



## Agenda

**Board of Trustees Regular Meeting**  
Tuesday, March 19, 2024 at 7:00 PM  
Room A  
801 S. School Avenue  
Matteson, Illinois 60443

### **THIS MEETING IS OPEN TO THE PUBLIC**

If you anticipate needing any type of accommodations or have questions about the physical access provided, please call (708) 748-4431 in advance of your participation or visit.

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

**1. 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*

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Opportunity for Public Comment**

**5. 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.

5.1 Approval of the Agenda for March 19, 2024

5.2 Approval of Minutes for the Finance Committee Meeting, March 5, 2024

5.3 Approval of Minutes for the Building & Grounds Committee Meeting, March 12, 2024

5.4 Approval of Minutes for the Regular Board Meeting, February 20, 2024

**6. Items removed from the Consent Agenda**

**7. Consideration of Financial Reports and related Financial Concerns**

7.1 Motion to approve February disbursements of **\$69,680.42** for operating invoices, and **\$210,613.51** for payroll related expenses, for a total disbursement of **\$280,293.93**.

7.2 Other

**8. Working Budget Review-Beverly Coleman/Update of Banking transfer from Chase to First American Bank**

**9. Director and Assistant Director's Report**

9.1 Building & Technology

9.2 Continuing Education & Meetings

9.3 News & Marketing

- 9.4 Outreach
- 9.5 Staff, Programs & Services
- 9.6 Trustee Notes
- 9.7 National Library Week: April 7-April 13
- 9.8 Other

**10. President's Report**

- 9.1 Board Retreat Follow-Up-Mission & Vision
- 9.2 Board Policy Review Assignments
- 9.3 American Library Association Conference-Arrangements
- 9.4 Upcoming Election (4 seats) -April 2025
- 9.5 Filing Statement of Economic Interest (SEI) by May 1, 2024
- 9.6 Laconi Trustee Banquet May 3, 2024: Oak Park, IL.
- 9.7 Other

**11. Open Items**

**12. New Business**

- 12.1 Motion to approve the new Mission and Vision Statement for the Matteson Area Public Library District

***Mission Statement***

The library is an important community partner that disseminates knowledge for the benefit of society and provides **quality programs** and services for **all ages** that bring people together, foster creativity, and encourage **lifelong learning**.

***Our Vision***

We strive to be a library that is integral to the lives of all residents, by providing an inviting center which offers a diverse spectrum of innovative services, materials and programming that will **enrich, transform, and empower** our community.

**13. Committee Updates/Upcoming meetings**

- 13.1 Special Board Meetings-Second Tuesday of each month

**14. Correspondence**

**15. Next Month Meeting (Possible Agenda Items)**

**16. Adjournment**

**CHECK SIGNING SCHEDULE**

April 2	Beverly Coleman	Howard Hunigan	Andrea Williams
April 16	Temitope Babayode	Donna Brumfield	Jonathan Currin

**Trustees who will be out of town during the next month should notify the Library's Administrative Office.**

## Finance Committee Meeting Minutes

Tuesday, March 5 at 5:30 PM

801 S. School Avenue

Matteson, Illinois, 60443

### 1. Call to Order

Meeting was called to order at 5:40 pm.

### 2. Roll Call

*Present: Howard Hunigan, Jonathan Currin, Andrea Williams, Beverly Coleman, Angela Brummel-Williams arrived at 5:50 pm.*

*Staff Present: Nikeda Webb*

### 3. Opportunity for Public Comment

None

### 4. Q & A with First American Bank-Marlene Garcia-Bell

Marlene was not able to attend. Trustee Hunigan gave an update on the transfer process. The committee recommended that the funds in the tax deposit account also be transferred to the new First American bank account. The committee discussed ACH debits vs. paper checks for paying bills. The committee also discussed who should be added to the IL Funds Account.

### 5. Review of Working Budget

Director Webb reviewed the working budget with the committee. Things were on track. She is working on cleaning up Quickbooks and updating the categories used for the working budget.

### 6. Auditor Recommendations Review

Director Webb reviewed the recommendations from the auditor.

- Director should review and approve the journal entries for each month and document her approval by signing and dating the monthly journal entry report. ***This has started.***
- The District should have a schedule that clearly documented the approved pay rates of staff. Also, the Board meeting minutes should list the approved salary of the Director when it changes. ***We currently have a spreadsheet that will be signed by the Board President and Treasurer. Minutes will list the director's salary.***
- The District should obtain a collateral agreement with First American Bank to cover balances over the Federal Deposit Insurance Corporation's (FDIC) insured amounts. ***Done.***
- Implement a fraud, risk assessment and monitoring process. ***In progress.***
- The District should open new savings accounts, certificates of deposits or investment accounts to maximize interest/investment income. Also, the District should reduce its number of bank accounts to minimize the complexity and time needed to account for bank accounts. ***Done.***

- The District needs to ensure that there are adequate internal controls and not consider the auditor's procedures to be part of those controls. ***In progress.***

7. **Other**  
Nothing

8. **Adjournment**  
Meeting adjourned at 6:46 pm. by unanimous vote.

## **Building and Grounds Committee Meeting**

Tuesday, March 12, 2024 at 6:30 PM

801 S. School Avenue

Matteson, Illinois, 60443

**1. Call to Order**

Meeting called to order at 6:35 pm

**2. Roll Call**

*Present: Temitope Babayode, Howard Hunigan, Beverly Coleman and Angela Williams-Brummel. Jonathan Currin arrived at 6:37 pm.*

*Staff Present: Director Nikeda Webb and Assistant Director Thom Webb*

*Guest: Scott Delano and Simon Brinkoetter-Studio GC (architects)*

**3. Opportunity for Public Comment**

None

**4. Studio GC Presentation**

Scott Delano presented the committee with Good, Better, and Best options for the front lobby area. He reviewed the layout for each option with carpeting and ceiling concepts. The committee asked for a more detailed layout that showed what walls would need to be moved. The committee also asked for a construction cost for each layout.

The committee will make the recommendations to hold Special Board Meetings on the second Tuesday of each month in Room D to discuss the remodeling project.

**5. Building Projects Update**

Assistant Director Thom Webb gave an update on the electric car charging stations. With the start of the remodeling project, this project is on hold for the moment.

**6. Other**

**7. Adjournment**

Meeting adjourned at 7:50 pm by unanimous vote.

**Matteson Area Public Library District  
Board of Trustees Regular Meeting Minutes  
Tuesday, February 20, 2023 at 7:00 PM  
Room A**

**1. Call to Order**

President Howard Hunigan called the meeting to order at 7:02pm.

***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***

**2. Roll Call:** President Howard Hunigan, Trustee Donna Brumfield, Trustee Beverly Coleman, Vice-President Temitope Babayode, Student Trustee Carmen Merino, Trustee Jonathan Currin arrived at 7:07pm, Trustee Andrea Williams arrived at 7:31pm.

**Absent:** Trustee Angela Williams-Brummel

**Staff Present:** Director Nikeda Webb, Assistant Director Thom Webb, Computer Service Manager Andrew Murgas, Administrative Assistant Robin Covington

**3. Pledge of Allegiance**

**4. Opportunity for Public Comment - None Present**

**5. Consent Agenda-**

**MOTION BY: President Howard Hunigan 2ND BY: Trustee Donna Brumfield**

**The record shows a correction was made to the February 20, 2024 Board Meeting Agenda to change the Board Meeting date from January 16, 2023 to January 16, 2024 correction was made.**

Roll call voted.

President Howard Hunigan - YES	Trustee Donna Brumfield - YES
Trustee Beverly Coleman - YES	Vice-President Temitope Babayode - YES

Motion carried.

**6. Items removed from the Consent Agenda - None**

**7. Consideration of Financial Reports and related Financial Concerns**

- 7.1 Motion to approve January disbursements of **\$84,637.16** for operating invoices, and **\$127,044.19** for payroll related expenses, for a total disbursement of **\$211,681.35**.

**MOTION BY: Trustee Beverly Coleman 2ND BY: Vice-President Tem Babayode**

**Discussion:** Director Nikeda Webb, highlighted a few checks issued from the list in the board packet:

- CDW check was for the laptops
- O'Neill & Gaspardo for the audit
- Hayes Mechanical
- Black History Programming
- SWAN (System Wide Automated Network) quarterly fees

Roll call voted.

President Howard Hunigan - YES	Trustee Donna Brumfield - YES
Trustee Beverly Coleman - YES	Vice-President Temitope Babayode - YES
Trustee Jonathan Currin - Yes	

Motion carried.

**8. Review of Strategic Plan 2024-2026**

Director Nikeda Webb went over the proposed Strategic Plan goals for 2024 - 2026. After approval from the Board, Staff from all departments will work to develop plans to achieve the goals over the next 3 years.

**9. Director and Assistant Director's Report**

- 9.1 Building & Technology - Fifteen laptops were purchased. They will be ready to roll out soon. Hotspots and Rokus will be updated next. MAPLD uses TechSoup which gives us really great deals on technology for non-profits. The Building has had no issues.
- 9.2 Continuing Education & Meetings - 2024 PLA conference is in Columbus, Ohio April 3rd through April 5th. The 2024 ALA conference is in San Diego, California June 27th through July 2nd. Those interested in attending any of the conferences should let Robin know. She will handle registration and travel arrangements.
- 9.3 News & Marketing- Director Nikeda and staff met with the marketing consultant, Ericka Moore (The Story of E) to review logo samples.
- 9.4 Outreach -.The Outreach Committee had their first meeting. They plan to do different outreach activities monthly. This month is Puppy Bowl. We are collecting items for the Human Society. We continue to collect food for the pantry and Rich Township Pantry and our micro-pantry.
- 9.5 Staff & Programs - Miss Laura Alexander retired so there is an opening for a Page position. Part-time Security Officer David Robinson

will be resigning to attend school at the end of March. We will be hiring someone for Security.

Programming- we have seen an increase in attendance. Bid Whist is still our biggest program. The Black History Gala was successful and we had a big turn out. Met with staff and discussed having the Gala offsite next year at the hotel to accommodate almost 300 patrons in attendance. We will have programs/activities at the library on Friday nights from 6:30pm to 8:30pm during the month.

- 9.6 Trustee Notes - There are some trustee workshops being held virtually:  
**March 2, 2024** 10:00am - 12:00pm -  
Understanding the Power of an Accessible Library  
**April 6, 2024** 10:00am -12:00pm -  
ILL Library Trustees: What's the Job And What I Wish I Had Known?  
**May 4, 2024** 10:00am - 12:00pm -  
Director Searches & Evaluations: Tips and Tricks from Two Veterans  
Those interested should let Ms. Nikeda know.
- 9.7 Other: Auditors - The board has a copy of the audit report. The Finance Committee will set up a meeting to review the Audit Recommendations. Director Nikeda reminded trustees that this is the year we search for new auditors.

## 10. President's Report

- 10.1 Trustee Retreat March 9, 2024/Finances etc. - President Hunigan asked Trustee Brumfield to give an update on the retreat. Trustee Brumfield and Trustee Andrea Williams will revisit the topics for the retreat. Theme "The State of the Matteson Area Public Library"

### **Discussion topics for retreat:**

- Trustees will look at the mission and vision statements
- Library Finances/Library Law presentation
- Trustees will complete the yearly required trainings

Retreat will be here at the Library March 9th, 2024 from 9:00am - 2:30pm. A formal invitation will be sent to everyone.

- 10.2 Board Policy Review - President Hunigan stated this is the year we review board policies. He will assign chapters to all trustees and they will be responsible for presenting it at a future meeting.
- 10.3 Finance Committee - Trustee Coleman gave an update on First American Bank transfer. All paperwork and signatures for accounts have been completed. Only the collateralization form is missing

President Hunigan stated that he will be bringing a new policy, dealing with the need for two signatures for checks to our next meeting. The



bank doesn't require it but our Board Policy states two signatures are required. It will be just a little change of the language.

10.4 Mission and Vision Statement - we will be working on this at the retreat.

10.5 Other - None at this time

**11. Open Items - None at this time**

**12. New Business**

12.1 Approval of the Matteson Area District Library Strategic Plan for years 2024-2026

**MOTION BY: President Howard Hunigan 2ND BY: Trustee Donna Brumfield**

**Discussion: None**

Roll call voted.

President Howard Hunigan - YES	Trustee Donna Brumfield - YES
Trustee Beverly Coleman - YES	Vice-President Temitope Babayode - YES
Trustee Jonathan Currin - YES	Trustee Andrea Williams - YES

Motion carried.

12.2 Motion to to approve the AIA Document B101 Standard Form Of Agreement between the Matteson Area Public Library District and Studio GC, Inc for Interior Renovation and to authorize the Board President to execute the Agreement and Rider to the Agreement on behalf of the District

**MOTION BY: Vice- President Tem Babayode 2ND BY: Trustee Jonathan Currin**

**Discussion:** Vice-President Tem Babayode stated, this is a contract between the library and Studio GC outlining the work they are going to do. The contract has been sent to the Lawyer and after several edits he said it was ready.

President Hunigan stated that the building committee will see things first. The Director will be involved in all the process, and then it will come to the President for signatures.

Roll call voted.

Trustee Andrea Williams - YES	Trustee Donna Brumfield - YES
Trustee Beverly Coleman - YES	Vice-President Temitope Babayode - YES

Trustee Jonathan Currin - YES	President Howard Hunigan - YES
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Motion carried.

**13. Committee Updates/Upcoming meetings**

Building & Grounds-February 13, 2024 - An update from the meeting was given by Vice - President Babayode. He shared a copy of the overview, design process, and execution of the contract for Studio GC. The Finance Committee will be involved. There was a discussion about building permits, and a timeline for the schematic design should be given by mid March. Construction is planned to start in November, in 2024. The project will be put into phases.

**Discussion:** President Hunigan requested that we reach out to minority contractors during the bidding process.

The next Building and Grounds meeting will be March 12, 2024 at 6:30pm.

Finance Committee - Working Budget/Auditor Recommendation the committee meeting will be March 5, 2024 at 5:30pm.

- 14. Correspondence** - Trustee Andrea Williams stated we received a Letter of appreciation for staff member Colleen VanderHye for being so very helpful everytime the patron comes to the library, Director Webb will be taking her to lunch to show our appreciation for the great customer service she provides. We also received a thank note from a patron who received a giveaway basket, expressing thanks to the library.

**15. Next Month Meeting (Possible Agenda Items)**

- 15.1 Resolution for Bank Signers for Illinois Funds Account - President Hunigan stated the Finance Committee will be bringing some ideas for the language to use for a resolution for bank signer for the Illinois Funds account

**16. Adjournment**

**Motioned by: Trustee Beverly Coleman 2ND BY: Vice- President Tem Babayode**

Ayes 6. Nays 0. Motion carried.

The Board meeting adjourned at **8:42pm**.

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Andrea Williams, Board Secretary

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Robin Covington, Administrative Assistant

**Matteson Area Public Library District  
February 2024 Bank Statements**

**Chase Operating Checking (3159)**

Beginning Balance	\$273,827.13	
Deposits	\$1,902,348.81	
Checks & Payments	\$69,680.42	
Transfer Out	\$1,895,999.82	
Fees	\$0.00	
Ending Balance		<b><u>\$210,495.70</u></b>

**Chase Payroll Checking (8526)**

Beginning Balance	\$568,967.88	
Deposits	\$0.00	
Interest	\$0.00	
Checks & Payments	\$210,613.51	
Uncleared Transactions	\$0.00	
Ending Balance		<b><u>\$358,354.37</u></b>

**First American - Checking (2901)**

Beginning Balance	\$415,852.73	
Deposits	\$1,760.61	
Debits	\$175.22	
Interest	\$120.50	
Checks Issued/transfer out	\$0.00	
Ending Balance		<b><u>\$417,558.62</u></b>

**First American - Plates**

Beginning Balance	\$861.43	
Deposits	\$2,502.43	
Debits	\$2,086.04	
Interest	\$0.01	
Checks Issued/transfer out	\$0.00	
Ending Balance		<b><u>\$1,277.83</u></b>

**Emergency Cash Fund (4880)**

Beginning Balance	\$230,571.01	
Deposits	\$0.00	
Interest	\$6.59	
Checks Issued/transfer out	\$230,577.60	
Ending Balance		<b><u>\$0.00</u></b>

**Corporate Fund (4773)**

Beginning Balance	\$1,355,903.85	
Deposits	\$103,827.60	
Interest	\$54.62	
Checks Issued/transfer out	\$17,396.17	
Ending Balance		<b><u>\$1,442,389.90</u></b>

**Equipment Fund (4898)**

Beginning Balance	\$25,269.26	
Deposits	\$0.00	

Interest	\$0.72	
Checks Issued/transfer out	<u>\$25,269.98</u>	
Ending Balance		<b><u>\$0.00</u></b>
<b><u>Special Reserve Fund (4906)</u></b>		
Beginning Balance	\$1,640,159.55	
Deposits	\$0.00	
Interest	\$46.84	
Checks Issued/transfer out	<u>\$1,640,206.39</u>	
Ending Balance		<b><u>\$0.00</u></b>
<b><u>First American Public Funds(9401)</u></b>		
Beginning Balance	\$0.00	
Deposits	\$3,977,443.24	
Interest	\$1,555.24	
Checks Issued/transfer out	<u>\$0.00</u>	
Ending Balance		<b><u>\$3,978,998.48</u></b>

**Total of all Bank Accounts**

**\$6,409,074.90**



## Matteson Area Public Library District

### February 2024 Disbursement Warrant

Board Meeting Date: March 19, 2024

#### Vendor Disbursements

		Debit / Check #	
February	Utilities	Water, Garbage, Intern	4,458.80
February	Electronic Payments	Chase Card	17,396.17
February	Manual Checks	21089-21166	<u>68,732.62</u>
			<b>\$ 90,587.59</b>

#### Payroll Disbursements

02/02/24	Gross Payroll		38,730.87
02/02/24	Employer Payroll Taxes		13,236.56
02/16/24	Gross Payroll		40,509.50
02/16/24	Employer Payroll Taxes		13,802.89
	Gross Payroll		0.00
	Employer Payroll Taxes		0.00
February	IMRF		<u>12,375.24</u>
			<b>\$ 118,655.06</b>

#### Voided Checks Previously Issued

\$0.00

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**\$0.00**

#### Total Disbursements for December

\$ 209,242.65

Previous Month

\$202,843.18

Estimated Upcoming Month

\$215,000.00

Tax Deposit

Date: 2/29/2024

				refunds	deposits
<b>Total Deposit:</b>	<b>\$ 103,827.60</b>				
Refunds	\$ -			0.00	22126.12
Other Funds	\$ 13,242.40			0.00	34248.77
	\$ 103,827.60			0.00	251.30
		Acct #		0.00	39474.23
General Fund:	\$ 90,585.20	14001	0.872458	0.00	7724.85
<u>Other Funds</u>				0.00	2.33
Audit Fund:	\$ 409.22	74000	0.003941	0.00	0.00
IMRF Fund:	\$ 4,386.85	54000	0.042251	0.00	0.00
Insurance Fund:	\$ 1,391.35	84000	0.013401	0.00	0.00
SS Fund:	\$ 4,583.28	64000	0.044143	0.00	0.00
Building Maint.	\$ 2,471.70	94000	0.023806	0.00	
	\$ 103,827.60		1.000000	0.00	
				0.00	
				0.00	
				0.00	
				0.00	103827.60 103827.60



**Matteson Area Public Library District**  
**February Checks Issued: Operating**

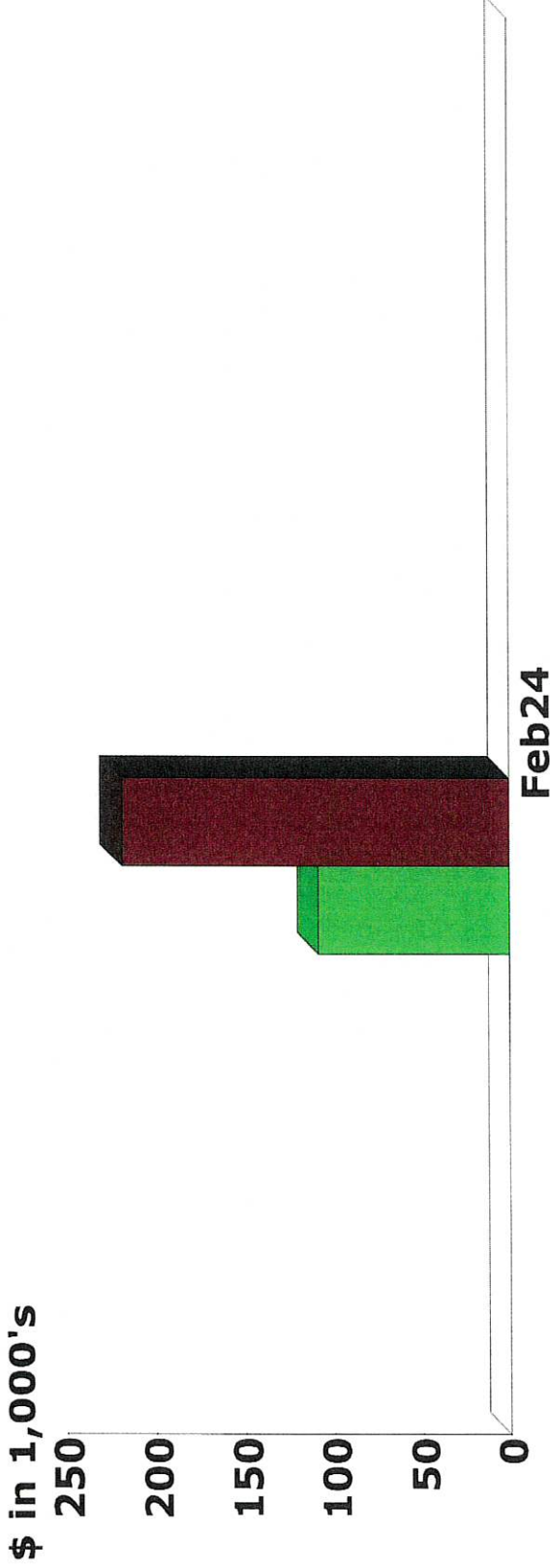
Type	Date	Num	Name	Memo	Amount	Freq
Check	02/06/2024	21089	Alliance Entertainment	AV	-796.43	
Check	02/06/2024	21090	Amazon.com	BHM Program Supplies	-1,147.38	
Check	02/06/2024	21091	AT & T	Internet	-381.36	M
Check	02/06/2024	21136	Auto Upkeep	Auto Program (PNG)	-3,000.00	
Check	02/06/2024	21092	Baker & Taylor	Books	-2,103.71	
Check	02/06/2024	21093	Birk Plumbing, Inc.	Men's Restroom Repairs	-8,675.00	
Check	02/06/2024	21094	CDW Government Inc	Toner	-561.11	
Check	02/06/2024	21095	Children's Plus Inc.	Books	-4,956.72	
Check	02/06/2024	21096	CINTAS	Maintenance 3 AEDs	-378.00	M
Check	02/06/2024	21097	Connie Martin	BHM Program	-417.20	
Check	02/06/2024	21098	Cooking Canvas	YS Program	-480.00	
Check	02/06/2024	21099	David J. Kennerson	Security	-160.00	
Check	02/06/2024	21100	DEMCO, INC.	Supplies	-51.39	
Check	02/06/2024	21101	Dilligent Community	Board Docs/Community	-4,000.00	
Check	02/06/2024	21102	Dot Kane	YS Program Storytime	-400.00	
Check	02/06/2024	21103	Ebsco	Library Aware Renewal	-1,032.00	A
Check	02/06/2024	21104	Enterprise Office Equip.	3 Toners	-420.00	
Check	02/06/2024	21105	Gale/Cengage Learning	Books	-1,822.04	
Check	02/06/2024	21106	Grainger	Supplies-Plumbing	-270.41	
Check	02/06/2024	21107	Hayes Mechanical	Maintenance	-662.00	Q
Check	02/06/2024	21108	Hinkley Springs	Supplies	-271.72	
Check	02/06/2024	21109	Homewood Disposal Srvc	Garbage	-187.39	M
Check	02/06/2024	21110	IL. Library Assoc.	Dues	-225.00	A
Check	02/06/2024	21111	Jalyn Edwards	Mileage	-21.29	
Check	02/06/2024	21112	Kalea Phillips	Mileage	-7.60	
Check	02/06/2024	21113	Kenndra Barron	Security	-240.00	
Check	02/06/2024	21114	Klein, Thorpe & Jenkins	Legal Fees	-585.00	
Check	02/06/2024	21115	Lauretta Benford	Record Retention	-625.00	
Check	02/06/2024	21116	Marlin Leasing Co.	Copier Lease	-401.56	M
Check	02/06/2024	21117	Menards	Supplies	-337.04	
Check	02/06/2024	21118	Mobile Beacon	Hotspot	-66.00	
Check	02/06/2024	21119	Nicor	Gas	-2,579.63	M
Check	02/06/2024	21120	O'Neill & Gaspardo	Audio	-3,800.00	
Check	02/06/2024	21121	Off-Site Business Sol.	Bookkeeping	-234.50	M
Check	02/06/2024	21122	Orkin Pest Control	Pest Control	-114.99	
Check	02/06/2024	21123	Overdrive, Inc.	eBooks	-60.00	
Check	02/06/2024	21124	Peerless	Telephones	-738.26	
Check	02/06/2024	21125	Penworthy	PS Kits	-309.90	
Check	02/06/2024	21126	Playaway Products	Audiobooks	-696.19	
Check	02/06/2024	21127	Pro Quest	Database Renewal	-1,217.26	A
Check	02/06/2024	21128	Quill Corp.	File Cabinet	-191.74	

Check	02/06/2024	21129	Safeway Transpo Svc	Transportation (PNG)	-509.25	
Check	02/06/2024	21130	Semmer Landscape, LLC	6 Deicing & Snow Remvl	-3,480.00	
Check	02/06/2024	21131	Sherry Sanders	BHM Supplies	-311.97	
Check	02/06/2024	21132	Susan Fulcher	YS Supplies	-288.08	
Check	02/06/2024	21133	Swan	ILL & Recp. Borrowing	-103.98	
Check	02/06/2024	21134	T-Mobile	Cellphone	-122.16	M
Check	02/06/2024	21135	Technology Mgmt Fund	Internet	-450.00	M
Check	02/06/2024	21137	Uline	Supplies	-460.39	
Check	02/06/2024	21138	Village of Matteson	Elevator Inspection	-98.00	A
Check	02/06/2024	21139	Warehouse Direct	Supplies	-992.13	
Check	02/19/2024	21167	B Allan Graphics	Spring Newsletter	-2,610.00	
Check	02/20/2024	21140	Amazon.com	Supplies	-555.23	
Check	02/20/2024	21141	B Allan Graphics	BHM Banners & Posters	-750.00	
Check	02/20/2024	21142	Barrette Seibert	PS Program Yoga	-200.00	
Check	02/20/2024	21143	Blackstone Publishing	Audiobooks	-753.80	
Check	02/20/2024	21144	CDW Government Inc	Supplies-Computer	-281.17	
Check	02/20/2024	21145	Children's Plus Inc.	Books	-23.41	
Check	02/20/2024	21146	Connie Martin	BHM Program	-432.20	
Check	02/20/2024	21147	Cynthia Morse	PS Program Line Dancing	-100.00	
Check	02/20/2024	21148	Daily Southtown	Renewal	-229.98	Q
Check	02/20/2024	21149	David J. Kennerson	Security	-160.00	
Check	02/20/2024	21150	Demco, Inc.	Supplies	-809.57	
Check	02/20/2024	21151	Enterprise Office Equip.	Toner	-315.00	
Check	02/20/2024	21152	Gale/Cengage Learning	Books	-49.50	
Check	02/20/2024	21153	Gary Wenstrep	BHM Program	-300.00	
Check	02/20/2024	21154	Hayes Mechanical	HVAC Repair-Fan	-8,960.00	
Check	02/20/2024	21155	Kenndra Barron	Security	-240.00	
Check	02/20/2024	21156	Lauretta Benford	Record Retention	-125.00	
Check	02/20/2024	21157	Marla Cole-Wieringa	Mileage & Supplies	-103.53	
Check	02/20/2024	21158	Menards	Supplies	-251.53	
Check	02/20/2024	21159	O'Neill & Gaspardo	Audiut	-57.00	
Check	02/20/2024	21160	Orkin Pest Control	Pest Control	-127.99	M
Check	02/20/2024	21161	Otis Elevator Co.	Elevator Srvc Call	-361.63	
Check	02/20/2024	21162	Overdrive, Inc.	eBooks	-35.00	
Check	02/20/2024	21163	Playaway Products	Audiobooks	-271.65	
Check	02/20/2024	21164	RAILS	Database LOT4Kids)	-520.00	
Check	02/20/2024	21165	Semmer Landscape, LLC	Deicing & Snow Removal	-2,960.00	
Check	02/20/2024	21166	Unique Management	Collections Srvcs	-167.45	
					<u>-73,191.42</u>	0
					<u>-73,191.42</u>	

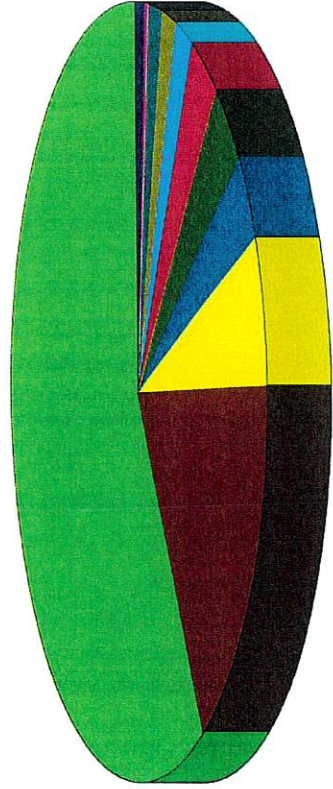


# Income and Expense by Month February 2024

Income  
Expense



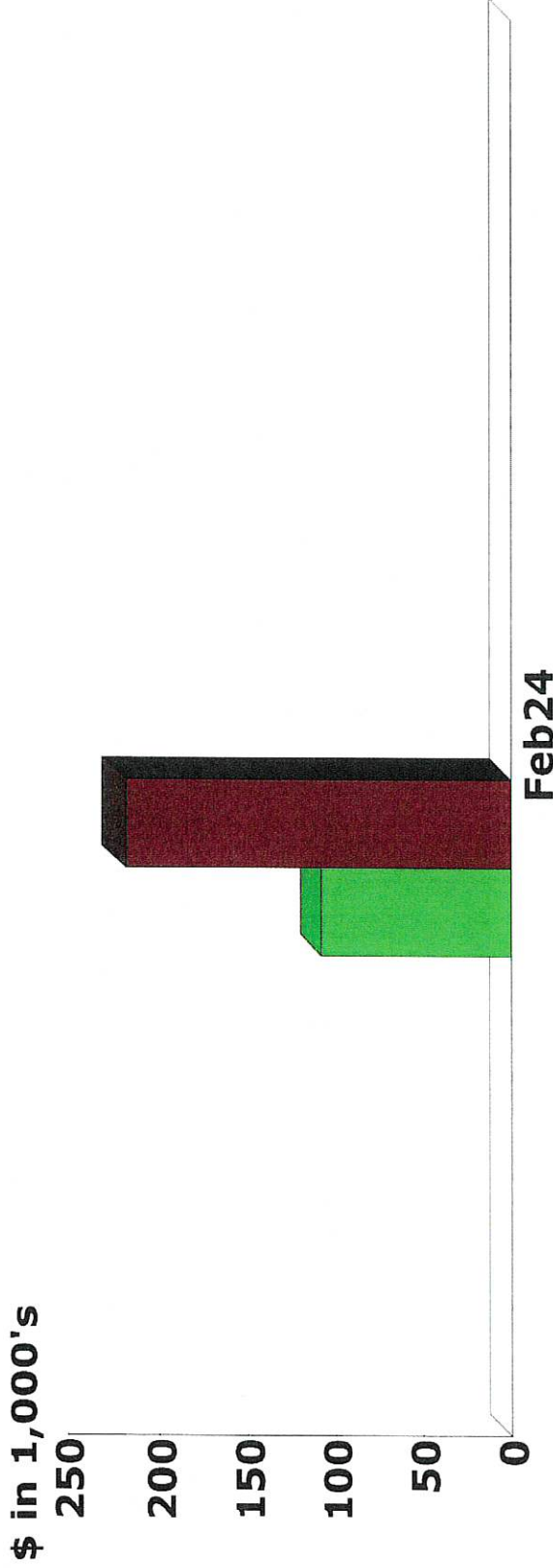
# Expense Summary February 2024



PERSONNEL	58.37%
OPER/SERV	17.06
MATERIALS	6.31
94001 · Building & Maint. Fund E	3.95
55141 · IMRF FUND - EXPENSE	3.90
65161 · SOCIAL SECURITY FUND	3.65
SPECIAL ACCOUNTS	2.38
17100.1 · .1 Board Expense	1.82
74001 · AUDIT EXPENSE	1.76
OPERATING SUPPLIES	0.64
8 · UNEMP/LIABILITY INSURAN	0.17
<b>Total</b>	<b>\$219,633.67</b>

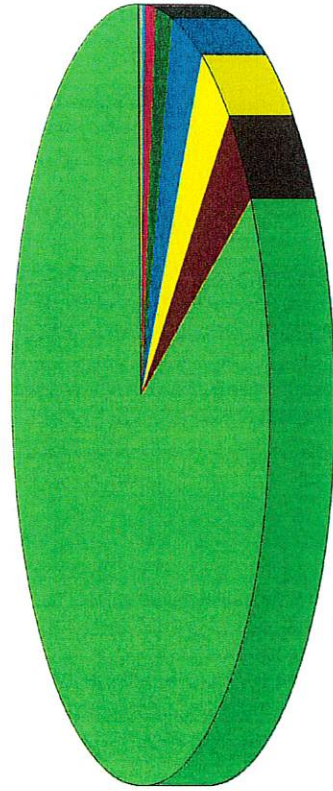
By Account

# Income and Expense by Month February 2024



# Income Summary February 2024

Income Account	Percentage
14620 - PATRON SALES/FEES	83.43%
64000 - R.E. TAXES - SS FUND	4.32
54000 - R.E. TAXES - IMRF FUND	4.22
94000 - R.E. Taxes - Building Mai	4.04
84000 - R.E. TAXES - INSURANCE	2.28
74000 - R.E. TAXES - AUDIT FUNI	1.28
14540 - DONATIONS	0.38
<b>Total</b>	<b>0.05</b>
	<b>\$108,572.59</b>



By Account



# Matteson Area Public Library District Statistics

## February 2024

**Card Holders**  
3,855

Active  
336

Unexpired  
3775

**Curbside/Lockers**

Patrons 5  
Items 22

**Homebound**

Patrons 5  
Items 42

**Computer Usage**  
15,522

AS Lab 912  
YS Lab 417  
Website Hits 9364  
Website Sessions 3794  
Wi-Fi 1035

**Visits**

Patrons 4633

**Rooms**

Patrons 207  
Used 159

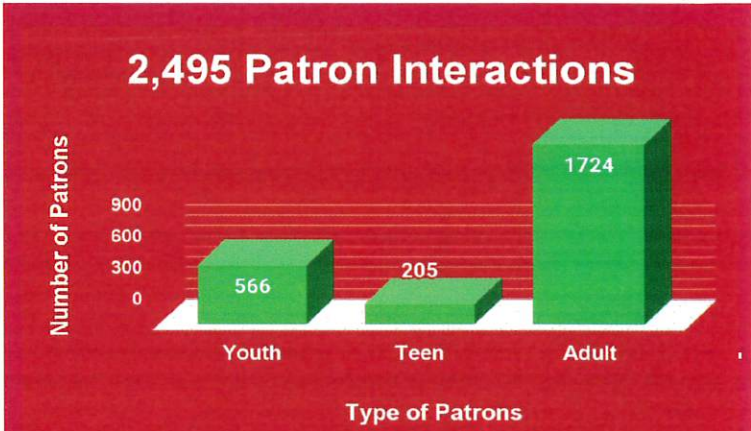
**Social Media**


**Instagram**  Followers 579

**Twitter**  Followers 692

**Facebook**  Followers 2,542

**YouTube**  Subscribers 308

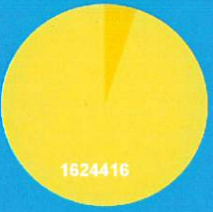




**Interlibrary Loans**  
2,095

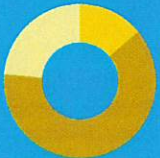
OCLC Received 11  
OCLC Sent 46  
SWAN Received 490  
SWAN Sent 1567

**Collections 1,709,416**



• Print • Digital

**Checkouts 7,424**



• Digital • Print • Non-Print  
2446 3,704 1,282

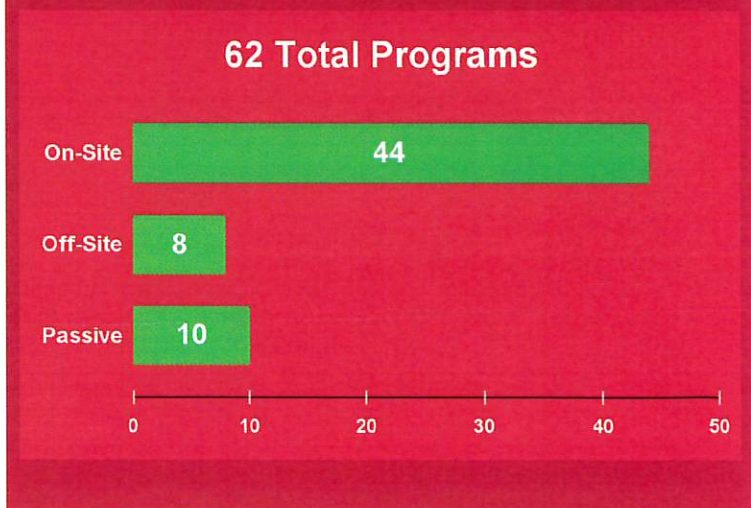


**Volunteers**

# of Sessions 12  
# of Students 15  
Total Hours 46.25

**Databases**

# of databases owned 45  
# of databases used 20  
# of times accessed 1,090







# LACONI TRUSTEE BANQUET

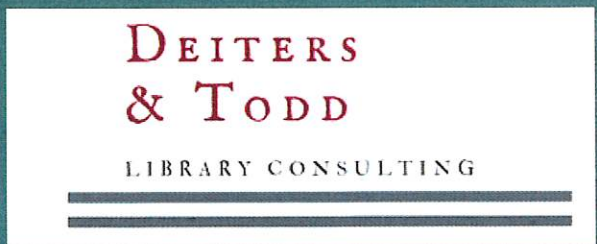
\$75

Friday, May 3rd 6-9pm  
The Nineteenth Century Club  
Oak Park, IL

Library Trustees are invited to join us for an evening of networking and dinner. John Chrastka, Executive Director of the advocacy group EveryLibrary and Kelly Jensen of Book Riot, will be our featured guests this year.

For additional information and to purchase tickets, visit [laconi.org](http://laconi.org).

Thank you to our sponsors





## South Suburban Humane Society



21800 Central Ave Matteson, IL 60443  
708-755-7387  
www.southsuburbanhumane.org

March 04, 2024

Matteson Area Public Library  
801 School Ave  
Matteson, IL 60443

Dear Susan,

On behalf of the pets, volunteers, and supporters of the South Suburban Humane Society, I sincerely thank you for your donation drive of pine sol, bleach, towels, cat litter, cat food and dog toys. Every donation made to SSHS makes a difference. You are a part of a lifesaving community dedicated to pets across Chicago's Southland.

For fifty years, the South Suburban Humane Society has supported pets and the people who love them. Even during a pandemic, we found new homes for over 3,000 pets, spayed/neutered over 5,000 pets, and helped many pet owners keep their pets when they fell on hard times. We also fostered out over 2000 pets! Our services and programs keep expanding and it's gifts like yours that make it happen.

Your gift is the gift of a new, permanent home. Your gift is ending the overpopulation epidemic. Your gift does far more than just feed pets, or house them.

You're saving the lives of pets and the people who love them and giving homeless pets a second chance.

If you're curious about how to help out more or if you have any questions or comments, please contact me at [emily@southsuburbanhumane.org](mailto:emily@southsuburbanhumane.org).

In partnership

Emily Klehm, CAVA  
CEO

South Suburban Humane Society

*This letter serves as a written receipt of the donation listed above. No goods or services were exchanged for this donation. Donations are tax-deductible as applicable by law and the South Suburban Humane Society EIN is 23-7165004*