

**Matteson Area Public Library District
Board of Trustees Regular Meeting
June 13, 2023**

President Hunigan asked the Board for a moment of silence in memory of Board Trustee member Harold Gillis, who died on May 28, 2023.

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.*

*Theme: **Visioning as a Board the Library of the Future***

B. Roll Call

C. Pledge of Allegiance

D. Opportunity for Public Comment

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

E. Consent Agenda: ROLL CALL VOTE REQUIRED

If a Board member requests the item will be removed from the Consent Agenda and considered before the Active Agenda segment begins.

1. Approval of the Agenda for June 13, 2023
2. Approval of Minutes for the Regular Board Meeting of May 9, 2023

F. Items removed from the Consent Agenda

G. Consideration of Financial Reports and related Financial Concerns

1. Motion to approve March disbursements of **\$51,341.17** for operating invoices, and **\$123,693.72** for payroll related expenses, for a total disbursement of **\$175,034.89**.
2. Other

H. Director and Assistant Director's Report

1. Summer Reading Program
2. Staff Updates
3. Staff Development
4. Memorial Day Parade recap
5. Strategic Plan-

I. President's Report

1. Strategic Planning (Key Themes) Next Step-Handout
2. Appointment of Standing Committees (Article VI By-Laws : Committees Section2)
3. Committees Update-Building & Grounds, Finance, Personnel And Policy

4. Upcoming Meeting Schedule (3rd Tuesday ?)
5. Tentative Calendar of Items for Fiscal Year 2023-2024 (Handout)
6. Update County Director of Elected Officials by June 9, 2023
7. Student Trustees Representatives
8. Use of Computers at Board Meetings
9. By-Laws Article III Section 4 Vacancies and Board Policy Manual 9.7
Recognition of Board Members

Open Items

K. New Business

Decennial Committee on Local Government Efficiency

Motion to remove from the table and approve the Working Budget for Fiscal Year 2023-24

Motion to approve Matteson Area Public Library District Resolution 2023-1-Honoring Harold Gillis' Years of Service as a Library Trustee.

Other

L. Closed Session

Motion to enter into Closed Session under Section 2(c) (1) of the Open Meeting Act for "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body."

M. Correspondence

N. Next Month Meeting (Possible Agenda Items)

- Annual Ordinances and Resolutions
- Any other suggested items

O. 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

June 13	Beverly Coleman	Donna Brumfield	Andrea Williams
June 27	Andrea Williams	Temitope Babayode	Jonathan Currin

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
May 9, 2023
7:00 pm

Call to Order

Our Mission: The library **enables** discovery, **engages** imagination, **inspires** innovation, and **connects** with our community. **Theme: Visioning as a Board the Library of the Future.**

President Hunigan called the meeting to order at 7:05 pm.

I. Roll Call

- Present were Trustees Howard Hunigan, Harold Gillis, Temitope Babayode, Jonathan Currin, Beverly Coleman, and Andrea Williams. Also present were Director Nikeda Webb, Assistant Director Thom Webb, Andy Murgas Computer Service Manager, and Sarah Keister Armstrong, SKA Associates. Trustee Donna Brumfield was present via Zoom.

II. Pledge of Allegiance

III. Opportunity for Public Comment

- No public present.

IV. Consent Agenda

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

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

Motion carried.

V. Strategic Plan Update

- Sarah Keister Armstrong from SKA Associates gave the Board a summary of the various surveys that were distributed. Over a thousand replies were received. Next steps will be ongoing to look at community needs.

VI. **Consideration of Financial Reports and Related Financial Concerns**

- Trustee Coleman made a motion to approve April disbursements of **\$39,558.98** for operating invoices, and **\$137,451.28** for payroll related expenses, for a total disbursement of **\$177,010.26**. Seconded by Trustee Williams. Roll call vote.

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

Motion carried.

VII. **Director’s and Assistant Director’s Report**

- Director Webb reported on the space audit. She submitted to the lawyer the guidelines that were recommended by Trustee Babayode for proposals; the marketplace and the adult service area.
- Management team training will start at the top with training. All managers will be trained. HR Source has a schedule of things to work on in the future. This will help managers to speak with one voice in dealing with the staff or issues that may arise.
- We had our first Teen Volunteer Fair. We had 8 organizations that participated.
- Memorial Day Parade, feel free to join the library staff.
- The American Library Association is in June, see the administrative office if you are interested.
- Administrative Assistant Laretta Benford’s last day is June 23, 2023.

VIII. **President’s Report**

- Trustee Hunigan reported that the LACONI Trustee Banquet is May 19, 2023. Transportation will pick up here at the library at 4:30.
- Statement of Economic Interest in. Director Webb will need confirmation that you have completed it.
- Trustee Babayode, Building, Grounds and Equipment reported on the updates on the building renovations. Trustee Coleman reported on the financials; investments, petty cash, working budget. Trustee Williams reported on Personnel and Policy concerns.
- While finalizing our schedule for next year, we are looking at changing the meeting day to the 3rd Tuesday of each month.

- Trustee Hunigan reminded the Board that the Board policy about disposal of property policy states that any property over \$1000 has to come before the board for approval to dispose of.

IX. New Business

- Trustee Hunigan made a motion to approve Board By-Laws (amendments and revisions). Seconded by Trustee Babayode. Roll call vote.

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

Motion carried.

- Trustee Coleman made a motion to introduce and table until the June Board meeting the Working Budget for fiscal year 2023-2024. Seconded by Trustee Currin. Roll call vote.

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

Motion carried.

- Trustee Hunigan made a motion to approve the disbursement of four office cubicles from the Public Services workroom. Seconded by Trustee Brumfield. Roll call vote.

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

Motion carried.

X. Swearing In Newly Elected Trustees

- Trustees Donna Brumfield and Temitope Babayode were sworn in as newly elected Trustees.

XI. Election of Officers

- Trustee Gillis nominated Trustee Hunigan for President. Ayes 6. Nays 0. Trustee Hunigan accepted the position.
- Trustee Babayode nominated Trustee Gillis for Vice President. Ayes 6. Nays 0. Trustee Gillis accepted the position.

- Trustee Babayode nominated Trustee Williams for Secretary. Ayes 6. Nays 0. Trustee Williams accepted the position.
- Trustee Brumfield nominated Trustee Coleman for Treasurer. Ayes 6. Nays 0. Trustee Coleman accepted the position.

XII. Closed Session

- Trustee Hunigan made a motion to go into closed session under Section 2 (c) (1) of the Open Meetings Act for “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.” Seconded by Trustee Gillis. Roll call vote.

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

Motion carried.

The Board went into closed session 9:08 pm.

XIII. Next Month Meeting (Possible Agenda Items)

- Computer Services Presentation (July)
- Appointment of Board Committees
- Any other suggested items

XIV. Adjournment

The Board meeting adjourned.

Andrea Williams, Board Secretary

Lauretta Benford, Administrative Assistant



Matteson Area Public Library District

2023 Disbursement Warrant

Board Meeting Date: June 13, 2023

Vendor Disbursements

		Debit / Check #	
May	Utilities	Water, Garbage, Internet	4,563.97
May	Electronic Payments	Chase Card	10,567.40
May	Manual Checks	20465 - 20532	<u>29,707.95</u>
			\$ 44,839.32

Payroll Disbursements

05/12/23	Gross Payroll		49,963.27
05/12/23	Employer Payroll Taxes		12,768.38
05/12/23	Gross Payroll		3,000.00
05/12/23	Employer Payroll Taxes		975.09
05/26/23	Gross Payroll		48,232.32
05/26/23	Employer Payroll Taxes		12,357.01
May	IMRF		<u>12,331.53</u>
			\$ 139,627.60

Voided Checks Previously Issued

None		0
		<hr/>
		0

Bank Charges

None		0
		<hr/>
		0

Total Disbursements for April

\$184,466.92

**Matteson Area Public Library District
MAY 2023 Bank Statements**

Chase Operating Checking (3159)

Beginning Balance	\$536,164.03	
Deposits	\$9,391.93	
Checks & Payments	\$51,316.17	
Uncleared Transactions	\$16,497.53	
Fees	\$25.00	
Ending Balance		<u>\$477,717.26</u>

Chase Payroll Checking (8526)

Beginning Balance	\$376,679.56	
Deposits	\$0.00	
Interest	\$0.00	
Checks & Payments	\$123,693.72	
Uncleared Transactions	\$559.94	
Ending Balance		<u>\$252,425.90</u>

First American - Cash Fund

Beginning Balance	\$301,554.15	
Deposits	\$21,081.82	
Debits	\$35.00	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$322,600.97</u>

First American - Plates

Beginning Balance	\$974.65	
Deposits	\$0.00	
Debits	\$4.50	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$970.15</u>

Emergency Cash Fund (4880)

Beginning Balance	\$230,498.22	
Deposits	\$0.00	
Interest	\$10.34	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$230,508.56</u>

Corporate Fund (4773)

Beginning Balance	\$1,755,973.12	
Deposits	\$0.00	
Interest	\$78.81	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$1,756,051.93</u>

Equipment Fund (4898)

Beginning Balance	\$25,261.29	
Deposits	\$0.00	
Interest	\$1.13	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$25,262.42</u>

Special Reserve Fund (4906)

Beginning Balance	\$1,639,641.75	
Deposits	\$0.00	
Interest	\$73.59	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$1,639,715.34</u>

Total of all Bank Accounts		<u>\$4,705,252.53</u>
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Matteson Area Public Library District

Checks Issued

May 1 - 23, 2023

Type	Date	Num	Name	Memo	Amount
11110 - CHASE OPERATING CHECKING ACCT					
Bill Pmt -C...	05/09/2023	20465	Adrian Balboa	FANFEST GAME TRUCK DEPOSIT	-199.00
Bill Pmt -C...	05/09/2023	20466	Alliance Entertainment	AV	-606.46
Bill Pmt -C...	05/09/2023	20467	Arnett Ray McDaniel	STAFF/BOARD TRANSPORTATION	-720.00
Bill Pmt -C...	05/09/2023	20468	Barrette Seibert	PS PROGRAM YOGA	-160.00
Bill Pmt -C...	05/09/2023	20469	Channe'l Simmons	STAFF EVENT RETIREMENT LUNCH	-109.00
Bill Pmt -C...	05/09/2023	20470	CINTAS	AED (3) MONTHLY MAINTENANCE	-378.00
Bill Pmt -C...	05/09/2023	20471	DAILY SOUTHTOWN	RENEWAL 6-08-23	-165.72
Bill Pmt -C...	05/09/2023	20472	DEMCO, INC.	TECH PROCESSING SUPPLIES	-89.80
Bill Pmt -C...	05/09/2023	20473	Dot Kane	YS PROGRAM STORYTELLING	-250.00
Bill Pmt -C...	05/09/2023	20474	ENTERPRISE OFFICE EQUIP	4 Printer Toners	-600.00
Bill Pmt -C...	05/09/2023	20475	GALE/CENGAGE LEARNING	BOOKS	-604.42
Bill Pmt -C...	05/09/2023	20476	HAYES MECHANICAL	GPS PURIFICATION SYSTEM QUARTERLY	-662.00
Bill Pmt -C...	05/09/2023	20477	Homewood Disposal Service	MONTHLY GARBAGE DISPOSAL	-187.81
Bill Pmt -C...	05/09/2023	20478	HR Source	EMPLOYEE TRAINING	-1,500.00
Bill Pmt -C...	05/09/2023	20479	INDEPENDENT CONSTRUCTION ...	BUILDING CONSULTANT	-435.00
Bill Pmt -C...	05/09/2023	20480	JULIA DRISCOLL	APRIL 2023 MARKETING SERVICES	-300.00
Bill Pmt -C...	05/09/2023	20481	KIDWORKS TOURING THEATRE CO	YS PROGRAM DEPOSIT AFRICAN DANCING ...	-275.00
Bill Pmt -C...	05/09/2023	20482	KLEIN, THORPE & JENKINS, LTD	LEGAL SERVICES	-222.00
Bill Pmt -C...	05/09/2023	20483	LISA FASANO	Mileage	-10.48
Bill Pmt -C...	05/09/2023	20484	MATTESON POLICE DEPT	ANNUAL ALARM PERMIT	-35.00
Bill Pmt -C...	05/09/2023	20485	Matteson Rotary Club	DUES JAN-JUNE 2023	-200.00
Bill Pmt -C...	05/09/2023	20486	MENARDS	BUILDING SUPPLIES	-148.38
Bill Pmt -C...	05/09/2023	20487	MIDWEST TAPE	HOOPLA DIGITAL CONTENT	-3,000.00
Bill Pmt -C...	05/09/2023	20488	NICOR	UTILITIES GAS MONTHLY	-1,985.56
Bill Pmt -C...	05/09/2023	20489	PLAYAWAY PRODUCTS	EBOOKS	-424.80
Bill Pmt -C...	05/09/2023	20490	Q's Kitchen	STAFF EVENT	-400.00
Bill Pmt -C...	05/09/2023	20491	SHERWIN-WILLIAMS	PAINT BUILDING SUPPLIES	-30.45
Bill Pmt -C...	05/09/2023	20492	SPRINT	MONTHLY HOTSPOTS & CELLPHONE	-43.86
Bill Pmt -C...	05/09/2023	20493	SUSAN FULCHER	PROGRAM SUPPLIES	-161.92
Bill Pmt -C...	05/09/2023	20494	Today's Business Solutions, Inc.	4TH QUATER FEES OCT-DEC	-72.36
Bill Pmt -C...	05/09/2023	20495	WAREHOUSE DIRECT OFFICE PR...	BUILDING SUPPLIES	-299.77
Bill Pmt -C...	05/23/2023	20497	Amazon.com	PROGRAM SUPPLIES	-501.17
Bill Pmt -C...	05/23/2023	20498	QUILL CORPORATION	BUILDING SUPPLIES	-410.50
Bill Pmt -C...	05/23/2023	20499	Alicia Brown	ANNUAL COMIC CONVENTION	-600.00
Bill Pmt -C...	05/23/2023	20500	Alliance Entertainment	AV	-1,114.41
Bill Pmt -C...	05/23/2023	20501	AT & T	MONTHLY INTERNET	-381.36
Bill Pmt -C...	05/23/2023	20502	Birk Plumbing, Inc.	PLUMBING REPAIRS	-1,952.00
Bill Pmt -C...	05/23/2023	20503	CDW Government Inc	COMPUTER SUPPLIES	-1,256.74
Bill Pmt -C...	05/23/2023	20504	CHICAGO MOONWALKS	MEMORIAL DAY PARADE	-1,070.00
Bill Pmt -C...	05/23/2023	20505	Cynthia Morse	PS Line Dancing	-100.00
Bill Pmt -C...	05/23/2023	20506	DAILY SOUTHTOWN	Renewal 7-05-2023	-111.50
Bill Pmt -C...	05/23/2023	20507	DEMCO, INC.	TECH. PROCESSING SUPPLIES	-305.04
Bill Pmt -C...	05/23/2023	20508	ENTERPRISE OFFICE EQUIP	COMPUTER SUPPLIES TONER	-595.00
Bill Pmt -C...	05/23/2023	20509	FROGLADY PRESENTATIONS	YS Program FrogLady	-500.00
Bill Pmt -C...	05/23/2023	20510	HINKLEY SPRINGS	OFFICE SUPPLIES	-94.52
Bill Pmt -C...	05/23/2023	20511	ILL LIBRARY ASSOC.	ANNUAL DUES	-150.00
Bill Pmt -C...	05/23/2023	20512	JIM WALKER	PS Mark Twain Presentation	-100.00
Bill Pmt -C...	05/23/2023	20513	JOSEPH FRIEDMAN	Mileage	-13.88
Bill Pmt -C...	05/23/2023	20514	KLEIN, THORPE & JENKINS, LTD	LEGAL FEES	-67.50
Bill Pmt -C...	05/23/2023	20515	MARLA COLE WIERINGA	MILEAGE & SUPPLIES	-358.70
Bill Pmt -C...	05/23/2023	20516	MARLIN LEASING CORP	COPIER LEASE	-426.66
Bill Pmt -C...	05/23/2023	20517	Melissa Gonzalez	YS SRP Kick-Off	-500.00
Bill Pmt -C...	05/23/2023	20518	MENARDS	BUILDING SUPPLIES	-679.61
Bill Pmt -C...	05/23/2023	20519	NAEIR	Public Services Program Supplies	-92.50
Bill Pmt -C...	05/23/2023	20520	PEERLESS NETWORK	MONTHLY PHONE BILL	-689.89
Bill Pmt -C...	05/23/2023	20521	PLAYAWAY PRODUCTS	AUDIOBOOKS	-766.33
Bill Pmt -C...	05/23/2023	20522	PROVEN IT	QUARTERLY MAINTENANCE LEASE	-1,493.08
Bill Pmt -C...	05/23/2023	20523	QUALITY ALARM SYSTEMS, INC.	Replace Smoke Detector #19	-254.42
Bill Pmt -C...	05/23/2023	20524	SUSAN FULCHER	YS PROGRAM SUPPLIES	-55.24
Bill Pmt -C...	05/23/2023	20525	Technology Management Fund	MONTHLY INTERNET	-900.00
Bill Pmt -C...	05/23/2023	20526	THE MURDER MYSTERY COMPANY	PS Program Murder Mystery	-749.00
Bill Pmt -C...	05/23/2023	20527	UNIQUE MANAGEMENT SERVICE...	COLLECTION SERVICES	-78.80
Bill Pmt -C...	05/23/2023	20528	VILLAGE OF MATTESON	Utility Water	-375.49
Bill Pmt -C...	05/23/2023	20529	WAREHOUSE DIRECT OFFICE PR...	BUILDING SUPPLIES	-861.45
Bill Pmt -C...	05/23/2023	20530	Q's Kitchen	Retirement Luncheon 5-26-2023	-180.00

6 PM

08/23

Annual Basis

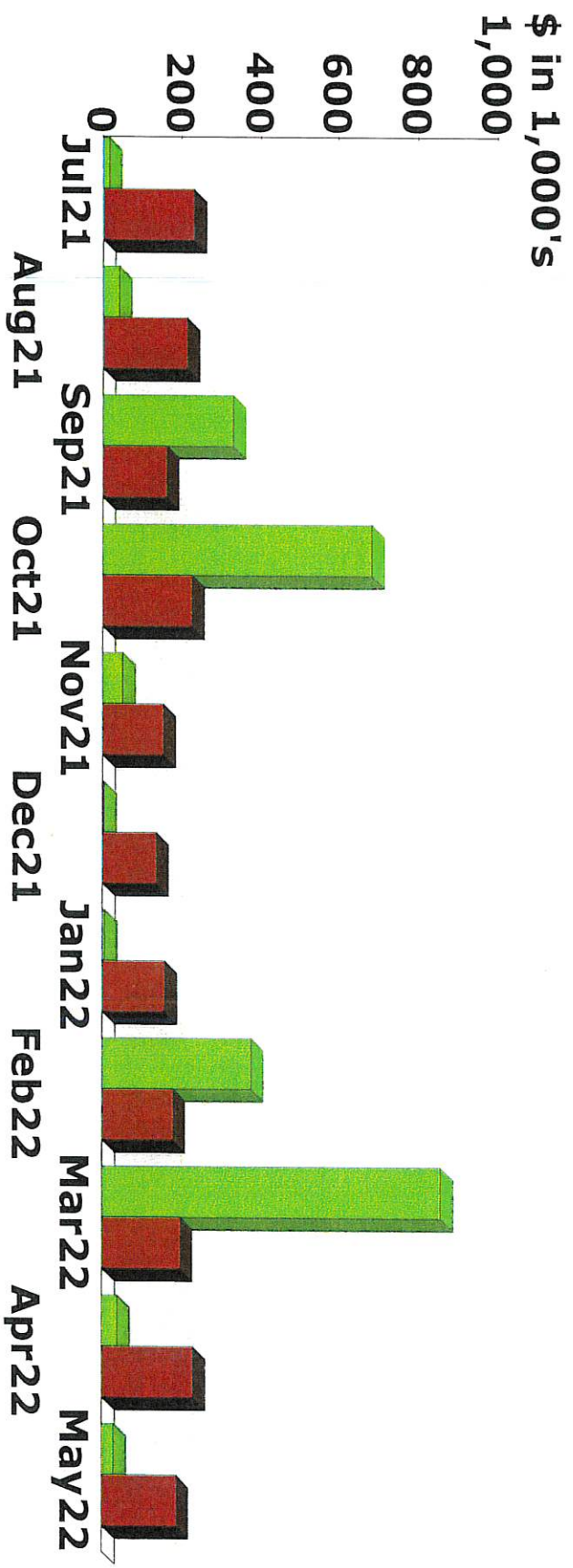
Matteson Area Public Library District

Checks Issued

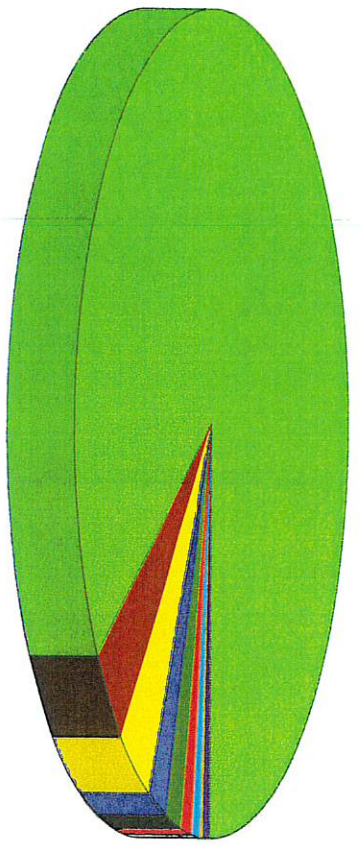
May 1 - 23, 2023

Type	Date	Num	Name	Memo	Amount
Bill Pmt -C...	05/23/2023	20531	Baker & Taylor	BOOKS	-1,910.27
Bill Pmt -C...	05/23/2023	20532	Petty Cash	Reimburse Petty Cash	-300.07
Total 11110 · CHASE OPERATING CHECKIN ACCT					-34,271.92
TOTAL					-34,271.92

Income and Expense by Month July 2021 through May 2022



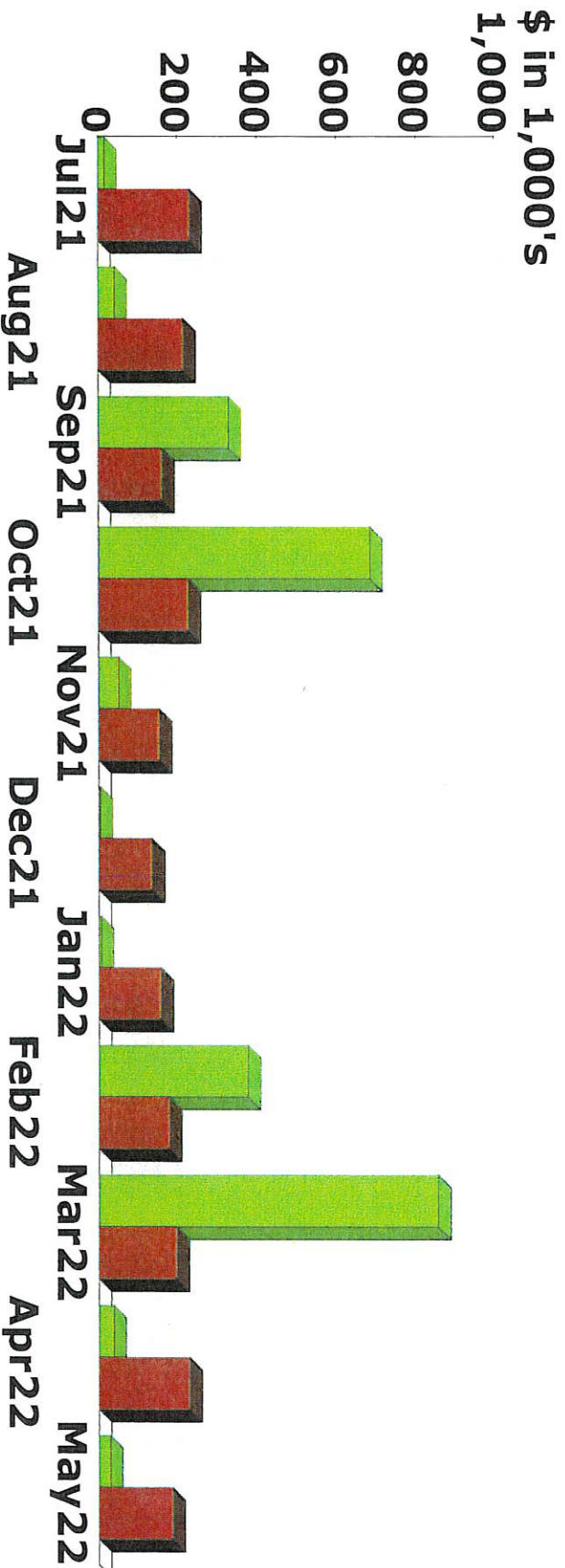
Income Summary July 2021 through May 2022



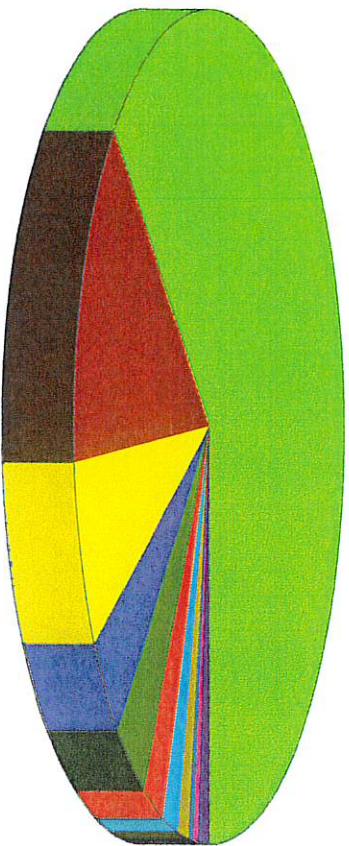
Income Account	84.54%
64000 · R.E. TAXES - SS FUND	4.14
54000 · R.E. TAXES - IMRF FUND	3.96
94000 · R.E. Taxes - Building Mai	2.23
14600 · GRANTS	1.99
84000 · R.E. TAXES - INSURANCE	1.37
14620 · PATRON SALES/FEES	1.05
74000 · R.E. TAXES - AUDIT FUNI	0.37
1466 · 1466-REIMBURSEMENTS	0.12
14661 · OTHER REIMBURSEMENT	0.11
Other	0.11
Total	\$2,425,942.69

By Account

Income and Expense by Month July 2021 through May 2022



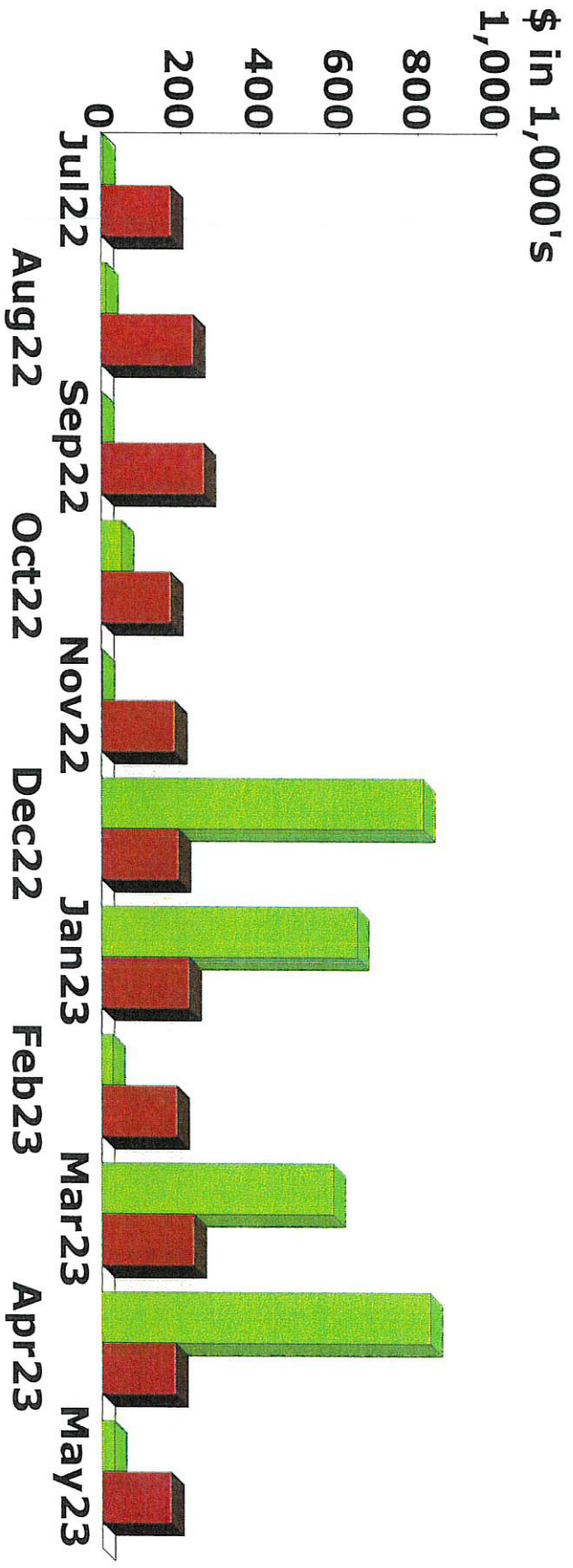
Expense Summary July 2021 through May 2022



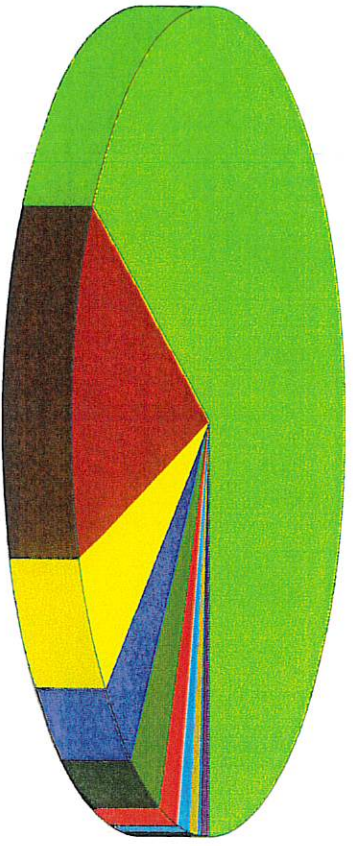
PERSONNEL	62.67%
OPER/SERV	13.87
MATERIALS	7.36
55141 - IMRF FUND - EXPENSE	4.37
65161 - SOCIAL SECURITY FUND	3.94
SPECIAL ACCOUNTS	2.66
8 - UNEMP/LIABILITY INSURANCE	1.79
OPERATING SUPPLIES	1.37
94001 - Building & Maint. Fund E	0.69
2 - Special Reserve - EXPENSE	0.60
Other	0.68
Total	\$2,077,699.09

By Account

Income and Expense by Month July 2022 through May 2023

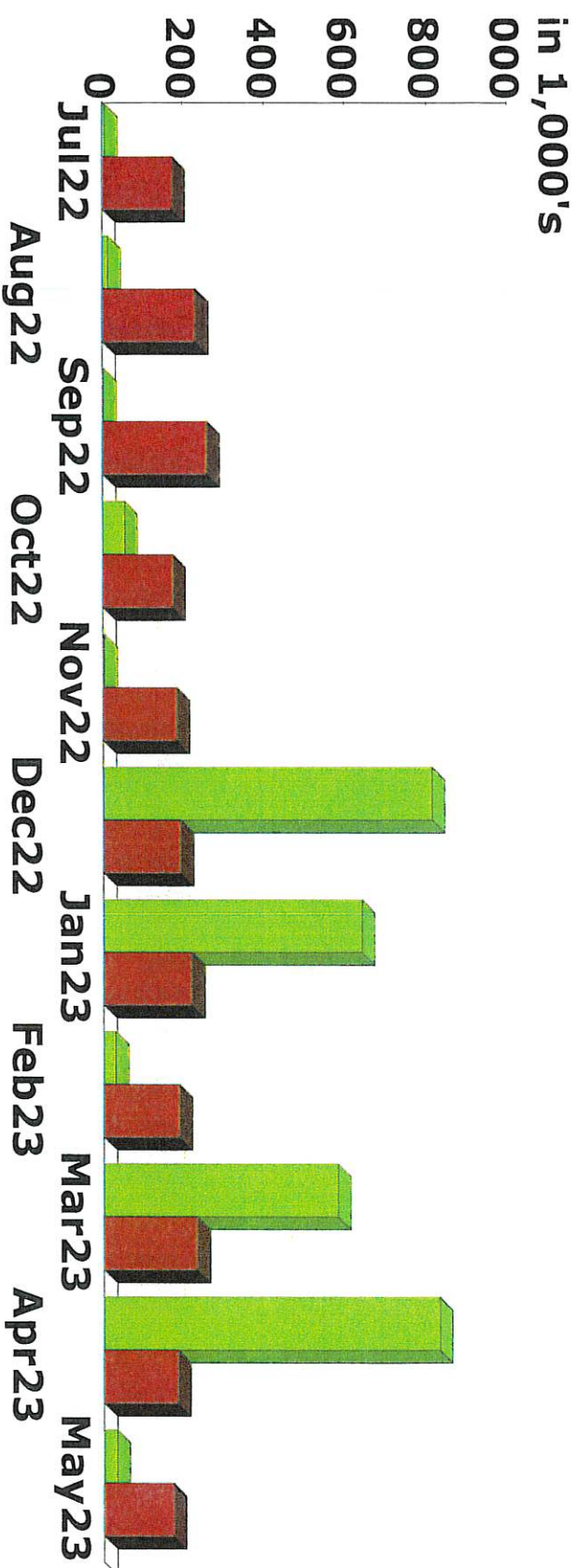


Expense Summary July 2022 through May 2023



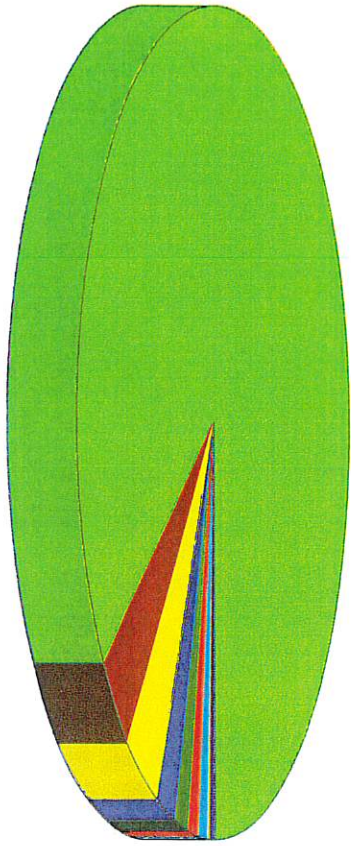
Account	Amount	Percentage
PERSONNEL	66.51%	66.51%
OPER/SERV	14.1%	14.1%
MATERIALS	5.7%	5.7%
65161 . SOCIAL SECURITY FUND	4.1%	4.1%
55141 . IMRF FUND - EXPENSE	3.9%	3.9%
SPECIAL ACCOUNTS	2.2%	2.2%
8 . UNEMP/LIABILITY INSURANCE	1.5%	1.5%
OPERATING SUPPLIES	1.0%	1.0%
74001 . AUDIT EXPENSE	0.5%	0.5%
17100.1 . .1 Board Expense	0.0%	0.0%
29100 . FURNISHINGS/EQUIPMENT	0.0%	0.0%
Total	\$2,207,087.1	

Income and Expense by Month July 2022 through May 2023



Income Summary July 2022 through May 2023

Income Account	84.95%
64000 - R.E. TAXES - SS FUND	4.20
54000 - R.E. TAXES - IMRF FUND	4.02
94000 - R.E.Taxes -Building Mai	2.26
14600 - GRANTS	1.61
84000 - R.E.TAXES - INSURANCE	1.27
14620 - PATRON SALES/FEES	1.24
74000 - R.E.TAXES - AUDIT FUNT	0.37
14540 - DONATIONS	0.04
2.0 - Special Reserve	0.03
Other	0.02
Total	\$2,986,659.27



By Account

Matteson Area Public Library District Statistics

May 2023

Card Holders
3,601

Active
532

Unexpired
3069

Curbside/Lockers

Patrons 7
Items 21

Homebound

Patrons 3
Items 17

Computer Usage
5,417

AS Lab 695
YS Lab 28
Website Hits 3809
Wi-Fi 922

Visits

Patrons 5250

Rooms

Patrons 173
Used 133

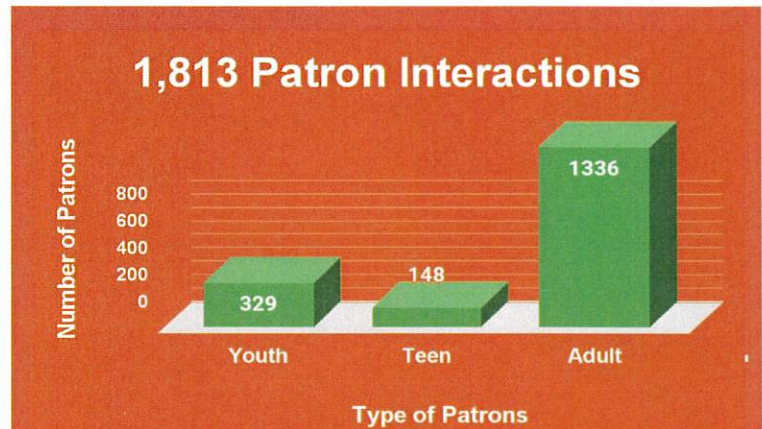

Social Media

Instagram  Followers 565

Twitter  Followers 683

Facebook  Followers 2,455

YouTube  Subscribers 304

Interlibrary Loans
2,297

OCLC Received 12
OCLC Sent 22
SWAN Received 631
SWAN Sent 1632

Collections 1,504,836

1436416

- Print
- Digital

Checkouts 7,424

- Digital 1622
- Print 4,339
- Non-Print 1,463

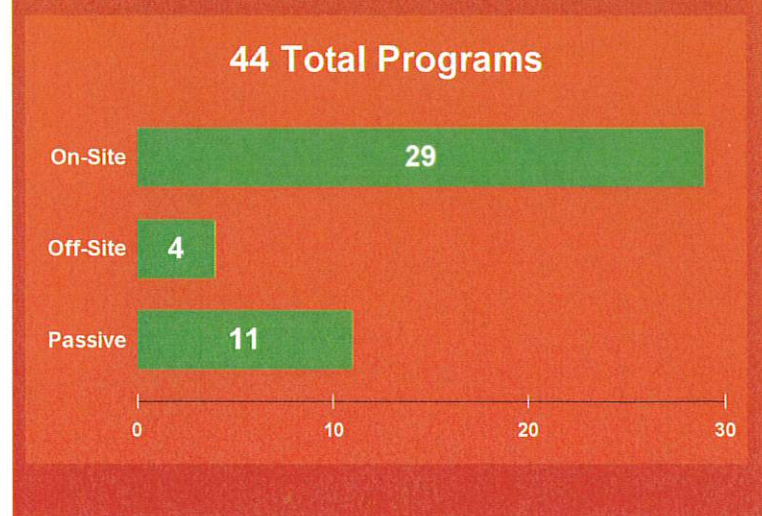


Volunteers

of Sessions 4
of Students 27
Total Hours 27

Databases

of databases owned 39
of times accessed 1,586





Matteson Area Public Library District Strategic Plan Survey Overview

More Space

This was the biggest comment and was mentioned consistently throughout the survey. People want more places to sit, and to work quietly at desks. They want more meeting/study rooms as well as more seating in the magazine area.

Cafe'

This began to pop up more around the end of the survey. People want an area where they can have coffee or other refreshments. Some state that sometimes they are here for a while and need something to drink.

Special Needs Community

People complained we didn't have enough accommodations for those in the special needs community such as blind, deaf, or autistic. Some recommendations were made for sensory areas or times.

Representation

There were some comments that we have thoroughly represented the African American community, but have not represented the Latinx community in Matteson. Patrons feel that we need to provide more Spanish-based materials, as well as Spanish speaking-possibly more international representation in general. We were asked to reflect more on culture.

Marketing and Outreach

There were some comments that we need to do a better job marketing the variety of services and amenities that are available to the community as well as more community outreach, particularly to those who may have a harder time getting to the library. It was also suggested we host more community events outside of the building to attract more people. It appears our most effective form of marketing so far is the email blast.

Hours

The community wants us open longer. There were several requests for us to extend our hours-particularly on Saturdays and Sundays. They also asked for more consideration for patrons who work during the day and asked that more programming be available after 5 pm.

Other

The survey reflects that patrons visit us at least once a week, and we are most popular amongst patrons 25 - 35.

Some staff was highlighted in the survey for their excellent service. Colleen was mentioned several times. Along with Lisa, Thom, Marla, Marsha, and Maria.