

**Matteson Area Public Library District
Board of Trustees Regular Meeting
July 11, 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**
- E. Consent Agenda: ROLL CALL VOTE REQUIRED**
All items on the Consent Agenda are considered 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 July 11, 2023
 - 2. Approval of Minutes for the Regular Board Meeting of June 13, 2023
- F. Items removed from the Consent Agenda**
- G. Consideration of Financial Reports and related Financial Concerns**
 - 1. Motion to approve June disbursements of **\$36,759.66** for operating invoices, and **\$149,120.51** for payroll related expenses, for a total disbursement of **\$185,880.17**.
 - 2. Other
- H. Director and Assistant Director's Report**
 - 1. In-Service
 - 2. Outreach
 - 3. Strategic Plan-Community Organizations
 - 4. License Plate Renewal
 - 5. Computer Services Presentation
- I. President's Report**
 - 1. Appointment of Standing Committees (Article VI By-Laws: Committees Section 2) **Hand-out**
 - 2. Illinois new anti-book ban legislation-**Hand out**
 - 3. Illinois State Treasurer invitation to an appreciation Picnic 8-19-23 at the Illinois State Fair 12-2 p.m. **Hand-out**
 - 4. Board Member to be involved in monthly meetings with the Director to establish the Regular Monthly Board Meeting Agenda (Tuesday before Board Meeting)

5. By-Laws Article III Section 4 Vacancies and Board Policy Manual 9.7 Recognition of Board Members-unable to serve (Election of officers)
6. The secretary's records shall be audited by 2 other trustees appointed by the president. The audit shall be conducted each fiscal year. 75 ILCS 16/30-65
7. Finance committee to audit Treasurer's Reports
8. Board Policy 3.4 Calendar of Events for Fiscal Year
9. Decennial Committee on Local Government Efficiency -Trustee Currin and Director Webb will complete the report for final approval of the full board.
10. Standing Committees updates

J. Open Items

K. New Business

1. A resolution to declare a library trustee vacancy due to the death of trustee Harold Gillis
2. Motion to amend the Matteson Area Public Library District Trustees By-Laws Article V: Section 2. Nominations
At its first meeting in each month of May, the Board shall hold an annual election of officers from among its members. Officers shall serve a term lasting until the first Board meeting in the month of May of the following year. In the ***event of the death, resignation, or removal of an officer prior to the expiration of his or her term, the Board President will nominate a replacement at a regular or special meeting to be voted on at the next regular meeting. Additional nominations may be made from the floor at either the meeting when the nomination is announced or at the meeting when the vote is taken. The elected trustee shall serve until the next regular election.***
3. Motion to approve Ordinance 2023-1, setting the monthly meeting dates for the Board of Trustees for FY 2023-2024
4. Motion to approve Ordinance 2023-2, for Building and Maintenance Levy for FY 2023-2024
5. Motion to approve Resolution 2023-1, setting dates for Holiday Closings for FY 2023-2024
6. Motion to approve Resolution 2023-2, Authorizing an Emergency Cash Fund to operate like a working cash fund for FY 2023-2024
7. Motion to approve Resolution 2023-3, Authorization for Check Signing for FY 2023-2024
8. Motion to approve Resolution 2023-4, the Special Reserve Fund Plan for FY 2023-2024
9. Motion to approve Resolution 2023-5, Requesting the Assessing of Impact Fees by the Village of Matteson on new development on the library's behalf for FY 2023-2024
10. Motion to approve Resolution 2023-6 Authorizing Public Library Non-Resident Cards for FY 2023-2024

11. Motion to approve Resolution 2023-7 Resolution Authorizing Intervention in Proceedings Before the State of Illinois Property Tax Appeal Board for FY 2023-2024
12. Motion to retain Klein, Thorpe, and Jenkins as legal counsel for liability issues; HR Source for HR Issues; Alliant Employee Benefits for the library staff benefit agency, and Cook and Kocher for Liability Insurance.
13. Motion to approve Trustee Currin as the Chair of the Decennial Committee on Local Government Efficiency (Trustee Currin volunteered to chair the committee at the July 12, 2022 meeting).
14. Motion to Introduce and Table the Budget and Appropriation Ordinance
15. Motion to appoint Trustee _____ and Trustee _____ to audit the Matteson Area District Library Secretary's minutes for 2022-2023

16. Other

L. Correspondence

M. Next Month Meeting (Possible Agenda Items)

- Budget and Appropriation Hearing
- Any other suggested items

N. 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

July 11	Temitope Babayode	Donna Brumfield	Jonathan Currin
July 25	Howard Hunigan	Andrea Williams	Beverly Coleman

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
JUNE 2023 Bank Statements**

Chase Operating Checking (3159)

Beginning Balance	\$493,739.56	
Deposits	\$5,475.92	
Checks & Payments	\$36,759.66	
Uncleared Transactions	\$30,552.88	
Fees	\$0.00	
Ending Balance		<u>\$431,902.94</u>

Chase Payroll Checking (8526)

Beginning Balance	\$252,985.84	
Deposits	\$0.00	
Interest	\$0.00	
Checks & Payments	\$149,120.51	
Uncleared Transactions	\$559.94	
Ending Balance		<u>\$103,305.39</u>

First American - Cash Fund

Beginning Balance	\$322,600.97	
Deposits	\$2,464.59	
Debits	\$4.50	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$325,061.06</u>

First American - Plates

Beginning Balance	\$970.15	
Deposits	\$0.00	
Debits	\$4.50	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$965.65</u>

Emergency Cash Fund (4880)

Beginning Balance	\$230,508.56	
Deposits	\$0.00	
Interest	\$4.11	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$230,512.67</u>

Corporate Fund (4773)

Beginning Balance	\$1,756,051.93	
Deposits	\$34,539.37	
Interest	\$31.74	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$1,790,623.04</u>

Equipment Fund (4898)

Beginning Balance	\$25,262.42	
Deposits	\$0.00	
Interest	\$0.45	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$25,262.87</u>

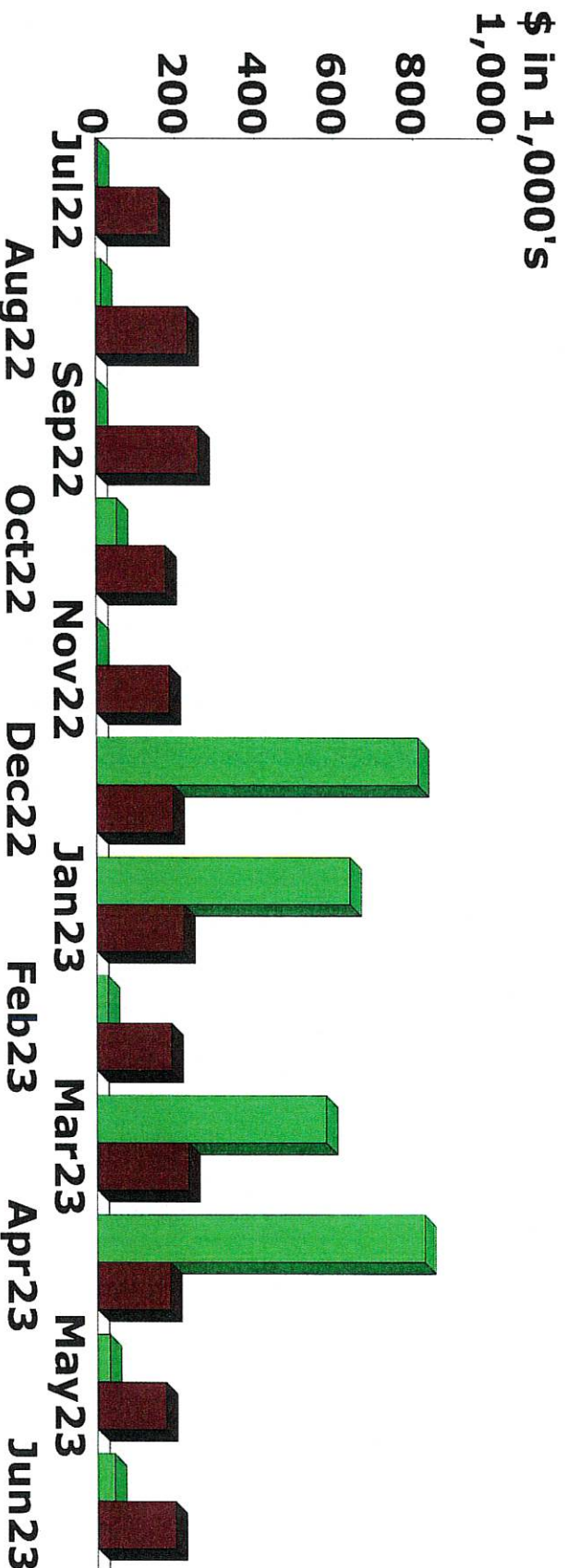
Special Reserve Fund (4906)

Beginning Balance	\$1,639,715.34	
Deposits	\$0.00	
Interest	\$29.25	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$1,639,744.59</u>

Total of all Bank Accounts

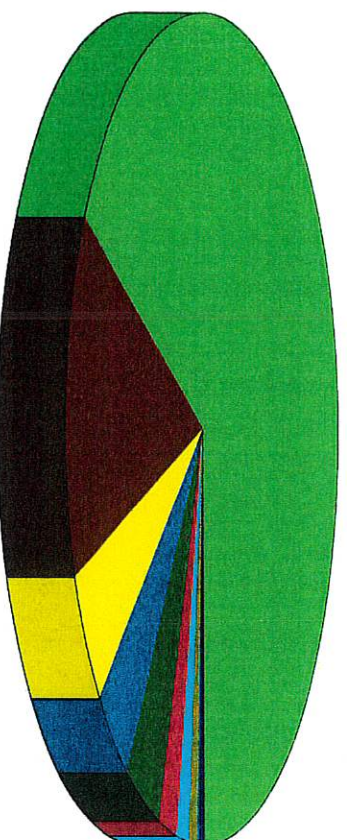
\$4,547,378.21

Income and Expense by Month July 2022 through June 2023



Income
Expense

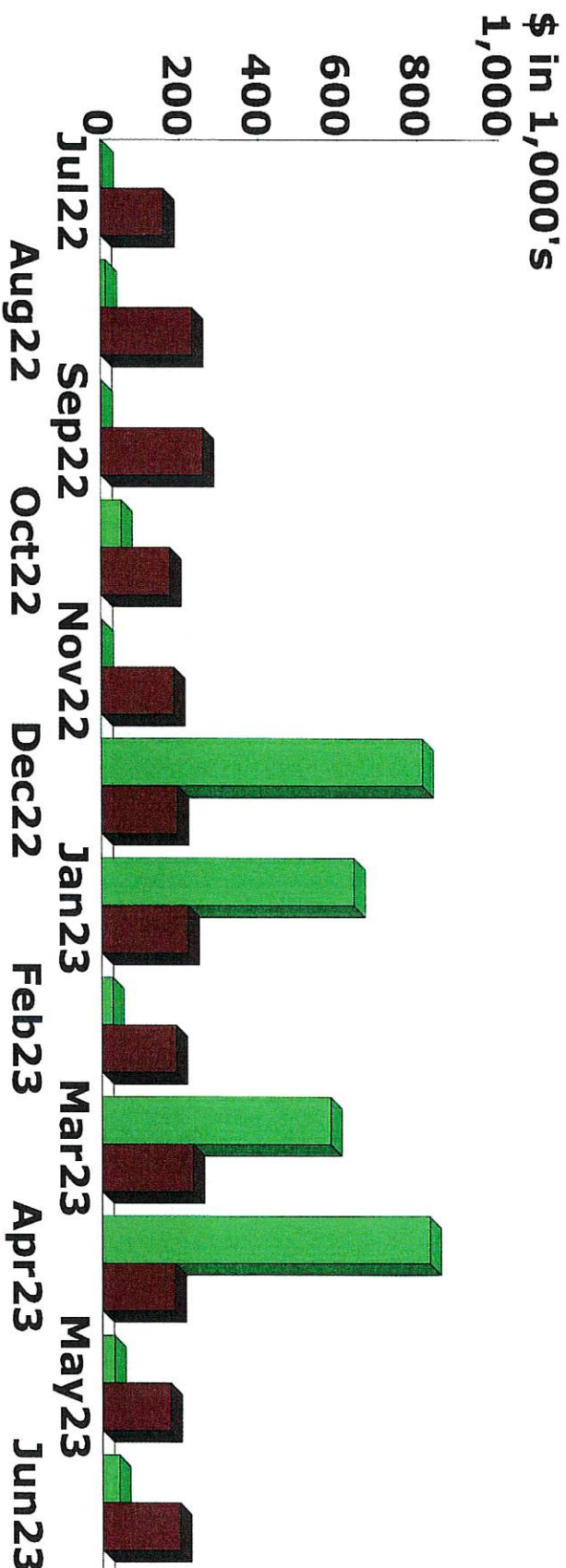
Expense Summary July 2022 through June 2023



PERSONNEL	66.57%
OPER/SERV	14.33
MATERIALS	5.54
55141 . IMRF FUND - EXPENSE	4.33
65161 . SOCIAL SECURITY FUND	4.15
SPECIAL ACCOUNTS	2.09
8 . UNEMP/LIABILITY INSURANCE	1.49
OPERATING SUPPLIES	1.02
74001 . AUDIT EXPENSE	0.46
17100.1 . .1 Board Expense	\$-608.13
29100 . FURNISHINGS/EQUIPMENT	0.02
Sub-Total	\$2,386,927.66

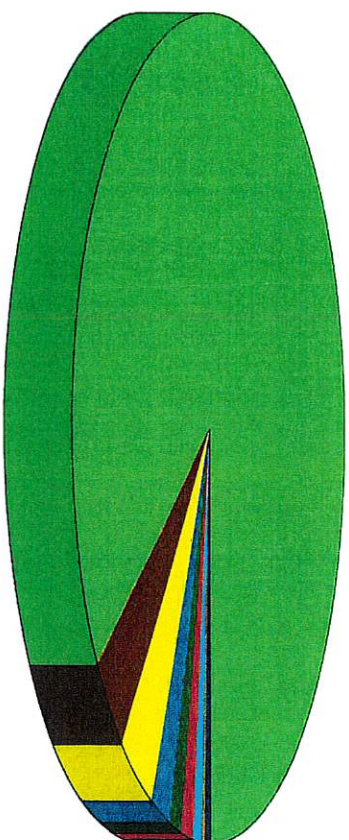
By Account

Income and Expense by Month July 2022 through June 2023



Income
Expense

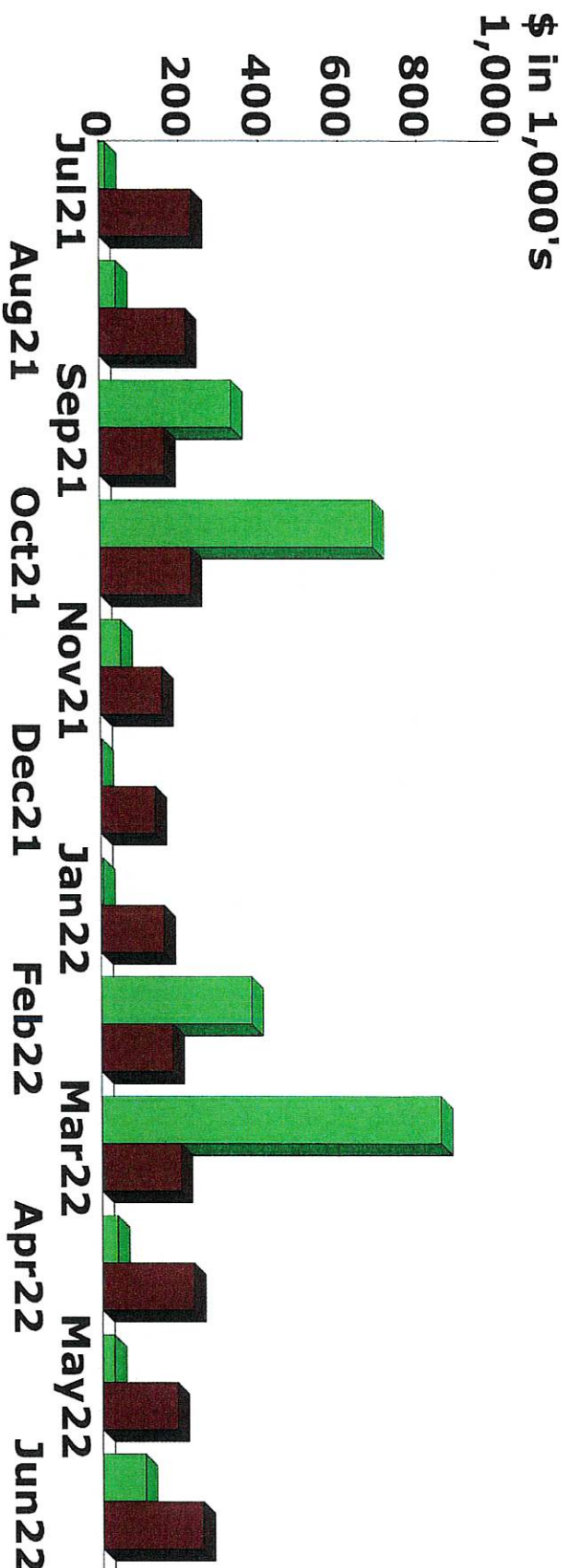
Income Summary July 2022 through June 2023



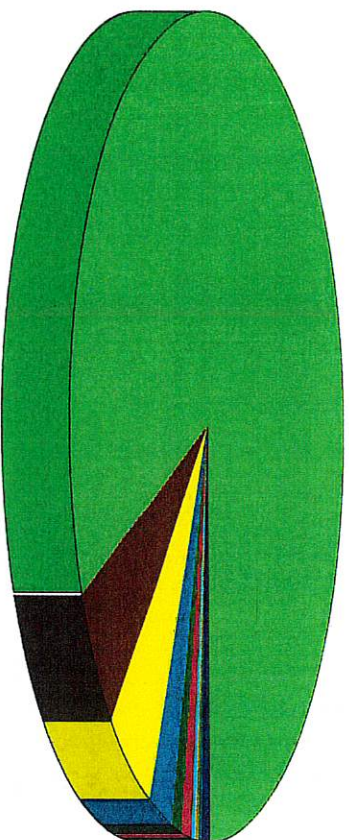
Income Account	84.77%
64000 - R.E. TAXES - SS FUND	4.19
54000 - R.E. TAXES - IMRF FUND	4.01
94000 - R.E. Taxes - Building Mai	2.26
14600 - GRANTS	1.58
14620 - PATRON SALES/FEEES	1.46
84000 - R.E. TAXES - INSURANCE	1.27
74000 - R.E. TAXES - AUDIT FUNI	0.37
14540 - DONATIONS	0.04
2.0 - Special Reserve	0.03
Other	0.02
Total	\$3,028,680.16

By Account

Income and Expense by Month July 2021 through June 2022

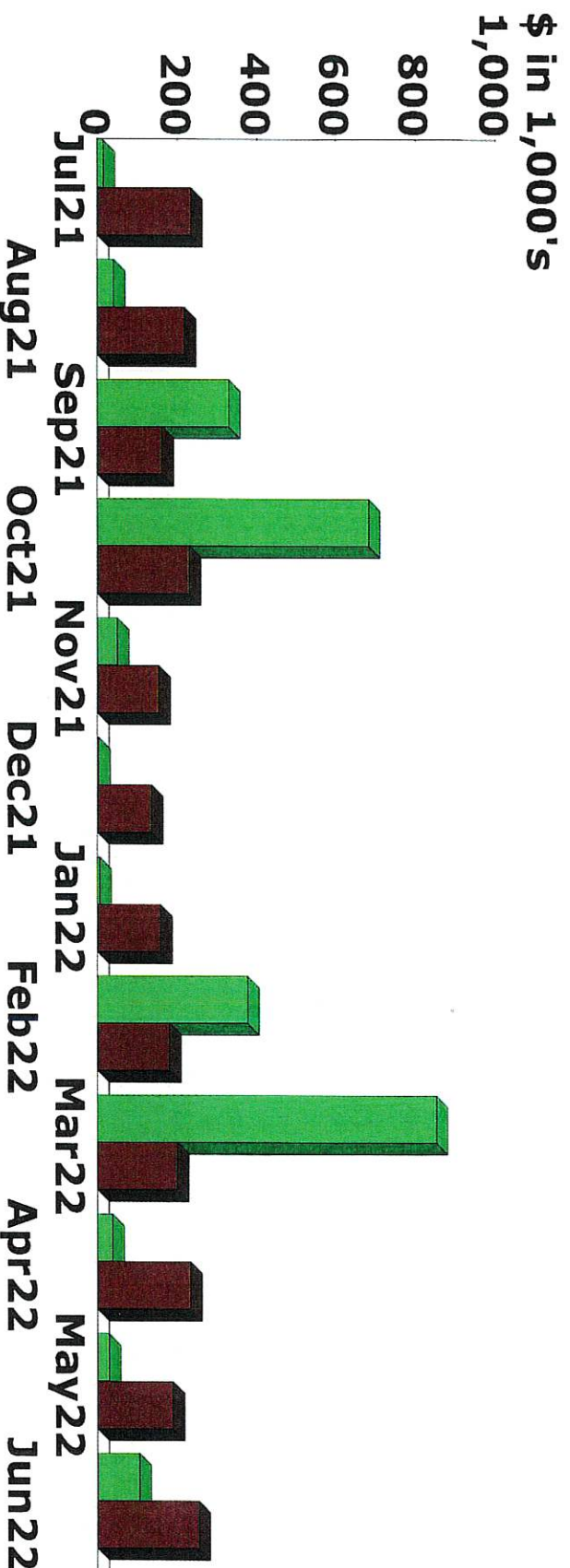


Income Summary July 2021 through June 2022



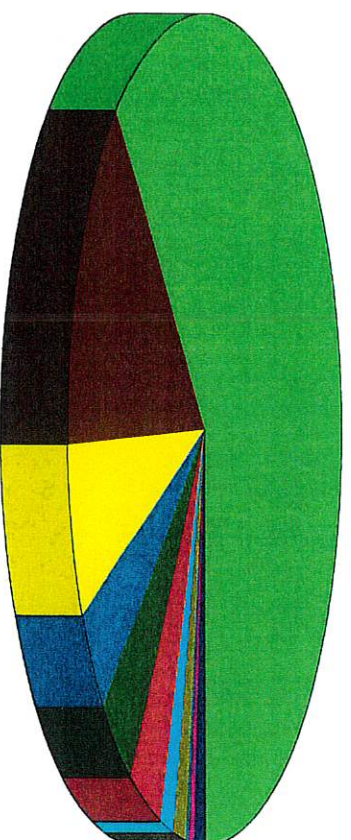
Income Account	81.66%
54000 - R.E. TAXES - IMRF FUND	5.90
64000 - R.E. TAXES - SS FUND	5.37
14600 - GRANTS	2.84
94000 - R.E. Taxes - Building Maintenance	1.35
14620 - PATRON SALES/FEES	1.13
1466 - 1466-REIMBURSEMENTS	0.59
84000 - R.E.TAXES - INSURANCE	0.58
74000 - R.E.TAXES - AUDIT FUND	0.32
14661 - OTHER REIMBURSEMENT	0.11
Other	0.13
Total	\$2,530,977.92

Income and Expense by Month July 2021 through June 2022



Income
Expense

Expense Summary July 2021 through June 2022



PERSONNEL	61.13%
OPER/SERV	14.59
MATERIALS	6.94
SPECIAL ACCOUNTS	4.31
55141 . IMRF FUND - EXPENSE	4.22
65161 . SOCIAL SECURITY FUND	3.83
8 . UNEMP/LIABILITY INSURANCE	1.61
OPERATING SUPPLIES	1.47
94001 . Building & Maint. Fund E	0.61
2 . Special Reserve - EXPENSE	0.53
Other	0.75
Total	\$2,329,264.90

By Account



**Matteson Area Public Library District
Resolution 2023-1**

Holiday Closings for FY23-24

Paid Holidays for Full-Time Staff:

The Personnel Handbook calls for eleven (11) paid holidays a year to be determined prior to every fiscal year.

In order to be eligible to receive holiday pay, employees are required to work their regularly scheduled hours the work day preceding and the work day following the holiday, unless the employee is using a pre-arranged vacation day or has had pre-approval from the Director for a paid absence.

When a regular part-time employee's regularly scheduled hours fall on a holiday, the employee **may** be given the opportunity to make up for the time missed. The scheduled make-up time is subject to the approval of the employee's supervisor and the Director.

When the Library observes a holiday on the day a regular full-time employee is scheduled to be off as part of that employee's regular and usual working schedule, the employee will receive a floating holiday to be used within 30 days. The employee should submit his or her request to use a floating holiday to the Director for approval at least five working days in advance of the day requested. Employees who do not use their floating holiday within 30 days will lose the floating holiday and will not be paid for the day.

September 4, 2023	Labor Day
November 23, 2023	Thanksgiving Break
November 24, 2023	Thanksgiving Break
December 24, 2023	Christmas Eve
December 25, 2023	Christmas Day
December 31, 2023	New Year's Eve
January 1, 2024	New Year's Day
January 15, 2024	Martin Luther King Jr. Day
May 27, 2024	Memorial Day
June 19, 2024	Juneteenth
July 4, 2024	Independence Day

Unpaid Closing Dates

March 31, 2023	Easter Sunday
May 26, 2023	Closed all Sundays until September 8, 2024

Passed and Adopted this 11th day of July 2023 voted as follows:

AYES: _____ NAYS: _____ Absent: _____

President, Board of Library Trustees

Secretary, Board of Library Trustees



Matteson Area Public Library District
Resolution 2023-2

Resolution Authorizing an Emergency Cash Fund

Whereas, 75 ILCS 16/30-95 provides the authority for a Public Library District to create and maintain an Emergency Cash Fund for the sole purpose of enabling the District to have in its funds, at all times, sufficient money to meet demands thereon for ordinary and necessary and committed expenditures for library purposes; and

Whereas, the said statute permits the proceeds of such fund to be transferred from an Emergency Cash Fund to the General Library Fund and dispersed therefrom in anticipation of the collection of taxes lawfully levied for general library purposes; and

Whereas, the Board of Trustees of the Matteson Area Public Library District has determined that it is in the best interests of its residents, taxpayers, and users of the Library District that an Emergency Cash Fund be created and maintained without the burden of additional levied tax dollars;

Now, therefore, be it ordained by the Board of Trustees of the Matteson Area Public Library District in the County of Cook and the State of Illinois, as follows:

Section 1: That there be created and maintained an Emergency Cash Fund for the sole purpose of enabling the District to have in its funds, at all times, sufficient money to meet demands thereon for ordinary and necessary and committed expenditures for library purposes.

Section 2: That the proceeds shall be deposited in a special and separate fund and may be carried over from year to year without in any manner reducing or abating future annual library tax levies and it shall be identified in the budget each year, but shall not be deemed as a current asset available for library purposes.

Section 3: The proceeds of such fund may be transferred from the Emergency Cash Fund to the General Library Fund and dispersed therefrom in anticipation of the collection of taxes lawfully levied for general library purposes or in anticipation of such taxes lawfully levied for general library purposes and such taxes when collected, and after payment of tax warrants, shall be drawn upon to reimburse the Emergency Cash Fund.

Section 4: This Resolution shall take effect and be in full force and effect from and after its passage and approval according to the law and after filing a copy of this Resolution with the Public Library District.

Passed by the Board of Trustees of the Matteson Area Public Library District and approved by the President thereof this 11th day of July 2023.

President, Board of Trustees

Secretary, Board of Trustees



Matteson Area Public Library District
Resolution 2023-3

Authorization to Sign Checks
Fiscal Year 2023 – 2024

All checks, drafts, or other orders for the payment of money, notes, or other pieces of evidence of indebtedness issued in the name of the Library, shall be signed by such officers of the Library and in such manner as shall from time to time be determined by resolution of the Board of Library Trustees. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer and countersigned by the President or Vice-President of the Board.

In compliance with the By-Laws of the Matteson Area Public Library District's Board of Library Trustees, two duly elected or appointed members of the Board of Library Trustees of the Matteson Area Public Library District shall be eligible to sign checks according to the schedule given at each Board meeting, upon their signature on a bank card.

Passed and Adopted this 11th day of July 2023 voted as follows:

AYES: _____ NAYS: _____ Absent: _____

President, Board of Library Trustees

Secretary, Board of Library Trustees



**Matteson Area Public Library District
Resolution 2023-4**

**Resolution of the Board of Library Trustees of the Matteson Area
Public Library District of Matteson, Illinois, reaffirming the fund plan for
the Special Reserve Fund.**

Be it resolved on the 11th day of July 2023, by the Board of Library Trustees of the Matteson Area Public Library District of Matteson, Illinois that the Special Reserve Fund is to serve as a means to provide financing for the upkeep, maintenance, and expansion of the Matteson Area Public Library's buildings and grounds.

Along with the Working Budget, the Board of Library Trustees will annually, beginning in July 2016, set forth a plan that includes repair, maintenance, and/or expansion of mechanical equipment, roofing, lighting, and structural elements such as renovations, refurbishment or expansion that fall beyond the scope of the regular budget.

Passed and Adopted this 11th day of July 2023 voted as follows:

AYES: _____ NAYS: _____ Absent: _____

President, Board of Library Trustees

Secretary, Board of Library Trustees



**Matteson Area Public Library District
Resolution 2023-5**

Requesting the Assessing of Impact Fees

Whereas, the Matteson Area Public Library District is a tax-supported public library that by statute is a district library; and

Whereas, the Village of Matteson, Illinois' redevelopment plans anticipate additional residents generated by development in the area it is likely to increase demand for services offered by the Matteson Area Public Library District; and

Whereas, the imposition of a library impact fee is to provide a source of revenue to fund the construction or improvement of the library necessitated by growth.

Whereas, the Library Director and the Matteson Area Public Library District Board of Trustees request policy changes to allow for the collection of funds for a Library Impact Fee Fund to the Matteson Area Public Library District;

Now therefore be it resolved that the Board of Trustees of the Matteson Area Public Library District as follows:

Section 1. The Board of Trustees of the Matteson Area Public Library District hereby requests the Village of Matteson assesses "Library Impact Fees", in the amount of \$150.00 per new construction dwelling.

Section 2. Library Impact Fees shall not be limited to construction, but may also be used for additional computer equipment, network infrastructure, and acquisition of collection items, as long as the funds result in additional capacity to serve the public.

Section 3. All resolutions/ordinances in conflict with the provisions of this resolution are hereby repealed.

Section 4. If any section, sentence, clause, or phrase of this resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portion of this resolution.

Section 5. This resolution shall become effective immediately upon agreement from the Village and adoption by the Village of Matteson.

Passed and Adopted by the Board of Trustees of the Matteson Area Public Library District this 11th day of July, 2023.

President, Board of Trustees

Secretary, Board of Trustees



Matteson Area Public Library District Resolution 2023-6

Authorizing Public Library Non-Resident Cards

Whereas, the Matteson Area Public Library District is a tax-supported public library; and

Whereas, people residing within the jurisdictional boundaries of the Matteson Area Public Library District pay taxes to support the library, and so need to pay no additional fee to be eligible to receive a library card; and

Whereas, PA 92-0166 stipulates that "A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person's principal residence"; and

Whereas, the Office of the Illinois Secretary of State has issued regulations defining the "closest public library" and also providing three formulae that public libraries can use to determine the non-resident fee; and

Whereas, the Board of Library Trustees of the Matteson Area Public Library District has determined for its 2023-2024 fiscal year, commencing July 1, 2023, and ending June 30, 2024, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

Now, therefore, be it and it is hereby resolved by the Board of Library Trustees of the Matteson Area Public Library District as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Matteson Area Public Library District whose closest public library is the Matteson Area Public Library District, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Matteson Area Public Library District, may purchase a non-resident fee card using the Tax Bill Method which would mean the library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. Renters would pay 15% of the monthly rent as the annual non-resident fee.

Section 2: The nonresident fee shall not apply to any nonresident who, as an individual or other joint owner owns or leases property that is taxed for library service or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property or a copy of the commercial lease of that taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and end dates of the 12-month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 4: The Matteson Area Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Matteson Area Public Library District shall cooperate with other participating area public libraries, the regional library system, and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Matteson Area Public Library District for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the Matteson Area Public Library District pursuant to this Resolution shall accord a non-resident library cardholder all the services that this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the Matteson Area Public Library District.

Passed and Adopted this 11th day of July, 2023 voted as follows:

AYES: _____ NAYS: _____ Absent: _____

President, Board of Trustees

Secretary, Board of Trustees



**Matteson Area Public Library District
Resolution 2023-7**

Requesting the Assessing of Impact Fees

Whereas, the Matteson Area Public Library District is a tax-supported public library that by statute is a district library; and

Whereas, the Village of Matteson, Illinois' redevelopment plans anticipate additional residents generated by development in the area it is likely to increase demand for services offered by the Matteson Area Public Library District; and

Whereas, the imposition of a library impact fee is to provide a source of revenue to fund the construction or improvement of the library necessitated by growth.

Whereas, the Library Director and the Matteson Area Public Library District Board of Trustees request policy changes to allow for the collection of funds for a Library Impact Fee Fund to the Matteson Area Public Library District;

Now, therefore, be it resolved that the Board of Trustees of the Matteson Area Public Library District as follows:

Section 1. The Board of Trustees of the Matteson Area Public Library District hereby requests the Village of Matteson to assess "Library Impact Fees", in the amount of \$150.00 per new construction dwelling.

Section 2. Library Impact Fees shall not be limited to construction, but may also be used for additional computer equipment, network infrastructure, and acquisition of collection items, as long as the funds result in additional capacity to serve the public.

Section 3. All resolutions/ordinances in conflict with the provisions of this resolution are hereby repealed.

Section 4. If any section, sentence, clause, or phrase of this resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portion of this resolution.

Section 5. This resolution shall become effective immediately upon agreement from the Village and adoption by the Village of Matteson.

Passed and Adopted by the Board of Trustees of the Matteson Area Public Library District this 11th day of July 2023.

President, Board of Trustees

Secretary, Board of Trustees



Matteson Area Public Library District Resolution 2023-7

Resolution Authorizing Intervention in Proceedings Before the State of Illinois Property Tax Appeal Board

WHEREAS, the owners of certain parcels of real property located within the district boundaries of the Matteson Area Public Library District, have heretofore filed and may hereafter file appeals of the assessments of certain parcels of real property with the State of Illinois Property Tax Appeal Board (the "PTAB"); and

WHEREAS, these appeals seek or will seek a reduction in the assessed value of the parcels that are the subject of the appeals; and

WHEREAS, in such circumstances, a taxing district has the right to intervene in the proceedings before the PTAB in order to protect its revenue interest in the assessed valuation of the parcels.

Now, therefore, be it resolved by the Board of Library Trustees of the Matteson Area Public Library District, Cook County, Illinois, as follows:

Section 1: The Board of Library Trustees finds that all of the recitals contained above are true and correct and that the same are hereby incorporated herein by reference.

Section 2: The Board of Library Trustees hereby authorizes Klein, Thorpe, and Jenkins, LTD, as its legal representative to file a Request to Intervene in Appeal Proceedings with the PTAB, and to represent Matteson Area Public Library District's interests with respect to all property tax appeals filed for tax years 2010 through 2023, with respect to property located within the corporate boundaries of Matteson Area Public Library District.

Section 3: All motions and resolutions or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

Section 4: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other sections, paragraphs, clauses, or provisions of this Resolution.

Section 5: This Resolution shall be in full force and effect upon its adoption.

Passed and Adopted by the Board of Trustees of the Matteson Area Public Library District this 11th day of July 2023.

President, Board of Trustees

Secretary, Board of Trustees



**Matteson Area Public Library District
Ordinance 2023-1**

Board Meeting Dates

Be it ordained that the ***regular*** meeting of the Matteson Area Public Library District Board of Trustees shall be held at 7:00 P.M. at the Matteson Area Public Library, 801 S. School Avenue, Matteson, Illinois, on the following dates:

August 15, 2023

September 19, 2023

October 17, 2023

November 14, 2023

December 12, 2023

January 16, 2024

February 20, 2024

March 19, 2024

April 16, 2024

May 21, 2024

June 18, 2024

July 16, 2024

This Ordinance is effective immediately upon adoption

Passed by the Board of Trustees of the Matteson Area Public Library District and approved by the President thereof this 11th day of July 2023.

President, Board of Trustees

Secretary, Board of Trustees



Matteson Area Public Library District
Ordinance 2023-2

**An Ordinance Determining to Levy an Additional Tax of .02%
for The 2023 –2024 Fiscal Year**

Whereas, The Illinois Public Library District Act, specifically 75 ILCS 16/35-5 thereof, authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, for construction and equipment of buildings, for rental of buildings required for library purposes, and for maintenance, repairs, and alterations of library buildings and equipment; and

Whereas, the amount of said special tax as set forth in said 75 ILCS 16/35-5 is .02% of the value of all of the taxable property in the District as equalized or assessed by the Department of Local Government Affairs; and

Whereas, The Board of Trustees deems it advisable and necessary to levy said special tax for the 2023-2024 fiscal year for the purposes set forth; and

Whereas, The Board of Trustees has determined to levy said special tax;

Now, therefore, be it ordained and determined by the Board of Trustees of the Matteson Area Public Library District for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for the maintenance, repairs, and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the fiscal year 2023-2024.

Further, a copy of this ordinance shall be published in a local newspaper within 15 days after the date of adoption in the form provided by law.

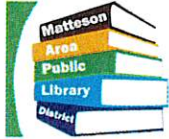
Further, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted this 11th day of July 2023, pursuant to a roll call vote as follows:

AYES: _____ NAYS: _____ Absent: _____

President, Board of Trustees

Secretary, Board of Trustees



Matteson Area Public Library District
Ordinance 2023-4

Appoint Ad Hoc Committee to Audit the Secretary's Minutes of the Library District

An ordinance setting forth the Appointment of an Ad Hoc Committee to audit the Secretary's minutes of the Matteson Area Public Library District, Matteson, Illinois.

Be it ordained by the Board of Library Trustees of the Matteson Area Public Library District, Matteson, Illinois, the appointment of an Ad Hoc Committee to audit the Secretary's minutes.

Howard Hunigan asked the Matteson Area Public Library District Board of Trustees for a motion to appoint an Ad Hoc Committee to audit the Secretary's minutes consisting of the following trustees:

_____ and _____

There was a motion by _____ and a second by _____.

Passed and Adopted this 11th day of July, 2023 voted as follows:

AYES: _____ NAYS: _____ Absent: _____

President, Board of Trustees

Secretary, Board of Trustees

STATE OF ILLINOIS)

) SS

COUNTY OF COOK)

**MATTESON AREA PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
ESTIMATE OF REVENUES
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023
AND ENDING JUNE 30, 2024**

I, the undersigned, do hereby certify that I am the regularly appointed, qualified and acting Treasurer of the MATTESON AREA PUBLIC LIBRARY DISTRICT, Cook County, Illinois, and as such that I am chief fiscal officer of said District.

I do further certify that the following is an estimate of revenues, by source, anticipated to be received by the MATTESON AREA PUBLIC LIBRARY DISTRICT in the following fiscal year, being the fiscal year of July 1, 2023 to June 30, 2024.

\$4,250,063.00	Balance on hand July 1, 2023
\$ 100,000	Revenue from other sources
<u>\$2,929,000</u>	Amount to be levied

I do further certify that the above estimate of revenues anticipated to be received in the following fiscal year was made in full compliance with the provisions of Act 200, Section 18-50 of Chapter 35, of the Illinois Compiled Statutes, as amended.

Treasurer, Board of Library Trustees
Matteson Area Public Library District



Matteson Area Public Library District

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, _____, the duly qualified and acting Secretary of the Board of Library Trustees of the Matteson Area Public Library District, Cook County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

**ORDINANCE NO. 2023-3
ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS OF
MATTESON AREA PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024
AND ENDING JUNE 30, 2025**

adopted at a regular meeting of the said Board of Library Trustees at which a quorum was present held pursuant to the Illinois Open Meetings Act on the _____ day of _____, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2023.

Secretary, Board of Library Trustees

ORDINANCE NO. 2023-3

**ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS
OF MATTESON AREA PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025**

WHEREAS, the Board of Library Trustees for the Matteson Area Public Library District, Cook County, Illinois, caused to be prepared in tentative form a Budget and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Budget on 15th day of August, 2023, and notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been complied with.

NOW, THEREFORE, Be It Ordained by the Board of Library Trustees of the Matteson Area Public Library District, Cook County, Illinois, as follows:

Section 1: That this appropriation for the fiscal year of the Library District shall begin July 1, 2024 and close June 30, 2025. Thereafter, the Library District's fiscal year will commence July 1, and end June 30.

Section 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Public Library District for this fiscal year; and the sum of **\$3,429,635.00** or as much thereof as may be authorized by law, is hereby appropriated for the purpose of the Matteson Area Public Library District, as hereinafter specified for said fiscal year.

PART I
Estimated Funds Available

Balance on hand as of July 1, 2023	\$4,250,063.00
Revenue from sources other than tax levy	100,000.00
Amount to be raised by tax levy	\$3,429,635.00
TOTAL ESTIMATED REVENUE	<u>\$7,779,698.00</u>

PART II
Estimated Expenditures – Library (Corporate) Fund

Account	Library Materials	Amount Appropriated
6000	Public Services Materials	37,500.00
6060	Youth Materials	37,500.00
6180	Public Services Non-Print	43,750.00
6150	Youth Non-Print	22,500.00
6050	Databases	43,750.00
6185	Library of Things	3,750.00
	Total Materials	188,750.00

Account	Operating	Amount Appropriated
7185	Accounting Expenses	625.00
8300	Equipment Repairs/Services	4,325.00
8030	Computer Services	112,500.00
6215	Contingency	37,500.00
8020	Continuing Education	12,500.00
8160	Legal Fees	12,500.00
6216	Library & Staff Events	3,125.00
8027	Networking Groups/Meetings	3,125.00
7080	Postage	12,500.00
8170	Professional/Contractual Service	18,750.00
8130	Public Relations/Promotions	31,250.00
66900	Reconciliation Discrepancies	125.00
8040	Staff Dues & Membership	3,125.00
8025	Staff Travel	12,500.00
7020	Supplies	31,250.00
8080	SWAN Support	37,500.00
8060	Telecommunications	31,250.00
85120	Tuition Reimbursement	9,375.00
8330	Patron Refunds	625.00
6217	Vending Machines	3,750.00
	Total Operating Services	378,200.00

Account	Personnel	Amount Appropriated
5000	Salaries & Wages	1,568,750.00
5170	Payroll Fees	6,875.00
5180	Health Insurance	312,500.00
85120	Workers' Compensation	6,250.00
	Total Personnel	1,894,375.00

Account	Programs	Amount Appropriated
8100	Public Services Programs	18,750.00
8120	Youth Programs	25,000.00
8140	Special Programs	31,250.00
	Total Programs	75,000.00

Account	Board Expenses	Amount Appropriated
7110	Board Dues	1,250.00
7140	Board Continuing Education	4,375.00
7150	Board Supplies	3,750.00
7130	Board Travel	6,250.00
	Total Board Expenses	15,625.00

Account	Building Operations	Amount Appropriated
8250	Utilities	43,750.00
8315	Building & Grounds Supplies	18,750.00
8320	Building & Grounds Repairs/Services	87,500.00
29102	Building Improvements	125,000.00
8310	Building Maintenance Equipment	31,250.00
	Total Building Operations	245,000.00

TOTAL CORPORATE EXPENDITURES **\$ 2,858,200.00**

The foregoing appropriations are appropriated from the general property tax for corporate purposes.

PART III

Estimated Expenditures - Social Security (FICA) Fund

Social Security (FICA) payments \$140,625.00

TOTAL **\$140,625.00**

The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District's contributions to Social Security and is in addition to all other library district taxes as provided by law.

PART IV
Estimated Expenditures - Illinois Municipal Retirement Fund

Illinois Municipal Retirement Fund payments	\$134,625.00
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TOTAL	<u>\$134,625.00</u>
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The foregoing appropriation is hereby appropriated from the proceeds of a special tax to pay the Library District's contributions to the Illinois Municipal Retirement Fund and is in addition to all other library district taxes as provided by law.

PART V
Estimated Expenditures - Liability Insurance Fund

General Liability Insurance payments	\$42,625.00
Commercial Crime	\$4,750.00
Workers' Compensation	\$23,125.00
Unemployment Compensation	\$125,000.00

TOTAL	<u>\$195,500.00</u>
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The foregoing appropriation is hereby appropriated from the proceeds of a special tax for General Liability Insurance, Commercial Crime Insurance, Workers' Compensation, and Unemployment Compensation, purposes and is in addition to all other library district taxes as provided by law.

PART VI
Estimated Expenditures - Audit Expense Fund

Audit Expense Payments	\$13,125.00
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TOTAL	<u>\$13,125.00</u>
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The foregoing appropriation is hereby appropriated from the proceeds of a special tax for audit expense purposes and is in addition to all other library district taxes as provided by law.

PART VII
Estimated Expenditures - Purchase, Construction, Maintenance,
and Repair of Sites and Buildings Fund

Building, Repair and Maintenance Expenses	\$87,500.00
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TOTAL	<u>\$87,500.00</u>
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The foregoing appropriation is hereby appropriated from the proceeds of a special tax for the purposes of the purchase of sites and buildings, the construction and equipment of buildings, for maintenance, repairs, and alterations of library buildings and equipment and is in addition to all other library district taxes as provided by law.

PART VIII
Estimated Expenditures - Special Reserve Fund

The Board of Library Trustees has by annual ordinance established a specific fund to be accumulated from the unexpended balance of the proceeds received from library taxes levied. Said Special Reserve Fund shall be accumulated and set aside for library purposes in accordance with Chapter 75, Act 16, Section 40-50 of the Illinois Compiled Statutes.

PART IX
Estimated Expenditures – Equipment Fund

The Board of Library Trustees has established a specific fund to be accumulated from the dollars received as non-designated donations, along with any interest monies paid to the Corporate Account by the approved financial institutions. Said Equipment Fund shall be utilized to supplement the equipment budgets.

RECAPITULATION

<u>Fund</u>	<u>Total Amount Appropriated</u>
Library (Corporate) Fund	\$2,858,200.00
Social Security (FICA) Fund	\$140,625.00
Illinois Municipal Retirement Fund	\$134,685.00
Liability Insurance Funds	\$195,500.00
Audit Expense Fund	\$13,125.00
Building And Repair Fund	<u>\$87,500.00</u>
TOTAL APPROPRIATIONS	<u>\$3,429,635.00</u>

Section 3: That the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

Section 4: That this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

ADOPTED this 15th day of August 2023, pursuant to a roll call vote as follows:

AYES:_____ **NAYS:**_____ **ABSENT:**_____

APPROVED by the President and Board of Trustees this 15th day of August 2023.

President, Board of Library Trustees

Secretary, Board of Library Trustees

STATE OF ILLINOIS)

1 SS

COUNTY OF COOK)

MATTESON AREA PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS

ESTIMATE OF REVENUES

FOR THE FISCAL YEAR BEGINNING JULY 1, 2023

AND ENDING JUNE 30, 2024

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I do further certify that the following is an estimate of revenues, by source, anticipated to be received by the MATTESON AREA PUBLIC LIBRARY DISTRICT in the following fiscal year, being the fiscal year of July 1, 2023 to June 30, 2024.

\$4,250,063.00

Balance on hand July 1, 2023

\$ 100,000.00

Revenue from other sources

\$3,429,635.00

Amount to be levied

I do further certify that the above estimate of revenues anticipated to be received in the following fiscal year was made in full compliance with the provisions of Act 200, Section 18-50 of Chapter 35, of the Illinois Compiled Statutes, as amended.

Treasurer, Board of Library Trustees

Matteson Area Public Library District