

**Matteson Area Public Library District
Board of Trustees Regular Meeting
January 10, 2023
7:00 p.m.**

Items that are not listed on the agenda are for discussion only.

- A. **Call to Order**
Our Mission: The library enables discovery, engages imagination, inspires innovation, and connects with our community.
- B. **Roll Call**
- C. **Pledge of Allegiance**
- D. **Opportunity for Public Comment**
- E. **Consent Agenda: ROLL CALL VOTE REQUIRED**
All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered before the Active Agenda segment begins.
 - 1. Approval of the Agenda for January 10, 2023
 - 2. Approval of Minutes for the Regular Board Meeting of Dec. 13, 2022
- F. **Items removed from the Consent Agenda**
- G. **Consideration of Financial Reports and related Financial Concerns**
 - 1. Motion to approve December disbursements of **\$36,536.52** for operating invoices, and **\$152,999.72** for payroll related expenses, for a total disbursement of **\$189,536.24**.
- H. **Director and Assistant Director's Report**
 - 1. Black History Month-Museum, 1619 Project (explain), Quilts
 - 2. Strategic Plan-Update
 - 3. Other
- I. **President's Report**
 - 1. Need for meetings to review Working Budget & Closed Minutes
 - 2. Committee Updates
 - 3. General Policy & Board Policy review in odd numbered years
 - 4. Tax Deposit Report
 - 5. Upcoming Newsletter (appointment of Nikeda Webb)
 - 6. Other
- J. **Open Items**

K. New Business

Start review of Board Policy-Articles 1-4

1. Review Article I-Compliance with the Law

L. Correspondence

M. Closed Session

Motion to enter into Closed Session under Section 2(c)(1) of the Open Meeting Act for "The performance of a specific employee" as mandated by Section 2.06 of the Open Meeting Act.

N. Return to Open Session

O. Actions to be taken based on the results of the Closed Session

P. Adjournment

Note: Individuals having questions regarding accessibility of the meeting or facilities are requested to contact the Library Administrative offices promptly at (708) 748-4431 to allow the Library to make reasonable accommodations.

CHECK SIGNING SCHEDULE

January 10	Harold Gillis	Jonathan Currin	Donna Brumfield
January 24	Beverly Coleman	Howard Hunigan	Tempitope Babayode

Trustees who will be out of town during the next month should notify the library's Business Office and provide their contact information.

**Matteson Area Public Library District
Board of Trustees
Meeting Minutes
December 13, 2022
7:00 pm**

I. Call to Order

- President Hunigan called the meeting to order at 7:00 pm.

II. Roll Call

- Present were Trustees Howard Hunigan, Jonathan Currin, Harold Gillis, Temitope Babayode, Andrea Williams, and Donna Brumfield. Also present were Director Nikeda Webb, Assistant Director Thom Webb. Administrative Assistant Lauretta Benford and Trustee Beverly Coleman were absent.

III. Pledge of Allegiance

IV. Opportunity for Public Comment

- No public present.

V. Consent Agenda

- Trustee Hunigan made a motion to approve the consent agenda. Seconded by Trustee Brumfield. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Donna Brumfield-yes	❖ Johnathan Currin-yes
❖ Andrea Williams – yes	❖ Temitope Babayode -yes

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Currin made a motion to approve November disbursements of \$51,810.22 for operating invoices, and \$128,760.83 for payroll related expenses, for a total disbursement of \$180,571.05. Seconded by Trustee Babayode. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Donna Brumfield-yes	❖ Jonathan Currin-yes
❖ Temitope Babayode-yes	❖ Andrea Williams – yes

Motion carried.

VII. Director Report

- Director Nikeda Webb reported on the Strategic Plan next steps.
 - o Sarah, the facilitator would like to do phone conversations with each Trustee the week of January 10, 2023.
 - o Email a contact phone number and the best time to reach you; general time or specific. Need that information by December 22, 2022

- In Service for staff was December 2 in Oak Forest with other area libraries. Two speakers presented; one on customer service and one on quality, diversity and inclusion. The rest of the day was spent at the library with meetings, demonstrations, and trainings.

- The Winter Wonderland program was a big success. Over five hundred people in attendance throughout the day. There was something for everyone; adults and kids. Looking forward to the programs in February, March, April, and the Fan Fest. Looking to have more bus outings.

- Dan Ellandro from Independent Consultant Services exploring possible solutions to the water infiltration issues at the lower -level electrical room after the holidays.

- Assistant Director Report
 - o License plate stickers renewal is ready to go; waiting to purchase a new cash register, should be in place the beginning of next year.

- Active shooter drill is in preparation; working with the police department.

VIII. President's Report

- Working Budget, we need to get started on it. We need to get a meeting scheduled.

- Trustee Williams will be working on closed session minutes.

- Building, Grounds and Equipment has scheduled a meeting for December 16 at 6:00 pm. The architect's proposal will be on the agenda.

IX. New Business

- Trustee Hunigan made a motion to approve the hiring of Interim Director Nikeda Web as Library Director of the Matteson Area Public Library District beginning January 1, 2023. Seconded by Trustee Brumfield. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Donna Brumfield-yes	❖ Jonathan Currin-yes
❖ Temitope Babayode-yes	❖ Andrea Williams – yes

- Trustee Hunigan will work with the Marketing staff to present Director Webb to the community via the library newsletter.

Trustee Babayode made a motion to adjourn the meeting. Seconded by Trustee Gillis. Ayes 6. Nays 0. Motion carried

At 7:35 pm the meeting was reopened for recognizing correspondence. Trustee Williams read a letter of thank you for Susan Fulcher and a thank you letter from Robin Kelly for the passport day.

Trustee Babayode made a motion to adjourn the meeting. Seconded by Trustee Gillis. Ayes 6. Nays 0. Motion carried.

The Board adjourned at 7:40 pm.

Andrea Williams, Board Secretary

Lauretta Benford, Administrative Assistant



Matteson Area Public Library District

The undersigned, being two members of the Board of Trustees of the Matteson Area Public Library District, and the Librarian of said District do hereby certify and warrant the following as proper obligations against the District and said Librarian has so certified to the Board of Trustees the correctness of each of said disbursements and the Board of Trustees has approved each of said disbursements for payment by the said District by Board action.

DISBURSEMENT WARRANT

Board Meeting Date: January 10, 2023

Disbursements for Approval or Ratification:

Vendor Disbursements

Debit / Check #

December	Utilities	Water, Garbage, Internet	5,247.95
December	Electronic Payments	Chase Card	5,139.56
December	Manual Checks	20166-20230	<u>34,155.78</u>
			\$ 44,543.29

Payroll Disbursements

12/09/22	Gross Payroll		51,613.89
12/09/22	Employer Payroll Taxes		3,770.02
12/23/22	Gross Payroll		52,744.95
12/23/22	Employer Payroll Taxes		3,852.87
			0.00
			0.00
December	IMRF		<u>12,105.01</u>
			\$ 124,086.74

Voided Checks Previously Issued

None		0
		<u>0</u>

Bank Charges

None		0
		<u>0</u>

Total Disbursements for Approval or Ratification

\$168,630.03

Matteson Area Public Library District
Bank Statements
December 2022

Chase Operating Checking (3159)

Beginning Balance	\$157,341.25	
Deposits	\$100,000.00	
Checks & Payments	\$36,536.52	
Uncleared Transactions	\$20,166.02	
Fees	\$25.00	
Ending Balance		<u>\$200,613.71</u>

Chase Payroll Checking (8526)

Beginning Balance	\$157,457.81	
Deposits	\$300,000.00	
Interest	\$0.00	
Checks & Payments	\$152,999.72	
Uncleared Transactions	\$559.94	
Ending Balance		<u>\$303,898.15</u>

First American - Cash Fund

Beginning Balance	\$245,382.02	
Deposits	\$4,921.62	
Debits	\$0.00	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$250,303.64</u>

First American - Plates

Beginning Balance	\$1,000.00	
Deposits	\$0.00	
Debits	\$3.95	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$996.05</u>

Emergency Cash Fund (4880)

Beginning Balance	\$230,451.51	
Deposits	\$0.00	
Interest	\$9.40	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$230,460.91</u>

Corporate Fund (4773)

Beginning Balance	\$518,726.93	
Deposits	\$805,527.61	
Interest	\$18.17	
Checks Issued/transfer out	\$400,000.00	
Ending Balance		<u>\$924,272.71</u>

Equipment Fund (4898)

Beginning Balance	\$25,256.18	
Deposits	\$0.00	
Interest	\$1.03	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$25,257.21</u>

Special Reserve Fund (4906)

Beginning Balance	\$1,639,309.53	
Deposits	\$0.00	
Interest	\$66.88	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$1,639,376.41</u>

Total of all Bank Accounts

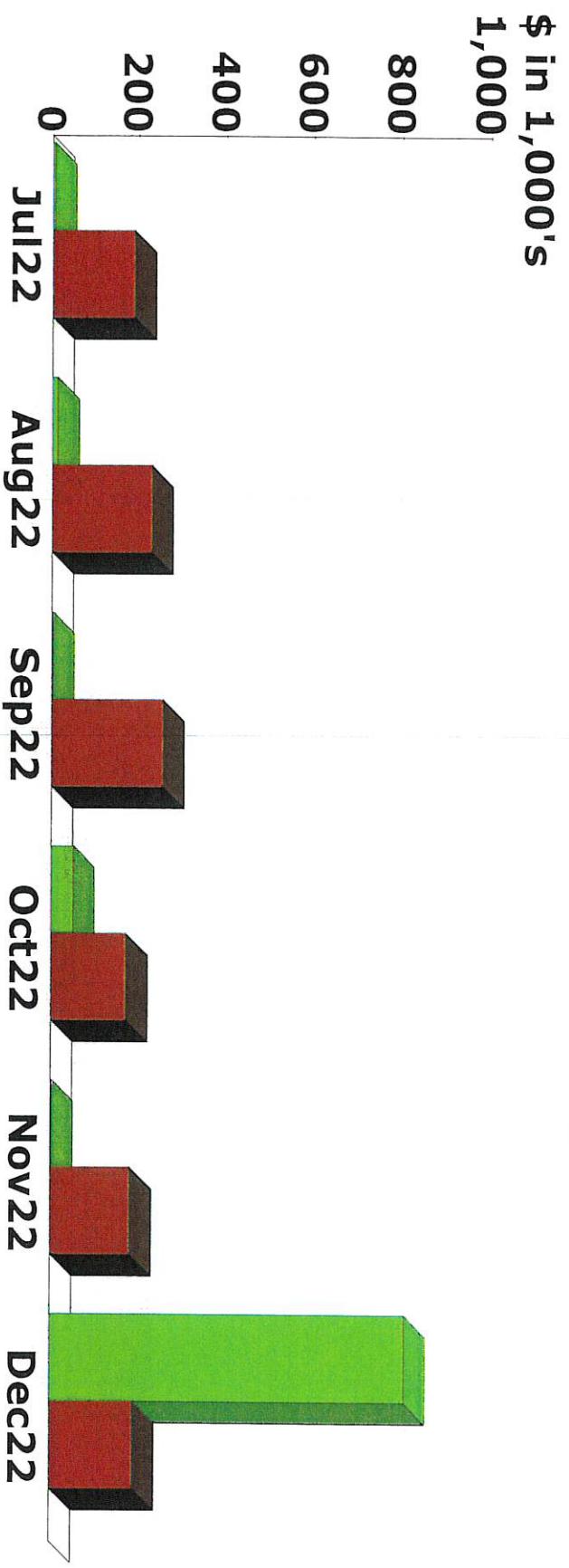
\$3,575,178.79

Matteson Area Public Library District
Checks Issues December 2022
Operating

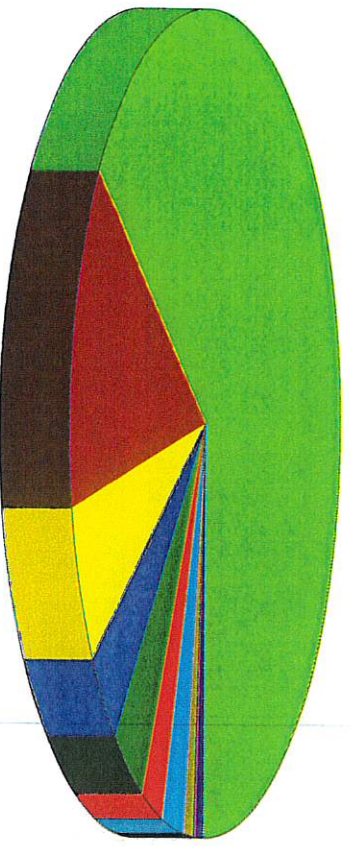
Type	Date	Num	Name	Memo	Amount	Frequency
Check	12/13/2022	20166	Alliance Entertainment	AV	-859.52	
Check	12/13/2022	20167	Amazon	Supplies, Books, AV	-844.41	
Check	12/13/2022	20168	Anderson Lawn	Lawn & Leaf Cleanup	-1,600.00	
Check	12/13/2022	20169	AT & T	Internet	-381.36	M
Check	12/13/2022	20170	B Allan Graphics	Newsletters	-1,795.00	
Check	12/13/2022	20171	Barrette Seibert	Program Yoga	-120.00	
Check	12/13/2022	20172	Blackstone Publishing	Audiobooks	-671.12	
Check	12/13/2022	20173	Bob Hayes	Supplies & Mileage	-67.79	
Check	12/13/2022	20174	Buckeye Power Sales	Generator Repairs	-856.88	
Check	12/13/2022	20175	CDW Govt. Inc	Copier Supplies	-480.14	
Check	12/13/2022	20176	Cintas	AED (3) Maintenance	-357.00	
Check	12/13/2022	20177	Cooking Canvas Café	Winter Wonderland Activities, YS Prg	-2,300.00	
Check	12/13/2022	20178	Cynthia Morse	Program Line Dancing	-100.00	
Check	12/13/2022	20179	Daily Southtown	Renewal Newspaper 2-07-23	-111.50	
Check	12/13/2022	20180	Deja Woods	PNG Grant Activities	-500.00	
Check	12/13/2022	20181	Demco	Technical Processing Supplies	-739.54	
Check	12/13/2022	20182	Enterprise Office Equip.	Copier/Printer Supplies	-1,043.00	
Check	12/13/2022	20183	Findaway World	Books	-259.30	
Check	12/13/2022	20184	Homewood Disposal	Garbage Collection	-197.05	M
Check	12/13/2022	20185	Joseph Friedman	Mileage	-19.00	
Check	12/13/2022	20186	Julia Driscoll	Grant Project	-600.00	
Check	12/13/2022	20187	Libraries First	Subscription	-195.00	A
Check	12/13/2022	20188	Lisa Butler	Workshop & Mileage	-97.45	
Check	12/13/2022	20189	Lisa Fasano	Mileage	-12.50	
Check	12/13/2022	20190	Marlin Leasing Corp.	Copier Lease	-426.66	M
Check	12/13/2022	20191	Matteson Rotary Club	Dues Oct., Nov., Dec.	-100.00	
Check	12/13/2022	20192	Menards	Building Supplies	-150.11	
Check	12/13/2022	20193	Midwest Tape	eBooks	-3,000.00	
Check	12/13/2022	20194	Mobile Beacon	Hotspot Renewal 2	-240.00	
Check	12/13/2022	20195	Nicor	Gas Utility	-3,500.99	M
Check	12/13/2022	20196	Nikeda Webb.	Mileage	-47.25	
Check	12/13/2022	20197	Orkin Pest Control	Pest Control	-102.95	M
Check	12/13/2022	20198	Petty Cash	Supplies, Mileage, Patron Refund	-100.71	
Check	12/13/2022	20199	Quill Corporation	Office Supplies	-64.23	
Check	12/13/2022	20200	Samantha Wilhoyt	Mileage, Program Suppl.	-81.25	
Check	12/13/2022	20201	Sprint	HotSpots & Cell Phone	-44.68	
Check	12/13/2022	20202	SSGHS	History Society Mbrshp Renewal	-30.00	A

Check	12/13/2022	20203	Steiner Elec.	Light Bulbs	-121.19	
Check	12/13/2022	20204	Susan Fulcher	Prg Supl. Mileage	-107.36	
Check	12/13/2022	20205	Eagle Uniform Co.	Security Uniform	-114.75	
Check	12/13/2022	20206	Tiffany Henderson	Mileage	-62.31	
Check	12/13/2022	20207	Unique Mgmt Services	Collection Services	-78.80	
Check	12/27/2022	20208	Alicia Brown	Mileage	-45.76	
Check	12/27/2022	20209	Alliance Entertainment	AV	-116.16	
Check	12/27/2022	20210	Amazon	YS, PNG, Supls	-492.74	
Check	12/27/2022	20211	Better Containers Mfg	Library Supplies	-135.96	
Check	12/27/2022	20212	Blackstone Publishing	Audiobooks	-142.18	
Check	12/27/2022	20213	CDW Govt. Inc	Copier/Printer Supplies	-320.58	
Check	12/27/2022	20214	Cooking Canvas Café	Merry Grinchmas YS Prg	-300.00	
Check	12/27/2022	20215	Dot Kane	Storytime with Dot-YS	-350.00	
Check	12/27/2022	20216	Gale/Cengage Learning	Database Renewal/Books	-1,646.05	A
Check	12/27/2022	20217	Hayes Mechanical	Maintenance-replace Check #20075	-1,865.00	Q
Check	12/27/2022	20218	Julia Driscoll	Marketing Webinar	-300.00	
Check	12/27/2022	20219	Lauretta Benford	Mileage	-11.25	
Check	12/27/2022	20220	Marlin Leasing Corp.	Copier Lease	-426.66	
Check	12/27/2022	20221	Marsha Lotz	Mileage	-12.50	
Check	12/27/2022	20222	Menards	Building Supplies	-213.91	
Check	12/27/2022	20223	Meridian IT	Phone	-415.00	Q
Check	12/27/2022	20224	O'Neil Gaspardo	Audit	-3,100.00	A
Check	12/27/2022	20225	Peerless Network	Phone	-718.55	
Check	12/27/2022	20226	Quality Alarm	Alarm System	-783.00	Q
Check	12/27/2022	20227	Technology Mgmt Fund	Internet	-450.00	M
Check	12/27/2022	20228	Warehouse Direct	Building Supplies	-1,545.51	
Check	12/27/2022	20229	Waterlogic Americas	Watercooler	-93.30	Q
Check	12/27/2022	20230	Baker & Taylor	Books	-3,338.82	
					<u>-39,403.73</u>	
					<u><u>-39,403.73</u></u>	

Income and Expense by Month July through December 2022



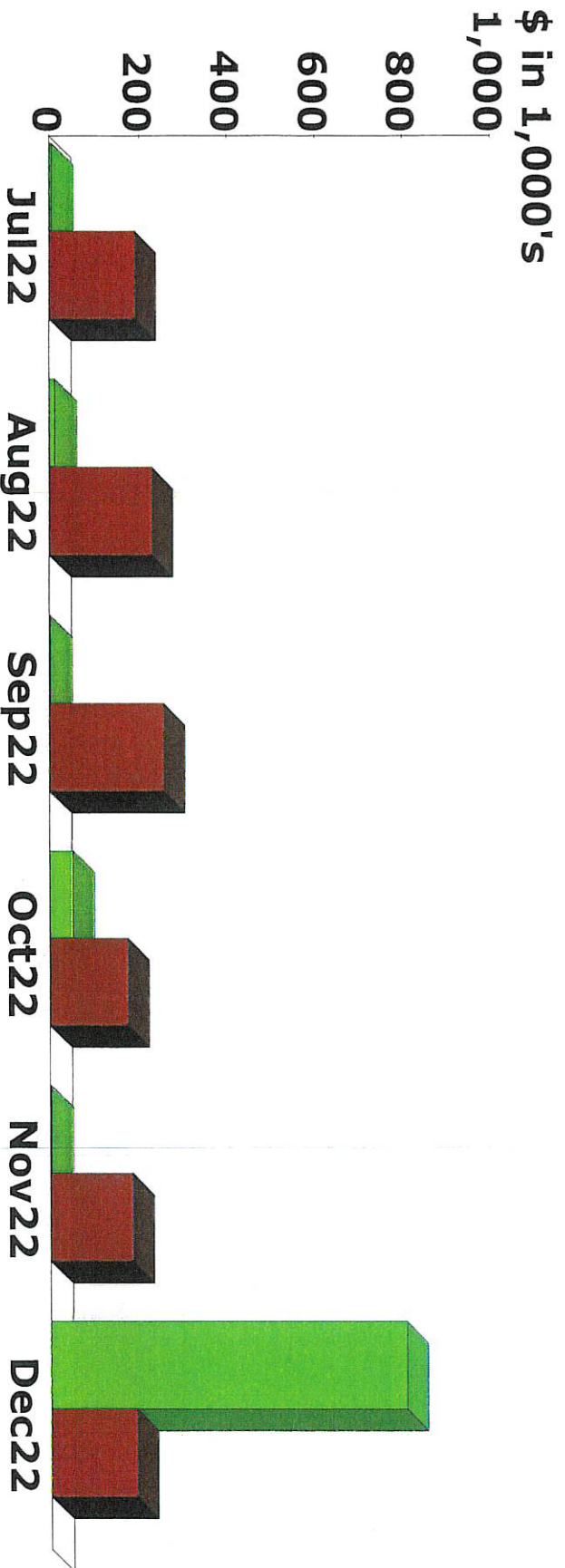
Expense Summary July through December 2022



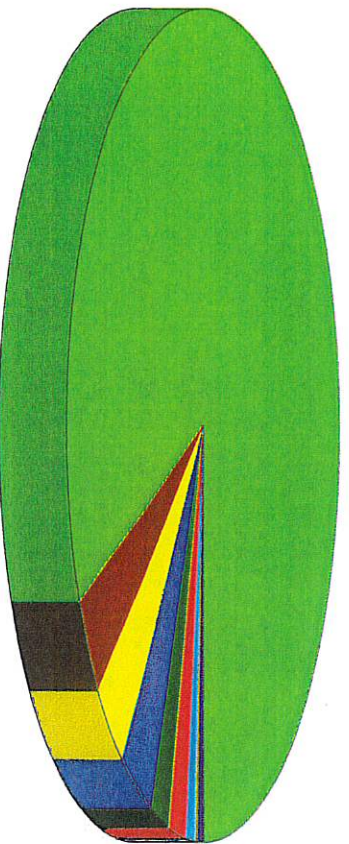
PERSONNEL	64.64%
OPER/SERV	13.73
MATERIALS	6.50
55141 - IMRF FUND - EXPENSE	4.12
65161 - SOCIAL SECURITY FUND	3.98
8 - UNEMP/LIABILITY INSURAN	2.68
SPECIAL ACCOUNTS	2.63
OPERATING SUPPLIES	1.15
17100.1 - .1 Board Expense	0.27
74001 - AUDIT EXPENSE	0.25
29100 - FURNISHINGS/EQUIPMI	0.04
Total	\$1,229,201.72

By Account

Income and Expense by Month July through December 2022



Income Summary July through December 2022



Account Name	Amount	Percentage
Income Account	82.05%	
R.E. TAXES - SS FUND	64000	4.03
GRANTS	14600	3.89
R.E. TAXES - IMRF FUND	54000	3.86
PATRON SALES/FEES	14620	2.26
R.E. Taxes - Building Mai	94000	2.17
R.E. TAXES - INSURANCE	84000	1.22
R.E. TAXES - AUDIT FUNI	74000	0.36
OTHER REIMBURSEMENT	14661	0.05
Special Reserve	2.0	0.05
Other		0.06
Total	\$884,241.41	



Matteson Area Public Library District Budget Calendar

January – Six-month review and proposed changes to the Working Budget

February – Board approves any Working Budget adjustments/changes

March – Director drafts Personnel Budget

April – Director drafts Working Budget and reviews it with Finance Committee

May – Introduce and table Working Budget at the May board meeting

June – Board approves new working Budget at June board meeting

July – Introduce Budget and Appropriations; notice in the paper for 30 days before the budget hearing; begin the audit

August – Budget and Appropriations Hearing; Board approves Budget and Appropriations

September – File the Budget and Appropriations with the County

October – Introduce and table Tax Levy request

November – Approve Tax Levy request

December – File Tax Levy with the County by the fourth Tuesday in December

Matteson Area Public Library District
Tax Deposits-December 2022

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Deposit		12/09/2022	11010 · CHASE CORPORATE FUND 4773	2,735.32
			14001 · R.E .TAXES GENERAL FUND	-47,998.35
			74000 · R.E.TAXES - AUDIT FUND	-10.78
			54000 · R.E. TAXES - IMRF FUND	-115.57
			84000 · R.E.TAXES - INSURANCE FUND	-36.65
			64000 · R.E. TAXES - SS FUND	-120.75
			94000- · R.E.Taxes -Building Maint. Fund	-65.12
			14002 · R.E. TAXES REFUNDS/LOSSES	45,621.02
			14020 · R.E. TAXES INTEREST	-9.12
				<u>-2,735.32</u>
Deposit		12/12/2022	11010 · CHASE CORPORATE FUND 4773	64,127.08
			14001 · R.E .TAXES GENERAL FUND	-60,338.49
			74000 · R.E.TAXES - AUDIT FUND	-252.75
			54000 · R.E. TAXES - IMRF FUND	-2,709.45
			84000 · R.E.TAXES - INSURANCE FUND	-859.34
			64000 · R.E. TAXES - SS FUND	-2,830.77
			94000- · R.E.Taxes -Building Maint. Fund	-1,526.59
			14002 · R.E. TAXES REFUNDS/LOSSES	4,390.31
				<u>-64,127.08</u>
Deposit		12/13/2022	11010 · CHASE CORPORATE FUND 4773	0.02
			14020 · R.E. TAXES INTEREST	-0.02
				<u>-0.02</u>
Deposit		12/16/2022	11010 · CHASE CORPORATE FUND 4773	119,190.03
			14001 · R.E .TAXES GENERAL FUND	-106,664.30
			74000 · R.E.TAXES - AUDIT FUND	-469.77
			54000 · R.E. TAXES - IMRF FUND	-5,035.93
			84000 · R.E.TAXES - INSURANCE FUND	-1,597.22
			64000 · R.E. TAXES - SS FUND	-5,261.42
			94000- · R.E.Taxes -Building Maint. Fund	-2,837.41
			14002 · R.E. TAXES REFUNDS/LOSSES	2,676.02
				<u>-119,190.03</u>

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>
Deposit		12/20/2022	11010 · CHASE CORPORATE FUND 4773	261.03
			14001 · R.E .TAXES GENERAL FUND	-227.74
			74000 · R.E.TAXES - AUDIT FUND	-1.03
			54000 · R.E. TAXES - IMRF FUND	-11.03
			84000 · R.E.TAXES - INSURANCE FUND	-3.50
			64000 · R.E. TAXES - SS FUND	-11.52
			94000- · R.E.Taxes -Building Maint. Fund	-6.21
				<u>-261.03</u>
Deposit		12/22/2022	11010 · CHASE CORPORATE FUND 4773	6,362.26
			14001 · R.E .TAXES GENERAL FUND	-16,084.52
			74000 · R.E.TAXES - AUDIT FUND	-25.08
			54000 · R.E. TAXES - IMRF FUND	-268.81
			84000 · R.E.TAXES - INSURANCE FUND	-85.26
			64000 · R.E. TAXES - SS FUND	-280.85
			94000- · R.E.Taxes -Building Maint. Fund	-151.46
			14002 · R.E. TAXES REFUNDS/LOSSES	10,533.72
				<u>-6,362.26</u>
Deposit		12/23/2022	11010 · CHASE CORPORATE FUND 4773	41,390.36
			14001 · R.E .TAXES GENERAL FUND	-36,111.34
			74000 · R.E.TAXES - AUDIT FUND	-163.13
			54000 · R.E. TAXES - IMRF FUND	-1,748.80
			84000 · R.E.TAXES - INSURANCE FUND	-554.66
			64000 · R.E. TAXES - SS FUND	-1,827.10
			94000- · R.E.Taxes -Building Maint. Fund	-985.33
				<u>-41,390.36</u>
Deposit		12/29/2022	11010 · CHASE CORPORATE FUND 4773	567,714.14
			14001 · R.E .TAXES GENERAL FUND	-495,306.65
			74000 · R.E.TAXES - AUDIT FUND	-2,237.56
			54000 · R.E. TAXES - IMRF FUND	-23,986.66
			84000 · R.E.TAXES - INSURANCE FUND	-7,607.71
			64000 · R.E. TAXES - SS FUND	-25,060.69
			94000- · R.E.Taxes -Building Maint. Fund	-13,514.87
				<u>-567,714.14</u>
Deposit		12/30/2022	11010 · CHASE CORPORATE FUND 4773	3,747.37

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Account</u>	<u>Amount</u>
			14001 · R.E .TAXES GENERAL FUND	-3,269.42
			74000 · R.E.TAXES - AUDIT FUND	-14.77
			54000 · R.E. TAXES - IMRF FUND	-158.33
			84000 · R.E.TAXES - INSURANCE FUND	-50.22
			64000 · R.E. TAXES - SS FUND	-165.42
			94000- · R.E.Taxes -Building Maint. Fund	-89.21
				<u>-3,747.37</u>
Total				\$801,780.24

Special Black History Programs

Pre-Civil War Quilts: Secret Codes to Freedom on the Underground Railroad

Connie Martin is an Illinois Humanities Road Scholar. During her program she tells the stories passed down to her Great Grandmother Lizzie of how her family survived the Anti-Bellum period through trials and tribulations, and how they used quilts that contain hidden codes and secret messages to assist abolitionists; white and black, to guide slaves to freedom through the Underground Railroad to Canada.

During this presentation, Connie shares eighteen different quilt patterns in replica quilts and refer to a book her mother, Dr. Clarice Boswell, wrote about their family called Lizzie's Story: A Slave Family's Journey to Freedom.

February 6th at 6:30 PM

Black History 101 Mobile Museum

Founded by Dr. Khalid el-Hakim, the Black History 101 Mobile Museum is an award-winning collection of over 10,000 original artifacts of Black memorabilia dating from the trans-Atlantic slave trade era to hip-hop culture. Dr. el-Hakim has been called the "Schomburg of the Hip-Hop generation" because of his passionate commitment to carry on the rich tradition of the Black Museum Movement. As the nation's premiere Black history traveling exhibit, the Black History 101 Mobile Museum has visited 41 states sharing "ourstory" at over 1000 institutions reaching tens of thousands of visitors in diverse spaces including colleges, K-12 schools, corporations, conferences, libraries, museums, festivals, religious institutions, and cultural events.

Reception-February 10th at 7:00 PM

Speaker Presentation-February 11th at 1:30 PM

The 1619 Project

The 1619 Project is an ongoing initiative from The New York Times Magazine that began in August 2019, the 400th anniversary of the beginning of American slavery. It was released to coincide with the anniversary of a ship carrying the first enslaved Africans to the English colonies.

The project explored the history of slavery in the United States and with its examination of how the legacy of slavery continues to shape life in the United States, the project started in-depth conversations about how American history is taught and written

February 25th at 6:30 PM

Matteson Area Public Library District Statistics

December 2022

Card Holders
3,443

Active
564

Unexpired
2879

Curbside

Patrons 0
Items 0

Visits

Patrons 4,294

Lockers

Patrons 4 Items 25

Homebound

Patrons 10
Items 40

Rooms

Patrons 122
Used 149


Computer Usage
5,357

AS Lab 665
YS Lab 43
Website Hits 3,731
Wi-Fi 918

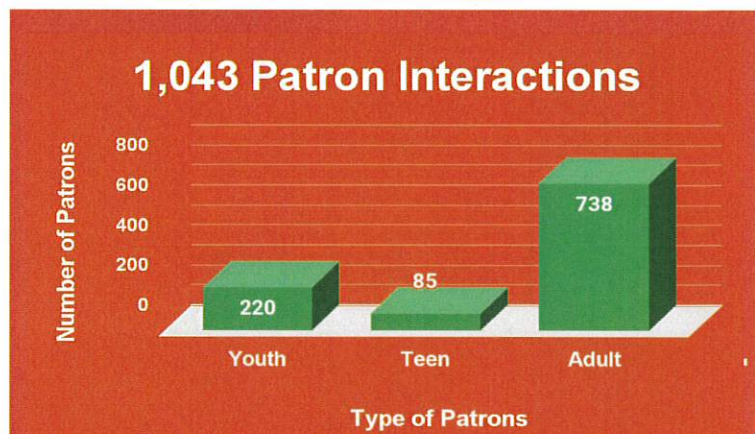

Social Media

Instagram  Followers 545

Twitter  Followers 674

Facebook  Followers 2,453

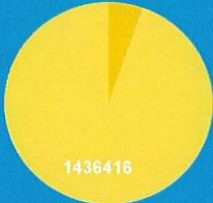
YouTube  Subscribers 292

Interlibrary Loans
2,555

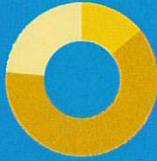
OCLC Received 3
OCLC Sent 22
SWAN Received 578
SWAN Sent 1397

Collections 1,515,836



• Print • Digital

Checkouts 5,779



• Digital • Print • Non-Print
799 3,619 1,361

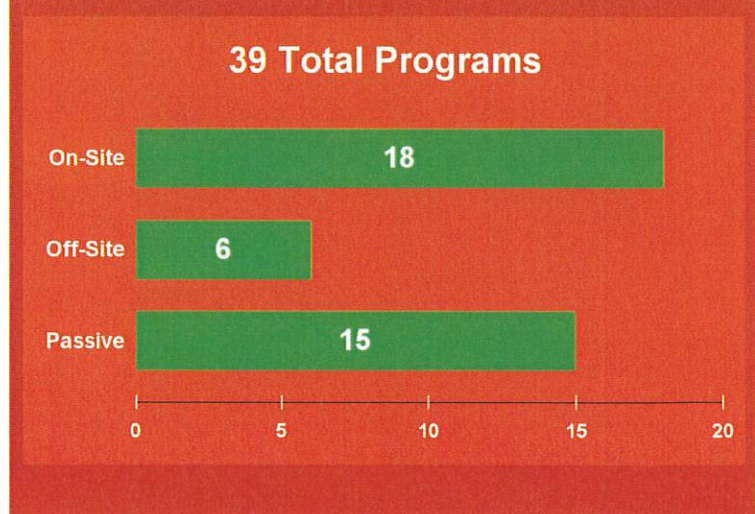


Volunteers

of Sessions 8
of Students 14
Total Hours 372

Databases

of databases owned 39
databases accessed 26
of times accessed 1,405





Matteson Area Public Library District Board of Library Trustees By-Laws

Amended 5/10/22

ARTICLE I: COMPLIANCE WITH THE LAW

These by-laws govern the operation of the Matteson Area Public Library District (the "District"). These by-laws are supplementary to, and subordinate to, the applicable provisions of Federal law, State law, and regulations promulgated under Federal law and State law (the "Laws"), including the Illinois Public Library District Act of 1991, 75 ILCS 16/1-1, *et seq.* The District shall comply at all times with the Laws. In the event of any conflicts between these by-laws and the Laws, the Laws shall prevail and control.

ARTICLE II: NAME AND AUTHORITY

This District shall be called the "Matteson Area Public Library District, Cook County, Illinois." [75 ILCS 16/30-35] The District exists under the provisions of the Act, and has the authority to exercise the powers and assume the responsibilities delegated to it under the Act.

ARTICLE III: TRUSTEES, TERM OF OFFICE, VACANCIES

Section 1. Board of Library Trustees

The Board of Library Trustees (the "Board") shall consist of seven (7) trustees elected by the voters of the District (together with the "Trustees" and individually a "Trustee"). [75 ILCS 16/Art. 30]

Section 2. Term of Office

Newly elected Trustees shall hold office for the full term of six (6) years from the third Monday of the month next following the election and until their respective successors are elected and qualified. [75 ILCS 16/30-10(c)] Newly elected Trustees shall take the oath at the first regular Board meeting following the day the newly elected Trustees take office. [75 ILCS 16/30-40]

Section 3. Resignations

The resignation of any Trustee must be submitted in writing to the President of the Board. The President will accept the resignation at the next Board meeting unless the resignation is withdrawn prior to that meeting. [75 ILCS 16/30-25]

Section 4. Vacancies

The Board shall declare a vacancy in the office of Trustee when any elected or appointed Trustee resigns, declines, fails or is unable to serve, becomes a non-resident of the District, when a Trustee is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed upon him by the Act, or when a Trustee fails to pay any library tax levied by the District. Absence without cause from

all regular Board meetings for one year shall be a basis for declaring a vacancy. A vacancy in any office shall be filled by the Board at any regular or special meeting of the Board. All vacancies shall be filled by appointment by the remaining Trustees until the next regular District election, at which time a Trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than twenty-eight (28) months remaining in the term, and if the vacancy occurs less than eighty-eight (88) calendar days before the next regularly scheduled election for Trustee, then the person so appointed shall serve the remainder of the unexpired term and no election to fill the vacancy shall be held. [75 ILCS 16/30-25]

Section 5. Duties

The Board is charged with the responsibility of governing the District and administering the Act in the District. The duties of the Board include all obligations imposed by the Laws, including but not limited to the following:

- A. The Board shall hire a skilled Library Director who shall be responsible for the day-to-day operations of the District. [75 ILCS 16/30-55.351]
- B. The Board shall generally meet once per month, but in no event shall the Board hold less than five (5) regular meetings each fiscal year. [75 ILCS 16/30-50]
Board meetings shall be open to the public and notice of such meetings shall be given in advance in compliance with the Laws.
- C. Each Trustee shall file a Statement of Economic Interest in Cook County by April 30 of each year.
- D. The agenda and/or information packet for the meetings shall be distributed to the Board by the Library Director prior to meetings. A Trustee may place an item on a Board meeting agenda or a Board committee meeting agenda by requesting the inclusion of the agenda item to the President and Library Director no less than five (5) business days before the meeting. The President may place an item on a Board meeting agenda or a Board committee meeting agenda by requesting the inclusion of the agenda item to the Library Director no less than five (5) business days before the meeting.
- E. Any Trustee who is unable to attend a Board meeting or Board committee meeting shall contact the Library Director to indicate that he or she will be absent. Due to the fact that a quorum of four (4) Trustees being physically present is required for each Board meeting, and a majority of Trustees appointed to Board committees are needed to be physically present for a quorum for Board committee meetings, this contact should be made as far in advance as possible where a Trustee is absent. [75 ILCS 16/30-50(b)]
- F. To be effective, Trustees shall strive to attend all Board meetings and Board committee meetings, read materials presented for review and attend an occasional library system, or other library-related, workshops seminars, or

meetings. A Trustee may be asked to resign for failure to attend Board meetings. Though Section 30-25 of the Act allows for absence without cause from all regular Board meetings for one year before a vacancy is declared, Trustees of the District hold themselves to a higher standard of participation. [75 ILCS 16/30-25] Attendance at meetings via telephone conference shall not constitute an absence, so long as such attendance is in accordance with the District's policy for remote attendance as required by the Illinois Open Meetings Act. [5 ILCS 120/7]

- G. It is the goal of the Board to have each Trustee attend a minimum of one (1) library system or other library-related, workshop, seminar, or meeting during each calendar year. The Library Director shall distribute information regarding workshops, seminars, and meetings to the Board promptly.

Section 6. Compensation

Trustees shall serve without compensation but shall be reimbursed from District funds for their actual and necessary expenses incurred in the performance of their duties. [75 ILCS 16/30-30] Trustees shall be reimbursed for their actual and necessary expenses in accordance with the District's reimbursement policy adopted pursuant to the Illinois Local Government Travel Expense Control Act. [50 ILCS 150/1, et seq.]

ARTICLE IV: MEETINGS

Section 1. Regular Meetings

The Board shall meet monthly on a regular basis, and shall call not less than five (5) regular meetings each fiscal year. [75 ILCS 16/30-50(a)] The time, day, date, and place of all regular meetings shall be established by an ordinance adopted by the Board at the regular meeting of the Board in the first month of each fiscal year. [75 ILCS 16/30-50(a)] A copy of the ordinance setting the regular meetings shall be posted in the District's library and supplied to any media that has filed an annual request for such notices.

Section 2. Special Meetings

Special meetings may be called by the President, Secretary, or four (4) Trustees. [75 ILCS 16/30-50] No special meeting shall be held unless written notice of the time and place thereof is given to all Trustees at least forty-eight (48) hours in advance of the special meeting or by appropriate oral notice in the case of a stated emergency. Also, a notice of any special meeting shall be given at least forty-eight (48) hours in advance to any news media that has filed an annual request for such notice.

Section 3. Open Meetings Act

The District shall comply with the Illinois Open Meetings Act. [5 ILCS 120/1, et seq.]

Section 4. Quorum

A quorum shall consist of four (4) Trustees, and a majority of those present shall determine the vote taken on any question unless a larger majority is required by any of the Laws.