

MAYWOOD PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Board Meeting

Agenda

September 13, 2023
Immediately Following Budget & Appropriation Hearing

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 August 16, 2023
 - 5b. **Action Item:** Approval of the executive session minutes of the regular meeting held on August 16, 2023
6. Communications & Announcements
7. Treasurer's Report
 - 7a. **Action Item:** Approve August 2023 Treasurers Report
 - 7b. **Action Item:** Approve the Accounts Payable for September 11, 2023, in the amount of \$22,147.16
 - 7c. **Action Item:** Approval of Library Payroll for August 23, 2023 payroll in the amount of \$19,810.52 and September 6, 2023 in the amount of \$20,140.44.
 - 7d. **Action Item:** Ratify the IMRF payment for August 2023 in the amount of \$4,534.38
 - 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
10. Old Business – None
 - 10a. **Discussion/Action Item:** Security System Update

MAYWOOD PUBLIC LIBRARY DISTRICT

Board of Trustees
Regular Board Meeting
September 13, 2023
Agenda

11. New Business

12a. **Discussion/Action Item:** Approve Budget & Appropriation Ordinance 24-02

12b. **Discussion/Action Item:** 2023/2024 Salary Schedule

12. Comments from the Board

13. Executive Session –

- Pursuant to 5 ILCS 120/2(c)(11), to discuss litigation “when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when a public body finds an action is probable or imminent.”
- Pursuant to 5 ILCS 120/2(c)(1), to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body.”

14. Adjournment

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

August 16, 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 6:34 PM on Wednesday August 16, 2023, at the Maywood Public Library.

The roll was called as follows:

Present: Trustees Banks, Burnside, Butler, Rice, Sanchez, Williams

Absent: Trustee Villarreal (unexcused)

There was a quorum present to conduct business.

Also present: Library Director Leighton Shell via telephone call.

2. ADOPTION OF AGENDA

President Williams asked for a motion to adopt the agenda. A motion was made by Vice President Burnside and seconded by Trustee Rice to adopt the agenda.

President Williams called for a voice vote.

Motion Passed

3. INTRODUCTION OF VISITORS

There were no visitors attending the meeting.

4. PUBLIC COMMENT

There were no public comments.

5. PRESENTATION BY MAXIMON BEHAVIORAL HEALTH

The presentation by Maximon Behavioral Health has been canceled at the request of Maximon Behavioral Health.

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6. APPROVAL OF MINUTES

6a & 6b Approval of the minutes of the regular meeting held on July 19, 2023, and of the executive session minutes of the regular meeting held on July 19, 2023.

President Williams asked for a motion to approve the minutes of the regular meeting minutes and executive session minutes held on July 19, 2023. A motion was made by Vice President Burnside to approve the minutes. The motion was seconded by Trustee Rice.

President Williams called for a voice vote.

Motion Passed.

7. COMMUNICATIONS AND ANNOUNCEMENTS

In addition to the two communications and the printout of the Budget & Appropriation Hearing notice included in the printed Board packet, Director Shell indicated he would print out the email from Maximon Behavioral Health canceling their presentation and file it with the Board packet. Director Shell also indicated that he responded to the FOIA request in the communications with the requested salary information.

Trustee Banks shared information about the 2023 Maywood Fest, which is scheduled for September 8, 9, and 10 and requested that the library have a booth at the event. She also indicated she would send a formal request to the library. Vice President Burnside asked if the library would be able to sign people up for library cards at the event. Director Shell indicated they were working on a process to be able to do that since September is also Library Card Sign Up Month.

8. TREASURER'S REPORT

- 8a. Approve July 2023 Treasurers Report
- 8b. Approve the Accounts Payable for August 9, 2023, in the amount of \$ 42,972.29 and the Accounts Payable for August 15, 2023, in the amount of \$4,544.43.
- 8c. Approval of Library Payroll for July 26, 2023, payroll in the amount of \$20,442.37 and August 9, 2023, in the amount of \$19,746.55.
- 8d. Ratify the IMRF payment for July 2023 in the amount of \$3,020.61.
- 8e. Approve transfer of \$100,000 from US Bank primary account to US Bank Accounts Payable account to pay upcoming invoices and payroll.

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Treasurer Sanchez reviewed the information in the included treasurer's report.

President Williams asked for a motion to approve the Treasurer's Report encompassing agenda items 8a through 83. A motion was made by Trustee Sanchez and seconded by Vice President Burnside to approve all financial documents as presented.

Trustee Sanchez asked where the payment for the balloon artist from the summer reading event appeared in the Treasurer's Report. Director Shell explained that the vendor was paid in cash and appeared under the reimbursement check to Director Shell on page 4 of Accounts Payable Report #1.

President Williams called for a roll call vote.

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

Motion Passed.

9. DIRECTOR'S REPORT

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

September is Library Card Sign Up Month. Maywood Library is partnering up with the other Proviso Township public libraries to hold a library card sign-up passport contest where people who sign up for a new card will receive a passport booklet. If they take it to all ten of the Proviso Township libraries and get it stamped, they will be entered into a prize drawing for a \$100 Amazon gift card donated by Proviso Township.

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

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

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

Motion Passed.

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10. COMMITTEE REPORTS

President Williams asked about the Decennial Committee. Director Shell indicated that the committee was originally going to meet prior to the September meeting but that since now the Budget & Appropriation Hearing will be before the September meeting, perhaps the Decennial Committee should meet prior to the October meeting on October 18th. President Williams agreed with doing this.

11. OLD BUSINESS

None

12. NEW BUSINESS

12a. Review Budget & Appropriation Ordinance 24-02

Director Shell provided a draft copy of Ordinance FY24-02, the Budget & Appropriation Ordinance, which is available for public inspection, and which will be voted on in September after the public hearing.

12b. Youth Department Carpeting Project

Director Shell explained that the initial estimate to have the carpeting replaced in the Youth Department exceeded the \$25,000 threshold that requires a public bidding process. He requested permission from the Board to begin the public bidding process for this project. The Board instructed Director Shell to begin the bidding process.

12c. Smart Locker Proposal

Director Shell discussed the benefits of having a smart locker and talked the Board through the Smiota locker proposal included in the Board packet. He also explained there would be some additional costs to have the locker “skinned” with graphics, to extend electricity if there isn’t an outside outlet, and to expand the concrete area where the locker would be located.

President Williams asked for a motion to approve the smart locker proposal from Smiota and associated costs. Trustee Butler motioned to approve the smart locker plan. Treasurer Sanchez seconded the motion. President Williams called for a roll call vote.

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

Motion passed

12d. Policies to Review/Approve: Collection Management Policy (was Materials Selection Policy), Homebound Delivery Policy and Application, Hotspot Lending Policy, Investment of Public Funds Policy, iPad Lending Policy and Agreement Form, Meeting Room Policy, Outstanding Check Policy, Patron Services Policy (was Circulation Policy), Petty Cash Policy, Public Bidding Policy, Surplus Property Policy, Volunteer Policy, and Application

Director Shell explained that the Meeting Room Policy was only included per questions Trustee Butler had about the policy. It has already recently been approved, but prior to Trustee Butler joining the Board.

Director Shell also explained that the general policies had been reviewed and updated by library staff, and that the financial policies had been reviewed and updated by former interim director and current library consultant Kathy Parker.

President Williams called for a motion to approve the Collection Management Policy, Homebound Delivery Policy, Hotspot Lending Policy, Investment of Public Funds Policy, iPad Lending Policy, Outstanding Check Policy, Patron Services Policy, Petty Cash Policy, Public Bidding Policy, Surplus Property Policy, and Volunteer Policy. Trustee Butler motioned to approve said policies and Treasurer Sanchez seconded the motion.

During discussion, Vice President Burnside pointed out that the Homebound Delivery application needed to have the library name corrected as it had another library listed.

Vice President Burnside asked for clarification on what a hotspot was. Director Shell explained it was to allow patrons to access the internet from home. Vice President Burnside requested that the bullet point referring to no renewals being available be made clearer so patrons know they can check out hotspots multiple times, they just can't keep one out for more than one checkout period. Trustee Butler asked Director Shell to look into possibly purchasing additional hotspots.

Vice President Burnside asked for clarification of what the Investment of Public Funds Policy is about. Director Shell explained that the policy was to clearly state what the library's responsibilities are with regards to how the taxpayers' money is invested and managed.

Vice President Burnside asked for clarification on the 60-day waiting period stated in the

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Outstanding Check Policy. Director Shell explained that the waiting period was in the policy provided by another library that was used as a model. Treasurer Sanchez recommended that the Library only contact people after checks have not cleared after a year. President Williams recommended a twice-per-year schedule. No formal change to the policy was requested.

Trustee Butler asked for clarification about the Surplus Property Policy. Director Shell explained that the policy was to clearly state what the Library will do with surplus property that was purchased with taxpayer money when the property is no longer needed. Trustee Butler pointed out that the policy refers to a Friends of the Library organization instead of a Foundation and also has the wrong Library name listed.

Trustee Butler asked if the Volunteer Policy included language that we would do background checks on adult volunteers. Director Shell said he would make sure to amend it to include that language if it was not in there.

Treasurer Sanchez asked if staff members driving to homebound patrons are insured in case an accident occurs when they are driving on Library business. Director Shell indicated that the Library's liability insurance through LIRA covers that scenario. There were additional questions on procedural aspects of the homebound delivery service.

Trustee Butler asked why the Meeting Room Policy was written to charge non-profit organizations \$15 and for-profit organizations \$50 instead of just requiring a refundable deposit. The Board discussed the pros and cons of charging fees and what other non-profit organizations in the area do with regards to their meeting rooms. The Board also discussed room usage by individuals versus formal groups.

President Williams called for a roll call vote to approve the policies as amended to correct the library name in the Homebound Service release form, reword the sentence about renewals in the Hotspot Lending Policy, correct the library name and the organization from Friends of the Library to Foundation in the Surplus Property Policy, and add a line about background checks in the Volunteer Policy if it is not already there, except for the Meeting Room Policy.

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

Motion passed

12e. Security System Update

Director Shell explained the proposal to hire ISBS to replace Johnson Controls for our

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security and fire alarm monitoring service and also to upgrade the entire Library security camera system.

Treasurer Sanchez requested we get a quote from Forest Security as an alternate vendor for alarm system monitoring and security camera upgrade.

President Williams asked to table the agenda item to next month.

12f. Staff Time Clock Discussion

Director Shell explained that the current biometric time clock has been malfunctioning and proposed having staff clock in and out directly in the Paylocity system from staff computers. The Board indicated it still wants a physical time clock for all non-exempt staff to clock in and out with. Director Shell said he would research physical time clocks to replace the current biometric time clock.

12g. Staff Holiday Party Plans

Director Shell requested guidance from the Board on how staff holiday parties were managed in the past. The Board indicated it was in favor of a staff party, and that the amount spent in the past was \$1,500.

Treasurer Sanchez asked if the Library would be having a Christmas event at the Library like had been done in years past. Director Shell indicated we would be doing holiday programming and he would talk to staff about the previous parties and work to schedule something similar to the program the Library held before. Trustee Butler offered to assist with the planning of the holiday event.

12h. Library Foundation Committee

President Williams indicated she would like to get the Library Foundation up and running again and asked who from the Board would be interested in participating. Treasurer Sanchez informed the Board that she, President Williams, and Vice President Burnside are the only three members of the Foundation and they would need to meet to form any new foundation committees and to determine how to proceed with regards to reinstating the Foundation with the State of Illinois.

President Williams asked to revisit this topic at the October meeting.

12i. IPLAR Review

Director Shell explained to the Board that the Illinois Public Library Annual Report is almost complete, and that he still needs to know who to list as having performed the

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Secretary Audit. He also indicated that the digital report needs to be “signed” by the President and the Secretary, and that they will either need to come in to type their names into the form or give him permission to enter their name for them. President Williams said she and Secretary Banks will be in touch closer to the deadline to determine how to certify the report.

13. COMMENTS FROM THE BOARD

Comments from the Board occurred after coming out of Executive Session. Trustee Butler enquired about her earlier request to have the room rental fee associated with her room rental waived. The Board discussed the meeting room policy and indicated it was not inclined to waive the meeting room fee.

14. EXECUTIVE SESSION

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

- 5 ILCS 120/2(c)11, to discuss litigation “when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when a public body finds an action is probable or imminent”; and
- 5 ILCS 120/2(c)(1), to discuss “the employment, compensation, discipline, performance, or dismissal of specific employees”.

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

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

Motion Passed. Entered closed session at 8:45 p.m.

President Williams called for a motion to come out of executive session. Trustee Butler motioned to reconvene open session and Vice President Burnside seconded the motion.

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

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Motion Passed. Entered open session at 9:52 p.m.

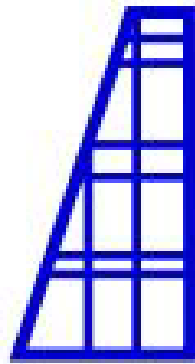
15. ADJOURNMENT

President Williams called for a motion to adjourn. Trustee Rice moved to adjourn the Regular Board Meeting and Vice President Burnside seconded. President Williams called for a roll call vote to adjourn.

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

Motion passed. Meeting adjourned at 10:08 p.m.

SIGNED: _____ DATE: _____
LaSondra Banks, Secretary



**Maywood
Public
Library
District**

MONTHLY FINANCIAL STATEMENTS

August 2023

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

Account	Beginning Bal. 8/1/2023	Monthly Interest	Transfers	Income Property Tax	Other Income	Cash Disbursed	Adjustments Bank Fees	Ending Balance 8/31/2023
US Bank - Primary	\$ 1,070,103.44	\$ 137.32	\$ (100,000.00)	\$ 66,170.94	\$ 52,408.62			\$ 1,088,820.32
US Bank - Accounts Payable	\$ 140,413.29	\$ 18.19	\$ 100,000.00		\$ 85.02	\$ (93,333.01)		\$ 147,183.49
Illinois Funds - Primary	\$ 341,738.15	\$ 1,583.22						\$ 343,321.37
Cash - Circulation	\$ 65.00							\$ 65.00
Petty Cash	\$ 325.00							\$ 325.00
Total	\$ 1,552,644.88	\$ 1,738.73	\$ -	\$ 66,170.94	\$ 52,493.64	\$ (93,333.01)	\$ -	\$ 1,579,715.18

8/30/2023 Deposit

3021011	Pers Prop Replac Tax	\$ 50,652.74
3030011	Per Capita Grant	\$ -
3039011	Donations	\$15.50
3060011	Fines	\$24.91
3070011	Copy Machine	\$787.30
3080011	Lost and Paid	\$88.01
3095011	General Sales	\$61.16
3095511	Book Sales	\$37.25
3123011	Vending Machine Inc	\$ -
3125011	Fax Machine	\$1.75
3127011	Room Rental Income	\$110.00
3130011	Misc Income	
3132511	Maywood Book Inc	
3608011	Passport Income	\$630.00
???	Insurance Payment	
	Total Desposit	\$ 52,408.62

Misc. AP Deposits

Nayax Credit Card Payments	\$	35.11
Square Credit Card Payments	\$	49.91
	\$	85.02

Maywood Public Library
Accounts Payable
September 11, 2023

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
09/11/2023	3012	Amazon Capital Services		2100011 Accounts Payable	1,288.91	1,288.91
			1GT7-K71L-O94C	4100011 Adult Audio Visual	58.90	
			134Q-CYMT-99CK	4100011 Adult Audio Visual	230.92	
			1GFN-GCFD-G34H	4100011 Adult Audio Visual	41.33	
			1CHW-97XP-1Y3W	4100012 YS Audio Visual	14.99	
			1RNW-77CW-GW7C	4106011 Technology	249.99	
			1XCR-KRW6-LQHJ	4106011 Technology	29.69	
			1J3C-R96J-KYQD	4130013 Tech Services Supplies	43.45	
			11PJ-H1V6-CHGV	4235011 Garbage	23.26	
			1MHF-TXHX-3YYD	4256011 Janitorial Supplies	14.99	
			1WC4-GRMT-GC44	4256011 Janitorial Supplies	325.56	
			1RGW-GRMT-CG44	4292011 Special Events	59.95	
			1V6Y-RJWF-KW3R	4292011 Special Events	35.98	
			1PDD-1HTW-RYRK	4302011 Adult Programming	21.99	
			19F3-CW3K-MY9L	4302011 Adult Programming	41.97	
			1JHJ-GP6F-MC7J	6032011 Misc. Grant Expense	95.94	
09/11/2023	3013	American Library Association	D. Martinez	2100011 Accounts Payable	155.00	155.00
			D. Martinez	4070011 Membership	155.00	
09/11/2023	3014	Anderson Elevator	INV 76976-M3Q9	2100011 Accounts Payable	300.00	300.00
			INV 76976-M3Q9	4250011 Contract Maintenance Building	300.00	
09/11/2023	3015	Anderson Pest Solutions	Bill 2486355/inv. 49850956	2100011 Accounts Payable	75.00	75.00
			Bill 2486355/inv. 49850956	4250011 Contract Maintenance Building	75.00	

Maywood Public Library
Accounts Payable
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Date	Num	Name	Memo/Description	Account	Amount	Open Balance
09/11/2023	3016	Baker & Taylor		2100011 Accounts Payable	1,716.26	1,716.26
			2037719757	4080011 Adult Books	122.72	
			2037719734	4080011 Adult Books	72.69	
			2037717615	4080011 Adult Books	188.14	
			2037717541	4080011 Adult Books	575.65	
			"	4080012 YS Books	36.10	
			2037741924	4080011 Adult Books	288.72	
			"	4080012 YS Books	5.57	
			2037764703	4080011 Adult Books	410.83	
			"	4080012 YS Books	15.84	
09/11/2023	3017	Com Ed	536705012	2100011 Accounts Payable	49.34	49.34
			7/13/23 to 8/11/23	4225011 Electricity	49.34	
09/11/2023	3018	Comcast	Acct 8771 20 001 0331433 8/30-23 - 9/29/23	2100011 Accounts Payable	161.85	161.85
			Acct 8771 20 001 0331433 8/30-23 - 9/29/23	4106011 Technology	161.85	
09/11/2023	3019	Ebsco	Periodicals	2100011 Accounts Payable	579.54	579.54
			Periodicals	4090011 Periodicals	579.54	
09/11/2023	3020	Globe Life		2100011 Accounts Payable	71.62	71.62
			Acct. 55395	4040011 Healthcare Premium	71.62	
09/11/2023	3021	Growing Community Media	Inv. 64999-R Legal Notice	2100011 Accounts Payable	154.00	154.00

Maywood Public Library
Accounts Payable
September 11, 2023

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
			Inv. 64999-R Legal Notice	4135011 Printing	154.00	
09/11/2023	3022	IDENTI-CHECK	Inv. 23-6124	2100011 Accounts Payable	89.04	89.04
			L. Whitelaw	4170011 Professional Services	89.04	
09/11/2023	3023	Illinois Library Association		2100011 Accounts Payable	75.00	75.00
				4070011 Membership Dues	75.00	
09/11/2023	3024	Isabel Raci		2100011 Accounts Payable	75.00	75.00
			9/20/23 Program	4302011 Adult Programming	75.00	
09/11/2023	3025	Isabel Raci	10/18/23 Program	2100011 Accounts Payable	75.00	75.00
			10/18/23 Program	4302011 Adult Programming	75.00	
09/11/2023	3026	John Wilk Communication LLC	Inv. 1007	2100011 Accounts Payable	100.00	100.00
			Inv. 1007	4160011 Publicity	100.00	
09/11/2023	3027	Johnson Controls Security Solutions	Burglar alarm service	2100011 Accounts Payable	1,209.54	1,209.54
			Inv. 39173108	4250011 Contract Maintenance Building	1,209.54	
09/11/2023	3028	MidAmerican Energy	Statement Date 8/16/23, # 11870466	2100011 Accounts Payable	7,471.17	7,471.17
			Statement Date 8/16/23, # 11870466	4225011 Electricity	7,471.17	
09/11/2023	3029	Midwest Tape, LLC	HOOPLA Digital Inv. # 504294007	2100011 Accounts Payable	339.15	339.15

Maywood Public Library
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September 11, 2023

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
			HOOPLA Digital Inv. # 504294007	4210011 Databases & E-Resources	339.15	
09/11/2023	3030	Nicor Gas	0048580000 7	2100011 Accounts Payable	92.51	92.51
			0048580000 7	4205011 Natural Gas	92.51	
09/11/2023	3031	Nicor Gas	5581640000 0	2100011 Accounts Payable	676.76	676.76
			5581640000 0	4205011 Natural Gas	676.76	
09/11/2023	3032	Nydia Robinson		2100011 Accounts Payable	43.61	43.61
				4052011 Travel	43.61	
09/11/2023	3033	Peerless Network	Inv. 32149	2100011 Accounts Payable	335.38	335.38
			Inv. 32149	4150011 Telephone	335.38	
09/11/2023	3034	Quill LLC		2100011 Accounts Payable	301.47	301.47
			Inv. 34236558	4130011 Library Supplies	73.91	
			"	4256011 Janitorial Supplies	53.69	
			Inv. 34232657	4256011 Janitorial Supplies	23.99	
			Inv. 34323718	4256011 Janitorial Supplies	31.44	
			Inv. 34336487	4256011 Janitorial Supplies	37.74	
			Inv. 34285548	4256011 Janitorial Supplies	80.70	
09/11/2023	3035	RAILS		2100011 Accounts Payable	2,531.25	2,531.25
			Brainfuse 8/1/23 to 7/31/24	4210011 Databases & E-Resources	2,531.25	
09/11/2023	3036	Romano Landscape LLC		2100011 Accounts Payable	645.00	645.00

Maywood Public Library
Accounts Payable
September 11, 2023

Date	Num	Name	Memo/Description	Account	Amount	Open Balance
			Monthly Lawn Maint. inv 47292	4250011 Contract Maintenance Building	645.00	
09/11/2023	3037	Royale Bezjian Carpet Company	Inv. 79530	2100011 Accounts Payable	170.00	170.00
			Inv. # 80013	4250011 Contract Maintenance Building	85.00	
			Inv. 80479	4250011 Contract Maintenance Building	85.00	
09/11/2023	3038	Stephanie Samuel		2100011 Accounts Payable	61.92	61.92
			Snacks	6123011 Vending Machine Expenses	61.92	
09/11/2023	3039	US BANK		2100011 Accounts Payable	936.80	936.80
				4105011 Software	23.10	
				4131011 Hospitality	15.98	
				4130011 Library Supplies	163.90	
				4292011 Special Events	46.32	
				4302011 Adult Programming	25.00	
				4302012 YS Programming	187.44	
				6032011 Misc. Grant Expense	365.28	
				6123011 Vending Machine Expenses	109.78	
09/11/2023	3040	Village of Maywood Water Department	Water for Carnegie Bldg. & New Addition	2100011 Accounts Payable	2,367.04	2,367.04
			Water-42740565200	4215011 Water	1,126.62	
			Water-42740300700	4215011 Water	1,240.42	
					TOTAL	22,147.16

Maywood Public Library
Statement of Financial Position
As of August 31, 2023

	Total	
	As of Aug 31, 2023	As of Jul 31, 2023 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1001011 Petty Cash	325.00	75.00
1001511 Cash - Circulation	65.00	65.00
1020311 Seaway Bank & Trust - Payroll	0.00	0.00
1050011 IL Funds - Primary	343,321.37	341,738.15
1060073 PMA - Construction Fund	22.20	22.20
1070411 Bank of New York - Escrow 2	36.60	36.60
1080011 US Bank - Primary	1,088,820.32	1,070,103.44
1080111 US Bank - Accounts Payable	135,572.29	132,195.70
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	\$ 1,568,162.78	\$ 1,544,236.09
Total Current Assets	\$ 1,568,162.78	\$ 1,544,236.09
TOTAL ASSETS	\$ 1,568,162.78	\$ 1,544,236.09
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2100011 Accounts Payable	-96.08	-96.08
Total Accounts Payable	-\$ 96.08	-\$ 96.08
Other Current Liabilities		
2101011 Federa I Tax Withheld	0.00	0.00
2102011 State Tax Withheld	5,784.54	5,784.54
2103011 FICA Withheld	308.58	308.58
2104011 IMRF Withheld	-3,196.99	-2,487.65
2104511 IMRF-VAC	3,549.22	3,022.28
2105011 Credit Union I Withheld	92.32	92.32
2106011 Credit Union II Withheld	385.00	385.00
2107011 Medical Insurance Withheld	234.12	29.70
2108011 Pepsco Withheld	235.00	235.00

Maywood Public Library
Statement of Financial Position
As of August 31, 2023

	Total	
	As of Aug 31, 2023	As of Jul 31, 2023 (PP)
ASSETS		
2109011 Garnishments Withheld	0.00	0.00
2110011 AFLAC Withheld - Pre Tax	17.85	17.85
2111011 AFLAC Withheld - Post Tax	0.00	0.00
2222211 Cash Advance - Credit Card	163.34	163.34
2222411 Due to Library Foundation	0.00	0.00
Total Other Current Liabilities	\$ 7,572.98	\$ 7,550.96
Total Current Liabilities	\$ 7,476.90	\$ 7,454.88
Total Liabilities	\$ 7,476.90	\$ 7,454.88
Equity		
2900011 Fund Balance - Library Fund	-385,489.03	-385,489.03
2900073 Fund Balance - Bldg Constructi	45,308.90	45,308.90
2900078 Fund Balance - Working Cash	258,366.98	258,366.98
2900091 Fund Balance - FICA Fund	366,313.43	366,313.43
2900092 Fund Balance - IMRF Fund	101,463.05	101,463.05
2900093 Fund Balance - Unemployment	16,025.37	16,025.37
2900094 Fund Balance - Workers Comp	8,005.43	8,005.43
2900095 Fund Balance - Liability Insur	-87,895.32	-87,895.32
2900096 Fund Balance - Audit Fund	-6,250.00	-6,250.00
Opening Balance Equity	-6,624.18	-6,624.18
Retained Earnings	1,209,023.78	1,209,023.78
Net Revenue	42,437.47	18,532.80
Total Equity	\$ 1,560,685.88	\$ 1,536,781.21
TOTAL LIABILITIES AND EQUITY	\$ 1,568,162.78	\$ 1,544,236.09

Maywood Public Library
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
July - August, 2023

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
3001011 Tax Revenue - Current	66,170.94	1,308,094.00	-1,241,923.06	5.06%
3001080 Tax Rev Current - Building Fund		60,000.00	-60,000.00	0.00%
3001091 Tax Rev Current - FICA Fund		55,000.00	-55,000.00	0.00%
3001092 Tax Rev Current - IMRF Fund		120,000.00	-120,000.00	0.00%
3001093 Tax Rev Current - Unemp Fund		1,000.00	-1,000.00	0.00%
3001094 Tax Rev Current - Workers Comp Fund		1,000.00	-1,000.00	0.00%
3001095 Tax Rev Current - Liab Ins Fund		44,000.00	-44,000.00	0.00%
3001096 Tax Rev Current - Audit Fund		9,000.00	-9,000.00	0.00%
3021011 Personal Prop Replacement Tax	86,203.64	120,000.00	-33,796.36	71.84%
3030011 Per Capita Grant	34,762.80	34,680.00	82.80	100.24%
3032611 Other Grant Income		7,500.00	-7,500.00	0.00%
3033011 DCEO Grant		350,000.00	-350,000.00	0.00%
3039011 Donations	21.20	100.00	-78.80	21.20%
3060011 Fines	53.91		53.91	
3070011 Copy Machine	1,558.79	2,000.00	-441.21	77.94%
3080011 Lost and Paid	329.88	200.00	129.88	164.94%
3095011 General Sales	79.43	25.00	54.43	317.72%
3095511 Book Sales	74.53	500.00	-425.47	14.91%
3123011 Vending Machine Income	422.00	1,500.00	-1,078.00	28.13%
3125011 Fax Machine	7.00	25.00	-18.00	28.00%
3127011 Room Rental Income	190.00	250.00	-60.00	76.00%
3130011 Miscellaneous Income	158.85	500.00	-341.15	31.77%
3132511 Maywood Book Income		100.00	-100.00	0.00%
3302011 Interest - All Bank	161.24	200.00	-38.76	80.62%
3304011 Interest - IL Funds Primary	3,117.55	5,000.00	-1,882.45	62.35%
3608011 Passport Income	2,030.00	7,000.00	-4,970.00	29.00%
Total Revenue	\$ 195,341.76	\$ 2,127,674.00	-\$ 1,932,332.24	9.18%
Gross Profit	\$ 195,341.76	\$ 2,127,674.00	-\$ 1,932,332.24	9.18%
Expenditures				
4010011 Salaries	89,113.40	705,000.00	-615,886.60	12.64%
4040011 Healthcare Premium	-1,510.83	65,000.00	-66,510.83	-2.32%
4050011 Trustee Development		3,500.00	-3,500.00	0.00%
4051011 Staff Development	355.95	3,500.00	-3,144.05	10.17%
4052011 Travel	57.64	2,000.00	-1,942.36	2.88%
4070011 Membership Dues	230.00	4,500.00	-4,270.00	5.11%
4080011 Adult Books	3,476.12	17,000.00	-13,523.88	20.45%
4080012 YS Books	2,239.29	15,000.00	-12,760.71	14.93%
4085011 SWAN Lost Books		2,000.00	-2,000.00	0.00%
4090011 Periodicals		3,500.00	-3,500.00	0.00%

Maywood Public Library
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
July - August, 2023

	Total			
	Actual	Budget	over Budget	% of Budget
4100011 Adult Audio Visual	1,482.90	7,500.00	-6,017.10	19.77%
4100012 YS Audio Visual	948.45	7,500.00	-6,551.55	12.65%
4105011 Software	60.00	7,000.00	-6,940.00	0.86%
4106011 Technology	1,076.80	5,000.00	-3,923.20	21.54%
4130011 Library Supplies	2,183.72	13,000.00	-10,816.28	16.80%
4130012 Patron Services Supplies	550.00	3,000.00	-2,450.00	18.33%
4130013 Tech Services Supplies	281.78	1,000.00	-718.22	28.18%
4130511 Bank Fees	66.95	1,200.00	-1,133.05	5.58%
4131011 Hospitality	58.15	2,500.00	-2,441.85	2.33%
4135011 Printing		3,000.00	-3,000.00	0.00%
4140011 Postage		3,000.00	-3,000.00	0.00%
4150011 Telephone	670.76	10,500.00	-9,829.24	6.39%
4160011 Publicity		5,000.00	-5,000.00	0.00%
4170011 Professional Services	6,495.89	45,000.00	-38,504.11	14.44%
4205011 Natural Gas	1,194.05	40,950.00	-39,755.95	2.92%
4210011 Databases & E-Resources	1,652.83	24,000.00	-22,347.17	6.89%
4215011 Water	4,699.94	11,550.00	-6,850.06	40.69%
4225011 Electricity	14,885.93	90,000.00	-75,114.07	16.54%
4235011 Garbage	1,468.86	9,000.00	-7,531.14	16.32%
4240011 Maintenance of Equipment	346.75	36,750.00	-36,403.25	0.94%
4250011 Contract Maintenance Building	3,733.00	60,000.00	-56,267.00	6.22%
4256011 Janitorial Supplies	190.08	7,350.00	-7,159.92	2.59%
4260011 General Maintenance - Building	3,776.67	36,750.00	-32,973.33	10.28%
4265011 SWAN		26,000.00	-26,000.00	0.00%
4292011 Special Events	798.08	10,000.00	-9,201.92	7.98%
4302011 Adult Programming	459.22	7,000.00	-6,540.78	6.56%
4302012 YS Programming	759.99	7,000.00	-6,240.01	10.86%
4310011 Equipment Purchase		6,000.00	-6,000.00	0.00%
4311011 Capital Improvements		40,000.00	-40,000.00	0.00%
4320011 Legal Fees	57.50	15,000.00	-14,942.50	0.38%
6032011 Misc. Grant Expense	2,199.87	7,500.00	-5,300.13	29.33%
6033011 DCEO Grant Expense	5,242.30	350,000.00	-344,757.70	1.50%
6034011 Per Capita Grant Expenses	2,817.81	34,680.00	-31,862.19	8.13%
6123011 Vending Machine Expenses	59.08	1,500.00	-1,440.92	3.94%
6912011 Contingencies	39.00		39.00	
9150091 FICA Expenditures	6,834.95	54,000.00	-47,165.05	12.66%
9250092 IMRF Expenses - District	-6,148.59	97,739.00	-103,887.59	-6.29%
9350093 Unemployment Insurance		5,250.00	-5,250.00	0.00%
9450094 Insurance - Workers Comp		1,050.00	-1,050.00	0.00%
9550095 Insurance - Liability		40,000.00	-40,000.00	0.00%

Maywood Public Library
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 July - August, 2023

	Total			
	Actual	Budget	over Budget	% of Budget
9650096 Audit		7,000.00	-7,000.00	0.00%
Total Expenditures	\$ 152,904.29	\$ 1,961,269.00	-\$ 1,808,364.71	7.80%
Net Operating Revenue	\$ 42,437.47	\$ 166,405.00	-\$ 123,967.53	25.50%
Net Revenue	\$ 42,437.47	\$ 166,405.00	-\$ 123,967.53	25.50%

Wednesday, Sep 06, 2023 08:43:44 AM GMT-7 - Accrual Basis

Maywood Public Library Statement of Activity by Class

July - August, 2023

	11 Library Fund	80 Building & Sites Fund	91 FICA Fund	92 IMRF Fund	93 Unemploym ent Fund	94 Workers Comp Fund	95 Liability Insurance Fund	96 Audit Fund	TOTAL
Revenue									
3001011 Tax Revenue - Current	66,170.94								66,170.94
3021011 Personal Prop Replacement Tax	86,203.64								86,203.64
3030011 Per Capita Grant	34,762.80								34,762.80
3039011 Donations	21.20								21.20
3060011 Fines	53.91								53.91
3070011 Copy Machine	1,558.79								1,558.79
3080011 Lost and Paid	329.88								329.88
3095011 General Sales	79.43								79.43
3095511 Book Sales	74.53								74.53
3123011 Vending Machine Income	422.00								422.00
3125011 Fax Machine	7.00								7.00
3127011 Room Rental Income	190.00								190.00
3130011 Miscellaneous Income	158.85								158.85
3302011 Interest - All Bank	161.24								161.24
3304011 Interest - IL Funds Primary	3,117.55								3,117.55
3608011 Passport Income	2,030.00								2,030.00
Total Revenue	\$ 195,341.76	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	195,341.76
Gross Profit	\$ 195,341.76	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	195,341.76
Expenditures									
4010011 Salaries	89,113.40								89,113.40
4040011 Healthcare Premium	-1,510.83								-1,510.83
4051011 Staff Development	355.95								355.95
4052011 Travel	57.64								57.64
4070011 Membership Dues	230.00								230.00
4080011 Adult Books	3,476.12								3,476.12
4080012 YS Books	2,239.29								2,239.29

Maywood Public Library

Statement of Activity by Class

July - August, 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									
4100011 Adult Audio Visual	1,482.90								1,482.90
4100012 YS Audio Visual	948.45								948.45
4105011 Software	60.00								60.00
4106011 Technology	1,076.80								1,076.80
4130011 Library Supplies	2,183.72								2,183.72
4130012 Patron Services Supplies	550.00								550.00
4130013 Tech Services Supplies	281.78								281.78
4130511 Bank Fees	66.95								66.95
4131011 Hospitality	58.15								58.15
4150011 Telephone	670.76								670.76
4170011 Professional Services	6,495.89								6,495.89
4205011 Natural Gas	1,194.05								1,194.05
4210011 Databases & E-Resources	1,652.83								1,652.83
4215011 Water	4,699.94								4,699.94
4225011 Electricity	14,885.93								14,885.93
4235011 Garbage	1,468.86								1,468.86
4240011 Maintenance of Equipment	346.75								346.75
4250011 Contract Maintenance Building	3,733.00								3,733.00
4256011 Janitorial Supplies	190.08								190.08
4260011 General Maintenance - Building	3,776.67								3,776.67
4292011 Special Events	798.08								798.08
4302011 Adult Programming	459.22								459.22
4302012 YS Programming	759.99								759.99
4320011 Legal Fees	57.50								57.50
6032011 Misc. Grant Expense	2,199.87								2,199.87
6033011 DCEO Grant Expense	5,242.30								5,242.30

Maywood Public Library Statement of Activity by Class

July - August, 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									
6034011 Per Capita Grant Expenses	2,817.81								2,817.81
6123011 Vending Machine Expenses	59.08								59.08
6912011 Contingencies	39.00								39.00
9150091 FICA Expenditures			6,834.95						6,834.95
9250092 IMRF Expenses - District				-6,148.59					-6,148.59
Total Expenditures	\$ 152,217.93	\$ 0.00	\$ 6,834.95	-\$ 6,148.59	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	152,904.29
Net Operating Revenue	\$ 43,123.83	\$ 0.00	-\$ 6,834.95	\$ 6,148.59	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	42,437.47
Net Revenue	\$ 43,123.83	\$ 0.00	-\$ 6,834.95	\$ 6,148.59	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	42,437.47

Wednesday, Sep 06, 2023 09:22:32 AM GMT-7 - Accrual Basis



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
09/10/2023	4,534.38	EFT

PLAN SUMMARY					
REPORTING PERIOD: 08/2023					
PLAN	PLAN CODE	MEMBER COUNT	MEMBER WAGES	MEMBER CONTRIB	EMPLOYER CONTRIB
Regular Tier 1	RG01	4	17,499.88	787.50	1,473.49
Regular Tier 2	RG03	4	12,534.99	564.09	1,055.45
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		8*	30,034.87	2,005.44	2,528.94

* count of unique members reported for all plans

ELECTRONIC SIGNATURE AUTHORIZATION			
User ID:	KPL436344	eForm Tracking Number:	E00000002011541
User Name:	LEIGHTON SHELL	eForm Time Stamp:	Wed Sep 06 11:47:24 CDT 2023
Employer Number:	05999	Authorized Agent Name:	Leighton Shell

Maywood Public Library District

Director Report

September 2023

Last month's meeting was busier than usual, and since we bumped up the date of the September meeting, I will make it a lighter agenda.

We had no one stop in the library to inspect the Budget & Appropriation Ordinance. If no one comes to the Budget & Appropriation Hearing, it should be a fairly quick vote from the Board. Again, these are the amounts we are appropriating to spend, so they are higher than the operational budget. This just gives us the legal authority to spend more money if we were to come into an unexpected windfall of revenue.

Budget/Finances

Cook County's tax process must still be off because our August tax payments were still substantially lower than they used to be pre-2022. We only received approximately \$66,000 in August and have received no tax payments so far in September.

	Average	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Jul	\$130,207	\$163,159.62	\$ -	\$125,338.46	\$129,119.44	\$188,473.85	\$288,176.25	\$199,961.07	\$187,474.51	\$ 1,907.42	\$ 18,460.70	\$ -
Aug	\$218,347	\$278,231.14	\$ -	\$341,197.12	\$376,147.56	\$327,228.17	\$199,332.15	\$343,905.76	\$317,431.09	\$ -	\$ -	\$ 66,170.94
Sep	\$32,165	\$ 77,005.30	\$ -	\$ 41,312.28	\$ 21,217.55	\$ 5,111.09	\$ -	\$ 8,566.86	\$ 10,506.76	\$157,931.43	\$ -	\$ -
Oct	\$60,701	\$ 10,523.02	\$ -	\$ 38,712.86	\$ -	\$ 31,761.69	\$ 21,564.32	\$ 12,841.04	\$ 65,936.56	\$425,673.71	\$ -	\$ -
Nov	\$14,330	\$ 5,214.71	\$ -	\$ 15,572.68	\$ 39,397.63	\$ 7,412.98	\$ 8,451.15	\$ 8,762.54	\$ 10,103.65	\$ 34,625.71	\$ 13,755.40	\$ -
Dec	\$35,099	\$ 10,697.21	\$ -	\$ 19,965.77	\$ 23,330.61	\$ 3,038.29	\$ 1,317.44	\$ 7,409.42	\$ 2,879.19	\$ 5,855.16	\$276,498.90	\$ -
Jan	\$40,562	\$ 14,941.71	\$ -	\$ 26,890.47	\$ 6,408.62	\$ -	\$ -	\$ 372.25	\$ 3,670.94	\$ 1,013.03	\$352,326.58	\$ -
Feb	\$120,006	\$144,710.46	\$165,371.64	\$151,347.54	\$120,827.47	\$120,659.76	\$195,395.69	\$ 74,215.21	\$ 55,328.08	\$158,438.31	\$ 13,765.64	\$ -
Mar	\$434,931	\$449,931.66	\$428,189.89	\$456,543.84	\$457,681.62	\$430,955.67	\$444,882.26	\$483,697.11	\$435,857.24	\$491,714.71	\$269,854.08	\$ -
Apr	\$56,148	\$ 8,574.44	\$ 18,056.51	\$ 365.53	\$ 41,857.94	\$ 37,132.77	\$ 12,621.93	\$ -	\$ -	\$ -	\$442,868.38	\$ -
May	\$20,979	\$ 19,264.95	\$ 16,157.70	\$ 29,469.78	\$ 50,094.43	\$ 43,492.40	\$ 51,309.61	\$ -	\$ -	\$ -	\$ -	\$ -
Jun	\$2,854	\$ 5,115.46	\$ -	\$ 16,871.10	\$ 3,646.68	\$ -	\$ 1,417.59	\$ -	\$ -	\$ -	\$ 1,486.04	\$ -
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	\$66,171

There are no Personal Property Replacement Tax payments in September. We received the July 2023 PPRT check from the Village of Maywood and the August 2023 check will most likely be approved and sent in September.

	Average	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Jul	\$ 11,453.80	\$ 9,248.65	\$ 8,209.70	\$ 8,578.57	\$ 8,266.74	\$ 15,112.35	\$ 28,615.50	28,741.33
Aug	\$ 1,743.93	\$ 426.43	\$ 829.73	\$ 1,029.09	\$ 6,108.80	\$ 1,921.80	\$ 3,267.02	4,633.87
Sep	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oct	\$ 12,924.01	\$ 6,313.83	\$ 7,429.49	\$ 14,930.28	\$ 7,744.25	\$ 25,179.18	\$ 38,540.57	0.00
Nov	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dec	\$ 3,488.14	\$ 1,664.67	\$ 1,816.79	\$ 2,479.47	\$ 2,004.32	\$ 5,224.72	\$ 12,621.24	0.00
Jan	\$ 10,745.83	\$ 5,668.06	\$ 6,091.18	\$ 9,066.30	\$ 9,532.53	\$ 19,173.77	\$ 27,841.36	0.00
Feb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mar	\$ 6,135.28	\$ 5,028.15	\$ 2,402.64	\$ 1,802.40	\$ 3,444.08	\$ 25,110.64	\$ 13,791.97	0.00
Apr	\$ 15,028.18	\$ 10,336.14	\$ 11,946.03	\$ 12,445.38	\$ 16,092.68	\$ 29,685.88	\$ 21,911.41	0.00
May	\$ 16,184.18	\$ 10,535.88	\$ 14,523.46	\$ 7,956.64	\$ 20,739.07	\$ 39,745.07	\$ 35,550.90	0.00
Jun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 77,703.35	\$ 49,221.81	\$ 53,249.02	\$ 58,288.11	\$ 73,932.48	\$ 161,153.41	\$ 182,139.98	\$ 33,375.19

I just wanted to mention again that we are now receiving our copier/printer credit card payments every two weeks from Nayax. We are also now receiving our Square credit card payments that are made at the Patron Services desk. The \$14.90 amount in the recent bank statement was a refund of taxes we paid when purchasing the Square equipment since we are a tax-exempt organization.

Other Deposits			
Date	Description of Transaction	Ref Number	Amount
Aug 4	Electronic Deposit From NAYAX		\$ 11.33
Aug 18	Electronic Deposit From NAYAX		13.06
Aug 18	Electronic Funds Transfer Approved at Aug16 2023 board meeting.		100,000.00
Aug 24	Electronic Deposit From Square Inc		0.01
Aug 25	Electronic Deposit WQT From NAYAX		10.72
Aug 28	Electronic Deposit From Square Inc		14.90
Aug 30	Electronic Deposit From Square Inc		35.00
Aug 31	Interest Paid		18.19

Because the September Board meeting has been bumped up a week to September 13, we wanted to get one last check run done on Monday, September 11, to minimize any late fees. The Board packet emailed out in advance will not have an Accounts Payable report, but I will send it to the Board once Doreen creates it on Monday afternoon.

Rather than ratifying a bank transfer after the fact, I will just have a standing entry in the Treasurer's Report to approve transferring funds the day after the Board meeting.

Facilities

At the request of the Board, I reached out to Forest Security to get an alternate quote on updating the security camera system in the library. Jay Rutili came out on August 31st and saw the existing setup. I also sent him the maps of our current camera placement. He is working on a quote, but as of September 8th I have not yet received it.

We are still working on getting the tall exterior lights repaired, but Pedro has had no luck getting an electrician to commit to coming out. After speaking with the Mayor of Maywood, he offered to reach out to the vendor who did similar work for the Village to have them get in touch with us.



After receiving board approval for the smart locker project, I signed off on the paperwork with Smiota. I have also reached out to three local businesses to get quotes for extending the concrete in front of the building. So far, only William Hach & Associates have come out. I'm still waiting to hear back from Pablo Construction and DJZ United Concrete & Asphalt. As far as extending the electricity for the lockers, this is something Pedro feels he can do himself so we will not need to contract with an electrician to do it. I know the Board approved the project, but there were some questions as to the overall cost estimate for the project. I went back through my files from my previous library and we can expect the overall costs to be in this range. The \$1,000 cost of the concrete extension is just a guess. When I hear back from the various companies I can update it with a more accurate figure.

Locker	\$9,990
Shipping & Installation	\$2,250
Electrical Work	\$200
Concrete Extension	\$1,000
Skin & Installation	\$2,300
<hr/>	
Total	\$15,740
Annual Maintenance	\$1,100

Technology

We have received the new Square terminal and have begun accepting credit card payments for sales, services, and fees at the Patron Services desk. I have also purchased a new cash drawer that can interface with the Square terminal, and when I return from vacation we will transition from using the existing cash register to using the Square for all sales at Patron Services. When the transition is complete, I will post the existing cash register to the RAILS For Sale page. As mentioned earlier in this report, the Square payments show up in the Accounts Payable bank statement.

Policies

After the large number of policies approved last month, I will skip this month to keep the meeting more streamlined. I will work on presenting more policies for review at the October meeting.

Staff

I am still looking for an alternate time clock to the biometric one we currently have. I am looking at one model from Kronos, per Trustee Butler's recommendation, and a similar one from Paylocity. It will require the staff to clock in and out at a single station and has the ability to take digital photographs to ensure staff are only clocking in and out for themselves. Not that I feel the staff would attempt to clock in and out for each other, but I know that having controls in place was important to the board. I am still waiting to hear back from the respective companies.



As I was reviewing last year's September agenda to see if there was anything that needed to be addressed this month, I saw that Kathy had presented a salary schedule for the FY22/23 year. These schedules are constantly evolving, so I will present an updated salary schedule for the FY23/24 year. Like Kathy's schedule from last year, this is based on the most recent salary survey by HR Source.

Miscellaneous

License Plate Renewal Revenue: We are ready to go live with the License Plate Renewal service. We have a number of staff members trained on the process, and John F. has created some promotional social media graphics to use for promoting the service.



Maywood Fest: The Library has a table at the Maywood Fest where we are handing out bags of candy, bookmarks, glow sticks, and library newsletters. On Saturday, staff we be able to process new library cards if anyone would like to sign up for a card at the fest, but they will need to have the proper address verification documentation with them. Friday night, President Williams and I staffed the table from 5p to 8p. Library staff will work the table from

11a to 4p on Saturday, when President Williams and I or other trustees will take over. Marcia Burton volunteered to come on her day off to work the table for a few hours on Saturday. Sunday morning, Nydia Robinson and I will work the table from 12p to 2p, and I will stay to make sure the

Youth Services Report August 2023

Overview:

Our Summer Reading Program has officially ended! Both our reading program and our End of Summer Reading Party were received with enthusiasm. Kids were assuring that every minute read, even from our library hosted story time, was recorded on Beanstack to count to their total. More about the event can be found under programming.

There was a surge in patron visits for this month! We had families coming in to cool off on those incredibly hot days, play with our puzzles, coloring, or reading. I caught a sweet moment between a family reading a story together. Take a look!

While we encourage the usage of our building, there were some incidents that required the enforcement of our YSD policies. There have been children under the age of 8 left by themselves for most of our hours of operation. I had to inform parents on multiple occasions that children under the age of 8 must be accompanied by a parent/guardian. Secondly, several staff members, including myself, have been in altercations where patrons were threatening and/or rude. Luckily, with the backing of our updated policies, we were able to follow protocol. Thank you, policies!



Programming:

Crafty afternoons crafters still have their tiny artwork on display along the rotunda wall! Reminder, this was a collaboration with Adult Services, where we collect tiny art pieces and display them throughout the month of August and September. They additionally created some fabulous paintings, crunchy slime, and a soaring plane with a launcher.

Preschool and Toddler Story Times are another staple in our YS programs. We read about dinosaurs this month.

Movie Monday had a nice handful of kids. The movie displayed this month was *The Super Mario Movie*. Movies are showcased in the Multipurpose Room in the YSD.

Try Teens surprised us this month! We had a total of 7 teens. They voted on the best chip from the variety we had. There were some cheesy, spicy, salty flavors. Their verdict: Hot Cheeto Puffs.

Chalk Art & Bubbles and Color Hour have a very consistent attendance. Patrons have enjoyed participating in library programs that allow them to whine down. Particularly, this month, our *Outdoor Story times* had a lower participation rate because of the heat.

The End of Summer Reading Party closed out our summer reading challenge: *Find your Voice / Encuentra tu Voz!* The purpose of this party was to invite our community to celebrate our readers with some free food, entertainment, and fun! Our winners for this Summer Reading Challenge were Angel T. (0-6); Read 906 minutes, Julio G. (7-12); Read 3695 minutes, Storm (13-17); Read 885 minutes. Every other participant that read through the summer received a medal, a certified reader award, and a goodie bags that included snacks. Every person that attended seemed to have had a blast. Also, I would like to highlight the help of everyone on our staff for setting up and organizing the event. Kevin C. and Vanessa H. made our Tie Dye station a creative

place with their attentiveness to everyone's wishes. Our face painting was popular because of Kiara R. and Grasiela V! They practiced diligently and made sure that each kid was happy. Trenton T. took some incredible shots all throughout the event with our Canon camera. Each supervisor was crucial for planning and execution! A special shout out to Stephanie and her husband for providing the live music.

Community Outreach:

1. Back to School Picnic @ Jane Adams 11:00 AM – 1:00 PM

- a. District 89 had their Back-to-School Picnic where families can come in to get school supplies, free entertainment, and resources to launch the school year. Like last year, we had a table for us! Here, I was able to promote our resources, give out goodies, and challenge students to a game of Connect 4. Not only did I interact with our community, I was able to connect with members of the Secretary of State.

Closing:

Some pictures of this fun month!



Youth Services Program Statistics: August 2023

Anime Club	
Saturday, August 12th	0

Crafty Afternoons	
Wednesday, August 2nd:	38
Wednesday, August 9th:	17
Wednesday, August 16th:	41
Wednesday, August 23rd:	26

Color Hour	
Thursday, August 10th:	15
Thursday, August 24th:	10

Movie Monday	
Monday, August 14th: The Super Mario Movie	8

Outdoor Storytime	
Tuesday, August 8th @ 10:30 AM	3
Tuesday, August 8th @ 5:00 PM	0
Tuesday, August 22nd @ 10:30 AM	1
Tuesday, August 22nd @ 5:00 PM	0

Preschool Storytime	
Monday, August 14th: Dinosaurs	7

Try Teens	
Thursday, August 17th: Chips	7

Take Home Crafts	
August 30th-September 1st	0

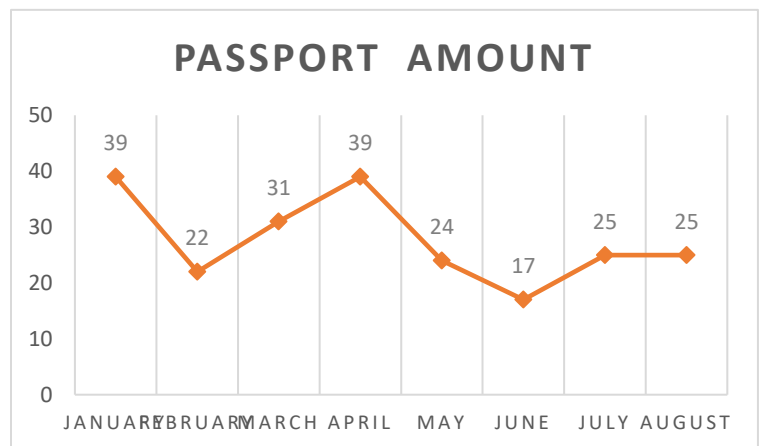
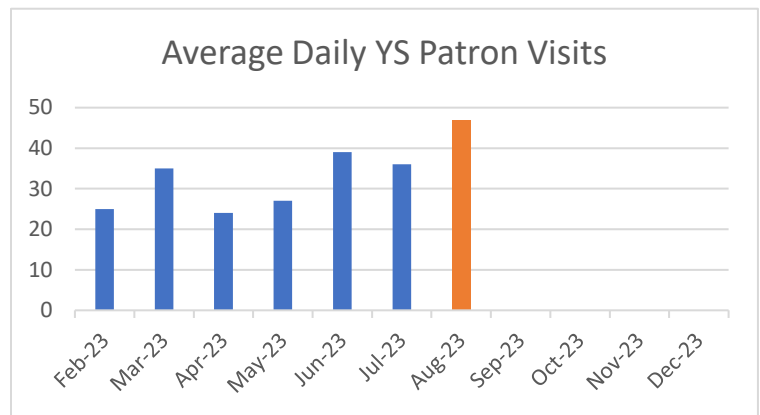
Chalk Art & Bubbles:	
Friday, August 18th	6

Lego Club:	
Saturday, August 19th:	6

Back to School Picnic @ Jane Adams	
Tuesday, August 19th	128

GCFD: Daily Lunches	
Monday-Friday @ 1:00-3:00 PM	280

End of Summer Reading Party	
Saturday, August 5th @ 2:00 PM	193



Find Your Voice: Summer Reading 2023		
Age Group	Participants	Minutes Read
Early Readers	16	3033
Kids	14	6558
Teens	5	1385

August 2023 Report – Information Services

General

We had our Summer Reading Finale Party on August 5th.

Our Tiny Art Show was on display in the Rotunda for August.

I visited Garden House Apartments four times in August to teach seniors about our new circulating iPad, various library services, and provide general tech assistance with their own devices.

As part of the Age Guide grant, we acquired four Meta Quest 2 Virtual reality headsets. In September, I began doing weekly drop-in sessions for seniors to come in and use the devices. I am also making arrangements with Garden House to take the headsets out on outreach visits outside the library.

We have been training staff for the new Illinois license plate renewals service the library will offer.

The next season of the Illinois Libraries Presents series has begun. The first event took place on 9/6 and featured Colson Whitehead. The next session will feature Horror writer Stephen Graham Jones and take place on October 4th. We have been promoting the events with signage in the library and on the TV monitors in the library, with bookmarks given to patrons at the public desks, and in the newsletter.

Homebound delivery is now available from the library.

Our Couch to 5K training program wrapped up with Brookfield Zoo 5K race on September 10th.

Programs

Tiny Art Show

Tuesdays @ 12:00 Knitting and Sewing

Aug 4, 11, 18 Tech Friday

August 5th Summer Reading Finale

August 9 @ 12:00 Chair Yoga

August 15th @ 5:00 Fall Wreath Craft

August 21 @ 10:30 Basic iPad

August 26 @2:00 Traditional Jazz: A Historical Perspective of Early Jazz from the New Orleans and Chicago Era

August 26th, 10:30 Marble Mug Craft

Collection

iPads are now available for checkout. Video games will soon be available for circulation. Processing of our new additions to our Library of Things collection will begin shortly.

I acquired three display shelves for free from another library. I plan on using them for our new video game collection, and our expanded library of things collection.



August 2023 Statistics - Information Services Dept.

Wix

Website Visits 1173

Event Registrations

52

My Pc

Center Users 438

Youth Users

402

Copier

Faxing 305 pages

Printing 1935 pages

Scanning 849 pages

Copies 1347 pages

Axis 360 : 33 checkouts

Kanopy 67 visits, 16 plays

Hoopla 9 new users; 157 Checkouts

OverDrive (Libby) 3 new users; 137 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, 7 holds filled

EBSCO: 98 Database Requests

Museum Adventure Pass: 17 passes generated

Explore More Illinois: 0 passes generated

Local History: 5 requests

Reference Questions : We average about 6 questions a day

Sept. 2023

Patron Services

Patron Services now have a wonderful new "Square". We can now accept credit card payments for anything from our patrons, this is a huge benefit for them and us!

We offered a wreath craft for our adult patrons, it was a hit, everyone seemed to really enjoy it, they turned out beautiful!

We kicked off our new Youth Services Patron Cards, they are really cute, everyone loves them!

Our statistics for the month: 2714 patrons came into the library, 1122 transactions ([16.32% > Aug. 2022](#)) and 67 New Patron cards!

BUDGET AND APPROPRIATION ORDINANCE

ORDINANCE FY 24-02

**MAYWOOD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

FISCAL YEAR JULY 1, 2023 to JUNE 30, 2024

WHEREAS, this Ordinance constitutes the Budget and Appropriation Ordinance for the Maywood Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2023 and ending June 30, 2024; and

WHEREAS, the Board of Trustees of the Maywood Library Public Library District, Cook County, Illinois, has prepared or caused to be prepared a tentative form of the Annual Budget and Appropriation for said Library District for the Fiscal Year beginning July 1, 2023 and ending on June 30, 2024, and the same being conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Annual Budget and Appropriations Ordinance on September 13, 2023, notice of which was given at least thirty (30) days prior thereto in accordance with law; and

WHEREAS, all other legal requirements have been complied with by the Board of Trustees of the Maywood Public Library District;

BE IT ORDAINED by the President and the Board of Library Trustees of the Maywood Public Library District, Cook County, Illinois, as follows:

SECTION 1. The following budget and appropriation amounts are adopted for the fiscal year beginning July 1, 2023 and ending June 30, 2024. The following sums, or so much thereof as by law may be authorized, shall be and the same are hereby budgeted, set aside, and appropriated for the specified library purposes for the fiscal year beginning on July 1, 2023, and ending on June 30, 2024; and the objects and purposes for which said appropriations are made and the amounts thereby appropriated are as follows:

	<u>Appropriated</u>
I. CORPORATE FUND	
Salaries	\$ 765,000.00
Healthcare Premiums	\$ 70,000.00
Trustee Development	\$ 4,000.00
Staff Development	\$ 4,200.00
Travel	\$ 2,400.00
Membership Dues	\$ 5,400.00
Adult Books	\$ 20,400.00
YS Books	\$ 18,000.00

	<u>Appropriated</u>
SWAN - Lost Books	\$ 2,400.00
Periodicals	\$ 4,200.00
Adult AV	\$ 9,000.00
YS AV	\$ 9,000.00
Software	\$ 8,400.00
Technology	\$ 6,000.00
Library Supplies	\$ 15,600.00
Patron Services Supplies	\$ 3,600.00
Tech Services Supplies	\$ 1,200.00
Bank Fees	\$ 1,440.00
Hospitality	\$ 3,000.00
Printing	\$ 3,600.00
Postage	\$ 3,600.00
Telephone	\$ 12,600.00
Publicity	\$ 6,000.00
Professional Services	\$ 54,000.00
Natural Gas	\$ 49,140.00
Databases & E-Resources	\$ 28,800.00
Water	\$ 13,860.00
Electricity	\$ 108,000.00
Garbage	\$ 10,800.00
Maintenance of Equipment	\$ 44,100.00
Contract Bldg Maint	\$ 72,000.00
Janitorial Supplies	\$ 8,820.00
General Maint -Bldg	\$ 66,150.00
SWAN	\$ 31,200.00
Local History	\$ 250.00
Special Events	\$ 12,000.00
Adult Programming	\$ 8,400.00
YS Programming	\$ 8,400.00
Equipment Purchase	\$ 7,200.00
Capital Improvements	\$ 48,000.00
Legal Fees	\$ 18,000.00
Misc. Grant Expenses	\$ 9,000.00
DCEO Grant Expenses	\$ 420,000.00
Per Capita Grant Expenses	\$ 41,616.00
Vending Machine Expenses	\$ 1,800.00
Total Corporate Fund Appropriation	\$ 2,040,576.00

Appropriated

II. ILLINOIS MUNICIPAL RETIREMENT FUND

Total Illinois Municipal Retirement Fund Appropriation \$ 117,300.00

III. SOCIAL SECURITY FUND

Total Social Security Fund Appropriation \$ 64,800.00

IV. AUDITING FUND

Total Auditing Fund Appropriation \$ 8,400.00

V. LIABILITY INSURANCE FUND

Total Liability Insurance Fund Appropriation \$ 48,000.00

VI. WORKMEN'S COMPENSATION FUND

Total Workmen's Compensation Fund Appropriation \$ 1,260.00

VII. LIBRARY BUILDING AND SITES FUND

Total Library Building & Sites Fund Appropriation

VIII. UNEMPLOYMENT INSURANCE FUND

Total Unemployment Insurance Fund Appropriation \$ 6,300.00

SUMMARY

I. CORPORATE FUND	\$ 2,040,576.00
II. ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 117,300.00
III. SOCIAL SECURITY FUND	\$ 64,800.00
IV. AUDITING FUND	\$ 8,400.00
V. LIABILITY INSURANCE FUND	\$ 48,000.00
VI. WORKMEN'S COMPENSATION FUND	\$ 1,260.00
VII. LIBRARY BUILDING AND SITES FUND	\$ -
VIII. UNEMPLOYMENT INSURANCE FUND	\$ 6,300.00
	\$ 2,231,076.00

SECTION 2. As part of the Annual Budget, it is stated:

- a. The cash on hand at the beginning of the fiscal year is \$1,566,295.00
- b. The estimated cash expected to be received during the fiscal year from all sources is \$2,127,674.00
- c. The estimated expenditures for the fiscal year are \$1,961,269
- d. The estimated cash expected to be on hand at the end of the fiscal year is \$1,732,700.00
- e. The estimated amount of taxes to be received during the fiscal year is \$1,598,094
- f. The estimated amount of income to be received from sources other than library taxes is \$529,580.00

SECTION 3. Funds in the total amount of \$2,231,076.00 or so much thereof as may be authorized by law, be and the same are hereby appropriated as specified.

SECTION 4. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund.

PASSED by the Board of Library Trustees on September 13th, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

Shakeesta Williams, President
Board of Library Trustees
Maywood Public Library District

ATTEST:

LaSondra Banks, Secretary
Board of Library Trustees
Maywood Public Library District

(SEAL)

**Maywood Public Library District
Salary Schedule
2023-2024**

Job Title FT (37.5 hours)	FLSA Exempt/ Non- Exempt	Minimum	Midpoint	Maximum
Library Director (MLS)	E	\$ 84,445	\$ 105,556	\$ 126,667
		\$ 40.60	\$ 50.75	\$ 60.90
Business Manager	NE	\$ 24.70	\$ 30.87	\$ 37.04
Bookkeeper	NE	\$ 19.83	\$ 24.79	\$ 29.75
Head of Information Services (MLS)	E	\$ 55,968	\$ 69,960	\$ 83,952
		\$ 26.91	\$ 33.63	\$ 40.36
Head of Youth Services (MLS)	E	\$ 51,048	\$ 63,810	\$ 76,572
		\$ 24.54	\$ 30.68	\$ 36.81
Information/Youth Services Assistant	NE	\$ 13.07	\$ 16.34	\$ 19.61
		\$ 15.64	\$ 19.55	\$ 23.46
Head of Patron Services	E	\$ 50,809	\$ 63,511	\$ 76,214
		\$ 24.43	\$ 30.53	\$ 36.64
Circulation Clerk	NE	\$ 12.53	\$ 15.66	\$ 18.79
		\$ 15.00	\$ 18.00	\$ 21.60
IT Manager	NE	\$ 31.09	\$ 38.86	\$ 46.63
IT Assistant	NE	\$ 17.24	\$ 21.55	\$ 25.86
IT Recommended	NE	\$ 24.17	\$ 30.21	\$ 36.25
Head of Technical Services	NE	\$ 25.68	\$ 32.10	\$ 38.52
Technical Services Assistant	NE	\$ 15.43	\$ 19.28	\$ 23.14
Technical Services Recommended	NE	\$ 23.12	\$ 28.90	\$ 34.68
Maintenance	NE	\$ 15.63	\$ 19.54	\$ 23.45
Custodian	NE	\$ 12.68	\$ 15.85	\$ 19.02
		\$ 15.00	\$ 18.00	\$ 21.60
Security/Library Monitor	NE	\$ 15.28	\$ 19.10	\$ 22.92

Used HR Source 2023 Library Survey, effective June 2023. Data is 1 year old.

Methodology to create salary ranges: Took average for each category above, added together and divided by 3 to create the midpoint. Added or subtracted 20% for midpoint to get minimum and maximum.