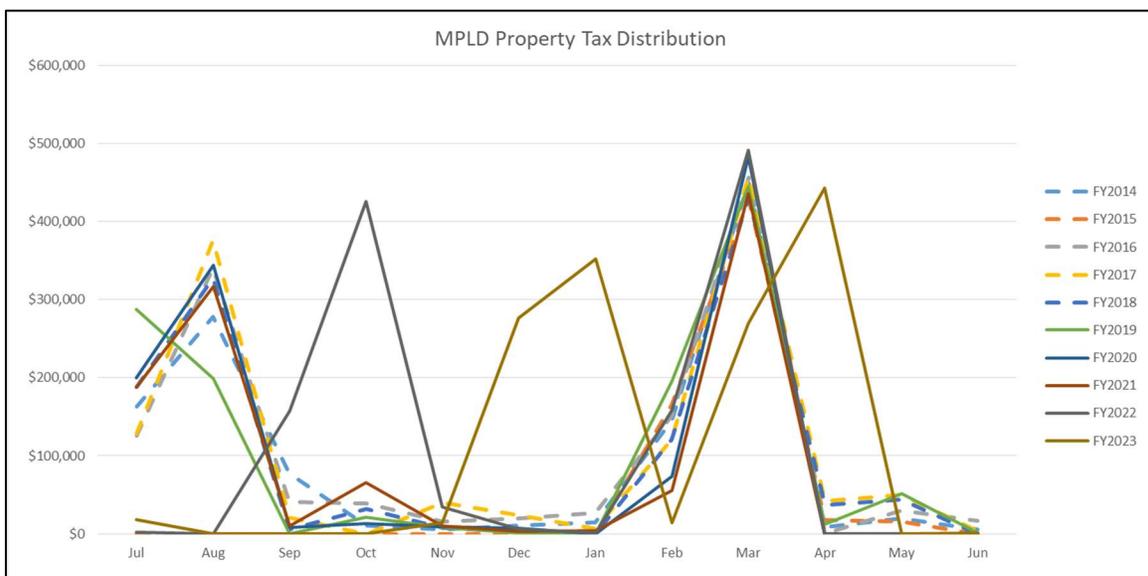
## Director Report

July 2023

Hello, Trustees, and welcome to the new fiscal year. I will be trying to use my director's report to talk about key topics in the agenda for the Board meeting as well as answer any questions that came up in the last Board meeting. If there is anything you would like addressed in my report or one of the department reports, please let me know. These reports can be tweaked to give you the information that you are most interested in.

### Budget/Finances

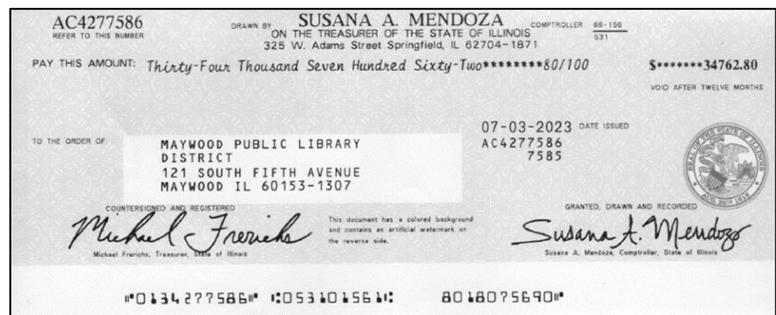
As of July 13, 2023, we have not received any property tax revenue from Cook County. I'll just include the chart from last month so you can see the usual pattern of payouts. Things were a little off this year with the delay in the property tax bills getting mailed out to residents.



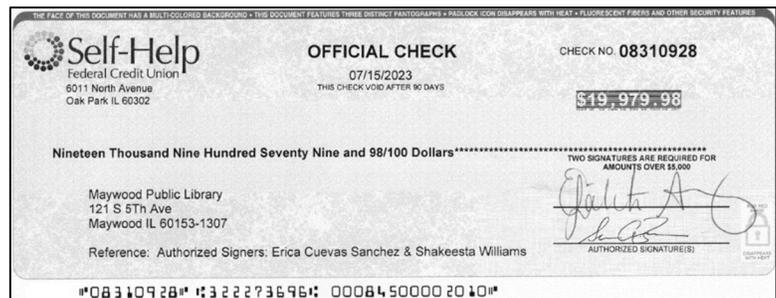
As I mentioned last month, I am going to submit requests for the Personal Property Replacement Tax money the month they are disbursed to hopefully get them on the Village of Maywood agenda as quickly as possible. I have submitted requests for the April, May, and July payments. The April request was missed at the Village, but we have received the May payment. They were supposed to get the April request on the July 11, 2023, meeting agenda, but I didn't see it on there. If it was not on the July agenda, it will have to wait until the August meeting. I believe the Village is only meeting once per month. Our July PPRT payment should be \$28,741, which is about the same as last year, but we are still above the 6-year average.

	Average	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Jul	\$ 11,453.80	\$ 9,248.65	\$ 8,209.70	\$ 8,578.57	\$ 8,266.74	\$ 15,112.35	\$ 28,615.50	28,741.33
Aug	\$ 1,743.93	\$ 426.43	\$ 829.73	\$ 1,029.09	\$ 6,108.80	\$ 1,921.80	\$ 3,267.02	
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	\$ 16,184.18	\$ 10,535.88	\$ 14,523.46	\$ 7,956.64	\$ 20,739.07	\$ 39,745.07	\$ 35,550.90	
Jun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$77,703.35	\$49,221.81	\$53,249.02	\$58,288.11	\$73,932.48	\$161,153.41	\$182,139.98	\$28,741.33

We also received our 2023 Per Capita Grant check from the State of Illinois. The Per Capita Grant application with the following as our planned use of grant funds. "The library's collection is very outdated. All grant monies will be used to update the collection, being split between adult and youth materials."



On Saturday, July 15, 2023, President Williams, Treasurer Sanchez, and I met at the Self-Help Credit Union in Oak Park and closed out the Library account and the Library Foundation account. The Library check will be deposited into the Library Accounts Payable account. The Foundation will need to decide if they want to open an account with US Bank, too. Right now the only Foundation account I see is the Illinois Funds account for the Foundation.



At our last Board meeting we discussed the credit card limit. We were talking about raising the limit to somewhere in the vicinity of \$8,000 to \$10,000. I spoke with our US Bank representative and he raised it to \$10,000. I think this should be a good amount. We will still try to minimize how much we use the credit card, but we now have a high enough limit to be able to take care of general library business and still be able to get conference tickets for staff or trustees or make other unexpected purchases without anyone having to rely on their personal credit card.

During the last Board meeting there was a question about the additional \$476.80 in the transfer column of the Summary report. After the Board meeting, as I looked more closely at the bank statement, I realized that the description of the transfer included the code B0398, which is our

company ID in the Paylocity system. Upon further investigation, I determined that the money transferred from Paylocity was related to a situation where a staff member had to close a compromised bank account and reopen another one. During that time frame, Paylocity tried initiating a direct deposit of their paycheck into the old account and it did not go through and so it was credited back to our account.

Other Deposits				
Date	Description of Transaction	Ref Number		Amount
May 12	Electronic Funds Transfer Ratified at May 2023	From Account 199381114271 Board Meeting.	\$	100,000.00
May 22	Electronic Deposit REF=231390152233060N00	From B0398 MAYWOOD PU 1364227403FIX B0398		476.80

During the last Board meeting there was a question about the difference between the ending balance for the US Bank accounts payable account on the Summary report (\$52,047.78) and the amount that showed up for the same account on the Statement of Financial Position (\$42,698.13). The ending balance of the bank statement shows the amount of funds in the account based on which checks have cleared. However, while going through past bank statements and the transaction list I found at least eight printed staff paychecks and five vendor checks that had not cleared totaling almost \$5,300. If I were to continue going back through the statements, I suspect I would be able to find the \$ 9349.65 difference between the two figures.

Account Summary			
	# Items		
Beginning Balance on May 1		\$	164,829.70
Other Deposits	2		100,476.80
Other Withdrawals	11		60,726.46-
Checks Paid	81		152,532.26-
<b>Ending Balance on May 31, 2023</b>		<b>\$</b>	<b>52,047.78</b>

As far as the Seaway Payroll account, I'm not sure why there is a difference there. The summary shows \$13,630.98 and the statement of financial position shows \$9,325.87. I do know that the summary report is a manually created report based on the bank statements that we receive. There has been no activity on the Seaway Payroll account since we switched Paylocity over to the US Bank Accounts Payable account, but it's possible there are some payroll related entries that were entered into QuickBooks that didn't actually happen and so never cleared on the bank statement. As this account is now closed, it is a moot point.

ACCOUNT SUMMARY	
Balance as of last statement	19,995.87
1 Deposits and other credits	1.70
0 Drafts posted	0.00
1 Other withdrawals	-10.00
Balance as of this statement	19,987.57

With regards to the Petty Cash and Cash-Circulation entries, again, the summary report is manually created. To my knowledge, neither of those are being actively used. I suspect, the manual report was just created with incorrect information. If you go back and look at your October 2022 Board packet, you will see the same manually generated summary report, but in that one the Petty Cash and Cash-Circulation have the same values as what appears in the statement of financial position.

As of September 30, 2022								
CASH ACCOUNT	BEGINNING BALANCE 8/31/22	MONTHLY INTEREST	TRANSFERS	INCOME - PROPERTY TAX & INTEREST	OTHER INCOME	CASH DISBURSED	VOIDS, ADJUSTMENTS & BANK FEES	ENDING BALANCE 9/30/22
Petty Cash	\$ 75.00							\$ 75.00
Cash - Circulation	\$ 65.00							\$ 65.00

ASSETS	
Current Assets	
Bank Accounts	
1001011 Petty Cash	75.00
1001511 Cash - Circulation	65.00

While I hope to have a petty cash system put in place, I still need to work up the policies and procedures and get them approved by the Board.

I also confirmed that the Seaway Foundation bank account does not show up in the statement of financial position because it is not a Library account as I suspected and speculated during the last meeting. We also receive an Illinois Funds Foundation account that probably should be on the summary report for your information, but it also not show up in the Library’s statement of financial position. If the Foundation decides to open a US Bank account for Foundation funds, that account will also not show up in the Library’s financial reports.

As July 1<sup>st</sup> was the first day of the fiscal year, we really should have discussed and approved the FY2024 budget so that it could have been entered into QuickBooks before the start of the fiscal year. I have started putting together a calendar of key tasks that the Board will need to do throughout the fiscal year to reduce the confusion. I am including the first draft of it with your Board packet. This is a living document, and we can add tasks and events to it as we encounter them, so that we have a clear road map for the future. The budget narrative document I included with your packet last month will be updated as we go, as well.

With all that has been going on lately, I have not been able to start the process of going to bid for the work related to the two Department of Commerce and Economic Opportunity grants. That will be my primary goal after the Board meeting.

**Facilities**

As mentioned in last month’s directors report, we had two trees that had been identified as dead and needing removal. We received one 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 also received a quote from Winkler Tree and Lawn Care just to remove the two dead trees and grind the stumps, which was about \$1,700. I also reached out to Meca Tree Service, a local company, and they quoted \$1,200 to remove the dead trees. They came out on Friday, July 14<sup>th</sup>, to remove the trees and grind the stumps.



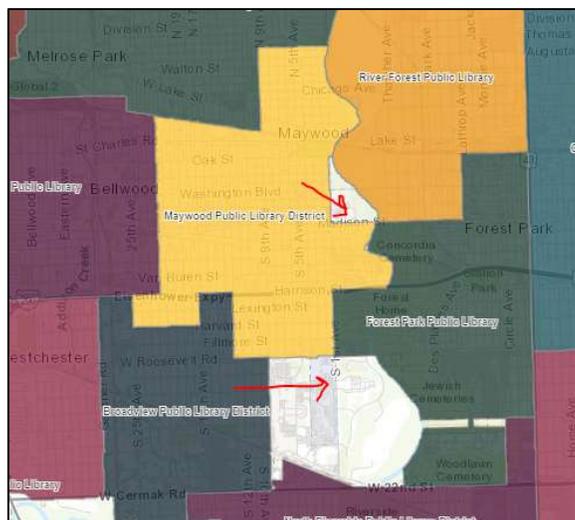
As mentioned in previous reports, there had been an issue with the sump pumps in the basement. We had been trying to get Terry Plumbing to come out and work on them, but they had not been responsive. While waiting to hear back from other service companies, Pedro Diaz and Stephanie Samuel did a little more investigating and determined that plastic bags had gotten past the exterior screen and had gotten wound up in the pump workings. Pedro was able

to open up the pumps and extract the plastic bags and the sump pumps are now working again. He is also working on installing an interior screen as an additional guard against plastic bags or other trash getting into the sump pump basin.

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.

### Non-Resident Library Services

The board of each public library in RAILS is required by Illinois law to decide annually whether their library will participate in the state's nonresident fee program, and to inform RAILS about the board's action within 30 days. Nothing in the statute or administrative rules requires a public library to participate in the nonresident library card reciprocal borrowing program of a regional library system. According to RAILS, the last time the MPLD updated them about the program was in 2021 when the Library charged \$240 for non-resident cards. According to the Illinois Library Service Areas Map, there are only two small areas that could potentially have non-residents who might need a library card. Upon closer inspection, those two areas are the land around Proviso East High School and the land around the Hines VA Medical Center. It is no burden to take part in the non-resident card program. Using the General Mathematical Formula, our new cost for providing non-resident cards would be \$210. This is computed by dividing the library's total property tax income by the local population and multiplying that result by the average number of people per household.

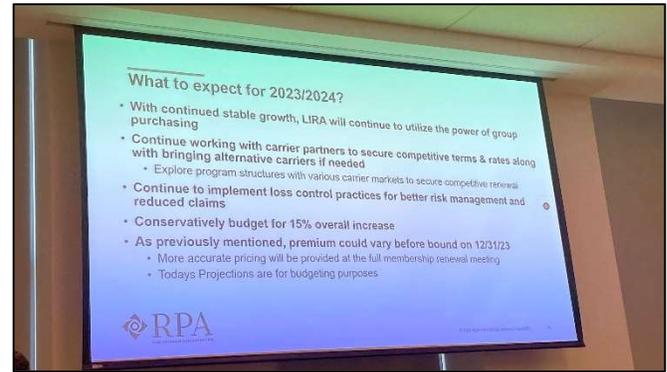


2020 Census Population:	23,568	
Total Property Tax Income:	1,578,762.96	\$ 208.47
Ave. Number per Household:	3.1121	

### Libraries of Illinois Risk Agency (LIRA)

On Friday, July 14<sup>th</sup>, I attended the mid-year full membership meeting of LIRA in Rolling Meadows. LIRA is the group insurance pool through which we purchase our property, liability, and workers compensation insurance. There are currently 63 libraries participating in the pool. At this meeting, they indicated that the pool as a whole was doing very well at mitigating claims incidents. They did specify that, while cyber crime was the biggest concern last year, this year property incidents are the biggest concerns, mainly due to the increased costs of repairs and rebuilding caused by inflation and supply chain issues. Due to this, they are forecasting a higher than normal increase in rates. I will budgeting a slightly higher amount for insurance in my FY24 budget accordingly. Another discussion item that came up was the need to have the Board Treasurer bonded. As Trustee Sanchez is now our Board Treasurer, I will look into what we need to do to update our bond to make sure she is covered. Other recommendations they had

included keeping up to date motor vehicle and insurance information for any staff members who do driving for work (this will be important as we ramp up our home delivery service) and verifying that baby changing stations are frequently inspected for wear or damage.



## Technology

The transition to the new Office 365 email system has been completed. The Library staff are all using the new email service. If you have not come in to meet with Marcia Burton to get your Trustee email address set up, please try to come in as soon as possible so you don't miss out on any important emails.

## Policies

Between my busy schedule and Kathy's traveling, we have not had an opportunity to do more work on the financial policies I had mentioned last month. It had been my hope that the new Business Office Administrator would be able to contribute to that project, as well.

## Staff

I had hoped that I had found a good Business Office Administrator who could take over for Doreen. She started on Monday, July 10<sup>th</sup>, and was able to work with Doreen and learn the payroll process. As her first week was coming to a close, her background check came back and there was a discrepancy. I am in the process of determining if it was an innocent discrepancy or if I need to start the job search over again. Needless to say, this has severely disrupted my immediate work flow plans.

We are in the process of establishing a staff review process. Department heads have had their staff conduct self-evaluations and then the department heads reviewed them in turn. They also established goals that their staff can be measured against at the end of the fiscal year.

After the recent discussion about staff raises, I reviewed the Paylocity data to see how many of the staff received raises earlier this year. Of the 22 current staff members, 13 are new hires meaning they have not yet been employed for a full year. Of the remaining nine, six received a bump in pay back in January. Ideally, we should have our staff raises coincide with the fiscal

year, so we can budget accordingly. I will continue working on the overall staff review process and salary timeline.

Finally, in order to forecast staffing needs to accommodate expanded hours, I came up with a simple formula. The main variable in expanded hours is public desk coverage. In order to estimate how much staff we will need I assumed that we would need two staff members for each of the three public service desks during all hours we are open to the public. At present I am only focusing on Patron Services, the 1<sup>st</sup> floor Info Services Desk, and the 2<sup>nd</sup> floor Youth Services Desk. After we establish longer hours of operation I can go back and adjust this formula to factor in the 3<sup>rd</sup> floor Info Services Desk. If we were to be open 9am to 9pm Monday through Thursday and 9am to 5pm Friday and Saturday, like most libraries supporting a population of our size, that means we would have 64 hours of operation. According to the Standards for Illinois Libraries, this would put us in the Growing category for a library serving a population of 23,500.

Appendix G (Recommended Hours of Service by Population)

POPULATION	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	25	28	32	36
1,000-2,499	28	36	40	48
2,500-4,999	36	40	56	64*
5,000-9,999	48	56	64*	72*
10,000-24,999	56	64*	68*	72**
25,000-49,999	64*	68*	72**	72**
50,000-74,999	72*	72**	72**	75**
75,000-99,999	75**	75**	75**	75**
Over 100,000	75**	75**	75**	75**

\*Open Sunday, September through May

\*\*Open Sunday all year

If we assume 6 seats in the three service areas mentioned above, that means we would have 320 staff hours we would need to fill. If we look at only the staff working in those three service areas, we currently have 326 staff hours available. Which means we need at a minimum 3 more 18 hour employees just to manage the desk coverage. I would prefer to hire four more, which would allow the managers to spend a little less time working the desk and focusing more on managing. Additionally, being open those extended hours means we will probably need to bring on a second security guard. So, I'm looking at five new 18 hours employees to hire. Additionally, it may be worth considering hiring a part-time assistant for the Technical Services department to assist with the processing of new materials as they come in. Currently, that is being done just by Stephanie Samuel. This would bring us to a total staff size of 27 with a ballpark estimate for salaries at \$705,000 and a corresponding increase in FICA to \$54,000. I still want to go through our full staff list and create salary benchmarks. We currently have staff members working in two very different jobs being paid the same amount of money. Even if we don't do full raises in the immediate future, it may be necessary to do some adjustments based on job type and responsibility.

## Miscellaneous

*License Plate Renewal Revenue:* At the last Board meeting the Board authorized allowing the State of Illinois and a license plate renewing vendor to deduct their feeds directly from our bank account. During the discussion it was asked if we would make money from this service or lose money from this service. The table below shows how much the Library would take in from this service for a standard license plate renewal. It is a small amount, but the real benefit comes from the additional people coming through the Library to use the service and the goodwill it engenders with the public. We would charge different prices for vanity plate renewals or senior discounted plate renewals. But the revenue calculation would basically remain the same.

	Cash/Check	Credit Card		
Charge to Patron	\$ 160.50	\$ 160.50		
Deducted by State	\$ (151.00)	\$ (151.00)		
Deducted by SSLT	\$ (1.50)	\$ (1.50)		
Merchant Fees	\$ -	\$ (4.27)	2.6% + 10¢	
	\$ 8.00	\$ 3.73		

*AtoZ New Movers Report:* During the last meeting I demonstrated the AtoZ Database’s new resident report as a source for sending out a welcome brochure to people who have recently moved to Maywood. A question came up as to the accuracy of the data. This is what the company AtoZ Databases says about the data in that report.

*“New Movers and New Homeowners are acquired through multiple sources including register of deeds records, new phone connects, utility connections, and self-reported information from websites offering services to those moving. When one purchases a new home, the transaction is recorded at the local county register of deeds’ office. In the majority of states, these records are made available to the general public and are obtained and incorporated into the database. New phone and utility connection information is provided by those companies whenever a new connection is made. On average, records in the New Mover / New Homeowner file have been in their homes for 3 to 12 weeks when they first appear in the New Mover & New Homeowner database, with most being in their new residence between 30 and 60 days.*

*Government sources report their data on different schedules. Some counties provide the information every week, some counties report once a month, and some counties report whenever it is most convenient for them. This can result in a wide range of purchase dates being made available in each week’s data load, as well as fluctuations in counts from week to week.*

*Records in the New Mover / New Homeowner file have not been sourced using the USPS National Change of Address (NCOA) product. License agreements with the US Postal Service prohibit the use of NCOA in any way to create a new mover database.”*

July 2023

# Patron Services

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Patron Services Dept. has been busy as the library is being utilized more during the summer.

The Summer Food Service Program is going really well! We see familiar faces everyday that look forward to it!

Our statistics for the month: 2189 patrons came into the library, 1158 transactions and 75 New Patron cards!

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## July 2023 Report – Information Services

### General

We are continuing to see high demand for zoo passes, and unhappiness at the limits of Museum Adventure Pass program. Daniela spoke to someone at the zoo, and unlike previous years it appears tickets will not be forthcoming.

The craft programs tend to be our most successful. I plan on devoting more resources to hosting those types of programs in the future.

Our new yoga presenter started this month. Unfortunately, we had to schedule the new yoga programs on a different day of the week, and much of our audience couldn't/hasn't follow(ed).

We completed reviews for the Information Services staff.

We had our Summer Reading Program opening event on June 3<sup>rd</sup>. Among the featured events were the Northern Illinois Raptor Rehab and Education organization, and they brought a



selection of birds and educational materials. The patrons who attended seemed to really enjoy themselves. Many were fascinated by the birds.

I'm planning on doing tech outreach to push our iPads, etc, and offer general tech education. Jennifer Thomas at Garden House apartments is enthusiastic about the idea. We've scheduled sessions at Garden House starting in August.

I've created a proposed policy and checkout agreement for circulating iPads.

We're looking into providing homebound delivery of library materials after receiving a patron request.

### **Programs**

Tuesdays @ 12:00 Knitting and Sewing

June 6 @ 7:00 Navigate Your Stars: A Conversation with Jesmyn Ward

June 13 @ 5:00 Book Flower Craft

June 16, 30 @ 10:00 Tech Fridays

June 14 @ 12:00 Chair Yoga

June 21 @ 7:00 Braiding Sweetgrass: A Conversation with Robin Wall Kimmerer

June 21 @ 5:00 Jalimusa: An Epic Tale of Black Women's Mothering.

June 24th @ 10:30 Identity Theft

June 26 @ 10:30 Basic iPad

June 28 @ 12:00 Yoga

### **Collection**

Weeding continues as space allows. I hope to soon move the audiobooks back downstairs once more progress has been made.

### **Looking Forward**

The grant we have for the iPads has a round two that will give us more money. We are exploring more options for spending it. Possibilities include accessibility tools for patrons, or the beginnings of a Maker Space. One requirement for the grant is having a social component for participants, which means getting people to come into the library.

June 2023 Statistics - Information Services Dept.

Wix

Website Visits 1288

Event Registrations

67

My Pc

Center Users 310

Youth Users

224

Copier

Faxing 151 pages

Printing 1330 pages

Scanning 442 pages

Copies 497 pages

Axis 360 : 18 checkouts

Kanopy 5 visits, 0 plays

Hoopla 12 new users; 168 Checkouts

OverDrive (Libby) 7 new users; 89 checkouts

Social Media

Facebook 1.2k likes, 1.3k followers

TikTok 44.3k likes, 1799 followers

Instagram 533 followers

Twitter 121  
followers

OCLC 0 checkouts, 5 holds filled

EBSCO: 111 Database Requests

Museum Adventure Pass: 19 passes generated

Explore More Illinois: 0 passes generated

Local History: 3 requests

Reference Questions : We average about 6 questions a day

## Youth Services Report June 2023

### Overview:

June is the beginning of everything! Especially since this month launches our Summer Reading Challenge: *Find Your Voice!* What better way than starting off with a Launch Party? From blowing bubbles to making wish spinners, June sparked movement in the YSD.

### Announcement:

Starting Monday, June 5<sup>th</sup>, we will be serving free cold lunches provided by The Greater Chicago Food Depository. These lunches are meant to lessen the gap in food insecurity for children in low-income communities. These meals are fresh and delivered daily. We serve these lunches from 1:00 to 3:00 PM.

Many thanks to our Youth and Adult Library Assistant Kiara Robles for painting a masterpiece on our front window. She was able to recreate the summer theme and flip it for people to view as they walk into our library!



### Programming:

We really wanted to promote our Summer Reading Program, making it the biggest event for this month. There was tie dying, big bubbles, a live wild bird show, chalk art, music, and more. We had custom library shirts for patrons to dye and helped families sign up on Beanstack to participate in the challenge. To pull off this event, we needed to close the library at 1:00 PM to get everything organized. There was quite a turnout, but I know that next year we will have much more!

*Crafty afternoons* continues to be our program leader! Our crafters created: paper bag kites—that need to be put to the test by running down our department, a wish spinner (using wooden dowels and strips of paper) that makes wishes come true the more you spin it, a step-by-step portrait of a watermelon with the help of Ms. Kiara Robles, and a free painting session.

*Preschool and Toddler Story Times* have continued to increase in audience attendance. We are getting a lot of camps and families who are looking for things to do. Everyone is welcome! It's a delight to hear the preschoolers and toddlers singing along to my opening and closing songs.

*Movie Monday* is slowly taking off! Movies are showcased in the Multipurpose Room in the YSD.

*Teen Treats* had the same outcome as last month, and *Find Your Voice* had no attendance. It will take some time to regain regular teen participation.

*Chalk Art, Outdoor Storytimes, Color Hour* have a very consistent attendance. Patrons have enjoyed participating in library programs both indoors and out. One thing to highlight—we have a very talented youth!

Both *Anime Club* and *Lego Club* had low attendance. This is because of the timing of each club. *Anime Club* was on the same day as our launch party, making it possible for it to have been forgotten. Our *Take Home Crafts* seem to also have been missed by our patrons.

### Community Outreach:

## Webinars/Professional Development:

### 1. Virtual meeting with Emily and Graig from CZS @ 1:30 PM

- a. In May, I was invited by Brookfield Zoo to participate in *ZAP! Storytime at the Zoo* this summer. This program collaborates with 8 local libraries that are willing to do a hybrid story time at the zoo. It also serves to highlight community engagement, bring attention to library summer reading programs and offerings, and bring attention to some of our CZS community programs.
- b. I will host a story time at the zoo on July 18<sup>th</sup>, 2023, from 10:30-11:15 AM. I am thrilled to be doing this collaboration. The zoo has always provided us with great programs, and I found this to be a perfect opportunity for us to give back!

## 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!

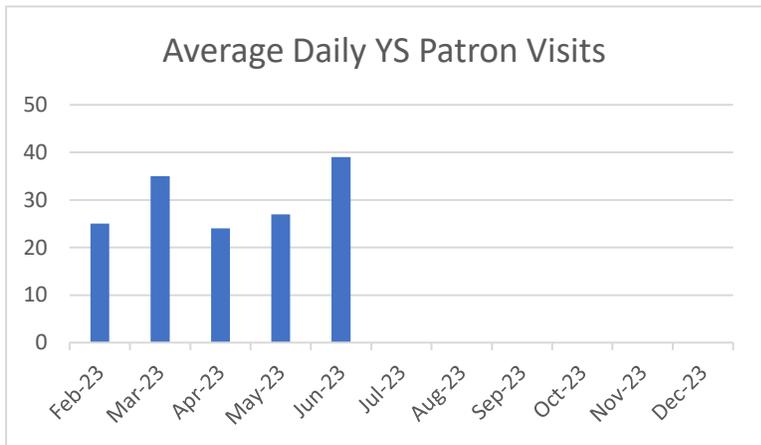


## Youth Services Program Stats: June 2023

<b>Anime Club</b>	
Saturday, June 3rd	0
<b>Crafty Afternoons</b>	
Wednesday, June 7th: Paper Bag Kite	17
Wednesday, June 14th: Wish Spinner	22
Wednesday, June 21st: Watermelon Portrait	32
Wednesday, June 28th: Free Paint	36
<b>Color Therapy</b>	
Thursday, June 8th	5
Thursday, June 15th	10
<b>Movie Monday</b>	
Monday, June 12nd: The Lego Movie	12
<b>Outdoor Storytime</b>	
Tuesday, June 6th @ 10:30 AM	15
Tuesday, June 6th @ 5:00 PM	12
Tuesday, June 20th @ 10:30 AM	20
Tuesday, June 20th @ 5:00 PM	9
<b>Preschool Storytime</b>	
Monday, June 5th: Problem Solving	7
Monday, June 12th: Fruits and Veggies	9
<b>Try Teens</b>	
Thursday, June 22nd: Chips	0
<b>Find Your Voice</b>	
Tuesday, June 13th: Sharing Stories	0
<b>Toddler Storytime</b>	
Tuesday, June 27th: Trying Something "NEW"	14
<b>Take Home Crafts</b>	
June 23rd-June 24: Painting	1
<b>Chalk Art:</b>	
Friday, May 12th	1
<b>Lego Club:</b>	
Saturday, June 10th	4
<b>Summer Reading Kick Off:</b>	
Saturday, June 3rd	102

<b>GCFD: Daily Lunches</b>	
Monday-Friday @ 1:00-3:00 PM	356

<b>Summer Reading 2023</b>	
Audience:	Time Read:
Early Readers (0-6)	1802
Kids (7-12)	3953
Teens (13-18)	323



**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
<b>REVENUES</b>						
3001011	Tax Revenue - Corporate Fund		1,328,626	1,003,252	1,308,094	Per Rachlin Process
3001080	Tax Revenue - Building Fund			26,905	60,000	From 2022 Levy Request
3001091	Tax Revenue - FICA Fund			97,637	55,000	From 2022 Levy Request
3001092	Tax Revenue - IMRF Fund			132,775	120,000	From 2022 Levy Request
3001093	Tax Revenue - Unemployment Fund			6,943	1,000	From 2022 Levy Request
3001094	Tax Revenue - Workers Compensation Fund			6,943	1,000	From 2022 Levy Request
3001095	Tax Revenue - Liability Insurance Fund			97,637	44,000	From 2022 Levy Request
3001096	Tax Revenue - Audit Fund			16,924	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 census.
3032611	Other grant income			15,869	7,500	AgeOptions
3033011	DCEO Grant			-	350,000	Already in Chart of Accounts
3039011	Donations		-	266	100	Donations
3060011	Fines		-	-	-	Fine Free
3070011	Copy Machine		2,000	3,951	2,000	Kept Last Year Figure
3080011	Lost and Paid		150	203	200	
3095011	General Sales		25	40	25	Kept Last Year Figure
3095511	Book Sales		25	703	500	Kept Last Year Figure
3123011	Vending Machine Income		1,500	744	1,500	Kept Last Year Figure
3125011	Fax Machine		-	38	25	
3127011	Room Rental Income		-	275	250	Based on FY23 rentals
3130011	Misc Income		300	879	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
<b>Revenue Total</b>			<b>1,432,768</b>	<b>1,736,415</b>	<b>2,127,674</b>	

Account number	Description	New or renamed Line items	KP PROPOSED FY22/23	Actual* FY22/23	LS Proposed FY23/24	LS Notes
<b>LIBRARY FUND_</b>						
<b>GENERAL</b>	<b>EXPENDITURES</b>					
4010011	Salaries		575,000	432,021	705,000	Based on staffing up to accommodate exten
4040011	Healthcare Premiums		65,000	21,621	65,000	Dropping down to \$40,000 based on FY23 ac
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 Interested
4080011	Adult Books		20,000	14,911	17,000	(shifting \$3,000 to Databases for OverDrive)
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 again. \$1,€
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 Technology to Proc
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 billing err
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 Technology to Proc
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-resources
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 Parties
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 and expe
<b>SPECIAL FUNDS</b>	<b>SPECIAL FUNDS</b>					
9150091	FICA Expenditures		44,000	33,269	54,000	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	40,000	15% increase per LIRA
9650096	Audit		7,000	6,250	7,000	See comments.
<b>TOTAL EXPENDITURES</b>			<b>1,419,785</b>	<b>1,137,793</b>	<b>1,926,589</b>	

<b>Total Revenues</b>	<b>1,432,768</b>	<b>1,736,415</b>	<b>2,127,674</b>
<b>Total Expenditures</b>	<b>1,419,785</b>	<b>1,137,793</b>	<b>1,926,589</b>
<b>(Over/Under)</b>	<b>12,983</b>	<b>598,622</b>	<b>201,085</b>

## ORDINANCE FY24-01

### ORDINANCE NO. 24-01 AN ORDINANCE ADOPTING A BUILDING AND MAINTENANCE TAX (.02% SPECIAL TAX) FOR THE 2023-2024 FISCAL YEAR

WHEREAS, Section 35-5 of the Public Library District Act of 1991 (75 ILCS 16/35-5) (the "Act"), as amended, authorizes the Board of Library Trustees (the "Board") of the Maywood Public Library District (the "District") to levy a special tax in addition to the annual Public Library District tax for the purchase of sites and buildings, maintenance, equipment, and other purposes described in the Act; and

WHEREAS, the amount of said special tax is .02% of the value of all the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, Section 35-5(b) further contains certain publication requirements providing that within 15 days after the adoption of this Ordinance, the Ordinance shall be published in accordance with Section 1-30 of the Act and the publication or posting shall include a notice of (i) the specific number of voters required to sign a petition requesting that the question of the adoption of the tax be submitted to the electors of the District, (ii) the time in which the petition must be filed, and (iii) the date of the prospective referendum; and

WHEREAS, Section 35-5 further provides that the secretary of the District shall provide a petition form to any individual requesting one; and

WHEREAS, Section 35-5 also states that if no petition is filed with the Board within 30 days after publication or posting of the Ordinance, the District shall then be authorized to levy the tax; however, if within the 30 day period a petition is filed with the Board, signed by electors of the District equal in number to 10% or more of the total number of registered voters in the District, asking that the question of levying a 0.02% tax be submitted to the electors of the District, the question shall be certified to the proper election authority, who shall submit the question at an election in accordance with the Election Code, unless the Board vacates the Ordinance within 7 days after the petition is filed;

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2020-2021 fiscal year.

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Maywood

Public Library District that, for the purchase of sites and building, the construction and equipment of buildings, the rental of buildings required for Library purposes, and maintenance, repairs, and alterations of Library building and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed by the Department of Revenue, shall be and is levied for the 2020-2021 fiscal year.

Notice of the adoption of this Ordinance shall be published in accordance with applicable law, as recited above. This Ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted this 22<sup>nd</sup> day of July, 2020, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Shakeesta Williams, President  
Maywood Public Library District

ATTEST:

\_\_\_\_\_  
LaSondra Banks, Secretary  
Maywood Public Library District

